



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: October 8, 2021</p> <p>Item #: P21-261</p> <p>Planner: Tyler Valentine</p> <p>Phone: 733-0440 ext. 1305</p> <p>Email: tvalentine@jacksonwy.gov</p> <p>Owner: Matthew & Chantalle Lekrey 450 E Sagebrush Dr. Jackson, WY 83001</p> <p>Applicant: Destin Peters Enclosure Studio PO Box 9605 Jackson, WY 83002</p>	<p>REQUESTS:</p> <p>The applicant is submitting a request for a Grading Pre-Application for the property located at 180 Crabtree Ln., legally known as LOT 42, HORN ENTERPRISES, PIDN: 22-41-16-32-4-14-018</p> <p>For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.</p>
<p>Please respond by: October 15, 2021 (with Comments)</p>	

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

Sestin Peters

Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

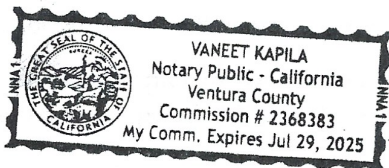
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
 County of Ventura)
 On 09/29/2021 before me, Vaneet Kapila, Notary Public,
 Date Here Insert Name and Title of the Officer
 personally appeared Chantalle Lekrey
 Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Vaneet Kapila
 Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document Letter of Authorization - Town of Jackson
 Title or Type of Document: Planning & Building Dept. Document Date: 09/29/2021
 Number of Pages: one Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
 Signer Is Representing: _____

Signer's Name: _____
☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____
 Signer Is Representing: _____



Town of Jackson Planning and Building Department

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 MATTHEW & CHANTALLE LEKREY is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: 180 CRABTREE LANE

Legal Description: LOT 42, HORN ENTERPRISES

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: DESTIN PETERS / ENCLOSURE STUDIO

Mailing address of Applicant/agent: PO BOX 9605, JACKSON, WY 83002

Email address of Applicant/agent: DESTIN@ENCLOSURESTUDIO.COM

Phone Number of Applicant/agent: 307.690.0498

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) 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.

Chantalle Lekrey 09/25/2021
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 _____)
) SS.

COUNTY OF _____)

The foregoing instrument was acknowledged before me by _____ this _____ day of _____, 20__.

WITNESS my hand and official seal.

Notary Public

My commission expires:

California certificate of Acknowledgement is on separate sheet.



Town of Jackson Planning and Building Department

LETTER OF AUTHORIZATION NAMING APPLICANT AS OWNER'S AGENT

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[Signature]
Property Owner Signature

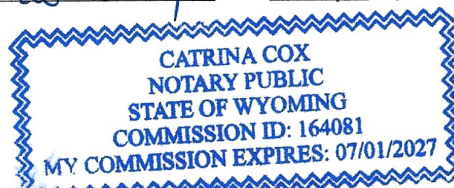
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming)
) SS.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Matthew Lekrey this 29 day of September, 2021

WITNESS my hand and official seal.

[Signature]
Notary Public



My commission expires: 7-1-27

Town of Jackson
Planning & Building Department
150 E. Pearl Ave.
PO Box 1687
Jackson, WY 83001

RE: Narrative for Lekrey Triplex Renovation

Town of Jackson Planning & Building,

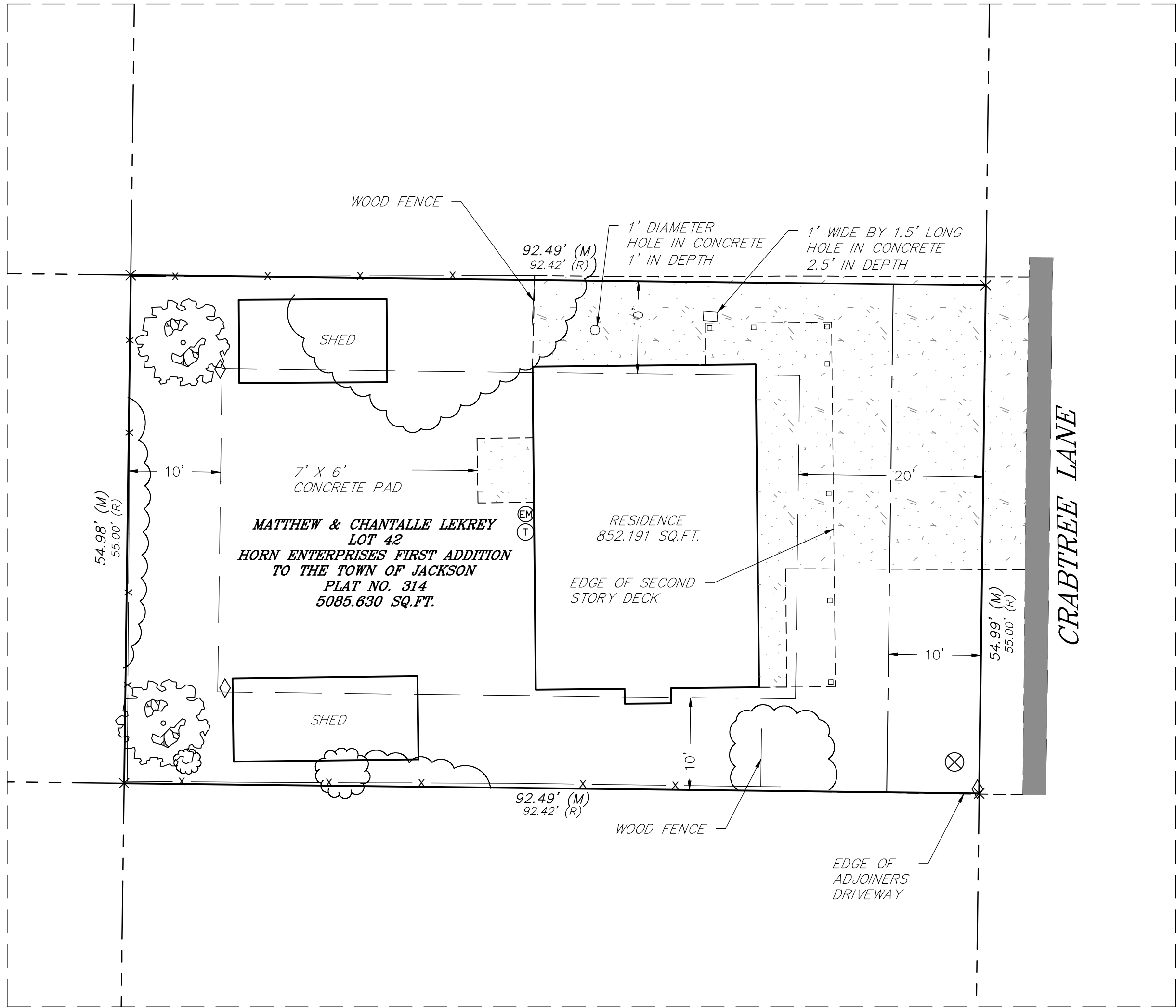
Chantalle and Matthew Lekrey are proposing converting the existing single family residence at 180 Crabtree La, into three small units. The existing two story building would house one 852 SF unit upstairs and two small (appx 580 SF & 495 SF) units at the lower level. We are proposing adding a roughly 170 SF single level addition at the north end of the west side of the existing building to accomplish both lower level units.

Our preliminary site plan and building design satisfy the LDRs for the NL-3 zone with parking being the most challenging aspect. The final design is required to supply four parking spots. Our preferred option (Option 'A', included in this submission) will allow the retention of more landscaped space in the rear yard, will better fit the character of the existing neighborhood and provides greater parking functionality for the final occupants of the residences. Option 'A' provides two parking spaces in tandem at the Northeast side of the home, and two at the rear of the home but will require the consideration of an Administrative Adjustment regarding parking setback and space width at a portion of one of front parking spaces. Our recent survey found the home to be shifted slightly north of center on the property. Option 'B' also conforms to the LDRs but greatly reduces the amount of landscape at the rear of the home. Hence our preference for Option 'A'.

As always, feel free to call or email with any questions prior to our Pre Application Conference.

Sincerely,

Destin Peters
Designer



DETAIL "A"

LEGEND

- INDICATES A FOUND MONUMENT, T-SHAPED STAKE, PER PLAT
- × INDICATES A CALCULATED CORNER FOR MAPPING PURPOSES
- CONIFEROUS TREE
- DECIDUOUS TREE
- ELECTRICAL METER
- COMMUNICATION BOX
- ELECTRICAL PEDESTAL
- 0.5'x0.5' WOOD POST
- CURBSTOP
- LATH FOUND, SET BY OTHERS, AT EITHER AN APPROXIMATE SETBACK LINE OR APPROXIMATE PROPERTY CORNER
- LOT LINE
- CONTROLLING LINE USED FOR CALCULATIONS
- UTILITY EASEMENT LINE (PER PLAT)
- ADJOINING BOUNDARY
- SETBACK LINE (PER LAND DEVELOPMENT REGULATIONS)
- FENCE (6' TALL, WOOD)
- DECK (SECOND FLOOR)
- EXISTING STRUCTURE
- DRIP LINE OF TREES
- CONCRETE
- CURB AND GUTTER

NOTES

NO UNDERGROUND UTILITIES OR SUBSURFACE IMPROVEMENTS WERE MAPPED AS PART OF THIS SURVEY.

NO WETLAND MAPPING WAS DONE AS PART OF THIS SURVEY.

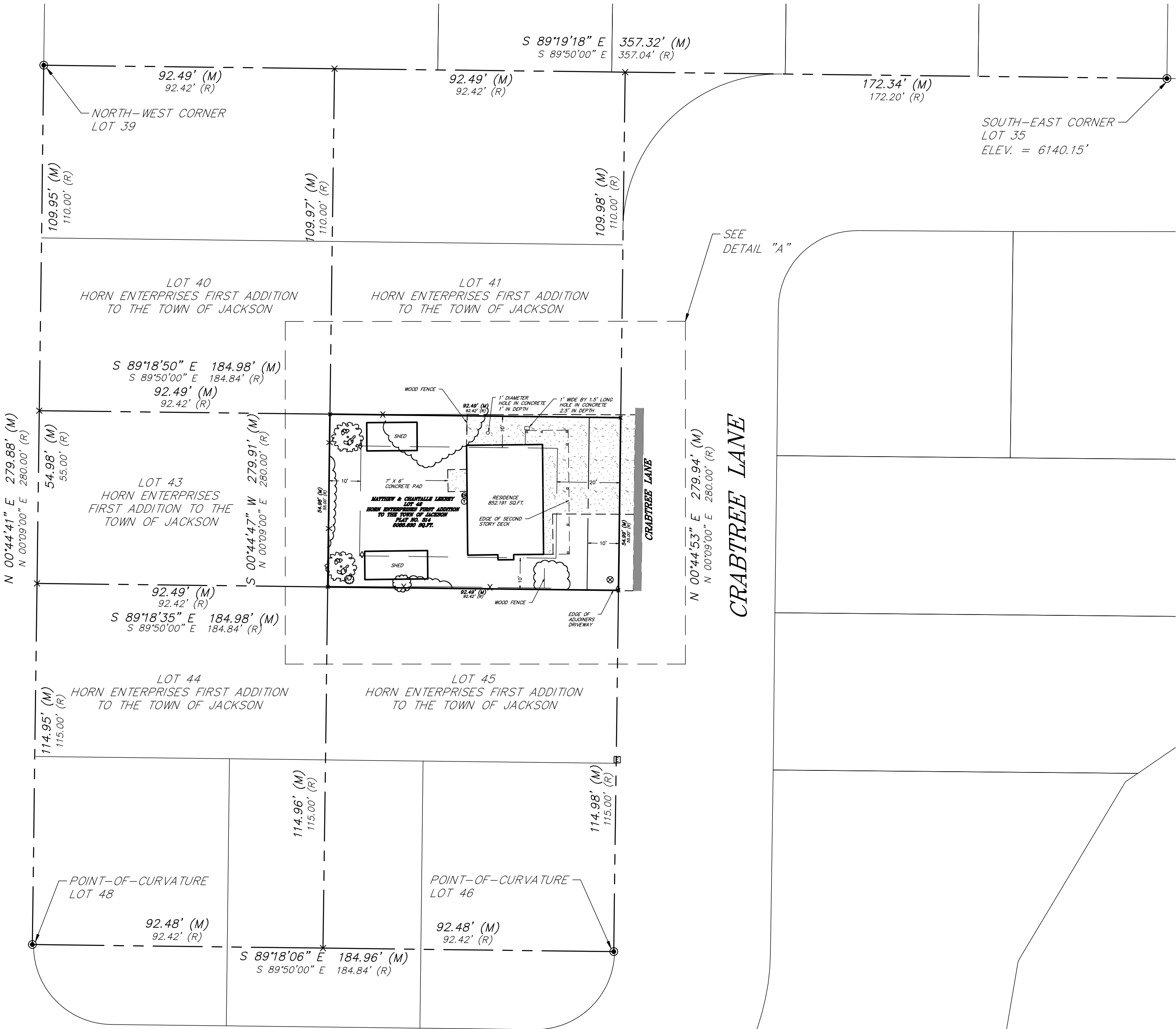
CURRENT ZONING = 2.2.6. NL-5 (NEIGHBORHOOD LOW DENSITY-5; 7/18/18 ORD. 1197) PER TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS
PRIMARY BUILDING SETBACKS
PRIMARY STREET = 20'
SIDE INTERIOR = 10'
REAR = 10'

ELEVATIONS AS SHOWN HEREON HAVE BEEN MEASURED USING US SURVEY FEET AND ARE BASED ON A GPS MEASUREMENT TO THE FOUND MONUMENT AT THE SOUTH-WEST CORNER OF LOT 36 (GPS DERIVED, GEIOD 12B) (BASE ELEVATION = 6140.15').

THE BASIS OF BEARINGS FOR THIS SURVEY IS REFERENCED TO A DIRECT GPS MEASUREMENT AND IS CONSIDERED GEODETIC (GEODETIC NORTH USING WGS 84, NAD83,EPOCH2010).

ADJOINING LOT BOUNDARY LINES SHOWN HEREON ARE APPROXIMATE AND WERE TAKEN FROM TETON COUNTY WYOMING GIS FOR REPRESENTATION PURPOSES ONLY. LOT DIMENSIONS SHOWN HEREON ARE MEASURED BETWEEN MONUMENTS FOUND DURING THIS SURVEY AS REFERENCED TO THAT PLAT NO. 314, RECORDED AT THE TETON COUNTY WYOMING OFFICE OF THE CLERK AND RECORDER. TOPOGRAPHIC FEATURES REPRESENTED ON THIS MAP SHOW CONDITIONS DETERMINED BY A FIELD SURVEY MADE SEPTEMBER 24TH 2021

EASEMENTS OF SIGHT AND RECORD NOT SHOWN HEREON MAY EXIST.



SCALE: 1" = 25'
(22" X 34" SHEET)



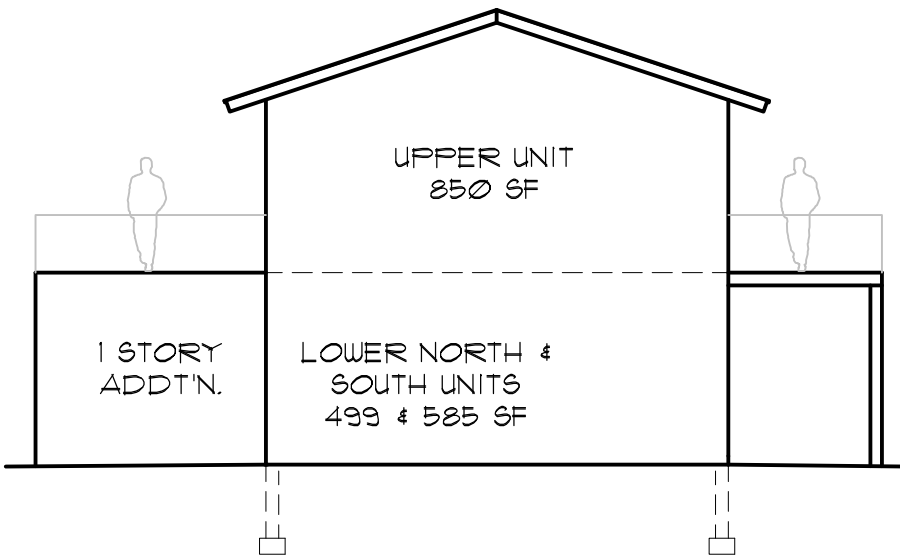
DATE: 9/29/2021

REVISIONS:

PROJECT NAME
LEKREY LOT 42 PLAT NO. 314
180 CRABTREE LANE
EXISTING CONDITIONS SURVEY

SHEET #

1 of 1



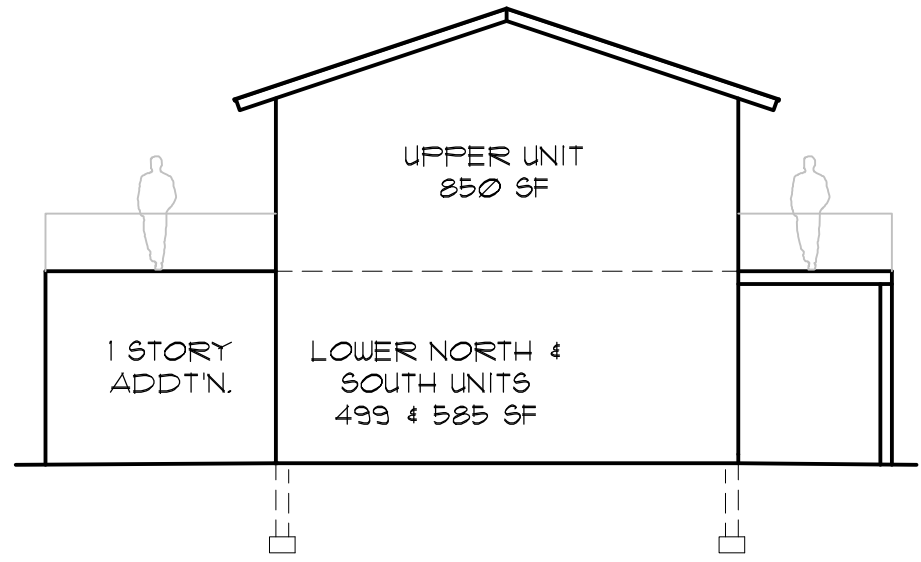
FAR
LOT SIZE 5083 SF
3 UNITS = 0.40 MAX ALLOW
0.40 X 5083 = 2033 SF ALLOW
852 UPPER UNIT
1084 LOWER UNITS
= 1936 SF TOTAL FA

L&R
LOT SIZE 5083 SF
3 UNITS = 0.30 MIN ALLOW
0.30 X 5083 = 1525 SF ALLOW
1434 REAR PARKING/DRIVE
+ 359 NORTH PARKING
+ 1085 HOME
+ 280 DECK
= 3150 SF TOTAL SITE DEV

PARKING
3 UNITS TOTAL
UPPER UNIT = 850 SF = 1.5 SPOTS
LOWER SOUTH = 499 SF = 1 SPOT
LOWER NORTH = 585 SF = 1.5 SPOTS
= 4 PARKING SPOTS REQ'D

180 CRABTREE SITE - OPTION 'A'

1" = 10'



FAR
LOT SIZE 5083 SF
3 UNITS = 0.40 MAX ALLOW
0.40 X 5083 = 2033 SF ALLOW
852 UPPER UNIT
1084 LOWER UNITS
= 1936 SF TOTAL FA

L&R
LOT SIZE 5083 SF
3 UNITS = 0.30 MIN ALLOW
0.70 X 5083 = 3558 SF ALLOW
1740 REAR PARKING/DRIVE
+ 180 NORTH PARKING
+ 1085 HOME
+ 280 DECK
= 3285 SF TOTAL SITE DEV

PARKING
3 UNITS TOTAL
UPPER UNIT = 850 SF = 15 SPOTS
LOWER SOUTH = 493 SF = 1 SPOT
LOWER NORTH = 525 SF = 15 SPOTS
= 4 PARKING SPOTS REQ'D

180 CRABTREE SITE - OPTION 'B'
1" = 10'