



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

<p>Date: March 9, 2023</p> <p>Item #: P23-051</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Basic Use Permit for wine manufacturing use at the property located at 1620 Martin Lane, legally known as LOT 14, JACKSON BUSINESS PARK ADDITION PIDN: 22-40-16-06-1-08-013</p> <p>For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.</p>
<p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: kpage@jacksonwy.gov</p>	
<p>Owner Minichristel LLC PO Box 4140 Jackson, WY 83001</p> <p>Applicant Robert Schroth PO Box 8827 Jackson, WY 83002</p>	
<p>Please respond by: March 23 2023 (Sufficiency) March 30, 2023 (with Comments)</p>	

RESPONSE: For Departments not using SmartGov, please send responses via email to:
planning@jacksonwy.gov

March 3, 2023

Town of Jackson

Planning Dept.

This cover letter is on behalf of the Jackson Hole Winery LLC. Which is applying for a Basic Use Permit to change the use of the commercial warehouse, at 1620 Martin Lane, that is currently being used as a storage facility only, to a warehouse that will also be used manufacture wine products pursuant to a permit to manufacture wine issue by the State of Wyoming in the Town of Jackson at 1620 Martin Lane. The Winery will manufacture some wine from grapes trucked to Wyoming from other states, it will be fermented on site, barreled, and aged for a period of time, then bottled on site and stored until shipped to various locations. There are no hazardous or noxious by products because of the process. The business is family owned and operated with 1-2 outside parttime employees.

This business will be owned by The Jackson hole Winery LLC. Which is a Wyoming Limited Liability Company, family owned by Robert E. Schroth, Linda M. Schroth, and Anthony A. Schroth with an office at:

2800 Boyles Hill Rd. , P.O. Box 8827, Jackson, Wyoming. 307-201-1057

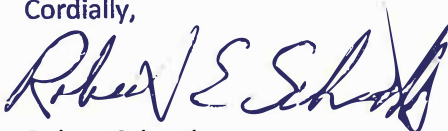
The warehouse is located at 1620 Martin Lane in the Jackson Business Park and is zoned Light Industrial. There are 3 parking spaces permitted for the building. There does not appear to be any employee housing requirement.

The building was built in 1997 and is a 4950 sq. ft. metal frame building with a metal roof, that has always been used as a warehouse.

The only change to the warehouse will be the addition of a floor drain designed by Nelson Engineering.

Should you need any further information on this project please contact the undersigned who is the managing partner.

Cordially,



Robert Schroth

619-701-6170

Attached is The Jackson Hole Winery LLC's application, a site plan, Agent Authorization form signed by the current owner./



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: Winery Warehouse
Physical Address: 1620 Martin Lane, Jackson
Lot, Subdivision: Lot 14 Jackson Business Park PIDN: _____

PROPERTY OWNER.

Name: Michael and Helen Cottingham / Minichristel, LLC Phone: 307-737-9369
Mailing Address: P.O. Box 4140 ZIP: 83001
E-mail: mrdomer07@gmail.com

APPLICANT/AGENT.

Name: Robert Schroth Phone: 619-701-6170
Mailing Address: PO Box 8827, Jackson ZIP: 83002
E-mail: rschroth@schrothlegal.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	Physical Development	Interpretations
<input checked="" type="checkbox"/> Basic Use	<input checked="" type="checkbox"/> Sketch Plan	_____ Formal Interpretation
_____ Conditional Use	_____ Development Plan	<input checked="" type="checkbox"/> Zoning Compliance Verification
_____ Special Use	_____ Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	_____ LDR Text Amendment
_____ Administrative Adjustment	_____ Subdivision Plat	_____ Map Amendment
_____ Variance	_____ Boundary Adjustment (replat)	Miscellaneous
_____ Beneficial Use Determination	_____ Boundary Adjustment (no plat)	_____ Other: <u>change of tenant</u>
_____ Appeal of an Admin. Decision	_____ Development Option Plan	_____ 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.

Signature of Property Owner or Authorized Applicant/Agent

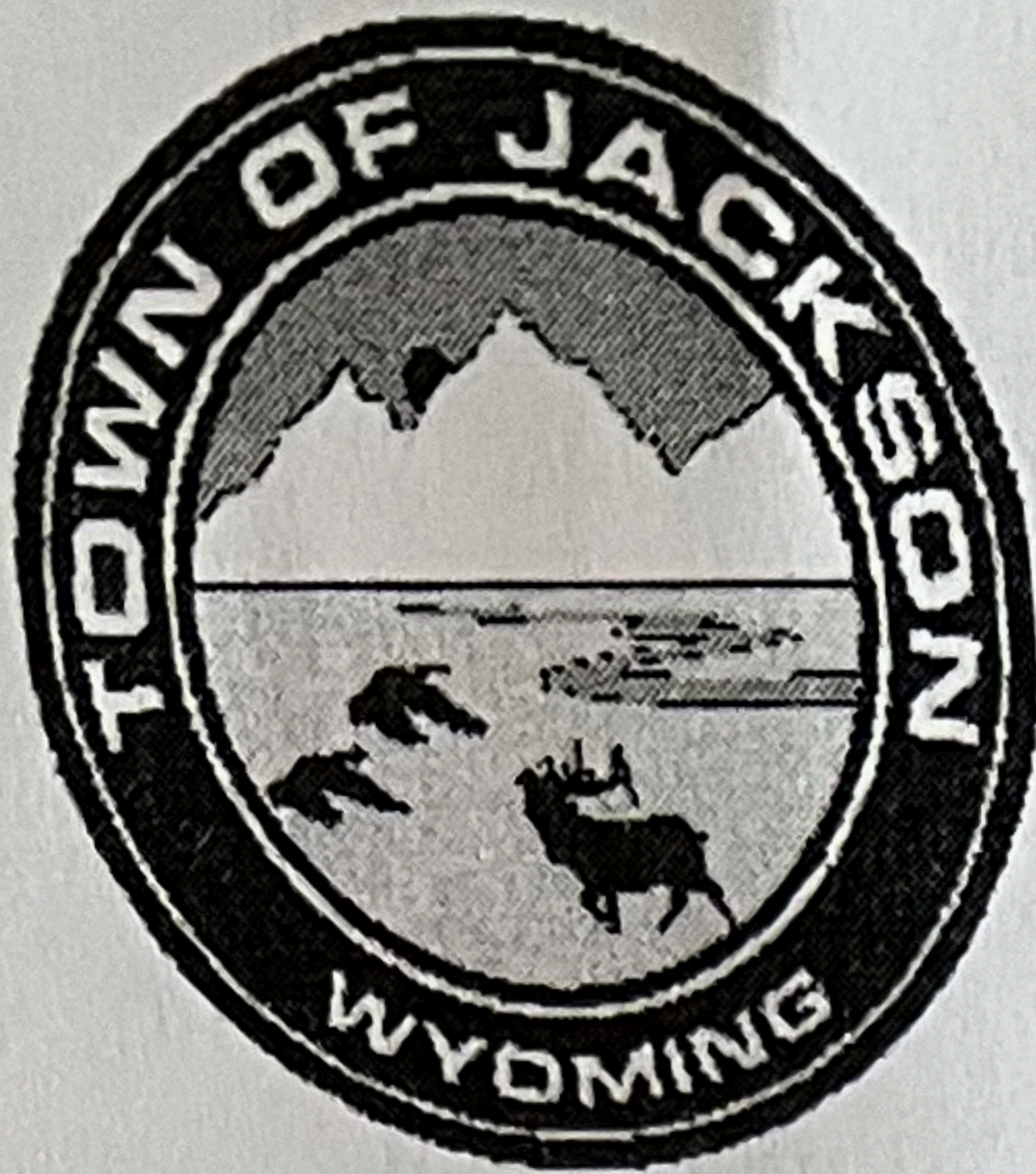
Robert schroth

Name Printed

Date

Title

2/14/23
Tenant/Applicant



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

www.jacksonwy.gov

Date: 3/6/2023

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

Minichristel LLC, by Michael Cottingham owner/manager

Being duly sworn, deposes and says that Minichristel LLC is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 1620 Martin Lane, Jackson

Legal Description: Lot 14, Jackson Bus. Park Addition, Plat No. 842

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Robert E. Schroth for Jackson Hole Winery LLC

Mailing address of Applicant/agent: PO Box 8827, Jackson, WY 83002

Email address of Applicant/agent: rschroth@schrothlegal.com

Phone Number of Applicant/agent: 609-701-6170

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 ☐ Home Occupation ☒ Other (describe) Basic Use Permit

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.

John Michael Cottingham
Property Owner Signature

Owner/partner/manager

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

STATE OF Colorado

COUNTY OF Boulder

JORDAN SEDLEZKY
NOTARY PUBLIC - STATE OF COLORADO
NOTARY ID 20224034111
MY COMMISSION EXPIRES AUG 30, 2026

The foregoing instrument was acknowledged before me by John Michael Cottingham this 6 day of March 2023. WITNESS my hand and official seal.

[Signature]
Notary Public

My commission expires: Aug 30, 2026

Housing Mitigation Plan

updated 1/8/21

Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates. These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. This worksheet is intended to assist in meeting the requirements for a project. However, an error in the worksheet does not amend the actual standard; if you find an error please notify the Planning Department. Fill in the highlighted cells, all the other cells will autopopulate.

Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

Step 1: Location

Town of Jackson

The applicable regulations vary by jurisdiction please identify the location of your project using the above dropdown options.

The required housing is based on the existing and proposed use of the site. Step 2 is to enter the existing use and Step 3 is to enter the proposed use. Section 6.3.2 of the LDRs establishes the applicability of the affordable workforce housing standards and Section 6.3.3 establishes the specifics on calculation of the requirement. Enter each use in its own row, add rows if needed. If a building has multiple units with the same use, describe each unit in its own row. (For example: if a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit, put each unit in its own row do not put in 4,000 sf of attached single-family.) If a unit type (e.g. apartment floor plan, or commercial tenant space) is replicated exactly multiple times, you may use the "Use Quantity" column to avoid adding multiple rows.

Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of existence.

Existing Use (Sec. 6.3.2.A)	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Short-term Rental Unit	0.102*bedrooms		0	0	0.000
warehouse					
Existing Workforce Housing Credit					0.000

Step 3: Proposed Development

Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Conventional Lodging light industrial	0.102*bedrooms		0	0	0.000

Affordable Workforce Housing Required: 0.000 units

Fee-in-Lieu Amount: \$ 0 -

If the amount of required affordable workforce housing is less than one unit, you may pay the above fee in-lieu of providing the required housing. If you elect to pay the fee, your Housing Mitigation Plan is complete. If the requirement is greater than one unit, or you would like to provide a unit to meet the requirement, please proceed to the [Unit Type Sheet](#).

