



# 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

<p>Date: September 19, 2022</p> <p>Item #: P22-236</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Basic Use Permit for change of use to a private school for the property located at 50 W Broadway Ave. legally known as LOTS 3-4, BLK. 1, WORT-1 PIDN: 22-41-16-33-1-01-004</p> <p>For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.</p>
<p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a></p>	
<p><b>Owner</b> Skippy Boyer LTD PO Box 189 Mexico, MO 65265</p> <p><b>Applicant</b> Alma Mater, Inc. PO Box 145 Kelly, WY 83011</p>	
<p><b>Please respond by:   October 3, 2022 (Sufficiency)                                   October 10, 2022 (with Comments)</b></p>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[alangley@jacksonwy.gov](mailto:alangley@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: Alma Mater, Inc. dba JH Flex School  
Physical Address: 50 West Broadway, Jackson, WY 83001  
Lot, Subdivision: Lots 3 and 4, Work Addition PIDN: 22-41-16-33-1-01-004

**PROPERTY OWNER.**

Name: Skippy Boyer Ltd. c/o Pink Garter LLC Phone: 573-581-4289  
Mailing Address: P.O. Box 189 Mexico, MO ZIP: 65265  
E-mail: c/o barb@mexicoheating.com

**APPLICANT/AGENT.**

Name: Alma Mater, Inc., Meredith Adams Phone: 307 690 2028  
Mailing Address: P.O. Box 145 Kelly, WY ZIP: 83011  
E-mail: meredithwinnadams@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 <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.

see attached

**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.

Meredith Adams  
Signature of Property Owner or Authorized Applicant/Agent  
Meredith Adams  
Name Printed

9/19/22  
Date  
President  
Title



Alma Mater, Inc.  
dba JH Flex School  
Basic Use Permit Application  
Narrative  
September 11, 2022

Alma Mater, Inc. is a Wyoming non-profit corporation created for the purpose of operating a non-religious, private school that will serve a small group of students in grades 3-7. Students may participate in the entire school program or choose classes a la carte, similar to a homeschool co-op. I anticipate no more than 2 students enrolling in the full-day program and a maximum of 15 students in afternoon courses with a class cap of 5-10 students per class, depending on the class. The school day is 8:30 – 3:00 with early dismissal at noon on Wednesday and Friday. (see attached School Schedule.) Alma Mater, Inc. has submitted its application for a private school license with the WY Dept of Education and anticipates approval within ten days of this submittal.

Alma Mater has an option to operate its school out of the basement of the Pink Garter building at 50 West Broadway. Pink Garter, LLC is the Landlord of a Ground Lease for the improvements known as the Pink Garter building. Skippy Boyer Ltd. owns the land beneath the building. Letters of Authorization from each are attached hereto. The area of the basement that Alma Mater will rent consists of approximately 3,000 sf of space shaded in green in the attached Floor Plans. The school can conduct classes in the square footage that is in the DC-2 zone; however, the ADA-accessible bathrooms and elevator are in the TS zone. There are no walls or doors in between the two zones. The entire basement space is ADA accessible and has a recently tested fire suppression system and adequate egress. (see floor plans attached.)

According to the Town of Jackson LDRs, schools are allowed to operate in the DC-2 zone upon Planning Department approval of a Basic Use Permit. In March of 2021, the TOJ Planning Department recognized that Cornerstone Church had a Basic Use Permit to operate a church daycare out of the same basement space in the same configuration that we hope to rent. In addition, regarding the use of the Pink Garter theater, the Planning Department noted that because the "theater is located primarily on the DC-2 side of the property, the Town will consider the theater to be governed by the DC-2 standards." (See March 2, 2021 ZCV letter attached.) We hope that the Planning Department will make a similar decision regarding the zoning for our school, because the school operations with the exception of bathrooms and elevator use can take place entirely within the DC-2 space.

Housing mitigation requirements for the space are determined by independent calculation. Our housing requirements are similar to those of a museum, because our space is a large space open to the public with minimal staffing. We will have one teacher at the school at a time with little to no overlap. When using the museum calculation (multiply by .000142), our requirement comes out to .426 units. The most recent use of the same space was church/daycare, and the building has 1,970 sf of housing mitigation credits which more than covers our needs.

Alma Mater needs a maximum of two parking spaces. As mentioned above, we will have only one staff member on the premises at a time. Our students will be dropped off and are not old enough to drive. I estimate a need of one parking spot per ten students. Our class cap is ten students. The Pink Garter building has 74.4 parking credits which covers our needs. We anticipate drop-off and pick-up taking place in front of the Pink Garter building on Broadway. Students will enter the basement at the front entrance via a sidewalk and the Pink Garter plaza area. Alternatively, parents may park in public spaces and walk their children into the school.

The school will employ two teachers who will each be paid an annual salary. Other tutors will be hired as needed on a contract basis. A Head of School will work on a volunteer basis. A sample daily schedule and faculty biographies are attached. Currently our enrollment is low compared to the space that we are renting, and we have no trouble fitting our operations into the section of the basement in the DC-2 zone. If we grow, please provide guidance on whether we may expand our operations into the TS zone or whether we should notify the Planning Department at that time.

Please contact [meredithwinnadams@gmail.com](mailto:meredithwinnadams@gmail.com) if you have any questions. Thank you for your consideration of our application and thank you for your help in the months leading up to this!





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

SKIPPY Boyer Ltd. / John R Boyer

Being duly sworn, deposes and says that \_\_\_\_\_ is the owner in fee of the premises located at:

Address of Premises: 50 West Broadway, Jackson, WY 83001

Legal Description: Lots 3 and 4, West Addition to the TDS  
Please attach additional sheet for additional addresses and legal descriptions 22-41-16-33-1-01-064

And, that the person named as follows: Name of Applicant/agent: Meredith Adams, Alma Mater, Inc.

Mailing address of Applicant/agent: PO Box 145 Kelly 83011

Email address of Applicant/agent: meredithwinnadams@gmail.com

Phone Number of Applicant/agent: 307 690 2028

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 is this(these) application(s) at the premises listed above:

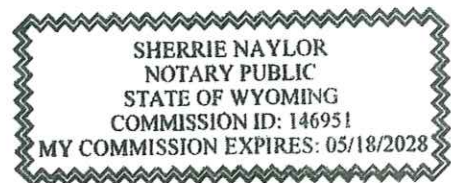
- ☐ Development/Subdivision Plat Permit Application    ☐ Building Permit Application  
☐ Public Right of Way Permit    ☐ Grading and Erosion Control Permit    ☐ Business License Application  
☐ Demolition Permit    ☐ Home Occupation    ☐ Other (describe) Basic Use permit

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.

John R Boyer

Property Owner Signature  
Trustee of the John R Boyer Irrevocable Trust, Limited Partner  
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 Teton )



The foregoing instrument was acknowledged before me by John R. Boyer this 12<sup>th</sup> day of September, 2022. WITNESS my hand and official seal.

Sherrie Naylor  
Notary Public

My commission expires: May 18<sup>th</sup>, 2028



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

Pink Garter LLC / S. Dudley Miller

Being duly sworn, deposes and says that \_\_\_\_\_ is the owner in fee of the premises located at:

Address of Premises: 50 West Broadway, Jackson, WY 83001

Legal Description: Lots 3 + 4, West Addition to the TDJ  
Please attach additional sheet for additional addresses and legal descriptions 22-41-16-33-1-01-004

And, that the person named as follows: Name of Applicant/agent: Meredith Adams, Alma

Mailing address of Applicant/agent: PO Box 145 Kelly, WY 83011 Maier, Inc.

Email address of Applicant/agent: meredithwinadams@gmail.com

Phone Number of Applicant/agent: 307 690 2026

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) Basic Use Permit

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.

S. Dudley Miller (Owner)  
Property Owner Signature  
Owner

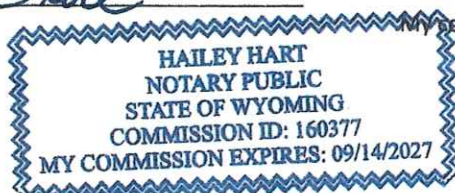
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming )  
COUNTY OF Teton ) SS.

The foregoing instrument was acknowledged before me by Stephen Miller this 12th day of September 2022 WITNESS my hand and official seal.

Hailey Hart  
Notary Public

My commission expires: 09/14/2027





	Monday	Tuesday	Wednesday	Thursday	Friday
9:00	Language Arts & Lit/Comp	Language Arts & Lit/Comp	Language Arts & Lit/Comp	Language Arts & Lit/Comp	Language Arts & Lit/Comp
11:00	Math	Math	Math	Math	Math
12:30	Art	Spanish		Spanish	
1:30	US History	US History	NO CLASSES	Science	NO CLASSES
2:30	DISMISSAL	DISMISSAL			
2:45				DISMISSAL	

Faculty:

Art, Language Arts & Lit/Comp: Felicity Sargent; History and Science: Sarah Walter; Spanish: Valeria Abad Bunnnett

Calendar:

Trimester 1: TBD-November 17

Trimester 2: November 28-December 15 and January 9-February 23

Trimester 3: February 27-March 16 and April 10 – June 2

Costs per class:

- Language Arts & Lit/Comp:
  - Per trimester: \$1,250, \$1,000, \$750
  - Per year: \$3,500, \$2,750, \$2,000
- Math:
  - Per trimester: \$500, \$350, \$250
  - Per year: \$1,500, \$1,000, \$700
- Art:
  - Per trimester: \$500, \$350, \$250
  - Per year: \$1,500, \$1,000, \$700



- Science:
  - Per trimester: \$500, \$350, \$250
  - Per year: \$1,300, \$1,000, \$600
- History:
  - Per trimester: \$500, \$350, \$250
  - Per year: \$1,500, \$1,000, \$700
- Spanish:
  - Per trimester: \$500, \$350, \$250
  - Per year: \$1,500, \$1,000, \$700

Please contact Meredith Adams regarding financial aid or payment plans at [meredithwinnadams@gmail.com](mailto:meredithwinnadams@gmail.com).

Textbooks and school supplies will be purchased by students/families.

#### History:

- (1) \**Atlas of American History*, Rand McNally  
<https://www.amazon.com/Atlas-American-History-McNally-Company/dp/0528015346>
- (2) 1 red (1-inch three ring) binder (any shade of red is fine)
- (3) pencils

\*Mrs. Walter will supplement this book with selected readings from the textbook, *A History of Us* by Joy Hakim.  
<https://www.amazon.com/History-US-Ten-Set/dp/0195327268>. Students do not need to purchase this book.

#### Science:

- (1) *The Usborne Science Encyclopedia*  
[https://www.amazon.com/Science-Encyclopedia-Paperback-Internet-Links/dp/0794523552/ref=pb\\_sbs\\_scl\\_2\\_1/145-8701731-6853815?pd\\_rd\\_w=p03aT&content-id=amzn1.sym.44b0dc04-f99a-4419-a406-9567d0fa03fe&pf\\_rd\\_p=44b0dc04-f99a-4419-a406-9567d0fa03fe&pf\\_rd\\_r=5B5GG695JRVRM3HMGV20&pd\\_rd\\_wg=Stffo&pd\\_rd\\_r=4d432e25-6747-439f-8038-06cbb1469118&pd\\_rd\\_i=0794523552&psc=1](https://www.amazon.com/Science-Encyclopedia-Paperback-Internet-Links/dp/0794523552/ref=pb_sbs_scl_2_1/145-8701731-6853815?pd_rd_w=p03aT&content-id=amzn1.sym.44b0dc04-f99a-4419-a406-9567d0fa03fe&pf_rd_p=44b0dc04-f99a-4419-a406-9567d0fa03fe&pf_rd_r=5B5GG695JRVRM3HMGV20&pd_rd_wg=Stffo&pd_rd_r=4d432e25-6747-439f-8038-06cbb1469118&pd_rd_i=0794523552&psc=1)
- (2) 1 blue (1-inch three ring) binder (any shade of blue is fine)

(3) pencils

Art:

1 box of 24 colored pencils of your choice  
1 sketch pad  
\$50 supplies fee per trimester

Spanish:

\$20 one-time fee to cover *Spanish Reading A-Z* curriculum and other printed and crafting materials.

## Bios:

### **Meredith Adams**

Meredith grew up in Virginia and graduated from Washington and Lee University with a degree in Classics. Meredith taught Latin, History, English and Drama at a boarding school for two years before attending Columbia University and receiving a Master's degree in Latin. After graduating from Columbia, Meredith earned her J.D. at the University of Virginia and has spent the years since teaching, practicing law and raising her three children.

### **Felicity Sargent**

Language Arts & Lit/Comp, Math, Art

After graduating from Fordham University with degrees in Psychology and Studio Art, Felicity began her teaching career at a public school in Harlem. As a New York Teaching Fellow, she earned a Master's degree in Special Needs at Hunter College. Upon completion of the program, she spent time in Tanzania working as a volunteer teacher in a Maasai village. Felicity has taught at various independent schools in New York City and in Jackson and has 17 years of elementary and middle school teaching experience. In 2011 she earned a Master's in English Literature at Middlebury College. Felicity's passion for education is complemented by a love of travel. She has visited 67 countries, many of which have related to--and inspired--her classroom curriculum.

### **Sarah Walter**

History & Science

Sarah grew up in Evansville, Indiana and earned a bachelor of arts degree in Classical Studies from Sewanee: The University of the South. As part of her course, she studied abroad at various archaeological sites in the United Kingdom, Turkey, Greece, and Rome. Sarah moved to Jackson in 2014 and taught at Jackson Hole Classical Academy for seven years. She has eight years of experience teaching 3-8th grade level students. She loves cultivating curiosity and a passion for learning in her students.



Valeria Abad Bunnnett

Spanish

[https://www.lhnewsandguide.com/valley/people/closeup/mixing-music-style-and-language/article\\_aa1a20ec-ff1f-52f2-b8ab-cd46057939d4.html](https://www.lhnewsandguide.com/valley/people/closeup/mixing-music-style-and-language/article_aa1a20ec-ff1f-52f2-b8ab-cd46057939d4.html)

**NOTE:** None of the above faculty have been certified by Wyoming's Professional Teaching Standards Board.

[illegible]

BASEMENT PLAN  
1/8" = 1'-0"

PINK GARTER  
KINSEY, LLC  
12 SEPT 2022



PLANNING & BUILDING DEPARTMENT

March 02, 2021

Mr. Stefan Grainda  
PO Box 9813  
Jackson, WY 83002

**RE: Item P21-012**  
**Zoning Compliance Verification (ZCV) - 50 W. Broadway Avenue**

Dear Mr. Grainda:

As of the date of this letter, the State of Wyoming and the Town of Jackson have issued health orders placing restrictions on size of gatherings and social distancing. The Planning Department Staff recognizes the unexpected and unprecedented pause in normal business operations as well as uncertainty regarding COVID-19. This includes the interruption of nonconforming and permitted business uses.

After reviewing the Town Planning & Building files and the information provided in your application dated January 18, 2021 for the "Property" referenced above, the Planning Director has determined the following regarding the questions about zoning compliance and discontinuance of use:

- (1) *When must the applicant hold a concert or "Amusement" use in order to continue being able to operate the "Amusement" use for the theater located at 50 W. Broadway?*

**Staff Response:** Per Section 1.9.3.D.1 of the LDRs, if nonconforming uses are operationally discontinued for a period of more than one year, then subsequent uses of the site shall conform to the LDRs and must reestablish the necessary permits. In the case of the 50 W. Broadway property, the required permit was a Conditional Use Permit (CUP) for an Amusement use as a theater in the Urban Commercial and Town Square Zones. Prior to interruptions due to COVID-19, the Property operated as a nonconforming use per Section 1.9.3.A.2.

However, due to extenuating circumstances under COVID-19, the conclusion of the Planning Department is that the one year time period referenced above shall not include time when a State of Emergency, Wyoming State Health Order #1 and #2, subsequent continuances, and any applicable Local Health Orders or variances related



to COVID-19, are in place. The first of such instances was March 13, 2020 when a State of Emergency was declared at both the National and State level.

For example, if the most recent amusement event was held on March 1, 2020 and public health orders related to COVID-19 are lifted on June 30, 2021, then the period from the State of Emergency on March 13, 2020 to the easing of restrictions on June 30, 2021 would be deducted from the measured time related to discontinued operations. In this example, operations would need to resume by June 18, 2022 to operate under the previous nonconforming use.

Therefore, if operations do not resume within one year per the example (i.e., not including time when operations were restricted due to COVID-19), then the Property must apply for a BUP to conform with LDRs. Please note that on February 1, 2021, the Council rezoned the property from TS and UC to Town Square-1 (TS-1) and Downtown Core – 2 (DC-2), respectively. Consequently, the Amusement use in the DC-2 zone is now permitted as a Basic Use (BUP) and not a Conditional Use (CUP) but is still a CUP in the TS-1 zone. Given that the theater is located primarily on the DC-2 side of the property, the Town will consider the theater to be governed by the DC-2 standards. That update is why a BUP is required if the nonconforming use expires.

(2) *When is the Basic Use Permit required to have operations to keep this use current for the daycare at 50 W. Broadway?*

**Staff Response:** The daycare use at 50. W Broadway operates under a Basic Use Permit (BUP) (P15-017) in the Urban Commercial Zone. As noted above, Council rezoned the property on February 1, 2021 and the daycare use falls under Downtown Core – 2 (DC-2) but the update does not impact the validity of the BUP as a daycare operates under a BUP in the DC-2 zone as well. Per Section 8.4.1.D, a BUP shall expire if use is operationally discontinued for a period of more than one year. However, the conclusion of the Planning Department is that the one year time period referenced above shall not include time when Wyoming State Health Order #1 and #2, subsequent continuances, and any applicable Local Health Orders or variances, are in place.

Should you have any questions or need additional information, please contact me at 307-733-0440, ext. 1305 or by email at [tvalentine@jacksonwy.gov](mailto:tvalentine@jacksonwy.gov).

Sincerely,

*Tyler Valentine*

Tyler Valentine  
Senior Planner