



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: May 2, 2024 Item #: P24-078	REQUEST: The applicant is submitting a request for a Basic Use Permit for Developed Recreation use at the property located at 1025 S Hwy 89 legally known as PT. LOT 1, SEC. 6, TWP. 40, RNG. 116; PT. SE1/4 SW1/4, SEC. 32, TWP. 41, RNG. 116. PIDN: 22-40-16-06-1-00-001 For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
Owner: Big Horn Properties Wyoming, LLC PO Box 389 Jackson, WY 83001 Applicant: Pickleball Garage, LLC PO Box 12687 Wilson, WY 83002	
Please respond by: May 23, 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: Pickleball Garage, LLC (Indoor Pickleball Court)
Physical Address: 1025 S-89, Jackson WY 83001
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: Big Horn Properties Wyoming, LLC Phone: 856-524-3741
Mailing Address: PO BOX 389, Jackson WY ZIP: 83001
E-mail: liam@claytonandrews.com

APPLICANT/AGENT.

Name: Pickleball Garage, LLC Phone: 3074136188
Mailing Address: PO BOX 12687, Jackson WY ZIP: 83002
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: _____

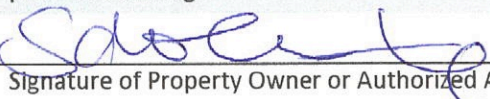
SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type 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
SARA DOLENTE

Name Printed

4/24/24

Date
Owner

Title

Planning Application Narrative – Pickleball Garage LLC

4/24/2024

Sara Dolentz and Fiona Wilson, owners of Pickleball Garage, are requesting a change of use for a portion of 1025 S89 (see attached arial reference) from the warehouse portion of the FedEx use to Assembly A3/Exercise Room. The existing building will be used for two indoor pickleball courts with no spectator seating. The recommended court space for play area is 60'x30' and will accommodate up 4 players at a time. The current warehouse space measures 125'x33', allowing for 2 courts and a maximum of 8 players simultaneously.

The rented space allocates 11 parking spaces for business use. The previous warehouse use provides 5 parking credits. With 11 current spaces and the 5 credits, the proposed use does not intensify the parking demand.

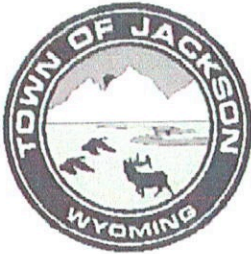
The existing building predates the 1995 housing requirements. An attached document relating to a release of real estate mortgage proves this by displaying the date of the 28th of September, 1992. The proposed business will not have any employees which interrupts the X factor of the Independent Calculator in the Methodology equation. With this information, Pickleball Garage LLC will not require any employee housing.

Attached for review:

- Site Plan
- Parking Outline
- Notarized letter of authorization from the landlord

Sara Dolentz & Fiona Wilson
Owners – Pickleball Garage, LLC

The image shows two handwritten signatures in blue ink. The first signature, 'S. Dolentz', is written in a cursive, flowing style. Below it, the second signature is more horizontal and stylized, likely belonging to Fiona Wilson.



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: Matt Carey Title: Manager

Being duly sworn, deposes and says that Matt Carey is the owner in fee of the premises located at: _____
Name of legal property owner as listed on deed

Address of Premises: 1025 589 JACOBSON, WY 83001

Legal Description: PT Lot 1, Sec 6, Twp. 40, Rng 116, PT SE 1/4 SW 1/4, Sec 32, Twp 41, Rng 116
Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: PICKLEBALL GARAGE LLC

Mailing address of Applicant/agent: PO Box 12687, JACKSON, WY 83002

Email address of Applicant/agent: info@pickleballgaragejh.com

Phone Number of Applicant/agent: 307 413 6188

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 ☐ Business License Application
☐ Demolition Permit ☐ Home Occupation ☒ 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.

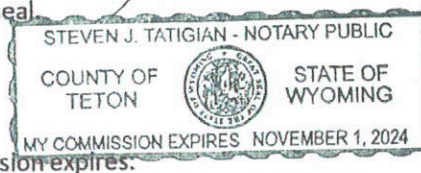
Matt Carey
Property Owner Signature
Manager

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 Matt Carey this 26
day of April 2024. WITNESS my hand and official seal.

[Signature]
Notary Public



My commission expires:

11-1-24

Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates.

These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. This worksheet is intended to assist in meeting the requirements for a project. However, an error in the worksheet does not amend the actual standard; if you find an error please notify the Planning Department. Fill in the highlighted cells, all the other cells will autopopulate.

Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

Step 1: Location

Town of Jackson

The applicable regulations vary by jurisdiction please identify the location of your project using the above dropdown options.

The required housing is based on the existing and proposed use of the site. Step 2 is to enter the existing use and Step 3 is to enter the proposed use. Section 6.3.2 of the LDRs establishes the applicability of the affordable workforce housing standards and Section 6.3.3 establishes the specifics on calculation of the requirement. Enter each use in its own row, add rows if needed. If a building has multiple units with the same use, describe each unit in its own row. (For example: if a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit, put each unit in its own row do not put in 4,000 sf of attached single-family.) If a unit type (e.g. apartment floor plan, or commercial tennant space) is replicated exactly multiple times, you may use the "Use Quantity" column to avoid adding multiple rows.

Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of existence.

Existing Use (Sec. 6.3.2.A)	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Light Industry	0.000123*sf	0	0	0	0.000

Existing Workforce Housing Credit0.000

Step 3: Proposed Development

Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Assembly	independent calculation		0	0	?

Affordable Workforce Housing Required:0.000 unitsFee-in-Lieu Amount: \$ -

If the amount of required affordable workforce housing is less than one unit, you may pay the above fee in-lieu of providing the required housing. If you elect to pay the fee, your Housing Mitgation Plan is complete. If the requirement is greater than one unit, or you would like to provide a unit to meet the requirement, please proceed to the [Unit Type Sheet](#).

KNOW ALL MEN BY THESE PRESENTS, That COMMUNITY FIRST BANK FKA KEY BANK OF WYOMING
120 W PEARL STREET

a corporation, of the County of TETON, and State of WYOMING, does hereby
 certify that a certain mortgage, bearing date the 21ST day of SEPTEMBER, A. D. 19 92,
 made and executed by THOMAS NM. (DICK) BESS AND DIAN BESS,
 as mortgagor, to KEY BANK OF WYOMING
 as mortgagee, conveying certain real estate therein mentioned as security for the payment of \$ 650,000.00*, as
 therein stated, which mortgage was recorded in the office of the County Clerk and Ex-Officio Register of Deeds of
TETON County, State of Wyoming, on the 28TH day of SEPTEMBER, 19 92,
 in Book 258 of Mortgages, at page 614, and mortgaging the following described real estate in said County, to-wit:

"ALL LANDS AS DESCRIBED IN SAID MORTGAGE."

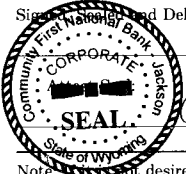
RELEASED	
INDEXED	
ABSTRACTED	
SCANNED	

Grantor: COMMUNITY FIRST BANK FKA*
 Grantee: BESS, THOMAS NM (DICK) ET AL
 Doc 0462398 bk 353 pg 1090-1090 Filed at 2:53 on 04/29/98
 V Jolynn Coonce, Teton County Clerk fees: 6.00
 By BRET MOSLEY Deputy

is, with a note secured thereby, and the aforementioned debt, fully paid, satisfied, released, and discharged and in consideration thereof the said mortgagee does hereby release and quitclaim unto the said mortgagor the premises thereby conveyed and mortgaged.

IN WITNESS WHEREOF, the COMMUNITY FIRST BANK FKA KEY BANK OF WYOMING
 has caused these Presents to be signed by its LOAN OFFICER
 and its corporate seal to be affixed, this 28TH day of APRIL, A. D. 19 98.

Signed, sealed and Delivered in the presence of



COMMUNITY FIRST BANK
 By [Signature]
 Its LOAN OFFICER

Cathy E. Burkland
 Secretary.

Note: If it is not desired to describe lands in space therefor, insert the following: "All lands described in said mortgage."

THE STATE OF WYOMING,

County of TETON } ss.

On this 28TH day of APRIL, 19 98, before me personally appeared

MONTY RHINE

to me personally known, who, being by me duly sworn, did say that he is the LOAN OFFICER of
COMMUNITY FIRST BANK

and that the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors and said MONTY RHINE
 acknowledged said instrument to be the free act and deed of said corporation.

Given under my hand and notarial seal this 28TH day of APRIL, A. D. 19 98.
Twila G. Tompkins
Notary Public
Teton County, WY
My Commission Expires
December 18, 1999
 My commission on this 28TH day of APRIL, A. D. 19 98.

THE STATE OF WYOMING } ss.
 County of TETON

This instrument was filed for record at o'clock M., on the day of ,
 A. D. 19 , and duly recorded in Book on Page .

County Clerk and Ex-Officio Register of Deeds

By Deputy Clerk

No. Fees, \$



- [illegible]