



# 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

|   |  |
|---|--|
| Date: August 6, 2021  | <b>REQUESTS:</b>   |
| Item #: P21-215   | The applicant is submitting a request for a Grading Pre-Application for the property located at 245 N Glenwood St., legally known as LOT 7, BLK. 1, ORIGINAL TOWNSITE OF JACKSON, PIDN: 22-41-16-28-4-06-016 |
| Planner: Katelyn Page   | For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.   |
| Phone: 733-0440 ext. 1302   |  |
| Fax: 734-3563   |  |
| Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a>               |  |
| Owner:<br>Frank & Rhonda Paniszczyk<br>19030 Kimber Creek Ln<br>Cypress, TX 77429 |  |
| Applicant:<br>Jen Zung – Harmony Design<br>PO Box 369<br>Driggs, ID 83422         |  |
| Please respond by: August 13, 2021 (with Comments)                                |  |

**Owner:**

Frank & Rhonda Paniszczyk  
19030 Kimber Creek Ln  
Cypress, TX 77429

**Applicant:**

Jen Zung – Harmony Design  
PO Box 369  
Driggs, ID 83422

**Please respond by: August 13, 2021 (with Comments)**

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



**PRE-APPLICATION CONFERENCE REQUEST (PAP)**  
Planning & Building Department

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

***For Office Use Only***

Fees Paid \_\_\_\_\_

Time & Date Received \_\_\_\_\_

Application # \_\_\_\_\_

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

**APPLICABILITY.** This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to [www.townofjackson.com/204/Pre-Application](http://www.townofjackson.com/204/Pre-Application)

**PROJECT.**

Name/Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_

PIDN: \_\_\_\_\_

**PROPERTY OWNER.**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name, Agency: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

**DESIGNATED PRIMARY CONTACT.**

Property Owner

Applicant/Agent

**ENVIRONMENTAL PROFESSIONAL.** For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

Name, Agency: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**TYPES OF PRE-APPLICATION NEEDED.** Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

Physical Development Permit  
 Use Permit  
 Development Option or Subdivision Permit  
 Interpretations of the LDRs  
 Amendments to the LDRs  
 Relief from the LDRs  
 Environmental Analysis

**This pre-application conference is:**  
 Required  
 Optional  
 For an Environmental Analysis  
 For grading

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (via email to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)) of the submittal packet.

Have you attached the following?

**Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://www.townofjackson.com/204/Pre-Application.com) 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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

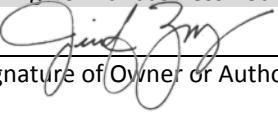
**Narrative Project Description.** Please attach a short narrative description of the project that addresses:  
 Existing property conditions (buildings, uses, natural resources, etc)  
 Character and magnitude of proposed physical development or use  
 Intended development options or subdivision proposal (if applicable)  
 Proposed amendments to the LDRs (if applicable)

**Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:  
 Property boundaries  
 Existing and proposed physical development and the location of any uses not requiring physical development  
 Proposed parcel or lot lines (if applicable)  
 Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

**Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.

**Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

Under penalty of perjury, I hereby certify that I have read this application 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 Owner or Authorized Applicant/Agent

Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

GRANTOR: HARTMAN, MARILYN R TRUSTEE  
GRANTEE: PANISZCZYN, FRANK ET AL  
Doc 1014953 Filed At 15:39 ON 05/12/21  
Maureen Murphy Teton County Clerk fees: 12.00  
By Corrina Dorman Deputy Clerk

Space Above This Line for Recorder's Use Only

## WARRANTY DEED

File No.: 947348JAC (tit)

Marilyn

~~Marilyn R. Hartman, Trustee of the Marilyn R. Hartman Living Revocable Trust dated March 20, 2015~~, GRANTOR(S), for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, CONVEY(S) AND WARRANT(S) to

~~SH Paniszczyn~~ ~~SP Paniszczyn~~

~~Frank Painszeyn and Rhonda Painszeyn, husband and wife as joint tenants with right of survivorship, as to an undivided 24.539% interest, and Jackson Hole Realty Partners, LLC, a Wyoming limited liability company, as to an undivided 75.461% interest~~, GRANTEE(S),

whose mailing address is 19030 Kimber Creek Lane, Cypress, TX 77429, the following described real estate, situated in the County of **Teton**, State of **Wyoming**, hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming, to-wit:

**Lot 7 of Block 1 of the Original Townsite of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on July 18, 1901 as Plat No. 100.**

State Identification Number 22-41-16-28-4-06-016

Including and together with all and singular the tenements, hereditaments, appurtenances and improvements thereon or thereunto belonging, but subject to taxes, reservations, covenants, encroachments, conditions, restrictions, rights-of-way and easements of record.

WITNESS the due execution and delivery of this Warranty Deed

this 5<sup>th</sup> day of May, 20 21.

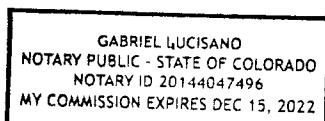
~~Marilyn~~  
~~Marilyn R. Hartman, Trustee of the Marilyn R. Hartman Living Revocable Trust dated March 20, 2015~~

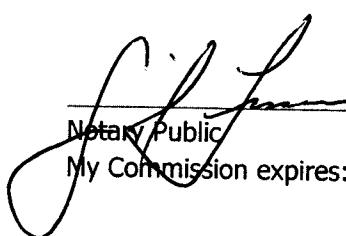
Marilyn R. Hartman  
~~Marilyn R. Hartman, Trustee~~  
~~Marilyn~~

State of Colorado )  
County of Denver )  
ss. )

The foregoing instrument was acknowledged before me by Marilyn R. Hartman, Trustee of the Marilyn R. Hartman Living Revocable Trust dated March 20, 2015 on this 5<sup>th</sup> day of May 2021.

Witness my hand and official seal.



  
Notary Public  
My Commission expires: 12/15/2022

## LETTER OF AUTHORIZATION

Rhonda Paniszczyn, "Owner" whose address is: 19030 Rimer Creek Ln, Cypress, Tx 77429  
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)  
as the owner of property  
more specifically legally described as: 245 N. Glenwood, Jackson, WY

(If too lengthy, attach description)

HEREBY AUTHORIZES Harmony Design and Engineering 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:

Rhonda Paniszczyn  
(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Owner

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

STATE OF Texas

)  
)SS.

COUNTY OF Hale

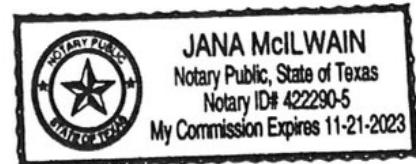
)

The foregoing instrument was acknowledged before me by Rhonda Paniszczyn this 3rd day of August, 2021.

WITNESS my hand and official seal.

Jana McIlwain  
(Notary Public)  
My commission expires: 11/21/2023

(Seal)



August 6, 2021



Town of Jackson  
Planning and Building Department  
150 East Pearl Avenue, PO Box 1687  
Jackson, WY 83001  
Transmitted via email: [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)

**RE: Pre-Application Narrative for 245 Glenwood Street, Jackson, WY**

Dear Town of Jackson Planning:

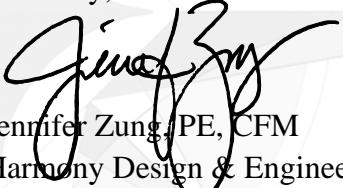
On behalf of Jackson Hole Realty Partners, LLC, Frank Paniszczyn, and Rhonda Paniszczyn, we are submitting the enclosed Pre-Application Conference Application for a proposed remodel of the existing building and parking lot located at 245 Glenwood Street, Jackson, Wyoming.

The property is approximately 0.16-acres (7,000 sf) in size and there is an existing 3-story building and a paved parking lot on the west side of the property. The existing lot has approximately 5,083 sf of impervious surface, including the existing building, porches, sidewalks, and paved parking lot. This does not include the gravel parking spaces on the east side facing Glenwood Street. The property lies within the CR-2 Commercial Residential Zone and the Town of Jackson Lodging Overlay. The site has existing slopes that are less than 5%.

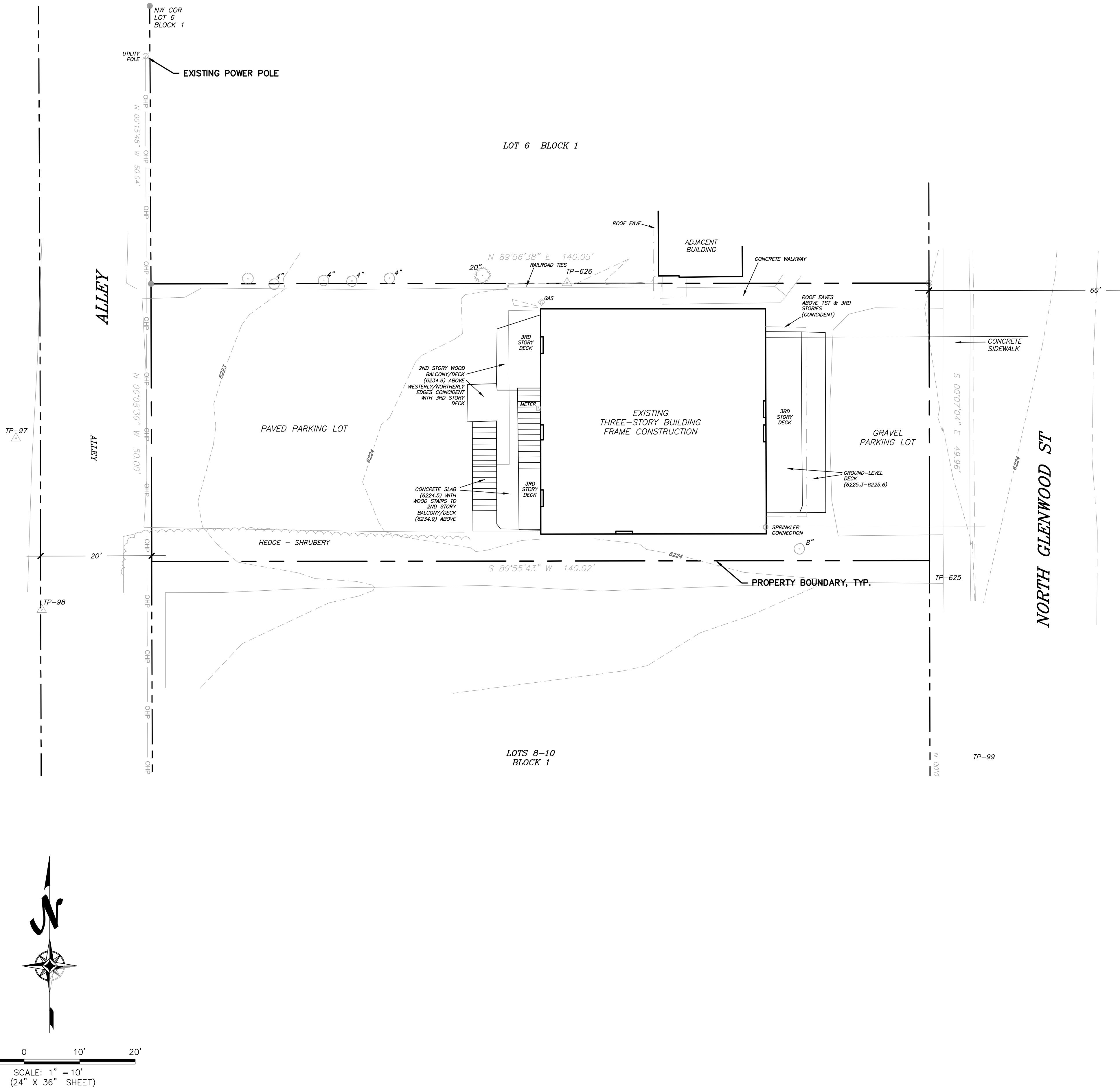
The proposed project includes remodeling the second and third floor apartments of existing building and making them ADA accessible. To meet ADA access requirements, the existing parking lot on the west will be reconstructed and the existing stairs will be replaced with new stairs and an elevator. The gravel parking area on the east and the sidewalk encroachment on the north will remain. The proposed project will result in approximately 5,260 sf of impervious surface. We would like to discuss preferred options for mitigating the increase in impervious surface from the project.

Please let me know when our Pre-Application Conference can be scheduled. I can be reached via email at [jen.zung@harmonydesigninc.com](mailto:jen.zung@harmonydesigninc.com) or via phone 208-354-1331 ext. 4.

Sincerely,

  
Jennifer Zung, PE, CFM  
Harmony Design & Engineering

Enclosure



## **LEGEND:**

— — — — EXISTING PROPERTY LINE  
— — — — EXISTING ADJOINING PROPERTY LINE  
— — 6225 — — EXISTING CONTOUR (MAJOR)  
— — 6223 — — EXISTING CONTOUR (MINOR)

## NOTES

1. ELEVATIONS ARE NAVD88 BASED ON THE TETON COUNTY CONTROL NETWORK.
2. TOPOGRAPHIC FEATURES REPRESENTED ON THIS MAP SHOW CONDITIONS DETERMINED BY A FIELD SURVEY PERFORMED BY ON SIGHT LAND SURVEYORS, INC, AS SHOW ON THE TOPOGRAPHIC MAP PREPARED FOR FRANK PANISZCZYN SHOWING LOT 7 BLOCK 1, ORIGINAL TOWN OF JACKSON, PLAT NO. 100, DATED 07/01/2021.

# PRELIMINARY NOT FOR CONSTRUCTION

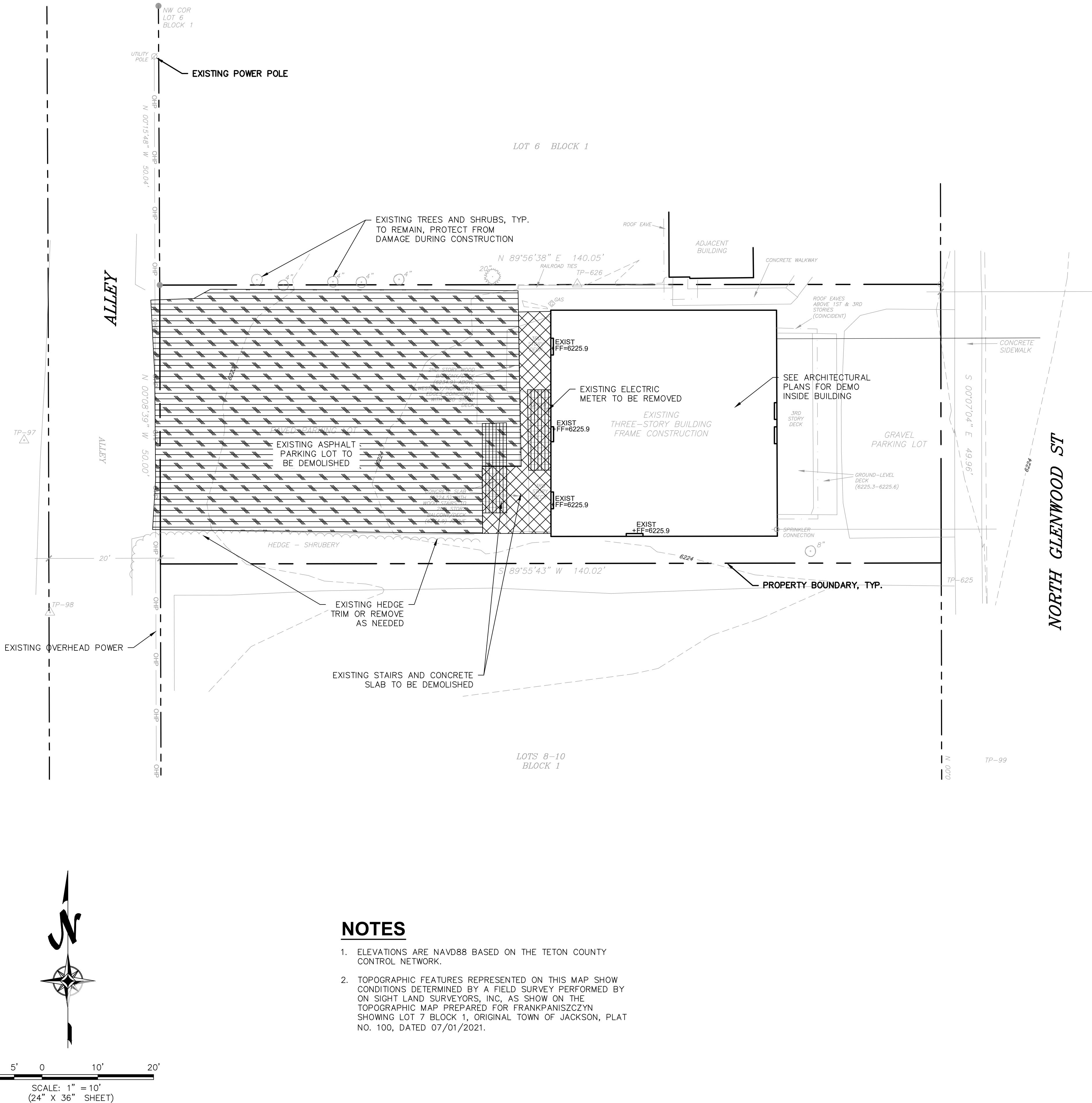
| <u>PROJECT NAME</u> | <u>WOOD HOUSE</u> | <u>WOOD STREET</u> | <u>EXISTING CONDITION</u> |
|---------------------|-------------------|--------------------|---------------------------|
|                     |                   |                    |                           |

PROJECT NAME  
**245 GLENWOOD HOUSING REMODEL**  
**245 GLENWOOD STREET, JACKSON, WY**

C1.0

# HARMONY DESIGN & ENGINEERING

18 N MAIN STE 305 • DRIGGS ID 8342  
208.354.1331 • [www.harmonydesigninc.com](http://www.harmonydesigninc.com)



## **LEGEND:**

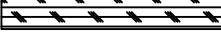
— — — — EXISTING PROPERTY LINE

— — — — EXISTING ADJOINING PROPERTY LINE

— — 6225 — — EXISTING CONTOUR (MAJOR)

— — 6223 — — EXISTING CONTOUR (MINOR)

 EXISTING ASPHALT TO BE DEMOLISHED

 EXISTING CONCRETE TO BE DEMOLISHED

 EXISTING STAIRS TO BE DEMOLISHED

## DEMOLITION NOTES

1. UNDERGROUND UTILITY INFORMATION SHOWN IS APPROXIMATE AND NOT GUARANTEED TO BE ALL INCLUSIVE OR ACCURATE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL UNDERGROUND UTILITIES BEFORE STARTING WORK.
2. TEMPORARY SANITARY FACILITIES SHALL BE PROVIDED FOR WORKERS ON SITE.
3. AN APPROVED FIRE EXTINGUISHER SHALL BE AVAILABLE AT ALL TIMES DURING DEMOLITION.
4. PRIOR TO SHIPMENT TO A FINAL DISPOSAL AREA, ALL DEBRIS SHALL BE SORTED. FAILURE TO SORT DEBRIS WILL RESULT IN HIGHER DISPOSAL COST TO THE CONTRACTOR AND DOWNER. NO ON-SITE BURNING OR BURYING OF DEBRIS IS PERMITTED.
5. RECYCLABLE ITEMS AND CERTAIN HAZARDOUS WASTE PRODUCTS MAY BE DISPOSED OF AT THE JACKSON COMMUNITY RECYCLING CENTER. CONTACT THE RECYCLING CENTER TO DETERMINE WHAT HAZARDOUS PRODUCTS ARE ACCEPTED AND WHEN.
6. FINISHED MATERIALS IN GOOD REPAIR, SUCH AS TOILETS, SHOWER AND TUB VALVES, KITCHEN SINKS, HARDWARE AND DOORS MAY BE DONATED TO THE HABITAT FOR HUMANITY RESALE OUTLET, RESTORE.
7. OTHER MATERIALS, SUCH AS DRYWALL, INSULATION, TREATED LUMBER, PLUMBING WASTE AND VENT MATERIAL, ETC., SHOULD GO TO THE COUNTY TRASH TRANSFER STATION.
8. WOOD STOVES OR MANUFACTURED FIREPLACES MAY BE DISPOSED OF AT THE TRASH TRANSFER STATION.
9. COMPLETELY FILL BELOW-GRADE AREAS AND VOIDS RESULTING FROM BUILDING REMOVAL OR DEMOLITION WITH SATISFACTORY SOIL MATERIALS.
10. UNIFORMLY ROUGH GRADE AREA OF DEMOLISHED CONSTRUCTION TO A SMOOTH SURFACE, FREE FROM IRREGULAR SURFACE CHANGES. PROVIDE A SMOOTH TRANSITION BETWEEN ADJACENT EXISTING GRADES AND NEW GRADES.
11. REMOVE BELOW-GRADE CONSTRUCTION, INCLUDING BASEMENTS, FOUNDATION WALLS, AND FOOTINGS, TO AT LEAST 12 INCHES BELOW GRADE.
12. DEMOLISH AND REMOVE EXISTING UTILITIES AND BELOW-GRADE UTILITY STRUCTURES THAT ARE LOCATED WITHIN 5-FT OF PROPOSED IMPROVEMENTS. ABANDON UTILITIES AND UTILITY STRUCTURES OUTSIDE THIS AREA. CUT ABANDONED UTILITIES FLUSH WITH GRADE. FILL ABANDONED UTILITY STRUCTURES WITH SATISFACTORY SOIL MATERIALS.

# PRELIMINARY NOT FOR CONSTRUCTION

PROJECT NAME

**245 GLENWOOD HOUSING REMODEL**

**245 GLENWOOD STREET, JACKSON, WY**

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# PROJECT NAME

# OD HOUSI

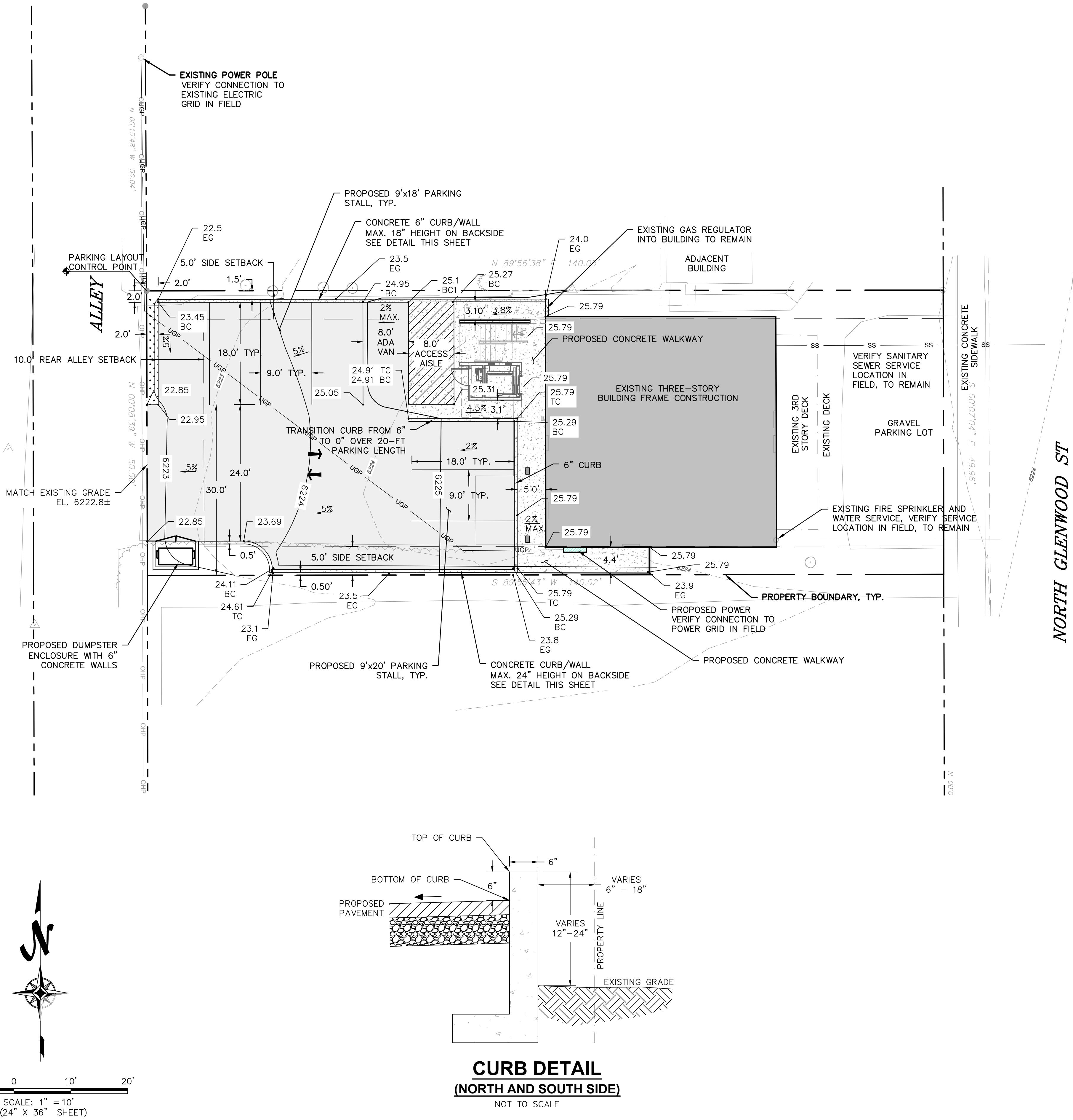
# D STREET

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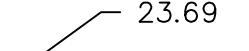
# DEMO PLAN

**HARMONY  
DESIGN & ENGINEERING**  
18 N MAIN STE 305 • DRIGGS ID 83422  
208.354.1331 • [www.harmonysigninc.com](http://www.harmonysigninc.com)

18 N MAIN ST # 305 • DRIGGS ID 83422  
208.354.1331 • [www.harmonyydesigninc.com](http://www.harmonyydesigninc.com)



## **LEGEND:**

|   |                                     |
|---|-------------------------------------|
| — — — — —   | EXISTING PROPERTY LINE              |
| — — — — —   | EXISTING ADJOINING PROPERTY LINE    |
| — — — — —   | BUILDING SETBACK                    |
| — — 6225 — — —  | EXISTING CONTOUR (MAJOR)            |
| — — — 6223 — — —  | EXISTING CONTOUR (MINOR)            |
|   | PROPOSED CONCRETE                   |
|  | PROPOSED ASPHALT                    |
|  | PROPOSED BUILDING FOOTPRINT         |
|  | PROPOSED LANDSCAPING                |
| — — 30 — — —  | PROPOSED CONTOUR (MAJOR) (ADD 6200) |
| — — 31 — — —  | PROPOSED CONTOUR (MINOR) (ADD 6200) |
|  | SLOPE AND FLOW DIRECTION            |
|  | PROPOSED SPOT ELEVATION (ADD 6200)  |
| TC  | TOP OF CURB                         |
| BC  | BOTTOM OF CURB                      |
| EG  | EXISTING GRADE                      |

## NOTES

1. ELEVATIONS ARE NAVD88 BASED ON THE TETON COUNTY CONTROL NETWORK.
2. TOPOGRAPHIC FEATURES REPRESENTED ON THIS MAP SHOW CONDITIONS DETERMINED BY A FIELD SURVEY PERFORMED BY ON SIGHT LAND SURVEYORS, INC, AS SHOW ON THE TOPOGRAPHIC MAP PREPARED FOR FRANK PANISZCZYN SHOWING LOT 7 BLOCK 1, ORIGINAL TOWN OF JACKSON, PLAT NO. 100, DATED 07/01/2021.
3. SEE ARCHITECTURAL PLANS, "PROPOSED HOUSING REMODEL FOR JACKSON HOLE REALTY PARTNERS LLC" BY KIRKOR ARCHITECTURE FOR MORE INFORMATION

# PRELIMINARY NOT FOR CONSTRUCTION

## PROJECT NAME

# 245 GLENWOOD HOUSING REMODEL

# 245 GLENWOOD STREET, JACKSON, WY

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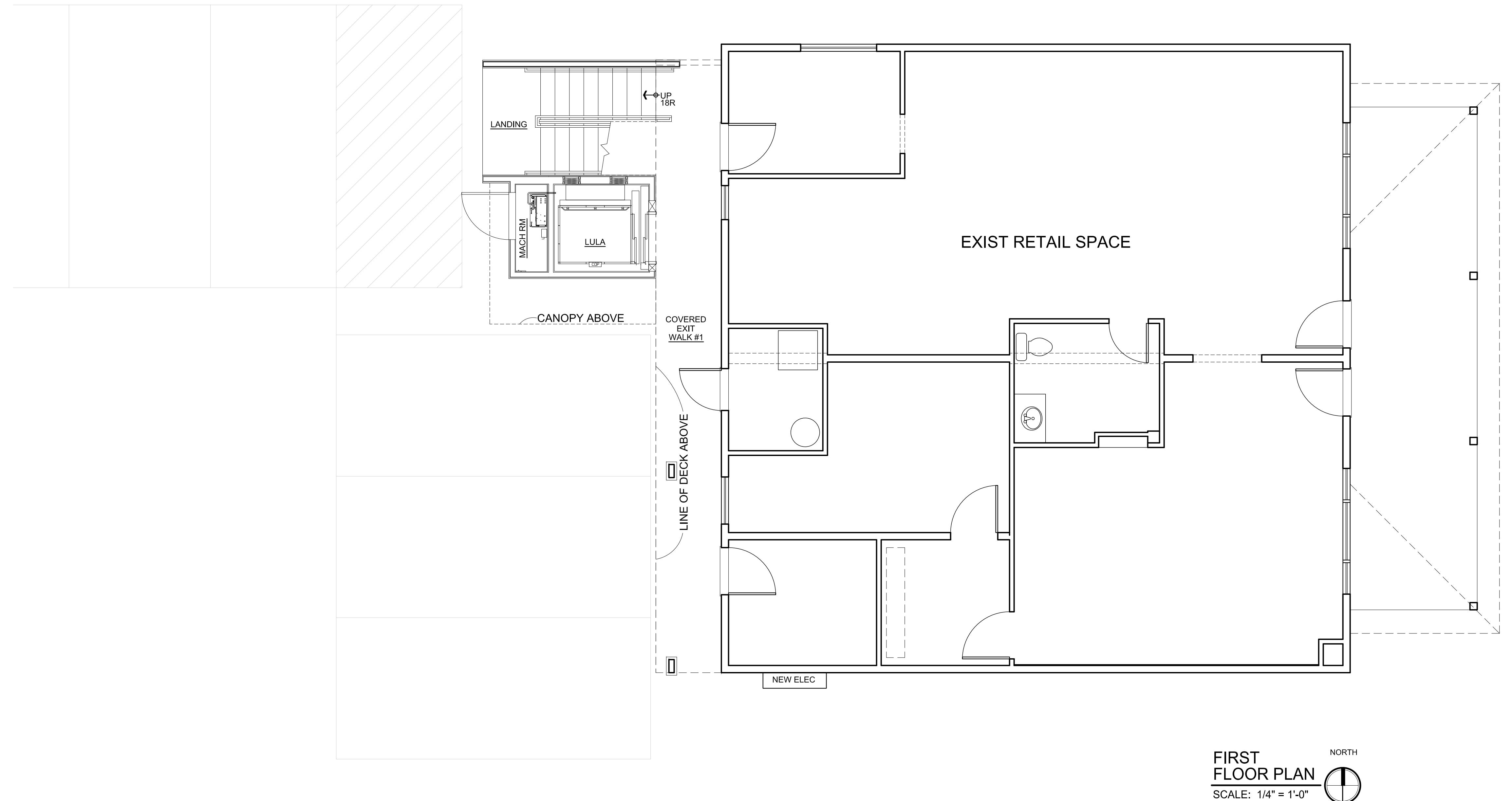
## CONCEPT SITE AND GRADING PLAN

DATE: 08/03/2021

## REVISIONS:

SH

C2.0



**KRIKOR Architecture**

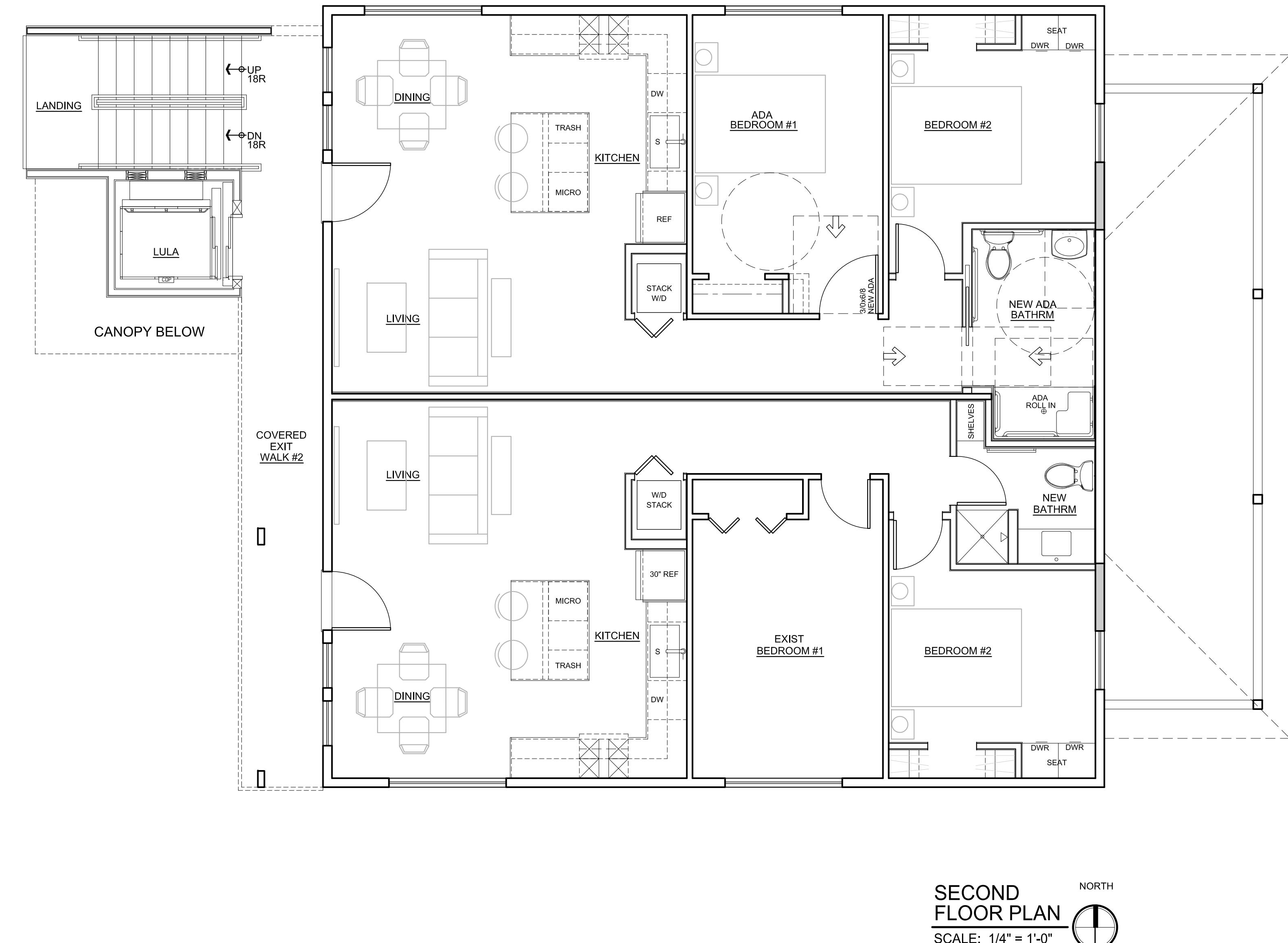
1125 Deer Creek Drive P.O. Box 4859 Jackson, WY 83001  
tel.307-413-6874 email: KRIKORARCH@GMAIL.COM

CONCEPTUAL FLOOR PLAN  
FOR  
PROPOSED HOUSING REMODEL  
JACKSON HOLE REALTY PARTNERS, LLC  
245 North Glenwood Street Jackson, Wyoming

REVISIONS

date 5.21.21

A100

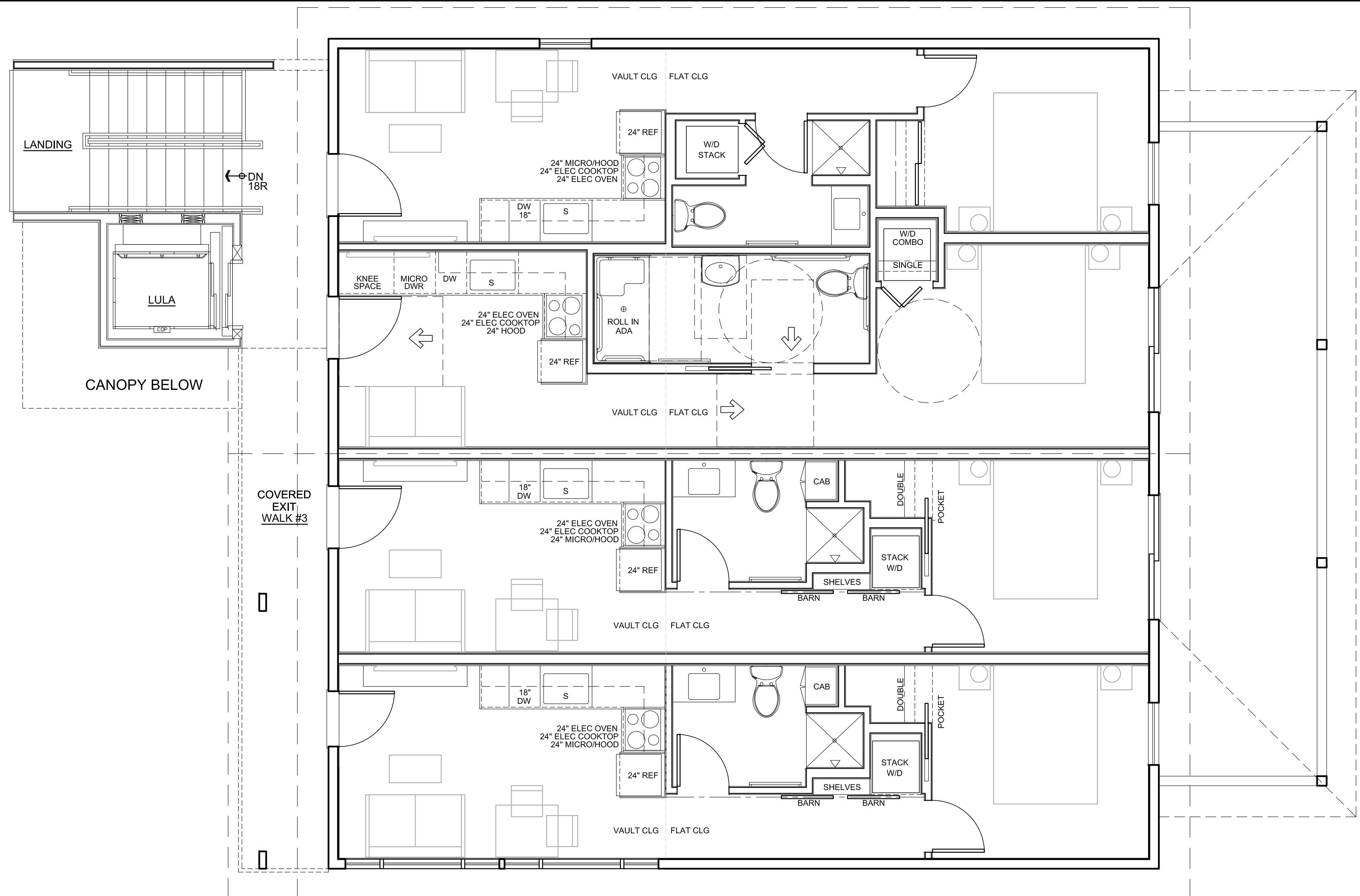


**KRIKOR** Architecture

1125 Deer Creek Drive P.O. Box 4859 Jackson, WY 83001  
tel. 307-413-6874 email: KRIKORARCH@GMAIL.COM

CONCEPTUAL FLOOR PLAN  
FOR  
PROPOSED HOUSING REMODEL  
JACKSON HOLE REALTY PARTNERS, LLC  
Jackson, Wyoming

A101



THIRD  
FLOOR PLAN

SCALE: 1/4" = 1'-0"

NORTH

**KRIKOR** Architecture

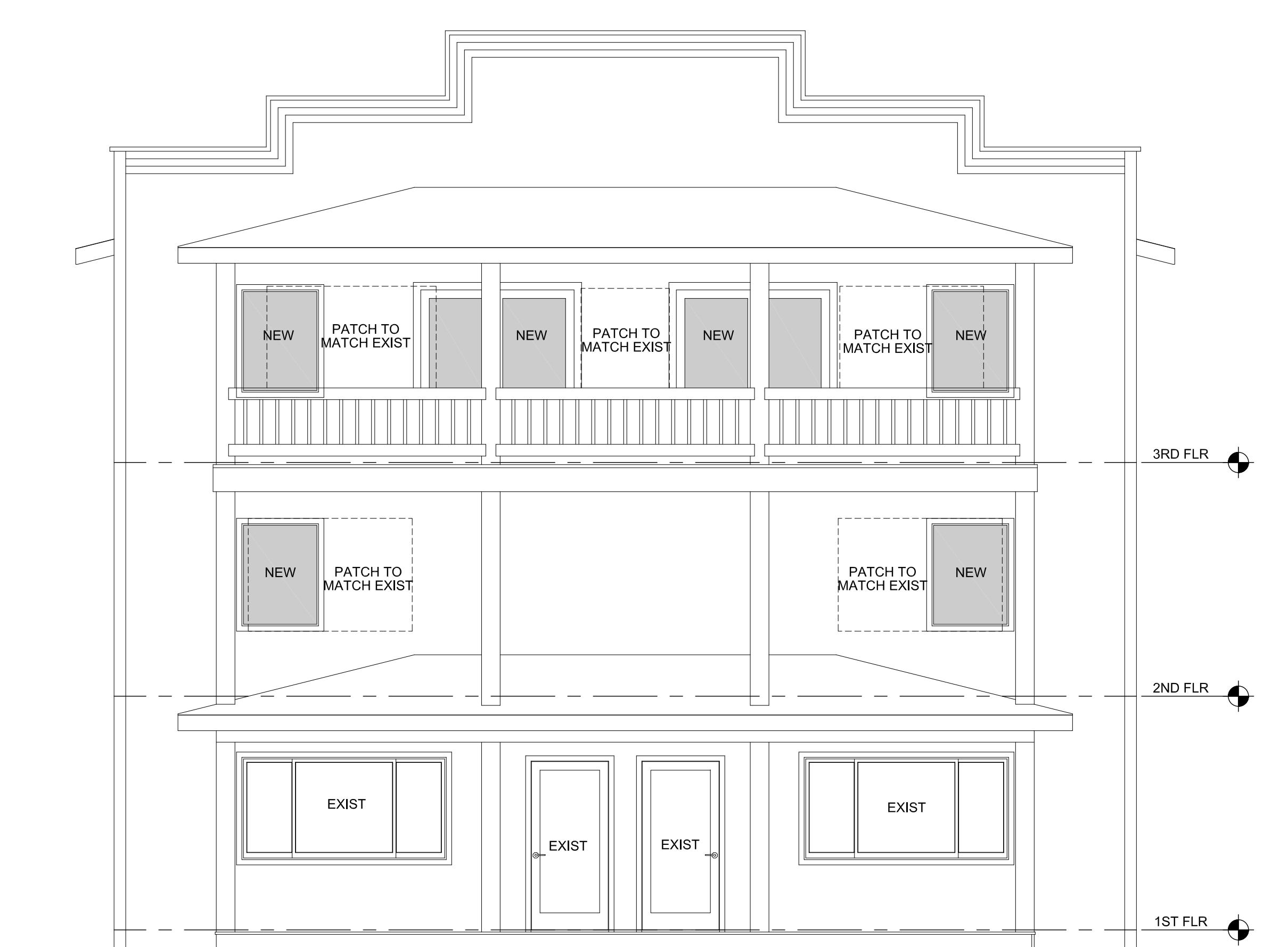
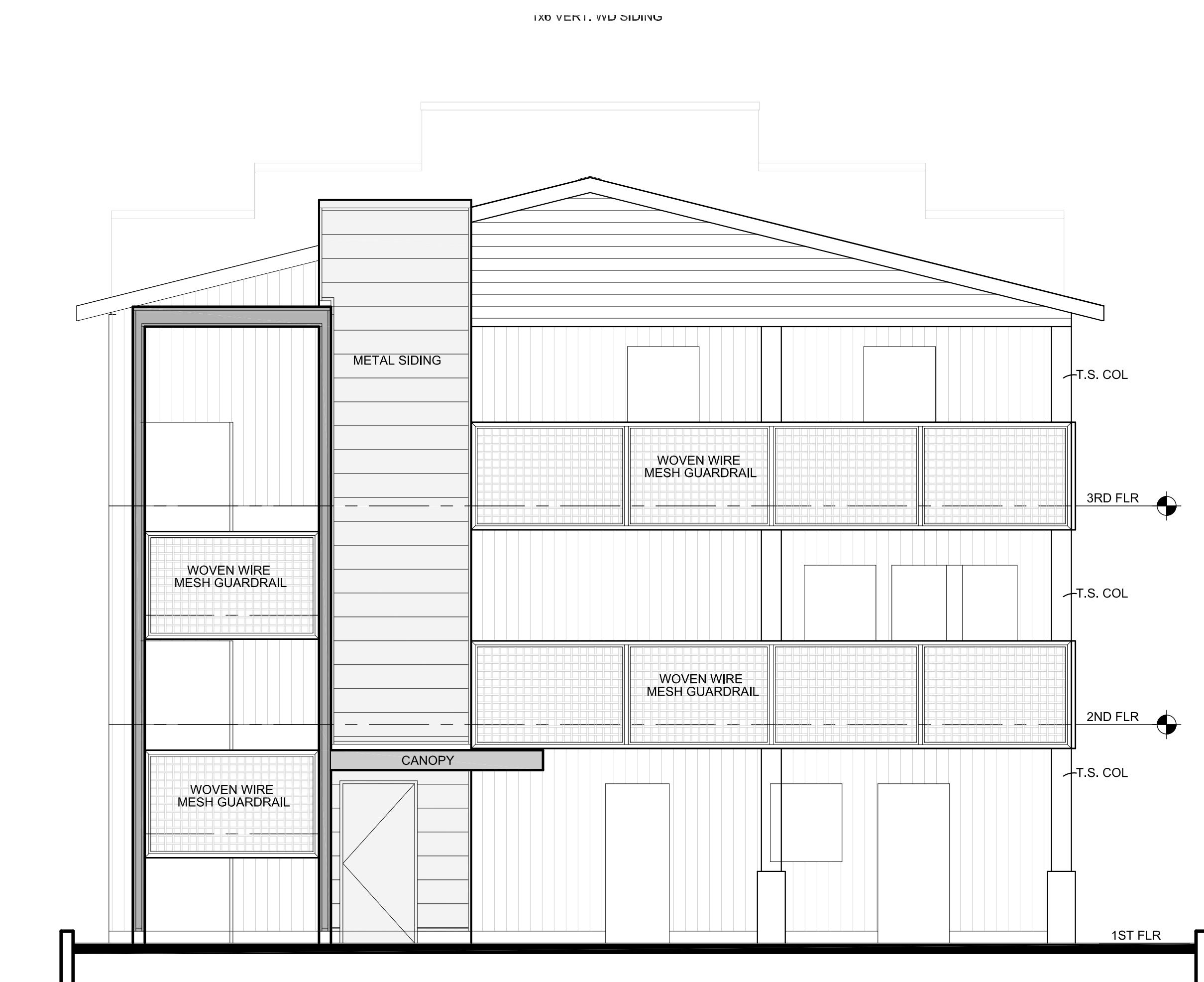
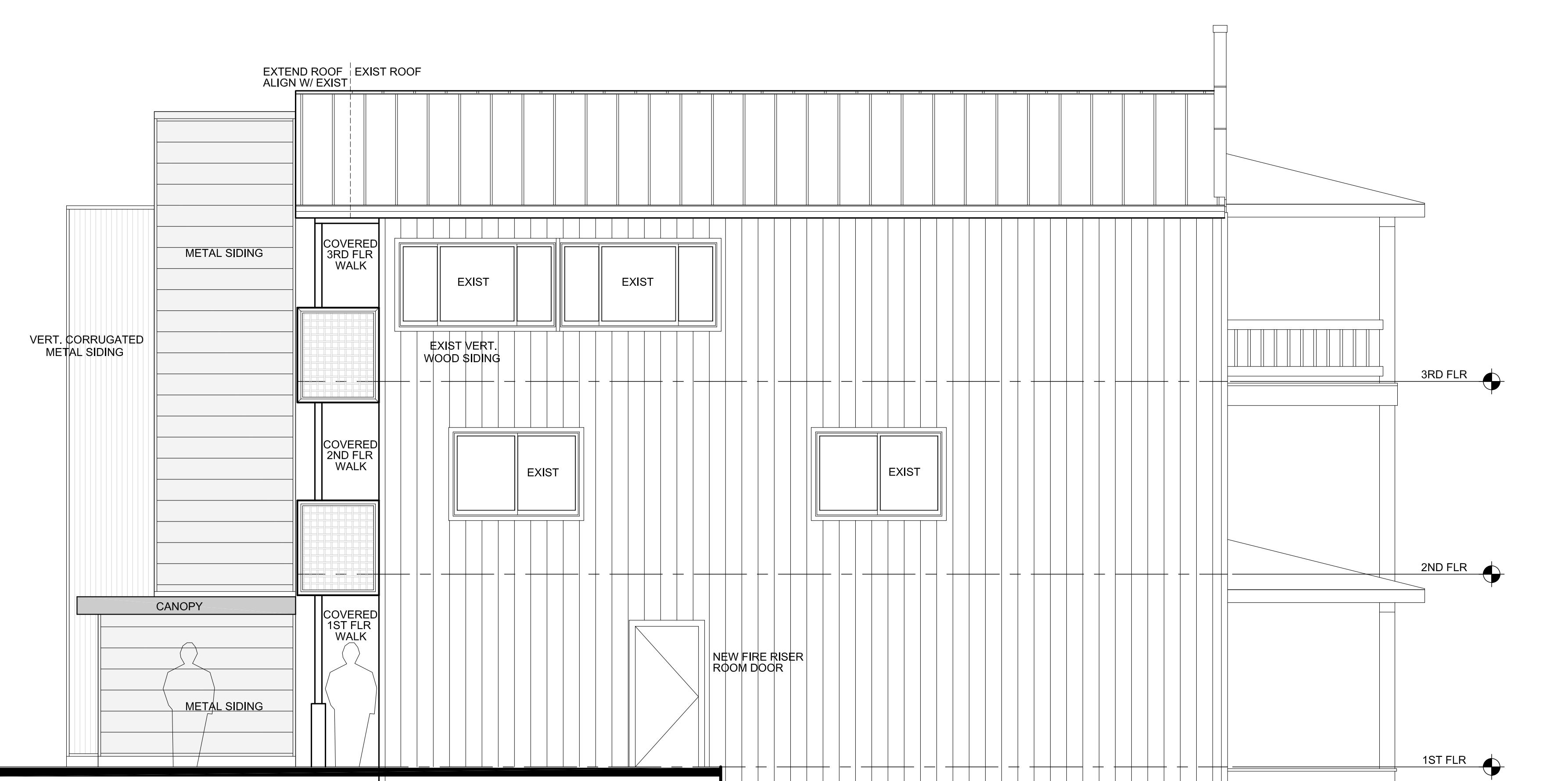
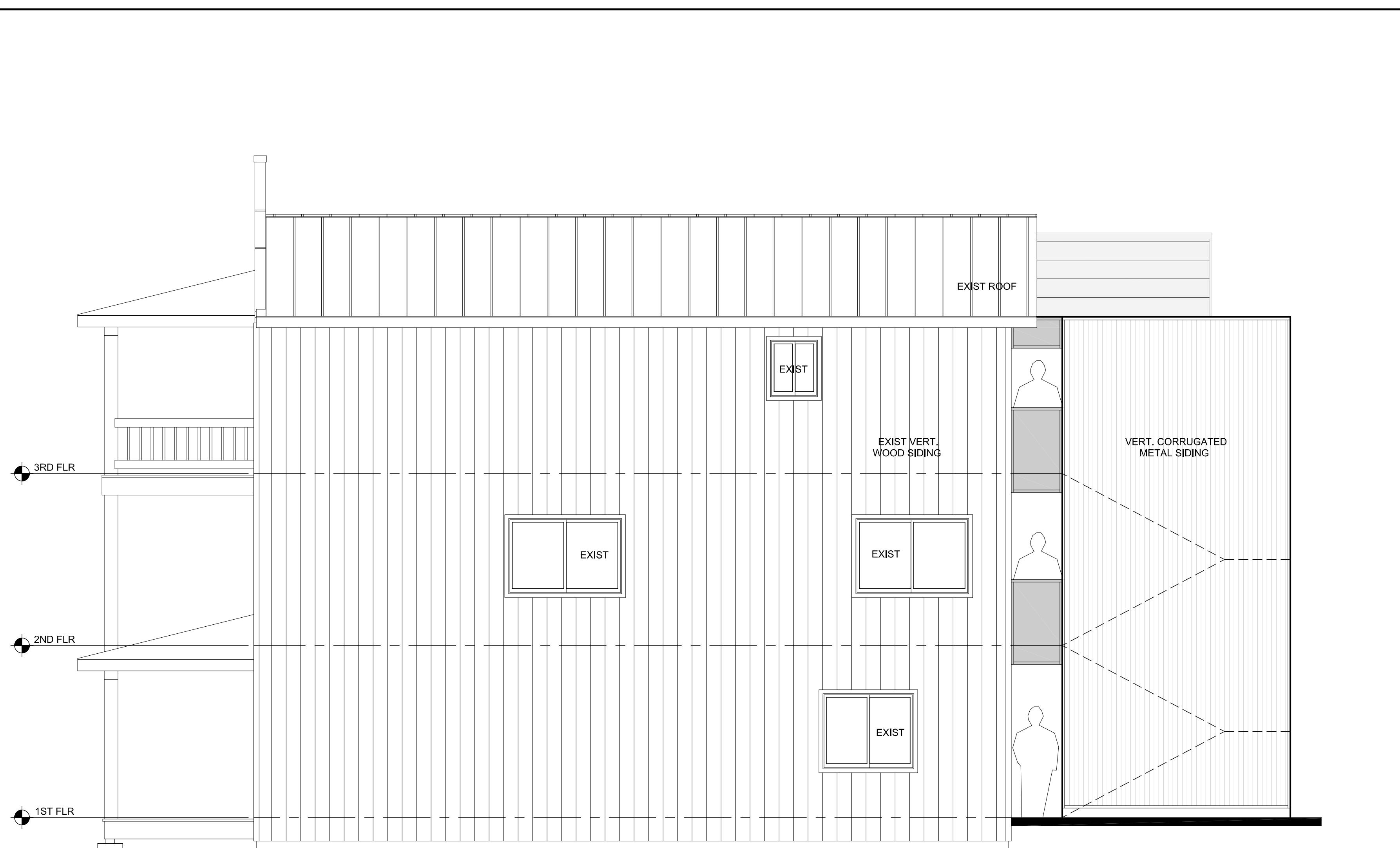
1125 Deer Creek Drive P.O. Box 4859 Jackson, WY 83001  
tel.307-413-6874 email: KRIKORARCH@GMAIL.COM

CONCEPTUAL FLOOR PLAN  
FOR  
PROPOSED HOUSING REMODEL  
JACKSON HOLE REALTY PARTNERS, LLC  
Jackson, Wyoming  
245 North Glenwood Street

REVISIONS

date 5.21.21

A102



**KRIKOR Architecture**  
1125 Deer Creek Drive, P.O. Box 4859  
Jackson, WY 83001  
tel: 307-413-6874 email: KRIKORARCH@GMAIL.COM

**JACKSON HOLE REALTY PARTNERS, LLC**  
PROPOSED HOUSING REMODEL  
FOR  
245 North Glenwood Street  
Jackson, Wyoming

REVISIONS

date 5.21.21

A200





BERKSHIRE  
HATHAWAY  
HomeServices

Brokers of Jackson Hole  
Real Estate  
307-733-4339

Penny Gaitan  
307-690-9133  
Jeremy Gaitan  
307-690-0460

CHIEF PETTY OFFICER

424-GTH

4RUNNER

LIMITED 4WD

TOYOTA

CKB562

34890

ODYSSEY



