



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

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

***For Office Use Only***

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

Date &amp; Time Received \_\_\_\_\_

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

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

**PROJECT.**

Name/Description: Allison Lenz and David Vandenberg  
 Physical Address: 115 W Hansen Avenue Jackson, WY 83001  
 Lot, Subdivision: S 1/2 LOT 12, BLK. 7, WORT 2 PIDN: 22-41-16-33-1-10-010

**PROPERTY OWNER.**

Name: Allison Lenz and David Vandenberg Phone: 307-690-4113  
 Mailing Address: Box 4061 Jackson, WY ZIP: 83001  
 E-mail: david.l.vandenberg@gmail.com

**APPLICANT/AGENT.**

Name: David Vandenberg Phone: 307-690-4113  
 Mailing Address: Box 4061 Jackson, WY ZIP: 83001  
 E-mail: david.l.vandenberg@gmail.com

**DESIGNATED PRIMARY CONTACT.**

Property Owner  Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning)

Use Permit	Physical Development	Interpretations
<input type="checkbox"/> Basic Use	<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Formal Interpretation
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Development Plan	<input type="checkbox"/> Zoning Compliance Verification
<input type="checkbox"/> Special Use	<input type="checkbox"/> Design Review	<b>Amendments to the LDRs</b>
Relief from the LDRs	Subdivision/Development Option	<input type="checkbox"/> LDR Text Amendment
<input checked="" type="checkbox"/> Administrative Adjustment	<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Map Amendment
<input type="checkbox"/> Variance	<input type="checkbox"/> Boundary Adjustment (replat)	<b>Miscellaneous</b>
<input type="checkbox"/> Beneficial Use Determination	<input type="checkbox"/> Boundary Adjustment (no plat)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Appeal of an Admin. Decision	<input type="checkbox"/> Development Option Plan	<input type="checkbox"/> Environmental Analysis

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://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 #:	n/a	Environmental Analysis #:	n/a
Original Permit #:	B23-0326	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](http://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](http://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](http://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.

David Vandenberg

Allison L. Lenz

Signature of Property Owner or Authorized Applicant/Agent

Allison Lenz and David Vandenberg

Name Printed

09/21/2023 09/21/2023

Date

Owners

Title

Administrative Adjustment for application B23-0236, site address 115 W Hansen Avenue

September 20, 2023

Applicant

Allison Lenz and David Vandenberg  
Box 4061  
115 W Hansen Avenue  
Jackson, WY 83001  
[david.l.vandenberg@gmail.com](mailto:david.l.vandenberg@gmail.com)  
307-690-4113

Dear Planners,

Attached please find an application for an Administrative Adjustment as it relates to a one foot encroachment into the north yard setback for building application B23-0326 including email communication from Teton County Historic Preservation Board noting approval for architectural option number two, email communication with the Planning Director supporting an Administrative Adjustment for 12" on the north setback and the Planning Department's staff report P22-107 for a Tier One Certificate of Appropriateness for an addition to a Designated Historic Structure.

Upon initial review of the application, the Teton County Historic Preservation Board requested that we provide design options that would more prominently show the roof peak of the historic house. We worked with our architect and delivered two options for the board to consider. The board chose option two and this design created a 12" encroachment into the north side property setback, hence the application for an administrative adjustment. The Planning Director was present during the two Teton County Historic Preservation meetings where we presented the plans.

Thank you and please let us know if you have any additional questions.

Best regards,

*David Vandenberg*

*Allison L. Lenz*

Allison Lenz & David Vandenberg



David Vandenberg <david.l.vandenberg@gmail.com>

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## P22-107

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**Teton Preservation Board** <tetonpreservation@gmail.com>

Wed, Jun 15, 2022 at 12:18 PM

To: Paul Anthony <panthony@jacksonwy.gov>

Cc: Michael Stern <michael@masplaces.com>, David Vandenberg <david.l.vandenberg@gmail.com>, Allison Lenz <allisonlenz@gmail.com>

Hi Paul,

Thank you for joining us last night and for all your hard work on the town's historic preservation program. It was so satisfying to see all that planning work last night!

For your records:

The Teton County Historic Preservation Board met last night and reviewed the amended submissions of P22-107. The TCHPB offers the following recommendation.

The TCHPB recommends approval to the Planning Director of application P22-107 for a Certificate of Appropriateness Type 1 for an addition to the historic structure located on 115 W. Hansen Avenue, using Alternative #2 as presented in the Town of Jackson Planning and Building Department staff report dated June 14, 2022.

Best,

Susan

--

Susan Eriksen-Meier

**Teton County Historic Preservation Board**

P.O. Box 4083, Jackson WY 83001

307-690-7781

-David

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 [220429\\_Certificate of Appriateness Application\\_w Alternate Design Options.pdf](#)  
900K

**Paul Anthony** <panthony@jacksonwy.gov>

Wed, May 18, 2022 at 3:42 PM

To: David Vandenberg <david.l.vandenberg@gmail.com>, Michael Stern <michael@masplaces.com>

Cc: Allison Lenz <allisonlenz@gmail.com>, Rodrigo Zamora <zamora.rodrigo@gmail.com>

David,

Thank you for the updated designs. I can't speak for the TCHPB and which alternative they prefer (or whether these changes are sufficient) but I can commit to supporting an Administrative Adjustment for 12" on the north setback if the Board prefers the second option.

For me, the revised drawings and floor plans are enough to show the proposed changes but, again, I can't speak for the TCHPB. Maybe Michael can provide some direction on that. Paul.

**Paul Anthony**

Planning Director

Town of Jackson

Phone (307) 733-0440 #1303

[panthony@jacksonwy.gov](mailto:panthony@jacksonwy.gov)  
[www.jacksonwy.gov](http://www.jacksonwy.gov)



**Sign Up for the Town's Newsletter!**

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1K

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**Michael Stern** <michael@masplaces.com>

Wed, May 18, 2022 at 10:56 PM

To: Paul Anthony <panthony@jacksonwy.gov>

Cc: Allison Lenz <allisonlenz@gmail.com>, David Vandenberg <david.l.vandenberg@gmail.com>, Rodrigo Zamora <zamora.rodrigo@gmail.com>



# TETON COUNTY HISTORIC PRESERVATION BOARD

## CERTIFICATE OF APPROPRIATENESS STAFF REPORT

**MEETING**

**DATE:** JUNE 14, 2022

**PLANNER:** PAUL ANTHONY

**SUBJECT:**

**ITEM P22-107:** CERTIFICATE OF APPROPRIATENESS FOR ADDITION TO DESIGNATED HISTORIC STRUCTURE LOCATED AT 115 W. HANSEN AVENUE TO THE JACKSON HISTORIC REGISTER.

**APPLICANT:**

ALLISON LENZ AND DAVID VANDENBERG

**PROPERTY OWNER:**

ALLISON LENZ AND DAVID VANDENBERG

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**REQUESTED ACTION**

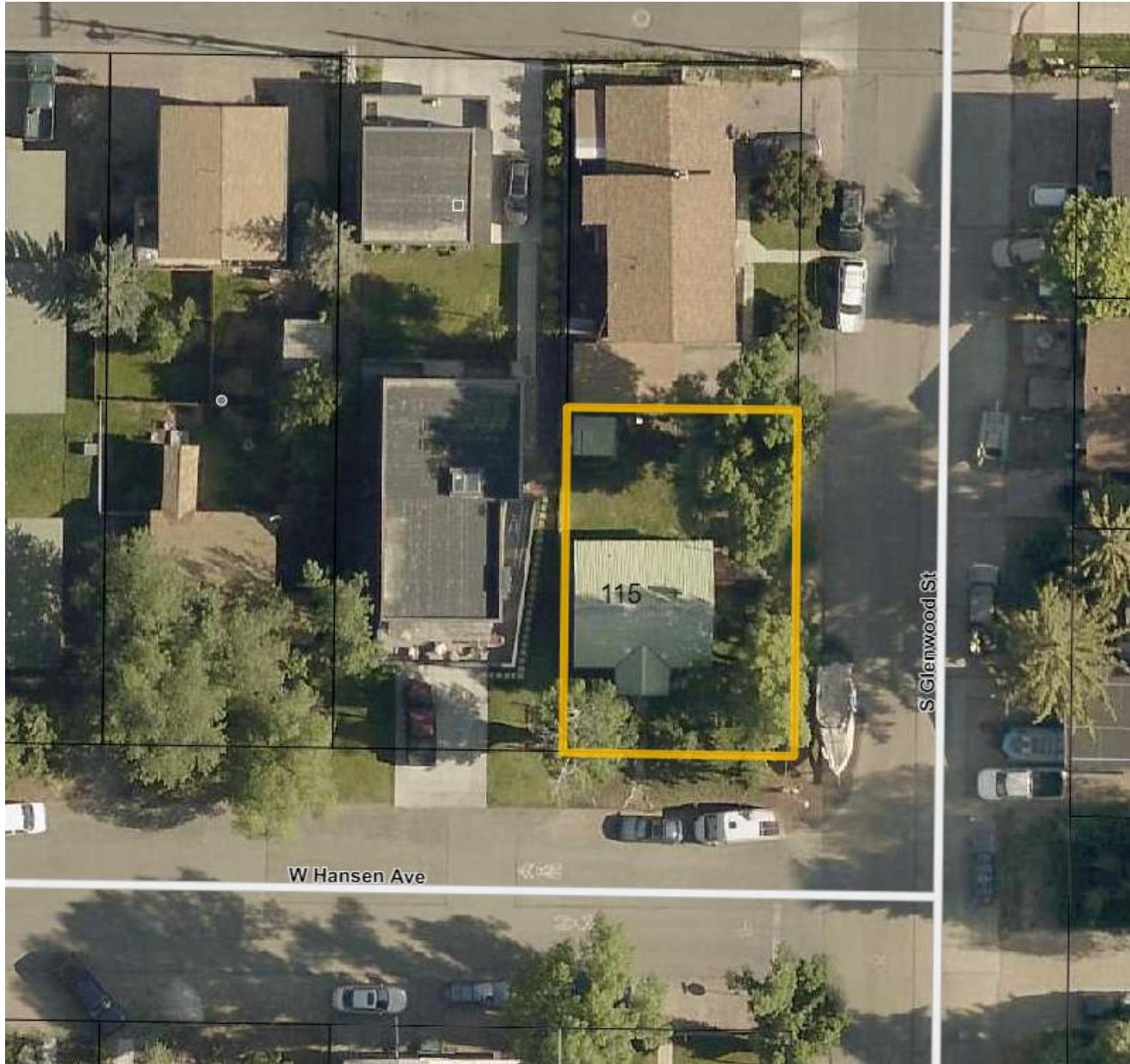
The applicant is requesting approval of a Tier 1 Certificate of Appropriateness (CoA) for an addition to the Registered Historic Resource located at 115 W. Hansen Avenue.

**APPLICABLE REGULATIONS**

Section 5.9.6.C – Available for a Historic Registered Property  
Section 8.5.7 – Designation Process to the Jackson Historic Register  
Section 8.5.8 – Certificate of Appropriateness – Exterior Alterations

**LOCATION**

The subject property is described as S 1/2 LOT 12, BLK. 7, WORT-2 and addressed as 115 W. Hansen Avenue. An aerial photo of the property is shown on the following page:



## BACKGROUND

On May 10, 2022, the TCHPB heard this item and continued it to this meeting to give the applicant time to make modifications to the design to better address the relationship between the 3-story addition and the 1-story existing historic house. In particular, the Board asked the applicant to explore ways to expose more of the roof gable of the historic house to better protect its visual prominence on the site and to ensure that the addition did not overwhelm it in scale.

In response, the applicant has resubmitted modified plans (attached) and an email (attached) that summarizes the changes they made. In short, they show two options where the proposed addition is set back an additional 12" or 18" from the previous design. They also modified the landing to the stairway and slightly reduced the ceiling height of the first level. Please see the supplemental submittal materials for full details.

*The question for the Board is whether these modifications address your concerns regarding the Design Guidelines related to additions to historic structures.*

**NOTE: The rest of the staff report below is identical to the previous one submitted for the original design.**

On February 1, 2021, the Town of Jackson updated the Land Development Regulations (LDRs) to include a new program to protect historic structures and sites. The program is voluntary in nature and includes a menu of development incentives to encourage landowners to protect and maintain their historic properties. The centerpiece of the program is the Jackson Historic Register which serves as the official list of historic properties in the Town. Once a property is designated on the Register it not only becomes eligible for one or more of the many LDR development incentives, **but it must also comply with a newly adopted Historic Preservation Design Guidelines that apply to additions, alterations, and the relocation/repositioning of the listed historic structure.** A property approved to the Register is then known as a Registered Historic Resource.

One of the new procedures in the historic preservation program is that all alterations or additions to a Registered Historic Resource must get approval of a CoO, usually as part of the building permit review. In addition, the CoO process is split into two types – A Type 1 for larger, more complex additions that require TCHPB review and the Type 2 which are for minor changes that do not require TCHPB review. This application is for Type 1 application so review and recommendation from the TCHPB is required. In its review, the TCHPB will apply the newly adopted design guidelines for historic preservation contained as an appendix to the Town's regular Design Guidelines.

In terms of the review process for Type 1 CoO, applications are submitted to the Town Planning Department, reviewed for sufficiency within 14 days, and then the Planning Director must make a final decision within 14 days of the TCHPB recommendation.

## PROJECT DESCRIPTION

The existing 81-year old home on the applicant's property was designated on the Jackson Historic Register in October 21, 2021. This applicant is now requesting approval of a 3-story addition to the 807 sf, one-story house. The plans for the addition are provided in the attached application but, in summary the addition includes 715 sf of new habitable floor area, a one-car garage, two additional parking spaces (for a total of 3 spaces), and various decks and exterior stairs. The existing house will remain in place but its roof and siding will be replaced (existing metal siding will be replaced with new wood siding). The addition will be approximately 33' tall, will be attached to the existing structure, and will be a more modern design to differentiate it from the historic structure.

While staff has not done a full zoning compliance review on the project, it appears that the project complies with most of the LDRs. However, staff notes that one of the three proposed driveways may need to be removed to comply with the 20' curb cut limit (applies to corner lots as well) and the second story overhang on the east façade encroaches into the 10' secondary street setback. Allowing this encroachment requires an application for an Administrative Adjustment per Sec. 5.9.6.C.2.a which has not been applied for yet. There may be an encroachment into the north side yard setback as well that would also need an Administrative Adjustment. The existing historic house is nonconforming to the side setback (about 3' from the property line) on the west side so per the LDRs the applicant may add to the house provided the nonconformity matches the existing nonconformity.

The task of the TCHPB is to review the proposed plans for an addition and determine whether it is consistent with the new design guideline for historic preservation available here at this link

<https://www.jacksonwy.gov/DocumentCenter/View/4344/Town-Design-Guidelines-and-Appendix-2021> or on the Town's Planning Department website.

Please refer to the application for full detail on the project including narrative and renderings.

## STAFF ANALYSIS AND FINDINGS

Certificate of Appropriateness applications must comply with the review process in Sec. 8.5.8 of the LDRs as provided below.

**Purpose:** According to Sec. 8.5.8.A “The purpose is to allow owners to obtain a Certificate of Appropriateness (CoA) to make exterior alterations of properties listed on the Jackson Historic Register in ways that are compatible with and maintain the historic integrity of the resource consistent with the Historic Preservation Design Guidelines. The Planning Director may consult with the Teton County Historic Preservation Board (TCHPB) as necessary to achieve the purposes of this section”.

**Findings** According to Sec. 8.5.8.D, in making a final determination on a CoA for either a Type 1 or Type 2 application, the Planning Director, in consultation with the TCHPB as appropriate, shall find that the request:

- A. Complies with the requirements of Division 5.9.

Apparent Compliance: The project is generally compliant but the applicant may still need to apply for an Administrative Adjustment to allow the structure encroachment into the 10' secondary street setback for the second story bump out and possibly for other features of the building.

- B. Complies with the Historic Preservation Design Guidelines, and Town Design Guidelines, if applicable.

Apparent Compliance: Staff is waiting to receive the TCHPB's recommendation on this finding.

- C. Complies with all other LDRs.

Apparent Compliance: The project is generally compliant but the applicant may still need to apply for an Administrative Adjustment to allow the structure encroachment into the 10' secondary street setback for the second story bump out and possibly for other features of the building. In addition, it appears that there the proposed site plan shows three curbs cuts that exceed the 20'-wide curb cut limit. This too would require an Administrative Adjustment from the Planning Director to be approved.

- D. Complies with all prior approvals.

Apparent Compliance: There are no other previous approvals.

Staff has provided the above analysis and findings to aid the TCHPB in its review of the designation application. We have stated that the application is in “Apparent Compliance” with required criteria because staff would like to have the benefit of the TCHPB expertise and recommendation before finalizing our review. As such, the TCHPB may use the above information as it deems appropriate, including coming to contrary conclusions, in its review and final recommendation.

## ATTACHMENTS

Applicant Submittal

RECOMMENDATION

I move to recommend to the Planning Director approval [or denial] of application P22-107 for a Certificate of Appropriateness Type 1 for an addition to the historic structure located on 115 W. Hansen Avenue, as presented in this staff report dated June 14, 2022.

**From:** [David Vandenberg](#)  
**To:** [Michael Stern](#); [Paul Anthony](#)  
**Cc:** [Allison Lenz](#); [Rodrigo Zamora](#)  
**Subject:** Fwd: 115 W Hansen - COA alternate design options  
**Date:** Wednesday, May 18, 2022 2:30:01 PM  
**Attachments:** [220429\\_Certificate of Appriateness Application w Alternate Design Options.pdf](#)

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Michael and Paul,

Our architect (Rodrigo, who is copied on this message) worked through options for reducing the length of the stairs and exposing the peak of the gable and came up with two options:

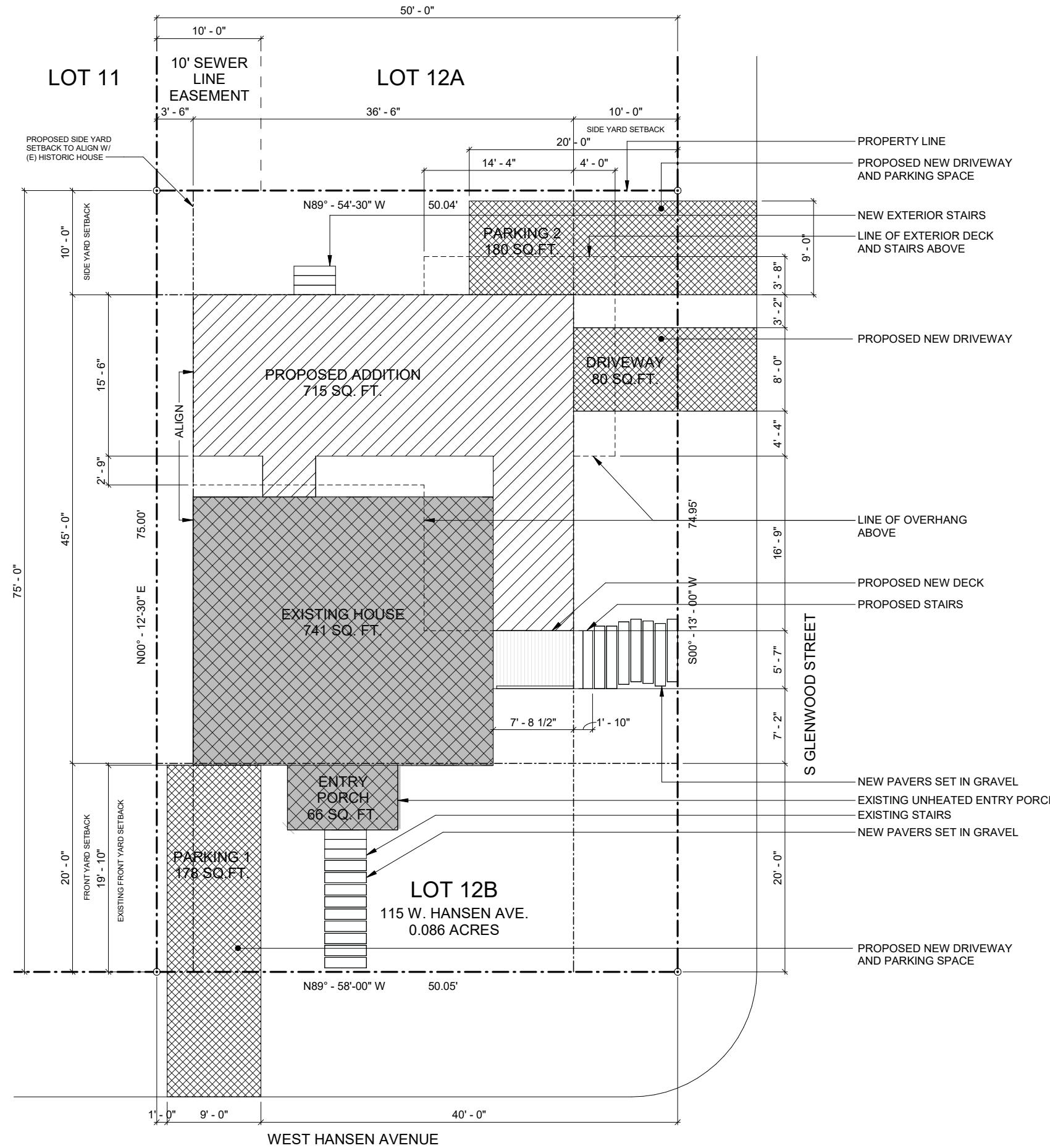
- "- The first alternate design option includes only changes that would not require an administrative adjustment:
  - I added a first landing/step at the bottom of the stairs;
  - I reduced the ceiling height on the First Floor by 2" and increased the stair riser height by 7 3/4" (from 7 1/4"), which reduces the stairs by one step/tread;
  - This results in a reduction in length of 20" in total, so 20" of the gable are exposed past the peak.
- The second alternate design option includes all of the adjustments from the first, plus:
  - The entire addition is moved 12" north into the 10'-0" setback;
  - This reveals a total of 32" north of the gable peak.

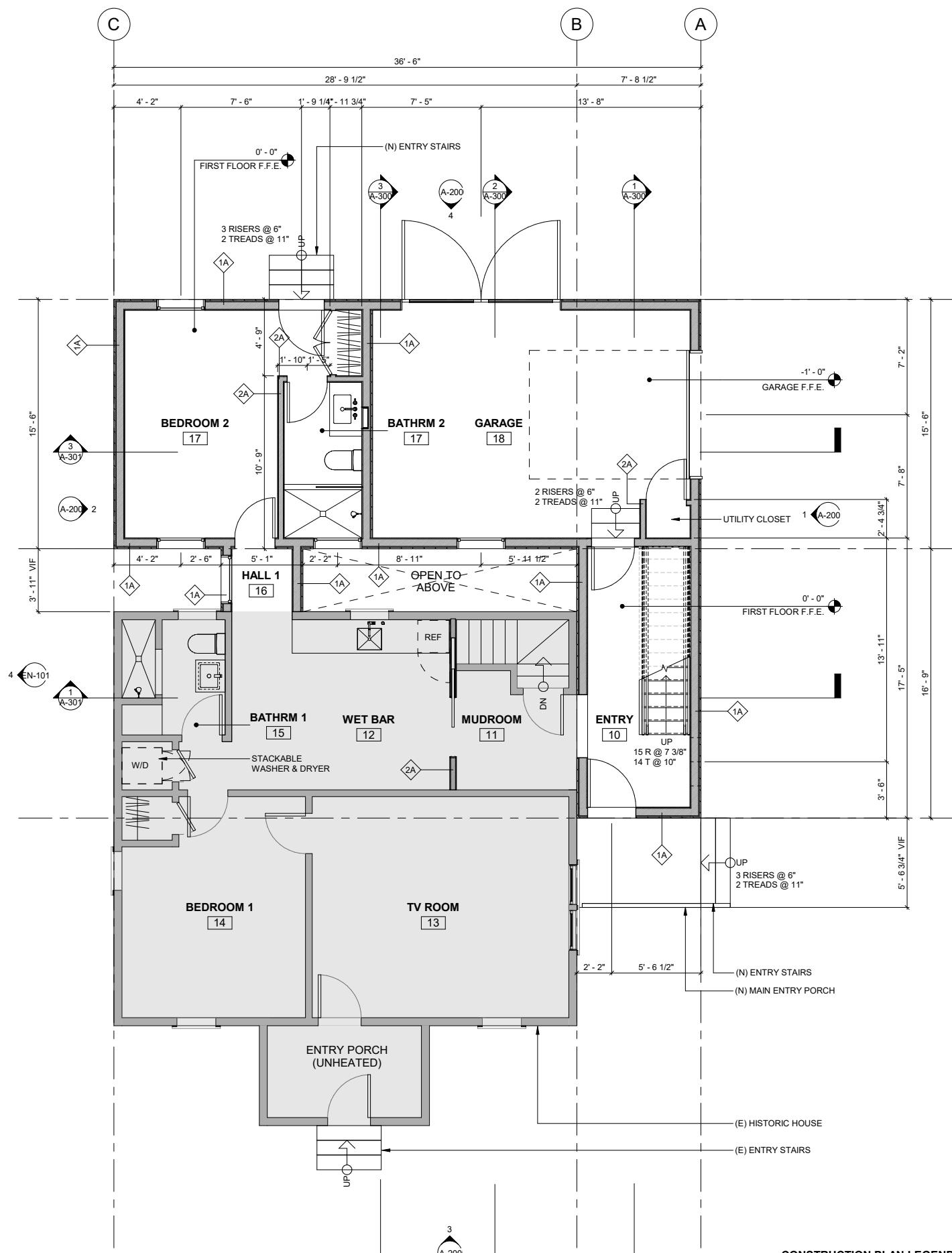
I think both of these options are easy fixes that would not affect the structural design calculations Honza has already prepared and would address the TCHPB's concern.

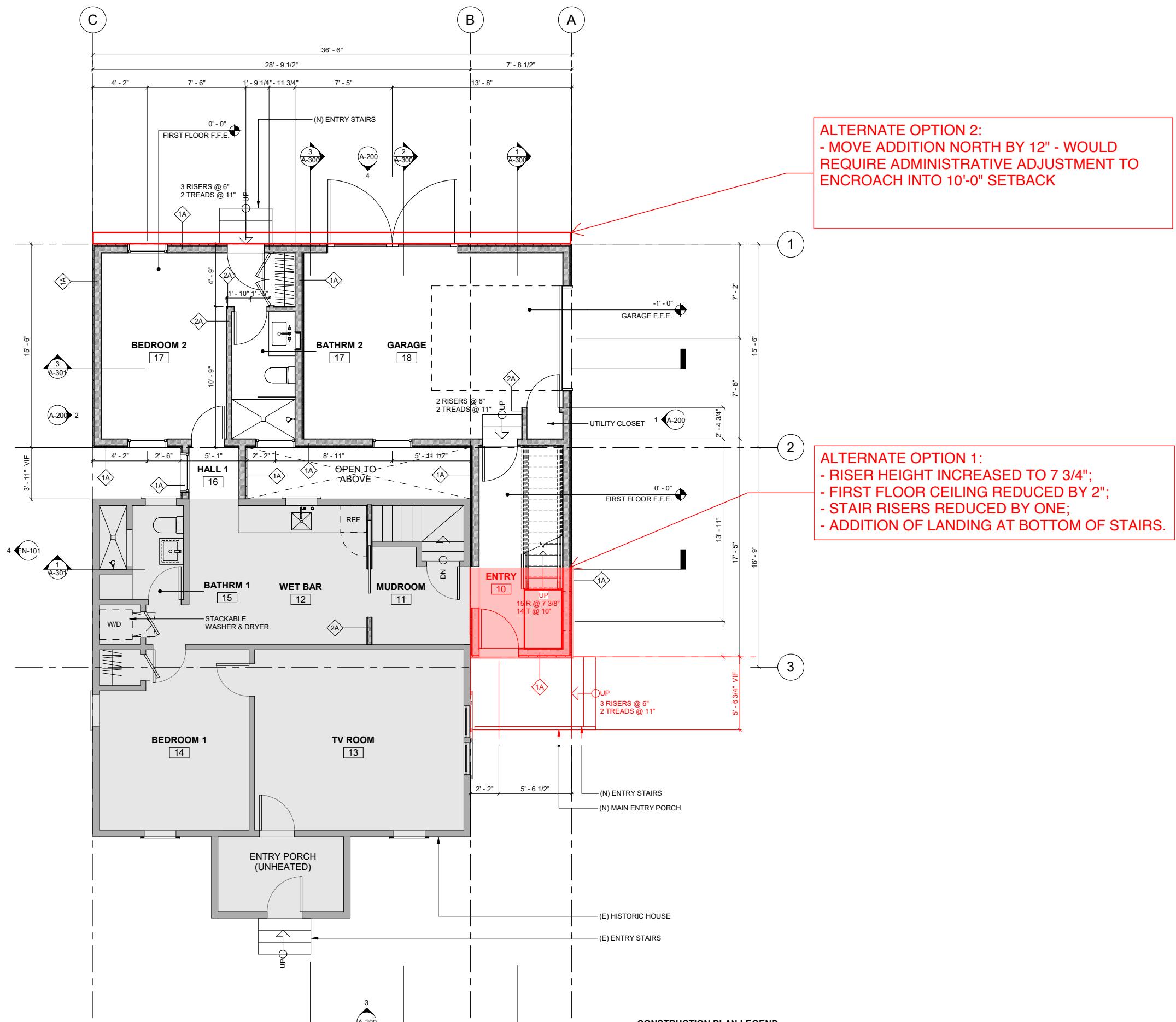
The attached presentation shows the view from the intersection of Hansen and Glenwood in the original proposed design and the two alternates so that you can flip through it. I am happy to prepare views from Glenwood, but this might be enough to convey the modifications. Please let me know what you think and what would be best to prepare to share with the town.  
"

Michael and Paul, if you have time to come by and walk through the house, we are here through the next week. Also, if the next boarding meeting is on Tuesday June 14, then we will be in town and would love to attend the meeting.

Best regards,  
-David



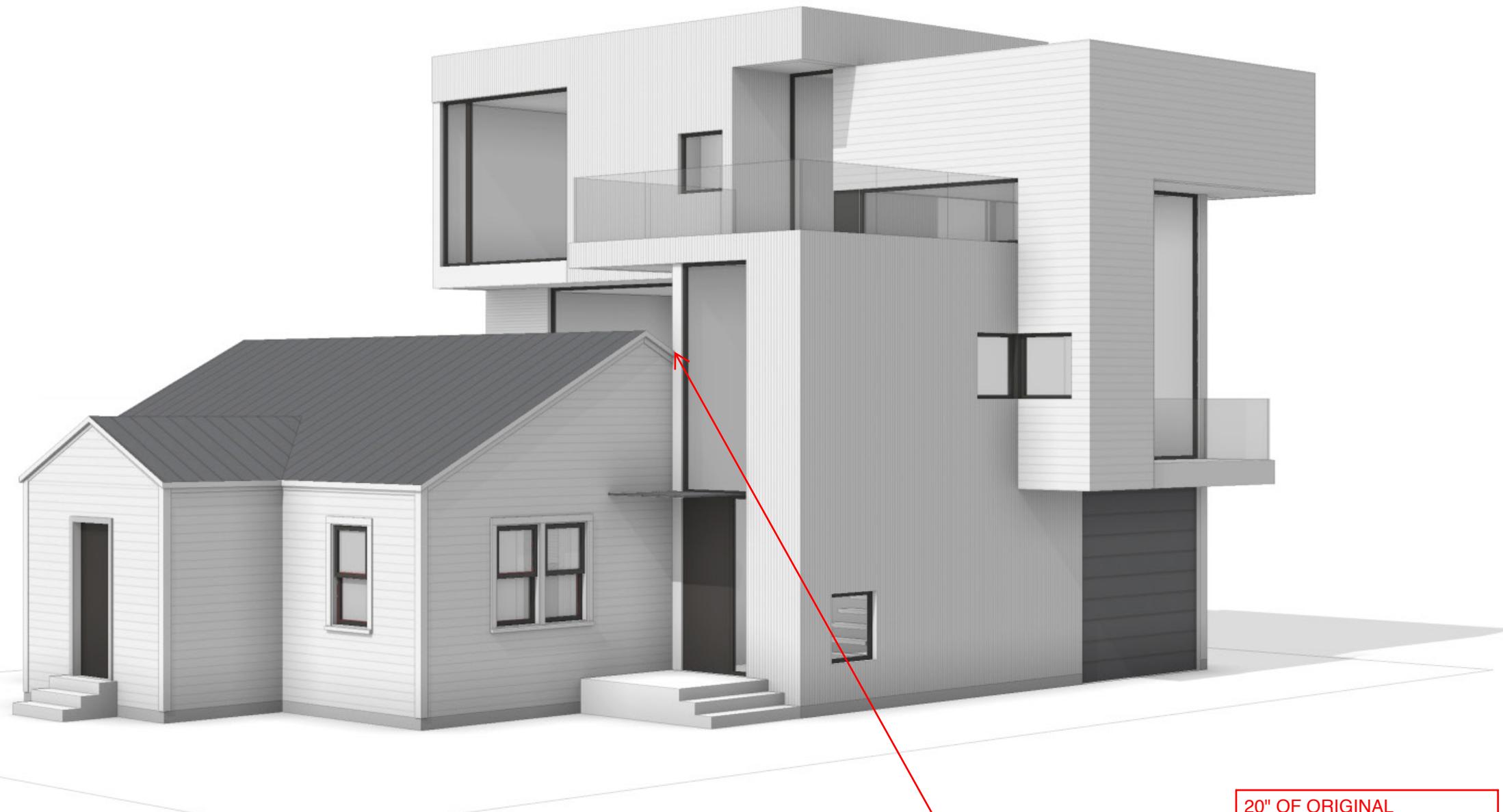






ORIGINAL PROPOSAL DESIGN

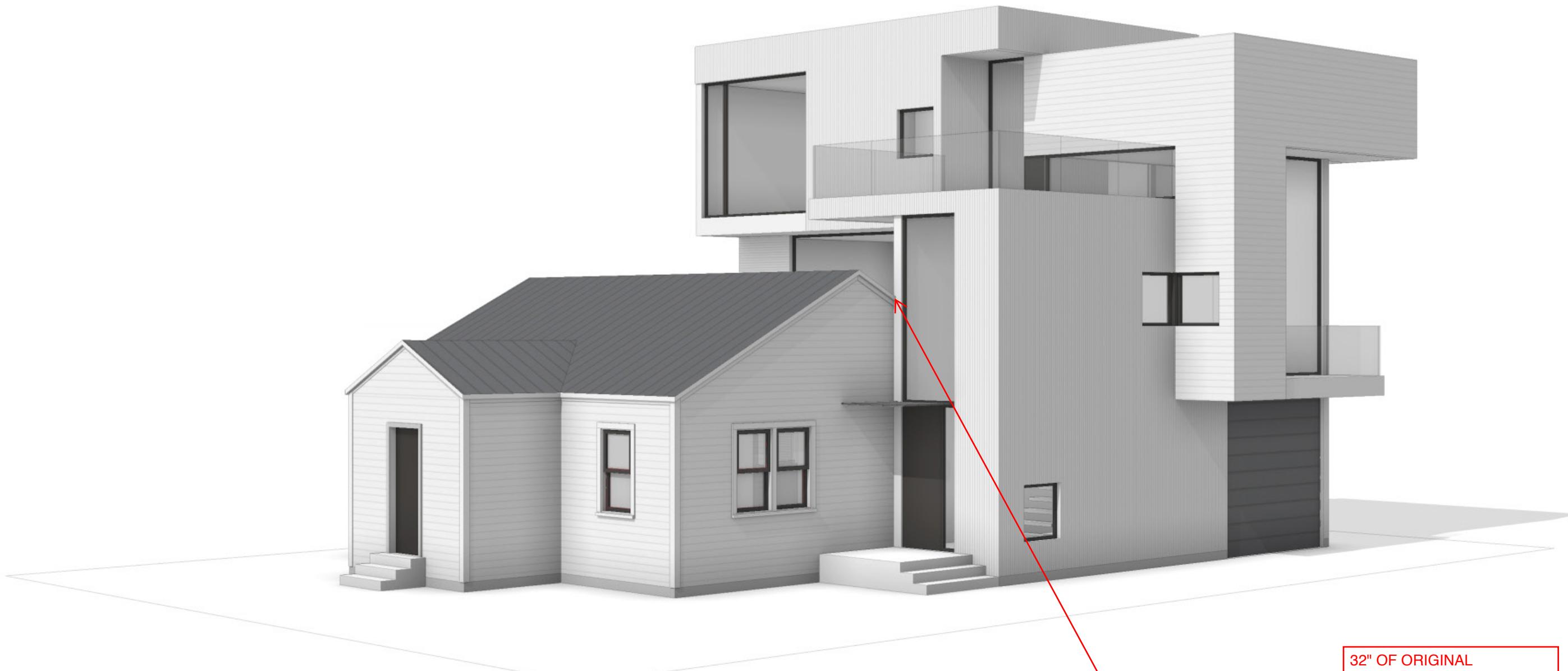
PROPOSED WORK - PERSPECTIVE VIEW 1 (From corner of West Hansen & South Glenwood looking Northwest)  
Vandenberg Lenz Residence - 115 W Hansens Avenue



**ALTERNATE DESIGN OPTION 2:**

- ADDITION REDUCED BY 20" IN NORTH SOUTH DIRECTION  
(LANDING AT BOTTOM OF STAIRS AND REDUCED FIRST FLOOR CEILING HEIGHT)

20" OF ORIGINAL  
STRUCTURE NORTH OF  
GABLE PEAK KEPT CLEAR



**ALTERNATE DESIGN OPTION 2:**

- ADDITION REDUCED BY 20" IN NORTH SOUTH DIRECTION  
(LANDING AT BOTTOM OF STAIRS AND REDUCED FIRST FLOOR CEILING HEIGHT)
- ADDITION MOVED NORTH BY 1'-0" (WOULD REQUIRE ADMINISTRATIVE ADJUSTMENT)

32" OF ORIGINAL  
STRUCTURE NORTH OF  
GABLE PEAK KEPT CLEAR



## PLANNING & BUILDING DEPARTMENT

October 19, 2021

Ms. Allison Lenz and Mr. David Vandenberg  
P.O. Box 4061  
Jackson, WY 83001

**RE: Designation to Jackson Historic Register**  
**Item: P21-238**  
**Property addressed at 115 W. Hansen Ave.**

Dear David and Allison,

This letter is to confirm that on October 19, 2021, the Town of Jackson Planning Director **approved** your request to designate the primary structure located on 115 W. Hansen Ave., to the Jackson Historic Register per Sec. 8.5.7 in the Town of Jackson Land Development Regulations (LDRs). This approval is based on the information provided in the applicant's submittal (on file), as well as the recommendation of approval from the Teton County Historic Preservation Board provided at its Board meeting on October 12, 2021.

The referenced property is now eligible for and subject to the provisions in the Town's historic preservation program, including: Div. 5.9 (Preservation of Historic Properties); Sec. 5.8.1.B (Historic Preservation Design Guidelines); Sec. 8.5.8 (Certificate of Appropriateness - Exterior Alterations); and Sec. 8.5.9 (Certificate of Appropriateness - Repositioning and Relocation) in the LDRs.

Should you have any questions or need additional information, please contact me by email at [kpage@jacksonwy.gov](mailto:kpage@jacksonwy.gov) or by phone at 307-733-0440, ext. 1302.

Sincerely,

*Katelyn S. Page*

Katelyn S. Page  
Associate Planner