



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

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|--|---|
| Date: May 9, 2025 Item: P25-084 Planner: Katelyn Page Phone: 733.0440 ext. 1302 Email: kpage@jacksonwy.gov | REQUEST: The applicant is submitting a request for a Basic Use Permit for a Temporary Use (seasonal farm stand) for the property located at 280 S Jackson St, legally known as LOT 7-8, BLK. 6, WORT-2. |
| Owner: LIVIMAC I, LLLP PO Box 3317 Jackson, WY 83001 | PIDN: 22-41-16-33-1-11-005 |
| Applicant: Scott Steen Slow Food in the Tetons PO Box 7290 Jackson, WY 83002 | For questions, please call Katelyn Page at 733-0440, x 1302 or email to the address shown below. Thank you. |
| Please respond by: May 23, 2025 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: _____
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/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 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

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 two small, seasonal structures and a tent (see attached map) that are required to run this operation. We plan to operate the farm stand during the growing season from June 1 to October 31st, 2025 to sell fresh, seasonal and local produce. Our hours are Fridays from 11am - 6pm.

Thank you for your consideration.

Sincerely,

Scott Steen
Executive Director
Slow Food in the Tetons
tetonslowfood@gmail.com
406 579 7852

12'

280 S. JACKSON STREET

100'

X electrical 1

X electrical 2

X electrical 3

X electrical 4

13' X 15' farm stand

20'
9'

150'

JACKSON ST

TOS Side-Walk

5'

8'

20'

8' X 20' farm stand

X electrical 5

300°
Parallel Parking

46' X 46'

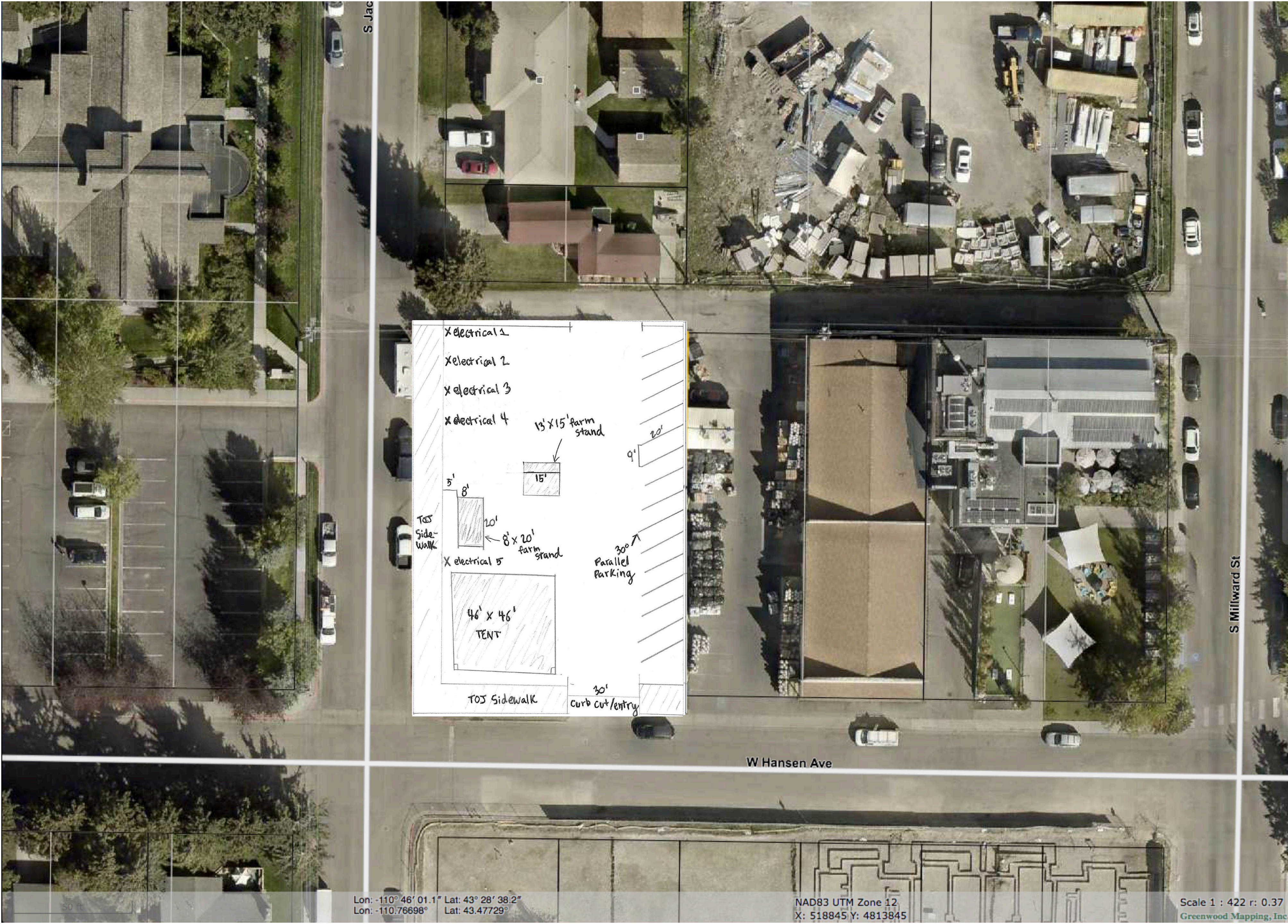
TENT

TOS Sidewalk

30'

curb cut/entry

Hansen St.



Aerial Photography Date: Sept 24 - Oct 10, 2022

1 Parcel(s) [Zoom to parcel\(s\)](#)

- Parcel: 22-41-16-33-1-11-005
- Clerks records
- Account: R0005315 Property Detail
- Tax Information for 03-002200
- Map Number: 00129
- Lot: 7
- Owner: LIVIMAC I, LLLP
- MailAddr: PO BOX 3317
- MailAddr: JACKSON, WY 83001-3317
- StAddr: 280 S JACKSON STREET
- Deed: 0834237
- Location: LOT 7-8, BLK. 6, WORT-2
- TaxClass: Com Vacant Land
- Acreage: 0.34

Lat / Lon N: 43.47680°, W: 110.76618°
NAD83 UTM Zone 12 X: 518910,
Y: 4813792
Wyoming West NAD83 USft
N: 1413543, E: 2443419



S Jackson St

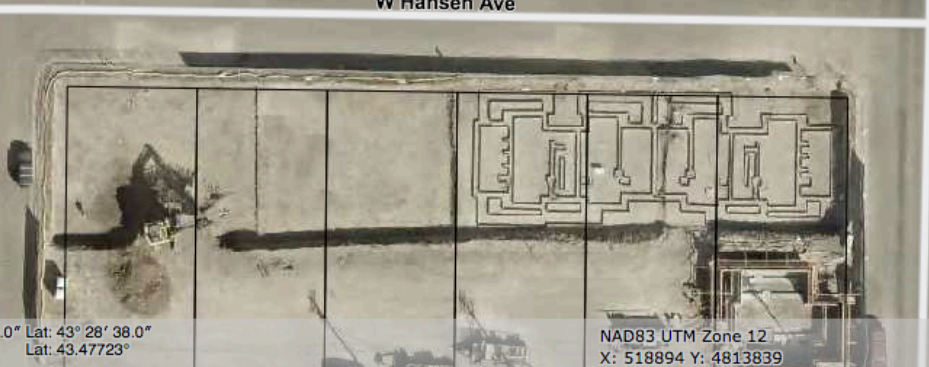


Lon: -110° 45' 59.0" Lat: 43° 28' 38.0"
Lon: -110.76639° Lat: 43.47723°



W Simpson Ave

W Hansen Ave



NAD83 UTM Zone 12
X: 518894 Y: 4813839



S Millward St



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

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

Being duly sworn, deposes and says that Livinae I, LLP is the owner in fee of the premises located at: _____
Name of legal property owner as listed on deed

Address of Premises: 280 S Jackson street

Legal Description: Lot 7-8, PARCEL 03-002200

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

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 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 ☐ 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.

[Signature]
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 NOA STARYK this 28 day of APRIL, 2025. WITNESS my hand and official seal.

[Signature]
Notary Public

My commission expires: 2/16/2028