



# 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
- Joint Housing Dept

**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: May 4, 2022	REQUESTS:
Item #: P22-083	
Planner: Tyler Valentine	The applicant is submitting a request for a Basic Use Permit to add Commissary Kitchen use during SUDA's afterhours for the property located at 140 N Cache St. Unit B (SUDA), legally known as LOT 1 BLK. 1, SMITH ADDITION, (RAINBOW BLDG.) PIDN: 22-41-16-27-3-12-007
Phone: 733-0440 ext. 1305	For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a>	
<b>Owner</b> Hereford Capital Co., LLC PO Box 2812 Jackson, WY 83001	
<b>Applicant</b> Teton Lunch Counter, LLC PO Box 4684 Jackson, WY 83001	
<b>Please respond by:</b> May 18, 2022 (Sufficiency) May 25, 2022 (with Comments)	

**Owner**

Hereford Capital Co., LLC  
PO Box 2812  
Jackson, WY 83001

**Applicant**

Teton Lunch Counter, LLC  
PO Box 4684  
Jackson, WY 83001

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



PO Box 4684 Jackson, Wyoming 83001

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TO: Town of Jackson, Planning Permit Application, PO Box 1687, Jackson WY 83001

FROM: Victoria Parker, Owner of Teton Lunch Counter, LLC

DATE: April 13, 2022

RE: Zero Parking for Lunch Counter

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To Whom it May Concern,

Lunch Counter, LLC, is a small retail/catering business, that will operate out of 140 N Cache Street Unit B (SUDA). SUDA's kitchen will serve as a Commissary Kitchen for Lunch Counter. Our hours of operation are 6:00am-10:00am and occasionally in the evenings during SUDA's afterhours. We will provide packaged cold sandwiches and salads to 3 clients (about 50 meals per day) to the Tourism/Guide/Outfitting industry. Lunch Counter is a zero-waste initiative with a limited menu to ensure local products & ingredients and minimum waste. Most of our food/product purchases are picked up by our staff with the exception of deliveries that fall on the same day as SUDA; i.e. when Vertical Harvest delivers to SUDA on Tuesday's, they will also deliver for Lunch Counter. Our sandwiches are hand delivered to our *three* clients and we require zero parking. We have 2 employees, including myself (the owner). Lunch Counter passed inspection for our food license on 4/11/2022 by Teton County Environmental Health.

Thank you,  
  
Victoria Parker

[Tori@tetonlunchcounter.com](mailto:Tori@tetonlunchcounter.com)

970-306-5930



## 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: Teton Lunch Center, LLC Commissary Kitchen  
Physical Address: 190 N CACHE STREET UNIT B (SLIDA)  
Lot, Subdivision: LOT 1, BLOCK 1 Plat NO 105 PIDN: 22-41-16-27-3-12-007

#### PROPERTY OWNER.

Name: Herford Capital Co., LLC Phone: 307-730-9155  
Mailing Address: PO Box 2812, Jackson WY ZIP: 83001  
E-mail: Kelly.Lockhart@me.com

#### APPLICANT/AGENT.

Name: Teton Lunch Center, LLC Phone: 970-306-5930  
Mailing Address: PO Box 4684 Jackson WY ZIP: 83001  
E-mail: tori@tetonlunchcenter.com

#### 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](http://www.townofjackson.com/200/Planning)

Use Permit	Physical Development	Interpretations
<input checked="" type="checkbox"/> Basic Use	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Formal Interpretation
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	<b>Amendments to the LDRs</b>
Relief from the LDRs	Subdivision/Development Option	<input type="checkbox"/> LDR Text Amendment
<input type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	<b>Miscellaneous</b>
<input type="checkbox"/> Beneficial Use Determination	<input type="checkbox"/> Boundary Adjustment (no plat)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Appeal of an Admin. Decision	<input type="checkbox"/> Development Option Plan	<input type="checkbox"/> 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?

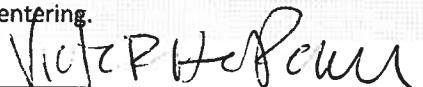
**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

**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

**Victoria Parker**

Name Printed

9/11/2022

Date

**Owner of Teton Ranch**

Title

**Victoria Parker**

LIMITED LETTER OF AUTHORIZATION BY OWNER

OWNER:

Name: Hereford Capital Co., LLC

Property Description and PIDN:

140 North Cache Street, Suite B

Lot 1, Block 1, W.W. Smith Addition to the Town of Jackson, according to Plat No 105 recorded on August 26, 1912; PIDN 22-41-16-27-3-12-007 (the "Property")

Mailing Address: P.O. Box 2812, Jackson, Wyoming 83001

Phone: 307-730-9155

Email: [kellylockhart@me.com](mailto:kellylockhart@me.com)

AGENT:

Name: Teton Lunch Counter, LLC

Att: Victoria Parker

Mailing Address: P.O. Box 4684, Jackson, WY 83001

Phone 307-264-0926

Email: [tori@tetonlunchcounter.com](mailto:tori@tetonlunchcounter.com)

Owner hereby authorizes Agent to apply for a business license to the Town of Jackson for Suite B in the above referenced Property.

Agent must receive additional written authorization from Owners prior to the pursuit of any additional applications or permits.

Under penalty of perjury, the undersigned swears that the foregoing is true and correct and that its authorization is given to the full extent required, with the necessary and appropriate approval, which authorizes the undersigned to act on behalf of such entity.

Corporate Owner

Hereford Capital Co., LLC

Kelly Lockhart  
By: Kelly Lockhart, Manager

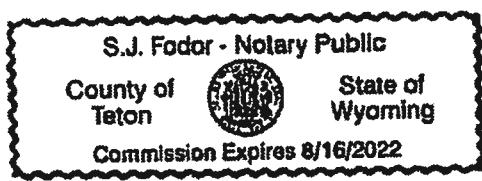
State of Wyoming      )  
                            )ss

County of Teton      )

On this 11<sup>th</sup> day of April, 2022, before me, the undersigned Notary Public, personally appeared Kelly Lockhart for Hereford Capital Co., LLC, a Wyoming limited liability company, and known to me, or proven by satisfactory evidence, to be the Manager of the company that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of the company, by authority of Statute, its articles of organization or its operating agreement, for the uses and purposes therein mentioned, and on oath stated that such person is authorized to execute said instrument on behalf of the limited liability company.

(SEAL)

S.J. Fodor  
Page 1 of 1





STATE OF WYOMING  
Teton County Environmental Health  
P.O. Box 937, 460 E. Pearl  
Jackson, Wyoming 83001  
Ph. (307) 732-8490 Fax. No. (307) 732-8491

## COMMISSARY AGREEMENT

Teton County Environmental Health

Type of Food Operation:  Food Processor  Temporary Food  Mobile Unit/Push Cart  
 Other, explain: Seasonal Lunch prepare/provider

Owner Name: Victoria PARKER

Business Name: Teton Lunch Counter, LLC

Phone Number: 970-306-5930 Email: tori@tetonlunchcounter.com

Establishment License No: 2021-001046726

Operator Signature: Victoria Parker Date: 3/28/2022

**To be completed by the Commissary Owner/License Holder (Please complete all that applies)**

This establishment will be providing a facility location for the above business/operator to perform food service related activities on  daily,  weekly,  monthly, or  as needed basis

Days/Hours of Operation: Sun: 9am to 10am Mon: 9am to 10am Tues: 9am to 10am  
Wed: 9am to 10am Thurs: 9am to 10am Fri: 9am to 10am Sat: 9am to 10am

**Physical facilities to be provided include:**

Potable water  Waste water disposal  Food storage  Food preparation/service  
 Warehouse facilities  Ware washing equipment  Food equipment storage  Chemical storage  
 Other, explain \_\_\_\_\_

Commissary Name: SUDA Izakaya

Commissary Owner: Scarf fish LLC

Address: 140 N. Cache St. City/ State: Jackson WY Zip: 83001

Phone No: 307-201-1616 Email: hr@sudajh.com

Establishment License No: 7440

Signature of Commissary Owner: Bj Park

Title: General Manager

Date of Agreement: 3/22/22



Town of Jackson  
150 E Pearl Avenue  
PO Box 1687, Jackson, WY 83001  
P: (307)733-3932 F: (307)739-0919  
[www.jacksonwy.gov](http://www.jacksonwy.gov)

Date: 4/19/2022

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 : Hereford Capital Co., LLC

Being duly sworn, deposes and says that Kelly Lockhart is the owner in fee of the premises located at:

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

Address of Premises: 140 North Cache Street, Suite B, Jackson, Wyoming 83001

Legal Description: Lot 1, Block 1, W.W. Smith Addition to the Town of Jackson, according to Plat No. 105 recorded on August 26, 1912

Please attach additional sheet for additional addresses and legal descriptions.

And, that the person named as follows: Name of Applicant/agent: Teton Lunch Counter, LLC . Victoria Parker

Mailing address of Applicant/agent: P.O. Box 4684, Jackson, Wyoming 83001

Email address of Applicant/agent: tori@tetonlunchcounter.com

Phone Number of Applicant/agent: 307-264-0926

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       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.

Kelly Lockssage

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 Leton

The foregoing instrument was acknowledged before me by Kelly Lockhart Manager this 1<sup>st</sup> day of May, 2022. WITNESS my hand and official seal.

Notary Public

My commission expires:

1/19/2025

