



# TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

## TRANSMITTAL MEMO

### Town of Jackson

- Public Works/Engineering
- Building
- Title Company
- Town Attorney
- Police

### Joint Town/County

- Parks and Recreation
- Pathways
- Joint Housing Dept

### Teton County

- Planning Division

- Engineer
- Surveyor- *Nelson*
- Assessor
- Clerk and Recorder
- Road and Levee

**State of Wyoming**

- Teton Conservation
- WYDOT
- TC School District #1
- Game and Fish
- DEQ

### Federal Agencies

- Army Corp of Engineers

### Utility Providers

- Qwest
- Lower Valley Energy
- Bresnan Communications

### Special Districts

- START
- Jackson Hole Fire/EMS
- Irrigation Company

Date: January 25, 2023

Item #: P23-016

Planner: Katelyn Page

Phone: 733-0440 ext. 1302

Email: [kpage@jacksonwy.gov](mailto:kpage@jacksonwy.gov)

### Applicant/Agent

JH Community Pathways  
PO Box 3594  
Jackson, WY 83001

### REQUESTS:

The applicant is submitting a request for an LDR Text Amendment to 6.2.2.D Bicycle Parking in the Town of Jackson.

For questions, please call Katelyn Page at 733-0440, x1302 or email to the address shown below. Thank you.

Please respond by: February 15, 2023 (with Comments)

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
[alangley@jacksonwy.gov](mailto:alangley@jacksonwy.gov)



December 28, 2022

**Planning Staff**

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

*-Digitally sent to [planning@jacksonwy.gov](mailto:planning@jacksonwy.gov)*

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

Dear Planning Staff,

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

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

Please find the following with this application:

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

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

Sincerely,

TETON COUNTY PUBLIC WORKS

Brian Schilling  
Pathways Coordinator



**PLANNING PERMIT APPLICATION**  
Planning & Building Department

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

*For Office Use Only*

Fees Paid \_\_\_\_\_

Date & Time Received \_\_\_\_\_

Application #s \_\_\_\_\_

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

**PROJECT.**

Name/Description: Amendment to Section 6.2.2 of the ToJ LDRs

Physical Address: 320 S King St, Jackson WY 83001

Lot, Subdivision: \_\_\_\_\_ PIDN: \_\_\_\_\_

**PROPERTY OWNER.**

Name: Teton County

Phone: \_\_\_\_\_

Mailing Address: PO Box 3594 Jackson WY

ZIP: 83001

E-mail: bschilling@tetoncountywy.gov

**APPLICANT/AGENT.**

Name: Brian Schilling, Pathways Coordinator and Mila Dunbar-Irwin, Jorgensen Associates

Phone: 307-732-8537 8573

Mailing Address: PO Box 1727, Jackson WY 83001

ZIP: \_\_\_\_\_

E-mail: bschilling@tetoncountywy.gov and mdi@jorgeng.com

**DESIGNATED PRIMARY CONTACT.**

Property Owner  Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson/200/Planning](http://www.townofjackson/200/Planning)

**Use Permit**

Basic Use

**Physical Development**

**Interpretations**

Formal Interpretation

Conditional Use

Sketch Plan

Zoning Compliance Verification

Special Use

Development Plan

**Amendments to the LDRs**

**Relief from the LDRs**

Design Review

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](http://www.townofjackson.com/200/Planning) and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #:

Environmental Analysis #:

Original Permit #:

Date of Neighborhood Meeting:

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

Have you attached the following?

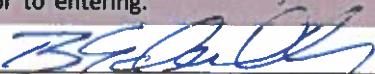
**Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

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

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

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

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

  
Signature of Property Owner or Authorized Applicant/Agent

BRIAN SCHILLING  
Name Printed

1-23-23

Date

Pathways Coordinator  
Title

## **FINDINGS FOR APPROVAL**

The purpose of an LDR text amendment is to publicly review a change to these LDRs to ensure that it improves implementation of the Jackson/Teton County Comprehensive Plan or address other health, safety, or welfare issues in the community.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### D. Required Bicycle Parking

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

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

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

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

- a) All new developments which uses fall under the categories set forth in Table XXX requiring bicycle parking
- b) Existing developments that involve a change in use requiring planning approval or a building permit
- c) Existing developments that involve expansion, intensification, addition, or any other changes to the site requiring planning approval or a building permit
- d) The provisions of this article do not apply to single-family residences or duplexes.

#### 1)2) Required parking

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

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

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

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

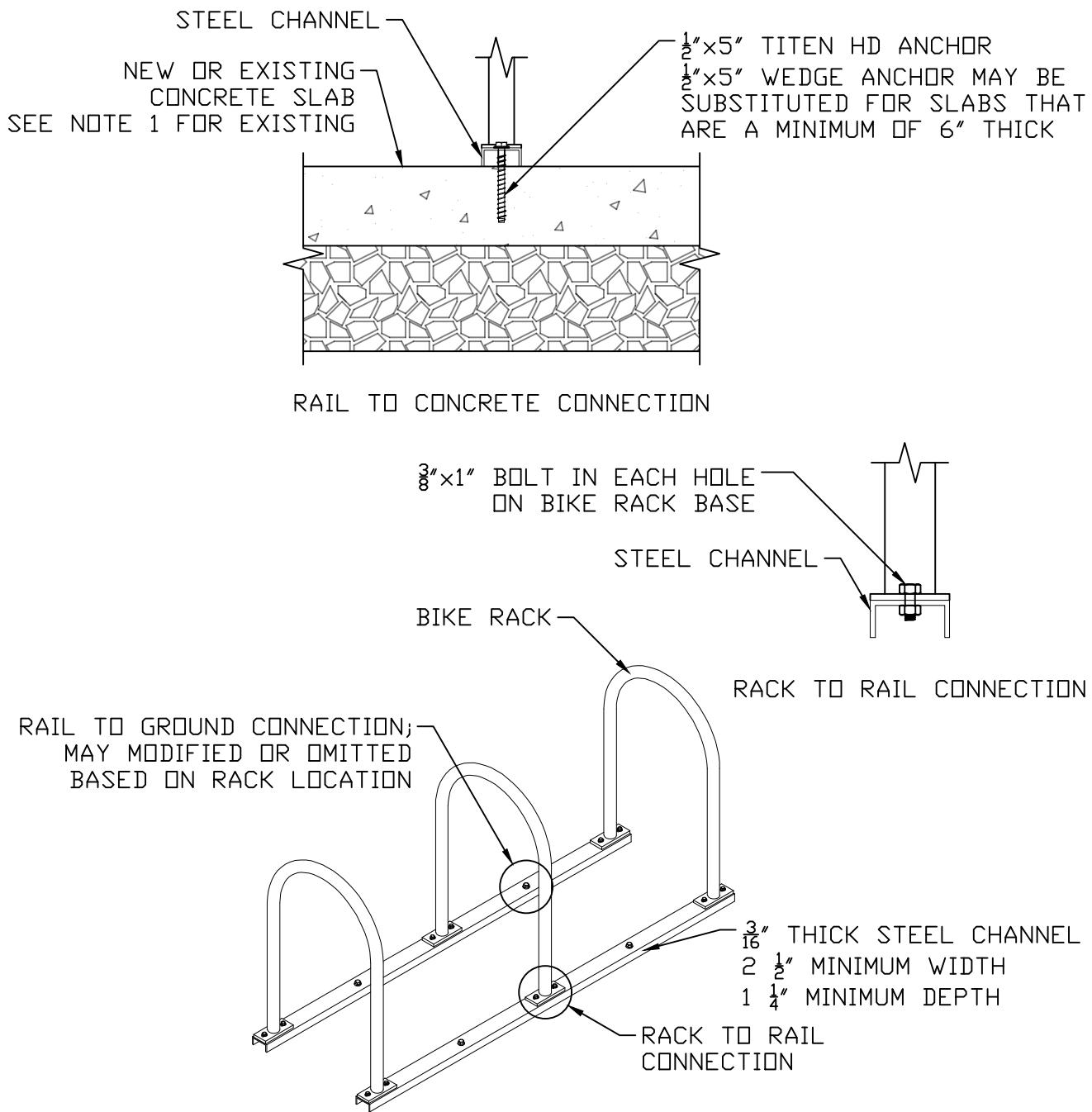
### 3) Standards and installation guidelines

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

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

4) Alternative compliance

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



#### NOTE

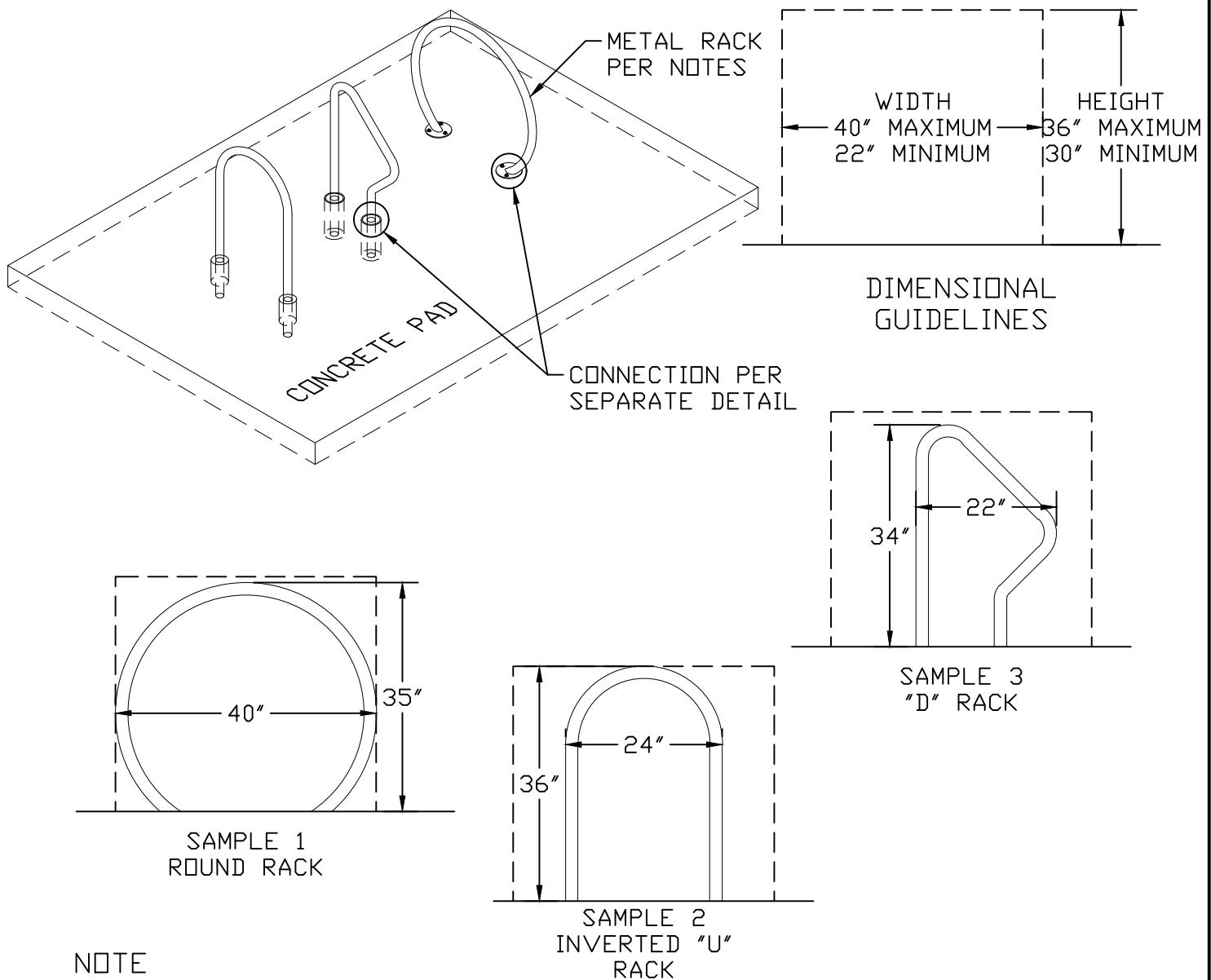
1. SURFACE MOUNTED RACKS MAY BE PLACED ON EXISTING CONCRETE SLABS PROVIDED THEY DO NOT HAVE EXCESSIVE CRACKING AND HAVE A MINIMUM THICKNESS OF 4".
2. RACK TYPE AND SPACING TO COMPLY WITH SEPARATE BIKE RACK STYLES AND BIKE RACK SPACING DETAILS



#### RAIL MOUNTED BIKE RACK DETAIL

DET NO. DATE: 12/28/22

SCALE: NTS



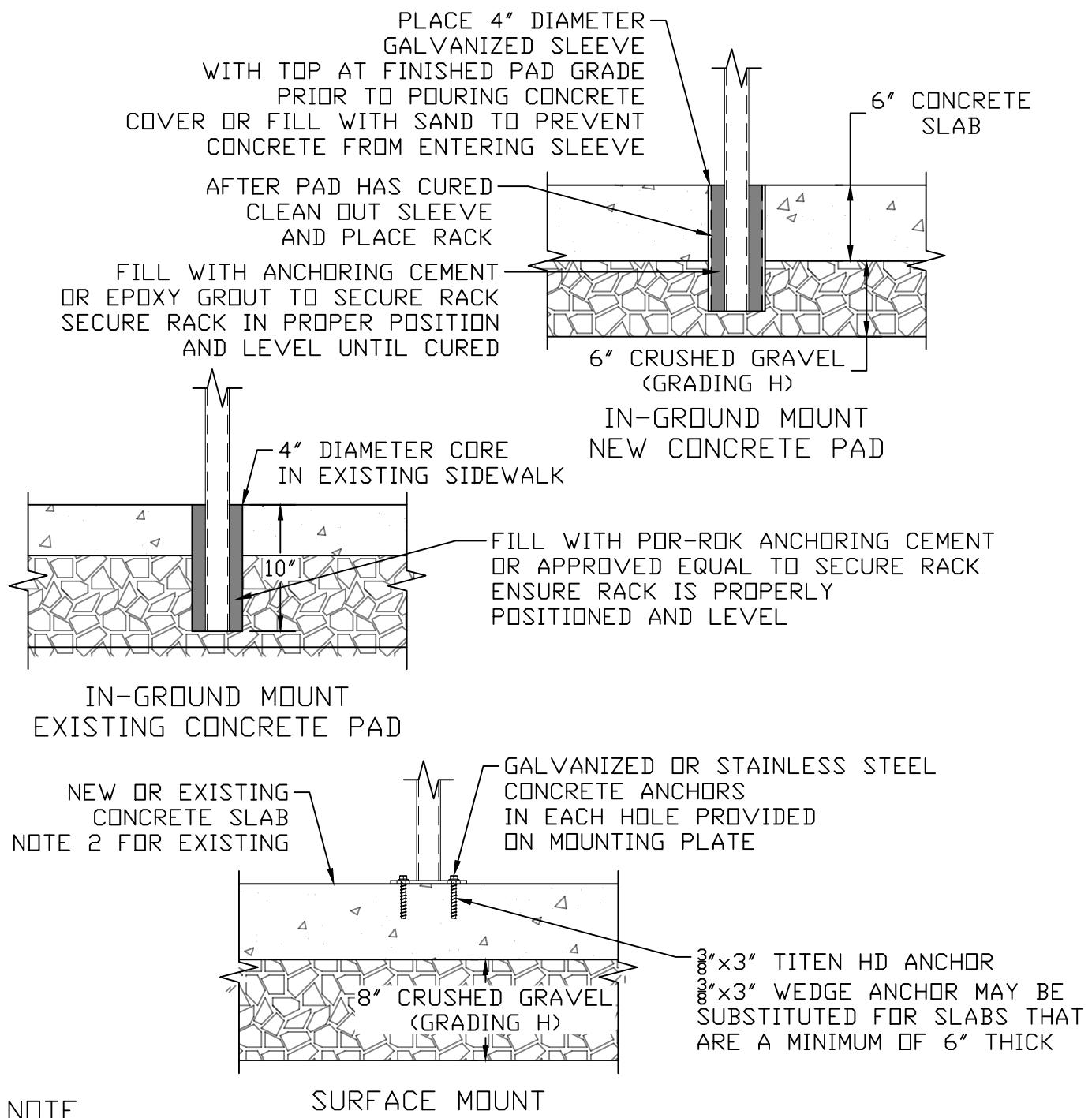
1. ALL BIKE RACKS MUST COMPLY WITH THE FOLLOWING STANDARDS. ADDITIONAL STYLES NOT LISTED IN THIS DETAIL MAY BE APPROVED BY THE PATHWAYS COORDINATOR.
  - 1.1. ALL RACKS SHALL BE SECURELY ANCHORED TO A PERMANENT FOUNDATION
  - 1.2. RACKS SHALL BE METAL TUBE WITH A MINIMUM DIAMETER OF 1.5"
  - 1.3. ALLOWABLE 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



## BIKE RACK STYLES DETAIL

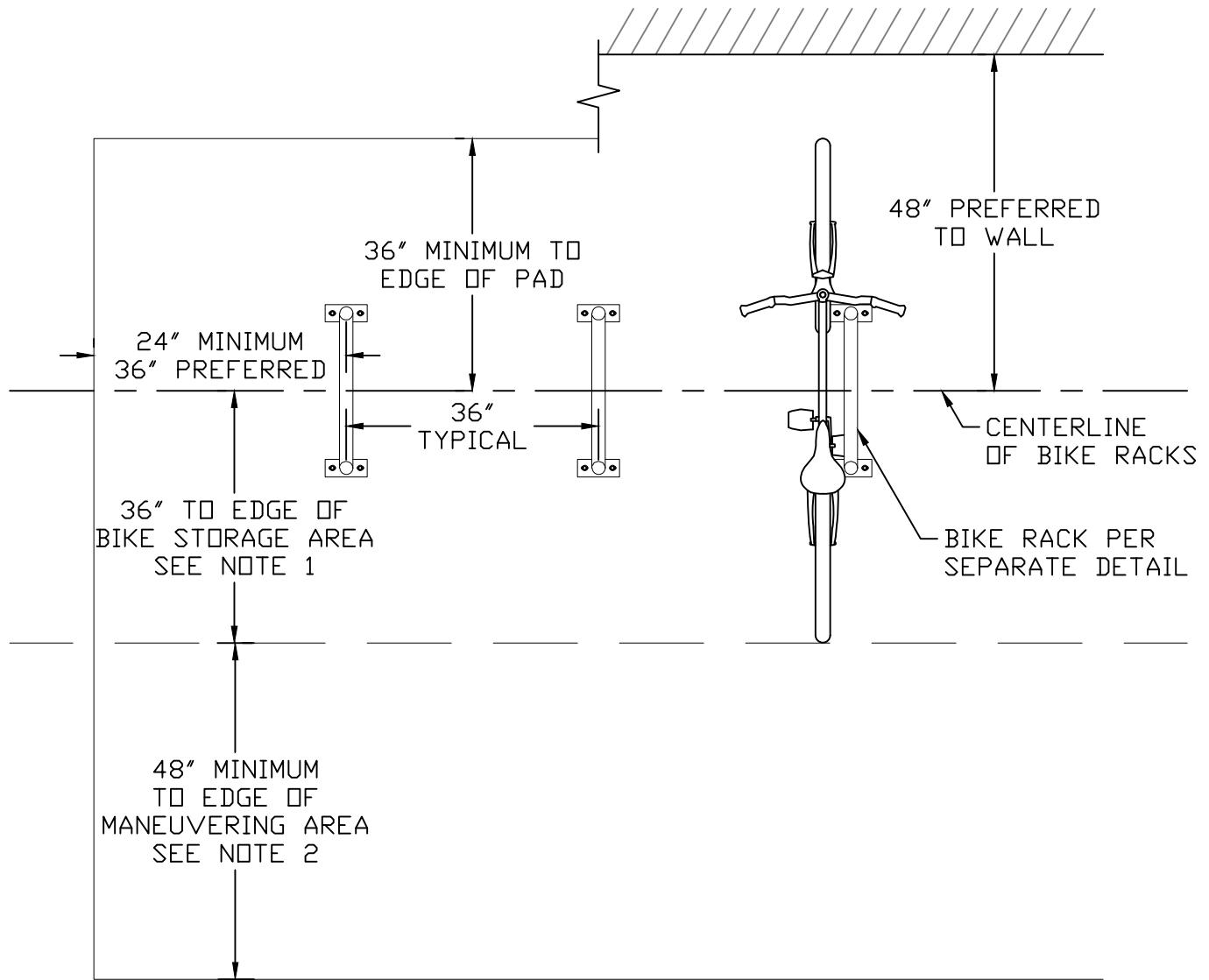
DET NO. DATE: 6/30/22

SCALE: NTS



NOTE

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



## NOTE

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



### *BIKE RACK SPACING DETAIL*

DET NO. DATE: 6/30/22

SCALE: *NTS*