



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

<p>Date: December 1, 2020</p> <p>Item #: P20-222</p> <p>Planner: Paul Anthony</p> <p>Phone: 733-0440 ext. 1303</p> <p>Email: panthony@jacksonwy.gov</p> <p>Owner Virginian Lodge, LLC PO Box 7396 Jackson, WY 83001</p> <p>Applicant: Northworks – Abby Petri PO Box 4027 Jackson, WY 83001</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Pre-Application for the property located 750 W. Broadway Ave, legally known as LOT 1, VIRGINIAN ADDITION.</p> <p>For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.</p>
<p>Please respond by:</p> <p style="text-align: center;">December 22, 2020 (with Comments)</p>	

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



PRE-APPLICATION CONFERENCE REQUEST (PAP)

Planning & Building Department

150 E Pearl Ave. | phone (307)733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____

Time & Date Received _____

Application # _____

Please note: Applications received after 3 PM will be process the next business day.

APPLICABILITY. This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to www.townofjackson.com/204/Pre-Application

PROJECT.

Name/Description: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name, Agency: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ Applicant/Agent

ENVIRONMENTAL PROFESSIONAL. For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

Name, Agency: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

TYPES OF PRE-APPLICATION NEEDED. Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

_____ Physical Development Permit
_____ Use Permit
_____ Development Option or Subdivision Permit
_____ Interpretations of the LDRs
_____ Amendments to the LDRs
_____ Relief from the LDRs
_____ Environmental Analysis

This pre-application conference is:
_____ Required
_____ Optional
_____ For an Environmental Analysis
_____ For grading

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (tstolte@jacksonwy.gov).

Have you attached the following?

_____ **Application Fee.** Go to www.townofjackson.com/204/Pre-Application.com 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.

_____ **Narrative Project Description.** Please attach a short narrative description of the project that addresses:

- _____ Existing property conditions (buildings, uses, natural resources, etc)
- _____ Character and magnitude of proposed physical development or use
- _____ Intended development options or subdivision proposal (if applicable)
- _____ Proposed amendments to the LDRs (if applicable)

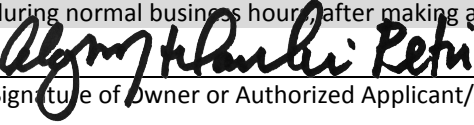
_____ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:

- _____ Property boundaries
- _____ Existing and proposed physical development and the location of any uses not requiring physical development
- _____ Proposed parcel or lot lines (if applicable)
- _____ Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

_____ **Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.

_____ **Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

Under penalty of perjury, I hereby certify that I have read this application 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 Owner or Authorized Applicant/Agent

Date

Name Printed

Title

NORTHWORKS

VIRGINIAN LODGE

750 West Broadway Avenue
Jackson, WY 83001

TOJ PRE APP NARRATIVE

30 November 2020

The Virginian Lodge and RV Park

The Virginian Lodge located at 750 West Broadway Avenue in the CR-3 zoning district of Jackson, Wyoming is a local, historically significant property that has been continuously active as a hotel and motor lodge since 1965. The existing property features 170 hotel rooms, 104 RV spots, a restaurant, saloon, liquor store, and an outdoor courtyard featuring a generous lawn area and pool.

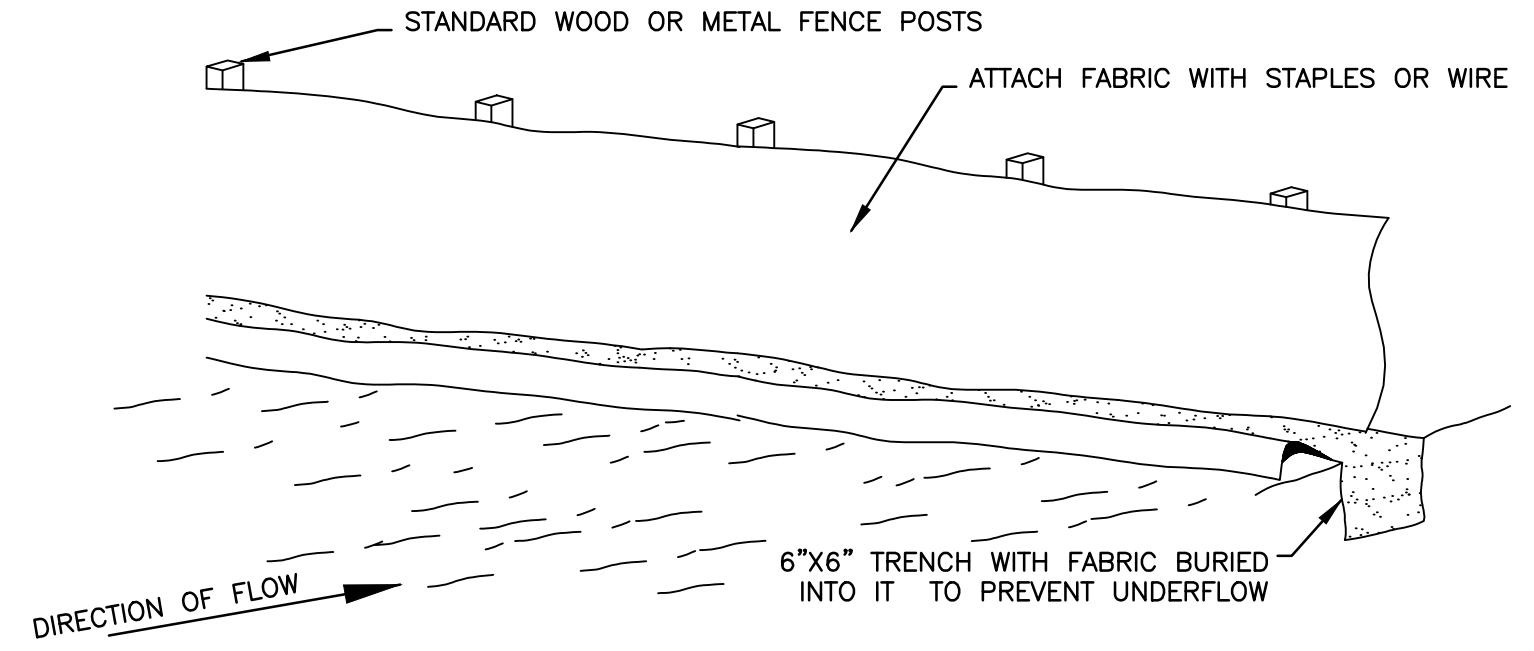
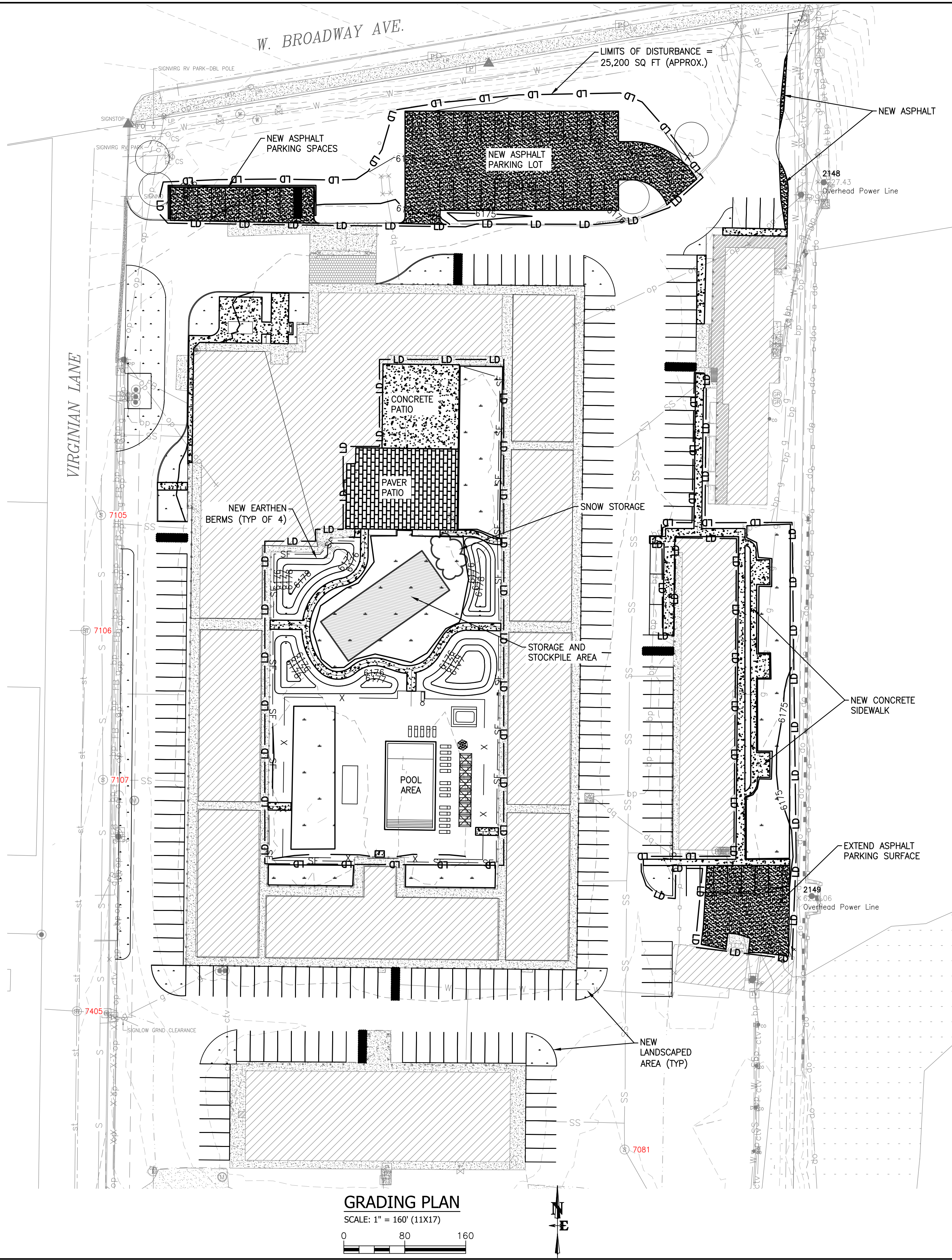
No increases to the square footage of any building on the property is being proposed, nor are there any plans to redevelop any portion of the Virginian into any other use than exists now. Exterior improvements will be limited and primarily focused on deferred maintenance items such as new paint, patching and repairing roofs, and replacing exterior doors and windows for increased energy efficiency. The re-development of the Virginian aims to deliver affordable, high quality lodging and amenities that remain familiar in its design language to the local community and attractive to hotel guests.

The pre-application request for a Physical Development Permit addresses the site improvements that are planned for LOT 1, VIRGINIAN ADDITION (VIRGINIAN LODGE). The site work will focus on improving the site circulation for pedestrian and vehicular safety, increasing landscape around the perimeter of the property, and modernizing the failing pool area for hotel guests.

Please direct any questions or concerns to our office. Thank you for your time in the review of this exciting project and we look forward to working with your team.

Respectfully submitted,

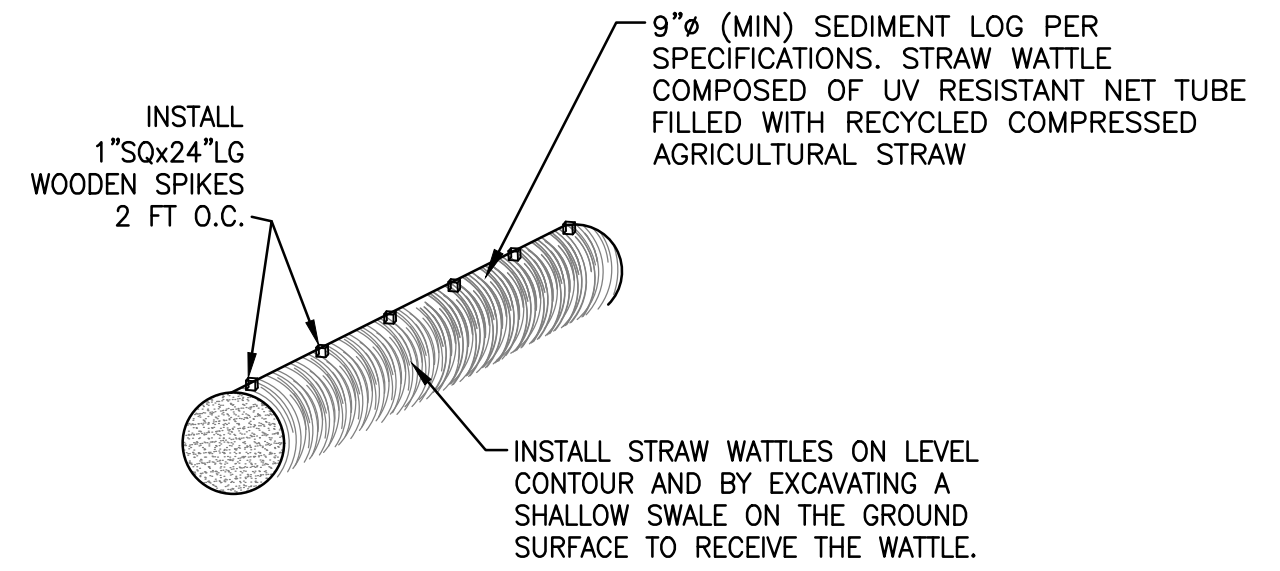
Abigail Petri, RA
Senior Architect, Northworks Architects



- NOTES:**
1. SILT FENCE SHALL BE INSTALLED TO LIMIT MIGRATION OF SOIL CAUSED BY STORM WATER RUNOFF IN ORDER TO PROTECT ADJACENT WATER BODIES AND NEIGHBORING PROPERTIES.
 2. MAINTAIN SILT FENCE IN-PLACE UNTIL EXPOSED SOILS HAVE REVEGETATED SUFFICIENTLY TO PREVENT EROSION.

SILT FENCE INSTALLATION DETAIL

SCALE: N.T.S.



- NOTE:**
1. STRAW WATTLES SHALL BE INSTALLED TO LIMIT MIGRATION OF SOIL CAUSED BY STORM WATER RUNOFF IN ORDER TO PROTECT ADJACENT WATER BODIES AND NEIGHBORING PROPERTIES.
 2. MAINTAIN WATTLE IN-PLACE UNTIL EXPOSED SOILS HAVE REVEGETATED SUFFICIENTLY TO PREVENT EROSION.
 3. CONTINUOUS RUNS OF STRAW WATTLE SHALL BE MADE BY ABUTTING ENDS OF INDIVIDUAL WATTLES WITH NO GAPS BETWEEN.

STRAW WATTLE DETAIL

SCALE: N.T.S.

DRAWING NO C4.0		JOB TITLE VIRGINIAN LODGE TOWN OF JACKSON, WY	DRAWING TITLE GRADING PLAN	<div>NELSON ENGINEERING</div> <div>P.O. BOX 1599, JACKSON WYOMING (307) 733-2087</div>	DATE	10.12.2020	REV.
JOB NO 20-102-03					SURVEYED	ALTA	
		ENGINEERED	BS				
		DRAWN	BS				
		CHECKED	MB				
		APPROVED					