

AGENDA
Planning and Zoning Commission
August 19, 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/83136312350?pwd=DVSaea4ylzRIb6TZuKE36q49CL9iFB.1) or copy it to your browser:

<https://us02web.zoom.us/j/83136312350?pwd=DVSaea4ylzRIb6TZuKE36q49CL9iFB.1>

Or join at zoom.com with Webinar ID: **831 3631 2350** and Password: **83001**

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

4. ROLL CALL

5. MATTERS FROM THE PUBLIC

6. APPROVAL OF MINUTES

- I. August 5, 2026 Planning Commission Meeting Minutes

7. OLD BUSINESS

- I. PM26-016 Biennial Land Development Regulation Update Workshop

8. NEW BUSINESS

- I. PM26-016 Biennial Land Development Regulation Update - Redline

9. MATTERS FROM STAFF

10. ADJOURN

MINUTES
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
August 5, 2026
UNAPPROVED

The Planning and Zoning Commission met in a regular session on August 5, 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: Laura Bonich, Georgie Stanley, Thomas Smits, & Megan Jennings appeared in person. A quorum is reached. Commissioner Wise appears at 5:32 PM.

STAFF: Tyler Valentine, Mary Tippetts

MATTERS FROM THE PUBLIC: None.

APPROVAL OF MINUTES:

A motion was made by Commissioner Stanley and seconded by Commissioner Jennings to approve the July 15, 2026, Planning Commission Meeting minutes. Commissioner Smits called for the vote. The vote showed all in favor and the motion carried.

NEW BUSINESS

I. PM26-016 Biennial Land Development Regulation Update - Workshop

STAFF PRESENTATION & COMMISSION DISCUSSION:

Tyler Valentine outlines the procedure related to updating the Town of Jackson Land Development Regulations.

Hotel amenity space mitigation/parking; hotels are mitigated based only on hotel rooms while including amenity spaces for guests, but stand-alone restaurants/spas require parking & housing mitigation. Staff struggles to apply proper mitigation for hotel amenities. Options for changes related to housing and parking mitigation are outlined. Clarification of what qualifies as a restaurant is discussed. Generally, regardless of public access, amenity space should be mitigated the same as stand alone amenities as it relates to housing but not parking.

Michael Kudar addresses the Commission. He would like to see different types of hotels considered differently as it relates to both housing and parking mitigation.

Timing of Large Building CUP; all projects that trigger Sketch Plan also trigger the large building CUP, but the timing is unclear. Staff proposes the Development Plan and CUP to run concurrently

Michael Kudar addresses the Commission. He disagrees with Staff and believes the CUP and Sketch Plan should run concurrently.

After discussion, the Commission determines the CUP should be run with Sketch Plan.

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 was removed from multifamily zones. Staff proposes reinstating a guest parking requirement for projects over a certain size. The majority of Commission agrees with reinstating a small amount of guest parking requirements for multifamily development.

Use of alleys; the Commission has expressed interest in discussing the use of alleyways, particularly in the Downtown area. Issues include: increased traffic, delivery & trash truck conflicts, pedestrian/cyclist conflicts, noise/livability, emergency access concerns, maneuverability, and backing out onto the alley. The trade off to less alley access is additional street activity. The Commission agrees that primary access should not be off an alley for residential uses but commercial activity (deliveries, trash) should be concentrated in the alley. The Commission would like to hear the perspective of the Transportation Coordinator.

Definition of an individual building; when council approved the definition of an individual building, it required that building have no above ground internal connections, but could have shared underground parking and pedestrian circulation. Above ground exterior connections such as balconies, terraces, stairs, catwalks, and pedestrian bridges are not explicitly addressed. Commission agrees that this may be better addressed through the Design Guidelines rather than the LDRs. The intent is to keep individual buildings but allow above ground connectivity in certain situations.

This matter will be continued at the next Planning Commission meeting.

No motion is required at this time.

MATTERS FROM THE COMMISSION:

The oath of office was administered by Planning Commission Chair, Thomas Smits, to returning Planning Commissioners Steph Wise and Laura Bonich.

MATTERS FROM STAFF:

None

ADJOURN: A motion was made by Commissioner Wise and seconded by Commissioner Jennings to adjourn the meeting. Commissioner Bonich called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 7:42 pm.

minutes:mt

STAFF REPORT



Meeting Date:	August 19, 2026	Meeting Title:	Planning Commission Workshop
Submitting Department:	Planning Department	Presenter:	Tyler Valentine
Agenda Item:	Biennial LDR Update Workshop (PM26-016)	Public Comment:	Yes

**This item was continued from the August 5, 2026, regular Planning Commission meeting.*

Purpose & Policy Considerations.

Continue to discuss the remaining five components of the Biennial Land Development Regulation (LDR) Update prior to finalizing the proposed amendments for consideration at the September 2nd Planning Commission (PC) meeting.

Requested Action.

Discussion of the following topics/issues in the LDRs.

- Snow storage
- Trash & recycling
- Residential architectural projections
- 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.

At the August 5 Planning Commission meeting, the Commission discussed five topics. Staff has provided a brief summary of the key takeaways from each item below:

1. How to address amenity space in hotels for housing, parking, etc.??

The majority of the PC supported requiring 100% housing mitigation for hotel restaurants, bars, and spas/salons, regardless of whom they serve. However, small breakfast or grab-and-go services, such as those at the SpringHill Marriott and Elk Country Inn, would not be subject to mitigation because they are considered ancillary uses to the hotel.

2. Timing of the Large Building Conditional Use Permit (CUP)

The majority of the PC agreed that the timing of the Large Building CUP should be optional and left to the developer's discretion. Accordingly, the CUP could be processed concurrently with either the Sketch Plan or Development Plan.

3. Guest parking on multifamily developments

The majority of the PC supported allowing guest parking for multi-family developments and agreed with staff's proposed standard of requiring one guest parking space for every 15 dwelling units.

4. Definition of an individual building

The majority of the PC supported allowing non-enclosed, above-ground connections between buildings, with consideration given to the size and location of the buildings. The Commission generally favored connections between smaller buildings and expressed less concern about connections that are not visible from the street.

5. Use of alleys

The majority of the PC agreed that increased alley use in the "downtown" area is creating new impacts that warrant further discussion and study. While no specific solutions were identified, the Commission supported continuing the discussion to develop standards that better address concerns related to safety, congestion, snow storage, emergency access, parking, livability, and other impacts.

Analysis.

At the September 2, 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 19th 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 September 2nd 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 September 2nd 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~~
- ~~Use of alleys~~
- Snow storage
- Trash & recycling
- Residential architectural projections
- Development Option Plan for lot split
- Board remote attendance

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

STAFF REPORT



Meeting Date:	August 16, 2026	Meeting Title:	Planning Commission - Regular
Submitting Department:	Planning Department	Presenter:	Tyler Valentine
Agenda Item:	LDR Text Amendment - Biennial LDR Update (PM26-016)	Public Comment:	Yes

Purpose and/or Policy Considerations.

Periodically, the Town undertakes a Land Development Regulation (LDR) cleanup, which consists of a series of minor LDR text amendments intended to correct errors and inconsistencies, clarify ambiguous provisions, and address issues that have emerged through regular implementation of the regulations. The Town's most recent LDR cleanups occurred in 2019 and 2023.

The Biennial LDR Update is similar to an LDR cleanup in that it addresses amendments to the LDR through the text amendment process. The primary distinction is that the Biennial LDR Update is intended to occur on a recurring two-year cycle and may include substantive policy or regulatory changes in addition to the types of minor corrections and clarifications typically addressed through an LDR cleanup.

As with all LDR text amendments, proposed amendments are subject to Planning review and recommendation before being considered by the Town Council.

Requested Action.

The applicant, the Planning Director, is requesting approval of a text amendment to make a suite of changes to the LDRs.

Recommendations.

The Planning Director recommends continuing Item PM26-016 to the next regularly scheduled Planning Commission meeting on September 2, 2026.

Suggested Motion.

I move to **continue** Item PM26-016 to the next regularly scheduled Planning Commission meeting on September 2, 2026.