



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: May 29, 2025	REQUESTS: The applicant is submitting a request for a Pre-Application Conference for a for a Conditional Use Permit for the addition of Outfitter/Tour Operator Use at 260 N Cache Street, legally known as PT SW1/4SW1/4, SEC. 27, TWP. 41 RNG. 116. PIDN: 22-41-16-27-3-00-001 For questions, please call Katelyn Page at 307-733-0440 x1302, or email kpage@jacksonwy.gov . Thank you.
Item #: P25-097	
Planner: Katelyn Page Phone: 733-0440 ext. 1302 Email: kpage@jacksonwy.gov	
Owner: Michael Kudar Kudar Enterprises, Inc. PO Box 1785 Jackson, WY 83001 Applicant: Brian McCooey Yellowstone Day Tours PO Box 571 Jackson, WY 83001	

RESPONSE: by June 12, 2025 with Comments.

For Departments not using SmartGov, please send responses via email to planning@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: Yellowstone Day Tours office

Physical Address: 260 N. Cache St.

Lot, Subdivision: _____

PIDN: _____

PROPERTY OWNER.

Name: Michael Kudar

Phone: 307-413-0850

Mailing Address: _____

ZIP: _____

E-mail: michael.kudar@gmail.com

APPLICANT/AGENT.

Name, Agency: Brian McCosy, owner

Phone: 307-690-0541

Mailing Address: Po Box 571

ZIP: 83001

E-mail: brian@yellowstonedaytours.com

DESIGNATED PRIMARY CONTACT.

____ Property Owner

X 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.

Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title

BREAN McCooey

5/27/25

Owner



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: 5-6-25

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

Kudar Enterprises, Inc

Being duly sworn, deposes and says that Michael Kudar is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 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 McCoomy

Mailing address of Applicant/agent: PO Box 571

Email address of Applicant/agent: brian@yellowstonetour.com

Phone Number of Applicant/agent: 307-690-0541

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 ☐ Home Occupation ☒ Other (describe) SGN

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.

Property Owner Signature

President

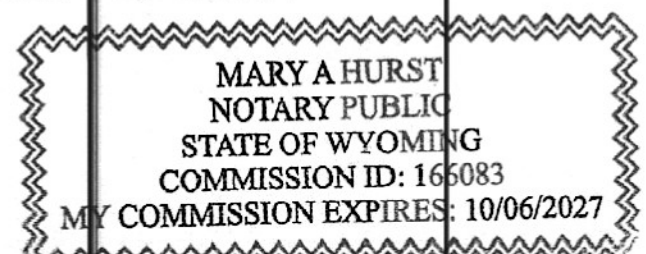
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming)
) SS.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Michael Joseph Kudar this 6th day of May 2025. WITNESS my hand and official seal.

Mary A Hurst
Notary Public

My commission expires:
10/06/2027





250 N. Cache St
Jackson, WY 83001
307-201-1499

May 27, 2025

Dear Planning Dept

We are a Scenic Tour Operator seeking to rent/occupy an office at Kudar Motel at 260 N. Cache St.

Our simple operations include:

- 1 office staff
- 6 vans parked on the premises overnight
- most vans depart at 5:50am and return at 7:30pm
- Customers do not meet at our office, they are picked up at their lodging properties
- Rarely, people walking by may come in to ask questions or book a Tour.

Thus, on a typical day between 6:00am and 6:00pm there is very little activity except our office staff at the computer.

We look forward to answering any questions.

Sincerely,

Brian McCooey, Owner
307-690-0541