



# 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
- 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: July 1, 2024

Item #: P24-101

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

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

**Owner / Applicant**

Grasslands, LLC

Matt Scott

PO BOX 6896

JACKSON, WY 83002

**REQUESTS:**

The applicant is submitting a request for a Basic Use Permit for Outfitter/Tour Operator use for the property located at 670 W Broadway Ave., legally known as LOT 1, TIBBITTS SUBDIVISION.

PIDN: 22-41-16-33-1-70-001

For questions, please call Tyler Valentine at 733-0440 x 1305 or email the address shown to the left. Thank you.

**Please respond by: July 16, 2024 (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?

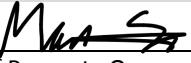
**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

**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

June 7th, 2024



Town of Jackson  
Planning and Building Dept.  
150 East Pearl Ave  
P.O. Box 1687  
Jackson Wyoming, 83001

Landscape Architecture  
P.O. Box 9090  
Jackson, Wyoming

To Whom It May Concern:

Please find enclosed the Grading Permit submittal for 670 W Broadway Avenue.

The existing property at 670 W Broadway currently consists of a gravel parking lot, without any existing structures. The lot is bordered on three sides by commercial properties and one side by Broadway (Highway 191), the bike path, and sidewalk that border the Highway. There are no existing natural resources on the property, other than light vegetation at the edges of the gravel parking. There is a Lower Valley Energy easement that covers the West, South, and a portion of the East sides of the property, and a Silver Star Communications easement that runs along the North property line.

Currently, the lot is non-conforming and requires adjustment to be used as a parking lot for Jackson Hole Wildlife Safaris. This application accompanies another application for a Grading and Erosion Control Permit to re-grade and pave the lot to bring it into compliance. This project will also include a vegetative screening between the parking lot and Broadway Avenue and bring additional vegetation to the site. This Basic Use permit is to request continued use of the site for additional parking for Jackson Hole Wildlife Safaris, as their current location on Gregory Lane does not allow for adequate parking of all their touring vehicles. This parking lot would be used for storage of JHWS vehicles, when they are not in use. There would be no active loading/unloading of passengers in this lot, nor use of any other kind other than vehicle storage.

This project would bring the site into conformity with the current Town of Jackson LDRs and is a show of good faith by the property owners to enhance the property for both the Town of Jackson and their benefit.

Included in this submittal are the following documents:

- A completed Basic Use Permit Application
- A proposed parking lot site plan with proposed planting

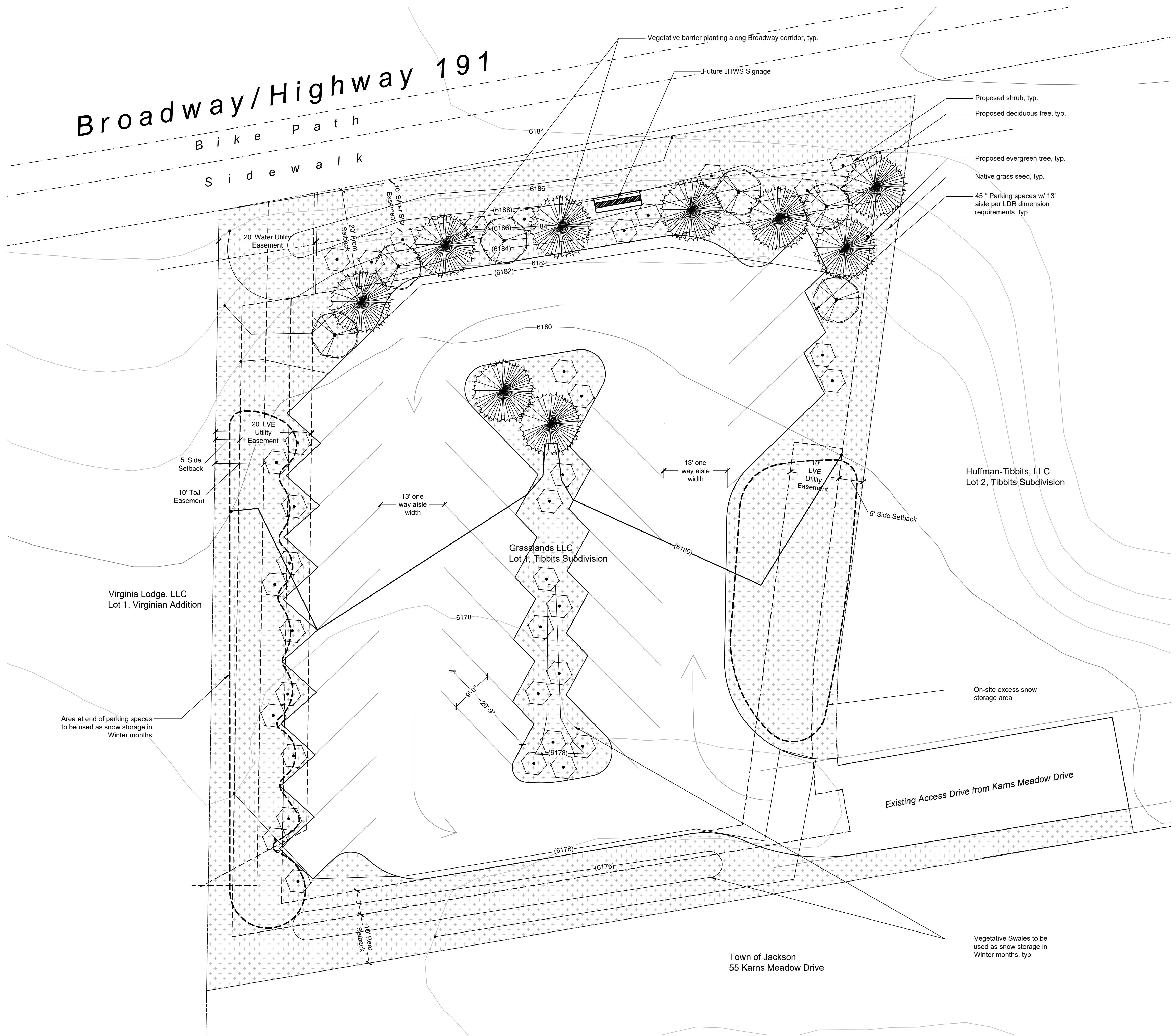
Please feel free to contact the property owner or myself if you have any questions or need any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Trissta Lyman-Morgan".

Trissta Lyman-Morgan, Wyoming Licensed Landscape Architect

Enc.



No.	Revisions	Date
...	...	...
...	...	...
...	...	...
...	...	...
...	...	...
...	...	...
...	...	...
...	...	...
...	...	...

Site Plan

Basic Use Permit  
Submittal

Grasslands, LLC  
670 W Broadway Avenue  
Jackson, WY



Landscape Design

P.O. Box 9090  
Jackson, Wyoming  
perennialwest@gmail.com

Drawing Date: 6/7/2024

Drawn By: TBL

L 1.1