



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: October 25, 2023 Item #: P23-192	REQUESTS: The applicant is submitting a request for a Basic Use Permit for Office use at the property at 155 W. Broadway Ave. legally known as E 40' LOTS 17-18, BLK. 9, JACKSON ORIGINAL TOWNSITE For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
Owner George Marodis (Manager) 25 S. Capitol Pkwy Montgomery, AL PGE, LLC	
Applicant Crystal Ellett Engel & Volkers PO Box 9346 Jackson, WY 83002	
Please respond by: November 15, 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: Engel & Volkers Jackson Hole
Physical Address: 155 W. Broadway Jackson, Wy 83001
Lot, Subdivision: E 40' Lots 17-18, BLK. 9 Jackson Original Town Site PIDN: _____

PROPERTY OWNER.

Name: PGE, LLC Manager: George Marodis Phone: 334/296-5959
Mailing Address: 25 South Capitol Parkway, Montgomery, AL ZIP: 36107
E-mail: pgellc2@gmail.com

APPLICANT/AGENT.

Name: Crystal Ellett Phone: 307.690.1258
Mailing Address: PO Box 9346 Jackson, Wy ZIP: 83002
E-mail: crystal.ellett@evrealestate.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	Physical Development	Interpretations
<input checked="" type="checkbox"/> Basic Use	<input checked="" type="checkbox"/> Sketch Plan	_____ Formal Interpretation
_____ Conditional Use	_____ Development Plan	_____ Zoning Compliance Verification
_____ Special Use	_____ Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	_____ LDR Text Amendment
_____ Administrative Adjustment	_____ Subdivision Plat	_____ Map Amendment
_____ Variance	_____ Boundary Adjustment (replat)	Miscellaneous
_____ Beneficial Use Determination	_____ Boundary Adjustment (no plat)	_____ Other: _____
_____ Appeal of an Admin. Decision	_____ Development Option Plan	_____ 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?

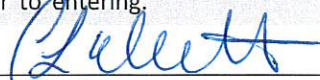
Yes **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

Yes **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>.

Yes **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

Crystal Ellett

Name Printed

10/17/2023

Date

Owner of Engel & Volkers Jackson Hole, Applicant/Agent

Title

ENGEL & VÖLKERS

Engel & Völkers Jackson Hole

Confidential
Town of Jackson Hole

10.23.2023

Basic Use Permit Application for 155 W. Broadway

To Whom this May Concern,

We are applying for a basic use permit for 155 W. Broadway to change the space from a retail space to office space. The property zoning for 155 W. Broadway is DC-2 and real estate is defined in Article 6, Division 6.1.6 B. The change of use is retail to office and both uses are allowed under the zoning. We will be using the building as a real estate sales office.

In regard to the housing mitigation plan, the staff at the Town of Jackson agreed that the attached Old Town Grill letter proves that there was a restaurant established in the building after 1994 which demonstrates that a higher use existed in this space after 1994.

Please also see the attached letter of authorization, permit application, and proposed floor plans. Please let us know if there is anything else you need to complete the application process. Thank you!

Sincerely,



Crystal Ellett
Owner, Engel & Völkers Jackson Hole



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: 10/16/2023

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: George Marodis PGE, LLC Title: Owner

Being duly sworn, deposes and says that George Marodis is the owner in fee of the premises located at:

Name of legal property owner as listed on deed

Address of Premises: 155 W. Broadway Jackson, WY 83001

Legal Description: E 40' Lots 17-18, BLK. 9, Jackson Original Town site

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Crystal Ellett

Mailing address of Applicant/agent: PO Box 9346 Jackson, WY 83002

Email address of Applicant/agent: Crystal.elletts@evrealstate.com

Phone Number of Applicant/agent: 307.690.1258

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

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

MANAGER

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

STATE OF Alabama)
) SS.
 COUNTY OF Montgomery)

The foregoing instrument was acknowledged before me by Avon this 18th day of October 2023 WITNESS my hand and official seal.

[Signature]
 Notary Public

My commission expires:

3/15/2025





PLANNING & BUILDING DEPARTMENT

March 11, 2008

Mr. Jim Fifies
P.O. Box 300
Jackson, WY 83001

Re: Item P08-028 - Final (Minor) Development Plan
155 W. Broadway

Dear Mr. Fifies:

This letter is to confirm that on March 11, 2008, the Town of Jackson Planning Director **approved** your request for a Final (Minor) Development Plan to change the use of the site located at 155 W. Broadway from restaurant to retail with an entitlement for the preexisting restaurant use to remain intact. As such, this approval shall be valid for the proposed retail use as well as a reversion to a restaurant use. In addition, the retail use proposed is considered to be a less intense use than the current approved use (restaurant) and, as such, is permitted to occupy the non-conforming structure on-site as permitted by Section 7230 Change in Characteristics of Nonconforming Structures of the Town of Jackson Land Development Regulations (LDRs). Please be advised, however, that any enlargement or expansion of the proposed structure is not permitted unless performed in accordance with the current LDRs.

Please note that any revisions to the Final Development Plan shall be reviewed and approved by the Planning Director. Approval of any changes to the Final Development Plan shall be in accordance with Section 51200.J. Minor Deviations and 51200.K. Amendment to a Development Plan permit of the Town of Jackson Land Development Regulations.

Based upon this action, the Final Development Plan shall expire on **March 11, 2011** if the use proposed has not commenced to establish the project authorized by this approval. Attached is the Project Plan Review History with staff comments.

Should you have any questions, please feel free to call Shawn Hill at 733-0440, Ext. 1303.

Respectfully,



Tyler Sinclair, AICP
Director of Planning & Building

TS:sh

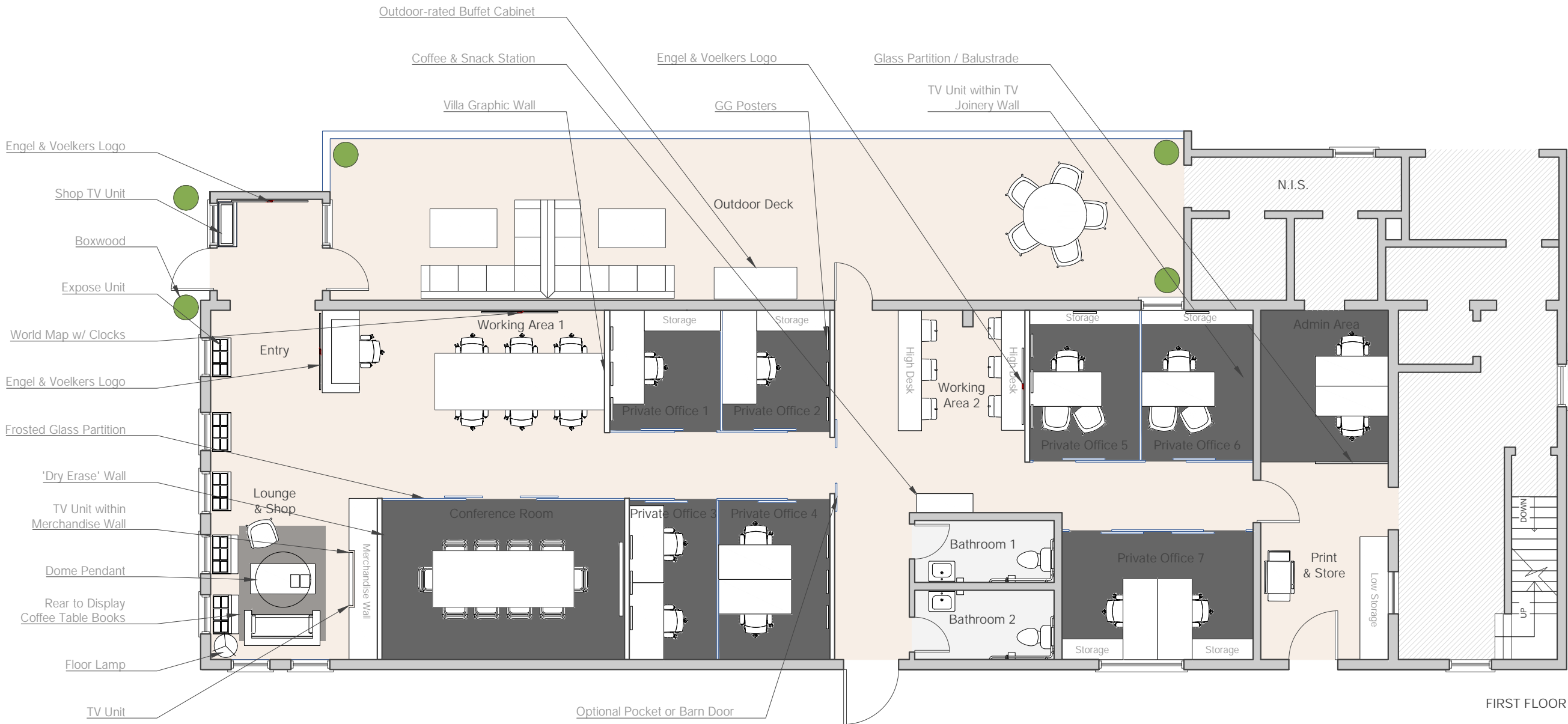
Enclosure

pc: Tim Bradley, Real Estate of Jackson Hole
Shawn O'Malley, Town Engineer
Kelly Bowlin, Development Coordinator

1/8"=1' Design intent - Proposed Floor Plan
Jackson Hole, WY

ENGEL&VÖLKERS

Area	3160 sq. ft.
Ceiling height	TBD
Desks / workspaces	26
Meeting rooms	1



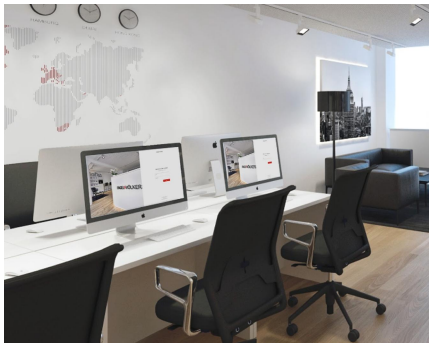
High desk



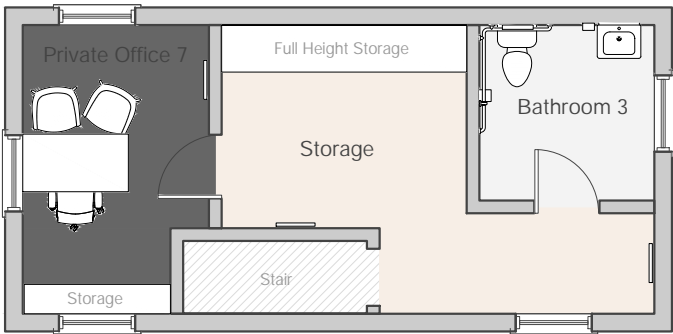
Reception desk area



Welcome lounge



Working Area



SECOND FLOOR



Loeffler bar stool MESAMI



Walter Knoll turtle chair



Engel & Voelkers logo

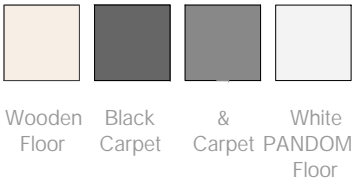


Wagner Ergonomic 100 series

Notes
Design intent drawings only, please do not scale of the drawing.
All dimensions have to be verified with actual site conditions!
Any measurement discrepancies must be advised to the architect immediately.
Content of the drawing is subject to Engel & Voelkers copyright.
Reproduction and use is forbidden without prior written authorisation
by Engel & Voelkers AG.



Key



Plan	Ground Floor - PROPOSED	Project Number	0082
Scale	1/8" = 1'	Plan Number	22/23
Project	Engel & Voelkers Jackson Hole	Date	2023/10/20
Licensee	Crystal Ellett Contact info T; E:crystal.ellet@engelvoelkers.com		
Plan author	stas.gulkowski@engelvoelkers.com Engel & Voelkers Americas, Inc. 430 Park Avenue, 11th Floor New York, NY 10022 USA		