



# 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: February 26, 2021	REQUESTS:
Item #: P21-047	
Planner: Tyler Valentine	The applicant is submitting a request for a Basic Use Permit to add the use short term rental to the property located at 360 Millward St. (#19), legally known as UNIT 19, BLDG. 3, BROOKSIDE CONDOS 3RD ADDITION
Phone: 733-0440 ext. 1305	
Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a>	For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
<b>Owner / Applicant</b> Thomas Mikkelsen and Brittany Mauer PO Box 3497 Jackson, WY 83001	
<b>Please respond by:</b> <b>March 11, 2021 (Sufficiency)</b> <b>March 18, 2021 (with Comments)</b>	

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

Thomas Mikkelsen and Brittany Mauer  
PO Box 3497  
Jackson, WY 83001

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[tvalentine@jacksonwy.gov](mailto:tvalentine@jacksonwy.gov)



**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: **Brookside Condo Unit #19**  
Physical Address: **360 N. Millward Street #19, Jackson, Wy 83001**  
Lot, Subdivision: **Unit 19, Bldg 3, Brookside Condos** PIDN: **22-41-16-28-4-23-011**

**PROPERTY OWNER.**

Name: **Thomas Mikkelsen and Brittany Mauer** Phone: **3076909290**  
Mailing Address: **PO Box 3497, Jackson, Wy** ZIP: **83001**  
E-mail: **wyophatman@yahoo.com**

**APPLICANT/AGENT.**

Name: **Thomas Mikkelsen and Brittany Mauer** Phone: **3076909290**  
Mailing Address: **PO Box 3497, Jackson, Wy** ZIP: **83001**  
E-mail: **wyophatman@yahoo.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>	<b>Physical Development</b>	<b>Interpretations</b>
<input checked="" type="checkbox"/> <b>Basic Use</b>	<input type="checkbox"/> <b>Sketch Plan</b>	<input type="checkbox"/> <b>Formal Interpretation</b>
<input type="checkbox"/> <b>Conditional Use</b>	<input type="checkbox"/> <b>Development Plan</b>	<input type="checkbox"/> <b>Zoning Compliance Verification</b>
<input type="checkbox"/> <b>Special Use</b>	<input type="checkbox"/> <b>Design Review</b>	<b>Amendments to the LDRs</b>
<b>Relief from the LDRs</b>	<b>Subdivision/Development Option</b>	<input type="checkbox"/> <b>LDR Text Amendment</b>
<input type="checkbox"/> <b>Administrative Adjustment</b>	<input type="checkbox"/> <b>Subdivision Plat</b>	<input type="checkbox"/> <b>Map Amendment</b>
<input type="checkbox"/> <b>Variance</b>	<input type="checkbox"/> <b>Boundary Adjustment (replat)</b>	<b>Miscellaneous</b>
<input type="checkbox"/> <b>Beneficial Use Determination</b>	<input type="checkbox"/> <b>Boundary Adjustment (no plat)</b>	<input type="checkbox"/> <b>Other:</b> _____
<input type="checkbox"/> <b>Appeal of an Admin. Decision</b>	<input type="checkbox"/> <b>Development Option Plan</b>	<input type="checkbox"/> <b>Environmental Analysis</b>

**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

Thomas Mikkelsen

Name Printed

2.19.21

Date

Owner

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)

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## 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.

### 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
Short-Term Rental Unit	0.102*bedrooms	1	412	1	0.102

Affordable Workforce Housing Required: 0.102 units

Fee-in-Lieu Amount: \$ 27,779.10

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](#).