



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: August 24, 2023</p> <p>Item #: P23-154</p>	<p style="text-align: center;">REQUESTS:</p> <p>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. #203, PIDN: 22-41-16-33-1-75-010</p> <p>For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.</p>
<p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: kpage@jacksonwy.gov</p>	
<p>Owner JSO-RMO Trust 6309 Wilderness Ct. Dallas, TX 75254</p>	
<p>Applicant Outpost – Jessica O-Bryhim PO Box 12526 Jackson, WY 83002</p>	
<p>Please respond by: September 7, 2023 (Sufficiency) September 14, 2023 (with Comments)</p>	

RESPONSE: For Departments not using SmartGov, please send responses via email to:
planning@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: _____
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

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 #: _____ 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

Date

Name Printed

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:

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: Jeffery Soland Olson Title: Trustee

Being duly sworn, deposes and says that The JSO-RMO Trust, U/A/D June 19, 2022 is the owner in fee of the premises located at: _____
Name of legal property owner as listed on deed

Address of Premises: 175 South Glenwood St., Unit 203, Jackson, WY 83001

Legal Description: _____

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Outpost Property Management

Mailing address of Applicant/agent: PO Box 12526, Jackson, WY 83002

Email address of Applicant/agent: owners@outpostjsh.com

Phone Number of Applicant/agent: 307-690-4790

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) _____

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.

Property Owner Signature

Trustee

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

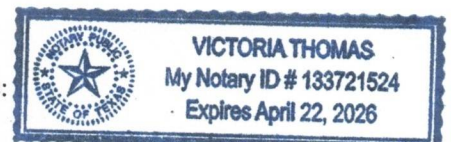
STATE OF Texas)
) SS.

COUNTY OF Dallas)

The foregoing instrument was acknowledged before me by Victoria Thomas this 23 day of August 2023. WITNESS my hand and official seal.

Victoria Thomas
 Notary Public

My commission expires:



Arts District West 203

Description of Use

Proposed Short-Term Rental of 175 S Glenwood St, Unit 203, 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 203, Jackson, WY 83001, as a short-term rental. This rental will be managed by Outpost Inc., an established full-service property management company in Jackson, Wilson, and Teton Village. We provide a full suite of property management and caretaking services.

Goals

1. To comply with Town of Jackson as a short-term rental by obtaining a Basic Use Permit, and if approved, we would like to establish a Short-Term Rental License

Specifications

Unit 203 is a 2-bedroom, 2-bathroom condominium located on the second floor of the Arts District West building. Unit 203 is a total of 1,528 sq. ft. and comes with 2 parking spaces in the garage. Arts District West features 10 luxury condominiums, 4 ground-floor commercial spaces, and 3 employee residences behind the commercial spaces. There is also one floor of underground parking.

Physical Address – 175 S. Glenwood St, Unit 203, Jackson WY.

Owner – JSO-RMO Trust

Parcel – 22-41-16-33-1-75-010

Legal Description – Unit 203, Arts District West Condominium Addition to TOJ (01452)

Property Management

The Managing Agent of Outpost is Annie Jackson and the Owner Representative for this unit is Olivia Gossard. Either she or an on-call representative will be available for concerns or issues at 307-690-4790 or owners@outpostjh.com

Housekeeping

We manage a team of housekeepers through our sister company, O2 Cleaning. The property will be cleaned between the hours of 10 am – 4 pm on turnover days. Our team strives to accommodate early check-ins when possible and will monitor the checkout schedule closely. Due to this they may arrive and depart at other times of the day.

By booking a reservation with Outpost, guests agree to all policies, terms, and conditions which include but are not limited to the following:

1. Guest shall use and occupy the Premises in a careful, safe and proper manner and in compliance with all laws, regulations, orders, covenants, and rules applicable to the Premises. Guest agrees not to use or permit the use of the Premises for any purpose prohibited by law or for any purpose deemed extra hazardous or which would make void

or voidable any insurance on the Premises or which would cause or be likely to cause damage to the Premises.

2. Guest agrees not to damage or deface the Premises in any manner.
3. Quiet hours for the Premises are from 10 pm to 8 am Mountain Time. Please keep noise to a minimum during this period and be respectful of surrounding neighbors.
4. Only [max occupancy] persons are permitted to occupy the Premises during the Term. Exceeding this occupancy limitation is strictly prohibited. If the Manager discovers additional occupants beyond the maximum permitted this shall be a default.
5. Guest shall use the Premises for residential purposes only. Parties, weddings, or other social events or gatherings where persons other than the Guest or Rental Party are in attendance are strictly prohibited.
6. This Agreement is specific and personal to Guest and may not be assigned by Guest, nor may Guest sublet any portion of the Premises.
7. No tents or other temporary structures may be placed or erected on the Premises, and no campers, trailers, or recreational vehicles may be stored or parked on the Premises. In the event the Guest's use of the Premises causes, in the Manager's sole judgment, a disturbance, nuisance, or otherwise constitutes a breach of the peace, this shall constitute a default under the Agreement.
8. Guest shall not tamper with any locked closets, doors, and/or cabinets
9. Carcasses and live Christmas trees shall not be placed upon or stored within the Premises.
10. Guest may park up to 2 vehicles on the Premises. Manager will notify Guest in writing whether specific parking spaces have been designated for your stay. If Guest exceeds the permitted number of vehicles or parks outside of a designated area (other than in an authorized public parking area), this shall constitute a default hereunder.
11. Illegal substances and smoking are strictly prohibited on the Premises.
12. Guest shall comply with all covenants, rules and regulations of any applicable homeowner's association.
13. Guest shall keep the Premises sufficiently heated to prevent the freezing of pipes, waterlines and other fixtures.

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 tennant 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	2	1528	1	0.204
Existing Workforce Housing Credit					0.204

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	0.102*bedrooms	2	1528	1	0.204

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 to pay the fee, your Housing Mitgation 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](#).

Level 2 Residential

UNIT 203

Bedrooms: 2

Bathrooms: 2

Square Feet: 1,528

Balcony: 234 Sq. Ft.

