

AGENDA

Planning and Zoning Commission

October 15, 2025 – REGULAR MEETING (VIA ZOOM)

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: THIS MEETING IS BEING HELD VIA ZOOM ONLY

PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING

1. ZOOM LINK FOR PUBLIC PARTICIPATION

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.

To join, [click link](#) or copy it to your browser:

<https://us02web.zoom.us/j/83443199619?pwd=DjwnfJvU7hnoPPqaFwaRiB36jIM0yu.1>

Or join at zoom.com with Webinar ID: 834 4319 9619 and Password: 83001

2. CALL TO ORDER

3. ROLL CALL

4. MATTERS FROM THE PUBLIC

5. APPROVAL OF MINUTES

- I. September 17, 2025 Planning Commission Meeting Minutes

6. NEW BUSINESS

- I. P25-121: 1220 Gregory Lane Development Plan
- II. P25-139: Text Amendment to LDR Div. 5.3.
- III. P25-176: Text Amendment to LDR Div. 1.9.2

7. MATTERS FROM THE COMMISSION

8. MATTERS FROM STAFF

9. ADJOURN

MINUTES
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
September 17, 2025
UNAPPROVED

The Planning and Zoning Commission met in a regular session on September 17, 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: Georgie Stanley, Thomas Smits, Stephanie Wise, & Eliska Garcia appeared in person. Katie Wilson appeared via Zoom. Laura Bonich and Megan Jennings were not present.

STAFF: 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 Eliska Garcia.

MATTERS FROM THE PUBLIC: None.

APPROVAL OF MINUTES:

A motion was made by Commissioner Wilson and seconded by Commissioner Stanley to approve August 20, 2025, Planning Commission Meeting minutes. Commissioner Smits called for the vote. The vote showed all in favor with Commissioner Garcia abstaining, and the motion carried.

NEW BUSINESS

I. P25-121 1220 Gregory Lane Development Plan

MOTION:

A motion was made by Commissioner Wilson and seconded by Commissioner Wise to continue P25-121, 1220 Gregory Lane Development Plan, to the October 15, 2025 Planning Commission meeting. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried unanimously.

MATTERS FROM STAFF:

Two text amendments as well as the development plan continued from this meeting are set for the October 15th meeting.

ADJOURN: A motion was made by Commissioner Wise and seconded by Commissioner Smits to adjourn the meeting. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 5:40 pm.

minutes:mt

STAFF REPORT



Meeting Date:	October 15, 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 a date uncertain.

Recommendation.

I move to continue item P25-121 to a date uncertain.

STAFF REPORT



Meeting Date:	October 15, 2025	Meeting Title:	Regular Planning Commission
Submitting Department:	Planning Department	Presenter:	Andrew Bowen
Agenda Item:	P25-139: Text Amendment to LDR Div. 5.3. ('Scenic Standards'), §5.3.1. ('Exterior Lighting Standards') to add standards for string light use	Public Comment:	Yes

Purpose & Policy Considerations.

Text Amendments to the Town of Jackson Land Development Regulations (LDRs) require review and approval by the Planning Commission and Town Council according to LDR Section 8.7.2. The purpose of this review is to *"publicly review a change to these LDRs to ensure that it improves implementation of the Jackson/Teton County Comprehensive Plan or address other health, safety, or welfare issues in the community."*

Requested Action.

The Applicant, Wyoming Stargazing (Samuel Singer, Executive Director), requests an amendment to LDR Div. 5.3. ('Scenic Standards'), §5.3.1. ('Exterior Lighting Standards') to add specific standards for string light use.

The Applicant requests a one-time **continuance** of item P25-139 to the November 5, 2025, Regular Planning Commission meeting.

Suggested Motion.

I move to **continue** item P25-139 to the regularly scheduled Planning Commission meeting on November 5, 2025.

STAFF REPORT



Meeting Date:	October 15, 2025	Meeting Title:	Regular Planning Commission
Submitting Department:	Planning Department	Presenter:	Andrew Bowen
Agenda Item:	P25-176: Text Amendments to LDR Sections 1.9.2 - Nonconforming Physical Development (1.9.2.B.3.d, 1.9.2.B.3.e, 1.9.2.B.4, and 1.9.2.B.4.c), and LDR Section 6.2.2.A.1 - Required Parking and Loading, and LDR Section 8.8.2 - Administrative Adjustment	Public Comment:	Yes

Purpose & Policy Considerations.

Text Amendments to the Town of Jackson Land Development Regulations (LDRs) require review and approval by the Planning Commission and Town Council according to LDR Section 8.7.2. The purpose of this review is to *“publicly review a change to these LDRs to ensure that it improves implementation of the Jackson/Teton County Comprehensive Plan or address other health, safety, or welfare issues in the community.”*

Requested Action.

Planning staff request consideration of several targeted amendments to the following LDR sections concerning nonconforming physical development:

- 1.9.2, *Nonconforming Physical Development*, to add exemptions for certain nonconforming lot standards (Street façade width and Parking Setbacks) and clarify language regarding the replacement of structural members for nonconforming physical development.
- 6.2.2, *Required Parking and Loading*, and LDR Section 8.8.2, *Administrative Adjustment*, to allow certain administrative adjustments for existing parking stall and aisle dimension compliance when a proposed change of use or redevelopment does not require additional on-site parking stalls.

Recommendation.

The Planning Director recommends approval of six (6) LDR text amendments (P25-176) to the following sections: 1.9.2.B.3.d, 1.9.2.B.3.e, 1.9.2.B.4, 1.9.2.B.4.c, 6.2.2.A.1, and 8.2.2 as presented in this staff report dated October 15, 2025.

Key Policy Question.

Does the Planning Commission support staff’s stated goals for these amendments, which is to balance addressing nonconforming physical development with providing modest flexibility for property owners to pursue minor redevelopment?

Amendments Description and Proposed Language.

LDR Section 1.9.2 - Nonconforming Physical Development.

The proposed amendments to this section address two issues identified by Planning Staff in administering LDR Section 1.9.2. (1) the exemption of certain existing nonconforming lot standards, and (2) code ambiguity regarding the replacement of nonconforming physical development.

Amendment 1. 1.9.2.B.3.d (Exemption for Street façade Width and Parking Setback Nonconformities)

The LDRs currently require a street façade width (i.e., minimum building width) and parking setbacks for surface parking in many zones. In many cases, Staff are finding that a significant number of redevelopment projects are being proposed on properties with older buildings or sites that do not currently meet one or both of these requirements and so are considered nonconforming. While Subsection 1.9.2.B.3 provides exemptions for nonconforming properties to avoid compliance with specific standards, such as building frontage, the LDRs do not currently provide similar relief for street façade width and parking setbacks when landowners try to redevelop their property by wanting to keep and reuse an existing, older building. By adding the proposed exemptions, property owners expanding an existing structure would not be required to make major and often costly structural or site modifications solely due needing to meet existing street façade width or parking setback requirements. Similar to current exemptions, this approach allows modest improvements to existing properties without forcing full redevelopment that is wanted by neither the landowner or, in many cases, by the community. This helps preserve the community's building stock and character, including the inherent affordability of older structures, while still allowing for future full redevelopment.

- d. **Nonconforming Lot, Bulk, and Form Standards.** ~~This~~ **These** standards shall not limit expansion of a building that is nonconforming with one or more of the following standards.

Staff propose adding the following two additional exemptions related to lot standard nonconformity:

- vi. Street façade width
- vii. Parking setbacks

Amendment 2. 1.9.2.B.3.e

If the additional exemptions above are approved, this subsection must be removed because this section provides standards directly applicable to façade width.

Amendment 3. 1.9.2.B.4 (Clarification and expansion of replacement language for nonconforming physical development)

This subsection requires full compliance with all applicable LDRs when replacement of a structural support in a nonconforming structure is proposed. In practice, staff have found the current language to be ambiguous, often leading to differing interpretations between architects and staff. This amendment is intended to resolve that issue.

4. **Replacement.** A nonconforming physical development shall be brought into compliance with all applicable standards of these LDRs upon willful demolition or addition of any structural support

for the portion of the physical development that is nonconforming. Structural support generally includes foundations, load-bearing walls, roof trusses, and similar structural elements. Except that this subsection shall not prohibit any of the following.

Amendment 4. 1.9.2.B.4.c (Exemption for relocation and expansion of windows and doors)

This subsection allows certain exemptions from the conformity requirements of 1.9.2.B.4. In practice, applicants commonly request the relocation or expansion of windows and doors, and planning staff have generally permitted these changes. While such modifications may improve the livability and aesthetics of a nonconforming structure, staff concludes that they do not extend or expand the useful life of the nonconformity.

- c. **Interior Remodel.** Interior remodel of a nonconforming building including the relocation or expansion of windows and doors.

LDR Sections 6.2.2. - Required Parking and Loading and 8.8.2. - Administrative Adjustment.

While staff recognizes the importance of enforcing proper parking dimensional standards to ensure safety, usability, and adequate room for snow removal, these requirements can create challenges for minor redevelopment or change-of-use proposals where full site redevelopment is not proposed and additional on-site parking is not required.

In practice, strictly applying current standards, particularly stall length and drive aisle width, often triggers full site upgrades or removal of existing structures, placing an undue burden on small projects or requiring the removal of existing structures that are still in good condition. To address this, staff recommend adding two Administrative Adjustments to LDR Sections 6.2.2 (permits allowance) and 8.8.2 (permits authority), granting flexibility in applying these standards. This approach places the burden of demonstrating functionality on the property owner, ensuring that nonfunctional parking areas are upgraded while allowing functional nonconforming areas to remain in use and continue serving their associated uses effectively.

Amendment 5. 6.2.2. (Addition of Administrative Adjustment allowance for existing nonconforming parking areas)

Staff propose adding the following two additional Administrative Adjustments (stall length and drive aisle width) related to LDR Section 6.2.2.A.1

- A. **Administrative Adjustment** The Planning Director may establish ~~a lesser parking requirement pursuant to the procedure of Section 8.8.2 based on information from reliable sources that demonstrates a lesser standard is workable due to anticipated parking demand or alternative transportation services available~~ lesser requirements for parking amount, stall lengths, or drive aisle widths pursuant to the procedure of Section 8.8.2, based on information from reliable sources demonstrating that a reduced standard is workable due to anticipated parking demand, alternative transportation services, or existing site conditions.

Amendment 6. 8.2.2. (Addition of Administrative Adjustment authority for existing nonconforming parking areas)

If the additional Administrative Adjustments above are approved, the following authority must also be granted in LDR Section 8.2.2.

15. Parking stall length may be reduced by two (2) feet where a proposed change of use or redevelopment does not require additional on-site parking stalls to be developed.

16. Parking drive aisle width may be reduced to twenty feet (20') where a proposed change of use or redevelopment does not require additional parking stalls to be developed.

Analysis.

The majority of proposed amendments (LDR Sections 1.9.2.B.3.d, 1.9.2.B.3.e, 1.9.2.B.4.c 6.2.2, and 8.2.2) are intended to provide modest flexibility for property owners pursuing minor, alteration, expansions, or changes of use on properties with existing nonconformities. By allowing this flexibility, the amendments strike a balance between maintaining the Town's development standards and recognizing the challenges faced by existing properties. Staff concludes that when applied thoughtfully and appropriately, this approach will help the community maintain its character by reducing unnecessary requirements for full site redevelopment. Avoiding such redevelopment prevents more intensive development than is needed or desired, ensuring that existing properties can continue to serve the community while still providing opportunities for improvement and reinvestment.

As previously noted, the proposed amendment to LDR Section 1.9.2.B.4 seeks to clarify the current standards and prevent misinterpretation by applicants. This will help applicants avoid submitting noncompliant designs and provide greater predictability in the Town's regulatory process.

Public Comment.

As of the writing of this staff report, no public comments have been received.

LDR Text Amendment Factors of Consideration.

Pursuant to Section 8.7.2 of the Town of Jackson LDRs, the decision to amend the text of the LDRs is at the legislative discretion of the Town Council and is not determined by any single factor. In deciding whether to adopt, modify, or deny a proposed text amendment, the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:

1. Is consistent with the purposes and organization of the LDRs;

Complies. The proposed amendments are consistent with the purpose and organization of the LDRs, providing targeted exemptions, relief, and clarity for specific nonconformity standards while minimizing impacts on other regulations intended to preserve the community's character.

2. Improves the consistency of the LDRs with other provisions of the LDRs;

Complies. The proposed amendments help to clarify and guide the modest redevelopment of properties with nonconforming physical development where full redevelopment is not desired by applicants.

3. Provides flexibility for landowners within standards that clearly define desired character;

Complies. The proposed amendments provide limited flexibility for landowners with existing nonconforming development while supporting the community's goal of bringing such development into compliance when required.

4. Is necessary to address changing conditions, public necessity, and/or state or federal legislation; and

Complies. The proposed amendments are necessary to address changing conditions and public necessity. While the standards applicable to nonconformities and the Town's Form Standards are important for promoting consistent development and preserving community character, strict application on properties with existing nonconforming development can lead to unintended consequences, such as reduced community reinvestment or full property redevelopment where it is not desired by the property owner.

5. Is consistent with other adopted Town Ordinances.

Complies. The proposed amendments do not conflict with any other adopted Town Ordinances.

Fiscal Impact.

Staff does not foresee any fiscal impact resulting from the proposed amendments.

Staff Impact.

The amount of Staff time to review this Text Amendment, including research and report drafting, is approximately 60 hours.

Suggested Motion.

I move to recommend **approval** of six (6) LDR text amendments (P25-176) to the following sections: 1.9.2.B.3.d, 1.9.2.B.3.e, 1.9.2.B.4, 1.9.2.B.4.c, 6.2.2, and 8.2.2 as presented in this staff report dated October 15, 2025.