

# **Title 2 Administration and Personnel**

## **Chapters:**

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**2.04 TOWN COUNCIL**

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## Chapter 2.02

### CHARTER ORDINANCE AND ADMINISTRATION

#### Sections:

**2.02.010 Exemption from certain provisions of Wyoming Statutes relating to term of office for the Mayor.** (Repealed). (Ord. 1073 § 1, 2014)

**2.02.020 Exemption from certain provisions of the Wyoming Statutes relating to veto power for the Mayor.**

**2.02.025 Exemption from certain provisions of the Wyoming Statutes relating to the Mayor's appointment of Clerk and Treasurer.**

**2.02.030 Officers--Election, appointment and removal.**

**2.02.040 Exemption from certain provisions of the Wyoming Statutes relating to the corporate name of cities of the first class.**

**2.02.010 Exemption from certain provisions of the Wyoming Statutes relating to term of office for the Mayor.**

Repealed. (Ord. 1073 § 1, 2014; Ord. 1-B § 2, 2004; Ord. 1-A § 1 (part), 1984.)

**2.02.020 Exemption from certain provisions of the Wyoming Statutes relating to veto power for the Mayor.**

The Town of Jackson, by adoption of this Charter Ordinance, does hereby exempt itself from the provisions of W.S. 15-3-201 (2003, as amended) relating to the veto power of the Mayor in a City of the First Class. (Ord. 1-C § 2, 2004; Ord. 1-A § 1 (part), 1984.)

**2.02.025 Exemption from certain provisions of the Wyoming Statutes relating to the Mayor's appointment of Clerk and Treasurer.**

The Town of Jackson, by adoption of this Charter Ordinance, does hereby exempt itself from the provisions of W.S. 15-3-204(a) relating to the appointment of Clerk, Attorney, Municipal Judge, and Treasurer by the Mayor with the consent of the governing body and removal by the Mayor. (Ord. 1-F § 1, 2008).

**2.02.030 Officers--Election, appointment and removal.**

The principal officers of the Town of Jackson are a Mayor and four Councilmen, all of whom shall be elected and all of whom shall be members of the governing body as the term is defined in Title 15, Wyoming Statutes 2003. The Mayor and Council Members shall be elected at large, and no discrete ward election districts are created in the Town. Additional officers shall include a Municipal Judge and a Town Attorney, who shall be appointed by a majority of all members of the governing body, and according to conditions fixed by ordinance adopted by the governing body. Other officers and department heads may include a Town Clerk and Town Treasurer, which position may be combined, and a Chief of Police and such other officers and department heads as may from time to time be designated pursuant to ordinances of the Town of

Jackson. Appointment and removal of the Town Clerk and Town Treasurer shall be delegated to the Town Administrator. Such other officers and/or department heads shall be designated in a manner to be determined by the governing body pursuant to the general powers granted cities and towns. Such power and authority may be delegated to the Town Administrator, and pursuant to a job description of the Town Administrator, which may from time to time be adopted and changed, by resolution of the governing body. (Ord. 1-F § 2, 2008; Ord. 1-E § 1, 2004; Ord. 599 § 1, 1998; Ord. 1-A § 1 (part), 1984.)

**2.02.040 Exemption from certain provisions of the Wyoming Statutes relating to the corporate name of cities of the first class.**

The Town of Jackson, by adoption of this Charter Ordinance, does hereby exempt itself from the provisions of W.S. 15-3-102 (2003, as amended) relating to the corporate names of cities of the first class, and instead elects to use the name it has historically employed since original incorporation, "Town of Jackson".  
(Ord. 1-D § 1, 2004)

## **Chapter 2.04 TOWN COUNCIL**

### **Sections:**

- 2.04.010 Regular meetings.**
- 2.04.020 Special meetings.**
- 2.04.030 Adjourned meetings.**
- 2.04.040 Executive sessions.**
- 2.04.050 Presentation of ordinances.**
- 2.04.060 Excused Absences; Vacancies; Procedure for filling.**
- 2.04.070 Vice Mayor.**

### **2.04.010 Regular meetings.**

#### **2.04.010 Regular meetings.**

The regular meetings of the Town Council shall be held as follows and in accordance with Wyoming State Statute:

- A. At 6:00 P.M. an Evening Meeting on the first and third Mondays of each month of the year, unless such day shall be a legal holiday, and then such meeting shall be held at 6:00 P.M. on the next regular business day following the holiday. The meetings shall be held in the council chambers of the Town of Jackson Town Hall, Jackson, Wyoming, unless the Council, pursuant to law, meets virtually.
- B. At 1:30 P.M. a Workshop Meeting on the third Monday of each month of the year, unless such day shall be a legal holiday, and then such meeting shall be held at 1:30 P.M. on the next regular business day following the holiday. The meetings shall be held in the council chambers of the Town of Jackson Town Hall, Jackson, Wyoming, unless the Council, pursuant to law, meets virtually.
- C. At 3:00 P.M. a Joint Information Meeting on the first Monday of each month of the year in conjunction with the Teton County Wyoming Commission, unless such day shall be a legal holiday, and then such meeting shall be held at 3:00 P.M. on the second Monday of that month. The meetings shall be held in the council chambers of the Town of Jackson Town Hall during the months of January through June and in the county commission chambers of the Teton County Administration Building during the months of July through December, both located in Jackson, Wyoming, unless the elected officials of the Town of Jackson and Teton County, Wyoming, pursuant to law, meet virtually.

(Ord.1302 §1, 2021; Ord. 1002 § 1, 2012; Ord. 872 § 1, 2008; Ord. 457 § 1, 1993; Ord. 384 § 1, 1989; Ord. 360 § 1, 1987; Ord. 145B § 1, 1974; Ord. 145A § 1, 1972; Ord. 145 § 1, 1971.)

### **2.04.020 Special meetings.**

Special meetings of the Town Council may be called whenever they are deemed to be necessary by a majority of the members of the Town Council or by the Mayor. Notice of special meetings shall be published in conformance with Wyoming State Statutes.

(Ord. 872 § 1, 2008; Ord. 385 § 1, 1989; Ord. 145 § 2, 1971.)

**2.04.030 Adjourned meetings.**

Any meeting may be adjourned to a later date, except that no meeting may be adjourned to a date beyond the next regular meeting. Only such matters as could legally be considered at the original meeting may be considered at the adjourned meeting. (Ord. 145 § 3, 1971.)

**2.04.040 Executive sessions.**

When the nature of the business so requires, the Town Council may, by a vote of two-thirds of the members present, go into executive session and exclude the public therefrom. (Ord. 145 § 4, 1971.)

**2.04.050 Presentation of ordinances.**

All ordinances shall be presented in writing or typewritten, and referred to the judiciary committee and shall not be acted upon until the next regular meeting unless by at least a two-thirds vote this rule is suspended, when the committee may be empowered and directed to report at once and when an emergency is declared, an ordinance may be finally passed at the same meeting at which it is introduced, upon either first or second reading with or without being first referred to the judiciary committee or any other committee, and when said ordinance is passed it shall be placed on record in the book of ordinances and shall be published as provided by statute. (Ord. 31b § 1, 1938.)

**2.04.060 Excused Absences; Vacancies; Procedure for filling.**

A. Excusing absences. Members of the governing body may be excused from attendance at any meeting of the governing body at any time by a simple majority vote of the governing body.

B. Resolution declaring vacancy required.

1. In order to declare a vacancy exists in the office of Mayor or Town Council pursuant to W.S. §15-1-107, the governing body must adopt a resolution declaring such.
2. The procedure for filling either a Council office or that of the Mayor may not begin until a resolution pursuant to section B.1 is adopted.

C. Filling a vacancy in the office of Mayor. If the office of Mayor is declared vacant, the procedure for appointment to fill such vacancy shall include at a minimum:

1. The Vice Mayor, or in their absence, a senior member of the Town Council will, at a regular or special meeting of the Town Council, call for nominations from the Council to determine who among them shall fill the office of Mayor until the next general election. Each Councilmember is limited to one nomination.
2. The Vice Mayor, or in their absence, a senior member of the Town Council, shall then call for a motion to vote on the member of the governing body who will fill

the office of Mayor. The governing body shall select the Mayor by successive votes, if necessary, until one of the nominees receives a simple majority of the votes.

3. The member selected to fill the Mayoral vacancy will be required to resign their Council office when sworn in as Mayor.

D. Filling a vacancy in Council office. If a vacancy in the office of Council is declared, the procedure for appointment to fill such vacancy shall include at a minimum:

1. Applications shall be filed in writing to the Town Clerk on a form prepared by the Town Clerk. Applicants must meet all qualifications pursuant to the state law and applicable Town ordinances to be considered for or hold office.
2. The Town Council shall select and publicly interview a maximum of five qualified applicants at a regular or special meeting of the Town Council.
3. Appointment shall be by motion and simple majority vote of the Town Council at a regular or special meeting of the Town Council.
4. The governing body shall select the appointee by successive votes, if necessary, until one of the qualified applicants receives a simple majority of the votes.

E. Simultaneous vacancies: If vacancies are determined to have occurred simultaneously, the governing body shall establish by majority vote the sequence in which the vacancies are filled.

#### **2.04.070 Vice Mayor.**

A. Pursuant to W.S. § 15-1-108(a)(i), the Mayor shall designate a Councilmember to serve as mayor pro tem or Vice Mayor in the Mayor's absence or inability to perform the duties of the Mayor.

(Ord. 1300§ 1, 2021)

**Chapter 2.08**  
**COMPENSATION AND BONDS OF OFFICERS**

**Sections:**

**I. Compensation and Bonds**

**2.08.010 Mayor and Councilmen.**

**2.08.020 Other Officers.**

**II. Bonds**

**2.08.030 Town Clerk.**

**2.08.040 Town Treasurer.**

**2.08.050 Chief of Police.**

**2.08.060 Approval and Conditions Imposed.**

**I. Compensation**

**2.08.010 Mayor and Councilmen.**

- A. Commencing on July 1, 2021, with officers sworn into office after January 1, 2021, the compensation of the Mayor of the Town shall be thirty-nine thousand three hundred dollars (\$39,300.00) per year, payable in twelve equal monthly installments. The salary for each member of Council shall be thirty-two thousand seven hundred fifty dollars (\$32,750.00).
- B. The compensation schedule set forth in subsection A of this section shall be effective on July 1, 2021 and apply to the Mayor and members of Council sworn into office after January 1, 2021. In all other instances, the ordinance codified in this section shall not be applied to increase the salary of any officer during the term for which they are elected.
- C. Compensation of the Mayor and members of Council shall be reviewed no later than February 28 of each general election year.

(Ord 1252 § 1, 2020; Ord 787 § 1, 2004; Ord. 717 § 1, 2002; Ord. 326 § 1, 1984; Ord. 226 § 1, 1977; Ord. 1 §§ 1--3, 1926.)

**2.08.020 Other Officers.**

The salaries of the Chief of Police, Town Clerk, Town Treasurer, Municipal Judge, Town Engineer and the Town Attorney are to be as designated from time to time by resolution of the Town Council, but in no event shall they exceed the maximum salary or compensation allowable to such officers under the statutes of the State of Wyoming. (Ord. 872 § 2, 2008; Ord. 226 § 2, 1977; Ord. 1 § 4, 1926.)

**II. Bonds**

**2.08.030 Town Clerk.**

The Town Clerk shall execute to the Town of Jackson a bond in the penal sum of five hundred dollars with two or more securities. (Ord. 2 § 1, 1926.)

**2.08.040 Town Treasurer.**

The Town Treasurer shall execute to the Town of Jackson a bond in the penal sum of two thousand five hundred dollars, with two or more sureties. (Ord. 2 § 2, 1926.)

**2.08.050 Chief of Police.**

The Chief of Police of the Town, who is also ex officio street commissioner and fire warden, shall execute to the Town of Jackson a bond in the penal sum of five hundred dollars, with two or more sureties. (Ord. 2 § 3, 1926.)

**2.08.060 Approval and conditions imposed.**

The bonds required as aforesaid provided, are to be approved by the Town Council, and conditioned for the faithful performance of the duties required of them by law as such officers, and for the faithful performance in the application and payment of all moneys and effects, that may come into their hands in the execution of their duties in their respective offices. (Ord. 2 § 4, 1926.)



## **Chapter 2.12 TOWN ADMINISTRATOR**

### **Sections:**

#### **2.12.010 Establishment of position.**

#### **2.12.020 Qualifications.**

#### **2.12.030 Functions and duties.**

#### **2.12.010 Establishment of position.**

There is created and established the position of Town Administrator of the Town of Jackson. (Ord. 153 § 1, 1973.)

#### **2.12.020 Qualifications.**

The Town Administrator shall be selected solely on the basis of his executive and administrative qualifications with special reference to training and experience. He shall be appointed and dismissed or removed by a majority of all members of the governing body. He shall be compensated for his services as the council may from time to time determine. (Ord. 598 § 1, 1998: Ord. 317 § 2, 1984: Ord. 212 § 1, 1977: Ord. 153 § 2, 1973.)

#### **2.12.030 Functions and duties.**

The Town Administrator shall be the chief administrative officer of the Town government, and shall be responsible to the Mayor and Town Council for the proper administration of all affairs of the Town placed in his charge, pursuant to the job description for the Town Administrator as approved and from time to time amended by resolution of the Town Council. (Ord. 317 § 3, 1984: Ord. 153 § 3, 1973.)

## **Chapter 2.14**

### **TOWN ATTORNEY**

**Sections:**

**2.14.010 Town Attorney**

**2.14.020 Qualifications**

**2.14.030 Hiring functions and duties**

**2.14.010 Town Attorney**

There is hereby created and established the position of Town Attorney of the Town of Jackson.

**2.14.020 Qualifications**

The Town Attorney shall be a member in good standing of the Wyoming State Bar, duly admitted to practice as an attorney and counselor at law in all Courts of the State of Wyoming and of the United States District Court for the District of Wyoming. The Town Attorney shall be knowledgeable of state laws, federal laws, constitutional provisions, charter ordinance provisions and Town ordinances of the Town of Jackson and be generally familiar with and willing and able to study United States Supreme Court and Wyoming Supreme Court decisions affecting municipalities.

**2.14.030 Hiring functions and duties**

Hiring procedures, terms and conditions of employment, and duties and responsibilities of the Town Attorney shall be as designated in a Resolution setting forth the job description, functions and duties of the Town Attorney as the same may be adopted and from time to time amended by Resolution of the Mayor and Town Council. (Ord. 499 § 1, 1995.)

## **Chapter 2.16 TOWN CLERK**

### **Sections:**

#### **2.16.010 Powers and duties.**

#### **2.16.010 Powers and duties.**

The Town Clerk of the Town of Jackson shall have the custody of the Town seal and of all laws and ordinances of the Town of Jackson, and shall keep a correct and regular journal of the proceedings of the Town Council. He shall engross all ordinances, resolutions, and by-laws, in a separate book to be kept for that purpose, and furnish copies of the same for publication when so directed, and shall issue all warrants for money, when appropriated by the Town Council, and shall keep a distinct and classified account of such appropriations. He shall keep on file all papers, books, records, contracts, and correspondence belonging to the Town and not allow any such papers, books, records, contracts or Town seal to be removed without the written consent of the Mayor of the Town, and at the expiration of his term of office, he shall turn over to his successor all property belonging to the Town in his possession. He shall be compensated for his services as the Town Council may from time to time determine. (Ord. 872 § 3, 2008; Ord. 3 § 1, 1926.)

**Chapter 2.20**  
**TOWN TREASURER**

**Sections:**

**2.20.010 Duties.**

**2.20.010 Duties.**

The Treasurer of the Town shall, upon payment of all orders, immediately cancel the same and preserve the same on file, make out monthly reports to the Town Council, and at other times when directed by them so to do, giving a full and classified statement of all moneys received and expended, accompanied by all warrants, or orders paid since his last report, as vouchers of his accounts, and at the close of each fiscal year he shall publish a full report of all the receipts and disbursements during the year, including all outstanding warrants drawing interest. He shall pay no money from the Town treasury, except upon warrants regularly issued by the Town Clerk, bearing the Town seal and signed by the Mayor. He shall give a bond for the faithful performance of his duties, to be approved by the Town Council, in such amount as provided by ordinance and at the expiration of his term of office, shall turn over to his successor all property belonging to the Town in his possession. For his services as Town Treasurer as set forth in this section, he shall be compensated for his services as the Town Council may from time to time determine. (Ord. 872 § 4, 2008; Ord. 3 § 2, 1926.)

## **Chapter 2.28 FIRE DEPARTMENT**

### **Sections:**

- 2.28.010 Fire chief--Election.**
- 2.28.020 Fire chief--Salary--Department supervision.**
- 2.28.030 Fire chief--Inspection duties.**
- 2.28.040 Fire chief--Powers.**
- 2.28.050 Investigation of fires--Procedure.**

### **2.28.010 Fire Department-Joint Agreement**

The Jackson-Teton County Fire Department shall operate pursuant to that certain Joint Fire Protection Agreement entered into by and between the Town of Jackson and Teton County, Wyoming on December 16, 1983, as the same may be amended from time to time. Nothing contained herein shall prevent the Town from providing fire protection to the Town of Jackson under any other agreement or method not contrary to law.

(Ord. 644§ 1, 2000, Ord. 69 § 1, 1959.)

### **2.28.020 Administrative Fire Chief-Department Supervision.**

It shall be the duty of the Administrative Fire Chief to supervise, with the aid of other officers, a combination fire department for the extinguishment and control of fires and other emergencies, and such other functions deemed necessary within the Town of Jackson.

(Ord. 644 § 2, 2000, Ord. 69 § 2, 1959.)

### **2.28.030 Administrative Fire Chief-Inspection Duties.**

The Administrative Fire Chief shall be the official fire inspector for the Town, and if necessary, shall appoint others to assist with the inspection of any and all buildings in the Town of Jackson. (Ord. 644 § 3, 2000; Ord. 69 § 3, 1959.)

### **2.28.040 Administrative Fire Chief--Powers.**

In addition to the powers herein after granted, the Administrative Fire Chief or his designee shall have the following powers:

- A. All powers and duties relative to the inspection of fires and set forth in W.S. § 35-9-109 (1999, as amended);
- B. Implement and enforce regulations for the safeguarding of life and property from the hazards of fire, explosion and dangerous conditions arising from the storage, handling and use of hazardous materials and device, and from conditions hazardous to life of property in the use or occupancy of buildings or premises;
- C. The authority to inspect public, business or industrial buildings and to require conformance to standards of prevention and safety and use of premises as set forth in W.S. § 35-9-121;
- D. Power to do all things necessary and convenient for carrying into effect the laws of the State of Wyoming and the Town of Jackson pertaining to this chapter and Chapter 15.16 of this code for the better protection of the lives and property of the public.

(Ord. 872 § 5, 2008; Ord. 644 § 4, 2000; Ord. 69 § 4, 1959.)

**2.28.050 Investigation of fires--Procedure.**

- A. The officer making an investigation of a fire occurring in a city, or town, shall forthwith notify the State Fire Marshal and within one week of the occurrence of the fire shall furnish him a written statement of all facts relating to its cause and origin, and such other information as required by forms provided by the State Fire Marshal.
- B. If, in his opinion, further investigation is necessary, the State Fire Marshal shall take or cause to be taken the testimony on oath of all persons supposed to be cognizant of any facts, or to have means of knowledge in relation to the matter concerning which an examination is required by law to be made, and cause such testimony to be reduced to writing. (Ord. 69 §§ 5, 6, 1959.)

## **Chapter 2.32**

### **POLICE DEPARTMENT**

#### **Sections:**

**2.32.010 Created.**

**2.32.020 Appointments.** Repealed.

**2.32.030 Rank.**

**2.32.040 Duties of Chief.**

**2.32.050 Duties of department.**

**2.32.051 Community Service Unit and Code Enforcement Officer.**

**2.32.060 Conduct of members.**

**2.32.070 Service of process.**

**2.32.080 Rules and regulations.**

#### **2.32.010 Created.**

There is created a Police Department for the Town of Jackson which shall consist of the Chief of Police, and such other supervisory, officers and members as may be provided for by the Town Council. (Ord. 873 § 2, 2008; Ord. 152 § 1, 1973.)

#### **2.32.020 Appointments.**

Repealed.

(Ord. 873 § 1, 2008; Ord. 816 § 1, 2005; Ord. 718 § 1, 2003; Ord. 698 § 1, 2002; Ord. 152 § 2, 1973.)

#### **2.32.30 Rank.**

The Chief of Police shall be the head of the department and have supervision over all officers and members thereof with ranks to be designated by the Chief of Police. (Ord. 873 § 2, 2008; Ord. 152 § 3, 1973.)

#### **2.32.040 Duties of Chief.**

The Chief of Police shall be the chief law enforcement officer for the Town of Jackson. He or she shall be responsible in the performance of his or her duties to the Town Administrator and shall be subject to removal from office by the Town Administrator. The Chief of Police shall keep such records and make such reports concerning the activities of his or her Police Department as may be required by Statute or by the Town Administrator. The Chief of Police shall be responsible for the performance by the Police Department of its functions and all persons who are members of the Police Department shall serve subject to the orders of the Chief of Police. The Chief of Police may, from time to time, designate in writing an acting Chief of Police to serve as head of the Police Department during any extended absence by the Chief of Police from the Town of Jackson.

(Ord. 873 § 2, 2008; Ord. 816 § 2, 2005; Ord. 719 § 1, 2003; Ord. 699 § 1, 2002; Ord. 152 § 4, 1973.)

**2.32.050 Duties of department.**

It shall be the duty of the officers of the Police Department to see to the enforcement of all the ordinances of the Town of Jackson and all statutes applicable therein; and to preserve order and prevent infractions of the law and arrest violators thereof.

(Ord. 873 § 2, 2008; Ord. 152 § 5, 1973.)

**2.32.051 Community Service Unit and Code Enforcement Officer.**

The Community Service Unit of the Police Department and Code Enforcement Officer(s) appointed as Special Municipal Officers by the Town of Jackson, have specific authority to issue citations for violations of the Jackson Municipal Code as set forth by W.S. § 7-2-103(e) and W.S. § 15-1-103(a)(xix). (Ord 1186 § 1, 2017; Ord. 842 § 1, 2007.)

**2.32.060 Conduct of members.**

It shall be the duty of every member of the Police Department to conduct himself or herself, in a proper and law abiding manner, at all times. Each member of the Police Department shall obey the orders and directions of his superior. (Ord. 873 § 2, 2008; Ord. 152 § 6, 1973.)

**2.32.070 Service of process.**

All forms of process may be served by the Chief of Police or any other member of the Police Department acting under the direction of the Chief of Police.

(Ord. 873 § 2, 2008; Ord. 152 § 7, 1973.)

**2.32.080 Rules and regulations.**

The Chief of Police may make or prescribe such rules or regulations as he or she shall deem advisable. Such rules, when approved by the Town Council, shall be binding upon the members of the Police Department. In addition to governing the conduct of the members, such rules and regulations may cover, besides the conduct of the members, uniforms and equipment to be worn or carried, hours of service, assignment and stationing of members of the Police Department, vacations, and all other similar matters necessary or desirable for the better efficiency of the Police Department. (Ord. 873 § 2, 2008; Ord. 152 § 8, 1973.)



## **Chapter 2.36 AIRPORT BOARD**

### **Sections:**

- 2.36.010 Created.**
- 2.36.020 Membership.**
- 2.36.030 Terms--Appointment--Vacancies.**
- 2.36.040 Organization.**
- 2.36.050 Body corporate upon certificate of organization filing.**
- 2.36.060 Successor to airport authority.**
- 2.36.070 Powers.**
- 2.36.080 Budget submission--Funding.**
- 2.36.090 Liability for actions--Reimbursement for expenses--Meetings.**
- 2.36.100 Dissolution and discontinuance.**
- 2.36.110 Passenger boarding fee--Definitions.**
- 2.36.120 Passenger boarding fee--Imposition authority--Exemptions.**
- 2.36.130 Passenger boarding fee--Collection.**
- 2.36.140 Passenger boarding fee--Nonpayment or failure to obtain pass unlawful.**
- 2.36.150 Passenger boarding fee--Disposition of revenue.**
- 2.36.160 Passenger boarding fee--Duration.**
- 2.36.170 Passenger boarding fee--Penalty for violations.**

#### **2.36.010 Created.**

There is created an administrative board to be known as the Jackson Hole airport board, hereinafter referred to as the board. (Ord. 109 § 1, 1967.)

#### **2.36.020 Membership.**

The board shall consist of five members, all of whom shall be qualified electors of Teton County, Wyoming. (Ord. 109 § 2, 1967.)

#### **2.36.030 Terms--Appointment--Vacancies.**

One member of the board shall be appointed for a term of one year; one member for two years; one member for three years; one member for four years; and one member for five years, and in each case such member shall serve until the first Monday in February following the expiration of the year. The initial board shall be appointed by the joint action of the Town Council and the Board of County Commissioners of Teton County, Wyoming, and one new member of the board shall be appointed by the joint action of the Town Council and the Board of County Commissioners in January of each year, and all members of the board shall serve until their successor shall have been duly appointed and qualified. Vacancies on the board shall be filled for the unexpired term of the member whose office became vacant by the joint action of the Town Council and the Board of County Commissioners. (Ord. 109 § 3, 1967.)

**2.36.040 Organization.**

The board shall organize in February of each year, except the first board which shall organize within ten days after their creation, by selecting one of their number as president, one of their number as vice president, one of their number as secretary and one of their number as treasurer. The secretary of the board shall notify the Town Council of Jackson, and the Board of County Commissioners of Teton County, of the board's organization and shall cause to be filed with the county clerk and the Secretary of State a certificate showing their organization. (Ord. 109 § 4, 1967.)

**2.36.050 Body corporate upon certificate of organization filing.**

Upon filing of such certificate as required by Section 2.36.040, the airport board shall become a body corporate, empowered to sue and be sued under the name and style of Jackson Hole airport board. (Ord. 109 § 5, 1967.)

**2.36.060 Successor to airport authority.**

The Jackson Hole airport board shall be the successor to the Jackson Hole airport authority presently existing. (Ord. 109 § 6, 1967.)

**2.36.070 Powers.**

The board shall have unlimited power to engage in and to do any lawful act concerning any and all lawful business authorized by Title 10, Chapter 4, Wyoming Statutes 1957, as amended or may be amended from time to time. (Ord. 109 § 7, 1967.)

**2.36.080 Budget submission--Funding.**

The board shall submit on or before the first day of June of each year, to the Town Council, and to the Board of County Commissioners, Teton County, a proposed budget for the ensuing fiscal year which will be from July 1<sup>st</sup> of each year until June 30<sup>th</sup> of the ensuing year. Said budget shall be subject to alteration, modification or revision by the Town Council or Board of County Commissioners and after being approved by them shall be adopted as the fiscal plan of the board for the subsequent year. Such fiscal plan as approved by the board of county commissioners and Town Council shall be funded from revenues derived from the Jackson Hole Airport operation, supplemented by additional appropriations on an equal basis from the county of Teton and the Town of Jackson. (Ord. 837 § 1, 2006; Ord. 109 § 8, 1967.)

**2.36.090 Liability for actions--Reimbursement for expenses--Meetings.**

No individual member of the board shall be personally liable for any action or procedure of the board. Members of the board shall serve without compensation, but shall be entitled to payment for travel and other necessary expenses incurred while attending to business or meetings of the board. Meetings of the board shall be held quarterly, at such place as is designated by the board and at such other time as may be desirable upon call of the president or any two members of the board, or upon the call of the Town Council of Jackson or the Board of County Commissioners of Teton County. (Ord. 109 § 9, 1967.)

**2.36.100 Dissolution and discontinuance.**

The board herein created may be dissolved and discontinued or the Town of Jackson may withdraw from the board, by resolution of the Town Council adopted in a regular and public

meeting at any time within two years following December 20, 1967, which dissolution or withdrawal shall be in accordance with the laws of the State of Wyoming. (Ord. 109 § 10, 1967.)

**2.36.110 Passenger boarding fee--Definitions.**

For the purposes of this section and Sections 2.36.120 through 2.36.170 the following terms, phrases, words, and their derivations shall have the meaning given herein:

- A. "Airline employee passenger" is a passenger, or the members of the immediate family of an airline employee traveling on a pass issued by any commercial airline.
- B. "Enroute delay passenger" is a passenger whose point of origin is from an airport facility other than the Jackson Hole Airport, Teton County, Wyoming, and whose flight requires an intermediate or temporary stop at the Jackson Hole Airport due to weather or mechanical conditions.
- C. "Military passenger" is a passenger who is traveling pursuant to valid orders issued by an appropriate branch of the military services.
- D. "On-line connecting passenger" is a passenger whose point of origin is from an airport facility other than the Jackson Hole Airport, Teton County, Wyoming, and whose flight requires an intermediate or temporary stop at the Jackson Hole Airport for the purpose of changing planes or for the on-loading of other passengers, all in the execution of a continuous journey.
- E. "Passenger" means a person traveling for hire in a commercial airplane. (Ord. 154 § 1, 1973.)

**2.36.120 Passenger boarding fee--Imposition authority--Exemptions.**

- A. The Jackson Hole airport board, an agency of the Town of Jackson and County of Teton, is authorized to fix, create, establish, impose and collect a boarding fee, up to a maximum amount which shall be established by resolution, for each passenger enplaning any commercial aircraft operated from the Jackson Hole Airport, Teton County, Wyoming, subject to the exceptions hereinafter set forth. (Ord. 1280 § 2, 2021; Ord. 154 § 2, 1973.)

**2.36.130 Passenger boarding fee--Collection.**

- A. Each enplaning passenger subject to the boarding fee shall purchase from the Jackson Hole airport board, its representatives, or agents, a boarding pass provided by the Jackson Hole airport board, which pass shall be surrendered at or prior to the boarding gate and prior to entry or attempted entry by the enplaning passenger upon any boarding apron of the Jackson Hole Airport.
- B. The administration of Sections 2.36.110 through 2.36.170 shall be pursuant to rules and regulations established by the Jackson Hole airport board. (Ord. 154 § 3, 1973.)

**2.36.140 Passenger boarding fee--Nonpayment or failure to obtain pass unlawful.**

It is unlawful for any enplaning passenger required to pay the boarding fee imposed by Section 2.36.120 and required to purchase a boarding pass under the rules and regulations as established by the Jackson Hole airport board to enter on or upon the boarding aprons without first having paid said charge and obtained said pass and having surrendered the same prior to entry or attempted entry by the enplaning passenger upon the boarding apron of the Jackson Hole Airport. "Boarding apron" means the area between an exit from the terminal building and the airplane from which the enplaning passenger holds a ticket for passage. (Ord. 154 § 4, 1973.)

**2.36.150 Passenger boarding fee--Disposition of revenue.**

All revenue collected from said boarding fee shall be held by the Jackson Hole airport board for defraying the present and future operating costs at the Jackson Hole Airport. (Ord. 154 § 6, 1973.)

**2.36.160 Passenger boarding fee--Duration.**

The boarding fee herein provided shall remain in full force and effect until revoked by the Jackson Hole airport board, or by ordinance of the Town Council of Jackson. The boarding fee shall be subject to review by the Town Council of Jackson, at six months intervals from May 16, 1973. (Ord. 154 § 8, 1973.)

**2.36.170 Passenger boarding fee--Penalty for violations.**

Any person violating Sections 2.36.110 through 2.36.160 or the rules and regulations of the Jackson Hole airport board issued in connection with Sections 2.36.110 through 2.36.160 is guilty of a misdemeanor, and upon conviction, shall be punishable by a fine not exceeding seven hundred fifty dollars. (Ord. 289 § 2, 1982; Ord. 154 § 5, 1973.)

## **Chapter 2.40**

### **TOWN PLANNING COMMISSION**

#### **Sections:**

**2.40.010 Created--Membership--Qualifications--Terms.**

**2.40.020 Powers and duties.**

**2.40.030 Meeting schedule.**

**2.40.040 Rules.**

#### **2.40.010 Created--Membership--Qualifications--Terms.**

There is created a Town Planning Commission for the Town of Jackson, which commission shall consist of an odd number of not more than 7 members and not less than 3, including a chairman, all to be appointed by the Mayor by and with the advice and consent of the Town Council. Members of the Town Planning Commission shall have been bona fide residents of the Town for at least one (1) year immediately prior to their becoming members of the commission and no person holding any other public office or position in the government of the Town shall be eligible for membership on such commission. The members of the initial commission shall take office as of the date of their appointment and qualification. Initial appointments shall be two (2) appointments for one (1) year, two (2) appointments for two (2) years, and three (3) appointments for three (3) years, and thereafter members shall be appointed for a term of three (3) years in the manner hereinabove provided at the expiration of the term of each member. All members shall serve without compensation. The Town Planning Commission shall appoint a secretary who, unless he is a member of the Planning Commission, shall not be entitled to vote on matters before the Planning Commission.

#### **2.40.020 Powers and duties.**

The Town Planning Commission, acting as the Zoning Commission, shall study the zoning questions in the Town and shall, from time to time, prepare suggested revisions of the Town zoning ordinance. The Town Planning Commission shall also conduct public hearings concerning requests for amendments to the zoning map of the Town in accordance with the ordinances of the Town. The Town Planning Commission shall also act as the Town Board of Adjustment and perform those functions designated by Town ordinance and statutes of the State to be performed by the Board of Adjustment and shall also perform such other duties as may be required, from time to time, by the ordinances of the Town, including, but not limited to, administration of certain portions of the subdivision ordinance.

#### **2.40.030 Meeting schedule.**

The Town Planning Commission shall hold regular public meetings on the first and third Wednesdays of each month in the council chambers of the Jackson Town Hall at five-thirty p.m. All persons desiring to conduct business before the Town Planning Commission shall contact the secretary of the Planning Commission no later than two p.m. on the Friday preceding the meeting at which the person wishes to appear.

**2.40.040 Rules.**

The Planning Commission may adopt rules in accordance with State law. No action shall be taken by the Planning Commission on any case until after notice and hearing as required by Town ordinance or the statutes of the State. The presence of a majority of the appointed members shall constitute a quorum and the concurring vote of a majority of the members present shall be necessary to decide on any matter upon which the commission is required to pass.

(Ord. 1268 § 1, 2020; Ord. 1190 § 1, 2018; Ord. 1051 §1, 2014; Ord. 934 §1, 2009; Ord. 652 § 1, 2000; Ord. 597 § 1, 1998; Ord. 361 § 1, 1987; Ord. 350 § 1, 1986; Ord. 283 § 1, 1982; Ord. 256 § 1, 2, 3, 4, 1979; Ord. 164 § 1, 2, 3, 4, 1973.)