



# 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: June 19, 2024

Item #: P24-097

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

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

**Owner / Applicant**

Mikell, Christine and Upton, Jeffrey  
3658 E Golden Oaks Drive.  
Cottonwood Heights, UT 84121-6164

**REQUESTS:**

The applicant is submitting a request for a Basic Use Permit for a short-term rental for the property located at 575 E. Hansen Ave. PIDN: 22-41-16-34-1-20-017.

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

**Please respond by: July 5, 2024 (with Comments)**

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

# Submittal Checklist for a Basic Use Permit- Short-Term Rental Outside of Lodging Overlay

Up to 3 rental periods and 60 nights maximum per calendar year

**Applicants must fill out the checklist below and submit it with their complete application.**

Incomplete applications will not be accepted by the Town. Failure to complete any item will delay the processing of your application. A BUP-Short Term Rental and a Business License must be approved by the Town before the business can begin rental operations.

**All submitted applications must include the following items:** *(please check to indicate that each item has been addressed)*

**Narrative**: Narrative description of use. Include whether entire unit or portion of unit will be rented. We plan to use our one bedroom home as a short term rental unit.

**Rental Dates and Number of Nights Rented PDF**: This document will need to be resubmitted if rental dates change or are unknown at time of application.

**Notarized Letter of Authorization or Warranty Deed**: LOA required if applicant is not the landowner. If the applicant is the landowner, provide warranty deed.

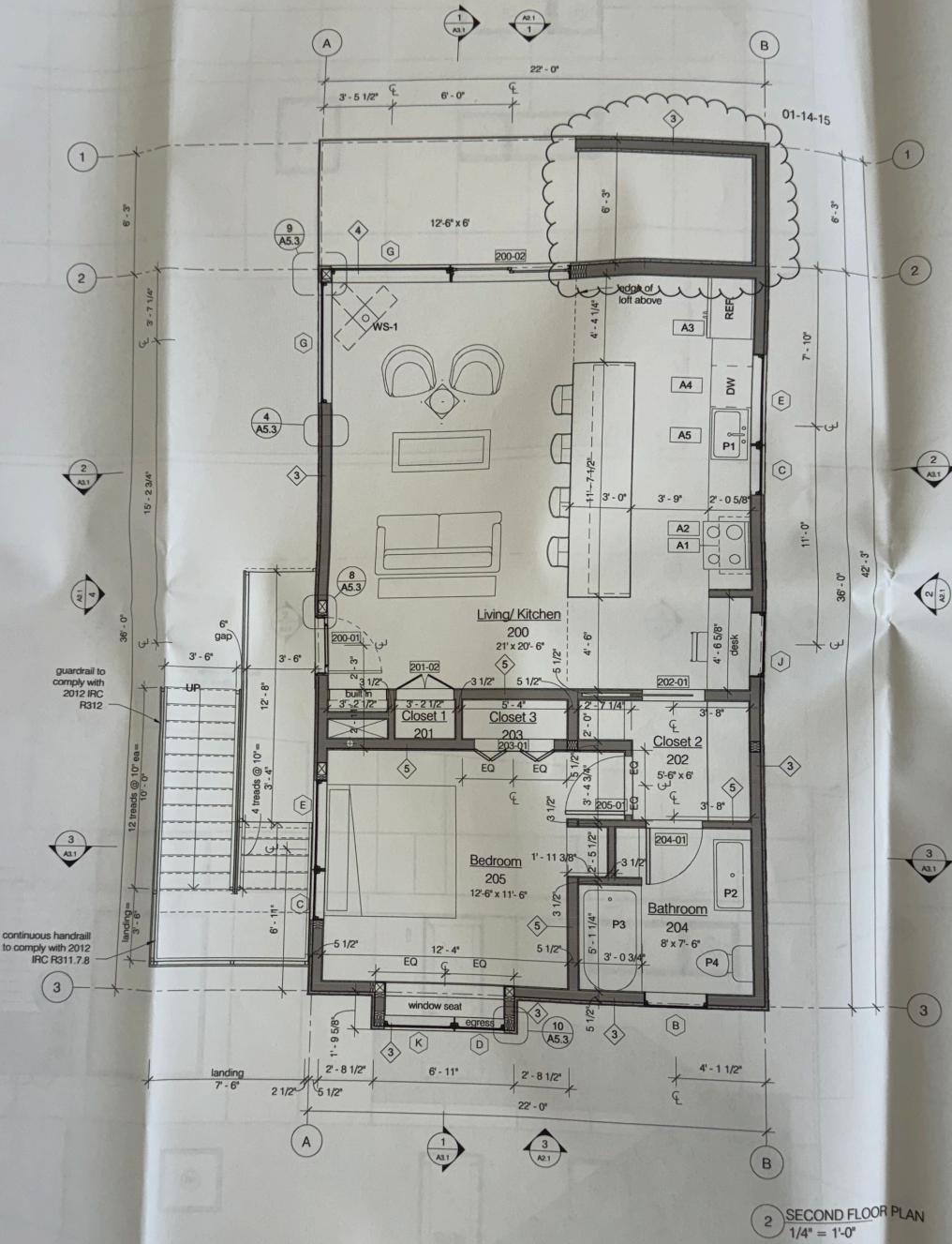
**Letter from HOA**: (If applicable) Letter must confirm that short-term rentals are permitted.

n/a

**Notice to Neighbors within 200 feet**: Rental unit owners or their agents must provide notice to the owners of neighboring parcels within 200 feet of the short-term rental property. Applicant must use Notice Template provided by the Town. A copy of the notice and a list of the neighbors noticed must be submitted. Notice being sent.

**Parking Plan** Property has a two car garage in addition to a driveway on the alley side that can accomodate 2 cars with parking on Hansen as well.

**Floor Plan**



## **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.

---

Rental Physical Address: 575 E Hansen Ave

Bldg./Apt: \_\_\_\_\_ City: Jackson State: WY Zip Code: 83001

---

**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: Biz Doyle

Post Office Box: PO Box 3281 City: Jackson State: WY Zip Code: \_\_\_\_\_

Phone Number: (307) 413-1992

Fax/email address: biz.doyle@jhsir.com

---

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.>

Parcel	Account Number	Tax ID	Owner	Mailing Address	owner_city owner_state owner_zip
22-41-16-34-1-AQ-002	R0021741	OJ-008508	LLOYD, DAVID G. & JANINE M.GRAFT	PO BOX 3461	JACKSON, WY 830013461
22-41-16-34-1-24-005	R0006136	OJ-000082	SCOTT, RUSSELL L.	PO BOX 994	JACKSON, WY 830010994
22-41-16-34-1-71-001	R0006372	OJ-005481	JANNOTTA, EDGAR D. JR. TRUSTEE	PO BOX 504	TETON VILLAGE, WY 830250504
22-41-16-34-1-AV-001	R0021906	OJ-008683	BEEN, SUSAN B. LIVING TRUST	3636 TUXEDO RD NW	ATLANTA, GA 303051068
22-41-16-34-1-20-014	R0006096	OJ-000317	YIH, NANCY LIVING TRUST	PO BOX 14973	JACKSON, WY 830024973
22-41-16-34-1-20-019	R0020792	OJ-007986	MONDO CONDO #205 LLC	901 S BOND ST STE 400	BALTIMORE, MD 212313340
22-41-16-34-1-20-012	R0006094	OJ-002136	SCOTT, LEEANNA & SCOTT, LEE ANNA	PO BOX 994	JACKSON, WY 830010994
22-41-16-34-1-20-018	R0020791	OJ-007985	KELLEHER, MARK J. & HUNTER, HOLLY A.	PO BOX 1011	JACKSON, WY 830011011
22-41-16-34-1-20-004	R0006086	OJ-000714	GOODRICK, TWILA LIVING TRUST	1471 LA JOLLA ST	CARPINTERIA, CA 930131320
22-41-16-34-1-20-001	R0006083	OJ-000408	COLMAN, DANIEL	265 E 66TH ST APT 19C	NEW YORK, NY 100656406
22-41-16-34-1-AQ-001	R0021740	OJ-008507	LEAS, BRET E.	26 SNOWDEN PL	GLEN RIDGE, NJ 070282214
22-41-16-34-1-20-003	R0006085	OJ-001462	OAKLEY, TIM & DONNA	PO BOX 232	JACKSON, WY 830010232
22-41-16-34-1-20-006	R0006088	OJ-002153	GACKENBACH, CURTIS	9100 TROOPER TRL	BOZEMAN, MT 597158071
22-41-16-34-1-20-002	R0006084	OJ-001461	OAKLEY, TIM P.	PO BOX 232	JACKSON, WY 830010232
22-41-16-34-1-AV-002	R0021907	OJ-008684	A7P JACKSON LLC	455 N CITYFRONT PLAZA DR STE 17	CHICAGO, IL 606115314
22-41-16-34-1-20-017	R0016878	OJ-006858	MIKELL, CHRISTINE WATSON & JEFFERY UP	3658 E GOLDEN OAKS DR	COTTONWOOD HEIGHTS, UT 841216164
22-41-16-34-1-20-011	R0006093	OJ-001377	SWART, STANLEY A.	PO BOX 3711	JACKSON, WY 830013711
22-41-16-34-1-71-002	R0006373	OJ-005482	RAPPEPORT FAMILY LLC	38-40 E 76TH ST	NEW YORK, NY 100212753
22-41-16-34-1-24-003	R0006135	OJ-001780	EAST HANSEN PROPERTIES, LLC	PO BOX 504	TETON VILLAGE, WY 830250504
22-41-16-34-1-24-002	R0006134	OJ-001545	EAST HANSEN PROPERTIES, LLC	PO BOX 504	TETON VILLAGE, WY 830250504
22-41-16-34-1-24-001	R0006133	OJ-001721	RECORD KEEPING ACCOUNT	PO BOX 50546	CASPER, WY 826050546
22-41-16-34-1-20-005	R0006087	OJ-000166	JOHNSON, ROBERT S.	PO BOX 1937	JACKSON, WY 830011937
22-41-16-34-1-20-015	R0006097	OJ-001785	SHERVIN, ROBERT L. REVOCABLE TRUST	PO BOX 796	JACKSON, WY 830010796
			Town of Jackson	PO Box 1687	Jackson WY 83001