



# 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 29, 2021	<b>REQUESTS:</b>  The applicant is submitting a request for a Basic Use Permit to add gear lockers outside of Mountain Modern at 325 W. Pearl Ave. PIDN: 22-41-16-33-1-04-003 legally known as LOTS 5 THRU 8, BLK. 4, WORT-1  For questions, please call Katelyn Page at 307-733-0440, x1302 or email to the address shown below. Thank you.
Item #: P21-104	
Planner: Katelyn Page  Phone: 307-733-0440 ext. 1302  Email: kpage@jacksonwy.gov	
<b>Owner</b> CCC's PBI, LLC PO BOX 844 Jackson, WY 83001  <b>Applicant:</b> Kelsey Hummel PO Box 2814 Jackson, WY 83001	
<b>Please respond by: May 13, 2021 (Sufficiency)</b> <b>May 20, 2021 (with Comments)</b>	

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



**mail:** PO Box 2814  
Jackson, WY 83001  
**phone:** (812) 431-8312

Town of Jackson  
Planning and Building Department  
150 E. Pearl Avenue  
P.O. Box 1687  
Jackson, WY 83001

April 27, 2021

Town of Jackson Planning and Building Department:

Please find the attached Basic Use Permit application and required accompanying documents for GearGrab LLC at 325 W. Pearl Avenue in Jackson, WY. GearGrab LLC is a self-service gear rental company with the goal of offering affordable and flexible rentals. The site in reference will be used for locked gear storage and user pick-ups and returns. Gear will be cleaned and inspected routinely by a single employee, between 9:00pm – 11:00pm. As an accessory use to Mountain Modern Motel, GearGrab LLC is submitting a request for approval to install a 47 sq. ft. storage system along the eastside of parcel #22-41-16-33-1-04-003.

Enclosed Documents & Supplementary Information:

- Planning Permit Application
- Letter of Authorization
- Housing Mitigation Calculator
- Narrative Description of Use
- Spatial Layout Plan
- Aerial Site Plan
- Exterior View

I want to personally thank you for your time in considering the Basic Use Permit application for GearGrab LLC. If you have any questions, please feel free to contact me at [kelsey@geargrabmobile.com](mailto:kelsey@geargrabmobile.com) or by phone at (812) 431-8312.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelsey Hummel".

Kelsey Hummel, Owner  
GearGrab LLC



**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: GearGrab LLC  
Physical Address: 325 W Pearl Avenue Jackson, WY 83001  
Lot, Subdivision: 5 PIDN: 22-41-16-33-1-04-003

**PROPERTY OWNER.**

Name: CCC's PBI LLC Phone: (307) 699-0921  
Mailing Address: PO Box 844 Jackson, WY ZIP: 83001  
E-mail: rwalls@yarrowgroup.com

**APPLICANT/AGENT.**

Name: Kelsey Hummel Phone: (812) 431-8312  
Mailing Address: PO Box 2814 Jackson, WY ZIP: 83001  
E-mail: kelsey@geargrabmobile.com

**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: Accessory Use  
\_\_\_\_\_ 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 #: N/A  
Original Permit #: N/A 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.

Kelsey Hummel  
Signature of Property Owner or Authorized Applicant/Agent

4/27/2021  
Date

KELSEY HUMMEL  
Name Printed

OWNER  
Title

# LETTER OF AUTHORIZATION

CCC's PBT LLC, "Owner" whose address is: \_\_\_\_\_

PO. BOX 844 JACKSON WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

\_\_\_\_\_, as the owner of property  
more specifically legally described as: PIDN: 22-41-16-33-1-04-003

(If too lengthy, attach description)

HEREBY AUTHORIZES KELSEY HUMMEL 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: President

(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.  
)

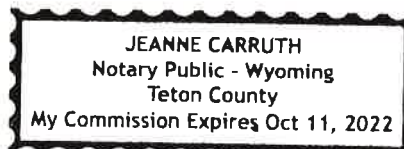
The foregoing instrument was acknowledged before me by James D. Walter this 28<sup>th</sup> day of  
April, 2021.

WITNESS my hand and official seal.

Jeanne Carruth  
(Notary Public)

My commission expires:

(Seal)





## PLANNING & BUILDING DEPARTMENT

July 21, 2020

Ms. Kelsey Hummel  
GearGrab LLC  
PO Box 2814  
Jackson, WY 83001

RE: Housing Mitigation

Dear Ms. Hummel,

Town planning staff has determined that the proposed gear rental use is an accessory use consisting of non-building physical development as the storage lockers do not have any habitable floor area. Per Sec. 6.3.2.A.2:

*2. Other types of development. This division only applies to new building and use. A non-building physical development, development option, or subdivision is not employee generating development and not subject to this Division, except that Sec 4.3.1.F.6. requires a Planned Resort Master Plan to include an estimation of the affordable workforce housing that will be required for the entire resort and a housing mitigation plan for the entire resort.*

Staff has determined that no housing mitigation is required for this use at this time as it is a non-building physical development and non-employee generating, being owner operated. Any expansion of use will be subject to the Land Development Regulations at the time of application submittal and associated Affordable Workforce Housing Standards should they change for this use in the future.

If you have any questions or need additional information, please contact me at 307-733-0440, ext. 1305.

Sincerely,

A handwritten signature in cursive script that reads "Brendan Conboy".

Brendan Conboy  
Associate Planner



**mail:** PO Box 2814  
Jackson, WY 83001  
**phone:** (812) 431-8312

### **Narrative Description of Use:**

GearGrab LLC is a self-service gear rental company specializing in inflatable SUPs, innertubes, and drybags. Through GearGrab's website, users can rent gear, receive trip recommendations, and view product tutorials. Gear is then picked up by the user at the local locker stations and available for use until the return deadline of 9pm.

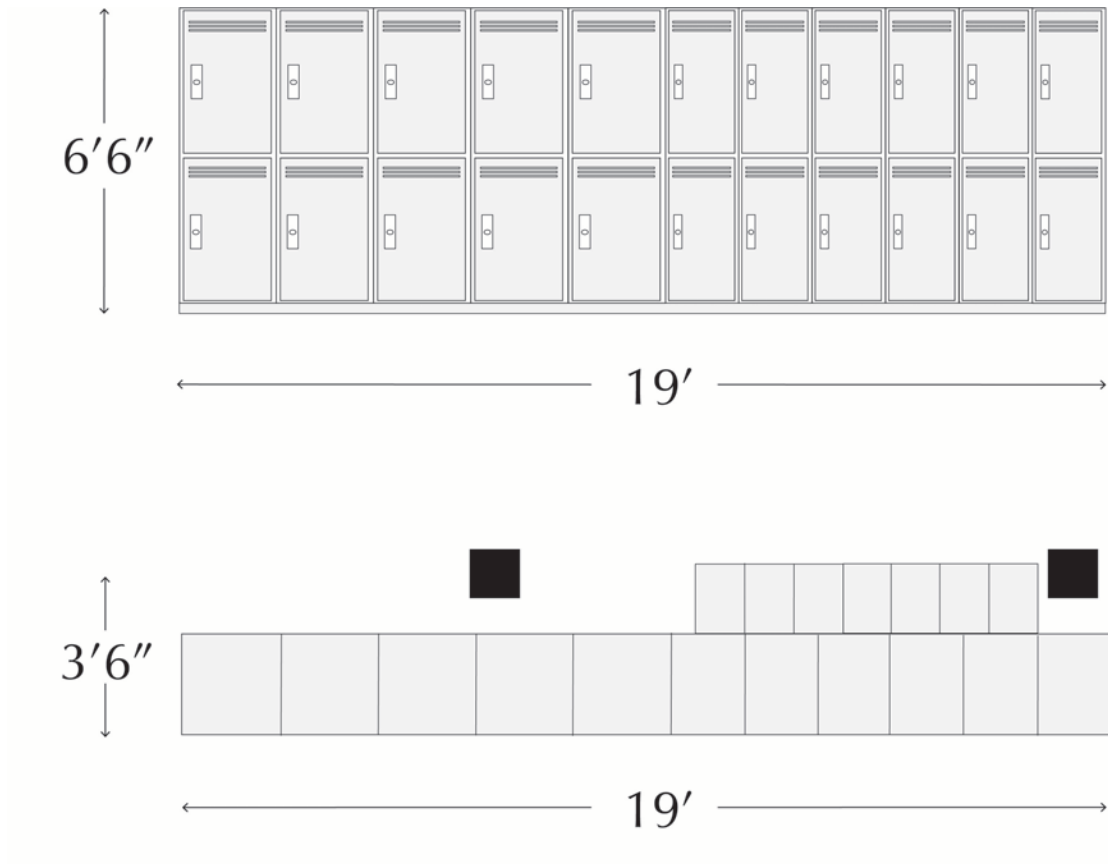
Lockers used to store gear will always remain locked – excluding check-out (maximum 15 minutes), returning gear (maximum 15 minutes), and during the designated inspection timeframe (2 hours, 9pm – 11:00pm). By expediting the check-out process and offering flexible pick-up and return timelines, GearGrab anticipates usage will be staggered throughout the day – creating little interruption to parking.

GearGrab's mission is to remove barriers that may prevent individuals from enjoying outdoor activities. Without a typical brick-and-mortar storefront, GearGrab can offer affordable and flexible rentals with maximum usage timelines.

# Gear Grab

**mail:** PO Box 2814  
Jackson, WY 83001  
**phone:** (812) 431-8312

## Spatial Layout Plan:



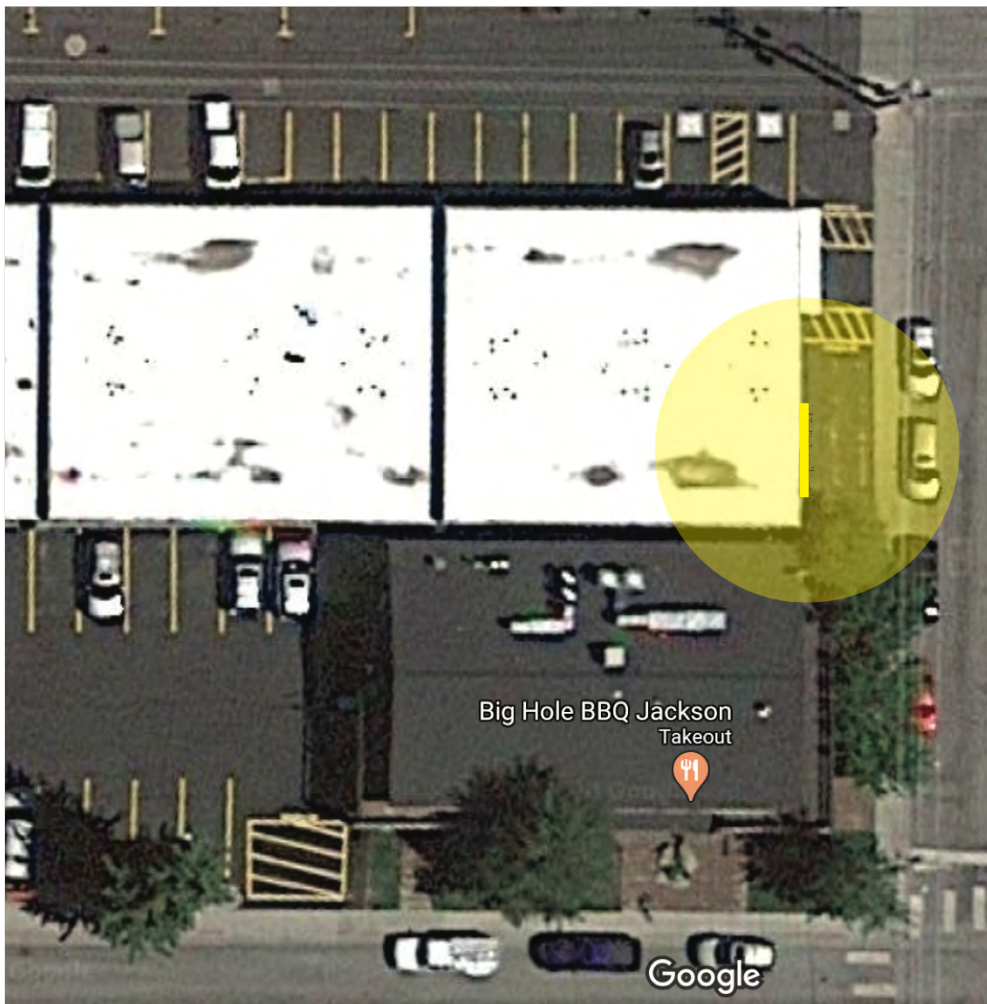


# Gear Grab

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## Aerial Site Plan:

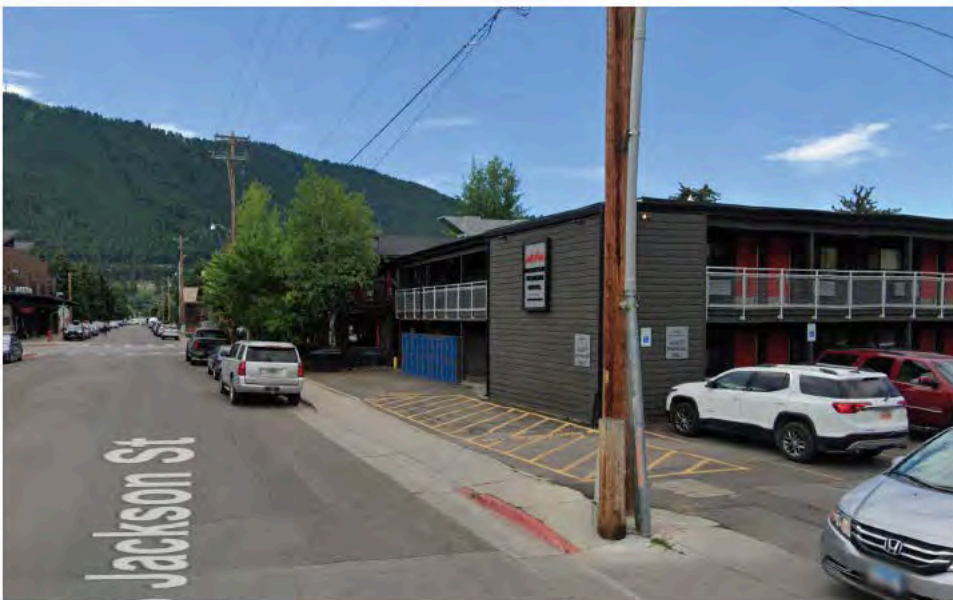
Locker location shown in yellow.



# Gear Grab

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Jackson, WY 83001  
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Exterior View:



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 tennant 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
Circulation or Nonhabitable Space	exempt		47	1	0.000
Existing Workforce Housing Credit					0.000

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
Circulation or Nonhabitable Space	exempt		47	1	0.000

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 Mitgation 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](#).