



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	REQUESTS: The applicant is submitting a request for a Basic Use Permit for short-term rental use at the property located at 417 N Glenwood St., legally known as W. 1/2 LOT 5, BLK. 2, JONES – PIDN: 22-41-16-28-4-02-004. For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.
Item #: P23-165	
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
Owner Michael and Amy Davis 709 Yadkin ST. Kingsport, TN 37660 Applicant Alissa Ensminger Vacassa 890 US-89 Suite E. Jackson, WY 83001	
Please respond by: October 3, 2023 (with Comments)	

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: 417 N. Glenwood
Physical Address: 417 N. Glenwood St, Jackson, WY 83001
Lot, Subdivision: Lot 5, 00113 PIDN: 22-41-16-28-4-02-004

PROPERTY OWNER.

Name: Michael & Amy Davis Phone: 423-525-3894
Mailing Address: 709 Yadkin St., Kingsport, TN ZIP: 37660
E-mail: md0445@gmail.com

APPLICANT/AGENT.

Name: Alissa Ensminger c/o Vacasa Phone: 509-449-2711
Mailing Address: 890 US-89 Suite E, Jackson, WY ZIP: 83001
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/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.

DocuSigned by:

Alissa Ensminger

1F8F6F22AE89489

Signature of Property Owner or Authorized Applicant/Agent

Alissa Ensminger

Name Printed

01-Sep-2023

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 - 417 N Glenwood St, Jackson, WY

OVERVIEW

This description of use is to inform you of the homeowner's and our intent to use 417 N Glenwood St, 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

417 N Glenwood St is an 816 square foot, one-story, ranch style, single-family home that has 2 bedrooms and 1 full bathroom.

Physical Address: 417 N Glenwood, Jackson, WY Owner: Amy & Michael Davis
Parcel: 22-41-16-28-4-02-004
Lot: 5

Legal Description: W. 1/2 LOT 5, BLK. 2, JONES

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 a.m. and 4 p.m. 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 include 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



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: Davis, Michael Kevin or Amy Christine Title: _____

Being duly sworn, deposes and says that Davis, Michael Kevin or Amy Christine is the owner in fee of the premises located at: _____
Name of legal property owner as listed on deed

Address of Premises: 417 N Glenwood St, Jackson, WY 83001

Legal Description: 22-41-16-28-4-02-004 W. 1/2 LOT 5, BLK. 2, JONES

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Alissa Ensminger

Mailing address of Applicant/agent: PO Box 10091 Jackson, WY 83002

Email address of Applicant/agent: alissa.ensminger@vacasa.com

Phone Number of Applicant/agent: 509-449-2711

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 and Short Term Rental License

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.

[Signature]
Property Owner Signature

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

STATE OF Tennessee)
COUNTY OF Sullivan) SS.

The foregoing instrument was acknowledged before me by Michael K Davis this 8th day of September. WITNESS my hand and official seal.

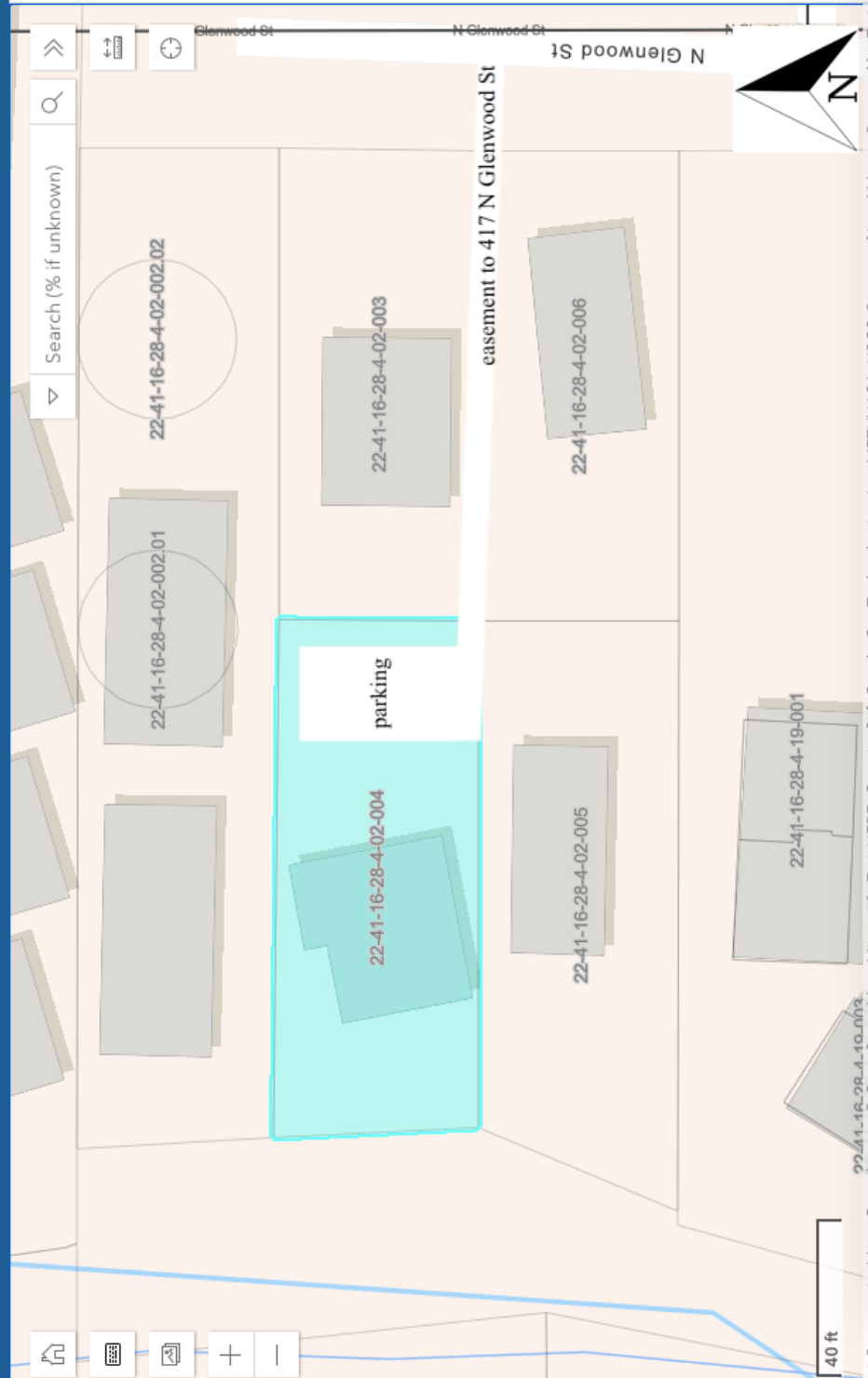


Sonara Christian
Notary Public

My commission expires: 10/25/26



Teton County, WY: Ownership



Search (% if unknown)

Search

Map

Layers

Full Screen

Parcel: 22-41-16-28-4-02-004

- [Clerk Records](#)
- [Planning and Building Records \(SmartGov\)](#)
- Account: R0004238 [Property Detail](#)
- Tax Information for: [OJ-001543](#)
- Map Number: [00113](#)
- Lot: 5
- Physical Address: 417 N GLENWOOD STREET
- Owner: DAVIS, MICHAEL KEVIN & AMY CHRISTINE
- Mailing Address: 709 YADKIN ST, KINGSPORT, TN
- Deed: Book: 779 Page: 1051 [Deed](#)
- Location: W. 1/2 LOT 5, BLK. 2, JONES
- Tax Class: Residential
- Acreage: 0.14



Zoom

Property Address: 417 N Glenwood, Jackson, WY 83001

First Floor:

Breakdown	Subtotals
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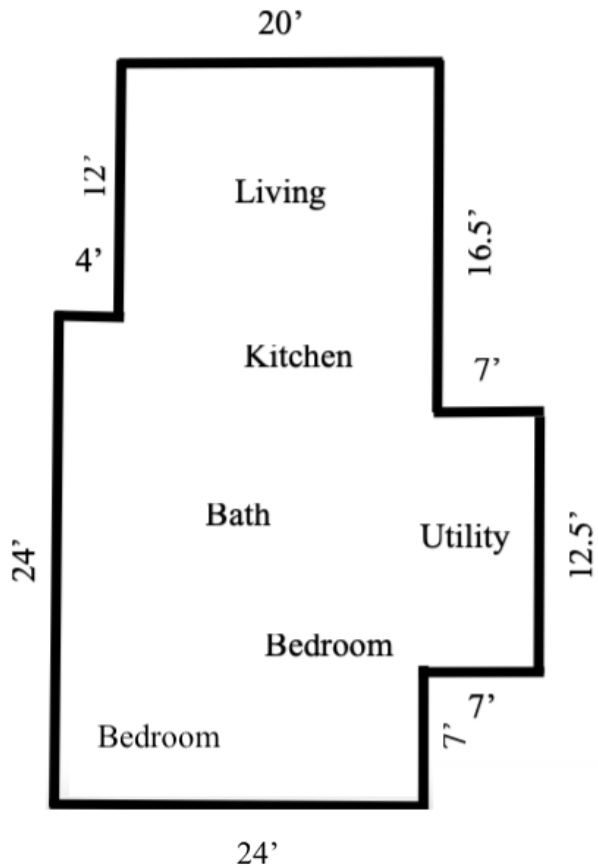
12.0 x 20.0	240.0
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24.0 x 4.5	108.0
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7.0 x 24.0	168.0
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12.5 x 31.0	387.5
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Net Livable Area: 904 (rounded)





Jackson/Teton County Affordable Housing Checklist - Housing Mitigation Plan (LDR Division 6.3.6)

Every development application must include a Housing Mitigation Plan for sufficiency. Every Housing Mitigation Plan is required to contain the following information:

Applicability (LDR 6.3.6.A.3.a)

1. Does your development qualify for an exemption from a housing mitigation requirement? Yes ☐ No ☒
If yes, explain and refer to the proper LDR _____

2. Are there credits associated with your development? Yes ☒ No ☐ If yes, explain where the existing credits came from, provide the calculation, and refer to the proper LDR. _____
Affordable Housing Calculation worksheet shows Existing Workforce Housing Credit is 0.817

Calculation of Requirement (LDR 6.3.6.A.3.b)

3. Does your development require or are you otherwise requesting approval of an Independent Calculation (LDR section 6.3.3.B)? Yes ☐ No ☒
If yes, provide the calculation according to 6.3.3.B.2 along with impact analysis, verifiable local information, industry specific rather than business specific data, etc. The Planning Department is available to help with this calculation prior to submittal of your application. Attach as a separate sheet.

☒ I have attached a separate sheet with the calculation and supporting data for my Independent Calculation

Housing Mitigation Requirements Calculator. If no to 1 and 3 above, calculate your development's requirement, using the Housing Mitigation Requirements Calculator. The calculator can be found at this link: www.jacksonwy.gov/200/Planning Attach a copy of the first page of the calculator showing the calculations and requirements with your Housing Mitigation Plan. The Planning Department is available to help with this calculation prior to submittal of your application.

☒ I have attached a copy of the first page of the Housing Mitigation Requirements Calculator which includes my requirement and unit types.

Type of Affordable Housing Provided – Standard Restrictions. (LDR 6.3.4)

4. How many ownership or rental units are you proposing in which income ranges with how many bedrooms?
Please complete the matrix below:

Bedrooms	0 – 50%	50% - 80%	80% - 120%	Workforce	Ownership or Rental
1-bedroom					
2-bedroom	1				rental
3-bedroom					

Special Restriction. The Special Restriction is a contract between The Board of County Commissioners or the Town Council and the owner of real property developed or designated to satisfy the development requirements. The Special Restrictions will be recorded on the property. Appropriate restriction templates can be obtained from the Jackson/Teton County Affordable Housing Department or at this link:
www.tetonwyo.org/1856/Deed-Restriction-Templates .

☐ I have attached a draft of the Standard Restrictions for each unit.

Livability Standards (LDR 6.3.4.D and E) (Rules and Regs Section 2-3). Restricted housing must comply with the Livability Standards in the Jackson/Teton County Housing Department Rules and Regulations. The Livability Standards include amount of cabinetry/counter space, storage, closets, room sizes, appliances, laundry facilities, bathrooms, etc. The Rules and Regulations can be found at this link:
www.tetonwyo.org/1332/Housing-Rules-and-Regulations .

☒ I have reviewed the Livability Standards and understand the requirements. I have/will contact the Housing Department for approval of my units early in the design process to get their approval prior to submitting for building permit.

Method for Providing Required Housing (LDR 6.3.5):

One or a combination of the below methods may be proposed to satisfy your housing requirement. They are listed in the order of preference/priority. Highest priority must be used unless it is demonstrated that a higher priority is impracticable (LDR 6.3.5.C)

1. Construction of new units either on-site or off-site (LDR 6.3.5.D.1).
2. Conveyance of land for affordable/workforce housing (LDR 6.3.5.D.2).
3. Utilization of a banked affordable or workforce housing unit (LDR 6.3.5.D.3).
4. Restriction of an existing residential units as an affordable/workforce housing unit (LDR 6.3.5.D.4).
5. Payment of an in-lieu fee (LDR 6.3.5.D.5).

☐ I have attached a detailed explanation of my proposed method of providing Required Housing.

Phasing Plan (LDR 6.3.5.A.3). Restricted Housing Units shall be ready for occupancy no later than the free market portion of the development is occupied. If the free market portion is to be developed in phases, then the Restricted Housing Units shall be developed prior to or in proportion to the free market portion.

☐ I have attached a detailed description of my phasing plan as it pertains to Affordable/Workforce units.

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Existing Workforce Housing Credit 0.070

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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.)

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Affordable Workforce Housing Required: 0.747 units Fee-in-Lieu Amount: \$ 416,954.23

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](#).

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