

AGENDA

Planning and Zoning Commission

August 5, 2026 – 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](https://us02web.zoom.us/j/89584649862?pwd=H5Yz3QyTi1uNHnzxeocrlbRi0j2zBg.1) or copy it to your browser
<https://us02web.zoom.us/j/89584649862?pwd=H5Yz3QyTi1uNHnzxeocrlbRi0j2zBg.1>
Or join at zoom.com with Webinar ID: **895 8464 9862** and Password: **83001**

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

4. ROLL CALL

5. MATTERS FROM THE PUBLIC

6. APPROVAL OF MINUTES

- I. July 15, 2026 Planning Commission Meeting Minutes

7. NEW BUSINESS

- I. PM26-016 Biennial Land Development Regulation Update

8. MATTERS FROM COMMISSION

- I. Laura Bonich & Steph Wise Oath of Office

9. MATTERS FROM STAFF

10. ADJOURN

MINUTES
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
July 15, 2026
UNAPPROVED

The Planning and Zoning Commission met in a regular session on July 15, 2026 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: Thomas Smits, Katie Wilson, Megan Jennings, Laura Bonich, & Georgie Stanley appear in person. Eliska Garcia is present over Zoom. Steph Wise is not present. A quorum is reached.

STAFF: Paul Anthony, Andrew Bowen, Mary Tippetts

MATTERS FROM THE PUBLIC: None.

APPROVAL OF MINUTES:

A motion was made by Commissioner Jennings and seconded by Commissioner Stanley to approve the July 1, 2026, Planning Commission Meeting minutes. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried.

ADJOURN PLANNING COMMISSION:

A motion was made by Commissioner Wilson 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. Meeting adjourns at 5:32 PM.

CALL TO ORDER BOARD OF ADJUSTMENT 5:32 PM

Docket No. 2026-BoA-01

Morgan Barry and Ben Mackay, Contestants

v.

Planning Director of the Town of Jackson, Wyoming, Contestee

BOARD OF ADJUSTMENT DISCUSSION:

No objections to the hearing officer's recommendations were submitted.

BOARD OF ADJUSTMENT MOTION:

A motion was made by Commissioner Bonich and seconded by Commissioner Smits to adopt the findings. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried.

ADJOURN BOARD OF ADJUSTMENT:

A motion was made by Commissioner Wilson and seconded by Commissioner Stanley to adjourn the

Board of Adjustment. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried. Meeting adjourns at 5:37 PM.

CALL TO ORDER PLANNING COMMISSION

NEW BUSINESS

I. P26-114 Conditional Use Permit for Stealth Wireless Facility at 305 W. Snow King Ave.

STAFF PRESENTATION:

Andrew Bowen, Senior Planner, gives an overview of the proposal to permit a stealth wireless facility at the Rodeo Grounds. The current tower predates the Town's stealth requirements. The DRC supports the overall concept but requested additional changes to refine the design. Staff find the proposed project complies with LDR requirements.

APPLICANT PRESENTATION:

Katie Harms with Diamond Communications addresses the Commission and gives an overview of the proposal. There is a possibility of a degradation of coverage with this stealth tower. Construction will not interfere with the Rodeo operations. The height of the tower is discussed.

PUBLIC COMMENT

None.

COMMISSION DISCUSSION:

The Commission is concerned about the loss of coverage but understands limitations required by the stealth guidelines and would be amenable to a taller structure. The Commission generally supports the idea and believes it's an improvement over the current tower.

MOTION:

A motion was made by Commissioner Jennings and seconded by Commissioner Wilson to recommend **approval** of Conditional Use Permit (P26-114) to permit a stealth wireless facility located at 305 West Snow King Avenue as presented in this staff report, dated July 15, 2026. Commissioner Smits called for the vote. The vote shows all in favor and the motion carried.

MATTERS FROM STAFF:

The Virginian housing development plan has been terminated by Town and County. The LDR updates are working their way through Council. The NRO regulations have been bifurcated. The Community Streets Plan is moving forward.

MATTERS FROM COMMISSION:

The Commission thanks Katie Wilson for nine years of service.

ADJOURN PLANNING COMMISSION:

A motion was made by Commissioner Wilson 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. Meeting adjourns at 6:36 PM.

minutes:mt

STAFF REPORT



Meeting Date:	August 5, 2026	Meeting Title:	Planning Commission Workshop
Submitting Department:	Planning Department	Presenter:	Tyler Valentine
Agenda Item:	Biennial LDR Update Workshop (PM26-0160)	Public Comment:	Yes

Purpose & Policy Considerations.

Discuss components of the Biennial Land Development Regulation (LDR) Update prior to finalizing the proposed amendments for consideration at the August 19th Planning Commission (PC) meeting.

Requested Action.

Discussion of the following topics/issues in the LDRs.

- How to address amenity space in hotels for housing, parking, etc.??
- Timing of the Large Building Conditional Use Permit
- Guest parking
- Definition of an individual building
- Landscaping in the right-of-way
- Tandem parking
- Snow storage
- Trash & recycling
- Residential architectural projections
- Use of alleys
- Development Option Plan for lot split
- Board remote attendance

Recommendations.

This is a discussion item with no recommendation at this time.

Background.

The Town periodically conducts an LDR cleanup, consisting of a series of minor text amendments to address errors, inconsistencies, ambiguities, and recurring issues identified through implementation of the LDRs. The most recent LDR cleanup was completed in 2023.

Building on this practice, the Town Council has expressed support for a biennial LDR update that includes not only routine cleanup items but also substantive amendments. This broader update process is intended to ensure the LDRs remain responsive to changing conditions, evolving development trends, community growth, and emerging impacts, while providing the tools necessary to effectively address and mitigate those impacts.

Analysis.

At the August 19, 2026, Planning Commission meeting, staff will present the full Biennial LDR update proposal. The intent is that most of the 35-40 minor LDR amendments proposed will be "consent" items that do not require discussion. However, there will be a few of the proposed amendments that look different to different perspectives and require more work. This workshop is an effort to identify a few of those issues while we are still drafting the Biennial LDR update so that your input can be incorporated into the proposal.

Attached you will find the Powerpoint slides that will be presented at the August 5th meeting. Come prepared with your questions and initial inclinations on the issues. At the meeting, we will discuss each. Staff will take notes and use the input provided to finalize the proposal. That proposal (scheduled for the August 19 meeting) will include analysis and a formal recommendation.

Public Comment.

None.

Comprehensive Plan & Priority Alignment.

Comprehensive Plan alignment will be analyzed in full for the August 19th amendment. Issues of Comprehensive Plan alignment on the topics to be discussed are highlighted in the attached presentation deck.

Fiscal Impact.

No fiscal impact identified at this time.

Staff Impact.

The amount of staff time to review and write this report, including future work, is roughly 40 hours.

Attachments or Links.

Powerpoint slides

Suggested Motion.

No motion required.

Biennial LDR Update

Planning Commission Workshop

Topics

- Hotel amenity space mitigation/parking
- Timing of the Large Building CUP
- Guest parking for multi-family
- Definition of an individual building
- Snow storage
- Trash & recycling
- Residential architectural projections
- Development Option Plan for lot split
- Board remote attendance
- Use of alleys

Hotel amenity space mitigation/parking: Issue

- Stand-alone restaurants and spas/salons require parking and housing mitigation
- Hotels are mitigated only based on hotel rooms, but usually have amenity spaces for guests
 - Staff struggles to apply the proper mitigation for hotel restaurants/bars and spas/salons.
 - Why?
 - Location of amenities (basement spa/salon VS street-facing spa/salon)
 - Levels of service (self serving/grab n go VS full blow restaurant VS room service)
 - Applicant claims the space is only for guests, but they won't turn away the public.
 - (Springhill Marriot, Cloudveil, Mountain Modern, Trailborn (Snow King Hotel), Alpine House, Rusty Parrot)
- Might be a moot point if the state removes housing mitigation

Hotel amenity space mitigation/parking: Options

- If a space meets the definition of restaurant/bar or spa/salon, how should those be treated?
- Should housing be required regardless of whether the space is open to the public?
 - Public access has no impact on the fact that staff/employees are needed to operate the use
- How should these uses be parked?
 - Required at 100%?
 - Reduced to 50%?
 - Independent calculation?

Timing of Large Building CUP: Issue

- All projects that trigger Sketch Plan also trigger the large building CUP
 - Result of the 2024 Large Building Moratorium
 - Purpose is to evaluate and mitigate the on-site and off-site impacts of larger development projects on important Town resources
- Requirement is clear. Timing is not.
 - Staff proposes Dev Plan and CUP to run concurrently.

Sketch Plan	Development Plan
Purpose. The purpose of a sketch plan is to publicly review a large physical development or development option for general consistency with these LDRs at a preliminary, conceptual level of detail before the development is fully designed. The objectives of the sketch plan review are: 1. <u>Identification</u> of the opportunities to achieve the desired future character for the site; 2. <u>Identification</u> of development related issues to be addressed through the development plan; 3. <u>Discussion</u> of alternative site designs that may better implement these LDRs; and 4. <u>Identification</u> of natural and scenic resource protected by these LDRs.	Purpose. 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.

Guest parking for multifamily development

- When parking standards were updated for multifamily housing to reduce parking as a barrier to housing provision, the requirement for guest parking (0.5 spaces per du, 1 space per 3 mobile homes) was removed from all multifamily zones.
- Options
 - Reinstitute a guest parking requirement for projects over a certain size (**staff recommendation**).
 - Only reinstitute a guest parking requirement where there is not adjacent on-street parking or nearby public parking.
 - Allow the Planning Director/Council to require guest parking as site constraints dictate.
 - Keep no guest parking requirement to deemphasize single-occupancy vehicle transportation.

Definition of an individual building: Issue

- When the Council approved the definition of an individual building, it required that buildings have no above-ground internal connections, but could have shared underground parking and pedestrian circulation.
 - Currently, many applicants are proposing above-ground exterior connections, such as balconies, terraces, stairs, catwalks, and pedestrian bridges because the LDRs do not explicitly address it.
 - Council's original intent was that buildings above-ground would be 100% independent.
 - Does PC want to consider allowing exterior connections?
 - Does PC want to consider allowing certain exterior connections, perhaps connections that are not visible from the street, or a ground-level breezeway, or covered walkway?
 - Does PC want to prohibit all exterior connections?

Snow Storage: Issue

- A minimum site area of 2.5% of the total required off-street parking and loading area, inclusive of aisles and access drives, shall be provided as the snow storage area.
 - Many mountain towns average 20-33%, with a few at 50%
 - Should Jackson's 2.5% be increased?
 - Applicants have option to propose 100% hauling
 - Increased storage req. would impact site plans which could impact all projects, including affordable housing.
 - Require only on new construction?

Sun Valley, ID	50%
Steamboat Springs, CO	37% - 50%
Anchorage, AK	10% (Res) 5% (Nonres)
Frisco, CO Crested Butte, CO	33%
Vail, CO	30%

Trash & recycling: Issue

- Trash and recycling enclosures are required for all nonresidential uses and residential developments of four or more units.
 - Below are the limited standards from 1994
 - Enclosures shall be of similar material and color to the building.
 - Enclosures shall be entirely enclosed with the side facing the street or alley to be a gate whenever feasible.
 - All enclosures and dumpsters shall be set back a minimum of two feet from an alley and the door shall not swing into the alley.
 - Enclosures shall provide adequate space for recycling as determined by the Planning Director.
 - Enclosures shall be consolidated wherever possible.

Issues:

- Trash is often thought of last, resulting in flawed design, location, and access of trash enclosures.
- Recycling is rarely proposed.
- Haulers express issues with design, access, and capacity.

Trash & recycling: Options

- Require enclosures to be covered
- Require minimum dimensions for each dumpster
- Require separate space for recycling no shared with trash
- Require enclosures to be in an accessible location on flat paved surface
- Require interior height clearances
- Require clearances on door swings
- Require separate man-doors
- Allow Planning Director to require written verification from solid waste provider
- Require a capacity formula

Residential architectural projections: Issue

- In residential-only zones, certain non-decorative features can encroach into the side, rear (4') and front setback (6').
 - Cornices, canopies, eaves, decks (covered and uncovered), porches, balconies, bay windows, chimneys and similar architectural features
- Recent trends:
 - Large bay windows that read more as a wall with a window compared to traditional bay window design
 - Walls or screening elements below stairs or balconies giving the appearance of massing within the setback
- Options:
 - Define bay window
 - Limit amount of vertical elements that are decorative
 - Other?

Development Option Plan for lot split: Issue

- Around 2014/2015, the Town elevated the process for a two-lot subdivision from an administrative procedure to Town Council approval.
- Old process: FDP Minor (staff) + Subdivision Plat (Council)
 - Reason: Two-lot splits are infrequent and less complicated. Avoided unnecessary process.
- Current process: Dev Plan (Council) + Subdivision Plat (Council)
 - Reason: Council wanted discretionary review through Dev Plan because the plat is only a technical review.
- Proposed process: Dev Option Plan (staff) + Subdivision Plat (Council)
 - Reason: State statute only requires a plat for division of 3 or more lots. Two-lot splits are infrequent and less complicated. Avoided unnecessary process.

Board remote attendance:

- During Covid, the Council updated its meeting policy for remote attendance
- Limited to 3 remote meetings per year
- Mayor can approve additional remote meetings
 - Is this reasonable for PC?
 - Should it be more than 3, perhaps 4 or 5?
 - Keep in mind each member can also miss up to 4 meetings

Use of alleys: Potential Issues

- In the past year, PC has expressed interest in discussing the use of alleyways, mainly in the downtown.
 - Jacksonian, Dauntless, Pearl St. Bagels redevelopment.
- Are there certain alleys of concern? (e.g., South of Broadway/North of Pearl)
- Stated concerns:
 - Increased traffic
 - Delivery and trash truck conflicts
 - Pedestrian/cyclist conflicts
 - Noise/livability
 - Emergency access concerns
 - Maneuverability
 - Backing out onto the alley

Use of alleys: Options

- Open discussion to define the issue(s)
- What alleys are a problem and why?