



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: September 3, 2021	REQUESTS: The applicant is submitting a request for a Basic Use Permit for a bicycle rental, retail, and repair services at the property located at 1084 S HWY 89, Legally known as LOT 70-71, JOHN J. HORN SUBDIVISION PIDN: 22-40-16-05-2-01-002 For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.
Item #: P21-239	
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpape@jacksonwy.gov	
Owner Maurice Horn PO Box 7917 Jackson WY 83002 Applicant Katie MacNamara PO Box 8173 Jackson WY 83002	
Please respond by: September 17, 2021 (Sufficiency) September 24, 2021 (with Comments)	

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



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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-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



 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

September 2, 2021

To the 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, retail and repair services at 1084 South Highway 89 Jackson, WY 83002 (suite address 1090 South Highway 89 Jackson, WY 83002). Wheel Wranglers will be moving from our current location at 1140 Highway 22 Jackson, WY 83002 (BUP P20-077; classified as service). Wheel Wranglers is primarily a bicycle rental business with delivery and pick up service options, and use of the space will be bicycle storage, sales, & servicing, as well as back office operations and retail. Wheel Wranglers requests change in 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
- VII. Parking

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

Kind regards,



Katie McNamara, Owner
Wheel Wranglers

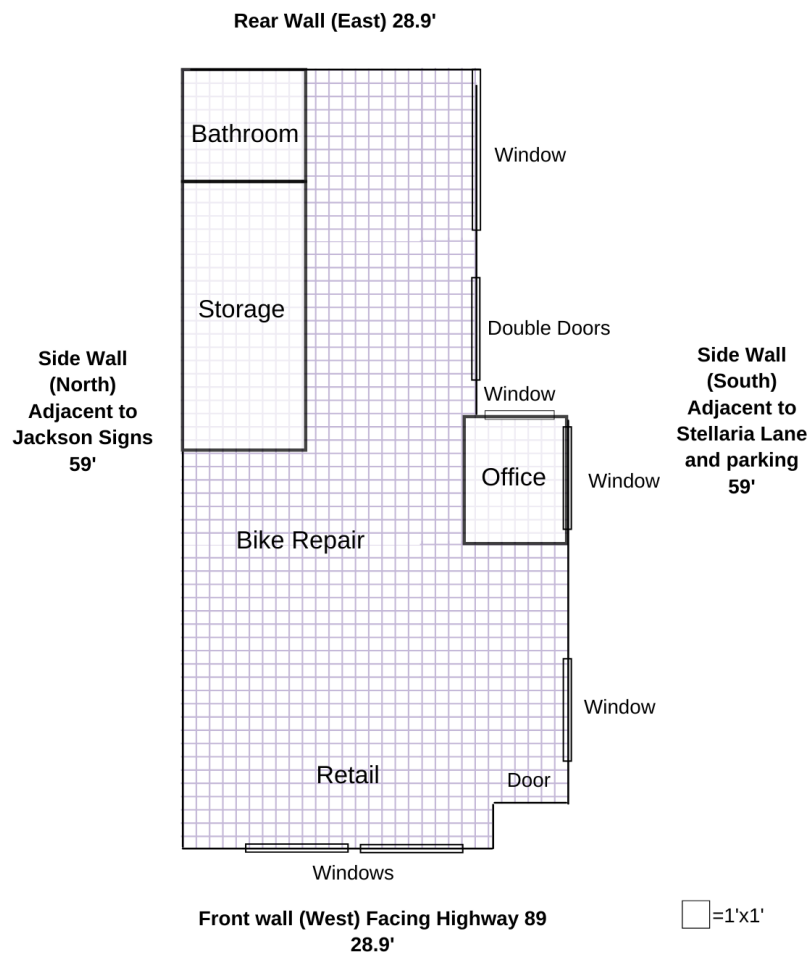
II. Floor Plan

Figure 1: General sketch of interior space of 1084 South Highway 89 Jackson, WY 83002 (suite address is 1090 South Highway 89 Jackson, WY 83002)




Scale: 1 square=1'x1'

Source: Wheel Wranglers

Wheel Wranglers Proposed Floor Plan
1084 South Highway 89
(Suite address 1090 South Highway 89)
Jackson, WY 83002





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

III. Narrative Description of the Use

Wheel Wranglers will operate bicycle rental, delivery, retail, and repair services at 1084 South Highway 89 (suite address 1090 South Highway 89). Wheel Wranglers mission is to connect people with mountain adventures by bicycle.

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) Bicycle & accessory retail sales
- 4) Conducting back office business operations

IV. Housing Mitigation Plan

Zero affordable workforce housing units/mitigation is due.

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 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
Office	0.000247*sف		1612	1	0.398
Existing Workforce Housing Credit					0.398

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
Service	0.000216*sف		1612	1	0.348

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](#).



Town of Jackson Planning and Building Department

LETTER OF AUTHORIZATION NAMING APPLICANT AS OWNER'S AGENT

PRINT full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual

Being duly sworn, deposes and says that Maurice E. Horn Trustee is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: 1090 South Highway 89 Jackson, WY 83002

Legal Description: 22-40-16-05-2-01-002

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Katie McNamara

Mailing address of Applicant/agent: PO Box 8173 Jackson, WY 83002

Email address of Applicant/agent: katie@wheelwranglers.com

Phone Number of Applicant/agent: 307-690-2799

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified is this(these) application(s) at the premises listed above:

- ☐ Development/Subdivision Plat Permit Application ☐ Building Permit Application
☐ Public Right of Way Permit ☐ Grading and Erosion Control Permit
☐ Demolition Permit ☒ Other (describe) Basic Use Permit, Sign Permit, Business License

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.

Maurice E. Horn
 Property Owner Signature

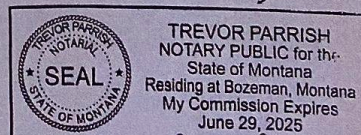
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Montana)
) SS.
 COUNTY OF Gallatin)

The foregoing instrument was acknowledged before me by Maurice E. Horn this 15th day of September, 2021.

WITNESS my hand and official seal.

[Signature]
 Notary Public

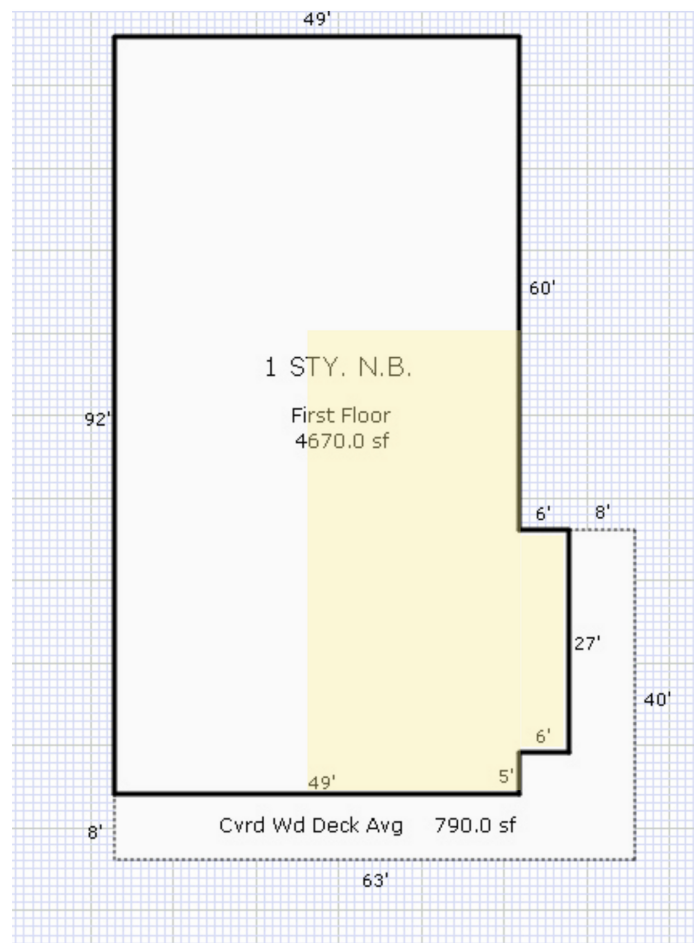


My commission expires: 06-29-2025

VI. Site Plan

Figure 2. Sketch of 1084 South Highway 89 (suite address is 1090 South Highway 89 Jackson, WY 83002). Space in consideration highlighted in yellow. The other area in the building is occupied by Jackson Signs.

Source: Teton County, Wyoming GIS Server (2021). Accessed 09/01/2021.





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

Figure 3: Aerial image of 1084 South Highway 89 (suite address is 1090 South Highway 89 Jackson, WY 83002). Space in consideration highlighted in yellow.

Source: Teton County, WY GIS Server Accessed 09/01/2021.



VII. Parking

Wheel Wranglers has been allotted 6 parking spaces per lease agreement: 2 parking spaces on S Highway 89 frontage and 4 parking spaces on Stellaria Ln frontage.

Figure 4: Aerial image of 1084 South Highway 89 (suite address is 1090 South Highway 89 Jackson, WY 83002). Allocated parking spaces highlighted in yellow.

Source: Teton County, Wyoming GIS Server (2021). Accessed 09/01/2021.

