



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
- ☒ Housing Department

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: April 16, 2019

Item #: P19-087, 088

Planner: Paul Anthony

Phone: 733-0440 ext. 1303

Fax: 734-3563

Email: panthony@jacksonwy.gov

Owner:

Jackson State Bank
PO Box 2609
Carlsbad, CA 92009

Applicant:

Crystal Creek Capital
PO Box 844
Jackson, WY 83001

REQUESTS:

The applicant is submitting a request for a Minor Deviation to revise the Development Plan for the property located at 112 Center St and 165 E. Deloney Ave.

For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.

Please respond by: Comments: Tuesday May 7, 2019

RESPONSE: For Departments not using Trak-it, please send responses via email to: tstolte@jacksonwy.gov

Crystal Creek Capital Real Estate Advisors, LLC

P.O. Box 844 | 275 Veronica Lane, Suite 300 | Jackson, Wyoming 83001 | Telephone 307-733-4733

April 15, 2019

Mr. Paul Anthony
Town of Jackson, Senior Planner
PO Box 1687
Jackson, WY 83001

Re: The Center Street Project (P17-213)

Dear Paul,

On March 5, 2018 the Town Council voted to approve a Final Development Plan for the Center Street Project located on 112 Center Street and 165 Deloney Avenue. Crystal Creek Capital submitted a Minor Deviation regarding the room count number that was approved on March 8, 2019. During that time frame the design team was working to finalize the lobby area and the restaurant/bar and corresponding kitchen requirements. We verified with the Planning Department the required process to change the spaces as the team worked through various design issues. Crystal Creek Capital neglected to submit the required Minor Deviation paperwork once those design decisions were finalized and the error was brought to our attention after the Building Permit submittal. These changes were not anticipated at the time of FDP approval; however, the development continues to comply with the LDRs and continues to be a multi-use development with lodging, restaurant/bar, retail and employee housing providing diversity and vitality to the east side of Center Street.

Pursuant to your request, please find an email from the Architect, Mr. John Carney, which describes the vitality of street and the implications to change the design from this point forward.

The proposed changes are outlined below with a brief description of each change:

Lobby:

- The lobby size square footage increased from 3,518 sf to 3,881 sf. The increase in square footage to the lobby allows for improved circulation to facilitate the various uses of the public including the registering of guests staying at the hotel, restaurant and bar patrons and conference/meeting space patrons.
- Matching the sidewalk grade and the lobby grade has avoided the need for external steps and a handicap ramp but created the need for internal steps and a ramp. The increase in square footage provides a more accessible location within the lobby for a ramp.

Restaurant:

- The restaurant will now provide breakfast, lunch and dinner, rather than one meal per day. While this provides an increase in service and patronage throughout the day it also increased the restaurant requirements due to the additional volume. It was determined the space would not be adequate and has increased from 3,251 sf to 3,709 sf.

- The outdoor seating along Center Street coupled with an active three meal restaurant within the property boundaries is significantly enhances street vitality.

Retail:

- The retail space along Deloney Avenue was 558 (scaled from PDF) sf at FDP and increased to 620 sf at Building Permit.
- The retail space was removed from Center Street to allow for the increase in lobby size, the increase in kitchen and restaurant space and the opportunity to increase the offerings to a three-meal restaurant.

Parking and Housing Requirements:

- Attached to the application is a Parking Table and Housing Table which demonstrates that the changes continue to comply with the LDR requirements. With the proposed changes the parking requirements are 80.82 spaces are provided. There is a total of 4,263.03 sf of housing required and 4,704 sf of housing is provided.

Elevations and Floor Plan:


- The elevations of the project have not been affected by the proposed change. Included in the application is the FDP approved Elevation and the Building Permit submittal elevations.
- Also included in the application is the FDP approved floor plan and the Building Permit submittal floor plan.

Overall Block Face along Center Street:

We share the Town's objective of activating the Center Street block; our development stands to gain from achieving this objective. We believe that the proposed changes will not diminish the development's contribution to this objective. The mixed-use development, even with the changes, will make a major contribution to the diversity and vitality of Center Street. With our development, Center Street will have a bank, hotel, conference center, bar, restaurant, galleries, offices and various retail on the block. The project itself remains a multi-use development with lodging, restaurant/bar/retail and employee housing.

Please let me know if any additional information is needed to process our request for a minor deviation and thank you for your assistance on this project.

Best,



Jim Walter
President



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: Center Street Project
Physical Address: 112 Center Street & 165 E Deloney
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: CCC's Center Street, LLC Phone: 307-733-4733
Mailing Address: PO Box 844, Jackson, WY ZIP: 83001
E-mail: jeanne@crystalcreekcapital.com

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: Mine Deviation
☐ 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 #: P16-0127 Environmental Analysis #: _____
Original Permit #: P17-213, 214, 215 Date of Neighborhood Meeting: 1/23/17

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 www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-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.

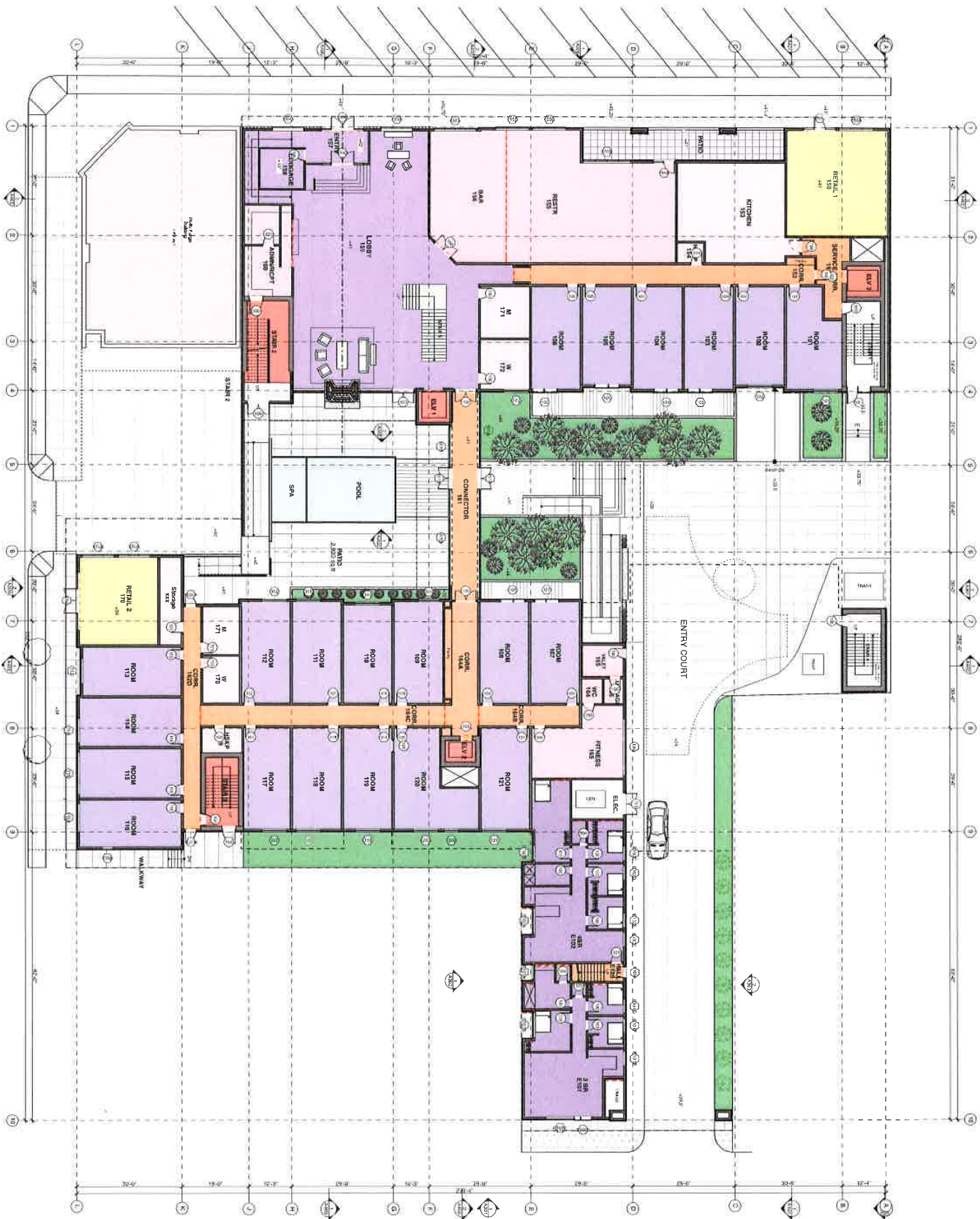
Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, 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



FDP APPROVED

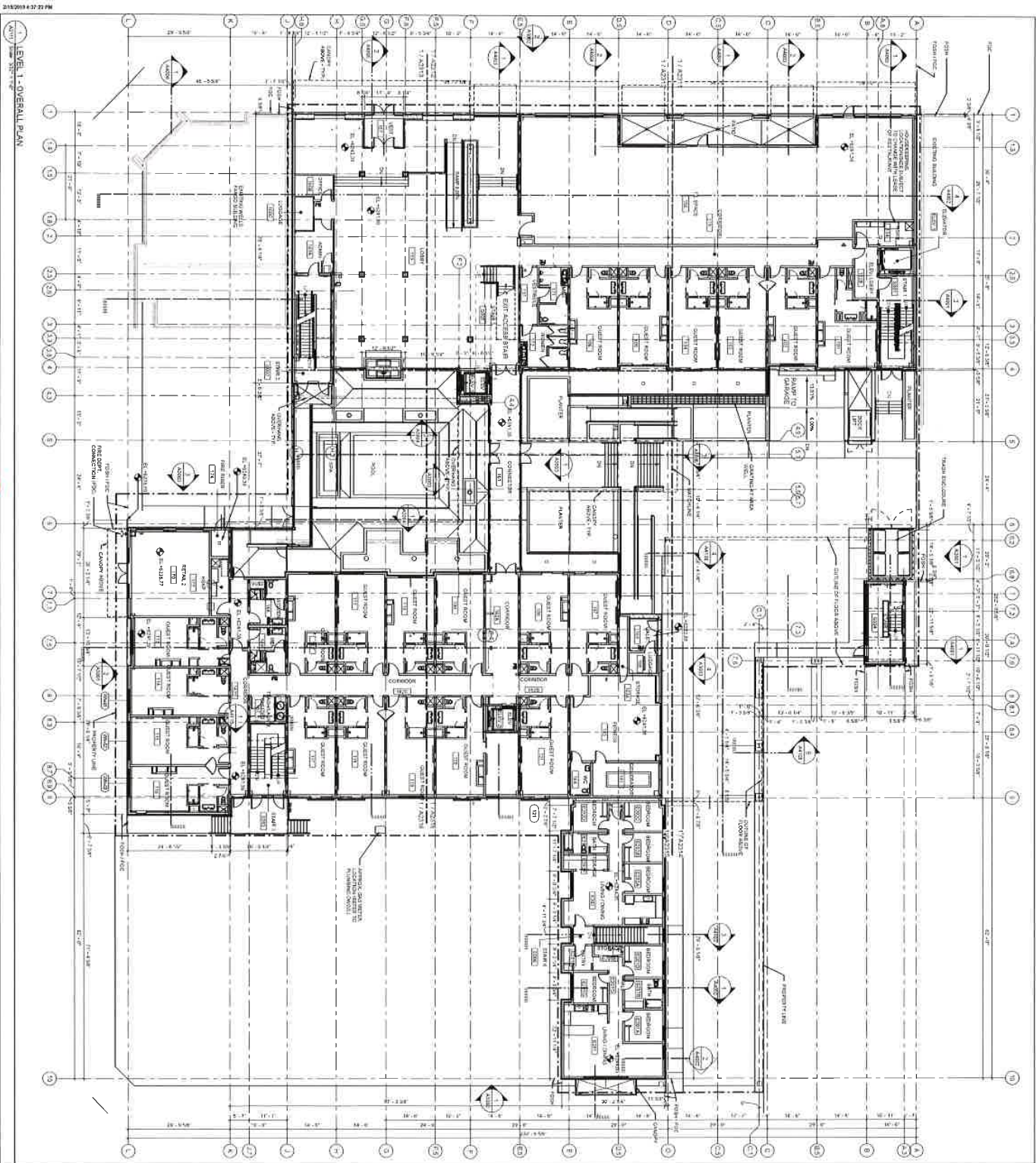
1 Level 1 Floor Plan
SCALE: 1/8" = 1'-0"



CARNEY
LOGAN
BURKE

10/10/18

A210



- Floor Plan - General Notes**
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND STANDARDS OF VIRGINIA.
 2. THE OWNER HAS PROVIDED ALL NECESSARY PERMITS AND APPROVALS FOR THIS PROJECT.
 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FOR THIS PROJECT.
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CRYSTAL CREEK CAPITAL
REAL ESTATE ADVISORS LLC
279 KENDALL LANE SUITE 200
JACKSON, VA 22001

THE STATE OF VIRGINIA
DEPARTMENT OF PROFESSIONAL REGULATION
DIVISION OF CONTRACTING
REGISTERED PROFESSIONAL ARCHITECT
JACKSON, VA 22001

PROJ. NO. 111 CENTER STREET
PROJ. NAME CENTER STREET HOTEL
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PROJ. NAME CENTER STREET HOTEL

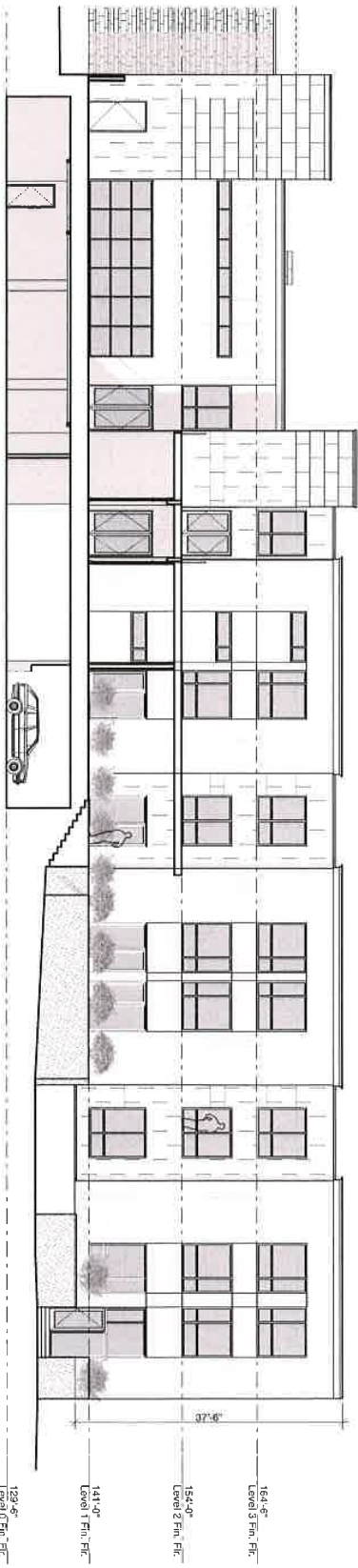
ARCHITECT
A2111
1

BUILDING PERMIT SET



West Elevation

SCALE: 1/8" = 1'-0"



West Building East Elevation

SCALE: 1/8" = 1'-0"

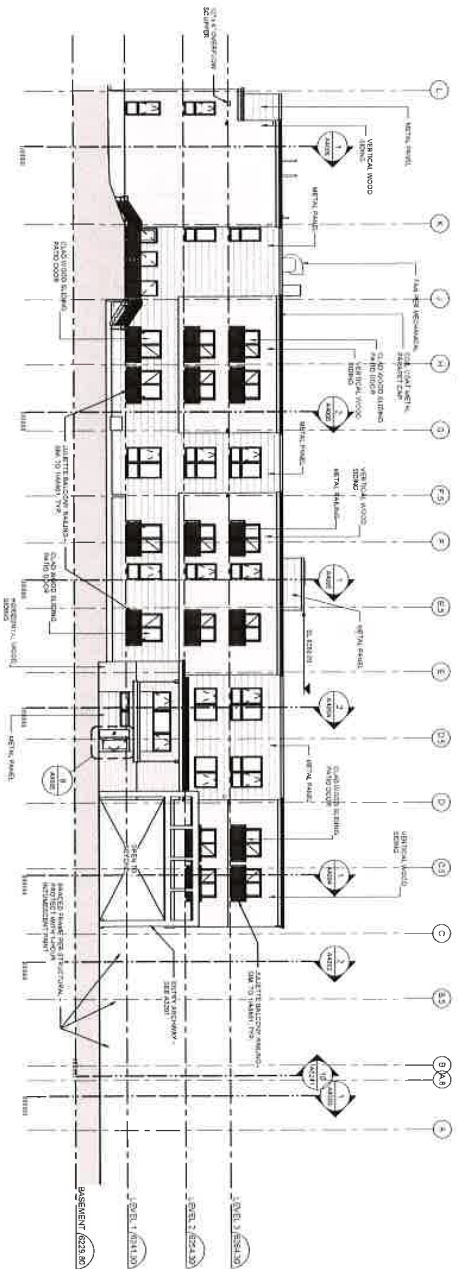
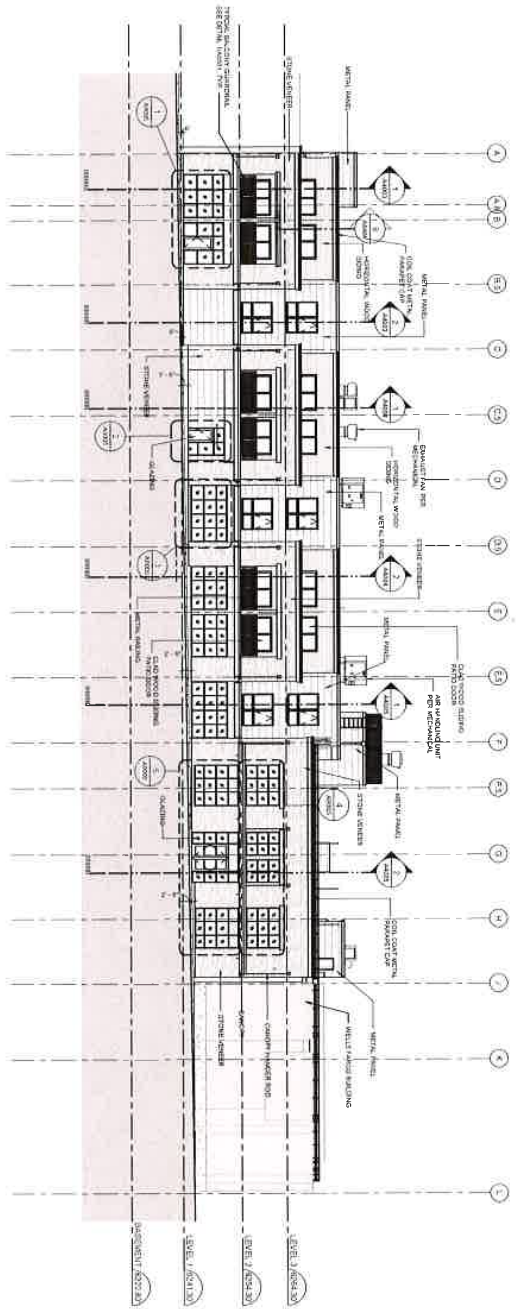
FDP Approved

ARCHITECTS

CARNEY
LOGAN
BURKE

100120017

THE CENTRA STREET PROJECT
1517500
EXTERIOR ELEVATIONS
A301



BUILDING PERMIT SET

EXTERIOR ELEVATION NOTES

**CRYSTAL CREEK
CAPITAL**
REAL ESTATE ADVISORS, LLC
PO BOX 844
275 VERONICA LANE SUITE 300
JACKSON WY 83001



PRIME CONSULTANT

IBI

IBI GROUP
10 Exchange Place, Suite 112
3rd Floor, New York, NY 10005 USA
Tel: (212) 512-4323 Fax: (212) 512-4321
info@ibi.com

CENTER STREET HOTEL
112 CENTER STREET
Jackson, Wyoming 83001

BUILDING ELEVATION

A3002

Employee Housing

Use	Calculation Requirement	FDP Square Footage	FDP Employee Housing Requirement	CD Square Footage	CD Employee Housing Requirement
Lodging	47/1,000	62,906 sf	2,957 sf	63,531 sf	2,985.96 sf
Conference	47/1,000	3,421 sf	161 sf	3,692 sf	173.52 sf
Restaurant/Bar	378/1,000	3,251 (+ 500 sf outdoor dining)	1,418 sf	3,712 + (500 sf outdoor dining)	1,592.14 sf
Retail	156/1,000	1,417 sf	221 sf	620 sf	96.7 sf
Sub Total		71,495 sf	4,757 sf	71,555 sf	4,848.33 sf
Credit for existing Development (6.3.1.C.1)			585.3 sf		585.3 sf
Net Total			Required: 4,172 sf Provided: 4,892 sf		Required: 4,263.03 sf Provided: 4,704 sf

Parking Table

Unit Type	Unit Parking Ratio	FDP	CD
Hotel # Rooms	.75/room	72	75 (100 rooms)
Conference	Included in hotel	Included in hotel	Included in hotel
Restaurant/Bar	1/110 sf of dining area + 1/60 of bar area	55.8	33.49
Retail	2.25/1,000	3.2	1.4
Employee Housing	Dorm: .25/BR; Apt:1/DU if <2 BR and < 500 sf: otherwise, 1.5/DU	5 spaces	5 spaces
Parking Credits	67.9 credits available from 1988 study	58.98 Met by credit	34.89 Met by credit
Total		FDP required: 77 FDP provided: 77	Required: 80 Provided: 82

Jeanne Carruth

Subject: FW: Center Street Restaurant Sketches
Attachments: Center Street Restaurant Option 1 101518.pdf

From: John Carney <john@johncarneyfaia.com>
Sent: Friday, April 12, 2019 12:21 PM
To: Jim Walter <jim@crystalcreekcapital.com>
Cc: Lakeman <clakeman@clbarchitects.com>
Subject: Fwd: Center Street Restaurant Sketches

Jim,

Following up on our conversation this morning, here are my thoughts about the impacts of going back to the old scheme with a small retail space along Center Street. I also wanted to share the sketch that we did some time ago for Jamie showing a possible configuration of the kitchen and restaurant. Option 1 is our preferred approach as it puts the active restaurant and bar space with big windows running along the entire Center Street facade, with the kitchen being tucked back away from the windows. This fully supports our notion that the loss of a small retail space does not in any way compromise the street-front activity that the Town wants to see on commercial buildings downtown. In addition, the public lobby now being more generous, could certainly allow for some retail items being sold there, as is the case in many hotel lobbies.

The second point to make is that to change back to the former scheme at this stage in the process would entail a minimum of a month's design time to undo/redo all the interior design work that has been completed. In addition, the mechanical, electrical, and lighting engineering would also need to be completely reworked. This could add another two to three weeks to complete. So I think it is fair to say that going back to the old scheme with a smaller lobby and a very small retail space would provide no benefit to the TOJ and would delay the project for 6 to 8 weeks and incur hefty design additional services fees.

I hope this is helpful.

John Carney, FAIA
307.413.6400

RESTAURANT /
KITCHEN OPTION 1
3/32" = 1'-0" 10.15.18

48
34
12
94 ± = RESTAURANT
44 ± = OUTDOOR SEATING
54
29
83 ± = BAR
KITCHEN = 955 SF
RESTAURANT = 1,350 SF
BAR = 1,000 SF

