



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: February 24, 2023</p> <p>Item #: P23-041</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Basic Use Permit for office use at the property located at 105 Mercill Ave. known as PT. LOTS 15-17, BLK.2 J.R. JONES (CHILDREN'S CENTER) PIDN: 22-41-16-28-4-02-012</p> <p>For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.</p>
<p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: kpage@jacksonwy.gov</p>	
<p>Owner Teton County PO Box 1727 Jackson, WY 83001</p> <p>Applicant Jackson Hole Children's Museum 4250 Wild Rose Ln. Wilson, WY 83014</p>	
<p>Please respond by: March 10, 2023 (Sufficiency) March 17, 2023 (with Comments)</p>	

RESPONSE: For Departments not using SmartGov, please send responses via email to:
planning@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



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:

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

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

Address of Premises: 105 Mercill Avenue Jackson, WY 83001

Legal Description: _____

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Jackson Hole Children's Museum / Ethan Lobdell

Mailing address of Applicant/agent: PO Box 995 Jackson, WY 83001

Email address of Applicant/agent: ethan@jhchildrensmuseum.org

Phone Number of Applicant/agent: (307) 690-5584

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 ☐ Demolition Permit
- ☒ Other (describe) Basic Use Permit

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.

Luther Propst

Property Owner Signature, Title: Chairman

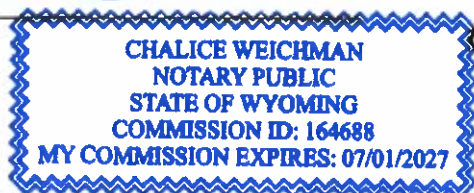
Luther Propst, Chairman, Teton County Board of County Commissioners

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 LUTHER PROPST this 21st day of FEBRUARY 2023. WITNESS my hand and official seal.

Chalice Weichman
Notary Public



My commission expires: 7-1-2023

Dear Town Planning Department,

Below is the narrative addressing the BUP permitting required information. Please let me know if you need additional information or clarification.

If I am mistaken or any other materials or needed please don't hesitate to let me know.

Thank you for your support and time.

Best,

Ethan

- **Application Fee:**
 - To be paid after the application is submitted.
- **Application Form (PDF):**
 - Attached
- **Floor Plans (If Applicable)**
 - Attached to email. We are only interested in a BUP for Office 101 although the floor plans are for the entire 1st floor of 105 Mercill
- **Narrative Description of the Use**
 - We intend to use this space for staff offices while we design and permit for the final usage of the office 101. Staff will have desks and storage to plan for our normal business operations which will take place off site.
- **Housing Mitigation Plan**
 - Our understanding was that for building permitting, the developer was required to provide sufficient mitigation for this space for office use and, as a result, no additional mitigation is required.
- **Notarized Letter of Authorization (PDF)**
 - Attached
- **Site Plan (if Applicable)**
 - Not applicable as far as we understand
- **Summary Table to Demonstrate Compliance With Dimensional Standards (Example: Height, Setbacks, FAR, etc.)**
 - Our current understanding is that, as this is a newly built space, all dimensional standards have been reviewed through the construction permitting and platting process. If you need any additional information, please let me know.
- **Other Pertinent Information**

NOT FOR
CONSTRUCTION

[illegible]

105 MERCILL - CHILDREN'S MUSEUM

105 MERCILL AVE JACKSON, WY

TENANT IMPROVEMENT
PERMIT SET
10-25-22

A000

COVER



105 MERCILL - CHILDREN'S MUSEUM

105 MERCILL AVE - JACKSON, WY
TENANT IMPROVEMENT PERMIT SET
10-25-22



OWNER	TETON COUNTY POB 1277 JACKSON, WY 83001 307 732 0867
DEVELOPER	TYLER DAVIS & JOE RICE MERCILL PARTNERS, LLC POB 12111 JACKSON, WY 83002 407 952 1735
ARCHITECT	CHRISTOPHER LEE DESIGN ASSOCIATES ARCHITECTS 50 KING ST, STE 201 POB 4615 JACKSON, WY 83001 307 733 3600
STRUCTURAL	JAKE TIMMONS RIVERSTONE STRUCTURAL CONCEPTS 671 RIVERPARK LN, STE 150 BOISE, ID 83706 208 343 2092
MECH/ELEC	JASON RICE & MATT BRADLEY MUSGROVE ENGINEERING 234 S WHISPERWOOD WAY BOISE, ID 83709 208 384 0585
FIRE SPRINKLERS	HUDSON DEWESE MOUNTAIN FIRE PROTECTION POB 1763 WILSON, WY 83014 307 690 1162
CONSTRUCTION	ANTHONY FASCIANO & BRAD HARMON GE JOHNSON CONSTRUCTION 1110 MAPLE WAY, SUITE E JACKSON, WY 83001 307 734 2605

SET	TITLE	SHEET
CHILDREN'S MUSEUM	COVER	A000
	PROJECT INFO & PLANNING NOTES	A001
	BUILDING NOTES	A002
	FIRST FLOOR LIFE SAFETY PLAN	A003
	FIRE RATED ASSEMBLIES	A004
	FIRST FLOOR PLAN MUSEUM	A200
	FIRST FLOOR RC PLAN	A201
	DOOR SCHEDULE	A202
	INTERIOR PLAN	A203

PROPERTY DESCRIPTION/NAME		105 MERCILL A MIXED-USE PROJECT WITH 30 APARTMENTS, 4 COMMERCIAL SPACES & TWO-LEVEL PARKING RAMP
PROPERTY ADDRESS		105 MERCILL AVENUE JACKSON, WY
PROPERTY OWNER		TETON COUNTY POB 1727 JACKSON, WY 83001
APPLICANT'S NAME		DESIGN ASSOCIATES ARCHITECTS 50 S KING ST, STE 201 JACKSON, WY 83001
ZONING		CR-2
RESOURCE OVERLAYS		LODGING OVERLAY
GROSS SITE AREA		1.15 ACRES 50,086 SF
BASE SITE AREA		0.574 ACRES 25,005 SF
FAR	TOTAL HABITABLE	1.41 (35,184 SF)
	ALLOWED	.445 (11,502 SF)
	BASE FAR [COMMERCIAL SPACE]	.27 (6,862 SF)
	2:1 BONUS (ALL WORKFORCE HOUSING)	1.13 (28,322 SF)
LANDSCAPE RATIO		.11 (2,816 SF)
MINIMUM		.10 (2,501 SF)
PLANT UNITS		3+
MINIMUM		3
SLOPES TO BE DEVELOPED		
PARKING		0 - 2%
GARAGE RAMP		4 - 12%
SIDEWALKS		0 - 2%
SETBACKS		
PRIMARY STREET RANGE		0-10'
SECONDARY STREET RANGE		0-10'
SIDES		5'
PEDESTRIAN FRONTAGE		
TOTAL WIDTH FROM BACK OF CURB (MIN)		13.5'
FURNISHING/PLANTING AREA (MIN)		5'
CLEAR SIDEWALK WIDTH (MIN)		6'
PLANTING TYPE & SPACING		TREE GRATE, 30'
BUILDING FRONTAGE		
SHOPFRONT HEIGHT (MIN)		12'
PRIMARY STREET TRANSPARENCY (MIN)		60%
SECONDARY STREET TRANSPARENCY (MIN)		30%
PRIMARY STREET BLANK WALL AREA (MAX)		15'
SECONDARY STREET BLANK WALL AREA (MAX)		30'
ENTRANCE SPACING ALONG PRIMARY STREET (MAX)		50'
HEIGHT OF STRUCTURE		<39'
ALLOWED		42'
STORIES		3
ALLOWED		3
PARKING		50
MINIMUM		50
EXTERIOR LIGHTING		54,000 LUMENS
ALLOWED		66,222 LUMENS
GROSS SQUARE FOOTAGE		
EXISTING		0 SF
LOWER LEVEL HABITABLE		225 SF
FIRST FLOOR HABITABLE		8,548 SF
SECOND FLOOR HABITABLE		13,672 SF
THIRD FLOOR HABITABLE		12,964 SF
TOTAL HABITABLE		35,184 SF
LOWER LEVEL NON-HABITABLE		9,859 SF
FIRST FLOOR NON-HABITABLE		9,153 SF
SECOND FLOOR NON-HABITABLE		59 SF
THIRD FLOOR NON-HABITABLE		129 SF
TOTAL NON-HABITABLE		9,341 SF
BUILDING TOTAL		54,384 SF
COURTYARD		4,820 SF
DECKS		1,200 SF
ICE MELT (EXTERIOR HYDRONIC HEAT)		0 SF



NOT FOR
CONSTRUCTION

[illegible]

105 MERCILL - CHILDREN'S MUSEUM
105 MERCILL AVE JACKSON, WY

TENANT IMPROVEMENT
PERMIT SET
10-25-22

A001

PROJECT INFO & PLANNING NOTES

PRODUCED ON: Wednesday, November 30, 2022 AT 7:02 PM

NOTE:

- 1 REFERENCE A004 FOR FIRE RATED ASSEMBLIES

FIRE SEPARATION KEY

- 2HR SHAFTWALL - - - - -
1HR BEARING WALL - - - - -
1HR FIRE PARTITION - - - - -

- NOT INCLUDED IN SCOPE



FIRST FLOOR LIFE SAFETY PLAN

SCALE: 1/8" = 1'-0"



DESIGN ASSOCIATES ARCHITECTS
50 S KING ST, STE 201 JACKSON WY
(O) 307 733 3600
www.dajh.com
PROJECT NO.: 19-08
ARCHITECT: CTL
© 2019 DESIGN ASSOCIATES ARCHITECTS

NOT FOR
CONSTRUCTION

REVISION HISTORY

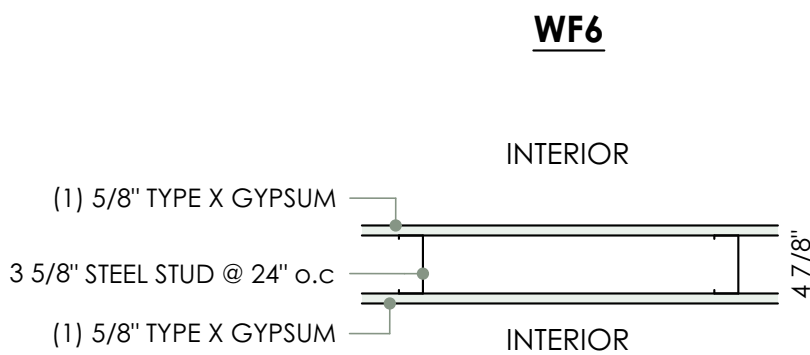
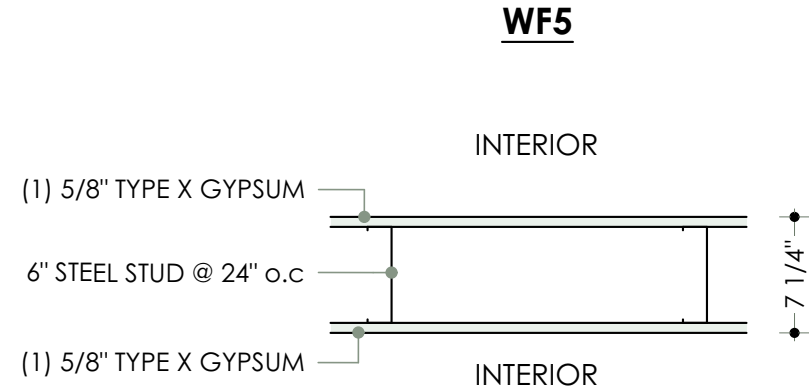
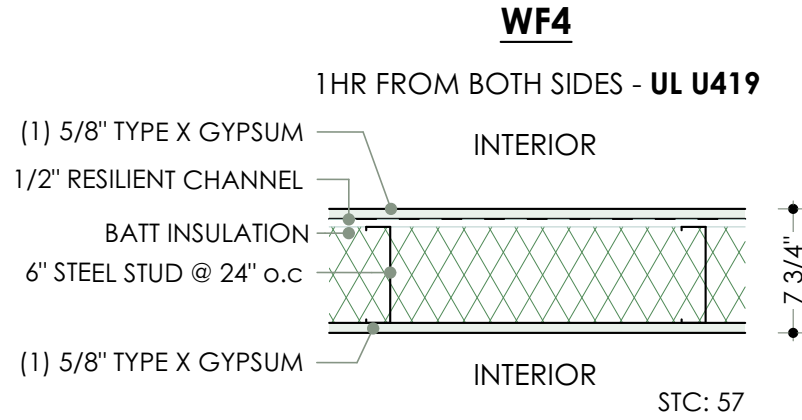
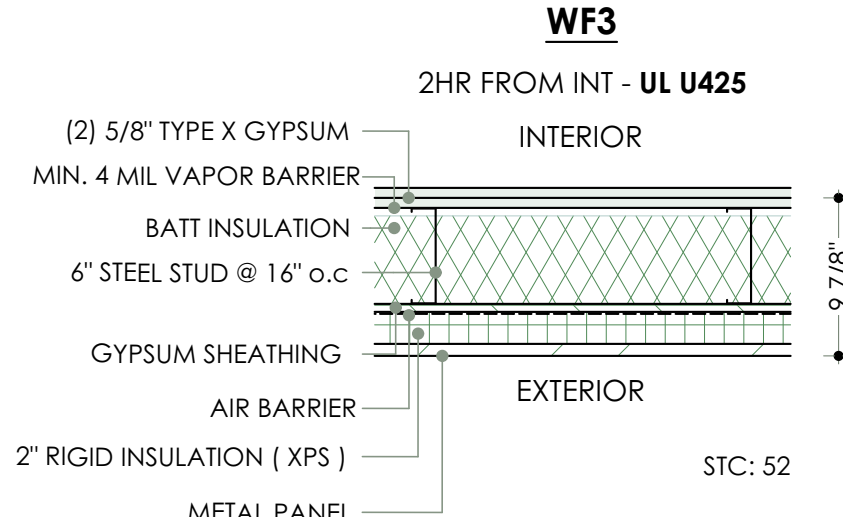
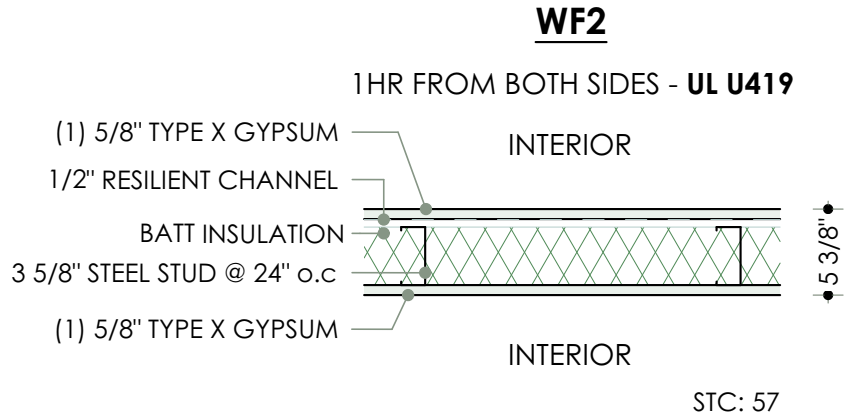
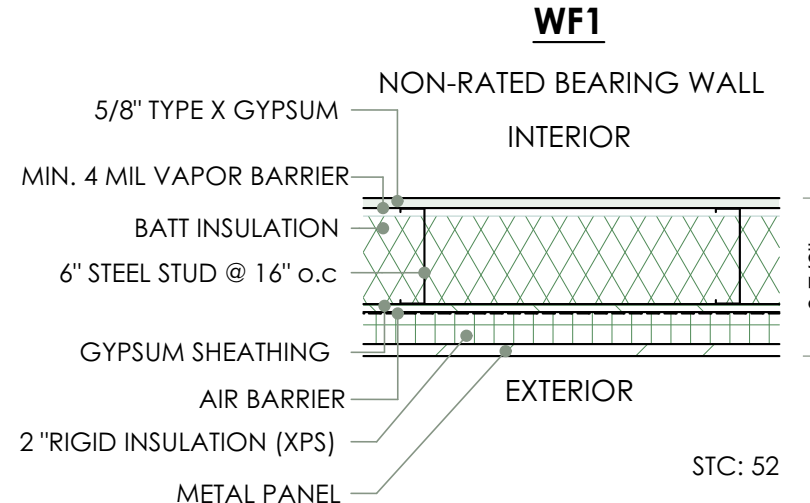
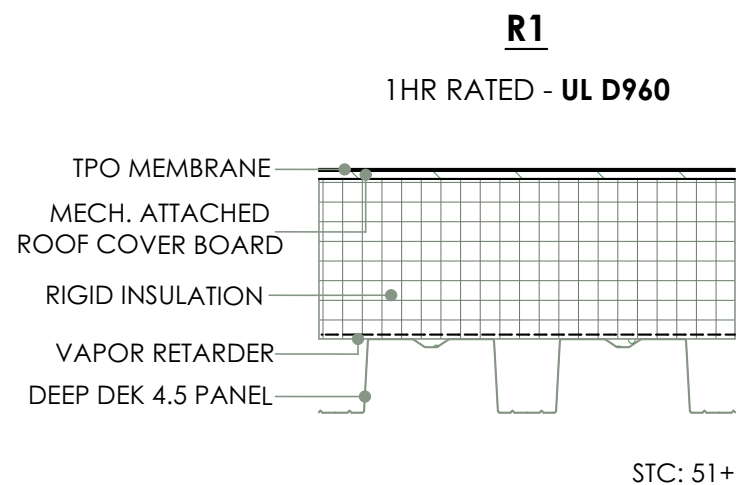
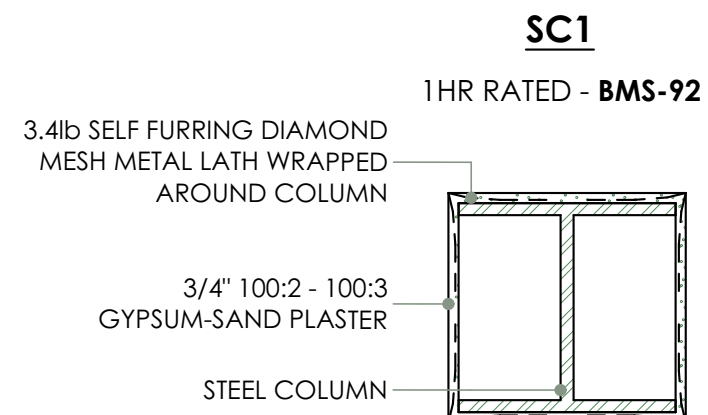
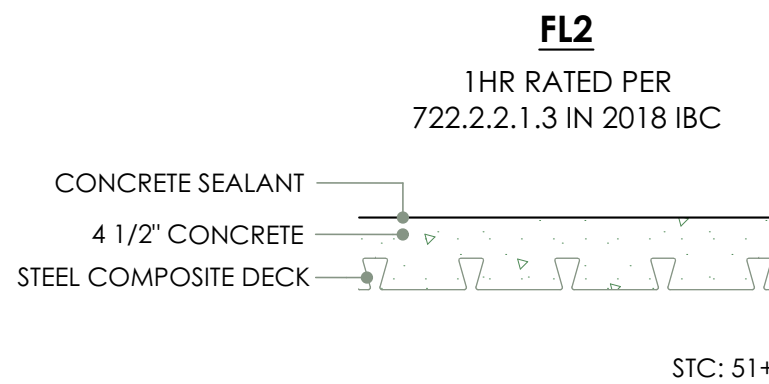
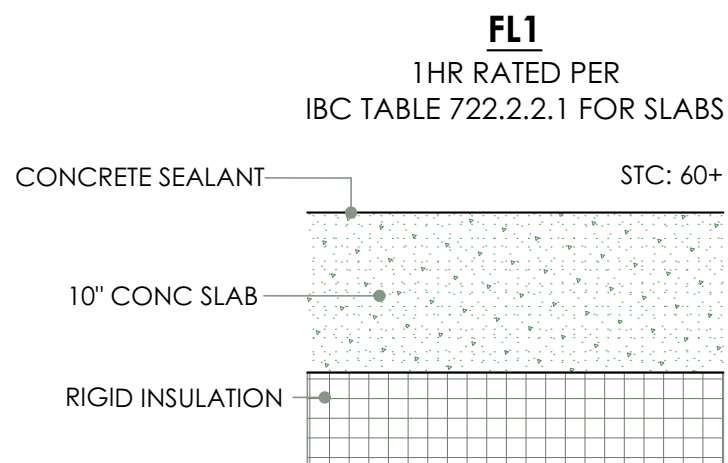
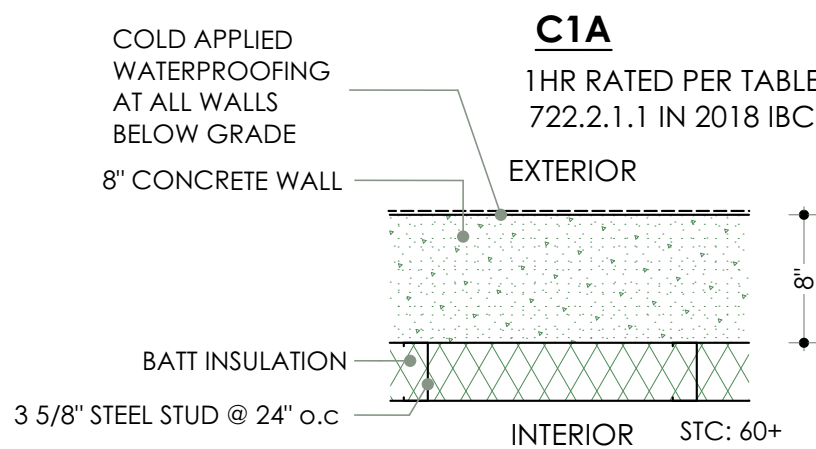
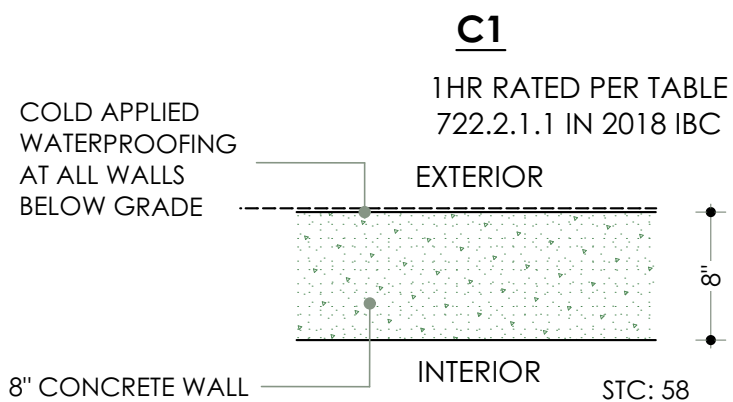
SYMB	CHANGE	DATE
1	DESIGN REVIEW	10-12-22
2	DESIGN REVIEW	10-24-22

105 MERCILL - CHILDREN'S MUSEUM
105 MERCILL AVE JACKSON, WY

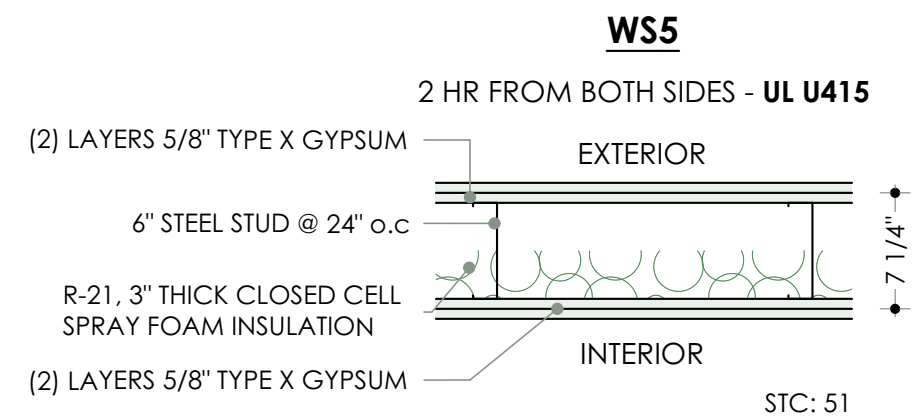
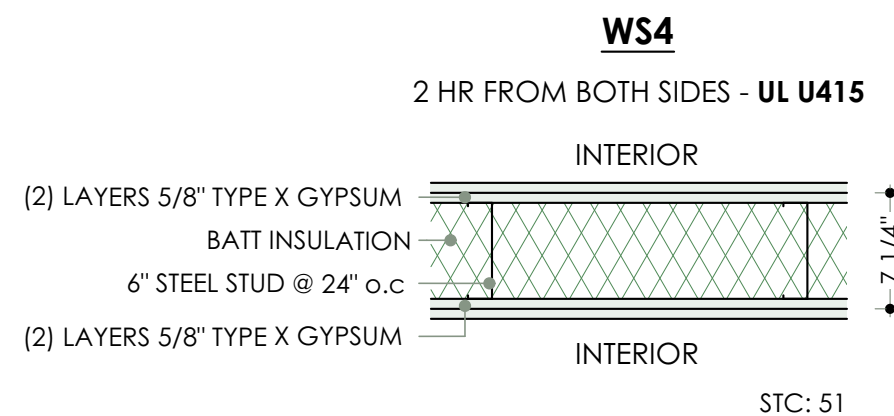
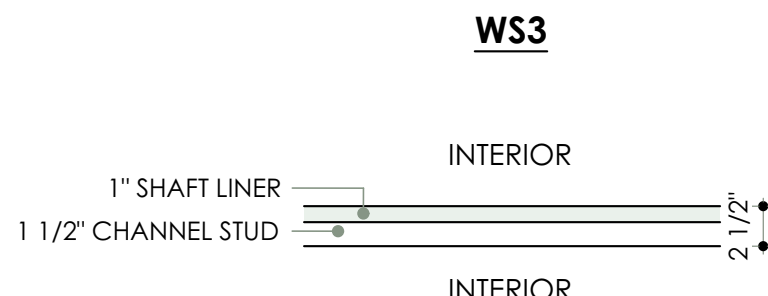
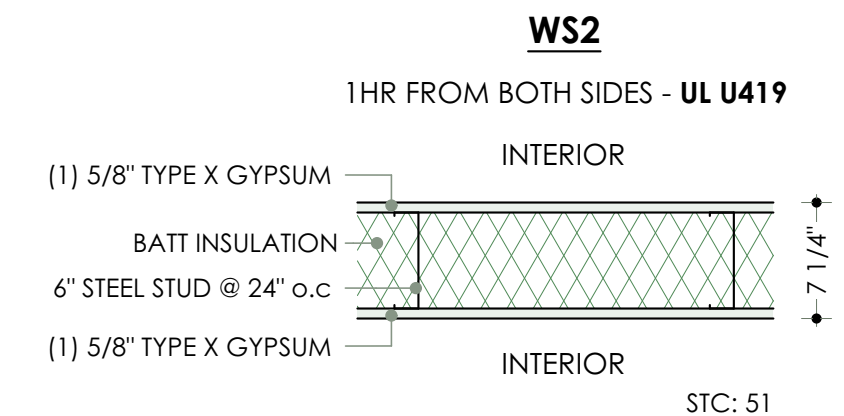
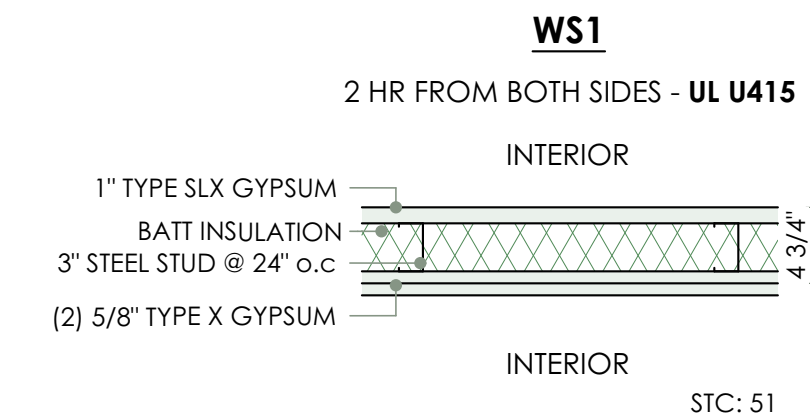
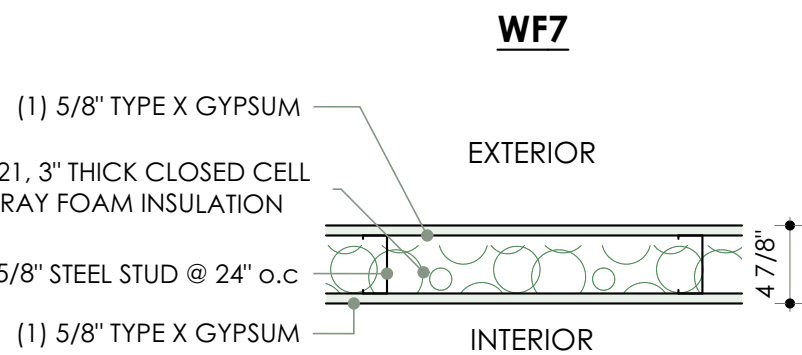
TENANT IMPROVEMENT
PERMIT SET
10-25-22

A003

FIRST FLOOR LIFE
SAFETY PLAN



NOTE:
ALL PARTITION WALLS TO BE WF6
UNLESS NOTED OTHERWISE



FIRE RATED ASSEMBLIES

SCALE: 1" = 1'-0"

NOT FOR
CONSTRUCTION

[illegible]

105 MERCILL - CHILDREN'S MUSEUM
105 MERCILL AVE JACKSON, WY

TENANT IMPROVEMENT
PERMIT SET
10-25-22

A004

FIRE RATED ASSEMBLIES



REVISION HISTORY

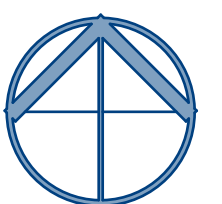
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105 MERCILL AVE JACKSON, WY

FIRST FLOOR PLAN MUSEUM



SCALE: 1/8" = 1'-0"



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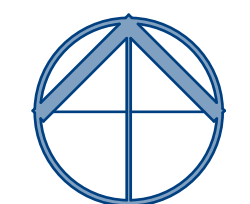
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TENANT IMPROVEMENT
PERMIT SET
10-25-22

FIRST FLOOR RC PLAN

SCALE: 1/8" = 1'-0"



PRODUCED ON: Wednesday, November 30, 2022 AT 7:03 PM

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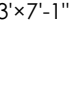



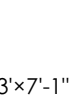

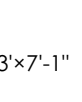

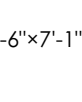

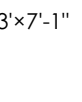


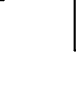


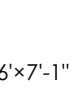





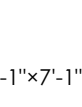





REVISION HISTORY

SYMB	CHANGE	DATE
1	DESIGN REVIEW	10-12-22
2	DESIGN REVIEW	10-24-22

DOOR HARDWARE SCHEDULE			
HARDWARE SET	Quantity	HW TYPE	HW OPTIONS
HW02	2	EXTERIOR	HINGES; ENTRY LOCKSET; THRESHOLD; WEATHER SEAL; CLOSER; DOOR STOP; KICK PLATE
HW10	12	PRIVACY	HINGES; PRIVACY LOCKSET; DOOR STOP

DOOR NOTES

- 1 ALL COMMON AREA DOORS & HARDWARE TO BE COMMERCIAL GRADE
- 2 ALL INTERIOR HARDWARE TO BE RESIDENTIAL GRADE
- 3 ALL UNIT ENTRY DOORS SHALL BE SOLID CORE, PRE-FINISHED, FLUSH DOORS
- 4 ALL UNIT INTERIOR DOORS SHALL BE HOLLOW CORE, PAINT GRADE, FLUSH DOORS
- 5 COORDINATE DOOR HARDWARE KEYING SYSTEM WITH BUILDING MANAGEMENT
- 6 ALL HARDWARE SHALL BE LEVER TYPE FUNCTION

Door #	Qty	Door Type	Unit Size	R.O. (W x H)	Plan View	Elevation	Fire Rating	Hardware Set	Material	Finish	Frame Material	Notes	Surface Area
D01	1	INSWING	2'-11 1/2"x7"	3'x7'-1"			N/A	HW10	HM	PAINT	HM		21.19
D02	1	INSWING	2'-11 1/2"x7"	3'x7'-1"			N/A	HW10	HM	PAINT	HM		21.19
D03	1	INSWING	2'-11 1/2"x7"	3'x7'-1"			N/A	HW10	HM	PAINT	HM		21.19
D04	1	INSWING	2'-11 1/2"x7"	3'x7'-1"			N/A	HW10	HM	PAINT	HM		21.19
D05	1	INSWING	2'-11 1/2"x7"	3'x7'-1"			N/A	HW10	HM	PAINT	HM		21.19
D06	1	INSWING	3'-5 1/2"x7"	3'-6"x7'-1"			N/A	HW10	HM	PAINT	HM		24.72
D07	1	INSWING	2'-11 1/2"x7"	3'x7'-1"			N/A	HW10	HM	PAINT	HM		21.19
D08	1	SLIDING	5'-11 1/2"x7"	6'x7'-1"			N/A	HW10	HM	PAINT	HM		42.38
D09	1	INSWING	3'-5 1/2"x7"	3'-6"x7'-1"			N/A	HW10	HM	PAINT	HM		24.72
D10	1	INSWING	3'-11 1/2"x7"	4'x7'-1"			N/A	HW10	HM	PAINT	HM		28.25
D11	1	SLIDING	5'-11 1/2"x7"	6'x7'-1"			N/A	HW10	HM	PAINT	HM		42.38
D12	1	OUTSWING	3'x7"	3'-1"x7'-1"			90 MIN	HW02	HM	PAINT	HM	TEMPERED: EGRESS	21.63
D13	1	OUTSWING	3'x7"	3'-1"x7'-1"			90 MIN	HW02	HM	PAINT	HM	TEMPERED: EGRESS	21.63
D14	1	INSWING	3'x7"	3'-1"x7'-1"			N/A	HW10	HM	PAINT	HM		21.63

MUSEUM DOOR SCHEDULE

SCALE: 1' = 1'-0"

105 MERCILL - CHILDREN'S MUSEUM

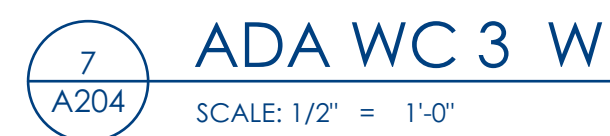
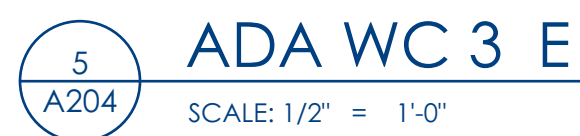
105 MERCILL AVE JACKSON, WY

TENANT IMPROVEMENT
PERMIT SET
10-25-22

A202

DOOR SCHEDULE



[illegible]