



TOWN OF JACKSON

PLANNING & BUILDING DEPARTMENT

TRANSMITTAL MEMO

Town of Jackson

- ☒ Public Works/Engineering
- ☒ Building
- ☐ Title Company
- ☐ Town Attorney
- ☐ Police
- ☐ Ecosystem Stewardship

Joint Town/County

- ☐ Parks & Recreation
- ☐ Pathways
- ☒ Joint Housing Dept.

Teton County

- ☐ Planning Division
- ☐ Engineer
- ☐ Surveyor
- ☐ Assessor
- ☐ Clerk & Recorder
- ☐ Road & Levee

State of Wyoming

- ☐ Teton Conservation
- ☐ WYDOT
- ☐ TC School District #1
- ☐ Game & Fish
- ☐ DEQ

Federal Agencies

- ☐ Army Corp of Engineers

Utility Providers

- ☐ Qwest
- ☐ Lower Valley Energy
- ☐ Bresnan Communications

Special Districts

- ☐ Start
- ☒ Jackson Hole Fire/EMS
- ☐ Regional Transportation

<p>Date: June 10, 2025</p> <p>Item: P25-109, P25-110, P25-111</p>	<p style="text-align: center;">REQUEST:</p> <p>The applicant is submitting a request for a Zoning Compliance Verification (ZCV) of 242 N Glenwood, 285 N Glenwood, and 215 N Cache Street.</p>
<p>Planner: Andrew Bowen Phone: 733.0440 ext. 1306 Email: abowen@jacksonwy.gov</p>	
<p>Owners: Anvil Hotel Partners, LLC Alpine Hotel Partners, LLC 372 Court Street, Floor 2 Brooklyn, NY 11231</p>	<p>PIDNs: 242 N Glenwood: 22-41-16-28-4-07-007 285 N Glenwood: 22-41-16-28-4-06-014 215 N Cache: 22-41-16-28-4-07-009</p>
<p>Applicant: Key Zoning Assessments, LLC Liz Rodgers PO Box 496 Necedah, WI 54646</p>	<p>For questions, please call Andrew Bowen at 733-0440, x 1306, or email to the address shown below. Thank you.</p>
<p>Please respond by: June 20, 2025</p> <p>For Departments not using SmartGov, please send responses via email to planning@jacksonwy.gov</p>	



KEY ZONING ASSESSMENTS, LLC

June 9, 2025

City of Jackson
Planning and Building
150 E Pearl Ave
Jackson WY 83001

**Subject Property: Hotel, 242 N Glenwood St, Jackson, WY.
Parcel 22-41-16-28-4-07-007**

KZA - Corporate Office

P.O. Box 469
Necedah, WI 54646
P (608) 565 3164
F (866) 247 9165

Dear Planner,

KZA is researching the subject property and hereby requests a zoning verification letter.

Please provide the information requested on the attached fillable response form. If someone else should be contacted for any of this information, please let me know as soon as possible.

If there is a fee for this information, please confirm the amount due so that payment may be submitted right away.

Please return the completed zoning verification letter and associated documents to me via email, **liz@keyzoning.com**, or fax (866) 247 9165.

Thank you for your help. Please contact me at (405) 623 2260 with any questions.

Sincerely,

Liz Rodgers
KZA
PO Box 469
Necedah, WI 54646
(405) 623 2260



Addressed TO:

Liz Rodgers
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(405) 623 2260
liz@keyzoning.com

Sent FROM:

City of Jackson
Planning and Building
150 E Pearl Ave
Jackson WY 83001

Date: _____

**Subject Property: Hotel, 242 N Glenwood St, Jackson, WY.
Parcel 22-41-16-28-4-07-007**

1. The zoning district classification, including overlay(s) of the subject property is:

2. The current use of the property is:
 - a. ☐ a permitted use in this district.
 - b. ☐ a conditional/ special use is this district (*please provide record*)
 - c. ☐ not permitted in this district.
3. The adjacent zoning districts are: (N) _____, (S) _____, (E) _____, (W) _____
4. Variances, special permits, or PUDs:
 - a. ☐ Copies of the following variances, special permits, or planned unit development documents are attached:

 - b. ☐ The property is not subject to any variances, special permits, or planned unit developments.
5. Site Plan:
 - a. ☐ A copy of the approved site plan is attached.
 - b. ☐ The property was subject to site plan approval; however, a copy is not available.
 - c. ☐ The property was not subject to site plan approval.
6. Legal nonconformities:
 - a. ☐ There are no known legal nonconformities affecting this site.
 - b. ☐ The following legal nonconformities affect this site:

7. Zoning code violations:

- a. ☐ The property is not subject to any outstanding zoning code violations at this time.
- b. ☐ The property is subject to the following outstanding zoning code violations:

8. Building code violations:

- a. ☐ The property is not subject to any outstanding building code violations at this time.
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9. Fire code violations:

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10. Certificate(s) of Occupancy:

- a. ☐ A copy of the final certificate(s) of occupancy is attached.
- b. ☐ A final certificate of occupancy was issued for the subject property; however, we did not locate a copy in our records. The record appears to be lost or misplaced. The absence of a certificate of occupancy on file for the subject property is not a violation and no enforcement action will be taken.
- c. ☐ A final certificate of occupancy was issued for the subject property. The property was constructed in _____(year). Certificates of occupancy older than _____ (year) are no longer retained by this office. The absence of a certificate of occupancy for the subject property is not a violation and no enforcement action will be taken.

11. Certificates of Occupancy are issued by this municipality for the following:

(check all that apply)

- a. ☐ New construction
- b. ☐ Interior alterations
- c. ☐ Expansion
- d. ☐ Reconstruction, restoration, or renovation
- e. ☐ Change of use
- f. ☐ Change of tenant
- g. ☐ Tenant name change
- h. ☐ Change of ownership
- i. ☐ Other:

12. Road construction/condemnation:

- a. ☐ There are no road construction plans (i.e.: condemnation, easement, road widening, etc.) that will affect the subject property or adjacent roads.
- b. ☐ There are road construction plans (i.e.: condemnation, easement, road widening, etc.) that will affect the subject property or adjacent roads: *(please explain)*

Information provided by:

Signature: _____

Jurisdiction: _____

Print Name: _____

Department: _____

Title: _____

Phone: _____



KEY ZONING ASSESSMENTS, LLC

June 9, 2025

City of Jackson
Planning and Building
150 E Pearl Ave
Jackson WY 83001

**Subject Property: Hotel, 285 N Glenwood St, Jackson, WY.
Parcel 22-41-16-28-4-06-014**

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