



# 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: October 20, 2021	<b>REQUESTS:</b>
Item #: P21-273	
Planner: Tyler Valentine	The applicant is submitting a request for a Pre-Application meeting for a Conditional Use Permit for a mobile commercial teaching kitchen for CWC , located at 265 S Cache , legally known as PT. NE1/4NE1/4 SEC. 33, TWP. 41, RNG. 116, PIDN: 22-41-16-33-1-00-023
Phone: 733-0440 ext. 1305	For questions, please call Tyler Valentine at 307-733-0440, x1305 or email to the address shown to the left. Thank you.
Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a>	
<b>Owner:</b> Teton County/Town of Jackson Center for the Arts 265 S Cache St. Jackson, WY 83001	
<b>Applicant:</b> Central Wyoming College PO BOX 4795 Jackson, WY 83001	
<b>Please respond by:</b> November 10, 2021 (with Comments)	

**Owner:**

Teton County/Town of Jackson  
Center for the Arts  
265 S Cache St.  
Jackson, WY 83001

**Applicant:**

Central Wyoming College  
PO BOX 4795  
Jackson, WY 83001

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[alangley@jacksonwy.gov](mailto:alangley@jacksonwy.gov)



## **Cooking With Community: CWC's Mobile Commercial Teaching and Catering Kitchen**

### **Executive Summary**

Central Wyoming College (CWC) offers the only Culinary Arts Associate of Applied Science degree in the state of Wyoming without owning a kitchen. The program is offered exclusively in Jackson, utilizing the vast expertise of the successful restaurateurs of the ski resort town. The attraction of living at the edge of two national parks, Grand Teton National Park and Yellowstone, creates limited space and the need for "affordable housing". College students who strive to be chefs are challenged with relocating, which adds additional stressors to the search for a non-existent supply of apartments.

Over the past several years, the success of the program (despite its challenges) have attracted Wind River Indian Reservation residents to earn a culinary arts degree. Single parents are forced to travel approximately 400 miles each day to attend culinary classes, like our team member Brittney Niedo. This is a huge sacrifice she is committed to enduring to better her life.

Since the beginning of the program in 2007, 20 different "working" commercial kitchens have been rented. The inconsistency of a stable teaching kitchen is a strain on the students, chef instructors and program director due to a lack of adequate storage, scheduling conflicts and parking issues. CWC Jackson Outreach Center is housed at the Center for the Arts. The Center, a non-profit built in 2007, consists of 78,000 square feet of meeting space, offices, classrooms, art galleries and studios, a radio station, and a ~500 person professional theater. Unfortunately, a kitchen was eliminated from the construction plans due to insufficient funding. There are twenty-two non-profit organizations housed at the Center that offer catered events throughout the year. All prepared foods, supplies, and equipment need to be brought in from off-site facilities and all dirty dishes are returned to an off-site facility to be properly cleaned after each event. This is a time constrained, event-planning headache that could be resolved with a mobile commercial kitchen parked outside of the loading dock.

CWC's culinary students are working with their chef instructors and mentors to design and purchase a custom mobile teaching and catering kitchen, called Cooking With Community, to address our community's needs. Our team is designing a 33ft trailer to allow for:

- Consistent, year-round cooking classes to help provide a skilled workforce to meet the demand of the tourism industry while selling packaged to-go meals to the locals and residents of the Center for the Arts

- Continue building relationships with the Wind River Indian Reservation tribal members, interested in learning professional culinary skills at their farmers markets and other community events
- A non-profit on-site catering for non-profit special events at the Center for the Arts
- Off-site catering events to support local food producers with regional farm-to-fork events and practices

**Product Description and Concept:** We are exploring trailer units that will provide ample space for culinary instruction, with state-of-the-art equipment for food preparation and cooking. [SLE Equipment](#), based out of Antioch, Tennessee has provided a mockup of our custom design, found in the Pitch Deck. Our proposed plans include the following:

8.5' x 33' Gooseneck Concession Trailer, 8' Interior Height

State of the art kitchen equipment

White for Exterior Color with logo'd sponsorships

Grand Total: \$93,000

According to SLE Equipment, it will take approximately 22 weeks to complete the build out once ordered.



**PRE-APPLICATION CONFERENCE REQUEST (PAP)**  
Planning & Building Department

150 E Pearl Ave. ph: (307) 733-0440 fax:  
P.O. Box 1687 [www.townofjackson.com](http://www.townofjackson.com)  
Jackson, WY 83001

***For Office Use Only***

Fees Paid \_\_\_\_\_

Time & Date Received \_\_\_\_\_

Application # \_\_\_\_\_

***Please note:*** Applications received after 3 PM will be processed the next business day.

**APPLICABILITY.** This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to [www.townofjackson.com/204/Pre-Application](http://www.townofjackson.com/204/Pre-Application)

**PROJECT.**

Name/Description: Center for the Arts

Physical Address: 265 South Cache Street, Jackson, WY 83001

Lot, Subdivision: PT. NE1/4NE1/4 SEC. 33, TWP. 41, RNG. 116 PIDN: 22-41-16-33-1-00-023

**PROPERTY OWNER.**

Name: Town of Jackson / Teton County Phone: (307) 733-0440

Mailing Address: P.O. Box 1687 Jackson, WY 83001 ZIP: 83001

E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name, Agency: Central Wyoming College Phone: (307) 733 - 7425

Mailing Address: P.O. Box 4795 Jackson, WY 83001 ZIP: 83001

E-mail: amadera@cwc.edu

**DESIGNATED PRIMARY CONTACT.**

Property Owner  Applicant/Agent

**ENVIRONMENTAL PROFESSIONAL.** For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

Name, Agency: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**TYPES OF PRE-APPLICATION NEEDED.** Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

Physical Development Permit  
 Use Permit  
 Development Option or Subdivision Permit  
 Interpretations of the LDRs  
 Amendments to the LDRs  
 Relief from the LDRs  
 Environmental Analysis

**This pre-application conference is:**  
 Required  
 Optional  
 For an Environmental Analysis  
 For grading

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (via email to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)) of the submittal packet.

Have you attached the following?

**Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://www.townofjackson.com/204/Pre-Application.com) 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>.

**Narrative Project Description.** Please attach a short narrative description of the project that addresses:

- Existing property conditions (buildings, uses, natural resources, etc)
- Character and magnitude of proposed physical development or use
- Intended development options or subdivision proposal (if applicable)
- Proposed amendments to the LDRs (if applicable)

**Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:

- Property boundaries
- Existing and proposed physical development and the location of any uses not requiring physical development
- Proposed parcel or lot lines (if applicable)
- Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

**Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.

**Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

Under penalty of perjury, I hereby certify that I have read this application 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.

*Amy Madera*

Signature of Owner or Authorized Applicant/Agent

Amy Madera

Name Printed

9/2/2021

Date

Culinary Director

Title



## HEALTH DEPARTMENT

Environmental Health Division  
Public Health Division

Attn: Amy Madera

Dear Amy,

Following are comments and suggestions based off missing or incomplete information during the review of plans submitted to this office for CWC's Cooking with Community Kitchen Mobile Food Unit (MFU):

1. Handsinks less than 12 inches from food preparation surfaces or service areas shall have barrier shields to prevent cross-contamination of these surfaces or foods.
2. Three compartment sink must be indirectly drained and large enough to contain largest piece of equipment. More information needed.
3. Food equipment (i.e., ice machines, soda drains, dipper wells) shall be indirectly drained. More information needed.
4. All cold-holding units must be capable of 41 degrees F or lower.
5. Grease hood provided shall extend at least 6 inches beyond equipment. Not specified on plans.
6. Floor drains are recommended but not required.
7. The floor and wall junctures are to be coved and sealed. Coving is not described on plans.
8. All food, equipment, utensils, and single-service items shall be properly stored at least six (6) inches off the floor, protected from contamination, and provided with effective overhead protection. More information needed.
9. A mobile establishment's water inlet shall be three-fourths (3/4) inch in diameter or less and provided with a hose connection of a size or type that will prevent its use for any other service. Inlet size and hose type not specified on plans. Water inlet hose shall be food-grade.
10. Water tank must be food-grade. Not specified on plans.
11. A water tank and its inlet and outlet shall be sloped to drain. The water tank inlet shall be positioned so that it is protected from contaminants such as wasted discharge, road dust, oil and grease. Not specified on plans.
12. A direct connection may not exist between the sewage system and a drain originating from equipment in which food or utensils are placed. The three-compartment sink must be indirectly drained. Clarification needed.
13. A sewage holding tank in a mobile establishment shall be sloped to a drain that is one (1) inch in inner diameter or greater and that is equipped with a shut – off valve. Not specified on plans.
14. Final disposal facilities for garbage, grease, and other waste materials must be identified and approved by the regulatory authority (Teton County Health Department).

This review was written as requested by CWC's Cooking with Community Kitchen Trailor and is not an official document.

Sincerely,

Cassie Williams



# **Town of Jackson Planning and Building Department**

**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 Teton County is the owner in fee of the premises located at:

**Name of property owner as listed on deed**

Address of Premises: 265 S Cache Street Jackson, WY 83001

Legal Description: PT. NE1/4NE1/4 SEC. 33, TWP. 41, RNG. 416 - Center for the Arts

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Amy Madera, Central Wyoming College

Mailing address of Applicant/agent: PO Box 4795 Jackson, WY 83001

Email address of Applicant/agent: amadera@cwc.edu

Phone Number of Applicant/agent: 307-733-7425

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 in this(these) application(s) at the premises listed above:

Development/Subdivision Plat Permit Application       Building Permit Application

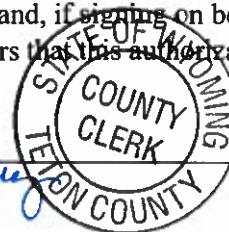
Public Right of Way Permit  Grading and Erosion Control Permit

Demolition Permit       Other (describe)      CUP Approval for Mobile Educational Kitchen

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.

Luther Pro  
Property Owner Signature

Attest by: Manoj Murphy



Vice-Chairman, Teton County Board of County Commissioners

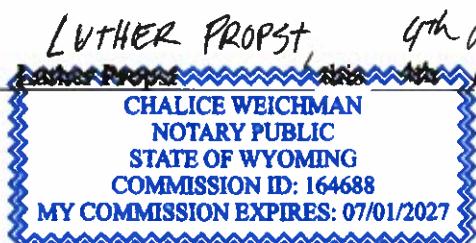
title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming )  
 ) SS.

COUNTY OF Teton )

The foregoing instrument was acknowledged before me by  
October, 2021.

WITNESS my hand and official seal.



Notary Public

My commission expires: 7-1-2027



# **Town of Jackson Planning and Building Department**

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Mailing address of Applicant/agent: PO Box 4795, Jackson, WY 83001

Email address of Applicant/agent: amadera@cwc.edu

Phone Number of Applicant/agent: 307-733-7425

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Public Right of Way Permit     Grading and Erosion Control Permit

Demolition Permit     Other (describe) CUP Approval for Mobile Educational Kitchen

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.

Harry and as

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

STATE OF Wyoming )  
COUNTY OF Teton )  
 ) SS.  
 )

The foregoing instrument was acknowledged before me by Larry Pardue this 7<sup>th</sup> day of September, 2021.

WITNESS my hand and official seal.

William M. Muller  
Notary Public

My commission expires.





## Town of Jackson Planning and Building Department

### 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 Center for the Arts \_\_\_\_\_ is the owner in fee of the premises located at:

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Address of Premises: 265 South Cache Street, Jackson, WY 83001

Legal Description: PT. NE1/4NE1/4 SEC. 33, TWP. 41, RNG. 116 -- Center for the Arts

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Public Right of Way Permit     Grading and Erosion Control Permit

Demolition Permit       Other (describe) CUP Approval for Mobile Educational Kitchen

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

A handwritten signature in black ink that reads "Executive Director".

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.

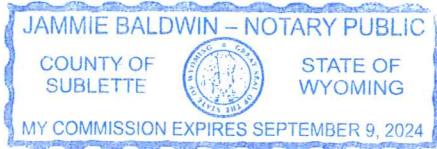
COUNTY OF Teton      )

The foregoing instrument was acknowledged before me by Michael Camino this 29 day of September, 2021.

WITNESS my hand and official seal.

A handwritten signature in black ink that reads "Jammie Baldwin".

Notary Public



My commission expires: 9/9/24

