



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: December 7, 2022	REQUESTS: The applicant is submitting a request for a LDR Text Amendment to 6.1.3 Open Space Uses to add Outdoor Sport Courts to Section C.1.a Outdoor Recreation in the Town of Jackson. For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.
Item #: P22-289	
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
Applicant/Agent Parks & Recreation PO Box 811 Jackson, WY 83001	
Please respond by: December 29, 2022 (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: N/A
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: N/A Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

APPLICANT/AGENT.

Name: Teton County/ Jackson Parks & Recreation Phone: 307-732-8485
Mailing Address: PO Box 811, Jackson, WY ZIP: 83001
E-mail: rrudd@tetoncountywy.gov

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 #: 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 and select the relevant application type for submittal requirements.

Have you attached the following?

X N/A **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.

Signature of Property Owner or Authorized Applicant/Agent

Steve Ashworth

Name Printed

12/7/2022

Date

Director, Parks & Recreation

Title



Town of Jackson Land Development Regulations Text Amendment Narrative

The proposed text amendment is to Town of Jackson Land Development Regulations 6.1.3 Open Space Uses, Section C.1.a Outdoor Recreation. The text addition being proposed is: viii. outdoor sport courts. The rationale for the amendment is that sports courts are a common feature in parks and are consistent with the purpose of outdoor recreation.

Findings for Approval

1. Is consistent with the purposes and organization of the LDRs;
 - Complies. Adding sports courts as an Outdoor Recreation allowed use is consistent with 1.3.2.B of the Teton County LDRs. This section states that growth should be directed into Complete Neighborhoods. Quality Open Space, which can include sports courts, is a requirement for Complete Neighborhoods.
2. Improves the consistency of the LDRs with other provisions of the LDRs;
 - Complies. Sports Courts are not covered in either the Outdoor Recreation allowed or not allowed uses. This text amendment would improve consistency of the LDRs when using other provisions to apply for permitting.
3. Provides flexibility for landowners within standards that clearly define desired character;
 - Complies. The text amendment will provide flexibility for landowners as they will know if the sports courts use is permitted.
4. Is necessary to address changing conditions, public necessity, and/or state or federal legislation;
 - Complies. This text amendment is in response to a public necessity. If public parks do not include sports courts, many people will not be able to learn these sports due to the cost of private membership.
5. Improves implementation of the Comprehensive Plan; and
 - Complies. This text amendment will contribute to Principle 10.1— Implement the Plan predictably, cooperatively, and regionally of the Comprehensive Plan. Adding this text to the allowed uses will add predictability to the planning process for projects that include sports courts.
6. Is consistent with other adopted Town Ordinances.
 - Complies.