



# 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
- ☒ Housing Department

### 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: August 22, 2024	<b>REQUESTS:</b>  The applicant is submitting a request for a Basic Use Permit to change the use of a 962 sf space from JH Discovery Art Workshop to residential (the eastern 482 sf of the structure will remain as JH Discovery Art Workshop) at the property located at 175 W. Snow King Avenue, Unit 5, legally known as LOTS 7,8, BLK. 5, KARNs 3RD ADDITION to the Town of Jackson.  PIDN: 22-41-16-33-1-34-009  For questions, please call Tyler Valentine at 307-733-0440, x 1305 or email at the address shown to the left. Thank you.
Item #: P24-120	
Planner: Tyler Valentine  Phone: 733-0440 ext. 1304  Email: tvalentine@jacksonwy.gov	
<b>Owner:</b> Darlene Trujillo PO Box 2615 Jackson, WY 83001  <b>Applicant:</b> Kara Borgeson PO Box 2615 Jackson, WY 83001	
<b>Please respond by: September 12, 2024 (with Comments)</b>	

**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: JH Discovery Art Workshop- bathroom  
Physical Address: 175 West Snow King Ave. #5, Jackson, WY 83001  
Lot, Subdivision: Lots 7,8, BLK 5, KARNS 3rd addition PIDN: 22-41-16-33-1-34-009

**PROPERTY OWNER.**

Name: Darlene A. Trujillo Phone: 307-690-1104  
Mailing Address: POB 2615, Jackson, WY ZIP: 83001  
E-mail: sonnyboy175@gmail.com

**APPLICANT/AGENT.**

Name: Kara J. Borgeson Phone: 307-690-1002  
Mailing Address: POB 2615, Jackson, WY ZIP: 83001  
E-mail: karajomc@gmail.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)

<b>Use Permit</b>	<b>Physical Development</b>	<b>Interpretations</b>
<input checked="" type="checkbox"/> Basic Use	_____ Sketch Plan	_____ Formal Interpretation
_____ Conditional Use	_____ Development Plan	_____ Zoning Compliance Verification
_____ Special Use	_____ Design Review	<b>Amendments to the LDRs</b>
<b>Relief from the LDRs</b>	<b>Subdivision/Development Option</b>	_____ LDR Text Amendment
_____ Administrative Adjustment	_____ Subdivision Plat	_____ Map Amendment
_____ Variance	_____ Boundary Adjustment (replat)	<b>Miscellaneous</b>
_____ Beneficial Use Determination	_____ Boundary Adjustment (no plat)	_____ Other: _____
_____ Appeal of an Admin. Decision	_____ Development Option Plan	_____ 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?

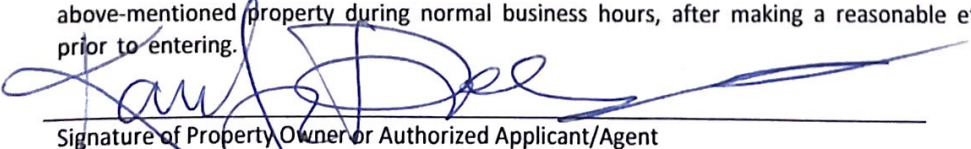
\_\_\_\_\_ **Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

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](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

Kara J Borgeson

\_\_\_\_\_  
Name Printed

08/01/2024

\_\_\_\_\_  
Date

Agent/property manager

\_\_\_\_\_  
Title

Official Narrative: BATHROOM install  
175 West Snow King #5, Jackson

I would like to apply for a BUP to return the western portion of our building on the North/alley side, back into a residential unit of approx. 962 sq. feet and continue to use the eastern portion of the building (482 sq. feet) for kids' art classes. Each side of the building has their own egress and parking.

The entire building was previously used as my licensed preschool for the past 14 years.

I have a current business license account# 7909 for my JH Discovery art workshop. I would like to continue working with kids teaching art and providing after school activities as well as summer camps for kids in K-5<sup>th</sup> grade. JH Discovery Art will be open on T/W/Th for the school year and summer camps will consist of 4-5 separate weeks operating M-F 9:00am-3:00pm in the summer. My maximum enrollment for each class or camp is 8 -10 kids. I am the only employee. JH Discovery Art workshops will be open for spring and fall sessions and summer art camps. Closed in the winter.

Five Parking spots for drop off and pick up is located on the alley side.

I am requesting the BUP to install a bathroom to continue providing care and classes to the community. The bathroom will be installed in the corner northwest corner of the room labeled "garage" on the site plan. Element plumbing will install new bathroom.



CURB CUT AS PER TOWN OF JACKSON STANDARDS

SNOW KING AVENUE

N 90° 00' 00" E

100'-0"

29'-0"

1

2

3

4

5

20'-0"

40'-0"

N 00° 00' 00" E

PROPOSED SEWER  
CLEAN OUT

PROPOSED ELEC.

PROPOSED GAS  
(STUBBED IN)  
(FOR FUTURE USE)

PROPOSED HOUSE  
1008 SQ. FT.

PROPOSED GARAGE  
392 SQ. FT.

PROPOSED WATER

PROPOSED DRIVEWAY

EXISTING WATER SERVICE

ADDITIONAL PARKING  
(IF NECESSARY)

APPROX. SEWER DEPTH 3'-0" TO 4'-0"  
INSULATED W/ 2" BLUE BOARD

CLEAN OUT

SNOW STORAGE

SNOW STORAGE

EXISTING HOUSE  
962 SQ. FT.

EXISTING GARAGE  
482 SQ. FT.

N 90° 00' 00" E

ALLEY

5' SIDEWALK

EXISTING CABIN  
285 SQ. FT.

EXISTING CABIN  
285 SQ. FT.

EXISTING CABIN  
285 SQ. FT.

EXISTING CABIN  
482 SQ. FT.

150'-0"

N 00° 00' 00" E

LEGEND

SANITARY SEWER --- SS ---

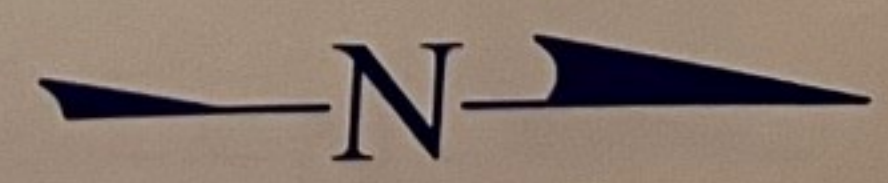
GAS LINE --- G ---

ELECTRIC LINE --- E ---

WATER LINE --- W ---

TOWN OF JACKSON, WYOMING

APPROVED FOR BUILDING CONSTRUCTION. ANY DEVIATIONS FROM APPROVED PLANS ARE SUBJECT TO PRIOR APPROVAL. APPROVAL OF THESE PLANS DOES NOT RELIEVE THE DESIGN PROFESSIONAL, GENERAL CONTRACTOR, OR SUBCONTRACTORS OF RESPONSIBILITY FOR COMPLIANCE WITH STATE AND LOCAL CONSTRUCTION LAWS. AN APPROVED SET OF THESE PLANS IS TO BE AVAILABLE ON THE JOB SITE FOR USE BY INSPECTORS. IF SUCH PLANS ARE NOT AVAILABLE ON SITE, ANY INSPECTION SHALL BE DEEMED VOID.



PLAN REVIEW

02-153

PROJECT  
OWNER:  
JOSE &  
340 E. H  
JACKSON  
(307) 7

LEGAL DATA  
175 W. S  
LOTS 7  
OF THE  
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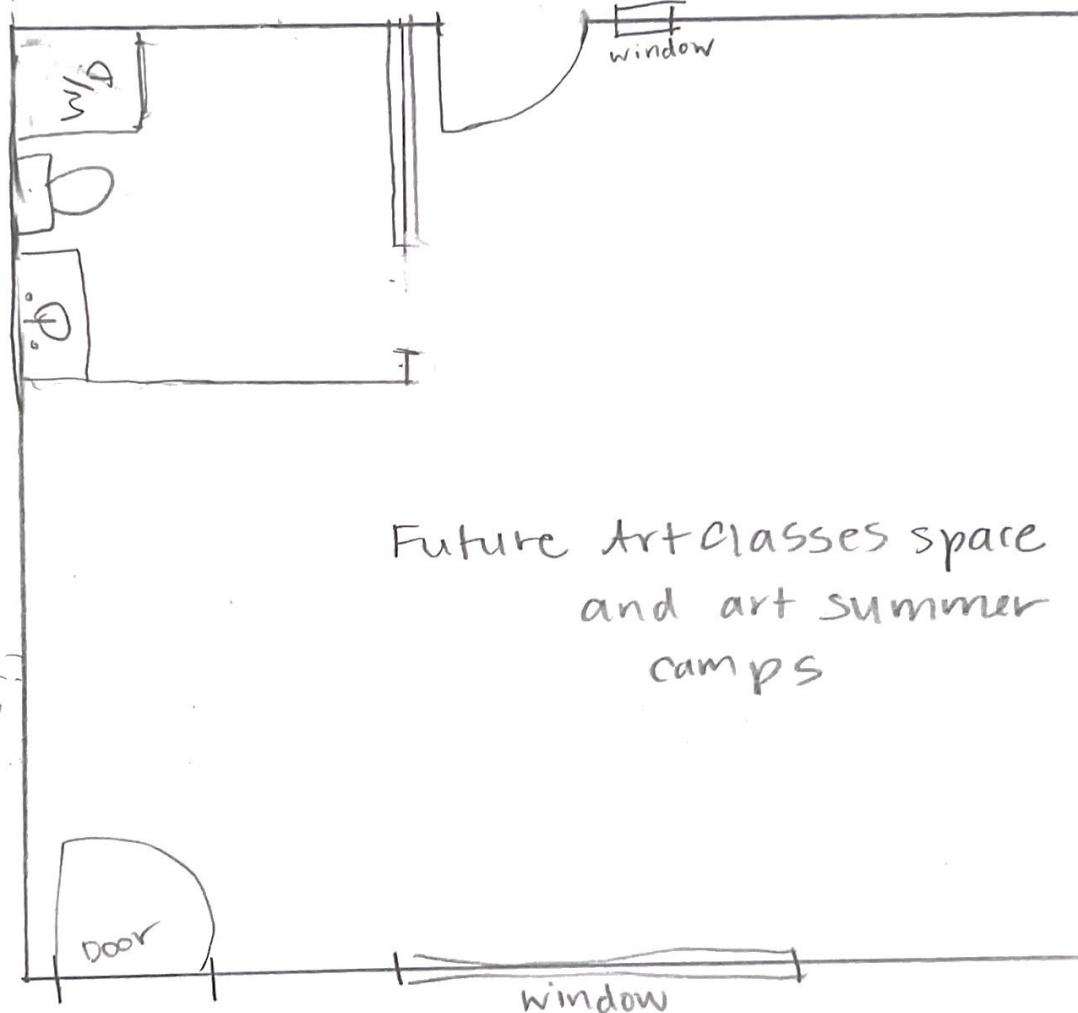
1 bedroom w/office or  
2 bedroom

JH Art Workshop

175 W. Snow King Ave,  
#5

83001

PARKING  
VIA ALLEY



approx.  
482 sq ft

Fenced (Play) Yard

Not to Scale



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: July 24, 2024

**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 Darlene Trujillo is the owner in fee of the premises located at:  
Name of property owner as listed on deed

Address of Premises: 175 West Snow King Ave. #5

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

Please attach additional sheet for additional addresses and legal descriptions

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

Mailing address of Applicant/agent: POB 2415, Jackson, WY 83001

Email address of Applicant/agent: kara.jomc@gmail.com

Phone Number of Applicant/agent: (307)690-1002

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:

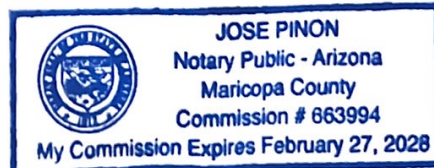
- ☐ Development/Subdivision Plat Permit Application ☒ Building Permit Application  
☐ Public Right of Way Permit ☐ Grading and Erosion Control Permit ☐ Demolition Permit  
☐ Other (describe) \_\_\_\_\_

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.

Darlene A. Trujillo  
Property Owner Signature

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

STATE OF Arizona )  
COUNTY OF Maricopa ) SS.



The foregoing instrument was acknowledged before me by Darlene Trujillo this 24th  
day of July 2024. WITNESS my hand and official seal.

Jose Pinon  
Notary Public

My commission expires: 2-27-2028