



# TOWN OF JACKSON

## PLANNING & BUILDING DEPARTMENT

### TRANSMITTAL MEMO

**Town of Jackson**

- ☒ Public Works/Engineering
- ☒ Building
- ☐ Title Company
- ☒ Town Attorney
- ☒ Police
- ☐ Ecosystem Stewardship

**Joint Town/County**

- ☒ Parks & Recreation
- ☒ Pathways
- ☒ Joint Housing Dept.

**Teton County**

- ☐ Planning Division
- ☐ Engineer
- ☐ Surveyor
- ☐ Assessor
- ☐ Clerk & Recorder
- ☐ Road & Levee

**State of Wyoming**

- ☐ Teton Conservation
- ☐ WYDOT
- ☐ TC School District #1
- ☐ Game & Fish
- ☐ DEQ

**Federal Agencies**

- ☐ Army Corp of Engineers

**Utility Providers**

- ☐ Qwest
- ☐ Lower Valley Energy
- ☐ Bresnan Communications

**Special Districts**

- ☒ Start
- ☒ Jackson Hole Fire/EMS
- ☐ Regional Transportation

<b>Date:</b> November 18, 2025 <b>Item:</b> P25-214	<b>REQUEST:</b> The applicant is submitting a request for a Basic Use Permit (BUP) for Office Use at the property located at 35 E. Simpson Avenue, legally known as Lot 13, Blk. 6, Cache-1.
<b>Planner:</b> Katelyn Page <b>Phone:</b> 733.0440 ext. 1302 <b>Email:</b> kpage@jacksonwy.gov	
<b>Owner:</b> Arts Center View, LLC PO Box 1569 Jackson, WY 83001	<b>PIDN:</b> 22-41-16-34-2-06-004
<b>Applicant:</b> Wendy Meyring Mountain Property Management PO Box 2228 Jackson, WY 83001	For questions, please call Katelyn Page at 733-0440, x 1302, or email to the address shown below. Thank you.
<b>Please respond by: December 9, 2025</b>  For Departments not using SmartGov, please send responses via email to <a href="mailto:planning@jacksonwy.gov">planning@jacksonwy.gov</a>	



**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: Day Care Use conversion to Office Use  
Physical Address: 35 E. Simpson, Jackson, WY  
Lot, Subdivision: 13 PIDN: 22-41-16-34-2-06-004

**PROPERTY OWNER.**

Name: Arts Center View, LLC Phone: 307-690-8668  
Mailing Address: PO Box 1569, Jackson, WY ZIP: 83001  
E-mail: trustee@jhlaw.com

**APPLICANT/AGENT.**

Name: Wendy Meyring Phone: 307-690-3056  
Mailing Address: PO Box 2228, Jackson ZIP: 83001  
E-mail: wendy@mpmjh.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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



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 AUTHORIZED REPRESENTATIVE

**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: Joseph Moore

Being duly sworn, deposes and says that Arts Center View, LLC is the owner in fee of the premises located at:  
Name of property owner as listed on deed

Address of Premises: 35 E. Simpson Avenue, Jackson, 83001

Legal Description: Lot 13, Blk 6, Cache-1

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/Authorized Representative: Wendy Meyring

Mailing address of Applicant/Authorized Representative: Po Box 2228, Jackson, 83001

Email address of Applicant/Authorized Representative: Wendy@mpmjh.com

Phone Number of Applicant/Authorized Representative: 307-690-3056

Is authorized to act as property owner's representative 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:

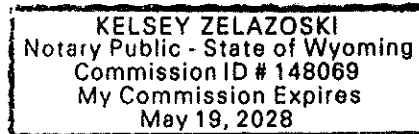
- ☐ Development/Subdivision Plat Permit Application    ☐ Building Permit Application
- ☐ Public Right of Way Permit    ☐ Grading and Erosion Control Permit    ☐ Business License Application
- ☐ Demolition Permit    ☒ Other (describe) Basic Use Permit

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.

Joseph Moore Jr. Arts Center View LLC  
 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 Wyoming )  
 ) SS.  
 COUNTY OF Teton )



The foregoing instrument was acknowledged before me by Joseph Moore Jr. this 24th day of September. WITNESS my hand and official seal.

Kelsey Zelazoski  
 Notary Public

My commission expires: 5/19/2028

## WARRANTY DEED

**TOM SAWYER, INC.**, a Wyoming corporation of 275 W. Simpson Ave., P.O. Box 7390, Jackson, WY, 83002 by Rilla E. Varley, President and sole shareholder, **GRANTOR**, for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt and sufficiency of which is hereby acknowledged, does hereby Sell, Transfer, Convey and Warrant to **ARTS CENTER VIEW, LLC** a Wyoming limited liability company of 25 E. Simpson Ave., P.O. 1569 Jackson, WY 83001 **GRANTEE**, the following described real estate commonly known as 35 E. Simpson Ave. and situated in the Town of Jackson, County of Teton, State of Wyoming, hereby waiving and releasing under and by virtue of the Homestead Exemption Laws of the State of Wyoming, to wit:

**Lot 13, Block 6 of the First Cache Creek Addition to the Town of Jackson, Teton County, Wyoming, according to that plat filed July 18, 1905 as Plat No. 102;**

PIDN: 22-41-16-34-2-06-004

Together with and including all improvements thereon and all appurtenances and hereditaments thereunto belonging, subject to all covenants, conditions, restrictions, easements, reservations, rights, and rights-of-way of sight and/or record, and further subject to discrepancies, conflicts on boundary lines, shortage of area, encroachment and any facts which a correct survey and inspections of the premises would disclose and which are not shown in the public record, and further subject to applicable zoning laws and restrictions.

*This warranty deed is given to effect a section 1031 exchange on behalf of Grantee, Arts Center View, LLC.*

WITNESS my hand this 5th day of January, 2015.

**TOM SAWYER, INC.** a Wyoming corporation

Released	
Indexed	<input checked="" type="checkbox"/>
Abstracted	<input checked="" type="checkbox"/>
Scanned	

By: Rilla E. Varley  
Rilla E. Varley, President and Sole Owner/Shareholder

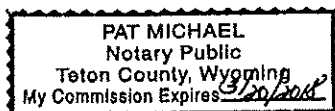
STATE OF WYOMING     )  
                                  ) ss.  
COUNTY OF TETON     )

GRANTOR: TOM SAWYER INC  
GRANTEE: ARTS CENTER VIEW LLC  
Doc 0873517 bk 885 pg 504-504 Filed At 14:59 ON 01/05/15  
Sherry L. Daigle Teton County Clerk fees: 12.00  
By Mary Smith Deputy

The foregoing instrument was acknowledged before me by Rilla E. Varley, President and sole shareholder of Tom Sawyer, Inc., a Wyoming corporation this 5<sup>th</sup> day of January, 2015.

Witness my hand and official seal.

SEAL



Pat Michael  
Notary Public

My Commission expires: 3/20/2018



*Mountain*  
PROPERTY MANAGEMENT

November 10, 2025

Town of Jackson

Planning Department

[planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)

Re: 35 E. Simpson – Basic Use Permit

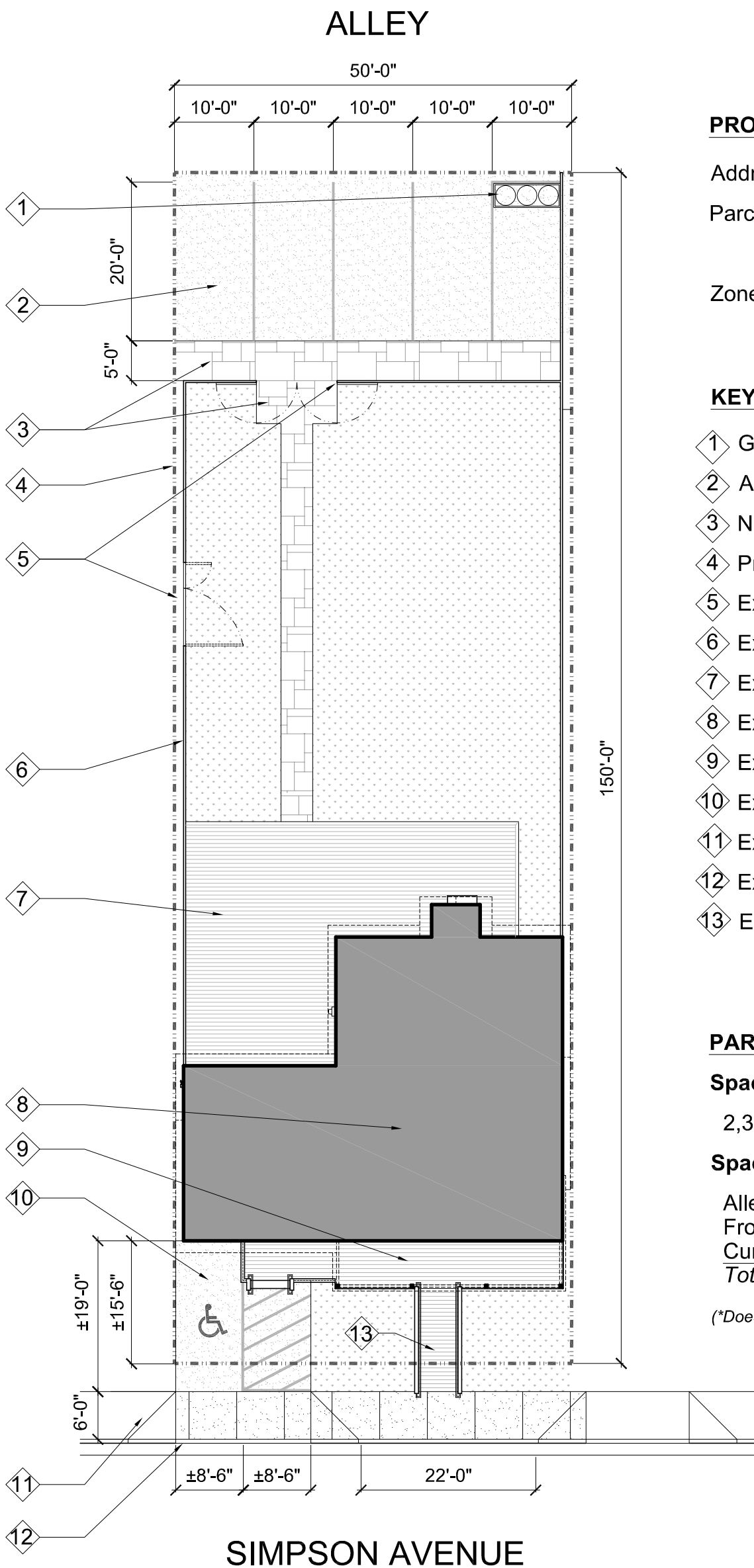
To whom it may concern,

Attached please find an application for a Basic Use Permit for 35 E. Simpson. This property has previously been used as a day care facility. The day care closed in late August, and the property owner would like to have the property used as office space moving forward. Therefore, we are seeking a Basic Use Permit for this change in use.

We appreciate your review.

Sincerely,

Wendy Meyring



### PROPERTY DETAILS

Address: 35 East Simpson  
Parcel: Lot 13, Block 6, First Cache Creek  
Addition, Town of Jackson, WY  
Zone: CR-1 (Commercial Residential 1)

### KEYED NOTES

- 1 Garbage and recycling enclosure per LDR 6.4.2
- 2 Alley-access parking spaces (4)
- 3 New walkway, paved or gravel (Surface TBD)
- 4 Property boundary
- 5 Existing access gates
- 6 Existing fence
- 7 Existing deck
- 8 Existing building
- 9 Existing porch
- 10 Existing, nonconforming accessible parking space
- 11 Existing sidewalk
- 12 Existing curb cut
- 13 Existing access ramp

### PARKING CALCULATIONS

#### Spaces Required per 2.2.11.C.2 (Office use):

$$2,363 \text{ sf} \times 2.47/1,000 \text{ sf} = 5.84 = 6 \text{ spaces}$$

#### Spaces Provided:

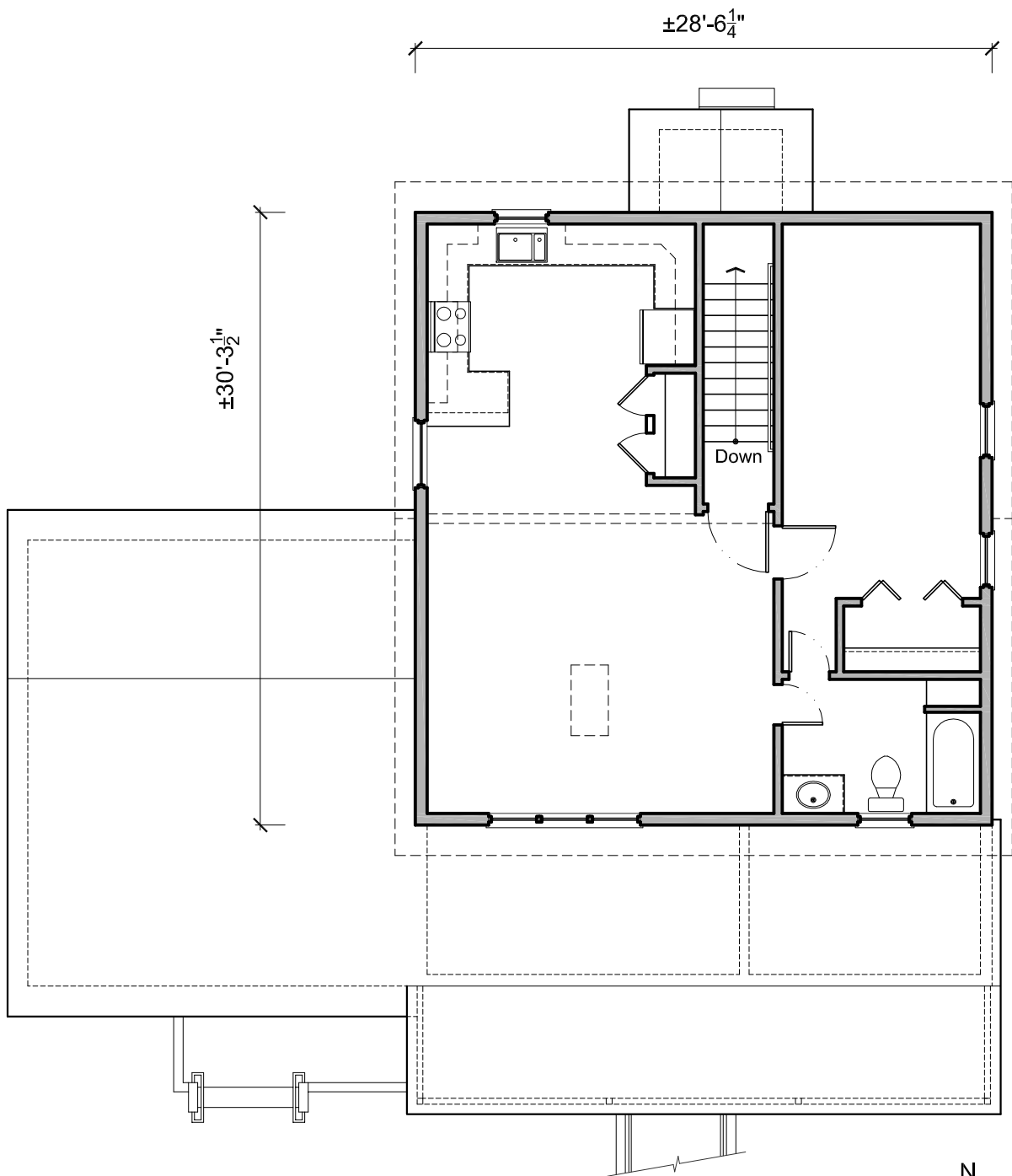
Alley	4 spaces
Front (accessible)	1 spaces
Curbside (2.2.11.E.1.b)	1 spaces
<b>Total</b>	<b>6 spaces*</b>

(\*Does not include existing parking credit, available per 2.2.11.E.c.)

### Site Plan

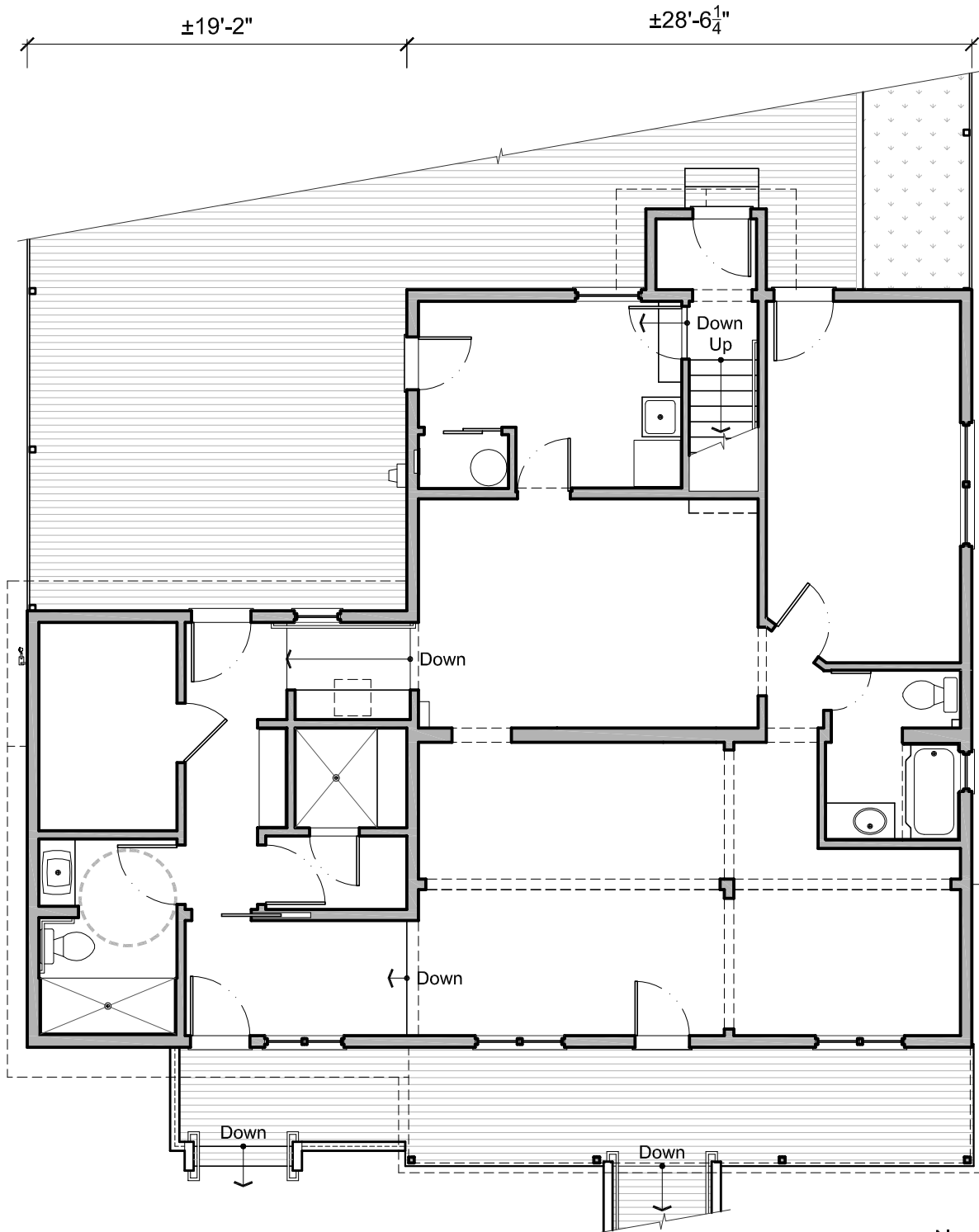
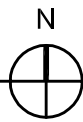
$\frac{1}{16}" = 1'-0"$





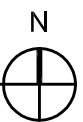
Upper Level Floor Plan (Existing & Proposed)

1/8" = 1'-0"



Lower Level Floor Plan (Existing & Proposed)

1/8" = 1'-0"



**CODE SUMMARY**

**Floor Areas:**

Lower Level	1,538
Upper Level	825
Total	2,363

**Occupancy (IBC):**

	Existing	Proposed
Lower Level	E*	B
Upper Level	B	B

(Reduced from I-4 by Exception 308.6)

**Use (Teton County):**

	Existing	Proposed
Lower Level	Daycare	Office
Upper Level	Office	Office

**Occupant Load Factor (Office):**  
100 gross

**Max Load With One Egress Access:**  
49 max

**Occupant Load (Proposed):**  
Lower Level\*1,538sf/100 = 15.38 = 16  
Upper Level 825sf/100 = 8.25 = 9

(\*Including upper occupancy stairway & vest.)

**Construction Type:** V-B

**Fire Suppression Sprinkler:** No

**Occupancy Separation:**  
Existing E/B: Non-Separated  
Proposed B/B: Single Occupancy