



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: May 15, 2024 Item #: P24-081	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Basic Use Permit for a short-term rental outside of the lodging overlay for the property located at 2160 Lilac Lane. PIDN: 22-40-16-06-2-04-005</p> <p>For questions, please call Katelyn Page at 733-0440 x 1302 or email the address shown. Thank you.</p>
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
Owners Kathryn Paddock & David Staley 2160 Lilac Lane Jackson, WY 83001	
Please respond by: June 4, 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.
- ☐ **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.
- ☐ **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**

To Whom it May Concern,

May 1, 2024

The following are the required documents for the Basic Use Permit Application for Short-Term Rentals Outside of the Lodging Overlay.

Narrative - Description of use

Our home, 2160 Lilac Lane, will be rented out for short term stays 2-3 times per year for 2-3 weeks per stay. The renter will have access to the interior and exterior of the home but not to the garage.

Rental Dates and Number of Nights Rented

Document emailed to planning#@jacksonwy.com on May 1

Dates of rental at time of application

Rental #1- July 10-25

Rental #2- July 26-August 15

Notarized Letter of Authorization or Warranty Deed

Uploaded to online application

Letter from HOA (if applicable):

See attached [letter](#) from Cottonwood Park HOA

Notice to Neighbors within 200 feet:

The following residence have been mailed the Notice to Neighbors:

MILNER, TIFFANY LEE & FELICETTI, JARED PAUL
PO BOX 2961
JACKSON, WY 83001

DANAHY, SAMANTHA GORDON & LUDWIG, CHRISTOPHER JOHN
PO BOX 1510
JACKSON, WY 83001

GRIMBERG, DMITRIY & MONICA ANA MARIE
PO BOX 9175
JACKSON, WY 83002

MAESTAS, DANNY J. & COLLEEN L.
2001 CORNER CREEK LN UNIT 51
JACKSON, WY 83001

DIXON, NICOLE FAUNE & WINTERS, WALTER LEE JR. ET UX
PO BOX 15008
JACKSON, WY 83002

PFEIFER, DAVID L.
PO BOX 13220
JACKSON, WY 83002

MDH-CAD REVOCABLE TRUST
PO BOX 1472
JACKSON, WY 83001

MOTIVALA, ALEXANDER
PO BOX 1865
WILSON, WY 83014

MCNAUGHTON, ELIZABETH & TAYLOR, PATRICK
PO BOX 12922
JACKSON, WY 83002

COOVER, NANNETTE ELAINE
PO BOX 12293
JACKSON, WY 83002

EDNIE, MARILYN CAVALIER REVOCABLE TRUST
PO BOX 7532
JACKSON, WY 8300

COMBS, RYAN THOMAS & SUSAN LYNDROP
PO BOX 2367
JACKSON, WY 83001

LAND, DANIEL WILLIAM JR. REVOCABLE TRUST
3000 CORAL WAY APT 1214
MIAMI, FL 33145
BROWN, JEFFREY W. & SHEILA C.
PO BOX 21
JACKSON, WY 83001

BENNETT, JUSTIN & HANNAH
PO BOX 158
ROCKWOOD, ME 04478

MITH, DOUGLAS R. & PEGGY L.
2001 CORNER CREEK LN #8
JACKSON, WY 83001

SANCHEZ, GERMAN MARQUINA-
PO BOX 9828
JACKSON, WY 83002

SYMONS, CHARLES & VIRGINIA
PO BOX 12694
JACKSON, WY 83002

NELSON, ROBERT A. & TRACY FRANKOVICH
2001 CORNER CREEK LANE, UNIT 35
JACKSON, WY 83001

LUCAS, R. DAVID & SUNDGREN, SHELLEY
2001 CORNER CREEK LN UNIT 22

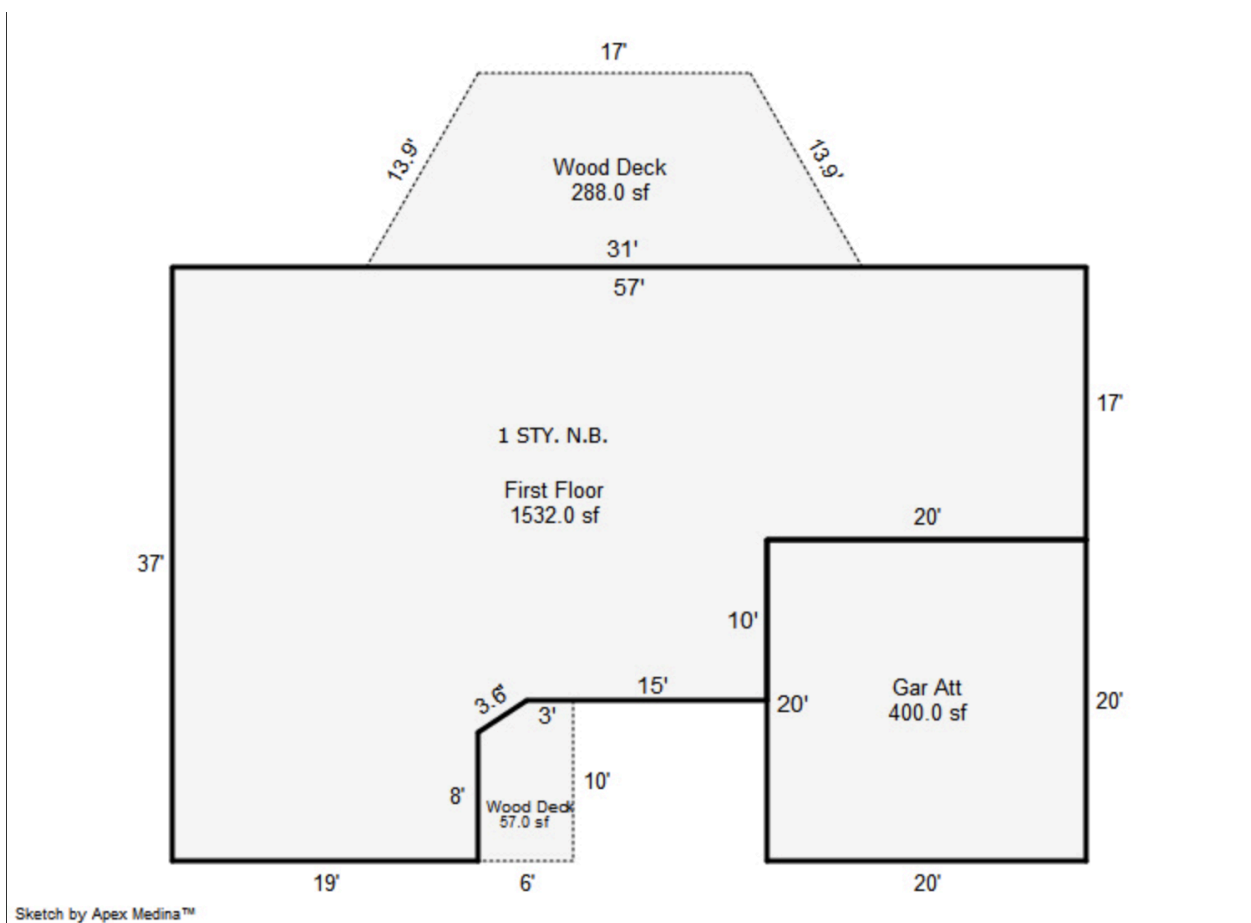
JACKSON, WY 83001

Town of Jackson
P.O. Box 1687
Jackson, WY 83001

Parking Plan:

Renters will utilize the two spaces in the driveway for parking. No more than 2 vehicles will be allowed.

Floor Plan:



Please contact us with any questions you might have.

Thanks,

Kathryn Paddock and David Staley
Property Owners
2160 Lilac Lane
Jackson WY 83001

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: 2160 Lilac Lane

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: Katnyn Paddock/David Staley

Post Office Box: 7261 City: Jackson State: WY Zip Code: 83002

Phone Number: (518) 791 6517

Fax/email address: _____

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>



Short-Term Rental Program Outside of Lodging Overlay

Short-term rental property address: _____

Basic Use Permit Number: _____ Business License Number: _____

Short-Term rentals outside of the lodging overlay are limited to no more than 3 rentals per calendar year, and a maximum of 60 total rental nights within the 3 rental periods.

Please list the rental dates and total number of nights per rental:

Rental #1 Dates: _____ Total Number of Nights: _____

Rental #2 Dates: _____ Total Number of Nights: _____

Rental #3 Dates: _____ Total Number of Nights: _____

E-Mail form to Planning@jacksonwy.gov

You must e-mail a new form any time you make changes to the above dates.

COTTONWOOD PARK HOMEOWNER'S ASSOCIATION
GRAND TETON PROPERTY MANAGEMENT
PO Box 2282, Jackson, WY 83001
(307) 733-0205 Fax: (307) 733-9033

April 22, 2024

Town of Jackson
Planning Department
Via email only to: *planning@jacksonwy.gov*

Re: Short Term Rentals at Cottonwood Park

Dear Town of Jackson Planning Department:

At this time, the Board of Directors of the Cottonwood Park Association (the "Association") has approved short-term rentals at Cottonwood Park. This approval is in accordance with the Landowners Protective Covenants, Conditions, and Regulations for Cottonwood Park, recorded with the Teton County Clerk as Document No. 252981 (the "Cottonwood CCRs").

Please note, however, that the Board of Directors of the Association retains the right, at its sole discretion, to prohibit short-term rentals of less than 30 days if the Board determines that "such use [of short-term rentals] constitutes a nuisance and is incompatible with the residential nature of the property." (Cottonwood CCRs Section 803(dd))

In the event, at any point in the future, the Association determines that short-term rentals constitute a nuisance that is incompatible with the residential nature of the neighborhood and prohibits such rentals, we will contact the Town immediately.

Please do not hesitate to be in touch with any questions or concerns.

Sincerely,

Board of Directors,
Cottonwood Park Association