



# 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
- Joint Housing Dept

**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: January 13, 2021

Item #: P21-011

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Email: [tvalentine@jacksonwy.gov](mailto:tvalentine@jacksonwy.gov)

**Owner**

Aamarila Associates  
PO Box 1605  
Wilson, WY 83014

**Applicant:**

Carrington Mortgage Holdings  
Clay Morgan  
1600 S. Douglass Rd  
Anaheim, CA 92806

**REQUESTS:**

The applicant is submitting a request for a Basic Use Permit to add the use office to the property located at 945 W. Broadway Ave #103 & 104.

For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.

**Please respond by:** **January 27, 2021 (Sufficiency)**  
**February 3, 2021 (with Comments)**

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:

[tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov)



01/11/2021

Town of Jackson  
Planning Department  
150 E Pearl Ave  
PO Box 1687  
Jackson, WY 83001  
(307) 733-0400

RE: Use permit for 945 W Broadway Ave. Suite 103/104 Jackson, WY 83001

To Planning Department:

Carrington Holding Company, LLC has entered into a lease agreement with Aamarila Associates FLLC, at 945 W Broadway Ave. Suite 103/104 Jackson, WY 83001. The space is currently zoned as a retail space (previously occupied by Verizon Wireless), and we are requesting a change of use permit as office space.

Our plan for this location will be a regional office for Vylla Home, and Vylla Tiltle which are subsidiaries of Carrington Holding Company. The primary business function from this new location will be Real Estate and Title transactions, and will consist of office/meeting space for our Broker and supporting Agents.

Attached you will find the Use Permit application, proposed space plan for the new office, Housing Mitigation Plan, and Notarized Letter of Authorization from Aamarila Associates FLLC. Please contact me should you have any questions or concerns about this application.

Sincerely,

A handwritten signature in black ink, appearing to read "Clay Morgan".

**Clay Morgan | VP, Facilities**  
Carrington Mortgage Holdings, LLC  
1600 S. Douglass Rd | Anaheim, CA 92806  
Office: (949) 517-7354 | Cell: (714) 913-3279 | Email: [Clay.Morgan@carringtonmh.com](mailto:Clay.Morgan@carringtonmh.com)



**PLANNING PERMIT APPLICATION**  
Planning & Building Department

150 E Pearl Ave. ph: (307) 733-0440  
P.O. Box 1687 [www.townofjackson.com](http://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: Hillside Building  
Physical Address: 945 W Broadway Avenue #103/104 Jackson, WY 83001  
Lot, Subdivision: 103/104 PIDN: 22-41-16-32-1-09-004/005

**PROPERTY OWNER.**

Name: Aamarila Associates FLLC (Aaron Pruzan) Phone: 307 733 2471  
Mailing Address: PO Box 1605 Wilson, Wyoming ZIP: 83014  
E-mail: aaron@jacksonholekyak.com

**APPLICANT/AGENT.**

Name: Clay Morgan / Carrington Mortgage Holdings Phone: 714 913-3279  
Mailing Address: 1600 S. Douglass Rd. Anaheim, CA ZIP: 92806  
E-mail: clay.morgan@carringtonmh.com

**DESIGNATED PRIMARY CONTACT.**

Property Owner  Applicant/Agent

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

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

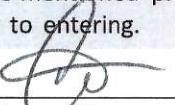
**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

**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.

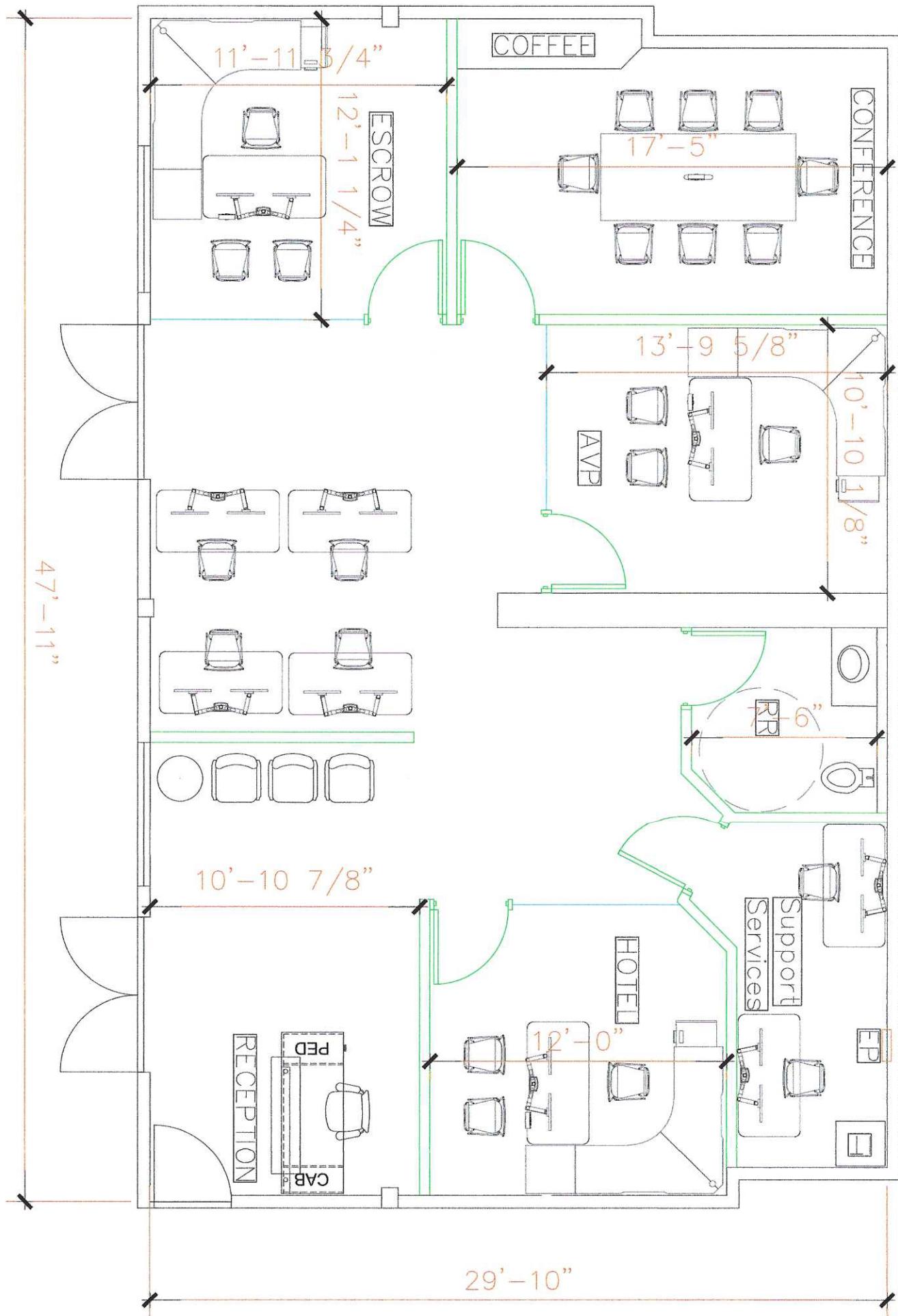
  
Signature of Property Owner or Authorized Applicant/Agent

CLAY MORGAN / CARRINGTON MORTGAGE HOLDERS  
Name Printed

11/4/2020

Date

VP FACILITIES  
Title



## Housing Mitigation Plan

updated 1/8/21

Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates. These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. This worksheet is intended to assist in meeting the requirements for a project. However, an error in the worksheet does not amend the actual standard; if you find an error please notify the Planning Department. Fill in the highlighted cells, all the other cells will autopopulate.

### Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

#### Step 1: Location

Town of Jackson

The applicable regulations vary by jurisdiction please identify the location of your project using the above dropdown options.

The required housing is based on the existing and proposed use of the site. Step 2 is to enter the existing use and Step 3 is to enter the proposed use. Section 6.3.2 of the LDRs establishes the applicability of the affordable workforce housing standards and Section 6.3.3 establishes the specifics on calculation of the requirement. Enter each use in its own row, add rows if needed. If a building has multiple units with the same use, describe each unit in its own row. (For example: if a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit, put each unit in its own row do not put in 4,000 sf of attached single-family.) If a unit type (e.g. apartment floor plan, or commercial tenant space) is replicated exactly multiple times, you may use the "Use Quantity" column to avoid adding multiple rows.

#### Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of existence.

Existing Use (Sec. 6.3.2.A)	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Retail	0.000216*sf		1608	1	0.347

Existing Workforce Housing Credit 0.347

#### Step 3: Proposed Development

Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Office	0.000247*sf		1608	1	0.397

Affordable Workforce Housing Required: 0.050 units Fee-in-Lieu Amount: \$ 13,545.59

If the amount of required affordable workforce housing is less than one unit, you may pay the above fee in-lieu of providing the required housing. If you elect to pay the fee, your Housing Mitigation Plan is complete. If the requirement is greater than one unit, or you would like to provide a unit to meet the requirement, please proceed to the [Unit Type Sheet](#).

Date: 10/12/2020

License #: \_\_\_\_\_

New Application  
 Updated Information



**Town of Jackson  
Business License Application  
PO Box 1687, Jackson, Wyoming 83001  
Phone: (307)733-3932  
Fax: (307)739-0919  
www.jacksonwy.gov**

Instructions: **All information on both sides of this form must be fully completed.** Failure to complete any item will delay the processing of your application. All payments shall be made at the time of application and shall be non-refundable, unless the application is denied. If the Town denies a business license application, the entire fee, less a \$37.00 application fee, will be refunded. An application for a business license **must be submitted and approved** by the Town **before the business can begin operations**.

**\*(License will be DELAYED and can potentially be DENIED if any information is incomplete)\***

Sales Tax Collecting Business	Non-Sales Tax Collecting Businesses	
1- 10 employees = \$100.00	1 - 10 employees = \$130.00	
11 - 49 employees = \$200.00	11 - 49 employees = \$290.00	
50 - 99 employees = \$300.00	50 - 99 employees = \$390.00	
100 + employees = \$500.00	100 + employees = \$650.00	
Commercial Property Rental	Residential Rentals	Agent
1 or more rentals = \$100.00	3 or more rentals = \$100.00	0 employees = \$100.00

Business Name: Carrington Holding Company, LLC

D/b/a: \_\_\_\_\_

Nature of Business: Holding company

Is the Business in your residence? Yes  No

Is the Business a: Corporation Partnership Sole Proprietorship LLC  
LLC

Business Physical Address: Street & No: 945 West Broadway, Units 103 and 104

Bldg. /Apt: Hillside Building City: Jackson State: WY Zip Code: 83001

**\*\* Any change of location or ownership requires a new application, \$37.00 fee, and subject to approval by the Town of Jackson \*\*.**

Business Mailing Address: 1700 E. Putnam Ave., 5th Floor

Post Office Box: \_\_\_\_\_ City: Old Greenwich State: CT Zip Code: 06870

Business Phone Number : (203) 661-6186

Fax/email address: \_\_\_\_\_

WY Sales Tax Number: \_\_\_\_\_

Federal Employers ID Number or SSN: 26 - 4222179

**(PLEASE PROVIDE COLOR COPY OF DRIVER'S LICENSE)**

Have you ever been convicted of a felony? Yes  No

Will this Business be applying for Restaurant Liquor License?  YES  NO

If Premise was previously occupied, was it a  Residence  Business  
If Business, What type: N/A

If property is rented/leased:

**Name of the Owner:** Aamarila Associates, FLLC / Aaron Pruzan, Manager

**Owner's Mailing Address:** P.O. Box 1605, Wilson, WY 83014

Owner's Phone Number: 307-413-3574

**Description of business:**

**Description of Business:** Carrington Holding Company, LLC is a holding company. Its subsidiary businesses provide real estate services nationwide in connection with single-family residential real estate transactions, including mortgage, real estate brokerage, settlement, and title services.

Where is the parking provided for your business? In front of premise and second level

How many spaces are allocated to the business? None: shared unreserved parking spaces in front of the premises serving multiple business

Business square footage: 1608 sq ft

If restaurant, how many seats? N/A

If restaurant, how many seats? N/A  
Number of Employees on payroll: 3

Number of Employees on payroll: 2  
Will you be posting a sign for your business? Yes  No

Will you be posting a sign for your business?  Yes  No  
Have you obtained all necessary permits/licenses from your local authority?  Yes  No

Have you obtained any  
If not, why not?

**\*\*\* The above questions *MUST* be included in the answer to this question. \*\*\***

STATE OF OHIO )  
COUNTY OF CUYAHOGA )  
S

which may result from furnishing the requested  
original.



signature of applicant

Scott J. Siegler

WITNESS my hand and official seal

WITNESS my hand and  
John Deeter  
Notary Public

5.12.010 License required

**3.12.010 License required**  
It is unlawful for any person, either for himself or for any other person, or for anybody, corporation or otherwise, to commence or carry on any kind of lawful business, trade, calling, profession, solicitation or occupation in the Town, without having a valid license from the Town to do so, or without complying with any and all regulations of such business, trade, calling, profession, or occupation contained in Chapters 5.04 through 5.24, and 5.52 or other applicable governmental regulations. Violation of this requirement shall be punishable pursuant to Section 1.12.010 of the Municipal Code of the Town of Jackson. (Ord. 860 § 6, 2008; Ord. 670 § 1, 2000; Ord. 501 § 3, 1995; Ord. 148 § 3, 1972.)

**For Official Use Only – Please Do Not Write Below This Line**

Business is:      Home Occupation      Home Business      Other

**Zoning:** UC UC2 UR AR AC SR R  
BC NC NC2 OP RB BP MHP

**Business Physical Location:** Within the Town Limits      In Teton County      Out of Teton County

Approving Department	Initials	Date Approved	Comments
Building Department			
Fire Department			
Planning Department			
[REDACTED]			
Finance Department			
License Fee	\$		
Prorated Fee	\$		
Date Paid			
Receipt Number			

**LETTER OF AUTHORIZATION**

Amarrka Associates LLC "Owner" whose address is: Box 1605  
Wilson, WY 83017

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Aaron Prozan (manager), as the owner of property

more specifically legally described as: Units 103 & 104 of the Hillside Building, 945 West Broadway,  
Town of Jackson, Teton County, Wyoming

(If too lengthy, attach description)

HEREBY AUTHORIZES Carrington Holding Company, LLC

as

agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

OWNER:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Manager

(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

STATE OF WYOMING

)

)SS.

COUNTY OF TETON

)

The foregoing instrument was acknowledged before me by Aaron Prozan this 5 day of  
November, 2020.

WITNESS my hand and official seal.

Alvita Themadaja  
(Notary Public)

My commission expires:

