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**FROM:** Planning Staff, Jason Boal  
**TO:** Teton County Planning & Zoning Commission  
**RE:** Teton County Land Use Code Revision  
**DATE:** March 20, 2014

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**This is a PROPOSED process for Teton County Land Use Code Revisions:**

There are two major parts of the Land Use Code (Titles 8 & 9) revision:

- 1) Reviewing/changing the text of the Land Use Codes (this may include additions, deletions, and revisions)
- 2) A revision of the Teton County Zoning Map

The benchmarks for the process are as follows:

**1. Project Kick-Off and Orientation (December 2013)** This phase is where the Teton County Planning & Zoning Commission (P&Z) will familiarize themselves with the Comprehensive Plan, the existing Land Use Codes and other zoning examples available.

**2. Issue Identification (January-March 2014)** During this phase P&Z will review the Comprehensive Plan's Action Items to determine which items are of the highest priority moving forward. This will include scoring a list of action items from the Comprehensive Plan and discussing the "rankings" to create a master list.

**3. Existing Land Use Codes Analysis (January-March 2014)** At the same time P&Z is identifying issues they will be analyzing the current Land Use Codes. This will include a thorough evaluation of the current code and related regulations: the subdivision regulations, zoning district, overlay zones and uses. The analysis of the Comprehensive Plan and the current codes will result in a report that will be reviewed by Code Studio, then presented to the BoCC and the public.

**3b. Public Outreach (March-April 2014)** It will be key to work closely with the public throughout this whole process of revising the Land Use Code. However, once P&Z has create the specific report in step #3 specific outreach meeting will be scheduled. P&Z will work with citizens and stakeholders to identify their main issues and problems associated with the current Land Use Codes, through a variety of outreach methods, including interviews and community meetings.

**4. Outline of new Land Use Code (May-June 2014)** The organization, implementation tools and format of the new Code will be determined, based on a review of similar models and the findings from the previous phases. An outline will be prepared that includes:

- an overview of the organization of the Code
- descriptions of all zoning districts
- recommendations for revisions to related ordinances (subdivision, urban design, etc.)
- examples of what outcomes are desired from the Code that highlight the action items from the Comprehensive Plan.

This outline will also be reviewed by Code Studio prior to a presentation to the BoCC and to the public.

**4b. Public Outreach (July-August 2014)** As in 3b. It will be key to work closely with the public throughout this whole process of revising the Land Use Code. Once P&Z has create outline in step #4 specific outreach meeting will be

scheduled. P&Z will work with citizens and stakeholders to identify any additional ideas that may need to be included into the new code, through a variety of outreach methods, including interviews and community meetings.

**5. Code Drafting (July- December 2014)** The outline developed above will be conveyed to Code Studios for their assistance in drafting a new Teton County Land Use Code. We anticipate it being an iterative process, working from the outline to more detailed code language and illustrations. This process will break the code drafting into 3 “Modules” that will be presented to P&Z individually. They will be asked to review and comment on the modules as the coding progresses. Drafts should be annotated to highlight the differences between existing and revised standards, explain the reasoning behind specific changes, and identify issues or questions that still need to be addressed. As part of this task, draft sections of the Code will be “test-mapped” by applying new district regulations or standards to specific projects and/or locations within the County. Drafts will be adjusted as necessary based on the results of the test mapping process.

Both new and revised sections will need to be packaged into a single coherent and readable document, with consistent format, table numbering and cross-references. The complete draft will go through public and commission/board review prior to adoption.

**5b. Public Outreach (July-December 2014)** As P&Z receive the different “Modules” back from Code Studio they will schedule public meetings to gain the public input on the code section as it is written. By reviewing these “Modules” individually it will be easier to obtain public input on the specific sections and it will allow the public hearing process to move forward smoother as well, due to the familiarity of the code.

**6. Land Use Code Revisions, Adoption and Implementation (January- April 2015)** The new Land Use Code text will be adopted in advance of the zoning map, but will not be applied until the map is adopted. The Code will go through the public hearing process before the P&Z and the BoCC.

**7. Draft Zoning Map (April- June 2015)** The Zoning Map will be updated with the use of the County’s Geographic Information System (GIS) to compare proposed map changes to existing land uses, lot sizes and other conditions. A goal of the process is to minimize the creation of nonconformities (uses that would have been allowed under the previous standards but not under the new ones) and to match new or revised districts to existing or approved land use patterns, consistent with the Comprehensive Plan.

**7b. Public Outreach (May-July 2015)** As with previous steps It will be key to work closely with the public throughout this whole process of revising the Land Use Code. Once P&Z has devised a Land Use Zoning Map in step #7, specific outreach meeting will be scheduled. P&Z will work with citizens and stakeholders to identify concerns and input to any new or different zoning designations. This will happen through a variety of outreach methods, including interviews and community meetings.

**8. Zoning Map Revisions, Adoption and Implementation (June- August 2015)** The review process will involve presentations to the public, and then an official public hearing before the P&Z C prior making a recommendation to the BoCC.