



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: September 24, 2025	REQUESTS: The applicant is submitting a request for a Basic Use Permit for retail use at the property located at 490 W Broadway, 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 307-734-3493 or email to the address shown below. Thank you.
Item #: P25-170	
Planner: Katelyn Page Phone: 307-734-3493 Email: kpage@jacksonwy.gov	
Owner: CCC's PBI, LLC PO Box 844 Jackson, WY 83001 Applicant: Chris Turcan Teton Reverra Gallery PO Box 1142 Jackson, WY 83001	
Please respond by: October 15, 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: _____ PIDN: _____

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.

 V **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>.

 V **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

Cristian Turcan

Name Printed

Date

CEO- Owner

Title



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: 5/23/2025

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: Brian Kelley, CFO

Being duly sworn, deposes and says that CCC'S PBI, LLC is the owner in fee of the premises located at
Name of property owner as listed on deed

Address of Premises: 490 W Broadway Ave, Jackson, WY 83001

Legal Description: Parcel: 22-41-16-33-1-00-018 Location: PT NW1/4NE1/4, SEC. 33, TWP. 41 RNG. 116

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/Authorized Representative: Christian Turcan

Mailing address of Applicant/Authorized Representative: PO Box 155, Moose, WY 83012

Email address of Applicant/Authorized Representative: cris.turcan1@gmail.com

Phone Number of Applicant/Authorized Representative: 214-304-1310

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 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 ☒ 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.

Brian Kelley
Property Owner Signature
CFO

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

STATE OF Wyoming)
COUNTY OF Teton) SS.

The foregoing instrument was acknowledged before me by Brian Kelly this 28th
day of July 2025. WITNESS my hand and official seal.

Matt Mueller
Notary Public

My commission expires:

MATT MUELLER
Notary Public - State of Wyoming
Commission ID # 166855
My Commission Expires
April 11, 2028



Teton Reverra Gallery

490 W Broadway Ave
Jackson, WY 83001

PO Box 1142 Jackson, WY 83001

(307) 284-8355

9/12/2025

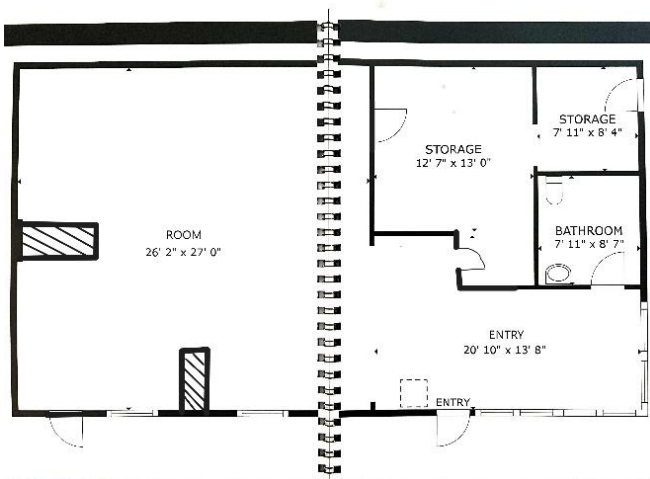
Subject: Request for Basic Use Permit – Teton Reverra Gallery, 490 W Broadway Ave, Jackson, WY (Zoning District DC-1)

Dear Planning and Development Team,

On behalf of **Teton Reverra Gallery**, I respectfully submit this request for a **Basic Use Permit** for the property located at **490 W Broadway Ave, Jackson, Wyoming**, within the **DC-1 Zoning District**. The purpose of this application is to clearly outline our intended use of the property, demonstrate compliance with the Land Development Regulations (LDRs), and describe both current and anticipated operations of our business.

1. Proposed Use of Property

The primary use of the property will be as a **fine art and photography gallery**, showcasing and selling original works in a professional and welcoming space. The **floor plan allocation** is as follows (see attached diagram 2):



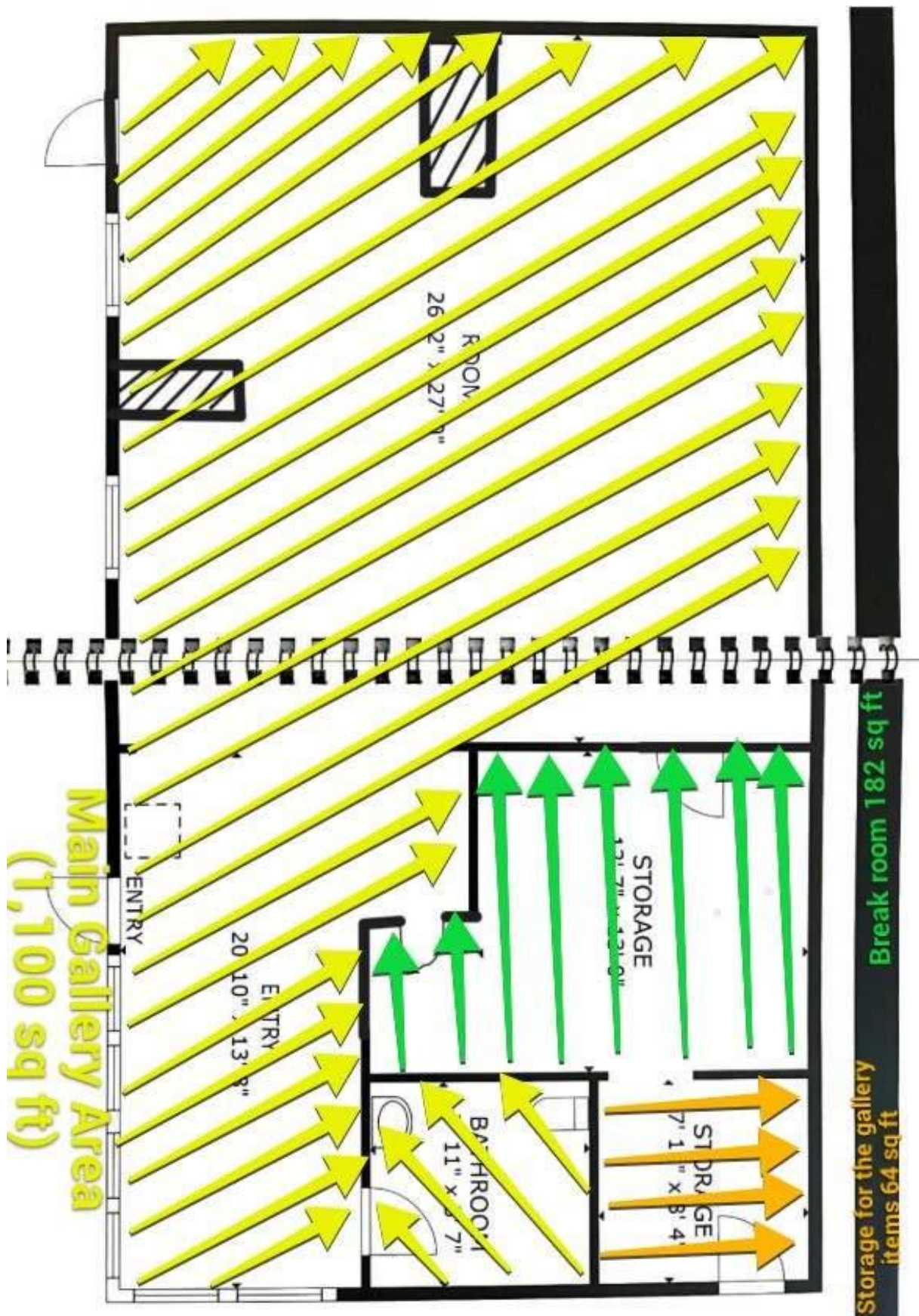


Diagram 2

- **Gallery display and sales area** – highlighted in yellow, dedicated to the exhibition and sale of fine art and photography.

- **Storage area** – highlighted in orange, designated for securely holding inventory and gallery materials.
- **Employee break room** – highlighted in green, intended for employee use only.

At full operation, the gallery will employ a maximum of **two staff members at any given time**.

The **primary activity** of the business will be the hanging and display of fine art and photography, visitor engagement, and the sale of works to customers. This type of use aligns with the building's historic retail purpose, as the last tenant also operated a retail establishment. No environmental disturbances will be created as **no physical modifications to the structure or property** are proposed.



2. Parking and Traffic Considerations

The property includes **nine (9) parking spaces**. Based on the **LDR requirement of 2.25 spaces per 1,000 sq. ft. of business operations**, our 1,300 sq. ft. gallery requires approximately three parking spaces. Our available spaces significantly exceed this requirement.



Trash/dumpster
container

Broadway Ave.

~250 ft.

420

490 W. Broadway

9 8 7 6 5 4 3 2 1
Parking spaces

Pearl Street

- **Employee parking:** Spaces 1 and 2 will be used by staff, providing easy access and ensuring visitor convenience.
- **Customer parking:** Seven (7) spaces will remain available for customer use.

To promote a comfortable guest experience, we will **limit occupancy to 15–20 visitors at a time**, although based on our location and anticipated foot traffic, we expect closer to **10 visitors on average**. This ensures that parking demand will remain low and manageable.

3. Building and Lighting

No **structural or site changes** will be made to the existing building or parking lot. The property's **use remains consistent with the last tenant**, who also operated a retail business.

The **exterior lighting** is existing, casts downward, and emits a standard yellow tone. This lighting meets compliance with **LDR Sec. 1.9.6.F**, ensuring that it is neighborhood-appropriate and does not create light pollution.



4. Trash, Recycling, and Utilities

We have secured an agreement with the landlord to use the shared **dumpster container located approximately 250 ft from the building** (see attached documentation). This arrangement ensures efficient and compliant handling of trash and recycling.



All utilities, including water, sewer, and electricity, are existing and sufficient to support the gallery use. No modifications or additional demands on municipal infrastructure will be required.

5. Affordable Workforce Housing Requirements

Per **LDR Sec. 6.3.2.C.7 (Nonresidential Changes of Use)**, our business is **exempt from Affordable Workforce Housing requirements**. As this is a change of use from one retail tenant to another, without any expansion or alteration to the physical building, we confirm that no additional workforce housing obligations apply.

6. Future Business Expansion

While the immediate use of the space is as an art and photography gallery, we anticipate the potential for a **modest expansion of operations** in the future. This would include adding **Teton Reverra Tours** as a complementary business function, operating from within the gallery.

Such an expansion would remain **very limited in scope**, using **less than 300 sq. ft. of the gallery floor plan** for:

- Tour bookings and guest check-ins
- Secure storage of equipment (spotting scopes, tripods, binoculars)
- Stocking light snacks for tour guests

In the parking lot, **only one space** would be designated for the tour vehicle. This ensures that overall parking availability for customers remains well above LDR requirements.

Should we move forward with this addition, we will submit any necessary documentation to confirm continued compliance with all zoning and planning standards.

7. Community Impact and Character

The Teton Reverra Gallery is designed to contribute positively to the **Downtown Core (DC-1)** district by:

- Providing a **quiet, culturally enriching retail use** that aligns with Jackson's character.
- Creating a space of **reverence for art and nature**, reflecting the landscapes and wildlife of the Greater Yellowstone Ecosystem.
- Operating at a **small, manageable scale** with minimal impact on traffic, parking, and neighborhood character.

Our business is committed to being a **responsible tenant and community partner** while ensuring that our presence enhances the cultural and artistic life of Jackson.

8. Conclusion

In summary, Teton Reverra Gallery's use of **490 W Broadway Ave** will:

- Maintain the property as a **retail gallery space** in full alignment with zoning and historic use.
- Require **minimal staff and customer parking**, far below the property's capacity.
- Make **no changes to the building structure or site design**, ensuring full compatibility with existing conditions.
- Provide a **low-impact, high-value addition** to the community's retail and cultural landscape.
- Anticipate modest, well-managed **future operations** related to tours, without significant increases to site demands.

We respectfully request approval of this **Basic Use Permit** to allow Teton Reverra Gallery to operate at this location.

Thank you for your time, consideration, and support. Please do not hesitate to contact me directly with any questions or requests for additional information.

Sincerely,

Chris Turcan