



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 1, 2025	REQUESTS: In conjunction with building permit B25-0210, the applicant is submitting a request for a Basic Use Permit for retail use at the property located at 870 South Highway 89 (Suite 1) legally known as PT. LOT 7 LOT 7A, THREE TREES ADDITION. PIDN: 22-41-16-32-4-13-008 For questions, please call Katelyn Page at 307-734-3493 or email to the address shown below. Thank you.
Item #: P25-189	
Planner: Katelyn Page Phone: 307-734-3493 Email: kpage@jacksonwy.gov	
Owner: 890 Buildings, LLC PO Box 7400 Jackson, WY 83001 Applicant: Leo Naegele Untitled Architecture PO Box 14916 Jackson, WY 83001	
Please respond by: October 22, 2025 (with Comments)	

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: _____
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
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 AUTHORIZED REPRESENTATIVE

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 : Nicolle Moyer, VP Senior Trust & Wealth Advisor, Bank of Jackson Hole Trust, Manager to 800 Land LLC

Being duly sworn, deposes and says that 800 Land LLC is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 870 US Highway 89, Jackson, WY 83001

Legal Description: PT. Lot 7 Lot 7a, Three Trees Addition

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/Authorized Representative: Untitled Architecture, Brent Sikora

Mailing address of Applicant/Authorized Representative: PO Box 7687, Jackson, WY 83002

Email address of Applicant/Authorized Representative: brent@untitled-architecture.com

Phone Number of Applicant/Authorized Representative: 307-264-1504

Is authorized to act as property owner's representative 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 ☐ Other (describe) _____

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

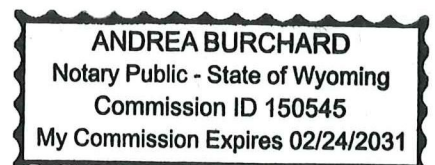
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming)
) SS.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Nicolle Moyer this 23rd day of September, 2025. WITNESS my hand and official seal.

Andrea Burchard
Notary Public

My commission expires:
2-24-31





Untitled Architecture
P.O. Box 14916
115 East Pearl Avenue, Suite 100
Jackson, WY 83001

Date: September 30, 2025
To: Town Of Jackson
Subject: BUP Narrative for Tzompas Ice Cream Parlor
870 US HWY 89, Permit B25-0210

To Whom It May Concern,

Please consider this our narrative as a part of the Basic Use Permit for the new Tzompas Ice Cream Parlor located at 870 US HWY 89 (permit #B25-0210). The proposed alteration is to convert Suite I of Lot 7A of the Three Trees Addition from a gym (developed recreation, 6.1.7.D) to an ice cream shop (retail, 6.1.6.C).

Our clients are exempt from housing mitigation fees per 6.3.2.C.7. Regarding parking requirements, the former tenant was a gym (developed recreation 6.1.7.D), requiring a minimum of 3.37 parking/1,000 sq ft. and the new tenant is an ice cream shop (retail, 6.1.6.C), requiring a minimum of 2.47 parking spaces/1,000 sq ft. As the square footage is not changing (1,467 sq ft), the total number of minimum required parking will be less as an ice cream parlor (3.62) than the gym (4.94).

I will drop off a check for the \$678.00 fee at the Town office in person.

Thank you,

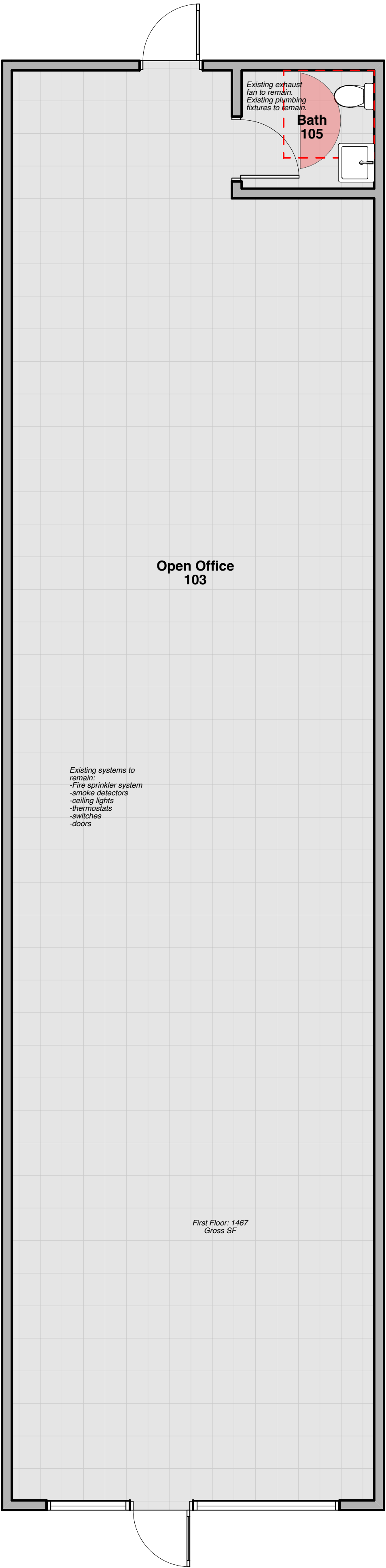
Leo Naegele
Partner

Untitled Architecture
307.264.1504
www.untitled-architecture.com

General Plan Notes	
1. Drawings are not to be scaled, either digitally or in print. Missing or unclear dimensions shall be confirmed with the architect for design intent.	7. If a fire suppression system is required, this is outside of the Architect's scope and is delegated design. General Contractor and Fire Suppression Designer are to coordinate with all Architectural, Structural, Lighting, and MEP Drawings. Final locations of sprinkler heads are to be reviewed by the Architect prior to installation.
2. Large scale drawings take precedence over smaller scale drawings.	8. Refer to Mechanical Drawings for Radon pipe requirements. Routing of the pipe is to be coordinated by the General Contractor.
3. General Contractor to verify all dimensions in the field with either existing or as-built conditions.	9. See the A5 drawing series for dimensions and locations of millwork, plumbing fixtures, appliances, and interior finishes. Any discrepancies between the A2 and A5 drawing series shall be confirmed with the Architect.
4. All dimensions are from gridline to centerline of structural columns, to centerline of windows and doors, or to face of stud walls. Windows and door are further defined in the A9 drawing series. General Contractor to determine Rough Opening Sizes and confirm with the Architect and Window Manufacturer. Doors that do not have dimensions are to be centered in their opening or room.	10. See A7.1. During construction, the crawlspace is to be mechanically vented by the General Contractor until the specified Crawlspace Mechanical Ventilation system is installed and in operation.
5. All interior partitions are represented as 2 x 6 DFL studs unless noted otherwise.	11. Furniture in drawings is for reference only and not in the Architect's scope of work.
6. All light fixtures, mechanical openings, ducting, and plumbing lines are to be coordinated with ceiling, floor and roof framing by the General Contractor.	12. All gutters and downspouts are to be heat traced, U.N.O.

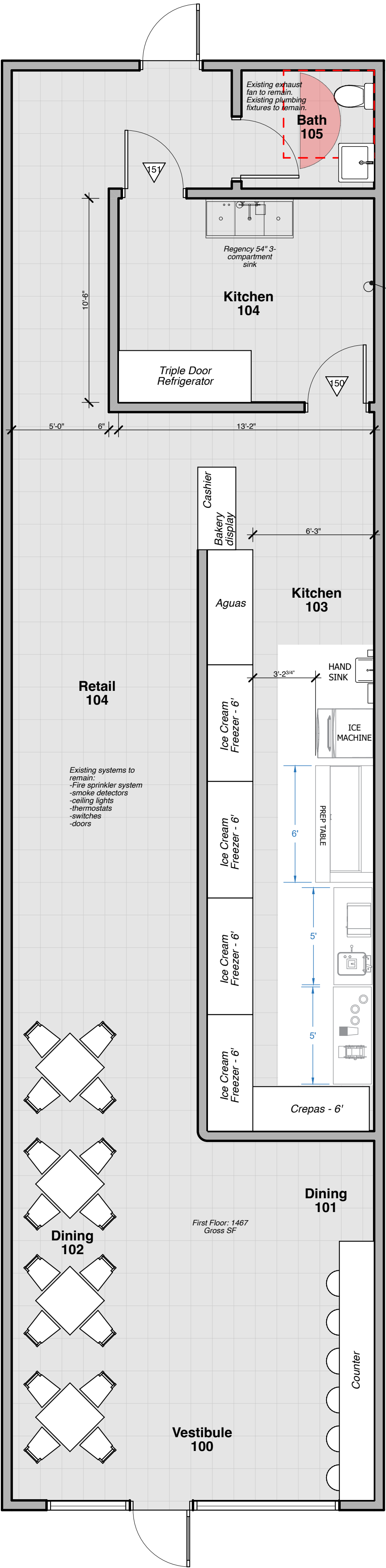
Interior Door Schedule									
ID	Type	Location	Room#	Width	Height	Head	Jamb	Sill	Notes
150	Door	Kitchen	104	3'-0"	7'-0"				
151	Door	Kitchen	104	3'-0"	7'-0"				

Equipment	Amps	Hertz	Phase	Voltage	Watts	Location	QTY	Ref
Ice cream Freezer	3.9	60	1	115		Serving Counter	4	https://www.webstaurantstore.com/master-bil-mst-71an-71-flat-top-display-freezer/560MSF71AN.html
Counter top Bakery Display	2.7	60	1	110		Serving Counter	1	https://www.webstaurantstore.com/avanto-bcc-28-hc-28-curved-glass-black-refrigerated-countertop-bakery-display-case/360BCC28HC.html
Point of sale		Standard outlet				Serving Counter	1	
Creme Maker	15	60	1	120	1800	Serving Counter	1	https://www.webstaurantstore.com/waring-wec160-16-electric-crepe-maker-150v/829WSC160.html
Bottle warmer		60	1	120	800	Serving Counter	1	https://www.webstaurantstore.com/carnival-king-quad-32-oz-sauce-topping-bottle-warmer-with-4-squeeze-bottles-800w-120v/382SBW4B.html
Agua's Frezcas Refrigerator						Serving Counter	1	
Refrigerated Sandwich prep table	4.9	60	1	115	490	Prep Area	2	https://www.webstaurantstore.com/avanto-apt-48-hc-47-2-door-refrigerated-sandwich-prep-table/178APT48HC.html
Milk Shake Blender	2.2	60	1	120	750	Prep Area	1	https://www.webstaurantstore.com/waring-wdm240x-double-spindle-three-speed-drink-mixer-with-timer-120v/929WDM240TX.html
Nacho Cheese Machine					225	Prep Area	1	https://www.webstaurantstore.com/paragon-2030-ay-caramba-peristaltic-cheese-sauce-dispenser-120v-225w/3802036.html
Chocolate warmer	4.6	60	1	120	550	Prep Area	1	https://www.webstaurantstore.com/carnival-king-nwl35-3-5-q-warmer-with-bain-marie-pot-lid-and-ladle/382RWLL35.html
Food warmer					1500	Prep Area	1	https://www.webstaurantstore.com/avanto-w43-12-x-27-4-3-size-electric-countertop-food-warmer-120v-1500w/177W43.html
Glass Merchandiser	6.2	60	1	115	516	Prep Area	1	https://www.webstaurantstore.com/avanto-as-2n-g-hc-54-glass-door-reach-in-refrigerator/178SS2RGHC.html?utm_source=google&utm_medium=cpc&utm_campaign=avanto-as-2n-g-hc-54-glass-door-reach-in-refrigerator
Under Counter Refrigerator	2.6	60	1	115	285	Prep Area	2	https://www.webstaurantstore.com/avanto-as-uc-60-hc-60-undercounter-refrigerator/178SSUC60RHC.html
Triple Door refrigerator	7.2	60	1	115	720	Kitchen	1	https://www.webstaurantstore.com/avanto-ts-3r-hc-81-solid-door-reach-in-refrigerator/178SS3RHC.html



02 Existing Main Floor Level

SCALE: 1/4" = 1'-0"



01 Proposed Main Floor Level

SCALE: 1/4" = 1'-0"

K rated fire extinguisher installed and maintained in accordance with NFPA 10, IFC 906.1 and USC 17.4.

Untitled Architecture

LICENSED ARCHITECT
BRENT SIKORA
B-0300
STATE OF WYOMING

Tzompas Ice Cream

870 US-89, Jackson, WY 83001

Issue/Revision Date
09.26.25

Permit Set

Main Level Plan

A2.1