

MINUTES
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
June 4, 2025

The Planning and Zoning Commission met in a regular session on June 4, 2025, in the Town Council Chambers located at 150 E. Pearl Ave. 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, Thomas Smits, Georgie Stanley, Laura Bonich, and Anne Schuler appeared in person.

STAFF: Paul Anthony, Katelyn Page, Mary Tippetts

APPROVAL OF MINUTES:

A motion was made by Commissioner Schuler and seconded by Commissioner Bonich to approve the May 21, 2025, Planning Commission Meeting minutes. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried.

MATTERS FROM THE PUBLIC: None.

NEW BUSINESS:

ITEM A: P25-007 50 S Millward Street Sketch Plan

ITEM B: P25-046 50 S Millward Street Conditional Use Permit

STAFF PRESENTATION: Katelyn Page

Staff provided an overview of the project, including the background of the project. Key policy questions involve the automated parking system, public ROW and Town Parking infrastructure, and the dedication of two on street parking spaces located within the ROW for private use. The site is currently occupied by 12 lodging units and 12 parking spaces which encroach into the ROW, along with 12 mature spruce trees on the neighboring property.

The proposed development is a 66,000 SF gross mixed use development using 2:1 affordable workforce housing bonus, a 67 room hotel, 1 retail unit of 130 SF, 10 residential units (5 affordable, 3 market, and 2 workforce), four on street parking spaces (2 of which are requested for designation as "15-minute valet only" reserved), 75 off street parking spaces accessed via automated parking system, trees in grates pedestrian frontage, and bulb out design at NE corner of Millward & Pearl based on direction from the Town Engineer. The DRC unanimously supported the project, and there has been no public comment.

Staff Sketch plan analysis finds general LDR compliance with DC-2 zone. The estimated housing mitigation requirement is 4.857 units. An initial WUIC review will be submitted with the Development Plan. Staff are generally supportive of the 15 minute loading/unloading spaces and recommend any

time limit to the on street spaces be included with a Development Plan request and decided by Town Council at that time. Staff anticipate curb location along W. Pearl Ave. to shift approximately 1-2 feet, and the applicant shall design the building to the public ROW requirements and adjust pedestrian frontage accordingly. Staff feel required bicycle parking can be accommodated on the property but will look for additional detail on dimensions and installation feasibility. Staff does not currently recommend inclusion of a bike lane adjacent to either street frontage of the property.

The automated parking system is the first parking system at this scale proposed in the Town; Staff is concerned that queuing could result in a negative impact to the public ROW and the types/sizes of vehicles that will be accommodated in the system. The Town's parking standards do not currently address automated parking design; staff recommends a parking study submitted at Development plan that analyzes the amount of on street and off street queuing spaces needed and evaluates the types and sizes of vehicles that will or will not be accommodated by the system. Staff recommends that ADA van clearance be accommodated, vehicles waiting to enter the parking system not encroach the public ROW, and greater detail on valet operations to be provided by applicant at Development Plan.

A conditional Use Permit (CUP-Large Buildings) is required for all projects in the DC zone that require a Sketch Plan threshold of review. Staff recommends preliminary approval for the CUP if the applicant provides a traffic impact study to assess transportation impacts of proposed development and provide any suggested mitigation strategies and an Environmental Resource review which provides greater detail regarding hydrocarbon contamination and addresses concerns regarding neighboring trees.

QUESTIONS FOR STAFF:

Commissioner Schuler asks how many queued vehicles would impact the ROW. The answer is unknown at this time and would be addressed by the traffic impact study. The different types of loading zones are discussed and clarified, and staff is supportive of loading zones at hotels.

APPLICANT PRESENTATION:

Shaun Gilbert & Amanda Mauceri with Dauntless Development address the Commission and give an overview of the project. The parking system is explained in detail, and is able to accommodate large vehicles. It is mechanically simple but technologically complex and is designed to be faster than a traditional valet system. Residents would be able to use the automated parking system and would be able to use it without a valet. The garage is not designed to have people in it. The design and the layout of the building is reviewed.

QUESTIONS FOR APPLICANT:

The entrance to the parking area is clarified; it will be on the corner of Millward and the alley. The valet will be available 24 hours a day. The maintenance of the system is discussed, and the parts will be available on site to fix it. Multiple vendors were considered, and the Ultron system was chosen for its proven track record of reliability.

The bike lanes on the street are discussed; pedestrian frontage will be prioritized over bike usage on the street, but the Safe Streets for All program has designated Pearl Street as a main street and

Millward as a connector street. The hydrocarbon contamination is discussed, and the applicant will address whatever the environmental analysis determines.

PUBLIC COMMENT:

None.

COMMISSION DISCUSSION:

The Commission unanimously supports the usage of the automated parking system and has concerns regarding possible negative impact in the ROW. The applicant will address those impacts with the traffic study. The Commission unanimously supports the possibility of 15-minute loading zones. Commissioner Stanley has hesitations about moving forward without the arborist report or traffic study, but supports the project in general. The Commission agrees that the applicant can address the issues which have presented during sketch plan at their development plan submittal.

MOTION:

Item A: A motion was made by Commissioner Schuler and seconded by Commissioner Smits to recommend **approval** to the Town Council of a Sketch Plan P25-007 for an approximate 66,000sf mixed-use development at the property addressed at 50 S. Millward Street subject to the departmental reviews attached hereto, the conditions of approval, and subject to the staff report dated June 4, 2025. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried.

Item B: A motion was made by Commissioner Schuler and seconded by Commissioner Bonich to recommend **preliminary approval** to the Town Council of CUP P25-046 for an approximate 66,000sf mixed-use development at the property addressed at 50 S. Millward Street subject to the departmental reviews attached hereto, the conditions of approval, and subject to the staff report dated June 4, 2025. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried.

MATTERS FROM STAFF:

Staff gives updates on the upcoming Planning Commission meetings; projects include the Justice Center, Browse n' Buy, and a zoning map amendment.

MATTERS FROM THE COMMISSION:

The Commission thanks Commissioner Wilson for her service as Commission Chair.

ADJOURN: A motion was made by Commissioner Schuler and seconded by Commissioner Bonich to adjourn the meeting. Commissioner Wilson called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 7:15 pm.

minutes:mt