

**MINUTES
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
March 22, 2023**

The special meeting of the Planning and Zoning Commission was called to order at 5:32 p.m. on March 22, 2023, via ZOOM and in Town Hall Chambers.

ROLL CALL:

☒ Anne Schuler ☒ Wendy Martinez, ☒ Katie Wilson, ☒ Abby Petri, ☒ Christie Schutt
☒ Thomas Smits ☐ Steph Wise

STAFF: Paul Anthony, Alex Norton (contracted), Brian Lenz, Lynsey Lenamond

MATTERS FROM THE PUBLIC: None

APPROVAL OF MINUTES: None

OLD BUSINESS: None

PLANNING COMMISSION

ITEM P23-026: LDR Cleanup (continued from 3/15/23)

STAFF PRESENTATION: Paul Anthony, Alex Norton (contracted)

STAFF PRESENTATION and COMMISSION DISCUSSION:

Added 1 more amendment (now #10) from last meeting, so amendment numbers from previous meeting will shift 1 higher. Minutes will not change as those reflect amendment numbers from that meeting.

- Amendment #10 (rear setback) – approved changes
- Amendment #27 (previous meeting was Amendment #26) (landscape area definition)– board members discussed how the changes affect parking garages/underground parking. They generally agreed that the limitation should be changed for underground parking structures, possibly by adding an exemption. They also questioned whether the 20% limitation is appropriate but decided to stick with 10 and 20 percent.
- Amendment #28 (landscape bond) - approved changes
- Amendment #29 (retaining walls) – approved changes
- Amendment #30 (site grading) – approved changes
- Amendment #31 (storm water design capacity) – approved changes
- Amendment #32 (storm water design regulation) - approved changes
- Amendment #33 (Residential unit definition) – approved changes
- Amendment #34 (Outdoor seating) - approved changes
- Amendment #35 (Home business employees) – approved changes

- Amendment #36 (typo correction on 6.1.11.E.3.e) – approved changes
- Amendment #37 (Parking, requirements in zones) – approved changes
- Amendment #38 (Parking flexibility) – approved changes
- Amendment #39 (Guest parking) – board members discussed the 30-unit threshold and directed the Planning Director to change that to a 15 unit threshold.
- Amendment #40 (Parking, dormitory/group home) – approved changes
- Amendment #41 (Parking, developed recreation in DC zones) – approved changes
- Amendment #42 (Shared parking, lodging) – approved changes
- Amendment #43 (ADA parking) – board members asked for a modification to make a different standard for commercial vs. residential requirements for ADA parking, namely to keep the current rule for commercial, but change to new standard for residential.
- Amendment #44 (Paving required except off alleys) – approved changes
- Amendment #45 (Backing out of residential lots) - approved changes
- Amendment #46 (Parking in driveways) – approved changes
- Amendment #47 (Snow storage) – approved changes
- Amendment #48 (Parking off alley) – approved changes
- Amendment #49 (Exempt housing livability) – approved changes
- Amendment #50 (Residential housing equation) – approved changes
- Amendment #51 (Application floor area for housing mitigation) - approved changes
- Amendment #52 (Housing in-lieu fees) - approved changes
- Amendment #53, Appendix A, #2(g) (construction staging sites in residential zones) – the commission agreed that a ½ mile is a good place to start. Board members discussed what triggers a site becoming an off-site staging area - possibly percentage of site being used, days in a row being used, etc. Nothing will be added to LDRs regarding this, it will be up to staff to make the determination.
- Amendment #54 (Storage of historic structures) – approved changes
- Amendment #55 (Setback, trash enclosure) – approved changes
- Amendment #56 (Development Option Plan) - approved changes
- Amendment #57 (Subdivision standards) - approved changes
- Amendment #58 (Electronic notice of inspection) – approved changes
- Amendment #59 (Pavement width and thickness) – approved changes
- Amendment #60 (Site obstructions) – Brian Lenz showed examples of sight triangles at intersections of streets. Staff discussed that more analysis is needed.
- Amendment #61 (Streets entering at opposite sides) – approved changes
- Amendment #62 (Curb corner radii) - approved changes
- Amendment #63 (Pedestrian crossings) – approved changes
- Amendment #64 (Reference, “current edition”) – approved changes
- Amendment #65 (Reference, Indicator report) - approved changes
- Amendment #66 (Typo, remove the word “the”) – approved changes
- Amendment #67 (Surety acceptance discretion) – approved changes
- Amendment #68 (Surety authority) – approved changes

- Amendment #69 (Surety expiration) - approved changes, commission added the word “not”
- Amendment #70 (Minor deviation) – approved changes
- Amendment #71 (Building Permit pre-ap) - approved changes
- Amendment #72 (Plat content) - approved changes
- Amendment #73 (Condominium plat) - approved changes
- Amendment #74 (Limit LDR/Zoning Amendment applications) – Commission discussed whether they felt comfortable limiting the time that the public could apply for LDR/Zoning amendments. They asked if instead the deadlines for getting the applications to the PC and Town Council could be extended. Majority of board weren’t in favor of this amendment, and want it to be clear to Council that they aren’t in favor of it.
- Amendment #75 (Existing violations) - approved changes
- Amendment #76 (residency requirements for PC and DRC) – Board members discussed how many board members can be on PC, asked if lesser number would encourage better attendance. They were in favor of reducing the total number of members on board if that helps. Board was mixed on this amendment. They were interested in adding a “work local” requirement, and enabling someone who moves during their term to finish it out. For the Planning Commission, they agreed to keep the Jackson town limits residency restriction.
- Amendment #77 (Setbacks extend below grade) - approved changes
- Amendment #78 (Setback parallel curves) - approved changes
- Amendment #79 (Residential architectural projections) - approved changes
- Amendment #80 (Public art setback exemption) - approved changes
- Amendment #81 (Height definition graphic) - approved changes
- Amendment #82 (Height on a sloped site) - approved changes
- Amendment #83 (Height exceptions – rooftop elevator/stairwell) - approved changes
- Amendment #84 (Typo, added the word “as”) - approved changes
- Amendment #85 (Height exceptions – rooftop decks)- approved changes
- Amendment #86 (Accessory structure separation) - approved changes
- Amendment #87 (Habitable floor area definition) - approved changes

PUBLIC COMMENT: None

Motion: I move to recommend approval to the Town Council of LDR Text Amendment P23-026 for the 2023 LDR Cleanup based upon factors 1-6 in Section 8.7.2.C of the Land Development Regulations as presented in the staff report dated March 15, 2023 and as modified by the Commission at this meeting.

The motion was made by: Anne Schuler and seconded by Abigail Petri.

Motion approved by a 5 to 0 vote.

MATTERS FROM COMMISSION: None

MATTERS FROM STAFF: None

Adjourn: A motion was made by: Anne Schuler and seconded by: Abigail Petri

Motion approved by a 5 to 0 vote at 7:56 pm.

minutes:ll