



# 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: March 23, 2023

Item #: P23-061

Planner: Tyler Valentine

Phone: 733-0440 ext. 1305

Email: [tvalentine@jacksonwy.gov](mailto:tvalentine@jacksonwy.gov)

**Owner**

Teton County  
PO Box 1727  
Jackson, WY 83001

**Applicant**

Melisa Wandursky  
PO Box 6832  
Jackson, WY 83002

**REQUESTS:**

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

For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.

**Please respond by:** **April 6, 2023 (Sufficiency)**  
**April 13, 2023 (with Comments)**

**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 Metcill 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@tetoncounty.wy.gov

**APPLICANT/AGENT.**

Name: Rocio Morales / Happy Kidz Phone: 307 699 0553  
Mailing Address: P.O. Box 13144, Jackson, WY ZIP: 83002  
E-mail: happy Kidz daycarecenter@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.com/200/Planning](http://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](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

Rocio Morales

Name Printed

Date

Agent

Title

Basic Use



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 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       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.

*Luther Propst*

Property Owner Signature

*Attest: Maureen Murphy*

Luther Propst, Chairman, Teton County Board of County Commissioners

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

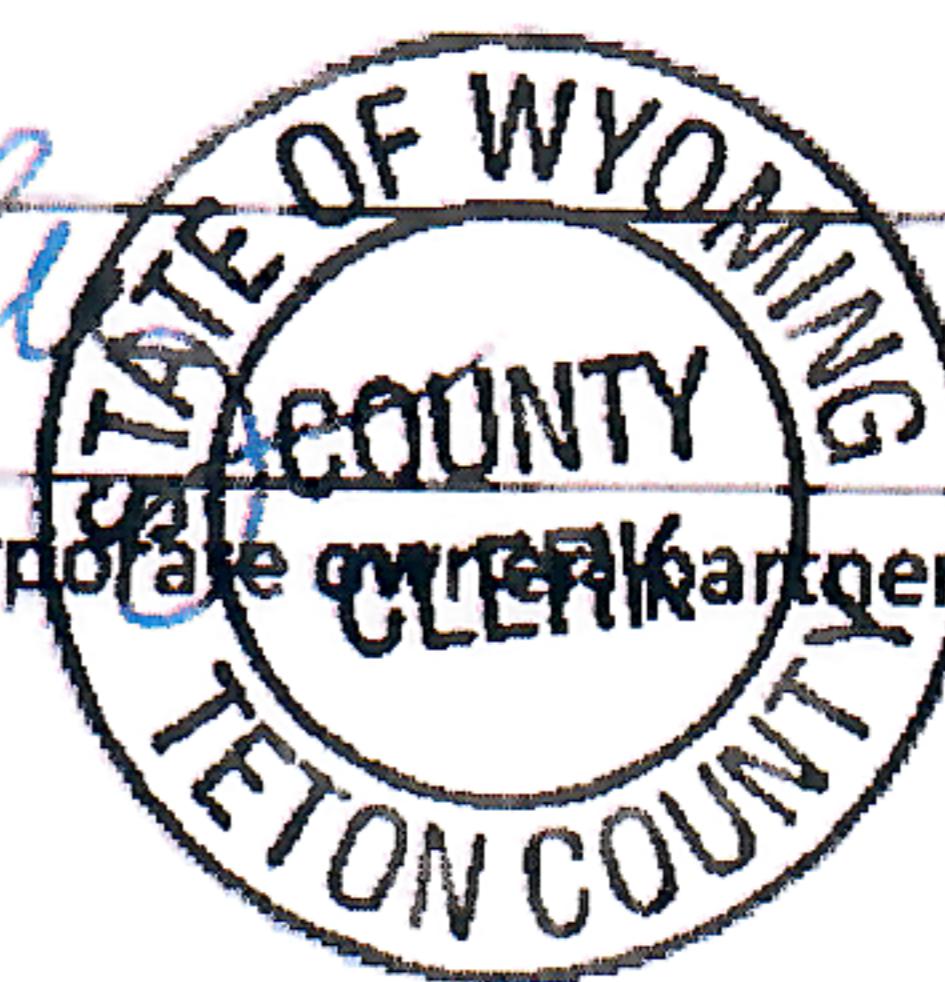
STATE OF WYOMING )

)

) SS.

COUNTY OF TETON )

)

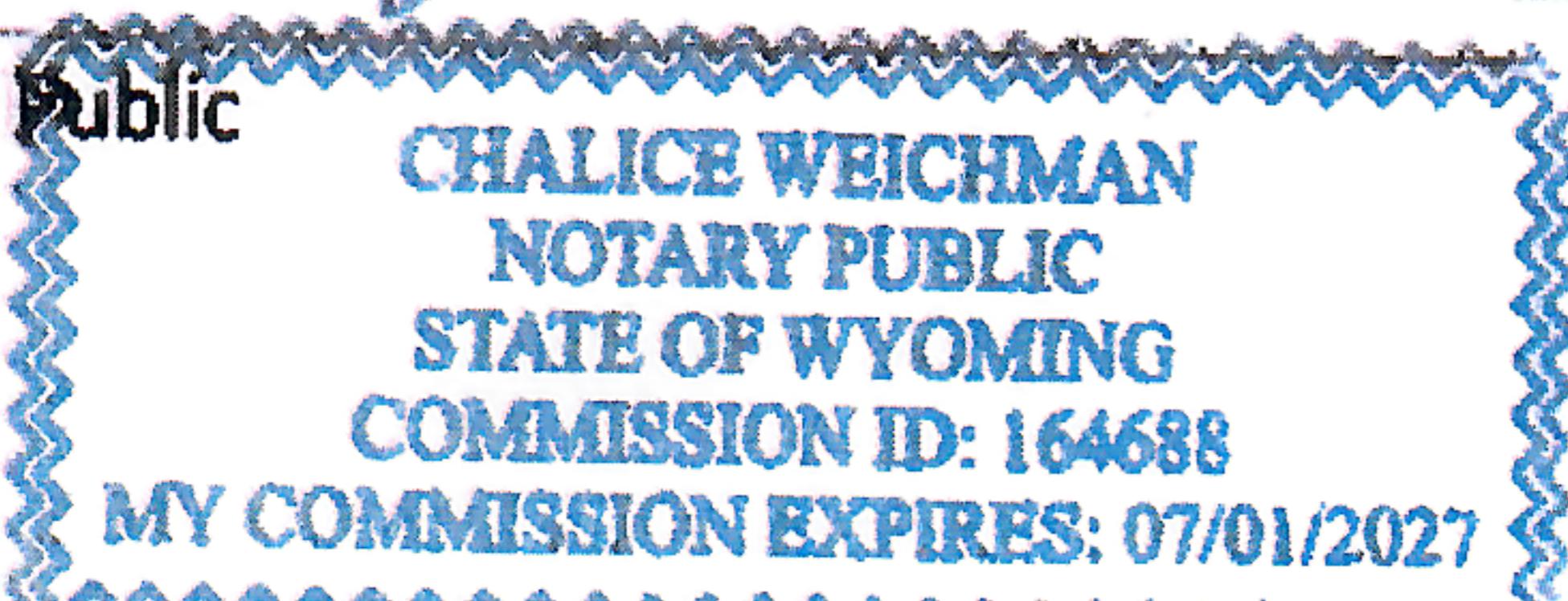


*AND MAUREEN MURPHY*

this 7

The foregoing instrument was acknowledged before me by LUTHER PROST this 7 day of MARCH. WITNESS my hand and official seal.

*[Signature]*  
Notary Public



My commission expires:

*7-1-2027*

**Legal Description**

**105 Mercill Ave,**

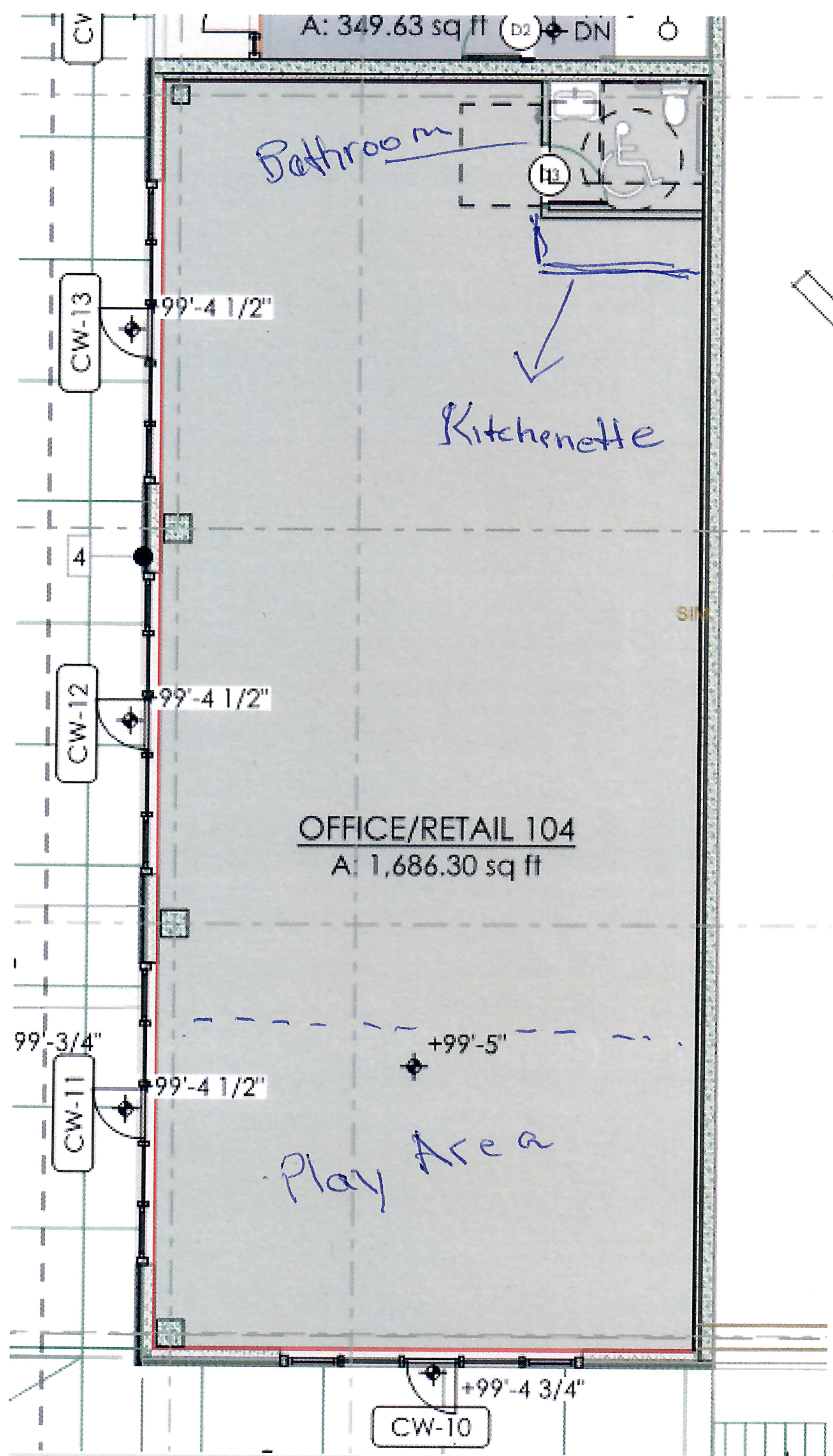
**Jackson, WY 83001**

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

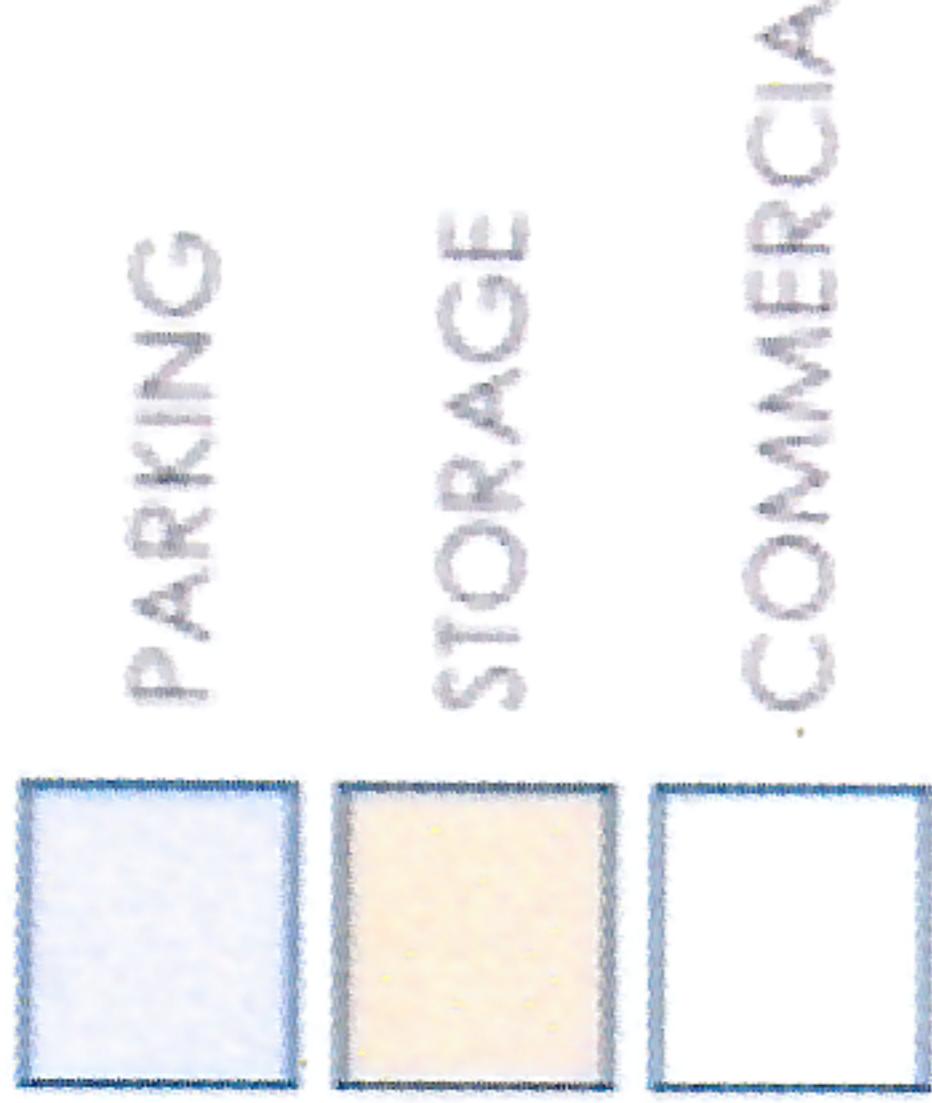
**PIDN: 22-41-16-28-4-02-012**

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

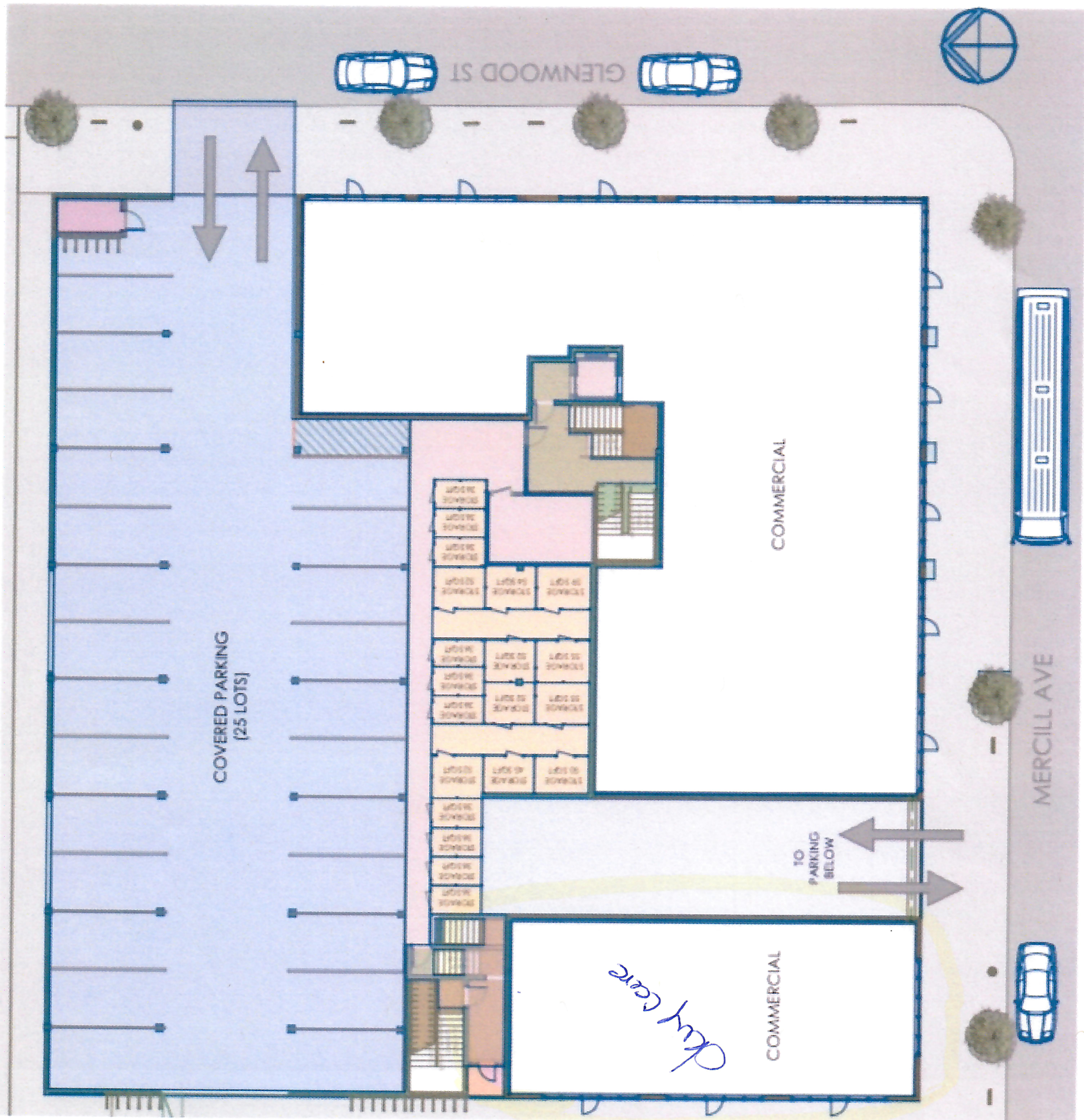


### DESCRIPTION

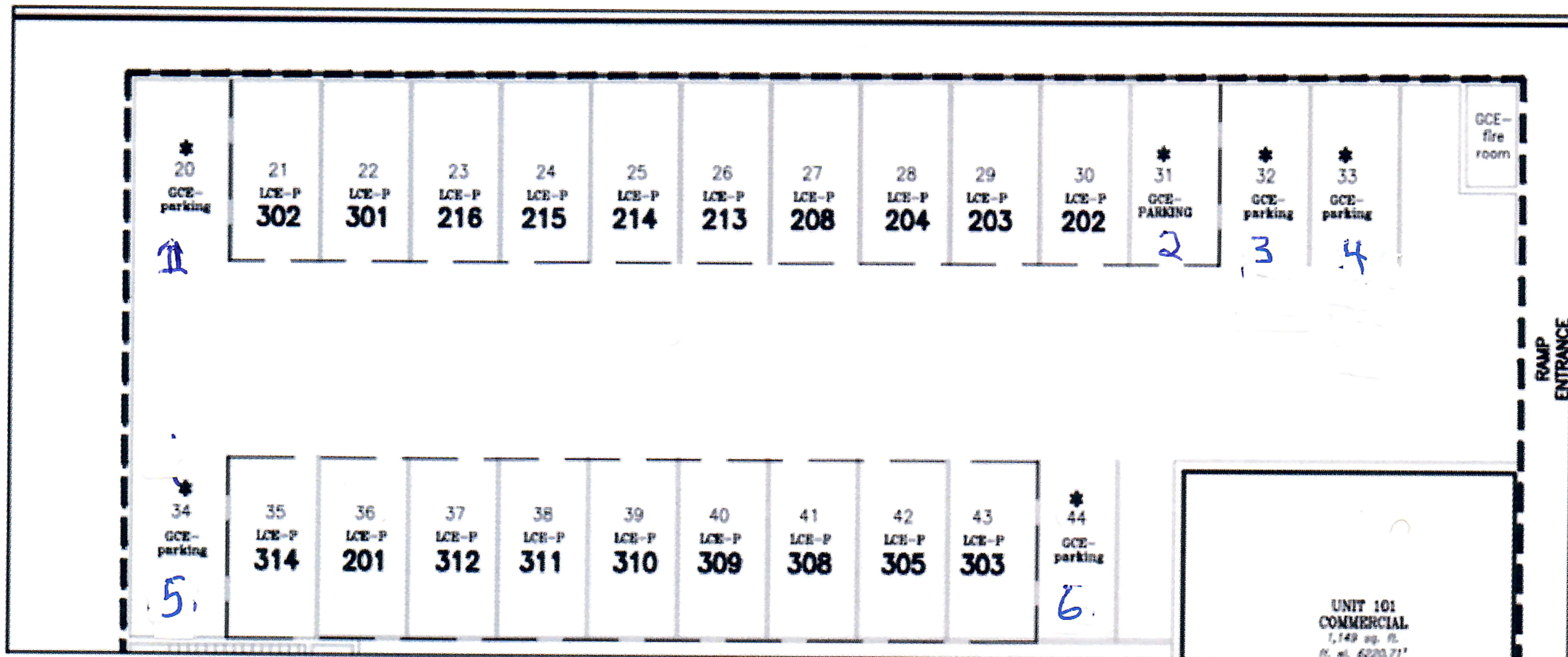
10 STORAGE UNITS @ 36.00 SQFT  
9 STORAGE UNITS 50 SQFT AND OVER  
25 COVERED PARKING TOTAL  
ELEVATOR/STAIR CASE ACCESS

### GENERAL

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



# \* Parking Exhibit



FIRST FLOOR



BASEMENT FLOOR

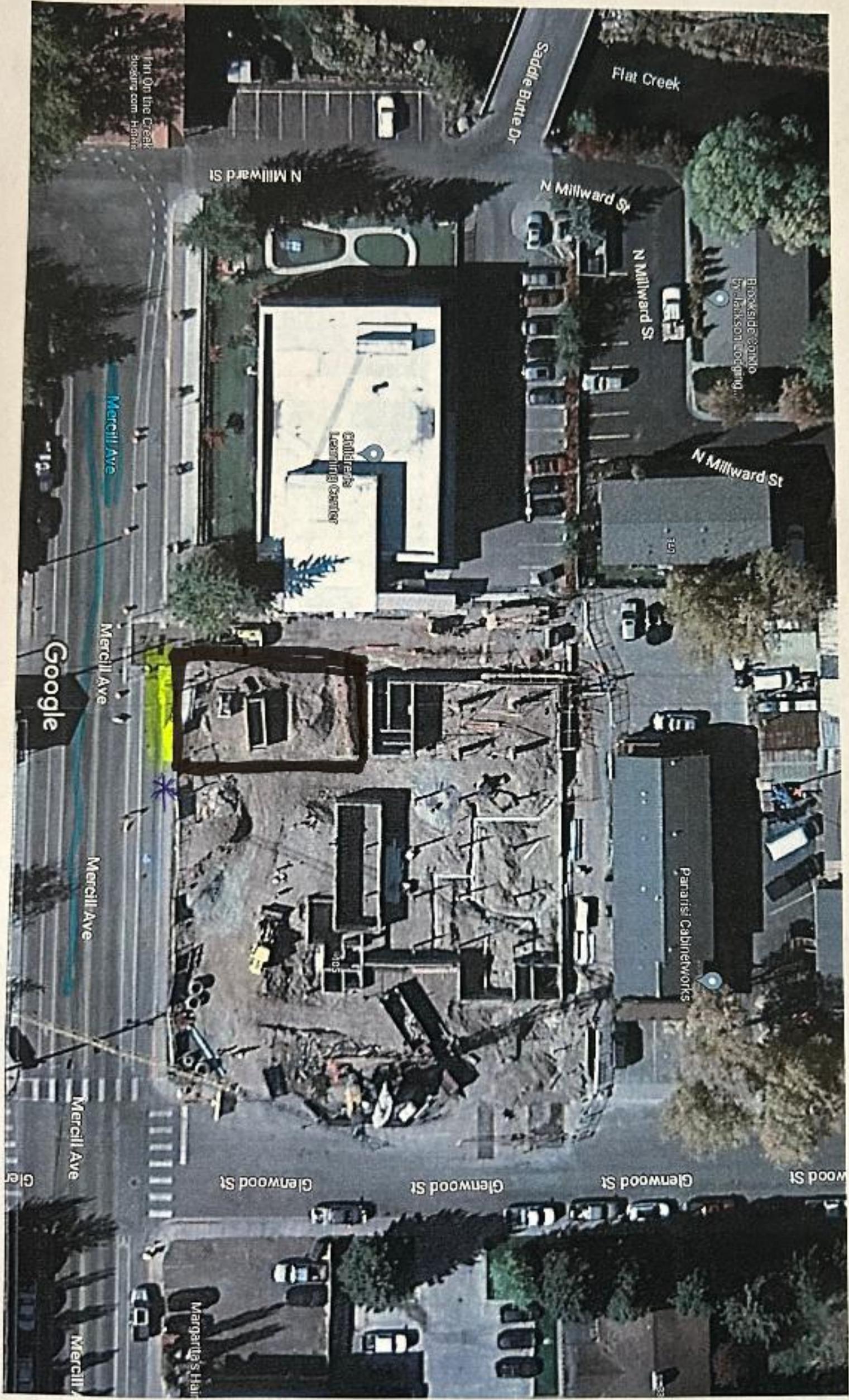


NOTE:

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

drop off/pick up location

Google Maps



\* Drop off/ Pick up location

<https://www.google.com/maps/@43.4837414,-110.764421,94m/data=!3m1!1e3>