



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: June 30, 2025	REQUESTS: The applicant is submitting a request for a Basic Use Permit for outfitter/tour use at the property located at 1135 Maple Way, legally known as LOT 7, STOCKHOUSE-PATTERSON ADDITION PIDN: 22-41-16-32-4-29-007 For questions, please call Katelyn Page at 307-734-3493 or email to the address shown below. Thank you.
Item #: P25-107	
Planner: Katelyn Page Phone: 307-734-3493 Email: kpage@jacksonwy.gov	
Owner: Dunstan, Kaidi Morgan Trustee PO Box 136 Wilson, WY 83014 Applicant: Samuel Singer Wyoming Stargazing Earth and Sky Safaris PO Box 9584 Jackson, WY 83001	
Please respond by: July 21, 2025 (with Comments)	

RESPONSE: For Departments not using SmartGov, please send responses via email to planning@jacksonwy.gov



PLANNING PERMIT APPLICATION
Planning & Building Department

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

For Office Use Only

Fees Paid _____ Date & Time Received _____
Application #s _____

Please note: Applications received after 3 PM will be processed the next business day.

PROJECT.

Name/Description: _____
Physical Address: _____
Lot, Subdivision: Lot 7, STOCKHOUSE-PATTERSON ADDITION PIDN: 22-41-16-32-4-29-007

PROPERTY OWNER.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

APPLICANT/AGENT.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

Use Permit

_____ Basic Use
_____ Conditional Use
_____ Special Use

Relief from the LDRs

_____ Administrative Adjustment
_____ Variance
_____ Beneficial Use Determination
_____ Appeal of an Admin. Decision

Physical Development

_____ Sketch Plan
_____ Development Plan
_____ Design Review

Subdivision/Development Option

_____ Subdivision Plat
_____ Boundary Adjustment (replat)
_____ Boundary Adjustment (no plat)
_____ Development Option Plan

Interpretations

_____ Formal Interpretation
_____ Zoning Compliance Verification

Amendments to the LDRs

_____ LDR Text Amendment
_____ Map Amendment

Miscellaneous

_____ Other: _____
_____ Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: _____ Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

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. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

_____ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type 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>.

_____ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists 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 Property Owner or Authorized Applicant/Agent

Date

Name Printed

Title



**'Inspiring Curiosity and Learning through Wyoming's Extraordinary
Night Skies and the Universe Beyond'**

PO Box 9584 Jackson, WY 83002

www.WyomingStargazing.org

info@WyomingStargazing.org

1-844-WYO-STAR



Wyoming Stargazing and Earth and Sky Safaris BUP Application Narrative

Wyoming Stargazing

Wyoming Stargazing is a 501(c)3 nonprofit organization based in Jackson Wyoming. We excel at making the often difficult to understand concepts of astronomy accessible to everyone. Our mission is to inspire curiosity and learning through Wyoming's extraordinary skies and the Universe beyond. Our vision is a society that embraces the quantum-relativistic paradigm. We offer public and private stargazing programs, wildlife tours, solar astronomy programs, planetarium programs, indoor astronomy presentations, and online virtual astronomy programs. The proceeds from our private programs allow us to offer inexpensive programming to public schools, to offer free public programs throughout our community, and to conserve dark night skies.

Earth and Sky Safaris

Earth and Sky Safaris is a for-profit, C - Corp legal entity, licensed in the State of Wyoming that offers wildlife tours and stargazing programs to benefit dark night sky conservation efforts led by the nonprofit organization based in Jackson Wyoming called Wyoming Stargazing (WYSG). All proceeds from Earth and Sky Safaris wildlife tours are donated to Wyoming Stargazing for WYSG's Save Our Night Skies Campaign and other Public Outreach programming.

Business relationship between Wyoming Stargazing and Earth and Sky Safaris

Wyoming Stargazing and Earth and Sky Safaris share administrative and storage office space at 1135 Maple Way Jackson, WY 83001, which is in a CR-3 zone. Both entities offer stargazing and wildlife tour programs, which seem to fit under the Outfitter / Tour Operator category. Although those services fit the definition of an Outfitter/Tour Operator, neither of those specific activities are listed in the LDRS. So, the most applicable LDR Section is likely 6.1.7.E

Wyoming Stargazing leases vehicles to Earth and Sky Safaris at the federal mileage rate. All vehicles are owned by Wyoming Stargazing and have both the Wyoming Stargazing and Earth and Sky Safaris logos on them to comply with requirements from Grand Teton National Park and Yellowstone National Park. Wyoming Stargazing is compensated by Earth and Sky Safaris for any WYSG staff time utilized in performing logistics and/or operating Earth and Sky Safaris programs as well as for any unanticipated expenses that arise such as damage to Wyoming Stargazing equipment and/or vehicles. Earth and Sky Safaris also sells combo wildlife tour and stargazing program packages with Wyoming Stargazing as well as stand-alone safaris. All programs are marketed on both websites.



LDR Compliance: Section 6.1.7.E

Housing Mitigation: LDR Section 6.3.2.C.7.

Wyoming Stargazing and Earth and Sky Safaris are exempt from the housing mitigation requirements per LDR Section 6.3.2.C.7.

Parking

On Thursday, June 19th, we reached an agreement with, Dick Anderson Construction, one of the other tenants renting office space at 11135 Maple Way, to share the parking lot at 1135 Maple Way in a way that allows for all of their vehicles and all of our vehicles and trailers to fit within the designated parking lot from May through October.

During the winter months when plowing is necessary, Wyoming Stargazing will garage three of our vehicles and three of our trailers off-site, out of the Town of Jackson city limits, and off of all Teton County Public Right of Ways.

Wyoming Stargazing's (WYSG) and Earth and Sky Safari's (E&SS) Current Parking Needs

2x spaces for Chevy Suburbans

3x spaces for 15-passenger Ford Transit Vans

5x spaces for 5x8 cargo trailers

WYSG's and E&SS's Current Off-Street Parking at 1135 Maple Way

2x spaces for Chevy Suburbans

3x spaces for 15-passenger Ford Transit Vans

5x spaces for 5x8 cargo trailers





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: 6/25/2025

LETTER OF AUTHORIZATION

NAMING APPLICANT AS AUTHORIZED REPRESENTATIVE

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 : Kaidi Dunstan

Being duly sworn, deposes and says that **Kaidi Dunstan** is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 1135 Maple Way Ste. 1 Jackson, WY 83001

Legal Description: LOT 7, STOCKHOUSE-PATTERSON ADDITION

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/Authorized Representative: Samuel Singer

Mailing address of Applicant/Authorized Representative: PO Box 9584 Jackson, WY 83002

Email address of Applicant/Authorized Representative: Samuel@wyomingstargazing.org

Phone Number of Applicant/Authorized Representative: 307-413-4779

Is authorized to act as property owner's representative and be the applicant for the application(s) checked below for a permit to perform the work specified in 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) Basic 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.

Kaidi Dunstan

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 _____)
) SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me by _____ this _____ day of _____, 20____. WITNESS my hand and official seal.

Notary Public

My commission expires:

Letter of Authorization NOTE
6/19/2025

Dear Planning Department:

I, Kaidi Dunstan, Owner of 1135 maple Way, currently live in UK, until Dec. 2025.
I find it difficult to get a letter notarized in UK. In 2024 I was able to
write a note such as this one to the planning department and it was accepted.

I also applied for a sign permit via Katelyn Page so she might be familiar with the building and
my being the owner.

My husband and I built the building in 2005, it currently houses our
business in Suite 2. Whitechapel Ltd.
I can notarize this LOA in December at BOJH but I hope this suffices until then.

The parking diagram and Floorpan are attached to an email.

Kind regards,

Kaidi Dunstan
Kaidi Dunstan (Jun 23, 2025 19:21 GMT+1)
Kaidi Dunstan

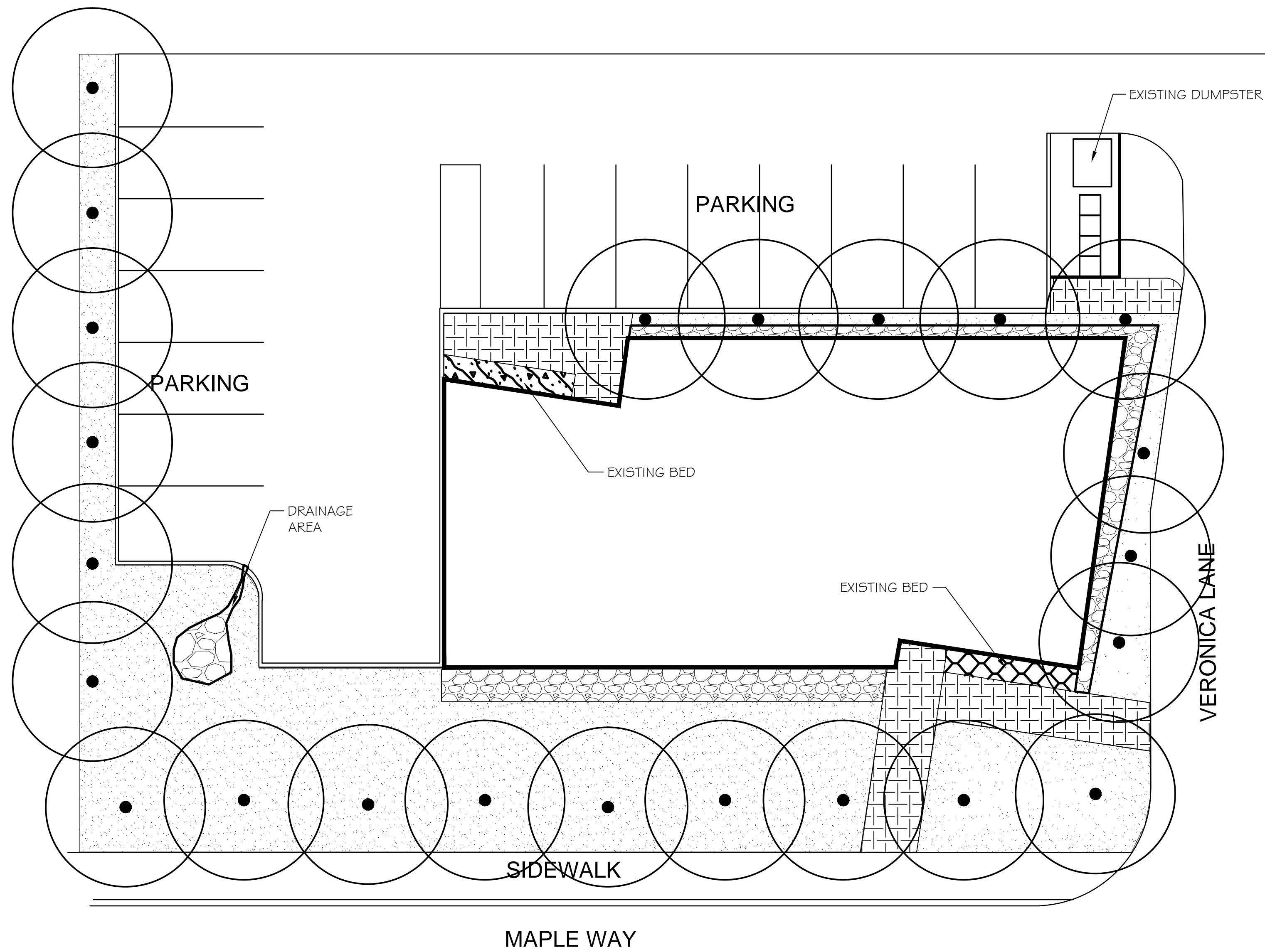
Parking notes:


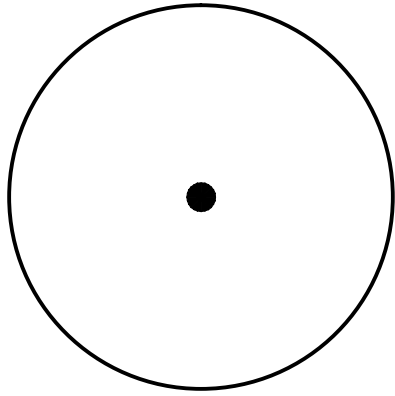
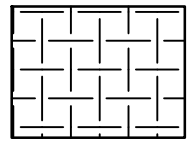
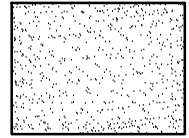
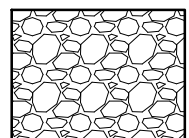
13 standard parking spaces allotted + 1 handicapped spot, 3 tenants, and 1 employee
apartment.

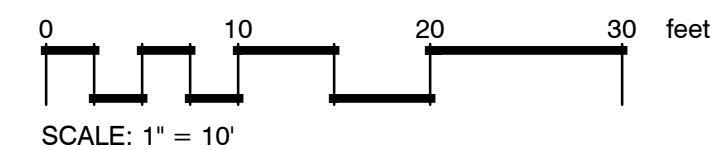
3 spaces allotted to Wyoming Stargazing in their lease, tenant in Suite 1.

Parking spaces are figured out between the tenants so they are more understood than
assigned.

The configuration of tenant parking shown in the attached diagram has been agreed to by the
current tenants.



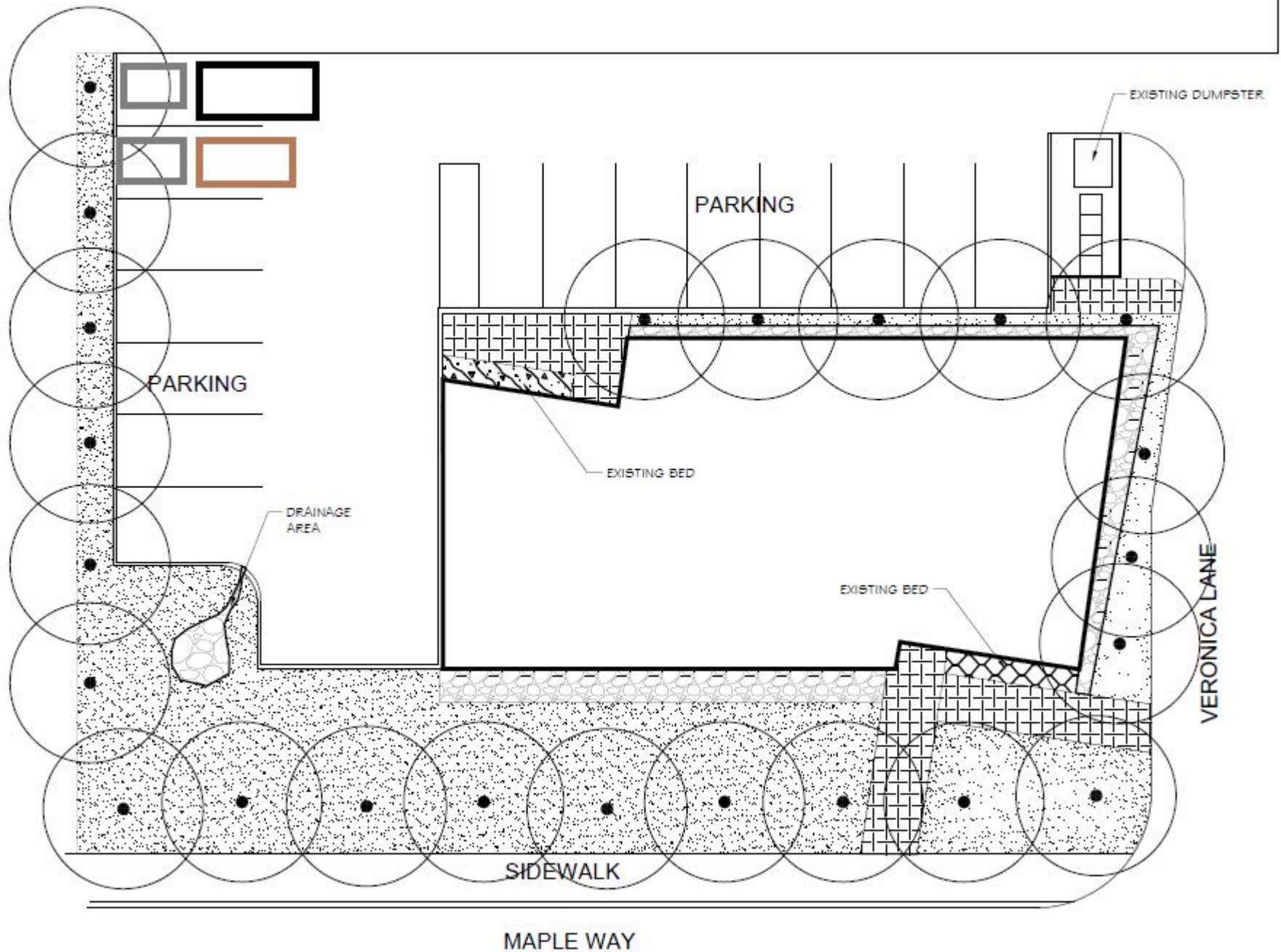
- 
EXISTING HAWTHORN
 (4) TOTAL
- 
EXISTING COTTONWOOD
 (23) TOTAL
- 
PAVER WALKWAY
- 
SOD
- 
GRAVEL MULCH



PROJECT TITLE:
WHITECHAPEL BUILDING
 1135 MAPLE WAY
 JACKSON, WY
 DRAWING TITLE:
EXISTING PLANTING PLAN

DRAWING NUMBER: **LP-01**
 Project Number: 2014-10
 Prepared By: AMF Date: 07/15/14 Rev. Date:

November-April Parking Plan



15 Passenger Van

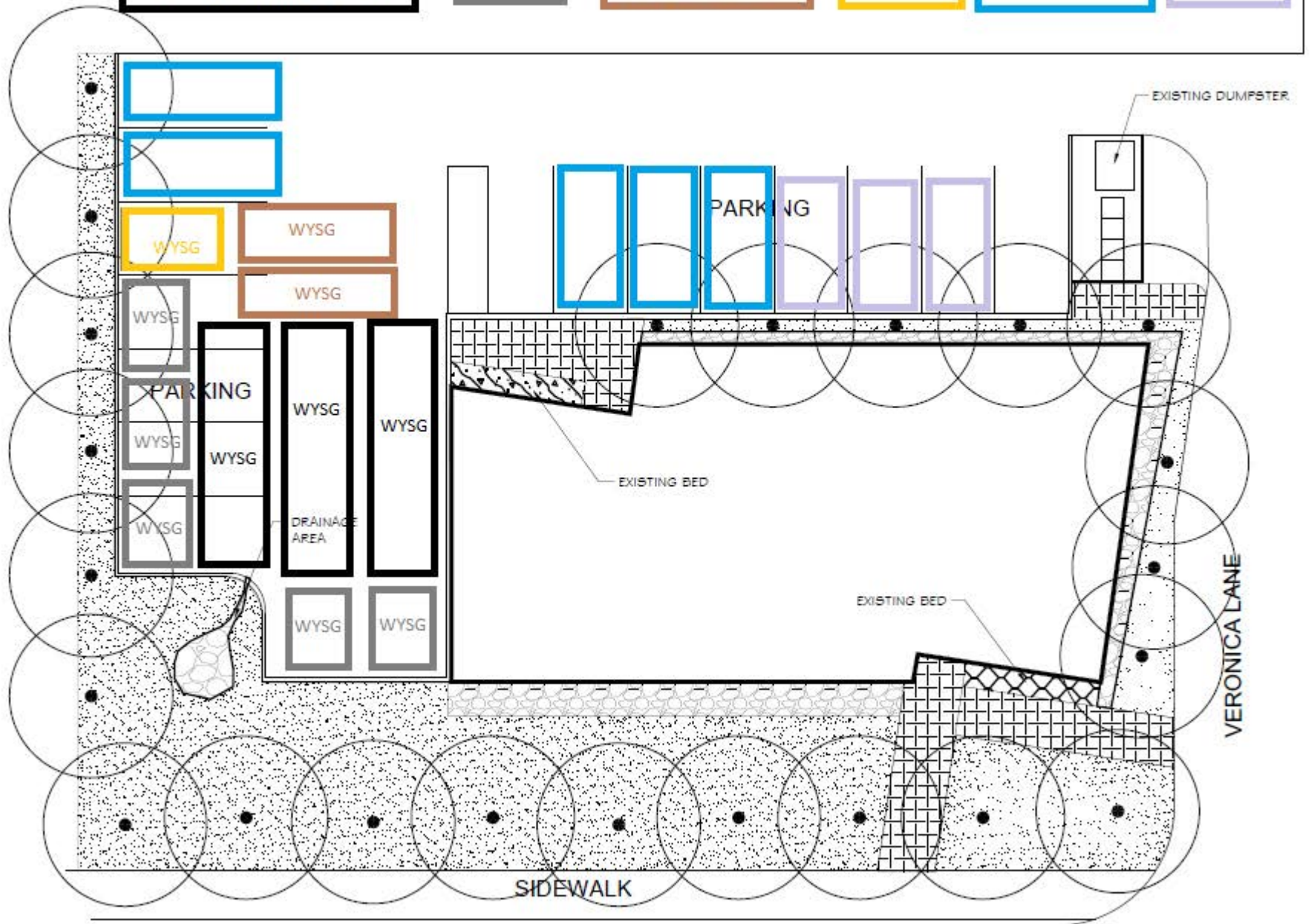
Trailer

Suburban

Minivan

Dick Anderson

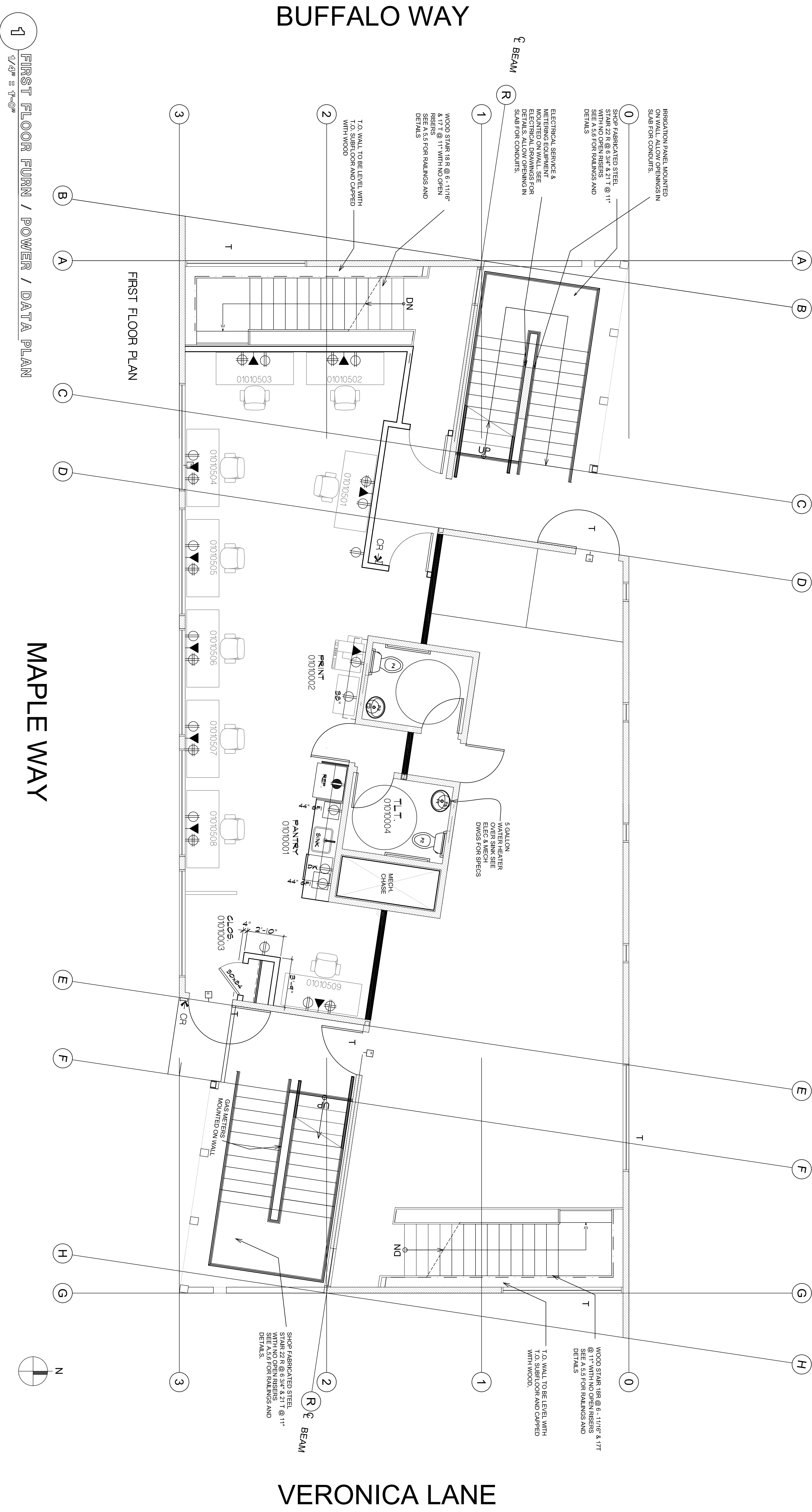
WhiteChapel



MAPLE WAY

May-October Parking Plan

Notes:



PROJECT		DATE		DWG NO	
1135 Maple Way Floor 1 Jackson, WY 83001		6/5/2016		A1	
DRAFTING TITLE		SCALE		AS NOTED	
PLAN AND ELEVATION		DRAWN BY		MDA	
PROJECT NO		201601			