



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: September 8, 2025	REQUESTS: The applicant is submitting a request for a Pre-Application Conference for a for a new, approximately 30,000 SF condominium development at 230 W Simpson Ave. and 235 S Millward St., legally known as Lots 1-4, BLK 6, 2 nd Wort Addition. PIDN: 22-41-16-33-1-11-001 & -002 For questions, please call Andrew Bowen at 307-733-0440 x1306, or email abowen@jacksonwy.gov . Thank you.
Item #: P25-165	
Planner: Andrew Bowen Phone: 733-0440 ext. 1306 Email: abowen@jacksonwy.gov	
Owner: Qualified Exchange Titleholder 174 Watercolor Way, Ste. 103, #342 Santa Rosa Beach, FL 32459 Applicant: Parent Halsey PO Box 4183 Jackson, WY 83001	

RESPONSE: by September 29, 2025 with Comments.

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.

Signature

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: AUGUST 29, 2025

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: STEPHEN KING

Being duly sworn, deposes and says that QUALIFIED EXCHANGE TITLEHOLDER LLC is the owner in fee of the premises located at:

Address of Premises: 230 W SIMPSON AVE AND 235 S MILLWARD
Name of property owner as listed on deed

Legal Description: LOTS 1-4, BLOCK 6, 2ND WORT ADDITION

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/Authorized Representative: KAREN PARENT, AIA
PARENT HALSEY LLC

Mailing address of Applicant/Authorized Representative: P.O. BOX 4183, JACKSON, WY 83001

Email address of Applicant/Authorized Representative: karen@parenthalsey.com

Phone Number of Applicant/Authorized Representative: 307-413-3342

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) PRE-APPLICATION

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.

[Signature]
 Property Owner Signature
PARTNER

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

STATE OF Michigan)
) SS.
 COUNTY OF Grand Traverse)

CHERI FORTE
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF GRAND TRAVERSE
 My commission expires May 24, 2028
 Acting in the county of Grand Traverse

The foregoing instrument was acknowledged before me by Stephen King this 28
 day of August. WITNESS my hand and official seal.

[Signature]
 Notary Public

My commission expires: 5/24/28



September 3, 2025

Town of Jackson
Planning and Building Department
150 E Pearl Ave
Jackson, WY
Delivered via: email

Re: Narrative for Pre-Application Conference Request for "Arts District South"
230 W Simpson Ave and 235 S Millward St

Property Location:

- 230 W Simpson Ave and 235 S Millward St (Lots 1-4, Block 6, 2nd Wort Addition)

Lot size and grade:

- (4) typical 50'x150' lots = 30,000 SF
- Site is relatively flat with a moderate grade drop of approximately 4' from east to west

Previous Development:

- No apparent previous development

Zoning:

- CR-1
- Wildland Urban Interface
- Lodging Overlay

Allowed Development:

- Square footage
 - FAR=.65
 - 30,000 SF x .65 = 19,500 SF
 - Maximum Individual Building Size = 40,000 SF
- 3 stories

Proposed Development:

- Residential units for sale (no commercial, no lodging)
- Square footage using 2:1 workforce housing floor area bonus
 - 56,550 SF – 19,500 SF (by right) = 37,050 SF
 - 2:1 workforce bonus = 24,700 SF free market and 12,350 SF max workforce
- See drawings for proposed building sizes, heights, as well as compliance with bulk standards and setbacks

Proposed Residential Units:

- 28 market rate condominiums capped at 1,500 SF each
- 5 workforce condominiums – approximately 2,245 SF each
- 1 workforce condominium – approximately 1,125 SF

Construction Type:

- Not finalized; however, applicant is considering environmentally friendly mass timber options for market rate units and modular/ component construction for workforce units

Access and Parking:

- From the alley to the south
- Parking requirements will be met in a subgrade parking garage
- See drawings for parking calculations

Questions:

- Is there any grandfathered parking?
- Can the applicant count curbside parking towards required parking?
- Please clarify 1,500 SF maximum for short-term rentals



3D PERSPECTIVE VIEW FROM NORTH EAST

Preliminary

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LOT STANDARDS	
STREET SETBACK RANGE	0'-5' MIN./MAX
INTERIOR SETBACK	0'-5' MIN.
REAR SETBACK	10' MIN.
ABUTTING PROTECTED	10' MIN.
LSR	10% MIN.
MAX CURB CUT WIDTH	24'

BULK STANDARDS	
<u>STREET FACADE</u>	
WIDTH 1ST/2ND LEVEL PRIMARY SETBACK	80'
LENGTH FROM CORNER	30'
WIDTH 1ST/2ND LEVEL SECONDARY SETBACK	40'
LENGTH FROM CORNER	30'
MAX. STREET FACADE	200'
MAX. COMBINED STREET FACADE AT CORNER	300'
<u>HEIGHT</u>	
>5/12	46'
<5/12	42'
STORIES MAX.	3
STORIES IN STREET SETBACK MIN.	2 OR 24

STEPBACK (NOT REQUIRED IF 100% RESIDENTIAL)
STEPBACK FOR 3RD STORY OR OVER 30' HIGH
ENCROACHMENT MAX.

<u>SCALE OF DEVELOPMENT</u>	
FAR	0.65
ADD FOR LODGING USE	0.15
EXEMPTION FOR DEED RESTRICTED	YES
WORKFORCE BONUS	2:1
MAX INDIVIDUAL BUILDING SIZE	40,000
(HOTEL AND DEED RESTRICTED)	50,000

AREA CALCULATIONS FOR 4 LOT PARCEL 200X150		30000 S.F.
LSR	10% MIN.	3000 SF
<u>SCALE OF DEVELOPMENT</u>		
ALLOWED FLOOR AREA MAX	0.65x30000	19500 SF
EXEMPTION FOR DEED RESTRICTED WORKFORCE BONUS		YES 2.1
MAX INDIVIDUAL BUILDING SIZE		40,000
FILL THE BOX CALCULATION		-19,500 FAR 24700 PROPOSED BONUS
24700 / 2 =		12350 WORKFORCE
x2		24700 BONUS MARKET RATE
44200 FREE MARKET + 12350 DEED RESTRICTED = 56550 SF		
	<u>56550 SF GROSS MAX DEVELOPMENT</u>	
	<u>42000 SF NET MARKET RATE</u>	
28 MARKET RATE @1500 SF	42000 SF	
CIRCULATION	~ 2200 SF	
MECH/ STORAGE	~0 SF	
<u>GROSS MARKET RATE</u>	<u>44200 SF</u>	
<u>GROSS WORKFORCE</u>	<u>12350 SF</u>	
<u>GROSS DEVELOPMENT TOTAL</u>	<u>56550 SF</u>	
<u>PARKING CALCS</u>		
WORKFORCE 1.5/UNIT	X 6	= 9 SPOTS
MARKET RATE 1.5 /UNIT	X 28	=42 SPOTS
PREFERRED 2X/UNIT	X 28	=56 SPOTS
51 SPOTS MIN. REQUIRED - 60 PROPOSED		

AREA CALCULATIONS FOR 4 LOT PARCEL 200X150		30000 S.F.
SCALE OF DEVELOPMENT		
ALLOWED FLOOR AREA MAX	0.65x30000	19500 SF
EXEMPTION FOR DEED RESTRICTED WORKFORCE BONUS	YES	2:1
MAX INDIVIDUAL BUILDING SIZE		40,000 SF
MAX FILL THE BOX SQUARE FOOTAGE (19500 SF' X 3 STORY)	58500 SF	
LSR 10% MIN.	3000 SF	
MAXIMUM DEVELOPMENT POTENTIAL	55500 SF	
FILL THE BOX CALCULATION		
	55500 MAX	
	-19500 FAR	
	36000 AVAILABLE	
	12000 MAX. WORKFORCE	
	24000 MAX BONUS	
36000 / 3 =		
43500 FREE MARKET + 12000 DEED RESTRICTED = 55500 SF		

3 STORY BUILDING ALLOWED
W/AWNINGS, GALLERIES, PORCHES, STOOPS, WINDOWS AND DOORS
SUBAREA 2.2 OF COMP. PLAN

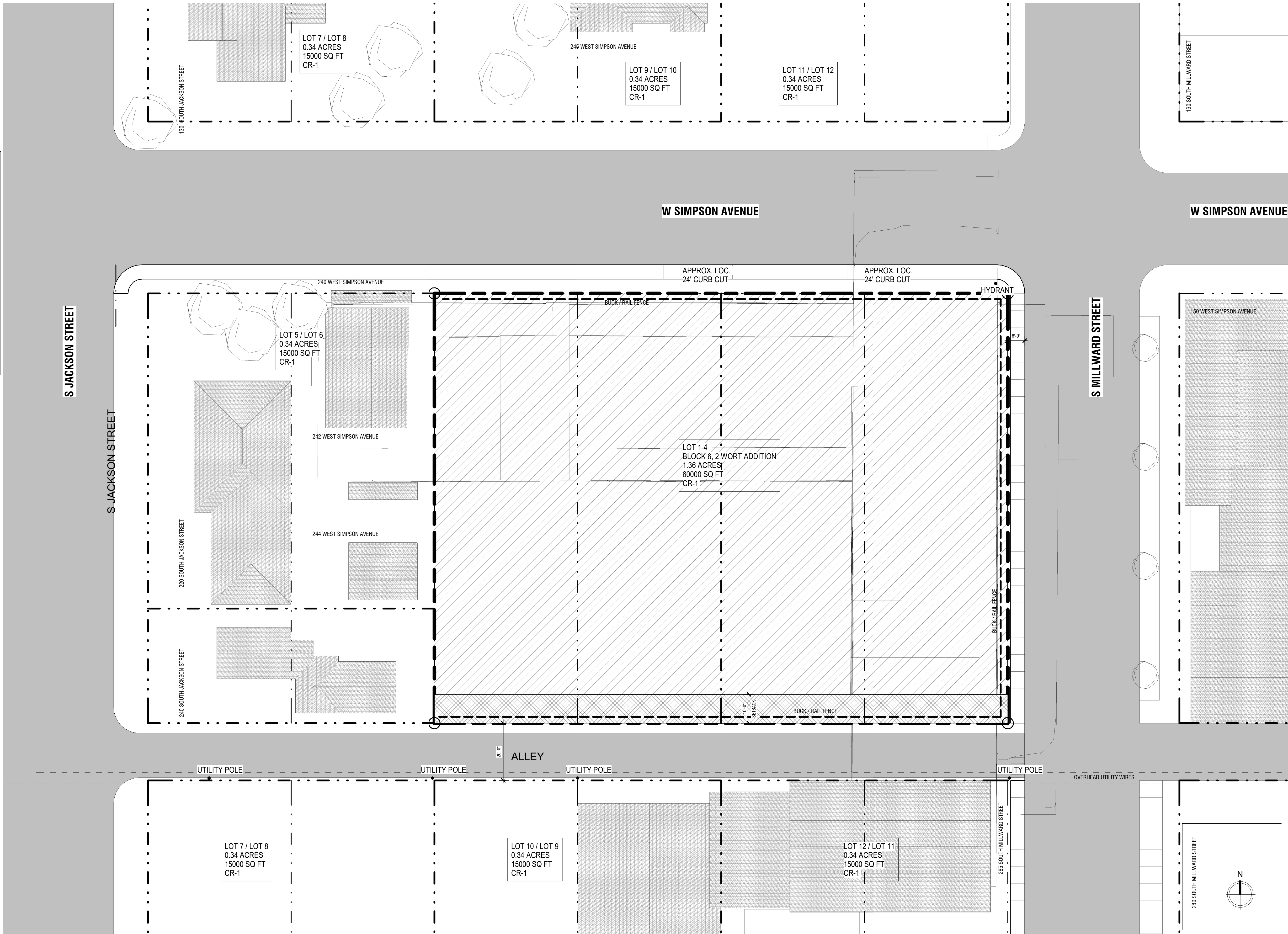
LOT STANDARDS	
STREET SETBACK RANGE	0'-5' MIN./MAX.
INTERIOR SETBACK	0'-5' MIN.
REAR SETBACK	10' MIN.
ABUTTING PROTECTED	10' MIN.
LSR	10% MIN.
MAX CURB CUT WIDTH	24'

BULK STANDARDS	
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WIDTH 1ST/2ND LEVEL PRIMARY SETBACK	80%
LENGTH FROM CORNER	30'
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MAX. STREET FACADE	200'
MAX. COMBINED STREET FACADE AT CORNER	300'

HEIGHT	
>5/12	46'
<5/12	42'
STORIES MAX.	3
STORIES IN STREET SETBACK MIN.	2 OR 24'

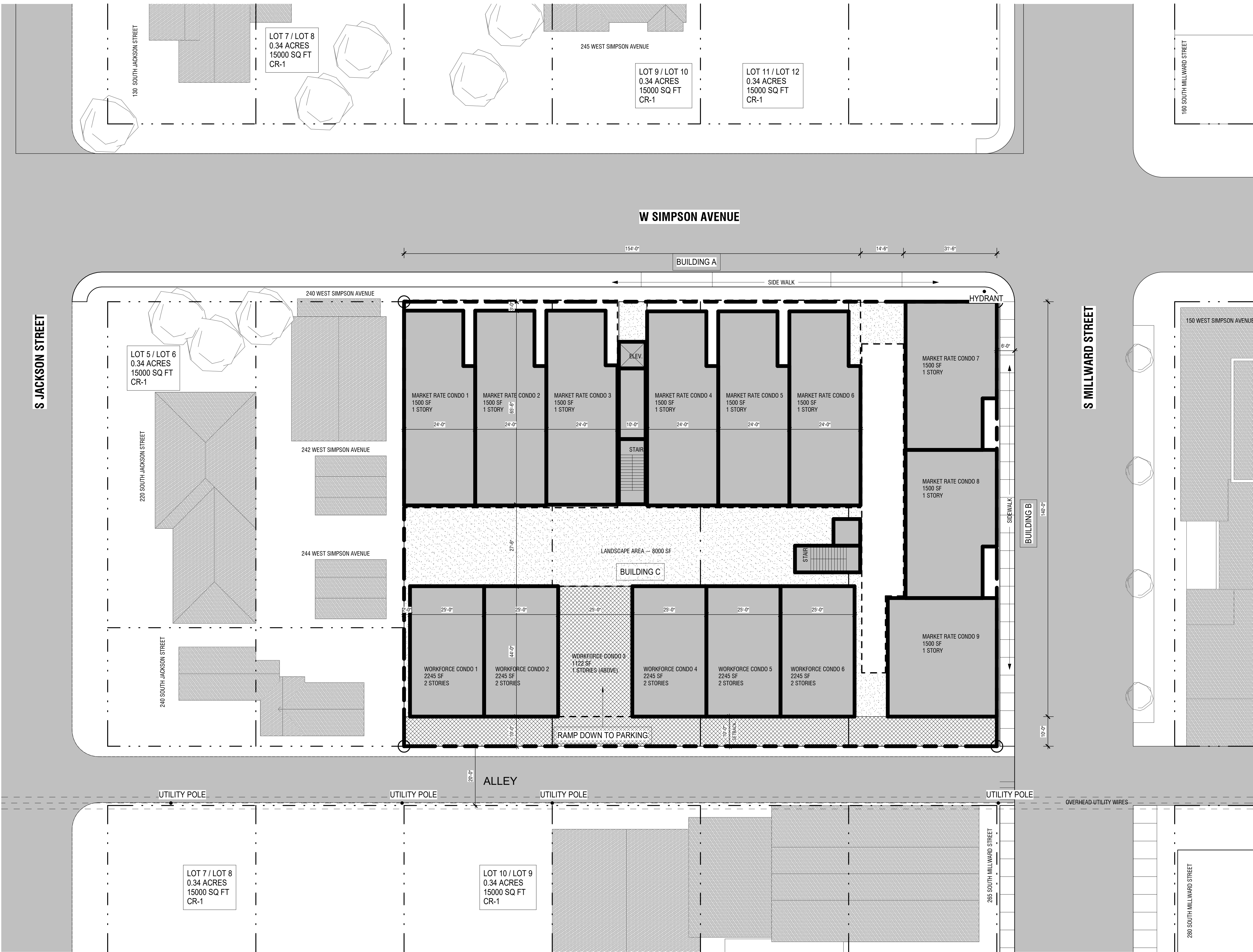
STEPBACK (NOT REQUIRED IF 100% RESIDENTIAL)	
STEPBACK FOR 3RD STORY OR OVER 30' HIGH	10'
ENCROACHMENT MAX.	60%

SCALE OF DEVELOPMENT	
FAR	0.65
ADD FOR LODGING USE	0.15
EXEMPTION FOR DEED RESTRICTED	YES
WORKFORCE BONUS	2:1
MAX INDIVIDUAL BUILDING SIZE	40,000
(HOTEL AND DEED RESTRICTED)	50,000

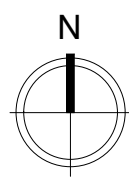


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1 SITE PLAN - EXISTING
A2.2 1/16" = 1'-0"



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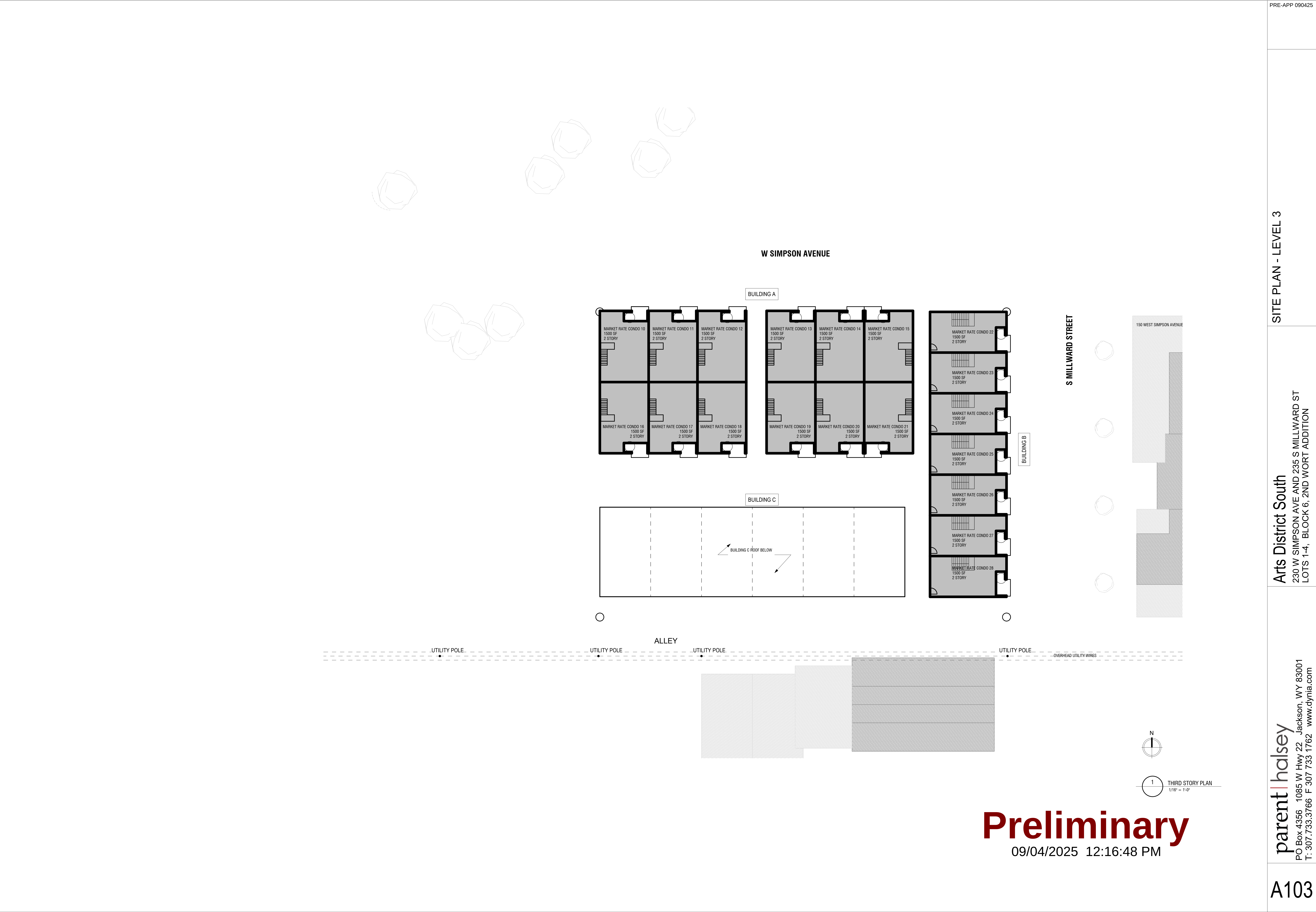


1
A2.2
FIRST STORY PLAN
1/16" = 1'-0"

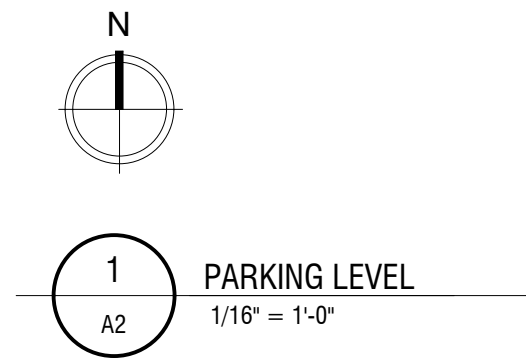
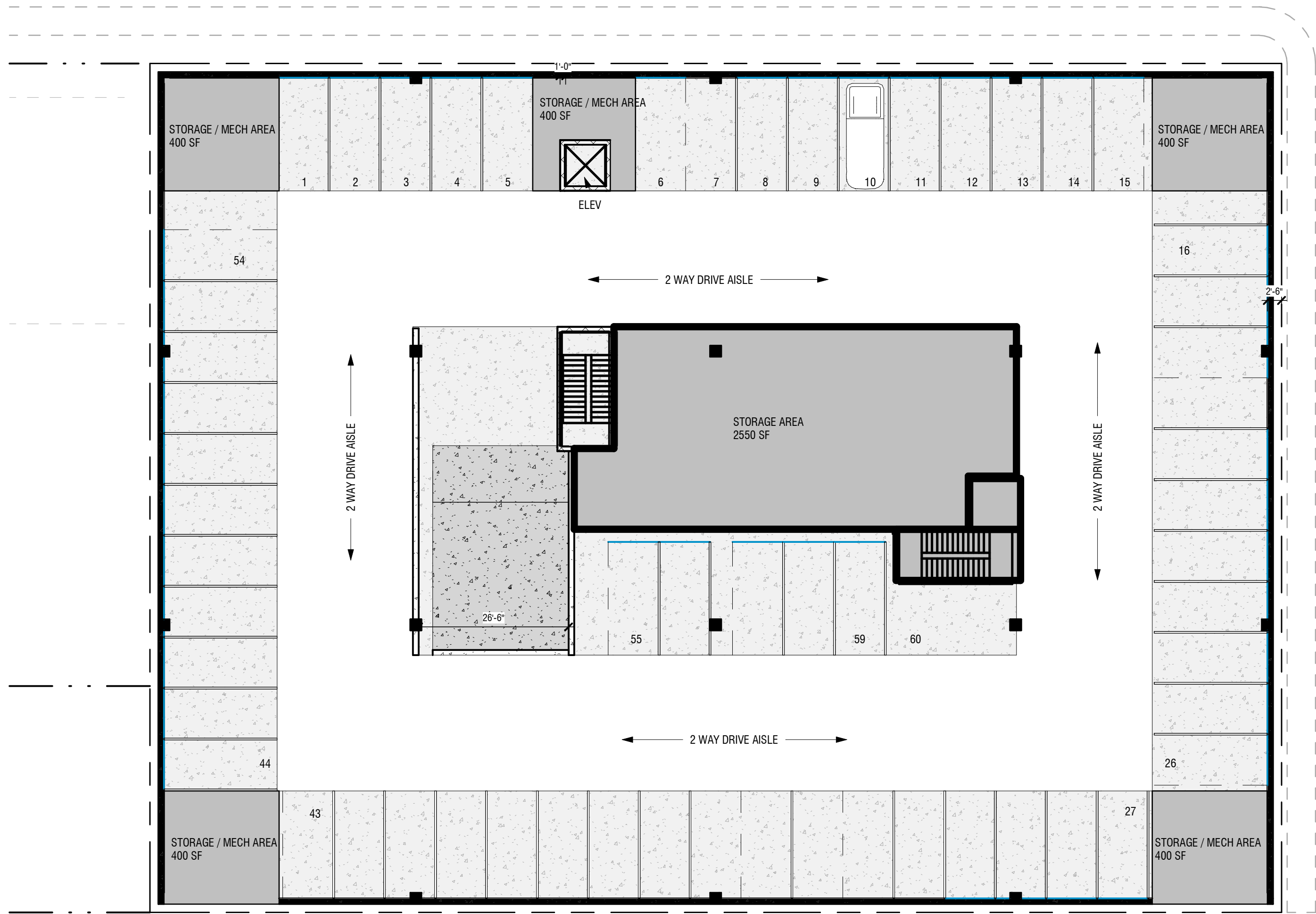


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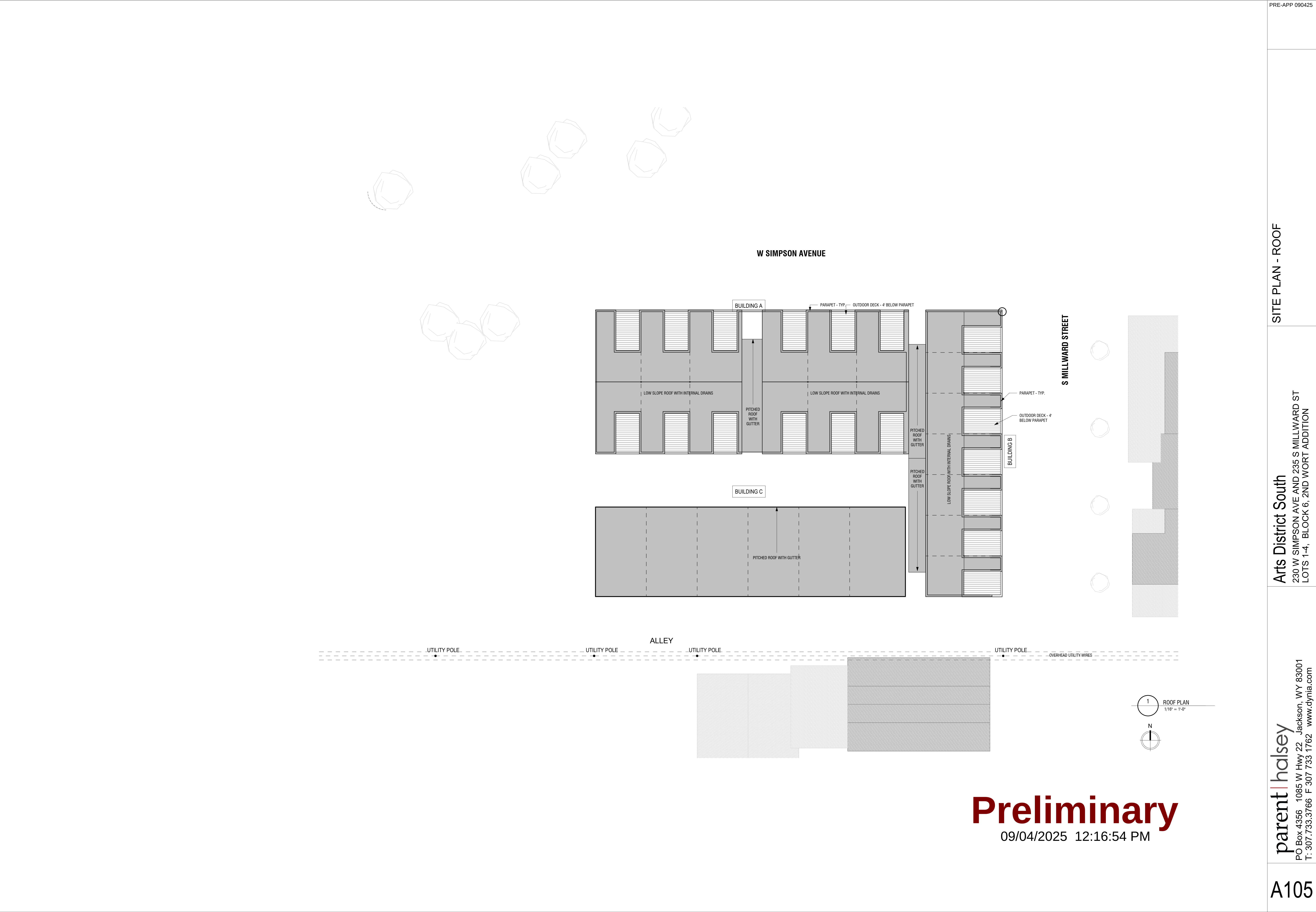
1
SECOND STORY PLAN
1/16" = 1'-0"

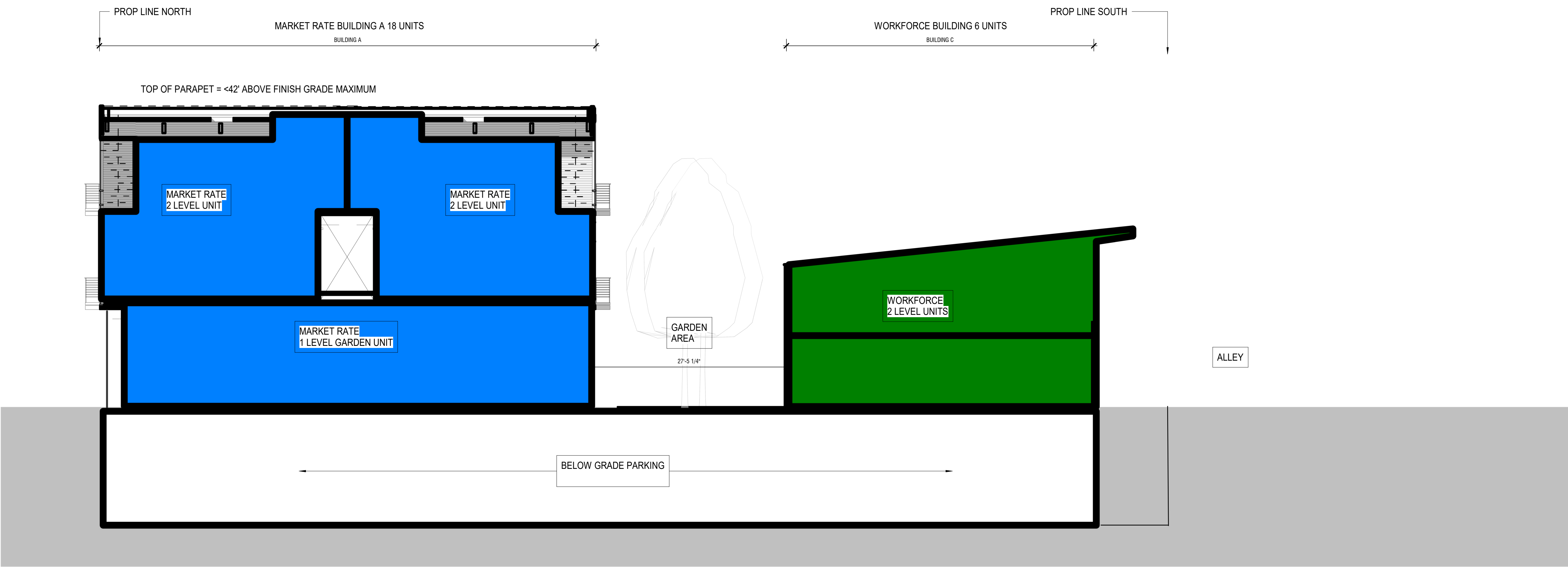


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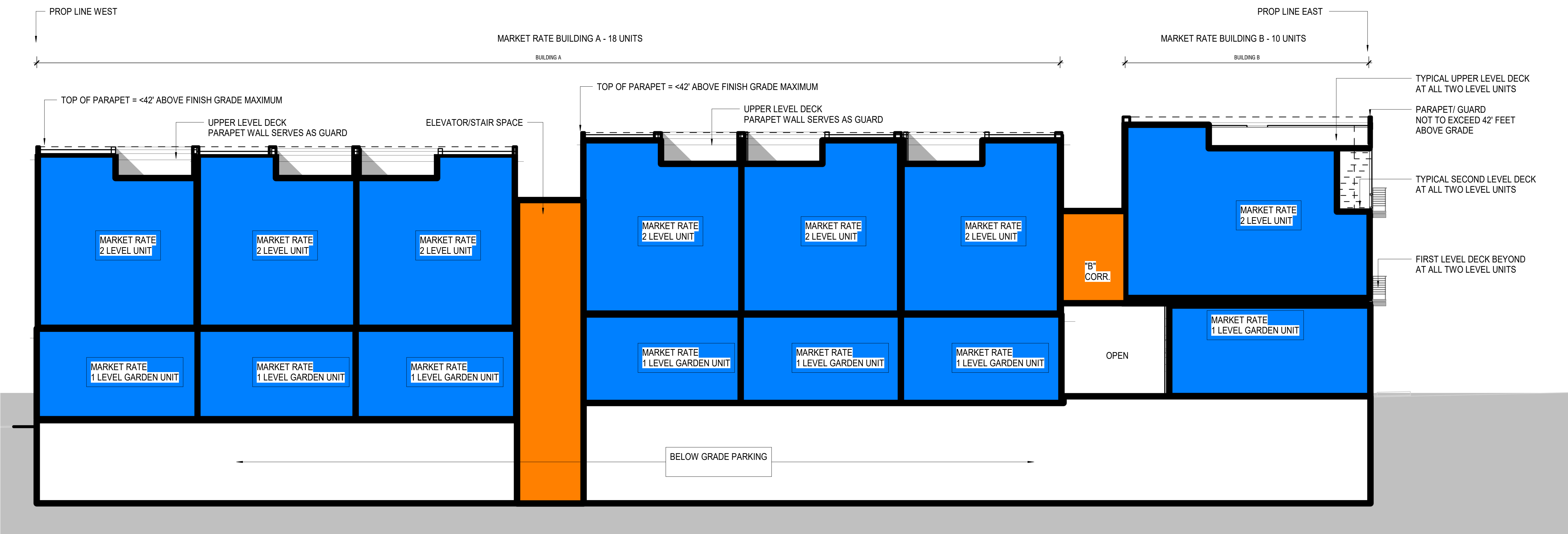
Parking Schedule	
Family and Type	Count
SDA_SITE_Parking Space: 9' x 20' - 90 deg	60





1
A1.0
SECTION LOOKING EAST BLDG A AND C
1/8" = 1'-0"

Preliminary
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2
A1.0
SECTION LOOKING NORTH BLDG A AND B
1/8" = 1'-0"