



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

<p>Date: June 14, 2021</p> <p>Item #: P21-140</p> <hr/> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: kpage@jacksonwy.gov</p> <hr/> <p>Owner: G6 Hospitality Property LLC PO Box 117508 Carrollton, TX 75011</p> <p>Applicant: Jalisa Galloway 1300 S. Meridian Ave Ste 400 Oklahoma City, OK 73108</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Zoning Compliance Verification for the property located at 600 S. Hwy 89, legally known as LOT 5, MEADOWLARK SUBDIVISION MAP T-31-D PIDN: 22-41-16-32-4-11-003</p> <p>For questions, please call Katelyn Page at 307-733-0440, x1302 or email to the address shown to the left. Thank you.</p>
<p>Please respond by: June 28, 2021 (Sufficiency) July 5, 2021 (with Comments)</p>	

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.



Signature of Property Owner or Authorized Applicant/Agent

Date

Name Printed

Title

LETTER OF AUTHORIZATION

G6 Hospitality Property LLC

, "Owner" whose address is: c/o Blackstone
Real Estate Partners VII L.P., 345 Park Avenue, New York, NY 10154

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property
more specifically legally described as: 600 South Highway 89, Jackson, WY 83001
(Asset ID 328)

(If too lengthy, attach description)

HEREBY AUTHORIZES The Planning and Zoning Resource Company 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: Ryan Ingle, as Managing Director and Vice President

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

STATE OF New York)

COUNTY OF New York)

)SS.

The foregoing instrument was acknowledged before me by Ryan Ingle this 8th day of
June, 2021.

WITNESS my hand and official seal.

(Notary Public)

My commission expires:

(Seal)

LAURA MAIO ZIMROTH
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01MA6395438
Qualified in Richmond County
Commission Expires July 29, 2023



PLANNING & BUILDING DEPARTMENT

July 31, 2017

The Planning & Zoning Resource Company
Attn: Sara Whittaker
1300 South Meridian Avenue, Suite 400
Oklahoma City, OK 73108

RE: Item P17-120
Zoning Compliance Verification
Property addressed as 600 South Highway 89 (Motel 6)

Dear Ms. Whittaker:

After reviewing the files for the "Property" referenced above and in your letter dated June 15, 2017, the following information was obtained as requested:

1. Current Zoning Classification:

The subject property is currently located in the Auto-Urban Commercial (AC-ToJ) zoning district.

2. Adjacent Property Zoning:

North: Auto-Urban Commercial (AC-ToJ)
South: Auto-Urban Commercial (AC-ToJ) & Auto-Urban Residential (AR-ToJ)
East: Urban Residential (UR-ToJ)
West: Rural (R-ToJ)

3. Is the subject property part of a Planned Unit Development (PUD)?

No, the subject property is not part of a PUD.

4. Is the subject property part of an Overlay District?

The property is not in any special, restrictive, or overlay district, however, it is a lodging use that occurs outside of the Town of Jackson designated Lodging Overlay and thus is a legally non-conforming use.

The subject property is regulated by Section 2.3.5 Auto-Urban Commercial (AC-ToJ). In addition, the property has a nonconforming use (conventional lodging) and may have nonconforming physical development and/or site development. Please see answer #6 for more detail.

Section 6.1.5 (attached) of the Land Development Regulations applies specifically toward hotel/motels legally established outside of the Lodging Overlay that intend to expand the nonconforming use. This section limits expansion to no more than 10% of the existing floor area which is more restrictive than what Section 1.9.3 (Nonconforming Uses) which is 20% expansion. The 10% expansion is only permitted provided the property has enough FAR (Floor Area Ratio) leftover that the new expansion meets the dimensional limitations within the AC zoning district, and that no additional lodging rooms are created.

6. According to the zoning ordinances and regulations for this district, the use of the property is a:

As this property was developed prior to 1994, this property is considered a legally non-conforming use (hotel/motel) as it is located outside of the Town of Jackson designated Lodging Overlay zone. As such, the property is allowed to remain a motel facility but is governed by Division 1.9.3 Non-Conforming Uses (See attached). Also, please refer to the attached Section 6.1.5 of the Town of Jackson LDRs governing existing lodging uses outside of the Lodging Overlay. This section is briefly described in answer #5 above.

At this time staff is unable to determine whether the structure itself is a non-conforming structure or if the site is nonconforming. If you can provide the planning department with information regarding the building's existing Floor Area Ratio (FAR), Landscape Surface Ratio (LSR), Front, Side and Rear setbacks, we can provide a determination of the structure's non-conforming status. Regulations governing non-conforming structures (Section 1.9.2) are attached for your reference.

7. The subject structure(s) was developed:

The subject property was developed prior to the 1994 LDRs. The property is currently considered a nonconforming use under the current LDRs effective January 1, 2015, pursuant to Section 1.9.3. Nonconforming Uses.

8. Rebuild: In the event of casualty, in whole or in part, the structure(s) located on the subject property:

The subject property as discussed above is a nonconforming use (hotel/motel), which is no longer allowed under current LDRs. Thus, the subject property is subject to LDR Section 1.9.3.D.2 Nonconforming Uses (Discontinuance) in the event of a natural disaster:

"When government action other than those described in 1.9.1.I., a natural disaster, or any other action not considered a willful act of the owner or occupant can be documented as the reason for discontinuance or abandonment, the nonconforming use may be discontinued for longer than one year provided an application to reconstruct or reestablish the use is submitted to the Planning Director within one year from cessation of the use, and reconstruction or reestablishment is

reestablishment."

Furthermore, upon willful demotion of a nonconforming use such as the Motel 6, the LDRs allow for that use to be re-established provided Section 1.9.3.D.4 (attached) is met.

9. Any unresolved zoning code violations?

No, there are no open zoning code violations on file in the Town Building and Planning records.

10. Any unresolved building code violations and/or complaints?

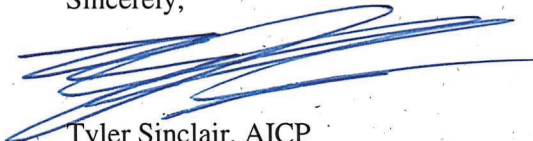
No, there are no open building code violations on file in the Town Building and Planning records.

11. Were Certificates of Occupancy issued? If so, please provide all available copies:

Based on our records, no Certificates of Occupancy have been issued since 2014 nor does the Town have any Certificates of Occupancy on file for the property.

If you should have any further questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tyler Sinclair', with several horizontal strokes extending to the right.

Tyler Sinclair, AICP
Director of Planning & Building

Enclosures:

Division 1.9 - (Includes Nonconforming Physical Development & Nonconforming Uses)

Section 2.3.5 - AC Zoning

Section 6.1.5 - Lodging Uses



The Planning & Zoning Resource Company

1300 South Meridian Avenue, Suite 400, Oklahoma City, OK 73108
Telephone (405) 840-4344 · Fax (405) 840-2608
Toll Free (800) 344-2944
Ext: 4359

Please fax to my direct fax number: 405-547-9049

To: Zoning Compliance
Fax:
Email: planning@jacksonwy.gov
Date: 6/3/2021
Subject: Zoning Verification Letter and Additional Information
Ref. Number 146960-25
RE: 328 Motel 6, 600 South Highway 89, Jackson, Wyoming
Add'l Info: parcel: 22-41-16-32-4-11-003
Please research Certificates of Occupancy and Variances issued since 2017

Attached is our request for property information on the above-mentioned property. Please copy it onto your letterhead, provide the requested information, sign and return to me via either my direct fax, shown above, or via email to: Jalisa.Galloway@pzs.com

It is my understanding that there will be fees associated with this request. Please be advised that the total fees are not to exceed \$601 without my approval. If you should expect the fees to exceed this amount, please notify me as soon as possible. Furthermore, any additional costs associated with this request must be approved, in writing, prior to their incurrence.

Thank you in advance for your time and consideration on the above matter. If there are any questions you are unable to answer please let me know who I should contact. If you have any questions or concerns, do not hesitate to contact me at the toll free number 800-344-2944, extension 4359. You may also reach me by email at: Jalisa.Galloway@pzs.com

Sincerely,
Jalisa Galloway

The Planning & Zoning Resource Company
1300 South Meridian Avenue, Suite 400
Oklahoma City, OK 73108

6/3/2021

ATTN: Jalisa Galloway
Ref. No. 146960-25
RE: 328 Motel 6, 600 South Highway 89, Jackson, Wyoming
Add'l Info. parcel: 22-41-16-32-4-11-003

The current zoning classification for the subject property is: _____

Adjacent property zoning designations:

North: _____
South: _____
East: _____
West: _____

Is the subject property part of a Planned Unit Development?

_____ Yes, part of a PUD (See comment)

_____ No, not part of a PUD

Comment: _____

Is the subject property part of an Overlay District?

_____ Yes, within an Overlay District

_____ No, not within an Overlay District

Comment: _____

The subject property is currently regulated by:

_____ Section _____ of the Zoning Ordinance

_____ Planned Unit Development Ordinance No. _____ (copy attached)

_____ Site Plan Approval Case No. _____ (copy of plan and case attached)

Comment: _____

According to the zoning ordinances and regulations for this district, the use of the subject property is a:

_____ Permitted Use by Right

_____ Permitted Use by Special/Specific Use Permit

_____ Copy Attached

_____ Copy Not Available (see comment)

_____ Legal Non-Conforming Use (no longer permitted by right due to amendments, re-zoning, variance granted or other changes. See comments)

_____ Non-Permitted Use

Comment: _____

The subject structure(s) was developed:

- _____ In accordance with Current Zoning Code Requirements and is
- _____ Legal Conforming
- _____ Non-Conforming (see comments)
- _____ In accordance with Previous Zoning Code Requirements (amendments, rezoning, variance granted) and is Legal
- _____ Non-Conforming to current zoning requirements
- _____ Prior to the adoption of the Zoning Code and is
- _____ Grandfathered/Legal Non-conforming to current zoning requirements.
- _____ In accordance with Approved Site Plan and is Legal Conforming to approved site plan. If any nonconforming
- _____ issues exist with respect to current zoning requirement; the subject property would be considered legal non-conforming.

Comment: _____

Information regarding variances, special permits/exceptions, ordinances or conditions:

- _____ There do not appear to be any variances, special permits/exceptions, ordinances or conditions that apply to the subject property
- _____ The following apply to the subject property (see comments):
- _____ Variance - Documentation attached or is otherwise, no longer available (see comment)
- _____ Special Permit/Exception Documentation attached or is otherwise, no longer available (see comment)
- _____ Ordinance Documentation attached or is otherwise, no longer available (see comment)
- _____ Conditions Documentation attached or is otherwise, no longer available (see comment)

Comment: _____

Rebuild: In the event of casualty, in whole or in part, the structure located on the subject property:

- _____ May be rebuilt in the current form (i.e. no loss of square footage, same footprint, with drive through(s), if applicable.
- _____ May not be rebuilt in its current form, except upon satisfaction of certain conditions, limitations, or requirements. Please see section _____ of the current zoning code/ordinance for details.

Comment: _____

To the best of your knowledge, do your records show any unresolved zoning code violations?

- ☐ Yes, there are open violations on file in our records. (See attached list and/or copies/cases)
- ☐ No, there are no open violations on file in our records.

*Please note, this request is for open violations of which you are aware. PZR is not requesting an inspection be made

To the best of your knowledge, do your records show any unresolved building code violations and/or complaints?

- ☐ Yes, there are open violations on file in our records. (See attached list and/or copies/cases)
- ☐ No, there are no open violations on file in our records.

*Please note, this request is for open violations of which you are aware. PZR is not requesting an inspection be made

To the best of your knowledge, do your records show any unresolved fire code violations and/or complaints?

- ☐ Yes, there are open violations on file in our records. (See attached list and/or copies/cases)
- ☐ No, there are no open violations on file in our records.

*Please note, this request is for open violations of which you are aware. PZR is not requesting an inspection be made

Were Certificates of Occupancy issued? If so, please provide all available copies. If copies are unavailable, please fill out our attached form letter.

Please call the undersigned at _____, extension _____ if you have questions or concerns.

Sincerely:

Name:	_____	Department:	_____
Title:	_____	Email:	_____

6/3/2021

ATTN: Jalisa Galloway
Ref. No. 146960-25
RE: 328 Motel 6, 600 South Highway 89, Jackson, Wyoming
Add'l Info. parcel: 22-41-16-32-4-11-003

Based on our Records [Choose One]:

- ☐ A valid final certificate of occupancy has been issued and is in effect for the Project. To the best of our knowledge, all required Certificates of Occupancy have been issued. The absence of a certificate of occupancy for the Project is not a violation and will not give rise to any enforcement action affecting the Project. (See Attached Copy Issued)
- ☐ Certificates of Occupancy are not required. Final Building Permits have been issued and are now outstanding for the Project. (See Attached Copy Issued)
- ☐ Certificates of Occupancy for projects constructed prior to the year _____ are no longer on file with this office. The Project was constructed in _____. The absence of a certificate of occupancy for the Project is not a violation and will not give rise to any enforcement action affecting the Project. To the best of our knowledge, all required Certificates of Occupancy have been issued. A certificate of occupancy for the Project will only be required to the extent of any construction activity (such as restoring, renovating or expanding the Project or any part thereof).
- ☐ We are unable to locate a certificate of occupancy for the Project from our records. We have evidence in our records, however, one was issued and has been subsequently lost or misplaced. The absence of a certificate of occupancy for the Project is not a violation and will not give rise to any enforcement action affecting the Project. To the best of our knowledge, all required Certificates of Occupancy have been issued. A certificate of occupancy for the Project will only be required to the extent of any construction activity, restoring, renovating or expanding the Project or any part thereof.
- ☐ This site is still being constructed. The absence of a certificate of occupancy for the Project will not give rise to any enforcement action affecting the Project. A certificate of occupancy for the Project will be issued when all final inspections have been passed.
- ☐ There are no records of a certificate of occupancy in any of our files; however, we consider the structures to be legally occupied.

Please call the undersigned at _____, extension _____ if you have questions or concerns.

Sincerely:

Name: _____

Title: _____