



# 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: March 15, 2021   | <b>REQUESTS:</b>  |
| Item #: P21-064  | The applicant is submitting a request for a Grading Pre-Application for the property located at 722 Rodeo Drive PIDN: 22-41-16-33-3-07-043 legally known as LOT 43, KARNS HILLSIDE ADDITION |
| Planner: Katelyn Page  | For questions, please call Brian Lenz at 307-733-0440 x1410, 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</b><br>Second Mountain, LLC<br>2931 5 <sup>th</sup> Ave<br>Corona Del Mar, CA 92625 |   |
| <b>Applicant:</b><br>Y2 Consultants – Skylar Helffrich<br>PO Box 2870<br>Jackson, WY 83001   |   |
| <b>Please respond by:</b>  |   |

**Applicant:**

Y2 Consultants – Skylar Helffrich  
PO Box 2870  
Jackson, WY 83001

The applicant is submitting a request for a Grading Pre-Application for the property located at 722 Rodeo Drive PIDN: 22-41-16-33-3-07-043 legally known as LOT 43, KARNS HILLSIDE ADDITION

For questions, please call Brian Lenz at 307-733-0440 x1410, or email to the address shown to the left. Thank you.

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



y2consultants.com  
307 733 2999

# CONSULTANTS

ENGINEERING, SURVEYING & PLANNING  
LANDSCAPE ARCHITECTURE, GIS  
NATURAL RESOURCE SERVICES

March 12, 2021

*Delivery via email*

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

**RE: 722 Rodeo Drive GEC Pre App Submittal Package Cover Letter  
722 Rodeo Drive, Jackson, WY**

To whom this may concern,

On behalf of the Applicant and Owner, Second Mountain, Y2 is submitting this Grading and Erosion Control Pre-Application Conference Request for the construction of a residence, driveway access, the associated utilities and grading. Based on the existing slopes and size of development this will be a plan level permit and a pre app is required. This cover letter accompanies the application and lists the contents of the application packet being submitted for review:

1. \$150 Application Fee
2. Pre-Application Conference Request
3. Warranty Deed
4. Letter of Authorization
5. Narrative Project Description
6. Civil GEC Drawing

We remain available to answer any questions that may come up in order to expedite processing of this application and avoid delays during your review. Please let us know how we may continue to be of assistance.

Sincerely,

Skyler Helffrich  
Civil Engineer  
[Skyler@y2consultants.com](mailto:Skyler@y2consultants.com)



**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: 722 Rodeo Drive Residential Development

Physical Address: 722 Rodeo Drive

Lot, Subdivision: Lot 43 Karns Hillside Addition

PIDN: 22-41-16-33-3-07-043

**PROPERTY OWNER.**

Name: SECOND MOUNTAIN LLC Phone: 310-430-5097  
Mailing Address: 2931 5TH AVE, CORONA DEL MAR, CA ZIP: 92625-2205  
E-mail: Michael@Secondmountain.us

**APPLICANT/AGENT.**

Name, Agency: Skyler Helffrich, Y2 Consultants, LLC. Phone: 733-2999  
Mailing Address: PO BOX 2870 ZIP: 83001  
E-mail: Skyler@Y2consultants.com

**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 [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).

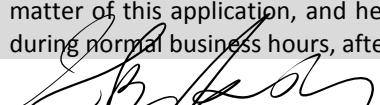
**Narrative Project Description.** Please attach a short narrative description of the project that addresses:  
 Existing property conditions (buildings, uses, natural resources, etc)  
 Character and magnitude of proposed physical development or use  
 Intended development options or subdivision proposal (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  
 N/A 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.

  
Signature of Owner or Authorized Applicant/Agent

Skyler Helffrich

Name Printed

3/12/2021

Date

Agent

Title



y2consultants.com  
307 733 2999

# CONSULTANTS

ENGINEERING, SURVEYING & PLANNING  
LANDSCAPE ARCHITECTURE, GIS  
NATURAL RESOURCE SERVICES

## 722 RODEO DRIVE PRE APP NARRATIVE

March 12, 2021

### PROJECT DESCRIPTION

#### 1. Existing Conditions

The property, 722 Rodeo Drive, is currently a vacant, undeveloped lot. The property was lot was created as lot 43 of the Karns Hillside Addition subdivision. This property is currently under Town of Jackson Zone Specific Standards NL-2. All information is based on the Teton County GIS.

#### 2. Character of Project

The owner would like to construct a residential building on the property. This development would entail all associated utilities and the construction of an access driveway. Due to the prevalence of steep slopes, a retaining wall will be necessary to achieve access to the site and is situated in the site development setback.

#### 3. Intended Development

Not Applicable.

#### 4. Proposed Amendments to the LDRs

Not Applicable.

SECOND MOUNTAIN, LLC.  
GEC PRE-APP  
722 RODEO DRIVE  
RESIDENTIAL DEVELOPMENT

NOTES:

1. NO UNDERGROUND UTILITIES WERE SURVEYED DURING FIELD INVESTIGATION CONDUCTED BY NELSON ENGINEERING. WATER MAIN, SERVICE, AND TAP LOCATION BASED ON SURFACE VALVE LOCATION. SANITARY SERVICE STUB DEPICTED AS SHOWN BY TOWN OF JACKSON INFORMATION.
2. ALTERNATIVE BUILDING SETBACK SHOWN ON PLAN BASED ON KARNS HILLSIDE ADDITION PLAT 0961-02

NOTES:

1. NO UNDERGROUND UTILITIES WERE SURVEYED DURING FIELD INVESTIGATION CONDUCTED BY NELSON ENGINEERING. WATER MAIN, SERVICE, AND TAP LOCATION BASED ON SURFACE VALVE LOCATION. SANITARY SERVICE STUB DEPICTED AS SHOWN BY TOWN OF JACKSON INFORMATION.
2. ALTERNATIVE BUILDING SETBACK SHOWN ON PLAN BASED ON KARNS HILLSIDE ADDITION PLAT 096

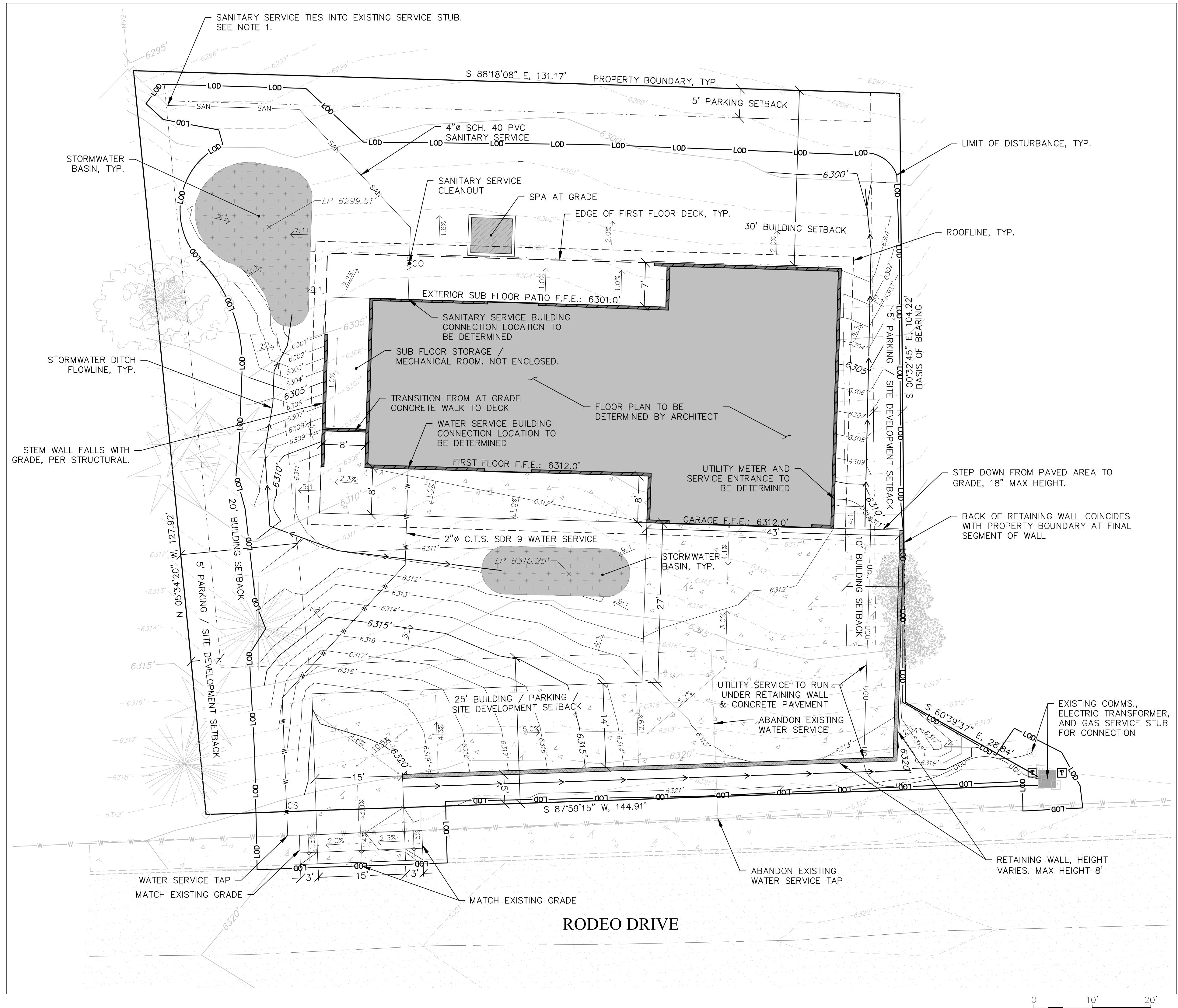
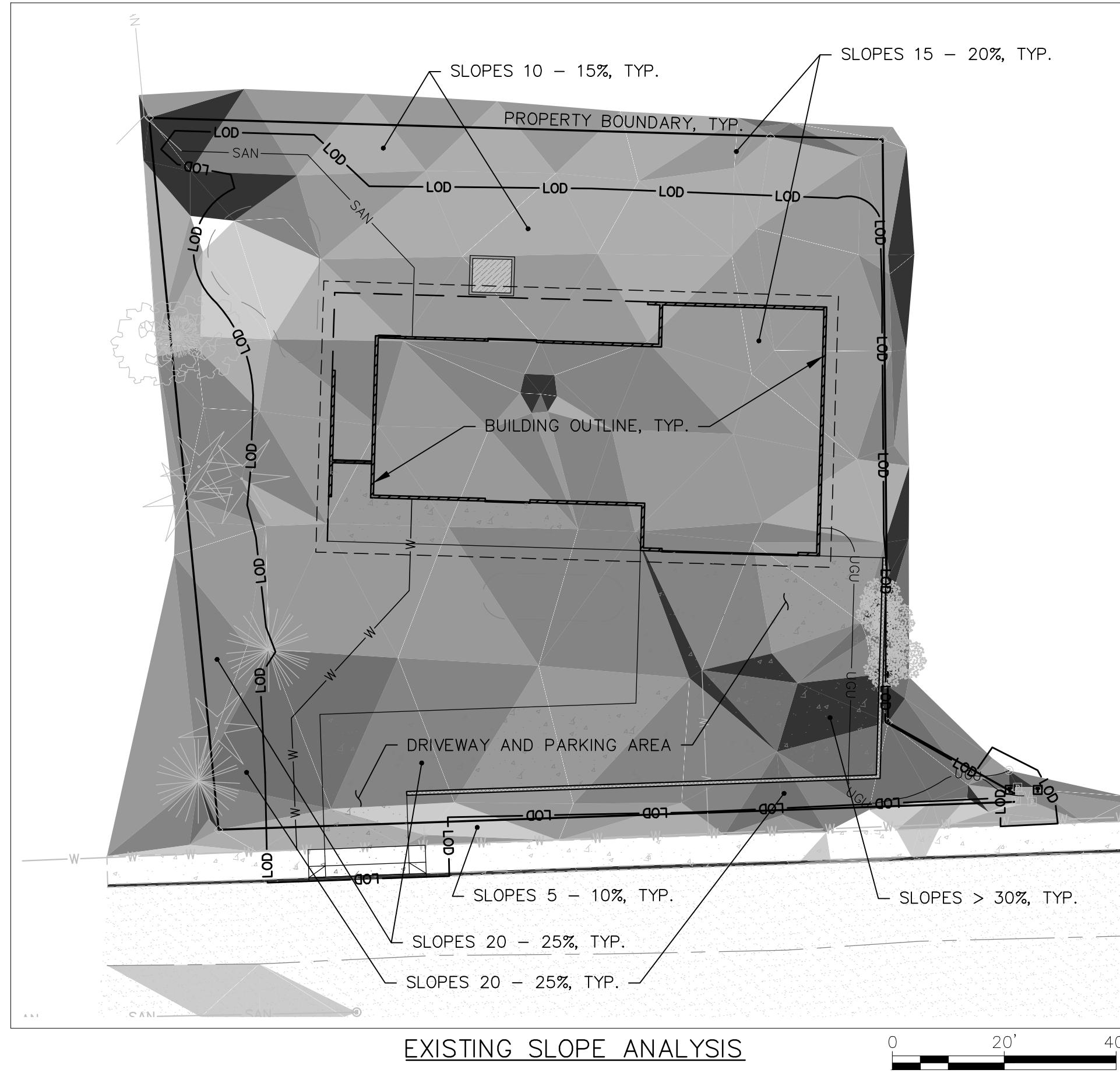
SANITARY SERVICE STUB DEPICTED AS SHOWN BY TOWN OF JACKSON INFORMATION.

2. ALTERNATIVE BUILDING SETBACK SHOWN ON PLAN BASED ON KARNS HILLSIDE ADDITION PLAT 0961-02

2. ALTERNATIVE BUILDING SETBACK SHOWN ON PLAN BASED ON KARNS HILLSIDE ADDITION PLAT 0961-02

## LEGEND

| DISTURBANCE |           |
|-------------|-----------|
| SLOPES      | AREA (SF) |
| 0 – 5%      | 18        |
| 5 – 10%     | 36        |
| 10 – 15%    | 1,75      |
| 15 – 20%    | 5,96      |
| 20 – 25%    | 4,05      |
| 25 – 30%    | 1,05      |
| 30 – 36%    | 39        |
| > 36%       | 10        |
| TOTAL       | 13,87     |



LAST SAVED: 3/12/2021 3:41 PM BY: SKYLER HELFFRICH  
FILED: 3/12/2021 10:722-BRIGGS,Civil\ACAD\21010 PRE-APP-P-1ST FLLOOR.dwg

# CONSULTANTS

ENGINEERING, SURVEYING & PLANNING  
LANDSCAPE ARCHITECTURE, GIS  
NATURAL RESOURCE SERVICES

The logo for Y2 Consultants features a circular emblem with a yellow border and a grey interior. Inside the circle, the letters 'Y2' are written in a large, bold, white, sans-serif font. To the right of the logo, the company name 'y2consultants.com' is written vertically in a smaller, black, sans-serif font. Below the website, the phone number '307 733 2999' is also listed vertically in a black, sans-serif font.

722 RODEO DRIVE RESIDENTIAL DEVELOPMENT  
SECOND MOUNTAIN, LLC.

---

722 RODEO DRIVE  
LOT 43, KARN'S HILLSIDE ADDITION

## GEC PRE APPLICATION

## C1.1

GRANTOR: BROWN, RENO A  
GRANTEE: SECOND MOUNTAIN LLC  
Doc 1004648 Filed At 13:18 ON 12/08/20  
Maureen Murphy Teton County Clerk fees: 12.00  
By Vicki Carpenter Deputy Clerk

Space Above This Line for Recorder's Use Only

## WARRANTY DEED

File No.: **932696JAC (tit)**

**Reno A. Brown, a married man**, GRANTOR(S), for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, CONVEY(S) AND WARRANT(S) to

**Second Mountain LLC, a Wyoming limited liability company**, GRANTEE(S),

whose mailing address is 2931 5th Avenue, Corona del Mar, CA 92625, the following described real estate, situated in the County of **Teton**, State of **Wyoming**, hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming, to-wit:

**Lot 43 of the Karns Hillside Addition to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on August 26, 1999 as Plat Number 961.**

State Identification Number 22-41-16-33-3-07-043

Including and together with all and singular the tenements, hereditaments, appurtenances and improvements thereon or thereunto belonging, but subject to taxes, reservations, covenants, encroachments, conditions, restrictions, rights-of-way and easements of record.

WITNESS the due execution and delivery of this Warranty Deed

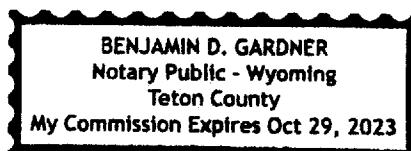
this 8<sup>th</sup> day of December, 2020.

Reno C. Brown

Reno A. Brown

State of Wyoming )  
County of Teton )  
ss. )

This instrument was acknowledged before me on this 8<sup>th</sup> day of December, 2020 by  
Reno A. Brown.



Benji  
Notary Public  
My Commission expires: 10/29/2023

## LETTER OF AUTHORIZATION

Second Mountain LLC, "Owner" whose address is: 72, 722 Rodeo Jackson, NY  
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

as the owner of property  
more specifically legally described as: Lot 43, Karnes Hillside Addition

(If too lengthy, attach description)

HEREBY AUTHORIZES Y2 Consultants 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: Co-Owner

(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 MICHAEL JOHNSON this 3<sup>RD</sup> day of MARCH, 2021

WITNESS my hand and official seal.

Sara C. Fagan

(Seal)

(Notary Public)

My commission expires: FEB 19, 2024

