



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: February 16, 2023	REQUESTS: The applicant is submitting a request for a Development Pre-Application Conference for the property located at 139 N. Cache St. (St. John's Browse N Buy) LOTS 1 THRU 7 & 14 THRU 20 BLK 7, JACKSON ORIGINAL TOWNSITE PIDN: 22-41-16-28-4-09-005 For questions, please call Tyler Valentine at 307-733-0440 x1305, or email to the address shown to the left. Thank you.
Item #: P23-035	
Planner: Tyler Valentine	
Phone: 733-0440 ext. 1305	
Email: tvalentine@jacksonwy.gov	
Owner: Episcopal Church in Jackson Hole, WY PO Box 1690 Jackson, WY 83001 Applicant: Hawtin Jorgensen Architects PO Box 1249 Jackson, WY 83001	
Please respond by: March 9, 2023 (with Comments)	

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



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: St. John's Browse-n-Buy

Physical Address: 139 N Cache Street

Lot, Subdivision: Lots 1-7, 14-20 Block 7 Original Townsite

PIDN: 22-41-16-28-4-09-005

PROPERTY OWNER.

Name: Jimmy Bartz, St. John's Episcopal Church

Phone: 307.733.2603

Mailing Address: PO Box 1690, Jackson, Wyoming, 83001

ZIP: 83001

E-mail: jimmy@stjohnsjackson.org

APPLICANT/AGENT.

Name, Agency: Arne Jorgensen, Hawtin Jorgensen Architects

Phone: 307.733.4364

Mailing Address: PO Box 1249, Jackson, Wyoming 83001

ZIP: 83001

E-mail: ajorgensen@hawtinjorgensen.com

DESIGNATED PRIMARY CONTACT.

____ Property Owner

☒

____ 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: NA 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:
☐ Use Permit	☒ Required
☐ Development Option or Subdivision Permit	☐ Optional
☐ Interpretations of the LDRs	☐ For an Environmental Analysis
☐ Amendments to the LDRs	☐ For grading
☐ 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)

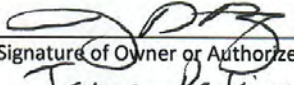
☒ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be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

Name Printed

2/15/2017

Date
Pector / President

Title

St. John's Episcopal Church – Browse N Buy
Town of Jackson Pre-Application
February 2023

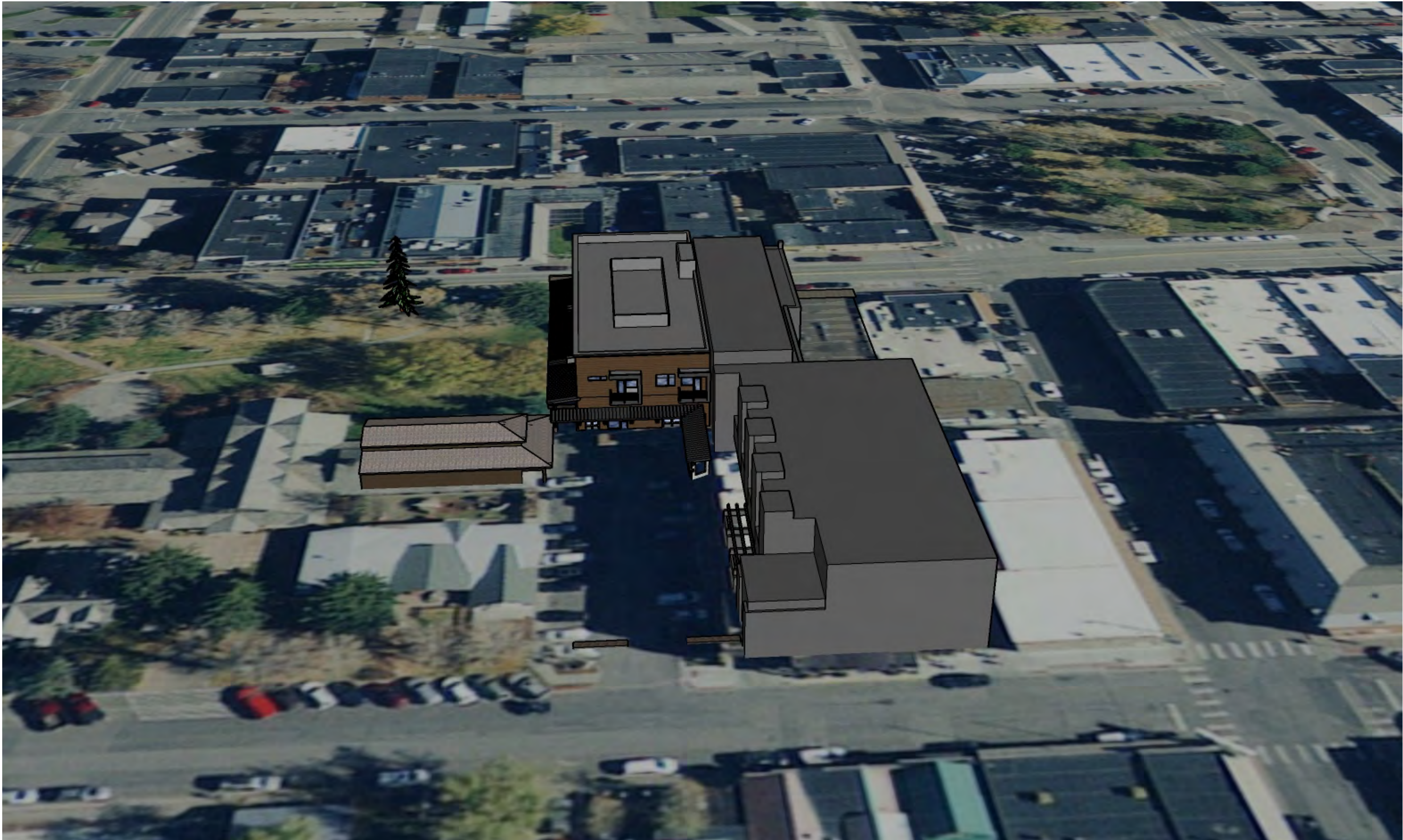
Project Narrative:

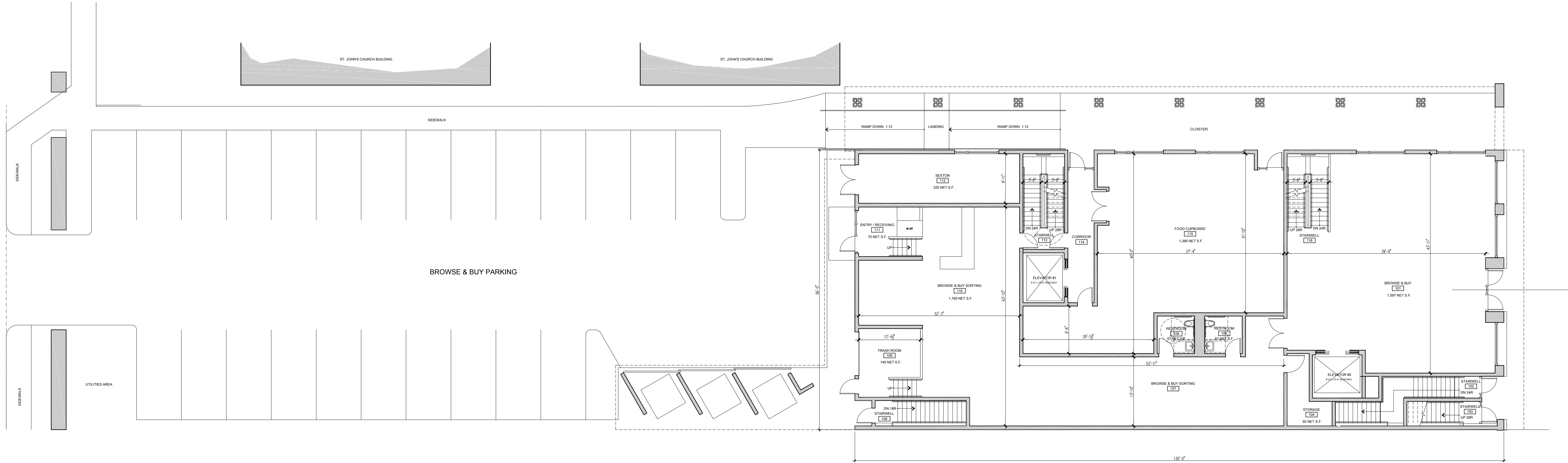
St. John's Episcopal Church desires to rebuild and expand its Browse N Buy building along with the mission it embodies. Browse N Buy celebrated its 50th birthday in November of 2022, and the church has been actively planning and designing a rebuild of this building on our campus for over a decade.

An expanded Browse N Buy building in its current design concept will provide the mission three floors (basement, first and second) of expanded retail space, substantial additional storage space keeping seasonal donations out of the landfill, space offering ease for the receiving of donations and sorting of donations through the backdoor in support of the Browse retail operation. In addition to expanded space for Browse, the building will house the Jackson Cupboard with ground floor retail-like space for Cupboard clients and substantial storage for food resource for the valley. The basement of the building will host both expanded and accessible dedicated space for use by the recovery community in Jackson Hole while the second floor will offer much needed office space and two units of housing for church and partner staff.

The project goal is to create a building that has a more direct retail relationship to embrace and add to the existing downtown character. The building is currently designed to function as a more formal transition from the public facing commercial/retail to the existing St. John's campus. The new building is roughly 14,785 square feet above grade with an additional 7,280 square foot basement.

St. John's has been working for a number of years with our own local leadership and partnering organizations and with Hawtin-Jorgensen Architects to design a building that can lovingly expand the care the mission delivers to the community of Jackson Hole.





SCHEMATIC SITE PLAN

SCALE: 3/32" = 1'-0"

BROWSE & BUY BUILDING
SCHEMATIC DESIGN

ST. JOHN'S EPISCOPAL CHURCH
CACHE STREET CAMPUS

SHEET TITLE:
SCHEMATIC SITE
PLAN

DATE: 1/11/23
REVISIONS:

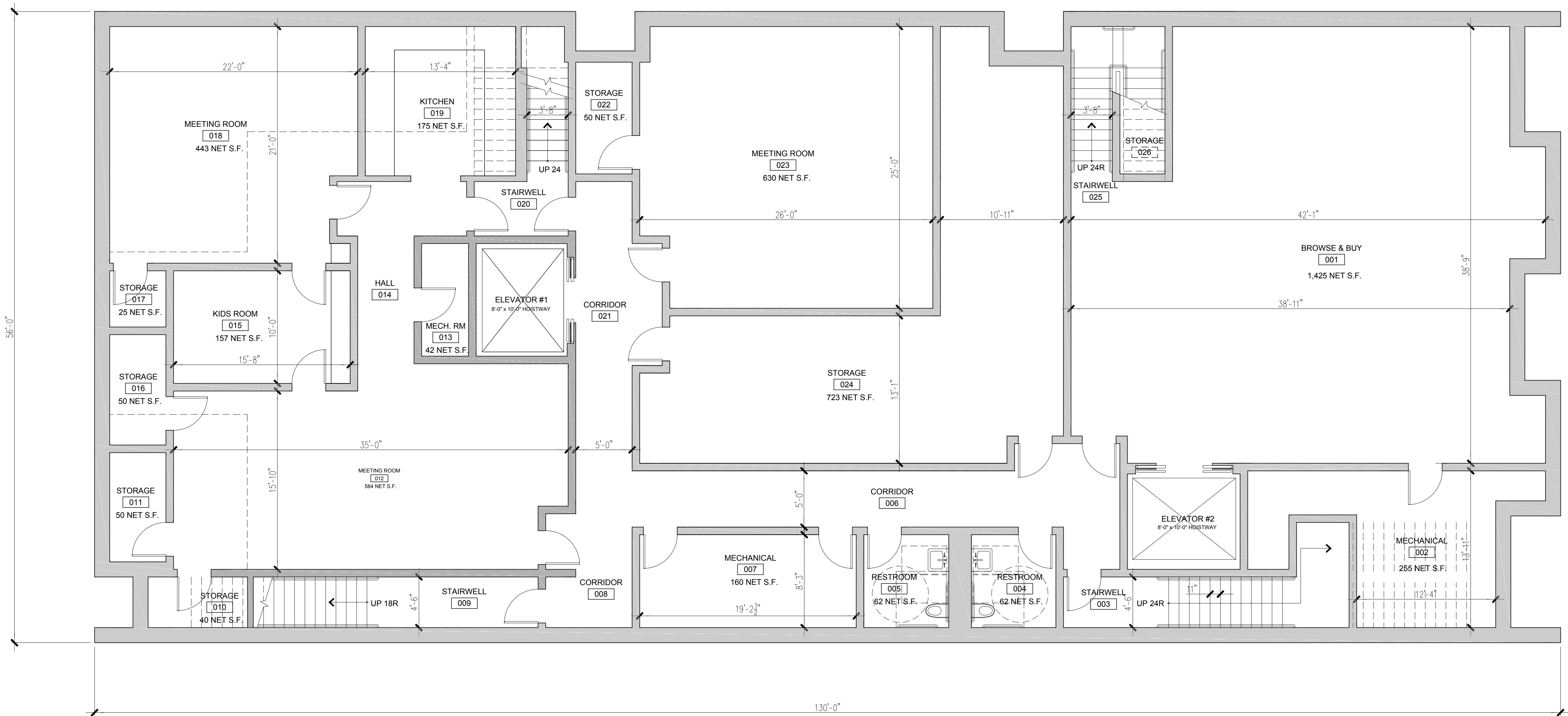
DRAWING NUMBER:
SITE-1

SCALE ACCURATE ON
24 X 36 SHEETS

POST OFFICE BOX 1249
265 EAST KELLY AVENUE
JACKSON, WYOMING 83001
T: 307.733.4364
F: 307.733.4365
info@hawtinjorgensen.com

Hawtin Jorgensen
ARCHITECTS

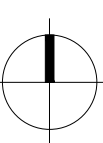
JACKSON, WYOMING



BASEMENT PLAN

3/16" = 1'-0"

NORTH



BROWSE & BUY BUILDING
SCHEMATIC DESIGN

ST. JOHN'S EPISCOPAL CHURCH
CACHE STREET CAMPUS

JACKSON, WYOMING

SHEET TITLE:

BASEMENT PLAN

DATE: 1/11/23

REVISIONS:

DRAWING NUMBER:

A-1

SCALE ACCURATE ON
24 X 36 SHEETS

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265 EAST KELLY AVENUE
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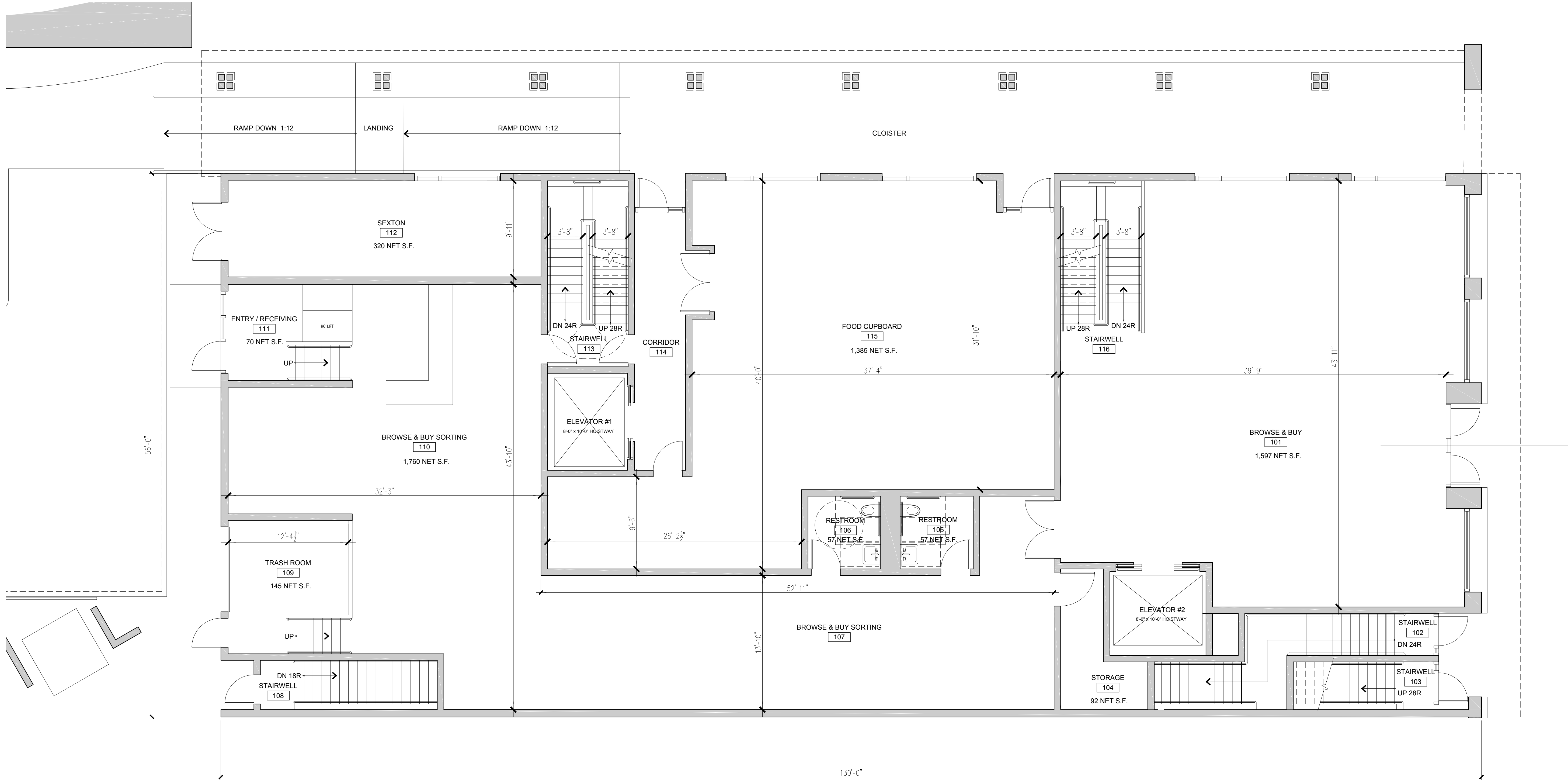
Hawtin Jorgensen
ARCHITECTS

Checked By:

Anna Jorgensen

Drawn By:

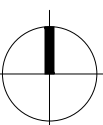
JACKSON, WYOMING



FIRST FLOOR PLAN

3/16" = 1'-0"

NORTH



BROWSE & BUY BUILDING
SCHEMATIC DESIGN

ST. JOHN'S EPISCOPAL CHURCH
CACHE STREET CAMPUS

SHEET TITLE:
FIRST FLOOR
PLAN

DATE: 1/11/23
REVISIONS:

DRAWING NUMBER:

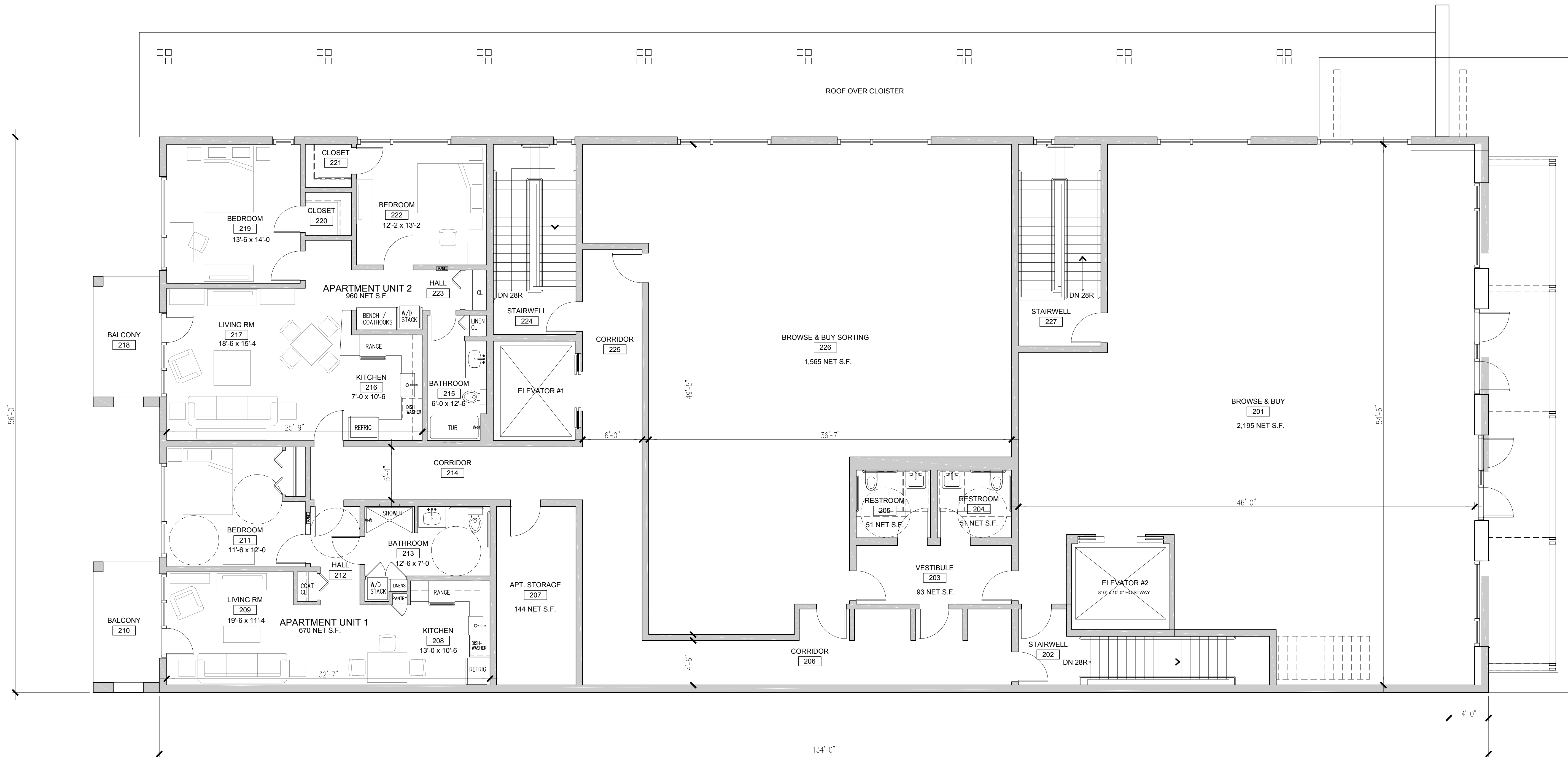
A-2

SCALE ACCURATE ON
24 X 36 SHEETS

JACKSON, WYOMING

Hawtin Jorgensen
ARCHITECTS

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265 EAST KELLY AVENUE
JACKSON, WYOMING 83001
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F: 307.733.4365
info@hawtinjorgensen.com
Checked By: Anne Jorgensen



SECOND FLOOR PLAN
3/16" = 1'-0"

POST OFFICE BOX 1249
265 EAST KELLY AVENUE
JACKSON, WYOMING 83001
T: 307.733.4364
F: 307.733.4365
info@hawtinjorgensen.com
Checked By: Anne Jorgensen

Hawtin Jorgensen
ARCHITECTS

BROWSE & BUY BUILDING
SCHEMATIC DESIGN
JACKSON, WYOMING

ST. JOHN'S EPISCOPAL CHURCH
CACHE STREET CAMPUS

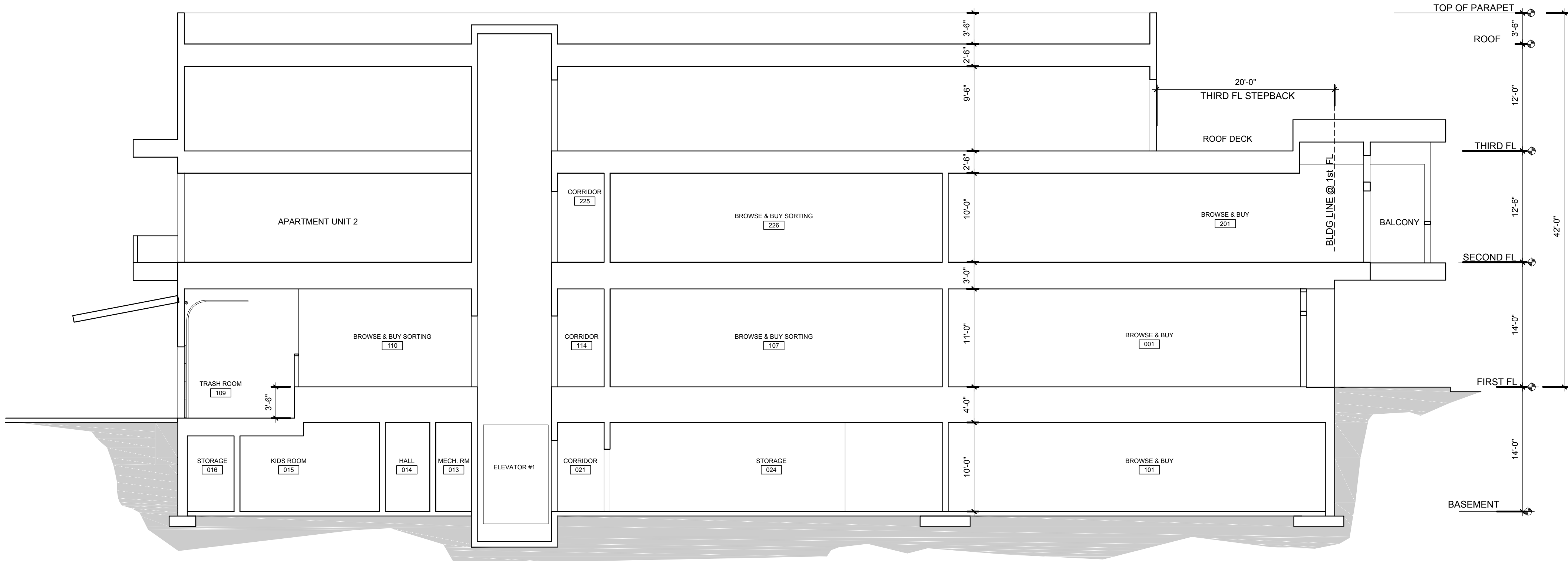
SHEET TITLE:
SECOND FLOOR
PLAN

DATE: 1/11/23
REVISIONS:

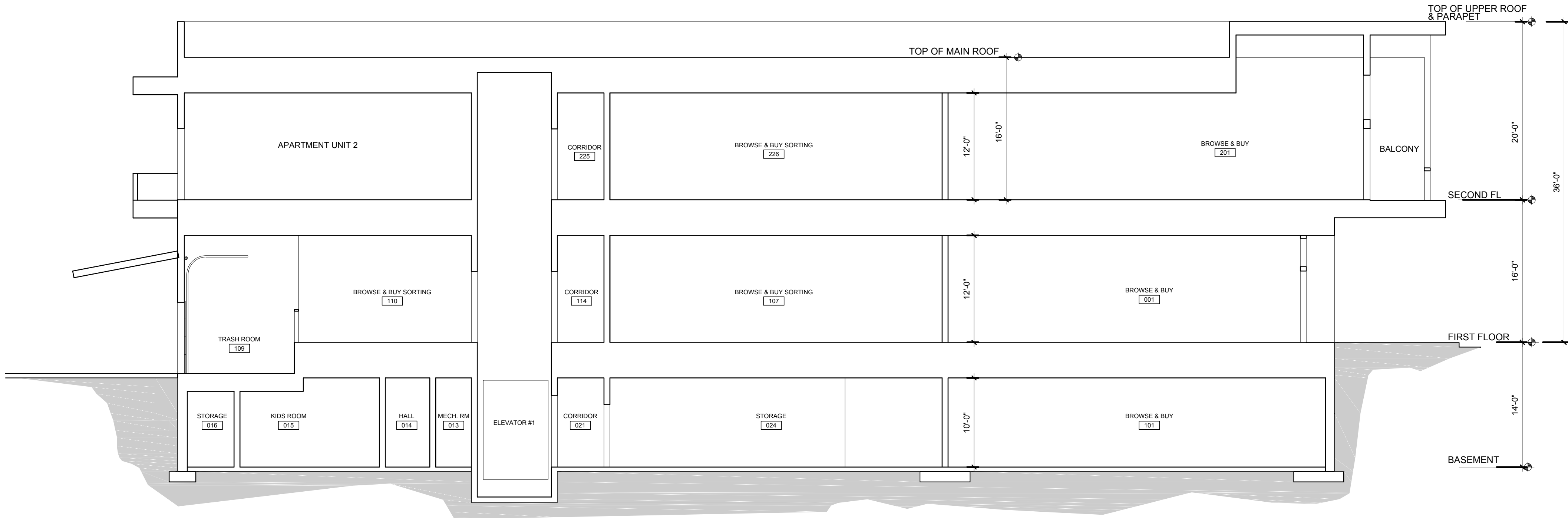
DRAWING NUMBER:

A-3

SCALE ACCURATE ON
24 X 36 SHEETS



SCHEMATIC SECTION - STUDY OF HEIGHT FOR 3 STORY OPTION
1/8" = 1'-0"



SCHEMATIC SECTION
3/16" = 1'-0"

BROWSE & BUY BUILDING
SCHEMATIC DESIGN

ST. JOHN'S EPISCOPAL CHURCH
CACHE STREET CAMPUS

SHEET TITLE:
SCHEMATIC
SECTIONS

DATE: 1/10/23
REVISIONS:

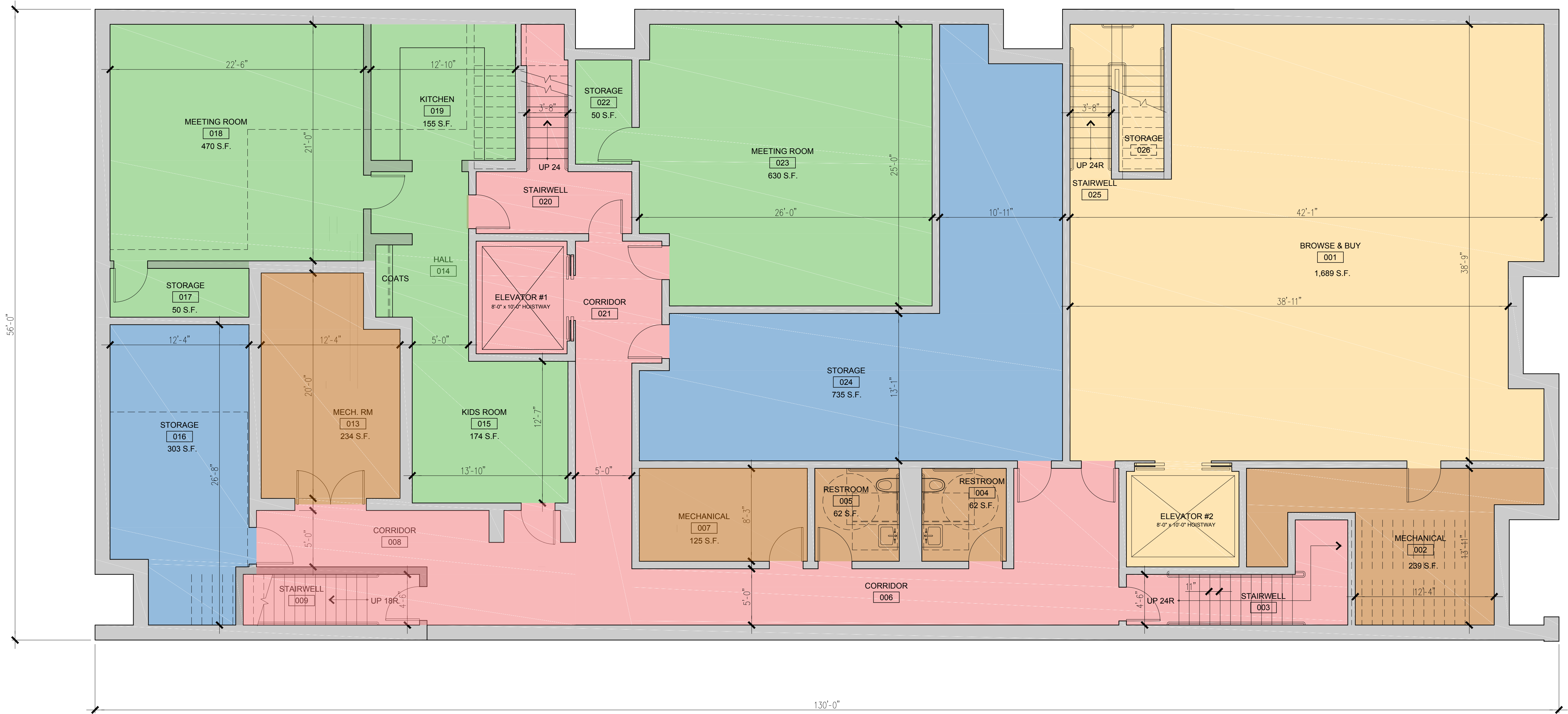
DRAWING NUMBER:
A-4

SCALE ACCURATE ON
24 X 36 SHEETS

JACKSON, WYOMING

POST OFFICE BOX 1249
265 EAST KELLY AVENUE
JACKSON, WYOMING 83001
T: 307.733.4364
F: 307.733.4365
info@hawtinjorgensen.com
Checked By: Anne Jorgensen

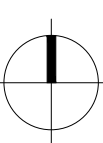
Hawtin Jorgensen
ARCHITECTS



SCHEMATIC BASEMENT PLAN

3/16" = 1'-0"

NORTH



LEGEND OF BUILDING USES, NET SQUARE FEET				
USE TYPE	BASEMENT	FIRST FLOOR	SECOND FLOOR	TOTAL
BROWSE & BUY - RETAIL	1,689	1,835	2,349	5,873
BROWSE & BUY - STORAGE & SORTING	1,038	2,175	1,565	4,778
RECOVERY COMMUNITY	1,695			1,695
JACKSON FOOD CUPBOARD		1,385		1,385
RESIDENTIAL APARTMENTS			1,796	1,796
MECHANICAL & COMMON	722	440	204	1,366
CIRCULATION & EGRESS	1,125	755	1,057	2,937
TOTAL	6,269	6,590	6,971	19,830

BROWSE & BUY BUILDING
SCHEMATIC DESIGN

ST. JOHN'S EPISCOPAL CHURCH
CACHE STREET CAMPUS

SHEET TITLE:

BASEMENT PLAN

DATE: 1/11/23

REVISIONS:

BLDG. USES & AREAS 1/19/23

AREAS UPDATED 2/7/23

DRAWING NUMBER:

A-1

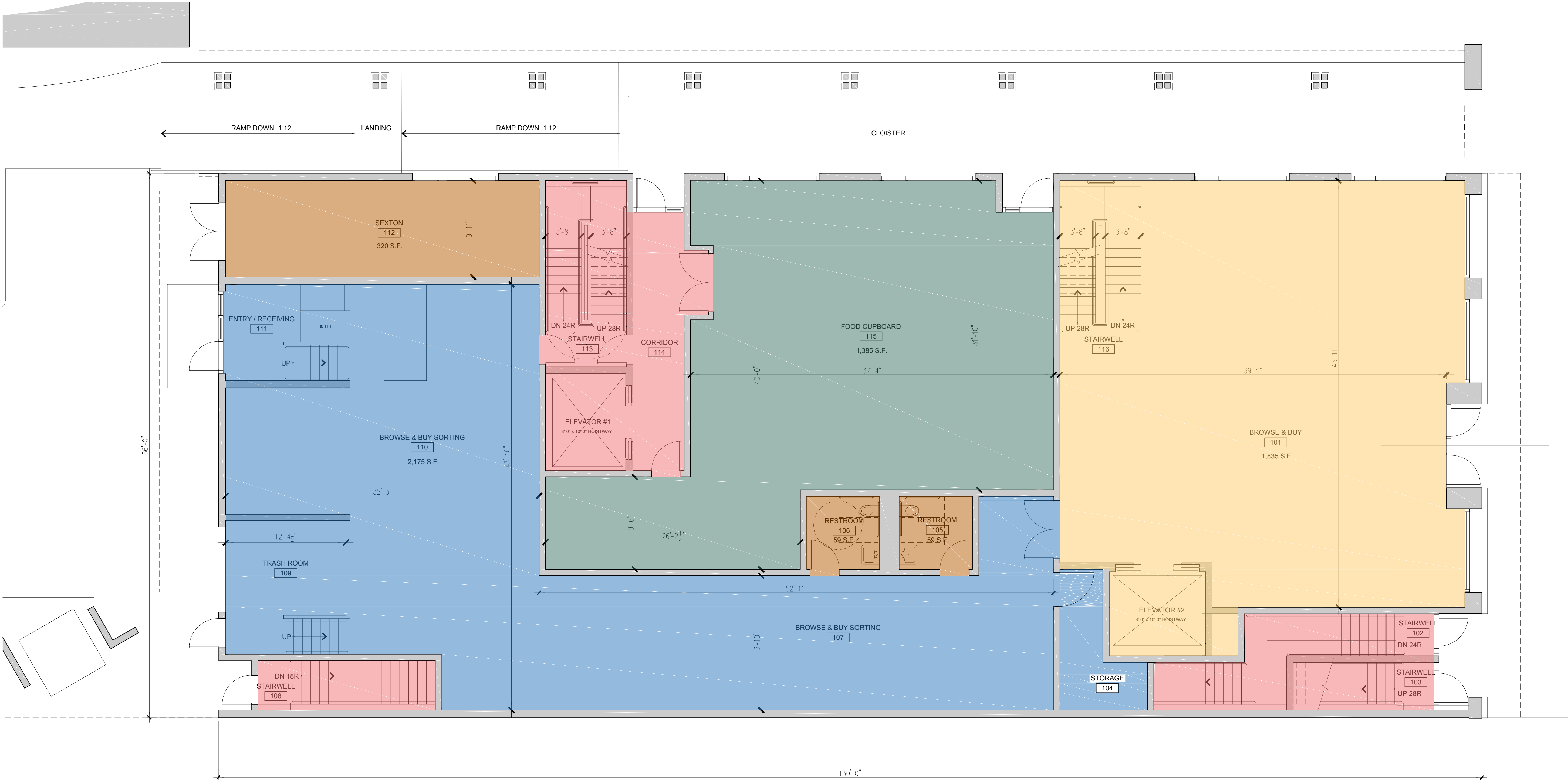
SCALE ACCURATE ON
24 X 36 SHEETS

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285 EAST KELLY AVENUE
JACKSON, WYOMING 83001
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F: 307.733.4365
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Checked By: Anne Jorgensen

Hawtin Jorgensen
ARCHITECTS

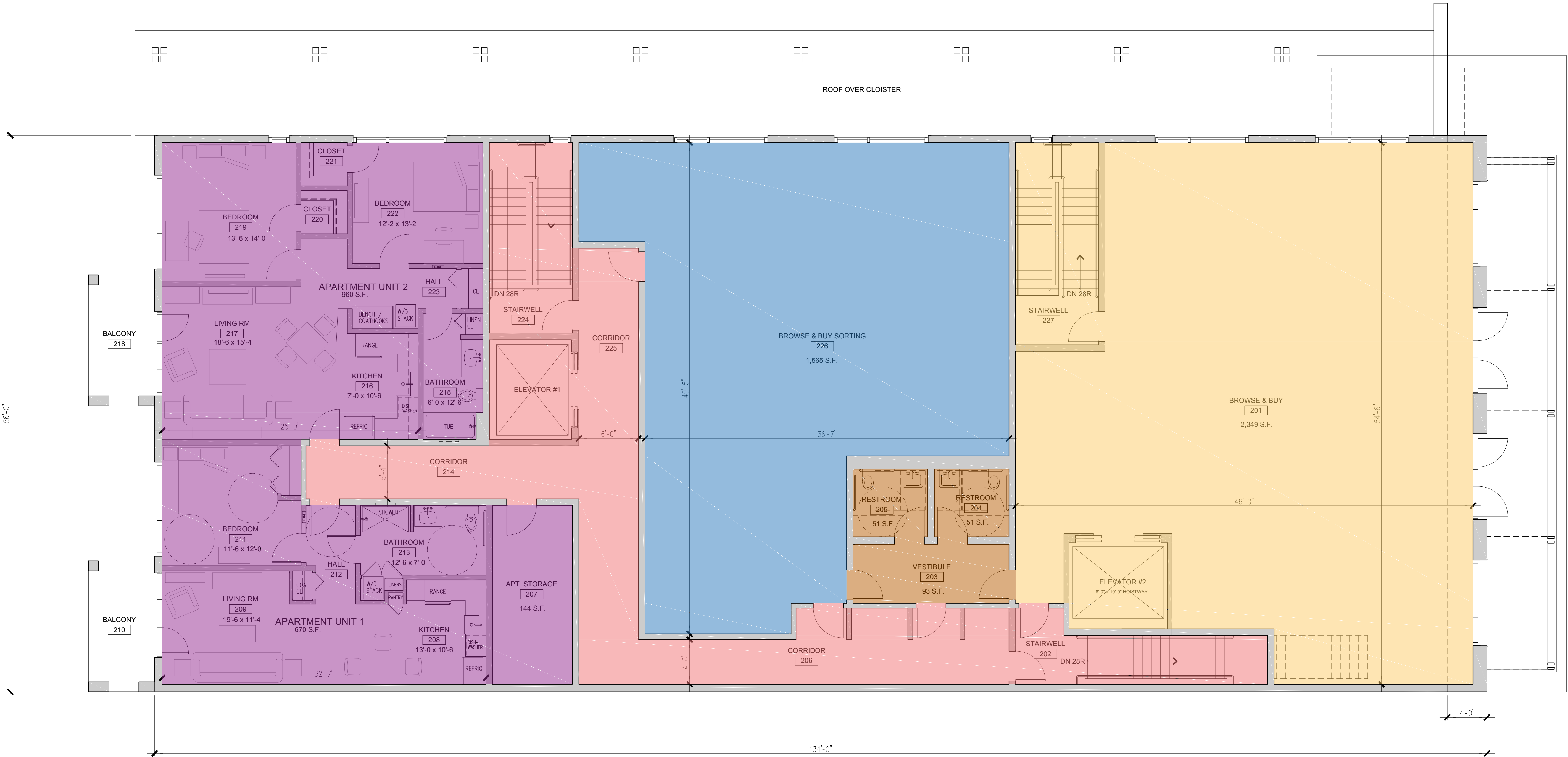
JACKSON, WYOMING

LEGEND OF BUILDING USES, NET SQUARE FEET				
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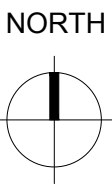


FIRST FLOOR PLAN
3/16" = 1'-0"

LEGEND OF BUILDING USES, NET SQUARE FEET				
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SECOND FLOOR PLAN
3/16" = 1'-0"



**SAINT JOHN'S
EPISCOPAL
CHURCH**
Jackson, Wyoming

**CARNEY
ARCHITECTS**

P.O. Box 343 • Wilson • Wyoming 83014
Telephone: 807-253-5546 • Facsimile: 807-253-1147

Structural Engineer
G & S Engineers
440 North Capital, Suite C
P.O. Box 50338
Idaho Falls, Idaho 83405

Mechanical/Electrical Engineers
CN Engineers
410 South Cache
P.O. Box 4195
Jackson, Wyoming 83001

Civil Engineers
Nelson Engineering
P.O. Box 1599
Jackson, Wyoming 83001

Landscape Architect
Verdone Landscape Architecture
P.O. Box 2721
Jackson, Wyoming 83001

Lighting Consultant
Lighting Design Alliance
1234 East Burnett Street
Long Beach, California
90806-3510

Acoustical Consultant
Merrick & Company
10855 East Bethany Drive
Aurora, Colorado 80014

Revision Date:

Foundation Permit 4/20/94

Building Permit 7/12/94

Project Number: 9319.00

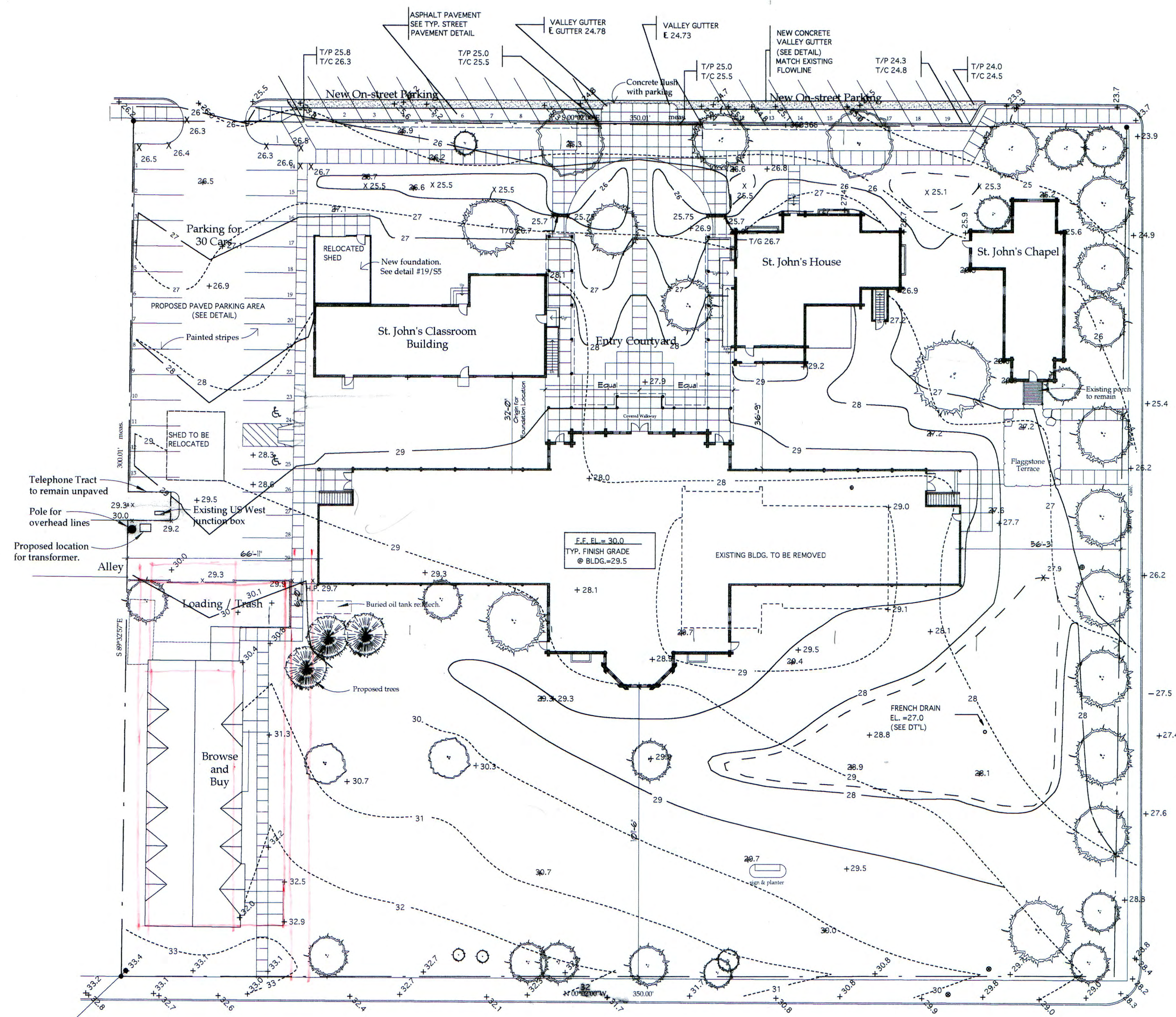
Drawn By: JSL

Checked By: CMD

Sheet Title:

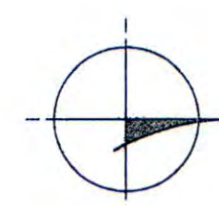
Site Grading and
Paving Plan

Sheet Number: **C1.2**

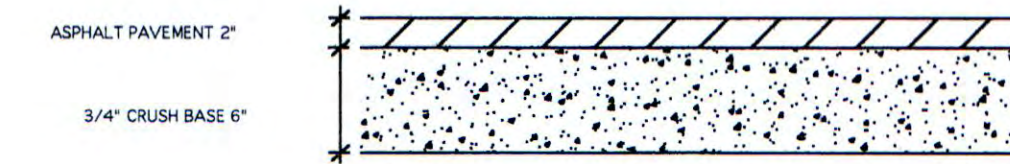


LEGEND

- +32.7 TYP. SPOT ELEV. (EXISTING)
- x 30.0 TYP. SPOT ELEV. (PROPOSED)
- PROPOSED CONTOUR
- EDGE OF STORMWATER DETENTION AREA
- T/C TOP OF CURB
- T/G TOP OF GRATE
- T/P TOP OF PAVEMENT
- F.F. FINISH FLOOR
- H.P. HIGH POINT



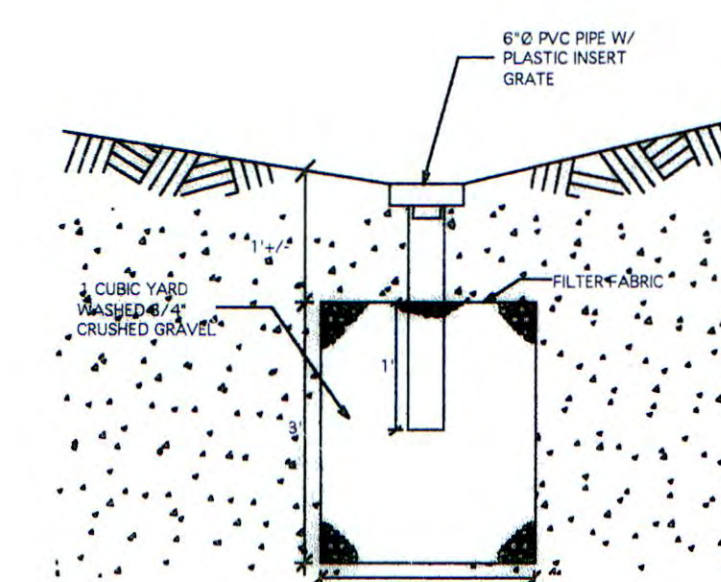
Site Grading and Paving Plan
Scale: 1"=20'-0"



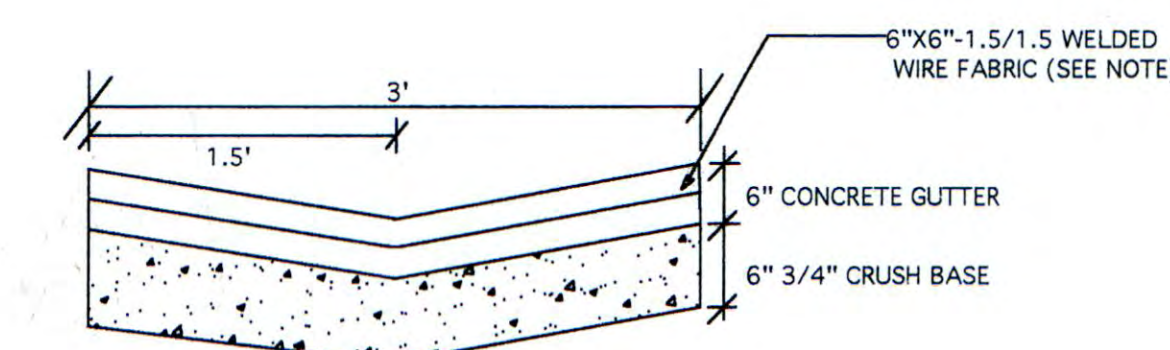
TYPICAL PARKING LOT PAVEMENT SECTION
(N.T.S.)



TYPICAL STREET PAVEMENT SECTION
(N.T.S.)



TYPICAL FRENCH DRAIN DETAIL
(N.T.S.)



NOTE : FIBER REINFORCED CONCRETE OR #3 BARS @12" ON CENTER
EACH WAY MAY BE SUBSTITUTED FOR WELDED WIRE FABRIC
UPON WRITTEN APPROVAL OF THE ENGINEER.

TYPICAL VALLEY GUTTER DETAIL
(N.T.S.)