



# 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: July 13, 2023	<b>REQUESTS:</b>
Item #: P23-126	The applicant is submitting a Zoning Compliance Verification for the property located at 240 E Deloney and 245 E Broadway Ave..., PIDNs: 22-41-16-27-3-00-023 and 22-41-16-27-3-00-024
Planner: Katelyn Page	For questions, please call Katelyn Page at 307-733-0440 x1302, or e-mail to the address shown to the left. Thank you.
Phone: 733-0440 ext. 1302	
Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a>	
<b>Owner:</b> Huff House LC PO Box 4902 Jackson, WY 83001	
<b>Applicant:</b> Molly McGavick 112 Water St. 5 <sup>th</sup> Floor Boston, MA 02109	
<b>Please respond by:</b> August 3, 2023 (with Comments)	

**Owner:**

Huff House LC  
PO Box 4902  
Jackson, WY 83001

**Applicant:**

Molly McGavick  
112 Water St. 5<sup>th</sup> Floor  
Boston, MA 02109

**RESPONSE:** For Departments not using SmartGov, please send responses via email to:  
[planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)



**PLANNING PERMIT APPLICATION**  
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.townofjackson.com](http://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: **Huff House Inn**

Physical Address: **240 E Deloney Ave and 245 E Broadway Ave, Jackson, WY 83001**

Lot, Subdivision: \_\_\_\_\_ PIDN: **22-41-16-27-3-00-024 and 22-41-16-27-3-00-023**

**PROPERTY OWNER.**

Name: **Huff House, L.C.** Phone: \_\_\_\_\_

Mailing Address: **PO Box 4902** ZIP: \_\_\_\_\_

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

**APPLICANT/AGENT.**

Name: **Molly McGavick** Phone: **8573218622**

Mailing Address: **112 Water Street, 5th Floor, Boston, MA** ZIP: **02109**

E-mail: **mmcgavick@aeiconsultants.com**

**DESIGNATED PRIMARY CONTACT.**

Property Owner  Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/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](http://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](http://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](http://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](http://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

**Molly McGavick**

Name Printed

**7/10/2023**

Date

**7/10/2023**

Title

July 10, 2023

Town of Jackson  
150 E Pearl Avenue  
PO Box 1687  
Jackson, WY 83001

**Subject: Zoning Verification Letter Request**

Hello,

AEI has been retained to conduct a Zoning Analysis Report for a client at Huff House Inn, located at 240 E Deloney Ave and 245 E Broadway Ave, Jackson, WY 83001 (parcels: 22-41-16-27-3-00-024 and 22-41-16-27-3-00-023).

As such, I would like to request a Zoning Verification/Zoning Compliance Letter for the subject property.

I would also like to request any certificate(s) of occupancy, site plan approvals, zoning variances or special permits that may be on file for this property, and if there are any outstanding zoning or building code violations.

Additionally, please find the below questions:

- 1) According to the zoning ordinances and regulations, is the use of the Property a permitted use by right?
- 2) As it pertains to the current zoning code, are the existing structures on the property considered to be legally conforming (complies with existing zoning regulations?)

I have attached the Zoning Verification Letter Request and am prepared to pay the fee.

Thank you so much for your time and consideration.

Sincerely,

Molly McGavick  
Project Manager  
112 Water Street, 5<sup>th</sup> Floor  
Boston, MA 02109  
(857) 321-8622  
[mmcgavick@aeiconsultants.com](mailto:mmcgavick@aeiconsultants.com)



## Planning & Zoning Department Information Request Letter

To: Katelyn S. Page Direct: (307) 734-3493 <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a>	From: Molly McGavick Phone: 857-321-8622 <a href="mailto:mmcgavick@aeiconsultants.com">mmcgavick@aeiconsultants.com</a>	Subject Property: 240 E Deloney Ave and 245 E Broadway Ave Jackson, WY 83001 Parcels: 22-41-16-27-3- 00-024 and 22-41-16-27- 3-00-023
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AEI Consultants has been retained to conduct a Zoning Analysis of the above referenced property. Please respond to the following documentation/information requests on **Town Letterhead** to the above email address. Should you have any questions, or should there be any fees associated with same, please direct them to Molly McGavick above. Thank you in advance for your assistance.

- 1) What is the current zoning classification for the Subject Property? \_\_\_\_\_
- 2) When was this zoning classification adopted & most recently updated? \_\_\_\_\_
- 3) Subject Property Use: According to the zoning ordinances and regulations, the use of the Property is a:  
 Permitted Use by Right \_\_\_\_\_  
 Permitted Use by Conditional/Special Use Permit (Please provide copies) \_\_\_\_\_  
 Legal Non-Conforming Use (Use was existing prior to adoption of the current zoning classification) \_\_\_\_\_  
 Non-Permitted Use (Does not comply with existing zoning use regulations, no exceptions granted/approved) \_\_\_\_\_
- 4) Subject Property Conformance: As it pertains to the current zoning code, the existing structures on the Property are:  
 Legal Conforming (complies with existing zoning regulations) \_\_\_\_\_  
 Legal Non-Conforming (Does not meet current zoning requirements due to re-zoning, approved variances, amendments OR is considered to be pre-existing due to development prior to zoning ordinance) \_\_\_\_\_  
 Non-Conforming (does not comply with existing zoning regulations, no exceptions granted/approved) \_\_\_\_\_
- 5) Did the Property require a Site Plan Approval prior to development? (Please provide copies)  
 No     Yes (comments): \_\_\_\_\_
- 6) Are there any Variances, Special/Conditional Use Permits, Ordinances. or Exceptions/Conditions related to the Property? If yes, does the SUP/CUP run with the land or would a new tenant need to re-apply? (Please provide copies)  
 No     Yes (comments): \_\_\_\_\_
- 7) Casualty: In the event of a catastrophic loss, can the Property be rebuilt to its current density?  
 No     Yes (comments): \_\_\_\_\_
- 8) Are there any outstanding Zoning or Building Code Violations on file for the Property? (Please provide copies)  
 No     Yes (comments): \_\_\_\_\_
- 9) Does the Property have a valid Certificate of Occupancy on file? (Please provide copies of all COs on file)  
 No     Yes (comments, if none on file, is the lack of a CO considered a violation?): \_\_\_\_\_
- 10) Are there any requirements that are triggered by a change of ownership such as a re-issuance of Zoning Approval?  
 No     Yes (Comments): \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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

Date: 7-12-2023

## 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: Cathy Handley Title: Manager + CFO

Being duly sworn, deposes and says that Huff House, L.C. is the owner in fee of the premises located at: \_\_\_\_\_ Name of legal property owner as listed on deed

Address of Premises: 240 E. Delaney Ave. and 245 E. Broadway Ave. Jackson, WY, 83001

Legal Description: Part of S1/2 SW1/4, Section 27, Township 41 N., Range 116 W., Tract A and B, Teton County, WY  
Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Molly McGavick

Mailing address of Applicant/agent: 112 Water Street, 5<sup>th</sup> Floor Boston, MA 02109

Email address of Applicant/agent: mmcginick@aeiconsultants.com

Phone Number of Applicant/agent: (857) 321-8622

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 in 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

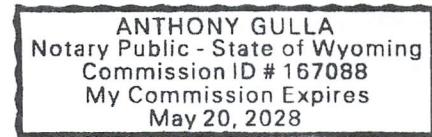
Demolition Permit     Home Occupation     Other (describe) zoning letter

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.

Cathy Holly  
Property Owner Signature  
Manager + CFO

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

STATE OF Wyoming )  
COUNTY OF Teton ) SS. )



The foregoing instrument was acknowledged before me by Cathy Handley this 12<sup>th</sup> day of July. WITNESS my hand and official seal.

Court Appointed  
Notary Public

My commission expires: 05/20/2028

AMERICAN UNIT  
Motorcycle Supply Service Division  
Gardiner, Maine 04344  
May 20, 1968  
W.W. Cummings, Jr.