



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: April 22, 2020	REQUESTS: The applicant is submitting a request for a Basic Use Permit to add the use retail for the property located at 1140 W. Highway 22, legally known as PT SW1/4NE1/4, SEC. 32, TWP. 41, RNG. 116. For questions, please call Brendan Conboy at 733-0440, x1302 or email to the address shown below. Thank you.
Item #: P20-77	
Planner: Brendan Conboy Phone: 733-0440 ext. 1302 Email: bconboy@jacksonwy.gov	
Owner Teton Gables, LLC PO Box 991 Jackson, WY 83001 Applicant: Katie McNamara PO Box 8173 Jackson, WY 83001	
Please respond by: May 6, 2020 (Sufficiency) May 13, 2020 (with Comments)	

RESPONSE: For Departments not using Trak-it, please send responses via email
to: tstolte@jacksonwy.gov



 PO Box 8173
Jackson, WY 83002
 (307) 690-2799
 wheelwranglers.com

Town of Jackson Planning and Building Department
150 E Pearl Ave
PO Box 1687
Jackson, WY 83001

April 19, 2020

To Town of Jackson Planning and Building Department:

Please find enclosed Jackson Hole Bikes To Go LLC dba Wheel Wranglers Basic Use Permit application for bicycle rental and retail services at 1140 Highway 22, Jackson, WY 83002. Wheel Wranglers is a primarily mobile-based service, and use of the space will be bicycle storage and servicing, back office operations and limited retail. Wheel Wranglers requests change in existing use from Office to Service.

Enclosed application materials:

- I. Application Form
- II. Floor Plans
- III. Narrative Description of the Use
- IV. Housing Mitigation Plan
- V. Notarized Letter of Authorization
- VI. Site Plan

Thank you for your consideration of Wheel Wranglers Basic Use Permit application. Please contact Katie McNamara, Owner & CFO at katie@wheelwranglers.com or 307-690-2799 with any questions.

Kind regards,



Katie McNamara, Owner & CFO
Wheel Wranglers



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: _____
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

APPLICANT/AGENT.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

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

_____ Basic Use
_____ Conditional Use
_____ Special Use

Relief from the LDRs

_____ Administrative Adjustment
_____ Variance
_____ Beneficial Use Determination
_____ Appeal of an Admin. Decision

Physical Development

_____ Sketch Plan
_____ Development Plan
_____ Design Review

Subdivision/Development Option

_____ Subdivision Plat
_____ Boundary Adjustment (replat)
_____ Boundary Adjustment (no plat)
_____ Development Option Plan

Interpretations

_____ Formal Interpretation
_____ Zoning Compliance Verification

Amendments to the LDRs

_____ LDR Text Amendment
_____ Map Amendment

Miscellaneous

_____ Other: _____
_____ 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.

Katie McNamara
Signature of Property Owner or Authorized Applicant/Agent

Date

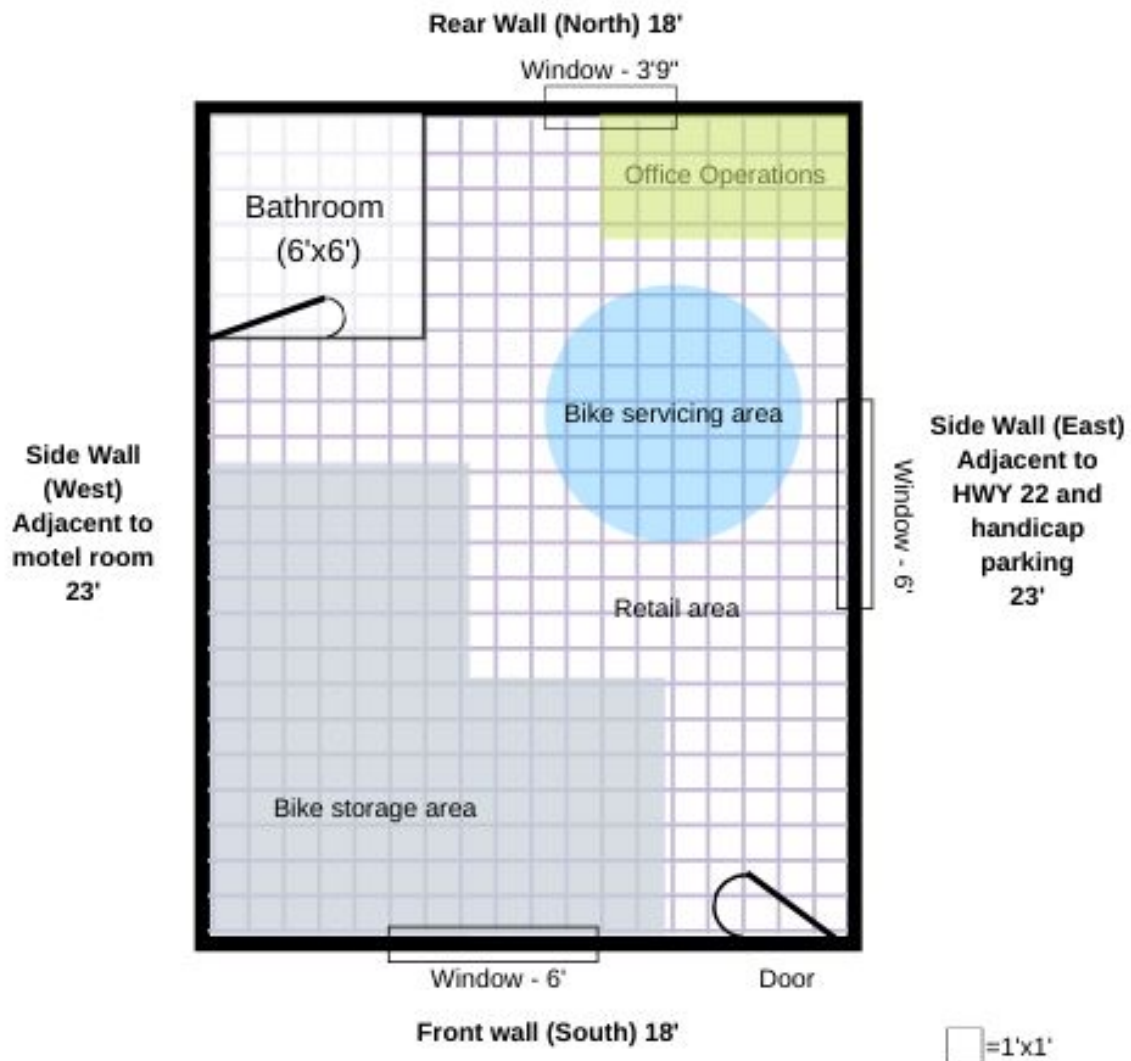
Name Printed

Title

II. Floor Plan

Figure 1: General sketch of interior space of 1140 Highway 22 Jackson, WY. 1 square=1'x1'
 Source: Wheel Wranglers

Wheel Wranglers Proposed Floor Plan 1140 Highway 22 Jackson, WY 83001





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III. Narrative Description of the Use

Wheel Wranglers will operate bicycle rental equipment and bicycle retail services from 1140 Highway 22. Wheel Wranglers mission is to connect people with mountain adventures by bicycle. Wheel Wranglers primary service is mobile-based bicycle rental and delivery, where services are provided at the physical location of the customer. Wheel Wranglers also provides bicycle retail services, and delivers bicycles and bicycle products to customers. Limited retail, including helmets, bike locks, and other bicycle product may be offered at the office space.

The site's primary use will be:

- 1) Storage of bicycle equipment, including bicycles, helmets, and other equipment,
- 2) Bicycle fleet maintenance and servicing,
- 3) Conducting back office business operations by owners and possible employees.

IV. Housing Mitigation Plan

Zero affordable workforce housing units/mitigation is due.

04/17/2020

updated 6/11/19

Housing Mitigation Plan

Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates. These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. This worksheet is intended to assist in meeting the requirements for a project. However, an error in the worksheet does not amend the actual standard; if you find an error please notify the Planning Department. Fill in the highlighted cells, all the other cells will autopopulate.

Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

Step 1: Location

Town of Jackson

The applicable regulations vary by jurisdiction please identify the location of your project using the above dropdown options.

The required housing is based on the existing and proposed use of the site. Step 2 is to enter the existing use and Step 3 is to enter the proposed use. Section 6.3.2 of the LDRs establishes the applicability of the affordable workforce housing standards and Section 6.3.3 establishes the specifics on calculation of the requirement. Enter each use in its own row, add rows if needed. If a building has multiple units with the same use, describe each unit in its own row. (For example: if a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit, put each unit in its own row do not put in 4,000 sf of attached single-family.) If a unit type (e.g. apartment floor plan, or commercial tenant space) is replicated exactly multiple times, you may use the "Use Quantity" column to avoid adding multiple rows.

Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of existence.

Existing Use (Sec. 6.3.2.A)	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Office	0.000493*sf		414	1	0.204

Existing Workforce Housing Credit

0.204

Step 3: Proposed Development

April 17, 2020

Jackson Hole Bikes To Go LLC dba Wheel Wranglers Basic Use Permit Application

22-41-16-32-1-00-031 1140 Highway 22 Jackson, WY 83001

04/17/2020

Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Service	0.000431*sf	0	414	1	0.178

Affordable Workforce Housing Required: 0.000 units

Fee-in-Lieu Amount: \$ -

If the amount of required affordable workforce housing is less than one unit, you may pay the above fee in-lieu of providing the required housing. If you elect to pay the fee, your Housing Mitigation Plan is complete. If the requirement is greater than one unit, or you would like to provide a unit to meet the requirement, please proceed to the [Unit Type Sheet](#).

April 17, 2020

LETTER OF AUTHORIZATION

Teton Gables LLC, "Owner" whose address is: _____
1140 Hwy 22 Jackson WY 83001
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

_____, as the owner of property
more specifically legally described as: PT SW 1/4 NE 1/4, Sec 32, TWP. 41
RNG 116

(If too lengthy, attach description)

HEREBY AUTHORIZES Wheel Wranglers 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: Owner/manager

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

STATE OF Wyoming)
COUNTY OF Teton)SS.
)

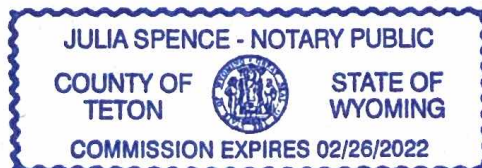
The foregoing instrument was acknowledged before me by Tyler Davis this 19th day of
April, 2020.

WITNESS my hand and official seal.

(Notary Public)

My commission expires: 02/26/2022

(Seal)





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wheelwranglers.com

VI. Site Plan

Figure 2. Sketch of 1150 Highway 22 Jackson, WY 83002. Space in consideration highlighted in yellow.

Source: Teton County, Wyoming (2020). Town of Jackson Zoning Map. Accessed 04/17/2020:
https://tetonwy.s3.amazonaws.com/sketches/R0004670/2010_IMP_4_2-26-2010_-1.jpg

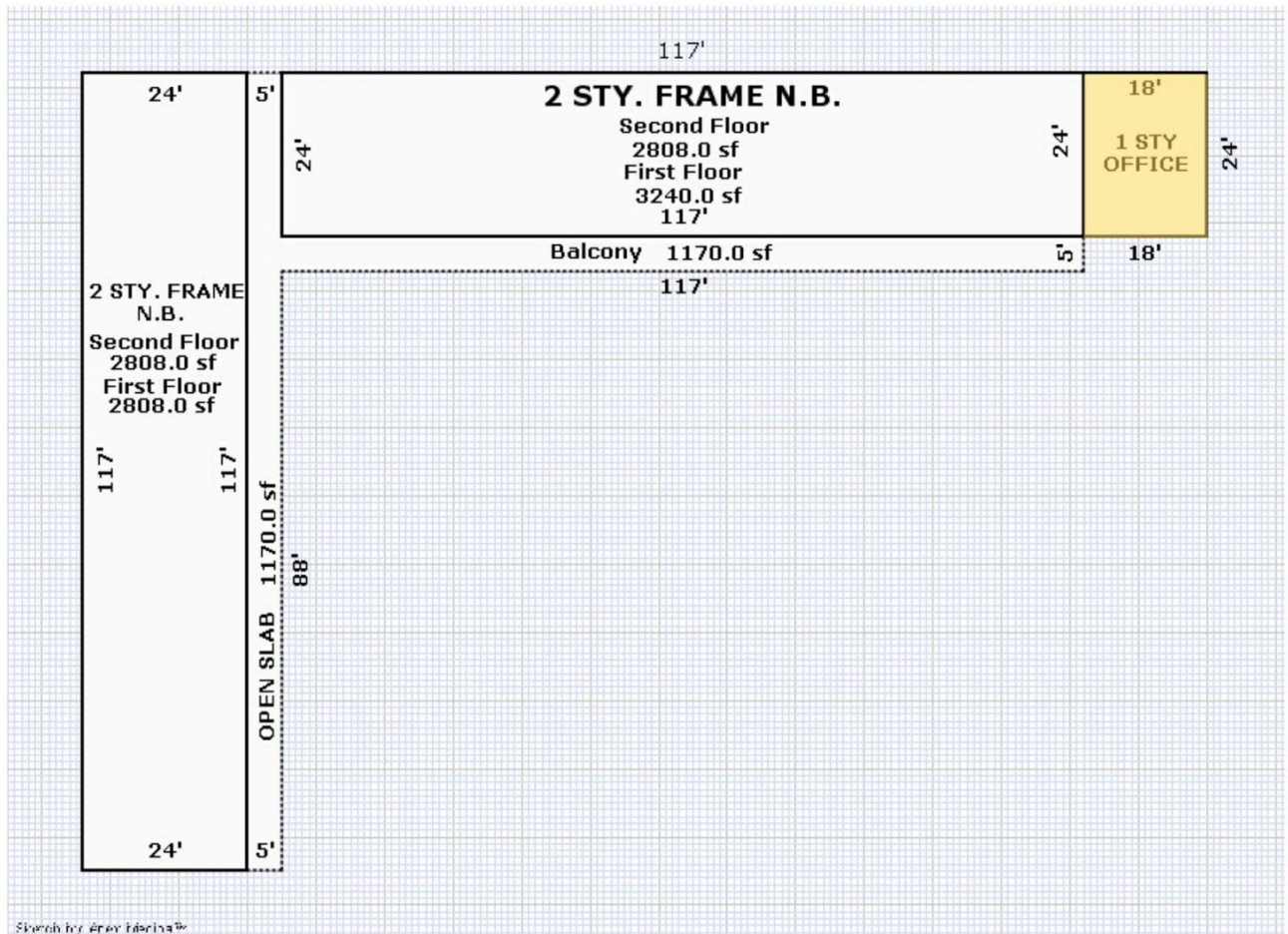


Figure 3: Aerial image of 1140 Highway 22 Jackson, WY. Space in consideration highlighted in yellow. Source: Google Earth Accessed 04/17/2020.

