



# 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: March 23, 2023</p> <p>Item #: P23-061</p> <hr/> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a></p> <hr/> <p><b>Owner</b> Teton County PO Box 1727 Jackson, WY 83001</p> <p><b>Applicant</b> Melisa Wandursky PO Box 6832 Jackson, WY 83002</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Basic Use Permit for daycare use at the property located at 105 Mercill Ave., legally known as PT. LOTS 15-17, BLK.2 J.R. JONES (CHILDREN'S CENTER) PIDN: 22-41-16-28-4-02-012</p> <p>For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.</p>
<p><b>Please respond by:    April 6, 2023 (Sufficiency)</b>  <b>                                 April 13, 2023 (with Comments)</b></p>	

**RESPONSE:** For Departments not using SmartGov, please send responses via email to:  
[planning@jacksonwy.gov](mailto:planning@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: Happy Kidz daycare Center

Physical Address: 105 Metcalf Ave.

Lot, Subdivision: PT. Lots 15, 17. PIDN: 22-41-16-28-4-02-012

**PROPERTY OWNER.**

Name: Teton County Phone: 307 733-8094

Mailing Address: P.O. Box 3594 ZIP: 83001

E-mail: awatkins@tetoncountywy.gov

**APPLICANT/AGENT.**

Name: Rocio Morales / Happy Kidz Phone: 307 699 0553

Mailing Address: P.O. Box 13144, Jackson, WY ZIP: 83002

E-mail: happykidzdaycarecenter@yahoo.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 #: N/A 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 \_\_\_\_\_ Date \_\_\_\_\_  
Rocio Morales Agent  
Name Printed \_\_\_\_\_ 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 Teton County is the owner in fee of the premises located at:  
Name of property owner as listed on deed

Address of Premises: 105 Mercill Avenue Jackson, WY 83001

Legal Description: \_\_\_\_\_

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Happy Kidz Daycare / Armando & Rocio Morales

Mailing address of Applicant/agent: 1450 US 89 Jackson, WY 83001

Email address of Applicant/agent: armando83002@yahoo.com

Phone Number of Applicant/agent: (307) 699-0552

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    ☐ Demolition Permit  
☒ Other (describe) Basic Use Permit

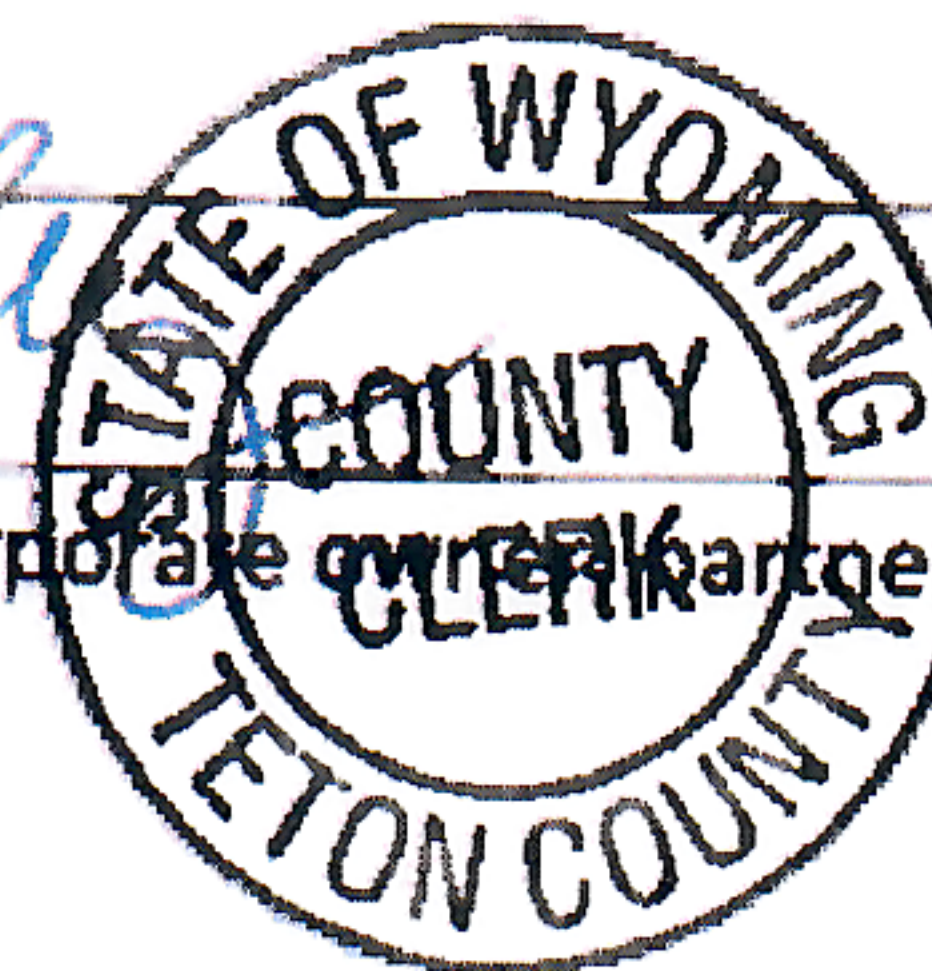
Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

Property Owner Signature

Luther Propst, Chairman, Teton County Board of County Commissioners

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 LUTHER PROBST AND MAUREEN MURPHY this 7  
day of MARCH. WITNESS my hand and official seal.

Notary Public

CHALICE WEICHMAN  
NOTARY PUBLIC  
STATE OF WYOMING  
COMMISSION ID: 164688  
MY COMMISSION EXPIRES: 07/01/2027

My commission expires:

7-1-2027



Legal Description

105 Mercill Ave,  
Jackson, WY 83001

PT. LOTS 15-17, BLK.2 J.R. JONES

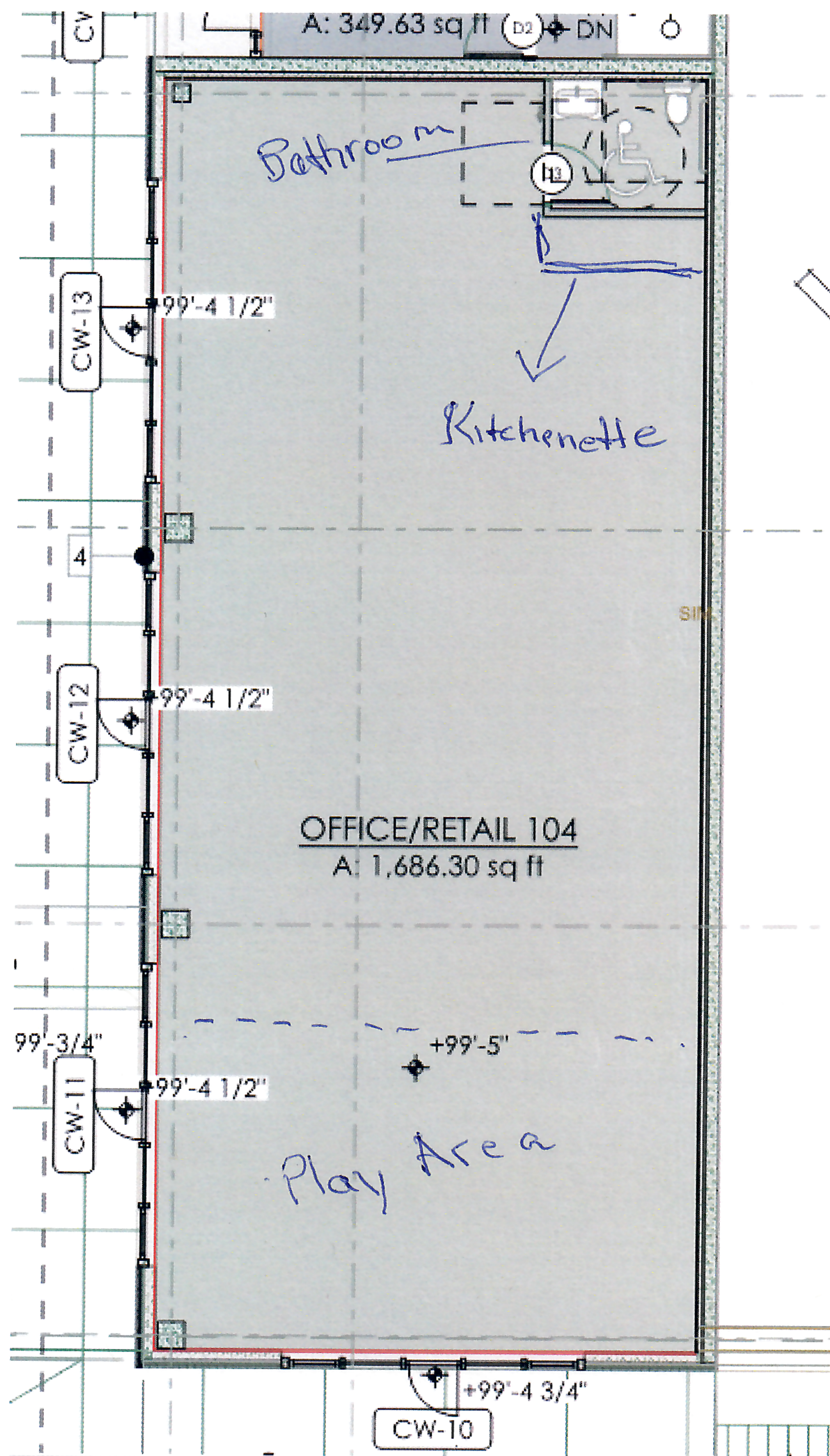
PIDN: 22-41-16-28-4-02-012



Happy Kidz Daycare Center  
105 Mercill Avenue  
Jackson, WY 83001  
3/22/2023

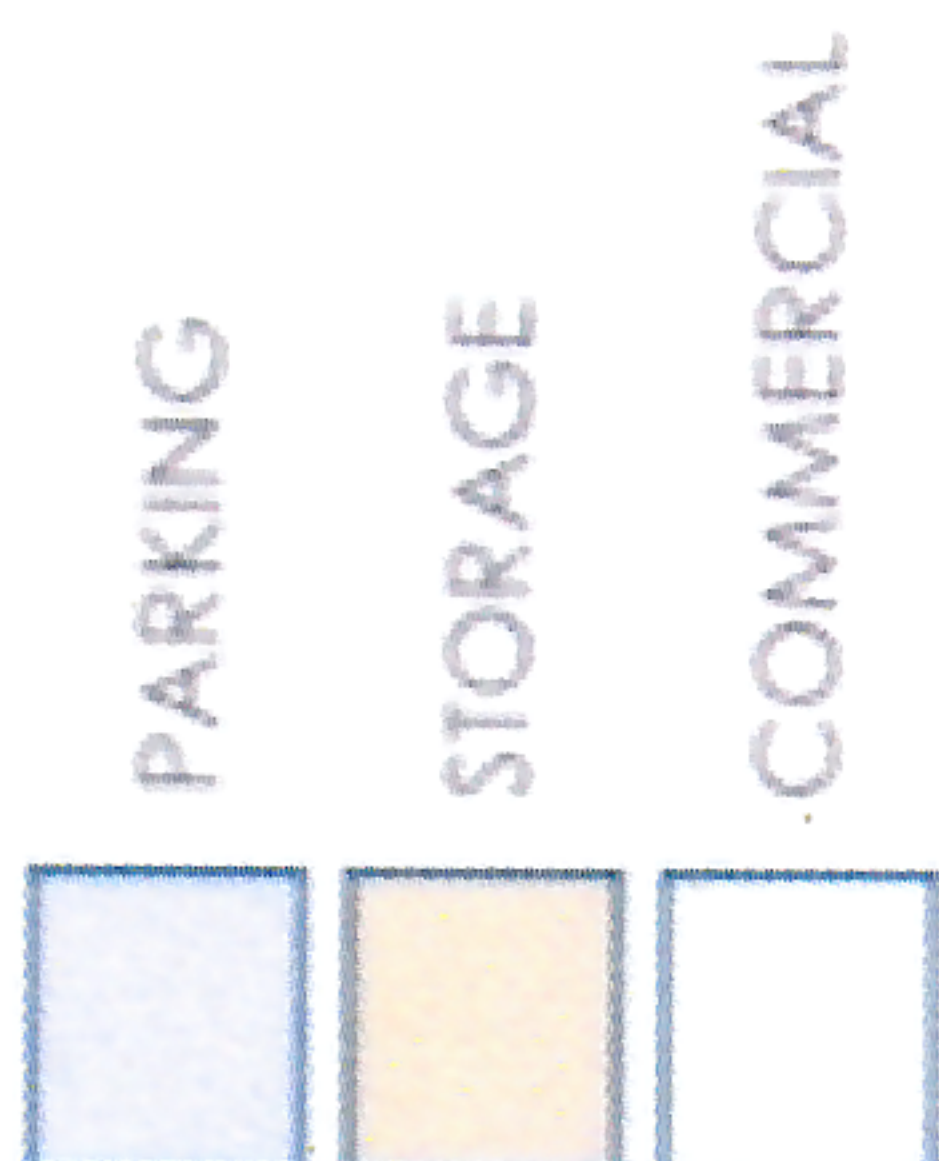
- The ground level building space that is being use for the daycare is a total of 1686 sq ft. 500 of those feet will be use as a playground area and the rest for the actual daycare.
- The operating hours are from 7:30am to 5pm weekdays
- We met with Kelli Dunne with the Department of Family Services and based on the square footage available besides the “playground area” we are allowed to have up to 23 kids on the promises.
- 4 daycare givers will be working 5 days a week
- The building has one fully accessible handicap bathroom and a small kitchenette will be installed that will include a small refrigerator, Sink and dishwasher.
- The site has plenty of parking space (parking exhibit attached). The suite shares a total of 9 shared spaces for commercial and residential use (Residents are prohibited from parking during business hours) and they are approximately 9 of on street parking spaces along Mercill Ave. and Glenwood Street to share between commercial uses. We will need approximately 3 parking spaces for employees and 2 for morning drop off and evening pick up.
- No pre-school services are provided at the daycare.







# GROUND/FIRST FLOOR



## DESCRIPTION

10 STORAGE UNITS  
@ 36.00 SQFT  
9 STORAGE UNITS  
50 SQFT AND OVER  
25 COVERED  
PARKING TOTAL  
ELEVATOR/STAIR CASE  
ACCESS

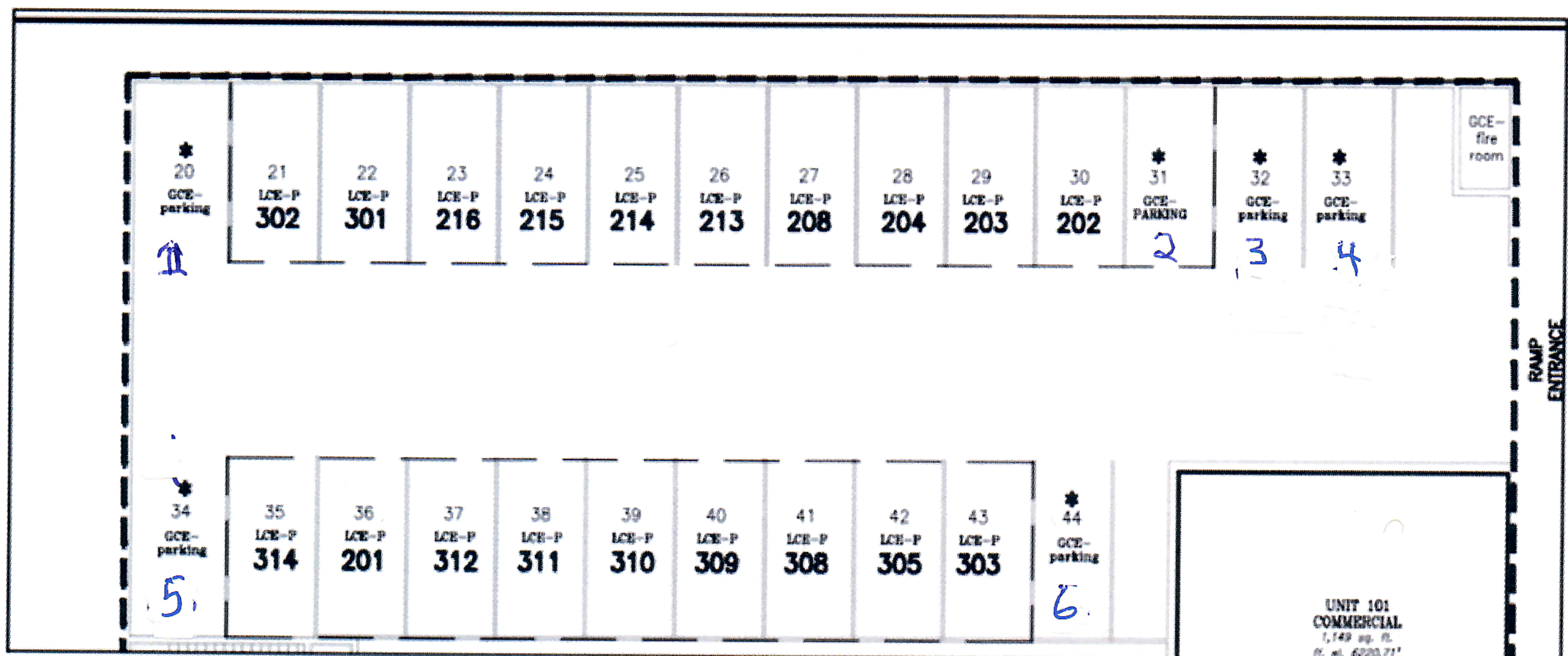
## GENERAL

42 TOTAL ONSITE  
PARKING LOTS  
30 RESERVED  
PARKING LOTS  
14 SHARED  
PARKING LOTS





# \* Parking Exhibit



FIRST FLOOR



BASEMENT FLOOR



## NOTE:

Parking spaces marked with \* shall not be used for residential parking between 8:00am-6:00pm Monday through Friday.



