

Jackson Town Council Regular Meeting

July 1, 2019

6:00 PM

Town Council Chambers

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS. **PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

I. OPENING

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Announcements/Proclamations:
 - New Employee Introductions:
 - Legal Interns: Alex DiMeglio and Griffin Hay
 - Police Intern: Austin Weber
 - Community Service Officer: Ashley Brimeyer

II. PUBLIC COMMENT

This section is reserved for questions and comments from the public on items that are not otherwise included in this agenda. If you would like to communicate with the Council during the meeting, please address them during open public comment, when public comment is called for on a specific item or send an email to Council@jacksonwy.gov.

III. CONSENT CALENDAR

All matters listed in this section are considered to be of routine nature by the governing body and will be enacted in one motion, unless it is removed from the consent calendar and considered separately by Council. Public comment may be given on any item.

- A. Meeting Minutes:
 - 1. June 17, 2019 workshop
 - 2. June 17, 2019 regular meeting
 - 3. June 21, 2019 special meeting
 - 4. June 25, 2019 special meeting
- B. Disbursements
- C. Special Event: Lions Club 4th of July Breakfast
- D. Special Event: PARK(ing) Day
- E. Temporary Sign Permit: Off Square Theater, Thin Air Shakespeare (P19-162)
- F. Malt Beverage Permit for Snake River Brewing
- G. Malt Beverage Permit for Backcountry Hunters and Anglers
- H. Grant Application to WYDOT Transportation Alternatives Program (TAP) and Consultant Services Policy for Planning Funds for Scott Lane and Maple Way ADA/Bike/Pedestrian Improvements
- I. Encroachment Agreement for 785 Snow King Drive (P19-144)

IV. PUBLIC HEARINGS, DISCUSSION AND/OR POSSIBLE ACTION ITEMS

- A. Planning:

Please note that at any point during the meeting, the Mayor and Council may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

1. **Item P18-365:** Conditional Use Permit for St. John's Parking at 630 East Broadway (Brendan Conboy) *Request to continue this item to July 15*
2. **Item P19-097, -098, -099:** Sketch Plan and Administrative Adjustment at 165 and 185 N Glenwood for 29-unit Condominium (Paul Anthony)

V. RESOLUTIONS

- A. Resolution 19-14: A Resolution Designating Public Records Contact Person for Town of Jackson and Joint Agencies

VI. ORDINANCES

- A. Ordinances C through F
 1. **Ordinance C:** An Ordinance Repealing Town of Jackson Municipal Code Section 5.12.070 related to Criminal Background Investigations on License or Permit Applications (Presented for third reading and designated 1235)
 2. **Ordinance D:** An Ordinance Repealing Town of Jackson Municipal Code Section 5.12.150 related to Prohibitions against Merchandise Sales on Public Property (Presented for third reading and designated 1236)
 3. **Ordinance E:** An Ordinance Repealing Town of Jackson Municipal Code Section 5.21.100 related to Prohibitions against Merchandise Sales on Public Property (Presented for third reading and designated 1237)
 4. **Ordinance F:** An Ordinance Repealing Town of Jackson Municipal Code Section 5.52.030 related to Handbill Distribution (Presented for third reading and designated 1238)
- B. **Ordinance A:** An Ordinance Amending the Zoning District Map at 460 East Broadway to Public/Semi-Public (P/SP) *This item will be continued to July 15*
- C. **Ordinance B:** An Ordinance Amending the Zoning District Map at 660 East Broadway to Public/Semi-Public (P/SP) *This item will be continued to July 15*

VII. MATTERS FROM MAYOR AND COUNCIL

- A. Sale Price for Wapiti Shared Appreciation Mortgage Home
- B. Board and Commission Reports

VIII. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

IX. ADJOURN

Please note that at any point during the meeting, the Mayor and Council may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

JUNE 17, 2019

JACKSON, WYOMING

The Jackson Town Council met in regular workshop session in the Council Chambers of the Town Hall at 150 East Pearl at 3:00 P.M. Upon roll call the following were found to be present:

- MAYOR: Pete Muldoon.
- COUNCIL: Hailey Morton Levinson, Arne Jorgensen, and Jim Stanford. Jonathan Schechter was absent.
- STAFF: Larry Pardee, Roxanne Robinson, Lea Colasuonno, Kelly Thompson, Todd Smith, Roger Schultz, Michelle Weber, Darren Brugmann, Tyler Sinclair, Zolo, Floren Poliseo, Johnny Ziem, Zolo, Kevin Meagher, April Norton, Steve Ashworth, Brendan Conboy, and Sandy Birdyshaw.

St. John's Medical Center / Sage Living Center Overview, Future Campus Master Plan, and Joint Comprehensive Plan Implementation Efforts. Tyler Sinclair made staff comment that the applicant requested this item be withdrawn from today’s agenda.

Town of Jackson Budget. Larry Pardee made comment. The Council held discussion on the affordable housing fund, Council opportunities, staffing, health benefits, START expanded service, and arborist position.

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to direct staff to make any final adjustments to the FY2020 recommended budget as discussed today and present that budget for adoption during the regular June 17th evening Town Council meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Adjourn. A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to adjourn. The vote showed all in favor and the motion carried. The meeting adjourned at 3:48 P.M. minutes:spb

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, Town Clerk

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

JUNE 17, 2019

JACKSON, WYOMING

The Jackson Town Council met in regular session in the Council Chambers of the Town Hall located at 150 East Pearl at 6:01 P.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon.

COUNCIL: Hailey Morton Levinson, Jim Stanford, and Arne Jorgensen. Jonathan Schechter was absent.

STAFF: Larry Pardee, Roxanne Robinson, Lea Colasuonno, Todd Smith, Roger Schultz, Tyler Sinclair, Paul Anthony, Brendan Conboy, Floren Poliseo, Johnny Ziem, Brian Lenz, Kelly Thompson, and Sandy Birdyshaw.

Mayor Muldoon introduced new Town employee Lee Rog, a Street Operator for Public Works.

Public Comment. None.

Consent Calendar. A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to approve the consent calendar including items A-E as presented with the following motions.

A. **Meeting Minutes.** To approve the meeting minutes as presented for the June 3, 2019 special workshop and regular meeting as presented.

B. **Disbursements.** To approve the disbursements as presented. Ace Hardware 1,012.84; Advanced Glass Trim, Llc 300.00; Advanced Pump & Equipment, Inc 6,347.17; Alphagraphics Bozeman 162.96; Amazon Capital Services 1,207.37; American Shooters Las Vegas 2,618.00; Animal Care Clinic Of Jackson 250.88; Best Best & Krieger 2,929.50; Blue Spruce Cleaners, Inc 265.29; Bristol, James 75.00; Carquest Auto Parts Inc. 732.06; Central Mechanical Insulation 210.98; Centurylink 196.61; Christensen, Dustin 87.97; City Of Driggs 1,831.52; Colasuonno, Lea 153.00; Creative Energies, Llc 17,062.00; Cummins Rocky Mountain Llc 1,073.82; Dash Medical Gloves 143.80; Dean's Pest Controll Llc 395.00; Delcon Inc 9,157.09; Dell 1,932.16; Department Of Family Services 10.00; Division Of Victim Services 400.00; Dude Solutions, Inc 4,040.12; E.R. Office Express 448.22; Elite Parts 2,321.30; Energy Laboratories Inc. 408.00; Entenmann-Rovin Co 216.00; Evans Construction Inc 166,796.44; Fitzgerald, Todd 5,140.00; Flat Creek Saddle Shop 758.00; Fleetpride 1,068.52; Freedom Mailing Service Inc. 1,778.30; Galls Inc. 464.58; Greg Ellner Associates, Ltd 2,061.62; H&R Enterprises 185.41; Hd Fowler Company 743.19; High Country Linen 656.01; Hirst Applegate, Llp 8,729.75; Hunt Construction Inc 6,131.50; Jackson Animal Hospital 1,481.76; Jackson Hole Historical Society 375.00; Jackson Hole News & Guide 1,585.19; Jackson Towing Partners 3,975.00; J-B Mechanical 38.30; Jorgensen Associates, Pc 9,193.18; Leigh, Christopher S. 300.00; Lepco 82.00; Lewis Roca Rothgerber Christie 2,127.00; Long Building Technologies Inc. 1,040.86; Lower Valley Energy Inc 33,093.88; Dbr Inc. 1,916.25; Mason, Tom 330.00; Md Nursery & Landscaping Inc 1,337.78; Medora Corporation 168.50; Mountain Electrical 180.00; Napa Auto Parts Inc. 1,544.70; Nelson Engineering 4,795.00; Neofunds 1,000.00; Ops Strategies 2,430.00; O'ryan Cleaners 105.15; Otis Elevator Company 244.62; Palazzolo, Michael 817.49; Palomino Llc 1,926.49; Perform Printing Inc 63.85; Porter's Office Products 72.47; Post Register 678.82; Prazma Paint & Auto Body 5,457.36; Premier Vehicle Installation, Inc 500.14; Proctor, Cj 175.00; Rae, Joshua 8,800.00; Razorback Excavation Inc 21,485.00; Rendezvous Engineering, P.C. 679.55; Respond First Aid Systems 34.25; Ross Concrete Const Llc 6,980.00; Rui Inc. Dba Village Gardner 2,091.00; Ruschill, Russell 700.00; Scarlett, Sean 5,000.00; Schow's Truck Center 346.00; Shell Equipment Company Llc 66,739.00; Sherwin-Williams Co. 1,868.39; Silverstar 2,313.01; Smith Power Products, Inc. 192.14; Smith, Mark 155.00; Snake River Mep Complete, Inc 2,092.25; Snake River Roasting 300.89; Specialty Construction Supply 181.92; Spring Creek Animal Hospital 188.94; Stephens, Shawn 720.06; Sunrise Environmental 2,911.86; Swagit Productions, Llc 1,775.00; Team Laboratory Chemical Corp 862.50; Teton County Fair Board 200.00; Teton County Integrated Solid Waste/Recy 45.00; Teton County Sheriff's-Jail 720.00; Teton County Transfer Station 141.00; Teton Excavation Llc 2,694.00; Teton Motors Inc 2,126.98; Teton Tools Llc 190.00; Thompson, Kelly 200.00; Thomson West 1,195.21; Thyssen Krupp Elevator Corp. 297.86; Ups 42.41; Usa Blue Book 982.37; Wamco Lab, Inc. 350.00; Warner Truck Center 5,279.63; Wavingatyou.Com 110.00; Michelle Weber 700.00; Westbank Sanitation 625.64; Western States Equip Company 8,747.81; Westwood Curtis 116,929.20; White Glove Cleaning, Inc. 2,218.99; Williams, Porter, Day & Neville, P.C. 1,230.00; Wrench It Plumbing & Heating Inc 127.75; Wyoming Department Of Transpo 117.79; Wyoming Law Enforcement Academy 135.00; Wyoming Water Association 500.00; Wyoming.Com Inc 10.00; Xerox Corporation 639.46; Yellow Iron Excavation, Llc 1,070.00.

- C. **May 2019 Municipal Court Report.** To accept the May 2019 Municipal Court into the public record.
- D. **Professional Services Agreement for START 2020-2025 Route Plan.** To approve the contract with LSC Transportation Consultants, Inc. to complete START route plans for 2020-2025, in an amount not to exceed \$97,840.
- E. **Dispensing Room Change for E.Leaven Restaurant Liquor License.** To approve the change to the E.Leaven dispensing room as presented, subject to one condition as listed in the staff report.
- F. **Special Event: St. John's Episcopal Church Concert on the Green.** This item was withdrawn.

Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Westview Townhomes Special Restriction. Stacy Stoker made staff comment and provided a newly revised redline document reflecting changes since the staff report: to change the absorption period to three years, to add a paragraph to Section 9.A. to clarify how the purchase price would be calculated if the Housing Authority needed to purchase the unit, in Section 11.C. to require any amendment be agreed upon by the qualified mortgagee, and in Section 13 to change the address for the owner to be the address of record on file with the Teton County Assessor or Clerk.

Public comment was given by Stefan Fodor on behalf of Westview. Hunter McCardle made comment as the applicant. Hugh O'Halloran made comment on behalf of the lender. Lea Colasuonno made staff comment.

A motion was made by Arne Jorgensen and seconded by Hailey Morton Levinson to approve the Workforce Ownership Restriction for Westview Townhomes including staff recommendations as presented tonight and subject to minor changes or corrections made by the legal staff to clarify the intent of the agreement. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Item P18-365: Conditional Use Permit for St. John's Parking at 630 East Broadway. The applicant requested this item be continued. A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to continue Item P18-365 to the July 1, 2019 Town Council Meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Item P19-071, -072: Subdivision at 310 & 320 Aspen Drive. Brendan Conboy made staff comment.

Based upon the findings as presented in the staff report and as made by the applicant for Item P19-071 & 072, a motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to make findings 1-4 as set forth in Section 8.5.3.C (Subdivision Plat) of the Land Development Regulations relating to 1) Conformance with Development Plan or Development Option Plan; 2) Complies with standards of Section 8.5.3. Subdivision Plat; 3) Complies with standards of Division 7.2. Subdivision Standards; 4) Complies with other relevant standards of these LDRs, and to approve a Final Plat for a 5-lot townhouse subdivision at the property addressed at 310 & 320 Aspen Drive subject to the departmental reviews attached hereto and the following two conditions:

1. Within thirty (30) calendar days from the date of Town Council approval, the applicant shall satisfactorily address all comments made by the Town of Jackson and other reviewing entities included in the attached Departmental Reviews and submit the corrections to the Planning Department. The Planning Director shall review and approve all required changes prior to recording the plat with the County Clerk.
2. Prior to recording the subdivision plat the applicant shall pay \$13,500 for park exactions and \$8,000 for school exactions.

Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Connection and Use Agreement for Water and Sewer for JH Classical Academy at 2500 South Park Loop (P19-068). Brian Lenz, Johnny Ziem and Larry Pardee made staff comment. Scott Pierson of Y2 Consulting made comment on behalf of the applicant. Andy Salter made public comment.

A motion was made by Arne Jorgensen and seconded by Hailey Morton Levinson to direct staff to work with the applicant to draft the proposed new temporary connection to accommodate equivalent of current usage, postpone decision on the request for permanent connection of the new campus until after the capacity and rate study, and direct staff to draft temporary connection & use agreements for temporary connection to the Town water and waste water systems for consideration by Council at a

later date subject to the following condition that the initial and future rates may exceed current rates and will be subject to future rate changes. Mayor Muldoon called for the vote. The vote showed 3-1 in favor with Stanford opposed. The motion carried.

Resolution 19-12 FY2019 Budget Amendment. Kelly Thompson and Brian Lenz made staff comment. A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to approve the resolution adopting amendments to the fiscal year 2019 budget.

Resolution 19-12: A Resolution Adopting Amendments to the Fiscal Year 2019 Budget of the Town of Jackson.

WHEREAS, pursuant to Wyoming Statutes, the governing body of the Town of Jackson is empowered to control the finances of the Town including adopting and amending the annual budget; and

WHEREAS, the specific statutory requirements for budgeting procedures are stipulated in the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 16-4-124); and

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Jackson that the fiscal year 2019 budget is hereby amended as follows:

EXPENDITURES AND OTHER USES	Approved Budget	Increase (Decrease)	Amended Budget
Mayor & Town Council	308,225	8,700	316,925
Town Attorney	467,142	112,000	579,142
Municipal Judge	247,965	-	247,965
Administration	318,382	-	318,382
Town Clerk & Personnel	640,129	9,165	649,294
Finance	588,925	4,000	592,925
Information Technology	523,132	1,000	524,132
Planning	957,579	-	957,579
Town-Wide Services	197,710	17,100	214,810
Town Hall Building	178,116	13,000	191,116
PD Administration	566,768	10,533	577,301
PD Investigation	433,759	-	433,759
PD Patrol	3,182,031	4,900	3,186,931
PD Community Service	512,091	-	512,091
PD Special Operations	26,005	-	26,005
Victim Services	303,928	-	303,928
Animal Shelter/Control	264,116	-	264,116
Building Inspections	408,669	15,000	423,669
Public Works Administration	259,161	-	259,161
Streets	1,966,562	50,500	2,017,062
Town Engineer	463,988	-	463,988
Public Works Yard Operations	165,239	-	165,239
Public Garage Operations	137,583	-	137,583
Cemetery	19,887	-	19,887
Social Services	699,172	-	699,172
Sports and Events Center	79,203	-	79,203
Public Amenities	76,951	-	76,951
Community Initiatives	265,325	6,300	271,625
County-Budgeted Joint Programs	3,308,383	-	3,308,383
Transfers Out	5,042,398	-	5,042,398
Total General Fund	22,608,524	252,198	22,860,722
Affordable Housing	1,311,143	-	1,311,143
Total Affordable Housing Fund	1,311,143	-	1,311,143
Parking Exactions Fund	35,000	-	35,000
Total Parking Exactions Fund	35,000	-	35,000
Parks Exactions	-	-	-
Total Park Exactions	-	-	-
Employee Housing Fund	446,740	20,000	466,740
Total Employee Housing Fund	446,740	20,000	466,740
Animal Care Fund	30,000	-	30,000
Transfers Out	35,000	-	35,000
Total Animal Care Fund	65,000	-	65,000
Lodging Tax Fund	483,074	-	483,074
Transfers Out	430,914	-	430,914
Total Lodging Tax Fund	913,988	-	913,988
Vertical Harvest Fund	42,500	-	42,500
Total Vertical Harvest Fund	42,500	-	42,500

	Approved Budget	Increase (Decrease)	Amended Budget
EXPENDITURES AND OTHER USES			
Snow King-Snow Making Fund	52,552		52,552
Total Snow King-Snow Making Fund	52,552	-	52,552
START Administration	712,550	40,000	752,550
START Operations	3,959,908	203,832	4,163,740
START Capital	2,582,840	-	2,582,840
START Transfers	19,000	-	19,000
START Indirect Cost Allocations	54,346	-	54,346
Total START Fund Expenditures	7,328,644	243,832	7,572,476
Capital Outlay	10,274,268	30,029	10,304,297
Transfers Out	1,355,812	-	1,355,812
Total Capital Projects Fund	11,630,080	30,029	11,660,109
Capital Outlay	150,559	-	150,559
Total 2006 SPET	150,559	-	150,559
Capital Outlay	706,898	-	706,898
Total 2010 SPET	706,898	-	706,898
Capital Outlay	585,000	-	585,000
Total 2014 SPET	585,000	-	585,000
Capital Outlay	1,117,627	-	1,117,627
Total 2016 SPET	1,117,627	-	1,117,627
Water Maintenance & Operation	781,730	-	781,730
Water Wells	286,760	-	286,760
Water Billing & Accounting	168,789	-	168,789
Water Capital Outlay & Improvements	1,341,427	-	1,341,427
Water Loan Expenditures	108,220	-	108,220
Water Transfers Out	491,086	-	491,086
Sewage Plant Operations	874,973	-	874,973
Sewage Maint. & Operations	369,833	-	369,833
Sewage Billing & Accounting	167,982	-	167,982
Sewage Capital Outlay & Improvements	2,064,535	-	2,064,535
Sewage Transfers Out	491,086	-	491,086
Total Enterprise Funds	7,146,421	-	7,146,421
Employee Insurance	2,464,257	-	2,464,257
Total Insurance Fund	2,464,257	-	2,464,257
Fleet Expenditures	2,130,632	58,000	2,188,632
Total Fleet Management Fund	2,130,632	58,000	2,188,632
Central Equipment Expenses	528,510	-	528,510
Total Central Equipment Fund	528,510	-	528,510
IT Services	1,115,852	-	1,115,852
Total IT Service Fund	1,115,852	-	1,115,852
REVENUES AND OTHER SOURCES			
Taxes	7,659,985	-	7,659,985
Licenses & Permits	1,011,226	-	1,011,226
Intergovernmental Revenue	10,218,306	3,550	10,221,856
Charges for Services	647,021	4,900	651,921
Fines & Forfeitures	408,226	-	408,226
Miscellaneous Revenue	183,857	6,033	189,890
Transfers In	1,071,518	-	1,071,518
Total General Fund	21,200,139	14,483	21,214,622
Licenses & Permits	30,000	-	30,000
Miscellaneous Revenue	10,000	-	10,000
Transfers In	285,701	-	285,701
Total Affordable Housing Fund	325,701	-	325,701
Licenses & Permits	1,000	-	1,000
Miscellaneous Revenue	200	-	200
Total Parking Exactions	1,200	-	1,200

REVENUES AND OTHER SOURCES	Approved Budget	Increase (Decrease)	Amended Budget
Licenses & Permits	10,000	-	10,000
Miscellaneous Revenue	100	-	100
Total Park Exactions	10,100		10,100
Miscellaneous Revenue	280,660	-	280,660
Transfers In	1,250,000	-	1,250,000
Total Employee Housing Fund	1,530,660	-	1,530,660
Miscellaneous Revenue	60,200	-	60,200
Total Animal Care Fund	60,200	-	60,200
Taxes	829,638	-	829,638
Miscellaneous Revenue	200	-	200
Total Lodging Tax Fund	829,838		829,838
Contributions & Donations	82,200	-	82,200
Total Vertical Harvest Fund	82,200	-	82,200
Contributions & Donations	52,752	-	52,752
Total Snow King Snow Making Fund	52,752	-	52,752
Intergovernmental Revenue	5,052,953	50,507	5,103,460
Charges for Services	1,320,619	-	1,320,619
Miscellaneous Revenue	4,500	-	4,500
Transfers In	430,914	-	430,914
Total START Fund Revenues	6,808,986	50,507	6,859,493
Intergovernmental	1,747,712	30,029	1,777,741
Miscellaneous Revenue	142,513	-	142,513
Transfers In	4,506,697	-	4,506,697
Total Capital Projects Fund	6,396,922	30,029	6,426,951
Miscellaneous Revenue	4,000	-	4,000
Total 2006 SPET	4,000		4,000
Miscellaneous Revenue	5,000	-	5,000
Total 2010 SPET	5,000		5,000
Miscellaneous	20,000	-	20,000
Total 2014 SPET	20,000		20,000
Miscellaneous	1,000	-	1,000
Total 2016 SPET	1,000	-	1,000
Water Intergovernmental	125,000	-	125,000
Water Charges for Services	2,437,476	-	2,437,476
Water Miscellaneous	37,000	-	37,000
Water Transfers In	30,000	-	30,000
Sewage Intergovernmental	125,000	-	125,000
Sewage Charges for Services	2,583,126	-	2,583,126
Sewage Miscellaneous	30,000	-	30,000
Sewage Transfers In	30,000	-	30,000
Total Enterprise Funds	5,397,602	-	5,397,602
Charges for Services	2,550,706	-	2,550,706
Miscellaneous Revenue	10,000	-	10,000
Total Employee Insurance Fund	2,560,706	-	2,560,706
Charges for Services	2,195,107	58,000	2,253,107
Miscellaneous Revenue	200	-	200
Total Fleet Management Fund	2,195,307	58,000	2,253,307
Charges for Services	553,700	-	553,700
Miscellaneous Revenue	2,000	-	2,000
Transfers In	139,000	-	139,000
Total Central Equipment Fund	694,700	-	694,700
Charges for Services	699,806	-	699,806
Miscellaneous Revenue	200	-	200
Transfers In	175,812	-	175,812
Total IT Service Fund	875,818	-	875,818

CHANGE OF FUND BALANCE	Approved Budget	Increase (Decrease)	Amended Budget
General Fund	(1,408,385)	(237,715)	(1,646,100)
Affordable Housing	(985,442)	-	(985,442)
Parking Exactions Fund	(33,800)	-	(33,800)
Park Exactions Fund	10,100	-	10,100
Employee Housing Fund	1,083,920	(20,000)	1,063,920
Vertical Harvest Fund	39,700	-	39,700
Snow Making Fund	200	-	200
Animal Care Fund	(4,800)	-	(4,800)
Lodging Tax Fund	(84,150)	-	(84,150)
Start Fund	(519,658)	(193,325)	(712,983)
Capital Projects	(5,233,158)	-	(5,233,158)
2006 SPET	(146,559)	-	(146,559)
2010 SPET	(701,898)	-	(701,898)
2014 SPET	(565,000)	-	(565,000)
2016 SPET	(1,116,627)	-	(1,116,627)
Enterprise Funds	(1,748,819)	-	(1,748,819)
Employee Insurance Fund	96,449	-	96,449
Fleet Management Fund	64,675	-	64,675
Central Equipment Fund	166,190	-	166,190
IT Services Fund	(240,034)	-	(240,034)

Passed, Approved & Adopted this 17th day of June, 2019.

Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Resolution 19-13 Adoption of the Town of Jackson FY2020 Budget. Kelly Thompson made staff comment. Mayor Muldoon opened a public hearing for public comment on the budget. None was heard, and the hearing was closed. A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to approve Resolution 19-13 Adopting the Town of Jackson Fiscal Year 2020 Budget.

Resolution 19-13: A Resolution Adopting The Fiscal Year 2020 Budget For The Town Of Jackson, Wyoming.

WHEREAS, the Town of Jackson is subject to the provisions of the Uniform Municipal Fiscal Procedures Act as specified by Wyoming Statutes (W.S. 16-4-101 through 16-4-124); and

WHEREAS, pursuant to the Uniform Municipal Fiscal Procedures Act, the governing body for the Town of Jackson is required, by resolution or ordinance, to make the necessary appropriations and adopt a budget, subject to future amendment, for fiscal year 2020.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Jackson, Wyoming, in regular session duly assembled, that the budget for fiscal year ending June 30, 2020 shall be as follows:

TOWN OF JACKSON, WYOMING ADOPTED BUDGET FOR FISCAL YEAR 2020 ALL FUNDS - FINANCIAL SOURCES AND USES						
DESCRIPTION	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	ENTERPRISE FUNDS	INTERNAL SERVICE	TOTAL FUNDS
Beginning Fund Balance	\$ 7,966,118	\$ 4,056,488	\$ 11,702,107	\$ 11,356,119	\$ 4,822,371	\$ 39,903,203
Revenues:						
Taxes	8,208,313	871,120	1,500,000	-	-	10,579,433
Licenses & Permits	1,040,192	211,000	-	-	-	1,251,192
Intergovernmental	10,954,645	9,269,761	1,101,147	-	-	21,325,553
Charges for Services	647,531	1,275,200	-	5,137,272	6,282,424	13,342,427
Fines & Forfeitures	530,000	-	-	-	-	530,000
Miscellaneous Revenue	464,151	419,560	271,068	172,520	72,000	1,399,299
Total Revenues	21,844,832	12,046,641	2,872,215	5,309,792	6,354,424	48,427,904
Transfers In	2,961,274	3,423,662	3,569,262	150,000	400,000	10,504,198
Total Sources	24,806,106	15,470,303	6,441,477	5,459,792	6,754,424	58,932,102
Expenditures:						
General Government	5,226,580	327,113	350,000	-	3,573,158	9,476,851
Public Safety	8,143,465	20,000	367,509	-	262,500	8,793,474
Public Works	2,894,361	-	5,687,892	4,598,412	2,869,498	16,050,163
Health & Welfare	839,583	-	-	-	-	839,583
Community Development	295,941	1,293,326	435,000	-	-	2,024,267
Transit	-	11,901,065	-	-	-	11,901,065
Culture & Recreation	1,712,336	-	1,351,732	-	-	3,064,068
Pathways	-	-	321,000	-	-	321,000
Debt Service	-	-	-	108,220	-	108,220
General Unallocated	261,012	-	-	-	-	261,012
Total Expenditures	19,373,278	13,541,504	8,513,133	4,706,632	6,705,156	52,839,703
Transfers Out	5,420,304	1,023,850	2,807,319	1,252,724	-	10,504,197
Total Uses	24,793,582	14,565,354	11,320,452	5,959,356	6,705,156	63,343,901
Ending Fund Balance	\$ 7,978,642	\$ 4,961,437	\$ 6,823,132	\$ 10,856,555	\$ 4,871,639	\$ 35,491,404
Change in Fund Balance	12,524	904,949	(4,878,975)	(499,564)	49,268	(4,411,799)

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Town Council of the Town of Jackson, the preceding results in the following budgeted appropriations by fund and division for the fiscal year ending June 30, 2020:

General Fund

General Government	
Mayor & Town Council	\$ 365,246
Town Attorney	499,681
Municipal Judge	259,861
Administration	672,241
Town Clerk & Personnel	680,533
Finance	614,379
Information Technology	542,266
Planning	918,948
Town Facilities	673,425
Public Safety	
Police	4,917,998
Fire/EMS (County)	1,782,914
Communications Center (County)	475,000
Victim Services	304,609
Animal Shelter/Control	270,876
Building Inspections	392,068
Public Works	
Public Works Administration	348,563
Streets	1,875,220
Town Engineer	623,263
Yard Operations	47,315
Health and Welfare	
Social Services	839,583
Community Development	
Community Promotion	295,941
Culture and Recreation	
Parks & Recreation (County)	1,596,822
Pathways	96,639
Memorial Park (Cemetery)	18,875
Unallocated	
Town-Wide Services & Insurance	261,012
Transfers Out	5,420,304
Total	<u>\$ 24,793,582</u>

Special Revenue Funds

Affordable Housing	
Community Development	\$ 1,293,326
Employee Housing	
General Government	327,113
Animal Care	
Public Safety	20,000
Transfers Out	50,000
Lodging Tax	
Transfers Out	872,620
START Bus System	
Administration	857,285
Operations	4,323,780
Capital Outlay	6,720,000
Transfers Out	101,230
Total	<u>\$ 14,565,354</u>

Capital Projects Funds

Capital Projects (5th cent)	
Public Works	
Annual Street Reconstruction	\$ 825,000
Stormwater - Powderhorn Lane	320,000
Cache Creek Tube	1,053,000
Hansen Sidewalk	612,500
Jackson Street (Broadway to Pearl) - Sidewa	185,650
Flat Creek and Karns planning/design (split v	25,000
North Cache Streetscape Phase II (Comple	535,250
Tire Barn	35,000
Benches	20,000
PW Yard - South Fence Replacement	39,200
Stormwater Improvements	125,000
Pathways	
TOJ Bicycle Network Improvements	75,000
Pathways Annual Cap. Repairs	25,000
Garaman Flood Mitigation	25,000
Bike Racks	7,000
Pathway Benches	10,000
USFWS Connector & North Cache Streetsca	25,000
Data Collection Devices	16,500
Blair Dr. Kids Bike Loop	2,500
Town Mobility Overlay	75,000
Karns TAP-Internal Pathway	60,000
Culture and Recreation	
Parks & Rec	1,351,732
Public Safety	
Fire/EMS	328,509
4 - Mobile Radios	13,000
Radar Trailer	26,000
General Government	
155 Pearl Street Acquisition/Repairs	180,000
Nexus Study	125,000
Public Arts Program Projects	45,000
Transfers Out	1,150,000
Vertical Harvest	
Transfers Out	24,693
Snow King Snow Making	
Transfers Out	48,822
2006 SPET Fund	
North Cache - Public Art Project	15,000
North King Street Charter Bus & Gill Sidewalk	75,000
2010 SPET	
Energy Projects	532,292
2014 SPET	
North Cache Streetscape Phase II	950,000
Gregory Lane Complete St/Drainage	120,000
2016 SPET	
West Broadway Landslide	220,000
Transfers Out	1,583,804
2017 SPET	
Hansen Sidewalk	435,000
Total	<u>\$ 11,320,452</u>

Enterprise Funds

Water Utility	
Public Works	
Maintenance and operations	\$ 887,201
Water wells	307,118
Billing, accounting, & insurance	176,085
Capital outlay	715,000
Debt service	108,220
Transfers Out	626,362
Sewage Utility	
Public Works	
Sewage plant operations	946,569
Maintenance and operations	349,184
Billing, accounting, & insurance	171,630
Capital outlay	1,045,625
Transfers Out	626,362
Total	<u>\$ 5,959,356</u>

Internal Service Funds

Employee Insurance	\$ 2,493,944
Fleet Management	2,344,498
Central Equipment	817,500
IT Services	1,049,214
Total	<u>\$ 6,705,156</u>

Passed, Approved & Adopted this 17th day of June 2019.

Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Resolution 19-14 Adoption of Downtown Parking and Mobility Management Plan. Paul Anthony made staff comment. A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to continue this resolution to the July 15, 2019 Council workshop. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Resolution 19-15 Establishing a Town and County 2020 Census Complete Count Committee (CCC). Roxanne Robinson made staff comment. A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to adopt Resolution 19-15 authorizing the Town Manager to partner with the Board of County Commissioners’ Administrator to recruit government and community leaders to serve as members of the Teton County CCC and to work with the Wyoming Partnership Specialist to begin mobilization and schedule CCC training and deployment.

RESOLUTION 19-15: A Resolution Establishing a 2020 Town of Jackson/Teton County Census Complete Count Committee

WHEREAS, the Constitution of the United States of America requires an enumeration, or “census,” of the population every 10 years; and

WHEREAS, the next decennial census of the population will be taken on April 1, 2020; and

WHEREAS, the decennial census data compiled in the 2020 Census will be used to determine the apportionment of seats in the State Legislature and the allocation of billions of dollars of federal, state and county funds for social and other programs for the next decade until the next decennial census is taken; and

WHEREAS, it is vitally important that every person in the Town of Jackson and Teton County is counted in the 2020 Census; and

WHEREAS, Teton County and the Town of Jackson seek to establish a Complete Count Committee that will develop and implement an awareness campaign that motivates residents to respond to the 2020 Census and encourages participation by population groups that are often undercounted; and

WHEREAS, County and Town staff will recruit government and community leaders to serve as members of the Complete Count Committee and to partner with the U.S. Census Bureau to provide training to the members of the Complete Count Committee;

NOW, THEREFORE, having duly met at a regular meeting and considered the matter it is,

RESOLVED, that the Town of Jackson supports the establishment of a Teton County Complete Count Committee to develop and implement an awareness campaign that motivates residents to respond to the 2020 Census and encourages participation by population groups that are often undercounted; and

IT IS FURTHER RESOLVED, that the Town Manager for the Town of Jackson is hereby authorized to partner with the Teton County Commissioners’ Administrator to recruit government and community leaders to serve as members of the Teton County Complete Count Committee, to partner with the U.S. Census Bureau to provide training to the members of the Teton County Complete Count Committee, and to take all steps necessary to accomplish these purposes.

Dated this 17th day of June, 2019.

Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to ordinances in short title. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

**Ordinance A: An Ordinance Amending the Zoning District Map at
460 East Broadway to Public/Semi-Public (P/SP)**

AN ORDINANCE AMENDING AND REENACTING SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND AMENDING THE TOWN OF JACKSON OFFICIAL ZONING DISTRICT MAP TO CHANGE THE CURRENT ZONING DESIGNATION OF 1.67 ACRES OF LAND ADDRESSED AS 460 EAST BROADWAY AVENUE AND CURRENTLY ZONED NEIGHBORHOOD MEDIUM DENSITY-2 (NM-2) TO PUBLIC/SEMI-PUBLIC (P/SP) (P18-338); AND ESTABLISHING AN EFFECTIVE DATE.

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

A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to continue Ordinance A on second reading to the July 1, 2019 Council Meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

**Ordinance B: An Ordinance Amending the Zoning District Map at
660 East Broadway to Public/Semi-Public (P/SP)**

AN ORDINANCE AMENDING AND REENACTING SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND AMENDING THE TOWN OF JACKSON OFFICIAL ZONING DISTRICT MAP TO CHANGE THE CURRENT ZONING DESIGNATION OF 0.64 ACRES OF LAND ADDRESSED AS 660 EAST BROADWAY AVENUE AND CURRENTLY ZONED OFFICE RESIDENTIAL (OR)TO PUBLIC/SEMI-PUBLIC (P/SP) (P18-339); AND ESTABLISHING AN EFFECTIVE DATE.

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

A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to continue Ordinance B on second reading to the July 1, 2019 Council Meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Matters from Mayor and Council.

Amendment to the Rodeo Grounds Management Agreement (RGMA). Roxanne Robinson made staff comment on a request made by Teton County to amend Section 4 of the agreement. A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to direct staff to update the Rodeo Grounds Management Agreement as discussed tonight and authorize the Mayor to execute the agreement on behalf of the Town. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Hailey Morton Levinson and Arne Jorgensen made comment on the WAM conference last week. Jim Stanford gave an update from WYDOT’s STIP meeting.

Pete Muldoon presented a request from First in Family for sponsoring a scholarship. A motion was made by Pete Muldoon and seconded by Jim Stanford to approve an allocation of \$2,500 to First in Family Jackson Hole Scholarships through the Community Foundation. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Town Manager’s Report. A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to accept the Town Manager’s Report into the record. The Town Manager’s Report contained an update on lodging and sales tax. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Bencor Addition Replat. Tyler Sinclair made staff comment. A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to direct staff to work with Nelson Engineering and 855 Broadway LLC to replat the Bencor Addition to the Town of Jackson into two new lots with the associated documents as described in the staff report. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Adjourn. A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to adjourn the meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 7:43 p.m. minutes:spb

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

JUNE 21, 2019

JACKSON, WYOMING

The Jackson Town Council met in special session in the Town Council Chambers located at in Town Hall at 150 East Pearl Avenue at 11:48 A.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon.

COUNCIL: Hailey Morton Levinson and Jim Stanford. Arne Jorgensen and Jonathan Schechter were absent.

STAFF: Larry Pardee, Lea Colasuonno, and Sandy Birdyshaw.

Ordinance Readings. A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to ordinances in short title. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance C: An Ordinance Repealing Town of Jackson Municipal Code Section 5.12.070 related to Criminal Background Investigations on License or Permit Applications

AN ORDINANCE REPEALING SECTION 13 OF TOWN OF JACKSON ORDINANCE NO. 148, SECTION 5 OF TOWN OF JACKSON ORDINANCE NO. 670, SECTION 6 OF TOWN OF JACKSON ORDINANCE NO. 860, AND SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 994, AND SECTION 5.12.070 OF THE TOWN OF JACKSON MUNICIPAL CODE WHICH PROVIDES FOR CRIMINAL BACKGROUND INVESTIGATIONS ON LICENSE OR PERMIT APPLICATIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to approve Ordinance C on first reading. Mayor Muldoon called for the vote. The vote showed 2-1 in favor with Stanford opposed. The motion carried.

Ordinance D: An Ordinance Repealing Town of Jackson Municipal Code Section 5.12.150 related to Prohibitions against Merchandise Sales on Public Property

AN ORDINANCE REPEALING SECTION 6 OF TOWN OF JACKSON ORDINANCE NO. 860 AND SECTION 5.12.150 OF THE TOWN OF JACKSON MUNICIPAL CODE WHICH PROVIDES FOR PROHIBITIONS AGAINST MERCHANDISE SALES ON PUBLIC PROPERTY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Hailey Morton Levinson and seconded by Pete Muldoon to approve Ordinance D on first reading. Mayor Muldoon called for the vote. The vote showed 2-1 in favor with Stanford opposed. The motion carried.

Ordinance E: An Ordinance Repealing Town of Jackson Municipal Code Section 5.21.100 related to Prohibitions against Merchandise Sales on Public Property

AN ORDINANCE REPEALING SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 786, SECTION 9 OF TOWN OF JACKSON ORDINANCE NO. 860, AND SECTION 5.21.100 OF THE TOWN OF JACKSON MUNICIPAL CODE WHICH PROVIDES FOR PROHIBITIONS AGAINST MERCHANDISE SALES ON PUBLIC PROPERTY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Hailey Morton Levinson and seconded by Pete Muldoon to approve Ordinance E on first reading. Mayor Muldoon called for the vote. The vote showed 2-1 in favor with Stanford opposed. The motion carried.

Ordinance F: An Ordinance Repealing Town of Jackson Municipal Code Section 5.52.030 related to Handbill Distribution

AN ORDINANCE REPEALING SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 675, SECTION 13 OF TOWN OF JACKSON ORDINANCE NO. 860, AND SECTION 5.52.030 OF THE TOWN OF JACKSON MUNICIPAL CODE WHICH PROVIDES FOR HANDBILL DISTRIBUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Hailey Morton Levinson and seconded by Pete Muldoon to approve Ordinance F on first reading. Mayor Muldoon called for the vote. The vote showed 2-1 in favor with Stanford opposed. The motion carried.

Adjourn. A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to adjourn. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 11:58 A.M. minutes: spb

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, Town Clerk

Published JH News & Guide: July 3, 2019

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

JUNE 25, 2019

JACKSON, WYOMING

The Jackson Town Council met in special session in the Town Council Chambers located at in Town Hall at 150 East Pearl Avenue at 4:30 P.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon.

COUNCIL: Arne Jorgensen, and Jim Stanford. Jonathan Schechter and Hailey Morton Levinson were absent.

STAFF: Larry Pardee, Lea Colasuonno, Todd Smith, and Sandy Birdyshaw.

Ordinance Readings. A motion was made by Arne Jorgensen and seconded by Jim Stanford to ordinances in short title. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance C: An Ordinance Repealing Town of Jackson Municipal Code Section 5.12.070 related to Criminal Background Investigations on License or Permit Applications

AN ORDINANCE REPEALING SECTION 13 OF TOWN OF JACKSON ORDINANCE NO. 148, SECTION 5 OF TOWN OF JACKSON ORDINANCE NO. 670, SECTION 6 OF TOWN OF JACKSON ORDINANCE NO. 860, AND SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 994, AND SECTION 5.12.070 OF THE TOWN OF JACKSON MUNICIPAL CODE WHICH PROVIDES FOR CRIMINAL BACKGROUND INVESTIGATIONS ON LICENSE OR PERMIT APPLICATIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Arne Jorgensen and seconded by Pete Muldoon to approve Ordinance C on second reading. Mayor Muldoon called for the vote. The vote showed 2-1 in favor with Stanford opposed. The motion carried.

Ordinance D: An Ordinance Repealing Town of Jackson Municipal Code Section 5.12.150 related to Prohibitions against Merchandise Sales on Public Property

AN ORDINANCE REPEALING SECTION 6 OF TOWN OF JACKSON ORDINANCE NO. 860 AND SECTION 5.12.150 OF THE TOWN OF JACKSON MUNICIPAL CODE WHICH PROVIDES FOR PROHIBITIONS AGAINST MERCHANDISE SALES ON PUBLIC PROPERTY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Arne Jorgensen and seconded by Pete Muldoon to approve Ordinance D on second reading. Mayor Muldoon called for the vote. The vote showed 2-1 in favor with Stanford opposed. The motion carried.

Ordinance E: An Ordinance Repealing Town of Jackson Municipal Code Section 5.21.100 related to Prohibitions against Merchandise Sales on Public Property

AN ORDINANCE REPEALING SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 786, SECTION 9 OF TOWN OF JACKSON ORDINANCE NO. 860, AND SECTION 5.21.100 OF THE TOWN OF JACKSON MUNICIPAL CODE WHICH PROVIDES FOR PROHIBITIONS AGAINST MERCHANDISE SALES ON PUBLIC PROPERTY; AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Arne Jorgensen and seconded by Pete Muldoon to approve Ordinance E on second reading. Mayor Muldoon called for the vote. The vote showed 2-1 in favor with Stanford opposed. The motion carried.

Ordinance F: An Ordinance Repealing Town of Jackson Municipal Code Section 5.52.030 related to Handbill Distribution

AN ORDINANCE REPEALING SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 675, SECTION 13 OF TOWN OF JACKSON ORDINANCE NO. 860, AND SECTION 5.52.030 OF THE TOWN OF JACKSON MUNICIPAL CODE WHICH PROVIDES FOR HANDBILL DISTRIBUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Arne Jorgensen and seconded by Pete Muldoon to approve Ordinance F on second reading. Mayor Muldoon called for the vote. The vote showed 2-1 in favor with Stanford opposed. The motion carried.

Adjourn. A motion was made by Arne Jorgensen and seconded by Jim Stanford to adjourn to executive session to consider matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party in accordance with Wyoming Statute 16-4-405(a)(iii). Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 4:36 P.M. minutes: spb

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, Town Clerk

Published JH News & Guide: July 3, 2019

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6458	358 TECH LLC	2001127	REMOTE CONFIGURATION OF	04/10/2019	6,800.00	.00	
Total 6458:					6,800.00	.00	
51	ACE HARDWARE	655152	PEX COUPLING 3/4"	06/04/2019	16.99	.00	
51	ACE HARDWARE	655641	FIN HX	06/07/2019	9.00	.00	
51	ACE HARDWARE	656259	PLASTIC GLUE	06/11/2019	7.99	.00	
51	ACE HARDWARE	656337	MAGNETS & SCREWS	06/12/2019	42.41	.00	
51	ACE HARDWARE	656452	HITCH	06/13/2019	10.24	.00	
51	ACE HARDWARE	656499	GORILLA EPOXY	06/13/2019	7.99	.00	
51	ACE HARDWARE	656502	ANT SPRAY	06/13/2019	9.99	.00	
51	ACE HARDWARE	656551	CORD EXTENTION	06/13/2019	69.99	.00	
51	ACE HARDWARE	657017	DIGITAL CLAMP METER	06/17/2019	109.99	.00	
51	ACE HARDWARE	657022	SCRAPER	06/17/2019	5.99	.00	
51	ACE HARDWARE	657297	AMMONIA	06/18/2019	6.49	.00	
51	ACE HARDWARE	657325	HOLE SAW 5" ICE HARD	06/18/2019	39.99	.00	
51	ACE HARDWARE	657529	NEEDLE DRAIN	06/19/2019	5.49	.00	
51	ACE HARDWARE	657662	LEATHERMAN	06/20/2019	64.99	.00	
51	ACE HARDWARE	657751	LEATHERMAN	06/20/2019	64.99	.00	
51	ACE HARDWARE	657785	JIG BLADE	06/21/2019	13.98	.00	
51	ACE HARDWARE	657797	PLIER, SOCKET AND WRENCHS	06/21/2019	225.32	.00	
51	ACE HARDWARE	657937	RATCHET, SOCKET AND WREN	06/21/2019	53.96	.00	
51	ACE HARDWARE	658093	OIL DRI ABSORBENT	06/23/2019	14.99	.00	
51	ACE HARDWARE	658290	CAR SCREW, HEX MACH NUT	05/24/2019	12.19	.00	
51	ACE HARDWARE	658514	CM SOCKETS	06/25/2019	23.96	.00	
Total 51:					816.93	.00	
78	A-CORE OF IDAHO INC.	289989	CORE DRILLING	06/07/2019	1,900.00	.00	
Total 78:					1,900.00	.00	
76	ADAMS, MELANIE	061819	REIMBURSE FOR EXPENDITUR	06/18/2019	988.59	.00	
Total 76:					988.59	.00	
3596	ADVANCED GLASS TRIM, LLC	26272	2016 CHEVY TAHOE GLASS	06/06/2019	315.00	.00	
3596	ADVANCED GLASS TRIM, LLC	26422	2013 CHEVY TAHOE	06/21/2019	240.00	.00	
Total 3596:					555.00	.00	
88	AIRGAS INTERMOUNTAIN INC.	9962466670	RENT CYL IND LARGE ACETYL	05/31/2019	100.92	.00	
Total 88:					100.92	.00	
2729	ALLDATA	2004785832	ad ol1 repair	05/31/2019	1,500.00	.00	
Total 2729:					1,500.00	.00	
2213	ALPHAGRAPHICS BOZEMAN	16433011	WIDE FORMAT BUS SIGNS	06/13/2019	493.43	.00	
Total 2213:					493.43	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5726	AMAZON	16CT-FFQM-6	APPLE PENCIL	04/25/2019	129.00	.00	
Total 5726:					129.00	.00	
660	AMERICAN PUMP COMPANY	030997	PO: CEMETERY- MECHANICAL	06/07/2019	976.18	.00	
Total 660:					976.18	.00	
6453	AMERICAN SHOOTERS LAS VE	330242	FED HYDROSHOK,SPEER GD	06/18/2019	6,783.00	.00	
Total 6453:					6,783.00	.00	
4078	AQUASHIELD, INC	00297	FILTER BAGS	06/13/2019	13,090.00	.00	
Total 4078:					13,090.00	.00	
1783	AT&T	287259163099	MONTHLY CHARGES	06/16/2019	901.99	.00	
1783	AT&T	287272216926	MONTHLY CHARGES	06/20/2019	250.56	.00	
1783	AT&T	287279795460	MONTHLY CHARGES	03/11/2019	251.88	.00	
1783	AT&T	287279795460	MONTHLY CHARGES	06/19/2019	251.88	.00	
Total 1783:					1,656.31	.00	
4920	BEST BEST & KRIEGER	850235	CABLEVISION RENEWAL	05/29/2019	219.00	.00	
Total 4920:					219.00	.00	
4774	BIG R RANCH & HOME	1388425	SOCKET RAIL	06/21/2019	57.24	.00	
4774	BIG R RANCH & HOME	1388608	UTILITY KNIFE	06/21/2019	38.95	.00	
Total 4774:					96.19	.00	
4485	BLISS CARGO	12872	DELIVERY OF 4 TIRES FROM C	05/13/2019	87.52	.00	
Total 4485:					87.52	.00	
4045	BRADLEY ENGINEERING/CHAR	5017	START BUS CHARGING STATIO	06/25/2019	2,625.00	.00	
Total 4045:					2,625.00	.00	
4614	C & A PROFESSIONAL CLEANI	062419BH	BUNKHOUSE JUNE	06/24/2019	75.00	.00	
4614	C & A PROFESSIONAL CLEANI	JUNE 2019- G	CLEANING SERVICE JUNE 2019	06/21/2019	896.20	.00	
4614	C & A PROFESSIONAL CLEANI	JUNE 2019- P	CLEANING SERVICE FOR JUNE	06/28/2019	356.43	.00	
4614	C & A PROFESSIONAL CLEANI	JUNE 2019- P	CLEANING SERVICE JUNE 2019	06/21/2019	1,909.68	.00	
4614	C & A PROFESSIONAL CLEANI	JUNE 2019- ST	CLEANING SERVICE JUNE 2019	06/21/2019	1,442.08	.00	
4614	C & A PROFESSIONAL CLEANI	JUNE 2019- T.	CLEANING SERVICE JUNE 2019	06/21/2019	3,962.06	.00	
Total 4614:					8,641.45	.00	
5	CARQUEST AUTO PARTS INC.	6090-438391	ALTERNATOR	06/21/2019	213.42	.00	
5	CARQUEST AUTO PARTS INC.	6090-438431	CORE CREDIT	06/21/2019	55.00-	.00	
Total 5:					158.42	.00	
102	CASELLE INC.	94789	CONTRACT SUPPORT	05/01/2019	1,800.00	.00	
Total 102:					1,800.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
447	CDW-GOVERNMENT	SPV2142	GOV MS	06/10/2019	4,426.50	.00	
447	CDW-GOVERNMENT	SPV2199	GOV MS MPSA SERVER	06/10/2019	29,670.72	.00	
Total 447:					34,097.22	.00	
6462	CEDERA LANDSCAPES, LLC	4640	RETAINING WALL @ ANIMAL S	05/14/2019	4,160.00	.00	
Total 6462:					4,160.00	.00	
544	CENTURYLINK	307-111-5050	307-111-5050	06/07/2019	1,871.32	.00	
544	CENTURYLINK	307-733-3106	307-733-3106	06/13/2019	36.54	.00	
Total 544:					1,907.86	.00	
3961	CHARTER	002091806081	MONTHLY SERVICES	06/08/2019	1,617.03	.00	
Total 3961:					1,617.03	.00	
6006	CHILEN, PAT	061319	DOT PHYSICAL	06/13/2019	80.00	.00	
Total 6006:					80.00	.00	
4490	COBAN TECHNOLOGIES, INC	21075B	CLOUD COURIER	03/18/2019	2,126.25	.00	
Total 4490:					2,126.25	.00	
4887	CONTROL SYSTEM TECHNOLO	9300	SCADA ALARMS	06/18/2019	2,500.00	.00	
4887	CONTROL SYSTEM TECHNOLO	9301	CONTROL SERVICES & HARDW	06/18/2019	14,262.50	.00	
Total 4887:					16,762.50	.00	
5381	COULOIR CONSTRUCTION	063019	RELEASE BOND 19-0305 1212	06/30/2019	1,000.00	.00	
Total 5381:					1,000.00	.00	
2312	CREEKSIDE MEATS, MARKET &	845577	START BOARD MEETING LUNC	04/18/2019	110.00	.00	
Total 2312:					110.00	.00	
6369	CRYSTAL CREEK CAPIAL	062619	release of partial bond 112 center	06/26/2019	42,755.00	.00	
Total 6369:					42,755.00	.00	
65	DELCON INC	19788	PROJ: 9-526 THAW WELL CONT	05/17/2019	7,000.00	.00	
65	DELCON INC	19795	WELL #5 REPAIR	06/26/2019	6,471.76	.00	
Total 65:					13,471.76	.00	
3408	E.R. OFFICE EXPRESS	12900	grip pens and retractable ballpoint	06/11/2019	28.75	.00	
3408	E.R. OFFICE EXPRESS	12922	TAB DIVIDERS	06/11/2019	8.13	.00	
3408	E.R. OFFICE EXPRESS	12940	water resistant pen	06/30/2019	162.33	.00	
3408	E.R. OFFICE EXPRESS	12978	fine tip marker	06/17/2019	29.25	.00	
3408	E.R. OFFICE EXPRESS	13016	PAPER	06/20/2019	79.99	.00	
Total 3408:					308.45	.00	
6397	ECOCONNECT CONSULTING,L	161	KARNS MEADOW ANALYSIS	06/04/2019	2,123.55	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6397:					2,123.55	.00	
502	ELECTRICAL WHSLE SUPPLY C	S4684271	PLACTIC TAPE, BATTERY AND	06/14/2019	21.02	.00	
502	ELECTRICAL WHSLE SUPPLY C	S4688409	SCREWDRIVER/NUT AND DIAG	06/21/2019	69.13	.00	
Total 502:					90.15	.00	
6460	ELITE EDGE FIREARMS TRAINI	16	OFFICER TRAINING COURSE	06/19/2019	295.00	.00	
Total 6460:					295.00	.00	
6451	ELITE PARTS	S15413	HOSE, DYNA FLEZ SEWER JET	05/30/2019	2,055.60	.00	
6451	ELITE PARTS	S15438-1	BRACKET KIT, SHIPPING	05/31/2019	637.95	.00	
Total 6451:					2,693.55	.00	
1134	ENERGY LABORATORIES INC.	239493	INFLUENT, EFFLUENT	06/12/2019	114.00	.00	
Total 1134:					114.00	.00	
5973	ETCHED IN STONE	100 0619	VALUE ROCKS	06/13/2019	700.00	.00	
Total 5973:					700.00	.00	
3550	EXPOSURE SIGNS INC	6322	TIME CHART	03/29/2019	250.00	.00	
Total 3550:					250.00	.00	
3195	FERGUSON ENTERPRISES, IN	0714765	SWR SDL, FRT-	06/11/2019	1,122.85	.00	
Total 3195:					1,122.85	.00	
4474	FISH CREEK EXCAVATION LLC	14867	PROJ: HIDDEN RANCH STORM	06/12/2019	833.75	.00	
Total 4474:					833.75	.00	
3876	FITZGERALD, TODD	1326	TREE REMOVAL @ 155 E PEAR	06/25/2019	820.00	.00	
Total 3876:					820.00	.00	
4709	FLEETPRIDE	27680791	U-JOINT KIT, U-JOINT	05/21/2019	449.98	.00	
4709	FLEETPRIDE	28147723	SPRING BRAKE	05/29/2019	905.00	.00	
4709	FLEETPRIDE	28537601	AIR DRYER	06/04/2019	1,181.44	.00	
4709	FLEETPRIDE	28767043	555 DM6, FRT	06/06/2019	94.98	.00	
4709	FLEETPRIDE	28942883	R-14 VALVE MAINENANCE KIT	06/10/2019	63.46	.00	
4709	FLEETPRIDE	28992908	AXLE BREATHER	06/10/2019	9.66	.00	
4709	FLEETPRIDE	29013468	FORGED CLEVIS	06/10/2019	19.68	.00	
Total 4709:					2,724.20	.00	
6178	FORTRESS HOME IMPROVEME	431-286	WELL HOUSE #2	06/03/2019	17,197.00	.00	
6178	FORTRESS HOME IMPROVEME	431-286	WELL HOUSE #2	06/03/2019	17,197.00	.00	
Total 6178:					34,394.00	.00	
6266	Four Lazy F Ranch Inc.	062619	RELEASE BOND B18-0336 3054	06/26/2019	5,000.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6266:					5,000.00	.00	
4194	FREEDOM SERVICES	610	REPAIR FENCE @ FAIR GROUN	06/26/2019	600.00	.00	
Total 4194:					600.00	.00	
6452	FROG CREEK PARTNERS, LLC	36	STORM INLET INSERTS	05/22/2019	2,720.00	.00	
Total 6452:					2,720.00	.00	
5065	G2 GLOVES	412	GLOVES	06/25/2019	930.00	.00	
Total 5065:					930.00	.00	
1022	GALLS INC.	012895337	TROPICAL SHIRT	06/05/2019	64.50	.00	
1022	GALLS INC.	012936317	STREETSHIRTS	06/11/2019	149.97	.00	
Total 1022:					214.47	.00	
6464	GEITTMANN LARSON SWIFT LL	7572	EPSTEIN EASEMENT	06/07/2019	2,145.00	.00	
Total 6464:					2,145.00	.00	
6199	GEMMEL, ANGIE	062519	TRAINING REIMB	06/25/2019	192.50	.00	
Total 6199:					192.50	.00	
4212	GILLIG LLC	04578694	TRANSVERSE BEAM ASM	05/10/2019	866.15	.00	
4212	GILLIG LLC	40584432	UPR DRAW KEY, LWT KNUCKL	05/28/2019	41.32	.00	
4212	GILLIG LLC	40584822	SPRING FRONT, APRING ASM,	05/29/2019	2,723.34	.00	
4212	GILLIG LLC	40585320	FAN CONTROL CUMMINS, VAL	05/30/2019	1,106.65	.00	
4212	GILLIG LLC	40586242	BRKT-TORQUE ROD, HXHD BO	06/03/2019	436.44	.00	
4212	GILLIG LLC	40586735	AIR RESERVOIR, VDO HR MET	06/04/2019	179.42	.00	
4212	GILLIG LLC	40586736	BRAKE CHAMBER	06/04/2019	1,704.72	.00	
4212	GILLIG LLC	40587651	OIL COOLED ALTERNATOR	06/06/2019	1,449.13	.00	
4212	GILLIG LLC	40587652	BRKT TORQUE ROD, HXHD BO	06/06/2019	156.14	.00	
4212	GILLIG LLC	40587653	HEX BOLT, LOCK NUT, ALIGNM	06/06/2019	555.93	.00	
4212	GILLIG LLC	40587654	PIVOT FRONT TRANS BUSHING	06/06/2019	674.42	.00	
4212	GILLIG LLC	40588764	BREATHING & TUBE, PIVOT FR	06/10/2019	248.72	.00	
4212	GILLIG LLC	40589278	BAR,SKID AND SQUARE	06/11/2019	761.28	.00	
4212	GILLIG LLC	40590307	FUSE,RELAY AND REGULATOR	06/13/2019	495.58	.00	
4212	GILLIG LLC	40590308	ADJUSTER AUTO SLACK	06/13/2019	4,464.33	.00	
4212	GILLIG LLC	40591233	HOSE ASM	06/17/2019	213.90	.00	
4212	GILLIG LLC	40591234	HOSE ASM	06/17/2019	13.36	.00	
4212	GILLIG LLC	40593703	CAMSHAFT,BUSHINGS,SEAL,H	06/24/2019	1,617.94	.00	
Total 4212:					17,708.77	.00	
5734	GREENWAY PAINTING LLC	1067	EXTERIOR FINISHES @ PUMP	06/18/2019	2,288.31	.00	
5734	GREENWAY PAINTING LLC	1067 0619	PUMP HOUSE STAINING	06/18/2019	2,288.31	.00	
Total 5734:					4,576.62	.00	
473	GREENWOOD MAPPING INC.	052319	GIS MAPPING APRIL MAY 2019	05/23/2019	1,215.00	.00	
Total 473:					1,215.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6450	GREG ELLNER ASSOCIATES, L	GEA19-1233	ULTRA TECH SYSTEM UV LAM	06/18/2019	2,146.00	.00	
Total 6450:					2,146.00	.00	
4705	GYM OUTFITTERS INC	WO-4155	SERVICE GYM EQUIPMENT	05/30/2019	231.77	.00	
Total 4705:					231.77	.00	
4988	HD FOWLER COMPANY	I15180278	VACUUM VALVE	06/14/2019	268.89	.00	
4988	HD FOWLER COMPANY	I5167381	PACK JOINT BALLCORP	06/04/2019	324.87	.00	
4988	HD FOWLER COMPANY	I5168954	WOODFORD 6' BURY YARD HY	06/05/2019	160.84	.00	
4988	HD FOWLER COMPANY	I5168956	1" MIP X CTS GRIP JOINT BALL	06/05/2019	852.12	.00	
4988	HD FOWLER COMPANY	I5170598	VALVE SEAT WATER PACER, S	06/06/2019	1,073.15	.00	
4988	HD FOWLER COMPANY	I5173692	MIP BALLCORP CORP STOP	06/10/2019	741.48	.00	
4988	HD FOWLER COMPANY	I5183636	VALVE SEAT	06/18/2019	1,969.85	.00	
Total 4988:					5,391.20	.00	
96	HIGH COUNTRY LINEN	0132545	BUILDING MAINT: PUBLIC WOR	06/06/2019	53.05	.00	
96	HIGH COUNTRY LINEN	0132545	UNIFORMS: FLEET	06/06/2019	38.80	.00	
96	HIGH COUNTRY LINEN	0132545	UNIFORMS: WWTP	06/06/2019	24.25	.00	
96	HIGH COUNTRY LINEN	0132545	UNIFORMS: SEWER	06/06/2019	9.70	.00	
96	HIGH COUNTRY LINEN	0132545	UNIFORMS: STREET	06/06/2019	29.10	.00	
96	HIGH COUNTRY LINEN	0132545	UNIFORMS: ADMIN	06/06/2019	9.70	.00	
96	HIGH COUNTRY LINEN	0132545	UNIFORMS: WATER	06/06/2019	29.10	.00	
96	HIGH COUNTRY LINEN	0134657	BUILDING MAINT: TOJ HOME R	06/17/2019	25.31	.00	
96	HIGH COUNTRY LINEN	0134844	MATS @ TOWN HALL	06/18/2019	215.50	.00	
96	HIGH COUNTRY LINEN	0135193	MATS	06/19/2019	241.80	.00	
96	HIGH COUNTRY LINEN	S0131689	GARBAGE CAN LINERS	06/03/2019	58.06	.00	
96	HIGH COUNTRY LINEN	S0134110	BUILDING MAINT: TC REC DEP	06/13/2019	393.20	.00	
96	HIGH COUNTRY LINEN	S0134714	BUILDING MAINT: TOJ RESTRO	06/17/2019	292.50	.00	
96	HIGH COUNTRY LINEN	S0135040	Black nitril glove	06/20/2019	27.30	.00	
96	HIGH COUNTRY LINEN	S0135248	Black GLOVES	06/19/2019	13.65	.00	
Total 96:					1,461.02	.00	
503	HUNT CONSTRUCTION INC	8284	CRACK REPAIR @ RODEO	06/17/2019	1,295.00	.00	
503	HUNT CONSTRUCTION INC	8285	CRACK REPAIR @ LARIAT LOO	06/17/2019	125.00	.00	
503	HUNT CONSTRUCTION INC	8286	CRACK REPAIR @ NELSON	06/17/2019	850.00	.00	
503	HUNT CONSTRUCTION INC	8287	CRACK REPAIR @ HANSEN	06/17/2019	3,636.00	.00	
503	HUNT CONSTRUCTION INC	8288	ASPHALT SEAL @ ALLEY @ JA	06/17/2019	1,850.00	.00	
503	HUNT CONSTRUCTION INC	8327	CENTER STR AND WELLS FAR	06/26/2019	1,988.50	.00	
503	HUNT CONSTRUCTION INC	8328	ASPHALT SEAL @ SNOW KING	06/26/2019	9,558.00	.00	
Total 503:					19,302.50	.00	
4044	IDAHO FALLS PETERBILT	510563	2XL ORANGE NITRILE	06/11/2019	61.12	.00	
Total 4044:					61.12	.00	
3323	IDAHO TRAFFIC SAFETY, INC.	191023	2019 SPRING STRIPING	06/04/2019	24,464.53	.00	
Total 3323:					24,464.53	.00	
106	INTERSTATE BATTERY	22244132	(2) 31-AGM7, (2) 8D-MHD	06/03/2019	1,011.80	.00	
106	INTERSTATE BATTERY	22244209	(2) MTP-94R/H7, (1) SRM-24	06/10/2019	384.85	.00	
106	INTERSTATE BATTERY	50006533	(1) SRM-24	06/17/2019	59.95	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 106:					1,456.60	.00	
2	JACKSON CURBSIDE INC.	00026932	downtown loop recyycling may19	06/10/2019	1,335.00	.00	
Total 2:					1,335.00	.00	
44	JACKSON HOLE CHAMBER	070419	PARADE ENTRY FEE	06/26/2019	25.00	.00	
Total 44:					25.00	.00	
131	JACKSON HOLE NEWS & GUID	295310	AD#363124	05/01/2019	216.48	.00	
131	JACKSON HOLE NEWS & GUID	296284	AD#364241	05/22/2019	28.53	.00	
131	JACKSON HOLE NEWS & GUID	296285	AD#364242	05/22/2019	28.53	.00	
131	JACKSON HOLE NEWS & GUID	296286	AD#364243	05/22/2019	32.60	.00	
131	JACKSON HOLE NEWS & GUID	296481	AD#3644410	05/29/2019	497.96	.00	
131	JACKSON HOLE NEWS & GUID	297063	AD#365088	06/05/2019	28.53	.00	
131	JACKSON HOLE NEWS & GUID	297268	AD#365220	06/12/2019	281.48	.00	
131	JACKSON HOLE NEWS & GUID	297269	AD#365458	06/12/2019	431.95	.00	
131	JACKSON HOLE NEWS & GUID	297270	AD#362582- NO GREASE DOW	06/12/2019	338.23	.00	
131	JACKSON HOLE NEWS & GUID	297271	AD 365456	06/12/2019	61.13	.00	
131	JACKSON HOLE NEWS & GUID	297559	AD 365739	06/19/2019	61.13	.00	
131	JACKSON HOLE NEWS & GUID	297559	AD 365739	06/19/2019	61.13	.00	
131	JACKSON HOLE NEWS & GUID	297560	AD 365738	06/19/2019	61.13	.00	
131	JACKSON HOLE NEWS & GUID	297561	AD 365737	06/19/2019	89.65	.00	
131	JACKSON HOLE NEWS & GUID	297625	AD#365459 FALL PATCHING	06/19/2019	244.50	.00	
131	JACKSON HOLE NEWS & GUID	297625	AD#265089 CONCRETE	06/19/2019	85.59	.00	
131	JACKSON HOLE NEWS & GUID	297630	AD#365741	06/19/2019	28.53	.00	
131	JACKSON HOLE NEWS & GUID	297631	AD#365742	06/19/2019	32.60	.00	
131	JACKSON HOLE NEWS & GUID	297701	AD#366031	06/26/2019	198.00	.00	
Total 131:					2,807.68	.00	
6331	JACKSON TOWING PARTNERS	6957TW	2009 GILLIG PORT TO PORT	06/19/2019	600.00	.00	
Total 6331:					600.00	.00	
6252	JAMAR TECHNOLOGIES, INC	0045923	RADAR RECORDER KIT	06/26/2019	4,300.00	.00	
Total 6252:					4,300.00	.00	
5155	JELLY DONUT, LLC	4545	CHIPS 1600,1700,203,207,209	06/14/2019	270.00	.00	
Total 5155:					270.00	.00	
3661	JOHNSON, ROBERTS & ASSOC	139811	PHQ ANSWER SHEET,MAIL	06/18/2019	38.10	.00	
Total 3661:					38.10	.00	
139	JORGENSEN ASSOCIATES, PC	42612	19027 TETON COUNTY SURVE	05/28/2019	245.00	.00	
Total 139:					245.00	.00	
4275	JORGENSEN, ARNE OLAUS	062719	TRAVEL REIMBURSEMENT FO	06/27/2019	139.00	.00	
Total 4275:					139.00	.00	
5473	KELLERSTRASS ENTERPRISES	1058758	DEFENDAL HD ELC 50/50 RED,	06/04/2019	296.80	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5473	KELLERSTRASS ENTERPRISES	1070743	CHEV ULTI-PLEX	06/12/2019	567.68	.00	
5473	KELLERSTRASS ENTERPRISES	1072862	OIL HOSE REEL,METERS AND	06/21/2019	2,703.70	.00	
5473	KELLERSTRASS ENTERPRISES	D9226	MIDGRADE 87 E-10, DF#2 DYED	06/10/2019	22,373.58	.00	
5473	KELLERSTRASS ENTERPRISES	D9912	MIDGRADE	06/22/2019	18,916.70	.00	
Total 5473:					44,858.46	.00	
2485	KENWORTH SALES COMPANY	IDFIN3355898-	KIT -DLU PRG 24V	05/28/2019	1,143.78	.00	
2485	KENWORTH SALES COMPANY	IDFIN3363048	SEAL-OIL BATH NATIONAL	05/28/2019	83.52	.00	
2485	KENWORTH SALES COMPANY	IDFIN3370965	SEAL-TEFLON	05/28/2019	526.95	.00	
Total 2485:					1,754.25	.00	
5965	KIMLEY HORN	13992729	JACKSON PHASE 2 PARKING	05/31/2019	4,904.74	.00	
Total 5965:					4,904.74	.00	
2850	LDA INC.	8349	SHIPPING- WATER SAMPLES	06/11/2019	59.53	.00	
Total 2850:					59.53	.00	
5691	LEPCO	31809	LUSTRASHIELD	05/16/2019	795.00	.00	
5691	LEPCO	32074	SERVICE WAS BAY	06/13/2019	657.60	.00	
5691	LEPCO	32171	FUSES	06/25/2019	345.10	.00	
Total 5691:					1,797.70	.00	
2224	LOCAL GOV'T LIABILITY POOL	12348	AA20191040 petrovic claim	06/11/2019	1,000.00	.00	
Total 2224:					1,000.00	.00	
4380	LONG BUILDING TECHNOLOGI	JC136667	ROOF DECK ICE DOOR DAMAG	06/12/2019	4,079.00	.00	
4380	LONG BUILDING TECHNOLOGI	JC136702	BUNK HOUSE KEY BOX SECU	06/12/2019	711.00	.00	
4380	LONG BUILDING TECHNOLOGI	JC136771	SHELTER ACCESS	06/19/2019	8,229.00	.00	
4380	LONG BUILDING TECHNOLOGI	SRVCE009880	URI 2 REPLACEMENT	06/13/2019	1,210.00	.00	
Total 4380:					14,229.00	.00	
6461	LOOKOUT MOUNTAIN LOGOW	2461	T-SHIRTS	06/15/2019	576.50	.00	
Total 6461:					576.50	.00	
156	LOWER VALLEY ENERGY INC	179722-364 05	55 VIRGINIAN LANE 65E	05/31/2019	49.57	.00	
156	LOWER VALLEY ENERGY INC	19722-078 053	145 WEST HANSEN	05/31/2019	87.26	.00	
156	LOWER VALLEY ENERGY INC	19722-078 053	145 WEST HANSEN	05/31/2019	37.40	.00	
156	LOWER VALLEY ENERGY INC	19722-079 053	145 west hansen	05/31/2019	54.54	.00	
156	LOWER VALLEY ENERGY INC	19722-079 053	145 west hansen	05/31/2019	29.37	.00	
156	LOWER VALLEY ENERGY INC	19722-102 053	145 WEST HANSEN	05/31/2019	5.94	.00	
156	LOWER VALLEY ENERGY INC	19722-102 053	145 west hansen	05/31/2019	13.86	.00	
156	LOWER VALLEY ENERGY INC	19722-106 053	940 SIMON	05/31/2019	121.57	.00	
156	LOWER VALLEY ENERGY INC	19722-333 053	174 N KING	05/31/2019	277.37	.00	
156	LOWER VALLEY ENERGY INC	19722-345 053	930 SIMON LANE	05/31/2019	107.80	.00	
156	LOWER VALLEY ENERGY INC	19722-363 053	455 VINE	05/31/2019	42.68	.00	
156	LOWER VALLEY ENERGY INC	19722-365 053	55 VIRGINIAN LANE 65G	05/31/2019	25.85	.00	
156	LOWER VALLEY ENERGY INC	19722-367 053	455 VINE STREET #3	05/31/2019	61.16	.00	
156	LOWER VALLEY ENERGY INC	19722-368 053	455 vine street #4	05/31/2019	36.56	.00	
156	LOWER VALLEY ENERGY INC	19722-370 053	2022 WILDFLOWER	05/31/2019	64.94	.00	
156	LOWER VALLEY ENERGY INC	19722-371 053	2022 WILDFLOWER	05/31/2019	39.05	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	19722-373 053	475 WEST ASPEN DRIVE	05/31/2019	25.86	.00	
156	LOWER VALLEY ENERGY INC	19722-374 053	455 VINE	05/31/2019	72.06	.00	
156	LOWER VALLEY ENERGY INC	19722-381 053	915 SIMON LANE	05/31/2019	122.39	.00	
156	LOWER VALLEY ENERGY INC	19722-384 053	1177 MEADOWLARK LANE	05/31/2019	65.83	.00	
Total 156:					1,341.06	.00	
6463	MASON COMPANY	527419	MESH TOP COVER	06/13/2019	2,823.00	.00	
Total 6463:					2,823.00	.00	
4612	MASON, TOM	1388088	REIMBURSTMENT FOR SAFET	06/19/2019	100.00	.00	
Total 4612:					100.00	.00	
4258	MD NURSERY & LANDSCAPING	14652	ADDITIONAL PAVERS SIMPSON	06/24/2019	1,500.00	.00	
Total 4258:					1,500.00	.00	
3841	MIKE'S OILFIELD SERVICES IN	26956	CLEAN LIFT STATION	05/08/2019	1,625.00	.00	
Total 3841:					1,625.00	.00	
3932	MILLER SANITATION	13870	START BUS ROUTE TRASH CA	06/17/2019	420.00	.00	
Total 3932:					420.00	.00	
4886	MORTON-LEVINSON, HAILEY	062719	TRAVEL EXPENSES TO WAM	06/27/2019	66.00	.00	
Total 4886:					66.00	.00	
4817	MOUNTAIN ELECTRICAL	251	PULL WIRE	06/04/2019	287.80	.00	
4817	MOUNTAIN ELECTRICAL	252	REPLACE LAMP FOR FIXTURE	06/04/2019	413.64	.00	
Total 4817:					701.44	.00	
4129	MOUNTAIN X, LLC	6611	WINTER SNOW PILE	04/30/2019	270.50	.00	
Total 4129:					270.50	.00	
4623	MSC INDUSTRIAL SUPPLY CO	2936077004	CONNECTORS	04/29/2019	21.88	.00	
4623	MSC INDUSTRIAL SUPPLY CO	3004417001	BOWMALLOY FLT WASHER,SPI	05/16/2019	538.47	.00	
4623	MSC INDUSTRIAL SUPPLY CO	3038424001	DOT MALE AND FEMALE CONN	05/31/2019	256.39	.00	
4623	MSC INDUSTRIAL SUPPLY CO	3040768001	RUBBER GROMET AND BATTE	06/03/2019	271.41	.00	
4623	MSC INDUSTRIAL SUPPLY CO	3040768002	BROMMET AND CONE	05/31/2019	23.02	.00	
Total 4623:					1,111.17	.00	
257	NAPA AUTO PARTS INC.	844425	PRIMARY WIRE	04/24/2019	61.50	.00	
257	NAPA AUTO PARTS INC.	851717	FUEL LINE HOSE	05/30/2019	25.50	.00	
257	NAPA AUTO PARTS INC.	852258	4 IN TAPE,MASKING TAPE AND	06/03/2019	58.02	.00	
257	NAPA AUTO PARTS INC.	852899	gunk engine degree	06/05/2019	18.76	.00	
257	NAPA AUTO PARTS INC.	853058	CGOLD OIL FILERS	06/05/2019	146.77	.00	
257	NAPA AUTO PARTS INC.	853067	COOLANT FILETER AND BLADE	06/05/2019	74.02	.00	
257	NAPA AUTO PARTS INC.	853222	2009 DODGE CHARGER SPARK	06/06/2019	35.84	.00	
257	NAPA AUTO PARTS INC.	853224	THREAD ROD	06/06/2019	3.05	.00	
257	NAPA AUTO PARTS INC.	853595	FREIGHT	06/07/2019	12.38	.00	
257	NAPA AUTO PARTS INC.	854832	TIRE REPAIR KIT	06/13/2019	49.99	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
257	NAPA AUTO PARTS INC.	855451	HTR HOSE AND ANTIE-SEIZE L	06/17/2019	27.24	.00	
257	NAPA AUTO PARTS INC.	856613	WRENCH AND HAMMER	06/21/2019	81.99	.00	
257	NAPA AUTO PARTS INC.	856642	CLEANING WAND	06/21/2019	61.98	.00	
Total 257:					657.04	.00	
187	NELSON ENGINEERING	49692	ASPEN HILL-SLOPE MONITORI	05/31/2019	422.00	.00	
Total 187:					422.00	.00	
3145	NEOPOST INC	15770173	INK	06/19/2019	140.00	.00	
Total 3145:					140.00	.00	
6147	OUTLAW BROTHERS CONSTR	112	JOB: PARKING GARAGE- 10' 1/2	05/24/2019	295.00	.00	
Total 6147:					295.00	.00	
3066	PARDEE, LARRY	062719	TRAVEL EXPENSES WAM	06/27/2019	66.00	.00	
Total 3066:					66.00	.00	
5302	PARTSMASTER	23429335	CRYOBIT WITH FLATS	06/12/2019	56.38	.00	
Total 5302:					56.38	.00	
6449	PCM	B12280460101	WIFI KIT	06/14/2019	1,633.22	.00	
Total 6449:					1,633.22	.00	
5026	PELLETIER, CARL	061919	REIMBURSE SHIPPING	06/19/2019	21.05	.00	
5026	PELLETIER, CARL	062019	TRAVEL EXPENSES	06/20/2019	184.05	.00	
Total 5026:					205.10	.00	
3579	PINE NEEDLE EMBROIDERY	15607	UNIFORM EMBROIDERY	06/10/2019	36.00	.00	
3579	PINE NEEDLE EMBROIDERY	15607	UNIFORM EMBROIDERY	06/10/2019	18.00	.00	
3579	PINE NEEDLE EMBROIDERY	15607	UNIFORM EMBROIDERY	06/10/2019	18.00	.00	
Total 3579:					72.00	.00	
6457	POOLE, JESSICA	061919	TRAVEL EXPENSES	06/19/2019	687.88	.00	
Total 6457:					687.88	.00	
3006	PORTIS GROUP,LLC	7649	SPRING SCHEDULES	06/10/2019	500.00	.00	
3006	PORTIS GROUP,LLC	7650	SHELTER POSTERS	06/10/2019	985.00	.00	
3006	PORTIS GROUP,LLC	7651	SUMMER SCHEDULE	06/10/2019	3,702.75	.00	
Total 3006:					5,187.75	.00	
262	PRAZMA PAINT & AUTO BODY	17915	19 SUBARUA FORESTER	05/31/2019	1,524.07	.00	
Total 262:					1,524.07	.00	
4922	PREMIER VEHICLE INSTALLATI	30163	MAGNETIC MIC CLIP	06/10/2019	222.24	.00	
4922	PREMIER VEHICLE INSTALLATI	30304	MPOWER FASCIA LIGHT	06/21/2019	435.49	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4922:					657.73	.00	
4371	PROFORCE LAW ENFORCEME	378986	BLD X2 HOLTERS	06/11/2019	260.00	.00	
4371	PROFORCE LAW ENFORCEME	379025	TASERS	06/11/2019	2,721.80	.00	
4371	PROFORCE LAW ENFORCEME	379025	TASERS	06/11/2019	.90	.00	
4371	PROFORCE LAW ENFORCEME	379025	TASERS	06/11/2019	1,360.90	.00	
4371	PROFORCE LAW ENFORCEME	379025	TASERS	06/11/2019	1,360.00	.00	
Total 4371:					5,703.60	.00	
532	QUICK BROWN FOX LLC	3652	APPLICATION PERMITS	06/17/2019	270.00	.00	
Total 532:					270.00	.00	
6208	RHOADES, STEPHEN	061719	DOT PHYSICAL	06/17/2019	99.00	.00	
Total 6208:					99.00	.00	
4125	ROSS CONCRETE CONST LLC	060919	REMOVE CURB AND GUTTER H	06/06/2019	7,200.00	.00	
4125	ROSS CONCRETE CONST LLC	060919A	REPLACE OLD PAVERS WITH N	06/09/2019	5,000.00	.00	
Total 4125:					12,200.00	.00	
13	SAFETY SUPPLY & SIGN CO., I	168883	FLAGS	05/30/2019	4,770.00	.00	
Total 13:					4,770.00	.00	
2669	SAFETY-KLEEN SYSTEMS, INC.	79821434	PARTS WASHER SERVICE,REC	05/24/2019	518.63	.00	
Total 2669:					518.63	.00	
5643	SAWDY, RAY	061119	DOT PHYSICAL	06/11/2019	100.00	.00	
Total 5643:					100.00	.00	
5111	SCHMILLEN, SCOTT	1838	MENS BATHROOMS	05/22/2019	237.50	.00	
5111	SCHMILLEN, SCOTT	1839	DELONEY BATHROOM	05/22/2019	237.50	.00	
5111	SCHMILLEN, SCOTT	1840	HOMERANCH	05/23/2019	562.50	.00	
5111	SCHMILLEN, SCOTT	1841	MILLER PARK BATHROOM	05/23/2019	190.00	.00	
Total 5111:					1,227.50	.00	
4691	SCHOW'S TRUCK CENTER	C005043165	KIT REMAN BRAKE SHOW	06/19/2019	497.26	.00	
Total 4691:					497.26	.00	
188	SCOTT, LEE ANNA	061919	SPANISH INTERPRETING	06/19/2019	40.00	.00	
Total 188:					40.00	.00	
231	SHERVIN'S INDEPENDENT OIL	67007	225/75R15 CAR TRL ,VALVE ST	06/11/2019	151.00	.00	
Total 231:					151.00	.00	
4359	SHERWIN-WILLIAMS CO.	8153-7	PAINT	06/15/2019	237.91	.00	
4359	SHERWIN-WILLIAMS CO.	8676-6	PAINT	05/30/2019	777.60	.00	
4359	SHERWIN-WILLIAMS CO.	8821-8	PAINT	06/05/2019	1,125.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4359	SHERWIN-WILLIAMS CO.	9032-1	PAINT	06/14/2019	1,403.40	.00	
Total 4359:					3,543.91	.00	
4548	SILVER CREEK SUPPLY	S2007134.001	MIP X INS PVC, FIP GH ADPT	06/12/2019	5.94	.00	
Total 4548:					5.94	.00	
236	SMITH POWER PRODUCTS,INC	3085561	KIT FILTER GASKET AND NASB	06/18/2019	128.65	.00	
Total 236:					128.65	.00	
4699	SNAKE RIVER ROASTING	609168	COFFEE	06/06/2019	48.45	.00	
4699	SNAKE RIVER ROASTING	609243	COFFEE- MAIN PW SHOP	06/11/2019	96.90	.00	
4699	SNAKE RIVER ROASTING	609424	COFFEE	06/19/2019	48.45	.00	
Total 4699:					193.80	.00	
4933	SYMBOLARTS, LLC	00-JAC020	CHIEF COINS	06/14/2019	680.25	.00	
4933	SYMBOLARTS, LLC	0331449-IN	PATCH	05/28/2019	190.00	.00	
Total 4933:					870.25	.00	
4514	TEAM LABORATORY CHEMICA	INV0016414	ROAD PATCH	06/10/2019	1,725.00	.00	
Total 4514:					1,725.00	.00	
1443	TETON COUNTY CLERK	063019	JUNE 2019 HOUSING	06/30/2019	22,141.75	.00	
1443	TETON COUNTY CLERK	063019A	JUNE PARK AND REC	06/30/2019	33,204.10	.00	
1443	TETON COUNTY CLERK	063019A	JUNE PARK AND REC	06/30/2019	100,180.90	.00	
Total 1443:					155,526.75	.00	
405	TETON COUNTY FAIR BOARD	1532	RGMA AGREEMENT	05/01/2019	60,000.00	.00	
Total 405:					60,000.00	.00	
996	TETON COUNTY SPECIAL FIRE	053119	MAY 2019 SPECIAL FIRE	05/31/2019	13,365.22	.00	
996	TETON COUNTY SPECIAL FIRE	063019	JUNE 2019 FIRE EMS	06/30/2019	124,045.50	.00	
Total 996:					137,410.72	.00	
1355	TETON COUNTY TRANSFER ST	415743	DIM/LUMBER	06/11/2019	73.00	.00	
Total 1355:					73.00	.00	
1614	TETON COUNTY-FUND 10	053119	MAY 2019 DISPATCH	05/31/2019	24,898.99	.00	
1614	TETON COUNTY-FUND 10	053119A	KRISTI MALONE	05/31/2019	4,838.34	.00	
1614	TETON COUNTY-FUND 10	053119B	MAY 2019 PATHWAYS	05/31/2019	11,081.36	.00	
Total 1614:					40,818.69	.00	
166	TETON COUNTY-FUND 19	053119	MAY 2019 PARK AND REC	05/31/2019	32,126.43	.00	
Total 166:					32,126.43	.00	
5977	TETON EXCAVATION LLC	063019	RELEASE BOND 19-0439 465 A	06/30/2019	500.00	.00	
5977	TETON EXCAVATION LLC	108	CONCRETE CURB/GUTTER R	06/05/2019	710.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5977	TETON EXCAVATION LLC	109	DUMP TRUCK SAND HAUL	06/05/2019	2,459.00	.00	
Total 5977:					3,669.00	.00	
392	TETON LITERACY CENTER	061519	4TH QUARTER PAYMENT	06/15/2019	4,087.50	.00	
Total 392:					4,087.50	.00	
268	TETON MOTORS INC	050919	2019 CHEVORLET BOLT 5 DR	05/09/2019	29,977.00	.00	
268	TETON MOTORS INC	5090732	CONDENSERS	06/04/2019	146.28	.00	
268	TETON MOTORS INC	5090844	SEAT BELT	06/13/2019	135.52	.00	
268	TETON MOTORS INC	5090887	N WHEEL RETURN	06/17/2019	446.73	.00	
268	TETON MOTORS INC	5090923	N WHEEL RETURN	06/19/2019	50.00-	.00	
268	TETON MOTORS INC	5090924	SENSOR	06/19/2019	59.76	.00	
Total 268:					30,715.29	.00	
5846	TETON TOOLS LLC	06181918139	3/8 DR 6PT 9/16 DP SKT	06/18/2019	26.25	.00	
5846	TETON TOOLS LLC	06251918246	TOOLS	06/25/2019	350.00	.00	
5846	TETON TOOLS LLC	06251918252	TOOLS	06/25/2019	1,785.00	.00	
Total 5846:					2,161.25	.00	
3162	TETON TRASH REMOVAL, INC.	19 JUN 1066	TRASH REMOVAL	06/01/2019	45.50	.00	
Total 3162:					45.50	.00	
3955	THOMSON WEST	840438276	LIBRARY PLAN CHANGES	06/04/2019	45.00	.00	
Total 3955:					45.00	.00	
5637	TIGHE, JOHN	18870	PREMIUM GOLD	06/06/2019	136.55	.00	
Total 5637:					136.55	.00	
5067	TITAN MACHINERY	12498202	DRAG SHOE ARM,BUSHING DR	06/05/2019	401.01	.00	
5067	TITAN MACHINERY	12555799	DRAG SHOE,BUSHING AND TO	06/11/2019	414.05	.00	
5067	TITAN MACHINERY	12555816	HYD MOTOR/BROOM/CONVEY	06/13/2019	1,314.86	.00	
Total 5067:					2,129.92	.00	
5666	TRANSIT TALENT LLC	1111903	LEGAL NOTICE	03/06/2019	115.00	.00	
Total 5666:					115.00	.00	
3527	UPS	0000129VW42	SHIPPING CHARGE-POLICE	06/15/2019	12.26	.00	
Total 3527:					12.26	.00	
1949	VERIZON WIRELESS	9831267454	MONTHLY SERVICES	06/01/2019	5,570.76	.00	
1949	VERIZON WIRELESS	9831267455	MONTHLY SERVICES	06/01/2019	1,887.60	.00	
Total 1949:					7,458.36	.00	
3420	VISA	1073 061819	VISA BILL	06/18/2019	890.23	890.23	06/18/2019
3420	VISA	1115 061819	ROSON SHINGLES	06/18/2019	7.33	7.33	06/18/2019
3420	VISA	1115 061819	BUDGET RENTAL	06/18/2019	18.30	18.30	06/18/2019
3420	VISA	1115 061819	ROSEN SHINGLES	06/18/2019	34.76	34.76	06/18/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3420 VISA		1115 061819	7-11 ORLANDO	06/18/2019	32.71	32.71	06/18/2019
3420 VISA		1123 061819	HAMPTON INN	06/18/2019	250.80	250.80	06/18/2019
3420 VISA		1123 061819	CONOCO	06/18/2019	29.66	29.66	06/18/2019
3420 VISA		1123 061819	KMART	06/18/2019	13.33	13.33	06/18/2019
3420 VISA		1123 061819	JIMMY JOHNS	06/18/2019	7.20	7.20	06/18/2019
3420 VISA		1123 061819	CORONA VILLAGE LARAMIE	06/18/2019	15.14	15.14	06/18/2019
3420 VISA		1123 061819	KMART	06/18/2019	335.78	335.78	06/18/2019
3420 VISA		1123 061819	NASRO	06/18/2019	485.00	485.00	06/18/2019
3420 VISA		1123 061819	BIG D	06/18/2019	29.39	29.39	06/18/2019
3420 VISA		1123 061819	NATIONAL ANIMAL CARE CO	06/18/2019	595.00	595.00	06/18/2019
3420 VISA		1123 061819	STAPLES	06/18/2019	31.52	31.52	06/18/2019
3420 VISA		1123 061819	DELTA	06/18/2019	498.00	498.00	06/18/2019
3420 VISA		1123 061819	EXXON	06/18/2019	29.39	29.39	06/18/2019
3420 VISA		1123 061819	DOLLAR TREE	06/18/2019	29.62	29.62	06/18/2019
3420 VISA		1123 061819	DOLLAR TREE	06/18/2019	106.68	106.68	06/18/2019
3420 VISA		1164 061819	MERRY PIGLETS	06/18/2019	190.00	190.00	06/18/2019
3420 VISA		1164 061819	JACKSON HOLE BOOT REPAIR	06/18/2019	87.55	87.55	06/18/2019
3420 VISA		1164 061819	ELEAVEN	06/18/2019	427.75	427.75	06/18/2019
3420 VISA		1164 061819	PUBLIC WORKS CREDIT CARD	06/18/2019	160.44	160.44	06/18/2019
3420 VISA		1164 061819	dominos	06/18/2019	240.37	240.37	06/18/2019
3420 VISA		1164 061819	FRANKLIN COVERY PRODUCT	06/18/2019	44.49	44.49	06/18/2019
3420 VISA		1164 061819	PSI TRAINING	06/18/2019	100.00	100.00	06/18/2019
3420 VISA		1164 061819	CUTTYS BAR AND GRILL	06/18/2019	103.48	103.48	06/18/2019
3420 VISA		1164 061819	PSI TRAINING	06/18/2019	100.00	100.00	06/18/2019
3420 VISA		1164 061819	STAPLES	06/18/2019	15.89	15.89	06/18/2019
3420 VISA		1214 061819	VISA BILL	06/18/2019	511.27	511.27	06/18/2019
3420 VISA		1255 061819	THE UPS STORE	06/18/2019	58.35	58.35	06/18/2019
3420 VISA		2030 061819	B&H PHOTO	06/18/2019	83.74	83.74	06/18/2019
3420 VISA		2030 061819	JACKSON DRUG	06/18/2019	100.00	100.00	06/18/2019
3420 VISA		2030 061819	PEARL STREET BAGELS	06/18/2019	200.00	200.00	06/18/2019
3420 VISA		2030 061819	EXXON	06/18/2019	81.01	81.01	06/18/2019
3420 VISA		2030 061819	SQ FREEDOM FIREWOR	06/18/2019	146.51	146.51	06/18/2019
3420 VISA		2030 061819	MAVERIK DOUGLAS	06/18/2019	63.00	63.00	06/18/2019
3420 VISA		2030 061819	CKE PHILLYS	06/18/2019	38.37	38.37	06/18/2019
3420 VISA		4564 061819	WORKING PERSONS STORE	06/18/2019	105.30	105.30	06/18/2019
3420 VISA		4564 061819	OFFICE OF WATER PROGRAM	06/18/2019	50.00	50.00	06/18/2019
3420 VISA		4564 061819	WORKING PERSONS STORE	06/18/2019	105.30	105.30	06/18/2019
3420 VISA		4564 061819	ALBERTSONS	06/18/2019	41.21	41.21	06/18/2019
3420 VISA		4564 061819	YSI	06/18/2019	950.00	950.00	06/18/2019
3420 VISA		4564 061819	YSI	06/18/2019	110.00	110.00	06/18/2019
3420 VISA		4564 061819	DEAN SAFE	06/18/2019	249.00	249.00	06/18/2019
3420 VISA		4564 061819	WORKING PERSONS STORE	06/18/2019	109.30	109.30	06/18/2019
3420 VISA		4564 061819	FEDX	06/18/2019	27.35	27.35	06/18/2019
3420 VISA		5207 061819	SHELL	06/18/2019	21.65	21.65	06/18/2019
3420 VISA		5207 061819	PEPPERMILL	06/18/2019	14.99	14.99	06/18/2019
3420 VISA		5207 061819	ATLANTIS RESORT	06/18/2019	1,146.20	1,146.20	06/18/2019
3420 VISA		5207 061819	CHEVRON	06/18/2019	36.89	36.89	06/18/2019
3420 VISA		5207 061819	SMEES ALASKAN FISH BAR	06/18/2019	25.65	25.65	06/18/2019
3420 VISA		5207 061819	PETRO	06/18/2019	22.05	22.05	06/18/2019
3420 VISA		5207 061819	KFC	06/18/2019	6.92	6.92	06/18/2019
3420 VISA		5207 061819	GOLDEN GATE	06/18/2019	29.35	29.35	06/18/2019
3420 VISA		5207 061819	PHILLIPS	06/18/2019	14.87	14.87	06/18/2019
3420 VISA		5207 061819	GOLDEN GATE	06/18/2019	47.44	47.44	06/18/2019
3420 VISA		5207 061819	JIMMY JOHNS	06/18/2019	17.18	17.18	06/18/2019
3420 VISA		5207 061819	COSTA VIDA	06/18/2019	8.45	8.45	06/18/2019
3420 VISA		5207 061819	QUIZNO	06/18/2019	119.00	119.00	06/18/2019
3420 VISA		5207 061819	ATLANTIS MANHATTAN DELI	06/18/2019	16.89	16.89	06/18/2019
3420 VISA		5207 061819	OREILLY AUTO	06/18/2019	5.13	5.13	06/18/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3420 VISA		5207 061819	ROSEN HOTELS ORLANDO	06/18/2019	596.69	596.69	06/18/2019
3420 VISA		5207 061819	RENO GROCERY OUTLET	06/18/2019	11.62	11.62	06/18/2019
3420 VISA		5207 061819	FIVE GUYS	06/18/2019	17.03	17.03	06/18/2019
3420 VISA		5207 061819	QUZINOS	06/18/2019	71.29	71.29	06/18/2019
3420 VISA		5207 061819	TST COSTA VIDA	06/18/2019	9.19	9.19	06/18/2019
3420 VISA		5207 061819	THAI LOTUS	06/18/2019	24.46	24.46	06/18/2019
3420 VISA		5207 061819	ALBERTSONS	06/18/2019	42.60	42.60	06/18/2019
3420 VISA		5207 061819	PEPPERMILL	06/18/2019	35.83	35.83	06/18/2019
3420 VISA		5207 061819	PILOT	06/18/2019	23.28	23.28	06/18/2019
3420 VISA		5397 061819	COOLWORKS	06/18/2019	149.00	149.00	06/18/2019
3420 VISA		5397 061819	DAIRY QUEEN	06/18/2019	29.99	29.99	06/18/2019
3420 VISA		5397 061819	COOLWORKS	06/18/2019	139.00	139.00	06/18/2019
3420 VISA		5397 061819	UNITED AIRLINES	06/18/2019	469.00	469.00	06/18/2019
3420 VISA		5397 061819	LUCKYS	06/18/2019	7.48	7.48	06/18/2019
3420 VISA		5397 061819	PINKY G'S	06/18/2019	85.79	85.79	06/18/2019
3420 VISA		5397 061819	COOLWORKS.COM	06/18/2019	139.00	139.00	06/18/2019
3420 VISA		5397 061819	NEW YORK CITY SUBSHOP	06/18/2019	20.75	20.75	06/18/2019
3420 VISA		5397 061819	LOAF AND JUG	06/18/2019	13.55	13.55	06/18/2019
3420 VISA		5397 061819	FACEBOOK ADS	06/18/2019	48.88	48.88	06/18/2019
3420 VISA		5397 061819	NEW YORK CITY SUBSHOP	06/18/2019	81.00	81.00	06/18/2019
3420 VISA		6098 061819	STAPLES	06/18/2019	16.94	16.94	06/18/2019
3420 VISA		6098 061819	Paypal-chartures ins	06/18/2019	100.00	100.00	06/18/2019
3420 VISA		6106 061819	APA	06/18/2019	835.00	835.00	06/18/2019
3420 VISA		6593 061819	VISA BILL	06/18/2019	301.24	301.24	06/18/2019
3420 VISA		6684 061819	VISA BILL	06/18/2019	1,380.72	1,380.72	06/18/2019
3420 VISA		6825 061819	TACO JOHNS	06/18/2019	5.45	5.45	06/18/2019
3420 VISA		6825 061819	HOLIDAY INN DOUGLAS	06/18/2019	282.00	282.00	06/18/2019
3420 VISA		6825 061819	LOAF AND JUG	06/18/2019	5.58	5.58	06/18/2019
3420 VISA		6825 061819	PIT SHOP DUBOIS WY	06/18/2019	8.27	8.27	06/18/2019
3420 VISA		6825 061819	ARBY DOUGLAS WY	06/18/2019	5.87	5.87	06/18/2019
3420 VISA		6825 061819	PILOT CASPER WY	06/18/2019	8.91	8.91	06/18/2019
3420 VISA		6825 061819	SAPPORO DOUGLAS WY	06/18/2019	17.65	17.65	06/18/2019
3420 VISA		6825 061819	CONOCO	06/18/2019	43.51	43.51	06/18/2019
3420 VISA		6825 061819	ARBY DOUGLAS	06/18/2019	9.64	9.64	06/18/2019
3420 VISA		6825 061819	MCDONALDS	06/18/2019	10.27	10.27	06/18/2019
3420 VISA		6825 061819	ARBY DOUGLAS	06/18/2019	9.64	9.64	06/18/2019
3420 VISA		6908 061819	VISA BILL	06/18/2019	5,120.39	5,120.39	06/18/2019
3420 VISA		7294 061819	VISA BILL	06/18/2019	1,786.44	1,786.44	06/18/2019
3420 VISA		8144 061819	ORBIZ BOOKING FEE	06/18/2019	60.00	60.00	06/18/2019
3420 VISA		8144 061819	DAVEY COACH	06/18/2019	894.89	894.89	06/18/2019
3420 VISA		8144 061819	AMAZON GENCO INTERNATIO	06/18/2019	2,110.75	2,110.75	06/18/2019
3420 VISA		8144 061819	SNOW JOE & SUN JOE	06/18/2019	528.98	528.98	06/18/2019
3420 VISA		8144 061819	AMAZON OPW NOZZLE	06/18/2019	131.24	131.24	06/18/2019
3420 VISA		8144 061819	ICMA REGISTRATION	06/18/2019	149.00	149.00	06/18/2019
3420 VISA		8144 061819	AMAZON CLOTH WIPES	06/18/2019	163.62	163.62	06/18/2019
3420 VISA		8144 061819	NMO MOUNTING KIT	06/18/2019	109.28	109.28	06/18/2019
3420 VISA		8144 061819	INTERNATION - ICMA	06/18/2019	640.00	640.00	06/18/2019
3420 VISA		8144 061819	EMBASSY SUITES FT LAUDER	06/18/2019	732.36	732.36	06/18/2019
3420 VISA		8144 061819	1000BULBS	06/18/2019	241.41	241.41	06/18/2019
3420 VISA		8144 061819	DELTA BAGGAGE FEE	06/18/2019	30.00	30.00	06/18/2019
3420 VISA		8186 061819	VISA BILL	06/18/2019	326.61	326.61	06/18/2019
3420 VISA		9118 061819	Teton county library - oral argue	06/18/2019	4.85	4.85	06/18/2019
3420 VISA		9126 061819	ROSETTA STONE	06/18/2019	191.76	191.76	06/18/2019
3420 VISA		9126 061819	KMART	06/18/2019	22.25	22.25	06/18/2019
3420 VISA		9126 061819	STAPLES	06/18/2019	14.83	14.83	06/18/2019
3420 VISA		9126 061819	CHEYENNE AREA CONVENTIO	06/18/2019	125.00	125.00	06/18/2019
3420 VISA		9126 061819	VISTA PRINT.COM	06/18/2019	202.01	202.01	06/18/2019
3420 VISA		9126 061819	KMART	06/18/2019	9.52	9.52	06/18/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3420	VISA	9126 061819	USPS	06/18/2019	165.00	165.00	06/18/2019
3420	VISA	9126 061819	ALBERTSONS	06/18/2019	26.94	26.94	06/18/2019
3420	VISA	9126 061819	AMAZON	06/18/2019	107.01	107.01	06/18/2019
3420	VISA	9126 061819	GRAND HYATT SAN DIEGO	06/18/2019	589.20	589.20	06/18/2019
3420	VISA	9126 061819	HILTON GARDEN CASPER	06/18/2019	102.46	102.46	06/18/2019
3420	VISA	9126 061819	VISA PRINT	06/18/2019	179.43	179.43	06/18/2019
3420	VISA	9126 061819	COCA COLA WATER	06/18/2019	7.00	7.00	06/18/2019
3420	VISA	9126 061819	ABOVE ALL TAXI	06/18/2019	17.71	17.71	06/18/2019
3420	VISA	9126 061819	COCA COLA-WATER	06/18/2019	24.60	24.60	06/18/2019
3420	VISA	9126 061819	STAPLES	06/18/2019	52.47	52.47	06/18/2019
3420	VISA	9126 061819	NAME TAG COUNTRY	06/18/2019	54.60	54.60	06/18/2019
Total 3420:					29,449.91	29,449.91	
4320	WARNER TRUCK CENTER	X101286785	FUEL PUMP,CAPS PUMP	05/29/2019	2,883.51	.00	
4320	WARNER TRUCK CENTER	X101287191	VALVE,PRESSURE RELIEF	05/30/2019	244.42	.00	
4320	WARNER TRUCK CENTER	X101287983	MANIFOLD FUEL	06/03/2019	373.58	.00	
4320	WARNER TRUCK CENTER	X101287985	TUBE,CPR WATER OUTLET	06/04/2019	43.34	.00	
4320	WARNER TRUCK CENTER	X101288170	INJECTOR	06/03/2019	6,151.20	.00	
4320	WARNER TRUCK CENTER	X101288937	GASKET,VALVE COVER,TUBE,	06/05/2019	279.38	.00	
4320	WARNER TRUCK CENTER	X101290341	TUBE,OIL GAUGE	06/10/2019	32.33	.00	
4320	WARNER TRUCK CENTER	X101290463	HOSE,PLAIN	06/10/2019	23.33	.00	
4320	WARNER TRUCK CENTER	X101291780	SUPPORT ALTERNATOR,FULLE	06/17/2019	602.63	.00	
4320	WARNER TRUCK CENTER	X101291891	SCREW,HEX,FLANGE HEAD CA	06/14/2019	19.20	.00	
4320	WARNER TRUCK CENTER	X101292590	SENSOR,PRESSURE	06/18/2019	1,159.46	.00	
4320	WARNER TRUCK CENTER	X101294579	THERMOSTAT,SENSOR,CAP,FI	06/24/2019	382.49	.00	
Total 4320:					12,194.87	.00	
6226	WEST COAST CODE CONSULT	UT19-579-005	PLAN REVIEWS	06/11/2019	2,105.00	.00	
Total 6226:					2,105.00	.00	
563	WESTBANK SANITATION	3139006	940 Simon Lane	06/01/2019	47.90	.00	
Total 563:					47.90	.00	
1640	WESTERN STATE	IN000936408	GLASS	04/01/2019	193.67	.00	
1640	WESTERN STATE	IN000940183	BOLT AND RETAINER	04/04/2019	55.38	.00	
1640	WESTERN STATE	IN000953470	PANEL ASM	04/19/2019	1,177.65	.00	
1640	WESTERN STATE	IN000989980	SEAL O RING	05/29/2019	21.17	.00	
1640	WESTERN STATE	IN000991236	SOLENOID AS	05/30/2019	364.23	.00	
1640	WESTERN STATE	IN000991834	TRACTOR RENTAL	05/31/2019	2,727.00	.00	
1640	WESTERN STATE	IN000991956	REMOVE AND INSTALL.REPLA	05/31/2019	1,778.03	.00	
1640	WESTERN STATE	IN000997748	GLASS	06/06/2019	231.18	.00	
Total 1640:					6,548.31	.00	
6456	WOLSFELD CREEK FLOORING	061219	JOB: DELONEY SUS SHELTER	06/12/2019	5,233.39	.00	
6456	WOLSFELD CREEK FLOORING	061219	JOB: MOOSE ROOMS CARPET	06/12/2019	975.00	.00	
6456	WOLSFELD CREEK FLOORING	061319	FRONTRUNNER PLUS GRIP SY	06/13/2019	4,956.79	.00	
Total 6456:					11,165.18	.00	
3619	WY CHILD SUPPORT ENFORCE	06192019	case #209790 GALLEGHER	06/19/2019	146.76	146.76	06/19/2019
3619	WY CHILD SUPPORT ENFORCE	06192019	case #230073 cORONA	06/19/2019	745.50	745.50	06/19/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 3619:					892.26	892.26	
4139	WY WORKERS' SAFETY & COM	06262019	JUNE PREMIUM	06/26/2019	9,624.88	9,624.88	06/26/2019
Total 4139:					9,624.88	9,624.88	
4811	WYOMING LANDSCAPE MAINT	5260	LANDSCAPE SERVICES @ CEM	06/19/2019	914.00	.00	
Total 4811:					914.00	.00	
329	WYOMING RETIREMENT SYST	176321	JUNE CONTRIBUTIONS	06/26/2019	29,099.33	29,099.33	06/26/2019
329	WYOMING RETIREMENT SYST	176322	JUNE CONTRIBUTIONS	06/26/2019	28,663.21	28,663.21	06/26/2019
329	WYOMING RETIREMENT SYST	176323	JUNE CONTRIBUTIONS	06/26/2019	40,157.40	40,157.40	06/26/2019
Total 329:					97,919.94	97,919.94	
2842	YELLOW IRON EXCAVATION, L	36970	915 simon lane	05/31/2019	32.00	.00	
2842	YELLOW IRON EXCAVATION, L	36980	174 north king street	05/31/2019	32.00	.00	
Total 2842:					64.00	.00	
Grand Totals:					1,083,795.47	137,886.99	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: June 25, 2019
MEETING DATE: July 1, 2019

SUBMITTING DEPARTMENT: Town Clerk
DEPARTMENT DIRECTOR: Roxanne DeVries Robinson
PRESENTER: Carl Pelletier, Special Events Coordinator

SUBJECT: Special Event: Fourth of July Street Breakfast

PURPOSE/STATEMENT:

Consideration of special event applications requesting the use of Town streets, services of personnel, and use of equipment on behalf of the Town of Jackson.

BACKGROUND/ALTERNATIVES:

The applicant, the Jackson Hole Lions Club, requests permission to host a 4th of July Street Breakfast on Deloney Avenue between Cache and Center on July 4, between 7:00 A.M. and 10:30 A.M. Set up will begin at 5:00 A.M. and clean-up will end by 1:00 P.M. The expected audience is 1,300. Two tents are used during the event: one to prepare food and the other for the breakfast. The applicant requests the use of barricades for the Deloney closure between Cache and Center from 5:00 A.M. to 1:00 P.M. The applicant is also requesting closure of parking spaces on the south side of Deloney (George Washington Memorial Park side of the street) from 4:00 P.M. on July 3 until 5:00 A.M. on July 4th for staging of equipment (tables, chairs, grills, tents, etc...).

Last year was the first year that the Lion's Club utilized the Deloney Avenue for their breakfast and they really appreciated this space. They are applying for an almost identical closure for this year.

The application has been sent to all departments for review.

ATTACHMENTS:

Special Event Application
Map
Insurance

FISCAL IMPACT:

Fiscal impact is minimal but includes costs associated with on-duty Public Works personnel to deliver barricades and Police Department personnel assistance with posting of no-parking signage. The cost to the Public Works department for all 4th of July events is estimated at \$1,700 including street sweeping and barricade assistance. (The services provided by Public Works overlap from 4th of July event to event). No income from temporary business license as applicant is a non-profit with all proceeds directly benefitting the Jaycees (Town of Jackson Municipal Code 5.21.060 (2)).

STAFF IMPACT:

On-duty Public Works personnel to deliver barricades and Police Department personnel assistance with posting of no-parking signage.

LEGAL REVIEW:

N/A

RECOMMENDATION:

Staff recommends approval of the application, subject to the following conditions and restrictions:

1. The applicant shall clean up immediately after the event and shall be responsible for the collection and removal of all trash generated by the event. The applicant shall provide additional on-site trash receptacles.
2. The applicant shall not block the roadway longer than necessary and shall remove all barricades at the conclusion of the event without delay.
3. The applicant shall coordinate all food service with Teton County Public Health prior to serving food to the public.
4. Insurance: An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and states that coverage is primary and non-contributory is required at least one week prior to the event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney.
5. The applicant shall not block any sidewalk or obstruct pedestrian traffic.
6. The applicant shall maintain an emergency vehicle access lane during the event.
7. Banners are not permitted unless approved in advance by separate application to the Planning and Building Department.
8. All power or sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
9. The applicant shall provide advance notice to all parties who will be affected by the road closure.
10. Fire department access roads shall maintain and clear and unobstructed width of 20 feet to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.
11. All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).
12. Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).
13. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2)
14. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
15. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
16. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
17. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
18. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
19. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
20. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).

21. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
22. The applicant shall be responsible for the closure of the street and the procuring, posting and removal of any signage including but not limited no parking and handicapped parking signs associated with the event.
23. An adequate number of designated handicapped parking spaces shall be established in the vicinity of the event.

SUGGESTED MOTION:

I move to approve the special event application made by the Jackson Hole Lions Club for the Fourth of July Street Breakfast, subject to the conditions and restrictions listed in the staff report.

Special Event Application

Submit Completed Document To:

Town Hall
Town of Jackson - Special Events
150 East Pearl Street
P.O. Box 1687
Jackson, Wyoming 83001

cpelletier@townofjackson.com
(307) 733-3932 ext. 1112 (phone)
(307) 739-0919 (fax)



**A completed application
must be submitted at least
21 days prior to your event.**

Non-Profit Fee: \$25
For-Profit Fee: \$150

APPLICANT INFORMATION

Name of Event: 4th of July Breakfast

Name of Organization: Jackson Hole Lions Club

Type of Organization: ☒ Non-Profit ☐ Public Agency ☐ For-Profit Business

Mailing Address: PO Box 1343

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Kelly Bass

Email Address: kgbass@hotmail.com

Work Phone: 307-690-3489 Cell Phone: 307-690-3489

EVENT INFORMATION

Type of Event: ☐ Run / Walk ☐ Concert ☐ Filming ☐ Assembly
☐ Parade ☐ Festival ☐ Biking ☐ Education
☒ Other: Street Breakfast

Description & Purpose of Event *(Attach additional sheets if necessary):* _____

To serve breakfast before the 4th of July _____

Location of Event: Deloney b/t Center and Cache Alternative Location: _____

Date(s) of Event: July 4, 2019 Event Operating Hours: 5 am to 1 pm

Event Set Up Begins Date: July 03, 2019 Time: 4 pm

Event Clean Up Ends Date: July 04, 2019 Time: 1 pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 1300 Total Event: 1300

Special Considerations (check all that apply):

- | | | |
|--|--|---|
| ☐ Alcoholic Beverages | ☒ Cooking/Grilling | ☒ Electricity Requested |
| ☐ Food Sales | ☐ Merchandise Sales | ☐ Recurring Event |
| ☒ Ticketed Admission | ☐ Sound Amplification | ☐ Pets or Animals |
| ☒ Tents | ☒ Street Closure | ☐ Sidewalk Closure |
| ☐ Overnight Parking | ☐ Overnight RV Camping | ☒ Use of Town Square |

Event Co-Sponsor (s): _____

All for-profit organizations must submit a letter of event sponsorship from a non-profit organization if sales are requested on public property.

Will you be charging admission or a fee for your event? ☒ Yes ☐ No

Alternative Contact Information During the Event (someone besides applicant who will be on site and available for Town personnel or Police to contact during the event):

Name: Michael Schrotz Cell Phone: 307-690-8389

EVENT SITE PLAN

On a separate sheet of paper, provide a Site Plan sketch of the event. Include maps or a diagram of the entire event including the names of streets or areas that are part of the venue and the surrounding area. The plan should include the following (if applicable):

- | | |
|---|---|
| ☐ Tents (X) | ☐ Food Vendors (FV) |
| ☐ Beverage Vendors (BV) | ☐ Alcohol Vendors (A) |
| ☐ Portable Toilets (T) | ☐ Hand Washing Sink (HWS) |
| ☐ Stages or Amplified Sound (SO) | ☐ Bleachers (BL) |
| ☐ Garbage Receptacles (G) | ☐ Recycling Receptacles (RR) |
| ☐ Retail Merchants (RM) | ☐ Security (P) |
| ☐ Fire Lane (FL) | ☐ Fire Extinguishers (EX) |
| ☐ First Aid / EMS (FA) | ☐ Barricades (B) |
| ☐ Electricity / Generator (EL) | ☐ Trailers, Vehicles, Storage (TR) |

Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked at any time.

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot?

☒ Yes ☐ No

Area of Closure Request

Date(s)

Start Time

End Time

Deloney St b/t Center St and Cache July 3 - July 4 2019 4 pm 1 pm

The applicant will be responsible for production, posting and removal of "No Parking" and "Handicap Parking" signs along Town streets where public parking spaces exist within the event site. If the event involves a closure this will be need to be coordinated with the Jackson Police Department at least 2 weeks prior to the requested closure date. Jackson Police Department: (307) 733-1430. All parking signs, road signs, cones and barricades must be taken down immediately following the event's ending time.

Will the event restrict / close access to any public parking spaces?

☒ Yes ☐ No

If "Yes", how many parking spaces will be unavailable due to the event: 30 parking spaces

Will the event closure requests impact any START Bus routes?

☐ Yes ☒ No

If "Yes", which routes will be impacted? Has START Bus been contacted about this impact?

Route Description: _____ START Bus contacted?

☐ Yes ☐ No

RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures, parking space closures, or sidewalk closures or may cause disruption for the Town of Jackson residents, businesses, churches, etc. may be required to mail or hand deliver notification to the affected parties within a two block radius at least one week prior to the event's Town Council consideration meeting. Notices must reflect the date(s), day(s), time(s) and location(s) of the event, types of activities taking place at the event, the event coordinator's contact information and the date and time of the Town Council meeting.

Have you provided a sample of the notice and a proposed list of recipients?

☒ Yes ☐ No

Special Event Application

TOWN EQUIPMENT REQUESTS

Indicate the type and the quantity of items that you are requesting:

6 _____ Large Street Barricades	4 _____ "Road Closed" Street Signs
4 _____ Small Sidewalk Barricades	_____ "Local Traffic Only" Street Signs
_____ 28 Inch Street Cones	_____ "Detour" Street Signs
_____ Candlestick Cones	_____ 32-Gallon Recycling Bins

☼ The equipment above can be arranged through the Public Works Department (307) 733-3079. A \$500 deposit will be required at the time of pick-up for equipment. The applicant is responsible for arranging the pick up of equipment from the Public Works Department as well as returning equipment immediately following the event. The Town of Jackson will only deliver equipment to parades and Town sponsored events.

☼ The Town of Jackson has a very limited number of recycling bins that can be utilized as part of your event's recycle plan. The applicant will be responsible for emptying the recycle containers and cleaning the bins before they are returned to the Public Works Department.

☼ If you are uncertain of the exact number of equipment needed please feel free to contact either the special event coordinator or the Public Works Department for additional information.

☼ Additional equipment such as bleachers, electrical spiderboxes, etc., can be requested through the Parks and Recreation Department (307) 732-5753.

TOWN SERVICES REQUESTS

Indicate the Town services that you are requesting. *Please note: you will need to coordinate services with individual departments and a fee may be associated with your request.*

POLICE DEPARTMENT

(307) 733-1430

☐ Event Security	☐ Mounted Horse Patrol	☐ Traffic Control
☐ Race Lead Vehicle	☐ Parade Lead Vehicle	☐ General Presence
☒ Towing / Ticketing	☒ Assistance with Parking Closures	☒ Assistance with Street Closures

Please describe in detail your request: _____

Help with closing Deloney on July 3 around 4 pm

The Chief of Police determines if police services will be needed at the special event for public safety concerns. The Chief of Police will also determine the number of police officers to staff the event. Fees may be associated with the need for additional police services at the event.

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request

PARKS AND RECREATION DEPARTMENT (307) 732-5753

☐ Irrigation Locates - Any event placing stakes in turf must obtain irrigation locates.

☒ Electricity Access

☐ Turf / Tree Care - Any additional mowing, raking, trimming or spraying needs.

☐ Additional Public Restroom Cleaning

Please describe in detail your request: P&R helped us last year with electricity and water

last yr on corner of town square at Deloney and Center and we request that again this

**Please note: if you are requesting the use of a public park or public ball field you must confirm and reserve your space through the Parks and Recreation Department. The only exception is George Washington Memorial Park (Town Square), which does not require a reservation form.*

Is the requested event site a public park or ball field?

☐ Yes

☒ No

If "Yes", has the site been reserved with Parks and Recreation?

☐ Yes

☐ No

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: _____

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: _____

VOICE / MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound? ☐ Yes ☒ No

If "Yes", please indicate times: Start Time: _____ Finish Time: _____

Will your event feature any musical entertainment? ☒ Yes ☐ No

If "Yes", please attach the schedule of any music or entertainment proposed to occur during event.

SIGN or BANNER REQUESTS

Are you requesting to hang signs or banners? ☐ Yes ☒ No

If "Yes", have you completed a sign permit application? ☐ Yes ☐ No

A Sign Permit Application will need to be submitted along with this application if signs are requested. This permit can be accessed on the Town of Jackson website or through the Planning Department.

INSURANCE REQUIREMENTS

An insurance certificate is required prior to the start of your event. This certificate must name the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. **The additional insured language on the certificate may not include any limitations or exclusions.** Insurance certificates are subject to the review and approval of the Town Attorney. Please be sure to include alcohol liability if there will be alcohol at the event. You must supply insurance before your event.

A certificate of insurance is attached: ☐ Yes ☒ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

The Town of Jackson requires the applicant to provide additional chemical toilets or portable toilets for all events with an anticipated peak time attendance exceeding 75 people.

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The Town of Jackson may determine the total number of required restroom facilities required on a case-by-case basis based on the presence of food and drink at the event and the maximum number of attendees at your event during peak time. The Town of Jackson may determine that you need to coordinate with Parks and Recreation for additional public restroom cleanings if you intend on using a public restroom as part of your restroom facility plan.

Do you plan to provide portable restroom facilities?

☐ Yes

☒ No

If "Yes", please indicate the total number of portable toilets and number of ADA accessible toilets.

Total Number of Portable Toilets: _____ Number of ADA Accessible Portable Toilets: _____

If "No", please explain: Restroom facilities down the street ... please have deloney and facilities open a complaint in past that they were not open

Portable restrooms may not be located within 50 feet of any food vendor.

Restroom Company: _____

Restroom Drop off / Pick Up Date for Drop Off: _____ Time for Drop Off: _____

Date for Pick Up: _____ Time for Pick Up: _____

ALCOHOL

Will there be alcoholic beverages at the event?

☐ Yes

☒ No

Will you be offering any alcoholic beverages besides beer? ☐ Yes

☒ No

If "Yes", what will be offered in addition to beer? _____

If you are planning on serving alcoholic beverages at your event, then either a completed Malt Beverage Permit (beer only) or Catering Permit (beer, wine and/or spirits) must be submitted. You can access these applications on the Town of Jackson website.

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☒ Yes

☐ No

If you are planning on selling items at your event then you will need to complete either an Exposition Business License (for 2 or more vendors) or a Transient Merchant License (for 1 vendor). A complete list of vendors, including a vendor tax ID, must be submitted to the Town of Jackson and to the State of Wyoming's Department of Revenue prior to the event. Both the Exposition License and the Transient Merchant License are on the Town of Jackson's website.

Please describe any sales activity at your event:

Entrance fee to our all you can eat breakfast

Will any food or beverages be sold at your event?

☐ Yes

☒ No

If "Yes", you will need to contact the Teton County's Department of Environmental Health prior to the event (307) 732-8490.

TRASH REMOVAL PLAN

All events are required to have a plan for the collection removal of trash during and after the event. The trash receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the waste removal plan. ***For assistance with formulating a Trash Removal Plan please contact Integrated Solid Waste and Recycling at (307) 732-5771.***

Will you be using a waste company for your waste removal plan?

☒ Yes

☐ No

If "Yes", which company will you be using? To Be Determined,

How many trash receptacles will be supplied for your event? 2

When will the trash receptacles be delivered? July 3

When will the trash receptacles be picked up and removed from site? July 4

Describe your plan for the collection and removal of trash during your special event:

We will have trash cans lining the street for garbage and recycling. Will put garbage in dumpster or will take trash off site. We will try to locate trash receptacle either on Deloney and Center corner or near Orsettos in parking area.

Applicants are responsible for cleaning and restoring the site immediately following the event. Please pick up all trash associated with your event including, but not limited to paper, bottles, cans, signs, course markings, etc. The cost of any employee overtime incurred because of an applicant's failure to clean / restore the site following the event will be borne by the applicant and will be considered in future application requests. If you believe that no litter will be generated during your event please state this in your plan.

Special Event Application

SUSTAINABLE EVENT PLANNING

The Town of Jackson encourages all special events to strive to be sustainable in our community and for our environment. We have partnered with the **Teton County Integrated Solid Waste and Recycling (ISWR)** to offer opportunities to help your special event to be as "green" as possible. Opportunities available:

- ☐ Rental / Use of Recycling Bins for Special Events
- ☐ Use of JH20 Water Bottle Refilling Station for Special Events
- ☐ Consultation on Conducting Green Special Events

Please contact the Waste Diversion and Outreach Coordinator at ISWR at 307-732-5771.

RECYCLING PLAN

All events are required to have a plan for the collection and removal of recyclable materials during and after the event. The recycling receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the recycling collection and removal plan. **For assistance with formulating a Recycling Plan please contact Teton County Integrated Solid Waste and Recycling (ISWR) at (307) 732-5771.**

Will you be using a company for your recycling plan?

☐ Yes

☒ No

If "Yes" which company will you be using? _____

How many recycling receptacles will they (or you) supply for your event? 5

When will these recycling receptacles be delivered? July 4

When will recycling receptacles be picked up and removed from site? July 4

Describe your plan for collection and removal of recyclable materials during your special event:

We use our plastic tubs and / or garbage bags to check recycling and the dispose off site

Applicants are responsible for cleaning and restoring the site immediately following the event. If you believe that no recyclable materials will be generated during your event please state this in your plan. For a list of recyclables and how they need to be sorted, or for information about where the recycling bins are located call ISWR (307) 732-5771.

Special Event Application

SIGNIFICANT EVENT CHANGES

Has this event been approved in the Town of Jackson in previous years?

☒ Yes

☐ No

If "YES" please indicate any significant changes to the event request since its last approval:

Last year we held on Deloney street and will continue there even after the Wells Fargo / New hotel construction is complete. Last year site plan is attached. Only difference will be location of dumpsters and an addition of a entry table at Cache and Deloney. The main entrance is Deloney and Center.

We also will request closing Deloney parking on the town square park side July 3 at 4 pm. We did this last year and the police will very helpful but didn't realize it was July 3. It went very well and very helpful. We need that side closed as we have the Hoback Fire Dept unloading their trailer full of tables on that side of the street as they have other duties early on the 4th and so we can set them up first thing on the 4th. They will be picked up after the breakfast is complete. Also we hope to delivery the grills, tents and rental truck in those spaces as well. We hope to use 2 town/chamber of commerce tents we used last year for food prep.

As said earlier in this app, we need help to use electricity and water from Parks and Rec on the town square side as noted in the site plan.

The Community Band will also play for a short time during the breakfast and that will be on the Cache / Deloney side.

STANDARD CONDITIONS OF APPROVAL

Please review the following standard list of conditions and restricts for events. Initial the bottom of each page indicating that you have read, understand and agree to these conditions and restrictions.

GENERAL

The event shall be conducted in a timely, safe and professional manner.

All town ordinances, including, but not limited to noise, possession and use of weapons, open fires and animals (including the prohibition of dogs in any town park) shall apply to all events except where specifically granted relief by the Town Council.

The applicant shall advise and instruct all participants, volunteers, vendors, merchants and spectators on event conditions, restrictions, prohibitions and responsibilities as indicated by the Town Council in the staff report.

Initials: kgb

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

The applicant shall clean up immediately following each event and shall be responsible for the collection and removal of all refuse generated by the event.

If trash will be generated from the event, then the applicant must supply extra trash and containers and dispose of all trash generated by the event. Trash containers shall not be permitted to overflow.

If recyclable materials are generated from the event, then the applicant is required to provide recycling containers and provide for the removal of all recycled material. Recycling containers shall not be permitted to overflow.

STREETS

Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.

SIDEWALKS

The applicant shall not block walkways or otherwise obstruct pedestrian traffic.

All walkways, boardwalks, entrances and ADA ramps must be kept open and unobstructed at all times

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

POWER / ELECTRICAL

Electrical power is available from Town Square. The applicant shall coordinate all power needs with the Parks & Recreation Department's Park Manager (307-733-5057) at least three (3) business days prior to the event.

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).

ADDITIONAL PERMIT & LICENSE FEES

The applicant shall apply and pay for all licenses and/or permits prior to the events.

Initials: kgb

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

The use of the Parks & Recreation Department bleachers shall be coordinated through that department (307) 732-5753.

Barricade, road sign, cone and recycle bin use shall be coordinated through the Public Works Department. The applicants shall be responsible for pick up, setup, placement and disassembly and return. All equipment use require a \$500 damage deposit that must be submitted at the time of pick up at the Public Works Department to protect against any loss or damage.

All barricades, cones, bins and road signs must be removed immediately following the event. These items must be returned the same location as they were picked up.

PORTABLE RESTROOMS

If applicable, the applicant shall provide an adequate number of port-a-potties at the event site and shall arrange for their removal immediately at the conclusion of the event.

The applicant shall ensure all port-a-potties are placed on paved areas.

INSURANCE

The applicant and all participating organizations are required to maintain liability insurance in the amount of \$1,000,000.00. Prior to the event, each organization shall provide a certificate of insurance naming the Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers and must also state that coverage is primary and non-contributory. The Town Attorney shall approve all certificates of insurance.

FOOD / VENDING

The applicant shall obtain the necessary food service permits from Teton County Environmental Health.

The applicant shall provide additional trash receptacles in the food service areas.

Per Section 5.20 of the Municipal Code: The applicant shall be responsible for ensuring that all sales tax receipts are remitted to the Wyoming Department of Revenue and in no event later than the thirtieth day of the month following the exposition [and] acquire and keep on file names, addresses and phone numbers of all participants.

In addition to providing a list of all participating vendors, artists, and merchants, along with their social security numbers and addresses, to the Wyoming Department of Revenue, pursuant to Jackson Municipal Code Section 5.20.020 A.1.b., the applicant shall also provide that same list to the Town of Jackson Finance Department.

Vendors shall not dump hot water or other liquids on the turf.

Initials: kgb

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID's must be checked and ID bracelet system may be required.

Only 16oz or small plastic cups are used for beer and alcohol sales.

No alcohol shall be served in bottles or glass containers.

The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.

It is recommended that servers be TIPS trained prior to serving alcohol. No "over serving" shall be allowed to occur or serving to obviously intoxicated persons.

Participants shall not be permitted to leave the event with open containers.

No more than two beers shall be sold to any person at any one time.

TOWN PARKS

The applicant shall coordinate the use of any public park (including the Town Square), including reservations, paperwork and applicable fees, with the Parks and Recreation Department.

The applicant shall coordinate park reservation and the payment of Parks & Recreation fees at least 30 days prior to the event.

The applicant is required to provide turf protection in front of and behind any table or other exhibit where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regards to turf protection.

Vehicles are prohibited on all turf areas of any park or anywhere within the Town Square.

No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.

Use of Town Square shall be subject to the submission to and approval of staff of a detailed site plan, indicating set-up, safety procedures and turf protection, and the imposition of such other conditions or restrictions deemed necessary.

Irrigation locates are required if stakes are placed in the ground. Applicant may forfeit damage deposit if an irrigation locate is not conducted and irrigation equipment is damaged.

Per Municipal Code, dogs are not allowed in Town Parks.

Initials: kgb

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

Irrigation locates are required before any tents may be erected or stakes or any other items are placed in any public park, including the Town Square. The applicant shall coordinate all water locates with the Parks & Recreation Department's Park Manager (307-732-5793) at least three (3) business days prior to the event.

All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).

Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).

Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2).

Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).

Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).

Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).

All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)

Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).

Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).

Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).

FAIR GROUNDS / RODEO GROUNDS

All use of the Rodeo Grounds shall be coordinated through and subject to the approval of the Fair Manager under the authority of the Parks and Recreation Department.

Anyone camping at the Rodeo Grounds shall indicate that they are affiliated with the group by placing a card in the windshield of their vehicle. Campers are reminded that fires are not permitted.

Initials: kgb

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

The applicant shall notify all business, residences, churches, etc. affected by the street closures and public parking closures prior to the public hearing.

The applicant shall notify, in advance, all business, residences, churches, etc. affected by the street closures and public parking closures and shall provide advance community radio and/or newspaper announcements regarding the event and the closures.

The applicant shall coordinate all road closures with the Police Department and shall provide an adequate number of volunteers to assist with traffic control and barricade setup/removal during each event.

The applicant shall coordinate all road closures with START, Fire/EMS, Public Works and the Police Department. Volunteer placement and assignments shall be reviewed and approved in advance with the Police Department.

The applicant shall be responsible for producing, posting and removing the temporary No Parking signs. No Parking signs must be posted two days prior to the parking closures. The applicant should meet with the Police Department two weeks prior to the event to discuss the procurement, posting and removal of the signs.

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

All fireworks displays must be approved by the Fire Chief prior to the event.

The Fire Department will monitor the firing area potential for wildfire. The Department will make recommendations directly to the applicant for mitigation and will give final approval the day of the event.

The application shall be subject to the review and approval of the Fire Department and any additional conditions or restrictions placed by such Department.

Please note, that the conditions and restrictions listed above are standard for special events held in Town, additional conditions or restrictions may be required by the Town Council and/or staff upon further review of the application.

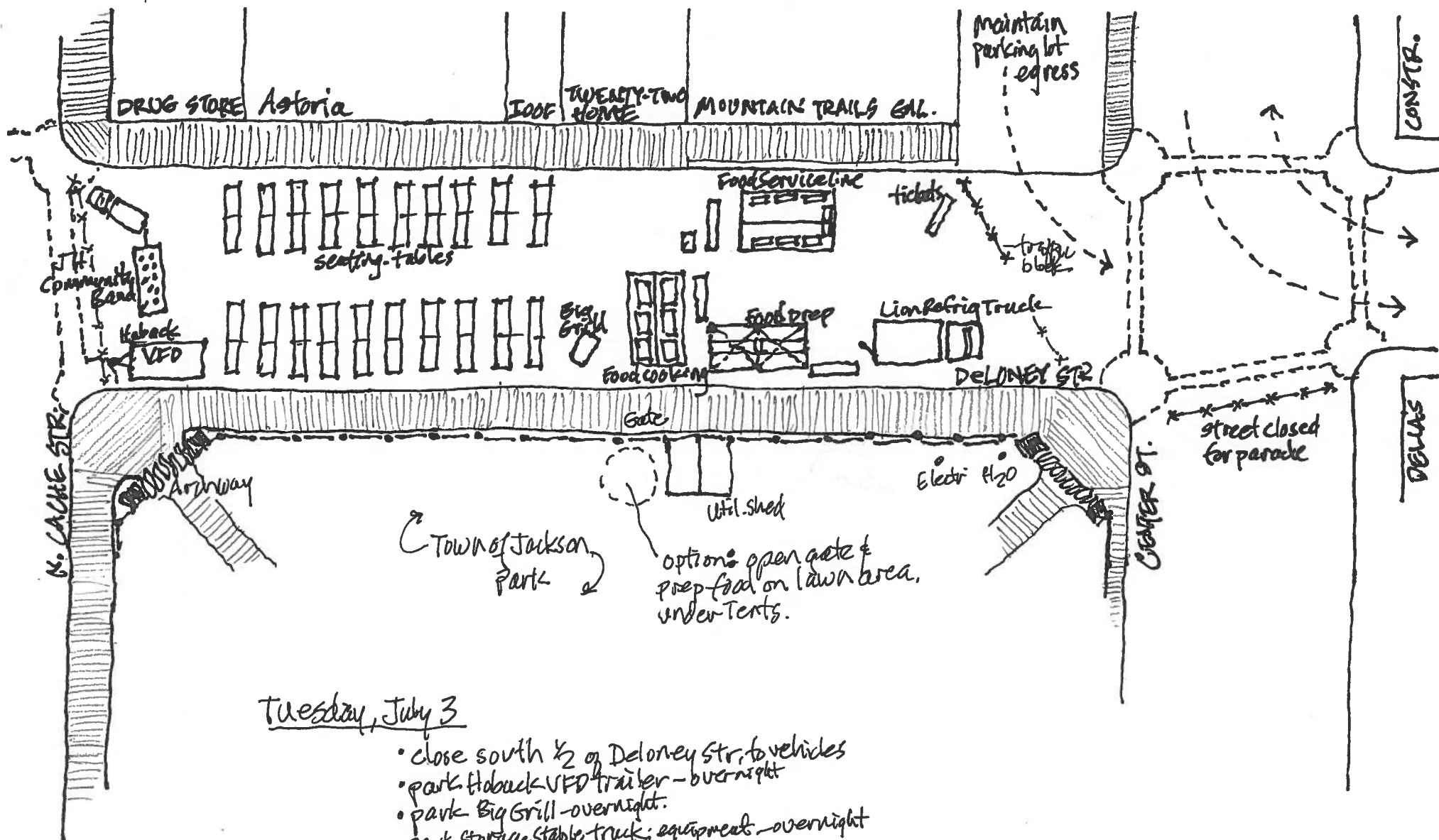
I have read and understand the standard conditions for events. I have answered all of the questions in this application truthfully and to the best of my knowledge.

APPLICANT: 
Signature

APPLICANT: Kelly Bass
Printed Name

DATE: 05/31/2019

TITLE: Co-Organizer



Tuesday, July 3

- close south 1/2 of Delaney Str. to vehicles
- park Hoback VFD trailer - overnight
- park Big Grill - overnight.
- park storage stable truck; equipment - overnight

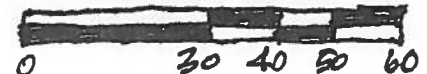
Wednesday, July 4

- close entire Delaney Str. to vehicles
- move in Lions refrigerated truck
- set up tents, awning, grills
- serve breakfast 7 to parade...
- clean up by 1:00

Jackson Hole Lions Club

JULY 4TH STREET BREAKFAST

1" = 30'





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/21/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DSP Insurance 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	CONTACT NAME: John Adams	
	PHONE (A/C, No, Ext): 1-800-316-6705	FAX (A/C, No): 847-934-6186
	E-MAIL ADDRESS: lionsclubs@dspins.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : ACE American Insurance Company	
INSURED Jackson Lions Club International Jackson, Wyoming	NAIC # 22667	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

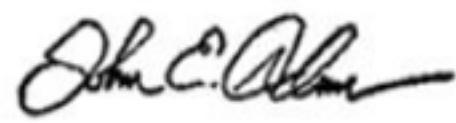
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			HDOG71094972	09/01/2018	09/01/2019	EACH OCCURRENCE	\$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person)	\$ 5,000
	☒ Agg. Per Named Insured						PERSONAL & ADV INJURY	\$ 1,000,000
	☐ is \$2,000,000						GENERAL AGGREGATE	\$ 10,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	☒ POLICY ☐ PROJECT ☐ LOC							\$
A	AUTOMOBILE LIABILITY			ISAH25159226	09/01/2018	09/01/2019	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person)	\$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	☒ HIRED AUTOS	☒ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DED		RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y / N	N / A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insured's participation in the following activity during the policy period shown above: Street Breakfast, July 4, 2019
PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES.

CERTIFICATE HOLDER **CANCELLATION**

Town of Jackson PO Box 1687 Jackson 83001	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: June 26, 2019
MEETING DATE: July 1, 2019

SUBMITTING DEPARTMENT: Town Clerk
DEPARTMENT DIRECTOR: Roxanne DeVries Robinson
PRESENTER: Carl Pelletier

SUBJECT: Special Event: Jackson Hole Public Art – PARK(ing) Day

PURPOSE/STATEMENT:

The Mayor and Council approve or deny all special event applications requesting use of Town streets, alleys and sidewalks, Town equipment and services of Town personnel on behalf of the Town of Jackson.

BACKGROUND/ALTERNATIVES:

The applicant, Jackson Hole Public Art, requests permission to host PARK(ing) Day on Friday, September 20, 2019 in the downtown district of Jackson, Wyoming. This event happens across the world annually on the same Friday in September. The idea is to re-purpose up to ten (10) parking spaces during the day – converting them into temporary art and park installations that offer an alternative use of space between the hours of 7:00 AM until 5:00 PM.

This event has been approved the past three years.

A significant change from previous approvals: This year Jackson Hole Public Art is also requesting the closure of Center Street (between Broadway and Deloney) on September 20, 2019 between the hours of 7:00 AM and 5:00 PM. The request would include no parking on Center Street from 7:00 AM until 5:00 PM.

The applicant has indicated that they would be working with various local groups in developing installations in the closed portion of Center Street. In the past a similar request for a street closure of Deloney Avenue was approved for POP (Place of Possibility) use.

The applicant indicated that the parking spaces utilized for this year will be located in very similar or the same spaces that were used last year. The proposed parking space are distributed throughout the downtown district of Jackson. The applicant has indicated they have been or will be in contact with businesses in front of or adjacent to the spaces that are used for the day. The applicant has indicated that they would only utilize spaces in which the business owners are favorable with this project.

Temporary parking space art installations will be installed in the morning and the parking spaces will be returned to their original condition that evening. The event is scheduled to run from 8:00 AM until 5:00 PM.

Also included in this staff report is a letter that the applicant has distributed to businesses on and around Center Street. This letter informs businesses of the proposed idea as well as provides information about this meeting and how to submit public comment.

The applicant requests the following:

1. Permission for the closure of up to 10 non-conjoining parking spaces in the downtown district on September 20, 2019.
2. Permission for the closure of Center Street between the hours of 7:00 AM and 5:00 PM on September 20, 2019.
3. The use Town barricades, cones, and recycling receptacles from the Public Works Department.
4. Permission to display informational signs in the individual parking spaces

This application has been distributed to various Town departments for review.

The proposed event occurs during the Fall Arts Festival and is promoted through Chamber marketing. Last year over 300 maps were handed out to people so they could participate in a self-guided tour of the sites

ATTACHMENTS:

Special event application.
Letter to local businesses
2017 map

FISCAL IMPACT:

Estimated fiscal impact is minimal.

STAFF IMPACT:

On-duty Public Works staff to prepare and check-out and check-in the barricades to the applicant.

LEGAL REVIEW:

N/A

RECOMMENDATION:

Staff recommends the approval of the special event permit application, subject to the following conditions and restrictions:

1. The applicant shall clean up after the event and shall be responsible for the removal of all refuse generated by the event.
2. Banners are not permitted unless approved under a separate Sign Permit Application to the Planning and Building Department.
3. All walkways and boardwalks shall be kept clear and unobstructed.

4. Installations will not encroach on roads or streets nor shall they impede vehicular traffic in anyway.
5. Any power cords that cross walkways shall be taped and secured so as to avoid a tripping hazard.
6. The applicant shall coordinate all police services with the Jackson Police Department at (733-1430) at least one week prior to the race to work out the details of the requested closures.
7. The applicant shall coordinate all public work services with the Public Works Department at (733-1430) at least one week prior to the event to work out the details of necessary services.
8. An insurance certificate that names the “Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers” and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney.
9. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).
10. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
11. The applicant shall be responsible for the closure of the parking spaces and the procuring, posting and removal of no parking signs associated with the event.
12. The applicant will notify nearby businesses of the event.
13. All barricades, cones, and signs must be removed immediately following the event. Barricades, cones and signs must be returned to the Public Works Department.

SUGGESTED MOTION:

I move to approve the PARK(ing) Day special event application made by Jackson Hole Public Art subject to the conditions and restrictions listed in the staff report.

Special Event Application

Submit Completed Document To:

Town Hall
Town of Jackson - Special Events
150 East Pearl Street
P.O. Box 1687
Jackson, Wyoming 83001

cpelletier@townofjackson.com
(307) 733-3932 ext. 1112 (phone)
(307) 739-0919 (fax)



**A completed application
must be submitted at least
21 days prior to your event.**

Non-Profit Fee: \$25
For-Profit Fee: \$150

APPLICANT INFORMATION

Name of Event: PARK(Ing) Day

Name of Organization: Jackson Hole Public Art

Type of Organization: ☒ Non-Profit ☐ Public Agency ☐ For-Profit Business

Mailing Address: P O Box 4413

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Carrie Geraci and Alexandra Pope

Email Address: alex@jhpublicart.org

Work Phone: 307-734-9026 Cell Phone: 917-885-1006

EVENT INFORMATION

Type of Event: ☐ Run / Walk ☐ Concert ☐ Filming ☐ Assembly
☐ Parade ☐ Festival ☐ Biking ☐ Education
☒ Other: Collaborative build of temporary, community arts installation

Description & Purpose of Event *(Attach additional sheets if necessary):* _____

Please see attached _____

Location of Event: Downtown parking spaces Alternative Location: none

Date(s) of Event: September 20, 2019 Event Operating Hours: 8am to 4pm

Event Set Up Begins Date: September 20, 2019 Time: 7am

Event Clean Up Ends Date: September 20, 2019 Time: 5pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 300 Total Event: 300

Special Considerations (check all that apply):

- | | | |
|--|--|---|
| ☐ Alcoholic Beverages | ☐ Cooking/Grilling | ☐ Electricity Requested |
| ☐ Food Sales | ☐ Merchandise Sales | ☒ Recurring Event |
| ☐ Ticketed Admission | ☐ Sound Amplification | ☐ Pets or Animals |
| ☐ Tents | ☒ Street Closure | ☐ Sidewalk Closure |
| ☐ Overnight Parking | ☐ Overnight RV Camping | ☐ Use of Town Square |

Event Co-Sponsor (s): please see attachment for street closure clause

All for-profit organizations must submit a letter of event sponsorship from a non-profit organization if sales are requested on public property.

Will you be charging admission or a fee for your event? ☐ Yes ☒ No

Alternative Contact Information During the Event (someone besides applicant who will be on site and available for Town personnel or Police to contact during the event):

Name: Alex Pope Cell Phone: 917-885-1006

EVENT SITE PLAN

On a separate sheet of paper, provide a Site Plan sketch of the event. Include maps or a diagram of the entire event including the names of streets or areas that are part of the venue and the surrounding area. The plan should include the following (if applicable):

- | | |
|---|--|
| ☒ Tents (X) | ☐ Food Vendors (FV) |
| ☐ Beverage Vendors (BV) | ☐ Alcohol Vendors (A) |
| ☐ Portable Toilets (T) | ☐ Hand Washing Sink (HWS) |
| ☐ Stages or Amplified Sound (SO) | ☐ Bleachers (BL) |
| ☐ Garbage Receptacles (G) | ☐ Recycling Receptacles (RR) |
| ☐ Retail Merchants (RM) | ☐ Security (P) |
| ☐ Fire Lane (FL) | ☐ Fire Extinguishers (EX) |
| ☐ First Aid / EMS (FA) | ☒ Barricades (B) |
| ☐ Electricity / Generator (EL) | ☒ Trailers, Vehicles, Storage (TR) |

Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked at any time.

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot?

☐ Yes

☒ No

Area of Closure Request

Date(s)

Start Time

End Time

The closures will be spread out around downtown and will include the use of 10 parking

These parking spaces will be used for installations for one day only.

*If JHPA and ToJ receive the Wyoming Business Grant for Creative Placemaking, then we will

use Center Street between Broadway and Deloney to test some of the placemaking

are being developed for integration for that construction project.

The applicant will be responsible for production, posting and removal of "No Parking" and "Handicap Parking" signs along Town streets where public parking spaces exist within the event site. If the event involves a closure this will be need to be coordinated with the Jackson Police Department at least 2 weeks prior to the requested closure date. Jackson Police Department: (307) 733-1430. All parking signs, road signs, cones and barricades must be taken down immediately following the event's ending time.

Will the event restrict / close access to any public parking spaces?

☒ Yes

☐ No

If "Yes", how many parking spaces will be unavailable due to the event: 10 parking spaces

Will the event closure requests impact any START Bus routes?

☐ Yes

☒ No

If "Yes", which routes will be impacted? Has START Bus been contacted about this impact?

Route Description: n/a START Bus contacted?

☐ Yes

☐ No

RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures, parking space closures, or sidewalk closures or may cause disruption for the Town of Jackson residents, businesses, churches, etc. may be required to mail or hand deliver notification to the affected parties within a two block radius at least one week prior to the event's Town Council consideration meeting. Notices must reflect the date(s), day(s), time(s) and location(s) of the event, types of activities taking place at the event, the event coordinator's contact information and the date and time of the Town Council meeting.

Have you provided a sample of the notice and a proposed list of recipients?

☒ Yes

☐ No

Special Event Application

TOWN EQUIPMENT REQUESTS

Indicate the type and the quantity of items that you are requesting:

*4 _____ Large Street Barricades	_____ "Road Closed" Street Signs
_____ Small Sidewalk Barricades	_____ "Local Traffic Only" Street Signs
_____ 28 Inch Street Cones	_____ "Detour" Street Signs
20 _____ Candlestick Cones	_____ 32-Gallon Recycling Bins

☼ The equipment above can be arranged through the Public Works Department (307) 733-3079. A \$500 deposit will be required at the time of pick-up for equipment. The applicant is responsible for arranging the pick up of equipment from the Public Works Department as well as returning equipment immediately following the event. The Town of Jackson will only deliver equipment to parades and Town sponsored events.

☼ The Town of Jackson has a very limited number of recycling bins that can be utilized as part of your event's recycle plan. The applicant will be responsible for emptying the recycle containers and cleaning the bins before they are returned to the Public Works Department.

☼ If you are uncertain of the exact number of equipment needed please feel free to contact either the special event coordinator or the Public Works Department for additional information.

☼ Additional equipment such as bleachers, electrical spiderboxes, etc., can be requested through the Parks and Recreation Department (307) 732-5753.

TOWN SERVICES REQUESTS

Indicate the Town services that you are requesting. *Please note: you will need to coordinate services with individual departments and a fee may be associated with your request.*

POLICE DEPARTMENT

(307) 733-1430

☐ Event Security	☐ Mounted Horse Patrol	☐ Traffic Control
☐ Race Lead Vehicle	☐ Parade Lead Vehicle	☐ General Presence
☐ Towing / Ticketing	☐ Assistance with Parking Closures	☐ Assistance with Street Closures

Please describe in detail your request: _____

Notify head of Police of the 10 installations in parking spaces being used. *Center Street

The Chief of Police determines if police services will be needed at the special event for public safety concerns. The Chief of Police will also determine the number of police officers to staff the event. Fees may be associated with the need for additional police services at the event.

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request

PARKS AND RECREATION DEPARTMENT (307) 732-5753

☐ Irrigation Locates - Any event placing stakes in turf must obtain irrigation locates.

☐ Electricity Access

☐ Turf / Tree Care - Any additional mowing, raking, trimming or spraying needs.

☐ Additional Public Restroom Cleaning

Please describe in detail your request: _____

**Please note: if you are requesting the use of a public park or public ball field you must confirm and reserve your space through the Parks and Recreation Department. The only exception is George Washington Memorial Park (Town Square), which does not require a reservation form.*

Is the requested event site a public park or ball field? ☐ Yes ☒ No

If "Yes", has the site been reserved with Parks and Recreation? ☐ Yes ☐ No

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: We would work with the Fire Department to ensure an

egress lane for ambulances/ fire services, if Center Street closure is approved.

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: _____

VOICE / MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound? ☐ Yes ☒ No

If "Yes", please indicate times: Start Time: _____ Finish Time: _____

Will your event feature any musical entertainment? ☒ Yes ☐ No

If "Yes", please attach the schedule of any music or entertainment proposed to occur during event.

SIGN or BANNER REQUESTS

Are you requesting to hang signs or banners? ☒ Yes ☐ No

If "Yes", have you completed a sign permit application? ☐ Yes ☐ No

A Sign Permit Application will need to be submitted along with this application if signs are requested. This permit can be accessed on the Town of Jackson website or through the Planning Department.

INSURANCE REQUIREMENTS

An insurance certificate is required prior to the start of your event. This certificate must name the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. **The additional insured language on the certificate may not include any limitations or exclusions.** Insurance certificates are subject to the review and approval of the Town Attorney. Please be sure to include alcohol liability if there will be alcohol at the event. You must supply insurance before your event.

A certificate of insurance is attached: ☒ Yes ☐ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

The Town of Jackson requires the applicant to provide additional chemical toilets or portable toilets for all events with an anticipated peak time attendance exceeding 75 people.

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The Town of Jackson may determine the total number of required restroom facilities required on a case-by-case basis based on the presence of food and drink at the event and the maximum number of attendees at your event during peak time. The Town of Jackson may determine that you need to coordinate with Parks and Recreation for additional public restroom cleanings if you intend on using a public restroom as part of your restroom facility plan.

Do you plan to provide portable restroom facilities?

☐ Yes☐ No

If "Yes", please indicate the total number of portable toilets and number of ADA accessible toilets.

Total Number of Portable Toilets: _____ Number of ADA Accessible Portable Toilets: _____

If "No", please explain: This temporary, day-long public art project is spread thru downtown

near public restrooms. We will provide info on parking and restroom facilities on our maps.

Portable restrooms may not be located within 50 feet of any food vendor.

Restroom Company: _____

Restroom Drop off / Pick Up Date for Drop Off: Time for Drop Off:_____

Date for Drop Off: _____ Time for Drop Off: _____

Date for Pick Up: _____ Time for Pick Up: _____

Time for Pick Up: _____

ALCOHOL

Will there be alcoholic beverages at the event?

☐ Yes

☐ No

Will you be offering any alcoholic beverages besides beer? ☐ Yes

☐ No

If "Yes", what will be offered in addition to beer?

If you are planning on serving alcoholic beverages at your event, then either a completed Malt Beverage Permit (beer only) or Catering Permit (beer, wine and/or spirits) must be submitted. You can access these applications on the Town of Jackson website.

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☐ Yes

☒ No

If you are planning on selling items at your event then you will need to complete either an Exposition Business License (for 2 or more vendors) or a Transient Merchant License (for 1 vendor). A complete list of vendors, including a vendor tax ID, must be submitted to the Town of Jackson and to the State of Wyoming's Department of Revenue prior to the event. Both the Exposition License and the Transient Merchant License are on the Town of Jackson's website.

Please describe any sales activity at your event:

Will any food or beverages be sold at your event?

☐ Yes

☒ No

If "Yes", you will need to contact the Teton County's Department of Environmental Health prior to the event (307) 732-8490.

TRASH REMOVAL PLAN

All events are required to have a plan for the collection removal of trash during and after the event. The trash receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the waste removal plan. ***For assistance with formulating a Trash Removal Plan please contact Integrated Solid Waste and Recycling at (307) 732-5771.***

Will you be using a waste company for your waste removal plan?

☐ Yes

☒ No

If "Yes", which company will you be using? _____

How many trash receptacles will be supplied for your event? _____

When will the trash receptacles be delivered? _____

When will the trash receptacles be picked up and removed from site? _____

Describe your plan for the collection and removal of trash during your special event:

Applicants are responsible for cleaning and restoring the site immediately following the event. Please pick up all trash associated with your event including, but not limited to paper, bottles, cans, signs, course markings, etc. The cost of any employee overtime incurred because of an applicant's failure to clean / restore the site following the event will be borne by the applicant and will be considered in future application requests. If you believe that no litter will be generated during your event please state this in your plan.

Special Event Application

SUSTAINABLE EVENT PLANNING

The Town of Jackson encourages all special events to strive to be sustainable in our community and for our environment. We have partnered with the **Teton County Integrated Solid Waste and Recycling (ISWR)** to offer opportunities to help your special event to be as "green" as possible. Opportunities available:

- ☐ Rental / Use of Recycling Bins for Special Events
- ☐ Use of JH20 Water Bottle Refilling Station for Special Events
- ☐ Consultation on Conducting Green Special Events

Please contact the Waste Diversion and Outreach Coordinator at ISWR at 307-732-5771.

RECYCLING PLAN

All events are required to have a plan for the collection and removal of recyclable materials during and after the event. The recycling receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the recycling collection and removal plan. ***For assistance with formulating a Recycling Plan please contact Teton County Integrated Solid Waste and Recycling (ISWR) at (307) 732-5771.***

Will you be using a company for your recycling plan? ☐ Yes ☒ No

If "Yes" which company will you be using? _____

How many recycling receptacles will they (or you) supply for your event? _____

When will these recycling receptacles be delivered? _____

When will recycling receptacles be picked up and removed from site? _____

Describe your plan for collection and removal of recyclable materials during your special event: _____

Applicants are responsible for cleaning and restoring the site immediately following the event. If you believe that no recyclable materials will be generated during your event please state this in your plan. For a list of recyclables and how they need to be sorted, or for information about where the recycling bins are located call ISWR (307) 732-5771.

Special Event Application

SIGNIFICANT EVENT CHANGES

Has this event been approved in the Town of Jackson in previous years?

☒ Yes

☐ No

If "YES" please indicate any significant changes to the event request since its last approval:

The only change to the event would be the possible inclusion of Center Street.

STANDARD CONDITIONS OF APPROVAL

Please review the following standard list of conditions and restricts for events. Initial the bottom of each page indicating that you have read, understand and agree to these conditions and restrictions.

GENERAL

The event shall be conducted in a timely, safe and professional manner.

All town ordinances, including, but not limited to noise, possession and use of weapons, open fires and animals (including the prohibition of dogs in any town park) shall apply to all events except where specifically granted relief by the Town Council.

The applicant shall advise and instruct all participants, volunteers, vendors, merchants and spectators on event conditions, restrictions, prohibitions and responsibilities as indicated by the Town Council in the staff report.

Initials: ap / cg

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

The applicant shall clean up immediately following each event and shall be responsible for the collection and removal of all refuse generated by the event.

If trash will be generated from the event, then the applicant must supply extra trash and containers and dispose of all trash generated by the event. Trash containers shall not be permitted to overflow.

If recyclable materials are generated from the event, then the applicant is required to provide recycling containers and provide for the removal of all recycled material. Recycling containers shall not be permitted to overflow.

STREETS

Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.

SIDEWALKS

The applicant shall not block walkways or otherwise obstruct pedestrian traffic.

All walkways, boardwalks, entrances and ADA ramps must be kept open and unobstructed at all times

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

POWER / ELECTRICAL

Electrical power is available from Town Square. The applicant shall coordinate all power needs with the Parks & Recreation Department's Park Manager (307-733-5057) at least three (3) business days prior to the event.

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).

ADDITIONAL PERMIT & LICENSE FEES

The applicant shall apply and pay for all licenses and/or permits prior to the events.

Initials: ap / cg

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

The use of the Parks & Recreation Department bleachers shall be coordinated through that department (307) 732-5753.

Barricade, road sign, cone and recycle bin use shall be coordinated through the Public Works Department. The applicants shall be responsible for pick up, setup, placement and disassembly and return. All equipment use require a \$500 damage deposit that must be submitted at the time of pick up at the Public Works Department to protect against any loss or damage.

All barricades, cones, bins and road signs must be removed immediately following the event. These items must be returned the same location as they were picked up.

PORTABLE RESTROOMS

If applicable, the applicant shall provide an adequate number of port-a-potties at the event site and shall arrange for their removal immediately at the conclusion of the event.

The applicant shall ensure all port-a-potties are placed on paved areas.

INSURANCE

The applicant and all participating organizations are required to maintain liability insurance in the amount of \$1,000,000.00. Prior to the event, each organization shall provide a certificate of insurance naming the Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers and must also state that coverage is primary and non-contributory. The Town Attorney shall approve all certificates of insurance.

FOOD / VENDING

The applicant shall obtain the necessary food service permits from Teton County Environmental Health.

The applicant shall provide additional trash receptacles in the food service areas.

Per Section 5.20 of the Municipal Code: The applicant shall be responsible for ensuring that all sales tax receipts are remitted to the Wyoming Department of Revenue and in no event later than the thirtieth day of the month following the exposition [and] acquire and keep on file names, addresses and phone numbers of all participants.

In addition to providing a list of all participating vendors, artists, and merchants, along with their social security numbers and addresses, to the Wyoming Department of Revenue, pursuant to Jackson Municipal Code Section 5.20.020 A.1.b., the applicant shall also provide that same list to the Town of Jackson Finance Department.

Vendors shall not dump hot water or other liquids on the turf.

Initials: ap / cg

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID's must be checked and ID bracelet system may be required.

Only 16oz or small plastic cups are used for beer and alcohol sales.

No alcohol shall be served in bottles or glass containers.

The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.

It is recommended that servers be TIPS trained prior to serving alcohol. No "over serving" shall be allowed to occur or serving to obviously intoxicated persons.

Participants shall not be permitted to leave the event with open containers.

No more than two beers shall be sold to any person at any one time.

TOWN PARKS

The applicant shall coordinate the use of any public park (including the Town Square), including reservations, paperwork and applicable fees, with the Parks and Recreation Department.

The applicant shall coordinate park reservation and the payment of Parks & Recreation fees at least 30 days prior to the event.

The applicant is required to provide turf protection in front of and behind any table or other exhibit where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regards to turf protection.

Vehicles are prohibited on all turf areas of any park or anywhere within the Town Square.

No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.

Use of Town Square shall be subject to the submission to and approval of staff of a detailed site plan, indicating set-up, safety procedures and turf protection, and the imposition of such other conditions or restrictions deemed necessary.

Irrigation locates are required if stakes are placed in the ground. Applicant may forfeit damage deposit if an irrigation locate is not conducted and irrigation equipment is damaged.

Per Municipal Code, dogs are not allowed in Town Parks.

Initials: ap / cg

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

Irrigation locates are required before any tents may be erected or stakes or any other items are placed in any public park, including the Town Square. The applicant shall coordinate all water locates with the Parks & Recreation Department's Park Manager (307-732-5793) at least three (3) business days prior to the event.

All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).

Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).

Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2).

Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).

Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).

Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).

All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)

Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).

Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).

Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).

FAIR GROUNDS / RODEO GROUNDS

All use of the Rodeo Grounds shall be coordinated through and subject to the approval of the Fair Manager under the authority of the Parks and Recreation Department.

Anyone camping at the Rodeo Grounds shall indicate that they are affiliated with the group by placing a card in the windshield of their vehicle. Campers are reminded that fires are not permitted.

Initials: ap / cg

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

The applicant shall notify all business, residences, churches, etc. affected by the street closures and public parking closures prior to the public hearing.

The applicant shall notify, in advance, all business, residences, churches, etc. affected by the street closures and public parking closures and shall provide advance community radio and/or newspaper announcements regarding the event and the closures.

The applicant shall coordinate all road closures with the Police Department and shall provide an adequate number of volunteers to assist with traffic control and barricade setup/removal during each event.

The applicant shall coordinate all road closures with START, Fire/EMS, Public Works and the Police Department. Volunteer placement and assignments shall be reviewed and approved in advance with the Police Department.

The applicant shall be responsible for producing, posting and removing the temporary No Parking signs. No Parking signs must be posted two days prior to the parking closures. The applicant should meet with the Police Department two weeks prior to the event to discuss the procurement, posting and removal of the signs.

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

All fireworks displays must be approved by the Fire Chief prior to the event.

The Fire Department will monitor the firing area potential for wildfire. The Department will make recommendations directly to the applicant for mitigation and will give final approval the day of the event.

The application shall be subject to the review and approval of the Fire Department and any additional conditions or restrictions placed by such Department.

Please note, that the conditions and restrictions listed above are standard for special events held in Town, additional conditions or restrictions may be required by the Town Council and/or staff upon further review of the application.

I have read and understand the standard conditions for events. I have answered all of the questions in this application truthfully and to the best of my knowledge.

APPLICANT: _____

Signature

APPLICANT: alexandra pope

Printed Name

DATE: 06/10/2019

TITLE: Project Manager



PARK(ing) DAY

September 20, 2019
10:00 am - 7:00 pm

Jackson Hole Public Art is facilitating PARK(ing) Day on September 20, 2019. PARK(ing) Day occurs annually across the world and this will be the fourth-year of this event takes place in Jackson Hole.

Unique, temporary installations will occupy 10 parking spaces located throughout downtown Jackson.

New this year, we will have an Age-Friendly installaiton on Center Street that includes multi-generational activities and Trishaw parking in an effort to bring more seniors to the event and to increase accessibility for people of all ages. PARKing Day will conclude with a short celebration on Center Street at the end of the day.

PARKing Day is advertised through the Fall Arts Festival and with printed maps so that spectators can participate in a self-gided tour. Last year's map is shown for reference. Locations have not been finalized and will be spread out in the downtown.

The PARKing Day special event permit will be reviewed on Monday, July 1st, on the 6:00 pm Town Council meeting agenda.

Email comments to:
council@jacksonwy.gov

If you would ike to be a business sponsor or have questions please contact:

Jackson Hole Public Art
Project Manager
Alex Pope
917-885-1006
alex@jhpublicart.org
www.jhpublicart.org





TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: PLANNING & BUILDING

PRESENTER: TYLER SINCLAIR

MEETING DATE: JULY 1, 2019

SUBJECT: TEMPORARY SIGN PERMIT – Thin Air Shakespeare: As You Like It

STATEMENT/PURPOSE

To approve or deny relief from the Town's sign ordinance for the use of temporary signage not requiring a special event or exposition license.

BACKGROUND/ALTERNATIVES

The applicant has requested a temporary a banner to be located at:

105 Buffalo Way, Albertsons during:
July 2, 2019 to July 16, 2019

Section 4670.I of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

COMPREHENSIVE PLAN ALIGNMENT

Staff finds that the proposal is consistent with Comprehensive Plan.

STAKEHOLDER ANALYSIS

None

FISCAL IMPACT

None

STAFF IMPACT

None

LEGAL REVIEW

N/A

ATTACHMENTS

Applicant Submittal

RECOMMENDATION

The Planning Director makes no recommendation for the banners to be located at 105 Buffalo Way, Albertsons, subject to the following conditions:

1. The use of the site shall be granted by the property owner.
2. The signs shall not be located on the sidewalks or in the public right of way.
3. The sign for Thin Air Shakespeare: As You Like It may be installed at: 105 Buffalo Way, Albertsons during:
July 2, 2019 to July 16, 2019

SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with Off Square Theater Company subject to three (3) conditions of approval.

(Although Staff is not making a recommendation of the application, the motion is made in the affirmative.)



TEMPORARY SIGN PERMIT APPLICATION
Planning & Building Department

150 East Pearl Ave.
P.O. Box 1687
Jackson, WY 83001

ph: (307) 733-0440
www.townofjackson.com

EVENT NAME:

Event Name: Thin Air Shakespeare: As You Like It Physical Address of Event: 265 S Cache St, Jackson, WY 83001

Description of Event: Free outdoor performances of As You Like It, July 5-7 and 11-14

Grand Opening ☐ Yes ☒ No ☐

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: Lauren Owens c/o Off Square Theatre Company Phone: 307-733-3021

E-mail: PO Box 2920 ZIP: 83001

lauren@offsquare.org

Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: Albertsons

Physical Address: 105 Buffalo Way, Jackson, WY 83001

Dates of Display: 6/30-7/7 updated dates 7/2-7/16

Consent from Owner Obtained? Yes ☒ No ☐

Business/Description: _____

Physical Address: _____

Dates of Display: _____

Consent from Owner Obtained? Yes ☐ No ☐

Business/Description: _____

Physical Address: _____

Dates of Display: _____

Consent from Owner Obtained? Yes ☐ No ☐

Business/Description: _____

Physical Address: _____

Dates of Display: _____

Consent from Owner Obtained? Yes ☐ No ☐

SUBMITTAL REQUIREMENTS. Have you attached the following? Please answer accordingly.

Yes ☒ No ☐ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.

Yes ☒ No ☐ Installation specifications, and any structural details or specifications required for freestanding signs.

Under penalty of perjury, I hereby certify that I have read this application 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 the Town of Jackson 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 Authorized Event Applicant

Lauren Owens

Applicant Name Printed

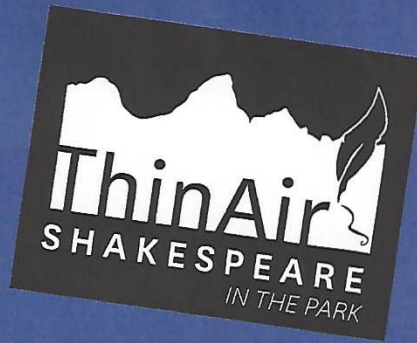
6/19/19

Date

Managing Producer

Title

hang here



6 x 15 feet

AS YOU LIKE IT



FREE SHOWS!

JULY 5-7, 11-14

7:30pm @  **THE CENTER**

offsquare.org



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Town Clerk

PRESENTER: Sandy Birdyshaw

MEETING DATE: July 1, 2019

SUBJECT: Malt Beverage Permit Request – Snake River Brewing

STATEMENT/PURPOSE

The Town Council, as the local liquor licensing authority, approves the issuance of all malt beverage permits.

BACKGROUND/ALTERNATIVES

Snake River Brewing Company has applied for malt beverage permits to allow them to serve malt beverages on the lawn at the Center for the Arts Thin Air Shakespeare event. The date of the permits would be during two consecutive weekends, July 5-7 and July 11-14, from 6:00 to 10:00 p.m.

Section 12-4-502(a) of Wyoming Statutes provides for the issuance of temporary liquor permits:

A malt beverage permit authorizing the sale of malt beverages only may be issued by the appropriate licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit.

The application have been reviewed by the Police Department and Town Clerk.

COMPREHENSIVE PLAN ALIGNMENT

This application was processed according to Title 12 of the state statutes, and as related to the Comprehensive Plan Policy 8.1.a. the delivery of quality levels of service to the community and the decisions related to temporary liquor permits also have a direct correlation to the health, safety, and welfare of the community as discussed in Section 8.

STAKEHOLDER ANALYSIS

Stakeholders include the Town Council as the local licensing authority regulating alcohol and malt beverages, Snake River Brewing Company as the participant, and patrons who visit the event on the Center for the Arts lawn, and adjacent neighbors to the property.

FISCAL IMPACT

Malt beverage permit fees totaling of \$350.00 will be deposited to the general fund.

STAFF IMPACT

Staff impact includes reviewing the applications, communicating with applicant and obtaining information to provide in the staff report, presenting to Council, and if approved, printing permits and issuing them.

LEGAL REVIEW

N/A

ATTACHMENTS

Malt Beverage Permit Application

RECOMMENDATION

Staff recommends approval of the requested malt beverage permit, subject to the following conditions and restrictions:

1. The applicant shall take all measures necessary to comply with all applicable alcohol dispensing laws and regulations, including the prevention of sales to minors and the prohibition of consumption off of the authorized premises.
2. Every sale will include an age verification by checking IDs.
3. Beer may only be sold in plastic cups, no more than 16 oz.
4. No more than 2 beers may be sold to any one person in a transaction.
5. There will be no serving of alcohol to obviously intoxicated people.
6. Permit holder shall be responsible to be alert and report any instances of underage drinking to the Jackson Police by calling 733-2331.

SUGGESTED MOTION

I move to approve the issuance of a malt beverage permits to Snake River Brewing Company as presented, subject to the conditions and restrictions listed in the staff report.



MALT BEVERAGE PERMIT APPLICATION

Fee \$ _____

Date Paid _____

The fee is \$100 per day (for each 24-hour period). If malt beverage service runs past 12-Midnight, then it will be counted as two days with a \$200 fee.

W.S. 12-4-502. Twenty-four hour malt beverage permit and catering permit; restrictions; application procedure; fees.

- (a) A malt beverage permit authorizing the sale of malt beverages only may be issued by the appropriate licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit.

JMC 6.50.020. Malt Beverage Permits.

- B. It shall be the duty and obligation of the permit holder to ensure that no sales are made to any person under the age of twenty-one (21) years.
- C. The permits authorized by this section shall be issued for one, twenty-four hour period, subject to the schedule of operating hours provided in Section 6.40.030 of this Code. No person or organization shall receive more than a total of twelve malt beverage permits for sales at the same premises in any one year, except that this limitation shall not be applicable to malt beverage permits issued for sales at any fair, rodeo, pari-mutuel event or other similar public event conducted by a public entity upon public premises.
- D. The permit shall be issued without notice on application to the Town Council on forms prepared by the Town of Jackson. The fee for a malt beverage permit, shall be one hundred dollars (\$100.00) per twenty-four hour period.

All Malt Beverage Permits requests must be approved by the Jackson Town Council.
Please submit the completed application at least 21 days in advance of the date of the event.

Name of Organization Requesting Permit: Snake River Brewing

Event Contact Person and Phone Number: Ariel Koerber | 443-250-4787

Date(s) of Permit: July 5, 6, 7, 11, 12, 13, & 14th 7 DAYS

Hours of Permitted Service and Consumption: 6pm to 10pm

Description of Premises where malt beverages are to be served (physical address):

Center for the Arts Lawn | 240 S. Glenwood Street Jackson, WY 83001

Purpose of Event: Thin Air Shakespeare

I have read, understand, and will comply with the above laws governing a Malt Beverage Permit.

(Sign Here)

Malt Beverage Permit will be processed and issued upon payment to the Town of Jackson.
Submit application to Town Hall or fax to 739-0919.



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Town Clerk

PRESENTER: Sandy Birdyshaw

MEETING DATE: July 1, 2019

SUBJECT: Malt Beverage Permit Request – Ross Crandall

STATEMENT/PURPOSE

The Town Council, as the local liquor licensing authority, approves the issuance of all malt beverage permits.

BACKGROUND/ALTERNATIVES

Ross Crandall with Backcountry Hunters and Anglers has applied for a malt beverage permit to serve malt beverages in Mike Yokel Park during an educational session for the group on wildlife disease awareness. The date of the permit is August 9, 2019 from 5:00 – 9:00 p.m.

Section 12-4-502(a) of Wyoming Statutes provides for the issuance of temporary liquor permits:

A malt beverage permit authorizing the sale of malt beverages only may be issued by the appropriate licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit.

The application have been reviewed by the Police Department and Town Clerk.

COMPREHENSIVE PLAN ALIGNMENT

This application was processed according to Title 12 of the state statutes, and as related to the Comprehensive Plan Policy 8.1.a. the delivery of quality levels of service to the community and the decisions related to temporary liquor permits also have a direct correlation to the health, safety, and welfare of the community as discussed in Section 8.

STAKEHOLDER ANALYSIS

Stakeholders include the Town Council as the local licensing authority regulating alcohol and malt beverages, Backcountry Hunters and Anglers as the participant, patrons who visit the event, adjacent neighbors and other local park visitors.

FISCAL IMPACT

A malt beverage permit fee of \$50.00 will be deposited to the general fund.

STAFF IMPACT

Staff impact includes reviewing the applications, communicating with applicant and obtaining information to provide in the staff report, presenting to Council, and if approved, printing permits and issuing them.

LEGAL REVIEW

N/A

ATTACHMENTS

Malt Beverage Permit Application

RECOMMENDATION

Staff recommends approval of the requested malt beverage permit, subject to the following conditions and restrictions:

1. The applicant shall take all measures necessary to comply with all applicable alcohol dispensing laws and regulations, including the prevention of sales to minors and the prohibition of consumption off of the authorized premises.
2. Every sale or serving will include an age verification by checking IDs.
3. Beer may only be served in plastic cups, no more than 16 oz.
4. No more than 2 beers may be served to any one person in a transaction.
5. There will be no serving of alcohol to obviously intoxicated people.
6. Permit holder shall be responsible to be alert and report any instances of underage drinking to the Jackson Police by calling 733-2331.

SUGGESTED MOTION

I move to approve the issuance of a malt beverage permits to Backcountry Hunters and Anglers as presented, subject to the conditions and restrictions listed in the staff report.



MALT BEVERAGE PERMIT APPLICATION

Fee \$ _____

Date Paid _____

The fee is \$100 per day (for each 24-hour period). If malt beverage service runs past 12-Midnight, then it will be counted as two days with a \$200 fee.

W.S. 12-4-502. Twenty-four hour malt beverage permit and catering permit; restrictions; application procedure; fees.

- (a) A malt beverage permit authorizing the sale of malt beverages only may be issued by the appropriate licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit.

JMC 6.50.020. Malt Beverage Permits.

- B. It shall be the duty and obligation of the permit holder to ensure that no sales are made to any person under the age of twenty-one (21) years.
- C. The permits authorized by this section shall be issued for one, twenty-four hour period, subject to the schedule of operating hours provided in Section 6.40.030 of this Code. No person or organization shall receive more than a total of twelve malt beverage permits for sales at the same premises in any one year, except that this limitation shall not be applicable to malt beverage permits issued for sales at any fair, rodeo, pari-mutuel event or other similar public event conducted by a public entity upon public premises.
- D. The permit shall be issued without notice on application to the Town Council on forms prepared by the Town of Jackson. The fee for a malt beverage permit, shall be one hundred dollars (\$100.00) per twenty-four hour period.

All Malt Beverage Permits requests must be approved by the Jackson Town Council.

Please submit the completed application at least 21 days in advance of the date of the event.

Name of Organization Requesting Permit: Backcountry Hunters and Anglers

Event Contact Person and Phone Number: Ross Randall - 608-358-1827

Date(s) of Permit: 8/9/19

Hours of Permitted Service and Consumption: 5-9pm

Description of Premises where malt beverages are to be served (physical address):

Mike Yoker Park

Purpose of Event: Wildlife Disease Awareness

I have read, understand, and will comply with the above laws governing a Malt Beverage Permit.

(Sign Here) _____

Malt Beverage Permit will be processed and issued upon payment to the Town of Jackson.
Submit application to Town Hall or fax to 739-0919.



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Pathways

PRESENTER: Brian Schilling

MEETING DATE: July 1, 2019

SUBJECT: Grant Application to WYDOT Transportation Alternatives Program (TAP) and Consultant Services Policy for Planning Funds for Scott Lane and Maple Way ADA/Bike/Pedestrian Improvements

STATEMENT/PURPOSE

Consideration of a resolution authorizing an application to WYDOT for up to \$100,000 in TAP planning funds for the Scott Lane/Maple Way ADA/Bike/Pedestrian improvements, and adoption of the WYDOT consultant services policy for federal funding.

BACKGROUND/ALTERNATIVES

The Transportation Alternatives Program (TAP) is a federally funded program administered through WYDOT for off-system enhancement projects (bicycle and pedestrian facilities, streetscape and ADA improvements, and other project that enhance transportation access). TAP funding is distributed on a reimbursement request basis, with a 20% local match required for all approved funds.

The Town of Jackson is proposing to apply for \$100,000 in FY2020 TAP funding planning and design of ADA/pedestrian/bike improvements on Scott Lane and Maple Way between Snow King Ave. and Elk Run Lane. Snow King Avenue is the primary bike route through town, connecting to the Garaman Pathway behind the new Post Office. In 2018, the Town made significant improvements for bicycle access along the majority of Snow King by installing seasonal protected bike lanes from Millward to Scott Lane. These lanes were extended an additional two blocks to Cache St. in 2019. However, the segment from the west end of Snow King Ave. at Scott Lane, around the jog onto Maple Way, and to the Garaman Pathway entrance on Elk Run Lane (the new Post Office) is still very challenging and unsafe to navigate on a bike, even for experienced cyclists, or even as a pedestrian, as the existing sidewalks and street crossing do not meet ADA requirements. It is not possible to implement protected lanes using temporary methods in this segment due to street width constraints and the existing intersection layouts at Scott/Snow King, Scott/Maple, and Maple/Elk Run Lane. The project proposes to plan and design hardscape improvements for pedestrians, cyclists, and ADA facilities that will provide safe and comfortable bike lanes, sidewalks, and street crossings for people of all ages and abilities.

Since the grant application will request funds for planning and design only at this time, there is not an immediate deadline to construct the project within the two-year grant timeline. However, the Town would be committing to construct the improvements within 10 years or be at risk of having to fully repay WYDOT for all reimbursed funds incurred to the project.

The first portion of this item is to adopt an authorizing resolution for the application of up to \$100,000 in planning funds, and the second portion is to approve the standard WYDOT consultant services policy that is required for all federal funding provided through WYDOT.

COMPREHENSIVE PLAN ALIGNMENT

The project is specifically mentioned as a high priority project in the Comp Plan, and aligns with numerous Comp Plan policies and goals, including:

- Policy 7.1.c: Increase the capacity for use of alternative transportation modes

- Policy 7.1.d: Discourage use of single occupancy motor vehicles (SOV)

- Policy 7.1.e: Coordinate transportation network decisions

- Policy 7.2.a: Create a transportation network based on “complete streets” and “context sensitive” solutions

Policy 7.2.d: Complete key Transportation Network Projects to improve connectivity

- Upgrade Snow King – Maple Way

The project area is also included in the Integrated Transportation Plan and the Pathways Master Plan.

STAKEHOLDER ANALYSIS

In addition to the general public and residents in the project area, stakeholders in the planning and design for this corridor will include START Bus, Fire/EMS/Police, and other users of the Snow King/Scott/Maple Way corridor such as the School District. Cyclists, pedestrians, and ADA advocates will also be consulted. Additional internal stakeholders are the Public Works Department, specifically Engineering and the Streets team, and the Planning Department.

FISCAL IMPACT

There is a required 20% match of up to \$20,000. Staff proposes to use SPET funds (previously approved) for the match. In the event that the Town does not implement the planned improvements within 10 years, the Town could be obligated to reimburse the full amount of any grant monies to WYDOT.

STAFF IMPACT

Pathways and Public Works staff would be the most involved in the project and would lead the overall project management and consultant selection and management processes. Depending on the complexity of the design, this would likely require 40-80 hours of staff time over the next year. Additionally, START, Streets, and Fire/EMS and Police personnel would be involved in planning and design review at a lesser time commitment, likely in the range of 10 hours. Legal review and support are likely to be needed for multiple portions of the process.

LEGAL REVIEW

The Consultant Services Policy is a standard WYDOT form that TAP grant recipients are required to follow for those specific TAP-funded projects, and is not subject to editing. (The Town already has internal policies in place for selecting consultants that are consistent with the WYDOT policy). The Town Attorney has been provided the Consultant Services Policy.

ATTACHMENTS

1. Authorizing Resolution
2. WYDOT Consultant Services Policy

RECOMMENDATION

Staff recommends approving the resolution and the consultant services policy, and directing staff to submit an application for TAP funding by the July 15th deadline.

SUGGESTED MOTION

I move to approve the resolution authorizing the Town of Jackson to submit a grant application to the Transportation Alternatives Program for up to \$100,000 in planning funds for the Scott Lane and Maple Way ADA/Bike/Pedestrian Improvements, and to adopt the WYDOT Consultant Services Policy outlining the use of this funding.



TAP Attachment G: Resolution RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FEDERAL FUNDING THROUGH THE TRANSPORTATION ALTERNATIVES PROGRAM ADMINISTERED BY THE WYOMING DEPARTMENT OF TRANSPORTATION FOR THE TOWN OF JACKSON FOR THE PURPOSES OF THE Scott Lane and Maple Way ADA/Bike/Pedestrian Improvements PROJECT.

WITNESSETH

WHEREAS, the governing body for THE TOWN OF JACKSONthe Town of Jackson desires to participate in the Transportation Alternatives Program (TAP) to assist in funding this project;

WHEREAS, the governing body for the Town of Jackson recognizes the need for the project;

WHEREAS, TAP requires that federal funding criteria be met, and the Town of Jackson agrees to ensure satisfaction of all requirements;

WHEREAS, the Town of Jackson acknowledges that if funded, the TAP project shall be completed prior to December 31, 2022;

WHEREAS, the governing body for the Town of Jackson agrees to set aside a minimum of \$20,000 as a line item in its budget for the required twenty percent (20%) local cash match on the project;

WHEREAS, the governing body for the Town of Jackson acknowledges TAP is funded on a reimbursement basis and all invoices must be 100% paid by the Town of Jackson prior to reimbursement through TAP (80% Federal Reimbursement). The Town of Jackson acknowledges that failure to comply with this requirement may result in cancellation of the award and repayment by the Town of Jackson of all funds reimbursed.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY for the Town of Jackson that a funding application requesting \$100,000.00 in federal TAP funding be submitted to the Wyoming Department of Transportation – TAP for consideration to assist in funding for the Town of Jackson project.

BE IT FURTHER RESOLVED, THAT Brian Schilling is hereby designated as the Project Administrator, of **the Town of Jackson** to act on behalf of the governing body on all matters relating to this funding application.

PASSED, APPROVED AND ADOPTED THIS 1st DAY OF July, 2019.

Signature
Pete Muldoon, Mayor

ATTEST:

Signature
Sandy Birdyshaw, Town Clerk



Attachment K – Consultant Services Policy

Updated 09-20-17

CONSULTANT SERVICES POLICY TOWN OF JACKSON, WY July 1, 2019

SECTION I. INTRODUCTION

This policy establishes procedures of the *Town of Jackson* for the procurement, management, and administration of consultant services required for a project using federal or non-federal funds obtained through the Wyoming Department of Transportation (WYDOT). This policy and procedures will be followed when hiring consultants to supplement the *Town of Jackson* personnel or to provide other professional services that the *Town of Jackson* determines can be best completed by qualified private-sector firms.

Consultant, as used in this document, means engineering firms, architectural firms, survey firms, educational institutions, and other firms or individuals engaged in providing consulting or other professional services. *Subconsultant*, as used in this document, means an individual or firm contracted by the consultant to provide related services.

Simplified Acquisition Threshold (SAT), as used in this document, means the dollar amount at or below which a government entity may purchase services using small agreement/purchase methods. The SAT is currently \$150,000, but this threshold is periodically adjusted for inflation. (48 CFR 2.101)

Architectural and Engineering (A & E) services are defined to mean:

1. Professional services of an architectural or engineering nature, as defined by state statute, which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide related services.
2. Professional services of an architectural or engineering nature, performed by consultant agreement, and associated with research, planning, development, design, construction, alteration, or repair of real property.
3. Professional services of an architectural or engineering nature, which a firm or individual within the engineering or architectural professions would perform, such as studies, investigations, survey and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.

Architectural and Engineering services that directly lead to development of a construction project are defined and limited to:

1. Preparation of roadway/bridge contract documents including preliminary through final design, contract plans, specifications, and incorporated engineering drawings, details, and estimates.
2. Completion of surveys and mapping necessary for preparation of roadway/bridge contract documents.
3. Completion of architectural services directly leading to facility construction.
4. Completion of feasibility studies when used for project planning leading to project construction.
5. Construction project management including contract administration and construction engineering.
6. Completion of consultant services not clearly within (1) thru (5) above, which must be performed or approved in accordance with state law by a registered professional (i.e. engineer, land surveyor, architect, geologist, etc.).
7. The final cost of these services, including the original agreement cost and subsequent agreement modifications, must exceed the SAT.

SECTION II. CONSULTANT PROCUREMENT – GENERAL

Two methods for procuring consultant services are available for use depending on administrative controls which consider the estimated cost of the proposed services.

Consultant services with an estimated cost at or less than the SAT (Small Agreement) will be procured using a simplified procurement process presented in SECTION IV(A) – Small Agreement – Estimated Cost at or less than the SAT.

Consultant services with an estimated cost exceeding the SAT (Large Agreement) will be procured using a formal request for proposal (RFP) process as presented in SECTION IV(B) – Large Agreement – Cost greater than the SAT.

SECTION III. CONSULTANT NEED AND OTHER SUPPORTING INFORMATION

The *Town of Jackson* will develop supporting information to establish the need for consultant services and identify the procurement method, selecting one of the procurement methods

outlined in SECTION IV – CONSULTANT PROCUREMENT PROCESSES. Supporting information should be tailored to the procurement method and include the following:

A. Small Agreement – Estimated Cost at or less than the SAT

Small agreements, developed consistent with SECTION IV(A) – Small Agreement – Estimated Cost at or less than the SAT, should include the following supporting information:

1. A statement supporting the use of a consultant to perform work due to unique capabilities not readily available within the *Town of Jackson* or that *Town of Jackson* personnel are not available to complete the necessary work or meet proposed schedules.
2. A preliminary scope of work for the proposed services.
3. A schedule for completion of work to be performed by the consultant.
4. A funding source for the required consultant services.
5. A preliminary cost estimate.
6. The agreement type to be used as the basis of compensation (See SECTION VI – AGREEMENT TYPE, BASIS FOR COMPENSATION, PAYMENT).

B. Large Agreement – Cost greater than the SAT

Large agreements, developed consistent with SECTION IV(B) – Large Agreement – Cost greater than the SAT, require that consultant services be procured through a request for proposal. The supporting information for these services should include the following:

1. A statement supporting the use of a consultant to perform work due to unique capabilities not readily available within the *Town of Jackson* or that *Town of Jackson* personnel are not available to complete the necessary work or meet proposed schedules.
2. A preliminary scope of work for the proposed services.
3. A schedule for completion of work to be performed by the consultant.
4. A funding source for the required consultant services.

5. A preliminary cost estimate. See SECTION IV(B) – Large Agreement – Cost greater than the SAT.
6. The agreement type to be used as the basis of compensation (See SECTION VI – AGREEMENT TYPE, BASIS FOR COMPENSATION, PAYMENT).
7. Consultant selection by the selection committee. Selection committee members should be identified by name and title.
8. A listing of evaluation factors and weighting factors for the ranking and selection of a qualified consultant firm. The use of evaluation factors and weighting factors should be tailored to the procurement process; the number of evaluation factors can be limited and the use of weighting factors can be limited or eliminated. The selected factors should assess the consultant’s qualifications and competency, tailored to the proposed type/scope of work and any anticipated work types. Evaluation factors **may** consider:
 - a. Established expertise;
 - b. Related work experience in a responsible role;
 - c. Qualifications of the firm’s personnel;
 - d. Previous performance on *Town of Jackson* projects;
 - e. Project understanding/knowledge, including proposed approach to completing project work;
 - f. Workload capacity;
 - g. Ability to meet project schedule;
 - h. Specialized expertise or product delivery requirements (such as computer hardware or software);
 - i. Other evaluation factors relating to the specific project may be used.

Evaluation factors that cannot be used on federal funded A & E services include:

- a. Cost components – consultant fee proposal, direct salaries/wages, other direct costs, or indirect cost rates;

- b. In-state or local preferences.

Cost, as one evaluation factor, may be used on federal funded non-A & E services.

The selection committee should note that two specific non-qualification-based evaluation factors may be used, if appropriate, but together cannot exceed 10% of the total weighted evaluation. These two factors, directed to an individual proposed project, are:

- a. A local presence, where that presence will add value to the quality or efficiency of project delivery, but will still allow for the consideration of a sufficient number of qualified firms;
- b. The participation of qualified and WYDOT-certified Disadvantaged Business Enterprise (DBE) consultants or subconsultants. The *Town of Jackson* should coordinate with the WYDOT Civil Rights Office to obtain a current listing of DBE consultants.

The need/use of a consultant firm in a management role for the *Town of Jackson* will require approval by WYDOT and FHWA before consultant solicitation. (23 CFR 172.7(b)(5))

SECTION IV. CONSULTANT PROCUREMENT PROCESSES

Two methods for procuring consultant services are available for the *Town of Jackson* use. The use of each method is limited depending on the estimated cost of the proposed services; these administrative controls are presented as an introductory paragraph to each procurement method/agreement type.

A. Small Agreement – Estimated Cost at or less than the SAT

The use by the *Town of Jackson* of a small agreement is limited to consultant services with an estimated cost at or less than the SAT, including the original agreement cost and subsequent agreement modifications. Small agreements can be used for non-federal and federal funded services, and for A & E and non-A & E services.

A preliminary cost estimate will be prepared for use as required in SECTION VIII – NEGOTIATING THE FINAL AGREEMENT AND COST PROPOSAL.

The *Town of Jackson* will make an informal consultant selection utilizing a consultant list obtained from WYDOT Engineering Services or a list generated by the *Town of Jackson*. A minimum of three consultants must be evaluated leading to a qualification-based

selection. The evaluation should use information available from the consultant's Statement of Interest, and if needed, that information can be supplemented with interviews, or written or oral discussion with each firm.

If less than three qualified consultants are available, the *Town of Jackson* will proceed with evaluation and selection when assured that the selected consultant has the minimum qualifications to complete the agreement type of services and has the experience necessary to satisfactorily perform the required services.

The basis for selection will be documented. The following items should always remain under consideration to conclude that a consultant firm has the minimum qualifications to complete the proposed project scope of work:

1. The consultant shall have an exemplary ethical and professional reputation.
2. The consultant's employees shall have levels of education, training, and experience necessary to perform the required services satisfactorily.
3. Professional services provided to the *Town of Jackson* require that the consultant employee overseeing the work and the consulting firm be licensed, if required by the applicable State Board.
4. The consultant shall be established in the area of expertise for which the firm is being considered, with recent work experience in a responsible role.

After the consultant selection, the *Town of Jackson* shall follow procedures outlined in SECTION V – APPROVAL OF CONSULTANT prior to proceeding with the process of negotiating the agreement with the selected consultant.

A detailed scope of work shall be prepared, often by the selected consultant. The consultant shall submit a fee proposal including proposed billing rates, estimated units of work, and the total proposed fee. The *Town of Jackson* will negotiate and prepare an agreement for execution.

Execution of the agreement will follow procedures outlined in SECTION X – EXECUTION OF THE AGREEMENT.

B. Large Agreement – Cost greater than the SAT

The use by the *Town of Jackson* of a large agreement is required for consultant services with an estimated cost greater than the SAT, including the original agreement cost and

subsequent agreement modifications. Large agreements can be used for non-federal and federal funded services, and for A & E and non-A & E services.

When the *Town of Jackson* requires consultant services and proposes to use this large agreement, the following requirements apply.

A preliminary cost estimate will be prepared for use as required in SECTION VIII – NEGOTIATING THE FINAL AGREEMENT AND COST PROPOSAL. For architectural and engineering services directly leading to construction, as defined in SECTION I – INTRODUCTION, the cost estimate must establish major elements of agreement costs: labor hours by work type and classifications of labor, direct salaries by labor classifications, other direct costs, anticipated indirect cost rates, and anticipated fixed fees (profit). This estimate will be used as the basis for negotiation. For all other services, the preliminary cost estimate can be less formal.

The *Town of Jackson* will direct the procurement process in coordination with the WYDOT Local Government Office and an appointed selection committee.

An early action will be to appoint participants to a selection committee. The committee should consist of at least three members, but generally not more than five members. The *Town of Jackson* should select committee members who can best evaluate consultant qualifications, but without previous experiences that could potentially influence their actions leading to a conflict of interest. Each committee member will ensure that he or she has no possible conflict of interest that may influence the evaluation, ranking, and selection process. If a conflict of interest may exist, the committee member will be excused from serving on the committee.

A pre-selection meeting will be conducted to establish the requirements of the RFP and the public announcement/advertisement to be used to assure that consultants have fair opportunity to be considered for award of the agreement.

The *Town of Jackson* may solicit project-specific letters of interest through a public announcement, public advertisement, or any other public forum or method (such as soliciting firms on a consultant list obtained from WYDOT Engineering Services) that assures qualified in-State and out-of-State consultants are given a fair opportunity to be considered. A minimum seven day announcement period is required.

The selection committee will determine a short list of firms from the respondents to the public announcement/advertisement to receive the RFP. If enough firms respond, a minimum of five firms should be short-listed.

Alternatively, the *Town of Jackson* may go directly to the RFP process and consider all the proposals submitted.

The RFP will include the following requirements and information to provide direction for the content of consultant proposals. The RFP requirements and information will not include any condition that would limit competition and the resulting number of proposals.

1. Detailed scope of work, including a preliminary project purpose and description.
2. Technical requirements: specific services; deliverables; applicable policies and guides; proposed standards, criteria, specifications, or contracting requirements; proposed schedule for completion of agreement work.
3. Evaluation and weighting factors to be used for the ranking and selection based on consultant competency and qualifications.
4. The anticipated schedule leading to consultant selection. The schedule should identify consultant submittal dates using a minimum of 14 calendar days from issuance of the RFP, but set to assure that interested firms have sufficient time to receive the RFP, and prepare and submit a proposal.
5. The type of agreement to be used and the basis for compensation.
6. Address potential discussions with interested firms after submittal of their proposal, if any, directed to clarification of technical requirements or approach, qualifications, or capability. Based on the size and complexity of the project, it may be beneficial to the selection committee to have one-on-one discussions with all or some of the qualified firms (minimum of three). The intent and structure of these discussions, if needed, should be outlined in the RFP.
7. Consultant proposal shall include additional submittals concerning proposed subconsultants.
8. Consultant cost proposals, if requested, should be included in a concealed format that is clearly separate from the technical proposal.

The RFP should provide an adequate number of consultant proposals. When three or more qualified firms respond, the *Town of Jackson* will proceed with consultant ranking and selection. If less than three firms respond, the *Town of Jackson* may proceed with ranking and selection of a qualified firm or may elect to re-distribute the RFP in an attempt to gain additional proposals. In the event the response to an RFP does not result in either qualified or competitive firms, the *Town of Jackson* may pursue other

contracting options, including non-competitive, to procure professional services. The *Town of Jackson* will coordinate with the WYDOT grant administrator prior to non-competitive selection of a consultant.

After receipt of consultant responses to the RFP, the final selection meeting will be held. The selection process will include a series of actions taken by the *Town of Jackson*.

1. Review RFP proposals to assure they are complete.
2. Distribute the supporting information outlined in SECTION III(B) – Large Agreement – Cost greater than the SAT, to include the RFP, all consultant proposals, and each consultant’s Letter of Interest, if applicable.
3. Assist the selection committee, as needed, to complete the evaluation, ranking, and selection process.
4. Notify, subsequent to consultant selection, all consultants responding to an RFP of the final ranking of the three most highly qualified consultants.
5. Properly dispose as necessary, subsequent to consultant selection, the concealed cost proposals of the unsuccessful consultant firms.
6. Retain documentation supporting the solicitation, RFP, proposals, evaluation, and selection of the consultant firm.

The selection committee completes the evaluation and selection process by using the supporting information for each evaluation factor and then developing an overall score and subsequent ranking. The committee must rank in order of preference at least the three most highly qualified firms, leading to final selection. If less than three qualified firms respond to the RFP and it is concluded that the responding firms represent those firms available to meet the requirements of the RFP, the evaluation and selection will be completed.

The selection committee may not use a consultant’s cost components – consultant fee proposal, direct salaries, direct costs, and indirect cost rates – as a factor in the evaluation, ranking, or selection process for federal funded A & E services. Federal funded non-A & E services may, or may not, use cost as an evaluation factor.

The following items should always remain under consideration to conclude that a consultant firm has the minimum qualifications to complete the proposed project scope of work:

1. The consultant shall have an exemplary ethical and professional reputation.
2. The consultant's and subconsultant's employees shall have levels of education, training, and experience necessary to perform the required services satisfactorily.
3. Professional services provided to the *Town of Jackson* require that the consultant employee overseeing the work and the consulting firm be licensed, if required by the applicable State Board.
4. The consultant shall be established in the area of expertise for which the firm is being considered, with recent work experience in a responsible role.

During this process, an unqualified consultant firm may be dismissed from further consideration.

After the consultant selection, the *Town of Jackson* shall follow procedures outlined in SECTION V – APPROVAL OF CONSULTANT prior to proceeding with the process of negotiating the agreement with the selected consultant.

The final scope of work may be refined through negotiations with the selected consultant. The consultant shall submit a fee proposal including proposed billing rates, estimated units of work, and the total proposed fee. The *Town of Jackson* will negotiate and prepare an agreement for execution.

Execution of the agreement will follow procedures outlined in SECTION X – EXECUTION OF THE AGREEMENT.

SECTION V. APPROVAL OF CONSULTANT

After the selection committee or the *Town of Jackson* authorized representative has completed the procurement process, the *Town of Jackson* shall submit, in writing, the selected consultant's name to the WYDOT grant administrator for approval. The WYDOT grant administrator's approval authorizes the process of negotiating the agreement with the selected consultant.

The WYDOT grant administrator will initiate a pre-negotiation audit, if necessary (see SECTION VII – PRE-NEGOTIATION AUDIT EVALUATION).

The *Town of Jackson* will maintain a correspondence file for each consultant services agreement documenting all aspects of the selection and approval process.

SECTION VI. AGREEMENT TYPE, BASIS FOR COMPENSATION, PAYMENT

Contractual requirements and the method of payment to direct and compensate the consultant will be established by agreement. An agreement type and basis for compensation will be selected as the need for consultant services is developed, as presented in SECTION III – CONSULTANT NEED AND OTHER SUPPORTING INFORMATION.

A. Agreement Types. An agreement type will be selected by the *Town of Jackson*.

1. **Project Specific.** This will be used with a defined scope of work and the related consultant services when these services are directed to one or more specific projects.
2. **Multi-Phase.** This can be used, similar to Project Specific, when the *Town of Jackson* determines that a consultant's services should be divided into defined phases to gain better definition of the scope of work and related consultant services. Each phase would require a separate cost estimate.

B. Basis for Compensation. The method of payment to compensate the consultant will be specified in the agreement. It may establish a single method for all work or may be better administered with different methods for different elements of work.

1. **Cost Plus Fixed Fee.** Cost reimbursement includes actual costs payable for direct labor and indirect labor (overhead) as established in the agreement, plus direct reimbursable expenses. Cost reimbursement also includes a negotiated fixed fee, established in the agreement, and is calculated to cover the consultant's profit. Billing rates established in the agreement shall be used for all billings and a maximum amount payable will be established.

Cost plus percentage of cost and percentage of construction cost cannot be used as a basis for compensation.

2. **Lump Sum.** May only be used when the scope of work and the duration of work can be accurately established, and an estimate of cost, including fixed fee, can be calculated with reasonable accuracy at the time of negotiation with the selected consultant.
3. **Unit of Work.** May be used when a unit cost of work can be determined in advance with reasonable accuracy, but the extent of work is indefinite. Quantities and characteristics of each unit should be uniform, and a maximum amount payable will be established.

4. **Specific Rates for Compensation.** The specific rates for compensation will provide for reimbursement on the basis of direct labor hours at specified fixed hourly rates, including direct labor costs, indirect costs, and profit, plus any other direct expenses or costs. This method of payment will be used for those types of services and agreements that establish a maximum amount payable and provide the *Town of Jackson* direct control of the number of consultant labor hours and resultant cost.

Specific Rates may also be used when a consultant's services are required to perform work that cannot be estimated for extent, duration, or cost.

Consistent with all consultant agreements, a *Town of Jackson* representative will monitor the consultant's performance of services to include labor hours, and classification/pay rate of consultant employees used to perform agreement services.

- C. **Consultant Payments and Retainage:** Periodic progress payments will be made for work satisfactorily completed based on invoice submittals to the *Town of Jackson*.

All agreements shall include provisions that require the consultant to make prompt payment to subconsultants within 30 calendar days from receipt of payment from the *Town of Jackson* (49 CFR 26.29). These provisions will advise the consultant to be prepared, if requested, to provide documentation that payment has been made for work satisfactorily completed by a subconsultant. These provisions will also notify the consultant that failure to make prompt payment may be addressed by the *Town of Jackson* as presented in the written procedures in ATTACHMENT 2 – BREACH OF AGREEMENT.

The *Town of Jackson* may withhold retainage from payments, including final payment, if specified in the agreement.

SECTION VII. PRE-NEGOTIATION AUDIT EVALUATION

Pre-negotiation audits are generally performed on first-time consultants, consultants with outdated audits, or as required by WYDOT Internal Review Services. A risk assessment will be performed by WYDOT Internal Review Services to determine if an audit is required and, if so, the type of audit required. An audit report or comparable correspondence will be provided by WYDOT Internal Review Services to the *Town of Jackson* for use in negotiating the consultant agreement.

SECTION VIII. NEGOTIATING THE FINAL AGREEMENT AND COST PROPOSAL

Approval of the selected consultant in accordance with SECTION V – APPROVAL OF CONSULTANT authorizes the process of negotiating the agreement and cost proposal with the selected consultant.

The *Town of Jackson* will work with the consultant to finalize the scope of work, if needed, and initiate negotiations with the consultant for a final cost proposal. A draft agreement, including the scope of work, is provided to the consultant with instructions for preparing the cost proposal. The consultant is advised at the beginning of negotiations that selection is subject to arriving at a satisfactory agreement for terms and fees, and that the *Town of Jackson* assumes no obligation to the consultant until the agreement is executed.

The consultant's use of subconsultants is allowed only with written approval from the *Town of Jackson* of the proposed subconsultants. The consultant shall describe the work to be done by the subconsultant in the fee proposal, assure incorporation of required agreement provisions into the subconsultant agreement (SECTION IX – AGREEMENT PROVISIONS) and include a cost for the subconsultant's proposed work. The *Town of Jackson* may request a detailed proposal for subconsultant work to include proposed labor rates and direct costs. The cost proposal and included rates will be evaluated for reasonableness. If the subconsultant has a WYDOT-approved audit or approved billing rates, those rates shall be used.

A consultant's fee proposal will be compared to the cost estimate done by the *Town of Jackson*, including careful attention to proposal details. The consultant's fixed fee (profit) will be negotiated separate from other negotiations.

The consultant's or subconsultant's proposed indirect cost rate shall be certified by each firm's chief executive or financial officer as being allowable in accordance with federal cost principles. Each firm's certification shall read as required by WYDOT Internal Review Services.

A consultant's schedule for completing the work, if different from the schedule proposed by the *Town of Jackson*, will be reviewed to assure that the established duration of the agreement permits completing the work in a time frame acceptable to the *Town of Jackson*. When the consultant's fee proposal and the duration of the agreement are acceptable, the agreement is finalized and executed.

If the consultant's proposed fee or schedule varies substantially from the estimate or schedule of the *Town of Jackson*, the items of variance are identified and discussed to resolution. After agreeing on the agreement terms and fees, the consultant submits a final cost proposal.

The *Town of Jackson* will maintain documentation of the negotiation process.

If the selected consultant and the *Town of Jackson* cannot reach a satisfactory agreement, the *Town of Jackson* will cease negotiations and notify the consultant and the WYDOT grant administrator. The *Town of Jackson* will then initiate negotiations with the next highest ranked consultant or, at its option, initiate a new procurement process.

SECTION IX. AGREEMENT PROVISIONS

The *Town of Jackson* will determine the consultant agreement type, the basis for compensation, terms of the agreement, and the required provisions, clauses, assurances, and/or certifications to ensure compliance with state and federal laws, regulations and requirements.

Each agreement will:

1. Name the authorized representative of the *Town of Jackson*.
2. Outline the representative's administrative responsibilities.
3. Identify the project location.
4. Present the scope of work and consultant deliverables.
5. Provide for applicable plans and specifications.
6. Authorize commencement of work.
7. Specify fees and payments based on consultant's progress reports.
8. Specify completion of work by number of calendar days or the calendar date by which all required services shall be completed.

Each agreement will outline data, services, and obligations of the *Town of Jackson* as related to the consultant's performance of required services.

Federal General Provisions will be physically incorporated or incorporated by reference into consultant agreements funded with federal funds. These Provisions will apply to the consultant and all subconsultants engaged by the consultant. ATTACHMENT 1 – FEDERAL GENERAL PROVISIONS presents applicable Federal General Provisions and administrative procedures.

ATTACHMENT 2 – BREACH OF AGREEMENT presents written procedures to administer breach of the agreement.

The *Town of Jackson* reserves the right to terminate any agreement, as described in the agreement. In this event, compensation is made to the consultant based upon the progress of the work performed prior to termination. Work performed shall be defined as the deliverables specified in the agreement and accepted by the *Town of Jackson*, and not the labor hours billed. The *Town of Jackson* will notify the consultant, in writing, of agreement termination.

SECTION X. EXECUTION OF THE AGREEMENT

The *Town of Jackson* will prepare the final agreement for execution by all parties.

Agreements will conform to the state contract requirements as published by the Wyoming Attorney General's office, or as directed by the senior assistant attorney general assigned to WYDOT.

All agreements shall be forwarded to the WYDOT grant administrator for approval before execution.

Agreements subsidized with federal funds will be made available to the appropriate federal agency upon request. The Federal Highway Administration (FHWA) and the Federal Aviation Administration (FAA) have currently delegated their approval authority to WYDOT.

Agreements shall be executed by the consultant and the *Town of Jackson*.

SECTION XI. AUTHORIZATION TO PROCEED

Once the consultant agreement is finalized and executed, the *Town of Jackson* will notify the consultant using a written "Authorization to Proceed" to commence work.

Consultant services cannot proceed before the "Authorization to Proceed" is issued.

SECTION XII. AGREEMENT MODIFICATIONS

The *Town of Jackson* or the consultant may, during performance of the agreement, propose agreement modifications within the type of services under which the original agreement was procured. Changes in the scope, complexity or quantity of the work, or if changes causing an increase or decrease in agreement fees or time for performance are required, an equitable adjustment in fees and/or contract time will be negotiated with the consultant. Any additional services outside of the original agreement type of work will be procured under a new procurement process.

If changes are required in the agreement, a written request shall be made by the consultant to the *Town of Jackson* and negotiated between the consultant and the *Town of Jackson*. The agreement

will then be amended using documentation issued by the *Town of Jackson*. Agreement modifications must define and document the changes made to the agreement, establish any adjustment in agreement fees and payment, establish any adjustment in completion date, and be in compliance with terms and conditions of the original agreement. An adjustment in agreement fees and payments will be negotiated, as outlined in SECTION VIII – NEGOTIATING THE FINAL AGREEMENT AND COST PROPOSAL, including the fixed fee, if warranted.

If the consultant is unable to complete the work within the number of calendar days or the calendar date required by the agreement, the *Town of Jackson* may authorize a schedule modification after receiving the consultant's written request showing sufficient justification for an extension in time to complete agreement required services. In some cases, the *Town of Jackson* may initiate the schedule modification, especially when the *Town of Jackson* has delayed progress. If the schedule modification is significant, the agreement will then be amended to specify an additional number of days or revised calendar date, and the *Town of Jackson* will document the approval action with a formal change order. Minor changes in schedule, without adjustment in agreement cost, can be accepted by the *Town of Jackson* with informal documentation.

All agreement modifications shall be forwarded to the WYDOT grant administrator for approval before execution.

Consultant work shall not begin on any change in services until the agreement modification describing those services and fee has been executed. Services performed without prior request and authorization are deemed to be covered in the compensation and time provided in the original agreement and previously executed change orders.

For those agreements processed consistent with SECTION IV(A) – Small Agreement – Estimated Cost at or less than the SAT, in no case will subsequent change orders be permitted to cause the total fee to exceed the SAT if federal funds are involved. Exceeding the SAT limitation may jeopardize federal participation in the change order or the entire agreement amount. If federal funds are not involved, the *Town of Jackson* should contact the WYDOT grant administrator, and they will review the circumstances and make a determination regarding escalation of the agreement above the SAT.

SECTION XIII. AGREEMENT ADMINISTRATION

The agreement for consultant services will identify the representative for the *Town of Jackson* as the primary contact through which the consultant will coordinate all phases of agreement work, terms and conditions. The *Town of Jackson* representative will:

1. Monitor the consultant's work and acceptability of work, in compliance with the agreement.

2. Monitor the consultant's work progress – work performed versus agreement completion date – in compliance with the agreement.
3. Ensure the consultant's labor hours and fees are in accordance with the agreement and the percent of the contract total being invoiced is commensurate with the progress of the work.
4. Address consultant correspondence and resolve administrative issues.
5. Monitor the consultant and subconsultant(s) for compliance with ATTACHMENT 1 – FEDERAL GENERAL PROVISIONS, if required by the Agreement.
6. Administer breach of agreement, when required, consistent with procedures presented in ATTACHMENT 2 – BREACH OF AGREEMENT. Consult with the WYDOT grant administrator before initiating procedures leading to breach of agreement.
7. Close-out agreement when all work deliverables have been accepted and all consultant billings have been accepted.

The *Town of Jackson* will maintain a correspondence file for each consultant services agreement, documenting all aspects of the selection, negotiation, and administration processes. The *Town of Jackson* will retain such records for at least three (3) years following agreement completion or termination.

SECTION XIV. FINAL PERFORMANCE EVALUATION

When the consultant services specified in the agreement are completed and accepted, the *Town of Jackson* will evaluate the consultant's performance. This evaluation should consider such factors as the consultant's performance on specific elements of work, promptness in meeting schedules and deadlines, cooperation with the *Town of Jackson*, and overall performance in delivery of the agreement terms and conditions. Documentation will be prepared and provided to the consultant, and request consultant comments on the evaluation. Subsequently, a copy of the final evaluation documentation will be provided to the WYDOT grant administrator.

SECTION XV. ADMINISTRATION, COST PRINCIPLES, AUDIT REQUIREMENTS

The administrative policies and procedures of the *Town of Jackson* for the consultant selection process are presented throughout this document. The *Town of Jackson* is responsible for the oversight and administration of these policies and procedures. The WYDOT Internal Review Services program is responsible for the audit requirements.

References:

- 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- 23 CFR 172, Procurement, Management, and Administration of Engineering and Design Related Services.
- 23 USC 112(b)(2), Contracting for Engineering and Design Services.
- 40 USC 11, Sections 1101-1104, Selection of Architects and Engineers.
- 48 CFR 2.101, Federal Acquisition Regulations System, Definitions of Words and Terms, Definitions.

ATTACHMENT 1

FEDERAL GENERAL PROVISIONS

The below General Provisions shall also apply to all subconsultants engaged by the Consultant.

SECTION A. ASSUMPTION OF RISK

The Consultant shall assume the risk of any loss of state or federal funding, either administrative or program dollars, due to its failure to comply with state or federal requirements. The *Town of Jackson* will notify the Consultant of any state or federal determination of noncompliance.

SECTION B. AUDITING AND ACCOUNTING

The Consultant shall make available to the *Town of Jackson* their accounting records for progress and post-performance audits when deemed necessary by the *Town of Jackson*.

SECTION C. BREACH OF AGREEMENT

The Consultant agrees to provide all professional services as required by the terms, conditions, provisions, and obligations of this Agreement. Failure by the Consultant to perform as required by the terms, conditions, provisions, or obligations of this Agreement shall constitute a breach of agreement. The *Town of Jackson* will consider a Consultant's failure to perform as a material breach of agreement when it can be determined that the terms, conditions, provisions, or obligations of the Agreement cannot be completed and the *Town of Jackson* will incur additional cost, lost opportunity, or additional time to obtain the same or equal Agreement deliverables. A material breach may result in remedies as the *Town of Jackson* deems appropriate, which may include, but are not limited to:

1. Termination as provided in SECTION T – TERMINATION OF AGREEMENT;
2. Withholding monthly progress payments;
3. Assessing damages/sanctions;
4. Disqualifying the Consultant from future solicitations; and/or
5. Legal remedy.

SECTION D. CERTIFICATION FOR LIMITATIONS ON LOBBYING ACTIVITIES

This provision is applicable to all Agreements exceeding One Hundred Thousand dollars (\$100,000). By signing this Agreement, the Consultant certifies and agrees that, to the best of their knowledge:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of

the Consultant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Consultant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this Agreement was made or entered into. Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION E. COMPLIANCE WITH LAWS

The Consultant shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Agreement.

SECTION F. CONFLICTS OF INTEREST

The Consultant shall not engage in providing consultation or representation of clients, agencies, or firms which may constitute a conflict of interest which results in a disadvantage to the *Town of Jackson*, or a disclosure which would adversely affect the interests of the *Town of Jackson*. This does not prohibit or affect the Consultant's ability to engage in consultations, evaluations or representation under agreement with other agencies, firms, facilities, or attorneys so long as no conflict exists.

A conflict of interest may be considered a material breach of this Agreement. A material breach under this section may result in remedies as provided in SECTION C – BREACH OF AGREEMENT. In the event the Agreement is terminated under this provision, the Consultant shall take steps to insure that the file, evidence, evaluation and data are provided to the *Town of Jackson* or its designee.

The Consultant shall disclose, in writing, any potential or actual conflict of interest to the *Town of Jackson*, including financial or other personal interests.

SECTION G. DETERMINATION OF ALLOWABLE COSTS

The Consultant shall assure, prior to submittal of periodic progress payments, that all costs are in accordance with federal cost principals as provided in 48 CFR 31. Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION H. DISADVANTAGED BUSINESS ENTERPRISE ASSURANCE

The Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable requirements of 49 CFR 26 in all subconsultant contract documents.

Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION I. ENVIRONMENTAL POLICY ACTS

The Consultant agrees all activities under this Agreement shall comply with the Clean Air Act, the Clean Water Act, the National Environmental Policy Act, and other related provisions of federal environmental protection laws, rules or regulations.

SECTION J. ERRORS AND OMISSIONS

The Consultant shall be responsible for assuring that professional services provided under this Agreement are accurate and without mistakes or omissions. The Consultant shall endeavor to perform services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances (Standard/Duty of Care). The *Town of Jackson* will notify the Consultant at the earliest possible time of the professional services which require corrective action and the Consultant, by mutual agreement with the *Town of Jackson* and without additional compensation, shall correct those services. Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION K. HUMAN TRAFFICKING

As required by 22 USC 7104(g), 2 CFR 175, and 48 CFR 52.222-50 (Amended March 2015), severe forms of human trafficking, procurement of commercial sex acts, and the use of forced labor are prohibited. The March 2015 amendments expand the original requirements and introduce a list of specific types of conduct that are prohibited. The amendments modify mandatory disclosure obligations and specify the minimum level of cooperation required of consultants responding to a trafficking investigation. Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION L. KICKBACKS

The Consultant certifies and warrants that no gratuities, kickbacks, or contingency fees were paid in connection with this Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Agreement. If the Consultant breaches or violates this warranty, the *Town of Jackson* may, at its discretion, terminate this Agreement without liability to the *Town of Jackson*, or deduct from the agreed upon price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

SECTION M. MANDATORY DISCLOSURES

The Consultant shall disclose, in a timely manner, in writing, to the *Town of Jackson* all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Failure to make required disclosures can result in remedies for non-compliance including suspension or debarment.

SECTION N. MONITORING ACTIVITIES

The *Town of Jackson* shall have the right to monitor all activities related to this Agreement that are performed by the Consultant or its subconsultants. This shall include, but not be limited to, the right to make site inspections at any time and with reasonable notice; to bring experts and consultants on site to examine or evaluate completed work or work in progress; to examine the books, ledgers, documents, papers, and records pertinent to this Agreement; and to observe personnel in every phase of performance of the related work.

SECTION O. OWNERSHIP OF DOCUMENTS/WORK PRODUCT

All documents, reports, records, field notes, materials and data of any kind resulting from performance of this Agreement are at all times the property of the *Town of Jackson*. Said documents and/or work products shall be delivered to the *Town of Jackson* upon suspension, termination or completion of the services by the Consultant.

SECTION P. PATENT OR COPYRIGHT PROTECTION, AND RIGHTS IN DATA

The Consultant recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Consultant or its subconsultants shall violate any such restriction. The Consultant shall defend and indemnify the *Town of Jackson* for any violation or alleged violation of such patent, trademark, copyright, license, or other restrictions.

Copyrighting or other exclusions placed on any documents or materials developed by the Consultant, its sublets, agents or assigns under this Agreement are prohibited.

Data produced, furnished, acquired, or used in meeting the terms and conditions of this Agreement are available to the *Town of Jackson*, WYDOT and/or the federal funding agency with unlimited rights. Data means all recorded information, regardless of form, to include both technical – scientific or technical nature - and computer software information. It does not include information related to administration of the Agreement such as financial, cost or pricing, or management information. Unlimited rights means that the *Town of Jackson*, State or federal agency has the right to use, disclose, reproduce, and distribute the data in any manner and for any purpose, and to permit others to also have unlimited rights. Meanings and uses described in this General Provision are superseded and/or supplemented by 48 CFR 52.227-14.

SECTION Q. PROFESSIONAL REGISTRATION

The Consultant shall endorse, if required by law, plans and reports prepared under this Agreement, and shall affix thereto his or her seal of professional registration, showing that he or she is licensed to practice in the State of Wyoming.

SECTION R. PUBLICITY

Any publicity given to the program or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Consultant and related to the services and work to be performed under this Agreement, shall identify the *Town of Jackson*, WYDOT and the federal funding agency as the sponsoring agencies and shall not be released without prior written approval of the *Town of Jackson*.

SECTION S. SUSPENSION AND DEBARMENT

By signing this Agreement, the Consultant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction nor from federal financial or non-financial assistance, nor are any of the participants involved in the execution of this Agreement suspended, debarred, or

voluntarily excluded by any federal department or agency in accordance with the Office of Management and Budget guidelines at 2 CFR 180 and supplemented by 2 CFR 1200, or are on the disbarred vendors list at www.sam.gov/portal/public/SAM/. Further, the Consultant agrees to notify the *Town of Jackson* by certified mail should it or any of its agents become debarred, suspended, or voluntarily excluded during the term of this Agreement. Failure by the Consultant to carry out these requirements may be a material breach of this Agreement, which may result in remedies as provided in SECTION C – BREACH OF AGREEMENT.

SECTION T. TERMINATION OF AGREEMENT

The *Town of Jackson* may at any time, by written notice, terminate all or part of the Agreement when the *Town of Jackson* determines that the Consultant has failed to perform as required by the terms, conditions, provisions, or obligations of the Agreement – Termination for Cause or Breach – or the *Town of Jackson* determines that termination is in the public’s best interest – Termination on Public’s Behalf/Convenience. In this event, compensation will be made to the Consultant based upon the progress of the work performed prior to termination. Work performed shall be defined as the deliverables specified in the Agreement and accepted by the *Town of Jackson*, and not the labor hours billed. The *Town of Jackson* will notify the Consultant, in writing, of Agreement termination.

SECTION U. TITLE VI ASSURANCES FOR NON-DISCRIMINATION

The Consultant agrees to comply with the requirements of the nondiscrimination clauses as described in the U.S. Department of Transportation (DOT) Order 1050.2.

(In addition to the Federal General Provisions listed above, additional provisions available from WYDOT shall be used in all consultant contracts which utilize Federal Transit Administration funding.)

ATTACHMENT 2

BREACH OF AGREEMENT (Administrative Written Procedures)

Consultant agreements will incorporate Federal General Provisions regarding breach of agreement consistent with 23 CFR 172 and 2 CFR 200. These Regulations require written procedures to address contractual, legal, and administrative remedies including sanctions and penalties where consultants breach agreement terms, conditions, provisions, or obligations. For purposes of these written procedures, the Agreement terms, conditions, provisions, or obligations will be referred to as Agreement Services.

Numerous Federal General Provisions will be administered using these written procedures. For purposes of administering consultant agreements, breach of agreement may result when analyzing a consultant's professional services under any of the following Federal General Provisions:

ATTACHMENT 1, FEDERAL GENERAL PROVISIONS

SECTION C. BREACH OF AGREEMENT
SECTION D. CERTIFICATION FOR LIMITATIONS ON LOBBYING ACTIVITIES
SECTION F. CONFLICTS OF INTEREST
SECTION G. DETERMINATION OF ALLOWABLE COSTS
SECTION H. DISADVANTAGED BUSINESS ENTERPRISE ASSURANCE
SECTION J. ERRORS AND OMISSIONS
SECTION K. HUMAN TRAFFICKING
SECTION S. SUSPENSION AND DEBARMENT

The consultant's responsibility to make prompt payment to subconsultants will be administered through these written procedures, as required by SECTION VI(C) – Consultant Payments and Retainage and the consultant agreement.

Contractual Remedy

Contractual remedy is provided when the above provisions are physically incorporated, or incorporated by reference, into an executed Agreement. Additionally, contractual remedy requires the physical incorporation of ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION T – TERMINATION OF AGREEMENT.

Legal Remedy

Legal remedy is provided by the physical incorporation of ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION E – COMPLIANCE WITH LAWS and enforcement of the Agreement as governed by the laws of the State of Wyoming.

Administrative Procedures, Sanctions, and Penalties

Town of Jackson concerns with consultant performance and/or adherence to Agreement Services will most often be resolved through the coordination and resolution efforts as outline in SECTION XIII – AGREEMENT ADMINISTRATION of this document. The authorized representative/ primary contact of the *Town of Jackson* should document all administrative issues and subsequent resolutions, from start to completion of the Agreement.

There may be an occurrence when a cooperative and acceptable resolution cannot be reached between the *Town of Jackson* and the Consultant. At those occurrences, the *Town of Jackson* will typically make the determination that the Consultant has failed to perform Agreement-required acceptable work, has failed to progress in the performance of Agreement Services, or has not and will not comply with General Provisions. When that determination concludes that the Agreement Services cannot be completed and the *Town of Jackson* will incur additional cost, lost opportunity, or additional time to obtain the same or equal Agreement deliverables, the threshold for a material breach of agreement has been reached and will invoke ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION C – BREACH OF AGREEMENT and the resultant remedies, including ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION T – TERMINATION OF AGREEMENT.

A *Town of Jackson* determination that the Consultant has failed to perform Agreement-required acceptable work, has failed to progress in the performance of Agreement Services, or has not and will not comply with General Provisions will need to be supported by the *Town of Jackson* documentation of monitoring activities as allowed by ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION N – MONITORING ACTIVITIES. Issues concerning the Consultant's billing of allowable costs should be evaluated in accordance with ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION B – AUDITING AND ACCOUNTING.

The threshold for a material breach of agreement requires that the Consultant has failed to perform Agreement Services and that the *Town of Jackson* has or will incur additional cost, lost opportunity, or additional time to obtain the same or equal Agreement deliverables. Both represent a high threshold to assure an acceptable outcome and, as a result, the *Town of Jackson* representative through monitoring activities must identify and document unresolved issues early in the Agreement, before either the Consultant or the *Town of Jackson* has incurred substantial cost or time. All unresolved issues should be promptly addressed, either reaching resolution, arriving at reasonable penalties/sanctions, or concluding breach of agreement with the resultant

remedies, including ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION T – TERMINATION OF AGREEMENT.

Penalties and/or sanctions typically available to the *Town of Jackson* would be structured as 1) compensatory damages, 2) specific performance, or 3) termination.

Damages, based on additional cost or time incurred by the *Town of Jackson*, could be quantified and pursued. Damages, based on lost opportunity incurred by the *Town of Jackson*, may be more difficult to quantify. Lost opportunity could include *Town of Jackson* delays in the delivery of supplemental work or successor agreements for work, or delay in the year of project construction and the related increased construction costs. Other lost opportunities may be identified and quantified.

Specific performance would require the Consultant to pursue Agreement Services, with adjustment to allowable costs. Specific performance would be used as a remedy, either prior to or for breach of agreement, if the work required by the Agreement required special expertise, is an emergency, or is only available from a single or restricted number of firms. In those cases, damages would not suffice to place the *Town of Jackson* in as good a position as it would have been had the breach not occurred.

Termination of the Agreement is presented in ATTACHMENT 1, FEDERAL GENERAL PROVISIONS, SECTION T – TERMINATION OF AGREEMENT. The *Town of Jackson* may terminate the Agreement, and either pursue restitution or not pursue restitution. Restitution, as a remedy, means that the *Town of Jackson* is put back in the position it was in prior to the breach; without restitution, the Agreement is terminated with both the Consultant and the *Town of Jackson* no longer under any Agreement obligation.

Signature

Date



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Public Works

PRESENTER: Brian Lenz, PE

MEETING DATE: July 1, 2019

SUBJECT: **P19-144:** ENCROACHMENT AGREEMENT WITH ROBERT AND SANDRA OWENS FOR THE PROPERTY LOCATED AT 785 SNOW KING DRIVE – Permanent Soil Nail Shoring

STATEMENT/PURPOSE

The purpose of this item is to present to the Town Council consideration of an Encroachment Agreement with property owner Robert and Sandra Owens to allow subsurface placement of approximately twenty-three permanent (23) "soil nails" (defined as steel bars encapsulated in grout), which will encroach into the subsurface of the easement approximately twenty (20) feet, all associated with the slope stabilization and the foundation of a home located at 785 Snow King Drive.

LOCATION

Robert and Sandra Owens are the owners of property described as 785 Snow King Drive as shown on the vicinity map below.



BACKGROUND AND ALTERNATIVES

Background

Snow King Estates was originally platted in 1965 and annexed into the Town of Jackson in 1975. Upon annexation, the existing 60' wide private roadway easement became a public roadway and utility easement which the Town took responsibility for snow plowing and maintenance of the road and utilities. Since there is no dedicated roadway, but rather a roadway easement, each property has a 30' roadway easement measured from the property line. Based on aerial photos, it appears that the majority of homes/structures on Snow King Drive are built outside of the roadway easement, but some are built up to it and even within it. Typically, any physical encroachment into a Town right-of-way requires an encroachment agreement and over recent years the Town has been more proactive about consistently requiring and obtaining them as required by Jackson Municipal Code 12.08.030 Agreement Required:

It is unlawful for any person to construct or maintain private building or building foundation improvements, including building projections and canopies and building-mounted signs, within the streets of the town without first having executed with the town an encroachment agreement setting forth the terms and conditions under which such improvements may remain in place.

As an example, in 2006, the Town required the owner of 815 Snow King Drive to obtain an encroachment agreement for use of the roadway easement. In addition, the owner of 795 Snow King Drive was required to obtain an encroachment agreement for a new garage in 2017. In 2018 the owner of 875 Snow King Drive was required to obtain an encroachment agreement for permanent soil nails integral to the foundation and stability of the slope.

The existing home at 785 Snow King Drive was built in 1966 and currently sits 27.5' back from the front (street) property line which means it encroaches 2.5' into the 30' roadway easement. Recently on April 18, 2018, the owner of 785 Snow King Drive was approved for a Variance (Planning Item P18-052) to allow the existing single-family home and new basement addition to be located 27.5' from the front property line. In May 2018 the Town Council approved an encroachment agreement (P18-124) for the existing structure and a new basement to encroach 2.5 feet into the Town's easement.

Request

The request essentially allowed subsurface placement of approximately twenty-three (23) permanent "soil nails" (defined as steel bars encapsulated in grout), which will encroach into the subsurface of the easement approximately twenty (20) feet, all associated with the slope stabilization and the foundation of a home located on the applicant's property. A new basement directly below the existing home and the variance included both existing and new improvements.

The proposed shoring nails are generally located 10 feet below the roadway surface and below our existing water and sewer utilities that were both reconstructed along this property in 2018 and should not interfere with the Town's operation and maintenance of the utilities. Further, the nails are located below the gas communication and power utilities as well.

COMPREHENSIVE PLAN ALIGNMENT

This project supports the Town Comprehensive Plan under **Common Value #1 – Ecosystem Stewardship, Section 2. Climate Sustainability through Energy Conservation**

- Principle 2.4- Increase Energy Efficiency in Buildings
 - o Policy 2.4.b: Renovate and Reuse Existing Buildings – *states that Where appropriate, the community should renovate, reuse, and repurpose existing buildings.*

STAKEHOLDER ANALYSIS

Stakeholders include the Town as owner of the roadway and utilities, the applicant renovating their home, and Town residents that use the roadway. The applicant proposing construction activities on their property has the greatest risk regarding the ability to utilize their property. The Town as owner of the roadway and utilities has a responsibility to maintain this infrastructure. These two stakeholders will mutually benefit from the information

contained in a recorded encroachment agreement regarding future use and maintenance of the roadway and utility infrastructure.

FISCAL IMPACT

None.

STAFF IMPACT

Town Planning, Legal, and Engineering staff coordinate to process and produce the encroachment agreement, 12-16 hours of staff time.

LEGAL REVIEW

Complete. Should Town Council approve the request the Town Attorney would prepare the Encroachment Agreement.

ATTACHMENTS

Applicant Submittal

RECOMMENDATION

Staff recommends approval of the Encroachment Agreement between the Town of Jackson and Robert and Sandra Owens to allow shoring nails to encroach into the Town Snow King Drive roadway and utility easement.

SUGGESTED MOTION

I move to authorize staff to prepare an Encroachment Agreement between the Town of Jackson and property owner Robert and Sandra Owens to allow subsurface placement of approximately twenty-three permanent (23) “soil nails” (defined as steel bars encapsulated in grout) which will encroach into the subsurface of the Town’s roadway and utility easement approximately twenty (20) feet, for slope stabilization and the foundation of a home located at 785 Snow King Drive.



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
- ☐ Housing Department

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

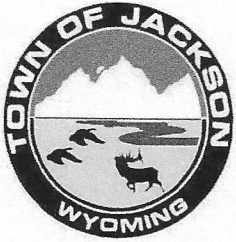
- ☐ Qwest
- ☐ Lower Valley Energy
- ☐ Bresnan Communications

Special Districts

- ☐ START
- ☐ Jackson Hole Fire/EMS
- ☐ Irrigation Company

Date: June 5, 2019	REQUESTS: The applicant is submitting a request for an Encroachment Agreement for the property located at 785 Snow King Drive, legally know as LOT 7, SNOW KING ESTATES. For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Item #: P19-144	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Fax: 734-3563 Email: tvalentine@jacksonwy.gov	
Owner: Bob Owens PO Box 1606 Wilson, WY 83014 Applicant: Joe Gawaldo PO Box 11574 Jackson, WY 83002	
Please respond by: June 26, 2019 (with Comments)	

RESPONSE: For Departments not using Trak-it, please send responses via email to:
tstolte@jacksonwy.gov



ENCROACHMENT AGREEMENT APPLICATION

Planning & Building Department Planning Division

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | fax: (307) 734-3563
Jackson, WY 83001 | www.townofjackson.com

OWNER OF PROPERTY:

Name: BOB OWENS Phone: 215 205 2582
Mailing Address: PO BOX 1606 WILSON ZIP: 83014
E-mail: RWOWENS8@GMAIL.COM

APPLICANT/AGENT:

Name: JOE GAWALDO Phone: 307 690 5315
Mailing Address: PO BOX 11574 ZIP: 83002
E-mail: JGAWALDO@HOTMAIL.COM

DESIGNATED PRIMARY CONTACT:

Owner _____ Applicant/Agent X

PROPERTY:

Physical Address of Property: 785 SNOW KING DRIVE
Lot, Subdivision: 7, SNOW KING ESTATES
PIDN: 22-41-16-34-4-04-010

Description of Public Right-of Way: ADD PERMANENT SOIL NAILS TO EXIST AGREEMENT P18-052

SUBMITTAL REQUIREMENTS. Three (3) hard copies and one (1) digital copy of the application package (this form, plus all applicable attachments) should be submitted to the Planning Department. 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.

Have you attached the following?

N/A **Application Fee.** Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See the currently adopted Fee Schedule in the Administrative Manual for more information.

10/29/15

X **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. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.

X **Narrative Description of the Request.** Provide a detailed narrative description explaining the use of the noted public right-of-way.

X **Exhibit.** Provide an exhibit (picture, drawings, maps, plans) of the use of the noted public right-of-way including dimensions of requested encroachment.

FORMAT:

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions.

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. 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 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 the Town of Jackson to enter upon the abovementioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Joseph Gawaldo
Signature of Owner or Authorized Applicant/Agent

6/3/19
Date

JOE GAWALDO
Name Printed

Agent
Title



PUBLIC RIGHT-OF-WAY PERMIT APPLICATION

INFORMATION TO BE PROVIDED BY APPLICANT – ALL BLANKS MUST BE FILLED IN AND
ALL REQUIRED ELEMENTS MUST BE SUBMITTED

Please note that Public Works will require 5 working days notice for all water and sewer taps. Please call Public Works at 307-733-3079 to schedule this.

PROJECT:

Address: 785 SNOW KING DRIVE

Legal Description (Lot No., Block, and Tract): LOT 7 SNOW KING ESTATES

Purpose/Description of Work (Provide Site Plan of proposed work in right-of-way): _____

Date Encroachment to Commence: _____

APPLICANT/CONTRACTOR INFORMATION:

Property Owner: ROBERT & SANDRE OWENS Phone: 215.205.2582

Mailing Address: PO BOX 1606 WILSON WY. 83014

Contractor: ROBERT OWENS (OWNER) Phone: 215.205.2582

Mailing Address: PO BOX 1606 WILSON WY. 83014

Signature of Owner or Authorized Representative (Letter of Authorization Attached):

Joseph Gawaldo

In order to be considered complete the following elements must be supplied with this application:

- _____ Name and Address of Applicant and Contractor and Letter of Authorization (if acting as Authorized Representative)
- _____ Nature, location, and purpose of encroachment
- _____ Date of commencement and anticipated completion
- _____ Completed Sketch/Plans showing extent of encroachment work including limits of sawcuts
- _____ Traffic Control Plan
- _____ Location of Construction Fencing
- _____ Material proposed to be used as bedding and backfill (if needed) – See TOJ Specifications for various bedding applications
- _____ Proposed method of compaction and compaction testing (if necessary)

Bob Owens was granted an encroachment agreement a little over a year ago for front of the structure sitting in the ROW. See the attached file just for reference and your records.

Since the first encroachment agreement was reviewed and approved, and upon further advancement of the remodel design, it was necessary to permanently stabilize the proposed basement cut wall. The cut wall is directly beneath the south wall of the existing house and garage. The final design includes permanent soil nails that encroach into the Town's Snow King Drive right-of-way. Refer to the shoring wall drawings from SCG and the grading plan from Inside Out Landscape Architecture for reference to the proposed work and the extent of the encroachment. The soil nails will encroach into Snow King Drive right-of-way, but will be set beneath existing utilities, therefore no conflict expected.

I have attached the civil drawings (11x17 format). I have also included the public right of way permit app that we filled out after the first TOJ review. Use for reference if necessary. Please advise

Thanks
Joe Gawaldo
307.690.5315

LETTER OF AUTHORIZATION

Robert W. Owens, "Owner" whose address is: 785 Snow King Drive, Jackson WY.
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

_____, as the owner of property
more specifically legally described as: _____

(If too lengthy, attach description)

HEREBY AUTHORIZES Joe Gawaldo as
agent to represent and act for Owner in making application for and receiving and accepting
on Owners behalf, any permits or other action by the Town of Jackson, or the Town of
Jackson Planning, Building, Engineering and/or Environmental Health Departments
relating to the modification, development, planning or replatting, improvement, use or
occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed
conclusively to be fully aware of and to have authorized and/or made any and all
representations or promises contained in said application or any Owner information in
support thereof, and shall be deemed to be aware of and to have authorized any subsequent
revisions, corrections or modifications to such materials. Owner acknowledges and agrees
that Owner shall be bound and shall abide by the written terms or conditions of issuance of
any such named representative, whether actually delivered to Owner or not. Owner agrees
that no modification, development, platting or replatting, improvement, occupancy or use of
any structure or land involved in the application shall take place until approved by the
appropriate official of the Town of Jackson, in accordance with applicable codes and
regulations. Owner agrees to pay any fines and be liable for any other penalties arising out
of the failure to comply with the terms of any permit or arising out of any violation of the
applicable laws, codes or regulations applicable to the action sought to be permitted by the
application authorized herein.

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing
on behalf of a corporation, partnership, limited liability company or other entity, the
undersigned swears that this authorization is given with the appropriate approval of such
entity, if required.

OWNER:

[Signature]

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title:

OWNER (OWNER)

(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or
other non-individual Owner)

STATE OF Wyoming

)
)SS.

COUNTY OF Teton

)

The foregoing instrument was acknowledged before me by Robert Williams this 22 day of
March, 2019.

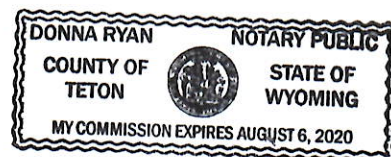
WITNESS my hand and official seal.

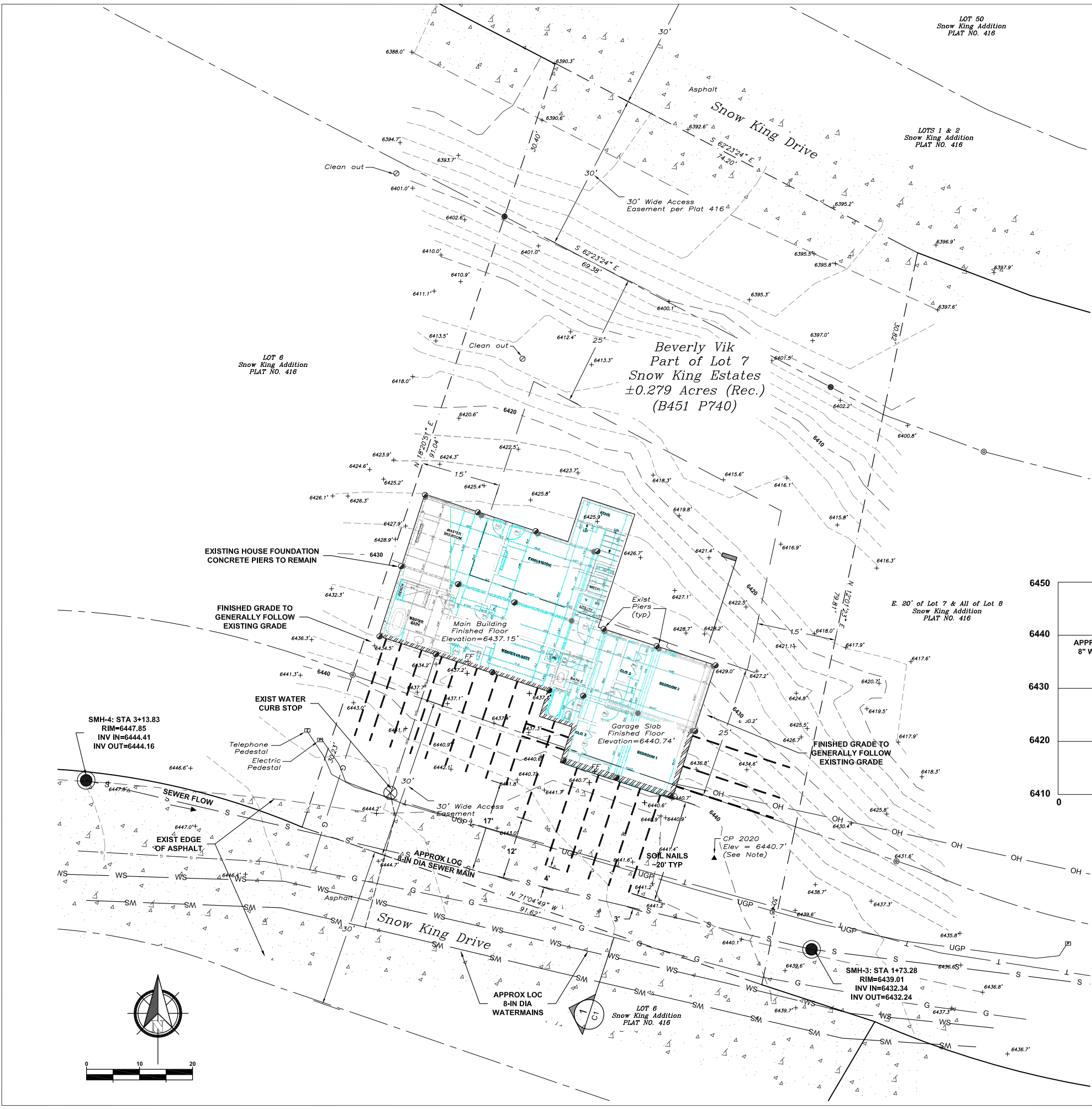
Donna Ryan

(Seal)

(Notary Public)

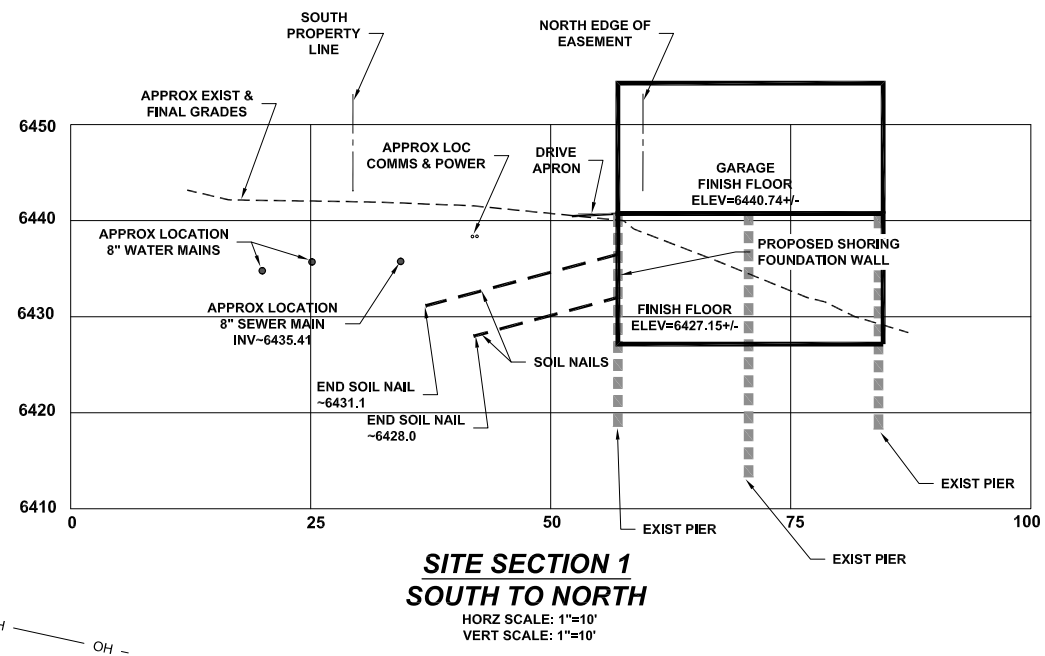
My commission expires: August 6, 2020



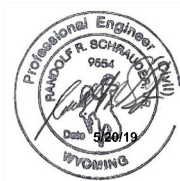


- GENERAL NOTES:** (TETON COUNTY PARCEL: 22-41-16-34-4-04-010)
- PROPERTY OWNER: OWENS, ROBERT W. & SANDRA A.
PO BOX 1606
WILSON, WY 83014
 - PROPERTY ADDRESS: 785 SNOW KING DRIVE; LOT 7 SNOW KING ESTATES
 - EXISTING CONDITIONS SURVEY PROVIDED BY Y2 CONSULTANTS, JANUARY 2018, USING NAVD88.
 - WATER, SEWER AND OTHER EXISTING UNDERGROUND UTILITIES PROVIDED BY RENDEZVOUS ENGINEERING FROM TOJ #18-10. THE DATUM USED FOR THE SEWER AND WATER PROJECT HAVE BEEN ADJUSTED FROM NAVD1929 TO MATCH NAVD88.
 - PROPOSED ARCHITECTURAL PLANS PROVIDED BY DESIGN CORP. LOWER LEVEL FLOOR PLAN SHOWN ON THIS DRAWING.
 - PROPOSED "FOR CONSTRUCTION" STRUCTURAL PLANS PROVIDED BY EDELWEISS CONSULTING, LLC
 - REFER TO FINAL SITE CONDITIONS AND GRADING PLANS BY INSIDE OUT LANDSCAPE ARCHITECTURE.
 - EXISTING WATER SERVICE MUST BE PRESSURE TESTED FROM RE-SET METER TO CURB STOP PRIOR TO RE-USE.
 - SEWER SERVICE MUST HAVE VIDEO EVIDENCE, FROM HOUSE TO MAIN THAT, THAT IT HAS NOT BEEN DAMAGED BY PROPOSED WORK PRIOR TO RE-USE.

- SHORING WALL & EXCAVATION NOTES**
- THE SCOPE OF WORK OUTLINED BY THESE SHORING WALL DESIGN CRITERIA AND NOTES INCLUDE THE INSTALLATION OF PERMANENT EARTH SHORING SYSTEM AS DETAILED IN THESE DRAWINGS. REFER TO GEOTECHNICAL ENGINEERING REPORT BY SUMMIT CONSULTING GROUP (SCG), MARCH 6, 2019. CONTRACTOR SHALL KEEP A COPY OF REPORT ON SITE.
 - PER SECTION 4.2.8, NO PERMANENT IRRIGATION SYSTEM SHALL BE INSTALLED AT THE SITE.
 - NO NOT PLACE FOUNDATIONS WITHOUT SITE OBSERVATIONS AND ADDITIONAL INSTRUCTIONS FROM SCG.
 - EXCAVATIONS MUST FOLLOW THE SEQUENCING AND SHORING SCHEDULES AS DEFINED WITHIN THE GEOTECH REPORT AND ON THE FOLLOWING CONSTRUCTION DRAWINGS.
 - SCG SHOULD BE ON SITE TO PROVIDE SUPERVISION DURING FOUNDATION EXCAVATION TO OBSERVE THE BOTTOM OF FOOTING CONDITIONS.
 - THE SHORING WALL AND SLOPE STABILITY ANALYSES PROVIDED FOR THIS PROPERTY ARE NOT AN EXHAUSTIVE GLOBAL LANDSLIDE ASSESSMENT OF THE UPPER SNOW KING ESTATES AREA AND SHOULD NOT BE USED IN-LIEU OF SUCH AN ASSESSMENT.
 - SCG SHOULD BE RETAINED TO INSPECT AND APPROVE THE OVER-EXCAVATION LIMITS AND SUBGRADE PRIOR TO PLACEMENT OF STRUCTURAL FILL OR FOUNDATION ELEMENTS.
 - IF MICROPILES ARE USED WITHIN THE FOUNDATION SUPPORT SYSTEM, THOUGH NOT ANTICIPATED, THE DESIGN MUST BE SUBMITTED FOR BUILDING DEPARTMENT APPROVAL
 - REFER TO SHEET C2 FOR SHORING, SHOTCRETE AND SOIL NAIL DETAILS.
 - EXCAVATION MUST BE PERFORMED IN STAGED VERTICAL LIFTS NOT TO EXCEED 4-FT
 - TEMPORARY BERMS OR SHORTER LIFTS MAY BE NECESSARY IF SIGNS OF INSTABILITY ARE NOTICED.
 - UNSHORED EXCAVATIONS MUST COMPLY WITH OSHA STANDARDS. THE MAXIMUM 1.5H:1V BACKSLOPE BEHIND THE SOIL NAIL WALL MAY BE COVERED WITH SHOTCRETE VENEER IF RAVELING OCCURS.
 - SURFACE WATER MUST BE DIRECTED AWAY FROM THE EXCAVATION
 - CONSTRUCTION SURCHARGE LOAD OF 150-PSF MAX MAY BE LOCATED ON SNOW KING DRIVE ONLY.



- LEGEND**
- UNDERGROUND ELEC
 - UNDERGROUND COMMS
 - WATER LINE
 - SANITARY SEWER LINE
 - PROPOSED SOIL NAILS
- PROPOSED SHOTCRETE SHORING & BUILDING FOUNDATION WALL



Summit Consulting Group

SCG

Civil + Geotechnical Engineering,
Geology, Groundwater,
and Construction Administration

P.O. Box 6482 • 2100 Wilson Road
Jackson, WY 83002 • Jackson, WY 83001
www.scgengineering.com • 307.413.4399

PROJECT TITLE:
785 SNOW KING DRIVE
LOT 7 SNOW KING
ESTATES
JACKSON, WY

DRAWING TITLE:
OVERALL PROJECT
PROPOSED SHORING
WALL PLAN

REV.	DATE:	BY:	DESCRIPTION:
A	5/20/19	RS	FOR TOJ PERMITTING

CHECKED BY: RS
PROJECT NO. 209-18-1

SCALE:
1"=10'
(24"x36" SHEET)

SHEET NO.
C1



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: JUNE 26, 2019
MEETING DATE: JULY 1, 2019

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: BRENDAN CONBOY

SUBJECT: **ITEM P18-365:** REQUEST FOR APPROVAL OF A CONDITIONAL USE PERMIT FOR A SURFACE PARKING LOT CONTAINING 24 SPACES AT 630 EAST BROADWAY FOR THE TETON COUNTY HOSPITAL DISTRICT.

APPLICANT: CTA ARCHITECTS / BRETT BENNETT

OWNER: TETON COUNTY HOSPITAL DISTRICT

REQUESTED ACTION

The applicants, CTA Architects and the Teton County Hospital District, are requesting approval of a Conditional Use Permit (CUP) at 630 East Broadway for a surface parking lot containing 24 spaces.

SUGGESTED MOTION

I move to **continue** this item to the next Town Council meeting scheduled for July 15, 2019.



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: JUNE 14, 2019
MEETING DATE: JUNE 19, 2019

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: PAUL ANTHONY

SUBJECT: **ITEM P19-097, P19-098, & P19-099:** SKETCH PLAN AND ADMINISTRATIVE ADJUSTMENT TO DEVELOP 29-UNIT CONDOMINIUM BUILDING AT 165 AND 185 NORTH GLENWOOD STREET

APPLICANT: ROSEVILLE VENTURES II, LLC

STATEMENT/PURPOSE

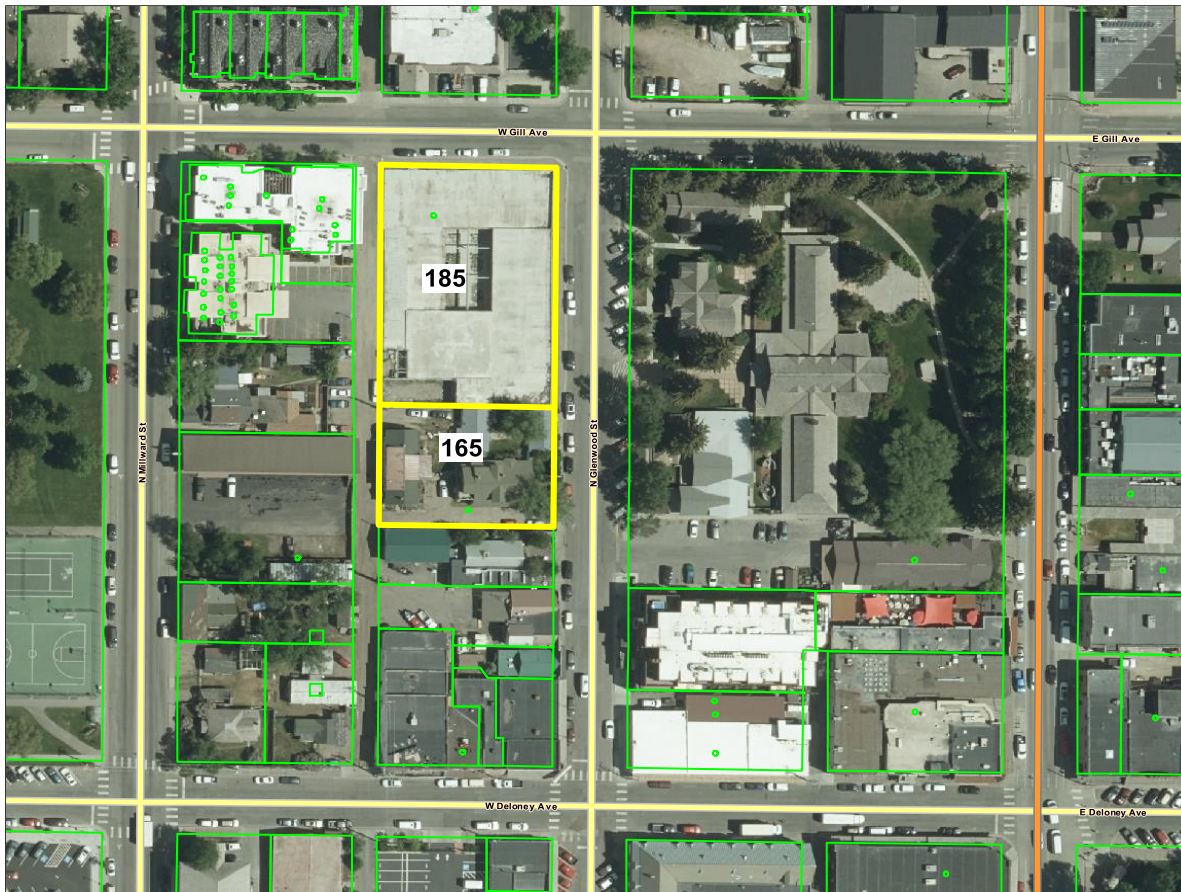
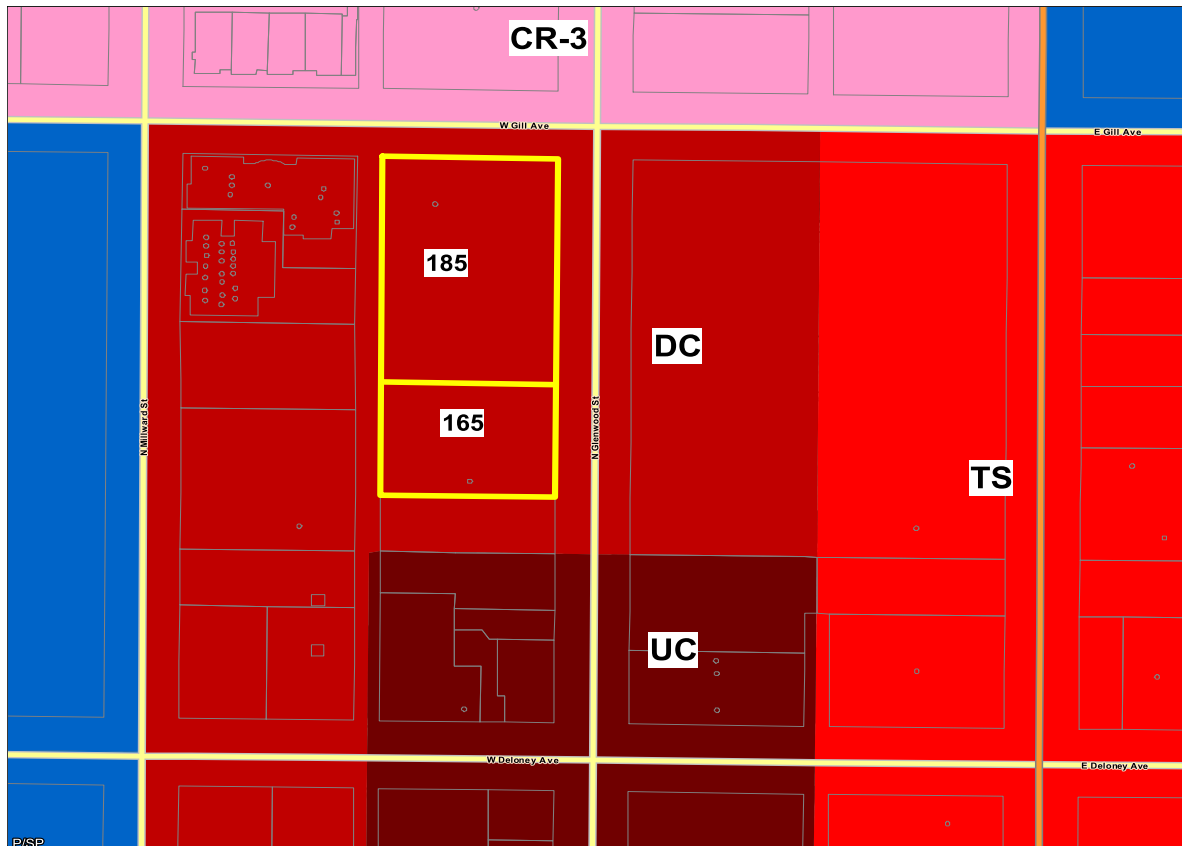
The applicant is requesting approval of a Sketch Plan and Administrative Adjustment for a 29-unit condominium building of residential and short-term rental units for the properties located at 165 and 185 North Glenwood Street.

APPLICABLE REGULATIONS

Section 8.3.1 Sketch Plan
Section 8.8.1 Administrative Adjustment

LOCATION

The properties are located at 165 and 185 North Glenwood Street, legally known as Lots 1 – 6, BLK. 6, JACKSON. An aerial photo and zoning map are shown below:



BACKGROUND/ALTERNATIVES

The applicant's .96-acre property extends more than half a block and includes 185 North Glenwood (4 lots) and 165 North Glenwood (2 lots). It includes the corner with West Gill Avenue and is adjacent to the alley extending from W. Gill Avenue. It is zoned Downtown Commercial (DC) and located in the Lodging Overlay (LO). The St. Johns Church property is located across the street to the east.

The larger 185 N. Glenwood site currently contains a covered underground parking garage. This structure is the only development on the site and is a remnant from the previous McCabe Corner housing project that was approved in 2007 but never completed. The applicant bought the property in 2012 and soon thereafter covered the then partially complete underground parking garage that was known as the "hole in the ground." The existing garage footprint is located approximately 10' from the curbs on N. Glenwood and W. Gill. The two lots on the 165 N. Glenwood site were acquired by the applicant in 2016 and currently contain a mix of residential and commercial uses in four older structures. The applicant has applied for a demolition permit for all four structures.

PROJECT DESCRIPTION

General Overview

Request #1: Sketch Plan for 29-unit condominiums: The applicant is requesting approval of a Sketch Plan for a 29-unit condominium project in two buildings that will be connected with underground parking (48 spaces, or 62 spaces including tandem spaces). The project will include 15 short-term rental units (which also are allowed long-term residential use), 9 market residential units, and 5 deed-restricted workforce housing units in a total of approximately 89,000 sf of habitable floor area (with about 79,000 sf of that being above ground). The applicant has provided a diagram showing the location and number of each type of unit within the development. The project includes a central courtyard that is accessed from both Glenwood Street and Gill Avenue and provides private open space. All vehicular access and parking will be from the alley that is proposed to be paved by the applicant from the parking entrance north to the intersection with Gill Avenue. Each unit is designed as a 3-story, townhouse that will have a private entrance (no common hallways) from both the underground parking structure and the adjacent street or courtyard.

Request #2: Administrative Adjustment to reduce the Pedestrian Frontage: The applicant is also requesting approval of an Administrative Adjustment to reduce the required Pedestrian frontage from 13'6" to 13'1" on the Glenwood Frontage and to 10'1" on the Gill frontage. The stated justification for the request stems from the fact that the existing garage/building foundation on 185 N. Glenwood is only 10' from the curb and that moving the entire structure back even a few feet to meet the full 13'6' pedestrian width would be unreasonably difficult and expensive. Instead, the applicant is proposing to move the curb 2'8" – 3' to the east (i.e., into the street) on the N. Glenwood frontage. The same Administrative Adjustment is requested for the new building on 165 N. Glenwood because the applicant wants to keep both buildings located in the same plane, rather than setting the 165 N. Glenwood building approximately 5" behind the 185 N. Glenwood building.

Phasing: The applicant's intent is to build the project in two phases. The first phase would start soon after approval, and the second phase would likely commence before Phase 1 was complete but final timing has not been determined. The two phases are summarized below:

Phase 1 (185 Glenwood):

- 20 Units

Above Grade

- 9 Short-term Rental units (base FAR) (25,547 sf)
- 4 free market residential units (base FAR) (9,953 sf)
- 4 free-market residential units (2:1 Bonus) (11,641 sf)
- 3 Workforce Ownership units (2:1 Bonus) (6,451 sf)

Phase 2 (165 Glenwood)

- 9 Units
 - 6 Short-term Rental units (base FAR) (18,035 sf)
 - 0 free market residential units (base FAR) (0.0 sf)
 - 1 free-market residential unit (2:1 Bonus) (3,061 sf)
 - 2 Workforce ownership units (2:1 Bonus) (4,227 sf)

TOTAL:

- Above Grade: 78,915 sf
- All Habitable (includes basements): 89,049 sf

Affordable Housing Credit and Requirement: The applicant calculates that the two properties have a combined housing credit under Sec. 6.3.2.A.1 in the LDRs of 11.62 units. This is based on the historical uses (since December 18, 1995) of Office and Light Industrial uses (former Jackson Hole News and Guide on 185 N. Glenwood), and Retail and Outfitter/Tour Operator uses on 165 N. Glenwood (various retail stores and JH Mountain Guides). The applicant has provided an independent calculation, as required by the LDRs, to determine the housing mitigation credit for the previous Outfitter/Tour Operator use. In summary, the only proposed development that requires housing mitigation are the 15 Short-Term Rentals (which are mitigated at the higher Short-term Rental rate rather than the lower long-term residential rate) and 4 market long-term residential condominiums because the remainder of the units are exempt from mitigation under the Workforce Housing Bonus FAR in Sec. 7.8.4 (see next paragraph). According to the applicant, the non-exempt units generate an affordable housing mitigation requirement of 10.221 units. Thus, their credit of 11.611 units would exceed their affordable housing requirement and so no affordable housing mitigation is proposed for the project.

Workforce Housing Floor Area Bonus: The project is also using the Workforce Housing Floor Area Bonus in Sec. 7.8.4 to allow additional floor area for market and deed-restricted housing (please see the Staff Analysis section for explanation of how the “2:1” FAR bonus works). Using the 2:1 FAR bonus, the applicant is proposing 5 market bonus units (16,608 sf) and 5 Workforce deed-restricted units (11,714 sf), including basements.

STAFF ANALYSIS

Sketch Plan Review

The Sketch Plan is a written and graphic representation of a development concept. The purpose of the Sketch Plan is to represent a proposed development at a preliminary, conceptual level of detail in order to determine general compliance with the Jackson-Teton County Comprehensive Plan and these LDRs. It is through the Sketch Plan process that the Town has the opportunity to identify development-related issues that must be addressed in greater detail during the final Development Plan process. This project requires Sketch Plan because the project’s 53,535 sf of qualifying floor area exceeds the 19,500 sf threshold for a Sketch Plan in the DC Zone. Staff finds that the Sketch Plan is the appropriate process for reviewing the proposed development.

Conformance with the Comprehensive Plan

This site is located Character District 2: Town Commercial Core and Subarea 2.3: Downtown. This is a *Transitional* area intended for redevelopment with a mixture of 2 to 3-story commercial and residential buildings, a high level of pedestrian and transit connection, high-quality public spaces, and a high concentration of tourist-related accommodations and services. Parking should be hidden or underground and buildings should create an attractive street wall to encourage pedestrian activity. Other than street trees, landscaping and green areas are minimal and largely provided on a voluntary basis. Staff finds that the project is consistent with these goals but please see the section on Findings for Sketch Plans for staff's more detailed analysis on the project's conformance with the Comprehensive Plan.

Conformance with Other Applicable Regulations

Staff finds that the applicant complies with the dimensional standards in the DC zone as shown in the table below and discussed further in this section.

	DC	Proposed	Complies?
FAR	1.3 base max (54,363 sf) + 2:1 Workforce Bonus: Determined by proposal	1.29 base (53,535) + 2:1 Workforce Bonus: (28,322 sf (including basements)	Yes
LSR	n/a	n/a	Yes
Plant Units	n/a	n/a (10 street trees provided)	Yes
Minimum Lot Size	n/a for condo/townhome	n/a for condo/townhome	Yes
Height	42' (< 5:12 roof pitch) 46' (≥ 5:12 roof pitch)	38' – 42' (< 5:12 roof pitch)	Yes
Density	n/a	30 units per acre	Yes
Parking	1.5 space per unit = 43.5	48 spaces (62 including tandem)	Yes
Primary Street Setback	0' – 5'	3'	Yes
Secondary Street Setback	0' – 5'	3'	Yes
Side Interior Setback	0' or 5'	5'	Yes
Rear Setback	0' or 5'	5'	Yes
Street Façade Width	80% of primary and secondary street	94% for primary and 87% for secondary	Yes
3rd Story Stepback	10' with 60% encroachment allowed	10' and 59% encroachment	Yes
Pedestrian Frontage	13'6" with Trees in Grate	13'1" (Glenwood) and 10'1" (Gill) both Trees in Grate	Yes (if Admin. Adjust. Approved)

Landscaping

There is no landscaping requirement for this project because the DC zone has no LSR requirement. However, the applicant has provided a preliminary landscaping plan that shows a variety of planter boxes along the front facades and at the entrance of each unit. These plantings not only help to break up the mass of the buildings but they add greenery to the public view while helping to define the public and private realms along the sidewalk. Additional planters are proposed within the private courtyard, and while these planters will not impact the public view, they will create a more inviting semi-private area where residents of the project can enjoy the outside and visit with each other. The project also proposes 9 new street trees (Ash and American Elm) as part of their “Trees in Grate” pedestrian frontage requirement. These trees will provide shade and screening of the project and help to create an attractive sidewalk experience for all users.

Historical and Cultural Resources

There are no existing historical structures or resources on the 185 N. Glenwood site. At this time, the site is entirely developed with an underground parking structure.

The 165 N. Glenwood site currently has four structures. None of these structures are listed on the National register of Historic Places or are designated as a local historic resource (i.e., has a local plaque) by the Teton County Historic Preservation Board’s (TCHPB). It should be noted, however, that all four structures are more than 50 years old and so could be eligible for local designation if the TCHPB finds that one or more of the structures has historical significance.

As stated previously, the applicant has submitted a demolition permit for all four structures on 165 N. Glenwood. As with all demolition permits, the TCHPB has an initial 21-day permit review period in which it has the authority to a request from the Council a 90-day stay from demolition on any structure that is over 50 years old or that it deems to have historical or architectural significance. In this case, the TCHPB found that the two larger structures on the site, called Nurses Quarters A and Nurses Quarters B, have historical significance as part of the history St. John’s Hospital and Church and asked the Council for a 90-day stay. On June 3, 2019, the Council approved a 90-day stay from demolition of both structures.

Site Design

The proposed site plan is consistent with the goals of the DC zone by creating a strong street wall, providing multiple unit entrances, an ample and landscaped sidewalk, an internal pedestrian courtyard that provides private open space, and an underground parking lot that hides all parking from public view. Breaking up the project into two condominium buildings helps to break up the mass of the project. New sidewalks will be installed on both Glenwood Street and Gill Avenue that will significantly improve pedestrian safety and function along the frontage of this project. Street trees and planter boxes will further improve the street experience for residents and visitors alike.

The applicant proposes to pave the alley from Gill Avenue to the parking garage entrance. Paving alleys to accommodate large, new developments that will significantly increase traffic on alleys has become common in recent years. Consistent with this practice, staff has added a condition of approval that the entire alley bordering the project be paved, not just the portion proposed by the applicant. This condition will require an additional 100’ of paved alley.

Building Design

Both buildings are 3-stories with a flat roof design and are a maximum of 42' in height, including the handrails for the rooftop decks. Each unit has a private entrance from either the street or the courtyard and range in size from 1,932 sf to 4,154 sf in mostly 3-br units but with a few 2-br and 4-br units as well. The design uses a 3rd-story setback and other additive and subtractive elements to vary the façade and roof lines to create interest and shadow lines. The exterior materials are primarily weathered steel, concrete, charred wood, and wood and steel accents.

The rooftop decks will be accessed by a stair tower that will project approximately 10' above the rooftops. According to Section 9.4.9.C.1, structures used exclusively for elevator or stairway access to a roof may exceed the maximum height by up to 10' if the stair tower is not visible from a contiguous street and does not occupy more than 20% of the roof area. The applicant has provided a "sky plane" analysis that demonstrates that the stair towers would not be visible to a 6'-tall person walking on the sidewalk across the streets on Glenwood or Gill. The one exception to this would be that some of the stair towers would be visible when viewed directly from the alley entrance along Gill Avenue, but this does not violate the requirements of the LDRs.

Design Review Committee (DRC) Review

The applicant's Sketch Plan design was approved by the Design Review Committee (DRC) on May 8, 2019 without any conditions of approval. The DRC also reviewed the project on two previous occasions (Nov. 2018, and Feb 2019) as part of a voluntary review process requested by the applicant. Final DRC review of the project will be provided as part of the Development Plan process.

In the course of its review, the DRC became increasingly supportive of the project's site and building design. The primary comments raised by the DRC and addressed satisfactorily up to this point by the applicant include the following:

- **Massing:** There were initial concerns that the Glenwood frontage was very large and the massing needed to be broken up more. There was support also to consider some material modifications and perhaps put less emphasis on verticality with more emphasis on some of the horizontal elements. There also might be opportunities to emphasize the entrances more (e.g., stairs, recessed doors, etc.) to make the building rhythm more interesting. The applicant responded by significantly recessing the front entrance doors and adding stairs, locating planters in front of the 1st-story windows, and increasing the amount of articulation in the front façade.
- **Courtyard:** The internal courtyard is an opportunity to create an interesting mix of shared private space but how to arrange/divide this space is a difficult question. There was some concern that the approx. 30' width between the tall buildings on both sides could feel cavernous and dark. Elevation changes, using stairs or terraces, could help break up and organize the space. Also, because the courtyard will serve as the front entrance for many of the units, this area needs to be well developed and welcoming. Green space may be hard to fit other than in raised planter beds. Most felt that the area should not be restricted with entrance gates but that it would feel private naturally because most members of public will not mistake this area for a public area.
- **Materials:** Cheaper metal panels should be avoided (keep Core 10), especially for the first level close to the public. There was some concern that the charred wood might not weather well over time. But replacing the wood with another metal product was not supported because it would result in potentially too much metal.
- **Windows on 1st Floor:** There was concern that the large windows on the first floor might be excessive and would reduce the privacy of the residents and lead them to block or shade windows all the time. Smaller windows that were raised above the ground level could help to create a more

residential look and function. Perhaps planters or some other interest could be added to provide privacy. While the 1st story windows stayed largely the same size, the applicant added raised planters to partially block views into the units that will increase privacy.

The DRC acknowledged that this project is only at Sketch Plan and so not fully designed. Nevertheless, they were complementary of the evolution of the project and the applicant's willingness to make changes to address the concerns of the DRC.

Vehicular Access/ Circulation/Traffic

Vehicular access to the project will be provided by the existing north-south alley on the west side of the site that leads to the underground parking garage that serves the entire project. Additional overflow or guest parking will be provided by on-street parking as is typical in the downtown area.

While the LDRs do not require a traffic impact analysis for this project (or any project unless it is associated with a Conditional Use or is located on a State Highway), the applicant has provided a traffic analysis submitted previously for the Club Lespri (White Buffalo Club site) and McCabe Corner mixed-use developments located on Gill Avenue between Glenwood and Millward Streets. The McCabe Corner development consisted of 33 condominiums (70% short-term rental / 30% long term residential) and was proposed on the same four lots as Phase 1 of the applicant's project. The background traffic counts for this analysis were conducted mostly in 2002. The study estimated that the McCabe Corner project would produce 153 Average Daily Trips (ADT) but then reduced this number to 122 ADT based on the downtown location of the development that would allow residents to walk, bike, or take transit to many of the jobs, entertainment, and services close to the development. The analysis concluded that this level of ADT (including an additional 267 ADT from the Club Lespri development) would add minor additional delays to the Gill intersection but that these delays "should not significantly reduce levels of service and therefore should not warrant any traffic mediation efforts."

Due to the fact that the McCabe Corner and proposed projects are not identical, that the background traffic volumes have changed, and that recent development in the surrounding neighborhood has significantly changed, staff is not comfortable using the analysis to make any hard conclusions or recommendations. Even so, it should be noted that the proposed 29 units (15 short-term rental and 14 long-term residential) would generate far fewer ADT than the combined projects analyzed in the submitted traffic analysis, so significant impacts are not likely or expected. And, again, given that no traffic analysis is required or was requested by Planning staff, staff does not believe that an updated traffic impact is necessary in the first place. The general rule is that by-right development located within downtown's street grid can be accommodated by the existing street network.

Affordable/Employee/Workforce Housing

Sec. 6.3.2.A.1 in the LDRs allows properties to get an affordable housing "credit" for any uses on the site established from December 19, 1995 to the present. Essentially, whichever uses generate the highest mitigation requirement during this period create a credit of equal value that can be used to offset the housing requirement of new development or redevelopment on the same site.

The below table provides a summary of the affordable housing mitigation plan. Additional detail is provided after the table.

Affordable Housing Mitigation Summary

Mitigation Requirement (Base 1.3 FAR)	Mitigation Requirement (2:1 Workforce FAR Bonus)
<i>Proposed: 53,535 sf</i> Requirement: 10.22 deed-restricted units Credit for existing/historical uses: - Office (JH News and Guide office) = 3.91 units - Light Industry (JH News and Guide press) = 1.51 units - Retail (various businesses) = 0.627 units - Outfitter/Tour Operator (JH Mountain Guides) = 5.56 units (see independent calculation) Total Credits = 11.61 units (see below for explanation) Complies: 1.39 units of credit remaining	<i>Proposed: 28,322 sf (not including basements)</i> 14,702 sf of market housing (5 units) 10,678 sf of Workforce housing (5 units) Requirement @ 2:1 = 18,881 sf (market) : 9,441 sf (Workforce) Complies: Applicant proposes 1,237 sf of Workforce housing in excess of requirement

Affordable Housing Requirement (Base 1.3 FAR)

The applicant has provided a housing calculation worksheet that shows a housing credit of 11.611 units. This credit is derived from four previous uses on both properties: 1) Office (JH News and Guide office); 2) Light Industry (JH News and Guide press); 3) Retail (various businesses); and 4) Outfitter/Tour Operator (JH Mountain Guides). The proposed project, which includes 15 Short-Term Rentals and 4 market long-term residential condominiums built using the 1.3 base FAR, generates an affordable housing mitigation requirement of 10.221 units. Thus, their credit of 11.611 units is more than enough to meet their affordable housing requirement and so no affordable housing mitigation is required for the project.

Workforce Housing FAR Bonus (2:1 Bonus)

In addition to the base FAR, applicants in the DC zone have the option to increase residential development potential by using the Workforce Housing FAR Bonus in Section 7.8.4. In summary, this bonus allows developers to add 2 sf of market residential floor area to a project for every 1 sf of deed-restricted workforce housing they provide. The deed-restriction required for this option is a Workforce ownership or rental restriction that has no income limits or initial sales price caps (see below summary for major terms of this deed restriction). Sometimes called the “fill the box” or “2:1” option, this tool typically applies after the base floor area (FAR) has been used up, including any required mitigated housing. Any bonus floor area allowed by the bonus tool must comply with all regular zoning requirements for setbacks, height, parking, etc. — i.e., all bonus floor area must fit in the “box” defined by the zone’s dimensional standards without the need for variances or administrative adjustments. Bonus market floor area can be used only for residential units (i.e., no commercial uses, such as short-term rentals, are allowed). The purpose of the 2:1 tool is to encourage the market to build deed-restricted workforce housing in desired locations without any taxpayer subsidy.

Using the Workforce bonus, the project proposes a total of 5 market residential units (14,702 sf) and 5 deed restricted units (10,678) – not including basements. This ratio of 14,702:10,678 exceeds the required 2:1

bonus requirement so staff finds that the projects meets the Workforce Housing Bonus ratio requirements. All workforce units will be required to meet the Housing Department's livability standards (e.g., storage, outdoor space, etc.). Considering the proposed workforce units are quite large (1,932 sf - 2,943 sf), staff anticipates few issues meeting the livability standards.

The applicant will be required to record a Workforce Ownership deed restriction prior to Certificate of Occupancy for the units. Below is a summary of the primary terms of the Workforce Ownership deed restriction:

- *Initial sales price:* Set by owner with no restrictions
- *Subsequent sales price:* Limited to 2.5% annual appreciation
- *Income restriction:* None
- *Ownership of real estate:* Not within 150 miles of Teton County
- *Employment:* Average of 30 hrs/wk and 75% of income from local business
- *Occupancy requirement:* 10 month / year minimum

Development Exactions

The proposed project includes 29 condominium units. Each unit, therefore, will generate demand for schools and parks that must be mitigated according to Division 7.5: Development Exactions Standards. The applicant has provided initial exaction requirements of \$78,300 for parks and \$43,500 for schools. The final school and park exactions will be calculated as part of the Development Plan approval and will be due at the time of subdivision plat approval.

ADMINISTRATIVE ADJUSTMENT FOR PEDESTRIAN FRONTAGE

Section 2.2.1.C (final paragraph) in the LDRs allows the Planning Director to establish a lesser pedestrian frontage pursuant to the Administrative Adjustment procedure in Section 8.8.1. Rather than setting an objective standard to limit the extent of the modification, such as the 20% limit applied to many of the standards subject to an Administrative Adjustment, the LDRs state the pedestrian frontage can be modified by the Planning Director to be more consistent with existing sidewalks and/or the desired pedestrian frontages in the Community Streets Plan.

The applicant's request is to reduce the required "Trees in Grate" pedestrian frontage from 13'6" to 13'1" on the Glenwood frontage and to 10'1" on the Gill frontage. This request includes the related request to move the existing west curb on N. Glenwood Street 2'8" – 3' to the east (i.e., narrow the road) to create additional room for the sidewalk. The intent behind moving the curb is to compensate for the fact that the existing foundation of the parking garage on 185 N. Glenwood is located approximately 10' from the existing curbs on Glenwood and Gill. The applicant is also seeking the same Administrative Adjustment for the proposed new development on 165 N. Glenwood because the applicant would like both buildings to be lined up in the same location/plane.

Staff agrees with the applicant's contention that it would be impractical and unreasonably expensive to require the applicant to move the entire existing foundation back 3' to meet the pedestrian frontage. We also agree that moving the curb east is a good idea because it will create a larger sidewalk (see next paragraph for more on this issue) and reduce the extent of the Administrative Adjustment. While it could be argued that the new structure on 165 N. Glenwood should not be given the same flexibility because it has no existing parking structure, the applicant's desire to line up both building facades evenly is reasonable and aesthetically beneficial.

The Town Engineer has reviewed the request to move the curb and has given it his conditional support, provided that the proposed relocation does not impact the existing angled parking or travel lanes and that the stormwater inlet at the corner be relocated if necessary. In short, the goal is to keep enough space curb-to-curb to safely accommodate parallel parking (west side), two 11'-wide drive lanes, and the existing angled parking on the east side. Assuming the curb relocation can meet the Town Engineer's conditions, planning staff finds that the benefits of moving the curb (e.g., increasing pedestrian safety and improving the streetscape with street trees) outweigh any potential side effects of narrowing the street. If the full 3' curb relocation is approved, then the applicant is asking for only a 5" Administrative Adjustment from the 13'6" requirement on the Glenwood frontage. Planning staff finds this to be a reasonable request and intended to better fit into the existing (and future) sidewalk context on Glenwood Street. Another option would be to approve a lesser relocation of, for example, 1 or 2 feet if conditions warrant. While final plans for the curb relocation still need to be made, staff is comfortable with approving the requested Administrative Adjustment with the condition that final design approval be obtained from the Town Engineer and Planning Director prior to approval of the Building Permit. However, if the Council does not support moving the curb, then the request would be for a 3'6" Administrative Adjustment to allow a 10' pedestrian frontage where 13'6" is required. Staff would support this request as well because the existing building located is not the applicant's fault and some accommodation is necessary.

On the Gill Avenue side, there is no request to relocate the curb so the extent of the Administrative Adjustment is greater at approximately 3'5". If approved, this would leave a 6'-wide clear pedestrian walkway (as required), a 4' landscape/street tree zone (where 5' is otherwise required), and no 2.5 "building transition area," which is where additional space is provided to allow for swinging doors, planters, etc. However, because the proposed design on the Gill frontage includes recessed front doors that will not encroach into the sidewalk and planters integrated into the building design, staff finds that a 10'1" sidewalk will still provide adequate pedestrian movement and meet the functional intent of the full pedestrian frontage. In addition, the sidewalk width would match or exceed the existing sidewalk on Gill in front of the White Buffalo Club to the west. Again, staff recommends approval of the Administrative Adjustment with the condition of approval that final design approval be obtained from the Town Engineer and Planning Director prior to approval of the Building Permit.

As a final note and consistent with staff's previous approach, even though the Planning Director is typically the final decision-maker on Administrative Adjustments, whenever a request for an Administrative Adjustment is contained within a larger application that requires Council approval, the Planning Director elevates approval to the Council for the final decision. Please see below the findings for an Administrative Adjustment as drafted by staff.

PLANNING COMMISSION

The Planning Commission reviewed this item on June 19, 2019, and approved the item with a unanimous vote. The Commission discussed the parking, general site plan, and architecture of the project and was generally supportive of the project's overall design and positive impact it would have on the neighborhood. The applicant's request for an Administrative Adjustment to narrow Glenwood Street by moving the curb up to 3' to the east received the most attention. In general, the Commission favored widening the sidewalk up to the requested 3' maximum if doing so would not compromise the safety or function of N. Glenwood Street. The Commission concluded that a wider sidewalk would not only better serve the public and increase pedestrian safety, but that a narrower street might also slow down traffic and increase driver safety. However, without the benefit of the Town Engineer's review of the request at the time of the meeting, especially on the issue of whether a narrower street could still safely accommodate all necessary vehicular needs (i.e., one parallel parking lane, two drive aisles, and the existing angled parking on the east side of the street), the Commission supported the request only with the condition that final design approval from the Town Engineer

and Planning Director must be obtained. The Commission acknowledged that final approval might include a lesser curb relocation, such as moving the curb only 1' or 2' to the east.

STAFF FINDINGS

Item A: Sketch Plan. All Sketch Plan proposals may be approved only if all of the following findings are made:

1. *The proposed project is consistent with the desired future character described for the site in the Jackson/Teton County Comprehensive Plan.*

This site is located Character District 2: Town Commercial Core and Subarea 2.3: Downtown of the 2012 Comprehensive Plan. The following is the vision for Subarea 2.3:

Sub-area 2.3 Downtown Commercial Core: This large, mixed use, TRANSITIONAL Subarea currently consists of a variety of retail, restaurant, office and other commercial activities, along with long-term residences and lodging in a variety of building sizes and forms. Downtown is the center of civic, cultural, economic, and social activity in the community as well as the center of the visitor experience, as a significant amount of lodging is located here. The existing character and built form is varied and inconsistent.

The goal of this subarea is to create a vibrant mixed use area by accommodating a variety of uses and amenities. The subarea will be the starting point for the development of a refined Lodging Overlay boundary and future discussion of the type and size of lodging desired. A key challenge will be to provide a balance between lodging and long-term residential housing. Future structures will be predominantly mixed use, while multifamily structures will be allowed if it properly addresses the street. Commercial uses that create an active and engaging pedestrian experience will be predominantly located on the first and second floors of buildings. Examples of these uses include restaurants, bars, a variety of retail shops and commercial amusement. Furthermore, as portions of the subarea will be located within a future Downtown Retail Shopping District, uses such as office, residential and lodging will be predominantly located on upper floors.

A goal of this subarea will be to create a consistent building size and form. In the future, a variety of two to three story buildings are desired. Buildings should be located to create an attractive street wall and take advantage of good urban design principles including massing, articulation and the provision of public space. The pedestrian realm will be of great importance in this mixed use subarea, and emphasis should be placed on adding improvements focusing on the pedestrian experience. Parking should continue to be provided predominately in public lots and on street to create a vibrant, walkable area that is oriented to the pedestrian. On-site parking should be predominantly underground or screened from view. Future redevelopment should enhance the Flat Creek corridor for recreational and ecological purposes. Buildings should front onto the creek to provide opportunities for interaction and enjoyment of this community resource.

Complies. The proposed project meets the general purpose and goals of Subarea 2.3. In particular, by providing underground parking, an attractive street wall, a mix of visitor and residential uses, and urban-type landscaping (e.g., planter boxes), the project has addressed many of the desired characteristics for this part of Town. In addition, the DRC has reviewed this project and approved it for Sketch Plan with positive comments regarding the site design, interior courtyard, architectural style, and streetscape. Finally, the applicant's use of the 2:1 Workforce Bonus meets the

Comprehensive Plan's goals of creating deed-restricted workforce housing in locations close to jobs, services, and transit.

Common Value 1: Ecosystem Stewardship

Not Applicable.

Common Value 2: Growth Management

Policy 4.1.b: Emphasize a variety of housing types, including deed-restricted housing

Complies. Staff finds that by providing five voluntary Workforce deed-restricted units (10,678 sf total), the proposed development meets this policy goal.

4.1.d: Maintain Jackson as the economic center of the region

Complies. The proposed redevelopment will redevelop a site that has been called "The Hole in the Ground" for many years. Replacing this eyesore with a new short-term rental ownership units and other residential housing will help support the "lights on" goals for downtown by adding visitors and new residents within easy walking distance to all the shops, amenities, and transportation options of downtown Jackson.

4.2.c: Create vibrant walkable mixed use subareas

Complies. The proposed mixed-use redevelopment will improve the sidewalks on Glenwood Street and Gill Avenue with a wider, safer, and more functional sidewalk. In addition, the proposed development will add tourist-oriented services within the pedestrian heart of downtown.

4.2.d: Create a Downtown Retail Shopping District

Complies: While no retail is proposed with this project, the addition of visitor lodging facilities and more long-term residents within easy walking distance of the stores and restaurants of downtown will help support a vibrant, year-round retail district in the downtown.

4.2.f: Maintain lodging as a key component in the downtown

Complies. The proposed project will add 15 short-term rental ownership unit very close to the Town Square Area.

4.4.b: Enhance Jackson gateways

Not applicable.

Policy 4.4.d: Enhance natural features in the built environment

Not applicable.

Common Value 3: Quality of Life

Policy 5.2.d: Encourage deed-restricted rental units

Complies. Staff finds that by providing five voluntary Workforce deed-restricted units (10,678 sf total), the proposed development meets this policy goal.

6.2.b: Support businesses located in the community because of our lifestyle

Not applicable.

6.2.c: Encourage local entrepreneurial opportunities

Not applicable.

6.3.a: Ensure year-round economic viability

Complies. While no retail is proposed with this project, the addition of visitor lodging facilities and more long-term residents within easy walking distance of the stores and restaurants of downtown will help support a vibrant, year-round retail district in the downtown.

7.1.c: Increase the capacity for use of alternative transportation modes

Complies. The proposed redevelopment will provide visitor accommodations and housing in the heart of downtown Jackson where all of the alternative modes of travel – walking, biking, and transit – are convenient and readily available.

2. *The proposed project achieves the standards and objective of the Natural Resource Overlay (NRO) and Scenic Resources Overlay (SRO), if applicable.*

Not applicable. The property is not located within the Natural Resource Overlay (NRO) or Scenic Resources Overlay (SRO).

3. *The proposed project does not have a have a significant impact on public facilities and services, including transportation, portable water and wastewater facilities, parks, schools, police, fire, and EMS facilities.*

Complies. As conditioned, staff finds that the proposed project will not have significant impacts on public facilities and infrastructure.

4. *The proposed project complies with all relevant standards of these LDRs and other Town Ordinances as can be determined by the level of detail of a sketch plan.*

Complies. Staff finds that the application meets the base and bonus standards of the LDRs.

5. *The proposed project is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.*

Not applicable.

Item B: Pursuant to Section 8.8.1 Administrative Adjustment of the Land Development Regulations, the findings for an Administrative Adjustment Section 8.8.1.C must be made:

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 per Subsection B. Applicability

- 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. Any dimensional standard of a building frontage may be adjusted up to 20%*
- 7. Building façade width may be adjusted up to 20%*
- 8. Wildlife friendly fencing may be adjusted as allowed by 5.1.2.E.*
- 9. Standard plant units may be adjusted as allowed by 5.5.3.F.3.*
- 10. Sign standards may be adjusted as allowed by 5.6.1.B.2*
- 11. Parking requirement may be adjusted as allowed by 6.2.2.A.1.*
- 12. Pedestrian frontage standards may be adjusted as allowed by 2.2.1.C*

Complies. Staff finds that the request for approval of a minor adjustment to the “Trees in Grate” pedestrian frontage meets the applicability of allowance #12 above.

C. Findings

An administrative adjustment shall be approved upon finding the application:

1. Complies with the applicability standards of this Section;

Complies. As stated above, the application is in compliance with allowance #12 of the applicability requirements.

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;***

Complies. Based upon Finding 2.a, staff finds that because the site is already developed with a building foundation and underground parking structure that cannot be removed or relocated without great effort or expense, that the requested adjustment helps to compensate for this existing condition.

3. Is consistent with the purpose of the zone and the desired future character for the area described in the Comprehensive Plan;

District 2: Town Commercial Core
Subarea 2.3: Downtown
Classification: Transitional
Neighborhood Form: Town

Complies. Please see the Comprehensive Plan findings above in Finding #1 for Item A (Sketch Plan). The approval of the pedestrian frontage request would help to create a wider, safer, and more attractive sidewalk for visitors and residents of the project, as well as for all pedestrians walking along the site. Promoting walking and creating inviting and functional streetscapes are central goals of the DC zone.

In addition, staff finds that the application should be reviewed for consistency specifically with subarea 2.3 Downtown, which states as follows as the desired vision for the subarea:

This large, mixed use, TRANSITIONAL Subarea currently consists of a variety of retail, restaurant, office and other commercial activities, along with long-term residences and lodging in a variety of building sizes and forms. Downtown is the center of civic, cultural, economic, and social activity in the community as well as the center of the visitor experience, as a significant amount of lodging is located here. The existing character and built form is varied and inconsistent.

The goal of this subarea is to create a vibrant mixed use area by accommodating a variety of uses and amenities. The subarea will be the starting point for the development of a refined Lodging Overlay boundary and future discussion of the type and size of lodging desired. A key challenge will be to provide a balance between lodging and long-term residential housing. Future structures will be predominantly mixed use, while multifamily structures will be allowed if it properly addresses the street. Commercial uses that create an active and engaging pedestrian experience will be predominantly located on the first and second floors of buildings. Examples of these uses include restaurants, bars, a variety of retail shops and commercial amusement. Furthermore, as portions of the subarea will be located within a future Downtown Retail Shopping District, uses such as office, residential and lodging will be predominantly located on upper floors.

A goal of this subarea will be to create a consistent building size and form. In the future, a variety of two to three story buildings are desired. Buildings should be located to create an attractive street wall and take advantage of good urban design principles including massing, articulation and the provision of public space. The pedestrian realm will be of great importance in this mixed use subarea, and emphasis should be placed on adding improvements focusing on the pedestrian experience. Parking should continue to be provided predominately in public lots and on street to create a vibrant, walkable area that is oriented to the pedestrian. On-site parking should be predominantly underground or screened from view. Future redevelopment should enhance the Flat Creek corridor for recreational and ecological purposes. Buildings should front onto the creek to provide opportunities for interaction and enjoyment of this community resource.

Complies. Staff finds that the project will create a more vibrant pedestrian realm that will help to support the character goals in the above-described vision for Subarea 2.3. Furthermore, by supporting the proposed project, which includes both visitor accommodations and long-term residential housing, the administrative adjustment will have the larger benefit of supporting the vitality of the Town Square area.

4. Will not pose a danger to the public health or safety; and

Complies. While approval of the request would result in Glenwood Street being reduced in width by up to 3 feet, the Town Engineer's conditions will provide assurance that any relocation of the curb will not

compromise the safety or function of N. Glenwood Street, including maintaining the Town's desired cross section of one lane of parallel parking, two travel lanes, and angled parking. In addition, the request would improve pedestrian safety if approved, so staff finds that the modest request should not pose a danger to the public health or safety.

5. *The site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this Section.*

Complies. This property has not been the subject of previous administrative adjustments and there is no apparent indication that future administrative adjustments are planned or necessary.

ATTACHMENTS

Department Reviews
Applicant Submittal
Public comment

STAKEHOLDER ANALYSIS

The primary stakeholders are the neighboring property and business owners.

PUBLIC COMMENT

The Planning Department has received one public comment from Reverend Jimmy Bartz, rector of St. John's Episcopal Church, who expressed concern that narrowing Glenwood Street by up to 3 feet for the Administrative Adjustment would compromise traffic movement on Glenwood and reduce snow storage.

FISCAL IMPACT

No significant fiscal impact to the Town is anticipated from the proposed project.

STAFF IMPACT

No significant staff impact to the Town is anticipated from the proposed project.

LEGAL REVIEW

Complete for the original submittal. Any changes proposed after the original submittal have not been reviewed.

RECOMMENDATIONS/ CONDITIONS OF APPROVAL

Item A: The Planning Commission and Planning Director recommend **approval** of the Administrative Adjustment P19-099 to reduce the "Trees in Grate" pedestrian frontage from 13'6" to 13'1" on the Glenwood frontage and to 10'1" on the Gill frontage for the properties located at 165 and 185 North Glenwood Street, subject to one condition of approval.

1. Final design approval of the curb location and Glenwood Street cross section shall be obtained from the Town Engineer and Planning Director prior to approval of the Building Permit.

Item B: The Planning Commission and Planning Director recommend **approval** of a Sketch Plan P19-097 and P19-098 for a 29-unit condominium building for the properties located at 165 and 185 North Glenwood Street, subject to the department reviews and the following conditions.

- 1) The applicant shall pave the alley adjacent to the property for the full length of the 300'-wide project site.
- 2) As part of the Development Plan submittal, the applicant shall clarify how they plan to ensure that long-term residential units are not used for short-term rental use.

SUGGESTED MOTIONS

Item A: Based on the findings as presented in the staff report and made by the applicant for an **Administrative Adjustment** (Item P19-099), I move to make findings 1-5 in Section 8.8.1.C of the Land Development Regulations relating to 1) applicability; 2) unusual constraint, better protects natural or visual resources, or better supports purpose of zone; 3) consistency with zone or Comprehensive Plan; 4) danger to public safety; and 5) incremental administrative adjustments, and to **approve** an Administrative Adjustment to reduce the "Trees in Grate" pedestrian frontage from 13'6" to 13'1" on the Glenwood frontage and to 10'1" on the Gill frontage for the properties located at 165 and 185 North Glenwood Street, legally known as Lots 1 – 6, BLK. 6, JACKSON, subject to the departmental reviews and one condition of approval.

1. Final design approval of the curb location and Glenwood Street cross section shall be obtained from the Town Engineer and Planning Director prior to approval of the Building Permit.

Item B: Based upon the findings as presented in the staff report and made by the applicant for a **Sketch Plan** (Items P19-097 and P19-098), I move to make findings 1-5 in Section 8.3.13.C of the Land Development Regulations related to 1) Consistency with the Comprehensive Plan; 2) Achieves purpose of NRO & SRO overlays; 3) Impact of public facilities & services; 4) Compliance with relevant LDRs & Town Ordinances; 5) Conformance with past permits & approvals, and to **approve** a Sketch Plan for a 29-unit condominium building for the properties located at 165 and 185 North Glenwood Street, legally known as Lots 1 – 6, BLK. 6, JACKSON, subject to the departmental reviews and the following conditions.

1. The applicant shall pave the alley adjacent to the property for the full length of the 300'-wide project site.
2. As part of the Development Plan submittal, the applicant shall clarify how they plan to ensure that long-term residential units are not used for short-term rental use.

Town of Jackson
Project Plan Review History

PLANNING

Project Number	P19-099	Applied	5/1/2019	STOL
Project Name	Admin Adjustment - Glenwood & Gill Condos	Approved		
Type	ADMINISTRATIVE ADJUS	Closed		
Subtype		Expired		
Status	STAFF REVIEW	Status		
Applicant	Nick Orthmann	Owner	ROSEVILLE VENTURES II, LLC	
Site Address		City	State	Zip
185 N GLENWOOD STREET	JACKSON	WY	83001	
Subdivision	Parcel No	General Plan		
JACKSON ORIGINAL-TOWNSITE	22411628410001			

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact					
Notes					
Building	APPROVED W/CONDITI	5/1/2019	5/22/2019	5/2/2019	
Kelly Sluder					
(5/2/2019 10:06 AM KS)					
Construction drawings must meet the current adopted version of the IBC and local amendments.					
Fire		5/1/2019	5/22/2019		
Kathy Clay					
Joint Housing Dept		5/1/2019	5/22/2019		
Stacy Stoker					
Legal	APPROVED	5/1/2019	5/22/2019	5/16/2019	
Lea Colasuonno					
Parks and Rec		5/1/2019	5/22/2019		
Steve Ashworth					
Pathways		5/1/2019	5/22/2019		
Brian Schilling					
Planning	APPROVED W/CONDITI	5/1/2019	5/22/2019	6/27/2019	
Paul Anthony					
See staff report for Planning Department comments on the Administrative Adjustment.					

Type of Review Contact Notes	Status	Dates			Remarks
		Sent	Due	Received	
Police Todd Smith	APPROVED W/CONDITI	5/1/2019	5/22/2019	5/6/2019	little parking per unit.

Public Works APPROVED W/CONDITI 5/1/2019 5/22/2019 6/26/2019
 Brian Lenz
 (6/26/2019 12:52 PM BTL)
 Administrative Adjustment Review – APPROVED

P19-099
 APPLICANT: Nick Orthmann
 ADDRESS: 185 North Glenwood Street

6/25/2019
 Jeff Silliman, 733-3079

DATE OF SUBMITTAL: 5/1/2019
 DATE OF MATERIALS: 4/26/2019 (Site Plan)
 REVISION NO.:

The engineering division has reviewed your application for an Administrative Adjustment submitted on and with application materials as dated above.

The requested administrative adjustments are for:

1. North Glenwood Street: on the west side a 13'01" streetscape from back of curb to the structure.
2. Gill Avenue: on the south side a 10'01" streetscape from back of curb to the structure.

CONDITIONS OF APPROVAL:

1. The proposed relocation of the curb shall not impact the existing use of the east side parking spaces.
2. The proposed relocation of the curb shall not impact the alignment of travel lanes through the intersection of Glenwood and Mercill.
3. This approval is for C2.1 Option 1 with no curb extensions or bulb outs. Corner design for the curb will need to be coordinate to provide drainage, meet the design standards of the Community Streets Plan.
4. SHEET C2.1 Option 3: Proposed southeast corner bulb out will not be allowed and if chosen, design would need to go back and rework the curb from the end of the existing curb extension.
5. Stormwater inlet at corner shall be relocated to accommodate drainage and not interfere with the pedestrian ramps.

COMMENTS ON APPROVAL FOR FUTURE APPLICATIONS

1. The proposed curb shift does not appear to impact the traffic and parking on the east side of the road and shifts use of the right of way from a large travel lane to the buffer zone.
2. The proposed 4-foot buffer zone on West Gill Ave. likely will not accommodate trees in pavers. On other projects the council has requested that a landscaped buffer be considered, and this may be a more appropriate streetscape on this street and may provide some relief of all the hard surfaces.
3. SHEET C2.0 & C2.1: When considering the bulb out options, radii and bus/truck turning paths should be shown to check with the 2015 Community Streets plan.
4. SHEET 2.0 & C2.1: It is not clear if there is a proposed shift in the existing centerline of Glenwood. Existing and proposed centerlines from north to south through the intersection should be shown and any changes dimensioned.
5. SHEET C2.1: Currently redevelopment of the curb and sidewalks at this intersection are not contemplated in the Town's CIP.
6. SHEET C2.1: Measurements from aerial images indicate that the angle parking along the east side of North Glenwood are 60-degree parking spaces and not the 45-degree spaces shown. Clarify if the design is intended to change the angle of parking on the east side of the road, and if so, indicate how many parking spaces will be lost.
7. Clarify if duplicate documents are included in the application, it appears that the digital form has multiple copies. A single set of documents should be provided to facilitate reviews and prevent conflicting designs or review omissions. It will also make the application smaller.

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact					
Notes					
START		5/1/2019	5/22/2019		
Darren Brugmann					

Town of Jackson
Project Plan Review History

PLANNING

Project Number	P19-097	Applied	5/1/2019	STOL
Project Name	Sketch Plan - Glenwood Gill Condos	Approved		
Type	SKETCH PLAN	Closed		
Subtype		Expired		
Status	STAFF REVIEW	Status		
Applicant	Nick Orthmann	Owner	ROSEVILLE VENTURES II, LLC	
Site Address		City	State	Zip
185 N GLENWOOD STREET	JACKSON	WY	83001	
Subdivision	Parcel No	General Plan		
JACKSON ORIGINAL-TOWNSITE	22411628410001			

Type of Review	Status	Dates			Remarks
Contact		Sent	Due	Received	
Notes					
Building Kelly Sluder (5/2/2019 10:07 AM KS) Construction drawings must meet the current adopted version of the IBC and local amendments.	APPROVED W/CONDITI	5/1/2019	5/22/2019	5/2/2019	
Fire Kathy Clay	APPROVED W/CONDITI	5/1/2019	5/22/2019	5/3/2019	See Notes

Type of Review	Status	Dates			
		Sent	Due	Received	Remarks
Contact					
Notes					
TO:	Paul Anthony, Principal Planner				
FROM:	Kathy Clay, Fire Marshal				
DATE:	May 3, 2019				
SUBJECT:	165, 185 N. Glenwood Street Glenwood/Gill Condominiums P19-097				

This office has received the request for a sketch plan and administrative adjustment review at the above location. The most current edition of the International Fire Code (IFC) and the 2017 edition of the National Electric Code (NEC) shall be used for building design.

Comments include, but are not limited to:

General Requirements

1. Fire apparatus access shall be provided. (2015 IFC 503.1.1)
2. Visible address numbers, a minimum of 4 inches in height and 0.5-inch stroke width, shall be installed on all structures. (IFC 505.1)
3. Portable fire extinguishers shall be placed in accordance with code requirements. (IFC 906).
4. Interior finishes shall meet fire code requirements. (IFC Chapter 8)
Finishes including walls, ceilings, interior trim, furniture, furnishing, window treatments, decorative materials and decorative vegetation in building shall meet the allowed flame spread and smoke development indexes. Information to be provided on the finish schedule includes application location, model number/name, color, attachment system, manufacturer contact information, the flame spread class and smoke development rating of the product and allowed finish as outlined in table 803.3. Vendor data submittal information needs to be provided for each interior finish showing flame spread and smoke development certifications.
5. Means of egress shall meet fire code requirements. (IFC Chapter 10)
6. The means of egress, including exit discharge, shall be illuminated at all times building space served by means of egress is occupied. (IFC 1008.1)
7. Illumination shall be provided in the means of egress in accordance with (1008.2). Under emergency power, means of egress illumination shall comply with (1008.3).
8. Any hazardous material storage shall meet fire code requirement.(IFC Chapter 27)
9. Should any fuel-fired appliances be installed, requirements for carbon monoxide detection shall be followed. (IFC 915)
10. Final fire inspection shall be required before certificate of occupancy is released.
11. The construction documents shall be prepared by a registered design professional. Architectural stamp needs to be shown on the plans. Stamp and resubmit the construction plans. (IFC 105.4)
12. Fire protection systems plans submitted to Fire Department for review shall consist of one set of paper plans and one set of electronic plans (CD, thumb drive, or PDF format).

Sprinklers

1. Jackson Hole Fire/EMS does NOT review hydraulic calculations. Hydraulic calculations are the sole responsibility of the certified sprinkler designer.
2. As determined by the Building Official and the International Building Code, the structure will have an automatic fire sprinkler system in accordance with appropriate NFPA standard for the occupancy type, at this time, NFPA 13R appears appropriate. (IFC 903.2.7)
3. Fire Department Connection (FDC) location shall be determined by the AHJ and noted in the fire sprinkler plan review.
4. Knox Box shall be installed in an approved location at each structure having a fire sprinkler system. (IFC 506.1)
5. Water main shall be installed in accordance to NFPA 13 and NFPA 24 to provide for proper clearances, seismic requirements, flushing and hydro testing. (IFC 901.4.1)
6. Fire flow requirements shall meet Appendix B of the International Fire Code.
7. Pitot water flow test is required on all new fire sprinkler installations for NFPA 13R and NFPA 13 systems. Plans will not be approved without certified test. (NFPA 291)
8. Horn/strobe shall be installed above the fire department connection. (IFC 912.2.2.1)

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact					
Notes					
9. ***Room which houses fire sprinkler riser shall be no less than 5' x 7' in dimension and shall be accessible from outside grade. (IFC 903.2.11.1.1) Alarms 10. Building shall have a complete alarm system per NFPA 72. A full set of fire alarm plans from a fire alarm contractor shall be submitted with all calculations and cut sheets of all equipment. (IFC Chapter 9) 11. Tactile appliances shall be installed where needed to notify occupants unable to see or hear emergency alarms, per most current edition of NFPA 72. 12. Audible appliances provided for the sleeping areas to awaken occupants shall produce a low frequency alarm signal per most current edition of NFPA 72. 13. Any structure with Group R occupancy shall have required carbon monoxide detection as required. (IFC 915.1)					
Please feel free to contact me if you have any further questions at 307-733-4732.					
Joint Housing Dept	APPROVED W/CONDITI	5/1/2019	5/22/2019	5/21/2019	See Notes
Stacy Stoker (5/21/2019 2:48 PM SAS) The applicant is proposing 5 Workforce housing units. These units must be in compliance with the Livability Standards in the Housing Rules and Regulations. The Livability Standards Questionnaire shall be completed by the applicant and submitted to the Housing Department. The questionnaire can be obtained from the Housing Department. The Housing Department will review to ensure the units comply. A copy of the Livability Standards are available from the Housing Department and can be found on the Housing Department website.					
Prior to Certificate of Occupancy, the Housing Department shall inspect the units, and a Workforce Housing Special Restriction shall be recorded on each of the Workforce units.					
Legal	APPROVED W/CONDITI	5/1/2019	5/22/2019	5/14/2019	
Lea Colasuonno (5/14/2019 5:44 PM LC) Legal has no comment at this time though may as the project moves through the Planning process. It is noteworthy that the traffic study is from 2007 and has not been updated at this time.					
Parks and Rec	APPROVED W/CONDITI	5/1/2019	5/22/2019	5/15/2019	
Steve Ashworth (5/15/2019 3:30 PM STOL) Tiffany, Landscape plan and tree proposals look good. Plans reference 'pavers with trees in grates (per TOJ standards)'. Would request that the tree boxes and grates are consistent with the ones on North Cache St. We need to establish consistent design and implementation of boxes and grates throughout the town. The design of these boxes hold up better in the winter and require less long term maintenance. I have not seen specifications on these boxes from the Town but in discussions with Public Works and Staff the ones on North Cache streetscape are the preferred design.					
Andy Erskine, CPSI					
Pathways	APPROVED W/CONDITI	5/1/2019	5/22/2019	5/15/2019	
Brian Schilling					

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact Notes (5/15/2019 4:19 PM STOL) P19-097, 098, 099 - 165 and 185 N Glenwood Sketch Plan and Admin Adjustment Comments from Teton County/TOJ Pathways Department Status: approved w/conditions • Sidewalks/Street Frontage - o Staff concurs with the proposed adjustments to the streetscapes on Glenwood and Gill. - o Staff appreciates the options provided for intersection treatments. • Continuous sidewalk - o Sidewalks shall be continuous when crossing access driveways and alleys. - o The concrete sidewalk surface and texture shall continue uninterrupted across the entire access driveway. The sidewalk shall be constructed so that it remains at a consistent vertical alignment with the sidewalk legs on either side of the driveway. I.e., the sidewalk shall not ramp down when crossing the driveway access, rather the driveway should rise to the level of the sidewalk. Any vertical change from the street elevation to the sidewalk elevation should be restricted to the driveway apron in the buffer space between the sidewalk and street. • Bike Parking - o The amount of short term bike parking noted on the plans seems inadequate. Given the location of the development in the heart of downtown, staff expects there to be a significant demand for short-term bike parking (i.e. quick access bike parking that doesn't require residents to bring bikes inside the building or individual units). - o Short-term parking (for visitors or guests parking for a few hours or less): the recommended style for short-term bike parking is the "single inverted-U" rack. "Wave," "ribbon," and "toaster" style racks shall not be used. The best location for a rack area is immediately adjacent to the entrance it serves. Bike parking should be hardscaped and should not obstruct pedestrian flow. - o Rack type and storage locations should be shown on site plans. - o Staff supports including the bike parking towards the landscape surfacing requirement so that bike parking does not negatively impact the applicant's landscape requirements. Conversion of a car parking spot to bike parking would also be supported. - o Jackson Hole Community Pathways will be happy to provide additional background information and guidance on site selection, layout, rack selection, and rack installation.					
Planning Paul Anthony See staff report for Planning Department comments.	APPROVED W/CONDITI	5/1/2019	5/22/2019	6/3/2019	
Police Todd Smith	APPROVED W/CONDITI	5/1/2019	5/22/2019	5/6/2019	very old traffic study 13 yrs
Public Works Brian Lenz	APPROVED W/CONDITI	5/1/2019	5/22/2019	6/27/2019	

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact					
Notes					
(6/27/2019 8:36 AM BTL)					
Sketch Plan Review – APPROVED with Conditions					
P19-097					
APPLICANT: Nick Orthmann					
ADDRESS: 185 North Glenwood Street					
6/27/2019					
Brian Lenz, 733-3079					
DATE OF SUBMITTAL: 5/1/2019					
DATE OF MATERIALS: 4/26/2019 (Site Plan)					
REVISION NO.:					

The engineering division has reviewed your application for a SKETCH PLAN submitted on and with application materials as dated above.

*The following comments are being provided for use in preparation of future Development Plan submittals and are required for sufficiency.

CONDITIONS OF APPROVAL:

Grades of adjacent properties, especially along the alley and at Gill Ave., shall be surveyed and shown with elevations on the plans.

A construction-staging plan and narrative shall be submitted for review. Discussion of proposed shoring for the excavation should be included. Soil nails encroaching into the Town's right-of-way will require an encroachment agreement and may be subject to a soil nail removal fee.

A detailed potable water system plan shall be provided on the plans consistent with the LDR's. The plan shall show the calculations for domestic and fire water demands. This plan shall include backflow device and meter locations.

A water system analysis indicating the required fire flow demands and the impacts to the Town's existing system shall be required.

A preliminary irrigation system design (if applicable) with backflow system plan shall be provided on the plans consistent with the LDR's.

A detailed sanitary sewer system plan shall be provided on the plans consistent with the LDR's. The plan shall show the calculations for sewer flowrates.

Information concerning the additional wastewater flows to be delivered to the Town's system shall be required. In addition, this information shall include a review of downstream impacts created from the additional flows being delivered.

A preliminary stormwater management plan for the site shall be provided on the plans consistent with the LDR's.

A complete grading and erosion control plan shall be provided on the plans consistent with the LDR's.

Site contours, spot elevations, grades, (existing and proposed) shall be provided on the plans beyond all property boundaries per the LDR's to ensure the development's integration into the surrounding public and private property.

A parking and access plan per the LDR's shall be required. The dimensions of the parking spaces and drive lanes, including turning movements (both ingress and egress), shall be clearly shown on the plans for review.

A pedestrian corridor plan within the right of way shall be provided for review. This shall include all dimensions and elevations in relation to existing curb and future development together with ADA compliance. Show all running and cross slopes as well as grade breaks. The buffer/landscaping strip is not to accommodate grade changes across the property and should provide grades that are traversable and do not interfere with snow plowing.

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact					
Notes					
Show Radius dimensions on all proposed curb returns within the right-of-way.					
If awnings or canopies are proposed within the right-of-way, dimensional and drainage information shall be included on the plans. Encroachment Agreements are required for portions of the structure that encroach into the right-of-way.					
All work to be completed within the Town's right-of-way shall be specifically addressed.					
All onsite power and cable utilities shall be shown as underground and location(s) of transformers and other communication pedestals indicated.					
Snow storage areas for the site shall be indicated on the plans. A large area is proposed for snow melt. In the current economy and energy market this is a solution. However, other large scale snow melt systems have been installed within the Town and for various reasons, repair, cost of operations, etc. they are no longer used. Include discussion for alternatives to the snow melt in the event it no longer functions or is economically feasible.					
Include the Town's standard list of building permit conditions on the plans. Contact Engineering for more information.					
PRIOR TO BUILDING PERMIT APPROVAL:					
The applicant shall be required to submit for Town Engineer and Planning Director approval a detailed construction staging/phasing plan and narrative on the expected public impact.					
COMMENTS ON THE SKETCH PLAN					
1. Paving the alley will require coordination with drainage on adjacent properties and at the sidewalk. Additional, stormwater infrastructure may be required to facilitate the drainage across the sidewalk. The parking garage for the White Buffalo club has had issues flooding but also has such a low clearance they do not have room for curbs. Grades out to the sidewalk are very flat as well. Coordination with the White Buffalo Club will be essential to a successful alley grading project.					
2. Street Lights should be considered for the project. The White Buffalo club has lights mixed in with their street trees. Other exterior lighting on the structure may be acceptable as well.					
PLEASE BE ADVISED THAT:					
A demolition permit is required for each existing structure to be removed from the site. Water and sewer services to be abandoned for the project shall be abandoned at the main during the demolition phase of the project.					
Infrastructure improvements necessary to meet the capacity demands and requirements for the proposed development shall be the responsibility of the developer. The Town of Jackson is not responsible for upsizing or extending of potable water, sanitary sewer, or storm drainage to meet development needs so long as the existing utility systems are within a reasonable distance of the subject property.					
The approval of this application confirms that the Town of Jackson has evaluated the application submitted by the applicant and determined that it meets the minimum applicable construction and design standards of the Town's Land Development Regulations. The compliance with construction standards and the operation and maintenance of the facility to meet the engineer's design are the responsibility of the permittee, owner, and operation.					
This approval does not relieve the applicant from any duty to obtain any other permit or authorization that may be required by any provision of federal, state or local codes and ordinances; nor does it permit violation of any section of federal, state or local codes and ordinances.					
START		5/1/2019	5/22/2019		
Darren Bruggmann					

Sketch Plan Application For Glenwood and Gill Condominiums

Applicant:



Prepared by:



Jorgensen Associates, P.C.
Engineers, Land Surveyors, & Planners
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Jackson, WY 83002
307.733.5150

Town of Jackson

Submittal Date: April 29, 2019
Jorgensen Associates, P.C.
Project No. 18105
TOJ #P18-083

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SECTION 1 - PROJECT BACKGROUND, OVERVIEW, FINDINGS AND RESPONSE TO SUBMITTAL CHECKLIST

A. PROJECT BACKGROUND & HISTORY

The Glenwood Gill Condominium project located at 165-185 N. Glenwood Street consists of 29 fee simple condominium units. The site is currently owned by Roseville Ventures II, LLC an affiliate of Bear Development, LLC (Bear), the applicant. Bear has successfully completed several residential and commercial development projects across the United States. An affiliate of Bear was the former owner of the Painted Buffalo Inn from 2007 to 2017. S.R. Mills is a Principal in Bear and will be overseeing this project. The 185 site was acquired by Bear in 2012 and was colloquially known as the “hole-in-the-ground” before Bear completed the construction of an underground parking structure in 2014. The 165 site was acquired by Bear in 2016 and is currently occupied by a mix of residential and commercial uses. A demolition permit for all structures on site is being submitted to the Town concurrently with the Sketch Plan. Over the past 12-months, Bear has completed initial feasibility studies, assembled the project team, and begun conversations with community stakeholders. The Sketch Plan application will outline the proposed development is designed to answer as many questions as possible about the project. Bear and the project team look forward to working with the Town to make this project a success.

B. OWNER & PROJECT TEAM INFORMATION

PROPERTY OWNERS & APPLICANTS:

Roseville Ventures II, LLC
C/O Bear Development, LLC
4011 80th Street
Kenosha, WI 53142
262-308-2656
Contact: Nick Orthmann
northmann@beardevelopment.com

ARCHITECT

Kahler Slater Architects
648 N Plankinton Avenue
Milwaukee, WI 53203
414-290-3748
Contact: Tom Miller
tmiller@kahlerslater.com

ARCHITECTURAL CONSULTANT

Hawtin Jorgensen Architects
265 E Kelly Avenue
Jackson, Wyoming 83001
307-733-4364
Contact: Arne Jorgensen
ajorgensen@hawtinjorgensen.com

LAND PLANNING, SURVEYING & ENGINEERING

Jorgensen Associates, P.C.
P.O. Box 9550
Jackson, Wyoming 83002
307-733-5150
Contact: Brendan Schulte
bschulte@jorgensenassociates.com

LAND PLANNING & LANDSCAPE ARCHITECTURE

Hershberger Design
560 S Glenwood Street
Jackson, Wyoming 83001
307-739-1001
Contact: Bonny Hershberger
bonny@hershbergerdesign.com

C. DEVELOPMENT PROPOSAL

The applicant proposes to build 29-fee simple condominium units on the 0.96 acre site located on the southwest corner of Glenwood Street and Gill Avenue. The site is zoned DC: Downtown Core. The project will include 15-units with short-term rental ability, 9-free market units and 5-workforce housing units provided through the Workforce Ownership program. The project will utilize the Workforce Housing Floor Area Bonus (LDR Div. 7.8) program as detailed in the project program and the housing mitigation calculations included with this submittal in **Section 5**. All units are townhome style with individual entrances and no common hallways. The individual entrances are located along Glenwood Street, Gill Street and the central courtyard. The majority of the units will have a private entrance in the below grade parking structure as well.

The applicant will allow for some flexibility in the final floor plan for each purchaser, however the unit demising walls, footprint and overall square footages will not change. By example, a purchaser of a unit may choose to reduce the bedroom count from 3 bedrooms to 2 bedrooms. As such, the bedroom counts included in this submittal for purposes of housing mitigation calculations and exactions are assumed to be greatest possible number to ensure that all requirements are ultimately met or exceeded depending on final buildout of each unit. There will

be 48 parking stalls in the below grade parking structure providing parking at a ratio of 1.66 stalls per unit. Nineteen of the 48 stalls are tandem stalls that allow space for more than one vehicle.

Access to the site is via N Glenwood Street, W Gill Street and the alleyway that spans from W Gill Street to W Deloney Avenue. The parking garage is accessed via the alleyway. The proposal includes paving the portion of the alleyway that borders the project site as well as a widening of the streetscape along Glenwood Street by approximately 2 feet 8 inches to 3 feet.

The Town of Jackson Land Development Regulations (LDRs) require 13 foot 6 inches (13'6") from back of curb to building façade for a trees in grates pedestrian frontage, however due to the existing foundation, an Administrative Adjustment per LDR Section 8.8.1 is being requested to allow for a 13 foot 1 inch (13'1") measurement of the pedestrian streetscape on the west side of North Glenwood Street. This is achieved by relocating the existing curb line along Glenwood Street by approximately 2 feet 8 inches to 3 feet. The building on the 165 Glenwood portion of the site is aligned with the 185 Glenwood portion to maintain the 13' 1" streetscape throughout the project. Along W Gill Avenue, similar existing conditions result in a streetscape of 10' 1" due to the existing foundation, and an Administrative Adjustment is also being requested on this frontage.

D. FINDINGS FOR APPROVAL

I. 8.3.1.C. Sketch Plan - Findings for Approval

1. *Is consistent with the desired future character described for the site in the Jackson/Teton County Comprehensive Plan.*

Complies. The project falls within the Comprehensive Plan District 2: Town Commercial Core – 2.3 Downtown which is a transitional subarea and currently consists of a variety of retail, restaurant, office and other commercial activities, along with long-term residences and lodging in a variety of sizes and forms.

The goal of this subarea is intended to create ***“a vibrant mixed-use area by accommodating a variety of uses and amenities. The sub area will be the starting point for the development of a refined Lodging Overlay and a future discussion of the type and size of lodging desired. A key challenge will be to provide a balance between lodging and long-term residential housing.... Multifamily structures will be allowed if it properly addresses the street.”***

The Glenwood Gill Condominium project complies with direction provided by the comprehensive plan in this subarea because it provides that delicate balance between the commercial short-term rental use allowed within the Lodging Overlay and the long-term residential component desired as a mix of uses within this subarea.

The design of the building addresses the street as required by the DC Zone and the comprehensive plan for allowing multi-family structures. The building mass and scale will be uniform and consistent with nearby buildings such as the White Buffalo Club, Hotel Jackson, and the Timbers Residence Club. At three stories the project meets variety of two- and three-story variety in mixing with its two-story neighbor to the east (St. John Campus).

The project creates the attractive street wall desired by the subarea and with each unit being accessed from street, creates a vibrant and active pedestrian experience. Articulation and circulation into the courtyard and around the condominiums connects the site comprehensively to both Glenwood and Gill. Street trees, on street parking and pedestrian curb cut/ramps further enhance the pedestrian experience by providing an adequate buffer from traffic thus giving pedestrians a pleasant and safe walking environment. Furthermore, while on-street parking is available, on-site parking is predominantly provided underground in a parking garage and screened from view as desired by the subarea

The project is perfectly situated on the east edge of the Lodging Overlay near Miller Park and Flat Creek. While this project does not front Flat creek per se, it does provide connection to those fringe areas further west on Gill Avenue. It also provides the opportunity to be connected to the design and the desired pedestrian focus which makes it a perfect fit into the desired characteristics for Comprehensive Plan District 2: Town Commercial Core – 2.3

2. *Achieves the standards and objective of the Natural Resource Overlay (NRO) and Scenic Resources Overlay (SRO), if applicable.*

Not Applicable. The project is not located within the Natural Resource Overlay (NRO) or the Scenic Resource Overlay (SRO), and this finding is therefore not applicable.

3. *Does not have significant impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMS facilities.*

Complies. The project will provide the required school and park exactions that are designed to ensure development offsets to the impact it has on these services. Public utilities and project utility connections will be designed to ensure that the project does not overburden TOJ utilities. Conceptual flow calculations are provided herein in **Section 4.** The project is within the town limits and is currently served by police, fire and EMT services. The development will not result in increased impacts on availability of these services. A traffic study is included with this submittal as well and significant impact is not projected.

4. ***Complies with all relevant standards of these LDRs and other County Ordinances as can be determined by the level of detail of a sketch plan.***

Complies. The project complies with all applicable Land Development Regulations. Specifically, the project complies with all dimensional limitations in the DC Zone as shown in the development program. One caveat is the dimension between the back of curb and the façade that comprises the pedestrian streetscape on the north side of the development along West Gill Avenue and again on the east side of the development on North Glenwood Street. Because the garage was built prior to the current regulations and does not make sense to demolish what is already there, the applicant will file an Administrative Adjustment to comply with the LDRs in this portion of the project.

5. ***Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.***

Complies. The project is in substantial conformance with all standards and prior permits.

II. 8.8.1.C. Administrative Adjustment - Findings for Approval

1. ***Complies with the applicability standards of this Section;***

Complies. The purpose of this Administrative Adjustment is to allow for a minor adjustment to the requirements and numerical standards of pedestrian frontage as allowed by Section 2.2.1.C. of the LDRs. Due to the existing foundation, it is not possible to achieve the desired pedestrian frontage of 13' 6" as set forth by Section 2.2.1.C.2. of the LDRs for trees in grates. While a major design component of this development is focused on the pedestrian experience, these requirements and numerical standards make it difficult to comply with the standards of the DC Zone and desired intent of the Comp Plan. Compliance would mean destroying the foundation that was built prior to the new LDRS were approved. The minor adjustment would allow for 10' 1" pedestrian frontage along West Gill Avenue and 13' 1" pedestrian frontage along North Glenwood Street.

2. ***Compensates for some unusual constraint of the site or proposal that is not shared by landowners generally;***

Complies. The approval of this Administrative Adjustment would compensate for the unusual constraint of the site caused by existing conditions which includes an existing foundation that was constructed prior to the current dimensional limitations set forth

in the DC Zone in the current LDRs. These existing conditions are unusual and typically not shared by other land owners proposing development in the DC Zone of the Town of Jackson.

3. *Is consistent with the purpose of the zone and the desired future character for the area described in the Comprehensive Plan;*

Complies. Approval of this Administrative Adjustment complies with the intent of the DC Zone and future desired characteristics of the Downtown District. It proposes a balance between long-term residential housing and short-term lodging within the Downtown Core and provides an active and engaging pedestrian experience while providing connectivity from the Downtown Core to adjacent restaurants and the public open space and amenities at Miller Park.

4. *Will not pose a danger to the public health or safety; and the site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this Section.*

Complies. The approval of this Administrative Adjustment does not pose a danger to the public health or safety because the proposed pedestrian travel way is 10' 1" along West Gill Avenue and 13' 1" pedestrian frontage along North Glenwood Street, thus maintaining a safe width for ADA standards and a high-quality walking environment.

E. PROPOSED DEVELOPMENT PROGRAM

I. Development Summary/Dimensional Limitations

Glenwood Gill Condominiums - Dimensional Limitations			
Zoning: Downtown Core (DC) 2.2.10			Updated: 04.25.2019
Requirements	Required	Proposed	Comply/Not Comply
Building Setbacks (Sec. 9.4.8)			
Street	0' - 5'	3'	Complies
Side	0' - 5'	3'	Complies
Rear	0' or 5'	5'	Complies
3rd Floor	0' or 5'	3'	Complies
Landscaping (Sec 5.5.)			
Landscape Surface Ratio	n/a	at BP	will comply
Plant Units	n/a	at BP	will comply
Street Facade (Sec. 9.4.11)			
% of Lot width Primary Street	80% (min)	94%	Complies
% of Lot width Secondary Street	80% (min)	87%	Complies
Building Height (Sec. 9.4.9)			

Sketch Plan Application
Glenwood Gill Condominiums

Height (max) if roof pitch < 5/12	42'	Varies 38.5' - 41'	Complies
Stories (max)	3	3	Complies
Building Stepback (Sec. 9.4.12)			
Stepback for any 3rd story street facade or street façade over 30' (min)	10'	10'	Complies
Encroachment in stepback (max % of overall façade width)	60%	59%	Complies
Scale of Development - FAR (max)			
	1.3	1.29	Complies
Pedestrian Frontage¹			
	flexible	trees in grates	Complies
Parking Type²			
	flexible	underground	Complies
Exterior Lighting (Sec. 5.3.1)			
Lumens per site (max)	3	at BP	Will Comply
All Fixtures	100,000	at BP	Will Comply
Unshielded Fixtures	5,500	at BP	Will Comply
Light Color	≤3000 Kelvin	at BP	Will Comply
Scenic Resource Overlay (SRO) (Sec. 5.3.2)	n/a	n/a	n/a
Allowed Uses			
Residential Use: Attached Single Family Unit (6.1.4.B)			
Permit	B	B	Complies
Individual Unit Max	8,000	4,200	Complies
Parking (min)	1.5/DU	13.5	Complies
Lodging: Short-term Rental Unit (6.1.5.C)			
Permit	B (LO)	B (LO)	Complies
Individual Unit Max	n/a	n/a	Complies
Parking (min)	1.5/DU	30	Complies
Total Parking	43.5	48 + on-street parking	Complies
1. Existing conditions preclude development from achieving the desired pedestrian frontage of the DC Zone; an Administrative Adjustment will accompany this application.			
2. On street parking is also available.			

II. Structure Location and Mass

1. Structure location can be found on the Proposed Site Plan (C2.0) found in **Section 3**.
2. Structure scale is shown in the schematic floor plans and elevations found in **Section 3**.

III. Building Design - Schematic designs with floor plans and elevations can be found in Section 3.

IV. Other Information - A Neighborhood Meeting was conducted at Hansen Hall (170 North

Glenwood Street) on April 11, 2019. An overview was compiled and can be found in Section 5.

- V. Site Development/ Lot Coverage** - Structure location can be found on the Proposed Site Plan (C2.0) found in Section 3.

F. PHASING PLAN

Each phase is detailed below and will be divided by the two sites at 165 & 185 Glenwood. Please note that the project complies with the LDRs as a whole and each phase complies with the LDRs when calculated individually.

- I. Phase 1 - 185 Glenwood** - Construction of Phase 1 is projected to start shortly after Development Plan approval by the Town. Construction will utilize the existing parking deck so earthwork should be minimal. A demolition permit will be submitted to the town for the structures currently located on 165 Glenwood. While there is potential for overlap in timing between the construction on the 185 site and demolition on the 165 site, each process is being looked at individually and the final timing of each will be determined upon final Town approvals of their appropriate permits. Phase 1 will include:

- 9-units with short term rental ability
- 8-free market units
- 3-Workforce Ownership units

- II. Phase 2 - 165 Glenwood-** Phase 2 of the project will include the expansion of the underground parking deck and construction of an additional 9-townhomes. Phase 2 will include:

- 6-units with short term rental ability
- 1-free market unit
- 2-Workforce Ownership units
-

G. OPERATIONAL STANDARDS

Outside Storage	No outside storage is proposed
Refuse and Recycling	See site plan for refuse container location
Noise	Use will comply with regulations
Vibration	Use will comply with regulations
Electrical Disturbances	Use will comply with regulations
Fire and Explosive Hazards	Use will comply with regulations

Sketch Plan Application
Glenwood Gill Condominiums

- H. OTHER** – A neighborhood meeting was held on April 11, 2019 at Hanson Hall (170 N Glenwood Street). Nineteen attendees signed in and participated in the discussion regarding the project. Attendees shared comments and asked questions regarding the proposal. Items related to the design, parking, access and construction were discussed. Overall the meeting was positive and collaborative and the development team has taken into account the ideas that were mentioned. A tabulation of the attendees was compiled and is attached here in **Section 3**.

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SECTION 2 – ENGINEER’S REPORT

A. INTRODUCTION

This Engineer’s Report is intended to provide the engineering basis for design and to discuss engineering related issues for the development of Lots 1-6, Block 6, Original Town Site, Jackson, Wyoming, currently known as 165 and 185 Glenwood Street. The proposed development includes 29 residential units which will include a number of deed restricted housing units, units that will support short terms rentals and non-short-term market units. Existing Town of Jackson road, water, sanitary sewer and storm sewer infrastructure will be used to service the development and electrical, gas and communication utilities are in place at or near the proposed development. The basic layout site plan attached in **Section 3** and the general engineering items are discussed here.

B. SETTING

The site located in the north part of the Town of Jackson and has seen various uses since before 1945. The northern portion of the lot, 185 Glenwood, was most recently slated for the development of a 33-unit condominium project in 2006 which lead to the excavation of a deep hole meant for underground parking and foundations. The project was halted due to economic conditions, leaving the hole open and incomplete. In 2012 Bear Development purchased the property and subsequently completed the concrete parking structure in 2014 as a means to stabilize the excavation and prepare the lot of unspecified future development. The southern portion of the site, 165 Glenwood currently has a mix of commercial and residential uses.

C. GRADING, EROSION CONTROL, DRAINAGE, & STORMWATER

Proposed conditions on site include underground parking beneath the whole site with street level conditions consisting of three building segments separated by a courtyard. Some of the condominium units will be accessed from the Glenwood or Gill Street frontage while others are accessed from the central courtyard. The courtyard will be accessed from the north end by several steps and an ADA compliant sidewalk from the east. Since the site is completely utilized by the structure and site improvements, storm water will be collected into a central system, treated as appropriate and routed using a controlled release system to the city storm water system at the storm water manhole located in Glenwood Street, just south of the Glenwood/Gill intersection. Storm Water release rate will be determined using pre-development conditions as specified in the most current version of the Town of Jackson Land Development Regulations. Due spatial constraints, the difficulty of mechanical snow removal, and the probability of ice and snow buildup in the sheltered courtyard, the courtyard and rooftop decks will have snow melt systems that will drain to the storm water system. A curb inlet may be added to in the new section of curb to capture storm water running down the gutter from the north and would be connected to the Town of Jackson Storm Sewer running along Glenwood.

D. SOILS AND SITE CONDITIONS

An original Geotechnical Investigation Report was produced by Womack and Associates (WAI) in the Fall of 2006 for 185 North Glenwood is attached herein in **Section 4**. Jorgensen Geotechnical conducted additional field work on 165 North Glenwood and produced a report than encompasses 165 North Glenwood and updated the previous WAI report for 185 North Glenwood in the winter of 2018. The reports identified the underlying as sandy and clayey gravels of the Cache Creek Alluvial Fan which are were deemed suitable for construction. Several young and potentially active faults have been mapped near the project site, most notably the East Gros Ventre Fault, faults on the east and west sides of the West Gros Ventre Butte, and the Teton Fault system along the base (east) of the Teton Range. Appropriate seismic coefficients should be used in the design of structures.

E. ROADS AND ACCESS

Access to the site is currently from Glenwood Street, Gill Avenue and the north-south alley west of the project site. Parallel parking will continue to exist on both Glenwood and Gill in front of the project and main site access will be through the underground parking accessed through the alley. The curb line along Glenwood Street will be moved 2 to 3 feet east to provide space for a buffer area with trees and a sidewalk while continuing to meet the Town of Jackson street width minimums for the angled parking on the east side of the street, both lanes and parallel parking on the west side of the street. The addition of a curb extension to the south-west corner of the Glenwood/Gill intersection is being proposed but this improvement is dependent on the Town making similar improvements to the rest of the intersection to achieve the benefits of shorter pedestrian crossing distances and improving intersection safety.

F. TRAFFIC

A Traffic Impact Study (TIS) was completed in 2006 by Jorgensen Associates for two developments that were being proposed at the time at Lots 1 through 4 and Lots 18 through 20, Block 6, Original Town Site, Jackson, Wyoming. The two developments were Club Lespri proposed by White Buffalo Development LLC located on the southeast corner of Gill Avenue and Milward Street (lots 18 through 20) and McCabe Corner proposed by The Eden Group located at 185 North Glenwood (lots 1 through 4). Club Lespri (aka White Buffalo) development consisted of a mixed-use private club with a dining room, lounge, wellness center, condominiums, and employee housing. The McCabe Corner development was proposed to consist of 33 condominiums. The Club Lespri was completed, but the McCabe corner development was never completed. The proposed BEAR development consists of 29 condominium units, four less than those proposed for the McCabe Corner development. For this reason, the original TIS remains valid.

The TIS indicated the two developments may add some delay to the Gill Avenue intersection with Glenwood and Millward Streets, however, the minor, additional delays should not significantly reduce the levels of service and therefore should not warrant any traffic mediation efforts. The completed Traffic Impact Study for this project is presented in a separate document titled "Traffic Impact Study for Club Lespri and McCabe Corner" and attached herein in **Section 4**.

G. PARKING

The development proposes the construction of 29 condominium units consisting of a mix of two- and three-bedroom units, with some available for short term rental. Both residential apartments and short-term rentals greater than 2 bedrooms require 1.5 parking spaces per units indicating 44 total required parking spots. The underground parking structure will provide 48 spots, exceeding the required parking.

H. PATHWAYS

According to the 2015 Community Streets plan, both Glenwood and Gill are designated as shared streets with no bicycle designation. The nearest, designated bike routes are Millward Street (1 block west of the project) and Mercill Avenue (1 block north of the project). Low speeds and traffic volume on the connecting streets provide safe access to both. Pedestrian improvements are proposed as part of this project to both street frontages and provide the maximum space available based on the existing structure. Glenwood Street will have a 5' buffer area and a variable (6' minimum) sidewalk. Gill Avenue will have a 4' buffer area and variable (6' minimum sidewalk).

I. WATER

Water will be supplied by the Town of Jackson through their distribution system located within Glenwood Street. Ties to the TOJ system will require an encroachment permit and a coordinated effort with the TOJ Public Works Department to identify the appropriate water service tap location. Once the system is on the project property it will be owned and operated by the development and all maintenance will be the responsibility of the development. The project team will coordinate with the TOJ Engineering and Public Works Department for capacity fees, backflow protection, water meter size, domestic, irrigation, and fire suppression installation arrangements. Based on preliminary demand calculations and anticipated service size, a Permit to Construct from the Wyoming DEQ will likely be required. Based on research conducted in conjunction with the previous, 2006 development, it is expected that adequate capacity is available from the Glenwood Street water main. Coordination with the Town Engineer will be essential as water demand values are refined and the site infrastructure design advances. The project team will also coordinate with the Fire Department to ensure adequate fire protection measures are in place.

An estimated water demand analysis is included in **Section 4**. A more detailed infrastructure layout will be included with the Development Plan Submittal.

J. WASTEWATER

Sanitary sewer will be connected to the existing Town of Jackson sewage collection lines within the alley west of the site and eventually be treated at the TOJ Wastewater Treatment Plant in South Park. The sewage collection lines internal to the project will be the responsibility of the development for operation and maintenance. Coordination between the building mechanical design and the TOJ Public Works Department will identify the appropriate service tap location.

Preliminary expected wastewater flows and research conducted in conjunction with the previous, 2006 development, indicate that there is adequate capacity from the sewer line located in the alley. Continued coordination with the Town Engineer will be essential as wastewater flows are refined and the site infrastructure design advances.

An estimated waste water demand analysis is included in **Section 4**. A more detailed infrastructure layout will be included with the Development Plan Submittal.

K. CABLE UTILITIES AND GAS

Power and communication lines will enter the project via the alley boarding the site the west. Lower Valley Energy and Century Link lines arrive at the site via overhead utility lines at the lot corner between 165 and 185 North Glenwood in the western alley and are then directed underground to nearby vaults and pedestals. A single 2-inch gas main is located within the western alley with a service line running east-west beneath the southern portion of 165 N. Glenwood. Further details and specific location of these connections to the project will be developed during the development plan submittal.

L. SNOW STORAGE

No snow storage is anticipated to be provided since all surfaces that will require snow removal in the development will have snow melt systems provided. Melt water will be routed to the storm water collection system. Any unforeseen snow removal will require trucking offsite.

M. GROUNDWATER, STREAMS, & RIVERS

There are no permanent streams or rivers on this parcel, with the nearest water feature being Flat Creek located approximately 700-ft northwest of the project site. Groundwater was encountered during the 2006 WAI investigation at an approximate depth of 25-ft below the ground surface (bgs). Groundwater monitoring was conducted by WAI in the spring of 2007, which showed groundwater levels remained fairly consistent at 25-ft bgs through the spring runoff. No groundwater was encountered during the Jorgensen Geotechnical fieldwork conducted in November of 2018. One groundwater monitoring well was installed to 30-ft bgs in one of the 2018 boreholes to facilitate groundwater monitoring during the 2019 spring runoff season.

SECTION 3 – SKETCH PLAN DRAWINGS

- **ARCHITECTURAL PLANS**
 - **CIVIL SITE PLANS**
 - **LANDSCAPE PLANS**

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SECTION 4 – ENGINEERING DOCUMENTS

- **WATER AND SEWER DEMAND CALCULATIONS**
 - **GEOTECH REPORT**
 - **TRAFFIC STUDY**

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SECTION 5 – SUPPORTING MATERIALS

- **HOUSING MITIGATION PLAN & CALCULATIONS**
 - **PROJECTED PROGRAM**
- **COMP PLAN DISTRICT 2 – TOWN COMMERCIAL CORE**
 - **PARK AND SCHOOL EXACTIONS**
- **NEIGHBORHOOD MEETING SUMMARY & SIGN IN SHEETS**

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SECTION 6 – APPLICATION MATERIALS

- **SKETCH PLAN APPLICATION**
- **PREAPPLICATION CONFERENCE CHECKLIST**
 - **DEED**
- **LETTER OF AUTHORIZATION**

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SKETCH PLAN

GLENWOOD GILL CONDOMINIUMS

165 and 185 GLENWOOD ST.
JACKSON, WY 83001

04/26/19



Kahler Slater

NOT FOR
CONSTRUCTION

CIVIL SHEET INDEX	
Sheet Number	Sheet Name
C1.0	EXISTING CONDITIONS
C2.0	PROPOSED CONDITIONS
C2.1	STREET IMPROVEMENTS

LANDSCAPE SHEET INDEX	
Sheet Number	Sheet Name
L0.1	SITE RENDERING
L0.2	LANDSCAPE PLAN

ARCHITECTURAL SHEET INDEX	
Sheet Number	Sheet Name
A110	BASEMENT PLAN
A111	FIRST FLOOR PLAN
A112	SECOND FLOOR PLAN
A113	THIRD FLOOR PLAN
A114	ROOF PLAN
A121	ENLARGED PLAN - UNIT C
A122	ENLARGED PLAN - UNIT E
A201	EXTERIOR ELEVATIONS
A202	EXTERIOR ELEVATIONS
A203	EXTERIOR ELEVATIONS
A301	PERSPECTIVES
A302	PERSPECTIVES
A303	PERSPECTIVES
A304	PERSPECTIVES
A401	CONTEXT IMAGES

Revisions	Date
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SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date
04/26/2019

GLENWOOD GILL
CONDOMINIUMS

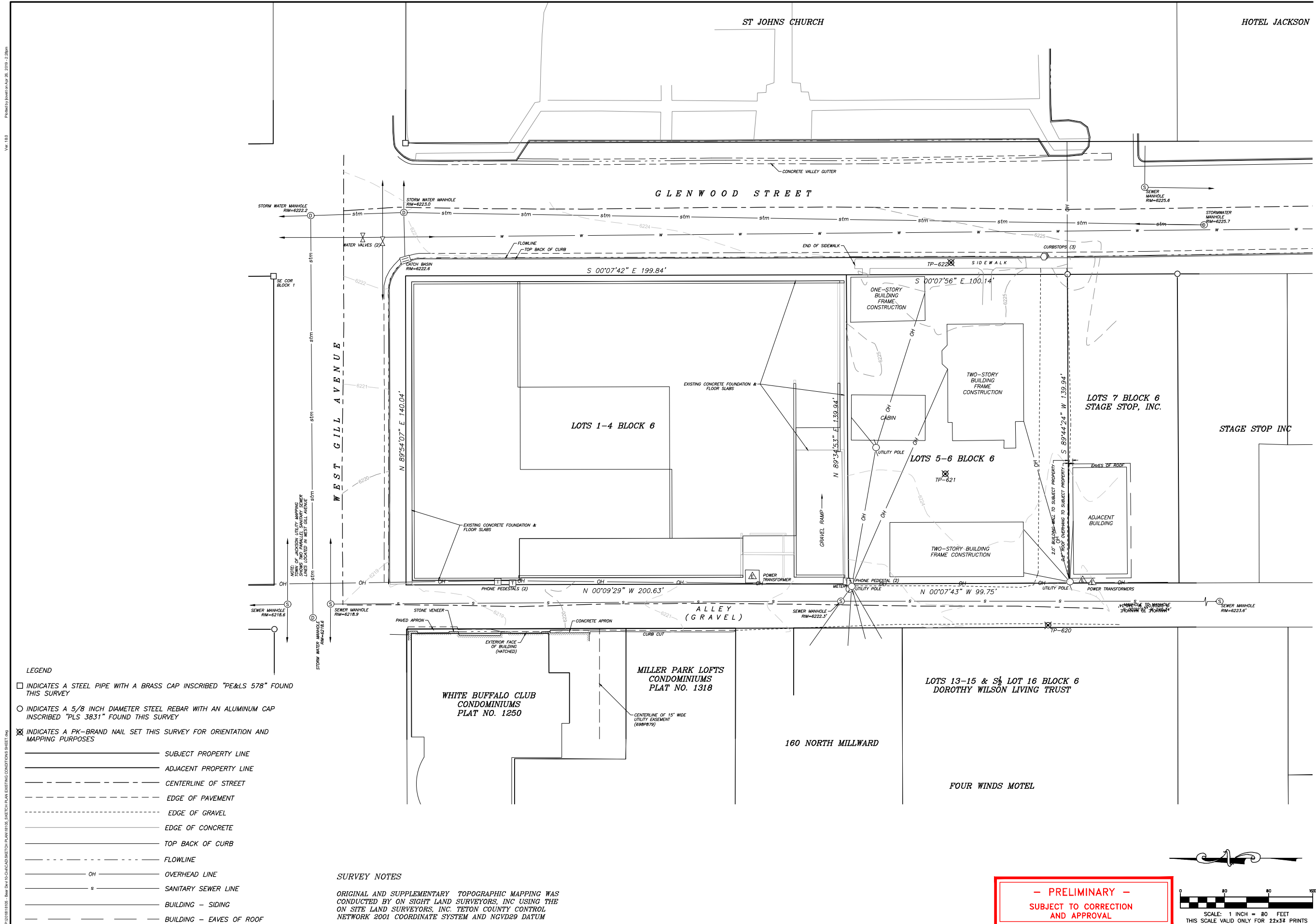
165 and 185 GLENWOOD ST.
JACKSON, WY 83001

Project No. 218062.00 BEAR DEVELOPMENT

Sheet Title
COVER SHEET

Sheet No.
G000

NOT FOR
CONSTRUCTION



Revisions Date

SCOPE DOCUMENTS
Drawing Date

GLENWOOD GILL
CONDOMINIUMS

165 and 185 GLENWOOD ST.
Project No. 18105
Sheet Title
EXISTING
CONDITIONS

Sheet No.
C1.0

Revisions	Date
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SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date
4,26,2019

GLENWOOD GILL
CONDOMINIUMS

165 and 185 GLENWOOD ST.

Project No.

BEAR DEVELOPMENT

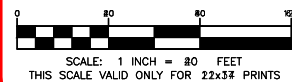
Sheet Title

SITE PLAN

Sheet No.

C2.0

— PRELIMINARY —
SUBJECT TO CORRECTION
AND APPROVAL



Ver. 18.0
Plotted by Jovett on Apr 26, 2019 - 2:28pm



165 and 185 GLENWOOD ST.

Project No.	BEAR
18105	DEVELOPMENT

Sheet Title

**STREET
IMPROVEMENTS**

Sheet No.
C2.1



- LEGEND
- (A) Parallel Parking
 - (B) Pavers with Trees in Grates (Per TOJ Std.)
 - (C) Pedestrian Sidewalk
 - (D) Bike Racks
 - (E) Courtyard Circulation
 - (F) Private Courtyard
 - (G) Raised Planter w/ Trees
 - (H) Raised Planters w/ Ornamental Grasses/ Perennials
 - (I) Trash
 - (J) Entrance to Units from Gill and Glenwood
 - (K) Access to Underground Parking Garage
 - (L) Proposed Curb Bulb Out
 - (M) Existing Diagonal Parking
 - (N) Benches



HERSHBERGER DESIGN
Landscape Architecture Environmental Planning Urban Design
300 S. 10th St. • Jackson, WY 83001 • 307.739.1800 • 307.739.8222

NOT FOR
CONSTRUCTION

Revisions Date

SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date
4.26.2019

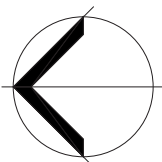
GLENWOOD GILL
CONDOMINIUMS

165 and 185 Glenwood ST.
Jackson, WY 83001

Project No. BEAR
18105 DEVELOPMENT

Sheet Title
SITE RENDERING

Sheet No.
L0.1



LEGEND

	PROPERTY BOUNDARY
	ADJACENT PROPERTY BOUNDARY
	ROAD CENTERLINE
	PROPOSED CURB
	CONCRETE SIDEWALK
	COURTYARD PAVEMENT
	PAVERS
	RAISED PLANTER (METAL OR CONCRETE)
	TREE GRATE (PER TOJ STANDARD)
	BIKE RACK (INVERTED 'U' STYLE)

PLANT SCHEDULE

TREES	BOTANICAL NAME / COMMON NAME	CONT	SIZE	QTY
	Fraxinus pennsylvanica 'Patmore' 'Patmore' Ash	3" Cal.	B&B	4
	Populus tremuloides Quaking Aspen	3" Cal.	B&B	2
	Ulmus americana 'New Horizon' New Horizon American Elm	3" Cal.	B&B	6
SHRUBS	BOTANICAL NAME / COMMON NAME	CONT	SIZE	QTY
	Spiraea betulifolia 'Tor Gold' / Glow Girl Birchleaf Spirea	5 Gal.		22
GROUND COVERS	BOTANICAL NAME / COMMON NAME	CONT	SPACING	QTY
	Ornamental Grasses - Species TBD	1 Gal.	24" O.C.	400

LANDSCAPE PLANT COST ESTIMATE

All landscaping will comply with Div. 5.5 of Town of Jackson LDR's. The landscape bond amount is based off of the following cost estimate:

PLANTS	SIZE	UNIT COST	QTY	TOTAL
Patmore Ash	3" Cal	\$400	4	\$1,600.00
Quaking Aspen	3" Cal	\$400	2	\$800.00
New Horizon Elm	3" Cal	\$400	6	\$2,400.00
Glow Girl Birchleaf Spirea	5 Gal	\$55	22	\$1,210.00
Ornamental Grasses	1 Gal	\$12	400	\$4,800.00
TOTAL LANDSCAPE COST ESTIMATE				\$10,810

IRRIGATION	
Estimated Cost to Irrigate	\$5,000
TOTAL COST OF PLANTS + IRRIGATION	\$15,810
TOTAL COST x 125% FOR BOND AMOUNT	\$19,762.50

NOTES

ZONING DISTRICT	DC: Downtown Core
Plant Unit Requirement	N/A per 2.2 (& 2.2.2)
Landscape Surface Requirement	N/A
Pedestrian Frontage Proposed	Trees in Grates
BICYCLE PARKING PROPOSED	4
VEHICLE PARKING PROPOSED - SEE CIVIL/ARCH	
TRASH - SEE ARCH.	

SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date
4.26.2019

GLENWOOD GILL
CONDOMINIUMS

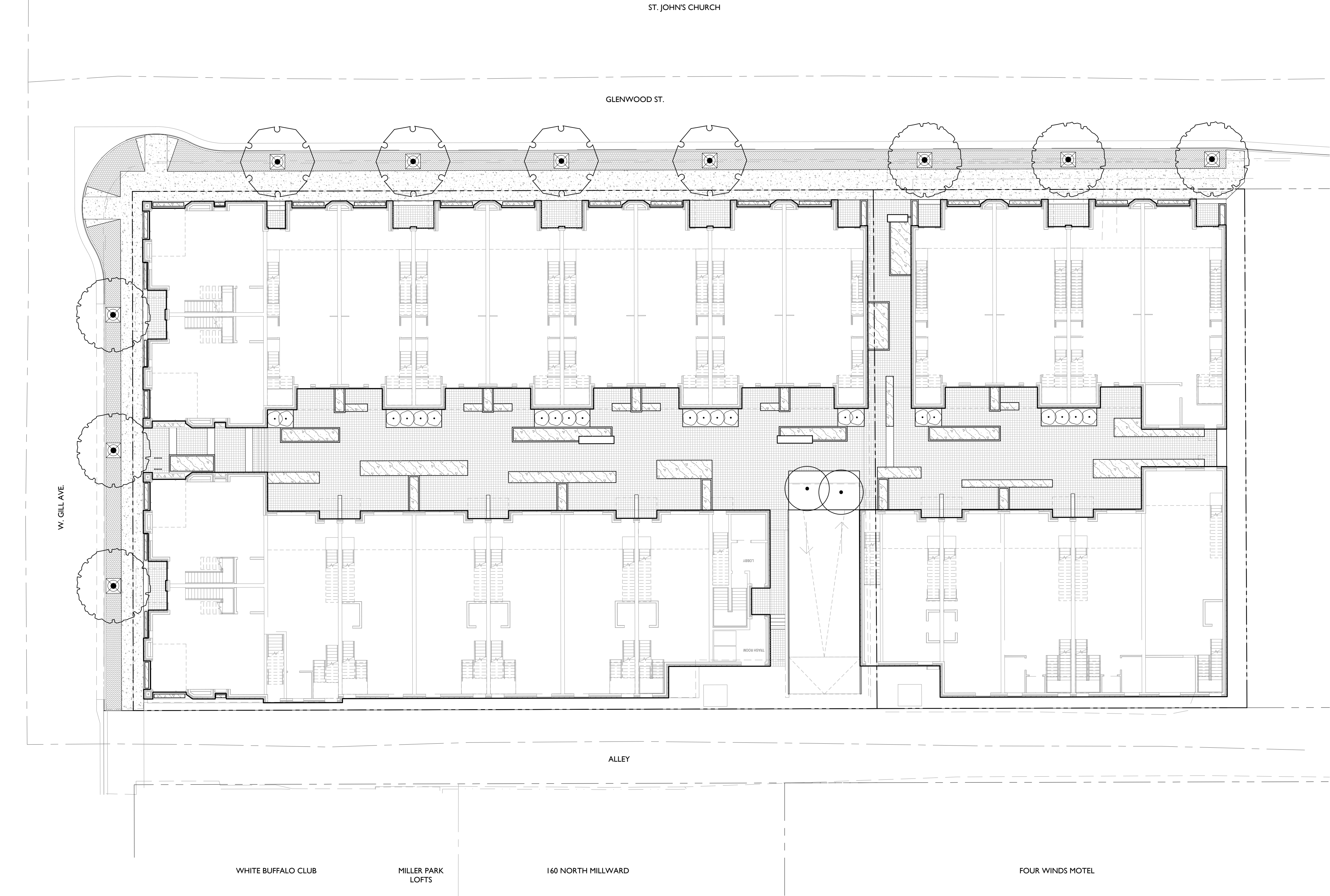
165 and 185 Glenwood ST.
Jackson, WY 83001

Project No. BEAR
18105 DEVELOPMENT

Sheet Title

LANDSCAPE PLAN

Sheet No.
L0.2

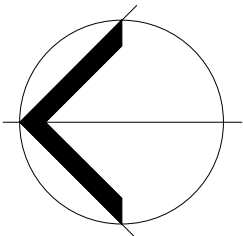


PLANTING & IRRIGATION NOTES

- Refer to Civil Engineer's utility and grading plans. If site conditions vary from what is shown, contact the Landscape Architect and Civil Engineer for direction before proceeding.
- Verify locations and timing of site improvements installed under other sections. If any part of the work cannot be completed due to site conditions, contact the Landscape Architect for direction before proceeding.
- Excavation near underground utilities shall be done carefully and, if necessary, by hand. The Contractor is fully responsible for this work and any disruption to utilities or damage to the site and/or improvements shall be repaired immediately at no expense to the Owner.
- Obtain approval of finish grading from Landscape Architect prior to installing any plant material. The finish grades of planting areas and lawns shall be 1/2" below adjacent edging or paving. Confirm mulch depth and whether lawns are to be seed or sod.
- Confirm all plant counts and square footages. Quantities shown are provided as Owner information only. If quantities indicated in the plant list differ from symbols shown on the plans, then the plans shall govern the plant count.
- Contractor to verify suitability of native or imported topsoil. Suitable topsoil shall be free of roots, plants, sod, stones greater than 1/2" in any dimension, clay lumps, and other extraneous materials detrimental to plant growth.
- For areas to receive sod or seed and/or to produce planting soil for areas indicated on details, amend suitable topsoil with organic compost to a ratio of 1 part compost to 4 parts topsoil by volume.
- Compost shall be organic, well-composted, stable, and weed-free organic matter, pH range of 5.5 to 8.0; moisture content 35 to 55 percent by weight; with organic matter content 50 to 60 percent of dry weight with 1/6-1/8 nutrient composition. If compost is not 1/6-1/8 nutrient composition, add commercial fertilizer in necessary quantities to meet 1/6-1/8 nutrient composition. Source: Glacier Gold Compost or approved equal.
- Contractor to supplement existing native surface topsoil as necessary. Obtain supplemental topsoil displaced from naturally well-drained construction or mining sites where topsoil occurs at least 4 inches deep. Do not obtain from agricultural lands, bogs, or marshes.
- Compost mulch shall be organic, well-composted, stable, and weed-free organic matter, pH range of 5.5-8.0; moisture content 35 to 55 percent by weight; 100 percent passing through 1/2-inch sieve; soluble salt content of 2 to 5 decisiemens/m; not to exceed 0.5 percent inert contaminants and free of substances toxic to planting; organic matter content 50 to 60 percent of dry weight. Source: Glacier Gold Compost or approved equal.
- The Landscape Architect shall review all plant materials at the source or nursery or by photographs provided by Contractor prior to shipment. The Landscape Architect reserves the

- right to reject any unacceptable plant material either at the source or when delivered to the project site.
- Carefully align and space plant materials as indicated in these notes, drawings, and details. The final location of plant materials is to be approved by the Landscape Architect on site prior to installation. The Contractor is responsible for staking or marking the location of all plant materials on site for review by the Landscape Architect. The Landscape Architect reserves the right to adjust the exact locations of plants on site.
- All plants shall be planted at the same level with relation to finish grade as they were grown in the field or nursery.
- All plant material shall be irrigated by a pressurized subsurface irrigation system with automatic controller. All trees, shrubs, and perennials shall be drip irrigated and all turf areas shall be irrigated with a spray or rotor system. Irrigation system shall be design-build by Contractor. Contractor shall provide an irrigation shop-drawing for review by Landscape Architect before proceeding. Contractor shall demonstrate full system coverage prior to acceptance and before plant material installation. Contractor shall provide a reproducible as-built drawing of installed irrigation system at conclusion of project.
- The irrigation system shall be operational prior to plant installation or temporary irrigation measures shall be provided in the interim. The method of temporary irrigation shall be

- approved by the Landscape Architect prior to plant material installation.
- All irrigation within Right of Way to be installed per Teton County/Jackson Parks & Recreation specifications.
- No pruning of existing or newly planted trees or shrubs shall be allowed without the direction and approval of the Landscape Architect.
- For ball & burlap trees, remove burlap from top 1/3 of rootball and entire wire basket as tree pits are backfilled.
- All installed trees shall be staked. The Landscape Architect shall review and reserves the right to reject the method and/or installation of tree staking and guying systems prior to acceptance.
- During construction and prior to final acceptance, Contractor shall observe the project site for the growth of noxious weeds. Contractor shall report the growth of noxious weeds to the Teton County Weed and Pest District Office. Contractor and Owner shall implement a weed control program to control noxious weeds.



0 8 16 32 48 64 80
1"=16'



NOT FOR
CONSTRUCTION

Revisions	Date
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SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date

04/26/2019

GLENWOOD GILL CONDOMINIUMS

165 and 185 GLENWOOD ST.
JACKSON, WY 83001

Project No. _____

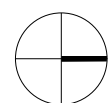
BEAR DEVELOPMENT

Sheet Title

BASEMENT PLAN



1 00-BASEMENT FLOOR
3/32" = 1'-0"



NOT FOR
CONSTRUCTION



1 01-1ST FLOOR
3/32" = 1'-0"

Revisions Date

SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date
04/26/2019

GLENWOOD GILL
CONDOMINIUMS

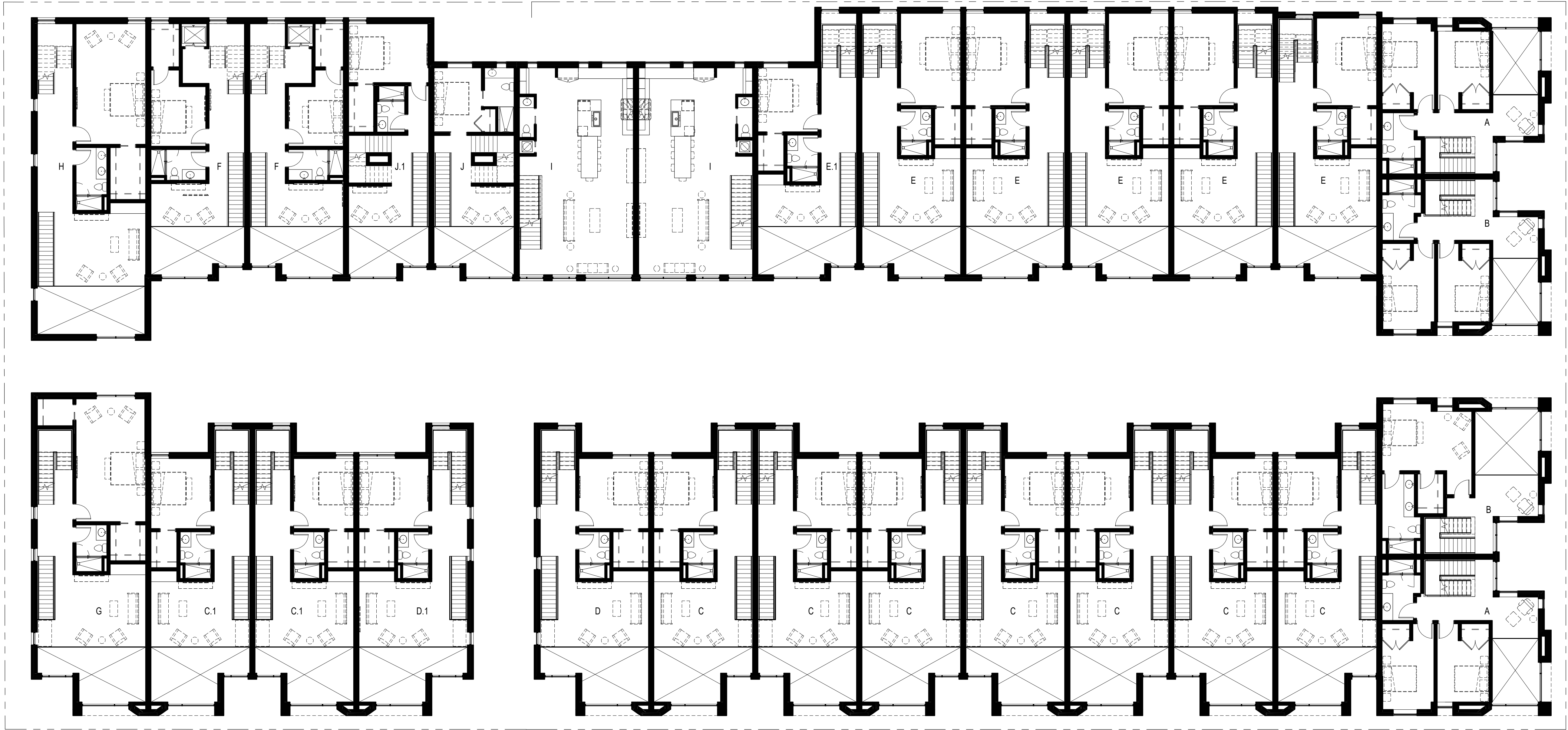
165 and 185 GLENWOOD ST.
JACKSON, WY 83001

Project No. 218062.00 BEAR
DEVELOPMENT

Sheet Title
FIRST FLOOR PLAN

Sheet No.
A111

NOT FOR
CONSTRUCTION



1 02-2ND FLOOR
3/32" = 1'-0"

Revisions Date

SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date

04/26/2019

GLENWOOD GILL
CONDOMINIUMS

165 and 185 GLENWOOD ST.
JACKSON, WY 83001

Project No. 218062.00 BEAR
DEVELOPMENT

Sheet Title

SECOND FLOOR PLAN

Sheet No.

A112

NOT FOR
CONSTRUCTION

Revisions Date

SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date
04/26/2019

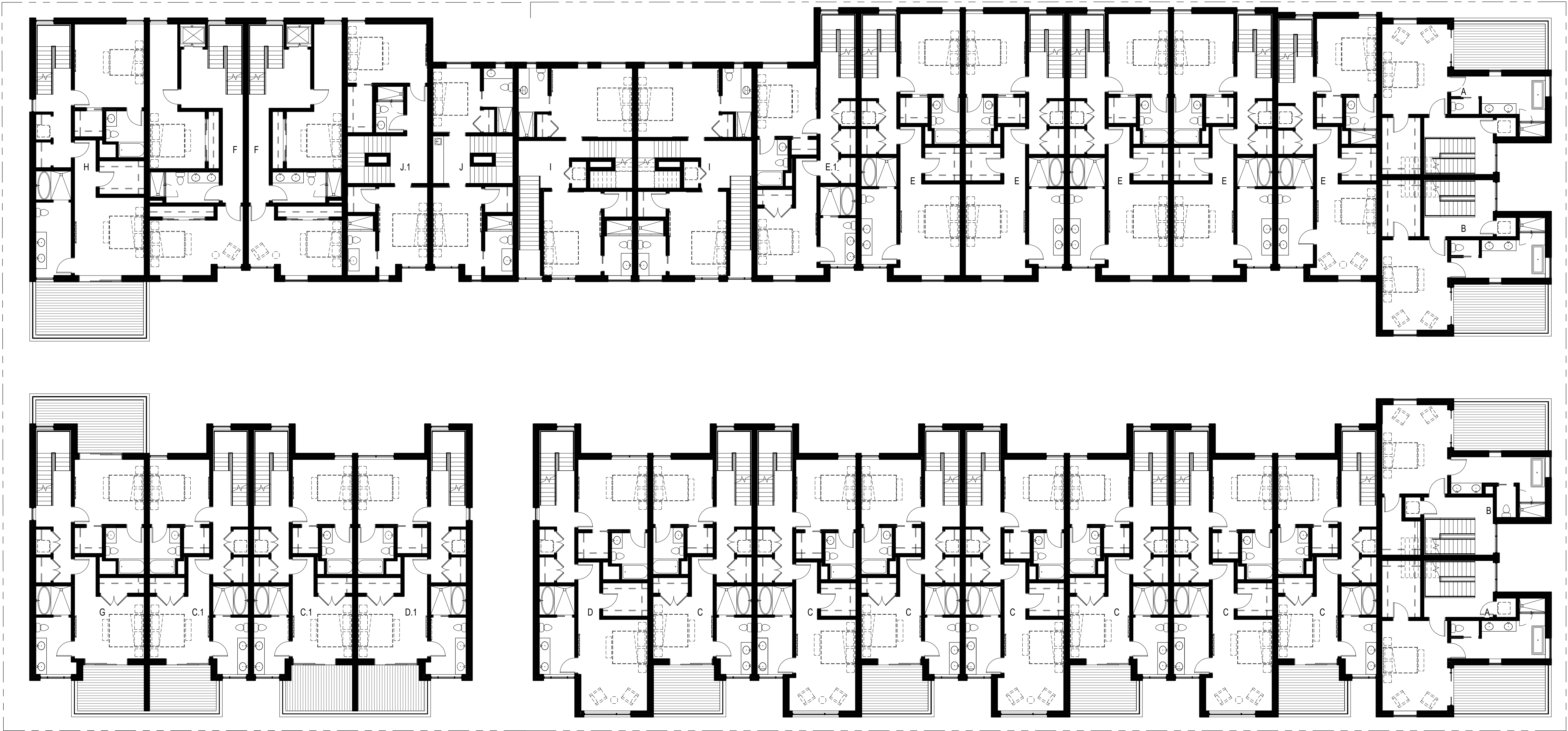
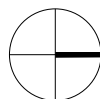
GLENWOOD GILL
CONDOMINIUMS

165 and 185 GLENWOOD ST.
JACKSON, WY 83001

Project No. 218062.00 BEAR
DEVELOPMENT

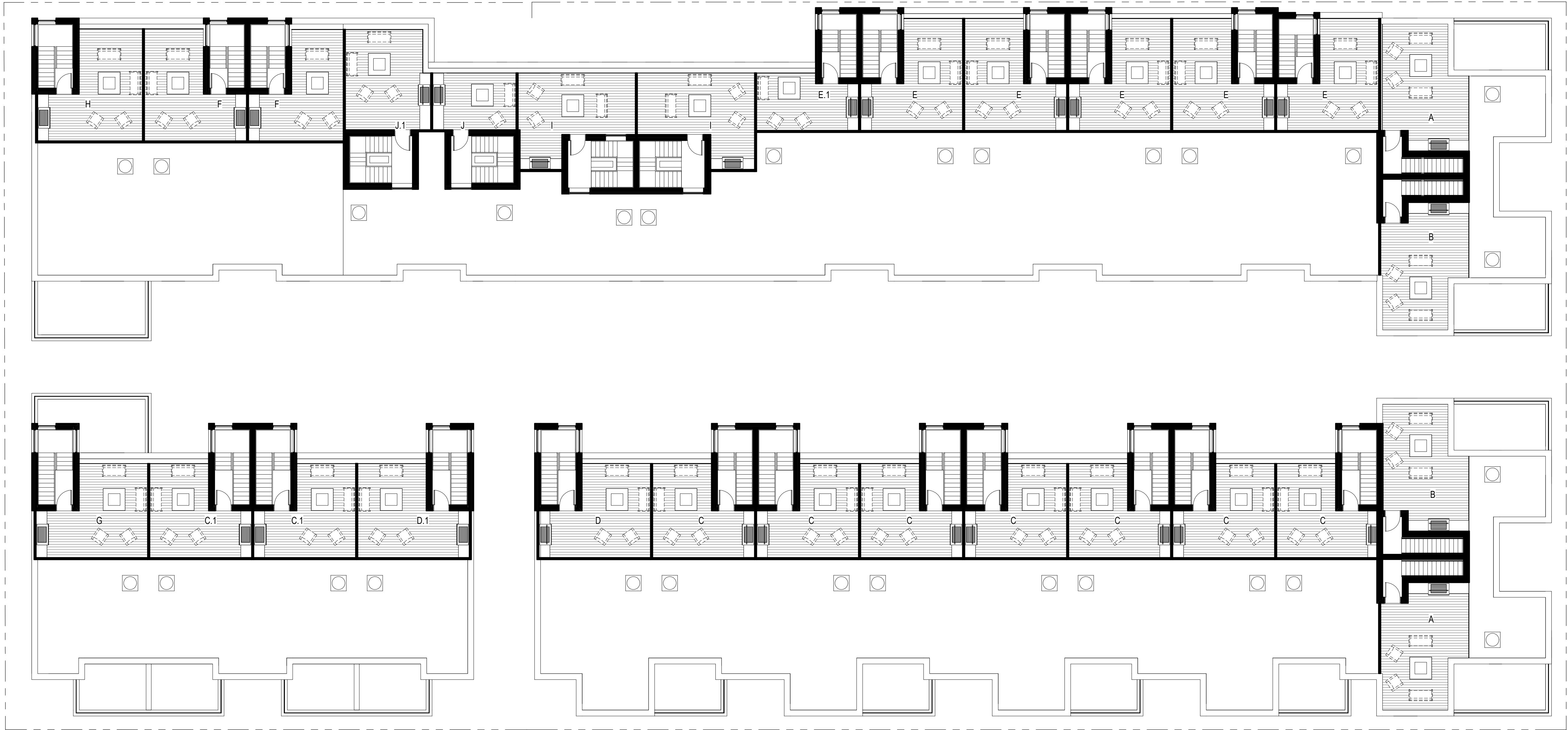
Sheet Title
THIRD FLOOR PLAN

Sheet No.
A113



1 03-3RD FLOOR
3/32" = 1'-0"

NOT FOR
CONSTRUCTION



1 04-ROOF
3/32" = 1'-0"

Revisions Date

SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date
04/26/2019

GLENWOOD GILL
CONDOMINIUMS

165 and 185 GLENWOOD ST.
JACKSON, WY 83001

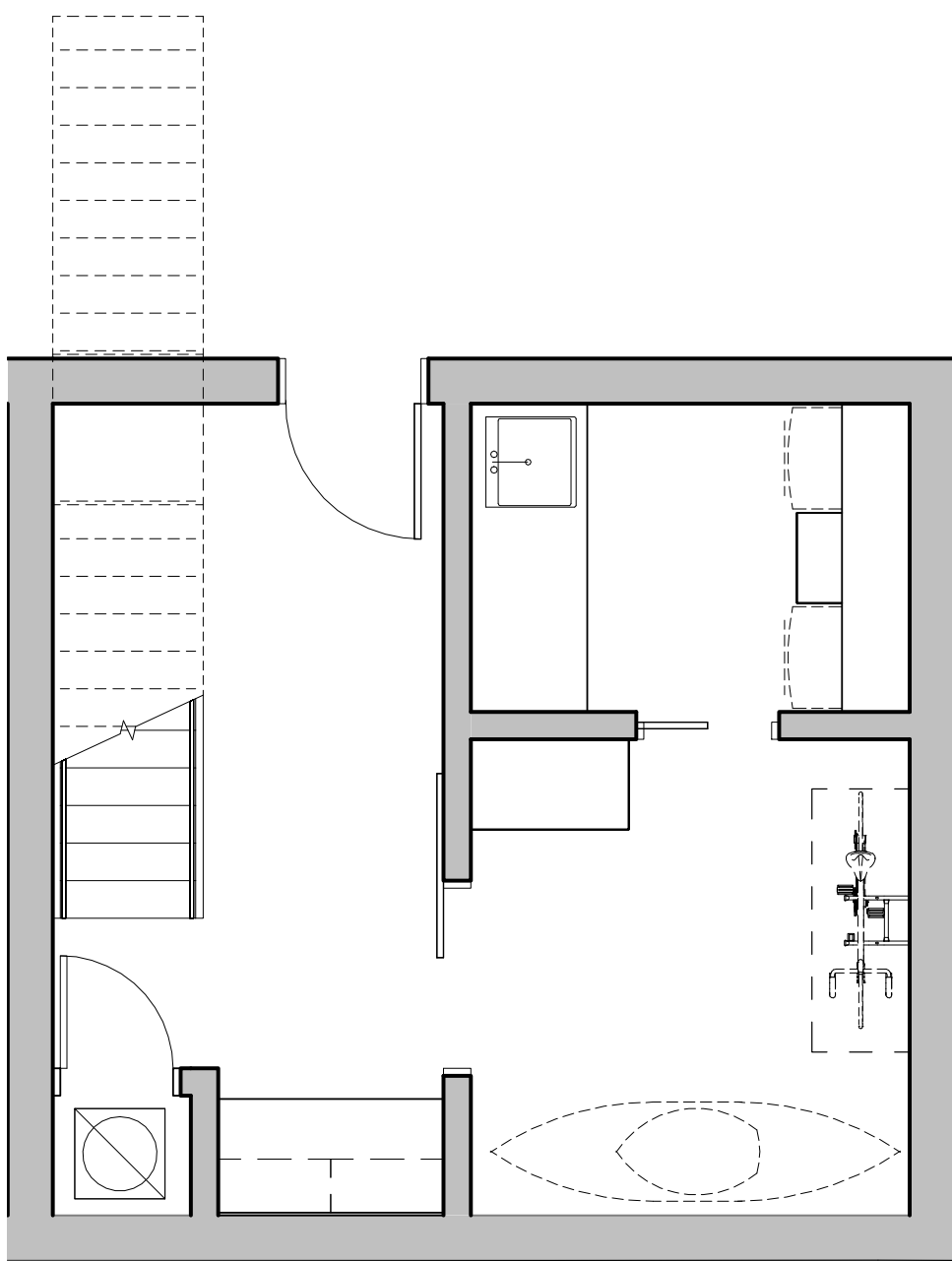
Project No. 218062.00 BEAR
DEVELOPMENT

Sheet Title
ROOF PLAN

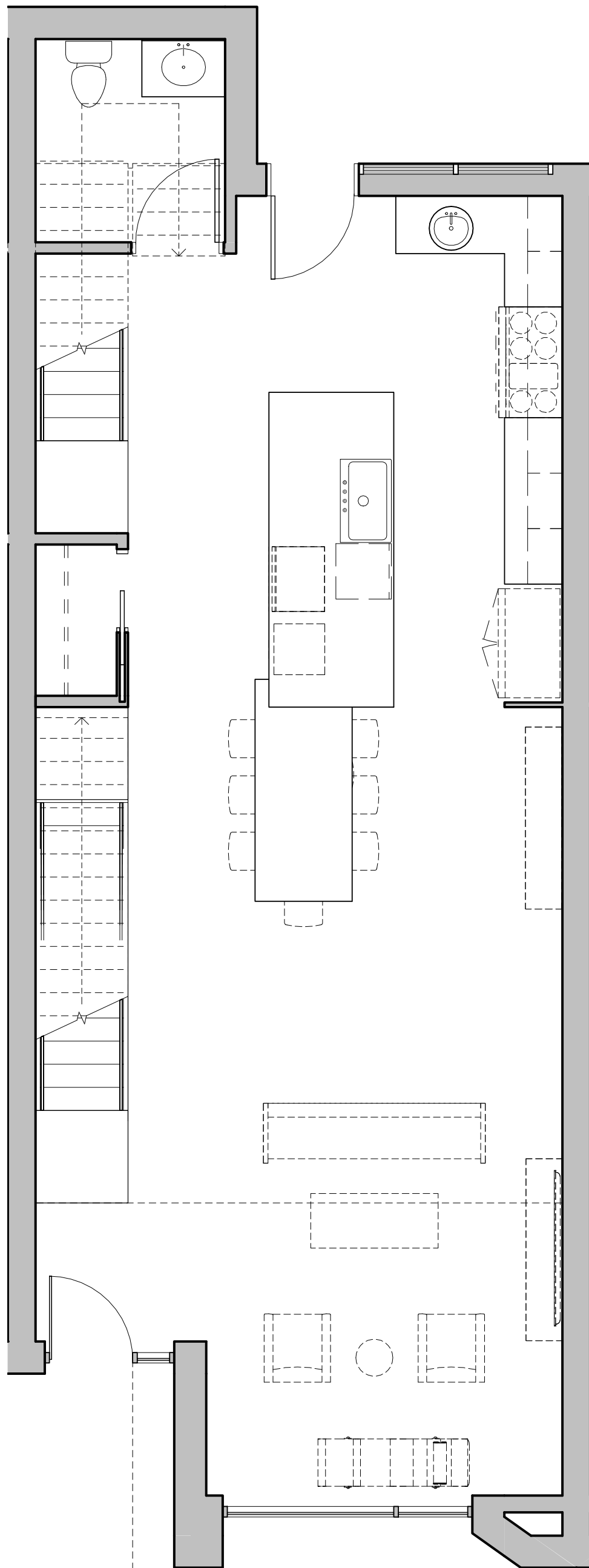
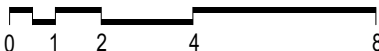
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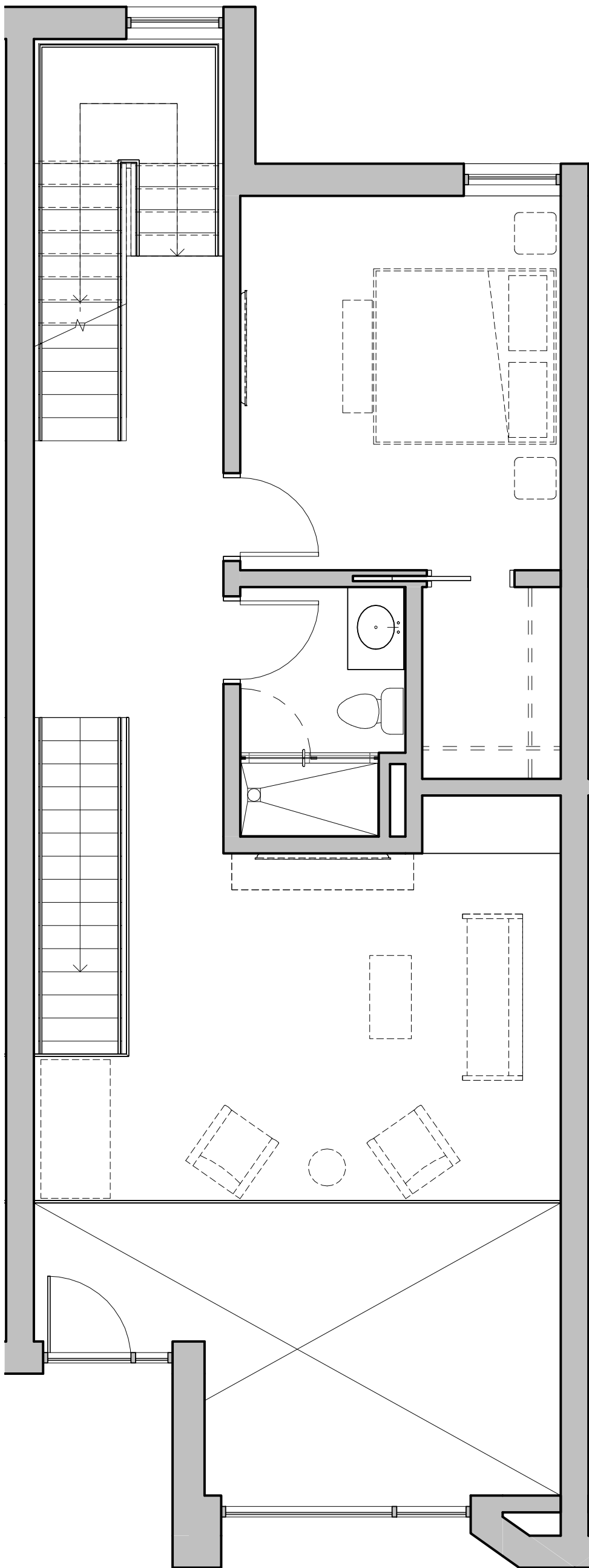
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CONSTRUCTION



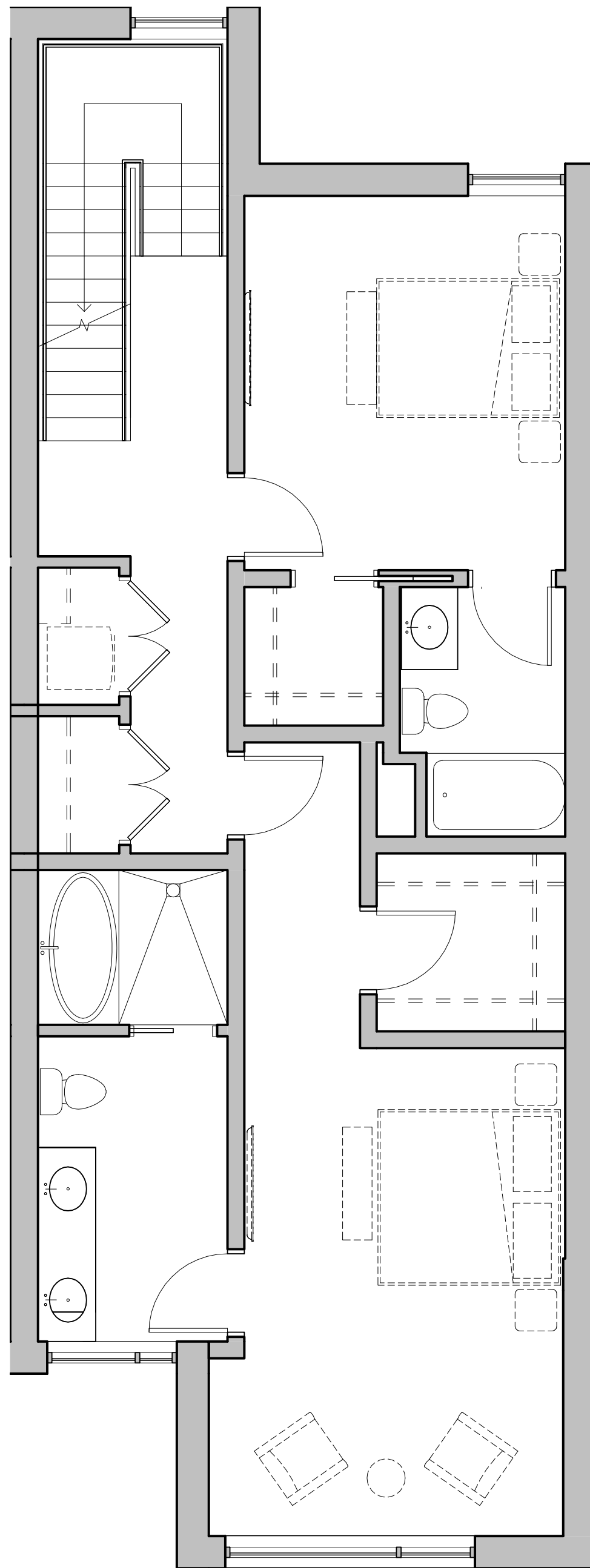
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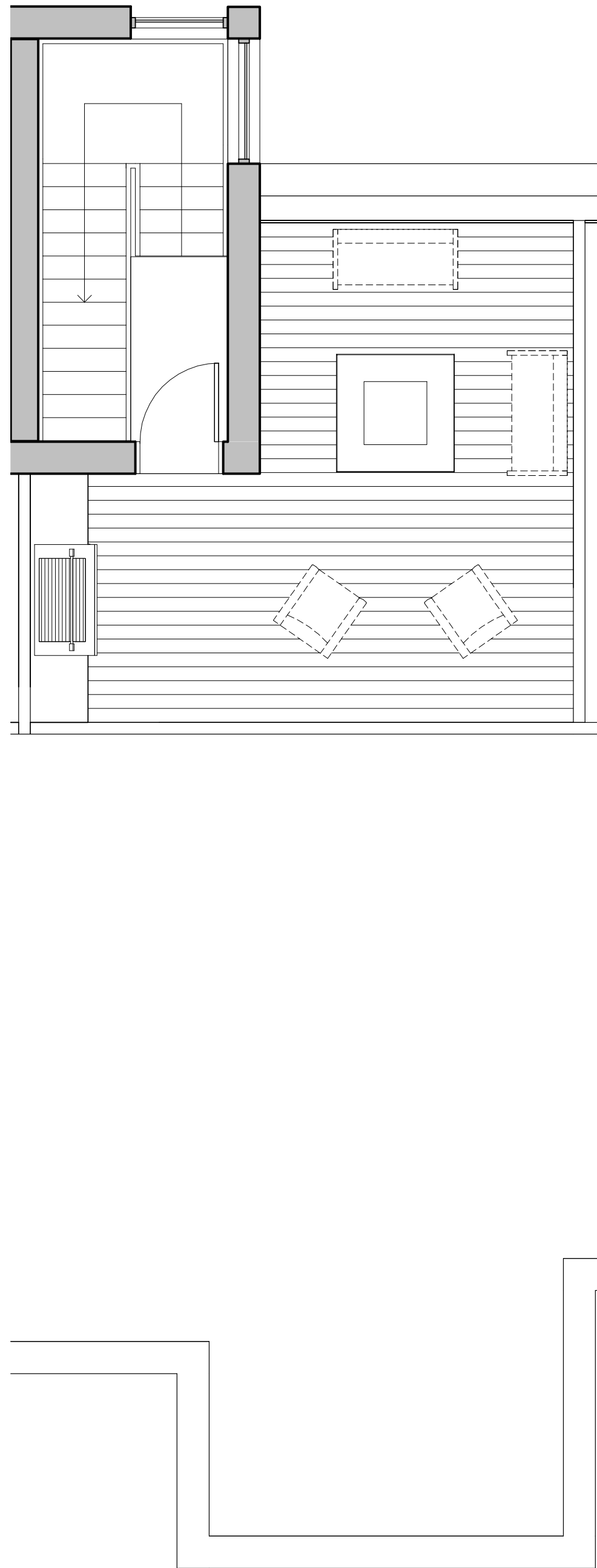
1ST FLOOR



2ND FLOOR



3RD FLOOR



ROOFTOP

Revisions Date

SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date
04/26/2019

GLENWOOD GILL
CONDOMINIUMS

165 and 185 GLENWOOD ST.
JACKSON, WY 83001

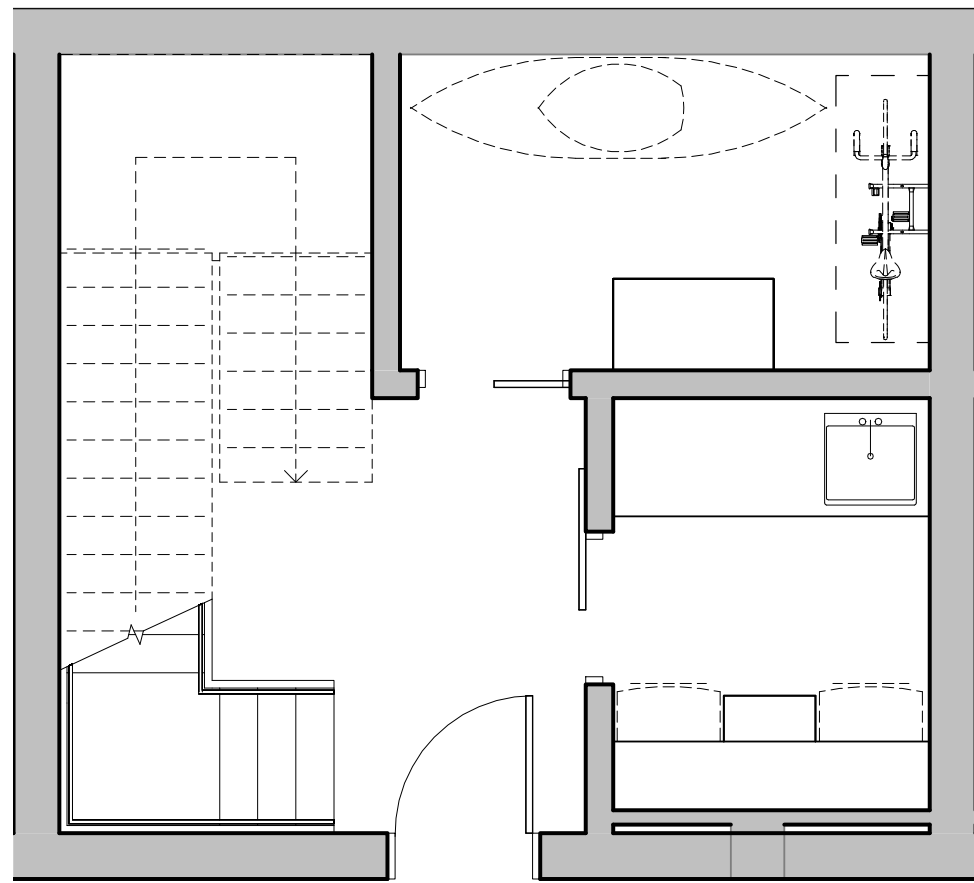
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DEVELOPMENT

Sheet Title

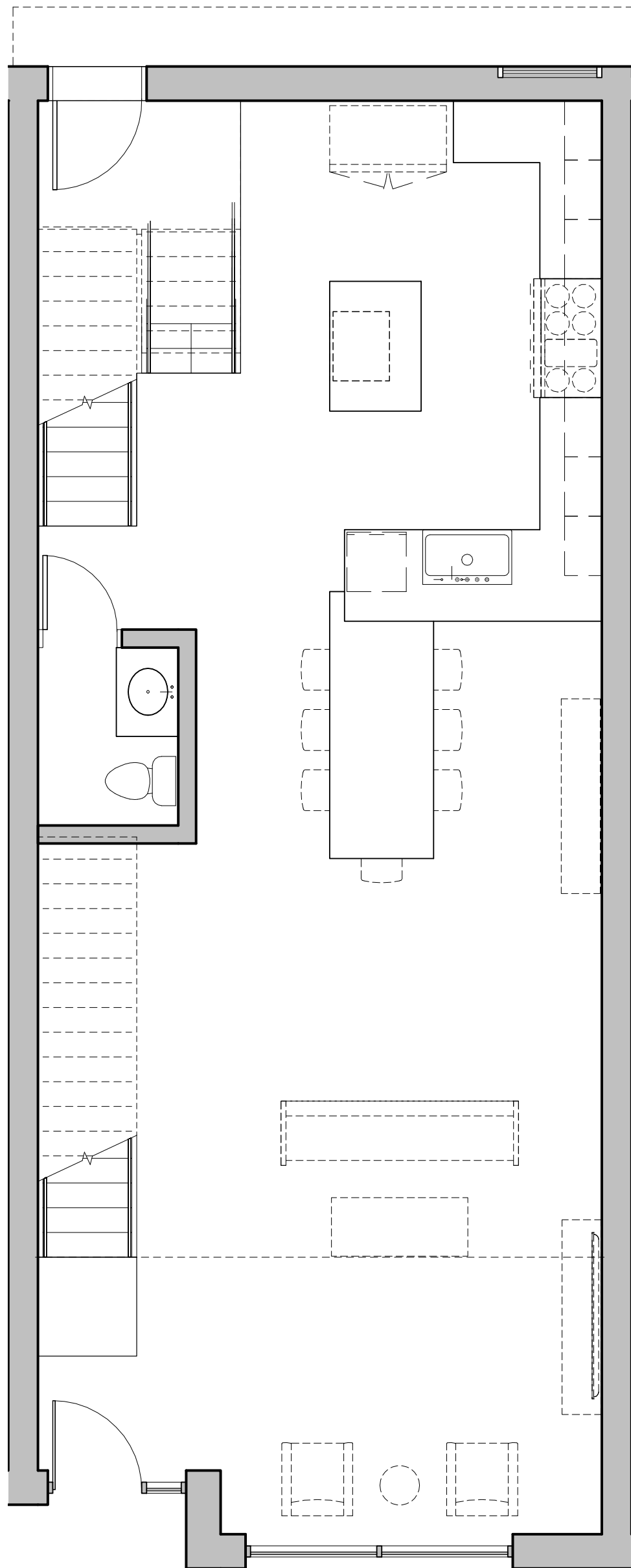
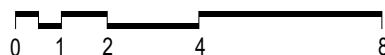
ENLARGED PLAN - UNIT C

Sheet No.

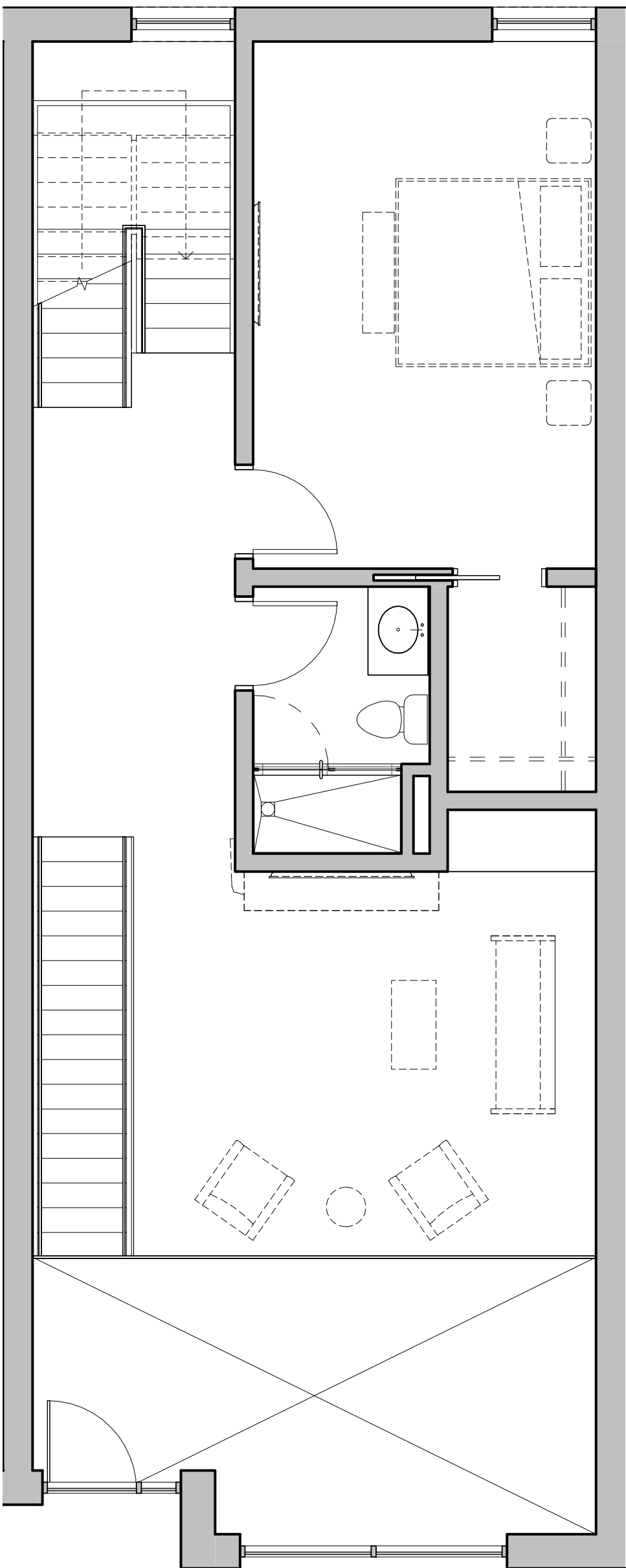
A121



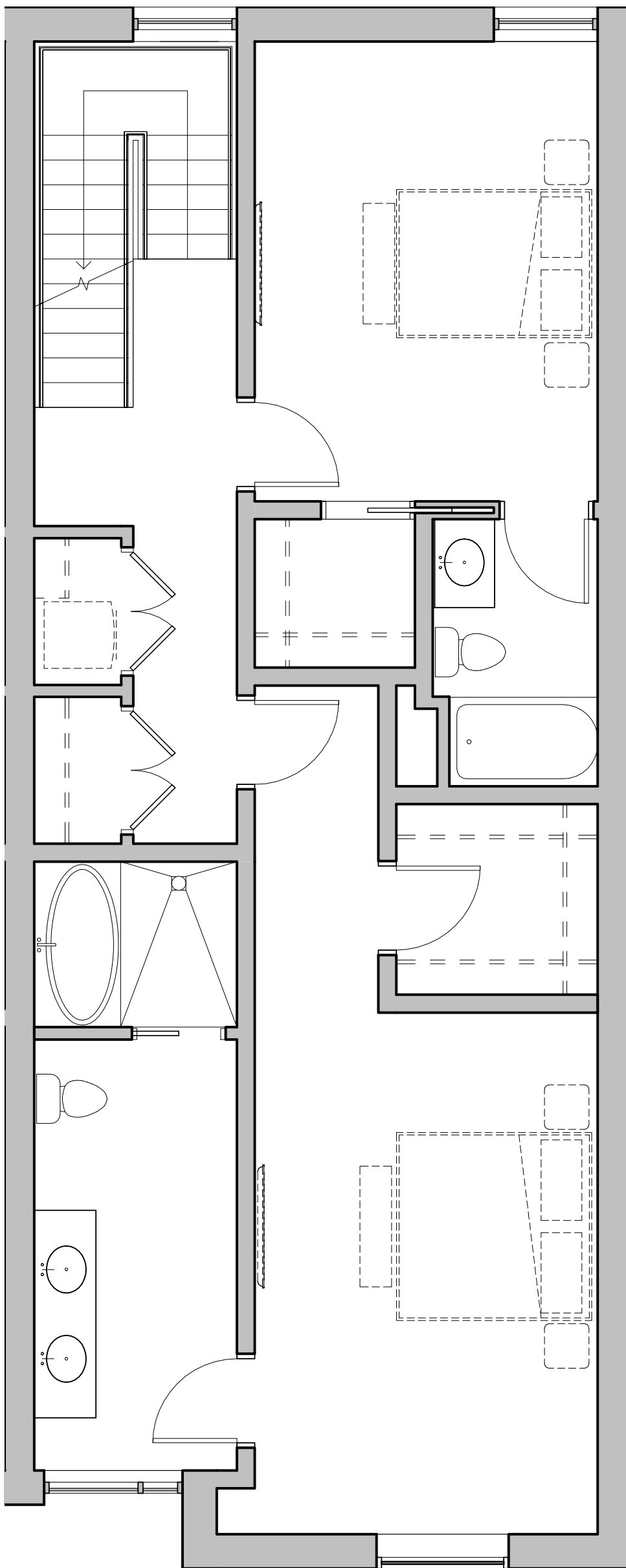
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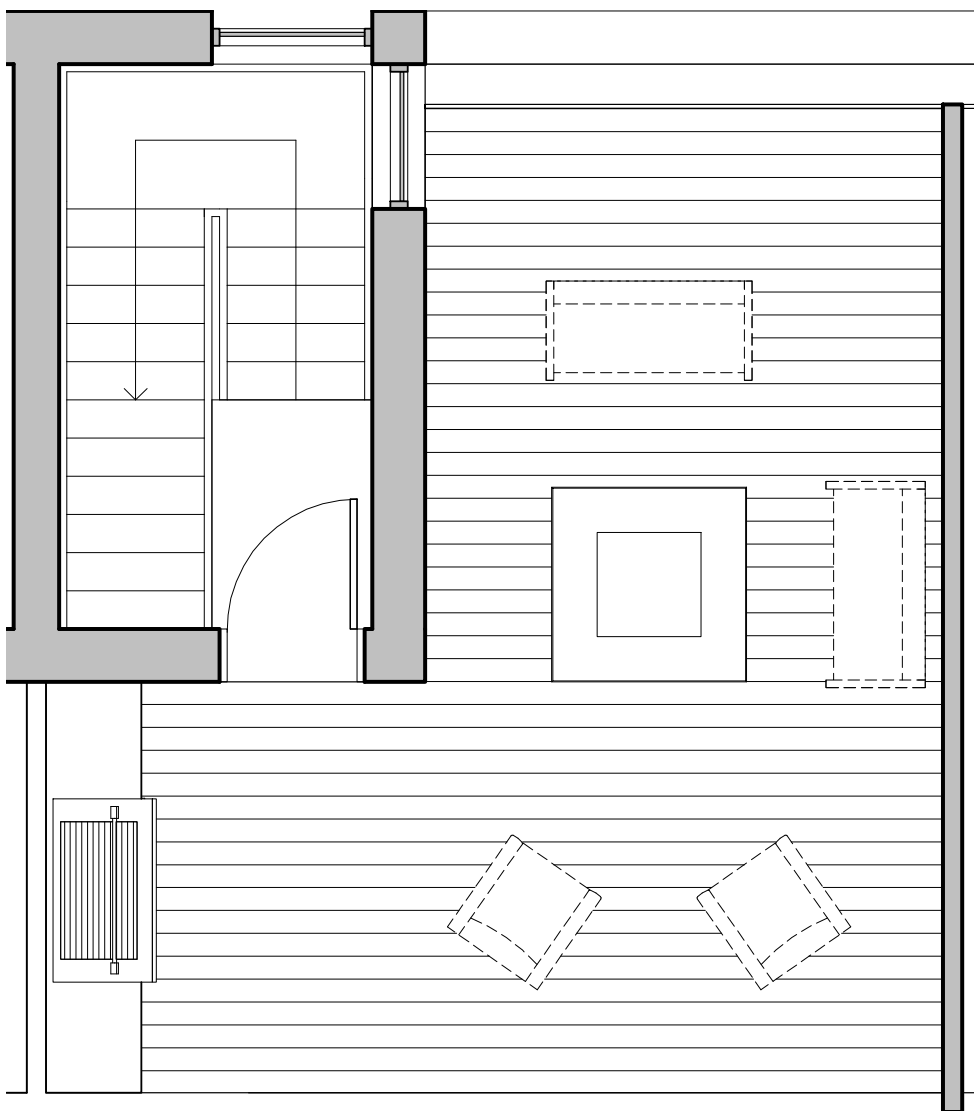
1ST FLOOR



2ND FLOOR



3RD FLOOR



ROOFTOP

NOT FOR
CONSTRUCTION

Revisions Date

SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date
04/26/2019

GLENWOOD GILL
CONDOMINIUMS

165 and 185 GLENWOOD ST.
JACKSON, WY 83001

Project No. 218062.00 BEAR
DEVELOPMENT

Sheet Title

ENLARGED PLAN - UNIT E

Sheet No.

A122



EAST ELEVATION

0 5 10 20 40



WEST ELEVATION

0 5 10 20 40

NOT FOR
CONSTRUCTION

Revisions Date

SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date

04/26/2019

GLENWOOD GILL
CONDOMINIUMS

165 and 185 GLENWOOD ST.
JACKSON, WY 83001

Project No. 218062.00 BEAR
DEVELOPMENT

Sheet Title

EXTERIOR ELEVATIONS

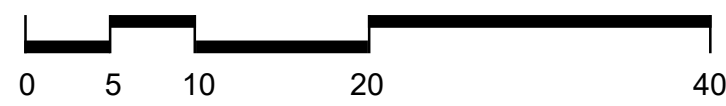
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A201

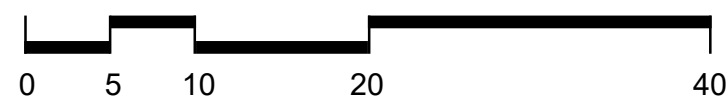
NOT FOR
CONSTRUCTION



EAST ELEVATION - COURTYARD



WEST ELEVATION - COURTYARD



Revisions Date

SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date
04/26/2019

GLENWOOD GILL
CONDOMINIUMS

165 and 185 GLENWOOD ST.
JACKSON, WY 83001

Project No. 218062.00 BEAR
DEVELOPMENT

Sheet Title
EXTERIOR ELEVATIONS

Sheet No.

A202

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CONSTRUCTION



0 5 10 20 40



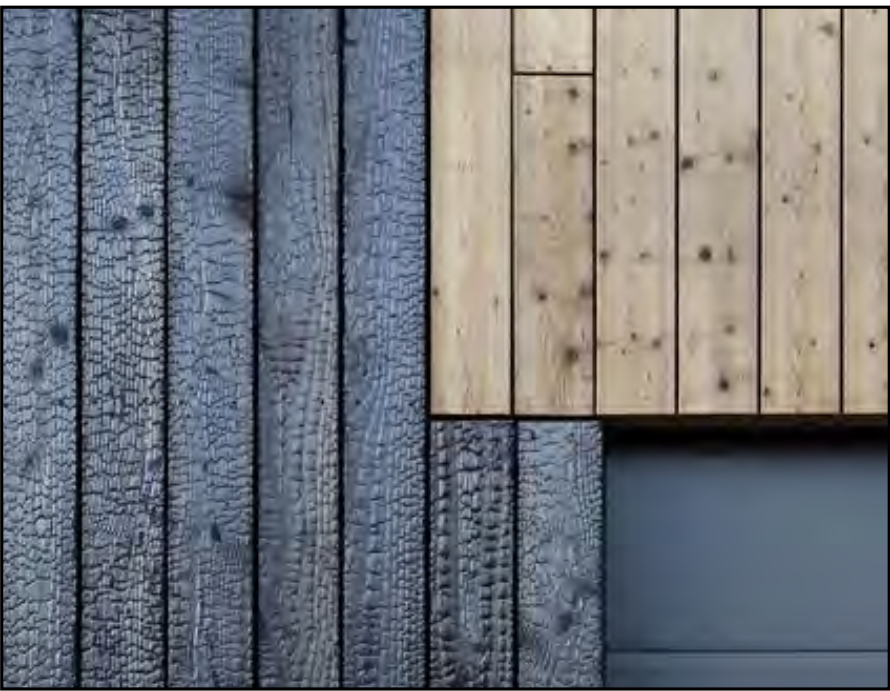
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WEATHERING STEEL



CHARRED WOOD



WOOD ACCENTS



CONCRETE
FACADE MATERIALS

Revisions Date

SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date
04/26/2019

GLENWOOD GILL
CONDOMINIUMS

165 and 185 GLENWOOD ST.
JACKSON, WY 83001

Project No. 218062.00 BEAR
DEVELOPMENT

Sheet Title
EXTERIOR ELEVATIONS

Sheet No.
A203



NOT FOR
CONSTRUCTION

Revisions	Date
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SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date
04/26/2019

GLENWOOD GILL
CONDOMINIUMS

165 and 185 GLENWOOD ST.
JACKSON, WY 83001

Project No. 218062.00	BEAR DEVELOPMENT
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Sheet Title PERSPECTIVES

Sheet No. A301



NOT FOR
CONSTRUCTION

Revisions Date

SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date
04/26/2019

GLENWOOD GILL
CONDOMINIUMS

165 and 185 GLENWOOD ST.
JACKSON, WY 83001

Project No. BEAR
218062.00 DEVELOPMENT

Sheet Title
PERSPECTIVES

Sheet No.

A302

NOT FOR
CONSTRUCTION

Revisions	Date
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SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date
04/26/2019

GLENWOOD GILL CONDOMINIUMS

165 and 185 GLENWOOD ST.
JACKSON, WY 83001

Project No.	BEAR
218062.00	DEVELOPMENT

Sheet Title

PERSPECTIVES

Sheet No.
A303



NOT FOR
CONSTRUCTION

Revisions Date

SKETCH PLAN

SCOPE DOCUMENTS
Drawing Date
04/26/2019

GLENWOOD GILL
CONDOMINIUMS

165 and 185 GLENWOOD ST.
JACKSON, WY 83001

Project No. 218062.00 BEAR DEVELOPMENT

Sheet Title
PERSPECTIVES

Sheet No.
A304

NOT FOR
CONSTRUCTION

Revisions Date

SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date
04/26/2019

GLENWOOD GILL
CONDOMINIUMS

165 and 185 GLENWOOD ST.
JACKSON, WY 83001

Project No.
218062.00

BEAR
DEVELOPMENT

Sheet Title
CONTEXT IMAGES

Sheet No.
A401



Glenwood Gill Condominiums
165 and 185 Glenwood Street
JA Project No. 18105

Utility Study
WATER SYSTEM

JORGENSEN ASSOCIATES, PC
PO Box 9550
Jackson, WY 83002
307.733.5150

BY: JL

Date: 4.24.2019

Average Day Demand ¹	125	gpd
Maximum Day Demand ¹	340	gpd
Peak Hour Factor ²	4	PHF

WATER DEMAND						
	Occupancy Per Unit	Number of Units	Total Occupancy	Average TOTAL, gpd	Maximum TOTAL, gpd	PEAK HOUR, gpm
Unit, 2 Bedroom	3	3	9	1125	3060	8.5
Unit, 3 Bedroom	4	26	104	13000	35360	98.2
Subtotal Housing				14,125	38,420	106.7
	Quantity	Unit	Average inch/day	Average TOTAL, gpd	Maximum TOTAL, gpd	PEAK HOUR, gpm
Irrigation System	2,000	SF	0.25	312	623	1.7
Subtotal Irrigation				312	623	1.7
TOTAL WATER DEMAND				14,437	39,043	108

FIRE SUPPRESSION						
Total Building Size	Building Type	Required Pressure ⁴	Required Duration ⁴	Total Fire Flow ⁴	Sprinkler Reduction ⁵	Adjusted Fire Flow ⁵
(SF)	(IBC)	(psi)	(hours)	(gpm)	(%)	(gpm)
120,000	IV	20	4	6250	75%	1563

Note:

¹ Based on daily rates from the WYDEQ CH 11, Section 34

² Peak Hour Factor based on busiest hour occurring during the busiest quarter of the day.

³ IFC - Appendix B, Table B105.1, Type V-B

⁴ IFC - Appendix B, Section B105.2, 75% reduction for automatic sprinkler systems, minimum 1500 gpm

Glenwood Gill Condominiums
165 and 185 Glenwood Street
JA Project No. 18105

Utility Study
WATER DEMAND M22

JORGENSEN ASSOCIATES, PC
PO Box 9550
Jackson, WY 83002
307.733.5150

BY: JK

Date: 04.24.2019

Bear Development					
WATER DEMAND - M22 FIXTURE CALCULATION					
	Fixture	No. Units	Fixtures per Unit ²	Fixture Value ¹	Fixture Value
H	Lavatory Sink	1	6	1.5	9
	Shower	1	5	2.5	13
	Toilet	1	5	6	30
	Kitchen Sink	1	2	1.8	4
	Dishwasher	1	1	1.3	1
	Laundry (washer)	1	1	3	3
	Utility Sink	1	0	4	0
F	Lavatory Sink	2	4	1.5	12
	Shower	2	3	2.5	15
	Toilet	2	3	6	36
	Kitchen Sink	2	1	1.8	4
	Dishwasher	2	1	1.3	3
	Laundry (washer)	2	1	3	6
	Utility Sink	2	1	4	8
E1	Lavatory Sink	1	5	1.5	8
	Shower	1	4	2.5	10
	Toilet	1	4	6	24
	Kitchen Sink	1	1	1.8	2
	Dishwasher	1	1	1.3	1
	Laundry (washer)	1	1	3	3
	Utility Sink	1	1	4	4
E	Lavatory Sink	4	5	1.5	30
	Shower	4	4	2.5	40
	Toilet	4	4	6	96
	Kitchen Sink	4	1	1.8	7
	Dishwasher	4	1	1.3	5
	Laundry (washer)	4	1	3	12
	Utility Sink	4	1	4	16
E2	Lavatory Sink	1	5	1.5	8
	Shower	1	3	2.5	8
	Toilet	1	2	6	12
	Kitchen Sink	1	1	1.8	2
	Dishwasher	1	1	1.3	1
	Laundry (washer)	1	1	3	3
	Utility Sink	1	0	4	0

A	Lavatory Sink	2	4	1.5	12
	Shower	2	3	2.5	15
	Toilet	2	1	6	12
	Kitchen Sink	2	1	1.8	4
	Dishwasher	2	1	1.3	3
	Laundry (washer)	2	1	3	6
	Utility Sink	2	1	4	8
B	Lavatory Sink	2	4	1.5	12
	Shower	2	3	2.5	15
	Toilet	2	3	6	36
	Kitchen Sink	2	1	1.8	4
	Dishwasher	2	1	1.3	3
	Laundry (washer)	2	1	3	6
	Utility Sink	2	1	4	8
C	Lavatory Sink	7	5	1.5	53
	Shower	7	4	2.5	70
	Toilet	7	4	6	168
	Kitchen Sink	7	2	1.8	25
	Dishwasher	7	1	1.3	9
	Laundry (washer)	7	1	3	21
	Utility Sink	7	1	4	28
D	Lavatory Sink	1	5	1.5	8
	Shower	1	4	2.5	10
	Toilet	1	4	6	24
	Kitchen Sink	1	2	1.8	4
	Dishwasher	1	1	1.3	1
	Laundry (washer)	1	1	3	3
	Utility Sink	1	1	4	4
D1	Lavatory Sink	1	5	1.5	8
	Shower	1	4	2.5	10
	Toilet	1	4	6	24
	Kitchen Sink	1	2	1.8	4
	Dishwasher	1	1	1.3	1
	Laundry (washer)	1	1	3	3
	Utility Sink	1	1	4	4
C1	Lavatory Sink	2	5	1.5	15
	Shower	2	4	2.5	20
	Toilet	2	4	6	48
	Kitchen Sink	2	2	1.8	7
	Dishwasher	2	1	1.3	3
	Laundry (washer)	2	1	3	6
	Utility Sink	2	1	4	8

G	Lavatory Sink	1	6	1.5	9
	Shower	1	5	2.5	13
	Toilet	1	5	6	30
	Kitchen Sink	1	2	1.8	4
	Dishwasher	1	1	1.3	1
	Laundry (washer)	1	1	3	3
	Utility Sink	1	1	4	4
J1	Lavatory Sink	1	4	1.5	6
	Shower	1	3	2.5	8
	Toilet	1	4	6	24
	Kitchen Sink	1	1	1.8	2
	Dishwasher	1	1	1.3	1
	Laundry (washer)	1	0	3	0
	Utility Sink	1	0	4	0
J	Lavatory Sink	1	4	1.5	6
	Shower	1	3	2.5	8
	Toilet	1	4	6	24
	Kitchen Sink	1	1	1.8	2
	Dishwasher	1	1	1.3	1
	Laundry (washer)	1	0	3	0
	Utility Sink	1	0	4	0
I	Lavatory Sink	1	3	1.5	5
	Shower	1	2	2.5	5
	Toilet	1	3	6	18
	Kitchen Sink	1	1	1.8	2
	Dishwasher	1	1	1.3	1
	Laundry (washer)	1	0	3	0
	Utility Sink	1	0	4	0

TOTAL FIXTURE VALUE	1,339
----------------------------	--------------

Probable Water Flow Demand (AWWA M22 - Figure 4-2)	68
Design Pressure Adjustment Factor (AWWA M22 - 80 psi)	1.17
Adjusted Probable Demand (gpm) ³	79.56

Note:

¹ Fixture Value based on AWWA M22

² Fixture count based 4.2019 program

³ Domestic use only, no irrigation

Glenwood Gill Condominiums
165 and 185 Glenwood Street
JA Project No. 18105

Utility Study
SANITARY SEWER DEMAND

JORGENSEN ASSOCIATES, PC
PO Box 9550
Jackson, WY 83002
307.733.5150

BY: JK

Date: 4.24.2019

Average Daily Flow	60%
Peak Hour Factor	4

SANITARY SEWER DEMAND							
Unit Type			No. of Units ²	Max Flow per Bedroom, gpd ¹	Average TOTAL, gpd	Maximum TOTAL, gpd	PEAK HOUR, gpm
H	3	Bedroom	1	150	270	450	1.3
F	3	Bedroom	2	150	540	900	2.5
E1	3	Bedroom	1	150	270	450	1.3
E	3	Bedroom	5	150	1350	2250	6.3
A	3	Bedroom	2	150	540	900	2.5
B	3	Bedroom	2	150	540	900	2.5
C	3	Bedroom	7	150	1890	3150	8.8
D	3	Bedroom	1	150	270	450	1.3
D1	3	Bedroom	1	150	270	450	1.3
C1	3	Bedroom	2	150	540	900	2.5
G	3	Bedroom	1	150	270	450	1.3
J1	3	Bedroom	1	150	270	450	1.3
J	2	Bedroom	1	150	180	300	0.8
I	2	Bedroom	2	150	360	600	1.7
TOTAL SANITARY SEWER DEMAND					7,560	12,600	35

Notes:

¹ Based on daily flow rates from the WYDEQ CH 11, Part B, Table 1

² Bedroom count shown based on Mormon Row Cabins Schematic, 4.12.2019



JORGENSEN

GEOTECHNICAL, LLC

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Jackson, WY 83002
PH: 307.733.5150
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November 30, 2018

Nick Orthmann
Bear Development, LLC
4011 80th Street
Kenosha, WI 53142

RE: GEOTECHNICAL INVESTIGATION REPORT, 165 AND 185 NORTH GLENWOOD STREET, JACKSON, WYOMING (PROJECT NO: 18105)

Dear Mr. Orthmann,

We are pleased to present this report of our geotechnical investigation for the proposed development at 165 and 185 N. Glenwood St. in Jackson, Wyoming. This report encompasses 165 N. Glenwood and updates the previous report for 185 N. Glenwood which was prepared by Womack & Associates (WAI) and issued to the Eden Group in November of 2006. The report describes site conditions observed during the investigations and presents engineering analyses and recommendations for the proposed new structure.

In summary, the recent subsurface exploration encountered essentially the same material as was observed in 2006 and engineering recommendations generally remain the same. Engineering analyses depending upon seismic parameters, which have changed since 2006, have been updated in this report, as well as references to the current version of the building code (IBC, 2015; ASCE 7-10).

Groundwater monitoring is strongly recommended during the spring run-off season of 2019 to verify site groundwater levels will not impact the proposed construction.

If you have any questions about this report, or if we may provide other services to you, please contact us. As the project progresses, we will be available to answer questions for you.

Respectfully submitted,

JORGENSEN GEOTECHNICAL

Colter H. Lane, P.E.
Geotechnical Project Engineer

Reviewed by:

Ray Womack, P.E., P.G.
Senior Geotechnical Engineer & Geologist

Cc: Arne Jorgensen, Hawtin-Jorgensen

**Geotechnical Investigation Report
165 and 185 North Glenwood Street
Jackson, Wyoming**

Prepared for:

**Nick Orthmann
Bear Development, LLC
4011 80th Street
Kenosha, WI 53142**

Prepared by:



JORGENSEN
GEOTECHNICAL, LLC

**PO Box 9550
Jackson, WY 83002**

November 30, 2018



TABLE OF CONTENTS

1.0	INTRODUCTION.....	1
2.0	PROPOSED CONSTRUCTION	1
3.0	INVESTIGATION PROCEDURES.....	1
3.1	ENVIRONMENTAL ASSESSMENT	1
3.2	SUBSURFACE INVESTIGATION.....	1
3.3	LABORATORY ANALYSIS.....	2
3.4	REPORT PREPARATION	2
4.0	SITE CONDITIONS.....	5
4.1	DESCRIPTION	5
4.2	GEOLOGY	5
4.3	SOILS.....	5
4.4	GROUNDWATER	6
4.5	EARTHQUAKES AND GROUND SHAKING	6
4.6	GEOLOGICAL AND GEOTECHNICAL HAZARDS.....	7
4.6.1	<i>Liquefaction Potential</i>	7
4.6.2	<i>Geological Hazards</i>	7
5.0	ENGINEERING ANALYSIS	8
5.1	SETTLEMENT	8
5.2	BEARING CAPACITY	8
5.3	LATERAL PRESSURES	8
5.3.1	<i>Active Pressures</i>	9
5.3.2	<i>Passive Pressures</i>	9
5.3.3	<i>At-Rest Pressures</i>	9
5.4	SOIL FRICTION.....	9
5.5	SHORING.....	9
6.0	RECOMMENDATIONS.....	10
6.1	FOUNDATIONS	10
6.2	SITE PREPARATION	11
6.3	FOUNDATION DRAINS.....	12
6.4	EXCAVATION AND CUT SLOPE STABILITY	12
6.5	FINAL BACKFILLING AND GRADING	12
6.6	COMPACTION OF ENGINEERED FILL.....	12
6.7	FINAL GRADING.....	13
6.8	INTERIOR SLABS-ON-GRADE.....	14
6.9	EXTERIOR SLABS-ON-GRADE	14
6.10	VENTILATION AND RADON.....	15
6.11	REINFORCING, UTILITIES TESTING, AND CONCRETE CONSIDERATIONS.....	15
6.12	OBSERVATION DURING CONSTRUCTION	15
7.0	LIMITATIONS.....	16
8.0	REFERENCES.....	16

LIST OF FIGURES

Figure 1: Site Location and Geologic Map	3
Figure 2: Test Pit Location Map	4

LIST OF TABLES

Table 5-1: Lateral Pressure Parameters for Native Stony Alluvial Fan Soils	8
Table 6-1: Compaction Parameters for Stony Fill	13

LIST OF APPENDICES

Appendix A:	185 N. Glenwood Geotechnical Report (WAI, 2006)
Appendix B:	2018 Borehole Logs
Appendix C:	USGS Seismic Design Maps Summary and Detailed Reports

1.0 INTRODUCTION

As authorized by Mr. Nick Orthmann of Bear Development, LLC, Jorgensen Geotechnical conducted a geotechnical investigation for the proposed development at 165 and 185 N. Glenwood Street in Jackson, Wyoming (Figure 1). The site is located in the Town of Jackson on the corner of North Glenwood Street and Gill St., about 750-ft east of the toe of East Gros Ventre Butte. Womack & Associates (WAI) previously conducted a geotechnical site investigation and prepared a geotechnical report for 185 N. Glenwood Street in October of 2006. The 2006 WAI report can be found in Appendix A of this report. The purposes of the additional field work conducted in November of 2018 were to verify soil and groundwater conditions at 165 N. Glenwood street are similar to those discovered at 185 N. Glenwood street in September of 2006, evaluate soil-engineering properties, and to provide recommendations for foundation construction.

2.0 PROPOSED CONSTRUCTION

It is our understanding the proposed structure will consist of an underground parking garage beneath a multi-story structure spanning both 165 and 185 N. Glenwood Street. Development of 185 N. Glenwood Street began between 2007 and 2009, but was never completed. Existing facilities include an underground parking garage and ramp at 185 N. Glenwood capped with a concrete slab. It is our understanding the walls of the parking structure were supported using soil nails, several of which extend into 165 N. Glenwood.

The southern portion of the project site located at 165 N. Glenwood Street is currently occupied by four separate structures, all of which will be demolished prior to construction of the proposed structure. Mr. Arne Jorgensen with Hawtin-Jorgensen Architects indicated the proposed building will be an extension of the existing structure at 185 N. Glenwood Street consisting of an underground parking garage with footings placed approximately 12 feet below the existing ground surface.

3.0 INVESTIGATION PROCEDURES

3.1 Environmental Assessment

A Phase I environmental assessment was completed by on September 6, 2006, for 185 N. Glenwood St. and consisted of a review of records provided by the Town of Jackson, Wyoming, Department of Environmental Quality (WDEQ), and the Environmental Protection Agency (EPA). The result of this assessment indicated that, while several surrounding areas are locally contaminated with hydrocarbons, the property was not associated with any current or historic environmental hazards.

3.2 Subsurface Investigation

The original field investigation conducted on September 14th and 15th, 2006, consisted of a preliminary site reconnaissance and a drilling and sampling program of three exploratory boreholes at 185 N. Glenwood, shown as BH-1 through BH-3 in Figure 2. The 2018 update

included two boreholes at 165 N. Glenwood, shown as JG-18-1 and JG-18-2 as shown in Figure 2. All five of the boreholes were drilled to depths ranging from 27 to 33 feet below the ground surface (bgs) in order to observe subgrade soil and groundwater conditions. One standpipe piezometer consisting of a two-inch, 20-slot PVC pipe completed with an eight-inch flush-mount surface vault was installed to 30-feet bgs in JG-18-1 during the November, 2018 site investigation. Descriptive logs of the boreholes can be found in Appendix B.

ProSonic Drilling provided contract drilling services for the 2006 investigation. The sonic drill rig had an interior diameter of 4" and returned continuous samples throughout the entire borehole depth during drilling. For Standard Penetration Tests (SPT), the sonic rig was equipped with a 140 lb. chain-drive hammer with a reported efficiency of 60%.

The 2018 drilling program was performed using a hollow-stem auger mounted on a Simco 2800HS drill rig. SPTs were performed at 2.5-ft intervals and samples were collected using a split spoon sampler driven by a rope and cathead pulley system dropping a 140-lb hammer 30-inches per blow. Blow counts (i.e., the number of blows to advance the sampler 6-inches) were recorded during each test, and adjusted to a hammer efficiency of 60% and overburden pressure of one atmosphere, as suggested by Youd and Idriss (1997) and Fang (1991), to obtain standard adjusted $(N_1)_{60}$ values in blows per foot (bpf).

The $(N_1)_{60}$ corrections account for differences in sampler size and configuration, hammer efficiency, overburden pressure, and other variables. It is very important to use the $(N_1)_{60}$ values for consideration of rock and soil strength rather than the field N-values. There is often significant variability between the two sets of blow counts.

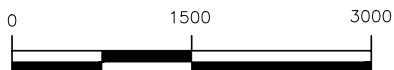
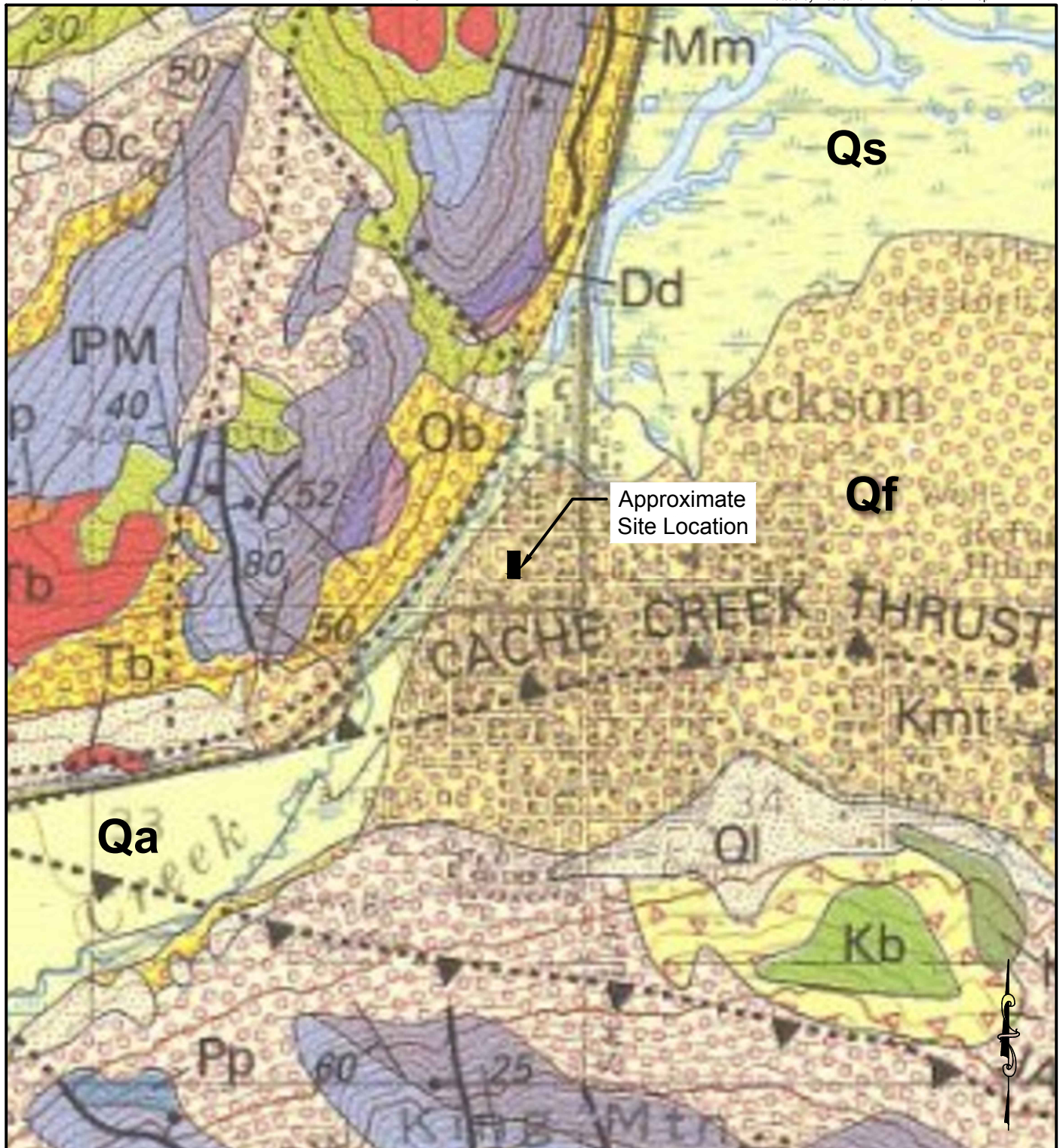
Soil types, consistencies, and relative moisture contents were observed and documented by a Jorgensen Geotechnical engineer during the 2018 investigation and a WAI engineer during the 2006 investigation. Site conditions and actual soil conditions may differ from those presented in the borehole logs. The approximate borehole locations are shown in Figure 2 and detailed borehole logs are presented graphically in Appendix B.

3.3 Laboratory Analysis

Given the stony character of soils encountered at the site, no laboratory testing was performed.

3.4 Report Preparation

This report describes the observed geologic and geotechnical site conditions and includes a site location and geologic map. Boreholes are presented graphically in Appendix B. This report provides engineering analysis and recommendations for the construction of foundation elements, drainage, and shoring elements.



SCALE: 1 INCH = 1500 FEET

THIS SCALE VALID ONLY FOR 8.5x11 PRINTS

From Love et al., 1992, Geologic map of Grand Teton National Park, Teton County, Wyoming

Map Symbols: Qf - Alluvial Fan Qs - Swamp Deposits
Qa - Alluvium - Gravel, Sand, and Flood-Plain Deposits

DRAFTED BY:	HC	SHEET TITLE:	PROJECT TITLE:	 JORGENSEN Geotechnical, LLC 307-733-5150 www.jorgeng.com
REVIEWED BY:	CHL	Figure 1	Geotechnical Site Investigation	
PROJECT NUMBER	18105	Site Location and Geologic Map	165 N. Glenwood - Bear Dev. Jackson, Wyoming	



DRAFTED BY:	HC	SHEET TITLE:	PROJECT TITLE:	 JORGENSEN Geotechnical, LLC 307-733-5150 www.jorgeng.com
REVIEWED BY:	CHL	Figure 2	Geotechnical Site Investigation	
PROJECT NUMBER		Borehole Location Map	165 N. Glenwood - Bear Dev.	
18105			Jackson, Wyoming	

4.0 SITE CONDITIONS

4.1 Description

The project site is in the north part of the Town of Jackson, on the southwest corner of the intersection between North Glenwood Street and West Gill Avenue. The site is about one block east of Flat Creek and one block south and west of Cache Creek. The site is currently occupied by several structures. The northern portion of the site on 185 N. Glenwood Street is occupied by a partially completed underground parking garage, while the southern portion of the site on 165 N. Glenwood is currently occupied by four separate structures. The site is relatively level to very gently sloping to the northwest toward Flat Creek. Elevation at the site is about 6,210 feet above sea level.

4.2 Geology

A geologic map of the Grand Teton National Park (Figure 1), which encompasses the town of Jackson and the project site, was published by Love, et al, in 1992. The map shows the location of surficial deposits, bedrock units, and geologic structures (i.e., faults and folds). As depicted on the map, the project site is within the Cache Creek alluvial fan deposits (Qf) consisting of water-laid gravel, sand, silt, and clay with the finer grained deposits becoming more abundant at the distal ends of the fans (i.e., far from the mouth of the canyon), and stonier deposits at the proximal (i.e., near the mouth of the canyon) end of the fans. Soils encountered in the boreholes are consistent with the mapped geology and generally consist of sandy and clayey gravels. The alluvial fan is presumably underlain at depth by Tertiary and Paleozoic aged bedrock. Bedrock was not encountered in the boreholes and is expected to be very deep.

Numerous Quaternary aged (relatively young and potentially active) faults have been mapped in the Jackson area (Love et al, 1992; USGS, 2006), notably the East Gros Ventre fault, faults on the east and west side of West Gros Ventre Butte, and the Teton fault system along the east side (base) of the Teton Range. The surface trace of the Teton fault is located approximately 6 miles west of the project site. The mapped trace of the East Gros Ventre fault lies along the eastern base of East Gros Ventre Butte (Figure 1). This feature is mainly concealed beneath late Pleistocene to Holocene alluvium (Machette et al, 2001).

Two east-west trending buried fault segments, the Cache Creek thrust fault and the Jackson thrust fault, are mapped south of the project site (dotted lines with black triangles on Figure 1). The fault segments appear to be truncated by the north-south trending Teton fault system, and offset only the older geologic units (i.e., the Paleozoic and Tertiary aged rocks). These fault traces do not appear to offset the younger geologic units and therefore are inferred to be relatively old and inactive structures.

4.3 Soils

Similar soil conditions were encountered in all of the boreholes drilled for this investigation. Borehole BH-1 (2006) was drilled to a depth of 27 feet near the northeast corner of 185 N. Glenwood. Boreholes BH-2 and -3 at 185 N. Glenwood were drilled to depths of 27 and 28 feet in the northwest corner and southeastern corner of the lot, respectively. Borehole JG-18-1

(2018) was drilled to a depth of 31.5-ft near the northwest corner of 165 N. Glenwood, and JG-2 was drilled to a depth of 33-ft near the southwest corner. All borehole locations are shown on Figure 2.

The site is underlain by stratified alluvial fan deposits consisting primarily of medium dense to very dense sandy and clayey gravel/cobble. About 4-ft of very loose sandy silt fill was encountered at the ground surface in borehole JG-18-1 and JG-18-2. As indicated by the 2006 report (Appendix A) and borehole logs in Appendix B, most of the site is underlain by sandy gravel and cobble alluvial fan deposits. Based on field estimates, the stony alluvial fan soils consist of about 20-30% sand and 70-80% 5-inch minus subrounded gravel and cobbles. Adjusted blow count (N_1)₆₀ values in the stony alluvial fan are typically in the range of 20 to more than 50 bpf.

Thin beds of gravelly clay were encountered below about 25-ft in some borings. These thin, lenticular beds of clayey gravels are unlikely to affect foundation performance. Boring JG-18-2 encountered medium stiff massive clay from 29-ft bgs down to total depth of the boring at 33-ft. The adjusted blow count in this clay was 8 bpf, which indicates a soft to medium stiff consistency. However, assuming the foundations for the proposed structure are placed at approximately 12-ft bgs, the clay is too deep to affect foundation design. This clay may represent a remnant of the glacial lake beds that formerly occupied the valley or a fine-grained deposit near the distal (downstream) end of the alluvial fan.

4.4 Groundwater

Groundwater was encountered in boreholes BH-1 and BH-2 (WAI, 2006) in September of 2006 at approximately 25-ft below the ground surface. Groundwater monitoring at borehole BH-2 was conducted through the spring 2007, which indicated groundwater levels remain at approximately 25-ft bgs for a large portion of the year. Measured groundwater levels at the site did not appear to respond to flow levels in Flat and Cache Creeks. Groundwater was not encountered down to 33-ft bgs at 165 N. Glenwood at the time of drilling in October 2018, though the investigation occurred during what is typically considered a dry time of year. We strongly recommend groundwater monitoring in MW-1 (JG-18-1) during the spring of 2019. Construction methods used for parking areas below grade will be informed by groundwater monitoring data from MW-1 and BH-2. Recommendations for construction in areas of high groundwater are presented in Section 6.1.

4.5 Earthquakes and Ground Shaking

Jackson Hole is located within the Intermountain Seismic Belt, a zone of seismicity that extends from southern Utah through eastern Idaho, western Wyoming, and western Montana (Smith and Arabasz, 1991). The Teton fault along the eastern margin of the Teton Range about 6 miles northwest of the project site is considered an important structural element of the Intermountain Seismic Belt. Predicted recurrence intervals for maximum credible earthquakes have passed for most of the fault systems capable of generating magnitude 7.5 events in western Wyoming (Case, 1997), implying that the risk of major earthquakes may be high.

Ground motion accelerations should be derived for the project site in accordance with the general procedure defined in the International Building Code (IBC). The IBC references ASCE 7-10 to determine the ground motion accelerations. Based on subsurface soils and geologic maps, the site is classified as a Site Class D ("Stiff Soils"). For your convenience, USGS Seismic Design Maps Summary and Detailed Reports were produced assuming a risk category of I/II/III and are attached in Appendix C. These reports present design ground motion for structural design. The site's seismic hazard results in a Seismic Design Category D.

The site is in an area of moderate seismic activity. The current peak horizontal acceleration (PGA) with 10% probability of exceedance in 50-years is approximately 0.20g, according to the USGS National Seismic Hazard Maps (2014). This has been applied in this report for analysis of seismic lateral loading on retaining walls; see Section 5.3.

The provisions of the IBC are intended to provide uniform levels of performance for structures, depending on their occupancy and use and the risk inherent to their failure. The approach adopted in the IBC is intended to provide a uniform margin of safety against collapse at the *design* ground motion. The *design* earthquake ground motion is selected at a ground shaking level that is 2/3 of the *maximum considered earthquake* (MCE) ground motion, which has a likelihood of exceedance of 2 percent in 50 years (a return period of about 2,500 years). The owner should be aware that the IBC is not intended to prevent damage or loss of function during a major earthquake; it is intended to reduce the risk of loss of life. Structural design should follow the level of risk tolerable to the owner.

4.6 Geological and Geotechnical Hazards

4.6.1 Liquefaction Potential

Loose, saturated sands and silty sands, and in some cases silts and gravels, may liquefy when exposed to seismic shaking. Liquefaction has been most prevalent in areas where loose saturated sands occur within about 30 feet or less of the ground surface, but in some instances, liquefaction has been reported in saturated deposits up to 60 feet deep (EERI, 1994).

The boreholes drilled to a depth of about 33 feet encountered sandy gravel and cobbles under the site that appear to be too stony and dense to liquefy in a seismic event. It is possible that liquefiable materials occur at greater depths. At this flat-lying location, liquefaction could potentially cause minor differential settlement. However, there appears to be little risk of "lateral spreading", which is a major slope movement that is a common source of catastrophic failure during earthquakes.

4.6.2 Geological Hazards

The owner should be aware that in the event of a large magnitude earthquake, there are several geologic hazards that could potentially cause damage to structures (Smith et al, 1993). Potential hazards at this site might include strong ground shaking and ground cracking. Although the risk of surface rupture along an un-mapped fault trace exists, the risk is very small.

5.0 ENGINEERING ANALYSIS

5.1 Settlement

Foundation footings shall be placed on stony Cache Creek alluvial fan material. Significant consolidation (e.g., total settlement of 1-inch and differential settlement of 0.5-inches) of the dense to very dense, sandy and clayey gravels and cobbles observed in the boreholes is not anticipated. Removal of loose topsoil and fill material from the upper 2-4 feet is necessary, but is expected for the basement excavation. Removal of the loose fill shall extend to exterior footings including those for awnings, porches, and hardscapes.

5.2 Bearing Capacity

Bearing capacity of soil refers to its ability to resist shear failure under load. The bearing capacity of the stony alluvial fan deposits was estimated using Meyerhof's bearing capacity equation for strip footings (Bowles, 1996). Soil properties were estimated based on visual soil classification. The average unit weight of the soil is estimated to be about 125 pcf, and the friction angle is estimated to be about 36 degrees (Pit Slope Manual, 1982; Huang, 1983). The foundation footings are assumed to be 16 inches wide, placed on the sandy gravel and cobble alluvial fan. Assuming continuous 16-inch strip footings, an allowable bearing capacity for the stony alluvial material is estimated to be about 5,000 psf.

These values assume footings will be placed directly on the stony alluvial fan or approved engineered fill. Jorgensen should be contacted prior to the placement of structural fill or foundation elements to observe whether or not the excavation has reached competent stony alluvial fan or approved stony fill.

5.3 Lateral Pressures

Lateral pressures were calculated using methods suggested by Bowles (1996). Lateral pressures were calculated for at-rest, active, and passive conditions assuming level backfill, and are presented in Table 5-1. These values assume stony site material will be used as exterior backfill. We have assumed an estimated internal friction angle of 36° and a unit weight of 125 pounds per cubic foot (pcf) based on visual classification of the soils.

Table 5-1: Lateral Pressure Parameters for Native Stony Alluvial Fan Soils

Condition	Coefficient of Earth Pressure	γK (equivalent fluid pressure)
Static Conditions		
Level Backfill	$K_o = 0.41$ $K_a = 0.26$ $K_p = 3.85$	52 pcf 32 pcf 481 pcf
Earthquake Conditions		
Level Backfill	$K_{ae} = 0.32$ $K_{pe} = 3.65$	39 pcf 456 pcf

5.3.1 Active Pressures

For lateral pressure design of retaining walls, which are allowed to deflect and develop an active soil wedge, the calculated equivalent fluid pressure (γK_a) is about 32 pcf assuming a horizontal ground surface behind the retaining wall. This pressure distribution would be equivalent to a force of approximately $16H^2$ pounds per horizontal foot of wall acting at one-third the wall height (H) above the base.

Lateral pressures on retaining walls from earthquakes were estimated using the Mononobe-Okabe equations (Bowles, 1996; Duncan et al, 1990). Because the maximum acceleration occurs only briefly during an earthquake, it is common practice when designing dams and other earth structures to reduce the design acceleration to $\frac{1}{2}$ of the maximum design acceleration (Hynes-Griffin and Franklin, 1984). Thus, we have calculated seismic lateral pressures using a horizontal acceleration k_h of .10g ($\frac{1}{2}$ of k_h max) per the USGS (2014).

Research has indicated that lateral pressures due to earthquakes are non-hydrostatic in distribution, and the resultant acts above the lower third-point of the wall (Bakeer, et al, 1990). Accordingly, active soil pressures have been divided into two components that act at different wall heights. The static force acts at the lower third-point, as discussed above. The resultant force from seismic lateral pressures is applied at 60% of the wall height above the base with a magnitude equal to the difference between the seismic and static active pressures; i.e., $\frac{1}{2}(\gamma k_{ae} - \gamma k_a)H^2$ or $3.5H^2$.

5.3.2 Passive Pressures

For passive pressures, an equivalent fluid pressure (γK_p) of about 481 pcf was estimated for static conditions and 456 pcf for seismic conditions. Passive pressure design should neglect the loose fill and soil located within the frost zone.

5.3.3 At-Rest Pressures

For lateral pressure design of foundation walls, which are restrained and not allowed to deflect, the calculated at rest earth pressure (γK_o) is about 52 pcf, assuming a horizontal ground surface behind the foundation wall. Use the at-rest pressure or the active pressure under seismic conditions for foundation wall design, whichever is greater.

5.4 Soil Friction

Terzaghi, et al (1996) suggests the use of the internal strength of the soil for the friction angle along a concrete base in granular soils, with a maximum value of 30° . Accordingly, a friction value of 0.58, which is the tangent of 30° , is suggested if foundation elements are founded on the native stony alluvial fan or an approved structural fill. The friction value may be combined with the passive pressure to resist horizontal loads.

5.5 Shoring

It is our understanding the proposed basement footings may be more than 10 feet below ground surface. Shoring will likely be required around the perimeter of the new building.

Recommended shoring alternatives include H-pile walls and soil nails. When a building design has been selected, this office should be involved in selection of shoring techniques. It is our understanding the foundation walls for 185 N. Glenwood Street are supported by tie-backs or soil nails. It is assumed the soil nails were designed and installed using the soil nail parameters presented in Section 5.5.2 of the 2006 WAI report (Appendix A). Based on conversations with the Architect, it is our understanding the existing underground parking garage will be extended to the south onto 165 N. Glenwood Street using the same design and construction techniques. Therefore, selection and design of the shoring system for 165 N. Glenwood Street should mimic the performance of the original shoring system. Test data from the original construction is expected to represent the most accurate information for anchor or nail performance.

In light of the existing shoring system, the southern wall of the partially completed underground parking garage on 185 North Glenwood street contains several soil nails extending to the south onto 165 N. Glenwood street. Construction of the proposed construction must take into consideration the effect of removing these anchors and ensure the proposed excavation will not damage the existing structure.

6.0 RECOMMENDATIONS

6.1 Foundations

In our opinion, the sandy gravel and cobble alluvial fan soils below a depth of about 2 to 3 feet will provide adequate support for anticipated foundation loads of the proposed structure. Excavation for the foundation footings should remove the upper 2 to 3 feet of finer-grained soil and fill, exposing the top of the underlying gravel and cobbles. Foundation footings may be placed directly on the stony alluvial fan. Given the depth and stiff character of the two clay layers encountered we believe that over-excavation will not be necessary.

All footings should be placed below the frost line, including exterior footings for awnings and porches. The building code for Teton County requires that footings be placed at a minimum depth of 34 inches below finished grade, with a minimum foundation exposure of 6 inches above finished grade.

To further reduce the risk from potential settlement, any material loosened during the excavation process shall be compacted to a non-yielding state prior to placement of the concrete footings. A vibrating, smooth-drum roller compactor or “whacker” may be used to densify the coarse-grained soils. If the groundwater level is above the bottom of the footing excavation, compaction may not be feasible.

Because of the possibility of relatively shallow groundwater conditions at the site, a full-basement or below grade parking structure may be vulnerable to seepage. If the owner and architect plan to construct the building with a full-basement or underground parking, we strongly recommend a foundation system that is fully waterproofed unless groundwater monitoring in spring 2019 indicates otherwise. The foundation footings, stem walls, and floor slab should be constructed as a monolithic unit to eliminate joints and completely wrapped

with a waterproof membrane system. If necessary, adequate foundation reinforcement should be used to counteract buoyant forces that may be exerted on the floor slab.

Relying on a dewatering system to mitigate seepage into the lower levels of the building is not recommended. Mechanical means of dewatering may be problematical because of the high permeability of the stony soils and the anticipated large quantities of water that would need to be displaced. In addition, dewatering systems typically have high installation costs, long-term operation and maintenance expenses, and reliability and water discharge issues.

During foundation construction, shallow groundwater may be encountered. Dewatering to reduce water levels may be required during foundation construction. At this point we do not consider it necessary to specify dewatering procedures during construction. Pumping may be required and discharge of water may be problematical at this site. Adequate planning is important to address proper discharge of the water. These issues will not be of concern if groundwater does not rise significantly from its current level.

A Structural engineer should review the plans to check that adequate support is provided to the foundation systems. Minor settlement of footings, foundation walls, and floor slabs may result in small fractures in the concrete walls, concrete floor slabs, and sheetrock. These occurrences are normal and should not be a cause for concern.

6.2 Site Preparation

At the start of construction, the site should be cleared and stripped of topsoil, fine grained soils, and organic debris. No brush, roots, frozen material, or other deleterious or unsuitable materials shall be incorporated in the foundation subgrade or site-derived engineered fill. All exposed subgrade surfaces should be free of mounds and depressions which could prevent uniform compaction. If unexpected fills or obstructions are encountered during site clearing or excavation, such features should be removed and the excavation thoroughly cleaned prior to backfill placement and/or construction.

If fine-grained soils are observed at foundation depth, they should be removed and replaced with an approved engineered fill, such as pit-run or select site soils. During excavation for the foundation system, removal of large cobbles and boulders may disturb and loosen the surrounding material. All disturbed areas should be compacted with a smooth-drum vibratory roller, in vibratory mode with a minimum of three passes, prior to placement of structural fill and/or footing construction. The actual number of passes should be determined by observing whether the surface is yielding after each pass. If the surface appears to be yielding, the number of passes should be increased until a non-yielding condition is observed and approved by Jorgensen.

All excavations and foundation subgrades should be observed by a representative of Jorgensen prior to fill or concrete placement, especially if questionable materials are exposed. Notice shall be provided at a minimum of 24 hours before the requested observation.

6.3 Foundation Drains

Foundation drains were recommended in Section 6.4 of the 2006 WAI Report, though it is unknown if foundation drains were installed during the construction of the existing underground parking garage. Foundation drains for the proposed addition to the existing underground parking garage should mimic the existing foundation drain in order to obtain a single, harmonious system. This issue may be revisited following groundwater monitoring and final design.

6.4 Excavation and Cut Slope Stability

OSHA regulations (29CFR1926) appear to classify site soils as Type C. For planning and design purposes, simple cut slopes should be no steeper than 1.5H:1V in the stony alluvial fan. These are recommendations based on observations made at the time of the investigation. The contractor shall be responsible for adherence to OSHA and other safety regulations by observing soil and groundwater conditions at the time of construction.

Simple cut slopes may not be possible in all or most of the site. Site constraints such as adjacent buildings, utilities, and roads are likely to require shoring to support excavation for basement foundations. Selection and design of an appropriate shoring system is beyond the scope of this report, but may be provided upon request.

6.5 Final Backfilling and Grading

Properly compacted backfill will reduce settlement of the soil against foundation walls and beneath exterior concrete slabs. Exterior backfill around the building should consist of site materials placed in lifts no greater than 9 inches loose thickness and compacted. Existing site material may be used for exterior and utility trench backfill.

Structural fill should be used beneath exterior slabs-on-grade. Utility trenches should also be backfilled in lifts and compacted. Final grading should provide protection from frost. Do not over compact exterior backfills against “green” foundation walls.

Prior to placement of structural fill for the foundation subgrade or exterior slabs-on-grade, the site should be cleared and grubbed. No brush, roots, sod, frozen material, or other deleterious or unsuitable materials shall be incorporated in the foundation subgrade or structural fill.

6.6 Compaction of Engineered fill

If engineered fill is used to achieve final grades below footings, the fill may consist of select stony site material or imported pit-run fill placed in horizontal lifts no greater than 12 inches loose thickness, as indicated by Table 6-1. Larger cobbles (> 4” diameter) should not be used as structural backfill, except as specified in Table 6-1.

Table 6-1: Compaction Parameters for Stony Fill

Compactor Type	Lift Thickness	Maximum Particle Size	Minimum Number of Passes
5-ton vibratory	12 inches	9-inch*	3
1.5-ton vibratory	9 inches	6-inch	5
Hand-held	4 inches	4-inch	5

* Occasional clasts to 12-inch are permitted, if encountered, but should not be nested (placed against one another).

Stony fill will compact into a dense, strong, well-draining structural fill, and strict moisture control is usually not required. Compaction testing with a nuclear density gauge is usually problematic due to the presence of large stones. Therefore, we recommend compacting stony fills using a method specification, which may be established as follows:

- The contractor will place fill in loose lifts no greater than specified in Table 6-1 for whichever class of compactor is used.
- Fill will be compacted with the *minimum* number of passes specified in Table 6-1. The actual number of passes should be determined by observing compaction after each pass to determine if the surface is non-yielding. If the fill surface appears to be yielding, the number of passes should be increased until a non-yielding condition is observed.
- Once the number of passes is determined, this **method** (unique to the material type, compactor, lift thickness, and number of passes) may be continued for the rest of the project as long as fill material properties and subgrade soil conditions remain the same.

It is important to establish a method specification as early in the construction as possible and apply it consistently for the entirety of the building pad construction. JG should observe lift thickness, number of passes, and equipment used during compaction. Additional guidance on construction observations may be found in Section 6.12.

Exterior backfills should be placed as early as possible. However, do not over-compact exterior backfills against “green” foundation walls. Utility trenches should also be backfilled in lifts and compacted. Stony soils will require a vibrating smooth-drum roller or vibratory plate (i.e., hoe-pack or “jumping jack”) for compaction.

6.7 Final Grading

Properly compacted backfill and site drainage are important for protecting basements and foundation elements from water infiltration. Final grading should provide positive drainage of at least 0.5 foot in the first 10 feet (5%) away from the structure. Adequate gutters are strongly recommended. Roof runoff should be discharged at least 3 feet away from the building or exterior slabs. Swales or other moisture collection points should be avoided if possible within 10 feet of the foundation or retaining walls. Drainage swales should slope a minimum of 2%.

6.8 Interior Slabs-on-Grade

The recommendations in this section apply only if the basement has not been fully waterproofed and is within 5 feet of the seasonal water table. The interior floor slab should be at least 4 inches thick, and any slabs bearing vehicles should be at least 6 inches thick. Minor floor cracking of slab-on-grade construction is difficult if not impossible to prevent. Such cracking is normal and should be expected to occur with time. Buildings are almost never free of cracks, and cracking is caused by many factors other than soil movement, such as concrete shrinkage, normal activities, and daily and seasonal variability in temperature and humidity.

The following suggestions are recommended for standard slab-on-grade construction. An impermeable layer (usually plastic) is suggested beneath the slab, underlain by 4 inches of clean drain gravel that will act as a capillary break to reduce dampness. Two options are available to reduce the tendency for the concrete to crack as it dries. Three articles from the American Concrete Institute (ACI) that discuss these options are located in Appendix C of the 2006 WAI Report.

1. A blotter layer may be placed under the slab. In the past, loose sand has been used for this purpose, but is no longer recommended. A cover of 4 inches of trimmable, compactible, granular material may be placed over the sheeting to receive the concrete slab. This material usually consists of “crusher run material”, which varies in size from about 1.5-inch down to rock dust. Alternatively, 3 inches of fine graded material such as crusher fines or manufactured sand may be used.
2. The blotter layer may be eliminated if the concrete is reinforced properly. The article entitled “Controlling Curling and Cracking in Floors to Receive Coverings” provides a discussion of proper floor slab reinforcement. If the contractor needs additional guidance on reinforcement, a structural engineer should provide it.

The Teton County Building Department also requires a ventilation system for slab-on-grade construction in inhabited buildings. A ventilation system is not required for a deep basement or parking garage below the groundwater level.

6.9 Exterior Slabs-on-Grade

Exterior slabs (sidewalks, patios, driveways, etc.) typically sustain the greatest damage. Cracking is almost impossible to avoid, and freeze-thaw adds to the difficulty caused by soil consolidation. The fine-grained topsoil, silt, and clay fill material near existing ground surface could potentially cause severe frost or settlement damage. The following suggestions may reduce differential movement of exterior slabs.

Exterior concrete slabs should be at least 4 inches thick, 6 inches if supporting vehicles. Exterior slabs should not be tied to foundation walls. Any movement of exterior slabs may be transmitted to the foundation walls, resulting in damage. Posts for patios or other exterior columns should not bear on exterior slabs. If the slabs settle or rise, the movement can be

transmitted to the post, resulting in damage to the structure.

Exterior slabs placed on fine-grained soils may be very susceptible to frost heave, and any exterior flat work placed on these soils may perform poorly. Performance of the slabs may be improved by placement of at least 6 inches, preferably 12 inches, of gravel beneath the slab. Expansion joints are recommended in all concrete flatwork.

6.10 Ventilation and Radon

Evaluation of radon was beyond the scope of work; local codes should be followed and specialty contractors employed, if necessary. A capillary break layer (Section 6.8) may be necessary to accommodate a radon vent pipe. Teton County Building Code requires that slabs below living spaces be ventilated and sealed. Ventilation should also be provided for areas under crawl spaces. The building contractor is ultimately responsible for following local building codes.

6.11 Reinforcing, Utilities Testing, and Concrete Considerations

Footings, slabs, and foundation walls should be reinforced to resist differential movement. We strongly recommend consultation with a structural engineer to specify adequate reinforcement. Exterior concrete should contain 5% to 7% entrained air. We recommend pressure testing of water and sewer lines before backfilling.

6.12 Observation during Construction

Recommendations in this report are contingent upon our involvement. If any unexpected soils or conditions are revealed during construction, this office should be notified immediately to observe the conditions and make any necessary modifications. All excavations and foundation subgrades should be observed by a representative of JG prior to fill or concrete placement, especially if questionable materials are exposed. Notice shall be provided at a minimum of 24 hours before the requested observation.

We are able to provide the most value observing site conditions at the following times:

1. Upon completion of site preparation to verify stony alluvial fan soils or stony fill have been reached and prepared in accordance with Section 6.2.
2. During the placement of the beginning lifts of engineered fill, if required, to observe compaction (i.e., develop a method specification, see Section 6.6: and
3. Once the site has been prepared to the bottom of footing elevation to witness a proof roll with the compactor.

7.0 LIMITATIONS

This report has been prepared based on a limited amount of data. Actual site conditions may vary. This report, including engineering analysis, recommendations, figures, and design details are exclusive to the referenced site. Under no circumstances shall the figures be separated from the text and used independently. This report is not a stand-alone document and shall always be accompanied by the original 2006 WAI report found in appendix A of this report. Recommendations in this report are not applicable to other construction sites. These services have been performed in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in this area under similar conditions. No other warranty is made or implied.

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APPENDIX A

185 N. Glenwood Geotechnical Report (WAI, 2006)

**GEOTECHNICAL INVESTIGATION REPORT
MCCABE PROPERTY
185 NORTH GLENWOOD STREET
JACKSON, WYOMING**

Prepared for:

**Rick Benson
Eden Group
3395 North Pines Way
Wilson, WY 83014**

Prepared by:

**Womack & Associates, Inc.
P.O. Box 12650
Jackson, Wyoming**

October 17, 2006



WOMACK & ASSOCIATES, INC.

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• Geotechnical Engineering

• Geology

October 17, 2006

Rick Benson
Eden Group
3395 North Pines Way
Wilson, Wyoming 83014

**RE: GEOTECHNICAL INVESTIGATION REPORT, MCCABE PROPERTY PROJECT,
JACKSON, WYOMING**

Dear Rick:

We are pleased to present this report on our geotechnical investigation for the proposed development at the McCabe Property in Jackson, Wyoming. Two copies are enclosed. The report describes site conditions and presents engineering analyses and recommendations.

If you have any questions about this report, or if we may provide other services to you, please contact us. As the project progresses, we will be available to answer questions for you.

Respectfully submitted,

WOMACK & ASSOCIATES, INC.

Ray Womack 10-17-06
Ray Womack, P.E., P.G.

Enclosure: Reports

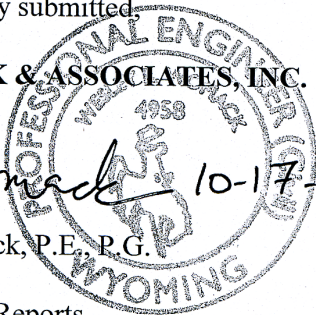


TABLE OF CONTENTS

1.0 INTRODUCTION	1
2.0 PROPOSED CONSTRUCTION	1
3.0 INVESTIGATION PROCEDURES	1
3.1 FIELD INVESTIGATION	1
3.2 LABORATORY ANALYSIS	3
3.3 PREVIOUS INVESTIGATIONS	3
3.4 REPORT PREPARATION.....	3
4.0 SITE CONDITIONS.....	4
4.1 DESCRIPTION	4
4.2 GEOLOGY	4
4.3 SOILS	6
4.4 GROUNDWATER.....	6
4.5 EARTHQUAKES AND GROUND SHAKING	7
4.6 LIQUEFACTION POTENTIAL	10
4.7 GEOLOGIC HAZARDS	10
5.0 ENGINEERING ANALYSIS	10
5.1 SETTLEMENT	10
5.2 BEARING CAPACITY	10
5.3 LATERAL PRESSURES.....	11
5.3.1 Active Pressures.....	11
5.3.2 Passive Pressures	12
5.3.3 At-Rest Pressures.....	12
5.4 SOIL FRICTION	12
5.5 SHORING.....	12
5.5.1 Shoring Alternatives	12
5.5.2 Soil Nail Design Parameters	12
6.0 RECOMMENDATIONS.....	13
6.1 FOUNDATIONS	13
6.2 FINAL GRADING AND BACKFILLING	14
6.3 SITE GRADING AND PREPARATION.....	14
6.4 FOUNDATION DRAINAGE	15
6.5 INTERIOR SLABS-ON-GRADE	18
6.6 EXTERIOR SLABS-ON-GRADE	18
6.7 VENTILATION AND RADON	20
6.8 REINFORCING, CONCRETE CONSIDERATIONS, AND UTILITIES TESTING	20
6.9 OBSERVATION DURING CONSTRUCTION	20
7.0 LIMITATIONS.....	20
8.0 REFERENCES	21

LIST OF FIGURES

Figure 1 – Borehole Location Map	2
Figure 2 – Geologic Map	5
Figure 3 – IBC Design Response Spectra.....	9
Figure 4 – Foundation Drainage Alternatives.....	18
Figure 5 – Interior Slab-on-Grade Detail.....	20

LIST OF TABLES

Table 5-1: Lateral Pressure Parameters	12
Table 5-2: Shoring/Underpinning Alternatives	13
Table 6-1: Compaction Parameters.....	16

LIST OF APPENDICES

Appendix A – Borehole and Monitoring Well Logs
Appendix B – SPT Blow Count Adjustments
Appendix C – Slab and Drainage Publications

1.0 INTRODUCTION

As authorized by Rick Benson of the Eden Group, Womack and Associates, Inc. conducted a geotechnical investigation for the proposed housing development at the McCabe Property in Jackson, Wyoming. The site is located in the Town of Jackson on the corner of North Glenwood Street and Gill St., just east of East Gros Ventre Butte. The purposes were to investigate soil and groundwater conditions, evaluate soil-engineering properties, and to provide recommendations for foundation construction.

2.0 PROPOSED CONSTRUCTION

Plans for the site include demolition of the existing multi-story office and printing complex and construction of a multi-story housing development with an underground parking structure.

3.0 INVESTIGATION PROCEDURES

3.1 Field Investigation

The field investigation conducted on September 14th and 15th, 2006, consisted of preliminary site reconnaissance and drilling and sampling of three exploratory boreholes. The boreholes were drilled to depths of about 25 to 30 feet in order to observe subgrade soil and groundwater conditions. Borehole locations are shown in Figure 1. Descriptive logs of the boreholes are in Appendix A.

ProSonic Drilling provided contract drilling services. The sonic drill rig had an interior diameter of 4" and returned continuous samples through the entire borehole depth. The sonic rig was equipped with a 140 lb. chain-drive hammer with a reported efficiency of 60%

Standard Penetration Tests (SPT) were performed using methods consistent with ASTM D 1586. The sample intervals were varied as judged appropriate by the engineering geologist. A 1 3/8-inch split-spoon sampler without liners was used for soil sampling. A 140-pound hammer dropped 30 inches was used to drive the split-barrel sampler, and the blows required to drive the sampler 18 inches were recorded in 6-inch increments. The blows for the final 12 inches were recorded as the unadjusted field "N-value", measured in blows per foot (bpf). Field N-values are presented on the logs in Appendix A. Field values should not be used for design purposes without correction.



APPROXIMATE
SCALE: 1" = 50'

Geotechnical Investigation Report
McCabe Property
185 North Glenwood St.
Jackson, Wyoming

Site Location
Map

FIGURE

1

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The industry standard sampling procedure is the Standard Penetration Test (SPT). The standard split-spoon sample has an outside diameter (o.d.) of 2 inches and inside diameter (i.d.) of 1.375-inch (or 1.5-inch if liners are not installed). Field N-values were corrected to $(N_1)_{60}$ using procedures suggested by Youd, et al (2001). Corrected $(N_1)_{60}$ values are in Appendix B.

The corrections account for differences in sampler size and configuration, hammer efficiency, overburden pressure, and other variables. The $(N_1)_{60}$ values represent SPT values adjusted to a standard of one atmosphere of overburden pressure and hammer efficiency of 60%. It is very important to use the $(N_1)_{60}$ values for consideration of rock and soil strength rather than the field N-values. There is often significant variability between the two sets of blow counts.

Soil types, consistencies, and stratigraphic thicknesses were observed and documented by an Engineering Geologist. Field conditions were described for all soil types observed and representative samples were obtained from critical soil horizons. General topography and site conditions were observed by the geologist in order to place the boreholes in representative locations. Note that site conditions may be variable and actual soil conditions may differ from those represented in the borehole logs.

3.2 Laboratory Analysis

Given the coarse character of soils encountered at the site, no laboratory testing was performed.

3.3 Previous Investigations

A Phase I environmental assessment was completed by Womack & Associates on September 6, 2006 for the McCabe property and consisted of a review of records provided by the Town of Jackson, Wyoming Department of Environmental Quality (WDEQ), and the Environmental Protection Agency (EPA). The result of this assessment indicates that, while several surrounding areas are locally contaminated with hydrocarbons, the McCabe property is not associated with any current or historic environmental hazards.

3.4 Report Preparation

The report presents the site soil and groundwater conditions, borehole and monitoring well logs, location maps, engineering analyses, and recommendations to support design of the foundation elements.

4.0 SITE CONDITIONS

4.1 Description

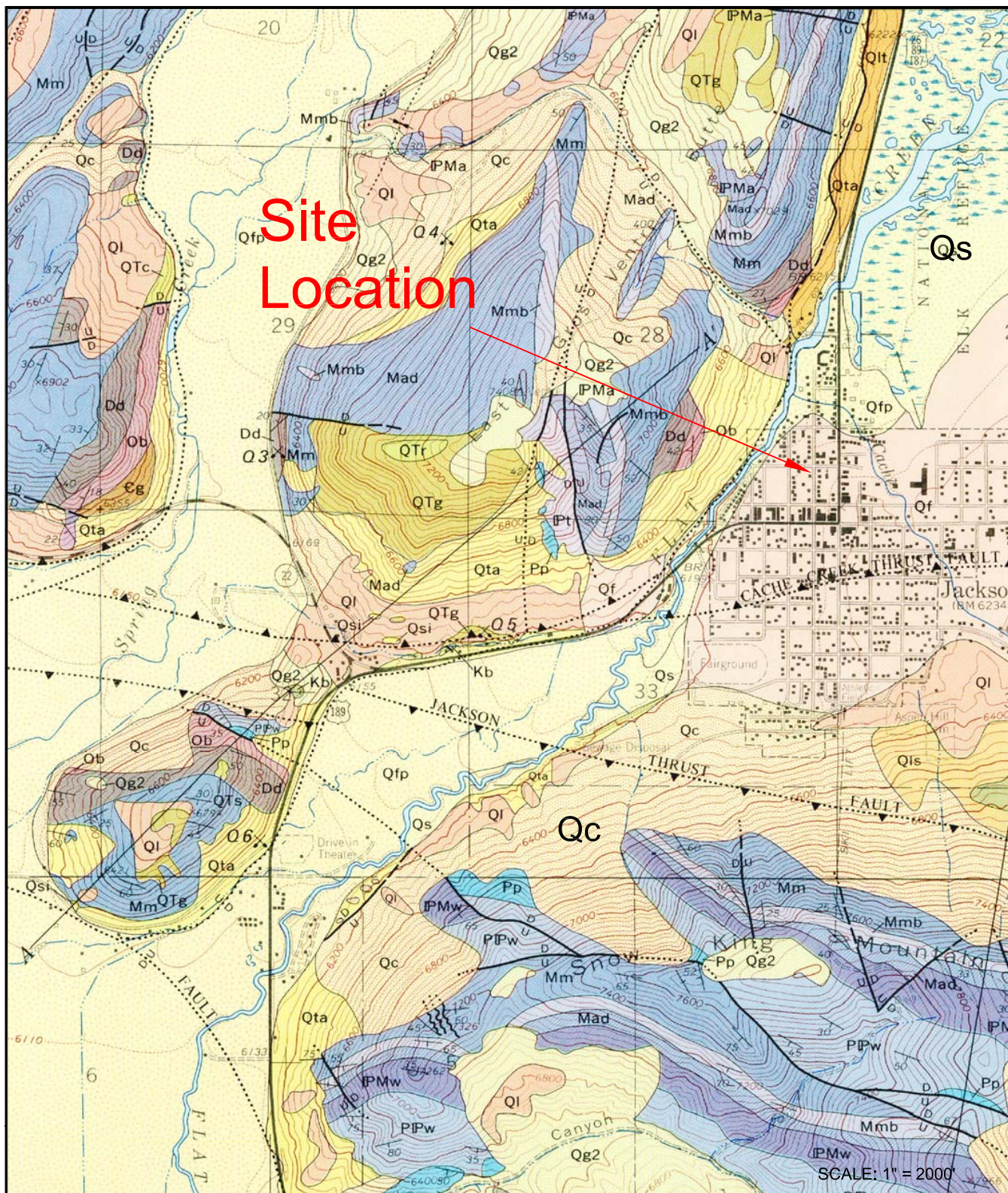
The project site is in the north part of the Town of Jackson, on the southwest corner of the intersection between Glenwood Street and Gill Street. The site is at the base of East Gros Ventre Butte about 1 block east of Flat Creek and 1 block south and west of Cache Creek. Currently, the southwest portion of the site is occupied by a building housing Grand Teton Lithography and several apartments. The north and east portions of the site are covered with asphalt paving and an unpaved (gravel) alley borders the west side of the parcel. Preliminary plans are to demolish the existing building and construct a new building for the Jackson Hole Community Housing Trust. As currently planned, the new structure will be a multi-story building with an underground parking garage. The site is relatively level to very gently sloping to the northwest toward Flat Creek. Elevation at the site is about 6,210 feet above sea level. At the time of our investigation, no demolition, site grading, excavation, or construction activity had been initiated for the new building.

4.2 Geology

A geologic map of the Grand Teton National Park (Figure 2), which encompasses the town of Jackson and the project site, was published by Love, et al, in 1992. The map shows the location of surficial deposits, bedrock units, and geologic structures (i.e., faults and folds). As depicted on the map, the project site is covered by Holocene to Quaternary aged alluvial fan deposits (Qf), although the material encountered in the boreholes drilled for this investigation is interpreted as alluvium (Qa) consisting of clay, silt, sand and gravel stream channel deposits. The alluvium is presumably underlain at depth by Tertiary and Paleozoic aged bedrock. Bedrock was not encountered in the boreholes, and depth to bedrock is unknown.

Numerous Quaternary aged (relatively young and potentially active) faults have been mapped in the Jackson area (Case, 1997, Machette et al, 2001), notably the East Gros Ventre fault, faults on the west side of West Gros Ventre Butte, and the Teton fault system along the east side (base) of the Teton Range. The surface trace of the Teton fault is located approximately 6 miles west of the project site. The mapped trace of the East Gros Ventre fault lies along the eastern base of East Gros Ventre Butte (Figure 2). This feature is mainly concealed beneath late Pleistocene to Holocene alluvium (Machette et al, 2001).

Two east-west trending buried fault segments, the Cache Creek thrust fault and the Jackson thrust fault, are mapped south of the project site (dotted lines with black triangles on Figure 2). The fault segments appear to be truncated by the north-south trending Teton fault system, and offset only the older geologic units (i.e., the Paleozoic and Tertiary aged rocks). These fault traces do not appear to offset the younger geologic units and therefore are inferred to be relatively old and inactive structures.



Map Symbols: Qa - Alluvium Qf - Alluvial Fan Deposits Qs - Swamp Deposits
 Qc - Colluvium Ql - Loess Deposits Qt - Talus Deposits

From Love et al, 1992, Geologic Map of Grand Teton National Park, USGS I-2031

Geotechnical Investigation Report
 McCabe Property
 185 North Glenwood
 Jackson, Wyoming

GEOLOGIC MAP

FIGURE

2

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WOMACK AND ASSOCIATES, INC.

4.3 Soils

Similar soil conditions were encountered in all of the boreholes drilled for this investigation. Borehole BH-1 was drilled to a depth of about 27 feet near the northeast corner of the site. Boreholes BH-2 and -3 were drilled to depths of about 27 and 28 feet in the lot's northwest corner and southeastern corner, respectively. A fourth borehole was planned for the alley on the lot's western side but was not drilled due to utility conflicts.

The site is underlain by stratified stream deposits consisting of fine-grained and coarse-grained alluvium. Some non-engineered fill was also encountered in the uppermost portion of the boreholes. As indicated by the borehole logs in Appendix A, most of the site is underlain by coarse sandy gravel and cobble alluvium. Based on field estimates, the coarse-grained alluvium consists of about 20-30% sand with the remainder of 5-inch minus subrounded gravel and cobbles. Adjusted blow count $(N_1)_{60}$ values in the coarse-grained alluvium are typically in the range of 20 to 50 bpf.

Two fine-grained deposits were encountered. The first was a 1 foot thick layer in borehole BH-2 at a depth of 24 feet. The deposit is very stiff, embedded with 1-inch minus angular weathered rock fragments, and appears to be an ancient landslide deposit from nearby West Gros Ventre Butte. This layer appears to lens out, as we did not encounter it in any of our other borings. The second fine-grained layer consisted of 10% sand, 30% subrounded 1-inch minus gravel, and 60% clay. This 1.4 foot thick layer was encountered at a depth of 25 feet below the ground surface in borehole BH-3. Given the sand and gravel content of this clay layer, we believe it is significantly different from the clay layer encountered in borehole BH-2 and likely lenses out as well. These thin, lenticular clays are unlikely to affect foundation performance

4.4 Groundwater

Groundwater was encountered in boreholes BH-1 and BH-2. At the time of our investigation in mid-September 2006, groundwater level varied from about 24.5 to 25.5 feet below the ground surface. Our site investigation was performed during what is typically considered the lowest time of year for groundwater levels. Groundwater levels at the site fluctuate in response to seasonal precipitation, long-term precipitation trends and flow levels in Flat and Cache Creeks.

Construction methods used for parking areas below grade will be informed by groundwater monitoring data from the well at borehole BH-2 through spring 2007. Recommendations for construction in areas of high groundwater are presented in Section 6.0

4.5 Earthquakes and Ground Shaking

Jackson Hole is located within the Intermountain Seismic Belt, a zone of seismicity that extends from southern Utah through eastern Idaho, western Wyoming, and western Montana (Smith and Arabasz, 1991). The Teton fault along the eastern margin of the Teton Range about 6 miles west of the project site is considered an important structural element of the Intermountain Seismic Belt. Predicted recurrence intervals for maximum credible earthquakes have passed for most of the fault systems capable of generating magnitude 7.5 events in western Wyoming (Case, 1997), implying that the risk of major earthquakes may be high.

Gilbert et al (1983) estimated that an earthquake of approximately magnitude M_s 6.5 might be anticipated along the Teton fault about once in 500 years, which is consistent with the design earthquake specified by the IBC (2006). Historically, no significant earthquake epicenters have been associated with the Teton fault, although earthquakes occurred in Jackson Hole along other faults during the last century. Research by Smith and others (1993), suggests that the southern portion of the Teton fault may have stored sufficient energy to produce a magnitude $M_s = \sim 7.2+$ earthquake. However, Machette, et al (2001), do not classify the Teton Fault as an active fault south of Phillips Canyon, and estimate that slip rates along the southern portion of the south end of the active fault (north of Phillips Canyon) and along fault splays in Phillips Canyon are less than 0.2 mm/yr (i.e., very low).

The recurrence interval for a magnitude 7.5 event on the Teton fault is estimated to be in the range 700 to 2,000 years (Case, 1997; Machette et al, 2001). To put this recurrence interval into perspective, an earthquake with a 10% chance of occurrence in 250 years (commonly used for design of major dams and sensitive structures) has an average recurrence interval of about 2,500 years. Such an event would cause shaking typical of the *maximum considered earthquake* (MCE). The owner should be aware that, although the *design* ground motion is consistent with the 2006 International Building Code (IBC) for the site, much larger earthquakes are possible, although the risk is smaller.

Site ground motion accelerations and a design response spectrum were derived in accordance with the general procedure defined in the 2006 International Building Code (IBC). The provisions of the 2006 IBC are intended to provide uniform levels of performance for structures, depending on their occupancy and use and the risk inherent to their failure.

The approach adopted in the 2006 IBC is intended to provide a uniform margin of safety against collapse at the *design* ground motion. The *design* earthquake ground motion is selected at a ground shaking level that is 2/3 of the *maximum considered earthquake* (MCE) ground motion. The MCE ground motion is defined with a uniform likelihood of exceedance of 2 percent in 50 years (a return period of about 2,500 years). The Site Ground Motion and Design Response Spectrum for the 2000 IBC is presented in Figure 3.

Earthquake Loads – Site Ground Motion and Design Response Spectrum 2000 International Building Code (IBC)*

Approximate Site Location: **Latitude = 43° 28'59" Longitude = 110°45'43"**

Mapped Maximum Considered Earthquake (MCE) Spectral Response Acceleration Parameters: (Tables 1615.1-10)

Short Period (S_s) = **1.107**

1-Sec Period (S_1) = **0.400**

Site Class Definition:

D - Stiff Soil Profile – Site Class Definitions (Tables 1615.1.1)

Site Coefficients and Adjusted MCE Spectral Response Acceleration Parameters: [Equations 16-16 and 16-17 and Tables 1615.1.2(1) and 1615.1.2(2)]

S_{MS} = **1.173**

S_{M1} = **0.640**

F_a = **1.06** *interpolated from table

F_v = **1.60** *interpolated from table

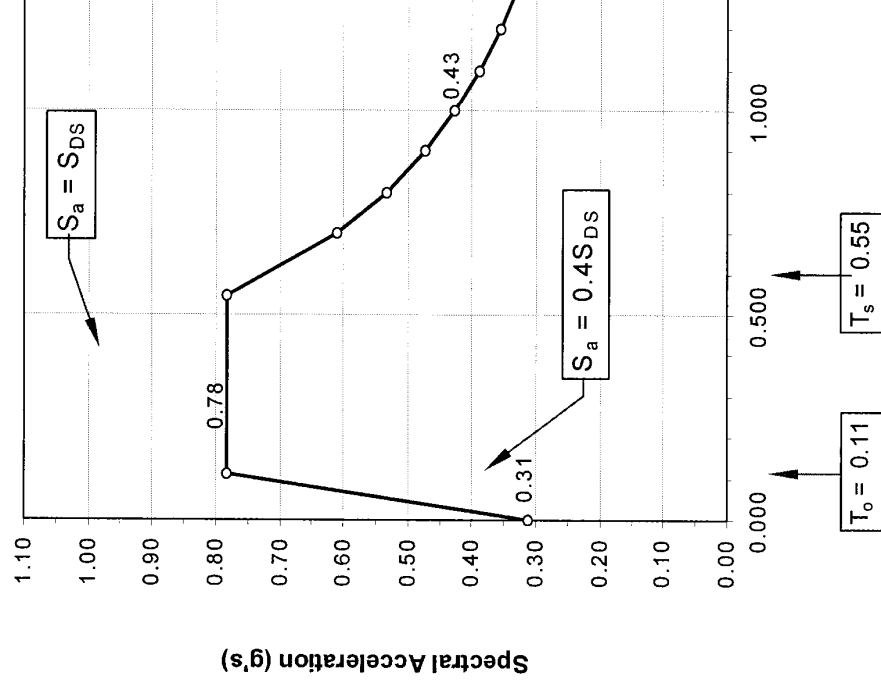
Design Spectral Response Acceleration Parameters: [Equations 16-18 and 16-19]

S_{DS} = **0.782**

S_{D1} = **0.427**

*2006 International Building Code, Chapter 16, Section 1615 - Earthquake Loads – Site Ground Motion.

Design Response McCabe Property, N



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McCabe Property
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Jackson,

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4.6 Liquefaction Potential

Loose, saturated sands and silty sands, and in some cases silts and gravels, may liquefy when exposed to seismic shaking. Liquefaction has been most prevalent in areas where loose saturated sand occurs within about 30 feet or less of the ground surface, but in some instances, liquefaction has been reported in saturated deposits up to 60 feet deep (EERI, 1994).

The boreholes drilled to a depth of about 27 feet encountered sandy gravel and cobbles under the site that appear to be too coarse and dense to liquefy in a seismic event. It is possible that liquefiable materials occur at greater depths. At this flat-lying location, liquefaction could potentially cause damaging differential settlement. However, there appears to be little risk of “lateral spreading”, which is a major slope movement that is a common source of catastrophic failure during earthquakes.

4.7 Geologic Hazards

The owner should be aware that in the event of a large magnitude earthquake, there are several geologic hazards that could potentially cause damage to structures (Smith et al, 1993). Potential hazards at this site might include strong ground shaking, ground cracking, surface rupture along an un-mapped fault trace, and liquefaction (Section 4.6).

5.0 ENGINEERING ANALYSIS

5.1 Settlement

Foundation footings may be placed on the coarse-grained sandy gravel and cobbles. Significant consolidation of the dense coarse-grained gravel and cobble alluvium observed in the boreholes is not anticipated. Removal of topsoil and fill material from the upper 2-3 feet is necessary.

5.2 Bearing Capacity

Bearing capacity of soil refers to its ability to resist shear failure under load. The bearing capacity of the coarse-grained alluvial deposits was estimated using Meyerhof's bearing capacity equation for strip footings (Bowles, 1996). Soil properties were estimated based on visual soil classification. The average unit weight of the soil is estimated to be about 125 pcf, and the friction angle is estimated to be about 36 degrees (Pit Slope Manual, 1982; Huang, 1983). The foundation footings are assumed to be 16 inches wide, placed on the sandy gravel and cobble alluvium. Assuming continuous 16-inch strip footings, an allowable bearing capacity for the coarse-grained alluvial material is estimated to be about 5,000 psf for full dead and 50% live

load. If full dead and full live loads are considered, bearing capacity is estimated at 8,000 psf.

5.3 Lateral Pressures

Lateral pressures against foundation and retaining walls can be estimated using several methods, and there is no overwhelming consensus favoring any one technique. We have used what we believe to be reasonably conservative values that can be justified from normal practice and the technical literature. The main variables are assumptions regarding seismic forces, wall friction, and surcharge pressures created by slopes. As discussed above, the Jackson Hole area is potentially susceptible to ground shaking from earthquakes. A maximum horizontal seismic acceleration k_h in bedrock of 0.22g has been selected for this site (USGS, 2002). Lateral pressures have been calculated assuming horizontal backslope conditions. Table 5-1 summarizes lateral pressure parameters applicable to the site.

TABLE 5-1: Lateral Pressure Parameters

Condition	Coefficient of Earth Pressure	γK (equivalent fluid pressure)
Static Conditions		
Level Backfill	$K_o = 0.40$	55 pcf
	$K_a = 0.27$	35 pcf
	$K_p = 3.69$	480 pcf
Earthquake Conditions		
Level Backfill	$K_{ae} = 0.33$	43 pcf
Level Backfill	$K_{pe} = 3.49$	454 pcf

5.3.1 Active Pressures

For lateral pressure design of retaining walls, which are allowed to deflect and develop an active soil wedge, the calculated equivalent fluid pressure (γK_a) is about 35 pcf (pounds per cubic foot), assuming a horizontal ground surface behind the retaining wall. This pressure distribution would be equivalent to a force of approximately $18H^2$ pounds per horizontal foot of wall acting at one-third the wall height (H) above the base.

Research has indicated that lateral pressures due to earthquakes are non-hydrostatic in distribution, and the resultant acts above the lower third-point of the wall (Bakeer, et al, 1990). Accordingly, active soil pressures have been divided into two components that act at different wall heights. The static force acts at the lower third-point, as discussed above. The Mononobe-Okabe equations are often used to estimate dynamic forces against retaining walls. Although there is considerable debate about the theoretical applicability of these equations to rigid walls, they have been used for many years for seismic design and the performance record of

underground walls during earthquakes has generally been good. The Mononobe-Okabe equations were applied using half the maximum horizontal acceleration (Bowles, 1996; Whitman, 1990). This force would be in addition to static active earth pressure, equivalent to $4H^2$ pounds per horizontal foot of wall applied at 50% of the wall height above the base.

5.3.2 Passive Pressures

For passive pressures, an equivalent fluid pressure (γK_p) of about 480 pcf was estimated for static conditions and about 454 pcf for seismic conditions. Passive earth pressures were calculated using the Coulomb and Mononobe-Okabe equations, respectively (Bowles, 1996).

5.3.3 At-Rest Pressures

For lateral pressure design of foundation walls, which are restrained and not allowed to deflect, the calculated at rest earth pressure (γK_o) is about 55 pcf, assuming a horizontal ground surface behind the foundation wall. Use the at-rest pressure or the active pressure under seismic conditions for foundation wall design, whichever is greater.

5.4 Soil Friction

Terzaghi, et al (1996) suggests use of 30 degrees for the maximum friction angle along a concrete base in granular soils. Accordingly, a friction value of 0.58, which is the tangent of 30 degrees, is suggested. The friction value may be combined with the passive pressure to resist horizontal loads.

5.5 Shoring

It is our understanding that the basement footings may be more than 10 feet below ground surface. Shoring may be required adjacent to buildings and along the streets adjacent to the new building.

5.5.1 Shoring Alternatives

Shoring recommendations and alternatives include H-pile walls and soil nails. When a building design has been selected, this office should be involved in selection of shoring techniques, if necessary. Previous H-pile wall designs in this area have proven most effective when combined with tiebacks. This office is capable of designing the H-pile wall portion of the shoring, while design and construction of soil nail shoring elements is normally performed by specialized design/build contractors with assistance from our Geotechnical Engineer.

5.5.2 Soil Nail Design Parameters

We assume the soil nail design will be prepared by a specialized design-build contractor. The following parameters are recommended for design:

Unit weight: $\gamma = 135$ pcf
Friction angle: $\phi' = 36$ degrees
Unit ultimate bond stress = 20 psi
 $K_a = 0.27$
 $\gamma K_a = 35$ pcf

At least two sacrificial soil nails should be placed and tested to failure. During production, at least 3 soil nails should be tested to design loads.

6.0 RECOMMENDATIONS

6.1 Foundations

In our opinion, the coarse-grained sandy gravel and cobble alluvium below a depth of about 2 to 3 feet will provide adequate support for anticipated foundation loads of the proposed structure. Minor cracks in the foundation walls, floors, and sheetrock are normal and should not be a cause for concern. Excavation for the foundation footings should remove the upper 2 to 3 feet of finer-grained soil and fill, exposing the top of the underlying gravel and cobbles. Foundation footings may be placed directly on the coarse-grained alluvium. Given the depth and stiff character of the two clay layers encountered we believe that overexcavation will not be necessary.

To further reduce the risk from potential settlement, the owner may choose to compact the surface of the native alluvium prior to pouring the concrete footings. A vibrating, smooth-drum roller compactor or “whacker” may be used to densify the coarse-grained soils. If the groundwater level is above the bottom of the footing excavation, compaction may not be feasible.

Because of the possibility of relatively shallow groundwater conditions at the site, a full-basement or below grade parking structure may be vulnerable to seepage. If the owner and architect plan to construct the building with a full-basement or underground parking, we strongly recommend a foundation system that is fully waterproofed unless groundwater monitoring in spring 2007 indicates otherwise. The foundation footings, stem walls, and floor slab should be constructed as a monolithic unit to eliminate joints and completely wrapped with a waterproof membrane system. If necessary, adequate foundation reinforcement should be used to counteract buoyant forces that may be exerted on the floor slab.

Relying on a dewatering system to mitigate seepage into the lower levels of the building is not recommended. Mechanical means of dewatering may be problematical because of the high permeability of the coarse-grained alluvium and the anticipated large quantities of water that would need to be displaced. In addition, dewatering systems typically have high installation cost, long-term operation and maintenance expense, and reliability and water discharge issues.

During foundation construction, shallow groundwater may be encountered. Pumping to reduce water levels may be required during foundation construction. At this point we do not consider it

necessary to specify dewatering procedures during construction. Pumping may be required and discharge of water may be problematical at this site. Adequate planning is important to address proper discharge of the water. These issues will not be of concern if groundwater does not rise significantly from its current level.

A Structural engineer should review the plans to check that adequate support is provided to the foundation systems. Minor settlement of footings, foundation walls, and floor slabs may result in small fractures in the concrete walls, concrete floor slabs, and sheetrock. These occurrences are normal and should not be a cause for concern.

6.2 Final Grading and Backfilling

Properly compacted backfill will reduce settlement of the soil against foundation walls and beneath exterior concrete slabs. Exterior backfill around the building should consist of site materials placed in lifts no greater than 9 inches loose thickness and compacted. Existing site material may be used for exterior and utility trench backfill:

Structural fill should be used beneath exterior slabs-on-grade. Utility trenches should also be backfilled in lifts and compacted. Final grading should provide protection from frost. Do not overcompact exterior backfills against “green” foundation walls.

Prior to placement of structural fill for the foundation subgrade or exterior slabs-on-grade, the site should be cleared and grubbed. No brush, roots, sod, frozen material, or other deleterious or unsuitable materials shall be incorporated in the foundation subgrade or structural fill.

6.3 Site Grading and Preparation

Properly compacted backfill and good site drainage are extremely important. Structural fill should consist of imported granular fill placed in lifts no greater than 9 inches loose thickness and compacted using the methods specification described below.

Pre-roll the surface to compact materials that have been disturbed during excavation with **five passes** (5 ton static weight) of a 5-ton vibratory roller. The actual number of passes should be determined by observing whether the surface is yielding after each pass. If the surface appears to be yielding, the number of passes should be increased until a non-yielding condition is observed.

Alluvial gravel and cobbles are relatively easy to compact, and due to the coarse granular nature of the materials, nuclear density testing can yield variable compaction results. Place coarse granular fill in lifts and compact using the methods specification described below. If the methods specification is consistently applied, density testing is not required. Gravel will

compact into a dense, strong, well-drained structural fill, and tight moisture control is usually not required.

Granular fill should be placed in a maximum loose lift thickness of 9-inches. Material should be compacted using a smooth drum or padfoot vibratory roller (vibratory mode). A minimum of **five passes** (5 ton static weight) of a vibratory roller should be applied to each lift. The actual number of passes should be determined by observing the compaction after each pass to determine if the surface is non-yielding. If the fill surface appears to be yielding, the number of passes should be increased until a non-yielding condition is observed. Fill should be placed in horizontal lifts.

All footings should be placed below the frost line. The building code for Teton County requires that footings be placed at a minimum depth of 36 inches from finished grade, with a minimum foundation exposure of 6 inches above finished grade.

Structural fill should be used beneath exterior slabs-on-grade. Do not overcompact exterior backfills against “green” foundation walls. Cohesive materials should be used in the upper 2 feet of the exterior backfill to provide a lower permeability cap.

Prior to placement of structural fill for exterior slabs-on-grade, the site should be cleared. No brush, roots, sod, frozen material, or other deleterious or unsuitable materials shall be incorporated in the foundation subgrade or structural fill.

Final grading should provide positive drainage of at least 1 foot in the first 12 feet away from the structure unless the surface is paved. Adequate gutters or other roof runoff measures are strongly recommended. Roof runoff should be discharged at least 3 feet away from the building or exterior slabs.

OSHA regulations (29CFR1926) appear to classify the soil at the site as Type C based on the granular nature of the alluvial soil. Therefore, temporary cut slopes should be no steeper than 1.5H:1V for excavations less than 20 feet in height. A trench box may be used if necessary to reduce trench excavation during utility installation. The contractor shall be responsible for adherence to OSHA and other safety regulations.

6.4 Foundation Drainage

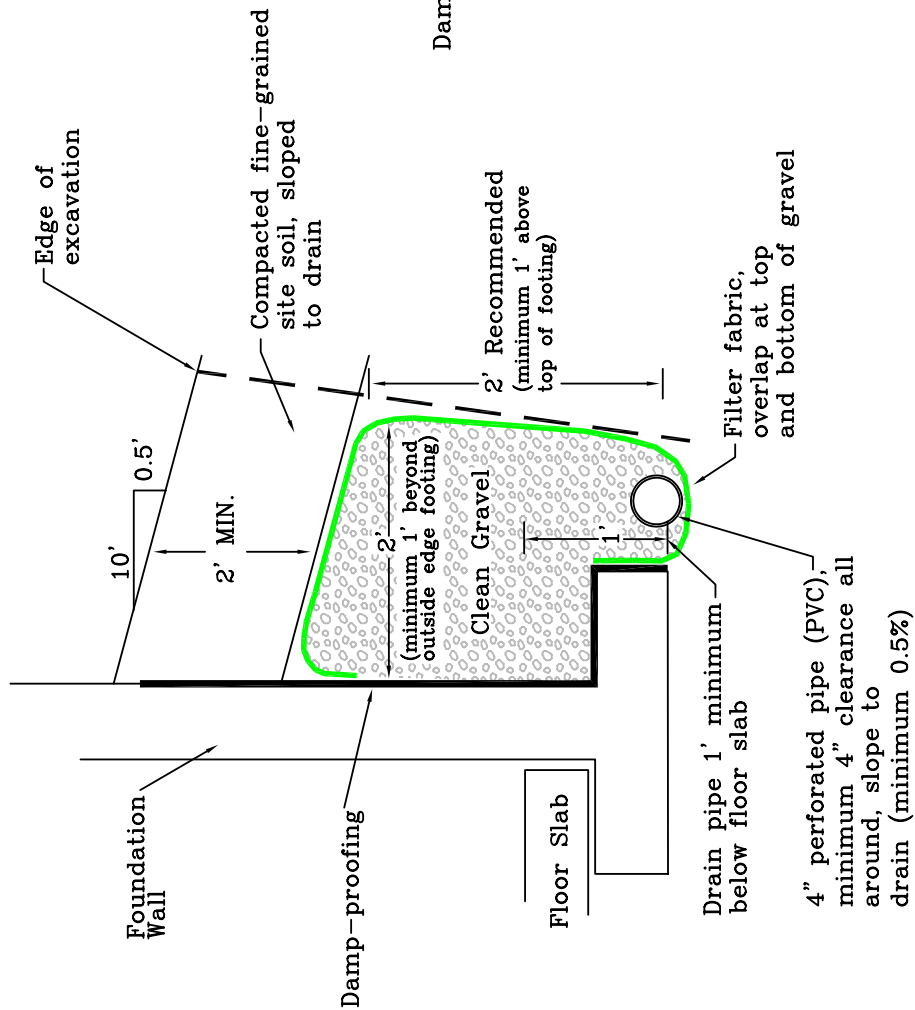
Foundation footing drains are not required for a building with a deep waterproof basement. Foundation footing drains are recommended if the basement is not waterproofed and is within 5 feet of seasonal groundwater highs.

building avoids shallow groundwater. Footing drains will reduce the potential for seepage from perched water.

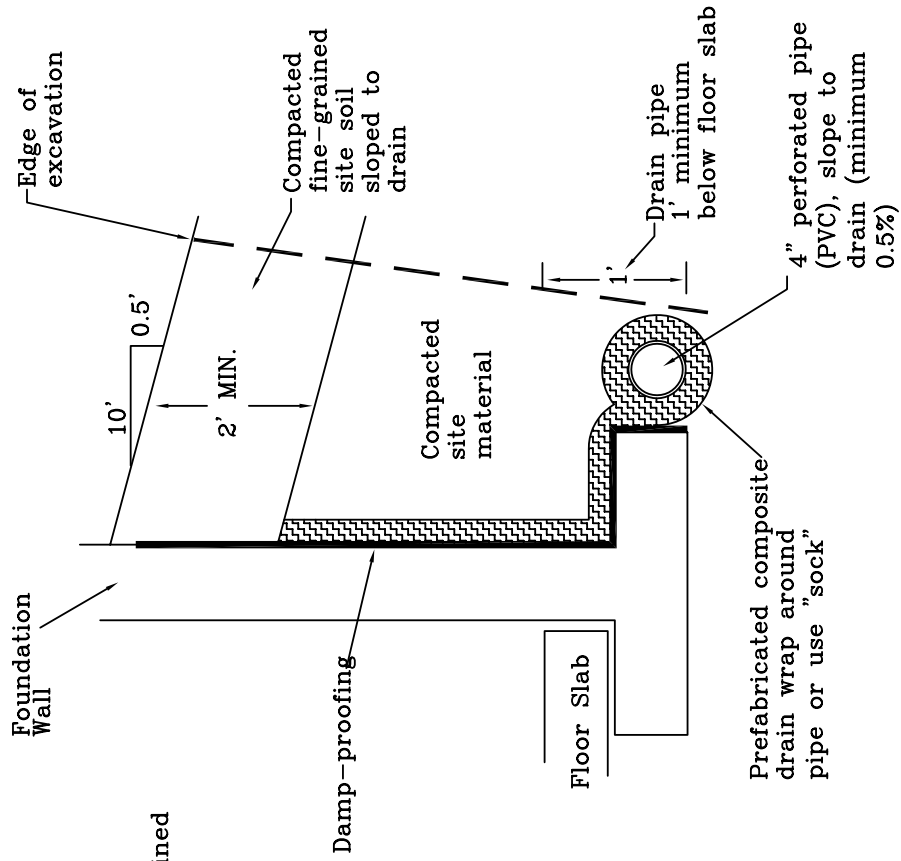
Two drainage alternatives are illustrated on Figure 4. The least expensive technique would probably be a prefabricated composite drain. The composite drain consists of an open wick layer laminated to filter fabric to reduce infiltration of soil. The exterior (upslope side) of the wall is waterproofed, and the drain is laid against the waterproofing layer. The excavation is backfilled with compacted site material, as discussed in Section 6.3, and the drain is covered by at least 2 feet of compacted site soil, sloped to drain (minimum 10%). The composite drain is wrapped around a perforated drain pipe at footing level. The drain pipe may slope at a minimum of 0.5%, and drain to a sump.

An alternative technique would involve placement of clean angular drain gravel between the foundation wall and the edge of the excavation. The gravel backfill is wrapped in filter fabric and a drain pipe is placed at the bottom of the trench. At least 2 feet of compacted backfill (sloped to drain) is placed above the gravel envelope. The advantage of this technique is that the gravel backfill can usually be placed without compaction, reducing backfill cost and difficulty.

USING GRAVEL DRAIN AND FILTER



USING PREFABRICATED COMPOSITE DRAIN



Geotechnical Investigation Report
 McCabe Property
 185 North Glenwood
 Jackson, Wyoming

Foundation Drainage Alternatives

FIGURE

4

6.5 Interior Slabs-on-Grade

The recommendations in this section apply only if the basement has not been fully waterproofed and is within 5 feet of the seasonal water table. The interior floor slab should be at least 4 inches thick, and any slabs bearing vehicles should be at least 6 inches thick. Minor floor cracking of slab-on-grade construction is difficult if not impossible to prevent. Such cracking is normal and should be expected to occur with time. Buildings are almost never free of cracks, and cracking is caused by many factors other than soil movement, such as concrete shrinkage, normal activities, and daily and seasonal variability in temperature and humidity.

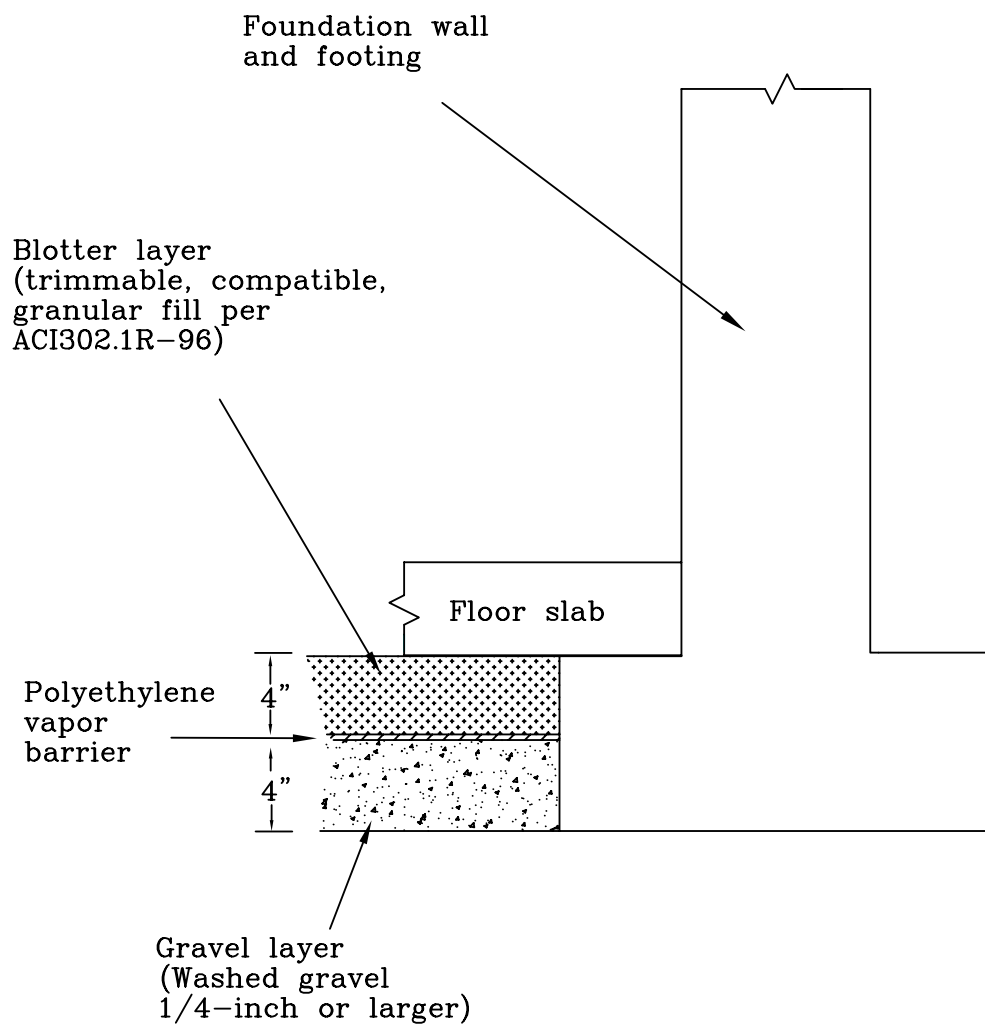
The following suggestions are recommended for standard slab-on-grade construction. An impermeable layer (usually plastic) is suggested beneath the slab, underlain by 4 inches of clean drain gravel that will act as a capillary break to reduce dampness (Figure 5). Two options are available to reduce the tendency for the concrete to crack as it dries. Three articles from the American Concrete Institute (ACI) that discuss these options are appended.

1. A blotter layer may be placed under the slab. In the past, loose sand has been used for this purpose, but is no longer recommended. A cover of 4 inches of trimmable, compactible, granular material may be placed over the sheeting to receive the concrete slab. This material usually consists of “crusher run material”, which varies in size from about 1.5-inch down to rock dust. Alternatively, 3 inches of fine graded material such as crusher fines or manufactured sand may be used.
2. The blotter layer may be eliminated if the concrete is reinforced properly. The attached article entitled “Controlling Curling and Cracking in Floors to Receive Coverings” provides a discussion of proper floor slab reinforcement. If the contractor needs additional guidance on reinforcement, a structural engineer should provide it.

The Teton County Building Department also requires a ventilation system similar to that shown in Figure 5 for slab-on-grade construction in inhabited buildings. A ventilation system is not required for a deep basement or parking garage below the groundwater level.

6.6 Exterior Slabs-on-Grade

Exterior slabs (sidewalks, patios, driveways, etc.) typically sustain the greatest damage. Cracking is almost impossible to avoid, and freeze-thaw adds to the difficulty caused by soil consolidation. The fine-grained alluvium, topsoil, silt and clay fill material could potentially cause severe frost or settlement damage. The following suggestions may reduce differential movement of exterior slabs.



Schematic Drawing
Not to Scale

Geotechnical Investigation Report
McCabe Property
185 North Glenwood
Jackson, Wyoming

Interior Slab-on-Grade
Detail

FIGURE

5

Exterior concrete slabs should be at least 4 inches thick, 6 inches if supporting vehicles. Exterior slabs should not be tied to foundation walls. Any movement of exterior slabs may be transmitted to the foundation walls, resulting in damage. Posts for patios or other exterior columns should not bear on exterior slabs. If the slabs settle or rise, the movement can be transmitted to the post, resulting in damage to the structure.

Exterior slabs placed on fine-grained soils may be very susceptible to frost heave, and any exterior flat work placed on these soils may perform poorly. Performance of the slabs may be improved by placement of at least 6 inches, preferably 12 inches, of gravel beneath the slab. Expansion joints are recommended in all concrete flatwork.

6.7 Ventilation and Radon

Teton County Building Code requires that slabs below living spaces be ventilated and sealed. Ventilation should also be provided for areas under crawl spaces. Examination of the site for potential radon levels was beyond the scope of this report. If the owner wishes to pursue this matter, we can recommend appropriate contractors.

6.8 Reinforcing, Concrete Considerations, and Utilities Testing

Footings, slabs, and foundation walls should be reinforced to resist differential movement. We strongly recommend consultation with a structural engineer to specify adequate reinforcement. Exterior concrete should contain 5% to 7% entrained air. We recommend pressure testing of water and sewer lines before backfilling.

6.9 Observation during Construction

A representative of this office should observe construction of any foundation or drainage elements recommended in this report. Site grading, foundation excavations, and soil compaction should be observed by a representative of this office. If any suspicious soils or conditions are revealed during construction, this office should be notified immediately to survey the conditions and make necessary modifications.

7.0 LIMITATIONS

This report has been prepared based on a limited amount of data. Actual site conditions may vary. This report, including engineering analysis, recommendations, figures, and design details are exclusive to the referenced site. Under no circumstances shall the figures be separated from the text and used independently. Recommendations in this report are not applicable to other construction sites. These services have been performed in a manner consistent with the level of

care and skill ordinarily exercised by members of the profession currently practicing in this area under similar conditions. No other warranty is made or implied.

This report, including engineering analysis, recommendations, figures, and design details are exclusive to the referenced site. Under no circumstances shall the figures be separated from the text and used independently. Recommendations in this report are not applicable to other construction sites.

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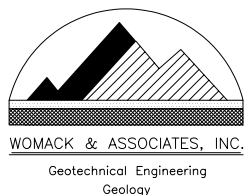
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APPENDIX A

BOREHOLE AND MONITORING WELL LOGS



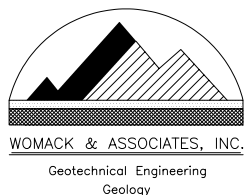
P.O. Box 12650
 Jackson, WY 83002
 Telephone: (307) 733-7209
 Fax: (307) 733-8005

TEST HOLE LOG

PAGE 1 OF 1

TEST_HOLE_LOG2 REVISED MCCABE0906.GPJ WOMACK.GDT 10/18/06

PROJECT NAME: McCabe Property, corner of Gill and Glenwood										DATE: 9/14/06							
PROJECT LOCATION: Jackson, Wyoming										HOLE NO.: BH-1							
TEST HOLE LOCATION: Northeast corner of lot																	
ELEVATION G.S. (ft.):				TOTAL DEPTH (ft.): 27				GROUNDWATER LEVEL (ft.): 25.5				MEASURED FROM: Surface					
DRILL TYPE: Sonic				HAMMER:				DRILL CO: ProSonic				DRILLER: Gabriel			LOGGED BY: cro		
DEPTH (ft.)	GRAPHICAL LOG	SAMPLE	S.P.T. (N) BLOWS/6 IN.	(N1)60 BLOWS/FT.	RECOVERY (%)	UNCONFINED STRENGTH (TSF)	CLASSIFICATION	DESCRIPTION COMMENTS:				MOISTURE CONTENT (%)	DRY DENSITY (PCF)	LIQUID LIMITS (%)	PLASTICITY INDEX (%)	WELL COMPLETION	
1								0.0-2.0ft FILL: Moist, dark brown, loose, massive, sandy GRAVEL, clasts subangular to 3" diameter									
2								2.0-3.5ft FILL: Moist, dark brown to black, loose, massive, sandy (20%), angular GRAVEL to 2" diameter									
3									3.5-8.0ft ALLUVIUM: Slightly moist, brown, dense, massive, SAND (60%), and fine grained to coarse subangular GRAVEL to 2" diameter								
4									8.0-13.0ft ALLUVIUM: Slightly moist, light brown to tan, dense, massive, sandy (30%) subrounded GRAVEL (40%) and COBBLE (30%) to 5" diameter								
5									13.0-14.0ft ALLUVIUM: Slightly moist, reddish brown, dense, soft, massive, clayey (<10%), sandy (30%) GRAVEL and COBBLE to 4" diameter								
6									14.0-17.0ft ALLUVIUM: Slightly moist, tan/reddish brown, dense, massive, sandy (30%), GRAVEL and COBBLE to 6" diameter 1/3 of which are severely weathered								
7									17.0-18.0ft ALLUVIUM: Slightly moist, white, dense, massive, silty sandy GRAVEL and COBBLE to 2" diameter								
8									18.0-21.0ft ALLUVIUM: Moist, reddish brown, dense, massive, sandy (20%) GRAVEL and sandstone COBBLE to 2" diameter								
9									21.0-22.0ft ALLUVIUM: Moist, tan, dense, massive, fine SAND (80%), medium gravel								
10									22.0-25.5ft ALLUVIUM: Moist, light brown, dense, massive, medium to coarse sand (30%), GRAVEL and COBBLE (60%) to 3" diameter								
11								25.5-27.0ft ALLUVIUM: As above, wet									
12								Groundwater level at 25.5' on 9/20/06.									
13																	
14																	
15																	
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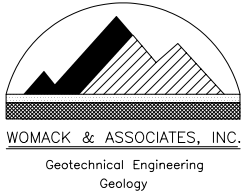
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TEST HOLE LOG

PAGE 1 OF 2

TEST_HOLE_LOG2 REVISED MCCABE0906.GPJ WOMACK.GDT 10/18/06

PROJECT NAME: McCabe Property, corner of Gill and Glenwood										DATE: 9/15/06					
PROJECT LOCATION: Jackson, Wyoming										HOLE NO.: BH-2					
TEST HOLE LOCATION: Northwest corner of lot															
ELEVATION G.S. (ft.):				TOTAL DEPTH (ft.): 27				GROUNDWATER LEVEL (ft.): 24.5				MEASURED FROM: Surface			
DRILL TYPE: Sonic				HAMMER:				DRILL CO: ProSonic				DRILLER: Gabriel		LOGGED BY: cro	
DEPTH (ft.)	GRAPHICAL LOG	SAMPLE	S.P.T. (N) BLOWS/6 IN.	(N1)60 BLOWS/FT.	RECOVERY (%)	UNCONFINED STRENGTH (TSF)	CLASSIFICATION	DESCRIPTION COMMENTS:	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	LIQUID LIMITS (%)	PLASTICITY INDEX (%)	WELL COMPLETION		
1								0.0-2.0ft FILL: Moist, dark brown, medium stiff, silty sandy angular GRAVEL to 2" diameter							
2								2.0-2.6ft ALLUVIUM: Slightly moist, light brown, dense, massive, sandy GRAVEL with subrounded COBBLES to 4" diameter							
3								2.6-4.7ft ALLUVIUM: Slightly moist, light brown, massive, dense, coarse sand (20%), fine grained GRAVEL (40%) and subrounded COBBLE (40%)							
4								4.7-7.0ft ALLUVIUM: Slightly moist, light brown, dense, coarse sand (20%), fine grained GRAVEL (40%) and subrounded COBBLE (40%)							
5								7.0-13.0ft ALLUVIUM: Slightly moist, light brown, massive, dense, sandy (20%) GRAVEL (60%) and cobbles (20%) to 4" diameter							
6															
7															
8															
9															
10															
11															
12															
13									13.0-14.0ft ALLUVIUM: Moist, brown, massive, dense, soft, clayey (5%), coarse sandy (20%), GRAVEL and subrounded COBBLE to 4" diameter						
14									14.0-17.0ft ALLUVIUM: Slightly moist, tan, massive, dense, silty sandy GRAVEL and COBBLES to 3" diameter						
15									17.0-18.5ft ALLUVIUM: Moist, light brown to brown, massive, firm, clayey coarse sandy GRAVEL with abundant 1" angular rock fragments						
16									18.5-20.3ft ALLUVIUM: Moist, brown, massive, dense, clayey coarse sandy GRAVEL 1" to 2" diameter						
17									20.3-23.0ft ALLUVIUM: Slightly moist, reddish brown, massive, dense, SAND (40%), subrounded GRAVEL to 2" diameter						
18				19,22,19	21	80			23.0-24.0ft ALLUVIUM: Moist, brown, massive, dense, gravelly (20%) medium to coarse SAND						
19									24.0-25.0ft COLLUVIUM: Moist, brown with highly weathered rock fragments purple, green and red, massive, stiff to very stiff, CLAY						
20									25.0-27.0ft ALLUVIUM: Wet, brown, massive, dense, silty coarse SAND and fine GRAVEL						
21															
22															
23															
24			D1				3								
25															
26															
27			U1												
28															
29															
30															
31															
								Groundwater level at 24.5' on 9/20/06.							
								Completion: 4" PVC slotted pipe 17-27', 4" PVC solid pipe to surface, sand backfill 12-27', bentonite							

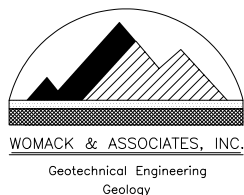


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TEST HOLE LOG

PAGE 2 OF 2

PROJECT NAME: McCabe Property, corner of Gill and Glenwood							DATE: 9/15/06						
PROJECT LOCATION: Jackson, Wyoming							HOLE NO.: BH-2						
DEPTH (ft.)	GRAPHICAL LOG	SAMPLE	S.P.T. (N) BLOWS/6 IN.	(N1)60 BLOWS/FT.	RECOVERY (%)	UNCONFINED STRENGTH (TSF)	CLASSIFICATION	DESCRIPTION COMMENTS:	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	LIQUID LIMITS (%)	PLASTICITY INDEX (%)	WELL COMPLETION
33								12' to surface, 6" steel flush mount cover at surface.					
34													
35													
36													
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41													
42													
43													
44													
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TEST HOLE LOG

PAGE 1 OF 1

TEST_HOLE_LOG2 REVISED MCCABE0906.GPJ WOMACK.GDT 10/18/06

PROJECT NAME: McCabe Property, corner of Gill and Glenwood										DATE: 9/15/06					
PROJECT LOCATION: Jackson, Wyoming										HOLE NO.: BH-3					
TEST HOLE LOCATION: East side of lot															
ELEVATION G.S. (ft.):				TOTAL DEPTH (ft.): 28.5				GROUNDWATER LEVEL (ft.): NA				MEASURED FROM: Surface			
DRILL TYPE: Sonic				HAMMER:				DRILL CO: ProSonic				DRILLER: Gabriel		LOGGED BY: cro	
DEPTH (ft.)	GRAPHICAL LOG	SAMPLE	S.P.T. (N) BLOWS/6 IN.	(N1)60 BLOWS/FT.	RECOVERY (%)	UNCONFINED STRENGTH (TSF)	CLASSIFICATION	DESCRIPTION COMMENTS:	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	LIQUID LIMITS (%)	PLASTICITY INDEX (%)	WELL COMPLETION		
1								0.0-1.0ft FILL: Moist, dark brown, loose to soft, clayey sandy GRAVEL and subangular COBBLE to 2" diameter							
2								1.0-7.0ft ALLUVIUM: Slightly moist, light brown, dense, massive, sandy GRAVEL and subrounded COBBLE to 4" diameter							
3															
4															
5															
6															
7															
8		D1	29,38,34	25	80			7.0-8.5ft ALLUVIUM: Slightly moist, tan to white, medium dense, massive, sandy (10%),							
9								8.5-17.0ft ALLUVIUM: Slightly moist, tan, dense, massive, sandy (20%) GRAVEL with cobbles to 4" diameter							
10															
11															
12															
13															
14															
15															
16															
17									17.0-18.5ft ALLUVIUM: Slightly moist, tan to brown, massive, dense, sandy (10%) GRAVEL, with angular clasts to 1" diameter						
18	D2	32,29,28	30	100			18.5-25.0ft As above								
19															
20															
21															
22															
23															
24															
25								25.0-26.4ft ALLUVIUM: Moist to wet, brown, massive, stiff, sandy (10%), subrounded gravel to 1" diameter (30%), CLAY							
26								26.4-27.0ft ALLUVIUM: Moist, brown, massive, dense, silty sandy medium GRAVEL							
27								27.0-28.5ft ALLUVIUM: Moist, brown, massive, dense, silty sandy GRAVEL							
28	D3	23,34,44	53												
29															
30															
31															

APPENDIX B
SPT BLOW COUNT ADJUSTMENTS

BH #	DEPTH	N(BL/FT)*	RS**	ER	UNIT WT	AV
BH-2	17-18.5	38	1	1	135	13
BH-3	7-8.5	68	1	1	135	13
	17-18.5	56	1	1	135	13
	27-28.5	78	1	1	135	13

APPENDIX C
CONCRETE SLAB AND DRAINAGE PUBLICATIONS

Controlling curling and cracking in floors to receive coverings

Do you worry about excessive cracking or curling in concrete floor slabs placed directly on a vapor retarder? Here are some hints on using reinforcing steel to minimize these defects and avoid floor-covering failures.

BY JERRY A. HOLLAND AND WAYNE WALKER

Because of an increasing number of moisture-related floor-covering failures in the past several years, some designers now recommend eliminating the granular blotter layer that's often used between the concrete and the vapor retarder or vapor barrier. Though a blotter layer offers several advantages, it can hold water from many possible sources and cause problems if the floor will receive moisture-sensitive coverings such as sheet vinyl, rubber, wood or similar materials (see reference).

Many designers, however, are reluctant to place concrete directly on a vapor retarder because they fear the floor slab will curl or crack excessively. These defects also can cause floor-covering failures that, in some cases, require remedial work after the building is in service. However, with the correct positioning and amount of reinforcing steel, both curling and cracking can be controlled.

Positioning is key

Cracks in a slab-on-grade floor surface are wider at the top than at the bottom. For the best crack control, then, you want the reinforcing steel to be as close to the surface as possible. And you must be able to



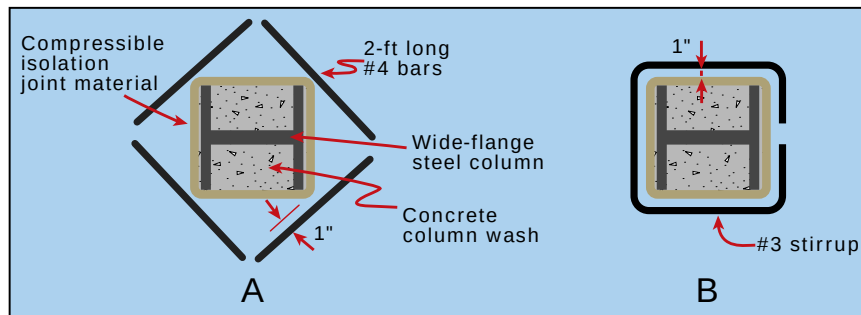
Rebar in concrete slabs placed directly on a vapor retarder help to control slab curling and cracking. Use supported deformed bars no smaller than #4, and space the bars far enough apart so workers can step between them.

control the location of the steel so it doesn't change during floor construction. Because of this, I prefer to use supported deformed bars no smaller than #4 instead of light-gauge mesh. Smaller-diameter bars are too limber, requiring too many bar supports, and light-gauge mesh is difficult to keep in the correct location.

For a 5-inch-thick floor slab, I prefer to use #4 bars near the top with 1 inch of clear cover, or #5 bars with 1½ inches of clear cover. For #5 bars,

greater cover depth is needed to control plastic settlement cracking over the bar.

Typically, I specify #4 bars spaced 18 inches on center both ways. This amount of steel holds crack faces together tightly enough for nonrigid floor coverings by maintaining aggregate interlock and significantly reducing slab curling. In some instances, closer spacing or larger-diameter bars may be needed. Constructability becomes an issue when bar spacing is so close that workers



Eliminate the normal isolation-joint box outs at wide-flange steel columns by wrapping the column with compressible material and using 2-foot lengths of #4 bars (A) to control cracking at the reentrant corners. To speed up steel placement at the columns, have the rebar supplier fabricate continuous #3 stirrups that workers can easily bend open to fit around the column (B). In either case, the steel should be positioned with a top-and-side clear cover of 1 inch.

can't step into openings between bars. Then larger-diameter bars may be the better choice.

Eliminate joints

Because the reinforcing steel limits crack width, I prefer to eliminate contraction joints and the traditional diamond-shaped isolation joints at columns when floors will receive a covering. I suggest wrapping wide-flange steel columns for the full floor depth with $\frac{1}{8}$ - to $\frac{1}{4}$ -inch-thick compressible isolation-joint material. For floors receiving coverings that won't tolerate wide cracks, such as ceramic tile, I also suggest placing four 2-foot-long #4 bars near the floor surface, with a top-and-side clear cover of 1 inch to control reentrant-corner cracking (Fig. A). As an alternative, the rebar supplier can fabricate #3 bars as a continuous stirrup that can easily be bent open so the ironworker can fit it around the column (Fig. B). This speeds placement of the steel when there are many columns to be treated. The stirrups also should have a 1-inch top-and-side clear cover.

Carpeting or other floor coverings can tolerate larger crack widths in the concrete subfloor without noticeable distress. When these coverings are used, crack-control measures at columns may not be needed. Simply wrap the columns to isolate them from the slab.

Construction considerations

Some designers use an upper and lower layer of reinforcing steel in the slab to control cracking at both the top and bottom. However, bottom-crack width doesn't affect floor-covering performance. And some of the advantages of these double layers of rebar are offset by placement difficulties; workers spreading the concrete have trouble stepping around the rebar and may displace it during concrete placement.

If the concrete is tailgated or struck off by a self-propelled laser-guided screed, ironworkers can lay out a single layer of steel on the vapor retarder and chair it up as concrete placement and strike-off proceeds. To prevent damage to the vapor retarder, workers can lay down thin sheets of plywood or several folds of plastic sheeting beneath the tires of the concrete truck or the screed. These materials are then moved back as the pour proceeds. The same procedure will help prevent damage to the vapor retarder if motorized buggies are used to place the concrete.

If the concrete is placed by pump or conveyor, all the steel can be chaired up before the pour begins, provided there's enough space between the rebar for workers' feet. If control of crack width requires rebar spacings of a foot or less both ways, I

sometimes require placement of a heavy-gauge welded-wire fabric (4x4-inch spacing of 4-gauge wire) on top of the bars. Workers can easily walk on this mesh without sinking into the concrete or twisting their ankles. The closely spaced mesh wires improve crack control, and the material cost is about the same because you can reduce the rebar diameter and maintain about the same steel cross-sectional area.

Weighing the costs

Although controlling curling and cracking by using rebar in the way I've described increases project costs by requiring more than the normal amount of steel, part of this cost increase is offset by savings in other areas. You eliminate the costs associated with overexcavation to accommodate the blotter-layer thickness and for purchasing, placing and compacting the granular material used for the layer. You also save money because workers don't have to cut contraction joints and fill them with a sealant. Nor do they have to form and strip column box outs and place the in-fill concrete later.

Use of a blotter layer is still a viable alternative for controlling curling and cracking. But if the floor will receive a moisture-sensitive floor covering and the blotter layer picks up excessive moisture before, during or after floor construction, a flooring failure is likely. The cost of correcting the failure almost always will be much higher than the cost of using more reinforcing steel. 🏠

Jerry A. Holland is structural engineering consultant and **Wayne Walker** is senior structural engineer for Lockwood Greene Engineers Inc., Atlanta. Holland has more than 30 years of experience and Walker has 20 years of experience designing and troubleshooting concrete slabs on grade.

Reference

Bruce A. Suprenant and Ward R. Malisch, "Where to Locate the Vapor Retarder," *Concrete Construction*, May 1998, pp. 427-433.

Where to place the vapor retarder

For slabs on grade, should the vapor retarder be located under a granular layer or directly under the concrete? Here are the pros and cons of each location.

BY BRUCE A. SUPRENANT AND WARD R. MALISCH

In the real estate industry, location is everything. The importance of location also applies to a hotly debated topic in the concrete industry—where to place the vapor retarder (or vapor barrier) for slabs on grade. Some specifiers require concrete to be placed directly on the vapor retarder, and others require placement of a granular blotter layer between the concrete and the vapor retarder. Advocates of each option argue that their preference results in a better concrete slab.

Like all engineering decisions, the location of a vapor retarder often is a compromise between minimizing water-vapor movement through the slab and providing the desired short- and long-term concrete properties. However, specifiers must consider the benefits and liabilities of the choice they make.

The case for a granular layer

Finishers prefer concrete placed on a granular base because the base absorbs mix water, shortens the bleeding period and allows floating to start earlier. Australian researchers noted that 4½-inch-slump concrete placed on a granular base lost its bleedwater sheen about two hours

faster than the same concrete placed directly on a vapor barrier (Ref. 1).

Base conditions also affect concrete stiffening. In tests performed by The Aberdeen Group, 2½-inch-slump concrete was used for two 4x4-foot, 4-inch-thick slabs. One slab was placed directly on a vapor re-

tarder and the other on a crushed-stone base. Technicians periodically set a steel-shot-filled rubber boot weighing 75 pounds on the surface and measured the footprint indentation (Fig. 1). Concrete on the stone base had stiffened enough after 90 minutes to allow a ¼-inch footprint



Figure 1. Concrete is generally considered to be ready for floating when finishers leave a ¼-inch-deep footprint in the surface. Using a boot filled with steel shot (inset) to produce footprints, we found that 2½-inch-slump concrete placed on a stone base was ready for floating about 45 minutes earlier than the same concrete placed directly on a vapor retarder.

indentation, an indication that floating could begin. Concrete placed directly on the vapor retarder required 45 more minutes of stiffening time before it was ready for floating.

Specifiers who require a granular blotter layer cite additional benefits, saying there is less chance of :

- Puncturing the vapor retarder
- Surface blistering or delaminations caused by an extended bleeding period
- Settlement cracking over reinforcing steel
- Slab curling during drying
- Cracking caused by plastic or drying shrinkage

Many specifiers recommend a 3- or 4-inch-thick layer of trimmable, compactible, self-draining granular fill for the blotter layer. Although concrete sand is sometimes recommended, it doesn't provide a stable working platform. Concrete placement and workers walking on the sand can disturb the surface enough to cause irregular floor thickness and create sand lenses in the concrete.

The case for placing concrete on a vapor retarder

Floor-covering contractors prefer to install their products on concrete slabs that are placed directly on a vapor retarder. If the vapor retarder effectively reduces moisture inflow from external sources, only water in the concrete pores must exit the slab. They believe the often-required vapor-emission rate of 3 pounds/1,000 square feet/24 hours is achieved faster under these conditions. They also believe the uncovered vapor retarder acts as a slip sheet, reducing slab restraint and thus reducing random cracking.

Placing concrete directly on a vapor retarder also eliminates a potential water reservoir that's created when using a blotter layer. Because more subgrade soil must be removed to accommodate the additional 3- to 4-inch-thick blotter layer, the layer is more likely to be placed below finished-grade level, thus increasing the chance of its holding water.

Specifiers who require concrete to

Table 1. Amount of water in granular layer per 1,000 square feet of floor*

Layer thickness	Water absorbed	Water in voids	Total water
2 in.	220 lbs	2,080 lbs	2,300 lbs
3 in.	330 lbs	3,120 lbs	3,450 lbs
4 in.	440 lbs	4,160 lbs	4,600 lbs

*Well-graded, compactible granular-base material with assumed density of 130 pounds per cubic foot, 1% absorption capacity and 20% voids. A 7% to 8% moisture content would normally be needed to achieve the compaction density typically required.

be placed directly on the vapor retarder cite these additional advantages:

- Reduced costs because of less excavation and no need for additional granular material
- Better curing of the slab bottom, since the vapor retarder minimizes moisture loss
- Less chance of floor moisture problems caused by water being trapped in the granular layer
- Less radon-gas infiltration

These specifiers recommend using a low water-cement-ratio concrete and water-reducing admixtures to reduce bleeding, shrinkage and curling of concrete placed directly on the vapor retarder. They believe the higher-quality concrete and better curing reduces cracking and produces a better floor.

Granular layer as a water reservoir

When a low-permeability floor covering will be installed on a concrete floor, special care is needed during construction to control moisture content of the subgrade, sub-base or granular layer (if used over the vapor retarder). It's best to place the floor after the building is enclosed and the roof is watertight. On many projects, however, this isn't possible, and the granular layer can become a water reservoir.

Water sources and access points. To provide unrestricted floor access for construction activities such as

tilt-up panel forming and casting, columns sometimes aren't erected and column blockouts aren't filled until months after floor placement. But rainwater can enter column blockouts that are left open. It can also penetrate joints and cracks, utility penetrations or open closure strips, and increase the moisture content of the subgrade, capillary break or granular layer.

Excessive sprinkling of a granular layer before concrete placement can create a moisture reservoir that will delay drying of the concrete floor. ACI 302.1R-96 (Ref. 2) recommends that the base be dry at the time of concreting unless severe drying conditions exist.

Wet-curing methods such as ponding or continuous sprinkling allow water to enter joints, cracks and other openings, again contributing to a higher than necessary moisture content beneath the floor slab.

Water from construction operations on a newly placed slab also can increase the granular-layer moisture content by entering joints, cracks or slab openings. Such operations include joint sawing, abrasive wet blasting or wet grinding, which may be needed to achieve a flatter floor profile. Sometimes power washing is used to clean debris or other contaminants from the floor.

Most slabs are constructed using a strip-placement sequence that leaves the granular layer exposed to rainwater in uncompleted portions of

the slab. Rollings (Ref. 3) determined that a tile-floor failure was caused by rainwater accumulating in a 3-inch-thick sand layer placed between a 5-inch-thick concrete slab and a polyethylene vapor retarder. One portion of the slab had been left uncompleted for an extended period, exposing the sand layer to prolonged rain and turning it into a reservoir of trapped water.

Water capacity of the granular layer. Table 1 shows the maximum amount of water that can be held in a layer of well-graded, compactible granular-base-course material of various thicknesses. If the floor concrete contained 250 pounds of mix water per cubic yard, 1,000 square feet of 6-inch-thick floor would contain 4,630 pounds of mix water. As shown in Table 1, a 4-inch-thick granular layer under the floor can contain about the same amount of water. And if sand or other high-void-content granular materials are used, the water capacity is much higher.

If the 250 pounds of mix water are used in concrete with a water-cement ratio of 0.50, about 100 pounds of the water will be free water that must evaporate as the floor dries (Ref. 4). Thus a 6-inch-thick, 1,000-square-foot floor slab would hold 1,850 pounds of free (evaporable) water.

Based on Brewer's work (Ref. 5), it would take about 82 days, or roughly three months, for enough free water to evaporate and produce a water-vapor emission rate of 3 lbs/1,000 sf/24 hours. A saturated 2-inch-thick granular layer would need to lose as much water as the concrete. And the water in the layer must move through the concrete. Thus it's likely that a 2-inch-thick saturated, well-graded granular layer could double the time required for the slab vapor-emission rate to reach 3 lbs/1,000 sf/ 24 hrs. It could even prevent the slab from ever reaching that emission rate.

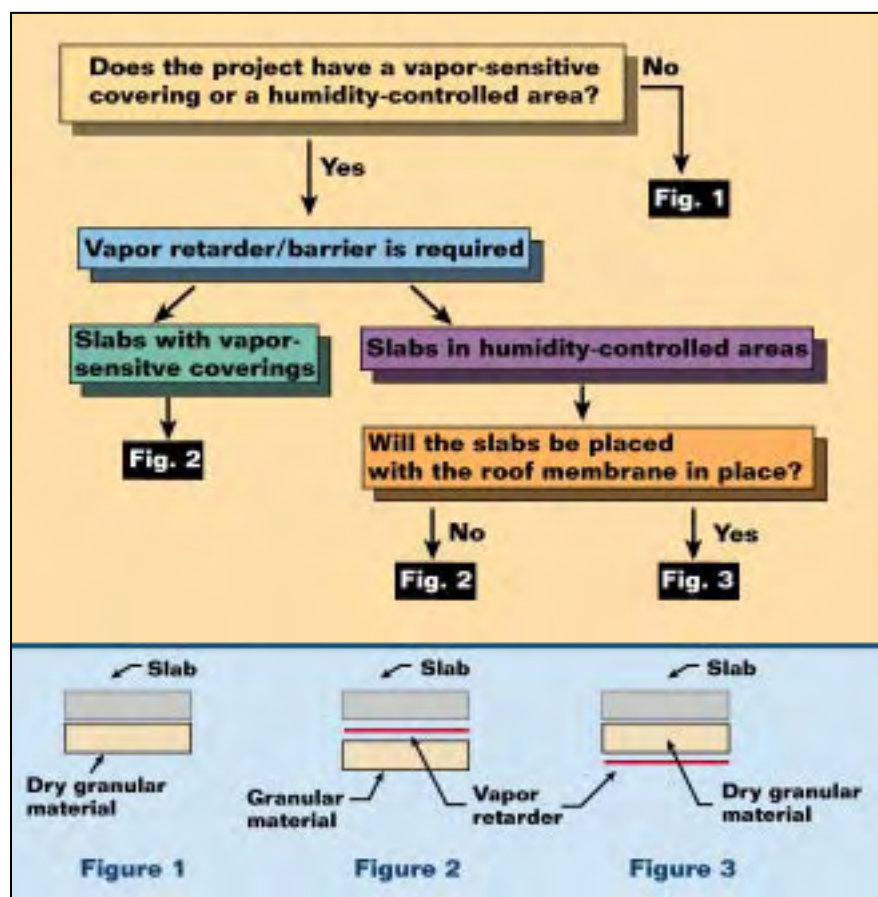


Figure 2. This flow chart helps designers decide if a vapor retarder or barrier is needed and where it should be placed.

Weighing the alternatives

Consulting engineers Jerry Holland and Wayne Walker, Lockwood-Greene Engineers, Atlanta, have developed a flow chart to help designers decide if a vapor retarder is required and, if so, where to place it (Fig. 2).

The chart gives designers the following three options based on the floor's in-service environment and the presence or absence of a vapor-sensitive floor covering:

- Use no vapor retarder
- Use a vapor retarder directly below the slab
- Sandwich a granular layer between the vapor retarder and the slab

ACI Committee 360 is considering inclusion of the flow chart in ACI 360R, *Design of Slabs on Grade*. Because curling is a major concern when concrete is placed directly on the vapor retarder or barrier, notes

in the flow chart will provide suggested design options for minimizing curling effects.

Establishing responsibility for moisture-related floor problems

Consider the following scenario based on a concrete subcontractor's actual experience. The subcontractor places and finishes a concrete floor. Flatness and levelness measurements show specification compliance, and test reports indicate the 28-day compressive strength is acceptable. He leaves the job and submits his bill.

Two months later, he's called back by the general contractor. Rainwater has penetrated the slab, which has curled. The floor-covering contractor is concerned about high water-vapor emission rates, and the general contractor worries that the required slab drying time will delay project completion.

The concrete subcontractor is being held responsible for:

- Curling, even though floor flatness met specifications when measured within 72 hours after concrete placement as required by ACI 117-90, *Standard Specification for Tolerances for Concrete Construction and Materials*
- Protecting the slab from external moisture, even though he has completed all the concrete work and is no longer at the site
- Water-vapor emissions from the slab, even though the general contractor followed specification requirements by placing a granular layer over a vapor retarder
- Delays in completion of the project due to these problems

Sound familiar? On this project, the floor contractor returned at his own expense to grind the slabs and minimize curl. Luckily, he was able to convince the design team that the other issues were not his responsibility.

All of these issues should be resolved with the general contractor,

design team and owner *before* the slab is placed. Concrete subcontractors should be held responsible for flatness and levelness within the time frame designated by ACI tolerance standards, but not longer. General contractors should be responsible for protecting the slab from external moisture. Only they can coordinate and direct the services of the roofer, excavator and other subcontractors who can help to minimize moisture infiltration. And, unlike the concrete subcontractor, the general is on the project from start to finish.

Concrete subcontractors need to resolve these issues at prepour planning meetings. If they don't, they had better be prepared for the phone call telling them they're responsible for fixing problems caused by rain-water infiltration. To avoid that call, add the items discussed here to your prepour conference checklist. 🏠

Editor's note

Discussions, pro and con, for differing vapor-retarder installation op-

tions are also given in ASTM E 1643, *Standard Practice for Installation of Water Vapor Retarders Used in Contact with Earth or Granular Fill under Concrete Slabs*.

References

1. T. Anderson and H. Roper, "Influence of an Impervious Membrane Beneath Concrete Slabs on Grade," Concrete Symposium, Brisbane, Australia, 1977, p. 51.
2. ACI 302.1R-96, *Guide for Concrete Floor and Slab Construction*, American Concrete Institute, Farmington Hills, Mich., February 1997.
3. Raymond S. Rollings, "Retail-Grocery — Floor Failure," *Journal of the Performance of Constructed Facilities*, American Society of Civil Engineers, Reston, Va., May 1995.
4. Herman G. Protze, III, "Construction of Concrete Slabs-On-Grade: Moisture Emission Problems," *Solving Moisture-Related Problems with Slabs-On-Grade*, Seminar 24-63, World of Concrete 1997.
5. Bruce A. Suprenant, "Moisture Movement through Concrete Slabs," *Concrete Construction*, November 1997, pp. 879-885.

Don't use loose sand under concrete slabs

A thin, loose sand layer reduces subgrade support, which can lead to increased slab cracking and poor joint performance

BY BRUCE A. SUPRENANT AND WARD R. MALISCH

Over the past five years, we've received phone calls from contractors who had built floors under which the specifier required a thin sand layer, with no compaction requirement for the sand. The contractors had been called back to repair cracks and joints 6 to 24 months after the slab was placed. The cracks didn't appear to be caused by drying shrinkage, and the joints were showing more than normal deterioration.

The problems occurred primarily in slabs subjected to forklift traffic.

The contractors were being held responsible for the repair costs, and they asked, "Is it possible that the sand layer reduces subgrade or subbase support, causing cracking and poor joint performance, especially under repeated loading such as forklift traffic?"



Figure 1. A technician applies load to a compacted soil specimen in a CBR mold. Specimens were loaded with and without sand layers to determine the effect of differing sand-layer thicknesses.

Table 1 Soil sample properties

Soil sample	Dry density (pcf)/moisture content (%)			Compaction test (standard Proctor)	Soil classification
	No sand	1-in. sand	2-in. sand	Density/moisture	
1A	100.1/19.2	99.8/19.6	100.6/19.0	104.9 pcf/19.5%	SC: A-6(5)
1B	100.1/19.7	99.7/19.8	99.8/19.6		
2A	109.5/14.5	109.5/14.5	109.8/14.4	115.0 pcf/14.7%	SC: A-6(3)
2B	109.3/14.6	109.5/14.6	109.4/14.7		
3A	125.4/8.9	125.1/9.1	125.7/9.1	131.9 pcf/9.1%	SC: A-2-4(0)
3B	125.2/9.0	125.1/9.2	125.3/9.0		

The soil is a sand with silty clay and a trace of gravel. The SC is a sand-plastic fines soil classification based on the Unified Soil Classification System. The A-soil classification system is based on the AASHTO soil classification system.

We developed a testing program to gather data that could help answer this question.

Testing subgrade support

To assess the effect of a thin, loose sand layer on subgrade support, we performed duplicate California Bearing Ratio tests (see “What’s a CBR Test”) using three soil samples with varying dry densities. Each test specimen was tested with no sand, a 1-inch sand layer and a 2-inch sand layer. In addition, we placed 1- and 2-inch sand layers over a steel base and tested that combination to show how the sand would affect subgrade support over a very stiff base.

To start the test, a technician placed the soil into a 6-inch-diameter cylinder mold and compacted it. After compaction, he removed the top extension collar and trimmed the soil to a 4½-inch height. He then inverted the mold and added a 10-pound surcharge weight to the top

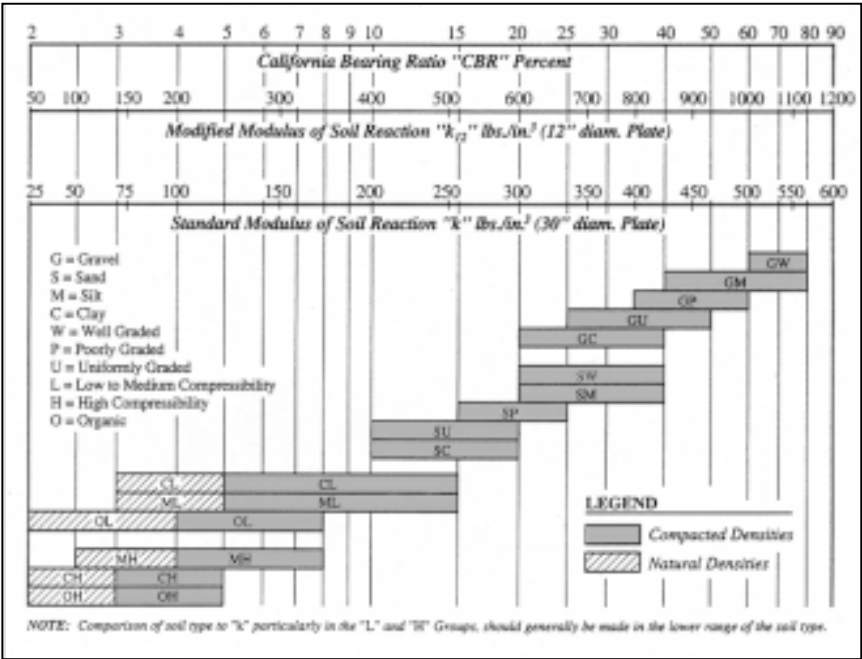


Figure 2. Interrelationships of CBR, k-values and soil classification (from Ref. 2).

surface. Consisting of steel discs with holes in the center to accom-

Table 2 Effect of a sand layer on measured CBR				
Soil sample	No sand	CBR value, %		
		1-in. sand	2-in. sand	
1A	4.0	2.6	1.0	
1B	4.0	3.1	2.1	
Average	4.0	2.9	1.6	
% of no-sand value	100	73	40	
2A	8.1	6.3	4.9	
2B	8.0	5.6	3.9	
Average	8.1	6.0	4.4	
% of no-sand value	100	74	54	
3A	11.4	4.6	2.5	
3B	11.5	4.8	2.6	
Average	11.5	4.7	2.6	
% of no-sand value	100	41	23	
Steel base - A	100*	5.2	2.5	
Steel base - B	100	4.9	2.6	
Average	100	5.1	2.6	
% of no-sand value	100	5.1	2.6	

* Not tested; maximum CBR is 100.

What's a CBR test?

.....

The California Bearing Ratio test, described in ASTM D 1883 (Ref. 1), is a penetration test commonly used to evaluate the potential strength of subgrade, subbase and base course material. To perform the test, a technician uses a cylindrical piston with a 3-square-inch cross section to penetrate the soil at a rate of 0.05 inch per minute. At each 0.1 inch penetration up to 0.5 inch, the technician records the stress needed to push the piston into the soil. The CBR value is the ratio of this stress at different penetration levels to the bearing value of a standard crushed rock. In most cases, CBR decreases as the penetration increases, so the ratio at 0.1-inch penetration is used as the recorded CBR value. Sometimes designers use this value to choose an appropriate slab thickness for anticipated loadings.

modate the piston, the surcharge weight is nearly equivalent to that of a 4½-inch-thick concrete slab. At this point in the test, it's possible to include a four-day wet soaking period. However, we omitted this step since we weren't interested in the CBR of a wet subgrade.

The soil specimen contained in the mold and loaded by the surcharge weights was placed in a testing machine (Fig. 1) that applied load to the piston. A technician measured load and piston penetration distances and used the resulting stress-vs.-penetration curve to compute the CBR values.

To measure the sand-layer effect, the technician placed loose concrete sand in the mold to completely and uniformly cover the compacted subgrade to a depth of 1 or 2 inches. For the steel base used to simulate a stiff base, the technician placed loose

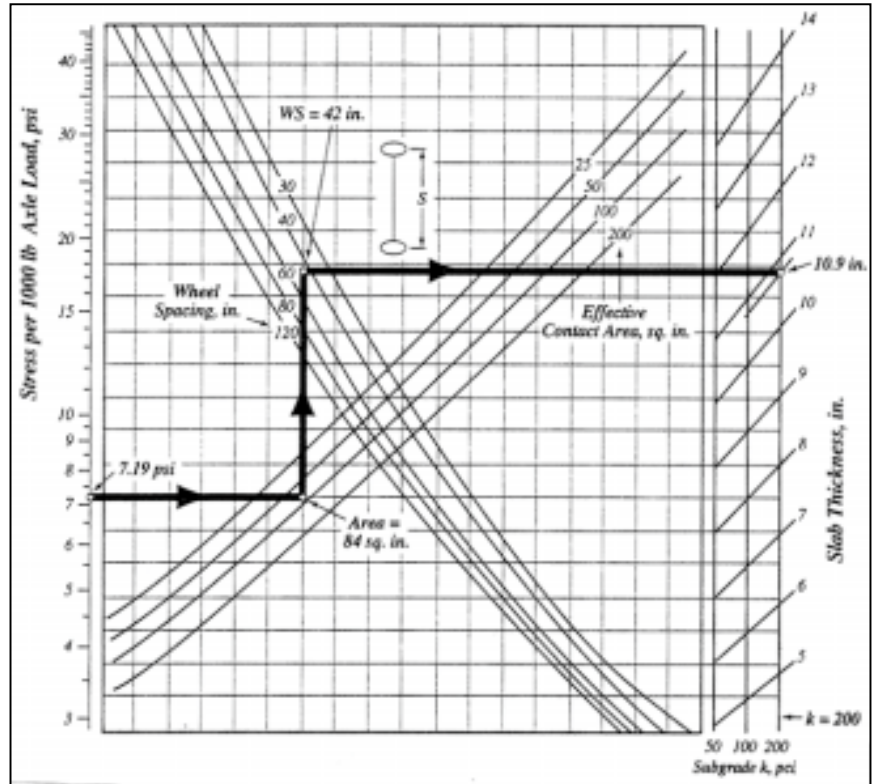


Figure 3. The example in this chart shows that decreasing the k-value from 200 to 50 increases the required slab thickness about an inch. For lighter loadings that yield a thinner slab, the same k-value reduction would still increase thickness about an inch.

sand over the base and added the surcharge weights before applying load to the piston.

The density and moisture content of the compacted specimens also were determined. A comparison of standard Proctor dry-density values shown in Table 1 with the dry densities of the soil samples, also given in the table, shows that all the CBR specimens reached about 95% compaction. Great care was exercised in making sure that the compacted density for a set of specimens was essentially the same. Thus, any measured changes in CBR value would be the result of the presence of a sand layer and not a change in specimen density.

For all the soil samples tested, CBR values decreased dramatically when a thin layer of loose sand was placed over the compacted sample

Table 3 Effect of sand layer on k-values*

Soil sample	No sand	1-in. sand	2-in. sand
1A	100	50	10**
1B	100	75	25
Average	100	63	18**
% of no-sand value	100	63	18
2A	175	145	125
2B	175	135	100
Average	175	140	113
% of no-sand value	100	80	64
3A	210	125	50
3B	210	125	50
Average	210	125	50
% of no-sand value	100	60	24
Steel base - A	650**	125	50
Steel base - B	650	125	50
Average	650	125	50
% of no-sand value	100	19	8

*The k-value is a modulus of soil reaction in lbs/in.³ for a 30-inch-diameter plate and was estimated using the CBR values shown in Table 2.

** Off the chart. In Figure 2, minimum k-value is 25 and maximum is 600. Since a CBR of 100 is possible, a k-value of 650 was estimated.

(Table 2). The decrease was especially large for the sand layer placed over the steel base. For soil sample No. 1 (lowest density), the 1-inch and 2-inch sand layers decreased CBR values to 73% and 40% of the original values, respectively. For sample No. 3 (highest density), the CBR decreases were to 41% and 23% of the original values.

The CBR values for sand layers placed over a steel base provided an interesting comparison. Percentage loss in CBR was very high, but the raw CBR values appear to show that the highest-density soil provided almost as stiff a base as the steel when

a sand layer was added. The CBR values for the lowest-density soil with a sand layer are lower, which is understandable given the weaker subgrade support. The CBR values for soil sample No. 2 don't follow this pattern, and we don't know whether this was the result of soil or sand variability or the variability of the test itself. The steel-base values do seem to indicate that if a designer uses a sand layer, the maximum CBR values he could reasonably expect to attain are about 5 and 2.5 for a 1- or 2-inch-thick layer, respectively.

Slab design: Using

loose sand requires more concrete

CBR values are sometimes used by floor designers to estimate the modulus of soil reaction (lbs/in.³), or k-value. Using Figure 2, we converted the CBR values from our study to k-values, as shown in Table 3. The k-values are used in slab-thickness design charts to represent the support of the underlying subgrade-subbase combination.

Figure 3 is a design chart from the Portland Cement Association's commonly used slab-on-grade design method. As Table 3 shows, the estimated k-value for soil sample No. 3 decreased from 210 to 50 when a 2-inch sand layer was used. The example problem shown on the chart illustrates the effect of this decrease. For a k of 200, the design slab thickness is about 11 inches, but for a k of 50 it increases to 12 inches (see Reference 3 for the complete example). For lighter loadings that yield thinner slabs, required thickness would still increase by about an inch for a k-value decrease from 200 to 50. For soil sample No. 1, the average k-value with a 2-inch sand layer is 18, which is lower than the lowest value (50) on the design chart.

What's the significance of an extra inch of concrete floor thickness? A value-engineering audit for a floor design sometimes results in slab-thickness decreases as small as ½ inch. Increasing the thickness of a 100,000-square-foot warehouse floor slab by 1 inch would cost about \$20,000. The cost of the extra concrete (more than 300 cubic yards) would be about equal to what the concrete floor contractor would be paid for placing and finishing.

What happens if the concrete slab is designed without considering the effect of the sand layer? Based on the design charts and other information (Refs. 2 and 3) for the example shown in Figure 3, the use of a loose sand layer that decreases the k-value from 200 to 50 would result in:

- A flexural stress increase of 25%
- A safety factor decrease from 2.0

Reasons to avoid using sand

There are many reasons for not placing a sand layer under a concrete slab (Ref. 1). These include difficulty in:

- Maintaining a flat, level sand surface during concrete placement
- Maintaining the specified reinforcing steel or dowel basket elevation due to sinking chair supports
- Producing a uniform slab thickness due to shifting sand displaced by concrete

In addition, one engineer (Ref. 2) has linked a sand layer to poor joint performance. He found that under forklift traffic, shifting sand beneath the joint resulted in reduced load-transfer efficiency across the joint. This was especially true at joints where aggregate interlock was the only means of load transfer.

ACI 302.1R-96 (Ref. 3) also discourages the use of a sand layer: "Base material should be a compactible, easy-to-trim, granular fill that will remain stable and support construction traffic. The use of so-called cushion sand or clean sand with uniform particle size, such as concrete sand meeting ASTM C 33, will not be adequate.

This type of sand will be difficult, if not impossible, to compact and maintain until concrete placement is complete."

In revising its "Concrete In Practice" series, the National Ready Mixed Concrete Association is eliminating references to a sand layer and using ACI 302 terminology for base material. But specifiers still call for sand cushions, and some articles and publications still suggest using a sand layer under a concrete slab (Refs. 4 and 5).

References

1. Carl Bimel, "No Sand, Please," *The Construction Specifier*, June 1995, p. 26.
2. William J. Brickey, "Try Crushed Stone Under Slabs-on-Grade," *The Construction Specifier*, July 1990, p. 9.
3. ACI 302.1R-96, "Guide for Concrete Floor and Slab Construction," American Concrete Institute, Farmington Hills, Mich., 1996, p. 16.
4. "Concrete Slab Surface Defects: Causes, Prevention, Repair," Portland Cement Association, Skokie, Ill., 1987, pp. 4, 7, 10.
5. Gregory Dobson, "Concrete Floor Slabs: Recognizing Problems Before They Happen," *Concrete International*, June 1995, p. 46.

to 1.6

- An actual flexural stress that exceeds the fatigue limit, meaning that floor failure would now be determined by load repetitions rather than maximum load
- Failure at 14,000 load repetitions, though the floor was designed for an unlimited number of load repetitions

When specifiers require contractors to place concrete over a sand layer, the contractors don't know if the designer has increased the slab thickness to account for the weaker sand-layer support shown by our data. If the slab thickness wasn't increased, more later-age cracking and poorer joint performance may result, especially for slabs subjected to

heavy construction loads, such as cranes or concrete trucks.

There are many good reasons for not using a sand layer under a concrete slab (see sidebar). If specifications call for a sand layer, contractors should discuss the implications with the architect and engineer before the project begins, and request that the sand layer be replaced with a compactible stone base. Based on our data, repair costs for slabs placed on thicker sand layers shouldn't necessarily be borne by the contractor.



References

1. ASTM D 1883-92 "Standard Test Method for CBR (California Bearing Ratio) of Laboratory-Compacted Soils,"

ASTM, West Conshohocken, Pa., 1992.

2. Boyd C. Ringo and Robert B. Andersen, *Designing Floor Slabs on Grade*, 2nd ed., The Aberdeen Group, 1996.

3. ACI 360R-92, "Design of Slabs on Grade," American Concrete Institute, Farmington Hills, Mich., 1997.

Acknowledgment

All of the laboratory work for this investigation was carried out by Blair G. Peterson, senior engineering technician, CTC-Geotek, Denver. We appreciate Blair's conscientious attention to detail while conducting the tests.

Publication #C99C0223

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APPENDIX B

2018 Borehole Logs



Jorgensen Geotechnical
Jackson, WY 83001
Telephone: 307-733-5150
Fax: 307-733-5187

TEST HOLE LOG

PAGE 1 OF 2

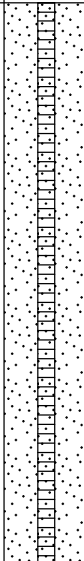
PROJECT NAME: 165 North Glenwood - Bear Development						DATE: 11/08/2018							
PROJECT LOCATION: Jackson, Wyoming						HOLE NO.: JG-18-1/MW-1							
TEST HOLE LOCATION: See Site Map													
ELEVATION G.S. (ft.):		TOTAL DEPTH (ft.): 31.5		GROUNDWATER LEVEL (ft.): N/A		MEASURED FROM: G.S							
DRILL TYPE: Simco 2800HS		HAMMER: Rope and Cathead		DRILL CO: LK Drilling		DRILLER: Steve							
						LOGGED BY: hc							
DEPTH (ft.)	GRAPHICAL LOG	SAMPLE	S.P.T. (N) BLOWS/6 IN.	(N1)60 BLOWS/FT.	RECOVERY (%)	UNCONFINED STRENGTH (TSF)	CLASSIFICATION	DESCRIPTION	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	LIQUID LIMITS (%)	PLASTICITY INDEX (%)	WELL COMPLETION
1								0.0-4.5ft SILT with sand - [FILL]					
2													
3		D1	4,3,1	2	27%			2.5ft SILT with sand: Dry to slightly moist, reddish to light brown, very loose, intact, 70-75% silt, 25-30% sand, occasional subrounded gravel to 3/4" in diameter, stone in shoe [FILL]					
4													
5								4.5-14.5ft Clayey GRAVEL with sand - [ALLUVIAL FAN]					
6		D2	2,3,3	6	20%			5.0ft Clayey GRAVEL with sand: Slightly moist, brown to dark brown, loose, intact, 35-40% clay, 60-65% fine gravel and sand, occasional subrounded and subangular pinkish to light brown gravel to 1" in diameter, stone in shoe, no HCL reaction on stones [ALLUVIAL FAN/FILL]					
7													
8		D3	3,7,20	24	40%			7.5ft Clayey GRAVEL with sand: Dry to slightly moist, light brown to greyish brown, medium dense, intact, shattered 55-60% subangular gravel, sand matrix with 5-10% clay, matrix reaction to HCL, stone in shoe [ALLUVIAL FAN]					
9													
10								10.0ft Clayey GRAVEL with sand: Dry, white rock dust from gravel/cobble, brown to dark brown matrix, dense, intact, dark grey and white shattered gravel/cobble, clayey matrix with sand and fine gravel, occasional orange gravel [ALLUVIAL FAN]					
11		D4	23,22,25	29	60%								
12													
13		D5	22,18,42	53	73%			12.5ft Clayey GRAVEL with sand: As above, very dense - split spoon bouncing during sampling					
14													
15								14.5-17.0ft GRAVEL - [ALLUVIAL FAN]					
16		D6	31,35,50 for 4"	50+	30%			15.0ft GRAVEL: Dry, white rock dust from gravel/cobble, very dense, intact, dark grey and white gravel/cobble, very little dark brown matrix clay and sand [ALLUVIAL FAN]					
17													
18		D7	15,50 for 5"	50+	42%			17.0-31.5ft Clayey GRAVEL with sand - [ALLUVIAL FAN]					
19								17.5ft Clayey GRAVEL with sand: Moist, brown, very dense, intact, 25-30% clay, 25-30% sand, 35-40% subrounded gravel to 1/2 inch in diameter, appears to be matrix of above material [ALLUVIAL FAN]					



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 Fax: 307-733-5187

TEST HOLE LOG

PAGE 2 OF 2

PROJECT NAME: 165 North Glenwood - Bear Development									DATE: 11/08/2018				
PROJECT LOCATION: Jackson, Wyoming									HOLE NO.: JG-18-1/MW-1				
DEPTH (ft.)	GRAPHICAL LOG	SAMPLE	S.P.T. (N) BLOWS/6 IN.	(N1)60 BLOWS/FT.	RECOVERY (%)	UNCONFINED STRENGTH (TSF)	CLASSIFICATION	DESCRIPTION COMMENTS:	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	LIQUID LIMITS (%)	PLASTICITY INDEX (%)	WELL COMPLETION
21		D8	20,27,13	22	73%			20.0ft Clayey GRAVEL with sand: Slightly moist to moist, brown, medium dense, intact, 25-30% silt and clay, 20-25% sand, 50-55% subrounded and rounded white, pink, and yellowish brown intact and shattered gravels [ALLUVIAL FAN]					
22													
23		D9	31,46,50 for 4"	50+	31%			22.5ft Clayey GRAVEL with sand: As above, very dense					
24													
25		D10	50 for 3"	50+	62%			25.0ft NO RECOVERY					
26													
27													
28													
29													
30								30.0ft Clayey GRAVEL with sand: Moist to very moist, brown, dense, intact, 20-25% clay, 30-35% sand, 35-40% subrounded to subangular dark and light grey shattered and intact gravels [ALLUVIAL FAN]					
31	D12	13,22,26	37	80%									
32								Notes: Stopped at request Monitoring well installed to 30 feet bgs 15 feet of 2' slotted pvc with 15 feet of solid 2' pvs Backfilled with silica sand to 15 feet bgs Backfilled with cutting to 5 feet bgs Capped with 5 feet of bentonite chips Covered with 8-inch flush mount vault					
33													
34													
35													
36													
37													
38													
39													
40													
41													
42													
43													



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TEST HOLE LOG

PAGE 1 OF 2

PROJECT NAME: 165 North Glenwood - Bear Development							DATE: 10/10/2018						
PROJECT LOCATION: Jackson, Wyoming							HOLE NO.: JG-18-2						
TEST HOLE LOCATION: See Site Map													
ELEVATION G.S. (ft.):			TOTAL DEPTH (ft.): 33		GROUNDWATER LEVEL (ft.): N/A			MEASURED FROM: G.S					
DRILL TYPE: Simco 2800HS			HAMMER: Rope and Cathead		DRILL CO: LK Drilling			DRILLER: Steve		LOGGED BY: hc			
DEPTH (ft.)	GRAPHICAL LOG	SAMPLE	S.P.T. (N) BLOWS/6 IN.	(N1)60 BLOWS/FT.	RECOVERY (%)	UNCONFINED STRENGTH (TSF)	CLASSIFICATION	DESCRIPTION COMMENTS:	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	LIQUID LIMITS (%)	PLASTICITY INDEX (%)	WELL COMPLETION
1								0.0-4.5ft Silty GRAVEL with sand - FILL					
2													
3		D1	5,14,18	35	37%			2.5ft Silty GRAVEL with sand: Dry to slightly moist, light to tannish brown, dense, intact, 55-60% shattered gravels, sandy matrix with some light brown subrounded intact gravels, stone in shoe [FILL]					
4													
5								4.5-29.5ft Clayey GRAVEL with sand - ALLUVIAL FAN					
6		D2	43,15,13	26	60%			5.0ft Clayey GRAVEL with sand: Dry, light to yellowish brown, medium dense, intact, 80-85% shattered light brown and yellowish brown gravels, 5-10% clay, 10-15 sand, stone in shoe [ALLUVIAL FAN]					
7													
8		D3	15,21,23	40	80%			7.5ft Clayey GRAVEL with sand: Moist, light to dark brown, dense, intact, 60-65% shattered and intact subrounded dark grey, light brown, and yellowish brown gravels, 35-4% dark brown sandy clay matrix [ALLUVIAL FAN]					
9													
10								10.0ft Clayey GRAVEL with sand: As above - Very dense					
11		D4	25,43,41	69	80%								
12													
13		D5	18,14,7	12	80%			12.5ft Clayey GRAVEL with sand: Very moist, brown to dark brown, medium dense, intact, 40-45% brown sandy matrix with clay, 55-60% intact rounded and subrounded gravels [ALLUVIAL FAN]					
14													
15								15.0ft Clayey GRAVEL with sand: As above - Dense with slightly more shattered gravels					
16		D6	22,18,30	40	87%								
17													
18		D7	13,20,32	42	87%			17.5ft Clayey GRAVEL with sand: Very moist, brown to dark brown, medium dense, intact, 40-45% brown sandy matrix with clay, 55-60% intact and shattered, yellow and orange, rounded and subrounded gravels [ALLUVIAL FAN]					
19													



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TEST HOLE LOG

PAGE 2 OF 2

PROJECT NAME: 165 North Glenwood - Bear Development									DATE: 10/10/2018				
PROJECT LOCATION: Jackson, Wyoming									HOLE NO.: JG-18-2				
DEPTH (ft.)	GRAPHICAL LOG	SAMPLE	S.P.T. (N) BLOWS/6 IN.	(N1)60 BLOWS/FT.	RECOVERY (%)	UNCONFINED STRENGTH (TSF)	CLASSIFICATION	DESCRIPTION COMMENTS:	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	LIQUID LIMITS (%)	PLASTICITY INDEX (%)	WELL COMPLETION
21		D8	12,17,22	33	60%			20.0ft Clayey GRAVEL with sand: As above - With large shattered stone in bottom 0.4 feet of sample					
22													
23		D9	17,28,30	47	87%			22.5ft Clayey GRAVEL with sand: Moist, brown, dense, intact, 35-40% clay matrix with some ~5% sand, 60-65% shattered and intact, subangular to rounded red, yellow, white, and dark grey gravels [ALLUVIAL FAN]					
24													
25													
26		D10	28,40,18	28	73%			25.0ft Clayey GRAVEL with sand: Moist, greyish brown to brownm, medium dense, intact, shattered orangish and grey gravels with sand matrix ~10-15% clay [ALLUVIAL FAN]					
27													
28		D11	47,50 for 5.5"	50+	53%		27.5ft Clayey GRAVEL with sand: As above - Very dense						
29													
30		D12	10,4,7	8	93%			29.5-33.0ft Lean CLAY - ALLUVIAL FAN 30.0ft Moist, greyish to orangish brown, medium stiff, massive, clay with trace sand [ALLUVIAL FAN]					
31								NOTES: Stopped at request No groundwater encountered at time of investigation Backfilled with cuttings					
32		U1			100%								
33													
34													
35													
36													
37													
38													
39													
40													
41													
42													
43													

APPENDIX C

USGS Seismic Design Maps Summary and Detailed Reports

 Design Maps Summary Report

User-Specified Input

Report Title Bear Development
Tue November 27, 2018 22:38:42 UTC

Building Code Reference Document 2012/2015 International Building Code
(which utilizes USGS hazard data available in 2008)

Site Coordinates 43.4815°N, 110.7641°W

Site Soil Classification Site Class D – “Stiff Soil”

Risk Category I/II/III



USGS-Provided Output

$S_s = 1.232\text{ g}$

$S_{Ms} = 1.241\text{ g}$

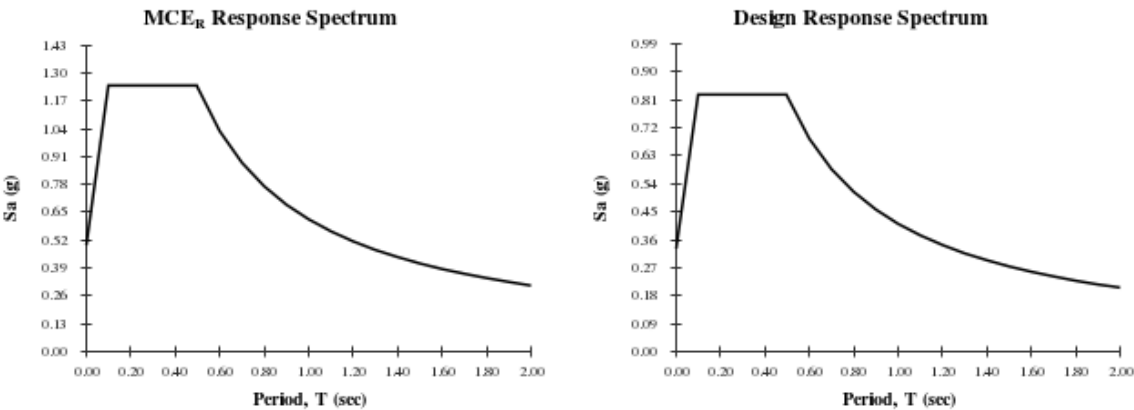
$S_{Ds} = 0.827\text{ g}$

$S_1 = 0.373\text{ g}$

$S_{M1} = 0.617\text{ g}$

$S_{D1} = 0.411\text{ g}$

For information on how the S_s and S_1 values above have been calculated from probabilistic (risk-targeted) and deterministic ground motions in the direction of maximum horizontal response, please return to the application and select the “2009 NEHRP” building code reference document.



Although this information is a product of the U.S. Geological Survey, we provide no warranty, expressed or implied, as to the accuracy of the data contained therein. This tool is not a substitute for technical subject-matter knowledge.

 Design Maps Detailed Report

2012/2015 International Building Code (43.4815°N, 110.7641°W)

Site Class D – “Stiff Soil”, Risk Category I/II/III

Section 1613.3.1 — Mapped acceleration parameters

Note: Ground motion values provided below are for the direction of maximum horizontal spectral response acceleration. They have been converted from corresponding geometric mean ground motions computed by the USGS by applying factors of 1.1 (to obtain S_s) and 1.3 (to obtain S_1). Maps in the 2012/2015 International Building Code are provided for Site Class B. Adjustments for other Site Classes are made, as needed, in Section 1613.3.3.

From Figure 1613.3.1(1) ^[1]	$S_s = 1.232\text{ g}$
From Figure 1613.3.1(2) ^[2]	$S_1 = 0.373\text{ g}$

Section 1613.3.2 — Site class definitions

The authority having jurisdiction (not the USGS), site-specific geotechnical data, and/or the default has classified the site as Site Class D, based on the site soil properties in accordance with Section 1613.

2010 ASCE-7 Standard – Table 20.3-1
SITE CLASS DEFINITIONS

Site Class	$\bar{v}_s$	$\bar{N}$ or $\bar{N}_{ch}$	$\bar{s}_u$
A. Hard Rock	>5,000 ft/s	N/A	N/A
B. Rock	2,500 to 5,000 ft/s	N/A	N/A
C. Very dense soil and soft rock	1,200 to 2,500 ft/s	>50	>2,000 psf
D. Stiff Soil	600 to 1,200 ft/s	15 to 50	1,000 to 2,000 psf
E. Soft clay soil	<600 ft/s	<15	<1,000 psf
Any profile with more than 10 ft of soil having the characteristics: • Plasticity index $PI > 20$, • Moisture content $w \geq 40\%$, and • Undrained shear strength $\bar{s}_u < 500$ psf			
F. Soils requiring site response analysis in accordance with Section 21.1	See Section 20.3.1		

For SI: 1ft/s = 0.3048 m/s 1lb/ft² = 0.0479 kN/m²

Section 1613.3.3 — Site coefficients and adjusted maximum considered earthquake spectral response acceleration parameters

TABLE 1613.3.3(1)
VALUES OF SITE COEFFICIENT F_a

Site Class	Mapped Spectral Response Acceleration at Short Period				
	$S_s \leq 0.25$	$S_s = 0.50$	$S_s = 0.75$	$S_s = 1.00$	$S_s \geq 1.25$
A	0.8	0.8	0.8	0.8	0.8
B	1.0	1.0	1.0	1.0	1.0
C	1.2	1.2	1.1	1.0	1.0
D	1.6	1.4	1.2	1.1	1.0
E	2.5	1.7	1.2	0.9	0.9
F	See Section 11.4.7 of ASCE 7				

Note: Use straight-line interpolation for intermediate values of S_s

For Site Class = D and $S_s = 1.232$ g, $F_a = 1.007$

TABLE 1613.3.3(2)
VALUES OF SITE COEFFICIENT F_v

Site Class	Mapped Spectral Response Acceleration at 1-s Period				
	$S_1 \leq 0.10$	$S_1 = 0.20$	$S_1 = 0.30$	$S_1 = 0.40$	$S_1 \geq 0.50$
A	0.8	0.8	0.8	0.8	0.8
B	1.0	1.0	1.0	1.0	1.0
C	1.7	1.6	1.5	1.4	1.3
D	2.4	2.0	1.8	1.6	1.5
E	3.5	3.2	2.8	2.4	2.4
F	See Section 11.4.7 of ASCE 7				

Note: Use straight-line interpolation for intermediate values of S_1

For Site Class = D and $S_1 = 0.373$ g, $F_v = 1.654$

Equation (16-37):

$$S_{MS} = F_a S_s = 1.007 \times 1.232 = 1.241 \text{ g}$$

Equation (16-38):

$$S_{M1} = F_v S_1 = 1.654 \times 0.373 = 0.617 \text{ g}$$

Section 1613.3.4 — Design spectral response acceleration parameters

Equation (16-39):

$$S_{DS} = \frac{2}{3} S_{MS} = \frac{2}{3} \times 1.241 = 0.827 \text{ g}$$

Equation (16-40):

$$S_{D1} = \frac{2}{3} S_{M1} = \frac{2}{3} \times 0.617 = 0.411 \text{ g}$$

Section 1613.3.5 — Determination of seismic design category

TABLE 1613.3.5(1)

SEISMIC DESIGN CATEGORY BASED ON SHORT-PERIOD (0.2 second) RESPONSE ACCELERATION

VALUE OF S_{DS}	RISK CATEGORY		
	I or II	III	IV
$S_{DS} < 0.167g$	A	A	A
$0.167g \leq S_{DS} < 0.33g$	B	B	C
$0.33g \leq S_{DS} < 0.50g$	C	C	D
$0.50g \leq S_{DS}$	D	D	D

For Risk Category = I and $S_{DS} = 0.827 g$, Seismic Design Category = D

TABLE 1613.3.5(2)

SEISMIC DESIGN CATEGORY BASED ON 1-SECOND PERIOD RESPONSE ACCELERATION

VALUE OF S_{D1}	RISK CATEGORY		
	I or II	III	IV
$S_{D1} < 0.067g$	A	A	A
$0.067g \leq S_{D1} < 0.133g$	B	B	C
$0.133g \leq S_{D1} < 0.20g$	C	C	D
$0.20g \leq S_{D1}$	D	D	D

For Risk Category = I and $S_{D1} = 0.411 g$, Seismic Design Category = D

Note: When S_1 is greater than or equal to 0.75g, the Seismic Design Category is **E** for buildings in Risk Categories I, II, and III, and **F** for those in Risk Category IV, irrespective of the above.

Seismic Design Category $\equiv$ "the more severe design category in accordance with Table 1613.3.5(1) or 1613.3.5(2)" = D

Note: See Section 1613.3.5.1 for alternative approaches to calculating Seismic Design Category.

References

1. Figure 1613.3.1(1): [https://earthquake.usgs.gov/hazards/designmaps/downloads/pdfs/IBC-2012-Fig1613p3p1\(1\).pdf](https://earthquake.usgs.gov/hazards/designmaps/downloads/pdfs/IBC-2012-Fig1613p3p1(1).pdf)
2. Figure 1613.3.1(2): [https://earthquake.usgs.gov/hazards/designmaps/downloads/pdfs/IBC-2012-Fig1613p3p1\(2\).pdf](https://earthquake.usgs.gov/hazards/designmaps/downloads/pdfs/IBC-2012-Fig1613p3p1(2).pdf)



Traffic Impact Study for Club Lespri and McCabe Corner Gill Avenue, Jackson, Wyoming

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Project No.: 06151.01 & 07016.00

Date: March 7, 2007

Revised: September 12, 2007

I. INTRODUCTION

Two developments are currently being proposed for the south side of Gill Avenue between Glenwood Street and Millward Street in Jackson, Wyoming. These two projects will result in the complete redevelopment this Gill Avenue frontage. This report is a study of the potential traffic impacts resulting from the construction of the two proposed developments. These developments will be neighbors and use the same alley for access. Both developments will be presented together in this report in an effort to examine the greatest impacts.

The McCabe Corner development is being proposed by The Eden Group of Wilson, WY. It is comprised of four town lots at the southwest corner of the Gill Avenue and Glenwood Street intersection. The site is better described as Lots 1 through 4, Block 6, Original Town Site, Jackson, Wyoming. The proposed development will consist of approximately 33 condominiums. Residential parking will be provided on site in and accessed via the alley between Glenwood Street and Millward Street.

Club Lespri is being proposed and developed by White Buffalo Development, LLC of Park City, Utah. The site is comprised of three lots at the southeast corner of the Gill Avenue and Millward Street intersection, better described as Lots 18 through 20, Block 6, Original Town Site, Jackson, Wyoming. The Club Lespri development will be limited to the east half of Lot 19 and the whole of Lot 20. The development will be a mixed-use private club consisting of a dinning room and lounge, wellness center, condominiums, and employee housing. Parking for the condominiums and employee housing will be accessed through the alley off Gill Avenue between Glenwood Street and Millward Street; the same alley used to access the McCabe Corner development.

The purpose of this study is to analyze the impacts to the traffic and safety of the surrounding Jackson, Wyoming roadway network as a result of the construction of these two developments. This report will identify and discuss any upgrades to the study area that may be necessary due to the impacts of the development.

All data, calculations, and worksheets can be found in the Appendix of this report.

II. EXISTING LAND USE AND TRANSPORTATION SYSTEM

Existing Land Uses

The McCabe Corner site consists of four town lots at the southwest corner of the Gill Avenue and Glenwood Street intersection. These lots are home to a mix of land uses including office space and apartments. The footprints of these land uses encompass approximately forty percent (40%) of the four lots total square footage. The remainder of the lot area contains walkways, landscaping, and parking lot.

Club Lespri will cover approximately one and a half town lots at the southeast corner of the Gill Avenue and Millward Street intersection. It will be located on all of Lot 20 and the east half of Lot 19. Currently these areas are a mix of landscaping and parking.

Existing Roadways

The two projects are separated by a north-south alley and are bordered on three sides by Town of Jackson Streets: Glenwood Street on the east, Gill Avenue on the north, and Millward Street on the west.

The Glenwood Street/Gill Avenue intersection is a two-way stop-controlled intersection with the Glenwood Street legs being controlled. Glenwood Street is stop-controlled at Delony Avenue one block south of Gill Avenue and is one-way to the north south of Delony Avenue. Two and half blocks north of Gill Avenue, Glenwood Street dead-ends.

The Millward Street/Gill Avenue intersection is a two-way stop-controlled intersection with the Gill Avenue legs being controlled. Two blocks south of Gill Avenue the Millward Street intersection with Broadway (State Highway 89) is signal-controlled. One block north of Gill Avenue, Millward Street intersects Mercill Avenue and access to North Cache Street (State Highway 89). Millward Street and Mercill Avenue combine to provide the truck route around the Town Square area of downtown Jackson.

Gill Avenue's eastern terminus is at Willow Street near the Teton County Recreation Center. It's western terminus is essentially at its intersection with Jackson Street. Gill Avenue is signal-controlled with North Cache Street and stop-controlled at Millward Street, a two-way stop controlled intersection.

All roadway segments in this area of Town have on-street parking and multiple access points. All roadway sections bordering the subject projects have sidewalks and striped crosswalks. Some sidewalk segments are missing from neighboring streets. Bicycles share the roads in the project area with other vehicles.

Existing Traffic

The existing traffic conditions presented herein are a combination of Chapter 8 Transportation of the Jackson/Teton County Comprehensive Plan, and 2002 Summer Traffic Counts conducted in Jackson.

Chapter 8 presents a summer Average Daily Traffic (ADT) volume of 9,000 vehicles per day (vpd) on Millward Street in the project area in 1996 (page 8-9). Chapter 8 also predicts a summer 2020 ADT of 13,000 vpd with the Chapter's implementation (page 8-23). This is a compounded average growth rate of approximately 1.54%. Interpolation of these numbers results in a 2007 summer ADT of approximately 10,650 vpd on Millward Street.

Traffic counts conducted in 2002 for the Town of Jackson show a summer ADT of 4172 vpd on Gill Avenue west of Glenwood Street. Applying the same compounded average growth rate of 1.54% to this volume yields a 2007 summer ADT of approximately 4,500 for Gill Avenue.

III. PROPOSED CONDITIONS

The proposed McCabe Corner and Club Lespri developments will redevelop approximately five and a half town lots into a mix of land uses.

The McCabe Corner development is comprised of four town lots at the southwest corner of the Gill Avenue and Glenwood Street intersection. The proposed development will consist of approximately 33 condominiums with 70% used as short term rentals and 30% used as long term residential units. Parking will be provided on site in and accessed via the alley between Glenwood Street and Millward Street.

Club Lespri is to be developed on one and a half town lots at the southeast corner of Gill Avenue and Millward Street. It will be a mixed-use private club consisting of a dinning room and lounge, wellness center, condominiums, and employee housing. While owned by individuals, the condominiums will act like short term rentals. Parking for the condominiums and employee housing will be accessed through the alley off Gill Avenue between Glenwood Street and Millward Street; the same alley used to access the McCabe Corner development.

Background Traffic

Background traffic refers to the current existing traffic and the future traffic that is anticipated without the proposed development. For this study the background traffic was calculated using information contained in Chapter 8 Transportation of the Jackson/Teton County Comprehensive Plan.

As stated above, Chapter 8 demonstrates a compounded average growth rate of 1.54% in the area of the proposed projects. This rate is applied to the 2002 summer ADT for Gill Avenue to predict the 2020 summer ADT for Gill Avenue.

Chapter 8 provides a prediction for the 2020 summer ADT on Millward Street.

Table 1 shows the summer ADT projections for Gill Avenue and Millward Street.

TABLE 1
SUMMER ADT VOLUMES

	1996	2002	2007	2020
Millward Street	9000		10652	13000
Gill Avenue		4172	4504	5497

Millward Street: 1996 and 2020 ADT provided by Chapter 8
2007 ADT calculated using 1.54% CAGR

Gill Avenue: 2002 ADT provided by TOJ counts
2007 and 2020 ADT calculated using 1.54% CAGR

Trip Generation

The proposed ADT volumes generated by the developments are estimated using *ITE Trip Generation, 7th Edition*. This manual provides trip generation rates for a myriad of land uses and is considered the standard for trip generation calculations in the traffic professions. For McCabe Corner 70% of the condominiums will operate as short term rentals. Those units are analyzed as ITE Land Use 311, All Suites Hotel. The remaining 30% are analyzed as Land Use 230, Residential Condominium/Townhouse. Club Lespri's Land Uses include Apartment (220), All Suites Hotel (311), Health/Fitness Club (492), and Quality Restaurant (931).

Trip generation spreadsheets are included in the appendix of this report. They show the equations used as well as the calculated volumes. Table 2 summarizes the ADT generated by the proposed developments on a weekday.

TABLE 2
TRIP GENERATION

Land Use	ITE Code	Variable	Value	Weekday ADT
Club Lespri				
Apartment	220	Dwelling Units	4	8
All Suites Hotel	311	Rooms	10	45
Health/Fitness Club	492	1000 sq. ft.	2.8	92
Quality Restaurant	931	Seats	53	152
McCabe Corner				
Residential Condominium/Townhouse	230	Dwelling Units	10	49
All Suites Hotel	311	Rooms	23	104
Total Trips Generated				449

These are the raw volumes calculated from *ITE Trip Generation, 7th Edition*. The Club Lespri condominiums are analyzed as an All Suites Hotel because that is the ITE Land Use that best fits the anticipated use of the condominiums. They will be owned by individuals as vacation properties and rented to vacationers when not in use by the owners.

The actual ADT generated by these developments will be significantly lower those presented in Table 2. The mix-use, private club nature of Club Lespri will greatly aid in trip reduction. Visitors staying in the condominiums will have the wellness center and restaurant on site to

reduce the need travel elsewhere. The apartments are for employees of the club so they will not commute. Shared trips are likely between the wellness canter and the restaurant. The downtown location of the development is sure to reduce the trips it generates. A 10% trip generation reduction could be expected because of the above mentioned reasons.

McCabe Corner should also generate fewer trips than reported in Table 2. The downtown location of this development is the key to its lower trip generation. The owners of the condominiums will most likely live in them, and the downtown location is likely to be a very attractive feature. The project site is one block from North Cache Street and all its amenities such as shops and restaurants. It is about two blocks from the Town Square, one block from Miller Park, and three blocks from the Teton County Recreation Center. Additionally there is a wide variety and high number of businesses and entertainment venues within just five blocks of the McCabe Corner site. Residents of McCabe Corner are very likely to work in the downtown area and take advantage of their proximity to the other downtown amenities. This proximity to downtown will also be very appealing to users of the short term rentals. All occupants of McCabe Corner are likely walk to many of their destinations rather than drive. The overall trip reduction for McCabe Corner could be as much as 20% due to its location alone. Additional trip generation reductions are usually made from the removal of existing land uses on a redevelopment site. No such reductions have been made.

Trip Distribution

The trips generated by the developments will spread out amongst the surrounding roadway network. The McCabe Corner trips will access Gill Avenue by way of the alley west of the project. The condominium and employee housing trips of Club Lespri will access the development via the same alley. Additional Club Lespri trips will terminate in the surrounding on street parking. The heaviest distribution routes for both developments will most likely be along Gill Avenue to and from the traffic signal at North Cache Street and along Millward Street to and from the traffic signal at Broadway. This report assumes half of the McCabe Corner traffic will use the North Cache intersection and half will use Millward Street. This report also assumes that one third of the Club Lespri traffic will utilize the traffic signal at Gill Avenue and North Cache Street and two thirds will be associated with Millward Street. These assumptions are fairly conservative as there are a number are route for traffic in the downtown's roadway grid.

Table 3 indicates the total generated trip distribution among Gill Avenue east of Glenwood Street and Millward Street.

TABLE 3
TOTAL TRIP DISTRIBUTION

	McCabe Corner	Club Lespri
Millward Street	76	199
Gill Avenue	76	98

Table 4 shows the trip distribution for the reduced volume of trip based on the reduction percentages mentioned above.

TABLE 4
REDUCED TRIP DISTRIBUTION

	McCabe Corner	Club Lespri
Millward Street	61	179
Gill Avenue	61	88

Total Traffic

Adding the developments trip generations to the background traffic calculates the total traffic that may occur with the implementation of these projects. Combining the volumes for 2007 and 2020 with the reduced distribution volumes in Table 4 yields the total traffic volumes in Table 5.

TABLE 5
TOTAL TRAFFIC

	2007	2020
Millward Street	10892	13240
Gill Avenue	4653	5646

IV. TRAFFIC ANALYSIS

The background ADT for 2020 actually incorporates much the traffic generated by these two developments. The intent of Chapter 8 was to understand the future transportation demands in Jackson and Teton County. Growth and redevelopment in downtown Jackson was part of that analysis. As such, the volumes reported in Table 4 and Table 5 should be considered conservative.

The construction of these two developments will add some delay to the Gill Avenue intersections with Glenwood Street and Millward Street. These intersections, however, currently operate at a high level of service. The minor, additional delays should not significantly reduce levels of service and therefore should not warrant any traffic mediation efforts.

In the worst case scenario, the Town of Jackson roadway network should be able to accommodate the addition of potentially 389 vehicles per day. With the grid network of streets, drivers will disperse themselves with routes that work best for their destinations. Additional congestion in the area of McCabe Corner and Club Lespri will not be caused solely by these developments. Rather, traffic congestion in this area, much like the whole of downtown Jackson, will be caused by growth of the entire Jackson Hole region. Presenting solutions to area wide traffic concerns is beyond the scope of this report.



**Traffic Impact Study for Club Lespri and McCabe Corner
Gill Avenue, Jackson, Wyoming**

APPENDIX

Club Lespri

Millward Street & Gill Avenue
Jackson, Wyoming

RESIDENTIAL LAND USES

ITE Land Use Category: **Apartment**
ITE Land Use Code: **220**
Independent Variable: Dwelling Units
Value: 4

Analysis Period		Average Rate or Equation	Calc'd Trips	Directional Distribution			
				Entering	Exiting	Entering	Exiting
ADT	Weekday	T = 2.00(X)	8	50%	50%	4	4
ADT	Saturday	T = 2.84(X)	11	50%	50%	6	6
ADT	Sunday	T = 3.21(X)	13	50%	50%	6	6
A.M. Pk Hr Adjacent Street	Weekday	T = 0.1(X)	0	20%	80%	0	0
P.M. Pk Hr Adjacent Street	Weekday	T = 0.1(X)	0	65%	35%	0	0

Low end of Range of Rates because Dwelling Units are Employee Housing and located downtown.

LODGING LAND USES

Condo Units will be short term rentals and are expected to have Trip Gen rates similar to a hotel.

ITE Land Use Category: **All Suites Hotel**
ITE Land Use Code: **311**
Independent Variable: Rooms
Value: 10

Analysis Period		Average Rate or Equation	Calc'd Trips	Directional Distribution			
				Entering	Exiting	Entering	Exiting
ADT	Weekday	T = 4.49(X)	45	50%	50%	22	22
ADT (Hotel: 310)	Saturday	T = 6.35(X)	64	50%	50%	32	32
ADT (Hotel: 310)	Sunday	T = 4.01(X)	40	50%	50%	20	20
A.M. Pk Hr Adjacent Street	Weekday	T = 0.28(X)	3	55%	45%	2	1
P.M. Pk Hr Adjacent Street	Weekday	T = 0.32(X)	3	45%	55%	1	2

Low end of Range of Rates because Units are located downtown.

RECREATIONAL LAND USES

ITE Land Use Category: **Health/Fitness Club**
ITE Land Use Code: **492**
Independent Variable: 1000 sq. ft.
Value: 2.8

Analysis Period		Average Rate or Equation	Calc'd Trips	Directional Distribution			
				Entering	Exiting	Entering	Exiting
ADT	Weekday	T = 32.93(X)	92	50%	50%	46	46
ADT	Saturday	T = 20.87(X)	58	50%	50%	29	29
ADT	Sunday	T = 26.73(X)	75	50%	50%	37	37
A.M. Pk Hr Adjacent Street	Weekday	T = 0.3(X)	1	42%	58%	0	0
P.M. Pk Hr Adjacent Street	Weekday	T = 3.20(X)	9	67%	33%	6	3

Low end of Range of Rates because wellness center is a private club located downtown

DINING LAND USES

ITE Land Use Category: **Quality Restaurant**
ITE Land Use Code: **931**
Independent Variable: Seats
Value: 53

Analysis Period		Average Rate or Equation	Calc'd Trips	Directional Distribution			
				Entering	Exiting	Entering	Exiting
ADT	Weekday	T = 2.86(X)	152	50%	50%	76	76
ADT	Saturday	T = 2.81(X)	149	50%	50%	74	74
ADT	Sunday	T = 2.15(X)	114	50%	50%	57	57
A.M. Pk Hr Adjacent Street	Weekday	T = 0.03(X)	2	55%	45%	1	1
P.M. Pk Hr Adjacent Street	Weekday	T = 0.26(X)	14	67%	33%	9	5

Average Rate because restaurant is a private club located downtown

McCabe Corner
Glenwood Street & Gill Avenue
Jackson, Wyoming

RESIDENTIAL LAND USES

Total Market Units 33
Short Term: 70% 23
Long Term: 30% 10
Affordable Units: 3

ITE Land Use Category: **Residential Condominium/Townhouse**
ITE Land Use Code: **230**
Independent Variable: Dwelling Units
Value: 10

				Directional Distribution			
Analysis Period		Average Rate or Equation	Calc'd Trips	Entering	Exiting	Entering	Exiting
ADT	Weekday	T = (1.83 + 3.09)*(X)	49	50%	50%	24	24
ADT	Saturday	T = (1.17 + 3.10)*(X)	42	50%	50%	21	21
ADT	Sunday	T = (1.36 + 2.71)*(X)	40	50%	50%	20	20
A.M. Pk Hr Adjacent Street	Weekday	T = (0.15 + 0.69)*(X)	8	17%	83%	1	7
P.M. Pk Hr Adjacent Street	Weekday	T = (0.18 + 0.75)*(X)	9	67%	33%	6	3

Low end of Range of Rates plus one standard deviation because Units are located downtown.

Short term rentals and are expected to have Trip Gen rates similar to a hotel.

ITE Land Use Category: All Suites Hotel
ITE Land Use Code: **311**
Independent Variable: Rooms
Value: 23

				Directional Distribution			
Analysis Period		Average Rate or Equation	Calc'd Trips	Entering	Exiting	Entering	Exiting
ADT	Weekday	T = 4.49(X)	104	50%	50%	52	52
ADT (Hotel: 310)	Saturday	T = 6.35(X)	147	50%	50%	73	73
ADT (Hotel: 310)	Sunday	T = 4.01(X)	93	50%	50%	46	46
A.M. Pk Hr Adjacent Street	Weekday	T = 0.28(X)	6	55%	45%	4	3
P.M. Pk Hr Adjacent Street	Weekday	T = 0.32(X)	7	45%	55%	3	4

Low end of Range of Rates because Units are located downtown.

Club Lespri & McCabe Corner

Gill Avenue

Jackson, Wyoming

TRIP GENERATION SUMMARY

Peak Hour Summary

Land Use	ITE Code	Variable	Value	AM		PM	
				Entering	Exiting	Entering	Exiting
Club Lespri							
Apartment	220	Dwelling Units	4	0.1	0.3	0.3	0.1
All Suites Hotel	311	Rooms	10	1.5	1.3	1.4	1.8
Health/Fitness Club	492	1000 sq. ft.	2.8	0.4	0.5	6.0	3.0
Quality Restaurant	931	Seats	53	0.9	0.7	9.2	4.5
McCabe Corner							
Residential Condominium/Townhouse	230	Dwelling Units	9.9	1.4	6.9	6.2	3.0
All Suites Hotel	311	Rooms	23.1	3.6	2.9	3.3	4.1
Total Trips Generated				8	13	26	17

Weekday ADT Summary

Land Use	ITE Code	Variable	Value	Weekday ADT
Club Lespri				
Apartment	220	Dwelling Units	4	8
All Suites Hotel	311	Rooms	10	45
Health/Fitness Club	492	1000 sq. ft.	2.8	92
Quality Restaurant	931	Seats	53	152
McCabe Corner				
Residential Condominium/Townhouse	230	Dwelling Units	10	49
All Suites Hotel	311	Rooms	23	104
Total Trips Generated				449

Club Lespri & McCabe Corner
Gill Avenue
Jackson, Wyoming

BACKGROUND TRAFFIC GROWTH

Millward Street	Chapter 8		TIS Projection	
	Year	ADT	Year	ADT
	1996	9000	2007	10652
	2020	13000		
	CARG	1.54%		

Gill Avenue	TOJ Counts		TIS Projection	
	Year	ADT	Year	ADT
	2002	4172	2007	4504
			2020	5497

Summer ADT

	1996	2002	2007	2020
Millward Street	9000		10652	13000
Gill Avenue		4172	4504	5497

Distribution Rates

	McCabe	Lespri
Millward Street	50%	67%
Gill Avenue	50%	33%

Full Trip Distribution

	McCabe	Lespri	Total
Millward Street	76	199	275
Gill Avenue	76	98	174

Reduced Trip Distribution

	McCabe	Lespri	Total
Millward Street	61	179	240
Gill Avenue	61	88	149

Total Trips

	2007	2020
Millward Street	10892	13240
Gill Avenue	4653	5646

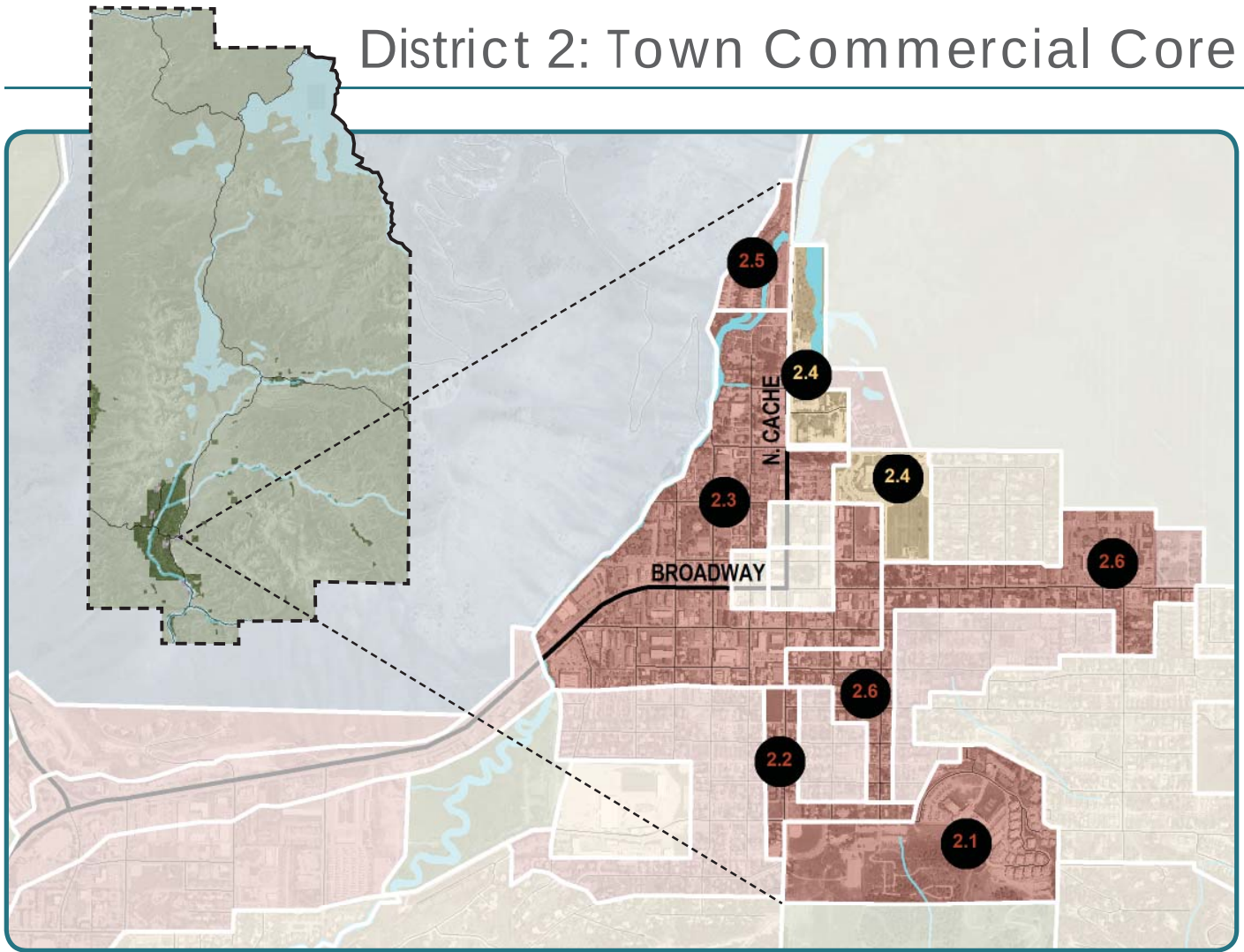
Projected Program

Project Program- 165 & 185 Glenwood						
	Basement	First Floor	Second Floor	Third Floor	Total Habitable SF	Total Above Grade Floor Area
Common Area	-	532	-	-	-	532
Affordable Housing Unit	-	-	-	-	-	-
Workforce Housing Unit	666	2,629	3,692	4,357	11,344	10,678
Workforce Housing Bonus Unit	1,906	5,127	4,415	5,160	16,608	14,702
Attached Single-Family Unit (Unrestricted)	1,756	3,746	3,169	3,038	11,709	9,953
Short-Term Rental Unit	5,806	15,776	13,219	14,587	49,388	43,582
Total Floor Area	10,134	27,810	24,495	27,142	89,049	79,447
Site Size (Acres)	0.96					
Site Size (SF)	41,818					
Floor Area- Above Grade	79,447					
Floor Area Ratio	1.90					
Downtown Core (DC) Maximum FAR	1.30					
Adjusted Floor Area (remove Workforce Housing & Workforce Housing Bonus Units)	54,067					
Adjusted FAR	1.293					

Project Program- Phase 1 (185 Glenwood)						
	Basement	First Floor	Second Floor	Third Floor	Total Habitable SF	Total Above Grade Floor Area
Common Area	-	532	-	-	-	532
Affordable Housing Unit	-	-	-	-	-	-
Workforce Housing Unit	370	1,132	2,466	2,853	6,821	6,451
Workforce Housing Bonus Unit	1,480	4,004	3,473	4,164	13,121	11,641
Attached Single-Family Unit (Unrestricted)	1,756	3,746	3,169	3,038	11,709	9,953
Short-Term Rental Unit	3,442	9,119	7,644	8,784	28,989	25,547
Total Floor Area	7,048	18,533	16,752	18,839	60,640	54,124
Site Size (Acres)	0.64					
Site Size (SF)	27,878					
Floor Area- Above Grade	54,124					
Floor Area Ratio	1.94					
Downtown Core (DC) Maximum FAR	1.30					
Adjusted Floor Area (remove Workforce Housing & Workforce Housing Bonus Units)	36,032					
Adjusted FAR	1.292					

Project Program- Phase 2 (165 Glenwood)						
	Basement	First Floor	Second Floor	Third Floor	Total Habitable SF	Total Above Grade Floor Area
Common Area	-	-	-	-	-	-
Affordable Housing Unit	-	-	-	-	-	-
Workforce Housing Unit	296	1,497	1,226	1,504	4,523	4,227
Workforce Housing Bonus Unit	426	1,123	942	996	3,487	3,061
Attached Single-Family Unit (Unrestricted)	-	-	-	-	-	-
Short-Term Rental Unit	2,364	6,657	5,575	5,803	20,399	18,035
Total Floor Area	3,086	9,277	7,743	8,303	28,409	25,323
Site Size (Acres)	0.32					
Site Size (SF)	13,939					
Floor Area- Above Grade	25,323					
Floor Area Ratio	1.82					
Downtown Core (DC) Maximum FAR	1.30					
Adjusted Floor Area (remove Workforce Housing & Workforce Housing Bonus Units)	18,035					
Adjusted FAR	1.294					

District 2: Town Commercial Core

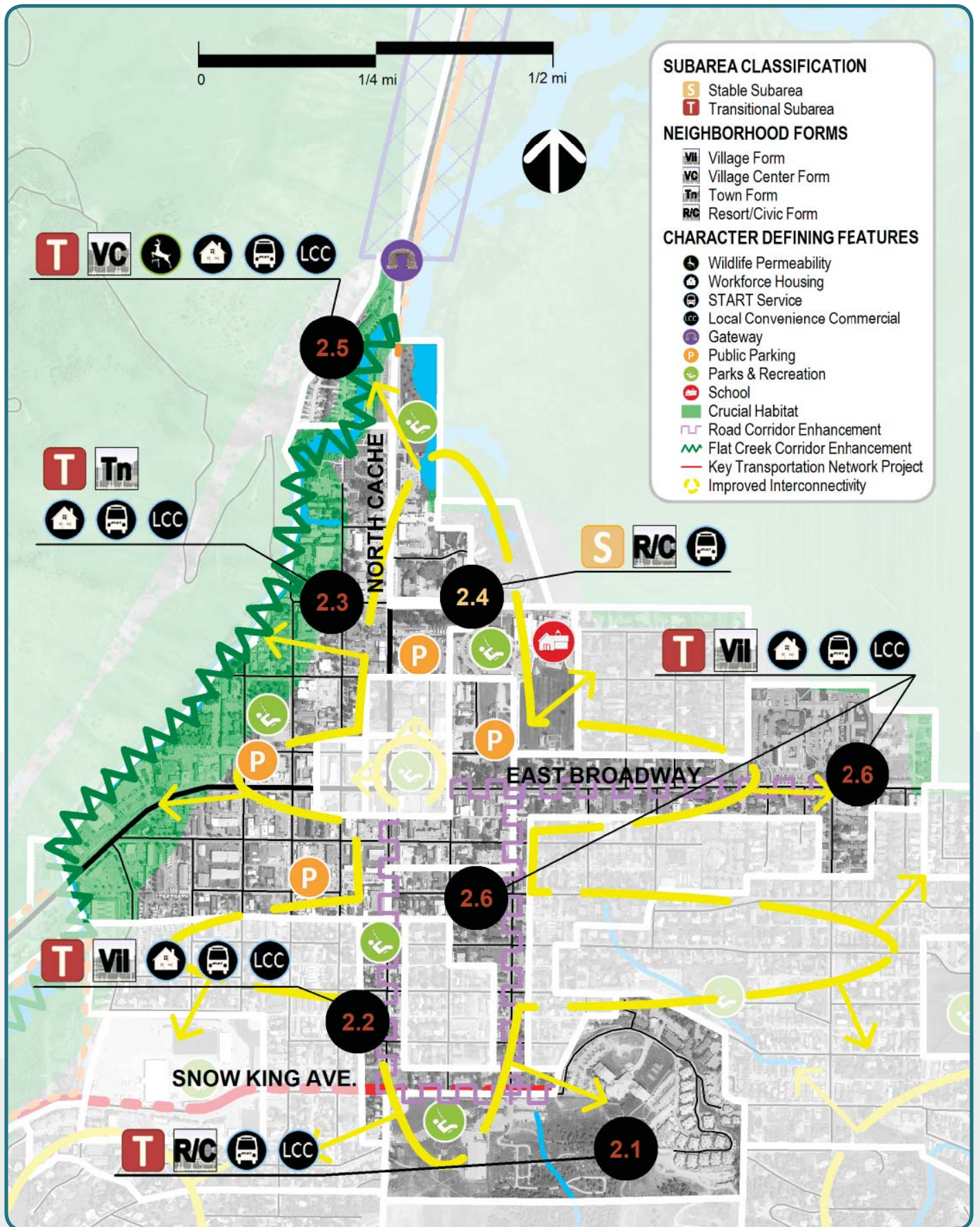


Complete Neighborhood + Rural Area Chart

	DEFINITION	EXST.	FUTURE	
COMPLETE NEIGHBORHOOD	Defined Character/High Quality Design			2-3 stories, vibrant pedestrian mixed use, street wall
	Public Utilities			Water, sewer, storm sewer
	Quality Public Space			Miller Park, Phil Baux Park, Snow King, Center for the Arts
	Variety of Housing Types			Duplex, condominiums, apartments, multifamily
	Walkable Schools, Commercial + Recreation			Post Office, START, Limited convenience commercial, school, parks, pathways
	Connection by Complete Streets			Alternative transportation a priority
RURAL	Viable Wildlife Habitat + Connectivity			Flat Creek enhancements
	Natural Scenic Vistas			
	Agricultural + Undeveloped Open Space			
	Abundance of Landscape over Built Form			
	Limited, Detached, Single family Res. Development			
	Minimal Nonresidential Development			

Legend: Generally Present; Partially Present; Generally absent

IV-18



Existing + Future Desired Characteristics

The Town Commercial Core is the economic hub of Teton County. The district contains a significant amount of the community's commercial uses, employment opportunities and lodging capacity. The future goal is to create a vibrant pedestrian-oriented mixed use district with a variety of non-residential and residential uses. A key component of achieving this goal will be to have visitors and residents visit the area more often and stay longer by increasing the availability of lodging and residential units and creating a vibrant Retail Shopping District.

Our community will strive to find creative solutions to develop the district into a year-round economic hub, by maintaining high lodging occupancy and sales tax collections during the shoulder seasons (April-May and October-November). Finding the correct balance of non-residential, non-profit and residential uses will be key to ensuring that the district remains economically and socially viable. In addition, it will be important to provide opportunities for local entrepreneurs and businesses that choose to locate in the community for our lifestyle.

The district is anchored by two primary economic and community centers, each with their own unique identity and role - Snow King Resort (Subarea 2.1) and Downtown (Subarea 2.3). A key goal of the district will be to better connect these subareas in order for each to benefit from the other's vitality, complementary uses, and activities while supporting the overall success of the district as the center for our tourist based economy.

Historically, buildings have been one, two or three stories, oriented both to the street and to large parking areas provided onsite. New buildings should be pulled to the street, creating an attractive street wall with parking located predominantly underground or out of sight. In the future the district should be defined by strategically located public parking lots and on street parking. This will create a welcoming pedestrian experience where visitors and residents park once and enjoy a variety of uses and community events on foot. Flat Creek is the significant natural feature of this district. Future enhancements and redevelopment should seek to incorporate Flat Creek as a recreational and ecological amenity for the entire community. An important goal of the district will also be the enhancement of the northern gateway into Town at the Flat Creek bridge consistent with Policy 4.4.b.

The existing gridded network of streets and alleys create connectivity and redundancy for both pedestrians and the automobile and should be maintained. Future improvements to the district's streetscape to create inviting public spaces and accommodate a wide array of complete street amenities will be essential to achieving a vibrant mixed use district. Public reinvestment in this district will be encouraged in order to create great public spaces and amenities for residents and visitors alike.



Policy Objectives

<i>Common Value 1: Ecosystem Stewardship</i>	N/A
<i>Common Value 2: Growth Management</i>	4.1.b: Emphasize a variety of housing types, including deed-restricted housing 4.1.d: Maintain Jackson as the economic center of the region 4.2.c: Create vibrant walkable mixed use subareas 4.2.d: Create a Downtown Retail Shopping District 4.2.f: Maintain lodging as a key component in the downtown 4.4.b: Enhance Jackson gateways 4.4.d: Enhance natural features in the built environment
<i>Common Value 3: Quality of Life</i>	5.2.d: Encourage deed-restricted rental units 6.2.b: Support businesses located in the community because of our lifestyle 6.2.c: Encourage local entrepreneurial opportunities 6.3.a: Ensure year-round economic viability 7.1.c: Increase the capacity for use of alternative transportation modes



Character Defining Features

2.1: Snow King Resort

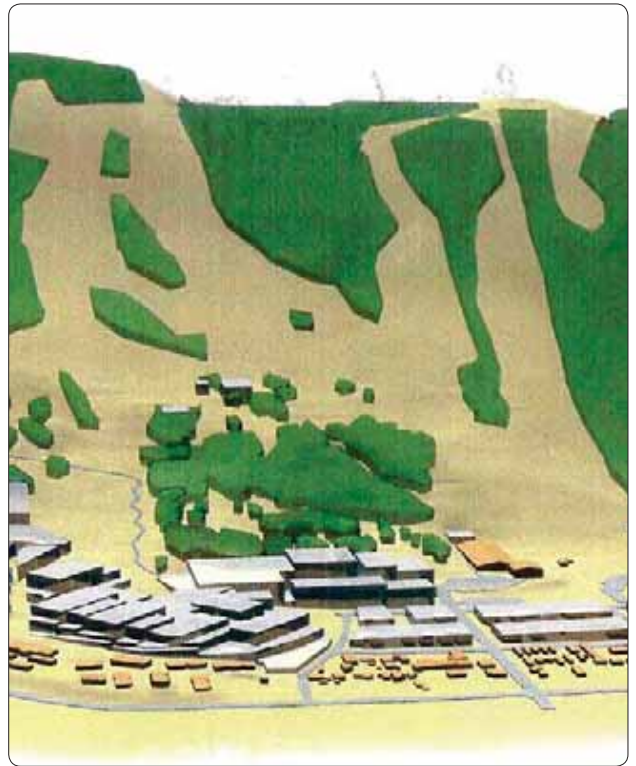


*Resort/ Civic
Form*

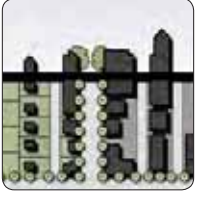
This TRANSITIONAL Subarea is currently subject to the Snow King Resort Master Plan. The plan seeks to create a vibrant mixed use resort complex, including a multi-faceted conference/convention center and community facility that contributes to the economy of Downtown and also serves as a permeable border between the Town and Snow King Mountain. The resort has long been an integral part of the community, playing the role of the “Town Hill”, providing a host of winter and summer recreational amenities.

In the future, the subarea will complement Downtown (Subarea 2.3) lodging and tourist amenities. Lodging will be provided in a variety of types and forms from hotel rooms to condominiums, in order to support the local tourism-based economy. The size and scale of structures will often be larger than those typically allowed in other subareas of Town, as resorts typically require a larger critical mass necessary to support visitor functions. Though buildings will tend to be larger than in other districts, the subarea will maintain an abundance of open space in relation to the built environment as a key to a successful resort experience.

Consistent with the master plan, Snow King Avenue will be developed into a mixed use corridor that includes a variety of commercial uses while still serving as a major transportation corridor in the community. Along with this it will be important to create a more visible and attractive base area along Snow King Avenue to attract residents and visitors to the many amenities and recreational opportunities found there.



2.2: Snow King and South Cache Corridors



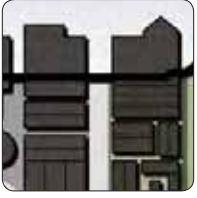
Village Form

This TRANSITIONAL Subarea is envisioned as a pedestrian-oriented mixed use corridor comprised of mixed use and/or multifamily residential structures. The goal of the corridor will be to provide an attractive pedestrian link between Snow King Resort (Subarea 2.1) and Downtown (Subarea 2.3). The corridor is anchored by the Center for the Arts, the community hub for cultural events and activities and other public spaces, including the Center for the Arts Park, Phil Baux Park and the Snow King base area.

The goal of this subarea will be to provide an attractive pedestrian link between Downtown, Snow King and the many under-utilized public spaces in the area. In order to achieve this, ground-level uses should add vitality and street life that support the Center for the Arts and attract residents and visitors to the subarea. Upper floors should provide residential uses, designed to promote workforce housing. Buildings should be two stories in height and front the street. Particular care and attention will be necessary to ensure a successful integration between this mixed use subarea and the adjacent Core Residential (Subarea 3.2). Particular attention will need to be given to the location of buildings, parking, types of uses, and intensity of uses to ensure a successful transition.



2.3: Downtown



Town Form

This large, mixed use, TRANSITIONAL Subarea currently consists of a variety of retail, restaurant, office and other commercial activities, along with long-term residences and lodging in a variety of building sizes and forms. Downtown is the center of civic, cultural, economic and social activity for our community as well as the center of the visitor experience, as a significant amount of lodging is located here. The existing character and built form is varied and inconsistent.

The goal of this subarea is to create a vibrant mixed use area by accommodating a variety of uses and amenities. The subarea will be the starting point for the development of a refined Lodging Overlay boundary and future discussion of the type and size of lodging desired. A key challenge will be to provide a balance between lodging and long-term residential housing. Future structures will be predominantly mixed use, while multifamily structures will be allowed if it properly addresses the street. Commercial uses that create an active and engaging pedestrian experience will be predominantly located on the first and second floors of buildings. Examples of these uses include restaurants, bars, a variety of retail shops and commercial amusement. Furthermore, as portions of the subarea will be located within a future Downtown Retail Shopping District, uses such as office, residential and lodging will be predominantly located on upper floors.

A goal of this subarea will be to create a consistent building size and form. In the future, a variety of two to three story buildings are desired. Buildings should be located to create an attractive street wall and take advantage of good urban design principles including massing, articulation and the provision of public space. The pedestrian realm will be of great importance in this mixed use subarea, and emphasis should be placed on adding improvements focusing on the pedestrian experience. Parking should continue to be provided predominately in public lots and on street to create a vibrant, walkable area that is oriented to the pedestrian. On-site parking should be predominantly underground or screened from view. Future redevelopment should enhance the Flat Creek corridor for recreational and ecological purposes. Buildings should front onto the creek to provide opportunities for interaction and enjoyment of this community resource.

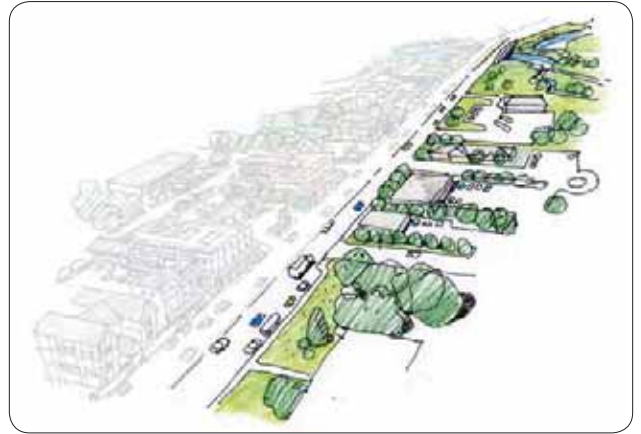


2.4: Public/Civic Campus

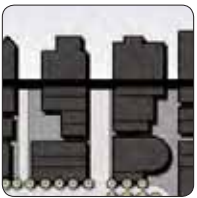


*Resort/ Civic
Form*

This STABLE Subarea is defined by institutional facilities such as the Davey Jackson Elementary School, the Teton County/Jackson Recreation Center, and the various State and Federal Agencies along North Cache Street. This area will continue to provide these essential public services in a central location consistent with the sustainability and community service policies of the Plan. In the event that lands within this subarea are conveyed into private ownership, any development of non-public uses could require this subarea to be amended.

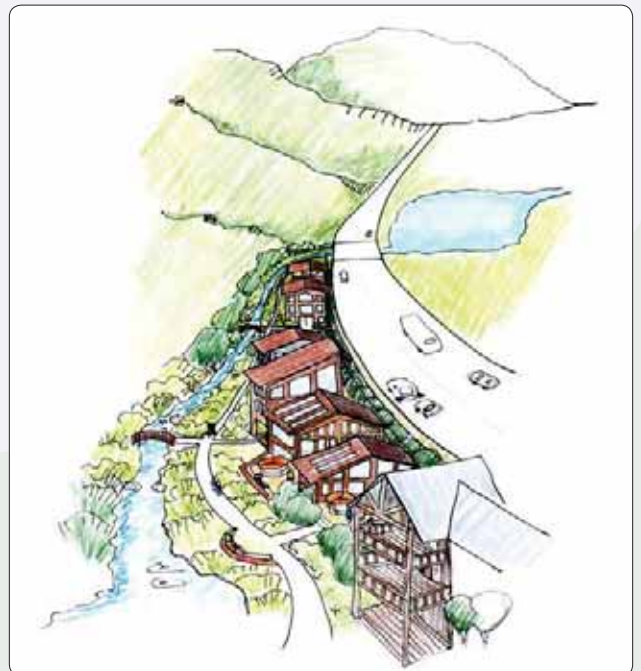
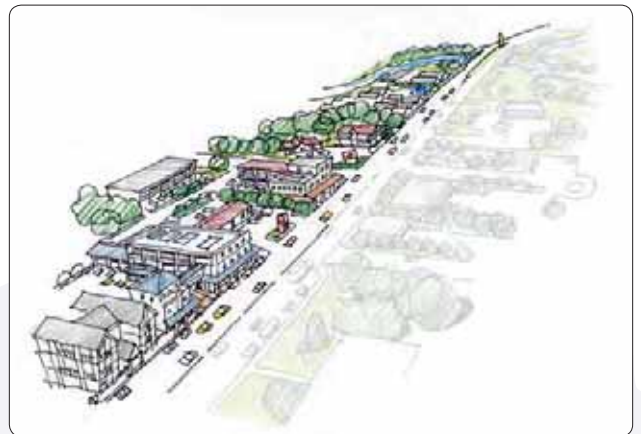


2.5: North Cache Gateway

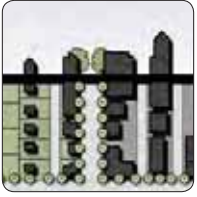


*Village Center
Form*

This mixed use, TRANSITIONAL Subarea will be characterized as a key gateway into the Town from the National Parks and the airport to the north. Flat Creek enhancement is of great importance here, and redevelopment should seek to promote Flat Creek as a recreational and ecological amenity. The existing mix of non-residential and residential uses, including workforce housing, are appropriate. The redevelopment of these uses should take the form of two and three story buildings that address North Cache Street and the Flat Creek corridor, with an emphasis on providing workforce housing. Future structures will be predominantly mixed use, while multifamily will be allowed if it properly addresses the street. Building designs should incorporate techniques to mitigate height such as stepping back upper floors from the streetscape.



2.6: Mixed Use Office and Residential



Village Form

This TRANSITIONAL Subarea is envisioned to be a pedestrian-oriented mixed use area comprised of mixed use office or multifamily residential structures. The subarea currently contains a variety of single family residential, multifamily residential, office and institutional uses such as St. John's Hospital, the National Elk

Refuge Headquarters and Town and County administrative facilities. The future development pattern should locate buildings toward the street predominantly two stories in height. Parking should be minimized and screened from the view of the public right of way. Office, residential and local convenience commercial should be located on the first level with residential above and behind. Some limited local convenience commercial is desirable to serve the surrounding residential areas with the goal of reducing trips outside the neighborhood. The existing institutional uses shall remain as anchors to the local economy that provide many jobs and services to the community. The bulk, scale and intensity of the St. John's campus has always been and will continue to be of a higher intensity than the surrounding mixed use and residential neighborhoods. Particular care and attention will be necessary to ensure a successful integration between this mixed use subarea and the adjacent Core Residential (Subarea 3.2). Particular attention will need to be given to the location of buildings, parking, types of uses, and intensity of uses to ensure a successful transition.



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Why Illustrate Our Vision?

Realizing our Vision requires proactively planning for what we want - rural open spaces and high quality Complete Neighborhoods - by identifying where we want them and what we want them to look like. Our Vision is that development be designed to enhance our community character and located in suitable areas in order to preserve and protect the ecosystem and western, rural character. The Illustration of Our Vision defines the type of preservation or development in each area of the community that will allow us to realize our Vision. In areas suitable for development, the Illustration of Our Vision describes how we will protect the character we love while ensuring that development enhances our Quality of Life. In all other areas, the Illustration of Our Vision describes how we will preserve and enhance wildlife habitat, wildlife connectivity, scenic vistas, and open space.

Defining desired character for all areas of the community provides predictability in planning and development, which has been absent in the past. Incremental, site-specific determinations of policy applicability that are emotionally, politically

and legally tied to a specific development plan are no longer the community's growth management principle. The Illustration of Our Vision bridges the gap between our Vision and the development of an individual site so that all community members can understand how an individual preservation or development project should contribute to the achievement of our Vision. The Illustration of Our Vision will inform land development regulations that ensure no policy of this Plan is forgotten and that all policies are implemented within the proper context.

The Illustration of Our Vision also provides accountability and measurability. By defining the existing and desired character of each area of the community, we can quantify our progress toward achieving our Common Values of Community Character. With this information we can determine what policies and strategies are appropriate in which locations. The Illustration of Our Vision will enable the rigorous analysis needed to continually adapt our implementation strategies to ensure that preservation and development occur in the desired amount, location and type.



How is the Vision Illustrated?

The Illustration of Our Vision depicts the policies of the community's three Common Values of Community Character through four levels of character classification.

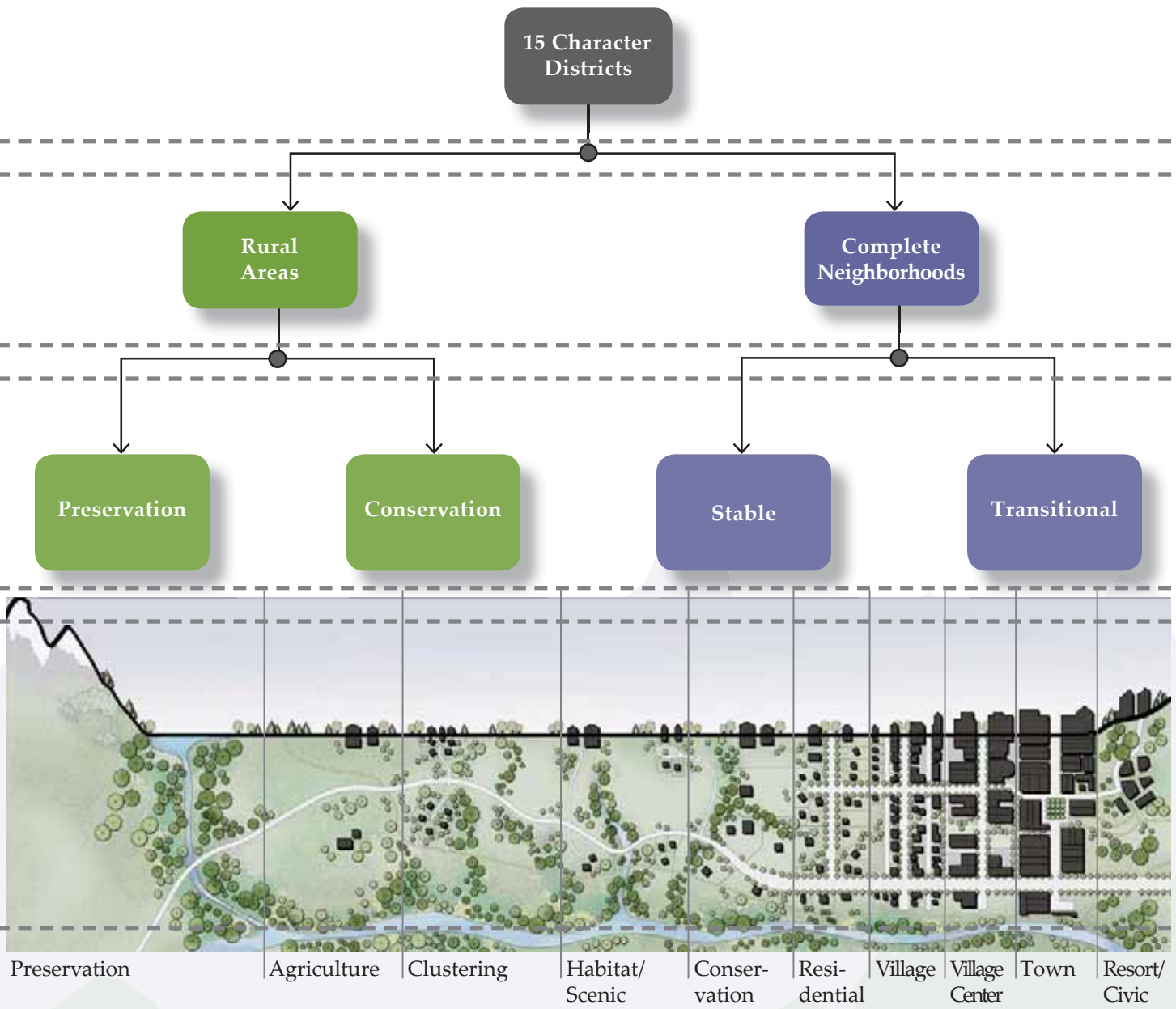
At the highest level, the private lands of the community are divided into Character Districts – areas with common natural, visual, cultural and physical attributes, shared values and social interaction. Character District boundaries are based on a layering of the best available quantitative and qualitative data for each of the three Common Values of Community Character (Ecosystem Stewardship, Growth Management, Quality of Life) in order to identify areas that share similar characteristics (see Appendix B Framework Maps).

While our community's 15 Character Districts share Common Values, each has a unique identity, based upon the presence or absence of specific characteristics, each Character District is classified as either a Rural Area focused on ecosystem stewardship or a Complete Neighborhood focused on enhancing Quality of Life. The map on pages IV-4 and IV-5 shows the Character District boundaries, defines Complete Neighborhood and Rural Area characteristics and identifies the classification of each Character District.

At the next level, each Character District is divided into subareas. Each subarea is categorized as Stable, Transitional, Preservation or Conservation based upon the existing character of the subarea and the desired future character for the entire Character District. Stable and Transitional Subareas are the most suitable locations for people to live, work and play. Subareas focused on Ecosystem Stewardship are designated as Preservation or Conservation. The map on pages IV-6 and IV-7 shows the subareas and defines the subarea classifications.

Finally, for each subarea, Character Defining Features are described to ensure the desired character is illustrated. The Character Defining Features provide the greatest level of site specific detail; however the characteristics are still conceptual and will inform specific regulations, incentives and programs. The characteristics valued by the community within a subarea are mapped, described and illustrated. On pages IV-8 and IV-9 is a legend that describes the symbols and graphics used on the Character Defining Features Maps. An appropriate Neighborhood Form(s) is also identified for each subarea. A Neighborhood Form identifies the general pattern and intensity of development that meets the desired character. On pages IV-10 and IV-11 is a transect that depicts the continuum of Neighborhood Forms that make up our community and shows the relationship between the various patterns and intensities.







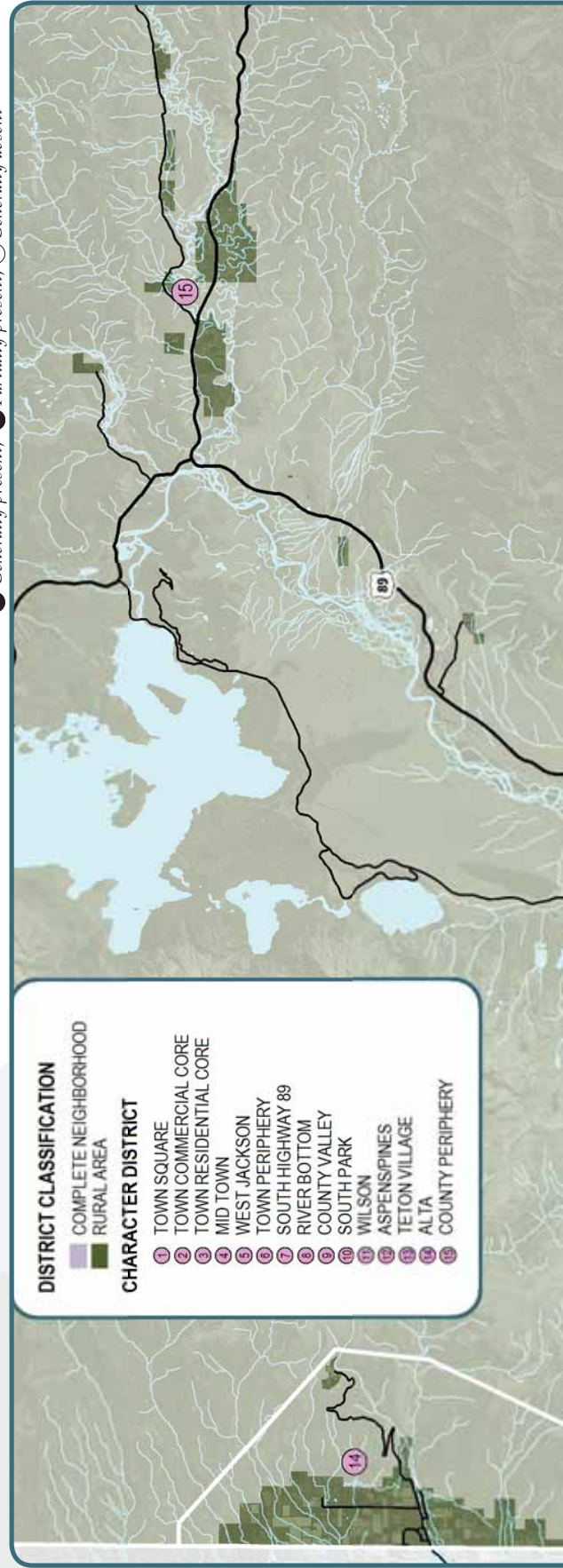
Complete Neighborhoods + Rural Areas

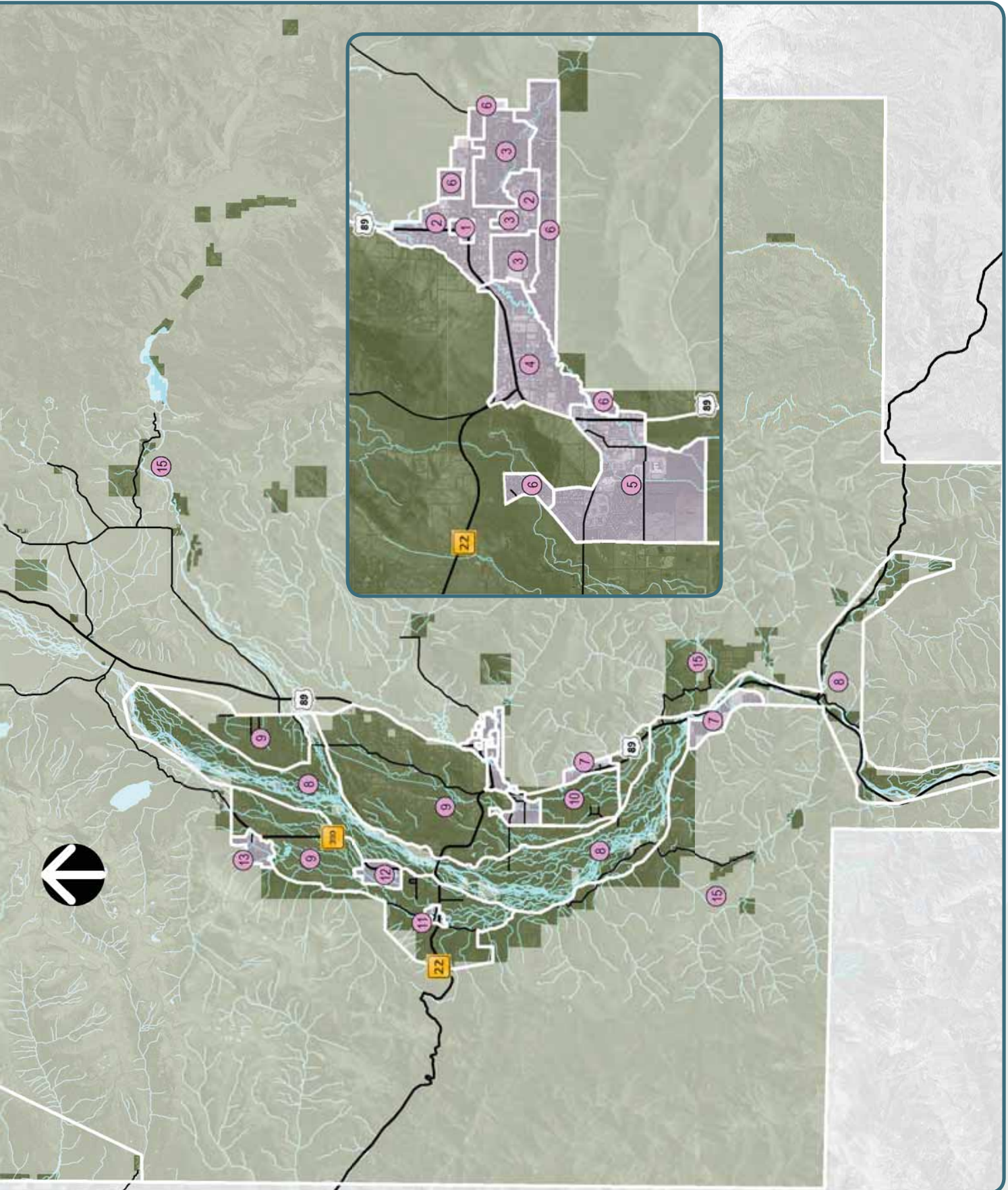
IV-4

Character Districts

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Defined character and high-quality design	●										○	○	●		
Public utilities (water, sewer, and storm sewer)	●	●	●	●	●	●	●	○	○	●	○	●	●		
Quality public spaces	●	●	●	●	●	●	○	○		○	●	●	●	○	
A variety of housing types		●	●	●	●		○				○	○	●		
Schools, childcare, commercial, recreation, and other amenities within walking distance (1/4 to 1/2 mile) of residences	●	●	○	○	○						●		○		
Connection by complete streets that are safe for all modes of travel	○	○	○	○	○						○				
Viable wildlife habitat and connections between wildlife habitat			○	○	○	○	○	○		○	○	○		○	○
Natural scenic vistas				○			○	○	○	○			○	○	○
Agricultural and undeveloped open space				○			○	○	○	○		○	○	○	○
Abundance of landscape over built form							○	○	○	○	○	○		○	○
Limited, detached single family residential development							○	○	○	○	○	○		○	○
Minimal additional nonresidential development			○					○	○	○				○	○

● Generally present; ○ Partially present; ○ Generally absent





Stable, Transitional, Preservation + Conservation Subareas

IV-6

Stable Subarea

- Subareas in which no change to the existing character is necessary
- Development will be infill that maintains the existing identity or vitality
- The subarea may benefit from strategic infill or development of non-existing Complete Neighborhood amenities

Transitional Subarea

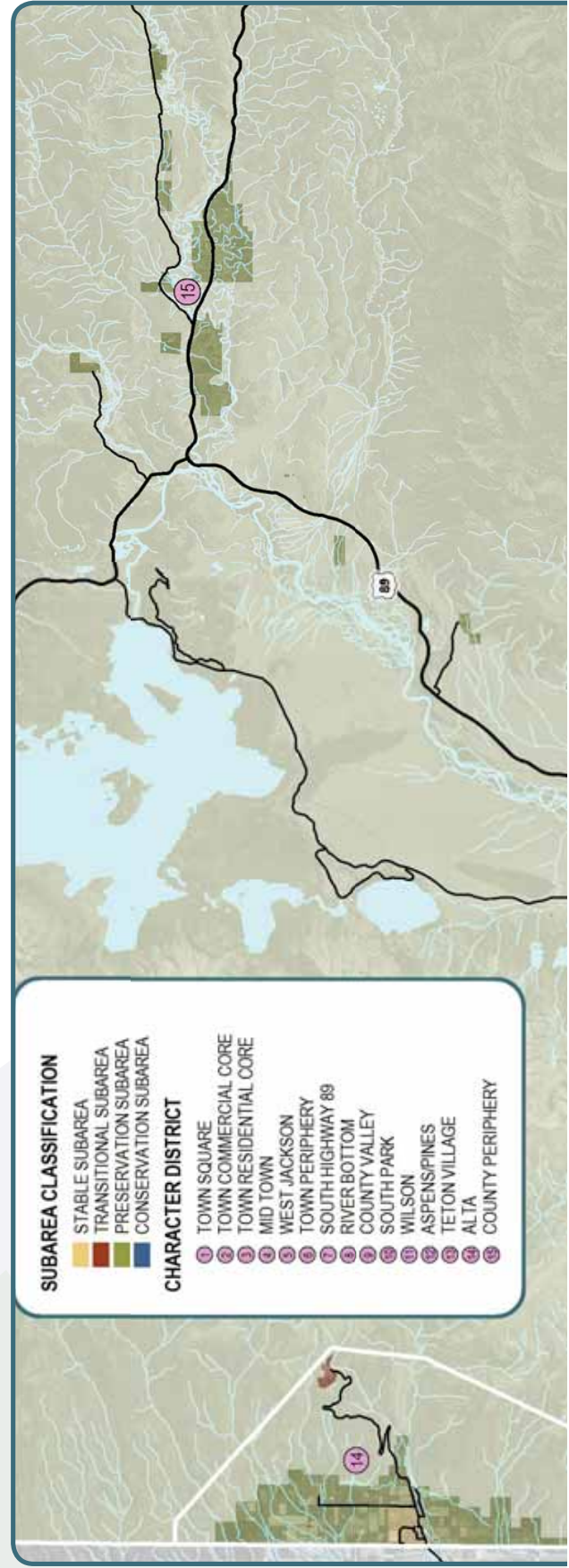
- Subareas where most of the community would agree that development/redevelopment or a change in character would be beneficial
- Subareas that would benefit from reinvestment and revitalization
- Goals for development include improving access to jobs, housing and services and reducing reliance on single-occupancy trips

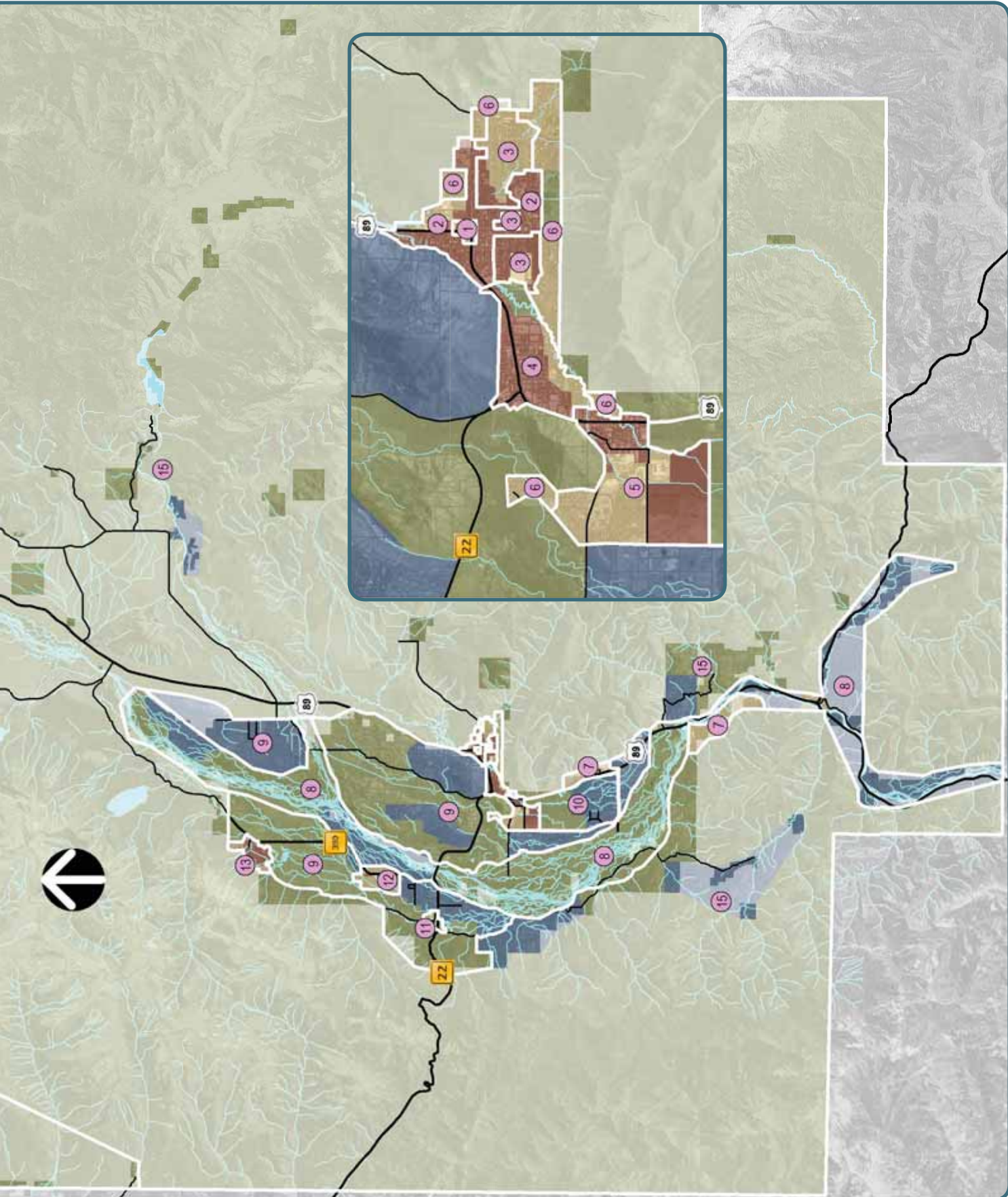
Preservation Subarea

- Subareas in which no change to the existing undeveloped character of the scenic resources and wildlife habitat is necessary
- Additional amenities and infrastructure are inappropriate
- May benefit from some clustered residential development that improves the overall preservation of open space

Conservation Subarea

- Areas of existing development and platted neighborhoods with high wildlife values, where development/redevelopment should focus on improved conservation
- Areas that benefit from an increase in open space, scenic resources, and habitat enhancement
- Goals include balancing existing development with improved wildlife permeability and scenic enhancements.





Character Defining Features - Map Symbols

The Character Defining Features Maps depict the characteristics that define each district and subarea. Below is a list of symbols and map attributes that are used on the maps. Characteristics that are locational are shown on the map using colored symbols or map attributes. Other characteristics depicted using black symbols, apply generally to a subarea, but are not location specific. All mapped features are illustrative of the character of an area and do not imply desired regulatory boundaries or specific locations for certain attributes.

Common Value 1 – Ecosystem Stewardship



Wildlife Permeability: Design for wildlife permeability should be a characteristic of the subarea.



Agriculture: Agricultural use should be characteristic of the subarea.



Wildlife Highway Crossing: Wildlife-vehicle collision mitigation emphasis site as identified by the Western Transportation Institute and Montana State University College of Engineering in 2012.



Crucial Habitat: Bald eagle, trumpeter swan, mule deer, elk, and/or moose crucial winter habitat; mule deer and/or elk migration corridor; and/or bald eagle and trumpeter swan nesting area; and/or cutthroat trout spawning area as identified by the Conservation Research Center of Teton Science Schools in 2008.



Scenic Corridor/Vista: Scenic highway corridors and vistas as identified on 1994 Community Issues Maps.

Common Value 2 – Growth Management



Gateway: A gateway into the community.



Public Parking: Existing parking provided by the Town of Jackson.



Road Corridor Enhancement: A roadway corridor that will be characterized in the future by enhanced pedestrian and commercial vitality.



Creek Corridor Enhancement: A creek within a Complete Neighborhood that will be characterized in the future by enhanced recreational opportunities and ecological value.



Common Value 3 – Quality of Life



Workforce Housing: Housing occupied by the workforce should be a characteristic of the subarea.



START Service: START service should be a characteristic of the subarea.



Local Convenience Commercial: Local convenience commercial should be located within the subarea.



Industrial: Light industrial and heavy retail use should occur in the subarea.



Parks and Recreation: Existing parks and recreation facilities.



School: Existing schools.



Key Transportation Network Project: Transportation network projects identified in Policy 7.2.d.



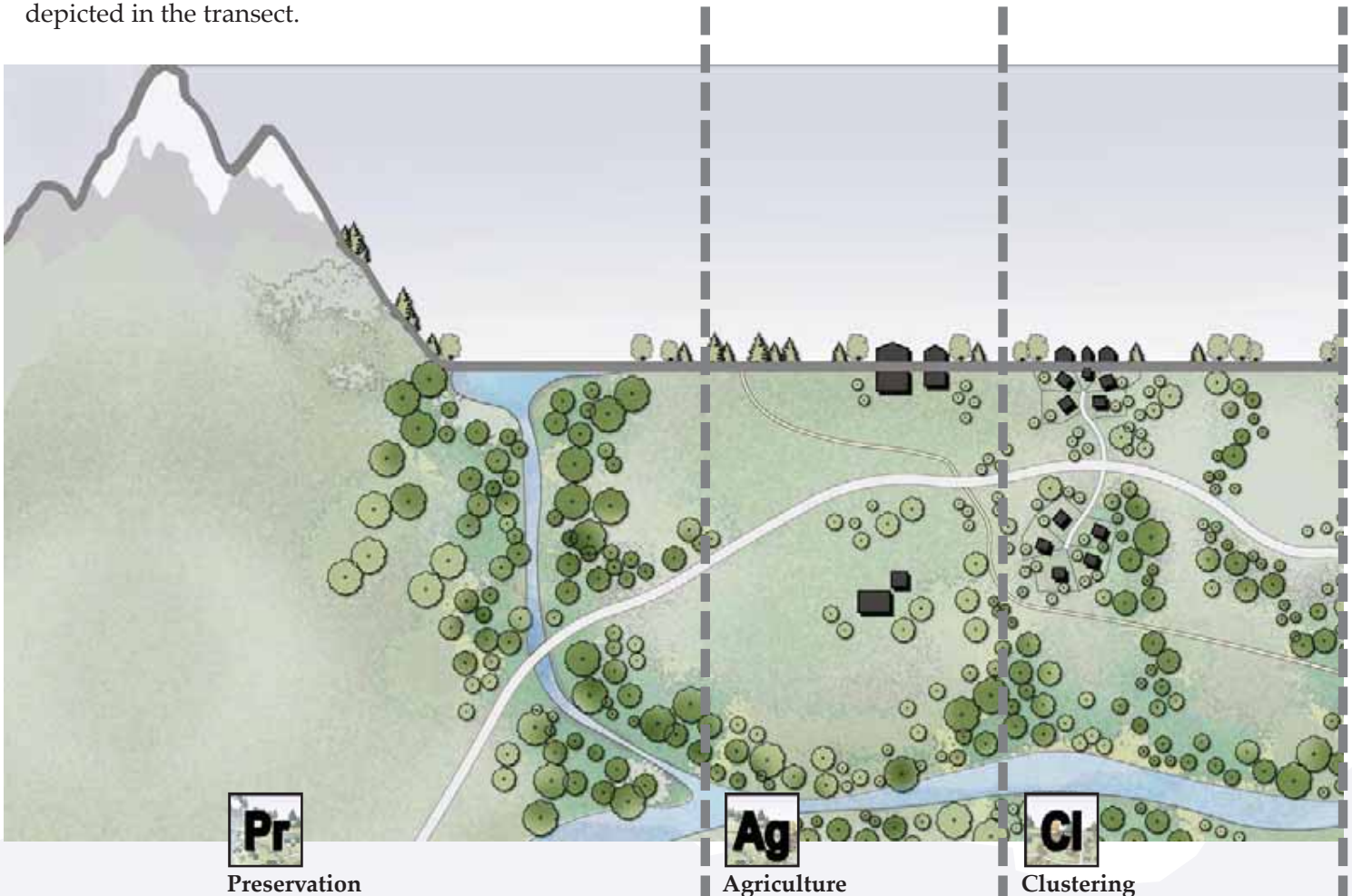
Existing/Proposed Pathways: Existing and proposed pathways identified in the Pathways Master Plan (2007).



Improved Interconnectivity: An area that will be characterized in the future by increased interconnectivity.

Character Defining Features - Neighborhood Form Continuum

A Neighborhood Form identifies the general pattern and intensity of development representative of a certain character. One or more Neighborhood Forms are associated with each subarea. Below is a transect that depicts the continuum of Neighborhood Forms that make up our community and shows the relationship between the various patterns and intensities that define our character. The table below the transect describes characteristic acreages, heights, uses, and special considerations for each Neighborhood Form. These general characteristics are not prescriptive and are only meant to help describe the general pattern and intensity depicted in the transect.



	Pr Preservation	Ag Agriculture	Cl Clustering
Acres	n/a	70+	35+
Height	n/a	n/a	2 story
Use	Preservation	Residential, Conservation	Residential, Conservation
Special Considerations	Preserved open space, wildlife habitat	Agricultural exemptions + incentives, scale of historic agricultural compounds	Improved wildlife habitat, open space and scenic protection with respect for private property rights, integrated transportation planning, scale of historic agricultural compounds





H/S

Habitat/Scenic

+/- 35

2 story

Residential, Conservation

Design for wildlife and/or scenery, scale of historic agricultural compounds

Cn

Conservation

1-5

2 story

Residential

Design for wildlife and/or scenery, predominance of landscape over built form

Rs

Residential

± 1

2 story

Residential

Design for wildlife and/or scenery, predominance of landscape over built form

Vl

Village

n/a

2 story

Residential, Local Convenience Commercial, Civic
Variety of housing types, complete streets, workforce housing

VC

Village Center

n/a

2-3 story

Residential, Commercial, Industrial, Civic

Mixed use, pedestrian oriented, complete streets, workforce housing

Tn

Town

n/a

2-3 story

Residential, Commercial, Civic

Pedestrian oriented, public spaces, complete streets, workforce housing, employment center

R/C

Resort/Civic

n/a

n/a

Resort, Civic

Master Planned, more intense development, public, semi-public facilities

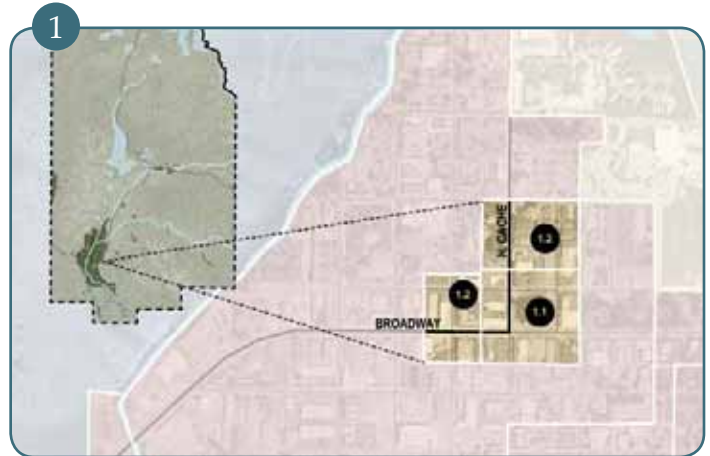
IV-11

What Does the Illustration of the Vision Address?

Our community's Vision is illustrated in 15 Character Districts. Each Character District has unique issues, opportunities and objectives. Each Character District contributes to the overall implementation of the Comprehensive Plan and will ensure that preservation and development occur in the desired amount, location and type throughout the community.

Each Character District is composed of 6 parts:

1. The Vicinity Map identifies the district boundaries and the size of the district in relation to the entire community. It also depicts the boundaries of the district subareas and their Stable, Transitional, Preservation, or Conservation classification.
2. The Character Defining Features Map depicts the characteristics that define each district and subarea. Characteristics are described through mapping or shown symbolically. Mapped features are illustrative of the character of an area and do not imply desired regulatory boundaries or specific locations of attributes. A complete list of symbols used on the maps can be found on pages IV-8 and IV-9.
3. The Complete Neighborhood/Rural Area Table indicates whether the district currently has the characteristics of a Complete Neighborhood or a Rural Area. It also indicates whether those characteristics will be maintained or enhanced in the future. This table serves to explain the classification of the district and identify the district's broad focus, basic issues, and opportunities.



3

Complete Neighborhood + Rural Area Chart

DEFINITION	EXISTING	FUTURE	
COMPLETE NEIGHBORHOOD			
Defined Character/High Quality Design	●	●	1-3 story, historic character, sidewalk, street wall
Public Utilities	●	●	Water, sewer, storm sewer
Quality Public Space	●	●	George Washington Memorial Park
Variety of Housing Types	●	●	Condominiums, lofts, apartments
Walkable Schools, Commercial + Recreation	●	●	Post Office, START, Local commercial, schools, parks
Connection by Complete Streets	●	●	Alternative transportation a priority
RURAL			
Viable Wildlife Habitat + Connectivity	○	○	
Natural Scenic Values	○	○	
Agricultural + Undeveloped Open Space	○	○	
Abundance of Landscape over Built Form	○	○	
Limited, Detached, Single Family Res. Development	○	○	
Minimal Nonresidential Development	○	○	

Legend: ● Generally Present ○ Partially Present ○ Generally Absent

IV-14

4. Existing + Future Characteristics describe in words the existing and future character of the district, focusing on the elements of character that should be preserved or enhanced. This section provides the overall goals and vision for the district.

4

Existing + Future Desired Characteristics

The Town Square District is the historic center of Jackson Hole and the central gathering space for residents and visitors alike. The district is home to iconic buildings and public spaces, including the Cowboy Bar, George Washington Memorial Park (the "Town Square"), and the sawtooth building profiles surrounding the Town Square. Preserving the existing western character and heritage found in the buildings and public spaces in this district will be key to maintaining the existing character. The district is the center of the experience in Town and plays an important role in defining our community's western heritage and overall community identity.

A future goal of the district is to have visitors and residents visit the area more often and stay longer, increasing the vitality of the area and supporting the local economy. To support this goal, commercial uses that create an active and engaging pedestrian experience, will be located on the first and second floors of buildings. Examples of these uses include restaurants, bars, a variety of retail shops and commercial amusement. In the future, the district will be the center of a Downtown Retail Shopping District, and office, residential and lodging uses will be predominantly located on upper floors.

Future community reinvestment in the district will create great public spaces and amenities for residents and visitors alike. This investment will not only create a positive visitor experience that supports our local economy, but will also continue the tradition of the Town Square as the gathering place for our community. The district will continue to be the center of community life, hosting a variety of events and community celebrations for residents and visitors. The temporary closure of streets, parking lots, parks and other public spaces will be encouraged to support such events. In addition, the community should consider the temporary and permanent closure of some streets to vehicles in order to create a vibrant pedestrian environment. *forward, the community will take great care and consideration in all future planning and redevelopment.*

5. The Policy Objectives are policies from the Common Values of Community Character chapters of the Comprehensive Plan that are particularly relevant and should be implemented in the district. There may be other policies that apply to the district, but these are the key objectives to be met in the district in order for the community to achieve our Vision.

5

Policy Objectives

<i>Common Value 1:</i> <i>Ecosystem Stewardship</i>	N/A
<i>Common Value 2:</i> <i>Growth Management</i>	4.1.d: Maintain Jackson as the economic center of the region 4.2.c: Create vibrant walkable mixed-use subareas 4.2.d: Create a Downtown Retail Shopping District 4.2.e: Protect the image and function of Town Square 4.2.f: Maintain lodging as a key component in the downtown 4.4.a: Maintain and improve public spaces 4.4.c: Continue traditions and community events 4.5.a: Identify and preserve historically significant structures and sites
<i>Common Value 3:</i> <i>Quality of Life</i>	6.2.a: Enhance tourism as the basis of the economy 6.3.a: Ensure year-round economic viability 7.1.c: Increase the capacity for use of alternative transportation modes

6. The Character Defining Features describe each subarea through text, Neighborhood Forms, and photos and/or drawings. The focus of the description is the character priorities that will allow for the desired character of the district, and consequently the community Vision, to be achieved. The Neighborhood Form(s) depict the general pattern and intensity of development that meets the desired character; while the illustrations and/or photos provide a more detailed illustration of the desired built form. The entire continuum of Neighborhood Forms can be found on pages IV-8 and IV-9.

6

Character Defining Features

1.1: Inner Square



Town Form

This STABLE Subarea will focus on maintaining western character by retaining or replicating the existing built environment. Building heights directly fronting the Town Square should not exceed two stories. Buildings should be located near the street to create an attractive street front. A desired western architectural style and approach will be defined. The continuation of covered wooden boardwalks is vital to maintaining the desired western character. Parking will be provided predominantly in public lots, underground, and on street to create a vibrant, walkable area oriented to pedestrians.



TOWN OF JACKSON
LAND DEVELOPMENT REGULATIONS
DIVISION 7.5.2 - PARK EXACTIONS
DATE: _____

CASH-IN-LIEU OF LAND DEDICATION: SECTION 49660

1. PROJECT NAME: _____
2. LOCATION: _____
3. PROJECT NUMBER: _____

4. CALCULATE PROPOSED PROJECT POPULATION:

<u>UNIT TYPE</u>	<u># OF UNITS</u>	X	<u>PERSONS HOUSED PER UNIT</u>	<u>PROJECTED POPULATION</u>
STUDIO	_____		1.25	_____
1 BEDROOM	_____		1.75	_____
2 BEDROOM	_____		2.25	_____
3 BEDROOM	_____		3.00	_____
4 BEDROOM	_____		3.75	_____
5 BEDROOM	_____		4.50	_____
EACH ADDITIONAL BEDROOM	_____		0.50	_____
DORMITORY	_____		1 per 150 sf of net habitable area	_____
TOTAL				_____

5. CALCULATE REQUIRED PARK ACREAGE:

TOTAL PROJECTED POPULATION	X	<u>9 ACRES</u> 1000 RESIDENTS	=	_____ REQUIRED ACRES
-------------------------------	---	----------------------------------	---	-------------------------

6. CALCULATE CASH-IN-LIEU:

_____ REQUIRED ACRES	X	\$100,000 (VALUE OF LAND)	=	\$ _____ CASH- IN-LIEU
----------------------	---	------------------------------	---	---------------------------

7. FOR INFORMATION ON PROVIDING AN INDEPENDENT CALCULATION, SEE LDR SECTION 7.5.2 OPTION FOR INDEPENDENT CALCULATION OF DEDICATION STANDARDS

TOWN OF JACKSON
LAND DEVELOPMENT REGULATIONS
DIVISION 7.5.3 - SCHOOL EXACTIONS
DATE:_____

CASH-IN-LIEU OF LAND DEDICATION: SECTION 49770

1. PROJECT NAME: _____
2. LOCATION: _____
3. PROJECT NUMBER: _____

4. CALCULATE REQUIRED DEDICATION OF LAND:

LAND DEDICATION REQUIREMENT	X	# OF UNITS	=	LAND DEDICATION
.020 ACRES PER UNIT SINGLE & TWO-FAMILY		_____		_____
.015 ACRES PER UNIT MULTI-FAMILY		<u>29</u>		<u>0.4350</u>

5. CALCULATE CASH IN-LIEU:

<u>0.4350</u>	LAND DEDICATION STANDARD	X	\$100,000 (VALUE OF LAND)	= \$	<u>78,300</u>	CASH- IN-LIEU
---------------	-----------------------------	---	------------------------------	------	---------------	------------------

6. FOR INFORMATION ON PROVIDING AN INDEPENDENT CALCULATION, SEE LDR SECTION 7.5.3 OPTION FOR INDEPENDENT CALCULATION OF DEDICATION STANDARDS

Neighborhood Meeting Overview

A neighborhood meeting was held on April 11, 2019 at Hanson Hall (170 N Glenwood Street). Nineteen attendees signed in and participated in the discussion regarding the project. Attendees shared comments and asked questions regarding the proposal. Items related to the design, parking, access and construction were discussed. Overall the meeting was positive and collaborative and the development team has taken into account the ideas that were mentioned.



165/185 Glenwood
Glenwood & Gill Condominium Project
Neighborhood Meeting

April 11, 2019

SIGN IN SHEET

NAME	REPRESENTING	EMAIL
Meredith Adams	SJEC	meredithwinnadams@gmail.com
FRANK LYONS	1ST INTERSTATE BANK	frank.lyons@sib.com
STEPHEN KING	SKCO	stephen.king@bellbooth.net
LOREEN BARBERE	SKCO	loreen@two-wayusa.com
Judith Weikle	myself	judithweikle@yahoo.com
KENDRA HEIMBUCK	HABITAT	kendra@tetonhabitat.com
Christina Feuz	WTE	Cfeuz@wyomingtitle.com
Brandy Borts		bmborts@hotmail.com
Kathy Stuck	SJEC	stuckey@msn.com
ANDREW JAKOVAC	SELF	JAKOVAC.ANDREW@GMAIL.COM
BRIGID MANDER	SELF	BRIGID.MANDER@GMAIL.COM
Whitney Wright	sub	whitney.marcella.wright@gmail.com



April 11, 2019

SIGN IN SHEET

196 of 203

Housing Mitigation Plan

updated 7/20/18

Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates. These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. The following worksheet is intended to assist in the calculation of the housing required for a project, but does not amend the actual standards.

Step 1: Location

Town of Jackson

The applicable regulations vary by jurisdiction please identify the location of your project.

Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. Enter each existing use in its own row, add rows if needed. If a building has multiple units with the same use, describe each unit in its own row, do not add the size of all units that have the same use. (For example: if a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit put each unit in its own row do not put in 4,000 sf of attached single-family.) If a single unit type (e.g. apartment floor plan, or commercial tenant space) is replicated multiple times use the "Use Quantity" column to avoid adding multiple rows. See Section 6.3.2 of the LDRs for specifics on the applicability of the affordable workforce housing standards and Section 6.3.3 for specifics on calculation of the requirement.

Existing Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Office	0.000493*sf		7930	1	3.913
Light Industry	0.000246*sf		6160	1	1.514
Retail	0.000431*sf		1455	1	0.627
Outfitter/Tour Operator	0.002189*sf - independent calculation		2539	1	5.558
					?
Total					11.611

Step 3: Proposed Development

Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development not the net. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Attached Single-Family Unit (Unrestricted)	$0.000017 * sf + (Exp(-14.17 + 1.59 * \ln(sf))) / 2.176$	3	3,067	1	0.165
Attached Single-Family Unit (Unrestricted)	$0.000017 * sf + (Exp(-14.17 + 1.59 * \ln(sf))) / 2.176$	3	3,077	1	0.166
Attached Single-Family Unit (Unrestricted)	$0.000017 * sf + (Exp(-14.17 + 1.59 * \ln(sf))) / 2.176$	3	2,745	1	0.141
Attached Single-Family Unit (Unrestricted)	$0.000017 * sf + (Exp(-14.17 + 1.59 * \ln(sf))) / 2.176$	3	2,820	1	0.147
Short-Term Rental Unit	0.204*bedrooms	3	3,119	1	0.613
Short-Term Rental Unit	0.204*bedrooms	3	3,264	1	0.613
Short-Term Rental Unit	0.204*bedrooms	3	3,120	1	0.613
Short-Term Rental Unit	0.204*bedrooms	3	3,264	1	0.613
Short-Term Rental Unit	0.204*bedrooms	3	3,120	1	0.613
Short-Term Rental Unit	0.204*bedrooms	3	3,264	1	0.613
Short-Term Rental Unit	0.204*bedrooms	3	3,120	1	0.613
Short-Term Rental Unit	0.204*bedrooms	3	3,632	1	0.613
Short-Term Rental Unit	0.204*bedrooms	3	3,086	1	0.613
Workforce Housing Bonus Unit	exempt	3	3,281	1	0.000
Workforce Housing Bonus Unit	exempt	3	3,280	1	0.000
Workforce Housing Bonus Unit	exempt	3	3,280	1	0.000
Workforce Housing Bonus Unit	exempt	3	3,280	1	0.000
Workforce Housing Unit	exempt	3	2,943	1	0.000
Workforce Housing Unit	exempt	2	1,946	1	0.000
Workforce Housing Unit	exempt	2	1,932	1	0.000
Workforce Housing Bonus Unit	exempt	3	3,487	1	0.000
Short-Term Rental Unit	0.204*bedrooms	3	3,120	1	0.613
Short-Term Rental Unit	0.204*bedrooms	3	3,120	1	0.613
Short-Term Rental Unit	0.204*bedrooms	4	3,989	1	0.817
Short-Term Rental Unit	0.204*bedrooms	4	4,154	1	0.817
Short-Term Rental Unit	0.204*bedrooms	3	3,008	1	0.613
Short-Term Rental Unit	0.204*bedrooms	3	3,008	1	0.613
Workforce Housing Unit	exempt	3	2,481	1	0.000
Workforce Housing Unit	exempt	3	2,042	1	0.000
Total					10.221

Affordable Workforce Housing Required: -1.390 units

Fee-in-Lieu Amount: \$ -

165-185 Glenwood
Unit Information

Unit	Phase	Unit Type	Bedrooms	Basement	First Floor	Second Floor	Third Floor	Total Habitable SF	Above Grade FAR
A1	Phase 1	Attached Single-Family Unit (Unrestricted)	3 Br	566	937	803	761	3,067	2,501
A2	Phase 1	Attached Single-Family Unit (Unrestricted)	3 Br	586	934	801	756	3,077	2,491
B1	Phase 1	Attached Single-Family Unit (Unrestricted)	3 Br	290	936	760	759	2,745	2,455
B2	Phase 1	Attached Single-Family Unit (Unrestricted)	3 Br	314	939	805	762	2,820	2,506
C1	Phase 1	Short-Term Rental Unit	3 Br	390	1,010	835	884	3,119	2,729
C2	Phase 1	Short-Term Rental Unit	3 Br	390	1,010	836	1,028	3,264	2,874
C3	Phase 1	Short-Term Rental Unit	3 Br	390	1,010	836	884	3,120	2,730
C4	Phase 1	Short-Term Rental Unit	3 Br	390	1,010	836	1,028	3,264	2,874
C5	Phase 1	Short-Term Rental Unit	3 Br	390	1,010	836	884	3,120	2,730
C6	Phase 1	Short-Term Rental Unit	3 Br	390	1,010	836	1,028	3,264	2,874
C7	Phase 1	Short-Term Rental Unit	3 Br	390	1,010	836	884	3,120	2,730
D1	Phase 1	Short-Term Rental Unit	3 Br	426	1,123	942	1,141	3,632	3,206
E1	Phase 1	Short-Term Rental Unit	3 Br	286	926	851	1,023	3,086	2,800
E2	Phase 1	Workforce Housing Bonus Unit	3 Br	370	1,001	869	1,041	3,281	2,911
E3	Phase 1	Workforce Housing Bonus Unit	3 Br	370	1,001	868	1,041	3,280	2,910
E4	Phase 1	Workforce Housing Bonus Unit	3 Br	370	1,001	868	1,041	3,280	2,910
E5	Phase 1	Workforce Housing Bonus Unit	3 Br	370	1,001	868	1,041	3,280	2,910
E6	Phase 1	Workforce Housing Unit	3 Br	370	904	748	921	2,943	2,573
I1	Phase 1	Workforce Housing Unit	2 Br	-	122	858	966	1,946	1,946
I2	Phase 1	Workforce Housing Unit	2 Br	-	106	860	966	1,932	1,932
			-	-	-	-	-	-	-
D2	Phase 2	Workforce Housing Bonus Unit	3 Br	426	1,123	942	996	3,487	3,061
C8	Phase 2	Short-Term Rental Unit	3 Br	390	1,010	836	884	3,120	2,730
C9	Phase 2	Short-Term Rental Unit	3 Br	390	1,010	836	884	3,120	2,730
G1	Phase 2	Short-Term Rental Unit	4 Br	505	1,334	1,154	996	3,989	3,484
H1	Phase 2	Short-Term Rental Unit	4 Br	437	1,403	1,175	1,139	4,154	3,717
F3	Phase 2	Short-Term Rental Unit	3 Br	321	950	787	950	3,008	2,687
F4	Phase 2	Short-Term Rental Unit	3 Br	321	950	787	950	3,008	2,687
J1	Phase 2	Workforce Housing Unit	3 Br	148	824	685	824	2,481	2,333
J2	Phase 2	Workforce Housing Unit	3 Br	148	673	541	680	2,042	1,894
				10,134	27,278	24,495	27,142	89,049	78,915

	Phase 1 Only (185 Glenwood)	Phase 2 Only (165 Glenwood)	Phase 1 & Phase 2 Combined
Site Acreage	0.64	0.32	0.96
Site Square Footage	27,878	13,939	41,818
Base FAR	1.30	1.30	1.30
Base Square Footage Allowed	36,242	18,121	54,363
Market Residential- Base	9,953	-	9,953
Maket- Short Term Rental- Base	25,547	18,035	43,582
Common Area- Base	532	-	532
Total Base Square Footage	36,032	18,035	54,067
Base FAR	1.292	1.294	1.293
Market Residential- 2:1 Bonus	11,641	3,061	14,702
Workforce Residential- 2:1 Voluntary	6,451	4,227	10,678
Total 2:1 Square Footage	18,092	7,288	25,380
2:1 Ratio	1.805	0.724	1.377

*No affordable housing required per Housing Mitigation Plan

NOT FOR
CONSTRUCTION

Revisions Date

SKETCH PLAN

SCOPE DOCUMENTS

Drawing Date
04/26/2019

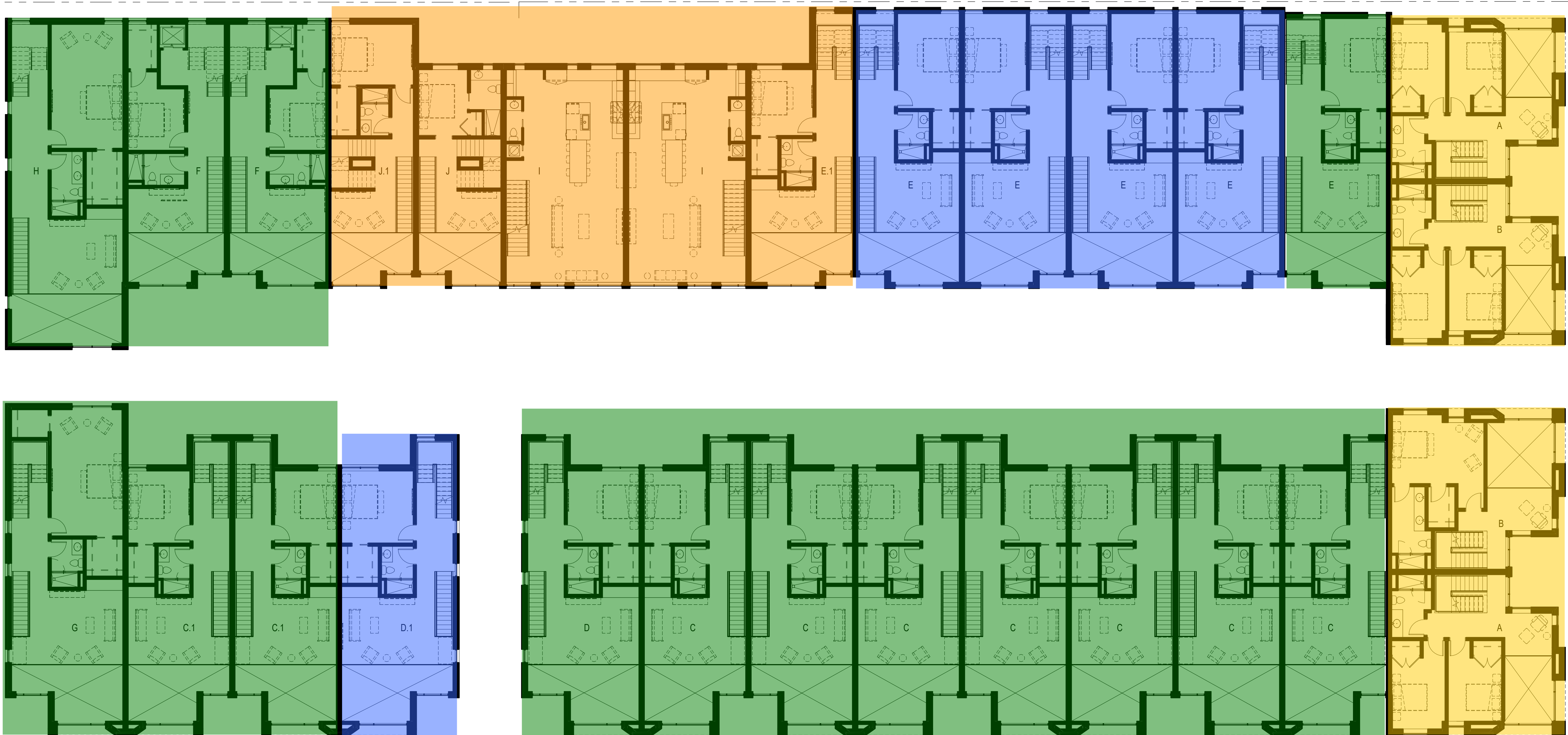
GLENWOOD GILL
CONDOMINIUMS

165 and 185 GLENWOOD ST.
JACKSON, WY 83001

Project No. 218062.00 BEAR
DEVELOPMENT

Sheet Title
SECOND FLOOR PLAN

Sheet No.
A112



1 02-2ND FLOOR
3/32" = 1'-0"

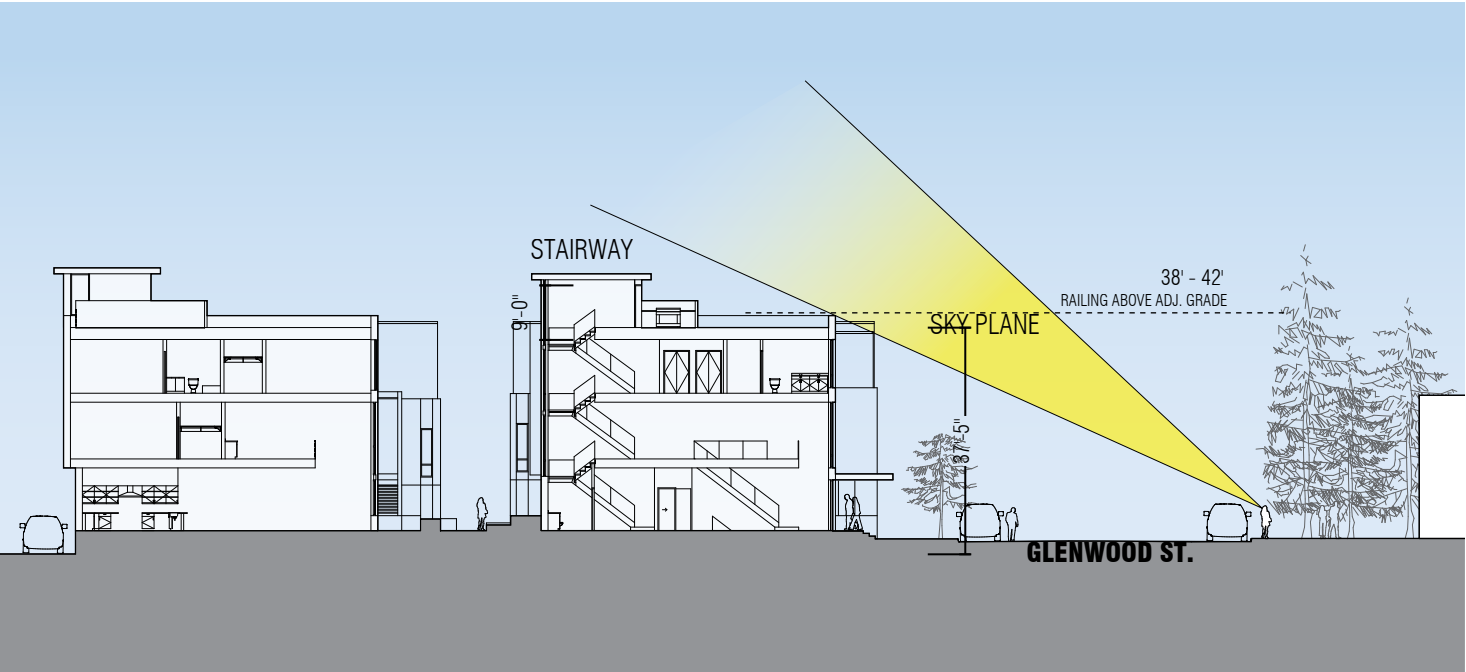


GLENWOOD GILL CONDOMINIUMS

TOWN OF JACKSON, WY

Kahler Slater

MAY 30, 2019



SKY PLANE DIAGRAMS

From: [Paul Anthony](#)
To: [Tiffany Stolte](#)
Subject: FW: Glenwood Ave.
Date: Monday, June 03, 2019 4:33:51 PM

-----Original Message-----

From: Jimmy Bartz [<mailto:jimmy@stjohnsjackson.org>]
Sent: Monday, June 03, 2019 3:27 PM
To: Paul Anthony <panthony@jacksonwy.gov>
Subject: Glenwood Ave.

Paul,

This email is just a follow up to our phone conversation week before last.

I wanted to put into writing our deep concern over here at St. John's Episcopal Church with the current plan to reduce the width of Glenwood. While it may seem as though there is plenty of room for traffic to move up and down Glenwood during the busy time in the summer and during the entirety of winter, Glenwood is too narrow for safe, two-way traffic. Our concern in this regard is for public safety. The most severe problem is traffic turning left from Gill onto Glenwood. Vehicles are forced to cross oncoming traffic on Gill and are often met by oncoming traffic on Glenwood with no room to proceed, resulting in cars getting stuck in the middle of a turn. During the summer cars, trucks and trailers park on the west side of Gill, often times taking up more space than necessary. I believe it would be helpful to have Planning Office officials visit the street during the busier times of year at peak hours to get a sense of the real problems with traffic flow.

When meeting with folks from the project across the street, we were notified that over hang was used in the calculations of whether there is existing room for the reduction. Of course, there are no over hangs during winter with snow berms and often loose of as much as 5 feet on either side of the road.

As you likely know, St. John's operates a pre-school, and we have many children and parents unloading and loading on Glenwood year round, as well as a number of elderly and disabled people coming to the church throughout the entirety of the week year round. It essential that Glenwood be safe for ALL the people using it.

We are keenly interesting in being the best neighbors. We are happy to see the "slab" finally developed, and we are willing to entertain alternative possibilities, such as turning Glenwood into a one way street allowing for plenty of room for traffic to flow safely or other solutions proposed by your office or others.

Further, there is some concern among church board members here that St. John's was asked to give up land for diagonal parking to exist along the east side of Glenwood, while it seems as though the town is leaning toward giving land on the west side of the street. It would be helpful for us to know the process that would allow such an exchange.

Thank you for your consideration of these concerns. We look forward to hearing from you.

Sincerely,

The Reverend Jimmy Bartz, Rector, St. John's Episcopal Church



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Legal

PRESENTER: Lea Colasuonno

MEETING DATE: July 1, 2019

SUBJECT: Resolution 19-14: Designation of Town Clerk as the Public Records Contact Person

STATEMENT/PURPOSE

The purpose of this item is for Council to consider designating a "Public Records Person" for the Town of Jackson that will receive all applications for public records.

BACKGROUND/ALTERNATIVES

In 2019 the Wyoming Legislature amended Wyoming Statute §16-4-202, via Senate File 57/Enrolled Act No. 72, adding a subsection (e) to the statute. This new subsection states:

(e) Each governmental entity shall designate a person to receive all applications for public records. The governmental entity shall submit the name, business email address and business mailing address of the designated public records person to the department of administration and information for publication on the department of administration and information official website. The designated public records person shall serve as a point of contact between the governmental entity and applicants seeking public records.

The attached Resolution accomplishes the requirement of this new statute by designating the Town Clerk as the Public Records Person for the Town and all its current, and any future, joint powers boards.

COMPREHENSIVE PLAN ALIGNMENT

Section 8. Quality Community Service Provision

- Timely, efficiently and safely deliver quality services and facilities in a fiscally responsible and coordinated manner.

STAKEHOLDER ANALYSIS

The stakeholders involved in this action are all people, whether local or extraterritorial, that now or in the future seek public records from the Town.

FISCAL IMPACT

None.

STAFF IMPACT

Minimal.

LEGAL REVIEW

Complete.

ATTACHMENT

- Resolution 19-14.

RECOMMENDATION

Staff recommends approval of the attached Resolution.

SUGGESTED MOTION

I move to approve Resolution 19-14 designating the Town Clerk as the Public Records Person for the Town of Jackson.

RESOLUTION 19-14

DESIGNATING PUBLIC RECORDS CONTACT PERSON FOR THE TOWN OF JACKSON AND JOINT TOWN AND COUNTY AGENCIES

WHEREAS, pursuant to 2019 Legislation from the Wyoming Legislature (Senate File 57, Enrolled Act No. 72) each governmental entity is required to designate prior to July 1, 2019 a person to receive all applications for public records; and

WHEREAS, pursuant to the newly created section (e) of Wyoming Statute §16-4-202 the governmental entity shall submit the name, business email address, and business mailing address of the designated public records person to the Wyoming Department of Administration and Information for publication on the Department of Administration and Information official website; and

WHEREAS, also pursuant to Wyoming Statute §16-4-202(e), the designated public records person shall serve as a point of contact between the governmental entity and applicants seeking public records.

NOW THEREFORE, be it hereby resolved by the Mayor and Town Council of the Town of Jackson, Wyoming, in regular session duly assembled, that:

The Town Council hereby designates the Town Clerk as the designated public records person to receive all applications for public records involving the Town of Jackson, including for any joint powers boards thereof.

PASSED and APPROVED this 1st Day of July, 2019.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandra P. Birdyshaw, Town Clerk

ORDINANCE 1235 (C)

AN ORDINANCE REPEALING SECTION 13 OF TOWN OF JACKSON ORDINANCE NO. 148, SECTION 5 OF TOWN OF JACKSON ORDINANCE NO. 670, SECTION 6 OF TOWN OF JACKSON ORDINANCE NO. 860, AND SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 994, AND SECTION 5.12.070 OF THE TOWN OF JACKSON MUNICIPAL CODE WHICH PROVIDES FOR CRIMINAL BACKGROUND INVESTIGATIONS ON LICENSE OR PERMIT APPLICATIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

Section 13 of Town of Jackson Ordinance No. 148, Section 5 of Town of Jackson Ordinance No. 670, Section 6 of Town of Jackson Ordinance No. 860, Section 1 of Town of Jackson Ordinance No. 994, and Section 5.12.070 of the Town of Jackson Municipal Code are hereby repealed.

SECTION II.

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

SECTION III.

If any section, subsection, sentence, clauses, 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 a separate and distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinances.

This ordinance shall take effect from and after the date of its publication following approval and adoption.

PASSED 1ST READING THE 21ST DAY OF JUNE, 2019.

PASSED 2ND READING THE 25TH DAY OF JUNE, 2019.

PASSED, APPROVED AND ADOPTED THE ____ DAY OF _____, 2019.

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, 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 _____, 2019.

I further certify that the foregoing ordinance was duly recorded on Page __ of Book __ of the Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk

ORDINANCE 1236 (D)

AN ORDINANCE REPEALING SECTION 6 OF TOWN OF JACKSON ORDINANCE NO. 860 AND SECTION 5.12.150 OF THE TOWN OF JACKSON MUNICIPAL CODE WHICH PROVIDES FOR PROHIBITIONS AGAINST MERCHANDISE SALES ON PUBLIC PROPERTY; AND PROVIDING FOR AN EFFECTIVE DATE.

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 No. 860 and Section 5.12.150 of the Town of Jackson Municipal Code are hereby repealed.

SECTION II.

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

SECTION III.

If any section, subsection, sentence, clauses, 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 a separate and distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinances.

This ordinance shall take effect from and after the date of its publication following approval and adoption.

PASSED 1ST READING THE 21ST DAY OF JUNE, 2019.

PASSED 2ND READING THE 25TH DAY OF JUNE, 2019.

PASSED, APPROVED AND ADOPTED THE ____ DAY OF _____, 2019.

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, 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 _____, 2019.

I further certify that the foregoing ordinance was duly recorded on Page __ of Book _____ of the Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk

ORDINANCE 1237 (E)

AN ORDINANCE REPEALING SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 786, SECTION 9 OF TOWN OF JACKSON ORDINANCE NO. 860, AND SECTION 5.21.100 OF THE TOWN OF JACKSON MUNICIPAL CODE WHICH PROVIDES FOR PROHIBITIONS AGAINST MERCHANDISE SALES ON PUBLIC PROPERTY; AND PROVIDING FOR AN EFFECTIVE DATE.

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 No. 786, Section 9 of Town of Jackson Ordinance No. 860, and Section 5.12.100 of the Town of Jackson Municipal Code are hereby repealed.

SECTION II.

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

SECTION III.

If any section, subsection, sentence, clauses, 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 a separate and distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinances.

This ordinance shall take effect from and after the date of its publication following approval and adoption.

PASSED 1ST READING THE 21ST DAY OF JUNE, 2019.

PASSED 2ND READING THE 25TH DAY OF JUNE, 2019.

PASSED, APPROVED AND ADOPTED THE ____ DAY OF _____, 2019.

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, 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 _____, 2019.

I further certify that the foregoing ordinance was duly recorded on Page __ of Book _____ of the Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk

ORDINANCE 1238 (F)

AN ORDINANCE REPEALING SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 675, SECTION 13 OF TOWN OF JACKSON ORDINANCE NO. 860, AND SECTION 5.52.030 OF THE TOWN OF JACKSON MUNICIPAL CODE WHICH PROVIDES FOR HANDBILL DISTRIBUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

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 No. 675, Section 13 of Town of Jackson Ordinance No. 860, and Section 5.52.030 of the Town of Jackson Municipal Code are hereby repealed.

SECTION II.

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

SECTION III.

If any section, subsection, sentence, clauses, 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 a separate and distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinances.

This ordinance shall take effect from and after the date of its publication following approval and adoption.

PASSED 1ST READING THE 21ST DAY OF JUNE, 2019.

PASSED 2ND READING THE 25TH DAY OF JUNE, 2019.

PASSED, APPROVED AND ADOPTED THE ____ DAY OF _____, 2019.

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, 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 _____, 2019.

I further certify that the foregoing ordinance was duly recorded on Page __ of Book _____ of the Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk

ORDINANCE A

AN ORDINANCE AMENDING AND REENACTING SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND AMENDING THE TOWN OF JACKSON OFFICIAL ZONING DISTRICT MAP TO CHANGE THE CURRENT ZONING DESIGNATION OF 1.67 ACRES OF LAND ADDRESSED AS 460 EAST BROADWAY AVENUE AND CURRENTLY ZONED NEIGHBORHOOD MEDIUM DENSITY-2 (NM-2) TO PUBLIC/SEMI-PUBLIC (P/SP) (P18-338); AND ESTABLISHING AN EFFECTIVE DATE.

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

SECTION I.

Section 2 of Town of Jackson Ordinance 1074 (part) and the Official Zoning District Map of the Town of Jackson are hereby amended to change the zoning classification of the following described parcel from Neighborhood Medium Density-2 (NM-2) to Public/Semi-Public (P/SP) (P18-338), to wit:

PT NE1/4NW1/4, Section 34, Township 41, Range 116 (see attached).
PIDN# 22-41-16-34-2-00-001

SECTION II.

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

SECTION III.

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 IV.

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

PASSED 1ST READING THE 6TH DAY OF MAY, 2019.
PASSED 2ND READING THE ____ DAY OF ____, 2019.
PASSED AND APPROVED THE ____ DAY OF ____, 2019.

BY:

WARRANTY DEED

Elk Refuge Corporation, a Wyoming corporation, GRANTOR, of Teton County, State of Wyoming for and in consideration of TEN DOLLARS (\$10.00) and other good and valuable consideration, in hand paid, receipt of which is hereby acknowledged, CONVEYS AND WARRANTS to Teton County Hospital District, a body corporate in the State of Wyoming, GRANTEE, whose address is P.O. Box 428, Jackson, Wyoming 83001, the following described real estate, situate in the County of Teton, State of Wyoming hereby waiving and releasing all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

See Exhibit "A" attached hereto and by this reference made a part hereof

State Parcel ID No.: 22-41-16-34-2-00-001

Together with and including all oil, gas, and other mineral rights owned by Grantor, and all other appurtenances and hereditaments thereunto belonging. Subject to taxes and all covenants, conditions, restrictions, easements, reservations, rights and rights-of-way of sight and/or record.

WITNESS my hand this 28th day of February, 2001.

Grantor: ELK REFUGE CORPORATION
Grantee: TETON COUNTY HOSPITAL DISTRICT
Doc #536175 bk 416 pg 928-929 Filed at 12:21 on 03/01/01
Sherry L Daigle, Teton County Clerk fees: 8.00
By WENDY R SELL Deputy

Elk Refuge Corporation, a Wyoming corporation

By: Freddie V. Botur, President, by
Freddie V. Botur, President, by Freddie V Botur, Jr
Freddie V. Botur, Jr., as Attorney-in-Fact
in-Fact

STATE OF Wyoming)
COUNTY OF Teton) ss

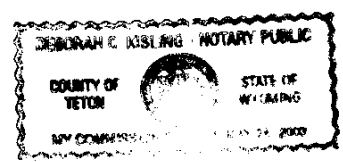
The foregoing instrument was acknowledged before me by Freddie V. Botur, Jr. as attorney-in-fact for Freddie V. Botur, as President of Elk Refuge Corporation, a Wyoming corporation this 28th day of February, 2001.

Witness my hand and official seal.

Deborah C. Kishling
Notary Public

My Commission Expires:

RELEASED	
INDEXED	
ABSTRACTED	
SCANNED	

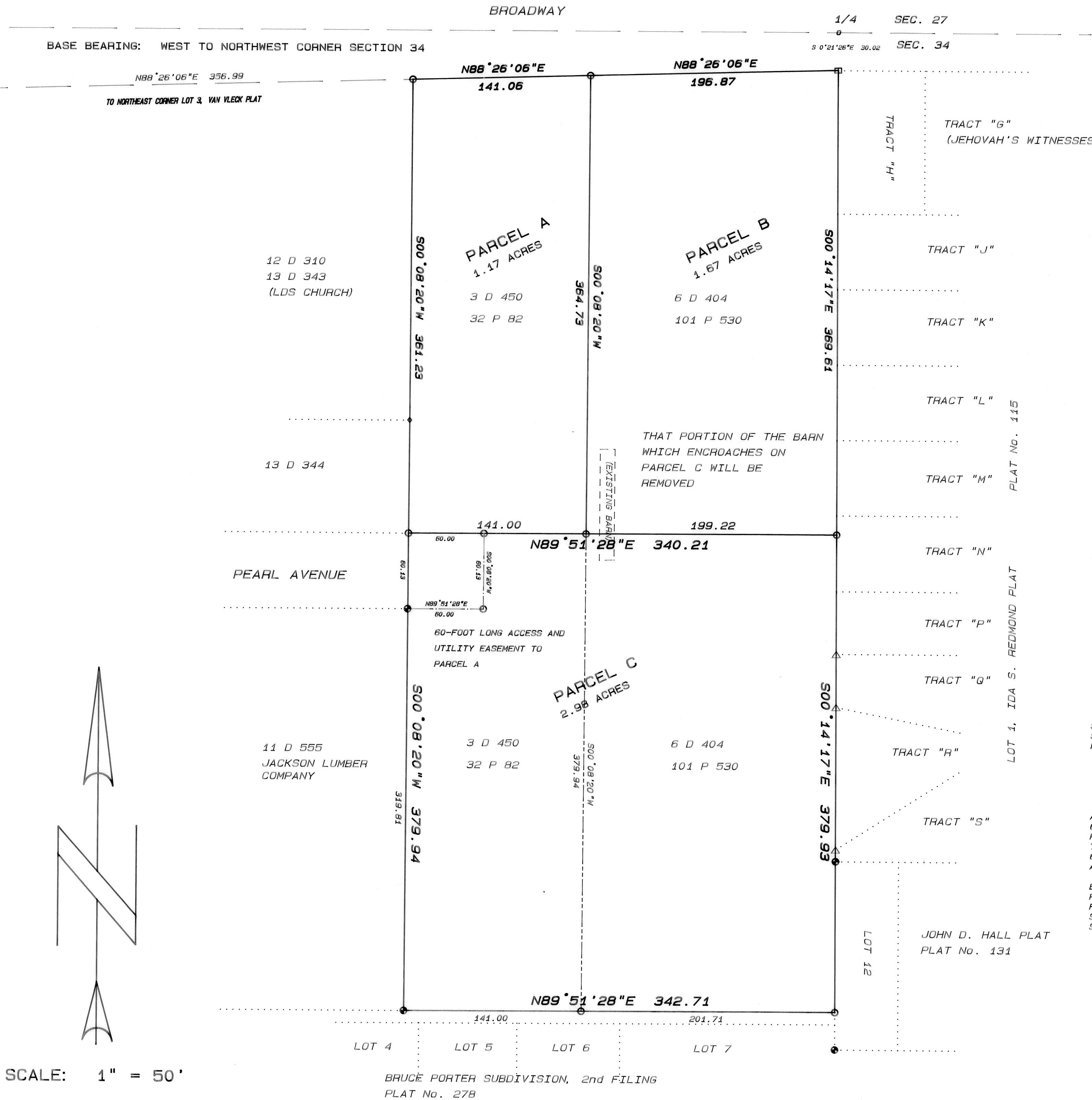


EXHIBIT**"A"**

A parcel of land in the Northeast Quarter of the Northwest Quarter (NE $\frac{1}{4}$ NW $\frac{1}{4}$) of Section 34, Township 41 North, Range 116 West, 6th Principal Meridian, Teton County, Wyoming, being a portion of that parcel of record in the Office of the Teton County Clerk in Book 6 of Deeds, Page 404, and being more particularly described as follows:

Beginning at a point on the southerly right-of-way of Broadway in the Town of Jackson which point lies S0°21'26"E, 30.02 feet from the $\frac{1}{4}$ corner common to Sections 27 and 34 of said Township and Range and is the northeast corner of said parcel in Book 6 of Deeds; thence along the easterly boundary of said record parcel in Book 6 of Deeds, S0°14'17", 369.61 feet to a point; thence S89°51'28"W, 199.22 feet to a point on the easterly boundary of that record parcel in Book 3 of Deeds, Page 450; thence along said easterly boundary N0°8'20"E, 364.73 feet to a point on the southerly right-of-way of Broadway; thence along said right-of-way N88°26'6"E, 196.87 feet to the point of beginning.

PIN Number: 22-41-16-34-2-00-001



- LEGEND:
- = SET THIS SURVEY, 5/8" DIAMETER STEEL REINFORCING BAR WITH ALUMINUM CAP INSCRIBED: "NELSON ENGR PE&LS 578"
 - = FOUND, BRASS CAP ON IRON PIPE, SET AND INSCRIBED BY RLS 164
 - = FOUND, BRASS CAP ON IRON PIPE, SET AND INSCRIBED BY PE&LS 578
 - △ = FOUND, STEEL T-STAKE WITH CAP INSCRIBED: "SURVEY POINT DO NOT DISTURB RLS 164"
 - = FOUND, IRON SPIKE IN ROAD
 - ◆ = FOUND, IRON PIPE
 - = BOUNDARY LINE OF PARCEL TO BE CREATED BY THIS MAP AND SURVEY
 - = BOUNDARY LINE, ADJOINING PARCEL
 - = EASEMENT LINE TO BE CREATED WITH THIS MAP AND SURVEY
 - = FORMER DIVISION LINE BETWEEN PARCELS

LEGAL DESCRIPTIONS

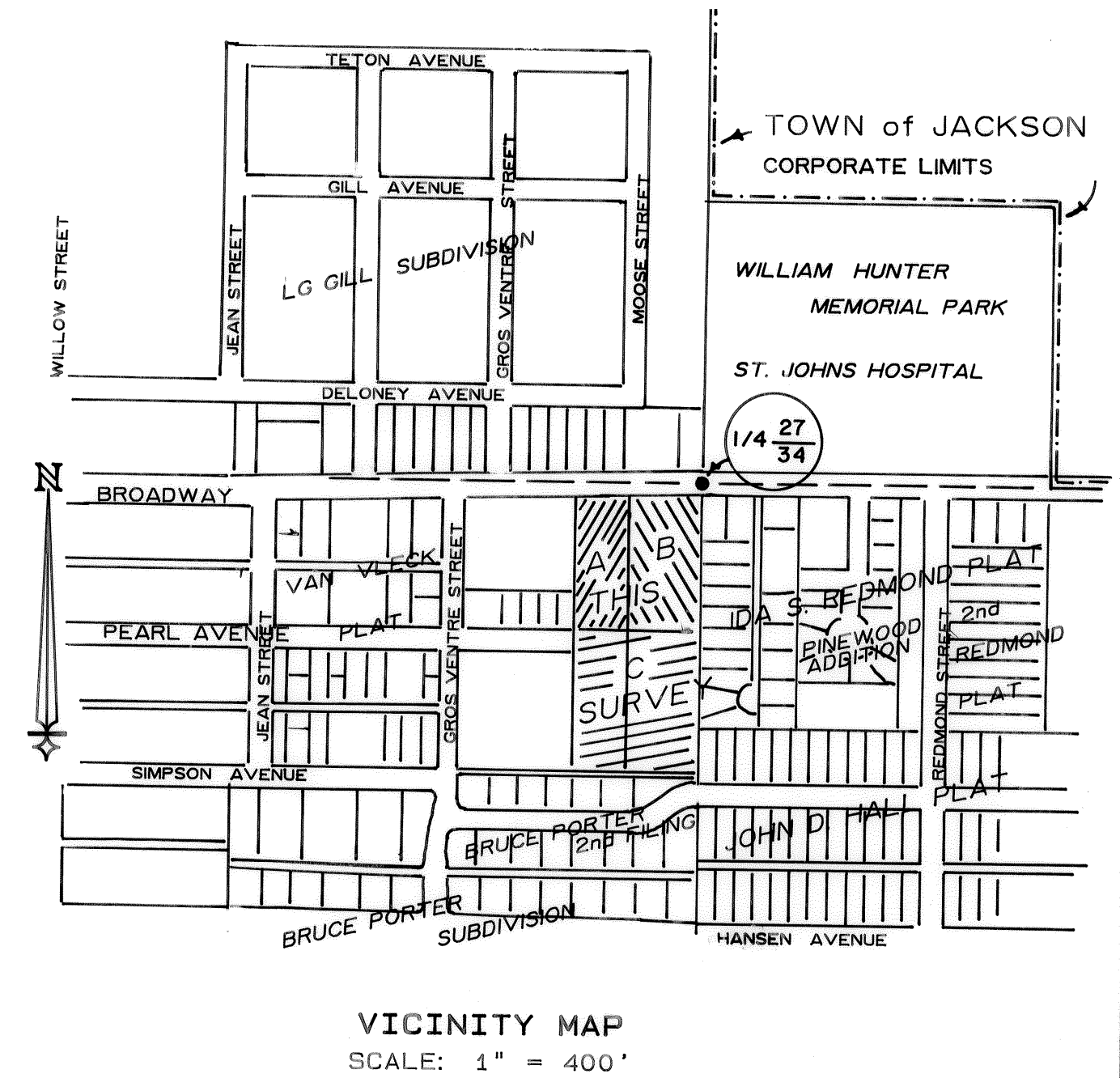
PARCEL A
A PARCEL OF LAND IN THE NE1/4 NW1/4 SECTION 34, T41N, R116W, 6th PRINCIPAL MERIDIAN, TETON COUNTY, WYOMING, BEING A PORTION OF THAT PARCEL OF RECORD IN THE OFFICE OF THE TETON COUNTY CLERK IN BOOK 3 OF DEEDS PAGE 450, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT ON THE SOUTHERLY RIGHT-OF-WAY OF BROADWAY, IN THE TOWN OF JACKSON, WHICH POINT LIES WEST 337.99 FEET AND SOUTH 39.25 FEET FROM THE 1/4 CORNER COMMON TO SECTIONS 27 AND 34 OF SAID TOWNSHIP AND RANGE AND IS THE NORTHWEST CORNER OF SAID RECORD PARCEL IN BOOK 3 OF DEEDS;
THENCE ALONG SAID SOUTHERLY RIGHT-OF-WAY OF BROADWAY N88°26'06"E 141.06 FEET TO THE NORTHEAST CORNER OF SAID RECORD PARCEL;
THENCE ALONG THE EASTERLY BOUNDARY OF SAID RECORD PARCEL S 0° 8'20"W 364.73 FEET TO A POINT;
THENCE S89°51'28"W 141.00 FEET TO A POINT ON THE WESTERLY BOUNDARY OF SAID RECORD PARCEL;
THENCE ALONG SAID WESTERLY BOUNDARY N 0° 8'20"E 361.23 FEET TO THE POINT OF BEGINNING.
SAID PARCEL CONTAINS 1.17 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY, RESTRICTIONS OR RESERVATIONS, OF SIGHT OR OF RECORD, LEGALLY ACQUIRED, AND IS BENEFITTED BY AN EASEMENT FOR ACCESS AND UTILITY PURPOSES, BEING A 60 FOOT LONG EXTENSION OF PEARL AVENUE ALONG THE SOUTHERN BOUNDARY OF SAID PARCEL FROM ITS SOUTHWEST CORNER AS SHOWN HEREON.

PARCEL B
A PARCEL OF LAND IN THE NE1/4 NW1/4 SECTION 34, T41N, R116W, 6th PRINCIPAL MERIDIAN, TETON COUNTY, WYOMING, BEING A PORTION OF THAT PARCEL OF RECORD IN THE OFFICE OF THE TETON COUNTY CLERK IN BOOK 6 OF DEEDS PAGE 404, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT ON THE SOUTHERLY RIGHT-OF-WAY OF BROADWAY IN THE TOWN OF JACKSON, WHICH POINT LIES S 0°21'28"E 30.02 FEET FROM THE 1/4 CORNER COMMON TO SECTIONS 27 AND 34 OF SAID TOWNSHIP AND RANGE AND IS THE NORTHEAST CORNER OF SAID PARCEL IN BOOK 6 OF DEEDS;
THENCE ALONG THE EASTERLY BOUNDARY OF SAID RECORD PARCEL IN BOOK 6 OF DEEDS S 0°14'17" 369.61 FEET TO A POINT;
THENCE S89°51'28"W 199.22 FEET TO A POINT ON THE EASTERLY BOUNDARY OF THAT RECORD PARCEL IN BOOK 3 OF DEEDS PAGE 450;
THENCE ALONG SAID EASTERLY BOUNDARY N 0° 8'20"E 364.73 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY OF BROADWAY;
THENCE ALONG SAID RIGHT-OF-WAY N88°26' 6"E 196.87 FEET TO THE POINT OF BEGINNING.
SAID PARCEL CONTAINS 1.67 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY, RESTRICTIONS OR RESERVATIONS, OF SIGHT OR OF RECORD, LEGALLY ACQUIRED.

PARCEL C
A PARCEL OF LAND IN THE NE1/4 NW1/4 SECTION 34, T41N, R116W, 6th PRINCIPAL MERIDIAN, TETON COUNTY, WYOMING, BEING A PORTION OF THOSE PARCELS OF RECORD IN THE OFFICE OF THE TETON COUNTY CLERK IN BOOK 3 OF DEEDS PAGE 450, AND IN BOOK 6 OF DEEDS PAGE 404, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT A POINT ON THE EASTERLY BOUNDARY OF SAID RECORD PARCEL IN BOOK 6 OF DEEDS, WHICH LIES S 0°14'17"E 369.61 FEET FROM THE NORTHEAST CORNER OF SAID PARCEL AND S 0°14'36"E 399.71 FEET FROM THE 1/4 CORNER COMMON TO SECTIONS 27 AND 34 OF SAID TOWNSHIP AND RANGE;
THENCE ALONG SAID EASTERLY BOUNDARY S 0°14'17"E 379.93 FEET TO THE SOUTHEAST CORNER OF SAID RECORD PARCEL IN BOOK 6 OF DEEDS;
THENCE ALONG THE SOUTHERLY BOUNDARY OF SAID RECORD PARCEL IN BOOK 6 OF DEEDS AND THE SOUTHERLY BOUNDARY OF SAID RECORD PARCEL IN BOOK 3 OF DEEDS S89°51'28"W 342.71 FEET TO THE SOUTHWEST CORNER OF SAID RECORD PARCEL IN BOOK 3 OF DEEDS;
THENCE ALONG THE WESTERLY BOUNDARY OF SAID RECORD PARCEL IN BOOK 3 OF DEEDS N 0° 8'20"E 379.94 FEET TO A POINT;
THENCE N89°51'28"E 340.21 FEET TO THE POINT OF BEGINNING.
SAID PARCEL CONTAINS 2.98 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY EASEMENTS, RIGHTS-OF-WAY, RESTRICTIONS OR RESERVATIONS, OF SIGHT OR OF RECORD, LEGALLY ACQUIRED, INCLUDING A 60 FOOT LONG EXTENSION OF PEARL AVENUE IN ITS NORTHWEST CORNER FOR ACCESS AND UTILITY PURPOSES FOR THE ADJOINING PARCEL TO THE NORTH AS SHOWN HEREON.

THE BASE BEARING FOR THESE DESCRIPTIONS IS WEST FROM THE 1/4 CORNER COMMON TO SECTIONS 27 AND 34 OF SAID TOWNSHIP AND RANGE TO THE NORTHWEST CORNER OF SAID SECTION 34.

Recorded Oct 5 2012 at 9:20 AM
No. 237231 Page 2 of 2
Vigilant County Clerk
Donna Rieckel dep.



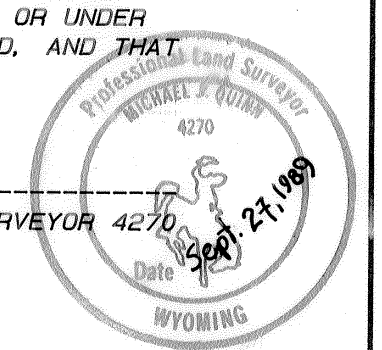
LANDOWNERS WITHIN 140 FEET

L.G. GILL SUBDIVISION:
NW. B. AND PAMELA G. HADON, BOX 2512, JACKSON, WY 83001; TIM AND DENISE BIDNERUP, BOX 36, KELLY, WY 83001; GAILLYNN LENKIE CUTTERELL, 1975 SUNSET DR., ESCONDIDO, CA 92026; NURENE LANCASTER, BOX 2215, JACKSON, WY 83001; JACKSON H. HEID et ux, BOX 2796, JACKSON, WY 83001; BRUCE PORTER et ux, 570 NORTH 9th, LARAMIE, WY 82070; SPON PARTNERSHIP, 1352 ALPINE, ROCK SPRINGS, WY 82801;
TRACTS IN LOT 1, IDA S. REDMOND PLAT:
DARNA TLOSIAN, BOX 162, WILSON, WY 83014; ROBERT J. MOUTON et ux, BOX 7640, JACKSON, WY; RONALD PAUL and UTANE BRODER, BOX 2895, JACKSON, WY 83001; CLARENCE S. STULTZMAN, 6388-C BUENA VISTA DR., NEWARK, CA 94560; KENNETH D. SMITH et ux, BOX 381, JACKSON, WY 83001; JOHN F. and SYLVIA L. THEITLER, BOX 2937, JACKSON, WY 83001; ROBERT ROBARDS et al, BOX 2793, JACKSON, WY 83001; GARY L. GETZ et ux, BOX 3212, JACKSON, WY 83001; JAMES L. and LINDA J. CLARK, BOX 3305, JACKSON, WY 83001; JEHOUAH'S WITNESSES, JACKSON, WY 83001;
JOHN D. HALL PLAT:
RICHARD D. and CHRISTIE HOSS KIKRAI, BOX 2067, JACKSON, WY 83001; MARK STEVEN and JANE KESLER LARSON, BOX 3469, JACKSON, WY 83001; HAROLD CORPORATION, BOX 172, JACKSON, WY 83001;
BRUCE PORTER SUBDIVISION, 2nd FILING:
JOSEPH H. and DOROTHY R. KIDAR, 140 KEITH DR., GREEN RIVER, WY 83001; WILLIAM D. and LINDA HAZEN, BOX 2637, JACKSON, WY 83001; JOHN M. and ELNA E. GOOLD, BOX 144, MOOSE, WY 83012; THOMAS M. DUKETTE et ux, BOX 1842, JACKSON, WY 83001; KEITH P. GAMBLE et ux, BOX 2851, JACKSON, WY 83001; CYNTHIA ANN DUBOIS, BOX 1289, JACKSON, WY 83001; BRYAN J. and DONNA C. HEINEZ, BOX 1194, JACKSON, WY 83001;
NETS AND BOUNDS TRACTS:
GEORGE and MAURENE TICE, BOX 266, JACKSON, WY 83001; LOUISE G. MACQUEL, BOX K, JACKSON, WY 83001; CYNTHIA ANN and DONALD TAYLOR, 6336 MOCCASIN AVE., CHEYENNE, WY 82001; JACKSON LUMBER COMPANY, BOX AF, JACKSON, WY 83001; CORPORATION OF THE PRESIDING BISHOP OF THE CHURCH OF JESUS CHRIST OF LATTER DAY SAINTS, JACKSON, WY 83001; ST. JOHNS HOSPITAL, COUNTY OF TETON, JACKSON, WY 83001;

CERTIFICATE OF SURVEYOR

STATE OF WYOMING)
) SS
COUNTY OF TETON)
I, MICHAEL J. QUINN, A PROFESSIONAL LAND SURVEYOR OF JACKSON, WYOMING, HEREBY CERTIFY THAT THIS MAP WAS MADE FROM THE NOTES OF A SURVEY MADE BY ME, OR UNDER MY DIRECTION, AND THAT IT CORRECTLY REPRESENTS THE TRACTS AS DESCRIBED, AND THAT ALL MONUMENTS ARE AS SHOWN HEREON.

Michael J. Quinn
MICHAEL J. QUINN, WYOMING PROFESSIONAL LAND SURVEYOR 4270
Date 10/5/2012



map to accompany lot split application

STEPHENS and STEED PROPERTIES
in the
NE1/4 NW1/4 of SECTION 34
T41N, R116W, 6th PRINCIPAL MERIDIAN
TOWN OF JACKSON
TETON COUNTY, WYOMING #T-74-A

REV	8/99	DRAWN	9/89	CHECKED	APPROVED
JACKSON, WYOMING					
DRAWING TITLE MAP TO ACCOMPANY LOT SPLIT APPLICATION					
JOB TITLE STEPHENS-STEED LOT SPLIT, TRACTS IN SECTION 34					
DRAWING No	1 of 1	JOB No	89-110-1		

ORDINANCE B

AN ORDINANCE AMENDING AND REENACTING SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND AMENDING THE TOWN OF JACKSON OFFICIAL ZONING DISTRICT MAP TO CHANGE THE CURRENT ZONING DESIGNATION OF 0.64 ACRES OF LAND ADDRESSED AS 660 EAST BROADWAY AVENUE AND CURRENTLY ZONED OFFICE RESIDENTIAL (OR) TO PUBLIC/SEMI-PUBLIC (P/SP) (P18-339); AND ESTABLISHING AN EFFECTIVE DATE.

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

SECTION I.

Section 2 of Town of Jackson Ordinance 1074 (part) and the Official Zoning District Map of the Town of Jackson are hereby amended to change the zoning classification of the following described parcel from Office Residential (OR) to Public/Semi-Public (P/SP) (P18-339), to wit:

PT. W 1/2 LOT 5, BLK. 1 REDMOND-1 TRACT A (see attached).
PIDN# 22-41-16-34-1-10-001

SECTION II.

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

SECTION III.

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 IV.

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

PASSED 1ST READING THE 6TH DAY OF MAY, 2019.
PASSED 2ND READING THE ____ DAY OF ____, 2019.
PASSED AND APPROVED THE ____ DAY OF ____, 2019.

BY:

BY: _____
Town Clerk

ATTESTATION OF TOWN CLERK

[illegible]

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 _____, 2019.

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

Town Clerk

WARRANTY DEED

William C. Newton, Trustee of the Newton Foundation Under Trust Agreement dated October 25, 1998, GRANTOR, of Teton County, Wyoming, for and in consideration of TEN DOLLARS (\$10.00) and other good and valuable consideration, in hand paid, receipt of which is hereby acknowledged, CONVEYS AND WARRANTS to Teton County Hospital District d/b/a St. John's Medical Center, a Wyoming Hospital District, GRANTEE, whose address is Post Office Box 428, Jackson, Wyoming 83001, the following described real estate, situate in the County of Teton, State of Wyoming, hereby waiving and releasing all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

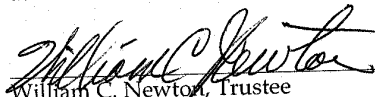
See Exhibit A attached hereto.

PIN #22-41-16-34-1-10-001

Together with and including all improvements thereon and all appurtenances and hereditaments thereunto belonging. Subject to all covenants, conditions, restrictions, easements, reservations, and rights-of-way of record.

WITNESS my hand this 7th day of June, 2013.

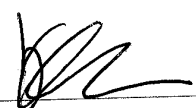
Newton Foundation Under Trust Agreement
 dated October 25, 1998:

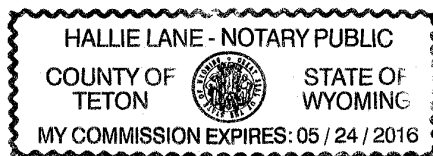

 William C. Newton, Trustee

STATE OF Wyoming
 COUNTY OF Teton

The foregoing instrument was acknowledged before me this 7 day of June, 2013 by William C. Newton as Trustee of the Newton Foundation Under Trust Agreement dated October 25, 1998.

WITNESS my hand and official seal.


 Notary Public
 My Commission Expires: 6-24-16



RELEASED	☒
INDEXED	☒
ABSTRACTED	☒
SCANNED	☒

Law Office of:
 Jess Carlinan & D'Amours, LLC
 Post Office Box 449
 30 East Simpson Street
 Jackson, Wyoming 83001
 307-731-7881

GRANTOR: NEWTON, WILLIAM C TRUSTEE
 GRANTEE: TETON COUNTY HOSPITAL DISTRICT DBA*
 Doc 0837577 bk 845 pg 575-576 Filed At 14:31 ON 06/07/13
 Sherry L. Daigle Teton County Clerk fees: 11.00
 By Mary Smith Deputy

EXHIBIT "A"
LEGAL DESCRIPTION

THE LAND DESCRIBED HEREIN IS SITUATED IN THE STATE OF WYOMING, COUNTY OF TETON, CITY OF JACKSON, AND IS DESCRIBED AS FOLLOWS:

THAT PART OF THE WEST HALF OF LOT 5 OF THE IDA S. REDMOND PLAT, A SUBDIVISION OF RECORD IN THE TOWN OF JACKSON, TETON COUNTY, WYOMING, AND SHOWN AS TRACT A ON MAP OF SURVEY FOR MARK AND SUSAN NOWLIN, RECORDED JANUARY 15, 1988, AS MAP D-19-A, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID WEST 1/2 OF LOT 5, THENCE ALONG THE EAST LINE OF SAID WEST 1/2, IDENTICAL WITH THE WEST LINE OF THE SHOCKLEY SUBDIVISION, A SUBDIVISION OF RECORD, S 00° 02'17" E, 210.04 FEET TO A POINT;

THENCE N 89° 59'44" WEST, 132.18 FEET TO AN INTERSECTION WITH THE WEST LINE OF SAID WEST 1/2;

THENCE N 00° 02'24" W, 210.03 FEET ALONG SAID WEST LINE TO A POINT;

THENCE N 90° 00'00" E, 132.19 FEET TO THE CORNER OF BEGINNING.

PIDN: 22-41-16-34-1-10-001



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Administration

PRESENTER: Roxanne Robinson

MEETING DATE: July 1, 2019

SUBJECT: Sale Price for Shared Appreciation Wapiti Home

STATEMENT/PURPOSE

The purpose of this item is for the Town Council to consider the proposed list price for a Shared Appreciation Mortgage currently held by the Town of Jackson and Michael Palazzolo (Zolo).

BACKGROUND/ALTERNATIVES

The Town of Jackson entered into a Shared Appreciation Mortgage (SAM) with Zolo back in 2011 for a home on Wapiti Drive in east Jackson. Pursuant to the SAM, Zolo has the ability to determine when he would like to sell the home and a process for agreeing to a price and selling the home begins.

Zolo provided official notice of his desire to sell the home on Saturday, June 22, 2019 and the Town now has 10 days to agree upon a list price, no later than July 2, 2019. If we cannot jointly agree, three appraisals would be obtained and the appraisal that falls in the middle is the list price. The proposed list price is \$1,350,000.00. There are also options for the Town to buy Zolo out of his portion of the home ownership. The steps and options are spelled out below.

- Town has first right of purchase and has 30 days from the date the list price was determined (July 1 if approved) to decide whether it wants to do so (July 31).
- If the Town wants to purchase, it must close within 60 days of the date the list price was determined (August 29).
- If the Town fails to notify Zolo that we want to buy the house inside the 30 days (Prior to July 31) and/or fails to complete the purchase inside the 60 days (Prior to August 29), Zolo proceeds to sale as long as the purchase price isn't lower than the agreed upon list price, UNLESS we give permission in writing to an agreed upon purchase price lower than originally agreed upon.

Sale proceeds would be split 50/50 as none of the contingencies allowed for in the SAM ever occurred during its term.

This SAM has been a success for both the Town and Zolo and can be used as a creative, positive example of another method for securing housing for employees of the Town of Jackson. Please also note that Zolo has no intention of leaving the employment of the Town at this time and our relationship continues to be extremely positive and productive.

Proceeds from the sale of this home will be placed back into the employee housing fund to be used for other employee housing needs such as property purchases, SAMs, housing development/partnership, Town employee deed restriction purchases, or other employee housing needs. Because these proceeds and the original funds used to purchase the home were not restricted, these capital funds could also be placed in the capital fund or another fund as recommended by the Town Manager and as approved by the Town Council.

The Town Council could also further consider whether they would like to purchase Zolo's portion of the home thereby making it fully owned by the Town of Jackson. The home could then be utilized as a rental unit for Town

employees. If the purchase price is set at \$1,350,000, the cost to the Town of Jackson to purchase the remaining ownership of the unit would be approximately \$675,000. The Town would need to consider whether this type of a home is the best use of funds for employee housing assistance or whether smaller units are more in demand, and whether ownership opportunities are a better investment for both the Town and for employees.

Staff recommends the Council approve the proposed list price.

The Town has several options and these are listed below:

1. Approve the proposed list price of \$1,350,000.
2. Deny the proposed list price and propose an alternate list price.
3. Deny the proposed list price wherein staff would proceed with obtaining three appraisals and pursuant to the agreement, the cost of those appraisals would be split between the Town and Zolo.
4. Consider the proposed list price and schedule a special meeting for July 2 to approve an alternate list price.
5. Take no action wherein staff would proceed with the three appraisals.
6. Other.

COMPREHENSIVE PLAN ALIGNMENT

Housing is a key component of the comprehensive plan and is specifically called out in Section 5, Local Workforce Housing. The funds from the sale of this house would be used for future Town of Jackson employee housing which has a positive impact on our overall community housing needs.

STAKEHOLDER ANALYSIS

The stakeholders involved in this issue include the Town of Jackson organization, Zolo and his family, other Town employees that may benefit from employee housing projects/concepts funded with the proceeds from the unit, residents and guests to the community that would benefit from the proceeds being used for other capital needs.

FISCAL IMPACT

There is no direct fiscal impact of agreeing to the sale price. There would be a significant fiscal impact of approximately \$675,000 should the Town choose to buy out the SAM. If the house sells at the proposed price, there would be a positive fiscal impact to the employee housing fund of \$675,000. Should the Council not agree to the sale price and three appraisals are obtained, the Town would pay half the cost of those three appraisals.

STAFF IMPACT

The staff impact of agreeing to the sales price is positive in that it allows Zolo to move forward with his desired sale of the home. Approving the list price also saves further work in obtaining appraisals.

LEGAL REVIEW

Complete.

ATTACHMENTS

None.

RECOMMENDATION

Staff recommends the Council approve the proposed list price of \$1,350,000.

SUGGESTED MOTION

Should the Council be ready to take action, one possible motion would be:

I move to approve the proposed list price of \$1,350,000.

MEMORANDUM

TO: Mayor and Town Council

FR: Larry Pardee, Town Manager

DT: July 1, 2019

RE: Town Manager's Report

Citizens Mounted Unit

The Police Department recently completed the annual 40 hour training course for citizen volunteers who participate in the Citizens Mounted Unit. The group helps to save the Town of Jackson tens of thousands of dollars in annual overtime that would be accrued if police officers had to provide traffic control for the majority of our community's special events. The volunteers donate hundreds of hours each year to help direct traffic and act as ambassadors for the Town. They have become a popular attraction on the Town Square for tourists. The program has the largest number of volunteers in the history of the program (43 members), which started in 1988.

Employee Housing Plans for Winter 19-20

The employee housing rental units above the Park Maintenance Shop at 450 West Snow King are scheduled for completion on December 31, 2018. However, there may be a slight delay due to a recent change order. Because the START Bus winter driving season begins several weeks prior to Thanksgiving and the winter snow plowing season begins around November 1, staff is planning to again master lease some winter housing units. Instead of securing units through individual property owners, staff has reached out to local hotels in the community and have secured rooms through January 31, 2020 to bridge the gap until the Park Maintenance units are available. The Antler Motel has generously offered a low monthly rate to the Town of Jackson with pro rated move in and move out dates and flexibility in terms of the number of rooms – as few or as many as we need depending on availability. The rooms also have kitchenettes which will be a benefit to employees residing there for several months. Staff may also additionally master lease the 1 Bedroom unit at the Weed & Pest depending on the need expressed from staff as the date draws nearer.

WAM Region 5 Meeting in September

On September 16 and 17 the Joint Corporations, Elections & Political Subdivisions Committee will be meeting in Jackson at Snow King Resort. During the WAM annual convention and our meeting with our regional representatives, Jackson proposed that the WAM Region 5 meeting occur during the same time frame and at the same location as the Wyoming Legislative Committee meeting. The purpose of this is so that Town Councilmembers and Mayors from our region can attend and have a presence at this meeting and potentially take the time to meet and interact with members of the legislature. We will share more information about the agenda for both the WAM Region 5 meeting and the Corporations Committee meeting as it becomes available. Jackson may also

want to 'host' a reception inviting both municipal elected officials and members of the Wyoming Legislature. The Senators on this committee include Case, Landen, Nethercott, Schuler and Scott and the Representatives on this committee include Blackburn, Clausen, Clem, Clifford, Duncan, Edwards, Eyre, Furphy, and Lindholm.