



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
- Housing Department

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

<p>Date: May 13, 2019</p> <hr/> <p>Item #: P19-116</p> <hr/> <p>Planner: Brendan Conboy</p> <p>Phone: 733-0440 ext. 1302</p> <p>Fax: 734-3563</p> <p>Email: bconboy@jacksonwy.gov</p> <hr/> <p>Owner: Sage Properties PO Box 1196 Jackson, WY 83001</p> <p>Applicant: DeNisha Anderson PO Box 62 Jackson, WY 83001</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Basic Use permit to add the use of office space to the property located at 180 Center St., legally known as OFF CENTER SQUARE CONDOMINIUM ADDITION TO THE TOWN OF JACKSON.</p> <p>For questions, please call Brendan Conboy at 733-0440, x1302 or email to the address shown below. Thank you.</p>
<p>Please respond by: May 27, 2019 (Sufficiency) June 6, 2019 (with Comments)</p>	

RESPONSE: For Departments not using Trak-it, please send responses via email to: tstolte@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: Off Center Square
 Physical Address: 180 N Center Street, Jackson
 Lot, Subdivision: Lots 1,2,3,4 of Off Center Sq Condo Ad PIDN: 22-41-16-27-3-21-004

PROPERTY OWNER.

Name: Sage Properties, Inc Phone: 307-413-4445
 Mailing Address: PO Box 1196, Jackson ZIP: 83001
 E-mail: anderson83001@gmail.com

APPLICANT/AGENT.

Name: DeNesha Anderson Phone: 307-690-6723
 Mailing Address: PO Box 62, Jackson, WY ZIP: 83001
 E-mail: DeNesha@c21jh.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	Physical Development	Interpretations
<input checked="" type="checkbox"/> Basic Use	_____ Sketch Plan	_____ Formal Interpretation
_____ Conditional Use	_____ Development Plan	_____ Zoning Compliance Verification
_____ Special Use	_____ Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	_____ LDR Text Amendment
_____ Administrative Adjustment	_____ Subdivision Plat	_____ Map Amendment
_____ Variance	_____ Boundary Adjustment (replat)	Miscellaneous
_____ Beneficial Use Determination	_____ Boundary Adjustment (no plat)	_____ Other: _____
_____ Appeal of an Admin. Decision	_____ Development Option Plan	_____ 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: _____

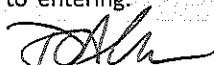
SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type 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 www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-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.



Signature of Property Owner or Authorized Applicant/Agent
DeNesha Anderson
Name Printed

5-10-19
Date
Co-Owner C21
Title

LETTER OF AUTHORIZATION

Sage Properties, Inc _____, "Owner" whose address is: 180 N Center St

PO Box 1196, Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Sage Properties, Inc _____, as the owner of property

more specifically legally described as: 180 N Center St

Units 1,2,3,4 of Off Center Square Condo Addition, recorded on Nov 11, 1985 as Plat 597

(If too lengthy, attach description)

HEREBY AUTHORIZES DeNesha Anderson as

agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

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.

OWNER:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Vpres/ Director LLC

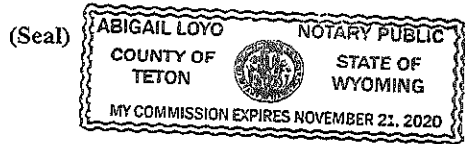
(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

STATE OF Wyoming)
)SS.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by James G. Anderson III this 29th day of April, 2019.

WITNESS my hand and official seal.

[Signature]
(Notary Public)
My commission expires: Nov 21, 2020.



1725 N East Butte Rd
Jackson WY 83001
307-732-8181

Town of Jackson
150 E Pearl Ave
Jackson, WY 83001

We have signed a lease to rent Unit #1 at 180 N Center Street for our company; Century 21 Jackson Hole. The office will focus on helping consumers purchase or sell real estate in Teton County. We are a smaller real estate office with 3-5 agents who rotate time in the office.

Regarding the layout of the office, there were no changes other than cosmetic upgrades: paint, flooring and lighting. All of the existing walls will remain.

With the property being on the corner of Center Street and Gill Ave, there are several options for parking. The complex has 7 parking spaces on site that are rotational parking; ideally for customer use to rotate. Agents will utilize street parking and the parking lots on Gill while in the office. It is anticipated that agents will rotate throughout the day and not be stationed in the office for long stretches of time.

Thank you in advance for your consideration.

Regards,



DeNesha Anderson
DeNesha@c21jh.com
307-690-6723

Affordable Workforce Housing Credit for 180 Center Street, Suite #1 (Century 21 Real Estate)

Housing Mitigation Worksheet

Please use this worksheet to calculate the affordable workforce housing requirements as drafted June 26, 2018. Cells that can be modified are highlighted in gold, other cells are locked. If you modify a gold cell for one example, and wish to use the worksheet for another example, it is best to start with a fresh worksheet in order to reset the auto population equations for the gold cells.

Step 1. Describe your project. Enter as many rows as needed to describe the different uses and unit types proposed. Select a use from the use table in the left most gold boxes. In the other gold boxes, describe each use's size in floor area and bedrooms (if applicable), then describe how many units of each use type are proposed. The required affordable housing will calculate for each unit and populate the Total box. See also Sections 6.3.2 and 6.3.3 of the proposed LDRs.

Use	LDR Rate	Proposed Use Site (bedrooms)	Proposed Use Size (sf)	Proposed Use Quantity	Affordable Units Required
Office	0.000493 + sf		1050	1	0.518
				1	0.518
				1	0.518
				1	0.518
				1	0.518
				1	0.518
				1	0.518
				1	0.518
				1	0.518
				1	0.518
				1	0.518
Total		0	1050	1	0.518

Step 2. What types of units are required? The proposed LDRs lay out a schedule for how many units have to be in each income ranges and how many units have to have 1, 2, or 3 bedrooms. The LDRs also allow for adjustment. To propose an adjusted allocation, change the values in the proposed column/row (gold cells) the customized allocation must meet the customization rules provided, and may not result in less affordable workforce units provided than are required. If a rule is violated the cell will turn red. See also Section 6.3.4 of the proposed LDRs.

Affordability	LDR Schedule	Proposed	Custom %	Customization Rules
Rental Units Affordable to Households making 50% Median Income	0.000	0.000	0%	Custom % shall be ≥ 25%
Rental Units Affordable to Households making 80% Median Income	0.000	0.000	0%	Custom % shall be ≥ 25%
Rental/Ownership Units Affordable to Households making 120% Median Income	0.518	0.518	100%	Custom % shall be < 43%
Rental/Ownership Workforce Units	0.000	0.000	0%	Custom % shall be < 43%
Total	0.518	0.518	Proposed total shall be >= Required	

Bedroom Mix	1 Bed/Studio	2 Bedroom	3 Bedroom	Total Units	Total Employees Housed	Customization Rule
LDR Schedule	0.000	0.518	0.000	0.518	0.832	
Proposed Allocation	0.000	0.518	0.000	0.518	1.036	Proposed totals shall be >= Schedule totals
Employees per Unit per LDRs	1.45	2.00	2.10	1.80		

Step 3. Distribute the affordability and bedroom mix. The bedroom mix must be proportionally distributed among the affordability mix. If you modify the distribution (gold cells) the totals must match your allocation totals (they will turn red if they don't). A customized distribution should be within 1 (rounded up or down) of the even distribution. See also Section 6.3.4 of the proposed LDRs.

Requirement Distribution	1 Bed/Studio	2 Bedroom	3 Bedroom	Total	Even Distribution	1 Bed/Studio	2 Bed	3 Bed
Affordable to 50% Median Income	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Affordable to 80% Median Income	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Affordable to 120% Median Income	0.000	0.518	0.000	0.518	0.222	0.222	0.074	0.074
Workforce Restriction	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total	0.000	0.518	0.000	0.518				

Step 4. How will the required housing be provided? The proposed LDRs require that unless impractical any housing requirement of 1 unit or greater be provided through construction of housing. If impractical the units may be provided by dedication of land, use of a banked unit, or restriction of an existing unit. Only as a last option shall a fee be paid. Enter the number of units to be constructed or provided through land dedication, use of a banked unit, or restriction of an existing unit (gold boxes). The In-Lieu fee remaining will calculate. See also Section 6.3.5 of the proposed LDRs.

Units Constructed	Units Provided via Land Dedication		
	1 Bed/Studio	2 Bed	3 Bed
Affordable to 50% Median Income	0.000	0.000	0.000
Affordable to 80% Median Income	0.000	0.000	0.000
Affordable to 120% Median Income	0.000	0.000	0.000
Workforce Restriction	0.000	0.000	0.000

Banked Units Used	Existing Units Restricted		
	1 Bed/Studio	2 Bed	3 Bed
Affordable to 50% Median Income	0.000	0.000	0.000
Affordable to 80% Median Income	0.000	0.000	0.000
Affordable to 120% Median Income	0.000	0.000	0.000
Workforce Restriction	0.000	0.000	0.000

Units Provided via In-Lieu Fee	Fee		
	1 Bed/Studio	2 Bed	3 Bed
Affordable to 50% Median Income	0.000	0.000	0.000
Affordable to 80% Median Income	0.000	0.000	0.000
Affordable to 120% Median Income	0.000	0.518	0.000
Workforce Restriction	0.000	0.000	0.000
Total			\$ 107.919

**OFF CENTER SQUARE, TENANT PROFILE
BY GIBB MANAGEMENT**

UPDATED 4/21/04

PROPERTY INSURANCE
CPI INCREASE/DEC
TC PROPERTY TAXES
TOJ- H2O & SEWER

1-Apr
1-Jun
1-Nov
Month

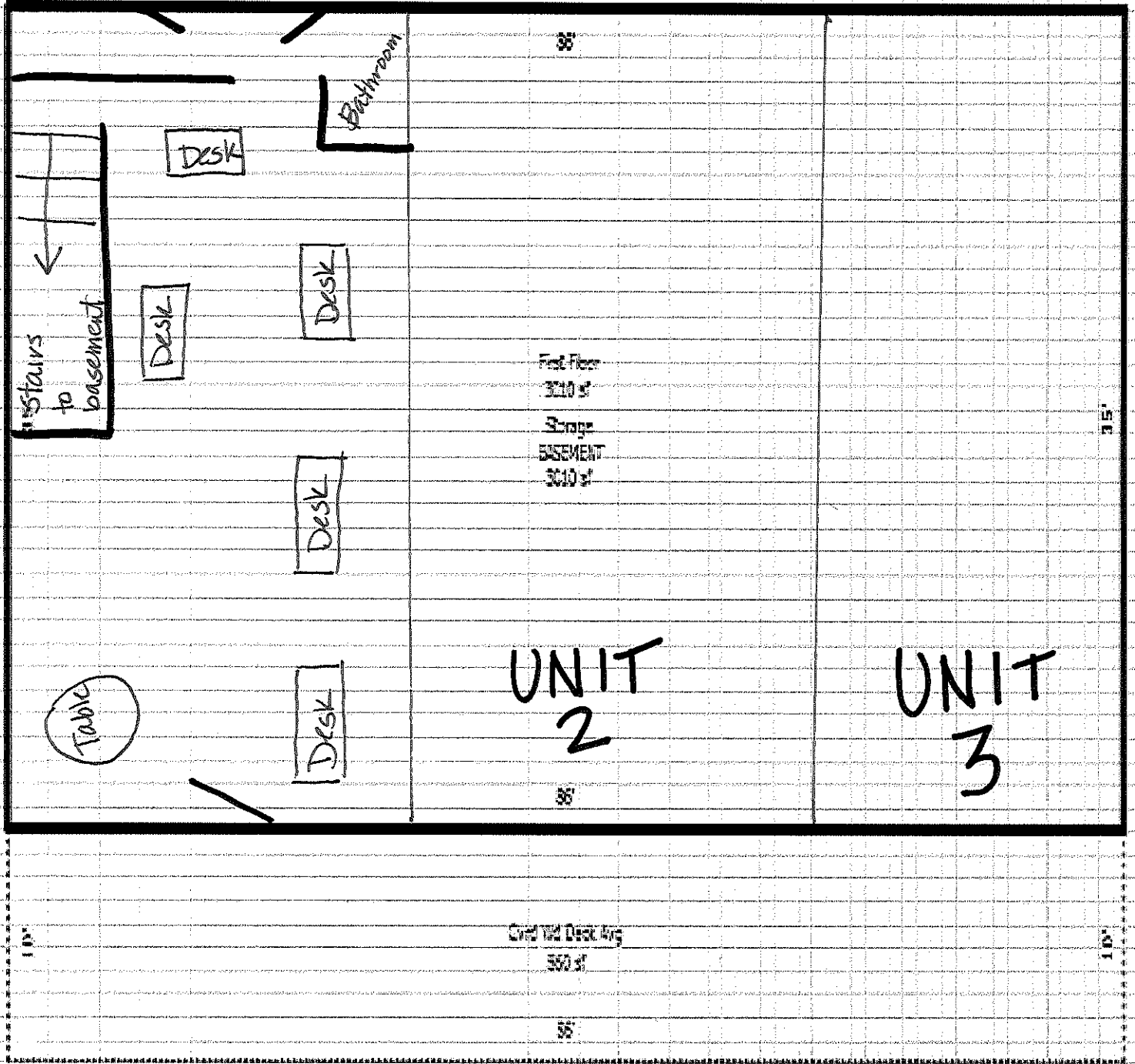
DUE

#	NAME	SQ/FT	RENT	\$/FT	TERM	LEASE BEG	LEASE END	LEASE RNL	NOTE
1	TETON LITERACY	1050	\$ 2,675.00	\$ 30.57	1	4/1/2005	3/31/2006	12/30/2005	
2	CHAR-RAL FLORAL	910	\$ 4,328.00	\$ 26.50	3	4/1/2005	3/31/2008	11/30/2007	STEP
3	CHAR-RAL FLORAL	1050				4/1/2005	3/31/2006		\$4,328.00
						4/1/2006	3/31/2007		\$4,410.00
						4/1/2007	3/31/2008		\$4,492.00
4	WY EMP FEDERAL CREDIT	1000	\$ 1,750.00	\$ 21.00	3	5/1/2003	4/30/2006	1/31/2006	
5	MILL VALLEY LEATHER	750	\$ 1,250.00	\$ 20.00	3	5/1/2003	4/30/2006	1/31/2006	NO INC
6	HEADS UP, HANDS DOWN	750	\$ 1,275.00	\$ 20.40	3	4/1/2004	3/31/2007	11/30/2006	CPI
7	T. COUNTY HOUSING AUTH	840	\$ 1,470.00	\$ 21.00	3	5/1/2004	4/30/2007	12/30/2006	NO INC
8	T. COUNTY HOUSING AUTH	660	\$ 1,155.00	\$ 21.00	3	5/1/2004	4/30/2007	12/30/2006	NO INC
9	OK INVESTMENTS	420	\$ 1,666.00	\$ 19.00	3	5/1/2003	4/30/2006	1/31/2006	STEP
10	OK INVESTMENTS	580							
11	JH PROPERTIES	1050	\$ 2,275.00	\$ 26.00	3	5/1/2003	4/30/2006	1/31/2006	NO INC

9060 \$ 17,844.00 \$ 23.63

No interior
Changes.

Existing Walls,
bathroom.



Center St

UNIT
1

180

E Gill Ave

