



Sean E. O'Malley, PE  
Teton County Engineer  
Director of Engineering  
Services  
[somalley@tetonwyo.org](mailto:somalley@tetonwyo.org)

Amy Ramage  
Associate Engineer  
[aramage@tetonwyo.org](mailto:aramage@tetonwyo.org)

Brian Schilling  
Jackson Hole Community  
Pathways Coordinator  
[bschilling@ci.jackson.wy.us](mailto:bschilling@ci.jackson.wy.us)

Gordon Gray  
Sr. Engineering Technician  
Pathways Project Manager  
[ggray@tetonwyo.org](mailto:ggray@tetonwyo.org)

Gabe Klamer  
Project /Construction  
Coordinator  
[gklamer@tetonwyo.org](mailto:gklamer@tetonwyo.org)

Kurt Stout, PE  
Interim Floodplain  
Administrator  
[kstout@tetonwyo.org](mailto:kstout@tetonwyo.org)

Tracy Gridley  
Office Manager  
[tgridley@tetonwyo.org](mailto:tgridley@tetonwyo.org)

PO Box 3594  
320 S. King Street  
Jackson, WY 83001

Office: 307-733-3317  
Fax: 307-734-3864  
[www.tetonwyo.org](http://www.tetonwyo.org)

**Administrative Adjustment Fee: \$500.00**  
*(Roadway Exception Request is now categorized as Administrative Adjustment per the revised LDR'S as of January 1, 2015.)*

Article 8. Administrative Procedures | Div. 8.8. Relief from the LDRs  
8.8.1. Administrative Adjustment (1/1/15)

**8.8.1. Administrative Adjustment (1/1/15)**

**A. Purpose**

The purpose of an administrative adjustment is to allow minor adjustments to certain requirements and numerical standards in these LDRs based on specific review standards. The intent is to provide relief when application of a standard creates practical difficulties in advancement of Comprehensive Plan goals or zoning district purposes.

**B. Applicability**

An application may be made for administrative adjustment of the following standards of the LDRs.

1. Landscape Surface Ratio may be adjusted up to 20%.
2. Structure setbacks, not including setbacks from natural resources, may be adjusted up to 20%.
3. Site development setbacks, not including setbacks from natural resources, may be adjusted up to 20%.
4. Fencing height and setbacks may be adjusted up to 20%.
5. Grade of developable slopes may be adjusted up to 20%.
6. Wildlife friendly fencing may be adjusted as allowed by 5.1.2.E.
7. Standard plant units may be adjusted as allowed by 5.5.3.E.3.
8. Parking requirement may be adjusted as allowed by 6.2.2.A.1.
9. Street and road standards may be adjusted as allowed by 7.6.4.C.

**C. Findings**

An administrative adjustment shall be approved upon finding the application:

1. Complies with the applicability standards of this Section;
2. Either:

- a. Compensates for some unusual constraint of the site or proposal that is not shared by landowners generally, or
  - b. Better protects natural and scenic resources, or
  - c. Better supports the purpose of the zone;
3. Is consistent with the purpose of the zone and the desired future character for the area described in the Comprehensive Plan;
  4. Will not pose a danger to the public health or safety; and
  5. The site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this Section.

**D. Effect**

Issuance of an administrative adjustment shall not ensure the approval of any other application. The decision on an administrative adjustment cannot be reversed by the Board of County Commissioners through review of an associated permit application. The decision on an administrative adjustment can only be reversed through an appeal pursuant to Sec. 8.8.3.

**E. Expiration**

An administrative adjustment shall expire one year after the date of approval except under one of the following circumstances:

1. The physical development, use, development option, or subdivision enabled by the administrative adjustment is in review or implementation; or
2. An alternate expiration is set through the approval of the administrative adjustment.

**F. Review Process**

All steps and deadlines in the following chart are required unless noted otherwise. An applicant must complete the each step before moving to the step below.