



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: April 8, 2021	REQUESTS:
Item #: P21-084	
Planner: Tyler Valentine	The applicant is submitting a request for a Basic Use Permit to transform office space to retail space located at 242 N Glenwood Street PIDN: 22-41-16-28-4-07-007 legally known LOTS 13-14-15, BLK. 1, SIMPSON (EL RANCHO MOTEL) (MAP T-28L FILED 06/01/09)
Phone: 307-733-0440 ext. 1305	For questions, please call Tyler Valentine at 307-733-0440, x1305 or email to the address shown below. Thank you.
Email: tvalentine@jacksonwy.gov	
Owner Anvil Hotel Partners 372 Court St. Floor 2 Brooklyn, NY 11231	
Applicant: Laurie J. Stern, Attorney PO Box 4211 Jackson, WY 83001	
Please respond by: April 22, 2021 (Sufficiency) April 29, 2021 (with Comments)	

Owner

Anvil Hotel Partners
372 Court St. Floor 2
Brooklyn, NY 11231

Applicant:

Laurie J. Stern, Attorney
PO Box 4211
Jackson, WY 83001

The applicant is submitting a request for a Basic Use Permit to transform office space to retail space located at 242 N Glenwood Street PIDN: 22-41-16-28-4-07-007 legally known LOTS 13-14-15, BLK. 1, SIMPSON (EL RANCHO MOTEL) (MAP T-28L FILED 06/01/09)

For questions, please call Tyler Valentine at 307-733-0440, x1305 or email to the address shown below. Thank you.

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

April 7, 2021

Via Email Only

Tyler Valentine, Senior Planner
Town of Jackson
planning@jacksonwy.gov

RE: BUP Application from Anvil Hotel Partners, LLC

Dear Tyler:

As we have recently discussed via email, Wylie Baker LLP represents Anvil Hotel Partners, LLC, a Wyoming limited liability corporation (“*Anvil Hotel Partners*”) in its application to convert a portion of an existing Anvil Hotel office-use space into a retail-use space. Enclosed please find a Basic Use Permit (BUP) application, a floor plan, and a \$601.00 check. Please let me know if there are any additional items that you find to be missing from this application.

The BUP application requests a narrative description of the use. Anvil Hotel Partners operates the Anvil Hotel (hotel) and Glorietta (restaurant and bar). Here is the requested narrative description:

A portion of the Anvil Hotel that abuts North Glenwood and is closest to Glorietta is currently used as Anvil Hotel office space. This office space is directly across the driveway/parking area from the entrance to Glorietta. Anvil Hotel Partners wishes to convert this to what I understand is considered retail use. The short-term plan for this space is to use it as a place to sell gelato that is made in-house at Glorietta. Anvil Hotel Partners intends to renovate this space to include the installation of sinks, countertops, and freezers. There will not be dine-in in this office-turned-retail space; rather this will be a space where customers can enter from Glenwood, purchase a gelato, and leave. The gelato operation will begin as a “pop up” during summer of 2021. In the future, the space might be used for similar food-service operations, as well as retail for other goods.

The proposed conversion is shown on the enclosed floor plan. The area to be converted is a 9’x11’ space (99 square feet). The architect for these plans is Jamie Farmer of Farmer Payne Architects. Should you have questions on these floorplans, please copy Jamie on your correspondence (jamie@farmerpayearchitects.com).

Anvil Hotel Partners will not be constructing affordable housing or additional parking to accomplish this change of use, and instead may pay the fees in lieu. Please send me the final amounts when you have these numbers for my review and approval.

April 7, 2021

Page 2

Finally, we will bring by the application fee upon direction from you.

Please direct all correspondence on this application to me. Thank you for your time and consideration of this application.

Respectfully,

/s/

Laurie J. Stern, Attorney
Wylie Baker LLP

Enclosures: Planning Permit Application – BUP
Floor Plans – Farmer Payne Architects
Letter of Authorization



PLANNING PERMIT APPLICATION
Planning & Building Department

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

Fees Paid _____

For Office Use Only

Date & Time Received _____

Application #s _____

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

PROJECT.

Name/Description: Gelato at Anvil Hotel
Physical Address: 242 N Glenwood St, Jackson, WY 83001
Lot, Subdivision: Lots 13-15, Block 1, Simpson Addition to TOJ PIDN: 22-41-16-28-4-07-007

PROPERTY OWNER.

Name: Anvil Hotel Partners, LLC (WY LCC), C/O Erik Warner Phone: 307-733-6688 (Wylie Baker)
Mailing Address: 372 Court Street, Floor 2, Brooklyn, NY ZIP: 11231
E-mail: erik@anvilhotel.com

APPLICANT/AGENT.

Name: Laurie J. Stern, Attorney Phone: 307-733-6688
Mailing Address: Wylie Baker LLP, POB 4211, Jackson, WY ZIP: 83001
E-mail: laurie@wyliebaker.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

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

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to 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: _____

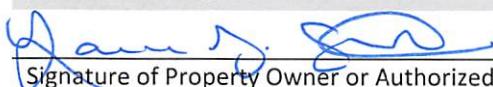
SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type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

Have you attached the following?

- Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning 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.
- 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 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

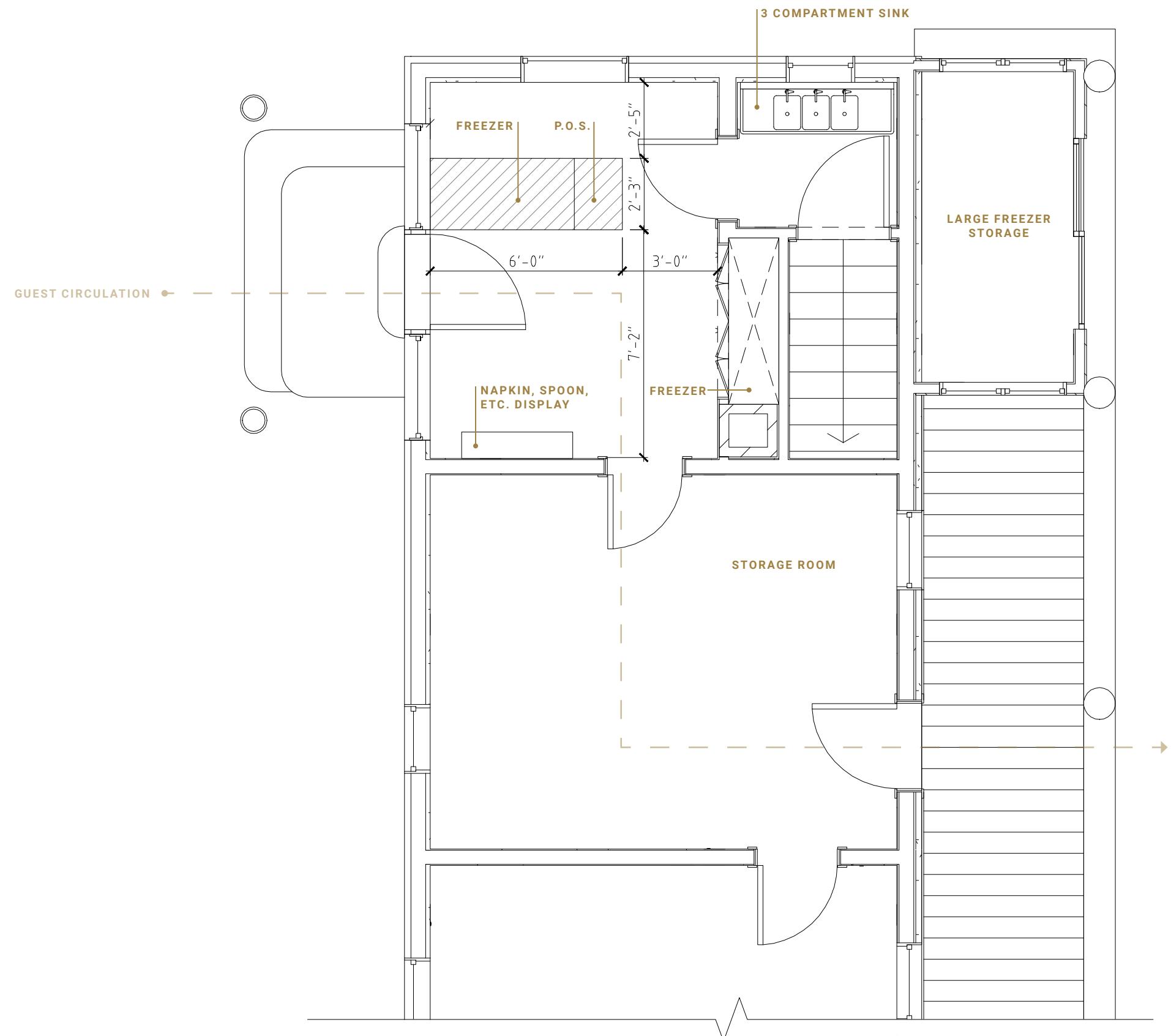
LAURIE J. STERN
Name Printed

4/2/2021
Date

Attorney
Title

Glori Gelateria

Floor Plan



LETTER OF AUTHORIZATION

Erik Warner, "Owner" whose address is: 372 Court Street, Floor 2, Brooklyn, NY 11231
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property
more specifically legally described as: 242 N. Greenwood, Jackson
(Lots 13-15, Block 1, Simpson Addition to the
Town of Jackson)

(If too lengthy, attach description)

HEREBY AUTHORIZES Laurie S. Stern 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: McGraw-Hill

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

STATE OF Wyoming

)

COUNTY OF Tulsa)

3

The foregoing instrument was acknowledged before me by Erik Wans this 20th day of May, 2021.

Plaintiff, 2021.

Notary Public

My commission expires: 4-20-2022

(Sea)

