



# 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 20, 2021  Item #: P21-095  Planner: Katelyn Page  Phone: 307-733-0440 ext. 1302  Email: kpage@jacksonwy.gov  <b>Owner</b> Prugh Revocable Trust PO Box 2914 Jackson, WY 83001  <b>Applicant:</b> Carl Brodnik PO Box 4032 Jackson, WY 83001	<b>REQUESTS:</b>  The applicant is submitting a request for a Basic Use Permit to add light industry use to the property located at 1545 Berger Ln PIDN: 22-40-16-06-1-05-002 legally known as LOT 4, WILSON INDUSTRIAL PARK  For questions, please call Katelyn Page at 307-733-0440, x1302 or email to the address shown below. Thank you.
<b>Please respond by: May 4, 2021 (Sufficiency) May 10, 2021 (with Comments)</b>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[alangley@jacksonwy.gov](mailto:alangley@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: \_\_\_\_\_  
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](http://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](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 #: \_\_\_\_\_ 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](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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

## Basic Use Permit Narrative

Wild Country Tours, Inc. is a tour company specializing in Yellowstone and Grand Teton National Park tours. A full day tour will take between 10 to 12 hours. We will pick up and return our clients to their hotel or other place of residence so there will be no client visitation to the location.

Our business will have 2 employees, myself and my wife (her business, Old West Press a (commercial print shop) is currently located at 1545 Berger Ln). She will answer the phone for Wild Country Tours, Inc. and I will use the location to detail the inside of the vehicle after tours outside of the building like Jackson Hole Backcountry Rentals (the other business at that location) already does. Therefore the only change in the usage of the inside building space is the addition of another cell phone line and storage for additional cleaning supplies maybe 1 square foot. Cleaning supplies are already stored inside for Old West Press and there will be no outside storage. The vehicle will be taken home every night after detailing for the ease of packing snacks and beverages for the next tour.

Date: \_\_\_\_\_  
☒ New Application  
☐ Updated Information

License #: 8017



**Town of Jackson**  
**Business License Application**  
PO Box 1687, Jackson, Wyoming 83001  
Phone: (307)733-3932  
Fax: (307)739-0919  
www.jacksonwy.gov

Instructions: **All information on both sides of this form must be fully completed.** Failure to complete any item will delay the processing of your application. All payments shall be made at the time of application and shall be non-refundable, unless the application is denied. If the Town denies a business license application, the entire fee, less a \$44.00 application fee, will be refunded. An application for a business license **must be submitted and approved** by the Town **before the business can begin operations.**

\*(License will be DELAYED and can potentially be DENIED if any information is incomplete)\*

<u>Sales Tax Collecting Business</u>	<u>Non-Sales Tax Collecting Businesses</u>	
1 - 10 employees = \$118.00	1 - 10 employees = \$154.00	
11 - 49 employees = \$237.00	11 - 49 employees = \$343.00	
50 - 99 employees = \$355.00	50 - 99 employees = \$462.00	
100 + employees = \$592.00	100 + employees = \$770.00	
<u>Commercial Property Rental</u>	<u>Residential Rentals</u>	<u>Agent</u>
1 or more rentals = \$120.00	3 or more rentals = \$120.00	0 employees = \$118.00

Business Name: WILD COUNTRY TOURS, INC.  
D/b/a: \_\_\_\_\_  
Nature of Business: TOUR COMPANY  
Is the Business in your residence? Yes ☐ No ☒ If YES, submit Home Occupation Form  
Is the Business a: Corporation Partnership Sole Proprietorship LLC

Business Physical Address: Street & No: 1545 BERGEE LN  
Bldg./Apt: 2 City: JACKSON State: WY Zip Code: 83001

\*\* Any change of location or ownership requires a new application, \$37.00 fee, and subject to approval by the Town of Jackson\*\*

Business Mailing Address:  
Post Office Box: 4032 City: JACKSON State: WY Zip Code: 83001  
Business Phone Number: (307) 699-9293  
Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

WY Sales Tax Number: \_\_\_\_\_  
Federal Employers ID Number or SSN: 86-1800152

PLEASE PROVIDE COLOR COPY OF DRIVERS LICENSE WITH APPLICATION

Have you ever been convicted of a felony? ☒ Yes ☐ No

Will this Business be applying for Restaurant Liquor License? YES ☐ NO ☒

If Premise was previously occupied, was it a ☐ Residence ☒ Business

If Business, What type: JB APPLIANCE



If property is rented/leased: (Please submit the Notarized Letter of Authorization if your business is in your residence.)

Name of the Owner: Gregory Prugh  
Owner's Mailing Address: P.O. Box 3274 Jackson WY 83001  
Owner's Phone Number: 307 413 2468

Description of business: TOUR COMPANY

Where is the parking provided for your business? ON SITE  
How many spaces are allocated to the business? 2  
Square Footage of business location: 800 SQ FT  
If restaurant, how many seats? \_\_\_\_\_  
Number of Employees on payroll: 1

Will you be posting a sign for your business? Yes ☐ No ☒  
Have you obtained all necessary permits/inspections/fees, as required by the Town of Jackson? ☒ Yes ☐ No  
If not, please explain \_\_\_\_\_

\*\*\* The above questions **MUST** be completed in order for your application to be processed \*\*\*

I, CARL J. BRODNIK, do hereby swear and affirm the information I have supplied in this application is true and correct to the best of my knowledge. Further, I do hereby consent to the release of all medical, physical, criminal and any other information, including information of a confidential or privileged nature by any person(s) having such records for the purpose of checking my suitability to obtain the permit requested herein. I hereby release said persons, their organizations, and others from any liabilities or damage which may result from furnishing the requested information. A photocopy of this release is considered as valid as an original.

STATE OF WYOMING )  
COUNTY OF TETON ) §

SUBSCRIBED AND SWORN TO BEFORE ME BY

This 25th day of MARCH 2021

WITNESS my hand and official seal

Margaret Barrie  
Notary Public

Signature of applicant

Printed name of applicant



#### 5.12.010 License required

It is unlawful for any person, either for himself or for any other person, or for anybody, corporation or otherwise, to commence or carry on any kind of lawful business, trade, calling, profession, solicitation or occupation in the Town, without having a valid license from the Town to do so, or without complying with any and all regulations of such business, trade, calling, profession, or occupation contained in Chapters 5.04 through 5.24, and 5.52 or other applicable governmental regulations. Violation of this requirement shall be punishable pursuant to Section 1.12.010 of the Municipal Code of the Town of Jackson. (Ord. 860 § 6, 2008; Ord. 670 § 1, 2000; Ord. 501 § 3, 1995; Ord. 148 § 3, 1972.)

#### For Official Use Only – Please Do Not Write Below This Line

Business is: Home Occupation Home Business Other  
Zoning: UC UC2 UR AR AC SR R  
BC NC NC2 OP RB BP MHP

Business Physical Location: Within the Town Limits In Teton County Out of Teton County

Approving Department	Initials	Date Approved	Comments
Building Department			
Fire Department			
Planning Department			
Finance Department			
License Fee	\$		
Date Paid			



# LETTER OF AUTHORIZATION

Gregory E. Prugh, "Owner" whose address is: P.O. Box 3274  
Jackson WY 83001 for 1545 Burger Lane #2 Jackson WY 83001  
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Gregory E. Prugh, as the owner of property  
more specifically legally described as: LOTS 3 & 4 OF Wilson Industrial  
Park, Teton County, Wyoming. Recorded August 13, 1981  
AS PLAT NO. 449.

(If too lengthy, attach description)  
HEREBY AUTHORIZES Wild Country Tours, Inc. 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:

Gregory E. Prugh  
(SIGNATURE) (SIGNATURE OF CO-OWNER)  
Title: Trustee  
(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 Gregory E. Prugh this 25th day of March, 2021.

WITNESS my hand and official seal.

Margaret Barrie  
(Notary Public)  
My commission expires:



**Wyoming**  
4a. Iss: 12/03/2019

**DRIVER LICENSE**  
USA

4d. 106711-500  
4b. Exp: 12/31/2024  
3. DOB: 12/31/1949

1a. Ht: 071 in  
17. Wt: 190  
1b. Eye: BLU  
1c. Sex: M

9. Class C  
9a. Endors NONE  
12 Restr NONE

1. BRODNIK  
2. CARL JOSEPH  
3. PO BOX 4032  
JACKSON, WY 83001-4032

5. 04035638 00 20191213 085646 4 504



Old West Press - 800 Sq Ft	Jackson Hole Back Country Rentals - 3,200 Sq Ft
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Detail Area

Housing Mitigation Plan

updated 1/8/21

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
Heavy Retail/Service	0.000123*sf	0	800	1	0.098
Existing Workforce Housing Credit					0.098

Step 3: Proposed Development

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
Light Industry	0.000123*sf		1	1	0.000
Heavy Retail/Service	0.000123*sf		799	1	0.098

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](#).