



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: October 20, 2023</p> <p>Item #: P23-188</p> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: kpage@jacksonwy.gov</p> <p>Owner Frank and Rhonda Paniszczy 19030 Kimber Creek Ln. Cypress, TX 77429</p> <p>Applicant Renaye Notzka PO Box 9036 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/Education use at the property located at 245 N. Glenwood St. PIDN: 22-41-16-28-4-06-016</p> <p>For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.</p>
<p>Please respond by: November 10, 2023 (with Comments)</p>	

RESPONSE: For Departments not using SmartGov, please send responses via email to:
planning@jacksonwy.gov



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: Rhonda Paniszczyk Title: Property Manager

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

Address of Premises: 245 N. Glenwood St, Jackson, WY 83001

Legal Description: Lot 7, Block 1, Original Townsite of Jackson WY
Please attach additional sheet for additional addresses and legal descriptions

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

Mailing address of Applicant/agent: PO Box 9036 Jackson, WY 83002

Email address of Applicant/agent: renaye@jacksonholenannies.com

Phone Number of Applicant/agent: 307-690-7423

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:

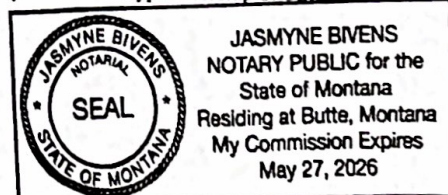
- ☐ Development/Subdivision Plat Permit Application ☒ Building Permit Application
☐ Public Right of Way Permit ☐ Grading and Erosion Control Permit ☒ Business License Application
☐ Demolition Permit ☐ Home Occupation ☒ Other (describe) Sign Permit

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.

Rhonda Paniszczyk
Property Owner Signature

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

STATE OF Montana)
) SS.
COUNTY OF Silver Bow)



The foregoing instrument was acknowledged before me by Rhonda Paniszczyk this 3rd day of August, 2023. WITNESS my hand and official seal.

Jasmyne Bivens
Notary Public

My commission expires: May 27, 2024



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: Jackson Hole Nannies - Tenant Improvement
Physical Address: 245 N. Glenwood Jackson, WY
Lot, Subdivision: Lot 7 Block 1 Original Townsite of Jackson Hole PIDN: 22-41-16-28-4-06-016

PROPERTY OWNER.

Name: Frank & Rhonda Paniszczyn Phone: 817.323.9656
Mailing Address: 19030 Kimber Creek Ln, Cypress, TX ZIP: 77429
E-mail: Frank Paniszczyn <PaniszczynFrank@comcast.net>

APPLICANT/AGENT.

Name: Renaye Notzka Phone: 307.690.7423
Mailing Address: P.O. Box 9036 Jackson, WY ZIP: 83002
E-mail: Renaye@jacksonholenannies.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

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 #: N/A Environmental Analysis #: N/A
Original Permit #: N/A Date of Neighborhood Meeting: _____

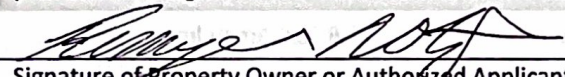
SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

- X Application Fee. Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.
- X 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>.
- X 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
Renaye Notzka

Name Printed

10.16.2023

Date
Agent/Applicant

Title

Below is Fundamentals Learning Center, LLC's request for a basic use permit for the property located at 245 N. Glenwood Street, Jackson, WY 83002.

Location: The center is located on the main floor of the building at 245 N. Glenwood Street, Jackson, WY 83002.

Size: The center occupies 1600 square feet of space on the ground level.

Facilities: The center has one ADA compliant bathroom, with plans to build an additional bathroom with two toilets, two sinks and a drinking fountain. The space includes a small kitchenette with a refrigerator, sink, and dishwasher. The Plans include a fenced play space in the back of the building, which will be approximately 560 square feet.

Services: The center will offer childcare services for children aged 0-5 on a full-time basis throughout the year. It plans to have a 5-year lease with a 2.5-year option to extend.

Capacity: The center has the capacity to accommodate up to 29 children with the outdoor space included. Without the outdoor space, the capacity is 20 children. The plan is to accommodate 27 children on any given day.

Operating Hours: The center will be open from Monday to Friday, with typical hours from 7:45 am to 5:30 pm. On occasional date nights (Fridays), the center will remain open until 8:30 pm with limited capacity and 2 staff at most. During the ski season, occasional "ski date days" will be held on Saturdays from 9 am to 4:30 pm with a lower capacity of up to 15 children and two staff. It will be closed for major holidays.

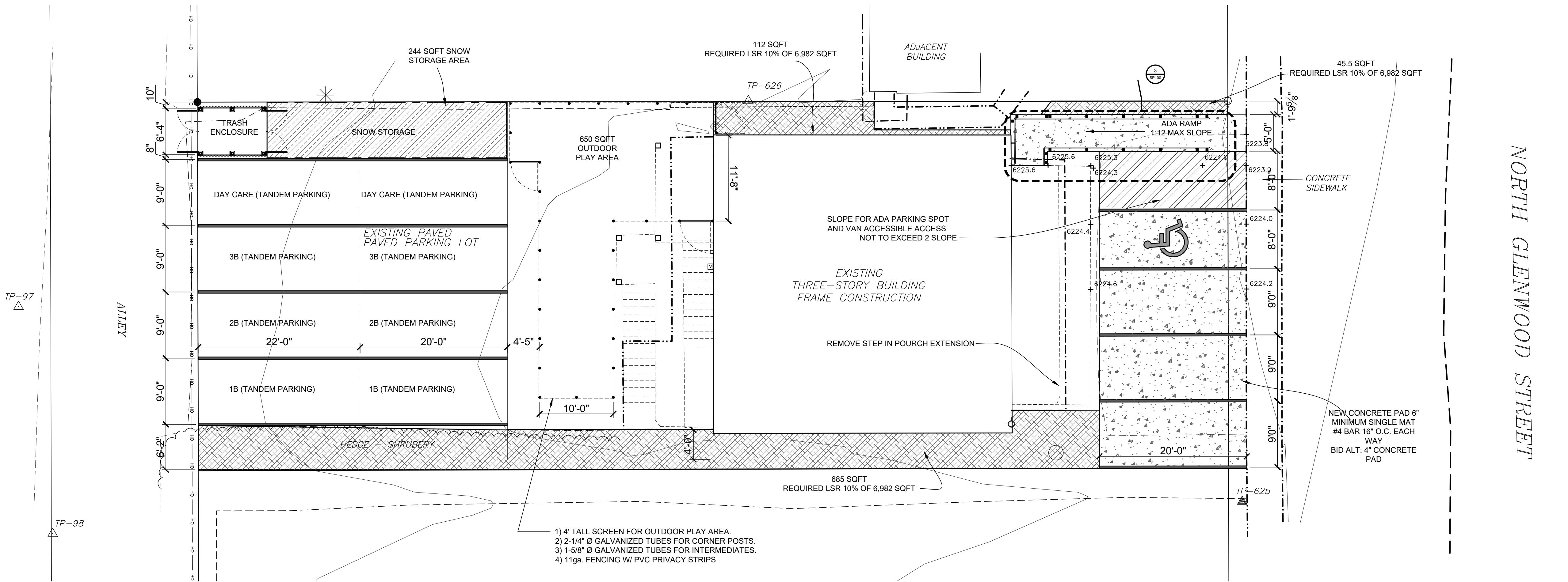
Staffing: The center plans to have 4 staff members for most of the day, with staggered arrival and departure times. Staff will be paid between \$25 to \$37 per hour and will have the option for health, dental, and vision insurance. They will also receive 3 weeks of paid time off (PTO) for vacation and sick days. Ongoing training will be provided to meet state requirements.

Parking: There are two spaces in the back of the building for staff parking, and the parking lot in

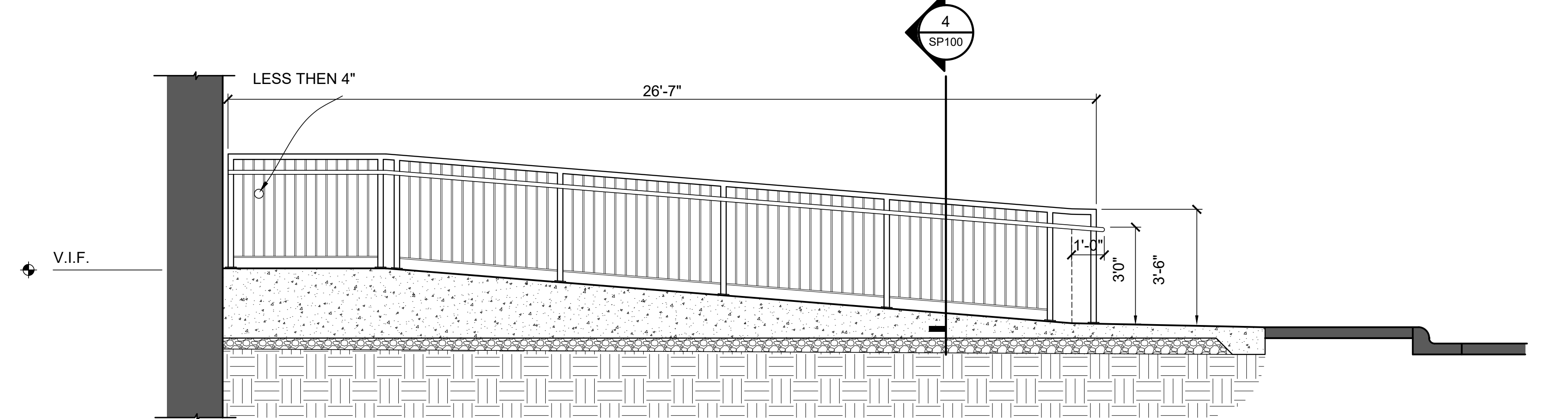
the front allows for 4 spots. Two spots will be dedicated to staff parking. The first two staff to arrive during the day will park in the back of the building allowing for more space in the front for drop offs during the high time. One spot will be designated ADA. The additional 2 spots will be reserved for drop offs and pick ups typically occurring between 7:45am-9am and 4:30-5:30pm.

Owner: Renaye Notzka, with over 23 years of experience in education, is the owner of Fundamentals Learning Center, LLC. She has a background in teaching with the majority of her time spent with Teton County School District and is also the owner of Jackson Hole Nannies. She is passionate about education and hopes to partner with the school district and the state of Wyoming to provide a transitional kindergarten program in the future.

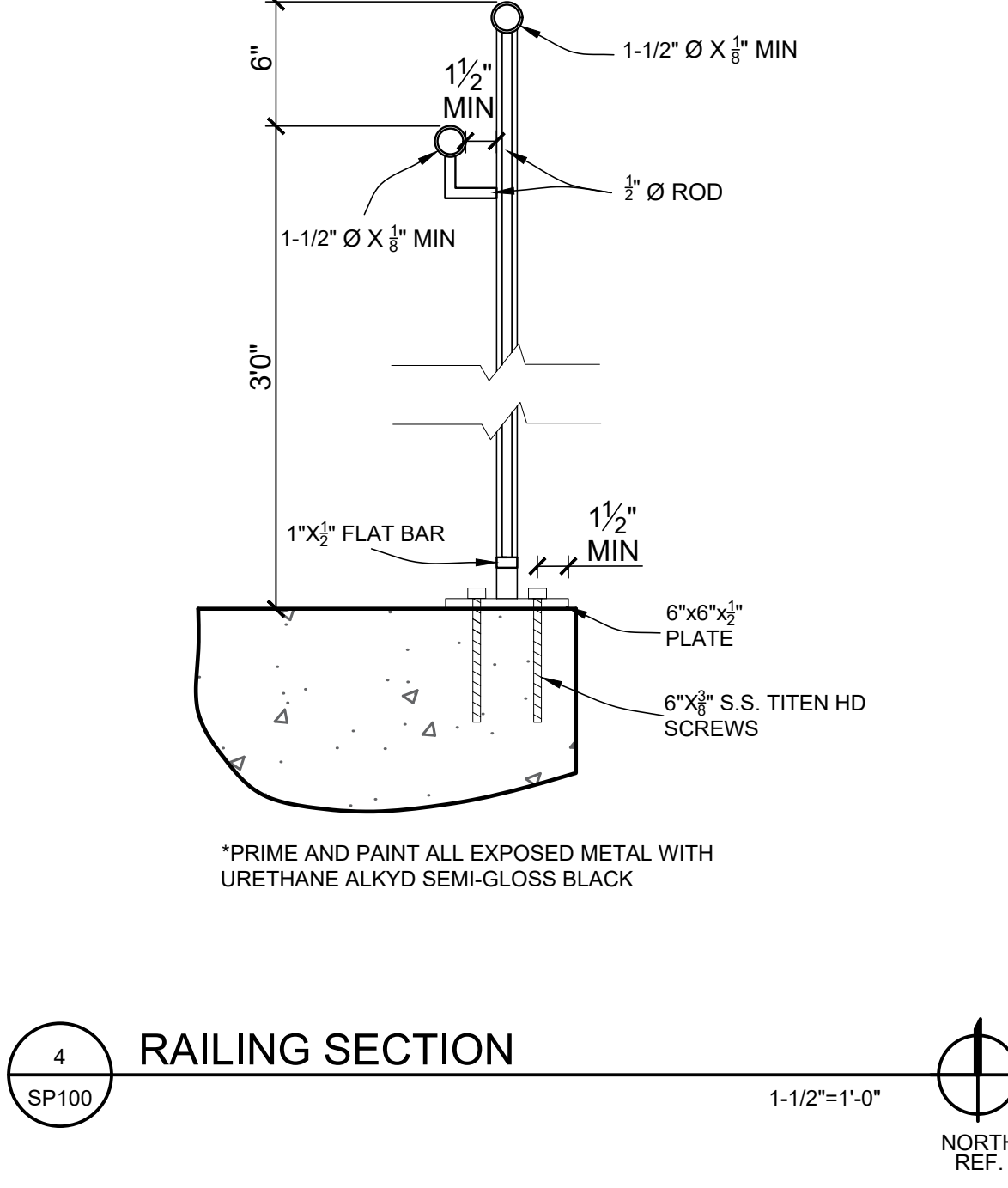
This information provides a comprehensive overview of Fundamentals Learning Center, LLC's plans and services. Please consider our request.



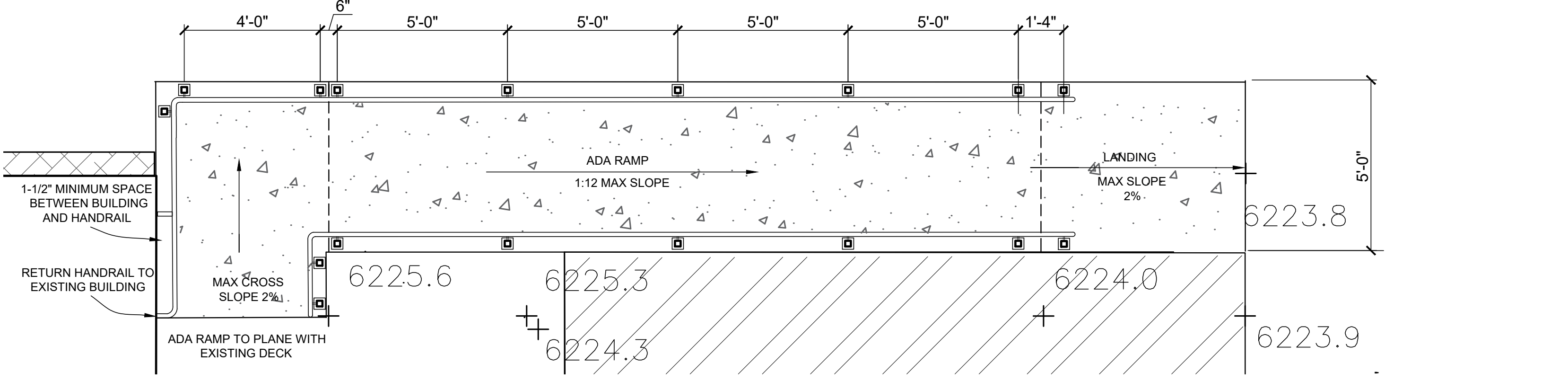
1 SITE PLAN
SP100
1/8"=1'-0"
NORTH REF.



2 ADA RAMP ELEVATION
SP100
3/8"=1'-0"
NORTH REF.

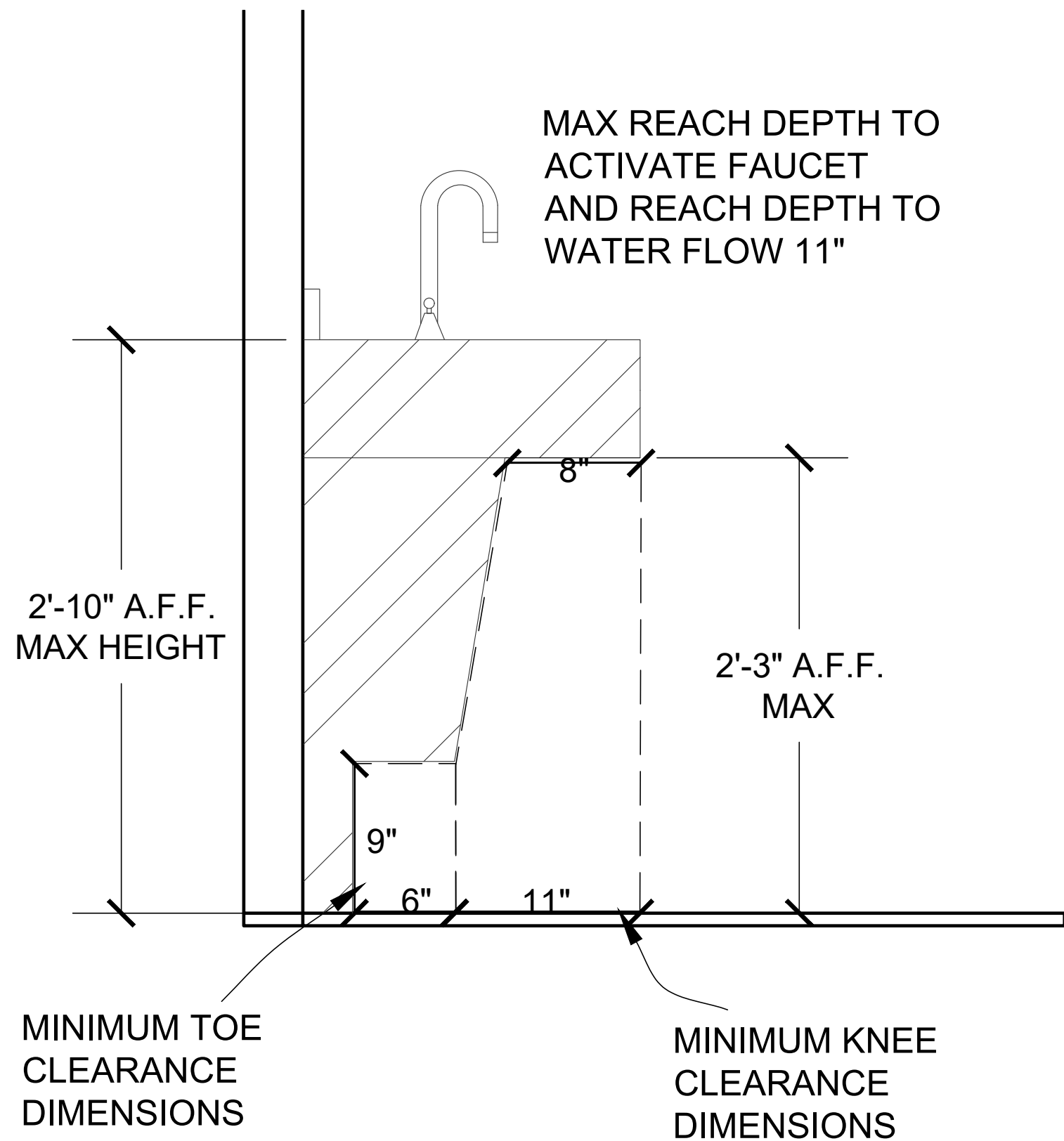
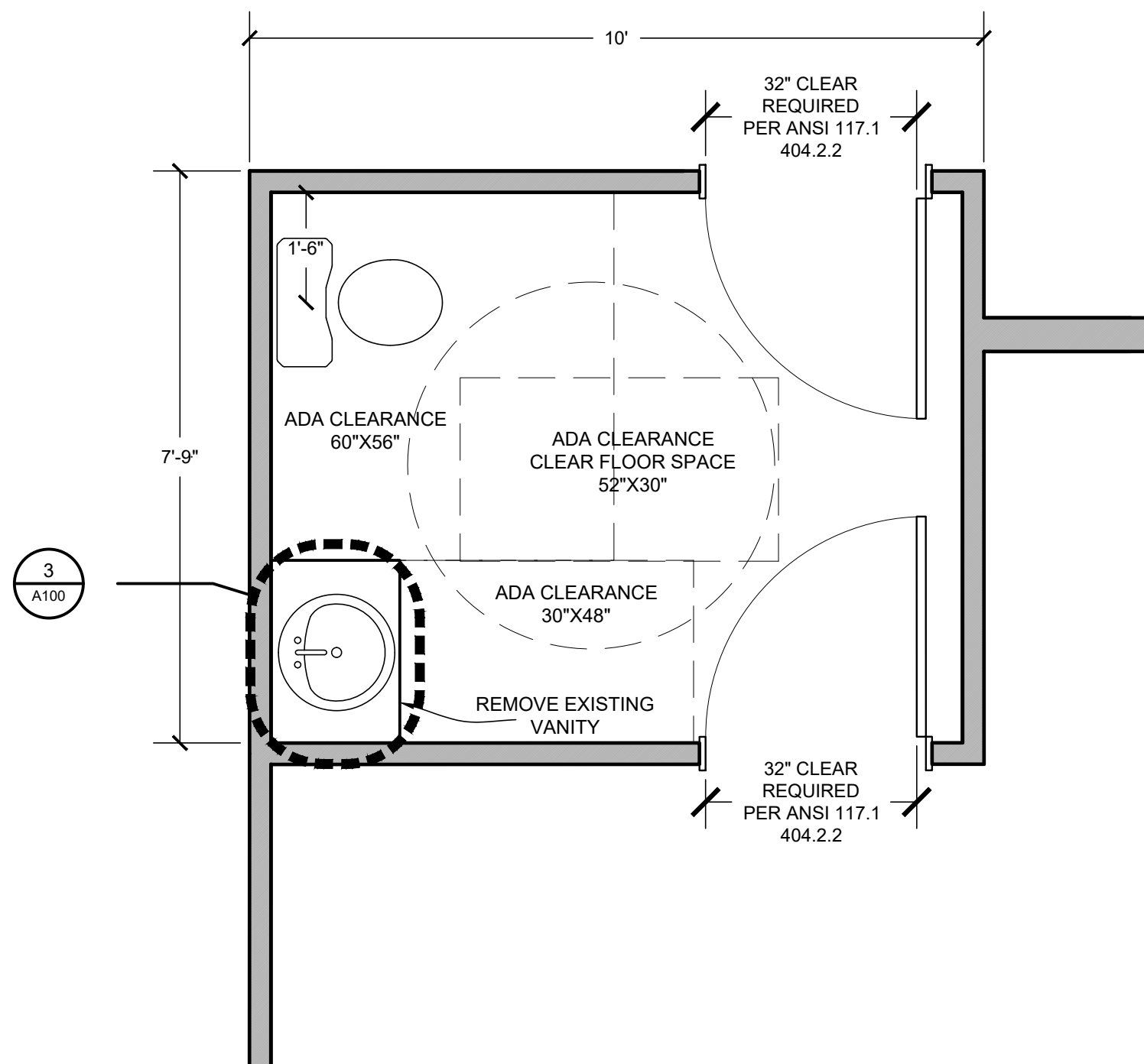
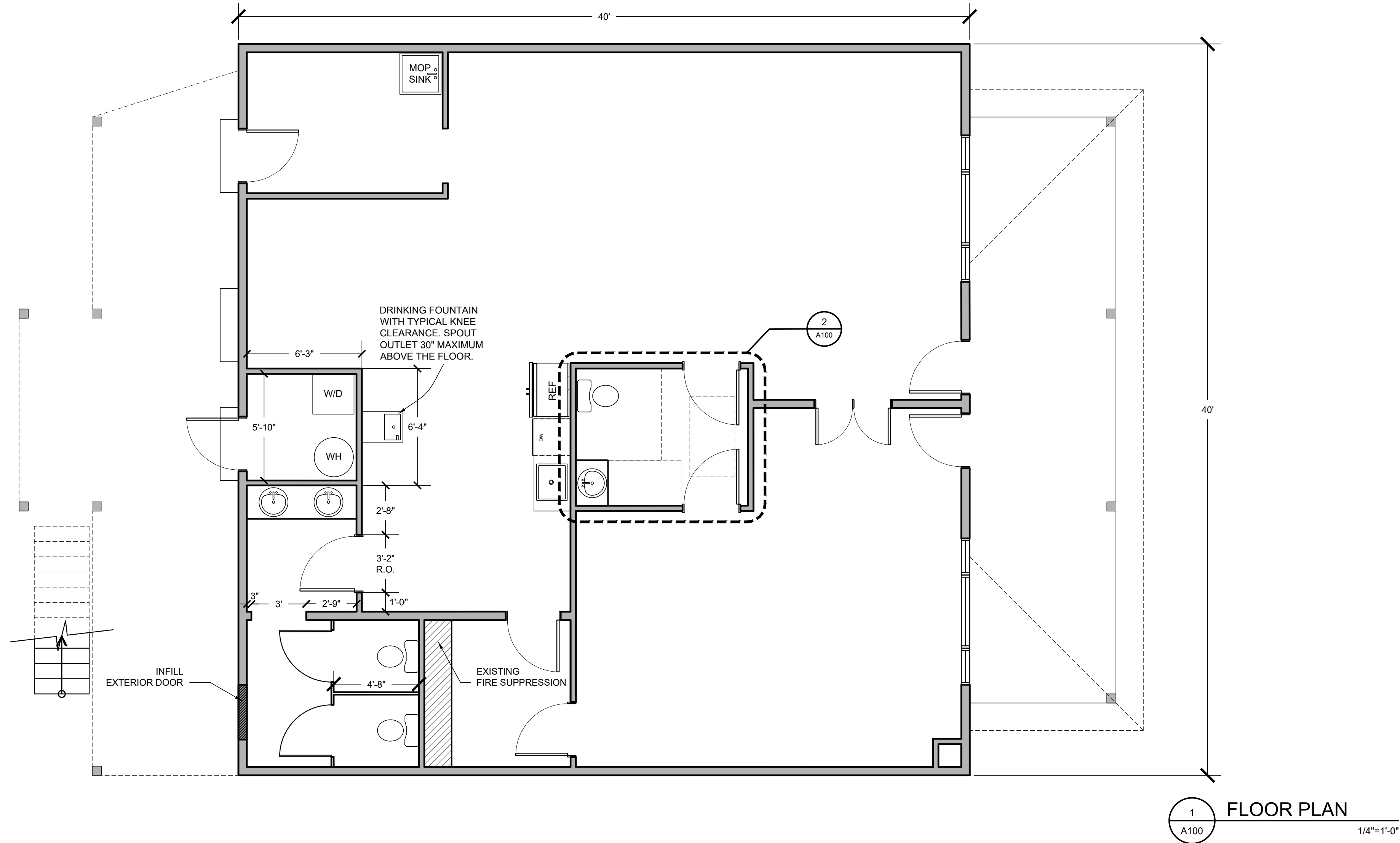


4 RAILING SECTION
SP100
1-1/2"=1'-0"
NORTH REF.



3 ADA RAMP
SP100
3/8"=1'-0"
NORTH REF.

245 NORTH GLENWOOD STREET
JACKSON HOLE NANNIES



GENERAL SITE INFORMATION AND CODE

245 N Glenwood
0.16 acres

ZONING: CR-2

Codes Utilized: Town of Jackson LDRs, 2021 IBC, ANSI 117.1, 2021 IPC, DOT ADA Standards

Occupancy: E – Education
Occupant Load: 32 This is based on maximum allowable student to teacher ratio by the Department of Family Services. 27 students require 5 teachers.

LSR (min. required): 10% of 6,982 SQFT. (699 SQFT)
LSR Provided: 745.5 SQFT
Paved parking space size: 9' x 20'
Snow storage area required: 2.5% total off street parking area.
Snow storage area provided: 244 SQFT
Alley access parking: min. 22'
Min. length 20' (paved) may be reduced to 18' if curb stop and 2' overhang space provided. Cannot reduce walkway to less than 4'.
Required bicycle parking: 1 per 10 required car spaces
Required Plant Units: 1 plant unit/12 parking spaces. (p.544)
existing count. + 1/1000 sf of required landscaped surface.

2021 IPC Requirements:

Water Closets: 1 per 50.
Lavatories: 1 per 50.
Drinking Fountains: 1 per 100.
Service Sink: 1 required.

TOWN OF JACKSON LDRs:

6.2.2.C.4. Dimensions.
Parking spaces provided for use by disabled persons shall be a minimum of 8 feet wide by 20 feet long with an adjacent parallel access aisle 5 feet wide. The adjacent parallel access aisle may be shared by 2 disability parking spaces. One in every eight 8 disability spaces shall have an access aisle which is a minimum of 8 feet wide (rather than 5 feet) and shall be signed "Van Accessible."

DOT ADA STANDARDS 2006:

216 Signs
216.5 Parking.

Parking spaces complying with 502 shall be identified by signs complying with 502.6. EXCEPTIONS: 1. Where a total of four or fewer parking spaces, including accessible parking spaces, are provided on a site, identification of accessible parking spaces shall not be required.

502 Parking Spaces
502.2 Vehicle Spaces.

Car parking spaces shall be 96 inches (2440 mm) wide minimum and van parking spaces shall be 132 inches (3350 mm) wide minimum, shall be marked to define the width, and shall have an adjacent access aisle complying with 502.3. EXCEPTION: Van parking spaces shall be permitted to be 96 inches (2440 mm) wide minimum where the access aisle is 96 inches (2440 mm) wide minimum. Figure 502.2 Vehicle Parking Spaces
502.3.1 Width.
Access aisles serving car and van parking spaces shall be 60 inches (1525 mm) wide minimum.
502.3.2 Length.
Access aisles shall extend the full length of the parking spaces they serve.
502.3.3 Marking.
Access aisles shall be marked so as to discourage parking in them.

Advisory 502.3.3 Marking. The method and color of marking are not specified by these requirements but may be addressed by State or local laws or regulations. Because these requirements permit the van access aisle to be as wide as a parking space, it is important that the aisle be clearly marked.
502.4 Floor or Ground Surfaces.
Parking spaces and access aisles serving them shall comply with 302. Access aisles shall be at the same level as the parking spaces they serve. Changes in level are not permitted.
EXCEPTION: Slopes not steeper than 1:48 shall be permitted.
502.6 Identification.

Parking space identification signs shall include the International Symbol of Accessibility complying with 703.7.2.1. Signs identifying van parking spaces shall contain the designation "van accessible." Signs shall be 60 inches (1525 mm) minimum above the finish floor or ground surface measured to the bottom of the sign.

245 NORTH GLENWOOD STREET
JACKSON HOLE NANNIES

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PERMIT SET

10.11.2023
DRAWN BY | LN
CHECKED BY | ZEREN
REVISIONS

SITE PLAN

A100