



# 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: August 31, 2023</p> <p>Item #: P23-160</p> <hr/> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a></p> <hr/> <p><b>Owner</b> Eclipse JH, LLC PO Box 1905 Jackson, WY 83001</p> <p><b>Applicant</b> Kinsey, LLC PO Box 12258 Jackson, WY 83002</p>	<p style="text-align: center;">REQUESTS:</p> <p>The applicant is submitting a request for a Basic Use Permit for Service use for the property located at 175 S Glenwood St. #103 PIDN: 22-41-16-33-1-08-004</p> <p>For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.</p>
<p><b>Please respond by: September 14, 2023 (Sufficiency)</b> <b>September 21, 2023 (with Comments)</b></p>	

**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: Nina's Salon - Nail Salon  
Physical Address: 175 S. Glenwood Street  
Lot, Subdivision: Unit 103 Arts District West Condominium Addition PIDN: 22-41-16-33-1-75-003

**PROPERTY OWNER.**

Name: Noa Stryk - Eclipse JH LLC Phone: 612.220.8076  
Mailing Address: P.O. Box 001, 155 West Pearl Ave, Jackson, WY ZIP: 83001  
E-mail: noa@cnoteoffice.com

**APPLICANT/AGENT.**

Name: Cornelius Kinsey - Kinsey, LLC Phone: 413.2485  
Mailing Address: P.O. Box 12258, Jackson, WY ZIP: 83002  
E-mail: kinseycornelius@yahoo.com

**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 <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  
Cornelius Kinsey - Kinsey, LLC  
\_\_\_\_\_  
Name Printed

30 August 2023  
\_\_\_\_\_  
Date  
Agent  
\_\_\_\_\_  
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 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: PRESIDENT

Being duly sworn, deposes and says that Eclipse JA LLC is the owner in fee of the premises located at: \_\_\_\_\_  
Name of legal property owner as listed on deed

Address of Premises: 175 S GLENWOOD STREET

Legal Description: UNIT 103 ARTS DISTRICT WEST PIDN: 22-41-16-33-1-75-003  
Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Cornelius Kinsey - Kinsey, LLC

Mailing address of Applicant/agent: P.O. Box 12258, 83002

Email address of Applicant/agent: kinseycornelius@yahoo.com

Phone Number of Applicant/agent: 413.2485

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 AUGUST, 2023. WITNESS my hand and official seal.

Kelli Hardwick  
Notary Public

My commission expires: 2/16/2028



## WARRANTY DEED

Arts District West LLC, a Wyoming Limited Liability Company, GRANTOR(S), of Teton County, Wyoming, for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, CONVEY(S) AND WARRANT(S) TO Eclipse JH LLC, a Wyoming limited liability company, GRANTEE(S), whose address is P.O. Box 991, Jackson, WY 83001, the following described real estate, situated in the County of Teton, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

Units 102, 103, 104, 105, 106 and 107 of Arts District West Condominium Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on May 25, 2023 as Plat No. 1452, as further defined and described in that Declaration of Condominium for Arts District West Condominium Addition to the Town of Jackson recorded on May 25, 2023 as Document No. 1060242, and all amendments or supplements thereto.

PIDN: (Unit 102) 22-41-16-33-1-75-002, (Unit 103) 22-41-16-33-1-75-003, (Unit 104) 22-41-16-33-1-75-004, (Unit 105) 22-41-16-33-1-75-005, (Unit 106) 22-41-16-33-1-75-006, (Unit 107) 22-41-16-33-1-75-007

Together and including all improvements thereon, and all appurtenances and hereditaments thereunto belonging. Subject to general taxes for the year of closing, local improvement districts, guaranteed revenues to utility companies, building and zoning regulations, city, county and state subdivision and zoning laws, easements, restrictive covenants, and reservations of record.





## KINSEY ARCHITECT

Paul Anthony  
Town of Jackson Planning and Building  
150 East Pearl Avenue  
Jackson, WY 83001

30 August 2023

Dear Paul,

The applicant, Noa Staryk of Eclipse JH LLC is requesting a Basic Use Permit (BUP) for 175 S. Glenwood Street. There is not a BUP for this space however the overall building was approved for BUP.

### **BACKGROUND:**

The existing building was recently completed under building permit B19-0323 and Development Plan P18-156. The ground floor commercial spaces have been mitigated for parking and housing already though the approval of the Planned Mixed-Use Development. Units 102, 103, 104, 105, 106 and 107 of Arts District West Condominium Addition of the Town of Jackson, Teton County WY, according to that plat recorded in the Office of Teton County Clerk on May 25, 2023 as Plat No. 1452. Thus Unit 103 has been mitigated for parking and employee housing assuming retail/service/office use would occupy the space. The proposed nail salon would be a service use.

The space is 1,483 sq. ft. and will be used as a nail salon with a waxing room. LDR compliance chart (LSR, parking, setbacks, and height) is not attached, all of the categories were be handled in the Development Plan for the building. There are not any proposed changes to the exterior of the building.

### **REQUEST:**

The applicant respectfully requests the BUP for the Service Use.

Thank you for your assistance with this request. Please contact me should you have any questions or concerns regarding this request.

Sincerely,

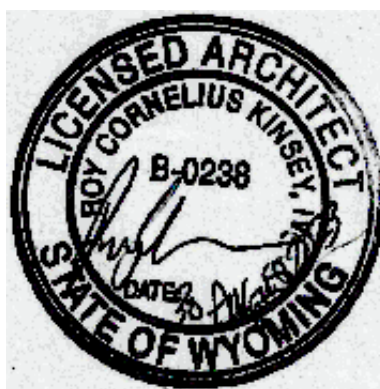
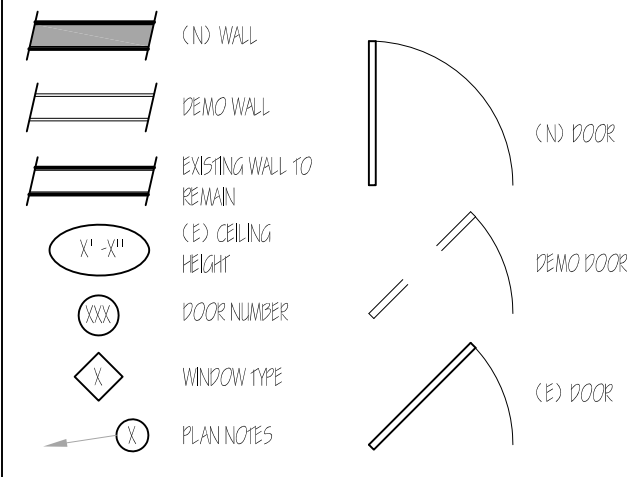
Cornelius Kinsey, AIA NCARB  
Attached:  
Warranty Deed  
Letter of Authorization  
BUP Application  
Plan of Space 103



PLAN NOTES

1. USE APPROVED PRESSURE-TREATED WOOD SUITABLE FOR GROUND CONTACT PER IRC 2503.1.9 SHALL CONFORM TO ANPA III AND IV.
2. PARTICLE BOARD SHALL CONFORM TO ANSI A208.1. PARTICLE BOARD SHALL BE IDENTIFIED BY THE GRADE MARK OR CERTIFICATE OF INSPECTION ISSUED BY AN APPROVED AGENCY. FLOOR UNDERLAYMENT SHALL CONFORM TO TYPE PBU OF ANSI A208.1.
3. TILE BOARD TO BE HARDIE BOARD EZ GRID WITH QUARTZ LOCK® GROUT - COLOR TO BE DETERMINED BY OWNER.
4. PER IRC 1210.2.2, WALLS WITHIN TWO FEET OF THE SERVICE SINKS, URINALS, AND TOILETS WILL HAVE A SMOOTH, HARD, NONABSORBENT SURFACE EXTENDING TO A HEIGHT OF FOUR FEET WITHIN TWO FEET OF THESE ELEMENTS.
5. PER IRC 1210.2.1, FLOOR IN THE BATHROOMS SHALL BE A SMOOTH, HARD, NONABSORBENT SURFACE WITH A BASE EXTENDING TO A HEIGHT OF FOUR INCHES.
6. PER TABLE B05.13, INTERIOR WALL AND CEILING FINISH REQUIREMENTS FOR SPRINKLERED B OCCUPANCY INTERIOR EXIT STAIRWAYS AND RAMP AND EXIT PASSAGEWAYS CLASS B, CORRIDORS AND ENCLOSURES FOR EXIT ACCESS STAIRWAYS AND RAMP CLASS C, AND ROOMS AND ENCLOSED SPACES CLASS C.
7. PER IRC 1010.2, ALL EXISTING DOOR HANDLES MUST BE CHANGED TO LATCHES AND BE IN COMPLIANCE WITH IRC 1010.2.
8. REPAIR, PATCH AND PAINT ALL DAMAGE TO WALLS INTERIOR DESIGNER TO PICK TEXTURE AND COLOR.
9. PROVIDE SAMPLES OF THE PAINT AND TEXTURE TO THE OWNER.
10. REPLACE DAMAGED CEILING TILES AS NEEDED.

PLAN LEGEND



KINSEY, LLC.  
P.O. BOX 12258 • 1070 ELK RUN UNIT 60  
JACKSON, WY 83002 PH # 307.413.2485

OWNERSHIP & USE OF DOCUMENTS  
DRAWINGS & SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL SERVICE, ARE AND SHALL REMAIN PROPERTY OF THE ARCHITECT. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY PROJECT OR PURPOSES WHATSOEVER, WITHOUT THE PRIOR, SPECIFIC WRITTEN AUTHORIZATION OF THE ARCHITECT, KINSEY LLC.

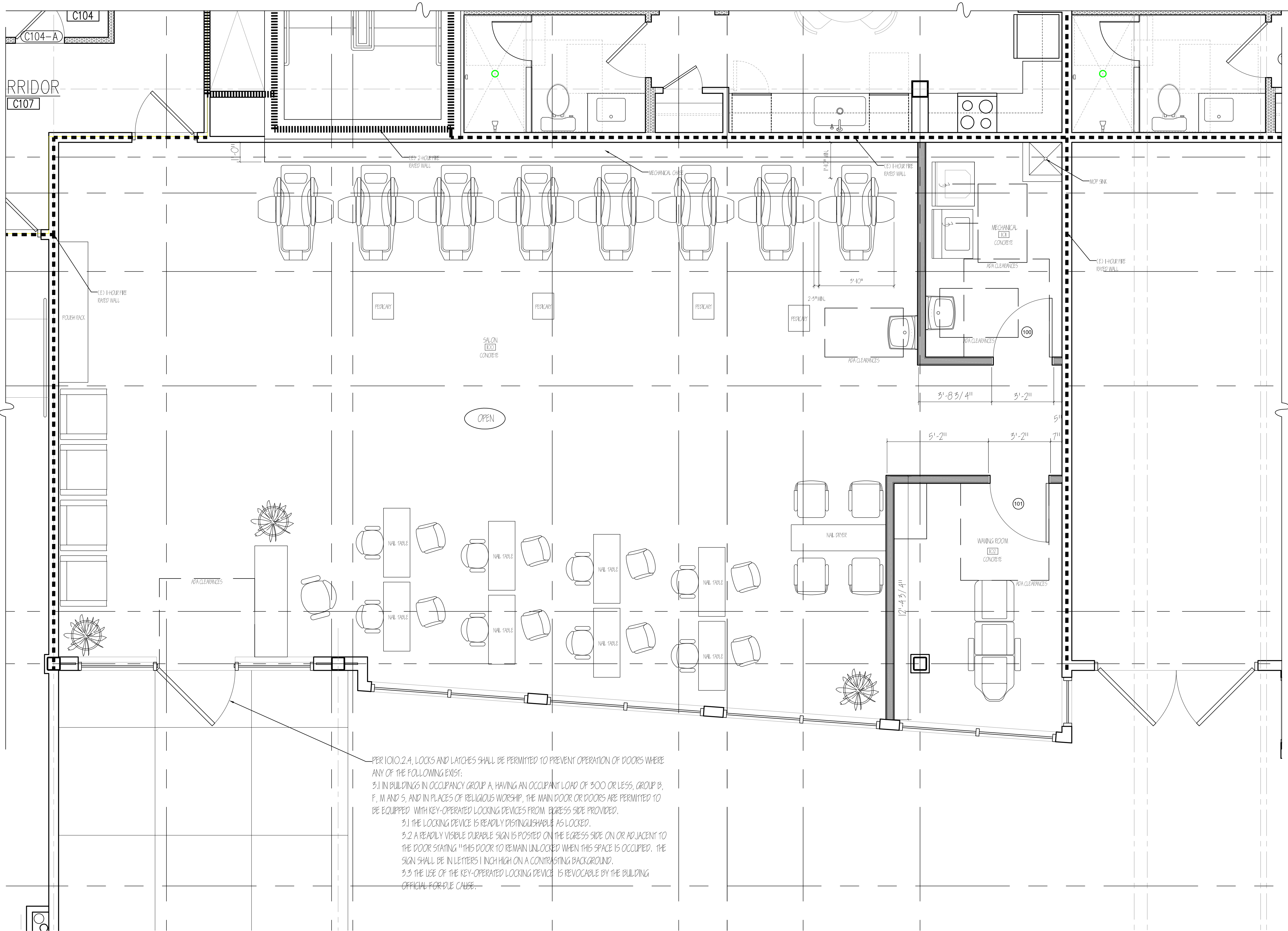
PROJECT NUMBER  
MINA'S SALON  
ARTS DISTRICT WEST - TENANT SPACE 103  
175 SOUTH GLENWOOD STREET  
JACKSON, WY

REVISIONS

BASIC USE PERMIT

SHEET NAME  
PROPOSED FIRST  
FLOOR PLAN  
SCALE  
1/4"=1'-0"  
DATE  
30 AUGUST 2023

A2.1



1 PROPOSED TENANT IMPROVEMENT PLAN  
SCALE: 3/8" = 1'-0"

