



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: January 25, 2023	REQUESTS:
Item #: P23-018	
Planner: Paul Anthony	
Phone: 733-0440 ext. 1303	
Email: panthony@jacksonwy.gov	
Owner Town of Jackson PO Box 1687 Jackson, WY 83001	
Applicant Jennifer Wolf PO Box 4623 Jackson, WY 83001	
Please respond by: February 8, 2023 (Sufficiency) February 15, 2023 (with Comments)	

Applicant

Jennifer Wolf
PO Box 4623
Jackson, WY 83001

The applicant is submitting a request for a Basic Use Permit for a change of use from office space to a day care at the Si Ferrin Building located at 145 E Pearl Ave. known as LOT 3, PEARL AND WILLOW ADDITION AMENDED PIDN: 22-41-16-34-2-75-001

For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.

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: _____

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

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 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.

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



Jennifer L. Wolf

Name Printed

01/25/2023

Date

01/25/2023

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

Being duly sworn, deposes and says that _____ is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises:

Legal Description:

Please attach additional sheet for additional addresses and legal descriptions

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

Mailing address of Applicant/agent:

Email address of Applicant/agent:

Phone Number of Applicant/agent:

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.

Property Owner Signature

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

COUNTY OF)

The foregoing instrument was acknowledged before me by _____ this _____
day of _____ . WITNESS my hand and official seal.

Notary Public

My commission expires:



LOI Cover Letter

Jennifer L. Wolf, Owner/Director
211 East Kelly Avenue
P.O. Box 4623
Jackson, Wy 83001

Date: January 25th, 2023

Property: Si Ferrin building, 155 E. Pearl Ave, Jackson, WY 83001 (1st floor.)

Dear Ms. Annette Langley,

I appreciate your taking the time to review my application. This change of use supports my request to operate an Early Care and Education program in the Si Ferrin building. I have included the required supporting documents below. Please feel free to reach out with additional questions or comments. Again, thank you for consideration, and please let me know if this BUP was received, including all six (6) documents attached.

A large, handwritten signature in black ink that reads "Jennifer L. Wolf". The signature is fluid and cursive, with a large, stylized "J" at the beginning.

Sincerely,

Jennifer L. Wolf

Sweetspiritschildcare@gmail.com

Date: January 25th, 2023

Potential Tenant: Sweet Spirits Preschool & Child Care LLC, a local daycare and early education center. Jennifer Wolf is Owner/Director.

Property: Si Ferrin building, 155 E. Pearl Ave, Jackson, WY 83001 (1st floor.)

Letter of Intent

Introduction:

My name is Jennifer L. Wolf, and in 2009, we opened Sweet Spirits Preschool & Child Care LLC (SSPC) at our current downtown location. We serve sixteen families and, on any given day, have ten children in our care. With an active and very full waiting list, we are looking to expand. The demand is there, and we need an ideal space and location, such as the Si Ferrin Building, to meet that need and increase our capacity. After speaking with agencies, SSPC could serve 30 families comfortably. The use change would benefit families and address Jackson's ongoing childcare shortage. We are ready to scale our program. After visiting the property, attending meetings, and performing subsequent research, this is an exhilarating step for SSPC. A real opportunity to provide more quality Early Care and Education (ECE) programs. The Town can learn more and see our website and online reviews here:

<http://www.sweetspiritschildcare.com/>.

Why SSPC likes this space specifically:

Simply put, the space is beautiful, clean, and stands apart! It has a ton of natural light which fosters curious, happy children. The newly remodeled space feels clean and fresh, allowing little minds to think open-endedly and creatively. Our Nature Explore outdoor concept will fit well in the outside area and help young children grow and learn. The multiple water sources for proper hygiene, fire suppression system, and additional office space are all critical components in making the space stand out. Over the past five years, we have searched for the right partnership with an outstanding local organization. It is exciting and an honor to be considered the next business to steward and enhance this historic building. Sweet Spirits would be thrilled to partner with the Town of Jackson to help meet its ever-growing ECE needs.

Additionally, SSPC appreciates the following:

- The central convenience of the location and aesthetic appeal is outstanding.
- Adequate parking feels attainable at this location, with multiple parking areas available. In addition, the building spaces have an easy, safe, and manageable flow, with numerous easy drop-off and pick-up options off Pearl Street and coming from both directions of the back alleyway.
- The outside space "pencils" all the right boxes for a huge gross motor skills play area (GMS), which addresses The Department of Family Services (DFS) rules and requirement user guidelines.

- The scale of the building – Northworks Architects and SSPC confirm that we have adequate space for two different aged classrooms.

Main points from SSPC:

- It is a genuine compliment to be approached by the Town of Jackson regarding a lease for a child care expansion in the historic Si Ferrin building. We sincerely appreciate this opportunity and hope to move forward with negotiations. Our vision to serve 30 families on the first floor divided in half, hinges on permits, inspections, and DFS licensing approval.
- Sweet Spirits helps families find work-life balance Monday through Friday from 7:50 am to 5:30 pm and occasional evenings for date nights. We are open to assisting with Town Hall meetings with 30 days advance notice at a set rate of \$30 an hour per staff required to meet ratios.
- Our core values breathe light into our organization. Everyone lives those out on our team in all we do while being safe, respectful, thoughtful, upholding excellent communication, encouraging others, and having fun.
- We offer four (4) different schedules to create consistency in each classroom. Children can learn more efficiently and grow with familiar teachers and friends. We plan to offer infant and toddler care in the East Classroom and Preschool in the West Classroom. Arrangement setup and ages may vary depending on the needs of the community.
 - Full-time – 5 days
 - Tuesday, Thursday – 2 days
 - Monday, Wednesday, and Friday – 3 days
 - Self-selected schedules are available for an additional 7% fee.
- We are proud of what we have built and look forward to continuing to offer our dual-immersion Spanish/English Frogstreet Press curriculum through our Waldorf-inspired, Nature Explore Program.
- SSPC intends to become a cornerstone of the community and continue to help build top-notch ECE programs for young children from birth through five. We have cared for hundreds of children over the past 13 years in our year-round program.
- Throughout the term of the Lease, SSPC will be willing to make up to eight (8) childcare spaces available to Town-employee parents. The TOJ will have access at given times for eligible children of Town employees during any school year at a price equal to or at a 15% reduction below the then-prevailing rate published by SSPC to parents who wish to enroll their children in our program at this Facility.
- Depending on space, families may begin in September, on January 1st, or around June 15th after graduation. We generally follow the Teton County School District (TCSD) calendar from September through June. We also built an active and full summer camp from June through August.
- Parents are required to sign up for two months minimum. One month's advance notice is required if our services are no longer needed.
- We accept DFS-subsidized and tax-deductible FSA accounts.

- SSPC is uniquely year-round, thus offering twelve months of employment with an hourly wage of **\$22 - \$30+ per hour**, depending on role and experience. Year-round work allows us to maintain the highest quality for staff and families. We offer full-time employee benefits, which include an (HSA) Health Savings Account match, dental, vision, three weeks of paid vacation, all major holiday, ongoing paid training, overtime, and a handful of other benefits.
- Our operation plans on staffing each classroom with two teachers at all times and upkeep an extensive list of substitutes.
- SSPC's full-time Director and Assistant Director shall be considered candidates for salary based on KPI evaluations.
- A note about COVID: Sweet Spirits strategically found ways to remain open, as permitted safely. We offered our services to essential workers and full-time families, bringing our school to its total capacity while other businesses were shutting down. These challenging times made us more resilient. Companies and service industries may experience hardship through other pandemics or post-pandemic circumstances. However, we are confident we will pivot and continue to operate and thrive regardless of the communicable diseases impacting our world.

Proposed Terms:

This Letter of Intent (LOI) is confidential and non-binding. This LOI aims to lead to a definitive, mutually binding, and satisfactory Lease and contract for the following property: Si Ferrin building, 155 E. Pearl Ave, Jackson, WY 83001 (1st level.)

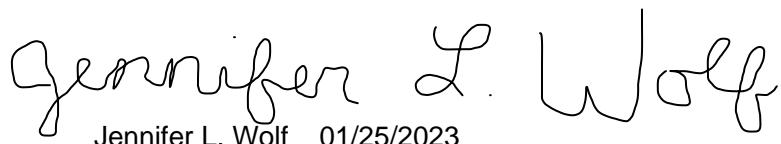
- Lease Rate: \$00.00/SF
- Tenant responsibilities: water, electricity, sewer, business insurance through Philadelphia, state licensing fees, and tenant fitout for the inside and outside.
- Term Request: 5 years + 3, five-year automatic renewal options
- Phase (I) Improvements on East classroom, target February/March as completion timeline. The capacity for the East classroom is approximately 10 – 15 children in a mixed-age classroom. Design outdoor play space, and install a fenced perimeter of four (4) feet or higher on the North and East sides of the building to meet the required square footage for GMS space. See sketch attached from Northworks Architects. Remove the small North wall to create one open classroom; if DFS needs it to be open or separate is okay. Install cabinet covers over sink pipes to child-proof the kitchen. Delineate the West and East classrooms with a half Dutch door and center shelf with a deadbolt locking system. (See photo attached.) Apply for outside visible signage. Discussions have led SSPC to believe the TOJ will perform construction with their contractors and pay for said improvements.
- Phase (II) Improvements in West classroom, target occupancy in June/July pending completion. We hope to be in the West classroom 30 days before school starts in September as a last resort. Invite licensing to confirm West classroom is ready and meets the total occupancy load in Preschool class. Re-stabilize playground fence this Spring. Pull out office walls in the West classroom to create one large room, isolate interior water

mains, and close off with floor-to-ceiling columns. Repair any broken wooden floor, and leave the center wall to the West and East classrooms separate. Discussions has led SSPC to believe the TOJ will be performing and paying for said construction improvements.

- **Landlord Obligation:** Service all operating systems, fire, water, HVAC, and electrical. The landlord should be responsible for roof maintenance, repair, all windows, exterior staining/painting, leaks from the roof, parking lot snow removal, and pavement improvements, including but not limited to striping. Maintain building insurance. Two separate phone lines attached to an independent fire panel on level one will likely be required. The TOJ operations on the top and bottom levels shall not interfere with Sweet Spirits day-to-day operations and all necessary security arrangements.
- **Commencement:** Utilities are due starting 30 days from the completion of Phase (I). The tenant will then begin setup to prepare for a certificate of occupancy and childcare licensing.
- **Occupancy:** Based on a certificate of occupancy from the TOJ and DFS.
- **Parking:** The lease shall include four parking spaces and one drive-through drop-off space in the alleyway on the West side of the building. Two spots on the North and two on the East will assist with upwards of 30 families, which would help create a safer drop-off and pick-up and prevent backup accidents from happening in the alleyway. Therefore, all parking assigned to SPPC shall have labels designated as such, even if for a specified timeframe in the A.M. or P.M.
- **Use:** Child Care and other compatible uses
- **Contingency:** Contingent on Basic Use Permit (BUP). Aiming to license the East and West sides of Si Ferrin simultaneously with a level (E) occupancy. Upon passing Building and Planning requirements, Fire, Electrical, and Public Health inspection. Sweet Spirits can work towards obtaining the DFS occupancy approval and business license.
- We intend to have DFS license the building on the East side first. The BUP application will, however, include the entire Si Ferrin building using the phased construction plans as described above to open one classroom as soon as possible and then the second West classroom this Fall.
- **Landlord Authorization:** The landlord authorizes the tenant to move forward with the permitting process and meet with the correct agencies to help the project move forward.
- Lessor shall not initiate or carry on negotiations for the leasing of the property contemplated herein with any party other than Lessee unless either (1) Leaser and Lessor fail to enter into a binding "Lease Agreement" within 12 business days of the time of acceptance of this agreement, or (2) Lessor and Lessee agree in writing to abandon this Letter of Intent.
- The lease will grant the tenant a continuing right of the first refusal to purchase the property throughout the lease term if the landlord receives an acceptable purchase offer. Based on the above terms, we are ready to proceed with the contract and commence our remaining due diligence immediately. We would appreciate hearing from the Town of Jackson's response **by February 1st, 2023.**

Sincerely,

Tenant:


Jennifer L. Wolf 01/25/2023

Sweet Spirits Preschool & Child Care LLC by Jennifer Wolf, Title: Manager

The above Letter reflects our mutual understanding and sets forth the basis for proceedings to negotiate the Lease Agreement as outlined above.

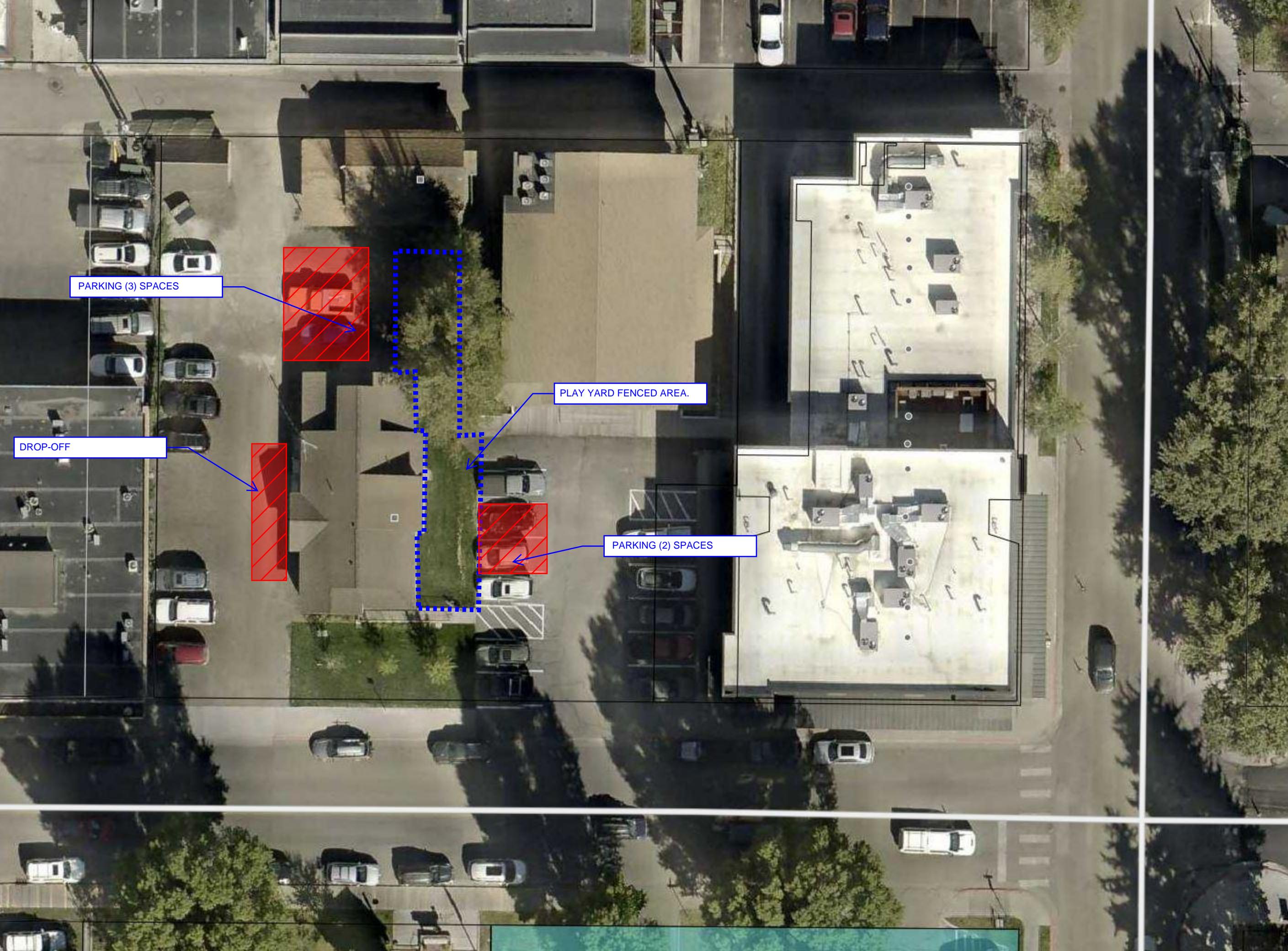
Lessor: _____ Time/Date of Acceptance:

We ask Town of Jackson to strongly consider Sweet Spirits Preschool & Child Care LLC to lease this space!

Respectfully Submitted,

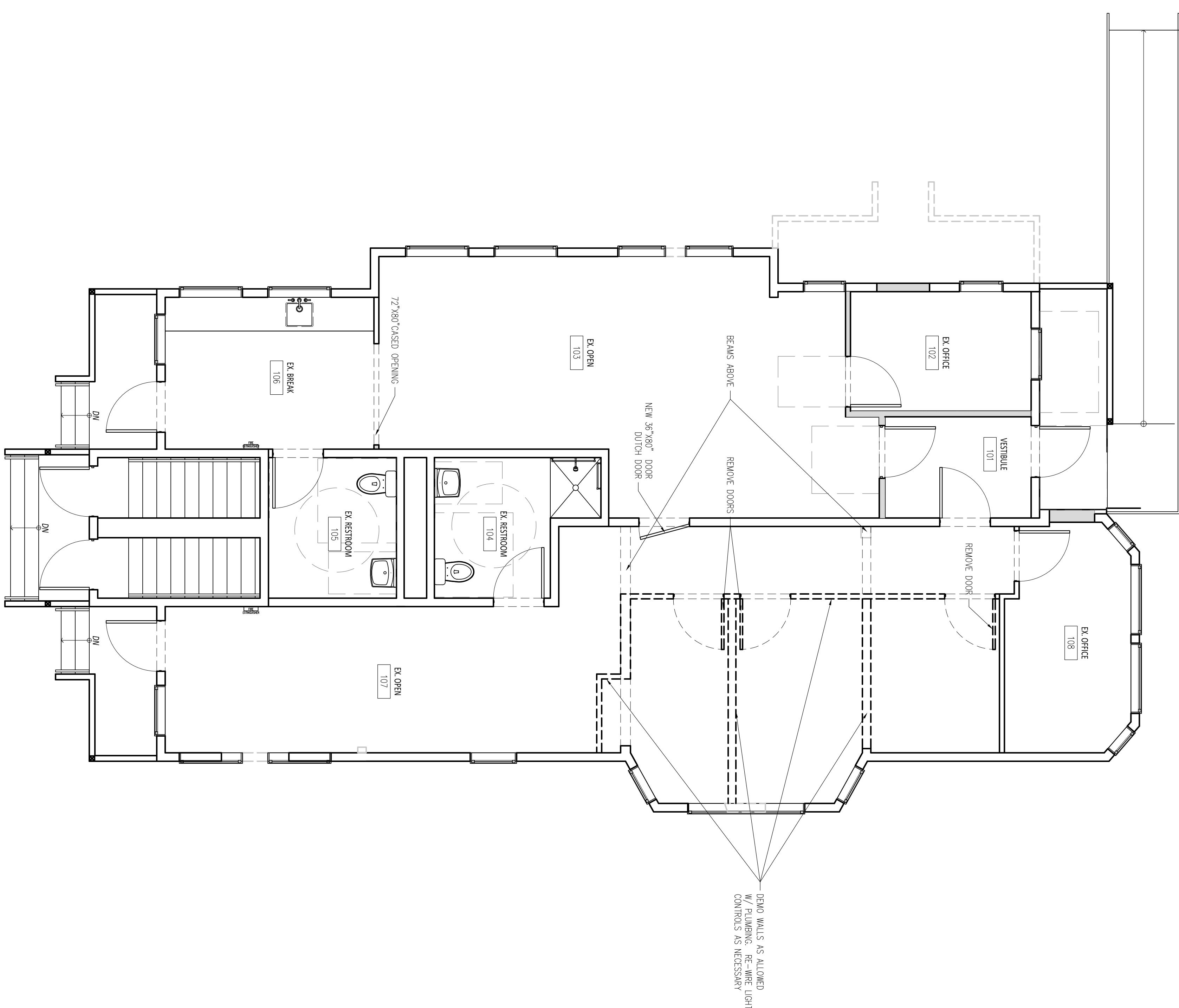
Jennifer L. Wolf,

Owner/Director, Sweet Spirits Child Care LLC



LINETYPE & GRAPHIC HATCH LEGEND

	Existing wall or partition
	New wall or partition
	Demolished wall or partition
	No In Contract / Not In Scope
	Foundation wall / Concrete
	Sound Batt Insulation per specification



1 PROPOSED MAIN FLOOR PLAN

Drawing Name
CONSTRUCTION PLAN

ISSUED DATE	ISSUED FOR
01.20.2023	BASIC USE PERMIT ISSUANCE

ISSUE FOR PERMIT REVIEW

PROFESSIONAL SEAL

PROJECT
SI-FERRIN DAY CARE
145 E PEARL AVE
JACKSON, WYOMING

2057

Project No.

AJ

Drawn By

AJ

Checked By

Discipline

Drawing No.

A 1.0