

AGENDA

Planning and Zoning Commission

April 5, 2023 – 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 PC/BOA meeting of April 19, 2023 or to a special meeting scheduled by the Commission.

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. LOG INTO PC/BOA MEETING
 - I. Link to ZOOM:
<https://us02web.zoom.us/j/89738935880?pwd=clpEUmp1S01mNVJaZHRTN25ncE0vdz09>
2. CALL TO ORDER
3. ROLL CALL
4. MATTERS FROM THE PUBLIC
5. APPROVAL OF MINUTES
 - I. March 1, 2023 Minutes
 - II. March 15, 2023 Minutes
 - III. March 22, 2023 Special Meeting Minutes
6. OLD BUSINESS
7. NEW BUSINESS
8. BOARD OF ADJUSTMENT
9. PLANNING COMMISSION
 - I. P23-016: Bicycle Parking LDR Text Amendment 6.2.2.D -Workshop
10. MATTERS FROM THE COMMISSION
11. AGENDA FOLLOWUP
12. MATTERS FROM STAFF
13. ADJOURNMENT

**MINUTES
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
March 1, 2023**

The meeting of the Planning and Zoning Commission was called to order at 5:30 p.m. on 03/01/2023, via ZOOM and in Town Hall Chambers.

ROLL CALL:

 x Anne Schuler x Wendy Martinez, Katie Wilson, x Abby Petri, x Christie Schutt(arrived at 5:40pm)
 x Thomas Smits

STAFF: Paul Anthony

MATTERS FROM THE PUBLIC: None

APPROVAL OF February 15, 2023 MINUTES: A motion was made by: Petri & seconded by: Smits

Motion approved by a 4 to 0 vote

OLD BUSINESS: None

PLANNING COMMISSION

ITEM P23-015: 12455 S. River Bend Rd. – PUD Amendment (Teton County)- Continued to March 15, 2023 Planning Commission Meeting.

STAFF PRESENTATION:

QUESTIONS FOR STAFF:

APPLICANT PRESENTATION:

QUESTIONS FOR THE APPLICANT:

PUBLIC COMMENT:

COMMISSION DISCUSSION:

Motion: I move to **continue** P23-015 to the March 15, 2023 Planning Commission Meeting.

A motion was made by: _____ Petri _____ & seconded by: _____ Martinez _____

Motion approved by a _4_ to _0_ vote

ITEM P21-333: Request for a Land Development Regulation (LDR) Text Amendment to Section 6.1.4 Residential Uses and Section 6.1.5 Lodging Uses to amend definitions regarding occupancy limits

STAFF PRESENTATION: Paul Anthony

QUESTIONS FOR STAFF: The number of days is limited to 60 and the number of times is 3 per year, so that could be 3 months in a row, or spread throughout the year. Previously, the 31 day lease but only occupied part of that time, the owner couldn't occupy the unit until the lease was up. Now that's not the situation.

Do BUP's need to be submitted every year? Should they get a BUP per rental, so up to 3 per year? Staff responded that the annual BUP would help to track and enforce the 3 rentals per year. The staff needed to review and enforce the BUPs would shift from the STR licenses currently in the lodging overlay, to processing these permits.

There was a question about how the Special Event permit might apply to STRs. Staff responded that Special Event licenses are issued by the Finance Department not the Planning Department and they are for events on public property.

A question was asked about the neighbor noticing process. Staff responded that neighbor notices would be required for each STR permit within 200' of the STR property. The notice would likely include basic but helpful information, such as the name and contact information for the manager/operator of the STR, dates of intended STRs if known, and contact information for making a complaint if necessary. Some Commissioners followed up by asking whether the notice could also include the number of occupants of the STRs and parking information. Staff responded that SRE occupancy limits would match the LDR rules and that adequate parking would be reviewed as part of the BUP application.

Would the 3 rentals be per calendar year? Or a rolling basis? Staff responded that the 3 rentals would be on an annual basis but that it might not necessarily be the calendar year (Jan. 1 Dec. 31). Due to staff needs and holiday complications, it might make sense to have the permit year run from February 1 or March 1.

Fee structure – this is outside of the lodging overlay. Staff shared the proposed fee structure with the Commission and responded that the fees would be higher for residential STR than commercial STRs because the amount of work to administer the program is anticipated to be much higher.

The Commission asked whether the STRs would pay lodging taxes. Staff responded in the affirmative, thus each STR will need a Wyoming state sales tax number and will be operating as a business and remitting lodging and sales tax.

Do licenses lapse if they don't renew? Do they need to pay the initial BUP fees if they don't renew on time? Staff responded with a general discussion on how permits might lapse if not renewed for a year or two by the applicant. While staff still needs to work this out, applicant will be required to reapply as a new applicant with the higher fees if they fail to renew their permit for a certain number of years.

Should those that violate the regulations and rent without a license be prevented from applying for a license for a certain amount of time? 2 years recommended.

Staff discussed the limitations on the Fire Code and requirements for residential vs. commercial units and how there are still some remaining questions on how the Fire Department plans to address inspections for residential STRs.

Some Commissioners noted that HOA's can restrict short-term rentals. They recommended that HOAs should be noticed too, since they would get neighbor complaints.

Suggested meeting with the management companies as they will handle the majority of the rentals.

Question on master leases – such as for the hospital and traveling nurses/doctors. Wouldn't this be a loophole for owners to just say they have a master lease? Staff responded that such master lease arrangements that allow short duration stays may, in fact, be a loophole to the STR occupancy rules and that it's something that can be looked at.

PUBLIC COMMENT: Chelsea Beets – Clear Creek Group, the property managers are willing to have discussions regarding the changes. They would love to see about 5 rentals per year vs 3.

COMMISSION DISCUSSION: Discussed notifications for neighbors on projected or actual rental dates, when will the notices happen, and how will the notices go out? Online, e-mail, mail?

Motion: I move to recommend **approval** to the Town Council of the proposed text amendment P21-333, based upon factors 1-6 in Section 8.7.1.C of the Land Development Regulations as presented in the March 1, 2023, staff report.

A motion was made by: _____ Schutt _____ & seconded by: _____ Petri _____

Motion approved by a _5_ to _0_ vote

MATTERS FROM COMMISSION: Request changing the agenda to 8:00 pm when remaining items on the agenda will be evaluated for continuing or moving to the next meeting.

MATTERS FROM STAFF: There will be interviews upcoming for the open Planning Commission seat. Additionally, there are terms that are ending soon.

Adjourn: A motion was made by: _____ Martinez _____ & seconded by: _____ Schutt _____

Motion approved by a _5_ to _0_ vote at _7:20_ pm.

**MINUTES
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
March 15, 2023**

The meeting of the Planning and Zoning Commission was called to order at 5:30 p.m. on 03/15/2023, via ZOOM and in Town Hall Chambers.

ROLL CALL:

 x Anne Schuler Wendy Martinez, x Katie Wilson, x Abby Petri, x Christie Schutt
 x Thomas Smits x Steph Wise

STAFF: Paul Anthony, Alex Norton (contracted)

MATTERS FROM THE PUBLIC: None

APPROVAL MINUTES:

OLD BUSINESS: None

PLANNING COMMISSION

ITEM P23-015: 12455 S. River Bend Rd. – PUD Amendment (Teton County)- Courtesy Review

STAFF PRESENTATION: Paul Anthony, Hamilton Smith (Teton County)

QUESTIONS FOR STAFF: none

APPLICANT PRESENTATION:

QUESTIONS FOR THE APPLICANT: Would like to hear about why the County Commissioners voted it down. It was voted down because this would increase density and intensity. A SF residence would have less of an impact.

Is the employee housing not certain? No it would be based on the approval of PUD amendment and text amendment. Over time, how much employee housing have they built for the 180 employees? They've met all the requirements for both resort development and the broader golf course and residential development – there's a 19-unit dorm and Astoria Park & Conservancy was approved to build 4 individual units for employee housing.

PUBLIC COMMENT: none

COMMISSION DISCUSSION: The impact on the Town is lessened by employees living on site, less

traveling. Was there an environmental study or animal migration study done on this? Yes, it's been updated recently to get a better understanding of the geothermal activity on this site, and the wetland data has been updated. The building envelope constraints impacts on the lot. Question on the short-term rental use vs. employee housing. Currently, lot 23 as a residential lot has a lodging use allowance which allows STR use. If the amendment were to be approved, the lot would lose the entitlement for STR use and would be deed-restricted employee housing and office space.

Is the Astoria Park Hot Springs part of the Snake River Sporting Club or is it private? It's not its own lot, it's part of the Astoria Park Conservancy lot 1, but is in the SR Canyon Planned Resort. Commissioners felt that it doesn't have a huge impact on the Town, and like that it houses employees where they work.

Motion: I move to direct staff to provide the Planning Commission's comments to the Teton County Board of Commissioners on the proposed amendment to the existing Snake River Canyon Ranch Resort Master Plan and Development Plan (Item P23-015) as expressed in this meeting dated March 15, 2023.

A motion was made by: Smits & seconded by: Schuler

Motion approved by a 6 to 0 vote

ITEM P23-026 : Request for a Land Development Regulation (LDR) Clean Up

STAFF PRESENTATION: Paul Anthony, Alex Norton (contacted)

STAFF PRESENTATION and COMMISSION DISCUSSION:

- Amendment #1 (Comp Plan reference) – approved changes
- Amendment #2 (Conflicting language of regulation and example) – approved changes
- Amendment #3 (Nonconforming detached dwellings & habitable floor area) – approved changes
- Amendment #4 (Replacement of nonconforming structures) – approved changes
- Amendment #5 (Expansion of a nonconforming use) – approved changes
- Amendment #6 (Historically significant sign determination) – approved changes
- Amendment #7 (NL-5 accessory structures) – approved changes
- Amendment #8 (Building size, rules of measurement) – approved changes
- Amendment #9 (Fence standards) – approved changes
- Amendment #10 (access drives in OR zone) - approved changes
- Amendment #11 (Accessory structure setbacks in PB zone) – approved changes
- Amendment #12 (DRC review of buildings with 4+ units) – approved changes
- Amendment #13 (Permit thresholds, habitable floor area) – approved changes

- Amendment #14 (Sketch Plan option for residential) – approved changes
- Amendment #15 (Sketch Plan threshold in TS zones) - approved changes
- Amendment #16 (NM-1 density clarification) – approved changes
- Amendment #17 (Missing reference CR-3 4th floor bonus) – approved changes
- Amendment #18 (CR-3 mini storage) – approved changes
- Amendment #19 (Mobile home replacement) - approved changes
- Amendment #20 (Developed recreation in Park zone) – approved changes
- Amendment #21 (PUD references) – approved changes
- Amendment #22 (Faults) – approved changes
- Amendment #23 (Plant units, residential requirements) - approved changes
- Amendment #24 (Plant units, DC/TS reference) – approved changes
- Amendment #25 (Cost of a plant unit) – approved changes
- Amendment #26 (Landscape surface area definition) Commission discussed having LSR determined by zone, Ground level LSR above structures okay for mixed use or commercial areas, and 10% of LSR in residential areas. In favor of a certain percentage of LSR on 2nd level. Discussion to be continued to a special meeting on March 22, 2023.

PUBLIC COMMENT: Matt Gaffney – attorney representing the Hollands regarding a proposed development. Concerned specifically with landscape surface area and site development 5.5.4.8 , but with all proposed LDR amendments and the process that’s been used to put forth and consider these amendments including the apparent haste and lack of public comment and transparency.

Diana Welch - representing Lukas Farms LLC, new definition of landscape surface area is a really big change and the public should have more of a say / process to weigh in on this. What was once greenery, the change allows landscaping to include bike racks, transformer boxes, sidewalks, and similar. There’s no limitation to what percentage can be non-greenery. Also has concerns with #69 minor deviations- can be decided by the planning director after it’s gone through the public process. Who determines what a minor deviation is?

Julian- Thank you for working on this and would like more discussion in the future to make everyone happy.

Motion: I make a motion to continue P23-026 to a special Planning Commission Meeting to be held on March 22, 2023 at 5:30 PM.

A motion was made by: Schuler & seconded by: Schutt

Motion approved by a 6 to 0 vote

MATTERS FROM COMMISSION:

MATTERS FROM STAFF:

Adjourn: A motion was made by: Schuler & seconded by: Smits

Motion approved by a 6 to 0 vote at 8:15 pm.

**MINUTES
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
March 22, 2023**

The special meeting of the Planning and Zoning Commission was called to order at 5:32 p.m. on March 22, 2023, via ZOOM and in Town Hall Chambers.

ROLL CALL:

☒ Anne Schuler ☒ Wendy Martinez, ☒ Katie Wilson, ☒ Abby Petri, ☒ Christie Schutt
☒ Thomas Smits ☐ Steph Wise

STAFF: Paul Anthony, Alex Norton (contracted), Brian Lenz, Lynsey Lenamond

MATTERS FROM THE PUBLIC: None

APPROVAL OF MINUTES: None

OLD BUSINESS: None

PLANNING COMMISSION

ITEM P23-026: LDR Cleanup (continued from 3/15/23)

STAFF PRESENTATION: Paul Anthony, Alex Norton (contracted)

STAFF PRESENTATION and COMMISSION DISCUSSION:

Added 1 more amendment (now #10) from last meeting, so amendment numbers from previous meeting will shift 1 higher. Minutes will not change as those reflect amendment numbers from that meeting.

- Amendment #10 (rear setback) – approved changes
- Amendment #27 (previous meeting was Amendment #26) (landscape area definition)– board members discussed how the changes affect parking garages/underground parking. They generally agreed that the limitation should be changed for underground parking structures, possibly by adding an exemption. They also questioned whether the 20% limitation is appropriate but decided to stick with 10 and 20 percent.
- Amendment #28 (landscape bond) - approved changes
- Amendment #29 (retaining walls) – approved changes
- Amendment #30 (site grading) – approved changes
- Amendment #31 (storm water design capacity) – approved changes
- Amendment #32 (storm water design regulation) - approved changes
- Amendment #33 (Residential unit definition) – approved changes

- Amendment #34 (Outdoor seating) - approved changes
- Amendment #35 (Home business employees) – approved changes
- Amendment #36 (typo correction on 6.1.11.E.3.e) – approved changes
- Amendment #37 (Parking, requirements in zones) – approved changes
- Amendment #38 (Parking flexibility) – approved changes
- Amendment #39 (Guest parking) – board members discussed the 30-unit threshold and directed the Planning Director to change that to a 15 unit threshold.
- Amendment #40 (Parking, dormitory/group home) – approved changes
- Amendment #41 (Parking, developed recreation in DC zones) – approved changes
- Amendment #42 (Shared parking, lodging) – approved changes
- Amendment #43 (ADA parking) – board members asked for a modification to make a different standard for commercial vs. residential requirements for ADA parking, namely to keep the current rule for commercial, but change to new standard for residential.
- Amendment #44 (Paving required except off alleys) – approved changes
- Amendment #45 (Backing out of residential lots) - approved changes
- Amendment #46 (Parking in driveways) – approved changes
- Amendment #47 (Snow storage) – approved changes
- Amendment #48 (Parking off alley) – approved changes
- Amendment #49 (Exempt housing livability) – approved changes
- Amendment #50 (Residential housing equation) – approved changes
- Amendment #51 (Application floor area for housing mitigation) - approved changes
- Amendment #52 (Housing in-lieu fees) - approved changes
- Amendment #53, Appendix A, #2(g) (construction staging sites in residential zones) – the commission agreed that a ½ mile is a good place to start. Board members discussed what triggers a site becoming an off-site staging area - possibly percentage of site being used, days in a row being used, etc. Nothing will be added to LDRs regarding this, it will be up to staff to make the determination.
- Amendment #54 (Storage of historic structures) – approved changes
- Amendment #55 (Setback, trash enclosure) – approved changes
- Amendment #56 (Development Option Plan) - approved changes
- Amendment #57 (Subdivision standards) - approved changes
- Amendment #58 (Electronic notice of inspection) – approved changes
- Amendment #59 (Pavement width and thickness) – approved changes
- Amendment #60 (Site obstructions) – Brian Lenz showed examples of sight triangles at intersections of streets. Staff discussed that more analysis is needed.
- Amendment #61 (Streets entering at opposite sides) – approved changes
- Amendment #62 (Curb corner radii) - approved changes
- Amendment #63 (Pedestrian crossings) – approved changes
- Amendment #64 (Reference, “current edition”) – approved changes
- Amendment #65 (Reference, Indicator report) - approved changes
- Amendment #66 (Typo, remove the word “the”) – approved changes

- Amendment #67 (Surety acceptance discretion) – approved changes
- Amendment #68 (Surety authority) – approved changes
- Amendment #69 (Surety expiration) - approved changes, commission added the word “not”
- Amendment #70 (Minor deviation) – approved changes
- Amendment #71 (Building Permit pre-ap) - approved changes
- Amendment #72 (Plat content) - approved changes
- Amendment #73 (Condominium plat) - approved changes
- Amendment #74 (Limit LDR/Zoning Amendment applications) – Commission discussed whether they felt comfortable limiting the time that the public could apply for LDR/Zoning amendments. They asked if instead the deadlines for getting the applications to the PC and Town Council could be extended. Majority of board weren’t in favor of this amendment, and want it to be clear to Council that they aren’t in favor of it.
- Amendment #75 (Existing violations) - approved changes
- Amendment #76 (residency requirements for PC and DRC) – Board members discussed how many board members can be on PC, asked if lesser number would encourage better attendance. They were in favor of reducing the total number of members on board if that helps. Board was mixed on this amendment. They were interested in adding a “work local” requirement, and enabling someone who moves during their term to finish it out. For the Planning Commission, they agreed to keep the Jackson town limits residency restriction.
- Amendment #77 (Setbacks extend below grade) - approved changes
- Amendment #78 (Setback parallel curves) - approved changes
- Amendment #79 (Residential architectural projections) - approved changes
- Amendment #80 (Public art setback exemption) - approved changes
- Amendment #81 (Height definition graphic) - approved changes
- Amendment #82 (Height on a sloped site) - approved changes
- Amendment #83 (Height exceptions – rooftop elevator/stairwell) - approved changes
- Amendment #84 (Typo, added the word “as”) - approved changes
- Amendment #85 (Height exceptions – rooftop decks)- approved changes
- Amendment #86 (Accessory structure separation) - approved changes
- Amendment #87 (Habitable floor area definition) - approved changes

PUBLIC COMMENT: None

Motion: I move to recommend approval to the Town Council of LDR Text Amendment P23-026 for the 2023 LDR Cleanup based upon factors 1-6 in Section 8.7.2.C of the Land Development Regulations as presented in the staff report dated March 15, 2023 and as modified by the Commission at this meeting.

The motion was made by: Anne Schuler and seconded by Abigail Petri.

Motion approved by a 5 to 0 vote.

MATTERS FROM COMMISSION: None

MATTERS FROM STAFF: None

Adjourn: A motion was made by: Anne Schuler and seconded by: Abigail Petri

Motion approved by a 5 to 0 vote at 7:56 pm.

minutes:ll

STAFF REPORT



Meeting Date:	April 5, 2023	Meeting Title:	Planning Commission Workshop
Submitting Department:	Planning Department	Presenter:	Katelyn Page
Agenda Item:	P23-016: Request for a Land Development Regulation (LDR) Text Amendment to the Parking and Loading Standards relating to bicycle parking	Public Comment:	Yes

Purpose & Policy Considerations.

All Text Amendments to the Town of Jackson Land Development Regulations (LDRs) require review and recommendation by the Planning Commission according to LDR Section 8.7.2. The Town Council makes the final decision on all LDR Text Amendments.

Requested Action.

The applicant, Jackson Hole Community Pathways ("Pathways"), is proposing an LDR Text Amendment to the Town of Jackson's Parking and Loading Standards relating to bicycle parking requirements.

The proposed text amendment would modify the following sections of the LDRs: Section 6.2.2.D - Required Bicycle Parking and Division 9.5 - Defined Terms.

Staff requests feedback from the Planning Commission at this informational workshop on the following key issues to inform forthcoming staff analysis of the requested text amendment:

- Appropriate level of bicycle parking requirement
- Basis of measurement (e.g., number of vehicle spaces, amount of floor area, etc.)
- Features that constitute long-term bicycle parking
- Best practices of peer and other communities (staff will provide summary at workshop)
- Applicability and exemptions
- Fee in lieu program

Recommendations.

No recommendation has been provided by the Planning Director at this time because this is an informational item only.

Background/Project Description

Pathways is a joint department of Jackson/Teton County which works to advance alternative transportation goals adopted by the Jackson/Teton County community through its Comprehensive Plan. The Comprehensive Plan recognizes various policies and principles in support of multimodal transportation, transportation networks, and transportation infrastructure.

Per the applicant, the proposed text amendment seeks to clarify and improve the existing bicycle parking standards to better meet the alternative transportation goals adopted by the Jackson/Teton County community and to provide support for existing, uncodified requested commonly made by the Pathways Coordinator to developers during project review.

Public Comment.

None.

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 20 hours.

Attachments or Links.

Department Reviews

Applicant Submittal

Suggested Motions.

I move to direct staff to prepare suggested red-line changes to Text Amendment P23-016 to be reviewed by Planning Commission at the May 17, 2023, Regular Meeting, based upon discussion heard during the April 5, 2023, Regular Meeting.



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December 28, 2022

Planning Staff
Town of Jackson Planning Department
150 E Pearl Ave
Jackson, WY 83001

-Digitally sent to planning@jacksonwy.gov

RE: Proposed Text Amendment to the Town of Jackson Land Development Regulations (LDRs) Section 6.2.2.D – Bicycle Parking

Dear Planning Staff,

We are submitting an application for a Text Amendment to the Town of Jackson Land Development Regulations (LDRs), Section 6.2.2.D, to improve the standards for bicycle parking to provide clarity and detail, and to support the Town of Jackson's alternative transportation goals. These new standards are being proposed via a collaborative process between Town and County staff and citizen advisory boards and represent a starting point for public discussion. Standard details have been developed to accompany this LDR update, which will be added to the Town of Jackson Utility Standards via separate process, to further assist developers in understanding the textual requirements of the LDRs.

We are requesting a fee waiver pursuant to the memorandum of understanding between the Town and County waiving fees for applications submitted one to the other.

Please find the following with this application:

- Narrative and Findings
- Application for Text Amendment
- Draft Redline of Section 6.2.2
- Standard details – Rail Mounted Bike Rack Detail, Bike Rack Styles Detail, Bike Rack Mounting Detail, and Bike Rack Spacing Detail

We are available for questions at any time and look forward to working the Planning Department on specific language and details in this text amendment.

Sincerely,
TETON COUNTY PUBLIC WORKS

Brian Schilling
Pathways Coordinator



PLANNING PERMIT APPLICATION
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____ Date & Time Received _____
Application #s _____

Please note: Applications received after 3 PM will be processed the next business day.

PROJECT.

Name/Description: Amendment to Section 6.2.2 of the ToJ LDRs
Physical Address: 320 S King St, Jackson WY 83001
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: Teton County Phone: _____
Mailing Address: PO Box 3594 Jackson WY ZIP: 83001
E-mail: bschilling@tetoncountywy.gov

APPLICANT/AGENT.

Name: Brian Schilling, Pathways Coordinator and Mila Dunbar-Irwin, Jorgensen Associates Phone: 307-732-~~8537~~ 8573
Mailing Address: PO Box 1727, Jackson WY 83001 ZIP: _____
E-mail: bschilling@tetoncountywy.gov and mdi@jorgeng.com

DESIGNATED PRIMARY CONTACT.

____ Property Owner ☒ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

Use Permit	Physical Development	Interpretations
☐ Basic Use	☐ Sketch Plan	☐ Formal Interpretation
☐ Conditional Use	☐ Development Plan	☐ Zoning Compliance Verification
☐ Special Use	☐ Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	☒ LDR Text Amendment
☐ Administrative Adjustment	☐ Subdivision Plat	☐ Map Amendment
☐ Variance	☐ Boundary Adjustment (replat)	Miscellaneous
☐ Beneficial Use Determination	☐ Boundary Adjustment (no plat)	☐ Other: _____
☐ Appeal of an Admin. Decision	☐ Development Option Plan	☐ Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: _____ Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

_____ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

_____ **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

_____ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Signature of Property Owner or Authorized Applicant/Agent

BRIAN SCHILLING
Name Printed

1-23-23

Date

Pathways Coordinator
Title

FINDINGS FOR APPROVAL

The purpose of an LDR text amendment 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.

This amendment is being proposed to clarify and improve the existing bicycle parking standards to better meet the alternative transportation goals adopted by the community and provide support for existing, un-codified requests commonly made by the Pathways Coordinator and Planning Staff to developers. These new standards provide much-needed details at the outset for designers of new projects and qualifying renovations so that required bicycle parking can be addressed early in the design process rather than after plans have been submitted. There are opportunities for alternative ways of meeting requirements incorporated into the proposed standards including partial vehicle parking requirement relief and discussions with the Town to use right-of-way for bicycle parking. These amended standards will greatly improve the consistency of application of the LDRs, clarify requirements, and support the development of a robust alternative transportation network within the Town of Jackson.

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

Complies. The proposed standards are replacing a section addressing the same topic and are consistent with the purpose and organization of the LDRs. They do not alter the purpose of Section 6.2.2.D nor propose a change in its organization.

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

Complies. The proposed standards enhance the clarity and detail in Section 6.2.2.D and give developers a clear understanding of what will be required by the Town for bicycle parking prior to permit. The new standards will interface with Section 6.2.2.A – Vehicle Parking and provide clear and direct details on the interaction therein. They will reduce the need for site plan revisions by providing consistent information prior to design.

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

Complies. Built into the proposed new standards is room for flexibility – through discussion with the Planning Director and on recommendation from the Pathways Coordinator, landowners may substitute certain amounts of vehicle parking for bicycle parking, can explore using Town-owned right-of-way for bicycle parking (where appropriate and approved), and may meet physical bicycle parking standards via various designs. The intent of this flexibility is to allow projects to best meet the needs of their intended users through site-specific design.

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

Complies. As the Town of Jackson increases in density, vehicle parking becomes more and more difficult to accommodate, and streets become clogged unless travelers are able to use modes other than automobiles. Alternative transportation is only possible with supporting infrastructure, such as easy, convenient, and secure bicycle parking. Addressing climate change, ecosystem stewardship, and sustainable development are at the forefront of the Town of Jackson's policies for the future; this amendment supports those efforts as well. Not only is alternative transportation a critical part of a climate change action plan, it is a public necessity as vehicle parking becomes more expensive, less feasible and less available.

5. Improves implementation of the Comprehensive Plan; and

Complies. This proposed text amendment supports implementation of the Teton County Comprehensive Plan via all three Common Values. Specifically, this proposal implements Common Value 1: Ecosystem Stewardship, Chapter 2 Climate Sustainability, Principle 2.3 – “Reduce greenhouse gas emissions through transportation.” Sub-principles 2.3a and 2.3b state:

Principle 2.3a: Meet future transportation demand through the use of alternative modes

Principle 7.1 details the community’s policies to promote the use of alternative modes over use of the single occupancy motor vehicle. The use of single occupancy motor vehicles is the least energy efficient mode of transportation, as only one person is transported and road and parking infrastructure is required for each individual.

Principle 2.3b: Create a safe, efficient, interconnected multimodal transportation network

Principle 7.2 details the community’s policies to provide a multimodal network to meet our future transportation demand. The community will develop an integrated transportation management plan that will look at all modes of travel and the most effective solutions for transportation in the community, considering long-term impacts such as consumption of non-renewable fuels and the energy costs of transportation infrastructure.

This proposal also supports Common Value 2: Growth Management, being specifically called out as a means to enhance Complete Neighborhoods through “Viability of Alternative Modes of Transportation.” By increasing and clarifying bike parking requirements, and allowing for bicycle parking to substitute for some vehicle parking, alternative transportation becomes better integrated into the community. Under this category, Policy 3.3.b “Provide predictability in land use decisions” is supported by this proposed text amendment in clarifying requirements prior to submittal of plans and removing much of the uncertainty and unpredictability which currently surrounds bicycle parking requirements.

Finally, Common Value 3: Quality of Life, includes Chapter 7 – Multimodal Transportation, which three principles contemplate meeting future transportation demand via alternative modes (Principle 7.1), reducing greenhouse gas emissions from vehicles (Principle 7.2), and coordinating transportation planning regionally (Principle 7.3). The proposed text amendment supports all three of these Principles and their sub-principles by improving bicycle infrastructure with clear expectations which will support alternative transportation modes and allow for integration into regional plans.

6. Is consistent with other adopted Town Ordinances.

Complies. There are no other conflicting Town Ordinances to our knowledge.

Draft Update to Section 6.2.2.D Bicycle Parking (Teton County and Town of Jackson LDRs)

D. Required Bicycle Parking

~~All nonresidential uses shall provide on-site parking spaces for use by non-motorized vehicles~~

~~1. Standard. One bicycle parking space shall be provided for every 10 vehicle spaces required.~~

~~2. Required Facilities. Bicycle parking requirements shall be fulfilled through the installation of lockers, racks, or equivalent structures in or upon which a bicycle may be locked by the user. All racks shall be securely anchored to the ground or building surface. Racks shall be designed to accommodate U-shaped locks.~~

1) ~~Applicability. The provisions of this article shall apply to:~~

~~a) All new developments which uses fall under the categories set forth in Table XXX requiring bicycle parking~~

~~b) Existing developments that involve a change in use requiring planning approval or a building permit~~

~~c) Existing developments that involve expansion, intensification, addition, or any other changes to the site requiring planning approval or a building permit~~

~~d) The provisions of this article do not apply to single-family residences or duplexes.~~

1)2) Required parking

		<u>Long-Term</u>	<u>Short-Term</u>
<u>Residential</u>			
	<u>Single-family or duplex</u>	<u>N/A</u>	<u>N/A</u>
	<u>Multi-family / townhouse / condo</u>	<u>2 per bedroom</u>	
		<u>75%</u>	<u>25%</u>
	<u>Hotel or Motel</u>	<u>1 per 5 guest rooms</u>	
		<u>50%</u>	<u>50%</u>
	<u>Dormitory</u>	<u>1 per bed</u>	
		<u>25%</u>	<u>75%</u>
<u>Non-Residential</u>			
	<u>Restaurant</u>	<u>1 per 10 seats</u>	
		<u>4</u>	<u>Remaining</u>
	<u>Bar</u>	<u>1 per 5 seats</u>	
		<u>4</u>	<u>Remaining</u>
	<u>Office</u>	<u>1 per 750 sf or 25% max occupancy</u>	
		<u>50%</u>	<u>50%</u>
	<u>Retail – general</u>	<u>1 per 1000 sf</u>	
		<u>25%</u>	<u>75%</u>

	<u>Retail – industrial, light industrial, automotive</u>	<u>4 per business</u>	
		<u>25%</u>	<u>75%</u>
	<u>Schools</u>	<u>5 per classroom</u>	
		<u>25%</u>	<u>75%</u>
	<u>Religious assemblies</u>	<u>10% max occupancy</u>	
		<u>25%</u>	<u>75%</u>
	<u>Other Public Institutions</u>	<u>Determined by Planning Director</u>	
	<u>Parks and Recreation Facilities</u>	<u>Determined by Planning Director</u>	

**Notes: a) all parking would require 25% spaces available for large / alternative bicycles as defined below, at the discretion of the Pathways Coordinator to waive or increase this requirement*

b) all long- and short-term parking percentage requirements may be adjusted depending on the specific application at the discretion of the Planning Director in consultation with Pathways Coordinator

3) Standards and installation guidelines

a) All bicycle parking spaces shall be provided on the same parcel as the building or use for which such spaces are required

i) Short-term parking

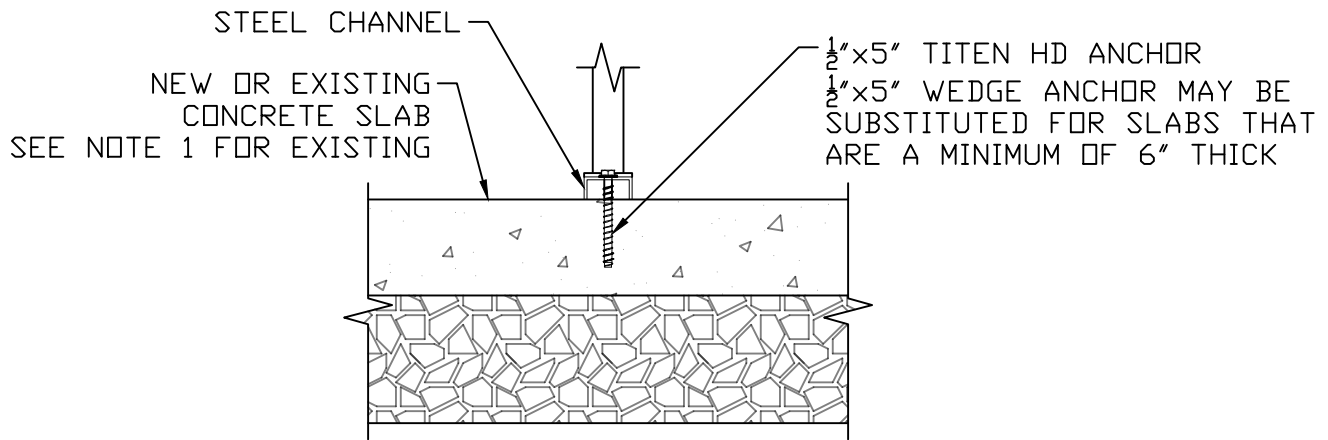
- (1) Short-term parking is generally designed for parking of two hours or less, and is targeted to visitors, customers, and other short-term users
- (2) Must be located in a visible, publicly accessible space within 50' of a pedestrian entrance to the uses served by the required bicycle parking
- (3) Short-term parking may be adjacent to public streets and sidewalks, and can sometimes be allowed in the right-of-way, in a vehicle space on a public street, or replacing a vehicle space in a private parking lot
- (4) Acceptable types of short-term parking will allow for two points of contact between the bicycle and the rack, one of which includes the frame, and must be designed so that the bicycle frame and one wheel can be locked to a secure portion of the rack with a U-lock, with both wheels left on the bicycle. Wave, ribbon, loop, and other serpentine-style racks are not permitted.
- (5) A minimum of 25% of the required spaces must accommodate larger and alternative bicycles, including cargo bikes / bikes with trailers, tricycles, hand cycles, tandems, and electric motor assisted bicycles
- (6) See Figure XXXX for standard dimensions and details, in addition to the Association of Pedestrian and Bicycle Professionals' Bicycle Parking Guidelines

ii) Long-term parking

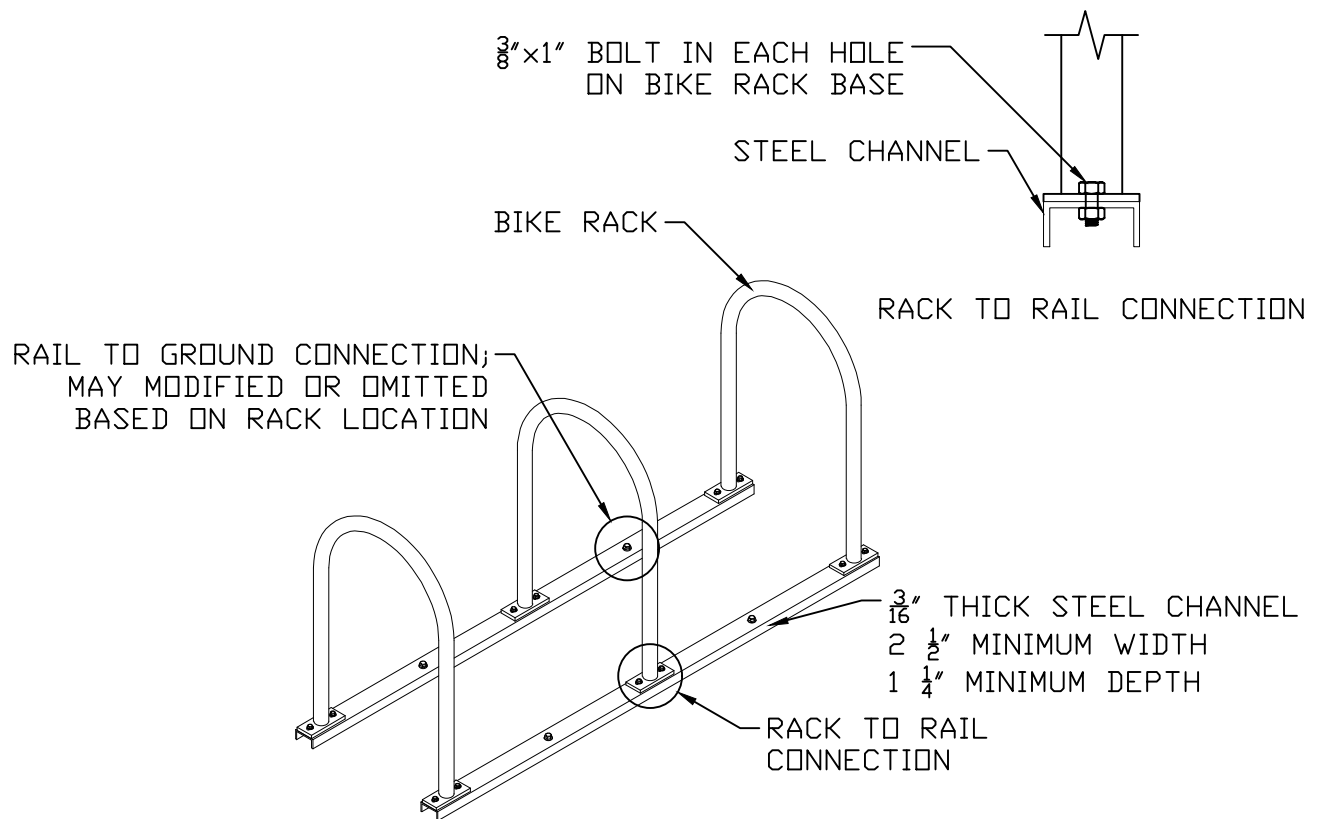
- (1) Long-term parking is generally designed for parking of two hours or more, and is targeted towards those who will be leaving their bicycles unattended for long periods of time such as at residences, transit centers, or places of employment
- (2) All long-term parking must be secure, conveniently-accessed from a pedestrian entrance, well-lit, and covered to protect bicycles from precipitation and theft
- (3) Acceptable forms of long-term parking include a secure, monitored location, a locked enclosure, or dedicated space within a building
- (4) Clustered inverted-U racks, wall racks, or individual bike lockers are acceptable (*detail to be provided in a future update)

4) Alternative compliance

- a) The Pathways Coordinator may approve alternative compliance from the provisions of this article, which may include, but is not limited to, a reduction or deviation in the number, type, or location of the required bicycle parking, and may include a waiver of the requirement. Considerations include but are not limited to the following:
 - i) Physical site planning constraints
 - ii) Proximity to existing bicycle parking
 - iii) Projects that cannot be classified into the provided land use categories
 - iv) Provision of enhanced bicycle facilities provided within the development
 - v) Inclusion of the site within a larger development for which adequate bicycle parking is already provided
 - vi) Unforeseen circumstances or land use changes
- b) In consultation with the Planning Director, the Pathways Coordinator may approve replacing up to 25% of required vehicle parking spaces with bicycle parking
- c) In certain circumstances, existing vehicle parking may be converted to required bicycle parking with approval from the Pathways Coordinator and in consultation with the Planning Director
- d) The Planning Director may grant an exception for bicycle parking if the Landscape Surface Ratio is prohibitive to allow for the durable surface of the required bicycle parking on a particular site

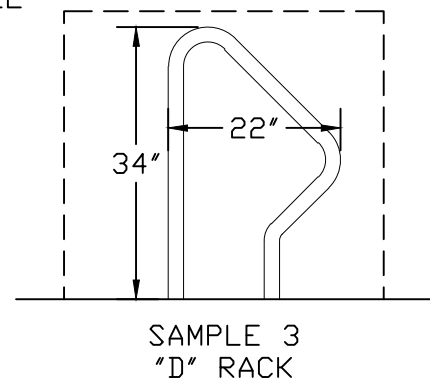
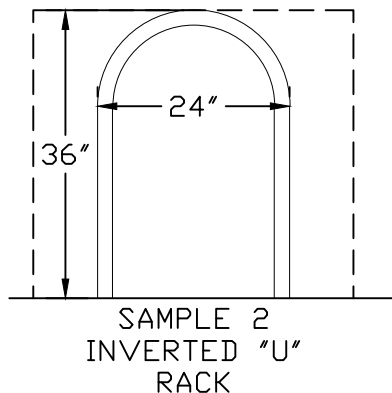
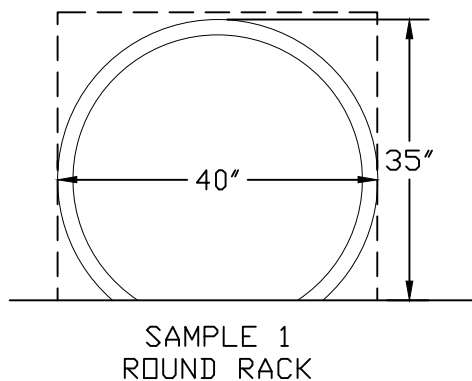
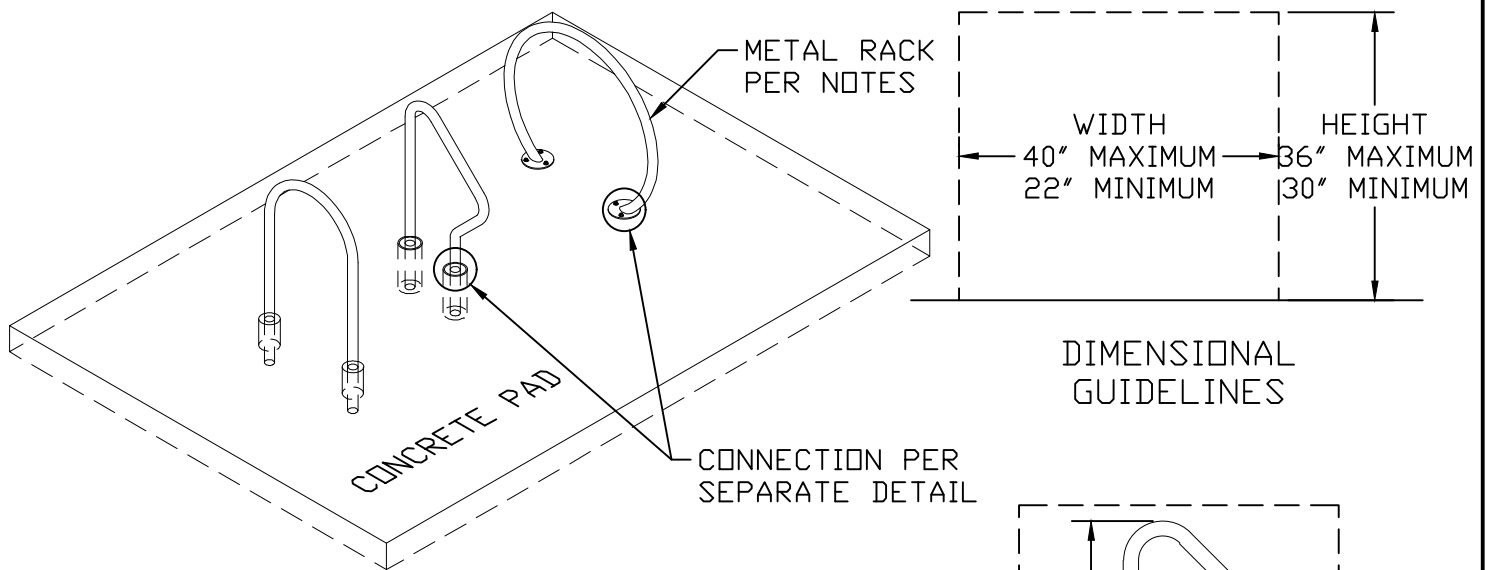


RAIL TO CONCRETE CONNECTION



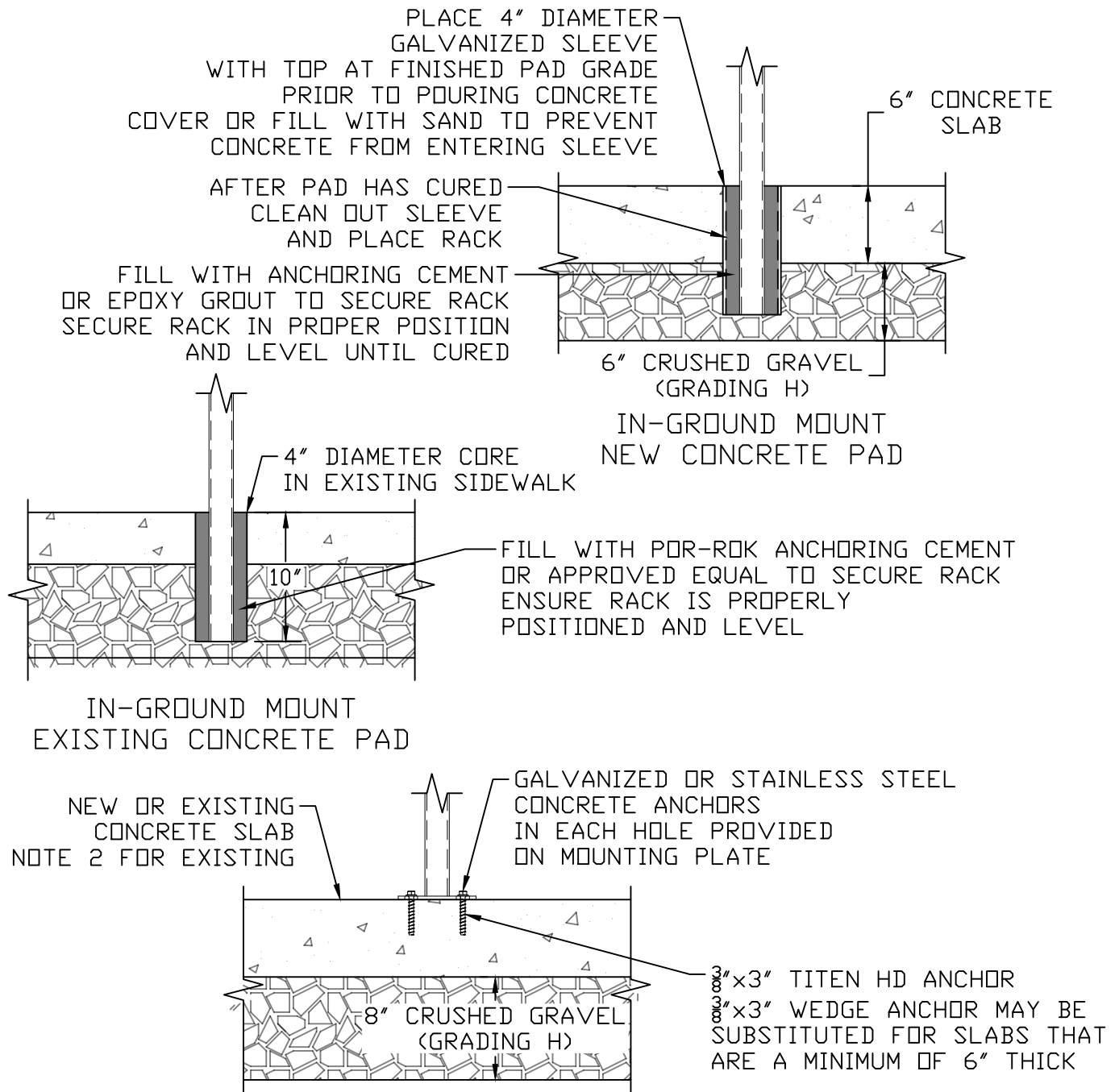
NOTE

1. SURFACE MOUNTED RACKS MAY BE PLACED ON EXISTING CONCRETE SLABS PROVIDED THEY DO NOT HAVE EXCESSIVE CRACKING AND HAVE A MINIMUM THICKNESS OF 4".
2. RACK TYPE AND SPACING TO COMPLY WITH SEPARATE BIKE RACK STYLES AND BIKE RACK SPACING DETAILS



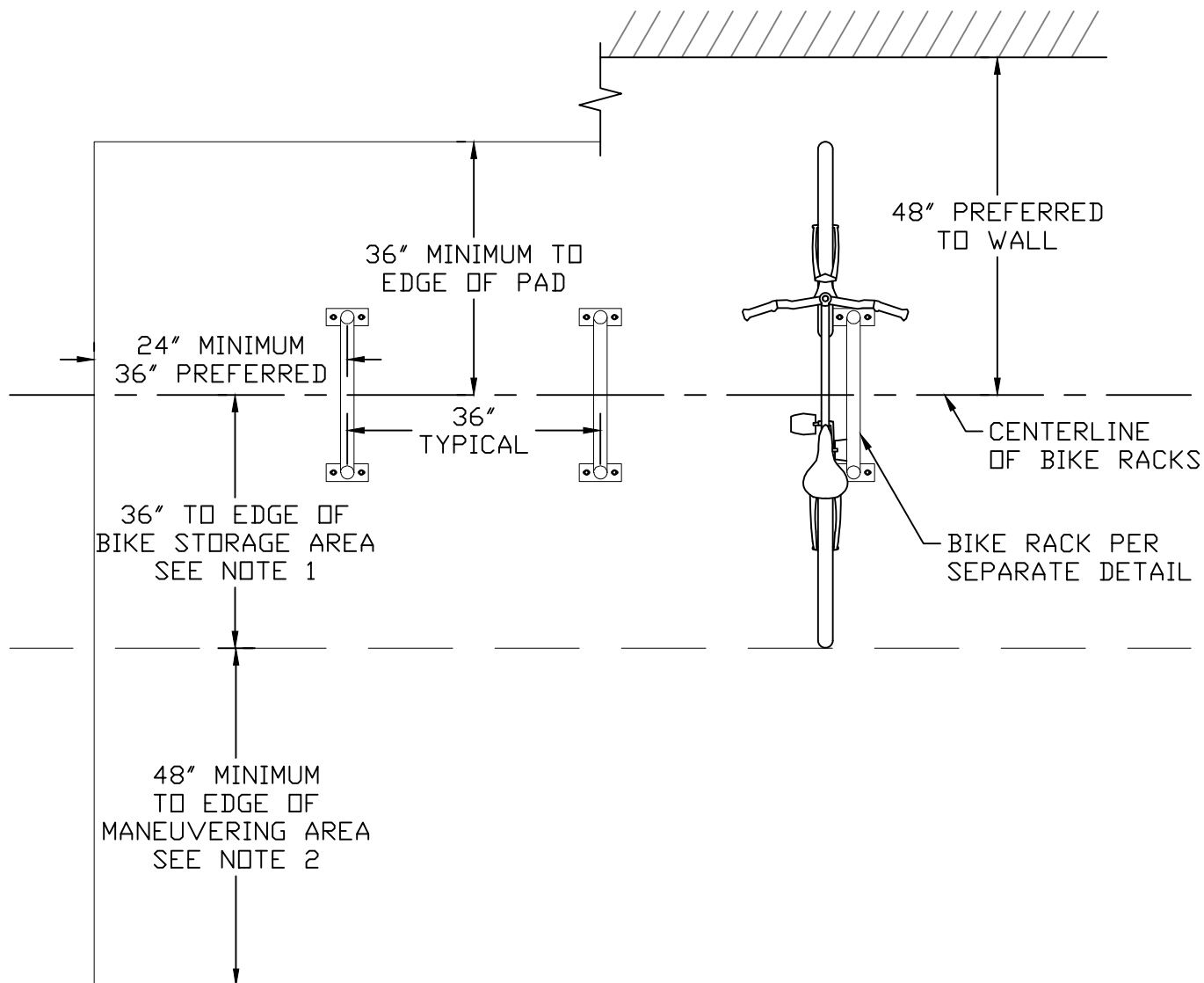
NOTE

1. ALL BIKE RACKS MUST COMPLY WITH THE FOLLOWING STANDARDS. ADDITIONAL STYLES NOT LISTED IN THIS DETAIL MAY BE APPROVED BY THE PATHWAYS COORDINATOR.
 - 1.1. ALL RACKS SHALL BE SECURELY ANCHORED TO A PERMANENT FOUNDATION
 - 1.2. RACKS SHALL BE METAL TUBE WITH A MINIMUM DIAMETER OF 1.5"
 - 1.3. ALLOWABLE FINISHES ARE GALVANIZED, STAINLESS STEEL AND THERMOPLASTIC OR VINYL PAINT
 - 1.4. RACKS MUST PROVIDE SUPPORT TO BIKE FRAME IN TWO PLACES
 - 1.5. RACK MUST PROVIDE SPACE TO SECURE THE FRAME AND ONE OR BOTH WHEELS TO THE RACK WITH A CABLE, CHAIN OR U-LOCK
2. RACKS THAT REQUIRE WHEELS TO BE LIFTED OFF THE GROUND ARE NOT ALLOWED



NOTE

1. SURFACE MOUNTED RACKS MAY BE PLACED ON EXISTING CONCRETE SLABS PROVIDED THEY DO NOT HAVE EXCESSIVE CRACKING AND HAVE A MINIMUM THICKNESS OF 4".
2. MULTIPLE RACKS MAY BE MOUNTED ON RAILS PROVIDED THE RAIL IS SECURELY ANCHORED TO A PERMANENT FOUNDATION



NOTE

1. FOR OVERSIZED BIKES THIS DIMENSION SHALL BE INCREASED TO 72".
2. THE MANEUVERING AREA MAY BE ANY TRAVERSABLE SURFACE INCLUDING SIDEWALK, PATHWAYS OR OTHER HARDSCAPE, AND PORTIONS OF PARKING NOT ALLOCATED TO PARKING STALLS. THIS AREA MAY NOT INCLUDE VERTICAL OBSTRUCTIONS OR TRAFFIC STREETS.