



# 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: January 25, 2023</p> <p>Item #: P23-018</p>	<p style="text-align: center;">REQUESTS:</p> <p>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</p> <p>For questions, please call Paul Anthony at 733-0440, x1303 or email to the address shown below. Thank you.</p>
<p>Planner: Paul Anthony</p> <p>Phone: 733-0440 ext. 1303</p> <p>Email: panthony@jacksonwy.gov</p>	
<p><b>Owner</b> Town of Jackson PO Box 1687 Jackson, WY 83001</p> <p><b>Applicant</b> Jennifer Wolf PO Box 4623 Jackson, WY 83001</p>	
<p><b>Please respond by: February 8, 2023 (Sufficiency)</b> <b>February 15, 2023 (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: \_\_\_\_\_  
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/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?

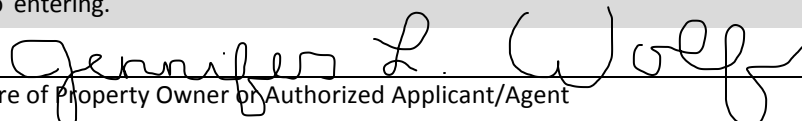
\_\_\_\_\_ **Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

 **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.

**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

My commission expires:



## LOI Cover Letter

Jennifer L. Wolf, Owner/Director

211 East Kelly Avenue

P.O. Box 4623

Jackson, WY 83001

**Date:** January 25<sup>th</sup>, 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.

Sincerely,

Jennifer L. Wolf

[Sweetspiritschildcare@gmail.com](mailto: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.)

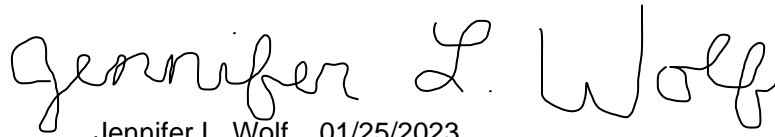
- Lease Rate: \$00.00/SF
- Tenant responsibilities: water, electricity, sewer, business insurance through Philadelphia, state licensing fees, and tenant fitout for the inside and outside.
- Term Request: 5 years + 3, five-year automatic renewal options
- Phase (I) Improvements on East classroom, target 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:

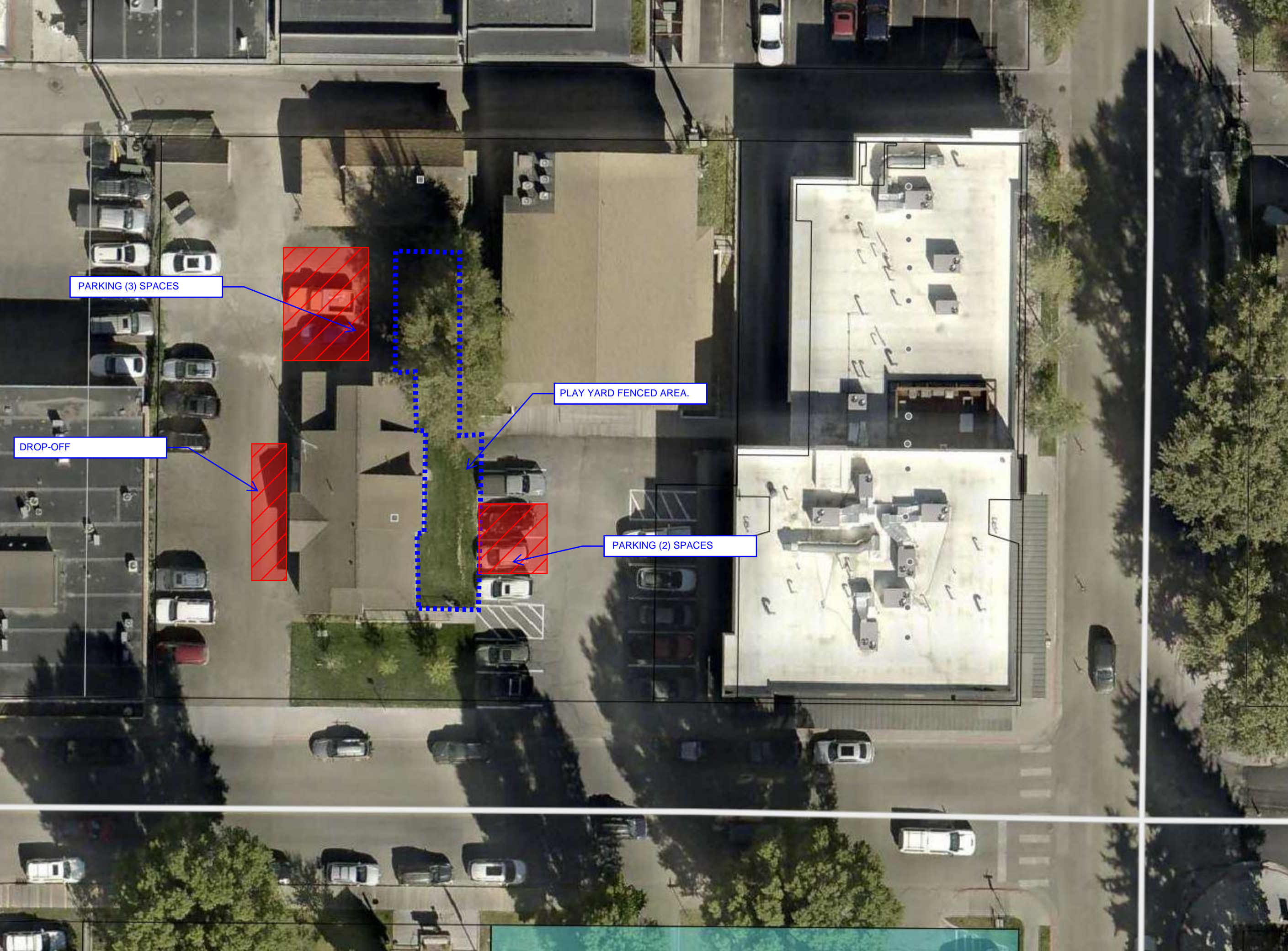
\_\_\_\_\_

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









PARKING (3) SPACES

DROP-OFF

PLAY YARD FENCED AREA.

PARKING (2) SPACES

LINE TYPE & GRAPHIC HATCH LEGEND	
	Existing wall or partition
	New wall or partition
	Demolished wall or partition
	Not in Contact / Not in Scope
	Foundation wall / Concrete
	Sound Batt Insulation per specification

ISSUE FOR PERMIT REVIEW

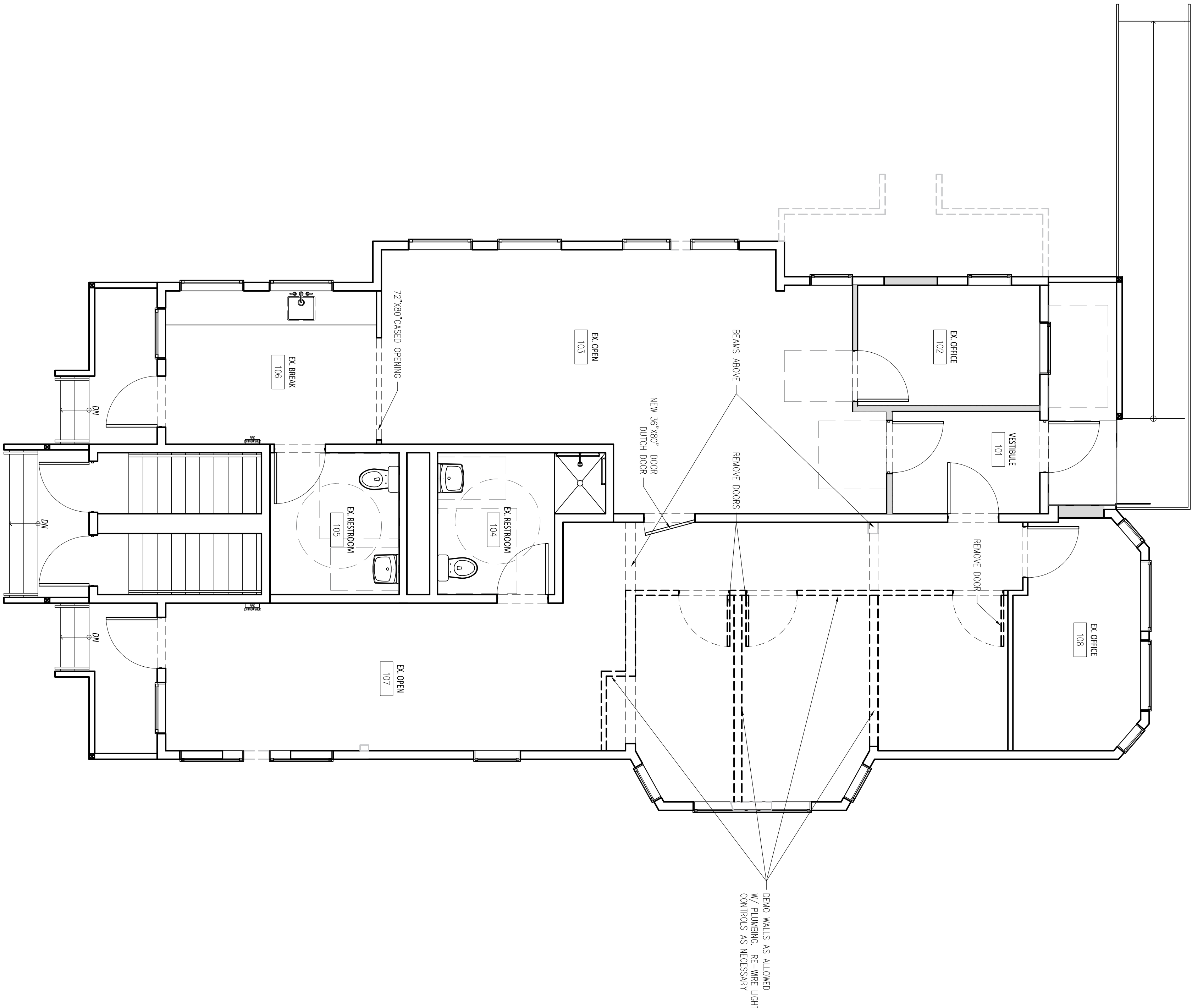
ISSUED DATE	ISSUED FOR
01.20.2023	BASIC USE PERMIT ISSUANCE

[illegible]

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
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1  
1/4" = 1'-0"

PROPOSED MAIN FLOOR PLAN