



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: August 28, 2023	REQUESTS: The applicant is submitting a request for a sketch plan Pre-Application Conference for a hotel/multi use building located at 45&65 Mercill, 330-360 N Glenwood, and 325-375 N Cache St. (11 lots) For questions, please call Tyler Valentine at 307-733-0440 x1305, or email to the address shown to the left. Thank you.
Item #: P23-156	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owners: Mogul Hospitality Partners-Jackson LLC PO Box 998 Midway, UT 84049 Applicant: same	
Please respond by: September 18, 2023 (with Comments)	

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



August 25, 2023

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

RE: Sketch Plan Pre-Application: N Cache Lodging and Residential Development

Dear Paul,

Please accept this Sketch Plan Pre-Application Request ("PAP") for 375 – 325 North Cache Street, 45 & 65 Mercill Avenue and 330 – 370 North Glenwood Street (the "Project"). Following a productive discussion with the Town Council on August 21, 2023, we are formally submitting the attached site plan concept for the sketch plan pre-application process. The Project and enclosed materials are for the development of sixteen adjacent parcels, utilizing current Town of Jackson LDRs.

As discussed at the Town Council meeting, the concept includes a portion of the alley integrated into the Project and converted into a public amenity for both guests at the Project and the public. This option optimizes the site and allows for street and retail activation by providing a pedestrian paseo through the Project creating an inviting and usable public space. Additionally, this option retains the northern portion of the alley for truck and loading access for the Project and neighboring property. It also segments the building, reducing massing and increasing pedestrian access to an area which includes a modern take on an iconic Jackson Barn for meeting and conference space. Given the feedback from public works for us, as the developer, to vacate the entire alley, we are interested in engaging in further discussions with the Town should the Council desire to pursue this option.

Located on the North end of town, our gateway project seeks to benefit both residents and tourists alike by providing residential housing and lodging to the Town of Jackson. By developing this project, we will improve a block with vacant parcels, aged buildings and infrastructure by building an elegantly designed lodging and housing project. In addition, this project is conveniently located at the north end of town, providing quick access into Yellowstone and Grand Teton National Park, while also being a short walk to Town Square.

Attached is our pre-application request form as well as the conceptual design mentioned above. We look forward to meeting with you and your colleagues to further discuss this design, obtain input and move the application forward.

Sincerely,
Brad Wagstaff
Chief Executive Officer



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: _____

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
_____ Use Permit
_____ Development Option or Subdivision Permit
_____ Interpretations of the LDRs
_____ Amendments to the LDRs
_____ Relief from the LDRs
_____ Environmental Analysis

This pre-application conference is:

_____ Required
_____ Optional
_____ For an Environmental Analysis
_____ For grading

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)

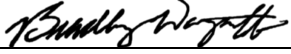
_____ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not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

Date

Name Printed

Title



JACKSON HOTEL



LEGEND

- Bike Route

Trails

Pathway

Public Facility

Roads

Sponsors

Park
- Hiking/Biking Trailhead

Restrooms

Parking

Post Office

Visitor Center

St. John's Hospital

School

Bike Repair Station

Grand Loop - 35 Miles
- 1

JH/Greater Yellowstone Visitor's Center

2

Bridger-Teton National Forest

3

Rec Center

4

Jackson Hole Community Pathways

5

Friends of Pathways

6

Teton County Library

START

bus

START

bike

Download App:





NORTHWEST CORNER



NORTHEAST CORNER



SOUTHWEST CORNER



SOUTHEAST CORNER

	Residential		
	Market Rate	Luxury	Parking
Level	Keys	Keys	Required
B02			
B01			0
L01	5	5	15
L02		8	12
L03	22	8	45
Total	27	21	72
TOTAL RESI.	48		

	Hotel	
		Parking
Level	Keys	Required
B02		
B01	31	25
L01	45	36
L02	70	56
L03		
Total	146	117
TOTAL HOTEL	146	

	Parking	
	Stalls Required	Stalls Provided
B02	189	207

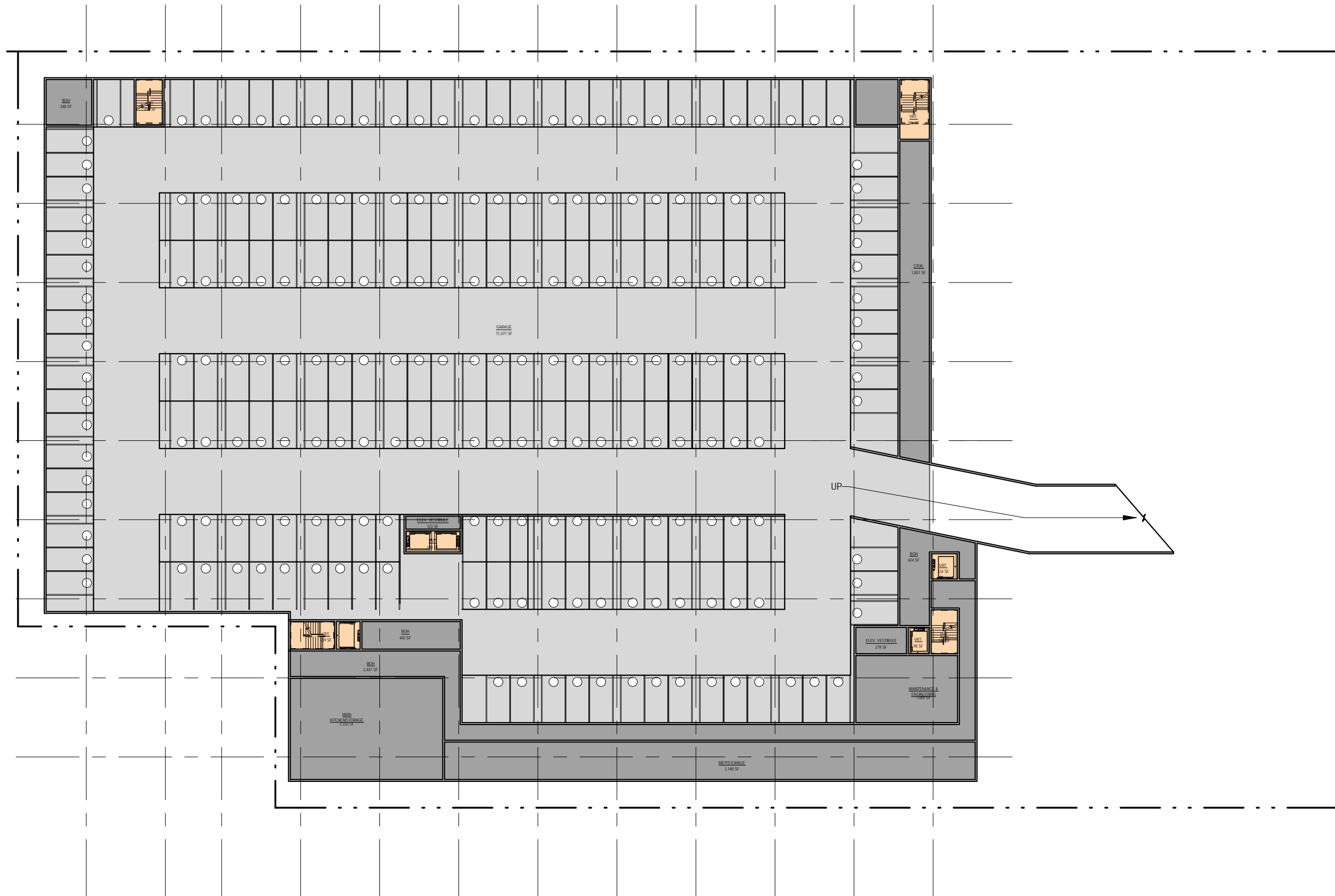
Area			
Previous Design		Updated Design	
Site Area	Allowable Comm FAR	Site Area	Allowable Comm FAR
140,346	112,277	115,118	92,094

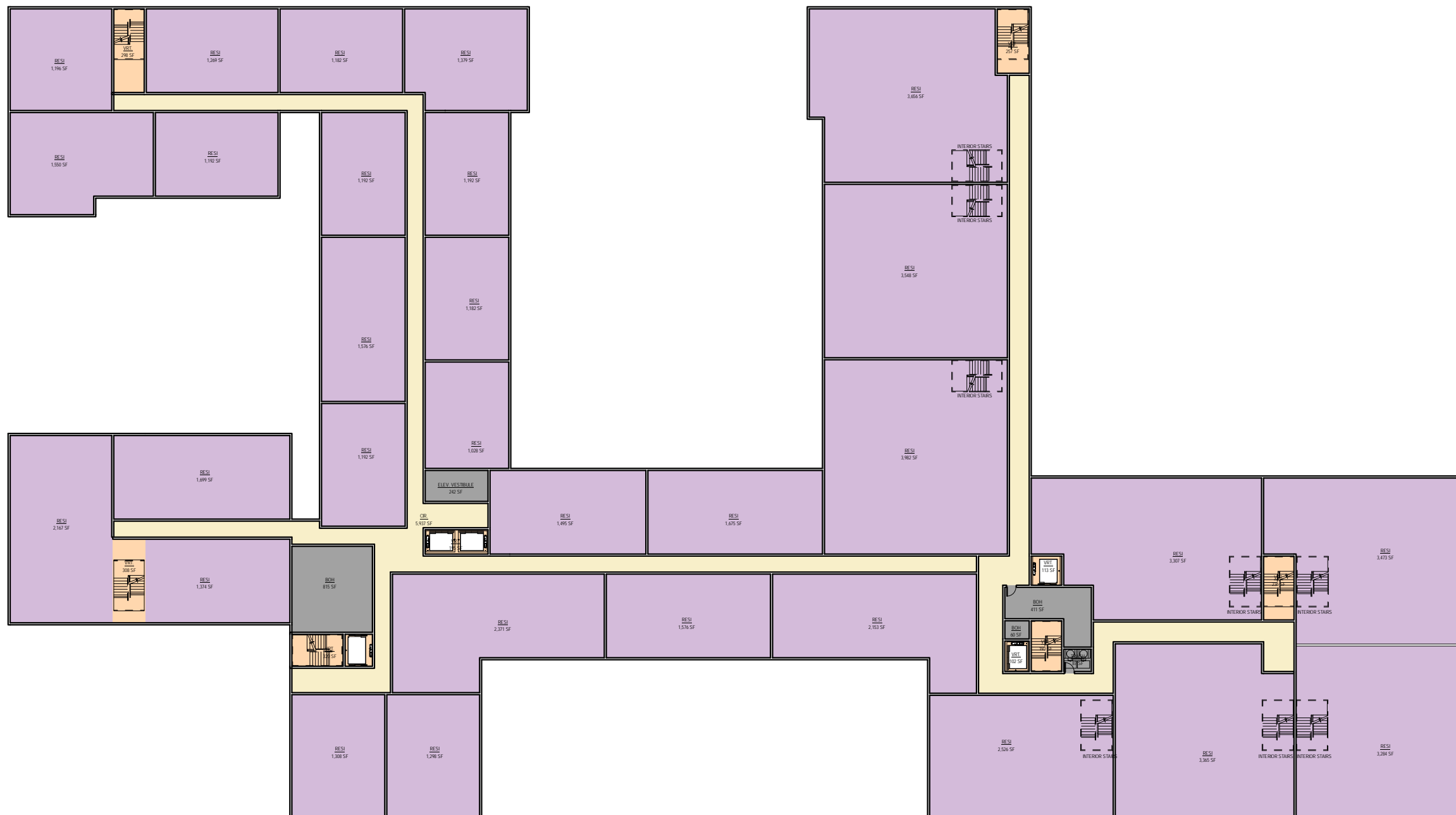
	Commerical	Resi.	Service	Garage	Total
B02			12,600	71,477	84,077
B01	55,971	11,282			67,253
L01	30,702	28,891			59,593
L02	36,816	30,125			66,941
L03		66,937			66,937
Total	123,489	137,235	12,600	71,477	344,801

Commerical FAR Area (excl. B1&B2)

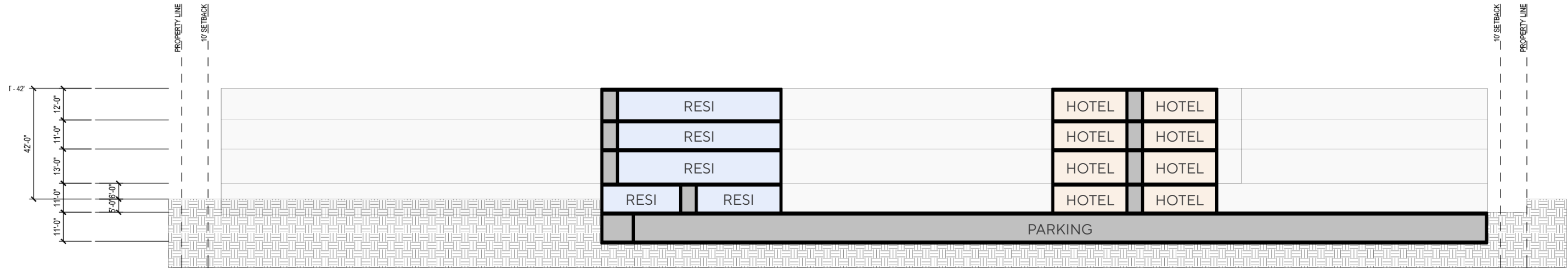
67,518 SF



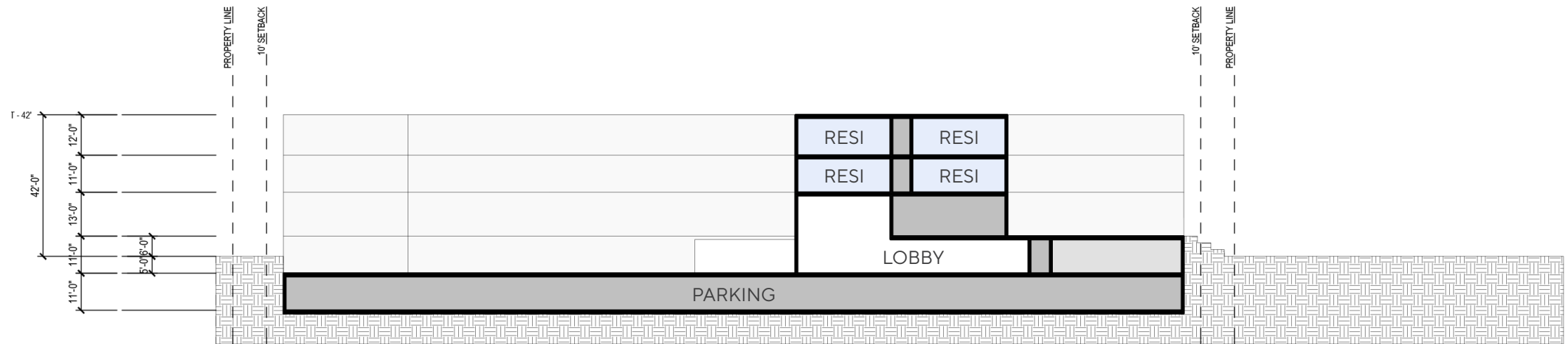




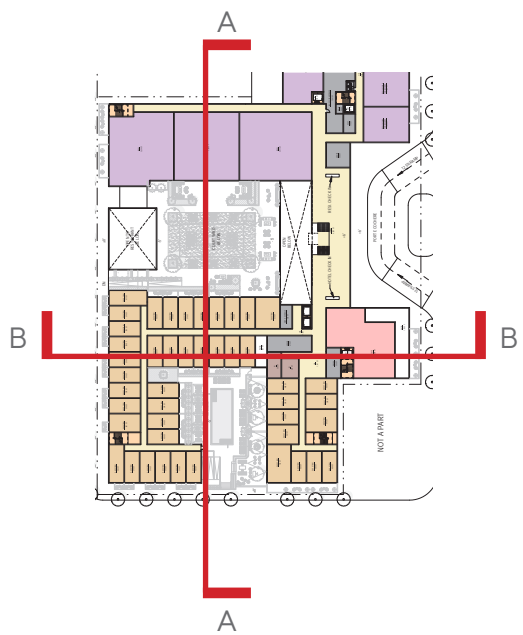




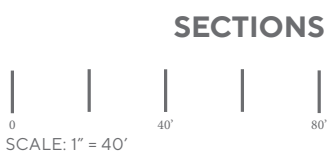
SECTION A

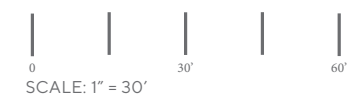


SECTION B



JACKSON HOTEL
JACKSON, WY



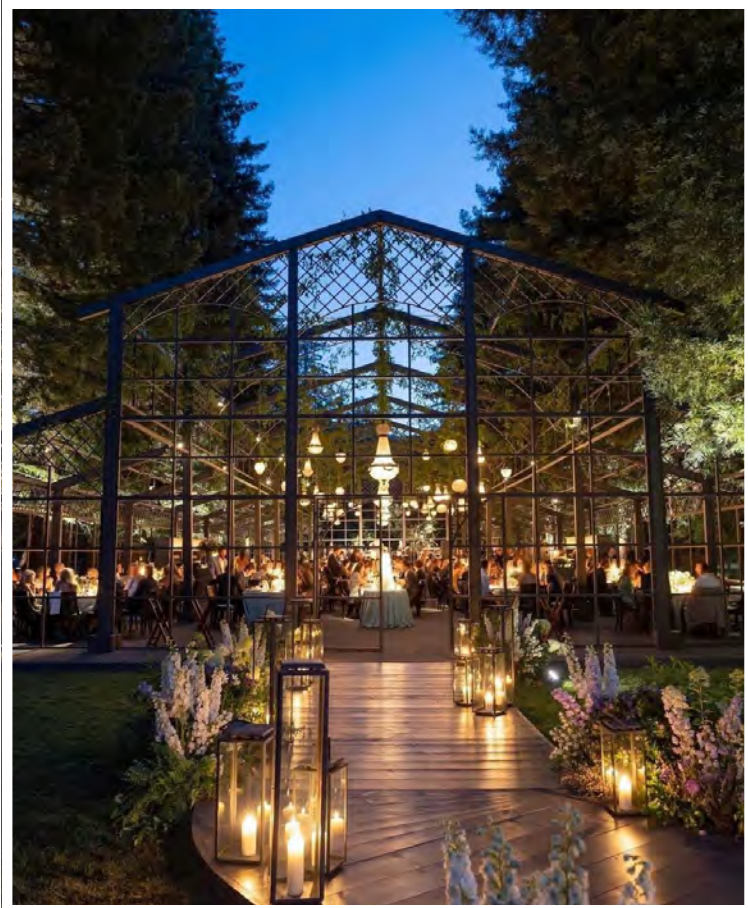




PLACE MAKING & ARCHITECTURE















THANK YOU!

Lot Information:

- 370 N Glenwood Street
 - o PIDN: 22-41-16-28-4-03-003
- 360 N Glenwood Street
 - o PIDN: 22-41-16-28-4-03-006
- 350 N Glenwood Street
 - o PIDN: 22-41-16-28-4-03-007
- 330 N Glenwood Street
 - o PIDN: 22-41-16-28-4-03-008
- 65 Mercill Avenue
 - o PIDN: 22-41-16-28-4-03-012
- 375 N Cache Street
 - o PIDN: 22-41-16-28-4-03-001
- 355 N Cache Street
 - o PIDN: 22-41-16-28-4-03-004
- 345 N Cache Street
 - o PIDN: 22-41-16-28-4-03-013
- 335 N Cache Street
 - o PIDN: 22-41-16-28-4-03-005
- 325 N Cache Street
 - o PIDN: 22-41-16-28-4-03-009
- 45 Mercill Avenue:
 - o PIDN: 22-41-16-28-4-03-011