



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: December 19, 2025 Item: P25-231	REQUEST: The applicant is submitting a request for a Basic Use Permit (BUP) for Retail Use at the property located at 211 E Broadway Avenue, legally known as PT SW1/4SW1/4, SEC. 27, TWP. 41, RNG. 116.
Planner: Katelyn Page Phone: 733.0440 ext. 1302 Email: kpage@jacksonwy.gov	
Owner: Miller Home Jackson Wyoming LLC 208 Llano Street Fredericksburg, TX 78624	PIDN: 22-41-16-27-3-00-008
Applicant: Jamie Farmer Farmer Payne Architects PO Box 381 Jackson, WY 83001	For questions, please call Katelyn Page at 733-0440, x 1302, or email to the address shown below. Thank you.
Please respond by: January 14, 2026 For Departments not using SmartGov, please send responses via email to planning@jacksonwy.gov	

**PLANNING PERMIT APPLICATION****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 an application required by the Town of Jackson Land Development Regulations.

For additional information, visit <https://www.jacksonwy.gov/200/Planning> and select the applicable permit type

All applications and submittal materials shall be sent to planning@jacksonwy.gov. Paper applications are NOT accepted, and partial or incomplete applications will be returned to the applicant.

PROJECT

Name/Description: **Miller House Farmer's Market**

Physical Address: **211 E Broadway Ave, Jackson, WY, 83001**

Lot, Subdivision: PIDN: **22-41-16-27-3-00-008**

PROPERTY OWNER

Name: **Brent Belote** Phone:

Mailing Address: **PO Box 6428, Jackson, WY 83002**

Email:

APPLICANT/AUTHORIZED REPRESENTATIVE

Name, Agency: **Farmer Payne Architects** Phone: **307-264-0080**

Mailing Address: **PO Box 381, Jackson, WY 83001**

Email: **jamie@farmerpaynearchitects.com**

DESIGNATED PRIMARY CONTACT

☐ Property Owner

☒ Applicant/Authorized Representative

TYPE OF APPLICATION. Check all that apply; details for each type of application are at <https://www.jacksonwy.gov/200/Planning>

Use Permit

- ☒ Basic Use
☐ Conditional Use
☐ Special Use

Physical Development

- ☐ Sketch Plan
☐ Development Plan

Interpretations

- ☐ Formal Interpretation
☐ Zoning Compliance Verification

Other:

Relief from the LDRs

- ☐ Administrative Adjustment
☐ Variance
☐ Beneficial Use Determination

Subdivision/Development Option

- ☐ Subdivision Plat
☐ Boundary Adjustment
☐ Development Option Plan

Amendments to the LDRs

- ☐ LDR Text Amendment
☐ Map Amendment

Signs, Design Review, and Pre-Application conferences have separate applications found on their respective webpage

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.

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.

Additional submittal requirements are at <https://www.jacksonwy.gov/200/Planning> under the relevant application type.

Pre-Submittal Steps (if required). Submit all required pre-submittal steps with application.

Pre-Application Conference #:

Note: Information provided by the applicant or other review agencies during the planning process may identify additional requirements which were not evident at the time of application submittal. Staff may request additional materials during review as needed to determine compliance with the LDRs.

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/690/Fee-Schedule>

Applications received after 3:00 PM will be processed the next business day

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

Name Printed

12/18/2025
Date
Principal Architect
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 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: Toad QH LLC

Being duly sworn, deposes and says that Toad QH LLC / Brent Belote is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: 211 E Broadway Avenue, Jackson, WY 83001

Legal Description: PTSW1/4SW1/4, Sec. 27, TWP. 41, RNG. 116 PIDN: 22-41-16-27-3-00-008

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/Authorized Representative: Farmer Payne Architects

Mailing address of Applicant/Authorized Representative: PO Box 381, Jackson, WY 83001

Email address of Applicant/Authorized Representative: Jamie@farmerpaynearchitects.com

Phone Number of Applicant/Authorized Representative: 307-264-0080

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:

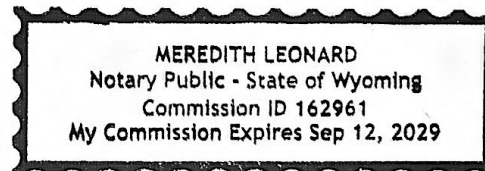
- ☐ Development/Subdivision Plat Permit Application ☒ Building Permit Application
- ☐ Public Right of Way Permit ☐ Grading and Erosion Control Permit ☐ Business License Application
- ☐ Demolition Permit ☒ Other (describe) Basic Use Permit to change occupancy type

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

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 Lincoln)



The foregoing instrument was acknowledged before me by Brent Belote this 17th
day of December. WITNESS my hand and official seal.

Meredith Leonard
Notary Public

My commission expires: 9/12/2029

Jamie Farmer . Principal Architect . AIA . LEED AP | jamie@farmerpaynearchitects.com
Scott Payne . Principal Architect . AIA . LEED AP | scott@farmerpaynearchitects.com

Jackson Hole | 307. 264. 0080
Sun Valley | 208. 214. 5155
Louisiana | 318. 383. 3100

Project Narrative

Jackson Hole Farmer's Market
211 East Broadway Avenue, Jackson, WY 83001

Jackson Hole Farmer's Market is seeking to renovate the existing "Miller House" at 211 East Broadway Avenue into a Retail Co-Op. Their goal is to convert the office/business space into a retail/mercantile with minimal changes to the existing building that would allow them to sell local products.

Parking

10 Existing off Street Parking Spaces

Existing Office Square Footage: 4,204 @ 2.47/1,000sf = 10.38 Spaces Required

Proposed Office Square Footage: 3,059 @ 2.47/1,000sf = 7.55 Spaces Required

Proposed Retail Square Footage: 1,145 @ 3.37/1,000sf = 3.86 Spaces Required

Parking Spaces Required: 11.41

Miller House Farmer's Market

211 E Broadway Ave
Jackson, WY 83001

PROJECT DIRECTORY

Owner: **Toad QH LLC**
Brent Belote

PO Box 6428
Jackson, WY 83002

Architect: **Farmer Payne Architects**
Jamie Farmer, Principal, AIA, LEED AP
PO Box 381
Jackson, WY 83001
t: 307.264.0080
e: jamie@farmerpaynearchitects.com

CODE ANALYSIS

2024 International Building Code
Existing Occupancy: Business
Proposed Occupancy: Mercantile
Construction Type: Type VB
Number of Stories: 2, Existing to Rer
Building Height: Existing
Zoning: CR-1
Parking Spaces: 10
Occupant Load: 20 Gross
No Proposed/Existing Fire Sprinklers

DRAWING INDEX

General Notes
A100 General Notes & Drawing Index

Plans
A201 Architectural Site Plan
A202 Main Level - Occupancy
A203 Main Level - Noted
A204 Upper Level - Noted
A205 Basement - Noted

Interiors
A801 Interior Reference Plan
A802 Interior Elevations
A803 Interior Elevations
A804 Interior Photos

SITE CONDITIONS

01. The general contractor shall coordinate with the architect and civil engineer for the final building location, and driveway layout.
02. The general contractor shall dispose of all excess excavated material
03. The general contractor shall maintain the site throughout the course of the project by:
Repairing all earth related scarring such as ruts caused by equipment, spills, etc.;
Repairing or replacing all scarred, broken, or tress damaged by equipment movement; Exercise routine weekly removal of all refuse or other discarded material.
04. The general contractor is responsible for the coordination and installation of all necessary site utilities including but not limited to power, telephone, water, sewer, gas, cable, etc. The general contractor shall fill in and compact all trenches cut to install utilities on the site. The general contractor shall verify the location of all meters, cans, tanks, lines, etc., with the architect. +
05. The general contractor shall retain any removed topsoil for the finish grading, of which 6" shall be topsoil. All disturbed soil shall be finish graded and machine raked to achieve a uniform surface. This finish grade shall be free of rock and debris greater than 3/4" diameter, twigs, sticks, and other non-soil material and shall taper away from building.

CONDITIONS

01. It is the intent of these plans and specifications to describe a complete and finished project other than items marked "n.i.c." (not in contract), errors and omissions that may occur in contract documents shall be brought to the attention of the architect in writing and written instructions shall be obtained before proceeding with the work. The general contractor will be held responsible for the results of any errors, discrepancies or omissions which the general contractor failed to notify the architect of before construction and/or fabrication of the work.
02. The general contractor and subcontractor(s) shall verify all dimensions and job conditions at the job site sufficiently in advance of work to be performed to assure the orderly progress of the work.
03. The general contractor shall be responsible for the performance of all construction personnel on the site.
04. Codes: all codes having jurisdiction shall be observed strictly in the construction of the project, including all applicable state, city and county building, zoning, electrical, mechanical, plumbing and fire codes. The general contractor shall verify all code requirements before commencement of construction and bring any discrepancies between code requirements and the construction documents to the attention of the architect.
05. Cleanup: the general contractor shall maintain the premises clean and free of all trash, debris and shall protect all adjacent work from damage, soiling, paint over-spray, etc. All fixtures, equipment, glazing, floors, etc. shall be left clean and ready for occupancy upon completion of the project.
06. The general contractor shall obtain all required building permits and agency approvals. The general contractor shall provide the owner with copies of permits, licenses, certifications, inspection reports, receipts for payment, and all similar documents.
07. The presence of the architect on the job site does not imply approval of any work. The general contractor must call specific items to the attention of the architect if he wishes to obtain the architects approval.
08. The general contractor shall submit all proposed substitutions in writing to the architect for approval with samples, cost analysis, and sufficient information for evaluation. If a revision or substitution is made without the architect's written approval that does not conform to the contract documents, it will relieve the architect of any liability from the resulting aesthetic effect, subsequent failure, property damage, or personal injury.
09. The general contractor shall perform a high quality, professional work. The work of each trade shall meet or exceed all quality standards published by that trade.
10. The general contractor shall protect all newly installed materials, finishes, and assemblies from damage throughout construction.
11. The general contractor shall halt the work affected when notified of a proposed change and proceed only after receiving written instructions from the architect.
12. The general contractor shall submit a detailed project schedule at the beginning of the project. Any significant changes which may alter the initial schedule shall be documented in a revised schedule.
13. The general contractor shall determine that all specified appliances and equipment will fit through doorways and corridors before equipment is purchased or schedule the installation sequence to avoid conflicts.
14. The general contractor shall comply with the rules of city, parish and the direction of the owner for the construction site facilities, use of premises, access to the site, and trash removal.
15. The general contractor shall provide adequate and proper dry storage and handling of all building materials, supplies and finishes in accordance with the manufacturer's recommendations.

SQUARE FOOTAGE TABULATIONS

EXISTING FLOOR AREA
Main Level 1,768 sf
Upper Level 1,008 sf
Basement 1,428 sf
GROSS FLOOR AREA 4,204 sf

Area of Occupancy Change 1,145 sf

PROJECT ADDRESS

211 E Broadway Ave
Jackson, WY 83001

VICINITY MAP



FARMERPAYNE

ARCHITECTS

Jackson Hole

260 West Broadway, Suite A

Jackson, WY 83001

1.307.264.0080

Sun Valley

351 N Leadville Ave, Suite 204

Ketchum, ID 83340

1.208.214.5155

Louisiana

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1.316.383.3100

ARCHITECT STAMP

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PERMIT SET

Farmer's Market

211 E Broadway Ave

Jackson, WY 83001

DATE: 12/18/25

PROJECT #: JH2104

DRAWN: KG/JF

ISSUE: PERMIT SET: 12/18/2025

XX/XX/2020 - Issue Description

A100

General Notes & Drawing Index

V26 © FARMERPAYNEARCHITECTS



- GENERAL PLAN NOTES**
01. Do not scale drawings. Contact Architect for any undocumented dimensions or clarification of any dimensional discrepancies. Large scale drawings take precedence over smaller scale drawings.
02. All dimensions are from gridline to centerline of structural columns, to centerline of windows and doors, or to face of stud walls.
03. All interior partitions are framed with 2x6 wood studs unless noted/dimensioned otherwise.
04. The Contractor shall coordinate the spacing of all ceiling and floor joists with lighting fixtures, mechanical openings, and any other potential conflict. (See Structural, Mechanical, Lighting, and Reflected Ceiling Plans)
05. Dimensions for windows and doors are shown to center of unit. Coordinate with schedules to determine rough opening dimensions.
06. Where shown, furniture is for reference only and not in contract.

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12/18/25

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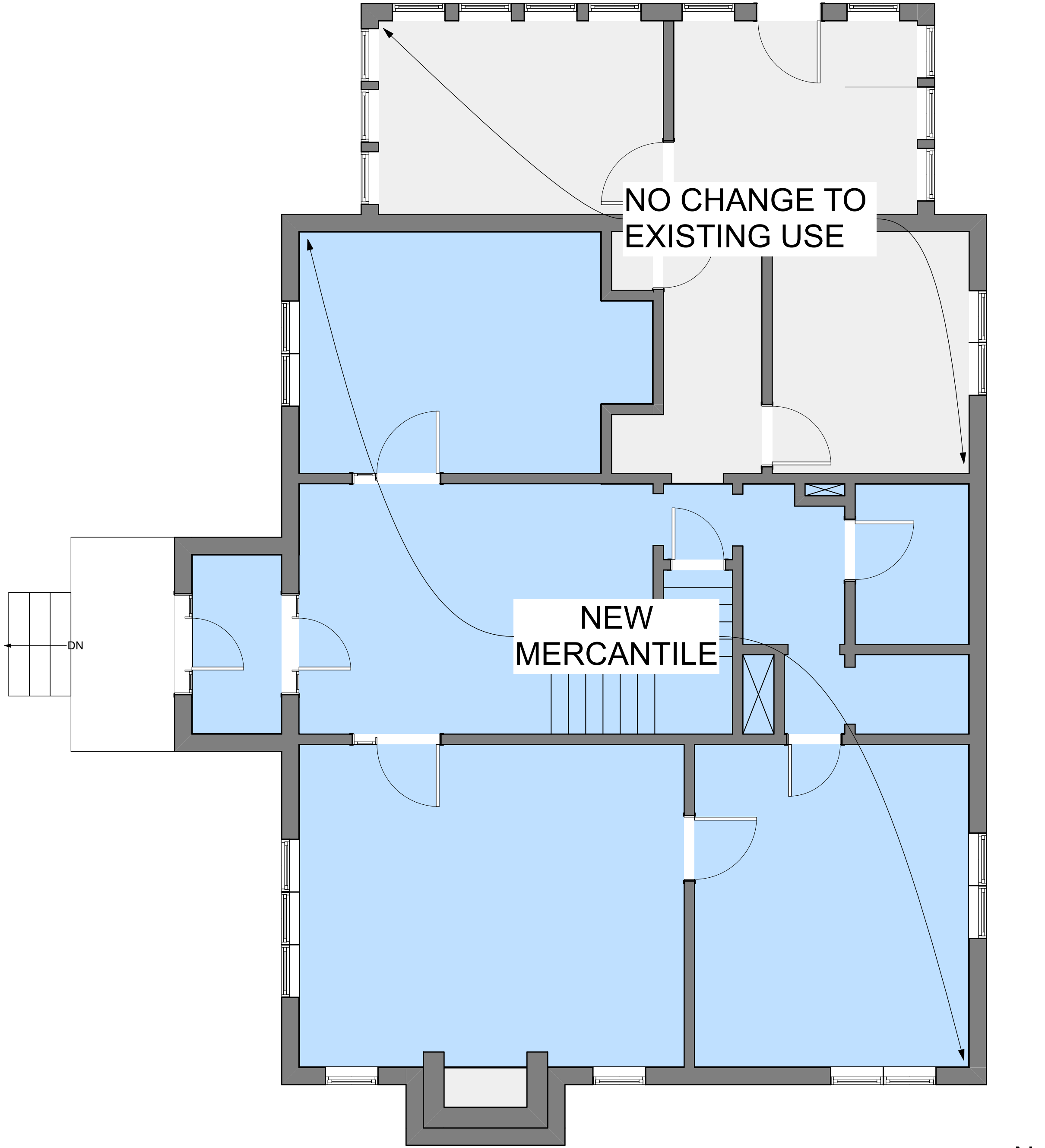
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ISSUE:	
PERMIT SET:	12/18/2025
XX/XX/2020 - Issue Description	



3

A202

Main Level - Occupancy

SCALE: 1/4" = 1'-0"

N

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A202

Main Level - Occupancy

V26

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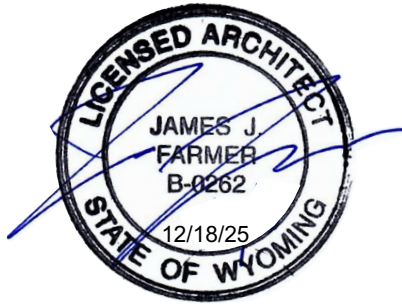


3 Main Level - Noted
A203 SCALE: 1/4" = 1'-0"

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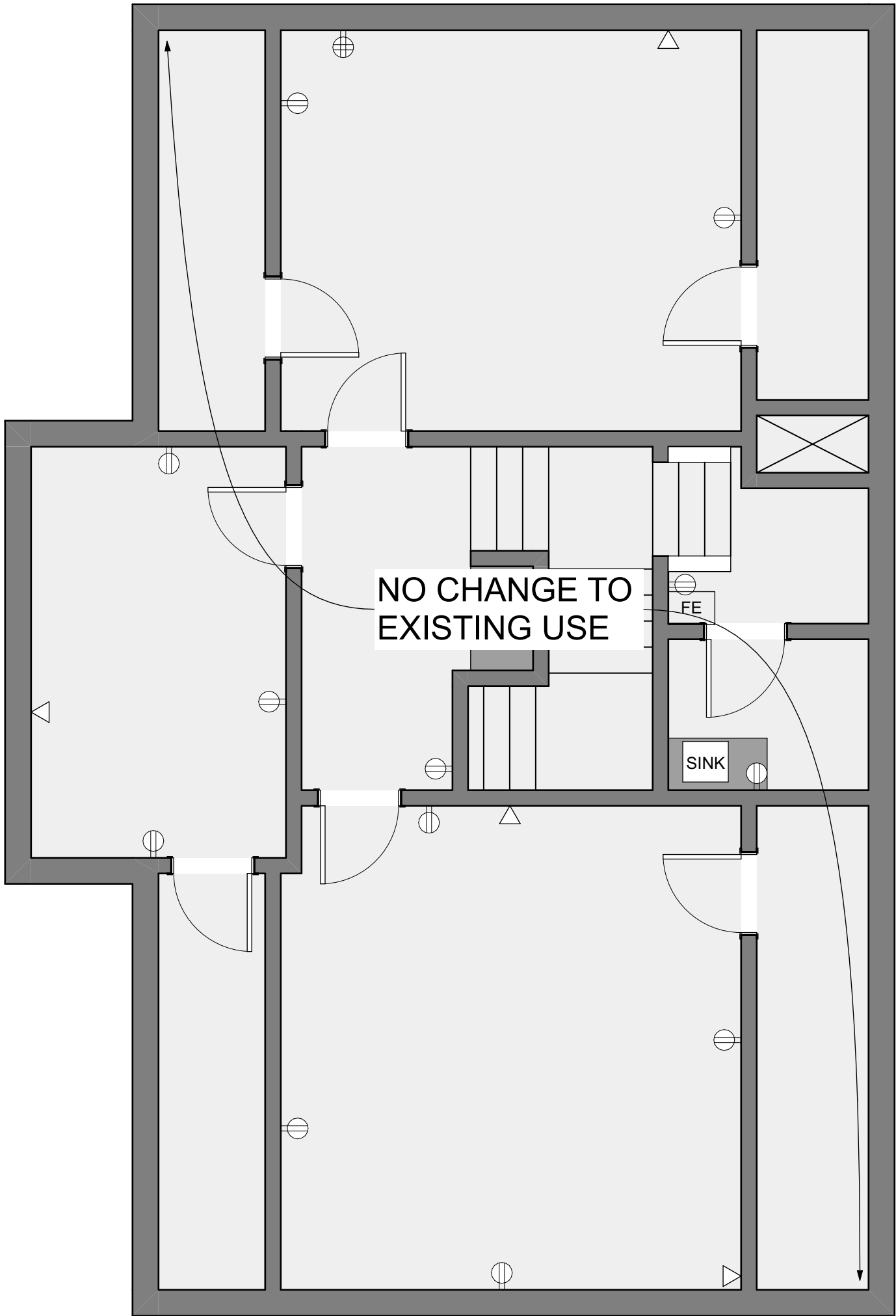
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XX/XX/2020 - Issue Description

A203

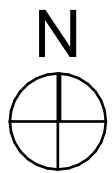
Main Level - Noted



2
A204

Upper Level - Noted

SCALE: 1/4" = 1'-0"



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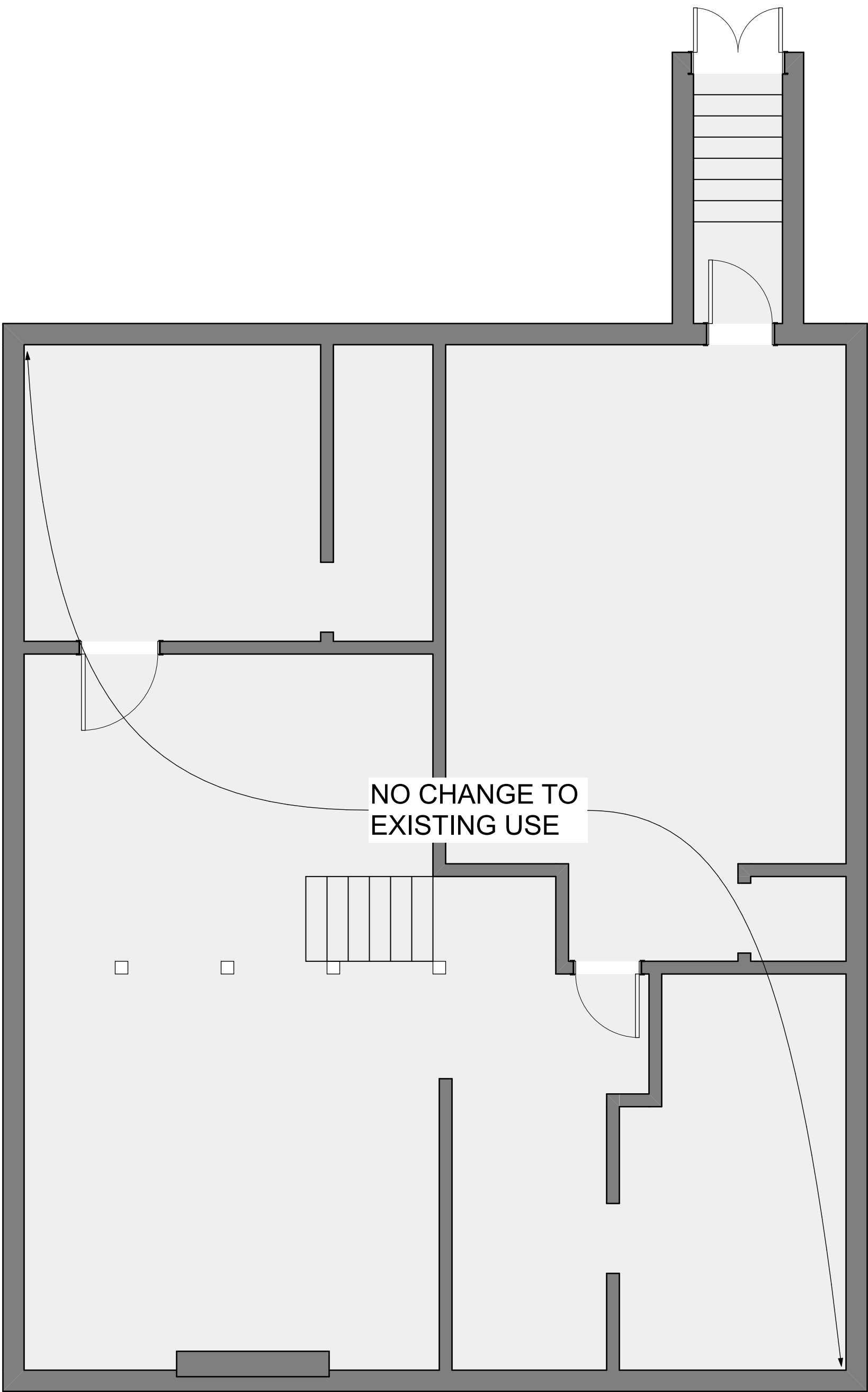
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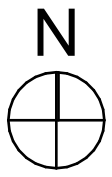
Upper Level - Noted



2
A205

Basement - Noted

SCALE: 1/4" = 1'-0"



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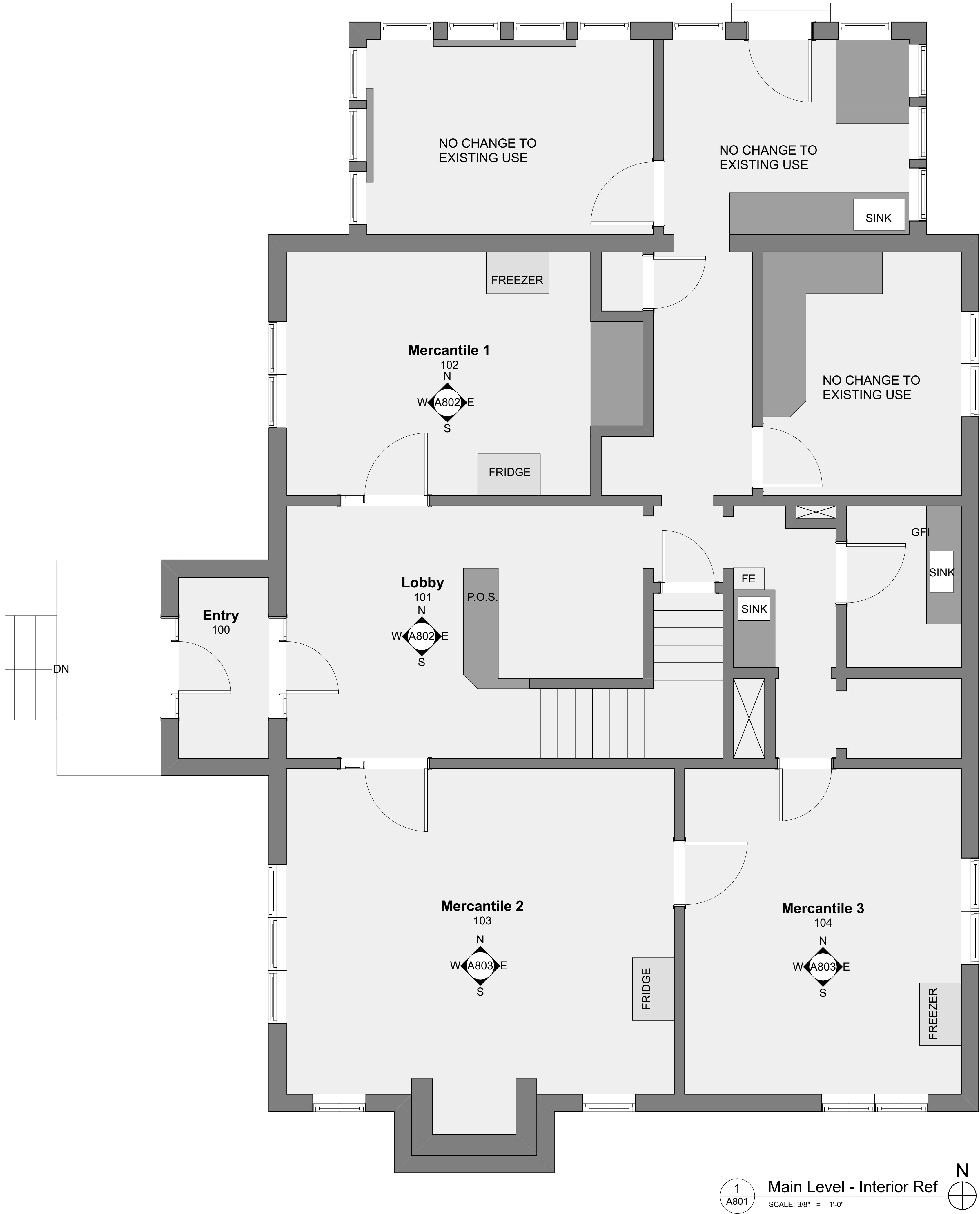
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A205

Basement - Noted



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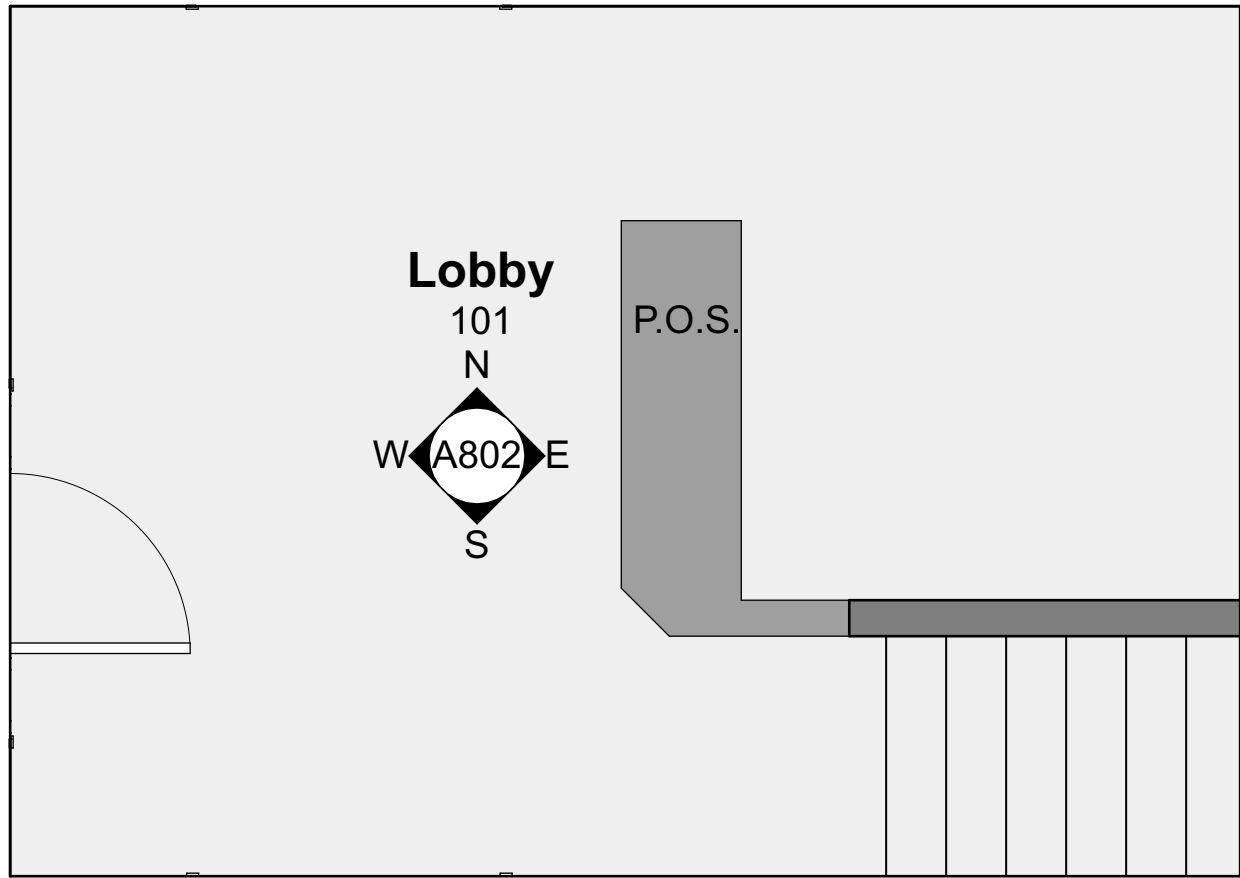
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A801

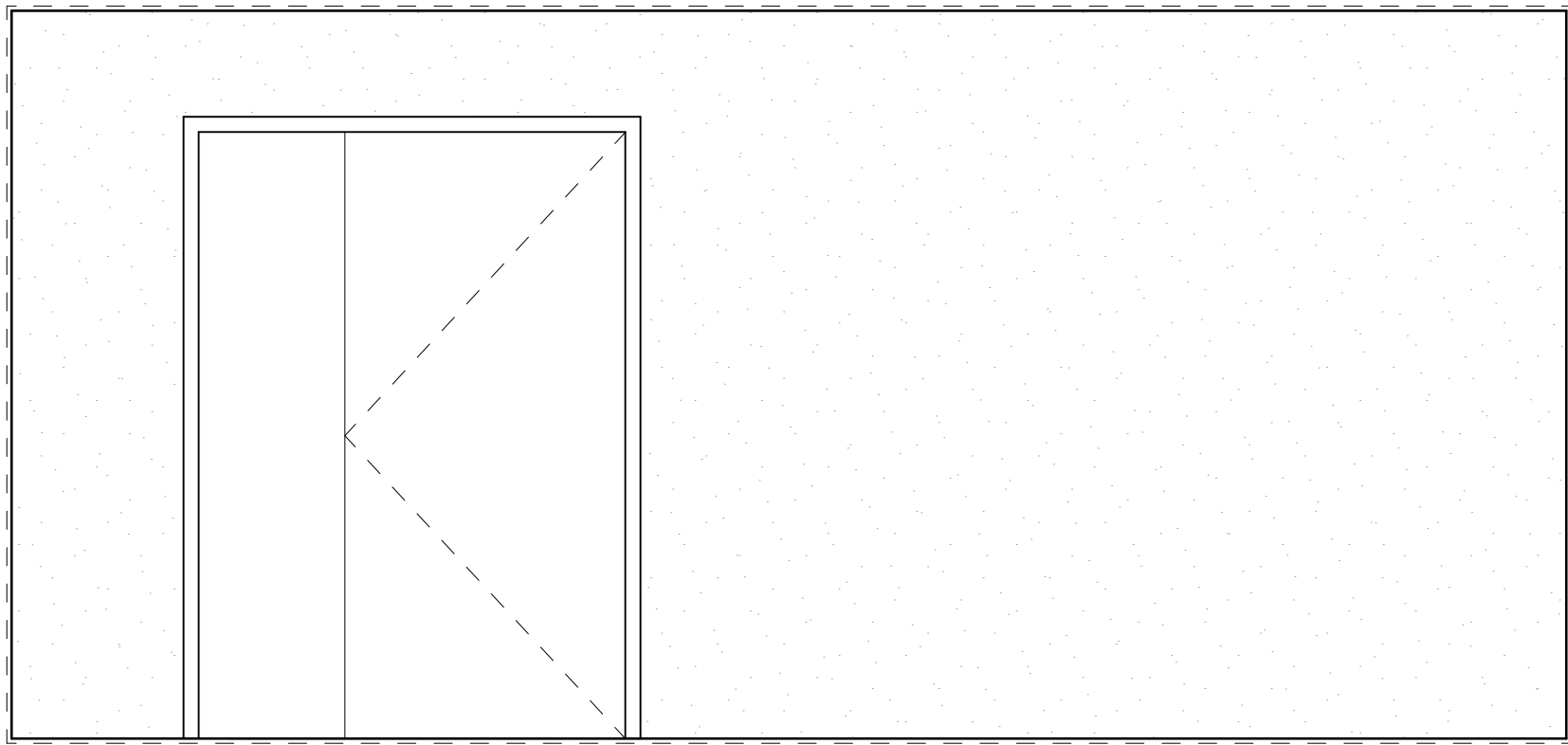
Interior Reference Plan

V26

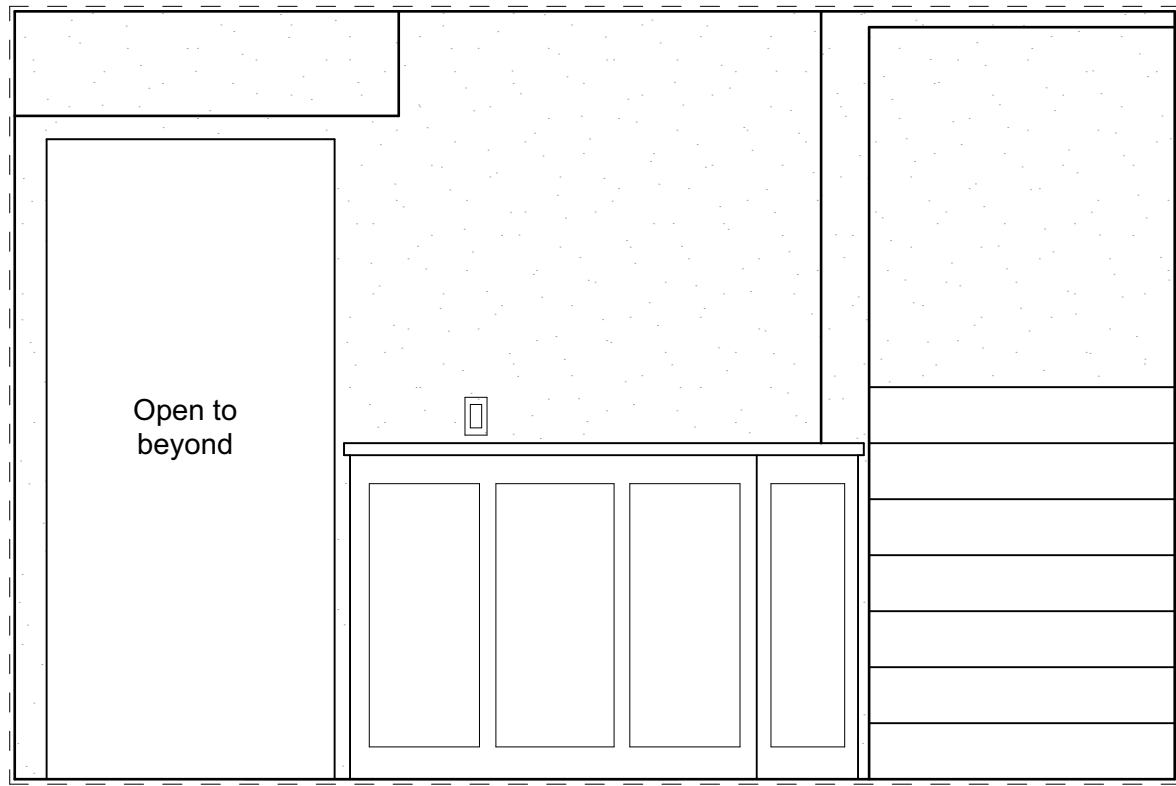
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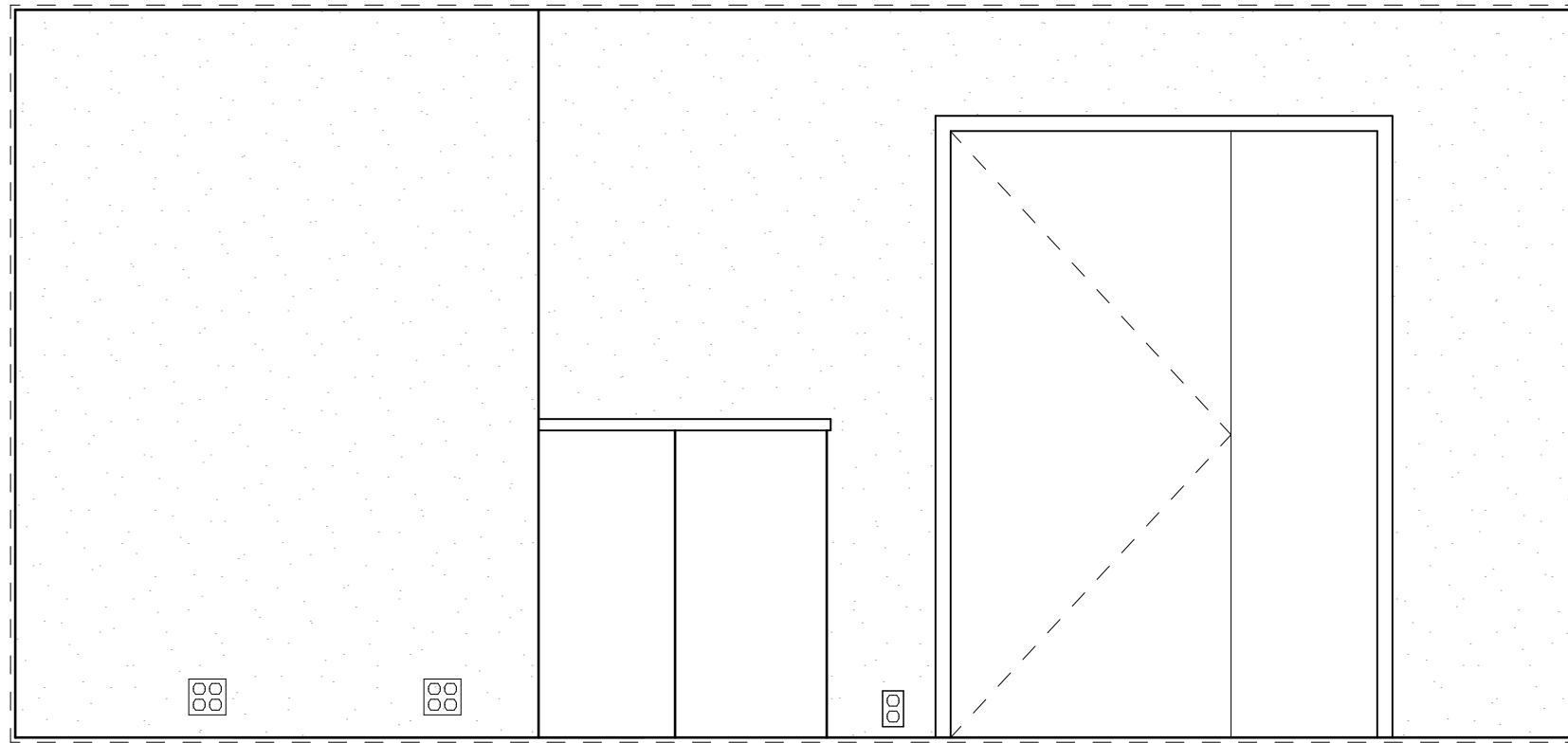
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SCALE: 3/8" = 1'-0"



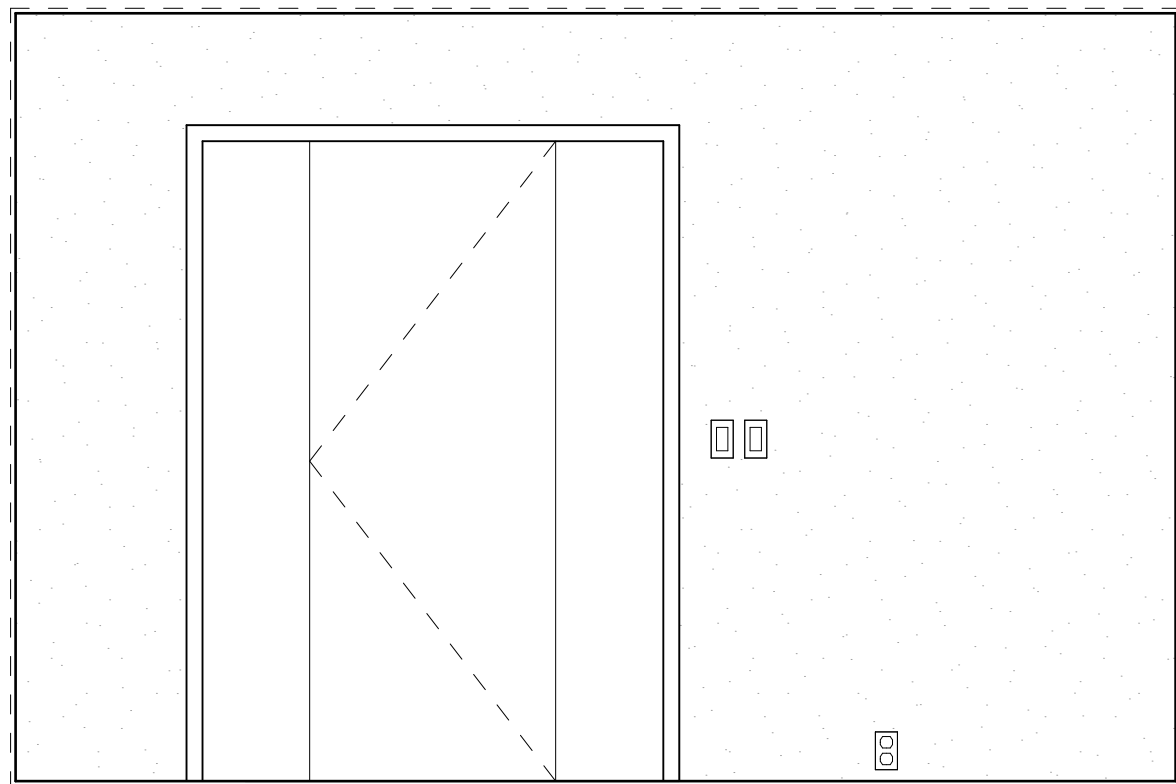
2 Lobby North
SCALE: 1/2" = 1'-0"



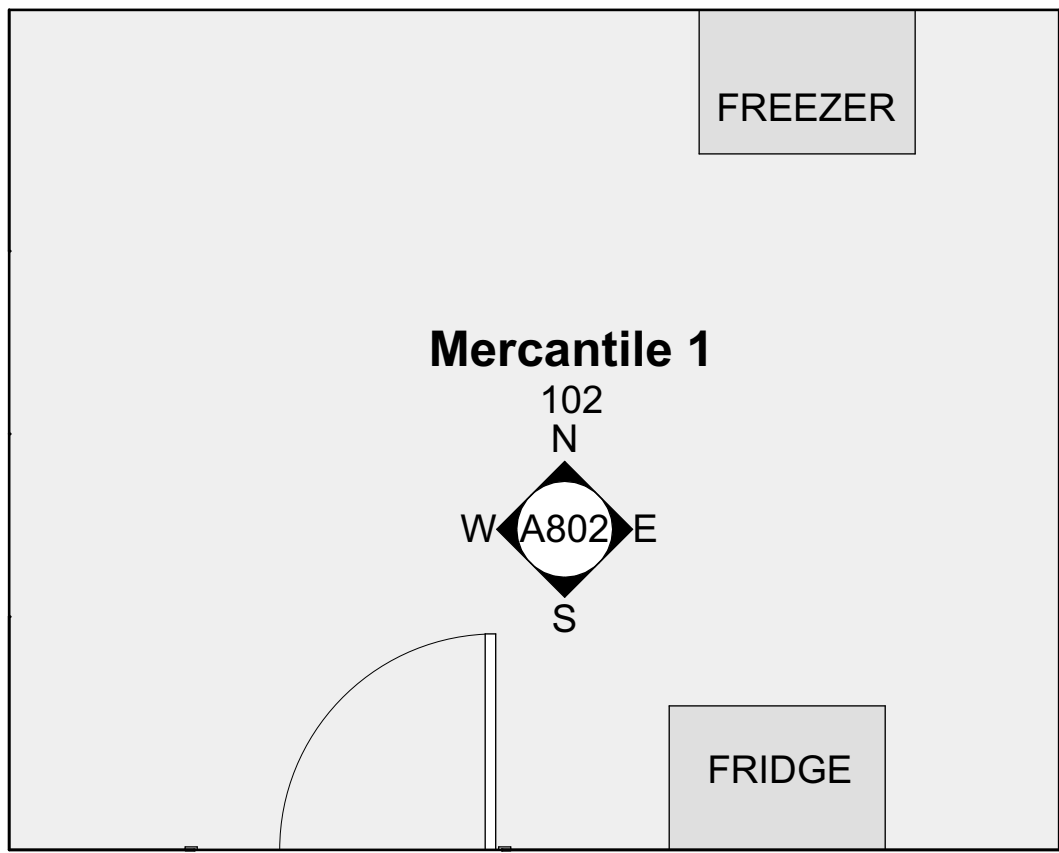
3 Lobby East
SCALE: 1/2" = 1'-0"



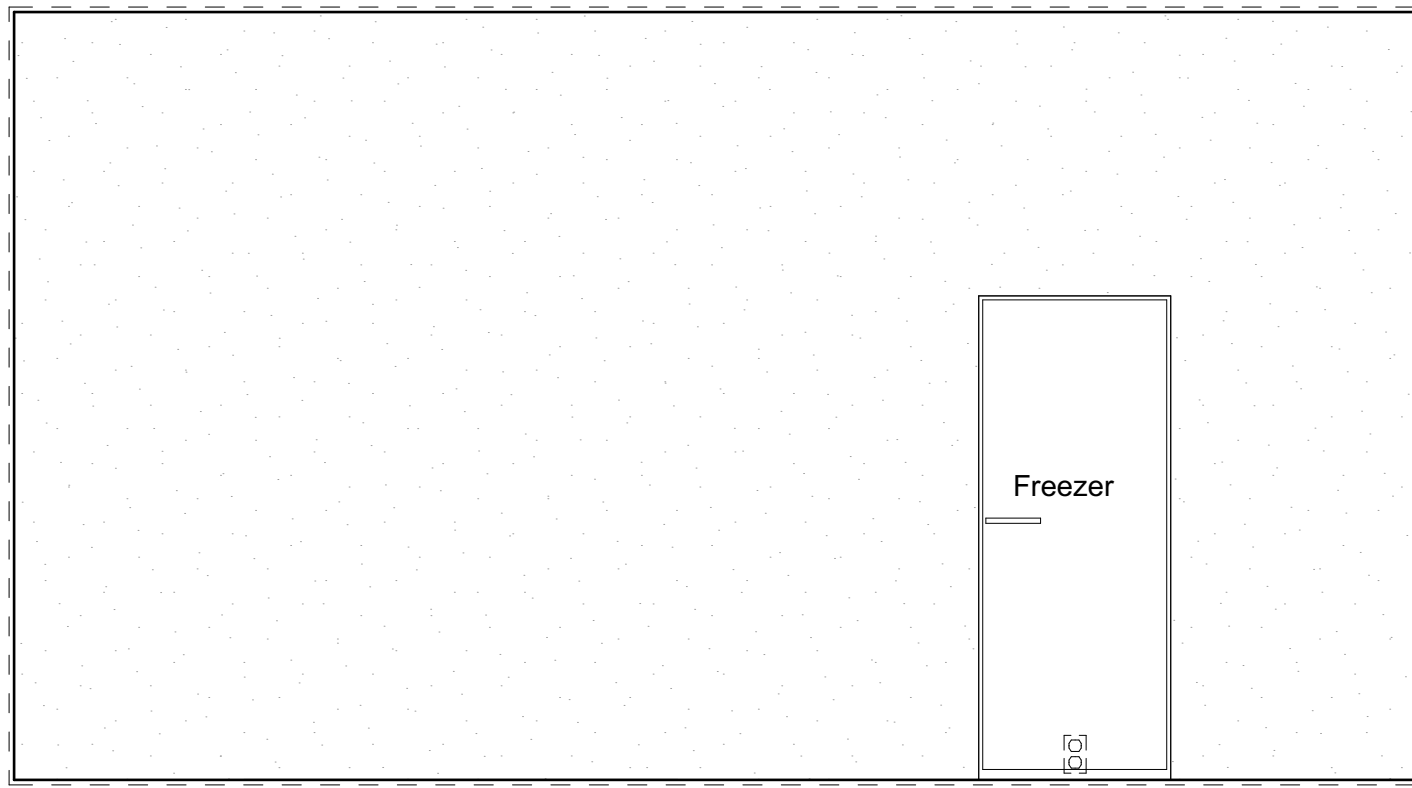
4 Lobby South
SCALE: 1/2" = 1'-0"



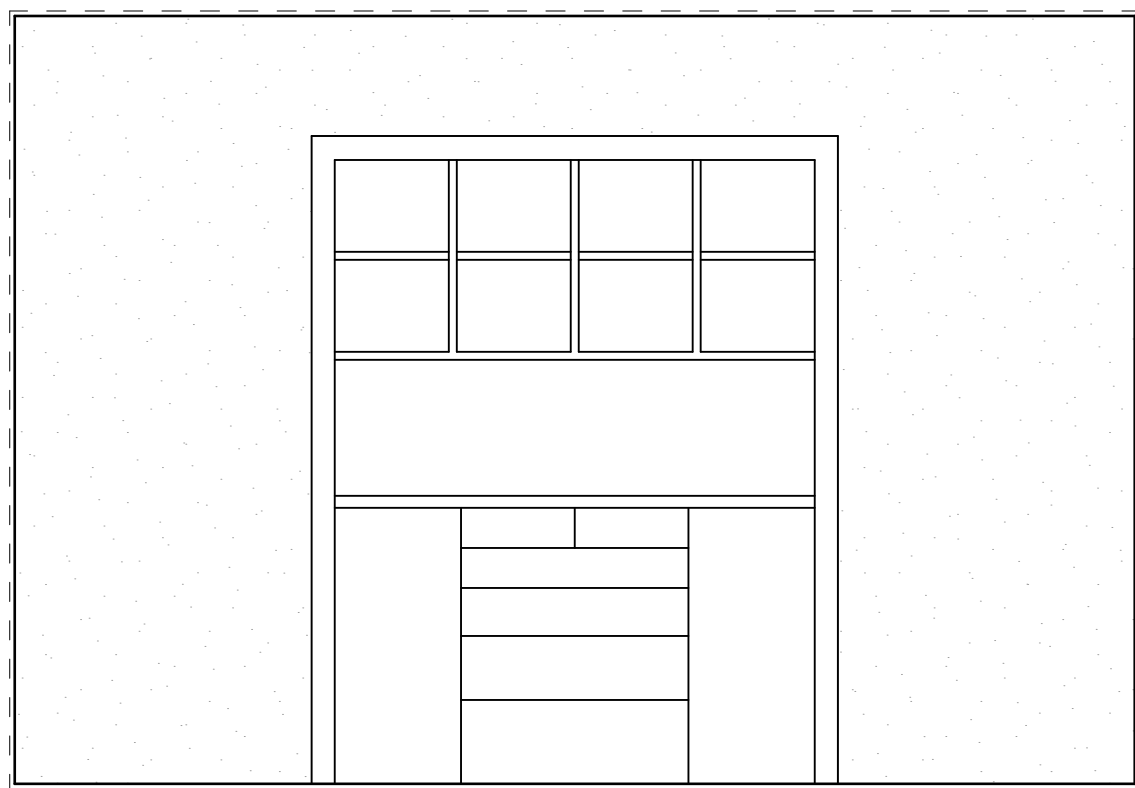
5 Lobby West
SCALE: 1/2" = 1'-0"



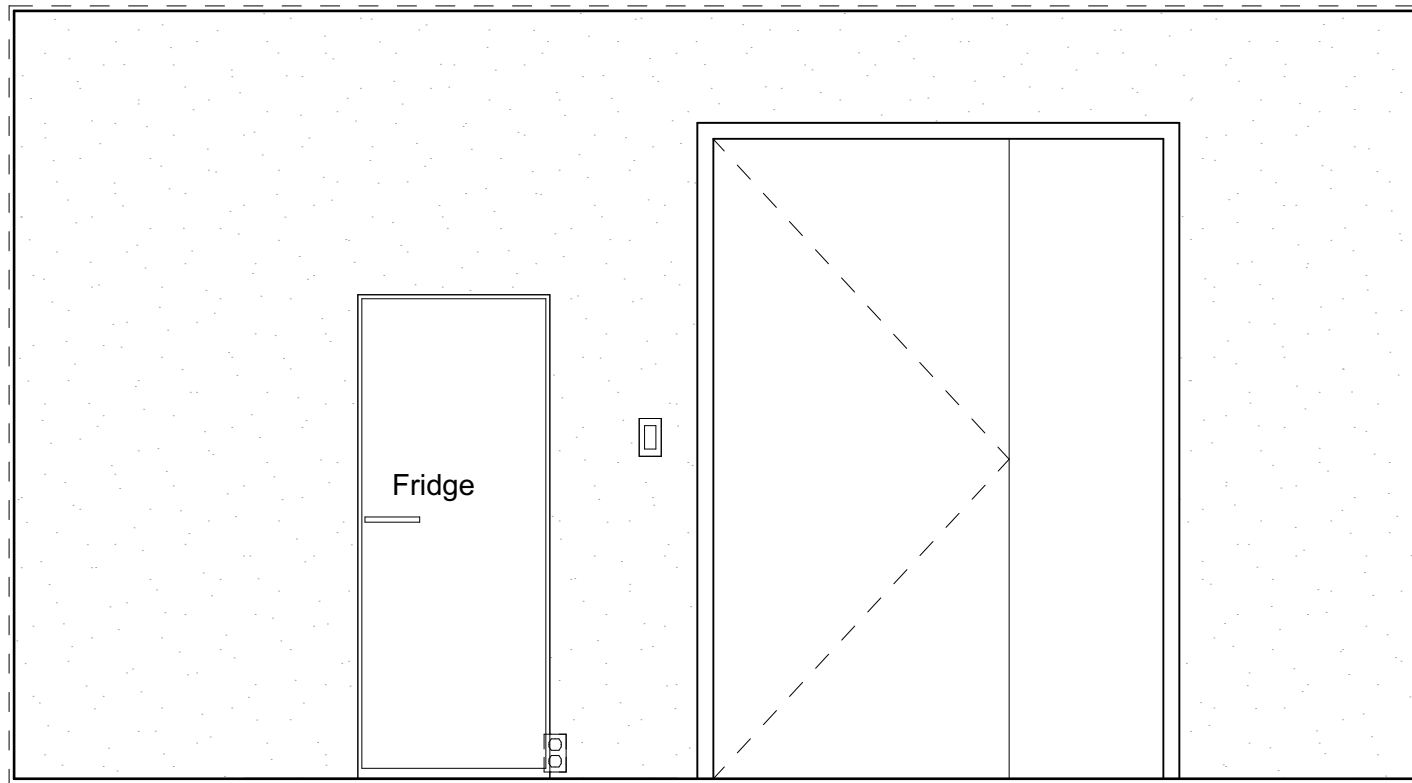
6 Mercantile 1 Plan
SCALE: 3/8" = 1'-0"



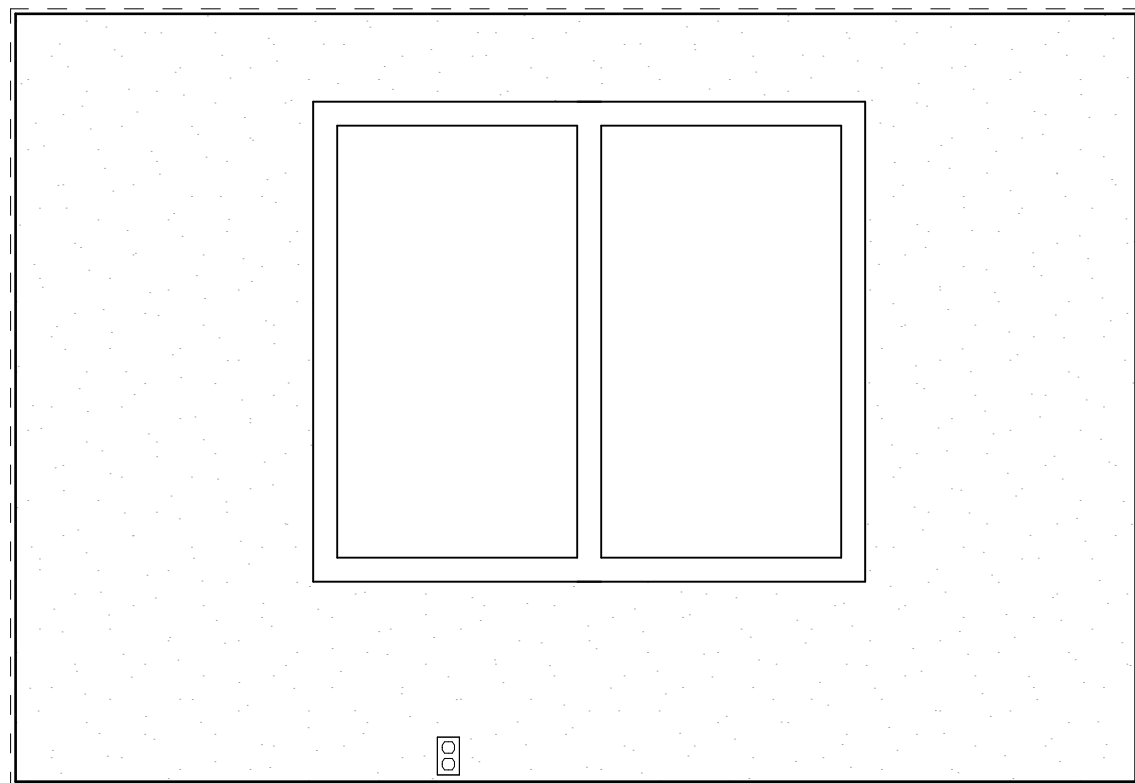
7 Mercantile 1 North
SCALE: 1/2" = 1'-0"



8 Mercantile 1 East
SCALE: 1/2" = 1'-0"



9 Mercantile 1 South
SCALE: 1/2" = 1'-0"



10 Mercantile 1 West
SCALE: 1/2" = 1'-0"

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B-4262

12/18/25

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PERMIT SET

F a r m e r ' s M a r k e t

211 E Broadway Ave
Jackson, WY 83001

DATE: 12/18/25

PROJECT #: JH2104

DRAWN: KG/JF

ISSUE: PERMIT SET: 12/18/2025

XXXX/2020 - Issue Description

A802

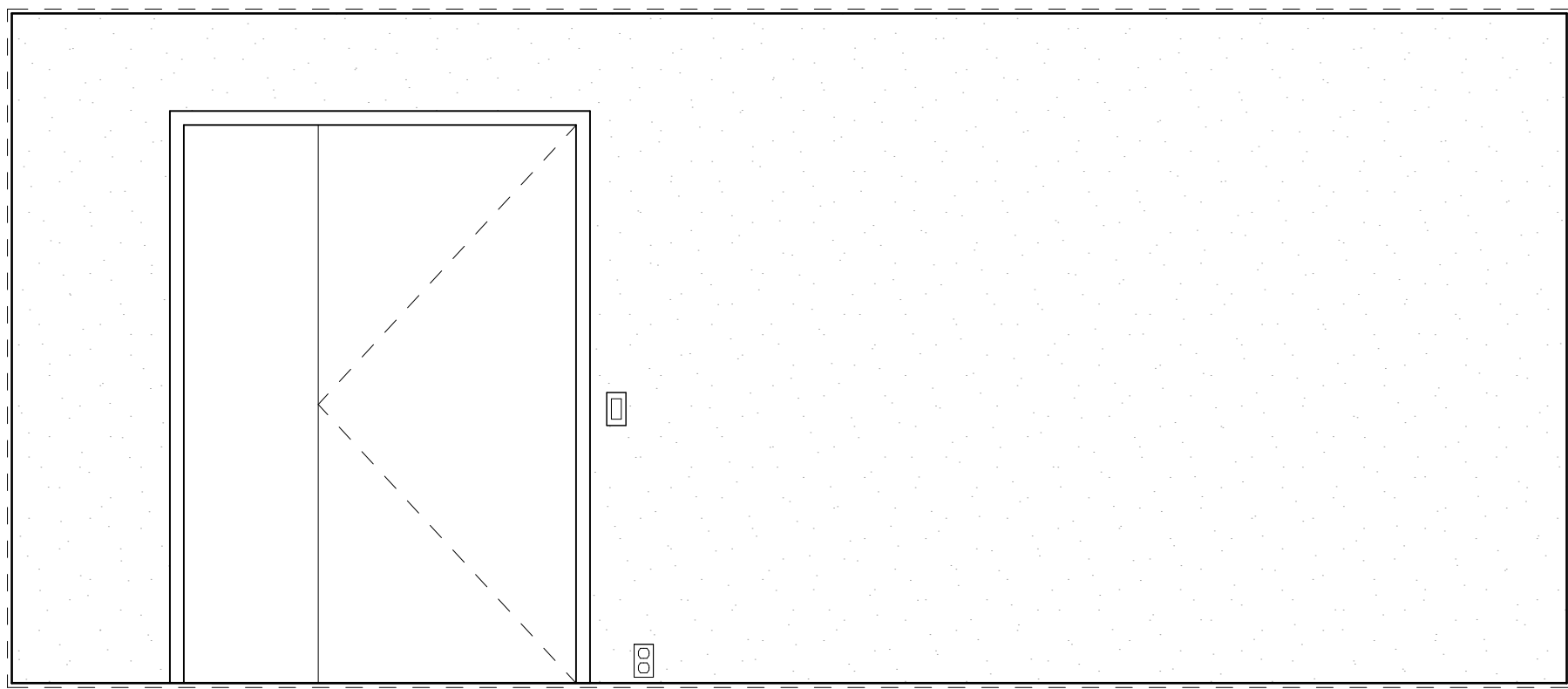
Interior Elevations

V26

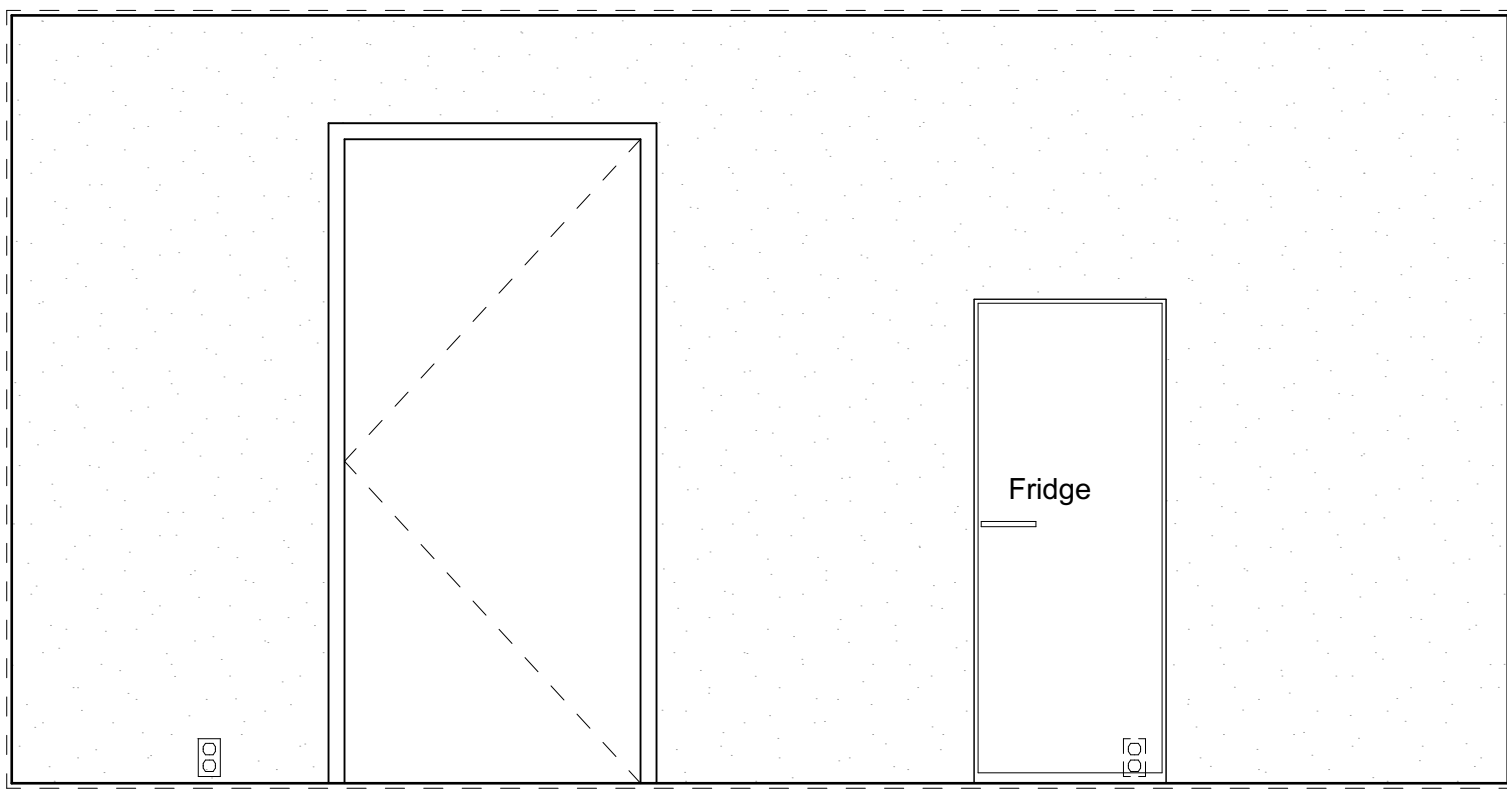
© FARMERPAYNEARCHITECTS



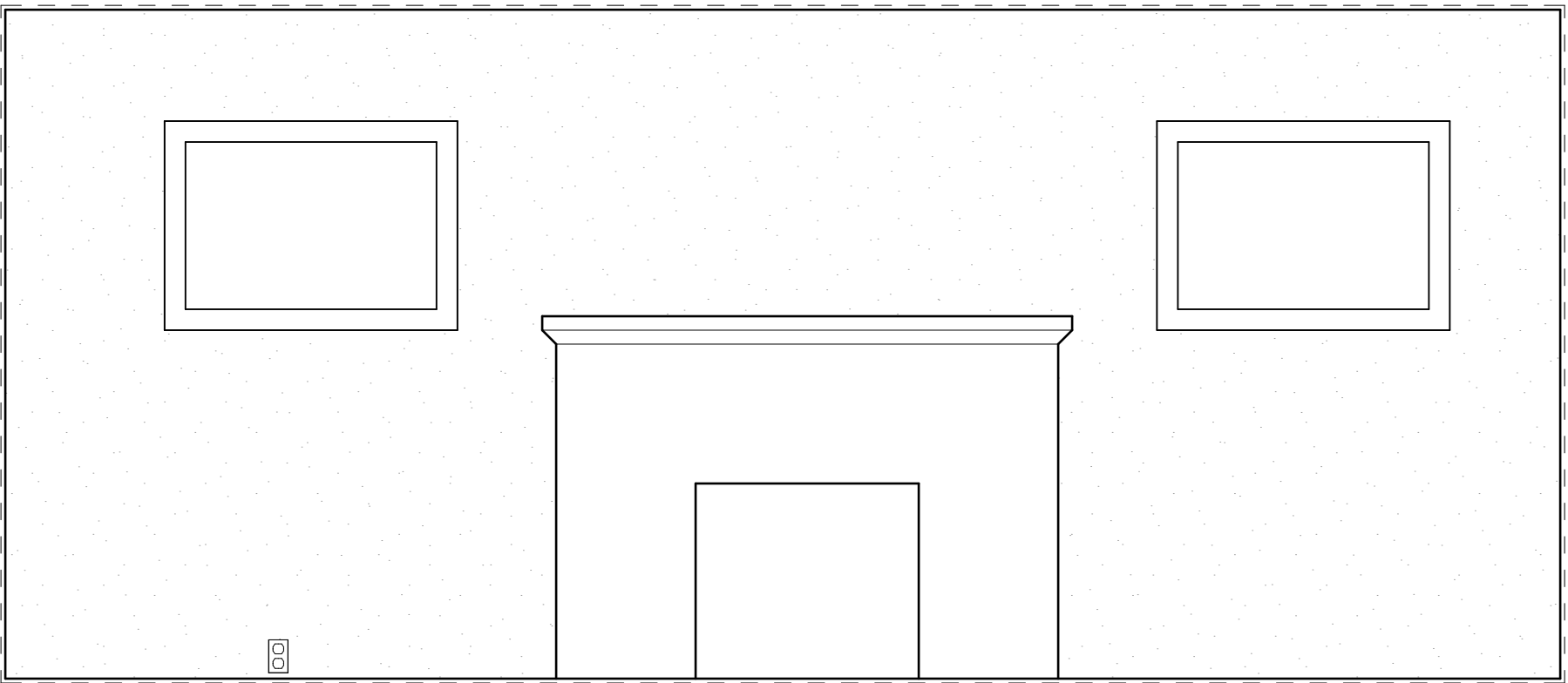
1 Mercantile 2 Plan
SCALE: 3/8" = 1'-0"



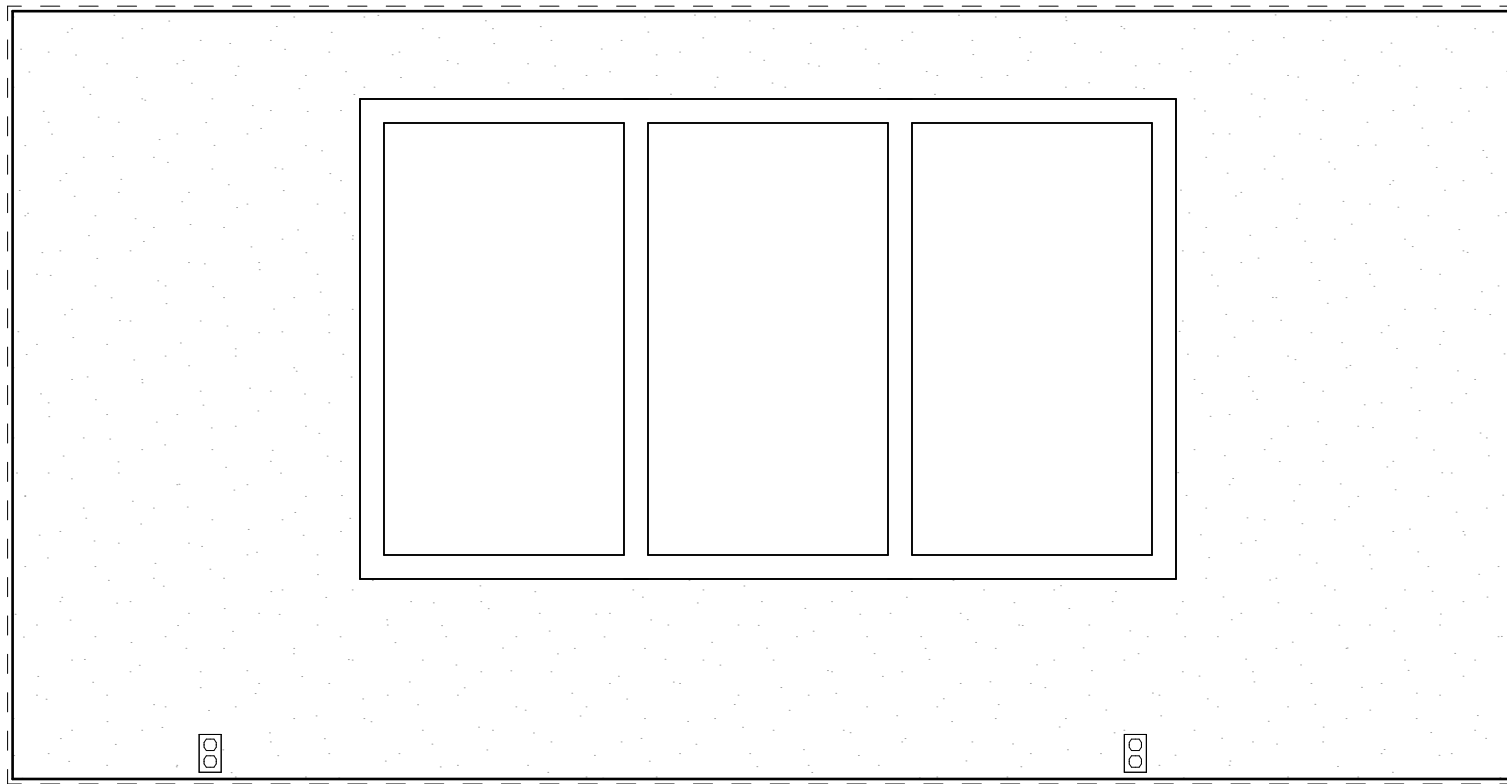
2 Mercantile 2 North
SCALE: 1/2" = 1'-0"



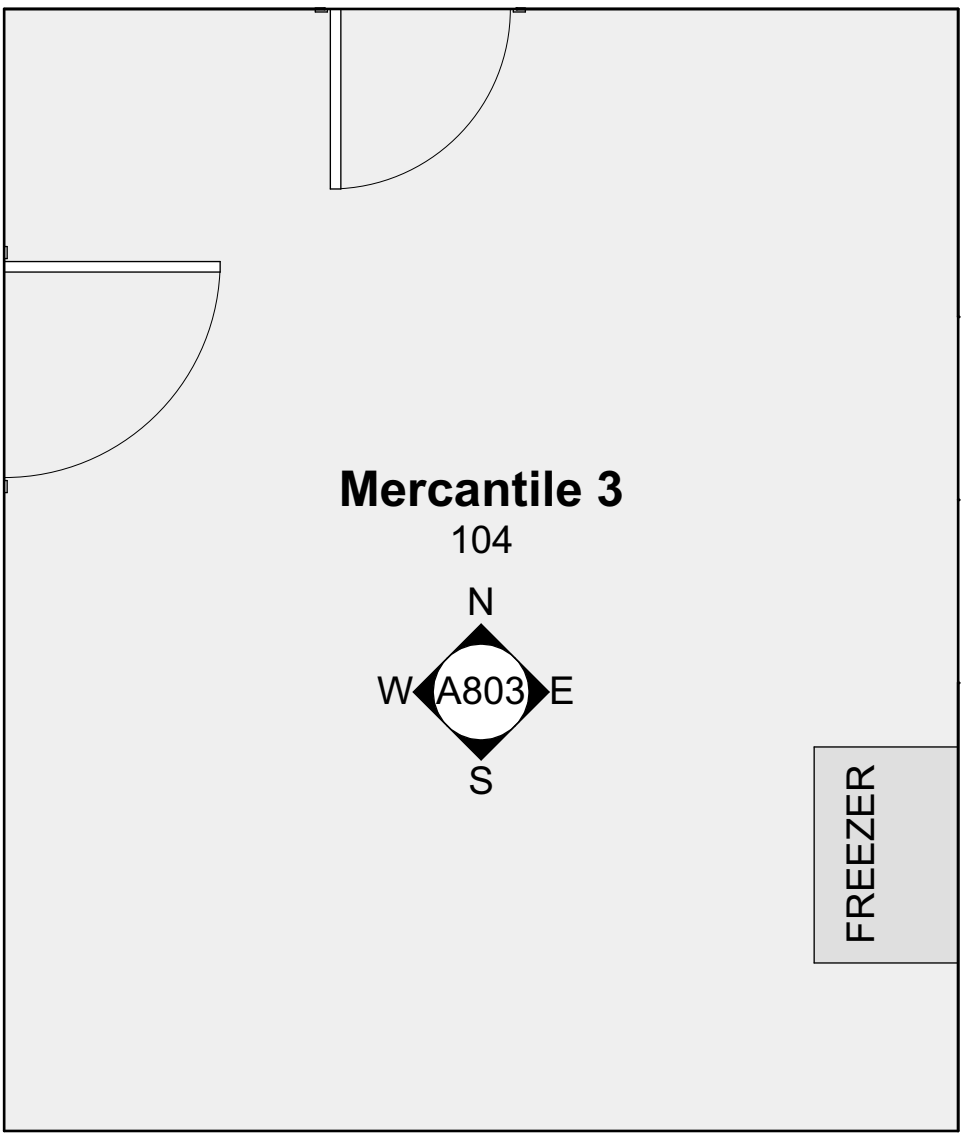
3 Mercantile 2 East
SCALE: 1/2" = 1'-0"



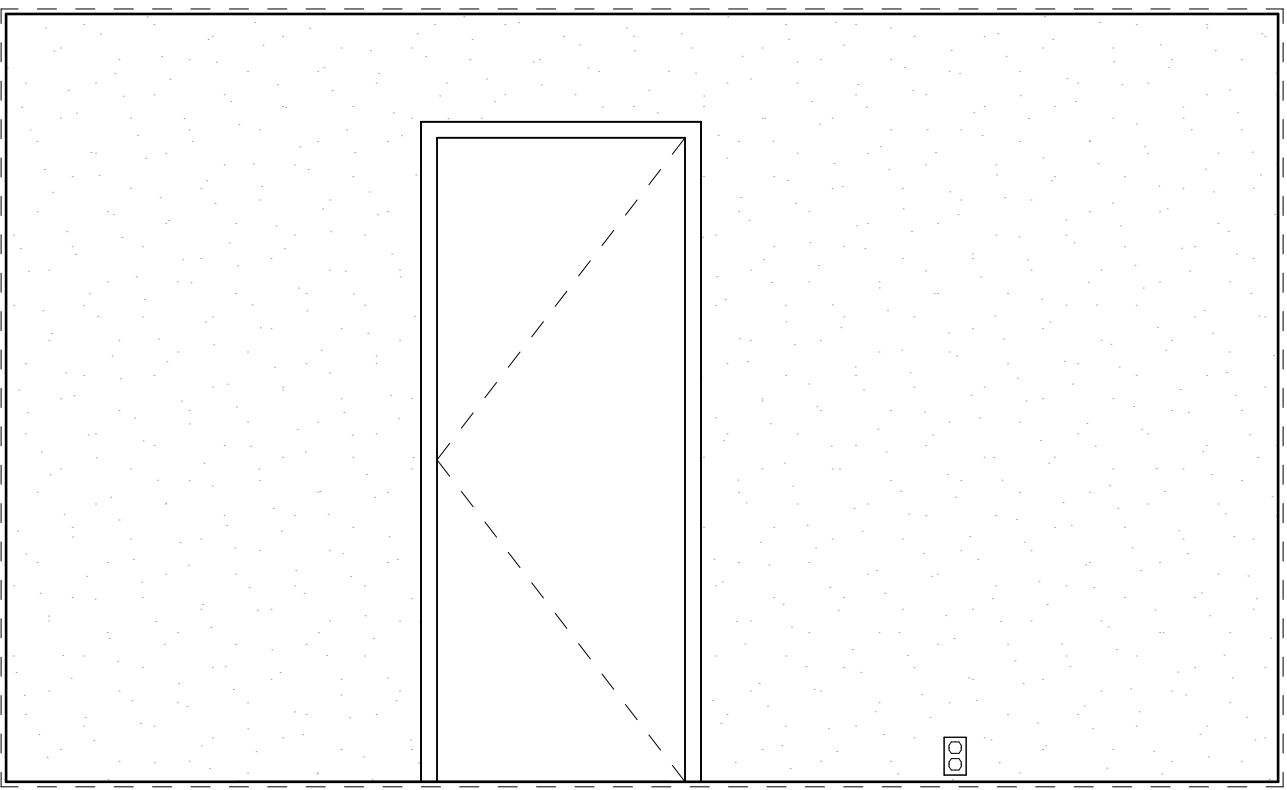
4 Mercantile 2 South
SCALE: 1/2" = 1'-0"



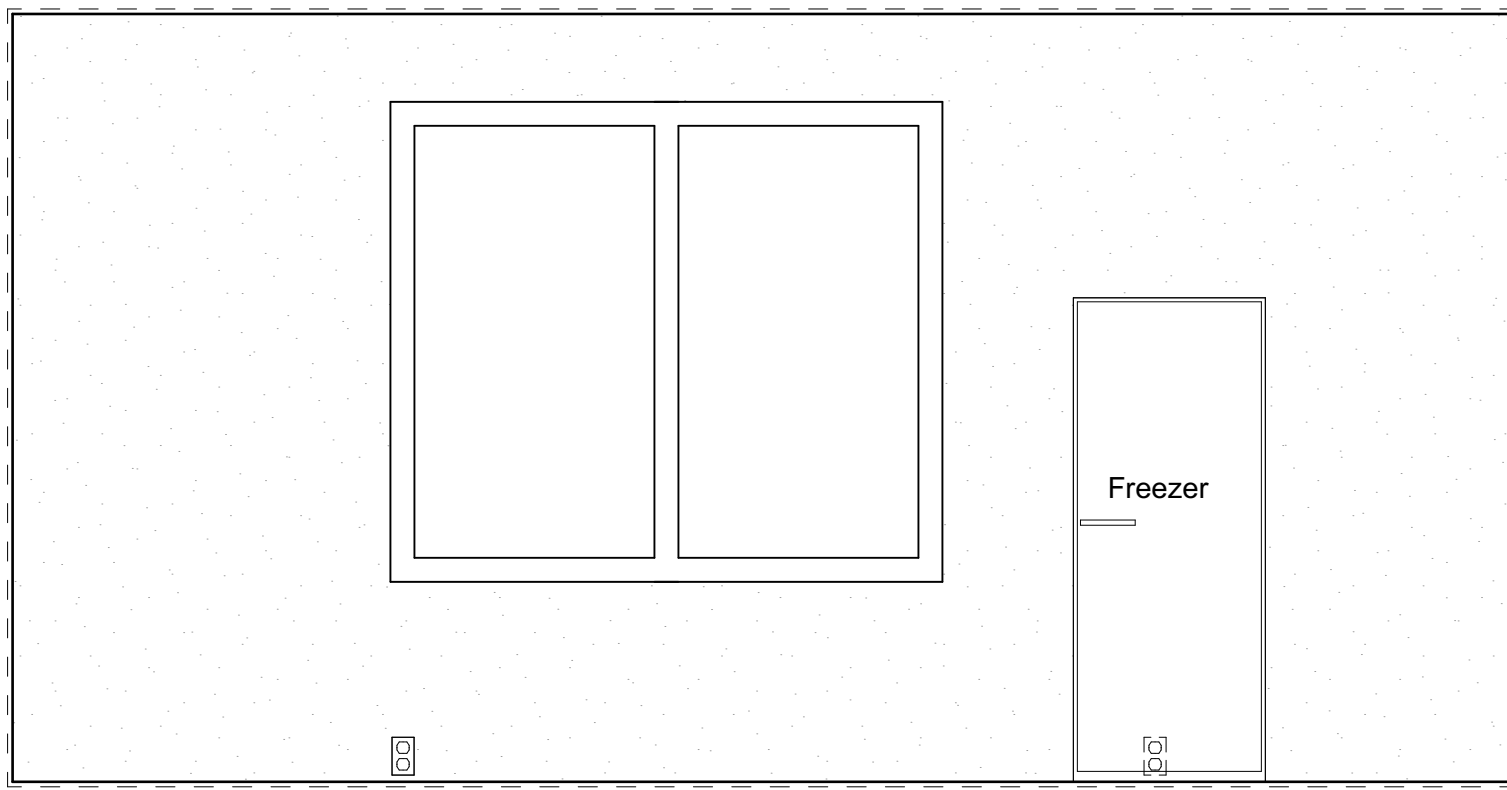
5 Mercantile 2 West
SCALE: 1/2" = 1'-0"



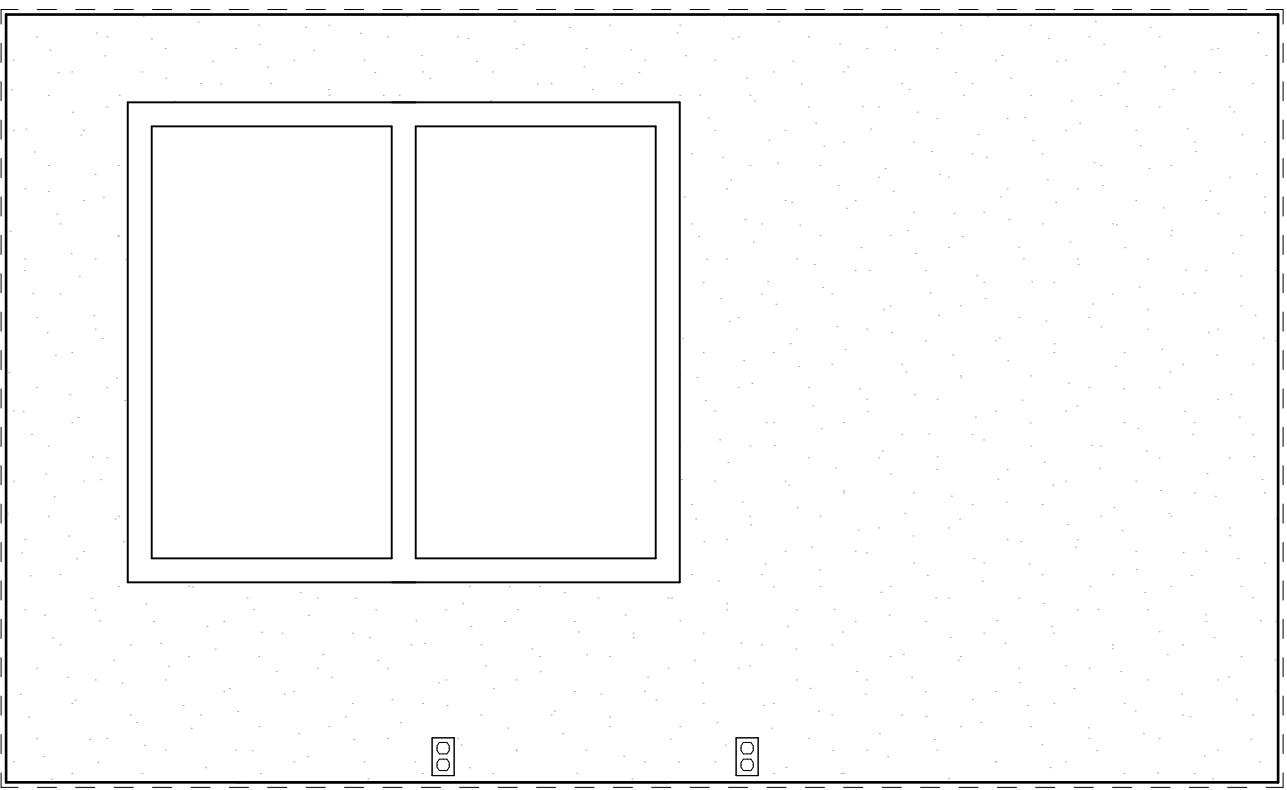
6 Mercantile 3 Plan
SCALE: 3/8" = 1'-0"



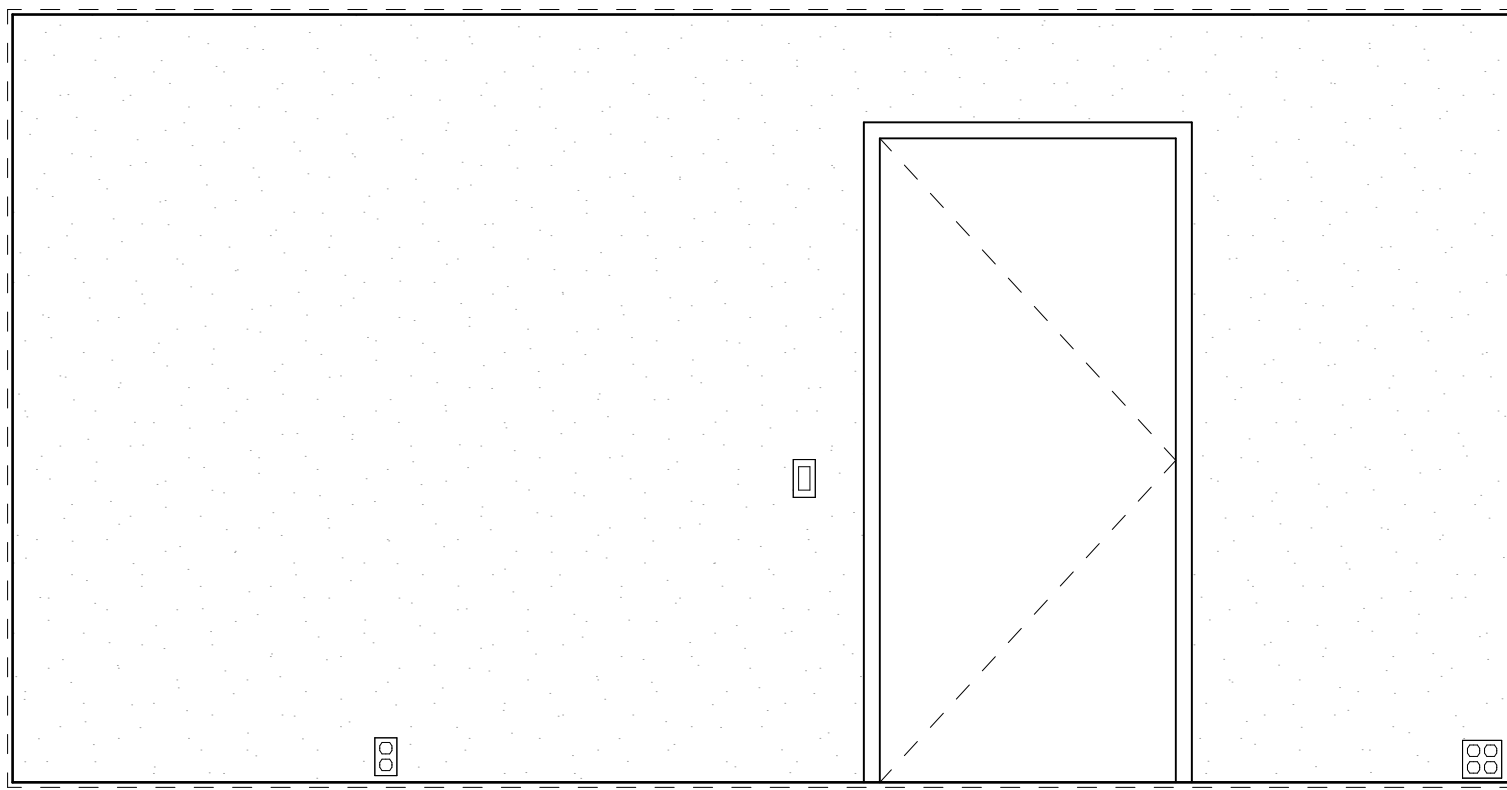
7 Mercantile 3 North
SCALE: 1/2" = 1'-0"



8 Mercantile 3 East
SCALE: 1/2" = 1'-0"



9 Mercantile 3 South
SCALE: 1/2" = 1'-0"



10 Mercantile 3 West
SCALE: 1/2" = 1'-0"

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ISSUE: PERMIT SET: 12/18/2025

XX/XX/2020 - Issue Description

A804

Interior Photos

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101 Lobby - No Alterations, Existing to Remain

103 Mercantile 2 - No Alterations, Existing to Remain

102 Mercantile 1 - No Alterations, Existing to Remain

104 Mercantile 3 - No Alterations, Existing to Remain