



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

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

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

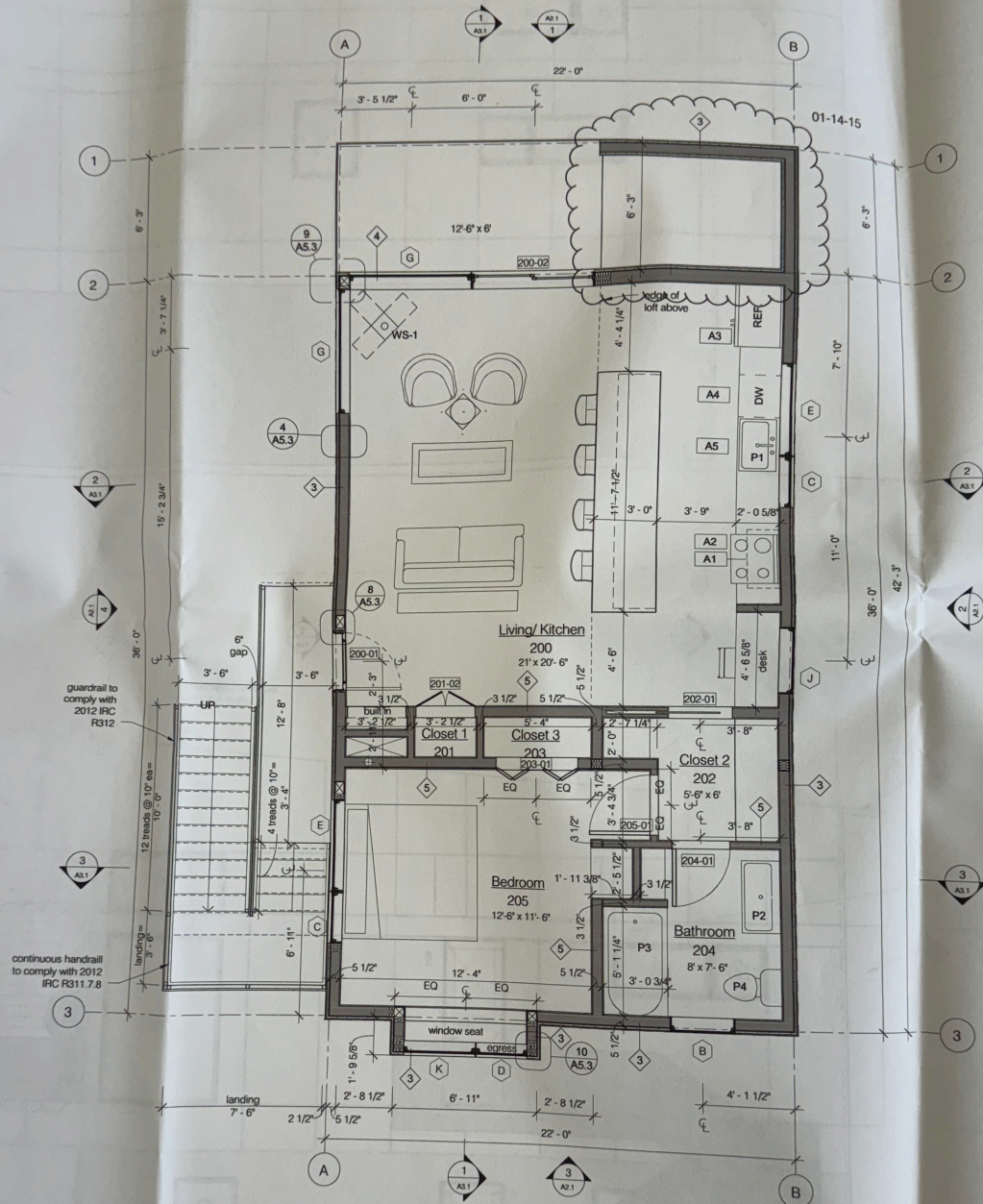
Up to 3 rental periods and 60 nights maximum per calendar year

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**



2 SECOND FLOOR PLAN
1/4" = 1'-0"

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