



# 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: March 15, 2024

Item #: P24-041

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

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

**Owner**

Christy Wyoming Acquisition LLC  
325 N. Saint Paul St. Suite 4300  
Dallas, TX 75201

**Applicant**

Alissa Ensminger  
Vacasa  
Po Box 1338  
Boise, ID 83701

**REQUESTS:**

The applicant is submitting a request for a Basic Use Permit for a short-term rental for the property located at 175 S Glenwood St. #202  
PIDN: 22-41-16-28-1-75-009

For questions, please call Katelyn Page at 733-0440 x 1302 or email the address shown. Thank you.

**Please respond by: April 4, 2024 (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](http://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: 175 S Glenwood St, Unit 202

Physical Address: 175 S Glenwood St, Unit 202, Jackson, WY 83001

Lot, Subdivision: Lot 302, Subdivision: None

PIDN: 22-41-16-33-1-75-009

**PROPERTY OWNER.**

Name: Christy Wyoming Acquisition LLC Phone: 214-361-4383

Mailing Address: 325 North Saint Paul St., Suite 4300, Dallas, TX ZIP: 75201

E-mail: chris1177@jcleo.com

**APPLICANT/AGENT.**

Name: Alissa Ensminger Phone: 509-449-2711

Mailing Address: Vacasa Attn: Permitting PO Box 1338, Boise, ID ZIP: 83701

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.com/200/Planning](http://www.townofjackson.com/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. DocuSigned by:

Alissa Ensminger

Signature of Property Owner or Authorized Applicant/Agent

Alissa Ensminger

Name Printed

3/12/24

Date

Onboarding Coordinator, Vacasa

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](http://www.jacksonwy.gov)

Date: 3/14/2024

## 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

Christy Wyoming Acquisition LLC  
Being duly sworn, deposes and says that Jean Christy Thompson is the owner in fee of the premises located at:

Address of Premises: 175 S Glenwood Name of property owner as listed on deed  
Unit 202, Jackson, WY 83001

Legal Description: Please see additional sheet for full legal description for Unit 202 of Arts District West

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: Vacasa, ATTN: Permitting Dept PO Box 1338, Boise, ID 83701

Email address of Applicant/agent: Alissa Ensminger

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

permit to perform the work specified in this(these) application(s) at the premises listed above:

<input type="checkbox"/> Development/Subdivision Plat Permit Application	<input type="checkbox"/> Building Permit Application
<input type="checkbox"/> Public Right of Way Permit <input type="checkbox"/> Grading and Erosion Control Permit <input type="checkbox"/> Demolition Permit	
<input checked="" type="checkbox"/> Other (describe) <u>Basic Use Permit and business license for STR</u>	

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.

DocuSigned by:

Jean R. Taylor

4FF36FC4453A4C3  
Property Owner Signature Jean Christine Thompson, as the sole managing member of GP Christy 2017, LLC,  
the general partner of Christy 2017, LP, the Manager of Christy Wyoming Acquisition, LLC.

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.  
 - 11 -

The foregoing instrument was acknowledged before me by Jean Christy Thompson this 14  
day of March WITNESS my hand and official seal

— DecaSigned by:

Designed by:

6A2CF7965ED2457...

My commission expires: 08/26/2026

## **LETTER OF AUTHORIZATION**

### **NAMING APPLICANT AS OWNER'S AGENT CONT'D**

Legal Description: Unit 202 of Arts District West Condominium Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on May 25, 2023 as Plat No. 1425, as further defined and described in that Declaration of Condominium for Arts District West Condominium. Addition to the Town of Jackson recorded on May 25, 2023 as Document No. 1060242, and all amendments or supplements thereto.



Description of Use: Proposed Short-term Rental - 175 S Glenwood St, Unit 202, 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 202, Jackson, WY 83001, as a short-term rental and are applying for a Basic Use Permit.

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.

## SPECIFICATIONS

Unit 202 is a condominium located on the second floor of the Arts District West building.

Unit 202 includes 3 bedrooms, 3 baths, and a total of 1893 sq ft.

Physical Address: 175 S Glenwood, Unit 202, Jackson, WY

Owner: Christy Wyoming Acquisition LLC

Parcel: 22-41-16-33-1-75-009

Parking: 2 assigned spaces in the parking garage.

Thank you,  
Alissa Ensminger  
Onboarding Coordinator  
Vacasa

175 S Glenwood St

Unit 202

Bedrooms: 3

Bathrooms: 3

Square Feet: 1893

Balcony: 407 Sq Ft

