



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: July 27, 2021</p> <p>Item #: P21-198</p> <p>Planner: Katelyn Page</p> <p>Phone: 733-0440 ext. 1302</p> <p>Email: kpage@jacksonwy.gov</p> <p>Owner/Applicant: Peter Keenan PO Box 635 Jackson, WY 83001</p>	<p>REQUESTS:</p> <p>The applicant is submitting a request for an optional Pre-Application meeting for additional residential SF to the property located at 440 Stacy Lane, legally known as LOT 1, PENNY ADDITION PIDN: 22-41-16-33-3-03-001</p> <p>For questions, please call Katelyn Page at 307-733-0440, x1302 or email to the address shown to the left. Thank you.</p>
<p>Please respond by: August 17, 2021 (with Comments)</p>	

RESPONSE: For Departments not using Trak-it, please send responses via email to:
alangley@jacksonwy.gov



PRE-APPLICATION CONFERENCE REQUEST (PAP)

Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440 fax:
P.O. Box 1687 | 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

PROJECT.

Name/Description: _____

Physical Address: _____

Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name, Agency: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ 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: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

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

_____ Physical Development Permit
_____ Use Permit
_____ Development Option or Subdivision Permit
_____ Interpretations of the LDRs
_____ Amendments to the LDRs
_____ Relief from the LDRs
_____ Environmental Analysis

This pre-application conference is:

_____ Required
_____ Optional
_____ For an Environmental Analysis
_____ For grading

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 planning@jacksonwy.gov) of the submittal packet.

Have you attached the following?

_____ **Application Fee.** Go to 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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-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.

Peter R. Keenan

Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title

Casa Keenan – 440 Stacy Lane Narrative



Existing front and back elevations



Proposed front and back elevations

Project Description

The purpose of this narrative is to initiate discussion of a proposed addition and remodel at 440 Stacy Lane. The existing Single-Family Dwelling is a 1979 split-level of approximately 1,800 square feet, 4BR 3BA. The interior of the home has had minor updates over the years, including a kitchen and bath remodel when we purchased in 2015. Otherwise, it has largely retained its original 70's look and feel, with a small kitchen, small windows, small bedrooms, small garage, and dated exterior. All of the homes on Stacy Lane are of a similar vintage. There are several mature trees and shrubs on the property, most of which will remain.

The proposed addition and remodel seek to add a 625 square foot 1BR 1BA Accessory Residential Unit, utilizing the footprint of the existing garage. The ARU has it's own exterior entrance, as well as a lock-off entrance from inside the main house. Also proposed is 860 square foot of living space added to the main house. The added space to the main house is a combined dining and living room off the kitchen, and a second story interior balcony for home office use. This brings the total space of the main residence to 2,660 square feet. The space off the kitchen is currently occupied by a 425 square foot deck that would be enclosed.

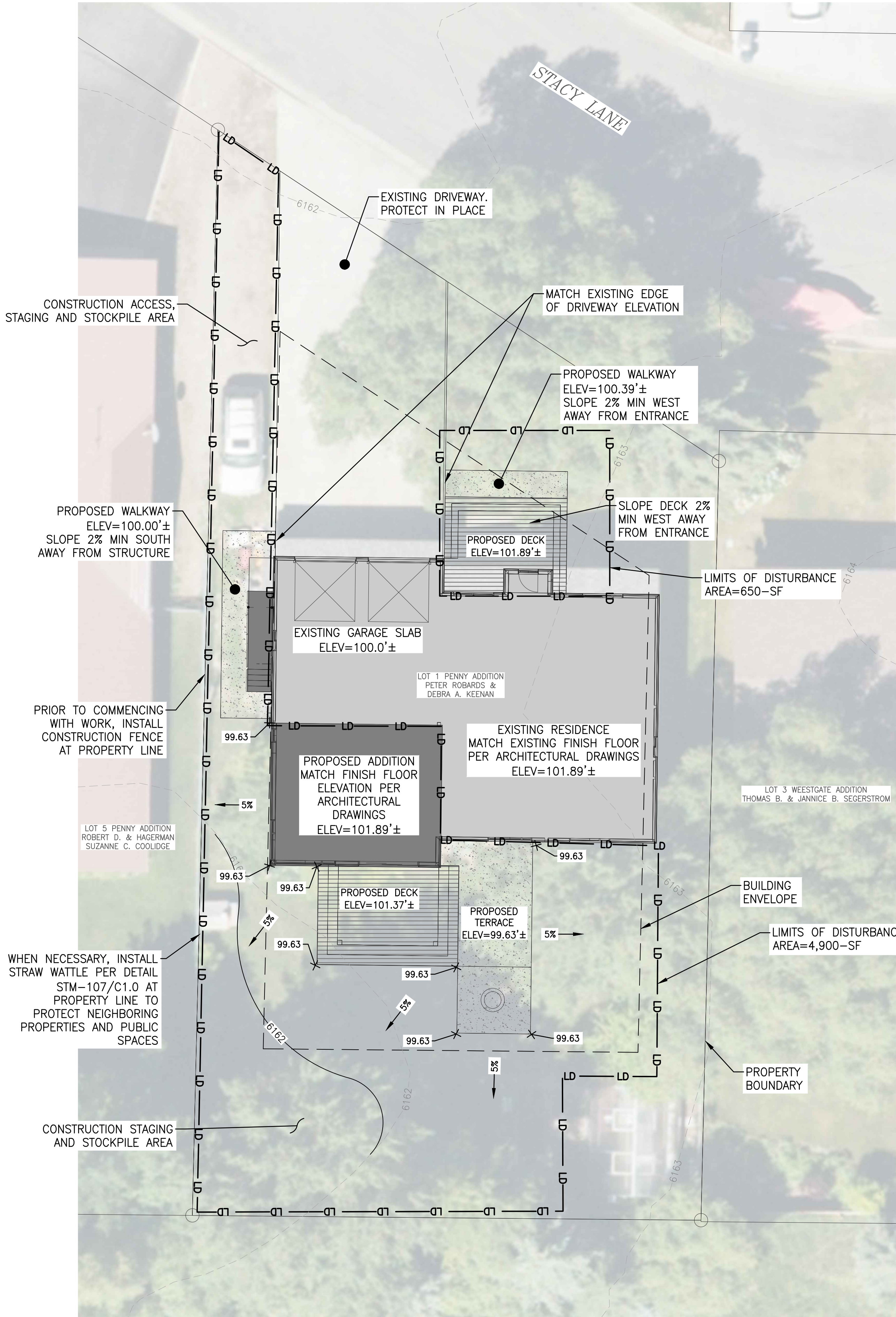
In the design process, we tried to balance updating the look of the home, adding the ARU, and added living space, without impacting the scale of the home too drastically. Our hope is that the design still "fits" the neighborhood, zoned as NL-3. In talks with our neighbors, many are eager to observe our project with the hopes of doing something similar down the road.

There do not appear to be any LDR amendments required. There is, however, one non-conformity on the existing building. The NE foundation corner slightly encroaches into the 10' setback. The proposed improvements do not impact this area and the non-conformity would remain unchanged. Please see attached site plans and additional required info for the pre-application conference request.

Grading Information

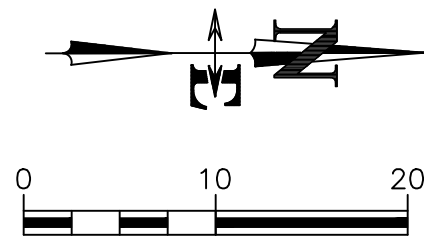
Over the years there appears to be notable settling of areas around the home due to poor compaction. In addition, there are several uneven places around the property that warrant leveling off to some degree. I would like to incorporate improving these conditions as part of our permitting process. I am including a hand drawn grading plan utilizing the Teton County's GIS with 2' contours. The proposed grading changes will be minimal, but will improve drainage away from the home as well as resolve some issues with landscaping and maintaining the yard.

S:\Proj\2021\2021-01\Keenan\Addition\440 Stacy Lane - Peter Keenan - Civil\Drawings\Civil\2021\01\04\Grading\Grading Plan.dwg - Jul 26, 2021 10:45:38 pm PLOTTED BY: elson DWG: 1/20/21 2:30

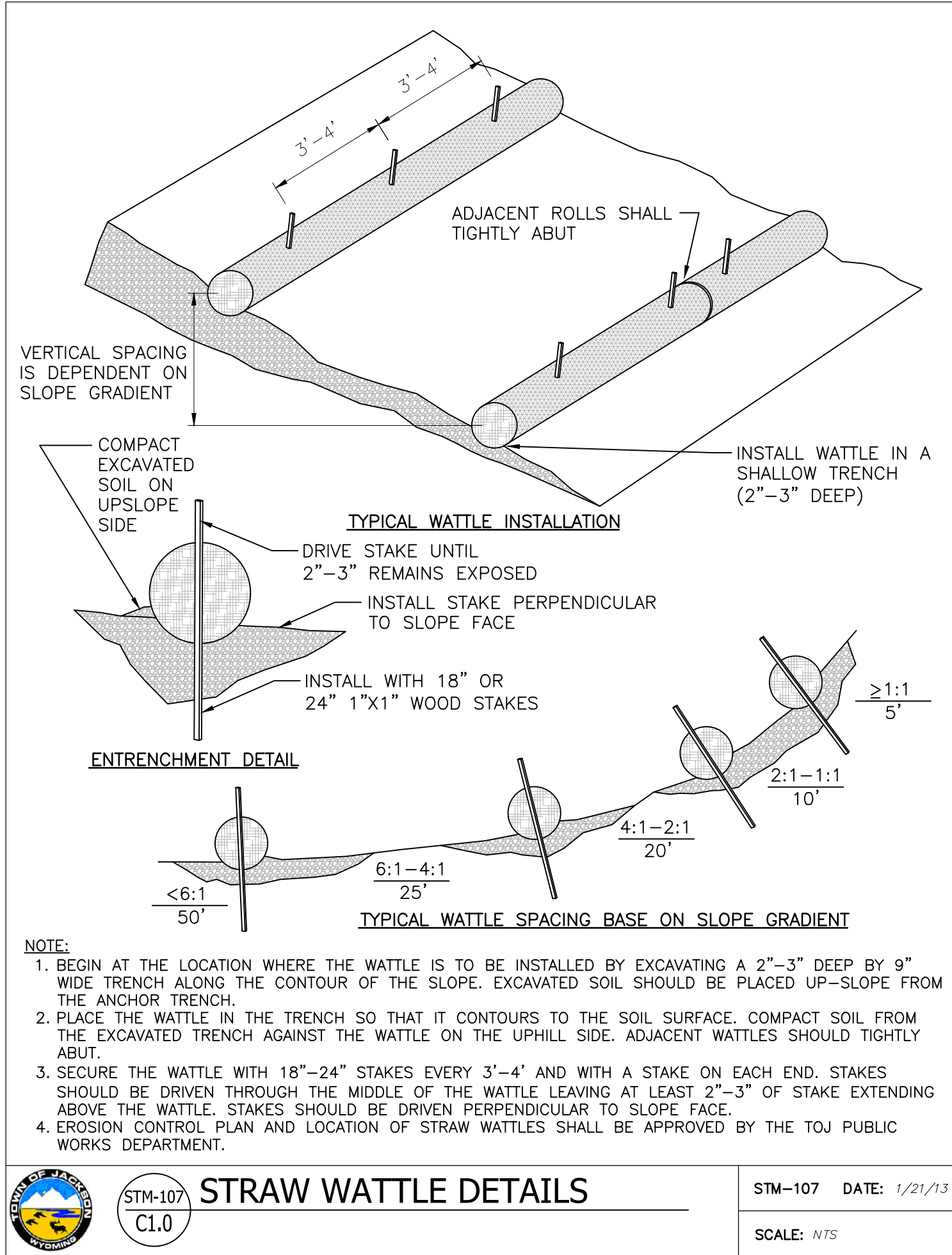


GRADING PLAN

SCALE: 1" = 20' (12X18)



NOTE: EXISTING INFORMATION AND AERIAL PHOTOGRAPHY HAS BEEN PROVIDED FROM RECORD DATA OBTAINED FROM TETON COUNTY GIS MAPPING. OWNER SHALL VERIFY ACCURACY OF INFORMATION SHOWN.



SITE CONSTRUCTION NOTES & SPECIFICATIONS

- CAUTION:** UNDERGROUND UTILITY LOCATIONS ARE NOT GUARANTEED, NOR IS THERE ANY GUARANTEE THAT ALL EXISTING UTILITIES (WHETHER FUNCTIONAL OR ABANDONED) WITHIN THE PROJECT AREA ARE SHOWN ON THESE CONSTRUCTION DRAWINGS. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL UNDERGROUND UTILITIES BEFORE STARTING WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DAMAGE RESULTING FROM CONTRACTORS WORK.
- ALL SITE WORK SHALL BE DONE IN ACCORDANCE WITH WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS (WPWSS) 2015 EDITION AND THESE PLANS.
 - CONTRACTOR REQUIRED TO MEET WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY'S STORMWATER PERMIT REQUIREMENTS.
 - IT IS RECOMMENDED THAT THE CONTRACTOR EMPLOY A SURVEYOR TO PROVIDE STAKING FOR LOCATIONS OF FOUNDATIONS, UTILITIES, DRIVEWAY, AND FOR GRADING WORK.
 - STRIPPED MATERIAL SHALL BE STOCKPILED AT STOCKPILE AREAS SHOWN ON PLAN, CUT MATERIAL WILL BE PLACED DIRECTLY INTO FILL AREAS OR STOCKPILED. SEE SHEET C1.0 FOR STAGING AND STOCKPILING LOCATIONS.
 - TOPSOIL SHALL BE STOCKPILED SEPARATELY & REUSED TO COVER FINISH AREAS. IMPORT ADDITIONAL WEED-FREE TOPSOIL IF NECESSARY TO COVER ALL DISTURBED AREAS NOT RECEIVING SURFACING. LEAVE SUBGRADE DOWN 4-6" TO RECEIVE TOPSOIL IN LANDSCAPE AREAS.
 - NEW DRIVEWAY, SIDEWALK, CURB AND GUTTER CONSTRUCTION SHALL CONFORM TO TOJ AND ADA STANDARDS. REPLACEMENT MATERIALS SHALL MATCH EXISTING. EXISTING SIDEWALKS SHALL BE MAINTAINED AND PROTECTED.
 - IN ACCORDANCE WITH C1.0, INSTALL EROSION CONTROL MEASURES PRIOR TO COMMENCING WITH LAND DISTURBING ACTIVITIES AND MAINTAIN THE DEVICES DURING CONSTRUCTION. IF NECESSARY THE CONTRACTOR SHOULD INSTALL AND MAINTAIN ADDITIONAL EROSION CONTROL MEASURES TO ENSURE THE SITE IS STABILIZED DURING CONSTRUCTION.
 - REVEGETATION SHALL BE NATIVE SEED AND SOD AND SHALL BE IRRIGATED BY OWNER WHEN NECESSARY.
 - CONTRACTOR MUST HAVE A WEED CONTROL PLAN PREPARED BY TETON COUNTY WEED AND PEST OR OTHER WEED SPECIALIST AND IMPLEMENT THE PLAN THROUGHOUT CONSTRUCTION. SEE NOTES THIS SHEET FOR WEED MANAGEMENT REQUIREMENTS.
 - LAND DISTURBING ACTIVITIES SHALL OCCUR FROM FALL 2021 THROUGH FALL 2022.
 - CONTRACTOR SHOULD COORDINATE THE INSTALLATION OF WIRE UTILITY SERVICES WITH UTILITY PROVIDERS AND ARRANGE INSTALLATION AND SERVICE CONTRACTS.
 - IF A GEOTECHNICAL REPORT WAS COMPLETED, CONTRACTOR SHALL FOLLOW RECOMMENDATIONS FOR FOUNDATION SOILS PREPARATION, FOUNDATION DRAIN PLACEMENT, FOUNDATION BACKFILL, DRIVEWAY CONSTRUCTION, AND OTHER SOIL PREPARATION FOR SLABS AND UTILITIES.
 - LANDSCAPING: ONE (1) PLANT UNIT IS REQUIRED; SEE LANDSCAPING PLANS. PER TOJ INSTALL BACKFLOW PREVENTION (REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTER) ON IRRIGATION SYSTEMS CONNECTING TO PUBLIC WATER SUPPLY.
 - CONTRACTOR SHALL COMPLY WITH THE FOLLOWING CONSTRUCTION MANAGEMENT REQUIREMENTS:
 - CONSTRUCTION PARKING AND STAGING SHALL OCCUR ALONG THE DRIVEWAY, WITHIN THE STAGING AREA, AND AT THE LOT FRONTAGE. STAGING W/IN PUBLIC RIGHT-OF-WAYS IS PROHIBITED W/OUT AN ENCROACHMENT PERMIT.
 - STAGE MATERIALS AND EQUIPMENT WITHIN THE LOT BOUNDARY AND IN ACCORDANCE WITH SHEET C1.0. NO STAGING WITHIN PUBLIC RIGHT-OF-WAY IS ALLOWED.
 - TRACK-OUT OF DEBRIS ON PUBLIC ROADS IS PROHIBITED. PLACE GRAVEL SURFACING AT ACCESS TO MINIMIZE MUD ISSUES DURING CONSTRUCTION.
 - INSTALL CONSTRUCTION FENCING ALONG LIMITS OF DISTURBANCE TO CONTAIN CONSTRUCTION ACTIVITIES PER SHEET C1.0.
 - LOCATE AND PROVIDE TEMPORARY CONSTRUCTION FACILITIES INCLUDING TRAILERS, TOILETS, DUMPSTERS AND LOCATIONS FOR CONCRETE WASHOUT W/IN THE LOT BOUNDARY.
 - DUST CONTROL MUST BE ACCOMPLISHED BY WATERING STOCKPILES AND DRY SOILS.
 - FINAL GRADING INSPECTION: PER TOJ, CONTRACTOR/OWNER SHALL ARRANGE FOR GRADING INSPECTION AND FINAL APPROVAL BY THE DESIGN ENGINEER FOR PLAN-LEVEL GEC's
 - NEW BUILDING CONSTRUCTION SHALL BE COMPLETED IN ACCORDANCE WITH ALL APPLICABLE CODES INCLUDING, BUT NOT LIMITED TO THE MOST CURRENT EDITIONS OF THE INTERNATIONAL FIRE CODE (IFC), NATIONAL FIRE PROTECTION ASSOCIATION (NFPA), INTERNATIONAL RESIDENTIAL CODE (IRC), THE NATIONAL ELECTRIC CODE (NEC) AND INTERNATIONAL BUILDING CODE (IBC).

TETON COUNTY WEED AND PEST MANAGEMENT STRATEGIES

PRE-CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR:

- PRIOR TO CONSTRUCTION, CONTRACTOR SHALL CONTACT THE TETON COUNTY WEED & PEST, OR OTHER QUALIFIED PROFESSIONAL, TO CONDUCT A SITE SPECIFIC INVENTORY OF INVASIVE SPECIES AND CREATE A SPECIES SPECIFIC MANAGEMENT PLAN IN ACCORDANCE WITH TETON COUNTY LDR 5.7.2.

ACTIVE CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR:

- ALL CONSTRUCTION EQUIPMENT TO BE CLEANED PRIOR TO ENTERING THE SITE.
- SOIL STOCKPILES TO BE ROUTINELY CHECKED AND TREATED FOR INVASIVE SPECIES.
- DISTURBANCE OUTSIDE OF THE CONSTRUCTION ZONE AND IN AREAS WHERE INVASIVE SPECIES ARE PRESENT SHALL BE MINIMIZED.
- ALL AREAS OUTSIDE OF THE CONSTRUCTION ZONE SHALL BE KEPT ON ACTIVE MANAGEMENT USING THE CONTROL METHODS PRESCRIBED IN THE SPECIES SPECIFIC MANAGEMENT PLAN CREATED PRIOR TO CONSTRUCTION. THIS AREA SHALL BE MONITORED AND TREATED AT LEAST TWICE EACH GROWING SEASON.

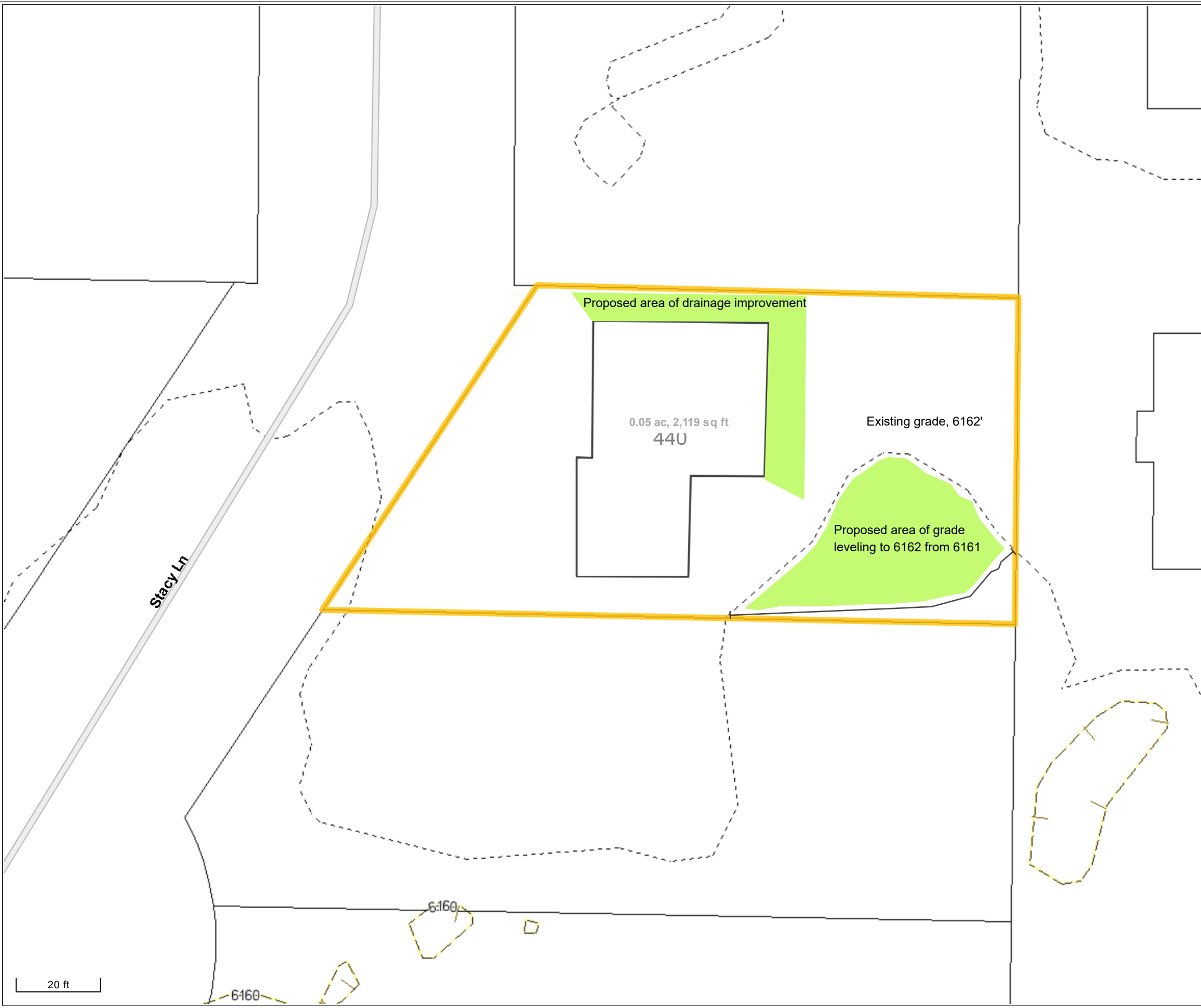
POST-CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR:

- RE-VEGETATION TO OCCUR IMMEDIATELY AFTER CONSTRUCTION IS COMPLETE TO PREVENT THE ESTABLISHMENT OF INVASIVE SPECIES IN DISTURBED AREAS.
- NURSERY STOCK SHALL BE IN ACCORDANCE WITH W.S. 11-9-101 - 109 (WYOMING NURSERY STOCK LAW), ACCOMPANIED BY A VALID HEALTH CERTIFICATE, AND ACQUIRED THROUGH A DEALER LICENSED BY THE WYOMING DEPARTMENT OF AGRICULTURE. SEEDS SHALL BE IN ACCORDANCE WITH W.S. 11-12-101 - 125 (WYOMING SEED LAW), CERTIFIED WEED FREE, AND ACQUIRED THROUGH A DEALER LICENSED BY THE WYOMING DEPARTMENT OF AGRICULTURE.
- CERTIFIED WEED FREE STRAW, GRAVEL, AND SOIL SHALL BE UTILIZED WHERE POSSIBLE. TCWP TO BE CONTACTED TO CREATE A POST-CONSTRUCTION INVENTORY.

NOT FOR CONSTRUCTION

DRAWING NO		JOB TITLE		DRAWING TITLE	
C1.0		KEENAN RESIDENCE		GRADING PLAN	
JOB NO		440 STACY LANE			
		JACKSON, WY			
21-230-01					
DATE		REV.			
27 JULY 2021		1			
SURVEYED		BO			
ENGINEERED		BO			
DRAWN		JK			
CHECKED		JK			
APPROVED		JK			



NELSON
ENGINEERING
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087



**Teton County Wyoming
MapServer**

Casa Keenan
440 Stacy Lane, Lot 1 Penny
Addition

Proposed grading plan for pre-
application conference

 Town of Jackson Corporate Limits
 River, Creeks, Lakes


NORTH
Teton County provides this map for illustrative purposes only and assumes no
liability for actions taken by users based on information shown.
printed 7/26/2021

NOTE: VERIFY ALL EXISTING
CONDITIONS & DIMENSIONS

STACY LANE

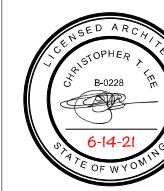
EXISTING
HOUSE

EXISTING DRIVE

EXISTING
GARAGE

EXISTING
DECK

d|c
DESIGN ASSOCIATES ARCHITECTS
 130 W BROADWAY, STE A JAC
 (O) 307 733 3600
www.dajh.com
 PROJECT NO.: 20-23
 © 2020 DESIGN ASSOCIATES ARCHITECTS

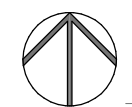
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CASA KEENAN

40 STACY LANE

CONCEPTUAL
6-14-21

EX10C



EXISTING SITE PLAN

