



# TOWN OF JACKSON

## PLANNING & BUILDING DEPARTMENT

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**Town of Jackson**

- Public Works/Engineering
- Building
- Environmental Stewardship
- Town Attorney
- Police

**Joint Town/County**

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- Pathways
- Housing Department

**Teton County**

- Planning Division
- Engineer
- Surveyor
- Assessor
- Clerk and Recorder
- Road and Levee

**State of Wyoming**

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- 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

- Regional Transportation

|   |  |
|---|--|
| <p>Date: April 4, 2025</p> <p>Item #: P25-038</p> <p>Planner: Katelyn Page</p> <p>Phone: 307-734-3493</p> <p>Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a></p> <p><b>Owners:</b><br/>Episcopal Church in Jackson Hole, Wy<br/>PO Box 1960<br/>Jackson, WY 83001</p> <p><b>Applicant:</b><br/>Jorgensen Associates<br/>Mila Dunbar-Irwin<br/>PO Box 9550<br/>Jackson, WY 83002</p> | <p><b>REQUESTS:</b></p> <p>The applicant is submitting a request for a Development Plan for a new 22,000 SF (approximate) mixed-use commercial and residential development at 139 N Cache Street, legally known as LOTS 1 THRU 7 &amp; 14 THRU 20 BLK 7, JACKSON ORIGINAL TOWNSITE.</p> <p>PIDN: 22-41-16-28-4-09-005.01</p> <p>For questions, please call Katelyn Page at 307-734-3493 or email the address shown to the left. Thank you.</p> |
| <p><b>Please respond by: April 25, 2025 (with Comments)</b></p>   |  |

**RESPONSE:** For Departments not using SmartGov, please send responses via email to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.townofjackson.com](http://www.townofjackson.com)  
Jackson, WY 83001

***For Office Use Only***

Fees Paid \_\_\_\_\_

Date & Time Received \_\_\_\_\_

Application #s \_\_\_\_\_

***Please note: Applications received after 3 PM will be processed the next business day.***

**PROJECT.**

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

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

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

**PROPERTY OWNER.**

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

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

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

**APPLICANT/AGENT.**

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

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

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

**DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Property Owner \_\_\_\_\_ Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning)

**Use Permit**

Basic Use

Conditional Use

Special Use

**Relief from the LDRs**

Administrative Adjustment

Variance

Beneficial Use Determination

Appeal of an Admin. Decision

**Physical Development**

Sketch Plan

Development Plan

Design Review

**Subdivision/Development Option**

Subdivision Plat

Boundary Adjustment (replat)

Boundary Adjustment (no plat)

Development Option Plan

**Interpretations**

Formal Interpretation

Zoning Compliance Verification

**Amendments to the LDRs**

LDR Text Amendment

Map Amendment

**Miscellaneous**

Other: \_\_\_\_\_

Environmental Analysis

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: \_\_\_\_\_ Environmental Analysis #: \_\_\_\_\_  
Original Permit #: \_\_\_\_\_ Date of Neighborhood Meeting: \_\_\_\_\_

**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. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for submittal requirements.

Have you attached the following?

**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type 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>.

**Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) under the relevant application type.

**Note:** Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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 Property Owner or Authorized Applicant/Agent

\_\_\_\_\_  
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: The Reverend James P. Bartz Title: Rector / President

Being duly sworn, deposes and says that The Episcopal Church in Jackson Hwy is the owner in fee of the premises located at:

Name of legal property owner as listed on deed

Address of Premises: 170 Glenwood 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: Jorgenson C/o Mila Dunbar-Iselin

Mailing address of Applicant/agent: PO Box 9550 Jackson, WY 83002

Email address of Applicant/agent: Mdi @ jorgeng.com

Phone Number of Applicant/agent: 307 - 733 - 5150

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 in 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     Home Occupation     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.

James Bartz

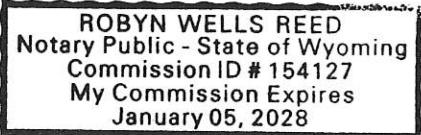
Property Owner Signature Rector / President

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 James Bartz this 21 day of October, WITNESS my hand and official seal.

Robyn Wells Reed  
Notary Public

My commission expires: January 05, 2028

# **St. John's Episcopal Church of Jackson Hole**

## **Browse 'N Buy Building**

### **Development Plan**

### **Application**

**Owner:**

St. John's Episcopal Church of Jackson Hole  
PO Box 1690  
Jackson WY 83001  
307-733-2603

**Prepared by:**



Jorgensen Associates, Inc.  
Engineers, Land Surveyors, & Planners  
1315 Highway 89 South, Suite 201  
P.O. Box 9550  
Jackson, WY 83002  
307.733.5150

**Town of Jackson**

Submittal Date: March 7, 2025  
Jorgensen Associates, Inc.  
Project No. 23092

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## **SECTION 1 - PROJECT BACKGROUND, OVERVIEW, FINDINGS AND RESPONSE TO SUBMITTAL CHECKLIST**

### **I. PROJECT BACKGROUND & HISTORY**

St. John's Episcopal Church (St. John's Church) of Jackson Hole is an episcopalian church founded in Jackson, WY in 1911. Throughout its history, its mission has been to utilize community and faith to impact the greater Jackson community in both spiritual and practical ways. Its original rectory has filled the needs of a growing Teton County by acting as a meeting place, social hall, hostel, library, school, and hospital over the years. Its main campus is northwest of the Town Square and consists of five buildings: the St. John's Church, the St. John's Chapel, the St. John's Church office building, a children's building, and the Browse 'N Buy thrift store. Pedestrian walkways, a large lawn, a labyrinth, and parking area also exist on the site.

Browse 'N Buy began as a biannual rummage sale in the 1970s, eventually growing into a thrift retail store intended to serve the Jackson community by providing used goods at an affordable price. It is run by a mix of employees and volunteers committed to supporting the community and planet through reusing, repurposing, and recycling items. The store operates by accepting donations of clothing and household items in good condition, selling them at reasonable prices, and then using the profits to support community outreach programs, such as One22 and Habitat for Humanity. Some items are donated to local community resource organizations, and donations that are deemed ineligible for sale are taken to the Recycling Center when possible.

Just in the past few months, the income from Browse 'N Buy has helped to support two disabled members of the community catch up on rent and keep their housing secure. In the past, it's gone to things such as providing a single mother with a dependable, used automobile to travel from home to work to school, supporting artistic endeavors like the provision of scholarship to local children in the Art Association's Spring Break Art Camp and giving a gift to the Jackson Hole Writer's Conference. The resource generated from Browse 'N Buy has helped support an annual Jackson Hole Indigenous Art Market featuring native artists from the Wind River Indian Reservation and across the country. At St. John's they say, "we use the income from Browse to make a love-spreading difference in Jackson and sometimes beyond." Browse 'N Buy helps add nearly a half million dollars annually to the mission, care, and service the Church provides to the Jackson Hole community. This redesign is anticipated to double that resource, enabling not only support for the community and her members in crisis, but also to develop new proactive programs and opportunities for service in our community.

Browse 'N Buy is currently located on the St. John's campus at 139 North Cache Street and is open Monday through Saturday from 10:00 AM to 5:00 PM. The store receives a significant volume of donations during limited drop-off hours, which staff sort into categories for sale, recycling, donation, or disposal when necessary. The sorting process takes place in the back room of the

building and is frequently overloaded due to the vast number of donations received. The store is crowded as well, both with shoppers and items for sale, because it has evolved past its current space of 5,000 SF and is now insufficient and fails to meet the needs of the community as best as it could.

Browse 'N Buy celebrated its 50<sup>th</sup> birthday in November of 2022, and the church has been actively planning and designing a re-build of this building for over a decade. Recognizing the growing needs of the community and the limitations of the existing facilities, St. John's Church launched the "A Legacy of Love" campaign to fund a redevelopment and expansion of the Browse 'N Buy store. Since the earliest charette in 2012, the scope and design is aimed at providing pleasing and functional design echoing the church's past and present along with Jackson's western heritage.

An expanded Browse 'N Buy building in its current design concept will provide the mission three floors (basement, first and second) of expanded retail space, substantial additional storage space keeping seasonal donations out of the landfill, and space offering ease for receiving and sorting through the backdoor. The building will also house the Jackson Cupboard with ground floor retail-like space for Cupboard clients and substantial storage for food resources for the valley. A retail-like space allows the clients of One22's Jackson Cupboard the dignity of selecting their own groceries. The basement of the building will host both expanded and accessible dedicated space for use by the recovery community in Jackson Hole. This will enable the recovery community to continue to offer the transformation of life and subsequent nurture and care that comes from sobriety and a community committed to that cause. The second floor will offer much-needed office space and two units of housing for church and partner staff.

The building has been designed to blend into the character of the St. John's Church campus and the neighboring town square area, with consideration for the needs of the community and the St. John's Church, specifics of the site, and the Town of Jackson Land Development Regulations (LDRs).

## **II. LOCATION & ZONING**

The site is located just northwest of the Town Square and is split-zoned between Town Square 2 (TS-2) and Downtown Core 2 (DC-2). It is specifically described as Lots 1-7 & 14 – 20 Block 7, Jackson Original Townsite. Plat 100 filed on July 18<sup>th</sup>, 1901 depicts these lots.

The site is integral to the character of downtown Jackson and has housed St. John's Church and the Browse 'N Buy thrift store for decades, as well as the Food Pantry. The character of the surrounding neighborhood is comprised of a mix of uses including short term lodging, restaurant, service, retail, commercial, office, housing, and government, as well as the open space of Town Square. The immediately adjacent properties include Hotel Jackson, Cowboy Coffee, and town square retail shops, and across the street are more restaurants and retail. The site is surrounded by N Cache St, Gill Ave, and N Glenwood St.

This property is not within the Scenic Resource Overlay (SRO) or the Natural Resource Overlay (NRO). It is in the Town Square and Town Commercial Core Comp Plan Districts. As of January 1, 2025 it will be within the Teton County CWPP Wildland Urban Interface.

### **III. OWNER & PROJECT TEAM INFORMATION**

#### **PROPERTY OWNER & APPLICANT:**

The Episcopal Church in Jackson Hole  
170 N Glenwood St  
PO Box 1690  
Jackson WY 83001

#### **PLANNING, SURVEY, GEOTECH, & ENGINEERING**

Jorgensen Associates, Inc.  
P.O. Box 9550  
Jackson, Wyoming 83002  
307-733-5150  
mdi@jorgeng.com

#### **ARCHITECTURE**

Hawtin Jorgensen  
265 E Simpson Ave  
Jackson WY 83001  
307-733-4364

### **IV. CURRENT PROGRAMMING & DEVELOPMENT PROPOSAL**

Current programming includes the Browse 'N Buy retail store, which is open from 9:00am to 5:00pm, Monday – Saturday, and closed on Sundays. Drop-off hours are currently 8:30am to 11:30am at the back door, on the same days the store is open.

The development proposal consists of a multi-use two-story building with a basement that encompasses approximately 21,944 SF (14,785 square feet above grade with a 7,311 square foot basement). It will have space for an expanded Browse 'N Buy, the Jackson Cupboard / One22, Recovery Community meeting rooms, office space for the church, and two apartments for church and partner staff, one of which will be deed restricted for affordable housing mitigation. See below for a table containing the development quantities for this project.

| Structure Floor Area Calculations |                                |               |
|-----------------------------------|--------------------------------|---------------|
| Basement                          | Use                            | Square Feet   |
|                                   | Browse N Buy Retail            | 4,764         |
|                                   | Recovery Meeting Space Office  | 2,547         |
|                                   | Jackson Cupboard Service       | -             |
|                                   | Residential Apartments Housing | -             |
|                                   | <b>Total Floor Area</b>        | <b>7,311</b>  |
| First Floor                       |                                |               |
|                                   | Browse N Buy Retail            | 5,164         |
|                                   | Recovery Meeting Space Office  | -             |
|                                   | Jackson Cupboard Service       | 1,924         |
|                                   | Residential Apartments Housing | -             |
|                                   | <b>Total Floor Area</b>        | <b>7,088</b>  |
| Second Floor                      |                                |               |
|                                   | Browse N Buy Retail            | 4,923         |
|                                   | Recovery Meeting Space Office  | -             |
|                                   | Jackson Cupboard Service       | -             |
|                                   | Residential Apartments Housing | 2,622         |
|                                   | <b>Total Floor Area</b>        | <b>7,545</b>  |
|                                   | <b>Total Floor Area</b>        | <b>21,944</b> |

Browse 'N Buy will keep its current hours of operation. 9:00am – 5:00pm, Monday through Saturday and closed on Sundays. Drop off hours at the backdoor may change from 8:30am to 11:30am to 8:30am to 12:30pm with the expanded receiving capacity allowed by the new building. The recovery community meets seven (7) days per week between 7:00-8:00am, 12:00pm-1:00pm, and 7:00-8:00pm, and generally see between 1 and 30 people at meetings. The new space will be dedicated solely to this purpose and not shared with other uses. The Jackson Cupboard will define hours based on staff and volunteer schedules and client needs, but usually operates about 12 hours per week over three (3) sessions and sees a total of approximately 40 people. There will be two residential units, a two bedroom unit and a one bedroom unit, the two bedroom unit will be deed restricted at <50% median income to meet affordable housing requirements and the other kept unrestricted so it can be used to provide flexible housing for those in need. The intention of the one-bedroom unit is to provide emergency shelter, space for visiting speakers, or other community and Church needs – uses which are not contemplated by the affordable housing regulations but which still provide much-needed community benefits. Housing mitigation is required as calculated below using the Housing Mitigation Calculator. Common space and circulation were removed due to their being shared amongst uses:

## Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of

| Existing Use (Sec. 6.3.2.A) | Housing Requirement (Sec. 6.3.3.A) | Use Size: bedrooms | Use Size: habitable sf | Use Quantity | Housing Required |
|-----------------------------|------------------------------------|--------------------|------------------------|--------------|------------------|
| Retail                      | 0.000216*sf                        |                    | 4070                   | 1            | 0.878            |
| Service                     | 0.000216*sf                        |                    | 0                      | 1            | 0.000            |
| Office                      | 0.000247*sf                        |                    | 930                    | 1            | 0.229            |
|                             |                                    |                    |                        |              |                  |
|                             |                                    |                    |                        |              |                  |

### Step 3: Proposed Development

Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

| Proposed Use             | Housing Requirement (Sec. 6.3.3.A)          | Use Size: bedrooms | Use Size: habitable sf | Use Quantity | Housing Required |
|--------------------------|---|--------------------|------------------------|--------------|------------------|
| Retail                   | 0.000216*sf                                 |                    | 11726                  | 1            | 2.529            |
| Service                  | 0.000216*sf                                 |                    | 1540                   | 1            | 0.332            |
| Office                   | 0.000247*sf                                 |                    | 1911                   | 1            | 0.471            |
| Affordable Housing Unit  | exempt                                      |                    |                        | 1            | 0.000            |
| Apartment (Unrestricted) | 0.000017*sf+(Exp(-14.17+1.59*Ln(sf)))/2.176 |                    | 1070                   | 1            | 0.039            |

Affordable Workforce Housing Required: 2.265 units Fee-in-Lieu Amount: n/a

The project proposes to deed restrict the 2-bedroom unit and to pay fee-in-lieu for the one-bedroom, as mentioned earlier. The applicant will work with the housing department to determine appropriate income-levels and size for the deed restricted unit vs. fee-in-lieu amount.

Overall, the uses proposed in the new building will not be intensified, simply more efficiently accommodated with space designed for their purposes. There are no new operating hours proposed and no increase in traffic other than that which may naturally come from an expanded downtown shopping opportunity. Any increase in retail shoppers is anticipated to be foot traffic from the downtown core.

Parking for the St John's Campus is currently shared between all campus uses. There are a total of 114 spaces available via off-street, on-street, and historical parking credits as per the Town Parking Credit Table. The off-street spaces are in the existing parking lot at the southwest corner of the campus (the “Browse ‘N Buy parking lot”) which has (21) spaces, including (2) accessible and has unstriped areas dedicated to loading and unloading. This lot does not comply with Glenwood Street parking setbacks or the Off-Street Parking and Loading Design Standards.

The existing church use requires 55 spaces and the proposed Browse 'N Buy expansion will require 36 spaces (see calculations below), for a total of 91 spaces required for the campus.

Due to the floor area expansion rule in LDR Sec. 1.9.2.B.5, the current parking lot is required to be brought into dimensional compliance. In order to do this, and to make space for a dumpster enclosure and electrical transformers, the number of spaces proposed in the parking lot is (15). These include four dedicated Browse 'N Buy spaces for drop offs and two dedicated residential spaces for the proposed apartments.

The (91) required parking spaces for the campus will be provided by the 44 on-street spaces and 49.84 historical parking credits and by the (15) spaces in the Browse 'N Buy parking lot, providing a total of (108.84) spaces, representing a (17.84) space surplus compared to the minimum requirement of 91. Town of Jackson staff has determined that there is no minimum required in the off-street lot specifically, and the parking requirement can be met through a combination of available spaces.

| Use         | Name          | SF – Difference  | Parking Calc | Total      |
|-------------|---------------|------------------|--------------|------------|
| Retail      | Browse 'N Buy | 14852sf          | 2.25/1000sf  | 24.26 → 25 |
| Service     | Food Cupboard | 1924sf (all new) | 1.5/1000sf   | 4.33 → 5   |
| Office      | Recovery      | 2547sf           | 1.65/1000sf  | 3.64 → 4   |
| Residential | Apartments    | 2622sf (all new) | 1/DU         | 2          |
|             |               |                  | <b>TOTAL</b> | <b>36</b>  |

Though the existing parking lot is non-compliant with the current form-based standards in the LDRs, it has been functioning well for decades, and provides much-needed off-street parking in the downtown core. The applicant is hopeful that the Town of Jackson will find an avenue for approval that would allow the existing parking lot to remain unchanged, so it can continue to provide this essential community benefit for a functional downtown area.

The project does not trigger the bicycle parking requirements, as it does not generate new parking requirements over what is allocated already. However, the applicant is proposing to provide a total of eight covered bicycle parking spots, (4) on the west end of the trash enclosure in the parking lot and four on the north side of the new building. Rack style and placement will comply with Town of Jackson Standards.

## V. FINDINGS FOR APPROVAL

### I. 8.3.3.C. Development Plan - Findings for Approval

A development plan shall be approved upon finding the application:

- 1. Is consistent with the desired future character described for the site in the Jackson/Teton County Comprehensive Plan (Comp Plan).*

**Complies.** The site is currently located within Jackson/Teton County Comprehensive Plan (Comp Plan) District 1 – Sub-area 1.2 – Town Square, Outer Square as well as District 2 – Sub-area 2.3 – Town Commercial Core, Downtown. These two subareas govern this site's relationship with the Comprehensive Plan.

Subarea 1.2, Outer Square, is a Stable Subarea intended to “focus on maintaining western character consistent with the character of the district.” This project has been designed with this at the forefront and will blend seamlessly with the surrounding buildings in keeping with the traditions of Town Square architecture. The walkway will be covered, boardwalk, and inviting, and the design reflects the western heritage of the area.

Subarea 2.3, Downtown, is a Transitional Subarea that is intended to “create a vibrant mixed use area by accommodating a variety of uses and amenities.” It is acknowledged that there will be lodging, long-term residential housing, commercial and office uses. Browse ‘N Buy has been a much-loved staple of the downtown shopping experience, and this proposal will allow it to continue to provide this amenity for visitors and locals alike. Incorporating housing and civic space in the development program meet the mixed-use intention of the Downtown Subarea.

St John’s Episcopal Church and Rectory has been a mainstay of the Jackson community since it was built in 1911. The Rectory was used as a meeting place and social hall as well as a hostel for local ranchers and lodgers staying at dude ranches. It has been used as a community library and primary classroom at various times. The Chapel was built in 1916 using local logs, and was designed in the rustic style that has come to define downtown Jackson.

Browse ‘N Buy was established as a mission of St John’s whose purpose is to assist the Jackson community by stocking affordable necessities, clothing, and household goods, and to use the funds raised to support community outreach programs. The space also houses the Jackson Cupboard/One22, and 12-Step Programs.

This proposal complies with the intentions of both Subareas 1.2 and 2.3 in that it maintains a mixed-use development including retail, civic space, and residential uses in

a western character building. This project is simply a remodel and upgrade for existing functions that will provide better services and amenities for the community.

**2. Achieves the standards and objective of the Natural Resource Overlay (NRO) and Scenic Resources Overlay (SRO), if applicable.**

**Not Applicable.**

**3. Does not have significant impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMS facilities.**

**Complies.** There will be no increase in impact to transportation, parks, schools, police, fire, and EMS, and no undue impact on potable water and wastewater facilities. The calculations for the latter can be found in the Engineer's Report in Section 2.

**4. Complies with the Town of Jackson Design Guidelines, if applicable;**

**Complies.** The project has gone before the Design Review Committee via informal review on June 12, 2024 with a conceptual plan. This plan was determined to comply with the Town Design Guidelines and the DDO-2 Western Character Design Guidelines with minimal feedback. This project has been designed to the standards set out in these guidelines.

**5. Complies with all relevant standards of these LDRs and other Town Ordinances**

**Complies.** This project has been designed to comply with all relevant standards of the LDRs.

**6. Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.**

**Complies.** This project complies with the conditions of the 1994 Conditional Use Permit and 1999 Development Plan which apply to the property.

## VI. PROPOSED DEVELOPMENT PROGRAM

- I. Structure, Location, and Mass – See SD set (**Section 3**) for details. The proposed building is a rectangular two-story design with a basement and is currently designed as 21,944 SF in total, with a 1,430 SF exterior covered walkway, a 1,097 SF exterior covered dumpster/unloading area, and a 1,356 SF exterior second floor deck. There will be areas devoted to retail space for Browse 'N Buy, storage and sorting space for Browse 'N Buy,

the recovery community, the Jackson Cupboard, residential apartments, mechanical and common space, and circulation and egress. It is located within the setbacks prescribed by the TS-2 zone with its main entrance facing to the east and its parking and drop off area facing to the west off Glenwood Street.

**II. Maximum Scale of Development** – the building is currently designed at 21,994 SF

**III. Lot Coverage** – not applicable in TS-2 zone

**IV. Minimum LSR** – not applicable in TS-2 zone

**A. FENCING**

No new fencing is proposed for the project.

**B. EXTERIOR LIGHTING**

Will comply with the LDRs, be Dark Sky Compliant, and be detailed at Building Permit.

**C. LANDSCAPING**

See **Section 3** for Landscaping Plan.

**D. SIGNS**

Browse 'N Buy will have a sign on the building on N Cache St and a small sign on Glenwood. Both of which will comply with the sign standards.

**E. GRADING, EROSION CONTROL, STORMWATER MANAGEMENT**

See Engineers Report **Section 2**, Site Plan **Section 3**, and Stormwater Calculations **Section 3**.

**F. ALLOWED USES**

The project will consist of four uses: retail, service, office, and residential. There is an assembly use (church) on the property as well which has been previously permitted. The uses are all allowed as per the LDRs and a Basic Use Permit application has been submitted separately.

**G. PARKING AND LOADING**

See Engineer's Report **Section 2**.

**H. SUBDIVISION**

No subdivision is contemplated in this application.

**I. EMPLOYEE HOUSING**

The project proposes to build one unit of affordable housing for mitigation and pay a fee-in-lieu for the other. The applicant will work with the Housing Department to determine the unit size and income level for the on-site unit and fee-in-lieu. See below for the housing calculations.

#### Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of

| Existing Use (Sec. 6.3.2.A) | Housing Requirement (Sec. 6.3.3.A) | Use Size: bedrooms | Use Size: habitable sf | Use Quantity | Housing Required |
|-----------------------------|------------------------------------|--------------------|------------------------|--------------|------------------|
| Retail                      | 0.000216*sf                        |                    | 4070                   | 1            | 0.878            |
| Service                     | 0.000216*sf                        |                    | 0                      | 1            | 0.000            |
| Office                      | 0.000247*sf                        |                    | 930                    | 1            | 0.229            |
|                             |                                    |                    |                        |              |                  |
|                             |                                    |                    |                        |              |                  |
|                             |                                    |                    |                        |              |                  |

Existing Workforce Housing Credit 1.107

#### Step 3: Proposed Development

Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

| Proposed Use             | Housing Requirement (Sec. 6.3.3.A)          | Use Size: bedrooms | Use Size: habitable sf | Use Quantity | Housing Required |
|--------------------------|---|--------------------|------------------------|--------------|------------------|
| Retail                   | 0.000216*sf                                 |                    | 11726                  | 1            | 2.529            |
| Service                  | 0.000216*sf                                 |                    | 1540                   | 1            | 0.332            |
| Office                   | 0.000247*sf                                 |                    | 1911                   | 1            | 0.471            |
| Affordable Housing Unit  | exempt                                      |                    |                        | 1            | 0.000            |
| Apartment (Unrestricted) | 0.000017*sf+(Exp(-14.17+1.59*Ln(sf)))/2.176 |                    | 1070                   | 1            | 0.039            |

Affordable Workforce Housing Required: 2.265 units

Fee-in-Lieu Amount: n/a

## J. TRANSPORTATION FACILITY

No changes are proposed to access for this project. The existing parking lot can be accessed off of Glenwood and there is pedestrian access via N Cache, Gill, and Glenwood with connecting sidewalks to all entrances.

## K. REQUIRED UTILITIES

See Engineer's Report **Section 2**.

## L. MAXIMUM SCALE OF USE

The property has a maximum floor area ratio of 1.83, allowing a maximum floor area of 192,113-sf excluding basements. The existing floor area of the property is 24,798 SF, a floor area ratio of 0.236, and the proposed floor area of the property is 35,250 SF, a floor area ratio of 0.336. This project would increase the total floor area of the property by 10,452 SF.

## M. OPERATIONAL STANDARDS

Refuse and recycling will be collected in an enclosure which will be placed in the existing parking lot.

## N. OTHER

A neighborhood meeting was held on Thursday, January 16<sup>th</sup> at Hansen Hall of St. John's Church with approximately 15 attendees. A full summary can be found in **Section 4**.

## SECTION 2 – ENGINEER’S REPORT

### O. Introduction

This Engineer’s Report is intended to provide the engineering basis for design and to discuss engineering related topics for the re-development of the existing Browse ‘N Buy building site located primarily on Lot 7, Block 7, Original Town Site, Jackson, Wyoming, currently known as 170 Glenwood Street. The proposed re-development includes the demolition and reconstruction of a larger, more efficient building to meet current and future Church outreach mission needs on the Southeastern corner of the St John’s Church campus. Design details will advance as the plan moves into construction permitting and construction phases of the project. The programming and scale of the proposed building is further discussed in **Section 1. Subsection I. – Project Background & History** of the Development Plan Application narrative.

The existing Town of Jackson road, water, sanitary sewer and storm drain infrastructure will be used to service the development. The Town infrastructure and electrical, gas, and communication utilities are in place at or near the proposed development. The existing conditions and proposed site plans are depicted in **Section 3 – Development Plan Design**. The general engineering items are discussed here.

Vehicular access to the proposed building will remain unchanged, with off-street parking provided in the existing parking lot accessed from Glenwood Street. Pedestrian access is provided to the site from both Cache Street and Glenwood Street.

### P. Site and Soils Conditions

The project site is located in downtown Jackson and is generally flat, with a very gradual slope toward the north-west (approximately 2%). No steep slopes exist in the project area. The underlying geology is the Cache Creek alluvial fan deposits which consist of water-laid gravel, sand, silt, and clay. The project location is within the distal end of the fan (far from the mouth of the canyon) where finer grained deposits are more abundant. Based on this geology and Jorgensen’s experience with soils in the immediate vicinity, conditions are expected to be suitable for construction, however a site-specific geotechnical investigation is ongoing with results that will be used in the preparation of the final design and building permit documents.

### Q. Groundwater

Based on previous Jorgensen groundwater monitoring on adjacent properties, groundwater depths in this area range between 25’ and 50’ deep. This depth is suitable for the proposed construction. The adjacent buildings (both the Hotel to the south and the Church to the north) have basements as deep or deeper than the proposed basement elevation. The geotechnical investigation is expected to include the installation of a groundwater monitoring well to confirm site specific groundwater depths which will be incorporated into the design.

### R. Transportation Parking and Access

Analysis and calculation of parking required is provided in **Section 1., Subsection IV. – Current**

*Programming & Development Proposal.* The Glenwood Street parking lot will provide (15) off-street parking stalls, including (2) Accessible stalls. Since there is no minimum number of stalls required in this parking lot, this is more than sufficient. Plan views of lot detailing key dimensions, layouts and drainage patterns are provided in the plan set. A total of eight covered bicycle parking spaces are provided, four on the west end of the dumpster enclosure and four spaces adjacent to the north side of the proposed building.

Vehicular and pedestrian access to the site will remain unchanged and is provided by the existing Town of Jackson gridded street network, which is expected to be sufficient to service the proposed re-development.

### **S. Grading, Drainage, and Stormwater Management**

The existing building has a roof that drains north and south to landscaped areas where runoff infiltrates. The existing parking lot slopes west to the Glenwood Street gutter.

Drainage patterns in the parking lot drainage basin (Basin A) will remain unchanged, with runoff flowing west to the Glenwood Street gutter, however the basin size will be reduced slightly (with less landscaped and less hardscaped/roof area in the basin). Pre-development runoff for the 100-year storm from Basin A is calculated to be 0.81cfs compared to a post-development runoff of 0.77cfs. The effect of the reduction in area will result in smaller overall runoff to the Town stormwater system in Glenwood with no new pollutants being introduced. With no new pollutants (either type or quantity) being introduced, no pollution abatement is required by the Land Development Regulations (5.7.4.B.2.h).

The building drainage basin will consist entirely of roof, with runoff free-draining off the roof to the north (drip-edge) and internally collected and routed to drains. All runoff from the main building will be collected and routed to a surface infiltration basin in the existing landscaped area north of the proposed building and east of the St. John's Church Sanctuary. A basin sufficient to detain the 5244 gallons from the 100-year storm will be provided.

If it is decided during subsequent design to collect storm runoff in an underground collection and conveyance system that is discharged into the Town of Jackson Stormwater system, it will be treated, at minimum, with a down-turned 90 bend on the outlet from the last structure.

Table 1 – Stormwater Calculations

| Stormwater Rational Method Runoff    |                            |                             |                              |
|--------------------------------------|----------------------------|-----------------------------|------------------------------|
| Design Storm Frequency = 100         |                            |                             |                              |
| Basin                                | Pre-Development Peak (cfs) | Post-Development Peak (cfs) | Required Water Storage (gal) |
| Basin A - Parking Lot                | 0.81                       | 0.77                        | 0                            |
| Basin B - Building & Landscaped Area | 0.44                       | 0.63                        | 5244                         |
| <b>Total</b>                         | <b>1.25</b>                | <b>1.39</b>                 | <b>5244</b>                  |

### **T. Water Supply and Distribution System**

Water (domestic and fire) will be supplied to this development by the Town of Jackson Public Water

System using the existing Cache Street service connection (contingent on sufficient size and good condition), or a new service tap will be made from the same water main in Cache.

Water demand for domestic use was calculated using the AWWA M22 method and estimated at 58 gpm based on fixture counts for the proposed building. No additional irrigation demand is expected as part of this development with the reduction in landscaped areas and the irrigation system already in place and supplied from the other building on the property.

The fire suppression system demand of 1,500gpm was calculated utilizing Appendix B, Table B105.2 and Table 105.1(2) of the 2021 International Fire Code based on building area and Type IV construction. All buildings will provide a full sprinkler system designed per NFPA 13.

## **U. Wastewater Collection and Treatment Systems**

Sanitary sewer will be connected to the existing Town of Jackson sewage collection lines via the existing service in the Browse 'N Buy parking lot. This service will be inspected to ensure sufficient size and good condition prior to connection.

Wastewater generation values were developed using 2018 Wyoming DEQ Chap. 25, Table 2 for the proposed building program. Those values are summarized in Table 2 below.

Table 2 – Wastewater Generation

| Sanitary Sewer Generation        |                 |                                       |  |                  |            |
|----------------------------------|-----------------|---------------------------------------|--|------------------|------------|
| Unit Type                        | Number of Units | Max Flow per Unit, (gpd) <sub>1</sub> | Average Daily Flow; percent of maximum |                  | 60%        |
|                                  |                 |                                       | Average TOTAL, (gpd)                   | Peak Hour Factor | 2          |
| Mercantile (person)              | 106             | 15                                    | 954                                    | 1590             | 2.2        |
| Storage & Sorting (person)       | 18              | 15                                    | 162                                    | 270              | 0.4        |
| Recovery Community (person)      | 114             | 15                                    | 1026                                   | 1710             | 2.4        |
| Jackson Food Cupboard (person)   | 25              | 15                                    | 225                                    | 375              | 0.5        |
| Residential Apartments (bedroom) | 2               | 120                                   | 144                                    | 240              | 0.3        |
| <b>Total</b>                     |                 |                                       | <b>2511</b>                            | <b>4185</b>      | <b>5.8</b> |

## **V. Cable Utilities and Gas**

Electrical power and natural gas connections have been coordinated with Lower Valley Energy, and connections of both will be provided in the southwest corner of the building. Relocated transformers and an electrical vault serving the proposed building, the rest of the St. John's Campus and the property to the south will be located west of the dumpster enclosure. All relocated Primary lines, vaults and transformers are proposed in an existing Lower Valley Energy easement. Gas to the proposed building will be taken from the existing St. John's Church Sanctuary service, which runs just to the west of the proposed building and will require minor relocation near the proposed building. Communication utility vaults can be located in the same transformer area and will be coordinated with Century Link Communications, Charter Communications and

SilverStar Communications.

#### **W. Refuse, Trash, and Recycling**

Refuse, garbage, and multiple types of recycling are proposed in a dedicated, covered area west of the main Browse 'N Buy building. The enclosure, when the doors are closed, will hide the dumpsters and be inaccessible to wildlife.

#### **X. Snow Storage**

A snow storage area sized to be a minimum of 10% of the area of the plowed off-street parking will be provided in the western end of the parking lot. This area is not required to meet the minimum required parking.

## **SECTION 3 – DEVELOPMENT Plan Design**

- **BROWSE ‘N BUY SCHEMATIC DESIGN (SD) SET - ELEVATIONS, FLOOR PLANS, & CHARACTER SKETCHES BY HAWTIN JORGENSEN ARCHITECTS**
- **BROWSE ‘N BUY CIVIL SET BY JORGENSEN ASSOCIATES, P.C.**
- **STORMWATER, WATER, & SEWER CALCULATIONS BY JORGENSEN ASSOCIATES, P.C.**
  - **CONSTRUCTION MANAGEMENT PLAN**



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## LDR COMPLIANCE

Lots 1-7 & 14-20, Blk. 7, Jackson Original Townsite  
139 N Cache St & 170 N Glenwood St  
Jackson, WY 83001

| General               | Source                      | Notes  |
|-----------------------|-----------------------------|--|
| Zoning District       | Teton County GIS            | ToJ - Downtown Core-2, ToJ - Town Square-2           |
| PIDN                  | Teton County GIS            | 22-41-16-28-4-09-005                                 |
| Gross Site Area (GSA) | Teton County GIS            | 2.4 ac - <b>104,544 SF</b>                           |
| LSR (Min)             | ToJ LDR Section 2.2.17.B.1. | NA   |
| FAR (Max)             | ToJ LDR Section 2.2.17.B.2. | GSA (1.83) sf<br>(105,544)(1.83) = <b>193,146 sf</b> |

### 2.2.17. TS-2: Town Square – 2

#### **Town of Jackson Applicable LDRs**

\*This lot is split-zoned Town Square – 2 and Downtown Core – 2. This table refers to the standards for the Town Square – 2 zone except when marked with an asterisk, in which case it refers to the standards for the Downtown Core – 2 zone.

| <b>1. Lot Standards</b>                  |                             |             |          |          |
|--|-----------------------------|-------------|----------|----------|
| <b>Building Setbacks (Sec. 9.4.8.)</b>   |                             |             |          |          |
| General                                  | Source                      | Requirement | Proposed | Complies |
| Primary street setback range (min-max)   | ToJ LDR Section 2.2.17.B.1. | 0' - 5'     | 0' - 5'  | Yes      |
| Secondary street setback range (min-max) | ToJ LDR Section 2.2.17.B.1. | 0' - 5'     | 0' - 5'  | Yes      |
| Side interior (min)                      | ToJ LDR Section 2.2.17.B.1. | 0' or 5'    | 0'       | Yes      |
| Rear (min)                               | ToJ LDR Section 2.2.17.B.1. | 0' or 5'    |          |          |
| Abutting protected zone (min)            | ToJ LDR Section 2.2.17.B.1. | 10'         | Complies | Yes      |
| <b>Landscaping (Div. 5.5.)</b>           |                             |             |          |          |
| Landscape surface ratio (min)            | ToJ LDR Section 2.2.17.B.1. | NA          |          |          |

|   |                                   |             |  |     |
|---|-----------------------------------|-------------|--|-----|
| Plant units (min)   | ToJ LDR<br>Section<br>2.2.17.B.1. | NA          |  |     |
| <b>Fencing</b>  |                                   |             |  |     |
| Height in any street or side yard (max)   | ToJ LDR<br>Section<br>2.2.17.B.1. | Not allowed |  |     |
| Height in rear yard (max)   | ToJ LDR<br>Section<br>2.2.17.B.1. | 6'          |  |     |
| Setback from pedestrian frontage  | ToJ LDR<br>Section<br>2.2.17.B.1. | Not allowed |  |     |
| Setback from side or rear lot line (min)  | ToJ LDR<br>Section<br>2.2.17.B.1. | 0'          |  |     |
| <b>Parking Setbacks (Sec. 9.4.8.)</b>   |                                   |             |  |     |
| Primary street, above ground (min)  | ToJ LDR<br>Section<br>2.2.17.B.1. | 30'         |  |     |
| Secondary street, surface parking (min)   | ToJ LDR<br>Section<br>2.2.17.B.1. | 30'         | 30'  | Yes |
| Secondary street, tuck under, enclosed, or structured parking screened by building (min)  | ToJ LDR<br>Section<br>2.2.17.B.1. | 0'          |  |     |
| <b>Access</b>   |                                   |             |  |     |
| *Curb cut width (max)   | ToJ LDR<br>Section<br>2.2.15.B.1. | *24'        | 21'  | Yes |
| <b>2. Bulk Standards</b>  |                                   |             |  |     |
| <b>Street Façade (Sec. 9.4.11.)</b>   |                                   |             |  |     |
| Width of ground and 2nd story in primary street setback range<br>• % of lot width (min)<br>• *Length from street corner (min)   | ToJ LDR<br>Section<br>2.2.17.B.2. | 80%<br>*30' | 1st Floor: 56'-3" (@ conc base - 56'-0" @ f.o. siding)<br>of 66'-5" lot width = 85%<br>2nd Floor: 56'-0" of 66'-5" lot width = 84%<br>NA | Yes |
| Width of ground and 2nd story in secondary street setback range<br>• % of lot width (min)<br>• *Length from street corner (min) | ToJ LDR<br>Section<br>2.2.17.B.2. | 80%<br>*30' | 1st Floor: NA<br>2nd Floor: NA<br>NA   | Yes |



| <b>Building Height (Sec. 9.4.9.)</b>   |                             |                     |  |     |
|--|-----------------------------|---------------------|--|-----|
| Height (max)   | ToJ LDR Section 2.2.17.B.2. | 42'                 | 38'  | Yes |
| Stories (max)  | ToJ LDR Section 2.2.17.B.2. | 3                   | 2  | Yes |
| Height (min) in any street setback range   | ToJ LDR Section 2.2.17.B.2. | 16'                 | 35'  | Yes |
| <b>Building Stepback (Sec. 9.4.12.)</b>  |                             |                     |  |     |
| Stepback for any 3rd story street façade or façade over 30' (min)                                      | ToJ LDR Section 2.2.17.B.2. | 20'                 | NA   | Yes |
| Encroachment in stepback (max % of overall façade width)   | ToJ LDR Section 2.2.17.B.2. | 40%                 | Primary: NA<br>Secondary: NA                   | Yes |
| A building with only residential use that has at least 4 units is exempt from the stepback requirement | ToJ LDR Section 2.2.17.B.2. | NA                  |  |     |
| <b>Scale of Development</b>  |                             |                     |  |     |
| Floor area ratio (FAR) (max) (E.3.)  | ToJ LDR Section 2.2.17.B.2. | 1.83<br>*1.3        | 193,146 sf                                     | Yes |
| Deed restricted housing exemption (Sec. 7.8.3.)  | ToJ LDR Section 2.2.17.B.2. | See Sec. 7.8.3.     | Complies                                       | Yes |
| Workforce housing floor area bonus (Sec. 7.8.4.)   | ToJ LDR Section 2.2.17.B.2. | See Sec. 7.8.4.     |  |     |
| Single building size (max)   | ToJ LDR Section 2.2.17.B.2. | 15,000 sf           | 14,633 sf                                      | Yes |
| <b>3. Form Standards</b>   |                             |                     |  |     |
| <b>Pedestrian Frontage</b>   |                             |                     |  |     |
| Covered walkway  | ToJ LDR Section 2.2.17.B.3. | See Sec. 2.2.1.C.1. | Boardwalk, 13'-0" pedestrian width, no columns | Yes |



| Building Frontage |   |   |  |     |
|-------------------|---|---|--|-----|
| Town Square       | ToJ LDR<br>Section<br>2.2.17.B.3.<br>2.2.1.D.1. | <p>Story Height:<br/>Ground story: 14' max<br/>Upper story: 9' min<br/>Ground floor elev: 0'-3'</p> <p>Transparency (min/max):<br/>Ground story: 50/75%<br/>Upper story: 20/35%</p> <p>Blank Wall Area (max):</p> <p>Pedestrian Access (max):<br/>Primary entrance: req.<br/>Entrance spacing: 50'</p>  | <p>Story Height:<br/>13'-11 3/8"</p> <p>Transparency:<br/>51.5%<br/>32%</p> <p>Complies</p> <p>Pedestrian Access:<br/>Complies</p> | Yes |
| Residential       | ToJ LDR<br>Section<br>2.2.17.B.3.<br>2.2.1.D.4. | <p>Story Height:<br/>Ground story: 9' min<br/>Upper story: 9' min<br/>Ground floor elev: 0'-5'</p> <p>Transparency (min, %):<br/>Ground story, prim: 20<br/>Ground story, sec: 20<br/>Upper stories: 20</p> <p>Blank Wall Area (max):<br/>Primary: 35'<br/>Secondary: 50'</p> <p>Pedestrian Access (max):<br/>Primary entrance: req.<br/>for each ground floor<br/>unit<br/>Entrance spacing: n/a</p> |  |     |
| Lodging           | ToJ LDR<br>Section<br>2.2.17.B.3.<br>2.2.1.D.5. | <p>Story Height:<br/>Ground story: 12' min<br/>Upper story: 7'6" min<br/>Ground floor elev: 0'-5'</p> <p>Transparency (min, %):<br/>Ground story, prim: 40<br/>Ground story, sec: 20<br/>Upper stories: 20</p> <p>Blank Wall Area (max):<br/>Primary: 35'<br/>Secondary: 50'</p> <p>Pedestrian Access (max):<br/>Primary entrance: req.<br/>Entrance spacing: n/a</p>                                 |  |     |



| <b>Parking Type Options</b>                           |                             |                     |     |     |
|---|-----------------------------|---------------------|-----|-----|
| On-street parking                                     | ToJ LDR Section 2.2.17.B.3. | See Sec. 2.2.1.E.1. | Yes | Yes |
| Surface parking                                       | ToJ LDR Section 2.2.17.B.3. | See Sec. 2.2.1.E.2. | Yes | Yes |
| Tuck-under parking                                    | ToJ LDR Section 2.2.17.B.3. | See Sec. 2.2.1.E.4. |     |     |
| Enclosed parking                                      | ToJ LDR Section 2.2.17.B.3. | See Sec. 2.2.1.E.3. |     |     |
| Structured parking                                    | ToJ LDR Section 2.2.17.B.3. | See Sec. 2.2.1.E.5. |     |     |
| Underground parking                                   | ToJ LDR Section 2.2.17.B.3. | See Sec. 2.2.1.E.6. |     |     |
| <b>4. Environmental Standards</b>                     |                             |                     |     |     |
| <b>Natural Resource Setback (min) (Sec. 5.1.1.)</b>   |                             |                     |     |     |
| Cache Creek south of Cache Creek Dr.                  | ToJ LDR Section 2.2.17.B.4. | 20'                 |     |     |
| Flat Creek north of Hansen                            | ToJ LDR Section 2.2.17.B.4. | 25'                 |     |     |
| Flat Creek south of Hansen                            | ToJ LDR Section 2.2.17.B.4. | 50'                 |     |     |
| Wetland   | ToJ LDR Section 2.2.17.B.4. | 30'                 |     |     |
| <b>Irrigation Ditch Setback (min) (Sec. 7.7.4.D.)</b> |                             |                     |     |     |
| Irrigation ditch                                      | ToJ LDR Section 2.2.17.B.4. | 15'                 |     |     |
| <b>5. Scenic Standards</b>                            |                             |                     |     |     |
| <b>Exterior Lighting (Sec 5.3.1.)</b>                 |                             |                     |     |     |
| Light trespass is prohibited                          | ToJ LDR Section 2.2.17.B.5. |                     |     | Yes |
| All lights over 600 lumen shall be fully shielded     | ToJ LDR Section 2.2.17.B.5. |                     |     | Yes |
| Max lumens per sf of site development                 | ToJ LDR Section 2.2.17.B.5. | 3                   | 0.9 | Yes |



|   |                                   |  |  |     |
|---|-----------------------------------|--|--|-----|
| Lumens per site (max)   | ToJ LDR<br>Section<br>2.2.17.B.5. |  | 18,000   | Yes |
| All fixtures  |                                   | 100,000  | 18,000   | Yes |
| Unshielded fixtures   |                                   | 5,500  | 0  | Yes |
| Light color   | ToJ LDR<br>Section<br>2.2.17.B.5. | ≤ 3,000 Kelvin   | Complies   | Yes |
| <b>Scenic Resource Overlay (SRO) (Sec. 5.3.2.)</b>              |                                   |  |  |     |
| <b>6. Natural Hazards to Avoid</b>                              |                                   |  |  |     |
| <b>Steep Slopes (Sec. 5.4.1.)</b>                               |                                   |  |  |     |
| Development prohibited  | ToJ LDR<br>Section<br>2.2.17.B.6. | Slopes > 25%   |  |     |
| Hillside CUP required   | ToJ LDR<br>Section<br>2.2.17.B.6. | Parcel with average cross-slope ≥ 10%                  |  |     |
| <b>Areas of Unstable Soils (Sec. 5.4.2.)</b>                    |                                   |  |  |     |
| <b>Fault Area (Sec. 5.4.3.)</b>                                 |                                   |  |  |     |
| <b>Floodplains (Sec. 5.4.4.)</b>                                |                                   |  |  |     |
| <b>Wildland Urban Interface (Sec. 5.4.5.)</b>                   |                                   |  |  |     |
| <b>7. Signs (nonresidential) (Div. 5.6.)</b>                    |                                   |  |  |     |
| Number of signs (max)   | ToJ LDR<br>Section<br>2.2.17.B.7. | 3 per business per street                              | Complies   | Yes |
| Background color  | ToJ LDR<br>Section<br>2.2.17.B.7. | No white or yellow                                     | Complies   | Yes |
| <b>Sign Area</b>  |                                   |  |  |     |
| Total sign area (max)   | ToJ LDR<br>Section<br>2.2.17.B.7. | 3 sf per linear ft of street façade width up to 150 sf | 50 sf (one single-sided sign and two double-sided signs) | Yes |
| Penalty   | ToJ LDR<br>Section<br>2.2.17.B.7. | 10% per projecting and freestanding sign               |  |     |
| <b>8. Grading, Erosion Control, Stormwater</b>                  |                                   |  |  |     |
| <b>Grading (Sec. 5.7.2.)</b>                                    |                                   |  |  |     |
| <b>Erosion Control (Sec. 5.7.3.)</b>                            |                                   |  |  |     |
| Erosion shall be controlled at all times                        | ToJ LDR<br>Section<br>2.2.17.B.8. |  |  | Yes |
| <b>Stormwater Management (Sec. 5.7.4.)</b>                      |                                   |  |  |     |
| No increase in peak flow rate or velocity across property lines | ToJ LDR<br>Section<br>2.2.17.B.8. |  |  | Yes |

| 9. Physical Development Permits Required (TS-2) |                           |                        |                               |                          |                           |                              |                   |
|---|---------------------------|------------------------|-------------------------------|--------------------------|---------------------------|------------------------------|-------------------|
| Physical Development                            | Sketch Plan (Sec. 8.3.1.) | Dev Plan (Sec. 8.3.2.) | Building Permit (Sec. 8.3.3.) | DRC Review (Sec. 8.2.6.) | Sign Permit (Sec. 8.3.5.) | Grading Permit (Sec. 8.3.4.) | Floodplain Permit |
| Floor Area(sf)<br>≤ 10,000                      |                           |                        |                               |                          |                           |                              |                   |
|   |                           |                        | X                             | X                        |                           | Sec. 5.7.1.                  | Sec. 5.4.4.       |
|   |                           | X                      | X                             | X                        |                           | Sec. 5.7.1.                  | Sec. 5.4.4.       |
| 10,001-20,000                                   | X                         | X                      | X                             | X                        |                           | Sec. 5.7.1.                  | Sec. 5.4.4.       |
| > 20,000  |                           |                        |                               |                          |                           |                              |                   |
| Sign  |                           |                        |                               |                          | X                         | Sec. 5.7.1.                  | Sec. 5.4.4.       |

| 9. Physical Development Permits Required (DC-2) |                           |                        |                               |                          |                           |                              |                   |
|---|---------------------------|------------------------|-------------------------------|--------------------------|---------------------------|------------------------------|-------------------|
| Physical Development                            | Sketch Plan (Sec. 8.3.1.) | Dev Plan (Sec. 8.3.2.) | Building Permit (Sec. 8.3.3.) | DRC Review (Sec. 8.2.6.) | Sign Permit (Sec. 8.3.5.) | Grading Permit (Sec. 8.3.4.) | Floodplain Permit |
| Floor Area (sf)<br>< 19,500                     |                           |                        |                               |                          |                           |                              |                   |
|   |                           |                        | X                             | X                        |                           | Sec. 5.7.1.                  | Sec. 5.4.4.       |
|   |                           | X                      | X                             | X                        |                           | Sec. 5.7.1.                  | Sec. 5.4.4.       |
|   | X                         | X                      | X                             | X                        |                           | Sec. 5.7.1.                  | Sec. 5.4.4.       |
|   | optional                  | X                      | X                             | X                        |                           | Sec. 5.7.1.                  | Sec. 5.4.4.       |
| Sign  |                           |                        |                               |                          | X                         | Sec. 5.7.1.                  | Sec. 5.4.4.       |

| 2.2.15.C-1. Allowed Uses (DC-2/TS-2) |        |                                       | 2. Use Requirements |  |  |  |
|--------------------------------------|--------|---------------------------------------|---------------------|--|--|--|
| Use                                  | Permit | Individual Use (max)                  | Density (max)       | Parking (min) (Div. 6.2.) (E.1.)                     | Affordable Workforce Housing Units (min) (Div. 6.3.) |  |
| <b>Residential Uses</b>              |        |                                       |                     |  |  |  |
| Apartment (6.1.4.D.)                 | B      | 8,000 sf habitable excluding basement | NA                  | 1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU | 0.000017 * sf + (Exp(-14.17 + 1.59*Ln(sf)))/2.176    |  |
| <b>Commercial Uses</b>               |        |                                       |                     |  |  |  |
| Office (6.1.6.B.)                    | B      | NA                                    | NA                  | 1.65/1,000 sf  | 0.000247 * sf  |  |
| Retail (6.1.6.C.)                    | B      | 12,500 sf excluding basement          | NA                  | 2.25/1,000 sf  | 0.000216 * sf  |  |
| Service (6.1.6.D.)                   | B      | storage                               | NA                  | 1.5/1,000 sf   | 0.000216 * sf  |  |



# BROWSE 'N BUY BUILDING

ST. JOHN'S EPISCOPAL CHURCH



EXTERIOR RENDERING

## PROJECT INFORMATION and STANDARDS

PHYSICAL ADDRESS: 139 N. Cache Street  
 LOT, SUBDIVISION: Lots 1-7 & 14-20, Block 7, Jackson Original Townsite  
 ZONING: Town Square-2 (TS-2)  
 ZONING OVERLAYS: Lodging Overlay, Downtown Design Overlay-2 (Western Character)

STREET FRONTAGE TYPE: Covered Walkway  
 BUILDING FRONTAGE TYPE: Town Square

ZONE: TS-2 AND DC-2

| REGULATION                      | REQUIREMENT | PROVIDED |
|---------------------------------|-------------|----------|
| BUILDING SETBACKS               |             |          |
| -PRIMARY STREET SETBACK RANGE   | 0'-5"       |          |
| -SECONDARY STREET SETBACK RANGE | 0'-5"       |          |
| -SIDE INTERIOR                  | 0' or 5'    |          |
| -REAR                           |             |          |
| -ABUTTING PROTECTED ZONE (MIN)  | 10'         |          |

ALL PROPOSED NEW CONSTRUCTION SHALL BE FULLY ADA COMPLIANT.

DEMONSTRATION OF COMPLIANCE WITH THE LATEST VERSION OF THE AMERICANS WITH DISABILITIES ACT SHALL BE IN THE FORM OF DRAWING DETAILS AND SPECIFICATIONS SUBMITTED AT TIME OF BUILDING PERMIT SUBMITTAL.

ACCESSIBILITY VIA COMPLIANT ENTRANCES, ELEVATORS, RAMP, ACCESSIBLE ROUTES TO ALL AREAS OF BUILDING, AND ACCESSIBLE ROUTES TO ALL ENTRANCES ON THE SITE ARE DESIGNED FOR.

## LDR COMPLIANCE SUMMARY

|  | REQUIREMENT      | PROPOSED                             | COMPLIANCE |
|--|------------------|--------------------------------------|------------|
| PRIMARY STREET SETBACK RANGE (MIN/MAX)   | 0' to 5'         | 4'-6" at first fl<br>6' at second fl | complies   |
| SECONDARY STREET SETBACK RANGE (MIN/MAX) | 0' to 5' (N/A)   | 283'-4"                              | complies   |
| LANDSCAPE SURFACE RATIO (MIN)            | TO BE DETERMINED | TO BE DETERMINED                     | complies   |
| PLANT UNITS (MIN)                        | TO BE DETERMINED | TO BE DETERMINED                     | complies   |
| PARKING REQUIREMENTS                     | TO BE DETERMINED | TO BE DETERMINED                     |            |
| BUILDING HEIGHT (MAX.)                   | 42'              | 37'-1"                               | complies   |
| STORIES (MAX.)                           | 3                | 2                                    | complies   |
| FLOOR AREA RATIO (FAR MAX.)              | 1.83             | 0.331                                | complies   |
| PEDESTRIAN FRONTAGE                      | COVERED WALKWAY  | COVERED WALKWAY                      | complies   |
| BUILDING FRONTAGE TYPE                   | TOWN SQUARE      | TOWN SQUARE                          | complies   |
| AFFORDABLE HOUSING                       | 1.784            | 2                                    | complies   |

## PROJECT DIRECTORY

OWNER: St. John's Episcopal Church  
 Cache Street Campus  
 Jackson, WY 83001  
 (307) xxx-xxxx

ARCHITECT: Hawtin Jorgensen Architects  
 P.O. Box 1249  
 265 E. Simpson Avenue  
 Jackson, WY 83001  
 (307) 733-4364

STRUCTURAL  
ENGINEER: G&S Structural Engineers  
 Lindsay Blvd.  
 Idaho Falls, ID 83401  
 Dean Tracy  
 (208) 523-6918

MECHANICAL  
ENGINEER: Musgrove Engineering, P.A.  
 645 W. 25th St. Idaho Falls, ID  
 83402  
 Phone: 208.523.2862

CIVIL ENG'R: Jorgensen Engineering  
 1315 HWY 89 S., Ste 201 Box 9550  
 Jackson, WY 83002  
 (307) 733-5150

ELEC ENG'R: Musgrove Engineering, P.A.  
 645 W. 25th St. Idaho Falls, ID 83402  
 Jeremy Bradley, EE  
 Phone: 208.523.2862  
 Cell phone: 208.589.0049

LANDSCAPE  
ARCHITECT:

CODE  
CONSULTANT: TERP Consulting

GENERAL  
CONTRACTOR: Shaw Construction

## DRAWING INDEX

= DEV SUBMITTAL DRAWINGS

### ARCHITECTURAL

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 A0.2 - CODE ANALYSIS  
 A0.3 - CODE ANALYSIS AREA PLANS  
 A1.1 - SURVEY/EXISTING CONDITIONS SITE PLAN  
 A1.2 - DEMOLITION SITE PLAN  
 A1.3 - PROPOSED SITE PLAN

### A1.4 - SITE DETAILS

A2.1 - FOUNDATION PLAN  
 A2.2 - BASEMENT FLOOR PLAN  
 A2.3 - FIRST FLOOR PLAN  
 A2.4 - SECOND FLOOR PLAN  
 A2.5 - ROOF PLAN

### A2.6 - ENLARGED PLANS, PLAN DETAILS

### A2.7 - ENLARGED PLANS

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 A3.2 - EXTERIOR ELEVATIONS  
 A3.3 - EXTERIOR ELEVATIONS  
 A4.1 - BUILDING SECTIONS  
 A4.2 - BUILDING SECTIONS  
 A4.3 - BUILDING SECTIONS  
 A4.4 - BUILDING SECTIONS

### A4.5 - WALL SECTIONS

A4.6 - WALL SECTIONS  
 A4.7 - WALL SECTIONS  
 A5.1 - WINDOW SCHEDULE  
 A5.2 - DOOR SCHEDULE  
 A5.3 - WINDOW & DOOR DETAILS  
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 A6.2 - INTERIOR ELEVATIONS  
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 A7.1 - BASEMENT REFLECTED CEILING PLAN  
 A7.2 - FIRST FLOOR REFLECTED CEILING PLAN  
 A7.3 - SECOND FLOOR REFLECTED CEILING PLAN  
 A8.1 - STAIR & ELEVATOR DETAILS  
 A8.2 - SCHEMATIC FIRST FLOOR FRAMING PLAN  
 A8.3 - SCHEMATIC SECOND FLOOR FRAMING PLAN  
 A8.4 - SCHEMATIC BALCONY & SHED ROOF FRAMING PLAN  
 A8.5 - SCHEMATIC ROOF FRAMING PLAN  
 A8.6 - MISC. DETAILS  
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### LANDSCAPE

### CIVIL

C1.0 - GRADING AND EROSION CONTROL (GEC) COVER SHEET  
 C1.1 - PROJECT NOTES AND LEGEND  
 C2.0 - EXISTING SITE CONDITIONS  
 C3.0 - CIVIL SITE OVERVIEW  
 C3.1 - CIVIL SITE IMPROVEMENTS  
 C4.0 - CIVIL DETAILS  
 C4.1 - CIVIL DETAILS  
 C1.0 - SMALL WASTEWATER FACILITY (SWF) COVER SHEET  
 C1.1 - LEGEND AND PROJECT NOTES  
 C2.0 - WASTEWATER FACILITY OVERVIEW  
 C2.1 - PROPOSED WASTEWATER FACILITY  
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### STRUCTURAL

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 S1.1 - GENERAL NOTES  
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M1.0 - MECHANICAL LEGEND & SPECIFICATIONS  
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### ELECTRICAL

E0.0 - ELECTRICAL TITLE SHEET  
 E1.0 - BASEMENT LIGHTING PLAN  
 E1.1 - FIRST AND SECOND FLOOR LIGHTING PLAN  
 E2.0 - BASEMENT POWER PLAN  
 E2.1 - FIRST AND SECOND FLOOR POWER PLAN  
 E3.0 - BASEMENT MECHANICAL POWER PLAN  
 E3.1 - FIRST AND SECOND FLOOR MECHANICAL POWER PLAN  
 E4.0 - LOAD ANALYSIS AND ONE LINE DIAGRAM  
 E4.1 - SCHEDULES

## VICINITY MAP



## BROWSE 'N BUY BUILDING

### DESIGN DEVELOPMENT

ST. JOHN'S EPISCOPAL CHURCH  
 CACHE STREET CAMPUS

TITLE SHEET

DATE: 11/12/24  
 REVISIONS:

50% DD 1/13/25

DRC AND DEV  
 SUBMITTAL  
 2/18/25

DRAWING NUMBER:

AO.1

SCALE: 1/8" ACCURATE ON  
 24 X 36 SHEETS



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Drawn By:  
 Hawtin Jorgensen  
 ARCHITECTS

PRELIMINARY - NOT FOR CONSTRUCTION

JACKSON, WYOMING





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Checked By:

**Hawtin Jorgensen**  
**ARCHITECTS**

Drawn By:

PRELIMINARY - NOT FOR CONSTRUCTION

**BROWSE 'N BUY BUILDING**

**DESIGN DEVELOPMENT**

**ST. JOHN'S EPISCOPAL CHURCH**  
**CACHE STREET CAMPUS**

**CACHE STREET**

**SHEET TITLE:**  
**SITE PLAN**

**DATE:** 9/10/24  
**REVISIONS:**

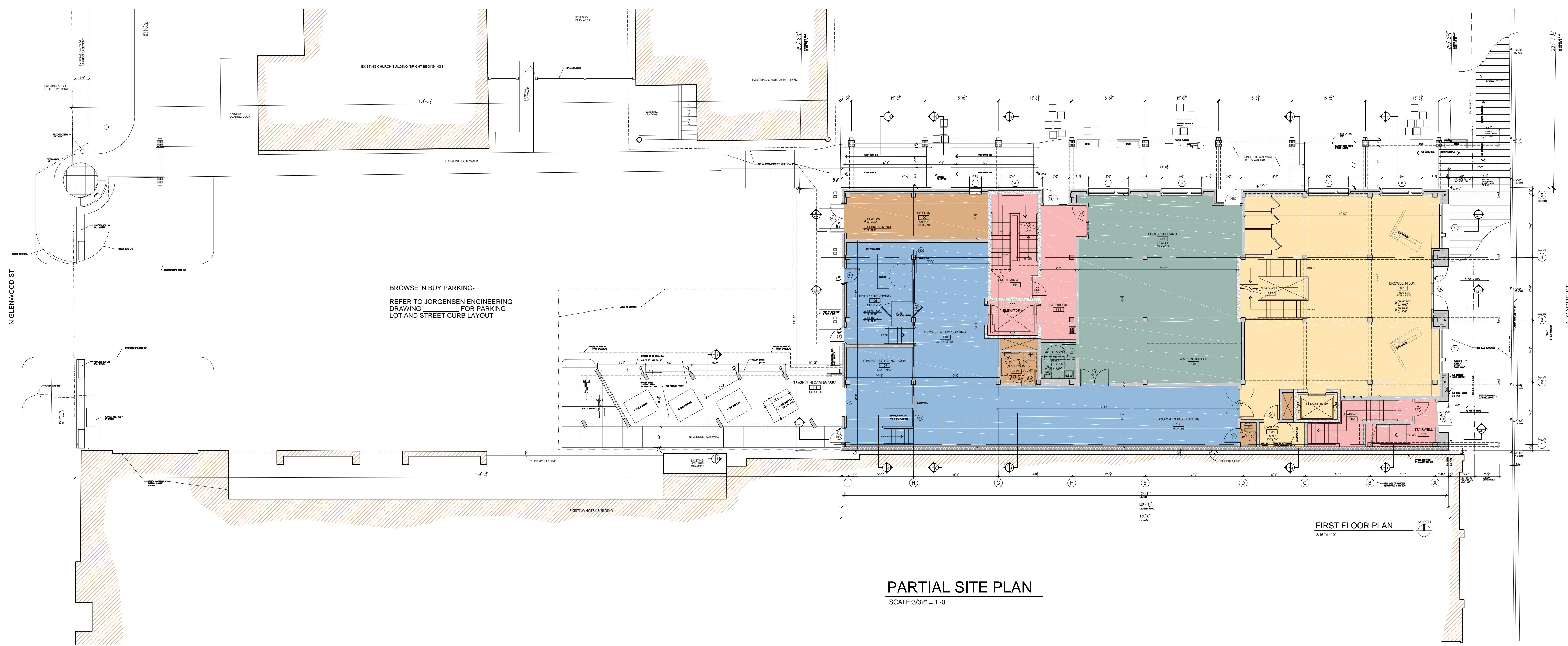
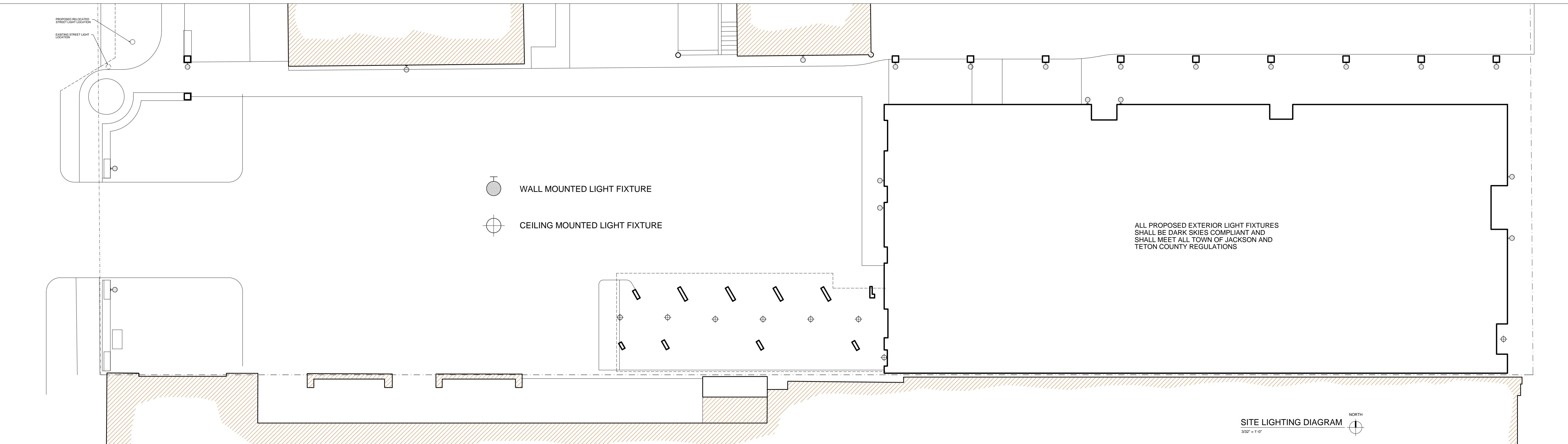
**50% DESIGN  
DEVELOPMENT  
1/15/25**  
**DRC AND DEV  
SUBMITAL  
2/18/25**

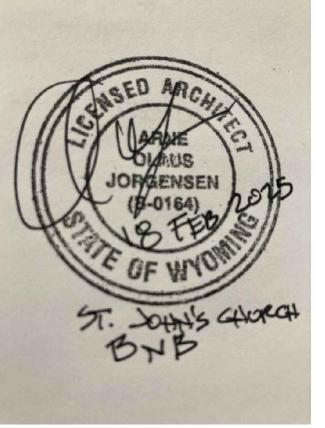
**DRAWING NUMBER:  
A1.3**

**SCALE ACCURATE ON  
24 X 36 SHEETS**

**PARTIAL SITE PLAN**

SCALE: 3/32" = 1'-0"





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Drawn By:

**Hawtin Jorgensen**  
ARCHITECTS

Drawn By:

PRELIMINARY - NOT FOR CONSTRUCTION

**BROWSE 'N BUY BUILDING**  
DESIGN REVIEW COMMITTEE SUBMITTAL

ST. JOHN'S EPISCOPAL CHURCH  
CACHE STREET CAMPUS

SHEET TITLE:

BASEMENT PLAN

DATE: 9/10/24

REVISIONS:

50% DESIGN  
DEVELOPMENT  
1/15/25

DRC AND DEV  
SUBMITTAL  
2/16/25

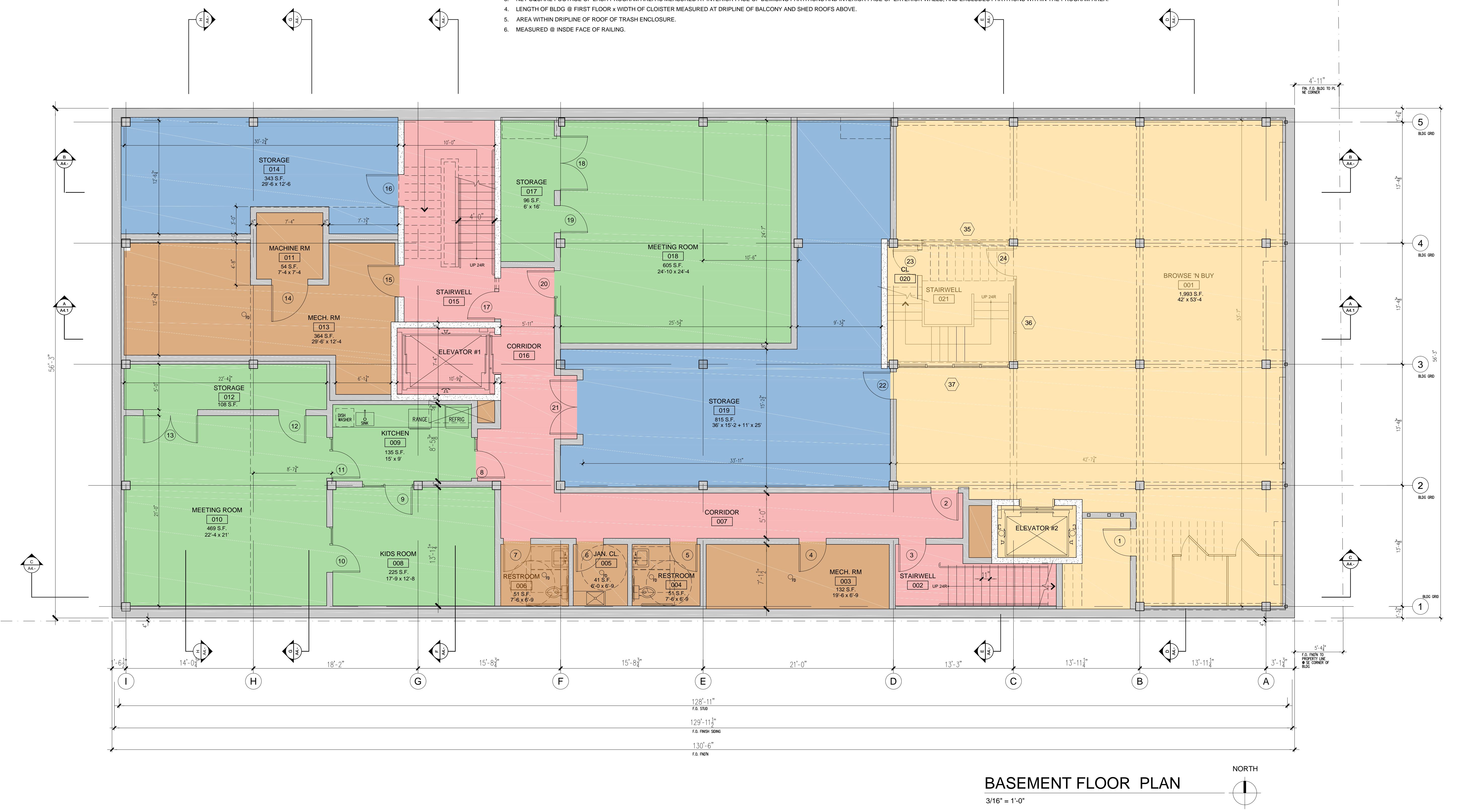
DRAWING NUMBER:  
**A2.2**

SCALE ACCURATE ON  
24 X 36 SHEETS

| LEGEND OF USES IN NEW BUILDING, SQUARE FEET                                 |                  |          |       |                    |                    |                    |       |                    |       | S.F. OF USES IN EXISTING BLDG       |                     |                  |
|---|------------------|----------|-------|--------------------|--------------------|--------------------|-------|--------------------|-------|-------------------------------------|---------------------|------------------|
| USE TYPE  | OCCUPANCY        | BASEMENT |       | FIRST FLOOR        |                    | SECOND FLOOR       |       | TOTAL              |       | OCCUPANT LOAD FACTOR (TABLE 1004.6) | NUMBER OF OCCUPANTS |                  |
| BROWSE 'N BUY - MERCANTILE  | M                | 2,100    | 2,309 | 1,715 <sup>1</sup> | 1,940 <sup>2</sup> | 2,250              | 2,463 | 6,065              | 6,712 | 60 GROSS S.F.                       | 106                 | 2,450 +/-        |
| BROWSE 'N BUY - STORAGE & SORTING   | S-1              | 1,134    | 1,266 | 2,044              | 2,194              | 1,433              | 1,554 | 4,611              | 5,014 | 300 GROSS S.F.                      | 18                  | 1,620 +/-        |
| RECOVERY COMMUNITY  | A-3              | 1,685    | 1,911 |                    |                    |                    |       | 1,685              | 1,911 | 15 NET S.F.                         | 114                 | 930 +/-          |
| JACKSON FOOD CUPBOARD   | B / M            |          |       | 1,416              | 1,540              |                    |       | 1,416              | 1,540 | 60 GROSS S.F.                       | 25                  | 0                |
| RESIDENTIAL APARTMENTS<br>(INCL APARTMENT STORAGE ROOMS)                    | R-3              |          |       |                    |                    | 1,851              | 2,139 | 1,851              | 2,139 | 200 GROSS S.F.                      | 10                  | 0                |
| MECHANICAL & COMMON<br>(RESTROOMS, JANITOR'S CLOSETS, MECH. CHASES, SEXTON) | U                | 708      | 842   | 400                | 484                | 183                | 214   | 1,291              | 1,540 | 200 GROSS S.F.                      |                     |                  |
| CIRCULATION & EGRESS  | -                | 860      | 983   | 768                | 930                | 1,027              | 1,175 | 2,655              | 3,088 |                                     |                     |                  |
| TOTAL NET BUILDING S.F.   |                  | 6,487    |       | 6,343              |                    | 6,744              |       | 19,574             |       |                                     |                     |                  |
| TOTAL GROSS BUILDING S.F.   |                  |          |       | 7,311              |                    | 7,088              |       | 7,545              |       | 21,944                              |                     |                  |
| EXTERIOR COVERED WALKWAY<br>(CLOISTER)                                      | -                |          |       |                    |                    | 1,430 <sup>4</sup> |       |                    |       | 23,374                              |                     |                  |
| EXTERIOR COVERED DUMPSTER /<br>UNLOADING AREA                               | -                |          |       |                    |                    | 1,097 <sup>5</sup> |       |                    |       | 24,471                              |                     |                  |
| EXTERIOR SECOND FLOOR DECK  | TO BE DETERMINED |          |       |                    |                    | -                  |       | 1,356 <sup>6</sup> |       | 25,827                              | TO BE DETERMINED    | TO BE DETERMINED |
| TOTAL GROSS SECOND FL (ENCLOSED + EXTERIOR COVERED) S.F.                    |                  |          |       |                    |                    | 9,615              |       | -                  |       |                                     |                     |                  |
|   |                  |          |       |                    |                    |                    |       | 8,901              |       |                                     |                     |                  |

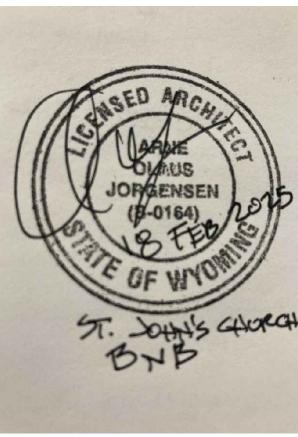
NOTES:

1. AREA OF STAIR IN THE RETAIL SPACE IS DEDUCTED AT FIRST FLOOR LEVEL BUT IS COUNTED AT SECOND FLOOR AND BASEMENT LEVELS.
2. GROSS S.F. NUMBERS SHOWN ARE MEASURED INCLUDING EXTERIOR WALLS (MEASURED AT EXTERIOR FACE OF FINISH) WHICH ABUT A GIVEN PROGRAM AREA, AND AT CENTERLINE OF DEMISING PARTITIONS BETWEEN PROGRAM AREAS.
3. NET SQUARE FOOTAGE OF EACH PROGRAM AREA IS MEASURED AT INTERIOR FACE OF DEMISING PARTITIONS AND INTERIOR FACE OF EXTERIOR WALLS, AND EXCLUDES PARTITIONS WITHIN THE PROGRAM AREA.
4. LENGTH OF BLDG @ FIRST FLOOR x WIDTH OF CLOISTER MEASURED AT DRIPLINE OF BALCONY AND SHED ROOFS ABOVE.
5. AREA WITHIN DRIPLINE OF ROOF OF TRASH ENCLOSURE.
6. MEASURED @ INSIDE FACE OF RAILING.









1 RECOMMENDATION FOR CONSTRUCTION

Hawtin Jorgensen  
ARCHITECTS

# JACKSON, WYOMING

# BROWSE 'N BUY BUILDING DESIGN REVIEW COMMITTEE SUBMITTAL

## CACHE STREET CAMPUS

**HEET TITLE:  
SECOND FLOOR  
PLAN**

ATE: 9/10/24  
EVISIONS:  
  
**50% DESIGN  
DEVELOPMENT  
1/15/25**

**DRC AND DEV  
SUBMITTAL  
2/18/25**

**DRAWING NUMBER:**

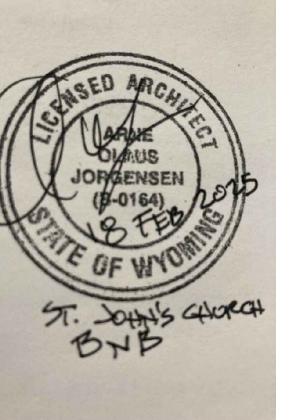
**SCALE ACCURATE ON  
24 X 36 SHEETS**

This architectural floor plan illustrates the layout of a building across multiple floors. The plan includes:

- Apartment Units:**
  - APARTMENT UNIT 1:** Located on the left, featuring two bedrooms (211, 210), two living rooms (213, 217), two kitchens (214, 216), two bathrooms, and various storage areas.
  - APARTMENT UNIT 2:** Located in the center-left, featuring two bedrooms (219, 221), two living rooms (218, 227), two kitchens (213, 217), and various storage areas.
- Common Areas:**
  - STAIRWELL:** Located between the apartment units and the central corridor.
  - CORRIDOR:** Located on the right side of the building.
  - ELEVATORS:** Two elevators are shown: ELEVATOR #1 (left) and ELEVATOR #2 (right).
  - RESTROOMS:** Located in the central corridor and near the entrance.
  - OFFICES:** Located on the right side of the building.
  - BREAK RM:** Located in the center-right area.
  - BROWSE 'N BUY:** Located on the right side of the building.
  - STORAGE:** Various storage areas are shown throughout the building, including APT. STORAGE, BICYCLE STORAGE, and JAN. CL.
- Exterior and Structural:**
  - BALCONIES:** Multiple balconies are shown on the left and right sides of the building.
  - ROOF:** The roof is a ballasted membrane roof with a slope of 1/4" per ft.
  - Walls:** Walls are labeled with F.O. STUD and F.O. FIN. SING.
  - Grids:** Building grids are labeled 1 through 5.
  - Dimensions:** Horizontal dimensions are provided for each bay, ranging from 13' to 21' 0".
  - Vertical Dimensions:** Vertical dimensions are provided for the building height, ranging from 55' 5 3/4" to 133' 11 1/2".
  - Labels:** Labels include SLOPE 1/4" PER FT, EXISTING CURB AND GUTTER BELOW, PROPERTY LINE, and FIN. F.O. BLOC TO PL. SE CORNER.

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Anne Jorgensen  
Drawn By:

**Hawtin Jorgensen**  
**ARCHITECTS**

Drawn By:

PRELIMINARY - NOT FOR CONSTRUCTION  
5

**BROWSE 'N BUY BUILDING**

**DESIGN REVIEW COMMITTEE SUBMITTAL**

**JACKSON, WYOMING**

**ST. JOHN'S EPISCOPAL CHURCH**  
**CACHE STREET CAMPUS**

**SHEET TITLE:**

**ROOF PLAN**

**DATE: 9/10/24**

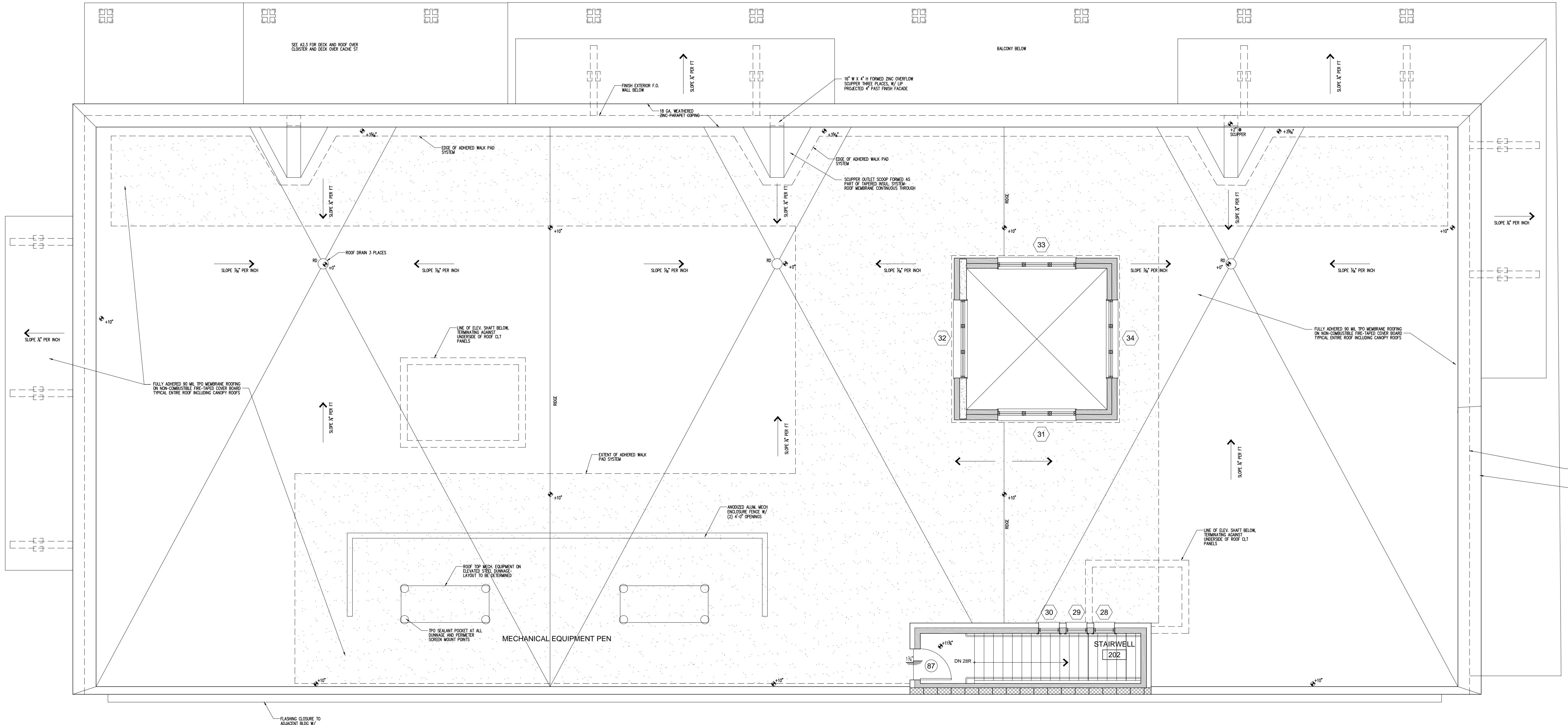
**REVISIONS:**

**50% DESIGN  
DEVELOPMENT  
1/15/25**

**DRC AND DEV  
SUBMITTAL  
2/18/25**

**DRAWING NUMBER:  
A2.5**

**SCALE ACCURATE ON  
24 X 36 SHEETS**





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info@hawtinjorgensen.com

Anne Jorgensen  
Drawn By:

**Hawtin Jorgensen**  
**ARCHITECTS**  
Drawn By:

PRELIMINARY - NOT FOR CONSTRUCTION  
JACKSON, WYOMING

## BROWSE 'N BUY BUILDING

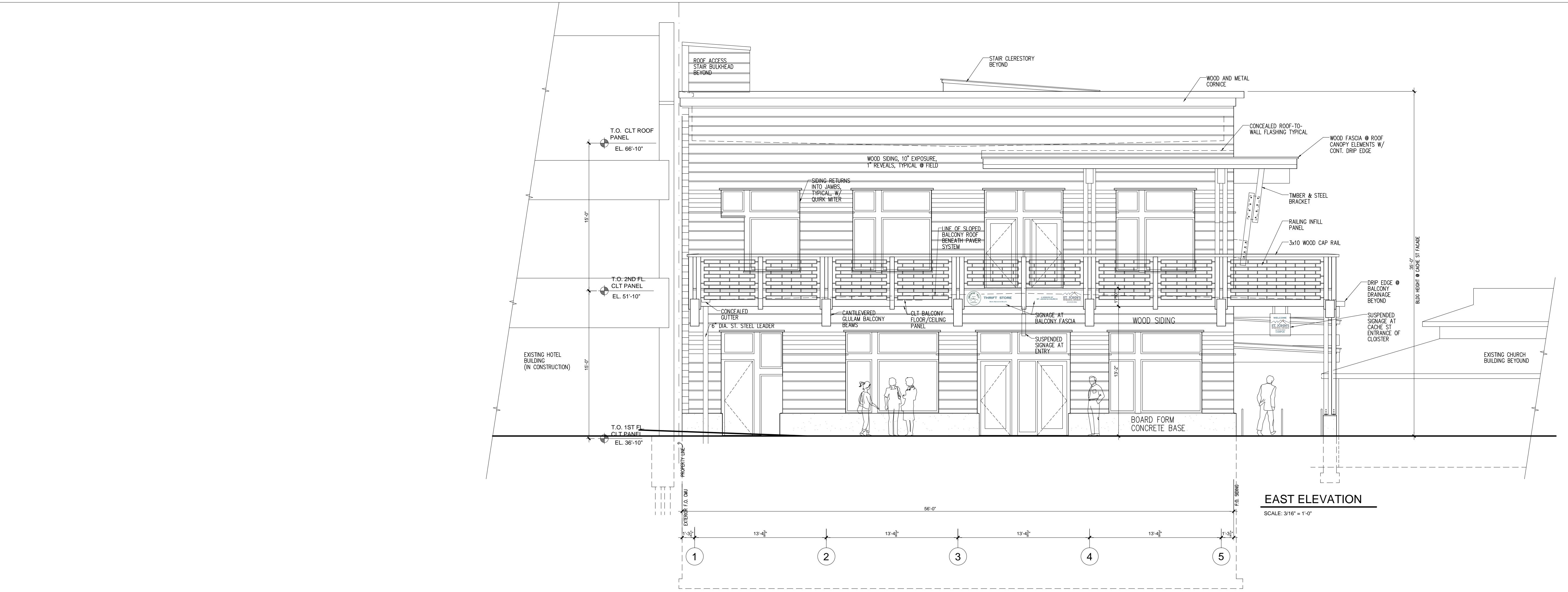
DESIGN REVIEW COMMITTEE SUBMITTAL

ST. JOHN'S EPISCOPAL CHURCH  
CACHE STREET CAMPUS

SEE SHEET A3.3 FOR CONTINUATION  
SHEET TITLE:  
ELEVATIONS  
DATE: 9/10/24  
REVISIONS:  
50% DESIGN  
DEVELOPMENT  
1/15/25  
DRC AND DEV  
SUBMITTAL  
2/18/25

DRAWING NUMBER:  
**A3.1**

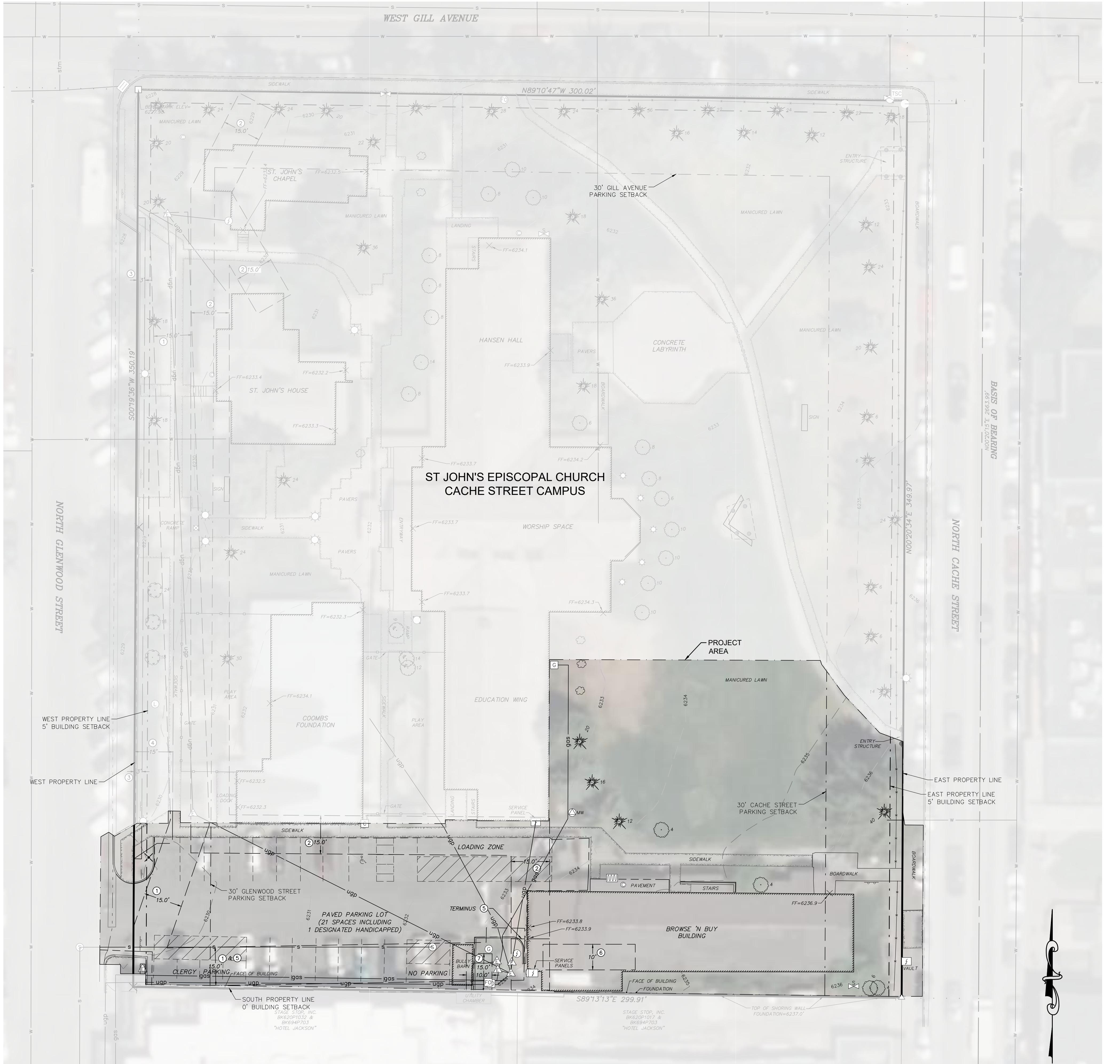
SCALE ACCURATE ON  
24 X 36 SHEETS











### LEGEND

indicates a monument with Land Corner Recordation Certificate of record in the Office of the Clerk of Teton County, Wyoming

aluminum pipe with 3" diameter aluminum cap inscribed "PETER M. JORGENSEN ENG PE & LS 2612"

iron pipe with 3" diameter brass cap inscribed "PLS 3889" with other markings

iron pipe with 3" diameter brass cap inscribed "PE & LS 578" with other markings

PK nail

reinforcing steel bar with 2" diameter aluminum cap inscribed "JORGENSEN ASSOCIATES P.C. PLS 13002"

reinforcing steel bar with 2" diameter aluminum cap inscribed "PLS 16012"

section line

boundary, subject property

boundary, adjoining property

boundary, utility easement, as noted

boundary, easement, as noted

measured bearing & distance or curve geometry

record bearing & distance or curve geometry, Plat 100

edge of pavement

curb

flowline

index contour, 5' interval

intermediate contour, 1' interval

spot elevation

bicycle rack

ballard

post, timber, support for entryway sign

sign

fence, buckrail

fence, wood slat

edge of concrete and sidewalk

structure, exterior face

monitoring well

aspen tree, caliper X"

cottonwood tree, caliper X"

deciduous tree, caliper X"

conifer tree, caliper X"

shrub

communications pedestal

fiber optic pedestal

fiber optic vault

sprinkler control vault

gas, underground marker, yellow carbonite post

gas meter

underground gas line (Lower Valley Energy, Inc. GIS data)

electric junction box, vault, or service panel

electric meter

electric transformer

luminaire

light pole

upg

underground power line (Lower Valley Energy, Inc. GIS data)

cleanout

lift station

sewer manhole

sanitary sewer line (Town of Jackson GIS data)

storm drain inlet

storm drain line (Town of Jackson GIS data)

hydrant, fire suppression

water valve

water line (Town of Jackson GIS data)

traffic signal control box

traffic signal mast arm and pole

### BROWSE 'N BUY DEVELOPMENT PLAN

ST JOHN'S EPISCOPAL CHURCH  
CACHE STREET CAMPUS

PO Box 9550 | 1315 HWY 89 S., Ste. 201  
Jackson, WY 83002  
Ph: 307.733.5150  
[www.jorgeng.com](http://www.jorgeng.com)



Drawn By:

JACKSON, WY  
SW  
Checked By: JL

SHEET TITLE: EXISTING SITE  
DATE: 21 FEB 2025  
REVISIONS:

DRAWING NUMBER:

C1.1

### SURVEY NOTES

This survey was conducted in September 2023 and prepared under the direction of Matthew P. Gotham, Wyoming PLS 13002, and does not include an engineering review.

Locations of utilities depicted hereon are limited to visible structures; underground locations are derived from Town of Jackson and Lower Valley Energy, Inc. GIS data and must be verified prior to any construction activity.

Easements depicted are based on a cursory review of instruments of record in the Office of the Clerk of Teton County, Wyoming. Other easements or encumbrances may exist on the subject property.

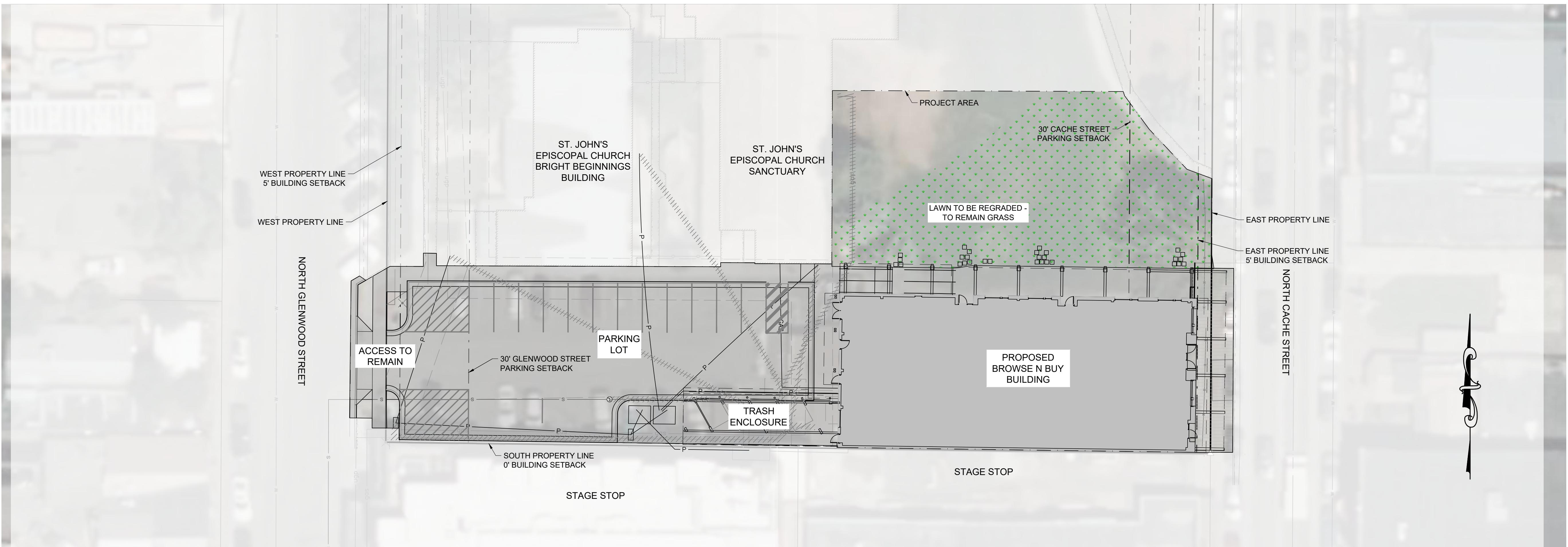
Elevations were derived using GPS RTK observation methods and reference NAVD88. Site benchmark elevation is 6227.98 at the northwest property corner.

Record dimensions indicated are from said Plat 100.

Bearings are based on the Wyoming West State Plane coordinate system NAD83 West Zone with distances scaled to ground by a factor of 1.0003176930.

BASIS OF BEARING for this survey is N00°20'15"E on the section line between the section corner common to Sections 27, 28, 33, & 34 and the quarter corner common to Sections 27 & 28, Township 41 North, Range 115 West, 6th P.M. as depicted hereon.

SCALE: 1 INCH = 20 FEET  
THIS SCALE VALID ONLY FOR 24x36 PRINTS



#### SITE DEVELOPMENT NOTES:

- BUILDING SETBACKS IN THE TS-2 AND DC-2 ZONES ARE 0' OR 5' MINIMUM. THE PROPOSED DEVELOPMENT UTILIZES A 0' SETBACK ON THE SOUTH BOUNDARY AND A GREATER THAN 5' SETBACK ON ALL OTHER SIDES
- THE CANOPY OVERHANG ON THE EAST FACE OF THE BUILDING SHALL BE PERMITTED THROUGH WYDOT ACCORDING TO OPERATING POLICY 19-09.
- A PUBLIC RIGHT-OF-WAY PERMIT (PROW) SHALL BE ACQUIRED FOR ALL WORK WITHIN THE TOWN OF JACKSON RIGHT-OF-WAY.
- SHOULD UTILITY RELATED WORK BE REQUIRED IN THE CACHE STREET (WYDOT) RIGHT-OF-WAY, AN M-21 UTILITY LICENSE WILL NEED TO BE ACQUIRED (FOR EACH UTILITY SEPARATELY), THROUGH COORDINATION WITH THE TOWN OF JACKSON, THE UTILITY OWNER AND WYDOT.
- ALL SITE WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE LATEST EDITION OF WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS AND THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS. ANY CONSTRUCTION RELATED ACTIVITIES NOT IN CONFORMANCE WITH APPROVED AND PERMITTED PLANS AND/OR SEQUENCING MAY RESULT IN TERMINATION OF WORK.
- THE APPROVED BUILDING PERMIT SHALL BE KEPT ON SITE. EROSION CONTROL MEASURES SHALL BE INSPECTED AFTER EACH RAIN AND AT LEAST ONCE EACH WEEK. EROSION DAMAGE TO ADJOINING SURFACES AND DRAINAGEWAYS AS A RESULT OF LAND DEVELOPING OR DISTURBING ACTIVITIES SHALL BE REPAIRED IMMEDIATELY.
- THE TOWN ENGINEER SHALL BE ALLOWED TO ENTER THE SITE FOR THE PURPOSE OF INSPECTING COMPLIANCE WITH THE EROSION CONTROL PLAN OR FOR PERFORMING ANY WORK NECESSARY TO BRING THE SITE INTO COMPLIANCE WITH THE EROSION CONTROL PLAN.
- COPIES OF ALL AGREEMENTS AND/OR EASEMENTS SHALL BE PROVIDED TO THE TOWN OF JACKSON PRIOR TO GRADING ON ADJACENT PROPERTIES FOR TEMPORARY OR PERMANENT CONSTRUCTION ACTIVITIES.
- CONSTRUCTION WORK HOURS SHALL BE CONSISTENT WITH CURRENT TOWN OF JACKSON POLICIES.
- ALL PUBLIC STREETS SHALL BE MAINTAINED CLEAR OF DEBRIS DURING CONSTRUCTION. SHOULD DEBRIS BE TRACKED ONTO PUBLIC STREETS FROM THE CONSTRUCTION SITE, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CLEAN THE AFFECTED STREETS.
- CONSTRUCTION SITE DELINEATION FENCING SHALL BE PROVIDED AS NEEDED TO PROTECT THE PUBLIC FROM HAZARDS DURING CONSTRUCTION. THE FENCE SHALL REMAIN IN PLACE AND INTACT FOR AS LONG AS NECESSARY TO PROTECT THE PUBLIC.
- APPROVED SEDIMENTATION CONTROLS AND SILT RETENTION SHALL BE PLACED AND PROVIDED DURING CONSTRUCTION AS NEEDED TO PREVENT OFFSITE STORM FLOW AS IDENTIFIED IN THE APPROVED GRADING AND EROSION CONTROL PLAN. THE TOWN ENGINEER SHALL BE NOTIFIED UPON COMPLETION OF EROSION CONTROL MEASURES WITHIN 2 CALENDAR DAYS AFTER INSTALLATION.
- IF NECESSARY, IT IS THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN A WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY WYPDES STORMWATER PERMIT AND / OR CONSTRUCTION DEWATERING PERMIT PRIOR TO COMMENCING ANY LAND DISTURBING ACTIVITIES.
- CONTRACTOR SHALL VERIFY LOCATION OF ALL BURIED AND OVERHEAD UTILITIES PRIOR TO ANY EXCAVATION IN THE VICINITY. UTILITY LOCATIONS SHOWN ON THESE DRAWINGS ARE APPROXIMATE AND BASED ON THE BEST INFORMATION AVAILABLE TO THE ENGINEER. ENGINEER DOES NOT WARRANT THE ACCURACY NOR COMPLETENESS OF THE INFORMATION SHOWN FOR EXISTING UTILITIES. CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANIES PRIOR TO INSTALLING IMPROVEMENTS. PRIVATE UNDERGROUND UTILITIES EXIST IN THE PROJECT AREA. CONTACT ENGINEER TO LOCATE EXISTING WATER LINES, SEWER LINES.
- BURIED UTILITY INFORMATION PRESENTED IN THIS PLAN SET ARE DRAWN FROM BEST AVAILABLE RECORD DRAWINGS AND VISIBLE INFRASTRUCTURE. CONTRACTOR SHALL VERIFY LOCATION OF ALL UTILITIES BEING CONNECTED TO INCLUDING COORDINATION WITH UTILITY OWNER, GETTING LOCATES AND POTHOLING IF NECESSARY.
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS IN THE FIELD AND SHALL PROMPTLY NOTIFY THE ENGINEER OF ANY VARIATIONS OR DISCREPANCIES.
- ALL EXCAVATION ACTIVITIES SHALL COMPLY WITH PERMIT REQUIREMENTS ISSUED FOR THE PROJECT. CONTRACTOR SHALL REVIEW AND BE RESPONSIBLE FOR PERMIT COMPLIANCE.
- FILL MATERIAL SHALL BE SUITABLE ON-SITE OR IMPORTED MATERIAL WITH ROCK NO LARGER THAN 6 INCHES IN DIAMETER. LARGER MATERIAL MAY BE PLACED ONLY WHEN AUTHORIZED BY THE ENGINEER.
- SUBGRADE, PIT RUN SUBBASE, AND SITE FILL MATERIALS SHALL BE MECHANICALLY COMPAKTED TO A MINIMUM OF 95% OF MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D698 (AASHTO T-99 - STANDARD PROCTOR DENSITY) IN LIFTS NOT TO EXCEED 8 INCHES IN LOOSE THICKNESS.
- CRUSHED GRAVEL BASE MATERIAL SHALL BE GRADING H OR GRADING W.
- CRUSHED GRAVEL BASE COURSES SHALL BE MECHANICALLY COMPAKTED TO A MINIMUM OF 95% OF MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D1557 (AASHTO T-180 - MODIFIED PROCTOR DENSITY).
- DESTRUCTION AND DAMAGE TO TREES AND OTHER NATURAL VEGETATION SHALL BE MINIMIZED AND ALL DISTURBED SURFACES SHALL BE RESEEDED AS SOON AS PRACTICABLE IN ACCORDANCE TO THE REVEGETATION SPECIFICATIONS.
- STRIP AND SALVAGE TOPSOIL FROM CURRENTLY VEGETATED AREAS TO BE DISTURBED.
- WEEDS SHALL BE CONTROLLED BY SPRAYING, LIMITING DISTURBANCE AREA, OR OTHER MEANS. FOLLOW INVASIVE SPECIES MANAGEMENT PLAN SUBMITTED WITH GRADING PERMIT. REDUCE THE SPREAD OF NOXIOUS WEEDS AND INTRODUCTION OF OTHER INVASIVE SPECIES PRIOR TO CONSTRUCTION, DURING CONSTRUCTION, DURING REVEGETATION, AND AFTER CONSTRUCTION.
- FUGITIVE DUST WILL BE CONTROLLED BY WATERING DURING DRY PERIODS OR AS REQUIRED BY ENGINEER.
- ANY DIRT, MUD OR DEBRIS TRACKED ONTO ADJACENT STREETS OR ALLEYS SHALL BE SWEEPED UP ON A DAILY BASIS OR OTHERWISE REQUESTED BY THE TOWN OF JACKSON.
- CONSTRUCTION SITE SHALL REMAIN CLEAN AND ALL TRASH AND CONSTRUCTION DEBRIS SHALL NOT ENTER INTO ADJACENT PROPERTIES OR STREETS.
- ALL EXCAVATED MATERIALS SHALL BE STOCKPILED AND PROCESSED ON-SITE ONLY AT LOCATIONS AS DESIGNATED ON THE PLANS.
- TOPS OF CUT AND FILL SLOPES SHALL BE ROUNDED TO AVOID Raveling AND Erosion.
- A FOUR INCH MINIMUM LAYER OF TOPSOIL SHALL BE PLACED ON ALL SLOPES AND AREAS STRIPPED FOR GRADING.
- CUT AND FILL SLOPES SHALL NOT EXCEED 2:1 WITHOUT SPECIAL STABILIZATION AND APPROVAL FROM ENGINEER.
- REFER TO UTILITY INFRASTRUCTURE PLAN SHEETS FOR UTILITY NOTES AND SPECIFICATIONS.
- REVEGETATION SHALL BE COMPLETED PER LANDSCAPE PLANS.

## BROWSE 'N BUY DEVELOPMENT PLAN

ST JOHN'S EPISCOPAL CHURCH  
CACHE STREET CAMPUS

SHEET TITLE: **OVERVIEW**  
DATE: **21 FEB 2025**  
REVISIONS:  
DRAWING NUMBER:

**C1.0**

PO Box 9550 | 1315 HWY 89 S., Ste. 201  
Jackson, WY 83002  
Ph: 307.733.5150  
www.jorgeng.com

**JORGENSEN**  
Drawn By: SW  
Checked By: JL

Drawn By: SW

JACKSON, WY

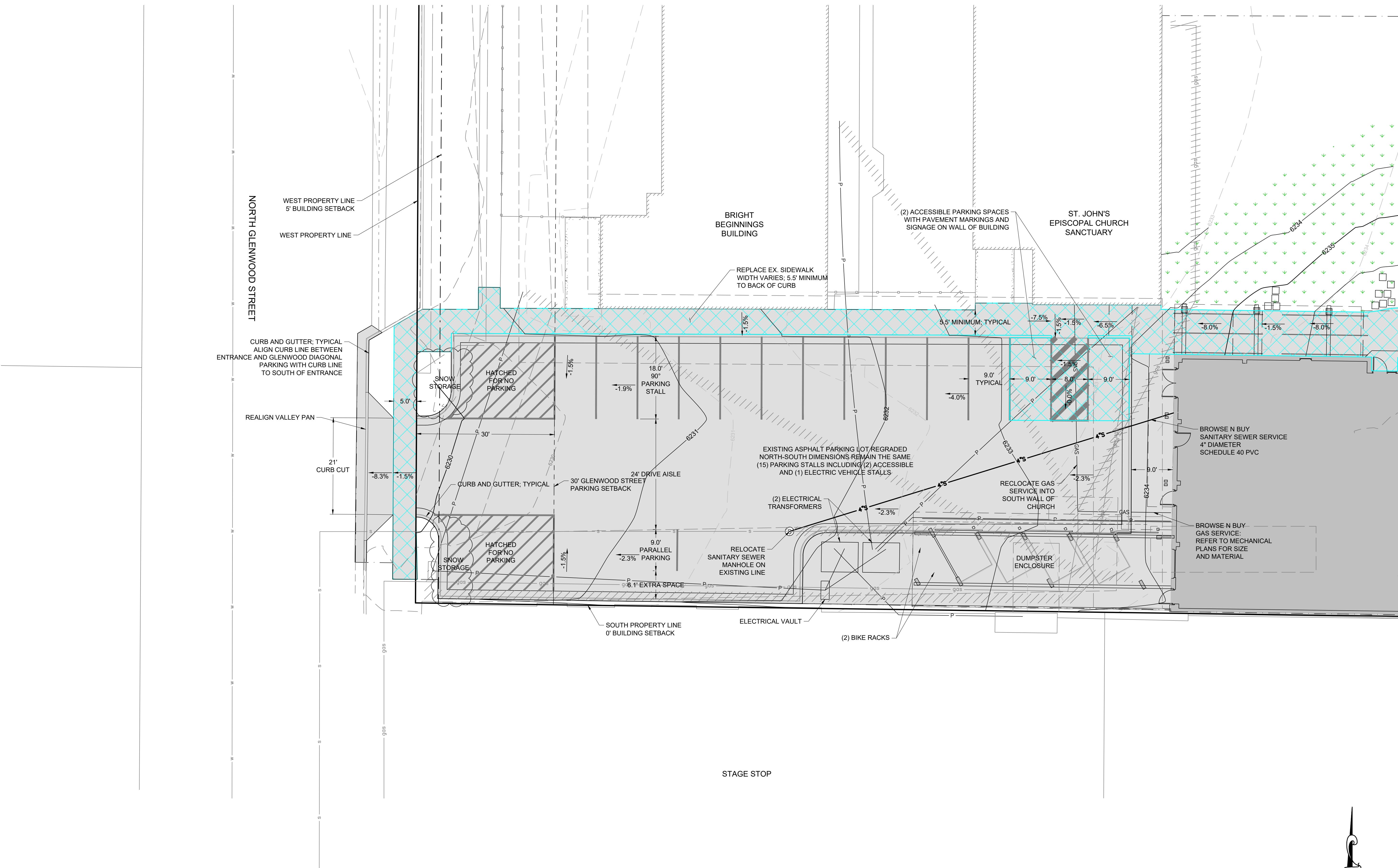
# BROWSE 'N BUY

## DEVELOPMENT PLAN

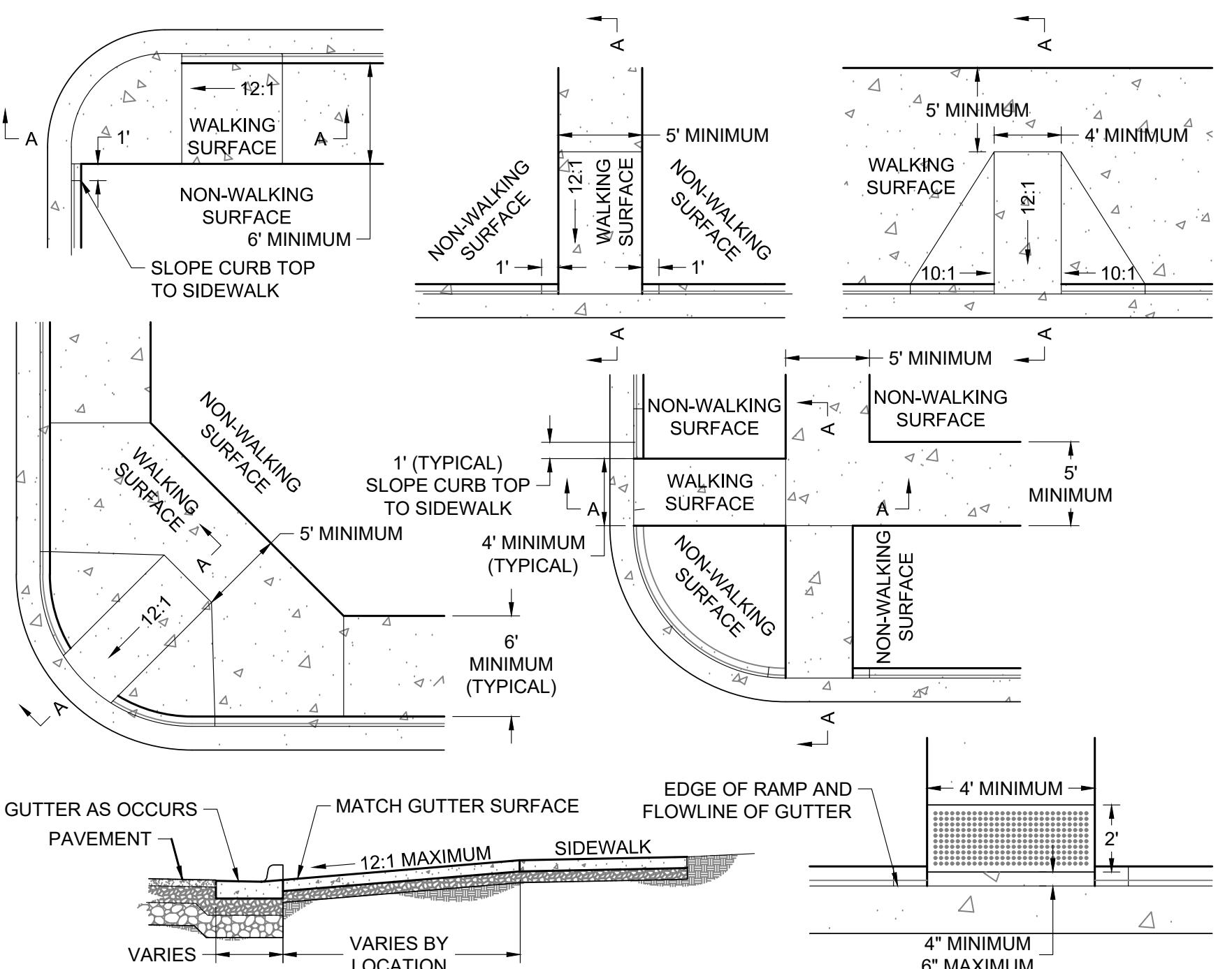
 ST JOHN'S EPISCOPAL CHURCH  
 CACHE STREET CAMPUS

 SHEET TITLE:  
 EAST SITE PLAN  
 DATE: 21 FEB 2025  
 REVISIONS:

 DRAWING NUMBER:  
 C2.0

 NOTE:  
 CYAN HATCH INDICATES AREAS  
 THAT COMPLY WITH ADA SLOPES






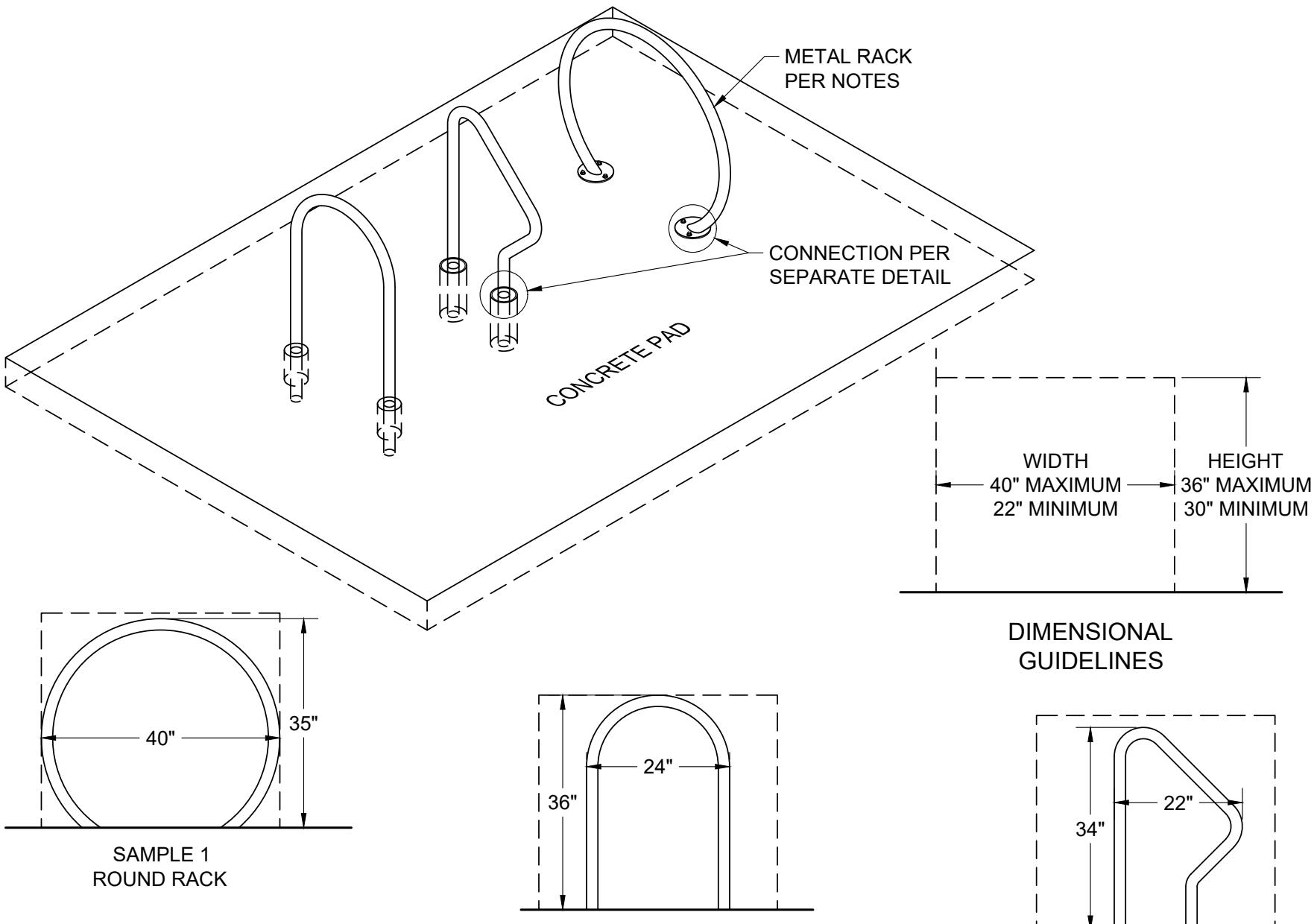
## NOTE

1. SIDEWALKS SHALL CONFORM TO ALL APPLICABLE ADA STANDARD REQUIREMENTS.
2. LIP AT GUTTER TO BE NO MORE THAN  $\frac{1}{4}$ " HIGH
3. CONCRETE TO BE BROOM FINISH.
4. ALL PEDESTRIAN RAMPS SHALL INCLUDE PLACEMENT OF CAST IRON TRUNCATED DOME DETECTION PANELS IN A BRICK RED COLOR. (PANELS SHALL BE PROVIDED BY TOJ.)

## PEDESTRIAN RAMP DETAIL

NOT TO SCALE

TOJ ST-112

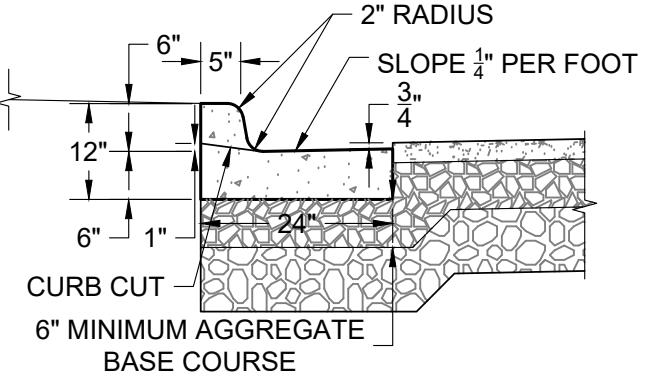


## NOTE

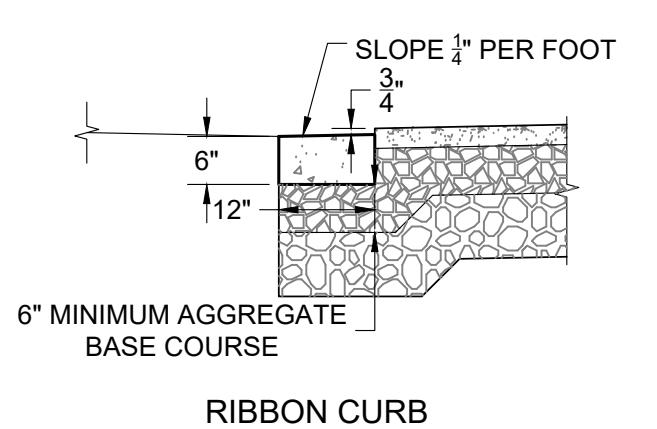
1. ALL BIKE RACKS MUST COMPLY WITH THE FOLLOWING STANDARDS. ADDITIONAL STYLES NOT LISTED IN THIS DETAIL MAY BE APPROVED BY THE PATHWAYS COORDINATOR.
- 1.1. ALL RACKS SHALL BE SECURELY ANCHORED TO A PERMANENT FOUNDATION
- 1.2. RACKS SHALL BE METAL TUBE WITH A MINIMUM DIAMETER OF 1.5"
- 1.3. ALLOWABLE FINISHES ARE GALVANIZED, STAINLESS STEEL AND THERMOPLASTIC OR VINYL PAINT
- 1.4. RACKS MUST PROVIDE SUPPORT TO BIKE FRAME IN TWO PLACES
- 1.5. RACK MUST PROVIDE SPACE TO SECURE THE FRAME AND ONE OR BOTH WHEELS TO THE RACK WITH A CABLE, CHAIN OR U-LOCK
2. RACKS THAT REQUIRE WHEELS TO BE LIFTED OFF THE GROUND ARE NOT ALLOWED

## BIKE RACK STYLES DETAIL

NOT TO SCALE



## VERTICAL CURB



## RIBBON CURB

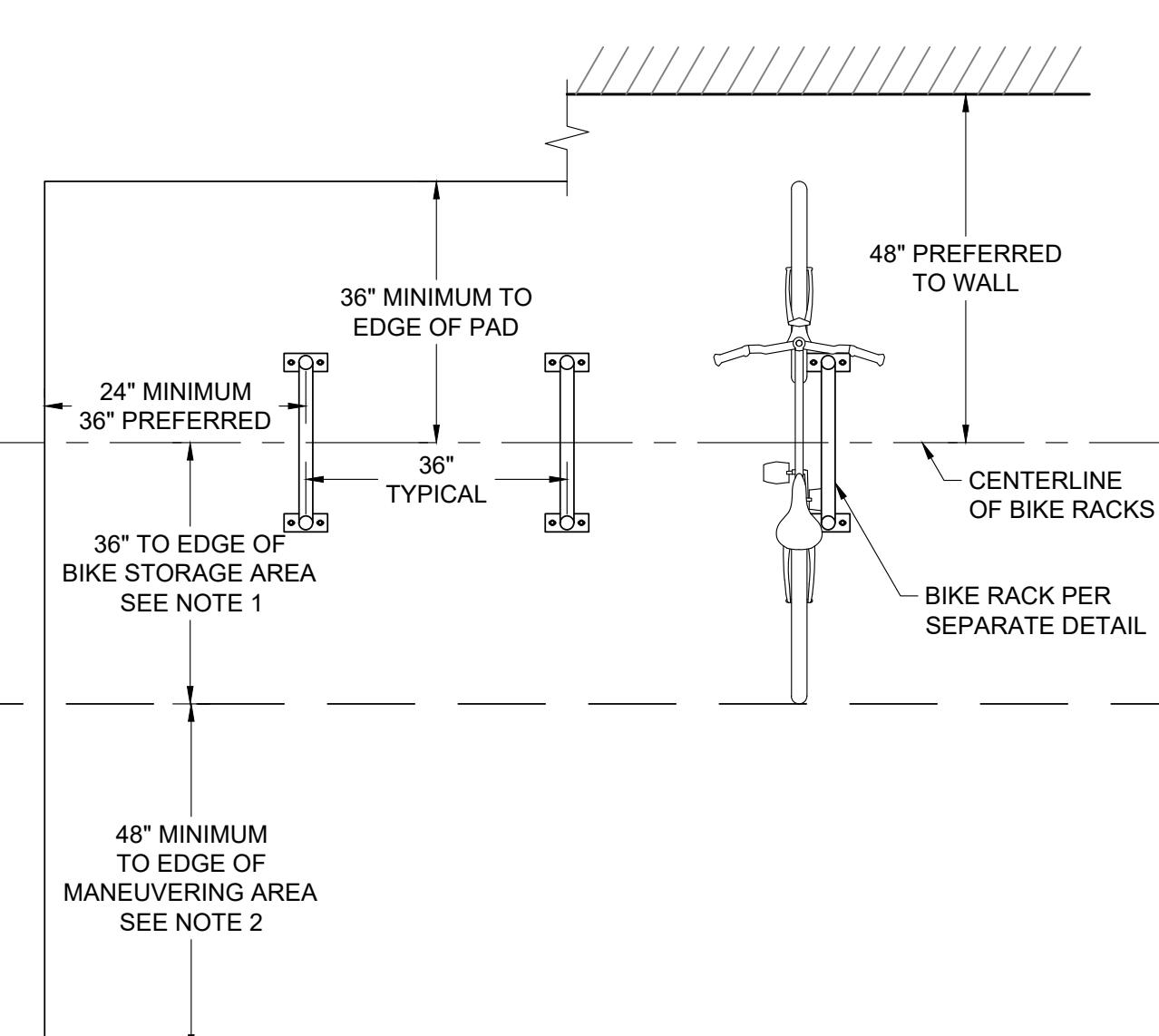
## NOTE

1. CURBS SHALL CONFORM TO WPWSS SECTION 02525, EXCEPT THAT PORTLAND CEMENT CONCRETE SHALL BE CLASS 4000 CONCRETE CONFORMING WITH WPWSS SECTION 03304, PART 2.07.
2. AGGREGATE BASE COURSE SHALL BE SIX INCH MINIMUM THICKNESS, CONFORM TO WPWSS SECTION 02190, PART 2.03, GRADING H, AND BE INSTALLED PER WPWSS SECTION 02231, PART 3.03.
3. REMOVAL AND REPLACEMENT OF CURB SHALL TAKE PLACE IN FULL PANELS.
4. ROLL CURB SHALL NOT BE ALLOWED.

## CURB SECTION DETAIL

NOT TO SCALE

REVISED TOJ ST-110

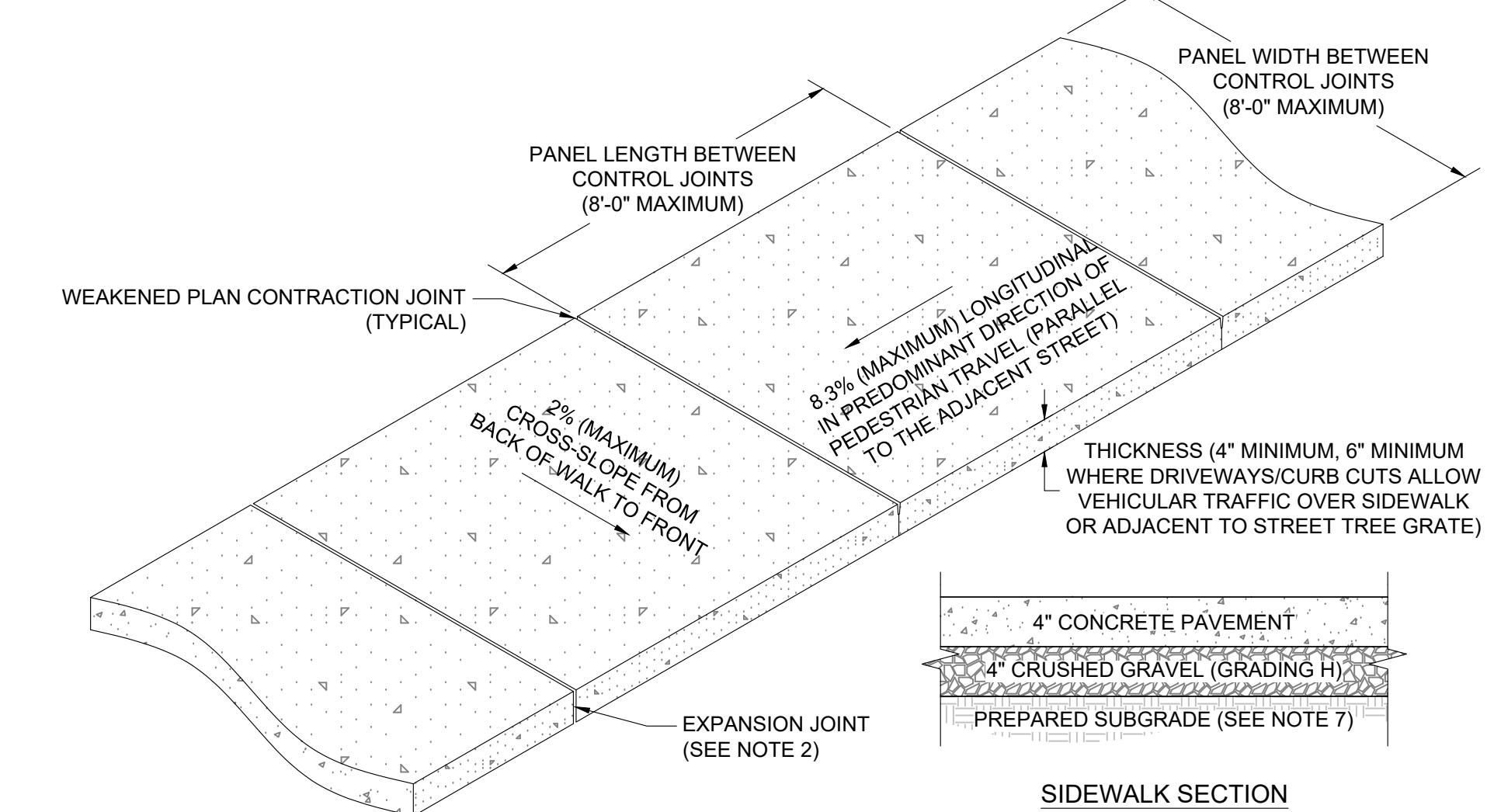


## NOTE

1. FOR OVERSIZED BIKES THIS DIMENSION SHALL BE INCREASED TO 72".
2. THE MANEUVERING AREA MAY BE ANY TRAVERSABLE SURFACE INCLUDING SIDEWALK, PATHWAYS OR OTHER HARDCAPE, AND PORTIONS OF PARKING NOT ALLOCATED TO PARKING STALLS. THIS AREA MAY NOT INCLUDE VERTICAL OBSTRUCTIONS OR TRAFFIC STREETS.

## BIKE RACK SPACING DETAIL

NOT TO SCALE



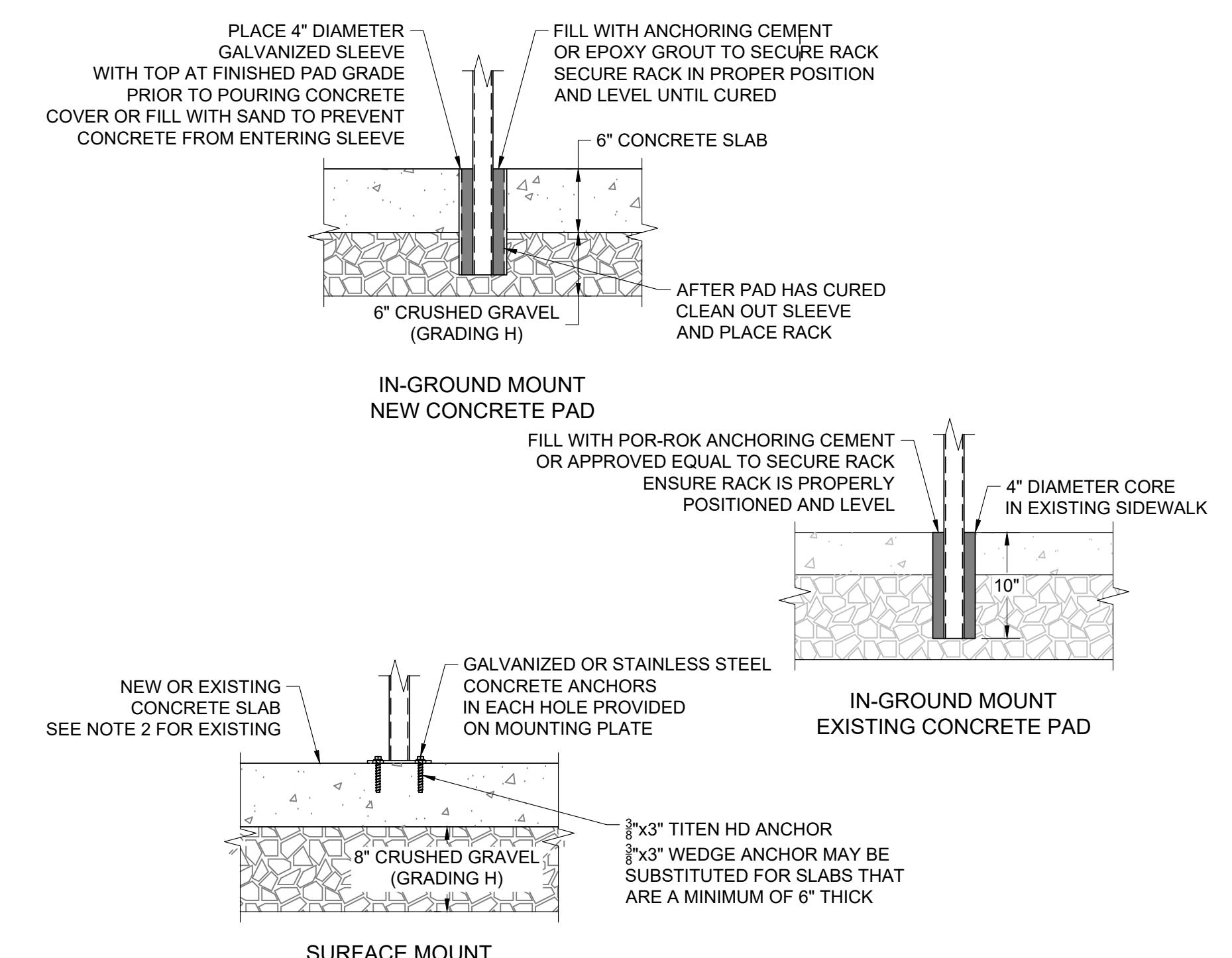
## NOTE

1. SIDEWALK SHALL CONFORM TO ALL APPLICABLE ADA STANDARD REQUIREMENTS. SIDEWALKS SHALL CONFORM TO WPWSS SECTION 02776, EXCEPT THAT PORTLAND CEMENT CONCRETE CLASS 4000 CONCRETE CONFORMING WITH WPWSS SECTION 03304, PART 2.07.
2. EXPANSION JOINTS SHALL BE PLACED IN SIDEWALK AT THE SAME LOCATIONS AS THOSE IN CURB AND GUTTER WHEN SIDEWALK IS ADJACENT TO CURB. (PER WPWSS SECTION 03251, PART 3.04 SPACING SHALL NOT EXCEED 32'-0" ON CENTER.)
3. FOR SIDEWALKS GREATER THAN EIGHT FEET IN WIDTH, A LONGITUDINAL CONTROL JOINT SHALL BE INSTALLED AT THE CENTER OF THE WALK.
4. REMOVAL AND REPLACEMENT OF SIDEWALK SHALL TAKE PLACE IN FULL PANELS.
5. AGGREGATE BASE COURSE SHALL BE FOUR INCH MINIMUM THICKNESS, CONFORM TO WPWSS SECTION 02190, PART 2.03, GRADING H, AND BE INSTALLED PER WPWSS SECTION 02231, PART 3.03.
6. CLEAR VEGETATION AND STRIP TOPSOIL TO SUBGRADE. SCARIFY, CONDITION, AND COMPACT. PROOF ROLL IN THE PRESENCE OF THE ENGINEER.
7. MATERIAL STRIPPED TO DEPTH LOWER THAN SUBGRADE SHALL BE REPLACED WITH STRUCTURAL MATERIAL TO SUBGRADE ELEVATION.
8. WHERE UNSUITABLE SUBGRADE SOIL EXISTS, OVER EXCAVATION AND REPLACEMENT WILL BE REQUIRED. GEOGRID MAY BE SUBSTITUTED FOR OVER EXCAVATION UPON APPROVAL FROM GEOTECHNICAL ENGINEER.

## TYPICAL CONCRETE SIDEWALK DETAIL

NOT TO SCALE

REVISED TOJ ST-127

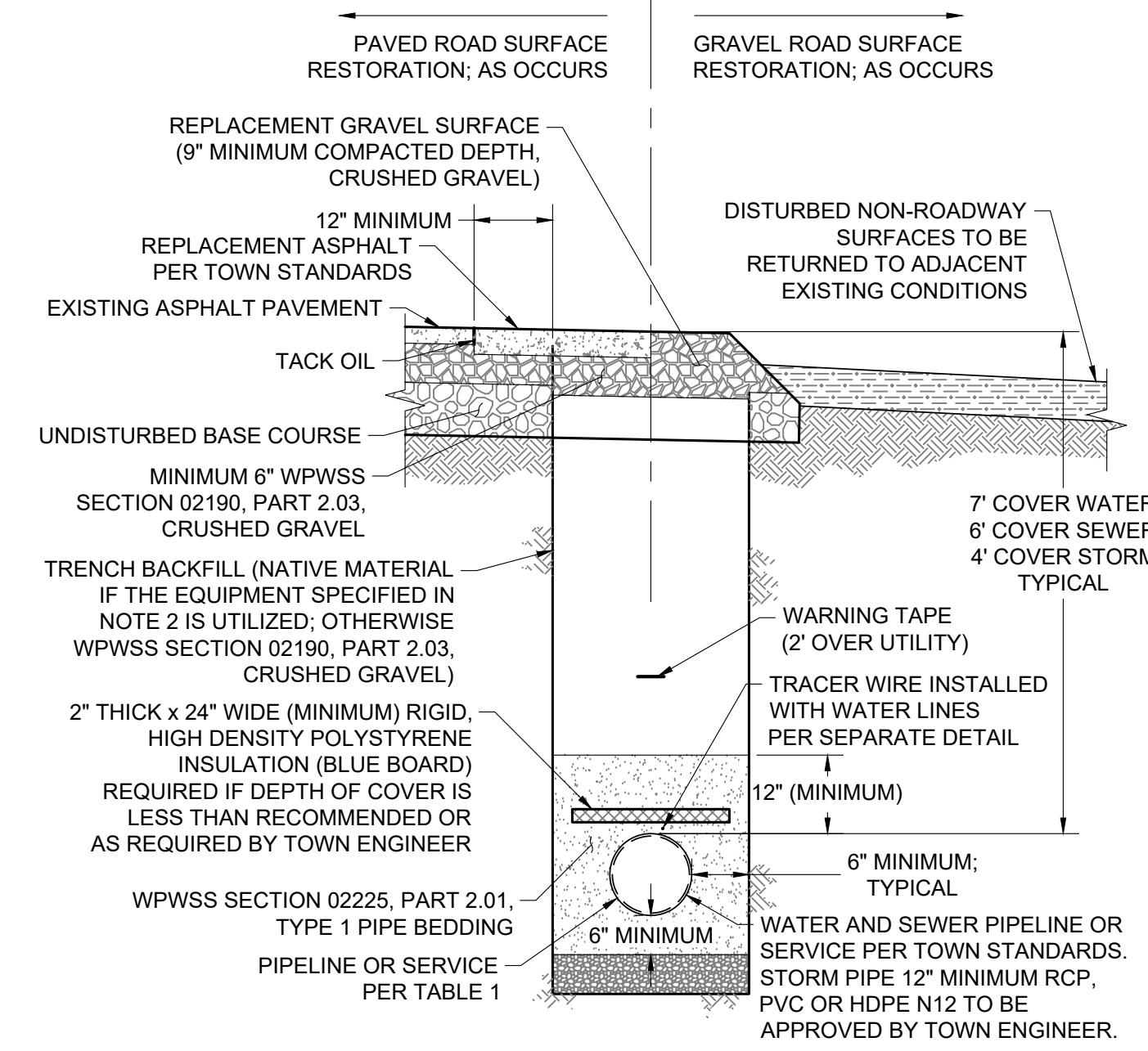


## NOTE

1. SURFACE MOUNTED RACKS MAY BE PLACED ON EXISTING CONCRETE SLABS PROVIDED THEY DO NOT HAVE EXCESSIVE CRACKING AND HAVE A MINIMUM THICKNESS OF 4".
2. MULTIPLE RACKS MAY BE MOUNTED ON RAILS PROVIDED THE RAIL IS SECURELY ANCHORED TO A PERMANENT FOUNDATION

## BIKE RACK MOUNTING DETAIL

NOT TO SCALE

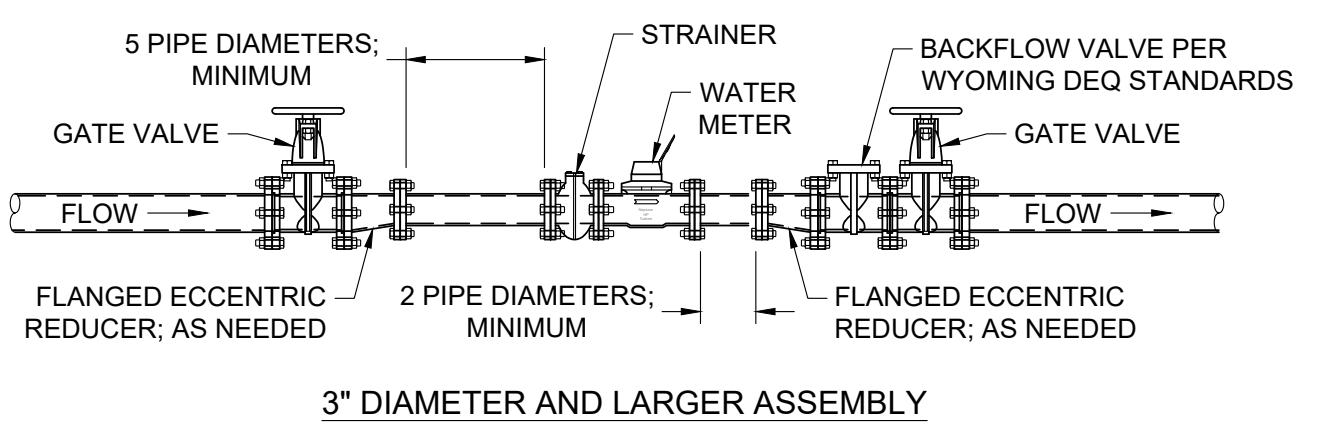
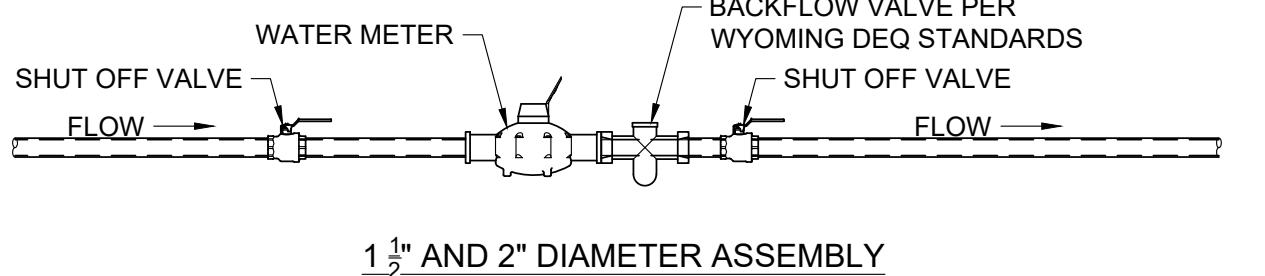


## NOTE

1. TRENCH BACKFILL BELOW THE SURFACE SHALL MEET THE FOLLOWING CRITERIA:
  - 95% MODIFIED PROCTOR DENSITY WITHIN STREET AND ALLEY RIGHTS-OF-WAY.
  - 90% MODIFIED PROCTOR DENSITY OUTSIDE STREET AND ALLEY RIGHTS-OF-WAY.
2. COMPACTION OF NATIVE TRENCH BACKFILL, WITH ALL ROCK LARGER THAN 6" REMOVED, SHALL BE CARRIED OUT IN 2' LIFTS WITH A HOE-PACK OR A VIBRATORY SHEEP'S FOOT ROLLER (COMPACTION METHOD AND EQUIPMENT SHALL BE REVIEWED AND APPROVED BY TOWN ENGINEER PRIOR TO BACKFILLING).
3. UNLESS OTHERWISE DIRECTED, ALL BASE COURSE AND GRAVEL SURFACE REPLACEMENT SHALL BE INSTALLED PER WPWSS SECTION 02231, PART 3.03.
4. ALL TRENCH EXCAVATION SHALL CONFORM TO WYOMING OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION (WYOSHA) REGULATIONS.
5. PROVIDE INSULATION WHERE COVER OVER WATER LINES AND FORCE MAINS ARE LESS THAN 7 FEET AND WHERE SANITARY SEWER AND STORM LINES ARE LESS THAN 5 FEET.

## PIPE TRENCH DETAIL

NOT TO SCALE W-100, SS-100, STM-100

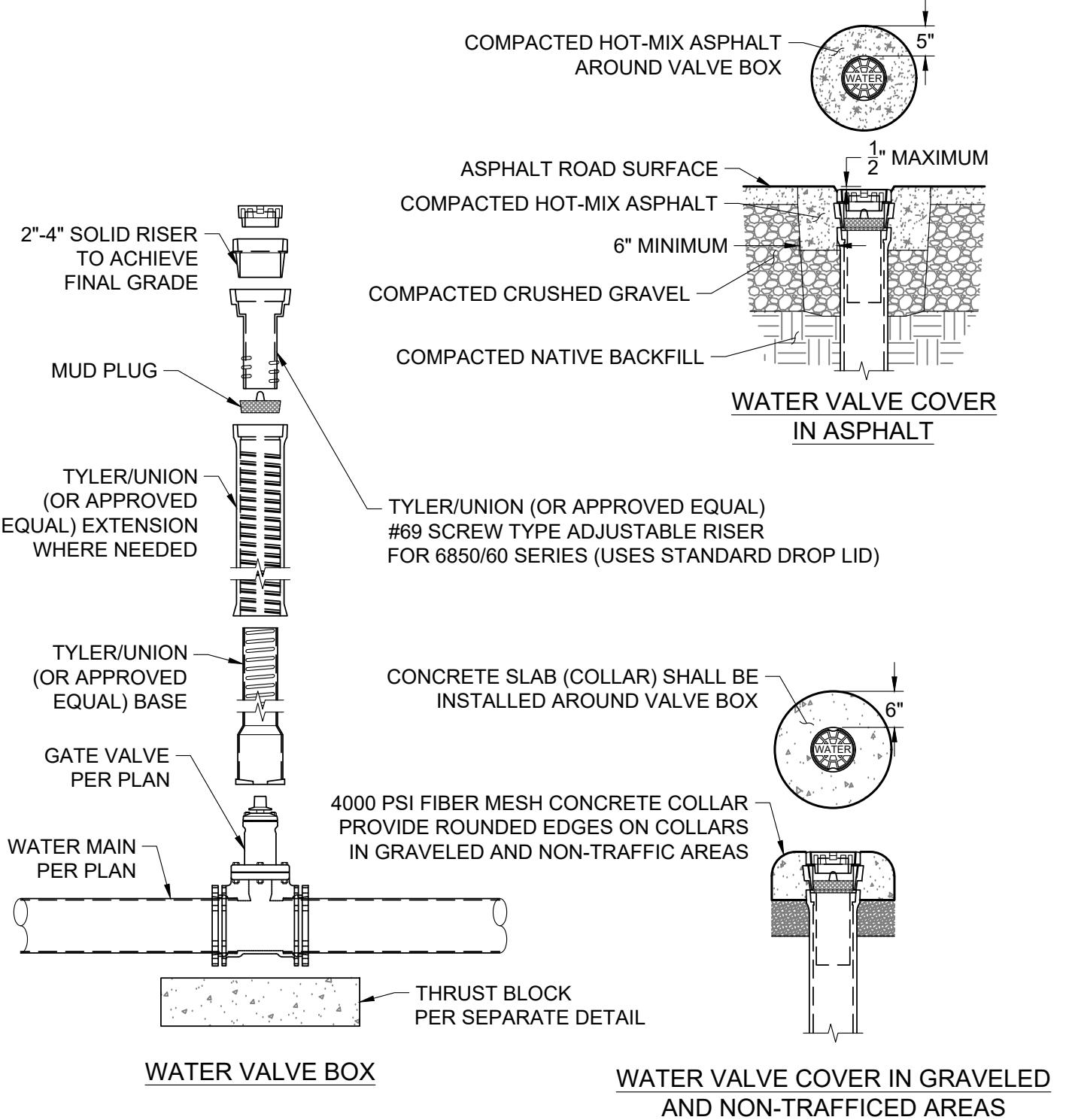


## NOTE

1. SERVICE PIPE MATERIAL SHALL MEET ADOPTED PLUMBING CODE REQUIREMENTS.
2. METER SHALL BE INSTALLED IN HORIZONTAL ALIGNMENT ONLY.
3. CONNECTIONS WITHIN THE ASSEMBLY SHALL BE THREADED OR BOLTED FLANGED, AS APPROPRIATE.
4. METER SHALL BE PURCHASED FROM AND SUPPLIED BY THE TOWN OF JACKSON

## WATER METER (1 1/2" &amp; LARGER DIAMETER) DETAIL

NOT TO SCALE W-113

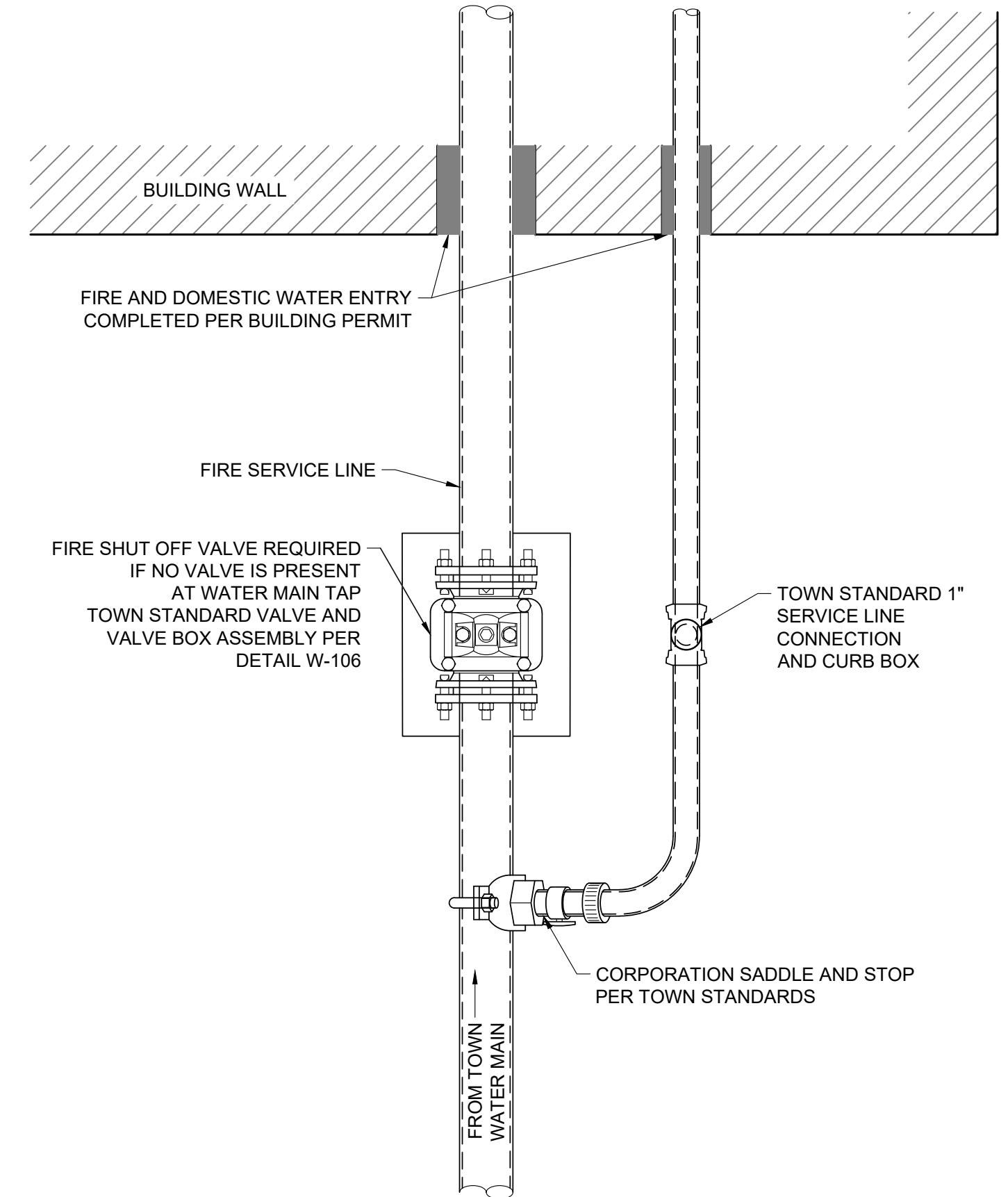


## NOTE

1. ADJUST WATER VALVE BOX UPWARD OR DOWNWARD AS REQUIRED. FINAL ADJUSTMENT SHALL BE MADE AFTER PAVING AND BEFORE SEAL COATING.
2. THE TOWN SHALL INSPECT THE VERTICAL ALIGNMENT BEFORE AND AFTER BACKFILLING.
3. MUD PLUGS ARE REQUIRED TO BE PLACED IN ALL VALVE BOXES

## WATER VALVE &amp; COLLAR ASSEMBLY DETAIL

NOT TO SCALE W-106

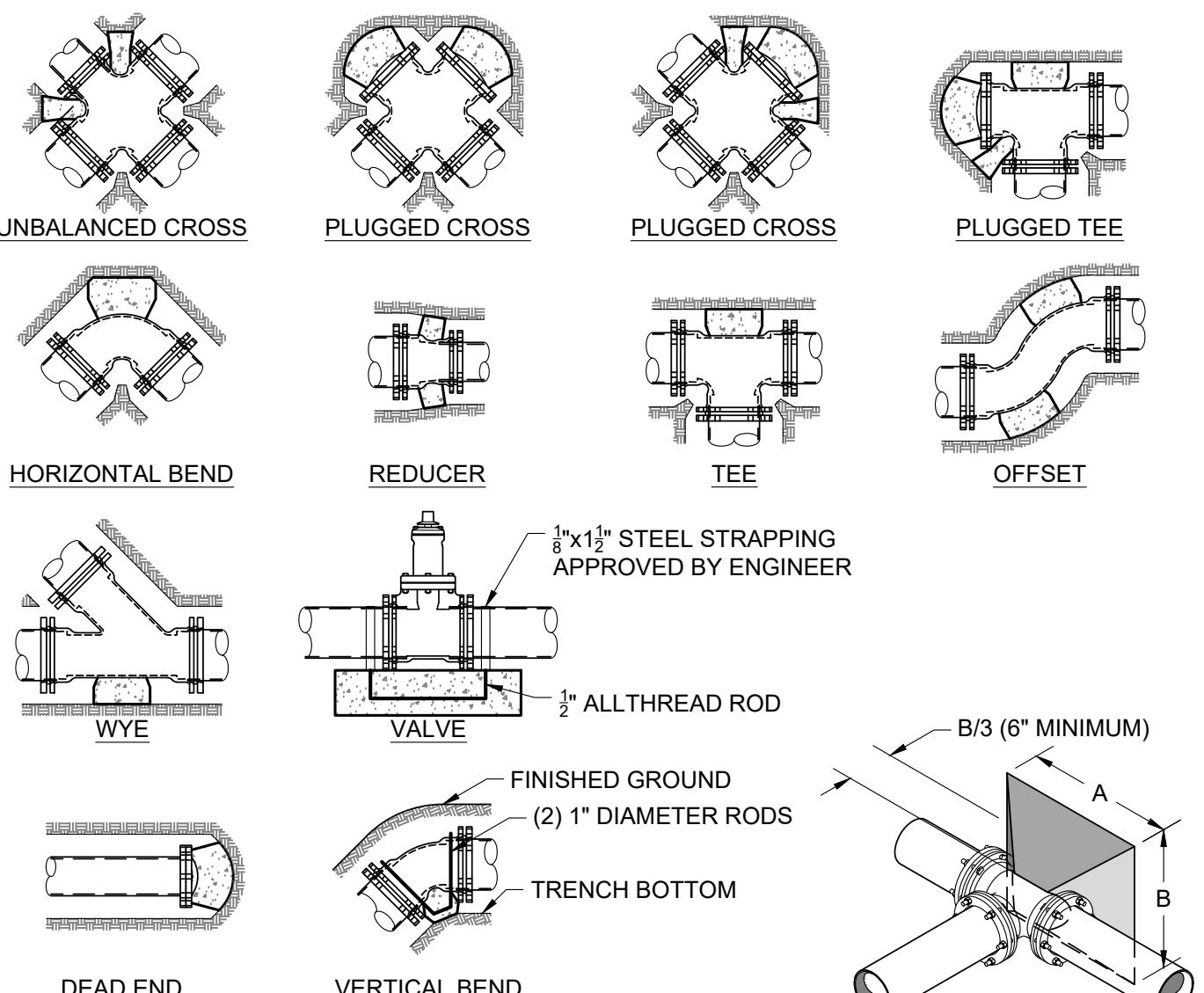


## NOTE

1. FIRE SERVICE LINE ENTRY INTO BUILDING OR STRUCTURE SHALL BE SUBJECT TO REGULATIONS OF AND REVIEW BY THE TOWN OF JACKSON BUILDING DEPARTMENT AND FIRE MARSHALL.

## FIRE LINE WITH WATER SERVICE DETAIL

NOT TO SCALE W-110



| FITTING | MINIMUM DIMENSIONS FOR THRUST BLOCKING NOTES |           |                    |                            |               |        |        |        |
|---------|--|-----------|--------------------|----------------------------|---------------|--------|--------|--------|
|         | TEES AND PLUGS                               | 90° BENDS | 45° BENDS AND WYES | REDUCERS AND 22 1/2° BENDS | 11 1/2° BENDS |        |        |        |
| SIZE    | A  | B         | A                  | B                          | A             | B      | A      | B      |
| 4"      | 1' 7"  | 1' 2"     | 1' 9"              | 1' 6"                      | 1' 8"         | 0' 10" | 1' 7"  | 0' 6"  |
| 6"      | 2' 0"  | 1' 11"    | 2' 5"              | 2' 2"                      | 1' 10"        | 1' 7"  | 1' 9"  | 0' 10" |
| 8"      | 2' 8"  | 2' 6"     | 3' 2"              | 3' 0"                      | 2' 5"         | 2' 1"  | 1' 9"  | 1' 6"  |
| 10"     | 3' 4"  | 3' 3"     | 4' 0"              | 3' 10"                     | 3' 0"         | 2' 2"  | 1' 11" | 1' 6"  |
| 12"     | 4' 0"  | 3' 10"    | 4' 8"              | 4' 8"                      | 3' 8"         | 3' 3"  | 2' 7"  | 2' 0"  |
| 14"     | 5' 5"  | 3' 10"    | 6' 6"              | 4' 11"                     | 4' 9"         | 3' 5"  | 2' 5"  | 2' 0"  |
| 20"     | 5' 0"  | 5' 0"     | 6' 0"              | 5' 0"                      | 4' 0"         | 3' 6"  | 3' 0"  | 2' 0"  |
| 24"     | 6' 0"  | 6' 0"     | 7' 0"              | 5' 0"                      | 5' 0"         | 4' 6"  | 3' 0"  | 3' 0"  |
| 30"     | 7' 6"  | 7' 6"     | 8' 0"              | 6' 3"                      | 6' 3"         | 4' 9"  | 4' 6"  | 3' 3"  |

## NOTE

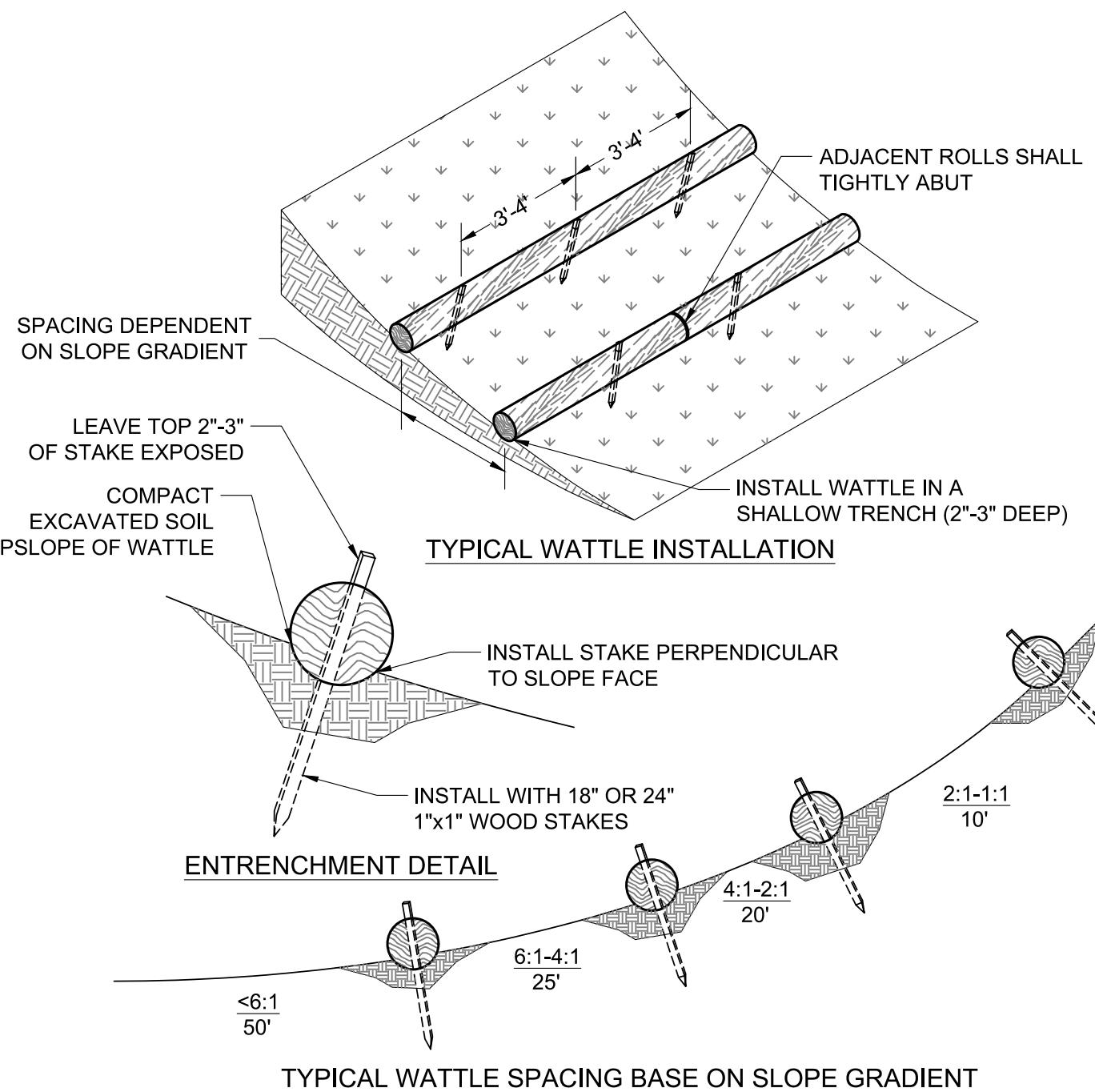
1. SIZE BLOCKS SHALL BE A MINIMUM OF 6" THICK.
2. ALL BLOCKING SHALL BEAR AGAINST UNDISTRIBUTED MATERIAL.
3. DESIGN IS BASED ON 150 PSI MAIN PRESSURE AND 2000 PSF SOIL BEARING CAPACITY.
4. 4 MIL POLYETHYLENE PLASTIC BOND BREAKER SHALL BE PROVIDED BETWEEN THRUST BLOCK AND WATER PIPE

## THRUST BLOCK DETAIL

NOT TO SCALE W-111

 SHEET TITLE: WATER DETAILS  
DATE: 21 FEB 2025  
REVISIONS:

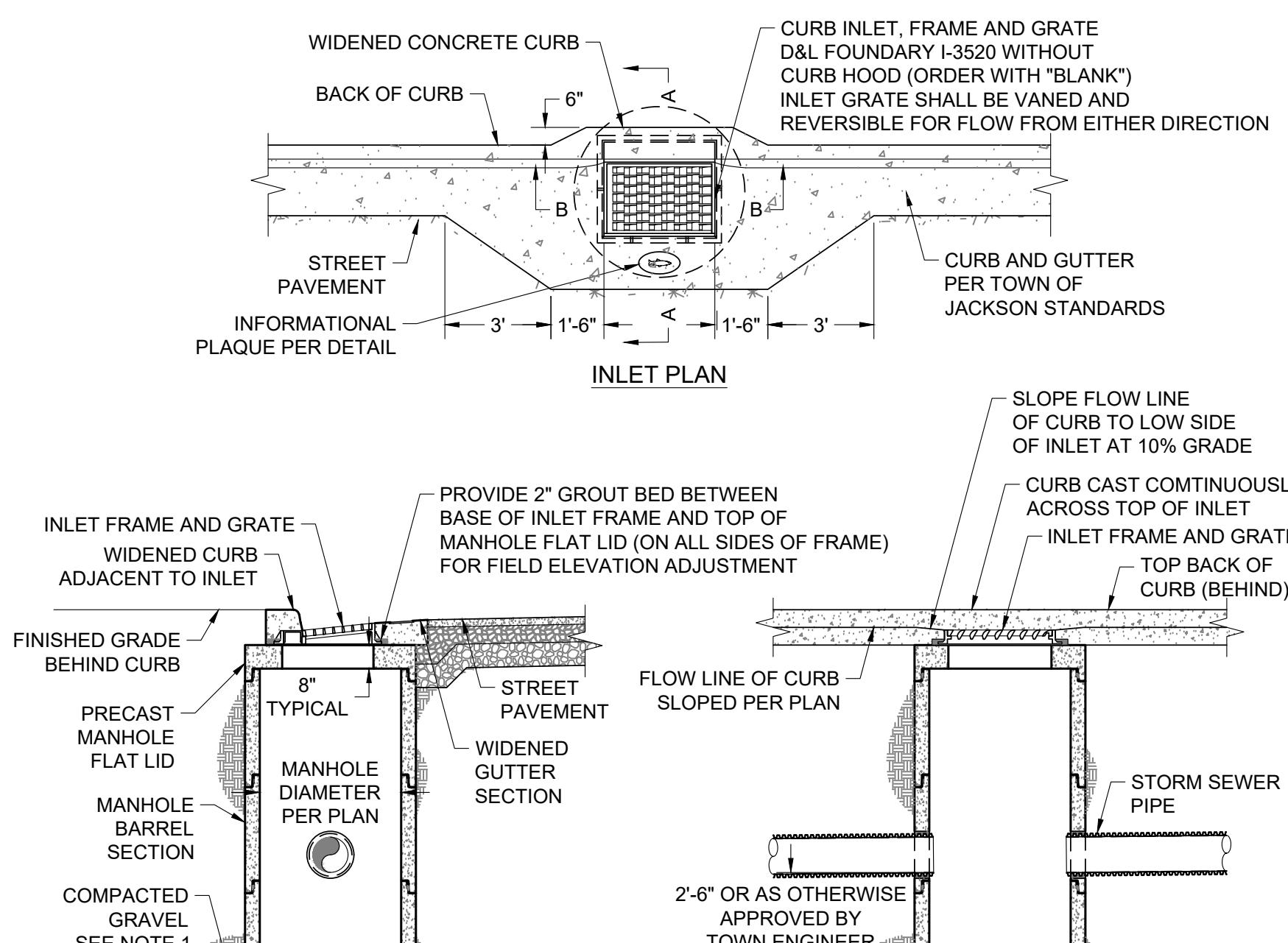
DRAWING NUMBER:



**NOTE**

1. BEGIN AT THE LOCATION WHERE THE WATTLE IS TO BE INSTALLED BY EXCAVATING A 2'-3" DEEP BY 9" WIDE TRENCH ALONG THE CONTOUR OF THE SLOPE. EXCAVATED SOIL SHALL BE PLACED UP-SLOPE FROM THE ANCHOR TRENCH.
2. PLACE THE WATTLE IN THE TRENCH SO THAT IT CONTOURS TO THE SOIL SURFACE. COMPACT SOIL FROM THE EXCAVATED TRENCH AGAINST THE WATTLE ON THE UPHILL SIDE. ADJACENT WATTERS SHOULD TIGHTLY ABUT.
3. SECURE THE WATTLE WITH 18"-24" STAKES EVERY 3'-4" AND WITH A STAKE ON EACH END. STAKES SHALL BE DRIVEN THROUGH THE MIDDLE OF THE WATTLE LEAVING AT LEAST 2"-3" OF STAKE EXTENDING ABOVE THE WATTLE. STAKES SHALL BE DRIVEN PERPENDICULAR TO THE SLOPE FACE.
4. EROSION CONTROL PLAN AND LOCATION OF STRAW WATTERS SHALL BE APPROVED BY THE TOWN OF JACKSON PUBLIC WORKS DEPARTMENT.

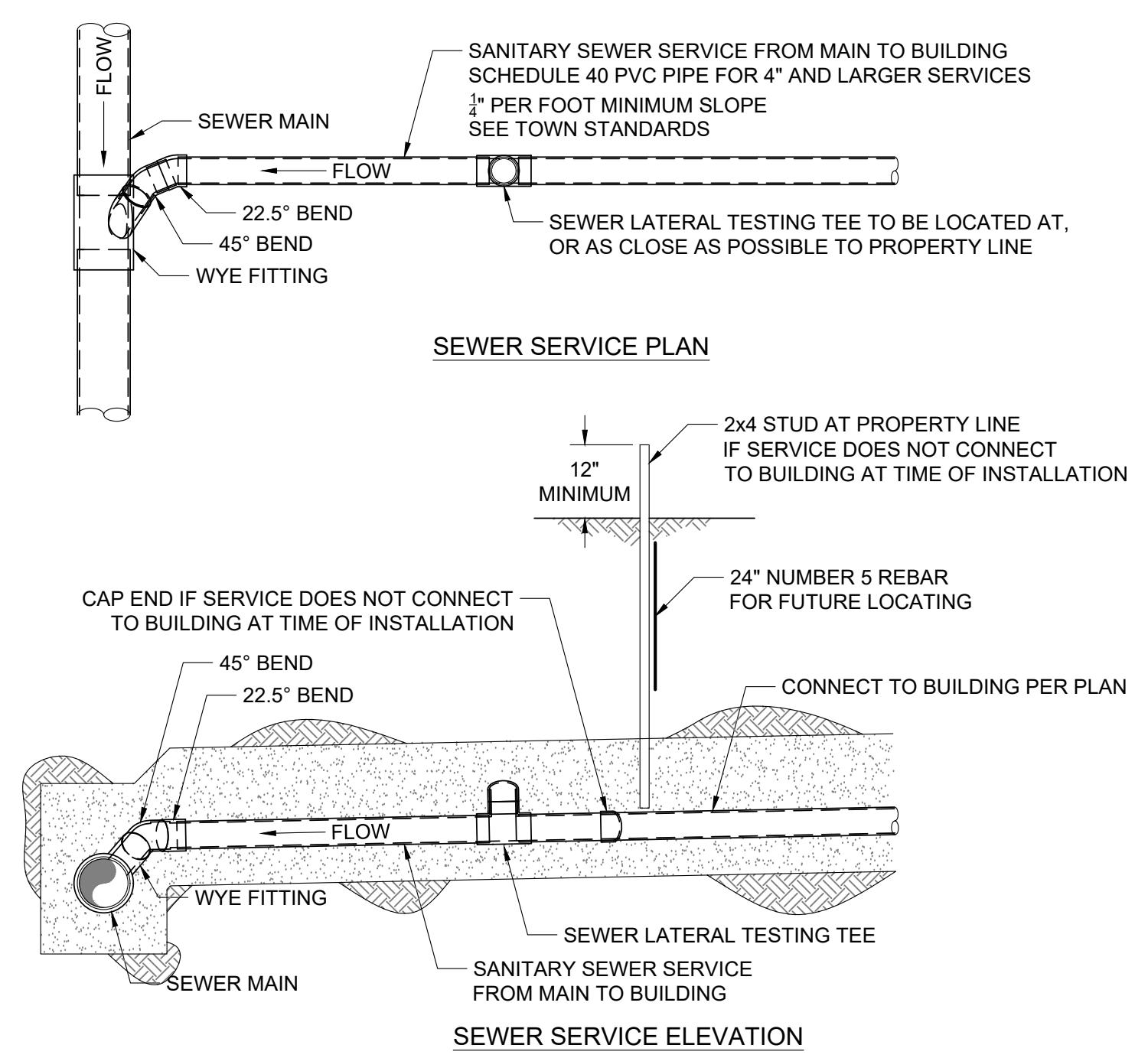
X TYPICAL STRAW WATTLE DETAIL  
CX.X NOT TO SCALE TOJ STM-107



**NOTE**

1. GRAVEL SHALL BE EIGHT INCH MINIMUM THICKNESS, CONFORM TO WPWSS SECTION 02190, PART 2.03, GRADING H, AND BE INSTALLED PER WPWSS SECTION 02231, PART 3.03.

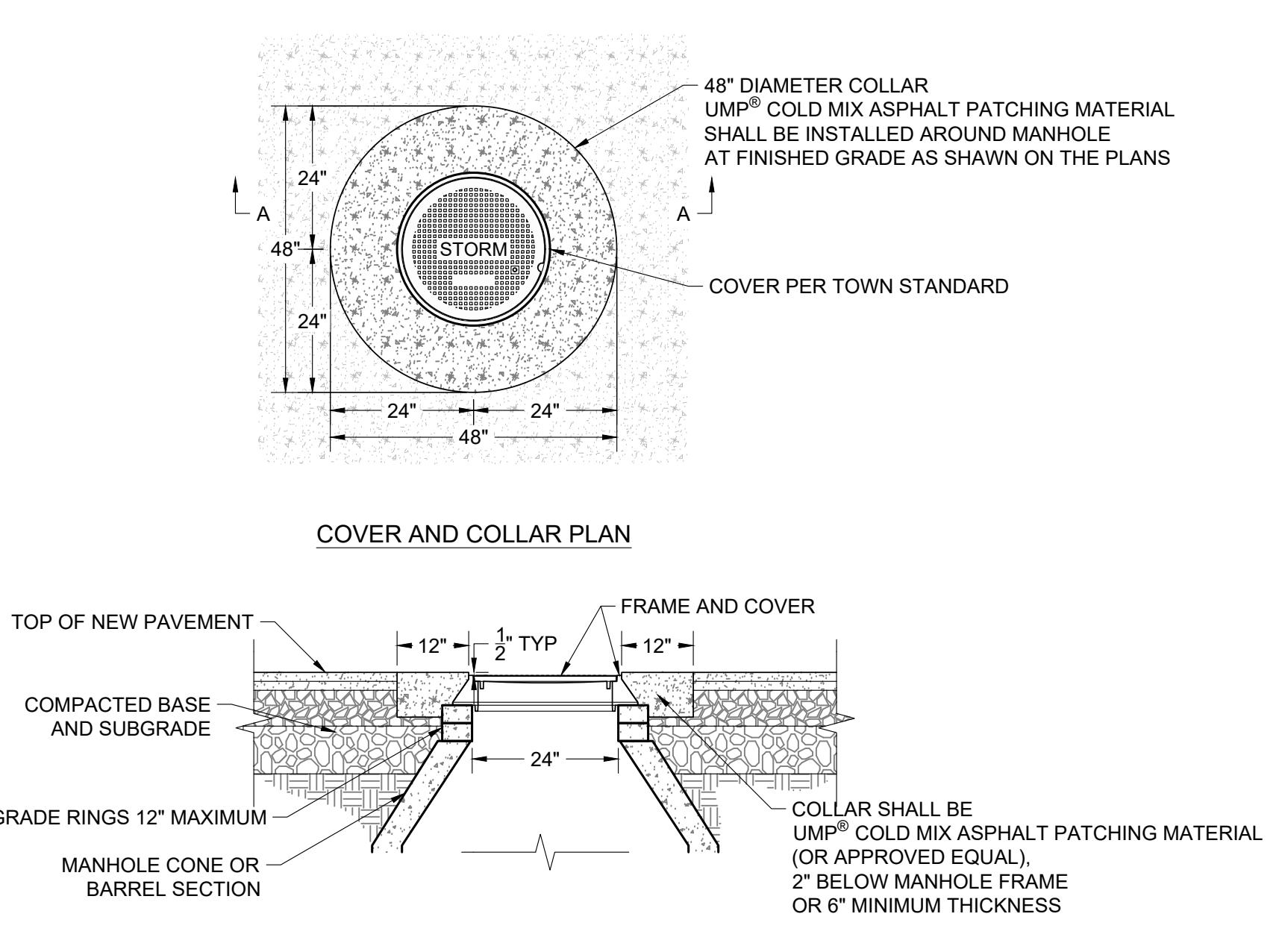
X CURB INLET WITHOUT HOOD DETAIL  
CX.X NOT TO SCALE REVISED TOJ STM-101



**NOTE**

1. NEW SERVICE CONNECTIONS TO EXISTING SANITARY SEWER MAINS SHALL BE COORDINATED WITH TOWN OF JACKSON PUBLIC WORKS.
2. BACKFILL OPERATIONS AT NEW SERVICES CONNECTED TO EXISTING SANITARY SEWER MAINS SHALL BE COMPACTED PER TOWN STANDARDS
3. CLEANOUTS TO BE PROVIDED ADJACENT TO BUILDING, EVERY 100' ALONG THE SERVICE LINE AND AT ALL BENDS.
4. PRIVATE PARTY BEING SERVED BY CONNECTION RESPONSIBLE FOR FEE TAP AND APPROVAL BY UTILITY OWNER.

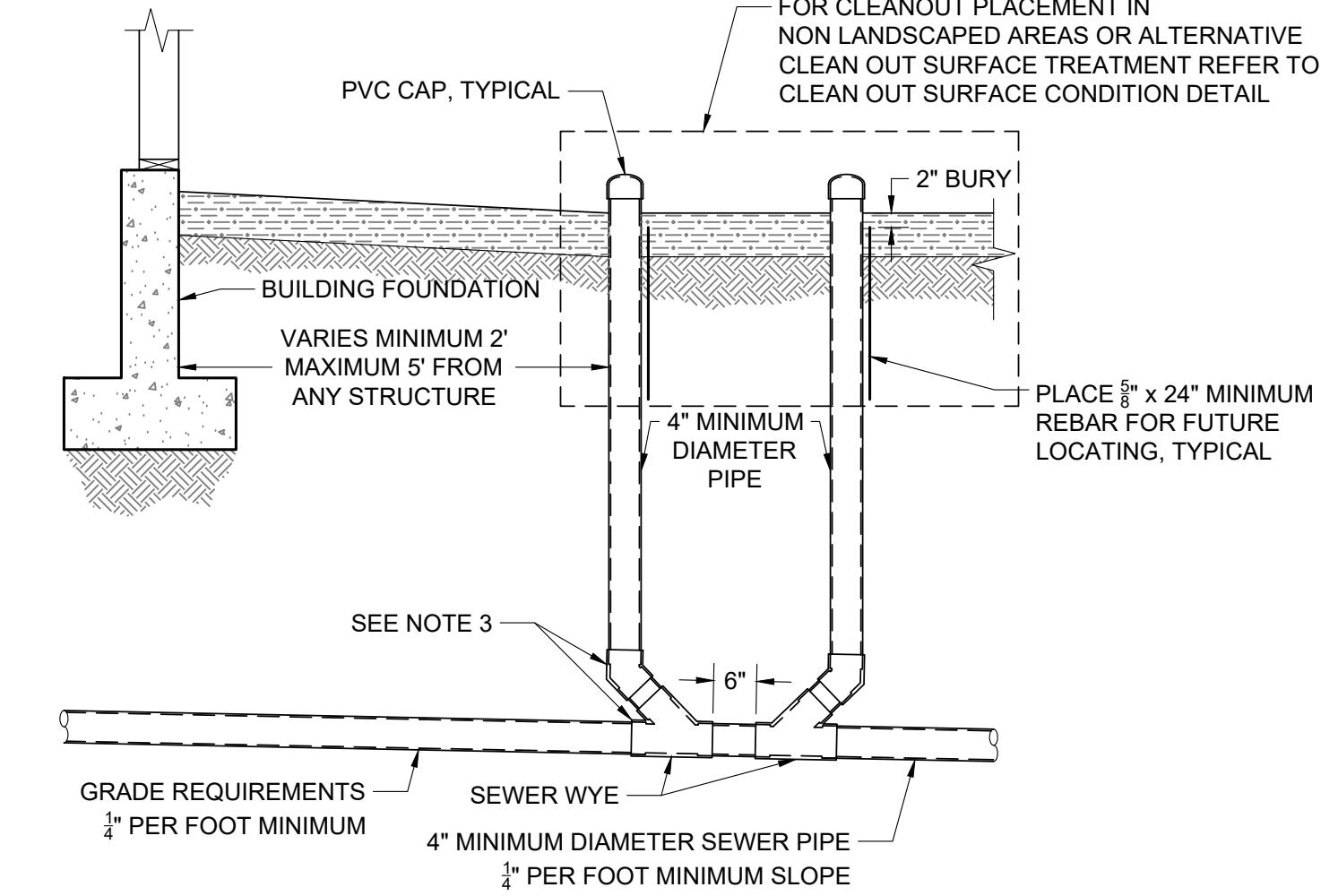
X SANITARY SEWER SERVICE DETAIL  
CX.X NOT TO SCALE TOJ SS-111



**NOTE**

1. ADJUST MANHOLE UPWARD WITH ADJUSTING RINGS UNDER FRAME. ADJUST MANHOLE DOWNWARD BY REMOVING A PORTION OF THE MANHOLE RISER AND REBUILDING TO PROPER HEIGHT. SLOPE MANHOLE RING AS REQUIRED TO MATCH STREET GRADE AND CROSS SLOPE. MAKE FINAL MANHOLE ADJUSTMENT AFTER PAVING AND BEFORE SEAL COATING.
2. IF SEWER MANHOLE IS WITHIN UNPAVED AREA USE TAPERED COLLAR. SEE TOWN SANITARY SEWER DETAIL SS-110.

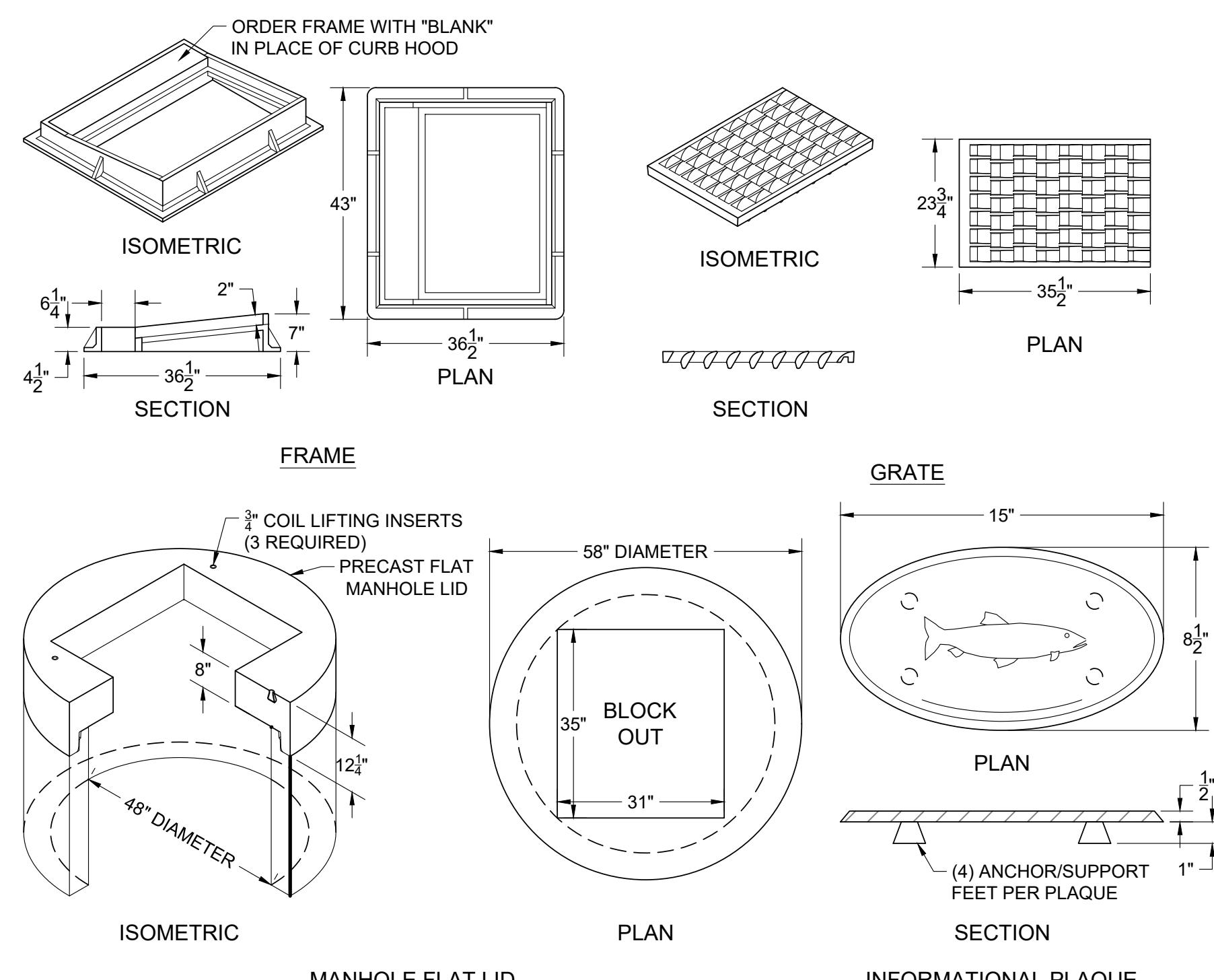
MANHOLE ADJUSTMENT & COLLAR IN ASPHALT  
NOT TO SCALE TOJ STM-103



**NOTE**

1. PRIOR TO BACKFILLING THE TOWN PUBLIC WORKS DEPARTMENT MUST INSPECT ALL PIPE, FITTINGS, COUPLINGS, GRADE AND COMPLETE LEAK TESTING.
2. INSTALL AND COMPACT ALL BACKFILL MATERIAL PER TOWN PUBLIC WORKS DEPARTMENT STANDARD SPECIFICATIONS AND AS SHOWN WITHIN THE TRENCH DETAIL.
3. ALL PVC FITTINGS SHALL MEET ASTM D3034 SPECIFICATIONS, AND SHALL ALSO MEET ASTM D312 SPECIFICATIONS FOR RUBBER GASKETED BELL AND SPIGOT TYPE WITH INTEGRAL BELL.

BUILDING CLEANOUT DETAIL  
NOT TO SCALE REV TOJ SS-114



**NOTE**

1. INLET GRATE AND FRAME SHALL BE MODEL NUMBER I-3520 AS MANUFACTURED BY D&L SUPPLY OF LINDON UTAH, OR APPROVED EQUAL.
2. INLET GRATE SHALL BE VANEDED AND REVERSIBLE FOR EITHER LEFT-TO-RIGHT OR RIGHT-TO-LEFT FLOW.
3. PLAQUE SHALL BE SUBSTANTIALLY AS SHOWN, AS SUPPLIED BY D&L SUPPLY OF LINDON, UTAH, OR APPROVED EQUAL.

X INLET FRAME, GRATE, LID AND PLAQUE DETAILS  
CX.X NOT TO SCALE REVISED TOJ STM-105



PO Box 9550 | 1315 HWY 89 S., Ste. 201  
Jackson, WY 83002  
PH: 307.733.5150  
[www.jorgeng.com](http://www.jorgeng.com)

## WATER SYSTEM DEMAND PER WYDEQ CHAPTER 11

Project Name:

St. John's Episcopal Church - Browse' n Buy

Jorgensen Project Number:

JA Project No. 23092

Site Calculation Date:

19 Febrary 2025

|  |     |
|--|-----|
| Average Daily Flow; percent of maximum | 60% |
| Peak Hour Factor                       | 2   |

| SANITARY SEWER DEMAND       |                 |                                       |                      |                      |                  |
|-----------------------------|-----------------|---------------------------------------|----------------------|----------------------|------------------|
| Unit Type                   | Number of Units | Max Flow per Unit, (gpd) <sup>1</sup> | Average TOTAL, (gpd) | Maximum TOTAL, (gpd) | PEAK HOUR, (gpm) |
| Mercantile                  | 106             | 15                                    | 954                  | 1,590                | 2.2              |
| Storage & Sorting           | 18              | 15                                    | 162                  | 270                  | 0.4              |
| Recovery Community          | 114             | 15                                    | 1,026                | 1,710                | 2.4              |
| Jackson Food Cupboard       | 25              | 15                                    | 225                  | 375                  | 0.5              |
| Residential Apartments      | 2               | 120                                   | 144                  | 240                  | 0.3              |
| TOTAL SANITARY SEWER DEMAND |                 |                                       | 2,511                | 4,185                | 5.8              |

Notes:

<sup>1</sup> Based on daily flow rates from the WYDEQ CH 25, Section 5, Table 2

<sup>2</sup> Number of occupants or bedrooms based on Design Development Plan, 1.15.2025



Project \_\_\_\_\_ Browse' n Buy \_\_\_\_\_ Project No. \_\_\_\_\_ 23092.10

Calculated By \_\_\_\_\_ JL/TK \_\_\_\_\_ Date \_\_\_\_\_ 19 Februry 2025

Sheet \_\_\_\_\_ Stormwater Calculation \_\_\_\_\_ Basin Summary \_\_\_\_\_

**Pre Development Site**

| Surface Type          | Area A (ft <sup>2</sup> ) |
|-----------------------|---------------------------|
| Lawn, Sandy, Flat, 2% | 640                       |
| Asphalt and Concrete  | 10,108                    |
| Roofs                 | 1,079                     |
| Unimproved            |                           |
| Unimproved            |                           |
| <b>Total</b>          | <b>11,827</b>             |

**Post Development Site**

| Surface Type          | (ft <sup>2</sup> ) |
|-----------------------|--------------------|
| Lawn, Sandy, Flat, 2% | 183                |
| Asphalt and Concrete  | 9,225              |
| Roofs                 | 1,753              |
| Unimproved            |                    |
| Unimproved            |                    |
| <b>Total</b>          | <b>11,161</b>      |

**Basin A - Parking Lot, Direct Runoff**

|                       |              |
|-----------------------|--------------|
| Lawn, Sandy, Flat, 2% | 3,398        |
| Asphalt and Concrete  | 835          |
| Roofs                 | 4,235        |
| Unimproved            |              |
| Unimproved            |              |
| <b>Total</b>          | <b>8,468</b> |

|                       |              |
|-----------------------|--------------|
| Lawn, Sandy, Flat, 2% | 0            |
| Asphalt and Concrete  | 0            |
| Roofs                 | 9,089        |
| Unimproved            |              |
| Unimproved            |              |
| <b>Total</b>          | <b>9,089</b> |



Project \_\_\_\_\_ Browse' n Buy \_\_\_\_\_ Project No. \_\_\_\_\_ 23092.10

Calculated By \_\_\_\_\_ JL/TK \_\_\_\_\_ Date \_\_\_\_\_ 19 February 2025

Sheet \_\_\_\_\_ Stormwater Calculation \_\_\_\_\_ Basin A - Pre Development

Design Storm Frequency = 100 years

Discharge Rate, d = 0.00 cfs

| Surface Type          | Area A (ft <sup>2</sup> ) | Area (acres) | Runoff Coefficient C | Frequency Factor C <sub>f</sub> | C x C <sub>f</sub> | Calculation Value C' | C' x A (acres) |
|-----------------------|---------------------------|--------------|----------------------|---------------------------------|--------------------|----------------------|----------------|
| Lawn, Sandy, Flat, 2% | 640                       | 0.01         | 0.08                 | 1.25                            | 0.10               | 0.10                 | 0.00           |
| Asphalt and Concrete  | 10,108                    | 0.23         | 0.95                 | 1.25                            | 1.19               | 1.00                 | 0.23           |
| Roofs                 | 1,079                     | 0.02         | 0.95                 | 1.25                            | 1.19               | 1.00                 | 0.02           |
| Unimproved            | 0                         | 0.00         | 0.20                 | 1.25                            | 0.25               | 0.25                 | 0.00           |
| Unimproved            | 0                         | 0.00         | 0.20                 | 1.25                            | 0.25               | 0.25                 | 0.00           |
| <b>Totals</b>         | <b>11,827</b>             | <b>0.27</b>  |                      |                                 |                    |                      | <b>0.27</b>    |

Weighted Runoff Coefficient, C<sub>wd</sub> = 
$$\frac{SC_j A_j}{SA_j} = 0.90$$

$$C_{wd} \times C_f = 1.00$$

$$C_{wd} \times C_f \times SA_j = 0.27$$

Time of Concentration = 5.0 minutes

| Water Quantity Calculations |                               |                                  |                                  |
|-----------------------------|-------------------------------|----------------------------------|----------------------------------|
| Rainfall Duration, t (min)  | Rainfall Intensity, i (in/hr) | Runoff Volume (ft <sup>3</sup> ) | Peak Flow (ft <sup>3</sup> /sec) |
| 0                           | 0.00                          | 0.00                             | 0.00                             |
| 5                           | 3.00                          | 246.40                           | 0.81                             |
| 10                          | 2.33                          | 382.73                           | 0.63                             |
| 15                          | 1.90                          | 468.15                           | 0.52                             |
| 20                          | 1.65                          | 542.07                           | 0.45                             |
| 30                          | 1.30                          | 640.63                           | 0.35                             |
| 40                          | 1.08                          | 709.62                           | 0.29                             |
| 50                          | 0.95                          | 780.25                           | 0.26                             |
| 60                          | 0.82                          | 808.18                           | 0.22                             |
| 70                          | 0.74                          | 850.89                           | 0.20                             |
| 80                          | 0.65                          | 854.17                           | 0.18                             |
| 90                          | 0.61                          | 901.81                           | 0.17                             |
| 100                         | 0.56                          | 919.88                           | 0.15                             |

Peak Flow Rate = 0.81 cfs



Project \_\_\_\_\_ Browse' n Buy \_\_\_\_\_ Project No. \_\_\_\_\_ 23092.10

Calculated By \_\_\_\_\_ JL/TK \_\_\_\_\_ Date \_\_\_\_\_ 19 February 2025

Sheet \_\_\_\_\_ Stormwater Calculation \_\_\_\_\_ Basin B - Pre Development

Design Storm Frequency = 100 years

Discharge Rate, d = 0.00 cfs

| Surface Type          | Area A (ft <sup>2</sup> ) | Area (acres) | Runoff Coefficient C | Frequency Factor C <sub>f</sub> | C x C <sub>f</sub> | Calculation Value C' | C' x A (acres) |
|-----------------------|---------------------------|--------------|----------------------|---------------------------------|--------------------|----------------------|----------------|
| Lawn, Sandy, Flat, 2% | 3,398                     | 0.08         | 0.08                 | 1.25                            | 0.10               | 0.10                 | 0.01           |
| Asphalt and Concrete  | 835                       | 0.02         | 0.95                 | 1.25                            | 1.19               | 1.00                 | 0.02           |
| Roofs                 | 4,235                     | 0.10         | 0.95                 | 1.25                            | 1.19               | 1.00                 | 0.10           |
| Unimproved            | 0                         | 0.00         | 0.20                 | 1.25                            | 0.25               | 0.25                 | 0.00           |
| Unimproved            | 0                         | 0.00         | 0.20                 | 1.25                            | 0.25               | 0.25                 | 0.00           |
| <b>Totals</b>         | <b>8,468</b>              | <b>0.19</b>  |                      |                                 |                    |                      | <b>0.15</b>    |

Weighted Runoff Coefficient, C<sub>wd</sub> =  $\frac{SC_j A_j}{SA_j}$  = 0.60  $C_{wd} \times C_f = 0.75$   
 $C_{wd} \times C_f \times SA_j = 0.15$

Time of Concentration = 5.0 minutes

| Water Quantity Calculations |                               |                                  |                                  |
|-----------------------------|-------------------------------|----------------------------------|----------------------------------|
| Rainfall Duration, t (min)  | Rainfall Intensity, i (in/hr) | Runoff Volume (ft <sup>3</sup> ) | Peak Flow (ft <sup>3</sup> /sec) |
| 0                           | 0.00                          | 0.00                             | 0.00                             |
| 5                           | 3.00                          | 132.51                           | 0.44                             |
| 10                          | 2.33                          | 205.83                           | 0.34                             |
| 15                          | 1.90                          | 251.77                           | 0.28                             |
| 20                          | 1.65                          | 291.52                           | 0.24                             |
| 30                          | 1.30                          | 344.52                           | 0.19                             |
| 40                          | 1.08                          | 381.63                           | 0.16                             |
| 50                          | 0.95                          | 419.61                           | 0.14                             |
| 60                          | 0.82                          | 434.63                           | 0.12                             |
| 70                          | 0.74                          | 457.60                           | 0.11                             |
| 80                          | 0.65                          | 459.36                           | 0.09                             |
| 90                          | 0.61                          | 484.98                           | 0.09                             |
| 100                         | 0.56                          | 494.70                           | 0.08                             |

Peak Flow Rate = 0.44 cfs



Project \_\_\_\_\_ Browse' n Buy \_\_\_\_\_ Project No. \_\_\_\_\_ 23092.10

Calculated By \_\_\_\_\_ JL/TK \_\_\_\_\_ Date \_\_\_\_\_ 19 February 2025

Sheet \_\_\_\_\_ Stormwater Calculation \_\_\_\_\_ Basin A - Post Development

Design Storm Frequency = 100 years

Discharge Rate, d = 0.81 cfs

From 100 year pre-development storm  
 Other (enter flowrate) cfs

| Surface Type          | Area A (ft <sup>2</sup> ) | Area (acres) | Runoff Coefficient C | Frequency Factor C <sub>f</sub> | C x C <sub>f</sub> | Calculation Value C' | C' x A (acres) |
|-----------------------|---------------------------|--------------|----------------------|---------------------------------|--------------------|----------------------|----------------|
| Lawn, Sandy, Flat, 2% | 183                       | 0.00         | 0.08                 | 1.25                            | 0.10               | 0.10                 | 0.00           |
| Asphalt and Concrete  | 9,225                     | 0.21         | 0.95                 | 1.25                            | 1.19               | 1.00                 | 0.21           |
| Roofs                 | 1,753                     | 0.04         | 0.95                 | 1.25                            | 1.19               | 1.00                 | 0.04           |
| Unimproved            | 0                         | 0.00         | 0.20                 | 1.25                            | 0.25               | 0.25                 | 0.00           |
| Unimproved            | 0                         | 0.00         | 0.20                 | 1.25                            | 0.25               | 0.25                 | 0.00           |
| <b>Totals</b>         | <b>11,161</b>             | <b>0.26</b>  |                      |                                 |                    |                      | <b>0.26</b>    |

$$\text{Weighted Runoff Coefficient, } C_{wd} = \frac{\sum C_j A_j}{\sum A_j} = 0.94 \quad C_{wd} \times C_f = 1.00$$

$$C_{wd} \times C_f \times \sum A_j = 0.26$$

Time of Concentration = 5.0 minutes

| Water Quantity Calculations |                               |                                  |                                     |   |                                  |
|-----------------------------|-------------------------------|----------------------------------|-------------------------------------|---|----------------------------------|
| Rainfall Duration, t (min)  | Rainfall Intensity, i (in/hr) | Runoff Volume (ft <sup>3</sup> ) | Discharge Volume (ft <sup>3</sup> ) | Req'd Site Detention (ft <sup>3</sup> ) | Peak Flow (ft <sup>3</sup> /sec) |
| 0                           | 0.00                          | 0.00                             | 0.00                                | 0.00                                    | 0.00                             |
| 5                           | 3.00                          | 230.60                           | 244.36                              | 0.82                                    | 0.77                             |
| 10                          | 2.33                          | 358.20                           | 488.72                              | -41.48                                  | 0.60                             |
| 15                          | 1.90                          | 438.14                           | 733.08                              | -130.45                                 | 0.49                             |
| 20                          | 1.65                          | 507.32                           | 977.44                              | -243.68                                 | 0.42                             |
| 30                          | 1.30                          | 599.56                           | 1466.16                             | -513.40                                 | 0.33                             |
| 40                          | 1.08                          | 664.13                           | 1954.88                             | -815.83                                 | 0.28                             |
| 50                          | 0.95                          | 730.23                           | 2443.60                             | -1140.02                                | 0.24                             |
| 60                          | 0.82                          | 756.37                           | 2932.31                             | -1472.96                                | 0.21                             |
| 70                          | 0.74                          | 796.34                           | 3421.03                             | -1819.30                                | 0.19                             |
| 80                          | 0.65                          | 799.41                           | 3909.75                             | -2159.59                                | 0.17                             |
| 90                          | 0.61                          | 843.99                           | 4398.47                             | -2525.36                                | 0.16                             |
| 100                         | 0.56                          | 860.90                           | 4887.19                             | -2883.46                                | 0.14                             |

\*

Peak Flow Rate = 0.77 cfs

Water Storage Required =

 1 ft<sup>3</sup>  
 6 gal

\*Req'd site detention greatly overestimates required storage when tc&gt;t



Project \_\_\_\_\_ Browse' n Buy \_\_\_\_\_ Project No. \_\_\_\_\_ 23092.10

Calculated By \_\_\_\_\_ JL/TK \_\_\_\_\_ Date \_\_\_\_\_ 19 Februry 2025

Sheet \_\_\_\_\_ Stormwater Calculation \_\_\_\_\_ Basin B - Post Development

 Design Storm Frequency = **100** years

|   |                            |     |
|---|----------------------------|-----|
| Discharge Rate, d =                                     | 0.00                       | cfs |
| <input type="radio"/> From                              | year pre-development storm |     |
| <input checked="" type="radio"/> Other (enter flowrate) | 0.00                       | cfs |

| Surface Type          | Area A<br>(ft <sup>2</sup> ) | Area<br>(acres) | Runoff<br>Coefficient<br>C | Frequency<br>Factor<br>C <sub>f</sub> | C x C <sub>f</sub> | Calculation<br>Value<br>C' | C' x A<br>(acres) |
|-----------------------|------------------------------|-----------------|----------------------------|---------------------------------------|--------------------|----------------------------|-------------------|
| Lawn, Sandy, Flat, 2% | 0                            | 0.00            | 0.08                       | 1.25                                  | 0.10               | 0.10                       | 0.00              |
| Asphalt and Concrete  | 0                            | 0.00            | 0.95                       | 1.25                                  | 1.19               | 1.00                       | 0.00              |
| Roofs                 | 9,089                        | 0.21            | 0.95                       | 1.25                                  | 1.19               | 1.00                       | 0.21              |
| Unimproved            | 0                            | 0.00            | 0.20                       | 1.25                                  | 0.25               | 0.25                       | 0.00              |
| Unimproved            | 0                            | 0.00            | 0.20                       | 1.25                                  | 0.25               | 0.25                       | 0.00              |
| <b>Totals</b>         | <b>9,089</b>                 | <b>0.21</b>     |                            |                                       |                    |                            | <b>0.21</b>       |

$$\text{Weighted Runoff Coefficient, } C_{wd} = \frac{\sum C_j A_j}{\sum A_j} = 0.95 \quad C_{wd} \times C_f = 1.00 \quad C_{wd} \times C_f \times \sum A_j = 0.21$$

 Time of Concentration = **5.0** minutes

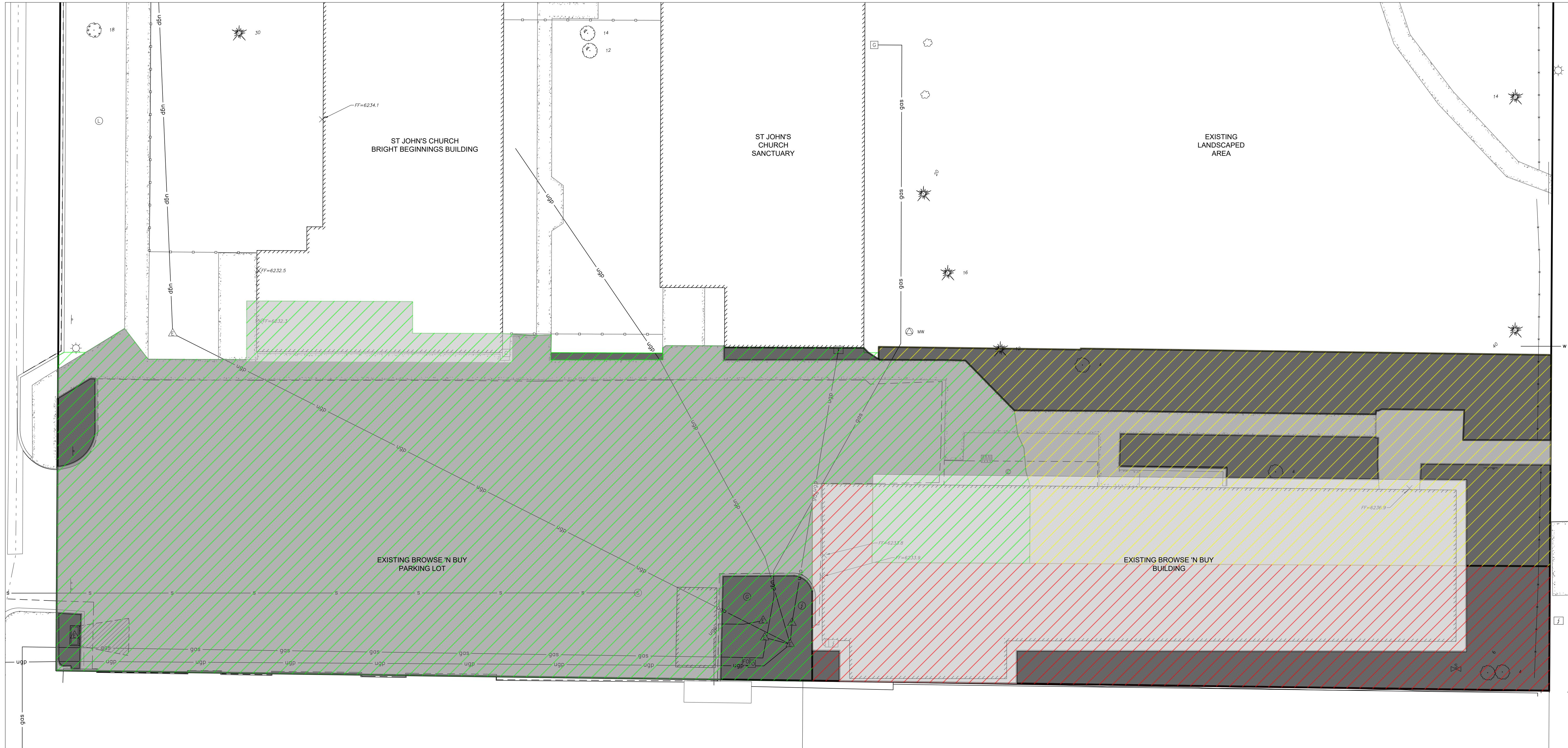
| Water Quantity Calculations   |                                     |  |   |   |  |
|-------------------------------|-------------------------------------|--|---|---|--|
| Rainfall Duration, t<br>(min) | Rainfall<br>Intensity, i<br>(in/hr) | Runoff<br>Volume<br>(ft <sup>3</sup> ) | Discharge<br>Volume<br>(ft <sup>3</sup> ) | Req'd Site<br>Detention<br>(ft <sup>3</sup> ) | Peak<br>Flow<br>(ft <sup>3</sup> /sec) |
| 0                             | 0.00                                | 0.00                                   | 0.00                                      | 0.00  | 0.00                                   |
| 5                             | 3.00                                | 187.79                                 | 0.00                                      | 187.79  | 0.63                                   |
| 10                            | 2.33                                | 291.70                                 | 0.00                                      | 291.70  | 0.49                                   |
| 15                            | 1.90                                | 356.80                                 | 0.00                                      | 356.80  | 0.40                                   |
| 20                            | 1.65                                | 413.14                                 | 0.00                                      | 413.14  | 0.34                                   |
| 30                            | 1.30                                | 488.25                                 | 0.00                                      | 488.25  | 0.27                                   |
| 40                            | 1.08                                | 540.83                                 | 0.00                                      | 540.83  | 0.23                                   |
| 50                            | 0.95                                | 594.67                                 | 0.00                                      | 594.67  | 0.20                                   |
| 60                            | 0.82                                | 615.95                                 | 0.00                                      | 615.95  | 0.17                                   |
| 70                            | 0.74                                | 648.50                                 | 0.00                                      | 648.50  | 0.15                                   |
| 80                            | 0.65                                | 651.00                                 | 0.00                                      | 651.00  | 0.14                                   |
| 90                            | 0.61                                | 687.31                                 | 0.00                                      | 687.31  | 0.13                                   |
| 100                           | 0.56                                | 701.08                                 | 0.00                                      | 701.08  | 0.12                                   |

\*

 Peak Flow Rate = **0.63** cfs

 Water Storage Required = **701** ft<sup>3</sup>  
**5244** gal

\*Req'd site detention greatly overestimates required storage when tc&gt;t



# BROWSE 'N BUY

## DEVELOPMENT PLAN

# ST JOHN'S EPISCOPAL CHURCH CACHE STREET CAMPUS

WY 89 S., Ste. 201  
Jackson, WY 83002  
PH: 307.733.5150  
[www.jorgeng.com](http://www.jorgeng.com)

JACKSON, WY

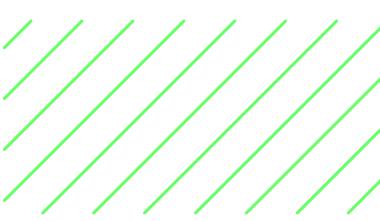
**SHEET TITLE:**  
**EX STM BASINS**

**DRAWING NUMBER:**

# STM 1

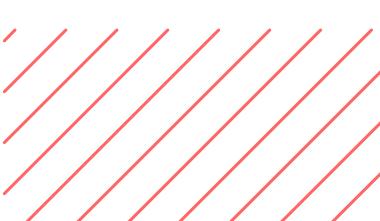
**NOTE:**

BASIN B & BASIN C WERE  
COMBINED SINCE EACH INFILTRATE  
IN ON-SITE LANDSCAPED AREA



## BASIN A

## BASIN B



## BASIN C



### EXISTING PAVED AREAS (ASPHALT OR CONCRETE)

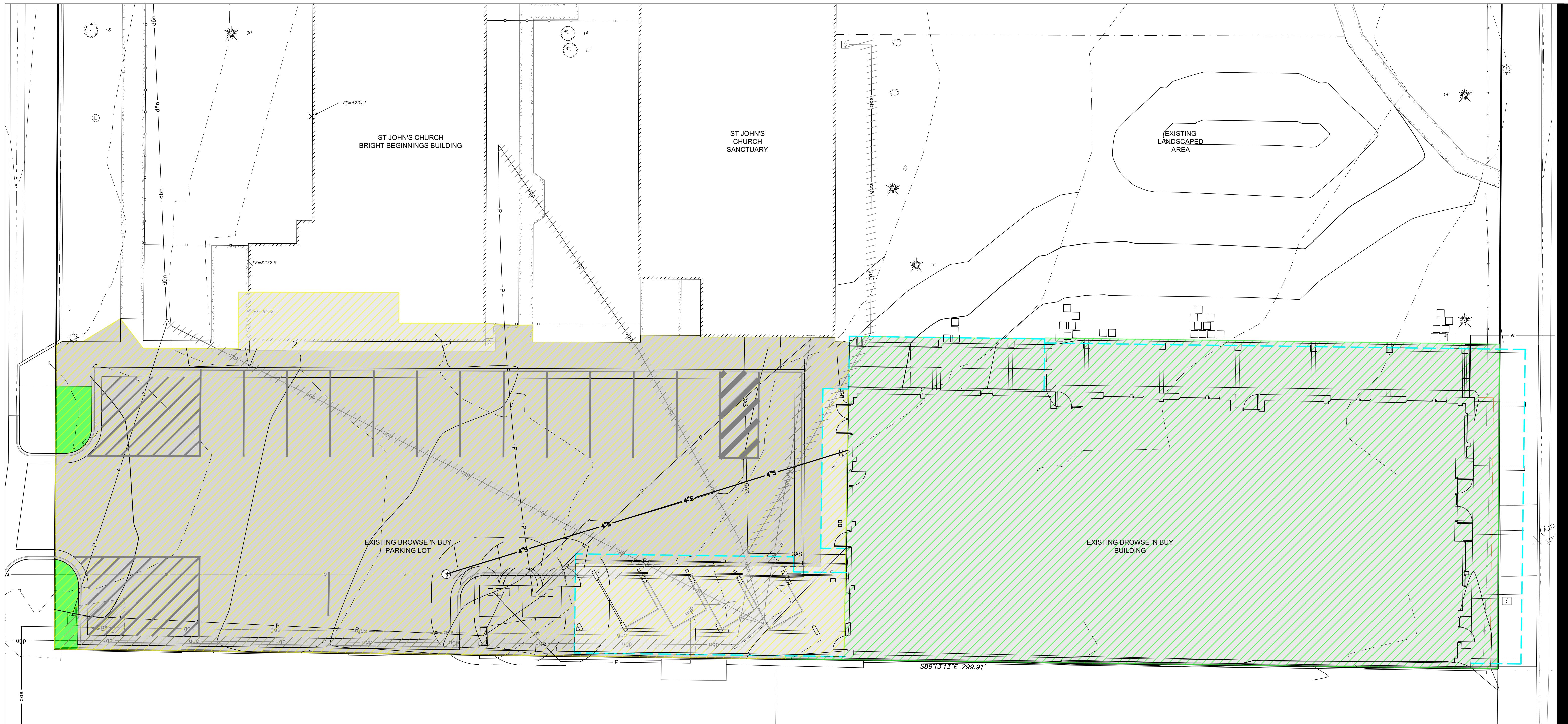


### EXISTING VEGETATED AREA

## EXISTING ROC

BASIN B & BASIN C WERE  
COMBINED SINCE EACH INFILTRATE  
IN ON-SITE LANDSCAPED AREA

# STM 1



# BROWSE 'N BUY

DEVELOPMENT PLAN

---

# ST JOHN'S EPISCOPAL CHURCH

---

## CAICHE STREET CAMBRUS

9550 | 1315 HWY 89 S., Ste. 201  
Jackson, WY 83002  
PH: 307.733.5150  
[www.jorgeng.com](http://www.jorgeng.com)



JORGENSEN

LACKSON WY

**SHEET TITLE:**  
**PRO STM BASINS**  
**DATE: 21 FEB 2025**  
**REVISIONS:**

**DRAWING NUMBER:**



**WATER SYSTEM DEMAND PER AMERICAN WATER WORKS ASSOCIATION (M22)**

**Project Name:**

**St. John's Episcopal Church - Browse' n Buy**

**Jorgensen Project Number:**

**JA Project No. 23092**

**Site Calculation Date:**

**19 Februry 2025**

| <b>WATER DEMAND - M22 FIXTURE CALCULATION</b>         |                  |                  |                                      |                                  |                            |
|---|------------------|------------------|--------------------------------------|----------------------------------|----------------------------|
|   | <b>Fixture</b>   | <b>No. Units</b> | <b>Fixtures per Unit<sup>2</sup></b> | <b>Fixture Value<sup>1</sup></b> | <b>Total Fixture Value</b> |
| <b>Recovery Community</b>                             | Kitchen Sink     | 1                | 1                                    | 1.8                              | 2                          |
|   | Dishwasher       | 1                | 1                                    | 1.3                              | 1                          |
|   |                  |                  |                                      |                                  |                            |
|   |                  |                  |                                      |                                  |                            |
|   |                  |                  |                                      |                                  |                            |
|   |                  |                  |                                      |                                  |                            |
| <b>Jackson Food Cupboard</b>                          | Toilet           | 1                | 1                                    | 6                                | 6                          |
|   | Lavatory Sink    | 1                | 1                                    | 1.5                              | 2                          |
|   |                  |                  |                                      |                                  |                            |
|   |                  |                  |                                      |                                  |                            |
|   |                  |                  |                                      |                                  |                            |
|   |                  |                  |                                      |                                  |                            |
| <b>Residential Apartments</b>                         | Toilet           | 2                | 1                                    | 6                                | 12                         |
|   | Lavatory Sink    | 2                | 1                                    | 1.5                              | 3                          |
|   | Shower           | 2                | 1                                    | 2.5                              | 5                          |
|   | Kitchen Sink     | 2                | 1                                    | 1.8                              | 4                          |
|   | Dishwasher       | 2                | 1                                    | 1.3                              | 3                          |
|   | Laundry (Washer) | 2                | 1                                    | 3                                | 6                          |
| <b>Mechanical &amp; Common</b>                        | Toilet           | 1                | 5                                    | 6                                | 30                         |
|   | Lavatory Sink    | 1                | 8                                    | 1.5                              | 12                         |
|   |                  |                  |                                      |                                  |                            |
|   |                  |                  |                                      |                                  |                            |
|   |                  |                  |                                      |                                  |                            |
|   |                  |                  |                                      |                                  |                            |
| <b>TOTAL FIXTURE VALUE</b>                            |                  |                  |                                      |                                  | <b>85</b>                  |
| Probable Water Flow Demand (AWWA M22 - Figure 4-3)    |                  |                  |                                      |                                  | 58                         |
| Design Pressure Adjustment Factor (AWWA M22 - 60 psi) |                  |                  |                                      |                                  | 1.00                       |
| Adjusted Probable Demand (gpm) <sup>3</sup>           |                  |                  |                                      |                                  | <b>58</b>                  |

*Note: Domestic use only, no irrigation*

**Shaw Wyoming**  
460 South Cache  
Jackson, WY 83001  
**TEL:** 303-733-8401



February 17, 2025

## Construction Management Plan: Browse & Buy

139 N. Cache St, Jackson, WY 83001

### Project Scope:

The Browse & Buy project will consist of demolishing the existing Browse & Buy building and rebuilding a new building to include: mercantile area, storage & sorting area, recovery community area, Jackson food cupboard, and (2) affordable apartment units. Building will be two stories and utilize the existing St John's Episcopal Church Cache St Campus parking lot accessed off Glenwood St. The estimated start of construction activities is early fall 2025 with an anticipated project duration of 24 months, finishing up in September 2027.

### Public Impact:

Shaw will coordinate with Town of Jackson (TOJ) to identify the properties and businesses most impacted by the construction to create an email contact list, to provide information as the project schedule and work. This list is attached at the end of this submission and includes the TOJ Engineering Division. Shaw will work to minimize any effect on adjacent properties by maintaining proactive communication including giving a minimum 48-hour notice of any closures and after-hours work. Shaw acknowledges that the right-of-way (R.O.W.) is a shared public use area and will coordinate with TOJ and neighbors for special event planning and construction activities that will encroach on the R.O.W. Along Cache Street, Shaw will maintain a sidewalk with a covered walkway during the duration of the project to minimize any inconvenience to pedestrian traffic. If necessary, Shaw will submit R.O.W. permits for temporary and intermittent sidewalk closures and have all required signage in place. Along Glenwood Street, pedestrian traffic impact will be minimal. A temporary sidewalk and street half-lane closure will be necessary for new fence and piers and curb adjustment per approved Civil drawings. There will be minimal impact to parking along Cache Street, only one spot affected for specialty deliveries (a ROW permit will be submitted anytime this is necessary). There should be no impact to parking along Glenwood Street as the project will utilize the existing parking lot entrance to the property. Additional information about parking, street and alley encroachments will be described in the section below.

### Construction Parking:

Shaw shall implement a clear and self-enforcing construction parking plan that does not use/or encumber downtown on street and/or public parking lot parking spaces. The plan specifies that employee or

**Shaw Wyoming**  
460 South Cache  
Jackson, WY 83001  
**TEL:** 303-733-8401



contractor parking within time restricted parking zones, the Home Ranch, East Deloney, Miller Park and/or the Parking Garage lots is not allowed. Contractor will encourage carpooling and bus riding, and when possible, provide shuttles into the project. See below for subcontractor parking availability at lay-down locations. Contractor is also going to utilize 6 parking spots on the clients property for subcontractor parking.

Site Logistics, General Staging Plan:

A site logistics plan is attached to this submission. On site, there will be the job office trailer, temporary toilets, dumpsters, a limited lay-down area, and limited worker parking. Throughout the entirety of the project, two off-site lay-down yards and worker parking areas will be maintained at 175 N Willow St and Deer Drive by Shaw. The N Willow location will contain site lay-down areas and additional contractor parking. The Deer Drive location will contain lay-down for material staging. Enclosed containers will be utilized to transport materials and waste between site and lay-down yards. The entire site and lay-down areas will be surrounded by temporary metal construction fences with fabric screen. The fence will be placed as drawn in the site logistics plan. Worker and vehicle access points and gates in the fence will be at the existing Glenwood St entrance to the site. A secondary gate will be set at the north edge of the site along Cache Street. All vehicle gates will include vehicle tracking control pads as needed and a skid steer with sweeper attachment will remain on site to maintain clean roads. Throughout all stages, trucks arriving or leaving site will utilize the town truck route. Workers will utilize portable restrooms on site (Port-a-Johns) that will be contained within the site fence at all stages.

Construction work hours, unless by special exception, will be Monday-Friday 7AM-7PM and 8AM-5PM during weekends and holidays.

Parking, Street, and Alley Encroachments:

It is anticipated that site logistics will require portions of the adjacent street travel lanes and parking spaces to be occupied by construction deliveries and curb construction at different times during the project. The attached site logistics plan shows the areas that will be affected on a temporary and intermittent basis. There will be no construction scaffolding, fencing, or barrier protection that encroaches on the alley on a permanent basis. Shaw will coordinate with Town officials and adjacent property owners to minimize the impact of these encroachment activities and to assure all Town rules and permitting procedures are properly followed. Intermittent encroachments in parking along Cache Street will be necessary during construction deliveries and are rarely anticipated to be required. Boom trucks will be utilized before and after the duration of the self-erect crane. Public safety will be held paramount during crane and concrete pumping activities. All necessary permits will be obtained prior to any closures, including a traffic control plan.

**Shaw Wyoming**  
460 South Cache  
Jackson, WY 83001  
**TEL:** 303-733-8401



Stormwater Management:

All erosion control measures and BMPs will be implemented per plan as developed by the civil engineer, including inlet protection and perimeter controls. Vehicle tracking control mats will be installed and maintained at all vehicle access points as needed. Temporary toilets will be properly bedded and staked. Gas, diesel, and oils will be stored in proper containment vessels.

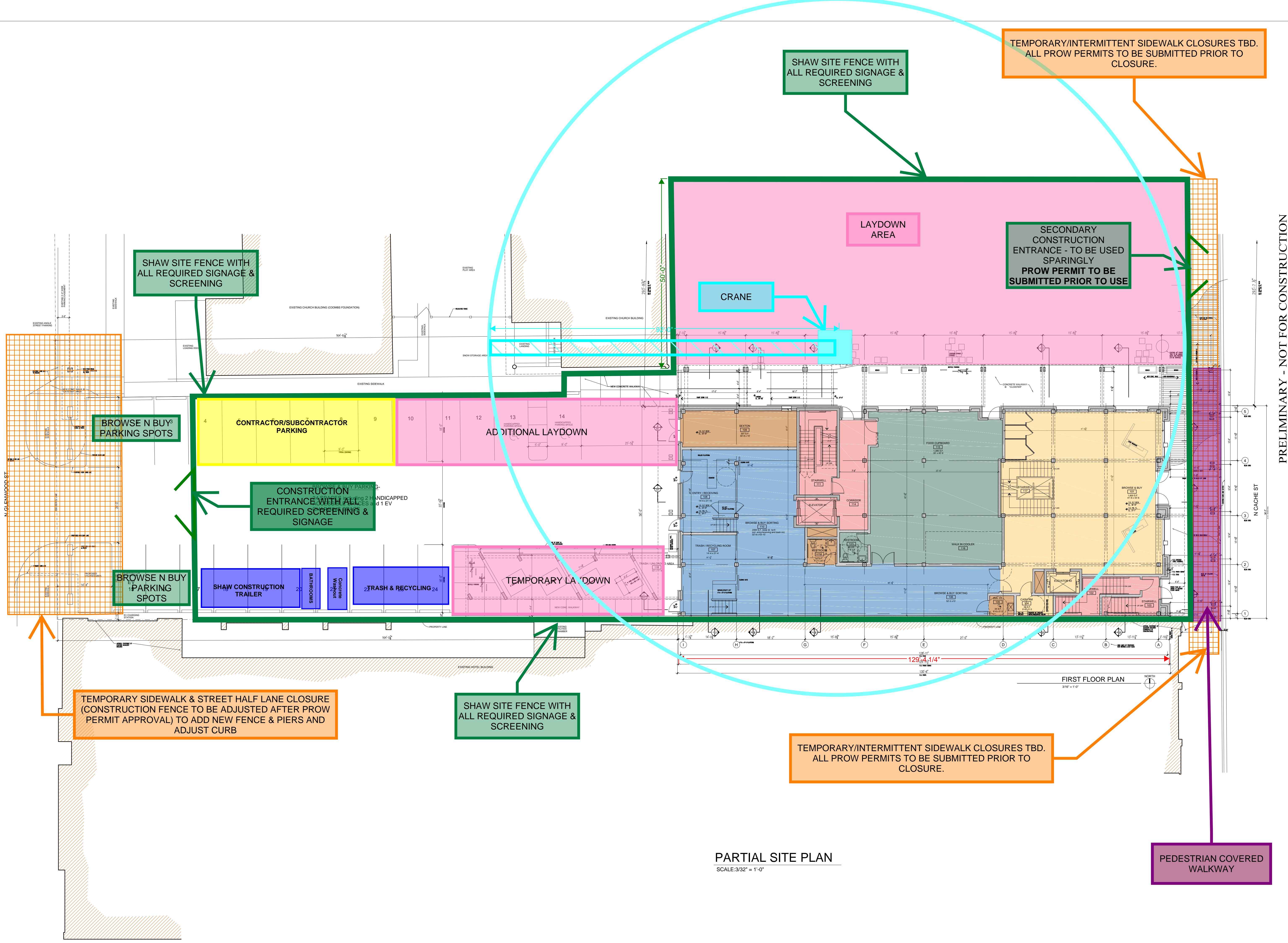
Snow Removal:

Snow removal within the property will be removed to an off-site snow storage location. Shaw will have the snow removed as needed as it is plowed in coordination with the TOJ plowing efforts to keep fencing areas clear and accessible for either street parking or access to the job site. Site barriers shall not interfere with Town snow removal.

Performance Bonds and Guarantees:

If any additional activities require bonding Shaw will provide bonds prior to commencing work. Please see attached letter from surety confirming bonding capacity.

| Business Name   | Contact Name | Phone          | Email                         |
|-----------------|--------------|----------------|-------------------------------|
| Town of Jackson |              |                | townengineering@jacksonwy.gov |
| The Kitchen     | Justin       | (307) 734-1633 | justin@jhfinnedining.com      |
| The Kitchen     | Jaimy        | (307) 734-1633 | jaimy@jhfinnedining.com       |
| Hotel Jackson   | Michael Gray | (307) 733-2200 | mgray@hoteljackson.com        |



## **SECTION 4 – SUPPORTING MATERIALS**

- **TETON COUNTY COMPREHENSIVE PLAN DISTRICT 1 SUBAREA 1.2 AND DISTRICT 2 SUBAREA 2.3**
  - **NEIGHBORHOOD MEETING SUMMARY**
  - **FAR CALCULATIONS**
  - **HOUSING DEPARTMENT CHECKLISTS**

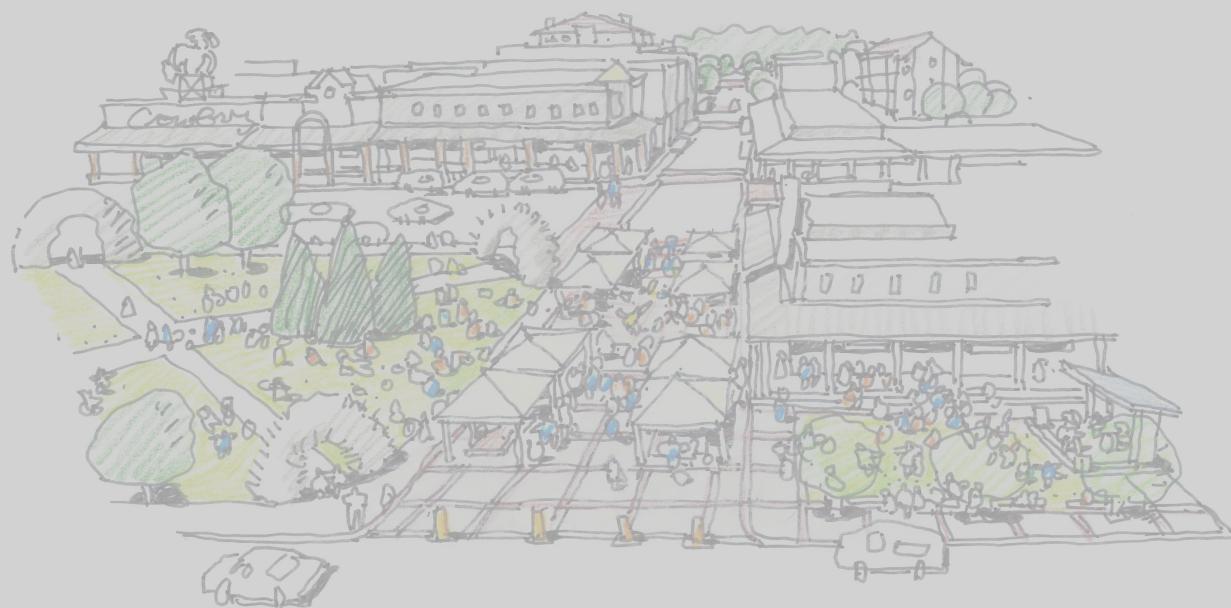
# Character Defining Features

## 1.1: Inner Square

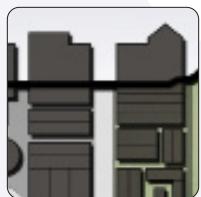


Town Form

This STABLE Subarea will focus on maintaining western character by retaining or replicating the built environment. Building heights directly fronting the Town Square should not exceed two stories. Buildings should be located near the street to create an attractive street front. A desired western architectural style and approach will be defined. The continuation of covered wooden boardwalks is vital to maintaining the desired western character. Parking will be provided predominately in public lots, underground, and on street to create a vibrant, walkable area oriented to pedestrians.



## 1.2: Outer Square



Town Form

This STABLE Subarea will focus on maintaining western character consistent with the character of the district. Building heights will be allowed up to three stories, to provide lodging, residential and other non-residential uses on upper floors supporting our tourist economy and Growth Management goals. Buildings should be located near the street to create an attractive street front. A desired western architectural style and approach will be defined in coordination with the Inner Square (Subarea 1.2). The continuation of covered wooden boardwalks is vital to maintaining the desired western character. Parking will be provided predominately in public lots, underground, and on street to create a vibrant, walkable area oriented to pedestrians.



## 2.3: Downtown

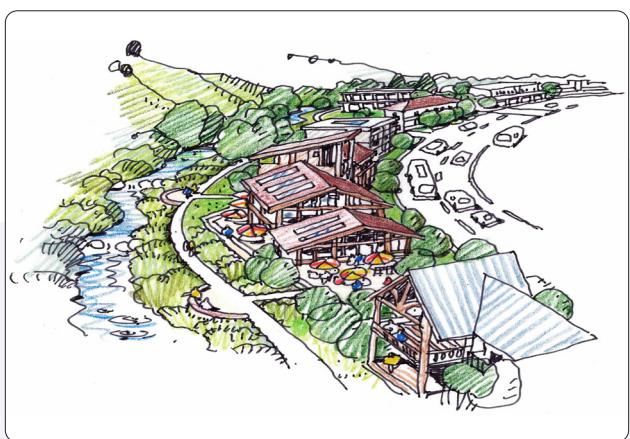
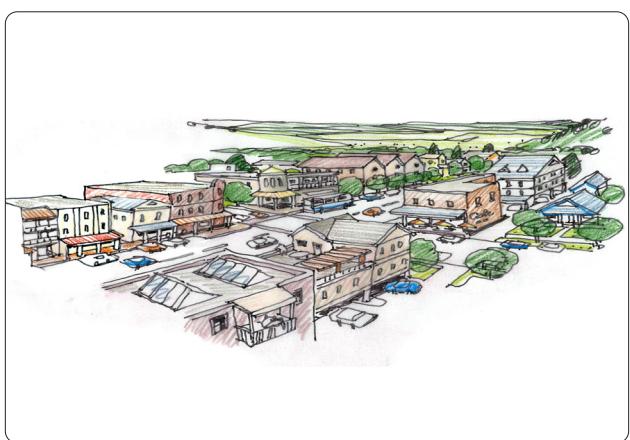


Town Form

This large, mixed use, TRANSITIONAL Subarea currently consists of a variety of retail, restaurant, office and other commercial activities, along with long-term residences and lodging in a variety of building sizes and forms. Downtown is the center of civic, cultural, economic and social activity for our community as well as the center of the visitor experience, as a significant amount of lodging is located here. The 2012 character and built form is varied and inconsistent.

The goal of this subarea is to create a vibrant mixed use area by accommodating a variety of uses and amenities. The subarea will be the starting point for the development of a refined Lodging Overlay boundary and future discussion of the type and size of lodging desired. A key challenge will be to provide a balance between lodging and long-term residential housing. Future structures will be predominantly mixed use, while multifamily structures will be allowed if it properly addresses the street. Commercial uses that create an active and engaging pedestrian experience will be predominantly located on the first and second floors of buildings. Examples of these uses include restaurants, bars, a variety of retail shops and commercial amusement. Furthermore, as portions of the subarea will be located within a future Downtown Retail Shopping District, uses such as office, residential and lodging will be predominantly located on upper floors.

A goal of this subarea will be to create a consistent building size and form. In the future, a variety of two to three story buildings are desired. A fourth floor could be considered when a project is providing additional benefits such as, workforce housing. Buildings should be located to create an attractive street wall and take advantage of good urban design principles including massing, articulation and the provision of public space. The pedestrian realm will be of great importance in this mixed use subarea, and emphasis should be placed on adding improvements focusing on the pedestrian experience. Parking should continue to be provided predominately in public lots and on street to create a vibrant, walkable area that is oriented to the pedestrian. On-site parking should be predominantly underground or screened from view. Future redevelopment should enhance the Flat Creek corridor for recreational and ecological purposes. Buildings should front onto the creek to provide opportunities for interaction and enjoyment of this community resource.





PO Box 9550 | 1315 HWY 89 S., Ste. 201

Jackson, WY 83002

PH: 307.733.5150

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[www.jorgeng.com](http://www.jorgeng.com)

## NEIGHBORHOOD MEETING SUMMARY

A neighborhood meeting was held to discuss the proposed Development Plan for a new Browse 'N Buy on Thursday, January 16<sup>th</sup>, 2025 between 4pm and 6pm with approximately 15 attendees, though only one signed the attached sign-in sheet. The meeting was generally positive, with participation from the parishioners, church staff, project staff, and neighboring property and business owners. Key issues raised included concerns about parking, details of construction, gaps in retail frontage, and potential for collaboration with neighboring businesses.

Comments were collected and included:

“Browser is going to rawk!”

The attached invitations were sent to 55 addresses 13 days prior to the meeting. These included everyone within a 200' buffer of the property boundary. The address list is attached. Three public notice signs were posted on the property on January 6<sup>th</sup> and left up for 10 days prior to the meeting (photos attached).

# St. John's Episcopal Church

## Neighborhood Meeting Development Plan

Thursday, January 16<sup>th</sup>, 2025

|    | NAME    | PHYSICAL ADDRESS | EMAIL           |
|----|---------|------------------|-----------------|
| 1  | SADEK D | 777 E SIMPSON    | Sadek@gmail.com |
| 2  |         |                  |                 |
| 3  |         |                  |                 |
| 4  |         |                  |                 |
| 5  |         |                  |                 |
| 6  |         |                  |                 |
| 7  |         |                  |                 |
| 8  |         |                  |                 |
| 9  |         |                  |                 |
| 10 |         |                  |                 |
| 11 |         |                  |                 |
| 12 |         |                  |                 |
| 13 |         |                  |                 |
| 14 |         |                  |                 |
| 15 |         |                  |                 |
| 16 |         |                  |                 |
| 17 |         |                  |                 |
| 18 |         |                  |                 |
| 19 |         |                  |                 |
| 20 |         |                  |                 |

January 3<sup>rd</sup>, 2025

**St. John's Episcopal Church  
Browse N Buy**

St. John's Episcopal Church of Jackson Hole will be seeking approval to replace the existing Browse N Buy on the 2.4-acre parcel (PIDN: 22-41-16-28-4-09-005) owned by the church on Glenwood St northwest of the Town Square. The proposed two-story building will be approximately 26,002 SF with a basement and aims to enhance the church's ability to serve the community with expanded space to meet multiple needs.

The new building will house the Browse N Buy retail, storage, and sorting spaces, as well as the Jackson Cupboard. There will also be offices and two residential apartments. In addition, there will be dedicated meeting space for the recovery community and other church functions.

The project team is composed of Hawtin Jorgensen and Jorgensen Associates, Inc.

**You are invited to attend a neighborhood meeting to learn more about the proposed development. The meeting will be held at:**

**St John's Episcopal Church of Jackson Hole  
Thursday, January 16<sup>th</sup>, 2025  
4:00pm – 6:00pm**

Attached:

- 1) Site Plan
- 2) Renderings

For questions please contact:  
Mila Dunbar-Irwin – [mdi@jorgeng.com](mailto:mdi@jorgeng.com)

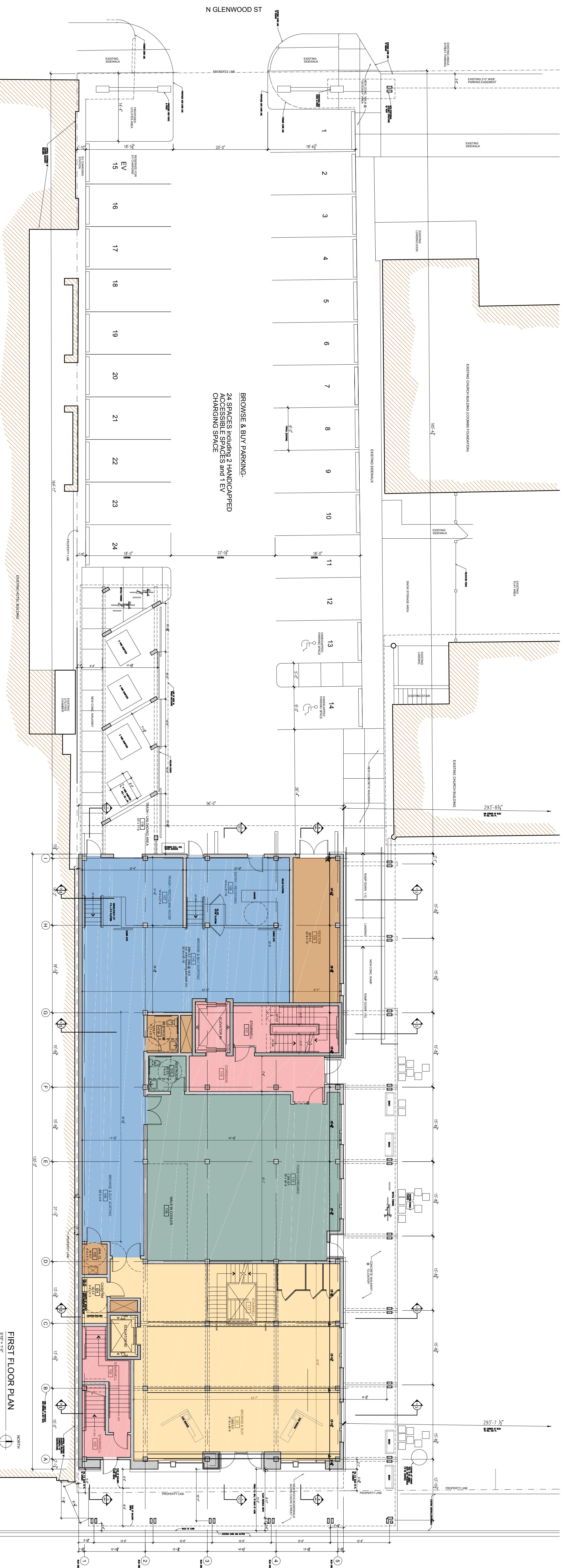
### BROWSE & BUY

PHYSICAL ADDRESS: 139 N Cache Street  
 LOT SUBDIVISION: Lots 17 & 420, Block 7, Jackson Original Townsite  
 ZONING: Lodging Overlay, Downtown Design Overlay-2 (Western Character)  
 BUILDING FRONTAGE TYPE: Covered Walkway  
 BUILDING FRONTAGE TYPE: Town Square

| DRC COMPLIANCE SUMMARY                   |                  |  |          |
|--|------------------|--|----------|
| REQUIREMENT                              | PROPOSED         | COMPLIANCE                                 |          |
| PRIMARY STREET SETBACK RANGE (MIN/MAX)   | 0' to 5'         | 4'-0" at first floor<br>6' at second floor | complies |
| SECONDARY STREET SETBACK RANGE (MIN/MAX) | 0' to 5' (MAX)   | 28'-4"                                     | complies |
| LANDSCAPE SURFACE RATIO (MIN)            | TO BE DETERMINED | TO BE DETERMINED                           | complies |
| PLANT UNITS (MIN)                        | TO BE DETERMINED | TO BE DETERMINED                           | complies |
| PARKING REQUIREMENTS                     | TO BE DETERMINED | TO BE DETERMINED                           |          |
| BUILDING HEIGHT (MAX.)                   | 42'              | 37'-1"                                     | complies |
| STORIES (MAX.)                           | 3                | 2  | complies |
| FLOOR AREA RATIO (FAR MAX.)              | 1.83             | 0.331                                      | complies |
| PEDESTRIAN FRONTAGE                      | COVERED WALKWAY  | COVERED WALKWAY                            | complies |
| BUILDING FRONTAGE                        | TOWN SQUARE      | TOWN SQUARE                                | complies |
| AFFORDABLE HOUSING                       | 1784             | 2  | complies |

### DRC SUBMITTAL DRAWING LIST

**SITE-1**  
**SITE-2**  
 PARTIAL SITE PLAN  
 OVERALL SITE PLAN SHOWING  
 LANDSCAPING OF EXIST. CAMPUS  
 BASEMENT FLOOR PLAN  
 FIRST FLOOR PLAN  
 SECOND FLOOR PLAN  
 BUILDING ELEVATIONS  
 BUILDING ELEVATIONS  
 PARTIAL ELEVATIONS  
 EXTERIOR RENDERING VIEWS  
 EXTERIOR RENDERING VIEWS



### PARTIAL SITE PLAN

**BROWSE & BUY BUILDING**  
 DESIGN REVIEW COMMITTEE SUBMITTAL  
 ST. JOHN'S EPISCOPAL CHURCH  
 CACHE STREET CAMPUS  
 JACKSON, WYOMING

POST OFFICE BOX 1249  
 265 EAST KELLY AVENUE  
 JACKSON, WYOMING 83001  
 T: 307.733.4364  
 F: 307.733.4365  
 info@hawtinjorgensen.com

Checked By: Arne Jorgensen

**SITE-1**  
 DRAWING NUMBER:  
 SHEET TITLE:  
 SCHEMATIC SITE  
 PLAN  
 DATE: 5/22/24  
 REVISIONS:  
 DRC SUBMITTAL  
 5/22/24



EAST ELEVATION (CACHE ST)

NO SCALE



OBLIQUE CLOSEUP OF NE CORNER (CACHE ST)

NO SCALE



CACHE ST OBLIQUE VIEW - SE CORNER OF BUILDING

NO SCALE



NORTH ELEVATION

NO SCALE

FPI JACKSON HOMES LLC  
225 BUSH ST, STE 1800  
SAN FRANCISCO, CA 94104

MILES WEST, LLC  
1735 BUFORD HWY, STE 215-137  
CUMMING, GA 30041

ROLLING HILLS CC  
INVESTMENT LLC  
280 LAS ENTRADAS DR  
MONTECITO, CA 93108

PAUL JOSEPH & VIVIEN JEANETTE  
ZEPF REVOCABLE TRUSTS  
PO BOX 1564  
JACKSON, WY 83001

D.F.W. FAMILY TRUST  
5350 POPLAR AVE, STE 650  
MEMPHIS, TN 38119

FPI JACKSON HOMES LLC  
225 BUSH ST, STE 1800  
SAN FRANCISCO, CA 94104

GLJH LLC C/O KELLIE ABREU  
745 MARINA BLVD  
SAN FRANCISCO, CA 94123

KYLE THERET  
1975 MILE HIGH STADIUM CIR, PH  
HOUSE 03  
DENVER, CO 80204

JH GLENWOOD UNIT 2, LLC  
ATTN. JEFFREY W. WALBRIDGE  
610 NEWPORT CENTER DR, STE 1700  
NEWPORT BEACH, CA 92660

PATRICK L. & SHANNON G.  
SPENCER  
3465 N PINES WAY, STE 104 PMB 101  
WILSON, WY 83014

EDMOND & SONIA JAY  
205 DOUGLAS RD  
FAR HILLS, NJ 79312

ROBERT & BRENDA MERCER  
REVOCABLE TRUST  
PO BOX 454  
TETON VILLAGE, WY 83025

185 NORTH GLENWOOD STREET 3  
LLC  
C/O PACASO INC.  
18 E 4TH ST, UNIT 902  
CINCINNATI, OH 45202

ELEVEN GLENWOOD LLC  
PO BOX 1551  
WILSON, WY 83014

FPI JACKSON HOMES LLC  
22 BUSH ST, STE 1800  
SAN FRANCISCO, CA 94104

ECHOSKAY LLC  
PO BOX 4422  
JACKSON, WY 83001

DEAF SMITH LLC  
32 SADDLE CLUB DR  
MIDLAND, TX 79705

NICK STARAI REVOCABLE TRUST  
970 W BROADWAY AVE, STE E-479  
JACKSON, WY 83001

PINE TREE CORPORATION  
PO BOX 1677  
JACKSON, WY 83001

PINE TREE CORPORATION  
PO BOX 1677  
JACKSON, WY 83001

ANVIL HOTEL PARTNERS, LLC  
372 COURT ST, FLOOR # 2  
BROOKLYN, NY 11231

TETON GABLES, LLC  
PO BOX 6467  
JACKSON, WY 83002

ANVIL HOTEL PARTNERS, LLC  
372 COURT ST, FLOOR # 2  
BROOKLYN, NY 11231

EPISCOPAL CHURCH IN JACKSON  
HOLE, WY  
PO BOX 1690  
JACKSON, WY 83001

ROBIN S. THOENIG  
PO BOX 649  
JACKSON, WY 83001

STAGE STOP INC.  
PO BOX 1677  
JACKSON, WY 83001

LIVE OAK SPRINGS, LLC  
PO BOX 1849  
JACKSON, WY 83001

STAGE STOP INC.  
PO BOX 1677  
JACKSON, WY 83001

STAGE STOP INC.  
PO BOX 1677  
JACKSON, WY 83001

STAGE STOP, INC.  
PO BOX 1677  
JACKSON, WY 83001

UNTURNED STONE, LLC  
PO BOX 2788  
JACKSON, WY 83001

CRABTREE & LEED LLC  
PO BOX 2223  
JACKSON, WY 83001

STAGE STOP, INC.  
PO BOX 1677  
JACKSON, WY 83001

GASLIGHT PROPERTIES, LTD.  
PO BOX 1845  
JACKSON, WY 83001

GLENWOOD JH, INC.  
4011 80TH ST  
KENOSHA, WI 53142

ELIZABETH LOCKHART  
PO BOX 3157  
JACKSON, WY 83001

I.O.O.F. #8  
PO BOX 586  
JACKSON, WY 83001

GILL FAMILY, LLC  
2505 SHOOTIN IRON RANCH RD  
JACKSON, WY 83001

PHANTOM PARTNERS LLC  
6545 N VISTA LN  
JACKSON, WY 83001

GILL FAMILY, LLC  
2505 SHOOTIN IRON RANCH RD  
JACKSON, WY 83001

GILL FAMILY, LLC  
2505 SHOOTIN IRON RANCH RD  
JACKSON, WY 83001

BIG MOUNTAIN ENTERPRISES, LLC  
PO BOX 2812  
JACKSON, WY 83001

THE RALPH GILL LLC  
PO BOX 128  
JACKSON, WY 83001

SUGA PROPERTIES, LLC  
737 N MICHIGAN AVE, STE 1810  
CHICAGO, IL 60611

BIVOUAC PEAK LLC  
C/O CHARLES SCHAAP  
PO BOX 3928  
JACKSON, WY 83001

JOHN L. JR. & BEVERLY R. SCOTT  
PO BOX 1320  
DESTIN, FL 32540

AMERICAN LEGION JACKSON'S  
HOLE  
190 N CACHE STREET  
JACKSON, WY 83001

GEN4 LLC  
PO BOX 2317  
JACKSON, WY 83001

TOWN OF JACKSON  
PO BOX 1687  
JACKSON, WY 83001

NAVISTAR REAL ESTATE, LLC  
1046 S WASHINGTON ST  
AFTON, WY 83110

GLENWOOD 14, LLC  
C/O JUSTIN BAILEY  
7710 EL PENSADOR DR  
DALLAS, TX 75248

ZENDLER CLEMENS, LLC  
PO BOX 10039  
JACKSON, WY 83002

OWL PEAK LLC  
217 S GALENA ST  
ASPEN, CO 81611

TIKI TOWER LLC  
PO BOX 9149  
JACKSON, WY 83002

JACKSON SQUARE LLC, GCM 2 LLC,  
JACKSON DLP LLC, & KHAZAD-DUM  
1621 CENTRAL AVE  
CHEYENNE, WY 82001

## **Notice of Neighborhood Meeting**

St. John's Episcopal Church of Jackson Hole intends to submit a Development Plan to the Town of Jackson to replace the existing Browse N Buy on the lot owned by St. John's Episcopal Church on Cache St northwest of the Town Square.

The proposed development consists of a multi-use 26,002 SF two-story building with a basement that will enhance the church's ability to serve the community.

Please attend this open house to take advantage of an opportunity to review the design, ask questions about what is being proposed, and provide feedback.

Refreshments and snacks provided.

**Hansen Hall at St. John's Episcopal Church of Jackson Hole**

**Thursday, January 16th, 2025 from 4:00pm to 6:00pm**

170 N Glenwood St, Jackson, Wyoming

Posting Date: Monday, January 6<sup>th</sup>, 2025

For more information, contact Mila Dunbar-Irwin at [mdi@jorgeng.com](mailto:mdi@jorgeng.com)

**BROWSE 'N BUY**  
Thrift Store  
A Mission of  
St. John's Church

**Notice of Neighborhood Meeting**

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**Thursday, January 16th, 2025 from 4:00pm to 6:00pm**  
170 N Glenwood St, Jackson, Wyoming  
Posting Date: Monday, January 6<sup>th</sup>, 2025

For more information, contact Mila Dunbar-Irwin at [mdi@jorgeng.com](mailto:mdi@jorgeng.com)

### Notice of Neighborhood Meeting

St. John's Episcopal Church of Jackson Hole intends to submit a Development Plan to the Town of Jackson to replace the existing Browse N Buy on the lot owned by St. John's Episcopal Church on Cache St northwest of the Town Square.

The proposed development consists of a multi-use 26,002 SF two-story building with a basement that will enhance the church's ability to serve the community.

Please attend this open house to take advantage of an opportunity to review the design, ask questions about what is being proposed, and provide feedback.

Refreshments and snacks provided.

**Hansen Hall at St. John's Episcopal Church of Jackson Hole**  
**Thursday, January 16th, 2025 from 4:00pm to 6:00pm**  
170 N Glenwood St, Jackson, Wyoming  
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PO Box 9550 | 1315 HWY 89 S., Ste. 201  
 Jackson, WY 83002  
 PH: 307.733.5150  
[www.jorgeng.com](http://www.jorgeng.com)

### Section 4.3: FAR Calculations

| FAR Original*          |              |              |              |               |
|------------------------|--------------|--------------|--------------|---------------|
| Use                    | Basement     | First Floor  | Second Floor | Total         |
| Browse N Buy           | 3,575        | 4,134        | 4,017        | 11,726        |
| Recovery Meeting Space | 1,911        | -            | -            | 1,911         |
| Jackson Cupboard       | -            | 1,540        | -            | 1,540         |
| Residential Apartments | -            | -            | 2,139        | 2,139         |
| <b>Total</b>           | <b>5,486</b> | <b>5,674</b> | <b>6,156</b> | <b>17,316</b> |

\*From Arch Set, not including mechanical/circulation area

| Proportion of Uses     |              |      |              |      |              |      |
|------------------------|--------------|------|--------------|------|--------------|------|
| Use                    | Basement     |      | First Floor  |      | Second Floor |      |
| Browse N Buy           | 3,575        | 0.65 | 4,134        | 0.73 | 4,017        | 0.65 |
| Recovery Meeting Space | 1,911        | 0.35 | -            | -    | -            | -    |
| Jackson Cupboard       | -            | -    | 1,540        | 0.27 | -            | -    |
| Residential Apartments | -            | -    | -            | -    | 2,139        | 0.35 |
| <b>Total</b>           | <b>5,486</b> |      | <b>5,674</b> |      | <b>6,156</b> |      |

| Distribution of Mechanical/Circulation FAR |               |           |               |           |               |           |
|--|---------------|-----------|---------------|-----------|---------------|-----------|
|  | Basement      |           | First Floor   |           | Second Floor  |           |
| Use  | Divisible FAR | FAR Added | Divisible FAR | FAR Added | Divisible FAR | FAR Added |
| Mechanical & Common                        | 842           |           | 484           |           | 214           |           |
| Circulation & Egress                       | 983           |           | 930           |           | 1,175         |           |
| <b>Total Divisible</b>                     | <b>1,825</b>  |           | <b>1,414</b>  |           | <b>1,389</b>  |           |
| <b>Browse N Buy</b>                        |               | 1,189     |               | 1,030     |               | 906       |
| <b>Recovery Meeting Space</b>              |               | 636       |               | 0         |               | 0         |
| <b>Jackson Cupboard</b>                    |               | 0         |               | 384       |               | 0         |
| <b>Residential Apartments</b>              |               | 0         |               | 0         |               | 483       |

| FAR Adjusted*          |              |              |              |               |
|------------------------|--------------|--------------|--------------|---------------|
| Use                    | Basement     | First Floor  | Second Floor | Total         |
| Browse N Buy           | 4,764        | 5,164        | 4,923        | 14,852        |
| Recovery Meeting Space | 2,547        | -            | -            | 2,547         |
| Jackson Cupboard       | -            | 1,924        | -            | 1,924         |
| Residential Apartments | -            | -            | 2,622        | 2,622         |
| <b>Total</b>           | <b>7,311</b> | <b>7,088</b> | <b>7,545</b> | <b>21,944</b> |

\*Including distributed mechanical/circulation area



## Livability Standards Questionnaire

### Housing Mitigation Plan

Development Name \_\_\_\_\_

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

Owner Name \_\_\_\_\_

Owner Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Applicant/Agent Name \_\_\_\_\_

Applicant/Agent Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Owner \_\_\_\_\_ Applicant/Agent

**Please complete this form for each unit type. Complete each question that applies to your application. If it doesn't apply mark N/A in the blank.**

#### Unit Type:

Number of bedrooms \_\_\_\_\_ Square Feet \_\_\_\_\_ Ownership  Rental

#### Kitchen

Lineal feet of base cabinets \_\_\_\_\_ Lineal Feet of upper cabinets \_\_\_\_\_

Continuous Lineal feet of countertops \_\_\_\_\_ Countertop Material \_\_\_\_\_

Sink width \_\_\_\_\_ Range/Oven width \_\_\_\_\_ Refrigerator cubic feet \_\_\_\_\_

Dishwasher width \_\_\_\_\_ Garbage Disposal? Yes  No

List other appliances provided \_\_\_\_\_

List Warranties on appliances (years): Range/Oven \_\_\_\_\_ Refrigerator \_\_\_\_\_ Dishwasher \_\_\_\_\_

Garbage Disposal \_\_\_\_\_ Other \_\_\_\_\_

#### Bathrooms

Number of bathrooms \_ Does at least one bathroom contain the following?

Toilet  Bathtub  Shower  Sink

Bathroom must contain a minimum of four square feet of storage. Describe how bathroom storage is being provided \_\_\_\_\_

---

### Closets and Storage Areas

Does each bedroom have a closet? Yes  No

Does each bedroom closet contain a shelf and rod? Yes  No

Bedroom closet width: bedroom 1 \_\_\_\_\_ bedroom 2 \_\_\_\_\_ bedroom 3 \_\_\_\_\_

Bedroom closet height: bedroom 1 \_\_\_\_\_ bedroom 2 \_\_\_\_\_ bedroom 3 \_\_\_\_\_

Does the entryway have a closet? Yes  No  If no, describe how adequate storage for coats, shoes/boots is being provided \_\_\_\_\_

---

Linen closet width: Linen closet 1 \_\_\_\_\_ Linen closet 2 \_\_\_\_\_

Additional storage square feet \_\_\_\_\_

Describe how additional storage requirement is being met \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Closet door type (doors not required on interior storage) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are all closets a minimum of 26 inches deep? Yes  No

### Floor Coverings

Describe floor covering material:

Living room \_\_\_\_\_ Bedroom(s) \_\_\_\_\_

Kitchen \_\_\_\_\_ Bathroom(s) \_\_\_\_\_

Warranty for each flooring type \_\_\_\_\_  
\_\_\_\_\_

### Room Sizes and Shape

Provide Measurement from the narrowest part of the room; length x width.

Kitchen \_\_\_\_\_ Dining \_\_\_\_\_

Bedroom 1 \_\_\_\_\_ Bedroom 2 \_\_\_\_\_ Bedroom 3 \_\_\_\_\_

Functional Furniture Placement diagram attached? Yes  No

## Windows/Noise Mitigation

Does each living area and bedroom have a window that can be opened? Yes  No

For units that share walls with other residential or non-residential spaces, please describe noise mitigation being provided. \_\_\_\_\_

What is the Sound Transmission Class (STC) rating on all windows? \_\_\_\_\_

Are blinds being provided? Yes  No  If yes, on which windows and what type? \_\_\_\_\_

## Laundry

Are washer/dryer hookups being provided (required in ownership units)? Yes  No

## Heating and Hot Water

Warranty on furnace, boiler, or hot water heater (5 year minimum) \_\_\_\_\_

Size of hot water heater \_\_\_\_\_

## Other Design Features

The following features are encouraged and may be used in the place of other requirements with approval from the Housing Department:

Describe any built in storage such as drawers under beds, stairs, etc. \_\_\_\_\_

Describe creative shelving \_\_\_\_\_

Describe laundry area \_\_\_\_\_

Describe extra storage for recreational equipment \_\_\_\_\_

Describe extra cabinetry \_\_\_\_\_

Describe extra closets \_\_\_\_\_

Please attach additional pages if needed.



## Livability Standards Questionnaire

### Housing Mitigation Plan

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

Owner Name \_\_\_\_\_

Owner Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Applicant/Agent Name \_\_\_\_\_

Applicant/Agent Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Owner \_\_\_\_\_ Applicant/Agent

**Please complete this form for each unit type. Complete each question that applies to your application. If it doesn't apply mark N/A in the blank.**

#### Unit Type:

Number of bedrooms \_\_\_\_\_ Square Feet \_\_\_\_\_ Ownership  Rental

#### Kitchen

Lineal feet of base cabinets \_\_\_\_\_ Lineal Feet of upper cabinets \_\_\_\_\_

Continuous Lineal feet of countertops \_\_\_\_\_ Countertop Material \_\_\_\_\_

Sink width \_\_\_\_\_ Range/Oven width \_\_\_\_\_ Refrigerator cubic feet \_\_\_\_\_

Dishwasher width \_\_\_\_\_ Garbage Disposal? Yes  No

List other appliances provided \_\_\_\_\_

List Warranties on appliances (years): Range/Oven \_\_\_\_\_ Refrigerator \_\_\_\_\_ Dishwasher \_\_\_\_\_

Garbage Disposal \_\_\_\_\_ Other \_\_\_\_\_

#### Bathrooms

Number of bathrooms \_ Does at least one bathroom contain the following?

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---

Linen closet width: Linen closet 1 \_\_\_\_\_ Linen closet 2 \_\_\_\_\_

Additional storage square feet \_\_\_\_\_

Describe how additional storage requirement is being met \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Closet door type (doors not required on interior storage) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are all closets a minimum of 26 inches deep? Yes  No

### Floor Coverings

Describe floor covering material:

Living room \_\_\_\_\_ Bedroom(s) \_\_\_\_\_

Kitchen \_\_\_\_\_ Bathroom(s) \_\_\_\_\_

Warranty for each flooring type \_\_\_\_\_  
\_\_\_\_\_

### Room Sizes and Shape

Provide Measurement from the narrowest part of the room; length x width.

Kitchen \_\_\_\_\_ Dining \_\_\_\_\_

Bedroom 1 \_\_\_\_\_ Bedroom 2 \_\_\_\_\_ Bedroom 3 \_\_\_\_\_

Functional Furniture Placement diagram attached? Yes  No

## **Windows/Noise Mitigation**

Does each living area and bedroom have a window that can be opened? Yes  No

For units that share walls with other residential or non-residential spaces, please describe noise mitigation being provided. \_\_\_\_\_

What is the Sound Transmission Class (STC) rating on all windows? \_\_\_\_\_

Are blinds being provided? Yes  No  If yes, on which windows and what type? \_\_\_\_\_

## **Laundry**

Are washer/dryer hookups being provided (required in ownership units)? Yes  No

## **Heating and Hot Water**

Warranty on furnace, boiler, or hot water heater (5 year minimum) \_\_\_\_\_

Size of hot water heater \_\_\_\_\_

## **Other Design Features**

The following features are encouraged and may be used in the place of other requirements with approval from the Housing Department:

Describe any built in storage such as drawers under beds, stairs, etc. \_\_\_\_\_

Describe creative shelving \_\_\_\_\_

Describe laundry area \_\_\_\_\_

Describe extra storage for recreational equipment \_\_\_\_\_

Describe extra cabinetry \_\_\_\_\_

Describe extra closets \_\_\_\_\_

Please attach additional pages if needed.

## **SECTION 5 – Application Materials**

- **DEVELOPMENT PLAN APPLICATION**
- **PREAPPLICATION CONFERENCE CHECKLIST**
- **DEEDS & LETTER OF AUTHORIZATION**

Pre-Ap Comments – Completed (Revised 12/26/24)

**P24-164 Pre-Application Conference Request**

**ADDRESS:** 139 N Cache Street

**OWNER:** Episcopal Church in Jackson Hole, WY

**APPLICANT:** Jorgensen Associates, Inc.

12/26/2024

Scott Mohror, Brian Lenz (307) 733-3079

DATE OF SUBMITTAL: 10/18/2024

DATE OF MATERIALS: 10/16/2024

REVISION NO.: 00

The Engineering Division has reviewed your application for a **PRE-APPLICATION CONFERENCE REQUEST** submitted on and with application materials as dated above.

***\*The following items need to be addressed with the Sketch and/or Development Plan application unless otherwise noted. The information provided should be commensurate with the level of application being made. For Sketch Plans the information should be preliminary and conceptual to show general consistency with the LDRs. For Development Plans the information should be detailed enough to show compliance with the LDRs and that the project is constructable. The information for Building Permits should be detailed for final construction documents.***

PROJECT SPECIFIC COMMENTS

1. At least one of the proposed ADA parking spaces needs to be a Van Accessible space.
2. With the Building Permit application, provide pre-treatment for the elevator sump pumps effluent prior to entering the sewer system.
3. With the Building Permit application, provide documentation that the existing building has a 4" sanitary sewer service line to Glenwood Street has been inspected and is of sound integrity or will be replaced.
4. There is an existing 4" DIP water service off the 8" DIP water main under Cache Street. Existing plans shows a 2" water service tapped off the 4" DIP. Provide how the proposed building will be served along with an appropriately sized line.
5. PROW permits for use of the right-of-way will be issued through Town Engineering. Excavation in the right-of-way may require WYDOT and ToJ approval to issue a permit.
6. WYDOT requires structural supports for canopies be located outside of the right-of-way (Operating Policy 19-09 Part V.A.3). Revise canopy design or provide written documentation of approval from WYDOT for the proposed canopy columns.
7. Utility work in Cache Street right-of-way will require a WYDOT M-21 utility license for each utility and applicant will need to coordinate with the utility owner, Town of Jackson (ToJ) for water, to procure the license(s).

8. The existing parking spaces are typically 18'Lx9'w. Parking spaces shown on the plan sheet show car stops. The required length of a parking space with a car stop is measured 18' from the car stop to the end of the parking space. Verify with Planning.
9. The proposed rehabilitation of the existing parking lot will require storm runoff pre-treatment prior to entering ToJ storm system.
10. The proposed new pedestrian gateway structure will conflict with an existing streetlight and conduit. Provide design plans for the gateway structure along with plans for relocation of the streetlight.
11. The proposed concrete walk at the gateway will need to be evaluated and may include redesigning the existing sidewalk that crosses the parking lot entrance. Town preference is to provide continuous elevated grade across the parking lot entrance without dropping the sidewalk down. Driveway access should be squared off without radii and the north side of the access curb line should be bumped out to match the south side curb line. The current drainage in the flowline may have low points and should be assessed for reconstruction with the revisions to entrance.

***\*The following is a general list of code and regulations typically reviewed by the Engineering Division. Some projects may be reviewed for items not on the list and the list does not supersede established codes or regulations. Future applications should to address these matters commensurate with the degree of detail required by the application being submitted.***

#### ToJ CODE

1. A construction-staging narrative shall be submitted for review and approval with the Development Plan application.
2. Plans provided for submittal shall show all work to be completed within the Town's right-of-way.
3. Show all encroachments into the Town's right-of-way or easements. Encroachment agreements are required for encroachments of buildings, retaining walls, foundations, canopies, balconies, roofs, shoring, etc.
4. A demolition permit is required for each existing structure to be removed from the site. Water and sewer services to be abandoned for the project shall be abandoned at the main during the demolition phase of the project.

#### LAND DEVELOPMENT REGULATIONS

1. Development shall comply with the physical development standards for its zoning.

#### 5.5 LANDSCAPING STANDARDS

1. Provide a plan that complies with the LDRs and addresses erosion control.

#### 5.7 GRADING, EROSION CONTROL, AND STORMWATER

##### 5.7.1 Grading Permit Required:

1. Provide information on how the application will comply with this section, including the Geotechnical Report.

#### 5.7.2 Grading Standards:

2. Provide a grading plan that shows compliance with this section. Plan shall include existing and proposed site contours with elevation labels, spot elevations, high and low points, grade breaks. Provide easements for grading proposed on adjacent properties.

#### 5.7.3 Erosion Control Standards:

3. Provide an erosion control plan that shows compliance with this section.

#### 5.7.4 Stormwater Management Standards:

4. Provide an erosion control plan that shows compliance with this section.

### 6.2 PARKING AND LOADING STANDARDS

#### 6.2.2 Required Parking and Loading:

1. Provide a plan that shows the proposed parking in compliance with this section. Include location and dimension of parking spaces, accessible spaces, including van accessible spaces, and bicycle parking. For uses that require deliveries, show the proposed loading facilities.

#### 6.2.5 Off-Street Parking and Loading Design Standards:

2. Provide a parking plan in compliance with this section. Include surface materials and drainage plans, access and circulation, and snow storage.

### 6.4 OPERATIONAL STANDARDS

#### 6.4.1 Outside Storage:

1. Provide a Construction Management Plan / Narrative, for any offsite storage address compliance with this section.

#### 6.4.3 Noise:

2. Provide a statement to address compliance with this section.

#### 6.4.4 Vibration:

3. Provide a statement to address compliance with this section.

### 7.2 SUBDIVISION STANDARDS

#### 7.2.2 Standards Applicable to all Development

##### 7.2.2.A Improvements:

1. Provide plans and specifications for roads, streets, alleys, sidewalks, and pathways including streetlight, signage, and markings.
2. Provide a sanitary sewer wastewater plan.
3. Provide a water supply plan.
4. Provide a storm drainage plan, basins, calculations, treatment method. Stormwater discharged to a public storm sewer or right of way requires treatment. Wyoming DEQ 5D2 permits are required for subsurface discharges.
5. Provide a plan for all other utilities, such as telephone, cable TV, electric, fiber, gas.
6. Provide a plan for permanent reference monuments, property corners, etc.

7. Permits are required prior to construction of development improvements.
8. All improvements shall be designed by a professional engineer licensed to do such work in the State of Wyoming.
9. The Town Council may require installation and construction of utilities, pavement and other land improvements in excess of subdivision design needs, to assure adequate service to future development areas.

## 7.6 TRANSPORTATION FACILITY STANDARDS

### 7.6.2 Access to Roads, Streets and Highways:

1. Provide a plan showing the point of access. Show compliance with the standards for access and justification for access to collector and arterial roads.

### 7.6.4 Street and Road Standards (section not used, for reference):

2. Provide a plan that generally complies with the Community Streets plan and Bicycle improvements plan. Include property lines, dimensions, radii, elevations, slopes, grade changes, etc.
3. For all pedestrian areas provide a plan that includes: dimensions, radii, elevations, slopes (running and cross slopes, not oblique slopes), ramp slopes, grade breaks, stair dimensions, handrails, guards, etc. showing compliance with ADA, IBC, and Town standards.
4. Design street frontages using existing road grades for control of sidewalk and buffer grades. Treat any buffer and sidewalk all as one plane, without grade breaks. Accommodate accessibility within the private property and not in the right-of-way.

## 7.7 – REQUIRED UTILITIES

### 7.7.2 Potable Water Supply:

1. Provide a water system analysis indicating the required domestic and fire flow demands. Identify impacts to or upgrade requirements for the existing distribution, supply, or treatment system.
2. Show compliance with state regulations, construction standards, connections for lots of record, provisions for system expansion, and fire protection. Provide information on planned metering and backflow prevention locations.
3. State whether the water system will be privately or publicly owned. Water services over 2-inch in diameter require engineering design.

### 7.7.3 Sanitary Sewer System:

1. Provide right-of-way or easements as required, 30 feet minimum width with 10 feet minimum to either side.
2. Provide a sanitary sewer analysis. Identify downstream impacts on existing sewers, lift stations, and treatment facilities.
3. Show compliance with state regulations, construction standards, maximum allowable infiltration, connections for lots of record, and provisions for system expansion.
4. State whether the sewer system will be privately or publicly owned.

### 7.7.5 Other Utilities:

Provide a plan for all other utilities, such as telephone, cable TV, electric, fiber, gas. All utilities shall be installed underground.

Provide right-of-way or easements as required. Show that private utilities can be located on private properties, e.g. transformers.

### IBC CHAPTER 11 / ADA ACCESSIBILITY

Show compliance with accessibility regulations including but not limited to:

- 1104.1: At least one accessible route within the site shall be provided from public transportation stops, accessible parking, accessible passenger loading zones, and public streets or sidewalks to the accessible building entrance served.
- 1104.2: At least one *accessible* route shall connect accessible buildings, accessible facilities, accessible elements and accessible spaces that are on the same *site*.
- 1104.5: Accessible routes shall coincide with or be located in the same area as a general circulation path. Where the circulation path is interior, the accessible route shall be interior. Where only one accessible route is provided, the accessible route shall not pass through kitchens, storage rooms, restrooms, closets or similar spaces.



## MEMORANDUM

To: Katelyn Page  
Town of Jackson Planning and Building

From: Kristi Malone  
Jackson/Teton County Housing Department

Re: Housing Department Review of Pre-Application Request (P24-164) for Proposed Mixed-Use Retail/Residential/Office at St. John's Episcopal Church (139 N Cache)

Date: December 30, 2024

---

The applicant is proposing redevelopment of the existing Browse & Buy store with construction of approximately 21,895sf of mixed-use space including two residential units. This Pre-Application conference is in preparation for submittal of a Development Plan application.

### **Affordable Workforce Housing Standards:**

The Town of Jackson Land Development Regulations (LDRs) include Affordable Workforce Housing Standards in Division 6.3. The purpose of these standards is to ensure that affordable workforce housing is provided to the local workforce by employee-generating development proportionate to the need for affordable workforce housing that development creates. To confirm compliance with the standards of this Division, a sufficient application for any employee-generating development must include a Housing Mitigation Plan. The contents of a Housing Mitigation Plan, described below, are listed in [Section 6.3.6 of the LDRs](#) or you may use the [checklist here](#).

***Applicability.*** Identify any "credits" the property may carry from past or present uses in existence on the site. On-site uses and square footage meeting the "Existence" definition should be entered into the [Town's Housing Calculator](#) under "Step 2: Existing Development." Next, account for proposed floor area and uses that are exempt from housing mitigation, like residential units that are part of the 2:1 Bonus, non-habitable or shared circulation space, and units to be restricted for required mitigation. These should be entered into the Town's Housing Calculator under "Step 3: Proposed Development."

***Amount Required.*** Once **all** existing and proposed square footage is entered into the Town's Housing Calculator, an Affordable Workforce Housing requirement will be generated as either number of housing units (> or = 1 unit) or a fee-in-lieu (<1 unit). Include a copy of your completed calculator in the application.

*Tabulation of unit types.* The LDRs establish an allocation schedule for affordability and size (number of bedrooms) for each housing mitigation unit required. The first required mitigation unit is always a 2-bedroom 80-120% Median Family Income (MFI) unit and the second is always a studio or 1-bedroom <50% MFI unit. Information on [income ranges](#) and [maximum rental rates](#) is available at the Housing Department's website. Any variation proposed by the applicant must be approved by the Housing Director per the standards of an Administrative Adjustment and LDR Sec. 6.3.4.B.2.a and 6.3.4.C.1.

*Proposed method of provision.* The priority method for meeting Affordable Workforce Housing requirements is construction of mitigation units on or off-site. Use of lower priority methods (conveyance of land, using a banked unit, restriction of an existing unit, or payment of an in-lieu fee) must be justified by demonstrating impracticality of higher priority methods. The mitigation requirement must be met before the employee-generating development can be used (before C/O is issued), unless an alternative timeline is approved for a phased construction plan.

*Livability Standards & Restrictions:* All mitigation units must be designed to meet the [Livability Standards](#) of the Housing Department Rules & Regulations and be permanently deed restricted with the applicable template deed restriction approved by the Town Council at the time of recordation.

#### **Accessory Residential Unit Use Standards:**

In the Town Square-2 zone, no primary residential uses are allowed, so these two residential units will be categorized as Accessory Residential Units (ARUs). At a minimum, ARUs accessory to a non-residential use must be deed restricted as Workforce Rental units. However, the applicant may choose to further deed restrict the two on-site ARUs as Affordable to meet housing mitigation standards, as discussed above. In the pre-app, we learned that the applicant is exploring the possibility of permitting a unit as short-term rental/lodging since temporary housing needs are part of the organization's programming. Deed-restricted Affordable or Workforce Housing units have a minimum rental period of 6 months.

#### **Process & Conditions of Approval:**

The following conditions of approval are typically included in review of development applications that require housing mitigation and/or use a housing incentive tool. They are included here for reference.

1. **Required components of livability.** Restricted housing units shall include, at a minimum, the components of Livability Standards required by Sec. 3-3 of the Housing Department Rules and Regulations.

#### **Prior to applicant's submittal of Building Permit,**

- the Livability Standards Questionnaire (<https://www.tetoncountywy.gov/DocumentCenter/View/15860/Livability-Standards-Questionnaire-Interactive>) shall be completed for each unit and submitted to the Housing Department for review along with floor plans that include dimensions and a functional furniture placement diagram.

- a letter from the Housing Department will be issued to the applicant stating whether the unit(s) are compliant with Livability Standards or whether there are required changes.
- a Livability Standards Letter from the Housing Department that confirms approval is required to be included in any Building Permit application.

**Prior to issuance of Certificate of Occupancy,**

- the Housing Department shall inspect the site to ensure restricted units were built to approved Livability Standards.

2. **Deed Restriction.** To ensure continued compliance with the standards of the Town of Jackson Land Development Regulations and the Housing Department Rules & Regulations, required dwelling units shall be subject to a deed restriction for housing, in perpetuity, in a form established and approved by the Housing Department.

**Prior to issuance of Certificate of Occupancy,**

- a special restriction drafted by the Housing Department using the applicable approved Restriction Template will be recorded on the unit/property. The applicant will be responsible for payment of recording fees.
- the leasing agent/realtor/property manager or person managing residents shall attend a Compliance Conference with the Housing Department to learn how Workforce and Affordable households are qualified for residency in restricted units.

Thank you for the opportunity to join the pre-application meeting. Please contact me with any questions.



## PRE-APPLICATION CONFERENCE SUMMARY

### Planning & Development Department Planning Division

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 687 | fax: (307) 734-3563  
Jackson, WY 83001 | [www.townofjackson.com](http://www.townofjackson.com)

*This Summary will be prepared by Planning Staff. The applicant, or the applicant's agent, shall receive a copy of this summary for their reference in submitting a sufficient application.*

**Staff may request additional materials during review as needed to determine compliance with the LDRs.**

#### PRE-APPLICATION MEETING BASICS.

PAP#: P24-164  
Date of Conference: 12/13/2024  
Planning Staff: Katelyn Page

#### PROJECT.

Name/Description: St. John's Browse N Buy  
Physical Address: 139 N Cache Street / 170 N Glenwood St  
Lot, Subdivision Lots 1-7 & 14-20, Block 7, Jackson Original Townsite PIDN: 22-41-16-28-4-09-005  
Zoning District(s): Structure: Town Square – 2 (TS-2)  
Parking: Downtown Core-2 (DC-2)  
Overlay(s): Lodging Overlay & Downtown Design Overlay-2 (Western Character)

#### STAKEHOLDERS.

Applicant: Jorgensen Assoc. (Mia Dunbar-Irwin)  
Owner: Episcopal Church of Jackson Hole, WY  
Agent: \_\_\_\_\_

**REQUIRED APPLICATIONS.** (See B.12, C.1, D.4 of applicable zone in Article 2, 3 or 4) *This project will require the following applications:*

| Application                        | Reason   | Fee    |
|------------------------------------|--|--------|
| Design Review Committee (DRC)      | Required for physical development in the TS-2 zone. DRC is required for Development Plan.  | \$225  |
| Development Plan (Sec. 2.2.17.B.9) | Required for buildings greater than 10,000 sf (both above and below grade habitable)   | \$3309 |
| Fee Waiver Request                 | The applicant can request a fee waiver from the application fees. The fee waiver request should be done concurrently with Development Plan | n/a    |
| Basic Use Permit                   | Required to establish or expand the retail/service/office/ ARU uses. Can be run concurrently with the Development Plan.                    | \$662  |

|  |   |                  |
|--|---|------------------|
| Demolition Permit                      | Required to demolish the existing building.   | TBD              |
| Grading Pre-Application (Sec. 5.7.1.D) | Required if more than 3,000 sf of site area is disturbed. Two grading pre-applications may be required, one before the GEC permit & one before the building permit. | \$199            |
| Grading & Erosion Control Permit       | Required if the applicant desires to do site and utility work only  | TBD              |
| Encroachment Agreement                 | Required for any physical encroachments into the right-of-way (ex: covered walkway)   | n/a              |
| Shoring Agreement                      | Required if soil nails are proposed in the right-of-way   | TBD              |
| Construction Management Plan           | May require Town Council review and approval.   | n/a              |
| Crane Agreement                        | Required prior to building permit issuance if a crane is proposed for construction.   | TBD              |
| WYDOT Permits                          | Required for any physical encroachments into North Cache with is WYDOTs right-of-way  | Check with WYDOT |
| Building Permit                        | Required for physical development   | TBD              |
| Sign Permit                            | Required for signage.   | \$99 per sign    |

#### MEETING ATTENDEES:

| Name             | Company                      | Phone/Email                    |
|------------------|------------------------------|--------------------------------|
| Mia Dunbar-Irwin | Jorgensen Associates         | mid@jorgeng.com                |
| Arne Jorgensen   | Hawtin Jorgensen Associates  | ajorgensen@hawtinjorgensen.com |
| Rob French       | Hawtin Jorgensen Associates  | rfrance@hawtinjorgensen.com    |
| Harrison Carter  | Jorgensen Associates         | hcarter@jorgeng.com            |
| Brendan Schulte  | Jorgensen Associates         | bschulte@jorgeng.com           |
| Joe Lovett       | Jorgensen Associates         | jlovett@jorgeng.com            |
| Jimmy Bartz      | St John Episcopal Church     | jimmy@stjohnsjackson.org       |
| Katelyn Page     | Town of Jackson, Planning    | 307-734-3493                   |
| Scott Mohor      | Town of Jackson, Engineering | 307-733-30779 x1413            |
| Brian Lenz       | Town of Jackson, Engineering | 307-733-3079 x1410             |

**TIMELINES.** This table is intended to provide general information regarding the review process and timing of decisions. See Article 8 for a complete explanation of the review process.

The following timelines are generally applicable to decisions by the DRC, Planning Commission, and Council.

| Application Types:   | Sufficiency                 | DRC  | Planning Commission (PC)/ Board of Adjustment (BOA)                             | Town Council  |
|--|-----------------------------|--|---|---|
| <b>STEP #1</b> <ul style="list-style-type: none"><li>• Design Review Committee (DRC)</li></ul>                                 | NA                          | DRC meets 2 <sup>nd</sup> Wednesday of each month. Applications due 3 Mondays prior to DRC meeting. First 4 DRC items are placed on that months agenda | NA  | NA  |
| <b>STEP #2</b> <ul style="list-style-type: none"><li>• Development Plan</li><li>• Fee Waiver Request</li></ul>                 | Within 14 days of Submittal | NA   | Hearing within 90 days of Sufficiency<br><br>No PC review of fee waiver request | Hearing within 60 days of PC decision<br><br>Fee waiver reviewed by Council alongside Dev. Plan |
| <b>STEP #3</b> <ul style="list-style-type: none"><li>• Encroachment Agreement</li><li>• Construction Management Plan</li></ul> | Within 14 days of Submittal |  | NA  | Typically 30-45 days after submittal<br>Canopy agreement Recorded prior to C/O                  |

The following timelines are generally applicable to decision by the Planning Director, and/or Building Official

| Application Types:   | Sufficiency                 | Decision   |
|--|-----------------------------|--|
| • Grading Pre-application (occurs after Development Plan approval) | NA                          | Within 30-45 days of submittal   |
| • Demolition Permit (can occur at any time)                        | Within 14 days of Submittal | TCHPB within 30 days. Possible 90-day stay on issuance.                          |
| • Basic Use Permit (run concurrently with Development Plan)        | Within 14 days of Submittal | Run concurrently with Development Plan Response within 45 days of sufficiency    |
| • WYDOT Permits (occurs prior to building permit submittal)        | Please reach out to WYDOT   | Please reach out to WYDOT  |
| • Building Permit (last step)                                      | NA                          | 1 <sup>st</sup> round review – 60 days<br>2 <sup>nd</sup> round review – 30 days |

## GENERAL INFORMATION.

*Required, If Checked.*

*If not checked, review requirement with a Staff member to determine if necessary for your application.*

| -Requirement                        | Notes   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <b>Planning Permit Application.</b> The application should list all pertinent permits (use, physical development, interpretation, relief from the LDRs, Development Option/Subdivisions, Amendments to the LDRs) for which you are applying.  |
| <input checked="" type="checkbox"/> | <b>Notarized Letter of Authorization.</b> See <b>Section 8.2.4.A</b> for requirements. A template is established in the Administrative Manual.  |
| <input checked="" type="checkbox"/> | <b>Application Fees.</b> Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See the currently adopted Fee Schedule in the Administrative Manual for more information.  |
| <b>N/A</b>                          | <b>Review fees.</b> The applicant is responsible for paying any review fees and expenses from consulting services necessitated by the review of the application by the Town Surveyor, Town Engineer, Town Associate Engineer, Title Company and any other required consultant. Such fees shall be paid prior to approval of the permit.                                     |
| <input checked="" type="checkbox"/> | <b>Mailed Notice fee.</b> See <b>Section 8.2.14.C.2</b> for notice requirements. If mailed notices are required, the applicant is responsible for paying for any mailing in excess of 25 notices.   |
| <input checked="" type="checkbox"/> | <b>Other information needed.</b> All applications submitted to the Town of Jackson Planning Department must be submitted in digital format once the application is determined to be sufficient.   |
| <input checked="" type="checkbox"/> | <b>Response to Submittal Checklist.</b> All applications require response to applicable review standards. For applications where a pre-application conference is required, applicable standards are identified below. If a pre-application conference is optional, see the submittal checklist for the relevant application type, established in the Administrative Manual. |
| <b>N/A</b>                          | <b>Title Report.</b> A title report, title certificate or record document guarantee prepared within the last six months that includes evidence of ownership and all encumbrances on the subject property. Copies of the documents referenced in the report should not be submitted unless requested by the planner during review.   |
| <input checked="" type="checkbox"/> | <b>Narrative description of the proposed development.</b> Briefly describe the existing condition of the property and the proposed use, physical development, subdivision or development option for which you are seeking approval.   |
| <input checked="" type="checkbox"/> | <b>Proposed Development Program.</b> Please use the attached template established in the Administrative Manual.   |
| <input checked="" type="checkbox"/> | <b>Site Plan.</b> Please see the attached list of minimum standards for a site plan, established in the Administrative Manual.  |
|                                     | Required to be filled out and signed.   |
|                                     | Required if the applicant/representative is not the owner of the property.  |
|                                     | Please see above.   |
|                                     | Done by the Town Staff.   |
|                                     | Please visit Jacksonwy.gov for the submittal requirements for each application.   |
|                                     | Applications should include all info noted in Pre-app plus typical submittal requirements for that permit type.   |
|                                     | Please visit Jacksonwy.gov for the submittal requirements for each application. All findings for each applicant shall be made by the applicant.   |
|                                     | Site plans shall be dimensioned and to scale.   |

|                                     |   |   |
|-------------------------------------|---|---|
| <input checked="" type="checkbox"/> | <b>Floor Plans.</b> Include floor plans for any existing buildings that will be occupied by a proposed use. If changes to existing buildings are proposed, indicate those on the floor plans. | Floor plans shall be dimensioned and to scale and show square footage of all interior spaces. |
| <u>N/A</u>                          | <b>Neighborhood Meeting Summary.</b> See <b>Section 8.2.3</b> for Neighborhood Meeting requirements.  | Not required for Dev. Plan  |
| <input checked="" type="checkbox"/> | <b>Posted Notice.</b> See <b>Section 8.2.14.C.4</b> for Posted Notice requirements for all public hearings.   | Required for public hearings  |
| <input checked="" type="checkbox"/> | <b>Digital Format.</b> All application submitted to the Town Planning Department must be submitted in digital format.   |   |

**Requirements listed under each Article will be checked if required for the application.**

*Required, If Checked.*

*If not checked, this requirement is not applicable to your application.*

**ARTICLE 2, COMPLETE NEIGHBORHOODS, ARTICLE 3, RURAL AREA ZONES, and ARTICLE 4, SPECIAL PURPOSE ZONES – (Public/Semi-Public & Park and Open Space zones only).**

Applicable Zone: TS-2 (parking area DC-2)

Applicable LDR Section: 2.2.17 (TS-2) and 2.2.15 (DC-2)

**PHYSICAL DEVELOPMENT.** Please see Subsection B in applicable Zone District for specific standards.

**Requirement**

**Notes**

**Structure Location and Mass** (setbacks, height, FAR, etc.)

This information must be shown with the Dev Plan

**Maximum Scale of Development** (individual building size)

The zone limits an individual building to 15,000 sf. (max habitable floor area above grade)

**Design Review** (Design Guidelines and Design Review Committee)

Required for Development Plan

**Site Development** (Driveway and Access limits)

**Landscaping** (see Div. 5.5 for more information)

Landscape plan required with Dev. Plan and Building permit submittal

**Fencing** (see Sec. 5.1.2 for more information)

Show any proposed fencing

N/A **Environmental Standards (see Div. 5.1 and 5.2 for more information)**

- Natural Resource Buffers
- Irrigation Ditch Setback
- Natural Resource Overlay Standards

A lighting plan is required with Building Permit. Should be considerably developed at Development Plan level. Show compliance with updated exterior lighting standards Sec. 5.3.1.

**Scenic Standards (see Div. 5.3 for more information)**

- Exterior Lighting
- Scenic Resource Overlay (SRO) Standards

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <b>Natural Hazards to Avoid (see Div. 5.4 for more information)</b>   |
|                                     | <ul style="list-style-type: none"> <li>• Steep Slopes</li> <li>• Areas of Unstable Soils</li> <li>• Fault Areas</li> <li>• Floodplains</li> <li>• Wildland Urban Interface</li> </ul> |
| <input checked="" type="checkbox"/> | <b>Signs (see Div. 5.6 for more information)</b>  |
|                                     | Signs are approved separately through a sign permit.  |
| <input checked="" type="checkbox"/> | <b>Grading, Erosion Control, Stormwater (see Div. 5.7 for more information)</b>   |
|                                     | <ul style="list-style-type: none"> <li>• Grading</li> <li>• Erosion Control</li> <li>• Stormwater Management</li> </ul>   |

**USE STANDARDS. Please see Subsection C in applicable Zone District for specific standards.**

| <b>Requirement</b>   | <b>Notes</b>  |
|--|---|
| <input checked="" type="checkbox"/> <b>Allowed Uses (see Div. 6.1 for more information)</b>  | Include description of proposed uses and associated floor areas per use. Helpful to color code floor plans.                           |
| <input checked="" type="checkbox"/> <b>Parking (see Div. 6.2 for more information)</b>   | Include parking calculation for all existing and proposed uses at the property. See parking credit notes below.                       |
| <input checked="" type="checkbox"/> <b>Employee Housing (see Div. 6.3 for more information)</b>  | Include a housing mitigation plan with Development Plan submittal   |
| <input checked="" type="checkbox"/> <b>Maximum Scale of Use</b>  | 1.83 FAR max in TS-2 zone with exemptions for deed restricted housing. Provide floor area breakdowns with Development plan submittal. |
| <input checked="" type="checkbox"/> <b>Operational Standards (see Div. 6.4 for more information)</b>   | Materials for enclosure shall match building design   |
| <ul style="list-style-type: none"> <li>• Outside Storage</li> <li>• Refuse and Recycling</li> <li>• Noise</li> <li>• Vibration</li> <li>• Electrical Disturbances</li> <li>• Fire and Explosive Hazards</li> <li>• Heat and Humidity</li> <li>• Radioactivity</li> </ul> |   |

**SUBSECTION D, DEVELOPMENT OPTIONS. Please provide the following information for the applicable zone.**

| <b>Requirement</b> | <b>Notes:</b>                               |
|--------------------|---|
| <b>N/A</b>         | Allowed Subdivision and Development Options |
| <b>N/A</b>         | Subdivision and Development Option Permits  |

## ARTICLE 7, DEVELOPMENT OPTION AND SUBDIVISION STANDARDS APPLICABLE IN ALL ZONES.

| Requirement   | Notes |
|---|-------|
| <u>N/A</u> <b>Division 7.1, Development Option Standards</b>        |       |
| <b>7.1.3</b> Urban Cluster Development                              |       |
| <b>7.1.4</b> Mobile Home Park                                       |       |
| <u>N/A</u> <b>Division 7.2, Subdivision Standards</b>               |       |
| <b>7.2.2</b> Standards Applicable to all Subdivision                |       |
| <b>7.2.3</b> Land Division Standards                                |       |
| <b>7.2.4</b> Condominium and Townhouse Subdivisions                 |       |
| <u>N/A</u> <b>Division 7.5, Development Exaction Standards</b>      |       |
| <b>7.5.2.</b> Park Exactions  |       |
| <b>7.5.3.</b> School Exactions                                      |       |
| <u>✓</u> <b>Division 7.6, Transportation Facility Standards</b>     |       |
| <b>7.6.2</b> Access to Roads, Streets and Highways                  |       |
| <b>7.6.3</b> Streets, Alleys, and Easements                         |       |
| <u>✓</u> <b>Division 7.7, Required Utilities</b>                    |       |
| <b>7.7.2</b> Potable Water Supply                                   |       |
| <b>7.7.3</b> Sanitary Sewer Systems                                 |       |
| <b>7.7.4</b> Irrigation Ditch Systems and Design                    |       |
| <b>7.7.5</b> Other Utilities  |       |
| <b>7.7.6</b> Fuel Storage Tank                                      |       |
| <u>N/A</u> <b>Division 7.8, Workforce Housing Incentive Program</b> |       |

### Department Review and Additional Comments:

Engineering Dept. (See attached PDF)

Building Dept.

- The structure must meet the most current adopted building codes of the Town of Jackson at the time of permitting.

Planning Dept.

- Staff confirms Sketch plan is only required if total habitable floor area exceeds 30,000sf.
- PRIOR to DRC Submittal – Please contact WYDOT Prior to DRC submittal to confirm they will allow canopy/balcony encroachment as part of the design.
- DRC – The DDO Western Character Design Guidelines will apply to this property in addition to the normal Design Guidelines.
- BYCICLE PARKING / EV CHARGING – Only triggered for all new and expanded uses that generate off street parking. If no additional off-street parking spaces are provided over what is existing on site, then Bicycle and EV standards are not “triggered”. Staff recommend applicant consider EV and bicycle parking even if not required.
- CONSTRUCTION MGT PLAN – Proposed plan should be included with Development Plan submittal for staff (and Council) comment. This enables any updates/changes to be incorporated and finalized prior to submittal of building permit.
- SNOW STORAGE – demonstrate snow storage that complies with the minimum 2.5% storage requirement.

- BOARDWALK ON CACHE – Staff will want boardwalk as the sidewalk material.
- USES – In the narrative for the Development Plan, please provide details on how each use functions. For Browse N Buy, describe how pick up/drop off works. For the Food Cupboard and Recovery, please describe typical operations.
- SETBACKS: Side setback is 0' or 5'. The street setback requires a covered boardwalk which consists of a 13' setback measured from the back of the curb. From there, the building must be within 0' to 5'. Please see the Building Frontage and Pedestrian Frontage requirements below.

**1. Town Square**

**Description**

In the Town Square Frontage, the main facade of the building is located at or near the public boardwalk, with at-grade entrances spaced at regular intervals. The Town Square Frontage is intended primarily for retail uses, and has glazing (windows and doors) at the sidewalk level.

| Story Height                     | (Sec. 9.4.13.)  |
|----------------------------------|---|
| Ground story height (min/max)    | 11 1/4' <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">A</span> |
| Upper story height (min)         | 9' <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">B</span>      |
| Ground floor elevation (min-max) | 0' - 3' <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">C</span> |

| Transparency           | (Sec. 9.4.14.)  |
|------------------------|---|
| Ground story (min/max) | 50%/75% <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">D</span> |
| Upper story (min/max)  | 20%/35% <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">E</span> |

| Blank Wall Area       | (Sec. 9.4.15.)  |
|-----------------------|---|
| Blank wall area (max) | 15' <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">F</span> |

| Pedestrian Access                   | (Sec. 9.4.16.)   |
|-------------------------------------|--|
| Entrance facing street (max)        | Required <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">G</span> |
| Entrance spacing along street (max) | 50' <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">H</span>      |

**1. Covered Walkway**

**Description**

A covered walkway provides visual interest along the street edge, reduces the perceived mass of the building facade, and provides shelter from the rain, snow, and sun throughout the year. A covered walkway also reduces winter maintenance and improves pedestrian safety. A covered walkway is supported by posts or columns, or cantilevered from the building facade.

| Pedestrian Frontage Dimensions      |  |
|-------------------------------------|--|
| Total width from back of curb (min) | 13' <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">A</span>      |
| Furnishing/planting area (min-max)  | 18" - 3' <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">B</span> |
| Clear sidewalk width (min)          | 8' <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">C</span>       |

| Additional Specifications  |  |
|--|--|
| Gallery must be contiguous and extend for at least 75% of the street facade width. In TS-1, the gallery must be continuous and extend along all of the street facade width (100%). | <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">D</span>    |
| Clear height above sidewalk (min)  | 9' <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">E</span> |
| The furnishing/planting area shall be hardscape other than slab concrete (e.g. pavers, bricks)   |  |
| The building transition area shall be hardscape  |  |
| In TS-1, the floor surface (furnishing/planting area, clear sidewalk and building transition area) shall consist of a wooden boardwalk.  |  |

- PARKING – After looking into the files for the overall church complex, there is a variance that approved 30 on-site spaces. Staff believes that the 30 on-site spaces were approved for not only the church but for the Browse N Buy and other

activities on site. This means that parking is and should still be viewed as "shared" amongst all uses. Moving forward, parking will need to be recalculated for the entire site to accommodate the existing uses and the proposed expansion of Browse N Buy. The good news is that the overall site has approximately 44 street parking credits, 49.84 historical parking credits, and 24 on-site spaces (shown on the proposed site plan). So in total, the church has roughly 117.84 parking spaces/credits to work with for all uses. If for some reason that isn't enough parking, the church can purchase parking through the Downtown Parking District. We can discuss this further at the pre-app meeting. Also, the LDRs allow 100% shared parking for deed-restricted units and ARUs. If shared parking is proposed, include this information in Dev. Plan narrative including number of shared spaces and hours for various uses have access to shared parking spaces.

FIRE Dept.

- Project must meet requirements of the current International Fire Code (IFC) including but not limited to the following:
- Construction Management Plan establishing a fire prevention program at the project site for all phases of construction submitted for review and approval before a building permit is issued.
- A fire permit is required for an automatic sprinkler system. A stamped set of plans shall be provided for review and approval prior to a permit being issued.
- A fire permit is required for a fire alarm system. A stamped set of plans shall be provided for review and approval prior to a permit being issued.
- Means of egress shall meet the requirements of the IFC, Chapter 10 as it applies to the multi-use proposal including number of exits, exit access, discharge, maximum exit access travel distance, signage, illumination and emergency electrical system in the event of a power supply failure.
- Portable fire extinguishers installed for the occupancy.
- Fire department access as required in the IFC, Chapter 5.

**PLAN REVIEW COMMITTEE.** *The Plan Review Committee consists of the following listed agencies. Planning Staff will transmit pertinent portions of the application to each agency. Other agencies and individuals not checked off on this list may be added to the PRC if necessary.*

|                                     |                                      |                                     |  |
|-------------------------------------|--------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Public Works/Town Engineer           | <input checked="" type="checkbox"/> | Police Department                                |
| <input checked="" type="checkbox"/> | Building Official                    | <input checked="" type="checkbox"/> | START Bus  |
| <input checked="" type="checkbox"/> | Town Attorney                        | <input checked="" type="checkbox"/> | Jackson Hole Fire EMS                            |
| <input type="checkbox"/>            | Town Clerk                           | <input checked="" type="checkbox"/> | Parks and Recreation Department                  |
| <input checked="" type="checkbox"/> | Pathways Coordinator                 | <input type="checkbox"/>            | Teton County School District #1                  |
| <input type="checkbox"/>            | Surveyor – for subdivision plat      | <input type="checkbox"/>            | Teton County Sheriff                             |
| <input type="checkbox"/>            | Title Company – for subdivision plat | <input checked="" type="checkbox"/> | Teton Conservation District                      |
| <input checked="" type="checkbox"/> | Teton County Housing Authority       | <input checked="" type="checkbox"/> | Wyoming Department of Game & Fish                |
| <input type="checkbox"/>            | Teton County Weed & Pest             | <input type="checkbox"/>            | Wyoming Department of Transportation             |
| <input type="checkbox"/>            | Teton County Planning                | <input type="checkbox"/>            | Wyoming Department of Environmental Quality      |
| <input type="checkbox"/>            | Teton County Engineer                | <input type="checkbox"/>            | Army Corp of Engineers                           |
| <input type="checkbox"/>            | Teton County Assessor                | <input checked="" type="checkbox"/> | Lower Valley Energy                              |
| <input checked="" type="checkbox"/> | Integrated Solid Waste and Recycling | <input type="checkbox"/>            | U.S. National Park Service                       |
| <input type="checkbox"/>            | Teton County Clerk                   | <input type="checkbox"/>            | U.S. Forest Service                              |
| <input type="checkbox"/>            | Teton County Public Health           | <input type="checkbox"/>            | U.S. Fish and Wildlife                           |
| <input type="checkbox"/>            | Teton County Scenic Preserve Trust   | <input type="checkbox"/>            | Other (Teton County Historic Preservation Board) |



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: The Reverend James P. Bartz Title: Rector / President

Being duly sworn, deposes and says that The Episcopal Church in Jackson Hwy is the owner in fee of the premises located at:

Name of legal property owner as listed on deed

Address of Premises: 170 Glenwood 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: Jorgenson C/o Mila Dunbar-Iselin

Mailing address of Applicant/agent: PO Box 9550 Jackson, WY 83002

Email address of Applicant/agent: Mdi @ jorgeng.com

Phone Number of Applicant/agent: 307 - 733 - 5150

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 in 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     Home Occupation     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.

James Bartz

Property Owner Signature Rector / President

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 )

ROBYN WELLS REED  
Notary Public - State of Wyoming  
Commission ID # 154127  
My Commission Expires  
January 05, 2028

The foregoing instrument was acknowledged before me by James Bartz this 21 day of October, WITNESS my hand and official seal.

Robyn Wells Reed

Notary Public

My commission expires: January 05, 2028

P-9 COMBINATION  
This Quitclaim Deed being recorded to show only the name of the Grantee  
**QUITCLAIM DEED**

KNOW ALL MEN BY THESE PRESENTS, That The Episcopal Diocese of Wyoming, a Wyoming Corporation

grantor, of the County of Albany, State of Wyoming, for the consideration of Ten Dollars and Other Good, and Valuable Consideration, DOLLARS in hand paid, the receipt whereof is hereby acknowledged, hereby CONVEY(S) and QUITCLAIM(S) to, The Episcopal Church in Jackson Hole, Wyoming, a Wyoming Corporation.

address of Grantee, P.O. Box 505, City, Jackson, County, Teton, State of Wyoming 83001

1.) all interest in the following described real property, situate in the County of Teton in the State of Wyoming, to wit: Lots 1 through 7 and Lots 14 through 20 of Block 7, Original Townsite, Jackson, Teton County, Wyoming, and any and all improvements thereon and rights therein.

2.) THAT parcel of land running north to south 350 feet and approximately 28 feet wide through the north to south center line of Block 7 of the Original Townsite of the Town of Jackson, Wyoming, being bounded on the east by Lots 1 through 7 of said Block 7 and bounded on the west by Lots 14 through 20 of said Block 7, being a former alley of the Town of Jackson, Wyoming vacated and deplatted by Ordinance No. 68 of the Town Council of the Town of Jackson, filed for record in the office of the County Clerk and Ex-Officio Recorder of Deeds June 8, 1959 and recorded in book 10 of Mixed Records, on page 131, which property, by said vacating and deplattting of such alley, became the property of the contiguous owner of said lots, the Trustees of Church Property of the Protestant Episcopal Church in Wyoming, a Wyoming corporation, and any and all improvements thereon and rights therein.

This quitclaim deed is being filed to correct those quitclaim deeds filed for record on January 23, 1976 in Book 45 of Photo, page 147 & 148 and also filed January 29, 1976 in Book 45 of Photo, page 208.

Hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming.

Dated this 20th day of October, 1986.

|                               |
|-------------------------------|
| Received 12-10-86 10:45 A.M.  |
| In Book 183 Photo Page 964    |
| 269659 \$4.00 pd              |
| V. Jolynn Coonce County Clerk |
| by Anna Rids Dep.             |

The Episcopal Diocese of Wyoming, a Wyoming Corporation

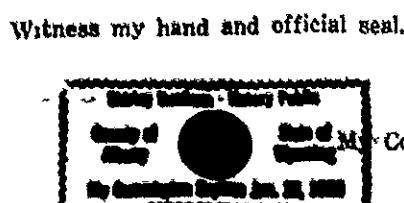
By: *Bob G. Jones*  
President of Corporation  
Attested by Secretary

|            |                                     |
|------------|-------------------------------------|
| RECORDED   | <input checked="" type="checkbox"/> |
| COMPARED   | <input checked="" type="checkbox"/> |
| INDEXED    | <input checked="" type="checkbox"/> |
| ABSTRACTED | <input checked="" type="checkbox"/> |

State of Wyoming  
County of Albany

The foregoing instrument was acknowledged before me by  
*Bob G. Jones*, *J. Gail K. Fawcett*

on this 17th day of November, 1986.



*Shirley Denham*  
notary Title of officer *Gutierrez*  
Commission Expires: 23 January 1988