



# 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	<p><b>REQUESTS:</b></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.</p> <p>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>
Item #: P24-081	
Planner: Katelyn Page	
Phone: 733-0440 ext. 1302	
Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a>	

**Owners**  
Kathryn Paddock & David Staley  
2160 Lilac Lane  
Jackson, WY 83001

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

For questions, please call Katelyn Page at 733-0440 x 1302 or email the address shown. Thank you.

**Please respond by:** **June 4, 2024 with comments**

**RESPONSE:** For Departments not using SmartGov, please send responses via email to:  
[planning@jacksonwy.gov](mailto: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](mailto: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 LYNDRUP  
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

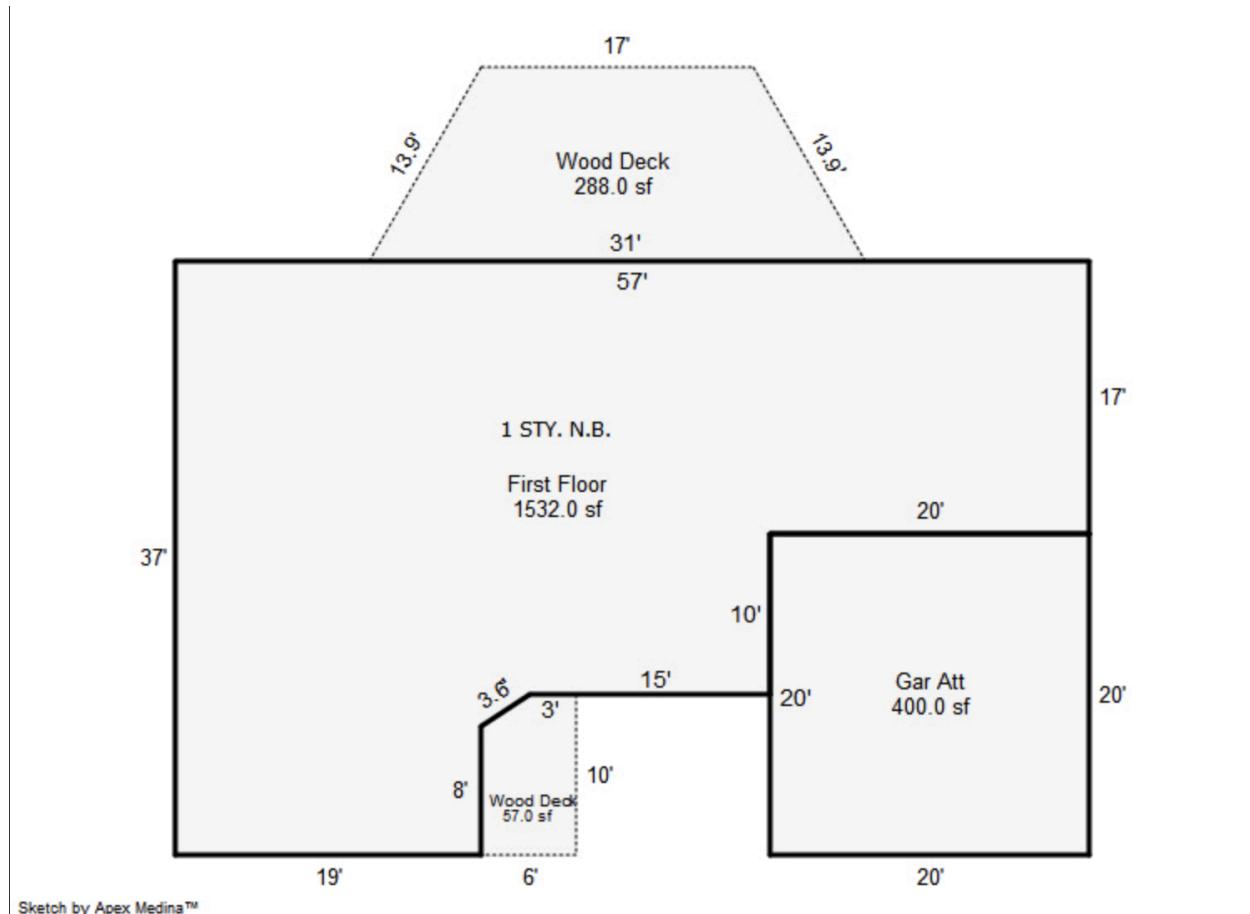
JACKSON, WY 83001

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.

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Rental Physical Address: 2160 Lilac Lane

Bldg./Apt: \_\_\_\_\_ City: Jackson State: WY Zip Code: 83001

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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: Kathryn Paddock / David Staley

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

Phone Number: (318) 791-6517

Fax/email address: \_\_\_\_\_

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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](mailto: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**

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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