



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

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| Date: April 26, 2021 | REQUESTS: The applicant is submitting a request for a Basic Use Permit to change into a retail space located at 1325 S. Hwy 89 Ste.109 PIDN: 22-40-16-06-1-11-009 legally known as UNIT 109, EAGLE VILLAGE CONDOMINIUMS ADDITION For questions, please call Katelyn Page at 307-733-0440, x1302 or email to the address shown below. Thank you. |
| Item #: P21-098 | |
| Planner: Katelyn Page Phone: 307-733-0440 ext. 1302 Email: kpage@jacksonwy.gov | |
| Owner Eagle Village Rental 400 Meadowlark Rd. Jackson, WY 83001 Applicant: Renee Crawford PO Box 4696 Jackson, WY 83001 | |
| Please respond by: May 10, 2021 (Sufficiency) May 17, 2021 (with Comments) | |

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



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: _____
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

APPLICANT/AGENT.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

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

Use Permit

_____ Basic Use
_____ Conditional Use
_____ Special Use

Relief from the LDRs

_____ Administrative Adjustment
_____ Variance
_____ Beneficial Use Determination
_____ Appeal of an Admin. Decision

Physical Development

_____ Sketch Plan
_____ Development Plan
_____ Design Review

Subdivision/Development Option

_____ Subdivision Plat
_____ Boundary Adjustment (replat)
_____ Boundary Adjustment (no plat)
_____ Development Option Plan

Interpretations

_____ Formal Interpretation
_____ Zoning Compliance Verification

Amendments to the LDRs

_____ LDR Text Amendment
_____ Map Amendment

Miscellaneous

_____ Other: _____
_____ 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.

Renée Crawford
Signature of Property Owner or Authorized Applicant/Agent

Date

Name Printed

Title

WILLOW CREEK DESIGN GROUP

April 12, 2021

Town of Jackson
150 East Pearl Avenue
PO Box 1687
Jackson WY 83001

To Whom It May Concern,

Willow Creek Design Group will be operating as a retail furniture showroom and interior design office in the 1325 S. Hwy 89 Suite 109 business space in the Eagle Village building.

Our showroom will be open by appointment only and will showcase various furniture lines we carry on the main showroom floor. Colleen Walls, owner and Renee Crawford, owner will be the sole employees.

We will have meetings in this space with clients to discuss their projects and we will also have meetings off site at the client residences.

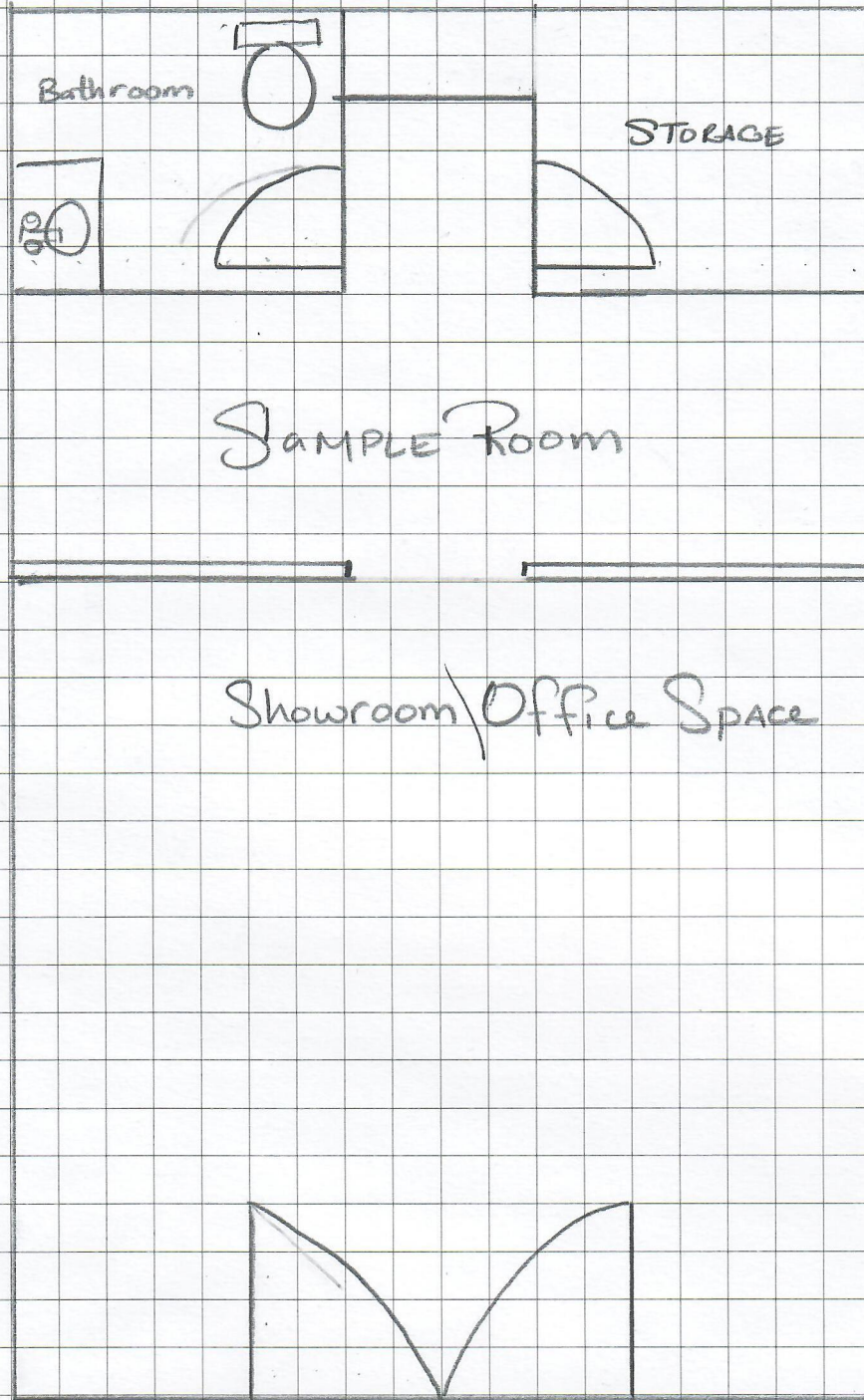
The space is one large room except for the bathroom and storage closet. We have erected a half wall with a sliding pocket door to separate the sample room from the showroom and office/ meeting area. The showroom will take up 40% of the space. A sample area with fabrics, wallpaper and wood samples to show clients occupies 25% of the space and the office/conference area takes up 25% of the space and 10% is occupied by a bathroom and storage closet.

Kind Regards,

Renée Crawford

Willow Creek Design Group

307-690-9471



LETTER OF AUTHORIZATION

Eagle Village Rental LLC, "Owner" whose address is: 400 N
Meadowlark Rd, Jackson, WY
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)
Fred & Jean Staehr, Managers, as the owner of property
more specifically legally described as: Eagle Village No. 109

(If too lengthy, attach description)

HEREBY AUTHORIZES Willow Creek Design Group 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:

Fred W. Staehr Jean A. Staehr
(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: managers

(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 Fred and Jean Staehr this 15th day of
April, 2021.

WITNESS my hand and official seal.

[Signature]
(Notary Public)

My commission expires: 09.12.2023

(Seal)

