



# 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

<p>Date: April 13, 2021</p> <p>Item #: P21-088</p> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: tvalentine@jacksonwy.gov</p> <p><b>Owner:</b> Lukas Farms LLC PMB 496 PO BOX 30000 Jackson, WY 83002</p> <p><b>Applicant:</b> Jorgensen Associates, P.C. PO Box 9550 Jackson, WY 83002</p>	<p><b>REQUESTS:</b></p> <p>The applicant is submitting a request for a Pre-Application Conference for an Environmental Analysis for a boundary line adjustment for the properties located at. PIDN: 22-41-16-28-4-00-038 and 22-41-16-28-4-00-039, legally known as PT SW1/4SE1/4, SEC. 28, TWP. 41, RNG. 116 PARCEL C and PT S1/2SE1/4, SEC. 28, TWP. 41, RNG. 116 PARCEL D</p> <p>For questions, please call Tyler Valentine at 307-733-0440, x1305 or email to the address shown to the left. Thank you.</p>
<p><b>Please respond by:</b></p> <p style="text-align: center;"><b>May 5, 2021 (with Comments)</b></p>	

**RESPONSE:** For Departments not using Trak-it, please send responses via email to: [alangley@jacksonwy.gov](mailto:alangley@jacksonwy.gov)



**JORGENSEN**  
It's About People, Trust and Know How

PO Box 9550 · 1315 HWY 89 S., Suite 201  
Jackson, WY 83002  
PH: 307.733.5150  
[www.jorgeng.com](http://www.jorgeng.com)

April 13, 2021

Town of Jackson  
Planning & Building Department  
P.O. Box 1687  
150 E. Pearl Ave.  
Jackson, WY 83001  
*-Digitally Delivered to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)-*

**RE: Pre-Application Conference Request – Lukas Farms Parcels C & D**  
Jorgensen Project No. 18153

Dear Staff,

Enclosed you will find the necessary materials for a Pre-Application Conference Request for Parcels C & D of the T-Map 501.

The owner of both Parcels C & D seeks to change the lot configuration with a boundary adjustment between lots of record that involves the division of a portion of one property so that the divided portion can be completely merged into an adjacent property. Both properties are located in the TOJ-Rural Zone, District 9.4 County Valley - Gros Ventre Buttes, and are entirely within the Natural Resources Overlay. Parcel C is accessed from West Gill Avenue and Parcel D is accessed from Saddle Butte Drive via a 60 foot-wide access and utility easement (Book 413 Pages 578-581) across Lot 113 of Plat 1140.

We understand that a boundary line adjustment for these properties will require an update to the Environmental Analysis and may involve discussion regarding hillside development, a variance, and possibly a skyline analysis for re-configured Parcel D because there is no recorded building envelope for Parcel D.

For processing, please find the following enclosed items:

- Pre-Application Conference Request
- Proposed Lot Configuration
- Check for \$601.00

Please call me if you have any questions, or if you require additional information at this time. Thank you for your assistance.

Sincerely,  
JORGENSEN ASSOCIATES, INC.

Ron Levy  
Assistant Project Manager



**PRE-APPLICATION CONFERENCE REQUEST (PAP)**

**Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440 fax:  
P.O. Box 1687 | [www.townofjackson.com](http://www.townofjackson.com)  
Jackson, WY 83001

***For Office Use Only***

Fees Paid \_\_\_\_\_

Time & Date Received \_\_\_\_\_

Application # \_\_\_\_\_

***Please note:*** Applications received after 3 PM will be process the next business day.

**APPLICABILITY.** This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to [www.townofjackson.com/204/Pre-Application](http://www.townofjackson.com/204/Pre-Application)

**PROJECT.**

Name/Description: Lukas Farms Parcel C & D

Physical Address: PT S1/2SE1/4, Sec. 28, Twp. 41, Rng. 116 Parcel D

Lot, Subdivision: T-Map 501 Parcel C & D PIDN: 22-41-16-28-4-00-038/9

**PROPERTY OWNER.**

Name: Lukas Farms LLC

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

ZIP: 72712

E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name, Agency: Jorgensen Associates, Inc. c/o Ron Levy

Phone: 307-733-5150

Mailing Address: P.O. Box 9550

ZIP: 83002

E-mail: rlevy@jorgeng.com

**DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Property Owner      x \_\_\_\_\_ Applicant/Agent

**ENVIRONMENTAL PROFESSIONAL.** For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

Name, Agency: Alder Environmental Phone: 307-733-5031  
Mailing Address: 1130 Maple Way Jackson ZIP: 83002  
E-mail: brian@alderenvironmental.com

**TYPES OF PRE-APPLICATION NEEDED.** Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

<input type="checkbox"/> Physical Development Permit	<b>This pre-application conference is:</b>
<input checked="" type="checkbox"/> Use Permit	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Development Option or Subdivision Permit	<input type="checkbox"/> Optional
<input type="checkbox"/> Interpretations of the LDRs	<input checked="" type="checkbox"/> For an Environmental Analysis
<input type="checkbox"/> Amendments to the LDRs	<input type="checkbox"/> For grading
<input checked="" type="checkbox"/> Relief from the LDRs	
<input checked="" type="checkbox"/> Environmental Analysis	

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (via email to [tstolte@jacksonwy.gov](mailto:tstolte@jacksonwy.gov)) of the submittal packet.

Have you attached the following?

- ☒ **Application Fee.** Go to [www.townofjackson.com/204/Pre-Application.com](http://www.townofjackson.com/204/Pre-Application.com) 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).
- ☒ **Narrative Project Description.** Please attach a short narrative description of the project that addresses:
- ☒ Existing property conditions (buildings, uses, natural resources, etc)
  - ☒ Character and magnitude of proposed physical development or use
  - ☐ Intended development options or subdivision proposal (if applicable)
  - ☐ Proposed amendments to the LDRs (if applicable)
- ☒ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:
- ☒ Property boundaries
  - ☐ Existing and proposed physical development and the location of any uses not requiring physical development
  - ☒ Proposed parcel or lot lines (if applicable)
  - ☐ Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference
- ☐ **Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.
- ☐ **Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

Under penalty of perjury, I hereby certify that I have read this application 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.

*Ron M. Levy*

Signature of Owner or Authorized Applicant/Agent

Ron Levy

Name Printed

3/31/2021

Date

Assistant Project Manager

Title



## LETTER OF AUTHORIZATION

Lukas Farms, LLC

, "Owner" whose address is: \_\_\_\_\_

P.O. Box 496 Jackson, Wyoming 83002

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Lukas Farms, LLC

, as the owner of property  
more specifically legally described as: \_\_\_\_\_

PT S1/2SE1/4, SEC. 28, TWP. 41, RNG. 116 PARCEL C and D

(If too lengthy, attach description)

HEREBY AUTHORIZES Jorgensen Associates, Inc.

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: Assistant Secretary

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

STATE OF Arkansas )

)SS.

COUNTY OF Benton )

The foregoing instrument was acknowledged before me by Sean Evans this 7th day of April, 2021.

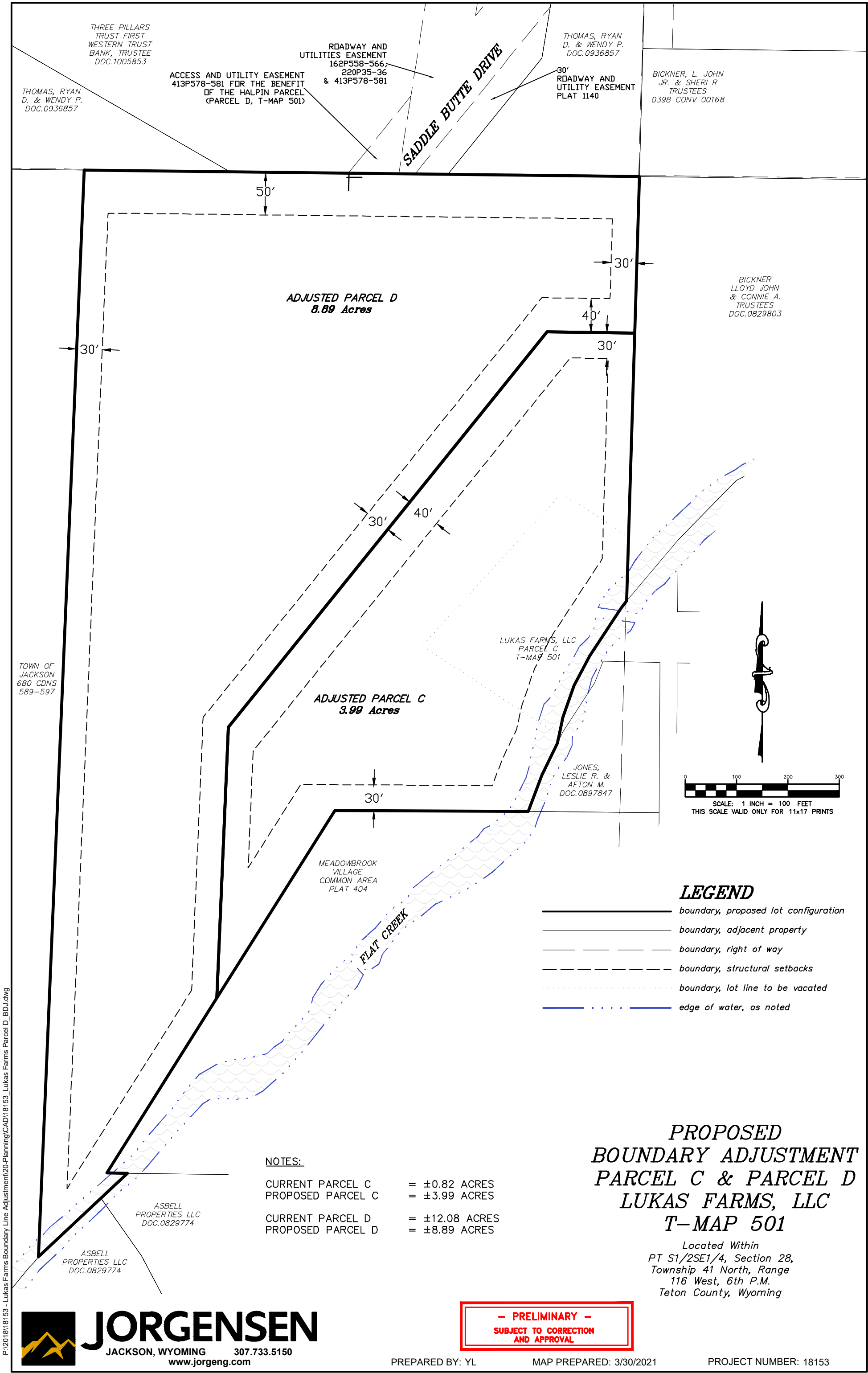
WITNESS my hand and official seal.

(Seal)

(Notary Public)

My commission expires:











JORGENSEN ASSOCIATES, PC • JACKSON, WYOMING 83002

12364

DATE	INVOICE NO.	COMMENT	AMOUNT	NET AMOUNT
04/01/2021	18153.20.10	pre application conference request for EA		601.00
DATE 04/01/21		VENDOR Town of Jackson	TOTAL	601.00



JORGENSEN

PO BOX 9550 • JACKSON, WY 83002  
(307) 733-5150

BANK OF JACKSON HOLE 99-409  
1023

12364

Six Hundred One and no/100

DATE	AMOUNT
04/01/21	\$601.00



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April 13, 2021

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Fees Paid \_\_\_\_\_

Time & Date Received \_\_\_\_\_

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Under penalty of perjury, I hereby certify that I have read this application 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.

*Ron M. Levy*

Signature of Owner or Authorized Applicant/Agent

Ron Levy

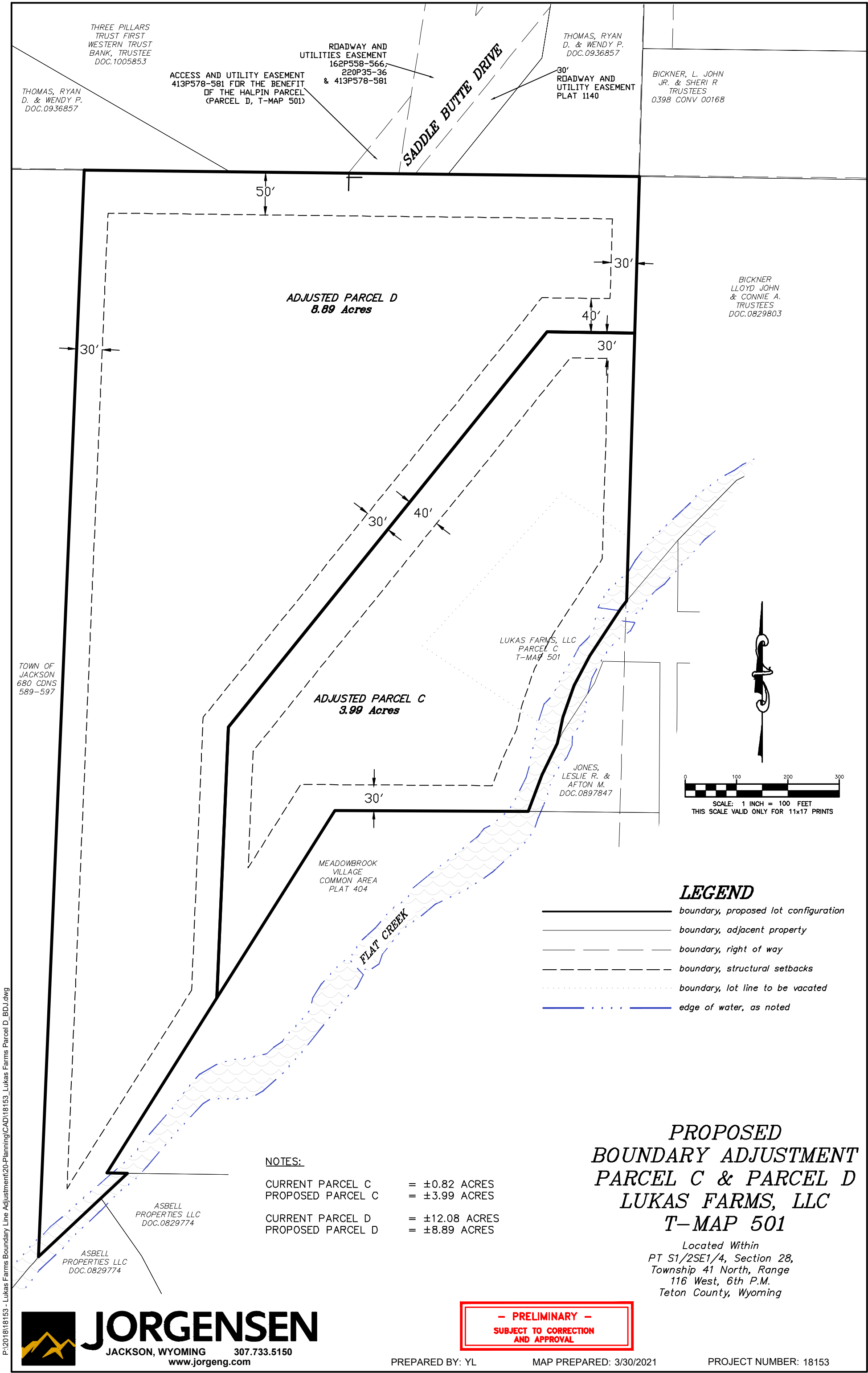
Name Printed

3/31/2021

Date

Assistant Project Manager

Title





## LETTER OF AUTHORIZATION

Lukas Farms, LLC

, "Owner" whose address is: \_\_\_\_\_

P.O. Box 496 Jackson, Wyoming 83002

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Lukas Farms, LLC

, as the owner of property  
more specifically legally described as: \_\_\_\_\_

PT S1/2SE1/4, SEC. 28, TWP. 41, RNG. 116 PARCEL C and D

(If too lengthy, attach description)

HEREBY AUTHORIZES Jorgensen Associates, Inc.

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: Assistant Secretary

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

STATE OF Arkansas )

)SS.

COUNTY OF Benton )

The foregoing instrument was acknowledged before me by Sean Evans this 7th day of April, 2021.

WITNESS my hand and official seal.

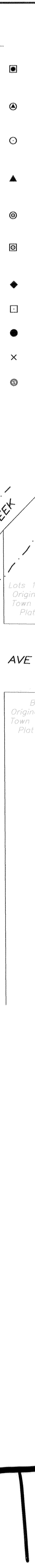
(Seal)

(Notary Public)

My commission expires:







Indicates a 1 inch diameter galvanized pipe with a 3 inch diameter brass cap found this survey  
Corner Record on file

Indicates a 2 inch diameter galvanized pipe with a 3 inch diameter brass cap inscribed "RLS 164"  
found this survey

Indicates a 5/8 inch diameter steel reinforcing bar with an aluminum cap inscribed "PLS 3831"  
found this survey

Indicates a 5/8 inch diameter steel reinforcing bar with an aluminum cap inscribed "PLS 8904"  
found this survey

Indicates a 5/8 inch diameter steel reinforcing bar with an aluminum cap inscribed "PE & LS  
578" found this survey

Indicates a 5/8 inch diameter steel reinforcing bar with an aluminum cap inscribed "PLS 4270"  
found this survey

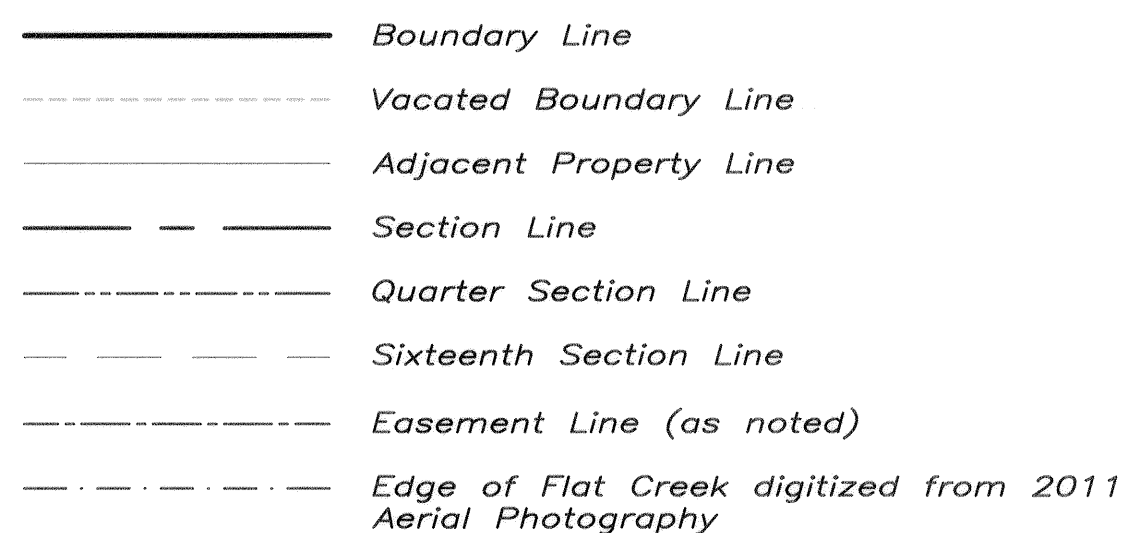
Indicates a 5/8 inch diameter steel reinforcing bar with no cap found this survey

Indicates a steel T-stake with no cap found this survey

Indicates a 5/8 inch reinforcing bar with an aluminum cap inscribed "PLS 3831" set this survey

Indicates a calculated point. Nothing found or set

Sanitary Manhole



Current Zoning = R (Rural)  
For applicable setback and height regulations established by the Town of Jackson Municipal Code Land Development Regulations please refer to the Town Document.

Base of Bearing = S 89°53'11"E along the north line of the SW¼SE¼ taken from the south line of Lot 113, Final Plat Saddle Butte Heights Amended, Plat No. 1140 on record in the Office of the Clerk, Teton County, Wyoming.

PIDN 22-41-16-28-4-00-010, Parcel A, is comprised of Parcel 1 as described in Book 678 of Photos, pages 157-158 and Parcel 2, created in that Order of the Wyoming Supreme Court in Book 109 of Photos, Pages 586-587 and further described in Book 678 of Photo, pages 157-158, all recorded in the Office of the Clerk, Teton County, Wyoming.

State of Wyoming) ss  
County of Teton )

I, Scott R. Pierson, of Jackson, Wyoming, hereby certify that this map was made from notes taken during an actual survey made under my direction during April 2011, and from records on file with the Office of the Clerk of Teton County, and that it correctly represents the points and corners as set or found at the time of said survey.

Scott R. Pierson  
Wyoming PLS 3831

The foregoing instrument was acknowledged before me by Scott R. Pierson this 9th day of April, 2012.

*Witness my hand and official seal.*

Notary Public

My commission expires: 10/22/14

[illegible]

OWNER:  
LUKAS FARMS, LLC  
AN ARKANSAS LIMITED LIABILITY COMPANY  
POWDERHORN MALL STORE, PMB 496  
P.O. BOX 30000  
JACKSON, WY 83002

**SURVEYOR:**  
**PIERSON LAND WORKS, LLC**  
**180 S. WILLOW ST.**  
**P.O. BOX 1143**  
**JACKSON, WYOMING 83001**  
**PHONE 307-733-5429**

PREPARATION DATE: FEBRUARY 16, 2012

CERTIFICATE OF APPROVAL  
State of Wyoming )  
County of Teton ) ss  
Town of Jackson )

The Boundary Adjustment was approved by the Planning Director of the Town of Jackson on this 22nd day of February, 2012, and complies with the requirements of the Town of Jackson Land Development Regulations in effect this date.

Tyler Sinclair, Planning Director

The foregoing instrument was acknowledged before me by Tyler Sinclair this 13th day of April, 2012.

Witness my hand and official seal.

*Notary Public*

My commission expires: 2-10-15

CERTIFICATE OF OWNERS

State of Wyoming) ss  
County of Teton )

The undersigned owners and proprietors of the lands shown hereon hereby certify that the foregoing adjustment and configuration of the boundary lines shown hereon is with their free consent and in accordance with their desires.

LUKAS FARMS, LLC  
AN ARKANSAS LIMITED LIABILITY COMPANY

SIGNATURES BY SEPARATE AFFIDAVIT

Map to Accompany  
Minor Boundary Adjustment  
PREPARED FOR  
**LUKAS FARMS, LLC**  
Being a Portion of the  
SW $\frac{1}{4}$ SE $\frac{1}{4}$  of Section 28  
T. 41 N., R. 116 W., 6th P.M.,  
TOWN OF JACKSON, WYOMING

  
we define, design & deliver  
the places that you play, live & work

---

  
pierson Land Works LLC  
P.O. Box 1143  
180 S. Willow St.  
Jackson, WY 83001  
Tel 307. 733.5429  
Fax 307. 733.9669  
[piersonlandworks.com](http://piersonlandworks.com)

T-501

GRANTOR: PIERSON, SCOTT R SURVEYOR  
GRANTEE: THE PUBLIC T-501  
Doc 0812124 bk T-501 pg 501-501 Filed At 16:57 ON 04/13/12  
Sherry L. Daigle Teton County Clerk fees: 50.00  
By Michele Fairhurst Deputy