



# 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: November 27, 2023

Item #: P23-205

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

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

**Owner**

Nance & Jimmy Parriott  
PO Box 1213  
Jackson, WY 83001-1213

**Applicant**

Christopher Baddick  
216 Eldon Wilson Rd  
Gypsum, CO 81637

**REQUESTS:**

The applicant is submitting a request for a Basic Use Permit for office use at the property at 365 W Broadway Ave legally known as PT SW1/4SE1/4, SEC. 28, TWP. 41, RNG. 116  
PIDN: 22-41-16-28-4-00-014

For questions, please call Tyler Valentine at 733-0440x1305, or email the address shown to the left. Thank you.

**Please respond by: December 18, 2023 (with Comments)**

**RESPONSE:** For Departments not using SmartGov, please send responses via email to:  
[planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)



**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: \_\_\_\_\_

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.com/200/Planning](http://www.townofjackson.com/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](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?

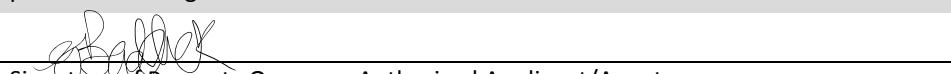
**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

**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.

  
Signature of Property Owner or Authorized Applicant/Agent

\_\_\_\_\_  
Date

Name Printed

\_\_\_\_\_  
Title



Town of Jackson  
150 E Pearl Avenue  
PO Box 1687, Jackson, WY 83001  
P: (307)733-3932 F: (307)739-0919  
[www.jacksonwy.gov](http://www.jacksonwy.gov)

Date:

**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 Nance J Parrott is the owner in fee of the premises located at:

**Name of property owner as listed on deed**

Address of Premises: 365 W Broadway, Jackson WY 83001

Legal Description:

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Christopher Baddick New Frontier Auto Rental LLC

Mailing address of Applicant/agent: 216 Eldon Wilson Rd, Gypsum, CO 81637

Email address of Applicant/agent: Chris@dollarvail.com

Phone Number of Applicant/agent: 720-454-7390

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a

Development/Subdivision Plat Permit Application       Building Permit Application

□ Public Right of Way Permit □ Conditional Easement □ Right-of-Way Control Permit □ Right-of-Way Transfer Permit

and  $R = \mathbb{N}$  or  $\mathbb{Z}$  or  $\mathbb{R}$

partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

Tracy J. Parnell  
Property Owner Signature

Property Owner Signature

Owner  
Title 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 Nance Parrott this 10  
day of October 2023. WITNESS my hand and official seal.

  
Notary Public

Notary Public

My commission expires:



**Christopher Baddick**  
President  
C: (720) 454 - 7390  
chris@dollarvail.com

**Dollar Car Rental**  
345 W Broadway  
Jackson WY 83001

**Dollar Car Rental**  
216 Eldon Wilson Road  
Gypsum CO 81637

Date: October 13<sup>th</sup> 2023

Planning Department – Town of Jackson  
150 E Pearl Ave.  
Jackson WY 83001

Tyler,

Based on our conversation on October 11 2023, it is my understanding that the Town of Jackson has approved of the use of 365 W Broadway as a rental car pick up and return office. Please see the attached Basic Use Permit to convert the usage of the building from "Retail" to "Office".

Floor plan: The building has previously been used as a sandwich shop and a cell phone retail location until that business closed in Spring of 2023. We will utilize the existing lobby space as an office for pick up and return of rental contracts for customers. Please see figure 1 below. The remaining floor space will be retained as office, storage and customer restroom facilities. The total square footage of the building is 1600 square feet. We are request a change in use on 1000 square feet of space.

Most of our customers "pre-book" their rental cars, meaning that only the verification of identity documents and signing of the contract will happen at the office. Our operating hours for rental car pick up will be approximately aligned with the first and the last flight arriving into Jackson Hole Airport. This is currently around 8am through 8pm. All rental cars will be located on 345 West Broadway. Please see Figure 2 for reference.

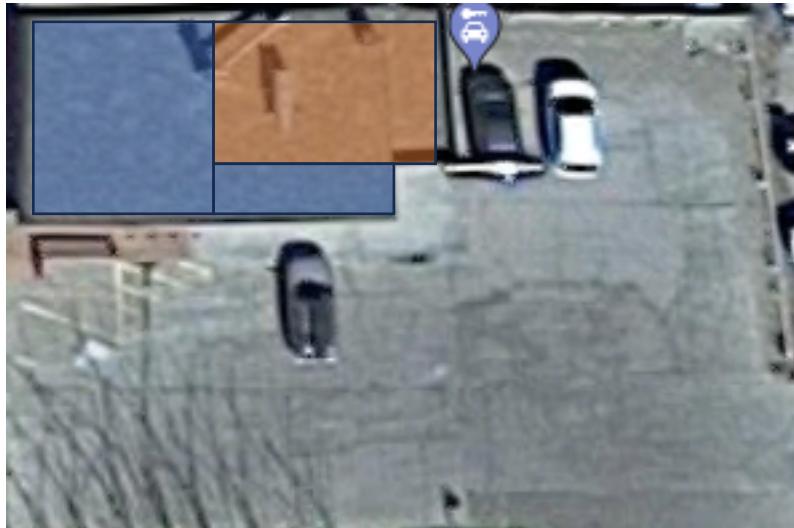


Figure 1: Space in Blue will be used as office space. Space in orange will remain as office, storage and restroom facilities.

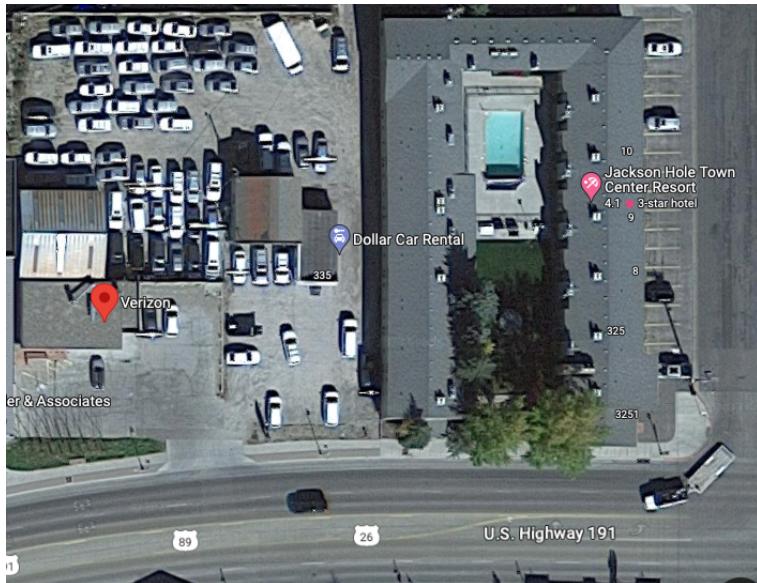


Figure 2: Building labeled as "verizon" will be used as the rental car pick up and return office.

Kind regards,

Chris Baddick  
Owner