



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: November 20, 2023	REQUESTS: The applicant is submitting a request for a Basic Use Permit for Retail use for the property located at 175 S Glenwood St. #104 PIDN: 22-41-16-33-1-75-004 For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.
Item #: P23-212	
Planner: Katelyn Page	
Phone: 733-0440 ext. 1302	
Email: kpage@jacksonwy.gov	
Owner Eclipse JH, LLC PO Box 001 155 W Pearl Ave. Jackson, WY 83001 Applicant Kinsey, LLC PO Box 12258 Jackson, WY 83002	
Please respond by: December 11, 2023 (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: Teton Lunch Counter - Retail food services
Physical Address: 175 S. Glenwood Street
Lot, Subdivision: Unit 104 Arts District West Condominium Addition PIDN: 22-41-16-33-1-75-004

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

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

Cornelius Kinsey - Kinsey, LLC

Name Printed

20 November 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: 11/20/2023

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

Being duly sworn, deposes and says that NOA STARYK is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: 175 South Glenwood Street Unit 104, Jackson, Wyoming 83001, United States

Legal Description: _____

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Victoria Parker

Mailing address of Applicant/agent: PO Box 4684, Jackson WY 83001

Email address of Applicant/agent: tori@tetonlunchcounter.com

Phone Number of Applicant/agent: 970-306-5930

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 ☐ Demolition Permit

☒ Other (describe) Town of Jackson Business License Application

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 20
day of November, 2023. WITNESS my hand and official seal.

Kelli Hardwick
Notary Public

My commission expires: 2/16/2028



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: 11/20/2023

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

Being duly sworn, deposes and says that NOA STARYK is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: 175 South Glenwood Street Unit 104, Jackson, Wyoming 83001, United States

Legal Description: _____

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: PO Box 12258 Jackson WY 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 ☐ 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.

[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 20
day of November, 2023. WITNESS my hand and official seal.

Kelli L 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

20 November 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 104 has been mitigated for parking and employee housing assuming retail/service/office use would occupy the space. The proposed retail food service would be a service use.

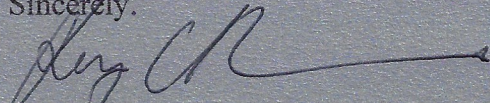
The space is 1,600 sq. ft. and will be used as a prep kitchen serving to-go retail food (breakfast and lunch) & coffee, picnic baskets, local art and goods with a small seating area. The seating area is 156.72 sq. ft. which is less than 10% of the total square footage allowed to be retail food not a restaurant. 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 104

1. USE APPROVED PRESURE-TREATED WOOD SUITABLE FOR GROUND CONTACT PER IRC 2305.9.1. FLOOR JOIST TO AMPLIFY AND IM.
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 BUI OF ANSI A208.1.
3. THE BOARD TO BE HARDIE BOARD EZ GRID WITH QUARTZ LOCK® GROUT - COLOR TO BE DETERMINED BY OWNER. 4 PER BC 120.2.2, 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 BC 120.2.2, FLOOR IN THE BATHROOMS SHALL BE A SMOOTH, HARD, NONABSORBENT SURFACE WITH A GAGE EXTENDING TO A HEIGHT OF FOUR INCHES.
6. PER TABLE 805.9.1, INTERIOR WALL AND CEILING FINISH REQUIREMENTS FOR SPRINKLERED B OCCUPANCY INTERIOR EXIST STAIRWAYS AND RAMPS AND EXIT PASSAGES/WAYS CLASS B, CORRIDORS AND ENCLOSURES FOR EXIT ACCESS STAIRWAYS AND RAMPS CLASS C, AND ROOMS AND ENCLOSED SPACES CLASS C.
7. PER BC 100.2.2, ALL EXISTING DOOR HANDLES MUST BE CHANGED TO LATCHES AND BE IN COMPLIANCE WITH IRC 100.2.
8. REPAIR, PATCH AND PAINT ALL DAMAGE TO WALLS INTERIOR DESIGNER TO MATCH TEXTURE AND COLOR.
9. PROVIDE SAMPLES OF THE PAINT AND TEXTURE TO THE OWNER.
10. PER ICC A171.1 TO 171.3, WALLS SHALL COMPLY WITH SECTION 703.1. FACILE SIGNS SHALL CONTAIN BOTH RAISED CHARACTERS AND BRaille. WHERE SIGNS WITH BOTH VISUAL AND RAISED CHARACTERS ARE REQUIRED, EITHER ONE SIGN WITH BOTH VISUAL AND RAISED CHARACTERS, OR TWO SEPARATE SIGNS, ONE WITH VISUAL, AND ONE WITH RAISED CHARACTERS, SHALL BE PROVIDED. INTERIOR AND EXTERIOR SIGNS DEFINING PERMANENT ROOMS AND SPACES SHALL COMPLY WITH SECTIONS 703.1, 703.2, AND 703.3.
11. ALL SURFACES IN KITCHEN SHALL BE LIGHT IN COLOR TO FACILITATE CLEANING AND IDENTIFY DIRT BUILD-UP, THE COLOR SHALL BE WHITE WITH EQUIPMENT AND PLUMBING FIXTURES TO BE STAINLESS STEEL.

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.

A2.1

NORTH