



# 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: March 10, 2023

Item #: P22-252

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

Email: [kpage@jacksonwy.gov](mailto: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 an Administrative Adjustment (parking requirement) at the properties located at 265 and 245 N. Millward, legally known as LOTS 3-4-5 and LOT 6, BLK. 2, JACKSON (MOS T-26D) PIDNs: 22-41-16-28-4-05-003 and 22-41-16-28-4-05-004.

For questions, please call Katelyn Page at 733-0440, x1303 or email to the address shown below. Thank you.

**Please respond by:**

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

# MILLWARD STREET APARTMENTS

ADMINISTRATIVE ADJUSTMENT SUBMITTAL

MARCH 8, 2023



NORTHWORKS

KAIKOA  
LLC

MATAROZZI  
PELSINGER  
BUILDERS

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01

# COVER LETTER

# NORTHWORKS

Paul Anthony  
Planning Director  
Town of Jackson  
P.O. Box 1687  
Jackson, WY 83001

March 8, 2023

Re: Development Plan: 245 & 265 Millward Street

Dear Mr. Anthony,

Please accept this Administrative Adjustment application in consideration of parking standards for the redevelopment of the property located at 245-265 N. Millward Street. Included in this application are the following items:

1. Cover Letter
2. Application
3. Letter of Authorization
4. Administrative Adjustment Request
5. Responses to Findings
6. Drawings: Parking Site Plan

The proposed project implements the goals noted in the Jackson/Teton County Comprehensive Plan. It conforms with the Town of Jackson land development regulations and design guidelines. An administrative adjustment for parking is proposed in this submittal.

The project is a mixed-use building totaling approximately 41,000 square feet including commercial space at the street level and two additional levels of residential units. Upon completion, the project will provide the city with 48 additional housing units in an elegant structure with a planted green roof.

Please note that the basement floor has been removed from the project for this resubmission, and thus the parking calculations and workforce housing calculations have been revised.

Please notify me with any questions you may have. We look forward to working with you on this project.

Sincerely,



Kimberly Daul  
Project Architect, Northworks Architects

02

APPLICATION



**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: Millward Workforce Apartments  
Physical Address: 245 & 265 N. Millward St., Jackson, WY 83001  
Lot, Subdivision: Lot 3-4-5, Blk. 2, Jackson (MOS T-26D) PIDN: 22-41-16-28-4-05-003

**PROPERTY OWNER.**

Name: 245 265 Millward LLC C/O Kaikoa LLC (Stuart Suna) Phone: 718-310-7724  
Mailing Address: 3610 N Moose-Wilson Rd, Wilson, WY ZIP: 83014  
E-mail: stuartsuna@gmail.com

**APPLICANT/AGENT.**

Name: Northworks Architects & Planners, LLC Phone: 307-201-5324  
Mailing Address: PO Box 4207, Jackson, WY ZIP: 83001  
E-mail: ajanak@nwks.com

**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)

<b>Use Permit</b>	<b>Physical Development</b>	<b>Interpretations</b>
<input type="checkbox"/> Basic Use	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Formal Interpretation
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	<b>Amendments to the LDRs</b>
<b>Relief from the LDRs</b>	<b>Subdivision/Development Option</b>	<input type="checkbox"/> LDR Text Amendment
<input checked="" type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	<b>Miscellaneous</b>
<input type="checkbox"/> Beneficial Use Determination	<input type="checkbox"/> Boundary Adjustment (no plat)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Appeal of an Admin. Decision	<input type="checkbox"/> Development Option Plan	<input type="checkbox"/> 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 #: P22-097 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 <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](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  
Adam Janak, Northworks Architects and Planners LLC  
Name Printed

09/15/2022

Date  
Partner  
Title

03

LETTER OF  
AUTHORIZATION



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 in 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.

George P. Putnam

Notary Public

11/15/2024

My commission expires:



04

# ADMINISTRATIVE ADJUSTMENT REQUEST

# NORTHWORKS

## Millward Street Apartments

### Administrative Adjustment Request (Updated 3-7-2023 for reduction of 3 spaces)

In accordance with Division 6.2.2.A.1, this Administrative Adjustment request seeks to reduce the on-site required parking by 3 spaces a 5.56% reduction. This request is being made considering the residential rental program for the project that will engage long-term master leases with employers for seasonal employees. Based on observed parking needs for seasonal employees there is a lower parking demand as they often do not have vehicles but rather use pedestrian facilities, bicycles, ridesharing and public transportation to commute to work or move around the community.

The proposed reduction from 54 to 51 on-site spaces will reduce the number of overall parking spaces per bedroom (62 total bedrooms including 32 studio units) from .870 to .822. By comparison, parking spaces/bedroom ratios for other residential projects within the Town show significantly lower parking space/bedroom values.

- Sagebrush Apartments ~.5
- Jackson Street Apartments ~.57
- Mogul Capital -South Park Look Rd. ~.79

Table 1. shows a total required parking for the proposed uses within the building of 66.14 spaces with 67 total spaces proposed for the project. 54 spaces including 3 disability spaces are required on-site for residential and lodging uses. As shown on the attached site plan, the 48 apartments will have a total of 51 spaces (including 3 ADA spaces) with primary access off the rear alley and all parking set-back a minimum of 30 feet and screened from Millward St. by the street-facing commercial space. 14 spaces will have direct access off the alley with the remaining 37 spaces accessed from a centrally located drive isle leading to two interior double loaded parking bays.

Table 1. also shows 12.14 spaces required for commercial office and retail uses and 13 spaces will be provided through a combination of 9 on-street spaces adjacent to the property on Millward Street and 4 spaces provided as level 1 fee-in-lieu under the Downtown fee-in-lieu parking program. Fixed bicycle parking is proposed at several locations on the site for 10 bikes and exceeds the 2.6 required spaces for commercial uses.

**Table 1. Required and Proposed Parking**

Required Parking				Proposed Parking Plan				
Use	SF	Units	Spaces Required	Proposed On-Site*	Fee-in-Lieu	On Street	Admin. Adjustment	Total Proposed
Commercial			<b>12.14</b>					<b>13</b>
Office	1,838		4.54		2	3		5
Retail	2,256		7.60		2	6		8
Lodging - Short Term Rental			<b>12.5</b>					<b>12</b>
Studio - <500 sf		7	7	5			3	8
1 BR - <500 sf		1	1	1				1
2 BR		2	3	2				2
3 BR		1	1.5	1				1
Residential - Apartment			<b>41.5</b>					<b>42</b>
Studio < 500 sf		25	25	25				25
1 BR - <500 sf		3	3	3				3
2 BR		8	12	12				12
3 BR		1	1.5	2				2
Total	4,094	<b>48</b>	<b>66.14</b>	<b>51</b>	4	9	3	<b>67</b>

\* Includes 3 Accessible parking spaces

**05**

# RESPONSES TO FINDINGS

# NORTHWORKS

## Millward Street Apartments

### 8.8.2.C Administrative Adjustment Findings

The following five findings for Administrative Adjustments per LDR Section 8.8.2.C can be made as follows:

1. *Complies with the applicability standards of this Section;*

**Complies.** An Administrative Adjustment to Parking Standards in Section 6.2.2.A.1 is allowed under applicability standards per LDR Section 8.8.2.B

2. *Either:*

- a. *Compensates for some unusual constraint*

*of the site or proposal that is not shared by landowners generally, or*

- b. *Better protects natural, scenic, or historic resources, or*

- c. *Better supports the purpose of the zone;*

**Complies.** Per LDR Section 2.2.12.A, the intent of the Commercial Residential-2 (CR-2) zone is to “provide for a vibrant mixed-use zone consisting primarily of retail, office, lodging and residential uses.” The proposed 3 space reduction to on-site required parking will support the purpose of the CR-2 zone by allowing a mix of residential uses (37 rental apartments) and lodging uses (11 lodging- short term units) within a building that will also provide both commercial and retail uses. The proposed reduction will allow residential uses in the building utilize the 2:1 Workforce Housing bonus tool to provide additional residential use and more efficiently use floor area footprints as provided by site allowances. The proposed parking will allow for each unit to have a minimum of one parking space (48 units/48 spaces) with an additional 3 ADA spaces provided for a total of 51 spaces on-site.

3. *Is consistent with the purpose of the zone and the desired future character for the area described in the Comprehensive Plan;*

**Complies.** The proposed project lies within District 2: Town Commercial Core, articulated in the Illustration of Our Vision chapter of the Comprehensive Plan and as further identified within Sub Area 2.3 Downtown. The proposed development plan will support and promote a vibrant mixed-use pedestrian friendly environment where Commercial Residential-2 (CR-2) Zoning provides predictable guidance for streetscapes, pedestrian frontages, building frontages and parking. The proposed 3 space reduction in on-site parking further allows realization of desired character-defining mix of building bulk and scale with a three-story building that retains its architectural and built form while allowing efficient space utilization for 37 residential apartment units. The proposed apartment uses are planned to be managed under long-term master leases for seasonal employees. Many of these employees will not have vehicles and will benefit from the proposed pedestrian friendly integration to the Town of Jackson streetscapes and public transportation systems.

# NORTHWORKS

4. *Will not pose a danger to the public health or safety; and*

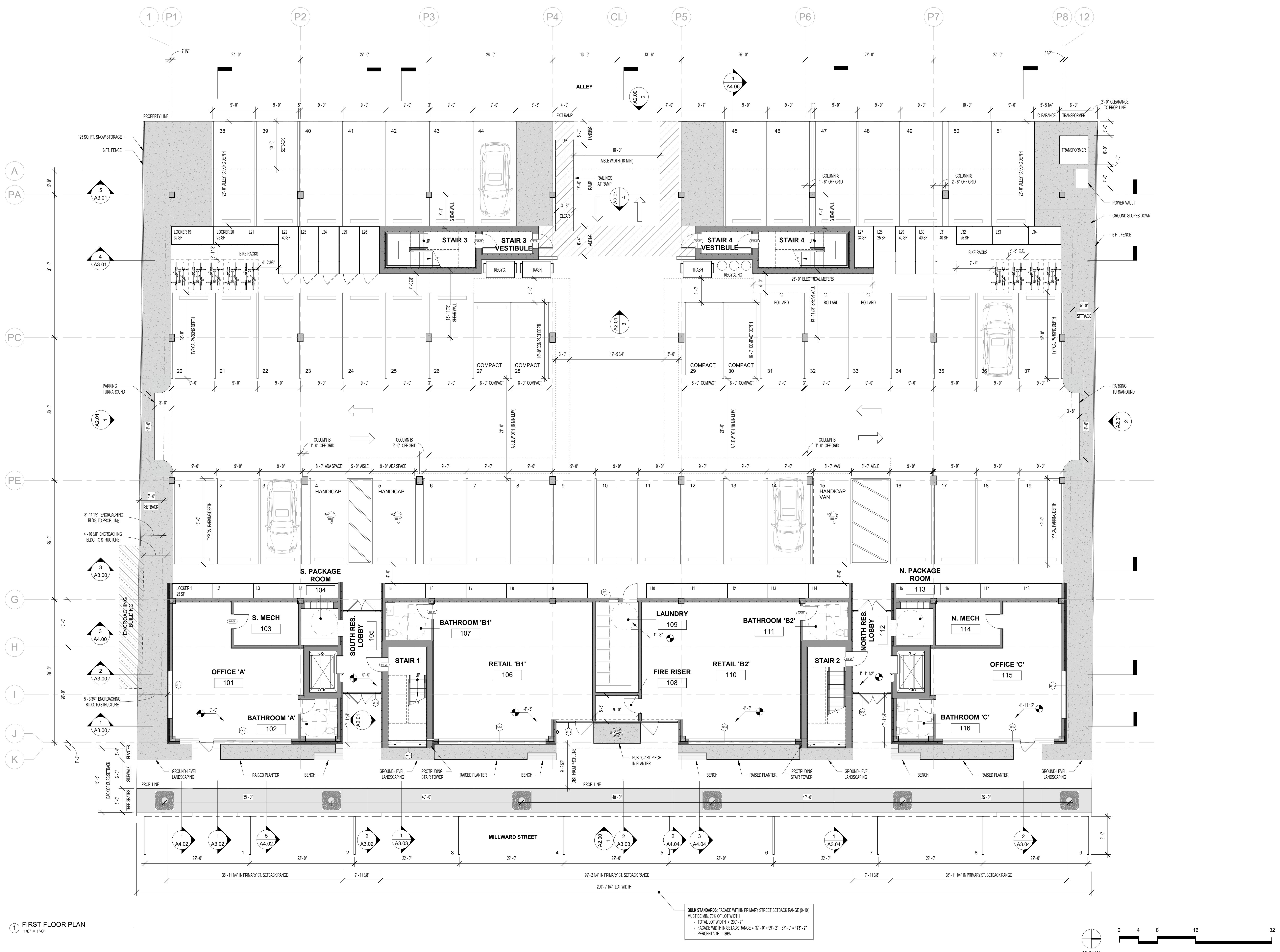
**Complies.** The proposed reduction of 3 on-site parking spaces will not pose a danger to public health or safety.

5. *The site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this Section.*

**Complies.** The reduction of 3 on-site parking spaces is the only administrative adjustment request being made for the project and is within the contemplated provisions of allowing consideration for a reduction of parking standards as allowed in LDR Section 6.2.2.A.1.

06

# PARKING SITE PLAN



07

# VEHICLE TURNING ANALYSIS

**TO:** Kimberly Daul  
**COMPANY:** Northworks Architecture  
**FROM:** Braden Olson - Nelson Engineering  
**CC:**  
**DATE:** 1/9/22  
**RE:** Millward Street Apartments  
**PROMO/JOB #:** NE 22-020-02

A vehicle tracking analysis was performed using CAD Analysis Vehicle Tracking tools.

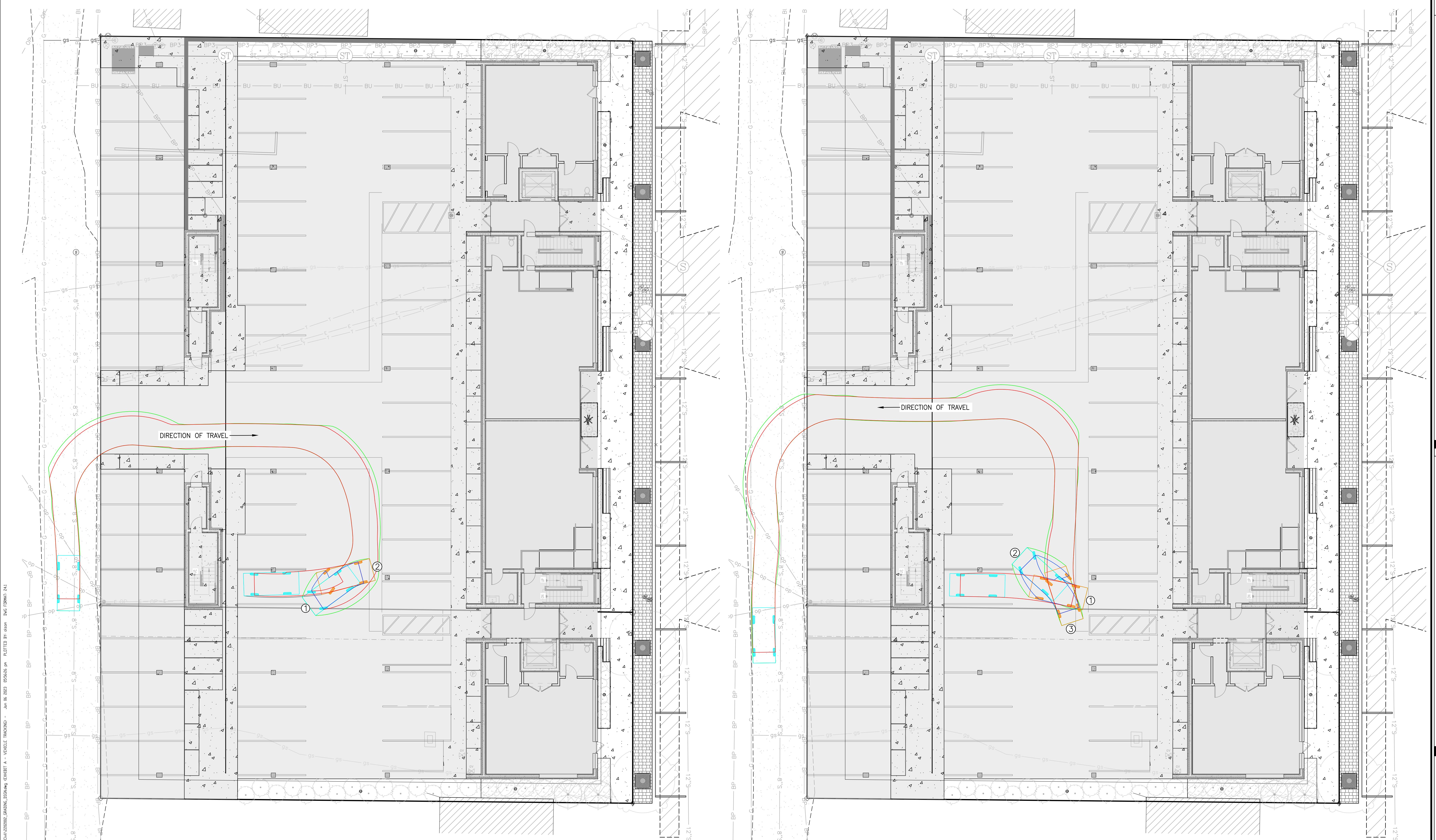
For Exhibit A the vehicle that was used to perform the analysis was a 2009 Ford Escape 4WD SUV. Two separate analyses were conducted. The first shown on exhibit A is the vehicle pulling into the development. A two (2) point turn was performed to properly park the vehicle in the parking space. The second analysis shows the same vehicle backing up and exiting the development. A three (3) point turn was performed to properly remove the vehicle from the parking space and exit the parking lot. The 2009 Ford Escape is 14.55' long, 5.9' wide, and a turning radius of 19.79'.

For Exhibit B the vehicle that was used to perform the analysis was a Mercedes Sprint Van. Two separate analyses were conducted. The first shown on exhibit B is the vehicle pulling into the development. A two (2) point turn was performed to properly park the vehicle in the parking space. The second analysis shows the same vehicle backing up and exiting the development. A three (3) point turn was performed to properly remove the vehicle from the parking space and exit the parking lot. The Mercedes Sprinter Van is 17.4' long, 6.5' wide, and a turning radius of 20.17'.

For Exhibit C the vehicle that was used to perform the analysis was a Hino 338 M Refuse Truck. One analysis was conducted to turn around. A two (2) point turn was performed to properly turn the truck around. The Hino 338 M Refuse Truck is 27.88 long', 8' wide, and a turning radius of 27.4'. The overall body height is 10.75' and the min height at the entrance to the point of turnaround is 12.0'.

For Exhibit D the vehicle that was used to perform the analysis was a Solo M850 SlimLine Bus that best models a UPS or FedEx delivery truck. One analysis was conducted to turn around. A two (2) point turn was performed to properly turn the truck around. The Solo M850 SlimLine Bus is 27.85 long', 7.7' wide, and a turning radius of 27.2'. The overall body height is 10.75' and the min height at the entrance to the point of turnaround is 12.0'. A Jackson UPS truck was measured on the street and the length was 27.75' and the height was 10.75'.

All analyses were performed under slow speeds and turning on the spot was utilized.



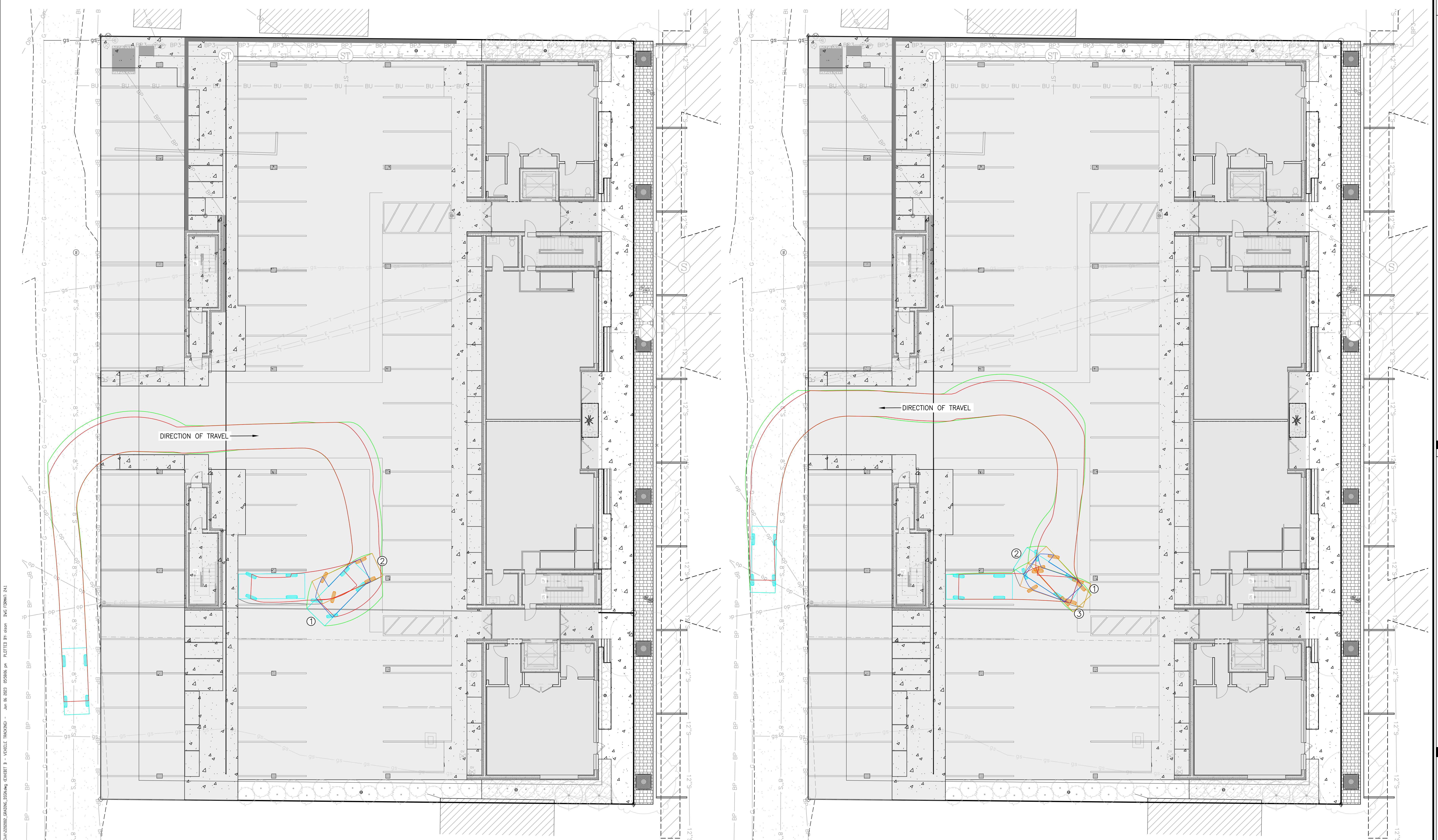
## LEGEND

- VEHICLE BUMPER
- VEHICLE AXLE
- VEHICLE
- VEHICLE POINT TURN
- VEHICLE POINT TURN AXLE
- POINT TURN NUMBER LABEL

0 10 20

①

Project	Millward Street Apartments
245 & 265 N. Millward St., Jackson, WY	83001
2210	Project No. 22-020-02
Drawer	Drawn By BRADEN OLSON
Checker	Checked By JOSH KILPATRICK
Discipline	Drawing No.
	EX. A
Drawing Name	VEHICLE TRACKING ANALYSIS

VEHICLE TRACKING ANALYSIS -  
SCENARIO 1 ENTRANCE

0 10 20

VEHICLE TRACKING ANALYSIS -  
SCENARIO 2 EXIT

0 10 20



## LEGEND

- VEHICLE BUMPER
- VEHICLE AXLE
- VEHICLE
- VEHICLE POINT TURN
- VEHICLE POINT TURN AXLE
- POINT TURN NUMBER LABEL

①

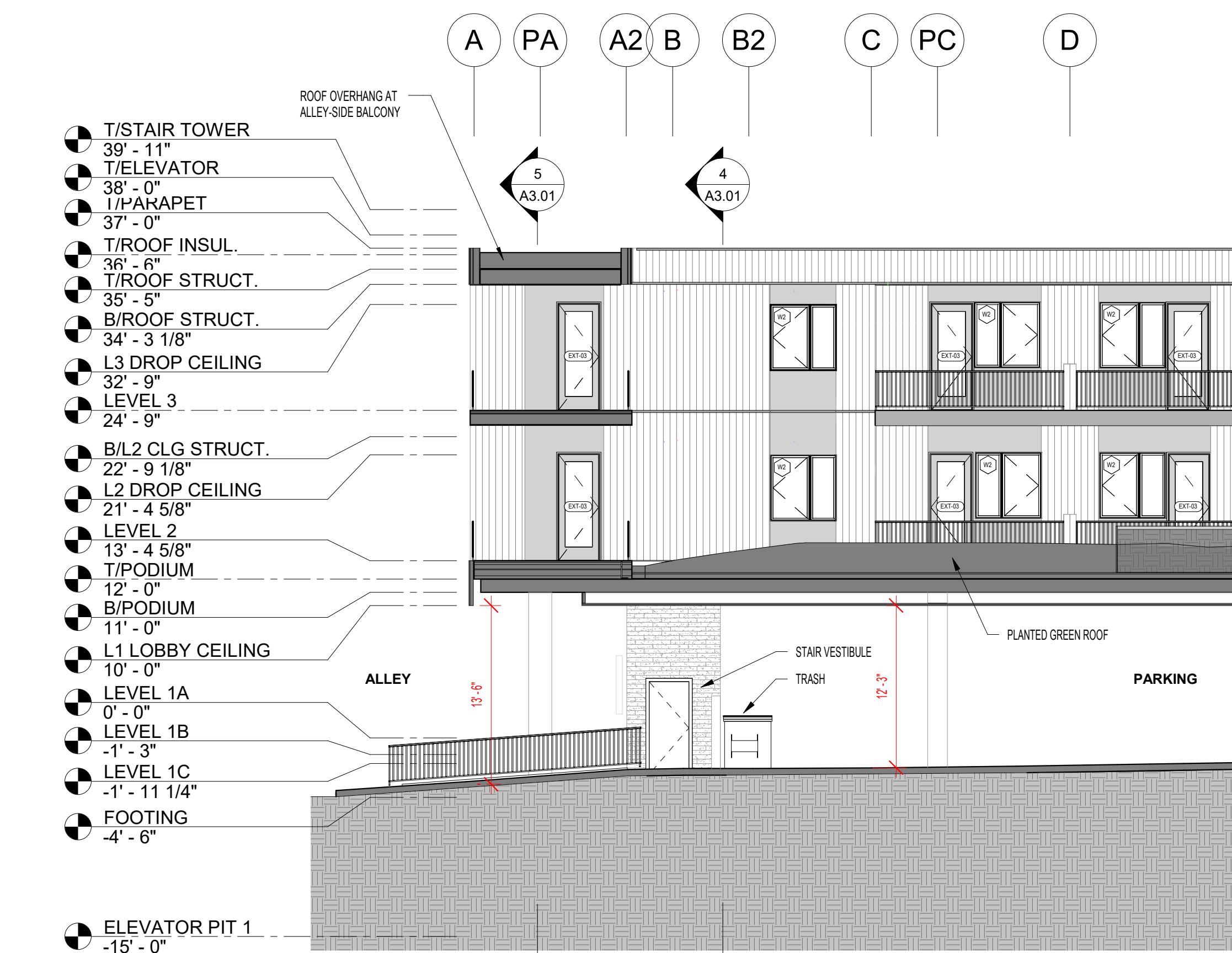
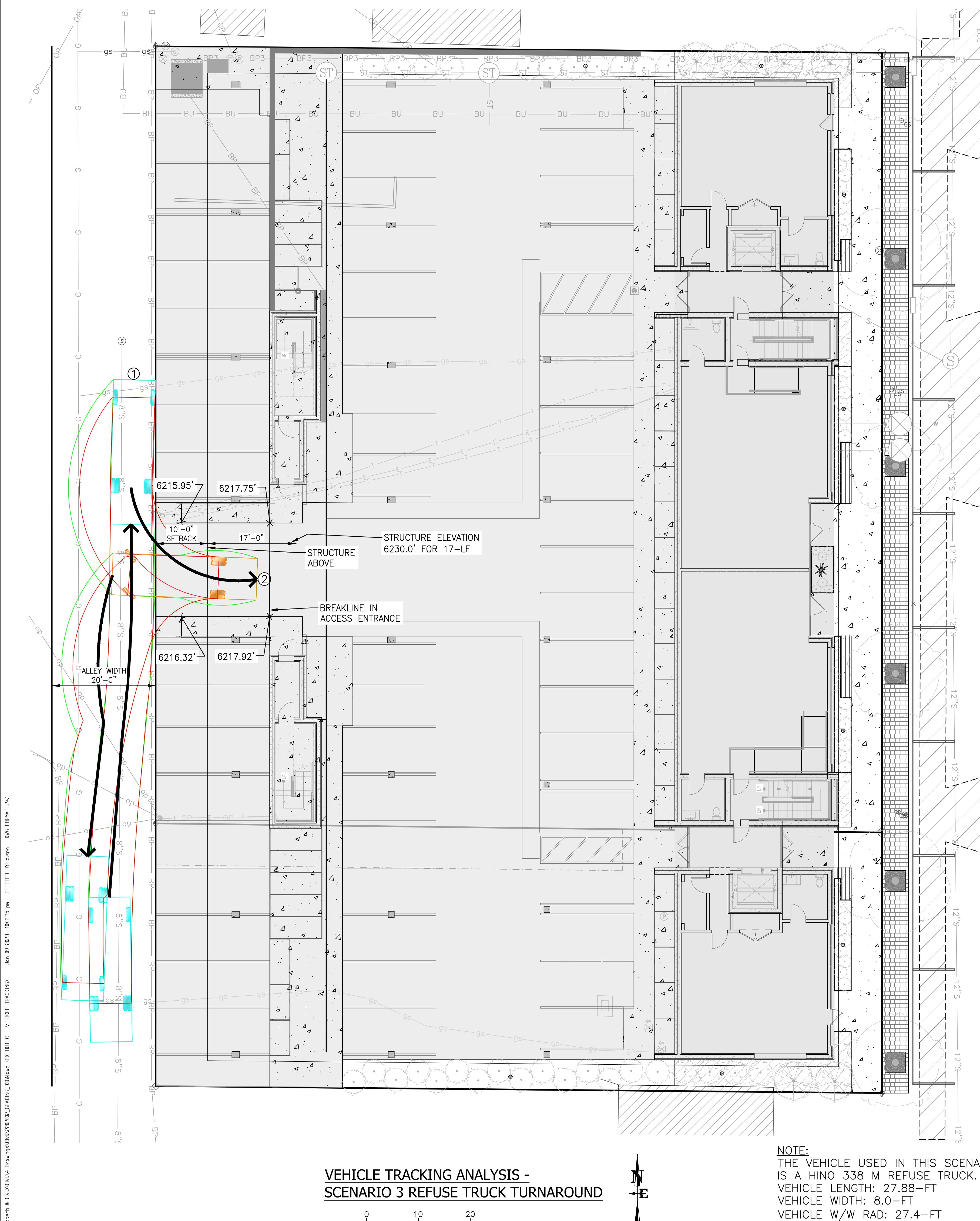
NOTE:  
THE VEHICLE USED IN THIS SCENARIO  
IS A MERCEDES SPRINTER VAN.  
VEHICLE LENGTH: 17.4-FT  
VEHICLE WIDTH: 6.5-FT  
VEHICLE W/W RAD: 20.17-FT

Project  
Millward Street Apartments245 & 265 N. Millward St., Jackson, WY  
83001

2210	Project No.	22-020-02
Drawer	Drawn By	BRADEN OLSON
Checker	Checked By	JOSH KILPATRICK
Discipline	Drawing No.	

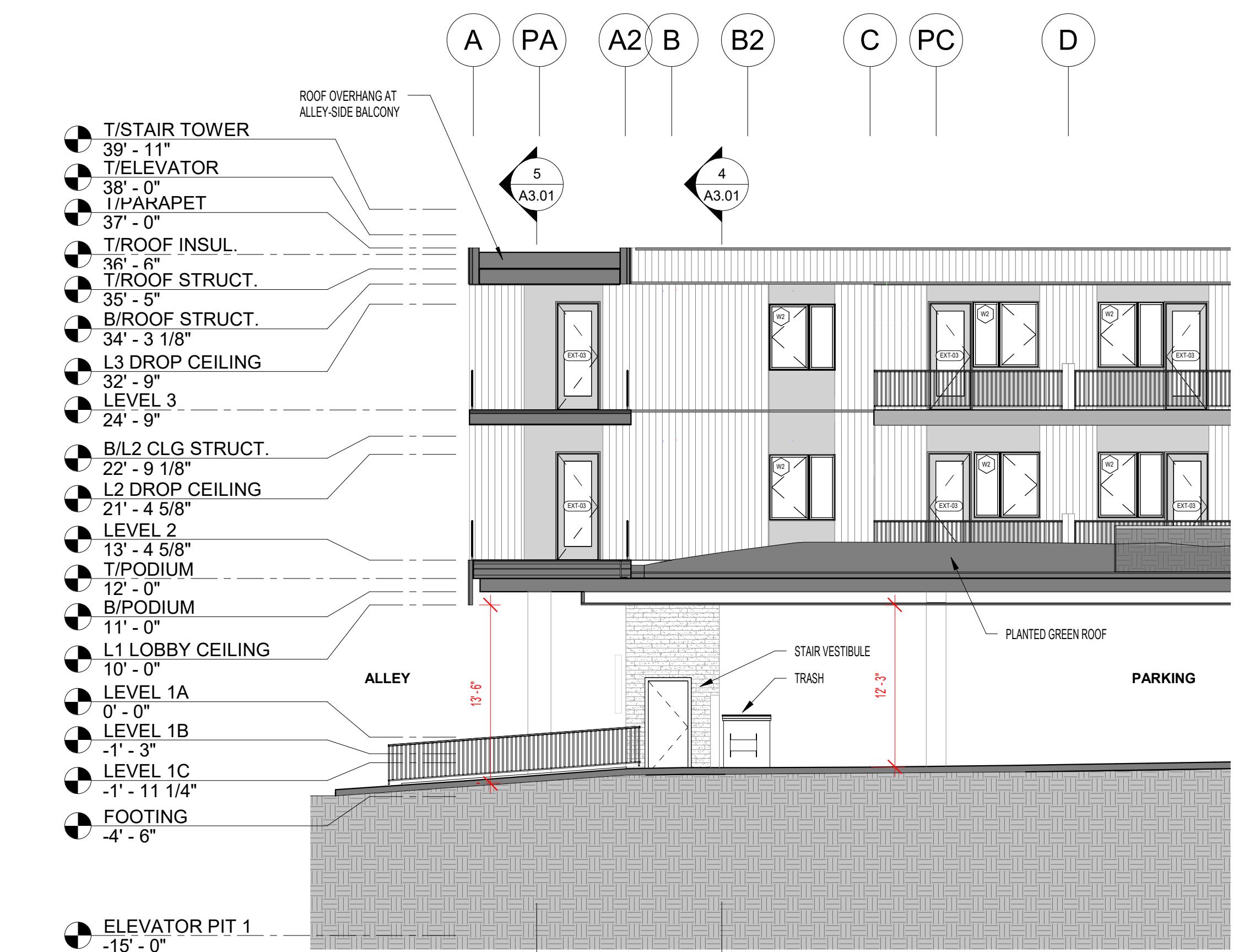
EX. B

Drawing Name  
VEHICLE TRACKING  
ANALYSIS



ISSUED DATE ISSUED FOR  
1 12/23/2022 FDP RESUBMITTAL

Project  
Millward Street Apartments  
245 & 265 N. Millward St., Jackson, WY  
83001  
2210 Project No. 22-020-02  
Drawer Drawn By BRADEN OLSON  
Checker Checked By JOSH KILPATRICK  
Discipline Drawing No.  
EX. C  
Drawing Name  
VEHICLE TRACKING  
ANALYSIS



Project	
Millward Street Apartments	
245 & 265 N. Millward St., Jackson, WY	
83001	
2210	Project No. 22-020-02
Drawer	Drawn By BRADEN OLSON
Checker	Checked By JOSH KILPATRICK
Discipline	Drawing No.
EX. D	
Drawing Name	
VEHICLE TRACKING ANALYSIS	

VEHICLE TRACKING ANALYSIS -  
SCENARIO 4 DELIVERY TRUCK TURNAROUND

## LEGEND

- VEHICLE BUMPER
- VEHICLE AXLE
- VEHICLE
- VEHICLE POINT TURN
- VEHICLE POINT TURN AXLE
- POINT TURN NUMBER LABEL

0 10 20

NOTE:  
THE VEHICLE USED IN THIS SCENARIO  
IS A SOLO M850 SLIMLINE BUS THAT  
BEST MODELS A UPS OR FEDEX  
DELIVERY TRUCK.  
VEHICLE LENGTH: 27.85-FT  
VEHICLE WIDTH: 7.7-FT  
VEHICLE W/W RAD: 27.2-FT  
VEHICLE HEIGHT: 10.75-FT

①

