



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	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.
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owner Nance & Jimmy Parriott PO Box 1213 Jackson, WY 83001-1213 Applicant Christopher Baddick 216 Eldon Wilson Rd Gypsum, CO 81637	
Please respond by: December 18, 2023 (with Comments)	

RESPONSE: For Departments not using SmartGov, please send responses via email to:
planning@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.



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

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 Parriott 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 LC

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 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

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.

Nance J Parriott
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 Parriott this 16
day of October 2023. WITNESS my hand and official seal.

Natalie Riley
Notary Public

My commission expires: 1/28/24



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 13th 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.

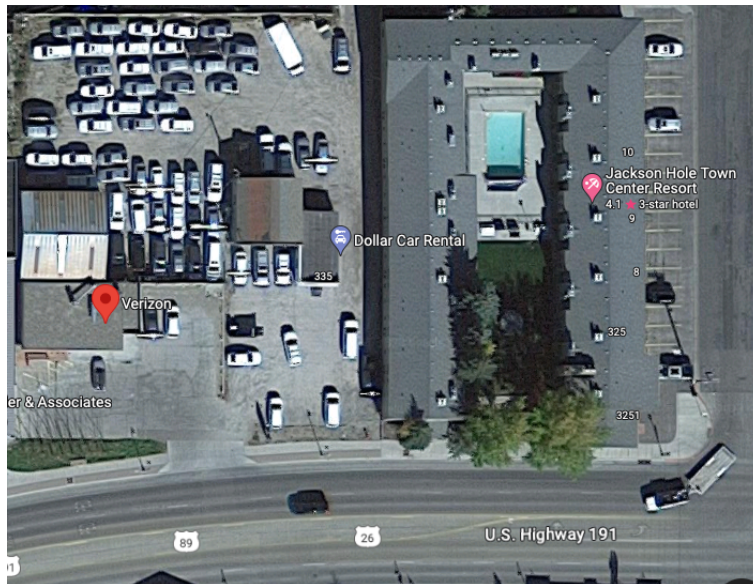


Figure 2: Building labeled as "verizon" will be used as the rental car pick up and return office.

Kind regards,

Chris Baddick
Owner