



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 9, 2025	REQUESTS: The applicant is submitting a request for a Basic Use Permit for a short-term rental for the property located at 80 Pioneer Lane. PIDN: 22-41-16-34-1-09-006 For questions, please call Andrew Bowen at 733-0440 x 1306 or email the address shown. Thank you.
Item #: P25-100	
Planner: Andrew Bowen Phone: 733-0440 ext. 1306 Email: abowen@jacksonwy.gov	
Owner 75 & Sunny Trust 6432 Trancas Canyon Road Malibu, CA 90265 Applicant Leigh Chrisinger PO Box 14751 Jackson, WY 83001	
Please respond by June 19, 2025 (with Comments)	

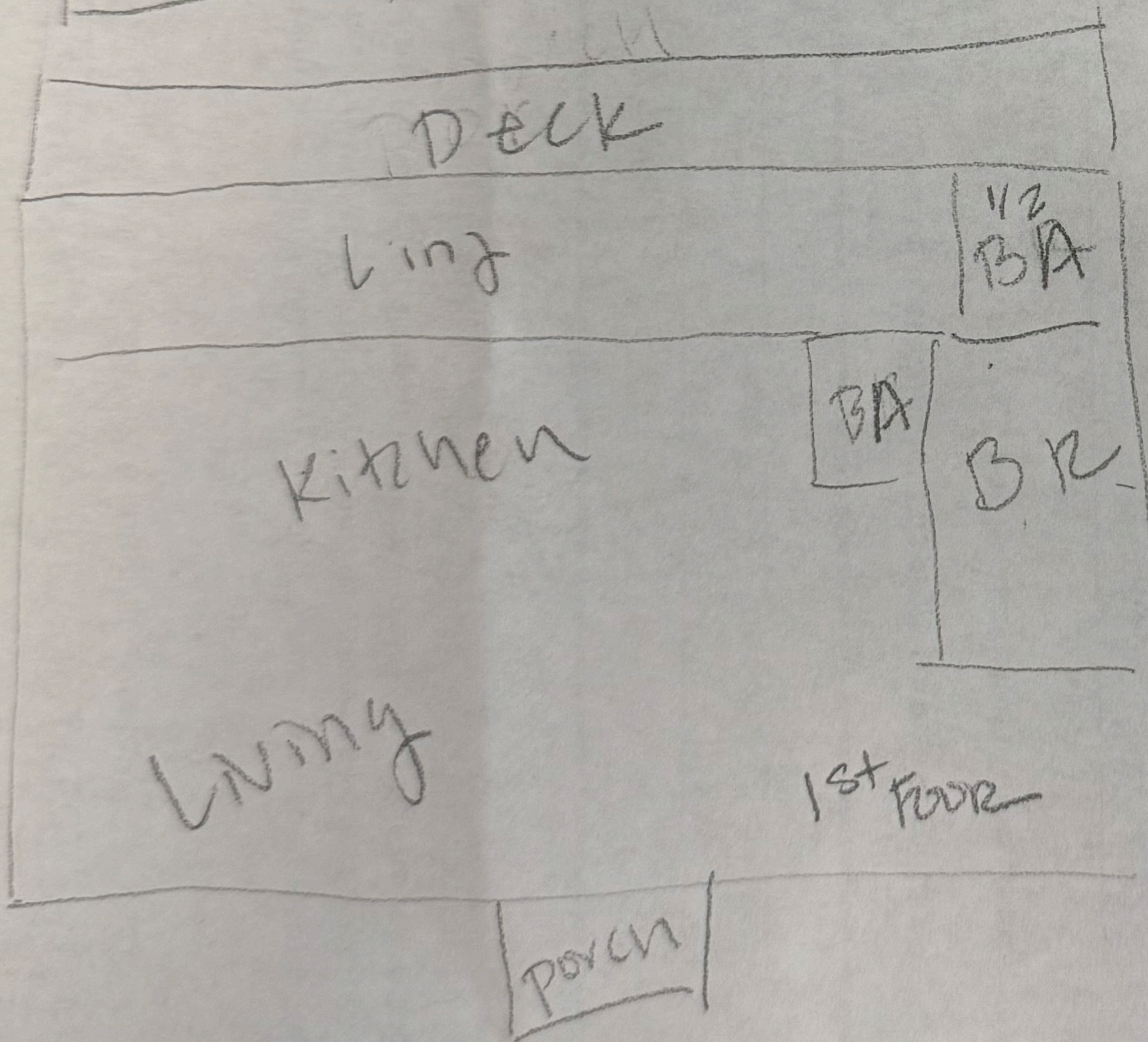
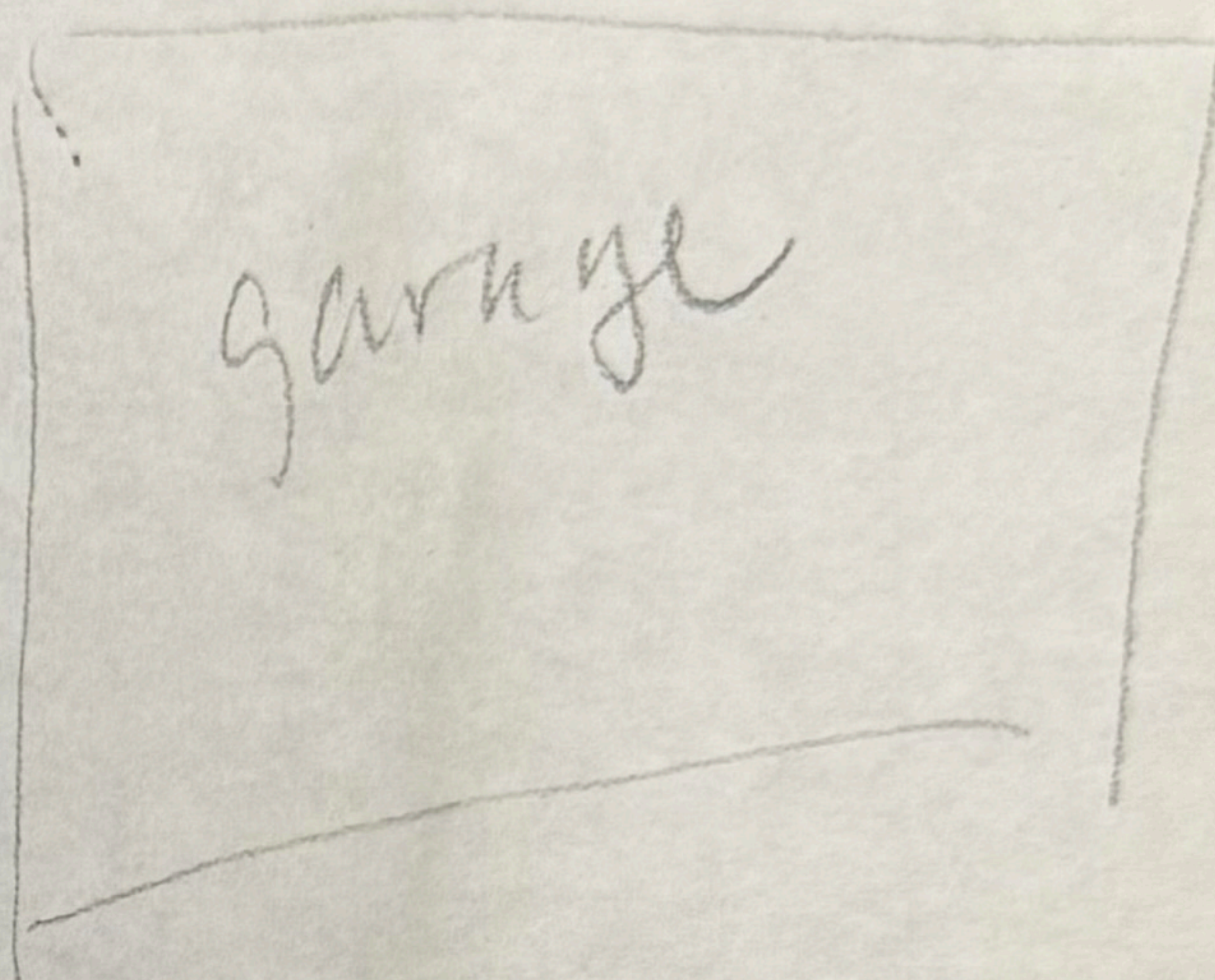
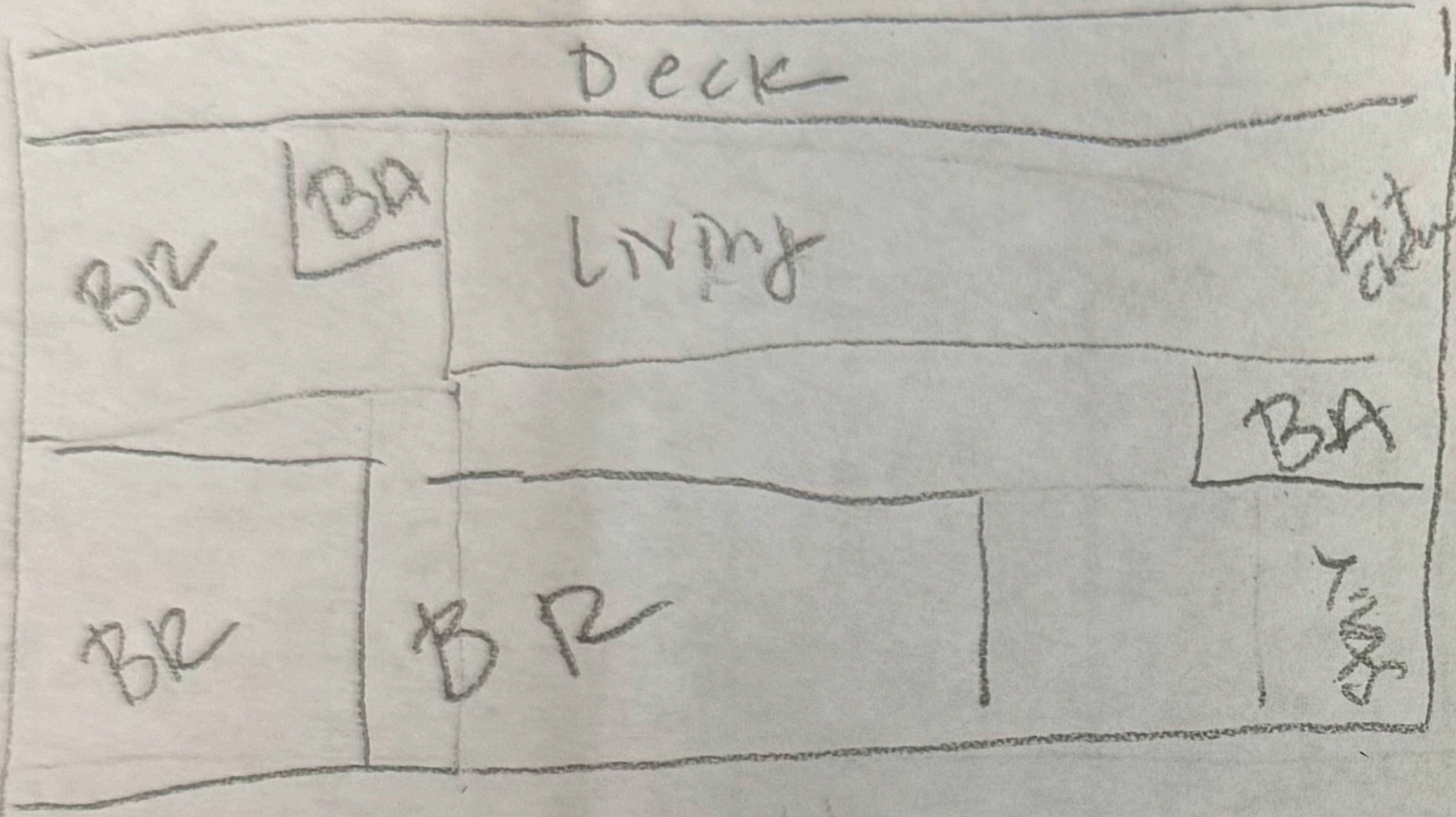
RESPONSE: For Departments not using SmartGov, please send responses via email to planning@jacksonwy.gov



80 Pioneer Lane, Jackson, WY 83001
Tanya Shelbourne & Joel Friedman
75 & Sunny Trust

Narrative: The property will be pursuing short term rentals within the bounds of the '24 town law passed for short term rentals with a BUP. The home is a 2 story property with 4 bedrooms 3 ½ bedrooms. There is a small front yard and side yard; there is a nice back yard with outdoor seating. The home has a small front porch entry, a lower level side deck for dining, a back walk out, and a second level wrap around porch on the W and S side of the house. There is no hot tub. There is ample off street parking for guests with space for 2-3 cars potentially in the drive.

2nd Floor



P
A
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K
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N
G

80
pioneer

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.

☐ **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. T B D

☒ **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.

☒ **Parking Plan**

☒ **Floor Plan**

5/27/2025



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:

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 or Principal Officer when the owner listed on the deed is a corporation or an entity other than President or Principal. Title: Trustee
Principal than 75+ Sunny Trust / Joel Friedman
an individual: Tammy Shelburne
deposes and says that 75+ Sunny Trust is the owner in fee of the
at: 80 Pioneer Lane, Jackson, WY 83001
Name of legal property owner as listed on deed

Being duly sworn,
deposes and premises
located at: 80 Pioneer Lane, Jackson, WY 83001
sheet for additional addresses and legal descriptions
ion named as follows: Name of Applicant/agent: Jackson Hole Property Mgmt / Leigh Chrisinger
f Applicant/agent: PO Box 14751, Jackson, WY 83001 630%
Applicant/agent: Leigh@jacksonholepm.com
Description: Applicant/agent: 307 690 9868
Please attach additional sheet for

And, that the person

Mailing address of

Email address of

Phone Number of

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) _____

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.

Tammy Shelburne
Property Owner Signature

STATE OF Wyoming

COUNTY OF Teton

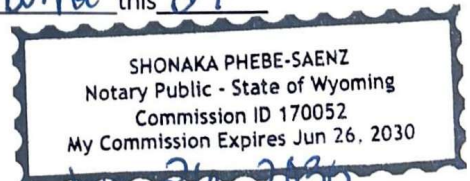
partner or member of corporation, LLC (secretary or corporate owner) partnership or other nonindividual Owner

The
day of May 2025. WITNESS n

Shonaka Phebe-Saenz
Notary Public

Title if
signed
by
officer,

Joe I Friedman
3
Tanya Shelburne this 27th
id official seal.



My commission expires: Jun 26, 2030

foregoing instrument was acknowledged before me by
WITNESS my hand and official seal.