



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

Date: December 30, 2022 Item #: P22-300 Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov Owner Glenwood JH, Inc. 4011 80 th St. Kenosha, WI 53142 Applicant Same	REQUESTS: The applicant is submitting a request for a Basic Use Permit for Short-Term Rental use at the property located at 185 N Glenwood St., legally known THE GLENWOOD CONDOMINIUM ADDITION (01441) For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Please respond by: December 16, 2022 (Sufficiency) December 23, 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: The Glenwood Phase I Units 1-2, 4-11, 13-14 & 16
Physical Address: 185 N Glenwood Street
Lot, Subdivision: _____ PIDN: Various

PROPERTY OWNER.

Name: Glenwood JH Inc (developer) Phone: 262-308-2656
Mailing Address: 4011 80th Street ZIP: 53142
E-mail: northmann@beardevelopment.com

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 #: P21-025 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. Goto 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.



Signature of Property Owner or Authorized Applicant/Agent
Nick Orthmann, Glenwood JH Inc c/o Bear Development, LLC

Name Printed

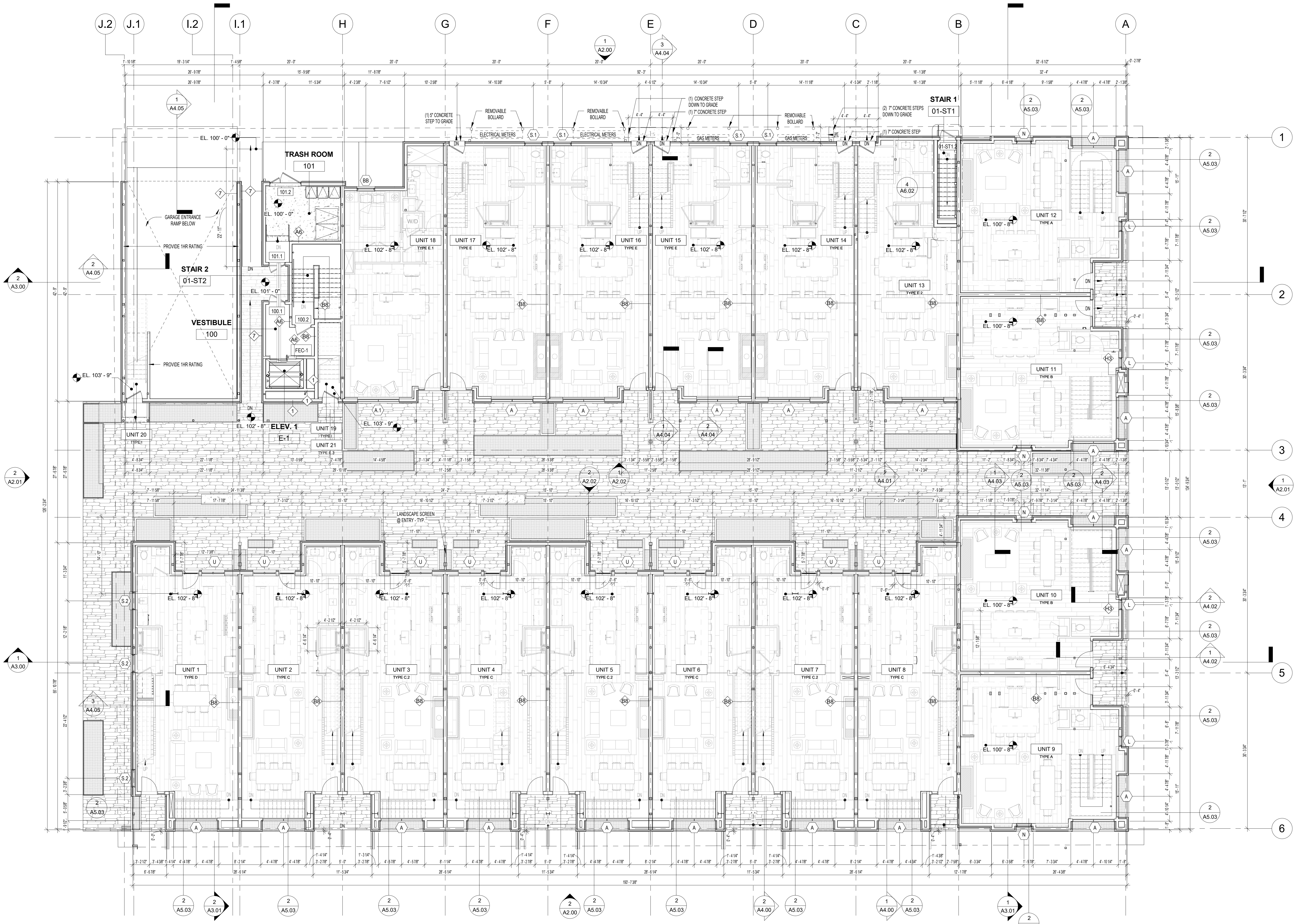
12/30/2022

Date
PM

Title

Unit Type	Unit #	Classificaiton
D- Glenwood	1	Short-Term Rental Unit
C- Glenwood Balcony Far South	2	Short-Term Rental Unit
C.2- Glenwood South	3	Workforce Housing Bonus Unit
C- Glenwood Balcony Mid South	4	Short-Term Rental Unit
C.2- Glenwood Middle	5	Short-Term Rental Unit
C- Glenwood Balcony Mid North	6	Short-Term Rental Unit
C.2- Glenwood North	7	Short-Term Rental Unit
C- Glenwood Balcony Far North	8	Short-Term Rental Unit
A1- Glenwood & Gill	9	Short-Term Rental Unit
B1- Gill East	10	Short-Term Rental Unit
B2- Gill West	11	Short-Term Rental Unit
A2- Alley & Gill	12	Workforce Housing Bonus Unit
E.2- Alley Far North	13	Short-Term Rental Unit
E- Alley Far North	14	Short-Term Rental Unit
E- Alley Mid North	15	Workforce Housing Bonus Unit
E- Alley Mid South	16	Short-Term Rental Unit
E- Alley South	17	Workforce Housing Bonus Unit
E.1- Alley- First Fl Only	18	Workforce Housing Unit
I- Alley North	19	Workforce Housing Unit
I- Alley South	20	Workforce Housing Unit
E.3- Alley Second/Third Fl	21	Workforce Housing Unit

"No Short-Term Rental" affidavits have been recorded against Workforce Housing Bonus Units and were provided to the Town of Jackson on Nov. 8, 2022.



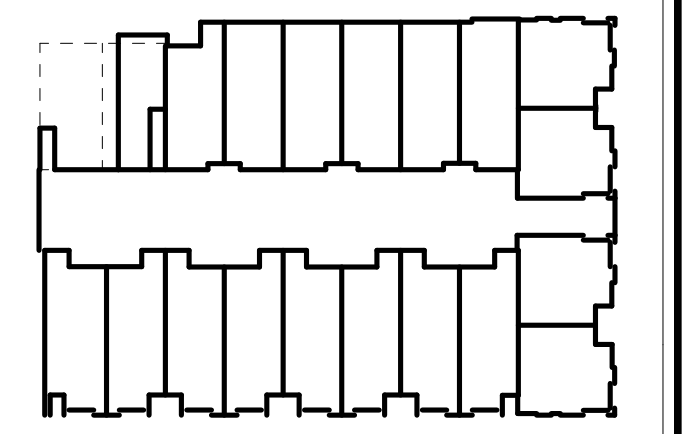
PHASE LEGEND

- EXISTING
- DEMOLISH
- DEMOLISH-REMOVE EX SLAB
- NEW CONSTRUCTION

NORTHWORKS
CHICAGO | JACKSON HOLE | SAN FRANCISCO | PHILADELPHIA

185 E. Hansen Avenue Jackson Hole, Wyoming 83001
T 307-201-5324 www.nwks.com

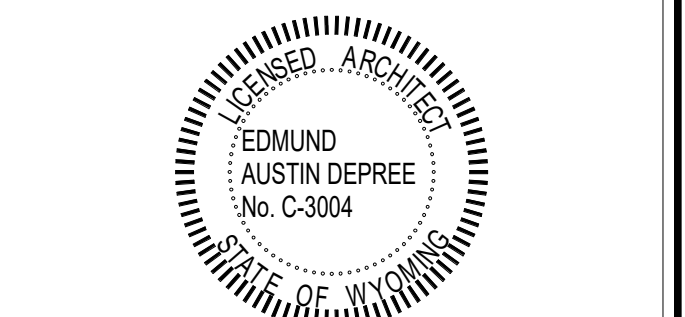
(C) 2021 Northworks Architects & Planners - All rights reserved.
Any discrepancies shall be reported immediately to the
Architect before proceeding. Only figured dimensions should be
used. Contractors and fabricators to verify all dimensions on
site prior to beginning work.



GENERAL NOTES
1. PROJECT ELEVATION 100.00' + SURVEY 6222.37
2. UNIT TYPES A & B REFERENCE PROJECT LEVELS 'C' U.O.N. ALL OTHER
UNIT TYPES REFERENCE PROJECT LEVELS 'P'

ISSUED DATE	ISSUED FOR
03.27.2020	ISSUE FOR PERMIT
05.20.2020	PERMIT REVISIONS
06.29.2020	PERMIT REVISIONS
07.10.2020	IFC: CORE & SHELL - PRICING
12.15.2020	IFC: INTERIORS
01.15.2021	IFC: MEP INTERIORS
02.26.2021	ASI 001: DESIGN REVISIONS
04.21.2021	ASI 002: DESIGN REVISIONS
07.14.2021	CURRENT ARCHITECTURAL
05.11.2021	PERMIT ADDENDUM 2

PROFESSIONAL SEAL



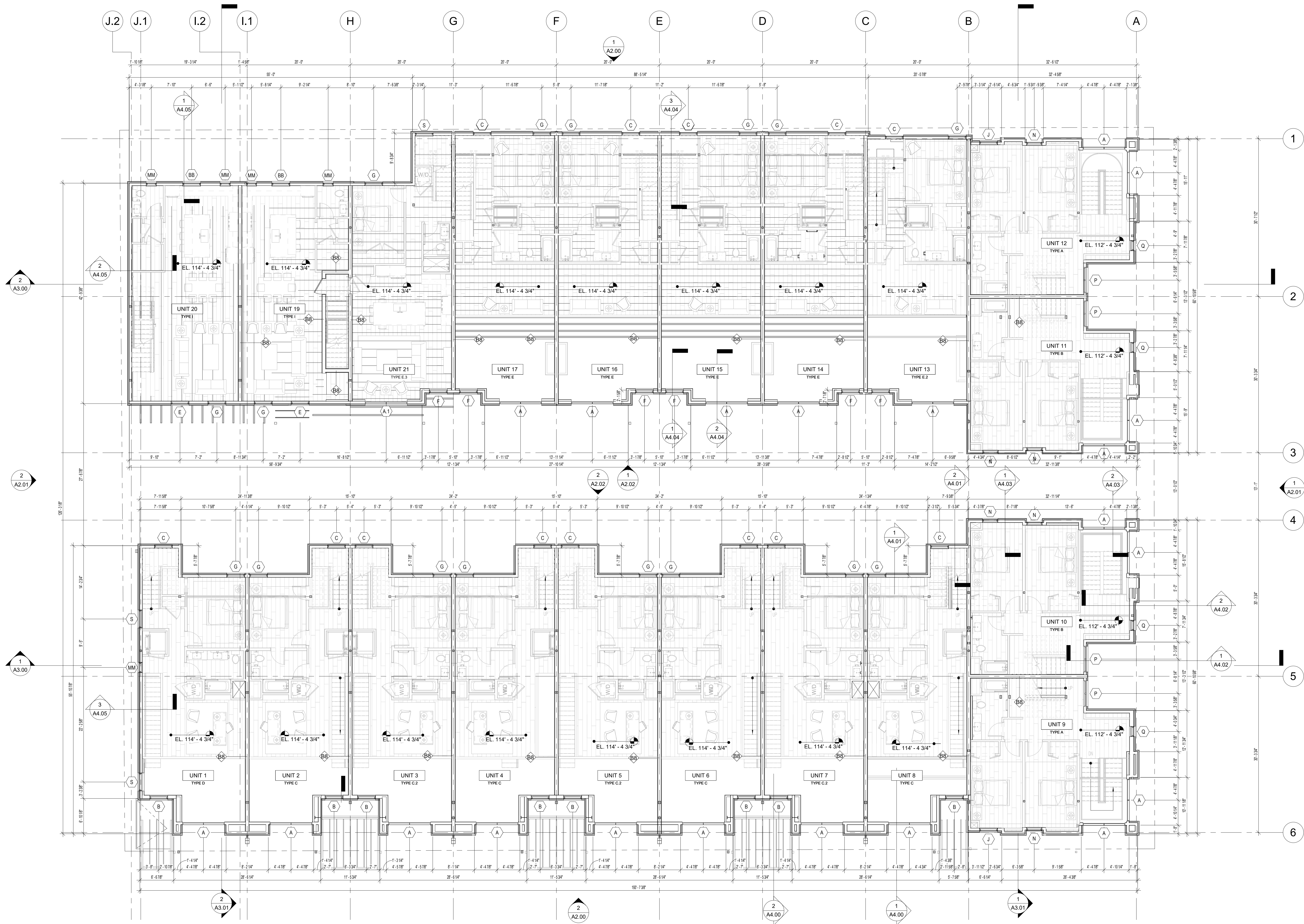
Project
GLENWOOD GILL

185 GLENWOOD ST. JACKSON, WY 83001

1928	Project No.
RB / CP / MF	Drawn By
NWKS	Checked By
Discipline	Drawing No.

A1.01

Drawing Name
FIRST FLOOR PLAN



PHASE LEGEND

- EXISTING
- DEMOLISH
- DEMOLISH-REMOVE EX SLAB
- NEW CONSTRUCTION

NORTHWORKS

CHICAGO | JACKSON HOLE | SAN FRANCISCO | PHILADELPHIA

185 E. Hansen Avenue Jackson Hole, Wyoming 83001
T 307-201-5324 www.nwks.com

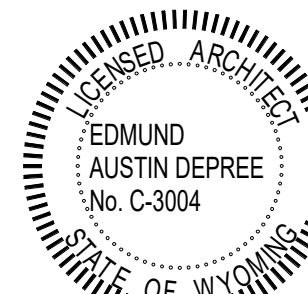
(C) 2021 Northworks Architects & Planners - All rights reserved.
Any discrepancies shall be reported immediately to the
Architect before proceeding. Only figured dimensions should be
used. Contractors and fabricators to verify all dimensions on
site prior to beginning Work.

GENERAL NOTES

- PROJECT ELEVATION 100.00' SURVEY 6223.37
- UNIT TYPES A & B REFERENCE PROJECT LEVELS C.U.O.N. ALL OTHER
UNIT TYPES REFERENCE PROJECT LEVELS B

ISSUED DATE	ISSUED FOR
03.27.2020	ISSUE FOR PERMIT
05.20.2020	PERMIT REVISIONS
06.29.2020	PERMIT REVISIONS
07.10.2020	IFC: CORE & SHELL - PRICING
12.15.2020	IFC: INTERIORS
01.15.2021	IFC: MEP INTERIORS
02.26.2021	ASI 001: DESIGN REVISIONS
04.21.2021	ASI 002: DESIGN REVISIONS
07.14.2021	CURRENT ARCHITECTURAL

PROFESSIONAL SEAL



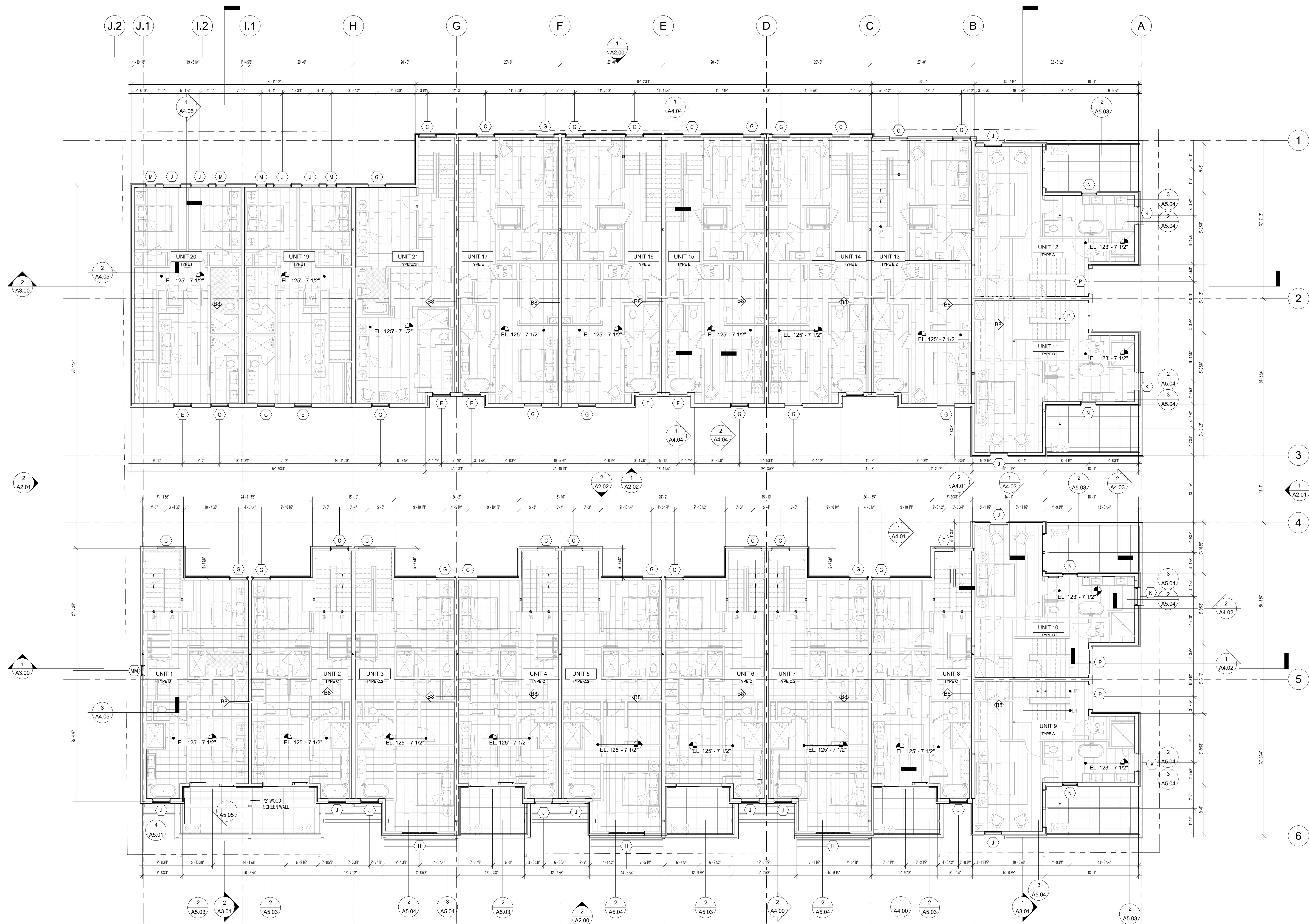
Project
GLENWOOD GILL

185 GLENWOOD ST. JACKSON, WY 83001

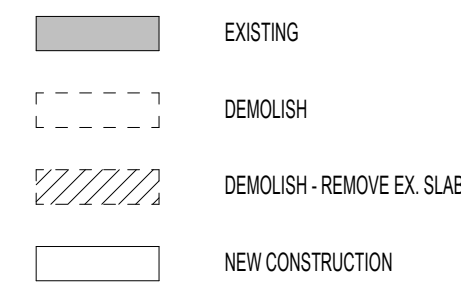
1928	Project No.
RB / CP / MF	Drawn By
NWKS	Checked By
Discipline	Drawing No.

A1.02

Drawing Name
SECOND FLOOR PLAN



PHASE LEGEND



NORTHWORKS
CHICAGO | JACKSON HOLE | SAN FRANCISCO | PHILADELPHIA

185 E. Hansen Avenue Jackson Hole, Wyoming 83001
T 307-201-5324 www.nwks.com

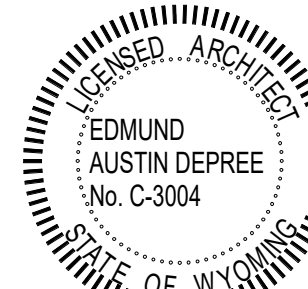
(C) 2021 Northworks Architects & Planners - All rights reserved.
Any discrepancies shall be reported immediately to the
Architect before proceeding. Only figured dimensions should be
used. Contractors and fabricators to verify all dimensions on
site prior to beginning Work.

GENERAL NOTES

1. PROJECT ELEVATION 100.00' SURVEY 6223.37
2. UNIT TYPES A & B REFERENCE PROJECT LEVELS C U.O.N. ALL OTHER
UNIT TYPES REFERENCE PROJECT LEVELS B

ISSUED DATE	ISSUED FOR
03.27.2020	ISSUE FOR PERMIT
05.20.2020	PERMIT REVISIONS
06.29.2020	PERMIT REVISIONS
07.10.2020	IFC: CORE & SHELL - PRICING
12.15.2020	IFC: INTERIORS
01.15.2021	IFC: MEP INTERIORS
02.26.2021	ASI 001: DESIGN REVISIONS
04.21.2021	ASI 002: DESIGN REVISIONS
07.14.2021	CURRENT ARCHITECTURAL

PROFESSIONAL SEAL



Project
GLENWOOD GILL

185 GLENWOOD ST. JACKSON, WY 83001

1928	Project No.
RB / CP / MF	Drawn By
NWKS	Checked By
Discipline	Drawing No.

A1.03

Drawing Name
THIRD FLOOR PLAN



PLANNING & BUILDING DEPARTMENT

March 16, 2021

Nick Orthmann
4011 80th St
Kenosha, WI 53142

RE: Item: P21-025
Development Option Plan -185 N. Glenwood Street

Dear Mr. Orthmann.

This letter is to confirm that on March 9, 2021 the Planning Director approved a Development Option Plan to 1) designate which four (4) units will be Workforce Deed Restricted and when the deed restriction must be recorded, and 2) allow flexibility to designate any thirteen (13) units as Short-Term Rental (STR) units in Phase I of the Glenwood/Gill Condo project at the property addressed as 185 N. Glenwood Street, pursuant to Section 8.5.2. – Development Option Plan, the departmental review attached hereto and the following conditions:

1. Within 6 months of recording the subdivision plat for Phase I, the applicant shall designate which thirteen (13) units will be STR and which four (4) units will be Workforce long-term (market). The unit designation shall be in writing to the Planning Department and include a floor plan.
2. An affidavit shall be recorded against all four (4) Workforce long-term units stating that they cannot be rented short term and that includes the signature of the Town of Jackson Planning Director

Please see the enclosed Staff Report for details of the Development Option Plan approval. Should you have any questions or require further information on this matter, please feel free to contact Tyler Valentine at 733-0440, Ext. 1305.

Respectfully,

A handwritten signature in black ink, appearing to read "Tyler Valentine".

Tyler Valentine
Senior Planner

Enclosures: Department Reviews.