AGENDA

Planning and Zoning Commission

September 17, 2025 – REGULAR MEETING

5:30 PM

The New Business items have been placed on the agenda in the order they were received. Please note that at 8:00 p.m., the Commission will evaluate the remainder of the agenda to determine if time constraints will permit the full agenda to be heard at this meeting. All items not heard at this meeting will be postponed to the next regularly scheduled Planning Commission meeting.

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS

PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING

1. ZOOM LINK FOR PUBLIC PARTICIPATION

To join, click link or copy it to your browser:

https://us02web.zoom.us/j/82614018991?pwd=aZ2b7JJEZ96vF1kuadGX2eXTK3gl73.1

Or join at zoom.com with Webinar ID: 826 1401 8991 and Password: 83001

The Town reserves the right to close Public Comment via Zoom at any time. In-person comment will continue to be taken and written comments can always be submitted to the Planning Department at planning@jacksonwy.gov.

2. PLEDGE OF ALLEGIANCE
3. CALL TO ORDER AND ROLL CALL
4. PLANNING COMMISSION
   I. Oath of Office: Eliska Garcia
5. MATTERS FROM THE PUBLIC
6. APPROVAL OF MINUTES
   I. August 20, 2025 Planning Commission Meeting Minutes
7. NEW BUSINESS
   I. P25-121: 1220 Gregory Lane Development Plan (Continued to October 15, 2025)
8. MATTERS FROM STAFF
9. ADJOURN

MINUTES
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
August 20, 2025
UNAPPROVED

The Planning and Zoning Commission met in a regular session on August 20, 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, Megan Jennings, Stephanie Wise, appeared in person. Georgie Stanley appeared via Zoom

STAFF: Paul Anthony, Andrew Bowen, Mary Tippetts

MATTERS FROM THE COMMISSION:
The oath of office was administered by Jackson Town Clerk, Riley Hovorka, to new Planning Commission member Megan Jennings.

MATTERS FROM THE PUBLIC: None.

APPROVAL OF MINUTES:
A motion was made by Commissioner Wilson and seconded by Commissioner Wise to approve July 16, 2025, Planning Commission Meeting minutes. Commissioner Smits called for the vote. The vote showed all in favor with Commissioner Jennings abstaining, and the motion carried.

NEW BUSINESS
I. P25-121 1220 Gregory Lane Development Plan

MOTION:
A motion was made by Commissioner Smits and seconded by Commissioner Wilson to continue P25-121, 1220 Gregory Lane Development Plan, to the September 17, 2025 Planning Commission meeting. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried unanimously

II. P25-031 LDR Text Amendment: Exemption to Affordable Workforce Housing Mitigation

STAFF PRESENTATION:
Staff provided an overview of the proposal. The applicant, Mental Health and Recovery Services of Jackson Hole, requests an amendment to LDR Section 6.3.2.C to exempt nonprofit organizations that provide a government-mandated public service through a public-private partnership from the Affordable Workforce Housing requirements. The language of the proposed amendment is presented. The applicant's background, funding sources, and Title 25 involvement are discussed. The applicant plans to consolidate operations and reduce costs with an expansion of 2912 SF which would

incur $195,362.20 in housing mitigation fees. Staff agree that the applicant use is similar to other exempt uses in the P/SP zone; however LDR 6.3.2.C.14 explicitly states a mitigation exemption may only be granted to "employee-generating development in the Public/Semi-public zone," not to similar uses located in other zone districts. Staff does not recommend a rezone. Staff's proposed language is more narrowly tailored than applicant's proposed language. Staff recommend that the amendment require recording an Affidavit Affecting Title prior to exemption approval, stating that any change of use or structural expansion that does not meet the exemption criteria hall be subject to all applicable Affordable Housing requirements. LDR 8.7.2 outlines the factors to consider when amending the text of the LDRs.

QUESTIONS FOR STAFF:
The uses in P/SP zone are clarified. Commissioner Jennings asks how many groups this could possibly apply to; this amendment is narrowly tailored to fit the needs of MHRS and there could be two additional groups. Commissioner Stanly asks what happens if the group's funding is slightly below 50% while meeting the other criteria, would they qualify; they would not. The requirements listed in the amendment are clarified.

APPLICANT PRESENTATION:
Deidre Ashley with MHRS addresses the Commissioner and gives a history of the organization as well as their current programs.

Anne Schuler with MHRS addresses the Commissioner. She explains why the organization requested a text amendment instead of a rezone.

QUESTIONS FOR APPLICANT:
Commissioner Smits asks why a fee waiver was not requested from Council; the housing mitigation fees cannot be waived, just application fees.

PUBLIC COMMENT:
None

COMMISSION DISCUSSION:
The Commission supports the goal of this amendment and believe this amendment narrowly tailored to avoid exempting nonprofit organizations that should still be subject to mitigation requirements. Commission finds that the text amendment meets the text amendment factors of consideration required by the LDR 8.7.2. A cap on the number of employees is considered and discussed, but not added as the Commission does not feel as if they have enough information to make a recommendation.

MOTION:
A motion was made by Commissioner Wilson and seconded by Commissioner Wise to recommend approval of LDR Text Amendment P25-031 to amend LDR Section 6.3.2.C, to include an exemption from the Affordable Workforce Housing requirements for Public/Semi-public uses as presented by staff in the staff report dated August 20, 2025. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried unanimously.

MATTERS FROM STAFF:
One matter is set for the September 17th meeting, but there are no other upcoming projects.

ADJOURN: A motion was made by Commissioner Wise and seconded by Commissioner Jennings to adjourn the meeting. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 6:17 pm.

minutes:mt

STAFF REPORT

Meeting Date:	September 17, 2025	**Meeting Title:**	Regular Town Planning Commission Meeting
Submitting Department:	Planning Department	**Presenter:**	Andrew Bowen
Agenda Item:	P25-121 (1220 Gregory Lane Development Plan with the intent to subdivide)	**Public Comment:**	Yes

Purpose & Policy Considerations.

Per LDR Section 8.5.4.F, *"a plat application may only be submitted following approval of a development plan for the proposed subdivision except in the case of condominium or townhouse subdivision of existing physical development where a building permit may serve as the required prior permit."* As no condominium or townhouse subdivision of existing physical development is proposed at this time, approval of a Development Plan is required.

Therefore, the Planning Commission shall review a proposed Development Plan in accordance with LDR Section 8.3.3. The purpose of a Development Plan is *"to review a physical development or development option that is large and complex enough to benefit from a public review at a sufficient level of detail to determine compliance with these LDRs prior to preparation of final construction or plat documents."*

Requested Action.

The Applicant, Nelson Engineering (Taylor R. Cook), on behalf of Gregory Investments Holdings LLC, is requesting approval of a Development Plan and has submitted a Subdivision Plat (Lot Split) application for 1220 Gregory Lane. The proposal would divide the parent lot (PIDN 22-40-16-06-1-00-043) into two equal parcels, each 0.245 acres (10,672.2 sq. ft.). All existing development and site improvements would remain unchanged, except for the addition and recordation of a shared easement to ensure access to both lots.

Staff request a ***continuance*** of item P25-121 to the October 15, 2025, Regular Town Planning Commission meeting.

Recommendation.

I move to continue item P25-121 to the regularly scheduled Town Planning Commission meeting on October 15, 2025.