



# 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: September 12, 2023

Item #: P23-125

Planner: Katelyn Page

Phone: 733-0440 ext. 13025

Email: [kpage@jacksonwy.gov](mailto:kpage@jacksonwy.gov)

#### Owner

Mogul Hospitality Partners Jackson, LLC  
PO Box 998  
Midway, UT 84049

#### Applicant

Dr. Jacqueline Robinson  
Total Eye Care  
1286 Melody Creek Lane  
Jackson, WY 83001

### REQUESTS:

The applicant is submitting a request for a Basic Use Permit for office use at the property located at 330 N. Glenwood St. (Suites E5 & E6), legally known as N 40' LOT 12, LOTS 13-14, BLK 3, JONES.

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

**Please respond by: October 3, 2023 (with Comments)**

**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  
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: Total EyeCare Jackson (dba) for OptoLash  
Physical Address: 330 N Glenwood, Jackson WY 83001  
Lot, Subdivision: Lots 12-14 Block 4 of the PIDN: \_\_\_\_\_  
Town of Jackson

**PROPERTY OWNER.**

Name: Mogul Hospitality Partners- Phone: 480-862-9389  
Mailing Address: PO Box 998 Midway Jackson WY ZIP: 83049  
E-mail: scottm@mogulcapital.com

**APPLICANT/AGENT.**

Name: Dr. Jacqueline Robinson Phone: 406-208-0000  
Mailing Address: 1286 Melody Creek Lane ZIP: 83001  
E-mail: totaleyecarejackson@gmail.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](http://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](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

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

5-23-23

8490

## Town of Jackson Business License Application

All payments shall be made at the time of application and shall be non-refundable unless the application is denied. If the Town denies a business license application, a refund will be issued, less a \$44.00 non-refundable application fee. Applications for a business license must be submitted and approved by the Town before the business can begin operations.

License will be DELAYED and can potentially be DENIED if any information is incomplete



PO Box 1687, Jackson, WY 83001  
 P: (307)733-3932 F: (307)739-0919  
[www.townofjackson.wy.gov](http://www.townofjackson.wy.gov)

### Application Fee:

#### Sales Tax Collecting Businesses

1- 10 employees = \$118.00  
 11 - 49 employees = \$237.00  
 50 - 99 employees = \$355.00  
 100 + employees = \$592.00

#### Non Sales Tax Collecting Businesses

1 - 10 employees = \$154.00  
 11 - 49 employees = \$343.00  
 50 - 99 employees = \$462.00  
 100 + employees = \$770.00

#### Commercial Property Rentals

1 or more rentals = \$120.00

#### Residential Rentals

3 or more rentals = \$120.00

#### Agent

0 employees = \$118.00

A color copy of the owner's driver's license is required with the application.

Any change of location or ownership requires a new application, \$44.00 fee, and is subject to approval by the Town of Jackson

### APPLICANT

### PLEASE PRINT LEGIBLY

Business Name:

OPTOLASH

Doing Business As (dba):

TOTAL EYECARE JACKSON

Nature of Business

EYE EXAMINATIONS

Is the Business in your residence?

Yes

☒ No

If YES, submit Home Occupation Form if you are within Town limits

Business Mailing Address:

PO BOX 718 JACKSON WY 83001

Business Physical Address:

330 N GLENWOOD JACKSON WY 83001

Business Phone number

406 860 0930

Business Email Address

OPTOLASH@GMAIL.COM

Was premise previously occupied?

Yes

☒ No

If so, was it a:

Business

Residence

If Business, what type of business?

Is the property rented/leased or owned?

Notarized Letter of Authorization required if the location is rented/leased within Town of Jackson limits

If the Property is rented/leased, Name of the Property Owner:

MOGUL HOSPITALITY PARTNERS

Property Owner's Mailing Address:

PO BOX 998

JACKSON, LLC

Property Owner's Phone Number:

MIDWAY, VT 84049

Number of employees on payroll within Town of Jackson?

currently (1)

Where is the parking provided for your business?

LOT OUTSIDE BUILDING

How many parking spaces are allocated to this business?

4

Square footage of Business Location:

2600

If Business is a restaurant, how many seats?

N/A

Will you be posting a sign for your Business?

☒ Yes

No

I, (print your full legal name) Michelle Jacqueline Robinson, do hereby swear and affirm the information I have supplied on this application is true and correct to the best of my knowledge.

STATE OF WYOMING )  
 )ss  
COUNTY OF TETON )

*M Robinson*  
Signature of applicant  
Michelle Jacqueline Robinson  
(printed name of applicant)

SUBSCRIBED AND SWORN TO BEFORE ME BY  
This 5th day of May 2023

WITNESS my hand and official seal



*Steph Cooper*  
Notary Public

For Official Use Only – Please Do Not Write Below This Line

Approving Department	Initials	Date Approved	Comments
Building Department			
Fire Department			
Planning Department			
License Fee	\$ <u>154<sup>00</sup></u>	Date Paid	<u>5-23-23</u> <u>check</u> <u>MH</u>



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: August 3, 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: Cynthia Smith Title: Area General Mgr

Being duly sworn, deposes and says that Magni Hospitality Partners Jackson LLC is the owner in fee of the premises located at: 330N Glenwood Ave Jackson WY 83001  
Name of legal property owner as listed on deed

Address of Premises: 330N Glenwood Ave Jackson WY 83001

Legal Description: Lots 12-14 Block 4 of the Town of Jackson  
Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Dr Jacqueline Brown

Mailing address of Applicant/agent: 1286 Melody Creek Lane

Email address of Applicant/agent: drbrown@totalcarebillings.com

Phone Number of Applicant/agent: 406-208-0000

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 + sign 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.

Cynthia Smith  
Property Owner Signature  
Area General Manager

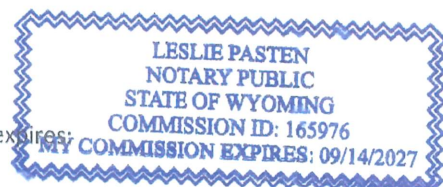
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming )  
 ) SS.  
COUNTY OF Teton )

The foregoing instrument was acknowledged before me by Cynthia Smith this 3 day of August, 2023. WITNESS my hand and official seal.

Leslie Pasten  
Notary Public

My commission expires:





# MERIDIAN GROUP OFFICE BUILDING SQUARE FOOTAGE SUMMARY

Scale: 1" = 10'

existing use is "office use"  
 in the CR2 zone

## Area E Totals:

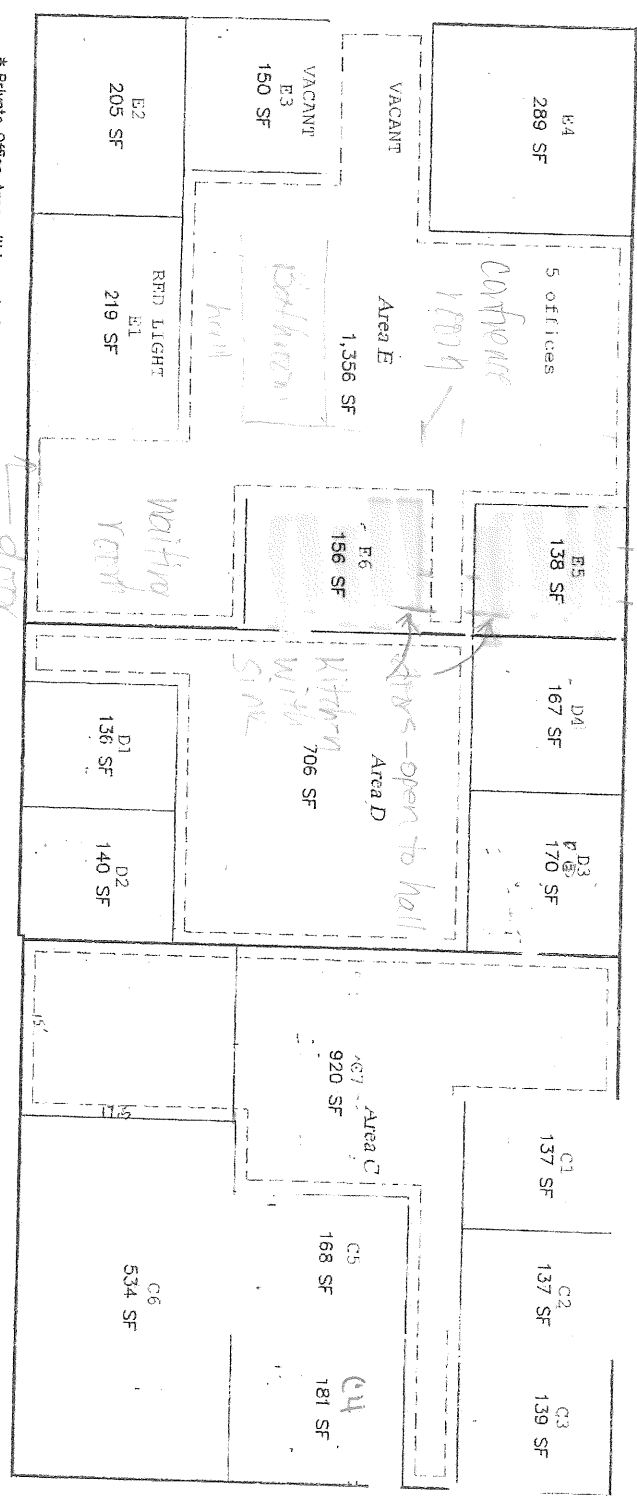
Total Area = 2513 SF\*  
 Private Offices = 1157 SF  
 Common Area = 1356 SF\*

## Area D Totals:

Total Area = 1319 SF  
 Private Offices = 613 SF  
 Common Area = 706 SF

## Area C Totals:

Total Area = 2216 SF  
 Private Offices = 1296 SF  
 Common Area = 920 SF



Private Office Area within each SubArea was generated using interior dimensions noted on floor plan drawing and from actual measurements. A discrepancy of approximately 1' was found between interior dimensions and overall exterior dimensions. Interior dimensions were verified through measurement for SubArea D. Therefore, the unaccounted for dimension was added to the common area for Area E. (i.e., Common Area for SubArea E, and hence total Area, is approximately 50 SF greater than the area noted on the floor plan.)

148 SF  
 E6 - 156 "

7944 SF for hall rooms & 1 parking space needed

### 330 N Glenwood Ave, Jackson WY site plan and parking

- There are no painted lines in the parking lot at 330 N Glenwood, but from observing satellite photo and photo below, it appears there are at least 12 parking spots.



Parcel: 22-41-16-28-4-03-008

- [Clerk Records](#)
- [Planning and Building Records \(SmartGov\)](#)
- Account: R0004250 [Property Detail](#)
- Tax Information for: [OJ-000354](#)
- Map Number: [00113](#)
- Physical Address: 330 N GLENWOOD STREET
- Owner: MOGUL HOSPITALITY PARTNERS - JACKSON, LLC
- Mailing Address: PO BOX 998, MIDWAY, UT
- Location: N 40' LOT 12, LOTS 13-14, BLK 3, JONES
- Tax Class: Commercial
- Acreage: 0.45

Zoom







DRIVER LICENSE

DL



4d 111819-926

04/21/1970

1 ROBINSON

2 MICHELLE JACQUELINE

8 1286 MELODY CREEK LANE  
JACKSON, WY 83001

3 DOB 04/21/1970

4b Exp 04/21/2027

15 Sex  
F

16 Hgt  
5'-10"

17 Wgt  
180 lb

18 Eyes  
BRO

9 Class  
C

9a End  
NONE

12 Rest  
NONE

*Michelle Robinson*

4a Iss 06/29/2021

5 1000203672



1000203672

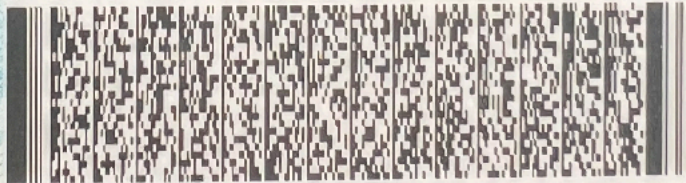


CLASS: C-Single & combo vehicle other than class A or B

END: NONE

REST: NONE

06292021



04211970

NEXT OF  
KIN

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
office	0.000247*sf	0	294	1	0.073
Existing Workforce Housing Credit					0.073

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
office	0.000247*sf	0	294	1	0.073

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 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](#).