



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: March 23, 2022	REQUESTS: The applicant is submitting a request for a Zoning Compliance Verification for the property legally known as 260 N Millward, LOTS 16-19, BLK. 1, JACKSON ORIGINAL TOWNSITE, PIDN: 22-41-16-28-4-24-001 For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Item #: P22-065	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owner: Cach Hotel Limited Partnership PO Box 514 Teton Village, WY 83025 Applicant: Kayla Sharp – Partner ESI 1141 W Sheridan Ave. 1 st Floor Ste A OKC, OK 73106	
Please respond by: April 13, 2022 (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: Homewood Suites
Physical Address: 260 N Millward
Lot, Subdivision: LOTS 16-19, BLK. 1, JACKSON ORIGINAL TOWNSITE PIDN: 22-41-16-28-4-24-001

PROPERTY OWNER.

Name: Cach Hotel Limited Partnership Phone: _____
Mailing Address: PO Box 514 Teton Village, WY ZIP: 83025
E-mail: _____

APPLICANT/AGENT.

Name: Kayla Sharp Phone: 405-500-2410
Mailing Address: 1141 W Sheridan Ave, 1st Floor, Suite A, OKC, OK ZIP: 73106
E-mail: KSharp@PartnerESI.com

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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-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.

Kayla Sharp
Signature of Property Owner or Authorized Applicant/Agent

Kayla Sharp
Name Printed

3/22/2022
Date

3/22/2022
Title



Town of Jackson
150 E Pearl Avenue
PO Box 1687, Jackson, WY 83001
P: (307)733-3932 F: (307)739-0919
www.jacksonwy.gov

Date: 3/10/22

LETTER OF AUTHORIZATION
NAMING APPLICANT AS OWNER'S AGENT

PRINT full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual

Being duly sworn, deposes and says that CACH HOTEL LP is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: 260 N Millward St.

Legal Description: LOTS 16-19, BLK. 1, JACKSON ORIGINAL TOWNSITE

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Kayla Sharp

Mailing address of Applicant/agent: 1141 W Sheridan Ave, 1st floor, Suite A

Email address of Applicant/agent: ksharp@partneresi.com

Phone Number of Applicant/agent: 405-500-2410

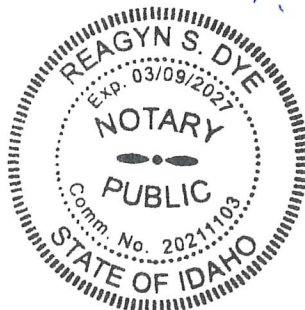
Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified is this(these) application(s) at the premises listed above:

- ☐ Development/Subdivision Plat Permit Application ☐ Building Permit Application
☐ Public Right of Way Permit ☐ Grading and Erosion Control Permit ☐ Business License Application
☐ Demolition Permit ☒ Other (describe) Zoning Compliance Verification

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.

[Signature] 3/10/22
Property Owner Signature

[Signature] 3/10/22
Reagyn S. Dye
exp. 03/09/2027



3-23-2022

Partner Engineering and Science, Inc.

Kayla Sharp, Zoning Assistant

1141 W. Sheridan Avenue, 1st Floor, Suite A

Oklahoma City, OK. 73106

Direct Office: 405-500-2410

KSharp@partneresi.com

Property Name: Homewood Suites
Property Address: 260 N Millward
Jackson, WY 83001
Parcel Number: 22-41-16-28-4-24-001
Project Number: 22-353222.2

To Whom It May Concern:

In response to your request for information regarding the above-mentioned property, we have researched our files and present the following:

1. **The current zoning designation for the Subject property is** _____.
2. **Adjacent property zoning designation:** North: _____
South: _____
East: _____
West: _____
3. **Is the current property located in a special, restrictive, or overlay district?** _____.
4. **Is the property located in a Planned Unit Development? Please provide a copy of the Development Plan and Ordinance, specifically the conditions of approval/any entitlements approved for use, minimum lot area, minimum off-street parking, minimum/maximum setbacks, minimum/maximum permitted height, and minimum/maximum permitted unit density.**

5. **According to the zoning ordinances and regulations of this district, the use of the subject property is a:**
Current Use: _____
☐ Permitted Use by Right
☐ Permitted Use by Special/Specific Use Permit (see comments or attached approval documentation)
☐ Permitted Use by Conditional Use Permit (see comments or attached approval documentation)
☐ Legal Non-Conforming Use (use was existing prior to the adoption of the zoning ordinance/code)
☐ Non-Permitted Use

6. Conformance: Per the current Zoning Ordinances and regulations applicable to the subject property, the current structure(s) is:

- ☐ Legal Conforming (complies with, or is otherwise exempt from, applicable zoning regulations, including parking)
- ☐ Legal Non-Conforming (does not meet the current zoning requirements due to amendments, re-zoning, variance granted, or other changes. See comments.)
- ☐ Grandfathered (developed prior to the adoption of the zoning code/ordinance)
- ☐ Non-Conforming (see comments)

Comment: _____

7. Rebuild: In the event of a casualty, in whole or in part, the structure located on the Subject property:

- ☐ May be rebuilt in its current footprint (i.e., no loss of square footage, same number of dwelling units, same footprint with drive-through(s) if applicable).
- ☐ May not be rebuilt in its current footprint, except upon satisfaction of certain conditions, limitations, or requirements. Please see Section _____ of the current Zoning Ordinance for details.

Is there a damage threshold, that would trigger the requirement for a new Use Permit, Variances, or other approvals to be granted for the Subject property? If so, does the threshold apply to a single structure or the development, as a whole?

8. Have any variances, special permits/exceptions, ordinances, or conditions been granted/approved for the Subject property:

- ☐ No, there do not appear to be any variances, special permits/exceptions, ordinances, or conditions that apply to the subject property.
- ☐ Yes, the following apply to the subject property:
(Documentation/copies attached)
- ☐ Variances
- ☐ Special Permits/Conditional Use Permits/Exceptions
- ☐ Ordinances
- ☐ Conditions of Approval

Comment: _____

9. Site Plan Information:

- ☐ The Subject property was developed in accordance with an approved Site Plan. A copy of the plan and/or conditions of approval are attached.
- ☐ The Subject property was developed in accordance with an approved Site Plan; however, a copy is no longer available, or cannot be made available due to copyright limitations.
- ☐ The Subject property was not required to undergo Site Plan review.
- ☐ Other, (as noted here):

Comment: _____

10. Code Violations Information:

- ☐ There do **NOT** appear to be any current outstanding/open zoning, building, or fire code violations that exist within our files for the Subject property.
- ☐ The following outstanding/open _____ zoning / _____ building / _____ fire code violations exist for the Subject property. Please include details in the below Comment section:

Comment: _____

11. Certificate of Occupancy Status:

- ☐ A valid Certificate(s) of Occupancy or Temporary Certificate(s) of Occupancy has been issued for the Subject property and is attached.
- ☐ A valid Certificate of Occupancy has been issued for the Subject property (approximate issuance date _____); however, we are unable to locate a copy in our records. The absence of a Certificate of Occupancy _____ will / _____ will not give rise to any enforcement action.
- ☐ A Certificate of Occupancy is not required for the subject property.

Comment: _____

11a. A new Certificate of Occupancy will be required for the following:

- ☐ Change of Owner
- ☐ Change of Tenant
- ☐ Change in Use
- ☐ Tenant Improvements/Remodel/Reconstruction
- ☐ New Construction
- ☐ Other: _____

12. Public Improvements/Road Work/Condemnation:

Does the City have current or future plans for roadway construction, easements, land condemnation proceedings, or other such activity that would impact the placement of property lines, affect the immediately surrounding rights-of-way, disrupt traffic flow in proximity of the Subject property for an extended period of time, and/or impede access to the property?

- ☐ Roadway Construction
- ☐ Easements
- ☐ Land Condemnation Proceedings
- ☐ Other: _____

Additional comments regarding the subject property: _____

MUNICIPAL AUTHORITY:

Signature: _____

Municipality: _____

Title: _____

Department: _____

Printed Name: _____

Phone: _____