



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 24, 2020	REQUESTS:
Item #: P21-045	The applicant is submitting a request for a Pre-Application Conference for a Development Plan for the property located at 155 N. Jackson Street, legally known as LOT 4-5, BLK. 4, JACKSON
Planner: Paul Anthony	For questions, please call Paul Anthony at 307-733-0440, x1303 or email to the address shown to the left. Thank you.
Phone: 733-0440 ext. 1303	
Email: panthony@jacksonwy.gov	
Owner: Miller Park Inn 155 N Jackson St Jackson, WY 83001	
Applicant: Ward + Blake Architects PO Box 10399 Jackson, WY 83002	
Please respond by: March 17, 2021 (with Comments)	

Owner:

Miller Park Inn
155 N Jackson St
Jackson, WY 83001

Applicant:

Ward + Blake Architects
PO Box 10399
Jackson, WY 83002

Please respond by:

March 17, 2021 (with Comments)

RESPONSE: For Departments not using Trak-it, please send responses via email to:
panthony@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
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

PROJECT.

Name/Description: **Miller Park Inn**

Physical Address: **155 N. Jackson Street**

Lot, Subdivision: **Lot 4-5 Block 4**

PIDN: **22-41-16-28-4-11-002**

PROPERTY OWNER.

Name: **Ronald Miller** Phone: **307-690-6331**
Mailing Address: **POB 12769 Jackson, Wy 83002** ZIP: _____
E-mail: **ron@jacksonhole.net**

APPLICANT/AGENT.

Name, Agency: **Ward+Blake Architects** Phone: **307-733-6867**
Mailing Address: **POB 10399 Jackson, Wy** ZIP: **83002**
E-mail: **tomward@wardblake.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) of the submittal packet.

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, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during 24 hours, after making a reasonable effort to contact the owner/applicant prior to entering.



Signature of Owner or Authorized Applicant/Agent

Thomas E Ward, AIA

Name Printed

2/23/21

Date

Partner

Title

Paul Anthony
Planning Director
TOJ Planning and Building Department
150 E Pearl Ave
Jackson Wy 83001

Re: Miller Park Inn

Project Narrative

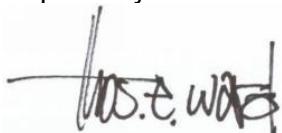
Miller Park Lodge desires to create a new mixed-use development on their existing property between the Rusty Parrot Lodge and the Parkway Inn across from Miller Park. This would be a new stand-alone facility that would encompass Retail, Office, Lodging and Residential uses. The project is intending to have sub grade parking depending on ground water.

This site is in excellent proximity existing facilities with respect to both the Lodging aspects of the development and the residential component. The Rusty Parrot Lodge and other more recent Miller Park developments have set the tone for this type of project North of Broadway. As for all businesses in Jackson, providing housing for employees presents a continual challenge and the Work Force Housing aspects of this project begin to help meet this challenge.

1. The introduction of residential units at this location puts tenants in close proximity to a remarkably wide assortment of services and retail establishments ranging from movie theaters, doctors, restaurants, and is adjacent to Miller Park and public transportation.
2. The new building will be of similar bulk and scale as the buildings in the neighborhood and is a compatible use to existing commercial business on the adjacent sites.
3. The street and utility improvements will include new curb and gutter and new sidewalks set off the street.
4. There are no significant natural features on the site.
5. The site improvements will create pedestrian walkways, including access to START bus stop, that are set off the street, meet all ADA regulations, and provide improved sidewalk lighting.
6. The fact that the request is for employee housing, and the building lies in such close proximity to so many services means that the use of an automobile is greatly reduced for the tenants above the proposed facility. The parking area for this facility is planned to be shared between to the different uses of the building.
7. The site will be a mixture of retail and residential uses. These uses are compatible as long as the needs of each facility are met architecturally. The building code addresses the separation issues by occupancy.

We think that this project will be an asset to both the existing development and the Town of Jackson and are excited and proud to be working with a client who has made such a commitment to both entities.

Respectfully Submitted,



Thomas E. Ward, AIA

MILLER PARK INN JACKSON HOLE

155 N. Jackson St. North, Lots 4-5
Jackson, Wyoming 83001

ZONING DISTRICT LO/UC
BUILDING OCCUPANCY/USE MIXED USE
LOT AREA .32 ACRES (13,939.2 SF)

TYPE
TYPE OF CONSTRUCTION
FIRE SPRINKLER
EXISTING NO. OF STORIES 2
PROPOSED NO. OF STORIES 3
ALLOWABLE BUILDING HEIGHT 41'
ACTUAL BUILDING HEIGHT 41'

BUILDING AREA CALCULATIONS

1ST FLOOR: RETAIL/LODGING	3,878 SF
EMPLOYEE	1,896 SF
CIRCULATION	1,599 SF
RECYCLING/GARBAGE	443 SF
OUTDOOR PARKING	633 SF
2ND FLOOR: LODGING	7980 SF
CIRCULATION	661 SF
3RD FLOOR: LODGING	7,182 SF
CIRCULATION	459 SF
TOTAL AREA:	24,731 SF
GARAGE/MECH/STORAGE	13,664 SF

SITE AREA CALCULATIONS

GROSS SITE AREA (GSA): .32 AC, 13,939.2 SQ. FT.
NET SITE AREA: 12,878.21 SQ. FT.
FAR: 27.379-1700(Employee housing) = 25,679 SF
25,679/13,939.2 = 1.84

EMPLOYEE HOUSING EXEMPTION

(Referring to Table 49530)

EXISTING EXEMPTION:

Hotel: 10,000 SF X 50 (hotel) X .001 = 500 SF

PROPOSED USE REQUIREMENT:

Retail: 5972 SF x 168 (Retail) x .001 = 1003.3 SF
Office: 561 SF x 250 (Office grnd flr.) x .001 = 140.3 SF
Office: 1868 SF x 12 (Office 2nd flr.) x .001 = 22.4 SF
Lodging: 11804 SF x 50 (Short-term Rental) x .001 = 590.2 SF
TOTAL AREA NEEDED FOR EMPLOYEE HOUSING: 1756.2 SF

20% BONUS CRITERIA:

1756.2(1.20) = 2107.44 SF

PROVIDED:

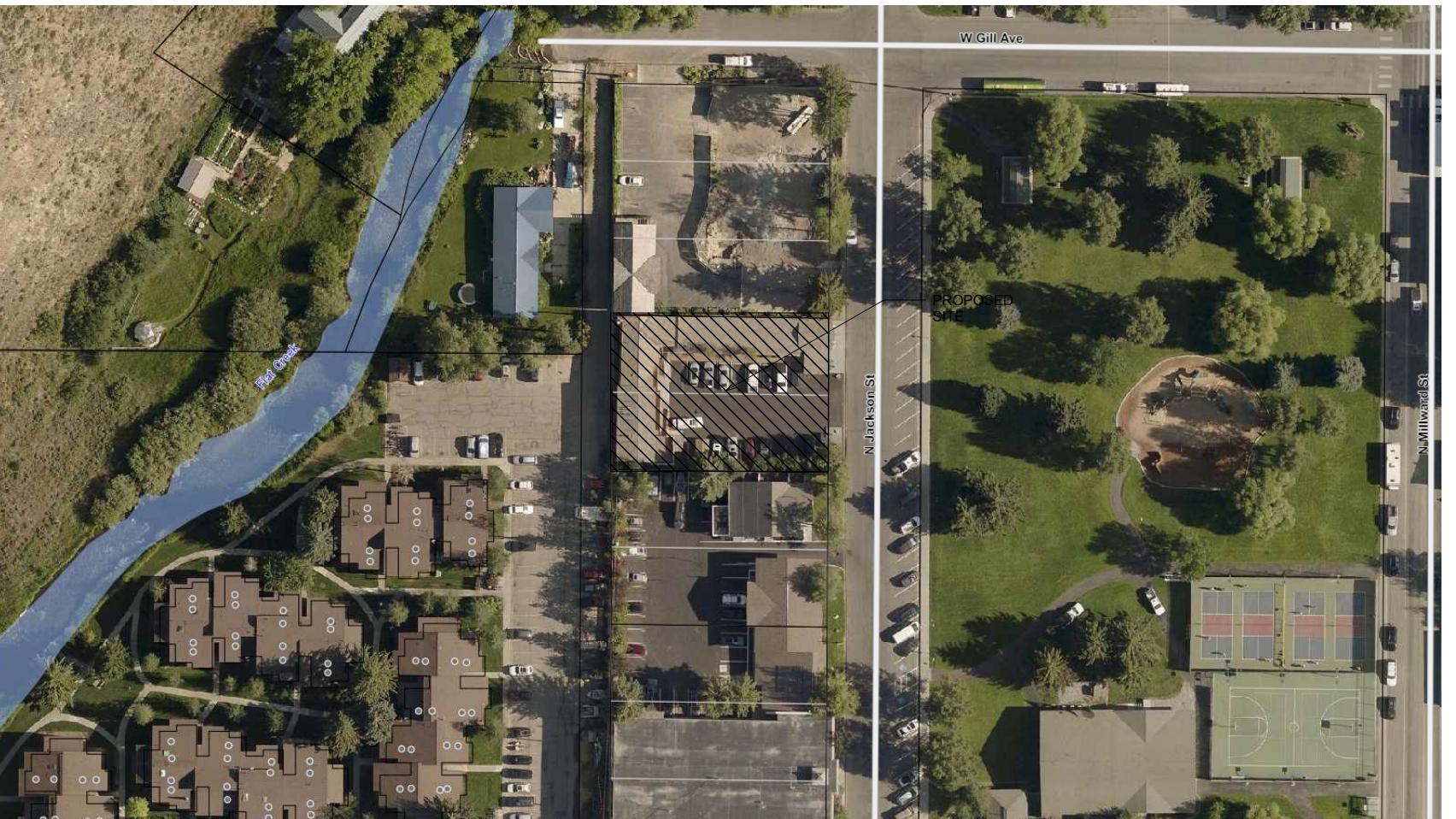
1 2 Bdrm = 824 SF
1 2 Bdrm = 867 SF
1 1 Bdrm = 527 SF
2218 SF

OVERAGE:

2218-2107.44 = 110.56 SF

CODES UTILIZED

2006 INTERNATIONAL BUILDING CODE
(STRUCTURAL)
2006 INTERNATIONAL RESIDENTIAL CODE
2006 INTERNATIONAL PLUMBING CODE
2006 INTERNATIONAL MECHANICAL CODE
2006 INTERNATIONAL FUEL GAS CODE
2005 NATIONAL ELECTRIC CODE
TETON COUNTY COMPREHENSIVE PLAN



MILLER PARK INN JACKSON HOLE

155 N. Jackson St. North, Lots 4-5
Jackson, Wyoming 83001

WARD
BLAKE

ARCHITECTS

200 East Broadway
P.O. Box 10399
Jackson, Wyoming 83002
(307) 733-6867
fax (307) 733-4741
www.wardblakearchitects.com

REVISIONS:
MASTER PLAN REVIEW

DATE: 01/26/21
PROJECT NO: Project
Number

CS

COVER SHEET

MILLER PARK INN JACKSON HOLE

155 N. Jackson St. North, Lot 4-5
Jackson, Wyoming 83001

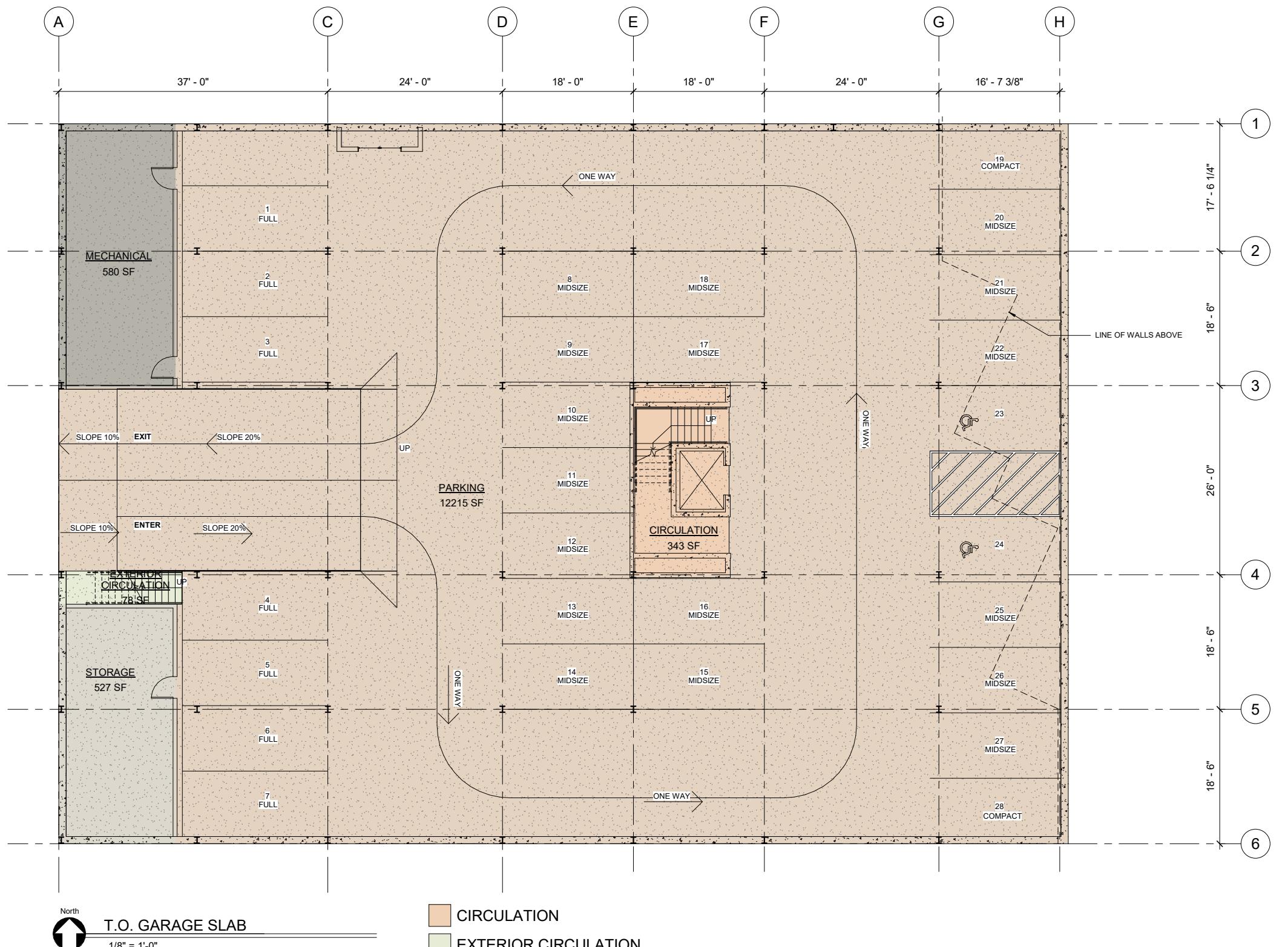
REVISIONS:
MASTER PLAN REVIEW

W
B

DATE: 10-23-08
PROJECT NO: Project
Number

(A)1.0

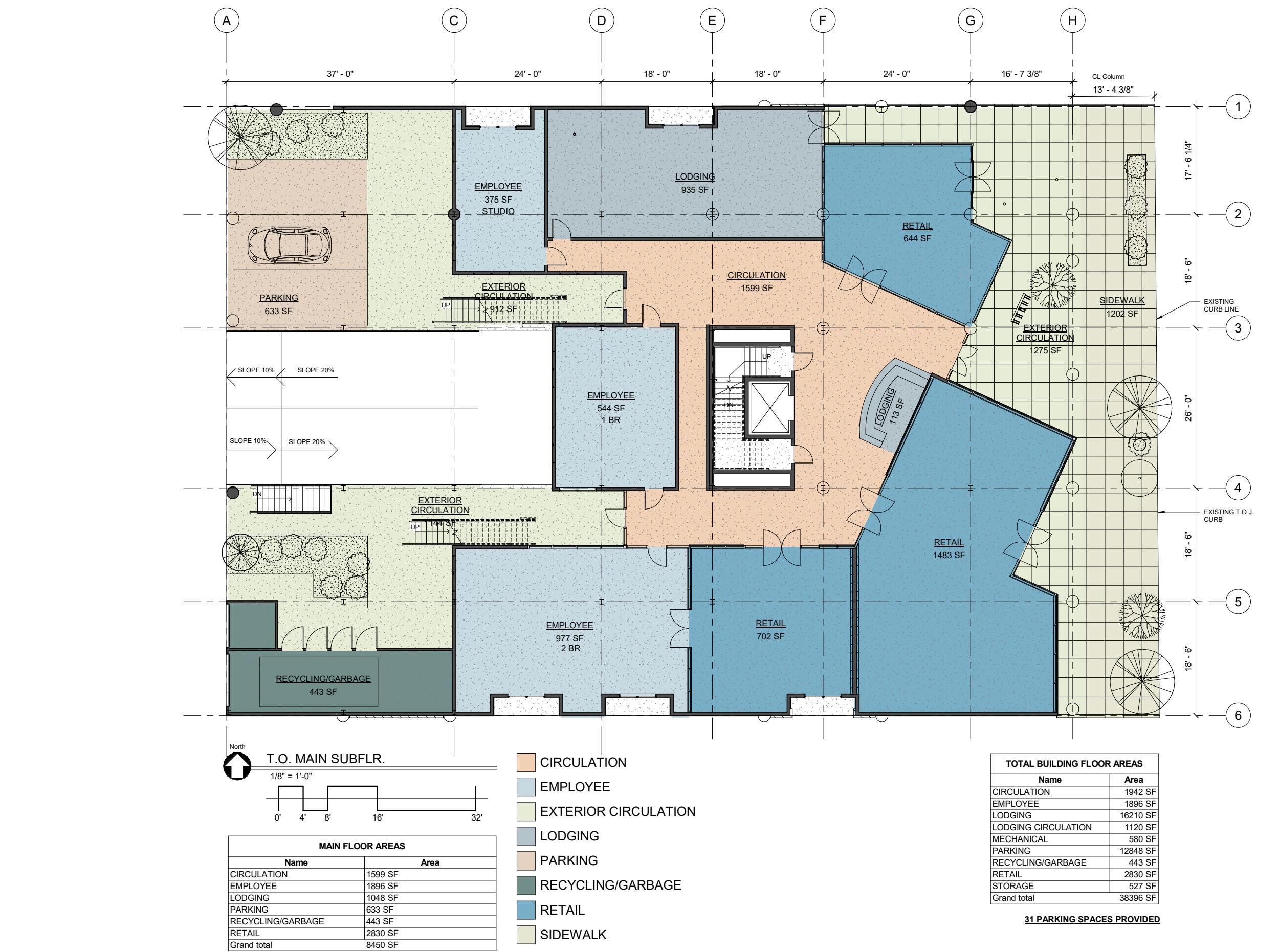
GARAGE AREAS



GARAGE AREAS	
Name	Area
CIRCULATION	343 SF
MECHANICAL	580 SF
PARKING	12215 SF
STORAGE	527 SF
Grand total	13665 SF

MILLER PARK INN JACKSON HOLE

155 N. Jackson St. North, Lot 4-5
Jackson, Wyoming 83001



REVISIONS:
MASTER PLAN REVIEW

W
B

DATE: 12-10-08
PROJECT NO: Project
Number

(A)1.1

1ST FLOOR AREAS

MILLER PARK INN JACKSON HOLE

155 N. Jackson St. North, Lot 4-5
Jackson, Wyoming 83001

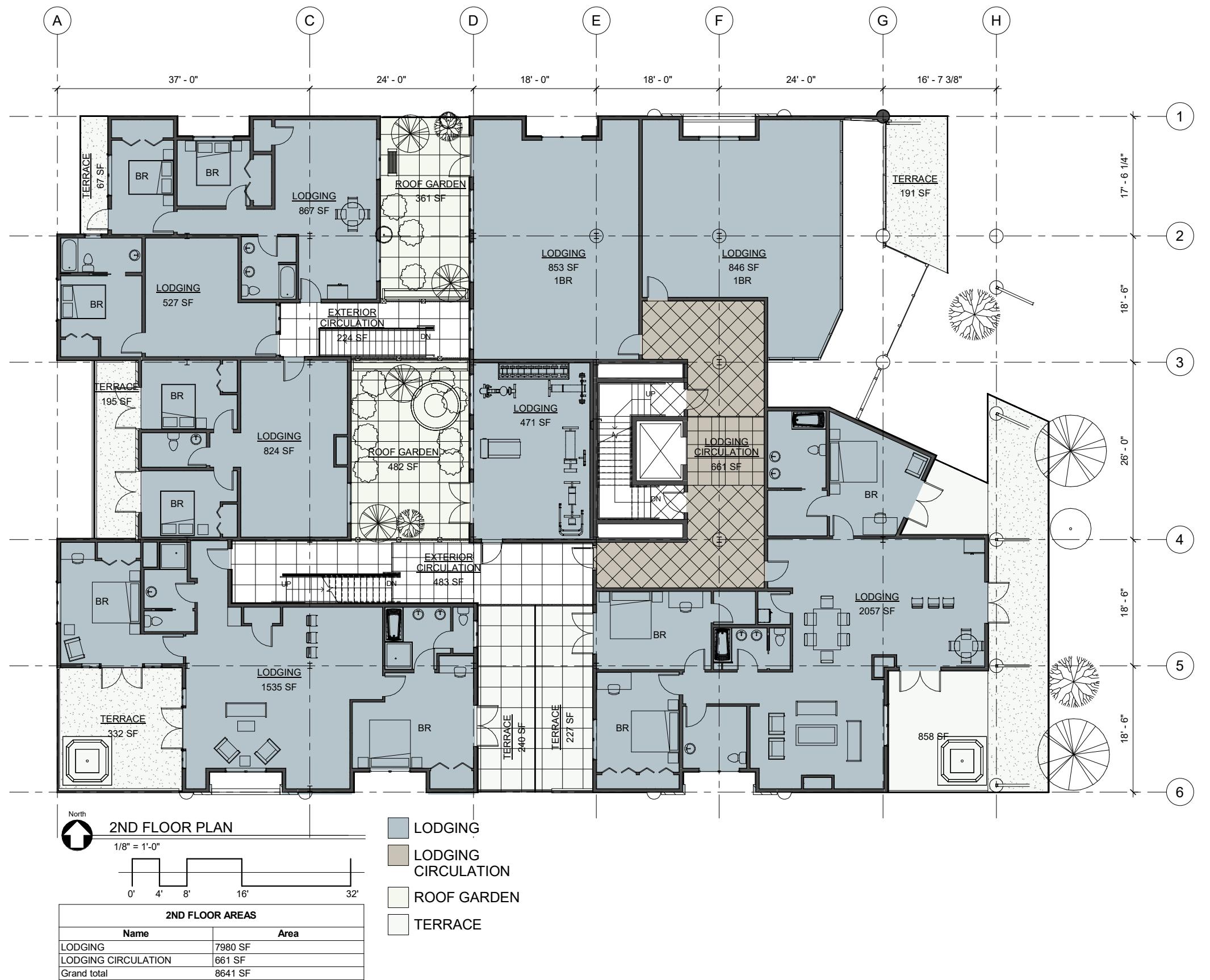
REVISIONS:
MASTER PLAN REVIEW

**W
B**

DATE: 12-10-08
PROJECT NO: Project
Number

(A)1.2

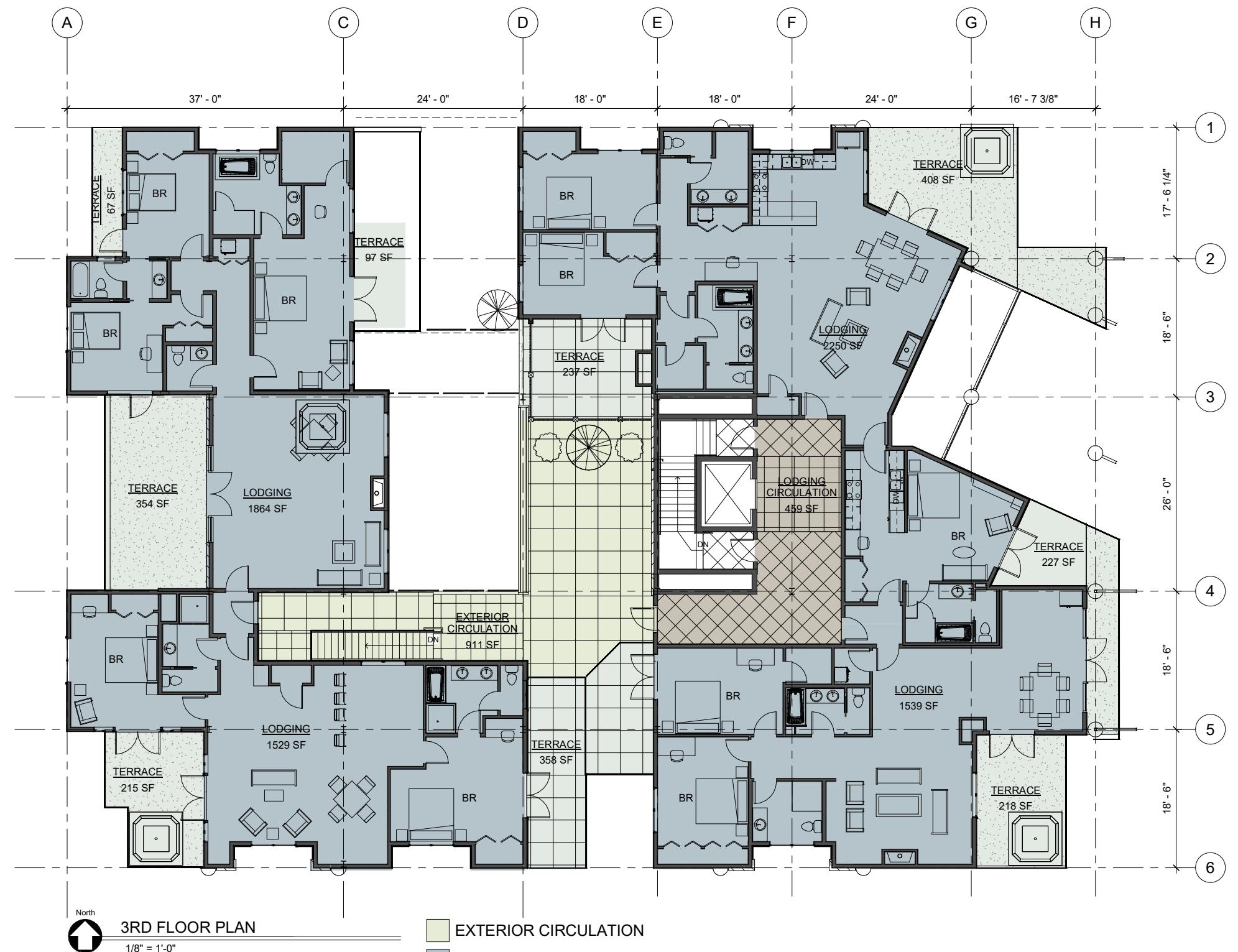
2ND FLOOR
AREAS



MILLER PARK INN JACKSON HOLE

155 N. Jackson St. North, Lot 4-5
Jackson, Wyoming 83001REVISIONS:
MASTER PLAN REVIEWW
BDATE: 10-23-08
PROJECT NO: Project
Number

(A)1.3

3RD FLOOR
AREAS

- EXTERIOR CIRCULATION
- LODGING
- LODGING CIRCULATION
- TERRACE

(A)1.3

3RD FLOOR
AREAS

MILLER PARK INN JACKSON HOLE

155 N. Jackson St. North, Lot 4-5
Jackson, Wyoming 83001

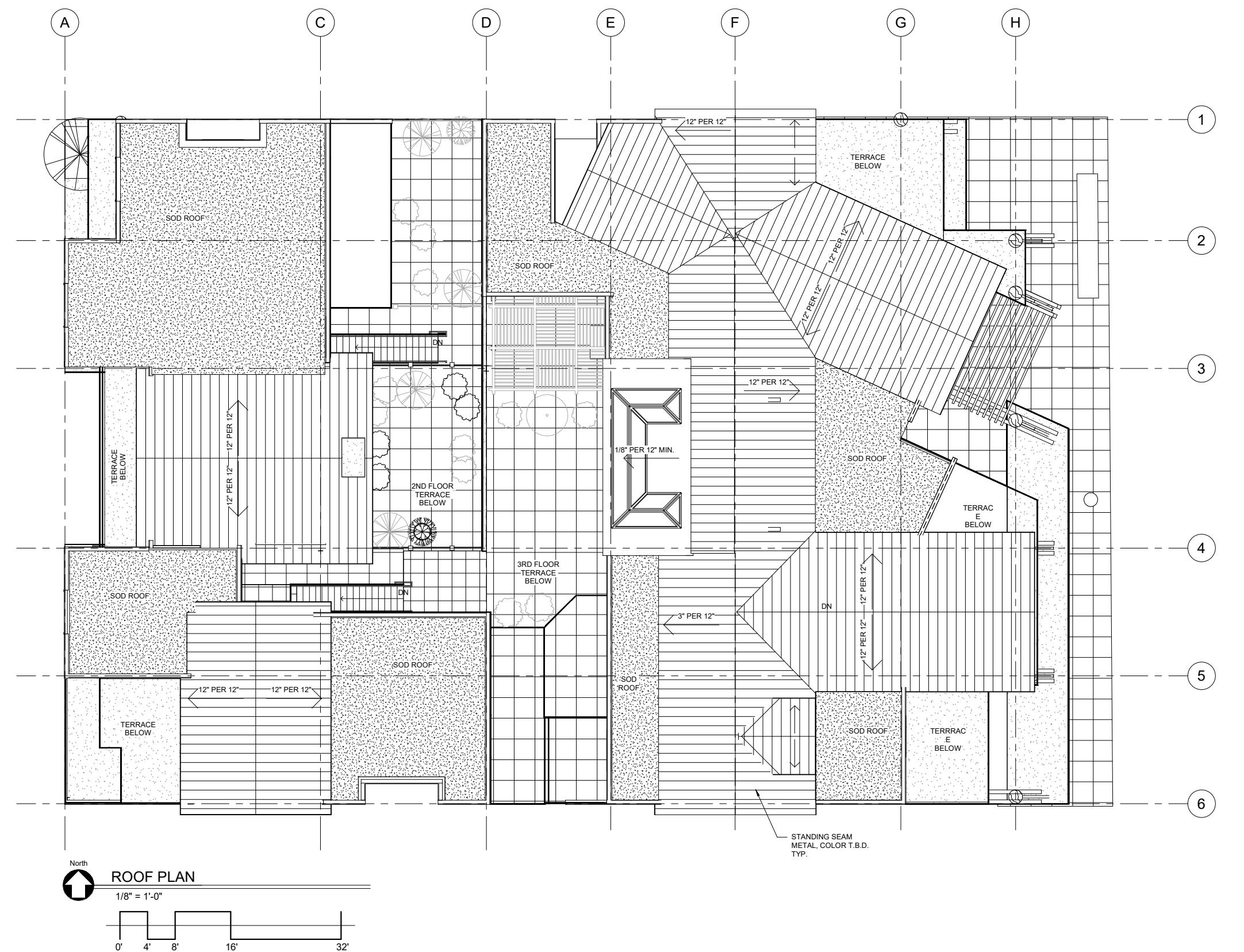
REVISIONS:
MASTER PLAN REVIEW

W
B

DATE: 10-23-08
PROJECT NO: Project
Number

A2.0

ROOF PLAN



MILLER PARK INN JACKSON HOLE

155 N. Jackson St. North, Lots 4-5
Jackson, Wyoming 83001



**W
B**

DATE: 10-23-08
PROJECT NO: Project
Number

A3.0

EAST & SOUTH
ELEVATIONS

MILLER PARK INN JACKSON HOLE

155 N. Jackson St. North, Lot 4-5
Jackson, Wyoming 83001



REVISIONS:
MASTER PLAN REVIEW



DATE: 10-23-08
PROJECT NO: Project
Number

A3.1

WEST & NORTH
ELEVATIONS



Northwest

12" = 1'-0"



Northeast

12" = 1'-0"



Southeast

12" = 1'-0"

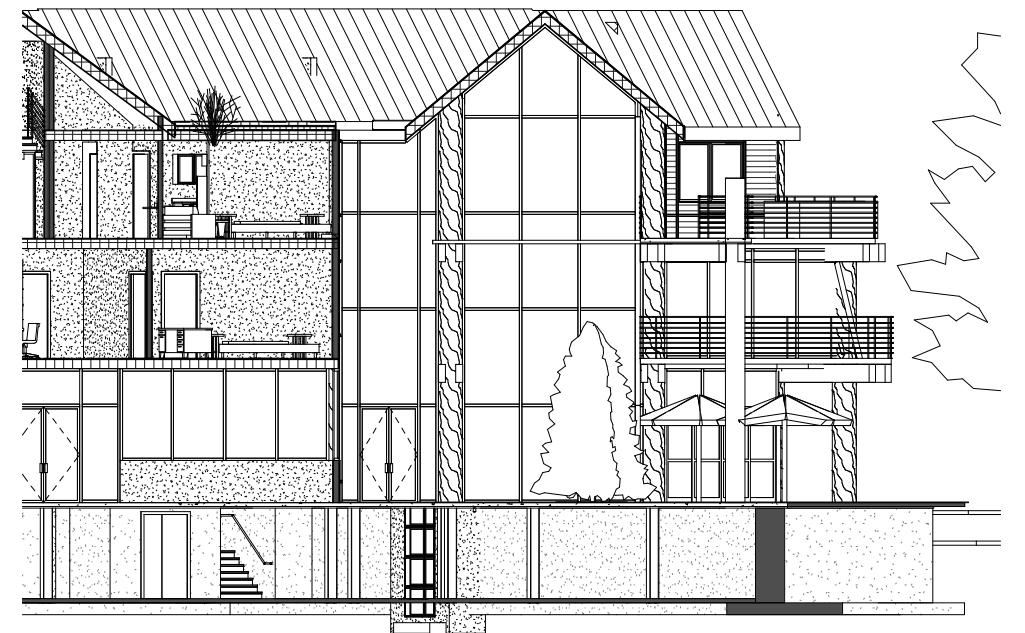
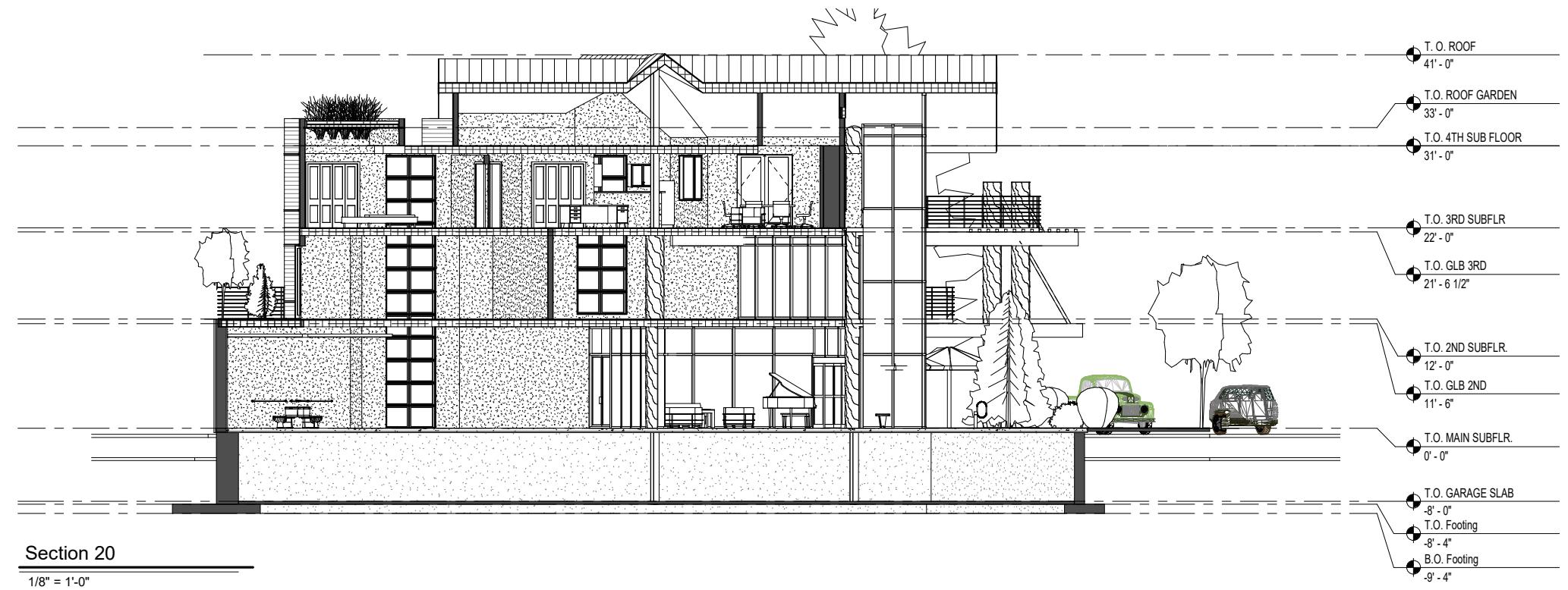


Southwest

12" = 1'-0"

MILLER PARK INN JACKSON HOLE

155 N. Jackson St. North, Lot 4-5
Jackson, Wyoming 83001



REVISIONS:
MASTER PLAN REVIEW

W
B

DATE: 07/22/02
PROJECT NO: Project
Number

A6

Building Sections

LETTER OF AUTHORIZATION

Ronald Miller

“Owner” whose address is: 155 N. Jackson St

POB 1279 Jackson, Wy. 83002-2769

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

MILLER PARK LODGE LLC, as the owner of property
more specifically legally described as: Lot 4-5 Jackson

(If too lengthy, attach description)

HEREBY AUTHORIZES Ward+Blake Architects

as

agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

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.

OWNER:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Owner

(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

STATE OF Wyoming

)

)SS.

COUNTY OF Teton

)

The foregoing instrument was acknowledged before me by Ronald Miller this 28 day of October, 2020.

WITNESS my hand and official seal.

(Notary Public)

My commission expires: April 1, 2023

(Seal)

