

**MINUTES
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
AUGUST 7, 2019**

The meeting of the Planning and Zoning Commission was called to order at 5:30 p.m. on 8/7/19, in the Town Hall Council Chambers.

ROLL CALL:

☐ Anne Schuler, ☒ David Vandenberg, ☒ Katie Wilson, ☒ Abby Petri, ☒ Chris Beaulieu,
☒ William Gale, ☒ Thomas Smits

STAFF: Tyler Valentine, Paul Anthony

MATTERS FROM THE PUBLIC: None

APPROVAL OF MINUTES:

June 19, 2019

A motion was made by: Katie Wilson seconded by: Chris Beaulieu
Motion approved by a 6 to 0 vote

NEW BUSINESS:

BOARD OF ADJUSTMENT

- 1. ITEM P19-164:** REQUEST TO AMEND A CONDITION FROM A PREVIOUSLY APPROVED VARIANCE AT THE PROPERTY LOCATED AT 795 SNOW KING DRIVE.

STAFF PRESENTATION: Tyler Valentine

APPLICANT PRESENTATION: Barbara Allen

PUBLIC COMMENT: None

PC DISCUSSION: Approved with minor discussion.

MOTION:

Based upon the findings for a Variance as presented in the staff report related to 1) Special conditions and circumstances exists; 2) Not result of applicant; 3) Strict application deprives reasonable use; 4) Minimum Variance; 5) Not injurious to neighborhood; and 6) Harmony with LDRs as presented by the applicant and staff for Item P19-164, I move to **approve** an amendment to Variance P17-088, specifically to change the expiration date of the variance from 3 years to 5 years, ending on June 21, 2022, for the property located at 795 Snow King Drive, subject to the department reviews attached hereto and the following condition:

1. The variance shall expire on June 21, 2022.

A motion was made by: Thomas Smits seconded by: Abby Petri
Motion approved by a 6 to 0 vote

PLANNING COMMITTEE

1. **ITEMS P19-137 & 138:** REQUEST FOR APPROVAL OF A DEVELOPMENT PLAN FOR A 20 UNIT APARTMENT COMPLEX AT 640 & 650 SOUTH GLENWOOD STREET.

STAFF PRESENTATION: Tyler Valentine

APPLICANT PRESENTATION: Elizabeth Whitaker

PUBLIC COMMENT: None

PC DISCUSSION: Discussed and asked clarification of off-site sidewalk. No concerns in terms of cost –sharing. Some concerns about losing two spruce trees.

MOTION:

Based upon the findings for a Development Plan as presented in the staff report related to 1) Consistency with the Comprehensive Plan; 2) Achieves purpose of NRO & SRO overlays; 3) Impact of public facilities & services; 4) Compliance with Town Design Guidelines; 5) Compliance with LDRs & Town Ordinances; 6) Conformance with past permits & approvals for Items P19-137 & 138, I move to recommend **approval** to the Town Council of a Development Plan for the development of a 20-unit apartment complex for the properties addressed at 640 & 650 S. Glenwood Street and legally described as Lot 4, 5, 6 & 7, Block 4 of the Karns Second Addition to the Town of Jackson, subject to the departmental reviews attached hereto and the following conditions of approval:

1. Prior to Town Council review the applicant shall revise the landscape plan to show removal of the two Spruce trees and show a continuously detached sidewalk. The applicant shall also revise the landscape plan to space street trees at least 30 feet apart, but no further than 40 feet apart.
2. Prior to Town Council review the applicant shall revise the site plans to relocate the parking curb onto private property and out of the Town right-of-way (alley).
3. Prior to Town Council review the applicant shall add coverings on all front entrances, include benches in the front courtyards and include additional bicycle racks near the front entrances.
4. The signage and striping plan shall be provided in the Building Permit.
5. Prior to issuance of a Building Permit a landscape bond shall be submitted in the amount of 125% of the estimated landscape costs.
6. This approval is subject to Section 7.4.2.D.13 Apartment Building Exemption (now deleted). Upon future subdivision the applicant at that time will be subject to the affordable housing regulations in place at the time of Sketch Plan approval (August 13, 2018). The affordable housing regulations in place (LDRs updated 8/9/2017) required a 25% mitigation which would result in at least four units being deed restricted as affordable ownership units.
7. Prior to submittal of a building permit for the site, the applicant shall enter into a Development Agreement for the off-site improvements (alley and sidewalk) to be presented to Council at a later time.

A motion was made by: William Gale seconded by: Katie Wilson
Motion approved by a 5 to 0 vote (Chris Beaulieu Recused)

2. ITEM P19-146: DEVELOPMENT PLAN FOR A LOT SPLIT AT 725 CACHE CREEK DRIVE IN THE NEIGHBORHOOD LOW DENSITY – 3 ZONING DISTRICT.

STAFF PRESENTATION: Tyler Valentine

APPLICANT PRESENTATION: Mary McCarthy

PUBLIC COMMENT:

PC DISCUSSION: Some discussion on option for determining setback on northern lot, especially how access might take place. Some member asked for clarification on the requirements for maintaining the ditch regarding encroachments.

MOTION:

Based upon the findings for a Development Plan as presented in the staff report related to 1) Consistency with the Comprehensive Plan; 2) Achieves purpose of NRO & SRO overlays; 3) Impact of public facilities & services; 4) Compliance with Town Design Guidelines; 5) Compliance with LDRs & Town Ordinances; 6) Conformance with past permits & approvals for Items P19-146, I move to recommend **approval** to the Town Council of a Development Plan for a lot split for the property addressed at 725 Cache Creek Drive and legally described as Part of Lot 1 of the Burns Ferrin Subdivision, subject to the Land Development Regulations, the departmental reviews attached hereto and the following condition(s) of approval:

1. If the applicant does not submit a Subdivision Plat application within 18 months of the Development Plan approval, the Development Plan will expire.
2. Prior to recording of the plat the applicant shall demolish all structures on the northern lot.

A motion was made by: Chris Beaulieu seconded by: Thomas Smits
Motion approved by a 6 to 0 vote

OLD BUSINESS: None.

MATTERS FROM COMMISSION: None.

AGENDA FOLLOWUP: None.

MATTERS FROM STAFF: Update on TS zoning & Historic Preservation, Downtown Parking Plan, 440 West Kelly, 174 N. King, 105 N. Glenwood, and District 1/Historic Preservation Survey.

ADJOURN:

A motion was made by: Chris Beaulieu seconded by: Thomas Smits
Motion approved by a _6_ to _0_ vote