



# 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

Item #: P22-289

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

Email: [kpage@jacksonwy.gov](mailto:kpage@jacksonwy.gov)

**Applicant/Agent**

Parks & Recreation  
PO Box 811  
Jackson, WY 83001

**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.

**Please respond by: December 29, 2022 (with Comments)**

**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: 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](http://www.townofjackson/200/Planning)

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



12/7/2022

Signature of Property Owner or Authorized Applicant/Agent

**Steve Ashworth**

Date

Director, Parks & Recreation

Title

Name Printed



## 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 the 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.