



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: April 14, 2021</p> <p>Item #: P21-090</p> <p>Planner: Katelyn Page</p> <p>Phone: 307-733-0440 ext. 1302</p> <p>Email: kpape@jacksonwy.gov</p> <p>Owner Virginian Lodge LLC PO Box 7396 Jackson, WY 83002</p> <p>Applicant: Northworks Architects PO Box 4027 Jackson, WY 83001</p>	<p style="text-align: center;">REQUESTS:</p> <p>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)</p> <p>For questions, please call Katelyn Page at 307-733-0440, x1302 or email to the address shown below. Thank you.</p>
<p>Please respond by: April 28, 2021 (Sufficiency) May 5, 2021 (with Comments)</p>	

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



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: _____

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/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 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 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

NORTHWORKS

VIRGINIAN LODGE – JH Sports Rental Storefront

750 West Broadway Avenue
Jackson, WY 83001

TOJ BUILDING PERMIT TRANSMITTAL

10 March 2021

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 be proposed.

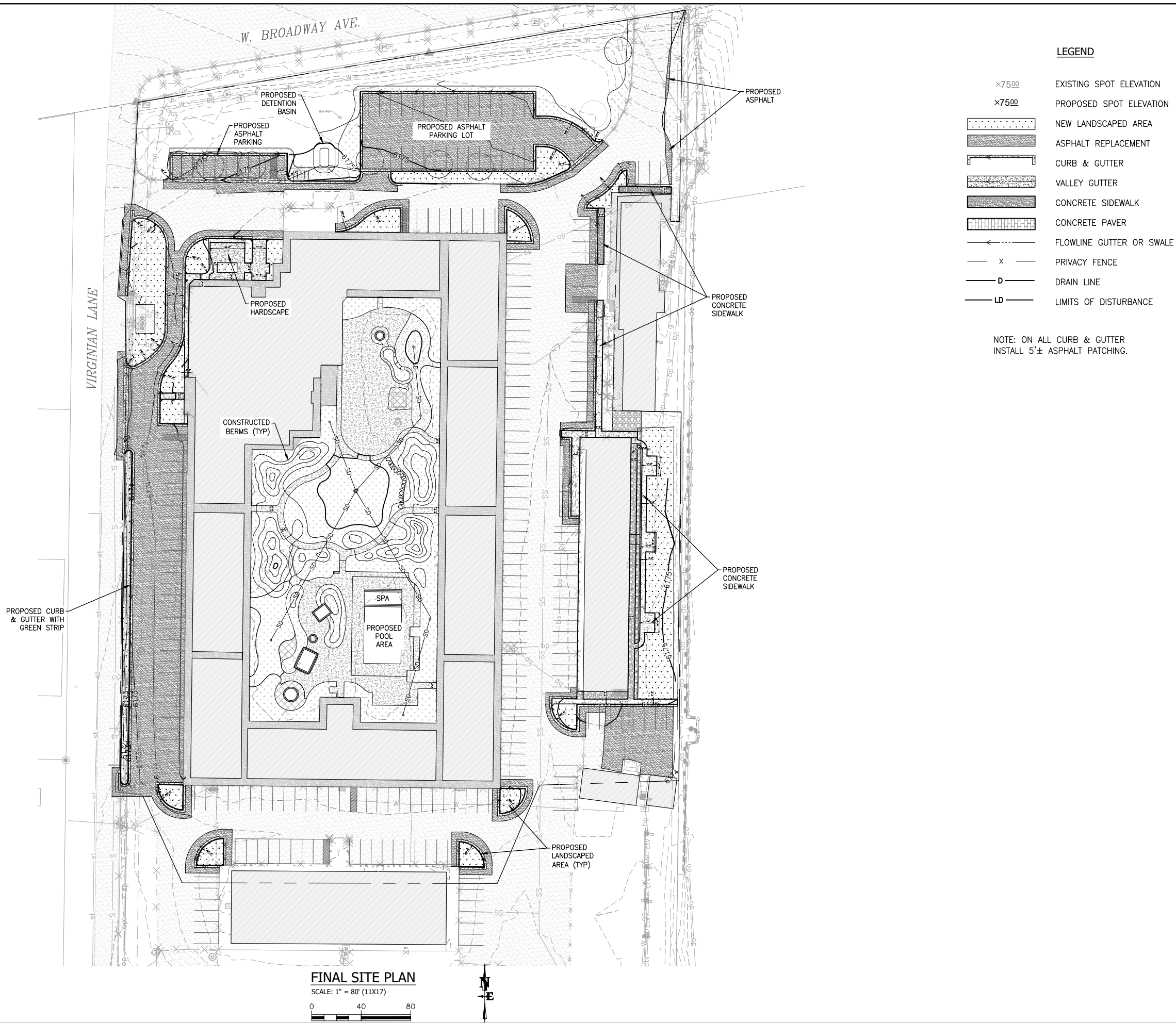
Design Area Salon (976 Gross SF):


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

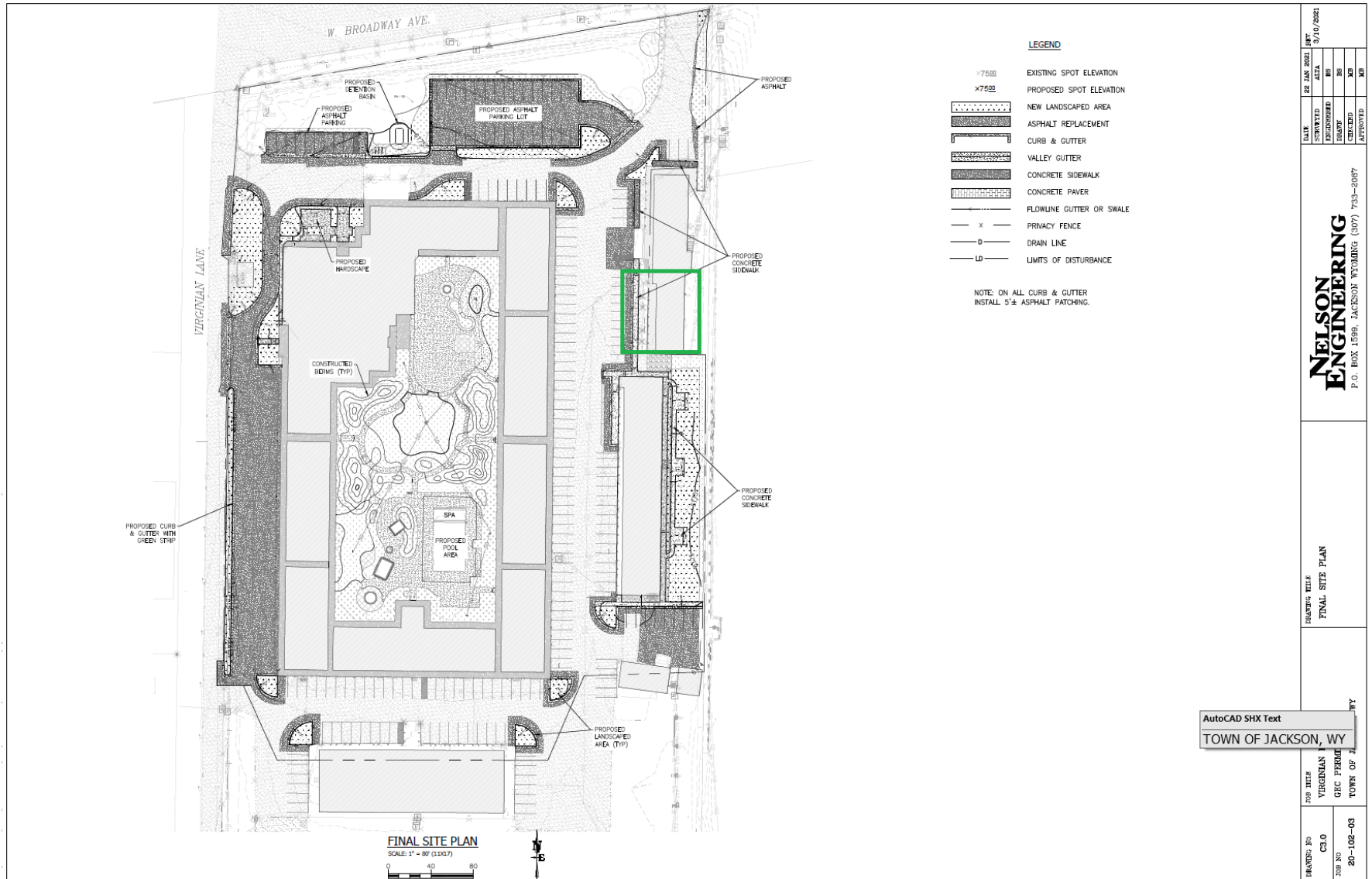
Please direct any questions or concerns to our office. Thank you for your time in the review of this exciting project and we look forward to working with your team.

Respectfully submitted,

Abigail Petri, RA
Senior Architect, Northworks Architects



DRAWING NO C3.0	JOB TITLE VIRGINIAN LODGE GEC PERMIT TOWN OF JACKSON, WY	DRAWING TITLE FINAL SITE PLAN	<div> P.O. BOX 1599, JACKSON WYOMING (307) 733-2087</div>	REV.
	JOB NO 20-102-03			DATE 22 JAN 2021
			SURVEYED	ALTA
			ENGINEERED	BS
			DRAWN	BS
			CHECKED	MB
			APPROVED	MB



Suite location

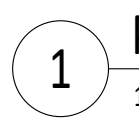


CHICAGO | JACKSON HOLE | SAN FRANCISCO | PHILADELPHIA

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$$1/4'' = 1'-0''$$

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NEW

PROFESSIONAL SEAL



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1.01

BUILDING R PROPOSED PLAN