



# TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

## TRANSMITTAL MEMO

### Town of Jackson

- ☒ Public Works/Engineering
- ☐ Building
- ☐ Title Company
- ☒ Town Attorney
- ☐ Police

### Joint Town/County

- ☐ Parks and Recreation
- ☐ Pathways
- ☐ Housing Department

### Teton County

- ☐ Planning Division

- ☐ Engineer
- ☐ Surveyor- *Nelson*
- ☐ Assessor
- ☐ Clerk and Recorder
- ☐ Road and Levee

### State of Wyoming

- ☐ Teton Conservation
- ☐ WYDOT
- ☐ TC School District #1
- ☐ Game and Fish
- ☐ DEQ

### Federal Agencies

- ☐ Army Corp of Engineers

### Utility Providers

- ☐ Qwest
- ☐ Lower Valley Energy
- ☐ Bresnan Communications

### Special Districts

- ☐ START
- ☐ Jackson Hole Fire/EMS
- ☐ Irrigation Company

Date: April 16, 2020	<b>REQUESTS:</b>  The applicant is submitting a request for a Development Agreement for the property located at 175 S. Glenwood Street, legally known as, Lots 11-12, BLK 2, WORT-2.  For questions, please call Brian Lenz at 733-3097, x1410 or email to the address shown below. Thank you.
Item #: P20-075	
Planner: Brendan Conboy  Phone: 733-0440 ext. 1302  Email: bconboy@jacksonwy.gov	
<b>Owner:</b> Arts District Development PO 1569 Jackson, WY 83001  <b>Applicant:</b> Abigail Moore PO Box 1569 Jackson, WY 83001	
<b>Please respond by: May 7, 2020 (with Comments)</b>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
tstolte@jacksonwy.gov

JH Development LLC  
PO Box 1569  
25 E. Simpson Ave.  
Jackson, Wy 83001

---

April 15, 2020

Town of Jackson  
Building and Planning Department  
150 E. Pearl Ave.  
Jackson, WY 83001

VIA: Email Only to Office Manager Tiffany Stolte [TStolte@jacksonwy.gov]  
Email copy to Town Engineer Brian Lenz [btlenz@jacksonwy.gov]  
Email copy to Town Attorney Lea Colasuonno [lcolasuonno@jacksonwy.gov]

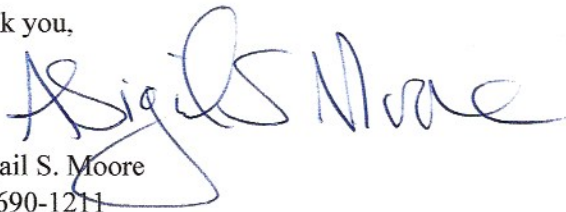
RE: **Application for Development Agreement**  
Glenwood + Simpson Mixed-use Building (Phase II of Millward + Simpson Master Plan)  
175 S. Glenwood Street  
Building Permit #B19-0323 Pre-Application #P18-001

Dear Tiffany:

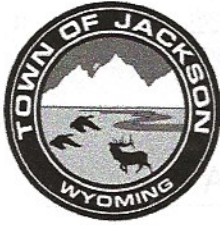
Attached is an application on behalf of Arts District Development LLC for a development agreement with the Town of Jackson relating to the Glenwood + Simpson development project. It is my understanding there is not an application fee required for this application but if this is not the case please let me know and I will arrange for the fee to be paid promptly. The Town should have the notarized authorization on file for me to act as agent for Arts District Development LLC.

Please let me know what additional information you might require.

Thank you,



Abigail S. Moore  
307-690-1211  
[abigailmoore@jhlaw.com](mailto:abigailmoore@jhlaw.com)



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | www.townofjackson.com  
Jackson, WY 83001

**For Office Use Only**

Fees Paid \_\_\_\_\_ Date & Time Received \_\_\_\_\_  
Application #s \_\_\_\_\_

**Please note:** Applications received after 3 PM will be processed the next business day.

**PROJECT.**

Name/Description: Glenwood+Simpson Mixed-use Bulding (Phase II of Millward+Simpson Master Plan)  
Physical Address: 175 S. Glenwood Street  
Lot, Subdivision: Lots 11-12, Block 2, 2nd Wort Addition to Town of Jackson PIDN: 22-41-16-33-1-08-004

**PROPERTY OWNER.**

Name: Arts District Devleopment LLC Phone: 307-413-7073  
Mailing Address: PO Box 1569 / 25 E. Simpson Ave. Jackson, WY ZIP: 83001  
E-mail: jsv@jhdevelopment.net

**APPLICANT/AGENT.**

Name: Abigail S. Moore Phone: 307-690-1211  
Mailing Address: PO Box 1569 / 25 E. Simpson Ave. Jackson, WY ZIP: 83001  
E-mail: abigailmoore@jhlaw.com

**DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Property Owner ☒ Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson/200/Planning](http://www.townofjackson/200/Planning)

<b>Use Permit</b>	<b>Physical Development</b>	<b>Interpretations</b>
_____ Basic Use	_____ Sketch Plan	_____ Formal Interpretation
_____ Conditional Use	_____ Development Plan	_____ Zoning Compliance Verification
_____ Special Use	_____ Design Review	<b>Amendments to the LDRs</b>
<b>Relief from the LDRs</b>	<b>Subdivision/Development Option</b>	_____ LDR Text Amendment
_____ Administrative Adjustment	_____ Subdivision Plat	_____ Map Amendment
_____ Variance	_____ Boundary Adjustment (replat)	<b>Miscellaneous</b>
_____ Beneficial Use Determination	_____ Boundary Adjustment (no plat)	<input checked="" type="checkbox"/> <b>Other:</b> <u>Development Agmt</u>
_____ Appeal of an Admin. Decision	_____ Development Option Plan	_____ Environmental Analysis



**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: P18-001 Environmental Analysis #: NA  
Original Permit #: B19-0323 Date of Neighborhood Meeting: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for submittal requirements.

Have you attached the following?

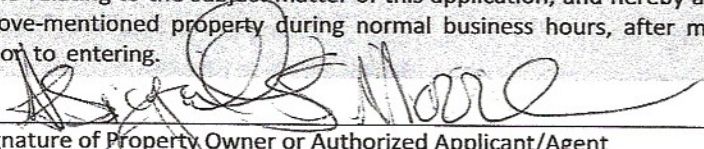
NA **Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

on file **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at [www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF](http://www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF).

\_\_\_\_\_ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) under the relevant application type.

**Note:** Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

  
Signature of Property Owner or Authorized Applicant/Agent  
Abigail S. Moore  
Name Printed

4/15/2020  
Date  
Attorney/Agent for ADD LLC  
Title