MINUTES
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
July 2, 2025

The Planning and Zoning Commission met in a regular session on July 2, 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, Abigail Petri, Laura Bonich, and Anne Schuler appeared in person.

STAFF: Paul Anthony, Katelyn Page, Mary Tippetts

MATTERS FROM THE PUBLIC: None.

APPROVAL OF MINUTES:
A motion was made by Commissioner Schuler and seconded by Commissioner Petri to approve the June 18, 2025, Planning Commission Meeting minutes. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried.

NEW BUSINESS: P25-038 139 N Cache Street Development Plan

STAFF PRESENTATION:
Staff provided an overview of the project. The applicant is requesting approval of a Development Plan for an approximate 22,000 SF commercial & residential mixed-use development at the property addressed 139 N. Cache Street and associated site development at 170 N. Glenwood Street. Staff recommend approval with 15 conditions. Key policy question: Does the Planning Commission support the applicant's proposed modifications to the nonconforming parking lot in order to comply with LDR Sec. 6.2.5 (Parking Facility Dimensions)? Staff reviews existing conditions.

Proposed development is for a 21,700 SF, 2 story structure with retail, office, service, shared circulation floor area, and two on site deed restricted ARUs, and will be a home for Browse n' Buy and other community partners including One22 Resources and Recovery Community with covered boardwalk pedestrian access at N. Cache Street frontage, balcony over WYDOT ROW, reconfiguration of existing surface parking facility, improved waste receptacle enclosure, and parking screening wall along N. Glenwood Street frontage.

As conditioned, staff find the project complies with TS-2 and DC-2 zones. Housing mitigation requirement fulfilled via two on site deed restricted affordable units and remaining fee in lieu payment. A total of 111.1 parking spaces are required for all existing and proposed development at the St. John's campus. A total of 109.48 spaces are available to the property leaving a 1.62 space deficit. The parking deficit for the expansion is met through the use of the shared parking agreement allowed by LDR Sec 6.2.2.B.

With the 49% increase in non-exempt floor area, compliance is required with 30’ parking setback from N. Glenwood St, parking lot dimensions (size of parking spaces/drive aisles), and 13.5’ Pedestrian frontage along N. Glenwood St.

Applicant proposes parking screening wall, 18-foot parking spaces with 24-foot drive aisle, and modified parking configureation. Staff conditions require minimum 13.5 foot pedestrian frontage width, screening wall to meet setback requirements, wheel stops, and a detached six-foot sidewalk with pavers. Applicant to submit an amended landscape plan with the building permit showing compliance with previous approval landscape plan amendment P20-162 and showing any modifications required to construct the new building, plant unit placement shall consider defensible space required under IWUI standards.

There is an estimated 3”-1’ gap between Browse ‘N Buy 0’ setback and the existing Hotel Jackson creating an irregular gap between the two structures which may collect debris and retain moisture. While not required, staff strongly recommend incorporating some sort of connecting piece or similar design solution to eliminate the awkward gap between the buildings.

DRC gave unanimous support of overall design, along with generally positive feedback regarding the pedestrian experience among N. Cache, materiality, and massing. Any significant design changes, notably to the railing design, must be reviewed by DRC.

QUESTIONS FOR STAFF:
Parking issues are clarified, specifically the details of shared parking requirements. Two spaces are provided for ARUs.

APPLICANT PRESENTATION:
Jimmy Bartz with St. John’s Episcopal Church addresses the Commission and explains the purpose and virtues of the Browse n’ Buy thrift store, the Jackson Cupboard, and details the accessible community meeting spaces which will be housed in the building.

Brenden Schulte with Jorgensen Associates addresses the Commission. The footprint of the building will remain largely the same but will now include a basement and two additional stories. The layout of the building is reviewed. A construction management plan will be submitted with building permit

QUESTIONS FOR APPLICANT:
Commission asks if the increased floor area will cause an increase in parking needs; applicant does not believe it will. The parking area is currently sufficient for the campus’s needs and well managed. While the building will be larger, the applicant does not expect an increase in staff There will be three dumpsters and applicant clarifies their location. Staff clarifies where bicycle parking is located.

PUBLIC COMMENT:
Sadek Darwich with Hotel Jackson addresses the Commission. He is supportive of the project and the parking proposals and looks forward to working with the applicant to ensure the connection point between the buildings.

COMMISSION DISCUSSION:
The Commission does not have any concerns with staff proposed conditions of approval. Commission agrees that the project meets all of the findings of approval required for development plan. Commissioner Bonich has some concerns about the larger issue of parking credits and housing mitigation. There are no concerns with the DRC action. Commission finds the project complies with all relevant standards of the LDRs and other Town Ordinances.

MOTION:
A motion was made by Commissioner Wilson and seconded by Commissioner Petri to recommend approval to the Town Council of Development Plan P25-038 for an approximate 22,000 sf commercial and residential mixed-use development at the properties addressed as 139 N. Cache Street and 170 N. Glenwood Street, subject to the departmental reviews attached hereto, this staff report dated July 2, 2025, with the recommended conditions of approval. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried unanimously.

MATTERS FROM THE COMMISSION:
Staff and the Commission thank Commissioner Schuler for her service on the Planning Commission.

MATTERS FROM STAFF:
Staff gives updates on the upcoming Planning Commission meetings; items include Wireless CUP renewals, a Zoning Map Amendment at Swan Creek, and a Variance at Upper Cache Creek. There is currently nothing on the Planning Commission meeting agenda for August.

ADJOURN: A motion was made by Commissioner Schuler and seconded by Commissioner Wilson to adjourn the meeting. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 6:42 pm.

minutes:mt