



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: September 19, 2022

Item #: P22-236

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

Email: kpage@jacksonwy.gov

Owner

Skippy Boyer LTD
PO Box 189
Mexico, MO 65265

Applicant

Alma Mater, Inc.
PO Box 145
Kelly, WY 83011

REQUESTS:

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

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

Please respond by: **October 3, 2022 (Sufficiency)**
October 10, 2022 (with Comments)

RESPONSE: For Departments not using Trak-it, please send responses via email to:
alangley@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: Alma Mater, Inc. dba JH Flex School
Physical Address: 50 West Broadway, Jackson, WY 83001
Lot, Subdivision: Lots 3 and 4, Wort 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.com/200/Planning

Use Permit	Physical Development	Interpretations
<input checked="" type="checkbox"/> Basic Use	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Formal Interpretation
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	<input type="checkbox"/> LDR Text Amendment
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	Miscellaneous
<input type="checkbox"/> Beneficial Use Determination	<input type="checkbox"/> Boundary Adjustment (no plat)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Appeal of an Admin. Decision	<input type="checkbox"/> Development Option Plan	<input type="checkbox"/> Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to 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 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 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 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 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

tion or an entity other than an individual
Ski-Ppy 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, Wort Addition to the TDJ

Please attach additional sheet for additional addresses and legal descriptions 32-41-16-33-1-51-004

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: meledithwinnadams@gmail.com

Exact address of Applicant/agent: 207 1290 3028

I am authorized to act as property owner's agent and be the applicant for the application(s) checked below for a

Construction Site/Building 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

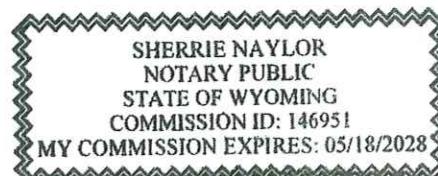
Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

Property Owner Signature:

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)
COUNTY OF Teton)
) SS.
)



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

Sherry N. N.
Notary Public

My commission expires: May 18th, 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
Name of property owner as listed on deed

Legal Description: Lots 3 + 4, Wort 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 Mayer, Inc.

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 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

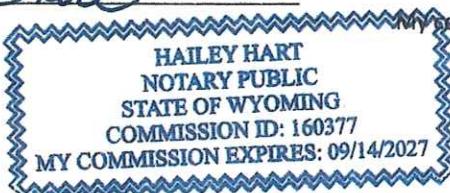
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

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.

Notary Public

My commission expires: 09/14/2027



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

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

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.

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=pd_sbs_scl_2_1/145-8701731-68538157pd_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=Stiffo&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

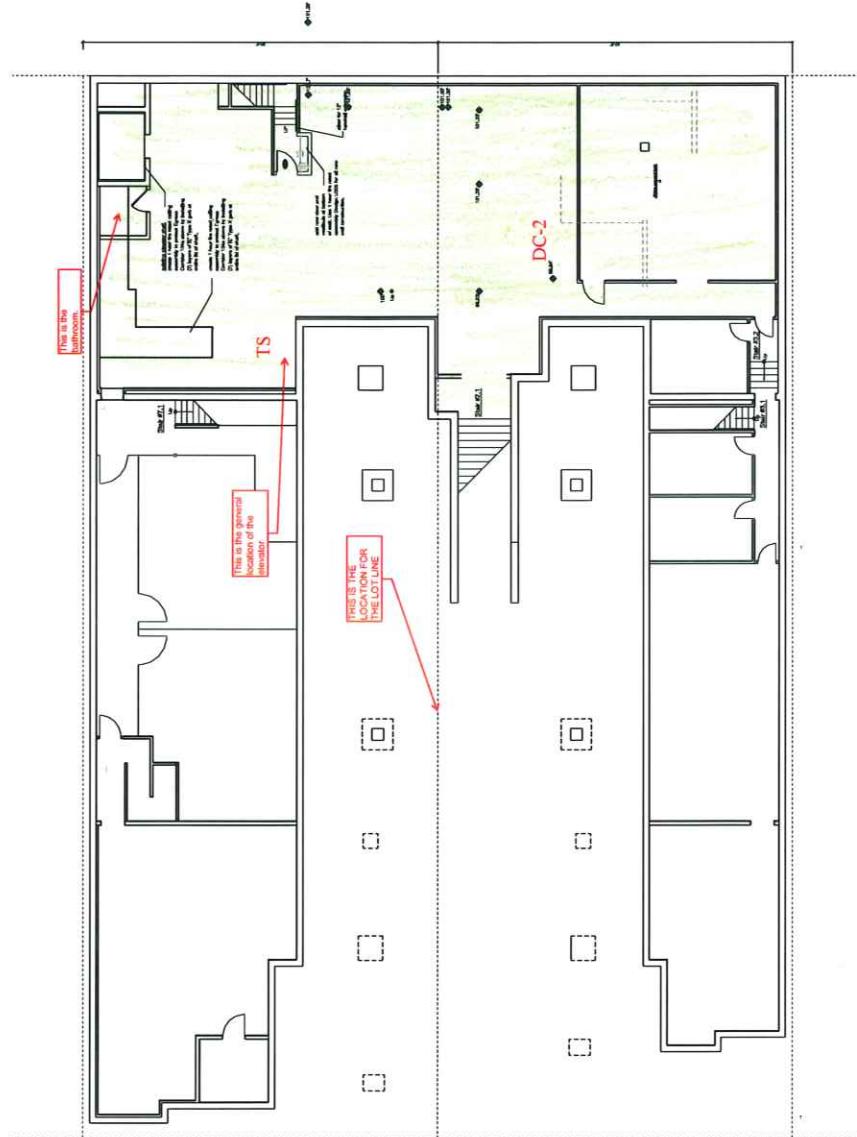
Sarah grew up in Evansville, Indiana and earned a bachelor of arts degree in Classical Studies from Sewanee: The University of the South. As part of her course, she studied abroad at various archaeological sites in the United Kingdom, Turkey, Greece, and Rome. Sarah moved to Jackson in 2014 and taught 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 Bennett

Spanish

https://www.jhnewsandguide.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.



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

$$1/8'' = 1.0$$

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.

Sincerely,

Tyler Valentine

Tyler Valentine
Senior Planner