

AGENDA

Planning and Zoning Commission

June 7, 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 June 21, 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/83510862486?pwd=RW5iU0RMNzdESmdhTFZkR3ozakRXQT09>

2. CALL TO ORDER

3. ROLL CALL

4. MATTERS FROM THE PUBLIC

5. APPROVAL OF MINUTES

I. May 17, 2023 Minutes

6. OLD BUSINESS

7. NEW BUSINESS

I. **P23-016:** LDR Text Amendment 6.2.2.D - Bicycle Parking

II. **P23-034:** 1490 Gregory Lane - Conditional Use Permit

8. BOARD OF ADJUSTMENT

9. PLANNING COMMISSION

10. MATTERS FROM THE COMMISSION

11. AGENDA FOLLOWUP

12. MATTERS FROM STAFF

13. ADJOURNMENT

**MINUTES
PLANNING AND ZONING COMMISSION
TOWN OF JACKSON, WYOMING
May 17, 2023**

The meeting of the Planning and Zoning Commission was called to order at 5:38 p.m. on 05/17/2023, via ZOOM.

ROLL CALL:

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

STAFF: Paul Anthony

MATTERS FROM THE PUBLIC: None

APPROVAL OF April 5, 2023 MINUTES: A motion was made by: Thomas Smits & seconded by:
Christie Schutt

Motion approved by a 4 to 0 vote

OLD BUSINESS: None

PLANNING COMMISSION

P23-016 - LDR Text Amendment 6.2.2.D Bicycle Parking

Motion: A motion was made by Christie Schutt and seconded by Thomas Smits to continue this item to the June 7, 2023 Planning Commission meeting.

Motion approved by a 4 to 0 vote

MATTERS FROM COMMISSION: None.

MATTERS FROM STAFF: The Short-Term rental amendment was approved by Town Council. The 86 LDR amendments were also approved by Town Council.

Adjourn: A motion was made by: Thomas Smits & seconded by: Christie Schutt

Motion approved by a 4 to 0 vote at 5:42 p.m.

STAFF REPORT



Meeting Date:	June 7, 2023	Meeting Title:	Regular Planning Commission
Submitting Department:	Planning	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 LDR Section 6.2.2.D – Required Bicycle Parking.

Recommendation.

The Planning Director recommends **approval** of LDR Text Amendment P23-016 as modified by staff, as shown in this staff report.

Background.

Pathways is a joint department of Jackson/Teton County which works to advance alternative transportation goals adopted by the Jackson/Teton County community.

The Jackson/Teton County Comprehensive Plan includes the following principles and policies that were established in support of multimodal transportation including:

- Policy 2.3a to Meet future transportation demand through the use of alternative modes;
- Policy 2.3b to Create a safe, efficient, interconnected multimodal transportation network;
- Principle 7.1 to Meet future transportation demand with walk, bike, carpool, transit, and micro-mobility infrastructure; and
- Policy 7.1.c to Interconnect all modes of transportation.

Additionally, the Jackson Hole Pathways Master Plan was initially adopted in 2007 to guide the development of bicycle, pedestrian and supporting multimodal infrastructure including off-road facilities.

Existing Requirement

The Town's existing standard for bicycle parking requires that all nonresidential uses provide on-site parking spaces for use by non-motorized vehicles at a ratio of 1 bicycle parking space for every 10 vehicle spaces required by a use and further specifies location and facility requirements (Section 6.2.2.D). Notably, the current standard

does not apply to any residential use, including multi-unit residential buildings or residential uses within a mixed-use building. In addition, the current standard does not distinguish between short-term and long-term bicycle parking, thus all bike parking has been provided as short-term parking facilities.

Planning Commission Workshop

This proposed text amendment appeared before the Planning Commission in a workshop format at the April 5, 2023 meeting. Commission feedback during the workshop meeting was in general support of the proposed amendment for increased and clarified standards. The Commission was also in general support of allowing bicycle parking to fulfill some level of vehicle parking requirement or replace some amount of existing vehicle parking but stressed that specific maximums or “guardrails” should be in place to ensure such incentives do not result in “under parking” sites that may result in spill-over impacts to neighboring properties.

In response to department reviews from staff and feedback from Planning Commission during the April 5, 2023 workshop, the applicant made some minor revisions to their proposed text amendment. These revisions include updating applicable use categories to better match use categories established in the Town’s LDRs, removing occupancy as a basis of measurement for required bicycle parking, and adjusting the ‘alternative compliance’ option available to the Planning Director to replace up to 10% rather than 25% of required vehicle parking with bicycle parking.

Proposed Amendment

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. In addition, the proposed amendment seeks to provide support to codify bicycle parking requests commonly made by the Pathways Coordinator to developers during project review. The proposal also introduces engineering guidelines for allowed bicycle rack designs and installation requirements to be added as an exhibit to the Town of Jackson Utility Standards. Changes to the current utility standards would be accomplished via Resolution and approved by Town Council.

The proposed text amendment includes provision for long-term and short-term bicycle parking spaces to both residential and nonresidential uses with the amount of required spaces varying by use. Short-term parking is generally designed for use of two hours or less, is targeted toward visitors or customers, and is provided in a visible location near a building’s entrance or along the street frontage. Long-term parking is intended for those users leaving their bicycles unattended for long periods of time such as at places of employment, a transit hub, or overnight at a residence. Long-term parking is typically provided in an enclosed and secure area to protect from weather exposure and theft. Some developments in Town currently provide enclosed, long-term bicycle parking in order to meet owner or market demand. However, the introduction of required long-term bicycle parking represents the most significant change due to their higher cost and greater potential to impact site design.

Below is the version of the text amendment that includes the applicant’s red-lined proposed text as well as blue-lined modifications made by staff to improve clarity, organization, and applicability. Proposed changes to the LDRs would replace Section 6.2.2.D in its entirety and are summarized below under the **Analysis & Key Policy Questions** section. Please see the attached application for Pathway’s original proposal for reference.

Proposed Text Amendment Section 6.2.2.D – Required Bicycle Parking

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.~~
- ~~3. Location. Bicycle parking shall be located in a clearly designated, safe and convenient location. A safe parking location is defined as a location whereby activity around bicycle parking is easily observable, conveniently located to the bicyclist's destination, and adequately separated from motor vehicles and pedestrians. Surfaces around bicycle parking facilities shall be maintained, mud, and dust free.~~

All new and expanded uses that generate off street parking shall provide parking for nonmotorized vehicles as set forth below unless otherwise exempt by this subsection.

1. **Required Parking.** The table below establishes the minimum required bicycle parking spaces that shall be provided for each use. Calculations that reference floor area shall be based on the gross floor area.

Required Parking			
Use	Standard	Long-Term Parking	Short-Term Parking
Open Spaces Uses			
Agriculture	n/a	n/a	n/a
Outdoor Recreation	Independent calculation	Independent calculation	Independent calculation
Residential Uses			
Detached dwelling unit or duplex	n/a	n/a	n/a
Attached dwelling unit (applies to 3 or more attached units)	1 per bedroom	50%	50%
Apartment (applies to 3 or more attached units)	1 per bedroom	50%	50%
Mobile Home	n/a	n/a	n/a
Group Home	Independent calculation	Independent calculation	Independent calculation

Required Parking (cont.)			
Use	Standard	Long-Term Parking	Short-Term Parking
Lodging Uses			
Conventional Lodging	1 per 10 guest rooms	25%	75%
Short-term Rental (applies within Lodging Overlay only)	1 per bedroom	50%	50%
Commercial Uses			
Office	1 per 1500sf	50%	50%
Retail	1 per 1000sf	10%	90%
Service	1 per 1500sf	50%	50%
Restaurant/Bar	1 per 20 seats	3 spaces	Remainder
Heavy Retail/Service	4 per business	25%	75%
Mini-Storage Warehouse	2 per business	100%	n/a
Nursery	2 per business	100%	n/a
Amusement/Recreation			
Amusement	1 per 1000sf	25%	75%
Developed Recreation	Independent calculation	Independent calculation	Independent calculation
Outfitter / Tour Operator	4 per business	75%	25%
Adult Entertainment Business	1 per 1000sf	10%	90%
Institutional			
Assembly	1 per 2000sf	25%	75%
Daycare / Education	5 per classroom for elementary school and higher grades (not applicable to daycare use)	25%	75%
Industrial			
Light Industry	2 per business	n/a	100%
Heavy Industry	2 per business	n/a	100%
Disposal	2 per business	n/a	100%

Required Parking (cont.)			
Use	Standard	Long-Term Parking	Short-Term Parking
Transportation / Infrastructure			
Parking	20% of vehicle spaces provided	25%	75%
All other Transportation / Infrastructure	n/a	n/a	n/a
Accessory Uses			
Accessory Residential Unit	1 per unit	100%	n/a
Bed and Breakfast	1 per 2 guest rooms	n/a	100%
All other Accessory Uses	n/a	n/a	n/a
Temporary Uses	n/a	n/a	n/a

2. 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.~~
- b. Short-term parking
 - i. Shall be designed for parking of two hours or less and is targeted to visitors, customers, and other short-term users.
 - ii. Shall be located in a visible, publicly accessible space within 50' of a pedestrian entrance to the uses served by the required bicycle parking.
 - iii. Shall be provided on-site or within the adjacent public right of way (e.g., furnishing zone) with Town approval. ~~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 an off-street vehicle parking space in a private parking lot.~~
 - iv. Shall be designed to 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.
 - v. A minimum of 25% of the required short-term parking must accommodate larger and alternative bicycles, including cargo bikes / bikes with trailers, tricycles, hand cycles, tandems, and electric motor assisted bicycles.
 - vi. See the Town of Jackson Utility Standards for standard dimensions and installation details.

b. Long-term parking

- i. Shall be 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.
- ii. Shall be provided on the same property as the building or use for which such spaces are required.
- iii. Shall be secure, conveniently accessed from a pedestrian entrance, well-lit, and covered to protect bicycles from precipitation and theft.
- iv. Acceptable forms of long-term parking include a secure, monitored location, a locked enclosure, or dedicated space within a building.
- v. Clustered inverted-U racks, wall racks, or individual bike lockers are acceptable. ~~(*detail to be provided in a future update)~~
- vi. A minimum of 25% of the required long term bicycle parking spaces must accommodate larger and alternative bicycles, including cargo bikes / bikes with trailers, tricycles, hand cycles, tandems, and electric motor assisted bicycles.

3. Alternative Compliance.

- a. The Planning Director may approve alternative compliance from the provisions of this article ~~per Section 8.8.2 to reduce or modify the number, type, or location of the required bicycle parking, based on unique requirements of a use. 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. Provision of enhanced bicycle facilities provided within the project.
 - iv. Inclusion of the site within a larger development for which adequate bicycle parking is already provided.
 - v. Unforeseen circumstances or land use changes.
- b. The Planning Director may approve replacing up to 10% of required off-street vehicle parking spaces with the same number of additional off-street long-term bicycle parking spaces.
- c. The Planning Director may approve converting existing vehicle parking may be converted to required bicycle parking.
- d. Per Section 5.5.4.A., the Planning Director may grant an exception to the required Landscape Surface Ratio to allow for the durable surface of the required bicycle parking on a particular site.

Analysis & Key Policy Questions.

Key Policy Question

A key policy question for consideration is whether the proposed amendment strikes the right balance between improving bike facilities for the community with the increased costs to developers (e.g., long-term bicycle storage), especially for providers of affordable housing in the community.

Analysis

Below is a summary analysis of the proposed text amendment which shows proposed changes, the applicant's justification, and staff's recommendation. Please refer to the applicant's submittal for the specific language as the summary below is mostly intended to simplify the proposed changes.

The text amendment changes will effectively set higher standards for bicycle parking facilities in most new development and align with the goals of the following Comprehensive Plan language:

Policy 2.3.a (Meet future transportation demand through the use of alternative modes)

Policy 2.1.c (Create a safe, efficient, interconnected multimodal transportation network)

Principle 7.1 (Meet future transportation demand with walk, bike, carpool, transit, and micromobility infrastructure) which states: If the fastest way to travel around the community and region is by walking, biking, carpooling or taking transit, residents, and visitors will move in a way that benefits the environment, their pocketbook, and their health. To achieve this goal, capital investment in transportation must be focused on walking, biking, carpooling, and transit. Single occupancy vehicle solutions have the most significant environmental footprint while providing transportation access to a limited portion of the population. Increasingly, the transportation network will be an interconnection of walking, biking, carpool, and transit infrastructure that makes the single-occupancy vehicle the least convenient mode of travel.

Policy 7.1.c (Interconnect all modes of transportation) which states: Our alternative transportation system will provide a means to connect all modes of travel. Park 'n' Rides, last-mile solutions, bicycle parking, complete streets, transit, micro-transit, and pathways will be incorporated into an integrated transportation system. A system of trails to connect our parklands and trailheads should be considered as part of the transportation system. The Town and County will work jointly to identify opportunities for connections between various transportation modes to make walking, biking, carpooling, and transit the quickest way to move around the community. Our new pathways should be modeled to accommodate new changes in transportation technology.

Public Comment.

No public comment has been received by Staff at the time of this report.

Staff Findings.

Pursuant to Section 8.7.2 of the Town of Jackson Land Development Regulations, the advisability of amending the text of these LDRs is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt or deny a proposed LDR 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 purposes of the LDRs per Division 1.3 are generally to implement the Comprehensive Plan and to promote the health, safety, and general welfare of the present and future inhabitants of the community. Staff finds the proposed amendment is supportive of our community's comprehensive plan goals and is consistent with the purpose and organization of the LDRs.

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

Complies. The amendment proposes more detailed, use-specific standards for bicycle parking consistent with provisions of the broader Required Parking and Loading Standards (Section 6.2.2), including vehicle and disability parking requirements.

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

Complies. The amendment defines a minimum standard for bicycle parking while offering flexibility for alternative compliance if, when strictly applied, the proposed standard results in specific constraints or unforeseen circumstances.

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

Complies. The amendment proposes more detailed, use specific standards for bicycle parking aimed at increasing the availability and occurrence of bicycle parking infrastructure. This infrastructure is supportive of a broader network of bicycle infrastructure, including paths and multi-modal facilities, which foster alternative modes of transportation for visitors and residents.

5. *Improves implementation of the Comprehensive Plan; and*

Not Applicable. per Wyoming State statute.

6. *Is consistent with other adopted Town Ordinances.*

Complies. As conditioned, the proposed amendment does not conflict with any other Town Ordinances.

Fiscal Impact.

None.

Staff Impact.

The amount of Staff time to review this Conditional Use Permit, including research and report drafting is approximately 20 hours.

Attachments or Links.

Department Reviews

Applicant Submittal

Suggested Motion.

I move to **recommend approval** to the Town Council of LDR Text Amendment P23-016 as modified by staff and based upon the findings presented in the staff report, the departmental reviews, and subject to this staff report dated June 7, 2023.



PERMIT NOTES

Permit # P23-016

Parcel # :

Site Address:

Project Name: LDR Text Amend -6.2.2.D Bicycle Parking

Note Type	Note Code	Text	Created By	Begin Date	End Date
GENERAL		P23-016 Smart Gov Notes The Planning Dept. has reviewed your submission for an LDR Text Amendment and leaves the following department review comments: General: Narrative or presentations - Staff highly recommends applicant prepare cost estimates for the additional impact of required short-term and long-term parking. For example, how much estimated additional building cost will be incurred to incorporate proposed Long-term parking on a multi-unit residential building). Narrative or presentations - Staff highly recommends applicant share their proposed public outreach strategy, if any, for proposed text amendment. Revise all references to authority of Pathways Coordinator to read as Planning Director as the LDRs to not currently grant authority to the Pathways Coordinator. Verify consistency of requested requirement amounts. For example, application with cover letter dated 12.28.22 requests residential rate of 2 spaces per bedroom but subsequent files (attachment received via email on 3.16.23 from B. Schilling and revised use table) mentions 1 space per bedroom. Staff utilized the 1 per bedroom residential rate during PC workshop) Provided narrative detail in application of what timing and steps will be required for inclusion of new Bicycle Parking Installation Exhibit into the Engineering Standards. Please confirm with Public Works. Consider reorganization of proposed red-line text to include exemptions section addressing various exemptions currently incorporated throughout text. Address applicants preference for handling rounding issues. For example if 14.5 total bicycle spaces are required with a split of 75% LT and 25% ST how should the property apply the resulting 10.875 LT spaces and 3.625 ST spaces? Round up to 11 and 4? Applicability: Planning staff suggests narrowing the applicability language. For example, as currently proposed, the amendment would trigger additional cycle parking requirements on minor building and planning applications that would otherwise not require a review of parking or bicycle parking standards. Staff suggests consolidating proposed sections 1a-1c. Staff suggests the following language All new and expanded uses that generate off street parking shall provide parking for nonmotorized vehicles	KPAGE@JACKS ONWY.GOV	04/21/23	4/21/23



PERMIT NOTES

as set forth below unless otherwise exempt by this subsection.

Revise language in proposed section 1d to reference accurate use types. Staff suggests applicability language such as single detached dwellings and 2 attached dwelling units are exempt from the provisions of this section.

Required parking (proposed use categories and requirement table)

In general, Staff suggests consolidating/simplifying uses into similar groupings where able. For example Residential uses of 3 or more attached units or Industrial rather than breaking out each subcategory.

In general, revise proposed use table to remove all lines with question marks / outstanding questions, discretionary?, or per employee?, temporary shelter, family home daycare, home daycare center. Please propose a standard.

Revise application to include updated use categories and proposed bike parking requirement table which was submitted to Planning Staff by Mila Dunbar-Irwin on March 20, 2023. (separately from initial application)

Revise to list standards/requirements for a use category instead of referencing another use. (example: ARU requirement should be listed rather than referring back to residential use category as there are several residential use categories) Current description is unclear. Same comment for bed and breakfast use and Short-term rental use.

Revise to better define requirement for parking use. The currently listed 30 spaces minimum would effectively require 30 spaces for all parking lots regardless of size. Please clarify standard, for example, amount based off number of parking spaces.

Revise to remove asterisks noting at the discretion of the planning director.

Revise proposed use categories and proposed bike parking requirement table to remove table note planning director shall determine parking requirements for any use for which a minimum has not been established. This is broad, unclear, does not include a mechanism for calculation guidance, and may be captured in proposed subsection 4 alternative compliance.

Standards and installation guidelines

(3.a.i.3) Staff does not support language in a vehicle space or area within a public street. The applicant may keep this language, however, staff will include suggestion in staff report to alter/remove.

(3.a.i.6) Staff does not support inclusion of language in addition to the Association of Pedestrian and Bicycle Professionals Bicycle Parking Guidelines as this introduces a separate compliance document for consideration.

Alternative Compliance

To the greatest extent possible, please provide methodology for determining flexibility under



PERMIT NOTES

section 4a.

(4.a.iii) Remove. During review of a building or planning application where bicycle parking would be required, a corresponding use determination would be assigned to any unclassified use making this line unneeded.

(4.b-c) Staff is open to substitution for off-street vehicle parking and supports inclusion of guidelines/maximums so incentive does not create "underparked" issues.

(4.d) Please clarify if the exception in this line is for altering a bicycle parking requirement or altering an LSR requirement.

GENERAL	Workshop completed.	KPAGE@JACKS ONWY.GOV	04/05/23	4/5/23
GENERAL	No comment	KPAGE@JACKS ONWY.GOV	03/17/23	3/17/23
CONDITIONS	LDR Text Amendment Approved with Conditions	JSILLIMAN@JAC KSONWY.GOV	02/17/23	2/17/23

P23-016

OWNER: Teton County

APPLICANT: Brian Schilling

2/16/2023

Jeff Silliman, 733-3079

DATE OF SUBMITTAL: 1/27/2023

DATE OF MATERIALS: 6/30/2022 (Detail
Sheets)

REVISION NO.:

The engineering division has reviewed your application for Amendment to Section 6.2.2 of the Town of Jackson Land Development Regulations submitted on and with application materials as dated above.

NOTES FOR APPROVAL:

1. Include a detail for parallel bike parking.
2. For Mounting Detail on New Concrete Pad:
 - a. 6 concrete for new pads is excessive. Use 4 minimum.
 - b. Fill with anchoring cement or epoxy grout to secure rack. Secure rack plumb and level until cured.
3. Part D.3.a.i.2:
 - a. Replace Must with Should. (Should be located in visible, publicity)
4. Part D.3.a.i.5:
 - a. Provide the standard or how to modify the standard.
5. Include TOJ logo in title blocks.
6. Change font on detail sheets to Calibri.



PERMIT NOTES

Note Type	Note Code	Text	Created By	Begin Date	End Date
CONDITIONS		(2/1/2023 8:03 AM AL) The findings for approval are succinct, well-written, and in the spirit of the Comprehensive Plan. The proposed LDR amendments reflect national best practices as well as local needs. One additional thought which may not belong in formal comments but rather as commentary for your staff report: the guiding Comprehensive Plan principles for transportation are to meet future demand for transportation with non-SOV modes and reduce GHG emissions from transportation. This proposed amendment is a key step to making bicycle ownership and operation easier, thus making it more competitive with auto. In the future, we may need to develop LDR amendments for building frontages to encourage the on-street bike infrastructure to further support biking as a viable alternative to auto. That infrastructure may fall into Town ROW, thus may not be a subject of the LDRs, but I did want to call attention to the need. Thank you again for the opportunity to review! Charlotte	MIGRATION	02/01/23	2/13/23
CONDITIONS		(1/30/2023 9:44 AM AL) Comment from JH Fire for Trans Memo P23-016 (LDR Text Amendment to 6.2.2D Bicycle Parking in the Town of Jackson). Fire hydrant and fire department connection access requirements must be maintained. Thank you, Lisa	MIGRATION	01/30/23	2/13/23

May 17, 2023

Town of Jackson Planning
c/o Katelyn Page
150 E Pearl Ave
Jackson WY 83001

RE: P23-016 Bike Parking Standards Text Amendment

Dear Katelyn,

We have prepared a response to comments and updated the proposed redline for our text amendment application. Departmental reviews have been annotated and are attached, and our response to substantive comments are included here. The redline includes all other changes.

Engineering Department Comments:

- Applicant will submit revised version of details under separate cover

Fire Department Comments:

- Bike parking should not interfere with fire hydrant and fire department connection access and this should be assessed during the site planning process

Planning Department Comments (see attached for completed items):

- *Cost Estimates* – applicant will prepare the requested cost estimates for the next Planning Commission meeting and will share them with staff ahead of time
- *Public Outreach Strategy* – applicant will enlist assistance from the Chamber of Commerce to inform business owners about the LDR update and will inform the public via Planning Commission and Board of County Commission regular public information channels
- *Inclusion in Engineering Standards* – applicant proposes to include the design details and installation standards in the next update to the Town of Jackson Engineering Standards. If the next planned update is more than four months out, staff will pursue a standalone update process for Council consideration (or internal approval if that is sufficient)
- *Rounding Method* – applicant proposes to round up to the nearest whole number of parking spaces required (for example – 14.5 total spaces at 75%/25% LT/ST results in 10.875 LT spaces and 3.625 ST spaces – these become 11 LT and 4 ST)
- *Parking Lots* – minimum number of 20% of required vehicle parking (change in redline)
- *Alternative Compliance Methodology* – applicant will research and propose a methodology for flexibility under 4.a
- *Alternative Compliance Substitution Rate* – applicant proposes capping this rate at 10% and would like to continue to include this option for discussion

We appreciate your consideration and are available for further discussion at any time.

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 and expanded uses that generate off-street parking shall provide parking for non-motorized vehicles as set forth below unless otherwise exempt by this subsection.~~

~~b) The provisions of this article do not apply to single detached dwellings or duplexes (-two attached dwelling units).~~

1)2) Required parking

Use	Required Parking	
	Parking Spaces	
	Long-Term	Short-Term
Open Space Uses	at the discretion of the Planning Director	
Residential Uses		
Detached single-family unit		N/A
Attached single-family unit		1 per bedroom
	50%	50%
Apartment		1 per bedroom
	50%	50%
Mobile Home		N/A
Dormitory		1 per bed
	25%	75%
Group Home	at the discretion of the Planning Director	
Lodging Uses		
Conventional lodging	-	-
	1 per 10 guest rooms	
	25%	75%
Short-term rental	same as residential use category	
Campground	N/A	
Commercial Uses		
Office	-	-
	1 per 1500sf	
	50%	50%
Retail		1 per 1000sf
	10%	90%
Service		1 per 1500sf

<u>Restaurant/Bar</u>	<u>50%</u>	<u>1 per 20 seats</u>	<u>50%</u>
	<u>3</u>		<u>remainder</u>
<u>Heavy retail/Service</u>		<u>4 per business</u>	
	<u>25%</u>		<u>75%</u>
<u>Mini-storage warehouse</u>		<u>2 per business</u>	
	<u>100%</u>		
<u>Nursery</u>		<u>2 per business</u>	
	<u>100%</u>		
<u>Amusement/Recreation Uses</u>	-		-
<u>Amusement</u>		<u>1 per 1000sf</u>	
	<u>25%</u>		<u>75%</u>
<u>Developed recreation</u>	<u>at the discretion of the Planning Director</u>		
<u>Outfitter/Tour operator</u>		<u>4 per business</u>	
	<u>75%</u>		<u>25%</u>
<u>Adult Entertainment Business</u>		<u>N/A</u>	
<u>Institutional Uses</u>	-		-
<u>Assembly</u>		<u>1 per 2000sf</u>	
	<u>25%</u>		<u>75%</u>
<u>Daycare/Education</u>	<u>5 per classroom for elementary school and up</u> <u>(not applicable to daycare)</u>		
	<u>25%</u>		<u>75%</u>
<u>Industrial Uses</u>		<u>2 per business</u>	
<u>Infrastructure Uses</u>	-		-
<u>Parking</u>	<u>20% of vehicle spaces provided</u>		
	<u>25%</u>		<u>75%</u>
<u>All Others</u>	<u>N/A</u>		
<u>Accessory Uses</u>	-		-
<u>Accessory residential unit</u>		<u>1 per unit</u>	
<u>Bed and breakfast</u>		<u>1 per 2 rooms</u>	
<u>All Others</u>	<u>N/A</u>		
<u>Temporary Uses</u>	<u>N/A</u>		-

Notes: a) all parking would require 25% spaces available for large / alternative bicycles as defined below, at the discretion of the Planning Director 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 Planning Director

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

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 Planning Director 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) Provision of enhanced bicycle facilities provided within the development
 - iv) Inclusion of the site within a larger development for which adequate bicycle parking is already provided
 - v) Unforeseen circumstances or land use changes
- b) The Planning Director may approve replacing up to 10% 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 Planning Director

d) The Planning Director may grant an exception to the required Landscape Surface Ratio to allow for the durable surface of the required bicycle parking on a particular site

The Planning Dept. has reviewed your submission for an LDR Text Amendment and leaves the following department review comments:

General:

- see narrative • Narrative or presentations - Staff highly recommends applicant prepare cost estimates for the additional impact of required short-term and long-term parking. For example, how much estimated additional building cost will be incurred to incorporate proposed Long-term parking on a multi-unit residential building).
- see narrative • Narrative or presentations - Staff highly recommends applicant share their proposed public outreach strategy, if any, for proposed text amendment.
- ✓ • Revise all references to authority of Pathways Coordinator to read as Planning Director as the LDRs to not currently grant authority to the Pathways Coordinator.
- ✓ • Verify consistency of requested requirement amounts. For example, application with cover letter dated 12.28.22 requests residential rate of 2 spaces per bedroom but subsequent files (attachment received via email on 3.16.23 from B. Schilling and revised use table) mentions 1 space per bedroom. Staff utilized the 1 per bedroom residential rate during PC workshop)
- see narrative • Provided narrative detail in application of what timing and steps will be required for inclusion of new Bicycle Parking Installation Exhibit into the Engineering Standards. Please confirm with Public Works.
- see narrative • Consider reorganization of proposed red-line text to include exemptions section addressing various exemptions currently incorporated throughout text.
- see narrative • Address applicant's preference for handling rounding issues. For example if 14.5 total bicycle spaces are required with a split of 75% LT and 25% ST... how should the property apply the resulting 10.875 LT spaces and 3.625 ST spaces? Round up to 11 and 4?

Applicability:

- Planning staff suggests narrowing the applicability language. For example, as currently proposed, the amendment would 'trigger' additional cycle parking requirements on minor building and planning applications that would otherwise not require a review of parking or bicycle parking standards. Staff suggests consolidating proposed sections 1a-1c. Staff suggests the following language "All new and expanded uses that generate off street parking shall provide parking for nonmotorized vehicles as set forth below unless otherwise exempt by this subsection."
- ✓ • Revise language in proposed section 1d to reference accurate use types. Staff suggests applicability language such as "single detached dwellings and 2 attached dwelling units" are exempt from the provisions of this section.

Required parking (proposed use categories and requirement table)

- ✓ • In general, Staff suggests consolidating/simplifying uses into similar groupings where able. For example "Residential uses of 3 or more attached units" or "Industrial" rather than breaking out each subcategory.

- ✓ • In general, revise proposed use table to remove all lines with question marks / outstanding questions, “discretionary?”, or “per employee?”, temporary shelter, family home daycare, home daycare center. Please propose a standard.
- ✓ • Revise application to include updated use categories and proposed bike parking requirement table which was submitted to Planning Staff by Mila Dunbar-Irwin on March 20, 2023. (separately from initial application)
- ✓ • Revise to list standards/requirements for a use category instead of referencing another use. (example: ARU requirement should be listed rather than referring back to residential use category as there are several residential use categories) Current description is unclear. Same comment for “bed and breakfast” use and “Short-term rental” use.
- ✓ • Revise to better define requirement for “parking use”. The currently listed “30 spaces minimum” would effectively require 30 spaces for all parking lots regardless of size. Please clarify standard, for example, amount based off number of parking spaces.
- ✓ • Revise to remove asterisks noting “at the discretion of the planning director”.
- ✓ • Revise proposed use categories and proposed bike parking requirement table to remove table note “planning director shall determine parking requirements for any use for which a minimum has not been established”. This is broad, unclear, does not include a mechanism for calculation guidance, and may be captured in proposed subsection 4 “alternative compliance”.

Standards and installation guidelines

- ✓ • (3.a.i.3) – Staff does not support language “in a vehicle space on a public street, or replacing a vehicle space in a private parking lot”. The applicant may keep this language, however, staff will include suggestion in staff report to alter/remove.
- ✓ • (3.a.i.6) – Staff does not support inclusion of language “in addition to the Association of Pedestrian and Bicycle Professionals’ Bicycle Parking Guidelines” as this introduces a separate compliance document for consideration. Staff suggests

Alternative Compliance

- To the greatest extent possible, please provide methodology for determining flexibility under section 4a.
- ✓ • (4.a.iii) – Remove. During review of a building or planning application where bicycle parking would be required, a corresponding use determination would be assigned to any “unclassified” use making this line unneeded.
- (4.b-c) Staff does not support this substitution for vehicle parking. The applicant may keep this language, however, staff will include suggestion in staff report to alter/remove. Also, please clarify what “certain circumstances” would include (part c). Need to better define offered flexibility.
- ✓ • (4.d) – Please clarify if the “exception” in this line is for altering a bicycle parking requirement or altering an LSR requirement.



MEMO

Prepared for Teton County by Jorgensen Associates
June 30, 2022

SUBJECT: Bicycle Parking Standards

SUMMARY: Teton County and the Town of Jackson have been recognized at the “Gold” level of Bicycle Friendly Communities by the League of American Bicyclists. This outstanding award recognizes the current and past efforts these communities have made towards becoming an enjoyable, safe, and convenient place to ride bikes for all purposes. In a continued effort to improve the quality and quantity of infrastructure and facilities available to cyclists, Teton County requested that Jorgensen Associates, Inc. (JA) research and prepare a summary of comparable community bicycle parking standards including locations, required quantities, materials and physical design, and other items as found. In addition, JA was asked to draw a sketch level design standard or other illustrative drawing to depict bicycle rack standard composition, dimensions, and site details.

The other communities consulted for this work were Davis, CA, Portland, OR, Cambridge, MA, and Boulder, CO, as well as the Association of Pedestrian and Bicycle Professionals. Each of these reference communities, with the exception of Cambridge, have achieved the “Platinum” award status from the League of American Bicyclists, and are exceptional examples. Cambridge, MA has previously been awarded “Gold” status, though they did not renew their application in the latest round of awards and are not currently listed.

This work was completed in consultation with Brian Schilling, Pathways Coordinator, and Charlotte Frei, PhD, PE, Regional Transportation Planning Administrator, at Teton County, Wyoming.

Attachments with this memo include the following additional files for use by Teton County and Town of Jackson:

- Red-line Draft LDR Update to Section 6.2.2.D
- Standard Details in .dwg format
- Code comparison and quantity comparison tables in .xls format

SECTION 1: BICYCLE PARKING STANDARDS RESEARCH and COMPARISON

The Town of Jackson Land Development Regulations, and Teton County Land Development Regulations, each includes a short section called “Required Bicycle Parking” (Section 6.2.2.D) which requires one bicycle parking space per ten vehicle spaces and allows for any rack design which is anchored to the ground and can accommodate a U-lock. Parking is required to be in a “clearly designated, safe and convenient location.” These requirements provide a good foundation from which to build more specifics in regards to rack design, location, and spacing requirements, as well as materials, and more nuanced quantity requirements.

Following is a narrative description of the municipal codes dealing with bicycle parking standards, and some of the similarities that were found between reference communities. These can be found in table form in Appendix A, and code sections in full are in Appendix B.

Physical Design Standards

Most communities used language very similar to, if not directly from, the Association of Pedestrian and Bicycle Professionals guides. The City of Davis, California, references the *Bicycle Parking Guidelines* as a preferred document for design standards, rather than re-stating them all in their own code, though they do have some additional language addressing physical development and design. Across all communities, the “inverted-U” rack was by far the preference, with “post-and-ring” and “swerve” called out as acceptable alternatives in Cambridge. All communities listed specific criteria, largely based on the APBP suggestions, as requirements for a rack to be approved, allowing the Community Development or Planning official to be the ultimate arbiter of acceptable alternative rack designs. All communities suggested the “Inverted-U” as the preferred standard. In addition, both Cambridge and Portland had additional requirements to accommodate larger and alternative bicycles when required spaces were more than 20, but below that accommodations were only suggestions. These criteria could be adapted easily for addition to Teton County and Town of Jackson standards, were that to be desired.

An inverted-U standard detail, which has been reviewed by Teton County staff, is included in Section 2 of this report. This could be used in lieu of or in addition to language describing required criteria for rack design.

Applicability

All communities researched and referenced in this memo applied their bicycle parking standards to new developments and the uses in the categories listed in the requirements table. Some communities required bicycle parking standards to also apply on a change of use, or if new development reaches a certain percent increase above that which was existing (15%), at which point the required bicycle parking was calculated based on the entire use, not just the incremental increase. None of the researched standards applied to single family residential homes or duplexes.

Long-Term vs Short-Term Parking

All reference communities required long and short term parking at different quantities depending on the intended use of the development. Specific requirements can be found in the tables located in Appendix C. Definitions for long-term parking varied a bit, but were centered on *security* and *weather protection*. Security was allowed to be achieved various ways, from locked structures to guarded enclosures, and weather protection was paramount. Communities recommended long term parking for

residences, work places, and transit hubs, as these are places where bikes tend to be left unattended for longer periods of time. Long-term is generally defined as greater than two hours. Long-term parking was generally allowed to be further from a pedestrian entrance (up to 300') than short-term parking. Teton County and Town of Jackson currently do not differentiate between the two, and could incorporate such requirements into developments such as transit centers / bus stops and multi-family residential developments as a starting point.

Short-term parking requirements were based on an assumption that visitors or customers would be in an establishment for less than two hours, and the most important criteria were accessibility, proximity, security, and ease of use. A distance of no more than 50' from the pedestrian entrance to a building was generally required, and options such as bike corrals in a vehicle parking space, racks in right-of-ways, and on sidewalks were allowed in Davis, Cambridge, and Portland, in cooperation with the respective City. The APBP states "bear in mind that perceived demand may be lower than the demand that develops once quality parking appears." This is key to developing forward-thinking requirements and a truly bike-friendly community.

Signs

Generally, signs were not required, because parking was intended to be readily visible from the entrance to the building, and racks are intended to be intuitive enough for easy use. Portland was the exception, requiring signs at light rail and transit centers and a permanent sign at the entrance to a building where parking was not immediately visible.

Alternatives, Exceptions, and Incentives

All communities had some type of alternative compliance option, generally determined at the discretion of the Community Development Director / Planning Director equivalent, and in Cambridge, the Planning Board. Alternatives and exceptions were granted based on site constraints or the existence of nearby parking. Portland and Cambridge have established a fee-in-lieu option Bicycle Parking Fund as a last resort alternative, which the City uses to construct bicycle parking facilities where possible.

Davis, Portland, and Cambridge all offered reduced vehicle parking incentives for more bicycle parking, and in the case of Portland, required vehicle parking could be reduced by whatever amount necessary to accommodate required bicycle parking as a priority. In addition, Davis offered up to 5% reduction in vehicle parking requirements to achieve additional bike-related amenities such as showers, lockers, or more secure bicycle parking. Reducing vehicle parking requirements in favor of more bicycle parking can help to achieve required bicycle parking quantities with less difficulty and prioritizes active transportation over vehicular traffic.

SECTION 2: UPDATES to TETON COUNTY and / or TOWN OF JACKSON LDRs

Following this research and compilation effort, Teton County and Town of Jackson could pursue LDR Text Amendments to update code language to better reflect the intention and goals of the community. After consultation with County staff, the following items were desired to be included in a code update to Section 6.2.2.D, organized into the categories above for ease of reference:

Applicability

- All new developments in use categories with required bicycle parking
- Existing developments requesting a change in use, expansion, intensification of use, or physical addition requiring a planning or building permit
- Pathways Coordinator may waive bicycle parking requirement if the anticipated use would not be expected to generate bicycle parking needs

Alternative Bicycles / Types of Bicycles

- Design standard racks to include space for cargo bikes, in particular, due to local prevalence in the community
- Require a percentage of spaces (25% - 50%) to be available for cargo bikes / bikes with trailers
- “Standards are designed for standard bicycles, tricycles, hand cycles, tandems, electric motor assisted cycles, cargo bicycles, and bicycles with trailers”

Long Term Parking

- Required to be secure, conveniently-accessed from a pedestrian entrance, well-lit, and covered to protect bicycles from weather/precipitation and theft
- Should be located in a secure or monitored location or in a locked enclosure
- Clustered inverted-U racks, wall racks, or external bike lockers are acceptable

Short Term Parking

- Generally designed for parking two hours or less, targeted to visitors, customers, and other short term users
- Must be located in a visible, publicly accessible space nearby a pedestrian entrance to the uses served by the bicycle parking
- May be adjacent to public streets and sidewalks, and can be sometimes allowed in the right-of-way

Quantity Requirements

Below is a draft table to be adjusted for inclusion in the LDRs. These are starting quantities developed in consultation with the Pathways Coordinator, and should be finalized prior to inclusion in code. The suggested numbers are based on the experience of the Pathways Coordinator, reference community consultation, and current Teton County / Town of Jackson requirements. It is suggested that these requirements be applied only to developments within the Town of Jackson, and perhaps be lessened for Teton County.

		<i>Long-Term</i>	<i>Short-Term</i>
<i>Residential</i>			
	Single-family or duplex	N/A	N/A

	Multi-family / townhouse / condo	1 per bedroom	
		50%	50%
	Hotel or Motel	1 per 10 guest rooms	
		25%	75%
	Dormitory	1 per bed	
		25%	75%
Non-Residential			
	Restaurant	1 per 20 seats	
		3	Remaining
	Bar	1 per 10 seats	
		3	Remaining
	Office	1 per 1500 sf	
		50%	50%
	Retail – general	1 per 1000 sf	
		10%	90%
	Retail – industrial, light industrial, automotive	4 per business	
		25%	75%
	Schools	5 per classroom	
		25%	75%
	Religious assemblies	10% max occupancy	
		25%	75%
	Other Public Institutions	10% of max occupancy	
	Parks and Recreation Facilities	At the discretion of Pathways Coordinator	

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

Exceptions and Incentives

- Bicycle parking may substitute up to 25% of vehicle parking
- Existing vehicle parking may be converted to required bicycle parking
- Does not count as LSR (landscape surface ratio)
- Pathways Coordinator may allow exceptions based on surrounding bicycle parking availability, site constraints, or other trade-offs as needed

See Appendix A and below for a draft code update including the above concepts. These may be used for discussion or inclusion in any necessary documents for an update to the LDRs.

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.

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>1 per bedroom</u>	
		<u>50%</u>	<u>50%</u>
	<u>Hotel or Motel</u>	<u>1 per 10 guest rooms</u>	
		<u>25%</u>	<u>75%</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 20 seats</u>	
		<u>3</u>	<u>Remaining</u>
	<u>Bar</u>	<u>1 per 10 seats</u>	
		<u>3</u>	<u>Remaining</u>
	<u>Office</u>	<u>1 per 1500 sf</u>	
		<u>50%</u>	<u>50%</u>
	<u>Retail – general</u>	<u>1 per 1000 sf</u>	
		<u>10%</u>	<u>90%</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>10% of max occupancy</u>	
	<u>Parks and Recreation Facilities</u>	<u>At the discretion of Pathways Coordinator</u>	

*Notes: a) all parking would require 25% spaces available for large / alternative bicycles as defined above, at the discretion of the Pathways Coordinator to waive or increase this requirement
b) all long and short term parking percentage requirements are at the discretion of the Pathways Coordinator and may be adjusted depending on the specific application

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
- (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 cycles
- (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

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

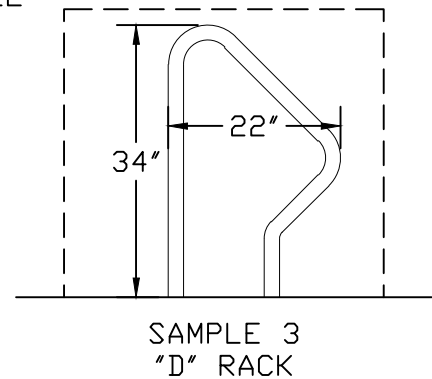
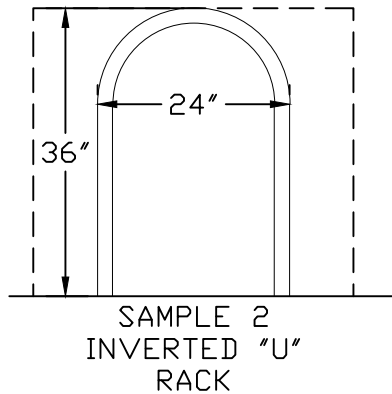
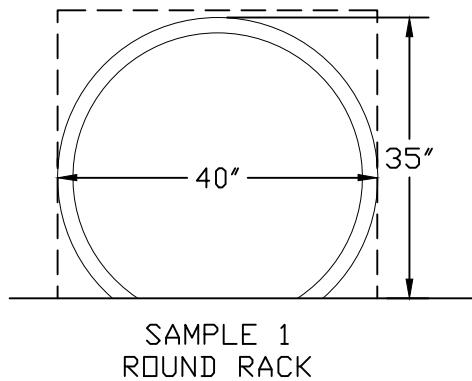
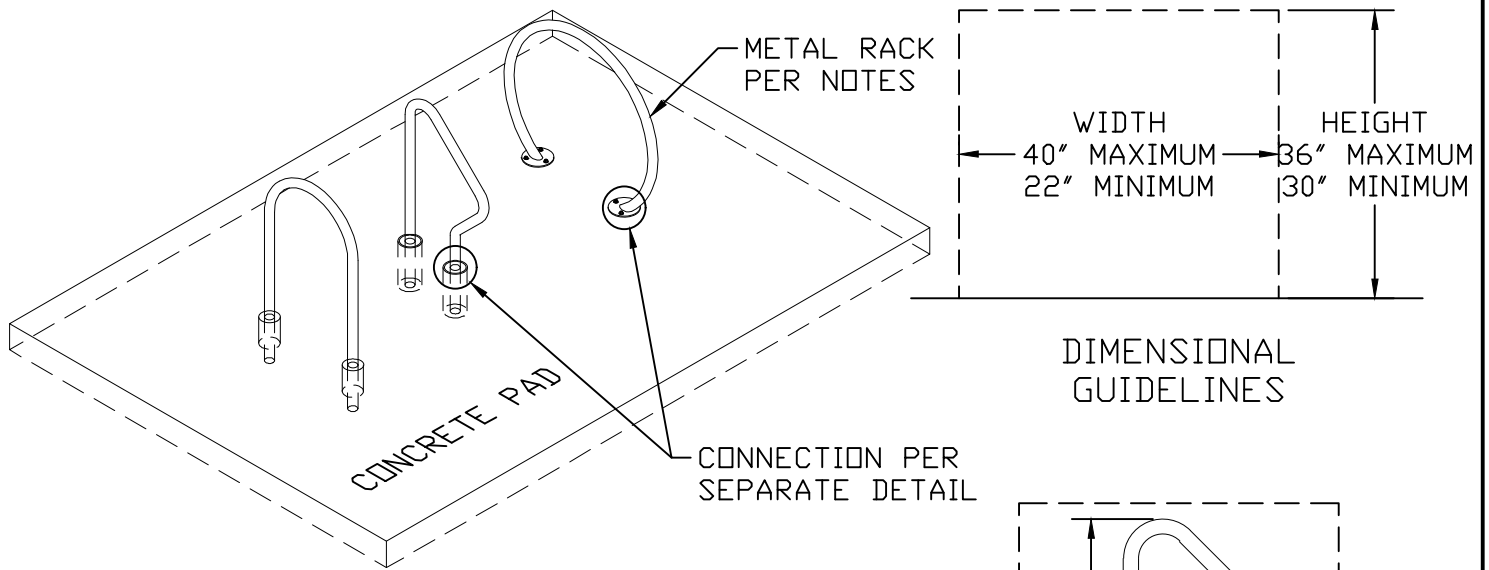
b) In consultation with the Planning Director, the Pathways Coordinator may approve up to a 25% substitution of bicycle parking for required vehicle parking

- 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

SECTION 3: BICYCLE PARKING STANDARD DETAILS

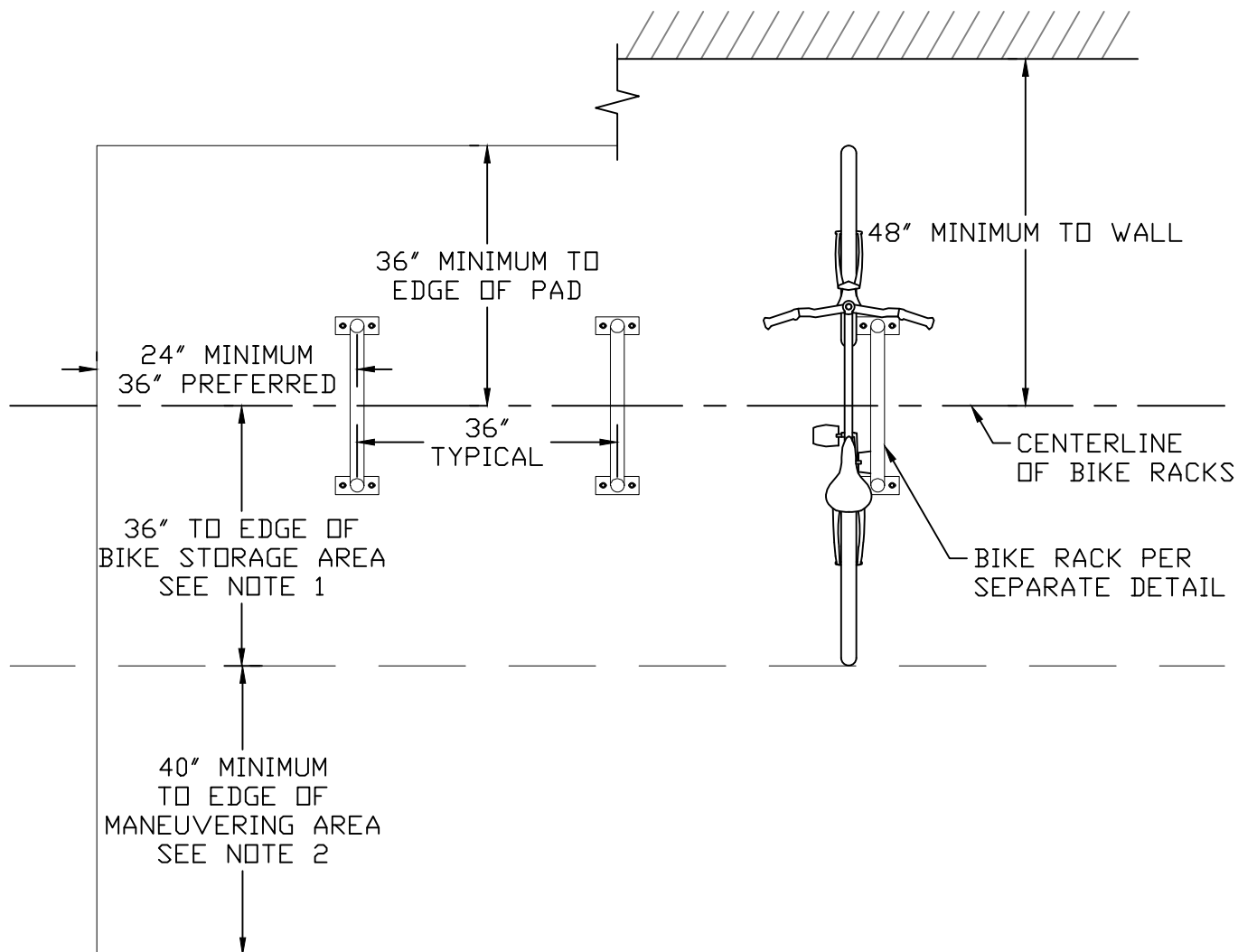
In consultation with Teton County staff, the following standard details were developed for the use of Teton County and the Town of Jackson. These include standards for rack design, spacing, locating, and attachment to the ground. They may be modified as needed for inclusion and use. Included are the following:

1. Bike Rack Styles Detail
2. Bike Rack Spacing Detail
3. Bike Rack Mounting Detail



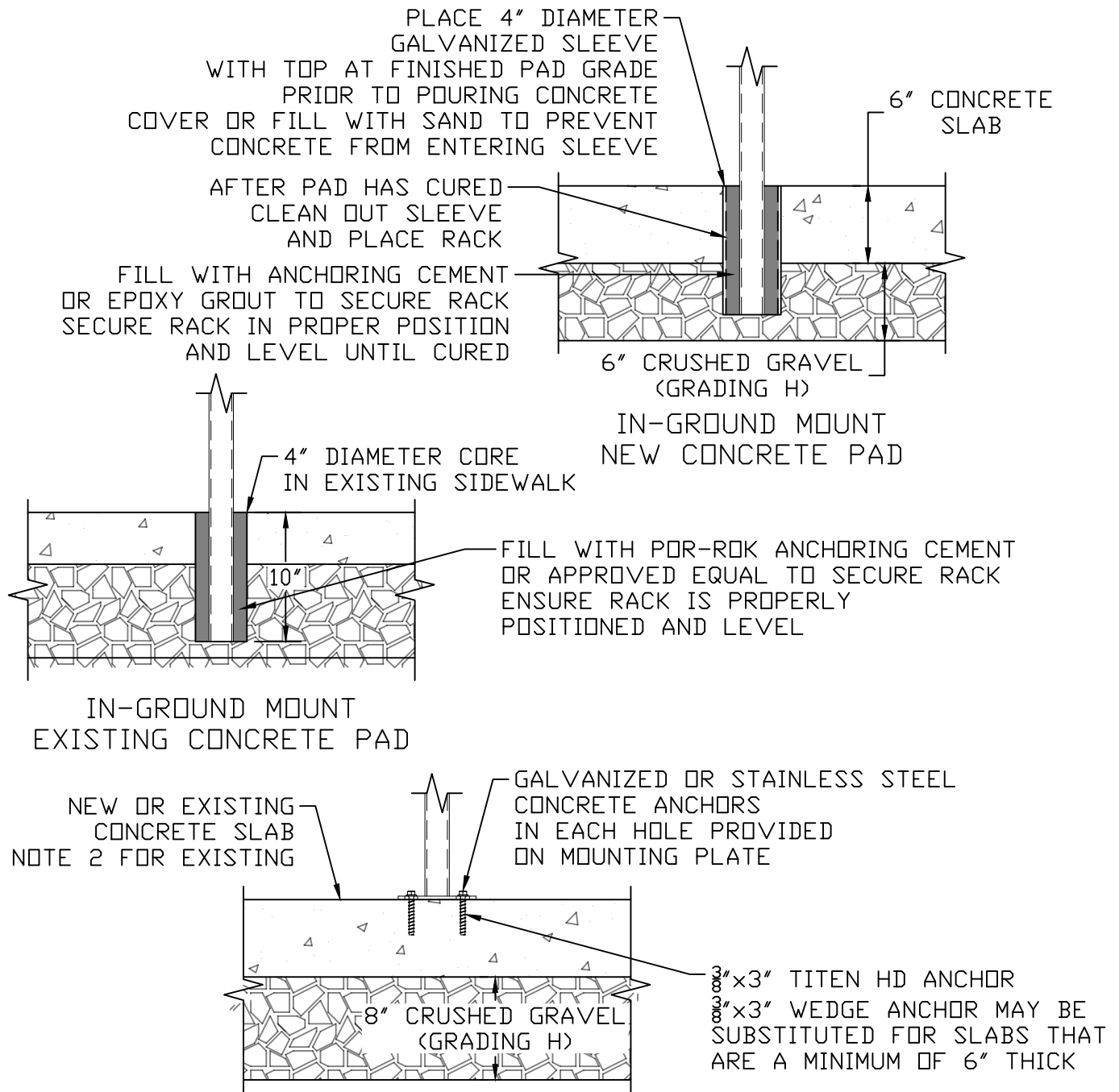
NOTE

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. FOR OVERSIZED BIKES THIS DIMENSION SHALL BE INCREASED TO 84".
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.



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

SECTION 4: APPENDICES

APPENDIX A – Bicycle Standard Reference Code Comparison Table

APPENDIX B – Bicycle Rack Quantity Requirements Comparison Tables

APPENDIX C – Bicycle Standard Reference Codes

Bike Parking Standard Comparison
Prepared for Teton County
June, 2022

	Section of Code	Applicability	Alternative Bicycles / Types of Bicycles	Long Term Parking	Short Term Parking	Quantity Requirements
Davis, CA	- Municipal Code, Chapter 6 - Bicycles (Operating Standards) (https://library.qcode.us/lib/davis_ca/pub/municipal_code/item/chapter_6) - Municipal Code, Chapter 40.25A - Bicycle Parking Standards (https://library.qcode.us/lib/davis_ca/pub/municipal_code/item/chapter_40-article_25a)	- all new development in the listed use categories - existing developments with a change in use, expansion, intensification, or addition requiring planning or building permit - does NOT apply to single-family residential or duplexes	"Nontraditional bicycles with larger parking space requirements, including but not limited to, cargo bikes, bikes with trailers, recumbent bikes, etc." *not required	- longer than two hours and targeted to residents, employees - increased levels of security in lit, covered, and permanently anchored locations - accompanied or used in conjunction with storage lockers, locked rooms or enclosures, and parking areas internal to the building	- two hours or less and are targeted to visitors, customers and other short term users - shall provide two points of contact for a bicycle, allow for locking of the frame to the rack, and be securely anchored to the ground or wall. - shall be in a visible location, as near as possible to entrances. (Ord. 2421 § 2, 2013)	See attached document and Section 40.25A.040.a "Alternative Compliance" as determined by Community Development Director per site restrictions
Boulder, CO	- Municipal Code, Title 9 - Land Use Code, Chapter 9 - Development Standards, Section 9-9-6 Parking Standards, Subsection (g) (https://library.municode.com/co/boulder/codes/municipal_code?nodeId=TIT9LAUSCO_CH9DEST_9-9-6PAST) - Design and Construction Standards, Chapter 2 - Transportation Design, Section 2.11.E Bicycle Parking	- all new development listed in use categories - silent on new vs existing vs triggering permits	silent	- Design and Construction Standards: "Bicycle lockers provide secure weatherproof storage for bike parking. Lockers are recommended for employee and longer-term parking and require adequate space, since they require more area than bicycle racks." - required to be covered and include one of either a locked room, fenced area with locked gate, area within view of attendant, guard, or security camera, area visible from work areas	- located on the public access level of a building - within 50' of the main entrance - outside the building	
Portland, OR	Title 33, Planning and Zoning, Chapter 26 Parking, Loading, Transportation and Parking Demand Management, Section 200, Bicycle Parking (https://www.portland.gov/sites/default/files/code/266-parking_1.pdf)	- all new development listed in use categories - silent on new vs existing vs triggering permits	- standards are designed for "standard bicycles, tricycles, hand cycles, tandems, electric motor assisted cycles, and cargo bicycles" - for sites with more than 20 long-term spaces at least 5% must be for "larger bicycles" as per Subparagraph D.3.a Figure 266-14 and have an electrical outlet accessible - no larger space requirement for short-term parking	- number required determined by use table - detailed spacing and design standards contained in 33.266.210 - permit review requires location, access-route to long-term, # of spaces for each, model or design, dimensions of all aisles and maneuvering areas, other information	- number required determined by use table - detailed spacing and design standards contained in 33.266.210 - permit review requires location, access-route to long-term, # of spaces for each, model or design, dimensions of all aisles and maneuvering areas, other information	See attached document and Table 266-6
Cambridge, MA	- Zoning Ordinance, Article 6 - Off Street Parking and Loading Requirements and Nighttime Curfew on Large Commercial Through Trucks (https://library.municode.com/ma/cambridge/codes/zoning_ordinance?nodeId=ZONING_ORDINANCE_ART6.0000_FSTPALORENICULACOTHTR) - Article 6.100 Bicycle Parking - Bicycle Parking Guide (https://www.cambridgema.gov/-/media/Files/CDD/Transportation/Bike/Bicycle_Parking_Guide_20130926_2017PictureEdits.pdf)	- all new structures and uses requiring bike parking - increase of 15% or more in number of residential dwelling units on a lot or in the amount of non-residential gross floor area - conversion of existing gross floor area to new category of non-residential use where conversion results in at least 15% increase in total number of bicycle parking spaces that would be required for the entire building - not required for one or two-family dwellings - not required for enlargement / expansion / conversion of existing building where difference required would be 2 or fewer spaces - not required for existing building expansion resulting in 3 or fewer dwelling units - bike parking requirements are applied to entirety of use and not to incremental increase	- when 20 or more bike parking spaces are required, at least 5% must provide 2' additional space to accommodate tandems or bike trailers - long-term and short-term parking requires same	- must be provided within the building containing the use it serves or within 200' from a pedestrian entrance to the building - must include a physical barrier if it is adjacent to motor vehicle parking or loading - must be enclosed and limited-access to "protect bicycles from precipitation and theft"	- must be located in a publicly accessible space near pedestrian entrance to served uses 8 of the required spaces must be within 50' of pedestrian entrance; remaining spaces may be further away - primarily for visitors or customers - may be adjacent to public streets and sidewalks, sometimes allowed within right-of-way	see attached document and Section 6.107.2 - Schedule of Long Term Bicycle Parking Requirements and Section 6.107.3 - Schedule of Short-Term Bicycle Parking Requirements
APBP	Essentials of Bike Parking (https://www.apbp.org/assets/docs/EssentialsOfBikeParking_FINAL.pdf) *see also Bicycle Parking Guidelines at apbp.org (\$20)	N/A	for long-term parking consider trailers, long bikes, children's bikes, long-tails and more - suggested that a portion of racks be on the group and have an addition 36" in-line clearance	- high value for security and protection - may be a room within a building, a secure enclosure within a parking garage, cluster of lockers, and / or staffed and guarded area - may also need high-density racks, which are allowed to have slightly less than ideal design	- effectiveness depends on proximity and ease of use - typically lasts up to two hours - visitors may be infrequent users of the location so parking needs to be readily visible and self-explanatory 50' or less to the entrance - weather protection and lit areas are best - demand can increase once quality parking is installed - bike corrals are a good option for on-street vehicle parking replacement	see full recommendations in Bicycle Parking Guidelines

Design Guidelines

- APBP *Bicycle Parking Guideline's*
- City of Davis *Project Development Standard Guidelines*

Signage

- silent

Exceptions & Incentives

- Director of Community Development may offer incentives including reducing vehicle parking space requirement by up to 5%, or other design requirements to accommodate space for secure bicycle parking and / or other amenities (incl locker rooms, showers, or indoor bicycle parking)

Bicycle Rentals

- see Article 6.05 in Davis Municipal Code (https://library.qcode.us/lib/davis_ca/pub/municipal_code/item/chapter_6-article_6_05)

- See Design and Construction Standards

- Director of Public Works may approve alternative designs provided it has 1) two contact points, 2) a 2' x 6' parking space without needing to lift handlebars over another, 3) allows frame and wheel to be locked to the rack with a standard U-lock, 4) uncomplicated and intuitively simple
- City Manager may require a parking study
- if needs are determined to be met through on or off-street parking requirements can be reduced

- must have adequate signage, a name, and traffic law information as required by City Manager

- See 33.366.210 Bicycle Parking Development Standards for detailed spacing and design requirements

- light rail and transit must have sign at station or center indicating location
- if bicycle parking not visible from street or main entrance a permanent sign must be posted at the main entrance

- bicycle parking may substitute up to 25% of required vehicle parking
- for every 5 non-required bike spaces, 1 vehicle space can be replaced
- existing required vehicle parking may be converted to required bicycle parking by whatever number necessary to accommodate required bike parking
- City of Portland bike sharing station can substitute for required vehicle parking
- Bicycle Parking Fund may be contributed to as fee in lieu

- see Bicycle Parking Guide for illustrations and layout
- require 2 points of contact and ability to lock by cable, chain, U-lock or shackle
- specifically: Inverted U, Swerve, Post-and-Ring styles are allowed
- Wave racks are not allowed
- more details in Section 6.105.1
- bicycle parking may not require bikes to be lying down or need a kickstand, may not be hung with any wheels suspended, may not be required to be lifted off the ground without assistance

- silent

- fee-in-lieu is allowed as determined by "the City" to the Public Bicycle Parking Fund
- City can use these funds to install public bike parking wherever they choose, including the sidewalk in front of the property in question; maintenance can then fall on the property owner as per a required agreement (if so desired)
- the Planning Board may grant special permit for modifications to any requirements in Section 6.100 so long as it provides equal or greater benefits to bicycle users
- non-residential uses may convert 20% or 4 spaces of long-term to short-term
- residential may also but must be covered

- silent in these sections

- hard surface / concrete allows for secure mounting
- upright support of bike without putting stress on wheels with two points of frame contact
- accommodate a variety of bicycles and attachments
- allows locking of frame and at least one wheel with a U-lock
- provides security and longevity appropriate for the location and use
- rack use is easy and intuitive

- silent - intended to be readily visible without the need for signs

N/A

N/A

Bike Parking Quantity Requirements
Prepared for Teton County
June, 2022

		Davis			Boulder			Cambridge			Portland	
		Long Term	Short Term		Long Term	Short Term		Long Term	Short Term		Long Term	Short Term
Residential											2 or...	2 or...
	Single Family	N/A			N/A			No Minimum	No Minimum			
	Town House, Multi Family	1 per bedroom			1 per 5 beds			1 per unit for the first 20 1.05 per unit for additional	0.1 per unit		1 per 4 bedrooms	1 per 20 bedrooms
		75%	25%		75%	25%						
	Elderly	N/A			N/A			0.5 per unit	0.05 per unit		1 per 8 or 10 units	1 per 20 units
	Hotel, Motels	1 per 10 guest rooms			1 per 5 beds			0.02 per sleeping room	0.05 per sleeping room		1 per 20 rentable rooms	1 per 20 rentable rooms
		50%	50%		75%	25%						
	Dormitories	1 per bed			1 per 3 beds			0.5 per unit	0.05 per bed		1 per 4 bedrooms	4 spaces
		75%	25%		75%	25%						
Non-Residential												
	Office	1 per 1500 sf			1 per 1,500 square feet of floor			0.3 per 1000 sf. of floor area	0.06 per 1000 sf. of floor area		1 per 1800 or 3500 sf	1 per 20000 or 33000 sf.
		25%	75%		50%	50%						
	Restaurant/Bar	Quick Serve 1 per 150 sf; Sit Down 1 per 500 sf			1 per 750 square feet of floor area, minimum of 4			0.2 per 1000 sf. of floor area	1 per 1000 sf. of floor area		1 per 2300 or 4800 sf.	1 per 1000 or 1600 sf
		25%	75%		25%	75%						
	Open Space, Parks				1 per 750 square feet of floor area, outside use determined by review							
		N/A			25%	75%					none	per CU review
	Banks				1 per 1,500 square feet of floor			0.3 per 1000 sf. of floor area	0.5 per 1000 sf. of floor area			
		N/A			50%	50%						
	Schools	1 per 2500 sf			5 per classroom			See zoning	see zoning		6 or 5 per classroom	1 per 25000 or 100000 sf
		25%	75%		50%	50%						
	Retail Store	1 per 1000 sf			1 per 750 square feet of floor			0.1 per 1000 sf of floor area	0.6 per 1000 sf. of floor area		1 per 3800 or 7500 sf	1 per 2700 or 4400 sf
		25%	75%		25%	75%						

Davis, California[Article 40.25A BICYCLE PARKING STANDARDS \(qcode.us\)](#)[Article 6.01 IN GENERAL \(qcode.us\)](#)**40.25A.040.a Bicycle Parking Standards**

	Standard (SF = Gross Square Foot)	Short Term	Long Term
Residential - Group Living	1 per Bed	25%	75%
Residential - Multi Family	1 per Bedroom	25%	75%
Lodging	1 per 10 guest room	50%	50%
Restaurant - Quick Serve	1 per 150 SF	75%	25%
Restaurant - Sit Down	1 per 500 SF	75%	25%
Retail, General Commercial	1 per 1000 SF	75%	25%
Commercial Services Auto Dealership)	1 per 1000 SF	75%	25%
Office	1 per 1500 SF	75%	25%
Shopping Center	1 per 1750 SF	75%	25%
Institutional	1 per 2500 SF	75%	25%
Light Industrial	1 per 2000 SF	25%	75%
Industrial	1 per 7500 SF	25%	75%
Civic, Cultural, Religious Center	10% of Max. Occupancy or Seats	75%	25%
Commercial Recreation	10% of Max. Occupancy or Seats	75%	25%
Open Space, Parks, Recreational Uses	As determined by the Community Development and Sustainability Director		
Downtown (Core Area)	Apply same standard for land use above when feasible.		

Portland, Oregon

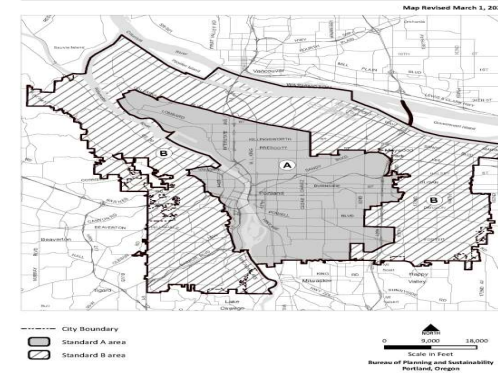
[Transportation And Demand Management \(portland.gov\)](https://www.portland.gov/transportation-and-demand-management)

Minimum Required Bicycle Parking Spaces [1]

			Long Term		Short Term	
Residential			Standard A	Standard B	Standard A	Standard B
	Household living	5 or More Unites	2 or 1 per 1.5 per Unit	2, or 1 per 1.1 per Unit	2, or 1 per 20 per Unit	2, or 1 per 20 per Unit
		Elderly and Disabled Housing	2, or 1 per 8 Units	2, or 1 per 10 Units	2, or 1 per 20 Units	2, or 1 per 20 Units
	Group living		2, or 1 per 4 Bedrooms	2, or 1 per 4 Bedrooms	2, or 1 per 20 Bedrooms	2, or 1 per 20 Bedrooms
		Units with Restricted Tenancy	2, or 1 per 5 Bedrooms	2, or 1 per 10 Bedrooms	2, or 1 per 20 Bedrooms	2, or 1 per 20 Bedrooms
		Dormitory	2, or 1 per 4 Bedrooms	2, or 1 per 4 Bedrooms	4 Spaces	4 Spaces
Commercial Categories						
	Retail Sales and Services		2, or 1 per 3800 sq. ft. of net building area	2, or 1 per 7500 sq. ft. of net building area	2, or 1 per 2700 sq. ft. of net building area	2, or 1 per 4400 sq. ft. of net building area
		Temporary Lodging	2, or 1 per 20 rentable rooms	2, or 1 per 20 rentable rooms	2, or 1 per 40 rentable rooms and 1 per 10000 sq. ft. or conference, meeting room	2, or 1 per 40 rentable rooms and 1 per 5000 sq. ft. or conference, meeting room
		Restaurant and Bar	2, or 1 per 2300 sq. ft. of net building area	2, or 1 per 4800 sq. ft. of net building area	2, or 1 per 1000 sq. ft. of net building area	2, or 1 per 1600 sq. ft. of net building area
	Office		2, or 1 per 1800 sq. ft. of net building area	2, or 1 per 3500 sq. ft. of net building area	2, or 1 per 20000 sq. ft. of net building area	2, or 1 per 33000 sq. ft. of net building area
	Commercial Parking		10, or 1 per 10 auto spaces	10, or 1 per 10 auto spaces	none	none
	Commercial Outdoor Recreation		2, or 1 per 12500 sq. ft. net building area	2, or 1 per 25000 sq. ft. net building area	2, or 1 per 3 acres	2, or 1 per 2 acres
	Major Event Entertainment		10, or 1 per 10000 sq. ft. net building area	10, or 1 per 20000 sq. ft. net building area	10, or 1 per 40 seats	10, or 1 per 40 seats
	Self-Service Storage		2, or 1 per 5000 sq. ft. net building area	2, or 1 per 9000 sq. ft. net building area	2, or 1 per 26000 sq. ft. net building area	2, or 1 per 53000 sq. ft. net building area
Industrial Categories						
	Manufacturing and Production		2, or 1 per 5000 sq. ft. net building area	2, or 1 per 9000 sq. ft. net building area	2, or 1 per 67000 sq. ft. net building area	2, or 1 per 111000 sq. ft. net building area
	Warehouse and Freight Movement		2, or 1 per 12500 sq. ft. net building area	2, or 1 per 25000 sq. ft. net building area	2, or 1 per 200000 sq. ft. net building area	2, or 1 per 333000 sq. ft. net building area
	Wholesale Sales		2, or 1 per 12500 sq. ft. net building area	2, or 1 per 25000 sq. ft. net building area	2, or 1 per 91000 sq. ft. net building area	2, or 1 per 152000 sq. ft. net building area
Institutional Categories						
	Basic Utilities					
		Transit Center	30 spaces	30 spaces	12 spaces	12 spaces
		Light Rail Stations	12 spaces	12 spaces	4 spaces	5 spaces
	Community Service		2, or 1 per 6700 sq. ft. net building area	2, or 1 per 6700 sq. ft. net building area	2, or 1 per 6300 sq. ft. net building area	2, or 1 per 10000 sq. ft. net building area
		Libraries, Community Center, Museums	2, or 1 per 3000 sq. ft. net building area	2, or 1 per 3000 sq. ft. net building area	2, or 1 per 1200 sq. ft. net building area	2, or 1 per 2000 sq. ft. net building area
		Park and Ride	12, or 5 per acre	12, or 5 per acre	6 Spaces	6 Spaces
	Parks and Open Areas		none	none	Per CU Review	Per CU Review
	Schools					
		Grade K-8	6 per classroom	6 per classroom	2, or 1 per 25000 sq. ft. net building area	2, or 1 per 100000 sq. ft. net building area
		Grades 9-12	5 per classroom	5 per classroom	2, or 1 per 25000 sq. ft. net building area	2, or 1 per 100000 sq. ft. net building area
	Colleges	Excluding Dormitories	2, or 1 per 10000 sq. ft. net building area	2, or 1 per 10000 sq. ft. net building area	2, or 1 per 10000 sq. ft. net building area	2, or 1 per 16000 sq. ft. net building area
Uses						
	Medical Centers		2, or 1 per 2700 sq. ft. net building area	2, or 1 per 2700 sq. ft. net building area	2, or 1 per 50000 sq. ft. net building area	2, or 1 per 100000 sq. ft. net building area
	Religious Institutions		2, or 1 per 11000 sq. ft. net building area	2, or 1 per 11000 sq. ft. net building area	2, or 1 per 14000 sq. ft. net building area	2, or 1 per 25000 sq. ft. net building area
	Daycares		2, or 1 per 3000 sq. ft. net building area	2, or 1 per 3000 sq. ft. net building area	2, or 1 per 25000 sq. ft. net building area	2, or 1 per 33000 sq. ft. net building area
Other Categories						
	Aviation and Surface Passenger Terminals		2, or 1 per 4500 sq. ft. net building area	2, or 1 per 4500 sq. ft. net building area	None	None
	Detention Facilities		2, or 1 per 5000 sq. ft. net building area	2, or 1 per 5000 sq. ft. net building area	None	None

Bicycle Parking Areas

Map 266-1



Boulder, CO

https://library.municode.com/co/boulder/codes/municipal_code?nodeId=TIT9LAUSCO_CH9DEST_9-9-6PAST

Table 6-1: Use Table

	Minimum Number of Off-Street Bicycle Spaces	Long-Term	Short-Term
Residential Uses			
Dwelling units ^(a) with a private garage ^(b)	no requirement	n/a	n/a
Dwelling units without a private garage ^(b)	2 per unit	75%	25%
Accessory units	no requirement	n/a	n/a
Group quarters - fraternities, sororities, and dormitories, boarding houses, transitional housing	1 per 3 beds	75%	25%
Group quarters - all others	1 per 5 beds	75%	25%
Dining and entertainment			
Restaurants, brewpubs and taverns	1 per 750 square feet of floor area, minimum of 4	25%	75%
Lodging uses	1 per 3 guest rooms, minimum of 4	50%	50%
All other dining and entertainment uses	1 per 1,500 square feet of floor area	25%	75%
Mobile food vehicle and temporary outdoor entertainment	no requirement	n/a	n/a
Public and Institutional Uses			
Daycare center, daycare, home	Determined through review: parking needs of use must be adequately served through on- or off-street parking, minimum of 4	50%	50%
Public and private elementary, junior, and senior high schools	5 per classroom	50%	50%
Public and private colleges and universities	5 per classroom	50%	50%
Religious assemblies	The greater of 1 per 15 seats or 1 per 150 square feet of assembly area	25%	75%

All other public and institutional uses	1 per 1,500 square feet of floor area, minimum of 4	50%	50%
Office, Medical and Financial Uses			
Data processing facilities, financial institutions, hospitals, medical and dental laboratories, medical or dental clinics or offices, addiction recovery facilities, all office uses, and all other medical and financial uses	1 per 1,500 square feet of floor area, minimum of 4	75%	25%
Parks and Recreation Uses			
Campgrounds, outdoor entertainment, park and recreation uses, indoor recreational or athletic facilities	1 per 750 square feet of floor area; requirements for outdoor uses are determined through review: parking needs of use must be adequately served through on- or off-street parking, minimum of 4	25%	75%
Commercial, Retail, and Industrial Uses			
Service uses and retail sales uses	1 per 750 square feet of floor area, minimum of 4	25%	75%
Vehicle-related uses and industrial uses and all other	1 per 1,125 square feet of associated office space or production areas	25%	75%
Agriculture & Natural Uses			
Agriculture & Natural Uses	no requirement	n/a	n/a
Other Uses Not Listed in Table 9-8			
Other uses not listed in Table 9-8	1 per 1,500 square feet of floor area, minimum of 4	50%	50%

Cambridge, Massachusetts

[ARTICLE 6.000 - OFF STREET PARKING AND LOADING REQUIREMENTS AND NIGHTTIME CURFEW ON LARGE COMMERCIAL THROUGH TRUCKS](#) | [Zoning Ordinance](#) | [Cambridge, MA](#) | [Municode Library](#)

Section 6.107.2 /6.107.3

Residential		Long Term	Short Term
	Single Family, two family, rectories, parsonages	No Minimun	No Minimun
	Townhouse, Multi Family	1 space per unit for the first 20 units in a building; 1.05 spaces per unit for additional units	.1 space per unit on a lot (for lots with 4 or more units)
	Elderly Oriented Congregate Housing	.5 spaces per unit	.05 spaces per unit
	Lodging Houses, Convents, Monasteries, Dormitories, Fraternities, Sororities	.5 spaces per bed	.05 spaces per bed
	Hotels, Motels, Tourist Houses	.02 spaces per sleeping room	.05 spaces per sleeping room
Non-Residential		(Minimum spaces per 1000 sq. ft. of floor area)	
	General or Professional Offices	0.3	0.06
	Technical Offices	0.22	0.06
	Banks, Financial Offices	0.3	0.5
	Retail Stores, Consumer Service	0.1	0.6
	Food, Convenicene Stores, Entertainment, Recreation	0.1	1
	Restaurants, Bars	0.2	1
	Theaters, Gathering Halls	0.08	1
	Industrial, Auto Repair, Auto Sales	0.08	0.06
	Churches	0.08	0.5
	Medical Offices	0.3	0.5
	Medical Clinics	0.2	0.5
	Hospitals	0.2	0.1
	College or University Academic or Admin. Facilities	0.2	0.4
	College or University Student Activity Facilities	0.2	1
	Primary, Secondary or other schools other uses	See Zoning	

Reference Community Code Sections

Davis, CA

Portland, OR

Boulder, CO

Cambridge, MA

Association of Pedestrian and Bicycle Professionals

Prepared for: Teton County and Town of Jackson

By: Jorgensen Associates, P.C.

June, 2022

Contents

Davis, CA	3
Code Section: Municipal Code, Chapter 40.25A – Bicycle Parking Standards.....	3
Article 40.25A BICYCLE PARKING STANDARDS.....	3
40.25A.010 Purpose.	3
40.25A.020 Applicability.	3
40.25A.030 Definitions.....	3
40.25A.040 Bicycle parking standards.....	4
40.25A.050 Detailed standards and installation guidelines.	6
40.25A.060 Calculation of required spaces.	6
40.25A.070 Alternative compliance.	6
40.25A.080 Incentives.	7
Portland, OR	8
Code Section: Municipal Code, Chapter 33.266 Parking, Loading, and Transportation and Parking Demand Management	8
33.266.200 Minimum Required Bicycle Parking	8
33.266.210 Bicycle Parking Development Standards.....	9
Cambridge, MA.....	15
Code Section: Municipal Code, Section 6.10 Intent and Applicability of Parking, Bicycle Parking and Loading Requirements	15
6.11 Intent	15
6.12 Applicability	15
6.13 Scope of Off Street Parking Regulations.	17
6.14 Restoration.....	17
6.15 Existing Parking Facilities.	17
6.16 Dedicated Off Street Parking Facilities	18
6.17 Compatibility with the E.P.A. Clean Air Regulations.....	18
6.18 Compatibility with Handicapped Access Rules.	18
Boulder, CO.....	19
Code Section: Municipal Code, Design and Construction Standards, Chapter 2 - Transportation Design, Section 2.11.E Bicycle Parking	19
APBP Association of Pedestrians and Bicycle Professionals.....	24
Code Section: Essentials of Bike Parking, Selecting and installing bicycle parking that works	24

SHORT-TERM PARKING	24
Location	24
Security	24
Quantity	24
BIKE CORRALS	24
LONG-TERM PARKING	24
Location	24
Security	25
Quantity	25
SPECIAL CONSIDERATIONS FOR LONG-TERM PARKING	25
Density	25
Bicycle design variety	25
Performance criteria	25
INSTALLATION	25
INSTALLATION SURFACE	25
INSTALLATION FASTENERS	26
INSTALLATION TECHNIQUES	26
BICYCLE RACK SELECTION	26

Davis, CA

Code Section: Municipal Code, Chapter 40.25A – Bicycle Parking Standards

Link: https://library.qcode.us/lib/davis_ca/pub/municipal_code/item/chapter_40-article_40_25a

Article 40.25A BICYCLE PARKING STANDARDS

40.25A.010 Purpose.

The purpose of this article is to establish definitions and standards for bicycle parking throughout the City of Davis. (Ord. 2421 § 2, 2013)

40.25A.020 Applicability.

(a) The provisions of this article shall apply to:

(1) All new multiple dwelling developments, non-residential developments, community facilities and commercial uses set forth in the provisions of this article requiring planning approval or a building permit.

(2) Existing developments that involve a change in use (e.g. from retail to quick serve restaurant, or residential to office) requiring planning approval or a building permit.

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

(b) The provisions of this article do not apply to single-family residences and duplexes. (Ord. 2421 § 2, 2013)

40.25A.030 Definitions.

The terms in this article have the meanings set forth below:

Alternative compliance. The determination that the prescribed bicycle parking standard per land use type is not warranted for a particular project because of the use or location and that an adjustment to the standard for the project is necessary, based on the considerations established for alternative compliance.

Bicycle parking space. The volume of space that is used to accommodate the storage of one locked bicycle. Bicycle parking spaces are to be designed and spaced in a way that accommodates for typical two-wheel bicycles and alternative bicycles.

Alternative bicycle. Nontraditional bicycles with larger parking space requirements, including but not limited to, cargo bikes, bikes with trailers, recumbent bikes, etc.

Long term bicycle parking. Bicycle parking spaces intended to be used for periods of time that are longer than two hours and are targeted to residents, employees and other long term users. Long term bicycle parking typically offers increased levels of security in lit, covered, and permanently anchored locations, which are proximate to employee or resident locations/entrances. Long term bicycle parking may be accompanied or used in conjunction with storage lockers, locked rooms or enclosures, and parking areas internal to the building.

Short term bicycle parking. Bicycle parking spaces intended to be used for periods of time that are two hours or less and are targeted to visitors, customers and other short term users. Short term bicycle parking racks shall provide two points of contact for a bicycle, allow for locking of the frame to the rack, and be securely anchored to the ground or wall. Short term bicycle parking shall be in a visible location, as near as possible to entrances. (Ord. 2421 § 2, 2013)

40.25A.040 Bicycle parking standards.

(a) This article establishes bicycle parking standards as follows, except as further noted:

City of Davis Bicycle Parking Standards

Land Uses	Examples	Standard (sf = gross sq. ft.)	Short Term Parking	Long Term Parking
Residential - group living	Fraternity, sorority, co-op housing	1 per bed	25%	75%
Residential - multifamily	Apartments, condominiums	1 per bedroom	25%	75%
Lodging	Hotel, motel	1 per 10 guest rooms	50%	50%
Restaurant – quick serve	Deli, coffee shop, bar	1 per 150 sf	75%	25%
Restaurant – sit down	Restaurant	1 per 500 sf	75%	25%
Retail, general commercial	Grocery store, hardware, furniture	1 per 1000 sf	75%	25%
Commercial services	Garden supply, appliance stores, auto repair, auto dealership (office/showroom)	1 per 1000 sf	75%	25%
Office	Professional, medical, dental, government, clinic, bank	1 per 1,500 sf	75%	25%

Shopping center	Mix of personal services, retail, restaurants, offices	1 per 1,750 sf	75%	25%
Institutional	Schools, day care	1 per 2,500 sf	75%	25%
Light industrial	R&D, business park	1 per 2,000 sf	25%	75%
Industrial	Warehouse, manufacturing, hospital	1 per 7,500 sf	25%	75%
Civic, cultural, religious centers	Library or museum (occupancy), places of worship (seats)	10% of maximum occupancy or seats	75%	25%
Commercial recreation	Theater (seats), health club (occupancy)	10% of maximum occupancy or seats	75%	25%
Open space, parks, recreational uses	Ball field, driving range, playground, parks	As determined by the community development and sustainability director		
*Downtown (core area)	Includes all nonresidential land use types in downtown	Apply same standards for land use above when feasible. City provides an on-going bicycle rack program for the downtown core area.		

(b) ***Downtown core area—All nonresidential uses.** The city employs an on-going bicycle parking program within the public right-of-way for the downtown core area. Businesses and developments within the downtown core area are not required to provide bicycle parking if adequate on-site space is not available, as determined by the community development and sustainability director. Downtown multifamily developments shall comply with the requirements of this article.

(c) **Minimum requirements.** All nonresidential uses shall provide a minimum of two bicycle parking spaces per site. In the case of multi-tenant buildings minimum required bicycle parking shall be two spaces per tenant. Alternative compliance may supersede this requirement.

(d) Alternative compliance, as established in Section 40.25A.070, may be applied to all land use classifications.

(e) Short-term and long-term percentages listed in the table are intended as guidelines subject to a final determination by the community development and sustainability director. (Ord. 2421 § 2, 2013)

40.25A.050 Detailed standards and installation guidelines.

All accessory bicycle parking spaces shall be provided on the same parcel as the building or use to which such spaces are required. Bicycle rack installation locations must be near or within visual site distance of building entrances. Further detailed standards and findings, such as acceptable dimensions, are provided in the Association of Pedestrian and Bicycle Professionals' *Bicycle Parking Guidelines* and the City of Davis *Project Development Standards Guide*, which is maintained by the department of community development and sustainability. (Ord. 2421 § 2, 2013)

40.25A.060 Calculation of required spaces.

- (a) When a tract of land is developed with a mixed use building or development such as residential/commercial, residential/office, or retail/office, but is developed under single ownership or control, the required bicycle parking will be determined by calculating the required parking for each individual land use and then adding the individual requirements together to create a total bicycle parking requirement.
- (b) When the required number of spaces is based on net building area, the net building area of any accessory use is included with the primary use in the calculation (e.g., manufacturing site with accessory office space).
- (c) After the bicycle parking requirement has been calculated, if the requirement results in a fraction of a space to be provided, the parking space requirement shall be rounded to the nearest whole number. (Ord. 2421 § 2, 2013)

40.25A.070 Alternative compliance.

- (a) Upon written request by the applicant, the community development and sustainability director or her/his designee 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.
- (b) Considerations used in the determination may include, but are not limited to:
 - (1) Physical site planning constraints;
 - (2) Proximity to existing bicycle parking;
 - (3) Projects that cannot be classified into the provided land use categories;
 - (4) Provision of enhanced bicycle facilities provided in the development;

(5) Inclusion of the site within a larger development for which adequate bicycle parking is already provided; or

(6) Unforeseen circumstances or individual land use changes. (Ord. 2421 § 2, 2013)

40.25A.080 Incentives.

Should a business or institution be interested in going above and beyond the bicycle parking requirements and amenities as specified in this article, certain measures can be taken. The director of community development or her/his designee reserves the right to implement certain incentives to help assist the implementation of increased bicycle amenities, such as, locker rooms, showers, or indoor secure bicycle parking. Potential incentives may include offsetting the required number of vehicle parking spaces (two spaces maximum or five percent of required vehicle parking), or other design requirements to accommodate space for secure bicycle parking, and other bicycle commuter amenities. (Ord. 2421 § 2, 2013)

Portland, OR

Code Section: Municipal Code, Chapter 33.266 Parking, Loading, and Transportation and Parking Demand Management

Link: https://www.portland.gov/sites/default/files/code/266-parking_1.pdf

Bicycle Parking

33.266.200 Minimum Required Bicycle Parking

A. **Purpose.** Bicycle parking is required for most use categories to encourage the use of bicycles by providing secure and convenient places to park bicycles. These regulations ensure adequate short and long-term bicycle parking based on the demand generated by different uses.

Minimum bicycle parking facilities are based on the City's mode split goals, while acknowledging the usage rates for different uses. These regulations will help meet the City's goal that 25 percent of all trips be made by bicycle, while still acknowledging that to meet the citywide goal the bicycle mode split will vary by geographic area.

B. Number of spaces required.

1. The required minimum number of bicycle parking spaces for each use category is shown in Table 266-6. No bicycle parking is required for uses not listed. Minimum bicycle parking is calculated on a geographic hierarchy based on the current and future bicycle usage. Standard A in Table 266-6 applies to the areas shown as Standard A on Map 266-1. Standard B in Table 266-6 applies to all other areas of the city.
2. Until June 30, 2022, no bicycle parking is required for projects that are eligible to use the alternative bicycle parking standards specified in Ordinance 189785. To qualify for this exemption the applicant must provide a letter from the Portland Housing Bureau certifying that the project is eligible to use, and has met, the alternative bicycle parking standards specified in Ordinance 189785.
3. The required minimum number of bicycle parking spaces is based on the primary uses on a site. When there are two or more separate primary uses on a site, the required bicycle parking for the site is the sum of the required parking for each primary use

Table 266-6 Minimum Required Bicycle Parking Spaces [1]

Notes:

[1] Wherever this table indicates two numerical standards, such as "2, or 1 per 3,000 sq. ft. of net building area," the larger number applies.

[2] Group Living units with restricted tenancy are units that are regulated affordable housing per the Portland Housing Bureau requirements. The applicant must provide a letter from the Portland Housing Bureau certifying that the group living development meets any income restrictions and administrative requirements. The letter is required to be submitted before a building permit can be issued for the development but is not required in order to apply for a land use review. The applicant must also execute a covenant with the City that complies with the requirements of Section 33.700.060. The covenant must ensure that the group living use will remain limited to households meeting any income restrictions and administrative requirements of the Portland Housing Bureau.

[3] No long-term bicycle parking is required for a Commercial Parking facility with less than 10 vehicle parking spaces.

33.266.210 Bicycle Parking Development Standards

A. Purpose. These standards ensure that required bicycle parking is designed so people of all ages and abilities can access the bicycle parking and securely lock their bicycle without undue inconvenience. Bicycle parking is in areas that are reasonably safeguarded from theft and accidental damage. The standards allow for a variety of bicycle types, including but not limited to standard bicycles, tricycles, hand cycles, tandems, electric motor assisted cycles and cargo bicycles. Long-term bicycle parking is in secure, weather protected facilities and is intended for building and site occupants, and others who need bicycle parking for several hours or longer. Short-term bicycle parking is located in publicly accessible, highly visible locations that serve the main entrance of a building. Short-term bicycle parking is visible to pedestrians and bicyclists on the street and is intended for building and site visitors.

B. Where these standards apply. The standards of Subsection C and D apply to required longterm bicycle parking, and the standards of Subsection C and E apply to required short-term bicycle parking.

C. Standards for all bicycle parking. The Bureau of Transportation maintains a bicycle parking handbook that includes information on rack standards, siting guidelines and other standards of this code chapter. Long-term and short-term bicycle parking must be provided in lockers or racks that meet the following standards:

1. Bicycle parking area standards. The area devoted to bicycle parking must be hard surfaced.
2. Bicycle racks. Where bicycle parking is provided in racks, the racks must meet the following standards:
 - a. The rack must be designed so that the bicycle frame and one wheel can be locked to a rigid portion of the rack with a U-shaped shackle lock, when both wheels are left on the bicycle;
 - b. If the rack is a horizontal rack, it must support the bicycle at two points, including the frame; and

- c. The rack must be securely anchored with tamper-resistant hardware.

Table 266-7 Minimum Dimensions for Bicycle Parking Spaces [1]

Notes:

[1] See Figures 266-8 through 266-14.

[2] The alternative spacing allowed for vertical bicycle parking spaces requires a minimum vertical stagger of 8 inches between each space.

[3] The alternative spacing allowed for stacked bicycle parking spaces requires a vertical stagger to be included in the manufacturer design.

3. Bicycle Parking Space, Maneuvering Area, and Clearance Dimensions. Bicycle parking spaces, aisles and clearances must meet the minimum dimensions contained in Table 266-7.
 - a. Standard Bicycle Parking Space Requirements.
 - (1) The standard required bicycle space is 2 feet wide, 6 feet long and 3 feet 4 inches tall. See Figure 266-8;
 - (2) There must be at least 5 feet behind all bicycle parking spaces to allow room for bicycle maneuvering. Where short-term bicycle parking is adjacent to a sidewalk, the maneuvering area may extend into the right-of-way.
 - (3) A wall clearance of 2 feet 6 inches must be provided. See Figure 266-9.
 - b. Alternative Spacing Requirements. The following bicycle parking layouts may be provided as an exception to the standard spacing requirements in Subparagraph C.3.a. See Table 266-7 for the alternative spacing dimensions.
 - (1) Horizontal bicycle parking spaces. Horizontal bicycle parking spaces secure the parked bicycle horizontal to the ground.
 - Horizontal: Side by Side. Horizontal bicycle parking that is placed side by side as shown in Figure 266-9 may meet the alternative side by side dimensions in Table 266-7.
 - Horizontal: Wall Attached. Horizontal bicycle parking that is attached to the wall as shown in Figure 266-10 may meet the alternative wall attached dimensions in Table 266-7.
 - Horizontal: Diagonal. Horizontal bicycle parking that is placed at a diagonal as shown in Figure 266-11 may meet the alternative diagonal, 45-60 degree dimensions in Table 266-7.
 - (2) Vertical bicycle parking space. Vertical bicycle parking secures the parked bicycle perpendicular to the ground. Vertical bicycle parking that is placed as shown in Figure 266-12 may meet the alternative vertical dimensions in Table 266-7.
 - (3) Stacked bicycle parking spaces. Stacked bicycle parking are racks that are stacked, one tier on top of another. Bicycles are horizontal when in the final

stored position. Stacked bicycle parking that is placed as shown in Figure 266-13 may meet the alternative stacked dimensions in Table 266-7 and the following:

- The rack must include a mechanically assisted lifting mechanism to mount the bicycle on the top tier.
4. Bicycle lockers. Bicycle lockers are fully enclosed and secure bicycle parking spaces.
 - a. The locker must be securely anchored to the ground.
 - b. There must be an aisle at least 5 feet wide behind all bicycle lockers to allow room for bicycle maneuvering.
 - c. Locker Dimensions. All bicycle lockers must meet one of the following:
 - (1) The locker space has a minimum depth of 6 feet and an access door that is a minimum of 2 feet wide.
 - (2) A locker provided in a triangle locker layout for two bicycle parking spaces must have a minimum depth of 6 feet and an access door that is a minimum of 2 feet wide on each end.
 5. Signage
 - a. Light rail stations and transit centers. If bicycle parking is not visible from the light rail station or transit center, a sign must be posted at the station or center indicating the location of the bicycle parking.
 - b. other uses. If bicycle parking is not visible from the streets or main building entrances, a sign must be permanently posted at the main entrance indicating the location of the bicycle parking.
 6. Bicycle parking information in plans. The following information must be submitted with applications for a building permit or land-use review:
 - a. Location, access route to long-term bicycle parking and number of bicycle parking spaces for short-term and long-term bicycle parking requirements;
 - b. The model or design of the bicycle parking facilities to be installed;
 - c. Dimensions of all aisles and maneuvering areas; and d. If applicable, information adequate to illustrate the racks and spaces that satisfy the minimum horizontal requirement, and the racks and spaces that accommodate a larger bicycle footprint.

D. Standards for Long-Term Bicycle Parking.

1. Development Standards. Long-term bicycle parking must be provided in lockers or racks that meet the following standards. Long-term bicycle parking for Schools may choose between (1) or (5) or a combination of those two locations:
 - a. Location Standards. Long-term bicycle parking may be provided in one or more of the following locations:
 - (1) Within a building, including on the ground floor or on individual building floors;
 - (2) On-site, including in parking areas and structured parking;
 - (3) In an area where the closest point is within 300 feet of the site; or
 - (4) In a residential dwelling unit. Up to 50 percent of long-term bicycle parking spaces may be provided in a residential dwelling unit, if they meet the following.

Long-term bicycle parking provided in a residential dwelling unit does not need to meet the requirements for Paragraph C.2. above. Adjustments and modifications to this Sub subparagraph are prohibited.

- The bicycle parking is located within 15 feet of the entrance to the dwelling unit.
- The bicycle parking is located in a closet or alcove of the dwelling unit that includes a rack that meets the standard bicycle parking spacing dimensions in Table 266-7.
- For buildings with no elevators, long-term bicycle parking must be located in the ground floor units.

(5) For Schools, long-term bicycle parking must be placed where the closest space is within 100 feet of a main entrance.

- b. Exceptions. Sites containing residential development with 12 or fewer dwelling units may provide up to 100 percent of required long-term bicycle parking spaces in the dwelling units. All other in-unit standards in Sub subparagraph D.1.a.(4)., above must be met.
- c. For sites with multiple primary uses, long-term bicycle parking must be provided in an area that can be accessed from each use. If bicycle parking is provided in a common area on the site, the area must be accessible for all tenants.
- d. Covered bicycle parking. All long-term bicycle parking must be covered. Where covered bicycle parking is not within a building or locker, the cover must be:
 - (1) Permanent;
 - (2) Impervious; and
 - (3) The cover must project out a minimum of 2 feet beyond the bicycle parking spaces on the portion of the structure that is not enclosed by a wall.

1. Security Standards.

- a. Long-term bicycle parking must meet the following security standards:
 - (1) Long-term bicycle parking for residential uses must be provided in one of the following:
 - A restricted access, lockable room or enclosure, designated primarily for bicycle parking;
 - A bicycle locker; or
 - In a residential dwelling unit meeting Sub subparagraph 1.a.(4), above.
 - (2) Long-term bicycle parking for all other uses must be located in one of the following locations. For Schools, a minimum of 10 percent of bicycle parking must be located in the following:
 - A restricted access, lockable room or enclosure; or

- A bicycle locker. b. All access routes and the bicycle parking spaces must be lighted to a level where the system can be used at night by the employees and residents.
2. Additional Development Standards. The following standards apply to sites with more than 20 long-term bicycle parking spaces:
 - a. Minimum number of horizontal bicycle parking spaces. At least 30 percent of spaces must be in a horizontal rack, or on the lower level of a stacked bicycle parking rack. For Schools (K-8), all spaces located outside of the building must be in a horizontal rack
 - b. Parking for larger bicycle space. At least 5 percent of spaces must accommodate a larger bicycle space, placed in a horizontal rack. These spaces may be included to meet the requirement for Subparagraph D.3.a. See Figure 266-14.
 - c. Electrical outlet requirement. At least 5 percent of spaces must have electrical sockets accessible to the spaces. Each electrical socket must be accessible to horizontal bicycle parking spaces.

E. Standards for Short-Term Bicycle Parking.

1. Development Standards. Short-term bicycle parking must meet the following standards:
 - a. Location Standards. Short-term bicycle parking must meet the following location standards:
 - (1) On-site, outside a building;
 - (2) At the same grade as the sidewalk or at a location that can be reached by an accessible route; and
 - (3) Within the following distances of the main entrance:
 - Building with one main entrance. For a building with one main entrance, the bicycle parking must be within 50 feet of the main entrance to the building as measured along the most direct pedestrian access route. (See Figure 266-15)
 - Building with more than one main entrance. For a building with more than one main entrance, the bicycle parking must be along all façades with a main entrance, and within 50 feet of at least one main entrance on each façade that has a main entrance, as measured along the most direct pedestrian access route. (See Figure 266-16)
 - Sites with more than one primary building. For sites that have more than one primary building, but are not an institutional campus, the bicycle parking must be within 50 feet of a main entrance as measured along the most direct pedestrian access route, and must be distributed to serve all primary buildings (See Figure 266-17);

- Institutional Campus. On an institutional campus with more than one building or main entrance, the bicycle parking must be either:
 - Within 50 feet of a main entrance as measured along the most direct pedestrian access route; or
 - If the short-term bicycle parking is more than 50 feet from a main entrance, it must be in a common bicycle parking location along a pedestrian access route.
- b. Bicycle Parking Fund
- (1) This option may be used if any of the required short-term bicycle parking cannot be provided on site in a way that complies with all of the standards in Subsection C and E. This option may not be used if:
- There are surface parking areas, plazas, exterior courtyards, or other open areas on the site, other than required landscaping; Chapter 33.266 Title 33, Planning and Zoning Parking, Loading, And Transportation And Parking Demand Management 3/1/22 266-38
 - Those open areas are large enough, separately or in combination, to accommodate all short-term bicycle parking; and
 - The open areas meet the location requirements of Subparagraph E.1.a., above.
- (2) Fund use and administration. The Bicycle Parking Fund is collected and administered by the Bureau of Transportation. The funds collected will be used to install bicycle parking and associated improvements in the right-of way.

Cambridge, MA

Code Section: Municipal Code, Section 6.10 Intent and Applicability of Parking, Bicycle Parking and Loading Requirements

Link: https://library.municode.com/ma/cambridge/codes/zoning_ordinance?nodeId=ZONING_0RDINANCE_ART6.000OFSTPALORENICULACOTHTR

6.11 Intent. It is the intent of this Article 6.000 to reduce traffic congestion, noise, vibrations, fumes and safety hazards caused by large commercial trucks, thereby promoting the safety, health and welfare of the public, by establishing requirements for off street parking, bicycle parking and loading and restrictions on the use of City street during the night-time by large commercial trucks with points of origin and destinations outside the City of Cambridge in order to implement the purposed of the The Zoning Act, Section 2A of Chapter 808, and Article 1.000. Section 1.30 of the Cambridge Zoning Ordinance, including:

- to lessen congestion in the streets;
- to conserve health;
- to conserve the value of land and buildings;
- to prevent pollution of the environment;
- to protect residential neighborhoods from incompatible activities; and
- to preserve and increase the amenities of the city.

The number of parking and loading spaces required herein varies according to type, location and intensity of development in the different zoning districts, and to proximity of public transit facilities. This Article 6.000 requires development of adequate parking facilities to meet the reasonable needs of all building and land users without establishing regulations which unnecessarily encourage automobile usage. The parking and bicycle parking standards contained herein are intended to encourage public transit, bicycle usage and walking in lieu of automobiles where a choice of travel mode exists. It is also the purpose of this Article to allow flexibility in providing required parking through shared or off site arrangements in order to accommodate the automobile in the urban environment in a less disruptive way. Development regulations and design standards have been established to reduce hazard to pedestrians on public sidewalks, to ensure the usefulness of parking, bicycle parking and loading facilities, and where appropriate, to avoid potential adverse impacts on adjacent land uses, and to enhance the visual quality of the city.

6.12 Applicability. The off street parking and loading provisions of this Article 6.000 shall apply as follows:

- (a) For new structures erected and new uses of land established or authorized after the effective date of this Article 6.000 or any amendment thereto, as well as for external additions of Gross Floor Area to existing structures for any use, accessory off street

parking and loading facilities shall be provided as required by the regulations for the districts in which such structures or uses are located.

In the case of an addition of Gross Floor Area to an existing structure (lawfully erected prior to the effective date of this Article 6.000 or any amendment thereto), which addition contains nonresidential uses, off street parking and loading facilities shall only be required when the total of such additions occurring from the effective date of this Article 6.000 or any amendment thereto increases the Gross Floor Area of the existing structure by fifteen (15) percent or more. If such an increase occurs, additional off street parking or loading facilities as required herein shall be provided for the total increase in intensity subsequent to the effective date of this Article 6.000 or any amendment thereto.

- (b) When the intensity of an existing use within any existing structure (or lot in the case of 6.36.7 l and m and 6.36.8 f and g) is increased through addition of dwelling units, floor area, seating capacity or other units of measurement specified in Section 6.30 or Section 6.60 (but not including any uses in a new external addition to that structure, which shall be subject to the provisions of Paragraph (a) above), off street parking and loading facilities shall be provided as required for such increase in intensity of use.

However, a nonresidential use lawfully established prior to the effective date of this Article 6.000 or any amendment thereto shall not be required to provide off street parking and loading facilities for such increase unless and until the aggregate increase in units of measure shall equal fifteen (15) percent or more of the units of measurement existing upon said effective date. If such an increase occurs, additional off street parking or loading facilities as required herein shall be provided for the total increase in intensity subsequent to the effective date of this Article 6.000 or any amendment thereto.

- (c) When the use of an existing structure (but not including the use of a new external addition to that structure, which shall be subject to the provisions of Paragraph (a) above) is changed to a new nonresidential use, off street parking and loading facilities shall be provided as required in the schedule of parking requirements in Subsection 6.36 and the schedule of loading requirements in Subsection 6.60. Any maximum requirements specified in Subsection 6.36, as well as minimum requirements, shall be applicable to such changes in use.

However, if said structure was lawfully erected prior to the effective date of this Article 6.000 or any amendment thereto, additional off street parking and loading facilities shall be required only to the extent that the required amount for the new nonresidential use would exceed the amount required for the previous use if said previous use were subject to the schedule of parking and loading requirements.

In either case, the first four (4) spaces required need not be provided.

- (d) When the nonresidential use of an existing structure is changed to a residential use, off street parking facilities shall be provided as required in the schedule of parking

requirements in Subsection 6.36. Any maximum requirements specified in Subsection 6.36, as well as minimum requirements, shall be applicable to such changes in use.

- (e) *Bicycle Parking*. Bicycle parking shall be provided according to the requirements set forth in Section 6.100. Wherever the term "parking" is used in this Zoning Ordinance without specific reference to bicycles, such term shall refer to parking for motor vehicles and not bicycles.

However, if said structure was lawfully erected prior to the effective date of this Article 6.000 or any amendment thereto and the nonresidential use of the structure is proposed to be changed to an Affordable Housing Project as herein defined, additional off street parking facilities shall be required as provided above, except that for that portion of the Project consisting of Affordable Units additional off street parking shall be provided at the rate of 60% of the parking otherwise required in Section 6.36.

For purposes of this Section 6.12 (d) an Affordable Housing Project shall be a residential development in which at least fifty percent (50%) of the dwelling units are considered Affordable Units for occupancy by Eligible Households as defined in Section 11.200 of the Zoning Ordinance.

6.13 Scope of Off Street Parking Regulations. All accessory parking facilities shall conform to all regulations set forth in this Article governing the use, design and operation of such facilities. However, the provisions of this Article 6.000, notwithstanding, any special parking requirements for townhouse developments specified in Section 11.10, for planned unit developments specified in Article 13.000, for projects in the Mixed Use Development District specified in Article 14.000 or for special permits specified elsewhere in this Ordinance shall be applicable for those projects.

6.14 Restoration. When an existing structure or use is restored and resumes operation after being destroyed or damaged by fire, explosion, or other catastrophe, off street parking, bicycle parking and loading facilities shall be provided at least equivalent to that in existence at the time of such destruction or damage. If the extent of such damage is such that the cost of restoration is fifty (50) percent or more of the replacement value of the structure or use, then parking, bicycle parking and loading facilities meeting the requirements of this Article 6.000 shall be provided. However, in no case shall it be necessary to replace or continue any parking, bicycle parking or loading facilities which were in excess of those required by the schedules of parking and loading requirements for equivalent amounts of new uses or construction.

6.15 Existing Parking Facilities. Accessory off street parking facilities established after March 15, 1961, shall not hereafter be reduced below - of if already less than, shall not be further reduced below - the minimum requirements under the provisions of this Article 6.000. Accessory off street parking facilities in existence as of March 15, 1961 shall only be required if such facilities have been used to satisfy parking requirements after March 15, 1961.

- 6.16 Dedicated Off Street Parking Facilities.** Required off street parking facilities which after development are later dedicated to and accepted by the City and maintained by the City for off street parking purposes, shall be deemed to continue to serve the structures or uses to meet the requirements for which they were originally provided.
- 6.17 Compatibility with the E.P.A. Clean Air Regulations.** In addition to the regulations contained in this Article, all off street parking facilities must comply with restrictions contained in the Transportation Control Plan for the Metropolitan Boston Interstate Air Quality Control Region as promulgated by the United State Environmental Protection Agency to the extent the same are in force and effect.
- 6.18 Compatibility with Handicapped Access Rules.** In addition to the regulations contained in this Article 6.000, all off street parking facilities must comply with the currently applicable "Rules and Regulations of the Architectural Barriers Board of the Commonwealth of Massachusetts" to the extent the same are in force and effect.

Boulder, CO

Code Section: Municipal Code, Design and Construction Standards, Chapter 2 - Transportation Design, Section 2.11.E Bicycle Parking

Link: https://library.municode.com/co/boulder/codes/municipal_code?nodeId=TIT9LAUSCO_CH9DEST_9-9-6PAST

(g) Bicycle Parking:

- (1) Required Bicycle Spaces: Bicycle parking spaces must be provided as required by Table 9-8 of this section.

TABLE 9-8: OFF-STREET BICYCLE PARKING REQUIREMENTS

<i>Land Use Category(based on use categories of Table 6-1 of Section 9-6-1, "Schedule of Permitted Land Uses," B.R.C. 1981)</i>	<i>Minimum Number of Off-Street Bicycle Spaces</i>	<i>Long-Term</i>	<i>Short-Term</i>
Residential Uses			
Dwelling units ^(a) with a private garage ^(b)	no requirement	n/a	n/a
Dwelling units without a private garage ^(b)	2 per unit	75%	25%
Accessory units	no requirement	n/a	n/a
Group quarters - fraternities, sororities, and dormitories, boarding houses, transitional housing	1 per 3 beds	75%	25%
Group quarters - all others	1 per 5 beds	75%	25%
Dining and entertainment			
Restaurants, brewpubs and taverns	1 per 750 square feet of floor area, minimum of 4	25%	75%
Lodging uses	1 per 3 guest rooms, minimum of 4	50%	50%
All other dining and entertainment uses	1 per 1,500 square feet of floor area	25%	75%
Mobile food vehicle and temporary outdoor entertainment	no requirement	n/a	n/a
Public and Institutional Uses			
Daycare center, daycare, home	Determined through review: parking needs of use must be	50%	50%

	adequately served through on- or off-street parking, minimum of 4		
Public and private elementary, junior, and senior high schools	5 per classroom	50%	50%
Public and private colleges and universities	5 per classroom	50%	50%
Religious assemblies	The greater of 1 per 15 seats or 1 per 150 square feet of assembly area	25%	75%
All other public and institutional uses	1 per 1,500 square feet of floor area, minimum of 4	50%	50%
Office, Medical and Financial Uses			
Data processing facilities, financial institutions, hospitals, medical and dental laboratories, medical or dental clinics or offices, addiction recovery facilities, all office uses, and all other medical and financial uses	1 per 1,500 square feet of floor area, minimum of 4	75%	25%
Parks and Recreation Uses			
Campgrounds, outdoor entertainment, park and recreation uses, indoor recreational or athletic facilities	1 per 750 square feet of floor area; requirements for outdoor uses are determined through review: parking needs of use must be adequately served through on- or off-street parking, minimum of 4	25%	75%
Commercial, Retail, and Industrial Uses			
Service uses and retail sales uses	1 per 750 square feet of floor area, minimum of 4	25%	75%
Vehicle-related uses and industrial uses and all other	1 per 1,125 square feet of associated office space or production areas	25%	75%
Agriculture & Natural Uses			
Agriculture & Natural Uses	no requirement	n/a	n/a
Other Uses Not Listed in Table 9-8			
Other uses not listed in Table 9-8	1 per 1,500 square feet of floor area, minimum of 4	50%	50%

Footnotes to Table 9-8, Off-Street Bicycle Parking Requirements:

- (a) For purposes of this Table 9-8, the "dwelling units" subcategories include all types of residential uses listed in Table 6-1, Use Table, of Section 9-6-1, "Schedule of Permitted Uses," B.R.C. 1981, except those separately listed in Table 9-8.
- (b) Private garage, for purposes of this table, means a building or indoor space that is associated with an individual dwelling unit for purposes of parking or keeping a motor vehicle, is fully enclosed, and has a secure door.
- (2) Bicycle Facilities: Both bicycle lockers and racks shall:
 - (A) Provide for storage and locking of bicycles, either in lockers or medium-security racks or equivalent installation in which both the bicycle frame and the wheels may be locked by the user.
 - (B) Be designed so as not to cause damage to the bicycle.
 - (C) Facilitate easy locking without interference from or to adjacent bicycles.
 - (D) Consist of racks or lockers anchored so that they cannot be easily removed and of solid construction, resistant to rust, corrosion, hammers, and saws.
 - (E) Be consistent with their environment in color and design and be incorporated whenever possible into building or street furniture design.
 - (F) Be located in convenient, highly visible, active, well-lighted areas but not interfere with pedestrian movements.
- (3) Short-Term Bicycle Parking: Short-term bicycle parking is intended to offer a convenient and accessible area to park bicycles for customers and other visitors. Short-term bicycle parking shall be located:
 - (A) On the public access level;
 - (B) Within fifty feet of the main building entrances; and
 - (C) Outside the building.
- (4) Long-Term Bicycle Parking: Long-term bicycle parking offers a secure and weather protected place to park bicycles for employees, residents, commuters, and other visitors who generally stay at a site for several hours. Long-term bicycle parking shall meet the following standards:
 - (A) Long-term bicycle parking is required to be covered and shall include use of one of the following:
 - (i) A locked room;
 - (ii) An area enclosed by a fence with a locked gate;
 - (iii) An area within view of an attendant or security guard or monitored by a security camera; or
 - (iv) An area visible from employee work areas.

- (B) The bicycle parking area shall be located on site or in an area within three hundred feet of the building it serves.
 - (C) Adequate lighting shall be provided for the bicycle parking area and the route to the building entrance.
 - (D) The bicycle parking area shall include adequate clearance around racks or lockers to give cyclists room to maneuver, and to prevent conflicts with pedestrians or parked cars.
 - (E) If the bicycle parking is provided in an auto parking garage, the bicycle parking spaces shall be clearly marked as such and shall be separated from auto parking.
- (5) Bicycle Rental Stations. Bicycle rental stations that have permission to locate on public property or private property shall post signs with the following information:
- (A) Location of the station on a map of the area;
 - (B) Name of the station if applicable;
 - (C) Traffic law information that the city manager may require, including information about areas where riding bicycles on sidewalks is permitted or prohibited; and
 - (D) Sponsor identification or logo, if applicable, that meets the requirements of Subsection 8-6-11(b), B.R.C. 1981. The sign permitting requirements in Section 9-9-21, "Signs," B.R.C. 1981, do not apply to any such sponsor identification or logo.
- (6) Parking Reductions and Modifications for Bicycle Parking. Upon submission of documentation by the applicant of how the project meets the following criterion, the approving agency may approve reductions to the minimum number of off-street bicycle parking or modifications to the ratio of long-term and short-term bike parking requirements of Table 9-8 if it finds that the long-term and short-term bicycle parking needs of the use will be adequately accommodated through on-street parking or off-street parking.
- (7) Parking Study: At the discretion of the city manager, a parking study may be required to demonstrate that adequate parking is provided either for parking provided per Boulder Revised Code requirements or in conjunction with a parking reduction request. The scope of a parking study may consist of analysis of any or all of the following factors: joint use of parking areas, peak parking demand for each land use, unusual parking demand based on type of land use, availability of nearby on-street parking, vicinity of high frequency transit, and Institute of Transportation Engineers Parking Generation estimates.
- (h) Parking and Storage of Recreational Vehicles: No person shall park, store, or use a travel trailer, tent trailer, pickup camper or coach, motorized dwelling, boat and boat trailer, snow vehicle, cycle trailer, utility trailer and van, horse trailer or van, or similar vehicular equipment in a residential district unless the following requirements are met:
- (1) Such vehicular equipment is stored or parked on private property no closer than eighteen inches to any proposed or existing public sidewalk and so as not to project into the public right-of-way;

- (2) On corner lots, any such vehicular equipment that exceeds thirty-six inches in height is not parked in the triangular area formed by the three points established by the intersection of property lines at the corner and the points thirty feet back from this intersection along each property line;
 - (3) No travel trailer, tent trailer, pickup camper or coach, motorized dwelling or van is used for the conduct of business or for living or housekeeping purposes except when located in an approved mobile home park or in a campground providing adequate sanitary facilities;
 - (4) Any travel trailer, tent trailer, detached pickup camper or coach, boat and boat trailer, cycle trailer, utility trailer and van, horse trailer and van parked or stored out-of-doors is adequately blocked or tied down or otherwise secured so that such vehicle does not roll off the lot and is not moved about by high winds; and
 - (5) No vehicular equipment regulated by this section is stored out-of-doors on a residential lot unless it is in condition for safe and effective performance of the functions for which it is intended.
- (i) Parking Costs Separated From Housing Costs in New Residential Buildings: In the RH-7 and MU-4 zoning districts, all off-street parking spaces accessory to residential uses in new structures of ten dwelling units or more, or in new conversions of nonresidential buildings to residential use of ten dwelling units or more, shall be leased or sold separately from the rental or purchase fees for dwelling units for the life of the dwelling units, such that potential renters or buyers have the option of renting or buying a residential unit at a price lower than would be the case if there were a single price for both the residential unit and the parking space. Parking spaces that are unused or unsold with a residential unit may be leased or otherwise permitted to be used by persons who are not residents, tenants, or visitors to the property.

Ordinance Nos. 7484 (2006); 7522 (2007); 7568 (2007); 7577 (2007); 7589 (2008); 7597 (2008); 7646 (2009); 7655 (2009); 7681 (2009); 7777 (2011); 7850 (2012); 7878 (2012); 7938 (2013); 8005 (2014) ; 8235 (2018) ; 8256 (2018); 8409 (2020); 8510 (2021)

APBP Association of Pedestrians and Bicycle Professionals

Code Section: Essentials of Bike Parking, Selecting and installing bicycle parking that works

Link: https://www.apbp.org/assets/docs/EssentialsofBikeParking_FINA.pdf

SHORT-TERM PARKING

SITE PLANNING

Location

Short-term bike parking should be visible from and close to the entrance it serves—50' or less is a good benchmark. Weather-protected parking makes bicycle transportation more viable for daily and year-round use, and it can reduce the motivation for users to bring wet bicycles into buildings. Area lighting is important for any location likely to see use outside of daylight hours.

Security

All racks must be sturdy and well-anchored, but location determines the security of short-term parking as much as any other factor. Users seek out parking that is visible to the public, and they particularly value racks that can be seen from within the destination. Areas with high incidence of bicycle theft may justify specific security features such as specialty racks, tamper-proof mounting techniques, or active surveillance.

Quantity

Many jurisdictions have ordinances governing bike parking quantity. APBP's full Bicycle Parking Guidelines offers complete recommendations for the amount and type of parking required in various contexts. In the absence of requirements, it's okay to start small—but bear in mind that perceived demand may be lower than the demand that develops once quality parking appears.

BIKE CORRALS

Some cities with limited sidewalk space and strong bicycle activity place bike parking in on-street "bike corrals" located in the street area adjacent to the curb. Bike corrals can sometimes make use of on-street areas that are unsuitable for auto parking. When replacing a single auto parking space, a corral can generally fit 8 to 12 bicycles. APBP's full Bicycle Parking Guidelines provides details about designing and siting bike corrals

LONG-TERM PARKING

SITE PLANNING

Location

Appropriate locations for long-term parking vary with context. Long-term parking users are typically willing to trade a degree of convenience for weather protection and increased security.

Long-term installations emphasize physical security above public visibility. Signage may be needed for first-time users.

Security

Security is paramount for quality long-term parking. Access to parked bicycles can be limited individually (as with lockers) or in groups (as with locked bike rooms or other secure enclosures). Options for access control include usersupplied locks, keys, smart cards, and other technologies.

Quantity

Refer to local ordinances or the comprehensive APBP Bicycle Parking Guidelines to determine the amount and type of parking required for various contexts.

SPECIAL CONSIDERATIONS FOR LONG-TERM PARKING

In many ways, short-term and long-term parking function similarly and are served by the same guidelines. Some exceptions are noted below.

Density

The competition of uses for high-security and sheltered locations creates particular pressure on long-term parking to fit more bicycles in less space. When parking needs cannot be met with standard racks and spacing recommended in this guide, consider rack systems designed to increase parking density. See the high-density racks table on page 7. Note that increasing density without careful attention to user needs can create parking that excludes people because of age, ability, or bicycle type. This may result in people parking bicycles in other less desirable places or choosing not to bike at all.

Bicycle design variety

Long-term parking facilities should anticipate the presence of a variety of bicycles and accessories, including—depending on context—recumbents, trailers, children’s bikes, long-tails, and others. To accommodate trailers and long bikes, a portion of the racks should be on the ground and should have an additional 36” of in-line clearance.

Performance criteria

The bike rack criteria in the next section apply to racks used in any installation, regardless of its purpose. Long-term installations often use lockers and group enclosures not discussed in this guide. Such equipment raises additional considerations that are discussed in detail in APBP’s full Bicycle Parking Guidelines

INSTALLATION

INSTALLATION SURFACE

A sturdy concrete pad is an ideal surface for installing bicycle parking. Other surfaces often encountered include asphalt, pavers, and soft surfaces such as earth or mulch. These surfaces can accommodate in-ground mounting or freestanding bike racks such as inverted-U racks mounted to rails. See APBP’s Bicycle Parking Guidelines for details.

INSTALLATION FASTENERS

When installing racks on existing concrete, consider the location and select appropriate fasteners. Drill any holes at least three inches from concrete edges or joints. Some locations benefit from security fasteners such as concrete spikes or tamper-resistant nuts on wedge anchors. Asphalt is too soft to hold wedge and spike anchors designed for use in concrete. Installing bike parking on asphalt typically requires freestanding racks and anchor techniques specific to asphalt

INSTALLATION TECHNIQUES

When installing racks on existing concrete, choose those with a surfacemount flange and install with a hammer drill according to the specifications of the mounting hardware selected. When pouring a new concrete pad, consider bike parking fixtures designed to be embedded in the concrete. Because replacing or modifying an embedded rack is complicated and costly, this installation technique requires particular attention to location, spacing, rack quantity, and material

BICYCLE RACK SELECTION – Diagrams and Tables in this section

STAFF REPORT



Meeting Date:	June 7, 2023	Meeting Title:	Planning Commission
Submitting Department:	Planning Department	Presenter:	Katelyn Page
Agenda Item:	P23-034 Request for a Conditional Use Permit to add Outfitter / Tour Operator use at the property 1490 Gregory Lane	Public Comment:	Yes

Purpose & Policy Considerations.

A Conditional Use Permit is required in the Business Park (BP) zoning district by the Town of Jackson Land Development Regulations (LDRs) to operate an Outfitter / Tour Operator use.

Requested Action.

The applicant, Jackson Hole Wildlife Safari, LLC ('JHWS'), requests approval of a Conditional Use Permit (CUP) to add Outfitter / Tour Operator use at the property located at 1490 Gregory Lane.

Recommendation.

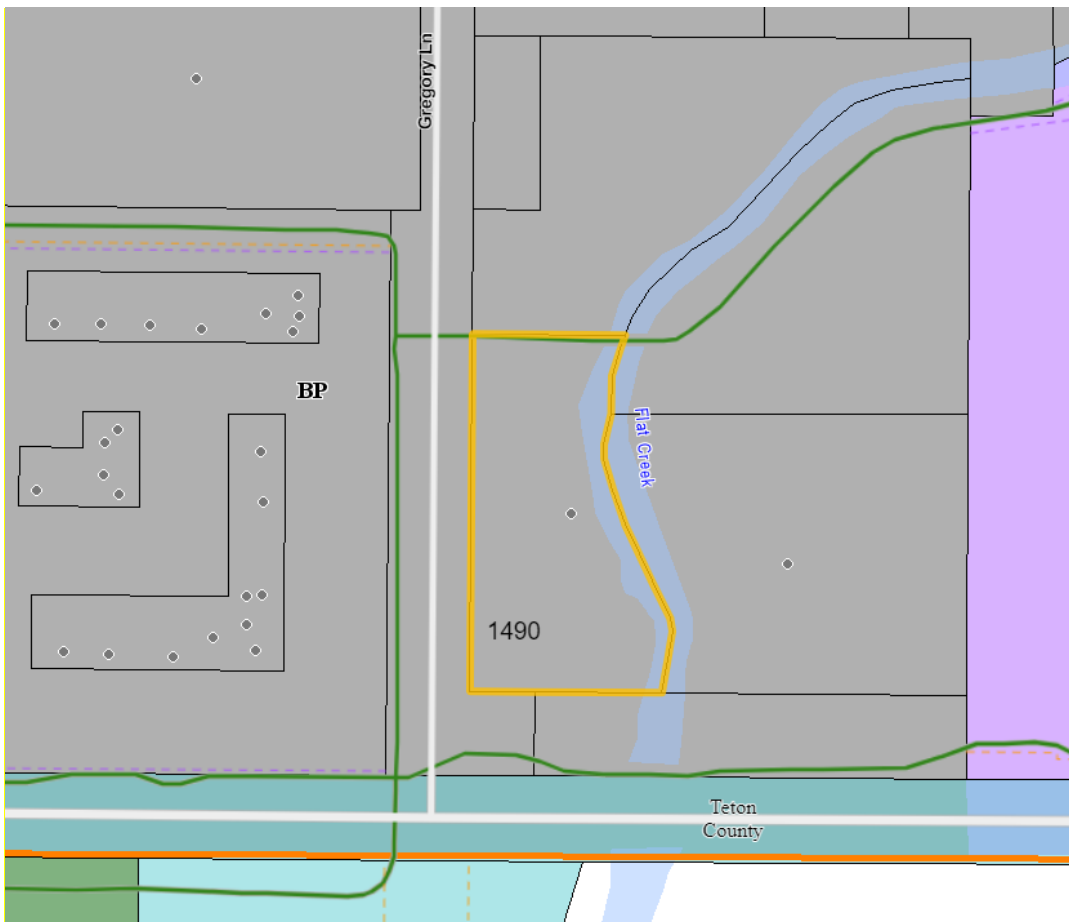
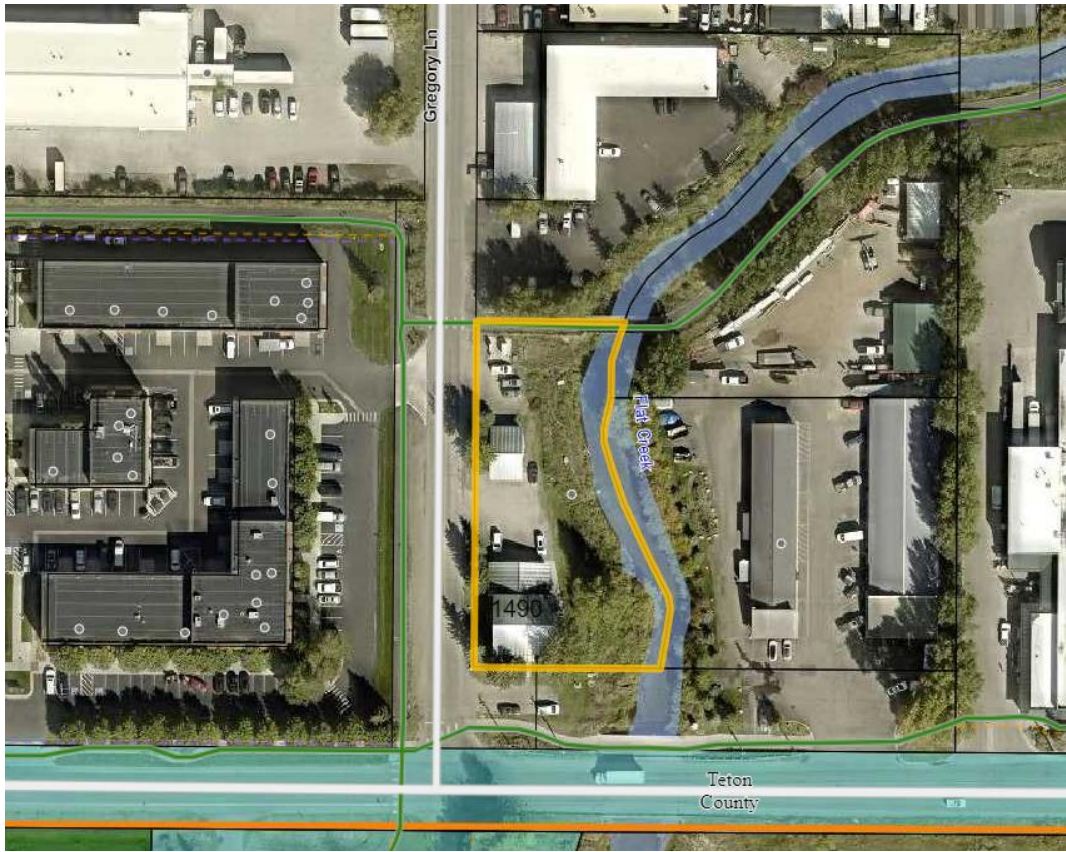
The Planning Director recommends **approval** of a Conditional Use Permit to add Outfitter / Tour Operator use at the property addressed 1490 Gregory Lane, subject to the departmental reviews attached hereto, and the following four (4) conditions:

1. The applicant is required to pave the parking facility, providing at minimum nine (9) outdoor vehicle parking spaces, to a standard that meets or exceeds the paving standards of the Town.
2. The applicant is required to post no parking signage on the northwest corner of the parcel adjacent to the utility boxes.
3. The applicant is required to provide a habitat restoration and improvement plan to Staff within 45 days of Conditional Use Permit approval by Town Council.
4. Prior to Town Council review, the applicant is required to submit a revised site plan which removes vehicle spaces blocking the attached garage.

Background.

Project Location

The property located at 1490 Gregory Lane ("Property") is legally described as LOT 4, MARTIN ADDITION to the Town of Jackson). An aerial photo and zoning map of the Property are shown on the following page:



Existing Conditions

The Property, owned by 1490 JHWS LLC, is 0.65 acres in size and located in the Business Park (BP) zone. Surrounding properties are also in the Business Park (BP) zone. The Property fronts Gregory Lane to the west and Flat Creek to the east. Along the northern property line is a 10' access easement to accommodate a bicycle and pedestrian path. To the south of the Property are publicly owned and Town owned parcels that provide access to a thaw well.

Previously, the Property received approval for Final Development Plan 95-29A for two structures of light industrial space and approval for two variances. Variance 95-29B allows an 18' setback from the top of the bank of Flat Creek where a 50' setback is required. Variance 95-29C allows a 10' front setback where a 20' setback is required. The variances were approved because application of both the creek setback and front setback would significantly reduce the building envelope on the Property.

The Property includes a primary structure totaling 3,768sf and a detached garage totaling 836sf. There are 5 suites and an attached garage within the primary structure. The Property includes an existing gravel drive and parking surface which are nonconforming to LDR Section 6.2.5.A (Surface and Drainage). Staff calculation of floor area is included as an attachment to this report as it differs slightly from the applicant's calculations.

Proposed Conditional Use

The applicant is seeking a Conditional Use Permit (CUP) for 1,176sf of Outfitter/Tour Operator Use at the Property. That floor area is comprised of a 297sf suite, 43sf of shared entryway, and a 836sf detached garage. The applicant has also applied for a grading permit, currently under review by the Town as a separate grading project B23-0098, to expand and pave the existing parking facility surface to support the parking and operation needs of the proposed Outfitter/Tour Operator use.

JHWS plans to occupy Suite 1B and the detached garage. At this time, the property owner does not currently have plans for tenants to occupy the remaining 4 suites.

Analysis & Key Policy Questions.

The purpose of a conditional use permit is to individually and publicly review the configuration, density, and intensity of a use that is generally compatible with the character of a zone, but requires additional, site-specific conditions to limit and mitigate effects that may be adverse to the desired character of the zone. After reviewing the applicant's submittal, Staff finds that, as conditioned, the proposed use is compatible with the intended character of the Business Park zone. Please refer to the LDR Compliance Table on the following page:

LDR Compliance Table		
Standard	Proposed	Comment
Allowed Use	Outfitter / Tour Operator	Complies.
Required Parking	17 spaces Required: 10 – JHWS Independent Calculation 4 – Light Industry Use (1/1000sf x 3,428sf gross)	Complies as conditioned.
Affordable Workforce Housing Mitigation	0.422 unit credit less 0.370 unit generated = No required mitigation	Complies.

Vehicular Access and Parking

The existing parking facility consists of a gravel surface with undefined parking stalls accommodating approximately 4-5 outdoor parking spaces. An attached garage and a detached garage further accommodate 1 vehicle and 4 vehicles respectively making a total of approximately 9-10 existing off-street parking spaces at the site. Currently, no parking spaces are designated for ADA accessibility.

The existing parking is nonconforming to LDR Section 6.2.5.A (Surface and Drainage) which requires off-street parking and loading areas to be paved to a degree that meets or exceeds the Town's engineering standards. In addition, LDR Section 1.9.2.B.5 requires that a nonconforming physical development that is not a building, such as parking, be brought into compliance with the LDRs upon cumulative expansion of greater than 20% of the use on a site. Because the applicant is proposing to expand the nonconforming parking area by more than 20%, the applicant triggers the LDR requirement to pave the entire parking area. Thus a condition of approval has been added requiring the applicant to pave the parking facility, to a standard that meets or exceeds the paving standards of the Town.

In total, 14 parking spaces are required to fulfill existing and proposed uses at the Property. The proposed Outfitter/Tour Operator use requires an independent calculation to determine the minimum parking requirement. An independent calculation considers unique operational needs of a use. The applicant states that it needs 10 parking spaces to fulfill the needs of JHWS's Outfitter / Tour Operator use. Prior to daily tours, employees will exchange personal vehicles for company tour vehicles at the Property. Because patrons are picked up and dropped off at their hotel or other off-site location, additional on-site parking for tour guests is neither proposed nor required. Please see attached application narrative for explanation of daily operations and vehicle needs for JHWS's Outfitter / Tour Operator use. The remaining 3,428sf of existing Light Industry use (3,094sf habitable floor area plus 334sf nonhabitable floor area in attached garage) requires 4 vehicle parking spaces bringing the total parking requirement to 14 parking spaces.

To meet this requirement, the applicant's proposed site plan includes expanding and paving the existing parking facility to formalize vehicle parking stall locations. A total of 17 spaces are proposed including 5 garage spaces

and 12 outdoor parking spaces. The four parking spaces within the detached garage are tandem spaces to be used by the Outfitter / Tour Operator use and are not approved for use by other tenants. The current site plan also shows at least two parking spaces which block one vehicle parking space within the attached garage in the primary structure creating another tandem scenario. Staff has added a condition of approval that, prior to appearing before Town Council, the applicant shall submit a revised site plan which removes vehicle spaces blocking the attached garage.

Finally, Staff recommends a condition of approval that the applicant is required to post 'no parking' signage on the northwest corner of the parcel adjacent to the utility equipment so that vehicles do not park in the right of way or along the utility boxes. Based on department reviews from the Jackson Hole Community Pathways Director, vehicles parked in this area block the sight line of, and create a hazard between, pathway users crossing Gregory Lane and vehicles driving north on Gregory.

Visual, Nuisance, and Environmental Impacts

Staff finds that the proposed Outfitter/Tour Operator use adequately minimizes adverse visual and nuisance impacts of the proposed use to adjacent properties. JHWS employee exchange of personal and company vehicles is contained entirely on the Property, tours and patron pick-up and drop-off are conducted off-site, and existing plant units along Gregory Lane offer a landscape buffer at the Gregory Lane frontage.

The Property is not within the Natural Resource Overlay (NRO) or the Scenic Resource Overlay (SRO). Due to the Property's proximity to Flat Creek, however, Staff contacted Wyoming Game and Fish as well as the Teton Conservation District to establish if a cutthroat trout spawning habitat is located within 150' of the Property and thus whether additional mitigation for stormwater and drainage impacts to the creek would be necessary. Both entities confirmed that, while occurrences of cutthroat trout spawning has been informally observed near the Property in past years, such occurrences have not been formally documented or studied. As such, no additional mitigation requirements of LDR Section 5.2 are nonapplicable.

Staff also notes that the applicant proposes to significantly increase the amount of pavement inside the 50' creek buffer by taking full advantage of the 18' variance the creek. This will result in the loss of approximately 2,530sf of current landscape area buffering the creek. To offset this significant adverse impact to the creek buffer and in order to make CUP Finding 4 regarding minimizing adverse environmental impact, Staff has added a condition of approval that the applicant provide a habitat restoration/improvement plan within the remaining 18' buffer to rehabilitate the area. Staff recommends that this plan be done in cooperation with the Teton Conservation District and be submitted to the Town within 45 days of approval of the CUP. The creek restoration plan should also be done in coordination with the grading permit. Staff has contacted the Conservation District and they have committed to work with the applicant on the buffer restoration plan.

Existing Impermissible Uses

Review of JHWS's application for the proposed wildlife tour operation at 1490 Gregory Lane revealed three tenants at the Property were operating as Offices uses which are not allowed in the BP Zone. Each of the Office uses also did not have a proper business license with a valid business address.

Accordingly, the Town notified the property owner via letter that each business tenant was not in compliance with the business license requirements in the Jackson Municipal Code and reiterated that Office use constitutes an impermissible use in the Business Park zone. Staff also clarified that for conditional use permits to be

approved, the proposed use must meet the findings established in LDR Section 8.4.3.C – specifically compliance with the use standards of the zone in which the proposed use will be located.

Additionally, the Town notified each of the businesses described above of their noncompliance with the Town's business license requirements and afforded 180 days – a deadline of October 8, 2023 – to come into compliance with the license requirements established in the Jackson Municipal Code.

JHWS has stated that each tenant will vacate the Property as of June 1, 2023, after which point the Property will be vacant of tenants.

Affordable/Employee/Workforce Housing

LDR Section 6.3.2.A.1 grants an affordable housing "credit" for any uses on a site established from December 19, 1995, to the present. The Property carries an existing credit of 0.422 units for 3,433 sf habitable floor area of Light Industry use. The proposed Outfitter / Tour Operator use generates a 0.370 unit requirement based on 339sf of habitable floor area dedicated to the proposed use. Outfitter/Tour Operator use requires an independent calculation for housing mitigation and Staff utilizes an independent calculation rate of 1.09 units per 1,000sf for Outfitter / Tour Operator use prepared by a third-party consultant, OPS Strategies. Staff has consistently applied this same rate on recent BUP and CUP applications for Outfitter / Tour Operator use in the Town.

The applicant has chosen to apply existing credits on the Property towards mitigation of JHWS leaving a 0.052 unit credit associated with the Property. While this is an acceptable and frequently used strategy of property owners, Staff notes any use permit required for a future tenant to occupy one of the remaining 4 suites will likely require provision of affordable workforce housing mitigation as a condition of approval. This is because there will be 0.052 unit credits available for the Property as long as JHWS operates under the proposed CUP for Outfitter / Tour Operator use.

Key Policy Question

Staff feels the key policy question for consideration is whether, as conditioned, the proposed use and expanded parking facility adequately mitigates impact to the surrounding environment – namely, impacts to Flat Creek such as stormwater runoff.

Public Comment.

No public comment has been received by Staff at the time of this report.

Findings.

Pursuant to Section 8.4.2.C (Conditional Use Permit Standards) of the Land Development Regulations, the following findings shall be made for the approval of a Conditional Use Permit.

1. *Compatibility with Future Character. The proposed Conditional Use shall be compatible with the desired future character of the area.*

Not applicable. This finding is not applicable according to the Wyoming Supreme Court.

2. *Use Standards. The proposed Conditional Use shall comply with the use-specific standards of Division 6.1.*

Complies. Staff finds that the proposal is compliant with the standards of Division 6.1. The proposed Outfitter/Tour Operator use is an allowed use within the Business Park – (BP) zone with the approval of a Conditional Use Permit. Previous tenants not meeting the allowed use standards of the Business Park zone are no longer present on the Property. Future tenants will be required to apply for use permits prior to locating at the Property.

3. *Visual Impacts. The design, development, and operation of the proposed Conditional Use shall minimize the visual impact of the proposed use on adjacent lands.*

Complies. Staff finds that the addition of the proposed Outfitter/Tour Operator Use at the existing property will not negatively impact the visual impact of the proposed use on adjacent lands. There is adequate existing landscape screening along the Gregory Lane Frontage and storage of equipment is planned within the structures. Overall, Staff finds that the proposed use is consistent with the intended character of the Business Park zone and is not anticipated to have significant visual impacts on adjacent neighbors.

4. *Minimizes adverse environmental impact. The development and operation of the proposed Conditional Use shall minimize adverse environmental impacts.*

Complies. Staff finds that, as conditioned, the proposed use will not have an adverse environmental impact. While the site is not located within the NRO or SRO, the proposal will add a significant amount of paved parking up to 18' of the creek bank and so additional mitigation is recommended. By working with the Teton Conservation District to add appropriate creek buffer vegetation, the applicant can significantly offset the loss of pervious landscape area and associated impacts to the water quality to Flat Creek.

5. *Minimizes adverse impacts from nuisances. The development and operation of the proposed Conditional Use shall minimize adverse impacts from nuisances.*

Complies. Staff finds that operations of the proposed Outfitter/Tour Operator use adequately minimizes adverse visual and nuisance impacts of the proposed use to adjacent properties.

6. *Impact on Public Facilities. The proposed Conditional Use shall not have a significant adverse impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMT facilities.*

Complies. Staff finds that, as conditioned, the proposed change in use will not have significant adverse impacts on public facilities and services. The proposed grading work required to accommodate the parking facility will meet or exceed paving standards of the Town and address stormwater runoff to Gregory Lane and Flat Creek. Based on application narrative, vehicle exchange and operations apart from tours and general vehicle maintenance will be contained on the Property. There are no anticipated negative transportation impacts, or any impacts on schools, police, fire and EMT facilities. No additional public impacts have been identified.

7. *Other Relevant Standards/LDRs. The development and operation of the proposed Conditional Use shall comply with all standards imposed on it by all other applicable provisions of the LDRs and all other Town Ordinances.*

Complies. Staff finds that, as conditioned, the proposed use complies with the provisions of the LDRs and with all other Town Ordinances.

8. *Previous Approvals. The proposed Conditional Use shall be in substantial conformance with all standards or conditions of any prior applicable permits or approvals.*

Complies. Staff finds the proposed use is in substantial conformance with all standards or conditions of any prior applicable permits or approvals, including Final Development Plan 95-29A and Variances 95-29B and 95-29C.

Fiscal Impact.

No fiscal impact is identified at this time.

Staff Impact.

The amount of Staff time to review this Conditional Use Permit, including research, report drafting, and response to questions of existing nonconforming uses is approximately 45 hours.

Attachments or Links.

Department Reviews
Floor Area Table (Staff)
Applicant Submittal

Suggested Motion.

I move to **recommend approval** to the Town Council of Conditional Use Permit P23-034 for a Conditional Use Permit for Outfitter / Tour Operator use at the property addressed 1490 Gregory Lane based upon the findings and conditions presented in the staff report, the departmental reviews, and subject to this staff report dated June 7, 2023.



PERMIT NOTES

Page 1 of 6

Report Run On: Thursday, 01 June
2023 08:20

Permit # P23-034

Parcel # : 22-40-16-06-1-09-004

Site Address: 1490 GREGORY LANE

Project Name: CUP - 1490 Gregory Lane



PERMIT NOTES

Note Type	Note Code	Text	Created By	Begin Date	End Date
CONDITIONS		Dept. Review as of 6/1/23 Conditions of approval: Prior to Town Council - 1. Prior to Town Council review, the applicant is required to submit revised site plan which removes vehicle spaces blocking the attached garage. Following Approval - 2. The applicant is required to pave the parking facility, providing at minimum nine (9) outdoor vehicle parking spaces, to a standard that meets or exceeds the paving standards of the Town. 3. The applicant is required to post no parking signage on the northwest corner of the parcel adjacent to the utility boxes. 4. The applicant is required to provide a habitat restoration and improvement plan to Staff within 45 days of Conditional Use Permit approval by Town Council. See staff calculations for floor area breakdowns as attachment to staff report. Application included calculation errors on spreadsheet and floor plans. Defer to staff calculations for parking and housing mitigation requirements. Updated Dept. Review - 1. Revised GEC submittal shall show compliance with required bicycle and electric vehicle supply equipment for expanded parking area. See LDR sections 6.2.3.D.1 (Required Bicycle Parking) and Section 6.2.2.F (Electric Vehicle Supply Equipment). Applicant shall show a minimum of 2 bicycle parking spaces (based on 14 required vehicle spaces for outfitter/tour operator use and light industry use). Calculations for EVSE will be based on number of expanded vehicle spaces provided with GEC permit. Staff estimates an addition of 5 outdoor spaces yielding a required 1.5 EVSE capable spaces (rounded to 2) and 0.25 EVSE installed space (rounded to 1). Alternatively, that this could be fulfilled by providing 3 EVSE installed spaces. 2. The four parking spaces within the detached garage are tandem spaces to be used by the Outfitter / Tour Operator use and are not approved for use by other tenants. 3. Housing mitigation - see updated housing mitigation calculation based on staff floor area calculation. Property has existing credit of 0.422 units (3433.38sf habitable floor area). Tour operator use yields 0.370 units (339.45 sf habitable = 266.85 suite + 29.96sf restroom + 42.63sf shared entry). Applicant plans to utilize all property credits towards P23-034 leaving remaining of 0.052 units for future tenants at property owner discretion. 4. Parking required - 10 independent calc. spaces for JHWS + 4 spaces (rounded from 3.43) for remaining Light industry use	KPAGE@JACKS ONWY.GOV	06/01/23	6/1/23



PERMIT NOTES

Note Type	Note Code	Text	Created By	Begin Date	End Date
CONDITIONS		No Parking signs should be installed on the northwest corner of the parcel adjacent to the utility boxes so that vehicles do not park in the right of way or along the utility boxes. Vehicles parked here block the sight line and create a hazard between pathway users crossing Gregory Lane and vehicle driving north on Gregory.	BSCHILLING@JACKSONWY.GOV	05/30/23	5/30/23
DEFICIENCY		General - Property's existing Light Industry use approved via Development Plan 95-29. Based on application and staff research, no existing tenants are considered permitted office uses or nonconforming office uses. Staff communicated with application that original tentative date for Planning Commission of 5/17 has been shifted to 6/7/23. Prior to Planning Commission, revise or address the below and resubmit to planning@jacksonwy.gov by no later than Friday, May 12, 2023. LDR Compliance and Finding 2 for a conditional use permit. - Existing office uses do not meet compliance with LDR requirements of Section 2.3.10.C.1 (Allowed Use) in the Business Park Zone. In order to meet CUP Findings required of Section 8.4.3, revise application to demonstrate compliance with use standards of the Business Park zone (Sec 2.3.10.C.1). This may include narrative of steps applicant plans to take regarding any existing nonpermitted uses. - Revise application to correctly state the Business Park zone instead of industry zone or light industry zone. The current description may cause confusion with reviewers as the property is located in the Business Park Zone. Seasonal Operations Revise application to include description of any variation between summer, winter, and off-season operations (time/frequency/ amount of employees etc). Parking and Site Design - Please provide separate site plans for existing and proposed site work. It is difficult to determine existing and proposed conditions. - Clarify narrative of independent parking calculation needed for JHWS. Page 7 of narrative lists 10 required vehicles and 12 required vehicles. Staff is confused this seemingly conflicting calculation. - Depending on revised description of proposed uses (Staff understands this proposal will be changed by applicant to Light Industry and Outfitter /Tour Operator), Revise application to demonstrate compliance with LDR requirements of Section 2.3.10.C.2 (Use Requirements-Parking) in the Business Park Zone. Revise narrative as needed. - Site plan and narrative will need to demonstrate ample parking for proposed uses determined by applicant. Based on conversation with applicant, Staff understands this proposal will be changed by applicant to	KPAGE@JACKSONWY.GOV	04/20/23	4/20/23



PERMIT NOTES

Light Industry and Outfitter /Tour Operator uses. Applicant proposes independent calculation for Outfitter /Tour Operator use of 12 vehicles proposed by JHWS and remaining Light industry use. Light industry use requires parking of $1/1,000 \text{ sf} + 1/\text{company vehicle}$. Please demonstrate that required parking total is workable on the property via parking/site plan. Revise narrative as needed.

5. Currently proposed site and parking plan does not meet all LDR requirements. Revise site design to show compliance with Parking and Loading Standards (some duplicate comments from GEC permit review) :

i. (Planning will defer to Engineering) Revise site plans to show parking spaces NOT overlapping with Gravel walkway with NDS Flo-Well subsurface drainage basin connected to strip drains. Parking spaces must retain the full 20 depth or 18 with wheel stops without encroaching site design aspects. Please note that use of wheel stops may be used provided that an overhang shall not reduce the width of an adjacent walkway to less than 4 feet in width (Sec. 6.2.5.D.1.b.ii)

ii. Revise site plans as needed to ensure rock wall does not encroach parking spaces. For example, the currently shown tandem parking spaces in the southeast corner of parking lot are shown to overlap the rock wall.

iii. It is unclear if the proposed northwestern most parking space is too close to the existing transformer and utilities. Revise submittal to include approval from utility entity that the distance shown between parking space and utilities is sufficient.

iv. Revise site plan to include dimension of parking aisles. Parking module (spaces plus aisle) do not appear to meet LDR Section - 6.2.5.D.5. Please verify compliance and dimension for northern parking area drive aisle as southern parking area drive aisle with LDR Section - 6.2.5.D.5. For example, required module width for two rows of 90degree parking is 64'. It does not appear site can accommodate this requirement.

v. Revise site plan to show removal of conflict between southern curb cut and proposed parking due south of the existing northern garage. Drive entrance may not conflict with parking spaces. (these spaces must also be removed due to tandem spaces not being allowed at this time)

vi. Revise plans to show compliance with Sec. 6.2.5.B.3. This will include the inclusion of engineering turning movements for, at minimum, the northern parking lot. It does not appear vehicles could navigate all parking spaces without the need for backing out onto Gregory Lane which is not permitted. For example, due to proximity to the boulder wall, the southeastern most space in the northern parking lot does not appear feasible without the need to back out on to Gregory Ln. Similarly, the southwestern most parking space in southern lot would require turning movements as shown, however, no



PERMIT NOTES

turning movements are required for that space if the tandem parking space directly blocking it to the north and the parking spaces blocking the southern garage are removed.

Housing Mitigation

1. The proposed Outfitter/Tour Operator Use is recognized as an employee generating development under LDR Section 6.3.2.A. For Outfitter/Tour Operator Use, staff utilizes an independent calculation rate determination prepared by OPS Strategies 1.09 units per 1,000sf. Staffs estimate 339.45sf proposed for Outfitter/Tour Operator Use (including half of the entryway floor area) amounts to 0.370units.
2. Existing use for property was approved as Light Industry via Development Plan meaning the property has a credit of 0.428 units.
3. Depending on revised description of proposed uses (Staff understands this will be changed by applicant to Light Industry and Outfitter /Tour Operator), Revise application to demonstrate compliance with LDR requirements of Section 2.3.10.C.2 (Use Requirements- Affordable workforce Housing) in the Business Park Zone. This should include how the applicant plans to utilize existing credits available on site (for example, if tenants are not present and credits are applied to Outfitter/Tour Operator Use) Payment of any required housing mitigation is a condition of approval of the CUP.
4. Staff suggests revising application to include housing calculator using the 1.09 units per 1,000sf for Outfitter/Tour Operator and remaining input as appropriate for Light Industry use based on Staff understanding this proposal will be changed by applicant to Light Industry and Outfitter /Tour Operator.

GENERAL	CONDITIONAL USE PERMIT NO COMMENT	SMOHROR@JA 04/19/23 CKSONWY.GOV
	P23-034 CUP ADDRESS: 1490 Gregory Lane OWNER: 1490 JHWS, LLC APPLICANT: Matthew Scott	
	4/19/2023 Scott Mohror, (307) 733-3079	
	DATE OF SUBMITTAL: 03/23/2023 DATE OF MATERIALS: 02/07/2023 REVISION NO.: 00	
	The Engineering Division has reviewed your application for a CONDITIONAL USE PERMIT submitted on and with application materials as dated above.	
	NO COMMENT	
	NOTES FOR APPROVAL	
	1. Submitted Exhibit B, Parking Plan and Exhibit D, Grading Site Plan are from the GEC submittal (B23-0098) REV_01, which has been denied. Refer to the denial notes dated March 22, 2023.	
	2. Additional Water or Sewer Capacity fees may be assessed with the building permit.	



PERMIT NOTES

Page 6 of 6

Report Run On: Thursday, 01 June
2023 08:20

Note Type	Note Code	Text	Created By	Begin Date	End Date
GENERAL		Comments from P&R on P23-034: Suggest switching locations of the ADA landing area with the ADA van accessible parking space. The present configuration puts the drivers side on the landing, and most van lifts Ive seen are on the passenger side. This would also allow wheelchair access to the sidewalk. Please provide clear contour elevation labels and differentiate what is existing/proposed on the grading plan. Please include an existing conditions exhibit. Thanks, Rachel	ALANGLEY@JA CKSONWY.GOV	04/07/23	

Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates. These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. This worksheet is intended to assist in meeting the requirements for a project. However, an error in the worksheet does not amend the actual standard; if you find an error please notify the Planning Department. Fill in the highlighted cells, all the other cells will autopopulate.

Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

Step 1: Location

Town of Jackson

The applicable regulations vary by jurisdiction please identify the location of your project using the above dropdown options.

The required housing is based on the existing and proposed use of the site. Step 2 is to enter the existing use and Step 3 is to enter the proposed use. Section 6.3.2 of the LDRs establishes the applicability of the affordable workforce housing standards and Section 6.3.3 establishes the specifics on calculation of the requirement. Enter each use in its own row, add rows if needed. If a building has multiple units with the same use, describe each unit in its own row. (For example: if a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit, put each unit in its own row do not put in 4,000 sf of attached single-family.) If a unit type (e.g. apartment floor plan, or commercial tennant space) is replicated exactly multiple times, you may use the "Use Quantity" column to avoid adding multiple rows.

Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of existence.

Existing Use (Sec. 6.3.2.A)	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Light Industry	0.000123*sf		3433.38	1	0.422

Existing Workforce Housing Credit0.422

Step 3: Proposed Development

Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Outfitter/Tour Operator	0.00109	0	339.45	1	0.370

Affordable Workforce Housing Required:0.000 unitsFee-in-Lieu Amount:\$-

If the amount of required affordable workforce housing is less than one unit, you may pay the above fee in-lieu of providing the required housing. If you elect to pay the fee, your Housing Mitigation Plan is complete. If the requirement is greater than one unit, or you would like to provide a unit to meet the requirement, please proceed to the [Unit Type Sheet](#).

ToJ Staff Corrections to "Exhibit C"

JHWS Floor Area

	Unit 1	Unit 2	Unit 3	Unit 4	Attached Garage	Total Primary Structure
Reception		97.97	87.6	87.6	334.36	
Office A	279.45	106.4	147.76	130.01		
Office B	266.85	212.56	136.21	128.8		
Office C		143.08	59.62	55.28		
Office D		93.74	88.38	86.89		
Lav A	49.66	39.05	47.09	43.66		
Lav B	29.96	89.58				
Hall		355.95	250.96	234		
Interior Entry A	42.635					
Interior Entry B	42.635					
Total Primary Structure	711.19	1138.33	817.62	766.24	334.36	3767.74
Unit 1	711.19					
Unit 2	1138.33					
Unit 3	817.62					
Unit 4	766.24					
Attached Garage	334.36					
Detached Garage	836					
			JHWS	Remaining		
Total habitable	3433.38		339.45	3093.94		
Total nonhabitable	1170.36		836	334.36		
Gross	4603.74		1175.45	3428.30		



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: Jackson Hole Wildlife Safaris
Physical Address: 1490 Gregory Lane
Lot, Subdivision: Lot 4, Martin Addition PIDN: 22-40-16-06-1-09-004

PROPERTY OWNER.

Name: 1490 JHWS LLC Phone: 307-200-7029
Mailing Address: Po Box 12118 ZIP: 83002
E-mail: mwscott34@gmail.com

APPLICANT/AGENT.

Name: Matthew Scott Phone: 307-200-7029
Mailing Address: PO Box 11396 ZIP: 83002
E-mail: matt@jacksonholewildlifesafaris.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 #: P22-281 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?

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

NA **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>.

X **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.

Matthew Scott

Signature of Property Owner or Authorized Applicant/Agent

Matthew Scott

Name Printed

5/12/23

Date

Owner

Title

CUP APPLICATION NARRATIVE FOR 1490 JHWS, LLC AT 1490 GREGORY LANE

Introduction.

In July 2022, 1490 JHWS, LLC ("1490 JHWS") purchased the property at 1490 Gregory Lane (Lot 4, Martin Addition, PIDN: 22-40-16-06-1-09-004), which is .65 acres (28,314 sq. ft) ("the Property"). 1490 JHWS submits this CUP Application to allow Jackson Hole Wildlife Safaris, LLC ("JHWS") to use the Property as an operational base to serve clients for its wildlife tour business in Grand Teton ("GTNP") and Yellowstone National Parks ("YNP"), and the National Elk Refuge. This use is an established and allowed commercial use in this zone, BP-ToJ 2.3.10, and Tour Operator/Outfitter is an explicit allowable use in this zone (see, LDR §§ 6.1.7E; 2.3.10.C.1, 2.3.10.C.2).

JHWS has been in business since 2007. JHWS is a significant contributor to many local nonprofits and organizations. Matt Scott, its Owner, is a volunteer fire fighter for the West Bank area. JHWS is the first, and only, local tour operator to be awarded a Business Emerald Sustainability Tier ("BEST") certification for environmentally-sustainable practices, which are critical in the Jackson Hole valley, GTNP, YNP, national refuge and national forest areas in which JHWS operates. The Riverwind Foundation stated, "the standards in the BEST program are comparable to the world's most rigorous and comprehensive environmental, community and economic sustainability criteria." JHWS strives to maintain these standards in its business operations.

JHWS combines a love of adventure with a passion for wildlife and wild spaces to create premium, once-in-a-lifetime experiences exploring the natural world. JHWS is certain that active stewardship is the only way to ensure the same experience for future

generations. JHWS strongly believes the only way to preserve the same experiences for the future is through active stewardship of all the resources on which JHWS depends, including a healthy community, environment and staff. The quality and consistency of JHWS tours are what sets it apart from other tour operations. JHWS guides are highly-trained, very knowledgeable, and are committed to create an exceptional trip for each client. JHWS strives to be personable and attentive to the clients' experiences.

Description of Current Use and Proposed Use.

The Property is a .65-acre (28,314 sq. ft.) lot with a commercial building on it containing 3481.38 sq. ft of Habitable Space (see, LDR § 9.5), an attached garage (334.36 sq. ft.) and a stand-alone double garage (836 sq. ft., for a total of 1170.36 sq. ft. of Uninhabitable Space, see, LDR § 9.5) (together, "the Structures," which, totaled, comprise 4,651.74 sq. ft. of both Habitable and Uninhabitable Space). See, *Floor Plan* attached hereto as *Exhibit A*; *Parking Plan* attached hereto as *Exhibit B*; *Square Footage Spreadsheet* attached hereto as *Exhibit C*; *Existing Site Plan* attached hereto as *Exhibit D*; and *Grading Site Plan* attached hereto as *Exhibit E*.

The Structures were inspected at closing in July 2022, and were found to be in good condition with no deficiencies, and with no improvements required. The Property has five (5) dedicated office spaces that were leased to three (3) tenants, who were already leasing the office spaces from the prior owner (the Martin family) when 1490 JHWS purchased the Property. To 1490 JHWS's knowledge, all of the tenants were pre-existing nonconforming uses when 1490 JHWS purchased the Property. When 1490 JHWS purchased the Property, it was not aware that "office" space was not permissible

in the “Business Park” zone. 1490 JHWS was hopeful that it would not have to evict the current tenants who are using portions of the Property for office space, as they have been operating on the Property since before 1490 JHWS purchased it. See, Ex. D.

However, on April 11, 2023, the Town of Jackson Planning and Building Department (the “Town”) sent written letters to all tenants notifying them that, because their businesses violated the LDRs, and, thus, were illegal uses of the Property, they needed to vacate the Property by October 8, 2023. The Town also informed JHWS, in no uncertain terms, that it would not be issued a CUP while the tenants used the Property in violation of the LDRs.

Given JHWS’s immediate need to move into the Property to continue its business operations as tourist season descends on Jackson and the surrounding areas, JHWS was regrettably left with no option but to terminate the leases and give notices to vacate all of the tenants. JHWS explained in its prior CUP applications that it did not want to have to evict any of the tenants, but the Town clearly stated to JHWS, both in writing and in oral meetings, that a CUP could not, and would not, be granted to JHWS until the tenants were out of the Property. To that end, on April 18, 2023, JHWS sent written letters to all tenants advising them of the same, and informed the tenants that they needed to vacate the Property by June 1, 2023 (the Town was copied on that letter). There is no plan to rent the units to other tenants after the units are vacated. As of

today, all tenants have either moved out, or plan to move out, by June 1, 2023. See, Ex.

D. This brings the Property into compliance with LDR §§ 2.3.10.C.1-2.¹

JHWS intends to lease Unit 1B, Office 1B, which is 296.81 sq. ft. (see, Exs. A, B, C & E), on the southwest corner of the Property, as storage space and as explained further below. JHWS currently employs three (3) office staff who work remotely, and eight (8) guides. JHWS will use the Property to park JHWS business vehicles, JHWS guide vehicles, perform vehicle staging, and clean vehicle interiors (exterior cleaning will be done at local car washes). JHWS customers will never come to the Property; they will be picked up from their place of lodging or their home. JHWS will use Unit 1B to store tour and cleaning supplies, and for bathroom use for guides.

Seasonal Operations.

JHWS operates year-round. It is busiest in the summer months (June through the end of September). During the summer, JHWS will staff up to twenty (20) guides to lead its tours. It will send up to ten (10) vehicles out on tour per day, but, on average, it will only run six to seven (6-7) vehicles a day. In the winter, business slows dramatically, and thus JHWS only staffs eight (8) guides and runs about one-and-a-half (1.5) trips a day. Any vehicle not in use that day will be parked in the Property's parking lot. See, Ex. B. JHWS's office staffing does not change with the seasons, and remains at three (3) employees for the full year.

¹ 1490 JHWS's prior CUP applications discuss the specific details and uses of the tenants, but since those tenants have vacated, or are vacating, the Property, 1490 JHWS has removed references to those tenants in this CUP application.

Trip departures, and thus vehicle staging times, change with the time the sun rises. In the summer, JHWS's trip times start between 6:30 and 7:00 a.m. for the morning trips, and between 3:30 and 4:00 p.m. for the afternoon trips. In the winter, trip times start between 7:00 and 7:30 a.m. for morning trips, and between 1:00 and 1:30 p.m. for afternoon trips. Guides will arrive about one (1) hour before their departure times to stage their vehicles and drive to their pickup site. Staging a vehicle involves stocking the vehicle with snacks, lunch, water, coffee, napkins, and other miscellaneous trip provisions. It is a very quiet process that does not create noise pollution. Given the different types of trips and departure times, JHWS's guides do not arrive or leave the parking lot at the same time, which spreads out the activity on the lot. Guides will return to the lot between 11:00 a.m. and 12:00 p.m., 3:00 and 5:00 p.m., and 8:00 and 9:00 p.m., depending on the trip. Given the varied trip times, car wash lines, and drop off locations, JHWS guides usually do not use the lot at the same time. See, *Exs. B & E*.

JHWS's use of the Property will not have, or invite, a heavier flow of invitees or licensees onto the Property than what has typically occurred on this Property. JHWS's proposed use complies with the standards in LDR § 6.1.7.E outfitter/tour operator. 1490 JHWS believes that its proposed use minimizes adverse visual impacts, as no building or trees are being affected, and 1490 JHWS is enhancing the visual impact of the parking lot. The proposed change in use will not have any adverse environmental impact of which 1490 JHWS is aware. 1490 JHWS does not believe that JHWS's proposed use will have any nuisance impact, and it will have minimal effect on public facilities, as set forth above. 1490 JHWS believes that JHWS's applied use complies with LDRs and

town ordinances. JHWS's proposed use shall be in conformance with all standards and conditions of any prior applicable permits and approvals. See, Exs. A - C & E.

1490 JHWS does not intend to develop or improve the Structures from their current state, or to have more employees working in the Structures, but simply plans to pave more of the parking lot (as discussed further below and in 1490 JHWS's application to expand and improve the parking area with asphalt). See, Exs. A - E.

Parking Compliance.

According to LDR § 6.2.2 (explained in more detail below), the Property will need to have twelve (12) total parking spaces. JHWS will use the Property as a tour/outfitter, with a total gross floor area of 1132 sq. ft. (Unit 1B plus the detached garage). Business Park use requires parking of 1/1000 sf + 1/company vehicle, so JHWS will need 1.61 parking spaces ($1132/1000 \times 1 = 1.61$), plus 10 spaces for its 10 vehicles, and thus will need twelve (12) parking spaces, after rounding 1.61 up to 2 (2+10). The diagram attached shows that the lot has 16 total parking spaces, which is more than needed for JHWS to operate on the lot. The North parking area has a 28-ft parking aisle at its narrowest point. The South parking area has a 40-ft parking area at its narrowest point. See, Exs. A - C & E.

As set forth above, JHWS has ten (10) vehicles that operate in the Town of Jackson, which will be parked at the Property overnight. JHWS employees will use the Property for parking and stocking JHWS touring vehicles, Monday through Sunday. The stand-alone 22'x38' double garage (836 sq. ft.), will be used to park four (4) JHWS vehicles. The eight (8) additional parking spaces will be outdoors. Employees of JHWS

will swap their personal vehicle for a touring vehicle or use the additional parking spaces on the lot to park their personal vehicle, so additional guide parking is not needed. JHWS guides are trained every season on how to swap their vehicles safely. This brings the Property into compliance with LDR §§ 2.3.10.C.2. See, Exs. B & E.

1490 JHWS has submitted an application to expand and improve the parking area with asphalt. JHWS's site plan is currently being revised to address the Town's requested changes, and will be submitted in the next couple of weeks when all of changes have been addressed. This will support JHWS's parking needs. All of the typical outdoor parking spaces are 9'x20', which is standard. The ADA space is 8'x20' with an 8' aisle. Before the asphalt is added, 1490 JHWS intends to create EV-capable parking spaces to support EV charging stations to be used when EVs are available and can support JHWS's distance needs. See, Exs. B & E.

Findings for Approval pursuant to LDR § 8.4.3.

The proposed use of the Property meets the standards set forth in LDR § 8.4.3 (and LDR §§ 2.3.10.C.1-2) as follows:

- a. The proposed use by JHWS is compatible with the desired future character of the area, because while the zoning for the Property is "Business Park," many of the surrounding businesses on Gregory Lane have significantly larger, louder, and denser operations than JHWS. JHWS will not be operating heavy machinery or receiving large, semi-truck deliveries in their operations, like many of the businesses on Gregory Lane do. There will not be noisy operations like those associated with surrounding businesses on Gregory

Lane, like construction, processing, packaging & distributing of food or beverages, welding & machine, industrial laundries, and/or cleaning or janitorial services. None of the potentially toxic, polluting, congesting, and loud impacts related to the afore-mentioned other “Business Park” businesses will be created by JHWS at the Property. 1490 JHWS and JHWS intend to run the business on the Property in such a manner that protects the health, safety, and welfare of current and future residents of the community, and ensures conformance and coordination of physical development, use, development options, and subdivision with the public improvement and other plans of the community.

- b. As set forth herein and in the attached *Exhibits*, the proposed use is generally compatible with the character of the “Business Park” zoning, because the configuration, density, and intensity of the proposed use will not be adverse to the desired character of Gregory Lane. JHWS’s proposed use of the Property, as set above, is a less impactful use of the Property than the businesses that are categorized as “Business Park” in the LDRs, so its use complies with the use-specific standards of LDR §§ 8.4.3 and 2.3.10.C.1-2. See, *Exs. A - C & E*.
- c. The Property has adequate landscaping, fencing and/or screening to minimize adverse visual impacts to the community. See, *Exs. B & E*.

- d. The adverse environmental impacts to the community will be minimal because of the aforementioned lack of added density, traffic, and congestion to the neighborhood by JHWS's proposed use.
- e. Similarly, there will be no nuisances created by JHWS's proposed use, especially in comparison to the surrounding businesses that are actually categorized as "Business Park."
- f. There will be no adverse impacts to public facilities, because JHWS employees will be able to use bathroom and parking facilities already in existence on the Property. None of JHWS's clients will ever be on the Property, and JHWS's guides will also be able to use bathroom and parking facilities already in existence on the Property.
- g. There are no other standards, LDRs, or Town ordinances with which JHWS will not comply.
- h. In summary, JHWS is in substantial compliance with all other relevant standards set forth in the LDRs and Town ordinances.

Variances.

The Property has two variances. The first variance is 95-29C, which allows a building front setback of 10' rather than 20' from Gregory Lane. The second variance is 95-29B, which allows an 18' setback from the top of the bank of Flat Creek, where a 50' setback is required. See, *Exs. B & E*. These variances existed prior to 1490 JHWS's purchase of the Property, and 1490 JHWS's plans for the Property will not change those variances. *Id.*

Housing Mitigation.

JHWS's use will comply with LDR §§ 6.3.2.A and 2.3.10.C.2. JHWS intends to occupy unit 1B which is 296.81 sq ft. Adding in half of the entry space (.5 x 279.45 sq. ft.) equals a total of 436.535 sq. ft. of tour operator/outfitter use, and using the Outfitter/Tour Operator calculator for 1.09 units per 1,000 sq. ft., this amounts to .476 units. See, Exs. A & C. The Property was approved as Business Park via the development plan, and has a credit of .428 units (using 3481.38 sq ft of habitable space). 1490 JHWS would like to use the entire building to offset its housing mitigation fee. Offsetting the housing credit from the housing requirement (.476 - .428) leaves a housing requirement of .048 units, which amounts to a housing mitigation fee of Thirteen Thousand Fifty-Seven and 84/100 Dollars (\$13,057.84). This amount will be paid in full upon approval.

Miscellaneous.

1490 JHWS is aware of, and shall abide by, the general requirements for the CUP, as well as the Operational Standards set forth in LDR § 6.4, regarding trash and recycling, snow removal, snow storage, exterior lighting, signage, scenic standards, noise, vibration, electrical disturbance, fire and explosive hazards, heat and humidity, radioactivity, and any and all other requirement not listed here, but set forth in the LDRs. See, Exs. B & E.



Unit 2 - 1138.33 total sq. ft.

Exhibit A - Floor Plan

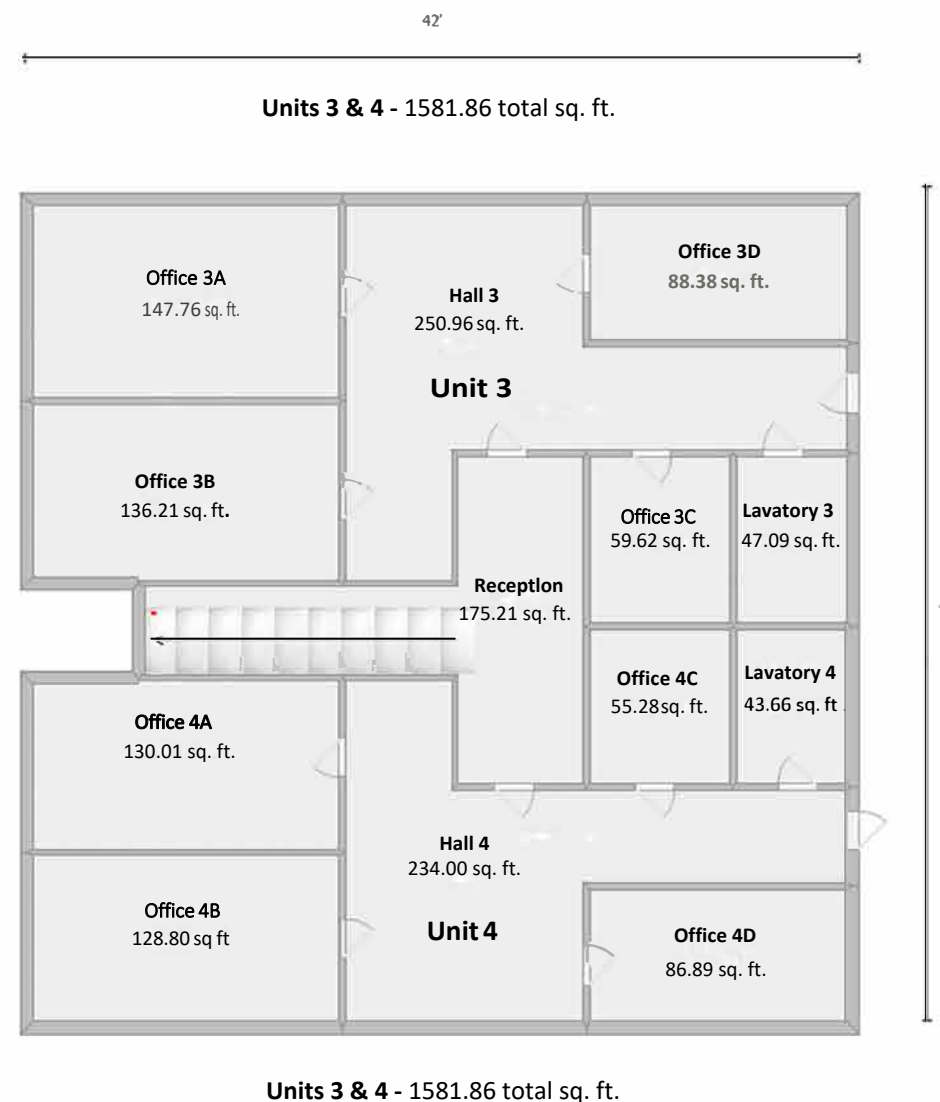
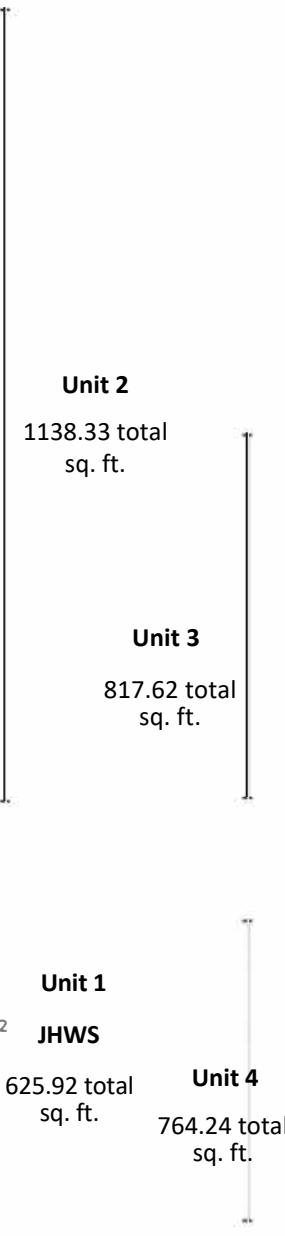
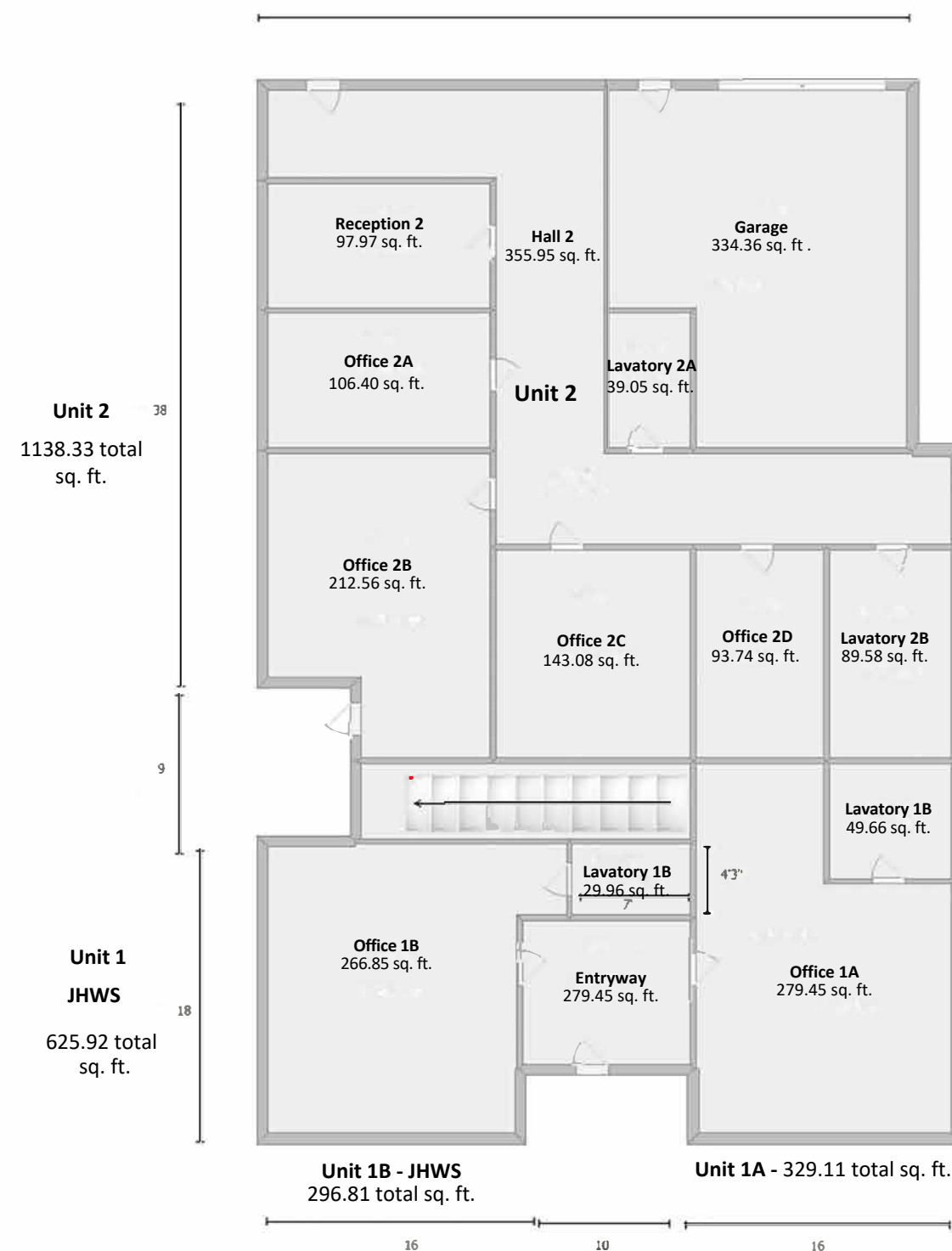
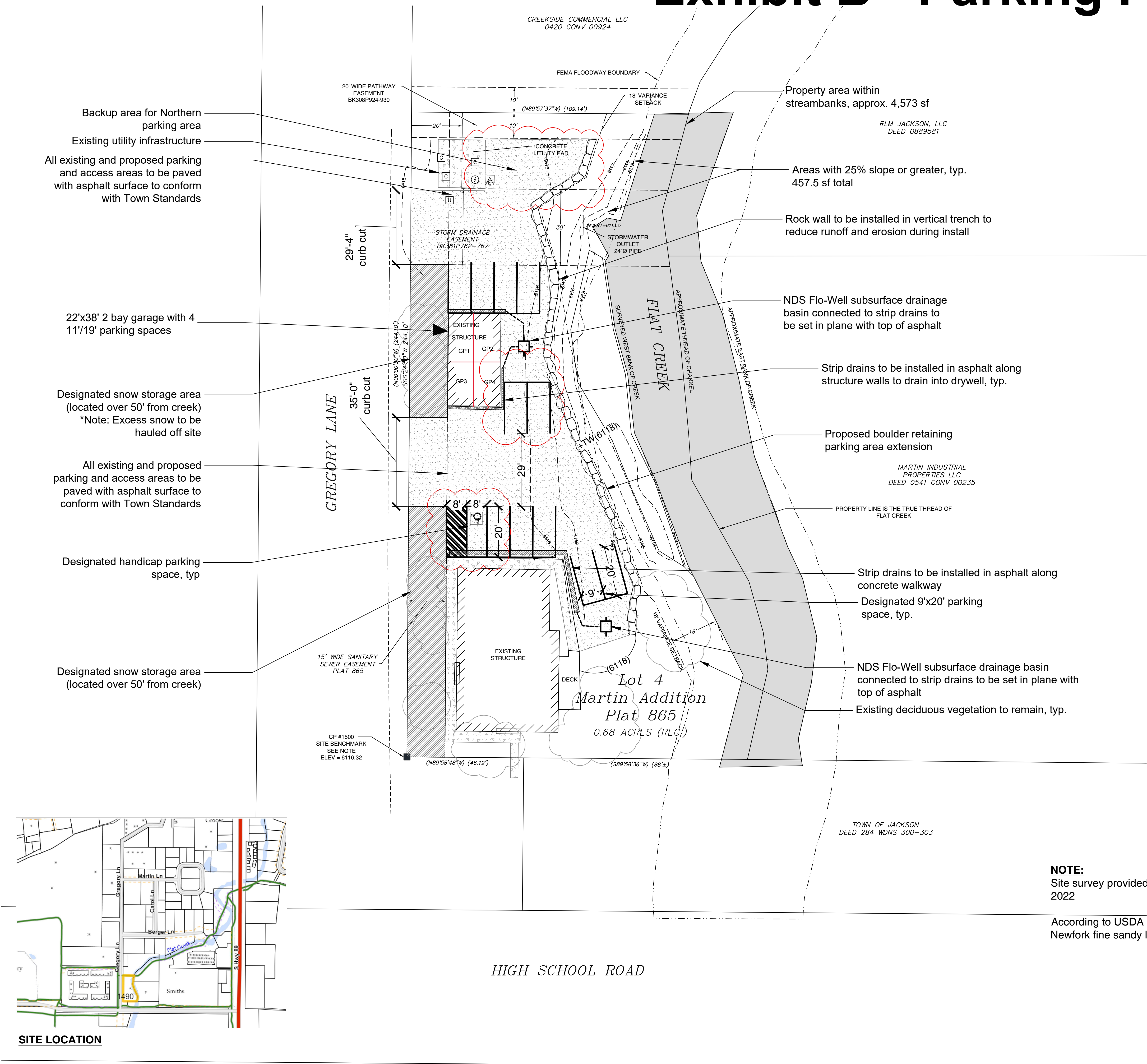


Exhibit B - Parking Plan



No.	Revisions	Date
1	Additional Parking Spaces	2/23/2023

CUP Site Plan

CUP Permit Submittal

1490 JHWS, LLC
1490 Gregory Lane
Jackson, WY



Landscape Design

P.O. Box 9090
Jackson, Wyoming
perennialwest@gmail.com

Drawing Date: 1/27/2023
Drawn By: TBL

Exhibit C - Square Footage Spreadsheet

	Unit 1	Unit 2	Unit 3	Unit 4	Entryway	Garage
Reception		97.97	87.6	87.6	85.27	334.36
Office A	279.45	106.4	147.76	130.01		
Office B	266.85	212.56	136.21	128.8		
Office C		143.08	59.62	55.28		
Office D		93.74	88.38	86.89		
Lavatory A	49.66	39.05	47.09	43.66		
Lavatory B	29.96	89.58				
Hall		355.95	250.96	232		
TOTAL	625.92	1138.33	817.62	764.24	85.27	334.36

	Only Office	Office w/ entry	All w/ garage
Unit 1	625.92	625.92	764.24
Unit 2	1138.33	1138.33	817.62
Unit 3	817.62	817.62	625.92
Unit 4	764.24	764.24	1138.33
Entryway		85.27	85.27
Garage			334.6
TOTAL	3344.11	3481.38	3765.98

	Gross Floor Area
Unused Space & Attached Garage	3481.38
JHWS & Detached Garage	1132
TOTAL	4613.38

Exhibit D - Existing Site Plan

No.	Revisions	Date
1	Additional Parking Spaces	2/23/2023
2	Add existing site sheet; Additional revisions	5/9/2023

Existing Site Plan

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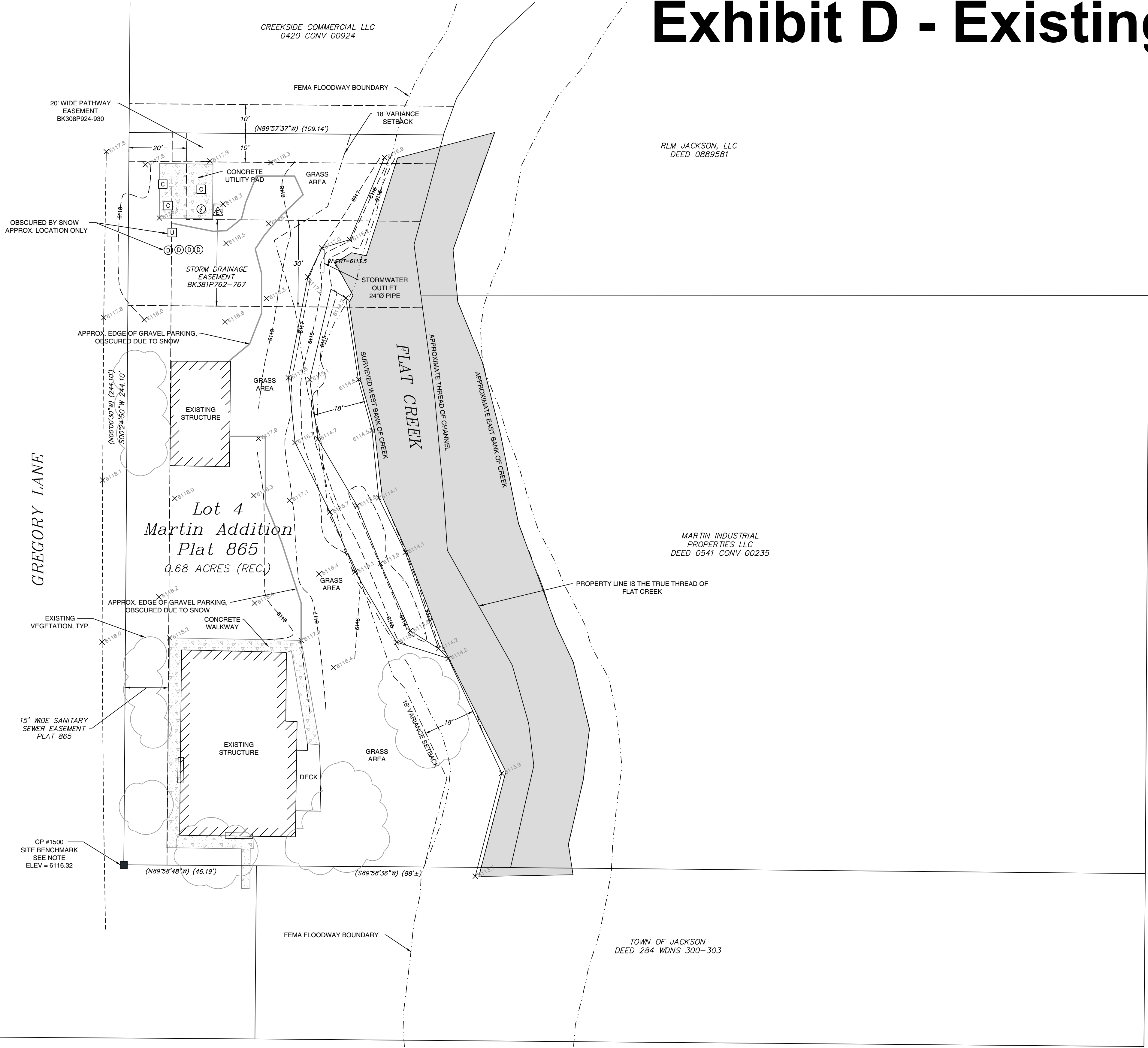


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1 of 2



LEGEND	
	2 inch diameter iron pipe with 3 inch diameter brass cap inscribed "PE & LS 2612" found this survey
	boundary, subject property
	boundary, adjoining property
	boundary, 18ft variance setback
	measured bearing & distance or curve geometry
	record bearing & distance or curve geometry
	edge of pavement
	building line
	edge of water
	edge of concrete
	top of bank
	index contour, 5' interval
	intermediate contour, 1' interval
	spot elevation
	communications pedestal
	electric meter
	electric transformer
	sewer manhole
	communications vault
	storm water manhole
	FEMA - floodway boundary

NOTES

This survey was conducted in November 2022 and prepared under the direction of Matthew Gotham, Wyoming PLS 13002, and does not include an engineering review.

Locations of utilities depicted hereon are limited to visible structures; underground locations were not marked during this survey and must be verified prior to any construction activity.

Elevations were derived using GPS observation methods and reference NAVD88. Site benchmark elevation is 6116.32' at south west property corner, see note.

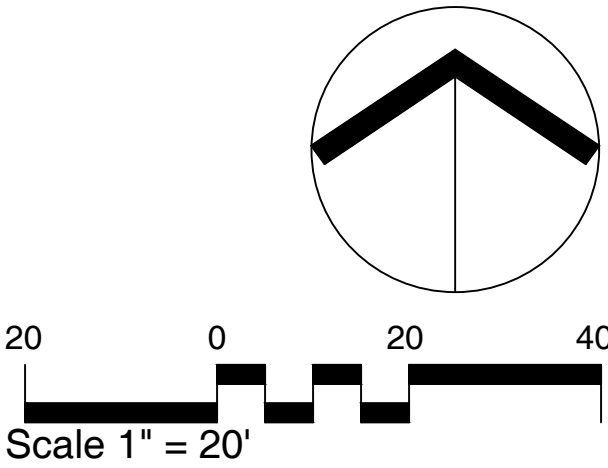
Record dimensions shown are from said Plat 865. Easements shown are from Plat 865 and Teton County GIS records. Other easements or encumbrances may exist on the subject property.

Bearings are based on Wyoming State Plane Coordinate System, NAD83, West Zone..

Approximately 6-12 inches of snow cover present at the time of survey. Utilities lid covers were generally obscured by snow - the storm water manholes and communications vault to the south of the concrete utility pad shown hereon are approximate only.

The floodway boundary shown is per Federal Emergency Management Agency (FEMA) Flood Insurance Map (FIRM) 56039C2908E for Teton County, Wyoming with effective date of September 16, 2015 and is classified as a Floodway Area in Zone AE. The floodway is defined as the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment so that the 1% annual chance flood can be carried without substantial increases in flood heights.

TOPOGRAPHIC SURVEY
Lot 4
Martin Addition to the Town
of Jackson
LOCATED WITHIN
Section 6
T.40N., R.116W., 6th P.M.
Teton County, Wyoming



NOTE:
Site survey provided by Jorgensen Engineering
December 2022

According to USDA WebSoilSurvey the entire
site contains Newfork fine sandy loam soils.

