



# 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
- ☒ Joint Housing Dept

### 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: August 18, 2021	<b>REQUESTS:</b>  The applicant is submitting a request for a Basic Use Permit to add licensed home daycare use at the property located at 405 Aspen Dr. #8, Legally known as UNIT E-8, SAGE TOWNHOUSE PIDN: 22-41-16-33-4-20-004  For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.
Item #: P21-224	
Planner: Katelyn Page  Phone: 733-0440 ext. 1302  Email: kpage@jacksonwy.gov	
<b>Owner</b> Diane Wardner McGee PO Box 468 Jackson WY 83001  <b>Applicant</b> Diane Wardner McGee PO Box 468 Jackson WY 83001	
<b>Please respond by: September 1, 2021 (Sufficiency) September 8, 2021 (with Comments)</b>	

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

August 16, 2021

Basic Use Permit Application  
Tiny Explorers LLC, Diane W. McGee  
405 Aspen Dr. #8  
Jackson, WY 83001

### **Narrative Description of the Use**

My goal is for “Tiny Explorers LLC” to be a “Family Childcare Home” that is licensed by the state of WY. I have a passion for caring for children who are in the age range of 0-5 years old (pre-kindergarten). We are all aware of how challenging it is for parents to find quality childcare in Jackson, and it would be an honor to help serve families in this way.

In my home, our basement/studio will be used. Up to 5 children (TBD by WY DFS licensing) will be with me for daytime hours from 8:30am – 4:30pm up to 5 days per week, Monday - Friday. Children will be welcomed into this area of my home for open play opportunities, music and movement, art, science, baking activities, and reading to name a few. Children will use our bathroom, which includes a sink for washing hands and appropriately sized potties for toilet training. Our kitchen will be used by teachers according to Health & Safety guidelines, e.g., the refrigerator to store snacks and lunches at proper temperatures, the microwave to heat up specific foods to proper temps, and the kitchen sink to clean, disinfect, and sanitize any eating dishes, utensils, toys, etc. Children will also have a space where they can rest daily. Outdoor play space with a fenced in area will also be provided according to DFS regulations. With a Master’s in Environmental Education, I am passionate about getting children out in nature and will take them on outings in accordance with any DFS State Licensing regulations.

Employee(s): I do not plan to have any employees currently outside of my immediate family who reside in our home.

Dedicated Parking Spot Off-Street for parent drop off/pick up: Our townhouses have off-street parking with two parking spots allocated per unit in the common area, and there are just the sixteen parking spots (unmarked) for the eight townhouse unit residents. In addition, approximately two spaces are needed for the HOA trash dumpster (includes space for trash truck to safely remove trash), two spaces for the HOA storage shed, and two spaces are needed for snow storage in the winter and spring. Each townhouse has a private carport, and ours can accommodate 1 vehicle. There are no additional spots for us to use as a dedicated spaces for parent drop off and/or an employee. Because we have two vehicles, one can be parked under the carport and the other in one of our allocated common area spots. Our second allocated spot can be designated for parent drop off, and I have the HOA’s permission to create a sign that will designate one dedicated space for the business.

I look forward to hearing from you regarding my application. Thank you for your time and consideration.



**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: Tiny Explorers, LLC  
Physical Address: 405 Aspen Drive #8 Jackson WY 83001  
Lot, Subdivision: E8, Sage Subdivision PIDN: 22-41-16-33-4-20-004

**PROPERTY OWNER.**

Name: Diane Marie Wardner (aka Diane Wardner McGee) & John Scott McGee Phone: 307-699-2080 or 307-413-6552  
Mailing Address: PO Box 468 ZIP: 83001  
E-mail: dianewmcgee@gmail.com or scottmcgee@wyom.net

**APPLICANT/AGENT.**

Name: Diane Wardner McGee Phone: 307-699-2080  
Mailing Address: PO Box 468 ZIP: 83001  
E-mail: dianewmcgee@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?

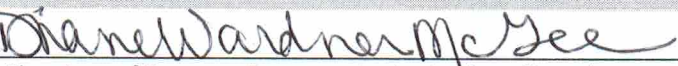
8/16/21 ✓ **Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

n/a **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

Diane Wardner McGee

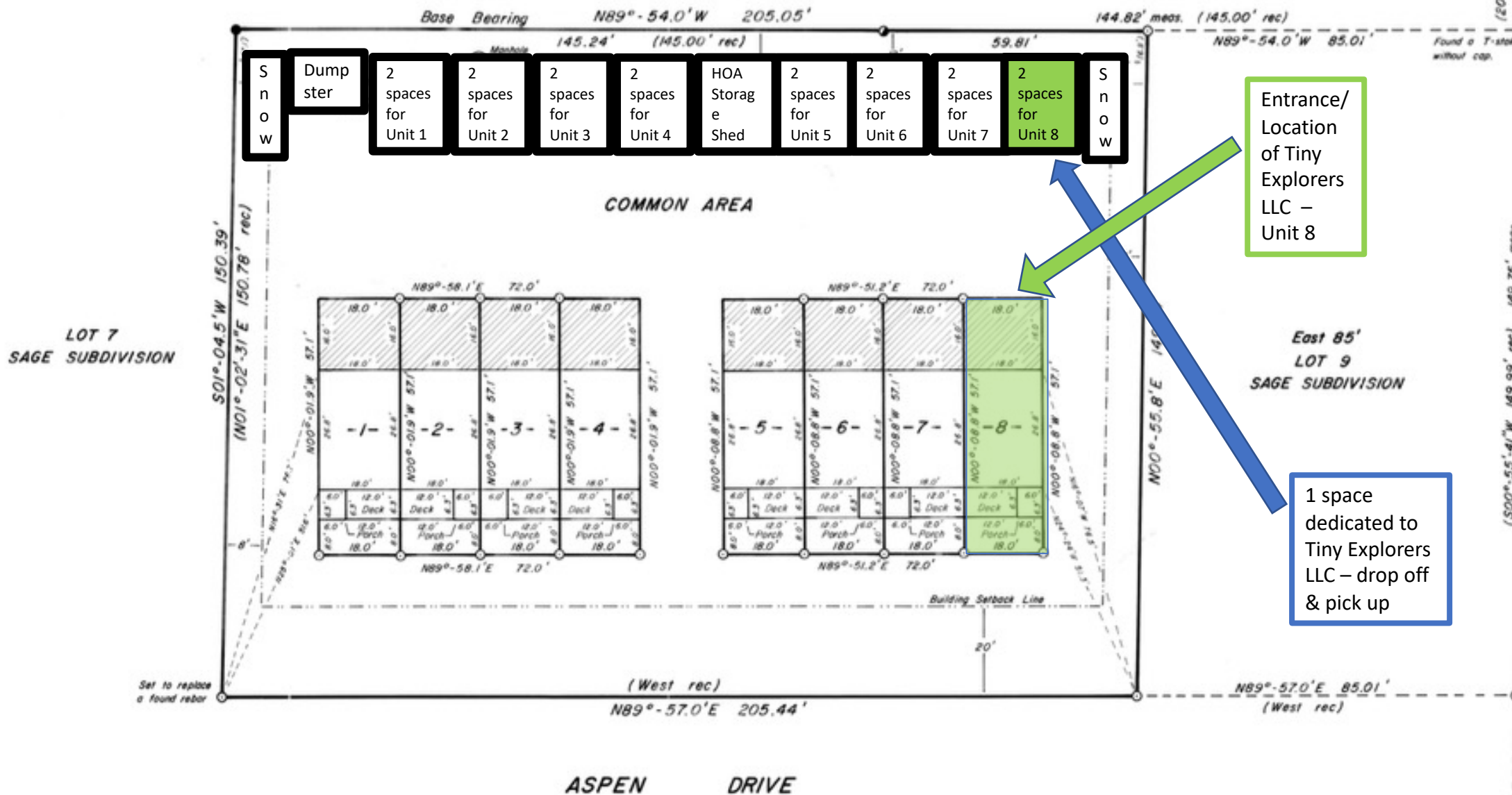
Name Printed

8/17/21  
Date

Owner

Title

## TOWN OF JACKSON RODEO GROUNDS





8-15-21

To Whom It May Concern:

I am the President of the Sage Townhouses Association, located at 405 and 415 Aspen Dr. in Jackson, WY 83001. I am writing regarding Diane McGee's proposed business, Tiny Explorers LLC, located at Sage Townhouses 405 Aspen Dr. #8, Jackson, WY.

Members of the Homeowners Association have been given required time to respond to Diane McGee's requests for her proposed childcare, Tiny Explorers LLC at 405 Aspen Dr. #8, as required for the Town's Basic Use Permit and the State of WY Department of Family Services for childcare licensing. Resident owners met with Diane on August 6, 2021 and questions were addressed. Here is the result from our meeting and the subsequent waiting period for other owners to make comments.

1. Dedicated Parking Spot(s) Off-Street: Our townhouses have off-street parking with 2 spots allocated per unit. There are only 16 parking spots (unmarked), which provide for the 8 townhouse unit residents. There are no additional spots for the McGee's to use as dedicated spaces for parent drop off and/or an employee. They have the HOA's permission to create signs that designate their 2 allocated common area spaces for the business.
2. Fencing: The HOA gives permission for a temporary outdoor fenced in area that would extend the space of the McGee carport out towards the driveway approximately 8 additional feet into common space: the exact distance to be determined by the State of WY DFS. Any fencing in the common space should be portable and used only during the hours that it would be required and then removed at the end of each business day.

If you have any questions, you may contact me at 307-733-0360 or [ldelgadowyo@gmail.com](mailto:ldelgadowyo@gmail.com).

Sincerely,



Linda Delgado

President of the Sage Townhouses Association