



# 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

Date: April 14, 2021	<b>REQUESTS:</b>
Item #: P21-090	The applicant is submitting a request for a Basic Use Permit to transform from tour operator space to retail space located at 750 W Broadway PIDN: 22-41-16-33-2-06-001 legally known as LOT 1, VIRGINIAN ADDITION (VIRGINIAN LODGE)
Planner: Katelyn Page	For questions, please call Katelyn Page at 307-733-0440, x1302 or email to the address shown below. Thank you.
Phone: 307-733-0440 ext. 1302	
Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a>	
<b>Owner</b> Virginian Lodge LLC PO Box 7396 Jackson, WY 83002	
<b>Applicant:</b> Northworks Architects PO Box 4027 Jackson, WY 83001	
<b>Please respond by:</b> <b>April 28, 2021 (Sufficiency)</b> <b>May 5, 2021 (with Comments)</b>	

**Owner**

Virginian Lodge LLC  
PO Box 7396  
Jackson, WY 83002

**Applicant:**

Northworks Architects  
PO Box 4027  
Jackson, WY 83001

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[alangley@jacksonwy.gov](mailto:alangley@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: (312) 948-4500

Mailing Address: 30 S Wacker Dr. Suite 3600 Chicago, IL ZIP: \_\_\_\_\_

E-mail: matt.mering@waterton.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.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?

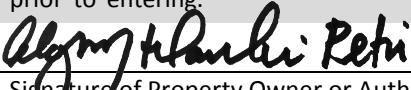
**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

**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 [www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF](http://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](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

# NORTHWORKS

**VIRGINIAN LODGE – JH Sports Rental Storefront**  
750 West Broadway Avenue  
Jackson, WY 83001

## TOJ BUILDING PERMIT TRANSMITTAL

10 March 2021

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### **The Virginian Lodge – JH Sports Rental Storefront**

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. In addition, there are two tenant spaces – a salon and an equipment rental center.

The purchase of the property in the summer of 2020 and proposed redevelopment seeks to retain all that is beloved about the Virginian Lodge while restoring the dilapidated structures, renovating hotel rooms, 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. In addition, the existing salon is identified as an amenity to be renovated in order to attract hotel guests, visitors to Jackson, and local patrons.

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 fourth of several building permits seeks approval for the interior remodel of the existing Old Faithful Snowmobile Tours storefront. The JH Sports Rental project is limited to minor interior framing changes to support a retail space, replacement of 2 existing doors and windows to increase transparency into the interior displays and updates to light fixtures and interior finishes. No exterior updates to lighting are proposed.

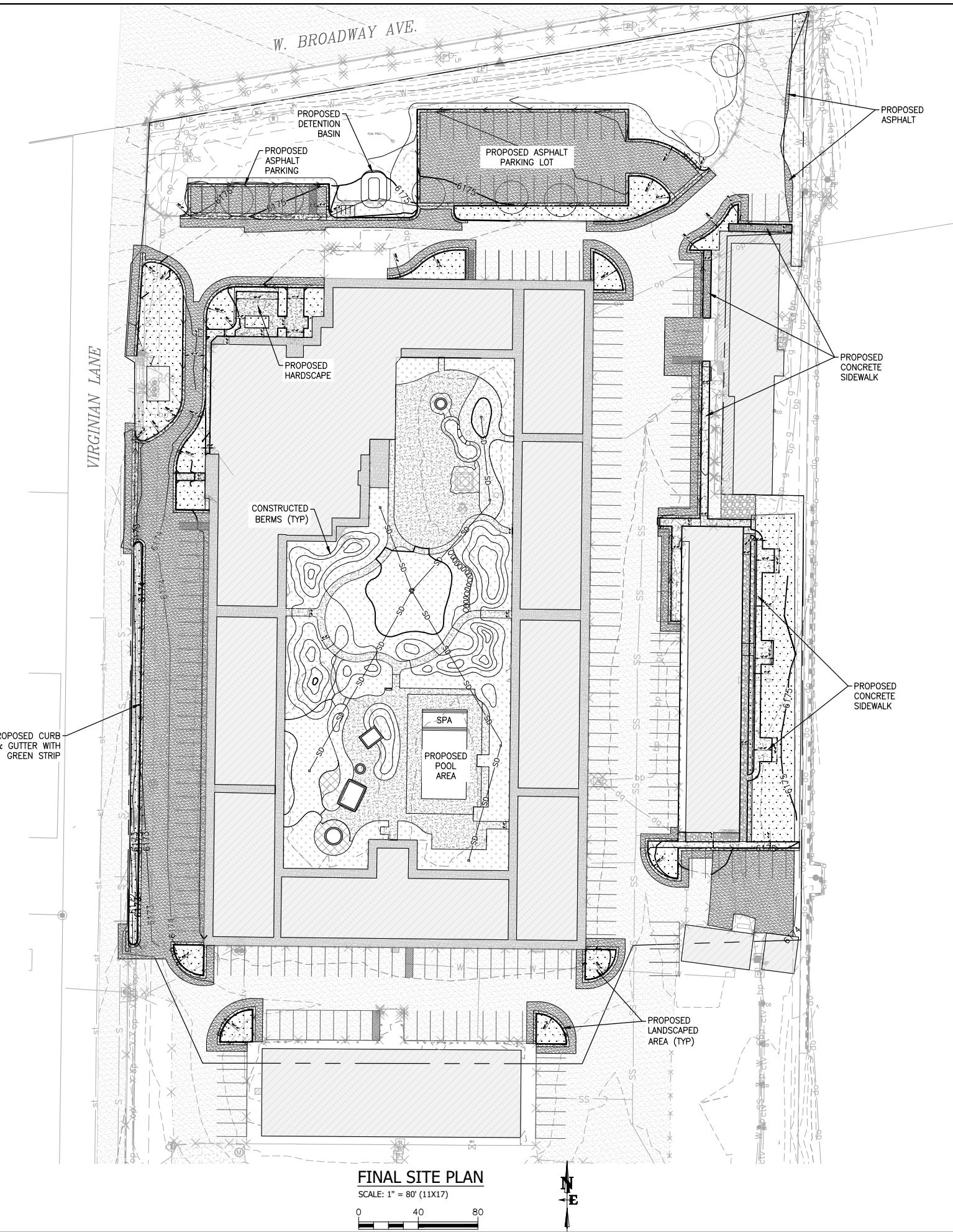
#### **Design Area Salon (976 Gross SF):**

Area	Business	Use	Occupant Load
<b>1<sup>ST</sup> Floor</b>	1,435 SF	M (Mercantile)	60 gross = 24 OCC
<b>2<sup>ND</sup> Floor</b>			
<b>Basement</b>			
<b>Garage</b>			
<b>Proposed</b>	0 SF		
<b>TOTAL</b>	1,435 SF	NO CHANGE	NO CHANGE

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*



LEGEND

	EXISTING SPOT ELEVATION
	PROPOSED SPOT ELEVATION
	NEW LANDSCAPED AREA
	ASPHALT REPLACEMENT
	CURB & GUTTER
	VALLEY GUTTER
	CONCRETE SIDEWALK
	CONCRETE PAVER
	FLOWLINE GUTTER OR SWALE
	PRIVACY FENCE
	DRAIN LINE
	LIMITS OF DISTURBANCE

NOTE: ON ALL CURB & GUTTER  
INSTALL 5'± ASPHALT PATCHING.

**NELSON  
ENGINEERING**

P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

DATE	22 JAN 2021	REV.
SURVEYED	ALTA	3/10/2021
ENGINEERED	BS	
DRAWN	BS	
CHECKED	MB	
APPROVED	MB	

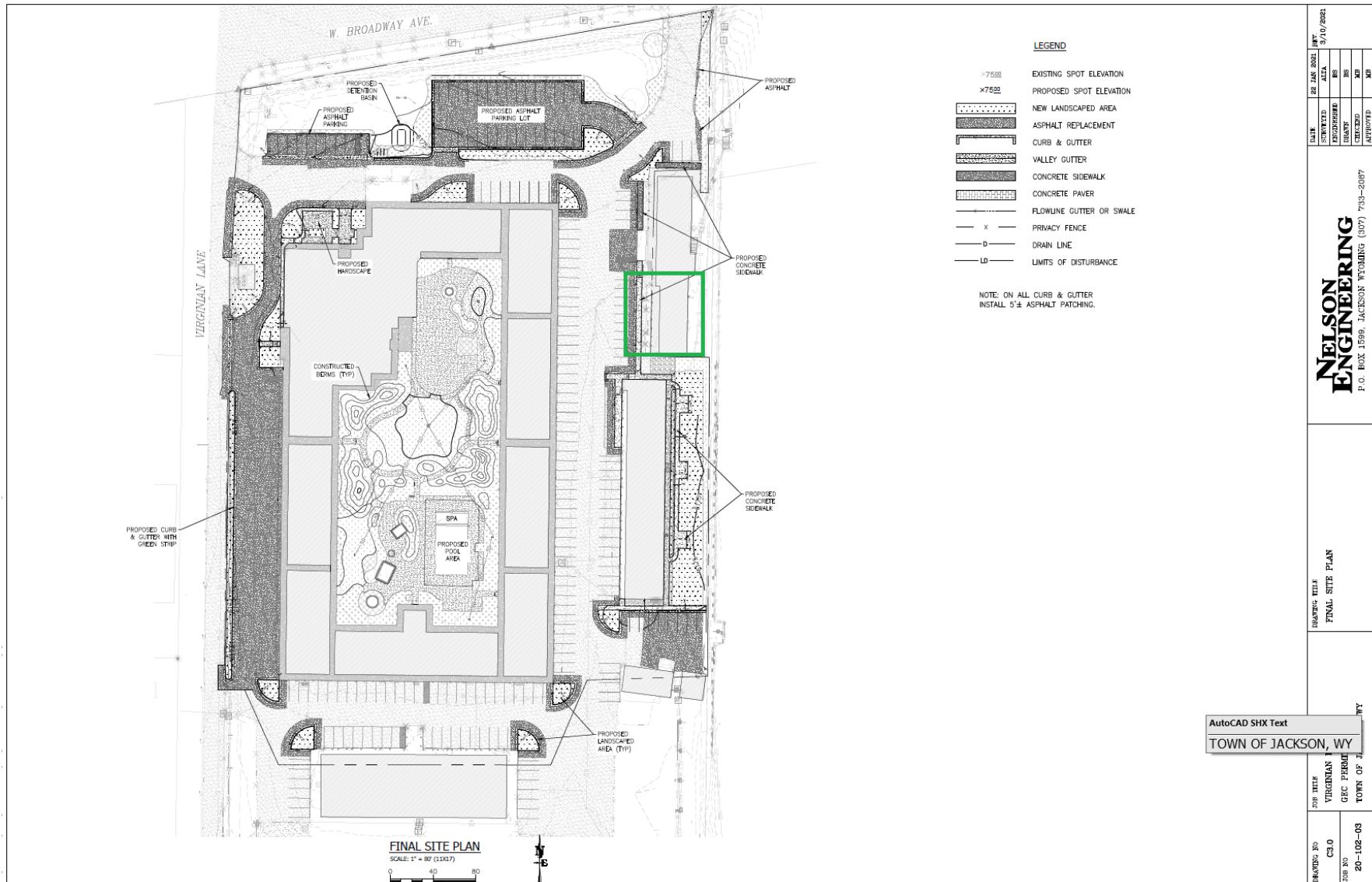
DRAWING TITLE  
FINAL SITE PLAN

DRAWING NO  
C3.0

JOB TITLE  
VIRGINIAN LODGE

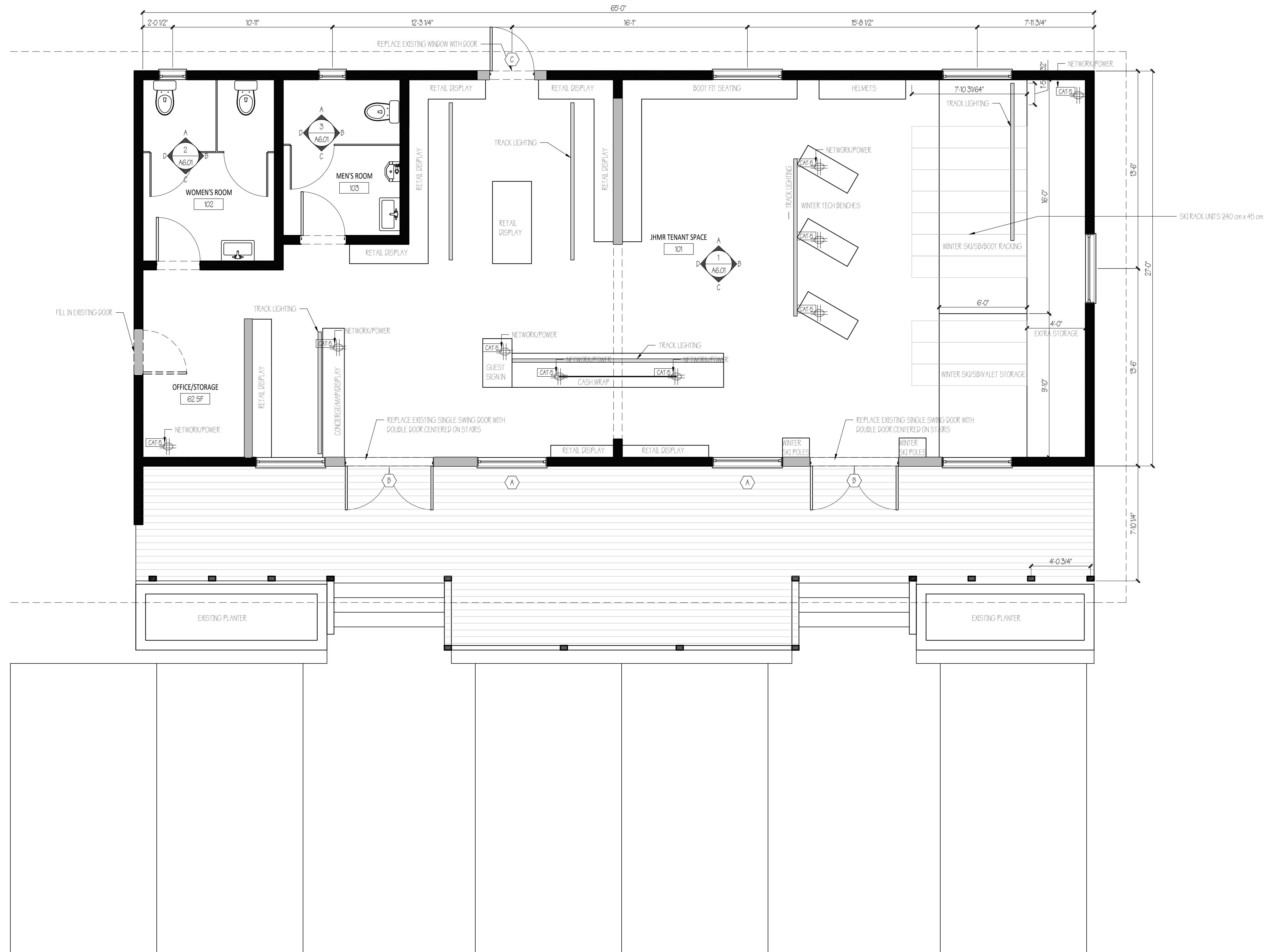
JOB NO  
20-102-03

GEC PERMIT  
TOWN OF JACKSON, WY



Suite location

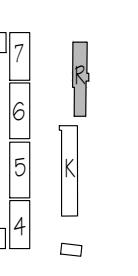




## ALL LEGEND:

The diagram consists of three horizontal bars. The top bar is solid black and labeled 'EXISTING'. The middle bar is dashed black and labeled 'DEMO'. The bottom bar is hatched and labeled 'NEW'.

JECT  
HE VIRGINIAN  
60 W BROADWAY  
ACKSON, WY



2026	Project No.
MVW	Drawn By
AP	Checked By
discipline	Drawing No.
A	1.01

Drawing Name  
**BUILDING R PROPOSED PLAN**