



# TOWN OF JACKSON

## PLANNING & BUILDING

### DEPARTMENT

#### TRANSMITTAL MEMO

**Town of Jackson**

- Public Works/Engineering
- Building
- Title Company
- Town Attorney
- Police

**Joint Town/County**

- Parks and Recreation
- Pathways
- Housing Department

**Teton County**

- Planning Division

- Engineer
- Surveyor- *Nelson*
- Assessor
- Clerk and Recorder
- Road and Levee

**State of Wyoming**

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

**Federal Agencies**

- Army Corp of Engineers

**Utility Providers**

- Qwest
- Lower Valley Energy
- Bresnan Communications

**Special Districts**

- START
- Jackson Hole Fire/EMS
- Irrigation Company

Date: May 9, 2019

Item #: P19-113

Planner: Brendan Conboy

Phone: 733-0440 ext. 1302

Fax: 734-3563

Email: [bconboy@jacksonwy.gov](mailto:bconboy@jacksonwy.gov)

**Owner:**

MIR-ROB, Inc  
PO Box 2530  
Jackson, WY 83001

**Applicant:**

Cara Polino – Mountain Kids  
PO Box 8846  
Jackson, WY 83002

**REQUESTS:**

The applicant is submitting a request for a Basic Use permit to add daycare for the property located at 560 S. Willow, legally known as LOT 8, BLK. 4, MEADOWLAND.

For questions, please call Brendan Conboy at 733-0440, x1302 or email to the address shown below. Thank you.

**Please respond by:** **May 23, 2019 (Sufficiency)**  
**May 31, 2019 (with Comments)**

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov)



**PLANNING PERMIT APPLICATION**  
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | 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: Mountain Kids / Family Home Daycare  
Physical Address: 560 S. Willow St.  
Lot, Subdivision: Lot 8, BLK 4, Meadowland PIDN: 22-41-16-34-2-36-008

**PROPERTY OWNER.**

Name: MIR-ROB, INC. Phone: 307-733-5527  
Mailing Address: P.O. Box 2530 Jackson, WY ZIP: 83001  
E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name: Cara Polino Phone: 307-413-6739  
Mailing Address: P.O. Box 8846 Jackson, WY ZIP: 83002  
E-mail: polino.cara@gmail.com

**DESIGNATED PRIMARY CONTACT.**

Property Owner  Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson/200/Planning](http://www.townofjackson/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 [www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF](http://www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-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

\_\_\_\_\_  
Name Printed

5-6-2019

Date

\_\_\_\_\_  
Owner/Director

Title

## LETTER OF AUTHORIZATION

MIR-ROB INC, "Owner" whose address is: PO Box 2530  
JACKSON, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

ROBERT F LENZ & MIRIAM LENZ (100% of Stock) as the owner of property  
more specifically legally described as:

560 So Willow, JACKSON, WY 83001

(If too lengthy, attach description)

HEREBY AUTHORIZES CARA POLINO as agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

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.

OWNER:



(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: PRES.

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

STATE OF Wyoming

)

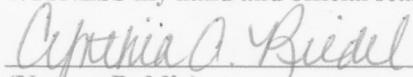
)SS.

COUNTY OF Teton

)

The foregoing instrument was acknowledged before me by Robert F. Lenz this 2nd day of May, 2019.

WITNESS my hand and official seal.



(Notary Public)

My commission expires:

(Seal)



Mountain Kids  
560 S. Willow St.  
Jackson, WY 83001

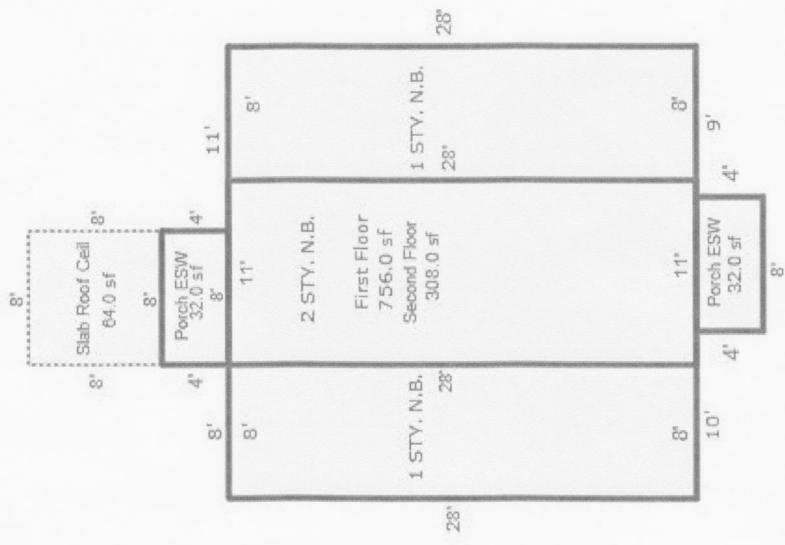
### **Narrative Description of Use**

Mountain Kids is an established business looking for a new location, as our current setting is no longer available to us. We currently serve the childcare needs of 12 local families. I am seeking a Basic Use Permit for a Family Home Daycare at 560 S. Willow St. This address is zoned CR-1. The first floor is to be used as a day care business, while the second floor may be used as staff housing. There are no new physical developments required.

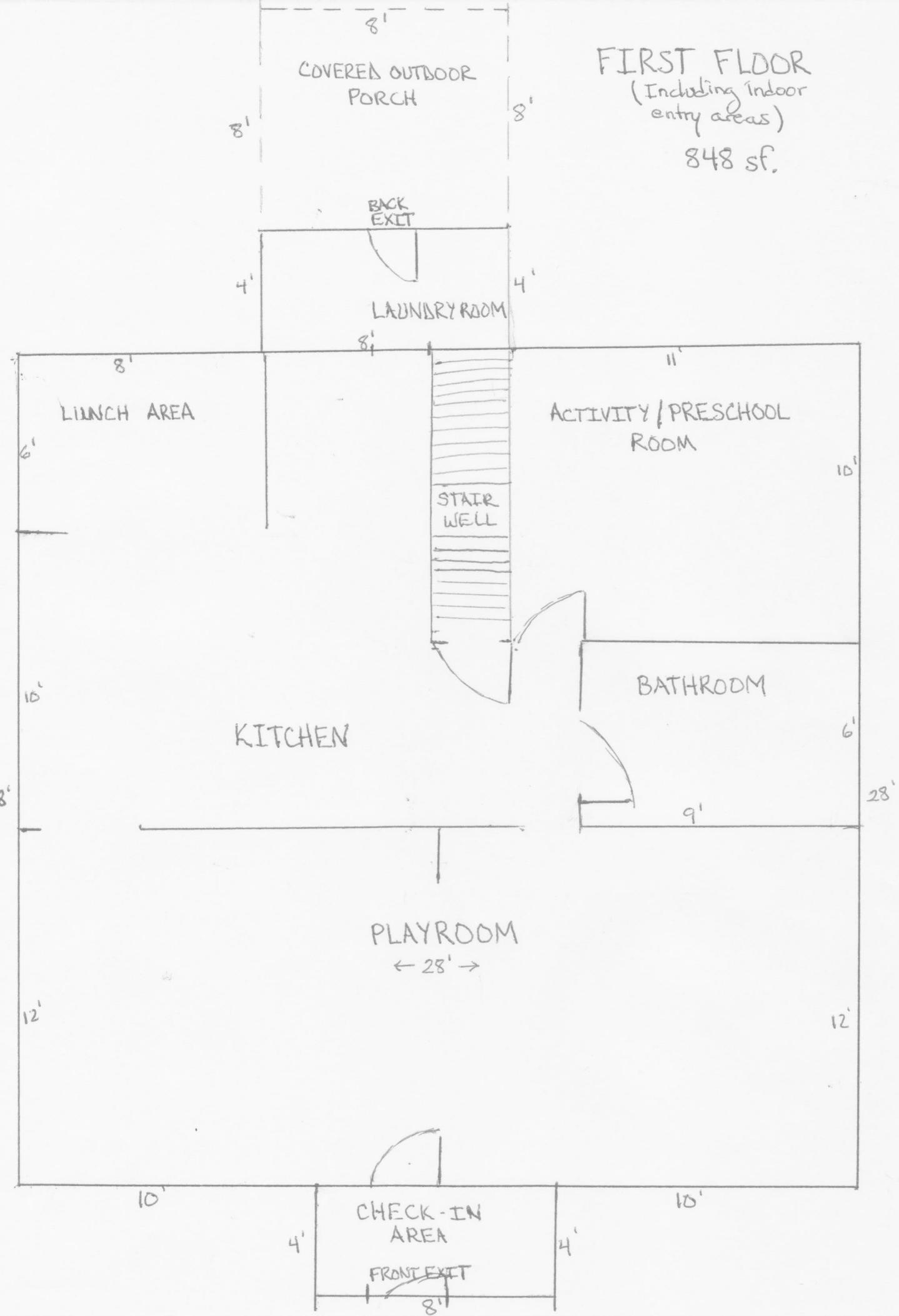
The first floor is composed of 848 square feet. After viewing the property, DFS Childcare Licensor, Pamela Konstant has preliminarily approved this space for up to 10 children. Our hours of operation are approximately 7:30a.m. to 5:30p.m. We will have 1-2 teachers per day, five days per week. There is one bathroom available. A separate laundry room is located inside the back entrance. A designated drop off and pick up location with ample storage for the children's belongings is provided. Included on the first floor are separate spaces for play, art, preschool activities and meal time. There is both indoor and outdoor space available for large motor development.

The second floor will be off limits to children. It is composed of 308 square feet. While we are exempt from employee housing, the intended use of the second floor is employee housing for up to 1 person.

The Town of Jackson requires us to have a minimum of three off-street parking spaces on the property. The designated parking area measures 21 ft. deep by 40 ft. wide, providing enough space for 4 parking spots. Additionally, three on street spaces are available for drop offs and pick-ups.



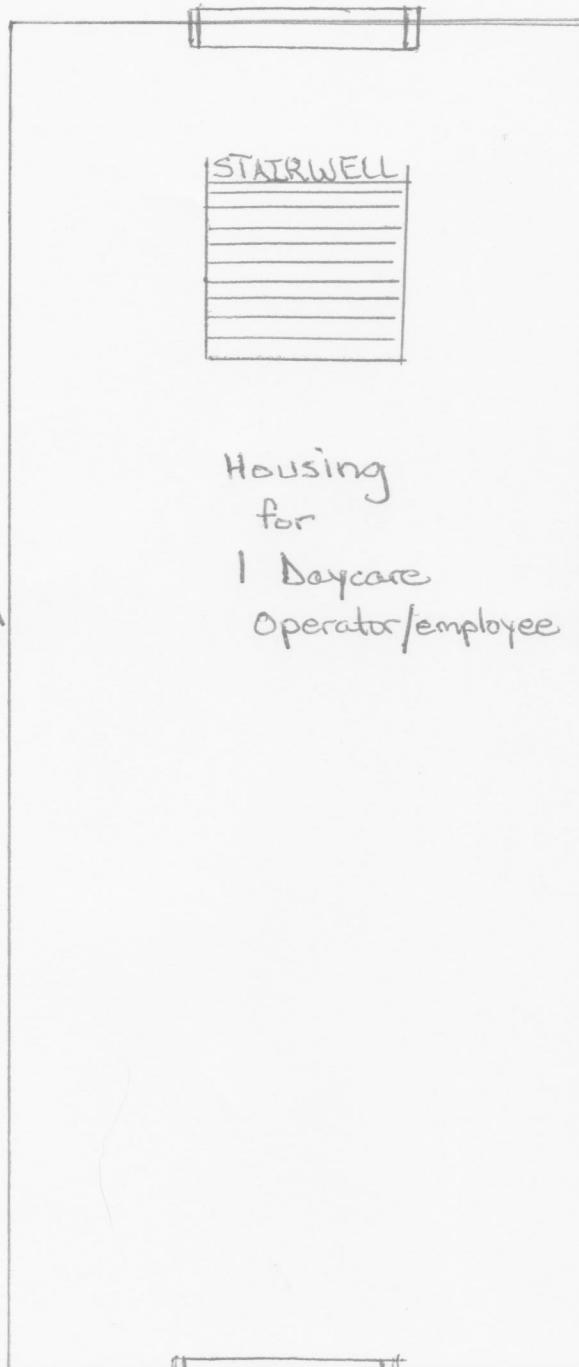
Sketch by Apex Media™



SECOND FLOOR

308 sf.

11'



11'



Teton County

off street parking  
21' x 40'