



# 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: July 25, 2025	<b>REQUESTS:</b>  The applicant is submitting a request for a Pre-Application Conference for a for a Conditional Use Permit for the addition of Retail along with Outfitter/Tour Operator Use at 490 W Broadway Avenue, legally known as PT. NW1/4NE1/4, SEC. 33, TWP. 41, RNG 116.  PIDN: 22-41-16-33-1-00-003  For questions, please call Katelyn Page at 307-733-0440 x1302, or email <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a> . Thank you.
Item #: P25-138	
Planner: Katelyn Page  Phone: 733-0440 ext. 1302  Email: <a href="mailto:kpage@jacksonwy.gov">kpage@jacksonwy.gov</a>	
<b>Owner:</b> CCC's PBI, LLC PO Box 844 Jackson, WY 83001  <b>Applicant:</b> Chris Turcan Teton Reverra Tours PO Box 1142 Jackson, WY 83001	

**RESPONSE:** by August 15, 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 East Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.jacksonwy.com](http://www.jacksonwy.com)  
Jackson, WY 83001

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, visit <https://www.jacksonwy.gov/204/Pre-Application>

FOR GRADING PREAPPS ONLY, submit to [townengineering@jacksonwy.gov](mailto:townengineering@jacksonwy.gov). All other requests should be sent to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)

**PROJECT**

Name/Description:

Physical Address:

PIDN:

Lot, Subdivision:

**PROPERTY OWNER**

Name:

Phone:

Mailing Address:

Email:

**APPLICANT/AUTHORIZED REPRESENTATIVE**

Name, Agency:

Phone:

Mailing Address:

Email:

**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:

Phone:

Mailing Address:

Email:

**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 Grading

If for grading, submit to [townengineering@jacksonwy.gov](mailto:townengineering@jacksonwy.gov)

**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](mailto:planning@jacksonwy.gov) for all requests other than grading.*

**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 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

**Other Pertinent Information.** *Include any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.*

**Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** 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, identify these areas on the site plan.

**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/204/Pre-Application>

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.

*C. Turcan*

Signature

Date

Name Printed

Title

# TETON REVERRA GALLERY / TETON REVERRA TOURS

490 W. Broadway Ave. Jackson, WY 83001

PO BOX 1142 Jackson, WY 83001

(307) 284-8355

[info@tetonreVERRAgallery.com](mailto:info@tetonreVERRAgallery.com)

[info@tetonreVERRAtours.com](mailto:info@tetonreVERRAtours.com)



## Existing Property Conditions

Business Name: Teton Reverra Gallery & Teton Reverra Tours

Address: 490 W Broadway Ave, Jackson, WY 83001

### Building and Current Use:

The property is a commercially zoned, mixed-use building located within the Town of Jackson. Teton Reverra Gallery occupies a ground-level commercial unit and operates as a fine art and photography gallery open to the public. The primary use includes curated art displays, guest reception, and limited in-gallery retail. The space is climate-controlled and designed for safe artwork handling and display, with secure storage areas.

In addition to the gallery, Teton Reverra Tours, a guided interpretive tour company, also operates from the same location. The tour operation utilizes approximately 300 square feet of interior floor space, which is about **1,300 sq ft.** for administrative use such as guest bookings, tour coordination, and the storage of small support equipment including binoculars, spotting scopes, tripods, and non-perishable snacks. There is no mechanical work, staging, or heavy equipment associated with this use.

### Parking and Vehicle Use:

Tour operations require only one dedicated parking space in the on-site lot for the

company's tour vehicle. The parking will be also used by the gallery customers during the business hours between 10 AM and 6 PM Mon-Sat, 10 AM- 4 PM on Sundays. No additional traffic or vehicle congestion is generated beyond typical commercial use.

**Surrounding Uses:**

The property is surrounded by other commercial and retail businesses, including shops, restaurants, cafés, hotels and service-oriented offices. It is located along a pedestrian-friendly corridor with strong foot traffic and visitor presence, making it an ideal location for both gallery and tour operations.

**Natural Features and Resources:**

The site is fully developed with no sensitive environmental features, open space, or protected natural resources. All improvements are within the existing building and parking lot footprint. Landscaping and infrastructure conform to town commercial development standards.

**Character and Magnitude of Proposed Physical Development or Use**

The proposed use consists of continued operation of Teton Reverra Gallery, a fine art and photography gallery, with the addition of a small-scale administrative support space for Teton Reverra Tours, an affiliated guided wildlife and interpretive tour business. This dual-use is low-impact, non-disruptive, and consistent with the building's commercial zoning.

No exterior construction, signage expansion (except building signs for business exposure), or structural modifications are proposed. The physical development remains entirely within the existing commercial footprint at 490 W Broadway Ave, Jackson, WY, part of the Mountain Modern Motel property.

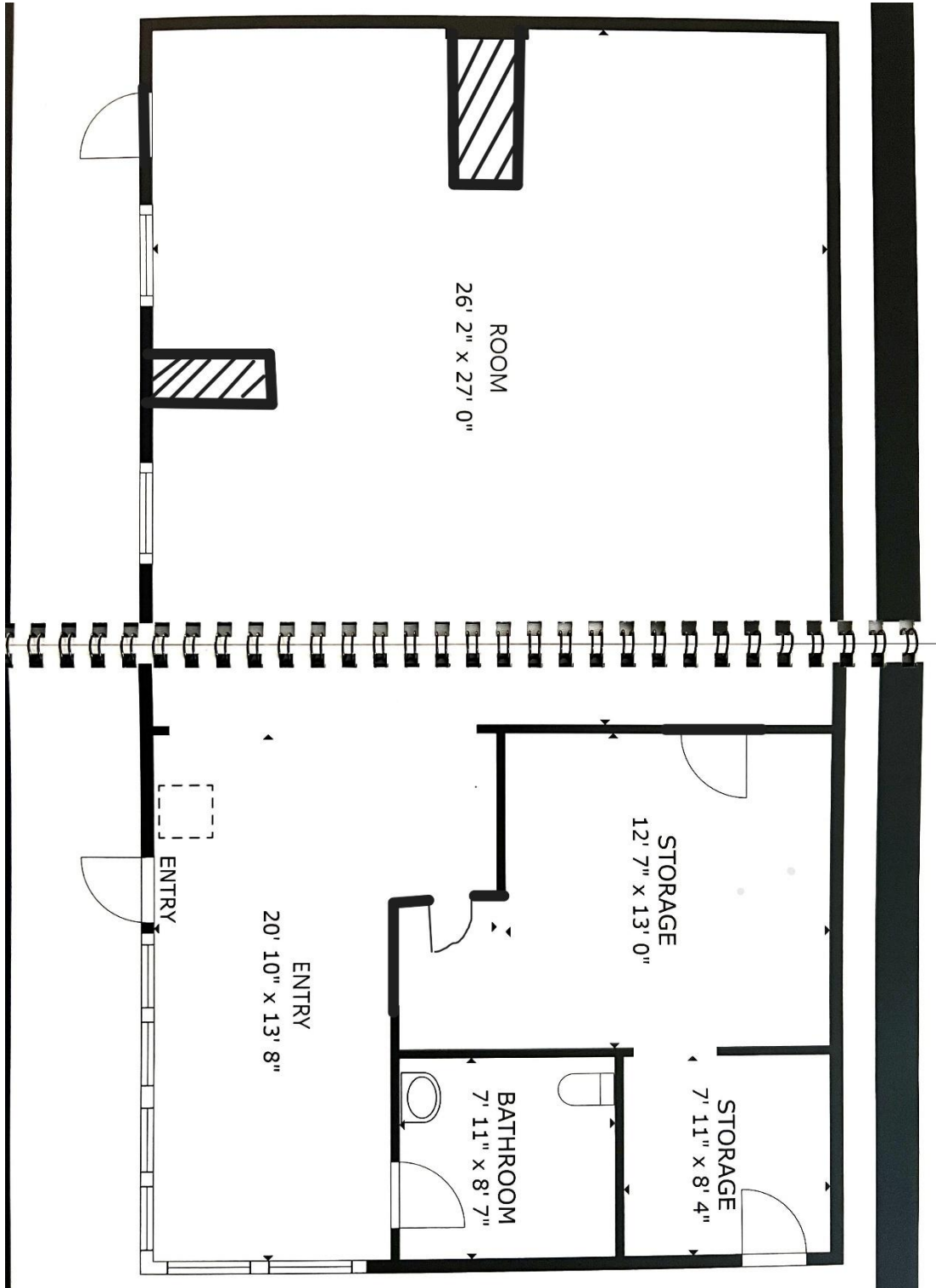
Both the gallery and tour business operate during normal business hours and generate minimal noise, traffic, or environmental impact. The proposed use supports tourism, the arts, and the local economy while preserving the existing character of the property and neighborhood.

**Intended development options include:**

- Adding 1-2 vehicles for the tour operations expansion. Not planning on keeping 2 max 3 vehicles at the time in the designated parking areas during business hours.

There are currently no proposed amendments to the LDRs

**Building Plan:**



**Discription:**

- The show room where all the art is displayed is the biggest room in the building.
- There is one bathroom.
- The storage room in the middle of the building plan is used for a break room and storage for files.
- The smaller storage room is used for storage like equipment for tour vehicles and gallery useful tools: ladder, drill, packing boxes and paper, mop, vacuum, spotting scopes, binoculars, tripods, vehicle coolers, etc.
- The entry way is where we meet and greet people in the gallery.

**Parking lot:**

Right in front of the building we have 9 parking spaces. The lines of the parking spaces were already designed before our lease with the landlord and no changes are proposed.

**Signage:**

Per our and landlord's agreement, we intend to put a sign on the wall of the front of the building, next to the entryway (facing Broadway) and one on the back wall (facing Pearl St.). No signs will be mounted on the side walls of the building (facing Mountain Modern Motel and Bubbas BBQ). Additionally, we intend to put window stickers on the upper windows with the company name and logo as shown in the pictures below:











