



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
- ☒ Transportation Administrator
- ☐ 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: November 10, 2025	REQUESTS: The applicant is submitting a request for a Pre-Application Conference for a CUP for Daycare/Education Use at the properties located at 1735 High School Road, Units 410, 420, 425, 430, & 440, Flat Creek Business Center Condominium, Bld. 400, Plat No. 1094; PIDNs: 22-40-16-06-1-12-026 (unit 410) 22-40-16-06-1-12-027 (unit 420) 22-40-16-06-1-12-028 (unit 425) 22-40-16-06-1-12-029 (unit 430) 22-40-16-06-1-12-030 (unit 440) For questions, please call Katelyn Page at 307-733-0440 x1302, or email at kpage@jacksonwy.gov . Thank you.
Item #: P25-209	
Planner: Katelyn Page Phone: 307-733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
Owner: Flat Creek Business Center, LLC PO Box 14270 Jackson, WY 83002 Applicant: Ted Smith Jackson Hole Community School PO Box 6787 Jackson WY 83002	

RESPONSE: by December 1, 2025, with Comments.

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



PO Box 7775
Jackson, WY 83002 307-413-5424

November 4, 2025

Paul Anthony
Director of Planning and Building
Town of Jackson
PO Box 1687
Jackson, WY 83001

Via Email to: planning@jacksonwy.gov

RE: Pre-App Conference Request – Amended Conditional Use Permit for Jackson Hole Community School

Dear Paul,

On behalf of the Jackson Hole Community School (JHCS), please accept this letter and accompanying materials for a Pre-Application Conference to consider amending the Conditional Use Permit (CUP) for the Jackson Hole Community School to add middle school grades 6-8 to the existing school offerings. The proposed middle school location would expand the current JHCS campus into an adjacent building located withing the Flat Creek Business Center.

Included for your review are the following:

- Planning Application
- Letter of Authorization
- Project Narrative
- Concept Site Plan

Please do not hesitate to contact me at 307-413-5424 should you have any questions with this submittal. We look forward to hearing from you to schedule the Pre-App meeting.

Sincerely,

George Putnam
Cirque Consulting, LLC

cc: Ted Smith, JHCS



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 Flat Creek Business Center, LLC is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: See attached.

Legal Description: See attached.

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Ted Smith, Jackson Hole Community School

Mailing address of Applicant/agent: P.O. Box 6787 Jackson, WY 83002

Email address of Applicant/agent: tsmith@jhcschool.org

Phone Number of Applicant/agent: 307-733-5427

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) Pre-App: CUP

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

manager

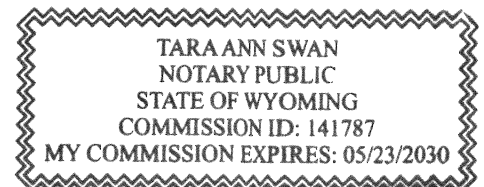
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming)
) SS.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Brandon Ryan Moore this 30th day of October. WITNESS my hand and official seal.

Notary Public

My commission expires:





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 Community School - Middle School Addition
Physical Address: See Attached
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: Flat Creek Business Center, LLC Phone: _____
Mailing Address: P.O. Box 14270 Jackson, WY ZIP: 83002
E-mail: bpryan@gmail.com

APPLICANT/AGENT.

Name: Ted Smith - Jackson Hole Community School Phone: 307-733-5427
Mailing Address: P.O. Box 6787 Jackson, WY ZIP: 83002
E-mail: tsmith@jhcschool.org

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

Use Permit	Physical Development	Interpretations
____ Basic Use	____ Sketch Plan	____ Formal Interpretation
<input checked="" type="checkbox"/> Conditional Use	____ Development Plan	____ Zoning Compliance Verification
____ Special Use	____ Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	____ LDR Text Amendment
____ Administrative Adjustment	____ Subdivision Plat	____ Map Amendment
____ Variance	____ Boundary Adjustment (replat)	Miscellaneous
____ Beneficial Use Determination	____ Boundary Adjustment (no plat)	<input checked="" type="checkbox"/> other: <u>Pre-App Conference</u>
____ 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 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 and select the relevant application type for submittal requirements.

Have you attached the following?

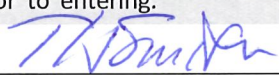
_____ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

☒ **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 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

Ted Smith - Jackson Hole Community School

Name Printed



Date

Head of School

Title

Property address:

- Existing JHCS Campus
 - 1715 #240, #250, #280, #285, # 290 High School Road, Jackson, WY
 - 1755 #650 High School Road, Jackson, WY
- Proposed middle school addition:
 - 1735 #410, #420, #425, #430, #440 High School Road, Jackson, WY

Legal Description:

- Existing JHCS Campus
 - Units 240, 250, 280, 285 & 290, Flat Creek Business Center Condominium, Bldg. 200, Plat No. 1094
 - and
 - Unit 650, Flat Creek Business Center Condominium, Bldg. 600, Plat No. 1094
- Proposed middle school addition:
 - Units 410, 420, 425, 430 & 440, Flat Creek Business Center Condominium, Bldg. 400, Plat No. 1094

Property address:

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 - 1715 #240, #250, #280, #285, # 290 High School Road, Jackson, WY
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- Proposed middle school addition:
 - Units 410, 420, 425, 430 & 440, Flat Creek Business Center Condominium, Bldg. 400, Plat No. 1094

Pre-App Conference Request for amending JHCS CUP for Middle School Addition

Property Owner:

Flat Creek Business Center, LLC
PO Box 14270
Jackson, WY 83002

Applicant:

Attn: Ted Smith
Jackson Hole Community School
PO Box 6787
Jackson, WY 83002

Agent:

Cirque Consulting, LLC
PO Box 7775
Jackson, WY 83002

Property address:

- Existing JHCS Campus
 - 1715 #240, #250, #280, #285, # 290 High School Road, Jackson, WY
 - 1755 #650 High School Road, Jackson, WY
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Zoning:

Business Park (BP-TOJ)

Project Narrative:

The Jackson Hole Community School seeks to amend their existing Conditional Use Permit (CUP) for institutional, education use, within the Business Park (BP-TOJ) zone to add middle school grades 6-8 and expand its campus into the five (5) units within Building 400 of the Flat Creek Business Center (FCBC) complex. The JHCS first received a CUP for the school for five (5) units within Building 200 on February 2, 2004, and included a condition of approval that any future expansions of the school would require a CUP amendment. In 2012, JHCS received an amended CUP (P12-0055) and Final (Intermediate) Development Plan approval (P12-056) when it expanded into Unit 650 of Building 600 of the FCBC complex.

The JHCS desires to expand the current 9-12 grade school by offering enrollment for middle school grades 6-8. The focus of the school is to build a Middle School destination for Jackson Families to begin their JHCS journey where students meet with success, *“through challenging academics and excellence in teaching, in a community founded on personal relationships, student initiative, and integrity.” - JHCS Mission*

The addition of middle school grades 6-8 will accommodate a potential maximum of 90 students and a total of 15 additional faculty/staff. It is anticipated the school will start much smaller 10-20 students/grade and grow over time to reach potential maximum numbers. The planned school hours will be 8:00am to 4:00pm, Monday – Friday, and the school-year August 15 – June 15. The general school-year calendar will typically mirror the Teton County Public School calendar for school closures for holidays.

Since 2004, the JHCS has called a portion of Building 200 located in the southeast corner of the Flat Creek Business Center home. This location has been an excellent fit for the school and has allowed an intimate school experience while being in very close proximity to Jackson Hole High School allowing JHCS students to participate in Jackson Hole High School after school activity clubs and athletics. JHCS students also benefit from excellent access to START public transportation with the closest bus stop located immediately adjacent to the Flat Creek Business Center on High School Road and direct access to the Garaman Pathway that runs adjacent to the JHCS providing a direct connection to Jackson Hole Middle School and the town of Jackson.

As noted, JHCS proposed to expand the Middle School into the five (5) units within Building 400 of the FCBC complex which is adjacent to the existing JHCS high school campus located in buildings 200 and 600. (See attached site plan.) The three school buildings and respective units are conveniently located adjacent to each other on the western side of FCBC in the northwest. Prior to occupancy, JHCS will undertake necessary renovations for the middle school classrooms, common areas and administrative spaces. The additional space will allow greater flexibility for all JHCS grades to utilize and share spaces and specialized classrooms to best support curriculum needs.

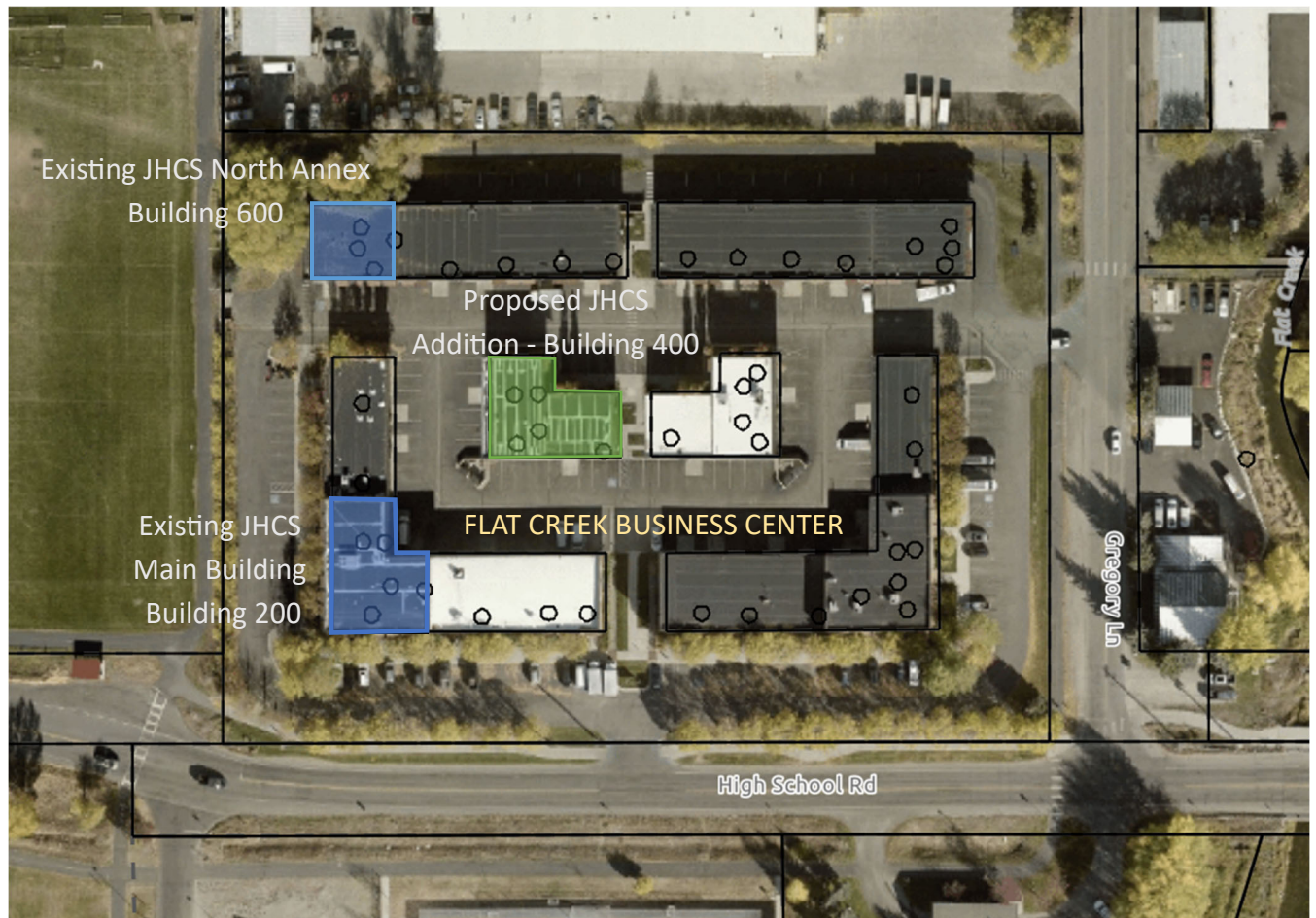
Building 400 is currently occupied by Sweet Peas, LLC, that operates 4 daycare centers in the building (broken down by age level). This institutional, daycare use obtained a CUP (P11-002)

and Final (Intermediate) Development Plan approval (P11-003) in 2011 from the Town of Jackson. The combined daycare has traditionally had a maximum of 66 infants and toddlers and preschool age children up to the age of 5 in their programs. The daycare has 14 teachers and administrative staff. The daycare business has 20 allocated parking spaces within FCBC, with 14 spaces for teachers and 6 for overflow/parents/guests. The general operating plan has included designated pick-up and drop-off between the hours of M-F 7:30am and 5:30pm and operated year-round with a closure the last week in March and primary federal holidays.

Access and circulation to the JHCS campus is taken from High School Road and Gregory Lane via internal shared access drive isles. The current JHCS school has 30 parking spaces allocated to it within FCBC. These spaces combined with the 20 allocated to Building 400 brings the total parking space allocation for JHCS to 50 out of the 198 total spaces available at FCBC. Since middle school students are non-driving age, it is anticipated that many will ride a bike to school when weather allows and then will be dropped off/picked up by parents/guardians or ride the START bus.

To satisfy a condition of approval for the Flat Creek Business Center Development Plan, two (2) residential units within the development have been permanently deed restricted for affordable housing. This dedication exceeded the required housing mitigation requirement for all units/uses within FCBC project at the time it was approved in 2003. In accordance with LDR Section 6.3.2.C.7, Nonresidential changes of use that occur two (2) or more years after the existing building received initial Certificate of Occupancy are exempt from Division 6.3, Affordable Workforce Housing Standards.

The JHCS requests a Pre-Application conference to consider requirements for amending the Conditional Use Permit in accordance with the existing CUP's condition of approval.



Concept Site Plan - Jackson Hole Community School Campus – Flat Creek Business Center