



TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

TRANSMITTAL MEMO

Town of Jackson

- ☒ Public Works/Engineering
- ☒ Building
- ☒ Town Attorney
- ☐ Police

Joint Town/County

- ☐ Parks and Recreation
- ☒ Pathways
- ☐ Housing Department

Teton County

- ☐ Planning Division

- ☐ Engineer
- ☐ Surveyor
- ☐ 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

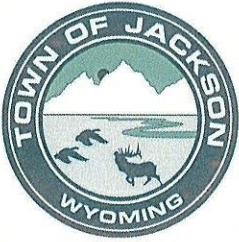
- ☐ Qwest
- ☐ Lower Valley Energy
- ☐ Bresnan Communications

Special Districts

- ☒ START
- ☐ Jackson Hole Fire/EMS
- ☐ Irrigation Company

<p>Date: February 11, 2026</p> <p>Item #: PM26-010</p> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: kpage@jacksonwy.gov</p> <p>Applicant: Happy Kidz Daycare Center Rocio Morales PO Box 13144 Jackson, WY 83002</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a minimum of two on-street vehicular parking spaces within the public right of way adjacent to the property located at 105 Mercill Avenue to be marked as 15-minute spaces.</p> <p>The property at 105 Mercill Avenue is legally known as MERCILL AVENUE CONDOMINIUMS ADDITION (01450).</p> <p>PIDN: 22-41-16-28-4-35-004</p> <p>For questions, please call Katelyn Page at 733-0440, x1302 or email to planning@jackson.gov. Thank you.</p>
<p>Please respond by: February 25, 2026 (with Comments)</p>	

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



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: Happy Kidz Daycare Center

Physical Address: 105 Mercill Ave, Unit 104

Lot, Subdivision: 104

PIDN: 22-41-16-28-4-35-004

PROPERTY OWNER.

Name: Teton County

Phone: 307-733-4430

Mailing Address: Po Box 3594, Jackson, WY

ZIP: 83001

E-mail: gruiz@tetoncountywy.gov

APPLICANT/AGENT.

Name: Rocio Morales

Phone: 307-699-0552

Mailing Address: Po Box 13144

ZIP: 83002

E-mail: happykidzdaycarecenter@yahoo.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

____ 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: ROW Parking

____ 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: _____

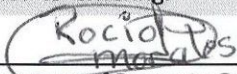
SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type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

Name Printed

02-10-2026

Date
02/10/2026

Title

Request Letter for On Street Parking As 15 min signed/ marked Parking

Happy Kidz Daycare Center
Po Box 13144
Jackson, WY 83002

To Whom It May Concern,

I am writing this letter to request at least two 15 min. signed / marked parking spaces for pick-up / drop-off at this location 105 Mercill Ave, lot 104 (Happy Kidz Daycare Center), Jackson, WY.

The reason is because we would like to alleviate ongoing congestion of traffic due to other uses like the Children's Learning Center and now the Children's Museum.

Our hours of operation are from 7:30am to 5:30pm. Typically with drop-off times from 7:30ish AM to 9:30ish AM and pick-up time from 4pm to 5:30pm.

Attached is a map of the property marked with "Parking" 1 and "Parking" 2 for reference.

If you have any questions, please don't hesitate to contact us.

Thank you for your time and consideration.

Sincerely,

Rocio Morales

