



# 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 3, 2023	<b>REQUESTS:</b>  The applicant is submitting a request for a Conditional Use Permit Pre-Application Conference for the property located at 105 Mercill Ave. PT. LOTS 15-17, BLK.2 J.R. JONES (CHILDREN'S CENTER)PIDN: 22-41-16-28-4-02-012  For questions, please call Katelyn Page at 307-733-0440 x1302, or email to the address shown to the left. Thank you.
Item #: P23-047	
Planner: Katelyn Page  Phone: 733-0440 ext. 1302  Email: kpage@jacksonwy.gov	
<b>Owner:</b> Teton County PO Box 1727 Jackson, WY 83001  <b>Applicant:</b> Jackson Hole Children's Museum PO Box 995 Jackson, WY 83001	
<b>Please respond by: March 24, 2023 (with Comments)</b>	

**RESPONSE:** For Departments not using SmartGov, please send responses via email to: [planning@jacksonwy.gov](mailto: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](http://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](http://www.townofjackson.com/204/Pre-Application)

#### **PROJECT.**

Name/Description: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

#### **PROPERTY OWNER.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **APPLICANT/AGENT.**

Name, Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **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: \_\_\_\_\_ 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	<b>This pre-application conference is:</b>
_____ 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](mailto:planning@jacksonwy.gov)) of the submittal packet.

Have you attached the following?

- \_\_\_\_\_ **Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://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.

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Signature of Owner or Authorized Applicant/Agent

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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

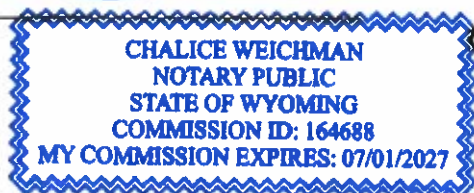
Property Owner Signature, Title: Chairman, Teton County Board of County Commissioners

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 21<sup>st</sup> day of FEBRUARY 2023. WITNESS my hand and official seal.

[Signature]  
Notary Public



My commission expires: 7-1-2023

- **Application Fee:**
  - Paid after receipt of completed application
- **Application Form (PDF)**
  - Attached to email
- **Conceptual Site Plan**
  - N/A
- **Grading Information (Only for Grading Pre-Application)**
  - Not applicable
- **Narrative Project Description**
  - **Existing property conditions (buildings, uses, natural resources, etc)**
    - Office 101(1153.29sqft), 102(2268.98sqft), and 103(1753.13sqft) at 105 Mercill are currently in raw form with minimum bathrooms, sheetrock, HVAC, concrete floors and lighting for Mercill Partners to secure a certificate of occupancy and transfer ownership to Teton County.
  - **Character and magnitude of proposed physical development or use**
    - We intend to conduct Tenant Improvements on all 3 offices for designation as Assembly - Museum.
    - We tentatively plan to use Office 101 (1153sqft) as educational programming space between 9am and 6pm Monday Through Friday.
    - We tentatively plan to designate 900 square feet of admin/office space in Office 102 (2268.98sqft) and the remainder of the space(~1368sqft) for museum exhibit space between 9am and 6pm Monday through Sunday.
    - We plan on the entirety of Office 103 (1753.13sqft) to be used for museum exhibit spaces.
    - The wall dividing Office 103 and 102 would be removed to allow for a larger overall museum exhibit space.
    - We are planning for approximately 50-100 visitors per day in the museum space and 6-10 staff in the office space and 12-25 people in Office 101 for educational programming space.
    - Educational programming consists of summer camps, afterschool programs, preschool programs, science programs.
    - The museum space will have interactive exhibits for children aged 1 to 12 years of age
    - Minimal construction of additional bathrooms, walls, mechanical, electrical, and possibly a kitchen will be requested for this usage.
    - We plan to start Tenant Improvements in Summer 2023. We would like to run educational programs out of office 101 starting in the fall of 2023 with the full completed construction being finished in spring of 2024. We would like to discuss the timing and phased opening potential through this permitting process.
  - **Intended development options or subdivision proposal (if applicable)**
    - None
  - **Proposed amendments to the LDRs (if applicable)**
    - None
- **Notarized Letter of Authorization (PDF)**
  - Document attached to email
- **Other Pertinent Information if available: elevations, floor plans, renderings, etc.**
  - See attached floor plan. No renderings currently exist for intended final design.

## PLANNING NOTES

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
IMPERVIOUS COVERAGE		
EXISTING		0 SF
ROOFED		13,431 SF
DRIVEWAYS & PARKING AREAS		1,749 SF
SOLID TERRACES & WALKWAYS		3,288 SF
OTHER (COURTYARD TERRACE)		3,406 SF
TOTAL		22,074 SF
ALLOWED		.90 (22,505 SF)
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	.46 (11,502 SF)
	BASE FAR (COMMERCIAL SPACE)	.27 (6,862 SF)
	2:1 BONUS (ALL WORKFORCE HOUSING)	1.13 (28,322 SF)
SITE DEVELOPMENT		.88 (22,074 SF)
ALLOWED		.90 (22,505 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		52
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		9,647 SF
FIRST FLOOR NON-HABITABLE		7,847 SF
SECOND FLOOR NON-HABITABLE		59 SF
THIRD FLOOR NON-HABITABLE		129 SF
TOTAL NON-HABITABLE		8,035 SF
BUILDING TOTAL		53,091 SF
COURTYARD		4,820 SF
DECKS		1,200 SF
FENESTRATION CALCULATION		
GROSS SQUARE FOOTAGE		43,219 SF
FENESTRATION - WINDOWS		4,230 SF
FENESTRATION - DOORS		444 SF
FENESTRATION - CURTAIN WALLS		2,953 SF
TOTAL FENESTRATION		7,627 SF
FENESTRATION ALLOWED (30%)		12,966 SF
APARTMENT COUNT		
1 BEDROOMS		20
2 BEDROOMS		10
TOTAL		30
ICE MELT (EXTERIOR HYDRONIC HEAT)		0 SF

## FINISH FLOOR AREAS

APARTMENTS				
NO.	UNIT	BEDROOMS	PARKING REQ	AREA
201	APT. 201	1BR	1.5	741.67
202	APT. 202	2BR	1.5	835.47
203	APT. 203	2BR	1.5	802.88
204	APT. 204	2BR	1.5	841.85
205	APT. 205	1BR	1	497.26
206	APT. 206	1BR	1	497.26
207	APT. 207	1BR	1	499.82
208	APT. 208	1BR	1.5	721.52
209	APT. 209	1BR	1	499.52
210	APT. 210	1BR	1	499.52
211	APT. 211	1BR	1	499.52
212	APT. 212	1BR	1	499.52
213	APT. 213	1BR	1.5	633.48
214	APT. 214	1BR	1.5	681.58
215	APT. 215	2BR	1.5	1,016.59
216	APT. 216	1BR	1.5	739.02
301	APT. 301	2BR	1.5	940.76
302	APT. 302	1BR	1	499.97
303	APT. 303	1BR	1	499.97
304	APT. 304	1BR	1	499.97
305	APT. 305	2BR	1.5	883.12
306	APT. 306	1BR	1	497.29
307	APT. 307	1BR	1	497.30
308	APT. 308	1BR	1.5	715.17
309	APT. 309	2BR	1.5	795.73
310	APT. 310	2BR	1.5	781.09
311	APT. 311	2BR	1.5	781.09
312	APT. 312	1BR	1.5	789.33
313	APT. 313	2BR	1.5	1,170.53
314	APT. 314	1BR	1.5	739.03
30				20,596.83 sq ft

OFFICE/RETAIL		
NO.	ZONE	AREA
101	OFFICE/RETAIL 101	1,153.29
102	OFFICE/RETAIL 102	2,268.98
103	OFFICE/RETAIL 103	1,753.13
104	OFFICE/RETAIL 104	1,686.30
4		6,861.70 sq ft

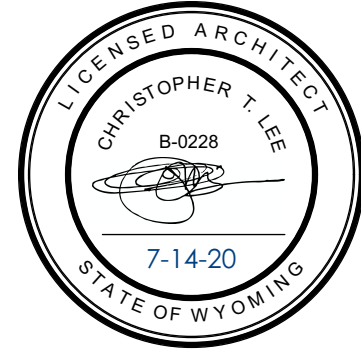
ACCESSORY FLOOR AREA		
STORY	ZONE	AREA
BASEMENT PLAN		
	CIRCULATION	176.01
	LOWER RAMP	7,788.26
	MECH	287.21
	STOR	360.00
	STORAGE	728.77
FIRST FLOOR PLAN		
	CIRCULATION	1,307.23
	FIRE	50.00
	MECH	174.20
	STOR	881.51
	UPPER RAMP	7,710.17
SECOND FLOOR PLAN		
	COURTYARD	4,820.40
	ENCLOSED CIRCULATION	1,962.25
	LIBRARY	163.84
	MECH	58.84
THIRD FLOOR PLAN		
	ENCLOSED CIRCULATION	1,874.02
	MECH	128.90
		28,471.61 sq ft



DESIGN ASSOCIATES ARCHITECTS  
50 S KING ST, STE 201 JACKSON WY  
(O) 307 733 3600

[www.dajh.co](http://www.dajh.co)

PROJECT NO.: 19-08 ARCHITECT: CTL  
© 2019 DESIGN ASSOCIATES ARCHITECTS



## REVISION HISTORY

SYMB	CHANGE	DATE
1	CONCEPTUAL	5-23-19
2	CONCEPTUAL UPDATE	6-21-19
3	CONCEPTUAL UPDATE	6-26-19
4	CONCEPTUAL UPDATE	7-8-19
5	CONCEPTUAL UPDATE	7-11-19
6	CONCEPTUAL UPDATE	7-22-19
7	CONCEPTUAL UPDATE	7-24-19
8	CONCEPTUAL UPDATE	9-25-19
9	DRC SUBMITTAL	11-6-19
10	PRE-APP SUBMITTAL	11-15-19
11	DRC SUBMITTAL	4-1-20
12	DRC RESUBMITTAL	6-3-20

MERCILL PARTNERS LLC  
MIXED-USE PROJECT  
105 MERCILL AVE JACKSON WY

PERMIT SET

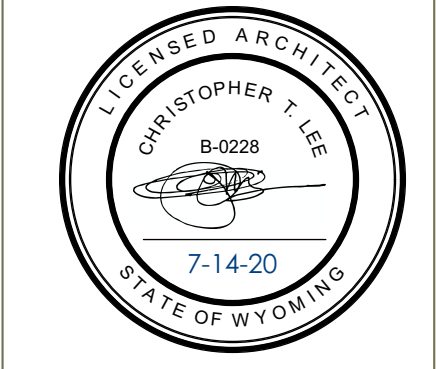
7-14-20

A002

## PLANNING NOTES



DESIGN ASSOCIATES ARCHITECTS  
50 S KING ST, STE 201 JACKSON WY  
(O) 307 733 3600  
www.dajh.co



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8	CONCEPTUAL UPDATE	9-25-19
9	DRC SUBMITTAL	11-6-19
10	PRE-APP SUBMITTAL	11-15-19
11	DRC SUBMITTAL	4-1-20
12	DRC RESUBMITTAL	6-3-20

MERCILL PARTNERS LLC  
MIXED-USE PROJECT  
105 MERCILL AVE JACKSON, WY

PERMIT SET  
7-14-20

A201

FIRST FLOOR PLAN

FIRST FLOOR PLAN  
SCALE: 1/8" = 1'-0"

