



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: July 22, 2021	REQUESTS: The applicant is submitting a request for a Basic Use Permit to renovate the conventional lodging and shift sf usage for the property located at 750 W Broadway Ave. Legally known LOT 1, VIRGINIAN ADDITION (VIRGINIAN LODGE) PIDN: 22-41-16-33-2-06-001 For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.
Item #: P21-194	
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
Owner Virginian Holdco, LLC 30 W Wacker Dr. STE 3600 Chicago, IL 60606 Applicant Northworks Architects- Abigail Petri PO Box 4027 Jackson, WY 83001	
Please respond by: August 6, 2021 (Sufficiency) August 13, 2021 (with Comments)	

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: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-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

LETTER OF AUTHORIZATION

Virginian HoldCo, LLC, "Owner" whose address is: 30 S. Wacker,
36th Floor, Chicago, IL 60606
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)
Virginian HoldCo, LLC, as the owner of property
more specifically legally described as: 750 W. Broadway, Jackson, WY 83001

(If too lengthy, attach description)

HEREBY AUTHORIZES Northworks Architects and Planners, LLC 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: Erin H. Ankin, Authorized Signatory

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

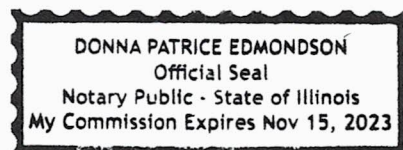
STATE OF Illinois)
COUNTY OF Cook)SS.

The foregoing instrument was acknowledged before me by _____ this 31st day of August, 2020.

WITNESS my hand and official seal.

Donna Patrice Edmondson (Seal)
(Notary Public)

My commission expires: 6/15/2023



NORTHWORKS

VIRGINIAN LODGE

750 West Broadway Avenue
Jackson, WY 83001

TOJ PLANNING BUP NARRATIVE – CONVENTIONAL LODGING

22 July 2021

The Virginian Lodge – CONVENTIONAL LODGING

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 proposed improvements to the existing liquor store, saloon and kitchen are intended to modernize these amenities and improve kitchen production for an enhanced guest experience.

No overall 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 building 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 BUP application seeks approval for the renovation of the existing liquor store, commercial kitchen, saloon and convention center areas. This project is limited to the north west corner of the Virginian property and excludes exterior improvements with the exception of the replacement of doors and windows.

Design Areas:

Area	Existing	Proposed	Net
Kitchen (50%)	314 sf	497 sf	+183 sf
Convention Center	4,936 sf	4,289 sf	-647 sf
Convention Center Prep Space	0 sf	306 sf	+306 sf
Convention Center Storage	0 sf	309 sf	+309 sf
Hotel Lobby	1,800 sf	1,800 sf	0 sf
Hotel Lobby Offices/Storage	498 sf	498 sf	0 sf

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

Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates. These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. This worksheet is intended to assist in meeting the requirements for a project. However, an error in the worksheet does not amend the actual standard; if you find an error please notify the Planning Department. Fill in the highlighted cells, all the other cells will autopopulate.

Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

Step 1: Location

Town of Jackson

The applicable regulations vary by jurisdiction please identify the location of your project using the above dropdown options.

The required housing is based on the existing and proposed use of the site. Step 2 is to enter the existing use and Step 3 is to enter the proposed use. Section 6.3.2 of the LDRs establishes the applicability of the affordable workforce housing standards and Section 6.3.3 establishes the specifics on calculation of the requirement. Enter each use in its own row, add rows if needed. If a building has multiple units with the same use, describe each unit in its own row. (For example: if a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit, put each unit in its own row do not put in 4,000 sf of attached single-family.) If a unit type (e.g. apartment floor plan, or commercial tennant space) is replicated exactly multiple times, you may use the "Use Quantity" column to avoid adding multiple rows.

Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of existence.

Existing Use (Sec. 6.3.2.A)	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Retail	0.000216*sf	0	1756	1	0.379
Restaurant/Bar	0.000599*sf	0	4006	1	2.399
Conventional Lodging	0.102*bedrooms	0	7548	1	0.000

Existing Workforce Housing Credit2.777

Step 3: Proposed Development

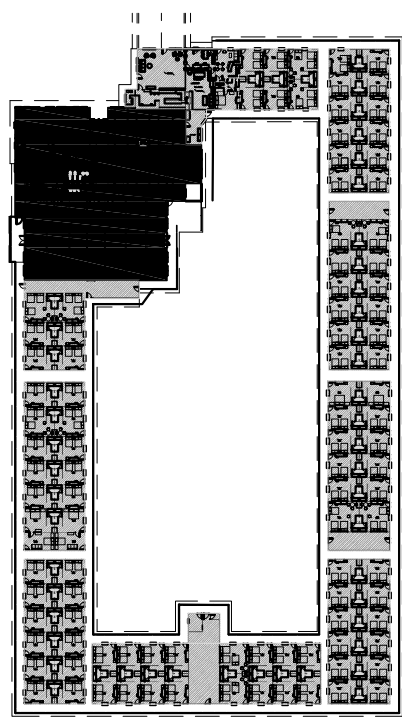
Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Retail	0.000216*sf	0	897	1	0.193
Restaurant/Bar	0.000599*sf	0	4314	1	2.583
Conventional Lodging	0.102*bedrooms	0	7699	1	0.000

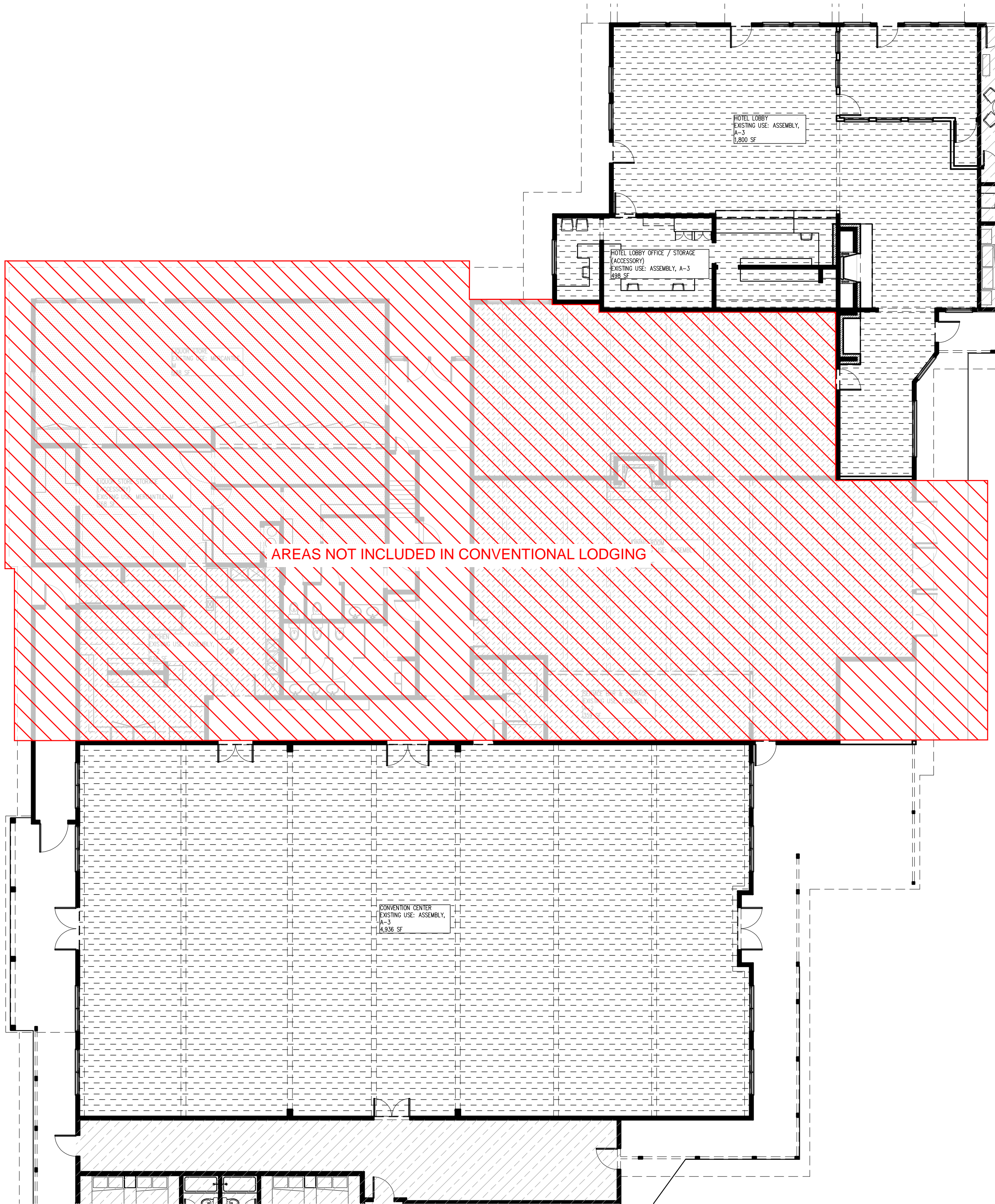
Affordable Workforce Housing Required:0.000 unitsFee-in-Lieu Amount:\$-

If the amount of required affordable workforce housing is less than one unit, you may pay the above fee in-lieu of providing the required housing. If you elect to pay the fee, your Housing Mitgation Plan is complete. If the requirement is greater than one unit, or you would like to provide a unit to meet the requirement, please proceed to the Unit Type Sheet.

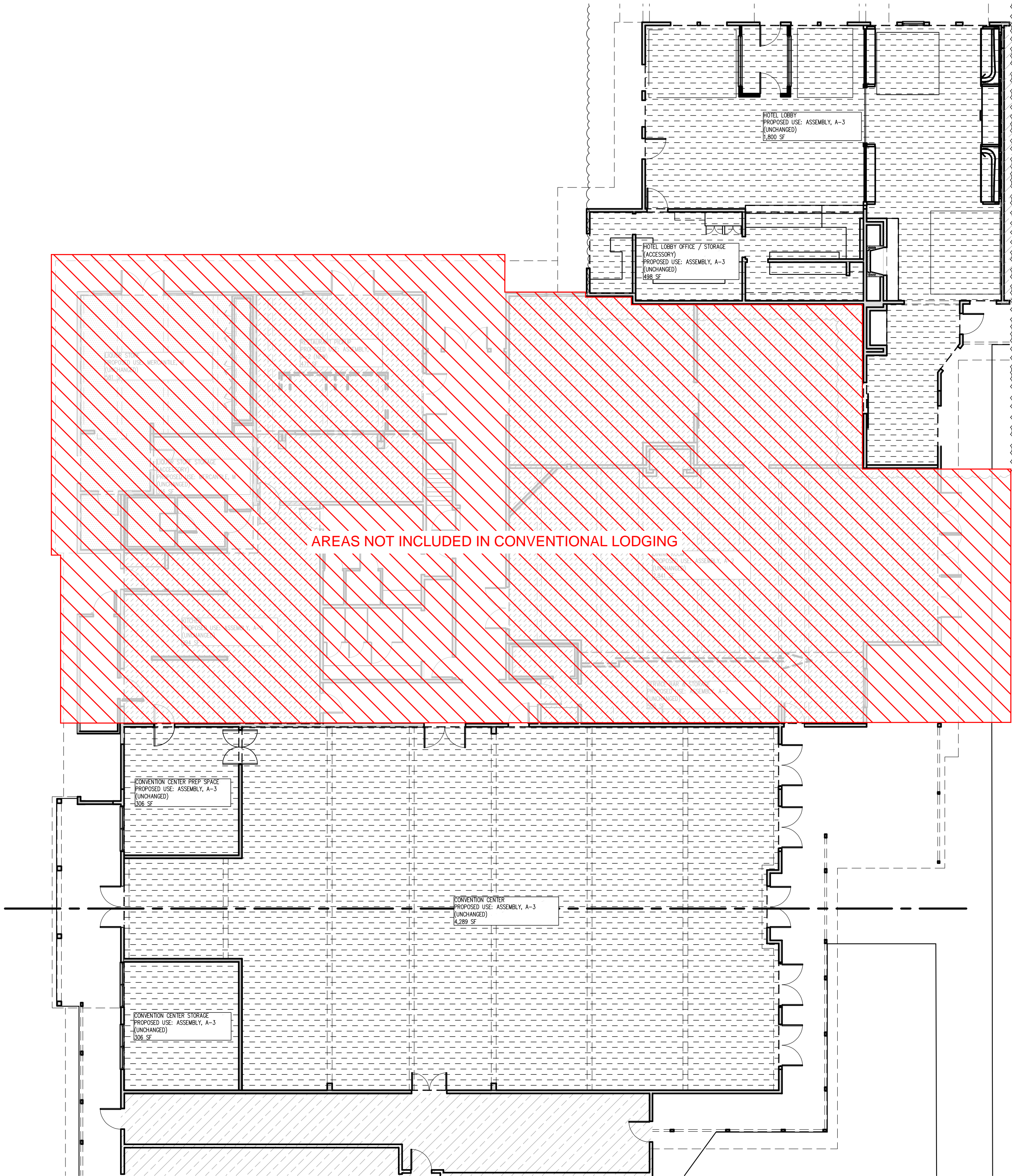
EXISTING & PROPOSED USE				
HATCH	ROOM / SPACE	OCCUPANCY CLASSIFICATION	EXISTING SF	NEW SF
	LIQUOR STORE	MERCANTILE, M	988 SF	581 SF
	LIQUOR STORE STORAGE	MERCANTILE, M	768 SF	316 SF
	RESTAURANT PICK-UP	ASSEMBLY, A-2	N/A	471 SF
	KITCHEN	ASSEMBLY, A-2	628 SF	994 SF
	DINING ROOM	ASSEMBLY, A-2	3,333 SF	2,841 SF
	SERVICE BAR & STORAGE	ASSEMBLY, A-2	359 SF	505 SF
	CONVENTION CENTER	ASSEMBLY, A-3	4,936 SF	4,289 SF
	CONVENTION CENTER PREP SPACE	ASSEMBLY, A-3	N/A	306 SF
	CONVENTION CENTER STORAGE	ASSEMBLY, A-3	N/A	309 SF
	HOTEL LOBBY	ASSEMBLY, A-3	1,800 SF	1,800 SF
	HOTEL LOBBY OFFICES / STORAGE	ASSEMBLY, A-3	498 SF	498 SF



3 KEY PLAN
1/128" = 1'-0"



2 EXISTING USE PLAN
3/32" = 1'-0"



1 PROPOSED USE PLAN
3/32" = 1'-0"

NORTHWORKS

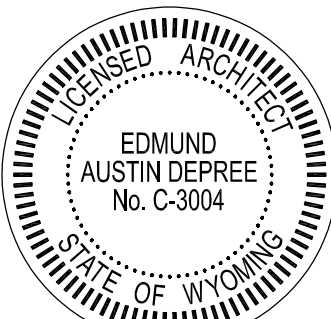
CHICAGO | JACKSON HOLE | SAN FRANCISCO | PHILADELPHIA

185 E. Hansen Ave, PO Box 4027 Jackson, WY 83001
T 307-201-5324 www.nwks.com

© 2021 Northworks Architects & Planners - All rights reserved. Any discrepancies shall be reported immediately to the Architect before proceeding. Only figured dimensions should be used. Contractors and fabricators to verify all dimensions on site prior to beginning Work.

ISSUED DATE	ISSUED FOR
JULY 22 2021	BUF - Conventional Lodging

PROFESSIONAL SEAL



PROJECT
THE VIRGINIAN
750 W BROADWAY
JACKSON, WY

2026	Project No.
AP/MVW	Drawn By
AP	Checked By
Discipline	Drawing No.

G 0.3

Drawing Name
EXISTING & PROPOSED USE
PLANS

ISSUE FOR COORDINATION