



# 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

Date: July 27, 2021	<b>REQUESTS:</b>
Item #: P21-198	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
Planner: Katelyn Page	For questions, please call Katelyn Page at 307-733-0440, x1302 or email to the address shown to the left. Thank you.
Phone: 733-0440 ext. 1302	
Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a>	
<b>Owner/Applicant:</b> Peter Keenan PO Box 635 Jackson, WY 83001	
<b>Please respond by: August 17, 2021 (with Comments)</b>	

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

For questions, please call Katelyn Page at 307-733-0440, x1302 or email to the address shown to the left. Thank you.

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

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](mailto:planning@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 <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*

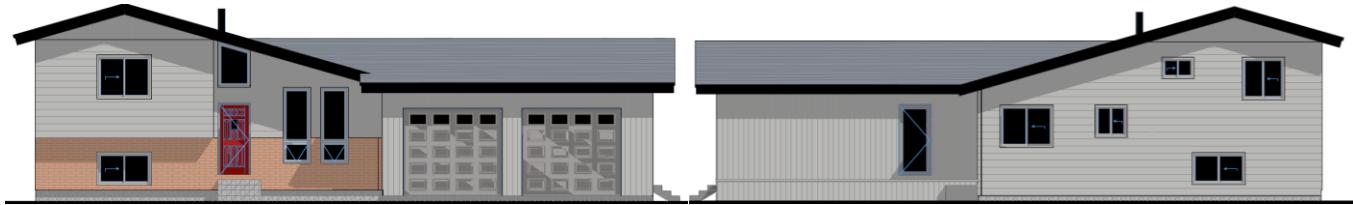
Signature of Owner or Authorized Applicant/Agent

Name Printed

Date

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 its 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.

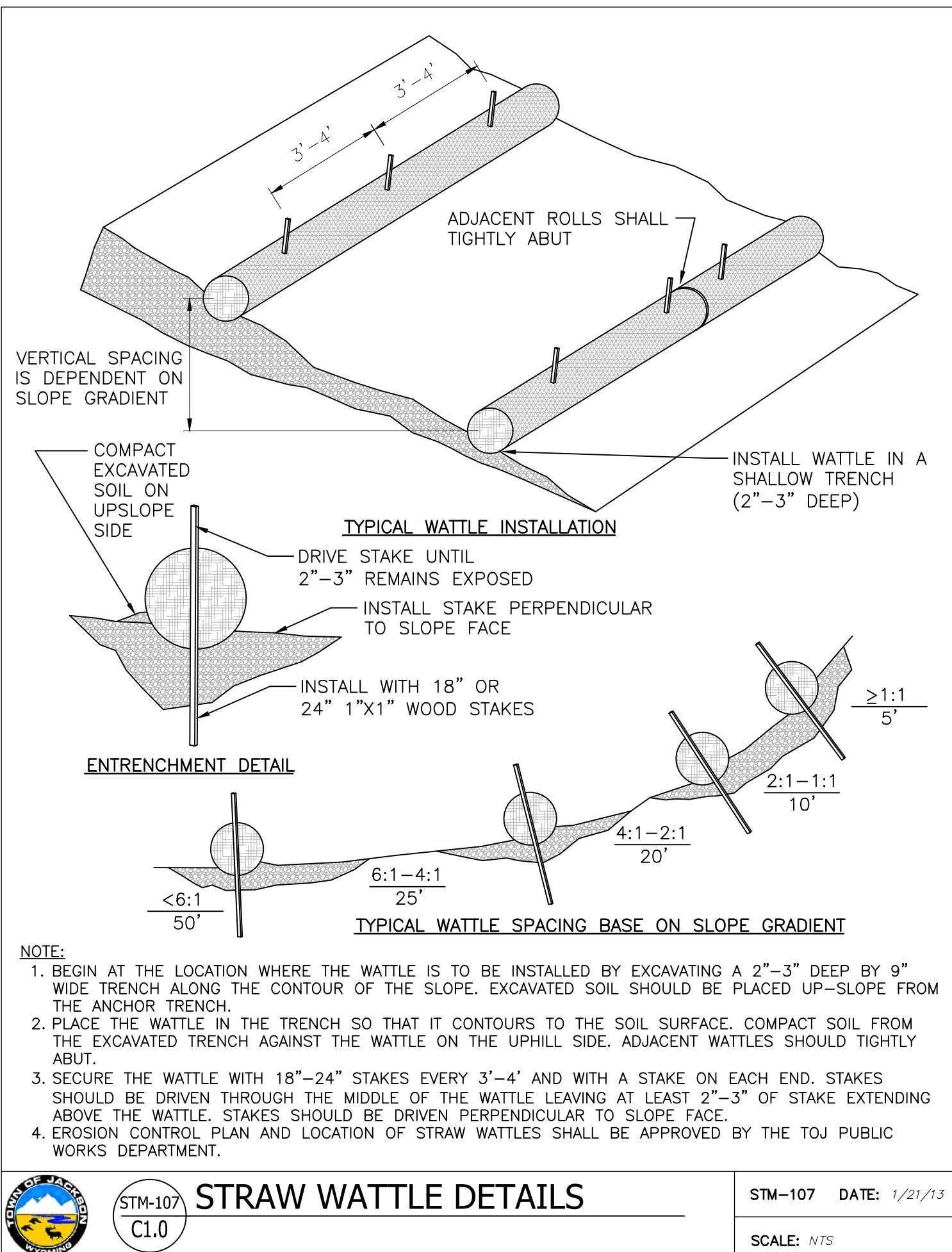
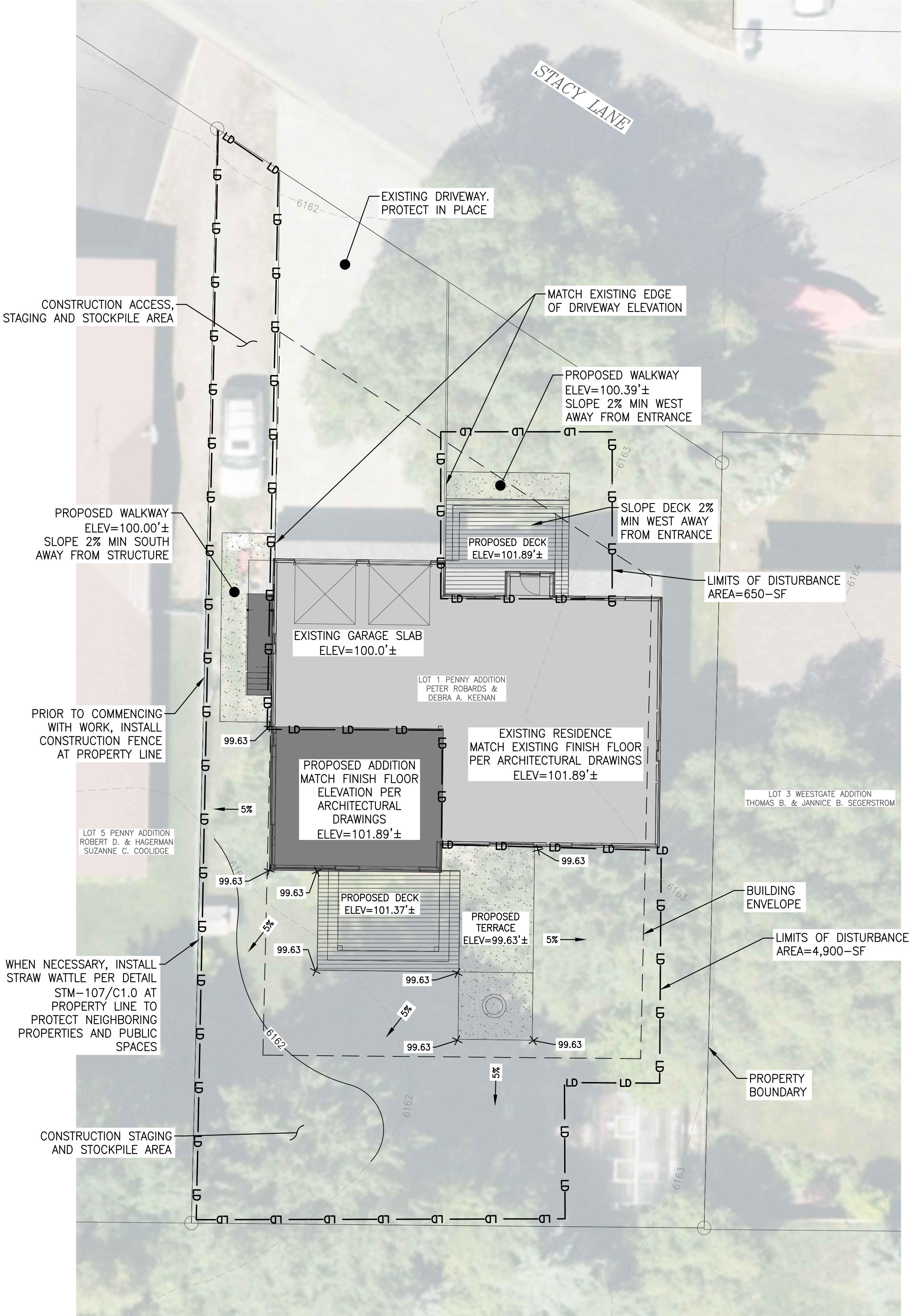
In the design process, we tried to balance updating the look of the home, adding the ARU, and added living space, without impacting the scale of the home too drastically. Our hope is that the design still "fits" the neighborhood, zoned as NL-3. In talks with our neighbors, many are eager to observe our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

## SITE CONSTRUCTION NOTES & SPECIFICATIONS



NOT FOR CONSTRUCTION

**NELSON**  
**ENGINEERING**

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

DRAWING NO	JOB TITLE	GRADING PLAN			
		SURVEYED	DRAWN	ENGINEERED	APPROVED
STM-107	KEENAN RESIDENCE	LD	BO	JK	JK
21-230-01	440 STACY LANE	LD	BO	JK	JK

### 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.

**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



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

