

AGENDA
Planning and Zoning Commission
July 1, 2026 – REGULAR MEETING
5:30 PM

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS

PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING

1. ZOOM LINK FOR PUBLIC PARTICIPATION

To join, [click link](https://us02web.zoom.us/j/82709261510?pwd=hiyDiB6KaniuizpOYQumKuqpFjRuLz.1) or copy it to your browser:

<https://us02web.zoom.us/j/82709261510?pwd=hiyDiB6KaniuizpOYQumKuqpFjRuLz.1>

Or join at zoom.com with Webinar ID: **827 0926 1510** and Password: **83001**

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

4. ROLL CALL

5. MATTERS FROM THE PUBLIC

6. APPROVAL OF MINUTES

- I. June 3, 2026 Planning Commission Meeting Minutes

7. NEW BUSINESS

- I. P25-163: 250 and 260 North Cache Street Conditional Use Permit for Outfitter/Tour Operator Use

8. MATTERS FROM STAFF

9. ADJOURN

MINUTES
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
June 3, 2026
UNAPPROVED

The Planning and Zoning Commission met in a regular session on June 3, 2026 in the Town Council Chambers located at 150 E. Pearl Ave. in Jackson, at 5:30 pm. This meeting was held in person and via Zoom.

Upon roll call the following were found to be present:

BOARD: Thomas Smits, Laura Bonich, Steph Wise & Georgie Stanley appear in person. Megan Jennings, Katie Wilson, and Eliska Garcia are not present.

STAFF: Tyler Valentine, Paul Anthony, Mary Tippetts

MATTERS FROM THE PUBLIC: None.

APPROVAL OF MINUTES:

A motion was made by Commissioner Stanley and seconded by Commissioner Smits to approve the May 6, 2026, Planning Commission Meeting minutes. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried.

NEW BUSINESS

- I. **P25-163 Conditional Use Permit for Outfitter/Tour Operator use at 250 and 260 North Cache Street**

MOTION:

A motion was made by Commissioner Wise and seconded by Commissioner Stanley to continue item P25-163 for a Conditional Use Permit for Outfitter/Tour Operator use at the properties addressed 250 and 260 North Cache Street to the regularly scheduled Planning Commission meeting on July 1, 2026. Commissioner Smits called for the vote. The vote shows all in favor and the motion carried.

- II. **P25-210: Development Plan for the Virginian Lodge Apartments at 750 West Broadway Ave**

STAFF PRESENTATION:

Tyler Valentine, Senior Planner, gives an overview of the proposal which consists of 32 apartment units within four, two-story buildings on the southeast corner of the site. Staff recommend approval with four conditions. This project would not trigger a traffic impact study based on the estimated net peak trips.

Key Question: Does the Planning Commission agree with staff conclusion about traffic impacts, and does the Planning Commission desire additional information about how the applicant will encourage and support multimodal transportation?

APPLICANT PRESENTATION:

Hal Hutchinson, owner's representative, addresses the Commission. The goal of the project is to provide a level of housing for Virginian Lodge employees but is not restricted as such.

PUBLIC COMMENT

None.

QUESTIONS FOR STAFF & APPLICANT:

Connectivity for pedestrians and livability standards are clarified.

COMMISSION DISCUSSION:

Commission agrees that the design of the building has improved through the DRC process. As to Key Question #1, Commission is concerned generally about traffic impacts, but understands there is no way to predict the true impacts. The Commission agrees with staff conclusion about traffic impacts. The Commission agrees that the project meets the required findings for approval for development plan.

MOTION:

A motion was made by Commissioner Wise and seconded by Commissioner Stanley to recommend approval of Development Plan P25-210 for the Virginian Lodge Apartments, consisting of 32 units, located at 750 West Broadway Avenue, based upon the findings and conditions presented in the staff report, the departmental reviews, and subject to this staff report dated June 3, 2026. The vote shows all in favor and the motion carries.

III. PM25-011 LDR Amendments – Development Impacts**STAFF PRESENTATION:**

Paul Anthony, Planning Director, reviews the proposed options to address concerns that development is happening in a manner (size, pace, use, etc.) that is not consistent with the community's needs or vision as they relate to traffic, workforce housing, groundwater, tourism, and small town character. The top items to be addressed are the 2:1 Workforce housing bonus, third story step back, short term rentals, and basement.

Staff reviews the 2:1 Workforce housing Bonus and possible change of a sliding scale ratio. Commission supports the suggested sliding scale option for the 2:1 Bonus Tool as presented. Proposed limits on the use of 2:1 per project and maximum size of deed restricted units are presented. Commission is not supportive of limiting the amount of bonus that can be used as they believe there are other limits which apply more appropriately but does support a maximum size of workforce units. Commission supports removing the 2:1 in DC-1 & DC-2 zones only.

Staff reviews an LDR change to cap use of STRs to no more than 30% of any individual project. Commission is unsure if the suggestion to cap the use of STRs in a project will accomplish the goals as the goals are unclear. The Commission would like to clarify the goals of the downtown area and is concerned about unintended consequences. The Commission does not support the suggested option to cap STRs in a project.

Staff reviews proposed changes to the 3rd story setback and various options. Commission supports the suggested options for setback requirements.

Staff reviews changes to basement floor area as it relates to maximum building size. Staff propose that habitable basement floor area count against the Town's maximum building size but not FAR. Commission agrees on the proposed change but wants to explore exceptions, particularly as they relate to storage and parking.

Staff reviews the regulations surrounding groundwater. Commissioners, with the exception of Commissioner Stanley, support postponing making LDR changes to basements to address potential impacts on groundwater until further study is conducted but the Commission agrees that an LDR to meet approved environmental standards would be beneficial.

PUBLIC COMMENT:

Michael Kudar addresses the Commission regarding short-term rentals limits and urges the Commission to recommend that the 30% cap distinguish between new condo hotel construction and redevelopment of existing properties.

Jennifer Evans with Protect Our Waters Jackson Hole addresses the Commission and encourages limits to basements and prohibiting building into the water table as well as an RFP to develop an environmental code.

QUESTIONS FOR STAFF:

What differentiates a short-term rental from a hotel room is clarified. How space is defined as habitable is discussed.

MOTION:

A motion was made by Commissioner Bonich and seconded by Commissioner Wise to recommend to the Council that staff bring back LDR changes consistent with the amendments presented in this staff report, dated June 3, 2026, with changes as discussed by the Commission at this workshop. The vote shows all in favor and the motion carries.

MATTERS FROM THE COMMISSION

I. Planning Commission Chair and Vice Chair Appointments

MOTION:

A motion was made by Commissioner Bonich and seconded by Commissioner Stanley to reappoint Thomas Smits to the position of Planning Commission Chair to run through August 1, 2027. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Commissioner Smits and seconded by Commissioner Stanley to reappoint Laura Bonich to the position of Planning Commission Vice Chair. Commissioner Wilson called for the vote. The vote showed all in favor and the motion carried.

MATTERS FROM STAFF:

None

ADJOURN PLANNING COMMISSION: A motion was made by Commissioner Smits and seconded by Commissioner Stanley to adjourn the meeting. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried. Meeting adjourns at 7:58 PM.

CALL TO ORDER BOARD OF ADJUSTMENT AT 7:58 PM**APPROVAL OF MINUTES:**

A motion was made by Commissioner Bonich and seconded by Commissioner Stanley to approve the May 20, 2026, Board of Adjustment Appeal of Administrative Decision minutes. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried.

ADJOURN BOARD OF ADJUSTMENT: A motion was made by Commissioner Bonich and seconded by Commissioner Stanley to adjourn the meeting. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried.

The meeting adjourned at 7:59 pm.

minutes:mt

STAFF REPORT



Meeting Date:	July 1, 2026	Meeting Title:	Planning Commission
Submitting Department:	Planning Department	Presenter:	Katelyn Page
Agenda Item:	Conditional Use Permit for Outfitter/Tour Operator use at 250 and 260 North Cache Street (P25-163)	Public Comment:	Yes

Purpose & Policy Considerations.

A Conditional Use Permit (CUP) is required in the Downtown Core-1 (DC-1) zoning district by the Town of Jackson Land Development Regulations (LDRs) to operate an Outfitter/Tour Operator use. Planning Commission (PC) review and recommendation is required for CUPs and Town Council is the final decision maker.

Recommendations.

The Planning Director recommends **approval** of a CUP for Outfitter/Tour Operator use at the property addressed as 250 North Cache Street, subject to the departmental reviews attached hereto and the following three (3) conditions:

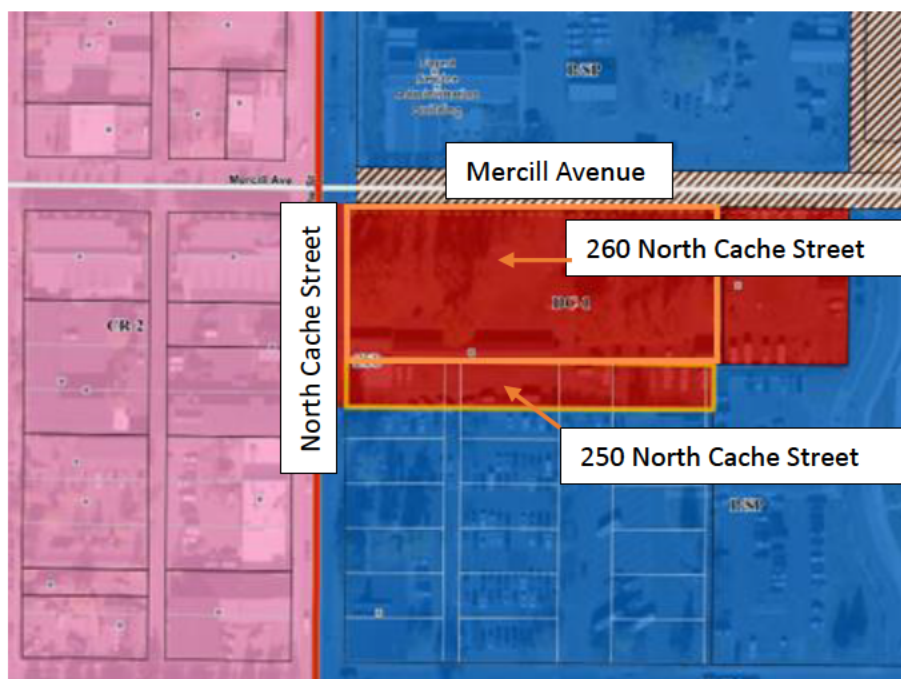
1. Prior to issuance of the CUP, the applicant shall replace all existing nonconforming exterior lighting on the property addressed as 250 North Cache Street to meet standards of LDR Sec. 5.3.1 (Exterior Lighting).
2. Parking and exchange of all vehicles associated with the Outfitter/Tour Operator use – including the commercial fleet and employee vehicles – shall occur on 250 N. Cache Street directly east of the structure as indicated on the approved site plan. At no time shall vehicles associated with the Outfitter/Tour Operator use park on the property at 260 N Cache Street or 262 N Cache Street.
3. Prior to issuance of the CUP, the applicant shall install posted signage for a minimum of 6 vehicle parking spaces, consistent with the approved site plan, that indicate vehicle parking spaces reserved for use by Yellowstone Day Tours.

Background.

Project Location

The properties located at 250 North Cache Street and 260 North Cache Street are legally described as LOTS 7-8, BLK. 2, SMITH LOT 7, BLK. 3, SMITH and PT SW1/4SW1/4, SEC. 27, TWP. 41 RNG. 116 respectively. An aerial and zoning map of the properties is shown in Figure 1 on the following page:

Figure 1
Aerial and Zoning Map



Public noting for this item included two addresses – 250 and 260 North Cache Street – based on the applicant’s original proposal for Outfitter/Tour Operator use within the structure located at 250 North Cache Street and vehicle parking on 260 North Cache Street. Consistent with staff recommendation and department reviews detailed below, an updated site plan dated May 15, 2026, provides vehicle parking for the use on 250 North Cache Street. Thus, as both floor area and vehicle parking for the proposed use are consolidated to one property, staff use the address of 250 North Cache Street for the proposed Outfitter/Tour Operator Use in the below description and analysis.

Existing Conditions

The Property, owned by KUDAR ENTERPRISES, INC., is a 0.47-acre parcel located in the DC-1 zone. It is part of the larger “Kudar Motel” campus (which also includes 260 & 262 North Cache Street) which includes a motel, motel office, cabins, lawn, and vehicle parking and circulation. Properties are zoned Commercial Residential-1 (CR-2) to the west, Public/Semi-Public (P/SP) to the south and east, and DC-1 to the north.

The Property takes access from North Cache Street and has an internal drive aisle connection to 260 and 262 North Cache Street to the north. The Property includes a structure of approximately 832 sf that is physically connected to the motel structure at 260 North Cache Street. The structure has historically been used for outfitter/tour guide functions though the Town has no record of previously approved use permits for 250, 260, or 262 North Cache Street. The Property includes undefined vehicle parking and circulation comprised of both pavement and gravel.

Proposed Use

The applicant, Brian McCooey representing Yellowstone Day Tour (“YDT”), is seeking a CUP for 832 sf Outfitter/Tour Operator use. The administrative office for the use is located entirely on 250 North Cache Street. Per the applicant, the Property will be used for YDT’s base of operations, meaning the location to store and maintain tour vehicles and conduct administrative needs (ex: reservation booking). It will also serve as a gathering point for YDT guides to meet and exchange their personal vehicles for company-owned tour vans before heading out to pick up clients at their places of lodging or other meeting points. According to the applicant, no tour customers will drive to the Property.

YDT employs approximately seven full time employees throughout the year. Of that total, one employee is typically onsite at any given time to fulfill administrative needs. Off-season and winter operations are limited to one administrative staff infrequently onsite at the Property. Operational impact fluctuates based on seasonal demand and is outlined in Table 1 below.

Table 1
Summary of Seasonal Operations

Season	Operational Hours	Full Time Employees (approx.)
Summer: May-September	5:45am-6:00am departure (Peak AM) 12:00pm-3:00pm (one tour exchange) 7:00pm-8:30pm return (Peak PM)	7-10
Shoulder Season/Winter: October-April	Office only activity	2

Analysis & Key Questions.

The purpose of a CUP is to individually and publicly review the configuration, density, and intensity of a use that is generally compatible with the character of a zone, but requires additional, site-specific conditions to limit and mitigate effects that may be adverse to the desired character of the zone. Staff find that, as conditioned, the proposed use meets the necessary findings of approval to approve a CUP in the DC-1 zone.

Nonconforming Physical Development and Exterior Lighting

The Property has existing nonconformities including, but not limited to, building setbacks, form, and height, street façade design, exterior lighting, and parking and loading design. However, because the proposed use does not constitute an increase of floor area, site area, or intensity of use at the Property, compliance with existing nonconforming physical development is not required and may continue as allowed by LDR Sec. 1.9.2 (Nonconforming Physical Development). This means that the existing nonconforming conditions, with the exception of exterior lighting, are not required to be addressed at this time.

Existing exterior lighting on the structure shall be updated to meet dark sky standards per LDR Sec. 1.9.6.F which requires nonconforming exterior lighting to be brought into compliance as part of a CUP application. Staff included a recommended condition of approval (Condition #1) to this end and noted in department review comments which exterior fixtures are required to be updated.

Vehicular Access and Parking

The applicant proposes a fleet-based independent calculation of 6 vehicles for their parking requirement at the property based on the amount of vehicles associated with their business. This approach is commonly used for CUP applications involving Outfitter/Tour Operator uses; however, parking demand based on fleet size can vary significantly depending on the operational needs of a specific business. Staff have previously supported this practical, operations-based approach in lieu of a theoretical parking calculation, typically with a condition of approval requiring that all parking, staging, and vehicle exchanges associated with the Outfitter/Tour Operator use occur on the subject property and not impact neighboring properties or the public right-of-way (ROW). Under this approach, no minimum parking requirement would be imposed so long as vehicle-related impacts remain contained to the Property.

Staff supports this practical approach at 250 North Cache Street and recommend a condition of approval (Condition #2) that parking and exchange of all vehicles associated with the Outfitter/Tour Operator use – including the commercial and employee vehicles – shall occur on 250 North Cache Street directly east of the office structure as indicated on the site

plan dated May 15, 2026. Additionally, at no time shall vehicles associated with the Outfitter/Tour Operator use park on the property at 260 North Cache Street or 262 North Cache Street .

To clearly identify the vehicle parking area east of the structure that will be dedicated to YTD use on the Property, staff recommend a condition of approval (Condition #3) that the applicant install posted signage for a minimum of 6 vehicle parking spaces, consistent with the approved site plan, that indicate vehicle parking spaces reserved for use by YDT.

Minimizing Adverse Impacts

One potential adverse impact is YDT's use of the public ROW along North Cache Street. However, the public ROW along the North Cache frontage adjacent to 250 and 260 North Cache Street includes existing red curb markings prohibiting stopping, standing, or parking at any time consistent with Municipal Code 10.04.39.2.A (Signage and Curb Markings). This precludes the proposed use from negatively impacting the public ROW by parking, queuing, or exchanging vehicles in the public ROW adjacent to the Property.

A second potential adverse impact from the proposed use is the existing nonconforming exterior lighting. However, staff has conditioned the CUP to bring exterior lighting into compliance with dark sky standards.

Staff find that the identified adverse impacts have been addressed via the recommended conditions of approval noted above and have not identified any other adverse environmental or nuisance impacts or impacts to public facilities or services, including transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMT facilities.

Affordable Workforce Housing Mitigation

The proposed use is exempt from required affordable workforce housing mitigation per LDR Sec. 6.3.2.C.7 (Nonresidential Changes of Use).

Public Comment.

Staff did not receive public comment as of the date of this staff report.

Findings.

Pursuant to Section 8.4.2.C (Findings for Approval) of the Land Development Regulations, a CUP shall be approved if the following findings can be met.

1. *Consistency. The proposed Conditional Use is consistent with the purposes and organization of the LDRs.*

Complies. Staff find that the proposed use is consistent with the purposes and organization of the LDRs and, as conditioned, is generally compatible with the desired character of the DC-1 zone.

2. *Use Standards. The proposed Conditional Use complies with the use-specific standards of Division 6.1.*

Complies. Staff find that the proposed use complies with the standards of Division 6.1. The proposed use is an allowed use within the DC-1 zone with the approval of a CUP, does not require updates to the existing off-street vehicle parking and loading design standards as allowed under LDR Sec. 1.9.2 (Nonconforming Physical Development), does not require the provision of new vehicle or bicycle parking per LDR Sec. 6.2.2. (Required Parking and Loading), and is exempt from affordable workforce housing mitigation per LDR Sec. 6.3.2.C.7 (Nonresidential Changes of Use).

3. *The proposed Conditional Use minimizes adverse visual impacts.*

Complies. Staff find that, as conditioned, the proposed use minimizes adverse visual impacts. As conditioned, all vehicles associated with the proposed use – including commercial and employee vehicles – must be parked directly east of the structure to screen vehicles to the greatest extent possible as seen from the primary street frontage. Posted signage shall be installed indicating the location of vehicle parking consistent with the approved site plan. Lastly, the applicant shall replace existing nonconforming exterior lighting on the Property to meet standards of LDR Sec. 5.3.1 (Exterior Lighting Standards).

4. *The proposed Conditional Use minimizes adverse environmental impacts.*

Complies. The Property is not located within the Natural Resource or Scenic Resource Overlays and no other environmental impacts generated by the proposed use have been identified by staff.

5. *The proposed Conditional Use minimizes adverse impacts from nuisances.*

Complies. Staff have not identified any adverse impacts from nuisances that are created from the proposed use.

6. *Impact on Public Facilities. The proposed Conditional Use shall not have a significant adverse impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMT facilities.*

7. **Complies.** Staff find that the proposed use does not have a significant adverse impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMT facilities. No additional public impacts have been identified.

8. *Other Relevant Standards/LDRs. The development and operation of the proposed Conditional Use shall comply with all standards imposed on it by all other applicable provisions of the LDRs and all other Town Ordinances.*

Complies. Staff find, as conditioned, that the proposed use complies with the provisions of the LDRs and with all other Town Ordinances. As conditioned, the applicant shall replace existing nonconforming exterior lighting on the Property to meet standards of LDR Sec. 5.3.1 (Exterior Lighting Standards).

9. *Previous Approvals. The proposed Conditional Use shall be in substantial conformance with all standards or conditions of any prior applicable permits or approvals.*

Complies. Staff find there are no prior applicable permits or approvals with which the proposed use must comply.

Possible Alternatives.

Planning Commission may consider recommending a paved surface for the proposed vehicle parking spaces which are currently proposed on an undefined gravel surface parking area.

Comprehensive Plan & Priority Alignment.

Staff have not identified a specific connection related to the Comprehensive Plan or a town-wide priority.

Fiscal Impact.

Staff have not identified a fiscal impact at this time.

Staff Impact.

Staff spent approximately 19 hours reviewing the CUP application, including research, report preparation, and presentation. An additional 13 hours were required to support the applicant through the permitting process and in achieving a sufficient application with all materials necessary for staff review.

Attachments or Links.

Department Reviews

Updated Site Plan 05.15.2026

Applicant Submittal

Suggested Motion.

I move to **recommend approval** to the Town Council of Conditional Use Permit P25-163 for Outfitter/Tour Operator use at the property addressed 250 North Cache Street based upon the findings and conditions presented in the staff report, the departmental reviews, and subject to this staff report dated July 1, 2026.



PERMIT NOTES

Page 1 of 3

Report Run On: Wednesday, 29 April
2026 16:18

Permit # P25-163
Site Address: 250 N CACHE STREET
Project Name: Conditional Use Permit - Yellowstone Day Tours

Parcel # : 22-41-16-27-3-03-001

Note Type	Note Code	Text	Created By	Begin Date	End Date
CONDITIONS		See the document attached.	IJIMENEZ@JAC KSONWY.GOV	04/29/26	4/29/26



PERMIT NOTES

Note Type	Note Code	Text	Created By	Begin Date	End Date
GENERAL		Revisions Required Prior to Planning Commission Review 1. Prior to Planning Commission review, applicant shall provide Town staff a revised site plan ("Drawing No. 1" produced by Nelson Eng. dated 03.10.26) that accurately represents existing conditions at the property, specifically for the area immediate due east of the "office". For example, that sheet shows a wooden deck east of the "office" (non exists) and ground surface east of "office" is currently gravel surface between drive aisle and "Motel" structure shown on that site plan. Revise for accuracy. 2. Prior to Planning Commission review, applicant shall revise site plan ("Drawing No. 1" produced by Nelson Eng. dated 03.10.26) to show parking for the Outfitter / Tour Op. use provided behind (due east) of the structure at 250 N Cache Street and due south of the motel structure on 260 N Cache. Vehicle parking space dimensions, either angled or 90deg, shall meet dimensional standards of LDR Sec. 6.2.5.D (Parking Facility Dimensions). General Staff Review Comments 1. Proposed change of use 832sf Outfitter/Tour Operator Use 2. Parking - Fleet based independent calc. (6 vehicles) 3. Housing Mitigation exempt for nonresidential changes of use per LDR Sec. 6.3.2.C . 4. Property contains nonconforming physical development and is subject to LDR Sec. 1.9.2 (Nonconforming physical development). However, staff find the proposed use does not represent a cumulative expansion of the total floor area, site area, or use at the property. As such, compliance with all applicable LDR standards (per LDR Sec. 1.9.2) is not required. This allows for continued use of existing gravel drive and parking surfaces at 250 N Cache. 5. Property contains nonconforming lighting and is subject to LDR Sec. 1.9.6. (Nonconforming lighting). Prior to issuance of CUP, applicant shall address nonconforming lighting immediately associated with access to the Outfitter/Tour Operator use (flood lights on 250 N Cache). However, staff does not support addressing the nonconforming exposed neon lighting as it not isolated to the property of the proposed use and is associated with the broader motel complex which remains a separate and active use. Staff will work with applicant to identify which nonconforming lighting shall be brought into compliance per LDR Sec. 1.9.6.F. Staff has identified a total of 6 exterior light fixtures to be addressed.	KPAGE@JACKS ONWY.GOV	04/29/26	4/29/26
CONDITIONS		This location must adhere to the applicable life safety standards, which include the provision of portable fire extinguishers.	LPOTZ@JACKS ONWY.GOV	04/14/26	4/14/26



PERMIT NOTES

Note Type	Note Code	Text	Created By	Begin Date	End Date
CONDITIONS		If applicant is going to any remodel of the existing structure, a licensed architect will be required for submittal of the plans, A Class B contractor will be required to do the work.	KSLUDER@JAC KSONWY.GOV	03/23/26	3/23/26
GENERAL	GENERAL COMMENTS	General Comments - Transportation Staff understanding from the application is that they are impacting neither North Cache Street nor the Home Ranch Lot. In general, traffic counts along Cache Street and North 89 suggest busier times are from 11:00 3 pm throughout the summer months. The application suggests YDT only operates day long tours, but if half day tours are an option, they may be impacting N Cache during those times. Based on staff understanding that 1) the operator picks up all customers at their lodging, 2) the Usage hours are accurate (early morning and late evening in the final bullet under Usage, and 3) all tour van parking is provided on-site at 250 & 260 North Cache, on private property, Transportation Dept. has no further comments.	KPAGE@JACKS ONWY.GOV	03/20/26	3/20/26
DEFICIENCY		Need: 1. LOA 2. Permit fee 3. Findings 4. LDR compliance summery	KPAGE@JACKS ONWY.GOV	09/16/25	9/16/25

CONDITIONAL USE PERMIT– APPROVED w CONDITIONS

P25-163

ADDRESS: 250 North Cache Street

OWNER: Kudar Enterprises, Inc.

APPLICANT: Yellowstone Day Tours

4/28/2026

Ismael Jimenez, 733-3079

DATE OF SUBMITTAL: 9/4/2025

DATE OF MATERIALS: 3/9/2026

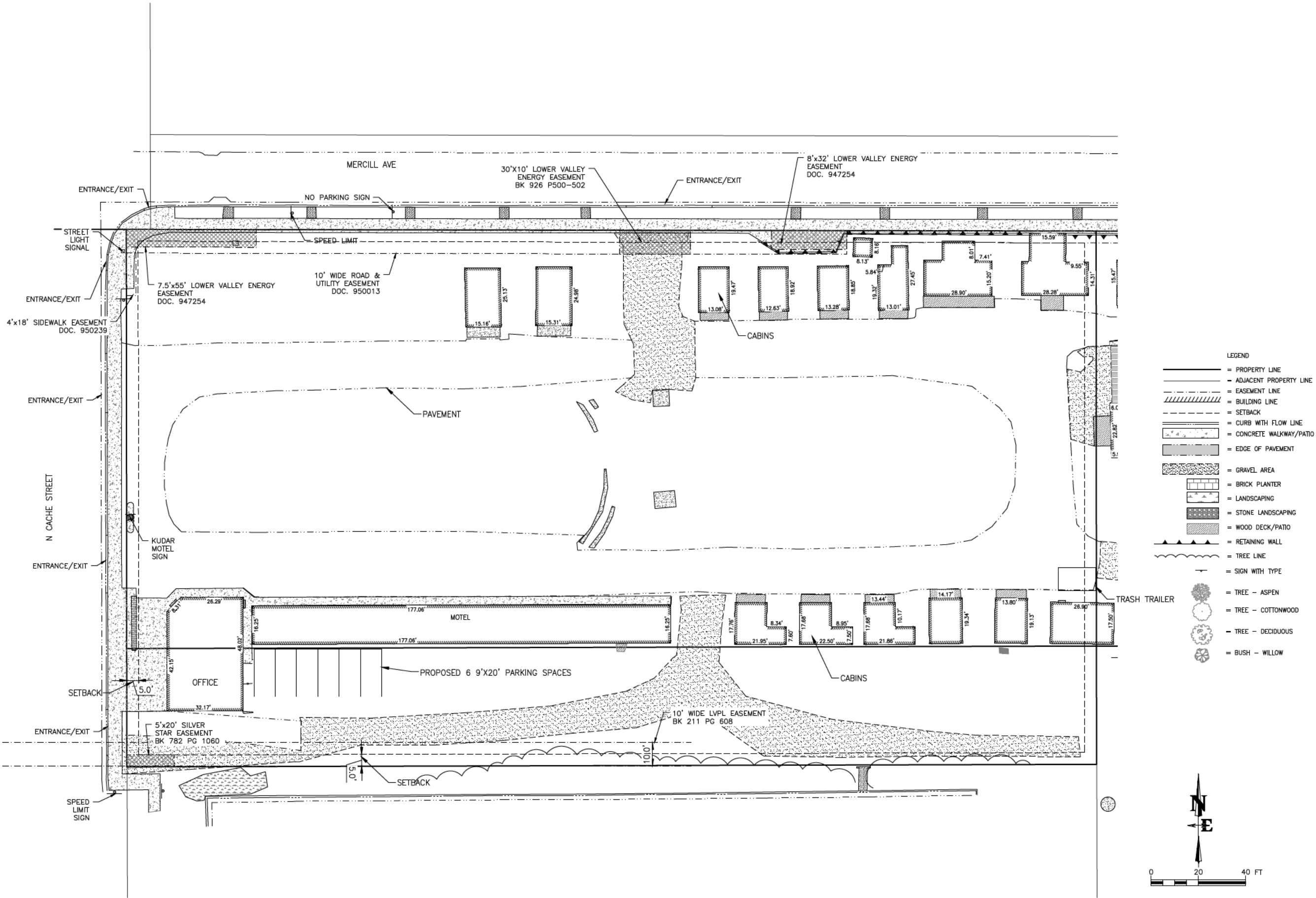
REVISION NO.: 00

The engineering division has reviewed your application for a **USE PERMIT** submitted on and with application materials as dated above.

NOTES FOR APPROVAL

1. Staging and operations shall not occur within or interfere with use of the right-of-way.

LAYOUT SITE MAPS/2024 - PRINTED/PC3 DWG TO PLOT3 - PAGE SETUP 11x17 PLOT 3 - PLOT3 - DWG VEB 250 - PLOT3 BY: Andy Boudich
DATE: 3/10/2024 10:03:03 AM 3/10/2024 10:03:03 AM 3/10/2024 10:03:03 AM 3/10/2024 10:03:03 AM 3/10/2024 10:03:03 AM 3/10/2024 10:03:03 AM



DRAWING NO	JOB TITLE	DRAWING TITLE	DATE					REV.
			SURVEYED	ENGINEERED	DRAWN	CHECKED	APPROVED	
1	250 N CACHE STREET	SITE PLAN						
26-001-03	260 N CACHE STREET							
	JACKSON, WY							

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

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

150 East Pearl Ave. ph: (307) 733-0440
P.O. Box 1687 www.jacksonwy.com
Jackson, WY 83001

APPLICABILITY. This application should be used when applying for an application required by the Town of Jackson Land Development Regulations.

For additional information, visit <https://www.jacksonwy.gov/200/Planning> and select the applicable permit type

All applications and submittal materials shall be sent to planning@jacksonwy.gov. Paper applications are NOT accepted, and partial or incomplete applications will be returned to the applicant.

PROJECT

Name/Description: Yellowstone Day Tours Office

Physical Address: 250 + 260 N. Cache St, Jackson WY 83001

Lot, Subdivision: LOTS 7-8, Bk 2, Saddlehorn PIDN: 22-41-16-27-3-03-001 + 22-41-16-27-3-00-001

PROPERTY OWNER

Name: Michael Kudar

Phone: [REDACTED]

Mailing Address: PO Box 1785, Jackson, WY 83001

Email: [REDACTED]

APPLICANT/AUTHORIZED REPRESENTATIVE

Name, Agency: Brian McCooly

Phone: [REDACTED]

Mailing Address: PO Box 571, Jackson, WY 83001

Email: [REDACTED]

DESIGNATED PRIMARY CONTACT☐

Property Owner

☒

Applicant/Authorized Representative

TYPE OF APPLICATION. Check all that apply; details for each type of application are at <https://www.jacksonwy.gov/200/Planning>

Use Permit☐

Basic Use

☒

Conditional Use

☐

Special Use

Physical Development☐

Sketch Plan

☐

Development Plan

Interpretations☐

Formal Interpretation

☐

Zoning Compliance Verification

Other:

Relief from the LDRs☐

Administrative Adjustment

☐

Variance

☐

Beneficial Use Determination

Subdivision/Development Option☐

Subdivision Plat

☐

Boundary Adjustment

☐

Development Option Plan

Amendments to the LDRs☐

LDR Text Amendment

☐

Map Amendment

Signs, Design Review, and Pre-Application conferences have separate applications found on their respective webpage

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. Submit via email to planning@jacksonwy.gov.

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 at <https://www.jacksonwy.gov/DocumentCenter/View/115/Letter-of-Authorization-PDF?bidId=>

Narrative Project Description. Attach a narrative description of the project.

Additional submittal requirements are at <https://www.jacksonwy.gov/200/Planning> under the relevant application type.

Pre-Submittal Steps (if required). Submit all required pre-submittal steps with application.

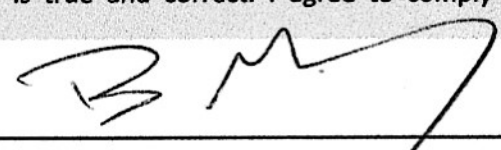
Pre-Application Conference #: P 25-97

Note: Information provided by the applicant or other review agencies during the planning process may identify additional requirements which were not evident at the time of application submittal. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Application Fee. The Town of Jackson Planning Department will contact you for payment once the application has been processed. Current fees can be found at <https://www.jacksonwy.gov/690/Fee-Schedule>

Applications received after 3:00 PM will be processed the next business day

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.



Signature
BRIAN McCool

Name Printed

3/9/26

Date
Owner

Title



Town of Jackson
150 E Pearl Avenue
PO Box 1687, Jackson, WY 83001
P: (307)733-3932 F: (307)739-0919
www.jacksonwy.gov

Date:

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 Michael Kudar is the owner in fee of the premises located at:

Address of Premises: 250 + 260 N. Cache St Jackson WY 83001

Legal Description: MOTEL

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Brian McCooey

Mailing address of Applicant/agent: PO Box 571

Email address of Applicant/agent: [REDACTED]

Phone Number of Applicant/agent: [REDACTED]

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:

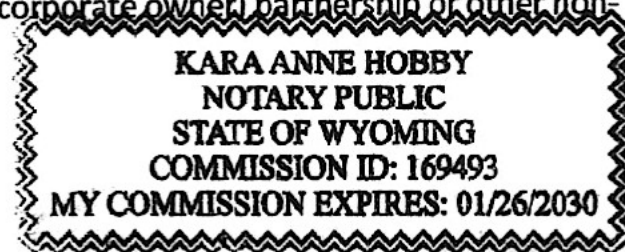
- ☐ Development/Subdivision Plat Permit Application ☐ Building Permit Application
☐ Public Right of Way Permit ☐ Grading and Erosion Control Permit ☐ Business License Application
☐ Demolition Permit ☒ Other (describe) Conditional Use Permit

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.

[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)
COUNTY OF Teton) SS.



The foregoing instrument was acknowledged before me by Michael Kudar this 11th day of March. WITNESS my hand and official seal.

[Signature]
Notary Public

My commission expires: 1-26-30

CUP for Yellowstone Day Tours Office
250 & 260 N Cache St
Jackson, WY 83001

Purpose

Yellowstone Day Tours, a Tour Operator, wishes to occupy an office space and 6 parking spaces at 250 & 260 N. Cache St to manage their operations..

Usage

- YDT operates 6 vans with tour guides
- 1 office staff works approx 2 hours per day onsite
- Most vans depart at 6:00am and return after 7:00pm. 1 van will return around noon and 1 will leave around 3:00pm. Thus, we have very little impact on to N. Cache St. during busy times.
- Guides park in the spot where their Tour van is, thus no extra spaces are used
- Customers do Not come to the office to book tours, they book online or over the phone.
- Customers are picked up at their lodging property, NOT at our office.
- Essentially, the only active times are from 5:45am-6:00am when guides pick up their vans and 7:00pm-8:30pm when guides return

Office

- 832 square foot office with a storage room and bathroom. No exterior storage space.

Parking

- We plan to use six 9'x20' parking spaces on the property, parked on asphalt.

Trash

Trash is put in a Dump Trailer on site that Michael Kudar takes to dump weekly

Findings for Approval

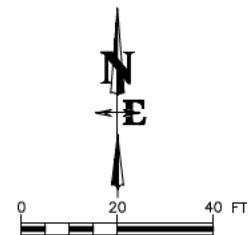
The proposed use:

- Is consistent with the purposes and organization of the LDRs
- Complies with the use specific standards of Division 6.1
- Minimizes adverse visual impacts - no changes to the property and vehicles are plain white
- Minimizes adverse environmental impacts - no changes to the environment
- Minimizes adverse impacts from nuisances - vehicles warm up for a few minutes, then depart
- Minimizes adverse impacts on public facilities - none that we are aware of
- Complies with all other relevant standards of these LDRs and all other Town Ordinances
- Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals

Misc.

We are categorized as a Tour Operator, but we do not check any of the boxes in the LDR's description of an "Outfitter/Tour Operator" which has equipment "for outdoor activities". We don't have trailers, boats, snowmobiles, mountain bikes, horse trailers, etc. We simply have 6 vans that come and go prior and after peak traffic times. There is virtually no activity from 8:00am to 5:00pm. Maybe create a sub-category for "Scenic Tour Operators" that only use passenger vehicles?

LAYOUT: SITE MAP#3604 - PRINTER/PC3: DWG To PDF.pc3 - PAGE SETUP 11x17 PTF BW - PUBLISH - DWG VER: 25.0 - PLOTTED BY: Angle Rudolph



- LEGEND**
- | | |
|---|--------------------------|
|  | = PROPERTY LINE |
|  | = ADJACENT PROPERTY LINE |
|  | = EASEMENT LINE |
|  | = BUILDING LINE |
|  | = SETBACK |
|  | = CURB WITH FLOW LINE |
|  | = CONCRETE WALKWAY/PATIO |
|  | = EDGE OF PAVEMENT |
|  | = GRAVEL AREA |
|  | = BRICK PLANTER |
|  | = LANDSCAPING |
|  | = STONE LANDSCAPING |
|  | = WOOD DECK/PATIO |
|  | = RETAINING WALL |
|  | = TREE LINE |
|  | = SIGN WITH TYPE |
|  | = TREE - ASPEN |
|  | = TREE - COTTONWOOD |
|  | = TREE - DECIDUOUS |
|  | = BUSH - WILLOW |

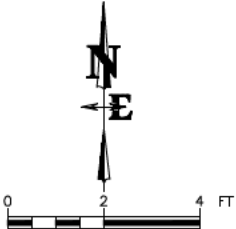
1

250 N CACHE STREET

SITE PLAN

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

DATE	3/10/2026	REV.
SURVEYED		
ENGINEERED		
DRAWN	AR	
CHECKED	LR	
4/29/2026 04:27:09		



DRAWING NO	JOB TITLE	DRAWING TITLE					REV.
2	260 N CACHE STREET	FLOOR PLAN	P.O. BOX 1599, JACKSON WYOMING (307) 733-2087				
JOB NO	JACKSON, WY		DATE	SURVEYED			
				ENGINEERED			
				DRAWN	AR		
				CHECKED	LR		
				APPROVED	LR		

