



# 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 12, 2023	REQUESTS:  The applicant is submitting a request for a Basic Use Permit for a seasonal farm stand for the property located at 280 S Jackson St, , legally known as LOT 7-8, BLK. 6, WORT-2 PIDN: 22-41-16-33-1-11-005  For questions, please call Katelyn Page at 733-0440, x1302 or send an email to the address shown below. Thank you.
Item #: P23-089	
Planner: Katelyn Page	
Phone: 733-0440 ext. 1302	
Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a>	

**Owner**

LIVIMAC 1, LLLP  
PO Box 3317  
Jackson, WY 83001

**Applicant**

Scott Steen  
PO Box 7290  
Jackson, WY 83002

<b>Please respond by:</b> <b>May 26, 2023 (Sufficiency)</b> <b>June 2, 2023 (with Comments)</b>
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**RESPONSE:** For Departments not using SmartGov, please send responses via email to:  
[planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.townofjackson.com](http://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: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

**PROPERTY OWNER.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

**APPLICANT/AGENT.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

**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**

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?

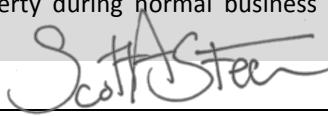
**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

**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

Date

Name Printed

Title



Town of Jackson  
Planning & Building Department  
c/o Katelyn Page  
150 E Pearl Ave.  
P.O. Box 1687  
Jackson, WY 83001

Dear TOJ Planning & Building Department,

Slow Food in the Tetons is applying for a Basic Use Permit in order to move our farm stand program to a new location, 280 S. Jackson St. This would involve moving two small, seasonal structures (see attached map) that are required to run this operation. We plan to operate the farm stand during the growing season from June 22nd to September 29<sup>th</sup> to sell fresh, seasonal and local produce. Our hours are Thursdays and Fridays from 11am - 6pm.

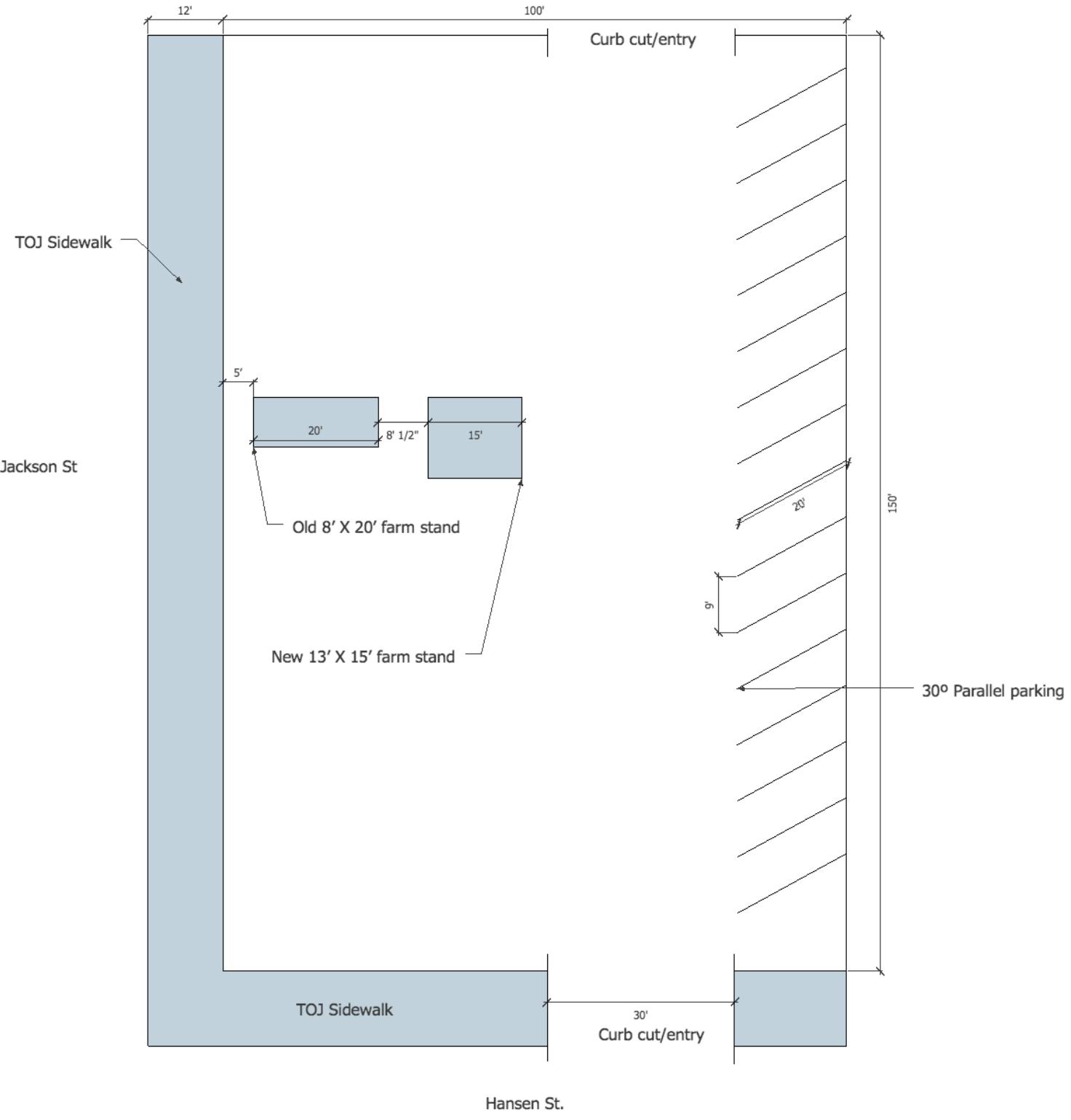
Thank you for your Consideration.

Sincerely,

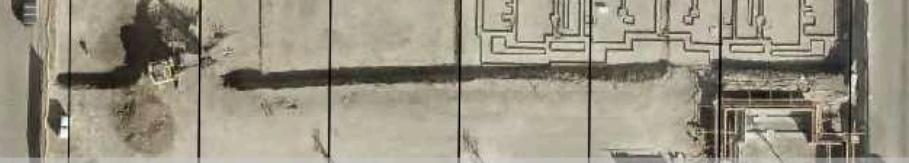
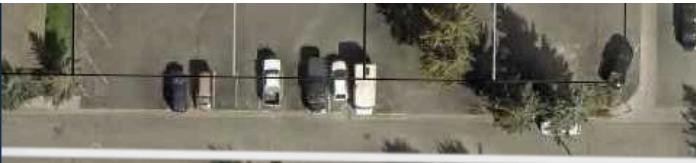
Scott Steen  
Executive Director  
Slow Food in the Teton  
[tetonslowfood@gmail.com](mailto:tetonslowfood@gmail.com)  
406 579 7852

*Slow Food in the Tetons works to grow our local and regional sustainable food economy by supporting producers, educating consumers and connecting them together in the spirit of good, clean and fair food.*

280 S. Jackson street







50 ft  
Lon: -110° 45' 59.0" Lat: 43° 28' 38.0"  
Lon: -110.76639° Lat: 43.47723°

NAD83 UTM Zone 12  
X: 518894 Y: 4813839

Scale 1 : 643 r: 0.56  
Greenwood Mapping, Inc.



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:

## 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: NOA STARYK Title: Principal officer

Address of Premises: 280 S. JACKSON, ST 83001

Legal Description: Lot 7-8, PARCEL 05-002200

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Slow Food in the Tetons

Mailing address of Applicant/agent: PO Box 7290 Jackson, WY 83002

Email address of Applicant/agent: [tetonslowfood@gmail.com](mailto:tetonslowfood@gmail.com)

Phone Number of Applicant/agent: 406 579 7852

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a  
residential property located at the address specified in the (b) application(s) and the property described in  
the (b) application(s).

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) \_\_\_\_\_      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.

Property Owner Signature

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

COUNTY OF TETON



The foregoing instrument was acknowledged before me by NOA STARZYK this 2 day of May, 2023. WITNESS my hand and official seal.

Kelli L Handrich  
Notary Public

2/16/2028  
My commission expires: