



# 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

<p>Date: December 22, 2021</p> <p>Item #: P21-337</p> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: <a href="mailto:tvalentine@jacksonwy.gov">tvalentine@jacksonwy.gov</a></p> <p><b>Owner</b> Kampai RE Holdings LLC PO Box 12136 Jackson, WY 83002</p> <p><b>Applicant</b> Workshop Collaborative, LLC Steve Kaness 755 S. Hi Country Dr. Jackson, WY 83001</p>	<p>REQUESTS:</p> <p>The applicant is submitting a request for a Basic Use Permit to add a rooftop deck to the property located at 175 Center St., legally known as PT LOT 8, PT LOT 9, BLK. 1, SMITH PIDN: 22-41-16-27-3-12-003</p> <p>For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.</p>
<p><b>Please respond by: January 5, 2022 (Sufficiency)</b> <b>January 12, 2022 (with Comments)</b></p>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[alangley@jacksonwy.gov](mailto:alangley@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/200/Planning](http://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](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 [www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF](http://www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-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

# LETTER OF AUTHORIZATION

Kampai RE Holdings LLC

, "Owner" whose address is: 175 Center Street

PO Box 12136 Jackson, WY

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Dmitry Balyasny

, as the owner of property

more specifically legally described as: 175 Center Street, Jackson, Wyoming; PT LOT8, BLK. 1, SMITH;

PID#: 22-41-16-27-3-12-003

(If too lengthy, attach description)

HEREBY AUTHORIZES Workshop Collaborative LLC (Steve Kaness)

as

agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

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.

OWNER:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Authorized Signatory

(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 Natalie Cross this 18<sup>th</sup> day of February, 2021.

WITNESS my hand and official seal.

(Notary Public)

My commission expires: 11/23/22

(Seal)





**KAMPAI RE HOLDINGS LLC  
CERTIFICATE OF AUTHORITY**

I, Dmitry Balyasny, being the Managing Member of Kampai RE Holdings LLC ("Kampai"), a limited liability company duly organized and validly existing under the laws of Delaware, and having its place of business at 4020 W. Lake Creek Drive, 1<sup>st</sup> Floor, Wilson, WY 83014 ("Balyasny"), in the name and on behalf of Kampai, hereby:

(a) represent, and warrant that I am a duly authorized representative of Kampai and am authorized to execute this Certificate on behalf of Kampai;

(b) certify that below is a true, complete and correct copy of the written consent (the "Consent") duly adopted by me, as of November 19, 2020, which Consent has not been amended, modified, revoked or rescinded since its adoption to and including the date hereof;

**RESOLVED**, that, the persons listed below be, and hereby are, deemed to be authorized signatories of Kampai, each individually authorized to execute such agreements and documents as may be necessary to operate Kampai, including, but not limited to, documents related to the opening of bank accounts, utilities accounts and related operating accounts, as well as documents effecting the transfer of funds on behalf of Kampai. This current version supersedes all previous versions and prior lists:

Natalie Cross


(c) certify that the table below sets forth the authorized signatories of Kampai and their respective specimen signatures.

**AUTHORIZED PERSONS**

NAME	TITLE	SIGNATURE
Natalie Cross	Authorized Signatory	<u>Natalie Cross</u>

**IN WITNESS WHEREOF**, the undersigned has executed this Certificate of Authority on this 19th day of November, 2020.

KAMPAI RE HOLDINGS LLC

By:   
Name: Dmitry Balyasny  
Title: Managing Member





## KAMPAI - ROOF TOP DECK

**OWNER**

AUTHORIZED AGENT

ZONING DISTRICT	TS2-TOWN SQUARE-2
ZONING OVERLAY	ToJ - LODGING
BUILDING OCCUPANCY/USE	A-2, R-3, S-2
LOT AREA	4,356 SQ. FT - 0.10 AC.
TYPE	RESTAURANT
TYPE OF CONSTRUCTION	VB
FIRE SPRINKLER	YES
EXISTING NO. OF STORIES	2
PROPOSED NO. OF STORIES	3
ALLOWABLE BUILDING HEIGHT	42' - 0" FT.
	44'-2" USING THE 110% SLOPED SITE
ACTUAL BUILDING HEIGHT	41' - 10" FT.

**SITE DEVELOPMENT:**  
ALLOWABLE SITE DEVELOPMENT = 15,000 SQFT  
EXISTING SITE DEVELOPMENT = 3,599 SQFT  
PROPOSED SITE DEVELOPMENT = 0 SQFT (INCLUDES EXISTING)

**LANDSCAPE:**  
LANDSCAPE AREA MINIMUM = N/A  
PROPOSED LANDSCAPE AREA = N/A

PARKING REQmnt (RESTAURANT/BAR)		
1/110SF	DINING AREA (DINING)	508 SF (508/110 = 4.6 SPACES)
1/60 SF	BAR AREA (BEVERAGE)	71 SF (71/60 = 1.2 SPACES)

TOTAL REQ'D PARKING	5.8 SPACES (5.8 - 10.3 = 4.5)
TOTAL PARKING CREDIT EXCEEDING PROPOSED	<b>4.5 SPACES</b>

EXISTING MAIN FLOOR	3,027 SF
EXISTING SECOND FLOOR	2,444 SF
EXISTING BASEMENT	2,345 SF

NEW ENCLOSED ROOF TOP DECK	1,221 SF
NEW ENCLOSED EGRESS STAIRS	397 SF

TOTAL EXISTING/NEW BUILDING ON SITE	9,434 SF
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SECOND FLOOR BATHROOM REMODEL 305 SF

ENTRY	55 SF
SAKE BAR FRONT & BACK	200 SF
DINING AREA	508 SF
PREP KITCHEN	174 SF
DISH/ LINEN	134 SF
COORIDOR 3	40 SF
EGRESS STAIRS	397 SF

TOTAL NEW ENCLOSED ROOF TOP	1,508 SF
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NEW OPEN ROOF TOP DECK 813 SF



SHEET INDEX	
A000.3	COVER SHEET BUP - ROOF TOP DECK
ARCHITECTURAL	
A103	EXST'G SECOND FLOOR PLAN
A103.1	NEW SECOND FLOOR PLAN
A104	EXST'G ROOF PLAN
A104.1	NEW ROOF DECK PLAN
A104.2	NEW ROOF PLAN

<b>ARCHITECTS:</b> Workshop Collaborative, LLC 755 Hi Country Dr. Jackson Wyoming 83001 (307) 699-2205	<b>STRUCTURAL ENGINEER:</b> IMEG Corp. 108 West Babcock Street Bozeman, MT 59715 Office (406) 586-2739	<b>MECHANICAL ENGINEER:</b> Quantum Group Engineering, PC PO Box 1525 Driggs, ID 83422 Office (208) 354-1451	<b>ELECTRICAL ENGINEER:</b> Musgrove Engineering 645 West 25 <sup>th</sup> Street Idaho Falls ID, 83402 Office (208) 323-2862	<b>GENERAL CONTRACTOR</b> Serenity Development & Management, Inc. 1180 Gregory Lane Jackson, Wyoming 83001 Office: 307-734-8307
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The existing property will be used as a restaurant and apartment. The property contains one 2 story building with a Commercial Kitchen in Basement and First Floor. Second floor consists of 3 Bedroom apartment.

- The proposed development consists of following.
  - Add roof top deck consisting of 1,221 sf of enclosed Interior Deck and 813 sf of Exterior Deck.
    - Enclosed Interior Deck consist of Dining area, Sake Bar, Prep Kitchen, Wash Area and (2) Water Stations.
    - Exterior Deck consists of New Egress Stairs, Flower Beds and (2) Fire Pits.
  - Add New Elevator and Dumbwater in the southwest corner of building.
  - New framed in Egress Stairs in northwest corner of building.
  - Remodel Second Floor Guest Bedroom, Bath and Hall into New Wash Area, Toilets 1-3 and Linen Storage. 305 sf of remodel space.

TOTAL NEW/REMODELED BLDG SF	1,923 SF
HOUSING REQMNT (RESTAURANT/BAR)	
0.00059*SF	1.151
FEE-IN-LUE AMOUNT:	\$312,990.42

updated 1/8/21

Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates. These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. This worksheet is intended to assist in meeting the requirements for a project. However, an error in the worksheet does not amend the actual standard; if you find an error please notify the Planning Department. Fill in the highlighted cells, all the other cells will autopopulate.

**Step 1: Location** Town of Jackson

The applicable regulations vary by jurisdiction please identify the location of your project using the above dropdown options.

The required housing is based on the zoning and proposed use of the site. Step 2 is to enter the existing use and Step 3 is to enter the proposed use. Section 6.3 of the LDRs establishes the applicability of the affordable workforce housing standards and Section 6.3.3 establishes the specifics on calculation of the requirement. Enter each use in its own row, and add rows if needed. If a building has multiple units with the same use, describe each unit in its own row. For example, if a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit, put each unit in its own row do not put in 4,000 sf of attached single-family.) If a unit type (e.g. apartment floor plan, or commercial tenant space) is replicated exactly multiple times, you may use the "Use Quantity" column to add multiple rows.

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of existence.

[illegible]

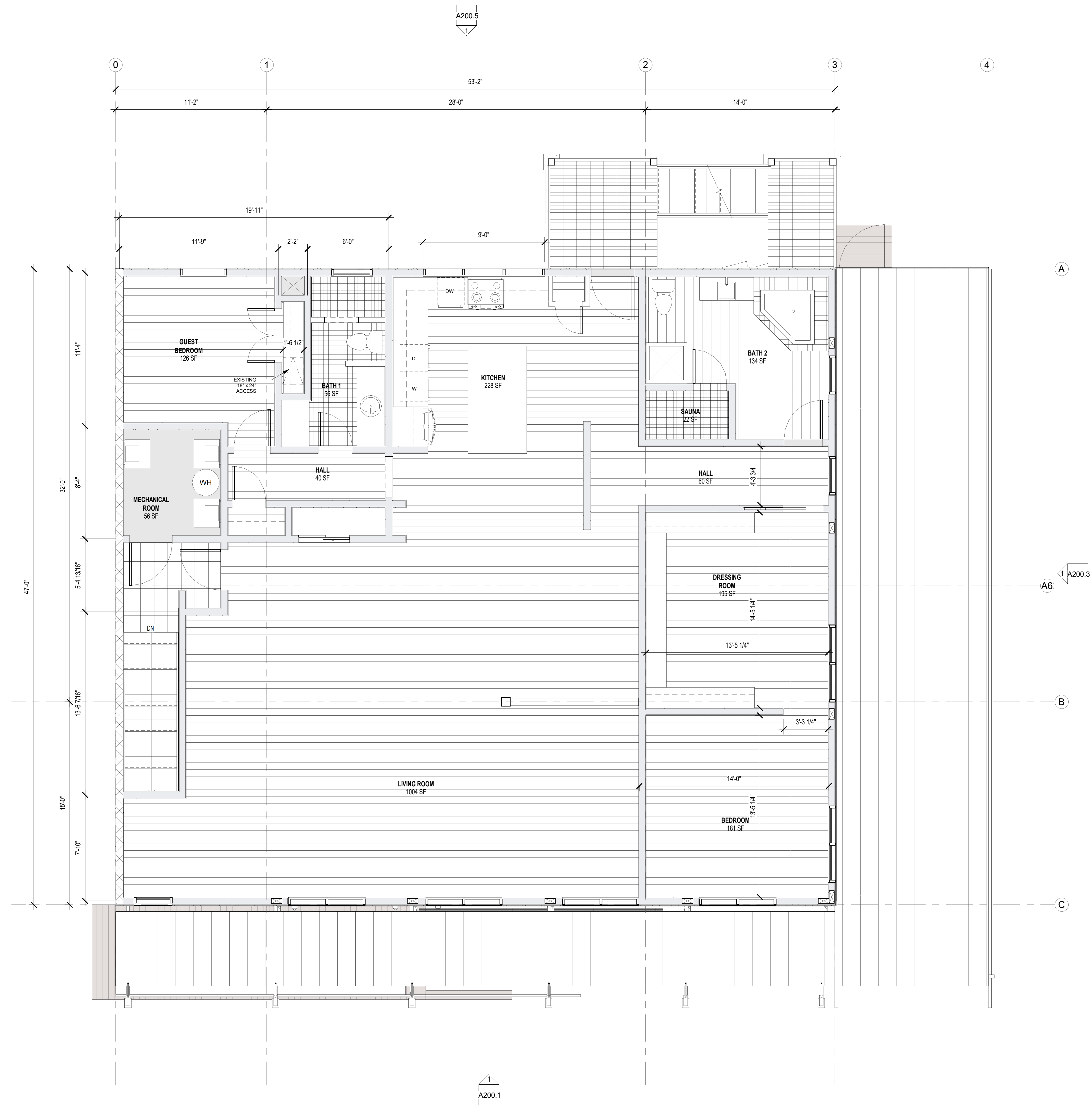
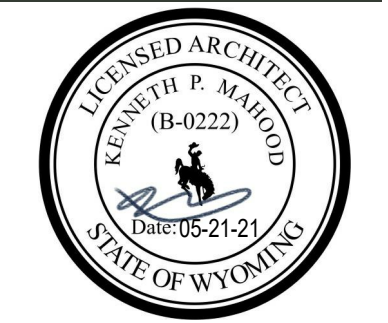
Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Restaurant/Bar	0.000599*sf		1923	1	1.151

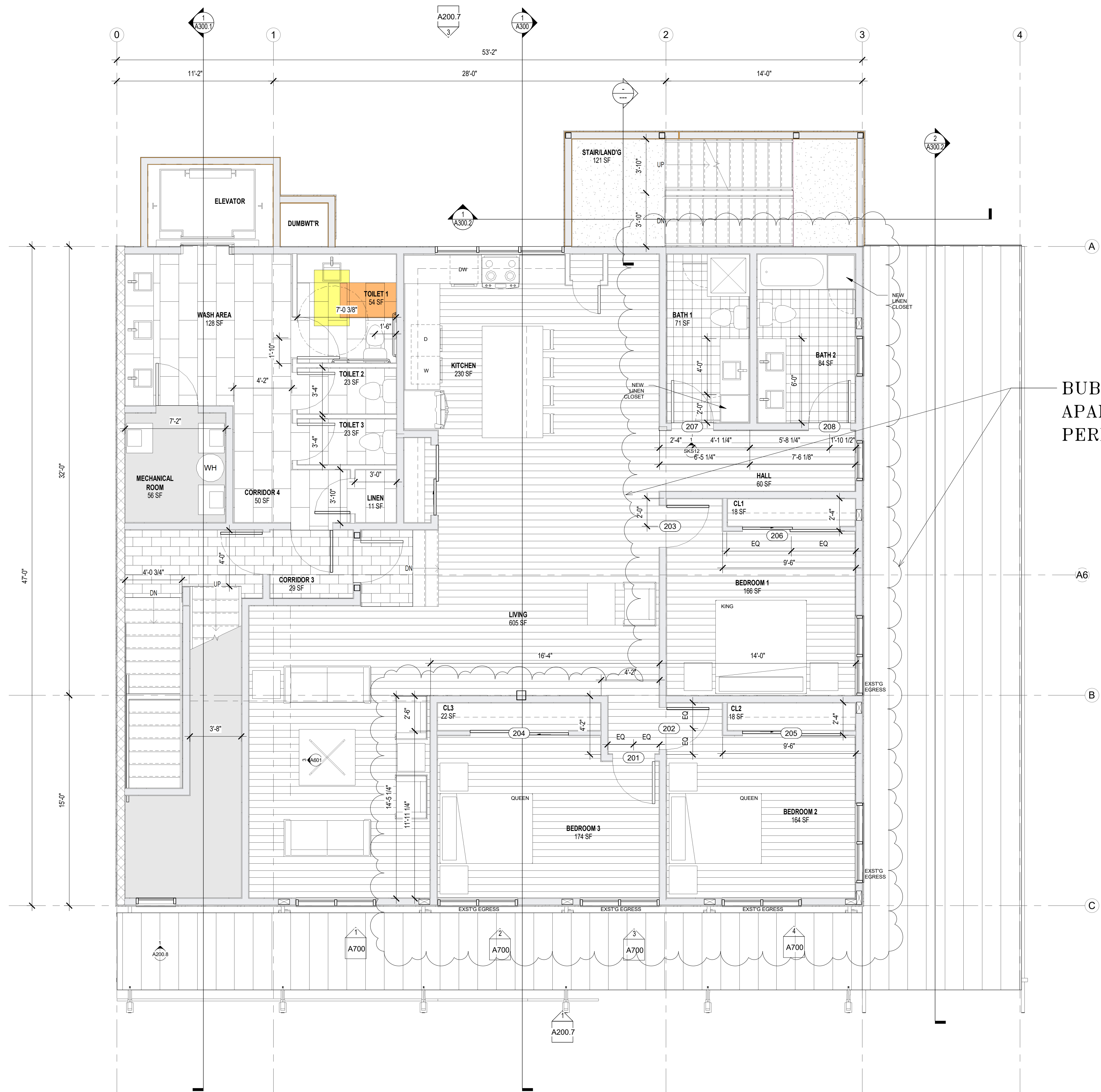
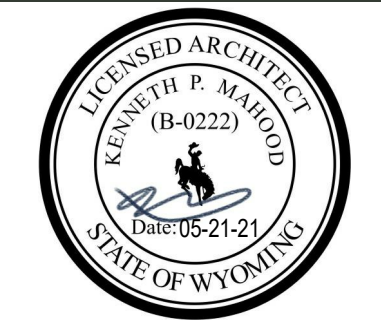
Affordable Workforce Housing Required: 1.151 units      Fee-in-Lieu Amount: n/a

If the amount of required affordable workforce housing is less than one unit, you may pay the above fee in-lieu of providing the required housing. If you elect to pay the fee, your Housing Mitigation Plan is complete. If the requirement is greater than one unit, or you would like to provide a unit to meet the requirement, please proceed to the [Unit Type Sheet](#).



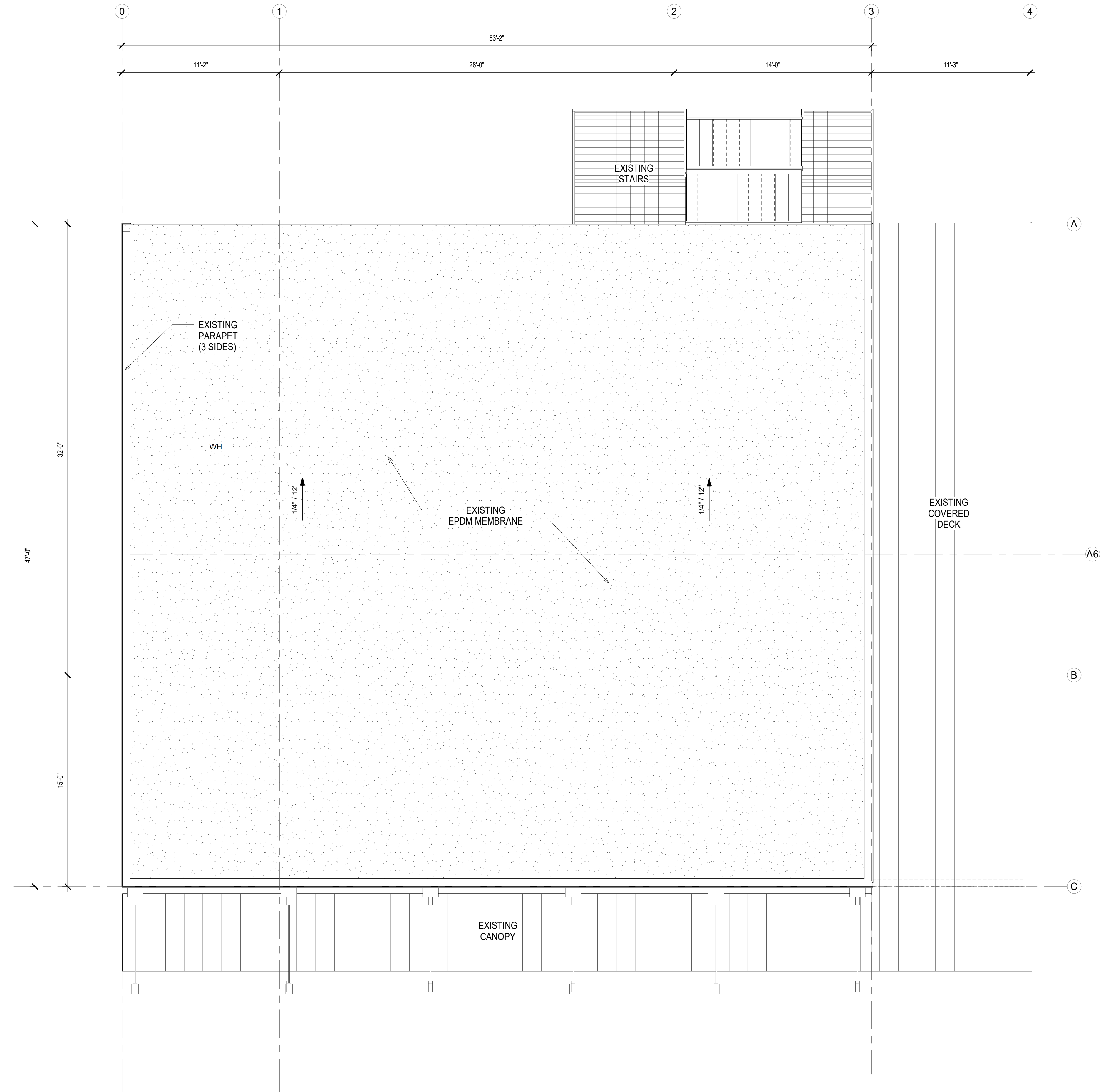
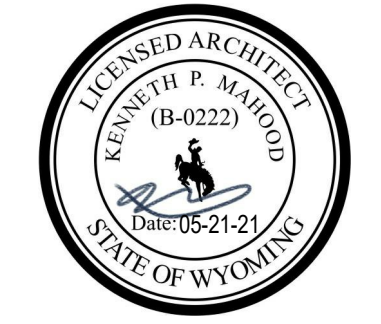


1  
A103  
EXST'G SECOND FLOOR PLAN  
1/4" = 1'-0"



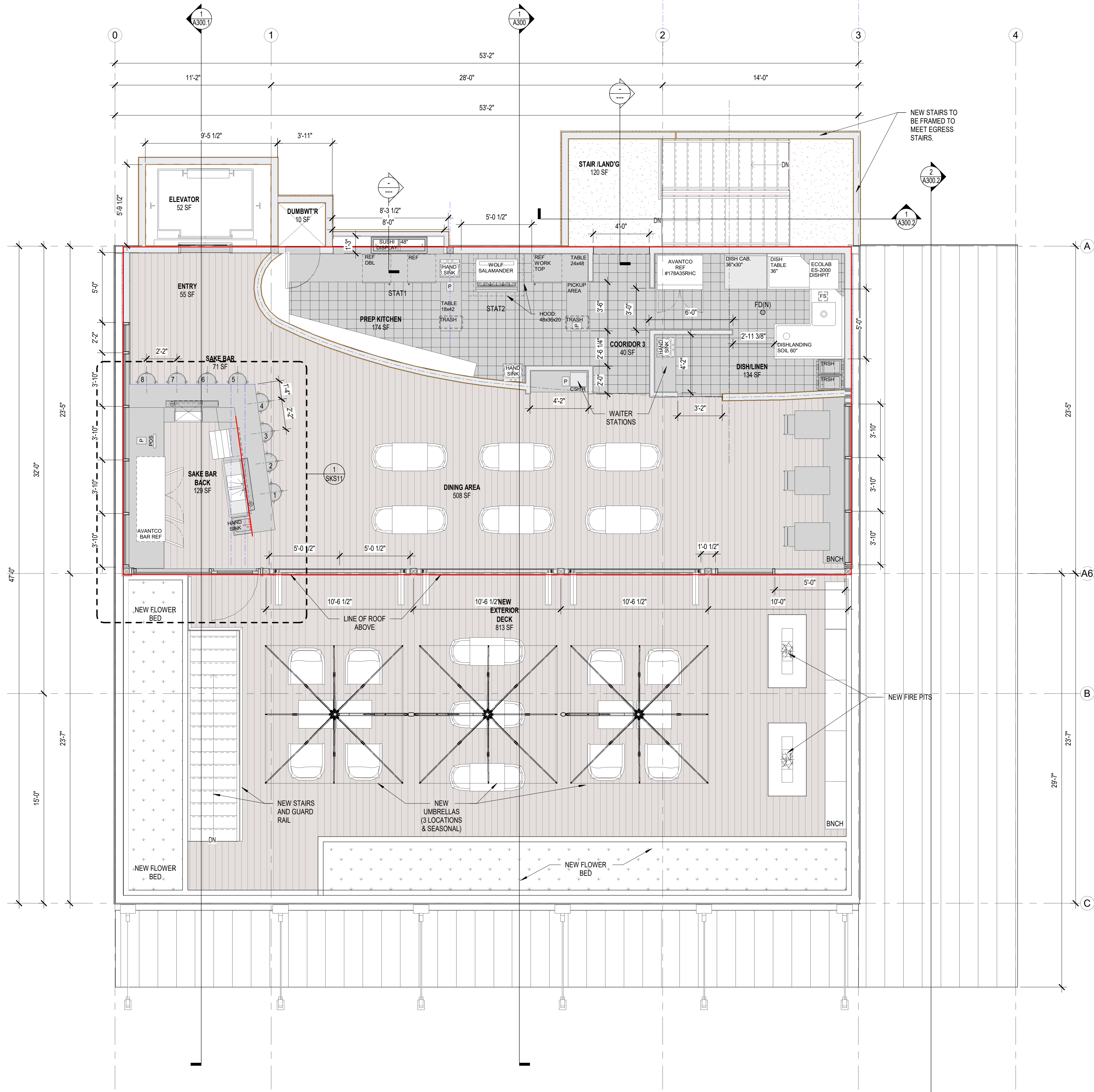
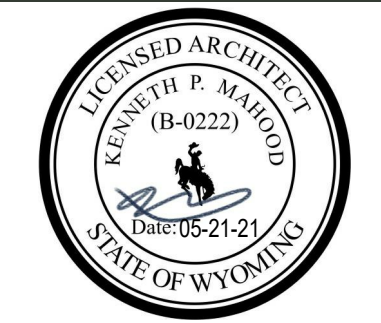
BUBBLED AREA  
APARTMENT REMODEL:  
PERMIT# B21-0146

1  
A103.1  
NEW SECOND FLOOR PLAN  
1/4" = 1'-0"

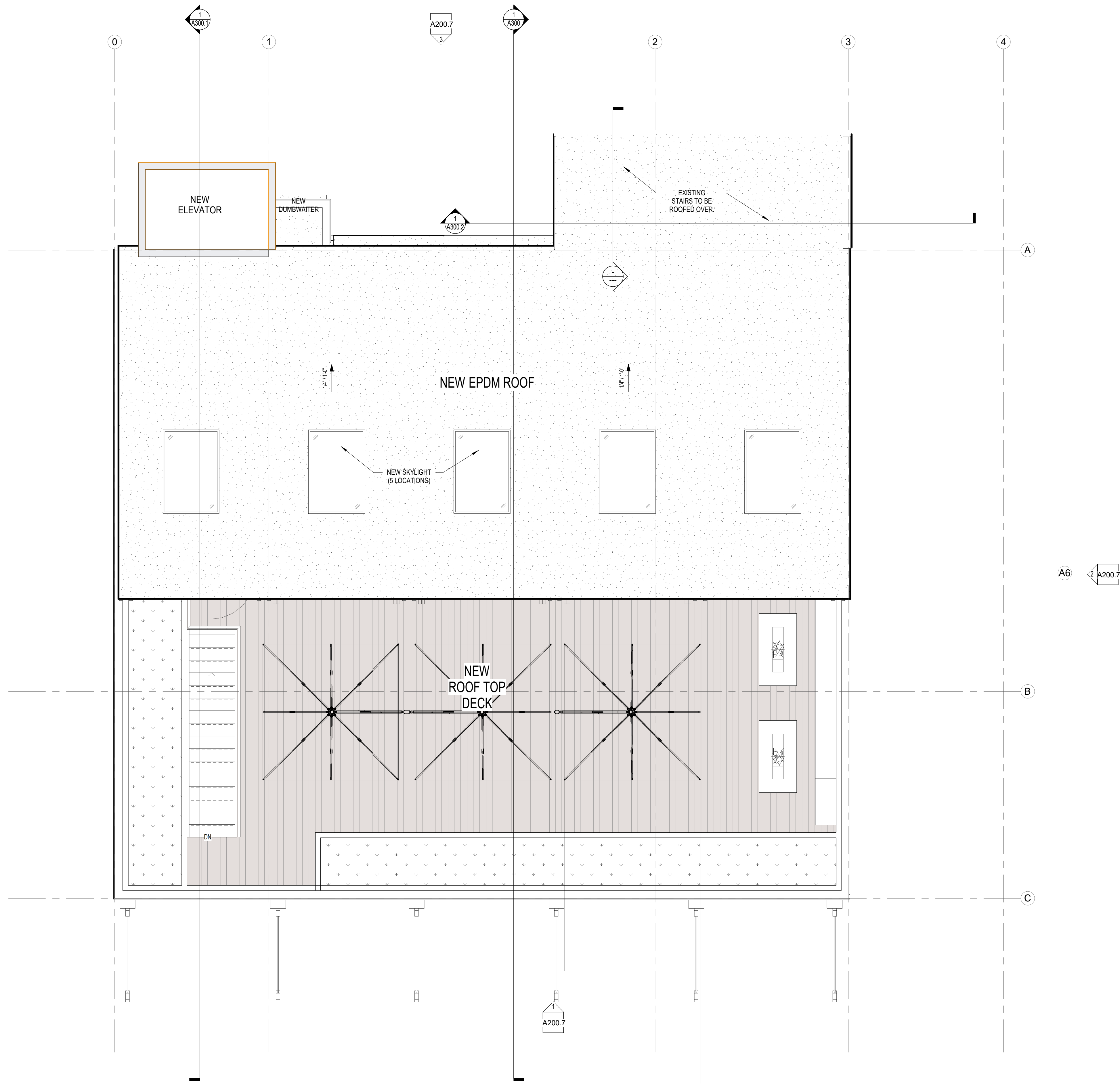
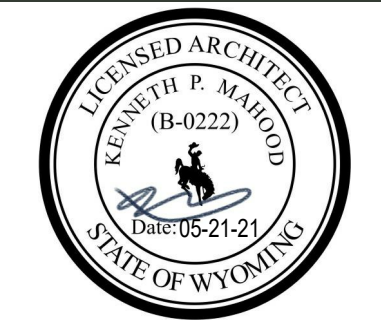


1 EXST'G ROOF PLAN  
A104 1/4" = 1'-0"





1  
A104.1  
NEW ROOF DECK  
1/4" = 1'-0"



1  
A104.2  
NEW ROOF PLAN  
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Housing Mitigation Plan

updated 1/8/21

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Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

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Existing Use (Sec. 6.3.2.A)	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
			0	0	
Existing Workforce Housing Credit					0.000

Step 3: Proposed Development

Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

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