MINUTES
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
August 28, 2024

The Planning and Zoning Commission met in a special session on August 28, 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: Katie Wilson, Anne Schuler, Abbie Petri, Thomas Smits, Stephanie Wise

STAFF: Paul Anthony, Lynsey Lenamond

MATTERS FROM THE PUBLIC: None.

APPROVAL of MINUTES:
A motion was made by Anne Schuler and seconded by Abby Petri to approve the August 7, 2024 regular meeting minutes. Katie Wilson called for the vote. The vote showed all in favor and the motion carried.

NEW BUSINESS: Thomas Smits was sworn in for a new term as a member of the Planning and Zoning Commission by Town Clerk, Riley Taylor.

PLANNING COMMISSION:

PM24-004 Large Building Design

STAFF PRESENTATION: Paul Anthony
Council approved an extension of the moratorium to November 20th. Staff reviewed the table of LDR amendments. The goal with the Design Guidelines is to strengthen what's already there, not add new requirements.

QUESTIONS FOR STAFF:
Commission asked about room sizes in hotels and size limit on short-term rentals. Hotels can be 50,000 square feet and a building with short-term rentals only 40,000 square feet. Commission asked if someone will be forced to break up their building if they can meet the façade restrictions. Staff confirmed yes. Commission asked about various projects in regard to if they would exist under the new restrictions. Commission asked why above-ground parking is being included in allowed size; staff confirmed that Council requested it. Commission asked about the moratorium process, and whether there would be a long-term evaluation. Staff said they cannot predict what Council will have on their work plan. Commission asked about public comment on the CUP. Staff hasn't received any specific to that.

PUBLIC COMMENT:
Matt Kim-Miller, representing the Kudar family, spoke regarding the Kudar Motel and how its development will be affected by the amendments to the LDRs. Kevin Krasnow spoke on behalf of the Conservation Alliance in regard to their feelings of lack of communication with the public and the pace of the moratorium process. Claire Stumpf spoke on behalf of Shelter JH and expressed concerns about the narrow focus of the process.

COMMISSION DISCUSSION:
Some of commission felt that Council is rushing this process. Some felt that limiting a hotel to 50,000 sq ft including their parking, will have severe consequences. Commission doesn't like above-ground parking being counted towards maximum allowed square footage.

Commission could not come to an agreement on what a maximum building size should be.

Definition of individual building. Commission felt that any underground connection is okay.
Definition of Hotel and deed-restricted housing uses for maximum building size. No comments.
Floor area defined for maximum individual building size. Commission felt this should be taken out completely.
Scale of Development Table. No decision on max building size.

Abby Petri left the meeting at 7:31 pm.

Conventional Lodging. Definition. Commission felt that there could be a provision for hotel suites to be bigger than 500 sf.
Short-term Rental Unit. Definition. i. Commission felt comfortable with this revision.
CUP. Commission feels the CUP process has value. Commission feels there should be stronger language to ensure the Design Guidelines are being met. Commission also feels that if a standard is being set, it should be applied to the highway corridor as well but a bigger trigger than 30,000 sf would be needed. Commission commented on combining the CUP with Development/Sketch plans. Commission requested more information on processes and timelines.
Street Facade. There is a relationship between façade and building size, so Commission must decide on building size first.
Street façade width defined. Same as above.
Workforce Housing Bonus. Commission and staff discussed the on-site requirement.

Design Guidelines. Commission had nothing to add to the red-line version presented.

MOTION:
A motion was made by Anne Schuler and seconded by Thomas Smits to continue item P24-004 to the September 18, 2024 regular Planning Commission meeting. Katie Wilson called for the vote. The vote showed all in favor and the motion carried.

MATTERS FROM COMMISSION: None.

MATTERS FROM STAFF: None.

Adjourn: A motion was made by Anne Schuler and seconded by Steph Wise to adjourn the meeting. Katie Wilson called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 8:24 pm.

minutes:ll