



# 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

Date: October 18, 2019

Item #: P19-240

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Fax: 734-3563

Email: [tvalentine@jacksonwy.gov](mailto:tvalentine@jacksonwy.gov)

**Owner:**

David Tibbetts  
PO Box 3695  
Jackson, WY 83001

**Applicant:**

Y2 Consultants – Robert Infanger  
PO Box 2870  
Jackson, WY 83001

**REQUESTS:**

The applicant is submitting a request for a Basic Use Permit to add parking as a use for the property located at 670 W. Broadway Ave, legally known as, LOT 1, TIBBITTS SUBDIVISION.

For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.

**Please respond by:** **November 1, 2019 (Sufficiency)**  
**November 8, 2019 (with Comments)**

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov)



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.townofjackson.com](http://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: JHWN ~~REDEVELOPMENT~~ PARKING - 670 W. BROADWAY AVE.

Physical Address: 670 W. BROADWAY AVE.

Lot, Subdivision: LOT 1 - TIBBETTS SUBDIVISION

PIDN: 22-41-16-33-1-70-001

**PROPERTY OWNER.**

Name: DAVID TIBBETTS Phone: \_\_\_\_\_

Mailing Address: P.O. BOX 3695 JACKSON, WY ZIP: 83001

E-mail: —

**APPLICANT/AGENT.**

Name: Y2 CONSULTANTS (ATTN: ROBERT INFANGER) Phone: 307.733.2999

Mailing Address: P.O. BOX 2870 JACKSON, WY ZIP: 83001

E-mail: ROBERT@Y2CONSULTANTS.COM

**DESIGNATED PRIMARY CONTACT.**

Property Owner  Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning)

Use Permit	Physical Development	Interpretations
<input checked="" type="checkbox"/> Basic Use	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Formal Interpretation
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	<b>Amendments to the LDRs</b>
Relief from the LDRs	Subdivision/Development Option	<input type="checkbox"/> LDR Text Amendment
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	<b>Miscellaneous</b>
<input type="checkbox"/> Beneficial Use Determination	<input type="checkbox"/> Boundary Adjustment (no plat)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Appeal of an Admin. Decision	<input type="checkbox"/> Development Option Plan	<input type="checkbox"/> Environmental Analysis

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://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 #:

N/A

Environmental Analysis #:

P18-034

Original Permit #:

N/A

Date of Neighborhood Meeting:

N/A

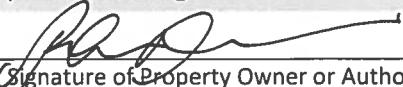
**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) 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](http://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](http://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](http://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

ROBERT INFANGER  
Name Printed

10/17/19  
Date

Project Manager  
Title

## LETTER OF AUTHORIZATION

David Tibbitts

870 W. Broadway Avenue Jackson, WY 83001

“Owner” whose address is: \_\_\_\_\_

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

David Tibbitts

as the owner of property  
more specifically legally described as: Pt. SE1/4 NW 1/4, Sec. 33, Twp. 41, Rng.116

(If too lengthy, attach description)

HEREBY AUTHORIZES Y2 Consultants LLC

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: *G.M.*

(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 Lincoln

)

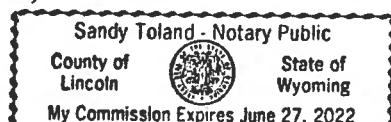
The foregoing instrument was acknowledged before me by JEFF T. TIBBITS this 11<sup>th</sup> day of OCTOBER, 2019.

WITNESS my hand and official seal.

*Sandy Toland*  
(Notary Public)

My commission expires: 6-27-22

(Seal)





y2consultants.com  
307 733 2999

# CONSULTANTS

ENGINEERING, SURVEYING & PLANNING  
LANDSCAPE ARCHITECTURE, GIS  
NATURAL RESOURCE SERVICES

Delivered via email  
October 11, 2019  
Town of Jackson Planning and Building Department  
TStolte@jacksonwy.gov  
307-733-0440

**RE: Jackson Hole White Water Basic Use Permit- 670 W Broadway Ave.**

Dear Town of Jackson Planning Department,

Please accept this application for a basic use permit for a guest, day-use parking area, located at 670 W. Broadway, associated with the Jackson Hole White Water outfitter/tour operator, located at 650 W. Broadway (JHWW).

670 West Broadway (Lot 1) is a 0.52-acre lot within the CR-3 zone and is technically considered a legal, non-conforming use as it relates to JHWW. However, as part of the Conditional Use Permit for the Tibbitts Carwash (P19-047), the Town of Jackson has requested that JHWW permit the existing, non-conforming use of 670 W. Broadway (Lot 2).

JHWW was established in 1963 and the Tibbitts family bought the operation around 1985. The JHWW office is currently leased from the owner of 650 W. Broadway long-term. The owner of the property has leased the JHWW building and surrounding area to JHWW for over 30 years, and the current lease is in effect until 2025 with the intent to renew. JHWW has two full-time employees, including the owner, and 20-25 seasonal employees depending upon seasonal operations. There are only 3 employees working at the JHWW office at 650 W. Broadway during the summer months. All other employees are seasonal raft guides and drivers who rarely frequent the office at 650 W. Broadway, but instead park, prepare and load JHWW rafts/buses/shuttles at a leased staging area located at 1200 V-O Lane in the Gregory Lane Business Park District. The JHWW office functions as a check-in office for guests. The Lot 1 parking area is proposed to be limited to guests/customers of JHWW. These guests typically spend 3 hours with JHWW at a time from 8:30 AM until 7:30 PM.

The parking located at Lot 1 and Lot 2 of the Tibbitts Subdivision has been a legal non-conforming use since approximately 2003, according to Teton County GIS aerial imagery. Between 2003 and 2017, the intensity of the parking use associated with JHWW has increased. Teton County GIS aerial imagery shows approximately 6 cars on Lot 2 in 2003, increasing to approximately 15 cars between Lots 1 and 2 in 2007, 19 cars in 2011, and about 36

cars in 2017 between the two lots. The parking use on the two lots appears to be well established as of 2011. The current, approximate 36 existing parking spaces between Lots 1 and 2 are located within the gravel and dirt disturbed area on both lots. Please see Sheet L1.1 Existing Conditions Plan for the depictions of the property's current conditions.

The applicant is submitting this Basic Use Permit application upon request by the Town of Jackson Planning Department made as part of the Conditional Use Permitting process for Lot 2 of Tibbitts Subdivision. While the current use of this property is considered a legal, non-conforming use related to the JHWW operation, the applicant is amenable to improving the existing parking area within a reasonable means to formalize the property's use as it relates to the JHWW business operation. The applicant is proposing to reclaim portions of the lot's site area that are not pertinent to JHWW's guest-parking needs. It is also proposed that the parking area be screened from the Highway 89 corridor with the appropriate number of plantings specified per the preferred CR-3 Zone standards for parking lots. These plantings have been located along the highway landscape buffer as preferred by CR-3 Zone Standards. Snow storage areas have been designated within the lot to receive 5% of the parking/drive aisle surface area and are shown on Sheet L2.0 (Appendix C).

The applicant is not proposing to pave or light the parking area because it is associated with JHWW's existing outfitter/tour operation that only functions seasonally (May and October) during the daytime hours (from 8:30 AM - 7:30 PM) and has never been necessary in the business's 34 years of operation.

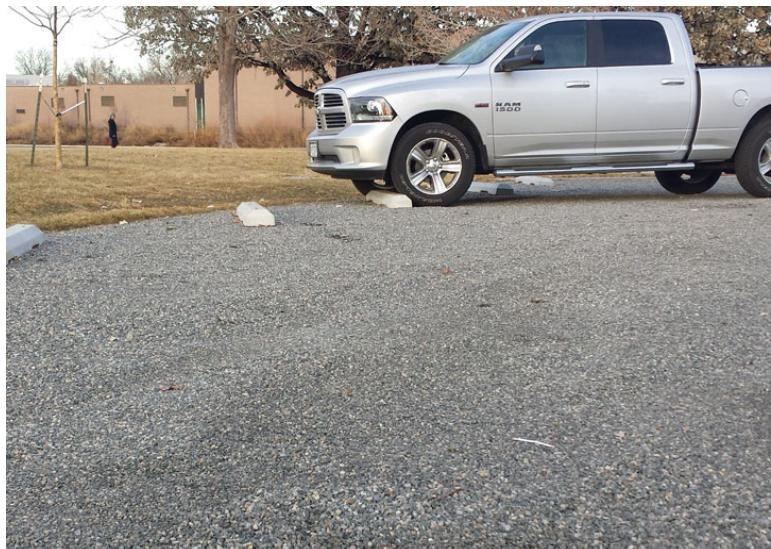


Figure 2 - Gravel Parking with Angled Wheel Stops

However, the applicant does propose to improve the parking spaces and drive aisles with new gravel surfacing that will include wheel stops and designated parking-space markers as shown in Figures 1 & 2 on this page to clearly delineate appropriate parking for guests of JHWW. It may also prove to be a preferred method of the Teton Conservation District for a gravel surface to be implemented due to wildlife migration being present across the parking area in the winter months of the year and the fact that a gravel surface may reduce the possibility of ice forming on the parking surface.

JHWW is proposing twenty-three (16) 24' x 9' 30° angled parking spaces for guest day-use parking to be separated by a 4-foot post a top-rail fence application (as shown on Appendix C) and seven (7) 21' x 9' parallel parking spaces for guest day-use parking. A second 4-foot post a top-rail fence application is proposed along the western edge of the parking area to discourage neighboring property patrons from parking on Lot 1. The parallel parking spaces will be the



Figure 1 - Parking Space Markers in Gravel



preferred parking for oversized vehicles when necessary. The typical season for JHWW is from May-October and the proposed lot's capacity is anticipated to be filled during this time of the year. JHWW anticipates less than half of the need for parking in the months of November-April.

No additional curb cuts are proposed with this application. The parking spaces will be accessed from Karns Meadow Drive via an access easement through Lot 2 of the Tibbitts Subdivision. The circulation and access are shown on the attached site plan (Appendix C).

## FINDINGS FOR APPROVAL

1. Complies with the use specific standards of Div. 6.1. Allowed Uses and the zone;

**Complies.** The existing use of the JHWW guest parking at 670 W Broadway is an existing non-conforming use. The guest parking area at Lot 1 will be used only for JHWW guests during the day in the summer months.

The use is categorized as Outfitter/Tour operator under section 6.1.7.E. of the Town of Jackson LDRs. This use is allowed as a Basic Use in the CR-3 zone with no individual use or density maximum. The parking requirements and affordable workforce housing requirements are both independent calculations. Given the seasonality of the nature of the use, no affordable housing mitigation units are proposed. The purpose of this application is to clarify that the parking required for the JHWW office during seasonal operation will be located on Lot 1.

This proposal complies with all LSR and plant unit requirements for the zone. The parking spaces also comply with the 20' highway setback, 5' side interior setback and 10' rear setback requirements. Please refer to the attached site plan (Appendix C) for the location of the required LSR and plant units.

2. Complies with all other relevant standards of these LDRs and all other Town Ordinances; and

**Complies.** The applicant is unaware of any additional LDR standards or Town Ordinances applicable to this application that will not be met with this proposal.

3. Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.

**Complies.** During the Conditional Use Permit process for Lot 2, the applicant was requested to submit a use permit for the existing use of Lot 1. This application satisfies that request.

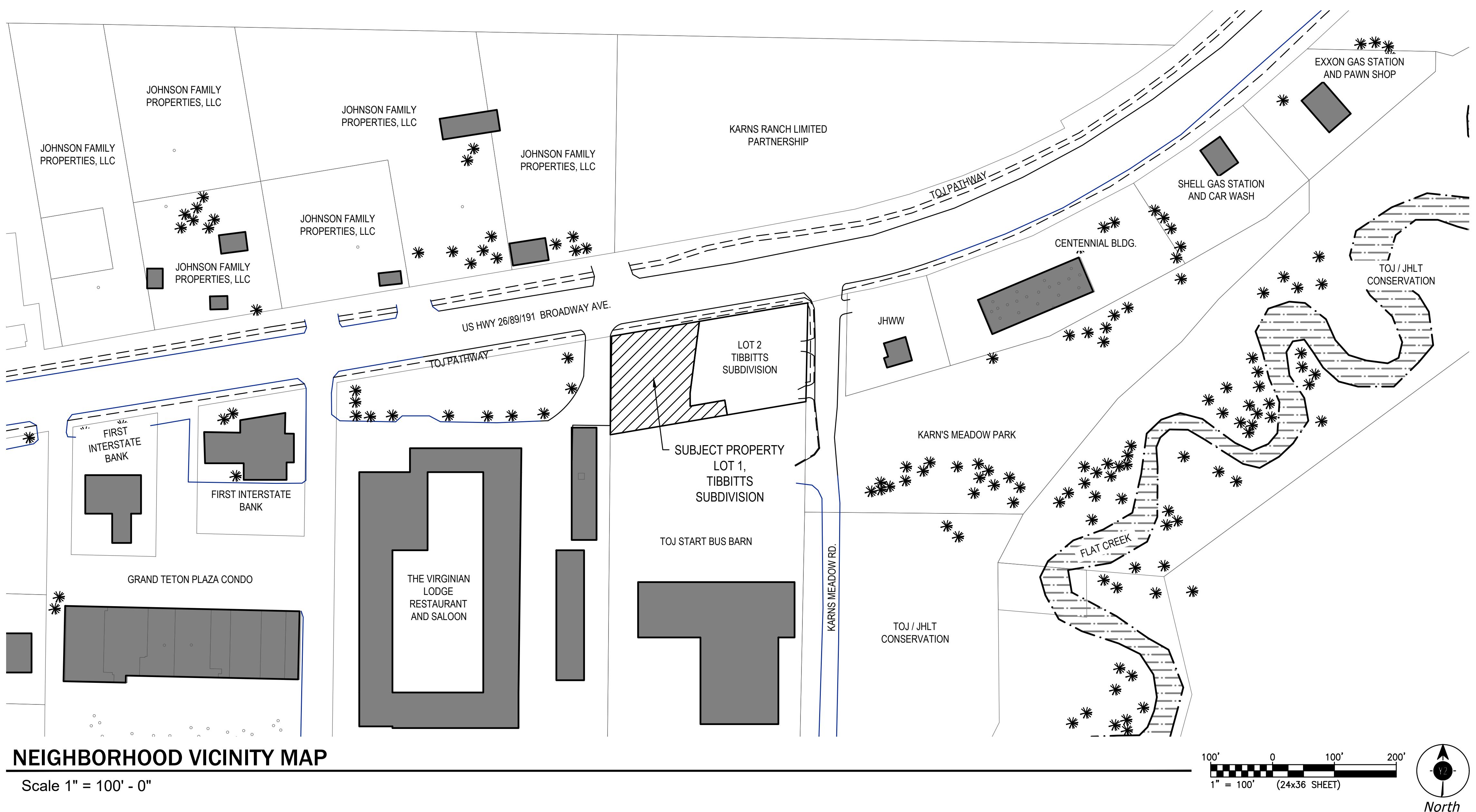
Sincerely,

A handwritten signature in black ink that reads "Melissa Ruth".

Melissa Ruth  
Planner  
melissa@y2consultants.com

A handwritten signature in black ink that reads "Robert Infanger".

Robert Infanger  
Planning Lead  
robert@y2consultants.com



#### VICINITY MAP

VICINITY MAP NOTES  
 ALL LINE WORK, SUCH AS PROPERTY LINES, EASEMENTS, ROADS,  
 TREES, ETC. SHOWN FOR GRAPHIC REPRESENTATION ONLY.

REFER TO SHEET L1.1 FOR ACTUAL EXISTING CONDITIONS FOR THE  
 SUBJECT LOT.

#### TOWN ZONING ANALYSIS

PROPERTY INFORMATION  
 SEE PREVIOUSLY APPROVED LOT SUBDIVISION APPLICATION  
 LOT 1 SIZE: ±0.52 ACRES  
 LOT ADDRESS: 670 W. BROADWAY AVE.  
 TOWN ZONING: COMMERCIAL RESIDENTIAL 3  
 (CR-3 -TOJ)  
 TC COMP. PLAN DISTRICT: MIDTOWN HWY CORRIDOR (4.1)  
 ZONING OVERLAY: NATURAL RESOURCE

PHYSICAL DEVELOPMENT STANDARDS  
 LOT 1 BASE SITE AREA: ±0.52 ACRES (22,651 SF)  
 MAX. FLOOR AREA RATIO: 0.40 (9,060 SF)  
 MIN. LANDSCAPE SURFACE RATIO: 0.10 (2,265 SF)  
 MAX. LOT COVERAGE: N/A  
 STREET SETBACK: 20'  
 SIDE INTERIOR SETBACK: 5'  
 REAR SETBACK: 10'  
 MAX. BUILDING HEIGHT: 42-46'  
 MAX. BUILDING STORIES: 3

#### CONTACT INFORMATION

**PROPERTY OWNER AND APPLICANT:**  
 David Tibbitts  
 PO Box 3695  
 Jackson, WY 83001

**INTERESTED PARTY:**  
 Tibbitts/ Huffman, LLC  
 PO Box 4864  
 Jackson, WY 83001

**AGENT:**  
 Y2 Consultants, LLC (Attn: Robert Infanger)  
 PO Box 2870  
 Jackson, WY 83001  
 P: 307-733-2999

**LAND PLANNING & LANDSCAPE ARCHITECT:**  
 Y2 Consultants, LLC (Attn: Robert Infanger)  
 PO Box 2870  
 Jackson, WY 83001  
 P: 307-733-2999

DRAWN BY: RTI  
 REVIEWED BY: PJE

**JHWW OVERFLOW PARKING**  
**BUP Application**  
 670 West Broadway Avenue, Jackson, Wyoming  
 PT. SE1/4 NW1/4, Section 33, Township 41, Range 116W

JOB NO: 15215.2  
 SET TITLE:

BUP Application

PLOT DATE: 10.17.19  
 TITLE DATE  
 BUP Submission 10.17.19

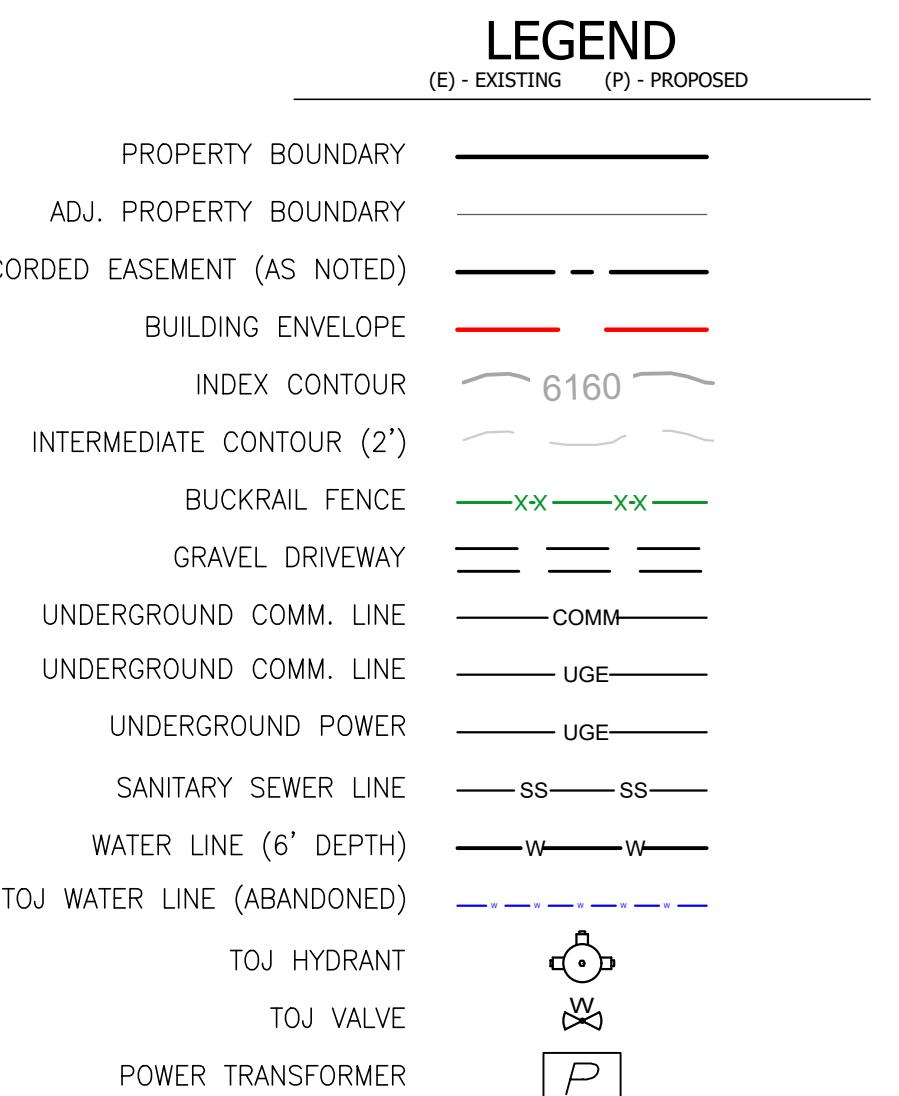
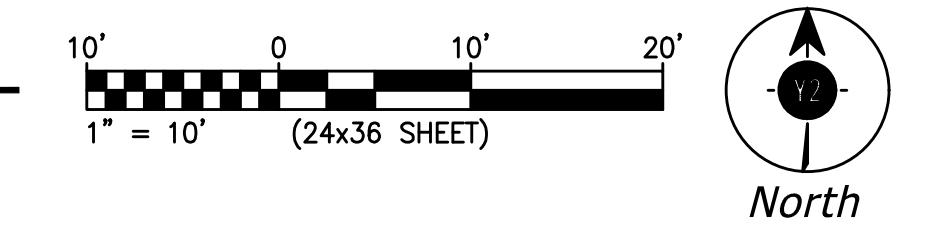
BUP Project Overview  
 SHEET:

**L1.0**



### EXISTING CONDITIONS PLAN

Scale 1" = 10' - 0"



### DEVELOPMENT CALCULATIONS

Development Calculations (Non-Conforming Continued Use - Outfitter/Tour Operator)	
Gross Site Area	0.52 acres or 22,651 sq. ft.
Number of units or density	0
Floor area (habitable)	N/A
Floor area (non-habitable)	N/A
FAIR or maximum floor area Gross	9,060.4 sq. ft. (0.40*GSA)
Site Development	20,385.9 sq. ft. (0.90*GSA) max. 10,814 sq. ft. *see note)
Landscape Surface Ratio	2,265.1 sq. ft. (0.10*GSA) min. 11,913 sq. ft. 11,913 sq. ft. (or 0.53) 10,738 sq. ft. 10,738 sq. ft. (or 0.47)
Setbacks	
Front or Street Yard	20'
Rear Yard	10'
Side Interior	5'
Height	24'

Note: The existing site has been utilized as a parking and storage area for Jackson Hole White Water (JHWW) operations and consists of a centralized gravel parking lot with one-way access to Karns Meadow Drive. The gravel parking lot covers most of the site area and any area that is not gravel consists of overgrown vegetation naturally occurring on fringes of the parking lot. 2017 Aerial Imagery was used to approximate the existing site area that is comprised of gravel and/or driving surface material. The inverse of the driving surface material and gravel is calculated as "Landscape Surface Ratio."

### EXISTING CONDITIONS PLAN NOTES

- EXISTING TOPOGRAPHIC CONTOURS WERE DERIVED FROM 2017 TETON COUNTY GIS LiDAR DATA AND MAY NOT REFLECT CHANGES OCCURRING SINCE THAT DATA GENERATION. THIS DATA WILL BE MORE ACCURATELY DEPICTED AS PART OF A GRADING AND EROSION CONTROL PERMIT ASSOCIATED WITH PHYSICAL DEVELOPMENT PERMITTING.
- PARCEL LINES, EASEMENTS AND SUBSEQUENT DEVELOPMENT SETBACKS SHOWN ON THIS PLAN ARE IN ASSOCIATION WITH THE SUBDIVISION PLAT (S/D18-245) APPROVED ON OCTOBER 1, 2018.
- ALL SITE AREA NOT LABELED OR DENOTED AS CONCRETE OR GRAVEL IS NATURAL OVERGROWTH AREA CHARACTERIZED BY NATIVE VOLUNTEER GRASSES, EXPOSED NATIVE SOIL AND/OR WEEDS.
- EXISTING FENCELINE AND CONVENTIONAL FREE-STANDING SIGN DATA WAS DERIVED FROM TETON COUNTY GIS AERIAL PHOTOGRAPHY. THIS DATA WILL BE MORE ACCURATELY DEPICTED AS PART OF A GRADING AND EROSION CONTROL PERMIT ASSOCIATED WITH PHYSICAL DEVELOPMENT PERMITTING.

### JHWW OVERFLOW PARKING

#### BUP Application

670 West Broadway Avenue, Jackson, Wyoming  
PT. SE1/4 NW1/4, Section 33, Twpsh. 41, Range 116W

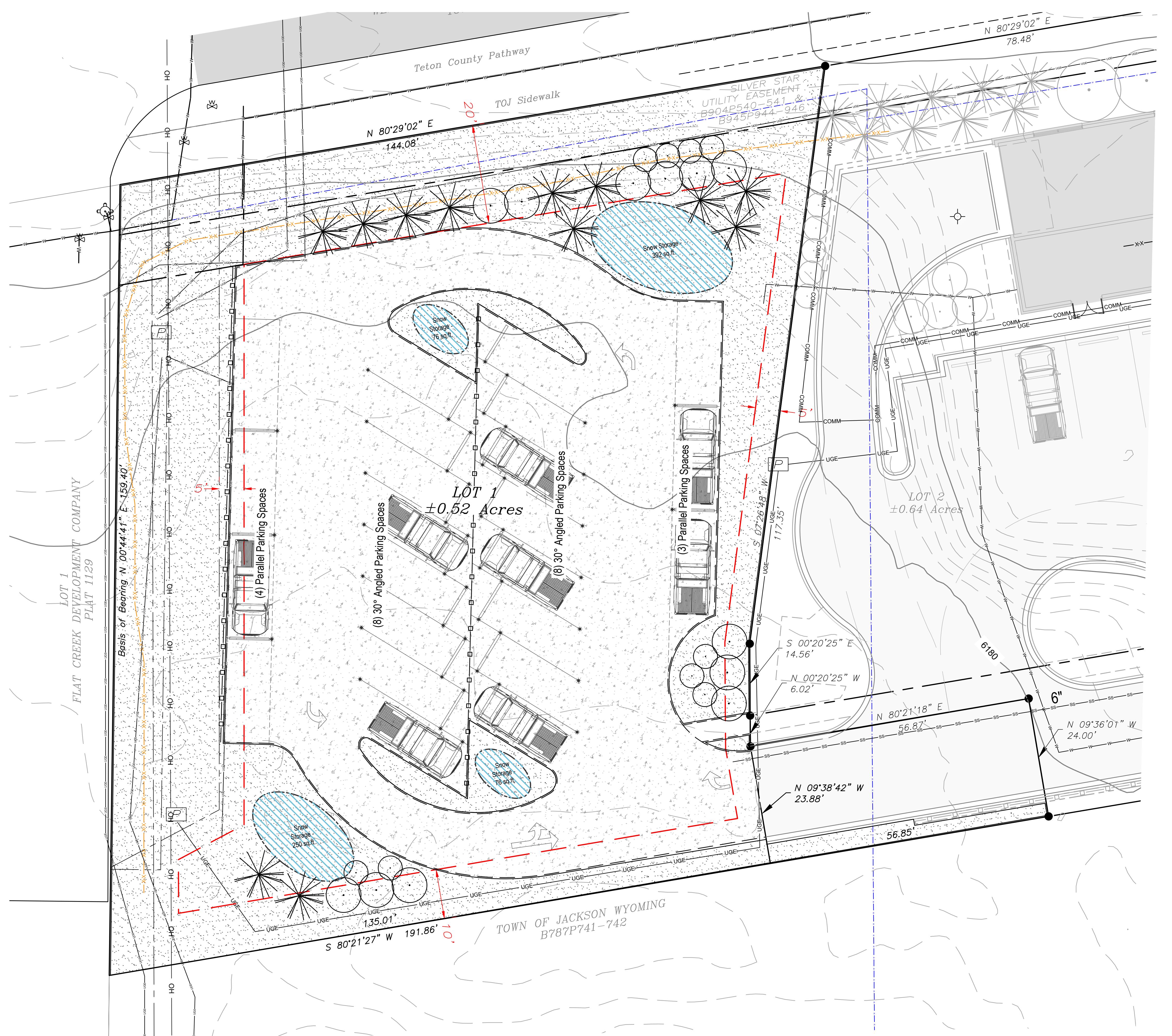
JOB NO: 15215.2  
SET TITLE:

BUP Application

PLOT DATE: 10.17.19  
TITLE DATE  
BUP Submission 10.17.19

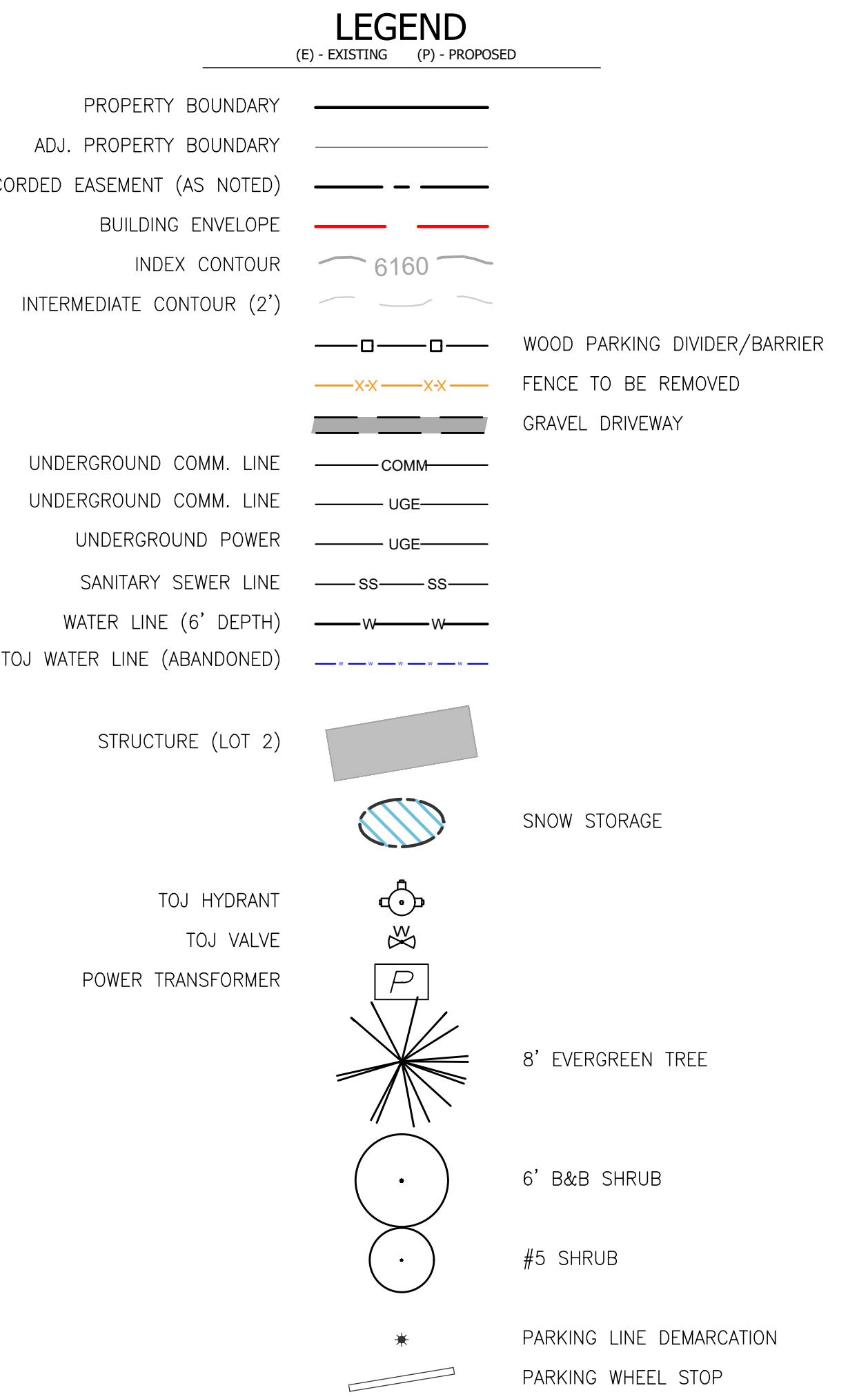
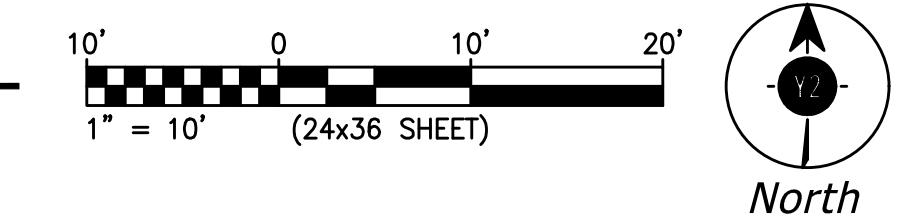
Existing Conditions Plan  
SHEET:

L1.1



## BUP SITE PLAN

Scale 1" = 10' - 0"



## JHWW OVERFLOW PARKING

### BUP Application

670 West Broadway Avenue, Jackson, Wyoming  
PT. SE1/4 NW1/4, Section 33, Twpshp. 41, Range 116W

JOB NO:	15215.2
SET TITLE:	
BUP Application	
PLOT DATE:	10.17.19
TITLE	DATE
BUP Submission	10.17.19

BUP Site Plan  
SHEET:

L2.0

**CONSULTANTS**

Y2 CONSULTANTS  
ENGINEERING, SURVEYING & PLANNING  
LANDSCAPE ARCHITECTURE, GIS  
NATURAL RESOURCE SERVICES  
Y2consultants.com  
307 733 989

5395

JACKSON HOLE WHITEWATER

Boathouse Account  
650 W Broadway P.O. Box 125  
Jackson Hole, Wyoming 83001



DATE 10/11/19 90-3582-1222

PAY TO THE ORDER OF Town of Jackson Planning & Building Department

five hundred 100

\$ 500 —

Security Features  
Included.  
Details on Back.

DOLLARS

MP

**usbank** All of us serving you\*

FOR Bus Application Fee

1100539511 111222358211 14749062862411