



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: April 23, 2024

Item #: P24-074

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

Email: kpage@jacksonwy.gov

Owner

CTRE 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. #301 legally described as UNIT 301, ARTS DISTRICT WEST CONDOMINIUM ADDITION TO TOJ PIDN: 22-41-16-33-1-75-013

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

Please respond by: May 14, 2024 (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: 175 S Glenwood St, Unit 301
Physical Address: 175 S Glenwood St, Unit 301 Jackson, WY 83001
Lot, Subdivision: Lot 302, Subdivision: None PIDN: 22-41-16-33-1-75-013

PROPERTY OWNER.

Name: CTRE 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/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.

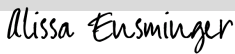
Have you attached the following?

- ☒ **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:



1F9F6F22AE09409...

Signature of Property Owner or Authorized Applicant/Agent

Alissa Ensminger

Name Printed

4/23/24

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

Date: 10-Apr-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: CTRE Wyoming Acquisition LLC, a Texas Limited Liability Company c/o Jean Christy Thompson Title: Manager

Being duly sworn, deposes and says that CTRE Wyoming Acquisition LLC a Texas Limited Liability Company is the owner in fee of the premises located at: 175 S Glenwood 301, Jackson, WY 83001
Name of legal property owner as listed on deed

Address of Premises: 175 S Glenwood 301, Jackson, WY 83001

Legal Description: Please see additional sheet for full legal description for Unit 301 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 Enslinger

Mailing address of Applicant/agent: Vacasa, ATTN; Permitting Dept PO Box 1338, Boise, ID 83701

Email address of Applicant/agent: alissa.enslinger@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

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.

Jean Christine Thompson
 Property Owner Signature Jean Christine Thompson, as the sole managing member of CTRE Wyoming Acquisition LLC a Texas Limited Liability Company, the general partner of Christy 2017, LP, the Manager of GP Christy 2017 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.
 COUNTY OF DALLAS)

The foregoing instrument was acknowledged before me by JEAN CHRISTINE THOMPSON this 10th day of April, 2024. WITNESS my hand and official seal.

Curt G. Kneese
 Notary Public

My commission expires:



LETTER OF AUTHORIZATION

NAMING APPLICANT AS OWNER'S AGENT CONT'D

Unit 301 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. 1452, 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 301, 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 301, 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 301 is a condominium located on the third floor of the Arts District West building.

Unit 301 includes 3 bedrooms, 3 baths, and a total of 1653 sq ft.

Physical Address: 175 S Glenwood, Unit 301, Jackson, WY

Owner: CTRE Wyoming Acquisition LLC

Parcel: 22-41-16-33-1-75-013

Parking: 2 assigned spaces in the parking garage.

Thank you,
Alissa Ensminger
Onboarding Coordinator
Vacasa

Level 3 Residential

UNIT 301 - MAIN LEVEL

Bedrooms: 3

Bathrooms: 3

Main Level: 1,156 Sq. Ft.

Loft: 397 Sq. Ft.

Total: 1,653 Sq. Ft.

Balcony: 376 Sq. Ft.



Level 3 Residential

UNIT 301 - LOFT

