



# 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: December 28, 2023 Item #: P23-228	<b>REQUESTS:</b>  The applicant is submitting a request for a Basic Use Permit-Short Term Rental at the property located at 245 Pine Drive, legally known as PT. LOTS 5 & 6, BLK. 3, ASPEN HILL LOTS  PIDN: 22-41-16-33-4-06-010  For questions, please call Katelyn Page at 733-0440 x 1302 or email the address shown. Thank you.
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
<b>Owner</b> Andrew A. Wilke 724 Westcliffe Rd Wilmington, DE 19803  <b>Applicant</b> Brian Upesleja PO Box 10442 Jackson, WY 83002	
<b>Please respond by: January 18, 2023 (with Comments)</b>	

**RESPONSE:** For Departments not using SmartGov, please send responses via email to:  
[planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)

**12/22/2023**

To Whom it may concern,

In regards to the application for short term rental in the town of Jackson, property located at 245 Pine Drive, Jackson WY 83001 owned by Andrew A Wilke.

Application for STR permit to allow short term guests within the town legal restrictions for guest use advertised on Airbnb and VRBO.  
100% of the unit is rented and not shared with anyone.

The rental includes all utilities and maintenance for any rental period.

Our property manager is located next door and is available 24/7.

Thank you,  
Andrew A Wilke



Town of Jackson  
150 East Pearl Avenue | PO Box 1687  
Jackson, WY 83001  
(307) 733-3932  
utilitybilling@jacksonwy.gov

XBP Confirmation Number: 161710402

Transaction detail for payment to Town of Jackson.		Date: 12/26/2023 - 12:17:29 PM MT
Transaction Number: 210302351		
Visa — XXXX-XXXX-XXXX-9369		
Status: Successful		

Account #	Item	Quantity	Item Amount
8618	New Business License 8618	1	\$128.00

**TOTAL: \$128.00**

Billing Information  
ANDREW WILKE  
, 83001

Transaction taken by: Admin MaryCaselle Mary Hurst



## Short-Term Rental Program Outside of Lodging Overlay

Short-term rental property address: 245 Pine Drive Jackson WY 83001

Basic Use Permit Number: \_\_\_\_\_ Business License Number: \_\_\_\_\_

Short-Term rentals outside of the lodging overlay are limited to no more than 3 rentals per calendar year, and a maximum of 60 total rental nights within the 3 rental periods.

Please list the rental dates and total number of nights per rental:

Rental #1 Dates: 9/3-9/17 Total Number of Nights: 15

Rental #2 Dates: 12/21-12/31 Total Number of Nights: 10

Rental #3 Dates: 6/9-6/23 Total Number of Nights: 15

E-Mail form to [Planning@jacksonwy.gov](mailto:Planning@jacksonwy.gov)

You must e-mail a new form any time you make changes to the above dates.

## SHORT-TERM RENTAL NEIGHBORHOOD NOTICE

**\*\*Required for all STRs *outside* the Lodging Overlay\*\***

Per the Town of Jackson Land Development Regulations, property owners or their agents must provide notice to the owners of neighboring parcels within 200 feet of the short-term rental property. **The Town of Jackson Planning Department must be a recipient of this notice.** A copy of the notice and a list of the recipients must be included in the application and submitted using Smartgov.

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Rental Physical Address: 245 Pine Drive  
Bldg./Apt: \_\_\_\_\_ City: Jackson State: WY Zip Code: 83001

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For questions or concerns regarding rental operations for this property please contact:

Owner or Managing Agent (Required to be on call 24/7 and located within Teton County, WY)

Name: Brian Upesleja

Post Office Box: PO Box 10442 City: Jackson State: WY Zip Code: 83002

Phone Number: (307) 699-7766

Fax/email address: jacksonholevacationhouse@gmail.com

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For more information regarding residential short-term rentals ***outside*** the Lodging Overlay, within The Town of Jackson, please see the Town of Jackson website at:

<https://www.jacksonwy.gov/335/Short-Term-Rentals>.

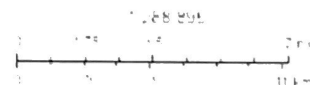
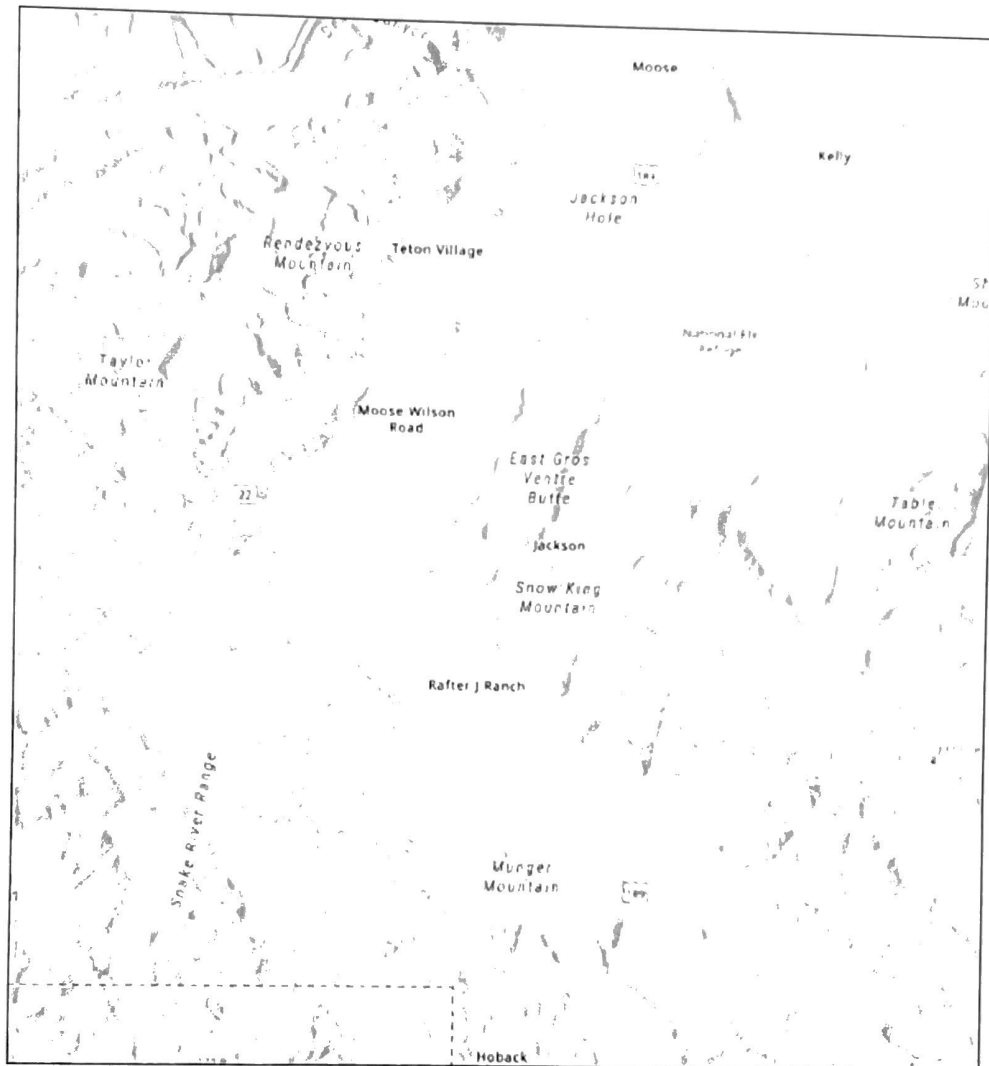


## Address Export

### Area of Interest (AOI) Information

Area : 181,805.94 ft<sup>2</sup>

Dec 22 2023 16:54:26 Eastern Standard Time



Source: USGS, National Wetlands Inventory, National Wetlands Inventory, National Wetlands Inventory

## Summary

Name	Count	Area(ft <sup>2</sup> )	Length(ft)
Physical Address	32	N/A	N/A
Owner's Mailing Address	40	142,872.79	N/A

## Physical Address

#	Street Address	Community	Parcel	City	State	Zip Code	Count
1	280 ASPEN DRIVE		22-41-16-33-4-06-005	JACKSON	WY	83001	1
2	265 ASPEN DRIVE #5		22-41-16-33-4-15-005	JACKSON	WY	83001	1
3	215 ASPEN DRIVE		22-41-16-33-4-42-001	JACKSON	WY	83001	1
4	230 PINE DRIVE		22-41-16-33-4-37-001	JACKSON	WY	83001	1
5	265 ASPEN DRIVE #4		22-41-16-33-4-15-004	JACKSON	WY	83001	1
6	245 PINE DRIVE		22-41-16-33-4-06-010	JACKSON	WY	83001	1
7	234 PINE DRIVE		22-41-16-33-4-09-003	JACKSON	WY	83001	1
8	260 ASPEN DRIVE		22-41-16-33-4-06-004	JACKSON	WY	83001	1
9	265 PINE DRIVE		22-41-16-33-4-06-008	JACKSON	WY	83001	1
10	235 SPRUCE DRIVE		22-41-16-33-4-09-006	JACKSON	WY	83001	1
11	210 ASPEN DRIVE		22-41-16-33-4-06-001	JACKSON	WY	83001	1
12	225 PINE DRIVE		22-41-16-33-4-06-002	JACKSON	WY	83001	1
13	220 ASPEN DRIVE		22-41-16-33-4-06-002.01	JACKSON	WY	83001	1
14	265 ASPEN DRIVE #3		22-41-16-33-4-15-003	JACKSON	WY	83001	1
15	270 PINE DRIVE		22-41-16-33-4-09-004	JACKSON	WY	83001	1
16	237 ASPEN DRIVE		22-41-16-33-4-02-003.01	JACKSON	WY	83001	1
17	225 SPRUCE DRIVE		22-41-16-33-4-37-002	JACKSON	WY	83001	1
18	755 S MILLWARD STREET		22-41-16-33-4-09-007	JACKSON	WY	83001	1
19	275 ASPEN DRIVE		22-41-16-33-4-02-005	JACKSON	WY	83001	1
20	225 ASPEN DRIVE		22-41-16-33-4-34-002	JACKSON	WY	83001	1
21	285 PINE DRIVE		22-41-16-33-4-44-002	JACKSON	WY	83001	1
22	210 PINE DRIVE		22-41-16-33-4-09-001	JACKSON	WY	83001	1
23	255 PINE DRIVE		22-41-16-33-4-06-009	JACKSON	WY	83001	1
24	240 ASPEN DRIVE		22-41-16-33-4-06-003	JACKSON	WY	83001	1
25	235 PINE DRIVE		22-41-16-33-4-06-003.01	JACKSON	WY	83001	1

25	235 PINE DRIVE		22-41-16-33-4-06-003.01	JACKSON	WY	83001	1
26	265 ASPEN DRIVE #7		22-41-16-33-4-15-007	JACKSON	WY	83001	1
27	265 ASPEN DRIVE #2		22-41-16-33-4-15-002	JACKSON	WY	83001	1
28	265 ASPEN DRIVE #8		22-41-16-33-4-15-008	JACKSON	WY	83001	1
29	265 ASPEN DRIVE #6		22-41-16-33-4-15-006	JACKSON	WY	83001	1
30	265 ASPEN DRIVE #1		22-41-16-33-4-15-001	JACKSON	WY	83001	1
31	230 ASPEN DRIVE		22-41-16-33-4-06-002.02	JACKSON	WY	83001	1
32	310 ASPEN DRIVE		22-41-16-33-4-44-001	JACKSON	WY	83001	1

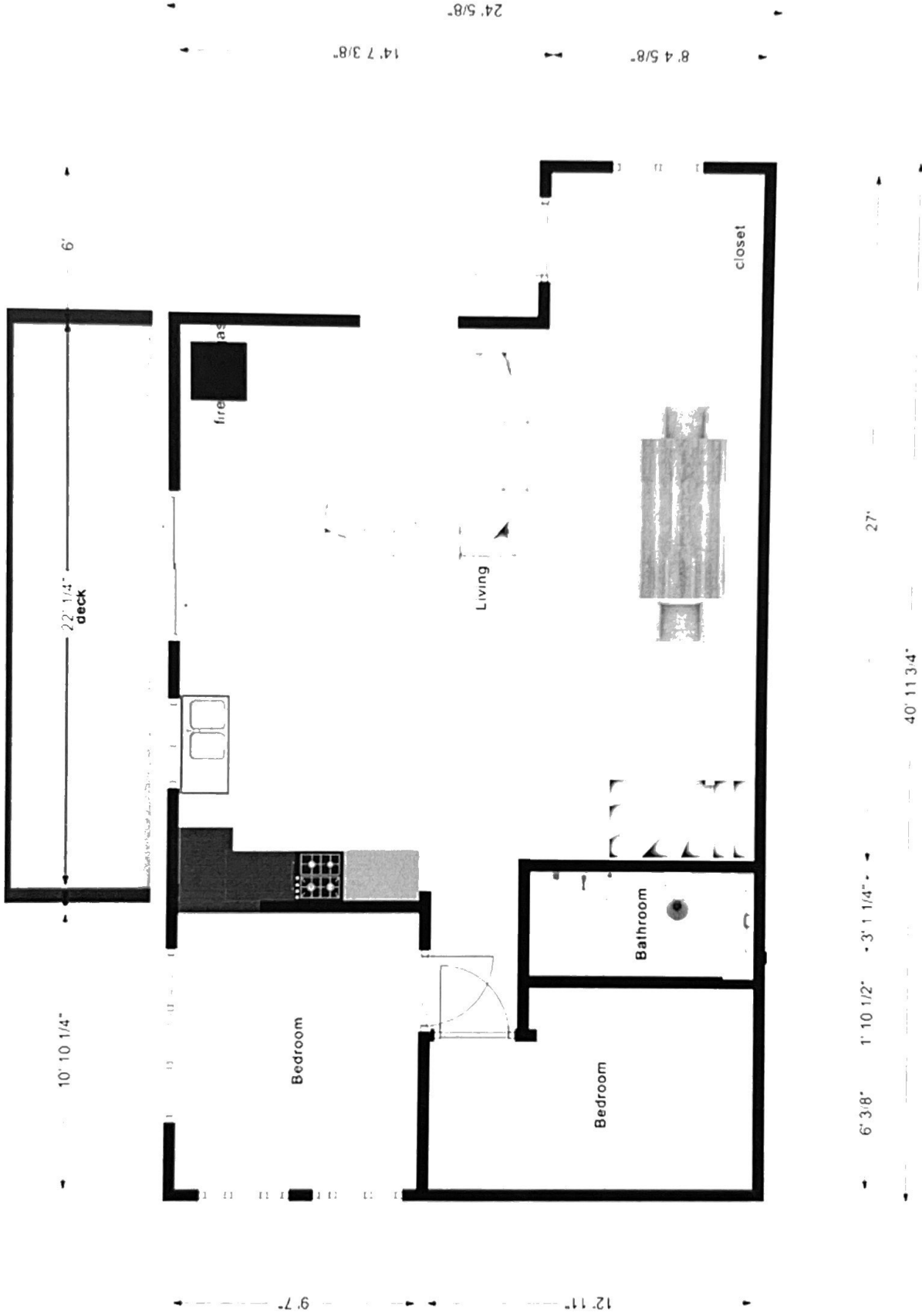
Owner's Mailing Address

#	Parcel	Owner	Mailing Address	Mailing City	Mailing State	Mailing Zip	Area(ft²)
1	22-41-16-33-4-15-004	CARR, RANI M. & BRIAN A.	PO BOX 4263	JACKSON	WY	830014263	77.74
2	22-41-16-33-4-15-001	MORGAN, STANFORD L. & ADRIANA M.	PO BOX 10801	JACKSON	WY	830020801	77.79
3	22-41-16-33-4-06-002.01						77.79
4	22-41-16-33-4-15-005	CARLOSS, CHRISTOPHER	PO BOX 457	BINGEN	WA	986050457	77.83
5	22-41-16-33-4-15-008	SHUSS, HOLLY & SILLIMAN, JEFF	PO BOX 11763	JACKSON	WY	830021763	77.83
6	22-41-16-33-4-02-003.01						77.87
7	22-41-16-33-4-06-003.01						77.91
8	22-41-16-33-4-15-002	CLARY, WILLIAM ADAM	3550 MOORE CT	WHEAT RIDGE	CO	800335546	77.91
9	22-41-16-33-4-15-007	DANIELS, CRAIG S.	PO BOX 13611	JACKSON	WY	830023611	77.95
10	22-41-16-33-4-15-003	SINNOTT, ZACHARY GRANT	5116 NARRAGA NSETT AVE APT 39A	SAN DIEGO	CA	921073042	77.95
11	22-41-16-33-4-15-006	SPRUCEWOOD CONDO 6, LLC	PO BOX 1508	JACKSON	WY	830011508	77.95
12	22-41-16-33-4-06-002.02						78.04
13	22-41-16-33-4-02-007	BROOKS, HERBERT EUCLID III & AMY R.	PO BOX 872	JACKSON	WY	830010872	168.31
14	22-41-16-33-4-42-001	PIEDISCALZI, NICHOLAS JOSEPH LIVING TRUST	10 GRETCHEN PL	GREENBRIDGE	CA	949042494	771.18

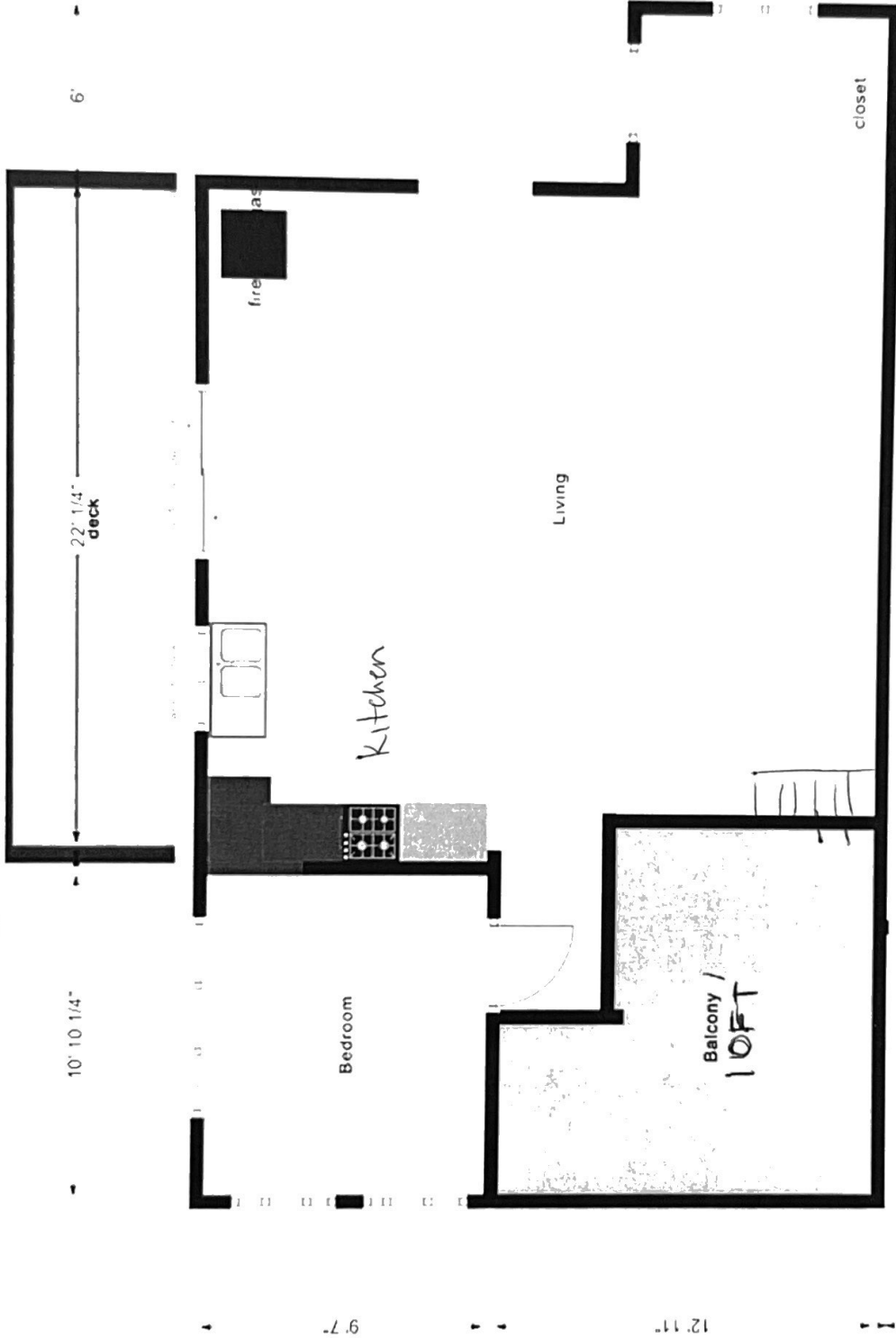
15	22-41-16-33-4-34-002	DRECHSEL , ALEXANDR A A.	PO BOX 10304	JACKSON	WY	830020304	1,060.03
16	22-41-16-33-4-44-001	MASEK, ELIZABETH CHACHAS LIVING TRUST	PO BOX 3533	JACKSON	WY	830013533	1,271.49
17	22-41-16-33-4-44-002	GRAY, HORACE A. III 2012 IRREVOCA BLE TRUST & REYES, BOBBI	1700 BAYBERRY CT STE 300	RICHMOND	VA	232263791	1,290.16
18	22-41-16-33-4-42-003	HANNON, MARK F. ET AL	PO BOX 4695	JACKSON	WY	830014695	1,785.17
19	22-41-16-33-4-02-006	BROOKS, HERBERT E. III & AMY W	PO BOX 872	JACKSON	WY	830010872	2,203.49
20	22-41-16-33-4-09-007	SF REVOCABL E TRUST	3205 MALLARD RD	JACKSON	WY	830019486	2,669.16
21	22-41-16-33-4-34-003	DRECHSEL , ALEXANDR A ANNE ET AL	PO BOX 10304	JACKSON	WY	83002	2,734.71
22	22-41-16-33-4-02-005	ESTES, MICHAEL & MARY E.	PO BOX 3852	JACKSON	WY	830013852	3,730.49
23	22-41-16-33-4-06-010	WILKE, ANDREW A.	724 WESTCLIF FE ROAD	WILMINGT ON	DE	198031712	4,046.26
24	22-41-16-33-4-06-009	ARTHUR, ALLISON F. & UPESLEJA, BRIAN	PO BOX 10442	JACKSON	WY	830020442	4,052.57
25	22-41-16-33-4-02-003	SANDY, MEGAN M. LIVING TRUST	1195 N PINECRES T CANYON RD	SALT LAKE CITY	UT	841081796	4,509.99
26	22-41-16-33-4-40-001	STEPANS, ROBERT	PO BOX 4871	JACKSON	WY	830014871	4,552.67
27	22-41-16-33-4-44-005	SNOW KING VILLAGE TOWNHOM ES OWNERS ASSOCIATI ON	PO BOX 2228	JACKSON	WY	830012228	4,724.18
28	22-41-16-33-4-15-CND						4,919.78
29	22-41-16-33-4-09-001	NORMAN, ANDREW R. & COLBY, COLLEEN	PO BOX 2354	JACKSON	WY	830012354	5,782.20
30	22-41-16-33-4-06-004	LAPRADE, ALAN & PAINTER, KRISTIN	PO BOX 1329	JACKSON	WY	830011329	6,913.16
31	22-41-16-33-4-37-002	ANDERSO N, SCOTT BRIAN	PO BOX 927	JACKSON	WY	830010927	7,104.10
32	22-41-16-33-4-06-001	SCOTT, VONONA E. TRUSTEE	PO BOX 768	JACKSON	WY	830010768	7,198.11

33	22-41-16- 33-4-06-005	KARMA CAPITAL LLC	PO BOX 12109	JACKSON	WY	830022109	7,439.96
34	22-41-16- 33-4-09-003	THUERME R, ANGUS M. JR.	PO BOX 2107	JACKSON	WY	830012107	7,451.91
35	22-41-16- 33-4-06-008	KARMA CAPITAL LLC	PO BOX 12109	JACKSON	WY	830022109	7,456.32
36	22-41-16- 33-4-09-006	LBC CAPITAL, LLC	4665 WILLOWBR OOK LN	WILSON	WY	830149707	7,458.59
37	22-41-16- 33-4-37-001	SCHWAB, HOWARD	1517 7TH ST	BOULDER	CO	803025912	7,496.85
38	22-41-16- 33-4-06-003	TOME, DENIS WILLIAM & DOREEN	PO BOX 1441	JACKSON	WY	830011441	7,502.82
39	22-41-16- 33-4-09-004	LOVE & HAPPINES S LIVING TRUST	PO BOX 1182	JACKSON	WY	830011182	10,628.48
40	22-41-16- 33-4-06-002	SCOTT, VONONA E. TRUSTEE	PO BOX 768	JACKSON	WY	830010768	15,016.08

245 Pine Drive  
main level



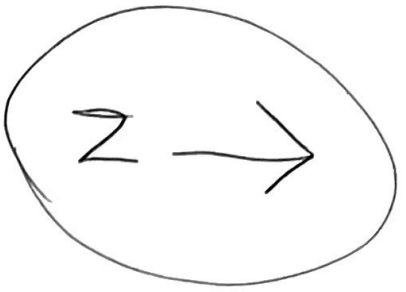
245 Pine Drive  
Loft / Balcony



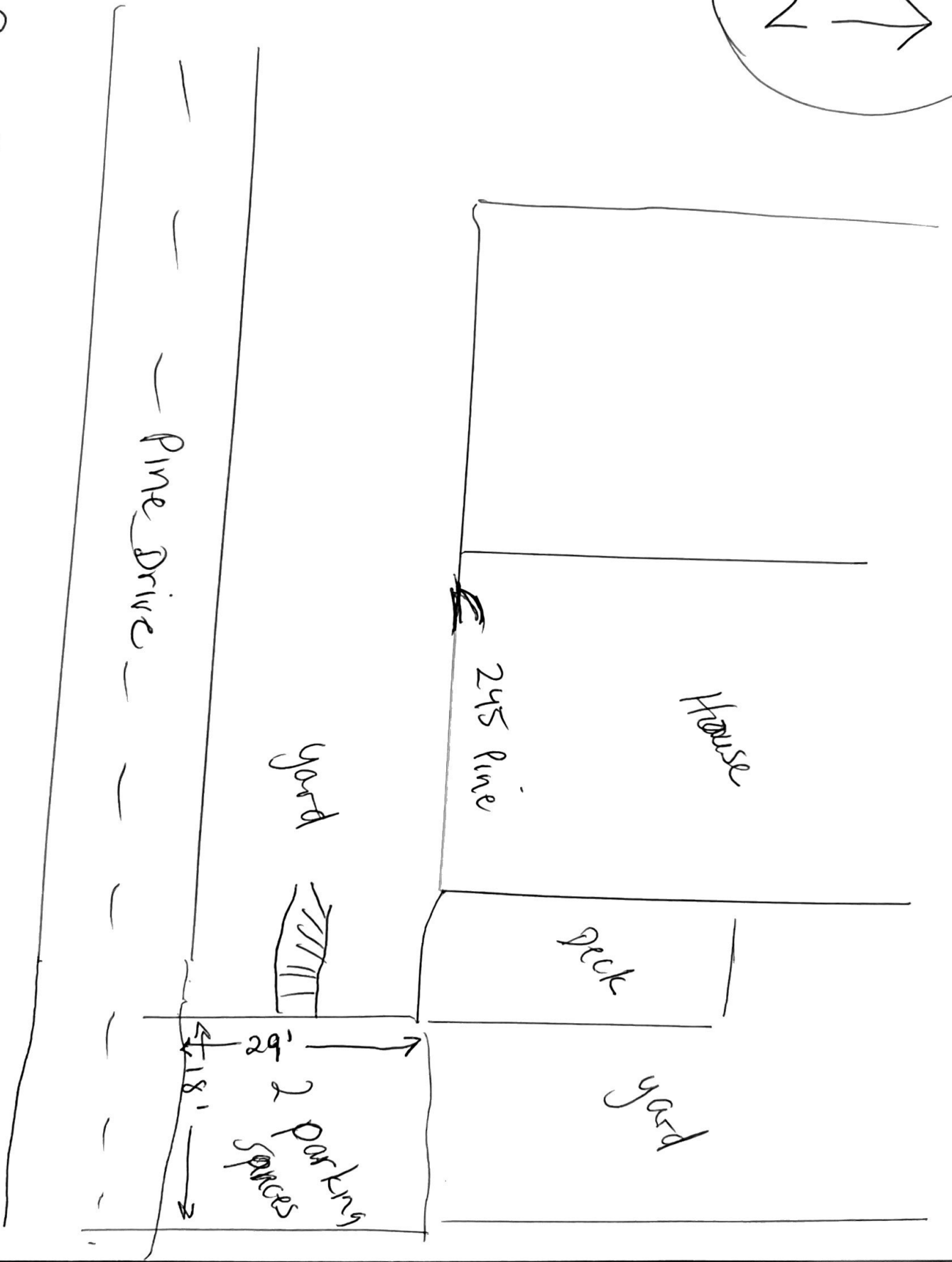
6' 3/8" 2' 13/8" 3' 1 1/4" 40' 11 3/4" 27"

lower  
245 Pine Drive  
Lower level





245 Pine Drive parking offstreet



WARRANTY DEED

RELEASED	
INDEXED	
ABSTRACTED	
SCANNED	

KNOW ALL MEN BY THESE PRESENTS, that **Fred A. Kingwill, a single man**, GRANTOR, of Teton County, Wyoming, for Ten Dollars (\$10.00) and other valuable consideration in hand paid, receipt of which is hereby acknowledged, CONVEYS and WARRANTS unto **Andrew A. Wilke, a single man**, GRANTEE, whose mailing address is P.O. Box 233, Teton Village, WY 83025, the following described real property situated in the County of Teton, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

**See Legal Description attached hereto as Exhibit A and incorporated herein.**

Including and together with all and singular the tenements, hereditaments, appurtenances and improvements thereon or thereunto belonging, but subject to taxes, reservations, covenants, conditions, restrictions, rights-of-way, and easements of sight and record, if any.

State Parcel ID No.: 22-41-16-33-4-06-010

WITNESS my hand this 10<sup>th</sup> day of MARCH, 2010.



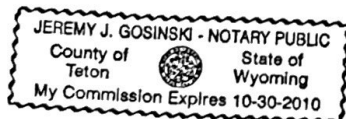
*First American Title  
Insurance Company*

Fred A. Kingwill  
Fred A. Kingwill

STATE OF Wyoming )  
 ) ss.  
COUNTY OF Teton )

10<sup>th</sup> **Fred A. Kingwill** acknowledged the foregoing Warranty Deed before me this day of March, 2010.

WITNESS my hand and official seal.



[Signature]  
Notary Public  
My commission expires:

GRANTOR: KINGWILL, FRED A  
GRANTEE: WILKE, ANDREW A  
Doc #763989 bk 751 pg 1106-1107 Filed At 15:17 ON 03/10/10  
Sherry L. Dalgie Teton County Clerk fees: 11.00  
By Michele Fairhurst Deputy

Exhibit A

A portion of Lots 5 and 6, Block 3 of the Aspen Hill Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded May 13, 1938 as Plat No 124 more particularly described as follows

Beginning at a Point which is the southeast corner of said Lot 6;  
thence S89°49'01"W, 50 13 feet to a point,  
thence N00°09'31"W, 79 93 feet along the centerline of a common wall of a duplex living unit to a point,  
thence N89°49'01"E, 50 84 feet to a point,  
thence S00°21'01"W, 79 93 feet along the east line of said Lot 6 to the Point of Beginning