



# 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

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

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

**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.

**Please respond by: May 23, 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: 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](mailto: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.com/200/Planning](http://www.townofjackson.com/200/Planning)

Use Permit	Physical Development	Interpretations
<input checked="" 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	Subdivision/Development Option	<input 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 #: \_\_\_\_\_ 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?

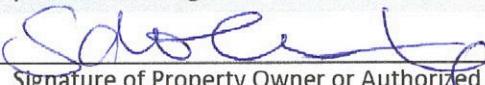
**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

**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

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.

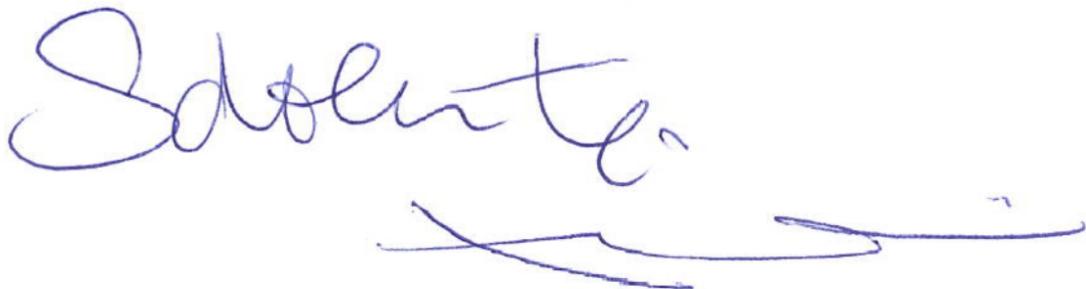
The rented space allocates 11 parking spaces for business use. The previous warehouse use provides 5 parking credits. With 11 current spaces and the 5 credits, the proposed use does not intensify the parking demand.

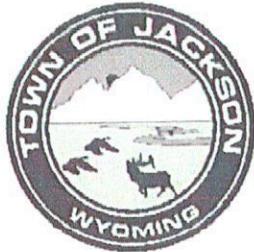
The existing building predates the 1995 housing requirements. An attached document relating to a release of real estate mortgage proves this by displaying the date of the 28<sup>th</sup> of September, 1992. The proposed business will not have any employees which interrupts the X factor of the Independent 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





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: Matt Carey Title: Manager

Being duly sworn, deposes and says that Mark Cooley is the owner in fee of the premises located at: 1000 1/2 Main Street, Suite 100, Bismarck, ND 58501 Name of legal property owner as listed on deed

Address of Premises: 1025 S 89 JACKSON, WY 83001

Address of Premises: 1025 S 89, JACKSON, WY 83001  
Legal Description: PT lot 1, Sec 6, Twp 40, RNG 116, PT SE 1/4 SW 1/4, Sac 32, Twp 41, RNG 116

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

Mailing address of Applicant/agent: PO Box 12687, Jackson, WY 83008

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

Phone Number of Applicant/agent: 307 413 6188

Phone Number of Appellant, Agent:

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) \_\_\_\_\_

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.

Patricia Ceney  
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 Mark C. Clegg this 26  
day of April 2024. WITNESS my hand and official seal.

Notary Public

MY COMMISSION EXPIRES NOVEMBER 1, 2024

# Housing Mitigation Plan

updated 1/8/21

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 tenant 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 Credit 0.000

### 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 units

Fee-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 Mitigation 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 1098-1098 Filed at 2:53 on 04/29/98

V Jolynn Coonce, Teton County Clerk fees: 6.00

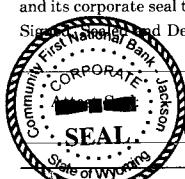
By BRETT MOSLEY Deputy

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



Cathy E. Burkland  
Secretary.

COMMUNITY FIRST BANK

By

Its LOAN OFFICER

Note: If 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.

Twilla G. Tompkins  
Notary Public  
Teton County, WY  
My Commission Expires  
December 19, 1999



Notary Public.

A. D. 19 98.

THE STATE OF WYOMING } ss.

County of TETON } ss.

This instrument was filed for record at \_\_\_\_\_ o'clock M., on the \_\_\_\_\_ day of \_\_\_\_\_

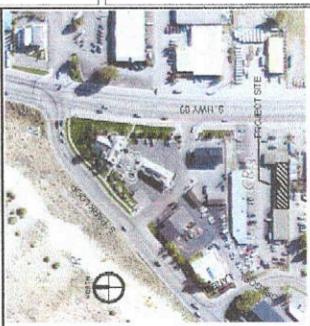
A. D. 19 \_\_\_\_\_, and duly recorded in Book \_\_\_\_\_ on Page \_\_\_\_\_.

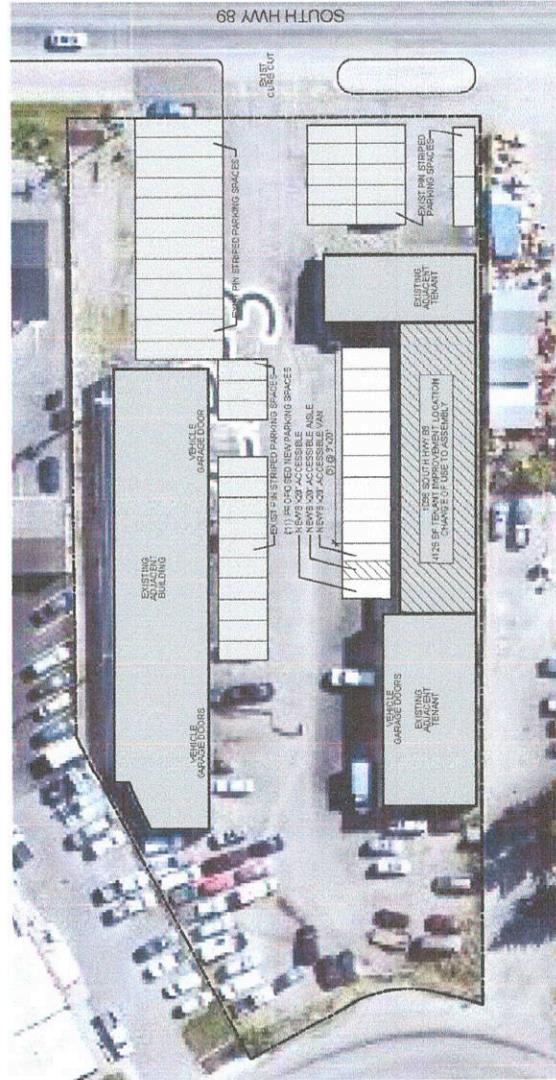
County Clerk and Ex-Officio Register of Deeds

By \_\_\_\_\_

No. \_\_\_\_\_ Fees, \$ \_\_\_\_\_

Deputy Clerk

		<p><b>KRIKOR Architecture</b> 1125 30th Street, Suite 200-A • 300 N. 30th Street • Jackson, WY 83001 info@krikor.com • (307) 733-0674</p>		<p><b>PICKLEBALL LLC</b> 1095 SOUTH HIGHWAY 89 • JACKSON, WY PROPOSED TENANT IMPROVEMENT COVER SHEET &amp; SITE PLAN APPROVAL</p>																							
<p><b>VICINITY MAP</b></p> 		<p><b>DRAWING INDEX</b></p> <table border="1"> <tr> <td>A001</td> <td>COVER SHEET, SITE PLAN, GENERAL</td> </tr> <tr> <td>A002</td> <td>PROPOSED FLOOR PLAN</td> </tr> <tr> <td>A003</td> <td>ENLARGED ACCESSIBILITY DETAILS</td> </tr> <tr> <td>A004</td> <td>SHRINK &amp; CONTRACT FLOOR PLAN</td> </tr> <tr> <td>A005</td> <td></td> </tr> </table>		A001	COVER SHEET, SITE PLAN, GENERAL	A002	PROPOSED FLOOR PLAN	A003	ENLARGED ACCESSIBILITY DETAILS	A004	SHRINK & CONTRACT FLOOR PLAN	A005		<p><b>PARKING INDEX</b></p> <table border="1"> <tr> <td>A001</td> <td>COVER SHEET, SITE PLAN, GENERAL</td> </tr> <tr> <td>A002</td> <td>PROPOSED FLOOR PLAN</td> </tr> <tr> <td>A003</td> <td>ENLARGED ACCESSIBILITY DETAILS</td> </tr> <tr> <td>A004</td> <td>SHRINK &amp; CONTRACT FLOOR PLAN</td> </tr> <tr> <td>A005</td> <td></td> </tr> </table>		A001	COVER SHEET, SITE PLAN, GENERAL	A002	PROPOSED FLOOR PLAN	A003	ENLARGED ACCESSIBILITY DETAILS	A004	SHRINK & CONTRACT FLOOR PLAN	A005		<p><b>PARKING CALCULATION</b></p> <p>4105 SF PAVING SPACE • EXIST LIGHT INDUSTRY USE: 1 PER 1000 SF - 1 PER COMPANY VEHICLE • 4125' x 1000' = 412.5 SF / 1000 SF = 1.5 PARKING REQUIRED/CREDIT • NEARBY: 1 USE: INDEPENDENT CALCULATION • 4 PEOPLE ON COURT = 4 PEOPLE WAITING = 8 PEOPLE PER COURT • 8 PEOPLE / 2 COURT = 8 PARKING REQUIRED/CREDIT • 16 PARKING REQUIRED = 8 PARKING CREDIT = 11 NEW PARKING REQUIRED • 11 NEW PARKING PROVIDED</p>	
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A005																											
<p><b>GENERAL NOTES</b></p> <ol style="list-style-type: none"> <li>1. ALL CONSTRUCTION WORK SHALL COMPLY WITH THE 2012 EDITION OF THE IBC, EXCEPT AS NOTED OR AS PROVIDED IN THE DRAWINGS OR IN THE CONTRACT DOCUMENTS AND EXCHANGES AS APPLICABLE.</li> <li>2. UNLESS OTHERWISE NOTED, ALL PLATEWALLS, COLUMNS, TANKS, PIPES, CONDUITS, ETC., SHALL BE PLACED OUTSIDE OF THE EXISTING BUILDING AND SHALL NOT BE PLACED INSIDE OF THE EXISTING BUILDING.</li> <li>3. CONCRETE FLOOR SLAB SHALL BE PLACED OUTSIDE OF THE EXISTING BUILDING AND SHALL NOT BE PLACED INSIDE OF THE EXISTING BUILDING.</li> <li>4. EXTERIOR LIGHT FIXTURES TO COMPLY WITH SECTION 5.3.1 OF THE 2012 EDITION OF THE IBC.</li> <li>5. NO FIRE SPRINKLER SYSTEM IS PROPOSED.</li> <li>6. NO FIRE ALARM SYSTEM IS PROPOSED.</li> </ol>		<p><b>REVISIONS</b></p> <p>1. TD BUILDING SUBMITTAL 5/1/24</p> <p>2. COVER SHEET &amp; SITE PLAN APPROVAL</p>		<p><b>1095 SOUTH HIGHWAY 89 JACKSON, WY</b></p>																							
<p><b>SITE DATA</b></p> <p>PT. LOT 1, SEC. 1, Twp. 40, Rng. 115, Pt. 32, Twp. 41, Rng. 115 JACKSON, WYOMING STREET ADDRESS: 1095 SOUTH HIGHWAY 89 ZONING: COMMERCIAL/RESIDENTIAL, CDR-4 SITE AREA: 66,112 SQ.FT. (1.39 ACRES) INTERCRETE ONLY / NO ADDITION TO BLDG OR FAR SITE DEVELOPMENT CALCULATIONS NOT APPLICABLE DEVELOPMENT CALCULATIONS NOT APPLICABLE CODES UTILIZED: 2012 IBC, 2010 NEC, ICC-4, 117-17 DESIGN OR TERRA UTILIZED: NOT APPLICABLE TYPE OF CONSTRUCTION: V4 BUILDING OCCUPANCY CLASSIFICATION: ASSEMBLY, A (INCLUDES TENNIS COURTS WITHOUT SEATING)</p>		<p><b>1095 SOUTH HIGHWAY 89 JACKSON, WY</b></p> <p>1. TD BUILDING SUBMITTAL 5/1/24</p> <p>2. COVER SHEET &amp; SITE PLAN APPROVAL</p>		<p><b>1095 SOUTH HIGHWAY 89 JACKSON, WY</b></p> <p>1. TD BUILDING SUBMITTAL 5/1/24</p> <p>2. COVER SHEET &amp; SITE PLAN APPROVAL</p>		<p><b>1095 SOUTH HIGHWAY 89 JACKSON, WY</b></p> <p>1. TD BUILDING SUBMITTAL 5/1/24</p> <p>2. COVER SHEET &amp; SITE PLAN APPROVAL</p>																					



**PROPOSED FLOOR PLAN**  
NORTH   
SCALE:  $1/4'' = 1'-0''$

**PROPOSED FLOOR PLAN**  
SCALE: 1/4" = 1'-0"

KEY NOTES