



# 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>  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  For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.
Item #: P21-215	
Planner: Katelyn Page  Phone: 733-0440 ext. 1302  Fax: 734-3563  Email: kpage@jacksonwy.gov	
<b>Owner:</b> Frank & Rhonda Paniszczy 19030 Kimber Creek Ln Cypress, TX 77429  <b>Applicant:</b> Jen Zung – Harmony Design PO Box 369 Driggs, ID 83422	
<b>Please respond by: August 13, 2021 (with Comments)</b>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
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 process 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)

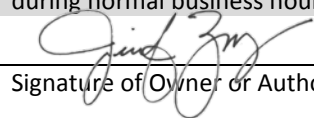
\_\_\_\_\_ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
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)

*MFH*  
*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* *SH PANISZCZYN*  
**Frank Painszcyzn and Rhonda Painszcyzn, 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

*MFH*  
this 5<sup>th</sup> day of MAY, 20 21.

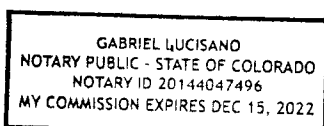
*MFH*  
*Marilyn*  
**Marilyn R. Hartman, Trustee of the Marilyn R. Hartman Living Revocable Trust dated March 20, 2015**

*MFH*  
*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.



*[Signature]*  
Notary Public  
My Commission expires: 12/15/2022

# LETTER OF AUTHORIZATION

Rhonda Paniszczyn, "Owner" whose address is: \_\_\_\_\_  
19030 Kimber 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

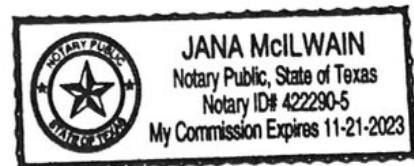
)

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

WITNESS my hand and official seal.

(Seal)

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



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:

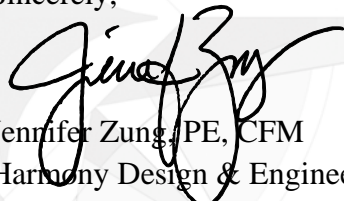
On behalf of Jackson Hole Realty Partners, LLC, Frank Paniszczyn, and Rhonda Paniszczyn, we are submitting the enclosed Pre-Application Conference Application for a proposed remodel of the existing building and parking lot located at 245 Glenwood Street, Jackson, Wyoming.

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,

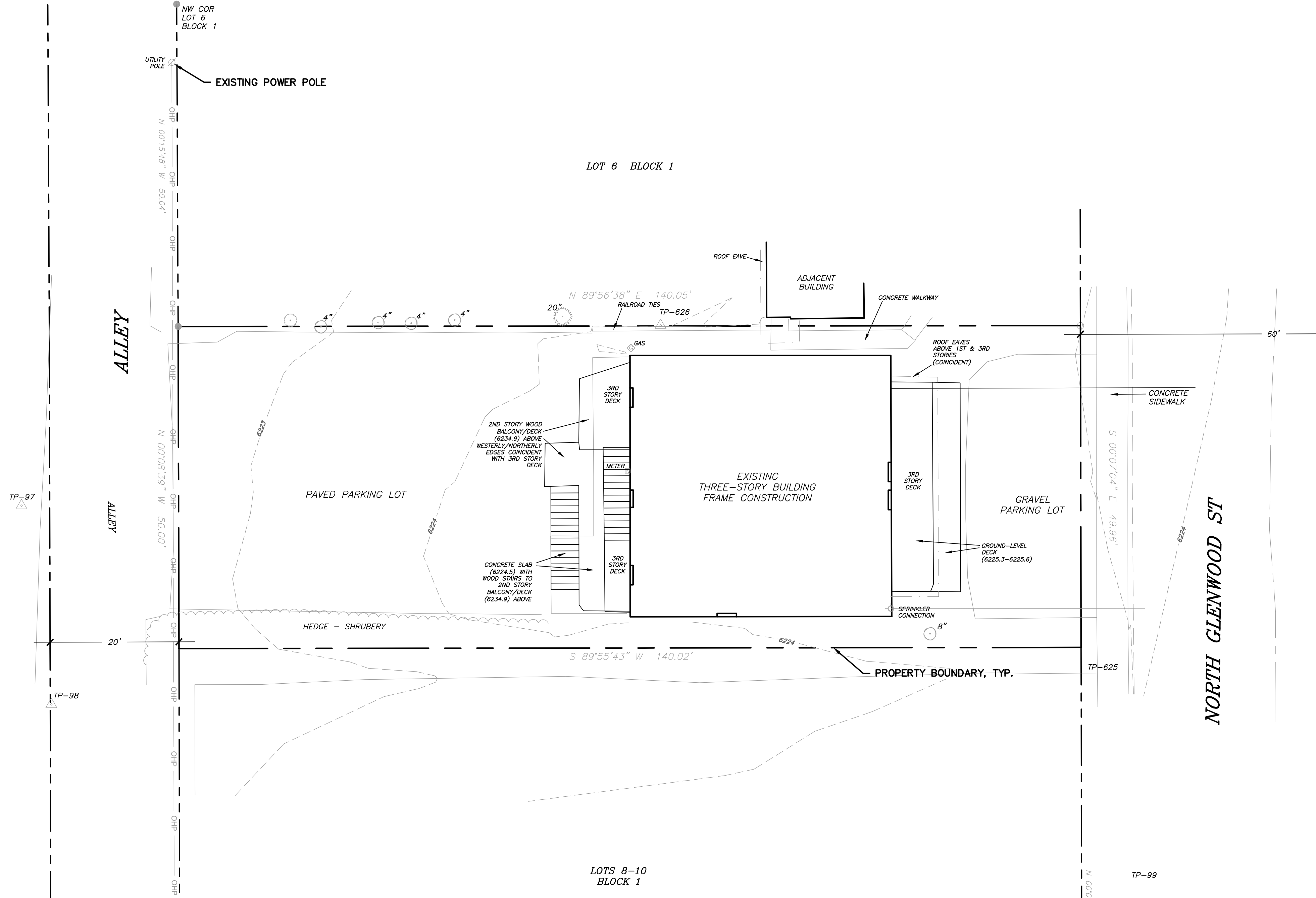


Jennifer Zung, PE, CFM  
Harmony Design & Engineering

Enclosure



10' 5' 0 10' 20'  
SCALE: 1" = 10'  
(24" X 36" SHEET)



LEGEND:

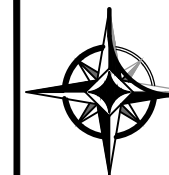
- EXISTING PROPERTY LINE
- EXISTING ADJOINING PROPERTY LINE
- EXISTING CONTOUR (MAJOR)
- EXISTING CONTOUR (MINOR)

NOTES

- ELEVATIONS ARE NAVD88 BASED ON THE TETON COUNTY CONTROL NETWORK.
- TOPOGRAPHIC FEATURES REPRESENTED ON THIS MAP SHOW CONDITIONS DETERMINED BY A FIELD SURVEY PERFORMED BY ON SIGHT LAND SURVEYORS, INC. AS SHOWN 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

DATE: 08/03/2021	REVISIONS:



**HARMONY**  
DESIGN & ENGINEERING  
18 N MAIN STE 305 • DRIGGS ID 83422  
208.354.1331 • www.harmonydesigninc.com

DRAWING SCALE  
1" = 10'  
1" = 10'  
1" = 10'  
1" = 10'  
1" = 10'  
1" = 10'

FILE : 21107 SITE BASED  
PROJ. #: 21107

DATE: 08/03/2021

REVISIONS:

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

DEMO PLAN

SHEET #  
**C1.1**

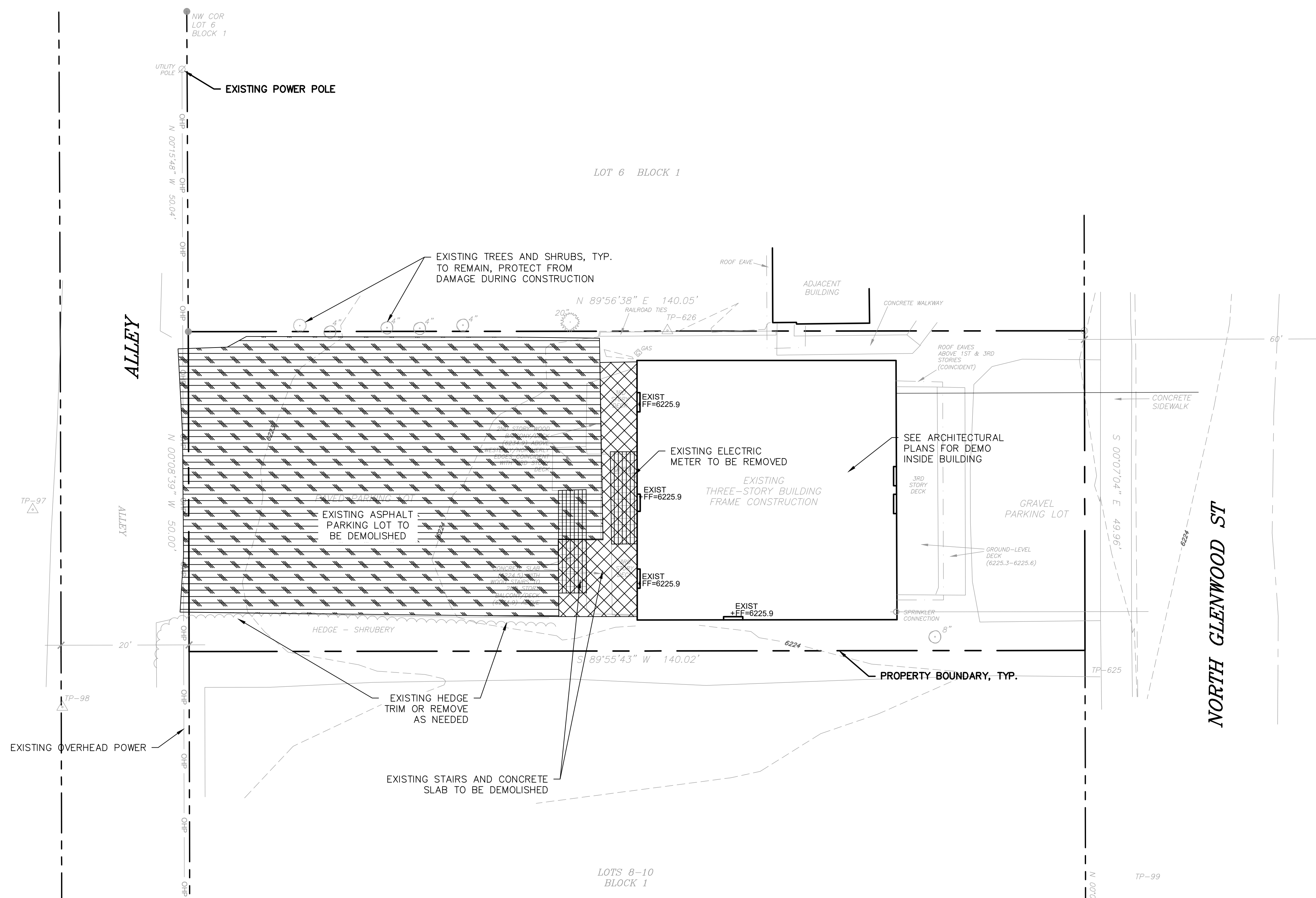
## LEGEND:

- EXISTING PROPERTY LINE
- EXISTING ADJOINING PROPERTY LINE
- EXISTING CONTOUR (MAJOR)
- EXISTING CONTOUR (MINOR)
- EXISTING ASPHALT TO BE DEMOLISHED
- EXISTING CONCRETE TO BE DEMOLISHED
- EXISTING STAIRS TO BE DEMOLISHED

## DEMOLITION NOTES

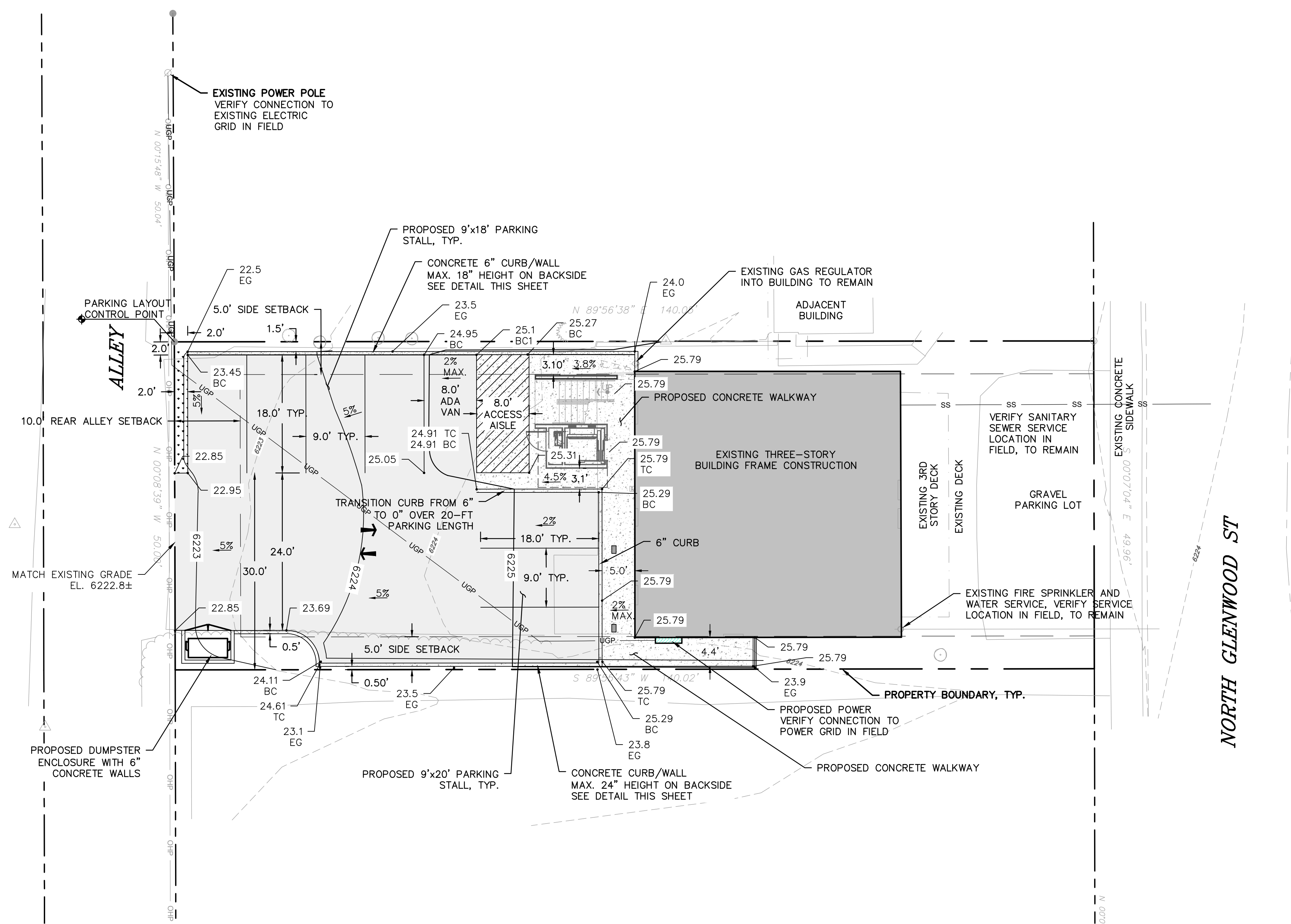
- UNDERGROUND UTILITY INFORMATION SHOWN IS APPROXIMATE AND NOT GUARANTEED TO BE ALL INCLUSIVE OR ACCURATE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL UNDERGROUND UTILITIES BEFORE STARTING WORK.
- TEMPORARY SANITARY FACILITIES SHALL BE PROVIDED FOR WORKERS ON SITE.
- AN APPROVED FIRE EXTINGUISHER SHALL BE AVAILABLE AT ALL TIMES DURING DEMOLITION.
- 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 AN DOWNER. NO ON-SITE BURNING OR BURYING OF DEBRIS IS PERMITTED.
- 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.
- 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.
- OTHER MATERIALS, SUCH AS DRYWALL, INSULATION, TREATED LUMBER, PLUMBING WASTE AND VENT MATERIAL, ETC., SHOULD GO TO THE COUNTY TRASH TRANSFER STATION.
- WOOD STOVES OR MANUFACTURED FIREPLACES MAY BE DISPOSED OF AT THE TRASH TRANSFER STATION.
- COMPLETELY FILL BELOW-GRADE AREAS AND VOIDS RESULTING FROM BUILDING REMOVAL OR DEMOLITION WITH SATISFACTORY SOIL MATERIALS.
- 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.
- REMOVE BELOW-GRADE CONSTRUCTION, INCLUDING BASEMENTS, FOUNDATION WALLS, AND FOOTINGS, TO AT LEAST 12 INCHES BELOW GRADE.
- 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**



## NOTES

- ELEVATIONS ARE NAVD88 BASED ON THE TETON COUNTY CONTROL NETWORK.
- 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 FRANKPANISZCZYN SHOWING LOT 7 BLOCK 1, ORIGINAL TOWN OF JACKSON, PLAT NO. 100, DATED 07/01/2021.

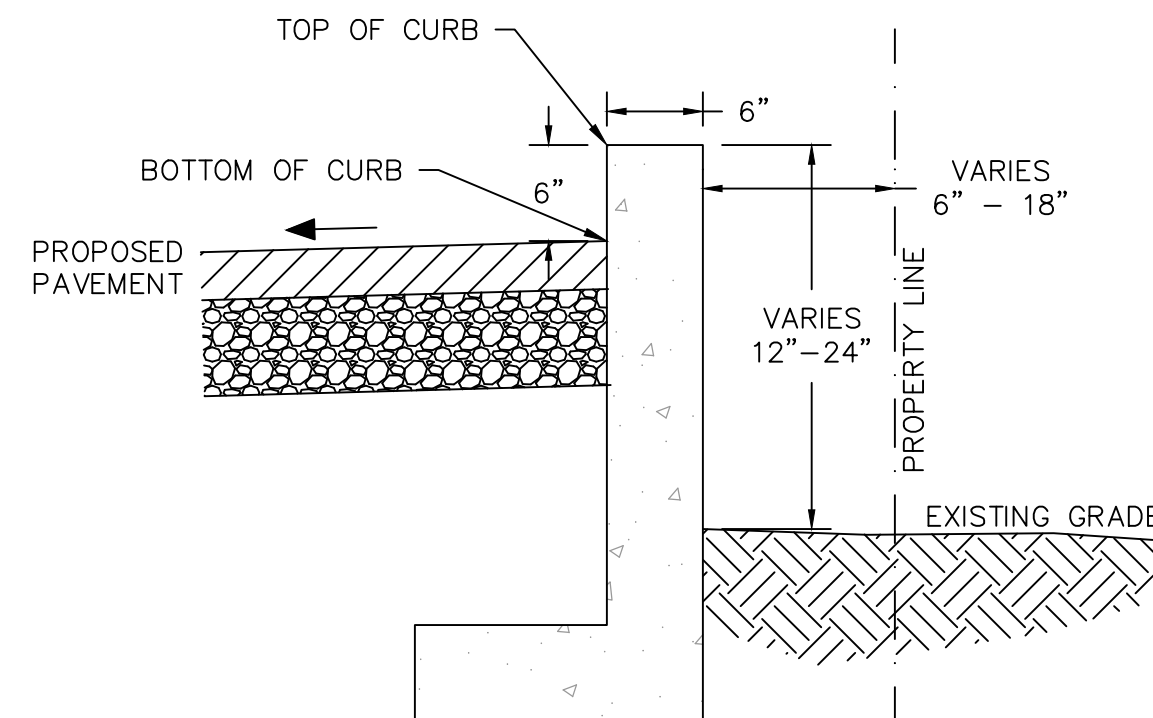


LEGEND:

- EXISTING PROPERTY LINE
- EXISTING ADJOINING PROPERTY LINE
- BUILDING SETBACK
- EXISTING CONTOUR (MAJOR)
- EXISTING CONTOUR (MINOR)
- PROPOSED CONCRETE
- PROPOSED ASPHALT
- PROPOSED BUILDING FOOTPRINT
- PROPOSED LANDSCAPING
- PROPOSED CONTOUR (MAJOR) (ADD 6200)
- 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

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- SEE ARCHITECTURAL PLANS, "PROPOSED HOUSING REMODEL FOR JACKSON HOLE REALTY PARTNERS LLC" BY KIRKOR ARCHITECTURE FOR MORE INFORMATION



CURB DETAIL  
(NORTH AND SOUTH SIDE)  
NOT TO SCALE

PRELIMINARY  
NOT FOR CONSTRUCTION

**HARMONY**  
DESIGN & ENGINEERING  
18 N MAIN STE 305 • DRIGGS ID 83422  
208.354.1331 • www.harmonydesigninc.com

DRAWING SCALE: IF  
1" = 10' FULL SCALE  
1/2" = 1/2" HALF SCALE

FILE: 21107 SITE BASED.DWG  
PROJ. #: 21107

DATE:	08/03/2021
REVISIONS:	

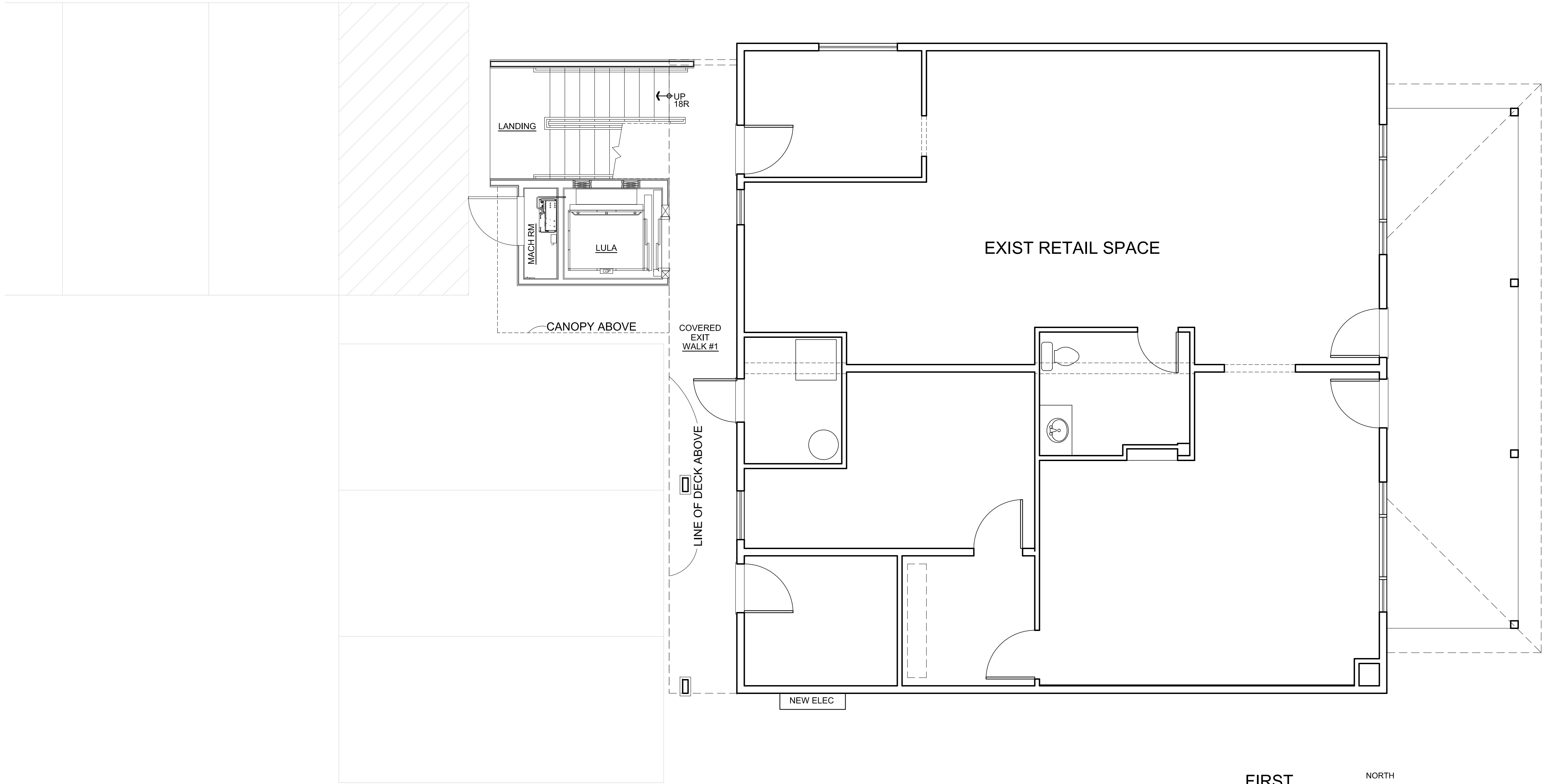
PROJECT NAME

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

CONCEPT SITE AND GRADING PLAN

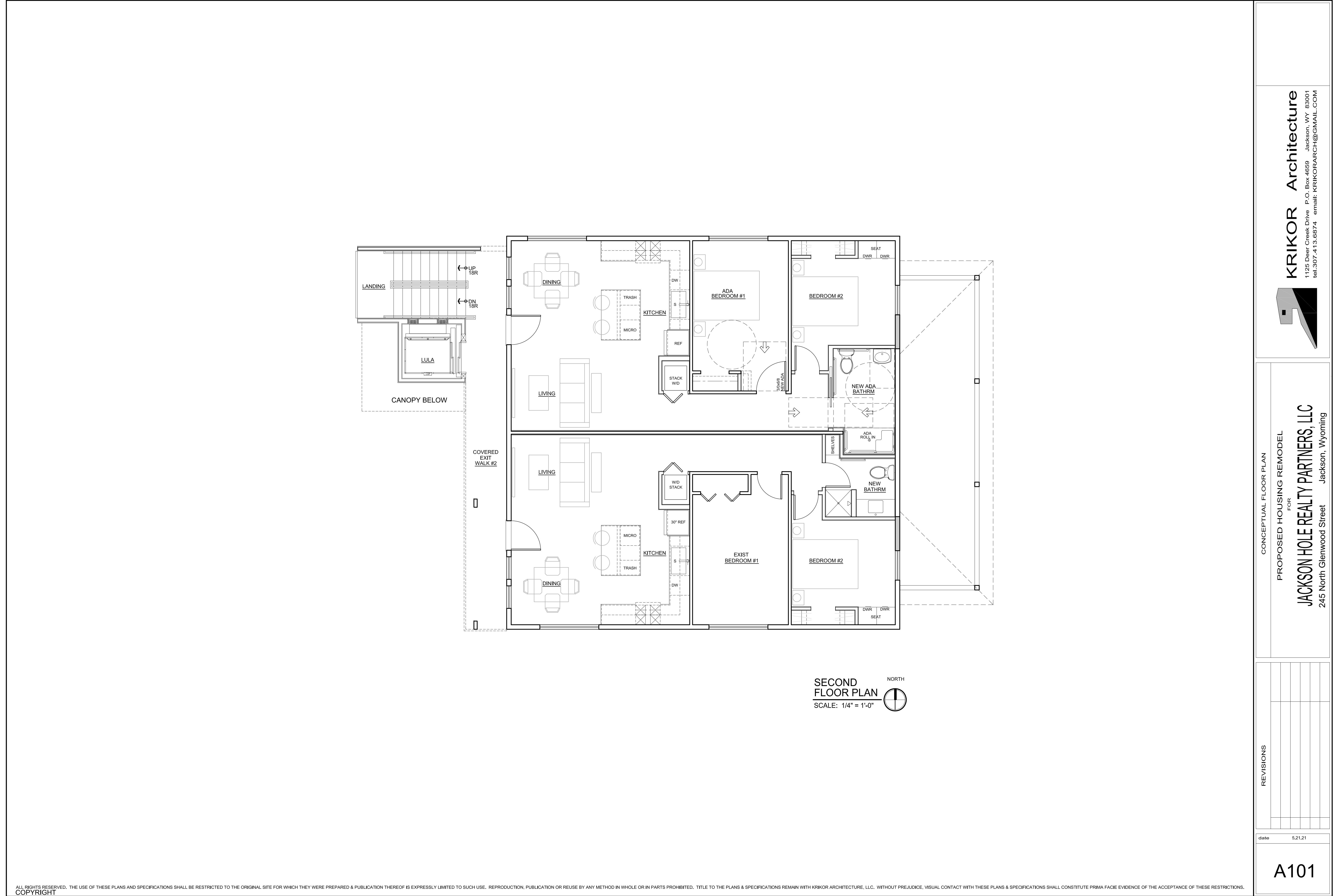
SHEET #

**C2.0**



FIRST FLOOR PLAN  
SCALE: 1/4" = 1'-0" NORTH

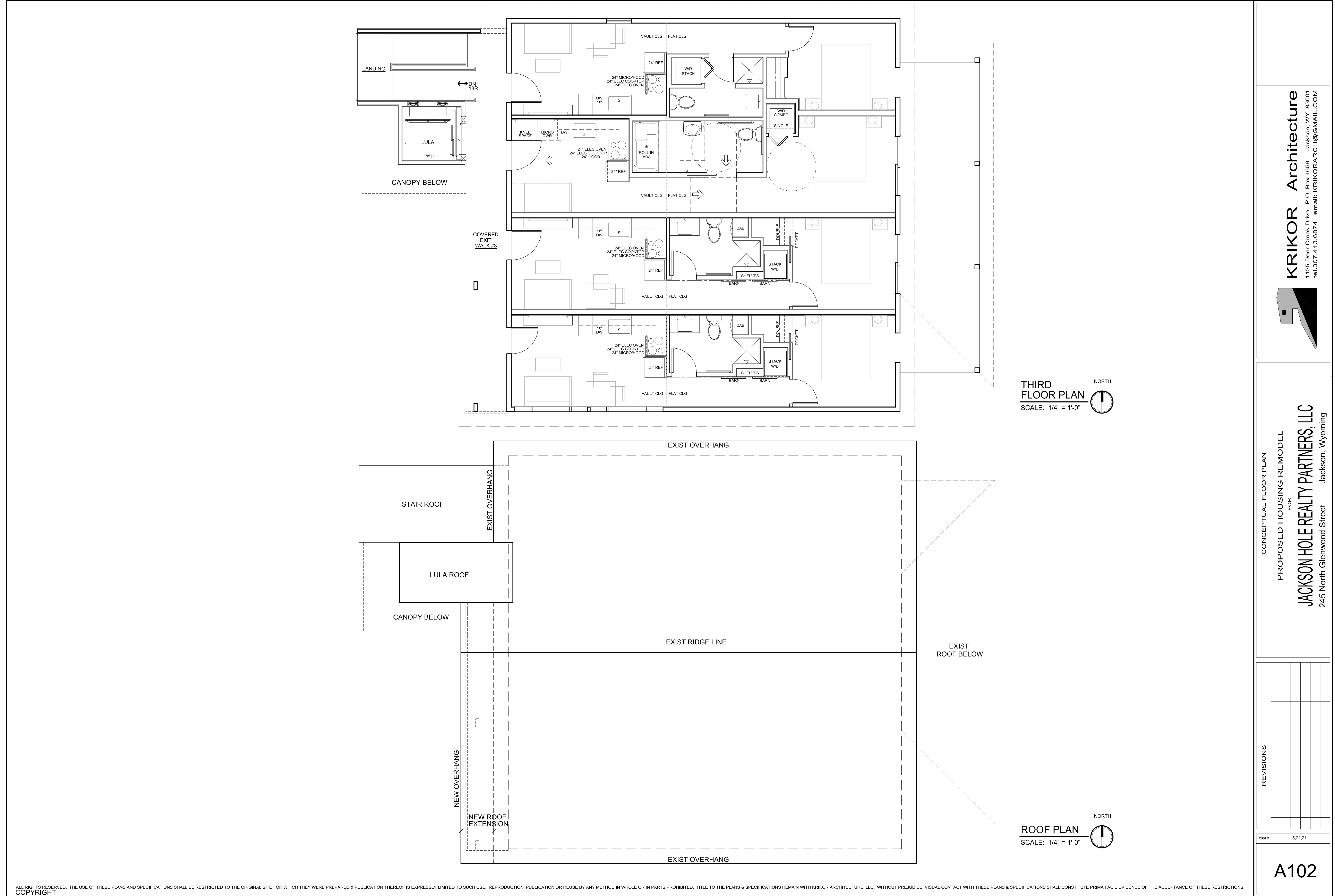
REVISIONS	



REVISIONS	

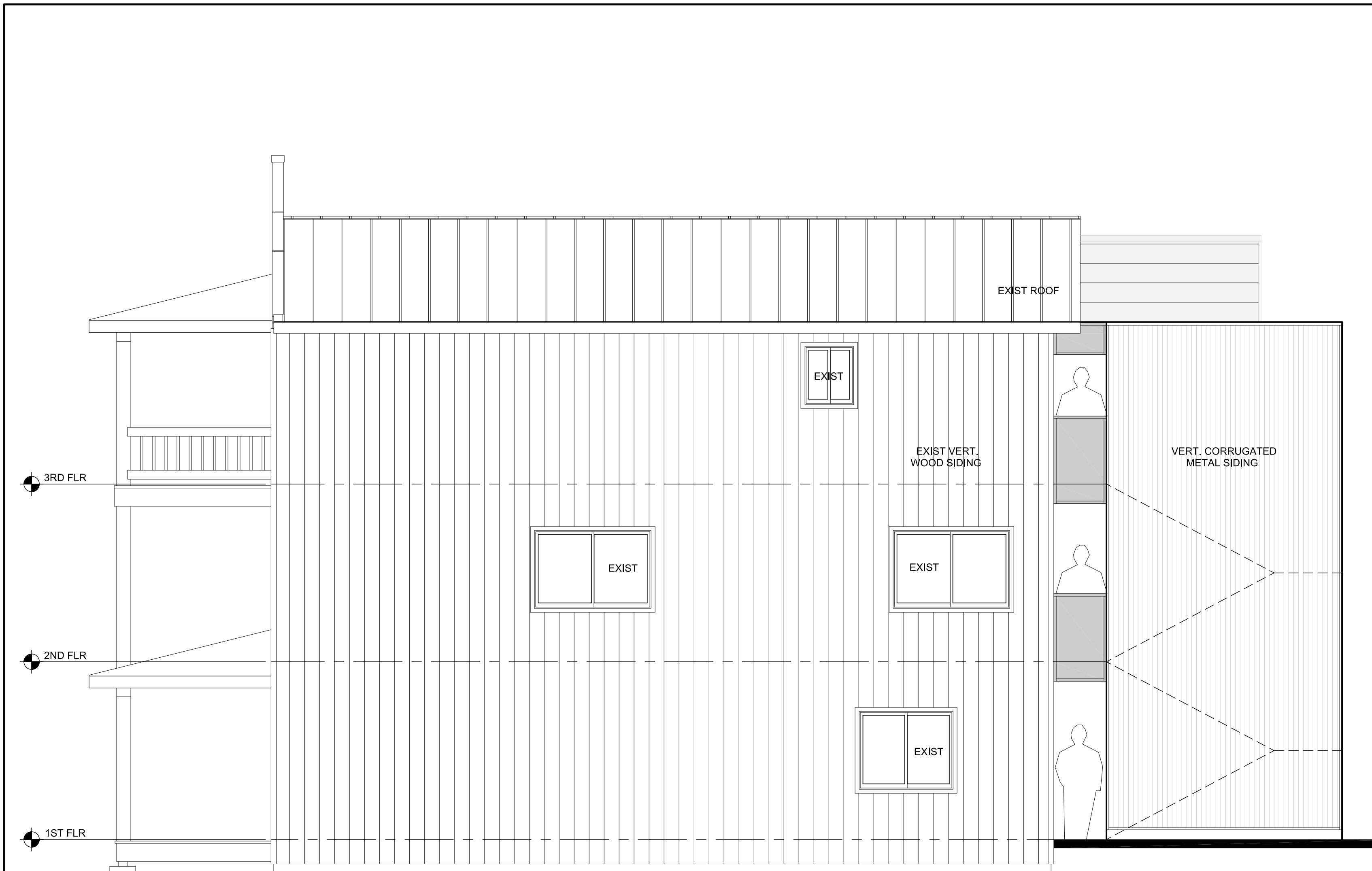
date 5.21.21

A101

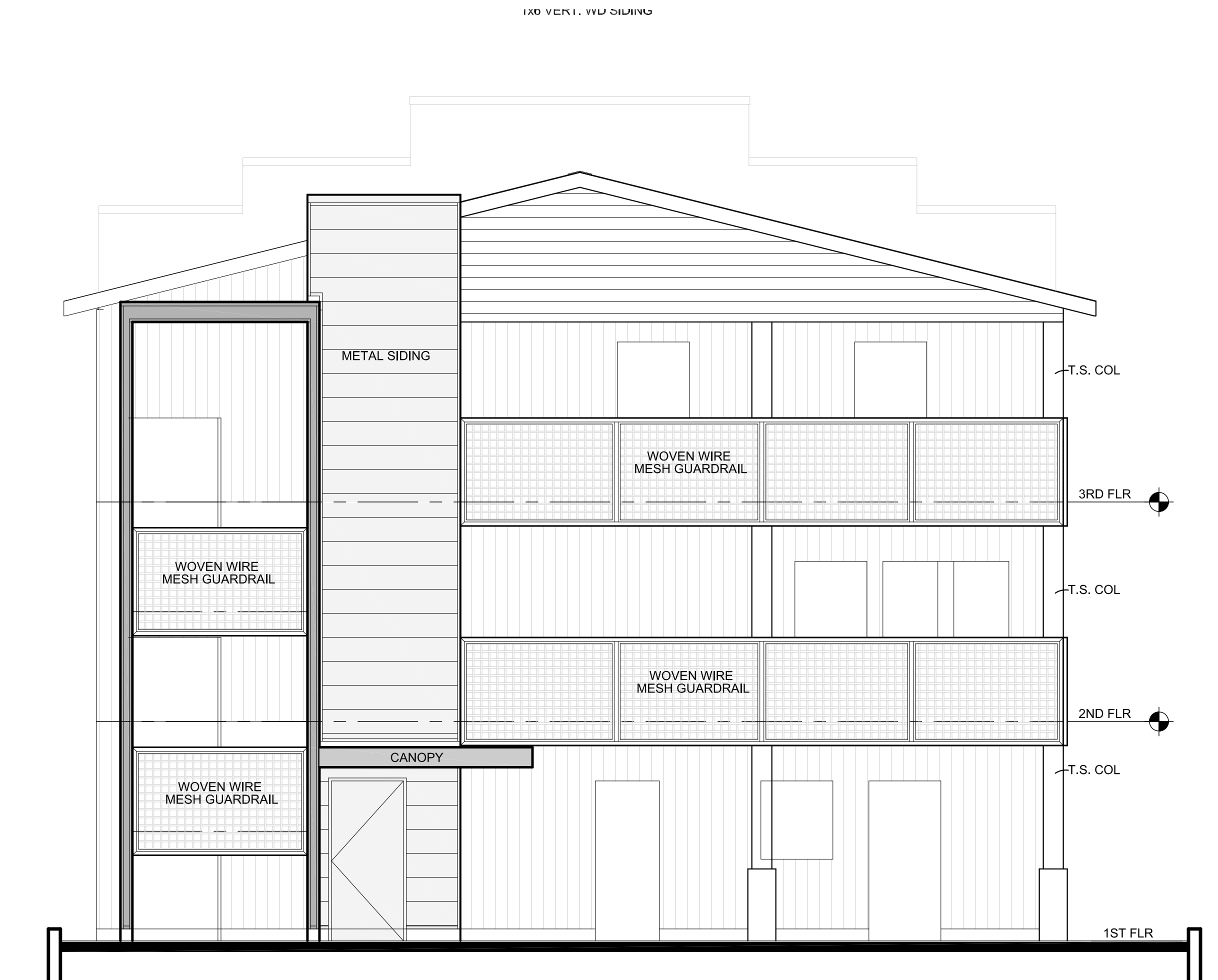


REVISIONS	

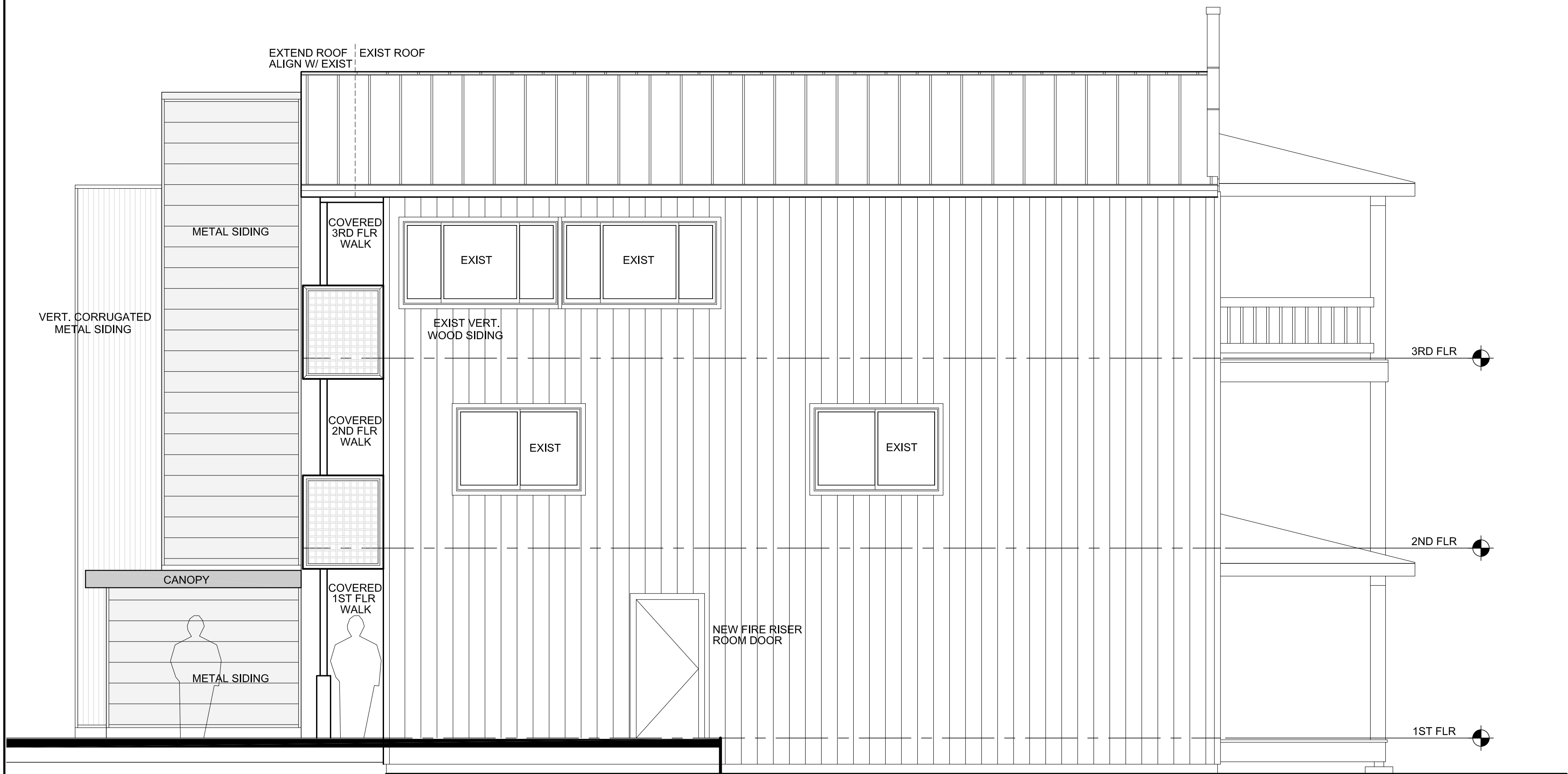
date 5.21.21



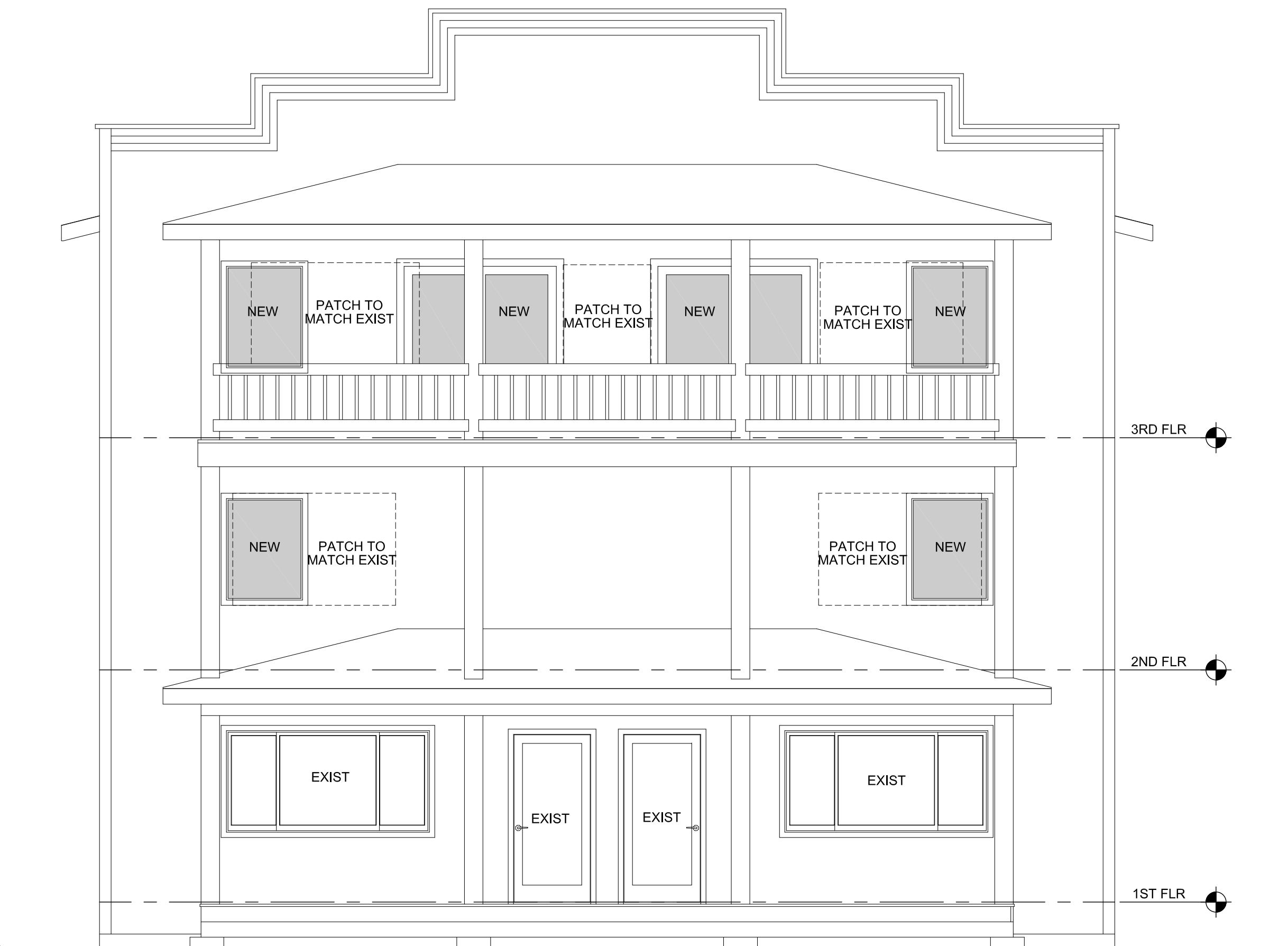
**NORTH ELEVATION**  
SCALE: 1/4" = 1'-0"



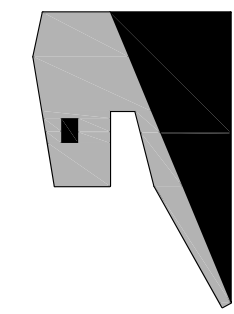
**WEST ELEVATION - ALLEY**  
SCALE: 1/4" = 1'-0"



**SOUTH ELEVATION**  
SCALE: 1/4" = 1'-0"



**EAST ELEVATION - GLENWOOD**  
SCALE: 1/4" = 1'-0"





one resource center  
JACKSON CUPBOARD  
www.one22.org | 807.298.6200

245

one resource center  
JACKSON CUPBOARD  
Open Today / Always here for you  
10am - 8pm  
Please call or visit our website for more information  
For more information visit our website  
www.one22.org

Jackson Cupboard  
Open Today / Always here for you  
10am - 8pm  
Please call or visit our website for more information  
For more information visit our website  
www.one22.org



**BERKSHIRE  
HATHAWAY**  
HomeServices  
Brokers of Jackson Hole  
Real Estate  
307-733-4339  
Penny Galtan  
307-690-9133  
Jeremy Galtan  
307-690-0450







one resource center  
JACKSON CUPBOARD  
www.one2one.org | 807.729.4000

CAUSE  
WESTERN AMERICA