



TOWN OF JACKSON

PLANNING & BUILDING DEPARTMENT

TRANSMITTAL MEMO

Town of Jackson

- ☒ Public Works/Engineering
- ☒ Building
- ☐ Title Company
- ☒ Town Attorney
- ☒ Police
- ☐ Ecosystem Stewardship

Joint Town/County

- ☒ Parks & Recreation
- ☒ Pathways
- ☒ Joint Housing Dept.

Teton County

- ☐ Planning Division
- ☐ Engineer
- ☐ Surveyor
- ☐ Assessor
- ☐ Clerk & Recorder
- ☐ Road & Levee

State of Wyoming

- ☐ Teton Conservation
- ☐ WYDOT
- ☐ TC School District #1
- ☐ Game & Fish
- ☐ DEQ

Federal Agencies

- ☐ Army Corp of Engineers

Utility Providers

- ☐ Qwest
- ☐ Lower Valley Energy
- ☐ Bresnan Communications

Special Districts

- ☒ Start
- ☐ Jackson Hole Fire/EMS
- ☒ Regional Transportation

Date: July 30, 2025 Item: P25-145	REQUEST: The applicant is submitting a request for an required Preapplication Conference for an approximately 12,800 SF residential development located at 750 W Broadway Avenue, the Virginian, legally known as LOT 1, VIRGINIAN ADDITION (VIRGINIAN LODGE).
Planner: Tyler Valentine Phone: 733.0440 ext. 1305 Email: tvalentine@jacksonwy.gov	
Owner Virginian Lodge, LLC PO Box 7396 Jackson, WY 83002	PIDN: 22-41-16-33-2-06-001
Applicant Hal Hutchinson HH Land Strategies PO Box 1902 Wilson, WY 83014	For questions, please call Tyler Valentine at 733-0440, x 1305, or email to the address shown below. Thank you.
Please respond by: August 13, 2025	
For Departments not using SmartGov, please send responses via email to planning@jacksonwy.gov	



PRE-APPLICATION CONFERENCE REQUEST (PAP)

Planning & Building Department

150 East Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.jacksonwy.com
Jackson, WY 83001

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, visit <https://www.jacksonwy.gov/204/Pre-Application>

FOR GRADING PREAPPS ONLY, submit to townengineering@jacksonwy.gov. All other requests should be sent to planning@jacksonwy.gov

PROJECT

Name/Description:

Physical Address:

PIDN:

Lot, Subdivision:

PROPERTY OWNER

Name:

Phone:

Mailing Address:

Email:

APPLICANT/AUTHORIZED REPRESENTATIVE

Name, Agency:

Phone:

Mailing Address:

Email:

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:

Phone:

Mailing Address:

Email:

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 Grading

If for grading, submit to townengineering@jacksonwy.gov

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. Submit via email to planning@jacksonwy.gov for all requests other than grading.

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 at <https://www.jacksonwy.gov/DocumentCenter/View/115/Letter-of-Authorization-PDF?bidId=>

Narrative Project Description. Attach a 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

Other Pertinent Information. Include any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS). 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, identify these areas on the site plan.

Application Fee. The Town of Jackson Planning Department will contact you for payment once the application has been processed. Current fees can be found at <https://www.jacksonwy.gov/204/Pre-Application>

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.

Hal Hutchinson

Signature

Date

Name Printed

Title

HH LAND STRATEGIES, LLC

PO Box 1902, Wilson, WY 83014

307-699-0265 – HAL@HHLANDSTRATEGIES.COM

July 22, 2025

Paul Anthony, Planning Director
Town of Jackson Planning and Building Department
150 E Pearl Avenue
Jackson, WY 83001

Dear Mr. Anthony,

On behalf of Virginian Lodge, LLC, the owner of the Virginian Lodge property, located at 750 West Broadway, please accept the enclosed Pre-application Conference Request for a Development Plan application for the Virginian Lodge property (Lot 1, Virginian Addition to the Town of Jackson, Plat 1129, PIDN 22-41-16-33-2-06-001).

The purpose of the Pre-Application Conference is to identify applicable standards and procedures in the Town of Jackson LDRs and identify submittal requirements for a Development Plan application for the property commonly known as the Virginian Lodge.

The property is 7.79 acres in size and is zoned Commercial Residential 3 (CR-3). The property is fronted by Broadway Avenue to the north, Virginian Lane to the west, the Virginian RV Park (owned by the Jackson/Teton County Housing Authority) to the south and the Town of Jackson “Bus Barn” property to the east.

Originally constructed in 1965, the Virginian Lodge is a recognized landmark lodge in Jackson Hole. The property currently contains a motel use, with a total of 164 motel units, two restaurants (the Virginian Restaurant and Billy’s Burgers) a bar/tavern, a convention space and various minor outbuildings. The southeast corner of the property has historically, since at least 1978, contained a series of RVs that have served various uses, including housing for Virginian Lodge employees.

The owners of the property plan to replace these long present RVs with “Attached Dwelling” units (or “Apartments”) that will serve to provide housing for Virginian Lodge employees as needed to maintain a quality commercial operation at the Virginian Lodge. An “Attached Dwelling” use and an “Apartment” use are categorized as a “Basic Use” in the CR-3 zone district.

Currently, the owners’ plans are to develop a total of sixteen dwelling units in four separate quadplex buildings - four units per building. Each of the sixteen units are planned to be 2-bedroom units. Each of the units will be approximately 800 s.f. and the overall floor area of the project is expected to be approximately 12,800 s.f. All units are intended to be prefabricated off site and brought to the property and erected on a foundation. Please see the “Schematic Design” site plan, including a schematic utility plan prepared by Nelson Engineering, included with this request. Floor plans of the 2-bedroom units, and general renderings of the quadplex units are also included in this submittal.

The above proposed unit mix notwithstanding, the owners are considering replacing one of the proposed 2-bedroom quadplex buildings with a quadplex that would include three studio units in each of the quadplex modules, for a total of twelve studio units within the alternative quadplex building. This would result in an overall unit mix of twelve 2-bedroom units in three buildings and twelve studio units in a single quadplex building, for a total of twenty-four overall units. The studio unit floor plan is 14 feet longer than the 2-bedroom unit floor plan, but the width of both modules is the same. The attached Schematic Design only represents the siting of the proposed four quadplex buildings containing sixteen 2-bedroom units. However, floor plans for the alternative studio unit quadplex is also included in this submittal for your information.

The Virginian Lodge property currently contains approximately 95,000 s.f. of floor area and, based on rough calculations contains approximately 50,000 s.f. of landscape surface. Both of these are well within the associated maximums and minimums under CR-3 zoning.

Based on a count of existing parking on the site, the property currently contains approximately 232 parking spaces. The existing uses on the property generate a parking requirement of approximately 200 spaces (this calculation does not include the parking requirements for the convention space, which requires an independent calculation). The proposed sixteen dwelling units generate a parking demand of 24 spaces (the alternative of replacing one 2-bedroom quadplex building with a quadplex containing twelve studio units would increase the parking requirement from 24 spaces to 30). Currently, plans for the proposed development includes a total of 16 spaces fronting the dwelling units. Based on the above, with the understanding that an independent calculation of the parking required for the convention space will be required, we anticipate that the overall Virginian Lodge site will sufficiently accommodate the parking required for the existing and proposed uses.

Please contact me with any questions or concerns, and to schedule the requested Pre-Application Conference at your earliest convenience.

Sincerely,

A handwritten signature in black ink that reads "Hal Hutchinson". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Hal Hutchinson



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 AUTHORIZED REPRESENTATIVE

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 : Erick Harris, Authorized Signatory

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

Address of Premises: 750 W Broadway Avenue

Legal Description: Lot 1, Virginian Addition to Town of Jackson, Plat#1129

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/Authorized Representative: Hal Hutchinson, HH Land Strategies, LLC

Mailing address of Applicant/Authorized Representative: PO Box 1902, Wilson, WY 83014

Email address of Applicant/Authorized Representative: hal@hhlandstrategies.com

Phone Number of Applicant/Authorized Representative: 307-699-0265

Is authorized to act as property owner's representative 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 ☐ Business License Application
☐ Demolition Permit ☐ Other (describe) _____

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
Authorized Signatory

Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Illinois)
) SS.
COUNTY OF Cook)



The foregoing instrument was acknowledged before me by Erick Harris this 22nd
day of July, WITNESS my hand and official seal.

Notary Public Mary Catherine Finneran

My commission expires: February 14, 2027

Wyoming Title & Escrow - Jackson
211 E Broadway
Jackson, Wyoming 83001

GRANTOR: VIRGINIAN HOLDCO LLC
GRANTEE: VIRGINIAN LODGE LLC
Doc 0996959 Filed At 14:42 ON 08/21/20
Maureen Murphy Teton County Clerk fees: 15.00
By Vicki Carpenter Deputy Clerk

WARRANTY DEED

VIRGINIAN HOLDCO LLC, a Delaware limited liability company, GRANTOR, of PO Box 7396, Jackson, WY 83002, for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, CONVEYS AND WARRANTS TO VIRGINIAN LODGE LLC, a Wyoming limited liability company, GRANTEE, whose address is PO Box 7396, Jackson, WY 83002, the following described real estate, situated in the County of Teton, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

Lot 1 of the Virginian Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on August 16, 2004 as Plat No. 1129.

PIDN: 22-41-16-33-2-06-001

Together and including all improvements thereon, and all appurtenances and hereditaments thereunto belonging. Subject to general taxes for the year of closing, guaranteed revenues to utility companies, building and zoning regulations, city, county and state subdivision and zoning laws, and easements and restrictive covenants and reservations of record.

[SIGNATURE PAGE FOLLOWS]

WY - Warranty Deed

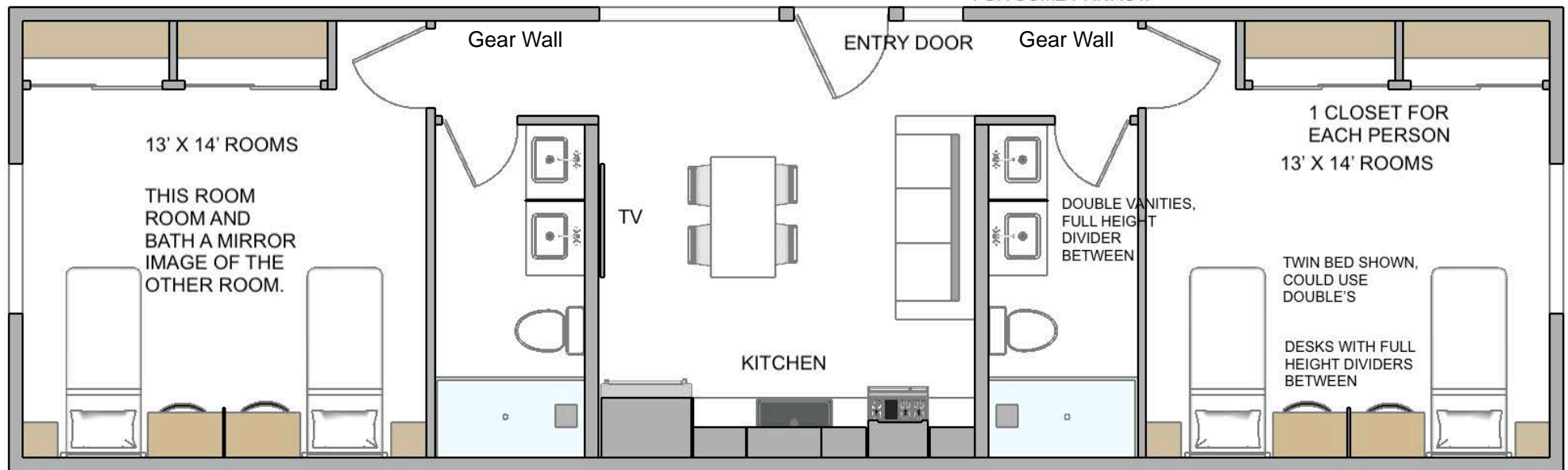
VIRGINIAN WORKFORCE HOUSING PROJECT

EXTERIOR VIEW SOMETHING LIKE THIS - BUT LESS
"MODERN" - WE COULD USE CEMENT BOARD SIDING AND
METAL, MATCH THE COLOR SCHEME OF THE HOTEL.

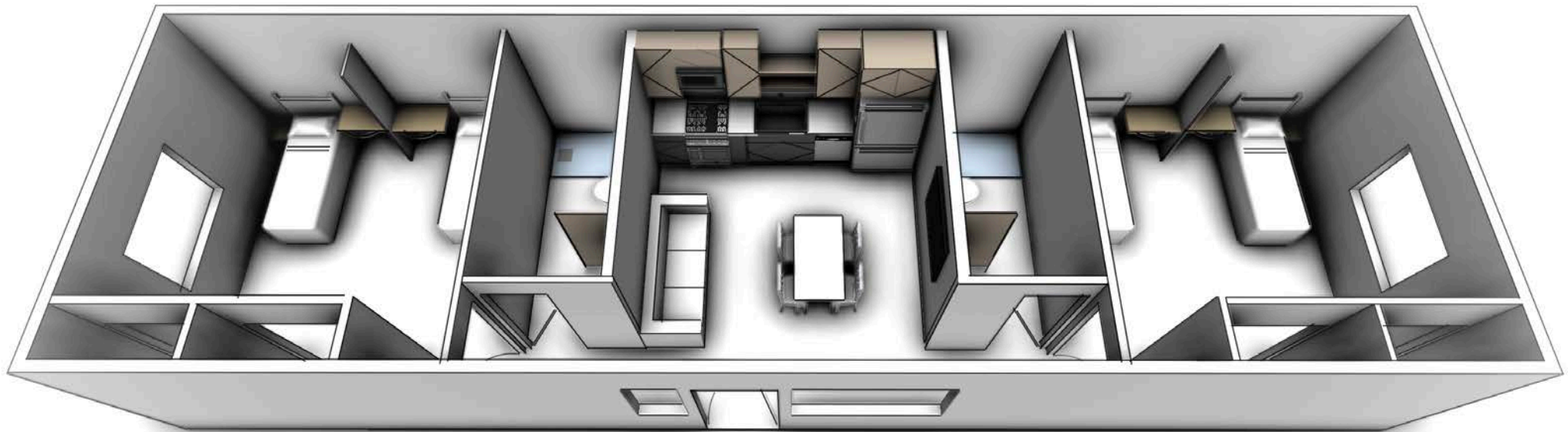


FLOOR PLAN VIEW

EACH PERSON SHARES A ROOM BUT GETS HIS OWN CLOSET, DESK AND BATH VANITY, WITH DIVIDERS BETWEEN FOR SOME PRIVACY.

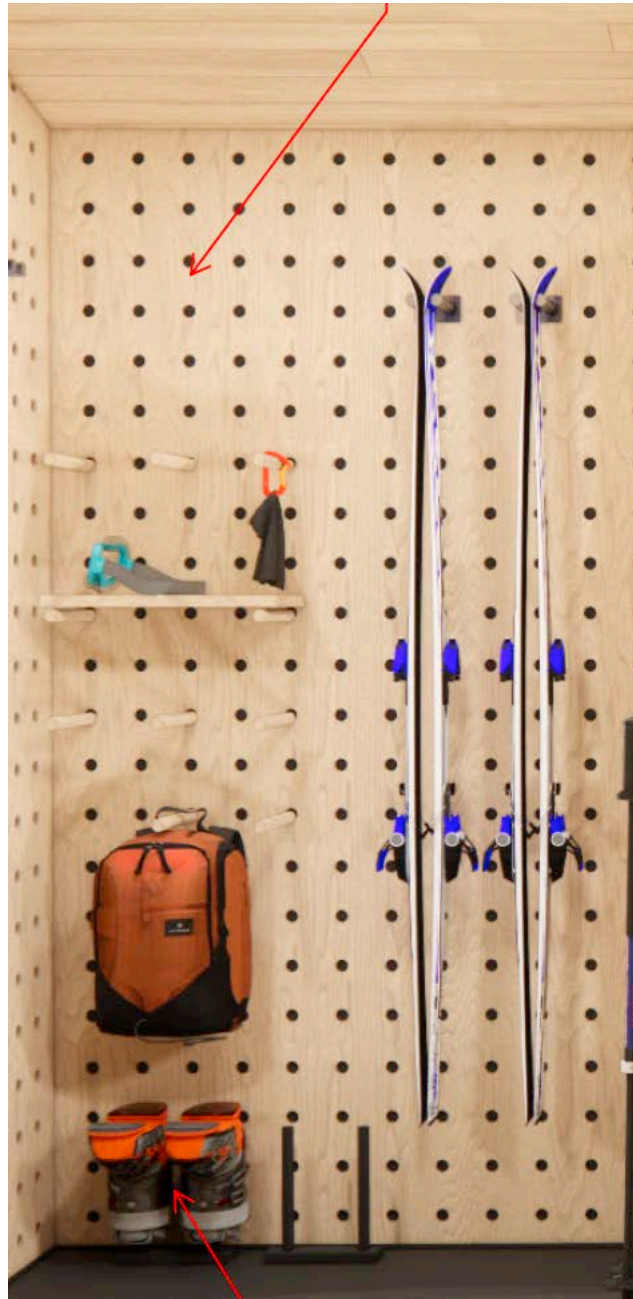


3D VIEW OF UNIT



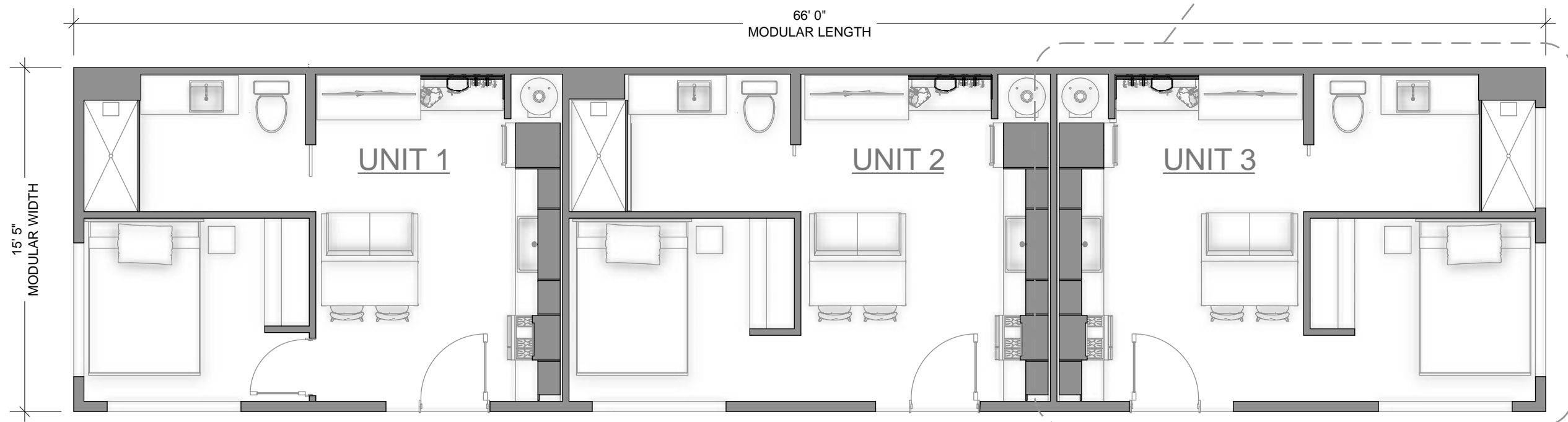
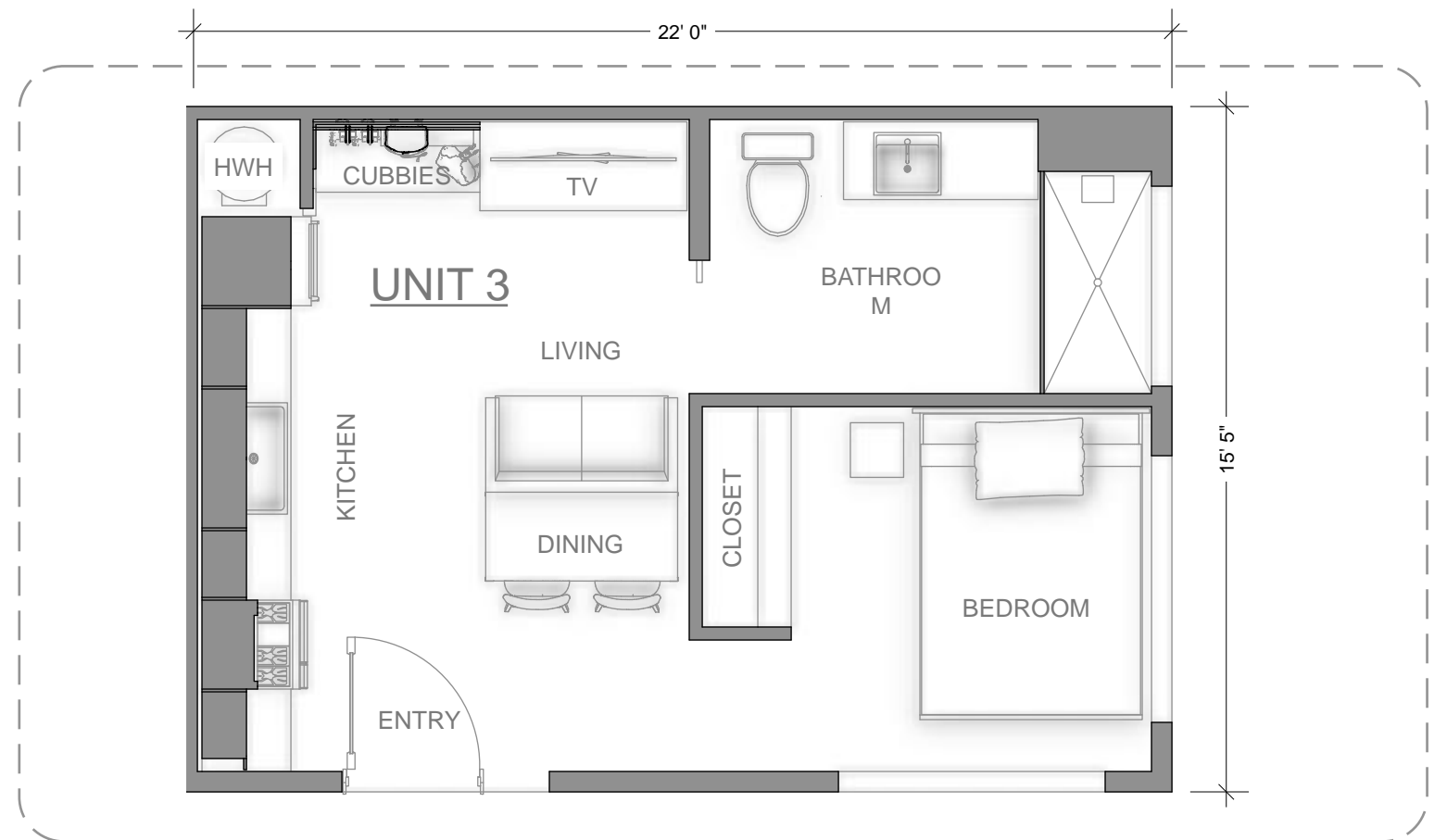
GEAR WALL EXAMPLE

ONE FOR EACH ROOM, IN THE CLOSET BY THE ROOMS. ADJUSTABLE TO STORE SKI'S, BACKPACKS, COATS, ETC.





INTERIOR PERSEPECTIVE



OPTION 1: (3) 1-BED 1-BATH STUDIO UNITS - PERFECT FOR WORKFORCE HOUSING & RENTAL INCOME.