



# 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

Item #: P25-097

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

Email: [kpage@jacksonwy.gov](mailto: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

**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](mailto:kpage@jacksonwy.gov). Thank you.

**RESPONSE:** by June 12, 2025 with Comments.

For Departments not using SmartGov, please send responses via email to [planning@jacksonwy.gov](mailto: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 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:

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 McCooey, 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](mailto:planning@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 <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:

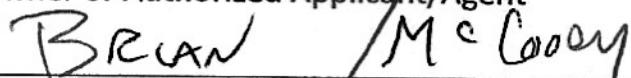
Property boundaries  
 Existing and proposed physical development and the location of any uses not requiring physical development  
 Proposed parcel or lot lines (if applicable)  
 Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

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

 Brian McCaughy

Name Printed

5/27/25

Date

Owner

Title





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

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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