

MINUTES
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
July 1, 2026

The Planning and Zoning Commission met in a regular session on July 1, 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, Steph Wise, Megan Jennings & Georgie Stanley appear in person. Laura Bonich, Katie Wilson, and Eliska Garcia are not present. A quorum is reached.

STAFF: Tyler Valentine, Katelyn Page, Mary Tippetts

MATTERS FROM THE PUBLIC: None.

APPROVAL OF MINUTES:

A motion was made by Commissioner Wise and seconded by Commissioner Garcia to approve the June 3, 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**

STAFF PRESENTATION:

Katelyn Page, Senior Planner, gives an overview of the proposal which is for Outfitter/Tour Operator use within a portion of the motel office structure as a place for administrative functions, parking, and exchange of company vehicles; guides pick up clients at their place of lodging. All vehicle parking, staging, and exchanges are contained on the property and do not impact the PROW or other properties. The applicant is required to replace existing nonconforming exterior lighting on 250 N Cache street but the majority of existing nonconformities may remain.

APPLICANT PRESENTATION:

Brian McCooley with Yellowstone Day Tours addresses the Committee and explains the day-to-day operations of the business.

PUBLIC COMMENT

None.

QUESTIONS FOR STAFF & APPLICANT:

What changes would trigger a re-review of the CUP is considered.

COMMISSION DISCUSSION:

Commission agrees with staff that the project meets all required findings of approval. Commission will not require the parking area to be paved.

MOTION:

A motion was made by Commissioner Wise and seconded by Commissioner Stanley to approve item P25-163 for a Conditional Use Permit for Outfitter/Tour Operator use at the properties addressed 250 and 260 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. Commissioner Smits called for the vote. The vote shows all in favor and the motion carried.

MATTERS FROM STAFF:

Katelyn Page is now a Senior Planner with the Town. Training for Commissioners may be available and more information will be forthcoming. Several large projects will be in front of the Commission this year.

ADJOURN 6:03 pm.

minutes:mt