



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 25, 2022 Item #: P22-097 Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpage@jacksonwy.gov Owner 245 265 Millward, LLC c/o Kaikoa LLC 3610 N. Moose Wilson Road Wilson, WY 83014 Applicant Northworks Architects and Planners PO Box 4027 Jackson, WY 83001	REQUESTS: The applicant is submitting a request for a Pre-Application Conference for a Sketch Plan at 245 & 265 N. Millward St. For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.
Please respond by: May 16, 2022 (with Comments)	

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

NORTHWORKS

April 25, 2022

Paul Anthony
Town of Jackson Planning & Building Department
PO Box 1687
Jackson, WY 83001

RE: Pre-App Conference Request – 245, 265 N. Millward Development Permit

Dear Paul,

On behalf of the owner 245 265 Millward, LLC, please accept this letter and accompanying materials for a Pre-Application Conference request for a Development Permit for redevelopment of the existing Angler Inn property and adjacent lot located at 245 and 265 N. Millward Street in Jackson.

Included for your review are the following:

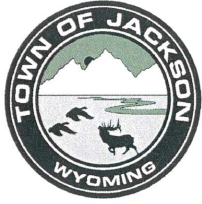
- \$361 fee paid via phone
- Letter of Authorization
- Pre-Application Conference Request Form
- Narrative Project Description
- Concept Site Plan/ Building Program Plans

Please do not hesitate to contact me at 307-201-5324 should you have any questions with this submittal. We look forward to hearing from you upon your sufficiency determination.

Sincerely,



Adam Janak
Northworks Architects and Planners



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 process 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: Angler Inn Redevelopment

Physical Address: 245 & 265 N. Millward St.

Lot, Subdivision: Lots 3, 4, 5, 6, Block 2, Original Jackson Townsite Plat No. 100

PIDN: 22-41-16-28-4-05-003 & 22-41-16-28-4-05-004

PROPERTY OWNER.

Name: 245 265 Millward, LLC c/o Kaikoa LLC

Phone: _____

Mailing Address: 3610 N. Moose Wilson Rd. Wilson, WY

ZIP: 83014

E-mail: grant.kaikoa@gmail.com

APPLICANT/AGENT.

Name, Agency: Northworks Architects & Planners

Phone: 307-201-5324

Mailing Address: P.O. Box 4027 Jackson WY

ZIP: 83001

E-mail: ajanak@nwks.com

DESIGNATED PRIMARY CONTACT.

_____ Property Owner

x _____ 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: N/A 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	This pre-application conference is: ☒ Required ☐ Optional ☐ For an Environmental Analysis ☐ For grading
☐ Use Permit	
☐ Development Option or Subdivision Permit	
☐ Interpretations of the LDRs	
☐ Amendments to the LDRs	
☐ Relief from the LDRs	
☐ Environmental Analysis	

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

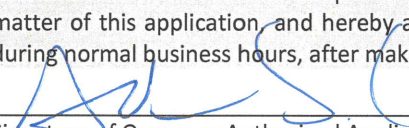
☒ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be 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 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

Adam Janak, Northworks Architects & Planners, LLC

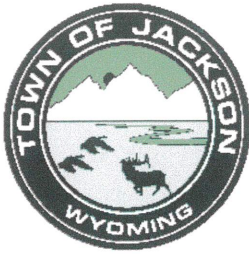
Name Printed

4-5-22

Date

Partner

Title



Town of Jackson
150 E Pearl Avenue
PO Box 1687, Jackson, WY 83001
P: (307)733-3932 F: (307)739-0919
www.jacksonwy.gov

Date: 4/12/2022

LETTER OF AUTHORIZATION NAMING APPLICANT AS OWNER'S AGENT

PRINT full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual: STUART SUNA, MANAGER

Being duly sworn, deposes and says that 245 265 Millward LLC is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: 245 and 265 N. Millward St.

Legal Description: Lots 2-3-4-5, Block 2 Original Town of Jackson, Plat 100

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Northworks Architects and Planners, LLC

Mailing address of Applicant/agent: PO Box 4027 Jackson, WY 83001

Email address of Applicant/agent: ajanak@nwks.com

Phone Number of Applicant/agent: 307-201-5324

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified is this(these) application(s) at the premises listed above:

- ☒ Development/Subdivision Plat Permit Application ☒ Building Permit Application
☒ Public Right of Way Permit ☐ Grading and Erosion Control Permit ☐ Business License Application
☒ Demolition Permit ☒ Other (describe) Pre-Application Conference

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.

Property Owner Signature

MANAGER LLC

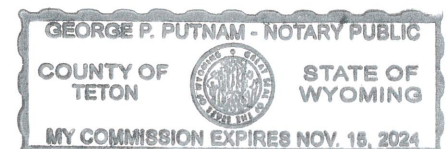
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF WYOMING)
) SS.
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by STUART SUNA this 12TH
day of APRIL, 2022. WITNESS my hand and official seal. MANAGER, 245 265 MILLWARD LLC

George P. Putnam
Notary Public

11/15/2024
My commission expires:





PO Box 7775
Jackson, WY 83002 307-413-5424

Pre-App Conference Request for 245, 265 N. Millward Development Permit

Owner/Applicant:

245 265 Millward, LLC
C/O Kaikoa, LLC
3610 N. Moose Wilson Rd.
Wilson, WY 83014

Architect:

Northworks Architects and Planners, LLC
Attn: Adam Janak
P.O. Box 4027
Jackson, WY 83001
307-201-5324

Planner:

Cirque Consulting, LLC
Attn: George Putnam
P.O. Box 7775
Jackson, WY 83002
307-413-5424

Property address:

245 & 265 N. Millward St., Jackson, WY

Legal Description:

245 N. Millward – Lot 6, Block 2, Original Jackson Townsite Plat No. 100 (Map T-26D)

265 N. Millward – Lots 3, 4, 5, Block 2 Original Jackson Townsite Plat No. 100 (Map T-26D)

Zoning:

The properties are zoned CR-2 and lie within the Lodging Overlay



PO Box 7775
Jackson, WY 83002 307-413-5424

Project Narrative:

The owner/applicant, 245 265 Millward, LLC is in the conceptual stages of designing a redevelopment project for the existing Angler Inn property and adjacent lot to develop a blend of commercial, short-term rental and residential units. The project would utilize the Workforce Housing Floor Area Bonus tool to provide additional floor area for deed restricted workforce and market rental units. 100% of the property would be for lease/rental units – no condominium subdivision is proposed.

The current Angler Inn property consists of 28 motel units and 5 apartments that are currently being rented with long-term leases to several local employers for their employees. A detached dwelling unit is currently rented on the 245 N. Millward property. The proposed project would redevelop the two properties as a single site and a lot combination process would be part of the redevelopment plan.

The architecture proposes a solid podium of public space on the ground level, which distinguishes itself from and physically supports the residential program above, in both materiality and form. Translucent vertical circulation cores introduce a third element, disrupting and unifying the public and private levels while creating depth to activate the N. Millward St. façade.

The form of the building follows a modular grid for ease of construction. The ground level footprint occupies only the Millward street-facing third of the grid (facing east) to accommodate a parking area within the remaining two thirds, which is shielded from pedestrian view but accessible from an alley along the length of the building to the west. Additional storage, mechanical and laundry facilities are located beneath the commercial space in a basement of the same footprint. Wire mesh storage lockers, for resident use, are located within the parking area.

The residential units vary in size to accommodate both studio and two-bedroom occupancies. This is achieved with 6 distinct unit types that incorporate private patios to break up the regularity of any four of the building facades. The residential units are organized around the circulation cores as well as a central green space which bisects the building on the second and third floors. The building reaches a height of 36'-0", comfortably within the maximum of 42'-0" for a building in this zone with a roof pitch of less than 5/12.



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The project will follow CR-2 Zone standards for ground-floor commercial street frontage along N. Millward St. Access for loading and parking will be provided from the 20' wide alley to the rear (west side) of the property. Parking will be above grade and meet the 30-foot primary street setback utilizing tuck-under design with a 24' drive isle entering the site for access to interior parking.

By right-floor area for the two properties (.642 acres) with CR-2 Zoning (.46 FAR) is 12,880 sf. An additional .34 FAR, 9,520 sf., is allowed for lodging use for a total by right floor area of 22,400 sf. Based on the "fill the box" methodology allowed by the Workforce Housing Floor Area Bonus a total project floor area of 38,484 sf. is contemplated including circulation and access for by-right uses. It is assumed that basement space contemplated under the ground level use is exempt from FAR calculations.

Provided a total of 38,484 sf., a conceptual FAR breakdown could contain by-right floor areas including: 4,230 sf. of commercial space, 7,690 sf of short term rental, 6,740 market residential and 3,274 sf. of access/circulation associated with by-right uses. Bonus floor area includes 5,850 sf. Workforce Bonus Restricted residential and 10,700 sf. Workforce Bonus Market residential.

The concept project contains 52 residential units with a mix of 1 Bedroom Studio units (40 units) and 2 Bedroom units (12 units). Thirteen of these units would be designated for short term rental use.

The following table outlines floor area, number of bedrooms and units, per type of floor area.



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Jackson, WY 83002 307-413-5424

245 265 N. Millward Concept Floor Area Summary Table			
Floor Area by Type	Sq. Ft.	Bedrooms	Units
Bonus Market	10,700	22	17
1 BR	5,910	12	12
2 BR	4,790	10	5
Bonus Restricted	5,850	12	10
1 BR	3,930	8	8
2 BR	1,920	4	2
By-Right Market	6,740	14	12
1 BR	4,920	10	10
2 BR	1,820	4	2
By-Right Short Term	7,690	16	13
1 BR	4,920	10	10
2 BR	2,770	6	3
Commercial	4,230	n/a	n/a
Circulation / Access	3,274	n/a	n/a
Grand Total	38,484	64	52

Based on the unit sizes and bedrooms, parking for the 52 residential units will require 58 spaces. 59 spaces are provided on-site. Commercial floor area parking requirements based on proposed office and retail use will require 12.66 spaces, with 9 spaces existing on N. Millward St. adjacent to the property. Shared parking standards between office (75% shared) and retail (25% shared) and residential uses allows for 5 shared spaces. This allows the project to be fully parked to required standards within adjacent on-street, and off-street provisions. Provisions for bicycle parking per LDR standards are planned.

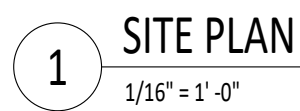
Provided the existing Angler Inn (28 bedrooms) and 861 sf. of Detached Residential Use, there is an existing affordable workforce housing credit for the project totaling 2.879 Units. Based on the conceptual floor areas proposed for office, retail, by-right attached residential and short-term rental uses, the required affordable workforce housing mitigation would be .017 Units.



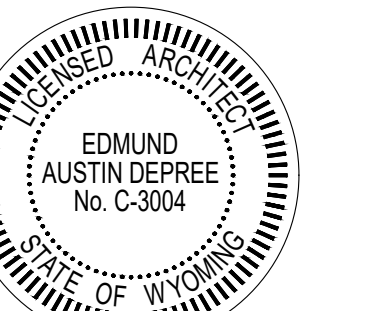
PO Box 7775
Jackson, WY 83002 307-413-5424

Specific questions for clarification/confirmation through at the Pre-Application Conference:

- Confirm Development Plan submittal requirements
- Confirm other permits / requirements/ submittals needed prior to building permit submittal
- Confirm Sketch Plan physical development threshold >13,800 sf. - what qualifies for floor area?
- Confirm third-story 60% encroachment into primary street setback. Can the 40% have roofs projecting into that encroachment?
- Confirm shared parking allowances between residential and commercial uses
- Confirm current cost of fee-in-lieu for commercial parking spaces
- Are mechanical ducts allowed to run up to roof and encroach into side yard 5' setback?
- Confirm how floor area /use of basement space under commercial building considered for FAR and for calculating parking and affordable workforce housing?
- What are building code implications for split use of building as short-term rental and conventional attached residential uses.
- Confirm circulation/access floor area exemption for workforce bonus units – how is a shared hallway/stairway with by-right floor area addressed?
- Confirm alley loading / emergency vehicle access

[illegible]

PROFESSIONAL SEAL



E. Sri Dhanu

PROJECT
MILLWARD APARTMENTS
245 & 265 MILLWARD ST.
JACKSON, WYOMING

2210	Project No.
JB,CK	Drawn By
AD,AJ	Checked By
Discipline	Drawing No.

A	0.0
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Drawing Name

SITE PLAN

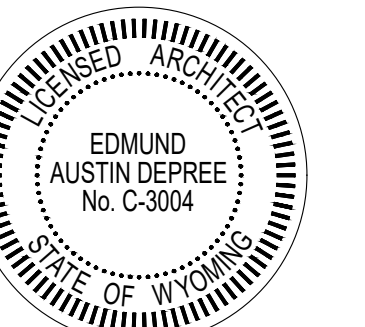


CHICAGO | JACKSON HOLE | SAN FRANCISCO | PHILADELPHIA

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

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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.

Downloaded from <http://ajph.org/> on November 10, 2014

PROFESSIONAL SEAL

E. Ati Dhan

PROJECT
MILLWARD APARTMENTS
245 & 265 MILLWARD ST.
JACKSON, WYOMING

A	1.0
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Drawing Name	
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BASEMENT FLOOR PLAN




$$3/32'' = 1'-0''$$

Figure 1 shows a step function $f(t)$ over time t . The function is defined as follows:

- $f(t) = 1$ for $0 \leq t < 4$
- $f(t) = 0$ for $4 \leq t < 8$
- $f(t) = 1$ for $8 \leq t < 16$
- $f(t) = 0$ for $16 \leq t < 32$