MINUTES
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
January 17, 2024

The Planning and Zoning Commission met in a regular session on January 17, 2024, in the Town Council Chambers located at 150 E. Pearl in Jackson, at 5:30 pm. This meeting was held in-person and via Zoom.

Upon roll call the following were found to be present:

BOARD: Laura Bonich, Katie Wilson, Anne Schuler, Thomas Smits, Steph Wise

STAFF: Paul Anthony, Tyler Valentine, Lynsey Lenamond

MATTERS FROM THE PUBLIC: None.

APPROVAL of MINUTES: A motion was made by Thomas Smits and seconded by Steph Wise to approve the November 15, 2023, regular meeting minutes. Katie Wilson called for the vote. The vote showed all in favor. The motion carried.

A motion was made by Anne Schuler and seconded by Laura Bonich to approve the December 12, 2023, special meeting minutes. Katie Wilson called for the vote. The vote showed all in favor. The motion carried.

OLD BUSINESS: None.

PLANNING COMMISSION:
ITEM P23-213,214: CWC Jackson Campus – Sketch Plan and CUP

STAFF PRESENTATION: Tyler Valentine

QUESTIONS FOR STAFF: The Board asked if parking would be available on High School Road. Staff confirmed that there is no planned parking on the private access road or High School Road and that a minimum of two parking spaces will have to be handicapped. The Board asked about snow storage, and staff confirmed that they have room to expand that area if needed. EV charging was discussed, and staff confirmed they will be required to provide two EV installed and nine capable EV charging spaces. Emergency access was a concern, that it leads to trees and barbed wire fence. Staff pointed out that it leads to a loading area. The Board asked about the traffic study and what CWC is required to present moving forward in regard to a traffic plan. Staff said that the Town's Regional Transportation Director is working on a more robust plan to address how heavier traffic should be handled.

APPLICANT PRESENTATION: Brendan Schulte, Jorgensen Associates

QUESTIONS FOR APPLICANT: The Board asked how many students are at the high school also. Applicant answered 286 students were concurrently enrolled last year. Currently the number is low, around five per semester. The Board commented on sidewalk improvements and 60 foot right of way. One Board member felt that the parking is severely inadequate, many students commute from Idaho. Applicant confirmed there is one college car that is parked on site. They are discussing a free bus pass being available to commuters. Applicant stressed that they have the flexibility to adjust schedules, etc. to accommodate parking issues.

PUBLIC COMMENT: None.

COMMISSION DISCUSSION: One Board member believes now is the time to plan for adequate parking. Other board members felt they applicant is addressing this the best they can. The Board asked staff if applicant could squeeze out another 20 spaces from the easement. Staff said spatially they could but couldn't confirm if this would work based on other factors. The Board discussed the flexibility the applicant has to adjust schedules and parking requirements of staff and students to accommodate any parking issues that arise.

ITEM A: A motion was made by Anne Schuler and seconded by Thomas Smits to recommend approval of the Sketch Plan P23-213 for a new 20,500 sf school building at the CWC Parcel located on High School Road based upon the findings and conditions as modified at the meeting, the departmental reviews, and subject to the staff report dated January 17, 2024. Katie Wilson called for the vote. The vote showed all in favor. The motion carried.

ITEM B: A motion was made by Anne Schuler and seconded by Thomas Smits to move to continue a Conditional Use Permit P23-214 for a new Institutional use (i.e., CWC Jackson Center school) to be run concurrently with the Development Plan. Katie Wilson called for the vote. The vote showed all in favor. The motion carried.

MATTERS FROM COMMISSION: None.

MATTERS FROM STAFF: Paul Anthony updated the Board on the LDR cleanup ordinances. Council retreat is coming up January 29th and 30th. Big building discussion will be on the February 14th DRC agenda. Staff will send out a schedule of upcoming Planning Conferences to Board members.

Adjourn: A motion was made by Anne Schuler and seconded by Thomas Smits to adjourn the meeting. Katie Wilson called for the vote. The vote showed all in favor. The motion carried. The meeting adjourned at 6:52 pm.

minutes:ll