

Jackson Town Council Regular Meeting

July 15, 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: Don Hokanson-Street Operator & Utility Locator and Jared Sires-Planning Intern

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. Minutes
 - 1. July 1, 2019 regular meeting
- B. Disbursements
- C. June 2019 Municipal Court Report
- D. Temporary Sign Permit: High School Football Kick Off (P19-168)
- E. Temporary Sign Permit: Stomping the Divots (P19-173)
- F. Temporary Sign Permit: Jackson Hole Ski Club (P19-174)
- G. Stage Stop Lease Renewal with Chamber of Commerce
- H. Teton County Funded START Green Line Service
- I. Encroachment Agreement for 40 East Pearl (P19-140)
- J. Encroachment Agreement at 437 N. Glenwood (P19-126)
- K. Bid 20-02: Contract for 2019 Fall Street Patching Project

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

- A. Planning Department:
 - 1. **Item P18-365:** Conditional Use Permit for St. John's Parking at 630 East Broadway (Brendan Conboy)

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.

2. **Item P19-105, -107:** Zoning Map Amendment for Café Genevieve Block at 135 and 175 E Broadway (Tyler Sinclair)
3. **Item P19-114:** Zoning Map Amendment for 105 E. Broadway (Tyler Valentine)

V. RESOLUTIONS

- A. **Resolution 19-17:** A Resolution Adopting the Downtown Parking and Mobility Management Plan (Tyler Sinclair)
- B. **Resolution 19-18:** A Resolution Approving a Grant Agreement with the Federal Aviation Administration on behalf of the Jackson Hole Airport Board (Sandy Birdyshaw)
- C. **Resolution 19-19:** A Resolution Updating Section 4.20 of Aspen Hill Cemetery Rules and Regulations (Sandy Birdyshaw)

VI. ORDINANCES

- A. **Ordinance A:** An Ordinance Amending the Zoning District Map at 460 East Broadway to Public/Semi-Public (P/SP) (Presented for 2nd Reading)
- B. **Ordinance B:** An Ordinance Amending the Zoning District Map at 660 East Broadway to Public/Semi-Public (P/SP) (Presented for 2nd Reading)

VII. MATTERS FROM MAYOR AND COUNCIL

- A. Housing Authority Request to List the Rains Property
- B. Funding Request for Early Childhood Project
- C. 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

JULY 1, 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: Jim Stanford, Arne Jorgensen, and Jonathan Schechter. Hailey Morton Levinson arrived at 6:04 p.m.

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 employees Ashley Brimeyer - Community Service Officer, Austin Weber - Police Intern, and Alex DiMeglio and Griffin Hay - Legal Interns.

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-I as presented with the following motions.

A. **Meeting Minutes.** To approve the meeting minutes as presented for the June 17, 2019 workshop and regular meeting, and special meetings held on June 21, 2019 and June 25, 2019.

B. **Disbursements.** To approve the disbursements as presented. 358 Tech Llc 6,800.00; Ace Hardware 816.93; A-Core Of Idaho Inc. 1,900.00; Melanie Adams 988.59; Advanced Glass Trim, Llc 555.00; Airgas Usa, Llc 100.92; Alldata 1,500.00; Alphagraphics Bozeman 493.43; Amazon Captial Services 129.00; American Pump Company 976.18; American Shooters Las Vegas 6,783.00; Aquashield, Inc 13,090.00; At&T 1,656.31; Best Best & Krieger 219.00; Big R Ranch & Home 96.19; Bliss Cargo 87.52; Bradley Engineering/Chartered 2,625.00; C & A Professional Cleaning Serv Llc 8,641.45; Carquest Auto Parts Inc. 158.42; Caselle Inc. 1,800.00; Cdw-Government 34,097.22; Cedera Landscapes, Llc 4,160.00; Centurylink 1,907.86; Charter 1,617.03; Chilen, Pat 80.00; Coban Technologies, Inc 2,126.25; Control System Technology, Inc. 16,762.50; Couloir Construction 1,000.00; Creekside Meats, Market & Deli 110.00; Crystal Creek Capial 42,755.00; Delcon Inc 13,471.76; E.R. Office Express 308.45; Ecoconnect Consulting,Llc 2,123.55; Electrical Wholesale Supply 90.15; Elite Edge Firearms Training 295.00; Elite Parts 2,693.55; Energy Laboratories Inc. 114.00; Etched In Stone 700.00; Exposure Signs Inc 250.00; Fish Creek Excavation Llc 833.75; Fitzgerald, Todd 820.00; Fleetpride 2,724.20; Four Lazy F Ranch Inc. 5,000.00; Freedom Services 600.00; Frog Creek Partners, Llc 2,720.00; G2 Gloves 930.00; Galls Inc. 214.47; Geittmann Larson Swift Llp 2,145.00; Gemmel, Angie 192.50; Gillig Llc 17,708.77; Greenwood Mapping Inc. 1,215.00; Greg Ellner Associates, Ltd 2,146.00; Gym Outfitters Inc 231.77; Hd Fowler Company 5,391.20; High Country Linen 1,461.02; Hunt Construction Inc 19,302.50; Idaho Falls Peterbilt 61.12; Idaho Traffic Safety, Inc. 24,464.53; Interstate Battery 1,456.60; Jackson Curbside Inc. 1,335.00; Jackson Hole Chamber 25.00; Jackson Hole News & Guide 2,807.68; Jackson Towing Partners 600.00; Jamar Technologies, Inc 4,300.00; Jelly Donut, Llc 270.00; Johnson, Roberts & Associates 38.10; Jorgensen Associates, Pc 245.00; Jorgensen, Arne Olaus 139.00; Kellerstrass Enterprises, Inc 44,858.46; Kenworth Sales Company Dept #1 1,754.25; Kimley Horn 4,904.74; Lda Inc. 59.53; Lepco 1,797.70; Local Gov't Liability Pool 1,000.00; Long Building Technologies Inc. 14,229.00; Lookout Mountain Logowear 576.50; Lower Valley Energy Inc 1,341.06; Mason Company 2,823.00; Mason, Tom 100.00; Md Nursery & Landscaping Inc 1,500.00; Mike's Oilfield Services Inc 1,625.00; Miller Sanitation 420.00; Morton-Levinson, Hailey 66.00; Mountain Electrical 701.44; Mountain X, Llc 270.50; Msc Industrial Supply Co 1,111.17; Napa Auto Parts Inc. 657.04; Nelson Engineering 422.00; Neopost Inc 140.00; Outlaw Brothers Construction, Llc 295.00; Pardee, Larry 66.00; Partsmaster 56.38; Pcm 1,633.22; Pelletier, Carl 205.10; Pine Needle Embroidery 72.00; Poole, Jessica 687.88; Portis Group,Llc 5,187.75; Prazma Paint & Auto Body 1,524.07; Premier Vehicle Installation, Inc 657.73; Proforce Law Enforcement 5,703.60; Quick Brown Fox Llc 270.00; Rhoades, Stephen 99.00; Ross Concrete Const Llc 12,200.00; Safety Supply & Sign Co., Inc. 4,770.00; Safety-Kleen Systems, Inc. 518.63; Sawdy, Ray 100.00; Schmillen, Scott 1,227.50; Schow's Truck Center 497.26; Leeanna Scott 40.00; Shervin's Independent Oil 151.00; Sherwin-Williams Co. 3,543.91; Silver Creek Supply 5.94; Smith Power Products,Inc. 128.65; Snake River Roasting 193.80; Symbolarts, Llc 870.25; Team Laboratory Chemical Corp 1,725.00; Teton County Clerk 155,526.75; Teton County Fair Board 60,000.00; Teton County Special Fire Fund 137,410.72; Teton County Transfer Station 73.00; Teton County-Fund 10 40,818.69; Teton County-Fund 19 32,126.43; Teton Excavation Llc 3,669.00; Teton Literacy Center 4,087.50; Teton Motors Inc 30,715.29; Teton Tools Llc 2,161.25; Teton Trash

Removal, Inc. 45.50; Thomson West 45.00; Tighe, John 136.55; Titan Machinery 2,129.92; Transit Talent Llc 115.00; Ups 12.26; Verizon Wireless 7,458.36; Warner Truck Center 12,194.87; West Coast Code Consultants 2,105.00; Westbank Sanitation 47.90; Western States Equip Company 6,548.31; Wolsfeld Creek Flooring 11,165.18; Wyoming Landscape Maintenance 914.00; Yellow Iron Excavation, Llc 64.00; Fortress Home Improvements Llc 17,197.00; Gillig Llc 500.00.

- C. **Special Event: Lions Club 4th of July Breakfast.** 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.
- D. **Special Event: PARK(ing) Day.** 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.
- E. **Temporary Sign Permit: Off Square Theater, Thin Air Shakespeare (P19-162).** To approve the temporary banner in conjunction with Off Square Theater Company subject to three (3) conditions of approval.
- F. **Malt Beverage Permit for Snake River Brewing.** 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.
- G. **Malt Beverage Permit for Backcountry Hunters and Anglers.** 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.
- 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.** 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.
- I. **Encroachment Agreement for 785 Snow King Drive (P19-144).** 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.

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. A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to continue Item P18-365 to the July 15, 2019 Council meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Item P19-097, -098, -099: Sketch Plan and Administrative Adjustment at 165 and 185 N Glenwood for 29-unit Condominium. Arne Jorgensen recused himself from this item as the company he works for has been involved with this property. Paul Anthony made staff comment. S.R. Mills made comment as the applicant. Public comment was given Bridger Mander and Andrew Jacobak.

Item A: Based on the findings as presented in the staff report and made by the applicant for an Administrative Adjustment (Item P19-099), a motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter 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.

Mayor Muldoon called for the vote. The vote showed 4-0 in favor with Jorgensen recused. The motion carried.

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), a motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter 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.

Mayor Muldoon called for the vote. The vote showed 4-0 in favor with Jorgensen recused. The motion carried.

Resolution 19-14: A Resolution Designating Public Records Contact Person for Town of Jackson and Joint Agencies. Griffin Hay (legal intern for the Town) made staff comment.

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford 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.

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

Ordinances. A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to read 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 Jonathan Schechter to approve Ordinance C on third reading and designate it Ordinance 1235. Mayor Muldoon called for the vote. The vote showed all in favor and 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 Arne Jorgensen to approve Ordinance D on third reading and designate it Ordinance 1236. Mayor Muldoon called for the vote. The vote showed all in favor and 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 Jonathan Schechter to approve Ordinance E on third reading and designate it Ordinance 1237. Mayor Muldoon called for the vote. The vote showed all in favor and 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 Jonathan Schechter to approve Ordinance F on third reading and designate it Ordinance 1238. 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)

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

A motion was made by Jonathan Schechter and seconded by Jim Stanford to continue Ordinance A and B on second reading to the July 15, 2019 Council Meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Matters from Mayor and Council.

Sale Price for Wapiti Shared Appreciation Mortgage Home. Roxanne Robinson made staff comment. A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to approve the proposed list price of \$1,350,000 (on a home with a shared appreciation mortgage with the Town’s IT Director). Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Jim Stanford made comment on a request from Central Wyoming College to sponsor the annual Pow Wow. A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to direct staff to fund Central Wyoming College for the Teton Pow Wow in the amount of \$5,000 from an appropriate fund at staff’s discretion. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Jim Stanford made comment on the renaming of Dome Peak in Yellowstone and a meeting with the new WYDOT Director. Jonathan Schechter requested that the Council schedule a check in on council priorities at mid-year.

Town Manager’s Report. A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to accept the Town Manager’s Report into the record. The Town Manager’s Report contained an update on the Citizens Mounted Unit, Employee Housing Plans for the upcoming winter, and a WAM Region 5 meeting in September. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Adjourn. A motion was made by Jonathan Schechter 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 7:35 p.m. minutes:spb

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, Town Clerk

Published JH News & Guide: July 10, 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
328	842-NCBERS GROUP WYOMIN	842072019	PAYROLL DEDUCTIONS	06/13/2019	112.00	112.00	07/01/2019
Total 328:					112.00	112.00	
51	ACE HARDWARE	624964381	ADVANCED FITNESS	06/11/2019	79.98	.00	
51	ACE HARDWARE	658560	Stain	06/26/2019	39.99	.00	
51	ACE HARDWARE	658588	LIGHTER BIC ASSTD	06/26/2019	2.99	.00	
51	ACE HARDWARE	658729	CORD REEL 150' ORANGE	06/26/2019	11.99	.00	
51	ACE HARDWARE	659017	PARTS 25- PARTS	06/28/2019	299.99	.00	
51	ACE HARDWARE	659022	DUCT TAPE	06/28/2019	5.99	.00	
51	ACE HARDWARE	659022	DUCT TAPE	06/28/2019	5.99	.00	
51	ACE HARDWARE	660039	GLOVE BL NITROL	07/05/2019	33.98	.00	
51	ACE HARDWARE	660072	GC VEGET KILLR CONC, TERR	07/05/2019	60.97	.00	
51	ACE HARDWARE	660092	MULTITOOL 18T LTRMN WVE	07/05/2019	109.99	.00	
51	ACE HARDWARE	660093	BATTERY ALKLN DURA	07/05/2019	28.98	.00	
51	ACE HARDWARE	660364	LOCK ENTRY ACCENT, STRAP	07/08/2019	68.97	.00	
51	ACE HARDWARE	660439	BATTERY ALKLN DURA	07/09/2019	23.98	.00	
51	ACE HARDWARE	G70967	PADLOCK DIAL COMB	07/01/2019	32.45	.00	
Total 51:					806.24	.00	
4730	ADVANCED PUMP & EQUIPME	9050	REPAIR BROKEN FUSE W/2 TE	06/21/2019	140.00	.00	
4730	ADVANCED PUMP & EQUIPME	9097	EXPLOSION PROOF MOTOR, F	06/28/2019	15,309.87	.00	
Total 4730:					15,449.87	.00	
88	AIRGAS INTERMOUNTAIN INC.	9090078088	GLV G-TEK MAXIFLEX ELITE	06/18/2019	57.00	.00	
88	AIRGAS INTERMOUNTAIN INC.	9090078089	GLV G-TEK MAXIFLEX ELITE	06/19/2019	57.00	.00	
Total 88:					114.00	.00	
6470	AMERICAN STRIPING COMPAN	2015	PROJ: 19-030- TOWN OF JACKS	07/01/2019	53,104.50	.00	
Total 6470:					53,104.50	.00	
3487	ARCHITECTURAL BUILDING SU	7979842	DOOR CLOSURE AND HINGE F	06/27/2019	284.00	.00	
Total 3487:					284.00	.00	
6468	ARETE VENTURES LLC	071019	RETURN BOND 285 N WILLOW	07/10/2019	2,000.00	.00	
Total 6468:					2,000.00	.00	
5994	B-CYCLE LLC	1929697	DASH EXPANSION	04/16/2019	64,862.00	.00	
5994	B-CYCLE LLC	1929697	DASH EXPANSION	04/16/2019	63,890.00	.00	
5994	B-CYCLE LLC	1929698	WAYFINDING PANELS	04/16/2019	12,098.00	.00	
Total 5994:					140,850.00	.00	
4920	BEST BEST & KRIEGER	062519	SERVICES FOR MAY19	06/30/2019	182.50	.00	
4920	BEST BEST & KRIEGER	062519	SERVICES FOR MAY19	06/30/2019	182.50	.00	
4920	BEST BEST & KRIEGER	852505	LEGAL FEES FOR MAY19	06/25/2019	292.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4920:					657.00	.00	
4774	BIG R RANCH & HOME	1392094	MUCK CHORE HI STELL TOE	07/08/2019	112.46	.00	
4774	BIG R RANCH & HOME	1392100	INTERIRO SCREW	07/08/2019	8.79	.00	
Total 4774:					121.25	.00	
2696	BISCO	1463484	THREADED ROD, FRT	04/08/2019	124.63	.00	
Total 2696:					124.63	.00	
3500	BISON LUMBER	1907-706725	SEL & BTR	07/08/2019	19.25	.00	
Total 3500:					19.25	.00	
1560	BLUE SPRUCE CLEANERS,INC	063019	DRY CLEANING	06/30/2019	349.81	.00	
Total 1560:					349.81	.00	
6467	BRIMEYER, ASHLEY	062619	REIMBURSE FOR BOOTS	06/26/2019	74.19	.00	
Total 6467:					74.19	.00	
4473	BROWER PSYCHOLOGICAL SE	1556	POST CONDITIONAL	07/05/2019	325.00	.00	
Total 4473:					325.00	.00	
6472	BRUSHBUCK GUIDE SERVICE	071019	BUSINESS LICENSE REFUND	07/10/2019	37.00	.00	
Total 6472:					37.00	.00	
6156	BUCKRAIL, LLC	1993	MEMBERSHIP SUBSCRIPTION	07/01/2019	375.00	.00	
Total 6156:					375.00	.00	
4614	C & A PROFESSIONAL CLEANI	JULY 2019- TO	CLEANING SERVICE JULY 2019	07/01/2019	124.80	.00	
4614	C & A PROFESSIONAL CLEANI	JUNE 2019- B	CLEANING SERVICE- JUNE 201	06/30/2019	75.00	.00	
Total 4614:					199.80	.00	
102	CASELLE INC.	96023	CONTRACT SUPPORT	07/01/2019	1,800.00	.00	
Total 102:					1,800.00	.00	
544	CENTURYLINK	1470873805	307-733-3932	06/19/2019	215.85	.00	
Total 544:					215.85	.00	
5967	CITY OF DRIGGS	BBSTART2019	BUS BARN RENT	07/01/2019	1,781.93	.00	
Total 5967:					1,781.93	.00	
6001	CIVICPLUS	187412	CIVICCLERK	07/01/2019	3,600.00	.00	
6001	CIVICPLUS	187412	CIVICCLERK	07/01/2019	3,600.00	.00	
Total 6001:					7,200.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4887	CONTROL SYSTEM TECHNOLO	9312	CONTROL SERVICE, MILEAGE	07/01/2019	817.50	.00	
Total 4887:					817.50	.00	
6475	CONVERGEONE, INC	IE9036104	CALL RECORDING	07/10/2019	1,334.00	.00	
Total 6475:					1,334.00	.00	
6124	DAVID STUBBS	070119	PAUL ANTHONY PHOTO	07/01/2019	250.00	.00	
Total 6124:					250.00	.00	
4918	DEAN'S PEST CONTROLL LLC	36010	SPRING PEST MANAGMENT @	06/01/2019	155.00	.00	
4918	DEAN'S PEST CONTROLL LLC	43226	SMALL RODENT CONTROL @ P	06/11/2019	45.00	.00	
4918	DEAN'S PEST CONTROLL LLC	43279	SMALL RODENT CONTROL @ S	06/04/2019	100.00	.00	
4918	DEAN'S PEST CONTROLL LLC	43480	SPRING PEST MANAGMENT @	06/01/2019	175.00	.00	
4918	DEAN'S PEST CONTROLL LLC	43657	1X MOUSE CONTROL @ STAR	06/17/2019	150.00	.00	
4918	DEAN'S PEST CONTROLL LLC	43828	1X PEST MGMTMICE @ 149 E PE	06/27/2019	120.00	.00	
Total 4918:					745.00	.00	
65	DELCON INC	19794	PROJ: 9-487- TOJ WELLL #3 FE	06/26/2019	1,901.18	.00	
Total 65:					1,901.18	.00	
708	DELTA DENTAL PLAN OF WYO	062719	JUNE CLAIMS	06/27/2019	8,548.50	8,548.50	07/01/2019
708	DELTA DENTAL PLAN OF WYO	07/01/2019	JULY PREMIUM	07/01/2019	582.40	582.40	07/01/2019
Total 708:					9,130.90	9,130.90	
2934	DLT SOLUTIONS, INC.	SI436072	AutoDESK AUTO CAD	06/24/2019	2,606.80	.00	
Total 2934:					2,606.80	.00	
5996	DUDE SOLUTIONS, INC	INV-47427	ASSET ESSENTIALS MODULE	07/01/2019	12,090.65	.00	
Total 5996:					12,090.65	.00	
502	ELECTRICAL WHSLE SUPPLY C	S4694768.001	4" LED GIMBAL LOTUS	07/05/2019	493.68	.00	
Total 502:					493.68	.00	
1134	ENERGY LABORATORIES INC.	242472	INFLUENT, EFFLUENT	06/24/2019	114.00	.00	
1134	ENERGY LABORATORIES INC.	244068	INFLUENT, EFFLUENT	07/01/2019	112.00	.00	
1134	ENERGY LABORATORIES INC.	244585	INFLUENT, EFFLUENT	07/02/2019	114.00	.00	
1134	ENERGY LABORATORIES INC.	245302	DRINKING WATER TESTING @	07/08/2019	460.00	.00	
1134	ENERGY LABORATORIES INC.	245491	DRINKING WATER TESTING @	07/08/2019	460.00	.00	
Total 1134:					1,260.00	.00	
4294	FIRE SERVICES OF IDAHO	071904KM	ANNUAL ALARM MONITORING	07/01/2019	360.00	.00	
4294	FIRE SERVICES OF IDAHO	071905KM	2019 ANNUAL ALARM MONITO	07/01/2019	360.00	.00	
4294	FIRE SERVICES OF IDAHO	071907KM	ANNUAL ALARM MONITORING	07/01/2019	360.00	.00	
4294	FIRE SERVICES OF IDAHO	071908KM	2019 ANNUAL ALARM MONITO	07/01/2019	360.00	.00	
Total 4294:					1,440.00	.00	
3876	FITZGERALD, TODD	1325	CUT DOWN SMALL STAND OF	06/25/2019	489.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 3876:					489.00	.00	
668	FREEDOM MAILING SERVICE I	36282	UTILITY BILLING	07/04/2019	929.78	.00	
668	FREEDOM MAILING SERVICE I	36282	UTILITY BILLING	07/04/2019	929.78	.00	
Total 668:					1,859.56	.00	
3521	FRIENDS OF PATHWAYS	1171	START BIKE APRIL	04/30/2019	7,816.00	.00	
3521	FRIENDS OF PATHWAYS	1172	START BIKE MAY	05/31/2019	7,816.00	.00	
3521	FRIENDS OF PATHWAYS	1173	START BIKE JUNE	06/30/2019	7,816.00	.00	
Total 3521:					23,448.00	.00	
324	GFOA	0157583 0719	MEMBERSHIP FINANCE DIREC	06/04/2019	170.00	.00	
Total 324:					170.00	.00	
4271	GRAND TARGHEE RESORT	063019	MARCH AND APRIL GRAMT REI	06/30/2019	17,667.00	.00	
Total 4271:					17,667.00	.00	
5734	GREENWAY PAINTING LLC	1067	PUMP HOUSE EXTERIOR STAI	06/18/2019	2,288.31	.00	
Total 5734:					2,288.31	.00	
415	HAYSE M.D., BRUCE	202106	DOT	01/08/2019	90.00	.00	
415	HAYSE M.D., BRUCE	203620	DOT	05/06/2019	90.00	.00	
Total 415:					180.00	.00	
96	HIGH COUNTRY LINEN	0125068	MATS @ TOWN HALL	04/23/2019	215.50	.00	
96	HIGH COUNTRY LINEN	0133952	UNIFORMS: SEWER	06/13/2019	9.70	.00	
96	HIGH COUNTRY LINEN	0133952	UNIFORMS: WWTP	06/13/2019	24.25	.00	
96	HIGH COUNTRY LINEN	0133952	UNIFORMS: ADMIN	06/13/2019	9.70	.00	
96	HIGH COUNTRY LINEN	0133952	BUILDING MAINT: PUBLIC WOR	06/13/2019	20.00	.00	
96	HIGH COUNTRY LINEN	0133952	UNIFORMS: WATER	06/13/2019	21.82	.00	
96	HIGH COUNTRY LINEN	0133952	UNIFORMS: FLEET	06/13/2019	38.80	.00	
96	HIGH COUNTRY LINEN	0133952	UNIFORMS: STREET	06/13/2019	41.23	.00	
96	HIGH COUNTRY LINEN	0135374	UNIFORMS: ADMIN	06/20/2019	9.70	.00	
96	HIGH COUNTRY LINEN	0135374	UNIFORMS: FLEET	06/20/2019	38.80	.00	
96	HIGH COUNTRY LINEN	0135374	BUILDING MAINT: PUBLIC WOR	06/20/2019	53.05	.00	
96	HIGH COUNTRY LINEN	0135374	UNIFORMS: SEWER	06/20/2019	9.70	.00	
96	HIGH COUNTRY LINEN	0135374	UNIFORMS: STREET	06/20/2019	31.53	.00	
96	HIGH COUNTRY LINEN	0135374	UNIFORMS: WWTP	06/20/2019	24.25	.00	
96	HIGH COUNTRY LINEN	0135374	UNIFORMS: WATER	06/20/2019	21.82	.00	
96	HIGH COUNTRY LINEN	0136080	BUILDING MAINT: TOJ HOME R	06/24/2019	7.50	.00	
96	HIGH COUNTRY LINEN	0136803	BUILDING MAINT: PUBLIC WOR	06/27/2019	20.00	.00	
96	HIGH COUNTRY LINEN	0136803	UNIFORMS: STREET	06/27/2019	41.23	.00	
96	HIGH COUNTRY LINEN	0136803	UNIFORMS: WWTP	06/27/2019	24.25	.00	
96	HIGH COUNTRY LINEN	0136803	UNIFORMS: ADMIN	06/27/2019	9.70	.00	
96	HIGH COUNTRY LINEN	0136803	UNIFORMS: WATER	06/27/2019	21.82	.00	
96	HIGH COUNTRY LINEN	0136803	UNIFORMS: FLEET	06/27/2019	38.80	.00	
96	HIGH COUNTRY LINEN	0136803	UNIFORMS: SEWER	06/27/2019	9.70	.00	
96	HIGH COUNTRY LINEN	0137545	BUILDING MAINT: TOJ HOMERA	07/01/2019	25.31	.00	
96	HIGH COUNTRY LINEN	0137756	MATS @ TOWN HALL	07/02/2019	215.50	.00	
96	HIGH COUNTRY LINEN	0137981	MATS @ SHELTER	07/03/2019	61.93	.00	
96	HIGH COUNTRY LINEN	0138249	UNIFORMS: WWTP	07/04/2019	24.25	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
96	HIGH COUNTRY LINEN	0138249	UNIFORMS: FLEET	07/04/2019	38.80	.00	
96	HIGH COUNTRY LINEN	0138249	UNIFORMS: SEWER	07/04/2019	9.70	.00	
96	HIGH COUNTRY LINEN	0138249	UNIFORMS: STREET	07/04/2019	41.23	.00	
96	HIGH COUNTRY LINEN	0138249	UNIFORMS: ADMIN	07/04/2019	9.70	.00	
96	HIGH COUNTRY LINEN	0138249	UNIFORMS: WATER	07/04/2019	21.82	.00	
96	HIGH COUNTRY LINEN	0138249	BUILDING MAINT: PUBLIC WOR	07/04/2019	53.05	.00	
96	HIGH COUNTRY LINEN	0138964	BUILDING MAINT: TOJ HOMERA	07/08/2019	7.50	.00	
96	HIGH COUNTRY LINEN	062919	SCOTT KITCH TOWEL, GLASS C	06/29/2019	116.55	.00	
96	HIGH COUNTRY LINEN	S01341100	BUILDING MAINT: TC REC DEP	06/13/2019	393.20	.00	
96	HIGH COUNTRY LINEN	S0134923	BUILDING MAINT: TC REC DEP	06/18/2019	534.15	.00	
96	HIGH COUNTRY LINEN	S0136140	BUILDING MAINT: TOJ HOME R	06/24/2019	497.25	.00	
96	HIGH COUNTRY LINEN	S0138611	TOWN HALL SUPPLIES	07/05/2019	316.95	.00	
96	HIGH COUNTRY LINEN	S0139068	BUILDING MAINT: WWTP- TOW	07/08/2019	251.89	.00	
96	HIGH COUNTRY LINEN	S0139288	RESTROOM SUPPLIES @ STAR	07/09/2019	127.45	.00	
Total 96:					3,489.08	.00	
6455	HIRST APPLGATE, LLP	192781	LEGAL	06/30/2019	5,898.95	.00	
Total 6455:					5,898.95	.00	
503	HUNT CONSTRUCTION INC	8329	ASPHALT PATCH SEAL @ ICE A	06/27/2019	7,796.00	.00	
503	HUNT CONSTRUCTION INC	8332	CRACK REPAIR @ ELK RUN RO	06/28/2019	3,734.50	.00	
503	HUNT CONSTRUCTION INC	8333	ASPHALT PATCH SEAL @ SNO	06/28/2019	1,410.00	.00	
503	HUNT CONSTRUCTION INC	8334	ASPHALT SEAL & CRACK REPA	06/28/2019	1,680.00	.00	
Total 503:					14,620.50	.00	
36	IDAHO STATE TAX COMMISSIO	06302019	June WITHHOLDINGS	06/30/2019	2,684.00	2,684.00	07/01/2019
Total 36:					2,684.00	2,684.00	
106	INTERSTATE BATTERY	88387	CREDIT	02/23/2018	424.90-	.00	
Total 106:					424.90-	.00	
2	JACKSON CURBSIDE INC.	00026903	START FACILITY RECYCLING	06/10/2019	405.00	.00	
2	JACKSON CURBSIDE INC.	00026911	TOWN HALL RECYCLING	06/10/2019	435.00	.00	
Total 2:					840.00	.00	
6474	JACKSON HOLE LAW, PC	07012019	JULY LEGAL SERVICES	07/01/2019	1,503.50	.00	
Total 6474:					1,503.50	.00	
131	JACKSON HOLE NEWS & GUID	297836	AD# 33051	06/26/2019	69.28	.00	
131	JACKSON HOLE NEWS & GUID	297837	AD#366185	06/26/2019	1,356.98	.00	
131	JACKSON HOLE NEWS & GUID	297980	AD#366275	06/29/2019	155.56	.00	
131	JACKSON HOLE NEWS & GUID	297981	AD#362582	06/29/2019	228.80	.00	
131	JACKSON HOLE NEWS & GUID	297982	AD#364568	06/29/2019	301.12	.00	
131	JACKSON HOLE NEWS & GUID	297983	AD#364692	06/29/2019	300.96	.00	
131	JACKSON HOLE NEWS & GUID	298294	AD#366613	07/03/2019	554.40	.00	
131	JACKSON HOLE NEWS & GUID	298295	AD#366340	07/03/2019	554.40	.00	
131	JACKSON HOLE NEWS & GUID	298400	AD#365740- 2019 SPRING STRE	07/03/2019	85.59	.00	
131	JACKSON HOLE NEWS & GUID	298401	AD#366535	07/03/2019	70.98	.00	
131	JACKSON HOLE NEWS & GUID	298402	AD#366534	07/03/2019	70.98	.00	
131	JACKSON HOLE NEWS & GUID	298403	AD#366533	07/03/2019	70.98	.00	
131	JACKSON HOLE NEWS & GUID	298404	AD#366532	07/03/2019	83.50	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
131	JACKSON HOLE NEWS & GUID	298405	AD#366531	07/03/2019	192.05	.00	
131	JACKSON HOLE NEWS & GUID	298406	AD#366530	07/03/2019	183.70	.00	
131	JACKSON HOLE NEWS & GUID	298407	AD#366296	07/03/2019	264.18	.00	
131	JACKSON HOLE NEWS & GUID	298648	AD#366902	07/10/2019	718.10	.00	
Total 131:					5,261.56	.00	
114	JACKSON LUMBER INC	00464321-001	POINTED LATH	06/27/2019	24.13	.00	
114	JACKSON LUMBER INC	00467336-001	SELECT STRUCTURAL KD FIR	07/09/2019	13.07	.00	
114	JACKSON LUMBER INC	00467584-001	SELECT DSTRUCTURAL KD FIR	07/10/2019	7.69	.00	
Total 114:					44.89	.00	
121	J-B MECHANICAL	25633	WASHER FRONT LOADER WOR	06/30/2019	228.95	.00	
Total 121:					228.95	.00	
139	JORGENSEN ASSOCIATES, PC	42765	PROJ: 18047- TOJ/GREGORY L	06/26/2019	387.50	.00	
139	JORGENSEN ASSOCIATES, PC	42806	PROJ: 17413- TOJ/SNOW KING	06/28/2019	585.00	.00	
139	JORGENSEN ASSOCIATES, PC	42825	PROJ: 14005- TOWJ/BUDGE DR	07/01/2019	1,697.50	.00	
Total 139:					2,670.00	.00	
3644	KZJH/KJAX	19060216	RADIO	06/30/2019	252.00	.00	
3644	KZJH/KJAX	19060217	RADIO	06/30/2019	252.00	.00	
3644	KZJH/KJAX	19060218	RADIO	06/30/2019	168.00	.00	
Total 3644:					672.00	.00	
5694	LEIGH, CHRISTOPHER S.	070119	LEGAL SERVICES	07/01/2019	200.00	.00	
Total 5694:					200.00	.00	
5691	LEPCO	31810	WESTMATIC SPINDLE SHAFT F	05/16/2019	1,496.24	.00	
Total 5691:					1,496.24	.00	
671	LINCOLN NATIONAL LIFE	070119-10774	JULY PREMIUM 107747	07/01/2019	5,548.91	5,548.91	07/01/2019
671	LINCOLN NATIONAL LIFE	3907941715	JULY PREMIUM 107391	06/21/2019	1,168.09	1,168.09	07/01/2019
Total 671:					6,717.00	6,717.00	
2224	LOCAL GOV'T LIABILITY POOL	12306	MEMBERSHIP RENEWAL FY20	05/13/2019	83,606.00	.00	
Total 2224:					83,606.00	.00	
156	LOWER VALLEY ENERGY INC	19722-078 061	145 west hansen	06/30/2019	26.42	.00	
156	LOWER VALLEY ENERGY INC	19722-078 061	145 west hansen	06/30/2019	61.64	.00	
156	LOWER VALLEY ENERGY INC	19722-079 061	145 west hansen	06/30/2019	42.43	.00	
156	LOWER VALLEY ENERGY INC	19722-079 061	145 west hansen	06/30/2019	22.85	.00	
156	LOWER VALLEY ENERGY INC	19722-102 061	145 west hansen	06/30/2019	6.08	.00	
156	LOWER VALLEY ENERGY INC	19722-102 061	145 west hansen	06/30/2019	14.20	.00	
156	LOWER VALLEY ENERGY INC	19722-106 061	940 SIMON	06/30/2019	58.03	.00	
156	LOWER VALLEY ENERGY INC	19722-333 061	174 NORTH KING	06/30/2019	167.77	.00	
156	LOWER VALLEY ENERGY INC	19722-345 061	930 simon lane	06/28/2019	98.35	.00	
156	LOWER VALLEY ENERGY INC	19722-363 061	455 VINE	06/30/2019	43.71	.00	
156	LOWER VALLEY ENERGY INC	19722-364 061	55 VIRGINIAN LANE 65E	06/30/2019	83.94	.00	
156	LOWER VALLEY ENERGY INC	19722-365 061	55 VIRGINIAN LANE 65G	06/30/2019	26.98	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	19722-367 061	455 VINE STREET #3	06/30/2019	55.89	.00	
156	LOWER VALLEY ENERGY INC	19722-368 061	455 VINE STREET #4	06/30/2019	40.52	.00	
156	LOWER VALLEY ENERGY INC	19722-370 061	2022 WILDFLOWER	06/30/2019	89.89	.00	
156	LOWER VALLEY ENERGY INC	19722-373 061	475 WEST ASPEN DRIVE	06/30/2019	55.12	.00	
156	LOWER VALLEY ENERGY INC	19722-374 061	455 VINE	06/30/2019	59.10	.00	
156	LOWER VALLEY ENERGY INC	19722-381 061	915 SIMON LANE	06/30/2019	90.89	.00	
156	LOWER VALLEY ENERGY INC	19722-384 061	1177 MEADOWLARK LANE	06/30/2019	43.33	.00	
156	LOWER VALLEY ENERGY INC	92050-010: 06/	92050-010: ELY SPRINGS RD FI	06/28/2019	3,607.27	.00	
156	LOWER VALLEY ENERGY INC	92050-017- 06/	92050-017: INTERMED TREATM	06/28/2019	16.00	.00	
156	LOWER VALLEY ENERGY INC	92050-021: 06/	92050-021: 150 E PEARL AVE	06/28/2019	1,114.20	.00	
156	LOWER VALLEY ENERGY INC	92050-025: 06/	92050-025: SK W NEW SHOP	06/28/2019	298.04	.00	
156	LOWER VALLEY ENERGY INC	92050-047- 06/	92050-047: UV BUILDING	06/28/2019	84.77	.00	
156	LOWER VALLEY ENERGY INC	92050-049- 06/	92050-049: WASTE WATER PLA	06/28/2019	9,624.26	.00	
156	LOWER VALLEY ENERGY INC	92050-051- 06/	92050-051: WELL #5	06/28/2019	2,777.45	.00	
156	LOWER VALLEY ENERGY INC	92050-114- 06/	92050-114: HOME RANCH RSTR	06/28/2019	228.24	.00	
156	LOWER VALLEY ENERGY INC	92050-131- 06/	92050-131: 195 E DELONEY RS	06/28/2019	98.97	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-GRP:20560: MULTIPLE S	06/28/2019	2,229.70	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-023: RANGEVIEW ST LT	06/28/2019	19.42	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-036: ST LT LOTS 12, 13	06/28/2019	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-130: 3 CREEK RANCH AF	06/28/2019	22.38	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-005: CACHE KUDAR LIGH	06/28/2019	49.92	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-031: ST LT LOTS 38, 39	06/28/2019	19.67	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-043: ST LT LOTS 68, 69	06/28/2019	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-353: W DELONEY AVE F	06/28/2019	46.69	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-020: PATHWAY TUNNEL	06/28/2019	56.13	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-035: ST LT COTTONWOO	06/28/2019	18.18	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-111: PEARL/WILLOW ST	06/28/2019	17.35	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-016: HOME RANCH LIGH	06/28/2019	36.28	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-034: ST LT LOTS 80, 81	06/28/2019	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-081: PEARL ST LTS	06/28/2019	19.86	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-358: 650 W BROADWAY	06/28/2019	86.38	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-027: ST LT LOTS 20, 21	06/28/2019	20.84	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-039: ST LT LOTS 86, 87	06/28/2019	18.25	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-030: ST LT LOTS 95, 96	06/28/2019	17.99	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-041: ST LT LOTS 99, 101	06/28/2019	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-342: 25 S REDMOND ST L	06/28/2019	28.33	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-006: CACHE ST N LIGHTI	06/28/2019	27.29	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-032: ST LT LOTS 88, 89	06/28/2019	18.18	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-045: TOWN SQUARE LIG	06/28/2019	73.12	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-355: S CACHE LIGHTING	06/28/2019	51.92	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-028: ST LT LOTS 26, 27	06/28/2019	17.86	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-040: ST LT LOTS 90, 91	06/28/2019	19.80	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-362: STELLARIA LN/ S H	06/28/2019	19.29	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-360: 1035 W BROADWAY	06/28/2019	30.66	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-332: N GLENWOOD MCC	06/28/2019	26.65	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-382: BUDGE DR LIGHT S	06/28/2019	19.47	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-336: HIDDEN RANCH PAT	06/28/2019	29.88	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-044: SNOW KING ESTAT	06/28/2019	255.39	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-361: 625 W BROADWAY	06/28/2019	21.67	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-054: CITY WELLS ELK RE	06/28/2019	6.34	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-003: SPRUCE DRIVE PU	06/28/2019	285.12	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-074: CRABTREE ANE TH	06/28/2019	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-056: CITY WELL ELK REF	06/28/2019	6.34	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-050: 2MG TANK	06/28/2019	20.58	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-383: SNOW KING DR WA	06/28/2019	19.80	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-053: WELLS #2 & #3	06/28/2019	2,624.70	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-055: CITY WELL ELK REF	06/28/2019	10.89	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-052: WELL #1	06/28/2019	975.60	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-334: SEWER LIFT STATIO	06/28/2019	77.32	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-127: 3337 CODY CRK DR	06/28/2019	192.21	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-019: SEWER LIFT PUMP-	06/28/2019	59.15	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-126: SEWER LIFT STATIO	06/28/2019	21.99	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-018: SEWER LIFT PUMP-	06/28/2019	18.95	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-024: SEWER LIFT PUMP-	06/28/2019	17.92	.00	
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-341: HOME RANCH RSTR	06/28/2019	6.40	.00	
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-386: 143 E PEARL AVE	06/28/2019	43.58	.00	
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-359: MILLER PARK PARKI	06/28/2019	2.78	.00	
Total 156:					26,725.76	.00	
677	MACY'S SERVICES	30656	PUMP OUT ELEVATOR SHAFT	06/30/2019	120.00	.00	
Total 677:					120.00	.00	
4338	MAILFINANCE	N7788170	LEASE PAYMENT	06/21/2019	468.69	.00	
Total 4338:					468.69	.00	
6465	MCDONALD, JEFF	062919	REIMBURSEMENT FOR REKEY A	06/29/2019	300.00	.00	
Total 6465:					300.00	.00	
5387	MIKE'S WELDING INC	11600	POUNDS 1/8 PLATE 11X48, LAB	06/26/2019	74.00	.00	
Total 5387:					74.00	.00	
3932	MILLER SANITATION	13869	CITY CANS 74 IN JULY 2019 @	06/17/2019	8,288.00	.00	
Total 3932:					8,288.00	.00	
4623	MSC INDUSTRIAL SUPPLY CO	3074104001	H S TUBING BLK, TERMINAL W	06/17/2019	206.15	.00	
Total 4623:					206.15	.00	
257	NAPA AUTO PARTS INC.	858703	D EARTH	07/10/2019	38.76	.00	
Total 257:					38.76	.00	
187	NELSON ENGINEERING	48110	PROJ: 14-175-04- WATERLINE E	10/24/2018	1,588.25	.00	
187	NELSON ENGINEERING	49800	PROJ: 17-142-04- ASPEN HILL C	06/26/2019	5,604.50	.00	
187	NELSON ENGINEERING	49850	PROJ: 14-175-03 WEST BROAD	06/27/2019	480.00	.00	
187	NELSON ENGINEERING	49853	PROJ: 18-305-01- 1195 S HWY 8	06/27/2019	375.00	.00	
Total 187:					8,047.75	.00	
5615	NEWLEVEL GROUP	128230	START BOARD TRAINING	06/26/2019	3,993.56	.00	
Total 5615:					3,993.56	.00	
1504	ONE CALL OF WYOMING	52573	TICKETS FOR JUNE 2019 CDC	07/03/2019	170.25	.00	
1504	ONE CALL OF WYOMING	52573	TICKETS FOR JUNE 2019 CDC	07/03/2019	170.25	.00	
Total 1504:					340.50	.00	
6440	OPS STRATEGIES	19032	PROJ: 19-12- PUBLIC WORKS G	06/25/2019	1,000.00	.00	
6440	OPS STRATEGIES	19032	PROJ: 19-12- PUBLIC WORKS G	06/25/2019	260.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6440:					1,260.00	.00	
226	O'RYAN CLEANERS	1000805-07-01	DRY CLEANING	06/30/2019	115.60	.00	
Total 226:					115.60	.00	
5941	PETHEALTH SERVICES INC	1065	FDX-B ISO LOT	06/26/2019	365.00	.00	
Total 5941:					365.00	.00	
4878	POCO LLC	P1917706912	INSTALL FILTER RACK IN AHU'	06/26/2019	1,094.67	.00	
Total 4878:					1,094.67	.00	
532	QUICK BROWN FOX LLC	3658	COMMUTER PASSES	07/01/2019	550.00	.00	
Total 532:					550.00	.00	
5838	Rendezvous Insurance Inc.	2019	EXCESS COVERAGE POLICY #	07/01/2019	26,309.63	.00	
Total 5838:					26,309.63	.00	
5672	RINK-TEC INTERNATIONAL, IN	3940	ANNUAL MAINTENANCE FY20	06/26/2019	13,422.66	.00	
Total 5672:					13,422.66	.00	
1430	ROBINSON, ROXANNE DEVRIE	061419	REIMBURSE TRAVEL TO WAM	06/14/2019	66.00	.00	
Total 1430:					66.00	.00	
6279	ROBINSON, SAMI	EASEMENT- J	SNOW KING ESTATES EASEME	06/30/2019	2,150.00	.00	
Total 6279:					2,150.00	.00	
6473	ROGERS, ROBERT	070919	DOT PHYSICAL	07/09/2019	155.00	.00	
Total 6473:					155.00	.00	
5812	RUI INC. DBA VILLAGE GARDN	1316903	REGULAR MOWING, TRIMMING	06/30/2019	783.00	.00	
5812	RUI INC. DBA VILLAGE GARDN	1316943	MOWING HOURLY RATEM CLE	06/30/2019	410.15	.00	
5812	RUI INC. DBA VILLAGE GARDN	1316980	MOWING HOURLY RATE, SPRIN	06/30/2019	287.60	.00	
5812	RUI INC. DBA VILLAGE GARDN	1316990	REGULAR MOWING, TRIMMING	06/30/2019	262.50	.00	
Total 5812:					1,743.25	.00	
5111	SCHMILLEN, SCOTT	01853	FIXTURE CLEANING @ PARKIN	06/28/2019	237.50	.00	
5111	SCHMILLEN, SCOTT	01854	FIXTURE CLEANING @ DELON	06/28/2019	237.50	.00	
5111	SCHMILLEN, SCOTT	01855	FIXTURE CLEANING @ MILLER	06/28/2019	190.00	.00	
5111	SCHMILLEN, SCOTT	01856	FIXTURE CLEANING @ HOME R	06/29/2019	522.50	.00	
Total 5111:					1,187.50	.00	
6459	SERVPRO OF IDAHO FALLS	471098	MOLD REMED	06/14/2019	450.00	.00	
Total 6459:					450.00	.00	
4548	SILVER CREEK SUPPLY	S2011774.001	3/4 BRASS STREET 90	06/20/2019	8.73	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4548	SILVER CREEK SUPPLY	S2015917.001	2 STR CPLG PEP COMP X MNP	06/27/2019	307.45	.00	
Total 4548:					316.18	.00	
4720	SILVERSTAR	2214709	MONTHLY SERVICES	07/01/2019	260.00	.00	
4720	SILVERSTAR	2214709	MONTHLY SERVICES	07/01/2019	1,982.30	.00	
4720	SILVERSTAR	2214709	MONTHLY SERVICES	07/01/2019	36.76	.00	
Total 4720:					2,279.06	.00	
236	SMITH POWER PRODUCTS,INC	460998	PROGRAM NEW TCM, LABOR,	02/25/2019	770.07	.00	
Total 236:					770.07	.00	
5632	SNAKE RIVER MEP COMPLETE,	3652	MISC ELECTRIC @ PUBLIC WO	06/28/2019	567.50	.00	
5632	SNAKE RIVER MEP COMPLETE,	3657	TOWN HALL 2ND FLAC TROUB	06/28/2019	1,279.00	.00	
Total 5632:					1,846.50	.00	
4699	SNAKE RIVER ROASTING	609606	COFFEE	06/27/2019	48.45	.00	
4699	SNAKE RIVER ROASTING	609757	COFFEE	07/03/2019	53.30	.00	
4699	SNAKE RIVER ROASTING	609761	COFFEE- PW MAIN SHOP	07/03/2019	48.45	.00	
4699	SNAKE RIVER ROASTING	609948	COFFEE	07/11/2019	48.45	.00	
Total 4699:					198.65	.00	
1505	SPRING CREEK ANIMAL HOSPI	624964752	VACCINES	06/15/2019	32.88	.00	
1505	SPRING CREEK ANIMAL HOSPI	624964752	VACCINES	06/15/2019	104.92	.00	
1505	SPRING CREEK ANIMAL HOSPI	624965175	HEALTH CARE	06/25/2019	322.88	.00	
1505	SPRING CREEK ANIMAL HOSPI	624965176	ANIMAL CARE	06/25/2019	18.50	.00	
Total 1505:					479.18	.00	
241	ST JOHN'S HOSPITAL	50000121	CHEM & LAB	05/31/2019	185.00	.00	
Total 241:					185.00	.00	
251	STANDARD PLUMBING SUPPLY	JRZQ33	3/4 MPT PROPRESS ADPT, 3/4C	06/19/2019	19.64	.00	
Total 251:					19.64	.00	
4990	Swagit Productions, LLC	13211	JUNE VIDEO STREAMING	06/30/2019	1,775.00	.00	
Total 4990:					1,775.00	.00	
6469	TANK, JOANNE	070919	RETURN BOND B19-0430 450 T	07/09/2019	2,000.00	.00	
Total 6469:					2,000.00	.00	
4073	TETON COUNTY INMATE FUND	062119	JUNE INMATES	06/21/2019	1,008.00	.00	
Total 4073:					1,008.00	.00	
1443	TETON COUNTY CLERK	070119	JULY PARK AND REC	07/01/2019	33,206.17	.00	
1443	TETON COUNTY CLERK	070119	JULY PARK AND REC	07/01/2019	99,862.33	.00	
1443	TETON COUNTY CLERK	070119A	JULY 2019 housing	07/01/2019	22,141.75	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 1443:					155,210.25	.00	
2113	TETON COUNTY HOUSING AUT	063019	REIMBURSEMENT FOR KEYS	06/30/2019	95.17	.00	
Total 2113:					95.17	.00	
581	TETON COUNTY INTEGRATED	4147	2019 SPRING CLEANUP ADVER	06/27/2019	1,330.79	.00	
581	TETON COUNTY INTEGRATED	4291	CARBOARD PICKUP @ PUBLIC	07/01/2019	294.00	.00	
Total 581:					1,624.79	.00	
1227	TETON COUNTY SCHOOL DIST	063019	SCHOOL EXACTIONS	06/30/2019	52,225.00	.00	
Total 1227:					52,225.00	.00	
996	TETON COUNTY SPECIAL FIRE	070119	JULY 2019 FIRE/EMS	07/01/2019	128,275.00	.00	
996	TETON COUNTY SPECIAL FIRE	070219	JUNE19 SPRICAL FIRE FUND C	07/02/2019	128,912.11	.00	
996	TETON COUNTY SPECIAL FIRE	070219B	JUNE19 SPECIAL FIRE FUND	07/02/2019	29,616.62	.00	
Total 996:					286,803.73	.00	
1355	TETON COUNTY TRANSFER ST	419889	DIM/LUMBER	07/05/2019	26.00	.00	
Total 1355:					26.00	.00	
1614	TETON COUNTY-FUND 10	063019	ELECTRICAL FEES 18-19	06/30/2019	48,584.11	.00	
1614	TETON COUNTY-FUND 10	070219	JUNE19 DISPATCH	07/02/2019	18,521.27	.00	
1614	TETON COUNTY-FUND 10	070219B	JUNE19 PATHWAYS	07/02/2019	7,744.83	.00	
1614	TETON COUNTY-FUND 10	070219C	JUNE19 KRISTI MALONE	07/02/2019	3,519.88	.00	
Total 1614:					78,370.09	.00	
3027	TETON COUNTY-FUND 13	070219	JUNE 19 FIRE CAPITAL	07/02/2019	1,187.94	.00	
Total 3027:					1,187.94	.00	
166	TETON COUNTY-FUND 19	070219	JUNE19 PARK AND REC	07/02/2019	36,390.56	.00	
Total 166:					36,390.56	.00	
268	TETON MOTORS INC	5090673	TRIM	05/31/2019	461.97	.00	
268	TETON MOTORS INC	6140360	REINSTALL MOUNT- CLEANED	06/10/2019	135.00	.00	
Total 268:					596.97	.00	
3162	TETON TRASH REMOVAL, INC.	19 JUL 1005	TRASH 145 west hansen 2a	07/01/2019	45.50	.00	
Total 3162:					45.50	.00	
298	TETON YOUTH & FAMILY SERV	063019	4TH QUARTER PAYMENT	06/30/2019	39,500.00	.00	
Total 298:					39,500.00	.00	
70	THYSSEN KRUPP ELEVATOR C	3004687266	GOLD- FULL MAINTENANCE SE	07/01/2019	297.86	.00	
Total 70:					297.86	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5038	TREFONAS LAW, P.C.	062519	TOWN DEFENER TROUGH 0625	06/25/2019	94.20	.00	
Total 5038:					94.20	.00	
6319	VIRGINIAN VILLAGE CONDO H	128	Q3 ASSOCIATION DUES	07/01/2019	540.00	.00	
6319	VIRGINIAN VILLAGE CONDO H	128	Q3 ASSOCIATION DUES	07/01/2019	540.00	.00	
Total 6319:					1,080.00	.00	
5022	VISION SERVICE PLAN - (WY)	807045426	JULY PREMIUM	06/17/2019	1,659.14	1,659.14	07/01/2019
Total 5022:					1,659.14	1,659.14	
2736	W.A.R.M. PROPERTY INSURAN	1217	PROPERTY INSURANCE	07/01/2019	188,300.95	.00	
2736	W.A.R.M. PROPERTY INSURAN	1259	CRIME INSURANCE	07/01/2019	641.67	.00	
Total 2736:					188,942.62	.00	
517	WAM	16341	FY20 MEMBERSHIP DUES	07/01/2019	12,315.45	.00	
Total 517:					12,315.45	.00	
6466	WATCHGUARD INC.	300407250	INTRUSION LABOR AND MATE	03/25/2019	1,375.37	.00	
Total 6466:					1,375.37	.00	
6086	WATER WERKS, INC	2312	PROJ: HOME RANCH 4/19- LAB	05/01/2019	190.00	.00	
6086	WATER WERKS, INC	2338	PROJ: TOWN HALL- LABOR- PA	06/25/2019	499.20	.00	
6086	WATER WERKS, INC	2339	PROJ: HOME RANCH- LABOR	06/25/2019	532.44	.00	
6086	WATER WERKS, INC	2340	PROJ: DELONEY- LABOR MONT	06/25/2019	95.00	.00	
6086	WATER WERKS, INC	2341	PROJ: MILLER PARK 5/19- LAB	06/25/2019	164.45	.00	
6086	WATER WERKS, INC	2342	PROJ: ICE RINK 5/19- MATERIA	06/25/2019	105.75	.00	
Total 6086:					1,586.84	.00	
244	WATTS STEAM STORE ROCKY	72868	SERVICE CALL FOR LEAKING H	06/24/2019	319.95	.00	
Total 244:					319.95	.00	
563	WESTBANK SANITATION	3159436	TRASH REMOVAL 940 SIMON	07/01/2019	49.98	.00	
Total 563:					49.98	.00	
1640	WESTERN STATE	IN001020262	PITBULL 2300 SCREEN PLANT,	06/30/2019	1,515.00	.00	
Total 1640:					1,515.00	.00	
2802	WESTWOOD CURTIS	18-10 #10	PROJ: 18-903 SNOW KING EST	06/27/2019	2,790.76	.00	
2802	WESTWOOD CURTIS	18-10 #10	PROJ: 18-903 SNOW KING EST	06/27/2019	27,339.50	.00	
2802	WESTWOOD CURTIS	18-10 #10	PROJ: 18-903 SNOW KING EST	06/27/2019	30,779.43	.00	
2802	WESTWOOD CURTIS	19-16 #3	PROJ: 19-901- PUBLIC WORKS	05/26/2019	16,417.87	.00	
2802	WESTWOOD CURTIS	19-903 #2	PROJ: 19-903- TOJ- ASPEN HILL	06/26/2019	94,551.25	.00	
2802	WESTWOOD CURTIS	31122	PROJ: SNOW KING ESTATES R	07/09/2019	22,502.56	.00	
2802	WESTWOOD CURTIS	31123	PROJ: SNOW KING ESTATES A	07/09/2019	10,620.00	.00	
Total 2802:					205,001.37	.00	
472	WHITE GLOVE CLEANING, INC.	3767	SHELTER CLEANING JUNE	06/28/2019	1,333.13	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 472:					1,333.13	.00	
6471	WILSON, ELISA	00101	PROJ: START BUS PANEL PAIN	06/29/2019	3,684.38	.00	
Total 6471:					3,684.38	.00	
6117	WILSON, JOHN	070319	JULY RENT	07/03/2019	2,000.00	2,000.00	07/03/2019
Total 6117:					2,000.00	2,000.00	
3619	WY CHILD SUPPORT ENFORCE	07022019	case#230073 CORONA	07/02/2019	745.50	745.50	07/02/2019
3619	WY CHILD SUPPORT ENFORCE	07022019	case #209790 GALLEGHER	07/02/2019	146.76	146.76	07/02/2019
Total 3619:					892.26	892.26	
1064	WYOMING DEPARTMENT OF H	I0010457	COLILERT WATER TESTING- A	07/02/2019	240.00	.00	
Total 1064:					240.00	.00	
2547	WYOMING FINANCIAL INSUAN	JACKSON 01	CONSULTING AGREEMENT FY	06/05/2019	6,750.00	.00	
Total 2547:					6,750.00	.00	
6242	WYOMING LAW ENFORCEMEN	063019	OFFICER EDUCATION	06/30/2019	130.00	.00	
Total 6242:					130.00	.00	
1334	WYTRANS	1475	TWO DAY CONFERENCE	06/19/2019	60.00	.00	
Total 1334:					60.00	.00	
2179	XEROX CORPORATION	097446549	CONTRACT COPIER	07/02/2019	95.48	.00	
2179	XEROX CORPORATION	097446550	CONTRACT COPIER	07/02/2019	.00	.00	
2179	XEROX CORPORATION	097446551	CONTRACT COPIER	07/02/2019	150.05	.00	
2179	XEROX CORPORATION	097446552	CONTRACT COPIER	07/02/2019	.00	.00	
2179	XEROX CORPORATION	097446553	CONTRACT COPIER	07/02/2019	129.44	.00	
2179	XEROX CORPORATION	097446554	CONTRACT COPIER	07/02/2019	.00	.00	
2179	XEROX CORPORATION	097446555	CONTRACT COPIER	07/02/2019	20.91	.00	
2179	XEROX CORPORATION	097446564	CONTRACT COPIER	07/02/2019	152.73	.00	
2179	XEROX CORPORATION	724041082	CONTRACT COPIER	07/02/2019	.00	.00	
Total 2179:					548.61	.00	
2842	YELLOW IRON EXCAVATION, L	37700	915 SIMON LANE	06/30/2019	32.00	.00	
2842	YELLOW IRON EXCAVATION, L	37710	174 north king street	06/30/2019	32.00	.00	
2842	YELLOW IRON EXCAVATION, L	37782	455 vine street	06/30/2019	17.50	.00	
2842	YELLOW IRON EXCAVATION, L	37782	455 vine street	06/30/2019	17.50	.00	
2842	YELLOW IRON EXCAVATION, L	37782	455 vine street	06/30/2019	17.50	.00	
2842	YELLOW IRON EXCAVATION, L	37782	455 vine street	06/30/2019	17.50	.00	
2842	YELLOW IRON EXCAVATION, L	37896	TRASH REMOVAL JUNE 2019 @	06/30/2019	120.00	.00	
2842	YELLOW IRON EXCAVATION, L	37897	TRASH REMOVAL @ SHELTER	06/30/2019	120.00	.00	
2842	YELLOW IRON EXCAVATION, L	37898	TRASH REMOVAL JUNE 2019 @	06/30/2019	160.00	.00	
2842	YELLOW IRON EXCAVATION, L	37899	TRASH REMOVAL JUNE 2019 @	06/30/2019	260.00	.00	
2842	YELLOW IRON EXCAVATION, L	37900	TRASH REMOVAL JUNE 2019 @	06/30/2019	160.00	.00	
Total 2842:					954.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
618	ZYLAB INTERNATIONAL INC.	V180-190055	STANDARD SUPPORT	06/18/2019	5,288.48	.00	
Total 618:					5,288.48	.00	
Grand Totals:					1,630,225.07	23,195.30	

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
MUNICIPAL COURT
MONTHLY REPORT TO THE MAYOR AND THE TOWN COUNCIL
FOR THE MONTH OF JUNE, 2019**

During the month of June, the court received \$48,745 in fines, fees, bonds, and forfeitures.
484 new cases were docketed: 381 parking citations, 103 summons
38 cases were dismissed: 17 parking violations

The abbreviations used below are: BF=forfeiture, GP=pled guilty, NC= nolo contendere, G=found guilty at trial, NG=found not guilty at Trial,
R=restitution, CS=community service, DP=deferred prosecution, D=dismissed, D-TS=dismissed for traffic school,
DA=deferred adjudication

CLOSED CASES

<u>NAME</u>	<u>CITATION</u>	<u>OFFENSE</u>	<u>DISPOSITION</u>	<u>\$</u>
Acoltzi Suarez, Esmeralda	186001423AB	Failure to maintain liability coverage	D-Provided Valid Information	0
Adams, Forrest	186001081AB	Wrong way on one-way street	D-Per Town's Motion	0
Andrikopoulos, Shaun George	186006553AA	Care and control of a dog	BF, R	0
Arena, Thomas John	186001422AB	Failure to maintain liability coverage	D-Provided Valid Information	0
Babbitt, Scott M	186001063AB	Public intoxication	BF	110
Bakst, Mallory Caitlin	186001579AB	No display of current registration	BF	62.5
Balderston, Margaret Cox	186005194AA	Limitations on Backing	BF	85
Banerjee, Abhik	186001470AB	Speed Limits Generally 52/30	BF	259
Bardon, Andrew James	186001516AB	Speed Limits Generally 47/30	BF	194
Bartlett, Thomas C	186001387AB	Speed Limits Generally 41/30	BF	77
Bautista, Ricardo	00079M	Failure to maintain liability coverage	BF	275
Beastrom, Craig Dean	186001170AB	Leaving motor vehicle unattended	BF	85
Brinager, Jeffrey S	00525M	Stop Sign Violation	D-TS	0
Buresch, Sandra	186001512AB	Stop Sign Violation	BF	125
Burkhart, Kerri M	186001428AB	Speed Limits Generally 43/30	BF	166
Cameron, Bruce T	186001064AB	Public intoxication	BF	110
Chavez Diaz, Beatriz	186000993AB	No Driver's license	BF	420
Chavez, Marco Antonio	186001407AB	Driver & Passenger Req. to wear seat belt	BF	25
Conde, Fausto Juarez	186001430AB	No Driver's license	BF	420
Cooper, Michael Jeremy	186006653AA	Speeding urban - 46/30 mph zone	BF	187
Cortes Garcia, Jesus Raymundo	186000722AB	Duty upon colliding with unattended vehicle or property	D-Per Town's Motion	0
Cortes Garcia, Jesus Raymundo	186000721AB	Failure to maintain liability coverage	D-Per Town's Motion	0
Cortes Garcia, Jesus Raymundo	186000720AB	No Driver's license	D-Per Town's Motion	0
Deland, Anna Marie	186001401AB	Use of cell phone while driving prohibited	BF	75
Dillon, Luke Taylor	186001304AB	Following too Close	BF	75
Doan, Adam W	19445K	Speeding faster than reasonable and prudent	BF	85
Dominguez, Brian Bencomo	186001087AB	Failure to maintain liability coverage	D-Provided Valid Information	0
Dustin, Erica G	186001629AB	Public intoxication	BF	110
Elwell, Joshua Joseph	03266L	Driving/Control of vehicle while intox	DA- Under 7-13-301	0
Epp, Brandon Lee	186001410AB	brake lamps required	BF	85
Fernandez, Baldomero Jose	186001230AB	Speed Limits Generally 54/40	BF	183
Flaig, Chadwick M	186001510AB	Failure to Obey Traffic Control Device	BF	135
Flanagan, Shea Elizabeth	186001409AB	Speed Limits Generally 43/30	D-Per Town's Motion	0
Frampton, Jacob Douglas	186001354AB	No Driver's license	D-Per Town's Motion	0
Frias, Elsa M	186002973AA	No Driver's license	BF	410
Galza, Jason Dean	186001530AB	Breach of peace: non-violent	BF	100
Garcia Juarez, Alfredo	186001426AB	No Driver's license	BF	420
Ghozali, Tasha M	186001414AB	Marijuana: use and/or possession	BF	150
Gieck, David Stephen	186001465AB	Use of hand-held electronic device while driving	BF	65
Hamren, Gorgia	186006264AA	Use of cell phone while driving prohibited	BF	75
Heller, Ephraim	186001283AB	Stop Sign Violation	BF	135
Hernandez Galicia, Victoria	186001412AB	Use of hand-held electronic device while driving	BF	100
Hysell, Kim Cody	186001453AB	Speed Limits Generally 35/20	BF	200
Johnson, Justin Louis	186001284AB	Following too Close	BF	85
Jones, Leslie Ray	186001436AB	Driver & Passenger Req. to wear seat belt	BF	25
Jones, Madelon Clare	186001405AB	Use of cell phone while driving prohibited	BF	75
Karriker, Robert Glenn	186000342AB	Failure to yield ROW	BF	85
Kaufman, Myra Palevsky	03419L	Public intoxication	BF	110
Kohlbrecher, Gavin Edward	JPD02397AB	Speed Limits Generally 50/30	BF	215
Lopez Hernandez, Braulio	186001375AB	No Driver's license	BF	420
Lopez, Linda Joanne,	186001443AB	MPH over limit Bond	BF	135
Lundy, Robert L	00612M	Public intoxication	BF	110

Manning, Richard Alan	186001408AB	Use of cell phone while driving prohibited	BF	75
Marsh, Charles Anthony	186002900AA	Use of cell phone while driving prohibited-2ND OFFENSE	BF	100
Martinek, Joseph Gerard	186001105AB	Use of cell phone while driving prohibited	BF	65
Martinez, Rubio Marcelo	186005030AA	Failure to maintain liability coverage	D-Per Town's Motion	0
Martinez, Rubio Marcelo	186005031AA	Failure to stop at a red light	D-Per Town's Motion	0
Mccoy, Gregory Scott	186001424AB	Use of cell phone while driving prohibited	BF	75
Medeiros, Jeffrey Christopher	186001548AB	Failure to stop at a red light	BF	135
Merriman, Robert Lindsey	186001488AB	Failure to stop at a red light	BF	135
Mikkelson, Sharon Irene	186001456AB	Limitations on Backing	BF	75
Mikkelson, Sharon Irene	186001486AB	Failure to maintain liability coverage	D-Per Town's Motion	0
Miller, Jobe Charles	186001452AB	Careless driving	D-Per Town's Motion	0
Montiel Garcia, Veronica	186001431AB	No Driver's license	BF	420
Morales-portillo, Francisco Antonio	03798L	Public intoxication	BF	110
Oconnor, Carolyn Kaye	186001229AB	Speed Limits Generally 45/30	BF	180
Parkin, Brad Clifford	186001490AB	Stop Sign Violation	BF	125
Paulus, John Anthony	186001489AB	Failure to stop at a red light	BF	135
Pisano, Anthony Robert	186001513AB	Speed Limits Generally 35/20	BF	300
Prati, Peyton Copp	186001645AB	Use of cell phone while driving prohibited	BF	65
Raden, Eric Francis	186001403AB	Failure to stop at a red light	BF	135
Raghu, Shravan Kumar	186001085AB	Speeding 44/30	BF	115
Ragon, Michael Brandon	186001432AB	No display of current registration	BF	62.5
Randall, Tonja L	186001301AB	Speed Limits Generally 40/30	BF	125
Reed, Dennis P	186001173AB	Limitations on Backing	BF	85
Ruiz, Nicholas Patrick	186001163AB	Failure to maintain liability coverage	BF	100
Ruiz, Nicholas Patrick	186001162AB	No Driver's license	D-Per Town's Motion	0
Sanchez Machuca, Edwin A	186001469AB	Failure to yield ROW approaching intersections	BF	75
Saner-schmiedel, Donald D	186001421AB	Speed Limits Generally 47/30	BF	194
Sermon, Diane Marie	186001084AB	Speeding 46/30	BF	67.5
Sheue, Adam Eugene	186006660AA	Speeding urban - 43/30 mph zone	BF	166
Smith, Michael Drake	186001254AB	No display of current registration	BF	70
Smith, Michael Drake	186001255AB	Failure to maintain liability coverage	D-Per Town's Motion	0
Smith, Nichole Kaylene	186001531AB	Public intoxication	BF	110
Storm, Josef Andrew	186001228AB	Speed Limits Generally 45/30	BF	180
Sullivan, Anna Christina	186001502AB	Use of hand-held electronic device while driving	BF	90
Swan, Allison Claire	186001082AB	Use of cell phone while driving prohibited	BF	65
Syal, Siddharth	186001083AB	Speeding 45/25	BF	145
Trachtenberg, Barbara Finkel	186001511AB	Speed Limits Generally 33/20	BF	280
Van Beuren, Elizabeth Hunter	11312J	Drive/control veh under infl alcohol concentration 0.08% o	DA- Under 7-13-301	0
Vera, Alexander Yesid	00179M	Motor vehicles -General	BF	100
Vrincean, Vitalie	186003043AA	Vehicle Permit Required	BF	100
Wu, Jackie	186001535AB	Failure to Obey Traffic Control Device	BF	135



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: PLANNING & BUILDING

PRESENTER: TYLER SINCLAIR

MEETING DATE: JULY 15, 2019

SUBJECT: TEMPORARY SIGN PERMIT – Bronc Bash: HS Football Kick Off Event

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:

520 W. Broadway Avenue, Hoback Sports during:
August 19, 2019 to August 23, 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 520 W. Broadway Avenue, Hoback Sports, 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 Bronc Bash: HS Football Kick Off Event may be installed at:
520 W. Broadway Avenue, Hoback Sports during:
August 19, 2019 to August 23, 2019

SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with JHHS Football 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: Bronc Bash Physical Address of Event: 1855 High School
Description of Event: HS Football Kick Off
Grand Opening ____ Yes X No

EVENT SPONSOR/APPLICANT:

Name: JHHS Football/ Coach David Phone: 479-236-5054
Mailing Address: FootballBroncs@gmail.co ZIP: ____
E-mail: ____ Non-Profit: X For Profit: ____

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Broadway/Flat Cr.</u>	Business/Description: ____
Physical Address: <u>520 W.</u>	Physical Address: ____
Dates of Display: <u>Aug. 19th to</u>	Dates of Display: ____
Consent from Owner Obtained? Yes ____ No <u>X</u>	Consent from Owner Obtained? Yes ____ No ____
Business/Description: ____	Business/Description: ____
Physical Address: ____	Physical Address: ____
Dates of Display: ____	Dates of Display: ____
Consent from Owner Obtained? Yes ____ No ____	Consent from Owner Obtained? Yes ____ No ____

SUBMITTAL REQUIREMENTS. Have you attached the following? Please circle.

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.

6/26/19

Signature of Authorized Event Applicant
David Joyce

Applicant Name Printed

Date
HS Football

Title



BroncBASH

AUG 23rd

FRIDAY @ 5:00 PM

William T. McIntosh STADIUM



FREE ADMISSION

A PACKAGED FOOD ITEM: INDIVIDUAL serving soup, pasta, mac and cheese, fruit cups, granola bars, ramen noodles, etc.

These will be used for the Jackson Cupboard.

**COME OUT TO SUPPORT YOUR
BRONCS AND JOIN IN THE FUN!**

Great Food *  Football Preview * Kids Activities

Check Jackson Broncs Football Facebook Page for more info

GO BRONCS!



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: PLANNING & BUILDING

PRESENTER: TYLER SINCLAIR

MEETING DATE: JULY 15, 2019

SUBJECT: TEMPORARY SIGN PERMIT – Stomping the Divots

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 temporary banners to be located at:

105 Buffalo Way, Albertsons during:
July 21, 2019 to August 4, 2019

520 W. Broadway Ave, (5-way intersection) Hoback and Staples:
July 21, 2019 to August 4, 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 two different locations, 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 signs for Stomping the Divots may be installed at:
105 Buffalo Way, Albertsons during:
July 21, 2019 to August 4, 2019

520 W. Broadway Ave, (5-way intersection) Hoback and Staples:
July 21, 2019 to August 4, 2019

SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with Jackson Hole Therapeutic Riding Association 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. | ph: (307) 733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

EVENT NAME:

Event Name: Stomping the Divots Physical Address of Event: 5305 Ricks Rd Jackson, WY 83025
Description of Event: Annual fundraiser for Jackson Hole Therapeutic Riding Association
Grand Opening ☐ Yes ☒ No ☐

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: PO Box 415 Phone: 307-733-1374
E-mail: Teton Village, WY ZIP: 83025
jhtra.director@gmail.com Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Albertsons</u>	Business/Description: <u>5-way intersection</u>
Physical Address: <u>105 Buffalo Way Jackson, WY 83001</u>	Physical Address: <u>520 W Broadway Jackson, WY 83001</u>
Dates of Display: <u>7/21-8/4/2019</u>	Dates of Display: <u>7/21-8/4/2019</u>
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☒ No ☐
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	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.

Tori Fancher
Signature of Authorized Event Applicant
Tori Fancher
Applicant Name Printed

7/1/2019
Date
Executive Director
Title

Temporary Sign Permit Application

Jackson Hole Therapeutic Riding Association

Event: Stomping the Divots



TO PURCHASE TICKETS • 307-733-1374 • JHTRA.ORG

Location: Albertsons - 105 Buffalo Way Jackson, WY 83001

Size: 20' x 10'

Material: Vinyl canvas

Installation: Sign will be hung with bungy cords onto existing structure.



TO PURCHASE TICKETS • 307-733-1374 • JHTRA.ORG

Location: 5-way intersection - 520 W Broadway Jackson, WY 83001

Size: 6' x 4.5'

Material: Vinyl canvas

Installation: Sign will be hung with bungy cords onto existing sign post.



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: PLANNING & BUILDING

PRESENTER: TYLER SINCLAIR

MEETING DATE: JULY 15, 2019

SUBJECT: TEMPORARY SIGN PERMIT – Jackson Hole Ski Club

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 temporary banners to be located at:

Event: **Registration Open for JHSC Enrollment 2019/2020**

105 Buffalo Way, Albertsons during:

September 14, 2019 to September 22, 2019

100 E. Snow King Ave, Snow King Ballpark:

September 14, 2019 to September 22, 2019

Event: **Ski Swap**

105 Buffalo Way, Albertsons during:

September 14, 2019 to September 22, 2019

Event: **Black Tie Blue Jeans Ski Ball**

105 Buffalo Way, Albertsons during:

September 8, 2019 to September 21, 2019

Event: **JHSC Town Downhill**

105 Buffalo Way, Albertsons during:

March 1, 2020 to March 14, 2020

Event: **45th Annual Karen Oatey Pole Pedal Paddle**

105 Buffalo Way, Albertsons during:

March 22, 2020 to April 4, 2020

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 five banners to be located at two different locations, 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 signs for Jackson Hole Ski Club may be installed at:

Event: **Registration Open for JHSC Enrollment 2019/2020**

105 Buffalo Way, Albertsons during:

September 14, 2019 to September 22, 2019

100 E. Snow King Ave, Snow King Ballpark:

September 14, 2019 to September 22, 2019

Event: **Ski Swap**

105 Buffalo Way, Albertsons during:

September 14, 2019 to September 22, 2019

Event: **Black Tie Blue Jeans Ski Ball**

105 Buffalo Way, Albertsons during:

September 8, 2019 to September 21, 2019

Event: **JHSC Town Downhill**

105 Buffalo Way, Albertsons during:

March 1, 2020 to March 14, 2020

Event: **45th Annual Karen Oatey Pole Pedal Paddle**

105 Buffalo Way, Albertsons during:

March 22, 2020 to April 4, 2020

SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with Jackson Hole Ski Club 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: JHSC Registration Physical Address of Event: N/A / 100 E snow king
Description of Event: Registration open for JHSC enrollment 2019/2020
Grand Opening ☐ Yes ☒ No

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: P.O. Box 461 Jackson WY 83001 Phone: 603-714-8087 (cell)
E-mail: Bziebell@jhskiclub.org ZIP: 83001
Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Albertsons</u>	Business/Description: <u>snow king Ball field</u>
Physical Address: <u>105 Buffalo Way</u>	Physical Address: <u>100 E. snow king Ave</u>
Dates of Display: <u>8/4 - 8/17/2019</u>	Dates of Display: <u>8/4 - 8/17/2019</u>
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☐ No ☒ <u>TDJ to Approve</u>
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	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

Applicant Name Printed

Date

Title

**TEMPORARY SIGN PERMIT APPLICATION**

Planning & Building Department

150 East Pearl Ave.
P.O. Box 1687
Jackson, WY 83001ph: (307) 733-0440
www.townofjackson.com**EVENT NAME:**

Event Name: Ski swap Physical Address of Event: 100 E. Snow King (Ice Rink)
Description of Event: Annual Ski Swap, JHSC Fundraising / community event.
Grand Opening ☐ Yes ☒ No

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: P.O. Box 461 Jackson, WY 83001 Phone: 307-733-6433
E-mail: Bziebell@JHski.club.org ZIP: 83001
Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Albertson's</u>	Business/Description: <u>Stillson Lot</u>
Physical Address: <u>105 Buffalo Way</u>	Physical Address: <u>Intersection of 390/22</u>
Dates of Display: <u>10/6 - 10/19/2019</u>	Dates of Display: <u>10/7 - 10/21/2019</u>
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☒ No ☐
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	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

Brittney Ziebell

Applicant Name Printed

Date

6/28/19
marketing & events manager

Title



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: Black Tie Blue Jeans Ski Ball Physical Address of Event: Top of Bridger Gondola LHM
Description of Event: Fundraiser for JHSC that takes place annually
Grand Opening ☐ Yes ☒ No

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: PO Box 461 Jackson, WY 83001 Phone: 307-733-6433
E-mail: Bziebell@jhsclub.org ZIP: 83001
Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Abertsons</u>	Business/Description: <u>Stillson Lot</u>
Physical Address: <u>105 Buffalo Way</u>	Physical Address: <u>Intersection 390/22</u>
Dates of Display: <u>9/8 - 9/21/19</u>	Dates of Display: <u>9/9 - 9/23/2019</u>
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☒ No ☐
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	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.

Brittney Ziebell
Signature of Authorized Event Applicant
Brittney Ziebell
Applicant Name Printed

6/28/19
Date
marketing & Events manager
Title



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: JHSC Town Downhill Physical Address of Event: JHMR
Description of Event: 38th annual Town Downhill / JHSC Fundraising event
Grand Opening ☐ Yes ☒ No

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: P.O. Box 461 Jackson, WY 83001 Phone: 307-733-6433
E-mail: Bziebell@jhskiclub.org ZIP: 83001
Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Albertson's</u>	Business/Description: <u>Stillson</u>
Physical Address: <u>105 Buffalo Way</u>	Physical Address: <u>Intersection of 22/390</u>
Dates of Display: <u>3/1 - 3/14/2020</u>	Dates of Display: <u>3/2 - 3/16/2020</u>
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☒ No ☐
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	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

Applicant Name Printed

Date

Title



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: Oaten Pole Pedal Paddle
Physical Address of Event: 45th Annual Karen Astoria Hot Springs
Description of Event: A relay event beginning at JHMR & ending in Astoria
Grand Opening ☐ Yes ☒ No ☒

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: PO Box 461 Jackson, WY 83001 Phone: 307-733-6433
E-mail: Bziebell@JHMRClub.org ZIP: 83001
Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Albertson's</u>	Business/Description: <u>Stillson</u>
Physical Address: <u>165 Buffalo Way</u>	Physical Address: <u>Intersection of 22/390</u>
Dates of Display: <u>3/22 - 4/4/2020</u>	Dates of Display: <u>3/23 - 4/6/2020</u>
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☒ No ☐
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	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

Applicant Name Printed

Brittney Ziebell
Brittney Ziebell

Date

Title

6/28/19
marketing & Events
manager



JACKSON HOLE SKI & SNOWBOARD CLUB

Registration Now Open

Alpine, Nordic, Freeski
& Snowboard teams ages 6 & up

jhsclub.org * 307.733.6433

Building Champions
in Winter Sports & in Life

8" x 10" Royal Blue Banner with White Lettering

Jackson Hole Ski & Snowboard Club's
KAREN OATEY
POLE PEDAL PADDLE
 MARCH 26TH
 jhskiclub.org * 307.733.6433 

Banner 1
 12' x 5'

Jackson Hole Ski & Snowboard Club's
TRIPLE CROWN
RACE SERIES
Moose Chase
Nordic Marathon:
 FEBRUARY 20TH
Town Downhill:
 MARCH 19TH-20TH
Karen Oatey
Pole Pedal Paddle:
 MARCH 26TH
Registration is open
 jhskiclub.org * 307.733.6433 

Banner 2
 10' x 8'

Jackson Hole Ski & Snowboard Club's
TRIPLE CROWN RACE SERIES
Moose Chase Nordic Marathon
Town Downhill
Karen Oatey Pole Pedal Paddle
 Registration and Dates at
 jhskiclub.org * 307.733.6433 

Banner 3
 4' x 8'

Jackson Hole Ski & Snowboard Club's
TOWN
DOWNHILL
 MARCH 19TH - 20TH
Snow King Mountain
 jhskiclub.org * 307.733.6433 

Banner 4
 4' x 8'

Jackson Hole Ski & Snowboard Club's
MOOSE CHASE
NORDIC MARATHON
 FEBRUARY 20TH
 jhskiclub.org * 307.733.6433 

Banner 5
 4' x 8'

Jackson Hole Ski & Snowboard Club's
KAREN OATEY
POLE PEDAL PADDLE
 MARCH 26TH
 jhskiclub.org * 307.733.6433 

Banner 6
 4' x 8'

Jackson Hole Ski & Snowboard Club's
SKI SWAP
 OCTOBER 22ND
 jhskiclub.org * 307.733.6433 

Banner 7
 4' x 8'

Jackson Hole Ski & Snowboard Club's
BLACK TIE, BLUE JEANS
SKI BALL
 OCTOBER 1ST
Tickets On Sale Now
 jhskiclub.org * 307.733.6433 

Banner 8
 4' x 8'

Jackson Hole Ski & Snowboard Club's
BLACK TIE, BLUE JEANS
SKI
BALL
 OCTOBER 1ST
Tickets now on sale
 jhskiclub.org * 307.733.6433 

Banner 9
 10' x 8'



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT:

PRESENTER: Roxanne Robinson

MEETING DATE: February 4, 2019

SUBJECT: Stage Stop Lease

STATEMENT/PURPOSE

The Town Council approves all major leases on behalf of the Town of Jackson.

BACKGROUND/ALTERNATIVES

The Town has leased the Stage Stop building on the southwest corner of the Town Square for many years. The Chamber uses it for loading and unloading for the stagecoach concession, the housing of equipment for the nightly shootout in the summer, ice skate rentals, Santa on the Square, and holiday lighting. Any other requests for use must come before the Town Council in writing. The current lease expired in December of 2018 and it is staff's understanding that notice was not provided 180 days prior to expiration so we cannot simply extend the lease with written authorization. The Chamber of Commerce pays \$10/year for this lease.

It is important to have a lease in place to protect the Town from claims for damages and to clarify the use and purpose of the facility.

Staff recommends the Town Council approve a new lease with the Chamber of Commerce for use of the Stage Stop Building with a term of three years that includes the option to extend the lease with written authorization.

The Town Council has many options available to them including:

1. Approve a new lease with the Chamber of Commerce for use of the Stage Stop Building with a term of three years that includes the option to extend the lease with written authorization.
2. Pull the item from the consent calendar for discussion and continue the discussion and any possible action to the next Town Council meeting.
3. Take no action.
4. Other.

COMPREHENSIVE PLAN ALIGNMENT

The Stage Stop Building represents what was once an historic structure and continues to be an historic site. This is referenced in Principal 4.5, Preserve historic structures and sites.

STAKEHOLDER ANALYSIS

The stakeholders include the Chamber of Commerce, the Town of Jackson corporation, the stagecoach concessionaire, the ice skating concessionaire, and the residents and guests of the valley utilizing the services staged out of this building.

FISCAL IMPACT

The direct fiscal impact of renewing this lease is \$10.00/year. However, the liability insurance coverage also has significant value in protecting the Town of Jackson and the Chamber of Commerce for the uses and operations on this site.

STAFF IMPACT

Minimal. It would involve executing the document, collecting the annual payment, and collecting a copy of the insurance coverage for our records.

LEGAL REVIEW

Complete.

ATTACHMENTS

2019 Lease Agreement.

RECOMMENDATION

Staff recommends the Council approve a new lease with the Chamber of Commerce for use of the Stage Stop Building with a term of three years that includes the option to extend the lease with written authorization.

SUGGESTED MOTION

Should the Council be ready to take action, one possible motion would be:

I move to approve a new lease with the Chamber of Commerce for use of the Stage Stop Building with a term of three years that includes the option to extend the lease with written authorization.

STAGE STOP BUILDING LEASE AGREEMENT

This Stage Stop Building Lease Agreement (“Lese”) is effective as of the 1st day of January, 2019, between the Town of Jackson, a municipal corporation, as Lessor (hereinafter the “Town”), and Jackson Hole Area Chamber of Commerce, as Lessee (hereinafter the “Chamber”).

WHEREAS, the Chamber desires to administer a Stagecoach or similar concession on land owned by the Town of Jackson; and,

WHEREAS, the Town of Jackson has determined that it is reasonably necessary and of definable benefit to provide the Chamber with continued use of the leased premises beyond the term of the present elected officials; and,

WHEREAS, the parties wish to memorialize their understanding as to the use of the Town’s property,

NOW THEREFORE, the parties agree as follows:

1. DEMISE. The Lessor leases to the Lessee, the premises in the Town of Jackson, County of Teton, State of Wyoming, commonly known as the Stage Stop Building, located at the Southwest corner of the Jackson Town Square.

2. TERM. The term of this Lease shall be three (3) years, commencing on the 1st day of January 2019, and terminating on the 31st day of December, 2021, unless sooner terminated as hereinafter provided.

Provided that Lessee is not in default in any manner with respect to the terms and conditions of this Lease at the expiration of the time for giving notice of renewal and at the time of renewal, Lessee shall have the right and option to extend the term of this Lease for additional subsequent terms of two (2) years. In order to exercise its right to extend this Lease for an additional term, Lessee shall give Lessor not less than one hundred eighty (180) days’ notice in writing of Lessee’s intent to exercise its option to extend the lease. In the event that Lessee fails to give such notice not less than one hundred eighty (180) days before the expiration of the term, the right to extend shall terminate and the Lease shall terminate at the end of the original term of the lease.

Notwithstanding the foregoing, Lessor shall have the right at any time during the term of this Lease to terminate the Lease, by giving written notice to the Lessee of such intent, not less than 180 (180) days prior to the date such termination shall occur.

3. RENT. The Lessee shall pay to the Lessor for the demised premises during the term of this Lease the sum of TEN AND NO/100 DOLLARS (\$10.00) for each lease year of the term of this Lease as and for an annual rental, the first such installment being due September 1, 2019, subsequent installments being due and payable on the first day of each lease year of the term hereof.

4. USE OF LEASED PREMISES. The parties agree that the demised premises shall be used for the purpose of providing a loading and unloading area for the existing stagecoach concession; for the housing of equipment used in the summer nightly "shootout" sponsored by the Chamber; housing the Town's public address equipment; ice skate rentals as part of special events approved by the Lessor; and the "Santa on Town Square" and holiday lighting events traditionally carried out on the premises. No other use of the premises shall be made without the written consent of the Lessor. No other improvements shall be placed upon the land or building, without the written consent of the Lessor.

5. LIENS OR ENCUMBRANCES. The Lessee shall not suffer the premises to become subject to any lien, charge or encumbrance whatsoever, without the prior written approval of the Lessor, and shall indemnify the Lessor against all such liens, charges and encumbrances; it being expressly agreed that the Lessee shall have no authority, express or implied, to create any lien, charge or encumbrance upon the improvements thereon.

6. ASSIGNMENTS/RIGHTS OF USE IN OTHERS. The Lessee shall not assign this Lease in whole or in part to any person, individual or corporation, except with the Lessor's written consent, and not unless the assignee shall in the instrument of assignment expressly assume the Lessee's covenants and obligations hereunder. Lessor reserves the right to use the premises for any lawful purpose not in conflict with the above described uses of the Lessee.

7. INSURANCE AND INDEMNIFICATION. Lessee shall indemnify and hold the Lessor free and harmless from any and all demands, loss or liability resulting from injury to or death of any person or persons because of Lessee's use of the premises whatsoever or the condition of the property at any time or times hereafter. Lessee shall maintain in full force and effect, subject to all the other terms contained in this paragraph, liability insurance naming Lessor and Lessee in a combined single limit amount of not less than \$1,000,000.00.

8. REPAIRS. The Lessee shall keep the building erected on the premises in good condition, ordinary wear and tear excepted.

9. NEW BUILDINGS. The Lessee shall not erect or permit to be created on the premises any buildings, except in accordance with plans and specifications approved in writing by the Lessor.

10. LESSOR TO ENTER. The Lessee shall permit the Lessor and its agents at all reasonable times to enter upon the premises to view the condition of the premises and buildings.

11. UNLAWFUL USE. The Lessee shall not make or suffer any use or occupancy of the premises contrary to any law or ordinance now or hereafter in force.

12. SURRENDER. At the termination of this lease the Lessee shall surrender the premises in such repair and condition as shall be in accordance with the covenants herein contained.

13. RE-ENTRY. It is agreed that no default or breach of covenant shall be deemed to have occurred on the part of the Lessee until thirty (30) days after written notice of such default or breach shall have been given to the Lessee, and the Lessee within such time has failed to remedy such default or breach; but at the expiration of such thirty-day period the Lessor shall immediately have the right, at its option, to take any desired action to enforce its rights hereunder, including termination or re-entry with or without termination, or to enforce full performance by the Lessee of its obligations hereunder, unless the Lessee shall have, within such thirty-day period, begun action necessary to remedy such default or breach continuing and shall thereafter continue diligently to prosecute such action to completion, except that in any event the payment of rental or other payments of money due from the Lessee to the Lessor shall be paid within said thirty (30) days.

14. WAIVER. The waiver by Lessor of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition on any subsequent breach of the same or any other terms, covenants or conditions herein contained. The subsequent acceptance of rent hereunder by Lessor shall not be deemed to be a waiver of any preceding breach by Lessee of any terms, covenants or conditions of this lease, other than the failure of Lessee to pay the

particular rental so accepted, regardless of Lessor's knowledge of such preceding breach at the time of acceptance of such rent. No covenant, term or condition of this lease shall be deemed to have been waived by Lessor, unless such waiver be in writing by Lessor.

15. ACCORD AND SATISFACTION. No payment by the Lessee or receipt by Lessor of a lesser amount than the rent herein stipulated shall be deemed to be other than on account of the earliest stipulated rent, nor shall any endorsement or statement on any check or any letter accompanying any check or payment as rent be deemed an accord and satisfaction, and Lessor may accept such check or payment without prejudice to Lessor's right to recover the balance of such rent or pursue any other remedy in this lease provided.

16. ENTIRE AGREEMENT. This lease sets forth all the covenants, promises, agreements, conditions and understandings between Lessor and Lessee concerning the leased premises and there are no covenants, promises, agreements, conditions or understandings, either oral or written between them other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this lease shall be binding upon Lessor or Lessee unless reduced to writing and signed by them.

17. NO PARTNERSHIP. Lessor does not, in any way, or for any purpose, become a partner of Lessee in the conduct of its business, or otherwise, or joint adventurer or a member of a joint enterprise with Lessee.

18. NOTICES. Any notice, demand, request or other instrument which may be or are required to be given under this lease shall be sent by United States certified mail, postage prepaid and shall be deemed to be given when mailed and shall be addressed (a) if to Lessor at: P.O. Box 1687, Jackson, Wyoming 83001, or at such other address as Lessor designated by written notice, and (b) if to Lessee at: P.O. Box 550, Jackson, Wyoming 83001, or at such other address as Lessee shall designate by written notice.

19. PARTIAL INVALIDITY. If any term, covenant or condition of this lease or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this lease, or the application of such term, covenant or condition to persons or circumstances other

than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant or condition of this lease shall be valid and be enforced to the fullest extent permitted by law.

20. TIME OF THE ESSENCE. Time is of the essence in this Lease.

21. HEADINGS. The headings used in this lease are for convenience only and are not to be used in its construction.

22. CONSTRUCTION. Whenever used, the singular shall include the plural, the plural the singular and the use of any gender shall include all genders.

23. SOVEREIGN IMMUNITY. Lessor does not waive its sovereign immunity by entering this Lease, and fully retains all immunities and defenses provided by law with respect to any action based on or arising out of this Lease.

24. COMPLIANCE WITH APPLICABLE LAWS. This Lease and performance hereunder is subject to Wyoming laws, regulations and government policies, whether now in force or hereafter enacted or promulgated. Nothing in this Lease shall be construed to in any way impair the general powers of the Lessor for supervision, regulation, and control of its property under such applicable laws, regulations and management policies.

IN WITNESS WHEREOF the Lessor and Lessee have signed and sealed this lease on the date indicated below, but to be effective as of the day and year first above written.

LESSOR:

TOWN OF JACKSON

BY:_____

Pete Muldoon, Mayor

ATTEST:

Sandra P. Birdyshaw, Town Clerk

LESSEE:

JACKSON HOLE AREA
CHAMBER OF COMMERCE

DATE:_____

BY:_____

Its:_____



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT:

PRESENTER: Darren Brugmann

MEETING DATE: July 15, 2019

SUBJECT: Teton County Funded Green Line Service

STATEMENT/PURPOSE

Pursuant to the Joint Powers Agreement, any significant changes or deviations that may affect the operating plan, broader public, existing policy or the approved Budget shall be approved by the Town Council and County Commission. Teton County has already approved of this change.

BACKGROUND/ALTERNATIVES

Teton County funded expansion of the Green Line Service from May 25 through June 30, 2019. Additionally, they approved funding the full cost of expanded Green Line service as a continued pilot project for the remainder of Summer 2019. Even though the Town Council has chosen not to fund this service expansion for FY20, pursuant to the JPA, the Town Council must still approve the change to the budget and the service level. The service is currently being provided. The letter requesting the change in service and budget is attached to this staff report.

Staff recommends the Town Council approve the request for the change in service level and budget adjustment for expanded Green Line service for Summer 2019 as funded by Teton County.

The Town Council has many options available to them including:

1. Approve the request for the change in service level and budget adjustment for expanded Green Line service for Summer 2019 as funded by Teton County.
2. Discuss the request and continue the discussion to the next meeting.
3. Take no action
4. Other.

COMPREHENSIVE PLAN ALIGNMENT

Multimodal transportation is a key component in the comprehensive plan in Section 7 and implementing the integrated transportation plan and Policy 7.1.b specifically speaks to implementing the transportation demand management program. Principal 2.3 of the Comprehensive Plan also speaks to reducing energy consumption through transportation. Principle 1.2 under Ecosystem Stewardship also applies as bus service positively contributes to preserving air quality by removing single occupancy vehicles from the roads.

STAKEHOLDER ANALYSIS

TVA and JHMR are significant stakeholders. Stakeholders also include the employees of those entities that may commute from outlying communities and once in Jackson, need public transit to reach their final work destination in Teton Village. Stakeholders also include residents of the valley utilizing corridors to Teton Village or stops along the way to conduct business and participate in local recreation that benefit from public transit and fewer vehicles on the road. Stakeholders include everyone in the region that benefits from fewer vehicles on the road that might contribute to lower air quality standards. All taxpayers are stakeholders in that they support Teton County's full funding required for the provision of this pilot program for Summer 2019. Wildlife is also a stakeholder in this issue in that fewer vehicles on these roads may result in fewer wildlife casualties.

FISCAL IMPACT

There is no direct fiscal impact to the Town of Jackson as Teton County is funding the full amount for this pilot program for Summer 2019. The cost of the service for the remainder of Summer 2019 is \$124,000.

STAFF IMPACT

Town staff will need to continue to track this service separately and bill Teton County for the full cost of the service. Additionally, any documentation and paperwork required to recruit and retain drivers to provide this service will be borne by the Town of Jackson. The Summer 2019 season schedule is still not fully staffed and requires Supervisors, Dispatchers, and the Transit Operations Manager to continually scramble to find substitute drivers for this service and may potentially be paying overtime for the service if drivers cannot be found to avoid overtime payments.

LEGAL REVIEW

Not applicable at this time.

ATTACHMENTS

Letter of request from Teton County.

RECOMMENDATION

Staff recommends the Town Council approve the request for the change in service level and budget adjustment for expanded Green Line service for Summer 2019 as funded by Teton County.

SUGGESTED MOTION

Should the Town Council be ready to make a motion, one possible motion would be:

I move to approve the request for the change in service level and budget adjustment for expanded Green Line service for Summer 2019 as funded by Teton County.



BOARD OF COMMISSIONERS

Natalia D. Macker, Chair
Greg Epstein, V-Chair
Mark Barron
Mark Newcomb
Luther Propst

July 1, 2019

Mayor Muldoon and Jackson Town Council

Hand Delivered

Reference: START Bus services July 1- September 2019

Dear Mayor and Town Council,

The Teton County Board of County Commissioners met on Tuesday, June 25, 2019 to consider the Teton County FY2020 Budget. At this time, the BCC discussed an amendment, allocating \$124,000 to fund the START Bus green line service between Jackson and Teton Village, by way of Stilson, for the duration of the 2019 Summer season.

Preliminary findings show that initial funding of the green line service from May 25 – June 24, 2019, has resulted in 15,587 passenger trips, with more users getting on at Stilson, evidence that more commuters are starting to use the green line, ergo, reducing single occupancy trips on Highway 22 during the busy Summer months.

The BCC requests that Jackson Town Council approve a Teton County-funded expansion of START Bus services from July 1 – September 29, 2019, at a cost of \$124,000.

We appreciate your consideration of this request and look forward to our continued partnership on the provision of transit services to the residents and visitors of Teton County.

Respectfully submitted,

A handwritten signature in blue ink, reading "Natalia D. Macker".

Natalia D. Macker, Chair

A handwritten signature in blue ink, reading "Greg Epstein".

Greg Epstein, Vice-Chair

A handwritten signature in blue ink, reading "Luther Propst".

Luther Propst

A handwritten signature in blue ink, reading "Mark Newcomb".

Mark Newcomb

A handwritten signature in blue ink, reading "Mark Barron".

Mark Barron

cc: START Board



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Public Works

PRESENTER: Brian Lenz, PE

MEETING DATE: July 15, 2019

SUBJECT: **P19-140:** ENCROACHMENT AGREEMENT WITH TETON COUNTY FOR THE PROPERTY
LOCATED AT 60 E PEARL AVE.; Fire Station #1 – Temporary 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 Teton County to allow subsurface placement of a temporary shotcrete and soil nail retaining wall associated with the temporary slope stabilization for construction of the stormwater infiltration and elevator pit for Fire Station #1. Additionally, given the batter (backward slope) of the wall and the proximity to the property line, a portion of the shotcrete wall will also encroach into the alley right-of-way.

LOCATION

Teton County is the owner of property with the street address of 60 East Pearl Ave. as shown on the vicinity map below. The property is also known as Jackson / Teton County Fire / EMS Station #1.



BACKGROUND AND ALTERNATIVES

Background

Since 2017 the Town has required projects utilizing Town rights-of-way and easements for permanent or temporary shoring to enter into encroachment agreements with the Town as called for in Jackson Municipal Code § 12.08.030 Agreement Required. Staff determined that the ten (10) feet below the road surface where municipal utilities are typically installed should be free of any permanent building foundations or anchors. Temporary anchors that do not interfere with municipal operations and that can be easily removed have been allowed with an advance removal payment to compensate the Town for possible costs during future work. Most recently this fee was \$50.00 “per soil nail anchor.” Further, these agreements provide for indemnity and mandate that removal of the anchors in the future will not impact the permanent building structure.

Request

ENCROACHMENT

The request seeks subsurface placement of approximately thirty-one (31) temporary “soil nails” (defined as steel bars encapsulated in grout), which will encroach into the subsurface of the easement approximately nine to nineteen (9-19) feet. Of these, eighteen (18) enter the ground within ten (10) feet of the alley surface and would typically be subject to a removal fee. The proposed design considers the Town’s sewer and no nails are proposed to be installed over the sewer. All of the shoring is associated with the slope stabilization for construction of the stormwater infiltration and elevator pit for Fire Station #1. Additionally, given the batter (backward slope) of the wall and the proximity to the property line, a portion of the shotcrete wall will also encroach into the alley right-of-way.

The proposed shoring nails are generally located within fifteen (15) feet of the alley surface and in the proximity of our sewer utilities. It is the responsibility of the applicant’s contractor, and standard practice, to verify the exact location of our utilities and install the anchors around them.

FEE WAIVER

This application is by a joint department in the Teton County and Jackson governments for a project that has community benefit for the whole of Jackson and requests that any removal fee for the temporary nails be waived.

COMPREHENSIVE PLAN ALIGNMENT

This project supports the Town Comprehensive Plan under **Common Value #2 – Growth Management, Section 4. Town as Heart**

- Principle 4.1 – Maintain Town as the central Complete Neighborhood
 - Policy 4.1.a: Promote a complete Town of Jackson – *states that Future development in the Town should enhance it as the community’s central and largest Complete Neighborhood.*
 - Policy 4.1.e: Promote Town as a civic and governmental center – *states that public amenities should first be located in downtown Jackson.*

As development of the Town as Heart continues and the value of land increases, the need to completely utilize the land is more necessary, which will require more zero to near zero setbacks and deep foundations. This combination necessitates that some type of shoring be used to provide a stable and safe work zone during construction and it can be expected that more applications will be made to utilize the Town’s ROW and easements for their temporary shoring needs.

STAKEHOLDER ANALYSIS

Stakeholders include the Town as owner of the roadway and utilities, the applicant constructing its building, and Town residents that use the roadway. The applicant proposing construction activities on its property has the

greatest risk regarding the ability to utilize its 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. Request is to waive any removal fee for the temporary anchors.

STAFF IMPACT

Town Planning, Legal, and Engineering staff coordinate to process and produce the Encroachment Agreement, which is an estimated 12-16 hours of staff time.

LEGAL REVIEW

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 Teton County to allow shoring nails to encroach into the Town's alley with the following conditions:

PROPOSED TERM OF ENCROACHMENT LANGUAGE FOR AGREEMENT

This instrument and all the covenants contained herein shall remain in force and effect until such time as the Encroaching Property is removed partially or in its entirety. Removal of Encroaching Property, or any portions thereof, shall be based on legitimate municipal interests, including but not limited to the Town's need to use additional right-of-way. Following completion of the building being constructed on Encroaching Party's property as defined in Section 2, no notice of removal is required. Upon extension, removal, or destruction of the Encroaching Property partially or in its entirety, all rights of Encroaching Party, its successors, and assigns, hereunder to the encroachment, shall cease.

CONDITIONS OF APPROVAL

APPLICATION MATERIALS

1. Applicant shall provide all exhibits to the Agreement. Exhibits shall be to scale on 8.5" x 11" paper without aerial photographs, or as approved by the Town Engineer.
2. Exhibits shall show the property line and the encroachment dimensioned from the property line.
3. Applicant shall pay \$50.00 per temporary nail encroaching into the Town's right-of-way. (Request for fee waiver between government agencies.)

CONSTRUCTION CONDITIONS

4. Any portion of the shotcrete wall constructed within the public alley shall be removed to a depth of ten (10) feet below the surface during backfill.
5. Soil nails shall not interfere with or contact existing utilities.

SUGGESTED MOTION

I move to authorize staff to prepare an Encroachment Agreement, approved by the Interim Town Attorney, between the Town of Jackson and property owner, Teton County, to allow temporary shoring nails and related temporary construction to encroach into the Town's alley right-of-way south of 60 East Pearl Ave and waive any removal fee subject to the following conditions:

1. Applicant shall provide all exhibits to the agreement to the satisfaction of the Town Engineer;
2. Exhibits shall show the property line and the encroachment dimensioned from the property line;
3. Record drawings of the installed shoring shall be provided to the Town Engineer;
4. Any portion of the temporary wall constructed within the public alley right-of-way shall be removed to a depth of ten feet below the surface during backfill; and
5. Soil nails shall not be installed above, interfere with, or contact existing Town utilities.



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: May 31, 2019	REQUESTS: The applicant is submitting a request for an Encroachment Agreement for the property located at 60 E. Pearl Avenue, legally known as, LOT 4-5-6, BLK. 6 CACHE CREEK ADDITION, 1 st ADD. For questions, please call Tyler Valentine at 733-0440, x1305 or email to the address shown below. Thank you.
Item #: P19-040	
Planner: Tyler Valentine Phone: 733-0440 ext. 1305 Fax: 734-3563 Email: tvalentine@jacksonwy.gov	
Owner: Jackson Fire / EMS 40 E. Pearl Ave Jackson, WY 83001 Applicant: Joe Bolton 370 E. 500 S. Suite 200 Salt Lake City, UT 84111	
Please respond by: June 21, 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: Jackson Fire/ EMS Phone: 307-733-4732
Mailing Address: 40 E Pearl Ave, Jackson, WY ZIP: 83001
E-mail: mredwine@tetoncountywy.gov

APPLICANT/AGENT:

Name: Joe Bolton Phone: 385-232-5682
Mailing Address: 370 E 500 S Suite 200 SLC, UT ZIP: 84111
E-mail: jbolton@forsgren.com

DESIGNATED PRIMARY CONTACT:

Owner _____ Applicant/Agent X

PROPERTY:

Physical Address of Property: 60 E Pearl Ave, Jackson, WY, 83001
Lot, Subdivision: LOTS 4-5-6, BLK. 6 CACHE CREEK ADDITION, 1ST ADD.
PIDN: 22-41-16-34-2-06-008.02
Description of Public Right-of Way: Unnamed Alley South of Fire Station

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

✓ **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.

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

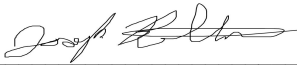
✓ **Exhibit.** Provide an exhibit (picture, drawings, maps, plans) of the use of the noted public right-of-way including dimensions of requested encroachment.

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.



Signature of Owner or Authorized Applicant/Agent

Joe Bolton

Name Printed

5/30/19

Date

Owner's Representative

Title

LETTER OF AUTHORIZATION

JACKSON HOLE FIRE/EMS, "Owner" whose address is: 60 East Pearl Ave.
Jackson Wyoming 83001
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

_____, as the owner of property
more specifically legally described as: 22-41-16-34-2-06-008 Part Block 6
Lot 4 Plat 000102 Cache Creek
Jackson Hole Fire/EMS - FIRE STATION #1

(If too lengthy, attach description)

HEREBY AUTHORIZES Joe Bolton, Owner's Representative - Fire Station 1 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: Brady Hansen BRADY HANSEN

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: FIRE CHIEF

(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 BRADY HANSEN this 29 day of
MAY, 2019.

WITNESS my hand and official seal.

Kelli Fennessey
(Notary Public)

My commission expires:

(Seal)

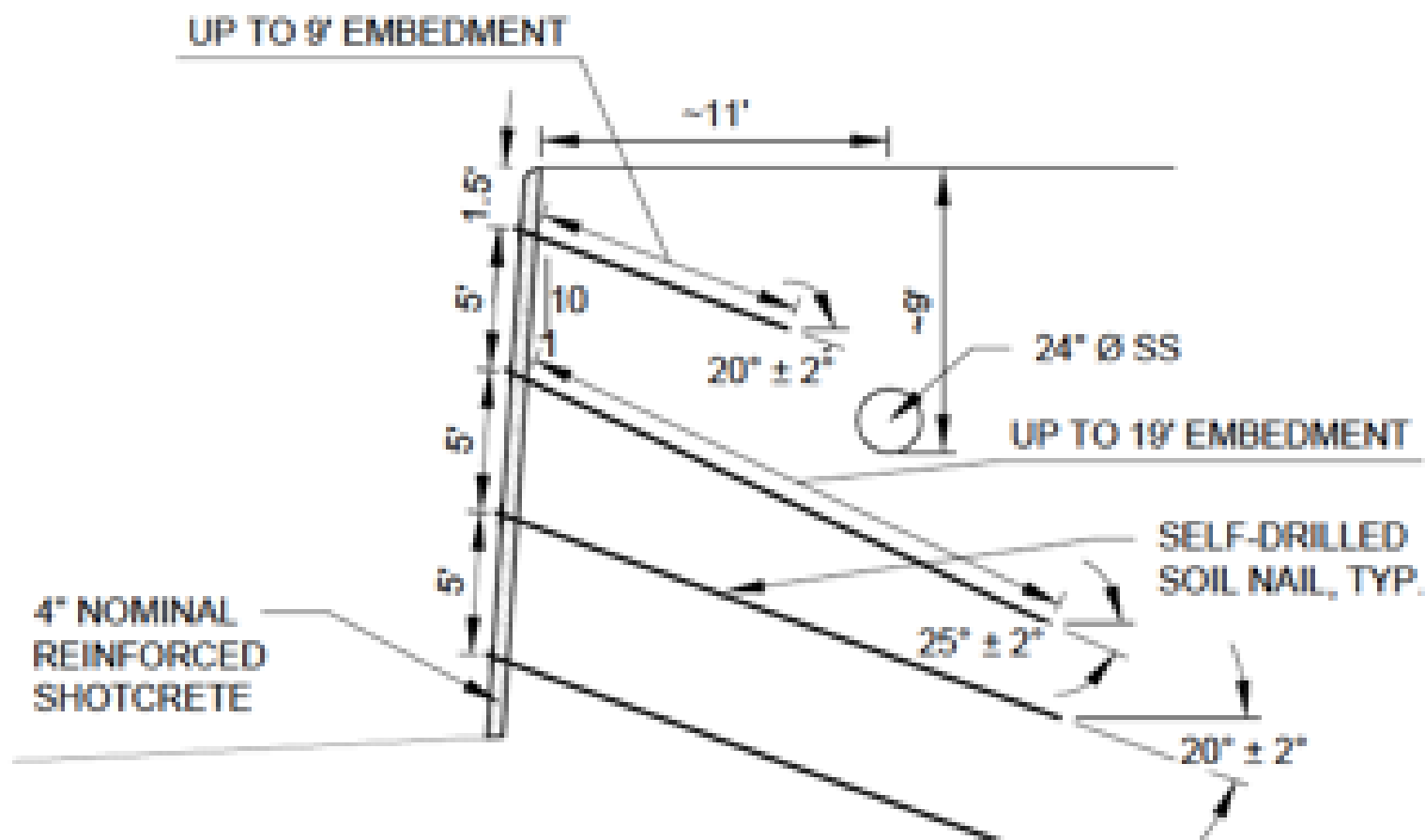


Encroachment Agreement Application

Narrative Description of the Request

Fire Station 1 – 60 E Pearl Ave

Along the southern extent of the proposed basement addition and stormwater infiltrator, temporary shoring will be required to stabilize the surrounding soil during excavation and construction. This shoring will be accomplished by soil nails which will extend underneath the town right of way of the existing unnamed alley to the south of the fire station. Along the extent of the elevator pit, 25 LF, the shoring will reach existing grade approximately 2-4 ft into the ROW. Along the southern extent of the infiltrator, the excavation will not extend into the ROW. It is understood that a total of approximately 60 LF of shoring parallel to the ROW will be required at a maximum height of 18 ft.



B

SECTION VIEW - ELEVATOR PIT

SCALE: 1" = 8'

(E) SPOT ELEVATION
(P) SPOT ELEVATION

(E) OVERHEAD ELECTRICAL LINE
(E) UNDERGROUND ELECTRICAL LINE
(E) UNDERGROUND TELEPHONE LINE
(P) SEWER SERVICE
(P) GAS LINE

DISTURBANCE (SF)	SLOPES (%)
7,200	0-5
300	5-15
0	>15
0	25/30
7,500	TOTAL

DEVELOPMENT SCHEDULE:

PROPOSED GRADING PLAN:

- GRADE ALL AREAS AS SHOWN ON THE PLANS WHILE PROVIDING FOR SMOOTH TRANSITIONS TO EXISTING GRADE.
- MATERIAL STOCKPILE LOCATIONS PER PLANS.
- TOPSOIL WILL BE STRIPPED FROM AREAS TO BE DISTURBED BY EXCAVATION, FILLING, OR COMPACTION BY EQUIPMENT.
- TOPSOIL TO BE STORED ON SITE, PROTECTED FROM WIND, RAIN, AND SOIL LOSS, AND PROTECT FROM EROSION.
- SOIL IN AREAS COMPACTED BY HEAVY EQUIPMENT TRAVEL WILL BE PREPARED FOR RESEEDING BY SCARIFICATION.
- STOCKPILED AND / OR IMPORTED TOPSOIL WILL BE DISTRIBUTED OVER AREAS TO BE REVEGETATED AT A DEPTH OF 3-6 INCHES.
- MAINTAIN 1' PRIOR TO SPREADING TOPSOIL, LOOSEN THE SUBSOIL BY DIGGING OR SCARIFYING TO A DEPTH OF 4" TO ENSURE BONDING OF THE TOPSOIL AND SUBSOIL, REMOVE ROCKS AND OTHER MATERIAL GREATER THAN 3" IN DIAMETER.
- SOIL TRACKING ON ROAD IS PROHIBITED, CLEAN IMMEDIATELY.

SCIENTIFIC NAME	COMMON NAME	POUNDS / ACRE
FITUGA OVINA "COVAR"	SHEEP FESCUE	5.0
POA ALPINE	ALPINE BLUEGRASS	3.0
POA CANBII "CANBAR"	CANBY BLUEGRASS	4.0
UNUM LEWISII	BLUE FLAX	2.0
TOTAL		14.0

EROSION CONTROL PLAN:

- EROSION CONTROL MEASURES SHALL BE INSPECTED WEEKLY BY THE GENERAL CONTRACTOR/CONSTRUCTION SITE MANAGER AND REPAIRED AS REQUIRED.
- THE GENERAL CONTRACTOR/CONSTRUCTION SITE MANAGER SHALL COMPLY WITH WYDOW HYPPES SMALL CONSTRUCTION GENERAL EROSION CONTROL AND SLOPE PROTECTION CONSTRUCTION GENERAL PERMITS FOR SITES LESS THAN 5 ACRES AND LARGER THAN 1 ACRE, RESPECTIVELY.
- SILT FENCES WILL BE INSTALLED ALONG THE TOE OF THE DOWN-SLOPE SIDE OF MATERIAL STOCKPILES AND CUT AND FILL SLOPES, AND WHERE INDICATED ON PLANS.
- THE SILT FENCE SHALL REMAIN IN PLACE UNTIL THE STOCKPILED MATERIAL IS REMOVED, AND ELSEWHERE UNTIL AREAS ARE REVEGETATED.
- SLOPE STABILIZATION BLANKETS SHALL BE INSTALLED ON ALL CUT AND FILL SLOPES STEEPER THAN 4:1 BEING REVEGETATED. USE OF SLOPE STABILIZATION BLANKETS IS CL. CATEGORY OR EQUAL PER DETAILS.



60 EAST PEARL AVENUE
JACKSON, WYOMING

OWNERSHIP & USE OF DOCUMENTS

DRAWINGS & SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL SERVICE ARE AND SHALL REMAIN THE PROPERTY OF THE ARCHITECT. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR A PROJECT OR PURPOSES WHATSOEVER, WITHOUT THE PRIOR SPECIALLY WRITTEN AUTHORIZATION OF DLRBB—MOULDIER ARCHITECTS.

SURVEY
PIERSON LAND WORKS
P.O. BOX 1143
JACKSON, WY 83001
307.733.5429

STRUCTURAL ENGINEERING
Y2 CONSULTANTS
P.O. BOX 2870
180 WILLOW STREET
JACKSON, WY 83001
307.733.2999

ELECTRICAL ENGINEER
BRADLEY ENGINEERING
P.O. BOX 2556
382 WALNUT ST
IDAHO FALLS, ID 83403
208.523.2862

[illegible]

GRADING & UTILITIES

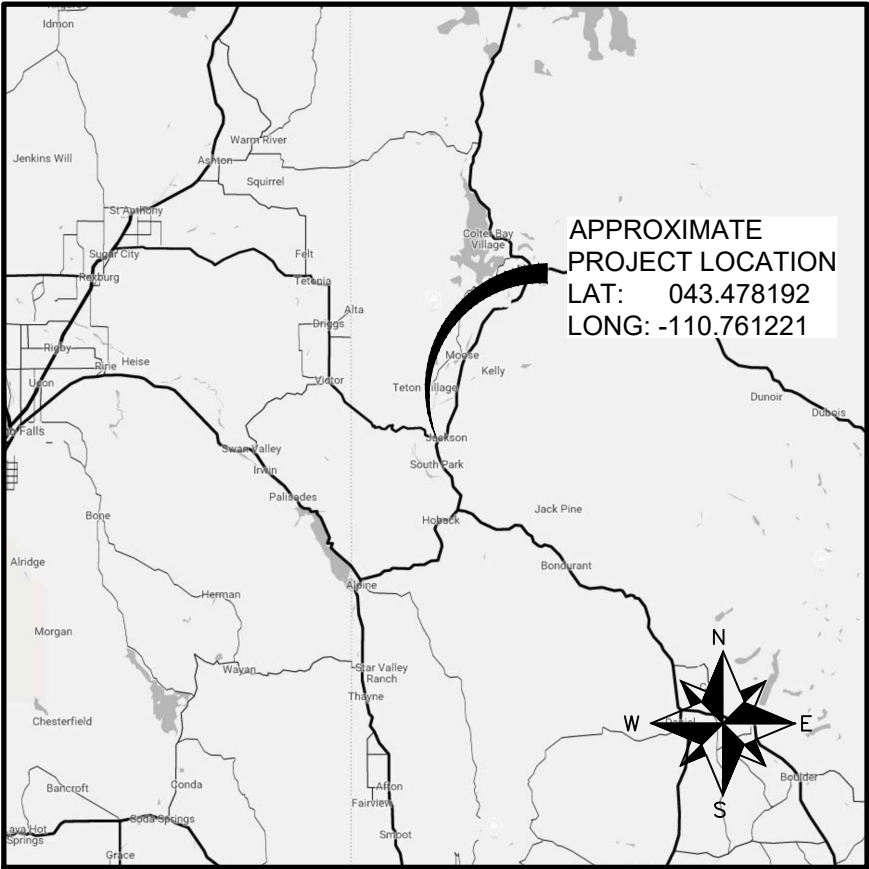
Drawn By: <i>cu</i>	Checked By: <i>YC</i>
---------------------	-----------------------

Sheet Number:
C1.3

TEMPORARY SHORING PLANS

JACKSON FIRE STATION

JACKSON, WY
Y2 CONSTRUCTION



VICINITY MAP
(NOT TO SCALE)

SHEET INDEX

NO.	DESCRIPTION
C-01	COVER SHEET
C-02	GENERAL NOTES
C-03	SITE PLAN
C-04	PROFILE VIEWS
C-05	SECTION VIEWS
C-06	STANDARD DETAILS

PRELIMINARY - NOT FOR CONSTRUCTION
FOR DISCUSSION ONLY

SHEET REVISIONS			PROJECT NAME: JACKSON FIRE STATION					 Phone: 855.579.0536 Fax: 970.245.7737 www.geostabilization.com	
DATE	DESCRIPTION	NO							
05/22/19	Issued for Review. Not for Construction	Rev 0							
06/14/19	Additional Length for Wall B	Rev 1							
06/17/19	Issued for Construction	Rev 2							
THIS DRAWING IS FURNISHED SOLELY FOR THE USE OF OR IN CONNECTION WITH THIS PROJECT AND THE PROPRIETARY INFORMATION SHOWN HEREON IS NOT TO BE TRANSMITTED TO ANY OTHER ORGANIZATION WITHOUT SPECIFIC AUTHORIZATION BY GEOSTABILIZATION INTERNATIONAL (GSI). THE DESIGN IS ONLY VALID IF CONSTRUCTED AND SUPERVISED BY GSI OR ITS AUTHORIZED SUBCONTRACTOR.			DRAWN BY:	CHECKED BY:	DATE:	PROJECT NUMBER:	SHEET		
			DEB	NET	06/17/19	#####WY01	C-01		

- CONTRACTOR: GEOSTABILIZATION INTERNATIONAL "GSI"
- GSI PROJECT ENGINEER: DAMIEN BOSSE, PE
- GSI APPROVING REGISTERED ENGINEER: CAMERON LOBATO, PE, P.ENG
- ALL STEEL MATERIAL WILL BE NON-DOMESTIC ORIGIN, CERTIFICATIONS WILL BE PROVIDED UPON DELIVERY TO THE SITE.

- GSI WILL GENERATE A SITE SPECIFIC HEALTH AND SAFETY PLAN THAT MUST BE REVIEWED AND SIGNED BY ALL GSI EMPLOYEES, SUBCONTRACTORS, AND VISITORS TO THE SITE.
- ALL SAFETY PLANS FOR LIFTING, HEARING, DUST CONTROL, PPE ETC. ARE IN PLACE AND WILL BE FOLLOWED ACCORDINGLY. PPE WILL INCLUDE SAFETY VEST, STEEL TOED SHOES, HARD HAT, SAFETY GLASSES, AND GLOVES.
- GSI WILL LEAD A DAILY TAILGATE MEETING TO REVIEW JOB HAZARD ANALYSIS "JHA" FOR EACH OF THE DAYS ANTICIPATED TASKS.
- THE SITE WILL BE ORGANIZED AND CLEAR OF ANY TRASH OR DEBRIS. ALL TRASH WILL BE PLACED IN A PROPER CONTAINER AND SECURED OR REMOVED AT THE END OF EACH WORK DAY.

- ACI SHOTCRETE NOZZLEMEN CERTIFICATION
- 10-HOUR OCCUPATIONAL SAFETY AND HEALTH TRAINING COURSE IN CONSTRUCTION SAFETY & HEALTH
- AMERICAN RED CROSS STANDARD FIRST AID TRAINING
- AMERICAN RED CROSS BLOODBORNE PATHOGENS TRAINING: PDT

1. EXCAVATE WORKING FACE (BY OTHERS). EXCAVATION FOR BOTH SHORING LAYOUTS SHOULD BE PERFORMED CONCURRENTLY.
2. INSTALLATION OF SELF-DRILLING SOIL NAILS.
 - 2.1. LAYOUT STABILIZATION PATTERN.
 - 2.2. INSTALL ANCHOR ELEMENTS
3. PREPARE WALL FOR SHOTCRETE
 - 3.1. PLACE DRAIN STRIP
 - 3.2. PLACE STEEL REINFORCING MESH, WALERS, PLATES AND HEX NUTS, PLACE SHOTCRETE
4. REPEAT STEPS 2 THROUGH 5, AS REQUIRED.
6. CLEAN AND DEMOBILIZE FROM SITE.

- ANCHORS WILL BE INSTALLED WITH A SUPERNAILER® MAST MOUNTED ON AN EXCAVATOR. A ROTARY PERCUSSION TOP HAMMER WILL BE UTILIZED IF NECESSARY.
- GROUT WILL BE MIXED AND PUMPED FROM A DOUBLE HOPPER GROUT PLANT UTILIZING A PROGRESSIVE CAVITY PUMP.
- SHOTCRETE WILL BE PLACED WITH A LINE PUMP.

- WAPITI CONSTRUCTION WILL LAYOUT EXCAVATION LOCATIONS, ALIGNMENTS, STATIONING, ETC.
- GSI WILL VERIFY THE LOCATIONS OF EACH WALL TIER AND ADJUST PATTERN ACCORDINGLY BASED ON THE FINAL EXCAVATION (BY OTHERS).
- PRIOR TO GSI MOBILIZATION ANY POTENTIAL CONFLICTS: UTILITIES, RIGHT-OF-WAY LIMITS, ETC SHALL BE MARKED (BY OTHERS). POTHOLING WILL BE REQUIRED TO DETERMINE ACTUAL LOCATION(S) AND DEPTH(S) OF UTILITY(IES).
- GSI WILL MARK THE LOCATIONS OF THE STABILIZATION ELEMENTS WITH SURVEY MARKING PAINT.
 - HORIZONTAL AND VERTICAL SPACING WILL BE AS SHOWN HEREIN.
 - ADJUSTMENTS, AS DIRECTED BY GSI ENGINEERING STAFF, MAY BE REQUIRED TO MEET ON-SITE CONDITIONS.

THE ANCHOR ELEMENTS CONSIST OF FULLY GROUTED, PASSIVE, SELF-DRILLING SUPERNAILS®, INSTALLED IN 5 OR 10 FOOT LENGTHS. ADDITIONAL LENGTHS WILL BE COUPLED TO THE DRILL STRING AS THE ANCHOR IS ADVANCED UNTIL DESIGN DEPTH IS ACHIEVED.

- PHYSICAL PROPERTIES:
 - MINIMUM BAR YIELD WILL BE 97 KIPS.
 - BAR DIAMETER (OD/ID): 40MM/ 20MM
 - THREAD TYPE: WILLIAMSFORM CORP. T-THREAD (MEETS ASTM A615)
 - BIT DIAMETER WILL BE AS SHOWN.
- DESIGN UNIT ALLOWABLE PULLOUT STRESS IS APPROX. 10 PSI (1100 LBS/FT OF ANCHOR)
- THE SUPERNAILS® WILL BE INSTALL BY INJECTING NEAT CEMENT GROUT THROUGH THE CENTER OF THE BAR DURING DRILLING; GROUT RETURN ALONG THE ANNULUS BETWEEN SOIL AND BAR WILL FLUSH CUTTINGS, PROVIDE ENCAPSULATION OF THE BAR, AND CENTRALIZE THE ANCHOR.

- DESIGN 28 DAY COMPRESSIVE STRENGTH = 3,000 PSI
- TARGET RANGE WATER TO CEMENT RATIO = 0.5 TO 0.6

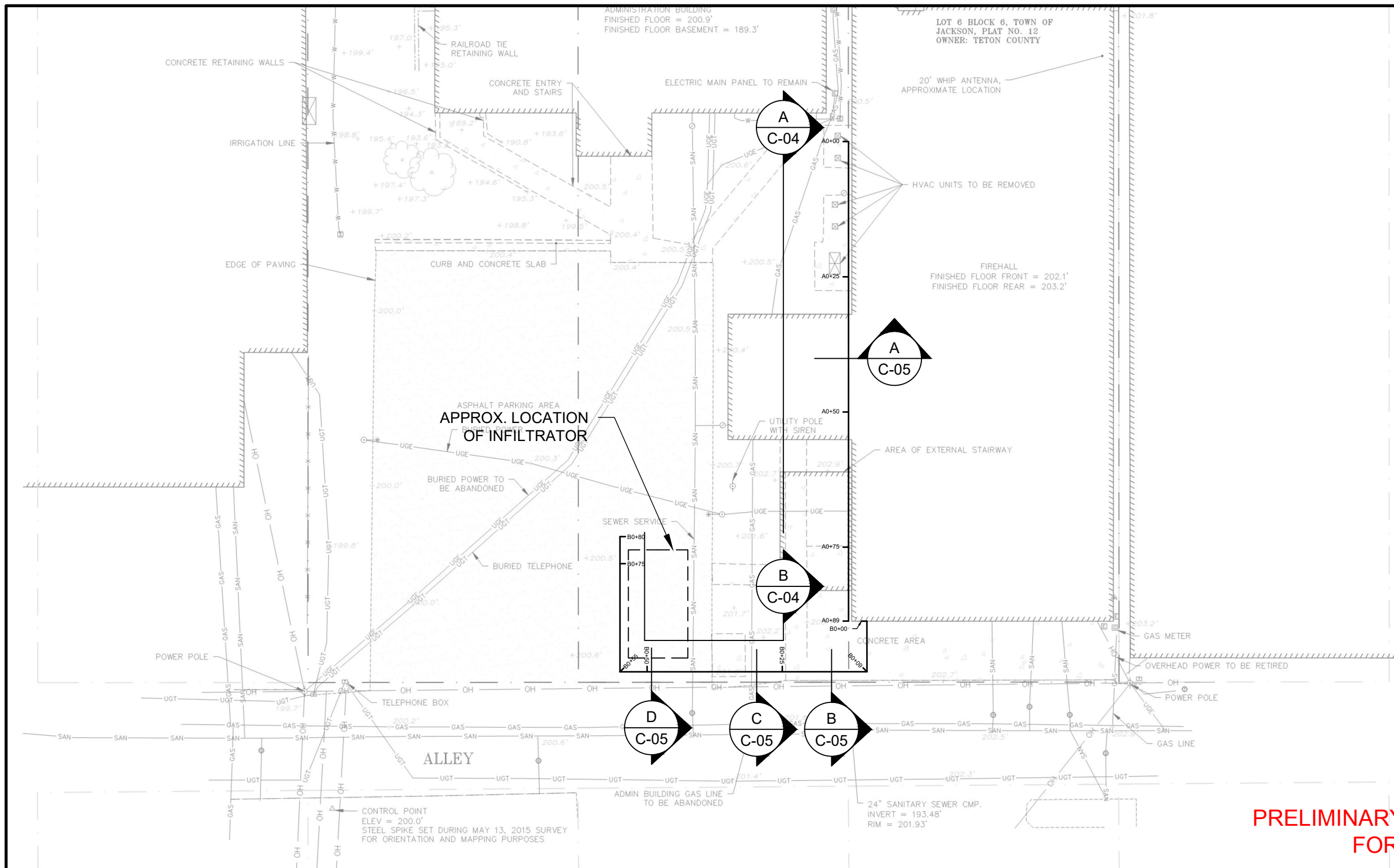
TYPICAL GROUT MIX DESIGN (PER YD³)			
MATERIAL	WEIGHT (LBS.)	VOLUME (FT³)	FIELD UNIT VOLUME
WATER	1032 - 1102	16.6 - 17.7	123 - 132 GALLONS
CEMENT (TYPE I/II)	2063 - 1837	10.4 - 9.3	22 - 19.5 BAGS (94 LBS.)
TOTAL UNIT	1836 - 1744	1.0	--

TYPICAL GROUT MIX DESIGN(PER 94 LB. BAG)			
MATERIAL	WEIGHT (LBS.)	VOLUME (FT ³)	FIELD UNIT VOLUME
WATER	47 - 56.4	0.8 - 0.9	5.6 - 6.8 GALLONS
CEMENT (TYPE I/II)	94	0.48	1 BAG
TOTAL UNIT	141 - 150.4	1.28 - 1.38	--

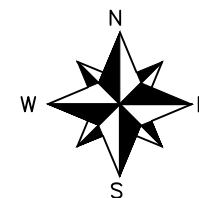
PLACE GEOCOMPOSITE DRAIN STRIP AGAINST THE SOIL FACE AT THE LOCATIONS AS SHOWN. THE DRAIN STRIPS SHALL BE PLACED WITH THE GEOTEXTILE SIDE AGAINST THE GROUND. DRAIN STRIPS WILL BE CONTINUOUS AND ANY SPICES SHALL BE MADE WITH A ONE-FOOT MINIMUM OVERLAP SUCH THAT THE FLOW OF WATER IS NOT IMPEDED. DRAIN STRIPS SHALL EXTEND BEYOND THE FACE OF THE SHOTCRETE AT THE DOWNHILL FACE. DRAIN STRIP WILL CONSIST OF:

- WIDTH:12"
- SPACING: 10'

<i>SHEET REVISIONS</i>			PROJECT NAME: <i>JACKSON FIRE STATION</i>					 Phone: 855.579.0536 Fax: 970.245.7737 www.geostabilization.com
DATE	DESCRIPTION	NO						
05/22/19	Issued for Review. Not for Construction	Rev 0						
06/14/19	Additional Length for Wall B	Rev 1						
06/17/19	Issued for Construction	Rev 2						
			SHEET TITLE: <i>GENERAL NOTES</i>					
THIS DRAWING IS FURNISHED SOLELY FOR THE USE OF OR IN CONNECTION WITH THIS PROJECT AND THE PROPRIETARY INFORMATION SHOWN HEREON IS NOT TO BE TRANSMITTED TO ANY OTHER ORGANIZATION WITHOUT SPECIFIC AUTHORIZATION BY GEOSTABILIZATION INTERNATIONAL, (GSI). THE DESIGN IS ONLY VALID IF CONSTRUCTED AND SUPERVISED BY GSI OR ITS AUTHORIZED SUBCONTRACTOR.			DRAWN BY:	CHECKED BY:	DATE:	PROJECT NUMBER:	SHEET	
			DEB	NET	06/17/19	#####WY01	C-02	



- NOTES:
- "A" STATIONING PERTAINS TO TEMPORARY SHORING UNDER EXISTING BUILDING
 - "B" STATIONING PERTAINS TO TEMPORARY SHORING FOR NEW BUILDING AND INFILTRATION SYSTEM
 - STATIONING OBTAINED FROM PROVIDED JH FIRE/EMS STATION 1 EXPANSION, PERMIT SET REV 1. STATIONING IS APPROXIMATE. FINAL WALL LOCATION TO BE SURVEYED (BY OTHERS) AND FIELD VERIFIED BY GSI PERSONNEL.



PRELIMINARY - NOT FOR CONSTRUCTION
FOR DISCUSSION ONLY



SHEET REVISIONS

DATE	DESCRIPTION	NO
05/22/19	Issued for Review. Not for Construction	Rev 0
06/14/19	Additional Length for Wall B	Rev 1
06/17/19	Issued for Construction	Rev 2

THIS DRAWING IS FURNISHED SOLELY FOR THE USE OF OR IN CONNECTION WITH THIS PROJECT AND THE PROPRIETARY INFORMATION SHOWN HEREON IS NOT TO BE TRANSMITTED TO ANY OTHER ORGANIZATION WITHOUT SPECIFIC AUTHORIZATION BY GEOSTABILIZATION INTERNATIONAL (GSI). THE DESIGN IS ONLY VALID IF CONSTRUCTED AND SUPERVISED BY GSI OR ITS AUTHORIZED SUBCONTRACTOR.

PROJECT NAME:

JACKSON FIRE STATION

SHEET TITLE:

SITE PLAN

DRAWN BY:

DEB

CHECKED BY:

NET

DATE:

06/17/19

PROJECT NUMBER:

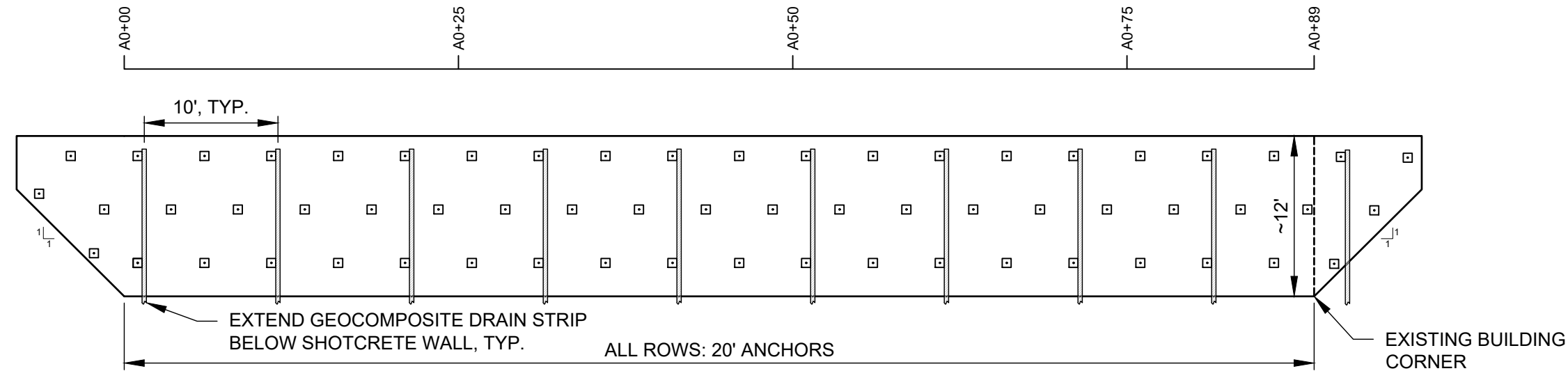
#####WY01

SHEET

C-03

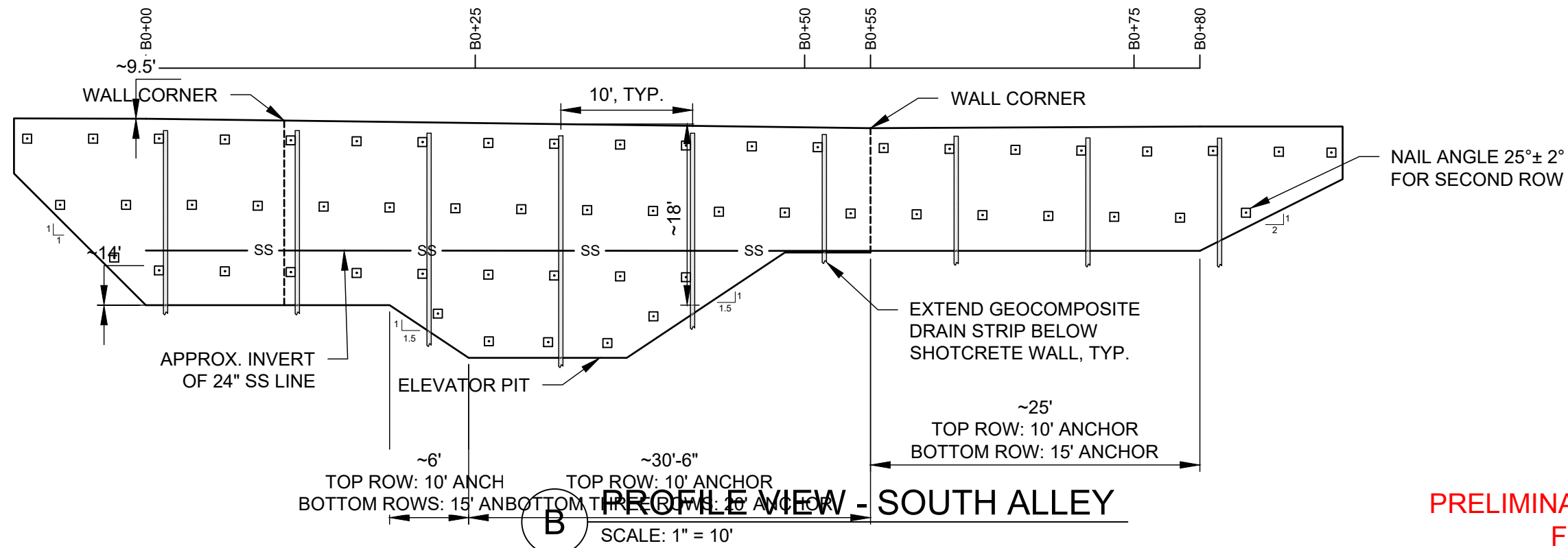


Phone: 855.579.0536 | Fax: 970.245.7737
www.geostabilization.com



A PROFILE VIEW - BENEATH EXISTING BUILDING
SCALE: 1" = 10'

- NOTES:
- FOR WALL PROFILE B, THE SECOND ROW OF NAILS ANGLE SHALL BE AT $25^{\circ} \pm 2^{\circ}$.
 - WALL PROFILE A SPACING
5' HORIZONTAL
4' VERTICAL
 - WALL PROFILE B SPACING
5' HORIZONTAL
5' VERTICAL
 - SOIL NAIL WALL ENDS SHOWN AS TAPERED AND IS PRELIMINARY. ACTUAL LAYOUT IS TO BE DETERMINED BY OTHERS
 - SOUTH ALLEY SLOPED GRADES FOR VARYING WALL HEIGHTS ARE SHOWN AS 1V:1.5H FOR THESE PRELIMINARY DRAWINGS. FINAL TRANSITION ANGLE TO BE DETERMINED BY OTHERS.



B PROFILE VIEW - SOUTH ALLEY
SCALE: 1" = 10'

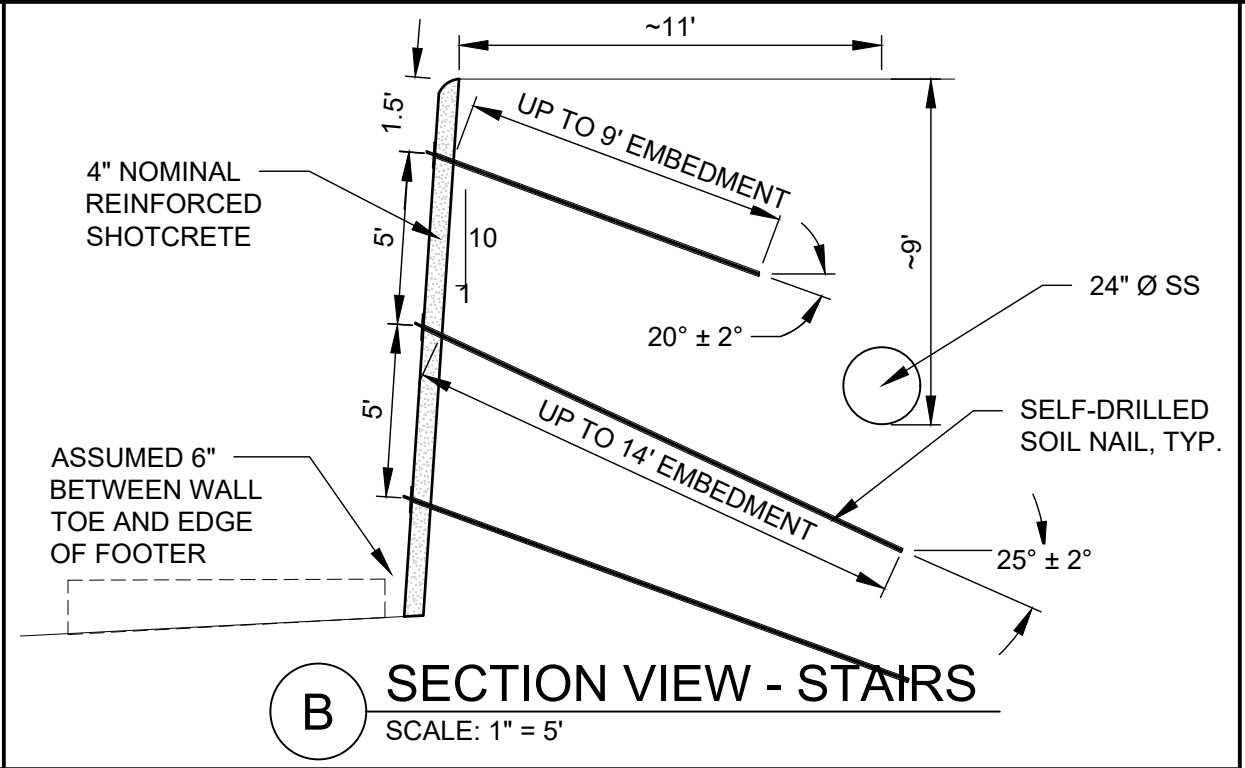
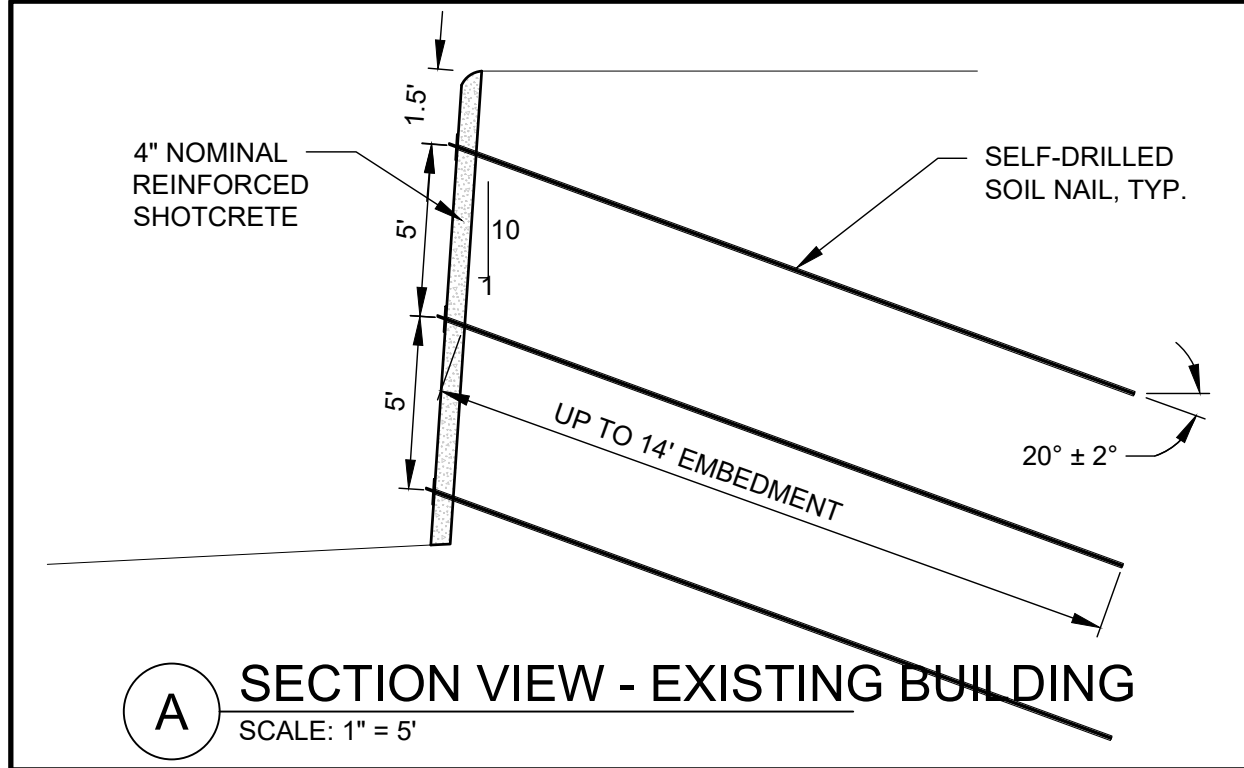
PRELIMINARY - NOT FOR CONSTRUCTION
FOR DISCUSSION ONLY

SHEET REVISIONS		
DATE	DESCRIPTION	NO
05/22/19	Issued for Review. Not for Construction	Rev 0
06/14/19	Additional Length for Wall B	Rev 1
06/17/19	Issued for Construction	Rev 2
THIS DRAWING IS FURNISHED SOLELY FOR THE USE OF OR IN CONNECTION WITH THIS PROJECT AND THE PROPRIETARY INFORMATION SHOWN HEREON IS NOT TO BE TRANSMITTED TO ANY OTHER ORGANIZATION WITHOUT SPECIFIC AUTHORIZATION BY GEOSTABILIZATION INTERNATIONAL (GSI). THE DESIGN IS ONLY VALID IF CONSTRUCTED AND SUPERVISED BY GSI OR ITS AUTHORIZED SUBCONTRACTOR.		

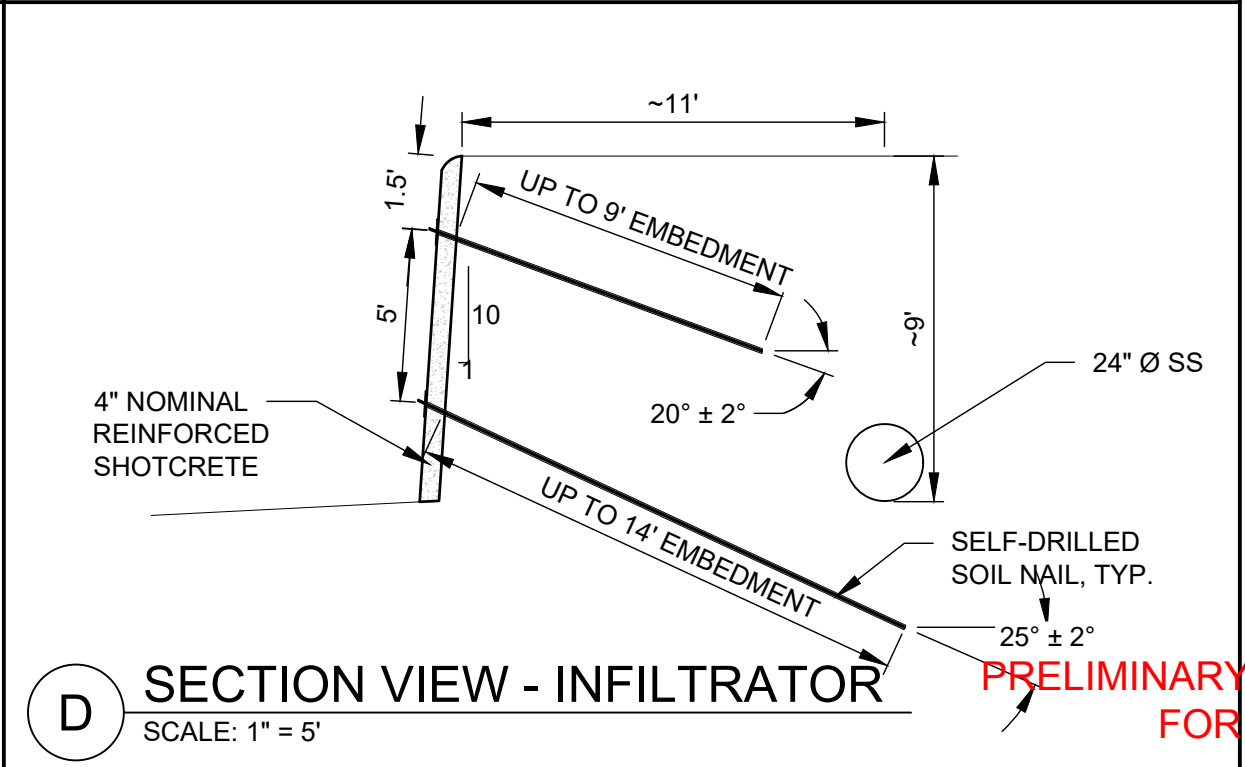
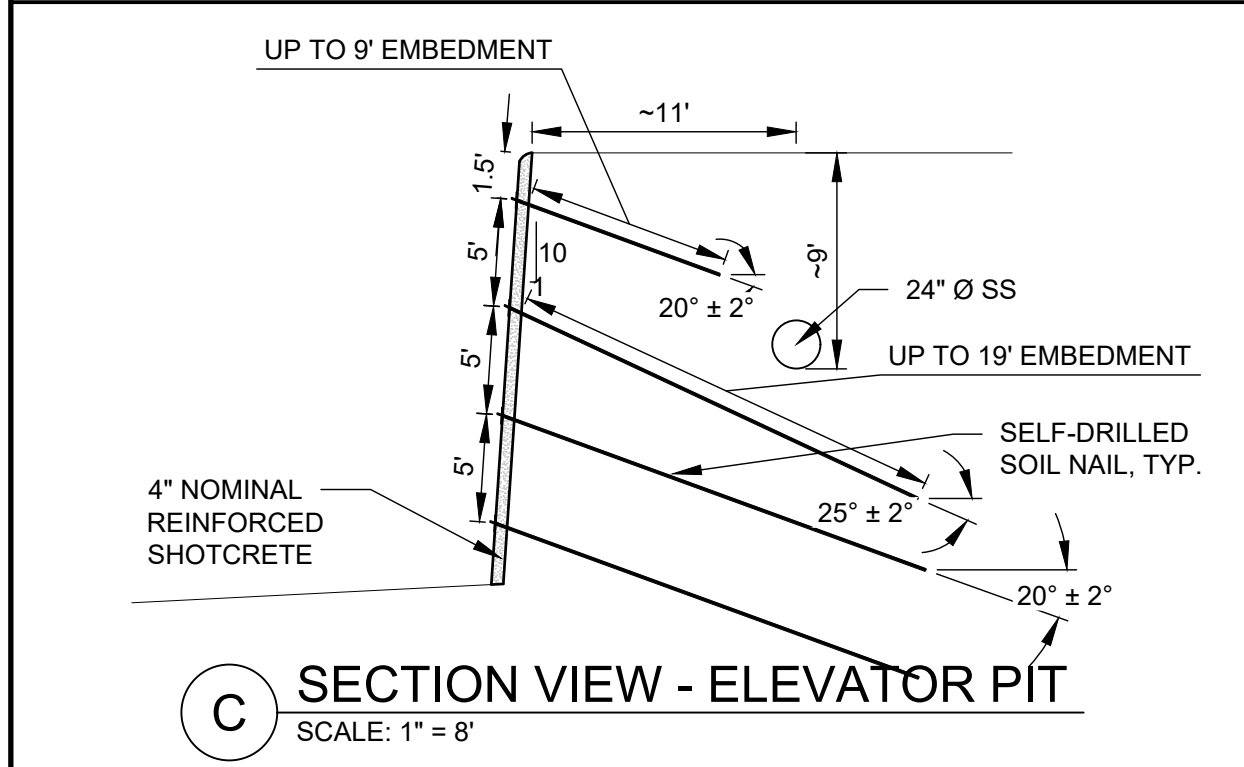
PROJECT NAME: JACKSON FIRE STATION				
SHEET TITLE: PROFILE VIEWS				
DRAWN BY: DEB	CHECKED BY: NET	DATE: 06/17/19	PROJECT NUMBER: #####WY01	SHEET C-04



Phone: 855.579.0536 | Fax: 970.245.7737
www.geostabilization.com



- NOTES:
- UTILITY INFORMATION OBTAINED FROM APRIL 11, 2019 JH FIRE/EMS STATION 1 EXPANSION DRAWING SET.
 - OTHER UTILITIES CALLED OUT IN THE SITE PLAN WERE NOT INCLUDED IN THESE SECTIONS DUE TO UNKNOWN DEPTH.
 - UTILITIES MUST BE POTHOLED IN THE FIELD TO VERIFY LOCATION AND DEPTH PRIOR TO GSI's WORK. GSI WILL BE AVAILABLE TO UPDATE THE SHORING PLANS AS NEEDED BASED ON ACTUAL UTILITY LOCATIONS.
 - 1:10 BATTER ASSUMED FOR PRELIMINARY DESIGN, MAY VARY BASED ON SUBSURFACE SOIL CONDITIONS AND EXCAVATION PERFORMED, TO BE FINALIZED BY OTHERS IN THE FIELD. GSI WILL STABILIZE THE EXCAVATED FACE AND IS NOT RESPONSIBLE FOR FINAL WALL BATTER.



PRELIMINARY - NOT FOR CONSTRUCTION
FOR DISCUSSION ONLY

SHEET REVISIONS		
DATE	DESCRIPTION	NO
05/22/19	Issued for Review. Not for Construction	Rev 0
06/14/19	Additional Length for Wall B	Rev 1
06/17/19	Issued for Construction	Rev 2

THIS DRAWING IS FURNISHED SOLELY FOR THE USE OF OR IN CONNECTION WITH THIS PROJECT AND THE PROPRIETARY INFORMATION SHOWN HEREON IS NOT TO BE TRANSMITTED TO ANY OTHER ORGANIZATION WITHOUT SPECIFIC AUTHORIZATION BY GEOSTABILIZATION INTERNATIONAL (GSI). THE DESIGN IS ONLY VALID IF CONSTRUCTED AND SUPERVISED BY GSI OR ITS AUTHORIZED SUBCONTRACTOR.

PROJECT NAME: <i>JACKSON FIRE STATION</i>				
SHEET TITLE: <i>SECTION VIEWS</i>				
DRAWN BY: DEB	CHECKED BY: NET	DATE: 06/17/19	PROJECT NUMBER: #####WY01	SHEET C-05



Phone: 855.579.0536 | Fax: 970.245.7737
www.geostabilization.com



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: JULY 11, 2019
MEETING DATE: JULY 15, 2019

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: TYLER VALENTINE

SUBJECT: **ITEM P19-126:** ENCROACHMENT AGREEMENT BETWEEN THE TOWN OF JACKSON AND ABILENE, LLC (PROPERTY OWNER) FOR PROPERTY LOCATED AT 437 N. GLENWOOD STREET.

APPLICANT: CORNELIUS KINSEY, KINSEY, LLC

STATEMENT/PURPOSE

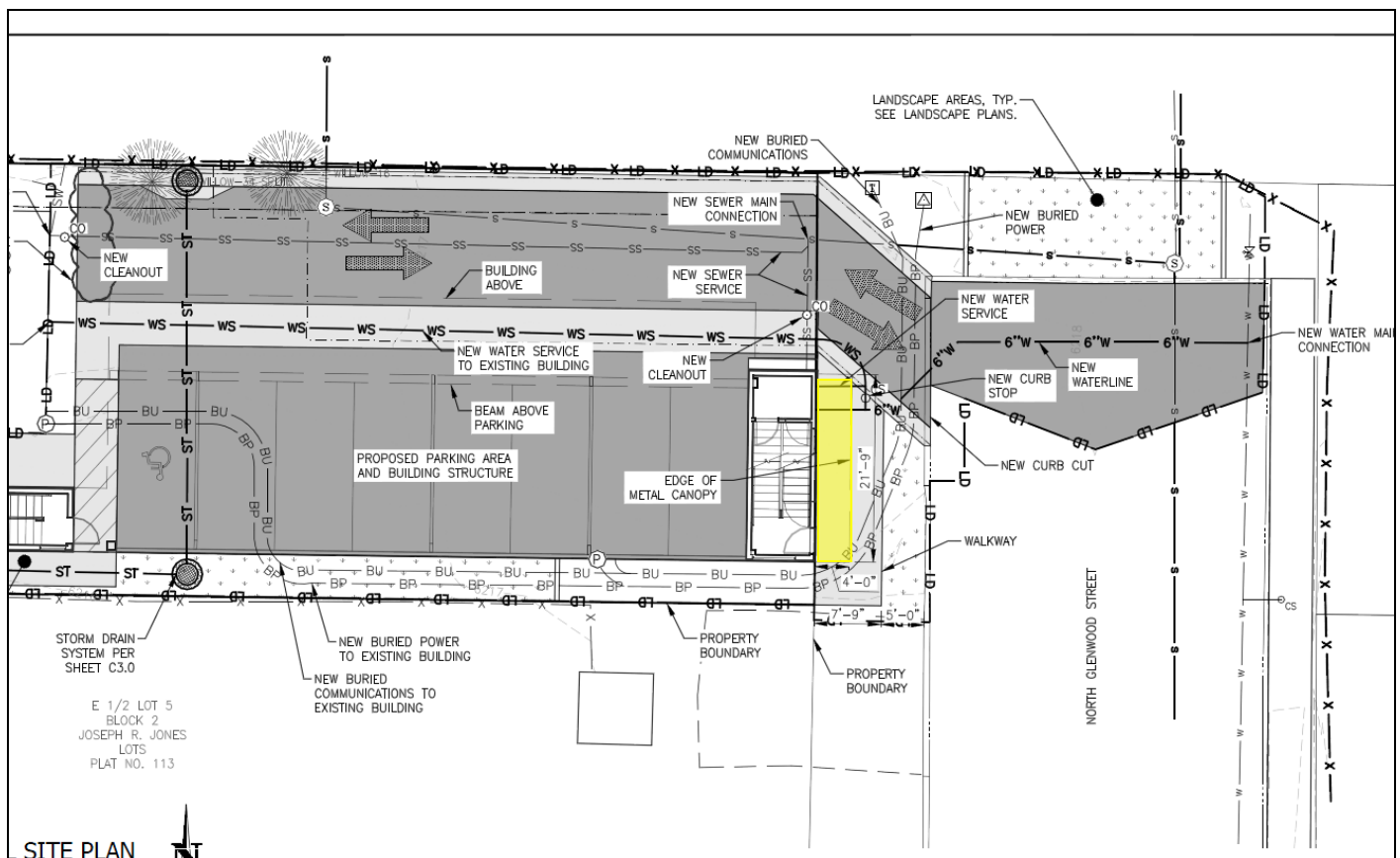
The purpose of this item is to present to the Town Council consideration of an Encroachment Agreement with the property owner, Abilene, LLC, to allow a pedestrian canopy to encroach 4 feet into Town right-of-way on 437 N. Glenwood Street.

LOCATION

Abilene, LLC is the owner of property described as 437 N. Glenwood Street, legally described as Lot 4, Block 2, Jones Addition to the Town of Jackson (please see the vicinity map on the following page).



Proposed canopy encroachment area shown below in yellow:



BACKGROUND/ALTERNATIVES

Background

The subject property is located at the dead end of North Glenwood Street and abuts Flat Creek to the west. The lot is located within the CR-2 (Commercial Residential-2) zoning district and the LO (Lodging Overlay). The lot is 0.28 acres (approximately 12,200 sf) in size and consists of three structures: Two 1,500 sf duplexes and one 300 sf studio. All five units are short-term rentals.

On June 20, 2018 the property owner received approval for a variance (P18-111) to reduce the 30' front parking setback to 8' due to lot constraints, notably the existing 20'-wide sewer easement that significantly constrains the building envelope on the front of the property. The variance was related to removing the studio (structure farthest east) and constructing a new three-story building to the south of the easement which includes parking on the ground level and three lodging units and one deed restricted affordable unit on the second and third floors.

On March 18, 2019, the Town Council approved an encroachment agreement (P19-003) to allow a 5-foot encroachment into the southern side of the existing sewer easement for the 2nd and 3rd floors of the proposed building.

On April 10th and May 8th the applicant went before the Design Review Committee (DRC) and received approval with conditions for the proposed building. One of the conditions was specific to enhancing the appearance of the front (east) elevation by adding a covered canopy for tenants and guests. The DRC acknowledged that the canopy would encroach into the right-of-way and require Council approval.

On June 20th, 2019 the applicant submitted a Building Permit to comply with the variance expiration deadline of June 20th, 2019.

Request

As a result of the DRC's condition that the applicant enhance the architectural appearance of the front (east) elevation, the applicant has proposed a canopy over the front entrance. The applicant is requesting an encroachment agreement for the canopy to encroach 4 feet into the Town right-of-way (North Glenwood Street) for a width of 21'-9" and a clearance height of 9 feet.

The Town Engineer has reviewed the applicant's request and has not identified any issues at this time.

ATTACHMENTS

Applicant Submittal
Department Reviews

FISCAL IMPACT

None.

STAFF IMPACT

The Town Attorney would finalize an Encroachment Agreement upon direction by Town Council.

LEGAL REVIEW

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

RECOMMENDATION

The Planning Director provides no recommendation on this request.

SUGGESTED MOTION

I move to authorize staff to prepare an Encroachment Agreement between the Town of Jackson and property owner, Abilene, LLC, to allow a canopy to encroach 4 feet into a Town right-of-way for 21'-9" and with 9 feet of ground clearance, subject to final review and approval by the Town Attorney.



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: Abilene, LLC - Tyler Davis Phone: 407.952.1735

Mailing Address: P.O. Box 12111, Jackson, WY ZIP: 83002

E-mail: tylerdavis34@ymail.com

APPLICANT/AGENT:

Name: Kinsey, LLC - Cornelius Kinsey Phone: 413.2485

Mailing Address: P.O. Box 12258, Jackson, WY ZIP: 83002

E-mail: kinseycornelius@yahoo.com

DESIGNATED PRIMARY CONTACT:

Owner _____ Applicant/Agent X

PROPERTY:

Physical Address of Property: 437 North Glenwood Street

Lot, Subdivision: LOT4, BLK. 2, JONES

PIDN: 22-41-16-28-4-02-002

Description of Public Right-of Way: Public right-a-way, 4'-0" wide canopy onto Glenwood St.

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.

_____ **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.

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

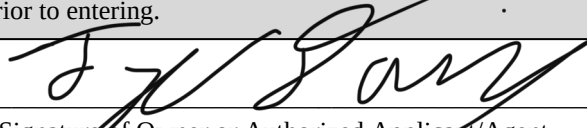
_____ **Exhibit.** Provide an exhibit (picture, drawings, maps, plans) of the use of the noted public right-of-way including dimensions of requested encroachment.

FORMAT:

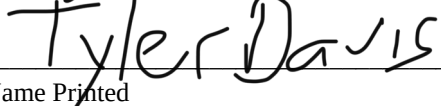
The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions.

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.

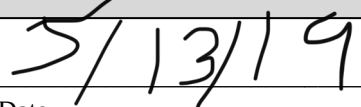
Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize 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.



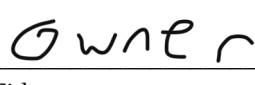
Signature of Owner or Authorized Applicant/Agent



Name Printed



Date



Title

15 May 2019

Tyler Sinclair
Town of Jackson Planning and Development
150 East Pearl Avenue
Jackson, WY 83001

Mr. Sinclair,

The applicant, Abilene, LLC, is requesting approval for an Encroachment Agreement into the public right-of-way for 437 North Glenwood Street.

BACKGROUND:

The applicant/owner is Abilene, LLC. The applicant owns a lot defined as Lot 4, BLK. 2, Jones, (commonly known as 437 North Glenwood Street) and is zoned CR-2 (Commercial Residence - 2). The lot currently has three structures for "lodging" of (4) two bedrooms and (1) studio units. The site has been heavily disturbed over the years and no longer features native vegetation. The lot is approximately .28 acres. The applicant proposes replacing the studio with a structure with (3) two-bedroom "lodging" units and (1) two-bedroom employee housing unit that is a three-story structure with parking tucked under the building per 2.2.1.E and a street wall along North Glenwood Street. The Planning Commission/Board of Adjustment has approved a variance (P18-111) for the property to reduce the parking setback from a primary street from 30'-0" to 8'-0".

On the 18th of March, the Town Council has agreed to an encroachment agreement into the existing sewer easement for 5' on the second and third floor with a min. height of 9'-0" off of grade in exchange for more square footage to add to the sewer easement. The applicant was granted an Administrative Adjustment (P19-063) on 10 May 2019 to reduce the pedestrian frontage from 13'-6" to 12'-6".

The applicant is seeking to enter into an encroachment agreement with the town of Jackson into the public right-of-way on Glenwood Street to provide a four-foot wide canopy. The project (P19-069) was reviewed by the Design Review Committee (DRC) on 10 April 2019 and 8 May 2019. Per the conditions of approval of the DRC from the 8 May 2019 meeting:

"1. Entry: The applicant shall address the front elevation, both the entry and the scale. The entry was not clearly defined, noticeable or inviting. Design elements such as a canopy should be added to enhance the front entry and better relate to the human scale element. "

In pursuant of this condition, the applicant would like to propose a four-foot wide canopy on the front of the Glenwood St. elevation. The metal canopy breaks the street elevation to provide a human scale element with a height of 9' above grade. The canopy also provides a covered walkway for pedestrians to the property. All the other conditions from the DRC have been met.

All the articles of incorporation were submitted with the variance. The ownership has not changed since the variance.

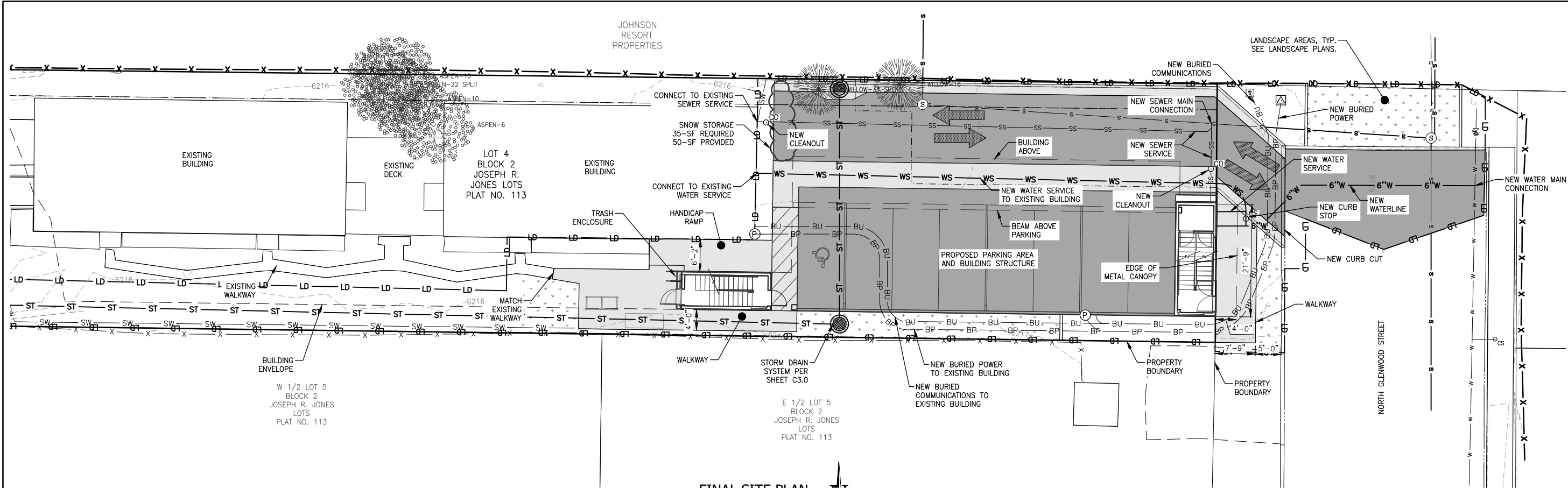
REQUEST:

The applicant respectfully requests the planning department recommend the approval of this encroachment agreement for 437 North Glenwood Street.

Thank you for your assistance with this request. Please contact me should you have any questions or concerns regarding this request. Best Regards,

Cornelius Kinsey, AIA NCARB

S:\Pro\2018\284-01 - Construction Document\Civil Engineering\4 Drawings\Civil\437 UTILITY.dwg (FINAL SITE PLAN) - May 16 2019 09:03:30 on PLOTTED BY: Lee DWG (FORMAT: 23.0)



SITE CONSTRUCTION NOTES & SPECIFICATIONS

CAUTION: UNDERGROUND UTILITY LOCATIONS ARE NOT GUARANTEED, NOR IS THERE ANY GUARANTEE THAT ALL EXISTING UTILITIES (WHETHER FUNCTIONAL OR ABANDONED) WITHIN THE PROJECT AREA ARE SHOWN ON THESE CONSTRUCTION DRAWINGS. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL UNDERGROUND UTILITIES BEFORE STARTING WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DAMAGE RESULTING FROM CONTRACTORS WORK.

- ALL SITE WORK SHALL BE DONE IN ACCORDANCE WITH WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS (WPWSS) 2015 EDITION AND THESE PLANS.
- CONTRACTOR REQUIRED TO MEET WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY'S STORMWATER PERMIT REQUIREMENTS.
- IT IS RECOMMENDED THAT THE CONTRACTOR EMPLOY A SURVEYOR TO PROVIDE STAKING FOR LOCATIONS OF FOUNDATIONS, UTILITIES, DRIVEWAY, AND FOR GRADING WORK.
- STRIPPED MATERIAL SHALL BE STOCKPILED AT STOCKPILE AREAS SHOWN ON PLAN, CUT MATERIAL WILL BE PLACED DIRECTLY INTO FILL AREAS OR STOCKPILED. SEE SHEET C3.0 FOR LOCATIONS.
- TOPSOIL SHALL BE STOCKPILED SEPARATELY & REUSED TO COVER FINISH SLOPES. IMPORT ADDITIONAL WEED-FREE TOPSOIL IF NECESSARY TO COVER ALL DISTURBED AREAS NOT RECEIVING SURFACING. LEAVE SUBGRADE DOWN 4-6" TO RECEIVE TOPSOIL IN LANDSCAPE AREAS.
- DUST CONTROL MUST BE ACCOMPLISHED BY WATERING STOCKPILES AND DRY SOILS.
- CONTRACTOR SHALL PREVENT TRACKING OF SOIL ONTO THE ROAD AND CLEAN ROAD OF SOILS WHEN NECESSARY.
- IN ACCORDANCE WITH C3.0, INSTALL EROSION CONTROL MEASURES PRIOR TO COMMENCING WITH LAND DISTURBING ACTIVITIES AND MAINTAIN THE DEVICES DURING CONSTRUCTION. IF NECESSARY THE CONTRACTOR SHOULD INSTALL AND MAINTAIN ADDITIONAL EROSION CONTROL MEASURES TO ENSURE THE SITE IS STABILIZED DURING CONSTRUCTION.
- REVEGETATION SHALL BE NATIVE SEED AND SOD AND SHALL BE IRRIGATED BY OWNER WHEN NECESSARY.
- CONTRACTOR MUST HAVE A WEED CONTROL PLAN PREPARED BY TETON COUNTY WEED AND PEST OR OTHER WEED SPECIALIST AND IMPLEMENT THE PLAN THROUGHOUT CONSTRUCTION. SEE NOTES THIS SHEET FOR WEED MANAGEMENT REQUIREMENTS.
- LAND DISTURBING ACTIVITIES SHALL OCCUR FROM FALL 2019 THROUGH FALL 2021.
- CONTRACTOR SHOULD COORDINATE THE INSTALLATION OF WIRE UTILITY SERVICES WITH UTILITY PROVIDERS AND ARRANGE INSTALLATION AND SERVICE CONTRACTS.
- INSTALL ORANGE CONSTRUCTION FENCING ALONG LIMITS OF DISTURBANCE TO CONTAIN CONSTRUCTION ACTIVITIES PER SHEET C3.0.
- CONSTRUCTION PARKING AND STAGING WILL OCCUR ALONG THE DRIVEWAY, WITHIN THE STAGING AREA, AND AT THE LOT FRONTAGE. GRAVEL SURFACING WILL BE PLACED TO MINIMIZE MUD ISSUES DURING CONSTRUCTION.

TETON COUNTY WEED AND PEST MANAGEMENT STRATEGIES

PRE-CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR:

- PRIOR TO CONSTRUCTION, CONTRACTOR SHALL CONTACT THE TETON COUNTY WEED & PEST, OR OTHER QUALIFIED PROFESSIONAL, TO CONDUCT A SITE SPECIFIC INVENTORY OF INVASIVE SPECIES AND CREATE A SPECIES SPECIFIC MANAGEMENT PLAN IN ACCORDANCE WITH TETON COUNTY LDR 5.7.2.

ACTIVE CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR:

- ALL CONSTRUCTION EQUIPMENT TO BE CLEANED PRIOR TO ENTERING THE SITE.
- SOIL STOCKPILES TO BE ROUTINELY CHECKED AND TREATED FOR INVASIVE SPECIES.
- DISTURBANCE OUTSIDE OF THE CONSTRUCTION ZONE AND IN AREAS WHERE INVASIVE SPECIES ARE PRESENT SHALL BE MINIMIZED.
- ALL AREAS OUTSIDE OF THE CONSTRUCTION ZONE SHALL BE KEPT ON ACTIVE MANAGEMENT USING THE CONTROL METHODS PRESCRIBED IN THE SPECIES SPECIFIC MANAGEMENT PLAN CREATED PRIOR TO CONSTRUCTION. THIS AREA SHALL BE MONITORED AND TREATED AT LEAST TWICE EACH GROWING SEASON.

POST-CONSTRUCTION MANAGEMENT STRATEGIES TO BE PERFORMED BY CONTRACTOR:

- RE-VEGETATION TO OCCUR IMMEDIATELY AFTER CONSTRUCTION IS COMPLETE TO PREVENT THE ESTABLISHMENT OF INVASIVE SPECIES IN DISTURBED AREAS.
- NURSERY STOCK SHALL BE IN ACCORDANCE WITH W.S. 11-9-101 - 109 (WYOMING NURSERY STOCK LAW), ACCOMPANIED BY A VALID HEALTH CERTIFICATE, AND ACQUIRED THROUGH A DEALER LICENSED BY THE WYOMING DEPARTMENT OF AGRICULTURE. SEEDS SHALL BE IN ACCORDANCE WITH W.S. 11-12-101 - 125 (WYOMING SEED LAW), CERTIFIED WEED FREE, AND ACQUIRED THROUGH A DEALER LICENSED BY THE WYOMING DEPARTMENT OF AGRICULTURE.
- CERTIFIED WEED FREE STRAW, GRAVEL, AND SOIL SHALL BE UTILIZED WHERE POSSIBLE.
- TOWP TO BE CONTACTED TO CREATE A POST-CONSTRUCTION INVENTORY.

LEGEND (DESIGN)

---	6200	---	INDEX CONTOUR
---	6201	---	MINOR CONTOUR
— WS —	WS —	—	WATER SERVICE
— SS —	SS —	—	SEWER SERVICE
— BU —	BU —	—	BURIED UTILITIES
— BP —	BP —	—	BURIED POWER
— G —		—	BURIED GAS
← — — — —			FLOWLINE DITCH/SWALE
~~~~~			SNOW STORAGE
▨			STAGING AREA
▩			DETENTION AREA
○ CS			CURB STOP
○ CO			SEWER CLEANOUT
▢			POWER TRANSFORMER
Ⓟ			POWER/UTILITY METER
Ⓢ			GAS METER

#### FINAL SITE PLAN

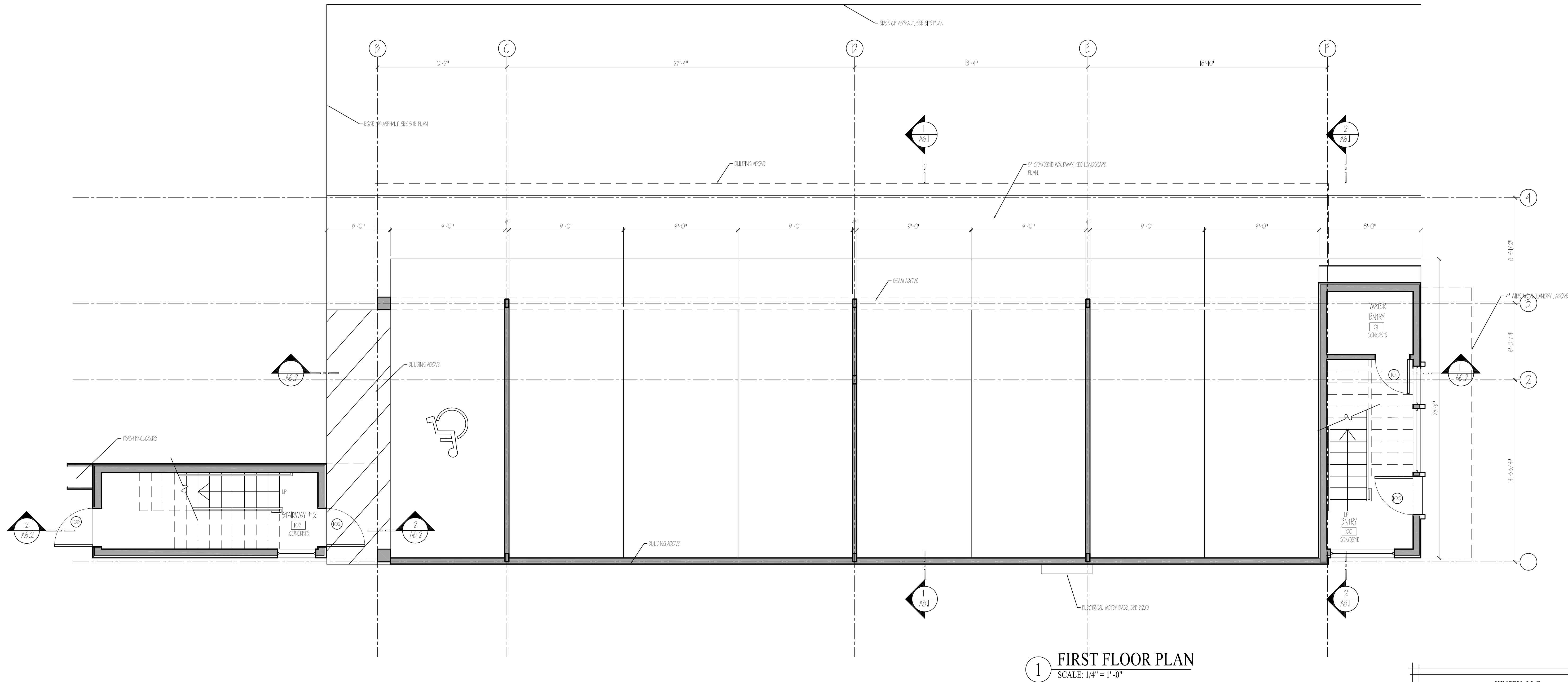
SCALE: 1" = 20' (11X17)



DRAWING NO	JOB NO	JOB TITLE	DRAWING TITLE	REV.				
				DATE	SURVEYED	ENGINEERED	DRAWN	CHECKED
CI.1	18-284-01	TYLER DAVIS 437 N GLENWOOD JACKSON, WY	FINAL SITE PLAN	5/16/2019	NE	AL	AL/BO	MB

**NELSON  
ENGINEERING**

P.O. BOX 1599, JACKSON WYOMING (307) 733-2087



1 FIRST FLOOR PLAN  
SCALE: 1/4" = 1'-0"

SQUARE FOOTAGE INFORMATION					
EXISTING FLOOR AREA	HABITABLE	BASEMENT	UNHABITABLE	UNHABITABLE BELOW GRADE	TOTAL
BUILDING #1 (EXISTING)	1,500.00 SQ. FT.				1,500.00 SQ. FT.
BUILDING #2 (EXISTING)	1,500.00 SQ. FT.				1,500.00 SQ. FT.
FIRST FLOOR	246.96 SQ. FT.		46.26 SQ. FT.		293.22 SQ. FT.
SECOND FLOOR (R-2)*	1102.12 SQ. FT.				1102.12 SQ. FT.
SECOND FLOOR (R-1)	1101.35 SQ. FT.				1101.35 SQ. FT.
THRD FLOOR (R-1)	2161.77 SQ. FT.				2161.77 SQ. FT.
TOTAL	7,612.20 SQ. FT.		46.26 SQ. FT.		7,657.46 SQ. FT.
* SECOND FLOOR (R-2) IS A DEED RESTRICTED EMPLOYEE HOUSING - DOES NOT COUNT TOWARD FAR - TOTAL FAR FOR PROJECT IS 6,910.08 SQ. FT.					

PROGRESS SET  
NOT FOR  
CONSTRUCTION

KINSEY, LLC.  
P.O. BOX 12258 • 1070 ELK RUN UNIT 60  
JACKSON, WY 83002 PH # 307.413.2485

OWNERSHIP & USE OF DOCUMENTS  
DRAWINGS & SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL SERVICE ARE AND SHALL REMAIN PROPERTY OF THE ARCHITECT. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY PROJECT OR PURPOSES WHATSOEVER, WITHOUT THE PRIOR SPECIFIC WRITTEN AUTHORIZATION OF THE ARCHITECT, KINSEY LLC.

PROJECT NUMBER  
ABILENE, LLC  
437 NORTH GLENWOOD STREET  
JACKSON, WY

REVISIONS  
PORGRESS SET

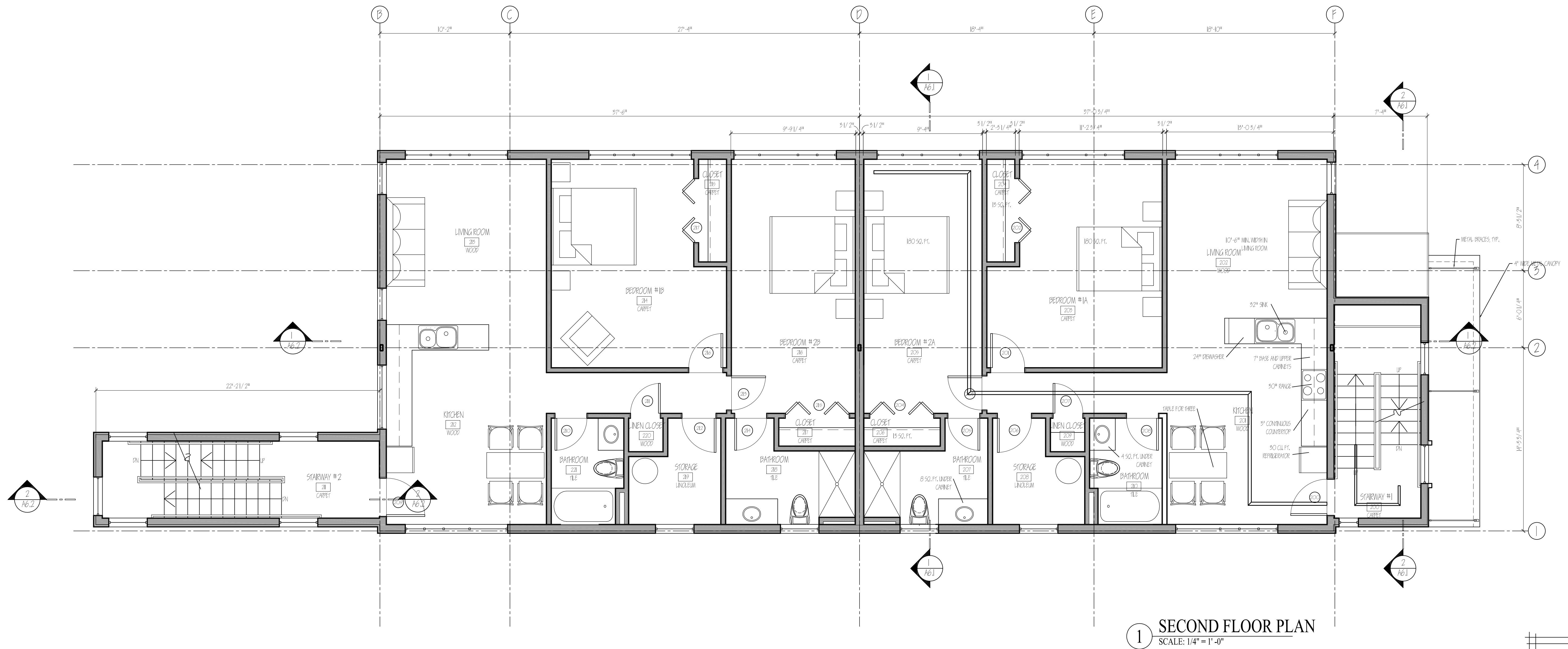
SHEET NAME  
FIRST FLOOR PLAN

SCALE  
1/4" = 1'-0"

DATE  
6 JUNE 2019

SHEET  
A2.2



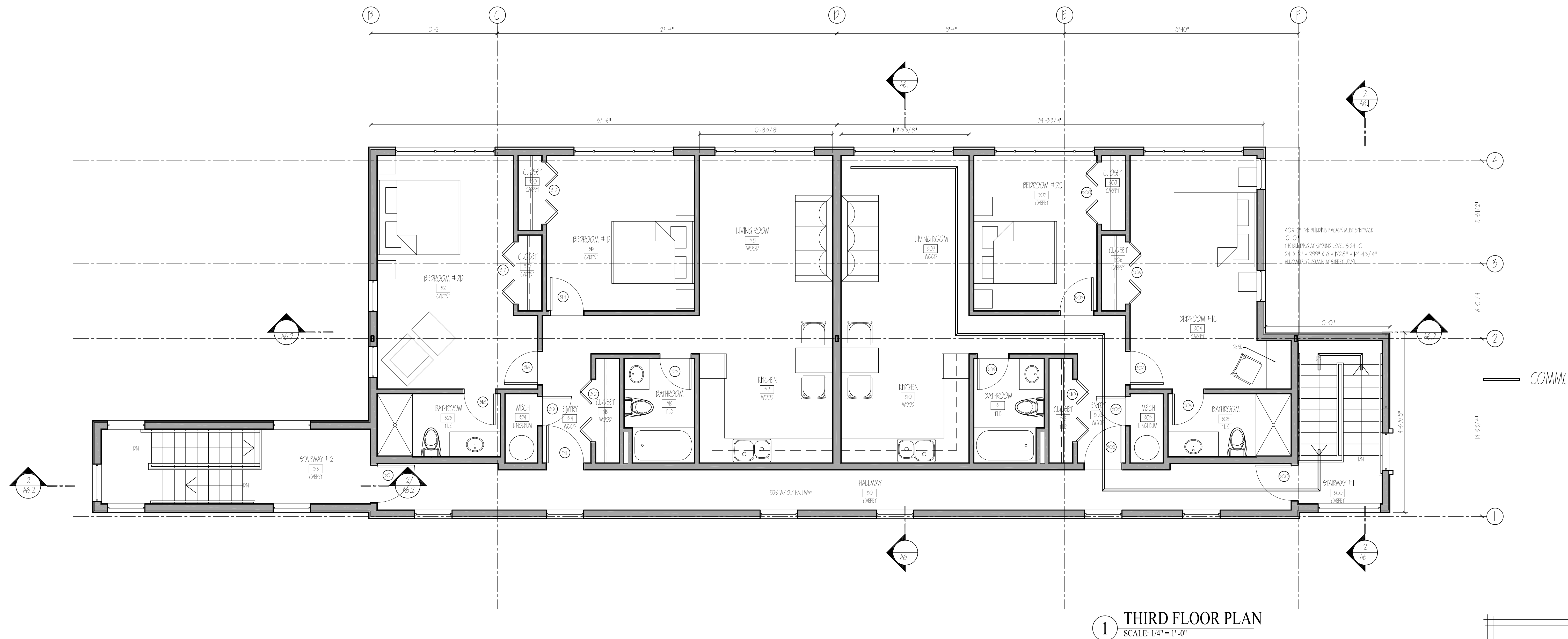


1 SECOND FLOOR PLAN  
SCALE: 1/4" = 1'-0"

PROGRESS SET  
NOT FOR  
CONSTRUCTION

KINSEY, LLC. P.O. BOX 12258 • 1070 ELK RUN UNIT 60 JACKSON, WY 83002 PH # 307.413.2485	
OWNERSHIP & USE OF DOCUMENTS DRAWINGS & SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL SERVICE ARE AND SHALL REMAIN PROPERTY OF THE ARCHITECT. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY PROJECT OR PURPOSES WHATSOEVER, WITHOUT THE PRIOR SPECIFIC WRITTEN AUTHORIZATION OF THE ARCHITECT, KINSEY LLC.	
PROJECT NUMBER ABILENE, LLC 437 NORTH GLENWOOD STREET JACKSON, WY	
REVISIONS	
PORGRESS SET	
SHEET NAME SECOND FLOOR PLAN	A2.3
SCALE 1/4" = 1'-0"	
DATE 6 JUNE 2019	





1 THIRD FLOOR PLAN  
SCALE: 1/4" = 1'-0"

PROGRESS SET  
NOT FOR  
CONSTRUCTION

KINSEY, LLC. P.O. BOX 12258 • 1070 ELK RUN UNIT 60 JACKSON, WY 83002 PH # 307.413.2485	
OWNERSHIP & USE OF DOCUMENTS DRAWINGS & SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL SERVICE ARE AND SHALL REMAIN PROPERTY OF THE ARCHITECT. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY PROJECT OR PURPOSES WHATSOEVER, WITHOUT THE PRIOR SPECIFIC WRITTEN AUTHORIZATION OF THE ARCHITECT, KINSEY LLC.	
PROJECT NUMBER ABILENE, LLC 437 NORTH GLENWOOD STREET JACKSON, WY	
REVISIONS	
PORGRESS SET	
SHEET NAME THIRD FLOOR PLAN	SHEET                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   





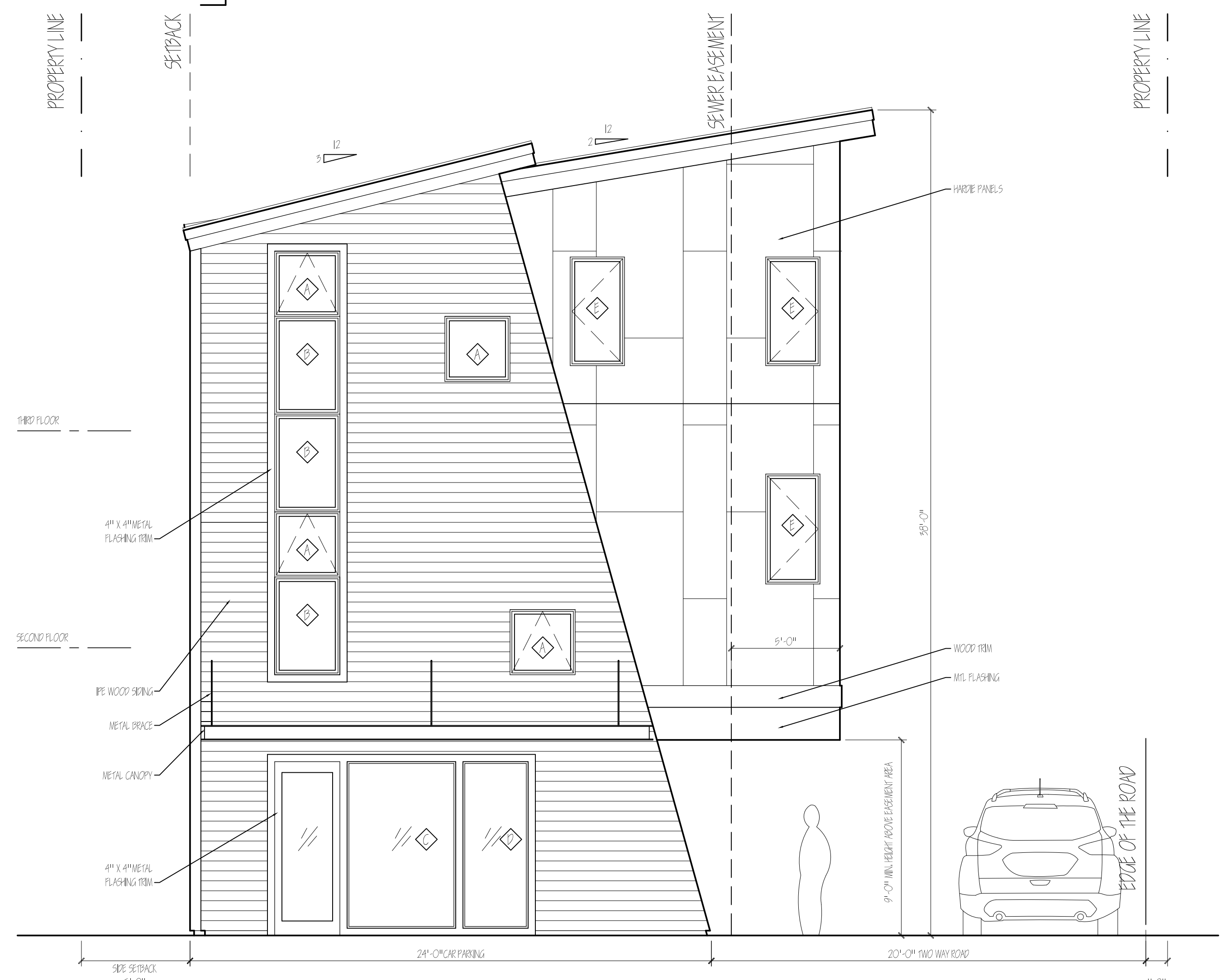
- COORD. ALL ROOF PENETRATIONS W/ OWNER PRIOR TO CONSTRUCTION
- FLASHING INSTALL: METAL FLASHING AT LOCATIONS SHOWN IN ARCHITECTURAL DETAILS AND AS DICTATED BY GOOD CONSTRUCTION PRACTICE. ALL EXPOSED FLASHING TO MATCH EXISTING ROOF FLASHING COMPONENTS - INCLUDING VALLEYS, SIDEWALLS, EAVES/US, CURBS AND ROOF PITCH TRANSITIONS) TO BE 20 OZ. CLING AND SIDEWALL FLASHING TO EXTEND A MINIMUM OF 8" UP STEEP WALL AND 4" OVER ROOFING, VALLEY FLASHING TO BE A MINIMUM OF 24" WIDE W/ 1" W/ CROWN OVER FLASHING COMPONENTS (SUCH AS DWP CAPS, AND SIDE TO TRIM CONNECTIONS), TO BE 16 OZ. W/ 1/4" HEIM AT EXPOSED BOTTOM EDGE.
- PROVIDE GRADE ICE AND WATER SHIELD A MINIMUM OF 6' FROM THE EDGE OF THE ROOF AT OVERHANGS.

### A3.1





2 NORTH ELEVATION  
SCALE: 1/4" = 1'-0"

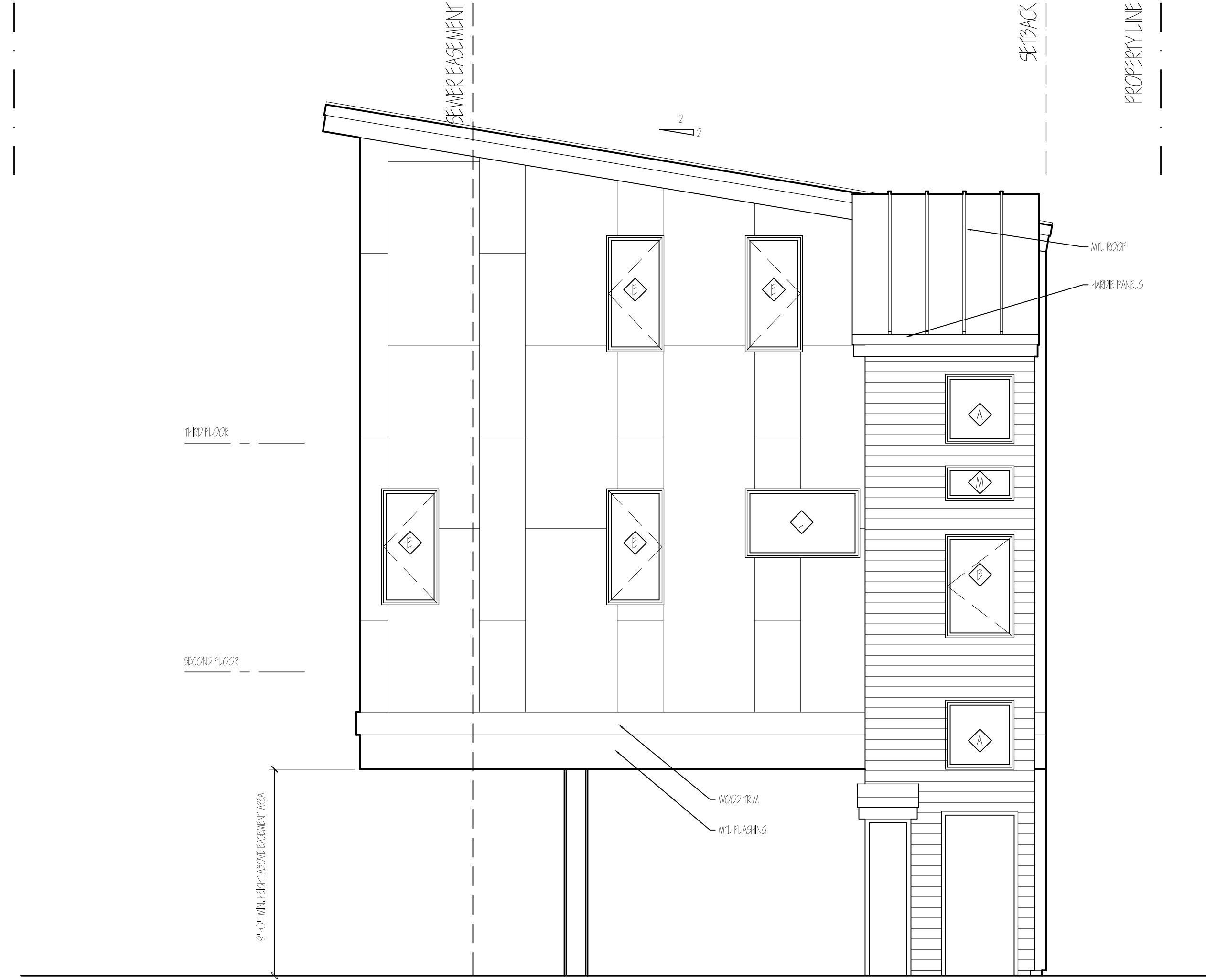
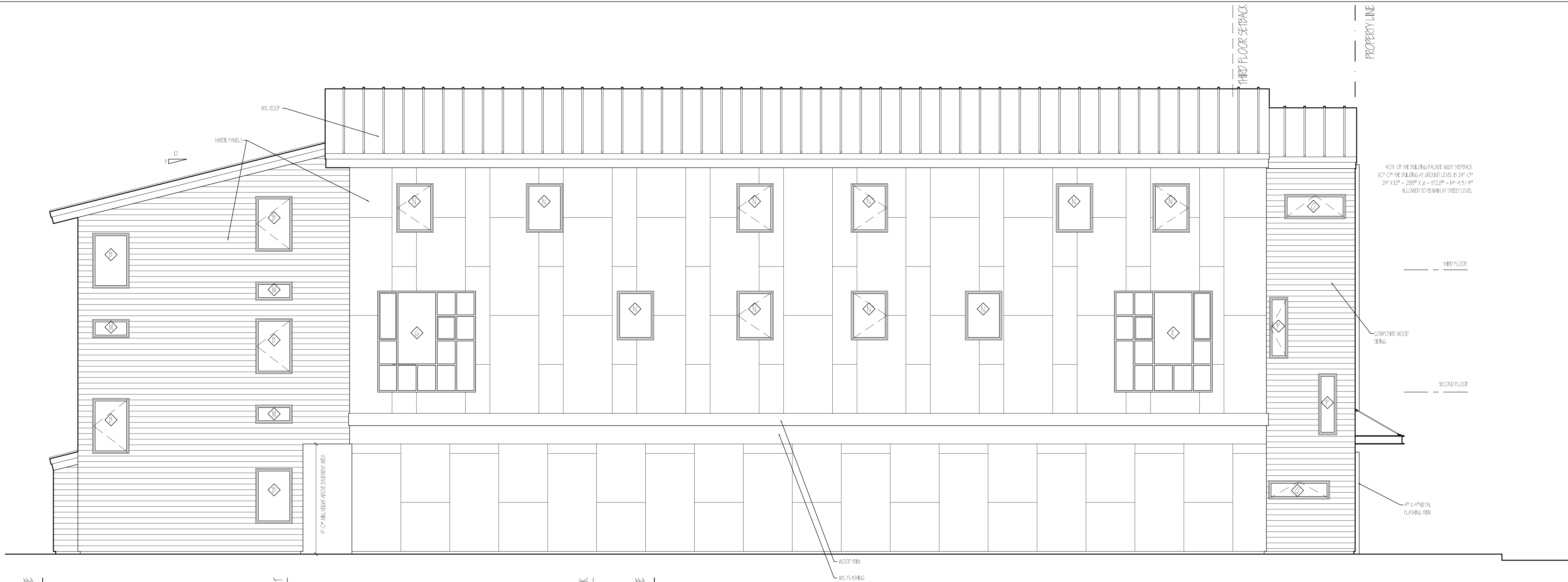


1 EAST ELEVATION  
SCALE: 1/4" = 1'-0"

FENESTRATION SQUARE FOOTAGE	
WEST ELEVATION	771.89 SQ. FT.
SOUTH ELEVATION	374.66 SQ. FT.
EAST ELEVATION	160.92 SQ. FT.
NORTH ELEVATION	766.83 SQ. FT.
TOTAL	1,379.70 SQ. FT.
ALLOWED PENETRATION FOR 4,675.16 SQ. FT. OF HEATED FLOOR AREA @ 50% 4,675.16 SQ. FT. * .5 = 1,401.95 SQ. FT. OF PENETRATION IN BUILDING	

KINSEY, LLC. P.O. BOX 12258 • 1070 ELK RUN UNIT 60 JACKSON, WY 83002 PH # 307.413.2485	
OWNERSHIP & USE OF DOCUMENTS DRAWINGS & SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL SERVICE ARE AND SHALL REMAIN PROPERTY OF THE ARCHITECT. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY PROJECT OR PURPOSES WHATSOEVER, WITHOUT THE PRIOR SPECIFIC WRITTEN AUTHORIZATION OF THE ARCHITECT, KINSEY LLC.	
PROJECT NUMBER ABILENE, LLC 437 NORTH GLENWOOD STREET JACKSON, WY	
REVISIONS	
PERMIT SET	
SHEET NAME ELEVATIONS	SHEET
SCALE 1/4" = 1'-0"	A5.1
DATE 28 JUNE 2019	

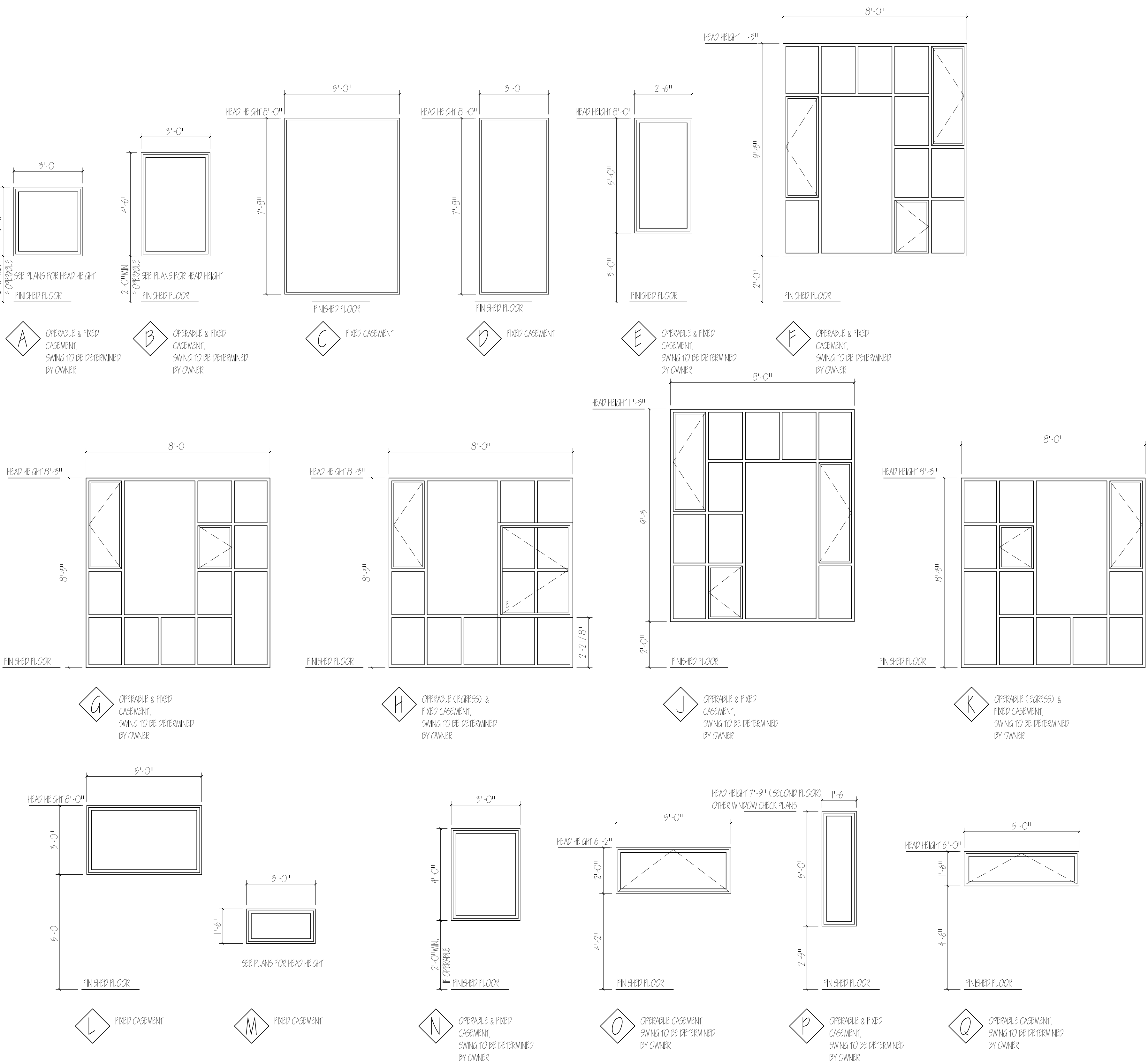




KINSEY, LLC. P.O. BOX 12258 • 1070 ELK RUN UNIT 60 JACKSON, WY 83002 PH # 307.413.2485	
OWNERSHIP & USE OF DOCUMENTS DRAWINGS & SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL SERVICE ARE AND SHALL REMAIN PROPERTY OF THE ARCHITECT. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY PROJECT OR PURPOSES WHATSOEVER, WITHOUT THE PRIOR SPECIFIC WRITTEN AUTHORIZATION OF THE ARCHITECT, KINSEY LLC.	
PROJECT NUMBER ABILENE, LLC 437 NORTH GLENWOOD STREET JACKSON, WY	
REVISIONS	
PERMIT SET	
SHEET NAME ELEVATIONS	A5.2
SCALE 1/4" = 1'-0"	
DATE 28 JUNE 2019	



WINDOW SCHEDULE

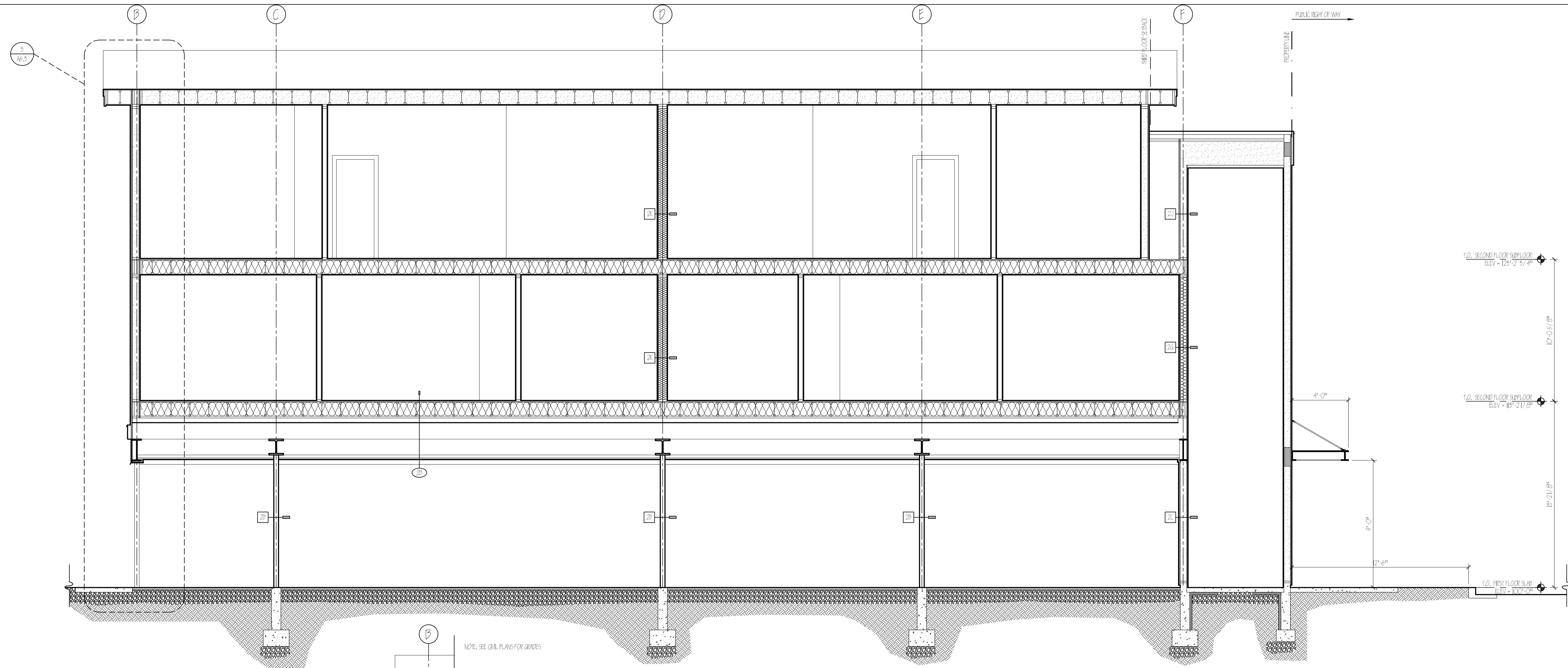


WINDOW SCHEDULE			
MARK	MANUFACTURER-NUMBER	R.O. SIZE (WxH)	REMARKS
ALL	PELLA - ARCHITECTURAL SERIES	SEE SCHEDULE	COLOR TO T.B.D. BY OWNER
NOTES:			
1. ALL EXTERIOR WINDOWS TO BE CLAD UNITS IN MFGRS STANDARD COLOR			
2. WINDOW TYPES LISTED ABOVE DO NOT INDICATE HAND OF SWING, DIRECTION OF SLIDER OPERATION OR POSITION OF FIXED AND OPERABLE LEAVES. REFER TO EXTERIOR ELEVATIONS AND FLOOR PLANS FOR THIS INFORMATION.			
3. DO NOT PROVIDE BRICK MOULD CASING W/ ANY WOOD WINDOWS.			
4. PROVIDE FACTORY APPLIED JAMB EXTENSIONS TO MATCH EXISTING AS REQUIRED. SEE ARCHITECTUAL DETAILS AND CONFIRM W/ GENERAL CONTRACTOR.			
5. ALL GLAZING TO BE CLEAR, DUAL LOW E 3/4" INSULATING GLASS (MAX U-VALUE OF .29) W/ TRUE-DIVIDED LIGHTS TO MATCH PATTERNS SHOWN @ EXTERIOR ELEVATIONS.			
6. PROVIDE TEMPERED GLASS IN THE FOLLOWING LOCATIONS:			
A. ALL WINDOWS LOCATED WITHIN 24" HORIZONTALLY OF DOORS AND LESS THAN 60" ABOVE FINISH FLOOR (AFF).			
B. ALL WINDOWS WITH NET GLAZING AREA GREATER THAN 9 SQ.FT. AND LESS THAN 18" AFF, UNLESS INTERRUPTED BY STRUCTURAL HORIZONTAL MEMBER FROM 34" TO 38" AFF.			
C. IN ALL DOORS.			
D. ALL WINDOWS ADJACENT TO STAIRWAYS, LANDINGS, AND RAMPS WITHIN 36" HORIZONTALLY OF A WALKING SURFACE WHEN THE EXPOSED SURFACE OF THE GLASS IS LESS THAN 60" ABOVE THE NOSE OF THE TREADS.			
E. ALL WINDOWS LESS THAN 60" ABOVE TUBS OR SHOWERS			
7. ALL WINDOWS TO BE MANUFACTURED FOR HIGH ALTITUDE APPLICATION.			
8. ALL HARDWARE AND SCREENS TO MATCH EXISTING FINISH.			

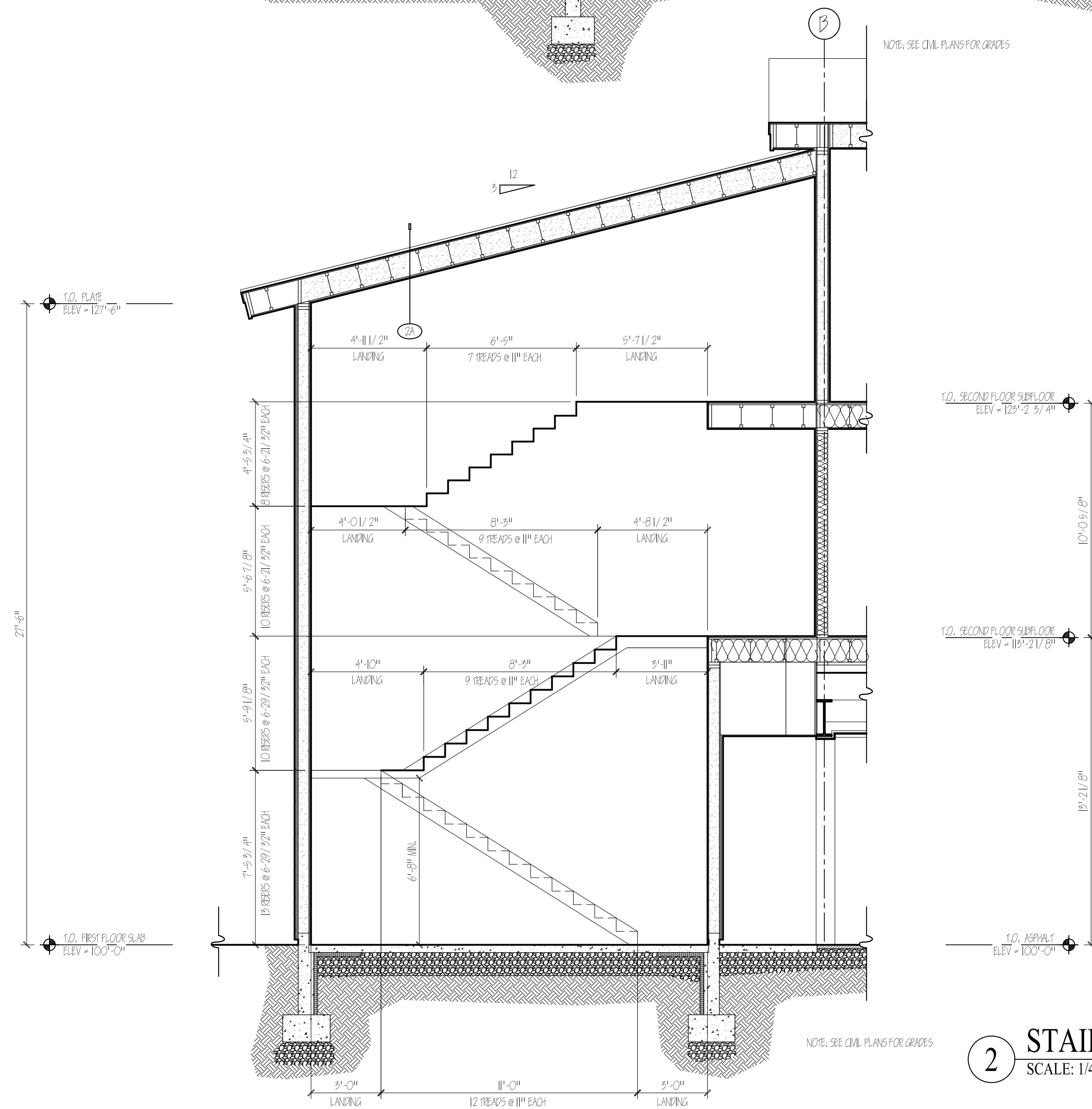
SHEET NAME	WINDOW SCHEDULE
SCALE	3/8" = 1'-0"
DATE	28 JUNE 2019

A5.3





**1 CROSS SECTION**  
SCALE: 1/4" = 1'-0"

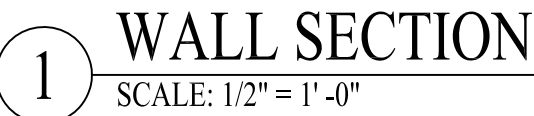


**2 STAIR SECTION**  
SCALE: 1/4" = 1'-0"

KINSEY, LLC. P.O. BOX 12258 • 1070 ELK RUN UNIT 60 JACKSON, WY 83002 PH # 307.413.2485	
<b>OWNERSHIP &amp; USE OF DOCUMENTS</b> DRAWINGS &amp; SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL SERVICE, ARE AND SHALL REMAIN PROPERTY OF THE ARCHITECT. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY PROJECT OR PURPOSES WHATSOEVER, WITHOUT THE PRIOR SPECIFIC WRITTEN AUTHORIZATION OF THE ARCHITECT, KINSEY LLC.	
PROJECT NUMBER ABILENE, LLC 437 NORTH GLENWOOD STREET JACKSON, WY	
<b>REVISIONS</b>	
PERMIT SET	
_____	
_____	
_____	
_____	
_____	
SHEET NAME SECTIONS	SHEET
SCALE 1/4" = 1'-0"	
DATE 28 JUNE 2019	

A6.2





MARK	HDWR. GROUP	DESCRIPTION	DOOR SIZE	REMARKS	RATING
100		SINGLE EXTERIOR	3'-0" X 8'-0" X 1'-3/4"	WINDOW PACKAGE, ADA, AUTO-CLOSER	
101		SINGLE INTERIOR	3'-0" X 6'-8" X 1'-3/4"		
102		SINGLE EXTERIOR	3'-0" X 7'-0" X 1'-3/4"		
103		SINGLE EXTERIOR	3'-0" X 7'-0" X 1'-3/4"		1-HR
200		SINGLE INTERIOR	2'-10" X 7'-0" X 1'-3/4"	AUTO-CLOSER	
201		SINGLE INTERIOR	2'-8" X 7'-0" X 1'-3/4"		
202		DOUBLE INTERIOR	(2) 2'-6" X 7'-0" X 1'-3/4"		
203		SINGLE INTERIOR	2'-8" X 7'-0" X 1'-3/4"		
204		DOUBLE INTERIOR	(2) 2'-6" X 7'-0" X 1'-3/4"	BI-FOLD	
205		SINGLE INTERIOR	2'-6" X 7'-0" X 1'-3/4"		
206		SINGLE INTERIOR	2'-8" X 7'-0" X 1'-3/4"		
207		SINGLE INTERIOR	2'-4" X 7'-0" X 1'-3/4"		
208		SINGLE INTERIOR	2'-6" X 7'-0" X 1'-3/4"	AUTO-CLOSER	
209		SINGLE INTERIOR	3'-0" X 7'-0" X 1'-3/4"		
210		SINGLE INTERIOR	2'-6" X 7'-0" X 1'-3/4"		
211		SINGLE INTERIOR	2'-4" X 7'-0" X 1'-3/4"		1-HR
212		SINGLE INTERIOR	2'-8" X 7'-0" X 1'-3/4"		
213		SINGLE INTERIOR	2'-8" X 7'-0" X 1'-3/4"		
214		SINGLE INTERIOR	2'-6" X 7'-0" X 1'-3/4"		
215		DOUBLE INTERIOR	(2) 2'-6" X 7'-0" X 1'-3/4"		BI-FOLD
216		SINGLE INTERIOR	2'-8" X 7'-0" X 1'-3/4"	BI-FOLD	
217		DOUBLE INTERIOR	(2) 2'-6" X 7'-0" X 1'-3/4"		
300		SINGLE INTERIOR	2'-10" X 7'-0" X 1'-3/4"	AUTO-CLOSER	1-HR
301		SINGLE INTERIOR	3'-0" X 7'-0" X 1'-3/4"	AUTO-CLOSER	1-HR
302		SINGLE INTERIOR	3'-0" X 7'-0" X 1'-3/4"	AUTO-CLOSER	
303		SINGLE INTERIOR	2'-4" X 7'-0" X 1'-3/4"		20 MIN
304		SINGLE INTERIOR	2'-8" X 7'-0" X 1'-3/4"		
305		SINGLE INTERIOR	2'-6" X 7'-0" X 1'-3/4"		
306		DOUBLE INTERIOR	(2) 2'-6" X 7'-0" X 1'-3/4"		
307		SINGLE INTERIOR	2'-8" X 7'-0" X 1'-3/4"		
308		DOUBLE INTERIOR	(2) 2'-6" X 7'-0" X 1'-3/4"		BI-FOLD
309		SINGLE INTERIOR	2'-6" X 7'-0" X 1'-3/4"		
310		DOUBLE INTERIOR	(2) 2'-6" X 7'-0" X 1'-3/4"		BI-FOLD
311		SINGLE INTERIOR	3'-0" X 7'-0" X 1'-3/4"	AUTO-CLOSER	20 MIN
312		DOUBLE INTERIOR	(2) 2'-6" X 7'-0" X 1'-3/4"		
313		SINGLE INTERIOR	2'-6" X 7'-0" X 1'-3/4"	BI-FOLD	
314		SINGLE INTERIOR	2'-8" X 7'-0" X 1'-3/4"		
315		DOUBLE INTERIOR	(2) 2'-0" X 7'-0" X 1'-3/4"	BI-FOLD	
316		SINGLE INTERIOR	2'-8" X 7'-0" X 1'-3/4"		
317		DOUBLE INTERIOR	(2) 2'-6" X 7'-0" X 1'-3/4"	BI-FOLD	
318		SINGLE INTERIOR	2'-6" X 7'-0" X 1'-3/4"		
319		SINGLE INTERIOR	2'-4" X 7'-0" X 1'-3/4"		

- 1.- VERIFY DOOR SWINGS WITH FLOOR PLAN AND EXTERIOR ELEVATIONS.
- 2.- ALL INTERIOR DOOR TO BE STOCK, PRE-HUNG. TO MATCH EXISTING DETAILS AND ELEVATIONS OF EXISTING DOORS. INTERIOR JAMBS TO BE CONSTRUCTED OF 3/4" STOCK W/ APPLIED STOP. EXTERIOR JAMBS TO BE CONSTRUCTED OF 1" THICK STOCK W/ RABBETED STOP.
- 3.- EXTERIOR DOOR GLAZING INCLUDING GARAGE DOORS TO BE TEMPERED LOW E (U INSULATING GLASS, 34" INSULATING GLASS, 34" INSULATING GLASS) TO MATCH EXISTING GLASS. GLASS TO BE SET IN ALUMINUM SILL, PLATE AND LATCH.
- 4.- GENERAL CONTRACTOR TO COORDINATE BORE AND PREP. SPECIFICATIONS AND TO INSTALL ALL HARDWARE.
- 5.- INDIVIDUALLY FIELD VERIFY JAMB THICKNESS, DIRECTION OF SWING AND R.O. OF ALL DOOR OPENINGS, (PARTICULARLY HEIGHT) WITH G.C. PRIOR TO PLACING ORDER.
- 7.- CHECK THE CONDITION OF EXISTING DOORS, TO TRY TO USE THEM INSTEAD OF NEW DOORS.

## A6.4

## PLANNING

<b>Project Number</b>	P19-126	<b>Applied</b>	5/17/2019	STOL
<b>Project Name</b>	Encroachment - 437 N. Glenwood St	<b>Approved</b>		
<b>Type</b>	ENCROACHMENT	<b>Closed</b>		
<b>Subtype</b>	FRONT YARD	<b>Expired</b>		
<b>Status</b>	STAFF REVIEW	<b>Status</b>		
<b>Applicant</b>	Kinsey, LLC	<b>Owner</b>	ABILENE, LLC	
<b>Site Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
437 N GLENWOOD STREET	JACKSON	WY	83001	
<b>Subdivision</b>	<b>Parcel No</b>	<b>General Plan</b>		
JOSEPH R JONES ADDITION	22411628402002			

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
<b>Contact</b> <b>Notes</b>					
Legal Lea Colasuonno	APPROVED	5/17/2019	6/7/2019	6/5/2019	

Planning Tyler Valentine (6/19/2019 10:57 AM TV)	APPROVED	5/17/2019	6/7/2019	6/19/2019	
--------------------------------------------------------	----------	-----------	----------	-----------	--

The proposed canopy is a design element that the Design Review Committee recommended the applicant add to improve the aesthetics of the front elevation and to better identify the entrance to the building for guests and tenants.

Public Works Jeff Silliman (7/11/2019 11:09 AM JSIL) Encroachment Agreement – Approved	APPROVED	5/17/2019	6/7/2019	7/11/2019	
-------------------------------------------------------------------------------------------------	----------	-----------	----------	-----------	--

P19-0126  
ADDRESS: 437 North Glenwood  
OWNER: Abilene, LLC – Tyler Davis  
APPLICANT: Kinsey, LLC – Cornelius Kinsey

7/11/2019  
Jeff Silliman, 733-3079

DATE OF SUBMITTAL: 4/17/2019  
DATE OF MATERIALS: 5/16/2019 (Civil Plans), 6/28/2019 (Arch. Plans)  
REVISION NO.: 01

The engineering division has reviewed your application for an ENCROACHMENT AGREEMENT submitted on and with application materials as dated above.

## CONDITIONS OF APPROVAL

1. Applicant shall provide final drafts of all the required exhibits for the Encroachment Agreement.
2. Final design shall be coordinated through the building permit.
3. When necessary the Town Reserves the right to use the canopy or posts in lieu of street sign posts.



# TOWN OF JACKSON

## AGENDA DOCUMENTATION

**SUBMITTING DEPARTMENT:** Public Works

**PRESENTER:** Brian Lenz, Town Engineer

**MEETING DATE:** July 15, 2019

**SUBJECT:** Request Council approval for the construction of the 2019 Fall Street Patching.

### STATEMENT/PURPOSE

The purpose of this item is to obtain approval for the construction of the 2019 Fall Street Patching Project.

### BACKGROUND/ALTERNATIVES

The Spring and Fall patching program have been in place for many years in an effort to address spot locations within the Town of Jackson's road network that are deteriorating. With the implementation of the Chip Seal program, the focus of the patching program has been to address the areas of concern on the roads which will receive chip seal treatment, in addition to the those locations where potholes and major deterioration are occurring elsewhere within Town, and especially in higher traffic locations. Overall this approach is being carried out, in combination with our annual crack sealing efforts, to provide a well-maintained roadway network at an affordable cost.

The patching project involves mechanical milling of the roadway surface to a depth of 3-inches (including further excavation and placement of base course if necessary) and a minimum of 5-feet in width, compaction of subbase if necessary, tacking of edges, patching with hot mix asphalt (HMA) laid down by a machine if possible, and rolled with a vibratory/static roller.

The 2019 Fall Street Patching Project will include installation of approximately 25,000 square feet of HMA street patching throughout Town. The project cost shall include grinding/milling, traffic control, cleanup, stockpiling, and removal/disposal of ground bituminous pavement material. The work is required to be performed between August 12th to October 4th, 2019.

The project was advertised in the JH News & Guide Weekly for two weeks beginning June 12th, 2019.

The Town received construction Bids for the project on February 11, 2019. A total of three bids were received.

- |                                            |            |
|--------------------------------------------|------------|
| 1. Evans Construction Company, Jackson, WY | \$ 167,212 |
| 2. C.M. Owen Construction, LLC, Victor, ID | \$ 161,825 |
| 3. Depatco, Inc., St. Anthony, ID          | \$ 204,654 |

Evans Construction Company of Jackson, WY was found to be the lowest responsive bidder when accounting for the Wyoming preference discount of five percent per Wyoming Statutes 1977, Section 16-6-101 and 16-6-102.

The Jackson Town Council has two options to consider and proceed with:

- Approve the contract of the 2019 Fall Street Patching Project
- Place the 2019 Fall Street Patching Project on hold by denying the contract

### COMPREHENSIVE PLAN ALIGNMENT

This project supports Town Comprehensive Plan under Common Value #3- Quality of Life, Section 8 - Quality Community Service Provision.



### Common Value #3 - Quality of Life, Section 8. Quality Community Service Provision

- Principle 8.1- Maintain current, coordinated service delivery
  - o Policy 8.1.a: Maintain current, coordinated plans for delivery of desired service levels
- Principle 8.2 - Coordinate the provision of infrastructure and facilities needed for service delivery
  - o Policy 8.2.c: Require mitigation of the impacts of growth on service levels
- Strategies:
  - 8.1.S.3: Identify critical services and services requiring redundancy in service provision.
  - 8.2.S.1: Coordinate the creation and maintenance of communitywide Major Capital Project List for all services listed in Principle 8.1.

### STAKEHOLDER ANALYSIS

None.

### FISCAL IMPACT

The project will be funded with the FY 2020 Annual Street Reconstruction budget.

### STAFF IMPACT

Some coordination between the Contractor and Engineering Staff will be necessary. It is estimated that 20 hours/week of Public Works staff time shall be required the month prior to and during construction.

### LEGAL REVIEW

The Town Attorney may provide a final review of the construction contract prior to execution by the Mayor.

### ATTACHMENTS

None.

### RECOMMENDATION

That the Town Council approve of the construction contract with Evans Construction Company of Jackson, Wyoming in the amount of \$167,212.

### SUGGESTED MOTION

I move to approve the 2019 Fall Street Patching Project with Evans Construction Co. of Jackson, Wyoming in the amount of \$167,212 and upon legal approval authorize the mayor to execute all necessary contract Agreements.



# TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

**PREPARATION DATE:** JULY 11, 2019  
**MEETING DATE:** JULY 15, 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.

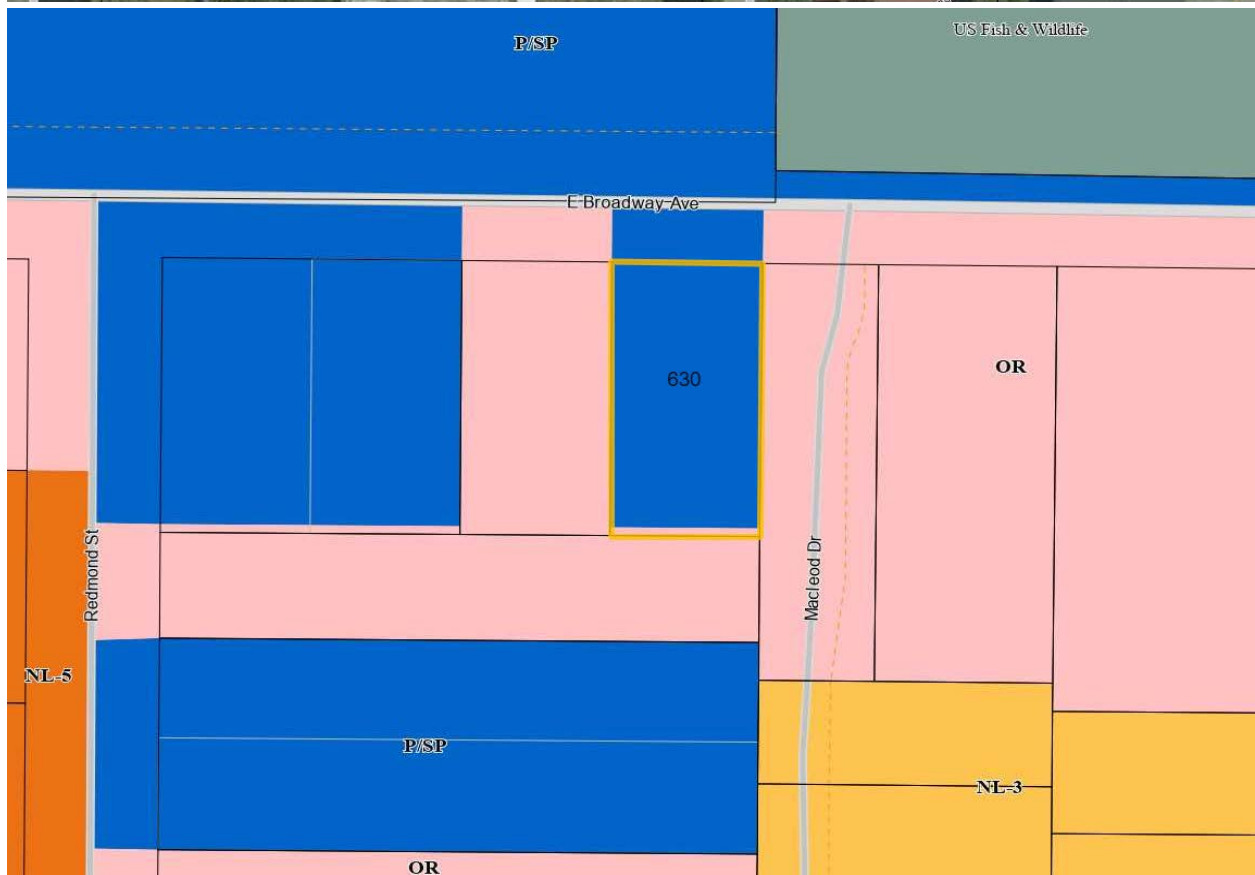
## APPLICABLE REGULATIONS

Section 4.2.1 Public/Semi-Public – Town (P/SP-ToJ)

Section 8.4.2 Conditional Use Permit (CUP)

## LOCATION

The subject property is addressed as 630 E. Broadway and legally described as LOT 4, BLK 1, REDMOND-2 (fka OJ-001604). An aerial photo and zoning map are shown on the following page showing the general location of the proposed site.



## BACKGROUND

The subject site is approximately 0.2 acres in size, measuring 67.3' wide by 130' deep (8,739.6 SF). It is zoned Public/Semi-Public (P/SP) and is currently a vacant lot. To the north is the St. John's Medical Campus zoned P/SP, to the east across Macleod Drive is the Jackson Hole Community Counseling Center zoned Office Residential (OR), to the south are additional parking lots for the Jackson Hole Baptist Church and St. John's zoned OR and P/SP, and to the west is the Jackson Hole Baptist Church zoned OR.

- On June 16, 2003, the Jackson Town Council passed Ordinance 728, which amended the Town of Jackson Official Zoning District Map designation of the property described as Lots 1, 2 & 4, Block 1, 2nd Redmond Plat and Lots 6 & 7, Block 1, 2nd Redmond Plat to Public/Semi-Public (P/SP) zoning district. The subject parcel, Lot 4, was rezoned from the then Office Professional zone (OP) to P/SP.
- On November 15, 2004, the Jackson Town Council voted to approve Item #03-21.2 a request for a Conditional Use Permit and a Final (Intermediate) Development Plan to allow the construction of a 24 space parking lot at 630 E Broadway. This request was approved in conjunction with Item #03-21.3 a Conditional Use Permit to construct a 30,700 SF medical office building at 610 E Broadway. On November 16, 2005, the Town Council chose to table indefinitely a request for a six month extension so that the applicant could work with staff to identify possible alternatives. Approximately a year and half later on June 18, 2007, the Town Council voted to deny an additional 6 month extension after the applicant had determined that project would not move forward as originally approved. As a result the associated permits expired.
- On May 14, 2018, the applicant had a pre-application meeting with staff in regards to a surface parking lot at 30 Redmond Street, which was later approved as item P18-221, and a new maintenance shop and storage space at 630 E Broadway. The applicant has since determined that the 630 E Broadway site would be better utilized as parking. As a result, staff requested that the applicant provide a comprehensive parking analysis for the all of the Hospital properties in order to better determine the Hospital's parking needs and future land uses. A discussion regarding the parking analysis is included in this report under Staff Analysis.

## PROJECT DESCRIPTION

The applicant is seeking a Conditional Use Permit to pave a vacant lot for surface parking in support of the St. John's Medical Center operations consisting of 24 spaces. While it remains to be determined whether this lot will serve hospital staff or be utilized for general parking, the hospital parking lots on Redmond are primarily used for staff parking though not designated so, and it is likely that this lot will also be utilized for staff parking. Staff has added a condition of approval requiring the hospital to develop a comprehensive Parking Management and Alternative Mobility Plan to be developed in conjunction with any future applications for additional surface parking or applications requiring Town approval at which point the designation of user groups to specific parking lots will be contemplated.

The improvements will include additional landscaping to the site as well as screening on the East Broadway frontage, and lighting improvements for security purposes. The parking lot is in compliance with the standards of the P/SP zone and the requirements of Div. 6.2. Parking and Loading Standards.

Below is the Physical Development Standards of the P/SP zone and Div 6.2 as they pertain to this project:

<b>Two Rows of Parking - 90° Angle</b>	<b>Required</b>	<b>Proposed</b>	<b>Complies?</b>
Disability Parking	1 per 25 spaces	1	Yes
Bicycle Parking	1 per 10 vehicle spaces	N/A	Yes, as conditioned*
Plant Units	1 per 8 spaces (3 Plant Units)	3	Yes
Landscape Surface Ratio	N/A	14% or 1,224 sf	Yes
Snow Storage	2.5%	220 SF - 2.5%	Yes**
Circulation	Two-Way	Two-Way	Yes
Drive Aisle Width	24'	24'	Yes
Parking Space Width	9'	9'	Yes
Parking Space Depth	20'	18' + 2' overhang	Yes
Total Module Width	64'	64'	Yes

* Bicycle parking to be provided off site at hospital campus. See discussion below in Bike Parking Analysis.

** See Snow Storage discussion below in Staff Analysis

## STAFF REVIEW

Staff has reviewed the proposed use for the subject property and has found the request to be in compliance with the LDRs and consistent with the 2012 Comprehensive Plan. Parking is an allowed use requiring a conditional use permit in the P/SP zone. The P/SP zone is notable for the fact that it does not have predetermined dimensional standards. The zone is intended to provide locations for new and existing uses and facilities of a public or semi-public nature. In particular, the P/SP-ToJ zone is intended to allow flexibility for public and semi-public uses and facilities that often have unique functional needs. According to the LDRs, “*Land in the P/SP-ToJ zone and/or facilities operated therein may be under the control of federal, state, or local governments, or other governmental entities such as a school district or hospital district*”. The Teton County Hospital District qualifies with this designation. The proposed use is in keeping with the intent of the P/SP zone as the parking area is intended to serve the St. John’s Medical Center.

However, given the scale and uses of the entire hospital campus, staff required the applicant to provide a comprehensive parking analysis for the hospital as a requirement of determining sufficiency for this application which seeks to increase surface parking area associated with hospital operations. More specifically, staff required that,

*“The applicant shall provide a comprehensive parking analysis of all current and future parking supply and demand that encompasses all existing hospital owned properties and proposed additional properties, if known. In addition, the parking analysis should provide a breakdown of peak parking demand by time, user group, and location. Specifically, this analysis should contain information related to the proposed Living Center.”*

## **Comprehensive Parking Analysis**

The applicant has submitted a comprehensive parking analysis as part of this application prepared by Jorgensen Associates which is attached to this staff report. Staff required the parking analysis in order to better understand the hospital’s overall parking needs and thus the necessity of increasing surface parking on and off site for the hospital and how the proposed Living Center will affect overall parking. The parking methodology assessed fourteen existing parking lots (including this property, Lot 4) as well as on-street parking during the morning and afternoon on three mid-week days in late February and early March. During each time period the total number of occupied stalls was recorded as well as overflow parking.



The report concludes that over the 3 day period, two of which days Teton Pass was closed due to avalanche mitigation, parking at the hospital was 78.7% occupied. With the construction of the Living Center, the hospital will be losing 45 spaces reducing total parking to 531 stalls (including on-street parking) resulting in the hospital narrowly meeting total estimated parking need at 95.86% capacity. If only off-street parking is calculated the hospital does not meet total estimated parking need as the total number of off-street spaces available is 493 spaces, resulting in the hospital exceeding the available capacity of parking by 3.25%. The Planning Director agrees with the assessment that on-street parking should be taken into account as part of overall parking equation. While the P/SP zone does not address the use of on-street parking, the OR and CR-1 zones do allow for on-street parking to count towards total parking need. Given that the surrounding properties and character of the hospital uses closely resemble the character and allowed uses in the OR and CR-1 zones, it is appropriate to factor on-street parking into the total parking analysis for the St. John's Medical campus. The following tables drawn from page 10 of the attached parking study demonstrate the parking capacity challenges facing St. John's with on-street and off-street parking totals:

<b>Study Projected Parking Demand</b>	479 stalls
<b>Projected Parking Demand for Senior Living Center</b>	30 stalls
<b>Total Projected Parking Demand</b>	509 stalls

<b>Total</b>	<b>Approximate Parking Demand</b>	<b>Parking Availability</b>	<b>Percentage of Parking Capacity</b>
Without On-Street	509 stalls	493 stalls	103.25%
With On-Street	509 stalls	531 stalls	95.86%

Since this parking analysis includes Lot 4 in the hospital's overall calculation of parking availability it is clear that the hospital is strained in regards to available parking. Staff has determined that for the sake of this application, the comprehensive parking study is sufficient for demonstrating the need for parking improvements at this site now. Parking demand and supply for the hospital will be reviewed systematically as part of any future applications for additional surface parking or any other application requiring Town approval. Staff has informed the applicant that the comprehensive parking analysis will need to be updated this summer to better reflect peak parking demand as a parking study conducted on days when Teton Pass was closed is not a sufficient representation as staff contends that mid-summer is a more representative example of peak parking demand, especially if on-street parking spaces on adjacent streets are counted towards total parking supply. Staff has informed the applicant that future applications requiring Town approval will require this updated information and that the hospital will need to formulate a comprehensive Parking Management and Alternative Mobility Plan to address parking demand as part of any applications moving forward.

### **Vehicular Access / Circulation**

Vehicular access is taken from East Broadway and circulation within the parking area is two-way with a T-shape 'hammerhead' turnaround at the southern end of the lot. The applicant is proposing a new 24' curb cut along the central portion of the northern property line at East Broadway. An existing curb cut is located at the northeast edge of the property on East Broadway. Site development standards and access standards are not applicable in the P/SP zone, however neighboring OR zone standards allow a 24' maximum curb cut. As a result of the applicant relocating access centrally and providing a new curb cut, staff has included a condition of approval requiring the applicant to vacate the existing curb cut and replace the sidewalk to Town standards. The applicant has demonstrated their intent to complete this work on the submitted landscape plans already, however staff has added this condition of approval as the required improvements are in the Town owned right-of-way.



## **Affordable Workforce Housing**

The proposal is exempt from Affordable Workforce Housing Standards. Per Sec. 6.3.2.C.13, employee generating development in the P/SP zone is exempt.

## **Lighting**

Per Div 5.3.1 Exterior Lighting Standards, the P/SP zone allows 3 lumens per square foot of site development, and the maximum height of a light pole fixture is 18 feet. The applicant has proposed four, 16' tall, shielded light poles along the western and eastern property boundaries totaling 18,457 lumens, where 22,548 lumens are allowed. The LDRs state that organizations that primarily serve individuals with visual impairments (e.g. retirement communities, hospices, and hospitals) may use up to 4 times the illumination allowed by Sec. 5.3.1. The applicant has not proposed to take advantage of this additional lighting and is complying with the 3 lumens per sf of impervious surface standard.

The LDRs require that after 12:00 AM nonresidential sites shall extinguish or reduce their total exterior lighting by at least 30% with the exception of motion activated lighting and lighting governed by a Conditional Use Permit in which times of operation are specifically identified. As a condition of approval staff has required that the applicant submit lighting plans that demonstrate compliance with Sec. 5.3.1 Exterior Lighting of the LDRs that demonstrates compliance with light trespass, controls, and required lighting reduction.

## **Landscaping**

The LDRs have no landscape surface ratio requirement for uses within the P/SP zoning district, however Div. 5.5. Landscape Standards requires plant units in parking lots in all zones, P/SP included. The applicant is required to provide 3 plant units and has proposed maple and ash trees, dogwood, spirea, and lilac shrubs, and native grass sod. The applicant has proposed roughly 1,224 square feet of landscaping which is an LSR of approximately 0.14. By comparison, the LSR requirement in the adjacent Office Residential zone is .20. Given that the minimum parking module width is 64' for a two-way drive aisle with 90 degree parking spaces on both sides, and the lot is 67.3' wide there is little room left over to increase landscaping on site. Section 6.2.5.A.3 of the LDRs require that, *"Parking lots shall include landscaped islands to avoid large expanses of asphalt and shall be screened from off-site, or their view substantially filtered by vegetation"*, however, additional landscape islands would only fit by replacing proposed parking spaces with landscaping. Given the relatively small size of the parking lot staff does not recommend requiring landscape islands as the intent of the requirement in the LDRs appears to be for larger, multi drive-aisle surface parking lots.

## **Bicycle Parking / Snow Storage**

The applicant is required to provide bicycle parking as part of Div. 6.2 Parking and Loading Standards, which requires 1 bicycle parking space per 10 spots. As a result the applicant is required to provide 3 bicycle parking spaces, however they have not shown bicycle parking in their submitted plans with this application. When the applicant last appeared before Council for approval of a surface parking lot for item P18-221 at 30 Redmond Street it was noted that requiring bicycle parking on-site for an off-site surface parking lot was counterintuitive and that required bicycle parking would be better suited at the hospital campus. Therefore, staff has determined that the location and total bicycle parking requirement for the entirety of the St. John's Medical Center campus should be determined as part of the comprehensive Parking Management and Alternative Mobility Plan that will be required as part of future applications for the Hospital.

The applicant has addressed snow storage in their plans demonstrating 2.5% of impervious surface on site. The designated snow storage area has been revised on the landscape plan to accommodate snow storage by relocating proposed plantings. While the proposed snow storage area meets the minimum requirements of the

LDRs, staff notes that, given the constraints of the site, the applicant may be required to haul snow from the site elsewhere during above-average snowfall events/seasons.

### **Noise / Visual**

Staff does not anticipate any increased noise or nuisance as a result of the proposal. The applicant has proposed landscaping and screening elements which will mitigate the visual impact of the parking lot.

### **Departmental Reviews**

Parks and Recreation provided comments regarding the desirability of the Town and applicant working with the Jackson Hole Baptist Church to remedy the section of sidewalk in front of church that is attached and replace it with a consistent detached sidewalk like the rest of Broadway. Staff notes that the reason why the existing and proposed sidewalk jogs out from detached to attached sidewalk on the northwest corner of 630 E Broadway is that there is existing electrical equipment and a telephone pole where a detached sidewalk would be located. In response to Parks and Recreation's comments regarding the use of crab apple trees, the applicant has revised their landscape plan to replace crab apples with ash trees.

Public Works has approved the proposal and as a condition of approval requires that the proposed tree planted in the right-of-way require approval by the Urban Tree Council as well as installation of a root guard. In addition, all work within the Town's right-of-way will require a right-of-way permit.

### **PLANNING COMMISSION**

This item appeared before the Planning Commission on May 1, 2019 and received unanimous approval. The report has been changed slightly in regards to proposed landscaping as it appeared in the previous report presented to the Planning Commission. At the time, the applicant intended to remove the fence on the eastern property line and staff asked that the applicant submit a revised landscape plan that would shift landscaping from the western edge of the lot to the eastern lot line in order to better screen the site from Macleod Drive and compensate for the fence removal. Upon further inspection by the applicant it was determined that the fence was in fact not on their property and instead on Lot 11, Broadway Park Addition Road Easement Lot, belonging to the Broadway Park HOA and therefore the fence will remain in place.

Additionally, the wording of Condition # 4 has been changed to better reflect the requirements for Hospital projects as it pertains to the Town's review authority. The conditions previously read,

*"The applicant shall develop a comprehensive Parking Management and Alternative Mobility Plan to be reviewed and approved by Planning Staff and to be submitted in conjunction with any future applications related to the Senior Living Center or additional surface parking."*

The condition has been revised to read,

*"The applicant shall develop a comprehensive Parking Management and Alternative Mobility Plan to be reviewed and approved by Planning Staff and to be submitted in conjunction **with any future applications requiring Town approval.**"*

### **STAFF FINDINGS**

Pursuant to Section 8.4.2.C (Conditional Use Permit Standards) of the Land Development Regulations, the following findings shall be made for the approval of a Conditional Use Permit.

1. ***Compatibility with Future Character.*** *The proposed Conditional Use shall be compatible with the desired future character of the area.*

The proposed development is located within District 2 Town Commercial Core - Subarea 2.6 Mixed Office and Residential of the 2012 Comprehensive Plan which states:

*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.*

Staff finds the proposed project meets the intent and vision for this subarea as it improves a vacant lot. St. John's Hospital is explicitly listed as an institutional use in the sub-area that should remain as an anchor to the local economy. The sub-area states that particular attention will need to be given to the location of parking to ensure a successful transition. Staff has crafted conditions of approval and required a comprehensive parking analysis as part of this application. Should the lot change ownership in the future the P/SP zoning designation would be lost if the owner was not a public entity and the site will be subject to a zoning designation that is in keeping with the vision for the Subarea. In addition, staff has analyzed this application for consistency with the Policy Objectives for District 2 Town Commercial Core as follows:

***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*

Not applicable.

*Policy 4.1.d: Maintain Jackson as the economic center of the region*

***Complies.*** St. John's Hospital is a key employer and service provider in Teton County. Ensuring that the site has adequate parking is integral to its ongoing operation.

*Policy 4.2.c: Create vibrant walkable mixed use subareas*

Not applicable.

*Policy 4.2.d: Create a Downtown Retail Shopping District*

Not applicable.

*Policy 4.2.f: Maintain lodging as a key component in the downtown*

Not applicable.

*Policy 4.4.b: Enhance Jackson gateways*

Not applicable.

*Policy 4.4.d: Enhance natural features in the built environment*

**Complies.** The site is currently an unimproved lot. The applicant will be enhancing the site with landscaping and screening.

### ***Common Value 3: Quality of Life***

*Policy 5.2.d: Encourage deed-restricted rental units*

Not applicable.

*Policy 6.2.b: Support businesses located in the community because of our lifestyle*

**Complies.** This application is in support of St. John's Hospital which is necessary for providing healthcare to residents and visitors alike.

*Policy 6.2.c: Encourage local entrepreneurial opportunities*

Not applicable.

*Policy 6.3.a: Ensure year-round economic viability*

**Complies.** Improvements to the parking lot help address parking demand at the hospital which affects hospital operations. A well-functioning hospital is necessary for year-round economic viability.

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

**Complies as conditioned.** An outcome of this and associated applications has been the production of a comprehensive parking analysis which will be periodically updated as new development takes place on the hospital campus. Staff has determined that the hospital will need to create a comprehensive Parking Management and Alternative Mobility Plan in order to address their strained parking situation and has added a condition of approval to this application requiring such a plan to be completed in conjunction with applications requiring Town approval. As a result, increasing the use of alternative transportation modes will be integral to reducing parking demand at the hospital.

2. **Use Standards.** *The proposed Conditional Use shall comply with the use specific standards of Division 6.1.*

**Complies.** Staff finds that the proposal is compliant with the standards of Division 6.1. The proposed parking use is an allowed use within the Public/Semi-Public – (P/SP) zoning district with the approval of a Conditional Use Permit.

3. **Visual Impacts.** *The design, development, and operation of the proposed Conditional Use shall minimize the visual impact of the proposed use on adjacent lands.*

**Complies as conditioned.** Staff finds that the proposed operation will minimize the visual impact on adjacent lands through the provision of landscaping buffers and screening elements. While the addition of lighting to the site creates a visual impact to the area, it is in compliance as conditioned with the LDR standards and a condition of approval requires that proposed lighting demonstrate compliance with Section 5.6.1 Exterior Lighting of the LDRs.

4. **Minimizes adverse environmental impact.** *The development and operation of the proposed Conditional Use shall minimize adverse environmental impacts.*

**Complies.** Staff finds that the proposed use will not have an adverse environmental impact. The site is also not located within the NRO and SRO, and all proposed use and operations will be conducted within previously disturbed areas.

5. **Minimizes adverse impacts from nuisances.** *The development and operation of the proposed Conditional Use shall minimize adverse impacts from nuisances.*

**Complies.** Staff finds that the proposed use as conditioned minimizes adverse impacts on nuisances by providing a delineated parking area that is screened and buffered by landscaping.

6. **Impact on Public Facilities.** *The proposed Conditional Use shall not have a significant adverse impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMT facilities.*

**Complies.** Staff finds that the proposal as conditioned will have no significant adverse impact on public facilities.

7. **Other Relevant Standards/LDRs.** *The development and operation of the proposed Conditional Use shall comply with all standards imposed on it by all other applicable provisions of the LDRs and all other Town Ordinances.*

**Complies.** Staff finds that the proposed use complies with the provisions of the LDRs and with all other Town Ordinances.

8. **Previous Approvals.** *The proposed Conditional Use shall be in substantial conformance with all standards or conditions of any prior applicable permits or approvals*

Not applicable to this proposal.

## [ATTACHMENTS](#)

Applicant Submittal  
Departmental Reviews  
Parking Study  
Public Comment

## [PUBLIC COMMENT](#)

Staff received comment from Floren Poliseo on July 5, 2019 on behalf of a member of the Broadway Park HOA regarding lighting. The comment is attached to this packet.

### FISCAL IMPACT

None.

### STAFF IMPACT

There will be no significant impact to staff resources if the proposed project is approved.

### LEGAL REVIEW

Complete.

### RECOMMENDATIONS / CONDITIONS OF APPROVAL

The Planning Director and the Planning Commission recommend **approval** of a Conditional Use Permit (P18-356) for a surface parking lot for the property located at 630 E Broadway, subject to the departmental reviews and the following four conditions of approval:

1. Prior to issuance of a Grading Permit, the applicant shall provide a bond in the amount of 125% of the cost of all landscaping.
2. The applicant shall replace the existing and now abandoned curb cut to Town standards to match the grade of existing sidewalk.
3. The applicant shall submit lighting plans with Grading Permit submittal that demonstrate compliance with Sec. 5.3.1 Exterior Lighting of the LDRs that demonstrates compliance with light trespass, controls, total allowable lighting on site, and required lighting reduction times.
4. The applicant shall develop a comprehensive Parking Management and Alternative Mobility Plan to be reviewed and approved by Planning Staff and to be submitted in conjunction with any future applications requiring Town approval.

### SUGGESTED MOTION

Based upon the findings as presented in the staff report and as made by the applicant for item P18-356, I move to make findings 1-8 as set forth in Section 8.4.2.C (Conditional Use Permit Standards) of the Land Development Regulations relating to 1) Compatibility with Future Character; 2) Use Standards; 3) Visual Impacts; 4) Minimizes adverse environmental impact; 5) Minimizes adverse impacts from nuisances; 6) Impact on Public Facilities; 7) Other Relevant Standards/LDRs; and 8) Previous Approvals to approve a Conditional Use Permit for a surface parking lot for the property addressed at 630 East Broadway subject to the departmental reviews attached hereto and the following four conditions of approval:

1. Prior to issuance of a Grading Permit, the applicant shall provide a bond in the amount of 125% of the cost of all landscaping.
2. The applicant shall replace the existing and now abandoned curb cut to Town standards to match the grade of existing sidewalk.



3. The applicant shall submit lighting plans with Grading Permit submittal that demonstrate compliance with Sec. 5.3.1 Exterior Lighting of the LDRs that demonstrates compliance with light trespass, controls, total allowable lighting on site, and required lighting reduction times.
4. The applicant shall develop a comprehensive Parking Management and Alternative Mobility Plan to be reviewed and approved by Planning Staff and to be submitted in conjunction with any future applications requiring Town approval.



**PLANNING PERMIT 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](http://www.townofjackson.com)

**For Office Use Only**

Fees Paid _____  
Check # _____ Credit Card _____ Cash _____  
Application #s _____

**PROJECT.**

Name/Description: Parking Improvements  
Physical Address: 630 East Broadway  
Lot, Subdivision: LOT 4, BLK 1, REDMOND-2 PIDN: 22-41-16-34-1-11-001

**OWNER.**

Name: Teton County Hospital District Phone: 307-733-3636  
Mailing Address: PO Box 428, Jackson, WY ZIP: 83001  
E-mail: Johnston, James <JJohnston@tetonhospital.org>

**APPLICANT/AGENT.**

Name: Brett Bennett (CTA Architects & Engineers) Phone: 307-733-9955  
Mailing Address: PO Box 7364, Jackson, WY ZIP: 83002  
E-mail: Brett Bennett <brettbennett@ctagroup.com>

**DESIGNATED PRIMARY CONTACT.**

____ Owner ☒ Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; see Fee Schedule for applicable fees.

<b>Use Permit</b>	<b>Physical Development</b>	<b>Interpretations</b>
____ Basic Use	____ Sketch Plan	____ Formal Interpretation
<input checked="" type="checkbox"/> Conditional Use	____ Development Plan	____ Zoning Compliance Verification
____ Special Use		
<b>Relief from the LDRs</b>	<b>Development Option/Subdivision</b>	<b>Amendments to the LDRs</b>
____ Administrative Adjustment	____ Development Option Plan	____ LDR Text Amendment
____ Variance	____ Subdivision Plat	____ Zoning Map Amendment
____ Beneficial Use Determination	____ Boundary Adjustment (replat)	____ Planned Unit Development
____ Appeal of an Admin. Decision	____ Boundary Adjustment (no plat)	____ Other: _____

**PRE-SUBMITTAL STEPS.** *Pre-submittal steps, such as a pre-application conference, environmental analysis, or neighborhood meeting, are required before application submittal for some application types. See Section 8.1.5, Summary of Procedures, for requirements applicable to your application package. If a pre-submittal step is required, please provide the information below. If you need assistance locating the project number or other information related to a pre-submittal step, contact the Planning Department. If this application is amending a previous approval, indicate the original permit number.*

Pre-application Conference #:	<u>P18-218</u>	Environmental Analysis #:	<u>N/A</u>
Original Permit #:	<u>N/A</u>	Date of Neighborhood Meeting:	<u>N/A</u>

**SUBMITTAL REQUIREMENTS.** *Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Provide one electronic copy (via email or thumb drive), and two hard copies of the submittal packet.*

*Have you attached the following?*

- ☒ **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.
- ☒ **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.
- ☒ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is held, the submittal requirements will be reviewed at the conference followed by a written summary. The submittal requirements on the TOJ website are intended as a reference to assist you in submitting a sufficient application.

#### **FORMAT.**

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions. The submittal checklists are intended to identify applicable LDR standards and to outline the information that must be submitted to sufficiently address compliance with those standards.

For some submittal components, minimum standards and formatting requirements have been established. Those are referenced on the checklists where applicable. For all other submittal components, the applicant may choose to make use of narrative statements, maps, drawings, plans and specifications, tables and/or calculations to best demonstrate compliance with a particular standard.

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

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



Signature of Owner or Authorized Applicant/Agent  
Brett Bennett (CTA Architects and Engineers)

Name Printed

12.21.2018

Date  
Architect

Title

# LETTER OF AUTHORIZATION

Teton County Hospital District _____, "Owner" whose address is: _____

PO Box 428, Jackson, Wyoming, 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Teton County Hospital District dda St. John's Medical Center

_____, as the owner of property

more specifically legally described as: Parcel: 22-41-16-34-1-11-001

StAddr: 630 E BROADWAY AVENUE Deed: 643 WD 673 Location: LOT 4, BLK 1, REDMOND-2

NW 1/4 NE 1/4 Section 34 T41N R116W 6th P.M.

(If too lengthy, attach description)

HEREBY AUTHORIZES Hoyt CTA Architects and Engineers, PO Box 7364, Jackson, Wyoming 83002 _____ 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 OF CO-OWNER)

Title:

Facilities Director  
(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

STATE OF Wyoming )  
COUNTY OF Teton )SS.

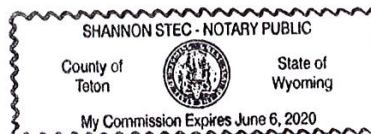
The foregoing instrument was acknowledged before me by James Johnston this 11 day of June, 20016.

WITNESS my hand and official seal.

(Notary Public)

My commission expires: 6/6/2020

(Seal)







# WARRANTY DEED

Bud Harley, LLC, a Wyoming limited liability company, 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, and pursuant to an IRC § 1031 tax deferred exchange on behalf of Grantor, CONVEYS and WARRANTS to Teton County Hospital District, dba St. John's Medical Center, a Public Wyoming Hospital District, GRANTEE, whose address is P.O. Box 428, Jackson, Wyoming 83001, all of its undivided interest in and to 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:

Lots 1, 2, 4, 6 & 7 of the 2nd Redmond Plat, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on July 15, 1937 as Plat No. 122.

PIN #s 22-41-16-34-1-11-003 (Lots 1 & 2)  
22-41-16-34-1-11-011 (Lot 4)  
22-41-16-34-1-11-005 (Lots 6 & 7)

Grantor: BUD HARLEY LLC  
Grantee: TETON COUNTY HOSPITAL*  
Doc 0688884 bk 643 pg 673-673 Filed at 4:19 on 11/03/06  
Sherry L Daigle, Teton County Clerk fees: 8.00  
By MICHELE E. FAIRHURST Deputy

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 sight and/or record.

WITNESS our hands this 2ND day of ^{November}~~October~~, 2006.

RELEASED	
INDEXED	
ABSTRACTED	
SCANNED	

Bud Harley, LLC, a Wyoming limited liability company:

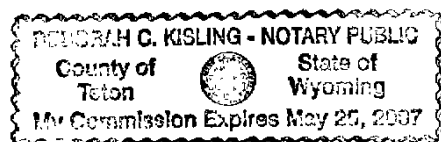
Roger M. Brecheen, M. D. Managing Member

Kathy L. Watkins, Managing Member

STATE OF WYOMING )  
COUNTY OF TETON )

The foregoing instrument was acknowledged before me this ^{2ND}~~day~~ of ^{November}~~October~~, 2006 by Roger M. Brecheen, M.D. and Kathy L. Watkins who each do verify that the foregoing instrument is signed in the name of, on behalf of, and by authority of said limited liability company.

WITNESS my hand and official seal.



Notary Public

My Commission Expires:

*This Summary will be prepared by Planning Staff. The applicant, or the applicant's agent, shall receive a copy of this summary for their reference in submitting a sufficient application.*

**Staff may request additional materials during review as needed to determine compliance with the LDRs.**

**PRE-APPLICATION MEETING GENERAL INFORMATION.**

PAP#: P18-218

Date of Conference: 8/1/2018

Planning Staff: Brendan Conboy

**PROJECT.**

Name/Description: St. John's Hospital Parking Improvements

Physical Address: 630 E. Broadway

Lot, Subdivision Lot 4, Block 1, Redmond 2 PIDN: 22-41-16-34-1-11-001

Zoning District(s): P/SP

Overlay(s): N/A

**STAKEHOLDERS.**

Applicant: Brett Bennett – CTA

Owner: Teton County Hospital Dist DBA St John's Hospital and Nursing Home

Agent: _____

**REQUIRED APPLICATIONS.** *This project will require the following applications:*

Application	Reason	Fee
CUP	P/SP Zone – Parking Use	No Fee for Hospital Dist

**MEETING ATTENDEES:**

Name	Company	Phone/Email
Brett Bennett	CTA	
Jim Barlow	CTA	
Collin Smith & Jim Johnson	St. John's	




**TIMELINES.** *This table is intended to provide general information regarding the review process and timing of decisions. See Article 8 for a complete explanation of the review process.*

The following timelines are generally applicable:

Application Types:	Sufficiency	Decision-Maker	Timeline
CUP	2 weeks	Council	Up to 90 days for PC, up to 60 days after PC for TC
Grading Permit			

**Checklist Key.**

✓ **Required.** Applicant must demonstrate compliance with this requirement.

N/A **Not Applicable.** Review requirement is not applicable to this project.

**General Information**

Requirement	Notes
<u>X</u> <b>Planning Permit Application.</b> The application should list all pertinent permits (use, physical development, interpretation, relief from the LDRs, Development Option/Subdivisions, Amendments to the LDRs) for which you are applying.	
<u>X</u> <b>Notarized Letter of Authorization.</b> See “Permit and Applications” section on Planning Department website for copy of form.	
<u>N/A</u> <b>Application Fees.</b> 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.	<i>Hospital District Exempt per agreement with Town – Ask Tiffany, Planning Dept. Office Manager</i>
<u>N/A</u> <b>Review fees.</b> The applicant is responsible for paying any review fees and expenses from consulting services necessitated by the review of the application by the County Surveyor, Town Engineer, Title Company and any other required consultant. Such fees shall be paid prior to approval of the permit.	
<u>X</u> <b>Mailed Notice fee.</b> See Section 8.2.14.C.2 for notice requirements. If mailed notices are required, the applicant is responsible for paying for any mailing in excess of 25 notices.	
<u>X</u> <b>Digital Format.</b> All applications submitted to the Town Planning Department must be submitted in digital format.	

<u>X</u>	<b>Response to Submittal Checklist.</b> All applications require response to applicable review standards. For applications where a pre-application conference is required, applicable standards are identified below. If a pre-application conference is optional, see the submittal checklist for the relevant application type, established in the Administrative Manual.	
<u>X</u>	<b>Title Report.</b> A title report, title certificate or record document guarantee prepared within the last six months that includes evidence of ownership and all encumbrances on the subject property. Copies of the documents referenced in the report should not be submitted unless requested by the planner during review.	
<u>X</u>	<b>Narrative description of the proposed development.</b> Describe in detail the existing condition of the property and the proposed development, use, or subdivision for which you are seeking approval.	
<u>X</u>	<b>Findings for approval.</b> Include in your narrative a response to the findings for approval found in LDR Div 8.5, as applicable.	
<u>X</u>	<b>Proposed Development Program.</b> Provide a table that summarizes the the projects compliance with the primary development standards (setbacks, heights, FAR, LSR, etc.). An example is found in the Administrative Manual.	
<u>X</u>	<b>Site Plan.</b> Provide a detailed site plan of the proposed project. A list of minimum standards for a site plan are established in the Administrative Manual.	
<u>N/A</u>	<b>Floor Plans.</b> Include floor plans for any existing buildings that will be occupied by a proposed use. If changes to existing buildings are proposed, indicate those on the floor plans.	
<u>X</u>	<b>Neighborhood Meeting Summary.</b> See Section 8.2.3 for Neighborhood Meeting requirements.	Neighborhood Meeting is Optional for CUP
	<b>Posted Notice.</b> See Section 8.2.14.C.4 for Posted Notice requirements for all public hearings.	Posted Notice on site at least 10 days prior to PC

#### ARTICLES 2 (COMPLETE NEIGHBORHOODS), 3 (RURAL AREA ZONES), and 4 (SPECIAL PURPOSE ZONES).

Applicable Zone:	<u>P/SP</u>
Applicable LDR Section:	<u>4.2.1</u>

#### PHYSICAL DEVELOPMENT. *Please see Subsection B in applicable Zone District for specific standards.*

Requirement	Notes
<u>X</u> <b>Structure Location and Mass</b> (setbacks, height, FAR, etc.)	
<u>N/A</u> <b>Maximum Scale of Development</b> (individual building size)	
<u>N/A</u> <b>Design Review</b> (Design Guidelines and Design Review Committee)	
<u>X</u> <b>Site Development</b> (Driveway and Access limits)	Parking does not need to be set back 30', however Planning would like to see some buffer landscaped between curb and streetscape. This is flexible but should be somewhat substantial, i.e. more than 5'

<u>  X  </u>	<b>Landscaping</b> (see Div. 5.5 for more information)	1 plant unit per 8 spaces, <u>landscape islands required</u> per Sec. 6.2.5.A.3
<u>  N/A  </u>	<b>Fencing</b> (see Sec. 5.1.2 for more information)	
<u>  N/A  </u>	<b>Environmental Standards</b> (see Div. 5.1 and 5.2 for more information)	
	• Natural Resource Buffers     • Irrigation Ditch Setback     • Wild Animal Feeding     • Natural Resource Overlay Standards     • Bear Conflict Area Standards	
<u>  X  </u>	<b>Scenic Standards</b> (see Div. 5.3 for more information)	3 lumens per sf of site development max in P/SP
	• Exterior Lighting     • Scenic Resource Overlay (SRO) Standards	
<u>  N/A  </u>	<b>Natural Hazards to Avoid</b> (see Div. 5.4 for more information)	
	• Steep Slopes     • Areas of Unstable Soils     • Fault Areas     • Floodplains     • Wildland Urban Interface	
<u>  N/A  </u>	<b>Signs</b> (see Div. 5.6 for more information)	
<u>  X  </u>	<b>Grading, Erosion Control, Stormwater</b> (see Div. 5.7 for more information)	
	• Grading     • Erosion Control     • Stormwater Management	

**USE STANDARDS.** *Please see Subsection C in applicable Zone District for specific standards.*

Requirement	Notes
<u>  X  </u> <b>Allowed Uses</b> (see Div. 6.1 for more information)	
<u>  X  </u> <b>Parking</b> (see Div. 6.2 for more information)	all standards in Article 6 are applicable in the P/SP-ToJ zone, unless stated otherwise.   24' drive aisle width req'd   ADA spaces w/ ground marking and signage.   Compact parking spaces not allowed for <u>surface parking</u>. Town has allowed it in the past with underground or structured parking. Potentially could be done with an Admin Adjustment but unlikely.
<u>  N/A  </u> <b>Employee Housing</b> (see Div. 6.3 for more information)	P/SP exempt from Sec. 6.3
<u>  N/A  </u> <b>Maximum Scale of Use</b>	

X

**Operational Standards (see Div. 6.4 for more information)**

- Outside Storage
- Refuse and Recycling
- Noise
- Vibration
- Electrical Disturbances
- Fire and Explosive Hazards
- Heat and Humidity
- Radioactivity

**DEVELOPMENT OPTIONS.** *Please see Subsection D in applicable Zone District for specific standards.*

**Requirement**

**Notes**

N/A

**Allowed Subdivision and Development Options** (see Div. 7.1 and 7.2 for more information)

N/A

**Residential Subdivision Requirements** (see Div. 7.4 and 7.5 for more information)

- Affordable Housing
- School and Parks Exactions

N/A

**Infrastructure (see Div. 7.6 and 7.7 for more information)**

- Transportation Facilities
- Required Utilities

**OTHER APPLICABLE LDR STANDARDS**

**Requirement**

**Notes:**

N/A

**Division 1.9, Nonconformities**

- 1.9.2** Nonconforming Physical Development
- 1.9.3** Nonconforming Uses
- 1.9.4** Nonconforming Development Options and Subdivisions
- 1.9.5** Nonconforming Signs

N/A

**Division 7.3, Open Space Standards**

- 7.3.3** Configuration and Location of Required Open Space
- 7.3.4** Use of Open Space
- 7.3.5** Physical Development Permitted in Open Space
- 7.3.6** Record of Restriction
- 7.3.7** Ownership of Open Space

**ADDITIONAL COMMENTS**

- Town may be interested in discussing additional crosswalk improvements

**PLAN REVIEW COMMITTEE.** *The Plan Review Committee consists of the following listed agencies. Planning Staff will transmit pertinent portions of the application to each agency. **Other agencies and individuals not checked off on this list may be added to the PRC if necessary.***

	Agency	Required for:
<input type="checkbox"/>	Building Official	
<input checked="" type="checkbox"/>	Town Attorney	
<input checked="" type="checkbox"/>	Town Engineer	
<input type="checkbox"/>	Title Company – for subdivision plat	
<input type="checkbox"/>	County Surveyor – for subdivision plat	
<input type="checkbox"/>	Jackson Hole Fire EMS	
<input type="checkbox"/>	Housing Authority	
<input type="checkbox"/>	Integrated Solid Waste & Recycling	
<input type="checkbox"/>	National Park Service	
<input type="checkbox"/>	Parks and Recreation Department	
<input type="checkbox"/>	Pathways Coordinator	
<input type="checkbox"/>	Public and Environmental Health	
<input checked="" type="checkbox"/>	Police Department	
<input type="checkbox"/>	Teton Conservation District	
<input type="checkbox"/>	Teton County School District	
<input type="checkbox"/>	Teton County (required when subdividing land within one mile of the Teton County)	
<input type="checkbox"/>	U.S. Forest Service (if adjacent to or accessing through forest service lands)	
<input type="checkbox"/>	Wyoming Department of Environmental Quality	
<input type="checkbox"/>	Wyoming Department of Game & Fish	
<input type="checkbox"/>	Other	

**APPLICABILITY.** *This checklist should be used when submitting an application for a **Conditional Use Permit**.*

**When is a Conditional Use Permit required?**

Section 6.1.1 of the LDRs contains the Use Schedule for all zones. Allowed uses that require a Conditional Use Permit are denoted with a “C.” You can also determine whether a Conditional Use Permit is required by referencing Subsection C of the applicable zone.

**Do I need a Pre-Application Conference first?**

Yes, a Pre-Application Conference is required.

**FINDINGS FOR APPROVAL.** *The application shall include a narrative statement addressing each of the applicable Findings for Approval, found in **Section 8.4.2, Conditional Use Permit**.*

A conditional use permit shall be approved upon finding the application:

1. Is compatible with the desired future character of the area; and
2. Complies with the use specific standards of Division 6.1: Allowed Uses and the zone; and
3. Minimizes adverse visual impacts, and;
4. Minimizes adverse environmental impacts; and
5. Minimizes adverse impacts from nuisances; and
6. Minimizes adverse impacts on public facilities; and
7. Complies with all other relevant standards of these LDRs and all other Town Ordinances; and
8. Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.

**GENERAL INFORMATION.**

_____ **Response to Pre-Application Conference Summary Checklist.** During the pre-application conference, you will be provided with a summary and checklist of applicable LDR standards and requirements that must be addressed for a sufficient application.





# PROPOSED DEVELOPMENT PROGRAM

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](http://www.townofjackson.com)

**PROPOSED DEVELOPMENT PROGRAM.** If a proposed development program is required as part of an application, it should be submitted as a table, in the following format.

PROPOSED DEVELOPMENT PROGRAM 630 E BROADWAY / LOT 4, REDMOND-2		
Area Calculations. Please complete for each affected lot or parcel.		
	Base Site Area	Adjusted Site Area
Gross Site Area	8,712 SQFT	8,712 SQFT
Land within road easements and rights-of-way	0 SQFT	
Land within existing vehicular access easements	0 SQFT	
Land between levees or banks of rivers and streams	0 SQFT	
Lakes or ponds > 1 acre	0 SQFT	
Land previously committed as open space in accordance with these or prior LDRs	0 SQFT	
50% of lands with slopes greater than 25%	0 SQFT	
Calculated Totals	8,712 SQFT	8,712 SQFT

Development Calculations. Please complete for each structure or use.				
	LDR Standard	Existing	Proposed	Gross
Number of units or density	N/A			
Floor area (by use if applicable)	N/A			
FAR or maximum floor area	N/A			
Site Development	N/A			
Landscape Surface Ratio	N/A			
Setbacks	N/A			
Front or street yard	N/A			
Rear yard	N/A			
Side yard	N/A			
Side yard	N/A			
Height	N/A			



Date: December 21, 2018

**Hoyt/CTA Architects**  
**PO Box 7364**  
**Jackson, WY 83002**  
**Contact: Brett Bennett 307.733.9955 (brettbennett@ctagroup.com)**

**Conditional Use Permit Narrative**

**Location: 630 East Broadway Avenue (Lot 4, BLK 1, Redmond-2)**

**Project Description: Surface Parking Improvements**

**1. Existing Conditions**

- a. Vicinity map: Refer to Permit Drawings
- b. Existing conditions: Site is vacant and currently used for St. John's Medical Center parking.

**2. Property History**

- a. Purchased in Nov 2006.
- b. Existing residence demolished in 2015. Site reclaimed to grade.

**3. Use**

- a. Parking facility to support Institutional assembly - Hospital use, Living Center, and Professional Office Building.

**4. Zoning**

- a. P/SP Public Semi/Public
- b. The purpose of the Public/Semi Public - Town (P/SP-ToJ) zone is to provide locations for new and existing uses and facilities of a public or semi-public nature. In particular, the P/SP-ToJ zone is intended to allow flexibility for public and semi-public uses and facilities that often have unique functional needs, such as for height, floor area, setbacks, and impervious surface, that cannot be accommodated in other zoning districts. Land in the P/SP-ToJ zone and/or facilities operated therein may be under the control of federal, state, or local governments, or other governmental entities such as a school district or **hospital district**. It is not the intent of these LDRs that property in the P/SP-ToJ zone retain that designation after the property is divested by the public entity. At the time P/SP-ToJ designated land is transferred, or is proposed to be transferred, into private ownership, the property shall be reclassified to an appropriate zoning district to allow private use pursuant to the Jackson/Teton County Comprehensive Plan.

**5. Findings**

**a. Compatible with character**

- i. Located in the District 2 commercial core of the comp plan
- ii. Sub 2.6 mixed use
- iii. St. John's campus
- iv. Vibrant pedestrian mixed use district with variety and strategic location for parking related to the Hospital institutional use within 500 feet of the campus

**6. Complies with use standards**

- a. P/SP zoning relating to the hospital institutional use as a support facility providing surface parking for the hospital and Living Center.
- b. Direction and standards from the LDRs relating to the adjoining zones and requirements for screening, pedestrian frontage, landscaping standards, off-street parking standards, and lighting standards.

**7. Minimizes visual impacts**

- a. Use of landscape design and plant materials to screen the surface parking

**8. Minimizes environmental impacts**

- a. Not in the Natural resource overlay. Storm water design and management to retain and filter runoff

**9. Minimizes nuisances impacts**

- a. Hardscape and landscape improvements will reduce dust and erosion.

**10. Minimizes infrastructure impacts**

- a. Utilizes existing streets, curb, gutters, sidewalks, water and sewer and power utilities.

**11. Complies with LDRs**

- a. Follows LDR standards for development, use, environmental and compatibility with comprehensive Town planning.

**12. Conformance with prior permits**

- a. No existing prior permits

**13. Comments**

- a. In order to offset a loss of parking spaces related to the future Living Center construction and growing parking demand, additional surface parking is required to meet the functional needs of St. John's Medical Center.



Date: January 03, 2019

Hoyt/CTA Architects  
PO Box 7364  
Jackson, WY 83002  
Contact: Brett Bennett 307.733.9955 (brettbennett@ctagroup.com)

**Conditional Use Permit Narrative: Addendum No. 1 - Affordable Housing Exemption**  
**Location: 630 East Broadway Avenue (Lot 4, BLK 1, Redmond-2)**  
**Project Description: Surface Parking Improvements**

### 1. Existing Conditions

- a. Vicinity map: Refer to Permit Drawings
- b. Existing conditions: Site is vacant and currently used for St. John's Medical Center parking.

### 2. Property History

- a. Purchased in Nov 2006.
- b. Existing residence demolished in 2015. Site reclaimed to grade.

### 3. Use

- a. Parking facility to support Institutional assembly - Hospital use, Living Center, and Professional Office Building.

### 4. Zoning

- a. P/SP Public Semi/Public
- b. The purpose of the Public/Semi Public - Town (P/SP-ToJ) zone is to provide locations for new and existing uses and facilities of a public or semi-public nature. In particular, the P/SP-ToJ zone is intended to allow flexibility for public and semi-public uses and facilities that often have unique functional needs, such as for height, floor area, setbacks, and impervious surface, that cannot be accommodated in other zoning districts. Land in the P/SP-ToJ zone and/or facilities operated therein may be under the control of federal, state, or local governments, or other governmental entities such as a school district or **hospital district**. It is not the intent of these LDRs that property in the P/SP-ToJ zone retain that designation after the property is divested by the public entity. At the time P/SP-ToJ designated land is transferred, or is proposed to be transferred, into private ownership, the property shall be reclassified to an appropriate zoning district to allow private use pursuant to the Jackson/Teton County Comprehensive Plan.

**5. Findings**

**a. Compatible with character**

- i. Located in the District 2 commercial core of the comp plan
- ii. Sub 2.6 mixed use
- iii. St. John's campus
- iv. Vibrant pedestrian mixed use district with variety and strategic location for parking related to the Hospital institutional use within 500 feet of the campus

**6. Complies with use standards**

- a. P/SP zoning relating to the hospital institutional use as a support facility providing surface parking for the hospital and Living Center.
- b. Direction and standards from the LDRs relating to the adjoining zones and requirements for screening, pedestrian frontage, landscaping standards, off-street parking standards, and lighting standards.

**7. Minimizes visual impacts**

- a. Use of landscape design and plant materials to screen the surface parking

**8. Minimizes environmental impacts**

- a. Not in the Natural resource overlay. Storm water design and management to retain and filter runoff

**9. Minimizes nuisances impacts**

- a. Hardscape and landscape improvements will reduce dust and erosion.

**10. Minimizes infrastructure impacts**

- a. Utilizes existing streets, curb, gutters, sidewalks, water and sewer and power utilities.

**11. Complies with LDRs**

- a. Follows LDR standards for development, use, environmental and compatibility with comprehensive Town planning.



**12. Conformance with prior permits**

- a. No existing prior permits

**13. Comments**

- a. In order to offset a loss of parking spaces related to the future Living Center construction and growing parking demand, additional surface parking is required to meet the functional needs of St. John's Medical Center.

**14. Affordable Housing**

- a. Per Division 6.3 Employee Housing Requirements, Section 6.3.1-C10, P/SP Uses. Any use in the P/SP zone is exempt from the standards of this Division.



JACKSON, WY  
307.733.9955

12.21.2018

630 EAST BROADWAY / LOT 4, BLK 1, REDMOND-2  
**TETON COUNTY HOSPITAL DISTRICT**

**PERMIT SET**

TOWN ZONING DISTRICT - P/SP

**OWNER**

TETON COUNTY HOSPITAL DISTRICT  
D.B.A. ST. JOHN'S MEDICAL CENTER  
625 E BROADWAY  
JACKSON, WY 83001  
307.733.3636  
CONTACT: JAMES JOHNSTON

**ARCHITECT**

CTA ARCHITECTS ENGINEERS  
PO BOX 7364  
JACKSON, WY 83002  
307.733.9955  
CONTACT: BRETT BENNETT

**CIVIL**

JORGENSEN ENGINEERS  
PO BOX 9550  
JACKSON, WY 83002  
307.733.5150  
CONTACT: PHILLIP YANTZI

**LANDSCAPE**

WEAVER & ASSOCIATES LA  
1605 SOUTH WOODRUFF AVENUE  
IDAHO FALLS, ID 83404  
208.529.9504  
CONTACT: DAVID WEAVER

**ELECTRICAL**

DAVE NILES & ASSOCIATES  
1130 WEST MAPLE WAY  
SUITE 1D, JACKSON, WY  
307-732-7400  
CONTACT: DAVID NILES



**PROJECT LOCATION**  
630 EAST BROADWAY, JACKSON, WY 83001

**VICINITY MAP:** *Locator*

**SHEET INDEX**

<b>GENERAL</b>	
G0.1	COVER SHEET
<b>SURVEY</b> SJMC LOT 4 TOPOGRAPHIC SURVEY	
<b>CIVIL</b>	
C1.0	TITLE, NOTES, AND VICINITY MAP
C2.0	EXISTING CONDITIONS
C2.1	SITE GRADING PLAN
C3.0	GRADING DETAILS
<b>STRUCTURAL</b>	
S1.0	STRUCTURAL DETAILS
<b>LANDSCAPE</b>	
L1.1	LANDSCAPE PLANTING PLAN
L1.2	SPRINKLER IRRIGATION PLAN
L1.3	LANDSCAPE DETAILS
L1.4	SPECIFICATIONS
<b>ELECTRICAL</b>	
E-1	ELECTRICAL PLANS AND DETAILS
E-2	ELECTRICAL SPECIFICATIONS

630 EAST BROADWAY, JACKSON, WY 83001  
PARKING IMPROVEMENTS  
**TETON COUNTY HOSPITAL DISTRICT**

© 2018 | ALL RIGHTS RESERV

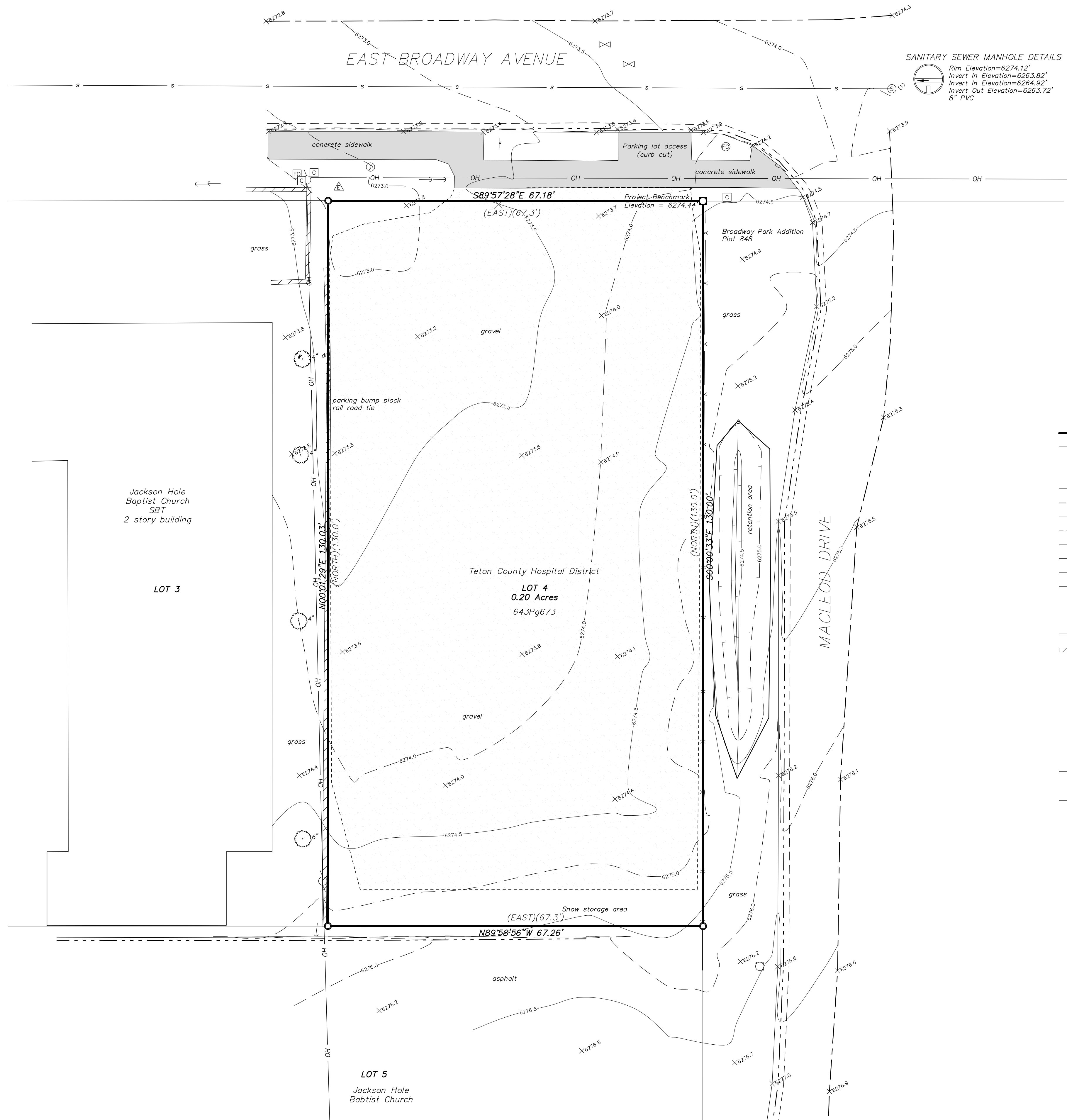
PERMIT SET

12.21.2018  
DRAWN BY | BENNETT  
REVISIONS

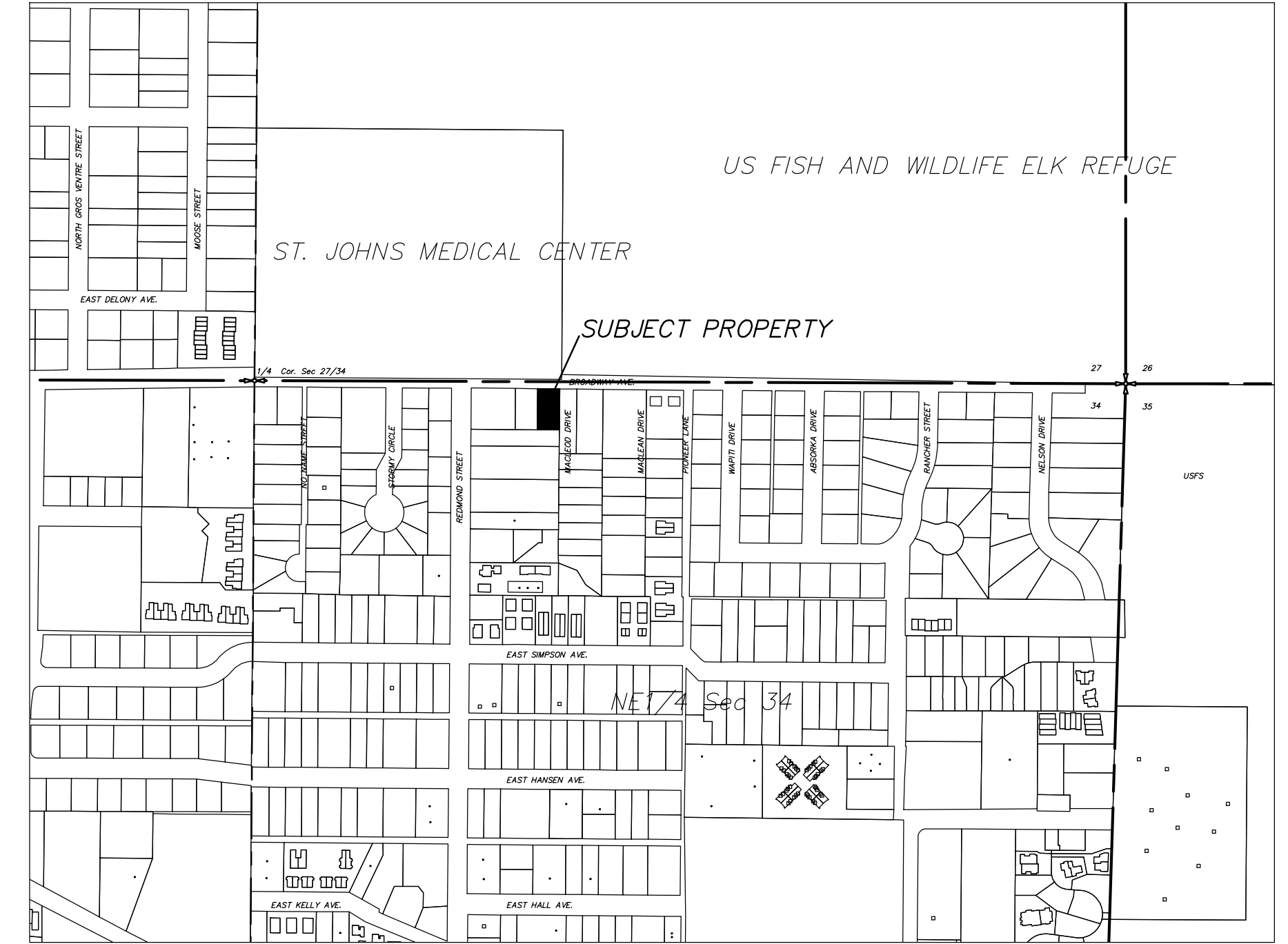
COVER SHEET

G1.0





SANITARY SEWER MANHOLE DETAILS  
Rim Elevation=6274.12'  
Invert In Elevation=6263.82'  
Invert In Elevation=6264.92'  
Invert Out Elevation=6263.72'  
8" PVC



### LEGEND

	aluminum pipe with 3" diameter aluminum cap inscribed "PLS 3831" with other appropriate markings
	reinforcing steel bar with 1 1/2" diameter plastic cap inscribed "PLS 3831"
	boundary, subject property
	boundary, adjoining property
	measured bearing & distance or curve geometry
	record bearing & distance or curve geometry, Plat 122
	centerline road
	edge of pavement
	top back of curb
	edge of gravel
	sidewalk, concrete
	flowline
	index contour, 1' interval
	intermediate contour, 0.5' interval
	spot elevation
	sign, "no parking" & "25 mph"
	fence, wood slat
	parking bumper blocks, railroad tie
	communications pedestal
	fiber optic pedestal
	fiber optic vault
	electric meter
	electric transformer
	utility pole
	guy anchor
	overhead power line
	sewer manhole
	sanitary sewer line
	hydrant, fire suppression
	water valve
	deciduous tree, caliper 6" (typical)

### NOTES

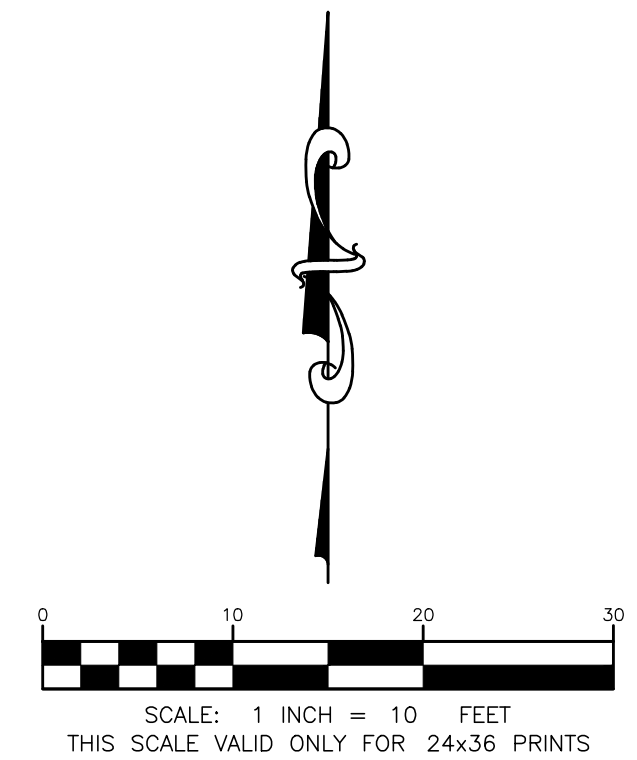
Street address: 630 East Broadway Avenue

Zoned P/SP LDR Section: 4.2.1. public/semi public. see article 4, special purpose zone, page 4-3.

The field survey was conducted on February 7 & 12, 2018 by Jonathan Patterson PLS 13629, using a Trimble S7 total station. The coordinate system is a user defined N=10000' and E=5000' and ground scaled distances established for the St. Johns Hospital project. Vertical datum NGVD-29 elevation of 3" aluminum cap (NE corner Lot 4) = 6274.44'. Field book 565, pages 46-53.

Basis of Bearing is S00°00'33"E between northeast and southeast property corner Lot 4.

Utilities limited to visible above ground verification. No FEMA flood mapping restrictions or Wyoming water rights encumber property. There has been no engineering review. Field book 565 pg 46-53, 514 pg 43-55.



### TOPOGRAPHIC SURVEY

Teton County Hospital District  
dba St. Johns Medical Center  
Lot 4, Block 1, 2nd Redmond Plat  
Town of Jackson  
NW 1/4 NE 1/4 Section 34  
T41N R116W 6th P.M.  
Teton County, Wyoming



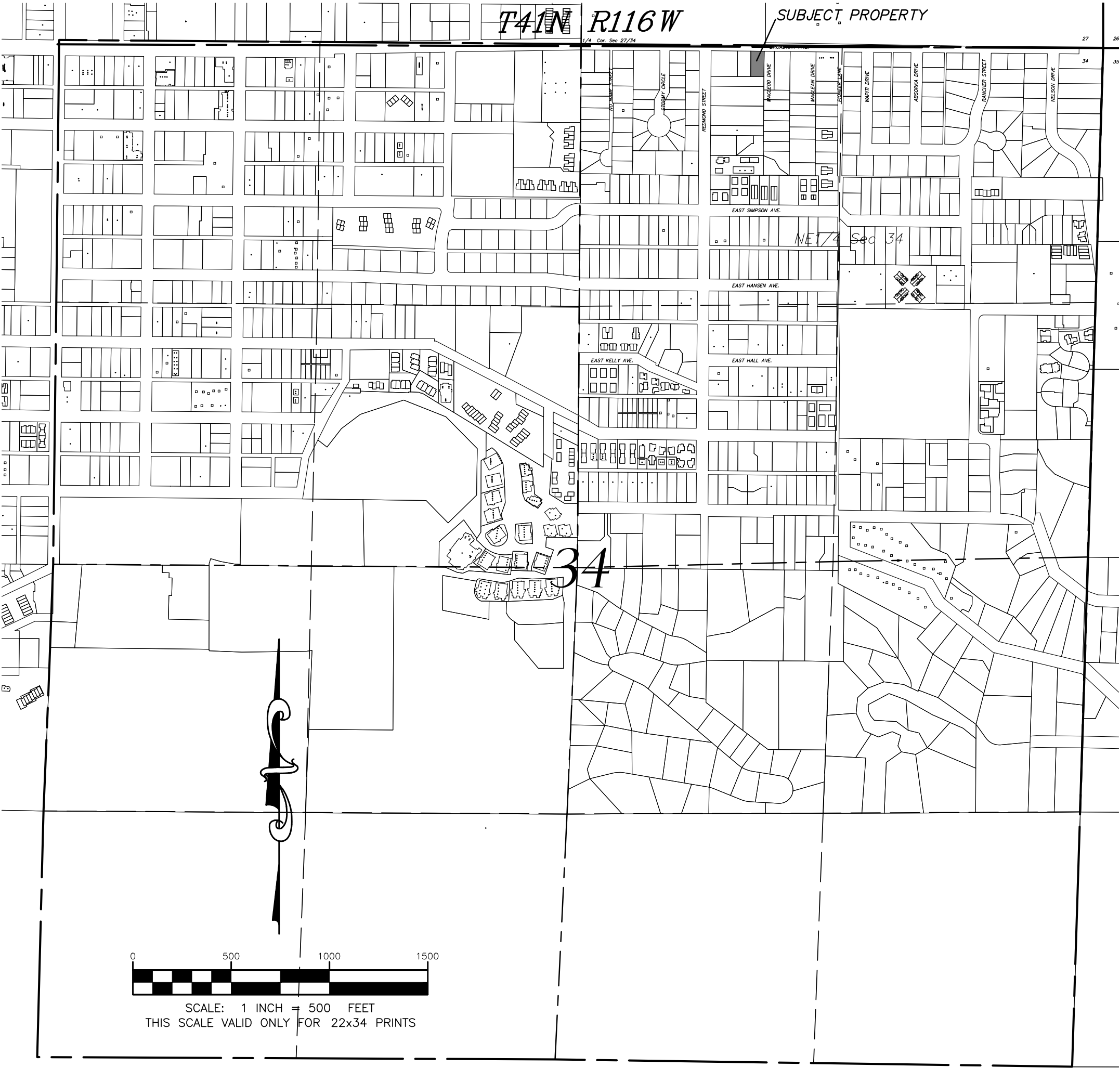
# CTA ARCHITECTS - SJMC PARKING LOT GRADING AND EROSION CONTROL PLAN

LOT 4 - BLOCK 1 REDMOND ADDITION

PIDN 22-41-16-34-1-11-001

630 EAST BROADWAY AVE.

PART OF NW¹/₄ NE¹/₄ SECTION 34,  
T41N, R116W, 6TH P.M.  
TOWN OF JACKSON  
TETON COUNTY, WYOMING



VICINITY MAP  
SECTION 34  
T41N, R116W, 6TH P.M.  
TETON COUNTY, WYOMING

GENERAL PROJECT NOTES:

- PROJECT SCOPE: CONSTRUCTION AND GRADING OF A NEW ASPHALT PARKING LOT AND ACCESS.
- PROJECT ADDRESS: 630 EAST BROADWAY (PIDN: 22-41-16-34-1-11-001)
- PROPERTY ZONE: PUBLIC/SEMI-PUBLIC (P/SP)  
ZONING OVERLAY: NONE
- PROJECT SCHEDULE: CONSTRUCTION TO BEGIN UPON PERMIT APPROVAL IN SPRING 2019 AND TO BE COMPLETED IN SUMMER 2019.
- PROPERTY AREA = 0.20 ACRES (8,739.6 SQFT) ±  
  
TOTAL AREA OF DISTURBANCE = 0.20 ACRES OR 8,740 SQFT  
-SIDEWALK, PARKING LOT, AND GRADING DISTURBANCE  
  
IMPERVIOUS SURFACE: (86% OF LOT)  
PARKING LOT = 7,473 SQFT  
TOTAL = 7,473 SQFT  
  
BASED ON THE STORM WATER ANALYSIS FOR A 100 YEAR STORM EVENT, 350 CF OF STORAGE CAPACITY IS REQUIRED. A SURFACE DETENTION AREA WILL BE UTILIZED IN THE NORTH WEST CORNER OF THE LOT WITH A CAPACITY OF 170 CF. BECAUSE OF THE LIMITED AREA AVAILABLE, THE PARKING LOT WILL FUNCTION AS ADDITIONAL STORAGE AREA NEAR THE NORTH WEST CORNER ALONG THE 6273 CONTOUR, PROVIDING 250 CF OF STORAGE FOR A TOTAL CAPACITY OF 420 CF. DETENTION AREAS ARE SUCH THAT STORM WATER WILL INFILTRATE NATURALLY THROUGH THE GROUND. CONNECTION TO EXISTING TOWN STORM SEWER IS NOT NECESSARY.
- SNOW STORAGE REQUIREMENT = 2.5% * 7,473 SF = 187 SQFT
- THE EXISTING SITE IS PRIMARILY GRAVEL BASE MATERIAL
- THE PROPERTY IS NOT WITHIN THE WILDLAND URBAN INTERFACE.
- FEMA, 2015 FIRM FLOOD INSURANCE RATE MAP 56039C2926D, TETON COUNTY AND INCORPORATED AREAS, HAS IDENTIFIED THIS SITE AS LOCATED OUT OF THE CACHE CREEK AND FLAT CREEK FLOODWAY AND OUT OF THE SPECIAL HAZARD AREAS INUNDATED BY 500-YEAR FLOOD.
- PREDOMINANT SOIL TYPE IS GENERALLY DESCRIBED AS GRAVELLY LOAMS OF ALLUVIAL FANS OR ALLUVIUM ORIGIN. THIS SITE IS AN UNOCCUPIED LOT WITH UNDEVELOPED LAND. NO LANDSLIDE OR BEDROCK SLUMPS ARE EVIDENT ON THE SITE.
- BASE MAPPING PREPARED FROM GROUND SURVEYS PERFORMED BY JORGENSEN ASSOCIATES IN FEBRUARY, 2018.
- ALL PROPOSED FENCING SHALL MEET THE WILDLIFE FRIENDLY FENCING STANDARDS AS DEFINED IN SECTION 5.1.2 OF THE TETON COUNTY LAND DEVELOPMENT REGULATIONS. NO FENCING CURRENTLY PROPOSED FOR THIS PROJECT.

GENERAL CONSTRUCTION NOTES & SPECIFICATIONS:

- ALL SITE WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE LATEST EDITION OF WYOMING PUBLIC WORKS STANDARD SPECIFICATIONS AND ARTICLE 5 OF TETON COUNTY LAND DEVELOPMENT REGULATIONS.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN THE APPROPRIATE WYDEQ - NPDES STORMWATER PERMIT PRIOR TO COMMENCING ANY LAND DISTURBING ACTIVITIES.
- CONTRACTOR SHALL CONSTRUCT EROSION CONTROL STRUCTURES PRIOR TO ANY EARTHWORK OR CONSTRUCTION. EROSION CONTROL STRUCTURES SHALL BE CONSTRUCTED AND MAINTAINED BY CONTRACTOR UNTIL VEGETATION IS RE-ESTABLISHED IN DISTURBED AREAS.
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS IN THE FIELD AND SHALL PROMPTLY NOTIFY THE ENGINEER OF ANY VARIATIONS OR DISCREPANCIES.
- ALL EXCAVATION ACTIVITIES SHALL COMPLY WITH PERMIT REQUIREMENTS ISSUED FOR THE PROJECT. CONTRACTOR SHALL REVIEW AND BE RESPONSIBLE FOR PERMIT COMPLIANCE.
- CONTRACTOR TO LOCATE ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
- FILL MATERIAL SHALL BE SUITABLE ON-SITE OR IMPORTED MATERIAL WITH ROCK NO LARGER THAN 6 INCHES IN DIAMETER. LARGER MATERIAL MAY BE PLACED ONLY WHEN AUTHORIZED BY THE ENGINEER.
- SUBGRADE, PIT RUN SUBBASE, AND SITE FILL MATERIALS SHALL BE MECHANICALLY COMPACTED TO A MINIMUM OF 95% OF MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D698 (AASHTO T-99 - STANDARD PROCTOR DENSITY) IN LIFTS NOT TO EXCEED 8 INCHES IN LOOSE THICKNESS.
- CRUSHED GRAVEL BASE MATERIAL SHALL BE GRADING H. CRUSHED GRAVEL BASE COURSES SHALL BE MECHANICALLY COMPACTED TO A MINIMUM OF 95% OF MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D1557 (AASHTO T-180 - MODIFIED PROCTOR DENSITY).
- WEEDS SHALL BE CONTROLLED BY SPRAYING, LIMITING DISTURBANCE AREA, OR OTHER MEANS PRIOR TO REVEGETATION AND AFTER REVEGETATION IS COMPLETE.
- FUGITIVE DUST WILL BE CONTROLLED BY WATERING DURING DRY PERIODS OR AS REQUIRED BY ENGINEER.
- ALL EXCAVATED MATERIALS INCLUDING STRIPPED AND SALVAGED TOPSOIL SHALL BE STOCKPILED AND PROCESSED ON-SITE. CONFIRM STOCKPILE AND STAGING LOCATIONS WITH THE OWNER.
- TOPS OF CUT AND FILL SLOPES SHALL BE ROUNDED TO AVOID RAVELING AND EROSION.
- A FOUR INCH MINIMUM LAYER OF TOPSOIL SHALL BE PLACED ON ALL SLOPES AND AREAS STRIPPED FOR GRADING, PRIOR TO REVEGETATION.

REVEGETATION SPECIFICATIONS:

- SEED MIXTURE:  

COMMON NAME	LBS./ACRE
MOUNTAIN BROME	10 LBS./ACRE
THICKSPIKE WHEATGRASS	12 LBS./ACRE
IDAHO FESCUE	6 LBS./ACRE
WESTERN WHEATGRASS	12 LBS./ACRE
ALPINE TIMOTHY	12 LBS./ACRE
TOTAL PURE LIVE SEED APPLICATION RATE	52 LBS./ACRE
- SEED MIXES CONTAINING NATIVE FLOWERING PLANTS SUCH AS LUPINE, YARROW AND PAINTBRUSH ARE ACCEPTABLE.
- ALL SEED SHALL COMPLY WITH WYOMING SEED LAW. SEED SHALL BE PURCHASED FROM A DEALER LICENSED WITH THE WYOMING DEPARTMENT OF AGRICULTURE. CERTIFICATIONS FOR THE SEED MIX SHALL BE PROVIDED TO THE ENGINEER PRIOR TO SEEDING.
- TOPSOIL SHALL BE UNIFORMLY SPREAD ON PREPARED SURFACES PRIOR TO SEEDING. REMOVE FOREIGN MATERIALS, WEEDS AND UNDESIRABLE PLANTS FROM THE PREPARED SOIL PRIOR TO SEEDING.
- HARD PACKED OR CAKED TOPSOIL SURFACES SHALL BE SCARIFIED OR DISKED PRIOR TO SEEDING.
- SEED SHALL BE UNIFORMLY DISTRIBUTED OVER THE SURFACE BY APPROVED MECHANICAL BROADCASTING DEVICES AND THE GROUND SHALL BE IMMEDIATELY RAKED OR DRAGGED TO COVER THE SEED.
- SEEDING SHALL BE PERFORMED BETWEEN THE TIME THE FROST LEAVES THE GROUND IN THE SPRING AND BEFORE THE FROST ENTERS THE GROUND IN THE FALL.

SHEET INDEX

SHEET	CONTENTS
C1.0	TITLE, NOTES & VICINITY MAP
C2.0	EXISTING CONDITIONS
C2.1	SITE GRADING PLAN
C3.0	GRADING DETAILS
S1.0	STRUCTURAL DETAILS

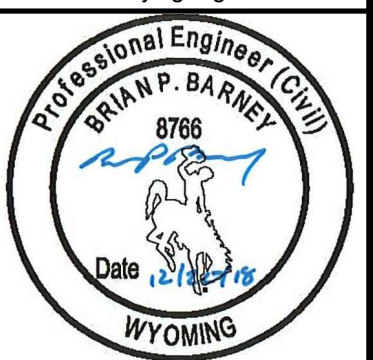
OWNER  
Teton County Hospital District  
dba St. John's Hospital  
Jim Johnston  
P.O. Box 428  
Jackson, WY 83001

CIVIL ENGINEER  
Jorgensen Associates, P.C.  
1315 S. Highway 89, #201  
P.O. Box 9550  
Jackson, WY 83002-9550  
(307) 733-5150

DESIGN  
CTA Architects  
Brett Bennett  
1110 Maple Way, Ste. F  
Jackson, WY 83001  
(307) 733-9955  
brettbennett@ctagroup.com



**JORGENSEN**  
JACKSON, WYOMING  
307.733.5150  
www.jorgeng.com



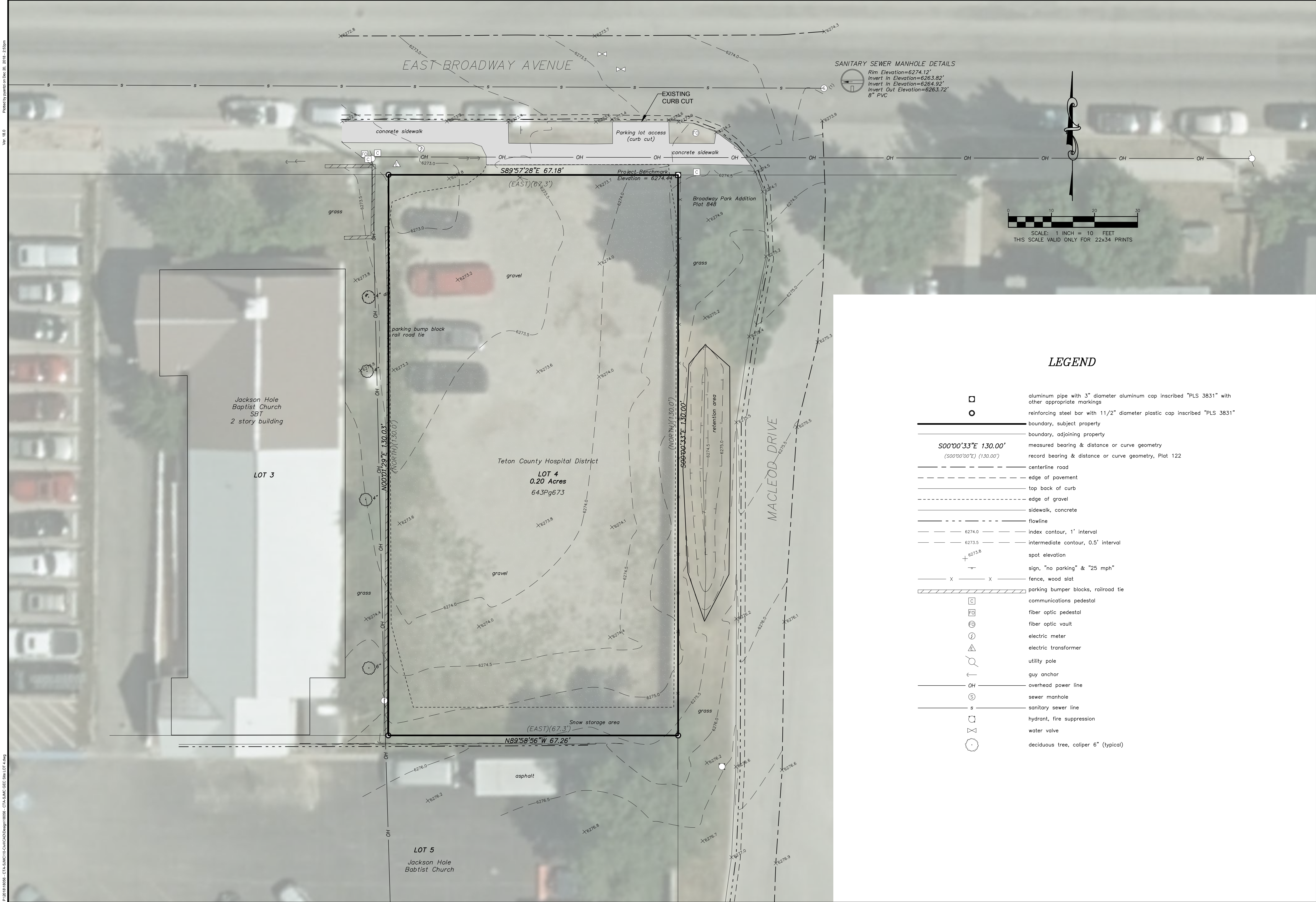
Professional Engineer (CPE)  
BRYAN P. BARNEY  
8766  
Date 12/29/18  
WYOMING

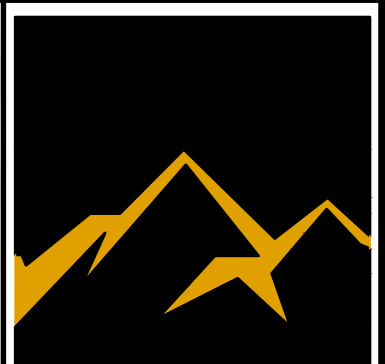
PROJECT TITLE:  
CTA ARCHITECTS  
SJMC PARKING LOT  
LOT 4 BLOCK 1 REDMOND ADDITION  
TOWN OF JACKSON  
TETON COUNTY, WYOMING

SHEET TITLE:  
TITLE NOTES & VICINITY MAP

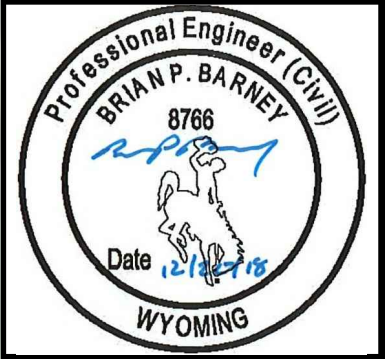
DRAFTED BY:	PY
REVIEWED BY:	BB
PLAN VERSION	DATE
GE	12/20/2018
PROJECT NUMBER	18056
SHEET	C1.0







**JORGENSEN**  
JACKSON, WYOMING  
307.733.5150  
www.jorgeng.com



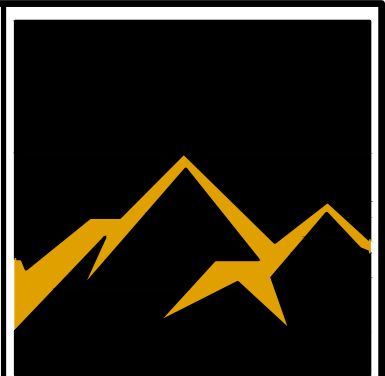
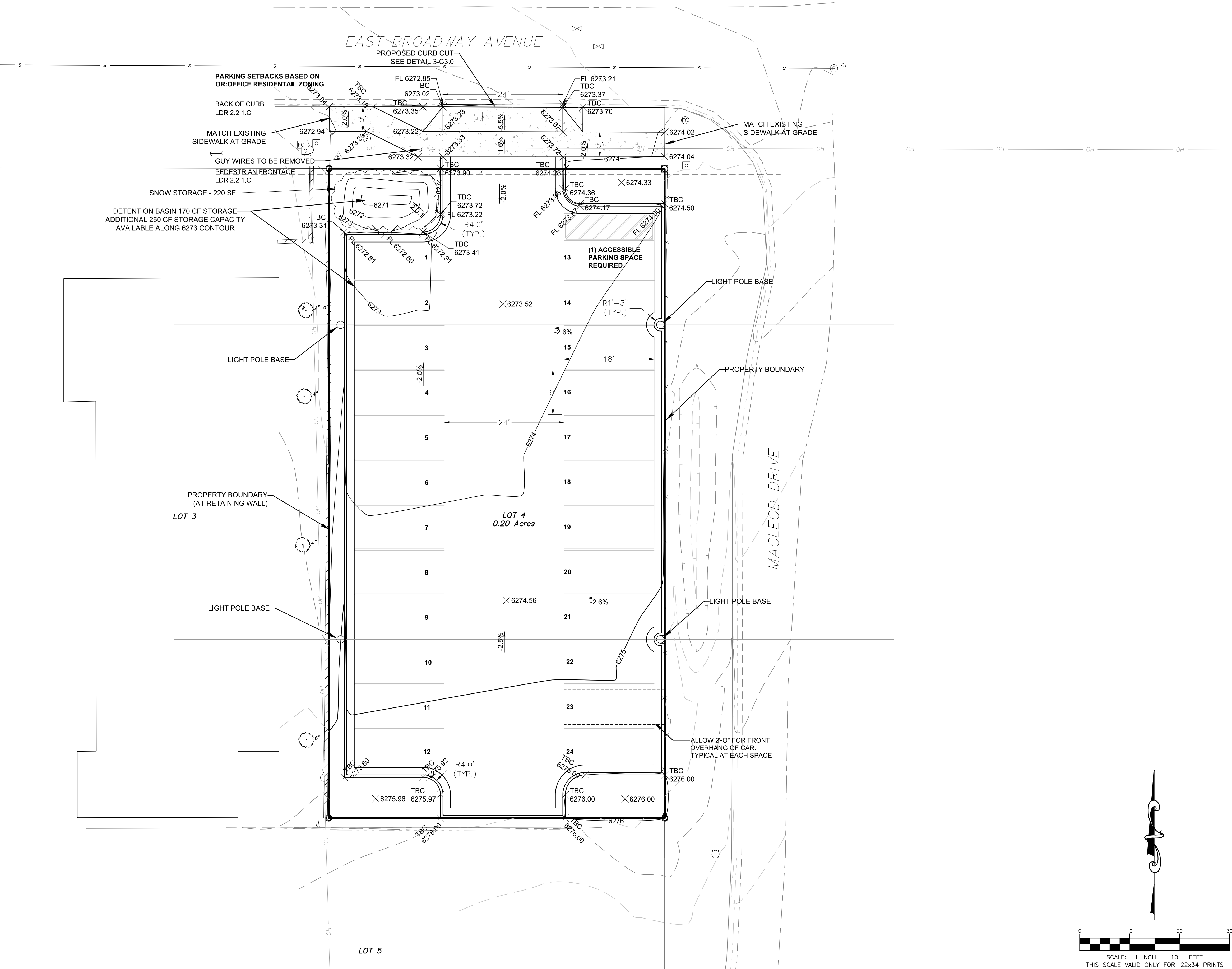
Professional Engineer  
BRIAN P. BARNEY  
8766  
Date 12/20/18  
WYOMING

PROJECT TITLE:  
**CTA ARCHITECTS  
SJMC PARKING LOT  
LOT 4 BLOCK 1 REDMOND ADDITION  
TOWN OF JACKSON  
TETON COUNTY, WYOMING**

SHEET TITLE:  
**EXISTING CONDITIONS**

DRAFTED BY:	PY
REVIEWED BY:	BB
PLAN VERSION	DATE
GEC	12/20/2018
PROJECT NUMBER	18056
SHEET	C2.0





**JORGENSEN**  
JACKSON, WYOMING  
307.733.5150  
www.jorgeng.com



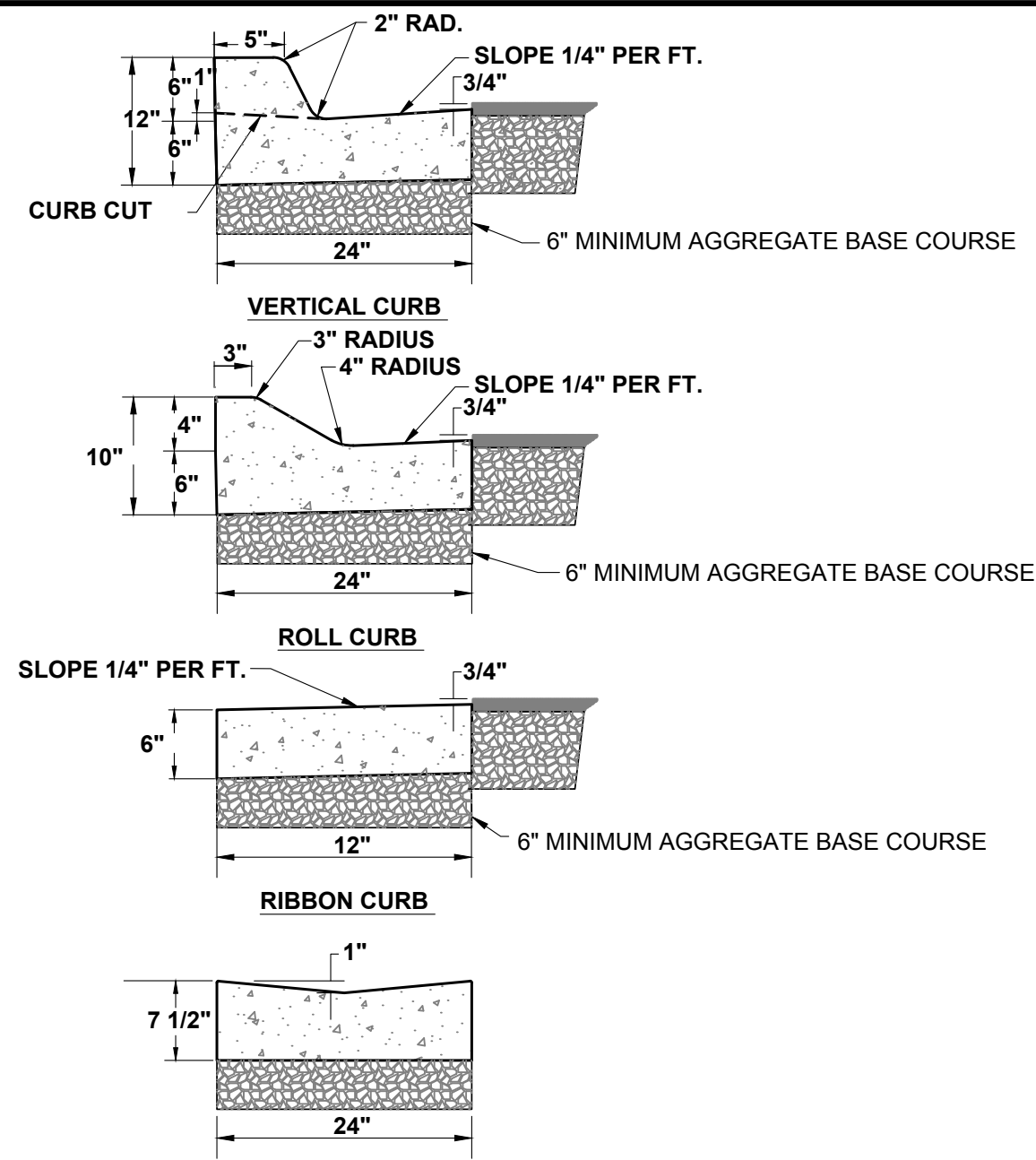
PROJECT TITLE:  
**CTA ARCHITECTS  
SJMC PARKING LOT  
LOT 4 BLOCK 1 REDMOND ADDITION  
TOWN OF JACKSON  
TETON COUNTY, WYOMING**

SHEET TITLE:  
**SITE GRADING PLAN**

DRAFTED BY:	PY
REVIEWED BY:	BB
PLAN VERSION	DATE
GEC	12/20/2018

PROJECT NUMBER  
**18056**  
SHEET  
**C2.1**





1. MOLDED PLASTIC EDGE RESTRAINT. SPIKE WITH 12" STAINLESS STEEL NAILS AT 2' INTERVALS FOR DRIVES. DECREASE INTERVAL AS NEEDED TO HOLD DESIRED LINE.
2. CONCRETE EDGE TREATMENTS INCLUDE CURB AND GUTTER, GUTTER PAN AND CONCRETE BANDS. CONCRETE SHALL BE REINFORCED WITH FIBROUS CONCRETE REINFORCING AT THE RATE OF 1.5 LB/CY.
3. PAVERS, ASPHALT OR OTHER HARD PAVING SURFACES SHALL BE FLUSH WITH THE TOP OF CONCRETE EDGES. PLATING AND GRASS AREAS SHALL BE 1" BELOW TOP OF CONCRETE EDGES.
4. BASE AND SUBGRADE COMPACTION TO BE 95% OPTIMUM DENSITY.
5. UNIT PAVERS AND EDGE TREATMENTS SHALL BE APPROVED BY THE TOWN'S PUBLIC WORKS DEPARTMENT PRIOR TO INSTALLATION.
6. REMOVE AND SALVAGE PAVERS DURING DEMOLITION FOR REUSE IN ORDER TO MATCH COLOR AND PATTERN OF EXISTING PAVERS.

1. CURBS SHALL CONFORM TO SPECIFICATION 32 16 13, EXCEPT THAT PORTLAND CEMENT CONCRETE SHALL BE FIBERMESH-REINFORCED CLASS 4000 CONCRETE CONFORMING WITH SPECIFICATION 32 13 13.
2. AGGREGATE BASE COURSE SHALL BE SIX INCH MINIMUM THICKNESS, CONFORM TO SPECIFICATION 31 05 16, PART 2.03, GRADING H, AND BE INSTALLED PER SPECIFICATION 32 11 23, PART 3.03.
3. REMOVAL AND REPLACEMENT OF CURB SHALL TAKE PLACE IN FULL PANELS.
4. VERTICAL CURB SHALL BE USED IN PREFERENCE TO ROLL CURB.
5. ALL CURB CUTS SHALL HAVE A MINIMUM 5' TAPER FROM CUT CURB TO FULL BACK CURB

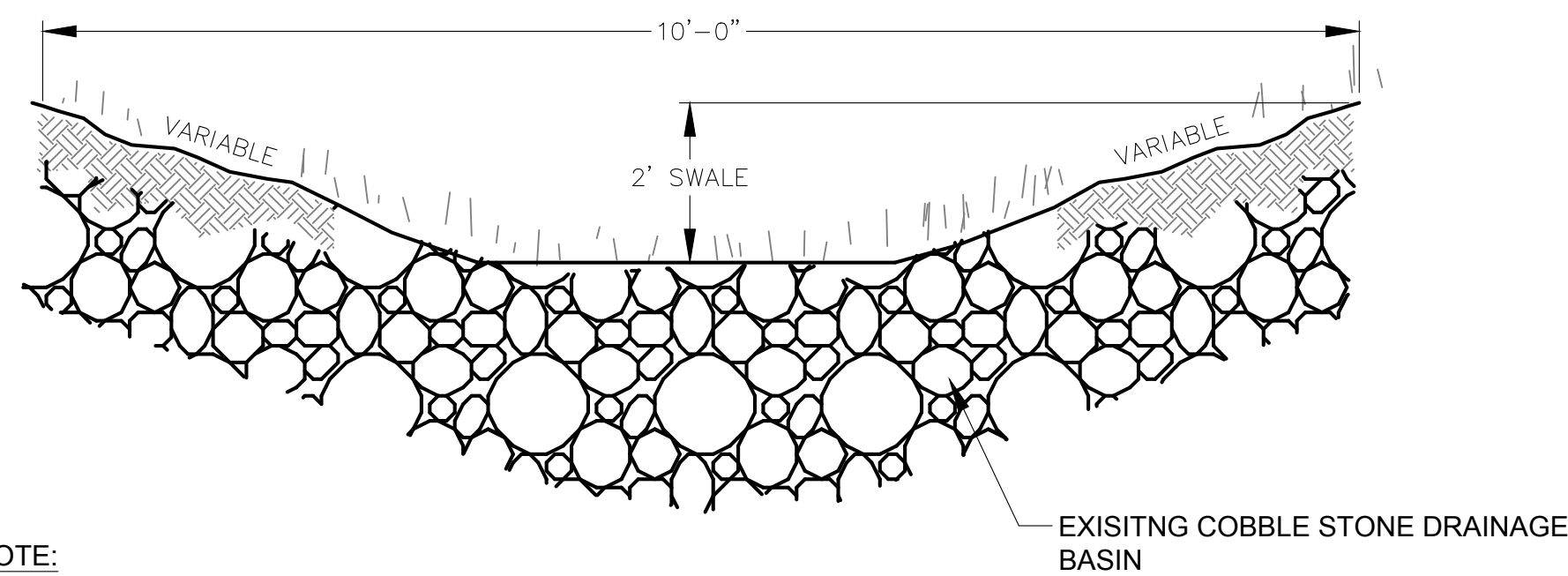


1. RAMP SLOPE SHALL NOT EXCEED 1V:12H.
2. CROSS SLOPE ON ALL SIDEWALKS AND LANDINGS AT 2% TO PAVEMENT.
3. LIP DETAIL: CURB RAMPS WILL REQUIRE THE FOLLOWING LIP DETAIL TO REDUCE THE AMOUNT OF NUISANCE DRAINAGE IN THE LANDING AREA.
4. ALL JOINTS SHALL BE TOOLED, UNLESS OTHERWISE APPROVED BY ENGINEER OR OWNER.
5. DRIVEWAYS AND ALLEYWAY APPROACHES: SHADED AREAS ARE LIMITS FOR CONCRETE APPROACH THE FLARES AND OR RAMPS SHALL BE MN. 6" CONCRETE.

2 CURB DETAILS  
C3.0 NOT TO SCALE

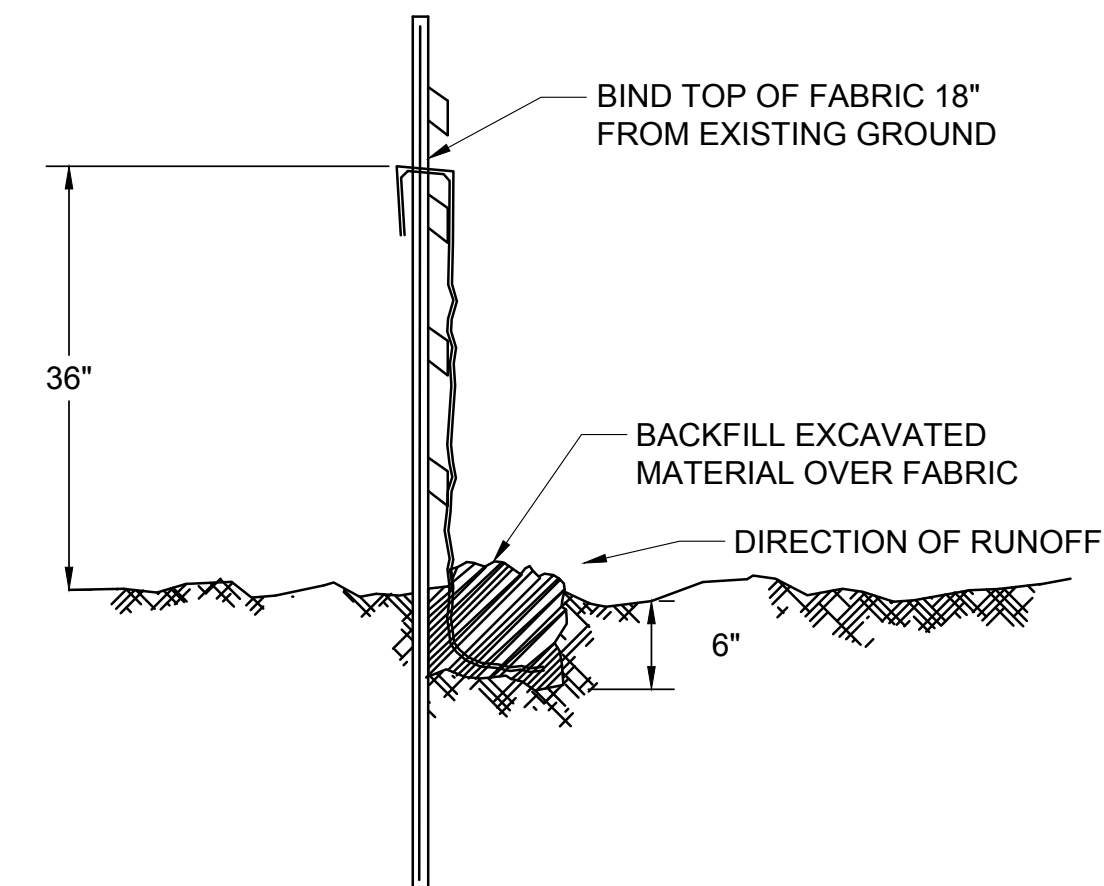
## 3 PARALLEL CURB RAMP WITH DETACHED SIDEWALK

### C3.0 NOT TO SCALE



5  
C3.0

DETENTION BASIN  
NOT TO SCALE



**6** SILT FENCE BARRIER ILLUSTRATIVE DETAIL  
**C3.0** NOT TO SCALE

DRAFTED BY:	PY
REVIEWED BY:	BB
PLAN VERSION	DATE
GEC	12/20/2018

PROJECT NUMBER
18056
SHEET
C3.0



STRUCTURAL NOTES:

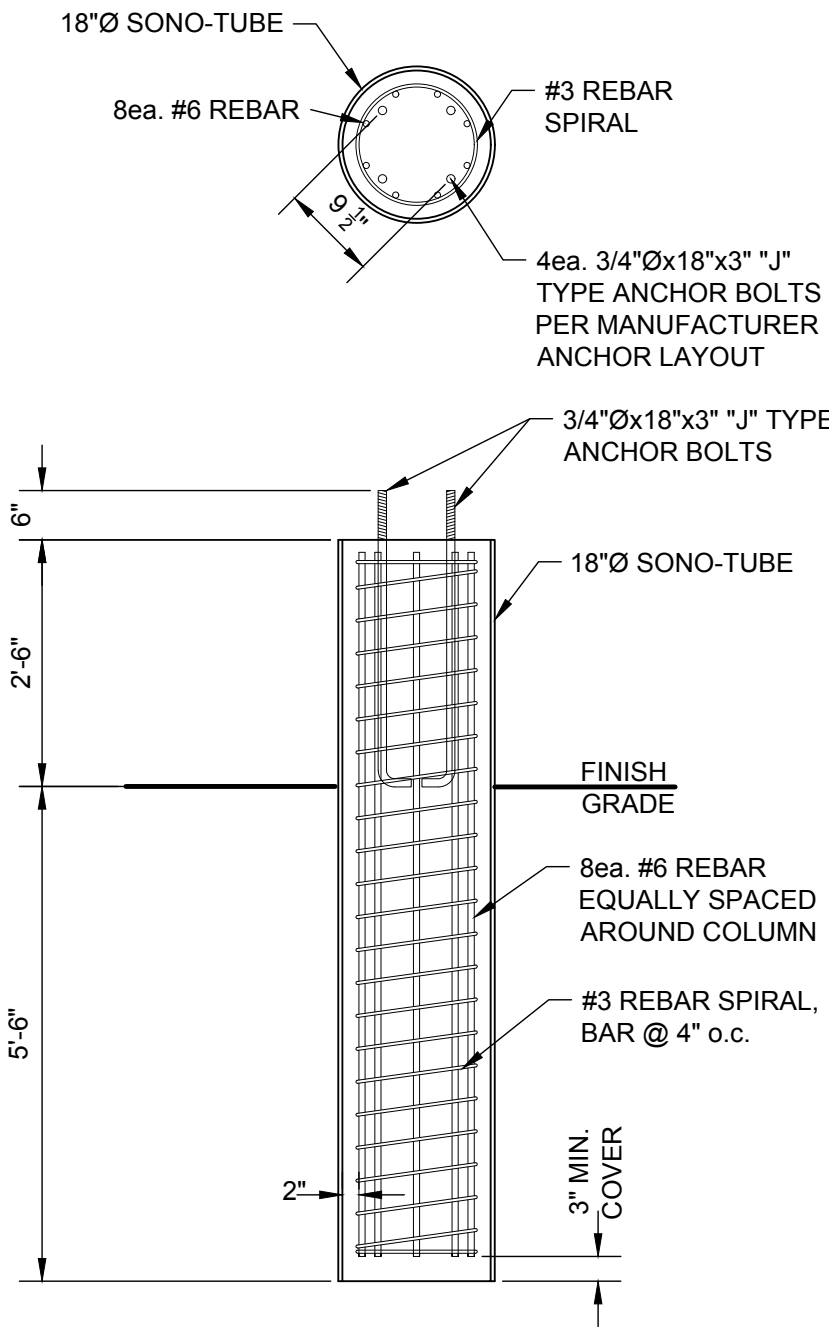
CAST-IN-PLACE CONCRETE:

1. CONCRETE CONSTRUCTION SHALL CONFORM TO AMERICAN CONCRETE INSTITUTE (ACI) BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE, ACI 318-11.
2. CAST-IN-PLACE CONCRETE SHALL CONFORM TO:

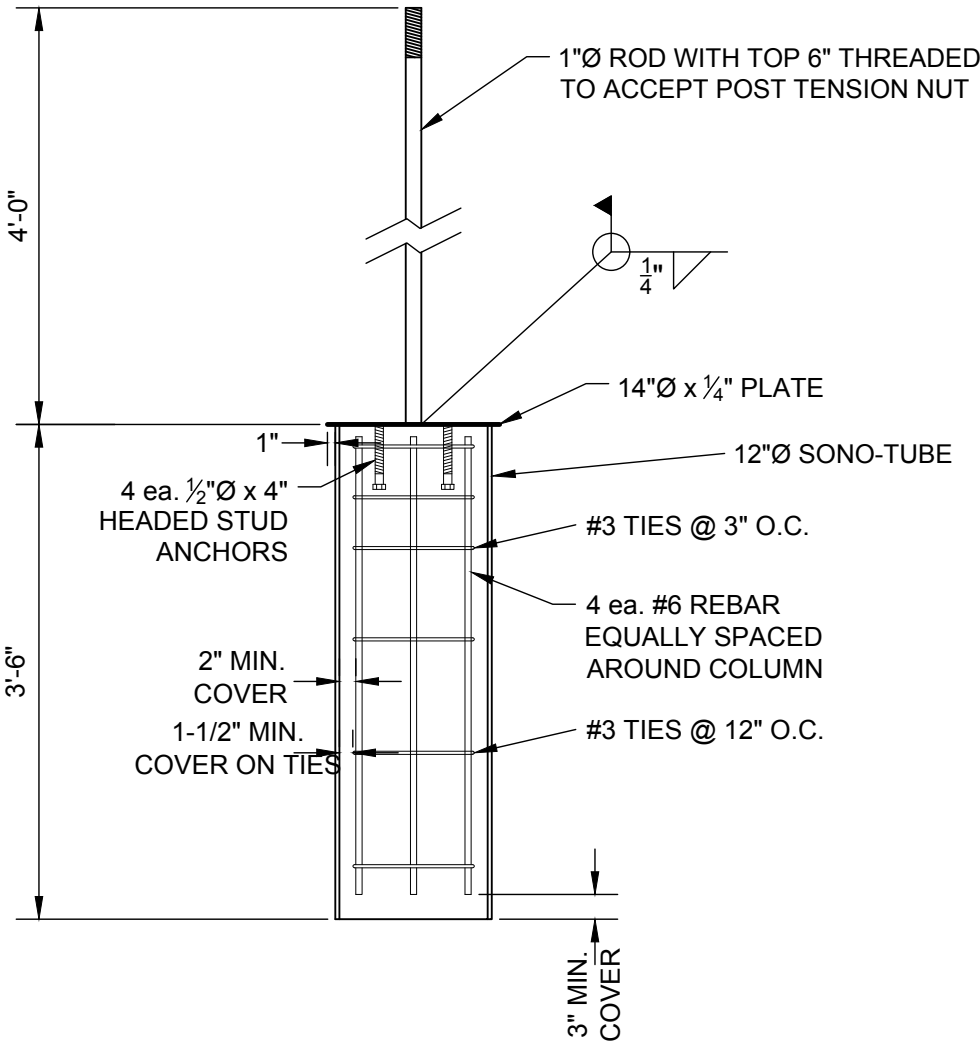
Piers:

Minimum 28 day compressive strength = 4000 psi  
Entrained Air Content: 6% ±1%  
Slump Range: 2-4 Inches
3. CONCRETE COVER OVER REINFORCING BARS SHALL BE 3" FOR CONCRETE CAST AGAINST AND PERMANENTLY EXPOSED TO EARTH, 2" FOR CONCRETE NOT CAST AGAINST BUT PERMANENTLY EXPOSED TO EARTH, 1½" MIN. FOR ALL OTHER CONCRETE EXPOSED TO EARTH OR WEATHER, UNLESS NOTED OTHERWISE IN PLANS.
4. LAP REINFORCING BARS AT SPLICES, CORNERS AND INTERSECTIONS.

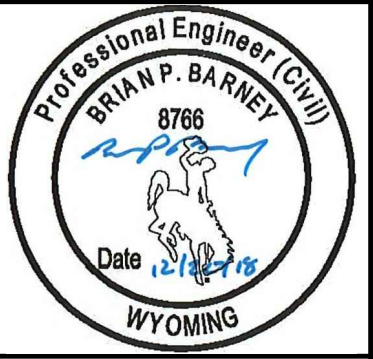
#7 Reinforcing Bars - 3'-0"  
#6 Reinforcing Bars - 2'-6"  
#5 Reinforcing Bars - 2'-0"  
#4 Reinforcing Bars - 1'-8"  
UNLESS OTHERWISE NOTED ON THE FOUNDATION PLAN AND DETAILS.
5. USE DEFORMED STEEL BAR CONFORMING TO ASTM A615 GRADE 60, EXCEPT #3 BAR STIRRUPS AND FIELD BENT DOWELS WHICH SHALL BE GRADE 40.
6. ALL REINFORCING IS TO BE SUPPORTED BY CHAIRS OR CONCRETE BRICKS AND SECURELY TIED IN PLACE.
7. REINFORCING STEEL SHALL NOT BE WELDED.



1 LIGHT POLE FOUNDATION  
S1.0 NOT TO SCALE



2 SCREEN FENCE FOUNDATION  
S1.0 NOT TO SCALE



PROJECT TITLE:  
CTA ARCHITECTS  
SJMC PARKING LOT  
LOT 4 BLOCK 1 REDMOND ADDITION  
TOWN OF JACKSON  
TETON COUNTY, WYOMING

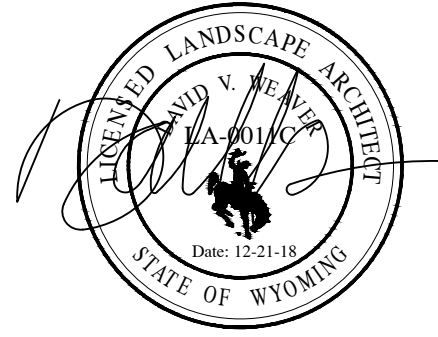
SHEET TITLE:  
STRUCTURAL DETAILS

DRAFTED BY:	PY
REVIEWED BY:	BB
PLAN VERSION	DATE
GEC	12/20/2018
PROJECT NUMBER	18056
SHEET	S1.0

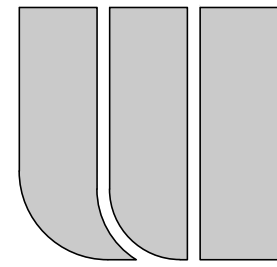




JACKSON, WY  
307.733.9955



COPYRIGHT WEAVER ASSOCIATES PA  
DESIGN AND DRAWING NOT TO BE USED WITHOUT  
THE WRITTEN PERMISSION OF WEAVER & ASSOCIATES PA  
THE PROFESSIONAL SERVICES OF WEAVER & ASSOCIATES PA  
ARE UNDERTAKEN FOR AND PERFORMED IN THE INTEREST  
OF THE ARCHITECT. NO CONTRACTUAL OBLIGATION  
IS ASSUMED BY WEAVER & ASSOCIATES PA FOR  
THE BENEFIT OF ANY OTHER PERSON  
INVOLVED IN THE PROJECT



**WEAVER & ASSOCIATES PA**  
LANDSCAPE ARCHITECTURE - LAND PLANNING  
1605 SOUTH WOODRUFF AVENUE  
IDAHO FALLS, IDAHO 83404  
(208) 529-9504

### LEGEND

- AREA OF STONE TOPDRESSING MULCH AND PLANTINGS
- AREA OF NEW SODDED TURF GRASS LAWN

### PLANT LIST

uant	Key	Botanical Name	Common Name	Size
TREES				
4	AF	Acer ginnala 'Flame'	Amur Maple Flame	2" B&B
6	MR	Malus 'Radiant'	Radiant Flowering Crab	2" B&B
SHRUBS				
14	A	Cornus stolonifera	Red Twig Dogwood	6'-8" B&B
18	B	Spiraea bumalda 'Anthony Waterer'	Anthony Waterer Spiraea	5 gal. 12-18"
4	C	Syringa vulgaris	Common Lilac	5'-6" B&B

### NOTES

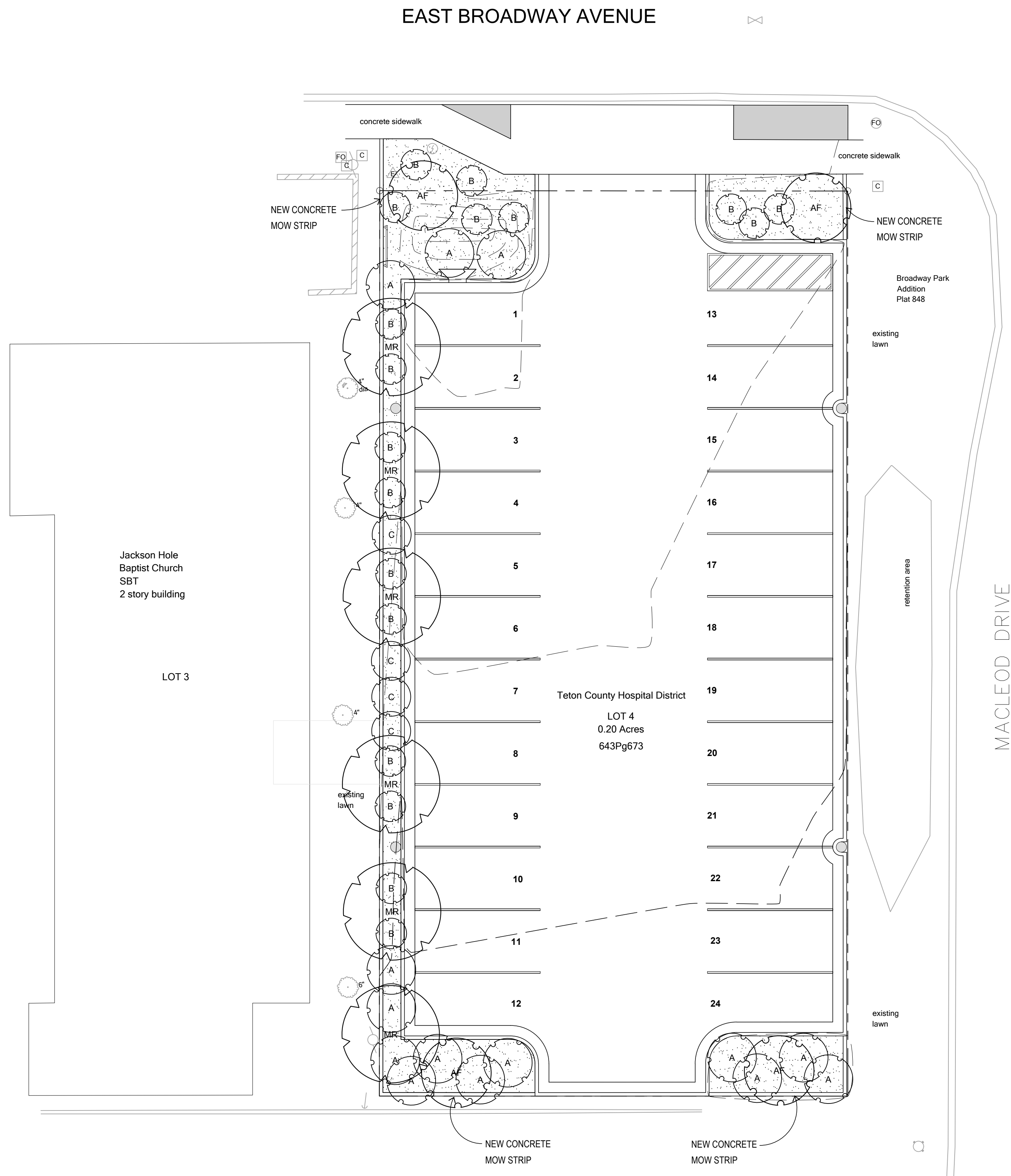
4 PLANT UNITS ARE REQUIRED. THIS PLAN PROPOSES USING ALTERNATE "A" PLANT UNITS WITH THESE SUBSTITUTIONS:

4 - PLANT UNIT ALTERNATE "A":	PROPOSED SUBSTITUTIONS:
4 - 3" CAL. CANOPY TREES	10 - 3" CAL. CANOPY TREES
24 - 6'-8" LARGE SHRUBS OR MULTI-STEM TREES	18 - 6'-8" LARGE SHRUBS OR MULTI-STEM TREES
16 - #5 CONTAINER SHRUBS	18 - #5 CONTAINER SHRUBS

REMOVE EXISTING RAIL ROAD TIE EDGE ALONG WEST PROPERTY LINE AND REPLACE WITH NEW CONCRETE MOW STRIP.

REPAIR DAMAGE TO NEIGHBORING LAWNS THAT MAY BE DAMAGED BY DEMOLITION OR CONSTRUCTION. USE NEW TOPSOIL AND NEW SODDED LAWN TO REPAIR DAMAGE.

STONE TOP DRESSING MULCH SHALL BE EQUAL TO BLACK AND TAN, AVAILABLE FROM WOLVERINE MULCH.



LANDSCAPE PLANTING PLAN  
1" = 10'-0"



0 5' 10' 20'  
SCALE: 1" = 10'-0"

630 EAST BROADWAY, JACKSON, WY 83001  
PARKING IMPROVEMENTS  
**TETON COUNTY HOSPITAL DISTRICT**

© 2018 | ALL RIGHTS RESERVED

PERMIT SET

12.21.2018  
DRAWN BY | WEAVER  
REVISIONS

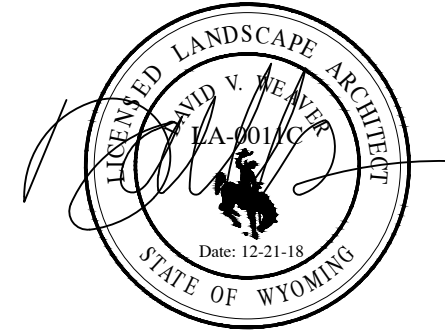
LANDSCAPE  
PLANTING  
PLAN

L1.1

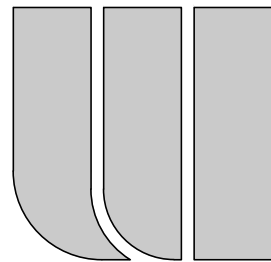




JACKSON, WY  
307.733.9955



COPYRIGHT WEAVER ASSOCIATES PA  
DESIGN AND DRAWING NOT TO BE USED WITHOUT  
THE WRITTEN PERMISSION OF WEAVER & ASSOCIATES PA  
THE PROFESSIONAL SERVICES OF WEAVER & ASSOCIATES PA  
ARE UNDERTAKEN FOR AND PERFORMED IN THE INTEREST  
OF THE ARCHITECT. NO CONTRACTUAL OBLIGATION  
IS ASSUMED BY WEAVER & ASSOCIATES PA FOR  
THE BENEFIT OF ANY OTHER PERSON  
INVOLVED IN THE PROJECT



WEAVER & ASSOCIATES PA  
LANDSCAPE ARCHITECTURE - LAND PLANNING  
1605 SOUTH WOODRUFF AVENUE  
IDAHO FALLS, IDAHO 83404  
(208) 529-9504

630 EAST BROADWAY, JACKSON, WY 83001  
PARKING IMPROVEMENTS  
TETON COUNTY HOSPITAL DISTRICT

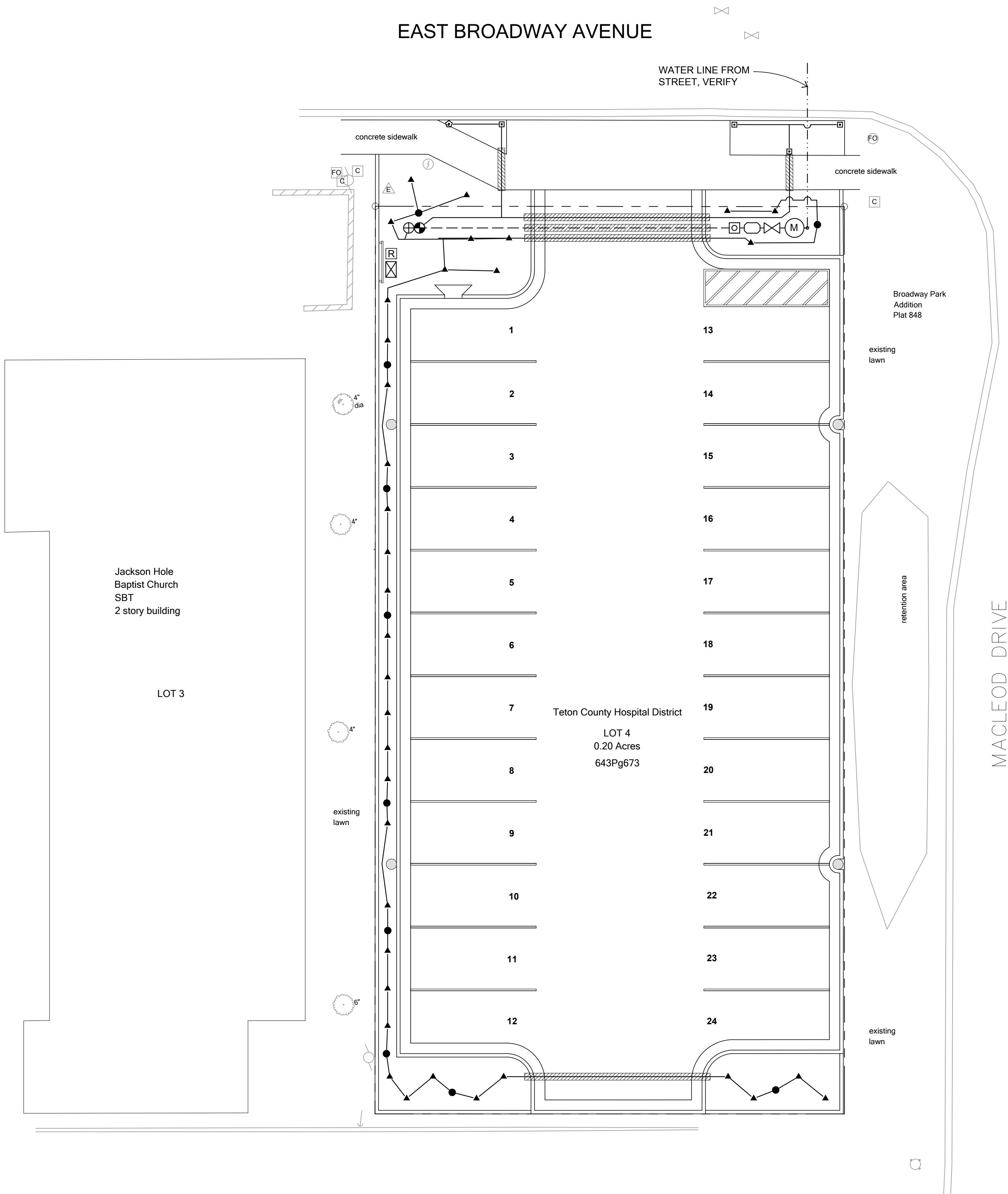
© 2018 | ALL RIGHTS RESERVED

PERMIT SET

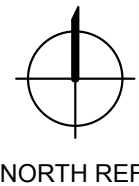
12.21.2018  
DRAWN BY | WEAVER  
REVISIONS

SPRINKLER  
IRRIGATION  
PLAN

L1.2



SPRINKLER IRRIGATION PLAN  
1" = 10'-0"



0 5' 10' 20'  
SCALE: 1" = 10'-0"

### HEAD SYMBOL LEGEND

KEY	HEAD	90°	180°	270°	360°
◇	HUNTER PROS-12-PRS40-MP1000	0.21	0.41	0.61	0.84
◇	HUNTER PROS-12-PRS40-MP2000	0.44	0.83	1.23	1.64
△	HUNTER PROS-12-PRS40-MP3000	0.96	2.04	3.06	4.07
○	HUNTER PROS-12-PRS40-MP-CORNER	0.44	0.83	1.23	1.64
⊘	HUNTER PROS-12-PRS40-04-MP SIDE OR END	0.25 END; 0.5 SIDE			
⊞	HUNTER PROS-04-PRS40-04-MP SIDE OR END	0.25 END; 0.5 SIDE			

### OUTLET SYMBOL LEGEND

KEY	NETAFIM TLDL9-12 0.9 GPH DRIPLINE LOOPS WITH TLS-6 SOIL STAPLES 4'O/C
▲	1" & 2" DIA LOOPS, 9 EMITTERS MIN. - .13 GPM
●	1", 2" & 3" DIA LOOPS, 16 EMITTERS MIN. - .27 GPM
INSTALL NETAFIM TLAVR, AIR / VACUUM RELIEF VALVE IN HIGHEST POINT IN LATERAL LINE AND NETAFIM TLFV, LINE FLUSHING VALVE AT ENDS OF LINES ACCORDING TO NETAFIM RECOMMENDATIONS.	

### LEGEND

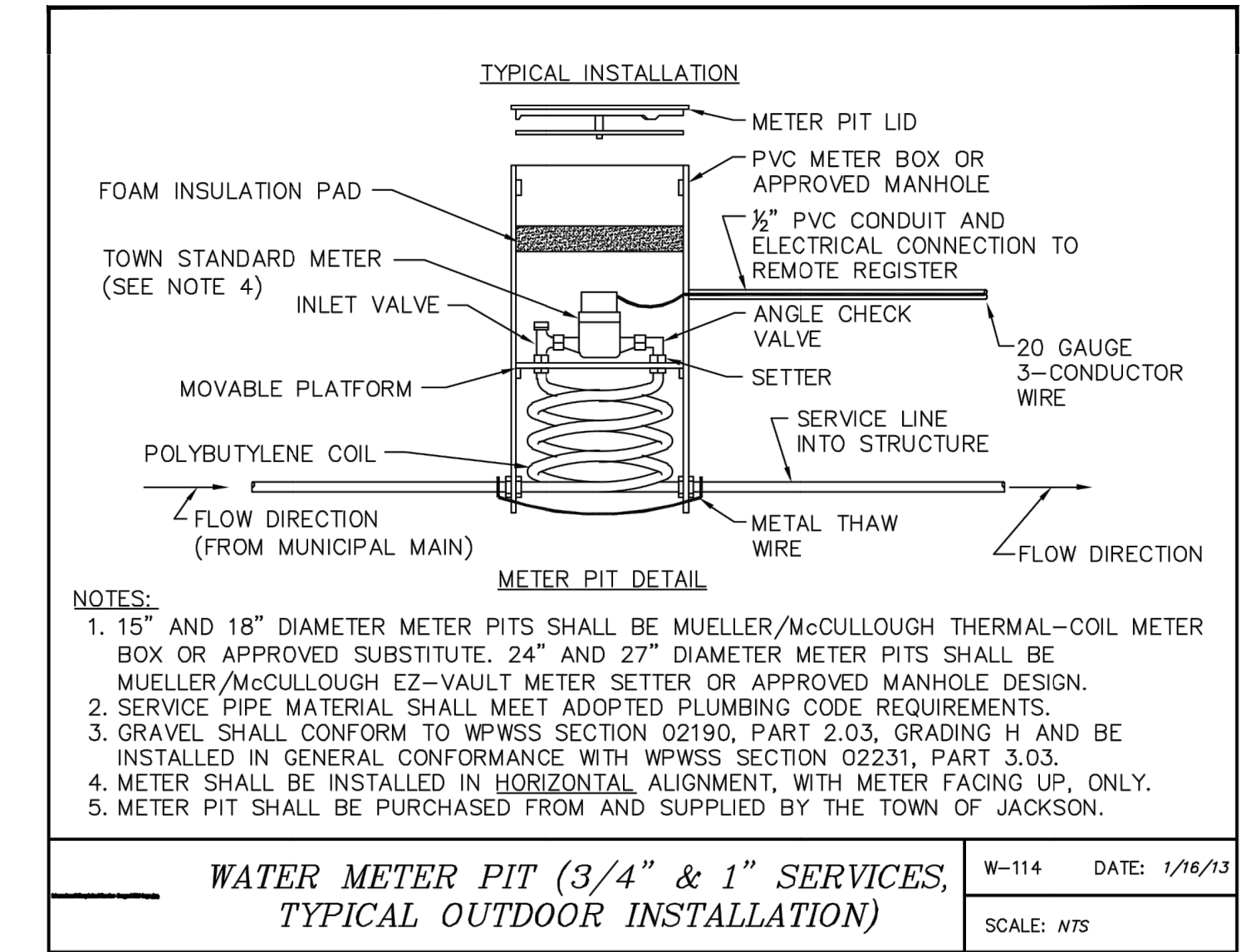
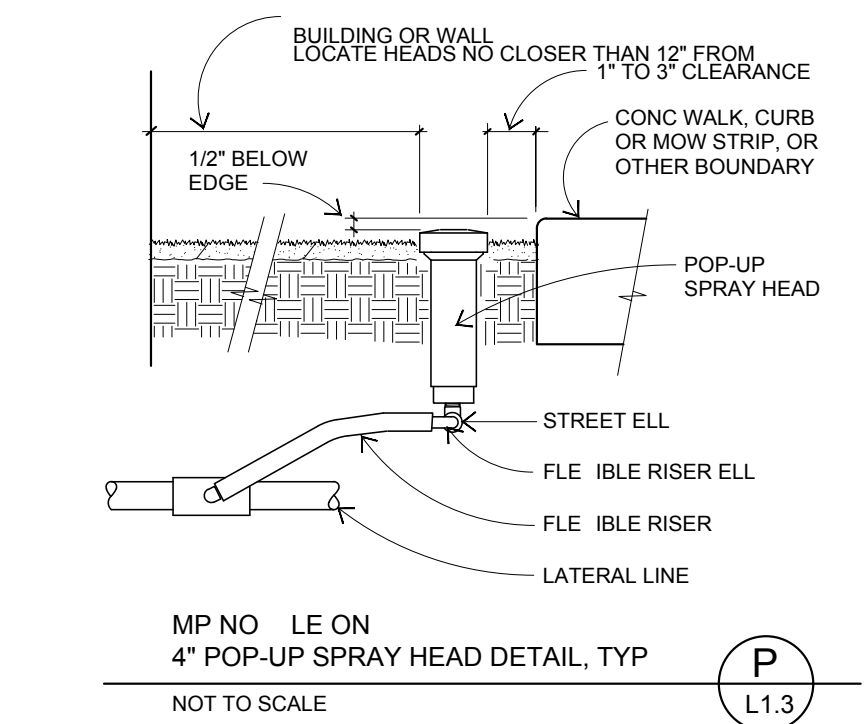
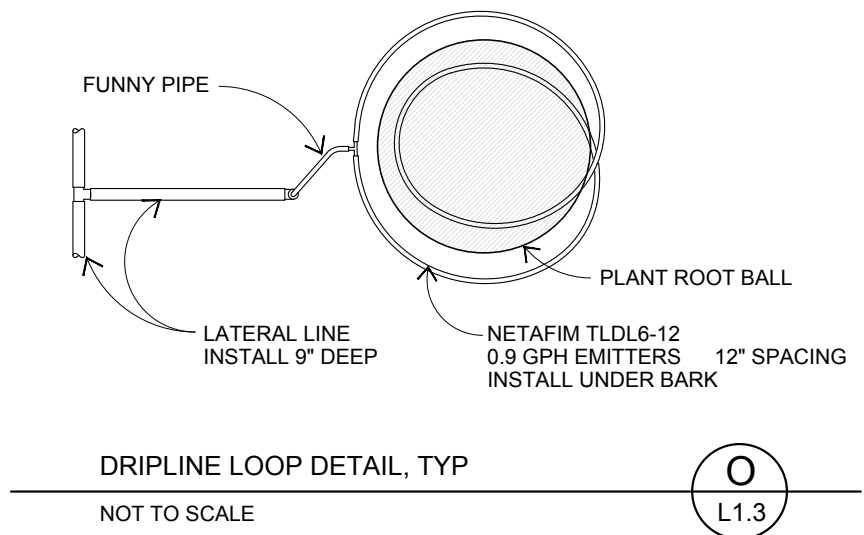
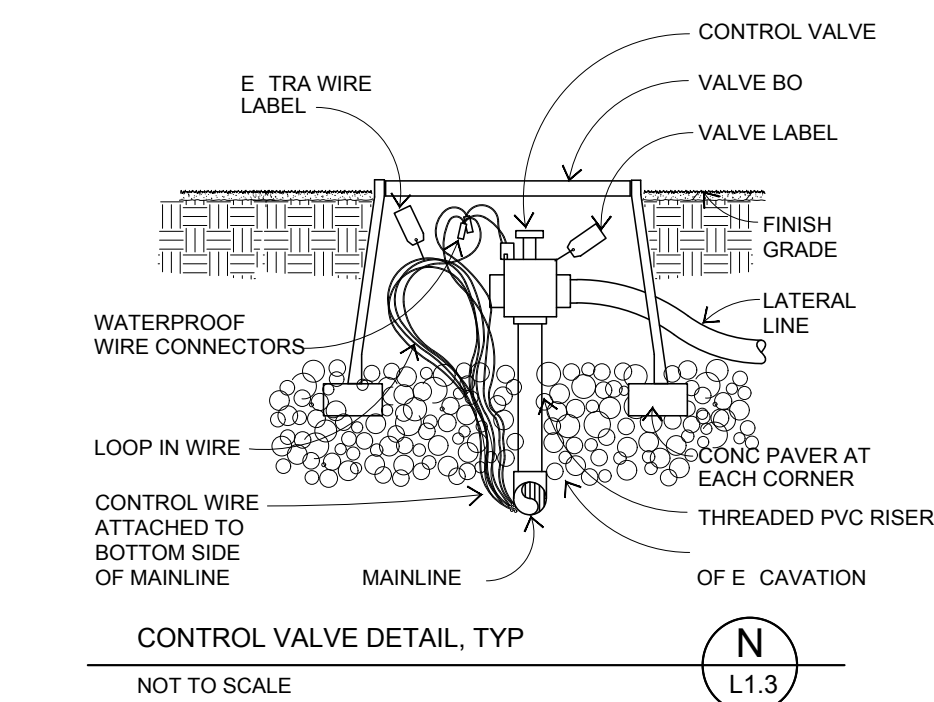
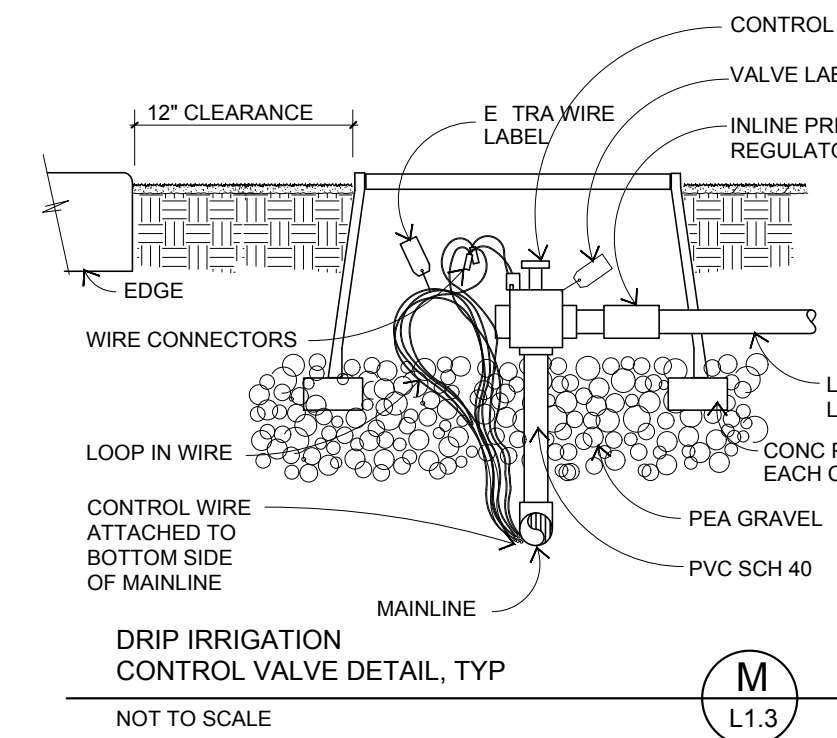
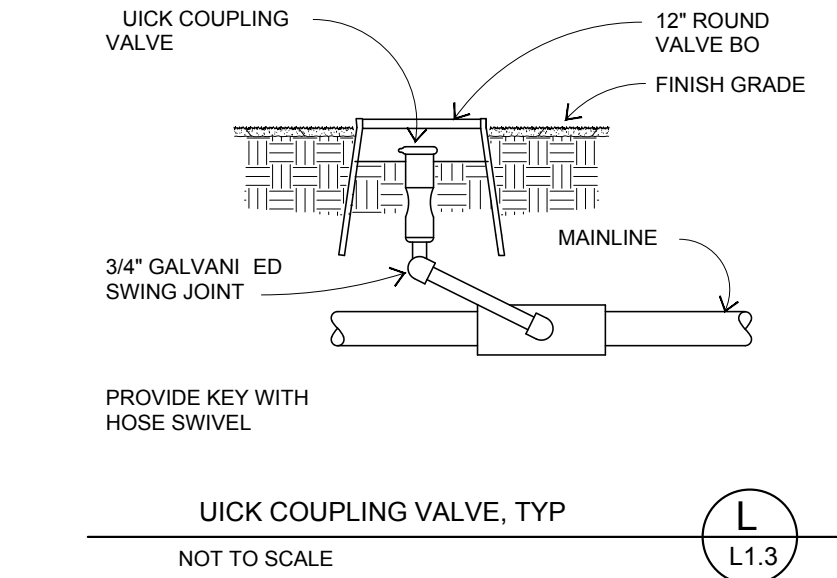
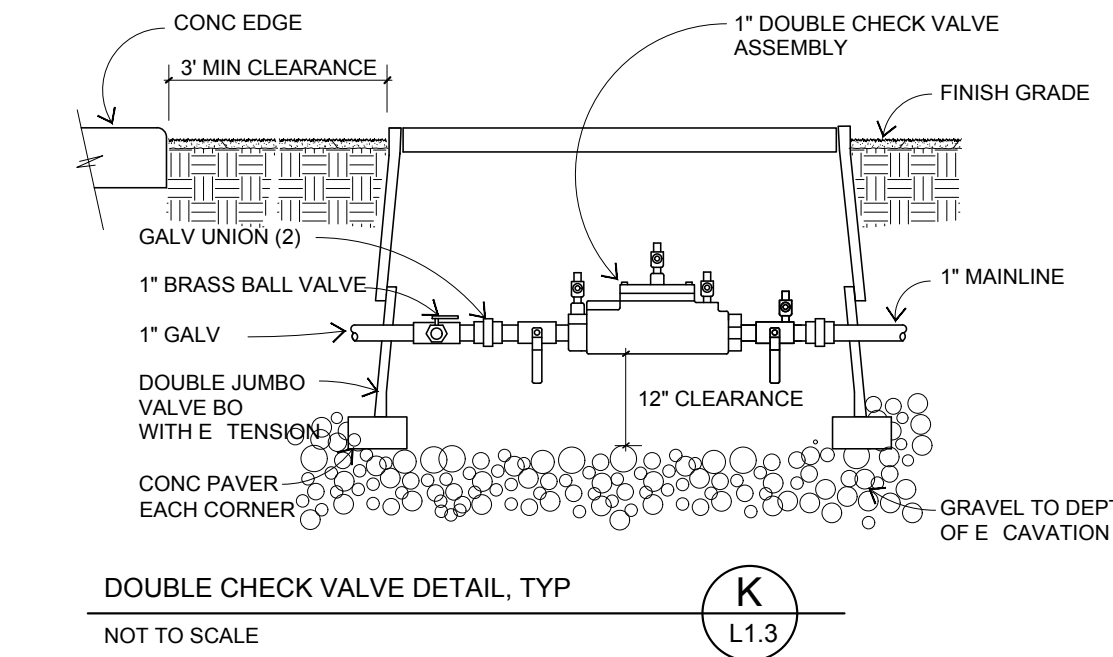
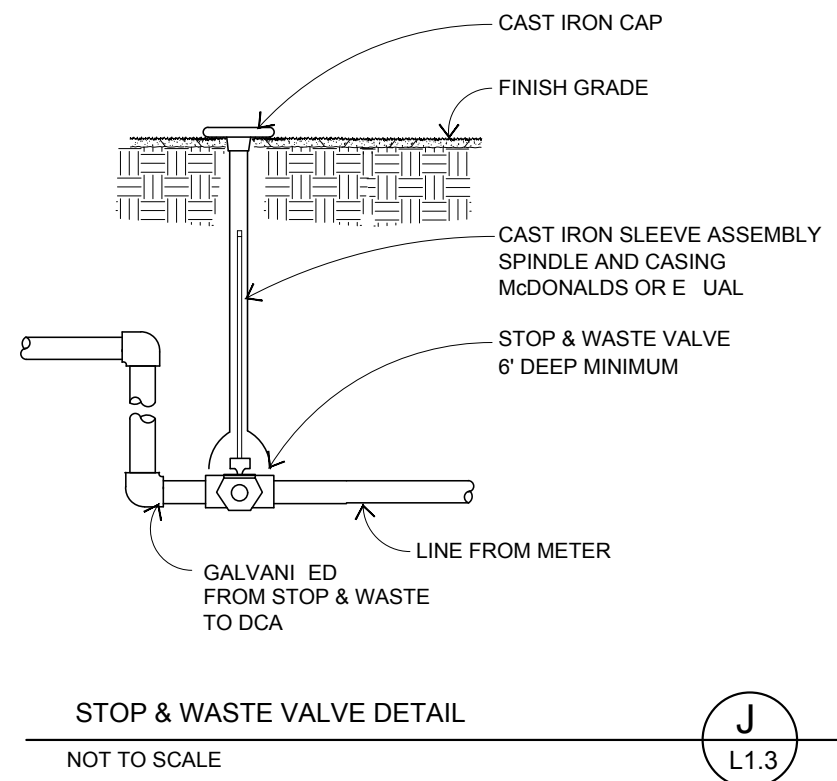
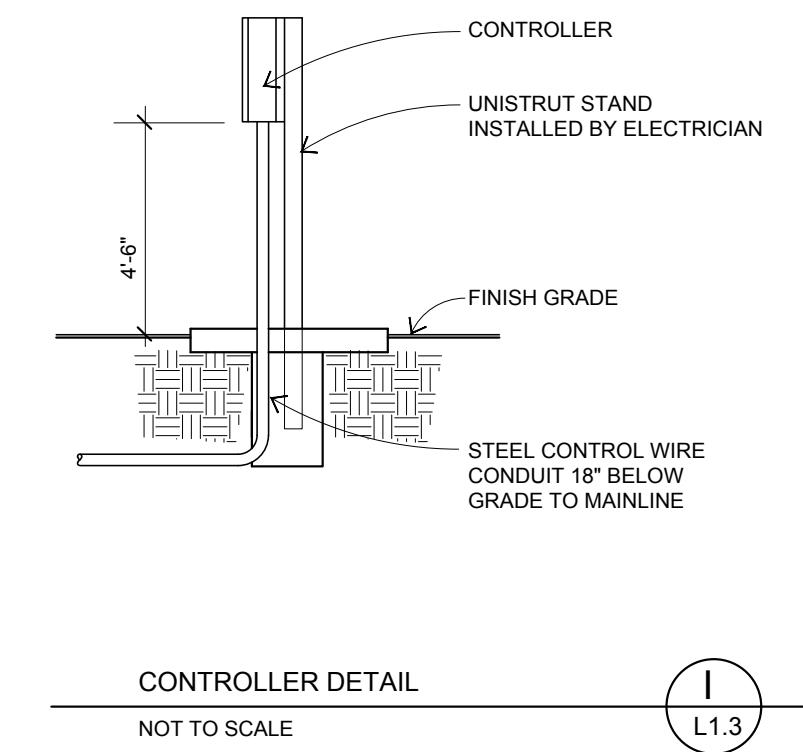
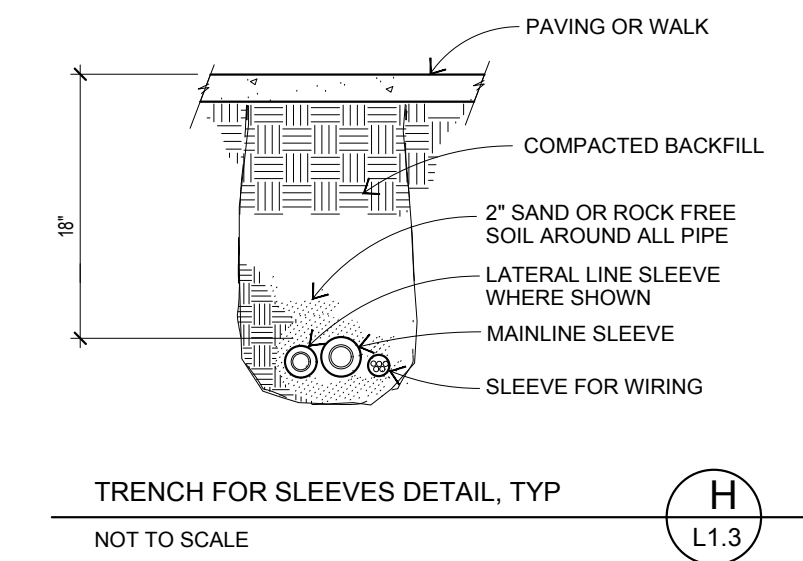
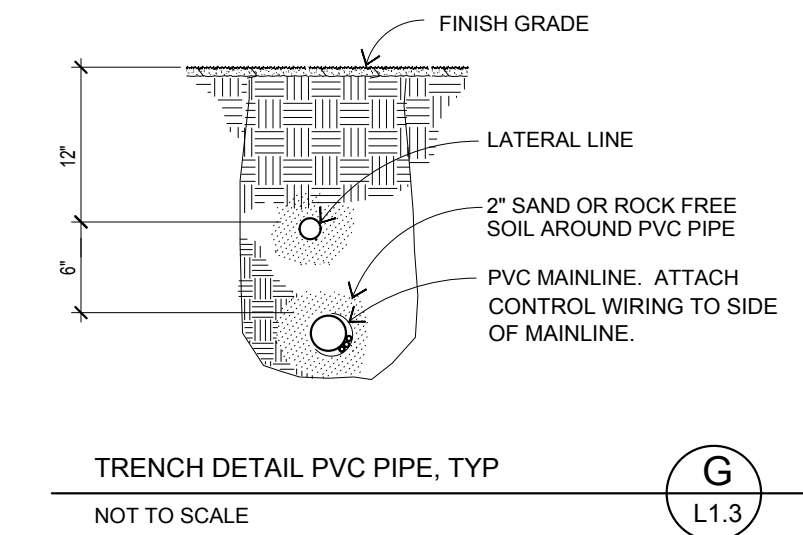
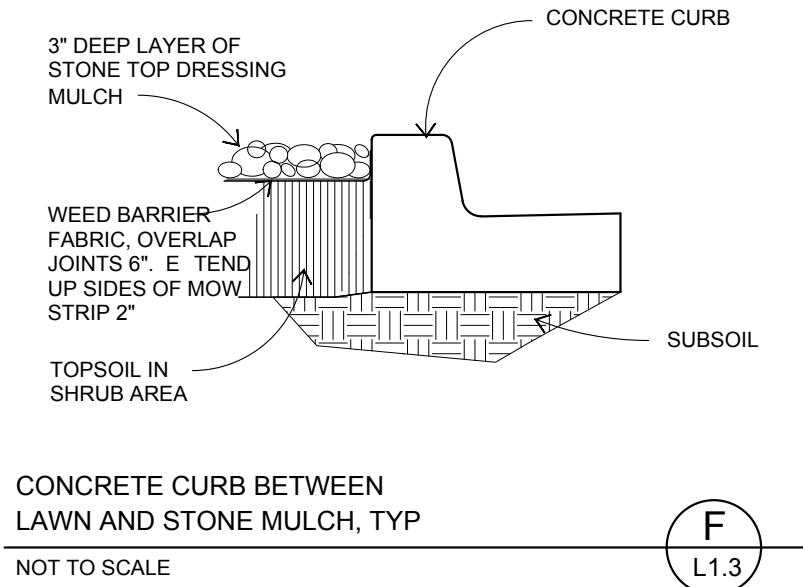
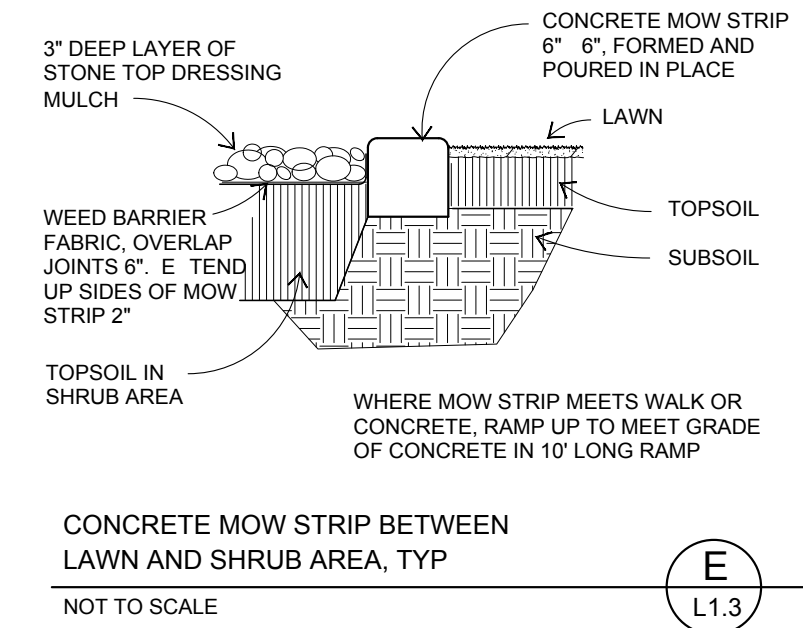
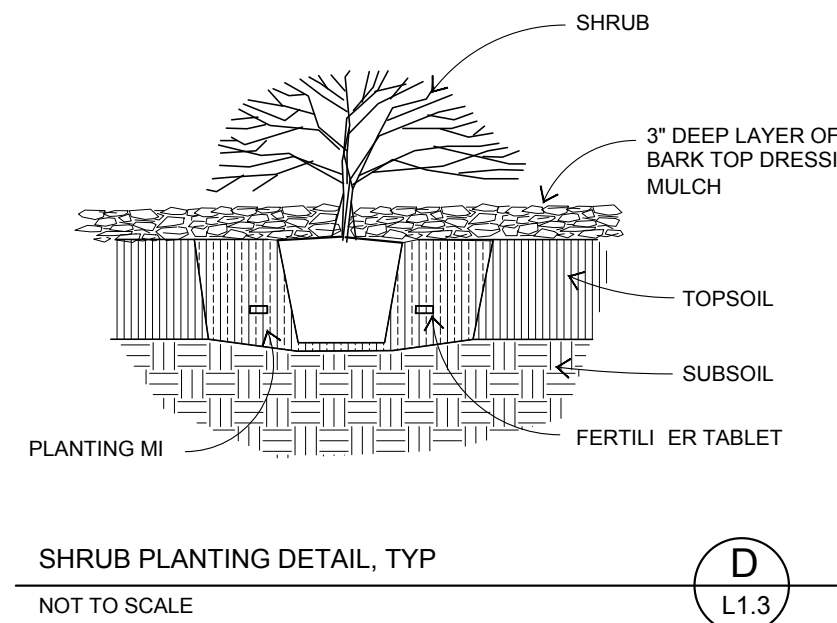
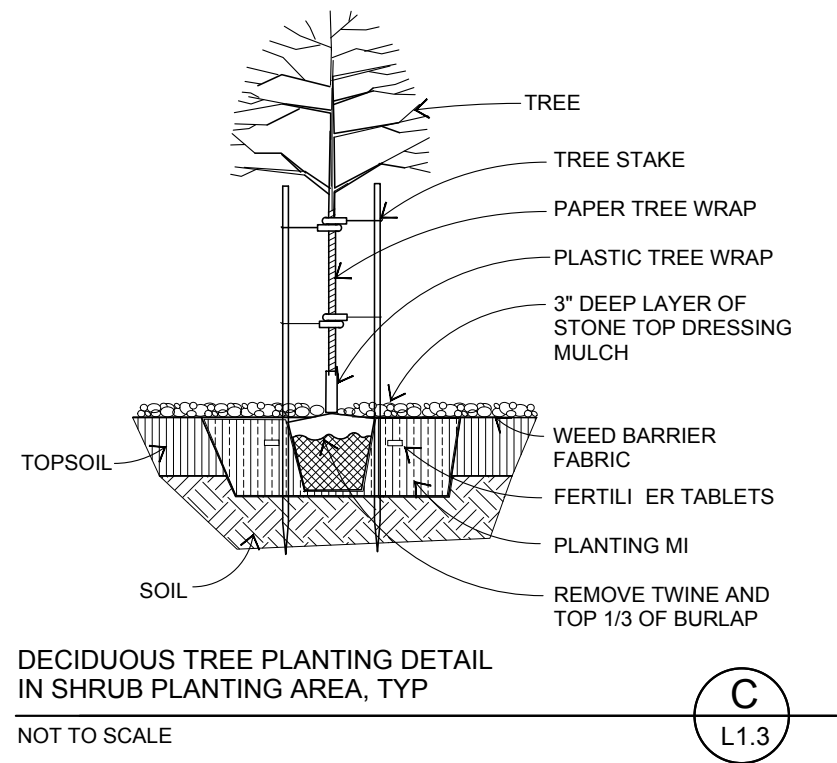
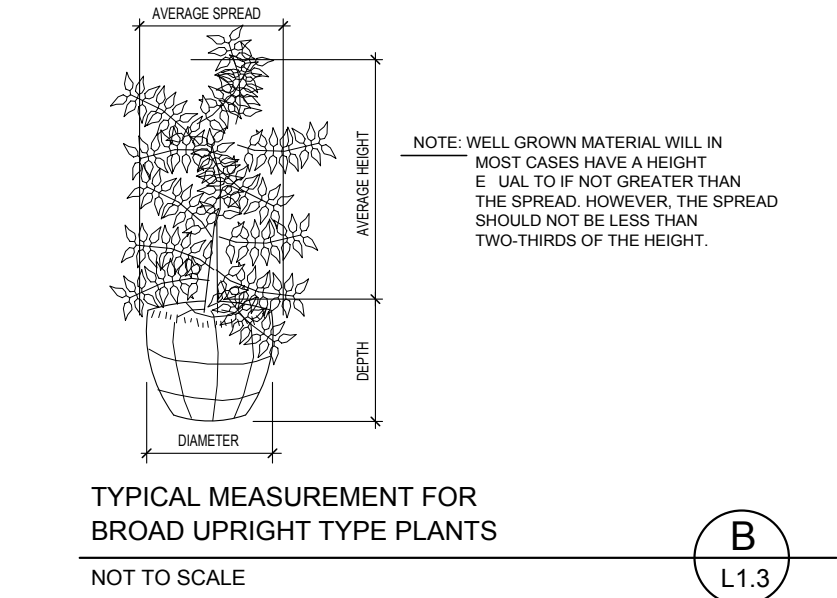
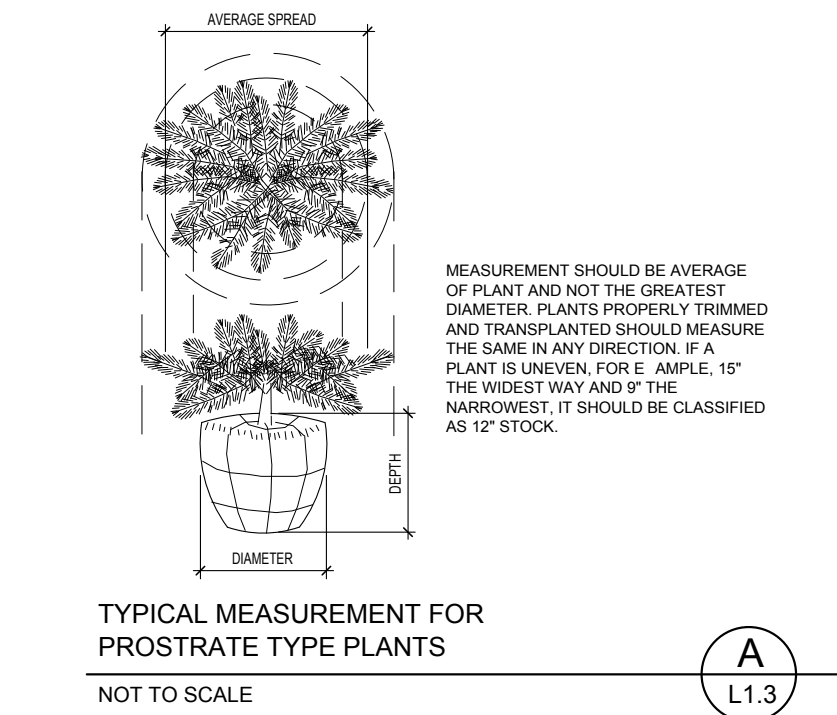
Ⓜ	1" SPRINKLER SYSTEM METER
⊗	STOP & WASTE VALVE: MUELLER MARK II ORISEAL, SI E: 1"
○	BACKFLOW PREVENTER: WATTS DCA-007- T, SI E: 1"
⊗	CONTROLLER: HUNTER I-CORE IC-600-M. LOCATE ON ELECTRICAL H FRAME, SEE ELECTRICAL DRAWINGS
⊞	UICK COUPLER VALVE: RAINBIRD, OR E , 33-DRLC
Ⓡ	HUNTER WRF-CLIK RAIN SENSOR, LOCATE ON ELECTRICAL H FRAME
⊕	CONTROL VALVE: HUNTER PGV-101A 1" ANGLE VALVE
⊕	CONTROL VALVE: HUNTER IC -101-LF DRIP CONTROL ONE KIT
---	MAINLINE: HDPE SDR 11 WITH BUTT WELDED FUSION FITTINGS, SI E: 1".
---	LATERAL LINE: PE-3408, ASTM D2239, 100 PSI, HIGH DENSITY POLYETHYLENE SI E: 1" UNLESS OTHERWISE NOTED.
▨	SLEEVE OR SLEEVES FOR LINES AND/OR WIRING. SI ES SHOWN ARE PIPE SI ES. SLEEVE SI E SHALL BE A MINIMUM OF TWO SI ES LARGER THAN PIPE SI E.

### NOTES

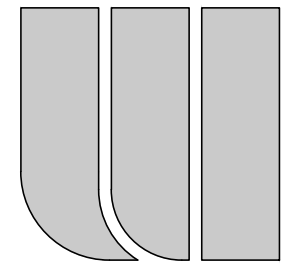
COMPLY WITH TOWN OF JACKSON RE UIREMENTS FOR INSTALLATION OF WATER METER, STOP AND WASTE VALVE AND DOUBLE CHECK ASSEMBLY.

REPAIR DAMAGE TO NEIGHBORING SPRINKLER SYSTEMS THAT MAY BE DAMAGED BY DEMOLITION OR CONSTRUCTION. USE NEW MATERIALS THAT MATCH E ISTING TO REPAIR DAMAGE.





COPYRIGHT WEAVER & ASSOCIATES PA  
DESIGN AND DRAWING NOT TO BE USED WITHOUT  
THE WRITTEN PERMISSION OF WEAVER & ASSOCIATES PA  
THE PROFESSIONAL SERVICES OF WEAVER & ASSOCIATES PA  
ARE UNDERTAKEN FOR AND PERFORMED IN THE INTEREST  
OF THE ARCHITECT. NO CONTRACTUAL OBLIGATION  
IS ASSUMED BY WEAVER & ASSOCIATES PA FOR  
THE BENEFIT OF ANY OTHER PERSON  
INVOLVED IN THE PROJECT



WEAVER & ASSOCIATES PA  
LANDSCAPE ARCHITECTURE - LAND PLANNING  
1605 SOUTH WOODRUFF AVENUE  
IDAHO FALLS, IDAHO 83404  
(208) 529-9504

630 EAST BROADWAY, JACKSON, WY 83001  
PARKING IMPROVEMENTS

TETON COUNTY HOSPITAL DISTRICT

© 2018 | ALL RIGHTS RESERVED

PERMIT SET

12.21.2018  
DRAWN BY | WEAVER  
REVISIONS

DETAILS

L1.3



- GRADING
1. Perform grading work required to prepare site for installation of landscaping as described in Contract documents.
  2. Contractor shall provide all topsoil. Topsoil shall be fertile, loose, friable, sandy loam with a pH range between 5.5 and 8.0, soluble salts less than 3.0 mmhos/cm, sodium absorption ratio less than 6.0 and organic content greater than one percent. Topsoil shall be free from toxic minerals and chemicals, noxious weeds, rocks larger than one inch in any dimension and other objectionable materials.
  3. Before rough grading, dig out weeds from planting areas by their roots and remove from site. Remove rocks larger than 6 inches in size and foreign matter such as building rubble, wire, cans, sticks, concrete, etc.
  4. Before placing topsoil in lawn areas, remove construction debris and rocks over 4" diameter.
  5. Topsoil depth - 12" in shrub and groundcover planting areas; 5" deep in lawn and native grass planting areas.
  6. Elevation of finish grade of amended topsoil after placement and compaction - Lawn areas: one inch below measured to top of sod soil; Groundcover areas: two inches below measured before placing soil pep; shrub areas: 4 inches below measured before placing top dressing mulch.
  7. Do not expose or damage existing shrub or tree roots. Slope grade to drain away from building for 12 feet minimum from walls at a slope of 1/2 inch per foot minimum, unless otherwise noted. High point of finish grade at building shall be 6 inches minimum below finish floor level. Direct surface drainage by molding surface to facilitate natural run-off of water. Fill low spots and pockets with top soil and grade to drain properly.

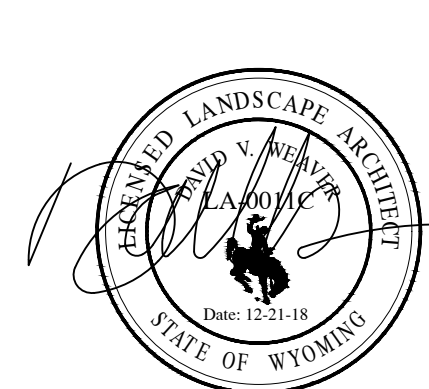
- SPRINKLER SYSTEM
1. Location of heads shown on Drawings is approximate. Actual placement may vary slightly as is required to achieve full, even coverage without spraying onto buildings, sidewalks, fences, etc. During layout, consult with Project Manager to verify proper placement and make recommendations where revisions are advisable. Minor adjustments in system layout will be permitted to avoid existing fixed obstructions.
  2. Arrange valve stations to operate in an easy-to-view progressive sequence around building. Record sequence on controller lid.
  3. As installation occurs, prepare accurate record drawing to be submitted before final inspection, including detail and dimension changes made during construction, significant details and dimensions not shown in original Contract Documents, field dimensioned locations of valve boxes, quick-coupler valves, control wire runs not in mainline ditch, and both ends of sleeves. Take dimensions from permanent constructed surfaces or edges located at or above finish grade. Take and record dimensions at time of installation. Reduce copy of record drawing to half-size, color key circuits, and laminate both sides with 5 mil thick or heavier plastic. Place laminated drawing with controller.
  4. Provide Operations & Maintenance Manual that lists complete instructions for system operation and maintenance, including winterizing.
  5. Work and materials shall be in accordance with latest rules and regulations, and other applicable state or local laws. Nothing in Contract Documents is to be construed to permit work not conforming to these codes.
  6. Contractor shall include in bid a one year guarantee that shall include: filling and repairing depressions and replacing plantings due to settlement of irrigation trenches for one year following acceptance of Project, a guarantee that the system has been adjusted to supply proper coverage of areas to receive water, a guarantee of replacement for all materials and workmanship that do not function according to manufacturer's specifications and as designed, and that the system can be adequately drained to protect from freeze damage.
  7. After system is installed and approved, instruct Owner in complete operation and maintenance.
  8. Drain entire system at end of first watering season following installation. Train Owner by having him assist in winterizing procedure.
  9. Materials:
    - a. Pea Gravel shall be 1/2 inch maximum round, water worn, washed rock.
    - b. Native Material shall be soil native to project site free of wood and other deleterious materials and rocks over 1-1/2 inches.
    - c. Topsoil - Remove rocks, roots, sticks, clods, debris, and other foreign matter over 1-1/2 inches longest dimension encountered during trenching.
    - d. Pipe shall be continuously and permanently marked with Manufacturer's name, size, schedule, type, and working pressure. Pipe sizes shown on Drawings are minimum. Larger sizes may be substituted without additional cost to Owner. Pipe materials shall be as shown on drawings.
    - e. Fittings shall be the same material as pipe for PVC pipe, and insert fittings for polyethylene pipe.
    - f. Sleeves under parking area and driveway paving shall be Schedule 40 PVC Pipe. All other sleeves shall be Class 200 PVC Pipe. Sleeve diameter shall be two times larger than pipe installed in sleeve. Extend sleeves 6 inches minimum beyond walk or pavement edge.
    - g. Sprinkler heads shall conform to requirements shown on Drawings as to type, size, radius of throw, pressure, and discharge. Equals must be approved by Project Manager before bidding. Each type of head shall be product of single Manufacturer.
    - h. Sprinkler risers Toro "Funny-pipe" or equal, unless shown otherwise on drawings. Length shall be 14 inches minimum and 24 inches maximum.
    - i. Automatic sprinkler control wiring shall be UF-UL listed, color coded copper conductor direct burial cable sized according to controller manufacturer's recommendations. Do not use green color coded wire.
    - j. Waterproof wire connectors shall be 3M DBV series, or equal.
    - k. Automatic controller shall be make and model shown on Drawings.
    - l. Electric valves shall be make and model shown on Drawings.
    - m. Stop valves shall be bronze construction, 150 pound class, threaded connections as shown on drawings.
    - n. Backflow prevention device shall be make and model shown on Drawings or as required by local code.
    - o. Valve boxes shall be rectangular, heavy duty, with lock top or snap top lids. Boxes shall be large enough for easy removal or maintenance of valves. Use extensions as required. Approved Manufacturers: Ametek or Brooks.
    - p. Other components shall be as recommended by Manufacturer and subject to Owner's review and acceptance. Provide components necessary to complete and make system operational.
  10. During construction and storage, protect materials from damage and prolonged exposure to sunlight. Work damaged during course of work of this Section shall be replaced or repaired at no additional cost to Owner. If damaged work is new, repair or replacement shall be permitted by installer of original work. Do not cut existing tree roots measuring over 2 inches in diameter in order to install sprinkler lines.
  11. Drawings show arrangement of piping. Should local conditions necessitate rearrangement, obtain written approval of Owner before proceeding with installation.
  12. Pulling of polyethylene pipe is permitted; pulling PVC pipe is not permitted.
  13. For PVC pipe, over-excavate trenches 2 inches and bring back to indicated depth by filling with rock-free soil or sand. Separate out rocks larger than 1/2 inch in any direction uncovered in trenching operation from excavated material and remove from area to receive landscaping. Cover PVC pipe both top and sides with 2 inches of rock-free soil. Remainder of backfill to within 5 inches of finish grade shall be site soil. Top 5 inches of backfill shall be topsoil. Do not cover pressure main fittings until Project Manager has inspected and approved system.
  14. Sleeve water lines and control wires under walks and paving. Use one water pipe maximum per sleeve. Sleeve control wiring in separate sleeve. Position sleeves with respect to buildings and other obstructions so pipe can be easily removed.
  15. Install piping so system can be completely drained using compressed air. Slope pipes under parking areas or driveways to drain outside these areas.

16. Install pipe in manner to provide for expansion and contraction as recommended by Manufacturer. Unless otherwise indicated on Drawings, install main lines with minimum cover of 18 inches based on finished grade. Install lateral lines with minimum of 12 inches of cover based on finish grade. Install pipe and wires under driveways or parking areas in specified sleeves 18 inches minimum below finish grade or as shown on Drawings.
  17. Locate no sprinkler head closer than 12 inches from building foundation. Heads immediately adjacent to lawn edges, walks, or curbs shall be one inch below top of lawn edge, walk, or curb and spaced with a consistent 3 inches clearance between head and lawn edge, walk, or curb.
  18. Cut plastic pipe square. Remove burrs at cut ends prior to installation so unobstructed flow will result. Make solvent weld joints as follows:
    - a. Do not make solvent weld joints if ambient temperature is below 40 deg F.
    - b. Clean mating pipe and fitting with clean, dry cloth and apply one coat of P-70 primer to each.
    - c. Apply uniform coat of 711 solvent to outside of pipe. Apply solvent to fitting in a similar manner. Re-apply light coat of solvent to pipe and quickly insert into fitting.
    - d. Twist pipe or fitting a quarter turn to insure even distribution of solvent and make sure pipe is inserted to full depth of fitting socket. Hold in position for 15 seconds minimum or long enough to secure joint.
    - e. Wipe off solvent appearing at outer shoulder of fitting. Do not use excessive amount of solvent that may cause obstruction to form on inside of pipe.
    - f. Allow joints to set at least 24 hours before applying pressure to PVC pipe.
  19. Tape threaded connections for mainline and valves with teflon tape.
  20. Do not install polyethylene pipe which has been kinked or damaged.
  21. Install controller, control wires, and valves in accordance with Manufacturer's recommendations and according to electrical code.
  22. Install valves in rectangular plastic boxes with reinforced heavy duty plastic covers. Do not install more than two valves in single box. Place concrete paver below valve box at each corner. Install gravel below paver to depth of excavation. Install valve box over valve so all parts of valve can be reached for service. Set cover of valve box one inch above finish grade. Valve box shall be reasonably free from dirt and debris.
  23. Install control wiring adjacent to mainline. Install a 24" loop of all control wiring in each valve box. Use waterproof wire connectors at splices and locate all splices within valve boxes. Use white or gray color for common wire and other color for all other wire. Each common wire may serve only one controller. Install one extra control wire from panel continuously from valve to valve throughout system similar to common wire for use if a wire fails. Extra wire shall be different color than all other wires and shall be marked in each control box as an extra wire.
  24. Backflow prevention device shall be install in accordance with codes.
  25. Before installation of sprinkler heads or emitters, open control valves and use full head of water to flush out system. Set sprinkler heads and quick-coupler valves perpendicular to finish grade.
  26. Test pressure mainline at 100 psi minimum for 1 hour minimum and make certain there are no leaks before backfilling. Notify Project Manager 2 working days minimum before testing. Adjust heads to proper grade when turf is sufficiently established to allow walking on it without appreciable harm. Such lowering or raising of heads shall be part of original contract with no additional cost to Owner. Adjust sprinkler heads for proper distribution and trim so spray does not fall on building. Adjust watering time of valves to provide proper amounts of water to all plants.
- SOIL PREPARATION
1. Take care to avoid conditions which will create hazards. Post signs or barriers as required.
  2. After topsoil has been installed and accepted by Project Manager, install fertilizer and compost.
  3. Install 16-16-8 fertilizer in lawn and seeded areas at the rate of 10 lbs. per 1,000 sq. ft.
  4. Install commercial, weed free compost in lawn and seeded areas with a mixture of one part compost to three parts topsoil.
  5. Rototill fertilizer and compost into top 4 inches of top soil until homogeneous mixture results. Fertilizer may be applied during the Hydroseeding process in seeded areas.
  6. Notify Project Manager two working days minimum prior to rototilling in any soil additive.
  7. Provide adequate means for protection from damage through excessive erosion, flooding, heavy rains, etc. Install wattles as required to direct runoff to established drainage structures. Install U.S. Erosion, or equal, 12" wattles made with 100% weed free wheat straw. Repair or replace damaged areas.
- PLANTINGS
1. Plants shall conform to requirements of Plant List and Key on Drawings and to 'Horticultural Standards' of AAN as to kind, size, age, etc.
  2. Guarantee shrubs, trees, ground covers, and vines meeting approval at Substantial Completion to live and remain in healthy condition for one year minimum from date landscape installation is accepted as complete.
  3. Plant names used in Plant List shall conform to 'Standardized Plant Names' by American Joint Committee on Horticultural Nomenclature except in cases not covered. In these instances, follow custom of nursery trade. Plants shall bear a tag showing the genus, species, and variety of at least 10 percent of each species delivered to site.
  4. Plants shall be sound, healthy, vigorous, free from plant disease, insect pests or their eggs, noxious weeds, and have healthy, normal root systems. Container stock shall be well established and free of excessive root-bound conditions. Do not prune plants or top trees prior to delivery.
  5. Plant materials shall be subject to approval by Project Manager as to size, health, quality, and character. Bare root trees or shrubs are not acceptable. Provide plant materials from a licensed nursery
  6. All plantings are subject to approval by Project Manager before delivery to site.
  7. Measure height and spread of all plant materials with branches in their normal position as indicated on Drawings or Plant List. Measurement should be average of plant, not greatest diameter. For example, plant measuring 15 inches in widest direction and 9 inches in narrowest would be classified as 12 inch stock. Plants properly trimmed and transplanted should measure same in every direction. Measure caliper of trees 6 inches above surface of ground. Where caliper or other dimensions of plant materials are omitted from Plant List, plant materials shall be normal stock for type listed. Plant materials larger than those specified may be supplied, with prior written approval of Project Manager, if complying with Contract Document requirements in all other respects, and if at no additional cost to Owner, and if sizes of roots or balls are increased proportionately.
  8. Plant materials shall be symmetrical or typical for variety and species and conform to measurements specified in Plant List. Well grown material will generally have height equal to or greater than spread. However, spread shall not be less than 2/3 height.
  9. Planting Mix shall be a mixture of three parts topsoil and one part commercial, weed free compost.
  10. Planting Tablets shall be 21 gram Agriform 20-10-5.
  11. Tree stakes shall be 2" diameter, 8' long Lodgepole pine. Use flex strap tree ties. Tree Guys shall be 1/2" steel stakes and 1/2" poly rope with new rubber hose to protect tree.
  12. Bark Chips or Wood Top Dressing Mulch shall be "Supreme Walk-on" douglas fir bark in shrub areas; "Soil pep" in groundcover areas, unless shown otherwise on drawings.
  13. Stone Top Dressing Mulch shall be as shown on drawings.
  14. Weed barrier fabric shall be DeWitt 4.1 oz. 20 year woven polypropylene, or equal.
  15. Before proceeding with work, check and verify dimensions and quantities. Report variations between Drawings and site to Project Manager before proceeding with work.
  16. Plant totals are for convenience only and are not guaranteed. Verify amounts shown on Drawings. All plantings shown on Drawings are required unless indicated otherwise.
  17. Take care and preparation in work to avoid conditions which will create hazards. Post signs or barriers as required. Provide adequate means for protection from damage through excessive erosion, flooding, heavy rains, etc. Repair or replace damaged areas.
  18. Layout individual tree and shrub locations and areas for multiple plantings. Stake locations and outline areas. Secure Project Manager's acceptance before planting. Make minor adjustments as may be requested.

19. Interface with other work. Do not plant trees and shrubs until major construction operations are completed and until sprinkler system is completed and approved.
  20. If underground construction work or obstructions are encountered in excavation of planting holes, Project Manager will select alternate locations.
  21. Install plantings in holes at least three times greater in diameter than root ball or container. Holes for shrubs shall be deep enough to allow one inch of tamped planting mix beneath root ball. Holes for trees shall be one inch deeper than bottom of root ball. Do not use soil that has been taken from excavation of holes for landscaping purposes.
  22. Remove binders and containers. Remove top 1/3 of wire basket, burlap and plastic twine binders.
  23. Plant immediately after removing binding material and containers. Place trees and shrubs in holes so, after watering and settling, top of root ball shall be approximately one inch higher than finished grade. Properly cut off broken or frayed roots. Center plant in hole and backfill with specified planting mix. Make ring of mounded soil around hole's perimeter to form a temporary watering basin.
  24. Install planting tablets in relation to root ball as recommended by manufacturer in plant pit as follows:
    - a. One Gallon Shrub - 1 Tablet
    - b. 5 Gallon Shrub/Tree - 3 Tablets
    - c. 24" Shrub/Tree - 6 Tablets
    - d. 36" Tree - 8 Tablets
    - e. 48" Tree - 12 Tablets
    - f. 60" Tree - 18 Tablets
    - g. 90" Tree - 24 Tablets
  25. Settle by firming and watering to bring top of ball down to one inch higher than surrounding soil. Make adjustments in positions of plants as directed by Project Manager. Thoroughly water trees and shrubs immediately after planting.
  26. Install adequate support for trees. Guy trees 3" caliper or larger. Place tree guys 6 to 12 inches below crotch of main tree canopy.
  27. After plantings are accepted by Project Manager, remove temporary watering basins and rake planting area smooth. Install weed barrier fabric as indicated on drawings. Mulch shrub planting areas with specified top dressing mulch 3" deep unless shown otherwise. Install soil pep top dressing mulch 1" deep in perennial planting areas unless shown otherwise. Place top dressing mulch to uniform depth and rake to neat finished appearance.
- SEEDING
1. Do not install seeding until planting and sprinkler system work has been completed and approved. Do not install seed if ground is frozen. Install seed mixture as shown below.
  2. Provide certificate of weight, purity, and germination rate.
  3. Take care and preparation in work to avoid conditions which will create hazards. Post signs or barriers as required. Provide adequate means for protection from damage through excessive erosion, flooding, heavy rains, etc. Repair or replace damaged areas. Keep site well drained and landscape excavations dry.
  4. Seven days maximum prior to seeding:
    - a. Loosen area 3 inches deep, dampen thoroughly, and cultivate to properly break up clods and lumps. Remove from site clods, rocks, weeds, roots, and debris.
    - b. Install topsoil to specified depth and thoroughly mix amendments into top 4" of topsoil.
    - c. Grade and shape area to receive seed to bring surface to true uniform planes free from irregularities and to provide drainage and proper slope to catch basins.
    - d. Rake or scarify and cut or fill irregularities that develop as required until area is true and uniform, free from lumps, depressions, and irregularities.
  5. Final grade of soil after seeding is complete shall be one inch below top of adjacent pavement or edge of any kind.
  6. Apply seed slurry with a hydraulic seeder evenly in two intersecting directions. Install seed at the rate of one lb per 1,000 sq. ft., 16-16-16 fertilizer at the rate of 10 lbs per 1,000 sq. ft. and mulch at the rate of one 50 lb bale per 1,000 sq. ft. or as shown. Seed shall be as shown on drawings.
  7. Seeded areas will be accepted at final inspection if seeded areas are properly established and seed is free of bare and dead spots and without weeds.
  8. Areas seeded after October 31st will be accepted following spring (June 1st) approximately one month after start of growing season if specified conditions have been met.
  9. Replace damaged areas at no additional cost to Owner.
  10. Immediately clean up any soil or debris spilled onto pavement and dispose of all deleterious materials.
  11. Provide adequate protection of seeded areas against trespassing, erosion, and damage of any kind. Remove this protection after seeded areas have been accepted by Owner.

- SODDING
1. Cut and lift sod by approved methods. Cut sod in pieces approximately 3/4 to one inch thick. Roll or fold sod so it may be lifted and handled without breaking or tearing and without loss of soil.
  2. Schedule deliveries to coincide with topsoil operations and laying. Keep storage at job site to minimum without causing delays. Deliver, unload and store sod on pallets within 24 hours of being lifted. Do not deliver small, irregular or broken pieces of sod.
  3. During wet weather, allow sod to dry sufficiently to prevent tearing during lifting and handling. During dry weather, protect sod from drying. Water as necessary to insure vitality and to prevent excess loss of soil in handling. Sod which dries out will be rejected.
  4. Do not commence installation of sod until planting and sprinkler system work has been completed and approved. Do not install sod after October 31 or before March 15.
  5. Sod shall be superior sod grown from certified, high quality, seed of known origin or from plantings of certified grass seed. Assure satisfactory genetic identity and purity. Assure over-all high quality and freedom from noxious weeds or an excessive amount of other crop and weedy plants at time of harvest. Sod shall be a blend of three or more types Kentucky Bluegrass for turf. Native grass sod shall be equal to Teton Turf native grass sod, or as shown on drawings.
  6. Take care and preparation in work to avoid conditions which will create hazards. Post signs or barriers as required. Provide adequate means for protection from damage through excessive erosion, flooding, heavy rains, etc. Repair or replace damaged areas. Keep site well drained and landscape excavations dry.
  7. Seven days maximum prior to sodding:
    - a. Loosen area 4 inches deep, dampen thoroughly, and cultivate to properly break up clods and lumps. Remove clods, rocks, weeds, roots and debris.
    - b. Install topsoil to specified depth and thoroughly mix amendments into top 4" of topsoil.
    - c. Grade and shape area to receive sod to bring surface to true uniform planes free from irregularities and to provide drainage and proper slope to catch basins.
    - d. After lawn areas have been prepared, take no heavy objects over them except lawn rollers.
    - e. After preparation of lawn areas and with topsoil in semi-dry condition, roll lawn planting areas in two directions at approximately right angles with approved grading equipment.
    - f. Rake or scarify and cut or fill irregularities that develop as required until lawn area is true and uniform, free from lumps, depressions, and irregularities.
  8. Final grade of soil after sodding of lawn areas and wildflower sod areas is complete shall be one inch below top of adjacent pavement of any kind.
  9. Lay sod during growing season. Sodding during dry summer period, at freezing temperatures, or over frozen soil is not acceptable. Lay sod within 36 hours of being lifted. Lay sod in rows with joints staggered. Butt sections closely without overlapping or leaving gaps between sections. Cut out irregular or thin sections with a sharp knife. Lay sod flush with adjoining existing sodded surfaces. Do not sod slopes steeper than 3:1. Consult with Project Manager for alternate treatment.
  10. After sodding of lawn is complete roll horizontal surface areas in two directions perpendicular to each other. Repair and re-roll areas with depressions, lumps, or other irregularities. Heavy rolling to correct irregularities in grade will not be permitted.
  11. Water sodded areas immediately after sod laying to obtain moisture penetration through sod into top 4 inches of topsoil.
  12. Sodded areas will be accepted at final inspection if sodded areas are properly established, if sod is free of bare and dead spots and without weeds, if no surface soil is visible when grass has been cut to height of 2 inches, and when sodded lawn areas have been mowed a minimum of once.
  13. Areas sodded after October 1st will be accepted following spring (July 1st) approximately one month after start of growing season if specified conditions have been met.
  14. Replace damaged areas at no additional cost to Owner.
  15. Immediately clean up any soil or debris spilled onto pavement and dispose of all deleterious materials.
  16. Provide adequate protection of sodded areas against trespassing, erosion, and damage of any kind. Remove this protection after sodded areas have been accepted by Project Manager.

- MAINTENANCE
1. Maintain landscaping from completion of landscape installation to 30 days after Substantial Completion Meeting. If Substantial Completion Meeting occurs between September 1st and May 1st, then maintenance period shall extend to the following June.
  2. Maintain seeded areas until seed has germinated and filled in. Water as required. Re-fertilize using 16-16-0 at the rate of 10 lbs. per 1,000 s.f. three weeks after seeding.
  3. Maintain sodded native grass areas until lawn complies with specified requirements and throughout maintenance period. Water sodded areas in sufficient quantities and at required frequency to maintain sub-soil immediately under sod continuously moist 3 to 4 inches deep. Mow once at the end of growing season. Mow to a height of 6". A minimum of one mowing is required. Re-fertilize at the rate of 10 lbs. per 1,000 s.f. three weeks after sodding.
  4. Maintain sodded turf areas until lawn complies with specified requirements and throughout maintenance period. Water sodded areas in sufficient quantities and at required frequency to maintain sub-soil immediately under sod continuously moist 3 to 4 inches deep. Mow turf grass the first time when it reaches 3 inches high. Continue to mow at least once each week throughout maintenance period. Remove clippings. A minimum of one mowing is required. Re-fertilize at the rate of 10 lbs. per 1,000 s.f. three weeks after sodding.
  5. Maintain trees, shrubs and groundcover by pruning, cultivating, and weeding as required for healthy growth. Tighten and repair stake and guy supports and reset trees and shrubs to proper grades or vertical positions as required. Spray as required to keep trees and shrubs free of insects and disease. Provide supplemental water by hand as needed in addition to water from sprinkling system.
  6. Project Manager will inspect landscaping installation approximately 2 weeks before Substantial Completion. Replace landscaping that is dead or appears dead as directed by Project manager within 10 days of notification and before Substantial Completion.
    - a. Seeded areas that do not germinate and fill in shall be re-seeded and guaranteed and maintained an additional 30 days from date of re-seeding.
    - b. Sodded lawn that does not live shall be replaced and guaranteed and maintained an additional 30 days from date of replacement.



JACKSON, WY  
307.733.9955

WEAVER & ASSOCIATES PA

LANDSCAPE ARCHITECTURE - LAND PLANNING

1605 SOUTH WOODRUFF AVENUE  
IDAHO FALLS, IDAHO 83404  
(208) 529-9504

630 EAST BROADWAY, JACKSON, WY 83001  
PARKING IMPROVEMENTS

## TETON COUNTY HOSPITAL DISTRICT

© 2018 | ALL RIGHTS RESERVED

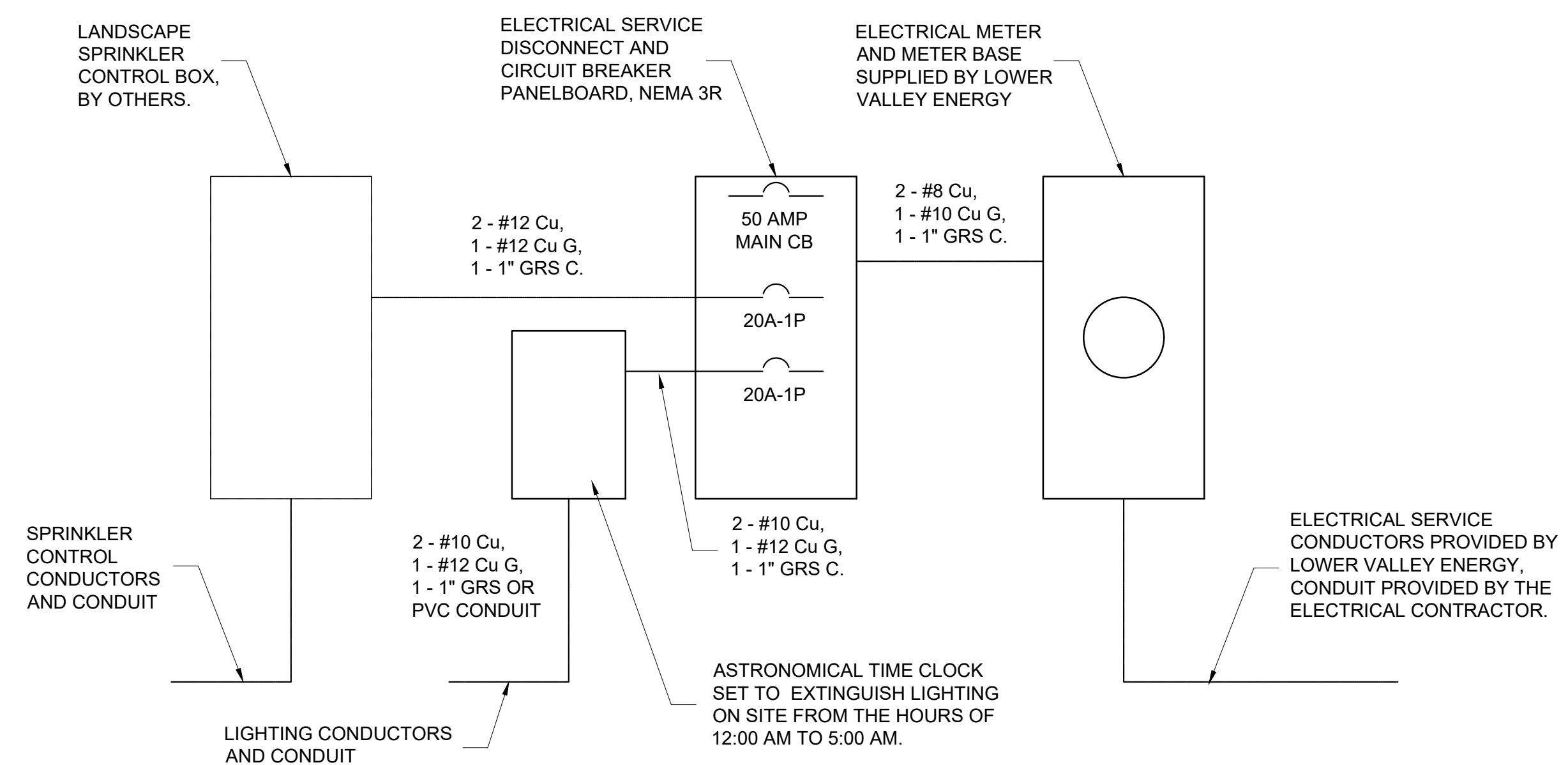
PERMIT SET

12.21.2018  
DRAWN BY | WEAVER  
REVISIONS

SPECIFICATIONS

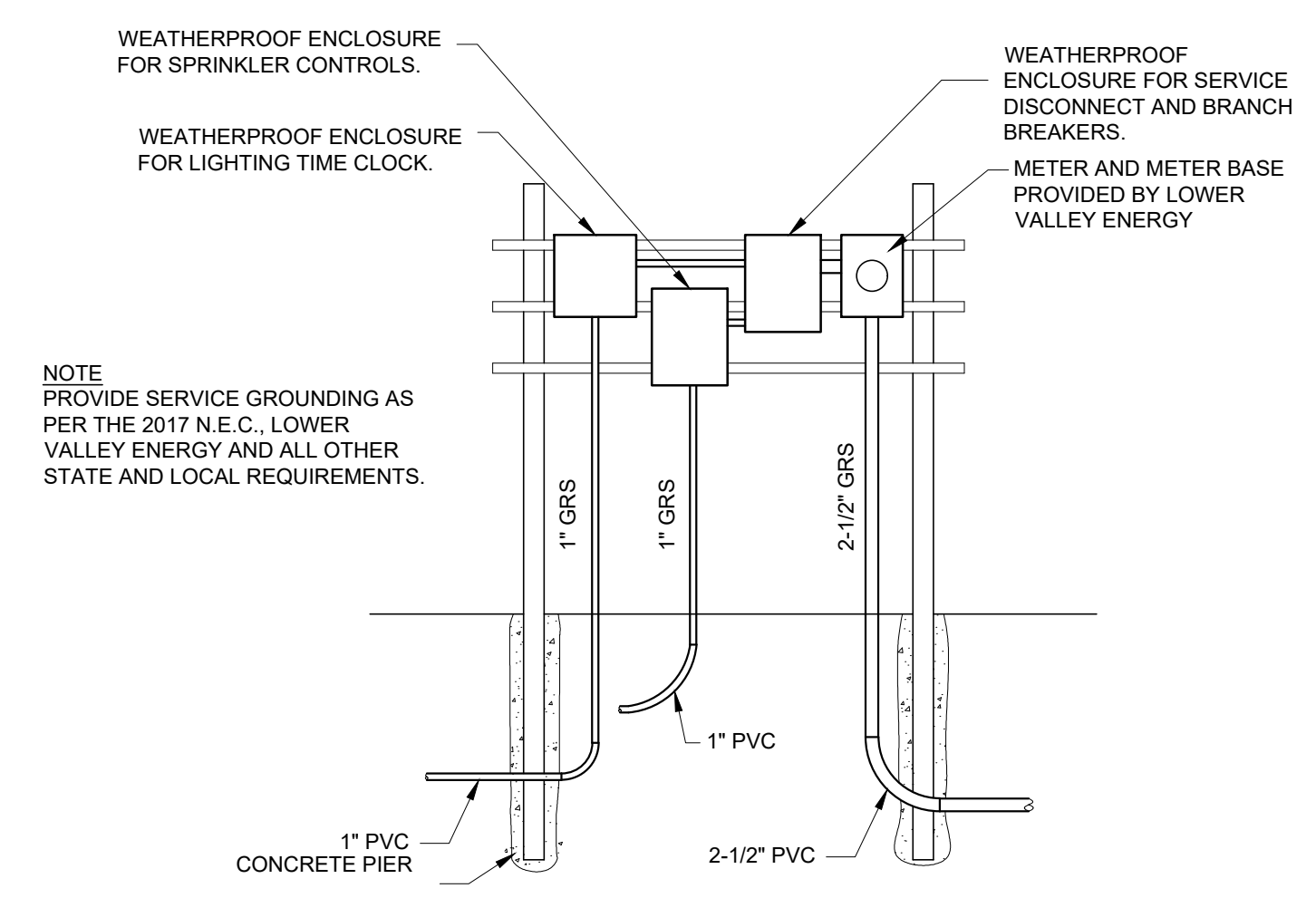
# L1.4





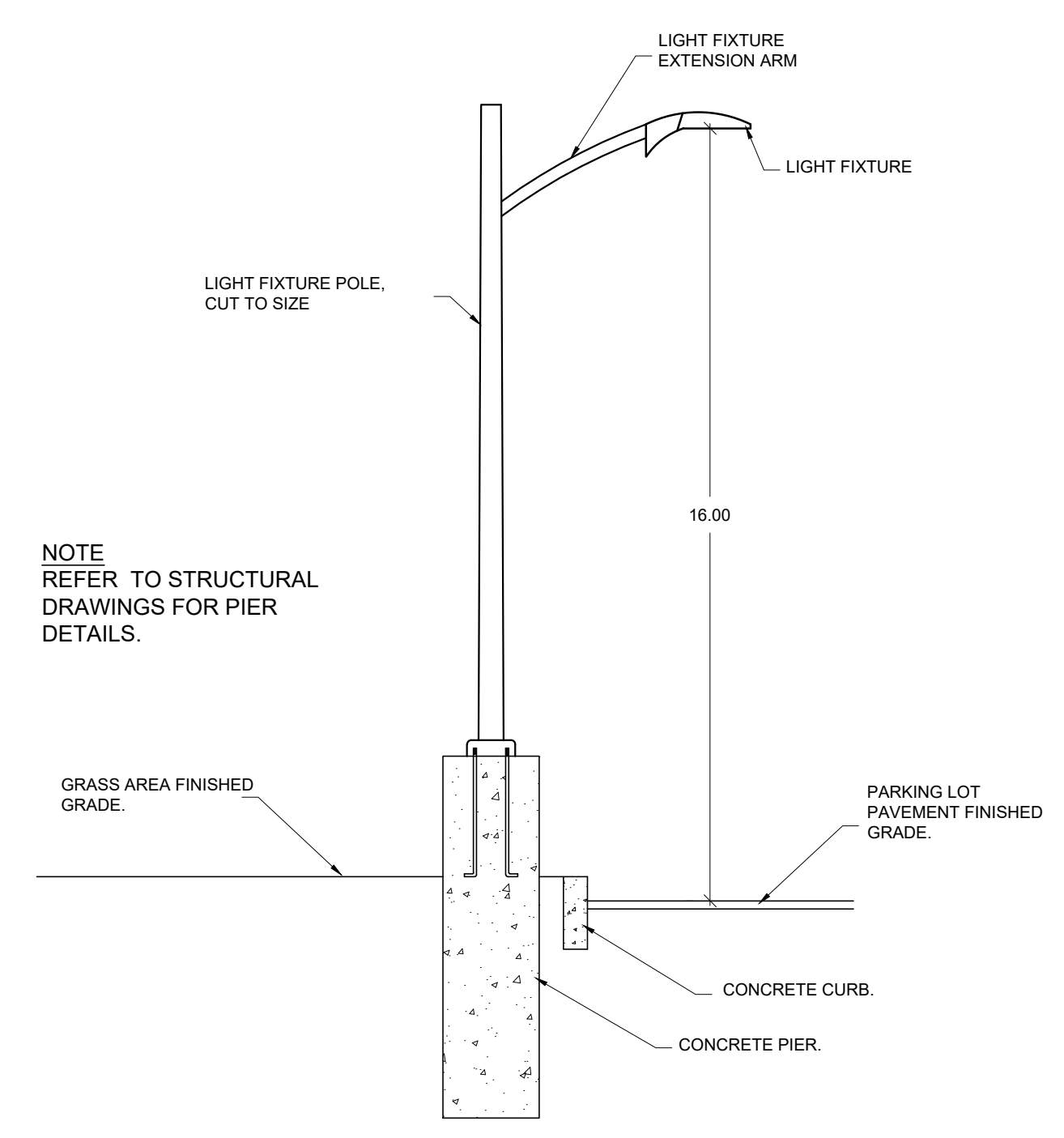
**ELECTRICAL ONE-LINE DIAGRAM**

NO SCALE



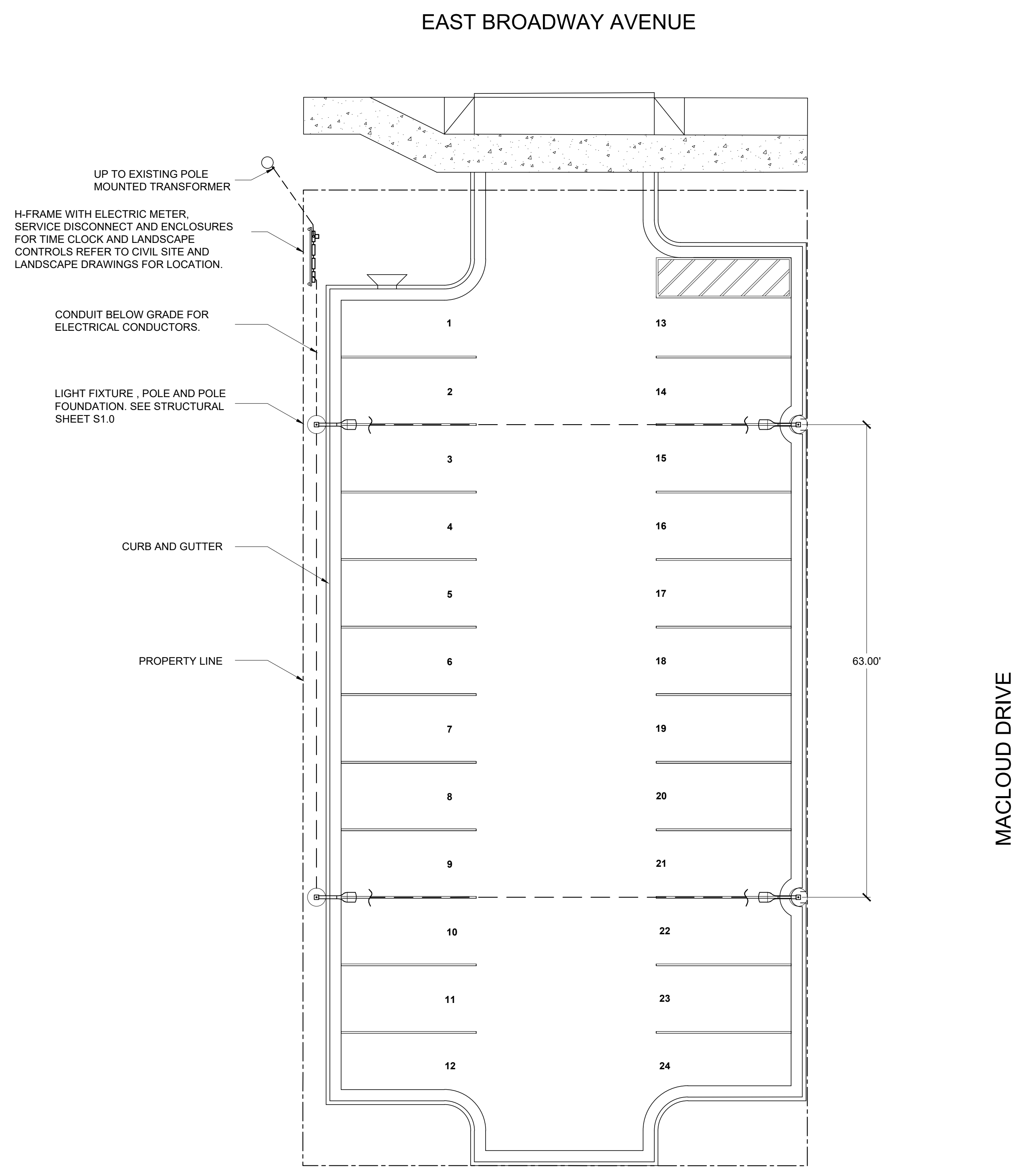
**SERVICE EQUIPMENT DETAIL**

NOT TO SCALE



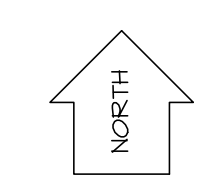
**LIGHT FIXTURE DETAIL**

NOT TO SCALE



**LIGHTING PLAN**

SCALE 1" = 10'







JACKSON, WY  
307.733.9955

DIVISION 16 ELECTRICAL  
SECTION 16010  
GENERAL PROVISIONS

SECTION 16100  
BASIC MATERIALS

1.01 SCOPE OF WORK

- A. WORK SHALL CONSIST OF FURNISHING ALL LABOR, EQUIPMENT, SUPPLIES AND MATERIALS NECESSARY FOR THE INSTALLATION OF A COMPLETE AND OPERATING ELECTRICAL SYSTEM AS REQUIRED BY THE SPECIFICATIONS AND AS SHOWN ON THE DRAWINGS.
- B. THE OMISSION OF EXPRESS REFERENCE TO ANY WORK NECESSARY OR REASONABLY INCIDENTAL TO A COMPLETE INSTALLATION DOES NOT RELEASE THE CONTRACTOR FROM PROVIDING SUCH WORK.
- C. ALL MATERIALS SHALL CONFORM TO CURRENT APPLICABLE INDUSTRY STANDARDS. WORKMANSHIP AND NEAT APPEARANCE SHALL BE AS IMPORTANT AS THE ELECTRICAL OPERATION. DEFECTIVE OR DAMAGED MATERIALS SHALL BE REPLACED OR REPAIRED PRIOR TO FINAL ACCEPTANCE.
- D. ALL ELECTRICAL MATERIALS SHALL BE LABELED OR LISTED BY A NATIONALLY RECOGNIZED TESTING LABORATORY.
- E. THE LATEST ADDITION OF THE NATIONAL ELECTRIC CODE IS THE MINIMUM GUIDELINE.

1.02 SPECIAL REQUIREMENTS

- A. THE ELECTRICAL CONTRACTOR IS RESPONSIBLE FOR ALL ELECTRICAL CONNECTIONS TO LIGHTING SYSTEM, SPRINKLER SYSTEM AND MISCELLANEOUS APPARATUS IN ORDER TO COMPLETE THE ELECTRICAL SYSTEM.
- B. THE DRAWINGS INDICATE THE GENERAL ARRANGEMENT OF OUTLETS, SWITCHES, PANELBOARDS AND OTHER WORK. DATA PRESENTED ON THESE DRAWINGS IS AS ACCURATE AS PLANNING CAN DETERMINE, BUT FIELD VERIFICATION OF ALL DIMENSIONS, LOCATIONS, LEVELS, ETC., TO SUIT FIELD CONDITIONS IS REQUIRED TO BE PERFORMED BY THE ELECTRICAL CONTRACTOR. REVIEW ALL ARCHITECTURAL AND CIVIL / SITE DRAWINGS AND SPECIFICATIONS PRIOR TO BIDDING PROJECT.
- C. THE COMPLETE INSTALLATION SHALL COMPLY WITH REQUIREMENTS OF THE UTILITY COMPANY FURNISHING SERVICE TO THIS INSTALLATION. APPLICABLE CODES AND ORDINANCES TAKE PRECEDENCE WHEN THEY ARE MORE STRINGENT.
- D. THE ENTIRE ELECTRICAL SYSTEM INSTALLED UNDER THIS CONTRACT SHALL BE LEFT IN PROPER WORKING ORDER. REPLACE, WITHOUT ADDITIONAL COST, ANY WORK, MATERIAL OR EQUIPMENT WHICH DEVELOPS DEFECTS IN DESIGN OR WORKMANSHIP WITHIN ONE YEAR FROM DATE OF FINAL ACCEPTANCE.
- E. ALL EQUIPMENT SHALL BE NEW AND UL LABELED.

1.03 CONSTRUCTION LIGHTING AND POWER

- A. PROVIDE ALL TEMPORARY FACILITIES REQUIRED TO SUPPLY CONSTRUCTION POWER AND LIGHT. INSTALL AND MAINTAIN FACILITIES IN A MANNER THAT WILL PROTECT THE PUBLIC AND WORKMEN. COMPLY WITH ALL APPLICABLE LAWS AND REGULATIONS.
- B. SIZE AND ARRANGEMENT OF THE TEMPORARY SERVICE SHALL BE COORDINATED WITH THE GENERAL CONTRACTOR.
- C. UPON COMPLETION OF THE WORK, REMOVE ALL TEMPORARY FACILITIES FROM THE SITE.
- D. THE GENERAL CONTRACTOR SHALL PAY FOR ALL POWER AND LIGHT USED BY HIM AND HIS SUBCONTRACTORS WHERE CONSTRUCTION POWER IS SEPARATELY METERED, OR IS TAKEN FROM PERMANENT PROJECT METERED SERVICE SOLELY FOR CONSTRUCTION USE.

1.04 COORDINATION

- A. ALL UTILITY COMPANY SERVICE REQUIREMENTS SHALL BE SCHEDULED IN ADVANCE SO THAT THE PROJECT IS NOT DELAYED.
- B. ANY CHANGES OR DEVIATIONS FROM THE DRAWINGS AND SPECIFICATIONS MUST BE APPROVED IN ADVANCE BY THE ARCHITECT AND THE OWNER. ALL ERRORS IN INSTALLATION SHALL BE CORRECTED AT NO EXPENSE TO THE OWNER.
- C. UPON COMPLETION OF WORK, ALL EQUIPMENT AND MATERIALS SHALL BE INSTALLED COMPLETE, THOROUGHLY CHECKED AND ADJUSTED.

1.05 PERMITS

- A. OBTAIN AND PAY FOR ALL PERMITS, FEES, LICENSES AND INSPECTIONS REQUIRED FOR THIS DIVISION.

1.06 TRENCHING AND BACKFILLING

- A. ELECTRICAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE COORDINATION WITH THE GENERAL CONTRACTOR FOR ELECTRICAL TRENCHING.
- B. VERIFY LOCATION OF EXISTING UTILITIES AND, IF DAMAGED BY THIS CONTRACTOR, REPLACE OR REPAIR.

1.07 ELECTRICAL COMPLETION

- A. PROVIDE AS-BUILT DRAWINGS OF POWER AND LIGHTING PLANS SHOWING CIRCUITING.
- B. PROVIDE TYPEWRITTEN DIRECTORY CARDS ON ALL PANELS. LABEL SERVICE DISCONNECTS AND PANELS INDICATING VOLTAGE AND PHASE.
- C. REMOVE ALL MATERIALS, SCRAP, ETC. RELATIVE TO THE ELECTRICAL INSTALLATION AND LEAVE THE PREMISES AND ALL EQUIPMENT, LAMPS, FIXTURES, ETC. IN A CLEAN, ORDERLY AND OPERATING CONDITION.

1.08 OPERATING AND MAINTENANCE MANUAL AND INSTRUCTIONS

- A. DELIVER ONE OPERATING AND MAINTENANCE MANUAL TO THE ARCHITECT ON COMPLETION OF THE WORK.
- B. THE O & M MANUAL SHALL INCLUDE MANUFACTURER'S LITERATURE AND WARRANTIES FOR THE FOLLOWING EQUIPMENT: 1) ELECTRICAL SERVICE AND DISTRIBUTION EQUIPMENT; 2) LIGHT FIXTURES;
- C. INSTALL OWNER'S O & M MANUAL IN A THREE RING BINDER INCLUDING A TYPED TABLE OF CONTENTS AND TABBED DIVIDER SHEETS FOR EACH SECTION.
- D. INSTRUCT OWNER REGARDING OPERATION AND MAINTENANCE OF ALL ELECTRICAL SYSTEMS TO THE SATISFACTION OF THE OWNER.

1.09 PROJECT RECORD DRAWINGS

- A. PROVIDE THE ARCHITECT WITH ONE CLEAN SET OF PLANS AND SPECIFICATIONS. SHOW ALL POWER AND LIGHTING CIRCUITING AND ANY CHANGES IN DEVICE LOCATIONS.

1.10 WARRANTY:

- A. ALL MATERIALS AND EQUIPMENT SHALL BE NEW UNLESS OTHERWISE SPECIFIED. GUARANTEE ALL WORKMANSHIP, MATERIAL AND EQUIPMENT AND REPLACE ANY MATERIALS AND/OR EQUIPMENT FOUND DEFECTIVE WITHOUT COST TO OWNER FOR ONE YEAR AFTER FINAL ACCEPTANCE.

END OF SECTION 16010

1.01 OUTLET BOXES

- A. NOT APPLICABLE.

1.02 WIRE AND CABLE

- A. CONDUCTORS SHALL BE IN ACCORDANCE WITH THE APPLICABLE SECTIONS OF UL AND IPECAC STANDARDS. MINIMUM CONDUCTOR SIZE SHALL BE NO. 12 AWG FOR LIGHT AND POWER.
- B. ALL GENERAL BUILDING WIRING SHALL BE COPPER. FEEDERS FROM MAIN DISTRIBUTION PANEL TO BRANCH PANELS SHALL BE COPPER. FEEDERS SHALL BE INSTALLED IN CONDUIT.
- C. CONDUCTOR INSULATION TYPES SHALL BE RATED FOR THE TYPE OF AREA USED AND SHALL BE ACCEPTED BY THE NEG.

1.03 WIRING DEVICES

- A. NOT APPLICABLE.

1.04 LIGHTING

- A. NOT APPLICABLE.
- B. PROVIDE LIGHTING EQUIPMENT AS SHOWN ON THE FIXTURE SCHEDULE. PROVIDE COMPLETE LIGHTING EQUIPMENT INCLUDING SUPPORTING BRACKETS, HOLDERS, LENS, ETC.
- C. SECURE ALL FIXTURES FROM BUILDING MEMBERS CAPABLE OF SAFELY CARRYING THE WEIGHT INTENDED.
- D. FIXTURE WIRE SHALL CONFORM TO UL LISTINGS AND BE CONCEALED WITHIN FIXTURE CONSTRUCTION.
- E. ALL LUMINAIRE LENSES AND LAMPS SHALL BE CLEANED AND OPERABLE PRIOR TO FINAL ACCEPTANCE BY THE OWNER.

1.07 EQUIPMENT

- A. NOT APPLICABLE.

END OF SECTION 16100

SECTION 16350  
SERVICE AND DISTRIBUTION

1.01 METERING FACILITIES

- A. METERS, METER BOXES AND CURRENT TRANSFORMERS ARE TO BE PROVIDED BY THE UTILITY COMPANY. THIS CONTRACTOR SHALL MAKE ALL CONTACTS WITH THE UTILITY COMPANY TO PROVIDE THE NEW SERVICE, AS REQUIRED.

1.02 GROUNDING

- A. SERVICE EQUIPMENT, PANELS, FIXTURES, ETC. SHALL BE PROPERLY GROUNDED IN ACCORDANCE WITH THE LATEST ISSUE OF THE NATIONAL ELECTRIC CODE AND ALL OTHER STATE AND LOCAL REQUIREMENTS. PROVIDE ALL WIRE, CLAMPS, GROUNDING RODS, ETC. AS REQUIRED FOR COMPLETE GROUNDING.

1.03 PANELBOARDS

- A. PROVIDE DEAD-FRONT, CIRCUIT BREAKER TYPE PANELS WITH THE SIZE AND NUMBER OF BRANCHES INDICATED. PROVIDE HINGED DOOR AND FLUSH CATCH AND LOCK. BREAKERS SHALL BE THERMAL MAGNETIC TYPE. PANELBOARDS SHALL HAVE A GROUNDING LUG FOR THE EQUIPMENT GROUNDING SYSTEM. PANELS SHALL MEET NEC REQUIREMENTS AND BE UL LISTED.
- B. PANELBOARD CABINETS AND FRONTS SHALL BE CODE GAUGE GALVANIZED STEEL. PANELBOARD FRONTS SHALL INCLUDE A HINGED STEEL DOOR, CATCH AND SPRING LOADED DOORPULL AND LOCK. FRONTS AND DOORS SHALL HAVE A GRAY BAKED ENAMEL FINISH.

1.04 SERVICE DISCONNECTS

- A. PROVIDE ENCLOSED SERVICE DISCONNECT WHERE INDICATED ON DRAWINGS.
- B. SIZE DISCONNECTS TO MEET NEC REQUIREMENTS.

1.05 LABELING

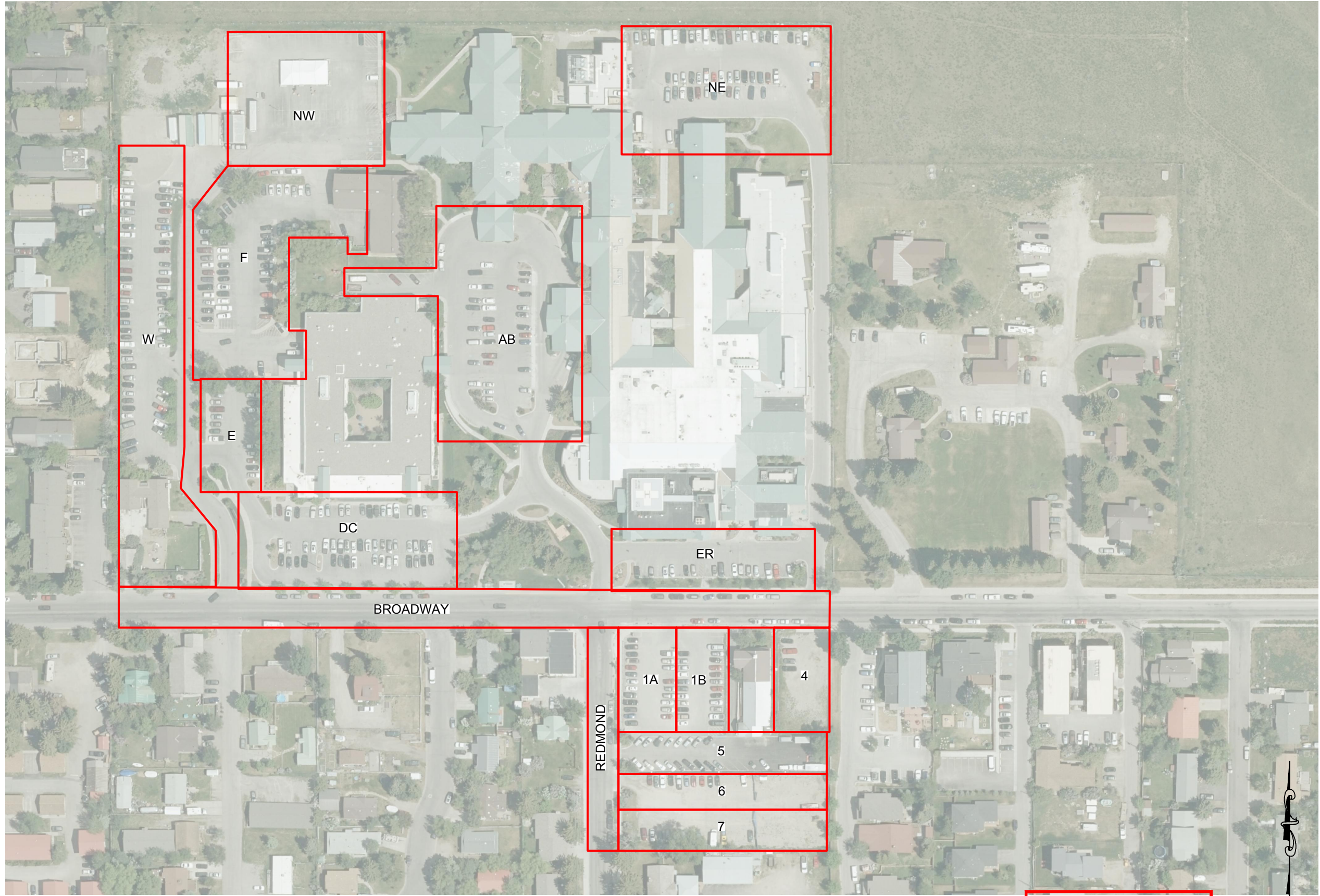
- A. NOT APPLICABLE.

END OF SECTION 16350

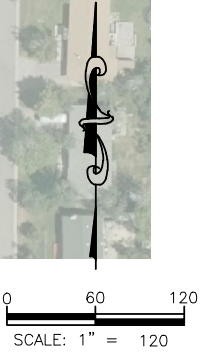
LIGHT FIXTURE SCHEDULE:						
COMPONENT	MANUFACTURER CATALOG #	LAMP	VOLTS	WATTS	LUMENS	COMMENTS
LIGHT FIXTURE HEAD	LITHONIA: DSXO-LED-P1-30-BLC-MVOLT NLTAIR2-PIR-IN-FAO-BLACK	LED, LED,	120	201	18,451	
LIGHT FIXTURE POLE WITH EXTENSION ARM	LITHONIA: RT5020-6.1-11-145-BG-BLACK					PROVIDE 3' EXTENSION ARM, 20' POLE CUT TO SIZE.

SERVICE DISC. AND C.B. PANEL									
LOCATION: ON 1"1" FRAME		MTO: SURFACE		NEMA: 3R					
BUS AMPS: 100		VOLTS: 120 / 240		PHASE: 1		WIRING: 3		ALG: 10000	
MAIN BREAKER: 50A MCB		FEEDERS: 2-#6, 1-#6, 6						CONDUIT: 2-1/2"	
CKT NO.	LOAD DESCRIPTION	LOAD (WATTS)	C.B. (AMPS/POLE)	A	B	C.B. (AMPS/POLE)	LOAD (KVA)	LOAD DESCRIPTION	CKT NO.
1	LIGHT FIXTURES	858	201	•					2
3	SPRINKLER CONTROLS	7	201	•					4
5									6
7				•					8
9				•					10
11									12
WATTS PER PHASE: A= T.B.D. B= T.B.D.									
CONNECTED: T.B.D. WATTS, T.B.D. AMPS DEMAND: T.B.D. WATTS, T.B.D. AMPS									
MANUFACTURER AND MODEL: SQUARE D LOAD CENTER									





- PRELIMINARY -  
SUBJECT TO CORRECTION  
AND APPROVAL



PROJECT TITLE:  
PARKING STUDY  
SAINT JOHNS MEDICAL CENTER  
625 E BROADWAY  
JACKSON, WY 83001

SHEET TITLE:  
FIGURE #1: PARKING LOT LEGEND

DRAFTED BY:	JK
REVIEWED BY:	RA
PLAN VERSION	DATE
VERSION 2	3/11/2019

PROJECT NUMBER	18056.13
SHEET	1



**Town of Jackson**  
**Project Plan Review History**

**PLANNING**

<b>Project Number</b>	P18-365	<b>Applied</b>	12/26/2018	STOL
<b>Project Name</b>	CUP - St. John's Parking	<b>Approved</b>		
<b>Type</b>	CUP	<b>Closed</b>		
<b>Subtype</b>	PARKING	<b>Expired</b>		
<b>Status</b>	TOWN COUNCIL	<b>Status</b>	3/25/2019	BC
<b>Applicant</b>	CTA Architects	<b>Owner</b>	TETON COUNTY HOSPITAL DIST.	
<b>Site Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
630 E BROADWAY AVENUE		JACKSON	WY	83001
<b>Subdivision</b>		<b>Parcel No</b>	<b>General Plan</b>	
REDMOND-2ND		22411634111001		

Type of Review	Status	Dates			Remarks
Contact		Sent	Due	Received	
Notes					
Building	APPROVED	12/26/2018	1/16/2019	12/27/2018	
Kelly Sluder					

---

Fire	12/26/2018	1/16/2019	12/27/2018	See notes
Kathy Clay				
"Applicant needs to provide fire department access" -Kathy Clay				

---

Legal	APPROVED	12/26/2018	1/16/2019	12/26/2018
A Cohen-Davis				

---

Parks and Rec	APPROVED W/CONDITI	12/26/2018	1/16/2019	3/26/2019	see notes
Steve Ashworth					

-This is the only section of attached sidewalk from Redmond to the east on Broadway. It would make sense to work with the Baptist Church and the Town to go ahead and create detached sidewalk from the west side of the proposed entrance and link to the detached sidewalk on the west side of the Church lot, like the rest of Broadway. Especially if we ever pick this up plowing.

-The landscaping in front on either side of the entrance and on the south end of the property is acceptable with respect to plantings, no issues.

-On the west property line, between the lot and the church, they are proposing Crab apples in what appears to be a 3' strip. I don't have issues with the width of the planting strip but would not recommend them adjacent to a parking lot or that close to another property just from an encroachment and mess issue. Especially when mature and they over hang cars in the parking lot. Obviously doesn't affect us, health of the tree, but consider proximity to parked cars.

Andy Erskine  
Parks Manager, Teton County/Jackson Parks & Recreation Department  
300 W Snow King Avenue  
PO Box 811  
Jackson, WY 83001  
Office: 307-732-5793



Type of Review Contact Notes	Status	Dates			Remarks
		Sent	Due	Received	
Planning Brendan Conboy	APPROVED W/CONDITI	12/26/2018	1/16/2019	3/25/2019	see staff report
Public Works Rachelle Rhodes (1/2/2019 5:23 PM RR) Conditional Use Permit – APPROVED	APPROVED	12/26/2018	1/16/2019	1/2/2019	see notes
P18-365 CTA Architects, Brett Bennett for Teton County Hospital District 630 East Broadway Avenue   January 2, 2019 Rachelle Rhodes, 733-3079   *The following comments are being provided for use in preparation of future Development Plan submittals and are required for sufficiency.   In addition to the required Town of Jackson submittal requirements, The Engineering Department requires applicants to submit plans, documents, etc in electronic PDF format in addition to the standard paper submittal(s). Please submit these materials through Tiffany Stolte of the Planning Department (tstolte@jacksonwy.gov).   NOTES FOR APPROVAL:       1. Review the pre-application grading notes from the August 1, 2018 meeting with Brian Lenz and Brendan Conboy for inclusion in possible future applications.     2. Public works recommends using a commercial power service pedestal for security and aesthetics, instead of the proposed H-Frame.     3. Please include notes on the plan sheet calling-out 6-inch thick concrete per the details.     4. The proposed tree(s) planted in the public right-of-way shall be approved by the Urban Tree Council and a root guard installed along the sidewalk.     5. An encroachment permit shall be required for any work occurring within the Town's right-of-way.					
TC Housing Authority Stacy Stoker	NO COMMENT	12/26/2018	1/16/2019	1/16/2019	

**From:** [Andrew Erskine](#)  
**To:** [Brett Bennett](#)  
**Cc:** [Brendan Conboy](#)  
**Subject:** Re: #0 Redmond Tree Revision  
**Date:** Thursday, June 6, 2019 10:04:08 AM  
**Attachments:** [image.png](#)  
[Outdoor tree growth.png](#)

---

Brett,

The tree selections look fine. I would encourage St John's to do the proper maintenance upkeep on the cottonwoods, especially early on. This will alleviate many of the safety concerns we see with large old growth cottonwoods down the road. Thanks.

Andy Erskine, CPSI  
Parks Manager, Teton County/Jackson Parks & Recreation Department  
300 W Snow King Avenue  
PO Box 811  
Jackson, WY 83001  
Office: 307-732-5793



---

**From:** Brett Bennett <brettbennett@ctagroup.com>  
**Sent:** Friday, May 10, 2019 11:46:55 AM  
**To:** Andrew Erskine  
**Cc:** Brendan Conboy  
**Subject:** #0 Redmond Tree Revision

[**NOTICE:** This message originated outside of the Teton County's mail system -- **DO NOT CLICK on links or open attachments** unless you are sure the content is safe.]

Andrew,

Please see the attached tree revision for 30 Redmond /Lots 6&7 and e-mail or call 733.9955 with any concerns.

The (1) autumn blaze maple tree in the right of way has been coordinated with the recommended street tree list. The remaining (7) trees on the property are being switched to narrow leaf cottonwoods.

Thank you,

Brett

**Brett Bennett** | AIA NCARB LEED AP  
o 307.733.9955 |

---



Correspondence, including e-mail, to and from employees of Teton County, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.



# JORGENSEN

*It's About People. Trust and Know How*

307-733-5150  
Jorgensen Associates, P.C.

- Jackson, WY 83001  
- 1315 Highway 89 S-P.O. Box 9550

---



## PARKING STUDY REPORT

PREPARED FOR:

**Town of Jackson**

150 E Pearl Avenue  
P.O. Box 1687  
Jackson, WY 83001  
(307)-733-3932





*Saint John's Medical Center  
Parking Study Report  
610 East Broadway, Jackson, Wyoming*

Prepared by: Jorgensen Associates, P.C.  
March 12, 2019  
Project No. 18056.13

## *I. INTRODUCTION*

This report presents the results of a comprehensive parking analysis of all current and future parking supply and demands for the Saint John's Medical Center (SJMC) owned properties in the vicinity of the SJMC campus. This analysis is in response to the January 9, 2019 Town of Jackson (TOJ) Determination of Sufficiency letter received for the Conditional Use Permit application (Item P18-365) submitted on December 26, 2018 for a surface parking lot at 630 East Broadway. This analysis includes the proposed development referred to as the Senior Living Center. This project consists of the construction of a new Senior Living Center in the north-west portion of the SJMC Lot, west of the current Senior Living Center. It is intended to replace the existing Living Center which will be decommissioned upon completion of the new facility. The letter requests that the parking analysis include all current and future parking supply and demand that encompasses all existing hospital owned properties and proposed additional properties, if known. In addition to the parking analysis TOJ asked to also provide a breakdown of peak parking demand by time, user group, and location. Jorgensen Associates, PC (Jorgensen) was retained to conduct the parking analysis and provide this report.

## *II. PROJECT DESCRIPTION*

### *A. Project Limits*

The area included in this analysis includes the existing SMJC campus located at 625 East Broadway and the parking lots located at 610 and 630 East Broadway, and 30 Redmond Street. The housing located at 460 East Broadway (Hitching Post) and the new SJMC Daycare located at 660 East Broadway are not included in this analysis, as these parcels park their uses on site, thus not effecting the referenced parcels included in this analysis.

### *B. Current Conditions- The current uses on the referenced parcels include:*

- A full-service hospital
- The Physician's Office Building
- A private Professional Office with approximately 9 medical practices and 15 doctors with varying schedules
- The Living Center

- Parking lots on the 610 and 630 East Broadway and 30 Redmond Street parcels

Currently, SJMC has an estimated 538 parking spaces with varying use in its parking lots shown in **Figure 1: Parking Lot Legend**. The counts for these parking lots are shown below in **Figure 2: Existing Parking Lot Conditions** with each parking lot's designated use. **Figure 2: Existing Parking Lot Conditions** counts were derived from 2017 aerial imagery from Teton County GIS, Google Maps, and field checks of ADA, patient and staff parking. The parking space counts may be slightly affected by some spaces not being available due to winter conditions covering the parking lot stalls, as the analysis was done in late February and early March. The lot at 630 East Broadway, Lot 4, is currently not used in the winter as it is unpaved and difficult to maintain. Item P18-365 is proposing to pave the lot so it can be used year around.

Existing Parking Lot Conditions					
Parking Lot Name	Total Parking Stalls	Stall Designation			
		ADA	Patient	Staff	Non-Designated
ER	22	2	18	2	-
AB	69	4	4	-	61
NE	54	3	-	-	51
DC	68	6	-	-	62
E	22	3	19	-	-
F	63	3	-	2	58
NW	68	2	-	-	66
W	73	-	-	-	73
1A	24	-	-	24	-
1B	23	-	23	-	-
4	0	-	-	-	-
5	22	-	-	-	22
6	15	-	-	-	15
7	15	-	-	-	15
TOTAL	538	23	64	28	423

Figure 2: Existing Parking Lot Conditions

C. Proposed Conditions- The future uses known at this time includes:

- A full-service hospital
- The Physician's Office Building
- The New Living Center. **Figure 3: Senior Living Center Need** is below to show the additional parking needed to account for the expansion
- Additional parking in the southwest corner of 625 East Broadway (where the old daycare building was recently demolished)
- Parking lots on the 610 and 630 East Broadway, and 30 Redmond Street parcels.
- At this time, the future use of the existing Living Center is unknown. For purposes of this analysis, the assumed use is medical office space for those displaced by the demolition of the private Professional Office for the new Senior Living Center

Current					
	Residents	Patients	Visitors/Volunteers	Staff	Total
Skilled Nursing	44	2	20	28	94
Inpatient Rehab	-	-	-	-	0
				Total:	94
Proposed					
Skilled Nursing	56	-	28	54	138
Inpatient Rehab	-	6	12	26	44
Total	56	6	40	80	182

Δ (Proposed & Current)	12	4	20	52	88
Additional Parking Stalls Needed	0	1	3	26	30

*Figure 3: Senior Living Center Need*

Need was determined by visitors and patients over an 8-hour day, and the staff having split shifts. All visitors, patients, and employees will not be at the facility at one time.

SJMC is proposing the construction of the new Senior Living Center in the north-west portion of its lot shown in **Figure 4: Proposed Conditions**. The proposed construction will completely remove Lot NW and partially remove Lots F and W shown in **Figure 1: Parking Lot Legend**. Lots 4, 6 and 7 are planned to be paved, striped and used year around. The old daycare in the south-west portion of SJMC has been demolished to add additional parking spaces. SJMC is projected to lose a net 45 parking spaces with the proposed conditions shown below in **Figure 5: Proposed Parking Lot Conditions**. The proposed plans for Lot 4, 6, 7 and the expansion of W, with the demolition of the old daycare, are shown in the following figures: **Figure 6: Lot 4**, **Figure 7: Lots 6&7** and **Figure 8: Lot W Expansion**.

Proposed Parking Lot Conditions						Total Stall Difference
Parking Lot Name	Total Parking Stalls	Designated Use				
		ADA	Patient	Staff	Non-Designated	
ER	22	2	18	2	-	0
AB	69	4	4	-	61	0
NE	54	3	-	-	51	0
DC	68	6	-	-	62	0
E	22	3	19	-	-	0
F	34	3	-	2	29	-29
NW	0	-	-	-	-	-68
W	80	-	-	-	80	7
1A	24	-	-	24	-	0
1B	23	-	23	-	-	0
4	24	-	-	-	24	24
5	22	-	-	-	22	0
6	33	-	-	-	33	18
7	18	-	-	-	18	3
TOTAL	493	21	64	28	380	-45

Figure 5: Proposed Parking Lot  
Conditions

### III. ANALYSIS METHODOLOGY

All fourteen parking lots were selected for the study as well as the on-street parking on streets, Redmond and Broadway. The boundaries of the parking lots and adjacent streets in the analysis are shown in detail on **Figure 1: Parking Lot Legend**.

SJMC is currently zoned Public/Semi-Public (P/SP) by the TOJ. The Land Development Regulations (LDRs) do not address on-street parking for this zone. However, the LDRs allows the surrounding lots zoned Office Residential (OR) to meet their parking need by using on-street parking. The LDRs also state the Commercial Residential-1 (CR-1) zoned properties can use on-street parking to meet their parking needs. The uses at SJMC are similar to and meet the intent of the CR-1 zone and therefore it is appropriate to use on-street parking to accommodate the parking need of SJMC. Other lots in the TOJ zoned P/SP, such as the Library, town parks, the old and new Post Offices, and the Center for the Arts use time designated on-street parking to meet their parking needs. Therefore, these spaces have been included in the analysis.

The study evaluated morning and afternoon peak hours, designated by SJMC, on a typical weekday for the medical center for data collection. The designated hours were 9 am-11am and 1pm-3pm. The goal of the analysis is to assess parking demand on a “representative day” during peak season. It is common industry standard to measure parking demand on a midweek day (Tuesday-Thursday). Jorgensen determined that late February and early March is representative of peak season due to flu season and the consequential injuries due to winter sports.

Jorgensen staff conducted counts on the following dates and time:

- Tuesday, February 26, 2019 9:55-10:20 am.
- Wednesday, February 27, 2019 2:30-2:50 pm.
- Tuesday, March 5, 2019 10:30-10:35 am.

During each time period, staff recorded the total number of occupied stalls, as well as the number of over-flow parking (vehicles not in a designated parking stall), by lot. License plates were not recorded, and a turnover analysis was not performed. Each window therefore represents a snapshot in time, documenting how demand changes over the course of the day.



#### IV. RESULTS SUMMARY

A. Tuesday, February 26, 2019 9:55-10:20 am.

Date	9:55-10:20 AM	2/26/2019	TUES
------	---------------	-----------	------

Parking Lot Name	Time	Parked Cars (w/ Over-flow)	Parking Stalls Studied	Percentage	Over-Flow (not in parking stall)
ER	10:03:00 AM	18	22	81.8%	-
AB	10:08:00 AM	57	69	82.6%	-
NE	10:02:00 AM	49	54	90.7%	4
DC	10:11:00 AM	59	68	86.8%	-
E	10:12:00 AM	15	22	68.2%	-
F	10:15:00 AM	58	63	92.1%	-
NW	10:17:00 AM	48	68	70.6%	-
W	10:18:00 AM	63	73	86.3%	-
1A	10:00:00 AM	24	24	100.0%	-
1B	10:00:00 AM	21	23	91.3%	-
4	9:55:00 AM	0	24	0.0%	-
5	10:55:00 AM	19	22	86.4%	-
6	10:55:00 AM	14	15	93.3%	-
7	9:52:00 AM	13	15	86.7%	-
W BROADWAY	10:20:00 AM	19	35	54.3%	-
REDMOND	9:57:00 AM	6	11	54.5%	-
Total:		483	608	79.4%	

0-55%
55-70%
70-85%
85%+

**NOTES:** WY-HWY-22 Teton Pass CLOSED and US-HWY-89 N Moose to Moran CLOSED

B. Wednesday, February 27, 2019 2:30-2:50 pm.

Date	2:30-2:50	2/27/2019	WED
------	-----------	-----------	-----

Parking Lot Name	Time	Parked Cars (w/ Over-flow)	Parking Stalls Studied	Percentage	Over-Flow (not in parking stall)
ER	2:25:00 PM	13	22	59.1%	1
AB	2:37:00 PM	57	69	82.6%	-
NE	2:33:00 PM	45	54	83.3%	1
DC	2:39:00 PM	51	68	75.0%	-
E	2:41:00 PM	16	22	72.7%	-
F	2:41:00 PM	53	63	84.1%	3
NW	2:45:00 PM	52	68	76.5%	1
W	2:46:00 PM	54	73	74.0%	1
1A	2:31:00 PM	21	24	87.5%	-
1B	2:32:00 PM	22	23	95.7%	-
4	2:33:00 PM	0	24	0.0%	-
5	2:30:00 PM	18	22	81.8%	-
6	2:30:00 PM	15	15	100.0%	-
7	2:29:00 PM	15	15	100.0%	-
W BROADWAY	2:49:00 PM	15	35	42.9%	-
REDMOND	2:47:00 PM	5	11	45.5%	-
Total:		452	608	74.3%	

0-55%
55-70%
70-85%
85%+

**NOTES:** WY-HWY-22 Teton Pass CLOSED (open in morning and closed one hour before study) and US-HWY-89 N Moose to Moran CLOSED

C. Tuesday, March 5, 2019 10:30-10:35 am.

Date	10:30-10:45	3/5/2019	TUES
------	-------------	----------	------

Parking Lot Name	Time	Parked Cars (w/ Over-flow)	Parking Stalls Studied	Percentage	Over-Flow (not in parking stall)
ER	10:38:00 AM	18	22	81.8%	1
AB	10:39:00 AM	69	69	100.0%	3
NE	10:37:00 AM	49	54	90.7%	2
DC	10:42:00 AM	62	68	91.2%	-
E	10:43:00 AM	16	22	72.7%	-
F	10:44:00 AM	54	63	85.7%	2
NW	10:45:00 AM	44	68	64.7%	-
W	10:45:00 AM	60	73	82.2%	1
1A	10:35:00 AM	21	24	87.5%	-
1B	10:36:00 AM	26	23	113.0%	-
4	10:36:00 AM	0	24	0.0%	-
5	10:35:00 AM	18	22	81.8%	-
6	10:34:00 AM	18	15	120.0%	3
7	10:33:00 AM	22	15	146.7%	7
W BROADWAY	10:33:00 AM	18	35	51.4%	-
REDMOND	10:33:00 AM	6	11	54.5%	-
Total:		501	608	82.4%	

0-55%
55-70%
70-85%
85%+

## D. Averaged Results

Averaged Results Over 3-Day Study					
Parking Lot Name	Time	Parked Cars (w/ Over-flow)	Parking Stalls Studied	Percentage	Over-Flow (not in parking stall)
ER	10:03:00 AM	16	22	74.2%	1
AB	10:08:00 AM	61	69	88.4%	5
NE	10:02:00 AM	48	54	88.3%	2
DC	10:11:00 AM	57	68	84.3%	-
E	10:12:00 AM	16	22	71.2%	-
F	10:15:00 AM	55	63	87.3%	2
NW	10:17:00 AM	48	68	70.6%	-
W	10:18:00 AM	59	73	80.8%	1
1A	10:00:00 AM	22	24	91.7%	-
1B	10:00:00 AM	23	23	100.0%	-
4	9:55:00 AM	0	24	0.0%	-
5	10:55:00 AM	18	22	83.3%	-
6	10:55:00 AM	16	15	104.4%	1
7	9:52:00 AM	17	15	111.1%	2
W BROADWAY	10:20:00 AM	17	35	49.5%	-
REDMOND	9:57:00 AM	6	11	51.5%	-
Total:		479	608	78.7%	

0-55%
55-70%
70-85%
85%+

Figure 9: Averaged Results Over 3 Day Study

## V. DISCUSSION & CONCLUSION

Over the three-day analysis it was determined by Jorgensen that the average need for SJMC is approximately 479 parking places, including the adjacent streets Broadway and Redmond, which is currently 78.7% capacity of the current conditions, shown above in **Figure 9: Averaged Results Over 3 Day Study**. The proposed conditions of SJMC is shown below in **Figure 10: Proposed Parking Lot Conditions with On-Street Parking**, with the construction of the Senior Living Center. It is projected that the SMJC campus will have 493 parking stalls or 531 parking stalls including the adjacent streets when the Senior Living Center and new parking lots are completed. Therefore, without the adjacent streets, SJMC would not meet the parking need, determined by the parking study, at 103.25% capacity. However, SJMC does meet the parking requirements with the adjacent streets at 95.86% capacity. The parking lots that had the most consistent use were Lots 1A, 1B, 6 and 7 with use 90% or greater. Lots 1A, 6 and 7 are predominately used for staff parking, therefore, this use should be fixed throughout the year. Lots 6 and 7 are not designated staff use, however, it was observed that the lots were mainly utilized for this usage. It should be noted that this report serves as a baseline analysis for SJMC at present and with the new Senior Living Center and parking lots. As new projects, expansions, or renovations are contemplated, this analysis should be updated to ensure an adequate parking supply is available and/or provided.

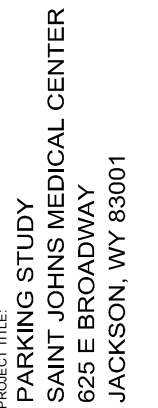
Proposed Parking Lot Conditions with On-Street Parking					
Parking Lot Name	Total Parking Stalls	Designated Use			
		ADA	Patient	Staff	Non-Designated
ER	22	2	18	2	-
AB	69	4	4	-	61
NE	54	3	-	-	51
DC	68	6	-	-	62
E	22	3	19	-	-
F	34	3	-	2	29
NW	0	-	-	-	-
W	80	-	-	-	80
1A	24	-	-	24	-
1B	23	-	23	-	-
4	24	-	-	-	24
5	22	-	-	-	22
6	33	-	-	-	33
7	18	-	-	-	18
TOTAL	493	21	64	28	380
Broadway Zoned P/SP	29	-	-	-	29
Redmond Zoned P/SP	9	-	-	-	9
Total (with On-Street)	531	21	64	28	418

Study Projected Parking Need	479
Projected Parking Need for Senior Living Center	30
Total Projected Parking Need	509

Total	Approximate Parking Need	Parking	Percentage
Without On-Street	509	493	103.25%
With On-Street	509	531	95.86%

Figure 10: Proposed Parking Lot Conditions with On-Street Parking





SHEET TITLE:  
FIGURE #1: PARKING LOT LEGEND

DRAFTED BY:	JK
REVIEWED BY:	RA
PLAN VERSION	DATE
VERSION 2	3/11/2019
PROJECT NUMBER	
18056.13	
SHEET	
1	



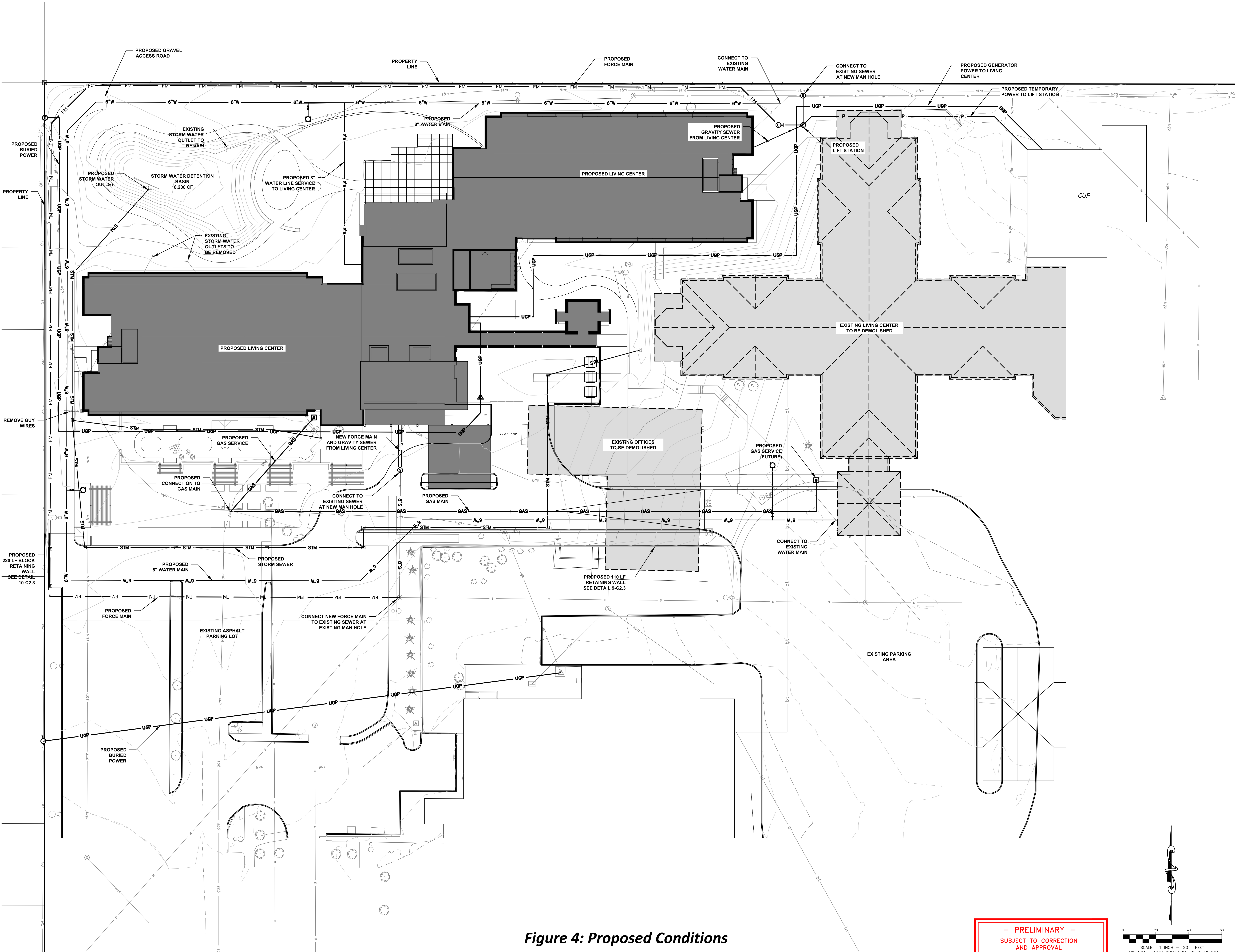
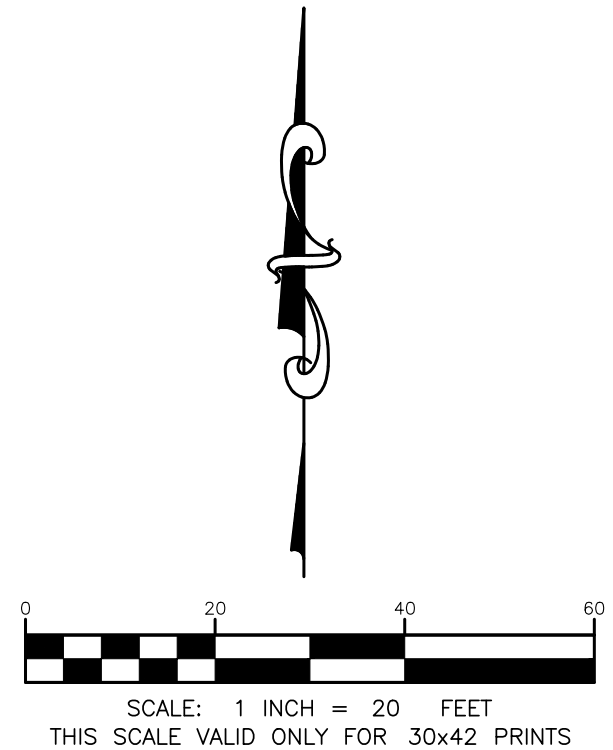


Figure 4: Proposed Conditions

— PRELIMINARY —  
SUBJECT TO CORRECTION  
AND APPROVAL



St. John's Senior  
Living Center

625 E Broadway Ave  
Jackson, WY 83001  
00-000  
St. Johns Medical Center  
625 E Broadway Ave  
Jackson, WY 83001  
Telephone: 307-413-5585  
E-mail: JJohnson@stjohnshospital.org

Architect  
AndersonMasonDale Architects, P.C.  
3198 Speer Boulevard  
Denver, CO 80211  
Telephone: 303-294-9448  
FAX: 303-294-0762  
E-mail: JGraham@amandarchitects.com

Senior Living Specialist  
William Brummett Architects  
383 Corona Street #323  
Denver, Colorado 80216  
Telephone: 720.570.2302  
E-mail: Wba@brummettarchitects.com

General Contractor  
GE Johnson Construction Company  
1110 Maple Way, Suite E  
Jackson, WY 83001  
Telephone: (307) 274-2605  
E-mail: FascianoA@GEJohnson.com

Structural Engineer  
KL&A Engineers & Builders  
150 S. Main Street  
Burlingame, WY 82004  
Telephone: (307) 621-7011  
E-mail: Jhall@klaa.com

Mechanical, Electrical  
Plumbing Engineer  
Cator, Ruma & Associates, Co.  
420 W Lincoln way  
Cheyenne, WY 82001  
Telephone: (307) 274-3830  
(303) 232-6200  
E-mail: BWinter@catoruma.com

Civil Engineer  
Jorgensen  
PO Box 9550 - 1315 HWY 89 S., Suite 201  
Jackson, WY 83002  
Telephone: (307) 733-5150  
E-mail: Rarrmpo@jorgensenassociates.com

Landscape Architect  
LimeGreen Design  
900 E. Louisiana Ave., Suite 288,  
Denver, CO 80210  
Telephone: (303) 733-7558  
E-mail: Evans@lgdinc.com

Food Facility Design  
Jedziewski Designs  
1537 East Yale Avenue  
Salt Lake City, Utah 84105  
Telephone: (801) 582-9747  
E-mail: Ricc@JedziewskiDesigns.com

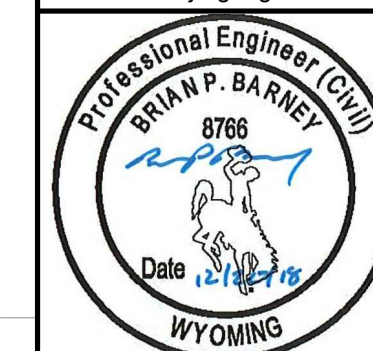
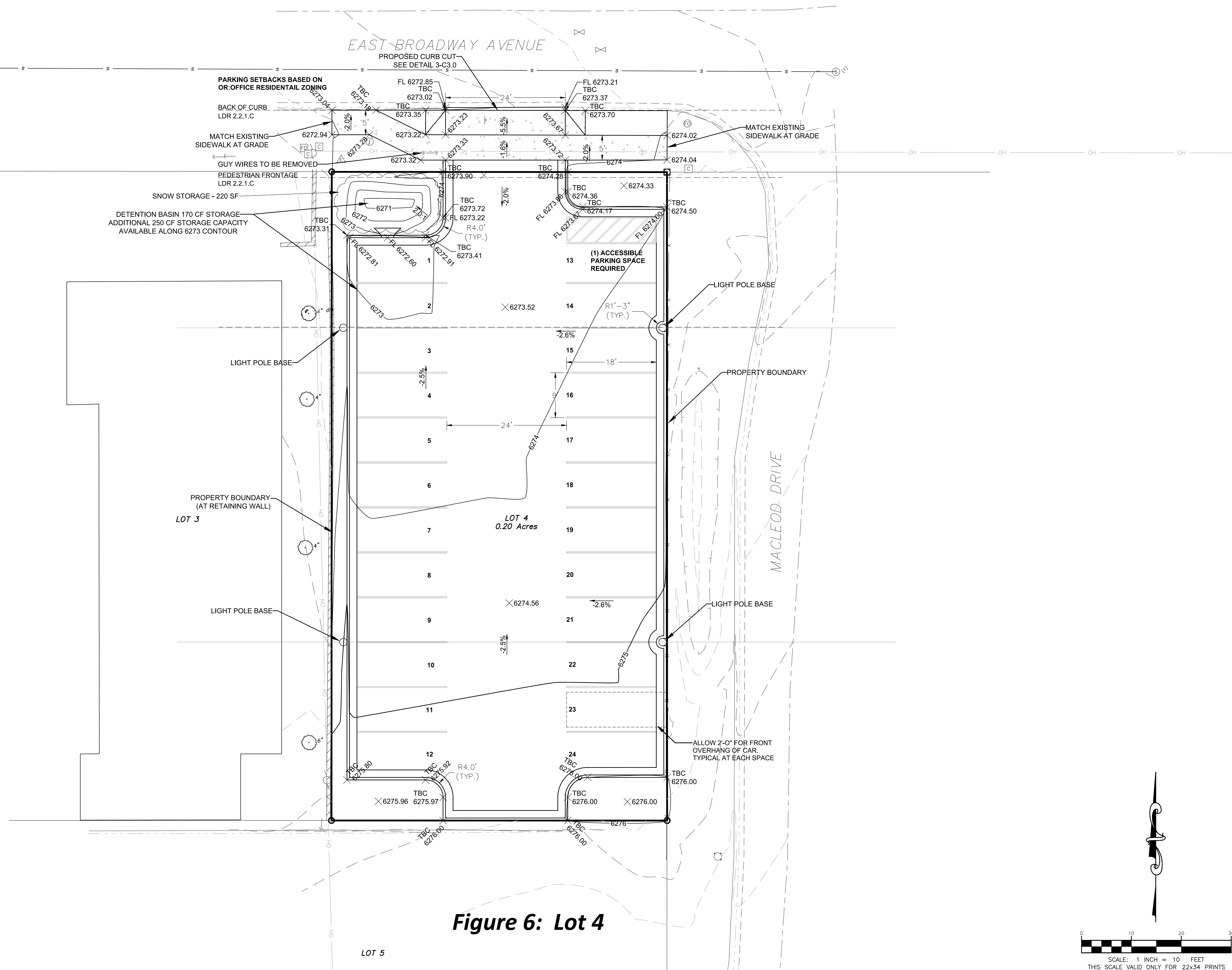
Code Consultant  
Advanced Consulting Engineers, Inc.  
3900 S. Wadsworth Blvd., Suite 595  
Lakewood, CO 80025  
Telephone: (720) 981-1150  
E-mail: Masoud@acecodes.com

Issue	Date
50% DD	09 NOV 2018
100% DD	07 DEC 2018

Project Number:	18012
Drawn By:	PY
Reviewed By:	BB
Approved By:	BB

PROPOSED CONDITIONS





PROJECT TITLE:  
CTA ARCHITECTS  
SJMC PARKING LOT  
LOT 4 BLOCK 1 REDMOND ADDITION  
TOWN OF JACKSON  
TETON COUNTY, WYOMING

SHEET TITLE:  
**SITE GRADING PLAN**

DRAFTED BY:	PY
REVIEWED BY:	BB
PLAN VERSION	DA
GEC	12/20/2

PROJECT NUMBER	18056
SHEET	C2.1



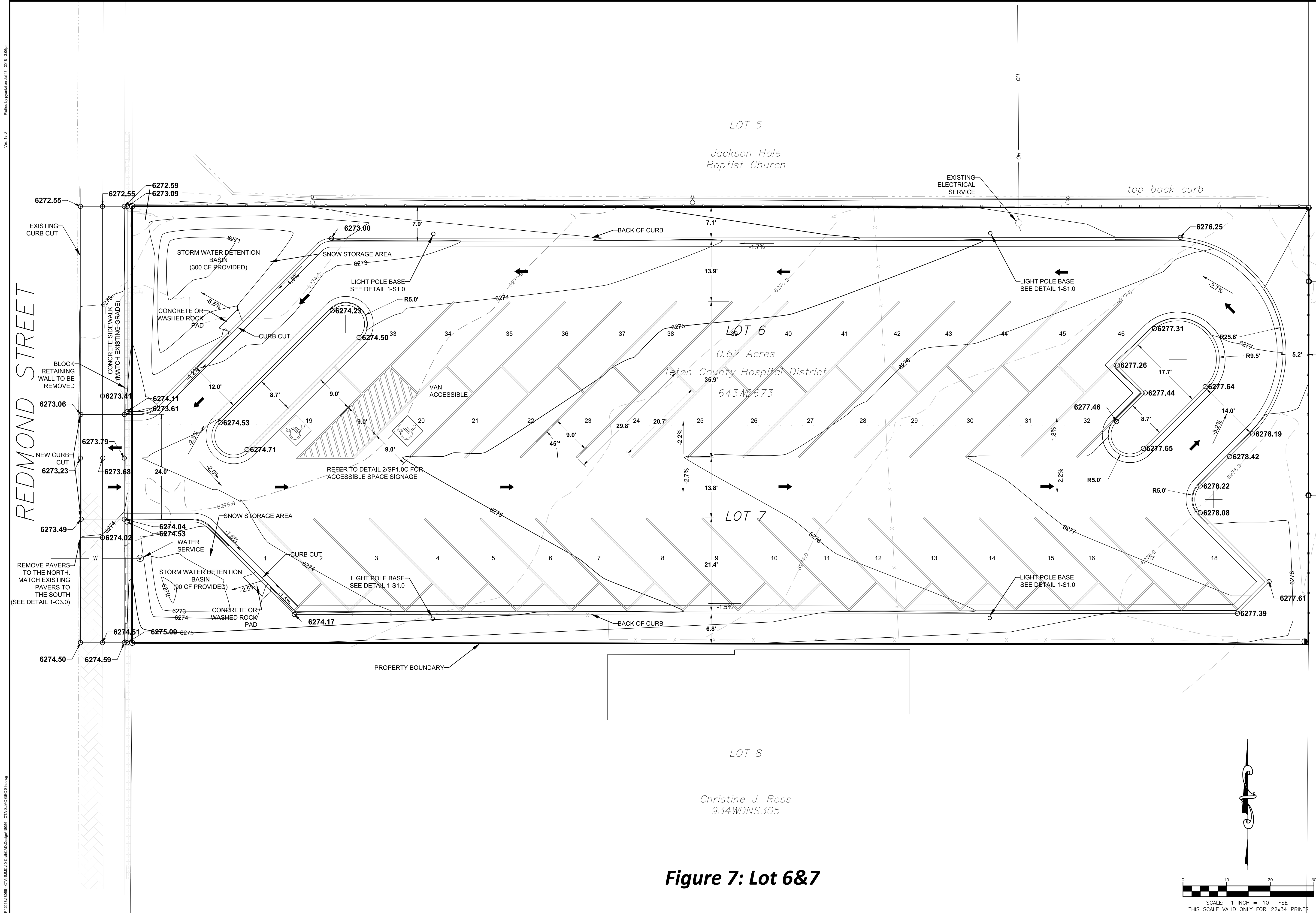


Figure 7: Lot 6&7

**JORGENSEN**  
PINEDALE, WYOMING  
307.367.6548  
www.jorgeng.com

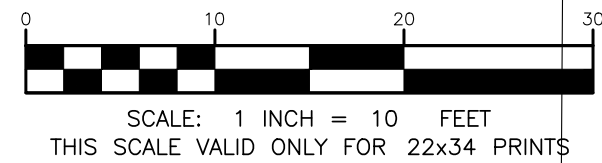
Professional Engineer Civil  
BRAN P. BARNEY  
8766  
Date 7/13/18  
WYOMING

PROJECT TITLE:  
**CTA ARCHITECTS  
SJMC PARKING LOT  
LOTS 6 & 7 BLOCK 1 REDMOND ADDITION  
TOWN OF JACKSON  
TETON COUNTY, WYOMING**

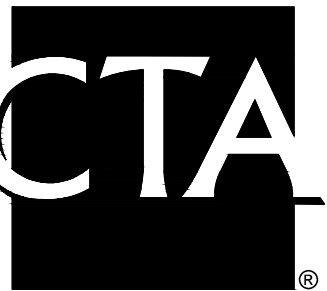
SHEET TITLE:  
**SITE GRADING PLAN**

DRAFTED BY:	PY
REVIEWED BY:	BB
PLAN VERSION	DATE
DD SET	06/18/2018
GEC	7/13/2018

PROJECT NUMBER	18056
SHEET	C2.1







JACKSON, WY  
p 307.733.9955

625 E BROADWAY, JACKSON, WY 83001  
SOUTHWEST PARKING STUDY  
**ST JOHN'S MEDICAL CENTER**

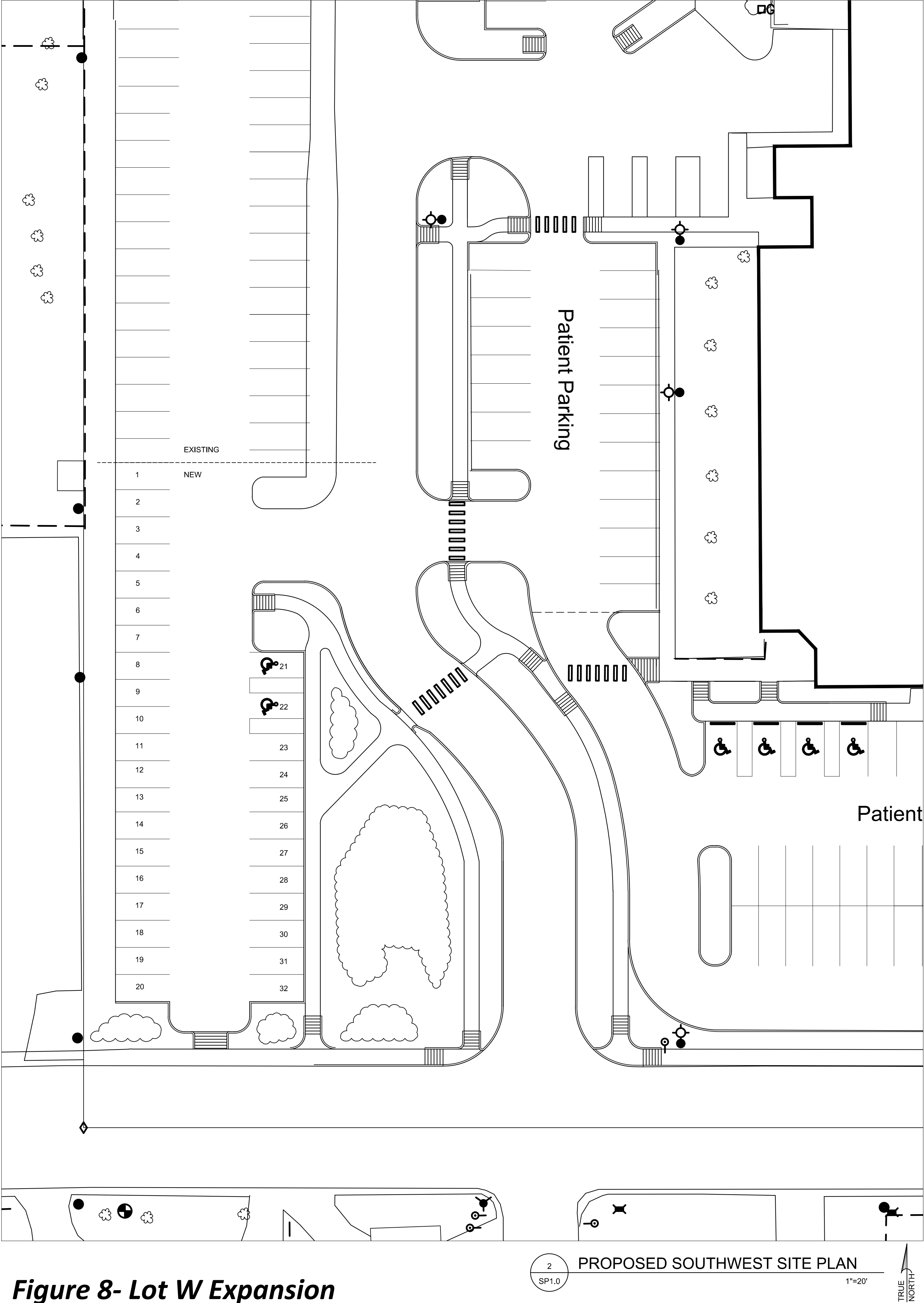
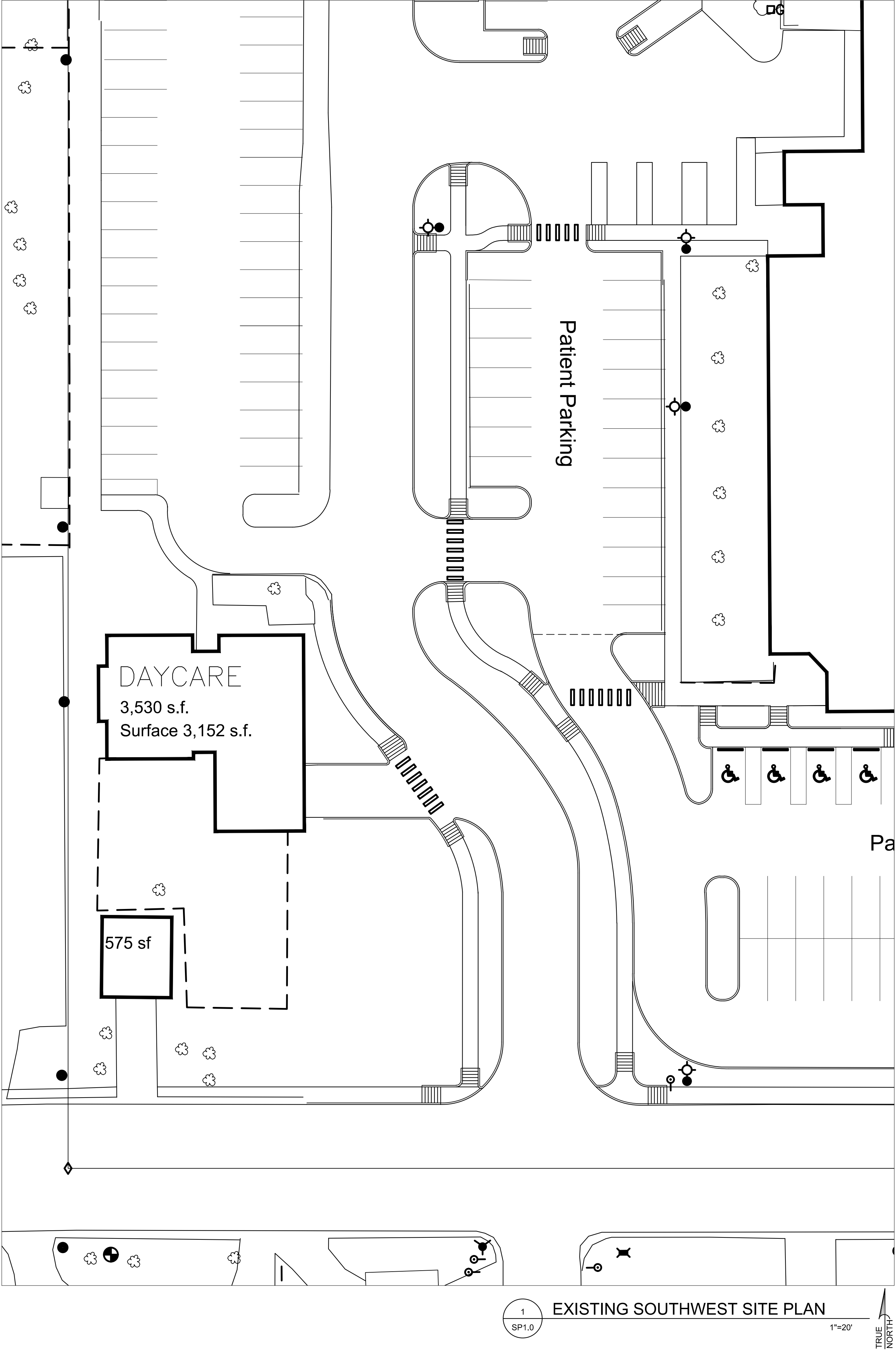
© 2015 | ALL RIGHTS RESERVED

SCHEMATIC  
DESIGN

09.19.2018  
DRAWN BY | BENNETT  
REVISIONS

SOUTHWEST CAMPUS  
PARKING STUDY

**SP1.0**



**Figure 8- Lot W Expansion**



**From:** Floren Poliseo  
**Sent:** Friday, July 5, 2019 10:59 AM  
**To:** Brendan Conboy <[BConboy@jacksonwy.gov](mailto:BConboy@jacksonwy.gov)>  
**Subject:** P18-365 (630 E Bway) parking lot

Brendan,

Received this comment from a nearby resident. I think it's in the same vein as our prior discussion about lighting, and it sounded like St. John's was sensitive to the prior request and dark sky conformance, but wasn't sure if these added specifics/additional request are helpful:

"I'm not sure if this is too late but one thing we should ask for if possible is either motion lights or lights that point down or something because they've indicated they will have security lighting and that will shine in all our windows all night long. Something to consider."

I know the CUP was continued again, now on the July 15 agenda. Do you have a sense of whether it will happen or get continued again? Also, what are next steps in the process – have the plans already been approved and once they have a CUP they can begin construction?

Thanks,  
Floren



# **TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION**

**PREPARATION DATE:** JULY 11, 2019  
**MEETING DATE:** JULY 15, 2019

**SUBMITTING DEPARTMENT:** PLANNING  
**DEPARTMENT DIRECTOR:** TYLER SINCLAIR  
**PRESENTER:** TYLER SINCLAIR

**SUBJECT:** **ITEM P19-105 & P19-107:** REQUEST FOR APPROVAL TO AMEND THE OFFICIAL ZONING MAP FROM URBAN COMMERCIAL (UC) TO DOWNTOWN CORE (DC) FOR A PORTION OF TWO PROPERTIES LOCATED AT 135 & 175 EAST BROADWAY AVENUE.

**OWNER:** DELONEY STREET LLC & BWD ST LLC

**APPLICANT:** CAFÉ G LLC

---

## [REQUESTED ACTION](#)

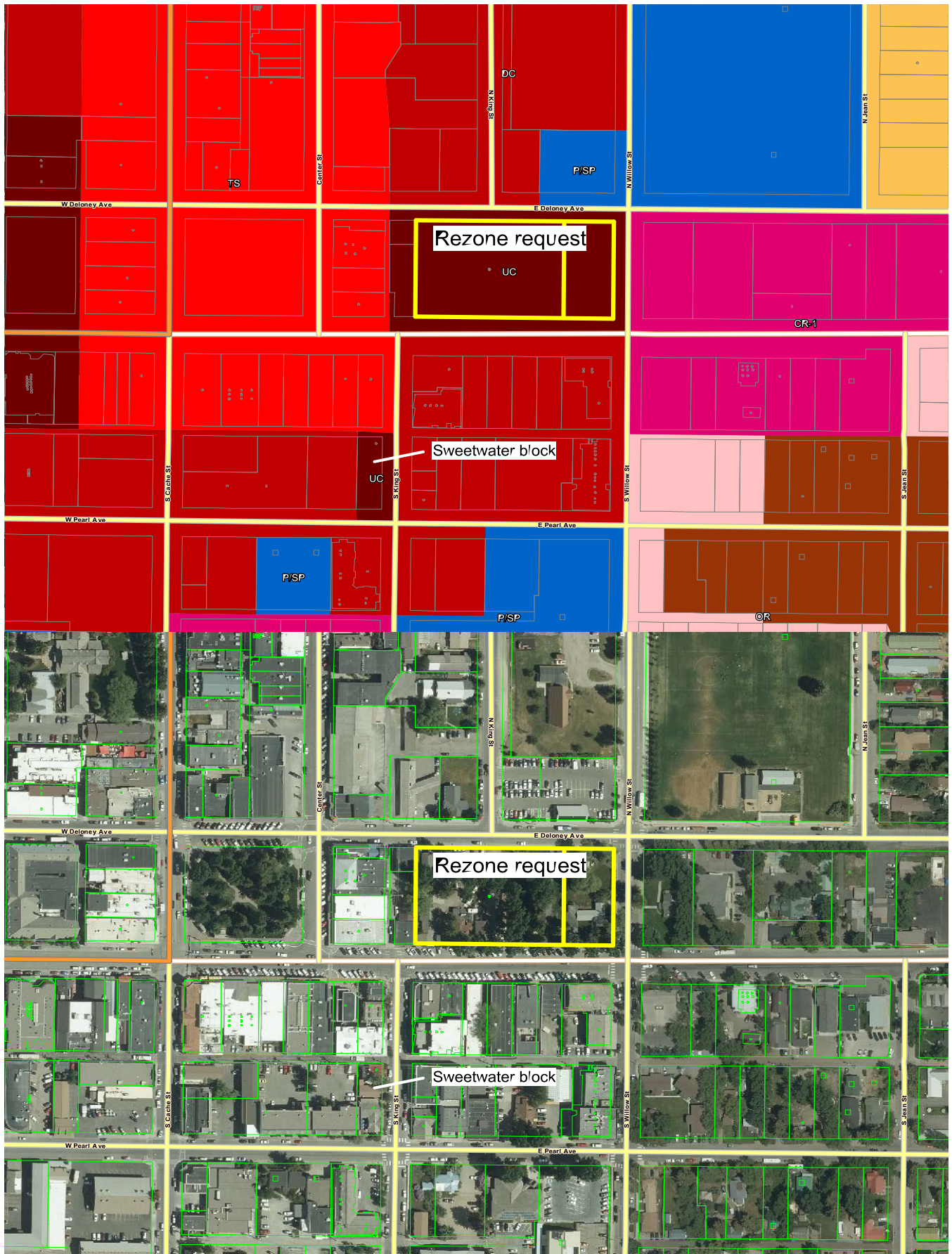
The applicant is requesting approval to amend the Official Zoning Map to rezone a portion of two properties located at 135 & 175 East Broadway Avenue from Urban Commercial (UC) to Downtown Core (DC).

## [APPLICABLE REGULATIONS](#)

Section 8.7.2 [Zoning Map Amendment](#)

## [LOCATION](#)

The properties are located at 135 & 175 East Broadway Avenue, legally described as parcels PT SW1/4SW1/4, SEC. 27, TWP. 41, RNG. 116 and PT SW1/4SW1/4, SEC. 27, TWP. 41, RNG. 116. An aerial photo and zoning map are shown below:







## BACKGROUND

### **Existing Site Characteristics:**

The two subject parcels have been zoned UC since 1994. The portion of the larger property at 135 E. Broadway subject to this request has three existing structures on it including Belle Cose (facing Broadway) and the Home Design and the Workshop buildings facing Deloney. The remainder of the parcel not included in this request contains three buildings of historical significance Café Genevieve, Persephone Bakery, and the Healthy Being Juicery. These buildings and property would remain in the UC zoning district.

The second smaller property at 175 E. Broadway has one primary structure that serves as a residential unit on the southern portion of the site which will remain in the UC zoning district. The northern portion of the parcel which is part of this application contains Cache Creek and no structures at this time.

The overall site also contains considerable green open space and large cottonwood trees that add considerably to the character of the site. The proposed parcels are ‘triple frontage’ properties meaning that they are bounded by three street frontages – Broadway on the south, Deloney on the north and Willow on the east. There is currently no alley serving the site or other interior access largely as a result of the parcels never being subdivided. The properties to the west are zoned Urban Commercial (UC) and Town Square (TS), to the north Downtown Core (DC) and Public Semi/Public (P/SP) and south Downtown Core (DC), and to the east Commercial Residential - 1 (CR-1).

### **District 2 Rezoning Update**

During the rezoning process for Comprehensive Plan District 2: Town Commercial Core adopted in 2016, the two properties were proposed for Downtown Core (DC) zoning by staff to be consistent with the properties across the street on Broadway and the general Comprehensive Plan vision for the area. During this process, the Council decided to postpone the rezoning of these properties due to concerns about the lack of zoning tools to protect the site’s historic structures. The Council had the same concern about the historic structures on the ‘Sweetwater’ property at 85 S. King Street. More specifically, the Council did not believe that the



primary current tool for protecting historic structures – i.e., the ability of the Historic Preservation Board to request a 90-day stay from the Council on a demolition permit for a historic structure – was enough. Council found that, pursuant to the terms of the 90-day stay tool, if no preservation buyer or alternative site for a historic structure could be found within the 90-day grace period, the landowner could demolish the historic structure without further process. Due to this context, the Council decided to keep the existing UC zoning for both the East Broadway and King Street blocks with the understanding that Town staff would look into possible new historic preservation LDR tools for consideration by Council in the future. The assumption was that these two UC areas would be reconsidered for rezoning once new historic preservation LDR tools and new Town Square zoning were decided upon. Since that time, Town in partnership with the Teton County Historic Preservation Board (TCHPB) have begun work on this project with the first public workshop on June 10 and scheduled completion of the project in the spring 2020.

**Previous Request:**

In 2018 the owner not the current applicant requested to change the zoning of both parcels from UC to DC. They stated that this change would be consistent with the direction the Town was going before the Council removed these properties from the District 2 update to address historic preservation options and Town Square zoning. In recognition of the Council's concerns over the historic structures on the site, and in response to comments from the TCHPB, the applicant offered a voluntary deed restriction that would permanently preserve the Café Genevieve cabin on the site with the condition that the cabin could be moved to another location on the 135/175 East Broadway properties provided that it still fronted East Broadway. Furthermore, it stated that should the properties be redeveloped, that the Café Genevieve cabin will be "maintained or relocated to be visually prominent" and will not be attached to any other structures. Regarding the two structures that house Persephone Bakery and The Juicery, the deed- restriction stated that these structures "may be maintained anywhere on the property or relocated to another meaningful [off-site] location." The deed restriction then provided a definition of "meaningful location" and the conditions for maintaining structures at these defined locations. The deed restriction, however, did not guarantee that the two structures will be preserved in the short-term or long-term.

The Planning Commission heard the item on December 5, 2018 and then continued it to December 19, 2018 where they voted 5-2 to deny the requested rezone. Significant time was spent trying to understand the legal issues raised by the proposed deed restriction from the applicant. For example, many of the Commissioners were not sure whether it was proper for them to base their rezoning recommendation on the "bargained for" promises contained in the proposed deed restriction. The Town Attorney attended both Commission meetings and provided detailed input on the differences between contract zoning (most likely not legal) and conditional zoning (most likely legal) in Wyoming. The Town Attorney concluded that the current deed restriction proposal likely constitutes legal conditional zoning and so the Commissioners were free to consider this option for approval at their discretion.

On other topics, most Commission members found that the Council's decision in 2016 to postpone rezoning the applicant's properties was reasonable based on the unique historic resources on the site. While some members were concerned about the property rights of the applicant being in "limbo," the Commission noted that the applicant was still free to develop the property under current zoning (which has similar development potential to the proposed DC zoning), and so there was not a significant adverse impact on property rights from delaying the rezone of the properties. The Commission also acknowledged that delaying the zoning in no way "preserves" the historic structures because nothing prevents the applicant from applying for a demolition permit tomorrow to remove some or all of the structures on the site. This was a risk the Commission was willing to take. In the end, the Commission agreed that rezoning for the applicant's properties should be done concurrent with the District 1 and historic preservation LDR update that will hopefully be completed in Spring, 2020.

The previous application was scheduled to be heard by the Town Council but after multiple continuances was

ultimately withdrawn by the owner, making way for this new application by a new applicant.

**Applicant's Request:**

This new application is different than the previous application in that the new applicant is only proposing to rezone a portion of the two properties from UC to DC. The portion of the properties containing the three most historically significant structures would remain UC with the balance of the property being rezoned to DC.

**STAFF ANALYSIS**

The applicant's request is limited to amending the Official Zoning Map to change a portion of the two subject properties from UC to DC zoning. It does not include any proposed physical development or uses for the site. Thus, the Town's review is limited only to making the required finding for a map amendment in Section 8.7.2 (see below).

As described under the required findings (below) for a Zoning Map Amendment, staff finds that the proposed DC zone is appropriate for a portion of the properties based upon the Comprehensive Plan's vision for the area and because no significant historically significant structures have been identified by the Historic Preservation Board. The DC zone is also consistent with the DC zone directly across the street on Broadway Avenue and will allow physical development and use that is consistent with the desired character for this area. Some changes to allowed physical development regulations will occur if rezoned to DC which are highlighted in the table below. The notable changes include increased building height, access to the Workforce Housing Floor Area Bonus (2:1 tool) and new pedestrian frontage standards. Beyond the noted changes, the property will remain in the Lodging Overlay and allow nearly all the same uses as UC.

Staff acknowledges that in the previous similar rezone application staff found that the Town should complete the District 1: Town Square (TS) rezoning and Historic Preservation LDRs and program prior to considering a rezone application for the entire property. However, in evaluating this new application to rezone only a portion of the property not containing the three most significant historical structures, staff finds that the three primary reasons for the recommendation for denial of the previous application have been addressed.

- First, the new application addresses the primary concern of Town Council back in 2016, by removing the portion of the property with the three most significant historical structures from the rezone request and leaving them in the legacy UC zoning district. This allows the District 1: Town Square rezoning and Historic Preservation LDRs to be completed prior to considering the appropriate Character zone (new TS zone, DC Zone, other) that should be placed on the retained historical portion of these properties moving forward. Ultimately it is staff's goal to replace Legacy Zones, such as UC, with Character Zones, such as DC to ensure implementation of the Comprehensive Plan. In addition, staff notes that a rezone to DC at this time would not preclude another rezone to a more appropriate zone in the future should one be developed.
- Second, the new application removes the proposal for a deed restriction to ensure the future of the three most historical structures associated with a rezone to DC zoning. Both staff and the Commission had concerns with how the deed restriction would work to protect the structures, how it would affect the property going forward, and whether the restriction was contract zoning (most likely not legal in Wyoming) or conditional zoning (most likely legal in Wyoming).
- Third, this applicant fits the description of a conservation buyer, having spent much time and consideration on how best to rezone and design the property to ensure the community character elements of the site are maintained. Staff acknowledges that the future use of the property is only subject to the zoning standards in place at the time of development but acknowledges the conservation buyer aspect of this application as it was discussed in previous applications as a consideration.

Although not typical, staff finds that rezoning a property into two (2) different zoning districts is allowed by the Land Development Regulations and is appropriate in this situation. Specifically, Section 1.7.5 Sites in Multiple Zones, defines how such properties are to be dealt with regarding minimum site area, maximum density/intensity and the location of development. Specifically, in this application staff finds that split/dual zoning these properties is appropriate due to the size of the properties (close to one entire city block). Staff finds that by utilizing this approach in this instance two Comprehensive Plan objectives can be achieved. The first is to preserve the historic structures on the site by maintaining the UC zoning on a portion of the site until a time when an appropriate character zone can be identified. The second is to implement the desired future character for District 2: Downtown Commercial through rezoning a portion of the property to the DC zone at this time.

As noted above this application is for rezoning only with no associated physical development or use permits. Due to the size of the parcel it is anticipated that a Sketch Plan to review lot configuration followed by a subdivision plat or a sketch plan for future development as one and/or two parcels would be the likely next steps for future development of the property.

In reviewing this request staff has provided the below table to illustrate how the UC and DC zones compare in terms of basic development standards:

<b>Comparison of UC and DC Zones</b>		
<b>Standard</b>	<b>UC</b>	<b>DC</b>
<b>FAR</b>	1.3	1.3
<b>Height</b>	35'	42' – 46'
<b>Stories</b>	3 (Lodging Overlay)	3
<b>3rd-story setback</b>	None	10' with 60% encroachment
<b>LSR</b>	10%	0%
<b>Setbacks (Front/side/rear)</b>	0'/0'/0'	0'-5'/0' or 5'/0' or 5'
<b>Maximum building size</b>	35,000 sf with CUP	None
<b>Uses</b>	Generally the same. Still allows a detached single-family home. Minor differences with accessory uses.	Generally the same. Does not allow detached single-family home. Minor differences with accessory uses.
<b>Workforce Housing FAR Bonus (2:1 tool)</b>	Not allowed. Instead, 25% FAR bonus for workforce housing	Allowed

## Planning Commission

The Planning Commission reviewed this request on June 19th, 2019 and unanimously recommended approval to Town Council as presented. The Commission discussed whether there were other properties in the Town with split zoning, to which staff confirmed there was. In addition, the applicant presented that the intent of the application was to ultimately move a significant portion of the allowed development to the northwest corner

of the site in order to retain the existing open space and historic structures on the remainder of the property.

## PUBLIC COMMENT

Staff has attached all public comment received at the time of the writing of this report. There was no public comment received at the Planning Commission public hearing.

## STAFF FINDINGS

Pursuant to Section 8.7.2.D the advisability of amending the Official Zoning Map is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt or deny a proposed zoning map amendment the Commission shall consider factors including, but not limited to, the extent to which the proposed amendment:

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

**Complies.** Staff finds the proposed request to be consistent with the purpose and intent of the LDRs, specifically the DC zoning district. Staff finds that by rezoning a portion of the property to DC, the applicant will have the opportunity to develop the property utilizing a revised Character Zone consistent with the Comprehensive Plan vision for the area. In addition, staff finds that the purpose of the DC zone (*LDR Section 2.2.10*) to provide for a vibrant mixed-use area with a variety of uses and amenities is appropriate for this site, specifically regarding building and parking location, and allowed land uses. Furthermore, the DC zone pedestrian frontage of 13.5 feet will provide more amenity space for pedestrians compared to the UC zone which only requires 10 feet of pedestrian frontage. Additionally, the DC zoning will require that a portion of the third floor be stepped back to break up building mass whereas the UC zone has no third story step-back requirement. Overall, the DC zone would provide more flexibility to the property owner while ensuring that future development best compliments and supports the Comprehensive Plan vision for Sub-area 2.3.

2. *Improves implementation of the desired future character defined in the Illustration of Our Vision chapter of the Comprehensive Plan.*

The proposed application is located in Character District #2 Town Commercial Core, specifically Sub-area 2.3 Downtown Commercial Core of the 2012 Comprehensive Plan. In order to review the application for conformance with the Comprehensive Plan, staff has reviewed the Policy Objectives for District 2 as follows:

### ***Common Value 1: Ecosystem Stewardship***

The Comprehensive Plan does not list any applicable policy objectives for this Common Value in District 2.

**Not Applicable.**

### ***Common Value 2: Growth Management***

*4.1.b: Emphasize a variety of housing types, including deed-restricted housing*

**Complies.** The DC zone allows use of the Workforce Floor Area Bonus (2:1 tool) to encourage development of housing for the local workforce.



*4.1.d: Maintain Jackson as the economic center of the region*

**Complies.** Although no development is proposed, the DC zone is intended to support mixed-use development which includes commercial spaces that serve local businesses, residents and visitors.

*4.2.c: Create vibrant walkable mixed use subareas*

**Complies.** The required pedestrian frontage standards of the DC zone will better achieve this policy than the current UC zone.

*4.2.d: Create a Downtown Retail Shopping District*

**Complies.** Although no development is proposed, the DC zone is intended to support mixed-use development which includes commercial spaces such as retail that serve local businesses, residents and visitors.

*4.2.f: Maintain lodging as a key component in the downtown*

**Not Applicable.** There is no physical development proposed, however the property will remain in the Lodging Overlay.

*4.4.b: Enhance Jackson gateways*

**Not applicable.**

*Policy 4.4.d: Enhance natural features in the built environment*

**Not applicable.** There will be no change to the regulations affecting natural features on the site as a result of the proposed zone change.

***Common Value 3: Quality of Life***

*Policy 5.2.d: Encourage deed-restricted rental units*

**Complies.** The DC zone will allow for the use of the Workforce Housing FAR Bonus not allowed in the UC zone.

*6.2.b: Support businesses located in the community because of our lifestyle*

**Not applicable.** There is no physical development proposed, however the DC zone will allow the same commercial uses as the UC zone which can support local businesses.

*6.2.c: Encourage local entrepreneurial opportunities*

**Not applicable.** There is no physical development proposed.

*6.3.a: Ensure year-round economic viability*

**Not applicable.** There is no physical development proposed.

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

**Not applicable.** There is no physical development proposed.

In addition, staff finds that the application should be reviewed for consistency specifically with subarea 2.3 Downtown Commercial Core which states as follows as the desired vision for the subarea:

*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 rezone for a portion of the subject parcels is consistent with the above vision for Subarea 2.3 as it will encourage development that supports a strong retail and visitor experience in the downtown. The request will allow for the development of mixed-use buildings of three stories with descriptive architectural requirements consistent with the surrounding properties already zoned DC. In addition, the DC zone will allow a greater opportunity to provide deed restricted workforce housing through the Workforce Housing Floor Area Bonus (2:1 tool) found in the DC zone. The request will also better address pedestrian frontages and the location of parking better than the current UC zone consistent with the above described vision. Overall, staff finds that DC zone requested for a portion will be successful meeting the desired future character of the area while addressing the existing conditions on the site not part of this request.

3. *Is necessary to address changing conditions or a public necessity.*

**Complies.** Staff finds that the rezone to DC from UC will address the desired future vision for Comprehensive Plan, Character District 2.

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

**Complies.** Staff finds that the proposed request is consistent with all other Town Ordinances.

#### ATTACHMENTS

Applicant Submittal  
Public Comment  
Department Reviews

#### RECOMMENDATION

The Planning Director and Planning Commission recommend **approval** of the request (P19-105 & P19-107) to amend the Official Zoning Map to rezone a portion of two properties located at 135 & 175 East Broadway Avenue from Urban Commercial (UC) to Downtown Core (DC) subject to the staff analysis and findings in this staff report and department reviews attached hereto.

#### SUGGESTED MOTION

Based upon the findings for an amendment to the Official Zoning Map as presented by staff, and the applicant for Items P19-105 and P19-107 related to 1) Consistency with the purposes and organization of the LDRs; 2) Improved implementation of the desired future character in the Comprehensive Plan; 3) Need to address changing conditions or a public necessity; and 4) Consistency with other adopted Town Ordinances, I move to approve a change to the official zoning map from Urban Commercial (UC) to Downtown Core (DC) for a portion of the properties located at 135 & 175 East Broadway Avenue subject to this staff report and the departmental reviews attached hereto.

CIRQUE CONSULTING, LLC  
P.O. Box 7775  
Jackson, WY 83002

May 1, 2019

Tyler Sinclair, Planning Director  
Town of Jackson Planning and Building  
PO Box 1687  
Jackson, WY 83001

**RE: East Broadway Zoning Map Amendment – 135 & 175 E. Broadway –  
Pre-App P18-194**

Dear Tyler,

On behalf of the applicant, Café G, LLC, please accept this letter and the accompanying materials as a formal request for Zoning Map Amendment within the Town of Jackson for property located within portions of lands located at 135 and 175 E. Broadway currently owned by Deloney Street, LLC and BWD Street, LLC.

The applicant seeks to rezone the subject property from Urban Commercial (UC) to Downtown Core (DC). The lodging overlay currently in place would remain unchanged.

Included for your review are the following:

- Check for \$1,500
- Planning Application
- Letters of Authorization
- Project Narrative & Findings
- Legal Description
- Neighborhood Meeting documents
- Zone Map Amendment Map

As we have discussed, the applicant is very eager to have the rezone application move forward as expeditiously as possible. Any effort you can provide to keep this on track would be greatly appreciated.

Please do not hesitate to contact me at (307) 413-5424 should you have any questions with this submittal. We look forward to hearing from you upon your sufficiency determination.

Sincerely,



George Putnam  
Cirque Consulting, LLC





**PLANNING PERMIT 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](http://www.townofjackson.com)

**For Office Use Only**

Fees Paid _____  
Check # _____ Credit Card _____ Cash _____  
Application #s _____

**PROJECT.**

Name/Description: E. Broadway Rezoning  
Physical Address: Pts of 135, 175 East Broadway Ave. Jackson, 83001  
Lot, Subdivision: n/a PIDN: 22-41-16-27-3-00-010; 22-41-16-27-3-00-009

**OWNER.**

Name: Deloney Street, LLC; BWD Street, LLC Phone: 690-1304  
Mailing Address: POB 10309, Jackson, WY ZIP: 83002  
E-mail: jeff@gardnercmc.com

**APPLICANT/AGENT.**

Name: Café G, LLC Phone: 307-413-5424  
Mailing Address: PO Box 7372 Jackson, WY 83002 ZIP: 83002  
E-mail: gputnam@cirqueconsulting.com

**DESIGNATED PRIMARY CONTACT.**

____ Owner ☒ Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; see Fee Schedule for applicable fees.

<b>Use Permit</b>	<b>Physical Development</b>	<b>Interpretations</b>
____ Basic Use	____ Sketch Plan	____ Formal Interpretation
____ Conditional Use	____ Development Plan	____ Zoning Compliance Verification
____ Special Use		
<b>Relief from the LDRs</b>	<b>Development Option/Subdivision</b>	<b>Amendments to the LDRs</b>
____ Administrative Adjustment	____ Development Option Plan	____ LDR Text Amendment
____ Variance	____ Subdivision Plat	<input checked="" type="checkbox"/> Zoning Map Amendment
____ Beneficial Use Determination	____ Boundary Adjustment (replat)	____ Planned Unit Development
____ Appeal of an Admin. Decision	____ Boundary Adjustment (no plat)	____ Other: _____

**PRE-SUBMITTAL STEPS.** Pre-submittal steps, such as a pre-application conference, environmental analysis, or neighborhood meeting, are required before application submittal for some application types. See Section 8.1.5, Summary of Procedures, for requirements applicable to your application package. If a pre-submittal step is required, please provide the information below. If you need assistance locating the project number or other information related to a pre-submittal step, contact the Planning Department. **If this application is amending a previous approval, indicate the original permit number.**

Pre-application Conference #:	<u>P18-194</u>	Environmental Analysis #:	<u>n/a</u>
Original Permit #:	<u>n/a</u>	Date of Neighborhood Meeting:	<u>04/26/2019</u>

**SUBMITTAL REQUIREMENTS.** Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Provide **one electronic copy** (via email or thumb drive), and **two hard copies** of the submittal packet.

Have you attached the following?

- ☒ **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.
- ☒ **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.
- ☒ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is held, the submittal requirements will be reviewed at the conference followed by a written summary. The submittal requirements on the TOJ website are intended as a reference to assist you in submitting a sufficient application.

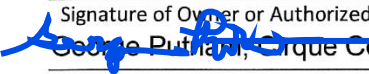
#### FORMAT.

The main component of any application is demonstration of compliance with all applicable Land Development Regulations (LDRs) and Resolutions. The submittal checklists are intended to identify applicable LDR standards and to outline the information that must be submitted to sufficiently address compliance with those standards.

For some submittal components, minimum standards and formatting requirements have been established. Those are referenced on the checklists where applicable. For all other submittal components, the applicant may choose to make use of narrative statements, maps, drawings, plans and specifications, tables and/or calculations to best demonstrate compliance with a particular standard.

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

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

Signature of Owner or Authorized Applicant/Agent  
  
 Name Printed

05/01/2019

Date  
 Agent  
 Title

**LETTER OF AUTHORIZATION**

BWD Street LLC

, "Owner" whose address is: PO Box 10309

Jackson, WY 83002

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property

more specifically legally described as: 175 E. Broadway - PT SW1/4SW1/4, Sec. 27, TWP. 41  
Rng. 116

(If too lengthy, attach description)

HEREBY AUTHORIZES George Putnam, Cirque Consulting, LLC

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:

Max C. Chapman  
(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Managing Member

(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 )

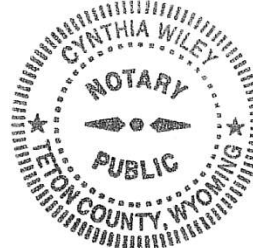
The foregoing instrument was acknowledged before me by Max C. Chapman this 26 day of April, 2019.

WITNESS my hand and official seal.

Cynthia Wiley  
(Notary Public)

My commission expires: 6-18-21

(Seal)





# LETTER OF AUTHORIZATION

BWD Street LLC

, "Owner" whose address is: PO Box 10309

Jackson, WY 83002

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property  
more specifically legally described as: 175 E. Broadway - PT SW1/4SW1/4, Sec. 27, TWP. 41  
Rng. 116

(If too lengthy, attach description)

HEREBY AUTHORIZES Robbin Levy Mommsen, Café G, LLC

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:

Max C. Chapman  
(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Managing Member

(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

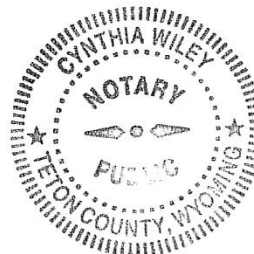
STATE OF Wyoming )  
 )SS.  
COUNTY OF Teton )

The foregoing instrument was acknowledged before me by Max Chapman, Jr. this 24 day of APRIL, 2019.

WITNESS my hand and official seal.

Cynthia Wiley  
(Notary Public)  
My commission expires: 6/18/21

(Seal)





## LETTER OF AUTHORIZATION

Deloney Street LLC

, "Owner" whose address is: PO Box 10309

Jackson, WY 83002

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property  
more specifically legally described as: 135 E. Broadway - PT SW1/4SW1/4, Sec. 27, TWP. 41  
Rng. 116

(If too lengthy, attach description)

HEREBY AUTHORIZES Robbin Levy Mommsen, Café G, LLC

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:

Max C. Chapman  
(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Managing Member

(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner)

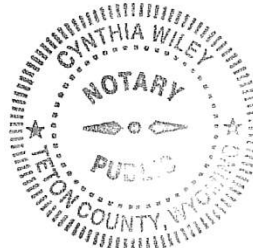
STATE OF Wyoming )  
 )SS.  
COUNTY OF Teton )

The foregoing instrument was acknowledged before me by Max C. Chapman, Jr. this 26 day of April, 2019.  
WITNESS my hand and official seal.

(Seal)

(Notary Public)

My commission expires: 6-18-21



## LETTER OF AUTHORIZATION

Deloney Street LLC

Jackson, WY 83002

,"Owner" whose address is: PO Box 10309

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

, as the owner of property  
more specifically legally described as: 135 E. Broadway - PT SW1/4SW1/4, Sec. 27, TWP. 41  
Rng. 116

(If too lengthy, attach description)

HEREBY AUTHORIZES George Putnam, Cirque Consulting, LLC

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:

Max C. Chapman  
(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Managing Member

(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

)

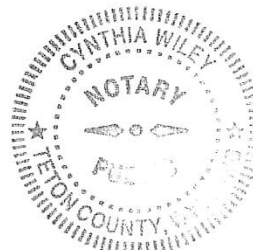
The foregoing instrument was acknowledged before me by Max C. Chapman, Jr. this 26 day of April, 2019.

WITNESS my hand and official seal.

Cynthia Wiley  
(Notary Public)

My commission expires: 6-18-21

(Seal)





## **Project Narrative:**

The property known as the Genevieve Block is an important part of our town's history and story. In September 2018, an application was submitted to the town of Jackson by the current owner of 135 and 175 E. Broadway, that would have rezoned those properties, in their entirety, from Urban Commercial Lodging Overlay (UC/LO) to Downtown Core Lodging Overlay (DC/LO). While special restrictions were proposed at the time to recognize the existing historically significant structures, there were fears that a rezone would mean potential relocation or permanent destruction of historic buildings, green space and large trees, and the loss of community character that the block brings to downtown Jackson. That rezone application was ultimately not supported by the Town of Jackson Planning Commission and was withdrawn prior to a hearing at the Town Council.

The block is now under contract by Café G, LLC, an entity formed as the vehicle for a community effort to purchase the properties and preserve their unique character by specifically recognizing and protecting the historic buildings and green space through the use of land conservation and historic preservation tools. The partial rezone from UC to DC zoning that is contemplated by this new application will make it possible to condense the potential development footprint to the smallest space possible in the area of the property on land rezoned to DC along the northern half of the properties that will have the least impact on the historic buildings, community green space and character of the block while leaving the historically significant buildings in the UC zone.

This application is for a rezone of a portion of 135 and 175 East Broadway to Downtown Core/Lodging Overlay (DC/LO) zoning. A map depicting the proposed area to be rezoned to DC is attached with this application. The property is currently zoned Urban Commercial/Lodging Overlay (UC/LO) and is approximately 1.8 acres in size. A review of the Comprehensive Plan Zone District map shows the property within District 2: Downtown Sub Area 2.3 and adjacent to the District 1: Inner Square Sub Area 1.1 on the west and the District 2: Mixed Use Office and Residential Sub Area 2.6 on the east. The property presently contains commercial development consisting of locally owned businesses and single family residential which is currently rented. The proposed project would allow for mixed-use commercial and residential development under the standards established by the Downtown Core (DC) zone district. The lodging overlay remains unchanged by this rezone request.

## **Findings for Approval – Zoning Map Amendment**

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

The proposed zoning map amendment is consistent with the purposes and organization of the Land Development Regulations (LDRs) as they stand as the implementation, in regulatory form, of the stated vision and desires of the Jackson/Teton County Comprehensive Plan adopted May 2012.

The proposed rezone of the subject property from Urban Commercial/ Lodging Overlay (UC/LO) to Downtown Core / Lodging Overlay (DC/LO) implements the community vision as it will “serve to preserve and protect the area’s ecosystem in order to ensure a healthy environment, community, and economy for current and future generations.” The rezone of the proposed property to DC/LO will allow for development to follow the form of DC zoning which provides greater flexibility with building design and use of the third story which allows for a more compact development footprint and greater ability to pursue greenspace and historic structure preservation. Preserving the historical and cultural landscape of Jackson for future generations is a stated goal of the Comprehensive Plan (Jackson/Teton County Comprehensive Plan 2012 - Policy 4.5.a).

The physical location of the proposed lands to be rezoned follows the stated desire of the LDRs to implement the common values of community character given that the DC zone specifically allows ecosystem stewardship by focusing development within the Town of Jackson and directs future managed growth to an identified character district within the Town of Jackson where economic vitality, housing and cultural activities are stated defining features.

Quality of life priorities are recognized as foundations of the purposes of the LDRs and are supported by the proposed rezone to DC/LO. A sustainable, vibrant, stable and diversified community can be realized where potential residents and business owners are able to live and conduct business in a manner that supports alternative modes of transportation by its adjacent proximity to the Deloney Ave. START transit center. The DC zone allowances for residential use of the third story, and workforce housing incentives for floor area further compliment the proposed action’s consistency with the LDRs.

The proposed rezone allows the implementation of the illustration of the vision for each complete neighborhood character zone. The DC zone as defined in Section 2.2.10 of the LDRs is a recognized complete neighborhood character zone which dictates several desired form standards including streets, pedestrian frontages, building frontages and parking for the downtown core area of Jackson. Additional physical development and use standards are clearly defined for DC zoning. The land proposed for rezoning is suitable for inclusion in the DC zone as its location and character provide opportunity to preserve the cultural landscape and historic buildings of the Van Vleck family along Broadway Ave. while allowing future development of the subject lands within the desired form and character of DC zoning which is the predominant and appropriate character district found on adjacent lands in close proximity to the town square. DC zoning further provides predictable regulations, incentives and allowances for development that the subject property can utilize to benefit the community. DC Zoning of this property follows the desired coordination between Town and County efforts to implement the shared community vision of “Town as Heart”.



Given the subject land's location within the downtown core area of Jackson and desired effect of the DC character district to the form, density, and use of DC lands, the proposed rezone follows the organization of the LDRs which outline the standards of the community's character-based approach to land planning. Further, the LDRs outline physical development standards, allowed uses and land division parameters under which the subject property may be developed and the lands inclusion in DC zoning is an appropriate change to allow the community to fulfill its stated mission and goals.

*2. Improves implementation of the desired future character defined in the Illustration of Our Vision chapter of the Comprehensive Plan*

The proposed rezone of currently UC zoned lands to DC improves implementation of the desired future character defined for District 2: Town Commercial Core, in the Illustration of Our Vision chapter of the Comprehensive Plan in several significant ways.

Current UC zoning lacks specificity to many of the desired character defining elements outlined for District 2 and Subarea 2.3 – Downtown, such as streetscapes, pedestrian frontages, building frontages and parking. Rezoning to DC provides for the stated implementation of these character defining elements which will guide development to support a vibrant mixed-use pedestrian friendly environment. By clearly defining building bulk and scale and architectural form, pedestrian sidewalk and greenspace characteristics, DC zoning will provide predictability and intention to future development to compliment the surrounding neighborhood and location context within the downtown area.

A stated goal of the Downtown subarea is to “create a consistent building size and form.” Under current UC zoning, there are no requirements for development to ensure this stated building consistency is achieved or good urban design principles are followed. Rezoning to DC will provide clear guidance to achieve the stated goal by following requirements for building frontages outlined in LDR Section 2.2.1.d, Rules Applicable to All Complete Neighborhood Character Zones. Establishing this type of building size and form consistency along east Deloney Ave. extending from the town square is appropriate and logical as a transitional area from the commercial core of Jackson.

Lodging is recognized as a key use within in the Downtown sub-area, and striking a balance between commercial space, lodging and long-term residential housing is often challenged by market conditions. Rezoning the subject property to Downtown Core will provide the guidance, tools and incentives lacking under current UC zoning to realize the community vision of a desired variety of mixed uses that support year-round community-based business and local entrepreneurial energy.

*3. Is necessary to address changing conditions or public necessity*

The lands subject to the rezone are currently under contract for sale. The proposed rezone to Downtown Core is necessary to provide guidance to the applicant and current owner that will allow desired predictability and flexibility for the future development and conservation of the subject property.

*4. Is consistent with other adopted Town Ordinances*

The proposed rezone to Downtown Core is consistent with other adopted Town Ordinances as included in The Municipal Code adopted by the Town Council through and including Ordinance No. 1227, dated April 2019.

**Legal description of land to be included in Zoning Map amendment:**

That part of the SW1/4SW1/4, Section 27, Township 41N, Range 116 W, 6th P.M., Teton County Wyoming. Being more particularly described as follows:

The north half and the west 50 feet of the south half of that land owned by Deloney Street, LLC described in that Deed recorded in Document # 0729086 Book 698, pages 824-825 in the Office of the Clerk of Teton County. PIDN: 22-41-16-27-03-00-010

AND

The north half of that land owned by BWD Street LLC described in that Deed recorded in Document # 0841627 Book 850, pages 29-31 in the Office of the Clerk of Teton County. PIDN: 22-41-16-27-03-00-009

Neighborhood Meeting Summary  
4/26/2019

A neighborhood meeting was held on the property on April 26, 2019 from 4-7pm. Neighbors and members of the public were invited to visit the historic structures and greenspace on the property. At 4:30pm a presentation was made by the applicants and agent to the gathered group of approximately 75+ people of the current plan to purchase the property and preserve the historic structures along Broadway and greenspace areas. The proposed rezone was introduced and described per the attached proposed zone change map.

Neighbors was then invited to come talk to project representatives in two breakout locations led by project members George Putnam, Cirque Consulting and Adam Janak, Northworks Architects. Technical questions and comments were discussed and recorded at these breakout locations. Additional comments were compiled from conversations held by the project team with neighbors and the public who came to the open house receptions held at three participating businesses. A compilation of comments is included.

Two neighborhood meeting notice boards was posted at the site on April 16, 2019 – ten days prior to the public meeting. Content of the public notice is attached.

Notice was mailed to neighbors on April 16, 2019. A copy of this notice and the names and addresses of recipients is included.



Name	Mailing Address	City, State	StAddr
98 CENTER STREET, LLC	217 WEST 22ND STREET	NEW YORK, NY 10011	98 CENTER STREET
ANIMAL ADOPTION CENTER, INC.	PO BOX 8532	JACKSON, WY 83002	270 E BROADWAY AVENUE
ARDT, LLC	P.O. BOX 9605	JACKSON, WY 83002	250 E BROADWAY AVENUE
BALD EAGLE, LLC	P.O. BOX 6368	JACKSON, WY 83002	150 E BROADWAY AVENUE
BROADWAY & WILLOW LLC	P.O. BOX 4719	JACKSON, WY 83001	200 E BROADWAY AVENUE
BROADWAY CENTRE LLC	PO BOX 489	JACKSON, WY 83001	235 E BROADWAY AVENUE
BROADWAY MILLENNIUM LLC C/O GRAND TETON PROPERTY MANAGEMENT	P.O. BOX 2282	JACKSON, WY 83001	
BWD STREET, LLC	PO BOX 10309	JACKSON, WY 83002	175 E BROADWAY AVENUE
CACHE CREEK, LLC	P.O. BOX 2924	JACKSON, WY 83001	230 E BROADWAY AVENUE #1-8
CADENHEAD, SAMANTHA 2004 IRREVOCABLE TRUST	PO BOX 4257	JACKSON, WY 83001-4257	36 E BROADWAY AVENUE #9-3
CENTER STREET, LLC	P.O. BOX 10309	JACKSON, WY 83002	155 CENTER STREET
CHABAD LUBAVITCH OF WYOMING, INC.	PO BOX 9818	JACKSON, WY 83001	265 E BROADWAY AVENUE
CHETT'S WAY, LLC	P.O. BOX 694	JACKSON, WY 83001	60 E BROADWAY AVENUE
COLTER BAY RESORTS, LLC	6067 NORTH SEQUOIA DRIVE	FRESNO, CA 93711-1256	25 S WILLOW STREET #3
CRABTREE CORNER, LLC	PO BOX 3767	JACKSON, WY 83001	84 E BROADWAY AVENUE
DELONEY STREET, LLC	P.O. BOX 10309	JACKSON, WY 83002	135 E BROADWAY AVENUE
DOWNTOWN HOLDINGS, LLC	P.O. BOX 126	JACKSON, WY 83001	140 E BROADWAY AVENUE
ETOILE HOLDINGS, LLC	PO BOX 37	PENNS PARK, PA 18940	36 E BROADWAY AVENUE #5-2
FOAM CAPITAL, LLC	PO BOX 1045	JACKSON, WY 83001	105 E BROADWAY AVENUE
GILL FAMILY, LLC	2505 SHOOTIN' IRON RANCH ROAD	JACKSON, WY 83001	40 CENTER STREET
GILL, RALPH LLC, THE	PO BOX 128	JACKSON, WY 83001	130 N CACHE STREET
HARGER, DONALD K. ET UX	P.O. BOX 2826	JACKSON, WY 83001	36 E BROADWAY AVENUE #3-1
HUFF HOUSE, L.C.	P.O. BOX 4902	JACKSON, WY 83001	245 E BROADWAY AVENUE
HUTCHINGS, MELVIN D. ET UX	1892 COUNTY ROAD 125	THAYNE, WY 83127	30 CENTER STREET
I.O.O.F. #8	P.O. BOX 586	JACKSON, WY 83001	45 E DELONEY AVENUE
JACKSON HOLE DEVELOPMENT CO. C/O MATHIEU, JAMES	PO BOX 1659	JACKSON, WY 83001	12 E CENTER STREET
JACKSON STATE BANK & TRUST, THE	P. O. BOX 2609	CARLSBAD, CA 92009	165 E DELONEY AVENUE
JIM BOB ENTERPRISES, LLC	P.O. BOX 1845	JACKSON, WY 83001	290 E BROADWAY AVENUE
JOURDAN FAMILY LIMITED PART.	P.O. BOX 3159	JACKSON, WY 83001	110 E BROADWAY AVENUE #101
KOMINSKY, RAYMOND J. & SHARLEEN KAY	PO BOX 1318	JACKSON, WY 83001	175 E DELONEY AVENUE
MILLER HOUSE, LLC	P.O. BOX 4902	JACKSON, WY 83001	211 E BROADWAY AVENUE
MTSBC, LLC	PO BOX 6372	JACKSON, WY 83002	274 E BROADWAY AVENUE
REDEEMER LUTHERAN CHURCH OF JACKSON, WY	PO BOX 1016	JACKSON, WY 83001	275 N WILLOW STREET
SOLEIL HOLDING COMPANY, LLC	P.O. BOX 4316	JACKSON, WY 83001	164 E DELONEY AVENUE
TETON ACADIA GROUP, LLC C/O JDHCO	PO BOX 3369	JACKSON, WY 83001	50 E BROADWAY AVENUE
TETON COUNTY SCHOOL DISTRICT #1	P.O. BOX 568	JACKSON, WY 83001	255 N JEAN STREET
TOWN OF JACKSON	P.O. BOX 1687	JACKSON, WY 83001	
VANDEWATER ENTERPRISES LP	1815 POPLAR	BUHL, ID 83316	48 E BROADWAY AVENUE
W/S HOLDING #1, LLC	P.O. BOX 2335	CASPER, WY 82602	36 E BROADWAY AVENUE #2-1
YAMINI LLC	PO BOX 9696	JACKSON, WY 83002	220 E BROADWAY AVENUE
ZIONS FIRST NATIONAL BANK	1 SOUTH MAIN STREET	SALT LAKE CITY, UT 84133-1109	25 S WILLOW STREET #2



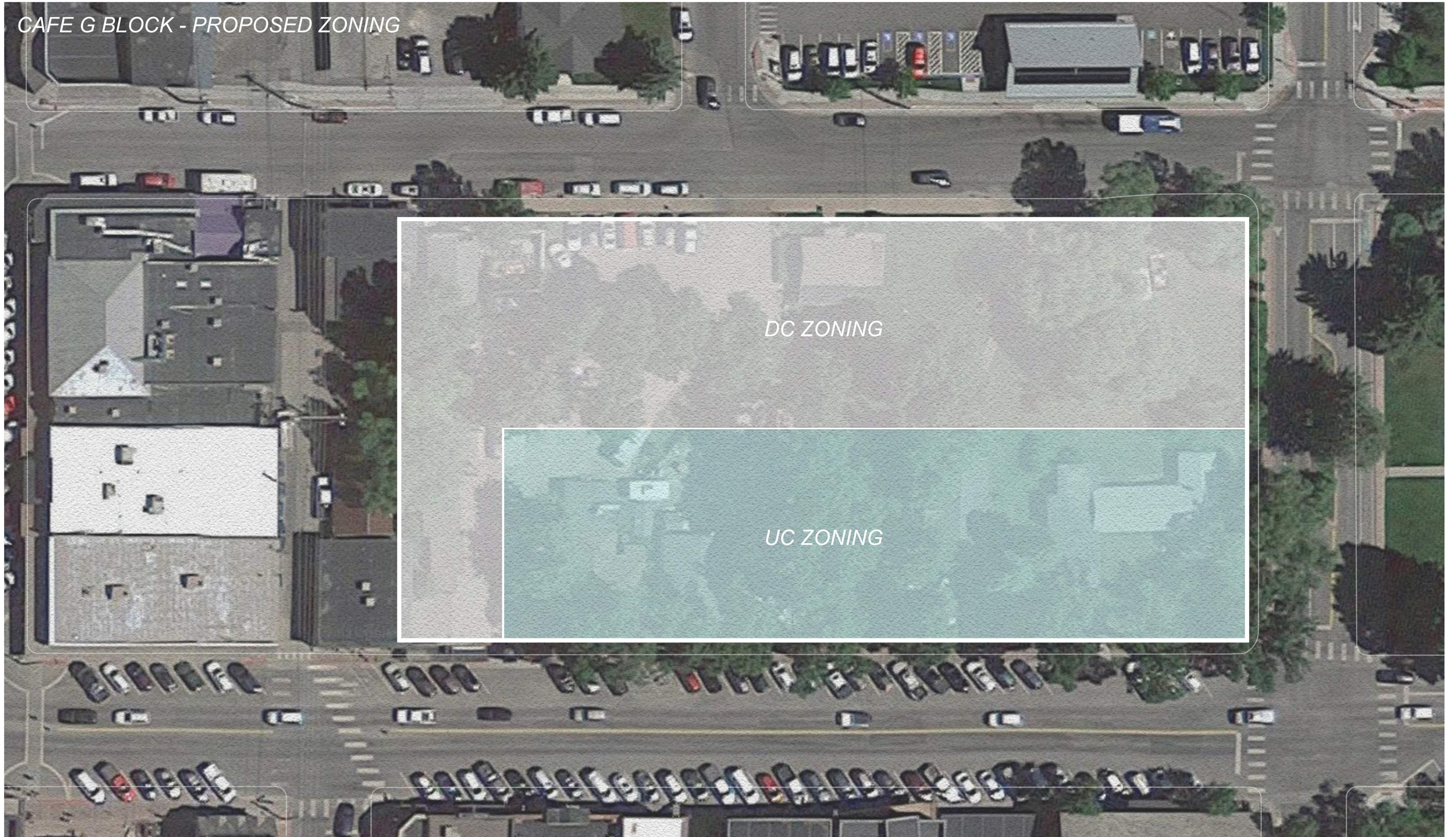
Genevieve Historic Block Questions from Public at Neighborhood Meeting 4/26/19

- The JHNG's discussion of the zoning change confused me
- The current greenspace is fantastic, would love to see it stick around
- What happens if you raise more than \$7M
- Can you have the zoning proposed maps available online somewhere?
- What will happen to the creek? Any improvements/changes?
- What is the difference between DC and UC?
- What will be the Town's role in the property once it is protected?
- Does "perpetuity" still apply?
- Who are our donations going to exactly, and what does that money ultimately go towards?
- Would this space be a town park? What will happen to the fences? Any programming you can tell us about?
- Who owns the block now?
- Would transportation's plan change? What about parking across the street? Any additional space or updates?
- What can people do to help other than donate? Can we write letters to Council or sign something?
- What will happen to the red house? All of these buildings once belonged to Van Vlecks and they're all apart of down history.
- How will the land be handled beneath the historic structures?
- What does the current Historic Easement do to maintain the structures? What do you mean the NHRP doesn't help to protect them?
- Who will own the land and who will the businesses rent from?
- Can you help me understand the complexities of the rezone?
- \$7 M doesn't include the buildings? Do they need investors?
- Why is there no protection under the NHRP? How can it only be a designation/recognition?
- I would love to support this project – have you tested the rezone with the Town Council? What do they feel about the zoning change?
- Is DC gray zoning allowed to be 35 feet?
- Will housing be available in either scenario, or in DC? How much space and for how many total people?
- My name is Jim Monroe and I am very excited about this project and would be very happy to help
- Have you thought about having a Farmers Market booth with an informational table?
- Can you clarify whether this plan would help keep historic buildings exactly as they are now?
- I'm confused about how much greenspace there will be and how the development could potentially be.
- What does the NHRP actually do if it doesn't protect anything(from being torn down)?
- What can we do here this summer to promote the space positively?
- Who would take the lead on preservation easement purposes?
- How does the division of lots happen successfully?
- What happens when we raise more than \$7M?

- Could we buy the properties in gray / are they for sale?
- Greenspace and old growth are super important – how can we do more?
- I support the need for greenspace in urban centers, but also understand the need for responsible development. Have you considered economic losses?
- J Schechter – have a weekly thermometer of progress in funding to stay relevant and put a number on the other parcels so protection feels attainable
- Can you help me understand the difference between DC and UC
- How can we get more involved? (Shelly Holland, Sweetwater)
- This project is an “ambitious” undertaking
- What happens if your plan fails?
- Was the 90k sq ft hotel a ploy?
- Is the “anonymous buyer” a strawman for the hotel?
- Workshop helps break up the view and is beneficial for helping block the view of the parking lot
- Can we get a copy of the easements and map of the area? Is it available online?
- What does the \$7M actually do? I still feel like this unclear/is being kept from me
- How do the resale components add up?
- Does anyone even care about the green space?
- Are we trying to save \$16 juices?
- We/They should be reaching out to national customer base (in re: to businesses)
- Balance Salon & Spa Employee: Unique and historic, love the space.
- JoAnn Hoff, 140 Aspen Drive: Please save workshop building. This could potentially be additional income property. Love the plan!
- Love the idea of added greenspace to north
- Support less hotel development and more historic preservation
- Support of extension of greenspace
- I would love to see as many trees saved as possible



CAFE G BLOCK - PROPOSED ZONING



**SAVE GENEVIEVE**  
HISTORIC COMMUNITY GREENSPACE



June 27, 2019

Jackson Town Council



**Subject: Van Vleck block – new re-zone proposal to save the block**

Dear Mayor and Town Councilors,

Thank you for the opportunity to comment on the new subdivision and zoning proposal for 135 and 175 East Broadway, commonly known as the Genevieve or Van Vleck block. **The Alliance supports this new community-based approach to saving the Genevieve block, and is grateful to the Land Trust for leading a fundraising campaign.** This new approach achieves significant historic preservation, supports local businesses, and is clearly better for our community than a block-wide hotel and all its associated impacts.

We believe that our community has a responsibility to make land use decisions that align with our community's vision in our Comprehensive Plan: ecosystem stewardship, growth management, and quality of life – which includes our history and our local businesses.

At its core, our quality of life and community character require that we sustain a true local community where we and our neighbors can look out for each other, coach youth sports, vote, volunteer with Search and Rescue, and steward our wildlife and ecosystem. Our community character is also our unique sense of place, which includes our historic buildings, community spaces, and local businesses. All of these are increasingly under threat from speculative commercial and hotel development. Local restaurants close and are replaced with banksⁱ, while families' affordable homes are bulldozed and replaced by high-end condos or four-story corporate hotelsⁱⁱ. Let's be true to our slogan: "the last of the Old West."

The Van Vleck block hosts a unique combination of important historic buildings like the Van Vleck Cabin (over 100 years old) and newer beloved local businesses like Café Genevieve, Persephone Bakery, and Healthy Being Juicery. These local businesses have quickly become part of the fabric of our community.

We are also encouraged to see that the Teton County Historic Preservation Board has begun work on drafting incentives and regulations to address historic preservation throughout our community. The campaign to save this block has acted as a catalyst for the larger discussion.

Ultimately, we support this application because it encompasses much of what our community cares about: green space, historic community character, locally-owned businesses, and smart growth within the downtown core.

Thank you for your support of this project, and for all your work for our community.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Skye Schell'.

Skye Schell  
Executive Director  
Jackson Hole Conservation Alliance



---

ⁱ “Bank, drug store: Any resemblance is coincidental,” *Jackson Hole News & Guide*, September 5, 2018.

[https://www.jhnewsandguide.com/news/business/article_81e21a5c-35c4-5b49-b3e5-75bb9fea4813.html](https://www.jhnewsandguide.com/news/business/article_81e21a5c-35c4-5b49-b3e5-75bb9fea4813.html)

ⁱⁱ “4th-floor setback dies as Marriott wins OK,” *Jackson Hole News & Guide*, Dec 17, 2014.

[https://www.jhnewsandguide.com/news/town_county/article_d18f2bd6-8436-56e4-8427-1e0f5378c475.html](https://www.jhnewsandguide.com/news/town_county/article_d18f2bd6-8436-56e4-8427-1e0f5378c475.html)

**Town of Jackson**  
**Project Plan Review History**  
**PLANNING**

**Project Number** P19-105 **Applied** 5/2/2019 **STOL**  
**Project Name** Zoning Map Amend - Cafe G block **Approved**  
**Type** ZONING MAP AMENDMENT **Closed**  
**Subtype** **Expired**  
**Status** STAFF REVIEW **Status**

**Applicant** Cafe G LLC **Owner** BWD STREET, LLC

**Site Address** 175 E BROADWAY AVENUE **City** JACKSON **State** WY **Zip** 83001

**Subdivision** **Parcel No** 22411627300009 **General Plan**

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
<b>Contact</b> <b>Notes</b>					
Building Kelly Sluder (5/6/2019 8:14 AM KS)	APPROVED W/COND	5/3/2019	5/23/2019	5/6/2019	
New property lines cannot create an existing structure to become out of code compliance for location, opening and rated walls.					
Fire Kathy Clay		5/3/2019	5/23/2019		
Joint Housing Dept Stacy Stoker		5/3/2019	5/23/2019		
Legal Lea Colasuonno (6/13/2019 10:59 AM LC)	APPROVED W/COND	5/3/2019	5/23/2019	6/13/2019	
LDR 8.7.2.C, Findings for Approval for a Zoning Map Amendment states that:					
"The advisability of amending the Official Zoning Map is a matter committed to the legislative discretion of the Town Council and is no controlled by any one factor. In deciding to adopt or deny a proposed zoning map amendment the Town Council shall consider factors, including, but not limited to, the extent to which the proposed amendment:       1. Is consistent with the purposes and organization of the LDRs;     2. Improves implementation of the desired future character defined in the illustration of Our Vision chapter of the Comprehensive Plan;     3. Is necessary to address changing conditions or a public necessity;     4. Is consistent with other adopted Town Ordinances.					
Parks and Rec Steve Ashworth (5/15/2019 3:28 PM STOL)	NO COMMENT	5/3/2019	5/23/2019	5/15/2019	
Tiffany, No comment from P&R on P19-105, 107. Thanks.					
Andy Erskine, CPSI					

Type of Review Contact Notes	Status	Dates			Remarks
		Sent	Due	Received	
Pathways Brian Schilling (5/15/2019 4:17 PM STOL) No comments from Pathways.	NO COMMENT	5/3/2019	5/23/2019	5/15/2019	
Planning Paul Anthony		5/3/2019	5/23/2019		
Police Todd Smith	NO COMMENT	5/3/2019	5/23/2019	5/6/2019	
Public Works Brian Lenz		5/3/2019	5/23/2019		
START Darren Brugmann		5/3/2019	5/23/2019		



# TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

**PREPARATION DATE:** JULY 11, 2019  
**MEETING DATE:** JULY 15, 2019

**SUBMITTING DEPARTMENT:** PLANNING  
**DEPARTMENT DIRECTOR:** TYLER SINCLAIR  
**PRESENTER:** TYLER VALENTINE

**SUBJECT:** **ITEM P19-114:** REQUEST FOR APPROVAL TO AMEND THE OFFICIAL ZONING MAP FROM URBAN COMMERCIAL TO DOWNTOWN CORE FOR THE PROPERTY LOCATED AT 105 EAST BROADWAY AVENUE.

**OWNER:** FOAM CAPITAL, LLC

**APPLICANT:** JOHN STENNIS, GYDE ARCHITECTS

---

## REQUESTED ACTION

The applicant is requesting approval to amend the Official Zoning Map to rezone the property located at 105 East Broadway Avenue from Urban Commercial (UC) to Downtown Core (DC).

## APPLICABLE REGULATIONS

Section 8.7.2 Zoning Map Amendment

## LOCATION

The property is located at 105 East Broadway Avenue, legally described as parcel PT. SW1/4SW1/4, SEC. 27, TWP. 41, RNG. 116. An aerial photo and zoning map are shown below:





## BACKGROUND

### **Existing Site Characteristics:**

The subject parcel is approximately 7,300 sf in size. The parcel is 150 feet deep with varying widths starting at 42 feet wide in the southern third of the parcel and increasing to 52 feet wide in the northern two-thirds of the parcel. The parcel has been zoned UC since 1994 and is located within the Lodging Overlay (LO). There are two existing structures on the property: a 3,800 sf split level retail building built in 1974 which fronts Broadway Avenue, and a 1,152 sf single-story storage garage built in 1930 to the rear. Zoning to the east and north is UC, zoning to the south is DC and zoning to the west is Town Square (TS). Also to the west is a Town alley that connects Broadway Avenue to Deloney Avenue. Oddly, the first southern 50 feet of the alley starting from Broadway Avenue is 20 feet wide, then the remaining northern 100 feet of alley narrows to 10 feet wide until it intersects Deloney Avenue. In addition, the lot slopes from north to south resulting in a 3-foot elevation change.

### **District 2 Rezoning Update**

During the rezoning effort for District 2 (Commercial Core) that was adopted in 2016, the applicant's property along with the remaining properties to the east up to Willow Street, were proposed for DC zoning by staff to be consistent with the properties across the street on Broadway and the general vision for the area. The Council decided to postpone rezoning the properties to DC due to concerns that this area of properties was different from other District 2 properties because of the historic structures (Café Genevieve (Van Vleck House), Persephone & Whole Bean Juicery, etc.)), and that the Town's existing LDRs lack zoning tools to protect historic structures. More specifically, the Council did not believe that the primary current tool for protecting historic structures – i.e., the ability of the Historic Preservation Board to request a 90-day stay from the Council on a demolition permit for a historic structure – was enough. Although the Historic Preservation Board has not identified any historically significant structures on the subject property, 105 E. Broadway was inevitably included with the properties to the east and put on hold for a rezone based on its location as a contiguous parcel.

### **Applicant's Request:**

The applicant is proposing to change the zoning of the subject parcel from UC to DC. They state that this change would be consistent with the direction the Town was going before the Council removed this property from the District 2 update to address historic preservation options, especially considering that the Historic Preservation Board has not identified any historically significant structures on their property. The applicant also provided several physical development comparisons between the UC and DC zoning which highlight the main differences between the two zones, namely height, setbacks and the Workforce Housing Floor Area Bonus (2:1 tool). The applicant has stated that regardless of the outcome of this rezone request, they intend on developing the property with a mix-use use building.

## STAFF ANALYSIS

The applicant's request is limited to amending the Official Zoning Map to change the subject property from UC to DC zoning. It does not include any proposed physical development or uses. Thus, the Town's review is limited only to making the required findings for a map amendment in Section 8.7.2 (see below).

As described under the required findings (below) for a map amendment, staff finds that the proposed DC zone is appropriate for the site based upon the Comprehensive Plan's vision for the area and because no historically significant structures have been identified by the Historic Preservation Board. The DC zoning is also consistent with the DC zoning directly across the street on Broadway Avenue and will allow physical development and use that is consistent with the desired character for this area. Some changes to allowed physical development regulations will occur if rezoned to DC which are highlighted in the table below. The notable changes include increased building height, access to the Workforce Housing Floor Area Bonus (2:1

tool) and new pedestrian frontage standards. Beyond the noted changes, the property will remain in the Lodging Overlay and allow nearly all of the same uses as UC.

Staff would like to make note that the Town has begun the District #1 - Town Square (TS) rezoning process which likely will include the subject lot in the overall rezone discussion. Completion of the TS rezone process will be in -approximately 9 months. One outcome could result in the subject lot being rezoned to DC, then later rezoned again to a new Town Square zone. Ultimately the goal is to replace Legacy Zones, such as UC, with Character Zones, such as DC and Staff is able to make the findings to support this rezone request at this time.

Although a separate application (P19-105 & 107), the contiguous parcels to the east (135 & 175 E. Broadway) are also being considered for a similar rezone request to rezone the majority of those parcels to DC while maintaining some UC zoning to protect the existing historic structures. Because that application includes protections for the portions of the block that host historically significant structures, Staff is also recommending approval to Town Council for that request as it alleviates the primary original concern regarding preservation of historic structures on those properties. That application does not affect the findings and basis for Staff's support of this request, however both requests are part of the larger discussion resulting in some overlapping discussion as to the vision for this important block.

To help understand how the UC and DC zones compare in terms of basic development standards, please see the below table:

<b>Comparison of UC and DC Zones</b>		
<b>Standard</b>	<b>UC</b>	<b>DC</b>
<b>FAR</b>	1.3	1.3
<b>Height</b>	35'	42' – 46'
<b>Stories</b>	3 (Lodging Overlay)	3
<b>3rd-story setback</b>	None	10' with 60% encroachment
<b>LSR</b>	10%	0%
<b>Setbacks (Front/side/rear)</b>	0'/0'/0'	0'-5'/0' or 5'/0' or 5'
<b>Maximum building size</b>	35,000 sf with CUP	None
<b>Uses</b>	Generally the same. Still allows a detached single-family home. Minor differences with accessory uses.	Generally the same. Does not allow detached single-family home. Minor differences with accessory uses.
<b>Workforce Housing Bonus (2:1 tool)</b>	Not allowed. Instead, 25% FAR bonus for workforce housing	Allowed

In summary, while the allowed floor area of both the UC and DC is the same, the main difference is that the DC zone's additional height allows greater flexibility in design and the DC zone provides the Workforce Housing Floor Area Bonus (2:1 tool) which can result in more development than UC zoning if used.



Staff would like to note that although the applicant has provided build-out scenarios for both zones, the Council should not consider these in their decision to rezone the property.

## **Planning Commission**

The Planning Commission reviewed this request on June 19th, 2019 and unanimously recommended approval to Town Council as presented. In addition to the site's location in District 2 (Town Commercial Core) of the Comprehensive Plan, the Commission was able to support this request and make the findings for a Zoning Map Amendment on the basis that no historic structures have been identified on the property by the Teton County Historic Preservation Board.

## **PUBLIC COMMENT**

The Town has received no public comment on this item at the time of writing this report.

## **STAFF FINDINGS**

**Item A:** Pursuant to Section 8.7.2.D the advisability of amending the Official Zoning Map is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt or deny a proposed zoning map amendment the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:

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

**Complies.** Staff finds the proposed request to be consistent with the purpose and intent of the LDRs, specifically the DC zoning district. The purpose of the DC zone (*LDR Section 2.2.10*) is to provide for a vibrant mixed-use area with a variety of uses and amenities. If the property is rezoned to DC, the applicant will have the opportunity to develop the lot in a way that aligns with the intent and desired land use layout for the DC zone. In addition, the DC zone pedestrian frontage of 13.5 feet will provide more amenity space for pedestrians compared to the UC zone which only requires 10 feet of pedestrian frontage. Furthermore, the DC zoning will require that a portion of the third floor be stepped back to break up building mass whereas the UC zone has no third story step-back requirement. Overall, the DC zone would provide more flexibility to the property owner while ensuring that the building best compliments and supports pedestrian movement.

2. *Improves implementation of the desired future character defined in the Illustration of Our Vision chapter of the Comprehensive Plan.*

The proposed application is located in Character District #2 Town Commercial Core, specifically Sub-area 2.3 Downtown Commercial Core of the 2012 Comprehensive Plan. In order to review the application for conformance with the Comprehensive Plan, staff has reviewed the Policy Objectives for District 2 as follows:

### ***Common Value 1: Ecosystem Stewardship***

**Not Applicable.**

### ***Common Value 2: Growth Management***

*4.1.d: Maintain Jackson as the economic center of the region*



**Complies.** Although no development is proposed, the DC zoning is intended to support mixed-use development which includes commercial spaces that serve local businesses, residents and visitors.

*4.2.c: Create vibrant walkable mixed use subareas*

**Not Applicable.** There is no physical development proposed.

*4.2.d: Create a Downtown Retail Shopping District*

**Complies.** Although no development is proposed, the DC zoning is intended to support mixed-use development which includes commercial spaces such as retail that serve local businesses, residents and visitors.

*4.2.f: Maintain lodging as a key component in the downtown*

**Not Applicable.** There is no physical development proposed, however the property will remain in the Lodging Overlay.

*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*

**Not Applicable.** The DC zone will allow for the use of the Workforce Housing FAR Bonus not allowed in the UC zone.

*6.2.b: Support businesses located in the community because of our lifestyle*

**Not applicable.** There is no physical development proposed, however the DC zoning will allow the same commercial uses as the UC zoning which can support local businesses.

*6.2.c: Encourage local entrepreneurial opportunities*

**Not applicable.** There is no physical development proposed.

*6.3.a: Ensure year-round economic viability*

**Not applicable.** There is no physical development proposed.

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

**Not applicable.** There is no physical development proposed.

In addition, staff finds that the application should be reviewed for consistency specifically with subarea 2.3 Downtown Commercial Core which states as follows as the desired vision for the subarea:

*Sub-area 2.3 Downtown Commercial Core: his 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 rezone is consistent with the above vision for Subarea 2.3 as it will encourage development that supports a strong retail and visitor experience in the downtown. The request will still allow for mixed-use buildings of three stories and allow more opportunity to provide deed restricted workforce housing through the Workforce Housing Floor Area Bonus (2:1 tool). The request will also address pedestrian frontages and location for parking better than the current UC zoning which is consistent with the above future vision. Overall, Staff finds that DC zoning is best suited for this area and with the DC zoning directly across the street on Broadway.

3. *Is necessary to address changing conditions or a public necessity.*

**Not applicable.** There is no physical development proposed.

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

**Complies.** Staff finds that the proposed request is consistent with all other Town Ordinances.

## ATTACHMENTS

Applicant Submittal  
Department Reviews

## RECOMMENDATION

The Planning Director and Planning Commission recommend **approval** of the request (P19-114) to amend the Official Zoning Map to rezone the property located at 105 East Broadway Avenue from Urban Commercial (UC) to Downtown Core (DC) subject to the staff analysis and findings in this staff report and department reviews attached hereto.

#### SUGGESTED MOTION

Based upon the findings as presented in the staff report and as made by the applicant for Item P19-114, I move to make findings 1-4 as set forth in Section 8.7.2.C (Zoning Map Amendment) of the Land Development Regulations relating to 1) consistency with the purposes and organization of the LDRs; 2) improved implementation of the desired future character in the Comprehensive Plan; 3) need to address changing conditions or a public necessity; and 4) consistency with other adopted Town Ordinances to **approve** a change in the official zoning map from Urban Commercial (UC) to Downtown Core (DC) for the property located at 105 East Broadway Avenue, subject to this staff report and the departmental reviews attached hereto.

**Town of Jackson**  
**Project Plan Review History**  
**PLANNING**

**Project Number** P19-114 **Applied** 5/9/2019 **STOL**  
**Project Name** Zoning Map Amend - 105 E. Broadway **Approved**  
**Type** ZONING MAP AMENDMENT **Closed**  
**Subtype** **Expired**  
**Status** STAFF REVIEW **Status**

**Applicant** GYDE Architects **Owner** FOAM CAPITAL, LLC

**Site Address** **City** **State** **Zip**  
105 E BROADWAY AVENUE JACKSON WY 83001

**Subdivision** **Parcel No** **General Plan**  
22411627300012

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
<b>Contact</b>					
<b>Notes</b>					

Building Kelly Sluder	NO COMMENT	5/9/2019	5/30/2019	5/13/2019	
--------------------------	------------	----------	-----------	-----------	--

Fire Kathy Clay	NO COMMENT	5/9/2019	5/30/2019	5/14/2019	
--------------------	------------	----------	-----------	-----------	--

Joint Housing Dept Stacy Stoker		5/9/2019	5/30/2019		
------------------------------------	--	----------	-----------	--	--

Legal Lea Colasuonno (6/13/2019 11:02 AM LC)	APPROVED W/COND	5/9/2019	5/30/2019	6/13/2019	
----------------------------------------------------	-----------------	----------	-----------	-----------	--

LDR 8.7.2.C, Findings for Approval for a Zoning Map Amendment states that:

"The advisability of amending the Official Zoning Map is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt or deny a proposed zoning map amendment the Town Council shall consider factors, including, but not limited to, the extent to which the proposed amendment:

1. Is consistent with the purposes and organization of the LDRs;
2. Improves implementation of the desired future character defined in the illustration of Our Vision chapter of the Comprehensive Plan;
3. Is necessary to address changing conditions or a public necessity;
4. Is consistent with other adopted Town Ordinances.

Parks and Rec Steve Ashworth (5/15/2019 3:27 PM STOL)	NO COMMENT	5/9/2019	5/30/2019	5/15/2019	
-------------------------------------------------------------	------------	----------	-----------	-----------	--

Tiffany,  
P&R has no comment on Zoning request for P19-114. Thanks.

Andy Erskine, CPSI



Type of Review Contact Notes	Status	Dates			Remarks
		Sent	Due	Received	
Pathways Brian Schilling (5/16/2019 8:39 AM STOL) No comments from Pathways. Brian	NO COMMENT	5/9/2019	5/30/2019	5/15/2019	
Planning Lea Colasuonno		5/9/2019	5/30/2019		
Planning Tyler Valentine (6/14/2019 12:22 PM STOL) Please see staff report	APPROVED	5/9/2019	5/30/2019	6/14/2019	
Police Todd Smith (5/10/2019 1:14 PM STOL) No concerns at this time.	NO COMMENT	5/9/2019	5/30/2019	5/9/2019	
Thanks, Todd Smith					
Public Works Brian Lenz		5/9/2019	5/30/2019		
START Darren Brugmann		5/9/2019	5/30/2019		



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

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

**For Office Use Only**

Fees Paid _____ Date & Time Received _____  
Application #s _____

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

**PROJECT.**

Name/Description: 105 East Broadway Zoning Map Amendment  
Physical Address: 105 East Broadway Avenue  
Lot, Subdivision: PT. SW1/4SW1/4, SEC. 27, TWP. 41, RNG. 116 PIDN: 22-41-16-27-3-00-012

**PROPERTY OWNER.**

Name: FOAM Capital, LLC Phone: _____  
Mailing Address: PO Box 1045 ZIP: 83001  
E-mail: _____

**APPLICANT/AGENT.**

Name: John Stennis, GYDE Architects Phone: 307-733-7303  
Mailing Address: PO Box 4735, 80 West Broadway, Jackson, WY ZIP: 83001  
E-mail: js@gydearchitects.com

**DESIGNATED PRIMARY CONTACT.**

____ Property Owner ☒ Applicant/Agent

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

<b>Use Permit</b>	<b>Physical Development</b>	<b>Interpretations</b>
____ Basic Use	____ Sketch Plan	____ Formal Interpretation
____ Conditional Use	____ Development Plan	____ Zoning Compliance Verification
____ Special Use	____ Design Review	<b>Amendments to the LDRs</b>
<b>Relief from the LDRs</b>	<b>Subdivision/Development Option</b>	____ LDR Text Amendment
____ Administrative Adjustment	____ Subdivision Plat	<input checked="" type="checkbox"/> Map Amendment
____ Variance	____ Boundary Adjustment (replat)	<b>Miscellaneous</b>
____ Beneficial Use Determination	____ Boundary Adjustment (no plat)	____ Other: _____
____ Appeal of an Admin. Decision	____ Development Option Plan	____ Environmental Analysis

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: P19-037 Environmental Analysis #: n/a  
Original Permit #: n/a Date of Neighborhood Meeting: 4/11/2019

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

Have you attached the following?

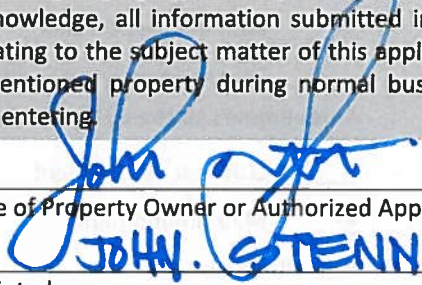
- ☒ **Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.
- ☒ **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at [www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF](http://www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF).
- ☒ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) under the relevant application type.

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

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

Signature of Property Owner or Authorized Applicant/Agent

Name Printed

  
**JOHN STENNIS**

07 May 2019

Date

Associate

Title



## LETTER OF AUTHORIZATION

Foam Capital, LLC, "Owner" whose address is: _____

PO Box 1045, Jackson WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

_____, as the owner of property  
more specifically legally described as: 105 E Broadway, Jackson WY 83001

(If too lengthy, attach description)

HEREBY AUTHORIZES GYDE Gilday Yehia Architects 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:

M. Jason Majors  
(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: M. Jason Majors, Attorney and Authorized Agent  
(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 M. Jason Majors this 12th day of  
February, 2019.

WITNESS my hand and official seal.

Gloria J. Geffre  
(Notary Public)

My commission expires:

01/24/2023

(Seal)







GRANTOR: HOKE & CO LLC  
GRANTEE: FOAM CAPITAL LLC  
Doc 0947803 Filed At 14:50 ON 04/30/18  
Sherry L. Daigle Teton County Clerk fees: 18.00  
By Mary Smith Deputy Clerk

Space Above This Line for Recorder's Use Only

### WARRANTY DEED

File No.: **663379JAC (mgm)**

**Hoke & Co., LLC, a Wyoming limited liability company, GRANTOR(S),** for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, CONVEY(S) AND WARRANT(S) to

**Foam Capital, LLC, a Wyoming limited liability company, GRANTEE(S),**

whose mailing address is PO Box 1045, Jackson, WY 83001, the following described real estate, situated in the County of **Teton**, State of **Wyoming**, hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming, to-wit: **Legal Description attached hereto as Exhibit A and by this reference incorporated herein.**

State Identification Number 22-41-16-27-3-00-012

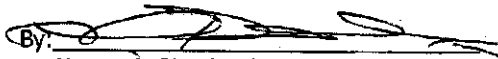
Including and together with all and singular the tenements, hereditaments, appurtenances and improvements thereon or thereunto belonging, but subject to taxes, reservations, covenants, encroachments, conditions, restrictions, rights-of-way and easements of record.

WITNESS the due execution and delivery of this Warranty Deed

this 24 day of April, 2018.

Hoke & Co., LLC, a Wyoming limited liability company

By: The G. Bland & Elizabeth S. Hoke Family Trust  
(Schedules A & B), Managers

By:   
Name: G. Bland Hoke, Jr.  
Title: Trustee  
By:   
Name: Elizabeth S. Hoke  
Title: Trustee

State of _____ )  
County of _____ ) ss.

The foregoing instrument was acknowledged before me by G. Bland Hoke, Jr. and Elizabeth S. Hoke, as Trustees of The G. Blank & Elizabeth S. Hoke Family Trust (Schedule A & B) as Managers of the Hoke & Co., LLC, a Wyoming limited liability company, this _____ day of April, 2018.

Witness my hand and official seal.

See attached notarial certificate.

Notary Public  
My Commission expires:

## EXHIBIT A

Legal Description  
Hoke & Co., LLC  
22-41-16-27-3-00-012

A parcel of land being a portion of the SW1/4SW1/4 of Section 27, T. 41 N., R. 116 W., 6th P.M., Teton County, Wyoming, being more particularly described as follows:

**COMMENCING** at the southwest section corner of said Section 27 as marked by a brass cap inscribed "RLS 164";

**THENCE** S 89°32'41" E, 451.26 feet along the south line of said Section 27 to a point marked by a 5/8-inch diameter steel reinforcing bar with an aluminum cap inscribed "PLS 16012" set this survey, said point being **THE POINT OF BEGINNING**;

**THENCE** N 00°31'53" E, 50.00 feet, departing said section line and continuing along the east line of that parcel described in Book of Deeds 14, Page 276 and Book of Photos 25, Page 233 as recorded in the Office of the Clerk of Teton County, Wyoming, to a point marked by a 5/8-inch diameter steel reinforcing bar with an aluminum cap inscribed "PLS 16012" set this survey;

**THENCE** N 89°32'41" W, 10.00 feet, along the north line of said parcel, to a point of intersection with the east line of a 10-foot-wide strip of land dedicated to the public as shown on Plat 105 as recorded in said Clerk's office and marked by a 5/8-inch diameter steel reinforcing bar with an aluminum cap inscribed "PLS 16012" set this survey;

**THENCE** N 00°31'53" E, 100.00 feet, along said east line, to a point coincident with the southwest corner of that parcel described that Warranty Deed recorded in Book of Photos 633, Page 1068 and marked by a 5/8-inch diameter steel reinforcing bar with an aluminum cap inscribed "PLS 16012" set this survey;

**THENCE** N 89°51'38" E, 52.01 feet, along the south line of said parcel to a point of intersection with the west line of that parcel described in described that Warranty Deed recorded in Book of Photos 698, Page 824-825 and marked by a 5/8-inch diameter steel reinforcing bar with an aluminum cap inscribed "PLS 16012" set this survey;

**THENCE** S 00°34'03" W, 100.00 feet, along said west line, to a point marked by a brass cap inscribed "RLS 164" found this survey;

**THENCE** S 00°34'03" W, 50.54 feet, continuing along said west line, to a point marked by a 5/8-inch diameter steel reinforcing bar with an aluminum cap inscribed "PLS 16012" set this survey;

**THENCE** N 89°32'41" W, 41.91 feet to **THE POINT OF BEGINNING**.

The basis of bearings is S 89°32'41" E along the south line of Section 27, T. 41 N., R. 116 W., 6th P.M., Teton County, Wyoming.

All in accordance with the map entitled "Hoke & Co., LLC-Map of Survey" as recorded in the Office of the Clerk of Teton County, Wyoming as T-20J.

Y2 Consultants, LLC  
25 April 2018  
PLW Project #17451 Prepared by AWWF

1 | Page

EXHIBIT _____

17451-180425-LEGAL.doc

# CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }

County of SAN DIEGO }

On 4/24/2018 before me, Del Lau, Notary Public  
(Here insert name and title of the officer)

personally appeared G. BLAND HOKKE JA & ELIZABETH S. HOKKE  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

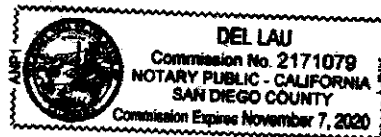
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Notary Public Signature

(Notary Public Seal)



## ADDITIONAL OPTIONAL INFORMATION

### DESCRIPTION OF THE ATTACHED DOCUMENT

(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages        Document Date       

### CAPACITY CLAIMED BY THE SIGNER

- ☐ Individual (s)  
☐ Corporate Officer

(Title)

- ☐ Partner(s)  
☐ Attorney-in-Fact  
☐ Trustee(s)  
☐ Other

## INSTRUCTIONS FOR COMPLETING THIS FORM

*This form complies with current California statutes regarding notary wording and, if needed, should be completed and attached to the document. Acknowledgments from other states may be completed for documents being sent to that state so long as the wording does not require the California notary to violate California notary law.*

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. ~~he/she/they~~, is /are ) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
  - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
  - ❖ Indicate title or type of attached document, number of pages and date.
  - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document with a staple.

07 May 2019

Tyler Sinclair, Planning Director  
Town of Jackson Planning and Building Department  
150 E Pearl Avenue  
Jackson, WY 83001

- Hand Delivered -

Dear Mr. Sinclair,

GYDE Architects, an association with Hal Hutchinson of HH Land Strategies are pleased to submit the enclosed Zoning Map Amendment application for the property located at 105 East Broadway, Town of Jackson, Wyoming.

The purpose of the Zoning Map Amendment application is to secure approval of an amendment to the official Zone District Map for the subject property from Urban Commercial (UC) to Downtown Commercial (DC).

On April 11, 2019, the applicant held a Neighborhood Meeting, which was properly noticed in accordance with LDR requirements. Presenting at the Neighborhood Meeting were myself, John Stennis, from GYDE Architects and Hal Hutchinson, from HH Land Strategies. Together we presented the proposal to change zoning for the subject property and answered questions from the public in attendance. One result of this Neighborhood meeting was that a member of the Teton County Historic Preservation Board encouraged us to present the proposal to the Historic Preservation Board. This was done on April 16, 2019.

Enclosed please find the following application materials:

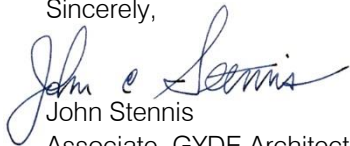
- Planning Permit Application Form;
- Signed and notarized Letter of Authorization from the owner;
- Application fee in the amount of \$1,500;
- Warranty Deed conveying the property to FOAM Capital, LLC;
- T-Map T-20J showing the property as surveyed and recorded;
- Narrative description of the proposed application;
- Zoning Map Amendment - DC Zoning Exhibits; and
- Zoning Map Amendment - UC Zoning Exhibits



It is our understanding, based on discussions with the Jackson Hole Land Trust team, that the adjacent 135 E. Broadway parcel is submitting a concurrent Zoning Map Amendment application for the same UC to DC zoning. We also understand that the Town has offered to expedite the process for this project. As we are seeking the same zoning change and are adjacent properties, we would like for our application to be reviewed concurrently with the 135 E. Broadway submission.

Please contact me with any questions or concerns.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Stennis". The signature is fluid and cursive, with the first name "John" and last name "Stennis" clearly legible.

John Stennis  
Associate, GYDE Architects PC

# **105 East Broadway, Town of Jackson, Wyoming**

## **Application for: Zoning Map Amendment**

**Submitted: May 7, 2019**

### **Owner:**

Foam Capital, LLC  
PO Box 1045  
Jackson, WY 83001

### **Applicant**

GYDE Architects  
80 W Broadway, Suite 200  
PO Box 4735  
Jackson, WY 83001  
307-733-7303

With

HH Land Strategies LLC  
PO Box 1902  
Wilson, WY 8301  
307-699-0265

## **Description of Project Goals and Applications**

### **Project Goals:**

FOAM Capital, LLC, the owner of 105 East Broadway seeks approval of a Zoning Map Amendment application that would allow a change of zoning from Urban Commercial (UC) to Downtown Commercial (DC). The property is within the lodging overlay. No change to this overlay designation is currently being sought by this application. The purpose of the application is to allow greater flexibility to develop the subject property including utilizing incentives not currently available under current UC zoning for providing additional, voluntary, workforce housing on the property.

### **Property description**

105 East Broadway Avenue is currently zoned UC and is within the Lodging Overlay. Properties to the North and South of the subject property are zoned DC. Properties to the West are zoned Town Square (TS) and properties on the same block to the East are zoned UC, although there is currently an application to rezone portions of these properties from UC to DC. The Town Lodging Overlay is located North, East and South of the subject property. Located on the North side of East Broadway, 105 East Broadway is bordered on the West by an alley.

The property is an irregular shaped lot, measuring approximately 42 feet along the South boundary fronting East Broadway. The total length of the lot is 150 feet. At a distance of approximately 50 feet from the South boundary, the lot projects West approximately 10 feet resulting in an increased width of approximately 52 feet along the Northern 100 feet of the lot. This increased width of 10 feet projects into the alley bordering the West side of the lot. See attached map (T-20J) The applicant is not aware of any easements or other public use rights that exist to provide for the use of this portion of the private land by the public.

In addition, a sewer line exists in the projection portion of the lot in a line approximately coincident with the west boundary of the 42-foot-wide portion of the lot. Similarly, the applicant is not aware of any easements permitting this public utility to be located within the lot. Overhead powerlines extend across the property in a North-South direction.

Unlike many other surrounding properties, the subject lot is not flat. The property slopes significantly from North to South, resulting in a difference in elevation from the Northwest corner of the property to the Southwest corner of the property of approximately 3 feet. 105 East Broadway is also lower in elevation than the properties West of the alley, which also front Town Square and are zoned Town Square.

Structures currently located on the property include a commercial building fronting Broadway. According to aerial photography found on the Teton County GIS, this commercial building was constructed sometime between 1967 and 1977. There also exists on the property a building located behind (North) of the commercial, storefront building. This utility (shed) building may

have been present prior to 1967, although this is unclear from the aerial photography. After posting of the neighborhood meeting, the applicant sent an e-mail to the Historic Preservation Board on April 1, 2019 soliciting any comments or concerns they had about the shed. At that time, it was shared that the shed is in poor condition and would not be saved as part of a future project. The board did not return any communication to the applicant. The applicant appeared before the Teton County/Town of Jackson Historic Preservation board on April 16, 2019. The applicant discussed the utility (shed) building with the board, who found that while the building may be historic, there is little significance to the building as it is mainly obstructed from public view and has little historic integrity. The Board did state, however, they would likely require a delay should demolition permit for this building be submitted to the Town of Jackson for consideration. The above statements strictly reflect the impression of the applicant based on their attendance at the meeting and does not reflect any documented discussion or meeting minutes of the Historic Preservation Board. Nevertheless, there currently exists no regulatory requirement within the Town of Jackson to preserve or otherwise retain historic structures.

Currently, the 105 East Broadway commercial retail space contains approximately 3,800 s.f. in a split-level configuration fronting East Broadway. The utility building (shed) is approximately 400 s.f.

#### **Zoning Map Amendment Purpose:**

Under the current UC zoning and with the property being within the Lodging Overlay, the property is permitted three stories within a 35' height limit. Based on discussions with Town planning staff, due to the sloped nature of the site, development on 105 East Broadway would be eligible for the allowance for "Overall Height of a Stepped Structure" which increases the height limitation by 110%, resulting in an overall height for development on the site of 38.5'. It is also permitted a FAR of 1.3. In addition, a "bonus" increase of 25% FAR is permitted for floor area that is devoted to on-site permanently affordable housing and/or employee housing. Under this zoning, the physical development for the property would include a three-story structure with a basement. This approach would utilize all of the 1.3 FAR permitted and employ the 25% bonus for deed restricted housing. This would be included within the allowable 38.5' height. It would also include a building that is setback 10' from the Broadway curb, as permitted by the UC zone district.

Under the proposed DC zoning, and the allowances within the Lodging Overlay, the physical development proposed for the property will include a three-story structure with a basement. This approach would utilize all of the 1.3 FAR permitted and employ the 50% bonus for deed restricted housing. This would be included within the allowable 42' height. It would also include a building that is setback 13' from the Broadway curb in accordance with DC zoning, as opposed to the 10' permitted under UC zoning. The third story is contemplated to be set back from Broadway in a manner that minimizes its visibility from the South.

Based on the above, the difference between the two physical development approaches under the current and proposed zoning is limited to an increase in height from 38.5' to 42', an in



increase in floor area dedicated only deed restricted housing, and an increase in the distance the building will be set back from the curb under the proposed zoning.

Considering the properties north and south of the subject property are zoned DC and permitted a 42' height, and considering the sloped condition of the site, this would result in a building that is entirely consistent with the context of the built environment in which it is located.

Under both approaches, parking would be located on the ground level along approximately 2/3rds of the Northern portion of the property and would be covered by the second level above. Based on a letter on file at the Planning Department dated 8/15/05 there are 16 parking credits allocated to the property. This is based on the overall square footage and use of the property in 1988. A change in zoning would have no effect on parking credits.

The proposed use of the property will include a mixture of retail space located on the ground level and residential and/or short-term rental space located on the second and third levels. There is a desire on the part of the owner to include a significant amount of workforce housing in the project. Therefore, we are considering employing the 25% floor area bonus for permanently deed restricted affordable or employee housing permitted by the Town LDRs.

During the rezoning effort for District 2: Commercial Core that was adopted in 2016, the subject property was proposed for Downtown Core (DC) zoning by staff. The intent was to be consistent with the Comprehensive Plan's general vision for the area and with certain nearby commercial properties, such as those across the street on Broadway. The Council decided to postpone new zoning, however, due to concerns that the two properties East of the subject property seemed different from other District 2 properties because of the historic structures, and that the Town's existing LDRs lack zoning tools to protect historic structures. The Council had similar concerns about the historic structures on the "Sweetwater" property at 85 South King Street, which are also in District 2.

More specifically, the Council did not believe that the primary current tool for protecting historic structures – i.e., the ability of the Historic Preservation Board to request from the Council a 90-day stay for a demolition permit on a historic structure – was enough to adequately protect our limited historic structures. Due to this context, the Council decided to keep the existing UC zoning for the East Broadway and King Street properties with the understanding that Town staff would look into possible new historic preservation LDR tools for consideration by the Council in the future. The apparent intent was that the Council wanted to have the benefit of knowing what, if any, historic preservation tools might be adopted before they gave final rezoning consideration to these two sites.

Considering that the purpose of delaying the adoption of new, DC zoning for the subject property was to consider the merits of protecting historic structures, and that the subject property does not contain historic structures that rise to the significance of those found on the properties to the East, the application to change the zoning for the subject property from UC to DC is consistent with the Comprehensive Plan, and Town Council's intent to allow the increased flexibility and availability of incentives that DC zoning permits.

## **Findings for Approval:**

### **3. Zoning Map Amendment Findings for Approval**

#### **LDR Section 8.7.2.C. Zoning Map Amendment Findings for Approval**

**The advisability of amending the Official Zoning Map is a matter committed to the legislative discretion of the Board of County Commissioners and is not controlled by any one factor. In deciding to adopt or deny a proposed zoning map amendment the Board of County Commissioners shall consider factors including, but not limited to, the extent to which the proposed amendment:**

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

The purpose of the LDRs is to implement the Jackson/Teton County Comprehensive Plan and promote the health, safety and general welfare of the present and future inhabitants of the community. The subject property is located in Comprehensive Plan Subarea 2.3 – Town Commercial Core, which forms the basis of the DC zone district and was used to establish DC zoning for properties North and South of the subject property. The block in which the subject property is located contained historic structures, and hence were treated under special circumstances and not included in the zoning revisions for surrounding properties. Based on the circumstances associated with the subject property stated herein, a Zoning Map Amendment 105 East Broadway is consistent with the purposes and organization of the LDRs.

#### **2. Improves implementation of the desired future character defined in the Illustration of Our Vision chapter of the Comprehensive Plan;**

The Vision of the Town Commercial Core is to provide for 2-3 story buildings that create a vibrant, pedestrian oriented mixed-use district with a variety of non-residential and residential uses. The vision emphasizes providing a variety of housing types, including encouraging deed-restricted rental units. Rezoning 105 East Broadway from UC to DC will allow for increased floor area dedicated exclusively to deed-restricted rental units, thereby improving the implementation of the desired future character for the area. The location of 105 East Broadway, adjacent to an alley buffering development from properties zoned Town Square, as well as the change in elevation from these properties to the subject property will minimize the impact that the additional height permitted in the DC zone district represents and will improve the vision for the district where “new buildings should be pulled to the street, creating an attractive street wall with parking located predominately underground or out of sight.”

**3. Is necessary to address changing conditions or a public necessity; and**

Changing conditions are represented by the Comprehensive Plan and the vision for the community that it represents. It is necessary to amend the zoning map to change zoning of the property from UC to DC to ensure the vision, as state elsewhere herein is achieved.

**4. Is consistent with the other adopted County Resolutions.**

The applicant is not aware of any adopted County resolutions that would be inconsistent with the application to amend the zoning map from UC to DC for the subject property. In addition, by virtue of the property being located within District 2 of the Comprehensive Plan, and District 2 being the basis for establishing DC zoning, the Town has found that this zone district on this property is consistent with other adopted County Resolutions.

LEGEND

- Indicates a Brass Cap inscribed "RLS 164" found this survey
- Indicates a 2" diameter iron pipe found this survey
- Indicates a Witness Corner PK nail with shiner inscribed "PLS 6193" found this survey
- Indicates an aluminum cap inscribed "PLS 4270" found this survey
- Indicates an aluminum cap inscribed "PLS 6447" found this survey
- Indicates a MAG nail set this survey for orientation and mapping purposes.
- Indicates a 5/8" diameter rebar with aluminum cap inscribed "PLS 16012" set this survey
- Indicates a calculated point; nothing found or set this survey
- Sewer Manhole

- Property Boundary Line
- Adjacent Boundary Line
- Existing Building
- Approximate Sewer Line

NOTES:

No underground utilities or subsurface improvements were mapped as part of this survey except where specifically indicated.

No Wetland Mapping was done as part of this survey.

Current Zoning = TOJ-UC (Town of Jackson-Urban Commerical)Residential.  
For applicable setback and height regulations established by Town of Jackson Ordinance 1159 as passed on January 4, 2017 see Town of Jacks Land Development Regulations Section 2.3.2

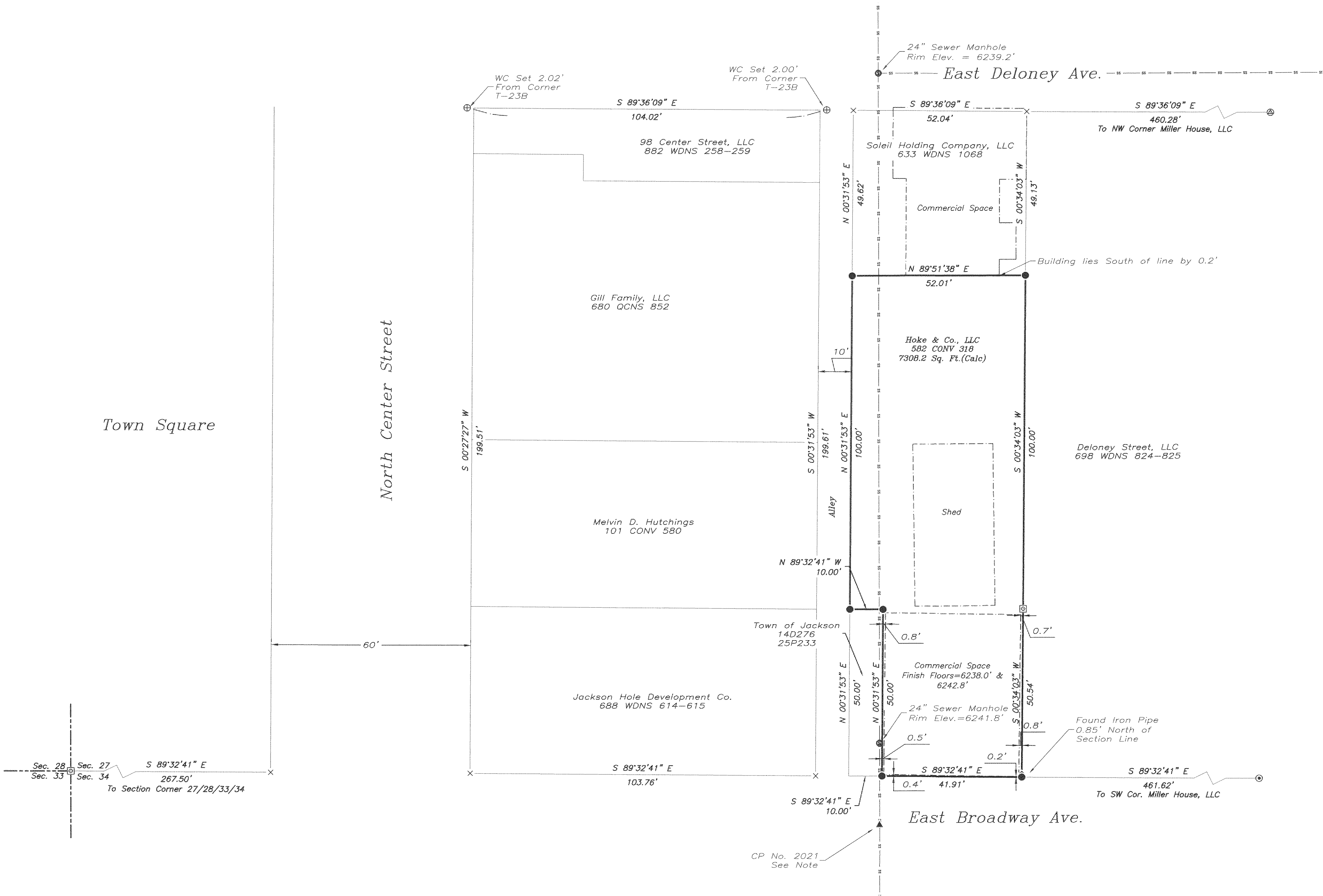
Elevations as shown hereon have been measured using US Survey Feet and are based on a RTK GPS measurement to a MAG nail as shown hereon (GPS Derived, NAVD88, Geiod 12B) (Base Elevation = 6240.7' at Y2 CP No. 2021).

The Basis of Bearings for this survey is referenced to a direct GPS measurement and is considered Geodetic (geodetic north using WGS 84, Nad83,CORS96,EPOCH2002.0000).

All horizontal measurements are in units of US Survey Feet, and are GPS derived ground measurements based on the Wyoming West (zone 4904) State Plane Coordinate System, (NAD 1983 (2012), EPOCH2010.0000) and a project scale factor of 1.0003217226.

Topographic features represented on this map show conditions determined by a field survey made in January of 2018 and may not reflect changes made subsequent to that date.

Easements of sight and record not shown hereon may exist.



CERTIFICATE OF SURVEYOR

State of Wyoming) ss  
County of Teton )

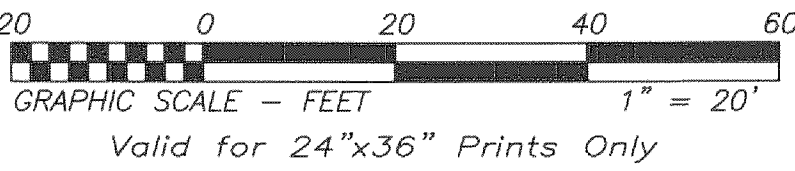
I, Mark W. Fellermann, of Jackson, Wyoming, hereby certify that this map was made from notes taken during an actual survey made under my direction in January and February 2018, and from records on file with the Office of the Clerk of Teton County, and that it correctly represents the points and corners as set or found at the time of said survey.

Mark W. Fellermann  
Wyo PLS 16012



F-20J

GRANTOR: FELLERMANN, MARK W SURVEYOR  
GRANTEE: THE PUBLIC T-20J  
Doc 0943404 Filed At 15:09 ON 02/05/18  
Sherry L. Daigle Teton County Clerk fees: 50.00  
By Mary Smith Deputy



Y2 Consultants  
215 East Simpson  
P.O. Box 2674  
Jackson, WY 83001  
Ph: 307-733-2999

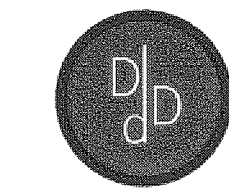
Map of Survey

Project Number - 17461  
Project Path - F:\2017\17461_Hoke\Survey\ACAD\17461_180110_BASE.dwg  
Drawn By - MMF  
Reviewed By - SRP/PWG  
Drawing Date - January 23, 2018  
Revision Date -

Client Name  
Bland Hoke

Project Address  
105 East Broadway  
Avenue  
Jackson, WY

Hoke & Co., LLC  
Being a portion of  
SW1/4SW1/4 Section 27  
T. 41 N., R. 116 W., 6th P.M.  
Teton County, Wyoming



Sheet 1 of 1





## 01 EXHIBITS

- 2 Vicinity and Zoning Map
- 3 Plat Map
- 4 Massing Study
- 5 Site Photos

CURRENT AND FUTURE ZONING

In 2012 Teton County and the Town of Jackson adopted a joint Comprehensive Plan. This Plan outlined new planning objectives for the community and over the past two years, the Town of Jackson has been working on a zone by zone basis to update the existing Land Development Regulations to better reflect the goals of the Comprehensive Plan. Although this was the goal; the interpretation of the Comprehensive Plan goals has led to changes in the LDR’s that are not necessarily envisioned in the plan. The property is currently in the **Urban Commercial (UC)** zone. The UC is a legacy zone meaning that it has not been updated and remains, as it was before the Comprehensive Plan was adopted. The property also falls under the lodging overlay which allows for the development of a third floor in the UC zone.

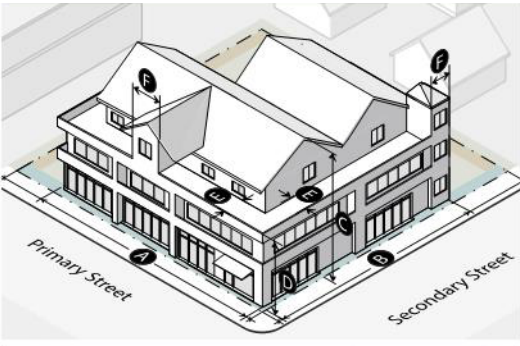
PARKING CREDITS

A memo to file from Liza Hoke dated 8/15/05 based on conversation with Anna Unger, intern for the Town planning and building department calculated grandfathered parking credits as follows:

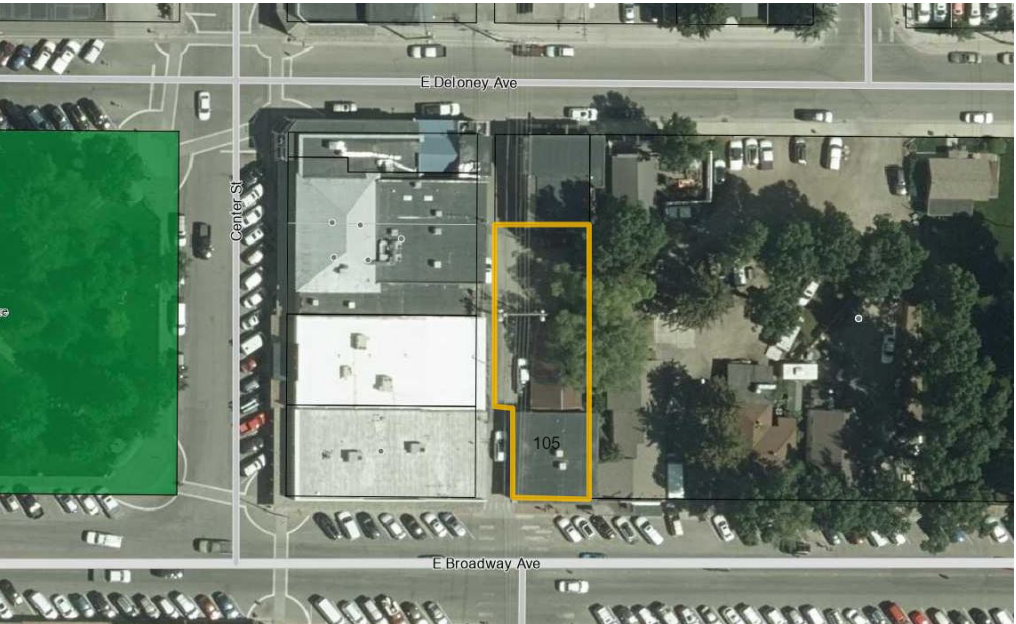
Based on the use and square footage of this property as of October 1988:

- Retail lower floor 1,824 SF
- Retail upper floor 1,920 SF
- 3,744 SF / 1 parking space per 250 SF = 15 parking credits
- Garage/shop space 400 SF = 1 parking credit

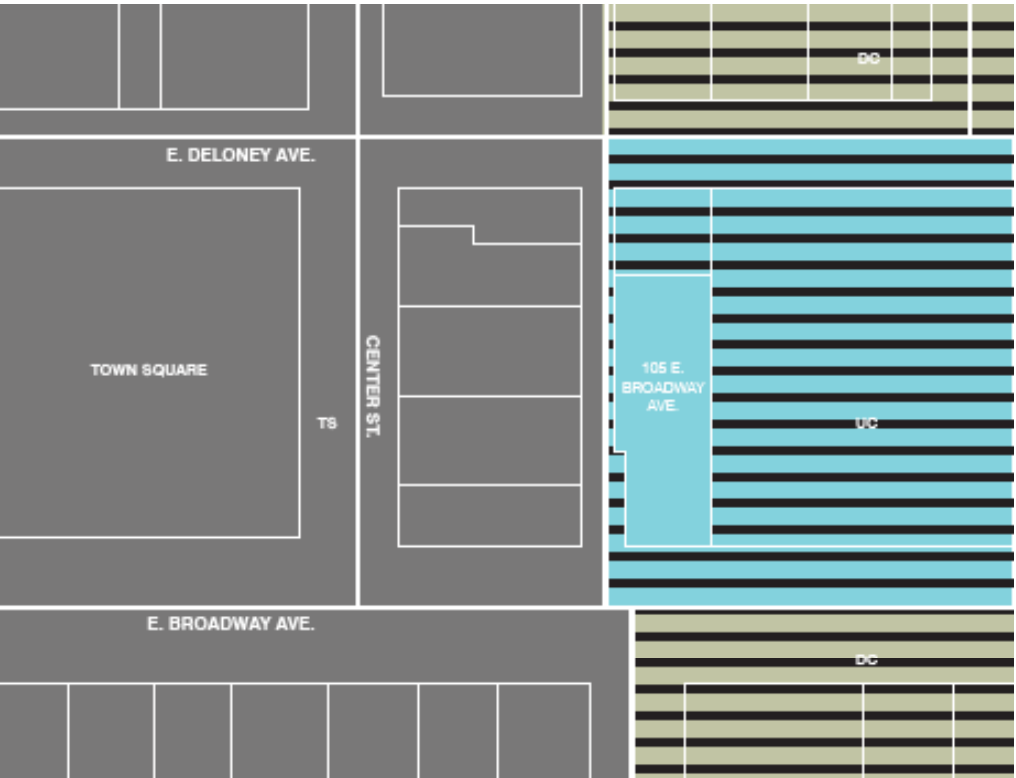
TOTAL = 16 parking credits.

	
Street Facade (Sec. 9.4.11.)	
Width of ground and 2nd story in primary street setback range	A
% of lot width (min)	80%
Length from street corner (min)	30'
Width of ground and 2nd story in secondary street setback range	B
% of lot width (min)	80%
Length from street corner (min)	30'
Building Height (Sec. 9.4.9.)	
Height (max) if roof pitch ≥ 5/12	46' C
Height (max) if roof pitch < 5/12	42' C
Stories (max)	3 C
Stories or Height (min) in any street setback range	2 or 24' D
Building Stepback (Sec. 9.4.12.)	
Stepback for any 3rd story street facade or street facade over 30' (min)	10' E
Encroachment in stepback (max % of overall facade width)	60% F
A building with only residential use that has at least 4 units is exempt from the stepback requirement	
Scale of Development	
Floor area ratio (FAR) (max) (E.3.)	1.3
Deed restricted housing exemption	(Sec. 7.8.3.)
Workforce housing floor area bonus	(Sec. 7.8.4.)

DC Zoning Requirements



VICINITY MAP / 2017 AERIAL PHOTOGRAPHY

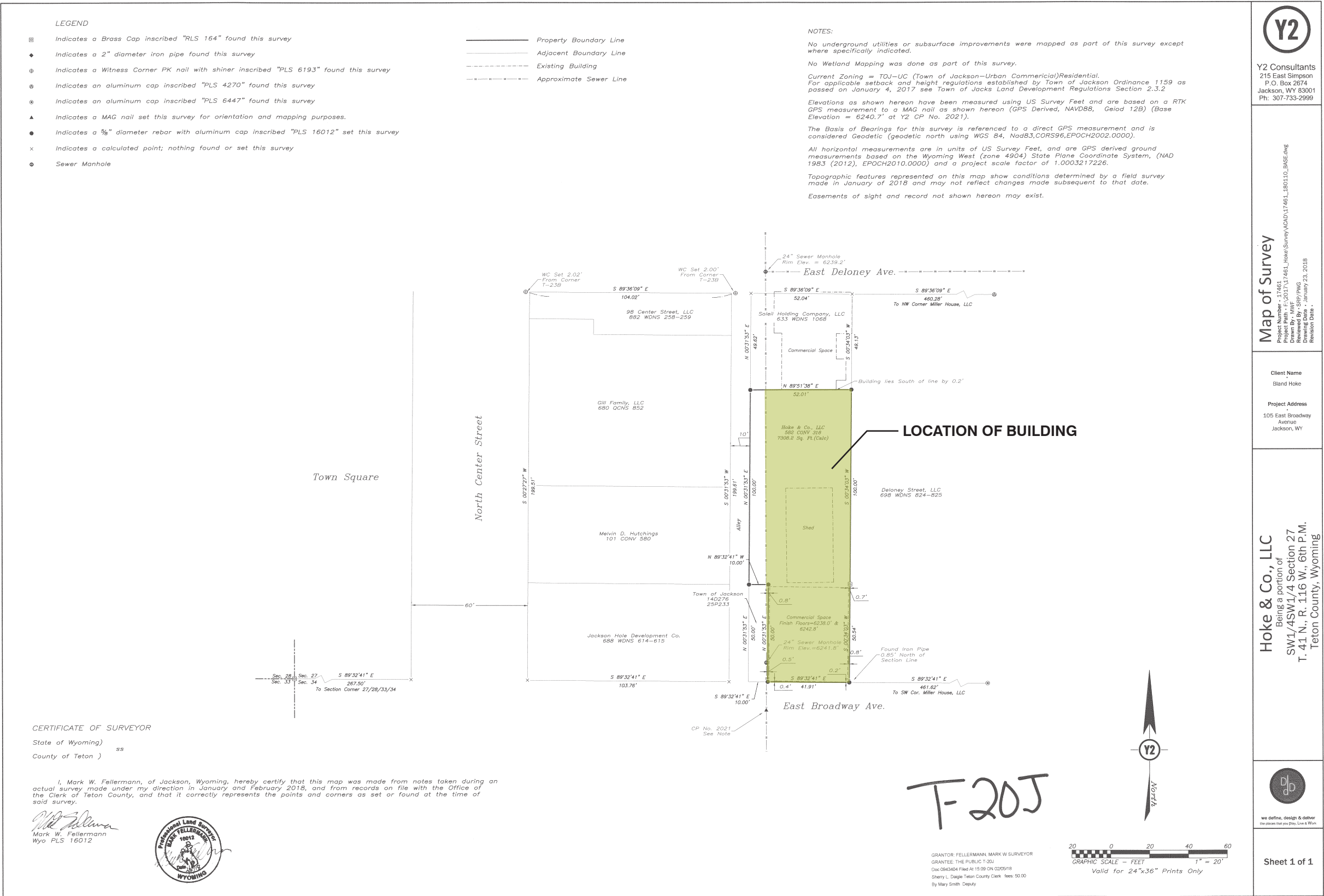


TOWN OF JACKSON ZONING

- TS - Town Square

DC - Downtown Commercial
- UC - Urban Commercial

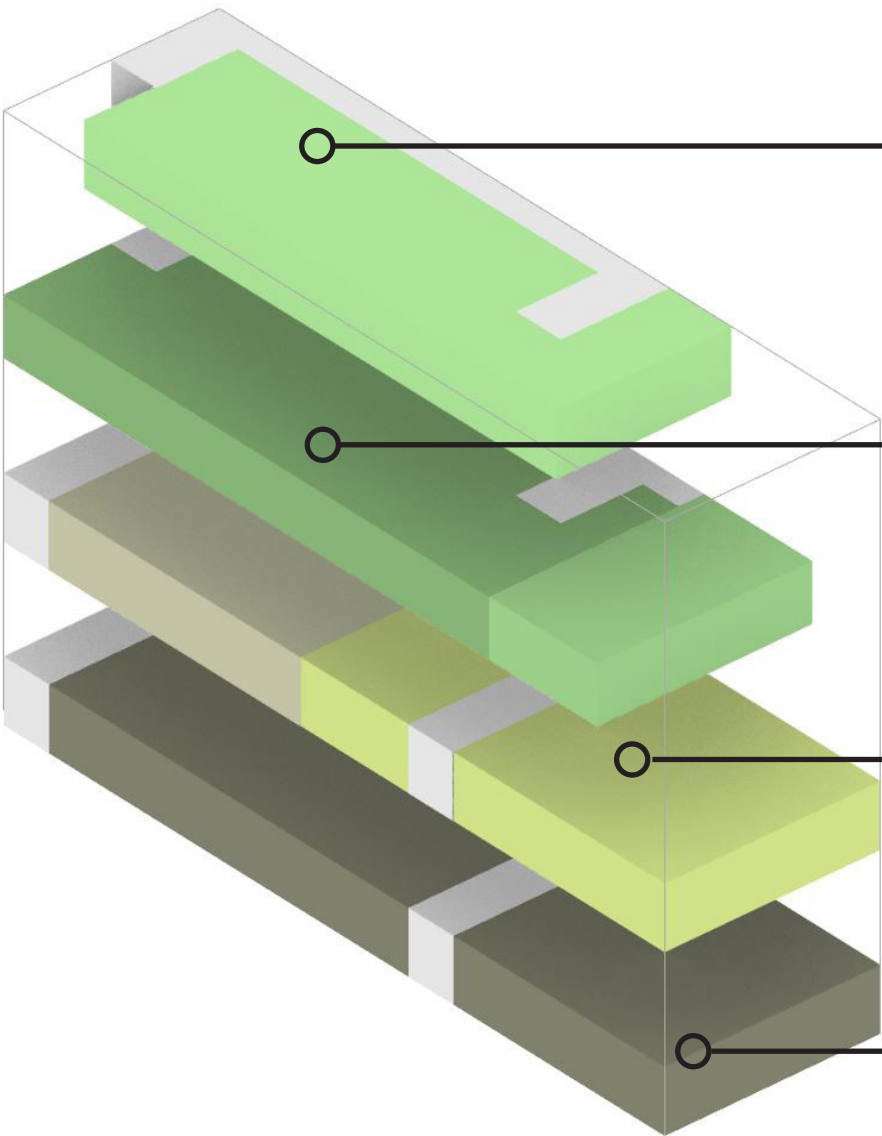
LDG - Lodging Overlay





DEVELOPMENT SCENARIO

Utilizing the 50% housing bonus available in DC and backing out circulation for the housing component



LEVEL 3		
4,180 sf	residential	
720 sf	circulation	
1,400sf	exterior patio (not counted toward FAR)	

LEVEL 2		
1,000sf	residential	
4,030sf	deed restricted housing	
720 sf	circulation	
550 sf	exterior patios (not counted toward FAR)	

STREET LEVEL		
3,000 sf	retail	
600 sf	circulation	
200 sf	utility (not counted toward FAR)	
2,500 sf	parking (10-12 spaces, not counted toward FAR)	

BASEMENT		
5,400 sf	basement (storage and mechanical)	
600 sf	circulation	

TOTAL: 14,250 sf DEVELOPMENT POTENTIAL WITH DEED RESTRICTED HOUSING

Affordable Housing Requirement

This scheme proposes a building based on base development potential in the DC Zone with the use of the 50% affordable housing bonus for deed restricted housing which can be either affordable or employment based and a 3,000sf retail component. The following assumes that short term rentals would not be proposed which would be a larger housing requirement.

Affordable Housing Units Required		
Retail (3000 s.f.)		= 1.294 affordable housing units
Unrestricted Single-Family Housing Units (5,180 s.f.)		= 0.642 affordable housing units
TOTAL:		1.642 Affordable housing units
Breakdown of Required Affordability and Size		
Rental Units for 50% Median Income		0.642 units
This unit can be a minimum of a 1 Bed/Studio Apartment		
Since this is a partial requirement a fee-in-lieu can be paid which would be approximately \$201,888.		
Rental/Ownership Units for 120% Median Income		1.0 units
This unit must be a min. 2 Bedroom unit		

Parking Requirement:

Housing: 9,210 sf x 1.5 parking spaces per 1,000 sf = 13.8 = 14 spaces req'd  
Commercial: 3,000 sf x 2.25 parking spaces per 1,000 sf = 6.75 = 7 spaces req'd  
  
21 spaces would be required and about 10-12 could be achieved on site with ground level parking with a standard 9'x18' size. 16 parking credits exist so the remainder could most likely be applied to fulfill the parking requirement.





VIEW LOOKING NORTHEAST



BROADWAY STREET ELEVATION



ADJACENT ALLEYWAY



BACK OF BUILDING



SIDEWALK LOOKING EAST





## 01 EXHIBITS

- 2 Vicinity and Zoning Map
- 3 Plat Map
- 4 Massing Study
- 6 Site Photos

CURRENT AND FUTURE ZONING

In 2012 Teton County and the Town of Jackson adopted a joint Comprehensive Plan. This Plan outlined new planning objectives for the community and over the past two years, the Town of Jackson has been working on a zone by zone basis to update the existing Land Development Regulations to better reflect the goals of the Comprehensive Plan. Although this was the goal; the interpretation of the Comprehensive Plan goals has led to changes in the LDR’s that are not necessarily envisioned in the plan. The property is currently in the **Urban Commercial (UC)** zone. The UC is a legacy zone meaning that it has not been updated and remains, as it was before the Comprehensive Plan was adopted. The property also falls under the lodging overlay which allows for the development of a third floor in the UC zone.

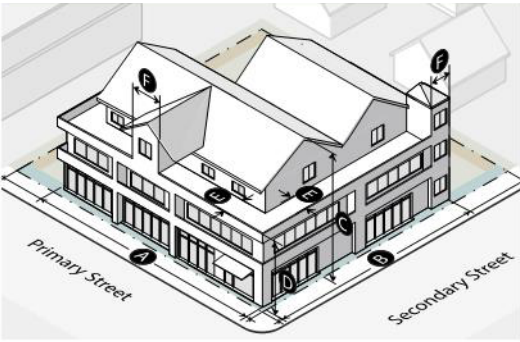
PARKING CREDITS

A memo to file from Liza Hoke dated 8/15/05 based on conversation with Anna Unger, intern for the Town planning and building department calculated grandfathered parking credits as follows:

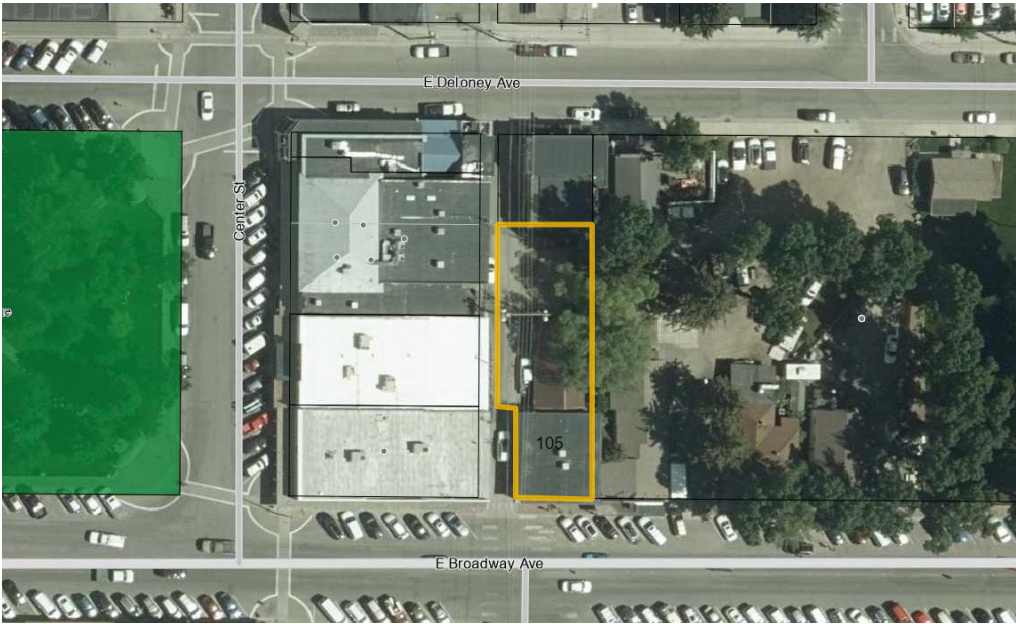
Based on the use and square footage of this property as of October 1988:

- Retail lower floor 1,824 SF
- Retail upper floor 1,920 SF
- 3,744 SF / 1 parking space per 250 SF = 15 parking credits
- Garage/shop space 400 SF = 1 parking credit

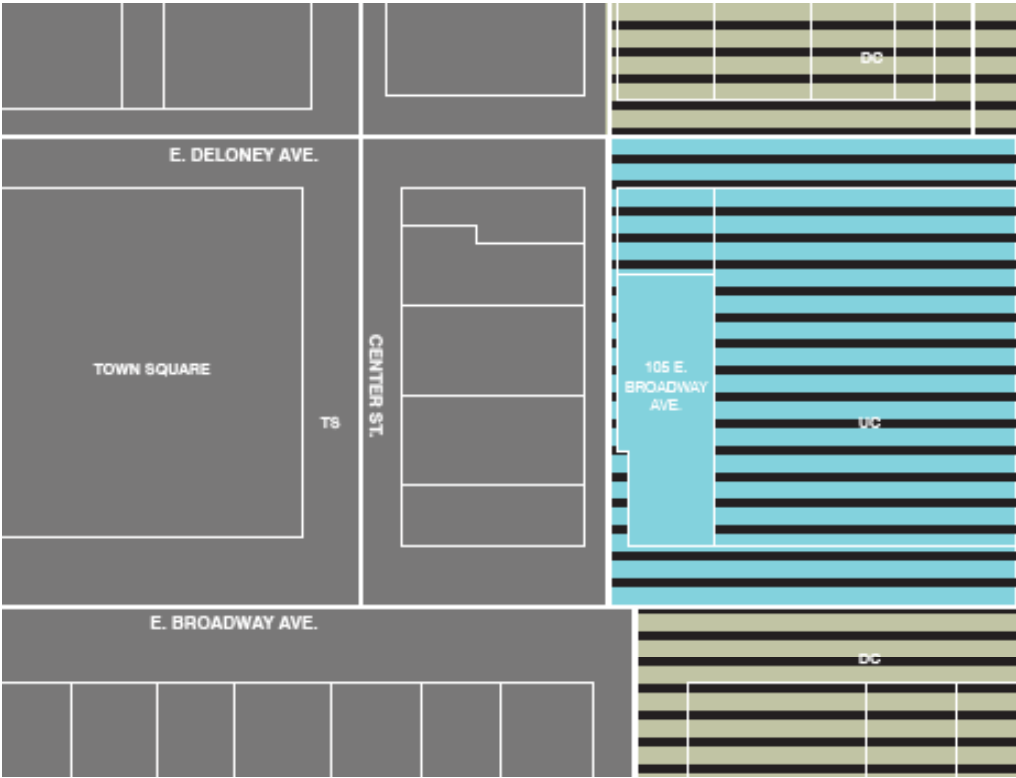
TOTAL = 16 parking credits.

	
Street Facade (Sec. 9.4.11.)	
Width of ground and 2nd story in primary street setback range	A
% of lot width (min)	80%
Length from street corner (min)	30'
Width of ground and 2nd story in secondary street setback range	B
% of lot width (min)	80%
Length from street corner (min)	30'
Building Height (Sec. 9.4.9.)	
Height (max) if roof pitch ≥ 5/12	46' C
Height (max) if roof pitch < 5/12	42' C
Stories (max)	3 C
Stories or Height (min) in any street setback range	2 or 24' D
Building Stepback (Sec. 9.4.12.)	
Stepback for any 3rd story street facade or street facade over 30' (min)	10' E
Encroachment in stepback (max % of overall facade width)	60% F
A building with only residential use that has at least 4 units is exempt from the stepback requirement	
Scale of Development	
Floor area ratio (FAR) (max) (E.3.)	1.3
Deed restricted housing exemption	(Sec. 7.8.3.)
Workforce housing floor area bonus	(Sec. 7.8.4.)

DC Zoning Requirements

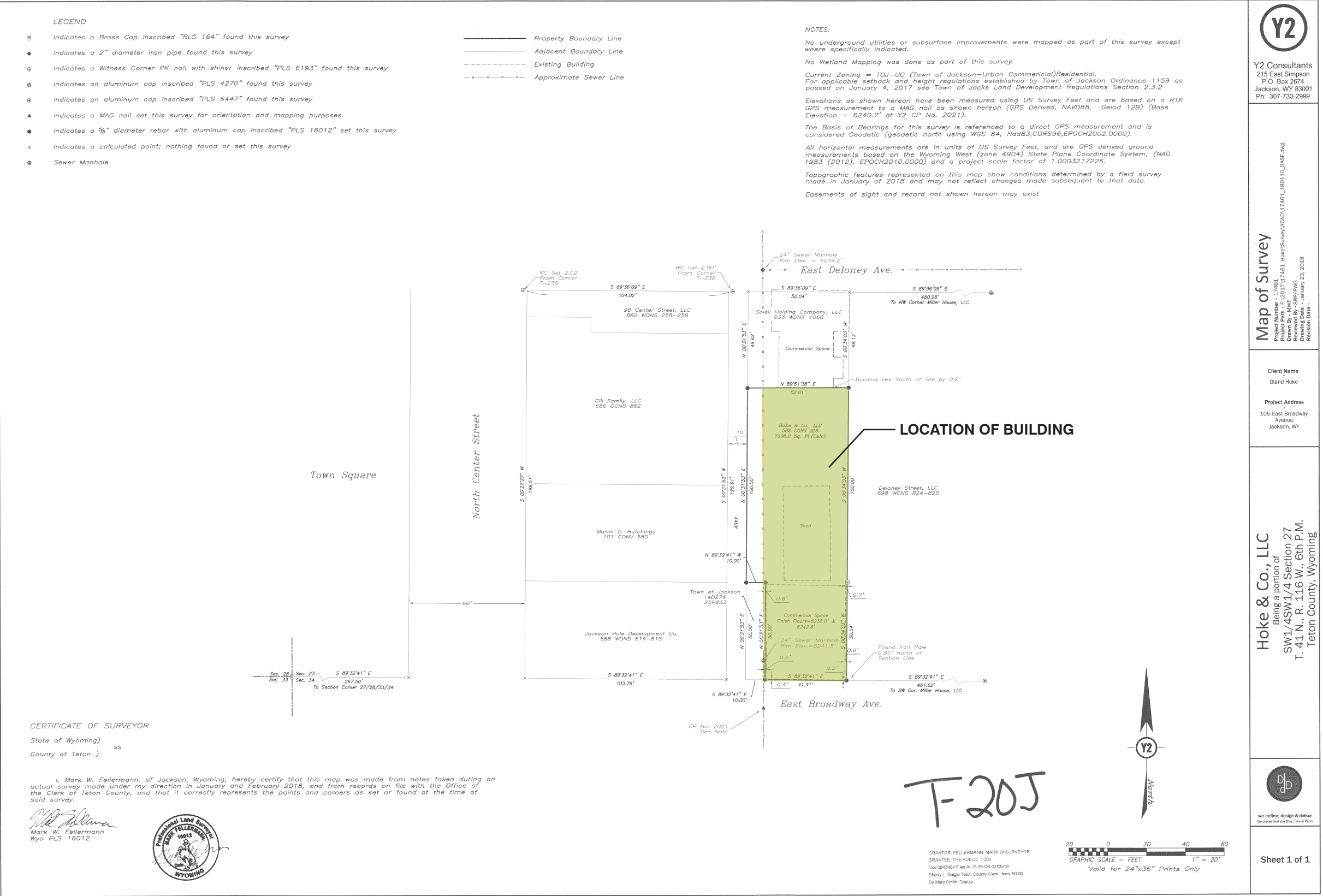


VICINITY MAP / 2017 AERIAL PHOTOGRAPHY



TOWN OF JACKSON ZONING

- TS - Town Square
- DC - Downtown Commercial
- UC - Urban Commercial
- LDG - Lodging Overlay

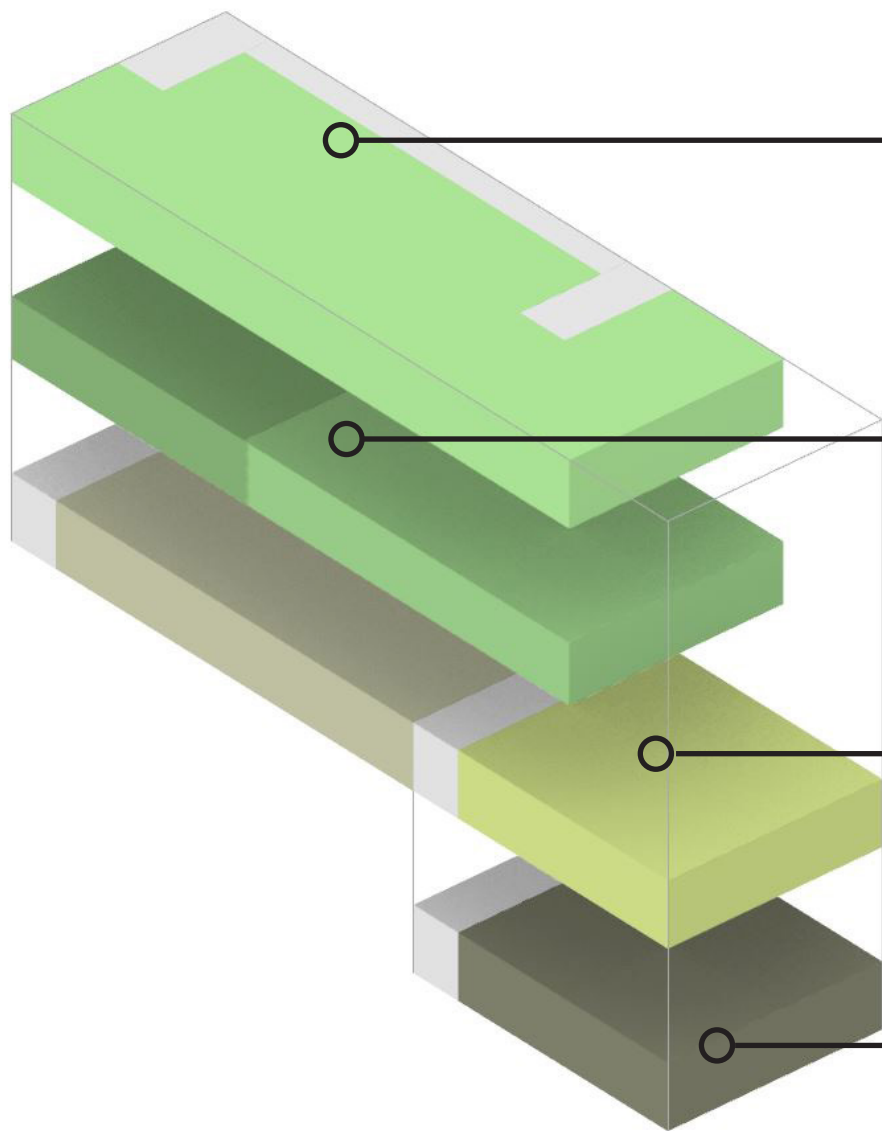


T-20J PLAT MAP  
n.t.s.



DEVELOPMENT SCENARIO 1 - DEVELOPMENT POTENTIAL WITH DEED RESTRICTED HOUSING

2,375 sf of employee or affordable housing added to the project.



LEVEL 3

3,980 sf	residential
720 sf	circulation
1,600 sf	exterior patio / pool (not counted toward FAR)

LEVEL 2

2,146 sf	residential
1,735 sf	deed restricted housing
720 sf	circulation
1,699 sf	exterior patios (not counted toward FAR)

STREET LEVEL

1,974 sf	retail
600 sf	circulation
200 sf	utility (not counted toward FAR)
3,400 sf	parking (16 spaces, not counted toward FAR)

BASEMENT

1,974 sf	basement
600 sf	circulation

TOTAL: 11,875 sf DEVELOPMENT POTENTIAL WITH DEED RESTRICTED HOUSING

Affordable Housing Requirement

In this scheme the Affordable Housing requirements are the same. The bonus housing is already affordable so it does not require any additional mitigation.

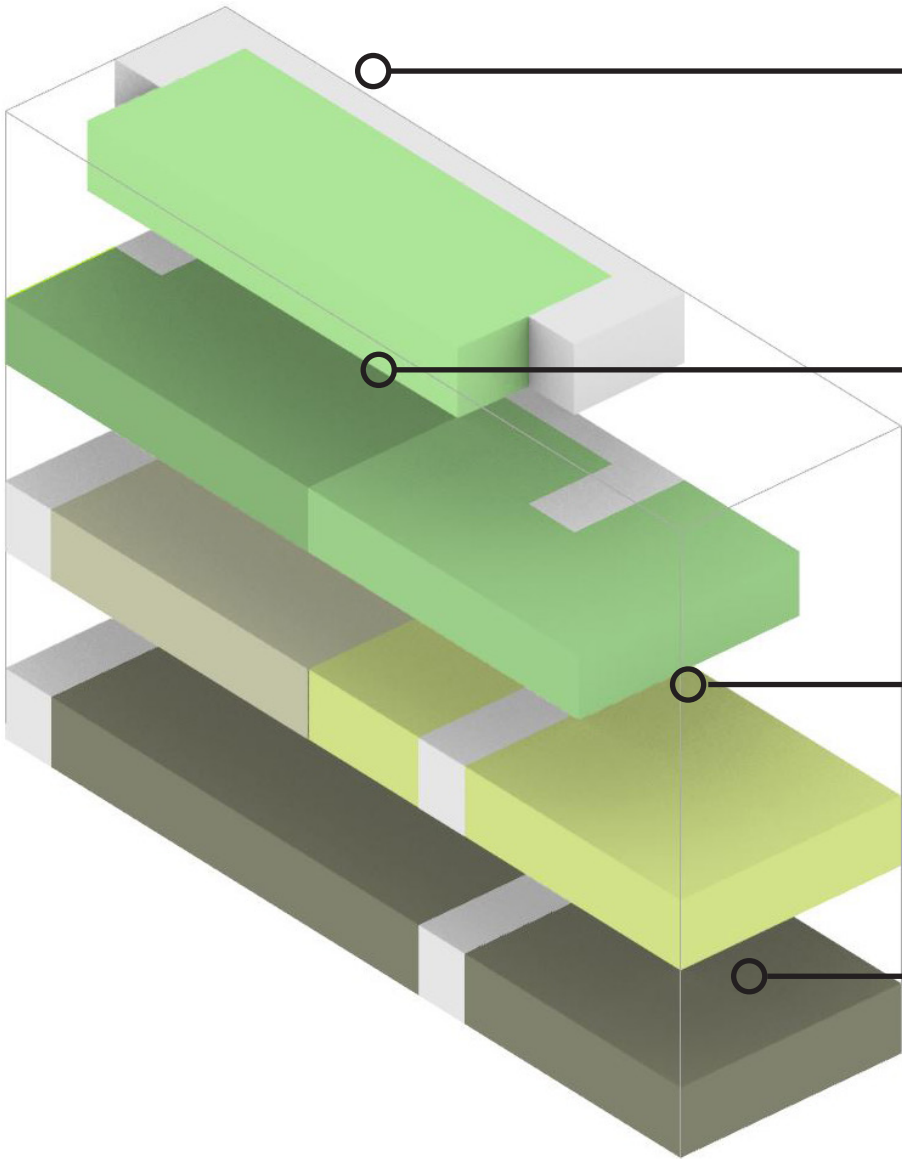
Parking Requirement:

Housing: 7,861 sf x 1.5 parking spaces per 1,000 sf = 11.78 = 12 spaces req'd  
Commercial: 1,974 sf x 2.25 parking spaces per 1,000 sf = 4.5 = 5 spaces req'd

17 parking spaces are required. 16 ground level parking spaces can be achieved at a standard 9'x18' size on site leaving 1 parking space. One of the 16 parking credits that exist could be applied.

DEVELOPMENT SCENARIO 2 - LARGER RETAIL & FULL BASEMENT

2,375 sf of employee or affordable housing added to the project.



LEVEL 3

2,255 sf	residential
720 sf	circulation
4,700sf	exterior patio (not counted toward FAR)

LEVEL 2

2,205sf	residential
2,375 sf	deed restricted housing
720 sf	circulation
1,000sf	exterior patios (not counted toward FAR)

STREET LEVEL

3,000 sf	retail
600 sf	circulation
200 sf	utility (not counted toward FAR)
2,500 sf	parking (16 spaces, not counted toward FAR)

BASEMENT

5,400 sf	basement (storage and mechanical)
600 sf	circulation

TOTAL: 11,875 sf DEVELOPMENT POTENTIAL WITH DEED RESTRICTED HOUSING

Affordable Housing Requirement

This scheme proposes a building based on base development potential with the use of the affordable housing bonus for deed restricted housing which can be either affordable or employment based and a 3,000sf retail component. The following assumes that short term rentals would not be proposed which would be a larger housing requirement.

Affordable Housing Units Required		
Retail (3000 s.f.)	=	1.294 affordable housing units
Unrestricted Single-Family Housing Units (4,460 s.f.)	=	0.281 affordable housing units
TOTAL:		1.281 Affordable housing units
Breakdown of Required Affordability and Size		
Rental Units for 50% Median Income		0.575 units
<i>This unit can be a minimum of a 1 Bed/Studio Apartment</i>		
<i>Since this is a partial requirement a fee-in-lieu can be paid which would be approximately \$80,747.</i>		
Rental/Ownership Units for 120% Median Income		1.0 units
<i>This unit must be a min. 2 Bedroom unit</i>		

Parking Requirement:

Housing: 4,460 sf x 1.5 parking spaces per 1,000 sf = 6.7 = 7 spaces req'd  
Commercial: 3,000 sf x 2.25 parking spaces per 1,000 sf = 6.75 = 7 spaces req'd  
  
14 spaces would be required and about 10-12 could be achieved on site with ground level parking with a standard 9'x18' size. 16 parking credits exist. so 2-4 could be used to fulfill part of the parking requirement.





VIEW LOOKING NORTHEAST



BROADWAY STREET ELEVATION



ADJACENT ALLEYWAY



BACK OF BUILDING



SIDEWALK LOOKING EAST





# TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

**PREPARATION DATE:** JULY 11, 2019  
**MEETING DATE:** JULY 15, 2019

**SUBMITTING DEPARTMENT:** PLANNING  
**DEPARTMENT DIRECTOR:** TYLER SINCLAIR  
**PRESENTER:** TYLER SINCLAIR

**SUBJECT:** **ITEM P18-013:** TO ADOPT BY RESOLUTION THE DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN.

**APPLICANT:** TOWN OF JACKSON

---

## STATEMENT/PURPOSE

The purpose of this item is to present for the Town Council's consideration a resolution to adopt the Downtown Parking and Mobility Management Plan (Downtown Parking Plan).

***NOTE: Resolutions are adopted by the Town Council to, among other things, express support for a certain matter (such as planning document) but are not legally binding.***

## LOCATION

The Parking Plan applies primarily to the Town Square and surrounding streets (3-hour parking district) but includes impacts to some areas outside of the Downtown core area.

## BACKGROUND/ALTERNATIVES

The Town Council will consider the Downtown Parking Plan earlier in the day at its workshop on July 15, 2019. Staff anticipates that the Council will make a motion at the workshop to direct staff to present a resolution for final action on the Downtown Parking Plan at the evening regular meeting subject to any changes by Council.

Staff provided a more detailed staff report to the Council for the workshop and we recommend that the Council and other interested parties refer to that staff report for the full context and introduction for this item. But in summary, the attached Downtown Parking Plan is an update of the 2003 Downtown Jackson Parking and Mobility Study as called for in the Comprehensive Plan and Integrated Transportation Plan. In particular, this updated Parking Study was guided by Strategy 7.3.S.1 of the Comprehensive Plan, which calls for a reevaluation of parking standards that currently promote travel by single occupancy vehicle throughout the community.



The Town contracted with Kimley Horn in December 2017 to conduct this Downtown Parking Plan update. The plan provides short-term (0-2 years), medium-term (2 – 5 years), and long-term (5+ years) action items that will help guide the Town's funding and staffing decisions regarding downtown parking into the future. These action items were considered and preliminarily approved by the Council at their April 10, 2019 workshop. Staff is recommending that the Council adopt this Downtown Parking Plan by resolution which would then lead to implementation of the recommendations in the plan as discussed at the Workshop.

### ATTACHMENTS

Resolution Adopting the Town of Jackson Downtown Parking and Mobility Management Plan  
Downtown Parking and Mobility Management Plan

### FISCAL IMPACT

Each action item in the Downtown Parking and Mobility Management Plan provides a general assessment of the required additional financial resources needed to implement that action item. However, no quantitative estimate of fiscal impact was made for each item.

### STAFF IMPACT

Responsibility for implementation of the actions item in the Parking Plan will reside mostly with Planning, Public Works, Police, and Legal departments. As with the fiscal impacts, the Parking Study only provides a general assessment of the amount of staff time needed to implement the action items.

### LEGAL REVIEW

The Town Attorney has not conducted legal review on the Downtown Parking and Mobility Management Plan but will provide legal review for any future implementation items on an as-needed basis.

### RECOMMENDATION

Staff recommends that Council approve by Resolution the Downtown Parking and Mobility Management Plan, dated May 2019.

### SUGGESTED MOTION

I move to approve Resolution 19-17 a resolution adopting the Downtown Parking and Mobility Management Plan, dated May 2019.

## **RESOLUTION ADOPTING THE TOWN OF JACKSON DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN**

**WHEREAS**, the 2012 Jackson/Teton County Comprehensive Plan provides Policy 7.2.a, which calls for the creation of a transportation network based on “complete streets” and “context-sensitive” solutions, and Strategy 7.3.S.1, which calls for a reevaluation of parking standards that currently promote travel by single occupancy vehicle; and

**WHEREAS**, the Jackson/Teton County Integrated Transportation Plan was adopted by the Town and County in 2015 to be a “blueprint for implementing the transportation provisions of the Town/County Comprehensive Plan,” which includes parking and mobility strategies;

**WHEREAS**, the Town adopted the Community Streets Plan in 2015 to build upon the policies of the Jackson/Teton County Comprehensive Plan and to serve as an adaptable guide and “toolkit” of preferred street right-of-way design solutions that should be implemented to foster a multimodal transportation system that works for people driving cars, riding transit, traveling by bike or on foot;

**WHEREAS**, Consultant Kimley Horn and the staff of the Planning, Public Works, Police, START, and Pathways departments, guided the planning process to create the Downtown Parking and Mobility Management Plan to accomplish Policy 7.2.a and Strategy 7.3.S.1 of the 2012 Jackson/Teton County Comprehensive Plan;

**WHEREAS**, the process of creating the Downtown Parking and Mobility Management Plan was greatly aided and influenced by significant public input from downtown business owners, the Chamber of Commerce, Friend of Pathways, and the general public; and

**WHEREAS**, the Downtown Parking and Mobility Management Plan will be implemented over the coming years to guide the management, enforcement, and evolution of parking strategies in the Downtown of Jackson; and

**WHEREAS**, the Downtown Parking and Mobility Management Plan is intended as a guide for decision makers on topics such as governance, customer service, planning, technology, enforcement, as well as parking facility and systems management. Specifically the plan provides strategies and tools to:

- 1) Identify governance and management structures that will work best for Jackson that will also contribute to the successful implementation of other community goals;
- 2) Position parking as a contributor to the vitality of Downtown;
- 3) Establish positive and proactive community relations;
- 4) Encourage on-street parking turnover and promote increased community vitality;
- 5) Identify management strategies and technologies to improve the customer experience, while also controlling operating costs and enhancing system financial performance;
- 6) Position parking management within the larger “mobility management” context in a way that promotes a balanced system of parking and multi-modal transportation alternatives; and,

**WHEREAS**, the attached Downtown Parking and Mobility Management Plan, dated May 2019, shall be adopted by this Resolution and shall serve as the guiding document in achieving the policies and actions as described above. The Plan may be

altered or amended at any time by the Town of Jackson and the document solely serves as a guiding document and is not a regulation.

**NOW THEREFORE, BE IT RESOLVED** that the Jackson Town Council hereby adopts the attached Downtown Parking and Mobility Management Plan, dated May 2019, as a guiding document to assist in reaching the policies and actions as described above.

Adopted on the ____ day of _____, 2019.

**TOWN OF JACKSON**

_____  
Pete Muldoon, Mayor

(Seal)

Attest:

_____  
Sandy Birdyshaw, Town Clerk





# 2019

## DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

May 2019

Kimley»Horn





# 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

1.0	Executive Summary.....	3
1.1.	Introduction .....	3
1.2.	Process .....	3
1.3.	Community Priorities .....	3
1.4.	Recommendations .....	4
1.5.	Implementation Plan .....	8
1.6.	Transportation Demand Management Framework.....	8
2.0	Introduction .....	9
2.1.	Background .....	9
2.2.	Background Documents.....	9
2.3.	Phase II Study (Parking Management Plan) Objectives .....	10
2.4.	Key Focus Areas .....	12
2.5.	Summary .....	13
3.0	Mission, Vision, and Guiding Principles .....	14
3.1.	Mission Statement: .....	14
3.2.	Vision Statement.....	14
3.3.	Guiding Principles .....	15
4.0	Existing Conditions .....	20
4.1.	Study Overview .....	20
4.2.	Inventory .....	21
4.3.	Key Observations .....	22
4.4.	Performance Metrics .....	24
4.5.	Parking Enforcement.....	25
4.6.	Conclusions .....	25
5.0	Community Outreach Process .....	26
5.1.	Overview .....	26
5.2.	Stakeholder Priorities and Key Themes .....	26
5.3.	Conclusions .....	28
6.0	Recommendations .....	30
6.1.	Parking System Objectives .....	30
6.2.	Short Term Action Items (0-2 Years).....	31
6.3.	Medium Term Action Items (2-5 Years).....	41
6.4.	Long Term Action Items .....	52
6.5.	Transportation Demand Management (TDM) Framework.....	58



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

7.0	Implementation Plan .....	63
7.1.	Responsibility Matrix .....	63
7.2.	Performance Measures.....	65
8.0	Projected Revenues and Expenses .....	67
9.0	Appendices.....	69
10.0	Parking Management Toolkit.....	70



# 1.0 Executive Summary

## 1.1. Introduction

The primary goal of this Downtown Parking and Mobility Management Plan is to be a guide for decision makers on topics such as governance, customer service, planning, technology, enforcement, demand management as well as parking facility and systems management. Specific project objectives include providing strategies and tools to:

- Identify governance and management structures that will work best for Jackson that will also contribute to the successful implementation of other community goals
- Position parking as a contributor to the vitality of Downtown
- Provide recommendations on establishing positive and proactive customer relations
- Explore the range of parking management strategies that can be used by the Town's management staff to address the conditions of limited parking availability and traffic congestion during peak demand periods and generally to promote increased community vitality
- Identify management strategies and technologies that can improve the customer experience, while also controlling operating costs and enhancing system financial performance
- Position parking management within the larger "mobility management" context in a way that promotes a balanced system of parking and multi-modal transportation alternatives

The recommendations in the Plan were developed to serve as a roadmap for the development of a comprehensive and strategic approach to parking and mobility management in Jackson. It should be noted that to achieve these goals, there will be times where trade-offs will need to be made between competing objectives/resources.

## 1.2. Process

The development of this Plan took place over the past year (2018-19) and included the following key steps to arrive at the recommendations:

- Development of Program **Vision, Mission, and Guiding Principles** to serve as a Framework for the Management Plan (**Chapter 3**)
- Data collection in the summer of 2018 to assess **Existing Conditions** (see **Chapter 4**)
- Extensive **Community Outreach**, including multiple focus groups, discussions with a technical advisory committee, Open Houses, and an online survey (see **Chapter 5**).

The following recommendations were developed based on an understanding of existing conditions, constraints and community priorities that emerged from the outreach process, and key issues identified by the project Technical Advisory Committee.

## 1.3. Community Priorities

Feedback received from the stakeholder outreach process supports the following "big-picture" themes:

1. **Focus on Management Strategies that Preserve Jackson's Character:** The most consistent theme expressed through the outreach process was that limited parking availability and traffic congestion along with continued growth threatens to erode Jackson's character if not addressed and managed in a way that preserves the welcoming, small town atmosphere. Parking



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

management strategies need to ensure that Jackson is welcoming to all, including visitors, employees, residents, the disabled, the elderly, families, and RV drivers alike.

2. **Consistent, Integrated Approach to Parking Management:** On-street regulations, off-street public parking options, and enforcement should work together to ensure that employees and long-term parkers understand clearly where to park so that short-term parkers (visitors and customers) and those with disabilities and the elderly are able to quickly and easily find parking near their destination. Enforcement should support this approach by focusing on identifying, citing, and collecting fines primarily from repeat offenders.
3. **Targeted Communication and Straightforward Signage and Wayfinding:** There is broad consensus and data that the peak summer season is the primary time in which there is limited parking availability. An effective communication program to identify where employees should park during the peak season is warranted. This, combined with clear and straightforward signage to direct visitors to convenient parking areas where they can expect to find parking, may help to alleviate visitor frustration and reduce traffic associated with drivers circulating in search of parking.
4. **Focus on Enhancing the Pedestrian Experience in Downtown:** Many community members expressed a strong desire to ensure that pedestrians feel safe and welcome in Downtown from the time they park their car until they arrive at their destination. Crosswalk enhancements, regular maintenance, additional lighting, and pedestrian-focused navigation aids will all help to improve the pedestrian experience and ensure that, as Jackson grows, Downtown continues to feel inviting and welcoming to all.

### 1.4. Recommendations

#### Short-Term Action Items (0-2 Years)

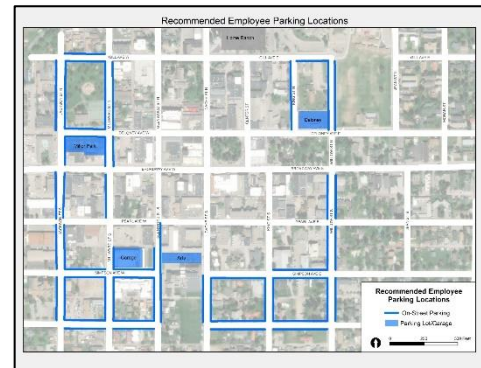
The following action items can be accomplished without the creation of a new full-time parking manager and support staff positions. Several will require additional dedicated enforcement staff time, capital expenditures, and staff time for implementation.

- **1.1 Extend Enforcement Hours to 7:00 PM**
  - *Intended Outcomes:* Increased on-street turnover, particularly during the late afternoon period. Potential for increase in number of vehicles served per day per stall as employees will be further discouraged from parking within the 3-hour parking zone.
- **1.2 Implement Escalating Fine Structure for Repeat Violators** while waiving fee for first time violators
  - *Intended Outcomes:* Deterrent against repeat violators, reduction in instances of “moving to evade enforcement” by long-term parkers and improved on-street parking turnover.





- **1.3 Convert Home Ranch to 3-Hour Visitor Parking (Peak Season Only) with Additional Wayfinding**
  - *Intended Outcomes:* Increase in the number of vehicles served per day within Home Ranch, reduction in occupancies during the day (making it easier for visitors to find parking within the lot), and potentially a decrease in traffic circulating in Downtown in search of parking.
- **1.4 Convert Taxi2Fly Parking to Employee Parking**
  - *Intended Outcomes:* Increase parking availability within the existing City parking garage that can be used by employees as well as customers and visitors.
- **1.5 Develop Employee Parking Maps & Communication Program to clarify recommended employee parking locations**
  - *Intended Outcomes:* Increase in the utilization of the parking garage and non-time limited on-street parking areas on the edge of Downtown by employees.
- **1.6 Add 15-Minute Stalls at Nearest Intersection on Blocks that Have at Least One High-Turnover Business in the Downtown Core (Up to 2 Per Block Face). This strategy could be expanded to address the need for hotel drop-off spaces.**
  - *Intended Outcomes:* Increased customer satisfaction, reduced traffic associated with vehicles circulating in search of parking.
  - *Regarding hotel drop-off spaces,* the trend nationally is to adopt multi-purpose drop-off spaces (not exclusively for hotel use – although the hotel use is likely to be the primary use). These spaces can also be used for transportation network companies (TNCs i.e., Uber/Lyft), valet parking or other short-term uses. A seasonal approach to providing these spaces may be appropriate. Note: Since valet parking would be a new service in Jackson, a white paper on this topic has been added to provide an overview of this practice.
- **1.7 Invest in Real-Time Space Availability in Select Public Lots**
  - *Intended Outcomes:* Increased employee and customer satisfaction due to the ease of finding available off-street parking, reduced traffic associated with vehicles circulating in search of parking. This option also provides city staff with on-going parking utilization data for planning purposes and would reduce future parking data collection costs.
  - Recommended systems for evaluation include: Parking Logix and MiStall.
- **1.8 Initiate Annual Data Collection Program to Monitor Performance**
  - *Intended Outcomes:* Transparency in the development and implementation of parking management strategies; facilitation of a data-driven approach to parking management.





## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

- **1.9 Add Section to the Municipal Code to Require Drivers to Move at Least One Block to Avoid a Time-Limit Citation**
  - *Intended Outcomes:* Reduction in instances of moving to evade by long-term parkers and improved on-street parking turnover.
- **1.10 Add Additional On-Street ADA Stalls in Downtown**
  - *Intended Outcomes:* Improved access for the elderly and those with disabilities.
- **1.11 Add Additional Bicycle Parking in Downtown**
  - *Intended Outcomes:* Improved visibility of bicycle parking in Downtown; increased satisfaction of bicyclist and bicycle commuters. An initial increase of bike parking options in the 5 – 10% range is recommended for the peak season. Adding bike parking in high visibility locations as well as in public parking areas is recommended.

### Medium Term Action Items (2-5 Years)

- **2.1 Hire a Parking and Mobility Manager and required support staff**
  - *Trigger:* Prior to proceeding with any medium-term action items.
  - *Intended Outcomes:* Develop a clearly defined organizational structure to facilitate the streamlined implementation of an active parking and mobility management program. A “vertically integrated” city department model is recommended initially for the Town of Jackson. A vertically integrated model is one in which the parking and mobility function manages all aspects of parking (including on-street, off-street and enforcement at a minimum) as well as other mobility functions such as transportation demand management (TDM) program development.
- **2.2 Implement Seasonal On-Street Paid Parking within the Short-Term Parking Zone**
  - *Trigger:* Very limited on-street parking availability during the peak season ( $\geq 85\%$  occupancy for 3+ hours) within at least 400 contiguous on-street stalls.
  - *Intended Outcomes:* Maintenance of high on-street turnover, reduction in instances of moving to evade by long-term parkers, reduced traffic associated with vehicles circulating in search of parking, increased utilization of off-street public parking lots.
- **2.3 Consider Implementing a Parking Benefits District**
  - *Trigger:* Implementation of on-street paid-parking.
  - *Intended Outcomes:* Transparency in the use of paid parking revenues, dedicated revenue for downtown beautification, safety, pedestrian, bicycle, transit, and parking improvement projects.
- **2.4 Convert Additional Public Lots to Short-Term Visitor Parking**
  - *Trigger:* Very limited off-street visitor parking availability during the peak season within all public time-limited off-street lots ( $\geq 85\%$  occupancy for 3+ hours).



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

- *Intended Outcomes:* Increase in the number of vehicles served per day within each converted lot, reduction in occupancies during the day (making it easier for visitors to find parking within the lot), and potentially a decrease in traffic circulating in Downtown in search of parking.
- **2.5 Develop Off-Street Shared Parking Program for Peak Season Employee Parking**
  - *Trigger:* Conversion of two or more public lots to short-term visitor parking.
  - *Intended Outcomes:* Increased employee parking supply within a short walk of Downtown.
- **2.6 Engage with Providers of Shared Mobility Solutions**
  - *Intended Outcomes:* Improved control over how and when new mobility options, such as TNC drop-off/pick-up areas, bike share options, E-scooters, etc. are considered and approved for Jackson.

### Long Term Action Items (5 Years +)

- **3.1 Expand On-Street Time Limited Zone**
  - *Trigger:* High short-term parking demand on adjacent blocks ( $\geq 85\%$  occupancy for 3+ hours on block faces proposed for conversion).
  - *Intended Outcomes:* Increased turnover on each converted block face.
- **3.2 Implement Residential Permit Program for Unlimited Parking in Time-Limited Zones**
  - *Trigger:* Implementation of time-limited parking or paid parking in residential areas where residents need to park on street.
  - *Intended Outcomes:* Increased turnover on each converted block face in residential areas while addressing the parking needs of residents.
- **3.3 Implement Employee Permit Program for Unlimited Parking in Certain Time-Limited or Paid Parking Zones**
  - *Trigger:* Net decrease of 200 or more unlimited parking stalls in and around Downtown.
  - *Intended Outcomes:* Mitigation of impacts to employees caused by other strategies, increased employee utilization of alternative modes.
- **3.4 Implement High-Frequency Downtown Trolley Service**
  - *Trigger:* Adequate funding. On-Street paid parking could be one funding source.
  - *Intended Outcomes:* Additional option for accessing Downtown without a vehicle.
- **3.5 Construct New Parking Garage or a One-Level "Parking Lid" over an Existing Surface Parking Lot**
  - *Trigger:* Very limited parking availability across entire Downtown ( $\geq 85\%$  average occupancy for 3+ hours across entire Downtown on- and off-street parking supply).
  - *Intended Outcomes:* Increased Downtown parking supply.



### 1.5. Implementation Plan

Section 7 of this report includes an implementation plan summary and “responsibility matrix”. This is followed by a summary table of “Performance Measures” designed to track system utilization and performance based on specific recommended strategies.

### 1.6. Transportation Demand Management Framework

#### What is Transportation Demand Management (TDM)?

Transportation demand management refers to the application of strategies and policies to reduce travel by single-occupancy private vehicles during peak times into congested areas. Managing traffic and parking demand can be a cost-effective alternative to increasing roadway and parking capacity while still serving community needs through a variety of transportation options.

#### TDM Strategies

As a starting point, it will likely be beneficial to establish a mode split target and then monitor progress in working towards this goal. As an example, a key goal of Jackson’s future TDM program could be:

- By 2035, no more than **35% of employee trips to Downtown Jackson** will be made by single-occupant vehicle trips.

As a start, below is a list of potential targets and strategies that could work in combination to achieve the 35% mode split target:

- **40% by Transit** (Including park-and-ride trips)
- **10% by Bicycle**
- **10% by Carpool**
- **5% Walk**

Implementing a robust TDM program requires a significant amount of dedicated support by a **TDM Coordinator** to work with businesses and transportation service providers to promote the benefits and costs savings that can be achieved through effective TDM.





## 2.0 Introduction

### 2.1. Background

The Town of Jackson recognizes the important role of parking management in promoting access and mobility in its community. This “Phase II” study which focuses on developing a downtown parking management plan, follows a study completed in 2017 (“Phase I Study”) that focused on the areas outside of Downtown Jackson (specifically Character Districts 3, 4, 5, and 6), examining parking dynamics and strategies related to residential and non-downtown commercial parking.

The Phase One study’s purpose and objectives included:

- Examining existing utilization and demand characteristics of on and off-street parking for residential and commercial land uses outside of Downtown Jackson.
- Present a range of alternative approaches to managing and maintaining parking and transportation resources into the future to inform officials as they determine the desired direction for policy implementation.
- Inform the Town’s 2017 zoning code update by providing recommendations pertaining to residential and commercial measured parking demands outside of Downtown Jackson.

Analysis and recommended considerations included in the Phase I parking study report were presented under a framework of ten policy considerations adopted by the Town Council on June 27, 2017. These 10 policy questions are based on the parking issues identified by the public, staff, and Kimley-Horn in May and June 2017.

1. What level of vehicle parking demand are we planning for?
2. What level of bicycle parking demand are we planning for?
3. What is an acceptable distance from a parking space to a destination?
4. Should parking policy vary by season?
5. Who is on-street parking for?
6. What is the public role in providing off-street parking (e.g. parking garages, on street)?
7. How should Park n’ Ride facilities be used?
8. What level of safety are we trying to achieve through parking policies?
9. How should on-street and off-street public parking be funded?
10. How should parking be managed?

Coordinated combinations of answers to these policy questions comprise the alternative approaches presented in this report for review and consideration by the Town of Jackson.

### 2.2. Background Documents

#### Jackson/Teton County Comprehensive Plan

In addition to the Phase I Parking Study noted above, the Jackson/Teton County Comprehensive Plan envisions increased residential density throughout parts of Jackson to provide workforce housing opportunities, in addition to areas of greater residential and commercial density that are more pedestrian-oriented and place a diminished emphasis on providing large reservoirs of parking.



### Jackson/Teton Integrated Transportation Plan

The Jackson/Teton Integrated Transportation Plan was developed by a team consisting of Charlier Associates, Inc./Logan Simpson Design Inc. and Fehr & Peers in 2015. This plan was envisioned to be a “blueprint for implementing the transportation provisions of the Town/County Comprehensive Plan”.

### Town of Jackson Community Streets Plan

Jackson’s Community Streets Plan builds upon recommendations of the Jackson/Teton County Comprehensive Plan to implement the community vision for future development of the transportation system. The plan serves as an adaptable guide and “toolkit” of preferred street right-of-way design solutions that shall be implemented to create a multimodal transportation system that works for people driving cars, riding transit, traveling by bike or on foot.

### 2.3. Phase II Study (Parking Management Plan) Objectives

The primary goal of this Downtown Parking and Mobility Management Plan is to be a guide for decision makers on topics such as governance, customer service, planning, technology, enforcement, as well as parking facility and systems management. Specific project objectives include providing strategies and tools to:

- Identify governance and management structures that will work best for Jackson that will also contribute to the successful implementation of other community goals
- Position parking as a contributor to the vitality of Downtown
- Provide recommendations on establishing positive and proactive customer relations
- Explore the range of parking management strategies that can be used by the Town’s management staff to encourage on-street parking turnover and promote increased community vitality
- Identify management strategies and technologies that can improve the customer experience, while also controlling operating costs and enhancing system financial performance
- Position parking management within the larger “mobility management” context in a way that promotes a balanced system of parking and multi-modal transportation alternatives

### The “Parking Experience”

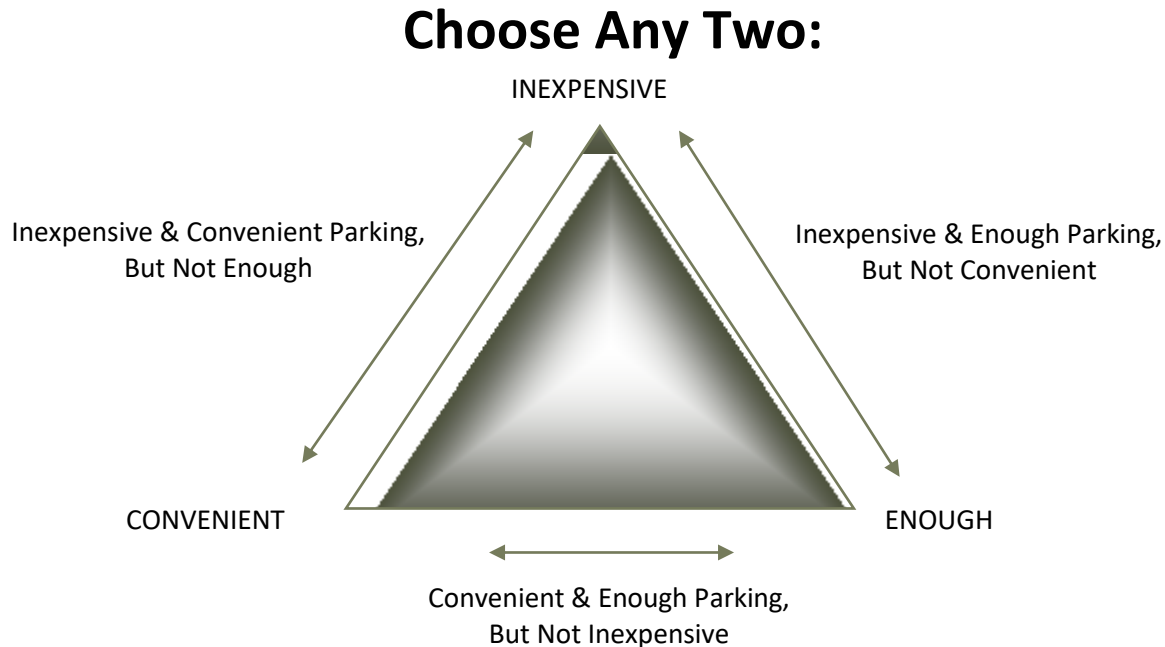
There is one element common to every study and every downtown: parking is always a source of frustration and contention. Parking can be a truly *emotional* issue because it affects people so directly. Few other areas involve the interrelated issues of personal safety/security, finance, convenience, wayfinding, accessibility, and customer service. Because parking creates the first and last impression for those visiting Downtown Jackson by car, it is important to consider how to best manage the overall “parking experience.”





**Figure 1** depicts an interesting truism about parking:

*Figure 1: Parking Triangle*



Everyone wants three things when it comes to parking:

1. They want there to be plenty of it;
2. They want it to be very convenient; and
3. They want it to be inexpensive (and preferably free).

Unfortunately, you can provide any two, but not all three of these elements simultaneously. This ushers in the need for a policy decision:

- If you choose to provide **inexpensive and convenient** parking, you will likely not be providing enough parking. This option may be acceptable if you want to use the lack of spaces as part of a demand management strategy to encourage the use of transportation alternatives.
- If you choose to provide **inexpensive and enough** parking, it will not be very convenient. With this choice, you may be adopting a strategy that utilizes less expensive remote parking supported with shuttle operations (at least for employees).
- If you choose to provide **convenient and enough** parking, it will not be cheap. This often-preferred approach typically means you have chosen to develop structured parking. The national average cost to construct a surface lot parking ranges from \$5,000 to \$8,000 per space. Above grade parking structures average between \$18,000 to \$30,000 per space nationally. Staff estimates the local Jackson cost per space for structured parking may be as high as \$50,000 per space. Below grade parking can range between 1.5 to 2 times the cost or more of above grade structures depending upon soil conditions and other factors. Another consideration that is often



overlooked is that operating, utility, maintenance, and security costs are significantly higher with structured parking.

In urban environments, the choice is most often made to have “**convenient and enough**” parking. This strategic decision and the significant capital investment it requires creates the need to assure that these investments are well managed and responsive to the communities they serve.

The resource “**20 Characteristics of Effective Parking Management**”¹ provides guidance for establishing the basis for a sound and well-managed parking system combined into an integrated programmatic approach. These characteristics provide a solid foundation for communities who are working to manage parking in a way that balances convenience, availability, and cost. The ultimate goal is a system that provides professional management, understands the role it plays in contributing to the larger objectives of the downtown, and is responsive to the community’s needs.

### 2.4. Key Focus Areas

The Town of Jackson is considering the development of a comprehensive parking management program as a strategy to support on-going community planning initiatives. This initial framework plan provides a roadmap for the development of a comprehensive and strategic approach to parking and mobility management in Jackson. The development of such a program would typically require the following ten elements:

1. **A Sense of Purpose and Direction relative to Parking and Mobility Policy** – This parking management framework plan should complement and build on 2017’s parking data collection and parking planning work and other parking, transportation policy, and planning work recently completed by the Town (including the 2015 Integrated Transportation Plan).
2. **Program Organization and a Strong and Capable Program Leader** – The recruitment and hiring of a parking/mobility manager (and required support staff) with experience managing a municipal parking program is a key first step. This report also discusses parking system operating methodologies. Program organization is a key foundational element and a vital initial step to creating an effective and sustainable parking and mobility management program.
3. **A Strong Customer Service Orientation** – One of the key leadership elements that needs to be infused into the program from the beginning is a strong customer service focus. This applies not only to staff training but also to facilities maintenance and investments in new technologies. Parking can play a key role in improving the perception and the experience of Downtown overall. Collaboration and partnerships with the Town of Jackson, the Chamber of Commerce, and the downtown merchants will be an important component of this initiative.
4. **A Focus on “Mastering the Fundamentals” of Parking Management** – This focus area is about gaining an in-depth understanding of the many complex and challenging aspects that are somewhat unique to parking. The Resource “20 Characteristics of Effective Parking Management” (Toolkit Item # 1) provides a strong framework built around specific program categories. This resource provides the basis for a comprehensive program development approach and can assist the Jackson parking program as it strives to become one of the best small municipal programs in the country.

---

¹ Toolkit Reference: See Appendix A





## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

5. **Establish parking as a separate “enterprise fund” for any future parking revenues** – Long-term, parking has the potential to grow into a self-sustaining enterprise fund if all parking related revenue streams (if implemented) are dedicated to support the fund. There are strategies for reinvesting a percentage of net parking revenues (after expenses and recommended set asides) back to the general fund or back to the downtown district through a mechanism referred to as a “parking benefit district”.
6. **Leverage under-utilized private parking resources** – As a potential tool to cost-effectively increase the public parking supply, the Town can work with private parking owners in the downtown area to develop creative opportunities to manage private lots as shared parking resources. This can be accomplished by providing high-quality parking management services and revenue sharing arrangements with local businesses, property owners, and institutions.
7. **Investment in New Technology** – Leveraging new technology will be a critical element in achieving many of the stated goals of this project including:
  - a. Enhanced customer friendly programs and services
  - b. Improved operational efficiency
  - c. Enhanced system financial performance
  - d. Improved system management
8. **Development of a strong parking maintenance program** – A strong parking maintenance program would have regularly scheduled facility condition appraisals, the creation of parking facility maintenance reserves, and a prioritized facility restoration and maintenance schedule. While there is currently only one structured parking facility in downtown Jackson, this element may grow in importance with future investments in Jackson’s parking system.
9. **Over time, expand the parking program’s mission to adopt a broader focus on comprehensive mobility management** – Development of transportation demand management (TDM) strategies, promotion of transportation alternatives, support for shared mobility and active transportation, and the development of complementary parking policies will be important in this area.
10. **Parking Planning** – Development of a robust and effective parking planning function or at a minimum, the inclusion of parking management in larger community planning initiatives and on-going discussions relative to new or proposed development projects is highly recommended. Also work closely with Planning to address parking requirements (zoning code), shared parking opportunities, and ADA parking issues.

### 2.5. Summary

The importance of parking as one of the most visible and often controversial elements of a downtown’s infrastructure is often underestimated. Parking, when well-managed, can be a key component in retaining existing businesses, supporting investment and redevelopment, and sustaining healthy and vibrant downtowns. This Downtown Parking and Mobility Management Plan is intended to serve as a roadmap for the development of a comprehensive and strategic approach to parking and mobility management in Jackson.



### 3.0 Mission, Vision, and Guiding Principles

The purpose of a program's Mission and Vision is to clearly and concisely establish the core function of the program (Mission) and chart a course for the future (Vision). These foundational elements provide a base on which to build an overall strategic framework for the program². While the following Mission and Vision statements primarily apply to Downtown, as this is where the bulk of the parking management issues will occur, these parking management principles should be applied town-wide and be in alignment with larger community and parking/mobility goals.

#### 3.1. Mission Statement:

---

The Jackson parking program supports Jackson's thriving Downtown and strategic planning goals with effective parking policies, planning, and programs, enhancing the parking experience for the Town's customers and local residents.

---

#### 3.2. Vision Statement

---

The Jackson parking program will develop a quality, customer-oriented parking and mobility management system, responding to the current and future needs of parkers through active planning, management, coordination, and communications.

---

---

² A program has been created by the International Parking and Mobility Institute referred to as the "Accredited Parking Organization" or "APO" (See report Toolkit Items 2 and 3 for a copy of the program overview and criteria matrix). This program was partially created to begin codifying "industry standards" related to parking operations and management and provides a good set of parking program development guidelines that could be guide for Jackson in terms of program scope.



### 3.3. Guiding Principles

The purpose of Guiding Principles is to establish a strategic framework upon which to build a comprehensive Parking Management Program.



While the Mission and Vision establish the program's foundation and aspirations, these Guiding Principles are strategic in nature, responsive to the needs of the community and aligned with the larger community's planning goals.

These parking program Guiding Principles will encourage the use of parking and other transportation resources to support and facilitate priority planning goals and serve prioritized user groups. They will also serve as a foundation for near and long-term decision-making relating to parking management and development in the downtown.

#### Guiding Principle Categories:

1. Organization/Leadership
2. Planning /Urban Design
3. Effective Management/Accountability
4. Customer Service Orientation
5. Communications/Branding /Community Education
6. Leveraging Technology
7. Accountability/Financial Management
8. Integrated Mobility Management
9. Sustainability

A statement better defining each of the nine draft guiding principles is provided on the following pages.

#### Guiding Principle #1 – Organization/Leadership

The parking management program will be “vertically-integrated” with responsibility for:

- Managing on-street parking
- Managing Town-owned off-street parking
- Coordination with privately owned off-street parking



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

- Parking enforcement/citation management and adjudication (Note: citation adjudication should be done by a separate agency or entity than that which issues the citations.)
- Parking planning and development
- Transportation demand management

Consolidating the various parking functions under a single entity will establish a consolidated system that is action-oriented, responsive, and accountable with improved coordination and operating efficiencies.

Recruiting a strong leader is a key element for success. The organization leader must have strong vision and communications skills, specialized parking and planning expertise, and be capable of educating other community leaders, stakeholders and private sector partners on the importance and relevance of a strong parking management organization. Strong general management and financial program development skills are also required.

This approach would be a major departure from what previous Councils have been willing to invest in in the past. The principle of “vertical integration” would argue for a parking program that would take on parking enforcement as part of a comprehensive parking program, thus shifting the enforcement function from the Police. This would require the hiring several new positions.

### Guiding Principle #2 – Planning / Visioning/ Policy/ Urban Design

The Jackson parking management system shall have an active and comprehensive planning function.

The Jackson parking management system will be included in all strategic development and transportation planning efforts. The parking management system will work with planning staff to review and evaluate parking zoning requirements, the development of parking design standards that promote good urban design principles related to parking structures and mixed-use projects, and the creation of transit-oriented development parking standards.

Effective parking planning will mean an improved understanding of parking supply/demand conditions on an on-going basis, and ultimately the development of parking infrastructure that will enhance and better support the community strategic goals and urban design.

The vision of an enhanced planning and policy development function will be pursued on multiple levels.

Parking management strategies and programs should support and compliment other access modes to better facilitate the accessibility and user-friendliness of downtown Jackson as a preferred regional destination. Resources shall be effectively planned and managed to promote and support multiple access modes into and around the downtown. Primary access modes include automobile, transit, bike/motorcycle and pedestrian users.

Event parking management is another component of a comprehensive parking management function that requires active planning. It is the layering of lots of smaller functions, such as special events planning and management, that helps inform the need for a new more comprehensive approach to parking management and begins to illustrate the levels of complexity and importance of the parking management function.

Well-defined parking facility design criteria, parking related streetscape enhancements, and effective integration of signage and wayfinding elements are all areas that this principle will promote. Parking





## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

management will work toward developing a parking system that continues to be self-supporting and sets aside funds for maintenance reserves and future capital asset funding.

### Guiding Principle #3 – Effective Parking Management/Accountability

The Jackson parking management system will strive to be a forward thinking, “best-in-class” parking program.

The Jackson parking management system should anticipate future patron needs in the context of anticipated growth and other planning initiatives and seek to integrate supportive parking and multi-modal access strategies as appropriate.

Evaluation of other parking management best practices and new technologies should occur on an on-going basis. Effective facility maintenance, infrastructure reinvestment, and other system management fundamentals will be routinely addressed. Emphasis will be placed on enhancing parking facility appearance, maintenance, safety and security, regardless of facility ownership. The parking management system will promote standards to encourage comprehensive and pro-active facility maintenance and security plans. Note: An extensive collection of parking management best practices has been provided in Parking Management Toolbox Item # 6.

Facility maintenance reserves and other maintenance best practices will be encouraged in the Town-owned facilities. Publicly available parking facilities marketed through the Jackson parking management system will agree to a community-developed set of parking facility standards. Participating facilities will be routinely monitored by the new parking management program.

Parking facilities will incorporate public art and creative level identification/theming to enhance the parking experience for their patrons and make parking facilities more navigable and inviting.

### Guiding Principle #4 – Customer Service Orientation

Parking will promote the Town of Jackson as a desirable destination for shopping, dining, recreation, and employment by making parking a positive element of the overall community experience.

The Jackson parking management system will strive to develop and coordinate private and publicly owned parking facilities that are clean, convenient and safe.

Parking enforcement staff will present a friendly and professional appearance and receive on-going customer service and community ambassador training.

Ongoing goals of the parking management organization will include: Responsiveness to community needs, openness to fresh ideas, and active participation in community planning and events.

One major goal of the Jackson parking management system is to create a parking program that will be easy for the visitor to understand and to access. This will be accomplished using common branding and marketing, an integrated signage plan, a web-based information clearing house, special events programs, etc.

Management of the on-street parking system will be enhanced over time through investments in new technology and customer friendly parking enforcement policies.

The Jackson parking management system should aim high and strive to achieve a Best-In-Class parking program. All aspects of the parking system should reflect an understanding of what the customer desires in terms of a positive and memorable experience. After a few years, it is recommended that the Jackson Parking program work toward achieving "accreditation" through the International Parking and



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

Mobility Institute's "Accredited Parking Organization" (APO) program (more information on the IPI's APO program is provided in the Parking Management Toolbox Items # 2 & 3).

Special programs to address retail enhancement initiatives, shared-use parking, employee parking, special/large events parking, etc. will be developed. These programs will be developed in a collaborative manner and designed to support larger community goals and objectives.

### Guiding Principle #5 – Communications/Branding/Marketing and Community Education

Parking management programs and facilities will be developed to function as a positive, marketable asset for the Town of Jackson.

Parking management strategies and programs will be cross-marketed to promote the Town as a unique and visitor-friendly regional destination. Parking availability shall be well publicized to enhance the perception of parking as a positive element of the community experience. Reinvestment of parking resources back into the downtown will be promoted. The Jackson parking management system will develop an effective branding program.

In addition to web-based information, the Jackson parking management system will develop educational materials on topics such as: parking development trends, parking safety tips, etc. The organization will also promote discussion with parking facility owners/operators on topics such as facility condition assessments, maintenance program development, parking management best practices, etc.

Town parking programs and information shall be well promoted and marketed. The Jackson parking management system will work closely with the Planning department, Chamber of Commerce, and other community agencies/stakeholders to promote, educate, and market parking programs.

### Guiding Principle #6 – Leveraging Technology

The Jackson parking management system will adopt technology solutions to enhance customer service and parking information options.

A key goal is to make parking less of an impediment to visiting the downtown and more of an amenity.

Technology will be leveraged to streamline and simplify access to parking and will be a key parking management strategy. Another key technology related goal is to enhance the efficiency and effectiveness of the new parking management staff and programs.

### Guiding Principle #7 – Accountability / Financial Management

The parking system will strive, over time, to be financially self-supporting and accountable to stakeholders. In terms of accountability, it is assumed that a new parking management program (based on these "guiding principles") will communicate with community stakeholders on an on-going basis. Accountability refers to ensuring that agreed upon plans and strategies developed in collaboration with community stakeholders are implemented as discussed.

Parking management will work toward developing a parking system that is self-supporting and sets aside funds for maintenance reserves and future capital asset funding.

By aligning any future parking revenue streams from on-street parking (potential metered parking), off-street parking, enforcement, (and potentially special assessment fees and fee-in-lieu programs), it is possible to develop a parking system that self-funds all operating and maintenance expenses, facility maintenance reserves, planning studies, and future capital program allocations. A consolidated parking



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

revenue and expense statement should be developed to document all parking related income streams and expenditures to give a true accounting of parking finances.

### Guiding Principle #8 – Integrated Mobility Management

The Jackson parking management system will support a “Park Once” philosophy and a balance of travel modes, including bus, vehicular, bicycle and pedestrian, to meet community-wide access goals. Parking strategies and initiatives will be coordinated and aligned with the Jackson and Teton County Land Use and Transportation Plans. A park-once strategy is an approach to promoting walkable communities through which strategically located parking facilities are provided within safe walking distance and easy access of a variety of destinations. Park-once strategies let residents, workers, and visitors “park once,” leaving their car behind and using other means (e.g., walking, community shuttles, shared mobility options such as bicycle rentals) to get to their desired destination(s) within the community.

The parking program will be a supporter and potentially a funding partner for a variety of transportation demand management programs and transportation alternatives that promote improved community access and a more sustainable parking and transportation program.

### Guiding Principle #9 – Sustainability

The Town of Jackson will pursue initiatives to promote more sustainable and efficient operations.

While initial program funding may have to come from Town general funds for program staffing and initial capital equipment acquisitions, implementation of paid on-street parking, if pursued as a parking management strategy, will provide the program with a new source of revenue capable of providing a sustainable funding source to get the new program up and running.

“Green” strategies can result in more efficient and environmentally sensitive uses of parking resources and provide other benefits, including reduced congestion and pollution, improved transportation choices, more efficient land-use, and improved streetscape aesthetics.



### 4.0 Existing Conditions

The Study Area for Jackson's Downtown Parking Management Plan is shown in **Figure 2**. This Section summarizes the results and findings of the data collection effort completed in August 2018. A more detailed analysis of Existing Conditions is included in **Appendix A: Existing Conditions Report**.

#### 4.1. Study Overview

Parking counts were conducted over two days in the peak season to represent one peak season weekday and one peak season weekend day:

- Thursday, August 23, 2018
- Saturday, August 25, 2018

The on-street study area was divided into three areas:

- **Town Square Zone:** Consisting of 96 stalls surrounding the Town Square.
- **Downtown Core Zone:** Consisting of the entire 3-Hour and 15-Minute parking zone in Downtown outside of the Town Square Zone.
- **Downtown Edge Zone:** Consisting of 24 block faces adjacent to the 3-Hour Downtown Core Zone with unrestricted on-street parking.

On-street counts were completed using three different methods within each study area:

- **Town Square Zone:** *Turnover Study*. License plates recorded every 30 minutes from 8:00 AM to 9:00 PM to allow for calculation of average duration of stay.
- **Downtown Core Zone:** *Occupancy Study & Unique Vehicle Analysis*. License plates recorded every 2 hours from 8:00 AM to 9:00 PM to obtain occupancy snapshots and unique vehicles. Average duration of stay was not calculated from this data.
- **Downtown Edge Zone:** *Occupancy Counts Only*. Vehicle counts only (no license plates) were recorded every 2 hours from 8:00 AM to 9:00 PM.

Off-street counts were completed at the same time as the 2-hour on-street counts. Vehicle counts only (no license plates) were recorded in each of the 5 primary public lots in Downtown from 8:00 AM to 9:00 PM including:

- Home Ranch Lot
- Deloney Lot
- Miller Park Lot
- Center for the Arts Lot
- Parking Garage



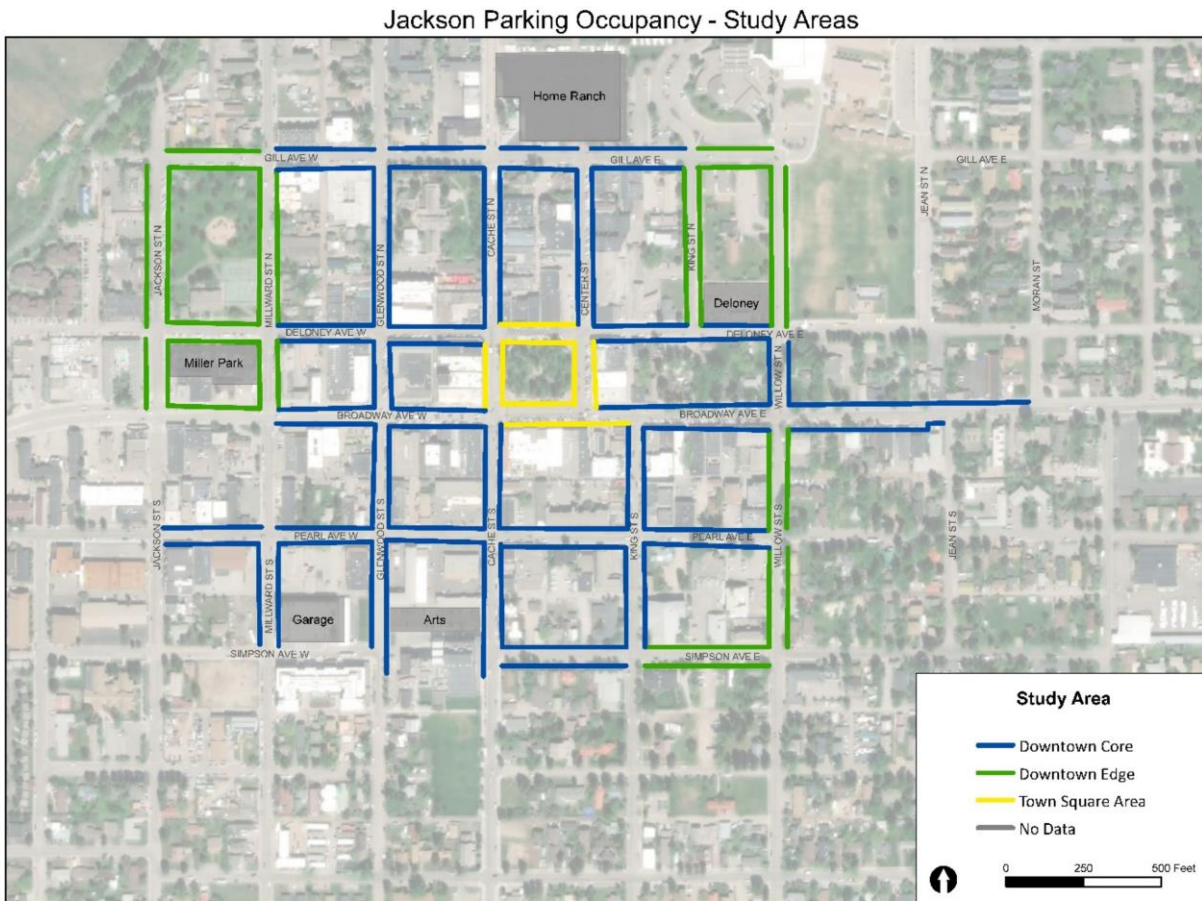


Figure 2: Downtown Study Area

## 4.2. Inventory

As part of the data collection effort, an inventory was completed to document number of stalls by type within each Study Area. In total, the Downtown Parking Management Plan Study Area consisted of 1,078 on-street parking stalls and 664 public off-street parking stalls.

On-street parking management recommendations for Downtown will focus on the 715 3-Hour stalls, the 52 15-Minute stalls, and the 10 ADA stalls. The 72-hour stalls were included to assess available capacity on the edges of the 3-Hour Zone.

Under existing conditions, drivers may park all day in any of the unrestricted stalls within the public off-street lots in Downtown. In each of the four surface lots, no overnight parking is allowed. Within the Parking Garage, drivers may leave their vehicle for up to 48 hours.



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

Table 1: On-Street Inventory

Type	"Town Square" Zone	"Downtown Core" Zone	"Downtown Edge" Zone	On-Street Total
3-Hour	94	621	-	715
15-Min	-	52	-	52
ADA	2	8	-	10
72-Hour Limit	-	18	283	301
	96	699	283	1,078

Table 2: Off-Street Inventory

Type	Home Ranch	Deloney	Arts	Miller Park	Garage	Off-Street Total
Daily	139	77	54	58	200	528
ADA	6	4	3	3	8	24
EV	1	1	-	4	1	7
Oversize	23	-	-	-	-	23
Military	1	1	-	-	1	3
Tour Bus	2	-	-	-	-	2
Hybrid	7	-	-	-	-	7
Ride to Fly	-	-	-	-	70	70
	179	83	57	65	280	664

### 4.3. Key Observations

#### On-Street Parking

##### Occupancy

- On-street parking demands are higher on weekdays compared to weekends; the peak hours within the study area are **Weekdays from 12:00 PM to 2:00 PM** and **Weekdays from 6:00 PM to 8:00 PM**.
- Parking around Town Square is very constrained, with very limited parking availability all day on both weekdays and Saturdays.
- Parking availability increases with distance from Town Square. Parking management strategies that help to spread demand more evenly across Downtown would allow users to more easily find parking around Town Square.
- On **Weekdays from 6:00 PM to 8:00 PM**, the entire 715-stall 3-Hour Zone is approaching the effective capacity threshold of 85%. Even when only including the 621 3-Hour stalls outside of the Town Square Zone, the occupancy at 6:00 PM is 82%.
- Parking is readily available within the 15-Minute zones, indicating these stalls are functioning as intended. A review of the total supply of 15-Minute stalls may be warranted.



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

### *Turnover (Town Square Only)*

- More than 50% of vehicles parking on the Town Square park for less than an hour.
- Approximately 1/3 of vehicles parking on the Town Square park for less than 30 minutes.
- **Note:** Stays of greater than 3 hours are not equivalent to a violation, as this number includes vehicles parking outside of enforcement hours (9:00 AM to 6:00 PM).
- The number of vehicles served per stall on the Town Square is very high, indicating that time restrictions and enforcement are effectively encouraging long-term parkers to park in unrestricted areas or off-street lots.
- Although the turnover rate is high, the very high occupancies likely make it very difficult to find parking in this area, potentially leading to traffic associated with drivers searching for parking.
- Within the "Town Square" Zone, the average duration of stay for Teton County license plates (WY-22) was not observed to be higher than the general average.
- On weekends, vehicles with license plates from Wyoming (outside Teton County) and Idaho stayed longer on average compared to vehicles with license plates from other areas. Part of this longer average duration of stay may be associated with the Farmer's Market, where many vehicles (likely including vehicles of vendors) were observed to have parked from 8:00 AM to 12:00 PM.

### *Compliance with Regulations*

- The violation rate is very low on weekdays, indicating high compliance with time restrictions on the Town Square.
- On Saturdays, the violation rate on the Town Square is higher compared to weekdays. Many vehicles were observed parking for the full duration of the Farmer's Market (8:00 AM to 12:00 PM), typically departing by around 12:30 PM. This indicates that at least some vendors choose to ignore the 3-Hour limit during this time (enforced starting at 9:00 AM), overstaying by up to around 30 minutes on average. Should the Town make any changes to time limits in Downtown (reducing to 2-hours, for example), careful consideration should be given to whether or not exceptions should be granted to these vendors on Saturdays.
- Within the full 715-stall 3-Hour Zone, 53 vehicles out of 2,383 observations (2.2%) on Thursday and 75 vehicles out of 2,197 observations (3.4%) on Saturday were noted to have exceeded the 3-Hour time limit between 9:00 AM and 6:00 PM. Although this sample likely underestimates the actual violation rate, it provides an indication that the violation rate is not significantly higher outside of the "Town Square" Zone.
- On Thursday, August 23rd, 2018, data provided by the Jackson Police Department indicates that 8 citations were issued for "overtime parking" violations. If there were 53 overtime violations during this period, the capture rate was 15% on this date. Typical guidelines indicate that parking enforcement should target capturing approximately at least 8% of all overstay violations, suggesting that Jackson's capture rate is within acceptable range.

### *License Plate Observations*

- Teton County plates were observed less frequently on the Town Square compared to the entire downtown.



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

- On weekdays, 47% of all unique vehicles recorded were from Wyoming, compared to approximately 39% on weekends.

### Vehicle Movements within the 3-Hour Zone

- A higher percentage of vehicles with Teton County plates were observed to have parked more than once within the 3-Hour Zone over the course of the day (8:00 AM to 9:00 PM) when compared to other vehicles with other license plates on both weekdays and weekends.
- The percentage of vehicles parking more than once within the 3-Hour Zone is lower on Saturday compared to Thursday.

### Public Off-Street Parking

- The off-street parking lots are well-used during the day, peaking in usage on **Weekdays from 12:00 PM to 2:00 PM**.
- During the midday peak hour, approximately 60 daily parking stalls (48-hour limit) are available within the Parking Garage.
- The unrestricted daily parking in the off-street parking lots exceeds effective capacity during the midday peak, reaching 88% occupancy on **Weekdays from 12:00 PM to 2:00 PM**. Only the Parking Garage has additional capacity during this time for general users.

## 4.4. Performance Metrics

To allow for regular comparisons of system performance between years, eight performance metrics are summarized in **Table 3**. While these performance metrics oversimplify many of the observations, measuring changes in each of these metrics between years can allow for a high-level indicator of effectiveness of various management strategies that may be implemented within the goal of influencing parking behavior in Downtown Jackson.

Footnotes document the specific sample size used in the calculation of each of the metrics.

Table 3: Summary of Key Performance Metrics

Performance Measure	Weekday	Weekend
<b>Vehicles Served Per Day per Space (8 AM – 9 AM)</b>	8.69	7.61
<b>Vehicles Served Per Day per Space (9 AM – 6 PM)</b>	6.61	5.53
<b>Average Duration of Stay (8 AM – 9 PM)⁵</b>	1 Hour 21 Minutes	1 Hour 32 Minutes
<b>Violation Rate⁶</b>	3.1%	8.5%
<b>Peak Occupancy⁷</b>	*83%	*74%
<b>Surplus Supply at Peak⁸</b>	208 Stalls	326 Stalls
<b>Block Faces with Constrained Parking at Peak⁹</b>	32 Block Faces	32 Block Faces

*Peak Periods: 12:00 PM to 2:00 PM (Weekday); 10:00 AM to 12:00 PM (Weekend)

³ Based on 94 3-Hour stalls in the “Town Square” Zone

⁴ Based on 94 3-Hour stalls in the “Town Square” Zone

⁵ Based on 94 3-Hour stalls in the “Town Square” Zone

⁶ Based on 94 3-Hour stalls in the “Town Square” Zone

⁷ Based on a combination of 715 on-street 3-Hour stalls and 528 daily unrestricted public off-street stalls

⁸ Based on a combination of 715 on-street 3-Hour stalls and 528 daily unrestricted public off-street stalls

⁹ Out of 91 block faces where occupancy data was collected





### 4.5. Parking Enforcement

The following notes from a meeting with City staff associated with the current parking enforcement program¹⁰ summarizes current program operations and issues.

- Current LPR enforcement schedule begins between 9:00-9:30 am and concludes around 5:00 pm
- The enforcement route includes the entire 3-hour parking area and the Home Ranch parking lot
- A complete route takes approximately 35-45 minutes to complete without stopping to issue citations; a typical route is 60 minutes once citations are included
- Enforcement occurs 7 days a week, 365 days a year as staffing permits
- Approximately 5 complete routes are completed each day between mid-June and mid-August; the frequency is less during other times of year based upon staff availability
- Limitations/inefficiencies are currently related to software and hardware issues, as well as staff availability
- There is not a significant problem with the current system not being able to read plates correctly, although it does happen
- Currently there are 2 full time Community Service Officers (CSOs) assigned to parking enforcement
- CSOs are often pulled off parking enforcement to address other duties, including accidents, oversize vehicle complaints, other parking complaints, animal control, etc.
- 2 seasonal CSOs are hired between mid-June and mid-August to assist with parking enforcement
- Town is currently hiring a 20 hour a week CSO position to cover weekend parking enforcement
- CSOs typically issue 18-25 citations a day; historically it was 75 per day when a 2-hour maximum limit was in place with manual (walking and chalking) enforcement
- Parking tickets are not generally viewed as a revenue source
- Peak parking demand is typically seen between June 1 and October 1
- Tour bus parking is an issue, no buses currently utilize the signed tour bus facilities on King Street and small cars often use reserved RV/tour bus parking in Home Ranch lot
- Loading and unloading of commercial vehicles is not currently an enforcement issue
- Uber and taxi spaces are not currently an enforcement or demand issue

Two appendix documents have been provided as part of this report to support and enhance the parking enforcement program going forward. These include: Toolkit Item 4 - Parking Enforcement Program Audit Checklist and Toolkit Item 5 - Sample Parking Enforcement Operations Manual.

### 4.6. Conclusions

Within the “Town Square” Zone, the turnover rate is very high, the average duration of stay is low (compared to the 3-Hour time limit), and the violation rate is low. However, overall parking demands during the peak season are very high within Downtown Jackson, with only around 17% of all 3-Hour on-street stalls and daily public off-street stalls (208 stalls) available during the weekday peak period from 12:00 PM to 2:00 PM. During this peak period, 32 block faces in Downtown are at least 85% occupied, indicating that visitors and customers, particularly those unfamiliar with Jackson, may need to search across several blocks for parking.

---

¹⁰ Meeting attendees: Michelle Weber, Roger Schultz, Jerad Weston, Paul Anthony, and Tyler Sinclair



## 5.0 Community Outreach Process

### 5.1. Overview

From October 2018 through January 2019, the Jackson Downtown Parking Management Plan Project Team led an outreach campaign to engage the community and downtown stakeholders to help understand, frame, and prioritize the key challenges and potential improvements for the parking experience in Downtown Jackson.

This summary provides an overview of feedback received, highlights consistent themes – observed by the consultant team and self-reported by the community – and concludes with strategies for incorporating identified stakeholder priorities into the Downtown Parking Management Plan.

Elements of the outreach campaign included:

- In-Person Community Outreach Event Summaries
  - 1) Chamber of Commerce Meetings
  - 2) Informal Downtown Employee Discussion
  - 3) Informal Multimodal Advocacy Group Discussion
  - 4) Informal Downtown Business Owners Discussion
  - 5) Community Open Houses
- Feedback from Technical Steering Committee
- Online Survey Results (395 responses)
- Summary of Stakeholder Priorities and Key Themes
- Conclusion

A more detailed summary, including the full survey results, can be found in **Appendix B: Community Outreach Summary Report**.

### 5.2. Stakeholder Priorities and Key Themes

Community members and stakeholders expressed a wide variety of concerns, priority issues, and recommendations related to parking within Downtown Jackson during the campaign to collect feedback. The following section summarizes the First, Second, and Third Tier priorities that emerged to help organize the information gathered. However, during the development of the Downtown Parking Management Plan, all feedback received was used to help craft recommendations.

#### Tier 1 Priorities

Tier 1 Priorities were expressed consistently through a variety of in-person meetings and within the online survey. Addressing these issues should serve a key priority of the Downtown Parking Management Plan.

##### *Address Downtown Employee Parking*

- Consider options to encourage employees to use the parking garage and other areas with available capacity outside of the Downtown core in order to free up parking for short-term parking needs.
- Both incentives (such as employee benefits for parking in the garage or using alternative modes of transportation) as well as increased enforcement should be considered.



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

### *Manage Parking Based on Time Stays*

- Parking is readily available if able and willing to walk a few blocks; however, parking further away can be a challenge for the disabled, the elderly, families, and for quick trips.
- Parking should be managed to provide more areas for very quick trips (less than 30 minutes) and centralized, convenient parking for short-term stays (such as 2-hours or less). Those staying for longer periods of time should be directed to the edges of Downtown with improved wayfinding.

### *Pedestrian Enhancements*

- Many community members expressed a strong desire to improve the downtown pedestrian environment including crosswalk treatments to improve safety, maintenance and visibility enhancements, and potential consideration for pedestrian-priority areas in Downtown.
- Making use of parking availability on the edges of Downtown will be more effective with safe, convenient, and clear pedestrian routing and wayfinding.

### **Tier 2 Priorities**

#### *Additional Public Parking Options*

- While not all community members feel that Jackson currently has an inadequate parking supply (particularly in the off-season), increasing the public parking capacity (such as an additional parking garage on the edge of Downtown) should be pursued in the medium term as one option for addressing peak season parking constraints.
- Many community members also expressed interest in pursuing shared parking arrangements with private lot owners to increase the number of public parking options in Downtown.

#### *Paid On-Street Parking*

- Some community members suggested on-street paid parking as a method to manage parking in areas (and times) of highest demand. The approach, if used, should ensure that free parking is also available within a very short walk of Downtown, and options should be explored to make it easy for visitors to navigate and use (pre-paid options for residents, free parking for very short stays, validation programs, etc.)

#### *Downtown Shuttle Service*

- Rather than commuter-focused service with large buses covering long distances, many community members expressed interest in small-scale shuttle/transit service operated on very high frequencies as an option for making it easy to park just outside of Downtown and get to the core easily without a long wait or a long walk.

#### *Bicycle Enhancements*

- During the peak summer season when parking is most constrained, many community members indicated that bicycling (either from neighborhoods close to Downtown or from remote parking areas) could be a more attractive option if some streets were prioritized for pedestrians and bicyclists.



### *Manage RV and Tour Bus Parking*

- RVs and Tour Buses will continue to need to find parking near Downtown, and appropriately managing where these larger vehicles should park should be a priority. Directing larger vehicles away from the Town Square while still allowing convenient parking options on the edge of Downtown should be prioritized.

### *Enhanced Enforcement*

- With 3-hour time limits that end at 6 p.m., it is easy for employees to move their vehicle once to evade a citation, likely contributing to parking congestion outside of the Town Square (moving to evade was not frequently observed on the Town Square). Further, on-street parking is effectively free and unlimited starting at 3 p.m. due to these regulations. Two-hour time limits should be considered in Downtown as a tool to further address employee parking.
- Escalating fines for repeat violators (as a tool to discourage employee parking in time-limited areas) should be explored, along with revised enforcement hours.

### Tier 3 Priorities

Tier 3 priorities were expressed by at least two or more individuals during outreach activities and should serve as a reference as recommendations are developed. They are presented as community recommendations rather than key themes:

- **Last-Mile Mobility:** Should consider emerging mobility trends such as bike share or scooters to pair with satellite parking lots, along with safety improvements for bicyclists.
- **Revisit On-Street Parking Capacity:** Expand the size of no-parking zones at intersections to improve sight distance (or use bulb-outs).
- **Wayfinding/Signage/Technology:** Additional wayfinding and signage (for both pedestrians and motorists) as well as technology investments could make it easier to find parking quickly and easily.
- **Address Winter Parking Restrictions:** Existing winter regulations may be unnecessary and do not necessarily effectively serve the needs of Jackson residents. Suggested alternatives included alternating which side of the street winter restrictions are in effect (to allow for plowing both sides) or allowing long term parking in the garage.
- **Special Events Regulations:** Revised parking enforcement and regulations during special events should be explored, and alternative management strategies may be needed.
- **Revise Private Parking Requirements:** Private developers should be more responsible for providing parking.

### 5.3. Conclusions

When viewed comprehensively, feedback received from the stakeholder outreach process supports the following “big-picture” themes:

1. **Focus on Management Strategies that Preserve Jackson’s Character:** The most consistent theme expressed through the outreach process was that limited parking availability and traffic congestion along with continued growth threatens to erode Jackson’s character if not addressed





## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

and managed in a way that preserves the welcoming, small town atmosphere. Parking management strategies need to ensure that Jackson is welcoming to all, including visitors, residents, the disabled, the elderly, families, and RV drivers alike. Yellowstone/GTNP are in the top 3 RV destinations in America and providing additional resources to address this need should be a priority.

2. **Consistent, Integrated Approach to Parking Management:** On-street regulations, off-street public parking options, and enforcement should work together to ensure that employees and long-term parkers understand clearly where to park so that short-term parkers (visitors and customers) and those with disabilities and the elderly are able to quickly and easily find parking near their destination. Enforcement should support this approach by focusing on identifying, citing, and collecting fines from repeat offenders.
3. **Targeted Communication and Straightforward Signage and Wayfinding:** There is broad consensus that the peak summer season is the primary time in which there is limited parking availability. An effective communication program to identify where employees should park during the peak season, combined with clear and straightforward signage to direct visitors to convenient parking areas where they can expect to find parking may help to alleviate visitor frustration and traffic associated with drivers circulating in search of parking.
4. **Focus on Enhancing the Pedestrian Experience in Downtown:** Many community members expressed a strong desire to ensure that pedestrians feel safe and welcome in Downtown from the time they park their car until they arrive at their destination. Crosswalk enhancements, regular maintenance, additional lighting, and pedestrian-focused navigation aids will all help to improve the pedestrian experience and ensure that as Jackson grows, downtown continues to feel inviting and welcoming to all.



## 6.0 Recommendations

### 6.1. Parking System Objectives

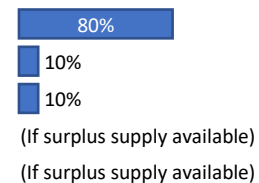
Based on parking management best practices and the feedback received through the stakeholder engagement process, the following system objectives are intended to be used as a tool to guide the development of parking management strategies. As strategies are implemented, these system objectives should be revisited periodically and updated as necessary to ensure that strategies are developed and implemented with the goal of working towards clearly defined and measurable objectives.

#### Objective # 1: On-Street Parking in Downtown

- The most convenient on-street parking stalls in the Downtown commercial zone should be managed to serve the following uses in order of priority:
  1. C: Customer and Visitor Parking
  2. T: Transit and Pick-Up / Drop-Off
  3. D: Deliveries and Commerce (including Tourist buses)
  4. E: Employee Parking
  5. R: Residents and Residential Guest Parking

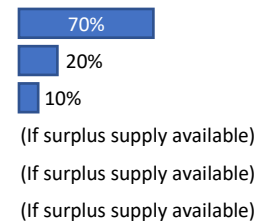
Prohibited

RV: Recreational Vehicle Parking (from on-street parking)



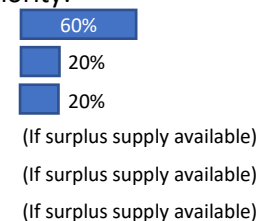
#### Objective # 2: On-Street Parking in Downtown-Adjacent Neighborhoods

- The most convenient on-street parking stalls in the neighborhoods adjacent to Downtown should be managed to serve the following uses in order of priority:
  1. R: Residents and Residential Guest Parking
  2. E: Employee Parking
  3. C: Customer and Visitor Parking
  4. T: Transit and Pick-Up / Drop-Off
  5. RV: Recreational Vehicle Parking
  6. D: Deliveries and Commerce



#### Objective # 3: Downtown Public Off-Street Parking Along Highly-Traveled Roadways (Example: Home Ranch Lot)

- The most convenient off-street public parking in Downtown along the most highly traveled roadways should be managed to serve the following uses in order of priority:
  1. C: Customer and Visitor Parking
  2. RV: Recreational Vehicle Parking
  3. E: Employee Parking
  4. R: Residents and Residential Guest Parking
  5. T: Transit and Pick-Up / Drop-Off
  6. D: Deliveries and Commerce





## Objective # 4: Other Downtown Public Off-Street Parking Facilities and Off-Street Shared Parking Assets

- All remaining off-street public parking in Downtown (as well as publicly-licensed shared parking in private off-street lots) should be managed to serve the following users in order of priority:
 

1. E: Employee Parking	60%
2. C: Customer and Visitor Parking	40%
3. R: Residents and Residential Guest Parking	(If surplus supply available)
4. T: Transit and Pick-Up / Drop-Off	(If surplus supply available)
5. D: Deliveries and Commerce	(If surplus supply available)
6. RV: Recreational Vehicle Parking	(If surplus supply available)

## 6.2. Short Term Action Items (0-2 Years)

The following action items can be accomplished without the creation of new parking staff positions. Several will require additional dedicated enforcement staff time, capital expenditures, and staff time for implementation.

### 1.1 Extend Enforcement Hours

- **Action:** Extend hours of enforcement from 9 AM – 6 PM (Current) to 9 AM to 7 PM.
- **Reasoning:** With a 3-hour time limit, parking transitions to free and unlimited for anyone arriving after 3 PM under current conditions, including employees. Extending the hours of enforcement will help to discourage on-street vehicle storage for long-term parkers (primarily employees).
- **Intended Outcomes:** Increased on-street turnover, particularly during the late afternoon period. Potential for increase in number of vehicles served per day per stall as employees will be further discouraged from parking within the 3-hour parking zone.
- **Related:** In order to implement this strategy and subsequent strategies that rely on additional enforcement, it will be important to work with enforcement staff to address current staffing and technology/LPR equipment limitations.
- **Implementation:**
  - **Cost:** Moderate – Would require additional enforcement staff and citation processing effort (+10-15% over existing budget).
  - **Staff Impact:** Moderate – 1 to 2-hour extension of enforcement per day.
  - **Overall Impact:** This policy change could have a dramatic effect on addressing repeat parking violators and improving customer parking availability. In order to implement this strategy and subsequent strategies that rely on additional enforcement, it will be important





## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

to work with enforcement staff to address current staffing and technology/LPR equipment limitations.

- **Priority:** High

### 1.2 Implement Escalating Fine Structure for Repeat Violators

- **Action:** Waive fine for first time violators. Standard fine for 2nd violation. 2x fine for 3rd violation. 3x fine for 4th violation. 4x fine for the 5th and each subsequent violation. Escalating fines will reset after 12 months with no new violations.
- **Reasoning:** Time limit regulations in Downtown are primarily intended to discourage all-day parking on-street in the Downtown core in order to ensure that the most convenient spaces are used by customers and visitors. Waiving the fee for first time violators (while documenting the violation for record keeping) and directing them to the all-day parking areas for future reference helps to preserve Jackson’s welcoming, friendly character. An escalating fine structure is a strong deterrent against repeat violations, gradually influencing behavior of those who need to park in Downtown for more than 3 hours.
- **Intended Outcomes:** Reduction in instances of moving to evade by long-term parkers and improved on-street parking turnover.
- **Implementation:**
  - **Cost:** Low – Parking Fine framework restructuring
  - **Staff Impact:** Low – Will require some LPR system reprogramming
  - **Overall Impact:** This policy change could have a dramatic effect on addressing repeat parking violators and improving customer parking availability.
  - **Priority:** High

Violation Count	Fine
1 st Violation	\$0
2 nd Violation	\$25
3 rd Violation	\$50
4 th Violation	\$75
5 th + Violation	\$100

### 1.3 Convert Home Ranch to 3-Hour Visitor Parking (Peak Season Only) with Additional Wayfinding

- **Action:** Add 3-hour time limit signs to Home Ranch (May 15 – September 15 only). Add additional “Free Visitor Parking” signs to direct visitors to Home Ranch. Note: Preserve RV spaces.
- **Reasoning:** Home Ranch is located directly on the most heavily traveled visitor corridor through Downtown (USE 26/89/191), and the Town has invested in this location as a Visitor parking lot with installation of restrooms and a Visitor Center. However, during the peak season, this lot fills to capacity by late morning, and occupancy levels do not drop until after 6 PM, making it nearly impossible for customers and visitors to find parking in this lot during the day. By converting this lot to 3-hour







parking during the peak season (May 15 – September 15), employees will be encouraged to park in alternative locations (see next strategy) and each space will be able to serve more vehicles per day. Additionally, with effective wayfinding, visitors will need to spend less time circulating Downtown in search of parking.

- **Intended Outcomes:** Increase in the number of vehicles served per day within Home Ranch, reduction in occupancies during the day (making it easier for visitors to find parking within the lot), and potentially a decrease in traffic circulating in Downtown in search of parking.
- **Related:** Need to complete Action 1.4 in coordination with this Action Item in order to ensure adequate employee parking is available in Downtown.
- **Implementation:**
  - **Cost:** Moderate – Primarily signage changes and additional enforcement.
  - **Staff Impact:** Moderate – Will require some additional enforcement (+5-10% over existing budget).
  - **Overall Impact:** This policy change could have a dramatic positive effect on addressing peak season customer parking availability.
  - **Priority:** High

### 1.4 Convert Taxi2Fly Parking to Employee Parking

- **Action:** Remove all Taxi2Fly parking from the Parking Garage and transition this program to an outlying lot, such as the Fairgrounds.
- **Reasoning:** Long-term vehicle storage should not be considered a priority use of the Parking Garage during the peak summer season. By freeing up approximately 70 vehicle parking spaces within the Parking Garage during the peak summer season (141 spaces during the winter), employees who previously parked in the Home Ranch lot can be directed to the Parking Garage.
- **Intended Outcomes:** Increased parking availability within the Parking Garage that can be used by employees (priority user group #1) as well as customers and visitors.
- **Implementation:**
  - **Cost:** Low – Primarily signage changes and relocation of the service to another location
  - **Staff Impact:** Low after initial relocation of service
  - **Overall Impact:** This policy change could have a dramatic positive effect on addressing peak season customer parking availability.
  - **Priority:** High

### 1.5 Develop Employee Parking Maps & Communication Program

- **Action:** Develop map showing preferred employees parking locations during the peak season, explaining the need to ensure customers have access to the most convenient parking areas in Downtown. The brochure can also serve as an opportunity to explain the escalating fine structure.



- **Reasoning:** With an escalating fine structure and the removal of 139 all-day parking stalls (from Home Ranch), employees will need to know where they should park during the peak season. With an effective communication program, employees who previously parked in the Home Ranch lot during the peak season can be encouraged to park in the Parking Garage or on-street on the edges of Downtown where there are no time limits (including sections of Jackson Street, Millward Street, Glenwood Street, Cache Street, King Street, Willow Street, Gill Avenue, and Deloney Avenue, Simpson Avenue, and Hansen Avenue). Underutilized on-street parking on the edges of Downtown can effectively serve both residents as well as employees due to the off-setting peak hours of demand (residential demands peak in the evening into the overnight hours and decrease as residents depart in the morning, while employee demand peaks during the day when residential demand is lowest).
- **Intended Outcomes:** Increase in the utilization of the Parking Garage and unlimited on-street parking areas on the edge of Downtown by employees.
- **Implementation:**
  - **Cost:** Low – Primarily map and marketing collateral development and distribution
  - **Staff Impact:** Low – Staff time to develop and distribute materials
  - **Overall Impact:** Increase in the utilization of the Parking Garage and unlimited on-street parking areas on the edge of Downtown by employees.
  - **Priority:** High

### Community Input

Addressing employee parking was ranked as the top priority management strategy within the online questionnaire. Recommendations 1.1 – 1.5 are intended to work together encourage employees to park in the Parking Garage, select surface lots, and on the edges of Downtown in order to free up the most convenient parking for visitors and customers.



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

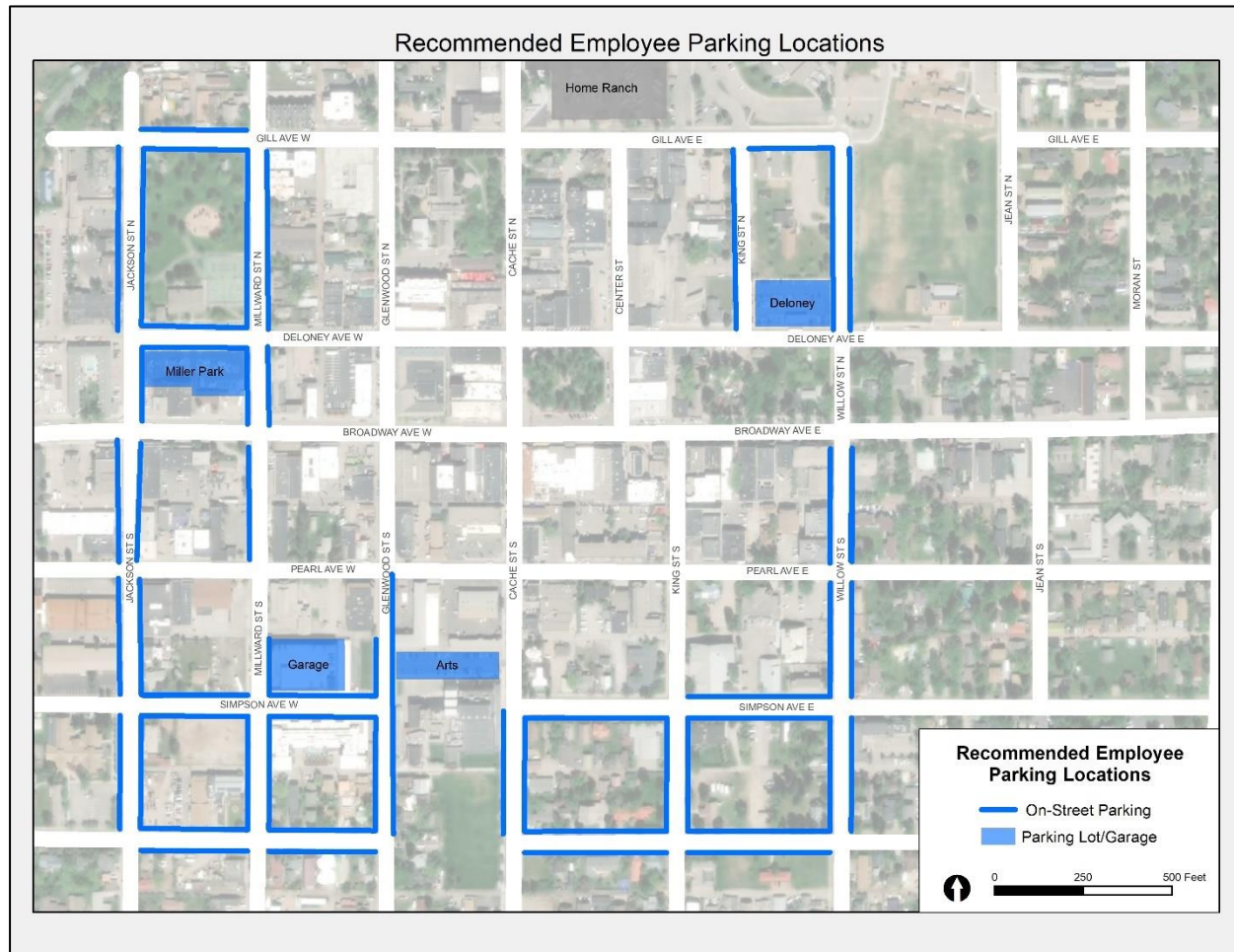


Figure 3: Recommended Employee Parking Locations (refers to recommendation 1.5 beginning on page 34)



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

Table 4: Inventory of Recommended Employee Parking Areas

Parking with No Restrictions	Type	Stall Count
Jackson Street	On-Street	122
Millward Street	On-Street	83
Glenwood Street	On-Street	32
Cache Street	On-Street	9
King Street	On-Street	44
Willow Street	On-Street	97
Gill Avenue	On-Street	27
Deloney Avenue	On-Street	30
Simpson Avenue	On-Street	54
Hansen Avenue	On-Street	71
Parking Garage	Garage	270*
Center for the Arts	Lot	54
Miller Park	Lot	58
Deloney	Lot	50**
		<b>1,001</b>

*Assumes Taxi2Fly stalls converted to all-day parking

**77 total stalls in 2018; Assumed that 27 stalls will be dedicated to bank parking starting in 2019

### 1.6 Add 15-Minute Stall at Nearest Intersection on Blocks that Have at Least One High-Turnover Business in the Downtown Core (Up to 2 Per Block Face)

- **Action:** Town staff will identify locations where high-turnover (15-minute) parking stalls are needed to serve very short-term trips; new 15-minute stalls will be located at intersections or at mid-block pedestrian crossings so that drivers know where to look for these high-turnover spaces.
- **Reasoning:** Other than the 15-minute zone near the Post Office, there are very few 15-minute parking stalls in Downtown. Additional 15-minute stalls near businesses with a very short average duration of stay (coffee shops, dry cleaners, drop-off zones in front of hotels, etc.) will make it easier for customers to make a quick stop without having to search for parking. Town staff will identify blocks that contain high-turnover businesses and will convert one or more stalls to 15-minute stalls at the nearest intersection. Businesses should be informed that the stalls will not be actively enforced (except during their normal enforcement routes), and abuse would need to be reported.
- **Intended Outcomes:** Increased customer satisfaction, reduced traffic associated with vehicles circulating in search of parking.
- **Implementation:**
  - **Cost:** Low – Primarily additional signage and installation







## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

- **Staff Impact:** Low – Staff time to develop new signage locations and sign installation
- **Overall Impact:** Increased customer satisfaction, reduced traffic associated with vehicles circulating in search of parking.
- **Priority:** High

### 1.7 Invest in Real-Time Space Availability Technology in Select Public Lots

- **Action:** Install low-cost sensors at the entry and exit points to select public parking lots in Downtown. Maintain a database of lot occupancies by hour to monitor over time.
- **Reasoning:** The cost to monitor parking availability in public parking lots with very few entry and exit points has decreased in recent years, and the data can be used to both communicate real time parking availability to the public (through signage or online) as well as track parking demands from hour to hour and month to month.
- **Intended Outcomes:** Increased employee and customer satisfaction due to the ease of finding available off-street parking, reduced traffic associated with vehicles circulating in search of parking, and reduced data collection costs.
- **Additional Resources Needed:**
- **Implementation:**
  - **Cost:** Moderate – Capital costs of technology is estimated at \$10K - \$15K per lot (including sensors/display sign), staff time to display real-time parking availability on the website (if desired).
  - **Staff Impact:** Low – System is largely self-sustaining after installation (by vendor)
  - **Overall Impact:** Increased employee and customer satisfaction due to the ease of finding available off-street parking, reduced traffic associated with vehicles circulating in search of parking, and reduced data collection costs.
  - **Priority:** High

### 1.8 Initiate Annual Data Collection Program to Monitor Performance

- **Action:** Conduct an annual peak season parking utilization count in Downtown.
- **Reasoning:** While each recommended strategy is intended to result in behavior change, the effectiveness of each strategy (and potential unintended consequences) cannot be monitored without a regular data collection program. Implementing a data collection program will allow the Town to test new strategies, monitor progress, and utilize data-driven triggers to indicate when new management strategies are needed.
- **Intended Outcomes:** Transparency in the development and implementation of parking management strategies; facilitation of a data-driven approach to parking management.
- **Implementation:**
  - **Cost:** Low
  - **Staff Impact:** Low to Moderate – Staff time to conduct counts and process results, assuming 2 data collection days per year



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

- **Overall Impact:** Implementing a data collection program will allow the Town to test new strategies, monitor progress, and utilize data-driven triggers to indicate when new management strategies are needed.
- **Priority:** High

### 1.9 Add Section to the Municipal Code to Require Drivers to Move at Least One Block to Avoid a Time-Limit Citation

- **Action:** In order to require drivers to move at least one block to avoid a time-limit citation, add the following language as new Section C under 10.04.190 of the Jackson Municipal Code: “No person shall move and repark a vehicle on either side of a street within the same block in order to avoid a parking time limit regulations (e.g. three-hour limit) specified for either side of the street in that particular block.”
- **Reasoning:** Time limit regulations in Downtown are primarily intended to discourage all-day parking on-street in the Downtown core in order to ensure that the most convenient spaces are used by customers and visitors. Jackson’s Municipal Code does not currently specify a minimum distance someone must move their vehicle to avoid a time-limit citation; in the absence of specific language indicating a minimum, it is technically legal to move one space and begin a new 3-hour session. Introducing clear language of a minimum distance will further help to discourage drivers from parking all day within the 3-hour time limited zone.
- **Intended Outcomes:** Reduction in instances of moving to evade by long-term parkers and improved on-street parking turnover.
- **Implementation:**
  - **Cost:** Low
  - **Staff Impact:** Low – Staff time to coordinate code change and communication
  - **Overall Impact:** Jackson’s Municipal Code does not currently specify a minimum distance someone must move their vehicle to avoid a time-limit citation; in the absence of specific language indicating a minimum, it is technically legal to move one space and begin a new 3-hour session. Introducing clear language of a minimum distance will further help to discourage drivers from parking all day within the 3-hour time limited zone.
  - **Priority:** High



### 1.10 Add Additional On-Street ADA Stalls in Downtown

- **Action:** Add at least 4 additional on-street ADA stalls in underserved areas of Downtown or in areas of greatest demand.
- **Reasoning:** The entire Downtown area currently has 10 on-street ADA stalls and 24 additional public off-street ADA stalls. Several survey respondents noted a desire for additional ADA parking in Downtown.
- **Intended Outcomes:** Improved access for the elderly and those with disabilities.
- **Implementation:**
  - **Cost:** Low
  - **Staff Impact:** Low – Capital costs of signage/installation, staff time to identify locations.
  - **Overall Impact:** Improved access for the elderly and those with disabilities.
  - **Priority:** High

#### Community Input

Several survey respondents noted difficulty in finding ADA parking in Downtown, particularly during the peak summer months:

“My husband is handicapped and we frequently cannot find a handicapped spot anywhere close to restaurants we would like to go to.”

“I have a handicap permit and find it hard to use the handicap spaces in the summer months.”

“I have a physical disability. It is very difficult for me to patronize businesses, restaurants and other downtown locations as parking is so difficult.”

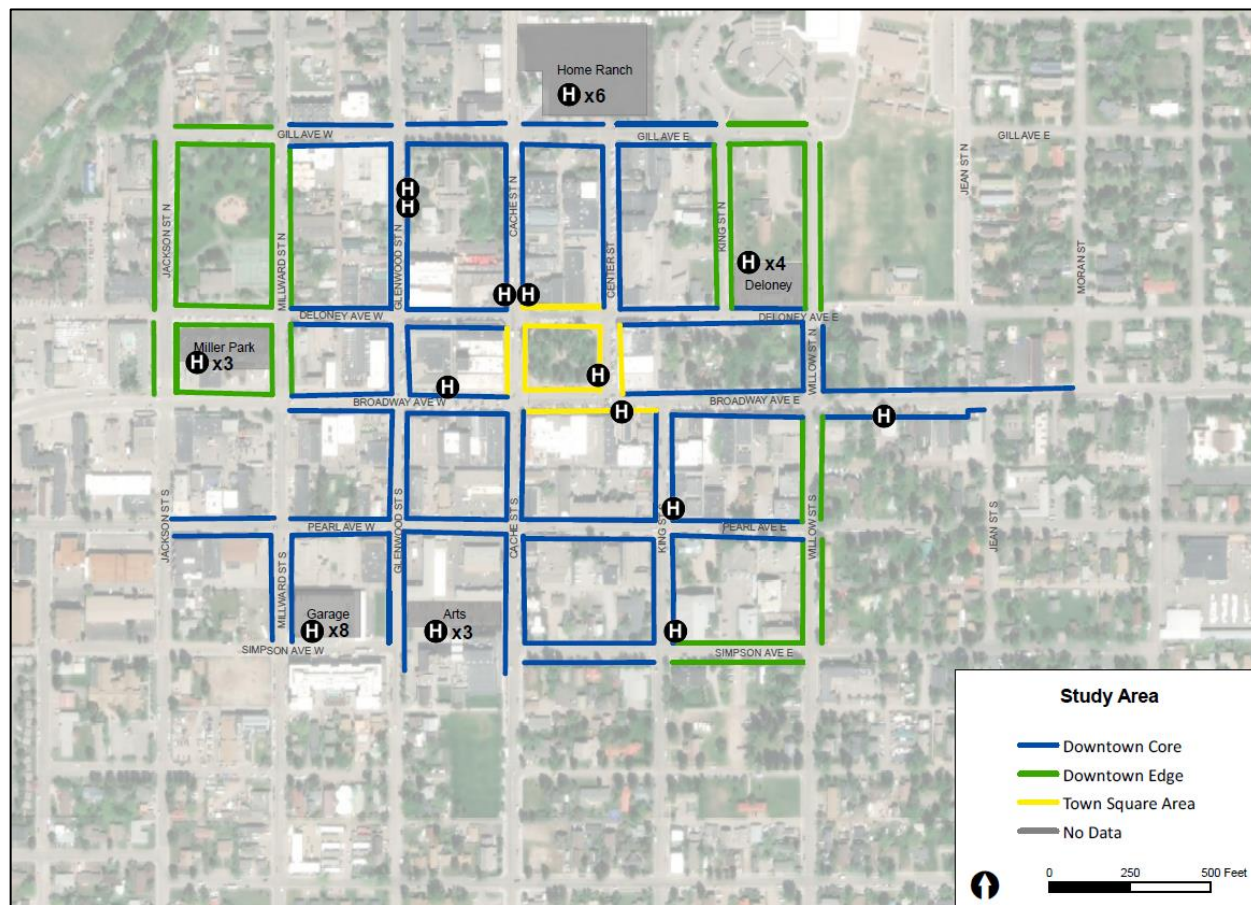


Figure 4: Existing ADA Stalls in Downtown

## 1.11 Add Additional Bicycle Parking in Downtown

- **Action:** Strive to locate at least four bicycle parking spaces (for example, 2 Inverted U racks) within 200 feet of every Downtown business.
- **Reasoning:** In order to increase the share of trips made by bicycle to Downtown Jackson, it is important to build out the on- and off-street bike network using the strategies and tools outlined in the **Town of Jackson Community Streets Plan** (December 2015). The importance of abundant bicycle parking will increase as the number of bicyclists increases, and the Town of Jackson can support mode shift and increase the visibility of bicycling as a convenient option by working to increase the number of bicycle parking spaces in Downtown. Installation of additional







bike parking in the absence of other strategies that improve the safety and convenience of the bicycle network is not likely to have a significant effect on bike mode share, but it is an important step to use in conjunction with other network-focused bicycle strategies. By focusing on areas that are otherwise not used to serve pedestrians or vehicle parking, the Town can gradually increase bicycle parking without impacting other modes. For example, many “No Parking” zones at intersections (red-painted curbs) have adequate space to accommodate clustered bicycle parking in highly visible areas. Small bicycle corrals in these areas can serve the dual purpose of increasing the amount of bicycle parking in Downtown while helping to ensure vehicles to not park too close to intersections. (Image source: **Seattle Bicycle Parking Guidelines, May 2018**).

- **Intended Outcomes:** Improved visibility of bicycle parking in Downtown; increased satisfaction of bicyclist and bicycle commuters.
- **Implementation:**
  - **Cost:** Low
  - **Staff Impact:** Low to Moderate – Capital costs of bike racks, signage/installation, staff time to conduct public process and identify locations.
  - **Overall Impact:** Improved visibility of bicycle parking in Downtown; increased satisfaction of bicyclist and bicycle commuters.
  - **Priority:** High

### 6.3. Medium Term Action Items (2-5 Years)

#### 2.1 Hire a Parking and Mobility Manager and Required Support Staff

- **Trigger:** Prior to proceeding with any medium-term action items.
- **Action:** Hire a parking and mobility manager responsibility for leading implementation of all parking and multimodal recommendations.
- **Reasoning:** As the Town transitions to a more proactive approach to parking and mobility management, including the potential for on-street paid parking, it will be necessary to have a manager and support staff to implement and monitor these transportation programs. This person will be responsible for leading data collection efforts, monitoring the changing needs of businesses and residents, responding to requests for additional/revised parking management strategies, developing and administering transportation demand management (TDM) programs, and ultimately leading the development and rollout of a paid parking program (based on the triggers identified in subsequent recommendations). Sample parking administrator positions are provided in the Toolkit¹¹.
- **Intended Outcomes:** Clearly defined organizational structure to facilitate the streamlined implementation of an active parking and mobility management program.
- **Implementation:**
  - **Cost:** High – An initial investment in parking and mobility management staff (3 to 5 FTEs) is anticipated. If paid parking is implemented, it is expected that this new revenue stream would cover the staffing and operations costs.

¹¹ Toolkit Reference #9



- **Staff Impact:** High – As the Town transitions to a more proactive approach to parking and mobility management, including the potential for on-street paid parking, it will be necessary to have a manager and support staff to implement and monitor these transportation programs.
- **Overall Impact:** Clearly defined organizational structure and support staff to facilitate the implementation of an active parking and mobility management program.
- **Priority:** High

### 2.2 Implement Seasonal On-Street Paid Parking within the Short-Term Parking Zone

- **Trigger:** Very limited on-street parking availability during the peak season within at least 400 contiguous on-street stalls, measured using the following metrics:
  - ≥ 85% occupancy for 3 or more hours per day, AND
  - ≥ 70% occupancy for 5 or more hours per day
- **Action:** Install multi-space parking pay stations (in combination with a mobile payment option) and charge an hourly rate to parking within the highest demand portion of the Downtown Parking Zone. Assume \$1.00/hour as a starting point.
- **Reasoning:** In some small downtowns, time limits alone (with adequate enforcement) can be an effective strategy to encourage turnover and discourage long term parking in the most convenient on-street stalls. However, the most convenient on-street stalls are a very limited resource, and pricing is an effective way to distribute demand more efficiently between areas of higher and lower demand. Pricing this limited resource can significantly reduce employee parking in areas that should be prioritized for customers and visitors while also encouraging those willing to walk a little further to park in the free visitor lots. As a management strategy, rates and the size of the paid on-street parking area can be adjusted to ensure that customers are able to find available parking quickly and easily without having to circulate in search of parking availability. It should be acknowledged that Jackson already exceeds the recommended triggers for this strategy, however working through the Tier 1 short-term actions may reduce parking congestion below these triggers.

#### Community Input

Paid on-street parking received some support among community members as a method of managing high peak season parking demands, but many others expressed concern that paid parking would diminish Jackson's character and discourage customers from coming Downtown to shop and dine. Multiple strategies have therefore been proposed to attempt to manage demand first before proceeding to paid parking. Should demands reach the levels identified by the occupancy triggers, the program should be developed and managed in a way to preserve Jackson's welcoming atmosphere.



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

- **Intended Outcomes:** Improved on-street turnover, reduction in instances of moving to evade by long-term parkers, reduced traffic associated with vehicles circulating in search of parking, increased utilization of off-street public parking lots.
- **Implementation:**
  - **Cost:** High – An initial investment in on-street meter technology of approximately \$825K is estimated. First year net revenues (after paying off the initial capital investment) is estimated at approximately \$105K, however, second and subsequent year meter revenues are projected at approximately \$275K.
  - **Staff Impact:** High – It is not recommended that the Town embark on this action without having invested in a parking manager and required support staff.
  - **Overall Impact:** Improved on-street turnover, reduction in instances of moving to evade by long-term parkers, reduced traffic associated with vehicles circulating in search of parking, increased utilization of off-street public parking lots.
  - **Priority:** High once trigger criteria are met.

### *On-Street Meter Program Revenue Projections*

- The model below maps out a set of assumptions regarding a potential seasonal on-street paid parking program. The model has adjustable input fields so that different assumptions can be tested.
- In the example below, 500 on-street spaces would be metered for the four peak Summer months at a rate of \$1.00/hour with an assumed utilization rate of 90%.
- The estimated seasonal on-street parking revenue would be approximately \$504,000.
- The estimated capital equipment cost for approximately 63 multi-space meters would be \$625,000.
- After paying off the capital equipment investment, first season on-street parking revenue would be -\$121,000.00. However, for the second and subsequent seasons on-street parking revenues would be approximately \$275,400.
- If the same basic assumptions are applied to a year-round on-street parking program (with a reduction in overall space utilization factored in) first year revenues are estimated at approximately \$535,250 and subsequent annual on-street meter revenues are estimated at \$1,160,250.



# 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

Town of Jackson, WY  
Preliminary On-Street Meter Revenue Projection Model  
\$1.00 per Hour Rate

Kimley»Horn

Factors	Variables / Assumptions	Description
Enter number of metered spaces:	500	Number of on-street spaces within the "Downtown Business District" area.
Enter # of hrs/day .....	10	Assumes meters enforced 9am to 7 pm. Change to fit enforcement hours/days.
Enter # of days per week.....	7	Assumes Monday through Friday. Saturday is usually a separate calculation since utilization is different.
# of weeks per year meters paid :	16	Allows up to 7 holidays that meters are not enforced per year.
Enter the hourly rate in \$ per hour:	\$ 1.00	The amount charged per hour in dollars or decimal portion thereof.
Utilization factor .....	0.9	A decimal portion between 0 and 1 that indicates the usage of the aggregate meter spaces. High levels of usage will be 0.85 to 1.0, low levels would be 0.10 to 0.35.
<b>Projected Annual Meter Revenue:</b>	<b>\$ 504,000</b>	
NOTES:   It is recommended that meters be grouped into areas of similar usage. These groups should also be used to define collection routes or groups. Tracking revenue and comparing actual to projected will help define changes to the utilization factor so that revenue forecasts can be as accurate as possible.   Please be aware that evening and weekend utilization will be different than weekday factors. A revenue projection for a single group of meters may require 2 or 3 calculations to arrive at an accurate revenue projection for all time frames.		
Number of controlled spaces	500	Number of on-street spaces within the "Downtown Business District" area.
Number of spaces controlled/device:	8	Assumes using the multi-space kiosks
Number of meter mechanisms:	63	Assumes single space units
Cost of each mechanism:	\$ 10,000	\$10,000 per meter (includes multispace meter mechanism,solar power and installation)
<b>Projected Equipment Capital Cost:</b>	<b>\$ 625,000</b>	Total projected capital equipment cost.
<b>Projected Year One Net Revenue</b>	<b>\$ (121,000)</b>	Projected year one net revenue after deduction of capital cost, installation and training.
<b>Projected Year Two Net Revenue</b>	<b>\$ 275,400.00</b>	Projected year two net revenue after system capital cost, installation and training have been paid. NOTE: Does not include parking program staffing/operations costs.
Variable Inputs - Changed values will update totals.		

Note: *The Town manager built on this preliminary work to develop a draft 5-year parking revenue and expense projection. See Section 8. of this report for details.*

## Options to Consider

### • Pay Station Technology

- Pay-By-Plate: Requires entry of license plate information when paying; *Benefits:* Users can pay for parking (and extend session) at any kiosk or online, fully integrated with existing LPR enforcement system, allows for easy implementation of permitting systems. *Drawbacks:* Requires users to remember or write down their license plate.
- Pay-And-Display: Requires users to either pay through a mobile application (using license plate) or obtain a ticket from a kiosk to display in their vehicle. *Benefits:* Easy to understand system with time stamped tickets provided. *Drawbacks:* Users must return to their vehicle to display the paid parking receipt, increased enforcement inefficiencies (officer must check vehicle windows as well as license plate when combined with a mobile payment application).
- Pay-By-Space: Requires Town to paint and maintain space numbers within the paid parking zone and requires users to enter a space number when paying. *Benefits:* Easy to







## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

understand system that does not require users to return to their vehicle after paying.

*Drawbacks:* Users must locate and remember their space number, increased maintenance costs associated with space numbering.

- **Discounts for Jackson Residents**

- **First Hour Free:** Allows residents to register for the program in advance with their license plate number and park for free within any paid parking space for up to one hour.
- **Discounted Parking:** Allows residents to register for the program in advance with their license plate number and receive a discount on up to one parking session per day.

### *Performance Measures – Current Conditions*

To develop performance metrics for the most congested part of Downtown, a contiguous area consisting of 474 on-street stalls was defined that included consistently high demand (shown in **Figure 3** and **Figure 4**). These block faces are centered around the block directly west of Town Square. As shown in **Table 4**, on both of the days where data was collected in summer 2018, occupancies of 85% or more were observed during three time periods, suggesting that it is consistently difficult to find parking within this area during the peak season.

While this area currently exceeds the triggers identified for proceeding to paid parking, many of the Short-Term Action Items are targeted at redistributing parking demands in order to make it easier to find parking within this constrained area. Occupancy data should be collected following implementation of the Short-Term Action Items in order to assess if peak demands still exceed the thresholds for proceeding to paid parking within the most constrained area of Downtown.



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

Table 5: Summary of Key Performance Metrics for the Constrained Area

Performance Measure	Trigger	2018 (Weekday)	2020+
Time Periods with $\geq 85\%$ Occupancy	3	3 (✓)	TBD
Time Periods with $\geq 70\%$ Occupancy	5	6 (✓)	TBD
Peak Occupancy ¹²	$\geq 85\%$	*92% (✓)	TBD

*Peak Period: 12:00 PM to 2:00 PM (Weekday); 10:00 AM to 12:00 PM (Weekend)

✓ = Trigger met

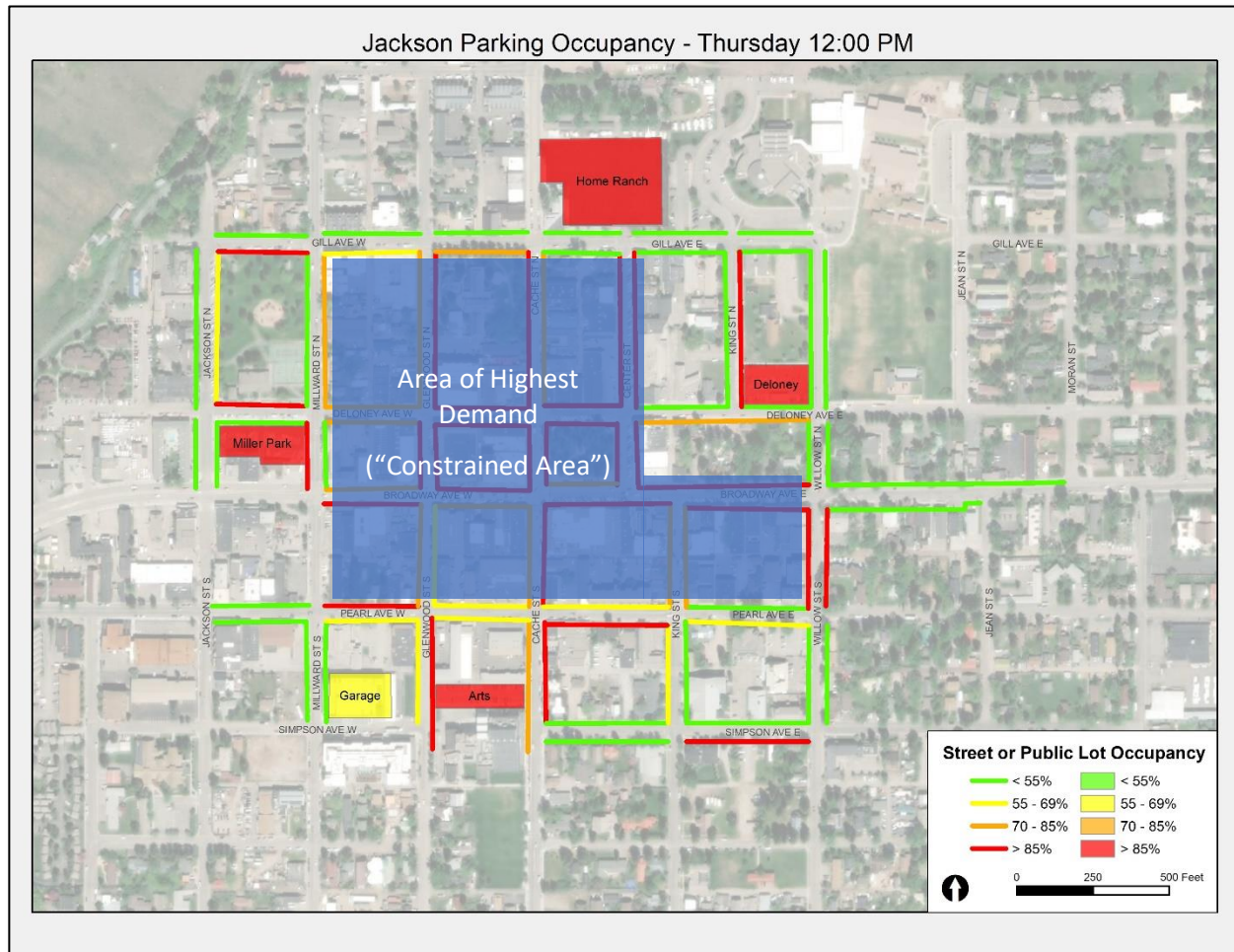


Figure 5: Area of Highest Demand (Thursday Peak Period)

¹² Based on 474 on-street stalls

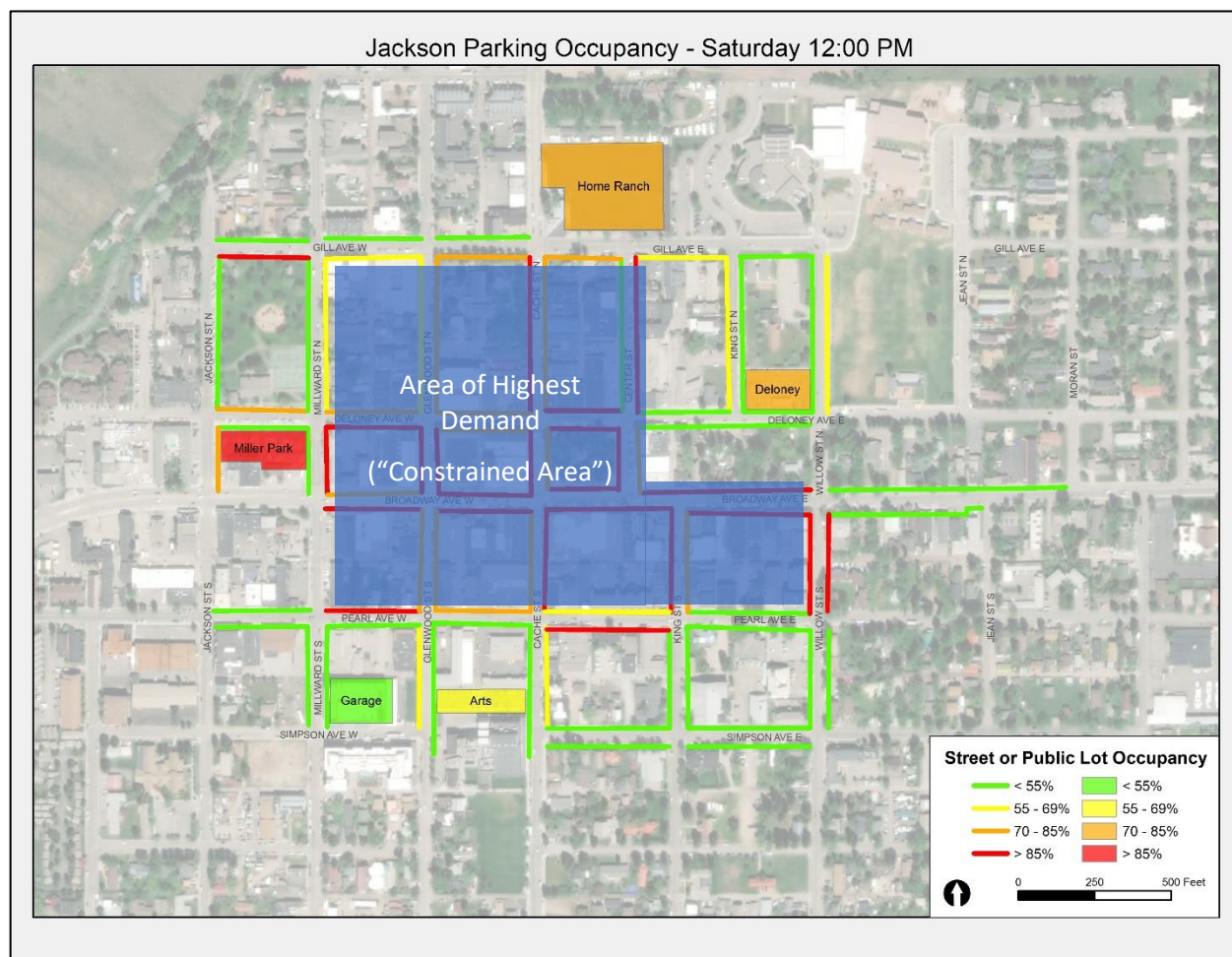


Figure 6: Area of Highest Demand (Saturday Peak Period)

## 2.3 Consider Implementing a Parking Benefits District

- **Trigger:** Implementation of on-street paid-parking.
- **Action:** Dedicate 50% percent of net on-street meter revenue back to the Downtown Parking District to be used for streetscape, safety, and various transportation-related projects; develop specific terms and conditions for the use of these funds and who controls their disbursement.
- **Reasoning:** Paid parking is primarily a parking and transportation demand management strategy, not a revenue generation strategy. Net revenues (after covering costs associated with administering and maintaining the program) should therefore be prioritized to invest in projects that will further improve access to downtown. These could include programs and projects that promote walking, cycling, and transit use, such as sidewalk improvements, crosswalk enhancements, curb ramps, lighting, streetscaping, wayfinding, bicycle lanes, or Downtown



shuttle service. Funds could also be used to finance additional parking supply (garage construction, shared parking licenses, etc.)

- **Intended Outcomes:**

Transparency in the use of paid parking revenues, dedicated revenue for safety, pedestrian, bicycle, transit, and parking improvement projects.

- **Implementation:**

- **Cost:** Low – The cost to implement this strategy is low, however, the reinvestment of potential new on-street revenues is potentially significant (potentially 40% – 60% of net on-street parking revenues).
- **Staff Impact:** Low – Primarily impacts staff time of the new parking manager and support staff. However, implementation of projects could greatly impact staff (especially Public Works)
- **Overall Impact:** Paid parking is primarily a parking and transportation demand management strategy, not a revenue generation strategy. Net revenues (after covering costs associated with capital costs, administering and maintaining the program) should therefore be prioritized to invest in projects that will further improve access to downtown. These could include programs and projects that promote walking, cycling, and transit use, such as sidewalk improvements, crosswalk enhancements, curb ramps, lighting, streetscaping, wayfinding, bicycle lanes, or Downtown shuttle service. Funds could also be used to finance additional parking supply (garage construction, shared parking licenses, etc.)
- **Priority:** Medium

### Community Input

Improving the pedestrian experience in Downtown was identified as a Tier 1 Priority from the Stakeholder Outreach Process. A Parking Benefits District could focus on sidewalk maintenance, safety enhancements, and streetscaping to address this key community priority.





## 2.4 Convert Additional Public Lots to Short-Term Visitor Parking

- **Trigger:** Very limited off-street visitor parking availability during the peak season within all public time-limited off-street lot(s), measured using the following metrics:
  - ≥ 85% occupancy for 3 or more hours per day, AND
  - ≥ 70% occupancy for 5 or more hours per day
- **Action:** Add 3-hour time limit signs to one or more additional public lots (May 15 – September 15 only). Add additional “Free Visitor Parking” signs to direct visitors to these additional parking options.
- **Reasoning:** Deloney Lot, Miller Park Lot, and the Center for the Arts lot were observed to fill to capacity before noon during the peak season in 2018, a trend likely associated with employee parking. While Home Ranch should be targeted first for increasing the supply of short-term visitor parking, these additional lots are all a short walk from Town Square and should be considered the 2nd tier options for expanding the visitor parking supply using existing resources. It should be assumed that any conversion from all-day to time-limited parking in the existing off-street supply will need to be offset with identified available all-day parking within approximately ½ mile of Town Square (for displaced employees).
- **Intended Outcomes:** Increase in the number of vehicles served per day within each converted lot, reduction in occupancies during the day (making it easier for visitors to find parking within the lot), and potentially a decrease in traffic circulating in Downtown in search of parking.
- **Implementation:**
  - **Cost:** Low – Primarily signage and some additional enforcement.
  - **Staff Impact:** Low – Primarily impacts staff time of the new parking manager and support staff.
  - **Overall Impact:** Increase in the number of vehicles served per day within each converted lot, reduction in occupancies during the day (making it easier for visitors to find parking within the lot), and potentially a decrease in traffic circulating in Downtown in search of parking.
  - **Priority:** High - once triggers have been met.

Lot	Unrestricted Stalls	Distance to Town Square	Estimated Walk Time
Home Ranch	139	700'	3 minutes
Deloney	50*	500'	2 minutes
Miller Park	58	800'	3 minutes
Center for the Arts	54	800'	3 minutes
Parking Garage	270	1,400'	5 minutes

*77 total stalls in 2018; Assumed that 27 stalls will be dedicated to bank parking starting in 2019

### Performance Measures – Current Conditions

In 2018, all public parking lots in Downtown allowed all-day parking. As recommended within the Short-Term Action Items, it is assumed that 139 unrestricted stalls within the Home Ranch lot will be converted to time-limited parking in order to provide additional visitor parking in Downtown. Occupancy data should be collected following implementation of this Short-Term Action Item in order to assess if peak demands continue to exceed the thresholds identified.



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

Performance Measure	Trigger	2018 Weekday (Home Ranch Lot)	2020+
Time Periods with $\geq 85\%$ Occupancy	3	5 (✓)	TBD
Time Periods with $\geq 70\%$ Occupancy	5	5 (✓)	TBD
Peak Occupancy ¹³	$\geq 85\%$	* $>95\%$ (✓)	TBD

*Values estimated based on 87% occupancy observed between 10 AM and 12 PM; Home Ranch data not collected after 12 PM

✓ = Trigger met

### 2.5 Develop Off-Street Shared Parking Program for Peak Season Employee Parking

- **Trigger:** Conversion of two or more public lots to short-term visitor parking.
- **Action:** Work with owners of private parking lots within walking distance of Downtown who have excess parking supply and would be willing to partner with the Town to allow a certain number of employees to park in their lot under a shared parking agreement.
- **Reasoning:** Some lot owners, such as the Church of Jesus Christ of Latter-day Saints on Broadway Avenue, may have excess parking supply during weekday and Saturday peak times. Entering into a maintenance and cost-share agreement with owners of private lots within a 10-minute walk of Town Square to allow a certain number of employees to park in their lot during periods of low utilization can be a cost-effective method of increasing the parking supply for employees.
- **Intended Outcomes:** Increased employee parking supply within a short walk of Downtown.
- **Implementation:**
  - **Cost:** Low to Medium – Depending on whether private parking lot owners require a lease payment. Typically these agreements utilize a revenue sharing arrangement, but since off-street paid parking is limited in Jackson, this is likely not an option at this time. Cost could be “High” if it is determined that some sort of shuttle or transit service is required.
  - **Staff Impact:** Low – Primarily impacts staff time of the new parking manager and support staff.
  - **Overall Impact:** Increased employee parking supply within a short walk of Downtown.
  - **Priority:** High

Lot	Unrestricted Stalls	Distance to Town Square	Estimated Walk Time
LDS Lot	100+	1,800'	7 minutes

### 2.6 Engage with Providers of Shared Mobility Solutions

- **Action:** Engage with providers of scooter-share services (Lime, Bird, Scoot, etc.) and other shared mobility solutions as they emerge.
- **Reasoning:** Scooter-share companies and other providers of shared mobility often enter into towns and cities without prior approval, requiring officials to attempt to regulate after a program has been introduced. Discussing these “micro mobility” services with providers in

¹³ Based on 474 on-street stalls



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

advance will allow Jackson to determine the feasibility and potential timeline for introducing such a service. While the services typically provide an additional mobility option for those considering alternatives to driving, community members may express concerns with safety or the impacts to the Town's character. The City of Portland, Oregon allowed scooters during a trial period in 2018 and published observations and findings from the pilot program that can serve as a resource for other municipalities¹⁴.

- **Intended Outcomes:** Improved control over how and when new mobility solutions enter into Jackson.
- **Implementation:**
  - **Cost:** Low
  - **Staff Impact:** Low – Setting the terms of potential shared mobility options in advance will have a lesser staff impact than dealing with unplanned “incursions” by mobility vendors.
  - **Overall Impact:** Discussing these “micro mobility” services with providers in advance will allow Jackson to determine the feasibility and potential timeline for introducing such a service. While the services typically provide an additional mobility option for those considering alternatives to driving, community members may express concerns with safety or the impacts to the Town's character.
  - **Priority:** Medium

---

¹⁴ Toolkit Item #8



### 6.4. Long Term Action Items

#### 3.1 Expand On-Street Time Limited Zone

- **Trigger:** High short-term parking demand on adjacent blocks, measured using the following metric:
  - $\geq 70\%$  occupancy for 5 or more hours per day within the nearest on-street parking stalls (sample of a minimum of 40 stalls), measured from the block face where time-limited parking is under consideration.
  - $\geq 85\%$  occupancy for 3 or more hours per day on the block faces proposed for conversion (where the high demand can likely be attributed to employees parking on the edges of Downtown)
- **Action:** Add 3-hour time limit signs to additional block faces on the edges of Downtown.
- **Reasoning:** Within the Downtown Study Area in 2018, there were 715 3-hour stalls and 301 additional non-time-limited stalls (72-hour limit). Expanding the 3-hour zone by converting no-limit parking may be necessary to increase the supply of visitor parking close to Downtown. When converting blocks that are primarily commercial (such as portions of Simpson Avenue), no mitigation will likely be required, other than to document the amount of all-day parking removed (in order to quantify reductions in employee parking). In residential areas, however, a residential permit program may be needed to continue to allow residents to park on-street during enforcement hours.
- **Intended Outcomes:** Increased turnover on each converted block face.
- **Implementation:**
  - **Cost:** Low to Medium – Largely new signage and added enforcement
  - **Staff Impact:** Low – Primarily impacts staff time of the new parking manager and support staff.
  - **Overall Impact:** Expanding the 3-hour zone by converting no-limit parking may be necessary to increase the supply of visitor parking close to Downtown.
  - **Priority:** High – once trigger has been met.

#### *Alternative Option to Consider*

- **10-Hour Paid Parking**
  - Depending on the timeline of implementation, the Town may consider implementing on-street paid parking with no time limit (or 10-hour limit) on the edges of Downtown. The approach would also encourage turnover (as with time limits) but would allow employees to continue to park in these areas (either for a fee or through a permit program). This approach, if utilized, would only be feasible after converting all existing on-street time limited areas to paid parking.





### 3.2 Implement Residential Permit Program for Unlimited Parking in Time-Limited Zones

- **Trigger:** Implementation of time-limited parking or paid parking in residential areas where residents need to park on street.
- **Action:** Implement a residential permit program where residents can obtain a permit and would not be subject to time limits within the Permit zone (or the parking fee, if applicable).
- **Reasoning:** Expanding time limited (or metered) parking into residential area is a cost-effective way to increase the visitor parking supply close to Downtown without constructing additional off-street facilities (primarily by displacing employee parking demand). Introducing time limits or paid parking requires addressing the needs of residents. A permit program (enforced using license plate recognition) would allow residents to register their vehicle(s) in advance and continue to park on-street without being subject to time limits or parking fees. The Town may opt to charge no fees for verified residents or require a small fee to cover program administration costs. Some towns and cities charge escalating permit fees for additional vehicles to discourage parking several vehicles on street. (**Example:** As shown in **Figure 6**, most residential areas near Downtown do not currently have parking restrictions. If time-limited or paid-parking expands into residential areas, a permit program will likely be needed).
- **Intended Outcomes:** Increased turnover on each converted block face in residential areas (though either time limits or paid parking) while addressing the parking needs of residents.
- **Additional Resources Needed:** Additional parking and enforcement staff depending on the number and sizes of RPP areas.
- **Implementation:**
  - **Cost:** Medium – Largely new policy development, community input, signage and added enforcement
  - **Staff Impact:** Medium – Primarily impacts staff time of the new parking manager and support staff. Size and number of areas will be factor.
  - **Overall Impact:** Increased turnover on each converted block face in residential areas (though either time limits or paid parking) while addressing the parking needs of residents.
  - **Priority:** High – once trigger has been met.



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

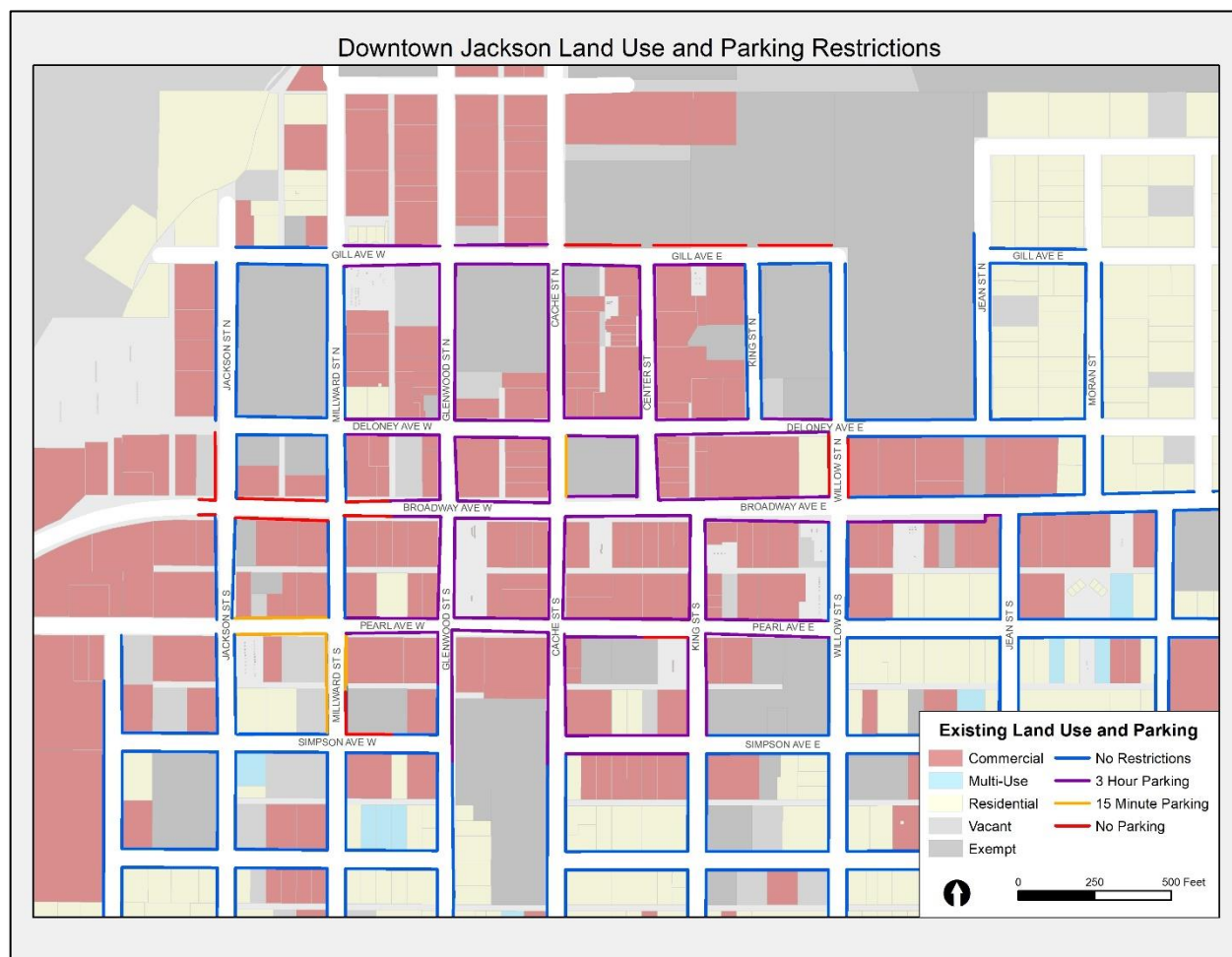


Figure 7: Land Uses and Parking Restrictions

### 3.3 Implement Employee Permit Program for Unlimited Parking in Certain Time-Limited or Paid Parking Zones

- **Trigger:** Net decrease of 200 or more unlimited parking stalls in and around Downtown (offset by effective increases in the unlimited parking supply through management, such as new parking through shared parking agreements.)
- **Action:** Implement an employee parking permit program where employees may apply for a permit to allow all-day parking in select time-limited or paid parking zones.
- **Reasoning:** As shown in **Figure 3**, 1,001 parking stalls with no restrictions have been identified within a short walk of the Downtown commercial district that can serve employee parking needs. Converting some of these free, unlimited parking to time-limited or paid parking will have the effect of reducing the parking supply available to employees. The identified areas have the capacity to absorb a certain amount of displaced employee parking, but a net decrease of 200 or more stalls available to employees will likely trigger a need to accommodate employees in Downtown through a permit program. An employee permit program would require the Town



to distribute a limited number of permits to Downtown employers. Permits would exempt the owners from time limits or paid parking fees in certain lots or on-street areas. By requiring permit holders to register with the Town, the Town would have a robust data set of employee parking demand in Downtown and would allow for more advanced Transportation Demand Management (TDM) programs, such as incentives for those who opt out of the program in favor of alternative modes of transportation to Downtown. (**Example:** Converting all the Deloney Lot, Miller Park Lot, Center for the Arts Lot, and portions of Millward Street and Simpson Avenue to time-limited visitor parking would likely trigger the need to find additional employee parking or implement an employee permit program).

- **Intended Outcomes:** Mitigation of impacts to employees caused by other strategies, increased employee utilization of alternative modes.
- **Implementation:**
  - **Cost:** Medium – Largely new equipment, community input, signage and added management/enforcement support.
  - **Staff Impact:** Medium – Primarily impacts staff time of the new parking manager and support staff. Size and number of areas will be factor.
  - **Overall Impact:** 1,001 parking stalls with no restrictions have been identified within a short walk of the Downtown commercial district that can serve employee parking needs. Converting some of these free, unlimited parking to time-limited or paid parking will have the effect of reducing the parking supply available to employees.
  - **Priority:** High – once trigger has been met.

### 3.4 Implement High-Frequency Downtown Trolley Service

- **Trigger:** Adequate funding.
- **Action:** Implement a Downtown Trolley or small circulator transit service that serves key Downtown destinations and outlying parking lots with high-frequency service (less than 15-minute headways all day).
- **Reasoning:** Many survey respondents expressed a desire for improved transit service in and around Downtown that can be relied upon for shorter trips. Additionally, Downtown circulator service can connect with outlying parking lots (such as the Fairgrounds or Snow King parking lots) that are more than a 10-minute walk from Town Square, increasing the effective Downtown parking supply (see map below). The primary obstacle to such a service is funding, but an effective paid parking program may generate net revenues that can be used to implement such a service.
- **Intended Outcomes:** Additional option for accessing Downtown without a vehicle.
- **Implementation:**
  - **Cost:** High – The primary obstacle to such a service is funding, but an effective paid parking program may generate net revenues that can be used to implement such a service.
  - **Staff Impact:** Low – Limited impact on parking staff. Primarily impacts transit or vendor staff.
  - **Overall Impact:** Additional option for accessing Downtown without a vehicle. Supports “pedestrian first” concept from the Integrated Transportation Plan.



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

- **Priority:** High – once trigger has been met.

The following map shows the general recommended service area for Trolley service, including all public lots near Downtown.

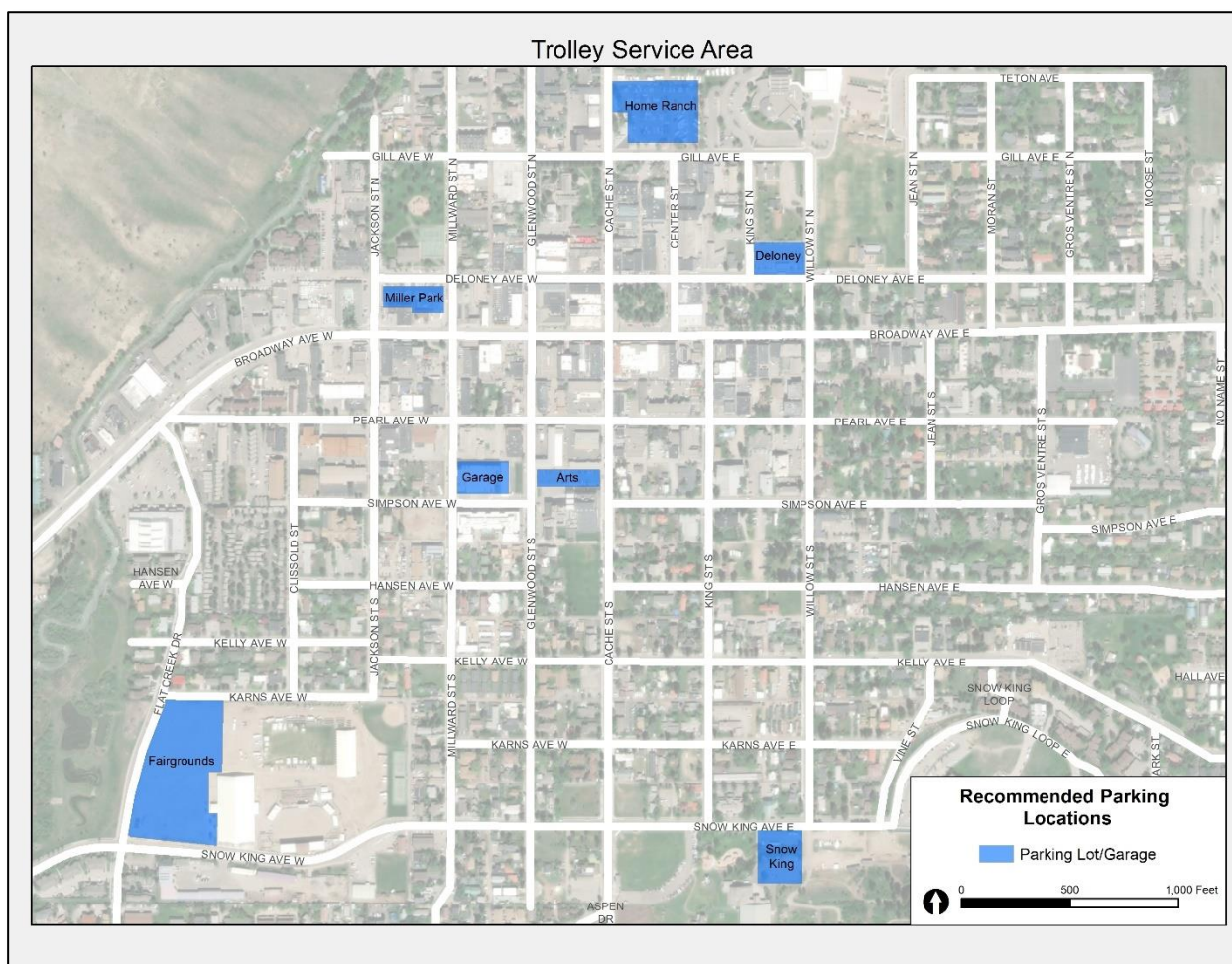


Figure 8: Trolley Service Area

### 3.5 Construct New Parking Garage or a One-Level "Parking Lid" over an Existing Surface Parking Lot

- **Trigger:** Very limited parking availability across entire Downtown, measured using the following metric:
  - $\geq 85\%$  average occupancy for 3 or more hours per day across entire Downtown on- and off-street parking supply.
- **Action:** Construct an additional parking structure in Downtown or add one level of parking over Home Ranch lot.





## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

**Reasoning:** The recommendations in this plan attempt to make effective use of all existing parking supply in and around Downtown while also encouraging the use of alternative forms of transportation. With additional growth and/or continued increases in annual visitors, additional parking supply will likely be needed. Adding one level of parking over Home Ranch may provide the most cost-effective option for increasing the Downtown parking supply, but alternative options for a parking structure should also be considered. Given the uncertainty associated with emerging trends in shared mobility and autonomous vehicles, many cities are considering designing new parking structures with the ability to convert to alternative uses should parking demands decrease in the future. Toolkit Item 10 – “Assessing an Uncertain Transportation Future” is a research memo that explores several key areas that experts warn are likely to produce “significant disruptions” to the parking and transportation industries in the coming years. Specifically, the strong emergence of autonomous vehicles (AVs) as a potentially viable reality brings with it many positive elements, including greatly enhanced vehicular safety, a dramatic reduction in automobile related deaths and injuries, reductions in roadway congestion, reductions in vehicle emissions (assuming future AVs will primarily be electric vehicles), and especially significant to this study, the potential for a dramatic reduction in parking demand. Some estimations project that once autonomous vehicles are the dominant form of personal transport, parking demands could drop by as much as 40% to 50%. There are other shifts taking place in the transportation sector such as the emergence of what is being called “shared-use mobility” which ties to the changing preferences of younger generations to purchase “mobility as a service” instead of owning a vehicle.¹⁵ The design should also consider the needs of RVs and oversized vehicles that currently park in Home Ranch.

- **Intended Outcomes:** Increased Downtown parking supply.
- **Implementation:**
  - **Cost:** High – While the cost for this option is high (estimated in the \$16K - \$18K per space range nationally, local costs may be as high as \$25K - \$30K per space) if peak season parking demand continues to increase, this may be an important strategy in 5 – 10 years. An effective paid parking program may generate net revenues that can be used to implement such an investment over time.
  - **Staff Impact:** Medium – Management of a new facility, increased maintenance and utility costs.
  - **Overall Impact:** Increased Downtown parking supply
  - **Priority:** High – once trigger has been met.

Below is an image of a typical “Parking Lid.” These structures can have a higher than normal first floor elevation to accommodate larger vehicles (such as may be appropriate if used at the Home Ranch Lot). Other advantages of this approach include: lower overall costs compared to constructing a multi-story garage, minimal loss of existing surface lot spaces (reduced cost per net space gained) and lower visual impact (massing).

---

¹⁵ Toolkit Reference: See Toolkit Item 10



Figure 9: Example Parking Lid

### 6.5. Transportation Demand Management (TDM) Framework

#### What is Transportation Demand Management (TDM)?

Transportation demand management (also referred to as traffic demand management or travel demand management) is the application of strategies and policies to reduce travel by single-occupancy private vehicles during peak times into congested areas. Managing traffic and parking demand can be a cost-effective alternative to increasing roadway or parking capacity while still serving community needs through a variety of transportation options.

In Jackson, TDM strategies could refer to any type of policy or incentive that encourages users to take transit, bike, walk, carpool, use other mobility options rather than drive and park. TDM strategies are typically targeted more directly at employees rather than visitors, as decreasing all-day employee vehicle parking by incentivizing the use of other modes can help free up parking for customers, visitors, and other short-term parking needs. Strategies that help to encourage employees to consider other modes may include parking pricing, parking cash-out programs, transit subsidies, preferred parking for alternative transportation users, and many more. Interim TDM strategies in Jackson may even include incentives to park in the parking garage or other underutilized lots on the edge of downtown to reduce traffic and parking demand around Town Square.

#### TDM Strategies

The scope and range of TDM or mobility management strategies has expanded greatly over the past decade. Planners working in this area have begun to divide these strategies into four major categories:

1. Improvements to Multimodal Transportation Options
2. Incentives to Use Alternative Modes
3. Land-Use Management Strategies
4. Policies/Programs



**Figure 10** provides examples of several types of demand management strategies under each of these major categories¹⁶. Determining which strategies are the best fit for addressing the current situation as well as in a longer-term context should be among the initial TDM planning tasks. However, ultimately selecting the right mix of TDM program elements needs to come from the Town as some of the options will need high level policy support and approval.

<b>Demand-Side Strategies</b>			
<b><u>Improvement to Transport Options</u></b>	<b><u>Incentives to Shift Mode</u></b>	<b><u>Land Use Management</u></b>	<b><u>Policies / Programs</u></b>
• Alternative Work Schedules     • Bicycle Improvements     • Bike/Transit Integration     • Car Sharing     • Guaranteed Ride Home     • Security Improvements     • Park and Ride Options     • Shuttle Services     • Improved Taxi Service     • Telework Options     • Traffic Calming     • Transit Improvements	• Bicycle and Pedestrian Encouragement     • Congestion Pricing     • Distance-Based Pricing     • Commuter Financial Incentives     • Fuel Tax Increases     • HOV Priority     • Parking Pricing     • Road Pricing     • Vehicle Use Restrictions	• Car-Free Districts     • Compact Land Uses     • Location Efficient Development     • New Urbanism     • Smart Growth Strategies     • Transit Oriented Development     • Street/Parking Lot Reclaiming	• Access Management     • Campus Transport Management     • Data Collection and Surveys     • Commute Trip Reduction     • Freight Transport Management     • Marketing Programs     • School Trip Management     • Special Event Management     • Tourist Transport Management     • Transport Market Reforms

Figure 10: Example TDM Strategies

## Establishing Jackson's TDM Program

### Framework and Guidelines

When establishing a new TDM program or making significant new investments in demand management as a strategic management initiative, there are four key program development goals to keep in mind:

- Clearly state the reasons you are embarking on this initiative. This will be important as you develop marketing and communications materials to promote various program strategies.

¹⁶ Online TDM Encyclopedia is produced by the [Victoria Transport Policy Institute](https://www.vtpi.com/)



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

- Be specific in identifying the “overall demand reduction goal” you are targeting. Another way of saying this is “How will you define program success?”
- Identify which TDM program elements fit the local context and develop targeted goals for each TDM strategy that will contribute to your overall program goal(s).
- Finally, and perhaps most importantly from a “goal achievement perspective”, create an on-going monitoring process that will help you track the demand reduction contributions of each of the individual TDM program element and parking policy adjustment in relation to the overall demand reduction and program goals you have identified.

Within the context of this study, the development of a defined and structured TDM program is largely focused on mitigating peak season parking demand and traffic congestion during the summer. Ultimately new parking supply may be needed; however, managing both the demand and supply side helps to ensure cost-effective system management by making use of a variety of strategies.

Making TDM an on-going element of Jackson’s community access management strategy is highly recommended. Linking support for TDM and “active transportation” initiatives (bikes/walking, etc.) to “community health and wellness programs” as well as Town sustainability and environmental goals is consistent with previous transportation plans and town philosophy. It is anticipated that the “Parking and Mobility Manager” position should be able to manage the TDM program as well as the parking program.

### Goals

As a starting point, it will likely be beneficial to establish a mode split target and then monitor progress in working towards this goal. As an example, a key goal of Jackson’s TDM program could be:

- By 2035, no more than **35% of employee trips to Downtown Jackson** will be made by single-occupant vehicle trips.

As an example, for context (not based on actual data), assume that by 2030, 1,000 employees will be working in Downtown Jackson during a typical summer day. Accommodating 65% of these employees through a variety of transportation options (including transit, biking, walking, carpooling, and park-and-ride facilities) would result in **650 fewer employee vehicles parked in Downtown** compared to a scenario where all employees drive and park in Downtown.

Measuring and tracking mode split is usually done by a combination of employee surveys and data from individual program elements such as transit ridership, number of carpool/vanpool participants, routine bike counts, etc. Establishing a baseline understanding of current mode split and employee counts will be a key first step in building an effective TDM program.

Because achieving a significant reduction in employee trips made by single occupant vehicles will require a variety of strategies that allow employees to use transportation options that fit their lifestyle, it is helpful to also establish individual goals by mode to track progress within each category. As a start, below is a list of potential targets and strategies that could work in combination to achieve the 35% mode split target:

- **40% by Transit** (Including park-and-ride trips)
  - Transit pass program for employees
  - Free park-and-ride facilities with high-frequency service





## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

- Guaranteed ride home program where employees would be able to get reimbursed for a certain number of taxi/TNC rides home per year (perhaps 2) when needed in an emergency or unforeseen situation.
- Increased transit service to areas with higher concentrations of downtown employees (determined through surveys).
- **10% by Bicycle**
  - Town investments in bicycle infrastructure (bike lanes, bike trails, and bike parking)
  - “Transportation Wallet” program where employees can use transportation dollars on bike service, parts, etc.
  - Bike share passes/subsidies
  - Bike lockers/cages
  - Showers available for use by employees
- **10% by Carpool**
  - Ride share matching program to assist in coordinating workable carpools and vanpools.
  - Reserved employee parking areas in the most convenient parts of employee parking zones.
  - Discounted parking permits for carpools (assuming paid parking in Downtown).
- **5% Walk**
  - Increased number of affordable housing units within 15-minute walk of Downtown.
  - Investments in sidewalks, crosswalks, and lighting.

Implementing a robust TDM program requires a significant amount of dedicated support by a **TDM Coordinator** who could work with businesses and transportation service providers to promote the benefits and costs savings that can be achieved through effective TDM. However, initially, the TDM program could be overseen by the recommended parking and mobility manager.

### The Importance of Pricing as an Element of Your TDM Strategy

In evaluating the potential for successful TDM implementation, one fact is clear: Strong financial incentives are the most effective tool in bringing about change in transportation choices. While some percentage of commuters will choose to take transit, bike, walk, or carpool for a variety of non-financial reasons (environmental benefits, exercise, etc.), truly transformative programs that significantly reduce employee parking demands require a mixture of financial and management tools. As an example, when parking is free, there is little reason for commuters to consider paying to take a bus. Even if free transit passes are provided, most employees with access to a vehicle will still choose to drive and park for free. However, when financial incentives are used to encourage employees to consider alternative modes (paying to park in Downtown vs. riding a bus for free or carpooling for a discount), employees will begin to adapt to the option that works best for their situation (some will prefer to pay for the convenience of parking Downtown, others will prefer to make use of alternative options).

An increasing scarcity of available land for parking or funding for structured parking inevitably prompts interest in parking/transportation alternatives. However, as long as the predominant practice of the Town is to provide convenient parking to employees and patients for free, TDM efforts will have limited



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

impact and will likely require a combination of options, including both parking management and some degree of new supply (either from new construction or leased spaces).



## 7.0 Implementation Plan

### 7.1. Responsibility Matrix

ID	Strategy	Responsibility	Timeframe	Additional Resources Needed
1.1	Extend Enforcement Hours	Administration Police	Summer 2019	Additional enforcement staff time
1.2	Implement Escalating Fine Structure for Repeat Violators	Administration Police	Summer 2019	Additional enforcement administrative staff time; potential annual software costs.
1.3	Convert Home Ranch to 3-Hour Visitor Parking (Peak Season Only) with Additional Wayfinding	Administration Police	Summer 2019	Additional enforcement staff time; capital costs of signage/installation.
1.4	Transition Taxi2Fly Parking to Employee	Public Works	Summer 2019	Staff time for coordination.
1.5	Develop Employee Parking Maps & Communication Program	Public Works	Summer 2019	Staff time to develop and distribute materials.
1.6	Add 15-Minute Stall Near Each High-Turnover Business in the Downtown Core (Up to 2 Per Block Face)	Administration Public Works	Fall 2019	Capital costs of signage/installation.
1.7	Invest in Real-Time Space Availability in Select Public Lots	Administration Public Works	Spring 2020	Capital costs of technology (less than \$10,000 per access sensor/display sign), staff time to display real-time parking availability on the website (if desired).
1.8	Initiate Annual Data Collection Program to Monitor Performance	Planning & Building	Summer 2019	Staff time to conduct counts and process results, assuming 2 data collection days per year.



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

ID	Strategy	Responsibility	Timeframe	Additional Resources Needed
1.9	Add Section to the Municipal Code to Require Drivers to Move At least One Block to Avoid a Time-Limit Citation	Administration Police Legal	Summer 2019	Staff time to coordinate code change and communication.
1.10	Add Additional On-Street ADA Stalls in Downtown	Public Works	Summer 2019	Capital costs of signage/installation, staff time to identify locations.
1.11	Add Additional Bicycle Parking in Downtown	Public Works Pathways	Spring 2020	Capital costs of signage/installation, staff time to identify locations.
2.1	Hire a Parking and Mobility Manager and Needed Support Staff	Administration	2020-22	An initial investment is parking and mobility management staff (3 to 5 FTEs) is anticipated.
2.2	Implement Seasonal On-Street Paid Parking within the Short-Term Parking Zone	Administration Planning & Building Public Works Police (+New parking management function)	2021+	See above.
2.3	Consider Implementing a Parking Benefits District	Administration Planning & Building Legal Police (+New parking management function)	2021+	Strong coordination with the Chamber. Ordinance development.
2.4	Convert Additional Public Lots to Short-Term Visitor Parking	Administration Planning & Building Public Works Police (+New parking management function)	2021+	
2.5	Develop Off-Street Shared Parking Program for Peak Season Employee Parking	Administration Planning & Building Legal Police (+New parking management function)	2021+	





## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

ID	Strategy	Responsibility	Timeframe	Additional Resources Needed
2.6	Engage with Providers of Shared Mobility Solutions	Planning & Building Public Works	Fall 2019	Staff time for coordination.
3.1	Expand On-Street Time Limited Zone	Administration Planning & Building Public Works Police (+New parking management function)	2023+	
3.2	Implement Residential Permit Program for Unlimited Parking in Time-Limited Zones	Administration Planning & Building Legal Police (+New parking management function)	2023+	Additional parking and enforcement staff depending on the number and sizes of RPP areas.
3.3	Implement Employee Permit Program for Unlimited Parking in Certain Time-Limited or Paid Parking Zones	Administration Planning & Building Police Legal	2023+	
3.4	Implement High-Frequency Downtown Trolley Service	Administration Planning & Building Police START Bus (+New parking management function)	Dependent on Funding	
3.5	Construct New Parking Garage or One-Level	Planning & Building	2023+	

## 7.2. Performance Measures

### Measures of System Utilization

ID	Strategy	Description	2018 Value
U.1	Vehicles Served Per Day per Stall (During Enforcement Hours)	Based on all time-limited stalls	N/A (Town Square Only: 6.6)
U.2	Average Duration of Stay	Based on all time-limited stalls	N/A (Town Square Only: 1:21)



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

ID	Strategy	Description	2018 Value
U.3	Violation Rate	Based on all time-limited stalls	N/A (Town Square Only: 3.1%)
U.4	Peak Occupancy	Based on a combination of on-street 3-Hour stalls (715) and daily unrestricted public off-street stalls (528)	83%
U.5	Surplus Parking Supply at Peak	Based on a combination of on-street 3-Hour stalls (715) and daily unrestricted public off-street stalls (528)	208 stalls
U.7	Time Periods with $\geq 70\%$ Occupancy	Based on a combination of on-street 3-Hour stalls (715) and daily unrestricted public off-street stalls (528)	5
U.8	Time Periods with $\geq 85\%$ Occupancy	Based on a combination of on-street 3-Hour stalls (715) and daily unrestricted public off-street stalls (528)	0

### Inventory

ID	Strategy	Description	2018 Value
I.1	On-Street Stalls as a Percent of Total Spaces	Shows balance between on-street parking and surface lots or structured spaces.	62%
I.2	Structured Stalls as a Percent of Total Spaces	Shows balance between structured spaces and street or surface lot spaces.	16%
I.3	Off-Street Surface Stalls as a Percent of Total Spaces	Shows balance between off-street surface spaces and street or structured lot spaces.	22%
I.4	Number of All-Day Unrestricted Stalls	Shows stalls potentially available to employees.	829
I.5	Number of ADA Stalls	Shows stalls potentially available to the elderly and disabled.	34
I.6	Number of High-Turnover Stalls (15-Min.)	Shows stalls potentially available for very short trips.	52

### Measures of Program Costs and Productivity

ID	Strategy	Description
C.1	Total Operating Costs per Stall	Useful for year to year comparisons and for comparisons with operations of similar profiles.
C.2	Total Enforcement Costs per Stall	Quantifies total enforcement process costs by measuring to number of spaces in the program.
C.3	Total Maintenance Costs per Stall	Measures total maintenance expense to the size of the program in respect to spaces.



## 8.0 Projected Revenues and Expenses

Based on the paid on-street parking revenue model and several example parking program start-up budgets, Kimley-Horn prepared a rough initial parking program budget for the Town's review. The Town manager built on this preliminary work to develop a draft 5-year parking revenue and expense projection. Given the levels of uncertainty regarding the exact program that might evolve from this process, we feel that the projections developed by the Town Manager provides a good a starting point from which to begin program planning and development.

The Town Manager's projections are provided below for documentation purposes.

Year One Factors	Variables / Assumptions
Enter number of metered spaces:	500
Enter # of hrs./day:	10
Enter # of days per week:	7
Enter # of weeks per year meters paid	16
Enter the hourly rate in \$ per hour:	\$ 1.00
Utilization factor	0.90
<b>Projected Annual Meter Revenue:</b>	<b>\$ 504,000.00</b>

Capital Costs	
New Signs & Hardware	\$ 25,000.00
Pavement Paint Markings	\$ 9,500.00
Number of controlled spaces:	500
Number of spaces controlled/device:	8
Number of meter mechanisms:	63
Cost of each mechanism:	\$ 10,000.00
<b>Projected Equipment Capital Cost:</b>	<b>\$ 664,500.00</b>
<b>Projected Year One Net Revenue</b>	<b>\$ (160,500.00)</b>

New Annual Operating Costs	
3 -FTE's - Salary & Benefits Annually	\$ (205,000.00)
Public Engagement & Outreach	\$ (10,000.00)
Fuel, Parts & Labor Vehicles	\$ (23,500.00)
Vehicle Central Equipment Rental Fund	\$ (15,000.00)
Pavement Paint Markings	\$ (9,500.00)
Parking Equipment Rental Fund	\$ (43,050.00)
IT Services	\$ (12,000.00)
<b>Projected Year One Net Revenue</b>	<b>\$ (478,550.00)</b>



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

Year Two Factors		Variables / Assumptions	
Enter number of metered spaces:		500	
Enter # of hrs./day:		10	
Enter # of days per week:		7	
Enter # of weeks per year meters paid		16	
Enter the hourly rate in \$ per hour:	\$	1.00	
Utilization factor		0.90	
Projected Annual Meter Revenue:		\$	504,000.00
Annual Operating Costs			
3 -FTE's - Salary & Benefits Annually	\$	(205,000.00)	
Public Engagement & Outreach	\$	(10,000.00)	
Fuel, Parts & Labor Vehicles	\$	(23,500.00)	
Vehicle Central Equipment Rental Fund	\$	(15,000.00)	
Pavement Paint Markings	\$	(9,500.00)	
Parking Equipment Rental Fund	\$	(43,050.00)	
IT Services	\$	(12,000.00)	
Projected Year Two Net Revenue		\$	(292,600.00)
Year Three Factors		Variables / Assumptions	
Enter number of metered spaces:		500	
Enter # of hrs./day:		10	
Enter # of days per week:		7	
Enter # of weeks per year meters paid		16	
Enter the hourly rate in \$ per hour:	\$	1.00	
Utilization factor		0.90	
Projected Annual Meter Revenue:		\$	504,000.00
Annual Operating Costs			
3 -FTE's - Salary & Benefits Annually	\$	(210,125.00)	
Public Engagement & Outreach	\$	(10,000.00)	
Fuel, Parts & Labor Vehicles	\$	(23,500.00)	
Central Equipment Rental Fund	\$	(15,000.00)	
Pavement Paint Markings	\$	(9,500.00)	
Parking Equipment Rental Fund	\$	(43,050.00)	
IT Services	\$	(12,000.00)	
Projected Year Three Net Revenue		\$	(111,775.00)
Year Four Factors		Variables / Assumptions	
Enter number of metered spaces:		500	
Enter # of hrs./day:		10	
Enter # of days per week:		7	
Enter # of weeks per year meters paid		16	
Enter the hourly rate in \$ per hour:	\$	1.00	
Utilization factor		0.90	
Projected Annual Meter Revenue:		\$	504,000.00
Annual Operating Costs			
3 -FTE's - Salary & Benefits Annually	\$	(215,378.13)	
Public Engagement & Outreach	\$	(10,000.00)	
Fuel, Parts & Labor Vehicles	\$	(23,500.00)	
Central Equipment Rental Fund	\$	(15,000.00)	
Pavement Paint Markings	\$	(9,500.00)	
Parking Equipment Rental Fund	\$	(43,050.00)	
IT Services	\$	(12,000.00)	
Projected Year Four Net Revenue		\$	63,796.88
Year Five Factors		Variables / Assumptions	
Enter number of metered spaces:		500	
Enter # of hrs./day:		10	
Enter # of days per week:		7	
Enter # of weeks per year meters paid		16	
Enter the hourly rate in \$ per hour:	\$	1.00	
Utilization factor		0.90	
Projected Annual Meter Revenue:		\$	504,000.00
Annual Operating Costs			
3 -FTE's - Salary & Benefits Annually	\$	(220,762.58)	
Public Engagement & Outreach	\$	(10,000.00)	
Fuel, Parts & Labor Vehicles	\$	(23,500.00)	
Central Equipment Rental Fund	\$	(15,000.00)	
Pavement Paint Markings	\$	(9,500.00)	
Parking Equipment Rental Fund	\$	(43,050.00)	
IT Services	\$	(12,000.00)	
Projected Year Five Net Revenue		\$	233,984.30





## 9.0 Appendices

- Appendix A: Existing Conditions Reports
- Appendix B: Community Outreach Summary Report



### 10.0 Parking Management Toolkit

The “Parking Management Toolkit” outlined below contains a wealth of parking management best practices and successful strategies to elevate the proposed Town of Jackson parking and mobility management program. This toolkit contains 18 support documents. Each document is briefly summarized below.

#### 1. 20 Characteristics of Effective Parking Management

- This extensive essay contains a comprehensive overview of the 20 Characteristics approach mentioned in the introduction to this chapter. This document contains not only the general concepts and principles associated with each characteristic of effective parking management, but also detailed examples, illustrations, and recommendations for implementation.

#### 2. IPMI APO Program Applicant Manual

- The “Applicant Manual” provides a good overview of the “Accredited Parking Organization” program, including benefits, costs, requirements, etc.

#### 3. IPMI APO Matrix Final

- The Matrix document identifies over 300 criteria upon which accreditation is based. These criteria include key industry practices and standards that are expected to be in place in modern municipal parking programs from around the world. Achievement of 80% of all accreditation criteria earns a program accredited status reflecting a solid and well-rounded parking program that exhibits the key practices supported by IPMI.

#### 4. Parking Enforcement Audit Checklist

- Parking enforcement is one of the more important, difficult, and potentially controversial elements of a municipal parking program. This detailed Parking Enforcement Program Audit Checklist is a valuable tool for assisting municipal programs in critically evaluating their operations in this area.
- This document can serve two purposes for the Town of Jackson. Initially, this checklist can be used by program managers as a tool for the refinement of the current parking enforcement program. This document was originally designed to be used as a checklist to support the auditing of various aspects of a municipal parking enforcement program. For each audit standard, auditors can note whether or not the program complies, or if the result is unclear, and can also add comments or observations supporting their conclusion. Since this document was created based on several communities, it is recommended that this tool be customized to the Jackson parking enforcement program and used initially as an internal program review tool and on an on-going basis to train new staff.



### 5. Sample Parking Enforcement Manual

- In evaluating municipal parking programs from around the country, we have found that the development of a comprehensive Parking Enforcement Officer Handbook or Manual can be a very effective tool to improve operations, consistency of performance, and staff training.
- This sample parking enforcement operations manual & officer handbook is being provided to the Town of Jackson as a mechanism to facilitate parking enforcement program development, training and implementation. Many of the specific rules and regulations have been derived from highly effective parking enforcement programs from around the country. We recommend that the Town of Jackson review these sample rules and regulations and modified them as needed to reflect the Town's practices and standards. Having a well-defined enforcement officer handbook and manual can improve operational consistency and is highly effective for the training of new enforcement staff.

### 6. Parking Management and Design Best Practices

- This report deliverable contains well over 300 parking management best practices. The goal in the development and organization of this document is to provide a comprehensive categorization of parking planning, management, and design areas to make finding specific best practices easier. It is our hope that this tool will provide the Town with a wealth of ideas to stimulate program development as they tackle parking issues as a key transformative strategy within the context of downtown revitalization and parking program enhancement plans.

### 7. On-Street Parking Technology White Paper

- This report provides the Town with a summary of current on-street parking meter technologies in use today. Keeping up with the many new features and applications that are emerging should be an ongoing process for parking professionals.

### 8. Portland 2018 E-Scooter Findings Report

- This recently released report from Portland, OR details their approach to assessing E-Scooters and creating a pilot program to evaluate and test new E-Scooter applications as part of merging shared mobility options.

### 9. Sample Parking Administrator Position Description

- This extensive document details key parking administrator job functions, needed skills and recommended experience. It provides a recommended position description as well as several example position descriptions.

### 10. Assessing an Uncertain Transportation Future

- "Assessing an Uncertain Transportation Future" is a research memo that explores several key areas that experts warn are likely to produce "significant disruptions" to the parking and transportation industries in the coming years. Specifically, the strong emergence of autonomous vehicles (AVs) as a potentially viable reality brings with it many positive elements, including greatly enhanced vehicular safety, a dramatic



## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

reduction in automobile related deaths and injuries, reductions in roadway congestion, reductions in vehicle emissions (assuming future AVs will primarily be electric vehicles), and especially significant to this study, the potential for a dramatic reduction in parking demand. Some estimations project that once autonomous vehicles are the dominant form of personal transport, parking demands could drop by as much as 40% – 50% within 30 years. This document also discusses the concept of “adaptive reuse parking garages” as a potential strategy to address the projected parking demand decline over time. There are other shifts taking place in the transportation sector such as the emergence of what is being called “shared-use mobility” which ties to the changing preferences of younger generations to purchase “mobility as a service” instead of owning a vehicle.

### 11. 2018 Recommended Reading List for Parking Professionals

- This document is an annual publication developed by Kimley-Horn for its clients. It provides a rich library of parking and transportation related books and websites for parking professionals.

### 12. Consolidated Parking System Financial Report Structure

- One issue that many programs struggle with, especially if a new board or advisory body is put in place, is making parking system financial budgets easier to understand. This recommended consolidated financial report structure simplifies and clarifies system financial reporting in a way that makes monthly or periodic system financial performance reviews easier for administrators and advisory board members.

### 13. IPI Emergency Preparedness Manual

- An often-overlooked element of parking system management is the development of an Emergency Preparedness Manual. IPI published an excellent template for such a manual. Toolkit item # 13 provides a copy for the Town’s team to review and use as a guide for developing a manual customized to the Jackson’s needs.

### 14. Residential Parking Permit Programs White Paper

- Municipal parking programs are often faced with challenges when urban parking areas interact with existing or emerging residential districts. The most common parking management response to these issues is the implementation of a Residential Parking Permit Program (RPPP). Toolkit item # 14 is whitepaper on this topic that provides guidance for establishing an RPPP and examples of forms, maps, and other tools from successful programs across the country.

### 15. Sample Parking Garage Operations Manual

- It is surprising how many municipal parking programs have not developed facility operations manuals. This comprehensive template can be used as the basis for creating an operations manual from scratch or to enhance and upgrade an existing manual.

### 16. Recommended Parking Management Benchmarks

- A current trend in parking and mobility program management is to adopt a data-driven management approach. This document provides a set of 24 parking management-





## 2019 DOWNTOWN PARKING AND MOBILITY MANAGEMENT PLAN

specific operational benchmarks that provide a data-rich reporting package designed to supply key management metrics to support a successful parking management program.

### 17. Parking Facility Maintenance Manual

- The accepted industry standards related to parking facility maintenance is the National Parking Association's (NPA) maintenance manual. A copy of this manual is provided as toolkit item # 17. Note: this document is updated on a regular basis. It is recommended that the Town check in periodically with the NPA website for the most current version of the manual.

### 18. Parking Facility Maintenance Schedule

- Toolkit item # 18 is the companion piece to toolkit item # 17, providing the recommended schedule of maintenance practices for parking facilities. Note: If the Town ultimately applies for the IPMI's APO certification, having policies and procedures based on these types of industry standards will help with obtaining program accreditation.

### 19. Valet Parking White Paper

- Toolkit item # 19 is whitepaper on the development of a valet parking program. Valet parking is not as simple a proposition as it might seem, especially if the operation is to be run in-house, by staff that has never previously performed this function. This paper maps out a number of programming and physical assessments must be evaluated.



# TOWN OF JACKSON

## AGENDA DOCUMENTATION

**SUBMITTING DEPARTMENT:** Administration

**PRESENTER:** Sandy Birdyshaw

**MEETING DATE:** July 15, 2019

**SUBJECT:** Resolution 19-18: Acceptance of FAA Grant to Rehabilitate Airport Access Road Phase 2

### STATEMENT/PURPOSE

Along with the Board of County Commissioners, the Town Council approves the acceptance of grant funding for the Jackson Hole Airport Board.

### BACKGROUND/ALTERNATIVES

This grant from the Federal Aviation Administration (FAA) will rebuild the access road at Jackson Hole Airport. This is Phase 2 of a three-phase project. The total cost of the project including all three phases is \$9.7 million. The Airport Board is contributing a portion of the overall cost. The Airport Board is hoping to receive additional grant funds for Phase 3 that will allow the Airport Board to retroactively pay themselves back for some funds expended on the completion of Phase 1. Through the potential of additional funding for the 3rd phase and retroactive payments, the Jackson Hole Airport Board is hopeful of getting their total cost down to \$1.2 million, with the Federal Government paying the remainder of the \$9.7 million total cost.

This grant is for Phase 2 of the access road project which will improve storm-water, widen and repave the access road that runs next to the parking lot going from the Roundabout north to the heli-base and then in front of the airport terminal. Phase 1 has been completed and that provided the access road south of the roundabout down to the Fixed Base Operator (FBO). The FAA is providing in the form of a grant, the amount of \$2,555,642.00 for Phase 2. As a sponsor of the grant, the Town is agreeing to the following:

1. Money to be used within 4 years of acceptance
2. May not spend the funds for ineligible or unallowable costs
3. The final amount provided by the FAA may go up or down depending on the overall cost of the project final numbers
4. Project must be built in compliance with all FAA regulations
5. Any funds spent fraudulently, wastefully or in violation of U.S. law must be paid back by the sponsor.
6. Must comply with air and water regulations
7. Must comply with all federal financial reporting requirements
8. All steel and manufactured products must be American
9. An audit upon completion must be completed
10. Standard federal contract bans on texting and human trafficking
11. Will implement a pavement maintenance management program
12. Must submit a construction management program

It is important to understand that as a sponsor, the Town is jointly and severally responsible for compliance.

### COMPREHENSIVE PLAN ALIGNMENT

### STAKEHOLDER ANALYSIS

Jackson Hole Airport Board and Teton County will both need to approve as co-sponsors.

#### FISCAL IMPACT

Jackson Hole Airport will have to fund the difference between the overall cost and the FAA Grant.

#### STAFF IMPACT

Minimal.

#### LEGAL REVIEW

Complete.

#### ATTACHMENTS

Resolution 19-18

FAA Grant Agreement #3-56-0014-060-2019

#### RECOMMENDATION

Staff recommends the Council approve Resolution 19-18 accepting the FAA grant funding on behalf of the Jackson Hole Airport Board.

#### SUGGESTED MOTION

Should the Council be ready to take action, one possible motion would be:

I move to approve Resolution 19-18 Approving a Grant Agreement with the Federal Aviation Administration on behalf of the Jackson Hole Airport Board for Phase 2 of the Access Road Rehabilitation project, in the maximum obligation amount of \$2,555,642.00.

## RESOLUTION 19-18

### APPROVAL OF GRANT AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION ON BEHALF OF THE JACKSON HOLE AIRPORT BOARD

#### AIP Grant No. 3-56-0014-060-2019

WHEREAS, Teton County and the Town of Jackson formed the Jackson Hole Airport Board on January 17, 1968 pursuant to Wyoming Statute §10-5-202 and 16-1-105; and

WHEREAS, as such the Jackson Hole Airport Board (“Board”) is authorized to receive grants from Federal Aviation Administration (“FAA”) for planning and/or improvements to the Jackson Hole Airport (the “Airport”); and

WHEREAS, the Board has received a grant offer from the FAA for the “Rehabilitate Access Road (Phase II) at the Airport in the amount of Two Million Five Hundred Fifty-Six Thousand Six Hundred Forty Two Dollars (\$2,556,642.00); and

WHEREAS, the FAA requires a resolution of approval from the Town of Jackson in order for the Airport to receive such a grant; and

WHEREAS, the Town of Jackson Town Council desires as a co-sponsor to approve and accept such grant in such amount, and to authorize the appropriate officers of the Town of Jackson to execute the associated grant agreement, in the form annexed hereto as **Exhibit A**.

NOW, THEREFORE, it is resolved by the Town Council of the Town of Jackson, Wyoming that it hereby provides approval for the Board to accept FAA AIP Grant Number 3-56-0014-060-2019 in the amount of Two Million Five Hundred Fifty-Six Thousand Six Hundred Forty Two Dollars (\$2,556,642.00) and in the form annexed hereto as **Exhibit A**, for the purpose of Rehabilitating the Access Road (Phase II) at the Airport, as more fully described in the Project Application.

PASSED and APPROVED this 1st Day of July, 2019.

**TOWN OF JACKSON  
JACKSON, WYOMING**

---

Pete Muldoon, Mayor

ATTEST:

---

Sandra P. Birdyshaw, Town Clerk





U.S. Department  
of Transportation  
Federal Aviation  
Administration

## GRANT AGREEMENT

### PART I – OFFER

Date of Offer	<u>July 2, 2019</u>
Airport/Planning Area	<u>Jackson Hole Airport</u>
AIP Grant Number	<u>3-56-0014-060-2019</u> (Contract No. DOT-FA19NM-1024)
DUNS Number	<u>12-280-0647</u>

**TO:** City of Jackson and County of Teton, Wyoming and the Jackson Hole Airport Board  
(herein called the "Sponsor") (For Co-Sponsors, list all Co-Sponsor names. The word "Sponsor" in this Grant Agreement also applies to a Co-Sponsor.)

**FROM:** **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

**WHEREAS**, the Sponsor has submitted to the FAA a Project Application dated February 5, 2019, for a grant of Federal funds for a project at or associated with the Jackson Hole Airport, which is included as part of this Grant Agreement; and  
**WHEREAS**, the FAA has approved a project for the Jackson Hole Airport (herein called the "Project") consisting of the following:

#### **Rehabilitate Access Road (Phase II)**

which is more fully described in the Project Application.

**NOW THEREFORE**, according to the applicable provisions of the former Federal Aviation Act of 1958, as amended and recodified, 49 U.S.C. § 40101, et seq., and the former Airport and Airway Improvement Act of 1982 (AAIA), as amended and recodified, 49 U.S.C. § 47101, et seq., (herein the AAIA grant statute is referred to as "the Act"), the representations contained in the Project Application, and in consideration of (a) the Sponsor's adoption and ratification of the Grant Assurances dated March 2014, as applied and interpreted consistent with the FAA Reauthorization Act of 2018 (see 2018 Reauthorization grant condition), (b) the Sponsor's acceptance of this Offer, and (c) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurances and conditions as herein provided.

**THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES** to pay 93.75 percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

### **CONDITIONS**

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$2,556,642.  
The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):  
\$0 for planning  
\$2,556,642 for airport development or noise program implementation; and,  
\$0 for land acquisition.
2. **Period of Performance.** The period of performance begins on the date the Sponsor formally accepts this agreement. Unless explicitly stated otherwise in an amendment from the FAA, the end date of the period of performance is 4 years (1,460 calendar days) from the date of formal grant acceptance by the Sponsor.  
The Sponsor may only charge allowable costs for obligations incurred prior to the end date of the period of performance (2 CFR § 200.309). Unless the FAA authorizes a written extension, the sponsor must submit all project closeout documentation and liquidate (pay off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance (2 CFR § 200.343).  
The period of performance end date does not relieve or reduce Sponsor obligations and assurances that extend beyond the closeout of a grant agreement.
3. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.
4. **Indirect Costs – Sponsor.** Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application, as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages.
5. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with the regulations, policies, and procedures of the Secretary. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.
6. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this agreement, and the regulations, policies, and procedures of the Secretary. Per 2 CFR § 200.308, the Sponsor agrees to report to the FAA any disengagement from performing the project that exceeds three months. The report must include a reason for the project stoppage. The Sponsor also agrees to comply with the assurances which are part of this agreement.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before July 31, 2019, or such subsequent date as may be prescribed in writing by the FAA.
9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner for any project upon which Federal funds have been expended. For the purposes of this grant agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to

the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.

10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this grant agreement.
11. **System for Award Management (SAM) Registration And Universal Identifier.**
  - A. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
  - B. Data Universal Numbering System: DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D & B) to uniquely identify business entities. A DUNS number may be obtained from D & B by telephone (currently 866-705-5771) or on the web (currently at <http://fedgov.dnb.com/webform>).
12. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.
13. **Informal Letter Amendment of AIP Projects.** If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by \$25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.  
  
The FAA can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of condition No. 1.  
  
The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.  
  
An informal letter amendment has the same force and effect as a formal grant amendment.
14. **Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this agreement.
15. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.
16. **Buy American.** Unless otherwise approved in advance by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this grant. The Sponsor will include a provision implementing Buy American in every contract.
  - A. may be increased by not more than 15 percent or by an amount not to exceed 25 percent of the total increase in allowable costs attributable to the acquisition of land or interests in land, whichever is greater, based on current credible appraisals or a court award in a condemnation proceeding.
17. **Maximum Obligation Increase for Primary Airports.** In accordance with 49 U.S.C. § 47108(b), as amended, the maximum obligation of the United States, as stated in Condition No. 1 of this Grant Offer:
  - A. may not be increased for a planning project;
  - B. may be increased by not more than 15 percent for development projects;



C. may be increased by not more than 15 percent for a land project.

18. **Audits for Public Sponsors.** The Sponsor must provide for a Single Audit or program specific audit in accordance with 2 CFR part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. Provide one copy of the completed audit to the FAA if requested.
19. **Suspension or Debarment.** When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:
  - A. Verify the non-federal entity is eligible to participate in this Federal program by:
    1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if the non-federal entity is excluded or disqualified; or
    2. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or
    3. Adding a clause or condition to covered transactions attesting individual or firm are not excluded or disqualified from participating.
  - B. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. Sub-contracts).
  - C. Immediately disclose to the FAA whenever the Sponsor (1) learns they have entered into a covered transaction with an ineligible entity or (2) suspends or debar a contractor, person, or entity.
20. **Ban on Texting When Driving.**
  - A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:
    1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
    2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
      - a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
      - b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
  - B. The Sponsor must insert the substance of this clause on banning texting when driving in all subgrants, contracts, and subcontracts
21. **Exhibit "A" Property Map.** The Exhibit "A" Property Map dated October 5, 2007, is incorporated herein by reference or is submitted with the project application and made part of this grant agreement.
22. **Employee Protection from Reprisal.**
  - A. Prohibition of Reprisals –
    1. In accordance with 41 U.S.C. § 4712, an employee of a grantee or subgrantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (A)(2), information that the employee reasonably believes is evidence of:
      - i. Gross mismanagement of a Federal grant;
      - ii. Gross waste of Federal funds;
      - iii. An abuse of authority relating to implementation or use of Federal funds;
      - iv. A substantial and specific danger to public health or safety; or
      - v. A violation of law, rule, or regulation related to a Federal grant.



2. Persons and bodies covered: The persons and bodies to which a disclosure by an employee is covered are as follows:
    - i. A member of Congress or a representative of a committee of Congress;
    - ii. An Inspector General;
    - iii. The Government Accountability Office;
    - iv. A Federal office or employee responsible for oversight of a grant program;
    - v. A court or grand jury;
    - vi. A management office of the grantee or subgrantee; or
    - vii. A Federal or State regulatory enforcement agency.
  3. Submission of Complaint – A person who believes that they have been subjected to a reprisal prohibited by paragraph A of this grant term may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.
  4. Time Limitation for Submittal of a Complaint - A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.
  5. Required Actions of the Inspector General – Actions, limitations, and exceptions of the Inspector General's office are established under 41 U.S.C. § 4712(b)
  6. Assumption of Rights to Civil Remedy - Upon receipt of an explanation of a decision not to conduct or continue an investigation by the Office of Inspector General, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c).
23. **2018 FAA Reauthorization.** This grant agreement is subject to the terms and conditions contained herein including the terms known as the Grant Assurances as they were published in the Federal Register on April 3, 2014. On October 5, 2018, the FAA Reauthorization Act of 2018 made certain amendments to 49 U.S.C. chapter 471. The Reauthorization Act will require FAA to make certain amendments to the assurances in order to best achieve consistency with the statute. Federal law requires that FAA publish any amendments to the assurances in the Federal Register along with an opportunity to comment. In order not to delay the offer of this grant, the existing assurances are attached herein; however, FAA shall interpret and apply these assurances consistent with the Reauthorization Act. To the extent there is a conflict between the assurances and Federal statutes, the statutes shall apply. The full text of the Act is at <https://www.congress.gov/bill/115th-congress/house-bill/302/text>.
24. **Co-Sponsor.** The Co-Sponsors understand and agree that they jointly and severally adopt and ratify the representations and assurances contained therein and that the word "Sponsor" as used in the application and other assurances is deemed to include all co-sponsors.
25. **Current FAA Advisory Circulars for AIP Projects.** The sponsor will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including but not limited to the advisory circulars listed in the *Current FAA Advisory Circulars Required For Use In AIP Funded and PFC Approved Projects*, dated April 18, 2019, and included in this grant, and in accordance with applicable state policies, standards, and specifications approved by the Secretary.
26. **Final Project Documentation.** The Sponsor understands and agrees that in accordance with 49 USC 47111, and with the Airport District Office's (ADO) concurrence, that no payments totaling more than 90.0 percent of United States Government's share of the project's estimated allowable cost may be made before the project is determined to be substantially complete. Substantially complete means the following: (1) The project results in a complete, usable unit of work as defined in the grant agreement; and (2) The sponsor submits necessary documents showing that the project is substantially complete per the contract requirements, or has a plan (that FAA agrees with) that addresses all elements contained on the punch list. Furthermore, no payments totaling more than 97.5 percent of the United States Government's share of the project's estimated allowable cost may be made until: (1) The sponsor submits all necessary closeout documentation and (2) The sponsor receives final payment notification from the ADO.
27. **Environmental.** The environmental approval for this project was issued on May 23, 2018. This project includes the

following mitigation measures:

- A. Mitigate and/or re-establish wetlands impacted by the relocation of the irrigation ditch.
- B. The Sponsor understands and agrees to complete the above-listed mitigation measures to standards satisfactory to the FAA. It is further mutually agreed that the reasonable cost of completing these mitigation measures is an allowable cost within the scope of this project.

28. **Pavement Maintenance Management Program.** The Sponsor agrees that it will implement an effective airport pavement maintenance management program as required by Grant Assurance Pavement Preventive Management. The Sponsor agrees that it will use the program for the useful life of any pavement constructed, reconstructed, or repaired with federal financial assistance at the airport. The Sponsor further agrees that the program will
- A. Follow FAA Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements," for specific guidelines and procedures for maintaining airport pavements, establishing an effective maintenance program, specific types of distress and its probable cause, inspection guidelines, and recommended methods of repair;
  - B. Detail the procedures to be followed to assure that proper pavement maintenance, both preventive and repair, is performed;
  - C. Include a Pavement Inventory, Inspection Schedule, Record Keeping, Information Retrieval, and Reference, meeting the following requirements:
    - 1. Pavement Inventory. The following must be depicted in an appropriate form and level of detail:
      - a. location of all runways, taxiways, and aprons;
      - b. dimensions;
      - c. type of pavement, and;
      - d. year of construction or most recent major rehabilitation.
    - 2. Inspection Schedule.
      - a. Detailed Inspection. A detailed inspection must be performed at least once a year. If a history of recorded pavement deterioration is available, i.e., Pavement Condition Index (PCI) survey as set forth in the Advisory Circular 150/5380-6, the frequency of inspections may be extended to three years.
      - b. Drive-By Inspection. A drive-by inspection must be performed a minimum of once per month to detect unexpected changes in the pavement condition. For drive-by inspections, the date of inspection and any maintenance performed must be recorded.
  - D. Record Keeping. Complete information on the findings of all detailed inspections and on the maintenance performed must be recorded and kept on file for a minimum of five years. The type of distress, location, and remedial action, scheduled or performed, must be documented. The minimum information is:
    - 1. inspection date;
    - 2. location;
    - 3. distress types; and
    - 4. maintenance scheduled or performed.
  - E. Information Retrieval System. The Sponsor must be able to retrieve the information and records produced by the pavement survey to provide a report to the FAA as may be required.

**29. Projects Which Contain Paving Work in Excess of \$500,000.** The Sponsor agrees to:

- A. Furnish a construction management program to the FAA prior to the start of construction which details the measures and procedures to be used to comply with the quality control provisions of the construction contract, including, but not limited to, all quality control provisions and tests required by the Federal specifications. The program must include as a minimum:
  - 1. The name of the person representing the Sponsor who has overall responsibility for contract administration for the project and the authority to take necessary actions to comply with the contract;
  - 2. Names of testing laboratories and consulting engineer firms with quality control responsibilities on the project, together with a description of the services to be provided;
  - 3. Procedures for determining that the testing laboratories meet the requirements of the American Society of Testing and Materials standards on laboratory evaluation referenced in the contract specifications (D 3666, C 1077);
  - 4. Qualifications of engineering supervision and construction inspection personnel;
  - 5. A listing of all tests required by the contract specifications, including the type and frequency of tests to be taken, the method of sampling, the applicable test standard, and the acceptance criteria or tolerances permitted for each type of test; and
  - 6. Procedures for ensuring that the tests are taken in accordance with the program, that they are documented daily, and that the proper corrective actions, where necessary, are undertaken.
- B. Submit at completion of the project, a final test and quality assurance report documenting the summary results of all tests performed; highlighting those tests that indicated failure or that did not meet the applicable test standard. The report must include the pay reductions applied and the reasons for accepting any out-of-tolerance material. Submit interim test and quality assurance reports when requested by the FAA.
- C. Failure to provide a complete report as described in paragraph b, or failure to perform such tests, will, absent any compelling justification, result in a reduction in Federal participation for costs incurred in connection with construction of the applicable pavement. Such reduction will be at the discretion of the FAA and will be based on the type or types of required tests not performed or not documented and will be commensurate with the proportion of applicable pavement with respect to the total pavement constructed under the grant agreement.
- D. The FAA, at its discretion, reserves the right to conduct independent tests and to reduce grant payments accordingly if such independent tests determine that sponsor test results are inaccurate.

#

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, as provided by the Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the assurances and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

**UNITED STATES OF AMERICA  
FEDERAL AVIATION ADMINISTRATION**

*(Signature)*

**John P. Bauer**

*(Typed Name)*

**Manager, Denver Airports District Office**

*(Title of FAA Official)*

**PART II - ACCEPTANCE**

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

I declare under penalty of perjury that the foregoing is true and correct.¹

Executed this _____ day of _____, _____.

**CITY OF JACKSON, WYOMING**

*(Name of Sponsor)*

*(Signature of Sponsor's Authorized Official)*

**By:**

*(Printed Name of Sponsor's Authorized Official)*

**Title:**

*(Title of Sponsor's Authorized Official)*

**CERTIFICATE OF SPONSOR'S ATTORNEY**

I, _____, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Wyoming. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at _____ (location) this _____ day of _____, _____.

By _____

*(Signature of Sponsor's Attorney)*

¹ Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.



The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

I declare under penalty of perjury that the foregoing is true and correct.²

Executed this _____ day of _____, _____.

**COUNTY OF TETON, WYOMING**

_____  
(Name of Sponsor)

_____  
(Signature of Sponsor's Authorized Official)

**By:**

_____  
(Printed Name of Sponsor's Authorized Official)

**Title:**

_____  
(Title of Sponsor's Designated Authorized Official)

**CERTIFICATE OF SPONSOR'S ATTORNEY**

I, _____, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Wyoming. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at _____ (location) this _____ day of _____, _____.

By _____  
(Signature of Sponsor's Attorney)

² Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer and in the Project Application.

I declare under penalty of perjury that the foregoing is true and correct.³

Executed this _____ day of _____, _____.

**JACKSON HOLE AIRPORT BOARD**

_____  
(Name of Sponsor)

_____  
(Signature of Sponsor's Authorized Official)

**By:**

_____  
(Printed Name of Sponsor's Authorized Official)

**Title:**

_____  
(Title of Sponsor's Designated Authorized Official)

**CERTIFICATE OF SPONSOR'S ATTORNEY**

I, _____, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Wyoming. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the Act. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at _____ (location) this _____ day of _____, _____.

By _____

_____  
(Signature of Sponsor's Attorney)

³ Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.



## ASSURANCES

### Airport Sponsors

---

#### A. General.

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this grant agreement.

#### B. Duration and Applicability.

1. **Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.**

The terms, conditions and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. **Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.**

The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

### 3. Airport Planning Undertaken by a Sponsor.

Unless otherwise specified in this grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 25, 30, 32, 33, and 34 in Section C apply to planning projects. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Airport Revenue so long as the airport is used as an airport.

## C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

### 1. General Federal Requirements.

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

#### **Federal Legislation**

---

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.¹
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act – 5 U.S.C. 1501, et seq.²
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.^{1 2}
- f. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).¹
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.¹
- h. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.¹
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968 - 42 U.S.C. 4151, et seq.¹
- s. Power plant and Industrial Fuel Use Act of 1978 - Section 403- 2 U.S.C. 8373.¹
- t. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.¹
- u. Copeland Anti-kickback Act - 18 U.S.C. 874.1
- v. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.¹
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.²
- y. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.



- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

---

**Executive Orders**

---

- a. Executive Order 11246 - Equal Employment Opportunity¹
- b. Executive Order 11990 - Protection of Wetlands
- c. Executive Order 11998 – Flood Plain Management
- d. Executive Order 12372 - Intergovernmental Review of Federal Programs
- e. Executive Order 12699 - Seismic Safety of Federal and Federally Assisted New Building Construction¹
- f. Executive Order 12898 - Environmental Justice

---

**Federal Regulations**

---

- a. 2 CFR Part 180 - OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [OMB Circular A-87 Cost Principles Applicable to Grants and Contracts with State and Local Governments, and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations].^{4, 5, 6}
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment
- d. 14 CFR Part 13 - Investigative and Enforcement Procedures 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- e. 14 CFR Part 150 - Airport noise compatibility planning.
- f. 28 CFR Part 35- Discrimination on the Basis of Disability in State and Local Government Services.
- g. 28 CFR § 50.3 - U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- h. 29 CFR Part 1 - Procedures for predetermination of wage rates.¹
- i. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.¹
- j. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).¹
- k. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).¹
- l. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.³
- m. 49 CFR Part 20 - New restrictions on lobbying.
- n. 49 CFR Part 21 – Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 23 - Participation by Disadvantage Business Enterprise in Airport Concessions.

- p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.^{1 2}
- q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
- r. 49 CFR Part 27 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.¹
- s. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- t. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- u. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
- v. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- w. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.

---

**Specific Assurances**

---

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this grant agreement.

---

**Footnotes to Assurance C.1.**

---

¹ These laws do not apply to airport planning sponsors.

² These laws do not apply to private sponsors.

³ 49 CFR Part 18 and 2 CFR Part 200 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.

⁴ On December 26, 2013 at 78 FR 78590, the Office of Management and Budget (OMB) issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200. 2 CFR Part 200 replaces and combines the former Uniform Administrative Requirements for Grants (OMB Circular A-102 and Circular A-110 or 2 CFR Part 215 or Circular) as well as the Cost Principles (Circulars A-21 or 2 CFR part 220; Circular A-87 or 2 CFR part 225; and A-122, 2 CFR part 230). Additionally it replaces Circular A-133 guidance on the Single Annual Audit. In accordance with 2 CFR section 200.110, the standards set forth in Part 200 which affect administration of Federal awards issued by Federal agencies become effective once implemented by Federal agencies or when any future amendment to this Part becomes final. Federal agencies, including the Department of Transportation, must implement the policies and procedures applicable to Federal awards by promulgating a regulation to be effective by December 26, 2014 unless different provisions are required by statute or approved by OMB.

⁵ Cost principles established in 2 CFR part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.

⁶ Audit requirements established in 2 CFR part 200 subpart F are the guidelines for audits.

## **2. Responsibility and Authority of the Sponsor.**

### **a. Public Agency Sponsor:**

It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

### **b. Private Sponsor:**

It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

## **3. Sponsor Fund Availability.**

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.

## **4. Good Title.**

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

## **5. Preserving Rights and Powers.**

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.

- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in this grant agreement and shall insure that such arrangement also requires compliance therewith.
- g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.



**6. Consistency with Local Plans.**

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

**7. Consideration of Local Interest.**

It has given fair consideration to the interest of communities in or near where the project may be located.

**8. Consultation with Users.**

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

**9. Public Hearings.**

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

**10. Metropolitan Planning Organization.**

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

**11. Pavement Preventive Maintenance.**

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

**12. Terminal Development Prerequisites.**

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and

has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

**13. Accounting System, Audit, and Record Keeping Requirements.**

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

**14. Minimum Wage Rates.**

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

**15. Veteran's Preference.**

It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title 49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

**16. Conformity to Plans and Specifications.**

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the approved plans,

specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this grant agreement.

**17. Construction Inspection and Approval.**

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

**18. Planning Projects.**

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

**19. Operation and Maintenance.**

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal,

state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-

- 1) Operating the airport's aeronautical facilities whenever required;
  - 2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
  - 3) Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

**20. Hazard Removal and Mitigation.**

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

**21. Compatible Land Use.**

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

**22. Economic Nondiscrimination.**

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or



to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to-

- 1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
  - 2) charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
  - d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
  - e. Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
  - f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.
  - g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
  - h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
  - i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

### **23. Exclusive Rights.**

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

### **24. Fee and Rental Structure.**

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

### **25. Airport Revenues.**

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
  - 1) If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or

operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.

- 2) If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
  - 3) Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at Section 47102 of title 49 United States Code), if the FAA determines the airport sponsor meets the requirements set forth in Sec. 813 of Public Law 112-95.
- b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.
  - c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

## **26. Reports and Inspections.**

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and

- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
  - 1) all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
  - 2) all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

**27. Use by Government Aircraft.**

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that –

- a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

**28. Land for Federal Facilities.**

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

**29. Airport Layout Plan.**

- a. It will keep up to date at all times an airport layout plan of the airport showing
  - 1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
  - 2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and



roads), including all proposed extensions and reductions of existing airport facilities;

- 3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon; and
  - 4) all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.
- b. If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

### **30. Civil Rights.**

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this grant.

- a. Using the definitions of activity, facility and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR § 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by, or pursuant to these assurances.
- b. Applicability
  - 1) Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.
  - 2) Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.

- 3) Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

- 1) So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
  - 2) So long as the sponsor retains ownership or possession of the property.
- d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this grant agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

“The **(Name of Sponsor)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

e. Required Contract Provisions.

- 1) It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
- 2) It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
- 3) It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
- 4) It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a

covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:

- a) For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b) For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

### **31. Disposal of Land.**

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order, (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund. If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.
- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, (1) upon application to the Secretary, be reinvested or transferred to another

eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order: (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund.

- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
- d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

### **32. Engineering and Design Services.**

It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

### **33. Foreign Market Restrictions.**

It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

### **34. Policies, Standards, and Specifications.**

It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including but not limited to the advisory circulars listed in the Current FAA Advisory Circulars for AIP projects, dated 04/18/2019 (the latest approved version as of this grant offer) and included in this grant, and in accordance



with applicable state policies, standards, and specifications approved by the Secretary.

**35. Relocation and Real Property Acquisition.**

- a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

**36. Access By Intercity Buses.**

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

**37. Disadvantaged Business Enterprises.**

The sponsor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its DBE and ACDBE programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. 3801).

**38. Hangar Construction.**

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

### **39. Competitive Access.**

- a. If the airport owner or operator of a medium or large hub airport (as defined in section 47102 of title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that-
  - 1) Describes the requests;
  - 2) Provides an explanation as to why the requests could not be accommodated; and
  - 3) Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.



## FAA Airports

# Current FAA Advisory Circulars Required for Use in AIP Funded and PFC Approved Projects

Updated: 4/18/2019

View the most current versions of these ACs and any associated changes at:  
[http://www.faa.gov/airports/resources/advisory_circulars](http://www.faa.gov/airports/resources/advisory_circulars) and  
[http://www.faa.gov/regulations_policies/advisory_circulars/](http://www.faa.gov/regulations_policies/advisory_circulars/)

NUMBER	TITLE
70/7460-1L Change 2	Obstruction Marking and Lighting
150/5000-9A	Announcement of Availability Report No. DOT/FAA/PP/92-5, Guidelines for the Sound Insulation of Residences Exposed to Aircraft Operations
150/5000-17	Critical Aircraft and Regular Use Determination
150/5020-1	Noise Control and Compatibility Planning for Airports
150/5070-6B Changes 1 - 2	Airport Master Plans
150/5070-7 Change 1	The Airport System Planning Process
150/5100-13B	Development of State Standards for Nonprimary Airports
150/5200-28F	Notices to Airmen (NOTAMs) for Airport Operators
150/5200-30D Change 1	Airport Field Condition Assessments and Winter Operations Safety
150/5200-31C Changes 1 - 2	Airport Emergency Plan
150/5210-5D	Painting, Marking, and Lighting of Vehicles Used on an Airport
150/5210-7D	Aircraft Rescue and Fire Fighting Communications
150/5210-13C	Airport Water Rescue Plans and Equipment

NUMBER	TITLE
150/5210-14B	Aircraft Rescue Fire Fighting Equipment, Tools and Clothing
150/5210-15A	Aircraft Rescue and Firefighting Station Building Design
150/5210-18A	Systems for Interactive Training of Airport Personnel
150/5210-19A	Driver's Enhanced Vision System (DEVs)
150/5220-10E	Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicles
150/5220-16E, Change 1	Automated Weather Observing Systems (AWOS) for Non-Federal Applications
150/5220-17B	Aircraft Rescue and Fire Fighting (ARFF) Training Facilities
150/5220-18A	Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials
150/5220-20A	Airport Snow and Ice Control Equipment
150/5220-21C	Aircraft Boarding Equipment
150/5220-22B	Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns
150/5220-23	Frangible Connections
150/5220-24	Foreign Object Debris Detection Equipment
150/5220-25	Airport Avian Radar Systems
150/5220-26, Changes 1 - 2	Airport Ground Vehicle Automatic Dependent Surveillance - Broadcast (ADS-B) Out Squitter Equipment
150/5300-13A, Change 1	Airport Design
150/5300-14C	Design of Aircraft Deicing Facilities
150/5300-16A	General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
150/5300-17C Change 1	Standards for Using Remote Sensing Technologies in Airport Surveys
150/5300-18B Change 1	General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards
150/5320-5D	Airport Drainage Design



NUMBER	TITLE
150/5320-6F	Airport Pavement Design and Evaluation
150/5320-12C, Changes 1 - 8	Measurement, Construction, and Maintenance of Skid Resistant Airport Pavement Surfaces
150/5320-15A	Management of Airport Industrial Waste
150/5325-4B	Runway Length Requirements for Airport Design
150/5335-5C	Standardized Method of Reporting Airport Pavement Strength - PCN
150/5340-1L	Standards for Airport Markings
150/5340-5D	Segmented Circle Airport Marker System
150/5340-18F	Standards for Airport Sign Systems
150/5340-26C	Maintenance of Airport Visual Aid Facilities
150/5340-30J	Design and Installation Details for Airport Visual Aids
150/5345-3G	Specification for L-821, Panels for the Control of Airport Lighting
150/5345-5B	Circuit Selector Switch
150/5345-7F	Specification for L-824 Underground Electrical Cable for Airport Lighting Circuits
150/5345-10H	Specification for Constant Current Regulators and Regulator Monitors
150/5345-12F	Specification for Airport and Heliport Beacons
150/5345-13B	Specification for L-841 Auxiliary Relay Cabinet Assembly for Pilot Control of Airport Lighting Circuits
150/5345-26D	FAA Specification For L-823 Plug and Receptacle, Cable Connectors
150/5345-27E	Specification for Wind Cone Assemblies
150/5345-28G	Precision Approach Path Indicator (PAPI) Systems
150/5345-39D	Specification for L-853, Runway and Taxiway Retroreflective Markers
150/5345-42H	Specification for Airport Light Bases, Transformer Housings, Junction Boxes, and Accessories
150/5345-43J	Specification for Obstruction Lighting Equipment

NUMBER	TITLE
150/5345-44K	Specification for Runway and Taxiway Signs
150/5345-45C	Low-Impact Resistant (LIR) Structures
150/5345-46E	Specification for Runway and Taxiway Light Fixtures
150/5345-47C	Specification for Series to Series Isolation Transformers for Airport Lighting Systems
150/5345-49D	Specification L-854, Radio Control Equipment
150/5345-50B	Specification for Portable Runway and Taxiway Lights
150/5345-51B	Specification for Discharge-Type Flashing Light Equipment
150/5345-52A	Generic Visual Glideslope Indicators (GVGI)
150/5345-53D	Airport Lighting Equipment Certification Program
150/5345-54B	Specification for L-884, Power and Control Unit for Land and Hold Short Lighting Systems
150/5345-55A	Specification for L-893, Lighted Visual Aid to Indicate Temporary Runway Closure
150/5345-56B	Specification for L-890 Airport Lighting Control and Monitoring System (ALCMS)
150/5360-12F	Airport Signing and Graphics
150/5360-13A	Airport Terminal Planning
150/5360-14A	Access to Airports By Individuals With Disabilities
150/5370-2G	Operational Safety on Airports During Construction
150/5370-10H	Standard Specifications for Construction of Airports
150/5370-11B	Use of Nondestructive Testing in the Evaluation of Airport Pavements
150/5370-13A	Off-Peak Construction of Airport Pavements Using Hot-Mix Asphalt
150/5370-15B	Airside Applications for Artificial Turf
150/5370-16	Rapid Construction of Rigid (Portland Cement Concrete) Airfield Pavements
150/5370-17	Airside Use of Heated Pavement Systems
150/5390-2C	Heliport Design
150/5395-1B	Seaplane Bases

## THE FOLLOWING ADDITIONAL APPLY TO AIP PROJECTS ONLY

Updated: 3/22/2019

NUMBER	TITLE
150/5100-14E, Change 1	Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects
150/5100-17, Changes 1 - 7	Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects
150/5300-15A	Use of Value Engineering for Engineering and Design of Airport Grant Projects
150/5320-17A	Airfield Pavement Surface Evaluation and Rating Manuals
150/5370-12B	Quality Management for Federally Funded Airport Construction Projects
150/5380-6C	Guidelines and Procedures for Maintenance of Airport Pavements
150/5380-7B	Airport Pavement Management Program
150/5380-9	Guidelines and Procedures for Measuring Airfield Pavement Roughness



# TOWN OF JACKSON

## AGENDA DOCUMENTATION

**SUBMITTING DEPARTMENT:** Administration

**PRESENTER:** Sandy Birdyshaw

**MEETING DATE:** July 15, 2019

**SUBJECT:** Resolution 19-19: A Resolution Updating the Rules and Regulations for Aspen Hill Cemetery

### STATEMENT/PURPOSE

The purpose of this item is to request an update to the Aspen Hill Cemetery Rules regarding the Town's plot buy-back policy.

### BACKGROUND/ALTERNATIVES

Aspen Hill Cemetery Rules and Regulations were created in 1998 and last updated in 2015 by Resolution 15-13. In accordance with those rules, the Cemetery Sexton brought forward a recommendation to the Town Manager to update the Town's buy-back policy. Because the number of plots are limited in Aspen Hill Cemetery, it would be in the Town's best interest to change the current policy of buying back plots at the original purchase price, to buying them back at their current selling price.

Many plots were purchased years ago when the plot price was \$100, or even \$25. Today, the time and effort required to initiate transferring the plot back to the Town is really not worth the owner's time nor the compensation they receive. Plot owners wishing to sell their plot must produce proof of ownership. By increasing the buyback price to be the current selling price, a little more encouragement may be offered to those holding lots that are no longer needed. This would benefit the Town by being able to utilize plots that would go unused and increase inventory of available plots to those in a time of need.

Al Zuckerman currently serves as the Town's Cemetery Sexton. Staff is requesting an update to one section of the Cemetery Rules for the Aspen Hill Cemetery as presented below:

Current rule: Section 4.20. Town May Buy. In the event the original plot owner moves his residence from Jackson permanently, and is not able to use his plot, the Town may buy back said plot at the original price paid.

Updated rule: Section 4.20. Town May Buy. In the event a plot owner is not able to use the plot, the owner or a descendant, heir-at-law, estate administrator/representative, or spouse, may apply to transfer and sell the plot(s) back to the Town of Jackson at the current plot prices as determined by the Cemetery Fees Resolution in place at the time of plot buyback.

The Town Council has many options available to them including:

1. Approve the resolution to update the Town's buy-back policy on cemetery plots.
2. Discuss and/or postpone this item to a future meeting.
3. Take no action.
4. Other.

### COMPREHENSIVE PLAN ALIGNMENT

The Aspen Hill Cemetery is a basic municipal service and providing quality public services is in direct alignment with the Town of Jackson's mission.



### STAKEHOLDER ANALYSIS

The stakeholders include the Town of Jackson as the cemetery owner, plot owners wishing to get rid of unneeded plots, and persons needing a burial place.

### FISCAL IMPACT

Cemetery fees paid to the Town include plot purchases, opening and closing of a gravesite for internments, deed preparation and recording, and weekend or winter burials. The amount of annual cemetery fees collected range from \$3,900 to \$6,000.

The Town's General Fund Budget for the cemetery is \$19,887 for FY19 and does not include a specific line item for plot buybacks. Creating a separate line item would not create the need to increase the budget, since prior years actual expenses fall well under the projected budget. Even assuming a 3-4 plot buyback this year, that \$900-\$1,200 would be absorbed in the total cemetery budget and would not require a budget amendment.

### STAFF IMPACT

Staff impact of approving this resolution would be minimal as plot buybacks may only happen 2-3 times per year.

### LEGAL REVIEW

Complete.

### ATTACHMENTS

Resolution 19-19 – Updated Rules

Resolution 05-28 – Current Cemetery Fees

Application Form to Transfer Plot Ownership

### RECOMMENDATION

Staff recommends approval as it would increase the Town's inventory of available cemetery plots.

### SUGGESTED MOTION

Should the Council be ready to take action, a suggested motion could be:

I move to approve Resolution 19-19 Updating Section 4.20 of the Rules and Regulations for Aspen Hill Cemetery as presented.

## RESOLUTION 19-19

### A RESOLUTION ~~UPDATING~~ ~~ESTABLISHING~~ RULES, REGULATIONS, RATE CHARGE AND CONDITIONS FOR ASPEN HILL CEMETERY.

WHEREAS, it is the desire of the Town of Jackson to make Aspen Hill Cemetery, owned and operated by the Town, a quiet, beautiful resting place for the dead where a sense of repose will be obtained. To secure these effects, the Town has spent, and will continue to expend, considerable sums of money, but to preserve these effects will require the cooperation of every lot owner. Everything which would mar the general beauty and harmony of the cemetery must be avoided. Peace and good order must prevail, and the sacredness of the place must be maintained at all times. It is to this end that these rules and regulations have been formulated after careful study, and are designed so that the rights and privileges of individual plot owners or persons are not unduly restricted. The cooperation of plot owners, individuals and the general public will help in protecting the beauty of the cemetery and keeping maintenance costs at a reasonable level.

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, THAT THE FOLLOWING RULE AND REGULATIONS SHALL BECOME EFFECTIVE UPON PASSAGE:

#### ARTICLE I DEFINITIONS

Section 1.01. Definitions. The following terms, whenever used in these rules shall be construed as follows:

1. Burial: The placement of human remains in a grave.
2. Cemetery: Any place dedicated to and used or intended to be used, for the permanent interment of human remains.
3. Certification of Ownership: The original conveyance given by the Town of Jackson to the original purchaser.
4. Town: The Town of Jackson, Wyoming.
5. Cremation: The reduction of a body of deceased person to cremated remains in a crematory.
6. Grave: A space of ground in a burial park used, or intended to be used, for burial of the remains of one (1) person.
7. Human Remains: The body of a deceased person in any stage of decomposition or after cremation.
8. Interment: The disposition of human remains by cremation or burial.
9. Inurement: The placement of cremated remains in an urn and depositing in a niche.
10. Ledger: A grave cover of granite, or other approved material.
11. Lot: Numbered divisions as shown on the record plat which consists of 2 or more plots
12. Mausoleum: An above ground burial structure for bodies or remains of an individual constructed of non-decaying materials.
13. Memorial: Any monument, marker, tablet, head stone, for the family or individual use.
14. Owner's Declaration of Reservation: The document executed by the owner in the presence of the sexton designating and specifying the person or persons entitled to burial in the plot for which a certificate of ownership is held.

15. Plot: A space of sufficient size to accommodate one (1) adult interment.
16. Plot Owner: Any person in whose name a burial plot stands as owner of the right of entombing therein, or who holds from the Town a conveyance of the right of sepulture of a certificate of ownership of the right of sepulture in a particular lot, plot or space.
17. Special Care: Any care in excess of endowed care in accordance with the specific directions of any donor of funds for such purposes.
18. Sexton: The properly designated agent who has overall responsibility for the operation, maintenance, and improvement of the cemetery.

## ARTICLE II GENERAL

Section 2.01. Admission to Cemetery. The Town of Jackson, Aspen Hills Cemetery Reserves the right to refuse admission to the cemetery grounds, and to refuse the use of any of the cemetery facilities at any time, to any person or persons whom the Sexton may deem objectionable to reasonable operation of cemetery.

Section 2.02. Sexton in Charge of Funeral. All funeral processions, upon entering the cemetery ground, shall be bound by these rules and regulations.

Section 2.03. Casket not to be Disturbed. Once the casket containing a body is within the confines of the cemetery, no funeral director or his embalmer, assistant, employee, or agent shall be permitted to open the casket or touch the body without the consent of the legal representatives of the deceased or without a court order. The Sexton may take appropriate steps to correct any obnoxious or improper condition.

Section 2.04. Business Office. A general business office for the cemetery is maintained at the Town Hall and is open between the hours of 8:00am and 5:00pm daily, except Saturday, Sunday and holidays. The Sexton may make special arrangements to transact business at other locations when undue hardship or other conditions warrant change.

## ARTICLE III INTERMENT AND DISINTERMENT

Section 3.01. Subject to Laws. In addition to these rules and regulations, all interments, disinterments and removals are made subject to the laws of the State of Wyoming, the rules and regulations of the Wyoming State Board of Health, and laws of the Town of Jackson.

Section 3.02. Application for Service. An authorization for the interment, disinterment or removal of a body must be obtained from the Sexton to permit such interment, disinterment or removal of the deceased. The burden of proof of the right to sign an application for such authorization shall lie with the person signing the application. Failure to produce reasonable evidence of plot ownership or the right to sign for deceased plot owner will be sufficient reason to postpone or deny authorization.

Section 3.03. Holidays. No interments, disinterments, removals, or interment services shall be permitted on Saturdays, Sundays or on any holiday, unless approved by the Sexton.

Section 3.04. Notice. The Sexton shall be notified prior to 4:30pm, two days preceding the interment and at least five (5) working days prior to any disinterment or removal. Any interment, disinterment or removal may be postponed longer if conditions beyond the control of the Sexton, cause undue hardship.

Section 3.05. Authority to Inter. The signing of an application for service will, in some cases, be sufficient authority to inter. However, the Sexton may require legal proof of ownership, the right to sign for the owner, or other good and sufficient proof of authority. No change or alteration will be permitted where the plot owner has previously filed written instructions with the cemetery, except by the due process of law.

Section 3.06 Outer Case or Box. Not every casket containing a human body must be enclosed in an outer box or vault constructed of concrete, corrosion resistant metal or fiberglass.

Section 3.07. Interment of Cremated Remains. Cremated remains must be interred in concrete, copper, bronze, or durable inert strong fiberglass or plastic-type material container. All containers are subject to the approval of the Sexton.

Section 3.08. Location of Interment Space. When instruction from the plot owner regarding the location of an interment space in a plot cannot be obtained, or are indefinite, or when for any reason the interment space cannot be opened when specified, the Sexton may, in his discretion, open it in such location of the plot as he deems best and proper so as not to delay the funeral; and the Town of Jackson shall not be liable for damages for any error made.

Section 3.09. Orders Given by Telephone. The Town, or its employees, shall not be held responsible for any order given by telephone, or for any mistake occurring from the want of precise and proper instructions as to the particular space, size, and location in a plot where interment is desired. Telephone orders from a funeral director or any other person representing the plot owner will be the sole responsibility of the person telephoning the order.

Section 3.10. Errors May be Corrected. The Town of Jackson shall have the right to correct any errors that may be made in making interments, disinterments, or removals, or in the description, transfer or conveyance of any interment right or property, either by canceling such conveyance and substituting and conveying in lieu thereof other interment property of equal value and similar location as far as possible, or as may be selected by the Sexton, or in the sole discretion of the Town of Jackson, by refunding the amount of money paid on account of such purchase. In the event the error shall involve the interment of the remains of any person in a different location, the Sexton shall have the right to remove and re-inter the remains to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof. Errors in interment, arising from an improper person or persons signing an application for service shall be corrected at the discretion of the Sexton at the expense of the person or persons signing the application, and where a deed, license, certificate or other instrument of conveyance not issued by the Town of Jackson or its duly authorized Town Administrator or his designate, has not been registered on the books of the cemetery, all the responsibility of determining ownership or correcting errors either prior to or after interment will lie with the person or persons claiming ownership or protesting an error. The Sexton shall also have the right to correct any errors made by placing an improper inscription, including an incorrect name or date, either on the memorial or on the container for cremated remains.

Section 3.11. Delays in Interments. The Town of Jackson shall in no way be liable for the delay in the interment of a body where a protest, written or verbal, against the interment has been made, or where the rules and regulations have not been complied with, or where previously filed written



instructions of the plot owner conflict. The Sexton may require any protest of interment to be in writing and filed in the office of the Town Clerk at Town Hall.

Section 3.12. Not Responsible for Identity. The Sexton shall not be liable for the interment permit nor for the identity of any body sought to be interred. The signing of an application giving the statistics relative to an interment to be made shall constitute all authority necessary to make the interment and enter in the records of the cemetery all information contained therein, including the spelling of any names of persons or places as they appear. The Sexton shall not be liable in any way for the embalming of the body.

Section 3.13. No Interment Permitted Unless Property Paid For. No interment shall be permitted on, or memorial placed in or on, any property in Aspen Hill Cemetery not fully paid for except as provided for by these rules and regulations.

Section 3.14. Purchase Procedure. The purchase of a plot or lot shall be evidenced by execution of purchase contract, upon forms furnished by the Town, describing the plot or lot and stating the purchase price and amount paid. No plot shall be purchased except at time of need and only one (1) lot shall be purchased.

Section 3.15. Interment of More than One Body. Not more than one (1) body, or the remains of more than one (1) body, shall be interred in one grave or vault, except in the case of a mother and newborn babe, or incinerated remains.

Section 3.16. Cemetery for Interment of Human Race Only. The cemetery is reserved for the interment of the human race only, and no dog cat, or any other animal or pet shall be interred therein.

Section 3.17. Interment in Church or Lodge Plot. Where a plot or lot is owned by a church, lodge, or other society, interments shall be limited to the actual members of the organization, their husbands or wives, and to immediate members of their families, or per their rules whichever is more restrictive.

Section 3.18. Disinterments and Removals. Disinterments and removals may be made with the written consent to the Sexton, surviving spouse, the surviving parents or a child or unmarried person, other persons having the legal right to order disinterment, and the plot owner, provided all the requirements of the laws of the State of Wyoming, ordinances of the Town of Jackson, and the rules and regulations of the cemetery are complied with. Failure to comply with the conditions stated herein, or any other good and sufficient reason, shall be full authority for the Sexton to postpone or deny such disinterment and removal.

Section 3.19. Removal for Profit Prohibited. Removal by the heirs of a body or cremated remains so that the plot, lot, space, or vault may be sold for profit to themselves, or removal contrary to the expressed or implied wish of the original plot, lot space, or vault is strictly and absolutely forbidden as violating the ordinary sense of decency.

Section 3.20. May Obtain Larger Plot. A body or cremated remains may be removed from its original plot or lot to a larger and better plot or lot in the cemetery when there has been an exchange or purchase for that purpose. However, the Sexton shall not be obligated to make such removal and reinterment except at his discretion, and under such conditions as will best tend to protect the decency and decorum of the cemetery.

All removals shall be at the expense of the person requesting the removal.

Section 3.21. Change in Address. It shall be the duty of the plot or lot owner to notify the Town Clerk of any change of his post office address. Any notice sent to the plot or lot owner at the last address on file at the Town Clerk's office shall be considered sufficient and proper legal notification for every purpose. The Town Clerk shall notify the Sexton of any change of address.

Section 3.22. Lowering Caskets. All caskets, vaults and other outer boxes shall be lowered into an open grave by use of mechanized means such as a ratcheted lowering device made specifically for this purpose or by hydraulically operated equipment such as a backhoe or boom truck. This section is meant to prevent the use of ropes or other such human controlled contrivances for lowering that may cause property damage or physical injury during the interment process.

Section 3.23. Time of Year. Cremation interments/disinterments shall not generally take place in months of the year when the ground is frozen unless so authorized by the cemetery sexton under unusual circumstances.

Section 3.24. Mausoleums. The remains of human bodies may be interred in a mausoleum whose height shall not exceed 48 inches off the ground and whose size may not exceed the plot size. Each mausoleum may contain only one human body unless the mausoleum is designed to hold two bodies and encompass two adjacent plots, wherein the mausoleum may contain two human bodies.

#### Article IV PLOT OWNERSHIP RIGHTS

Section 4.01. Plots are Divisible. All plots or lots, the use of which has been conveyed by a Certificate of Ownership, are divisible.

Section 4.02. Presumption of Sole Ownership in Grantee of Plot. All plots conveyed to individuals are presumed to be solely and separately owned by the person named in the Certificate of Ownership, in accordance with these rules and regulations.

Section 4.03. Spouse has Vested Right of Interment. The spouse of an owner of any plot or lot containing more than one (1) interment space shall have a vested right of interment of their remains in the plot, and any person thereafter becoming the spouse of the owner shall have a vested right of interment of their remains in the plot if more than one (1) interment space is unoccupied at the time the person becomes the spouse of the owner. The purchases by a married person of more than one (1) interment space shall create in the spouse a right of interment therein.

Section 4.04. Divestiture of Spouse's Right to Interment. No conveyance or other action of the owner without the written consent or joinder of the spouse of the owner shall divest the spouse his/her vested right of interment. The written consent or joinder shall be executed by the spouse in the office of the Town Clerk.

Section 4.05. Right of Interment Under Owner's Declaration of Reservation. At the time of purchase of a lot or plot, or at any time thereafter, during the purchaser's or transferee's lifetime, and in accordance with these rules and regulations, the owner or owners of any such lot or plot may present his or her or their Certificate of Ownership and execute in the office of the Town Clerk, a Declaration of Reservation, therein specifically designating the persons entitled to be buried in any or all of the plots or lots, or vesting the right of designation for unreserved plots in a named person.

No other person may be buried in any plot designated by the owner or owners in the Declaration of Reservation except by an amended Declaration of Reservation, executed by the owner or owners, in the office of the Town Clerk. The owner or owners of any lot may in the Declaration of Reservation, limit the persons entitled to be buried in said lot to those persons designated in the Declaration of Reservation.

Section 4.06. Descent of Plot. Upon the death of the owner, unless he has disposed of the plot whether by specific direction in his will, or by a written Declaration of Reservation, filed in the office of the Town Clerk if no interment has been made in an interment plot which has been transferred by a Certificate of Ownership to an individual owner or if all remains previously interred are lawfully removed, the plot descends to the heirs at law of the owner, subject to the rights of interment of the descendant and his surviving spouse.

Section 4.07. Determining Occupant of burial Plot Having Co-Owners. When there are two or more owners of a plot or lot or of rights of interment therein, such owners may designate one or more persons to designate the burials to be made in the plot or lot and file written Declaration of Reservation with the Town Clerk. In the absence of such notice or of written objection to its so doing, the town of Jackson shall not be liable to any owner for interring or permitting an interment therein upon the request or direction of any registered co-owner of the plot.

Section 4.08. Death of Co-Owner. Authorization to Use Plot Under Directions of Surviving Owners. An affidavit by any person having knowledge of the fact, setting forth the fact of the death of one (1) owner and establishing the identity of the surviving owners named in the deed to any plot or lot, when filed with the Town Clerk, is authorization to permit the use of the unoccupied portion of the plot in accordance with the surviving owners or their successors in interest.

Section 4.09. Family Plots: Order of Occupation. Whenever an interment of the remains of a member or of a relative of a member of the family of the record owner, or of the remains of the record owner, is made in a plot or lot transferred by Certificate of Ownership to an individual owner, and the owner dies without making disposition of the plot or lot, either by direction in his will, or by a written declaration filed and recorded in the office of the Town Clerk, the plot shall be held as the family plot of the owner, and occupied in the following order:

Section 4.10. Waiver or Termination of Vested Right of Interment. A vested right of interment may be waived and is terminated upon the interment elsewhere of the remains of the person in whom it is vested.

Section 4.11. Limitations Upon Vested Right of Interment. No vested right of interment gives to any person the right to have his remains interred in any interment space in which the remains of any deceased person having equal or prior vested right of interment have been interred; nor does it give any person the right to have the remains of more than one (1) deceased person interred in a single interment space in violation of these rules and regulations.

Section 4.12. Transfer and Assignments. No transfer and assignment of any plot or lot, or interest therein, shall be valid without the endorsement of the Town Administrator, and such transfer or assignment must be executed in the office of the Town Clerk, and upon forms provided by the Town of Jackson. The original Certificate of Ownership must be presented at the time application for transfer is made.

Section 4.13. Indebtedness. The Town of Jackson will refuse to consent to a transfer or to an assignment if there is any indebtedness due from the record plot or lot owner.

Section 4.14. Consent Withheld. Consent to the transfer or assignment of a plot may be withheld whenever the Sexton, in his discretion, shall have reason to doubt the validity of any previous ownership, or where it appears contrary to the expressed or implied wish of the record plot owner.

Section 4.15. Transfer Charges. A charge of \$25.00 shall be paid to the Town Clerk for each transfer of ownership in plots or lots. No transfer of ownership shall be complete or effective until all charges are paid.

Section 4.16. Responsibility for identification of Plot Owner. The Town of Jackson shall not be responsible for the identity of any person claiming to be the plot owner, spouse or direct heir of a deceased plot owner and any action arising from the false claim or ownership shall lie with the person claiming.

Section 4.17. Subdivide Plots. The subdivision of plots may be allowed and no one shall be interred in a plot not having an interest therein, except by written consent of all parties interested in such plot and of the Sexton; provided however, a relative of any record plot owner may be interred in said plot as provided in these rules or in the laws of the State of Wyoming.

Section 4.18. Interment Right Only conveyed. The purpose of a plot shall convey to the plot owner the right of interment only as provided in the deed to such plot.

Section 4.19. Easement Retained. The Town shall retain an easement over all plots or lots for the performance of its duties, including the moving of trucks, mowers, trailers, tractors, and any other equipment incident to the maintenance of the cemetery over or on plots or lots.

Section 4.20. Town May Buy. ~~In the event the original plot owner moves his residence from Jackson permanently, and is not able to use his plot, the Town may buy back said plot at the original price paid.~~ In the event a plot owner is not able to use the plot, the owner or a descendant, heir-at-law, estate administrator or representative, or spouse, may apply to transfer and sell the plot(s) back to the Town of Jackson at the current plot price as determined by the Cemetery Fees Resolution in place at the time of the plot buyback.

## ARTICLE V CONTROL OF WORK BY TOWN

Section 5.01. Work to be done by the Plot Owner. All expenses of grading, landscape work and improvements of any kind; all care on plots; all planting, trimming, cutting and removal of trees, shrubs and herbage; all openings and closings of plots, and all interments, disinterments and removals shall be made by the Plot Owner.

Section 5.02. Sexton Must Direct and May Remove Improvements. All improvements or alterations of lots and plots in the cemetery shall be under the direction of, and subject to, the consent, satisfaction and approval of the Sexton; and, should same be made without his written consent, he shall have the right to remove, alter or change such improvements or alterations at the expense of the plot owner, or in any event, at any time, in his judgment, they become unsightly.



## ARTICLE VI DECORATION OF PLOTS AND LOTS

Section 6.01. Floral Regulations. The Sexton shall have the authority to remove all floral designs, flowers, weeds, trees, shrubs, plants, or herbage of any kind, from the cemetery as soon as, in the judgement of the Sexton, they become unsightly, detrimental or diseased, or when they do not conform to the standard maintained elsewhere in the Cemetery.

The Town of Jackson shall not be liable for floral pieces, baskets or frames in which or to which, such floral pieces are attached, beyond the acceptance of such floral pieces for funeral serviced held in the cemetery. The Town of Jackson shall not be responsible for frozen plants or herbage of any kind or for plantings damaged by the elements, thieves, vandals or by other causes beyond its control.

The Town of Jackson reserves the right to regulate the method of decorating plots so that a uniform beauty may be maintained. The Sexton reserves the right to prevent the removal of any flowers, floral designs, trees, shrubs, plants or herbage of any kind, unless he give his consent.

Trees or shrubbery may be donated to the cemetery for adornment and enhancement and will be placed as near to the plot of the donor as may be practical at the discretion of the Sexton.

Artificial silk flowers will be allowed throughout the year providing they are placed in vases which are attached to monuments.

Section 6.02. Placement of Mementos/Other Temporary Items. The placing of boxes, shells, toys, ornaments, vases, wood or iron cases and other similar articles upon plots, markers or headstones shall be permitted under the following parameter and conditions:

- (a) Items will be placed so as to not affect normal grounds maintenance activities;
- (b) Items shall be firmly affixed via string or tape in a manner which provides their easy removal yet keeps them firmly attached while they are in place;
- (c) The Aspen Hill Cemetery and the Town of Jackson will not be responsible for any loss, theft, damage, or removal of these items by vandals, storms, etc.
- (d) Items which inhibit maintenance operations will be removed by cemetery staff.

Section 6.03. Fences and Enclosures. Fences, curbs and enclosures around graves or lots are permitted upon the consent of the Sexton.

## ARTICLE VII CONDUCT OF PERSON WITHIN THE CEMETERY

Section 7.01. Must Use Walks. Persons within the cemetery grounds shall use only the avenues, walks, alleys and roads, and any person injured or inconvenienced while walking in any areas within the cemetery, shall in no way hold the Town of Jackson or its employees liable for any injuries or inconvenience sustained.

Section 7.02. Trespassers on Cemetery Plots. Plots or lots are sacred and private property and must not be invaded. Only the plot or lot owner and his relatives shall be permitted on the cemetery plot or lot. Any other person thereon shall be considered a trespasser, and the Town of Jackson shall owe no duty to said trespasser to keep the property or memorial thereon in a reasonably safe condition.

Section 7.03. Mutilation of Flowers and Trees. All persons are prohibited from destroying, mutilating, defacing, injuring or removing any marker, ornament, structure or other work, or from destroying, cutting, breaking or injuring any tree, shrub, or plat or from gathering flowers, either wild or cultivated, within the cemetery grounds.

Section 7.04. Loitering Prohibited. Persons other than plot or lot owners or relatives of plot or lot owners, when visiting graves shall not be permitted to sit or to lounge on any of the grounds, grave, or monuments in the cemetery or in any of its buildings.

Section 7.05. Rubbish. The dumping or throwing of dirt, garbage, papers, trash or other refuse on any part of the cemetery grounds is prohibited, Receptacles for waste materials are located at convenient places.

Section 7.08. Loud Talking. Boisterous or unseemly conduct shall not be permitted in the cemetery grounds or any of its buildings.

Section 7.09. Automobiles. Automobiles or other vehicles shall not be driven through the grounds at a speed greater than 5 miles per hour. Automobiles or other vehicle shall not park or come to a full stop in front of an open grave unless such automobile or other vehicles are in attendance at a funeral.

Section 7.10. Bicycles, Motorcycles, Skateboards and Roller Skates. No bicycles, motorcycles, or similar vehicles shall be admitted to the cemetery except such as may be in attendance at funeral or on business. Skate boarding and roller skating are not permitted at any time.

Section 7.11. Parking Vehicles. No overnight parking of any vehicles shall be permitted except in case of emergency and then only with the permission of the Sexton.

Section 7.12. Peddling and Soliciting. Peddling of flowers, plants, or shrubs, or soliciting the sale of any commodity other than by the Town of Jackson, is positively prohibited within the confines of the cemetery.

Section 7.13. Firearms. No firearms, bows and arrows, air rifles, sling shots or similar objects shall be permitted in the cemetery except on special permit from the Sexton.

Section 7.14. Notices and Advertisements. No signs, notice or advertisements of any kind shall be allowed within the cemetery except those placed by the Sexton.

Section 7.15. Horseback Riding. Horseback riding in the cemetery is prohibited.

Section 7.16. Improprieties. It is of the utmost importance that there should be strict decorum observed at all times within the cemetery grounds whether embraced in these rules or not, as no improprieties shall be allowed and the Sexton shall have the power to prevent all improper assemblages.

Section 7.17. Sexton to Enforce Rules. The Sexton and such other employees as may be designated by the Town Council are hereby empowered to enforce all rules and regulations, and to exclude from the cemetery any person or persons violating the same. Under authority of the Town Council, the Sexton shall have charge of the grounds and buildings and shall have supervision and control of all persons in the cemetery including the conduct of funerals, traffic, employees, plot owners and visitors.

## ARTICLE VIII PROTECTION AGAINST LOSS

Section 8.01. Town of Jackson Not Responsible. The Town shall take reasonable precaution to protect plot or lot owners and the burial rights of plot or lot owners within the cemetery from loss or damage, but it distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by the elements, an act of God, common enemy thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.

## ARTICLE IX GENERAL MAINTENANCE

Section 9.01. General Maintenance Work. General maintenance work will be performed for lots or plots no sold. General maintenance work shall not include such services as grave openings, foundations, or any special service and the Sexton shall determine between general maintenance or special services for which a charge may be made. Lots or graves are sold without perpetual care.

Section 9.02. Maintenance Not Provided for Plots. Cemetery maintenance will not be provided for graves, lots, plots or groups of lots or plots.

Section 9.03. Removal of Walls. The removal of walls, curbing, copings, fences or other obstructions may be performed at the request and expense of the plot owner. Such removals will be made at the time and discretion of the Sexton.

Section 9.04. Records. Records of interment, ownership and such other records as the laws may prescribe or the Sexton may deem advisable, shall be kept in the office of the Town Clerk and Town Hall and open to inspection during customary office hours by such persons as may have a right thereto by reason of plot ownership or having an interest in an interment.

Section 9.05. Charges for Unusual Repairs. In the event it becomes necessary to repair or reconstruct any marble, granite, bronze, or concrete work on any section, grave, plot or which has been damaged by the elements, an act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or by order of any military or civil authority, the Town by order of the Town Council, shall cause the cemetery management to give to the plot or lot owner or record, a ten (10) day written notice of the necessity of such repair and such notice shall be given by depositing the same in the United States mail addressed to the plot or lot owner of record at his or her last known address as stated on the books of the cemetery, or by posting written notice on the plot where the address is unknown or by publishing in a newspaper of local circulation or both. In the event the plot owner fails to repair the damage within thirty (30) days after such mailing, posting or publishing, repairs may be made by the Sexton and charge the expense against the plot or lot and to the plot or lot owner of record.

ARTICLE X  
MISCELLANEOUS

Section 10.01. Statements of Employees or Agents. The Certificate of Ownership, the Declaration of Reservation, these rules and regulations and any amendments thereto, shall be the sole agreement between the Town of Jackson and the plot or lot owner.

Section 10.02. Exceptions or Modifications. Special cases may arise in which the literal enforcement of any rules may impose unnecessary hardship. The Town Council, therefore, reserves the right, without notice, to make exceptions, suspensions or modifications in any of these rules and regulations whenever, in his judgment, the same appear advisable, and such temporary exceptions, suspensions or modifications shall in no way be construed as affecting the general application of such rules or regulations.

Section 10.03. Amendments. The Town of Jackson reserves the right at any time or times to adopt new rules and regulations or to amend, alter, and/or appeal any rules, regulations, and/or article, section, paragraph, word or sentence in these rules and regulations.

Section 10.04. Records and Maps. A complete set of all maps, books, records, etc., pertaining to Aspen Hill Cemetery will be kept in the office of the Sexton at the Teton County/Jackson Recreation Center or at the Town Hall.

Section 10.05. Effective Date. The provisions of this resolution shall be effective upon passage.

DATED THIS 15TH DAY OF JULY, 2019.

**TOWN OF JACKSON**

_____  
Pete Muldoon, Mayor

ATTEST:

_____  
Sandra P. Birdyshaw, Town Clerk



## RESOLUTION 05-28

WHEREAS, Cemetery Fees have not been changed in 20 years; and

WHEREAS, costs for maintaining and providing services for the cemetery continue to rise;

NOW, THEREFORE, be it hereby resolved by the Mayor and Town Council of the Town of Jackson, Wyoming, in regular session duly assembled, that:

1. Fees for the Cemetery be revised as follows:

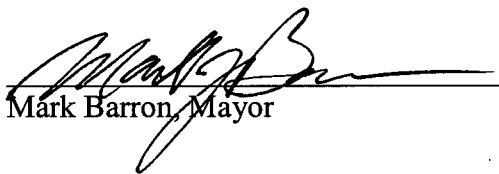
Fee Type	Current	Proposed
Open/Close – Intern Full	\$250	\$350
Open/Close – Intern Cremation		\$50
Weekend/Holiday charges		\$100
Admin/Deed Fee		\$20
Winter charges		\$100
Plot fee – Full	\$105	\$300
Plot fee – Cremation/Baby	\$30	\$100
Open/Close – Disintern Full		\$450
Open/Close – Disintern Cremation		\$100

The Mayor or his designee shall have the option to reduce or waive fees for welfare and indigent cases.

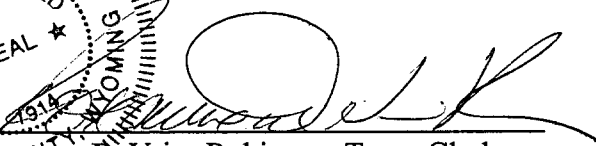
DATED this 19th day of December, 2005.

TOWN OF JACKSON

BY:

  
Mark Barron, Mayor



  
Roxanne DeVries Robinson, Town Clerk



# Aspen Hill Cemetery

P.O. Box 1687, 83001

Jackson, Wyoming

## Application to Transfer Plot Ownership

Name of Plot Owner: _____  
(or Representative)

Address: _____

email: _____

Phone: _____

How many plots will be transferred? _____

To the best of your knowledge, has  
anyone been interred in these plots?

☐

Yes - Name of deceased: _____

☐

No

Do you have the original, or a copy, of the Cemetery Lot Certificate (Deed) from when these plots were originally purchased?

☐

YES - attach a copy of the Cemetery Lot Certificate to this form.

☐

NO - please provide the following information:

Plot Owner if different from above: _____

Date of plot purchase: _____

Provide coordinates for each plot: _____

i.e. Block 11, Row 2, Plot 9

or Block R, Row 1, Plot 38

I, _____, as current owner or representative, of the above  
Aspen Hill Cemetery plot(s) hereby apply on this date ____/____/____, to the Town of Jackson to  
transfer the ownership of said cemetery plot(s) to:

☐

the Town of Jackson.

☐

a New Owner, provide information below:

Name: _____

Mailing Address: _____

Phone: _____

Signature: _____

Submit this form, supporting documents, and a \$25.00 fee to Town Hall located at 150 East Pearl Avenue  
or mail to Town of Jackson Attn: Town Clerk, P.O. Box 1687, Jackson WY 83001

This application will be processed upon receipt to verify the current plot owner and to identify documents necessary  
to complete the transfer. Approved transfers will generate a Quit Claim Deed that will be recorded in the Teton  
County Clerk's office and if transferred to another individual, a Lot Certificate that will be recorded as well.

Cemetery Sexton: Al Zuckerman, 307-699-1091 azuckerman@jacksonwy.gov

Town Clerk: Sandy Birdyshaw, 307-733-3932 x1113 sbirdyshaw@jacksonwy.gov

## 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 as Attorney-in-Fact.

STATE OF Wyoming )  
COUNTY OF Teton ) ss

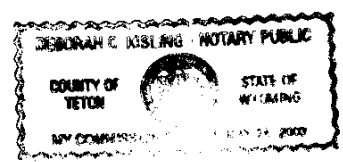
The foregoing instrument was acknowledged before me by Freddie V. Botur, Jr. as attorney-in-fact for Freddie V. Botur, as President of Elk Refuge Corporation, a Wyoming corporation this 28th day of February, 2001.

Witness my hand and official seal.

Deborah C. Kishling  
Notary Public

My Commission Expires:

RELEASED  
INDEXED  
ABSTRACTED  
SCANNED



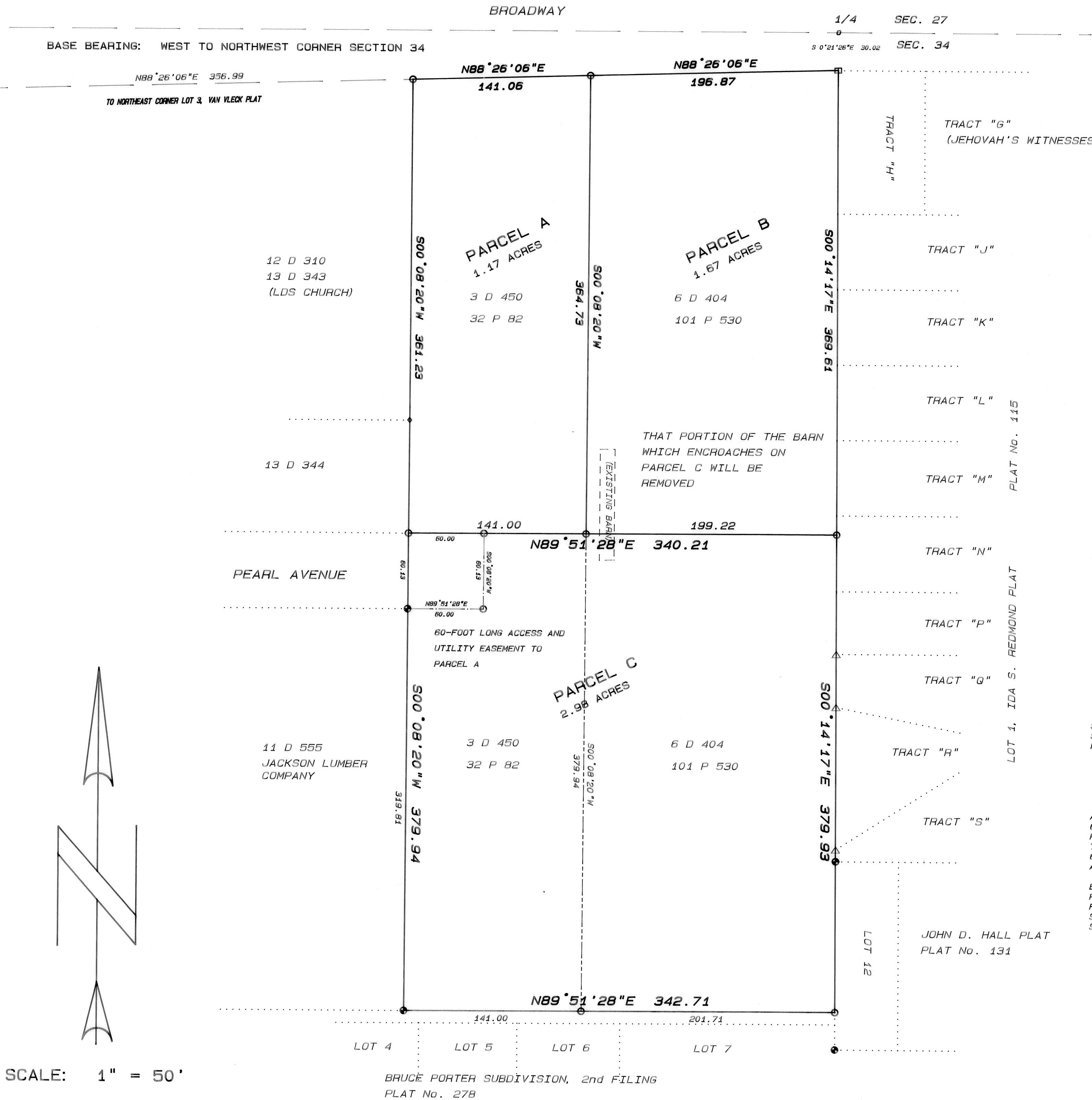
**EXHIBIT****"A"**

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

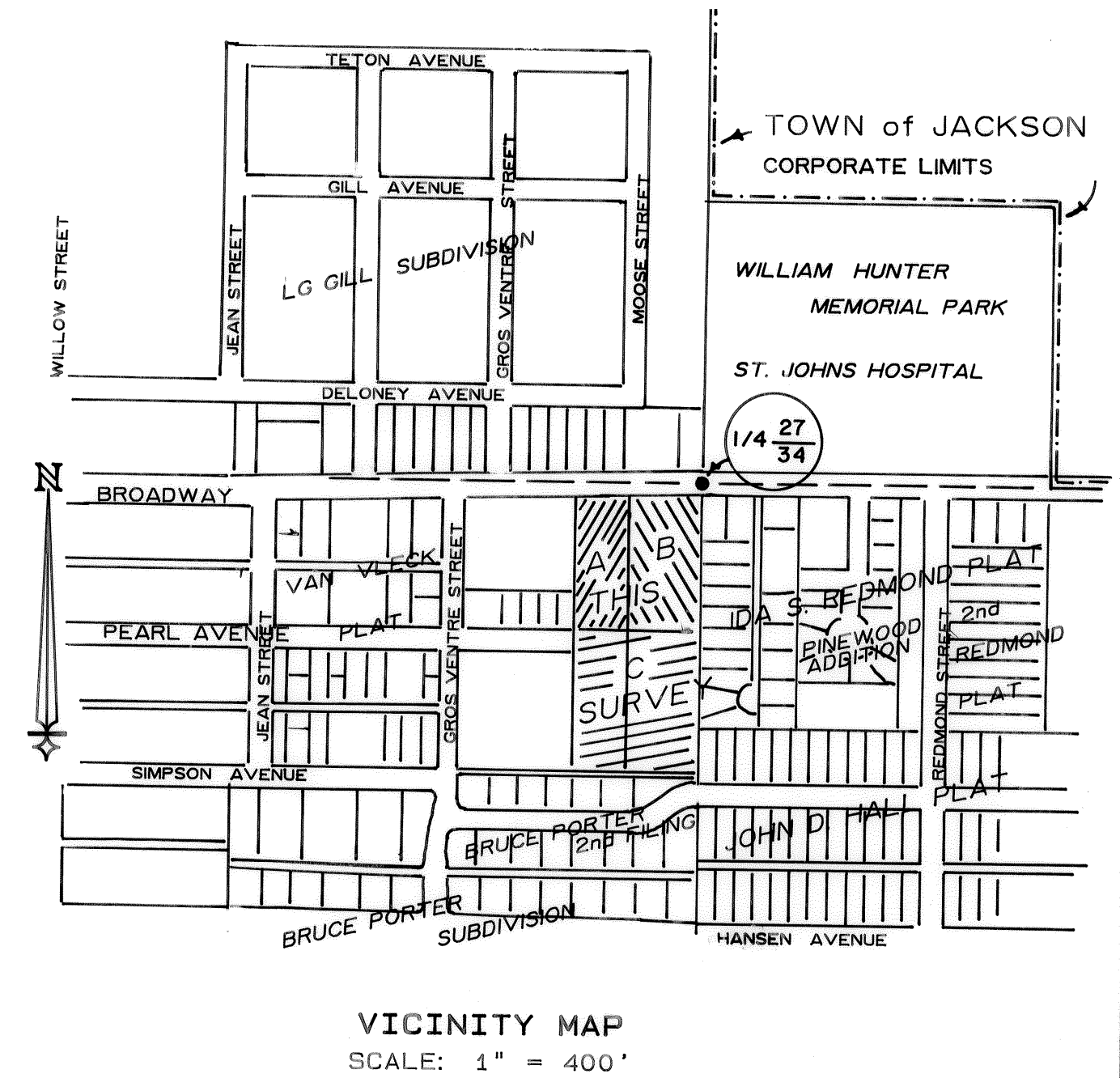
PARCEL A  
A PARCEL OF LAND IN THE NE1/4 NW1/4 SECTION 34, T41N, R116W, 6th PRINCIPAL MERIDIAN, TETON COUNTY, WYOMING, BEING A PORTION OF THAT PARCEL OF RECORD IN THE OFFICE OF THE TETON COUNTY CLERK IN BOOK 3 OF DEEDS PAGE 450, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
BEGINNING AT A POINT 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., ESCONZIDO, CA 92029; 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 TLOISAN, 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; JEHOVAH'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. KUDAR, 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, 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.



TOWN OF JACKSON

BY:

_____  
Pete Muldoon, Mayor

BY: _____  
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 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:

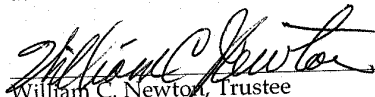
See Exhibit A attached hereto.

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.

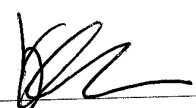
Newton Foundation Under Trust Agreement  
 dated October 25, 1998:

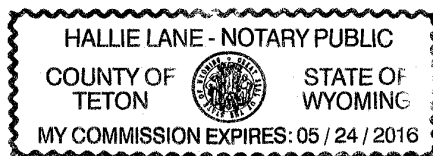
  
 William C. Newton, Trustee

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	<input checked="" type="checkbox"/>
INDEXED	<input checked="" type="checkbox"/>
ABSTRACTED	<input checked="" type="checkbox"/>
SCANNED	<input checked="" type="checkbox"/>

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:**

**PRESENTER:** April Norton

**MEETING DATE:** July 15, 2019

**SUBJECT:** 3590 North Kennel Lane Future Use

---

### STATEMENT/PURPOSE

The Town Council must provide consent to list joint assets of the Housing Authority. Mayor Muldoon asked that this item be listed for consideration.

### BACKGROUND/ALTERNATIVES

This issue was discussed at the July 1 JIM. At that meeting, Teton County unanimously passed the following motion:

*To direct and authorize the Jackson/Teton County Housing Authority Board to list 3590 North Kennel Lane for sale at a price determined by consultation with our real estate advisor and later approved by the Commission and the Council that can then be reinvested in the Housing Supply Program and also direct planning staff to include 3590 North Kennel Lane for consideration as a potential receiving area for workforce housing through the Growth Management Plan project.*

Because the same motion failed on the Town side for this action (Levinson and Jorgensen in favor, Muldoon, Stanford and Schechter opposed), the Housing Authority is unable to move forward. Since that meeting, Mayor Muldoon has requested a simpler motion on the Town side that would allow the Housing Authority to move forward with listing the property. Any acceptance of an offer requires further action by the Town Council and County Commission. Should the Town Council approve this motion, it would then go before the County Commissioners to take the same action.

The staff report from the July 1 JIM is attached for further background, discussion, and recommendation.

### COMPREHENSIVE PLAN ALIGNMENT

Local workforce housing is its own section in the Comprehensive Plan, Section 5. The proceeds from the sale of this property would support the initiatives in the Comprehensive Plan. Should the property be rezoned in the future and used for a housing development, that action would also support the initiatives in the Comprehensive Plan.

### STAKEHOLDER ANALYSIS

Stakeholders include Town and County taxpayers, local working families, business owners, and neighbors.

### FISCAL IMPACT

The final fiscal impacts would be determined at the time of sale as approved by the Town Council and County Commission.

### STAFF IMPACT

Currently, staff spends minimal time managing the property. Selling the property will require legal and housing department staff time. Considering the property as part of the GMP project will require planning, legal, and housing department staff time.



### LEGAL REVIEW

Complete.

### ATTACHMENTS

July 1 Staff Report.

### RECOMMENDATION

Staff recommends the Town Council I move to direct and authorize the Jackson/Teton County Housing Authority Board to list 3590 North Kennel Lane for sale.

### SUGGESTED MOTION

I move to direct and authorize the Jackson/Teton County Housing Authority Board to list 3590 North Kennel Lane for sale.



**BOARD OF COUNTY  
COMMISSIONERS**



**TOWN COUNCIL**

## **JOINT INFORMATION MEETING AGENDA DOCUMENTATION**

**PREPARATION DATE:** June 25, 2019

**MEETING DATE:** July 1, 2019

**SUBMITTING DEPARTMENT:** Affordable Housing

**DEPARTMENT DIRECTOR:** April Norton

**PRESENTER:** April Norton

**SUBJECT:** 3590 North Kennel Lane Future Use Discussion

### STATEMENT/PURPOSE

The Council and Board will consider options for the future use of the 3590 North Kennel Lane property and provide direction to staff on next steps for the property.

### BACKGROUND

The 3590 North Kennel Lane property ("Rains") was purchased by the Teton County Housing Authority in 2007 utilizing \$1,950,000 in SPET funding. At the time, the property appraised for \$950,000. The Housing Authority Board approved the purchase and on August 29, 2006, the Board of County Commissioners (Board) voted 4-1 to approve the purchase. The plan was to either hold the property as part of the Housing Authority's "land banking" program and sell at some time in the future, or to redevelop the property using the Affordable Housing Planned Unit Development (PUD-AH) sometime in the future. However, a moratorium on the PUD-AH development was put in place on May 6, 2008 and the tool was ultimately removed by the Board on March 26, 2010, limiting the Housing Authority's ability to develop the property without a zone change.

### Rains Property Summary

- Size: 5 acres
- Zone: NC-TC (no overlay)
- Existing Use: Vacant
- Current Allowed Residential Use: 1 single family home with an Accessory Residential Unit (guesthouse)
- Character District Subarea: 12.2 390 Residential
- Comprehensive Plan Vision: Stable with Conservation Form
- The lot was created in 2007 via the Sally Rains Subdivision Plat (#1193).
- Plat prohibits future subdivision and requires enhanced septic.
- Affordable Housing requirements were exempt at the time of subdivision on the logic that, whether the Housing Authority built or sold, the subdivision would provide restricted housing; therefore, a future homebuilder will not be subject to any affordable housing fees under the current regulations.

The Aspens area was slated for updated zoning in FY18-19. However, this project has been delayed due to staffing challenges.

## ALTERNATIVES

1. Rezone Property via the Aspens Zoning update. Timeline for this is unknown.
  - a. Five acres is on the large end of the lot sizes in the subarea (average lot size is 1.2 acres), so a case could be made that stable character includes a minimum lot size that would allow subdivision. Once subdivided, the property could be developed or sold.
  - b. If zoned R-1, R-2, Suburban, or Rural, the property could then become a receiving zone for density through the execution of a CN-PRD where land is conserved elsewhere in the County and then the density is transferred to this property since the property is located in a complete neighborhood per the Comprehensive Plan (District 12 Aspens/Pines).
  - c. If zoned Suburban, a maximum of 18, quarter-acre lots could be created with up to one house allowed on site (20 units). ARUs are not an allowed accessory use in this zone.
  - d. If zoned Auto Urban Residential (AR), an AR subdivision could allow for one house and two ARUs per 7500 SF lot and could result in a maximum of 29 lots (87 units).
  - e. If zoned Auto Urban Commercial (AC), dormitory use is allowed with a Basic Use Permit and could result in a maximum of 150 rooms.
2. Growth Management Plan (GMP)
  - a. As part of the GMP, consider the property as an appropriate spot for increased density for workforce housing. The GMP project is slated for adoption in early 2020. This would contextualize the conversation within the goals of the Comprehensive Plan.
3. Sell or trade the property.
  - a. The property was purchased for \$1,950,000. Recent comparable sales indicate a listing price under \$2,000,000. If sold, proceeds must then be reinvested into the Housing Supply Program to create more permanently deed restricted housing for the community workforce.

## ATTACHMENTS

- Teton County Commissioner's Minutes, August 15, 2006 and August 29, 2006
- 2006 Appraisal Report

## FISCAL IMPACT

The Teton County Housing Authority purchased the property in 2007 for \$1,950,000. Since that date, the Housing Authority has spent approximately \$10,000 on the property (maintenance, taxes).

## STAFF IMPACT

Currently, staff spends minimal time managing the property. Selling the property will require legal and housing department staff time. Considering the property as part of the GMP project will require planning, legal, and housing department staff time.

## STAKEHOLDER ANALYSIS

Stakeholders include Town and County taxpayers, local working families, business owners, and neighbors.

## LEGAL REVIEW

Reviewed by John Graham, Deputy County Attorney and Lea Colasuonno, Interim Town Attorney.

## RECOMMENDATION

It has been over 10 years since the Housing Authority acquired the Rains property. Since the initial purchase, two key things have happened: 1) the PUD-AH tool has been removed and 2) the Comprehensive Plan was adopted. The removal of the PUD-AH tool means that there is nothing in the LDRs that allows for the development of deed restricted housing on the property that exceeds the current density allowed (one single family house with a guesthouse). The Comprehensive Plan placed the property in a Stable (as opposed to Transitional) Subarea. So, although the property is located next to transit, existing infrastructure, local convenience, and jobs, it still lacks zoning that allows for the development of workforce housing.

It is for these reasons that staff recommends a two-pronged approach for the property: 1) list the property for sale at a price that will net the Housing Authority at least \$1,950,000 and 2) concurrently consider the property as a future site

for workforce housing through the GMP. If an offer is received and accepted by the Board and Council, the property can be sold, and the funds reinvested in future housing opportunities for our community.

[SUGGESTED MOTION](#)

I direct and authorize the Jackson/Teton County Housing Authority Board to list 3590 North Kennel Lane for sale at a price that will net a minimum of \$1,950,000 that can then be reinvested into the Housing Supply Program.

I also direct planning staff to include 3590 North Kennel Lane for consideration as a potential receiving area for workforce housing through the Growth Management Plan project.

---



**TETON COUNTY COMMISSIONER'S MINUTES**  
**August 15th, 2006**

PASSED, APPROVED AND ADOPTED at the regularly scheduled meeting of the Board of County Commissioners of Teton County, held the 15th day of August 2006.

**THE BOARD OF COUNTY COMMISSIONERS OF TETON COUNTY, WYOMING**

Leland Christensen, Chair  
Jim Darwiche, Vice-Chair  
Andy Schwartz, Commissioner  
Larry Jorgensen, Commissioner  
Michael F. Gierau, Commissioner

**ATTEST:**

Sherry L. Daigle, County Clerk

**Additional agenda items:**

Mr. Schwartz moved to add the following three items to the agenda. Mr. Darwiche seconded. Motion passed unanimously.

**7. Physician Medical Director Contract**

Rusty Palmer, Jackson Hole Fire/EMS Interim Chief, discussed the contract, and said that Mr. Wallace requested that no changes be made to their agreement. The contract would pay \$12,000.00 for the year, ending June 2007. Mr. Palmer added that Deputy County Attorney Keith Gingery had reviewed and approved the contract.

Mr. Darwiche moved to approve the contract for services between Teton County and Stephen "Buck" Wallace, M.D. and requested and required the Chair to sign. Mr. Gierau seconded. Mr. Jorgensen asked for further clarification regarding the qualification requirements. Mr. Palmer explained the different qualifications. Motion passed unanimously.

**8. TCHA Land Acquisition**

Christine Walker, TCHA, displayed a map of the property they wanted to acquire, and said that it was a five-acre portion of the Rains property. Ms. Walker stated that they were currently under contract to purchase the property, and their intent was to include it in their land-banking program, similar to the Karns Ranch parcel. Ms. Walker stated that the Housing Authority had no intention of doing anything with the property for five to ten years, and she reviewed the reasons the TCHA had deemed the location proper for affordable housing such as proximity to a market, bus stop, pathways, and a major employer in the valley. Ms. Walker stated that the property was not located within the NRO or SRO, and she hoped that the Board would further their plans for improvements to Hwy 390 before they did end up doing anything with the property. She did not feel that the property would be desirable for high-end development because of the possible highway expansion. Ms. Walker reviewed the adjacent property owners, which included Ms. Rains and her daughter, and said that the acquisition would create a buffer to the more single-family residential area to the north.

Ms. Walker explained that state statutes allowed the Housing Authority to purchase land, but that there was a resolution requiring Board approval of housing projects. She added that it had been a policy between the Housing Authority and the Commissioners to ask the Board for their approval of any land acquisitions. Ms. Walker stated that their contract with the seller was contingent upon Board approval, but that they weren't required to ask for approval – they just wanted to insure that the Board approved of their direction, and were aware of their activities.

Mr. Jorgensen asked for further clarification regarding Ms. Walker's comments regarding Board approval of the purchase. Ms. Walker explained that there was a resolution for approval of housing projects, but that she had not seen a written policy requiring Board approval for land acquisition. Mr. Jorgensen said that after speaking with the County Attorney's Office, it was his understanding that there was no authority for the Housing Authority to acquire land without Board approval, and he thought that it was important to clarify it upfront. Ms. Walker reviewed the terms of their contract for Mr. Jorgensen, and stated that those terms would allow the Housing Authority to cash flow the purchase without needing additional funding from the Board. Ms. Walker said that she did not see the approval as a "feel good" vote, but an assurance that the Housing Authority was headed in the right direction.

Mr. Darwiche and Ms. Walker discussed zoning on the property, and the contingency that the land be subdivided. Ms. Walker stated that the property was not platted, so the family subdivision exemption did exist on the parcel. She added that the Housing Authority would need to apply for a zoning change if they ever developed the parcel for more than one unit. Ms. Walker clarified that the entire parcel was not available for purchase, only the five-acre piece.

Mr. Gierau said he understood that the Housing Authority had no intention of development at that time – if ever, and that they had no intent to develop before decisions on Hwy 390 and other large developments in the area were decided upon. Ms. Walker agreed, and said that their Board stated that it was a 50/50 chance they would ever develop the property, but that it was a good investment and kept them in the land game so that they may be able to swap the parcel for a more suitable one in the future. Ms. Walker stated that they hoped that the County would complete their plans for Hwy 390 in the next five to ten years. Mr. Schwartz clarified that WYDOT, not the County, would be re-planning the highway.

Jack Stout, Board Chairman of the TCHA, reiterated that there was an extensive buffer to the north and west of the property and it would serve as some protection for those neighbors to north. Mr. Stout said that they would be willing to provide landscaping if it were ever developed. He stated that they were a long ways away from any development, if it ever happened, but he believed in acquiring land to give them more options down the road. Mr. Christensen

## TETON COUNTY COMMISSIONER'S MINUTES August 15th, 2006

wondered if it would be used as open space if they never developed the parcel. Mr. Stout said that if they did not develop it, it would be sold or swapped for another parcel.

Bruce Simon, Prime Properties, said that they had been marketing the property for four years, and there had been lots of interest from different parties, and several purchase agreements considered affordable housing on the site. Mr. Simon said that because of its close proximity to the highway, it didn't seem to be desirable for single-family residential development. He felt that the purchase by the Housing Authority was the best use. Mr. Simon discussed another potential buyer who backed out because they could not obtain WCDA financing, and did not receive positive feedback from the Planning Commissioners or County Commissioners for affordable housing on the site.

Ed Scheer, Prime Properties, stated that Ms. Rains did not want to part with the entire parcel for sentimental and owner value, and she felt that retaining the 3.7 acres would create a natural barrier for the other landowners. Mr. Darwiche asked for further clarification on subdividing the parcel. Mr. Scheer discussed the fairly simple process of subdividing one lot into two, and reminded the Board that the sale was contingent upon approval of the subdivision. He hoped that it wouldn't take to long, but stated that a contract extension may be necessary.

Amy Kuzsak, Planning Staff, reviewed the process for subdividing the parcel, and stated that the zoning would remain NCSF. Mr. Christensen asked what the development potential was on the property. Mary Shouf, Planning Staff, discussed the configuration, and stated that the Housing Authority would end up with one single-family lot under the NCSF zoning. Mr. Darwiche clarified that the Housing Authority would be obtaining one single-family lot for almost two million dollars.

Mr. Christensen stated that since the item was not advertised on the agenda, the Board had some concern over taking action on the item. He recommended that the Board continue the item to the August 29th regular Board meeting.

Mr. Schwartz agreed that item should be continued to August 29th. He said that he was inclined to support it as land banking was an important component, and he understood what they were trying to accomplish. Mr. Schwartz then moved to continue the item to the August 29th, 2006 regular meeting. Mr. Jorgenson seconded.

Mr. Gierau wondered if Mr. Jorgenson's questions over Board approval had been adequately addressed, and if they should direct Staff to provide further information to clear it up. Mr. Radda said that after talking with Deputy County Attorney Keith Gingery about the matter, he now agreed with Mr. Gingery's determination that land acquisitions should be approved by the Board as they did qualify as "housing projects" under the statute. Mr. Radda reminded the Board that the Housing Authority would have to appear before the Board for approval for any development on the parcel. Mr. Gierau said that his intent was to flush out all issues so that they could be worked on before the August 29th meeting.

Mr. Jorgenson thought that the legality was important to discuss because there had been difficulties in ascertaining and verifying the relationship between the Housing Authority Board and the Commissioners. He felt that the community should be allowed to weigh in on the issue, and he wondered if it were legally permissible for the Housing Authority Board to acquire land and sell or swap it without any plans for an affordable housing project. Mr. Jorgenson preferred that a considered, written opinion from Mr. Radda be presented before the August 29th meeting.

Mr. Simon asked that the Board hold to their August 29th decision date.

Motion passed unanimously.

Mr. Darwiche said that it was a real estate transaction, and they had to look at the zoning as the most important issue. He felt that the location was good, and it could work, but to buy it as a single-family home site was not a value. He added that if a buyer was purchasing the property with the idea that the zoning could be changed to allow for more building, it became more of a value. Mr. Darwiche reiterated that that what it was today was a single-family lot on a busy highway, and that was all he would pay for.

### 9. Pandemic Flu Contract – Amendment #1

Jan Livingston, County Administrator, stated that the amendment was to distribute \$8,270.00 in excess grant monies to the County for the management of Pandemic Flu.

Mr. Schwartz moved to approve Amendment #1 to the Contract between Wyoming Department of Health and Teton County Public Health regarding the Pandemic Flu, and requested and required the Chair to sign. Mr. Jorgenson seconded. Motion passed unanimously.

Meeting recessed until 9:45 am.

### OLD BUSINESS/NEW BUSINESS

1. **Applicant:** Teton County Floodplain Administrator  
**Permit No.** AMD 06-0003; DBA 06-0003  
**Presenter:** Mary Shouf  
**Request:** Amend the Text of the Land Development Regulations, pursuant to Section 5150, Amendments to the Text of These Land Development Regulations or the Official Zoning District Map, to amend the Floodplain Management Resolution, and to adopt new Flood Insurance Rate Maps and a new Flood Insurance Study.  
**Location:** Applies countywide.

Mr. Schwartz moved to postpone the item per Planning Staff's request, to the August 29th, 2006 regular meeting. Mr. Darwiche seconded, and the motion passed unanimously.

2. **Applicant:** Hoback Investments - Hayfields, LLC (Agent: Jorgensen Associates, P.C.)  
**Permit No.** DEV 05-0018; VAR 06-0009  
**Presenter:** Jennifer Bodine

## TETON COUNTY COMMISSIONER'S MINUTES

August 29th, 2006

Mr. Schwartz moved to adjourn as the Teton County Scenic Preserve Trust. Mr. Gierau seconded. Motion passed unanimously.

### 2. TCHA Wilson Park Development Application

Christine Walker, Teton County Housing Authority, stated that the County Attorney had recommended that Teton County sign the application for the Final Development Plan for Wilson Park in addition to Rob and Cindy Williams, Teton County School District, and the Housing Authority. Ms. Walker explained that the County owned the section of land that the Housing Authority would be using to fulfill their landscape requirements on the project. Gary Suiter, Interim Planning Director, explained to Mr. Schwartz that by signing the application themselves it would give the County more control in general – rather than having their agent sign for them.

Mr. Schwartz moved to approve the request to have Teton County sign the application as a partner on the Wilson Park Development Application. Mr. Gierau seconded. Motion passed unanimously.

### 3. TCHA Land Acquisition

Ms. Walker reviewed the request as outlined in her Staff Report to the Board dated August 23rd, 2006. Ms. Walker also provided a power point presentation to highlight their accomplishments, the County's needs for affordable housing, the TCHA land-banking program, their current projects, and the benefits to purchasing the Rains property. Ms. Walker introduced TCHA staff members, and attending Board members, and she thanked Sally Rains for her endorsement of affordable housing.

Ms. Walker discussed the appraisal of the property, comparable properties, and how the proximity to the highway made it a less desirable property for a single-family home site. Ms. Walker said that the TCHA felt that the cost per acre and subsidy was very fair, and added that they knew that if they developed the property, they would have to apply for a zoning change to allow for more density, and they knew that it was not a guaranteed approval. Ms. Walker recited the zoning and purchase price of the KOA campground for Mr. Schwartz. Mr. Christensen felt that they needed to further discuss the appraised value of \$950,000.00 versus the contracted price of \$1,950,000.00.

Jack Stout, TCHA Board President, further discussed the comparables used in the appraisal, and mentioned that the purchase price of \$8,500,000.00 for the 14.96 acre KOA site was far more per acre than what they would be paying for the Rains property, and both properties would have similar development. Ms. Stout added that they knew they would have to subsidize, and as a Board, they were not concerned over the low appraisal.

Sally Rains, Seller, stated that the appraiser had told her that a more accurate appraisal could not be completed until the property was subdivided.

Ed Scheer, Prime Properties, confirmed that the KOA did close for at least \$8.5 million dollars. He felt that in terms of looking at the appraisal, it was hard to quantify and justify because the comps were from a year ago, and inventories have dropped considerably. He felt that the high-end single-family homeowners in the area would be shocked to hear of the low appraisal. Mr. Scheer added that it was hard to have an accurate value with year-old market data.

Bruce Simon, Prime Properties, said that he had used Rocky Mountain Appraisals several times, and that his appraisals were always conservative. Mr. Simon discussed his properties in Victor Idaho, and how they had too been appraised lower than expected. He urged the Board not to get hung up on the appraisal.

Jack Lewis felt that the Housing Authority effort was admirable, and it behooved everyone to do the right thing and support the Housing Authority's efforts to create more affordable housing in the County. He said that he supported TCHA, and hoped that the Board would move ahead.

Ms. Rains handed out a letter of support from neighbors Laury and Hernando Pardo for the Board to review.

Mr. Christensen confirmed with the Board that they had seen the County Attorney's opinion on the matter.

Mr. Darwiche said that he came to the meeting thinking that he would abstain from discussion due to personal issues with Mr. Scheer, but he realized that the need to weigh in on the issue was greater than personal conflicts because more affordable housing could affect many lives. He thought that land banking was smart, and he totally supported TCHA's land banking program. Mr. Darwiche felt that the location was ideal because of its close proximity to the bus, a market, the pathway, a bank, restaurants, and because infrastructure was already in place. He added that all of the properties he had purchased had been for more than the appraised value, and he was glad he had purchased them anyway.

Mr. Schwartz said that he had never been concerned over the appraisal and had assumed it would come in lower. He said that although the land banking involved risk, he was willing to risk it for the potential it would create. Mr. Schwartz wondered if Ms. Rains would consider lowering the price, although his vote would not be conditioned on it.

Mr. Gierau moved to approve the decision by the TCHA Board to purchase the Rains property in the amount of \$1,950,000.00. Mr. Schwartz seconded.

Mr. Jorgenson said that he felt that the County Attorney's opinion should be made public. Mr. Darwiche did not agree that it should be read, as it was only an opinion.

Deputy County Attorney Keith Gingery stated that Deputy County Attorney Jim Radda had issued the opinion, and if a majority voted in favor of releasing it to the public, the Board could do so as they were the clients.

Mr. Jorgenson felt that it was important to release it because it kind of guided them on what they were trying to do for affordable housing. Mr. Christensen felt that it might be appropriate to have the TCHA Board read it, but clarified that it was only an opinion. Mr. Gierau did not feel that it needed to be released to the public. Mr. Schwartz did not know if there was a compelling need to release the opinion in terms of what they were doing in the meeting. Mr. Christensen felt that if the Housing Authority were able to see it, it should be made available to everyone. Mr. Schwartz said he wanted to deal with the issue at hand only, and did not feel that discussing the opinion was

**TETON COUNTY COMMISSIONER'S MINUTES**  
**August 29th, 2006**

necessary, and they could discuss it at a later time. Mr. Christensen felt that the opinion tied to motion.

Mr. Christensen granted a recess per Mr. Gierau's request. Meeting was reconvened at 10:15 am.

Mr. Christensen said that after discussing the appraisal with several people, he felt better about the difference, and reminded everyone that the SPET ballot language included using the money for land banking. He agreed that land banking was a good investment, and would provide good opportunities.

Mr. Jorgenson discussed their decision to delay their vote so that the process and project could be strengthened. Mr. Jorgenson said that he was still concerned over whether it was necessary for the Board to approve the acquisition of land by the Housing Authority, or if by Statute the Housing Authority could acquire land on their own. He felt that when going forward in the future, the Housing Authority needed to address how the program was guided. Mr. Jorgenson felt that it was an excellent, well-done project, and said that although the appraisal was troublesome, he understood how it happened. Mr. Jorgenson and Mr. Scheer further discussed a provision in the sales contract regarding earnest money, and Ms. Walker clarified that their money would be refunded if the subdivision were denied.

Motion passed unanimously.

When the regular meeting was resumed at 2:00 pm, Mr. Jorgenson asked that he be allowed to change his vote, and oppose the motion. The Board agreed that Mr. Jorgenson's change of vote should be reflected.

Motion passed 4 to 1, with Mr. Jorgenson opposed.

Mr. Jorgenson later explained that the discrepancy in value did in fact bother him, as did the fact that the Board was not involved in the negotiations. He added that he did not want those things to detract from the fact that the property was a good choice, but was procedurally why he felt he should change his vote.

**4. Parks and Recreation – Approval of contract for public tree inventory and assessment services**

Steve Foster, Parks and Recreation, discussed the request to hire consultant services for inventory, identification, management plan, and input for the Urban Tree Inventory Phase Two. He added that the State of Wyoming Community Forest Office had recommended the Davey Resource Group, and that Parks and Recreation would receive a \$3,000.00 reimbursement through the State.

Mr. Schwartz moved to award the contract for the Teton County/Town of Jackson Urban Tree Inventory and Database Software Davey Resource Group for a total amount of \$6,000.00. Mr. Darwiche seconded. Motion passed unanimously.

**5. Parks and Recreation – Proposal for recreation center exterior door replacement**

Mr. Foster requested that the Board postpone the item to the September 12th, 2006 regular meeting as no bids had been received.

Mr. Gierau moved to postpone the item to the September 12th, 2006 regular meeting. Mr. Darwiche seconded. Motion passed 4 to 1. Mr. Jorgenson was absent from the vote.

**6. Contract for Snow Removal - #1-06-S South Park area, #2-06-S Fall Creek area, #3-06-S Spring Gulch area**

Conan Beesley, Road and Levee Department, reviewed each bidder recommended for approval, and stated that the Spring Gulch Area would have the only new contractor - Guthrie Construction. Mr. Beesley confirmed that he had inspected Mr. Guthrie's equipment, and would be obtaining his Performance Bond and Insurance if approved.

Mr. Schwartz and Mr. Beesley discussed the cost variations for the different roads.

Mr. Darwiche moved to approve the Snow Removal Contract #01-06-S to Evans Construction, Contract #2-06-S to Yellow Iron Excavating, and Contract #3-06-S to Guthrie Construction, and requested and required the Chair to sign the contracts. Mr. Gierau seconded. Motion passed unanimously.

**7. Contract for Maintenance - #1-06-M Countywide dustgurd**

Mr. Beesley recommended that Hunt Construction Inc. be awarded the dustgurd contract.

Mr. Darwiche moved to approve the Contract for Maintenance #1-06-M to Hunt Construction, Inc., and requested and required the Chair to sign. Mr. Gierau seconded. Motion passed unanimously.

Mr. Gierau moved to hear additional agenda item #10 – Hydrographer Commissioner Contract, as the next item. Mr. Schwartz seconded. Motion passed unanimously.

**8. Hydrographer Commissioner Contract**

Mr. Beesley explained that the only change to the contract from past years was in regards to the mileage reimbursement rate.

Mr. Darwiche moved to approve the agreement between Teton County and the Wyoming State Engineer's Office to provide for Hydrographer Water Commissioner services. Mr. Gierau seconded. Motion passed unanimously.

**9. Approval of Director of Administrative Services Contract**

Mr. Gierau moved for approval of the County Administrator Contract. Mr. Schwartz seconded.

Mr. Christensen wondered if the Board would like to further discuss the areas of concern they had over the contract. Mr. Darwiche said that he was not prepared to discuss the item, as he had thought that they were going to postpone



Rocky Mountain Appraisals

File No. HousingAuth06

***** INVOICE *****

File Number: HousingAuth06

August 28, 2006

Teton County Housing Authority

Borrower : N/A

Invoice # :  
Order Date :  
Reference/Case # :  
PO Number :

3600 Kennel Lane  
Wilson, WY 83014

Land Appraisal	\$	550.00
	\$	-----
Invoice Total	\$	550.00
State Sales Tax @	\$	0.00
Deposit	(\$	)
Deposit	(\$	)
	-----	
Amount Due	\$	550.00

Terms:

Please Make Check Payable To:

Rocky Mountain Appraisals  
P.O. Box 9488  
Jackson, WY 83002

Fed. I.D. #: 83-0321232

Rocky Mountain Appraisals  
P.O Box 9488, Jackson, WY 83002

**APPRAISAL OF**



Vacant Land

**LOCATED AT:**

3600 Kennel Lane  
Wilson, WY 83014

**FOR:**

Teton County Housing Authority

**BORROWER:**

N/A

**AS OF:**

August 25, 2006

**BY:**

Andrew Cornish, SRA / Rocky Mountain Appraisals

August 28, 2006

Teton County Housing Authority

File Number: HousingAuth06

To Whom It May Concern:

In fulfillment of the request of Teton County Housing Authority, I am pleased to transmit herewith a Summary Report of the estimated market value of the fee simple interest in the below-referenced real estate. The report sets forth my value conclusion along with a summary of the supporting data and reasoning that form the basis of my opinion. The value opinion is qualified by certain definitions, limiting conditions, and certifications which are set forth in the report and addendum.

3600 Kennel Lane  
Wilson, WY 83014

The report has been prepared for the sole use of Teton County Housing Authority in the asset valuation/possible real estate purchase decision making process. It is not intended for the use of others or for other uses. This report was finalized on August 28, 2006. The effective date of this appraisal is the initial date of inspection, which is noted to be:

August 25, 2006

\$950,000  
Nine Hundred Fifty Thousand Dollars

The above-referenced value represents our estimate of the market value of the fee simple interest in the subject property. This is a hypothetical appraisal that has been written under the hypothetical assumption that the proposed subdivision to the subject property will be accepted. Stephen Barclay contributed significant professional assistance in the writing of this report in the capacity of an appraisal trainee.

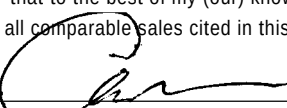
Sincerely,



Andrew Cornish, SRA / Rocky Mountain Appraisals

Summary Report  
LAND APPRAISAL REPORT

File No. HousingAuth06

SUBJECT	Property Address 3600 Kennel Lane				Census Tract N/A				LENDER DISCRETIONARY USE					
	City Wilson		County Teton		State WY		Zip Code 83014							
	Legal Description PT SW1/4NW1/4, SEC 12, TWP 41, RNG 117. (Portion of TRACT W, Map T-90-H)								Date					
	Owner/Occupant Rains				Map Reference Not Platted				Mortgage Amount \$					
	Sale Price \$ 1,950,000				Date of Sale Pending				Mortgage Type					
	Loan charges/concessions to be paid by seller \$ None				<input checked="" type="checkbox"/> Fee Simple				Discount Points and Other Concessions					
R.E. Taxes \$ **4365.17				Tax Year 2006		HOA \$/Mo. None Known		<input type="checkbox"/> Leashold						
Lender/Client Teton County Housing Authority				<input type="checkbox"/> Condominium (HUD/VA)				Paid by Seller \$						
				<input type="checkbox"/> PUD				Source						
NEIGHBORHOOD	LOCATION		<input type="checkbox"/> Urban		<input checked="" type="checkbox"/> Suburban		<input type="checkbox"/> Rural		NEIGHBORHOOD ANALYSIS					
	BUILT UP		<input type="checkbox"/> Over 75%		<input checked="" type="checkbox"/> 25-75%		<input type="checkbox"/> Under 25%		Employment Stability		Good	Avg.	Fair	Poor
	GROWTH RATE		<input type="checkbox"/> Rapid		<input checked="" type="checkbox"/> Stable		<input type="checkbox"/> Slow		Convenience to Employment		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PROPERTY VALUES		<input checked="" type="checkbox"/> Increasing		<input type="checkbox"/> Stable		<input type="checkbox"/> Declining		Convenience to Shopping		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	DEMAND/SUPPLY		<input type="checkbox"/> Shortage		<input checked="" type="checkbox"/> In Balance		<input type="checkbox"/> Over Supply		Convenience to Schools		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	MARKETING TIME		<input type="checkbox"/> Under 3 Mos.		<input type="checkbox"/> 3-6 Mos.		<input checked="" type="checkbox"/> Over 6 Mos.		Adequacy of Public Transportation		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PRESENT LAND USE %		LAND USE CHANGE		PREDOMINANT OCCUPANCY		SINGLE FAMILY HOUSING		Recreation Facilities		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Single Family 70%		Not Likely <input checked="" type="checkbox"/>		Owner <input checked="" type="checkbox"/>		PRICE AGE		Adequacy of Facilities		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2-4 Family		Likely <input type="checkbox"/>		Tenant <input type="checkbox"/>		\$ (000) (yrs)		Property Compatibility		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Multi-Family		In process <input type="checkbox"/>		Vacant (0-5%) <input checked="" type="checkbox"/>		400 Low New		Protection from Detrimental Cond.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial		To:		Vacant (over 5%) <input type="checkbox"/>		8000 High 20		Police & Fire Protection		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Industrial						Predominant		General Appearance of Properties		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vacant 30%						2000 - 10		Appeal to Market		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Note: Race or the racial composition of the neighborhood are not considered reliable appraisal factors.														
COMMENTS See Attached Addendum.														
SITE	Dimensions Irregular								Topography		Basically Level			
	Site Area 5 Acres				Corner Lot No				Size		Typical for Area			
	Zoning Classification NC-SF				Zoning Compliance Yes				Shape		Irregular/Typical			
	HIGHEST & BEST USE: Present Use Yes				Other Use No				Drainage		Appears Adequate			
	UTILITIES		Public Other		SITE IMPROVEMENTS Type		Public Private		View		Mountains/Good			
	Electricity		<input checked="" type="checkbox"/>		Street Undeveloped		<input type="checkbox"/>		Landscaping		Natural/Good			
	Gas		<input type="checkbox"/> None / Typical		Curb/Gutter None/Typical		<input type="checkbox"/>		Driveway		Undeveloped			
	Water		<input type="checkbox"/> Undeveloped		Sidewalk None/Typical		<input type="checkbox"/>		Apparent Easements		Road / of record			
	Sanitary Sewer		<input type="checkbox"/> Undeveloped		Street Lights None/Typical		<input type="checkbox"/>		FEMA Flood Hazard		Yes* No <input checked="" type="checkbox"/>			
	Storm Sewer		<input type="checkbox"/> None / Typical		Alley None		<input type="checkbox"/>		FEMA* Map/Zone		56039CO540 B			
Comments (Apparent adverse easements, encroachments, special assessments, slide areas, etc.): See Attached Addendum.														
The undersigned has recited three recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than, the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to, or less favorable than, the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.														
SALES COMPARISON ANALYSIS	ITEM		SUBJECT		COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3					
	Address		3600 Kennel Lane, Wilson		4870 H-H-R Ranch Road, Wilson, WY		485 N. Fall Creek Road S. of Wilson, WY		Lot 104, John Dodge Homestead N. of Wilson, WY					
	Proximity to Subject		2 Miles		3.65 Miles		200 Yards							
	Sales Price		\$ 1,950,000		\$ 950,000		\$ 1,150,000		\$ 725,000					
	Price/		\$ <input checked="" type="checkbox"/>		\$ <input checked="" type="checkbox"/>		\$ <input checked="" type="checkbox"/>		\$ <input checked="" type="checkbox"/>					
	Data Source		Inspection		Teton Co. MLS/Public Records		Teton Co. MLS/Inspec.		Teton Co. MLS/Inspec.					
	VALUE ADJUSTMENTS		DESCRIPTION		DESCRIPTION		DESCRIPTION		DESCRIPTION					
	Sales or Financing		Market Terms		Market Terms		Market Terms		Market Terms					
	Concessions		DOM 335		DOM 395		DOM 127							
	Date of Sale/Time		N/A		03/18/2006 83,125		04/20/2006 80,500		09/28/2005 139,562					
	Location		Very Good		Comparable		Comparable		Comparable					
	Site/View		Mountains/Good		Comparable		Comparable		Comparable					
	Size		5 Acres		4.81 Acres		5.13 Acres		5.13 Acres					
					None in past		Not sold in past		None in past					
					12 months		12 months		12 months					
	Net Adj. (total)		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 83,125		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 80,500		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 139,562							
	Indicated Value of Subject		Gross: 9		Gross: 7		Gross: 19							
		Net: 9 \$ 1,033,125		Net: 7 \$ 1,230,500		Net: 19 \$ 864,562								
Comments of Sales Comparison: See Attached Explanatory Comments.														
RECONCILIATION	Comments and Conditions of Appraisal: See Attached Addendum.													
	Final Reconciliation: The sales comparison approach provides the best indication of value in the current market and was given full consideration in the reconciliation of value.													
I (WE) ESTIMATE THE MARKET VALUE, AS DEFINED, OF THE SUBJECT PROPERTY AS OF August 25, 2006 to be \$ 950,000														
I (We) certify: that to the best of my (our) knowledge and belief, the facts and data used herein are true and correct; that I (we) personally inspected the subject property and inspected all comparable sales cited in this report; and that I (we) have no undisclosed interest, present or prospective therein.														
Appraiser(s)  Review Appraiser <input type="checkbox"/> Did <input type="checkbox"/> Did Not Inspect Property														
Andrew Cornish, SRA / Rocky Mountain Appraisals (if applicable)														



Summary Report

LAND APPRAISAL REPORT

File No. HousingAuth06

The undersigned has recited three recent sales of properties most similiar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment, reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to, or more favorable than, the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to, or less favorable than, the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.

SALES COMPARISON ANALYSIS

ITEM	SUBJECT	COMPARABLE NO. 4		COMPARABLE NO. 5		COMPARABLE NO. 6	
Address	3600 Kennel Lane Wilson	550 Phelps Canyon Road N. of Jackson, WY		Lot 105, John Dodge Homestead N. of Jackson, WY			
Proximity to Subject		6.5 Miles		300 Yards			
Sales Price	\$ 1,950,000		\$ 1,225,000		\$ 725,000		\$
Price/	\$ 7		\$ 7		\$ 7		\$ 7
Data Source	Inspection	Teton Co.MLS/Inspec.		Teton Co.MLS/Inspec.			
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	+(-)\$ Adjustment	DESCRIPTION	+(-)\$ Adjustment	DESCRIPTION	+(-)\$ Adjustment
Sales or Financing Concessions		Market Terms DOM 277		Market Terms DOM 127			
Date of Sale/Time	N/A	06/29/2006	42,875	09/28/2005	139,562		
Location	Very Good	Comparable		Comparable			
Site/View	Mountains/Good	Comparable		Comparable			
Size	5 Acres	5.2 Acres		3.86 Acres			
		Not sold in past 12 months		Not sold in past 12 months			
Net Adj. (total)		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 42,875		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 139,562		<input checked="" type="checkbox"/> + <input type="checkbox"/> - \$ 0	
Indicated Value of Subject		Gross: 4		Gross: 19		Gross: 0	
		Net: 4 \$ 1,267,875		Net: 19 \$ 864,562		Net: 0 \$ 0	

ADDITIONAL COMMENTS

ADDENDUM

Borrower: N/A		File No.: HousingAuth06	
Property Address: 3600 Kennel Lane		Case No.:	
City: Wilson	State: WY	Zip: 83014	
Lender: Teton County Housing Authority			

Explanatory Comments

Purpose of the Appraisal

Unless otherwise stated, the purpose of the appraisal is to arrive at an estimate of value that is supportable and defensible as to the date of inspection.

Intended Use of the Appraisal

Unless otherwise stated, this appraisal is intended only for the use of the stated client. This appraisal is intended to be used by that client as a guide in the asset valuation/possible real estate purchase decision making process. Use of this appraisal by others or for other purposes is not intended by the appraiser.

Scope of the Appraisal

The scope of work included in this appraisal is the result of the employment of the methodologies necessary to produce a credible appraisal product. This report has been prepared in conformity with the Uniform Standards of Professional Appraisal Practice promulgated by the Appraisal Standards Board of the Appraisal Foundation and the Appraisal Institute. In preparation of this assignment the appraiser has inspected the subject property and the comparables that were used. General and specific data was gathered from Teton County MLS, the appraiser's database, grantors, grantees, national cost services and public record. As Wyoming is a non-disclosure state, third-party sources were relied on for sales and property data. The appraiser is not a certified inspector or engineer, and the property inspection process does not sub-surface inspections.

Highest and Best Use

Unless otherwise stated, the highest and best use of the subject property as vacant is for single-family residential use. Unless otherwise stated, the highest and best use of the subject property as improved is for continued use of the subject property as it currently exists (with the exception of the correction of items of curable depreciation). In ascertaining the highest and best use of the subject property (both as vacant and as improved), it has been determined that single-family use of the subject property is physically possible, legally permissible, financially feasible, and maximally productive.

Area Analysis

The subject property is located in Teton County, Wyoming. Located in the northwest corner of the State of Wyoming, the Teton County area is bounded to the north by Yellowstone and Grand Teton national parks, to the south by the Snake River Range and Grays River Range, to the east by the Gros Ventre and Wind River Ranges, and to the west by the Teton Mountain Range. Teton County is a Valley area approximately 90 miles long by 30 miles wide and is frequently referred to as Jackson "Hole," in reference to the valley's high, mountainous boundaries. The Jackson/Teton economy is centered around the tourism generated by the area's international attractions, namely Yellowstone National Park, Grand Teton National Park, and the Jackson Hole Ski Area.

The population of Teton County was reported by the 2000 U.S. Census to be 18,251 persons, with 8,647 of the residents living within the Town of Jackson. This figure represented a 63.36% increase over the population estimated reported by the 1990 U.S. Census. The accelerated growth rate has been hypothesized to be at least partially responsible for increasing value trends that have been observed in Teton County during this time period. By comparison, Wyoming's population increased by 8.9% during the same period, and the U.S. population increased by 13.1%.

Approximately 3% of lands located within Teton County, Wyoming are available for development. The remaining land is allocated between National Forest, National Parks or other forms of publicly or privately protected lands. The shortage of developable land in Teton County, coupled with the area's recreational amenities has historically caused real estate prices to be well above the national average. Subsequently, land to value ratio's regularly exceed 25% and can be as high as 100%. Additionally, The shortage of land combined with the healthy growth rate of Teton County has caused many neighborhoods in this market area to exhibit a lack of conformity. This phenomenon is accentuated by the fact that Teton County draws new residents from the entire country, with many of these new residents bringing with them their own architectural styles. As a result, it is not uncommon to find price-conscious homes in the same neighborhood as expensive homes. This is especially true in older neighborhoods. The diversity exhibited by these neighborhoods is considered somewhat typical in Teton County and does not adversely effect marketability to the degree that it might in market areas where an abundance of vacant land has facilitated the development of distinct neighborhoods that are delineated by housing style and quality. The above-listed characteristics frequently necessitate the writing of an appraisal which does not conform to underwriting guidelines which were developed for larger metropolitan areas.

Neighborhood Comments

The subject is located north of the unincorporated town of Wilson, WY. Homes in this area are proximal to the Teton Pines golf course community and Teton Village Resort ski area. Homes in this area benefit from good views of the surrounding mountains.

Neighborhood Market Conditions

Reviewing the sales data for detached single-family residences for 2005 as compared to 2004, there was a marked increase in the number of sales (33.07%), average sales price (15.93%), and median sales price (21.60%). The combination of the increasing number of sales and the increasing value trend resulted in an

ADDENDUM

Borrower: N/A		File No.: HousingAuth06	
Property Address: 3600 Kennel Lane		Case No.:	
City: Wilson	State: WY	Zip: 83014	
Lender: Teton County Housing Authority			

upward spike in the total dollar volume of detached single-family residence of 52.87%. Further evidence of the strength of the single-family home market was noted through the observation of 52 homes that sold and then re-sold during the period between 2003 and 2005. These “paired sales” exhibited average appreciation rates (not compounded) ranging from 0% to 3.55% per month. The average appreciation noted from this data was a rate of 1.21% per month or 14.54% per year.

Both homesite and attached home (condominium/townhome) sales showed growth as well, with the golfing-oriented development the Three Creek Ranch and a new filing in the Jackson Hole Golf and Tennis contributing significantly to lot sale numbers. Overall, sales for Townhomes and Condominiums increased in number by 17.11% and by 55.66% in dollar volume. The average price of an attached home in Teton County increased by 32.92% in 2005, with a large part of this increase being due to strong sales of attached residences at the Four Seasons Resort. However, this is likely a relatively conservative estimate of overall growth due to the impact of several apartment-to-condominium conversions that diluted average sales price numbers. Some of this dilution was offset by increased activity in resort conformism surrounding the Jackson Hole Mountain Resort. In particular, many of the older condominiums experience price growth due to their perception as relative bargains compared to the higher prices being asked by developers for their newer condo-tel products. Overall, homesite sales in 2005 showed an increase in number of sales (12.44%), dollar volume of sales (33.26%), average sale price (19.99%), and median sale price (38.02%). Examining sales of lots that had sold in 2005 and had at least one previous sale during the preceding two year period revealed 15 such “paired sales.” Removing the influence of anomalies and “flipped sales” from developer’s initial offerings, these sales showed an average annual rate of appreciation of 24.43% during this period.

In addition to positive indications being provided from the review of sales data, review of market supply (inventory) numbers provides some positive indicators as well, with comparisons between 2004 and 2005 showing a contracting supply of attached homes (-11.54%) and moderately-priced lots (-57.89%). The contraction of supply in the attached home market is somewhat offset by a slight increase (4.29%) in single-family home inventory. However, noting the waning inventory of moderately-priced lots, it is a reasonable hypothesis that the supply of homes priced less than \$1,000,000 should contract, giving an additional boost to this market segment. The higher-end single-family home market will likely remain strong as well. However, the unknown of the planned supply in this market segment dictates that a more reserved outlook be applied to the high-end home market.

Site Comments

The subject property is configured as one large 8.7 acre parcel. However, there is currently a proposed subdivision which would create a 3.7 acre site with a home on it and a vacant 5 acre parcel. This appraisal is for the proposed 5 acre vacant parcel and no consideration has been given to the adjacent 3.7 acre site or its improvements. This is a hypothetical appraisal written under the hypothetical assumption that the subdivision has been approved as configured in the proposed plat map provided. It is an assumption of this appraisal that the subdivision will be approved. If the subdivision is not approved then the subject will remain as it is on an 8.7 acre site with a house.

There is a ditch that traverses a small corner of the subject parcel.

The subject parcel is accessed from Kennel Lane. There are no known easements that would adversely affect the subject site. This was verified by Teton County Records and the proposed plat map provided.

According to the Teton County Planning Department, under current zoning, the subject property cannot be further subdivided. The subject property is zoned NC-SF. This property has been appraised under its current zoning and no consideration has been given to any increment in value that may be created by a potential zone change.

The subject site is bordered to the east by Moose-Wilson road and is subject to some traffic related noises.

Comments on Sales Comparison

Location and acreage adjustments are based on the differences between the estimated site value of the subject and estimated site value of the comparable being adjusted. These adjustments are based on appraiser opinion, realtor interview, and inspections. The comparables have been adjusted for changing market conditions (appreciation) at a rate of 1.75% per month.

Five comparables from the subject's market area have been used in this report. Due to the lack of recent market data from the subject's development, some of the comparables are more than 6 months old, and some are located further than one mile from the subject. The comparables used in this report are considered the best available.

Comparable No. 1 is the recent sale of a slightly smaller site located in a development to the south of the subject site and no adjustments have been applied.

Comparable No. 2 is the recent sale of a slightly larger site located south of the subject. This comparable is located on a bluff and may require a four wheel drive vehicle for access during winter months. No adjustments have been applied to this comparable.

Comparable No. 3 is the older sale of a site located proximal to the subject. This comparable, like the subject,

ADDENDUM

Borrower: N/A		File No.: HousingAuth06	
Property Address: 3600 Kennel Lane		Case No.:	
City: Wilson	State: WY	Zip: 83014	
Lender: Teton County Housing Authority			

borders Moose-Wilson Road and no adjustments have been applied. There is a utility and road easement that run through the western end of this comparable's land. Also, this comparable has ditches that traverse the center and eastern end of the property.

Comparable No. 4 is the recent sale of a larger site located northeast of the subject in the Solitude development. This comparable has excellent views of the Teton Mountain Range including Grand Teton Peak and no adjustments have been applied.

Comparable No. 5 is the older sale of a site located proximal to the subject. This comparable, like the subject, borders Moose-Wilson Road and no adjustments have been applied.

Comparables No. 1 and No. 2 and recent sales, are located in the subject's market area, and bracket the subject's acreage. Comparables No. 3 and No. 5 are located proximal to the subject, border Moose-Wilson Road (like the subject), and bracket the subject's acreage. For these reasons, Comparables No. 1, No. 2, No. 3, and No. 5 have been given consideration in the reconciliation of the sales comparison approach.

Marketing Time

The Uniform Standards of Professional Appraisal Practice defines marketing time as "[t]he amount of time it might take to sell a property interest in real estate at the concluded market value level during the period immediately after the effective date of the appraisal." Based on the reported marketing time of the Comparables, the subjects unique location and proximal listings, it is estimated that the subject property should have a marketing time of 6 to 12 months.

Exposure Time

The Uniform Standards of Professional Appraisal Practice defines exposure time as "[t]he estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal." Based on the reported marketing time of the Comparables, the subjects unique location and proximal listings, the value estimate contained in this appraisal is predicated upon the subject property having been exposed to the open market for a period of time of not less than 6 months.

Condition of Appraisal Comments

The Income and Cost Approaches are not applicable to the subject property and were not used in this appraisal. This is a summary appraisal of a complete report. Additional conditions of this appraisal are located in the addendum of the report.

The subject property is configured as one large 8.7 acre parcel. However, there is currently a proposed subdivision which would create a 3.7 acre site with a home on it and a vacant 5 acre parcel. This appraisal is for the proposed 5 acre vacant parcel and no consideration has been given to the adjacent 3.7 acre site or its improvements. This is a hypothetical appraisal written under the hypothetical assumption that the subdivision has been approved as configured in the proposed plat map provided. It is an assumption of this appraisal that the subdivision will be approved. If the subdivision is not approved then the subject will remain as it is on an 8.7 acre site with a house.

According to the Teton County Planning Department, under current zoning, the subject property cannot be further subdivided. The subject property is currently zoned NC-SF. This property has been appraised under its current zoning and no consideration has been given to any increment in value that may be created by a potential zone change.

Analysis of Current Agreements

The subject property is currently pending at \$1,950,000 (per contract provided). None of the other sales comparables have sold in the last 12 months prior to the previously mentioned sales.



SUBJECT PROPERTY PHOTO ADDENDUM

Borrower: N/A		File No.:	HousingAuth06
Property Address: 3600 Kennel Lane		Case No.:	
City: Wilson	State: WY	Zip:	83014
Lender: Teton County Housing Authority			



FRONT VIEW OF  
SUBJECT PROPERTY

Appraised Date: August 25, 2006



REAR VIEW OF  
SUBJECT PROPERTY



STREET SCENE

COMPARABLE PROPERTY PHOTO ADDENDUM			
Borrower: N/A		File No.: HousingAuth06	
Property Address: 3600 Kennel Lane		Case No.:	
City: Wilson		State: WY	Zip: 83014
Lender: Teton County Housing Authority			



COMPARABLE SALE #1

4870 H-H-R Ranch Road  
Wilson, WY  
Sale Date: 03/18/2006  
Sale Price: \$ 950,000



COMPARABLE SALE #2

485 N. Fall Creek Road  
S. of Wilson, WY  
Sale Date: 04/20/2006  
Sale Price: \$ 1,150,000



COMPARABLE SALE #3

Lot 104, John Dodge Homestead  
N. of Wilson, WY  
Sale Date: 09/28/2005  
Sale Price: \$ 725,000



COMPARABLE PROPERTY PHOTO ADDENDUM			
Borrower: N/A		File No.: HousingAuth06	
Property Address: 3600 Kennel Lane		Case No.:	
City: Wilson		State: WY	Zip: 83014
Lender: Teton County Housing Authority			



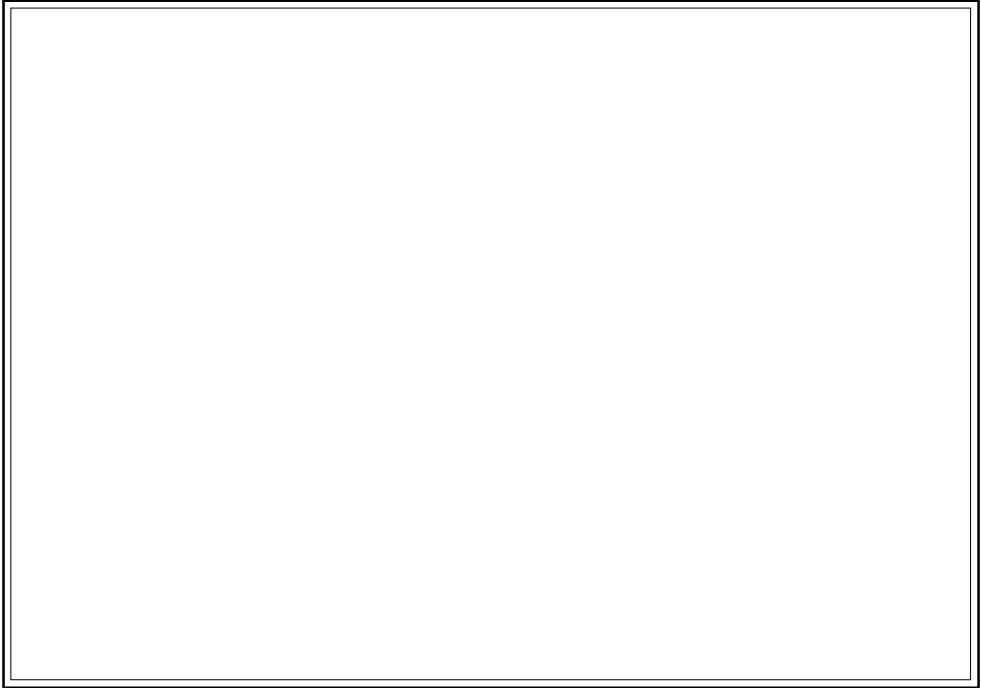
COMPARABLE SALE #4

550 Phelps Canyon Road  
N. of Jackson, WY  
Sale Date: 06/29/2006  
Sale Price: \$ 1,225,000



COMPARABLE SALE #5

Lot 105, John Dodge Homestead  
N. of Jackson, WY  
Sale Date: 09/28/2005  
Sale Price: \$ 725,000

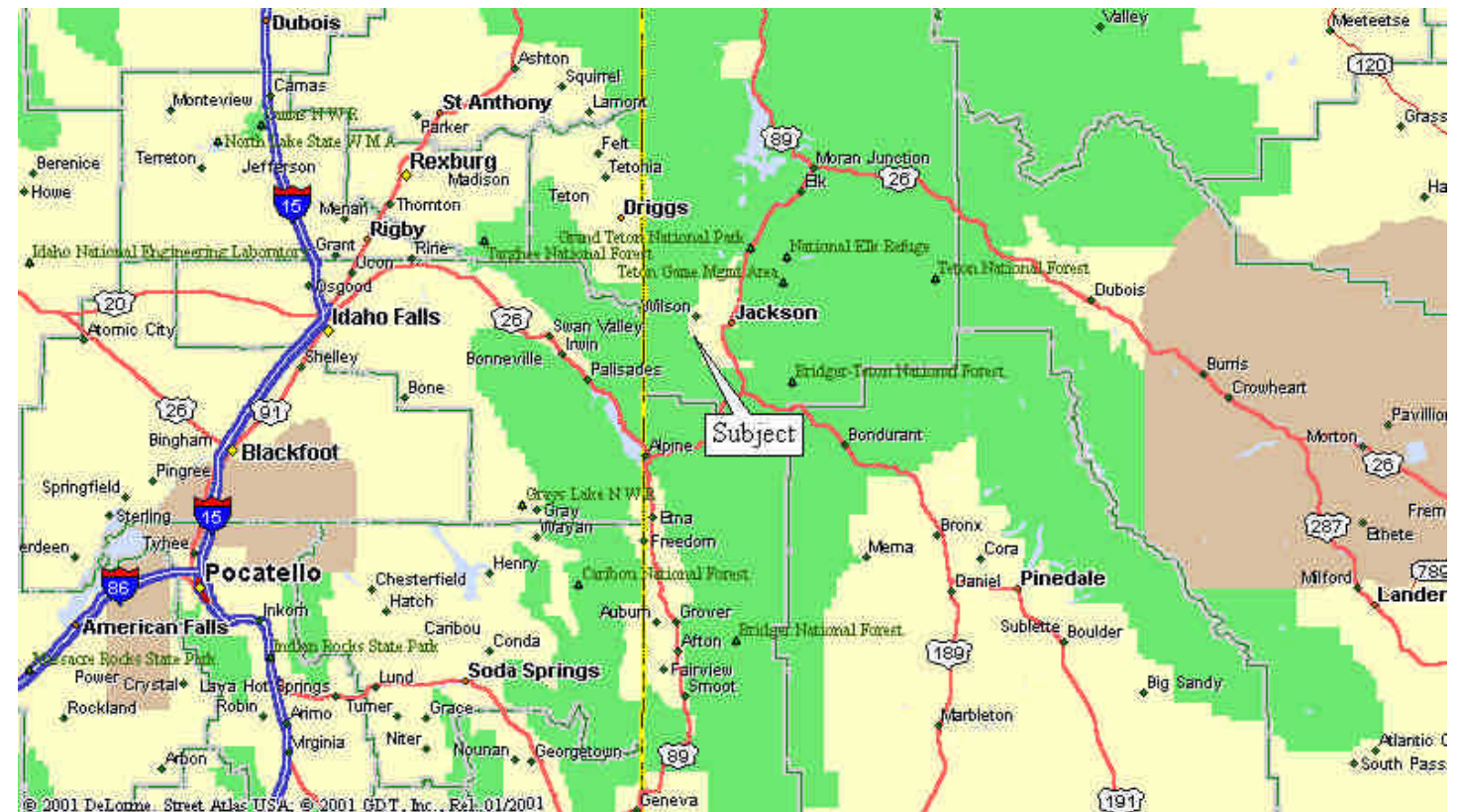


COMPARABLE SALE #6

Sale Date:  
Sale Price: \$

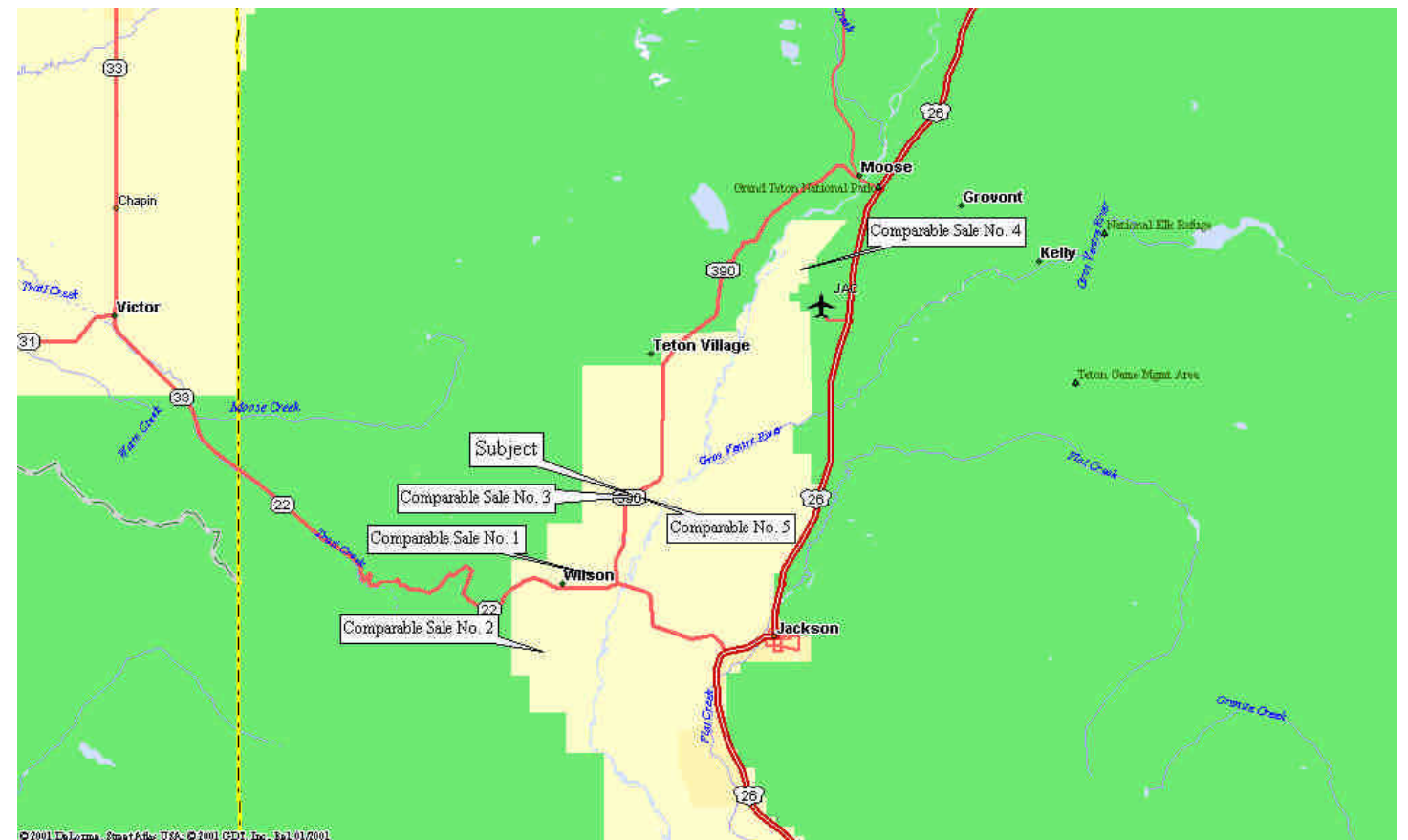
LOCATION MAP

Borrower: N/A		File No.: HousingAuth06
Property Address: 3600 Kennel Lane		Case No.:
City: Wilson	State: WY	Zip: 83014
Lender: Teton County Housing Authority		





Borrower: N/A	File No.: HousingAuth06
Property Address: 3600 Kennel Lane	Case No.:
City: Wilson	State: WY
Lender: Teton County Housing Authority	Zip: 83014



Borrower: N/A	File No.: HousingAuth06
Property Address: 3600 Kennel Lane	Case No.:
City: Wilson	State: WY Zip: 83014
Lender: Teton County Housing Authority	

### **Appraiser's Certification**

I certify that to the best of my knowledge and belief:

1. The statements of fact in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, unbiased professional analysis, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest or bias with respect to the parties involved with this assignment.
4. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
5. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
6. My compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
7. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute.
8. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
9. I have made an exterior inspection of the property that is the subject of this report either physically or through inspection of adequate photography.
10. Stephen Barclay, an appraiser trainee, has provided significant professional assistance in the inspection of the subject and comparables, and the gathering of general and specific data. Mr. Barclay has performed the analysis of this appraisal under the supervision of Andrew Cornish, SRA, Certified General Real Estate Appraiser, Wyoming Permit No. 302.
11. Mr. Cornish is current with the Appraisal Institute's continuing education requirements.

Andrew Cornish, SRA  
 Certified General Real Estate Appraiser  
 Wyoming Permit No. 302

Borrower: N/A	File No.: HousingAuth06
Property Address: 3600 Kennel Lane	Case No.:
City: Wilson	State: WY Zip: 83014
Lender: Teton County Housing Authority	

Stephen Barclay has contributed significant professional assistance in the writing of this appraisal in the capacity of an appraisal trainee. Duties performed by the appraisal trainee included:

1. The subject property was inspected and photographs were taken.
2. The improvements' size was estimated using the trainee's measurements and Apex sketch software.
3. The Teton County Zoning Map and Land Development Regulations were consulted.
4. Data was gathered from sources potentially including: Teton County MLS, the appraiser's data base, grantors, grantees, lessors, lessees, national cost services, Realtors, appraisers, contractors local investors and public records regarding comparable sales, rental rates, and vacancy and construction costs.
5. Pertinent general data was gathered and analyzed.
6. The culmination of the above-described process was the implementation of the applicable approaches to value.

In the capacity of supervisory appraiser, Andrew Cornish, SRA has:

1. inspected the subject property through either physically or through digital photography
2. reviewed the trainee's selection of comparable data
3. suggested appropriate valuation methodologies
4. reviewed the trainee's work product

Borrower: N/A	File No.: HousingAuth06
Property Address: 3600 Kennel Lane	Case No.:
City: Wilson	State: WY Zip: 83014
Lender: Teton County Housing Authority	

***Andrew Cornish, SRA***  
**Rocky Mountain Appraisals**

**EDUCATION** UNIVERSITY OF WYOMING, Laramie, WY  
College of Business and Industry, 1991-1992  
Graduate Coursework in real estate finance and appraisal

MIDDLEBURY COLLEGE, Middlebury, VT  
BA Economics (Minor: Religion), May 1989

**PROFESSIONAL LICENSES** Wyoming Certified Appraiser, General Permit #302  
Wyoming Licensed Real Estate Broker #09512  
Idaho Certified Appraiser, General Permit #CGA-366  
Idaho Licensed Real Estate Broker #DB27081

**PROFESSIONAL APPRAISER / OWNER**  
Rocky Mountain Appraisals, Jackson, WY November 1994 - Current

**APPRAISER** Jackson Hole Appraisals, Jackson, WY January 1993 - May 1997  
Appraised and participated in the appraisal of vacant land, condominiums, townhouses, and single-family residences ranging in value from \$60,000.00 to \$5,000,000.00+.

**APPRAISER** James O. Kelley Real Estate Appraisal, Kalispell, MT June - September 1992 Appraised and participated in the appraisal of vacant land and single-family residences ranging in value from \$20,000.00 to \$225,000.00.

**APPRAISAL INSTITUTE EDUCATION**

- |               |                                                                                 |
|---------------|---------------------------------------------------------------------------------|
| Course 1A1    | - Real Estate Appraisal Principles - 4/4/92                                     |
| Course 1A2    | - Basic Valuation Procedures - 4/25/92                                          |
| Course 102    | - Applied Residential Property Valuation - 11/21/92                             |
| Course 310    | - Basic Income Capitalization - 6/4/94                                          |
| Course 1320   | - General Applications - 6/11/94                                                |
| Course 1410   | - Standards of Professional Practice, Part A - 4/2/93 (updated 4/14/97)         |
| Course 420    | - Standards of Professional Practice, Part B - 3/26/97                          |
| Course 500    | - Residential Form and Narrative Report Writing - 5/17/97                       |
| Course 510    | - Advanced Income Capitalization - 12/16/95                                     |
| Course 520    | - Highest and Best Use and Market Analysis - 6/2/96                             |
| Course SE 700 | - The Appraiser as an Expert Witness: Preparation and Testimony - 6/7/99        |
| Course SE 710 | - Condemnation Appraising: Basic Principles and Applications - 6/9/99           |
| Program       | - Partial Interest Valuation-Divided - 4/24/99                                  |
| Program       | - Regression Analysis in Appraisal Practice: Concepts and Applications - 6/5/99 |
| Program       | - Appraisers and the Gramm-Leach-Bliley Act - 1/24/02                           |
| Course 530    | - Advanced Sales Comparison and Cost Approach – 2/14/03                         |
| Course 540    | - Report Writing and Valuation Analysis – 5/21/05                               |
| Course 550    | - Advanced Applications – 3/22/06                                               |

**OTHER COURSE WORK**

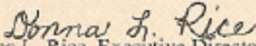
- Introduction Through Advance Cost Approach-  
*State of Wyoming Appraisal Training*
- Appraising Rural Residential Properties-  
*American Society of Managers and Rural Appraisers*
- Computer Plotting of Legal Descriptions for the Layman-  
*Johnson Mapping Software*
- Uniform Standards of Professional Appraisal Practice-  
*Wyoming Certified Real Estate Appraiser Board*

**APPRAISAL ACREDITATION**

SRA, Designated Member of the Appraisal Institute



Borrower: N/A		File No.: HousingAuth06	
Property Address: 3600 Kennel Lane		Case No.:	
City: Wilson		State: WY	Zip: 83014
Lender: Teton County Housing Authority			

Permit Number 302	STATE OF WYOMING	NON TRANSFERABLE
		No. 23059
CERTIFIED REAL ESTATE APPRAISER PERMIT		
ANDREW CORNISH		Issued: 05/19/2006
CERTIFIED GENERAL APPRAISER		Expires: 05/18/2009
AS PROVIDED FOR BY THE LAWS OF WYOMING.		
ROCKY MOUNTAIN APPRAISALS 245 EAST SIMPSON JACKSON, WY 83001	AUTHORIZED BY THE WYOMING CERTIFIED REAL ESTATE APPRAISER BOARD WITNESS MY HAND AND THE OFFICIAL SEAL AT CHEYENNE, WYOMING.	 Donna L. Rice Executive Director

THIS LICENSE SHALL BE KEPT IN THE CUSTODY OF THE RESPONSIBLE BROKER  
AND RETURNED TO THE REAL ESTATE DIRECTOR UPON TERMINATION.



# TOWN OF JACKSON

## AGENDA DOCUMENTATION

**SUBMITTING DEPARTMENT:** Administration

**PRESENTER:** Roxanne Robinson

**MEETING DATE:** July 15, 2019

**SUBJECT:** Funding Request for Early Childhood Project

### STATEMENT/PURPOSE

To consider directing staff to develop and complete an inventory of existing facilities and a future needs assessment for early childhood care in the community. Council funding requests outside of the adopted budget require Council authorization.

### BACKGROUND/ALTERNATIVES

The Mayor and Vice Mayor have asked that the Council consider a new funding allocation for FY20 in the amount of \$2,500 to fund an inventory and needs assessment for early childhood care in the community. The purpose of this work would be to better understand the current supply and demand of and for early childcare facilities in the community and provide a projection of future demand. This would constitute half of the estimated cost for the inventory with the other half being funded by Teton County. The Town Council will need to vote on approval of a contract for the work to be conducted that would include the full cost and deliverables from the project at a future meeting.

The request from Council also includes placing the project under the oversight of the Planning Department which will involve drafting/finalizing a scope of work, oversight of the needs assessment, evaluation, and reporting of results. The Council will want to discuss this as part of the Planning Department work plan to ensure there is sufficient capacity during the current fiscal year and that it is a priority of the Council. County Commissioner Chair Natalia Macker indicated she would provide a draft of the scope of work to the Town once she had obtained that information.

The work may be able to be added as an addendum to the work being conducted for the social services funding review and conducted by the same vendor.

The Mayor and Council have \$3200 budgeted in their Professional Services line item and it is currently dedicated as follows:

\$3000 Compilation of Performance Reviews for TM and TA  
\$200 Miscellaneous Professional Services

The Town Council has options available to them including:

1. Approve the appropriation of \$2500 from the Mayor and Council Professional Services line item for an inventory and needs assessment for early childcare with the understanding the Council would need to approve the final scope of work, and a contract for services.
2. Consider the request and place the item for action at the August 5 Town Council meeting.
3. Take no action.
4. Other.

### COMPREHENSIVE PLAN ALIGNMENT

Section 8, Quality Community Service Provision states that new development must not outpace our ability to provide quality community services to protect the health, safety, and welfare of residents and visitors. Childcare is challenging to secure for residents and our commuting workforce and this needs assessment will provide data so that the Town Council can understand the current need and the upcoming need for early childcare and also to plan strategically for the future and address barriers to childcare provision. Policy 8.1.b specifically calls out childcare as an area that needs long-term, coordinated planning efforts between the Town and County and independent service providers. Policy 8.1.c. specifically speaks to identifying barriers to service delivery goals.

### STAKEHOLDER ANALYSIS

Stakeholders for this needs assessment include Town and County teams engaged in long range planning efforts and understanding data implications, residents and members of our commuting workforce in need of childcare, and those children that would benefit from the provision of quality childcare.

### FISCAL IMPACT

The direct fiscal impact would be \$2500 but additional costs may also include any advertising necessary for Requests for Proposals. A future budget amendment would be required to place additional funds in the Mayor and Council Professional Services line item to fund this item.

### STAFF IMPACT

There would be a notable staff impact in the Planning Department regarding the finalization of a scope of work , oversight of the work being conducted , and presentation of the results and implications of the results . The Town Council will need to take this into consideration before directing staff to proceed with a Request for Proposals at this time in light of the current capacity in the department and other priority projects.

### LEGAL REVIEW

Not applicable at this time. Legal review will be needed for any contract.

### ATTACHMENTS

None.

### RECOMMENDATION

Staff makes no recommendation.

### SUGGESTED MOTION

I move to approve the appropriation of \$2,500 from the Mayor and Council Professional Services line item for an inventory and needs assessment for early childcare with the understanding the Council would need to approve the final scope of work, and a contract for services at a future meeting.

## MEMORANDUM

TO: Mayor and Town Council

FR: Larry Pardee, Town Manager

DT: July 15, 2019

RE: Town Manager's Report

### Lodging and Sales Tax

The Town budgeted a total of \$1,161,493 in lodging tax revenues for FY20 from the 30% visitor impact portion combined with the 10% general fund portion. We have collected \$56,959 for FY20 which is 4.9% of total projected collections. July 2019 revenue represents collections from May 2019. These amounts are tracked through the Special Revenue Fund for the Lodging Tax.

The Town budgeted a total of \$16,249,500 in sales tax for FY20. July collections are up 2.9% over the same collection period last year. Collections are currently tracking at \$12,230 less than budgeted. However, this is only the first month of the fiscal year and we have most of FY20 collections to account for before realizing any unanticipated revenue or overall reduction. July 2019 revenue represents collections from May 2019.

### Municipal Prosecutors

The legal team has successfully added two new contracted Municipal Court prosecutors to the roster and they have just begun flying solo in this work. They are Alec Lever and Matt Meiring. This frees up time for Lea Colasuonno, Interim Town Attorney, to be able to attend to other pressing matters facing the Town organization and allows the work to flow more smoothly in that department and all departments of the Town.

### Trial by Water

The Public Works Department recently added a new Street Operator/Utility Locator to their team, Donnie Hokanson, and on his first day, they cut his orientation meetings short and had him jump in (literally) and assist with an emergency waterline issue. The attached photo shows Donnie taking the initiative and fitting right in with the team! Donnie's experience with water systems in his previous work makes him a very valuable member of the team.



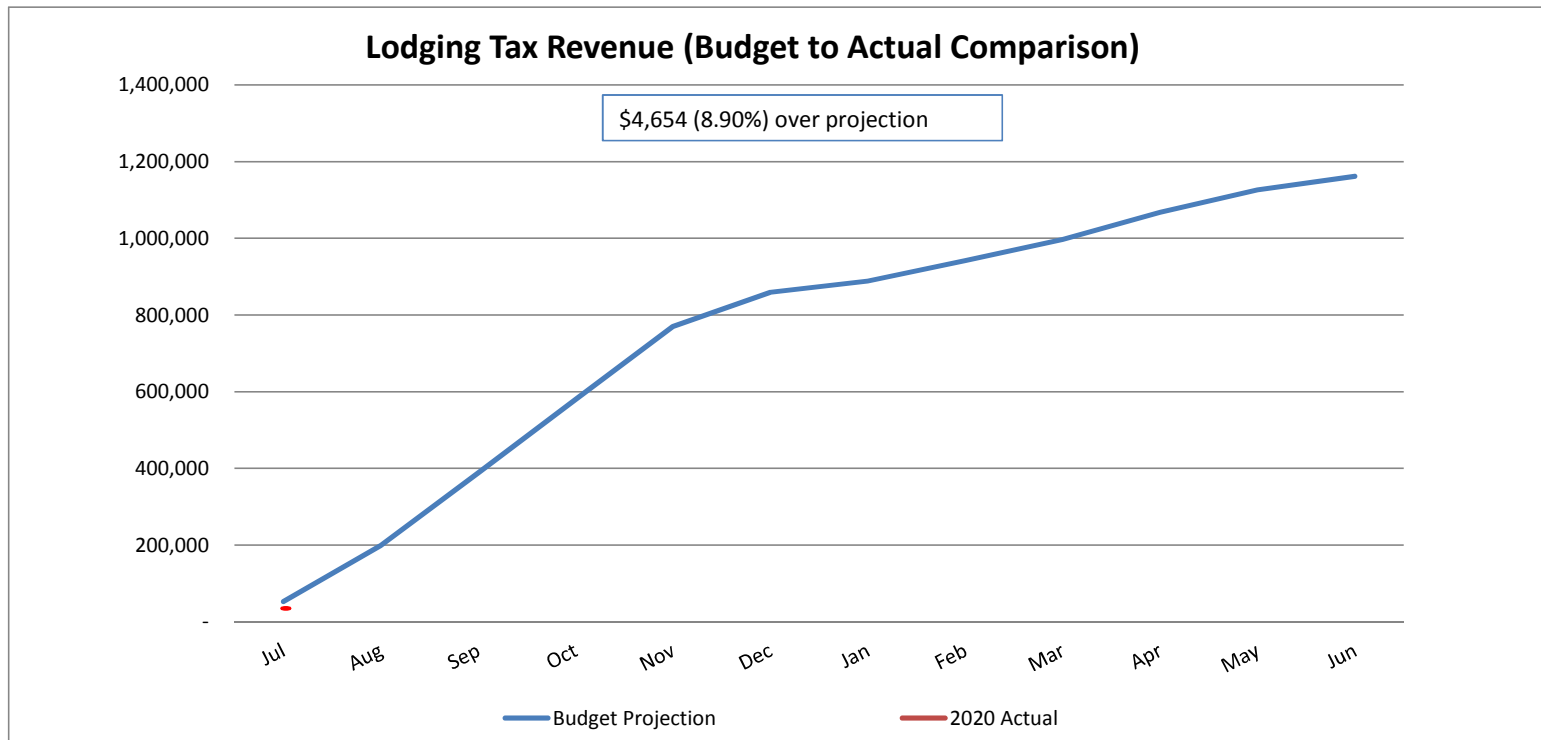
**TOWN OF JACKSON, WYOMING**  
**LODGING TAX REPORT**  
**July-19**

Month Received (2 mos. lag)	Lodging Tax - Total				Town				County			
	Total	Promotion T&T Board	Visitor Impact	General Fund	Visitor Impact	General Fund	Total	T/C Split Percent	Visitor Impact	General Fund	Total	T/C Split Percent
<b>FY2020:</b>												
July	\$ 309,428	\$ 185,657	\$ 92,828	\$ 30,943	\$ 42,720	\$ 14,240	\$ 56,959	46.0%	\$ 50,109	\$ 16,703	\$ 66,812	54.0%
August	-	-	-	-	-	-	-	---	-	-	-	---
September	-	-	-	-	-	-	-	---	-	-	-	---
October	-	-	-	-	-	-	-	---	-	-	-	---
November	-	-	-	-	-	-	-	---	-	-	-	---
December	-	-	-	-	-	-	-	---	-	-	-	---
January	-	-	-	-	-	-	-	---	-	-	-	---
February	-	-	-	-	-	-	-	---	-	-	-	---
March	-	-	-	-	-	-	-	---	-	-	-	---
April	-	-	-	-	-	-	-	---	-	-	-	---
May	-	-	-	-	-	-	-	---	-	-	-	---
June	-	-	-	-	-	-	-	---	-	-	-	---
<b>Totals</b>	<b>\$ 309,428</b>	<b>\$ 185,657</b>	<b>\$ 92,828</b>	<b>\$ 30,943</b>	<b>\$ 42,720</b>	<b>\$ 14,240</b>	<b>\$ 56,959</b>	<b>46.0%</b>	<b>\$ 50,109</b>	<b>\$ 16,703</b>	<b>\$ 66,812</b>	<b>54.0%</b>

	Visitor Impact	General Fund	Total
TOJ Budget	\$ 871,120	\$ 290,373	\$ 1,161,493
Budget Remain	\$ 828,400	\$ 276,133	\$ 33,292
Earned			4.9%
Remaining			95.1%

12 Month  
Rolling Avg  
3.9%

	FY2019 Year-to-Date	FY2020 Year-to-Date	Increase (Decrease)	
T&T 60%:	\$ 194,370	\$ 185,657	\$ (8,713)	-4.5%
TOJ 30% Visitor:	43,597	42,720	(878)	
TOJ 10% General:	14,532	14,240	(293)	-2.0%



**TOWN OF JACKSON, WYOMING**  
**SALES TAX COLLECTIONS (4% and 1%)**  
**July-19**

Receipt Month	16/17				17/18				18/19				19/20			12 Mth	
	FY2016	FY2017	16/17 Change	Percent Change	FY2018	17/18 Change	Percent Change	FY2019	18/19 Change	Percent Change	FY2020	19/20 Change	Percent Change	Rolling Avg	Sales Month		
Jul	\$ 713,141	\$ 807,564	\$ 94,423	13.2%	\$ 807,972	\$ 408	0.1%	\$ 890,746	\$ 82,774	10.2%	\$ 916,280	\$ 25,534	2.9%	5.5%	May		
Aug	1,287,639	1,411,501	123,863	9.6%	1,551,376	139,875	9.9%	1,711,050	159,674	10.3%	-	----	---	----	Jun		
Sep	1,705,468	1,920,244	214,777	12.6%	1,971,647	51,402	2.7%	1,979,587	7,941	0.4%	-	----	---	----	Jul		
Oct	1,750,353	1,665,117	(85,236)	-4.9%	1,897,973	232,856	14.0%	1,868,746	(29,227)	-1.5%	-	----	---	----	Aug		
Nov	1,420,820	1,533,746	112,925	7.9%	1,850,527	316,781	20.7%	1,877,983	27,456	1.5%	-	----	---	----	Sep		
Dec	1,002,143	1,046,289	44,146	4.4%	1,054,095	7,806	0.7%	1,335,327	281,232	26.7%	-	----	---	----	Oct		
Jan	600,037	655,026	54,989	9.2%	680,672	25,645	3.9%	745,047	64,375	9.5%	-	----	---	----	Nov		
Feb	831,587	1,032,128	200,542	24.1%	1,166,026	133,898	13.0%	1,195,892	29,866	2.6%	-	----	---	----	Dec		
Mar	850,550	947,188	96,639	11.4%	1,066,105	118,917	12.6%	1,110,735	44,630	4.2%	-	----	---	----	Jan		
Apr	915,256	859,580	(55,676)	-6.1%	1,041,459	181,879	21.2%	1,120,136	78,677	7.6%	-	----	---	----	Feb		
May	842,792	874,371	31,579	3.7%	1,010,453	136,082	15.6%	1,138,194	127,740	12.6%	-	----	---	----	Mar		
Jun	610,312	660,771	50,459	8.3%	728,398	67,628	10.2%	730,042	1,644	0.2%	-	----	---	----	Apr		
Totals	\$ 12,530,098	\$ 13,413,526	\$ 883,428	7.1%	\$ 14,826,704	\$ 1,413,178	10.5%	\$ 15,703,484	\$ 876,780	5.9%	\$ 916,280	\$ 25,534	2.9%				

**Budgeted Sales Tax for FY 2020** 3.50% \$ 16,249,500  
**Budgeted Sales Tax Year-to-Date** 3.50% 928,509  
**Actual Sales Tax Collected Year-to-Date** 916,280  
**Leading (Lagging) Budget - through July** \$ (12,230)

