



# 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

|   |   |
|---|---|
| <p>Date: April 22, 2022</p> <p>Item #: P22-093</p> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a></p> <p><b>Owner</b><br/>Dick Martin<br/>PO Box 523<br/>Jackson, WY 83001</p> | <p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Basic Use Permit to add outdoor seating for the property located at 525 W Broadway Ave. (Wendy's).</p> <p>For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.</p> |
| <p><b>Please respond by: May 6, 2022 (Sufficiency)</b><br/><b>May 13, 2022 (with Comments)</b></p>  |   |

**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  
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: Wendys Restaurant  
Physical Address: 525 W Broadway  
Lot, Subdivision: PT NW 1/4 NE 1/4, Sec 33 TWP 41 R16 E16 PIDN: 41163310002900  
Wendys, DEVIS

**PROPERTY OWNER.**

Name: FCH LLC Dick Martin Phone: 307-733-3762  
Mailing Address: PO Box 526 ZIP: 83001  
E-mail: dlmartin@wyom.net

**APPLICANT/AGENT.**

Name: Kevin Morgan Phone: 801-450-2732  
Mailing Address: 76 W 13775 S Suite 2 ZIP: 84020  
E-mail: kmorgan@wendysppllc.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)

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

**X**

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

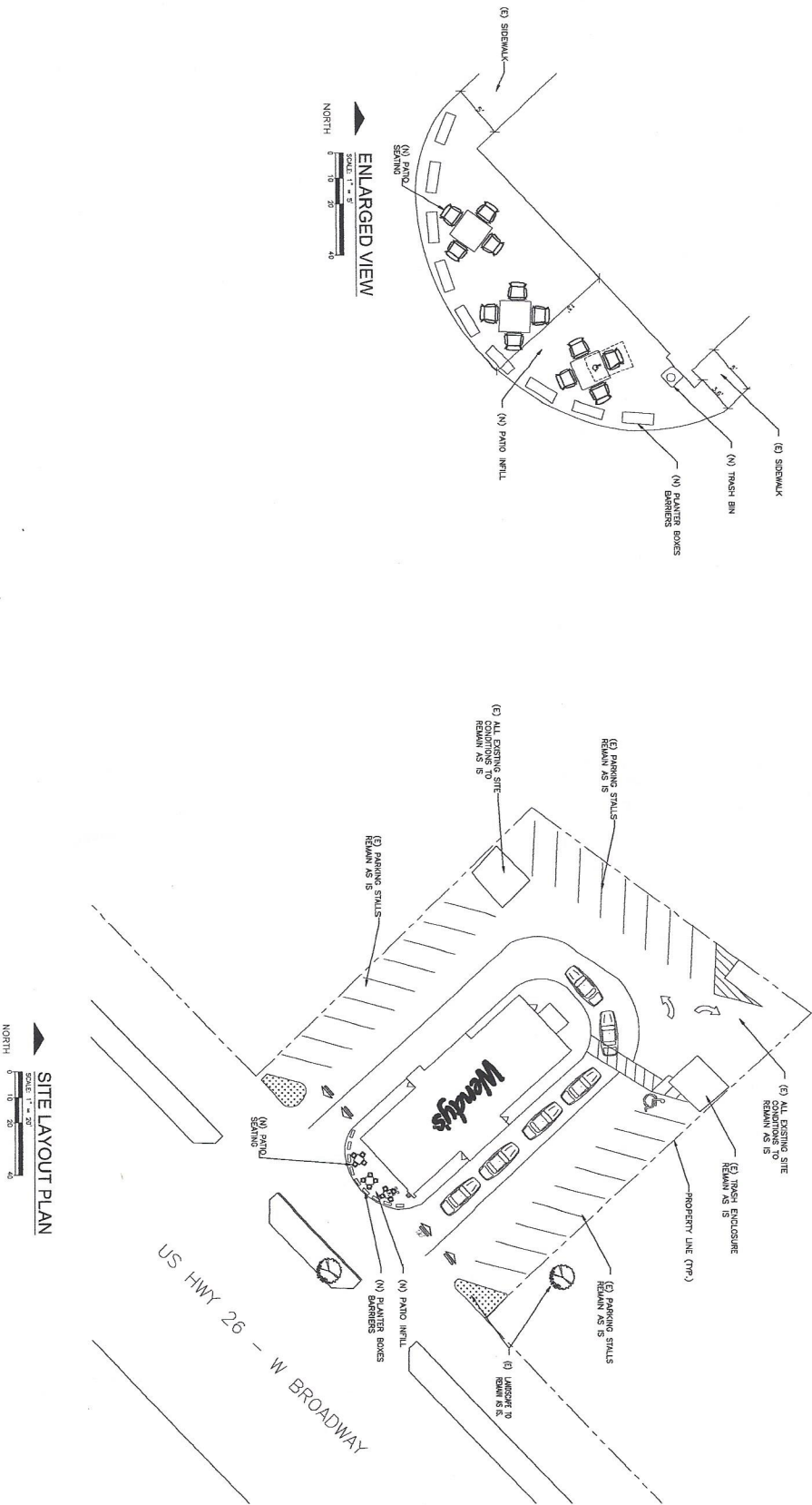
\_\_\_\_\_  
**Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/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.

Richard Martin  
Signature of Property Owner or Authorized Applicant/Agent  
Richard Martin  
Name Printed

4/19/2022  
Date  
OWNER  
Title



**SITE LAYOUT PLAN**  
SCALE: 1" = 20'  
NORTH

**ENLARGED VIEW**  
SCALE: 1" = 5'  
NORTH

PROJECT TYPE: 2015  
REFRESH

**ONE**  
ARCHITECTURE  
801 N. Grand Ave., Suite 101  
Jackson, Arizona 86202  
Phone: 520.464.1212  
Fax: 520.464.1213  
www.ONEarchitecture.com  
Architect: Daren Curtis

**Wendy's**  
525 W. BROADWAY  
JACKSON, WY, 83001

DATE: 04/10/2015  
PROJECT: 525 W. BROADWAY  
SHEET: 01 OF 02



ARCHITECT  
SITE LAYOUT PLAN

**AS1.0**

**Wendy's Jackson outdoor seating proposal**

Propose seasonal seating in front of restaurant.

Three tables mounted to cement with four seats each, one with handicap access.

Umbrellas at each table with covers for winter and bad weather days.

Planters' boarder the area for seclusion.

Plans attached of proposal.

*Seasonal only, no heating required*