



# 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: February 11, 2020	<b>REQUESTS:</b>
Item #: P21-030	The applicant is submitting a request for a Pre-Application Conference for the property located at 50 W. Broadway Avenue, legally known as, LOTS 3-4, BLK. 1, WORT-1.
Planner: Tyler Valentine	For questions, please call Tyler Valentine at 307-733-0440, x1305 or email to the address shown to the left. Thank you.
Phone: 733-0440 ext. 1305	
Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a>	
<b>Owner:</b> Skippy Boyer PO Box 189 Mexico, MO 65265-0189	
<b>Applicant:</b> Stefan Grainda PO Box 9813 Jackson, WY 83002	
<b>Please respond by:</b>	<b>March 4, 2021 (with Comments)</b>

**Owner:**

Skippy Boyer  
PO Box 189  
Mexico, MO 65265-0189

**Applicant:**

Stefan Grainda  
PO Box 9813  
Jackson, WY 83002

**Please respond by:**

**March 4, 2021 (with Comments)**

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[tvalentine@jacksonwy.gov](mailto:tvalentine@jacksonwy.gov)



**PRE-APPLICATION CONFERENCE REQUEST (PAP)**  
Planning & Building Department

150 E Pearl Ave. ph: (307) 733-0440 fax:  
P.O. Box 1687 [www.townofjackson.com](http://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 processed 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](http://www.townofjackson.com/204/Pre-Application)

**PROJECT.**

Name/Description: Pink Garter Plaza - Community Shopping Center

Physical Address: 50 W. Broadway Avenue

Lot, Subdivision: Lots 3-4, BLK. 1., WORT-1 PIDN: 22-41-16-33-1-01-004

**PROPERTY OWNER.**

Name: Skippy Boyer Ltd. Part. C/O Pink Garter Plaza Phone: 573.473.4029  
Mailing Address: P.O. Box 189, Mexico, MO ZIP: 65265-189  
E-mail: [pinkgarterjh@gmail.com](mailto:pinkgarterjh@gmail.com)

**APPLICANT/AGENT.**

Name, Agency: Stefan Granda Phone: 690.9318  
Mailing Address: P.O. Box 9813, Jackson, WY ZIP: 83002  
E-mail: [jacksonholeroaster@gmail.com](mailto:jacksonholeroaster@gmail.com)  
*please cc - kinseycornelius@yahoo.com*

**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** (via email to [tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov)) of the submittal packet.

Have you attached the following?

**Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://www.townofjackson.com/204/Pre-Application.com) for the fees.

Already submitted  **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](http://www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF).  
Already submitted with ZCV

**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)

N/A  **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:

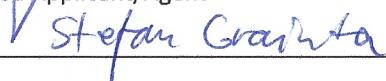
Property boundaries  
 Existing and proposed physical development and the location of any uses not requiring physical development  
 Proposed parcel or lot lines (if applicable)  
 Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

N/A  **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.

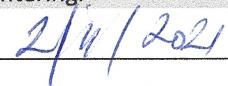
Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize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



Name Printed

Date



Title



**KINSEY ARCHITECT**

11 February 2021

Paul Anthony  
Town of Jackson Planning and Development  
150 East Pearl Avenue  
Jackson, WY 83001

Mr. Anthony,

The applicant, Skippy Boyer Ltd. Part. C/O Pink Garter Plaza is requesting a Pre-Application Conference for 50 West Broadway Avenue.

**BACKGROUND:**

The applicant/owner is Skippy Boyer Ltd. Part. C/O Pink Garter Plaza. The applicant owns a lot defined as Lot 3-4, BLK. 1, WORT-1, (commonly known as 50 West Broadway Avenue) and has a split zoning TS (Town Square) and UC (Urban Commercial). The lot currently has one structure for "Community Shopping Center" and (4) one-bedroom units built in 1971 per the Teton County Assessor. The lot is approximately .34 acres. The theater on the top floor is split between two zoning classifications (TS and UC). The theater was built in 1971 prior to the 1994 LDR's. The theater has been in constant and continuous operations since the building was built for "amusement" use; the only time the theater has not been in use is due the Governor's Ninetieth Continuation, and Modification, of Statewide Public Health Order #2: Regarding gatherings of more than ten (10) people.

The applicant has attached an excel spreadsheet with the square footage calculation for each space in the building for parking calculations. Please review so a parking calculation can be established for the building.

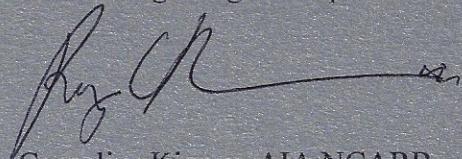
The applicant would like to make the following proposed changes to the building. The two proposed changes will be permitted individually rather than one permit, however the applicant would like to know exactly what steps would be required to make these changes:

- 1) In Theater Lobby #2, the applicant would like to add this area to the restaurant (currently the Rose) as dining seating. This would add 897.48 sq. ft. to the dining room. The currently bar would become a wait station during dining hours and a bar when shows are happening upstairs. There would be a new separate theater entrance from the deck with a hallway into the theater. The deck would become wider to handle the egress out of the theater entrance to stair no. 9
- 2) Over the existing courtyard, the owner would like to add a deck with outdoor seating. In this new epoch of Covid, the owner would like to have as much outdoor seating to help with health concerns, much like the pop-up seating around the square.

**REQUEST:**

The applicant respectfully requests the planning department set-up a Pre-application conference for the proposed changes to the Pink Garter Plaza.

Thank you for your assistance with this request. Please contact me should you have any questions or concerns regarding this request. Best Regards,



Cornelius Kinsey, AIA NCARB

11 February 2021

Paul Anthony  
Town of Jackson Planning and Development  
150 East Pearl Avenue  
Jackson, WY 83001

Mr. Anthony,

The applicant, Skippy Boyer Ltd. Part. C/O Pink Garter Plaza is requesting a Pre-Application Conference for 50 West Broadway Avenue.

**BACKGROUND:**

The applicant/owner is Skippy Boyer Ltd. Part. C/O Pink Garter Plaza. The applicant owns a lot defined as Lot 3-4, BLK. 1, WORT-1, (commonly known as 50 West Broadway Avenue) and has a split zoning TS (Town Square) and UC (Urban Commercial). The lot currently has one structure for “Community Shopping Center” and (4) one-bedroom units built in 1971 per the Teton County Assessor. The lot is approximately .34 acres. The theater on the top floor is split between two zoning classifications (TS and UC). The theater was built in 1971 prior to the 1994 LDR’s. The theater has been in constant and continuous operations since the building was built for “amusement” use; the only time the theater has not been in use is due to the Governor’s Ninetieth Continuation, and Modification, of Statewide Public Health Order #2: Regarding gatherings of more than ten (10) people.

The applicant has attached an excel spreadsheet with the square footage calculation for each space in the building for parking calculations. Please review so a parking calculation can be established for the building.

The applicant would like to make the following proposed changes to the building. The two proposed changes will be permitted individually rather than one permit, however the applicant would like to know exactly what steps would be required to make these changes:

- 1) In Theater Lobby #2, the applicant would like to add this area to the restaurant (currently the Rose) as dining seating. This would add 897.48 sq. ft. to the dining room. The currently bar would become a wait station during dining hours and a bar when shows are happening upstairs. There would be a new separate theater entrance from the deck with a hallway into the theater. The deck would become wider to handle the egress out of the theater entrance to stair no. 9
- 2) Over the existing courtyard, the owner would like to add a deck with outdoor seating. In this new epoch of Covid, the owner would like to have as much outdoor seating to help with health concerns, much like the pop-up seating around the square.

**REQUEST:**

The applicant respectfully requests the planning department set-up a Pre-application conference for the proposed changes to the Pink Garter Plaza.

Thank you for your assistance with this request. Please contact me should you have any questions or concerns regarding this request. Best Regards,

Cornelius Kinsey, AIA NCARB

## EXISTING PINK GARTER SQUARE FOOTAGES

### **Basement:**

TGR	Storage	2,533.30	sf
	Mechanical	97.35	sf
Cornerstone	office	2,336.17	sf
	Hallway/mech/bathroom	291.20	sf
Pinky G's	kitchen	755.09	sf
	storage	140.21	sf
JH Roasters	office (attached to retail)	256.95	sf
	storage/Hallway	1,254.62	sf
	total	7,664.89	sf

### **First Floor:**

JH Roasters	dining area	556.07	sf
	kitchen/storage/bathroom	1,309.87	sf
Barber shop	service	543.96	sf
Pinky G's	dining area	1,011.00	sf
	kitchen/storage/bathroom	436.00	sf
Rental Space 104	retail	822.70	sf
	bathroom	55.31	sf
TGR	retail	1,724.78	sf
Skin Care	retail	1,383.09	sf
	bathroom	60.37	sf
	Bathroom/mech (2 rental units above)	545.90	sf
	total	8,449.05	sf

### **Second Floor:**

(1) apartment in TS zoning	462.62	sf
(3) apartments in UC zoning	1,375.58	sf
Theater Lobby #1 stairs, bathrooms	1,653.36	sf
Apartment hallway	265.33	sf
Theater Lobby #2 - Note 1	1,794.35	sf
The Rose bar	59.28	sf
	831.78	sf
	2,319.94	sf
total	8,762.24	sf

**Third Floor:**

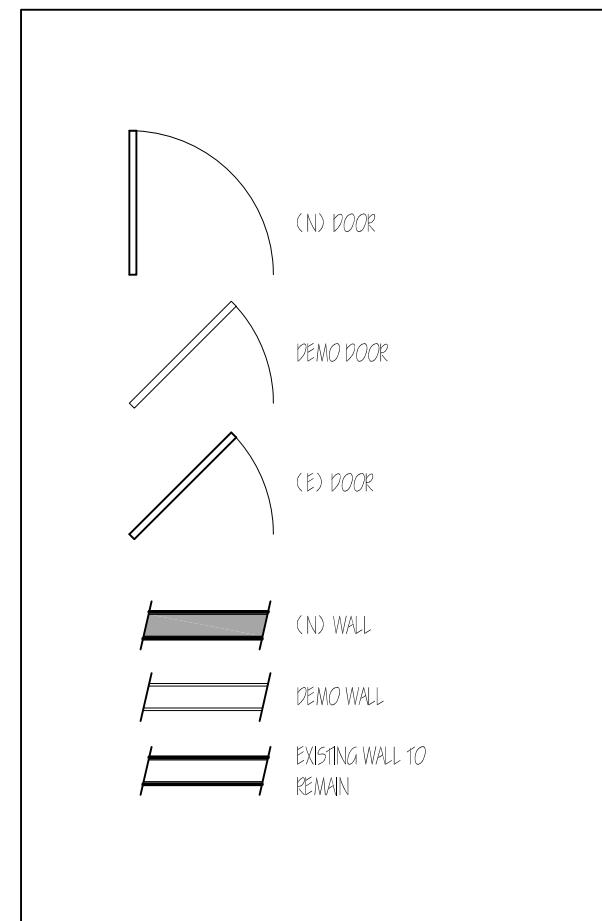
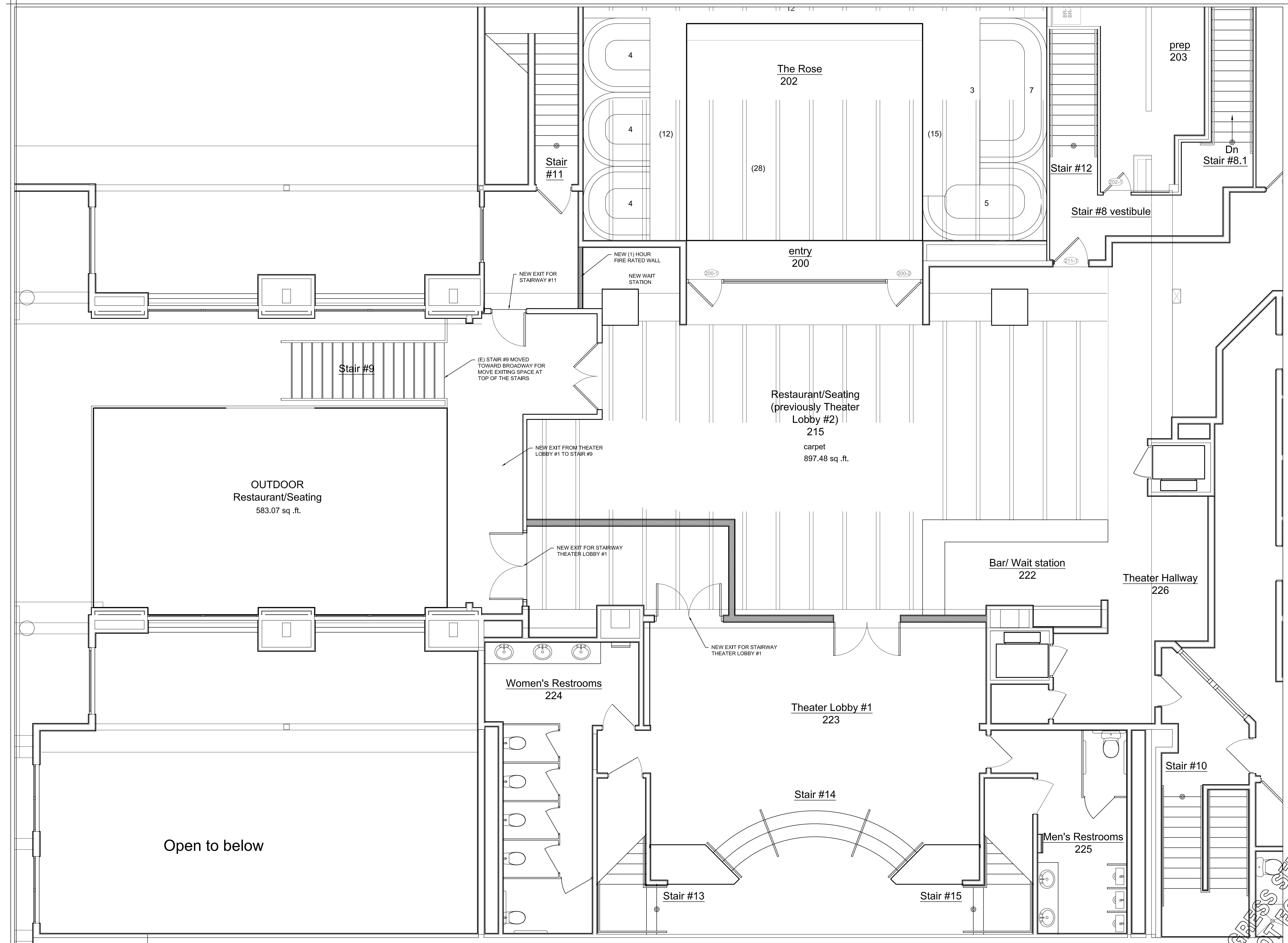
Theater	theater	3,448.30 sf
Stage		1,027.03 sf
Dressing Rooms		393.65 sf
Bathrooms		139.28 sf
		<hr/>
	total	5,008.26 sf
	<b>total</b>	<b>29,884.44 sf</b>

**Proposed changes to the Second floor:**

Theater Lobby #2 would become these numbers:

New Hallway Theater Lobby #1	155.34 sf
Restaurant seating	897.48 sf
Support and Hallways	741.53 sf
	<hr/>
total to remain the same	1794.35 sf

Outdoor seating	583.07 sf
-----------------	-----------



KINSEY, LLC.  
P.O. BOX 12258 • 1070 ELK RUN UNIT 60  
JACKSON, WY 83002 PH # 307.413.2485

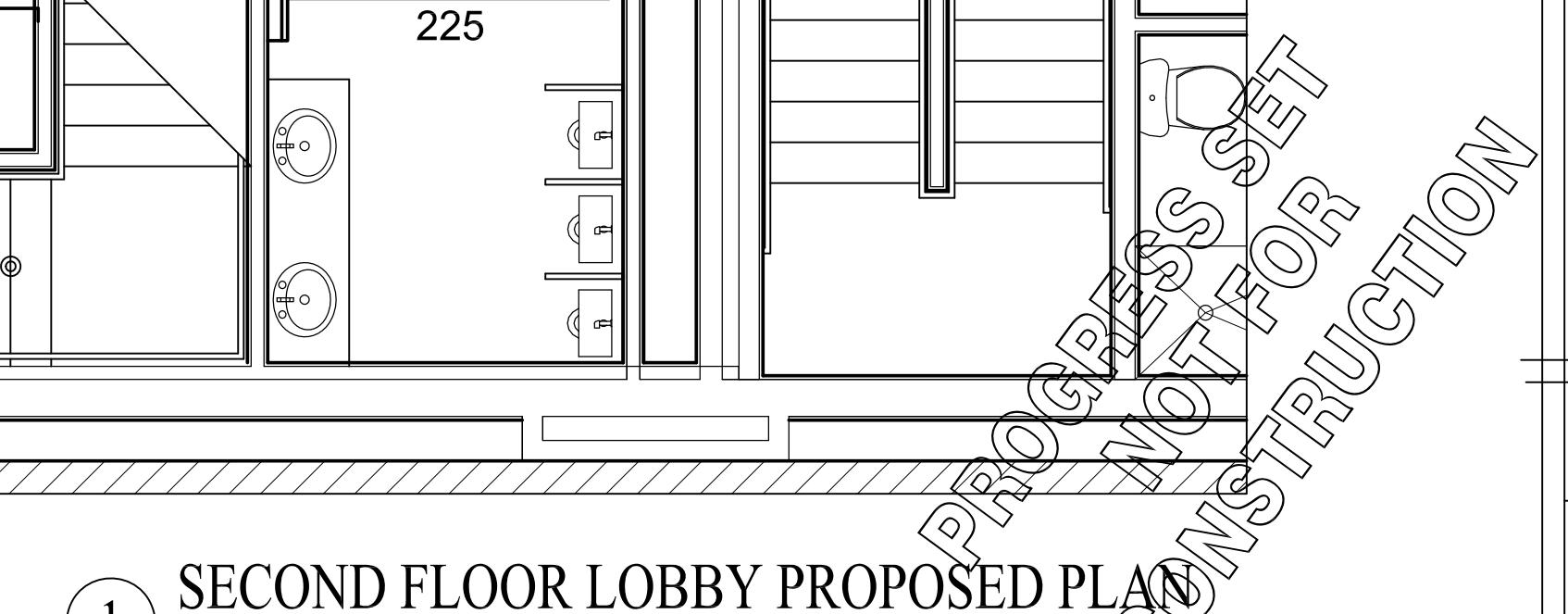
OWNERSHIP & USE OF DOCUMENTS  
GS & SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL  
ARE AND SHALL REMAIN PROPERTY OF THE ARCHITECT.  
DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR  
JECT OR PURPOSES WHATSOEVER, WITHOUT THE PRIOR  
T WRITTEN AUTHORIZATION OF THE ARCHITECT, KINSEY LLC.

PROJECT NUMBER  
PINK GARTER LOBBY REMODEL  
50 WEST BROADWAY AVENUE  
JACKSON, WY

---

## REVISIONS

## PRE-APPLICATION CONFERENCE



## A2.1