



# 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: August 8, 2023	REQUESTS:
Item #: P23-149	
Planner: Katelyn Page	The applicant is submitting a request for a Basic Use Permit for short-term rental use at the property located at 175 S Glenwood St. #302, PIDN: 22-41-16-33-1-08-004
Phone: 733-0440 ext. 1302	For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.
Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a>	
<b>Owner</b> Christy 2017, L.P. 325 N St Paul St. STE 4300 Dallas, TX 75201	
<b>Applicant</b> Vacasa – Alissa Ensminger PO Box 1338 Boise, ID 83701	
<b>Please respond by:</b> August 22, 2023 (Sufficiency) August 29, 2023 (with Comments)	

**Applicant**

Vacasa – Alissa Ensminger  
PO Box 1338  
Boise, ID 83701

The applicant is submitting a request for a Basic Use Permit for short-term rental use at the property located at 175 S Glenwood St. #302, PIDN: 22-41-16-33-1-08-004

For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.

**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: 175 S Glenwood St, Unit 302

Physical Address: 175 S Glenwood St, Unit 302, Jackson, WY 83001

Lot, Subdivision: Lot 302, Subdivision: None PIDN: 22-41-16-33-1-75-014

**PROPERTY OWNER.**

Name: Christy 2017, L.P. C/O Christy Thompson Phone: 214-361-4383  
Mailing Address: 325 N Saint Paul St Ste 4300, Dallas, TX ZIP: 75201  
E-mail: chris1177@jcleo.com

**APPLICANT/AGENT.**

Name: Alissa Ensminger Phone: 509-449-2711  
Mailing Address: Vacasa Attn: Permitting PO Box 1338, Boise, ID ZIP: 83701  
E-mail: alissa.ensminger@vacasa.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.

 Alissa Ensminger

Signature of Property Owner or Authorized Applicant/Agent

Alissa Ensminger

Name Printed

7/14/23

Date

Onboarding Coordinator, Vacasa

Title





Alissa Ensminger  
Onboarding Coordinator  
Vacasa Wyoming LLC  
PO Box 10091  
Jackson, WY 83002  
(509) 449-2711

**Description of Use:**

**Proposed Short-term Rental - 175 S Glenwood St, Unit 302, Jackson, WY**

**OVERVIEW**

This description of use is to inform you of the homeowner's and our intent to use 175 S Glenwood St, Unit 302, Jackson, WY 83001, as a short-term rental. This rental will be managed by Vacasa Wyoming LLC, an established full-service property management company in Jackson and surrounding areas. We provide property management, reservations, housekeeping, maintenance, and security. We strive to maintain our properties in as good or better condition than the surrounding.

**GOALS**

1. To comply with the Town of Jackson as a short-term rental by obtaining a Basic Use Permit, and if approved, we will work towards obtaining a Residential Short-term Rental License.
2. To provide an outstanding vacation experience to our guests, ensure owner satisfaction, and be good neighbors to neighboring homeowners and businesses.

**SPECIFICATIONS**

Unit 302 is a lofted condominium located on the third floor of the Arts District West building. There are a total of 10 residential units on this level and commercial units below. Unit 302 includes 4 bedrooms, 2 baths, and a total of 2203 sq ft.

Physical Address: 175 S Glenwood, Unit 302, Jackson, WY Owner: CHRISTY 2017, LP

Parcel: 22-41-16-33-1-75-014

Lot: 302

Legal Description: UNIT 302, ARTS DISTRICT WEST CONDOMINIUM ADDITION TO TOJ (01452)

Property Management: The local General Manager is Courtney Beitzel. Either she or an on-call representative will address any concerns at 503-345-9399.

Housekeeping: We employ a staff of vetted housekeepers. Homes are generally cleaned between the hours of 10 am and 4 pm. Housekeepers monitor the schedule and may arrive and depart at other times.

By booking a reservation with Vacasa, guests agree to all policies, terms, and conditions which included but are more limited to:

- Noise audible outside of the Property is prohibited between 10 p.m. and 8 a.m.
- Guests agree to conduct themselves throughout their stay in a manner that is respectful of and not disruptive to neighbors, traffic flow, or the community and that will not prompt complaints to Vacasa from police, neighbors, or neighborhood or homeowner associations.
- The number of people present at the Property may not exceed the maximum posted occupancy - the maximum occupancy for this rental will be eight (8).
- No smoking is permitted at the Property (including porches, decks, or outdoor areas) at any time.
- No animals or pets of any kind are permitted at the Property except bona fide service animals that we are required by law to allow.
- Guests agree to abide by all applicable parking restrictions and limitations - this rental will include one (1) designated parking space in the underground parking garage.

Thank you,  
Alissa Ensminger  
Onboarding Coordinator  
Vacasa



## Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

## Step 1: Location

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.

### 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
<b>Short-Term Rental Unit</b>	<b>0.102*bedrooms</b>	<b>4</b>	<b>2203</b>	<b>1</b>	<b>0.409</b>

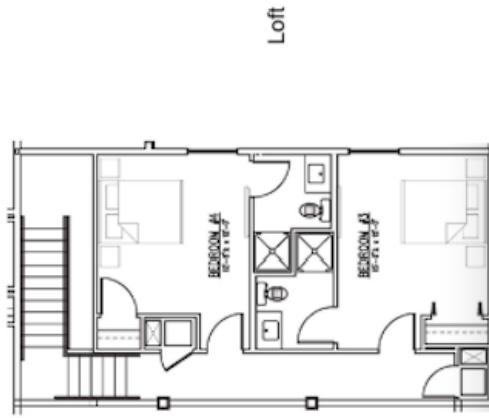
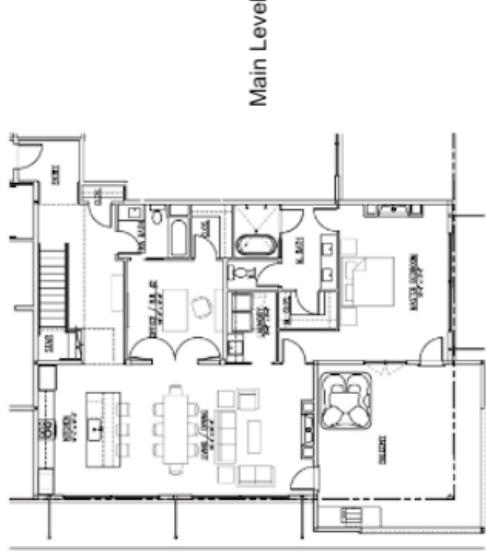
Affordable Workforce Housing Required: **0.000 units**

Fee-in-Lieu Amount: **\$ -**

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

175 S Glenwood St, Jackson, WY  
Unit 302 - Third Level  
Bedrooms: 4  
Bathrooms: 4

Main Level: 1599 sq ft  
Loft: 604 sq ft  
Balcony: 407 sq ft



## Teton County, WY: Ownership

