



# 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	REQUESTS:
Item #: P24-120	
Planner: Tyler Valentine	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.
Phone: 733-0440 ext. 1304	
Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a>	
Owner: Darlene Trujillo PO Box 2615 Jackson, WY 83001	PIDN: 22-41-16-33-1-34-009
Applicant: Kara Borgeson PO Box 2615 Jackson, WY 83001	For questions, please call Tyler Valentine at 307-733-0440, x 1305 or email at the address shown to the left. Thank you.
<b>Please respond by: September 12, 2024 (with Comments)</b>	

**Owner:**

Darlene Trujillo  
PO Box 2615  
Jackson, WY 83001

**Applicant:**

Kara Borgeson  
PO Box 2615  
Jackson, WY 83001

**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/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?

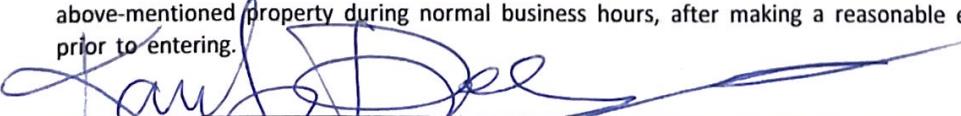
**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

**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

Kara J Borgeson

Name Printed

08/01/2024

Date

Agent/property manager

Title

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

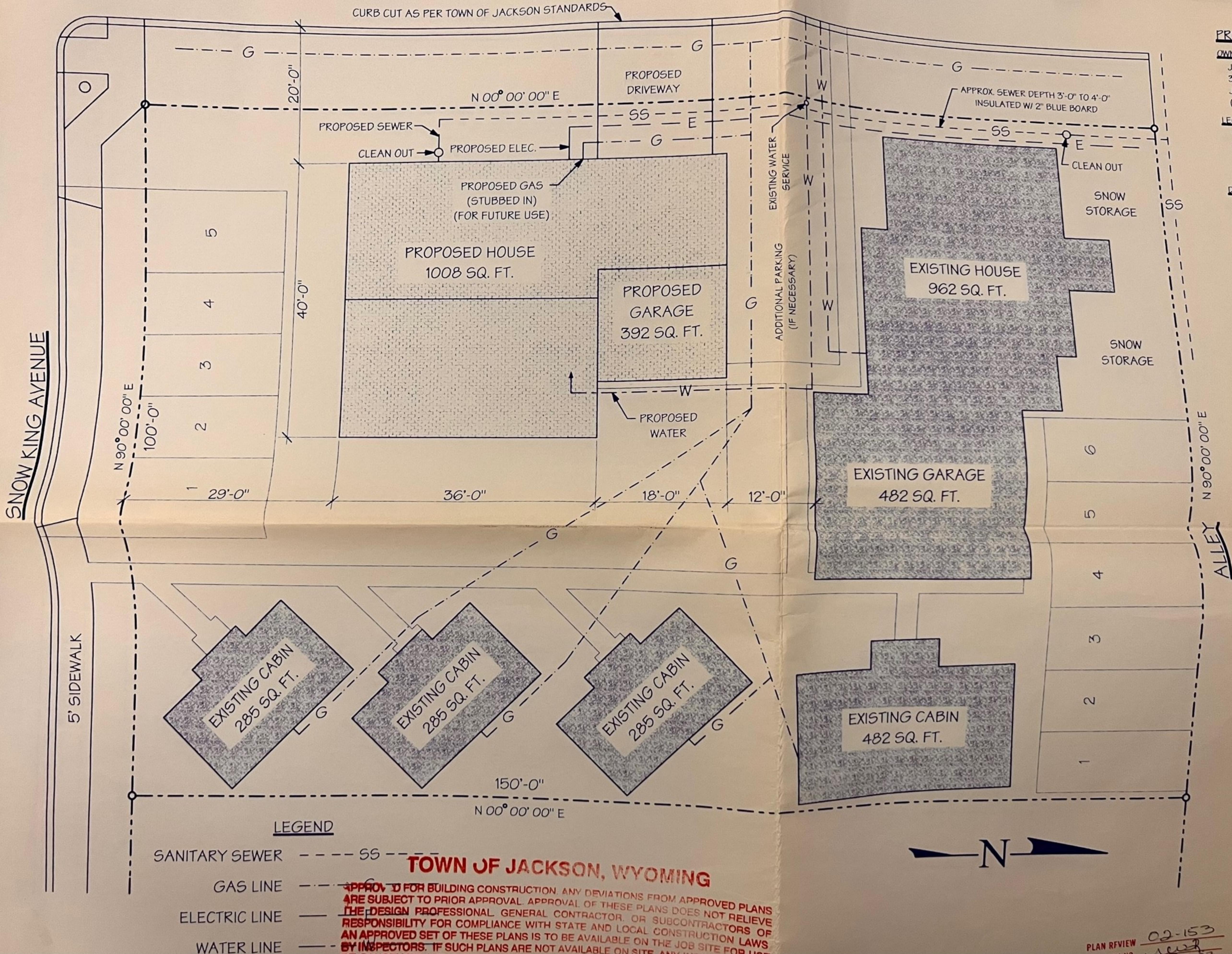
I would like to apply for a BUP to return the western portion of our building on the North/alley side, back into a residential unit of approx. 962 sq. feet and continue to use the eastern portion of the building (482 sq. feet) for kids' art classes. Each side of the building has their own egress and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

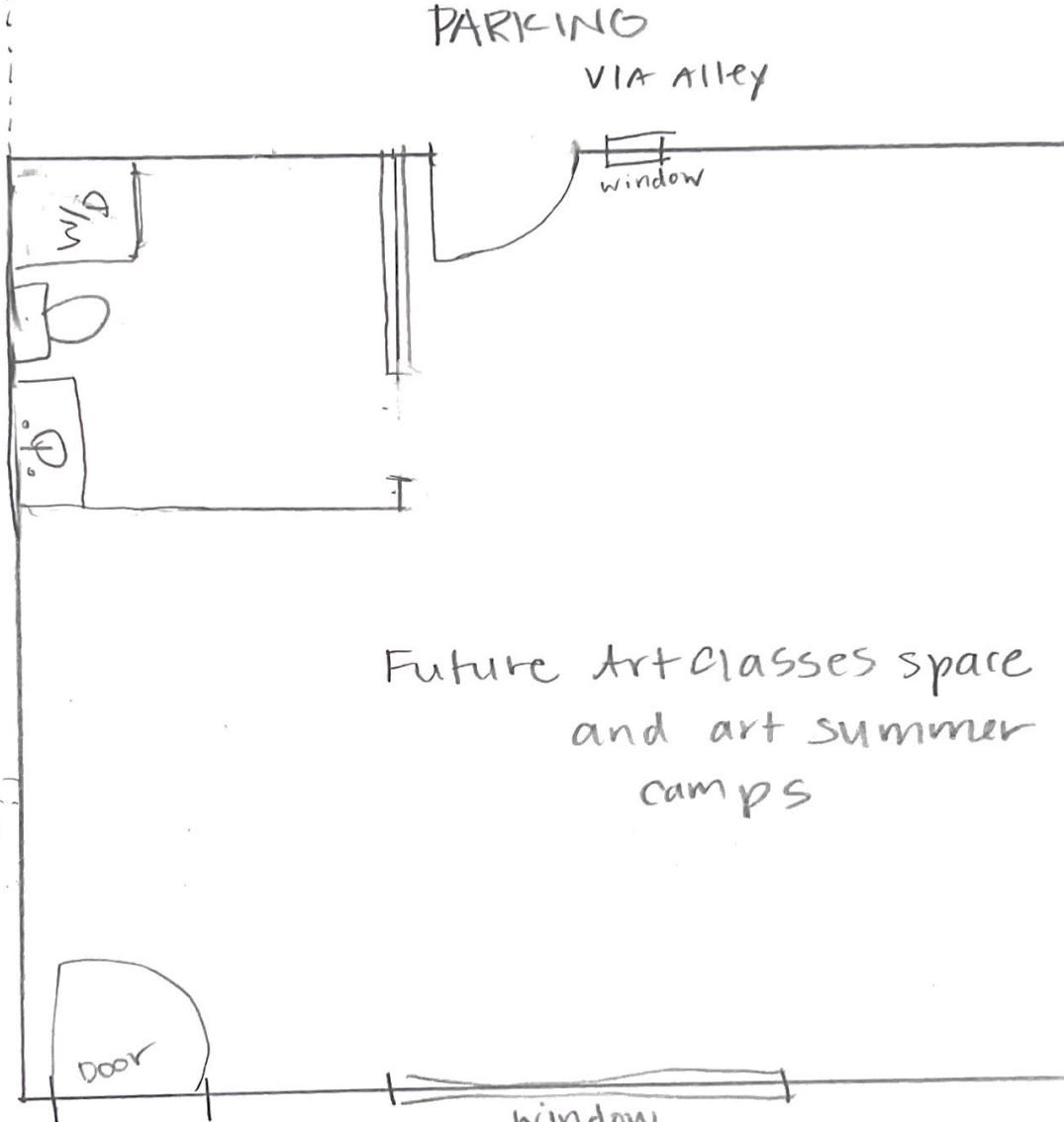
Five Parking spots for drop off and pick up is located on the alley side.

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.



1 bedroom  
2 bedroom w/ office OR

JH Art Workshop  
175 W. Snow King Ave.  
#5  
83001



Fenced (Play)Yard

Not to Scale

approx.  
482 sq ft

