

**MINUTES
SPECIAL MEETING
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
August 19, 2020**

The meeting of the Planning and Zoning Commission was called to order at 5:30 p.m. on 8/19/2020, in the Town Hall Council Chambers.

ROLL CALL:

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

STAFF: Tyler Sinclair, Tyler Valentine

MATTERS FROM THE PUBLIC: none

APPROVAL OF MINUTES:

July 15, 2020

A motion was made by: Anne seconded by: Katie
Motion approved or denied by a 6 to 0 vote

OLD BUSINESS:

PLANNING COMMISSION

1. **ITEMS P19-095:** REQUEST TO AMEND TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO ESTABLISH HISTORIC PRESERVATION PROGRAM, UPDATE TOWN SQUARE AREA ZONING, AND TO ADOPT DESIGN GUIDELINES FOR HISTORIC PRESERVATION AND WESTERN CHARACTER

STAFF PRESENTATION: none

APPLICANT PRESENTATION: none

PUBLIC COMMENT: none

PC DISCUSSION: none

MOTION:

I move to continue Item P19-095 to the Planning Commission's regular meeting on September 2, 2020.

A motion was made by: Anne seconded by: Katie
Motion approved or denied by a 6 to 0 vote

2. ITEM P20-056: DEVELOPMENT PLAN FOR PHASES 2 THROUGH 5 OF THE CORE SERVICES VEHICLE MAINTENANCE FACILITY AT 55 KARNS MEADOW DRIVE

STAFF PRESENTATION: Tyler Valentine

APPLICANT PRESENTATION: Reed Armijo - Jorgensen Associates & Johnny Ziem - Assistant Public Works Director for the Town.

PUBLIC COMMENT: none

PC DISCUSSION: PC was in favor of exploring a multi-modal connector road.

MOTION:

Based upon the findings as presented in the staff report and made by the applicant for a **Development Plan** (Item P20-056), I move to make findings 1-6 in Section 8.3.2.C of the Land Development Regulations related to 1) Consistency with the Comprehensive Plan; 2) Achieves purpose of NRO & SRO overlays; 3) Impact of public facilities & services; 4) Complies with Town Design Guidelines; 5) Compliance with relevant LDRs & Town Ordinances; 6) Conformance with past permits & approvals, and to **recommend approval** to the Town Council of a Development Plan for the Core Services Vehicle Maintenance Facility for the property located at 55 Karns Meadow Drive, subject to the departmental reviews and the following conditions:

- 1) At the time of Building Permit submittal the applicant shall provide a bond for 125% of the cost of off-site mitigation. All mitigation work shall be completed prior to issuance of a Certificate of Occupancy/Completion. In addition, the applicant shall provide a revised cost estimate that shows realistic cost values for the Cottonwood trees at the time of Building Permit submittal.
- 2) Upon completion (i.e. Certificate of Occupancy/Completion) of Phase 2, a building permit for the next phase shall be submitted within 3 years. Each subsequent phase shall follow this same expiration pattern until all phases are completed. Failure to submit a building permit within the 3 year timeframe shall result in the expiration of all unfinished phases.
- 3) The applicant shall provide a conceptual alternative site design for a connector road to the Virginian property for Council consideration prior to approval of the Development Plan, provided that the alternative site design does not reduce the amount of necessary parking or

otherwise compromise the safety or core function of the site as a municipal fleet storage and maintenance facility.

A motion was made by: Anne seconded by: Abby
Motion approved or denied by a 6 to 0 vote

MATTERS FROM COMMISSION:

Motion was made to appoint Katie Wilson as new Chair.

A motion was made by: Anne seconded by: Will

Motion approved or denied by a 6 to 0 vote

Motion was made to appoint Anne Schuler as new Chair.

A motion was made by: Thomas seconded by: Will

Motion approved or denied by a 6 to 0 vote

AGENDA FOLLOWUP: none

MATTERS FROM STAFF: Mentioned possible change to residency requirement for Planning Commissioners from 2 years to 1 year. Comprehensive Plan is released and out for public review with a meeting scheduled at the County on September 14th. District 1 and Historic Preservation. Updates on current projects.

ADJOURN:

A motion was made by: Anne seconded by: Katie

Motion approved or denied by a 6 to 0 vote