



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: March 19, 2024	REQUESTS:
Item #: P24-042	Staff has initiated an LDR Text Amendment to Sections 4.3.1, 8.2.4, 8.6.3, 8.7.4, 8.9.2, 8.9.4, 8.10.1, 8.10.2, and 8.10.3 regarding the Title of Community Development Director.
Planner: Katelyn Page	For questions, please call Katelyn Page at 307-733-0440, x1302 or email to the address shown below. Thank you.
Phone: 307-733-0440 ext. 1302	
Email: kpage@jacksonwy.gov	
Applicant/Agent Town of Jackson Staff Initiated	
Please respond by: April 9, 2024 (with Comments)	

RESPONSE: For Departments not using SmartGov, please send responses via email to:
planning@jacksonwy.gov

ORDINANCE __

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1196, 1257, AND 1258; SECTION 2 OF TOWN OF JACKSON ORDINANCE NOS. 1074 (PART) AND 1165; SECTION 3 OF TOWN OF JACKSON ORDINANCE NO. 1161; SECTIONS 10, 11, 15, AND 16 OF TOWN OF JACKSON ORDINANCE NO. 1165; AND SECTIONS 4.3.1, 8.2.4, 8.6.3, 8.7.4, 8.9.2, 8.9.4, 8.10.1, 8.10.2, AND 8.10.3 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS REGARDING THE COMMUNITY DEVELOPMENT DIRECTOR.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED THAT:

SECTION I.

Section 1 of Town of Jackson Ordinance Nos. 1196 and 1257; Section 2 of Town of Jackson Ordinance No. 1074 (part); Section 3 of Town of Jackson Ordinance No. 1161; and Section 4.3.1 of the Town of Jackson Land Development Regulations are hereby amended and reenacted to read as follows:

4.3.1. All Planned Resort Zones.

...

E. **Procedure.** A Planned Resort master plan shall be reviewed pursuant to the standard procedures set forth for review of a PUD in Section 8.7.4. In addition, all Planned Resort master plans shall comply with the following procedural standards.

...

3. **Submittal Components.** A Planned Resort master plan application shall include all lands in a given resort area, as listed in subsection 4.3.1.B. The minimum requirements for a master plan application shall be established by the [Community Development Planning](#) Director and shall include, but not be limited to:

...

(Ord. __§ 1, 2024; Ord. 1257 § 1, 2020; Ord. 1196 § 1, 2018; Ord. 1161 § 3, 2017)

SECTION II.

Section 1 of Town of Jackson Ordinance No. 1258; Section 2 of Town of Jackson Ordinance Nos. 1074 (part) and 1165; Sections 10, 11, 15, and 16 of Town of Jackson Ordinance No. 1165; and Sections 8.2.4, 8.6.3, 8.7.4, 8.9.2, 8.9.4, 8.10.1, 8.10.2, and 8.10.3 of the Town of Jackson Land Development Regulations are hereby amended and reenacted to read as follows:

8.2.4. Application Submittal.

...

D. **Application Consolidation.** The application review process is intended to encourage efficient processing. Applicants are encouraged to consolidate the review of concurrent applications for a single site to the extent practical. Appropriate application consolidation will be established at the pre-application conference or by the [Community Development Director along with the](#) Planning Director and may include the waiver of overlapping application requirements. The [Community Development Director along with the](#) Planning Director may require application consolidation where the information from one application is necessary to review the compliance of another application.

...

F. **Significant Modifications.** If at any point during the review of an application ~~the Community Development Director along with~~ the Planning Director deems that revisions to the application are significant enough to render previous reviews incomplete or obsolete, ~~the Community Development Director along with~~ the Planning Director may declare that the revision is a resubmittal or a new application and declare the original application withdrawn. Such a declaration resets all review deadlines and processes, and ~~the Community Development Director along with~~ the Planning Director may assess a new application fee.

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(Ord. ____§ 2, 2024; Ord. 1258 § 1, 2020; Ord. 1165 § 2, 2017)

8.6.3. Zoning Compliance Verification (ZCV).

...

C. **Findings.** In order to issue a zoning compliance verification the ~~Community Development Director along with the~~ Planning Director shall find that the property, portion of the property, or attribute of the property in question:

...

(Ord. ____§ 2, 2024; Ord. 1258 § 1, 2020; Ord. 1165 § 10, 2017)

8.7.4. Planned Unit Development (PUD).

...

F. **Expiration.**

...

2. **Effect of Expiration.** Upon expiration, all rights established by the master plan shall become null and void. The Town shall amend the Official Zoning Map pursuant Section 8.7.3 from PUD to the zone that existed on the land prior to the PUD approval. If the prior zone no longer exists, the ~~Community Development Director Planning Director~~ shall propose the appropriate zone in which to place the land.

...

(Ord. ____§ 2, 2024; Ord. 1258 § 1, 2020; Ord. 1165 § 11, 2017)

8.9.2. Violations.

...

B. **Inspection.** The ~~Community Development Director along with the~~ Planning Director shall gain permission prior to entering onto land within the Town to inspect suspected violations of these LDRs.

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(Ord. ____§ 2, 2024; Ord. 1258 § 1, 2020)

8.9.4. Abatement of Violations.

A. **Purpose.** Violations of these LDRs may be abated at the election of ~~the Community Development Director along with~~ the Planning Director. This procedure shall not be the sole remedy available, and the Town may enforce these LDRs in any manner provided by law.

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(Ord. ____§ 2, 2024; Ord. 1258 § 1, 2020; Ord. 1165 § 15, 2017)

8.10.1. Community Development Director. (Repealed)

A. ~~Creation and Appointment. The Community Development Director shall be appointed by and serve at the pleasure of the Town Administrator.~~

B. ~~Jurisdiction, Authority, and Duties. In addition to the jurisdiction, authority, and duties which may be conferred upon the Community Development Director by other provisions of the Jackson Municipal Code and the Town Council, the Community Development Director shall have the following jurisdiction, authorities, and duties under these LDRs:~~

1. ~~To initiate or review, consider, and recommend to the Town Council a decision on the following legislative applications:~~
 - a. ~~LDR text amendments pursuant to Section 8.7.2;~~
 - b. ~~Zoning Map amendment pursuant to Section 8.7.3;~~
 - c. ~~Planned Unit Development pursuant to Section 8.7.4.~~
2. ~~To review the effectiveness of these LDRs and the Official Zoning Map in implementing the Comprehensive Plan; and~~
3. ~~To lead and provide recommendations to the Town Council on strategic, longrange planning efforts on behalf of the Town including but not limited to the Comprehensive Plan, Integrated Transportation Plan, Housing Action Plan, etc.~~

C. ~~Delegation. Any authority or duty of the Community Development Director may be delegated to a professional level employee of the Community Development Department or Planning Department, unless specified otherwise by these LDRs.~~

(Ord. ____§ 2, 2024; Ord. 1258 § 1, 2020)

8.10.2. Planning and Building Director.

A. **Creation and Appointment.** The Planning and Building Director (hereinafter “Planning Director”) shall be the agency head of the Planning and Building Department and shall be appointed by and serve at the pleasure of the Town Administrator.

B. **Jurisdiction, Authority, and Duties.** In addition to the jurisdiction, authority, and duties which may be conferred upon the Planning Director by other provisions of the Jackson Municipal Code and the Town Council, the Planning Director shall have the following jurisdiction, authorities, and duties under these LDRs:

...

10. To initiate or review, consider, and recommend to the Town Council a decision on the following legislative applications:
 - a. LDR text amendments pursuant to Section 8.7.2;

- b. Zoning Map amendment pursuant to Section 8.7.3;
- c. Planned Unit Development pursuant to Section 8.7.4.

11. To review the effectiveness of these LDRs and the Official Zoning Map in implementing the Comprehensive Plan; and

12. To lead and provide recommendations to the Town Council on strategic, long-range planning efforts on behalf of the Town including but not limited to the Comprehensive Plan, Integrated Transportation Plan, Housing Action Plan, etc.

103. To initiate actions to revoke permits where the physical development, use, or development option is not in compliance with the terms and conditions of the permit;

144. To initiate requests to the Town Attorney to institute proceedings against the violators of these LDRs;

125. To undertake the day-to-day administration of the LDRs;

136. To serve as the Secretary to the Planning and Zoning Commission/Board of Adjustment pursuant to the terms of the LDRs; and

147. To take such other action and perform such other duties as may be provided for in the LDRs.

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(Ord. ____ § 2, 2024; Ord. 1258 § 1, 2020)

8.10.3. Plan Review Committee.

A. **Purpose.** The purpose of the Plan Review Committee (PRC) is to advise and assist the Planning Director and ~~Community Development Director~~ in reviewing, making recommendations, and deciding applications by providing technical assistance regarding compliance with the LDRs.

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(Ord. ____ § 2, 2024; Ord. No. 1258 § 1, 2020; Ord. 1165 § 16, 2017)

SECTION III.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION IV.

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

SECTION V.

This Ordinance shall become effective after its passage, approval, and publication.

PASSED 1ST READING THE ____ DAY OF _____, 2024.

PASSED 2ND READING THE ____ DAY OF _____, 2024.

PASSED AND APPROVED THE ____ DAY OF _____, 2024.

TOWN OF JACKSON

BY: _____
Hailey Morton Levinson, Mayor

ATTEST:

BY: _____
Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. _____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of _____, 2024.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Riley Taylor, Town Clerk