

Jackson Town Council Regular Meeting

April 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

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. April 8, 2019 regular meeting
 - 2. April 10, 2019 special workshop
- B. Disbursements
- C. March 2019 Municipal Court Report
- D. Special Event: JH Live Concert Series
- E. Special Event: Touch a Truck
- F. Special Event: Teton County Fair
- G. Special Event: Eagle Rock Indian Motorcycle Riders Group
- H. Temporary Sign Permit: Local Love with The Liquor Store (P19-070)
- I. Temporary Sign Permit: Travel Storys + JHHSM (P19-074)
- J. Temporary Sign Permit: Shervin's Tire Sale (P19-075)
- K. Lower Valley Energy Easements along North King Street and Home Ranch Parking Lot

IV. COUNCIL PRIORITIES

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

- A. Planning:
 - 1. **Item P18-338 & -339:** Zoning Map Amendment for St. Johns at 460 and 660 East Broadway Avenue (Tyler Sinclair, Planning Director)

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 P19-018:** Development Plan Amendment for Pine Glades PUD (Tyler Valentine, Senior Planner)

VI. RESOLUTIONS

- A. **Resolution 19-05:** A Resolution adopting Design Standards for Wireless Telecommunication Facility Development (Paul Anthony, Principle Planner)
- B. **Resolution 19-09:** A Resolution in Support of Protecting Local Control over Public Streets and Public Assets and a Call on Congress to Reaffirm such Local Control by Reversing Recent FCC Actions Related to Wireless Facilities by Enacting H.R. 530 (Audrey Cohen-Davis, Town Attorney)

VII. ORDINANCES

- A. **Ordinance T:** An Ordinance Amending and Reenacting Chapters 12.04 and 12.08 of the Town of Jackson Municipal Code related to Right-of-Way Wireless Communication Facility Development (Presented for 3RD Reading and designated Ordinance 1228)
- B. **Ordinances U - Z: Building and Fire Code Updates:**
 1. **Ordinance U:** An Ordinance Amending and Reenacting Section 15.04.020 of the Town of Jackson Municipal Code related to the Adoption of 2018 International Building Code with certain Amendments (Presented for 1st Reading, Kelly Sluder, Building Official)
 2. **Ordinance V:** An Ordinance Amending and Reenacting Section 15.17.010 of the Town of Jackson Municipal Code related to the Adoption of 2018 International Residential Code with certain Amendments (Presented for 1st Reading, Kelly Sluder, Building Official)
 3. **Ordinance W:** An Ordinance Amending and Reenacting Section 15.27.010 of the Town of Jackson Municipal Code related to the Adoption of 2018 International Fuel Gas Code with certain Amendments (Presented for 1st Reading, Kelly Sluder, Building Official)
 4. **Ordinance X:** An Ordinance Amending and Reenacting Section 15.12.010 of the Town of Jackson Municipal Code related to the Adoption of 2018 International Mechanical Code with certain Amendments (Presented for 1st Reading, Kelly Sluder, Building Official)
 5. **Ordinance Y:** An Ordinance Amending and Reenacting Section 15.24.010 of the Town of Jackson Municipal Code related to the Adoption of 2018 International Plumbing Code with certain Amendments (Presented for 1st Reading, Kelly Sluder, Building Official)
 6. **Ordinance Z:** An Ordinance Amending Section 15.080.10 of the Jackson Municipal Code regarding the Adoption of the 2018 International Fire Code and International Wildland-Urban Interface Code with Certain Amendments and Appendices (Presented for 1st Reading, Kelly Sluder, Building Official)

VIII. MATTERS FROM MAYOR AND COUNCIL

- A. Appointment to Teton County Board of Health
- B. Historical Buildings from Mercill Site
- C. Summer START Bus Service to Teton Village
- D. Travel Approval to WAM Summer Conference
- E. SPET Process

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F. Board and Commission Reports

IX. MATTERS FROM THE TOWN MANAGER

A. Town Manager's Report

X. ADJOURN

A. Adjourn to executive session to discuss personnel matters in accordance with Wyoming Statute 16-4-405(a)(ii).

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TOWN COUNCIL PROCEEDINGS - UNAPPROVED

APRIL 8, 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 6:02 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 was absent.

STAFF: Larry Pardee, Roxanne Robinson, Audrey Cohen-Davis, Lea Colasuonno, Todd Smith, Roger Schultz, Tyler Sinclair, Paul Anthony, Brendan Conboy, Floren Poliseo, Johnny Ziem, Kelly Thompson, Darren Brugmann, Nataly Espinoza, Carl Pelletier, and Sandy Birdyshaw.

The Mayor announced a Special Council Workshop on April 10th for the Downtown Mobility & Parking Management Plan. Three new Town employees were introduced by the Mayor, Jeff Deal the new Transit Operations Manager at START, Jeff Silliman, Associate Engineer in the Public Works department, and Jessica Poole the new Animal Shelter Manager and Community Service Officer.

The following proclamations were read: recognizing April 2nd as National Service Recognition Day, recognizing April as Sarcoidosis Awareness Month and Sexual Assault Awareness Month, and recognizing April 7 to 13 as National Crime Victims Week, and declaring May 6 to 13 as Community Spring Clean-Up Week and May 4 to 12 as Spring Burn Week.

Public Comment. None.

Consent Calendar. A motion was made by Jim Stanford and seconded by Arne Jorgensen to approve the consent calendar including items A-H as presented with the following motions.

- A. **Meeting Minutes.** To approve the meeting minutes as presented for the March 18, 2019 workshop and regular meeting.
- B. **Disbursements.** To approve the disbursements as presented. Jackson Curbside \$1390.00, Carquest \$945.70, Cash \$175.94, Safety Supply \$740.72, CMI-Teco \$1982.29, Ace Hardware \$2042.83, Teton County Sheriff \$3096.00, Curran-Seeley \$12062.50, Thyssen Krupp Elevator \$822.00, Evans Construction \$19396.30, Airgas Intermountain \$393.43, High Country Linen \$1467.05, Interstate Battery \$964.55, Jackson Lumber \$314.50, Jackson Hole News & Guide \$3716.14, The Children's Learning Center \$25350.00, LVPL \$14516.67, Nelson Engineering \$3335.00, Michelle Weber \$633.50, Red's Auto Glass \$142.50, O'Ryan Cleaners \$153.61, Smith Power Products \$98.86, St. John's Hospital \$790.00, Napa \$3984.45, Teton Motors \$194.12, Teton Youth & Family Services \$40500.00, Weber Drilling \$1050.00, Post Register \$339.68, White Glove Cleaning \$292.50, Rendezvous Engineering \$6719.48, Freedom Mailing \$797.50, Macy's Service \$1299.00, USA Blue Book \$445.67, Upper Case Printing \$481.55, Seaton Earthmover \$18513.00, Galls \$196.40, Jack's Tire & Oil \$2518.91, Energy Laboratories \$413.00, Grafix Shoppe \$697.87, Teton County Transfer Station \$167.00, Teton County Clerk \$44539.80, Spring Creek Animal Hospital \$187.14, Blue Spruce Cleaners \$379.06, Western States \$2632.16, AT&T \$92.55, Verizon Wireless \$82.72, Zep Sales \$895.98, Amerigas \$3500.74, Kenworth \$455.88, Jack's Truck & Equipment \$2100.01, Safety-Kleen \$486.98, Colorado/West Equipment \$70.34, yellow Iron Excavation \$124.00, LDA \$103.42, Valley West Engineering \$6990.00, Wyo Conference of Municipal Courts \$225.00, The Aftermark Parts \$1105.88, ER Office Express \$1324.93, Visa \$19144.09, UPS \$79.02, Amsoil \$8664.97, Elk Country Inn \$128.00, Advanced Glass & Trim \$300.00, Alex Ayling \$90.00, Joshua Rae \$5000.00, Miller Sanitation \$2646.00, Thomson West \$1240.21, Charter \$1886.95, Idaho Falls Peterbilt \$708.56, Respond First Aid \$109.98, Gillig \$14475.26, Grand Targhee Resort \$55493.00, Warner Truck Center \$14122.98, Mailfinance \$468.69, Long Building Technologies \$2069.10, Bliss Cargo \$58.00, C&A Cleaning \$8685.84, MSC Industrial Supply \$675.38, Carrie Geraci \$3500.00, Schow's Truck Center \$592.16, Snake River Roasting \$499.05, Gym Outfitters \$1786.17, Fleetpride \$1016.02, Big R \$202.83, Wamco \$1000.00, Control System Technology \$375.00, Stotz Equipment \$283.66, Jackson Animal Hospital \$794.95, Scott Schmiller \$2232.50, Flat Creek WID \$5605.63, Kellerstrass Enterprises \$65397.84, Taloe Piggot Gallery \$1563.50, Snake River MEP \$933.00, John Tighe \$446.70, Wyoming Business Council \$52552.08, Rich Broadcasting \$2520.00, Teton Tools \$201.24, Raftelis \$1760.00, Process Technology \$1908.00, Energy 1 \$1400.65, David Stubbs \$500.00, Outlaw Brothers Construction \$7578.27, Buckrail \$375.00, Wyoming Drywall \$2695.00, West Coast Consultants \$4295.00, Zuercher Technologies \$360.00, Kelly Sluder \$1334.35, Dr. Dara Rampersad \$923.70, Gail Miller \$75.00, Cassidy Kohlmoos \$1505.69, Markee Escrow Services \$52552.08, Christopher Saari \$100.00, Shaun Buss \$350.00, Northworks \$3055.00, Wendy Geary \$75.00, Rudolfo Jimenez \$90.00, Cues \$131999.00, Valley Blades Limited \$2300.00.

- C. **Temporary Sign Permit: People's Market (P19-058).** To approve the temporary banner in conjunction with the Slow Food in the Tetons subject to three (3) conditions of approval.
- D. **Memorandum of Understanding with Friends of Pathways for START Bike.** To approve the Memorandum of Understanding between Friends of Pathways and the Town of Jackson and direct the Mayor to execute the MOU.
- E. **AARP Community Challenge Grant for Center Street Mobility Demonstration Projects.** To submit an application to the AARP Community Challenge 2019 program for up to \$20,000 to support the Center Street demonstration mobility and placemaking project.
- F. **Special Event: Elk Fest.** To approve the ElkFest 2019 special event applications made by the Chamber of Commerce and the ElkFest Committee, subject to the conditions and restrictions listed in the staff report.
- G. **Special Event: People's Market.** To approve the special event application made by Slow Foods of the Tetons for the People's Markets, subject to the conditions and restrictions listed in the staff report.
- H. **Special Event: Farmer's Market.** To approve the application made by Jackson Hole Farmers Market on the Town Square for the Farmers Market on Town Square special event, subject to the conditions and restrictions listed in the staff report.

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

Council Priorities. Pete Muldoon commented that this agenda item was a reminder for Council comments related to their stated priorities. Larry Pardee made comment that staff was working on preparing the priority-based budget to bring to the Town Council.

Malt Beverage Permit Application – Snake River Brewing Company. Sandy Birdyshaw made staff comment.

A motion was made by Jonathan Schechter and seconded by Jim Stanford to approve the issuance of a malt beverage permit to Snake River Brewing Company for April 13, 2019 from 11:00 A.M. to 9:00 P.M., subject to the conditions and restrictions listed in the staff report.

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

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

Item P19-051: Remove Declaration of Restrictions at 617 East Hall Avenue. Brendan Conboy made staff comment on this request to release a Declaration of Restrictions (lot line setback waiver) which declares that Lots 12 and 13 BLK. 1, Hall 2, are considered one lot for the purposes of applying the Land Development Regulations. The applicant wishes to remove the restriction which runs with the property in order to develop the two underlying lots for which Building Permits have been issued and construction has commenced.

A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to approve the applicant's request to release the Declaration of Restrictions associated with Lots 12 and 13, Block 1, John D. Hall Plat No. 2, and hereby direct Staff to prepare a final document consistent with this approval to be executed by the Town Council and the owner(s) of the property which shall thereafter be recorded with the County Clerk. Mayor Muldoon called for the vote. The vote showed 4-0 in favor and the motion carried.

Resolution 19-05: A Resolution adopting Design Standards for Wireless Telecommunication Facility Development. Paul Anthony and Lea Colasuonno made staff comment.

Public comment was given by Devra Davis, Dr. Borjeson, and Bob Culver.

Jim Stanford made comment on requesting staff to draft a letter to our Congressional Delegation expressing support for HR 530 and preparing a companion resolution urging the protection of local control.

A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to continue Resolution 19-05 to the Council meeting on April 15, 2019, with any changes identified in this meeting. Mayor Muldoon called for the vote. The vote showed 4-0 in favor and the motion carried.

A motion was made by Jim Stanford and seconded by Arne Jorgensen to direct staff to bring back a companion resolution and a letter to our Congressional Delegation objecting to the FCC order and manner in which it is being thrust upon municipalities and local jurisdictions. Mayor Muldoon called for the vote. The vote showed 4-0 in favor and the motion carried.

Resolution 19-06: A Resolution Authorizing the Submission of an Application to the Community Foundation of Jackson Hole's Old Bill's Fun Run 2019 from Jackson-Teton County Animal Shelter.

Resolution 19-07: A Resolution Authorizing the Submission of an Application to the Community Foundation of Jackson Hole's Old Bill's Fun Run 2019 from START.

Resolution 19-08: A Resolution Authorizing the Submission of an Application to the Community Foundation of Jackson Hole's Old Bill's Fun Run 2019 from Victim Services.

Sandy Birdyshaw made staff comment.

A motion was made by Jonathan Schechter and seconded by Jim Stanford to approve Resolutions 19-06, 19-07, and 19-08 authorizing the Jackson-Teton County Animal Shelter, START, and Jackson-Teton County Victim Services to apply to The Community Foundation of Jackson Hole's Old Bill's Fun Run 2019. Mayor Muldoon called for the vote. The vote showed 4-0 in favor and the motion carried.

Ordinances. A motion was made by Jonathan Schechter and seconded by Jim Stanford to read ordinances by short title. Mayor Muldoon called for the vote. The vote showed 4-0 in favor and the motion carried.

**Ordinance T: An Ordinance Amending and Reenacting Chapters 12.04 and 12.08
of the Town of Jackson Municipal Code related to
Right-of-Way Wireless Communication Facility Development.**

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF ORDINANCE NOS. 571 AND 971 OF THE TOWN OF JACKSON MUNICIPAL CODE, SECTIONS 12.04 AND 12.08 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING RIGHT-OF-WAY WIRELESS COMMUNICATION FACILITY DEVELOPMENT; 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 Jonathan Schechter and seconded by Arne Jorgensen to approve Ordinance T on second reading. Mayor Muldoon called for the vote. The vote showed 3-1 in favor, with Stanford opposed. The motion carried.

Matters from Mayor and Council.

Jim Stanford made comment on the Board of Health meeting. Council briefly discussed a request from the County Commissioners regarding START summer service to Teton Village.

A motion was made by Jonathan Schechter and seconded by Arne Jorgensen to approve the Teton County Board of County Commissioners' request to unilaterally fund START bus service to and from Teton Village from May 25 to June 30, with the understanding that all funds would be provided by Teton County, with the caveat that this service may not continue nor be funded. Jonathan Schechter withdrew the motion based on tonight's meeting originally being a regular meeting, but moved to a different date which therefore made it a special meeting and this item was not on the agenda.

Pete Muldoon made comment on having a discussion on a SPET timeline on April 15, 2019.

Town Manager's Report. A motion was made by Jim Stanford and seconded by Arne Jorgensen to accept the Town Manager's Report. The Town Manager's Report contained an update on going paperless for monthly fleet billings and an invitation to attend the Park City Climate Summit. Mayor Muldoon called for the vote. The vote showed 4-0 in favor and the motion carried.

A motion was made by Jonathan Schechter and seconded by Arne Jorgensen to approve travel for staff and any Council members to attend the Park City Summit in October. 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 4-0 in favor and the motion carried. The meeting adjourned at 8:16 p.m. minutes:spb

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, Town Clerk

Published JH News & Guide: April 17, 2019

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

APRIL 10, 2019

JACKSON, WYOMING

The Jackson Town Council met in special session in the Town Council Chambers located at in Town Hall at 150 East Pearl Avenue at 10:00 A.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon.

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

STAFF: Larry Pardee, Roxanne Robinson, Audrey Cohen-Davis, Michelle Weber, Todd Smith, Tyler Sinclair, Darren Brugmann, Paul Anthony, Roger Schultz, Floren Poliseo, and Carl Pelletier.

Consultant: Dennis Burns and William Reynolds, Kimley-Horn and Associates, Inc.

Downtown Parking and Mobility Management Plan. Tyler Sinclair and Paul Anthony made staff comment on this plan, which will be the final document in Phase 2 Downtown Parking, in the four phase community-wide parking study. The plan provides recommendations from consultant Kimley Horn to improve parking availability, reduce traffic congestion, and increase pedestrian and bike mobility in the Town Square and surrounding areas. The method of implementing parking management was an important consideration, as well as having infrastructure and alternative opportunities in place. The purpose of today was to hear from the consultants and allow an opportunity for the Council to ask questions. Staff discussed the challenges associated with shared parking for residential development and to focus on tactical efforts moving forward. The next step would be to take the information and synthesize it in order to make a resolution for action and in approximately thirty days at this point public comment will be accepted.

Larry Pardee made comment that the 2008 estimated value of the parking stalls were \$100,000,000. There are other communities who have implemented paid parking systems that we could learn from such as Breckenridge and Steamboat. Parking dynamics is about human means and expectations. Todd Smith mentioned the challenges associated with ticking rental car parking violators and that the license plate recognition software system has limitations, plus limitations of current staffing and parking enforcement operations.

Dennis Burns and William Reynolds, consultants for Kimley-Horn and Associates, Inc., were introduced and they provided an overview of the draft Downtown Parking and Mobility Management Plan. The industry standard considers parking occupancy in excess of 85% as a “problem”. In Jackson, the 85% occupancy has been exceeded during the day. Town parking was approaching its effective capacity and was estimated to become a crisis in two years. Currently, the only excess parking supply was the Parking-to-Fly stalls. A recommendation was made to implement tools which disincentives people to drive or park downtown (to reduce demand) and increase the amount of downtown parking with opportunities such as parking lids (increase supply). Other communities with similar issues included Hood River, Oregon, Estes Park, Colorado, and Leavenworth, Washington who have implemented different approaches. Another recommendation was to investigate adaptive use garages that could be converted over time to other uses, such as housing. Goals would be to manage the current resources more effectively and integrate parking into holistic mobility opportunities, to look at lease programs for paid parking equipment, and if short term parking stalls were implemented then land use should also be considered.

The Council made suggestions and held discussion on how big of a problem was parking, paid parking, 3-hour versus 2-hour allowance for parking, incremental and phased approach to parking management, enforcement, short-term recommendations, parking manager, Taxi-to-Fly program, the 85% threshold, the value of parking in downtown, reduce demand or increase supply, residential parking permit system, learning from other communities, fees charged for parking violations, time limits in the Home Ranch lot, Park-to-Fly program, parking and mobility manager with support staff, a downtown trolley service, congestion and traffic, increasing the number of handicap parking spaces in the downtown district, increasing the number of bike stalls and motorcycle parking in the downtown district, 15-minute parking spaces, alternate opportunities for visitors/residents, infrastructure, budgeting and timelines for implementation of recommendations, and encouraging a change in behavior.

Jim Elwood, Airport Director responded to Council’s questions related to parking for airport patrons, parking structure, space available at the airport, and centralized parking with shuttle service.

Adjourn. A motion was made by Jonathan Schechter and seconded by Jim Stanford to adjourn. The vote showed 4-0 in favor and the motion carried. The meeting adjourned at 12:07 P.M. minutes:cp

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, Town Clerk

Published JH News & Guide: April 17, 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
2	JACKSON CURBSIDE INC.	00026631	RECYCLING @ START	03/10/2019	375.00	.00	
Total 2:					375.00	.00	
5	CARQUEST AUTO PARTS INC.	6090-424612	CREDIT: RETURN V-RIBBED BE	03/01/2019	46.05-	.00	
5	CARQUEST AUTO PARTS INC.	6090-427182	PREM STARTING FLUID, AKT I	03/25/2019	28.77	.00	
Total 5:					17.28-	.00	
13	SAFETY SUPPLY & SIGN CO., I	167953	ROAD CLOSED, ROAD CLOSED	03/18/2019	617.83	.00	
13	SAFETY SUPPLY & SIGN CO., I	167994	DETOUR SIGNS, FRT	03/21/2019	578.82	.00	
Total 13:					1,196.65	.00	
51	ACE HARDWARE	643485	LOCK ENTRY ACCENT AGB VP,	03/11/2019	266.93	.00	
51	ACE HARDWARE	643581	KEYCRAFTER	03/11/2019	6.98	.00	
51	ACE HARDWARE	643870	ODOR ASSASSIN	03/13/2019	19.98	.00	
51	ACE HARDWARE	643916	PAPER TOWEL BNTY64, ANGLE	03/14/2019	157.36	.00	
51	ACE HARDWARE	645162	FLASH LIGHT 3200 LUM RECHR	03/26/2019	89.95	.00	
51	ACE HARDWARE	645238	LOCKING CABLE	03/26/2019	19.99	.00	
51	ACE HARDWARE	645364	TITAN 25" SUPER STRAP, RD W	03/27/2019	20.27	.00	
51	ACE HARDWARE	645367	MOPSTICK	03/27/2019	16.99	.00	
51	ACE HARDWARE	646045	HITCH, CLEVIS	04/03/2019	3.19	.00	
51	ACE HARDWARE	646511	TWINE TW NYLON	04/07/2019	14.99	.00	
51	ACE HARDWARE	646607	CELILING FIXT FLSHMNT 2LT	04/08/2019	39.99	.00	
Total 51:					656.62	.00	
65	DELCON INC	19363	PROJ: 9-487- TOJ WELLL #3 FE	03/31/2019	2,232.55	.00	
Total 65:					2,232.55	.00	
70	THYSSEN KRUPP ELEVATOR C	3004324675	GOLD- FULL MAINTENANCE SE	01/01/2019	2,780.76	.00	
70	THYSSEN KRUPP ELEVATOR C	3004521334	GOLD- FULL MAINTENANCE SE	04/01/2019	297.86	.00	
70	THYSSEN KRUPP ELEVATOR C	6000358523	DECK ICE DAM ELEVATOR REP	03/22/2019	6,038.00	.00	
Total 70:					9,116.62	.00	
96	HIGH COUNTRY LINEN	0121054	BUILDING MAINTENANCE: TOJ	03/25/2019	25.31	.00	
96	HIGH COUNTRY LINEN	0121325	MATS @ SHELTER	03/27/2019	61.93	.00	
96	HIGH COUNTRY LINEN	0121330	BUILDING MAINTENANCE: TOJ	03/27/2019	86.57	.00	
96	HIGH COUNTRY LINEN	0121430	MATS @ START	03/27/2019	241.80	.00	
96	HIGH COUNTRY LINEN	0122094	BUILDING MAINTENANCE: TOJ	04/01/2019	7.50	.00	
96	HIGH COUNTRY LINEN	0123124	BUILDING MAINTENANCE: TOJ	04/08/2019	25.31	.00	
96	HIGH COUNTRY LINEN	0123265	MATS @ TOWN HALL	04/09/2019	215.50	.00	
Total 96:					663.92	.00	
103	ENVIRONMENTAL RESOURCE	894463	WASTE WATR COLIFORMS, SO	03/22/2019	820.29	.00	
Total 103:					820.29	.00	
106	INTERSTATE BATTERY	22243408	(1) MTP-94R/H7	04/08/2019	143.95	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 106:					143.95	.00	
114	JACKSON LUMBER INC	00428678-001	WAFERBOARD	02/22/2019	26.88	.00	
114	JACKSON LUMBER INC	00438657-001	FURRING STRIP,THREADLOCK	04/08/2019	133.15	.00	
Total 114:					160.03	.00	
115	JACKSON PAINT AND GLASS, I	1110826	1/8" GLASS LOW EIG HARD CO	04/01/2019	457.74	.00	
Total 115:					457.74	.00	
123	JIM & GREG THE LOCKSMITHS	47504	DUP KEYS	03/21/2019	15.00	.00	
Total 123:					15.00	.00	
131	JACKSON HOLE NEWS & GUID	29326	AD#360512	03/20/2019	590.70	.00	
131	JACKSON HOLE NEWS & GUID	293833	AD#360642	03/29/2019	633.36	.00	
131	JACKSON HOLE NEWS & GUID	294272	AD#361660	04/10/2019	346.00	.00	
131	JACKSON HOLE NEWS & GUID	294273	AD#361693	04/10/2019	930.92	.00	
131	JACKSON HOLE NEWS & GUID	294274	AD# 361440	04/10/2019	346.00	.00	
131	JACKSON HOLE NEWS & GUID	294275	AD#361439	04/10/2019	346.00	.00	
131	JACKSON HOLE NEWS & GUID	294276	AD#361438	04/10/2019	692.00	.00	
131	JACKSON HOLE NEWS & GUID	294277	AD# 361440361437	04/10/2019	1,084.00	.00	
131	JACKSON HOLE NEWS & GUID	294278	AD#362077	04/10/2019	57.05	.00	
Total 131:					5,026.03	.00	
151	JACKSON SIGNS LLC.	10842020	SIGNAGE FOR PD	03/06/2019	95.00	.00	
Total 151:					95.00	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-345: 930 SIMON LANE	03/29/2019	137.67	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-078 145 W HANSEN	03/29/2019	132.94	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-078 145 W HANSEN	03/29/2019	56.97	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-078 145 W HANSEN	03/29/2019	51.33	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-079 145 W HANSEN	03/29/2019	95.33	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-102 145 W HANSEN	03/29/2019	26.05	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-102 145 W HANSEN	03/29/2019	11.17	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-106 940 SIMON ALNE	03/29/2019	236.62	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-333 174 NORTH KING	03/29/2019	468.69	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-363 455 VINE STREET	03/29/2019	45.58	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-364 55 VIRGINIAN LANE	03/29/2019	51.93	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-365 55 VIRGINIAN LANE	03/29/2019	45.18	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-367 455 VINE STREET	03/29/2019	72.32	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-368 455 VINE STREET	03/29/2019	67.97	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-370 2022 WILDFLOWER	03/29/2019	93.55	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-371 2022 WILDFLOWER	03/29/2019	62.16	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-373 475 W ASPEN	03/29/2019	153.29	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-374 455 VINE	03/29/2019	13.54	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-0381 915 SIMON LANE	03/29/2019	342.22	.00	
156	LOWER VALLEY ENERGY INC	19722 0319	19722-384 1177 MEADOWLARK	03/29/2019	137.55	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-115-369: MULTIPLE STRE	03/29/2019	2,244.34	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-005: CACHE KUDAR LIGH	03/29/2019	50.76	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-006: CACHE ST N LIGHTI	03/29/2019	29.94	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-016: HOME RANCH LIGH	03/29/2019	42.16	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-020: PATHWAY TUNNEL	03/29/2019	52.95	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-023: RANGEVIEW ST LT	03/29/2019	20.63	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-027: ST LT LOT 20, 21	03/29/2019	20.57	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-028: ST LT LOT 26, 27	03/29/2019	20.06	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-030: ST LT LOT 95, 96	03/29/2019	20.12	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-031: ST LT LOT 38, 39	03/29/2019	20.06	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-032: ST LT LOT 88, 89	03/29/2019	19.42	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-034: ST LT LOT 80, 81	03/29/2019	20.25	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-035: ST LT COTTONWOOD	03/29/2019	20.50	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-036: ST LT LOTS 12, 13	03/29/2019	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-039: ST LT LOTS 86, 87	03/29/2019	19.47	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-040: ST LT LOTS 90, 91	03/29/2019	20.38	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-041: ST LT LOTS 99, 101	03/29/2019	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-043: ST LT LOTS 68, 69	03/29/2019	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-045: TOWN SQUARE LIG	03/29/2019	171.36	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-081: PEARL ST LIGHTS	03/29/2019	20.77	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-111: PEARL/WILLOW ST	03/29/2019	17.60	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-130: 3 CREEK RANCH AF	03/29/2019	25.10	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-332: N FLENWOOD MCC	03/29/2019	30.59	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-336: HIDDEN RANCH PAT	03/29/2019	28.72	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-342: 25 S REDMOND ST L	03/29/2019	34.02	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-353: W DELONEY AVE F	03/29/2019	59.23	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-355: S CACHE LIGHTING	03/29/2019	60.97	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-358: 650 W BROADWAY	03/29/2019	70.15	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-360: 1035 W BROADWAY	03/29/2019	32.53	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-362: STELLARIA LN/S HW	03/29/2019	20.06	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-382: BUDGE DR LIGHT S	03/29/2019	20.06	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-003: SPRUCE DRIVE PU	03/29/2019	256.68	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-010: ELY SPRINGS ROAD	03/29/2019	2,152.92	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-044: SNOW KING ESTAT	03/29/2019	212.73	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-050: 2 MG TANK	03/29/2019	20.33	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-052: WELL #1	03/29/2019	21.60	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-053: WELL #2 & #3	03/29/2019	1,777.60	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-054: CITY WELL ELK REF	03/29/2019	81.94	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-055: CITY WELL ELK REF	03/29/2019	77.68	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-056: CITY WELL ELK REF	03/29/2019	125.60	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-074: CRABTREE LANE T	03/29/2019	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-091: 665 FLAT CREEK DR	03/29/2019	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-361: 625 W BROADWAY	03/29/2019	25.62	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-383: SNOW KING DR WA	03/29/2019	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-018: JBP SEWER LIFT PU	03/29/2019	29.81	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-019: LIFT PUMP COTTON	03/29/2019	82.95	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-024: SEWER LIFT PUMP	03/29/2019	18.56	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-126: LIFT STATION B SP	03/29/2019	21.60	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-127: 3337 CODY CRK DR	03/29/2019	344.21	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:20	92050-334: JOSEPHINE LOOP L	03/29/2019	105.89	.00	
Total 156:					10,967.99	.00	
166	TETON COUNTY-FUND 19	040119	MARCH 2019 PARK AND REC C	04/01/2019	22,857.19	.00	
Total 166:					22,857.19	.00	
187	NELSON ENGINEERING	49136	PROJ: 18-305-01- 1195 S HWY 8	03/28/2019	1,602.50	.00	
Total 187:					1,602.50	.00	
226	O'RYAN CLEANERS	040119	DRY CLEANING	04/01/2019	288.86	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 226:					288.86	.00	
236	SMITH POWER PRODUCTS,INC	458465	ALLISON LOOSE TCM, LABOR	03/21/2019	2,315.05	.00	
Total 236:					2,315.05	.00	
241	ST JOHN'S HOSPITAL	50000081	CHEM & LAB	03/08/2019	390.00	.00	
Total 241:					390.00	.00	
251	STANDARD PLUMBING SUPPLY	JKQL05	SEDIMENT FILTER	03/29/2019	25.60	.00	
Total 251:					25.60	.00	
257	NAPA AUTO PARTS INC.	840344	NAPAGOLD AIR FILTERS	04/02/2019	20.02	.00	
257	NAPA AUTO PARTS INC.	840537	NAPAGOLD OIL FILTER, NAPAG	04/03/2019	497.50	.00	
257	NAPA AUTO PARTS INC.	841284	ADAPTER, COUPLER	04/08/2019	24.94	.00	
Total 257:					542.46	.00	
260	COMMUNITY SAFETY NETWORK	040119	QUARTERLY	04/02/2019	10,000.00	.00	
Total 260:					10,000.00	.00	
299	MIKE'S BODYSHOP INC.	14188	2013 FORD POLICE INTERCEPT	02/11/2019	2,253.40	.00	
Total 299:					2,253.40	.00	
363	FLAT CREEK SADDLE SHOP	97319	BARLEY STRAW	04/09/2019	32.00	.00	
Total 363:					32.00	.00	
406	WYOMING LAW ENFORCEMEN	040419	OFFICER ED TRAINING 17 CAS	04/04/2019	85.00	.00	
Total 406:					85.00	.00	
472	WHITE GLOVE CLEANING, INC.	11075	GENERAL HOUSE CLEANING-	04/09/2019	210.49	.00	
472	WHITE GLOVE CLEANING, INC.	11079	WINDOW CLEANING START	03/31/2019	546.36	.00	
Total 472:					756.85	.00	
544	CENTURYLINK	307-111-5050	307-111-5050	03/07/2019	1,886.95	.00	
Total 544:					1,886.95	.00	
563	WESTBANK SANITATION	3089012	940 Simon Lane	04/01/2019	47.59	.00	
563	WESTBANK SANITATION	3089558	WWTP- TRASH SERVICE FOR A	04/01/2019	484.40	.00	
563	WESTBANK SANITATION	3090573	160 S MILLWARD	03/31/2019	302.76	.00	
Total 563:					834.75	.00	
581	TETON COUNTY INTEGRATED	4011	CARDBOARD PICK-UP SERVIC	04/01/2019	294.00	.00	
Total 581:					294.00	.00	
668	FREEDOM MAILING SERVICE I	35663	UTILITY BILLING	04/02/2019	885.80	.00	
668	FREEDOM MAILING SERVICE I	35663	UTILITY BILLING	04/02/2019	885.80	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
668	FREEDOM MAILING SERVICE I	35663	INSERTS	04/02/2019	55.04	.00	
Total 668:					1,826.64	.00	
996	TETON COUNTY SPECIAL FIRE	032619	MARCH 2019 FIRE.EMS CAPITA	04/01/2019	88,413.35	.00	
996	TETON COUNTY SPECIAL FIRE	032619A	MARCH 2019 CAPTIAL SPEICAL	04/01/2019	2,381.92	.00	
996	TETON COUNTY SPECIAL FIRE	032619B	MARCH 2019 SPEICAL FIRE	04/01/2019	19,928.52	.00	
996	TETON COUNTY SPECIAL FIRE	040119	APRIL 2019 FIRE/EMS	04/01/2019	124,045.50	.00	
Total 996:					234,769.29	.00	
1002	J.J. KELLER & ASSOC. INC.	9103791205	DVIR BOOKS	03/05/2019	1,377.79	.00	
Total 1002:					1,377.79	.00	
1064	WYOMING DEPARTMENT OF H	10010087	COLILERT WATER TESTING- JA	04/01/2019	240.00	.00	
Total 1064:					240.00	.00	
1134	ENERGY LABORATORIES INC.	222179	INFLUENT, CELL 1, 3A, 3B2, 4D,	03/27/2019	24.00	.00	
1134	ENERGY LABORATORIES INC.	223721	INFLUENT, EFFLUENT	04/03/2019	104.00	.00	
Total 1134:					128.00	.00	
1355	TETON COUNTY TRANSFER ST	405655	CONST/DEMO	04/05/2019	365.00	.00	
1355	TETON COUNTY TRANSFER ST	405829	SORT FEE	04/08/2019	248.00	.00	
Total 1355:					613.00	.00	
1430	ROBINSON, ROXANNE DEVRIE	040819	TRAVEL EXPENSES WAM	04/08/2019	29.00	.00	
Total 1430:					29.00	.00	
1443	TETON COUNTY CLERK	040119	APRIL 2019 HOUSING	04/01/2019	22,141.75	.00	
1443	TETON COUNTY CLERK	040119A	APRIL 2019 PARKS AND REC	04/01/2019	100,180.90	.00	
1443	TETON COUNTY CLERK	040119A	APRIL 2019 PARKS AND REC	04/01/2019	33,204.16	.00	
Total 1443:					155,526.81	.00	
1614	TETON COUNTY-FUND 10	032619	MARCH 2019 DISPATCH	04/01/2019	19,473.44	.00	
1614	TETON COUNTY-FUND 10	032619A	MARCH 2019 KRISTI MALONE	04/01/2019	3,332.44	.00	
1614	TETON COUNTY-FUND 10	032619B	MARCH 2019 PATHWAYS	04/01/2019	4,508.38	.00	
Total 1614:					27,314.26	.00	
1640	WESTERN STATES	IN000889094	BOTH SIDES- REMOVE & INSTA	03/07/2019	8,980.63	.00	
1640	WESTERN STATES	IN000922502	MULTI TERRAIN LOADER, SNO	03/18/2019	3,038.50	.00	
Total 1640:					12,019.13	.00	
1783	AT&T	287272169264	START CELL PHONES	03/20/2019	256.79	.00	
Total 1783:					256.79	.00	
1897	TRANS-ALARM, INC.	300407579	MONITORING ANIMAL SHELTE	03/26/2019	233.75	.00	
Total 1897:					233.75	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2175	DIVISION OF VICTIM SERVICES	040419	Crime Victim Surcharge	04/04/2019	400.00	.00	
Total 2175:					400.00	.00	
2213	ALPHAGRAPHICS BOZEMAN	15038011	SIGNAGE	03/29/2019	1,528.31	.00	
Total 2213:					1,528.31	.00	
2547	BENEFIT ADMINISTRATORS, IN	MARCH 2019	ELIGIBILITY NOTICES	04/04/2019	36.00	.00	
Total 2547:					36.00	.00	
2842	YELLOW IRON EXCAVATION, L	35259	915 SIMON LANE	03/31/2019	32.00	.00	
2842	YELLOW IRON EXCAVATION, L	35465	455 VINE street	03/31/2019	17.50	.00	
2842	YELLOW IRON EXCAVATION, L	35465	455 VINE street	03/31/2019	17.50	.00	
2842	YELLOW IRON EXCAVATION, L	35465	455 VINE street	03/31/2019	17.50	.00	
2842	YELLOW IRON EXCAVATION, L	35465	455 VINE street	03/31/2019	17.50	.00	
2842	YELLOW IRON EXCAVATION, L	35572	155 East Pearl March	03/31/2019	120.00	.00	
2842	YELLOW IRON EXCAVATION, L	35573	TRASH REMOVAL @ SHELTER	03/31/2019	150.00	.00	
2842	YELLOW IRON EXCAVATION, L	35576	TRASH REMOVAL @ START	03/31/2019	160.00	.00	
Total 2842:					532.00	.00	
2850	LDA INC.	8696	SHIPPING- FLEET-SLC EDWAR	04/04/2019	10.55	.00	
Total 2850:					10.55	.00	
3066	PARDEE, LARRY	040819	TRAVEL EXPENSES WAM	04/08/2019	29.00	.00	
Total 3066:					29.00	.00	
3162	TETON TRASH REMOVAL, INC.	040119	TRASH 145 west hansen 2a	04/01/2019	42.50	.00	
Total 3162:					42.50	.00	
3408	E.R. OFFICE EXPRESS	11804	CDS AND ENVELOPES	02/07/2019	228.00	.00	
3408	E.R. OFFICE EXPRESS	12309	6mm BLACK/WHITE	04/04/2019	39.98	.00	
3408	E.R. OFFICE EXPRESS	12354	PAPER	04/10/2019	78.99	.00	
Total 3408:					346.97	.00	
3450	OLD DOMINION FREIGHT LINE,	08614158296	HANDLING UNITS 1 STEEL BLA	01/30/2019	297.62	.00	
Total 3450:					297.62	.00	
3461	AUTO DETAIL OF JACKSON	25- COLORAD	COMPACT SICE INTERIOR LEV	01/03/2019	195.00	.00	
Total 3461:					195.00	.00	
3512	PARKSON CORPORATION	AR1/51023302	FIELD SERVICE & CHANGE OR	10/31/2018	10,285.00	.00	
Total 3512:					10,285.00	.00	
3579	PINE NEEDLE EMBROIDERY	15423	EMBROIDERY SAFETY JACKET	03/13/2019	90.00	.00	
3579	PINE NEEDLE EMBROIDERY	15423	EMBROIDERY SAFETY JACKET	03/13/2019	90.00	.00	
3579	PINE NEEDLE EMBROIDERY	15423	EMBROIDERY SAFETY JACKET	03/13/2019	36.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 3579:					216.00	.00	
3596	ADVANCED GLASS TRIM, LLC	24587	WINDSHIELD #1640- 2010 CHEV	04/02/2019	260.00	.00	
Total 3596:					260.00	.00	
4212	GILLIG LLC	40565099	COVER GASKET, VENTED DIPS	04/03/2019	61.40	.00	
4212	GILLIG LLC	40565641	BRAKE CHAMBER	04/04/2019	49.30	.00	
Total 4212:					110.70	.00	
4320	WARNER TRUCK CENTER	X101270178:0	BREATHER COVER, VALVE CO	04/03/2019	288.62	.00	
4320	WARNER TRUCK CENTER	X101270195:0	PLAIN HOSE, TEMP SENSOR	04/03/2019	142.29	.00	
Total 4320:					430.91	.00	
4380	LONG BUILDING TECHNOLOGI	SRVCE009630	LABOR- BAS CONSOLE ALARM	02/25/2019	472.00	.00	
4380	LONG BUILDING TECHNOLOGI	SRVCE009647	BILLING FOR PROPOSAL OF R	02/27/2019	4,335.00	.00	
4380	LONG BUILDING TECHNOLOGI	SRVCE009647	LABOR & MATERIALS- CHECK	02/27/2019	2,412.08	.00	
Total 4380:					7,219.08	.00	
4412	NEOFUNDS	790004408054	POSTAGE	03/31/2019	1,000.00	.00	
Total 4412:					1,000.00	.00	
4436	WESTY'S LLC	52668	SANDING @ PARKING GARAGE	04/07/2019	337.50	.00	
Total 4436:					337.50	.00	
4548	SILVER CREEK SUPPLY	S1959153.001	POLY PIPE	03/11/2019	23.45	.00	
4548	SILVER CREEK SUPPLY	S1964393.001	MERRILL ASHCROFT PRESSUR	03/26/2019	7.95	.00	
Total 4548:					31.40	.00	
4583	AUTOMOTIVE EQUIPMENT	1770	COAT TIRE CHANGER 80XA, C	04/08/2019	11,654.52	.00	
Total 4583:					11,654.52	.00	
4623	MSC INDUSTRIAL SUPPLY CO	2866539001	HX CAP SCREW, HEX NUT, DO	03/21/2019	161.77	.00	
Total 4623:					161.77	.00	
4699	SNAKE RIVER ROASTING	607906	COFFEE	04/11/2019	48.45	.00	
4699	SNAKE RIVER ROASTING	687481	COFFEE	03/28/2019	48.45	.00	
Total 4699:					96.90	.00	
4752	SPECIALTY CONSTRUCTION S	0182735-IN	POTHOLE PATCH UPM	03/28/2019	805.84	.00	
Total 4752:					805.84	.00	
4774	BIG R RANCH & HOME	1374542	GUN SAFE FOR LD SHOP	04/10/2019	699.00	.00	
Total 4774:					699.00	.00	
4886	MORTON-LEVINSON, HAILEY	040819	TRAVEL EXPENSES TO WAM	04/08/2019	29.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4886:					29.00	.00	
4902	KOIS BROTHERS EQUIPMENT	115889	SW-SS SPINNER EXT	03/27/2019	505.57	.00	
4902	KOIS BROTHERS EQUIPMENT	53483	55LB BUCKET 6MM AGGREGAT	03/12/2019	2,057.50	.00	
Total 4902:					2,563.07	.00	
4918	DEAN'S PEST CONTROLL LLC	40874	SMALL RODENT CONTROL @ P	03/06/2019	45.00	.00	
4918	DEAN'S PEST CONTROLL LLC	40922	SMALL RODENT CONTROL @ S	03/04/2019	100.00	.00	
Total 4918:					145.00	.00	
4920	BEST BEST & KRIEGER	845538	WIRELESS FEBRUARY SERVIC	03/22/2019	730.00	.00	
Total 4920:					730.00	.00	
5008	KNIGHT, BILL	040819	DOT PHYSICAL REIMBURSE	04/08/2019	155.00	.00	
Total 5008:					155.00	.00	
5337	FLAT CREEK WID	1191	FCE EXCAVATION AND SITE W	02/11/2019	7,845.00	.00	
Total 5337:					7,845.00	.00	
5473	KELLERSTRASS ENTERPRISES	1044878	CHEV DELO ELC 50/50 ANTIFR	04/03/2019	1,665.80	.00	
Total 5473:					1,665.80	.00	
5657	SUPERIOR TIRE & RUBBER CO	451991	DRAG SHOES FOR BOOM BAD	04/03/2019	275.00	.00	
Total 5657:					275.00	.00	
5691	LEPCO	31373	1050 GRANULAR BASE-3 BAGS,	03/28/2019	448.50	.00	
Total 5691:					448.50	.00	
5734	GREENWAY PAINTING LLC	1025	SALES: PAINTING OF PARK AN	04/02/2019	2,609.76	.00	
5734	GREENWAY PAINTING LLC	1032	INTERIOR FINISHES- 2ND FLO	04/09/2019	733.46	.00	
Total 5734:					3,343.22	.00	
5810	RICH BROADCASTING (SV/JX)	MC-118121434	SNOW SHOVELING ADS	12/31/2018	1,764.00	.00	
5810	RICH BROADCASTING (SV/JX)	MC-118121436	START BUS ADS	12/31/2018	2,744.00	.00	
5810	RICH BROADCASTING (SV/JX)	MC-119011441	WINTER PARKING ADS	01/31/2019	1,932.00	.00	
5810	RICH BROADCASTING (SV/JX)	MC-119021451	WINTER PARKING ADS	02/28/2019	1,680.00	.00	
5810	RICH BROADCASTING (SV/JX)	MC-119031462	WINTER PARKING ADS	03/31/2019	504.00	.00	
5810	RICH BROADCASTING (SV/JX)	MC-119031466	SNOW SHOVELING ADS	03/31/2019	756.00	.00	
Total 5810:					9,380.00	.00	
5812	RUI INC. DBA VILLAGE GARDN	1316251	GROUND SHOVELERS @ 155 E	03/31/2019	163.90	.00	
Total 5812:					163.90	.00	
5815	Hansen & Hansen	1459	CONTRACT: 18.2238: CACHE C	10/23/2018	25,444.02	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5815:					25,444.02	.00	
6114	CLIMB WYOMING	033119	3RD QUARTER	03/31/2019	1,250.00	.00	
Total 6114:					1,250.00	.00	
6138	QA BALANCE SERVICES INC.	2740	LAB WORK: BAL, INCUB, OVEN	04/03/2019	430.00	.00	
Total 6138:					430.00	.00	
6147	OUTLAW BROTHERS CONSTR	96	SNOW REMOVAL 915 SIMON	03/23/2019	165.00	165.00	04/09/2019
6147	OUTLAW BROTHERS CONSTR	97	BUNK HOUSE PUNCH LIST	03/23/2019	2,025.00	2,025.00	04/09/2019
6147	OUTLAW BROTHERS CONSTR	97	SI-FERRIN FOUNDATION REPAI	03/23/2019	3,223.27	3,223.27	04/09/2019
6147	OUTLAW BROTHERS CONSTR	98	REPAIR TOWN HALL BASEMEN	03/23/2019	140.00	140.00	04/09/2019
Total 6147:					5,553.27	5,553.27	
6315	WATER TECHNOLOGY GROUP	5446784	MER- MISC EQUIPMENT REPAI	03/28/2019	57,870.00	.00	
Total 6315:					57,870.00	.00	
6318	NEWCOMB, KATHERINE	040919	REIMBURSE FOR FUEL SPILL	04/09/2019	308.85	.00	
Total 6318:					308.85	.00	
6379	OSMOND, ROBERT	041019	BOOT REIMBURSEMENT	04/10/2019	100.00	.00	
Total 6379:					100.00	.00	
6411	LEWIS ROCA ROTHGERBER C	1302457	LEGAL SERVICE THROUGH 021	03/20/2019	531.00	.00	
Total 6411:					531.00	.00	
6412	SCHERER, MICHAEL	041019	BAIL REFUND CASE #19-01-016	04/10/2019	611.00	.00	
Total 6412:					611.00	.00	
6413	MALACHI ARTICE	041019	BAIL REFUND CASE 19-03-0249	04/10/2019	2,000.00	.00	
Total 6413:					2,000.00	.00	
Grand Totals:					667,977.38	5,553.27	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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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 MARCH, 2019**

During the month of March, the court received \$47,496 in fines, fees, and forfeitures.
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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>
ADRACA, YARIT	186000351AB	Use of cell phone while driving prohibited	BF	65
ALSTON, ELLIOTT RICHARDSON	00044M	Public intoxication	BF	110
ARMSTRONG, JEFFRY ALLEN	186000402AB	Public intoxication	BF	110
BARNARD, ROY A	00097M	Speeding faster than reasonable and prudent	BF	85
BAXTER, JERRED DORALD	186005171AA	Failure to maintain liability coverage	D-Valid Info Provided	0
BENTLAGE, DAVID KURT	186005046AA	Following too Close	BF	75
BIGELOW, MELISSA MARSTON	186000383AB	Speeding faster than reasonable and prudent	D-TS	0
BOTAN, NICOLAE	03605L	Failure to stop at a red light	D-TS	0
BOYCE, RACHEL ELISABETH	186000807AB	No display of current registration	BF	67.5
BRANDEWIE, KRISTYANN BOBBIE	186000610AB	Speed Limits Generally 47/30	BF	194
BRETTING, RILEY L	186000998AB	Careless driving	BF	235
BROWN, VALERIE GAY	186001103AB	Use of cell phone while driving prohibited	BF	65
BURNES, KENNETH GORDON	186000635AB	No display of current registration	BF	67.5
BUSS, SHAUN	00568M	Marijuana: use and/or possession	BF	150
CHICHINSKY, LAUREN NICOLE	186000349AB	Speed too fast for conditions	BF	75
COPUS, SCOTT E	186000271AB	Speeding urban - 44/30 mph zone	BF	183
CUNNINGHAM, TIMOTHY DOYLE	186001011AB	Failure to maintain liability coverage	D-Valid Info Provided	0
CUNNINGHAM, TIMOTHY DOYLE	186001010AB	Use of cell phone while driving prohibited	BF	65
DAVIGNON, ROBERT ALAN	186005049AA	Speeding 38/25	BF	121
DUNCAN, ARIC J	186000880AB	Marijuana: use and/or possession	BF	100
ELMS, STEPHEN G	03859L	Wrong way on one-way street	D-Per Town's Motion	0
ENEA, SEBASTIAN	00202M	GTB license required	D-Per Town's Motion	0
ENEA, SEBASTIAN	00203M	Vehicle Permit Required	D-Per Town's Motion	0
FAWAZ, JED PETER	186000169AB	Stop Sign Violation	D-TS	0
FREEMAN, TODD WESTON	186000806AB	Open Container	BF	135
GALLAGHER, TIMOTHY JAMES	186000787AB	Limitations on Backing	D-Per Town's Motion	0
GALVEZ, MATTHEW S	186000881AB	Failure to stop at a red light	BF	135
GAMBORINO MARTINEZ, EDUARDO	03368L	Public intoxication	D-Per Town's Motion	0
GEORGIADES, GABRIELLA	186005190AA	Use of cell phone while driving prohibited	BF	90
GIVENS, WILLIAM THOMAS	186001090AB	Interference with Police Department	D-Per Town's Motion	0
GIVENS, WILLIAM THOMAS	186001091AB	Open Container	BF	135
GORDON, JOSEPH	11324J	Driving/Control of vehicle while intox	D-Per Town's Motion	0
GRAHAM, JENNY FRANCIS	03966L	Care and control of a dog	BF	100
GROSS, DENNIS	06178L	Public intoxication	BF	150
GWIN, KATHERINE BAIER	186001118AB	Speed Limits Generally 47/30	BF	194
Hardaker, Michael Dennis	186000783AB	Use of cell phone while driving prohibited	BF	75
HASSAN, GABRIEL JOSEPH	186000878AB	Failure to maintain liability coverage	BF	275
HASSAN, GABRIEL JOSEPH	186000877AB	No display of current registration	BF	67.5
HATTEN, LYNN	186000786AB	Care and control of a dog	BF	100
HERNANDEZ, JESSE NONE	186000867AB	Speed Limits Generally 50/40	BF	135
HERNANDEZ-JUAREZ, GREGORIO	03781L	Parking prohibited	BF	75
HEWETT, HUNTER TODD	03544L	Public intoxication	BF	110
HOFFMAN, MICHAEL SHAWN	186000785AB	Failure to yield ROW approaching intersections	BF	75
HRUSKA, CHARLES G	186001013AB	Failure to maintain liability coverage	D-Per Town's Motion	0
HRUSKA, CHARLES G	186001012AB	Speeding in a school zone 30/20	BF	195
IEVDOKYMOV, ANDRII	186000270AB	Speed too fast for conditions	BF	85
JARVIE, DEAN DAVID	186000771AB	No display of current registration	BF	67.5
JOKI, MATT NELO	03568L	Failure to Yield ROW at Green Signal	D-TS	0
KLUS, FLORIAN TOMA	186000871AB	Parking prohibited	BF	85
KLUS, FLORIAN TOMA	186000872AB	Wyoming Uniform Traffic Code (as adopted):	D-Per Town's Motion	0
KOELZER, PATRICK EUGENE	186003407AA	No Driver's license	BF	410
LAGUNES ALBA, SOFIA	03608L	Petit larceny	BF	150

LAROSE, RYAN CHRISTOPHER	186000643AB	Marijuana: use and/or possession	BF	100
LARSEN, COBURN SCOTT	186000411AB	Careless driving	BF	235
Lipson, David A	186000493AB	Limitations on Backing	BF	75
LOGAN, ROBERT JOHN	186001027AB	Failure to maintain liability coverage	D-Valid Info Provided	0
LOGAN, ROBERT JOHN	186001026AB	Limitations on Backing	D-Valid Info Provided	0
LOPEZ-CHAVEZ, JORGE LUIS	00065M	Public intoxication	BF	110
LUPU, ANDREI ALEXANDRU	186001096AB	Speeding 38/25	BF	110
MCGREGOR, JOAN ELLEN	186000422AB	Careless driving	D-Per Town's Motion	0
MCKINLEY, SCOTT RICHARD	186000464AB	Failure to report over \$1000 property damage or injury	BF	235
MIENTKA, MICHAEL MURPHY	00106M	Public intoxication	BF	110
MOORE, GEORGE WALTON	186000989AB	Public intoxication	BF	110
MOXAM, DAVID FINDLEY	186001046AB	No display of current registration	BF	135
MUNFORD, ELIZABETH HARGROVES	186000468AB	Speed Limits Generally 46/30	BF	187
NELSON, ISAAC CANNON	186001121AB	Failure to maintain liability coverage	D-Valid Info Provided	0
NELSON, MARLON PAUL	186000299AB	MUI/MIP (18-20 year old)	BF	250
OKSANEN, ELLIE L	00104M	Use of hand-held electronic device while driving	BF	65
OLSON, JOHN KALMER	186000467AB	Speed Limits Generally 37/25	BF	159
ORTEGA, JUSTIN CHARLES	00606M	Public intoxication	BF	110
OSORIO, ROGER M	186000868AB	Speed Limits Generally 40/25	BF	180
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PAUL, KAITLYN TAYLOR	00157M	Public intoxication	BF	110
PAXTON, COLTON MALONE	186000805AB	Open Container	BF	135
PEREZ-HUERTA, JOSE JORGE	186001092AB	No Driver's license	BF	420
PHILLIPS, TIMOTHY JAMES	186005048AA	Limitations on Backing	D-Per Town's Motion	0
PIATAK, KOBE ROY	186005385AA	Speeding 55/40	D-TS	0
PLILEY, TERESA ANNE	03974L	Careless driving	D-Per Town's Motion	0
QUINN, DAVID KINSMAN	186005901AA	Failure to stop at a red light	BF	135
RAMIREZFUENTES, WENCESLAO JUAN	186000273AB	Failure to maintain liability coverage	BF	270
RAMIREZFUENTES, WENCESLAO JUAN	186000274AB	Use of cell phone while driving prohibited	BF	75
ROSE, CHARLES B	186001246AB	Speeding faster than reasonable and prudent	BF	85
ROYSTER, WHITNEY NAYLOR	186001120AB	No display of current registration	BF	67.5
SANCHEZ SERRANO, LEONEL	186005182AA	Speed too fast for conditions	BF	85
SANTIAGO DAVIS, RAMONA ELIZABETH	186001100AB	Use of cell phone while driving prohibited	BF	65
SCHLINGER, DEBORAH ANN	11322J	Use of cell phone while driving prohibited	BF	90
STERNBERG, LINDA J	186005047AA	Failure to yield ROW	BF	75
STILSON, JACQULYN A	186001225AB	Use of cell phone while driving prohibited	BF	75
STROUT, REBECCA TEMPLETON	186001058AB	Use of cell phone while driving prohibited	BF	100
SUMERS, RACHEL D	03475L	Public intoxication	D-Per Town's Motion	0
TARDIFF, LEO FRANK	186000637AB	No display of current registration	BF	135
THORNOCK, TEL JAY	03545L	Public intoxication	BF	110
TIAN, YUE NONE	186000639AB	Speed Limits Generally 47/30	BF	194
TOBUL, JAMES ROBERT	186000394AB	Speed Limits Generally 44/30	D-TS	0
VLAS, ADRIAN	186000604AB	Limitations on Backing	D-TS	0
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WALDRON, NOAH JOHN	186005183AA	Speed too fast for conditions	BF	75
WATKINS, CHRISTINE	186000789AB	Failure to maintain liability coverage	D-Valid Info Provided	0
WATKINS, CHRISTINE	186000790AB	No display of current registration	BF	67.5
WEST, DARRIN NONE	186001336AB	Speed Limits Generally 41/30	BF	152
WISNIEWSKI, VINCENT	186001145AB	No display of current registration	BF	125
WOOD, JACOB LEE	186004701AA	Driving/Control of vehicle while intox	DA-in accordance with V	0
ZEDIKER, SARAH ELIZABETH	186000416AB	Speed Limits Generally 41/30	BF	162
ZYMBERI, BESFORT	186003040AA	Marijuana: use and/or possession	D-Per Town's Motion	0

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STILSON, JACQULYN A	186001225AB	Use of cell phone while driving prohibited	BF	75
STROUT, REBECCA TEMPLETON	186001058AB	Use of cell phone while driving prohibited	BF	100
Record Expunged 12-6-2019 Case Num 18-09-0034				
TARDIFF, LEO FRANK	186000637AB	No display of current registration	BF	135
THORNOCK, TEL JAY	03545L	Public intoxication	BF	110
TIAN, YUE NONE	186000639AB	Speed Limits Generally 47/30	BF	194
TOBUL, JAMES ROBERT	186000394AB	Speed Limits Generally 44/30	D-TS	0
VLAS, ADRIAN	186000604AB	Limitations on Backing	D-TS	0
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WALDRON, NOAH JOHN	186005183AA	Speed too fast for conditions	BF	75
WATKINS, CHRISTINE	186000789AB	Failure to maintain liability coverage	D-Valid Info Provided	0
WATKINS, CHRISTINE	186000790AB	No display of current registration	BF	67.5
WEST, DARRIN NONE	186001336AB	Speed Limits Generally 41/30	BF	152
WISNIEWSKI, VINCENT	186001145AB	No display of current registration	BF	125
WOOD, JACOB LEE	186004701AA	Driving/Control of vehicle while intox	DA-in accordance with V	0
ZEDIKER, SARAH ELIZABETH	186000416AB	Speed Limits Generally 41/30	BF	162
ZYMBERI, BESFORT	186003040AA	Marijuana: use and/or possession	D-Per Town's Motion	0



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: April 9, 2019
MEETING DATE: April 15, 2019

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

SUBJECT: Special Event- Jackson Hole Live Concert Series

STATEMENT/PURPOSE: The Mayor and Council approve special events including the use of Town property, equipment, and services.

BACKGROUND/ALTERNATIVES: The applicant, Center Management Inc. (CMI), requests Council permission to host a Jackson Hole Live concert series consisting of 4 shows produced and coordinated by CMI all to be performed on the Snow King Ball Field from 5:30 P.M. to approximately 9:45 P.M.

The dates of the Jackson Hole Live Concert Series for 2019 include:

Date #1: June 16 (Sunday)
Date #2: June 30 (Sunday)
Date #3: July 19 or August 2 (TBD) (Friday)
Date #4: August 16 (Friday)

CMI will come before Council for approval at a later date once details for the TBD concert date is finalized.

This request is similar to previous approved applications in the past. One change from previous requests is permission for an early stage set-up on Saturday, June 15. On Sunday, June 16th "Raptorfest" will take place at the Snow King Ballfields prior to the evening concert. Handlers of the raptors have expressed concerns of set-up noise associated with the JH Live concerts. In an effort to minimize disruption, JH Live has requested to set the concert stage the night before the concert on Saturday, June 15 starting around 5:00pm. Parks and Recreation has indicated that this early set up is possible.

The concerts will feature a local/regional opening act and headlining musical act. The events will also include food, beverage (alcoholic and non-alcoholic), and some merchandise sales, non-profit booths to promote their missions and fundraising efforts, a VIP tent, and a kids area. The applicant expects that approximately 4,000 to 6,000 participants will attend each concert. Please see the attached event summary and map for additional detail. The applicant requests the following from the Town for each concert:

- Permission from Council for amplified sound associated with the event
- A catering permit for sales of alcoholic beverages (application to be submitted)
- An exposition license
- Police Officers to patrol the event
- Access to electricity at the park and irrigation locates
- Use of Town barricades for the closure of the Phil Baux parking lot. The parking lot will close at midnight (12:00am) on the day of each concert once vehicles have vacated the lot.

- Permission to display two banners per the attached banner plan and several onsite banners to be displayed the day of the concert. This request includes permission to display a banner on the backstop at Snow King Ball Field up to 14 days prior to each concert. The Land Development Regulations address banners displayed as part of special events as follows:

Temporary banners, sandwich boards, and a-frame signs sponsored by profit and nonprofit groups, organizations and associations, provided that a special event license and a sign permit are obtained. A maximum of four (4) temporary signs are permitted, and the signage shall be displayed on the starting day of the event and shall be removed on the last day of the event. For events that are sponsored by non-profit groups, proof of Tax Exempt status must be provided or a copy of the Business License submitted with the sign permit application. Off-site banners are permitted with written consent from the property owner(s). Banners shall not impede the public right-of-way. Party type balloons shall be permitted in order to attract attention to the special event, provided that they are maintained on the subject property and are removed immediately following the close of the event.

- Use of the athletic field lights after each concert to provide light for clean-up and for concert goers to collect their things and safely exit the venue.
- Permission to close the parking adjacent to Snow King Ball Field on South Cache and Snow King Avenue during each day of the concert series. The parking along South Cache and half of the parking along Snow King Avenue would be used for production crews, vendors, etc.... to set up and tear down the concert venue. The applicant is requesting that the remaining parking along Snow King Avenue be closed off to allow large crowds to safely enter and exit the concert venue. The applicant shall be responsible for the production, posting, and removal of the no parking signage.
- The applicant has indicated that they will be able to turn off the field lights by 11:00 P.M. but is requesting permission to continue to break down the concert stage and equipment until midnight utilizing smaller production lighting. Further, the applicant will remove the tent and conduct a secondary field cleanup the morning following each concert. The applicant shall coordinate the timing of the closure of the parking lot and post event clean up with Parks and Recreation. Closure of the parking lot shall not displace any scheduled ball games and the field shall be cleaned up prior to any scheduled ball games.
- Permission for early set-up of the concert stage (for the June 16th concert) the evening of June 15th.

The applicant will meet with various Town departments to finalize event details as the concerts approach. The applicant has agreed to inform the Jackson Police Department of the names of the bands at least 30 days prior to each concert. This will allow the Jackson Police Department to determine staffing needs for the event.

COMPREHENSIVE PLAN ALIGNMENT

This event aligns with our Quality of Life which is important to our community. We have always been a diverse community that supports a variety of lifestyles and employment opportunities, and we welcome others to share in the enjoyment of our ecosystem and western mountain lifestyle. Residents and visitors have become accustomed to high-quality social, cultural, and recreational services. Continuing to provide these services in a manner that better achieves our Vision will enhance the livability and appeal of our community.

STAKEHOLDER ANALYSIS

The application has been submitted for review and comment to all Town departments.

FISCAL IMPACT

Fiscal Impact is minimal for this event due to the fees that will be collected associated with a catering permit, an exposition license, police services, irrigation locates, and use of the lights for each concert. Costs to the Town include staff time to deliver and remove barricades and potential post-event turf care.

STAFF IMPACT

Staff impact includes processing the catering and exposition licenses, police presence at the concert, and staff time to provide irrigation and utility locates, access to electricity, and delivery and removal of barricades.

LEGAL REVIEW

N/A

ATTACHMENTS:

Application

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

1. The applicant shall coordinate with the Parks and Recreation Department regarding any requests for power. The Fire Department encourages the application to contact an Electrical Inspector to review their setup for code compliance.
2. The applicant must fill out a Park Reservation request with the Parks & Recreation Department and coordinate with the department for overall site direction including: locations for parking, toilets, event vehicles, tents, street and parking area closures, and any other uses.
3. The applicant must supply extra trash and recycling containers and dispose of all trash generated by the event.
4. Irrigation locates and access to electricity must be arranged with the Parks and Rec Department at least one week prior to the event if tents are erected in the park area.
5. Applicant shall coordinate the payment of all fees with the Parks & Rec Department at least one week prior to the event.
6. The applicant shall clean up immediately following the event.
7. All food service shall be coordinated with Teton County Environmental Health.
8. Insurance: An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney.
9. The applicant is required to provide turf protection in front of and behind any table or other exhibit where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regards to turf protection.
10. All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
11. No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.
12. All walkways and boardwalks must be kept unobstructed at all times.
13. All event vehicles shall be on the infield dirt portion of the field. No vehicles shall be on the grass. Event vehicles will be on dirt infield and on the streets and parking lot.
14. All tents, tarps or items that are in emergency vehicle access lanes shall be affixed temporarily and shall be capable of being removed quickly in the event of emergency.
15. Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.
16. All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).

17. Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).
18. Any tents larger than 400 square feet will require approval through the Fire Department. A Temporary Tent Permit Form will need to be completed and approved prior to the start of the event. This Temporary Tent Permit can be found on the Jackson Hole Fire / EMS website.
19. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2)
20. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
21. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
22. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
23. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
24. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
25. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
26. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).
27. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
28. Public Safety Plan: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety (IFC403.2). A formal plan on paper is not necessary to submit, but this topic should be considered in the planning and execution of the event.
29. Crowd Managers: For events having over 1000 participants, trained crowd managers shall be established at a ratio of one crowd manager to every 250 persons (IFC403.3). There is a link to an on-line Crowd Manager Training Program on the Jackson Hole Fire / EMS website. A formal plan on paper is not necessary to submit, but this topic should be considered in the planning and execution of the event.
30. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website. A formal plan on paper is not necessary to submit, but this topic should be considered in the planning and execution of the event.
31. The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. An ID bracelet system shall be utilized and all ID's checked. It is recommended that servers be TIPS trained prior to serving alcohol. No "over serving" shall be allowed to occur or serving to obviously intoxicated persons. Participants shall not be permitted to leave the event with open containers.
32. Alcoholic beverage sales shall be in 16 oz. or smaller plastic cups only.
33. Both alcohol token sales and alcohol sales end 30 minutes prior to the concert ending (as approved by the Town Council on August 19, 2013).
34. The applicant may sell mugs for alcoholic beverages that are approved by the Police Department. Vendors may not sell more than 16 oz. in the mugs, regardless of mug size.

35. The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.
36. Security will search spectators' bags at all entry points to assure that no outside alcohol is brought onsite.
37. The applicant shall be responsible for the closure of the parking lot and the procuring, posting and removal of any signage including but not limited no parking and handicapped parking signs associated with the event.
38. The applicant shall gain permission from Snow King to use their lots for event parking and any other owners of private or leased parking lots as applicable.
39. The applicant shall abide by any recommendations from the Police Department with regard to police presence at the event.
40. A designated T-shirt security detail in adequate numbers must be utilized to assist with crowd control and monitoring alcohol consumption.
41. The promoter shall pay for all police services at least five business days prior to the event to prevent the department from incurring a significant overtime expense should the event be rescheduled or cancelled. Payment is non-refundable if concert is cancelled within five days of the event. The current rate charged is \$65 per hour/ per officer, but this rate may increase for the 2017 fiscal year.
42. All exits must be clearly visible and include exit signs.
43. An adequate number of designated handicapped parking spaces shall be established in the vicinity of the concert along South Cache and Snow King Avenue.
44. Residents within a two block radius of the park shall be notified in advance of the date and beginning and ending times of the concerts.
45. The field lights shall be turned off by 11:00 P.M. but the applicant may continue to break down the concert stage and equipment until midnight utilizing smaller production lighting.
46. The applicant shall coordinate the timing of the closure of the parking lot and post event clean up with Parks and Recreation. Closure of the parking lot shall not displace any scheduled ball games and the field shall be cleaned up prior to any scheduled ball games.
47. The applicant shall obtain Council permission for any additional concert dates.

SUGGESTED MOTION: I move to approve the special event application made by Center Management Inc. for the Jackson Hole Live 2019 Concert Series, subject to the conditions and restrictions listed in the staff report.

JacksonHoleLive 2019 Concert Series

**June 16, 30, TBD, August 16, 2019
Concert Series Special Event Application**

Background

Center Management, Inc. (CMI) was founded in October 2011 as a non-profit public benefit corporation to operate the Snow King Sports and Event Center Ice Rink for the 2011-2012 ice season. As a community organization, CMI strives to operate the Center on a self-sustaining basis with all operating expenses covered by user fees and revenues from sponsored programs, promotions and events.

CMI is implementing initiatives to generate revenue that will:

1. Maintain annual operations at the Snow King Sports and Event Center, benefitting all users of the facility and the town and community as a whole
 - a. Ice users
 - b. JH Ski Club
 - c. High school ski team
 - d. Conferences & conventions
 - e. Expo & retail events
 - f. Sporting events
 - g. Concerts & performances
 - h. Other recreational uses (turf sports, roller sports, baseball, summer training)
2. Mitigate ice rate increases for key ice rink programs
 - a. Youth ice hockey
 - b. Youth figure skating
 - c. Jackson Hole Moose senior hockey club
 - d. Public users
3. Contribute to the Town of Jackson's ongoing efforts to address deferred maintenance issues at the Center.
4. Work with the Town, State, and private donors to secure funding required to enhance the Center's capabilities and capacity in the following areas
 - a. Recreational uses
 - b. Conference & convention capabilities
 - c. Large-scale event capabilities

JacksonHoleLive History

One major initiative that CMI launched in 2012 in partnership with Jeff Potter and Shannon McCormick was JacksonHoleLive, a free, all-ages, summer concert series that takes place in the Snow King Ball Park in Jackson, WY. The inaugural season of JacksonHoleLive was an overwhelming success, providing a significant community benefit and meaningful revenue in support of the operation of the Snow King Sports and Event Center.

JacksonHoleLive is the town of Jackson's first free, all-ages, outdoor concert series. The Jackson community asked for this kind of community event, and they came out by the thousands in support of the events. Summer 2013 saw average crowds of 5,000-6,000 with a massive audience for July 4th. These figures remained consistent for the 2014 season, with another very large audience for the Town Centennial Celebration on August 31.

With strong support from the Town, management team experience in concert series production, and a compelling purpose for seeking community support of the concert series (raising funds to support ongoing operations and capital improvements at the Center), CMI was able to establish JacksonHoleLive as the go-to community event of the summer season in Jackson Hole, garnering Best of JH's best outdoor concert series accolades just this past week.

With the Town's support, we look forward to another successful season of summer music at the Snow King Ballpark in 2019.

JacksonHoleLive 2019 – Community Concert Series

CMI plans to hold 4 JacksonHoleLive concerts during the 2019 summer.

We have one remaining date to confirm, have vetted specific dates with Town staff, and will continue to coordinate as such to avoid conflicts.

JacksonHoleLive will feature the following elements for each concert event:

- 1) Headlining musical act – national/international touring band, family friendly, broad appeal
- 2) Local/regional opening acts – bands that complement the headliner
- 3) Shows start at 5:30 PM and end at appx 9:45 PM
- 4) 8-10 local food vendors (emphasis on downtown restaurants, supplemented with mobile catering operations). Vendor booths will be sold on a per show basis and will be coordinated per the terms of an expo permit. Food vendors are free to sell any food options they choose, however we will seek to have a variety of food options for concert patrons and we suggest that vendors limit their options to 3-4 entrees and 3-4 sides.
- 5) Beverage concessions for beer, wine, frozen cocktails, soda, juice, water operated by applicant under a Town of Jackson Catering Permit and Exposition Permit.
- 6) Extensive pre-series promotional campaign, including banners in key locations around town, to promote the event and recognize event sponsors
- 7) Extensive on-site promotional campaign utilizing banners and on-stage announcements to promote event sponsors and give recognition to other supporters (town, park & rec, volunteers, etc.)
- 8) Coordinated bike parking to encourage ridership.

- 9) Stage-side hospitality tent for sponsors and other VIPs. This will be a beneficial venue for CMI to court potential advertisers, sponsors, and donors to further CMI's efforts in operating the Center.
- 10) Secure alcohol control perimeter to prevent open containers and litter. This also serves as a place to check bags and keep outside alcohol from entering the venue.
- 11) Kids Area featuring the Children's Museum, Axis Gymnastics, Teen Power, arts and crafts, and other activities and local activity providers.
- 12) Pedestrian area in Snow King parking lot
- 13) Recycling efforts aimed at plastic bottles and aluminum cans. Food vendors will be required to use compostable plates, napkins, and silverware.
- 14) Supplemental trash receptacles at all recycling stations and throughout the venue for all other waste. Waste will be collected on site and disposed of in dumpsters brought on site for each concert.
- 15) JacksonHoleLive will provide professional private security at all concerts, with a minimum of 12 security personnel providing oversight at the alcohol control points, concessions areas, and crowd control and oversight within the venue. Security will all dress in uniforms and will be easily identifiable.

Included in this Special Event Application are the following:

- 1) Special Event Application
- 2) Site Plan Map (subject to revisions after coordination with Town, JH Mountain Games, Teton County Fair, People's Market, etc.)
- 3) Recycling & Trash plan
- 4) Parking Plan
- 5) Portable toilet plan
- 6) Temporary Sign & Banner Plan and Application
- 7) Alcohol Sales Plan (prevention of underage drinking and over serving of-age patrons)
- 8) Catering Permit Application
- 9) Noise Permit Application
- 10) Exposition License Application (food and beverage concessions)

Recycling and Trash Plan

JacksonHoleLive will oversee all recycling and waste management. JacksonHoleLive will have a total of 15 Recycling and Trash locations in and around the Snow King Ball Park and Parking Lot. Staff will replace full bins with empty ones. All trash will be disposed of in the dumpsters brought on site for each concert.

Parking Plan

JacksonHoleLive will have access to the following locations to accommodate parking for each concert event:

- 1) Snow King Sports and Event Center parking lots
- 2) Snow King Resort dirt lots east of Center
- 3) Street Parking
- 4) Town Parking Garage

Bike parking will occur naturally, with riders securing their bikes to existing fences, poles, etc.

Handicapped parking will be reserved on the East side of Cache Street and in the lower parking lot of the Snow King Sports and Event Center.

CMI will put up all necessary "No Parking" signs the day before the concert event.

Portable Toilet Plan

Based on our experience for two years, and with anticipated attendance at most concerts of 6,000, JacksonHoleLive will plan to have a minimum of 20 portable toilets on site. 2 of these will be handicapped accessible for handicapped patrons and families needing more space, with signage describing allowed use. This ratio is consistent with the number of toilets that were necessary at shows last year to adequately serve crowds of 5,000-6,000. Porta potty numbers will be increased when we perceive the potential for larger crowds.

Temporary Sign and Banner Plan

JacksonHoleLive has an extensive pre-series and on-site banner advertising program to promote the series and recognize our sponsors.

Pre-Series Temporary Banners for which we are seeking approval are:

- 1) Albertson's Banner (20' wide x 15' tall) – Hung 10 days prior to concert event as available
- 2) Snow King Ball Park Backstop Banner (15' tall x 10' wide) hung on backstop of Snow King Ball Park 10 days prior to concert

On-Site Temporary Banners – hung the day of the show and taken down the day of the show

- 1) Stage banners (top, sides, and backdrop)
- 2) Venue entrance banners – hung on Ball Park fences and/or Town barricades (2-4 total)
- 3) Concession area banners – hung on Ball Park fences and/or Town barricades (4-6 total)

If necessary, we may add on-site banners, but they will all be of the hang and take down the day of the show variety.

Alcohol Sales Plan

To prevent the sale of alcohol to minors, we will implement a plan that requires buyers of alcoholic beverages to do the following at one of two non-beverage serving booths in the venue:

- 1) Present photo ID for age verification
- 2) Receive a 21+ wristband
- 3) Purchase beer, wine, or cocktail tokens

Once these steps are accomplished, of-age buyers must present one wristband and token for each beverage served, up to 2 beverages per individual.

We will also have 3-5 TIPS certified servers at each alcoholic beverage concession booth. These certified servers will be supported by additional paid staff and/or volunteers.

We will rely on our TIPS certified staff and token sales personnel to cut off intoxicated patrons and not over serve to the best of our ability. In our experience, because several shows are on week days and because there is such an emphasis on families at these concerts, over serving and excessive intoxication has not been an issue.

We will employ security personnel and paid staff or volunteers for checking bags to prevent outside alcohol from entering the venue.

Beer is to be sold in 16 oz. compostable cups or reusable JacksonHoleLive Mugs.

Special Event Application

Submit Completed Document To:

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

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



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

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

APPLICANT INFORMATION

Name of Event: JacksonHoleLive 2019 Summer Concert Series

Name of Organization: Center Management, Inc. (CMI)

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

Mailing Address: PO Box 10965

City: Jackson State: WY Zip Code: 83002

Name of Person Completing Application: Jeffrey Potter

Email Address: jhpotter@yahoo.com

Work Phone: 307-201-1633 Cell Phone: 650-269-0468

EVENT INFORMATION

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

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

See attached cover letter _____

Location of Event: Snow King Ball Park Alternative Location: _____

Date(s) of Event: 6/16, 6/30, TBD (7/19 likely), 8/16 Event Operating Hours: 5:00 PM - 10:30

Event Set Up Begins Date: June 16, 2019 Time: 12:00 AM (same for all)

Event Clean Up Ends Date: June 17, 2019 Time: 12:00 PM (same for all)

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 4000 Total Event: 16000

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): _____

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

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

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

Name: Shannon McCormick Cell Phone: 307-413-3032

EVENT SITE PLAN

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

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

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

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot? ☒ Yes ☐ No

Area of Closure Request	Date(s)	Start Time	End Time
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Snow King Ball Park Parking Lot	6/16, 23, TBD, 8/16	12:00 AM	11:59 PM

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

Will the event restrict / close access to any public parking spaces? ☒ Yes ☐ No

If "Yes", how many parking spaces will be unavailable due to the event: 40 parking spaces

Will the event closure requests impact any START Bus routes? ☐ Yes ☒ No

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

Route Description: _____ START Bus contacted? ☐ Yes ☐ No

RESIDENT AND/OR BUSINESS NOTIFICATION

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

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

☐ Yes ☒ No

Special Event Application

TOWN EQUIPMENT REQUESTS

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

<u>40</u> Large Street Barricades	<u> </u> "Road Closed" Street Signs
<u> </u> Small Sidewalk Barricades	<u> </u> "Local Traffic Only" Street Signs
<u>40</u> 28 Inch Street Cones	<u> </u> "Detour" Street Signs
<u> </u> Candlestick Cones	<u> </u> 32-Gallon Recycling Bins

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

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

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

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

TOWN SERVICES REQUESTS

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

POLICE DEPARTMENT

(307) 733-1430

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

Please describe in detail your request: _____

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

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☒ Electricity Access

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

☐ Additional Public Restroom Cleaning

Please describe in detail your request: Irrigation and Electricity Locates, Use of water by public restrooms, and water refill station, line painting for egress lanes, bases pulled from

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

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

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

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☒ Event Site Inspection

Please describe in detail your request: _____

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: _____

VOICE / MUSIC AMPLIFICATION REQUESTS

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

If "Yes", please indicate times: Start Time: 12:00 Noon Finish Time: 10:00 PM

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

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

SIGN or BANNER REQUESTS

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

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

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached: ☐ Yes ☒ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

Do you plan to provide portable restroom facilities? ☒ Yes ☐ No

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

Total Number of Portable Toilets: 14-18 Number of ADA Accessible Portable Toilets: 2

If "No", please explain: _____

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

Restroom Company: Macy's Services

Restroom Drop off / Pick Up Date for Drop Off: Friday of Time for Drop Off: Monday after

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

ALCOHOL

Will there be alcoholic beverages at the event? ☒ Yes ☐ No

Will you be offering any alcoholic beverages besides beer? ☒ Yes ☐ No

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

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☒ Yes

☐ No

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

Please describe any sales activity at your event:

Will any food or beverages be sold at your event?

☒ Yes

☐ No

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

TRASH REMOVAL PLAN

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

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

☒ Yes

☐ No

If "Yes", which company will you be using? Westbank Sanitation

How many trash receptacles will be supplied for your event? 3 8yd dumpsters

When will the trash receptacles be delivered? Friday before shows (or day of for Friday dates)

When will the trash receptacles be picked up and removed from site? Monday after shows

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

We have 16-20 trash receptacles distributed throughout the concert venue with staff emptying them regularly to the dumpsters.

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

Special Event Application

SUSTAINABLE EVENT PLANNING

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

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

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

RECYCLING PLAN

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

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

If "Yes" which company will you be using? Self provided receptacles and self hauling

How many recycling receptacles will they (or you) supply for your event? 14-16

When will these recycling receptacles be delivered? _____

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

Describe your plan for collection and removal of recyclable materials during your special event:
we provide our own recycling receptacles and self haul after the event

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

Special Event Application

SIGNIFICANT EVENT CHANGES

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

☒ Yes

☐ No

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

None

STANDARD CONDITIONS OF APPROVAL

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

GENERAL

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

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

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

Initials: JP

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: JP _____

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

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

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

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

PORTABLE RESTROOMS

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

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

INSURANCE

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

FOOD / VENDING

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

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

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

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

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

Initials: JP

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: JP

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

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

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

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

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

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

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

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

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

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

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

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

FAIR GROUNDS / RODEO GROUNDS

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

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

Initials: JP

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

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

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

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

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

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

APPLICANT: _____

Signature

APPLICANT: Jeffrey L Potter

Printed Name

DATE: 04/03/2019

TITLE: Business Manager CMI



TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department Planning Division

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

ph: (307) 733-0520 or
(307) 733-0440
fax: (307) 734-3563
www.townofjackson.com

EVENT NAME:

Event Name: JacksonHoleLive 2019 Physical Address of Event: Snow King Ball Field & Parking lot
Description of Event: show concert series throughout the summer

EVENT SPONSOR/APPLICANT:

Name: Center Management, Inc. Phone: 307-201-1633
Mailing Address: PO Box 10965, Jackson, WY 83002 ZIP: 83002
E-mail: jhjpottter@yahoo.com Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required (maximum of 4 signs allowed, display dates up to two weeks allowed)

Business/Description: Albertsons
Physical Address: Facing the Y intersection
Dates of Display: 6/3-17, 6/23-7/1, 7/13-20 8/11-17
Consent from Owner Obtained? Yes ☒ No ☐

Business/Description: Snow King Ball Field Backstop
Physical Address: Cache & Snow King Ave.
Dates of Display: 6/13-17, 23-7/1, ^{7/6 CAP} 7/4-19, 8/12-17
Consent from Owner Obtained? Yes ☐ No ☒

Business/Description: _____
Physical Address: _____
Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐

Business/Description: _____
Physical Address: _____
Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐

SUBMITTAL REQUIREMENTS. Attach the following:

- ☒ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
☐ 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

Jeffrey Potter

Applicant Name Printed

April 3, 2019

Date

Business Manager

Title

Date: 6/12/2018

EXPOSITION LICENSE APPLICATION



Town of Jackson
PO Box 1687, Jackson, Wyoming 83001
Phone: (307)733-3932
Fax: (307)739-0919
www.townofjackson.com

Instructions: All information on both sides of this form must be fully completed. Failure to complete any item will delay the processing of your application. All payments shall be made at the time of application and shall be non-refundable, unless an application is denied. If the Town denies a business license application, the entire fee, less a \$37.00 application fee will be refunded. An application for a business license must be submitted and approved by the Town before the business can begin operations.

Business/Organization Name: Center Management, Inc
D/b/a: Snow King Sports & Events Center
Nature of Exposition: JacksonHoleLive - June 16, 30, TBD, August 16, 2019 Concerts

Is the Business/Organization a:

- ☐ Corporation ☐ Partnership ☐ Sole Proprietorship
- ☒ Non-Profit Organization (If non-profit, please attach copy of 501(C) (3))
- ☐ Other Please explain:

Physical Address of Expo:

Street: Snow King Ballpark - Cache & Snow King Ave. No:
Building: City: Jackson State: WY Zip Code: 83001

Date of Expo: June 16, 23, TBD, August 16, 2019
Time of Expo: 5:00 PM - 10:00 PM (2:00 PM start time on June 16 for RaptorFest

Business/Organization Physical Address: 100 East Snow King Ave.
Post Office Box: PO Box 10965
City: Jackson State: WY Zip Code: 83002
Business Phone Number: (307) 201-1633
Fax/email address: jhjpotter@yahoo.com
WY Sales Tax Number:
Federal Employers ID Number: 45-3574390

** List Information for all Owners/Officers/Partners **REQUIRED** *(license will be DENIED if information incomplete)

NAME AS IT APPEARS ON DRIVER'S LICENCE	Driver License #	State	Date of Birth	Phone
John D. Valiante	104965-892	WY	5/16/44	307-690-1658
Stephen S. Sullivan	105084-016	WY	2/28/65	307-200-6113

If property is rented/leased:
Owner's Name: Town of Jackson
Owner's Mailing Address:
Owner's Phone Number:
Have you ever been convicted of a felony? ☐ Yes ☒ No

The undersigned hereby certifies that the foregoing information is accurate and agrees to comply with all laws and ordinances of the Town of Jackson applicable to the subject matter thereof.

Signed: Jeff Potter Date: 4/3/2019

Additional Information: _____

Exposition license will:

☐ be for my business/organization ONLY.

☒ include 10-15 number of businesses or organizations. Attach list of ALL vendors

Vendors TBD - Local Restaurants, Caterers, retailers, and artisans

Business is:

☐ a Sales Tax Collecting Business.

☒ a Non-Sales Tax Collecting Business.

Have you obtained all necessary permits/inspections/fees, as required by the Town of Jackson?

☐ Yes ☒ No If not, please explain: Permits pending with this application

Will a sign or banner be posted?☒ Yes ☐ No

*** The above questions **MUST** be completed in order for you application to be processed.

I, _____, do hereby swear and affirm the information I have supplied in this application is true and correct to the best of my knowledge. Further, I do hereby consent to the release of all medical, physical, criminal and any other information, including information of a confidential or privileged nature by any person(s) having such records for the purpose of checking my suitability to obtain the permit requested herein. I hereby release said persons, their organizations, and others from any liabilities or damage which may result from furnishing the requested information. A photocopy of this release is considered as valid as an original.

STATE OF WYOMING)
COUNTY OF TETON)) §

SUSCRIBED AND SWORN TO BEFORE ME BY

this _____ day of _____ 20____

signature of applicant

Printed name of applicant

WITNESS my hand and official seal

Notary Public

Exposition License Fees

For Profit Businesses	Not For Profit Businesses
<i>\$100.00 per day for any event with 5 or fewer vendors</i>	<i>\$50.00 per day for any event with 5 or fewer vendors</i>
<i>\$200.00 per day for any event with more than 5 vendors</i>	<i>\$100.00 per day for any event with 5 or more vendors</i>

For Official Use Only – Please Do Not Write Below This Line

Zoning: ☐ UC ☐ UC2 ☐ UR ☐ AR ☐ AC ☐ SR ☐ R
☐ BC ☐ NC ☐ NC2 ☐ OP ☐ RB ☐ BP ☐ MHP

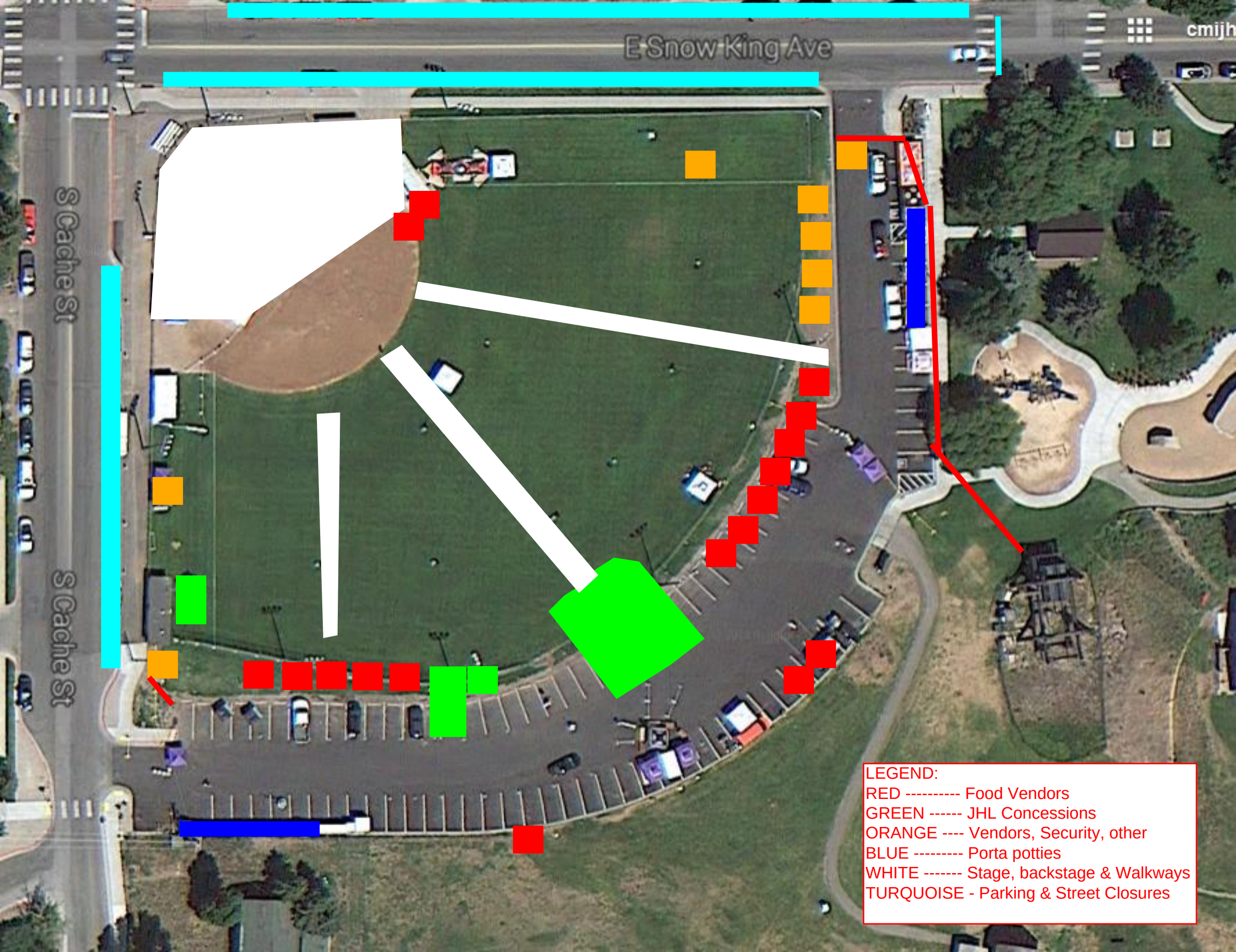
Approving Department	Initials	Date Approved	Comments
Building Department			
Fire Department			
Planning Department			
Police Department			
Administration Department			

☐ Application Approved

☐ Application Denied;

Reason: _____

License Fee	\$
Date Paid	
Receipt Number	
Employee initials	



LEGEND:

- RED ----- Food Vendors
- GREEN ----- JHL Concessions
- ORANGE ---- Vendors, Security, other
- BLUE ----- Porta potties
- WHITE ----- Stage, backstage & Walkways
- TURQUOISE - Parking & Street Closures



TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: April 9, 2019
MEETING DATE: April 15, 2019

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

SUBJECT: Special Event- Annual Jackson Hole Children's Museum Touch-a-Truck

STATEMENT/PURPOSE

Approve special events including street closures, use of Town Equipment, and services of Town personnel.

BACKGROUND/ALTERNATIVES

The applicant, Jackson Hole Children's Museum (a local non-profit), requests Council permission to host the Annual Jackson Hole Children's Museum Touch-a-Truck event on Sunday, June 9, 2019 from 10:00 A.M. to 2:00 P.M. on Jean Street in front of the Jackson Elementary School from East Gill to Teton Avenue. The event will include trucks of varying type and size parked on the street so that children can explore and experience them. Hosts from each organization providing vehicles will also be on hand. The event will also include live music, food vendors, and activities and will serve as a fundraiser for the applicant.

A significant change in this request from previous years is the location of the event. In July, representatives from Children's Museum contacted the Town about a possible change in location for the 2019 Touch a Truck event. In the past the event has been held on King Street. This year the Children's Museum will be occupying two modular buildings located just off of N. Jean Street. The Teton County School District has approved the use of parking lot/pick zone located just off N. Jean Street for this event. The Children's Museum has structured the closure request of Jean Street to allow residential access to their homes. They have also contacted neighbors to inform them about the possibility of this event. The Police Department did express concerns about the event shifting to a residential neighborhood with considerations for noise and possible access issues associated with the event; however, the applicant has addressed the access question with their proposed closure area and the applicant has canvassed the neighborhood informing the residents of the event.

The applicant expects approximately 800 to 1000 spectators to attend the event and requests the following in association with the event:

- Permission to close North Jean Street between East Gill Street and Teton Avenue from approximately 8:30 A.M. to 3:00 P.M. The applicant shall be responsible for the production, posting, and removal of the no parking signage.
- Use of barricades and street signs for the street closure.
- Use of Town recycling containers from Public Works if needed.
- Permission for amplified sound associated with the event.
- Permission for a police car, fire truck and Public Works street sweeper to be used for the event.
- Permission to display two banners – one at the Children's Museum JES Annex Building and a second at the Snow King ballfield backstop fence leading up to the event. These banners will be moved to the event entrances during the event per the attached sign permit application.
- An expo business license from Town staff.

COMPREHENSIVE PLAN ALIGNMENT

This event aligns with our Quality of Life which is important to our community. We have always been a diverse community that supports a variety of lifestyles and employment opportunities, and we welcome others to share in the enjoyment of our ecosystem and western mountain lifestyle. Residents and visitors have become accustomed to high-quality social, cultural, and recreational services. Continuing to provide these services in a manner that better achieves our Vision will enhance the livability and appeal of our community.

STAKEHOLDER ANALYSIS

The application has been submitted for review and comment to all Town departments.

FISCAL IMPACT

Income from the Exposition Business License.

STAFF IMPACT

Staff impact is minimal but includes processing the catering permits and expo permits and proving barricades.

LEGAL REVIEW

N/A

ATTACHMENTS

Special Event Application
Expo License Application
Site Map
Temporary Sign Application
Certificate of Insurance

RECOMMENDATION

Should Council wish to approve the application, staff recommends approval be subject to the following conditions and restrictions:

1. The applicant shall gain permission from the Teton County School District to use portions of private property as depicted on the event map.
2. Any additional conditions or restrictions staff wishes to add upon further review of the application.
3. The applicant must supply extra trash and recycling containers and dispose of all trash generated by the event.
4. The applicant shall clean up immediately following the event.
5. All food service shall be coordinated with Teton County Environmental Health.
6. Insurance: An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney.
7. All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
8. All walkways and boardwalks must be kept unobstructed at all times.
9. All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).
10. Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).

11. Any tents larger than 400 square feet will require approval through the Fire Department. A Temporary Tent Permit Form will need to be completed and approved prior to the start of the event. This Temporary Tent Permit can be found on the Jackson Hole Fire / EMS website.
12. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2)
13. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
14. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
15. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
16. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
17. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
18. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
19. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).
20. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
21. Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.
22. Public Safety Plan: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety (IFC403.2).
23. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website.
24. The applicant shall be responsible for the closure of the street and the procuring, posting and removal of any signage including but not limited no parking and handicapped parking signs associated with the event.
25. An adequate number of designated handicapped parking spaces shall be established in the vicinity of the event.
26. Residents within a two block radius of the park shall be notified in advance of the date and beginning and ending times of the event.
27. The applicant shall be responsible for the check out, pick up, set up and return of all barricades and road signs from the Public Works Department. The applicant will be responsible for any deposit required for this equipment.

SUGGESTED MOTION

I move to approve the special event application made by the Jackson Hole Children's Museum for the Annual Jackson Hole Children's Museum Touch-a-Truck special event, subject to the conditions and restrictions listed in the staff report.

Special Event Application

Submit Completed Document To:

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

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



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

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

APPLICANT INFORMATION

Name of Event: Touch-A-Truck 2019

Name of Organization: Jackson Hole Children's Museum

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

Mailing Address: PO Box 995

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Sara Fagan

Email Address: saraf@jhchildrensmuseum.org

Work Phone: 307-733-3996 Cell Phone: 307-200-1142

EVENT INFORMATION

Type of Event: ☐ Run / Walk ☐ Concert ☐ Filming ☐ Assembly
☐ Parade ☐ Festival ☐ Biking ☐ Education
☒ Other: Family-oriented community celebration and nonprofit fundraiser

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

Hands-on family event designed to give children an opportunity to see and touch vehicles

Location of Event: North Jean Street Alternative Location: _____

Date(s) of Event: Sunday, June 9 Event Operating Hours: 10 AM - 2 PM

Event Set Up Begins Date: June 09, 2019 Time: 8 AM

Event Clean Up Ends Date: June 09, 2019 Time: 4 PM

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: _____ Total Event: 750-1,000

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): N/A

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

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

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

Name: Jean Lewis Cell Phone: 307-413-0623

EVENT SITE PLAN

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

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

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

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

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



Yes



No

Area of Closure Request

Date(s)

Start Time

End Time

North Jean Street from East Gill to Teton Ave Sunday, June 9, 2019 7 AM 5 PM

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

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



Yes



No

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

Will the event closure requests impact any START Bus routes?



Yes



No

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

Route Description: N/A

START Bus contacted?



Yes



No

RESIDENT AND/OR BUSINESS NOTIFICATION

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

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



Yes



No

Special Event Application

TOWN EQUIPMENT REQUESTS

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

4 _____ Large Street Barricades	2 _____ "Road Closed" Street Signs
_____ Small Sidewalk Barricades	_____ "Local Traffic Only" Street Signs
_____ 28 Inch Street Cones	_____ "Detour" Street Signs
_____ Candlestick Cones	_____ 32-Gallon Recycling Bins

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

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

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

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

TOWN SERVICES REQUESTS

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

POLICE DEPARTMENT

(307) 733-1430

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

Please describe in detail your request: _____

We may request JPD support with car towing the morning of the event if cars are parked _____

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

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☐ Electricity Access

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

☐ Additional Public Restroom Cleaning

Please describe in detail your request: N/A

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

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

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

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: As in years past, we hope JPD and Fire/EMS can feature a vehicle at the event.

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: N/A

VOICE / MUSIC AMPLIFICATION REQUESTS

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

If "Yes", please indicate times: Start Time: 10 AM Finish Time: 2 PM

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

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

SIGN or BANNER REQUESTS

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

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

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached: ☒ Yes ☐ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

Do you plan to provide portable restroom facilities? ☒ Yes ☐ No

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

Total Number of Portable Toilets: 2 Number of ADA Accessible Portable Toilets: 2

If "No", please explain: Note: if we open both annex buildings, we will have 4 ADA accessible

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

Restroom Company: Macy's Services

Restroom Drop off / Pick Up Date for Drop Off: June 7 Time for Drop Off: PM

Date for Pick Up: June 10 Time for Pick Up: AM

ALCOHOL

Will there be alcoholic beverages at the event? ☐ Yes ☒ No

Will you be offering any alcoholic beverages besides beer? ☐ Yes ☒ No

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

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☒ Yes

☐ No

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

Please describe any sales activity at your event:

Touch-A-Truck hats - all proceeds to Museum. We will also have food vendors (Pinky G's, JH POP!).

Will any food or beverages be sold at your event?

☒ Yes

☐ No

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

TRASH REMOVAL PLAN

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

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

☒ Yes

☐ No

If "Yes", which company will you be using? Westbank Sanitation

How many trash receptacles will be supplied for your event? 6

When will the trash receptacles be delivered? Sunday, June 9

When will the trash receptacles be picked up and removed from site? Sunday, June 9

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

We will have 6 large trash cans outdoors, and trash cans in the building. Westbank cans will be removed the day-of; staff will sweep area post-event to pick up any trash on or around the premises.

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

Special Event Application

SUSTAINABLE EVENT PLANNING

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

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

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

RECYCLING PLAN

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

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

If "Yes" which company will you be using? N/A - we will handle recycling efforts

How many recycling receptacles will they (or you) supply for your event? 4+

When will these recycling receptacles be delivered? Receptacles provided by JHCM

When will recycling receptacles be picked up and removed from site? N/A

Describe your plan for collection and removal of recyclable materials during your special event: JHCM will provide and monitor receptables during the event; transferring to TCISWR afterward. We will request the water bottle filling station to reduce waste.

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

Special Event Application

SIGNIFICANT EVENT CHANGES

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

☒ Yes

☐ No

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

Yes, approved for past 6 years. The only change is location: from King Street to Jean Street. We have already spoken to Jackson Elementary School and received approval from Teton County School District to use the JES field and parking lot adjacent to Jean Street.

STANDARD CONDITIONS OF APPROVAL

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

GENERAL

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

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

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

Initials: SF

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: SF

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

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

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

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

PORTABLE RESTROOMS

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

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

INSURANCE

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

FOOD / VENDING

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

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

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

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

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

Initials: SF

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: SF

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

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

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

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

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

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

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

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

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

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

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

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

FAIR GROUNDS / RODEO GROUNDS

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

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

Initials: SF

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

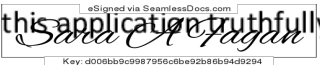
All fireworks displays must be approved by the Fire Chief prior to the event.

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

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

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

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

APPLICANT: 
Signature

APPLICANT: Sara A Fagan
Printed Name

DATE: 03/14/2019

TITLE: _____



March 18, 2019

Town of Jackson – Special Events
150 East Pearl Street
PO Box 1687
Jackson, WY 83001

Dear Carl,

Please find attached special event application, including noise, expo and sign permits.

Once approved, I will submit the \$25 special event fee, \$50 expo fee and Certificate of Liability Insurance.

I also wanted to note that we are hoping to contain the event to North Jean Street from East Gill to Teton Avenue (including the JES parking lot; already approved by TCSD#1). Depending on how many vehicles sign up to attend the event, we may overflow beyond Gill. See attached map. We thought 2 solutions may be to just have some vehicles parked along the western side of the road and/or in front of Museum friends' houses. We have several close families who live along Jean St. who may be willing to allow us to block their driveways on Sunday, June 9.

Our event is shortened from 10 AM – 2 PM (vs. 3 PM in years' past), so with set-up and breakdown, road closure will be closer to 8:30 AM – 3 PM.

Call with any questions.

Thanks for your consideration,

Sara Fagan

PLAY. CREATE. EXPLORE. DISCOVER.

174 N. King Street, PO Box 995, Jackson, WY 83001
307-733-3996 info@jhchildrensmuseum.org www.jhchildrensmuseum.org



TO: Jean Street neighbors

FROM: Jackson Hole Children's Museum

RE: Street closure on Sunday, June 9, 2019 from 7 AM - 3 PM

On Sunday, June 9, Jackson Hole Children's Museum will host its 7th annual Touch-A-Truck event. Touch-A-Truck is a hands-on family event designed to give children an opportunity to see and touch their favorite things on wheels, as well as meet the folks who operate these vehicles. Trucks, trailers and other heavy machinery will be parked along North Jean Street and in the Jackson Elementary parking lot for much of the day. Based on the past 6 years of this event, we anticipate 750-1,000 community members to attend.

Please be advised that North Jean Street will be closed to vehicular traffic on Sunday, June 9 from 7 AM - 3 PM. Thank you in advance for removing vehicles from the street to avoid ticketing and towing. JHCM will post "No Parking" signage in advance along the roadside as a reminder.

Thank you for your support. Please let us know if you have any questions. We hope you can join us on June 9 for the festivities!

Sincerely,

Jean Lewis, Executive Director
Jackson Hole Children's Museum

PLAY. CREATE. EXPLORE. DISCOVER.

174 N. King Street, PO Box 995, Jackson, WY 83001
307-733-3996 info@jhchildrensmuseum.org www.jhchildrensmuseum.org

**TOWN OF JACKSON
JACKSON POLICE DEPARTMENT**

NOISE PERMIT APPLICATION

PLEASE PRINT AND USE A BLACK OR BLUE INK PEN. Thank you.

Event Sponsor (Person responsible for event and noise if complaints are received):

Name: SARA FAGAN Date of Birth: 12/14/1973

Phone number (307) 200 - 1142

PO Box: 995

Town: JACKSON State WY Zip Code 83001

Street Address: JES MODULARS, NORTH JEAN ST.

Town: JACKSON State WY Zip Code 83001

Location of Event: JACKSON HOLE CHILDREN'S MUSEUM

Physical Address: NORTH JEAN ST. + JES PARKING
LOT & FIELD

Date(s) of Event: SUNDAY, JUNE 9, 2019

Requested Starting Time of Event: 10 a.m./p.m.

Requested Ending Time of Event: 2 a.m./p.m.

Please be advised that the noise permit will not extend beyond 11 p.m.

Type of Event: FAMILY EVENT & NONPROFIT FUNDRAISER
(i.e. Baptism, Birthday Party, Wedding, Concert, Employee Party, etc.)

Please **explain** the type of noise expected. Live music, band, D.J., acoustic,
amplified music, sound system of any type, dancing, etc.

AMPLIFIED MUSIC (DJ) AND EMCEE MUSIC
BETWEEN 11-2; EMCEE ANNOUNCEMENTS THROUGHOUT DAY
Band Name: DJ RAVE (GRADY JENSEN), 11 YEARS OLD

Telephone or email address: 208-313-0590 (MOTHER = JENNY)
or

First and last name of person providing music: _____

Telephone or email address: _____

Signed: Sara A Fagan 13-15-19
(Event Sponsor - Responsible) (Date)

Date: March 15, 2019

EXPOSITION LICENSE APPLICATION



Town of Jackson
PO Box 1687, Jackson, Wyoming 83001
Phone: (307)733-3932
Fax: (307)739-0919
www.townofjackson.com

Instructions: All information on both sides of this form must be fully completed. Failure to complete any item will delay the processing of your application. All payments shall be made at the time of application and shall be non-refundable, unless an application is denied. If the Town denies a business license application, the entire fee, less a \$37.00 application fee will be refunded. An application for a business license must be submitted and approved by the Town before the business can begin operations.

Business/Organization Name: Jackson Hole Children's Museum

D/b/a: _____

Nature of Exposition: Touch-a-Truck community celebration

Is the Business/Organization a:

- ☐ Corporation ☐ Partnership ☐ Sole Proprietorship
☒ Non-Profit Organization (If non-profit, please attach copy of 501(C) (3))
☐ Other Please explain: _____

Physical Address of Expo:

Street: North Jean Street, JES annex buildings

No: _____

Building: _____ City: Jackson State: Wyoming Zip Code: 83001

Date of Expo: Sunday, June 9, 2019

Time of Expo: 10am-2pm

Business/Organization Physical Address: same as above

Post Office Box: 995

City: Jackson State: Wyoming Zip Code: 83001

Business Phone Number: () 307.733.3996

Fax/email address: sara@jhchildrensmuseum.org

WY Sales Tax Number: _____

Federal Employers ID Number: 27-4118586

**** List Information for all Owners/Officers/Partners REQUIRED *(license will be DENIED if information incomplete)**

NAME AS IT APPEARS ON DRIVER'S LICENCE	Driver License #	State	Date of Birth	Phone
Sara Ashenburg Fagan	110179-447	WY	12/14/1973	307.200.1142

If property is rented/leased:

Owner's Name: Teton County School District

Owner's Mailing Address: _____

Owner's Phone Number: _____

Have you ever been convicted of a felony? ☐ Yes ☒ No

The undersigned hereby certifies that the foregoing information is accurate and agrees to comply with all laws and ordinances of the Town of Jackson applicable to the subject matter thereof.

Signed: Sara A Fagan

Date: 3-15-19

License Fee	\$
Date Paid	
Receipt Number	
Employee Initials	

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 24 2011

JACKSON HOLE CHILDRENS MUSEUM INC
PO BOX 995
JACKSON, WY 83001-0995

Employer Identification Number:
27-4118586
DLN:
17053014310001
Contact Person:
SHAWN E LAWSON ID# 31661
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
December 2, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC



TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department Planning Division

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

ph: (307) 733-0520 or
(307) 733-0440
fax: (307) 734-3563
www.townofjackson.com

EVENT NAME:

Event Name: Touch-a-Truck 2019 Physical Address of Event: N Jean Street from Gill to Teton Ave
Description of Event: Family-oriented community event and nonprofit fundraiser

EVENT SPONSOR/APPLICANT:

Name: Jackson Hole Children's Museum Phone: 307.733.3996
Mailing Address: PO Box 995, Jackson, Wyoming ZIP: 83001
E-mail: saraf@jhchildrensmuseum.org Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required (maximum of 4 signs allowed, display dates up to two weeks allowed)

Business/Description: <u>Jackson Hole Children's Museum</u>	Business/Description: _____
Physical Address: <u>N Jean St, JES Annex</u>	Physical Address: _____
Dates of Display: <u>May 26-June 9, 2019</u>	Dates of Display: _____
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☐ No ☐
Business/Description: <u>SnowKing ball field chain link fence</u>	Business/Description: _____
Physical Address: <u>SnowKing Avenue at Cache Street</u>	Physical Address: _____
Dates of Display: <u>May 26-June 9, 2019</u>	Dates of Display: _____
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☐ No ☐

SUBMITTAL REQUIREMENTS. Attach the following:

- ☒ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
☒ 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
Sara A. Fagan

Applicant Name Printed

March 15, 2019
Date

Operations Director, JHCM

Title



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: April 4, 2019
MEETING DATE: April 8, 2019

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

SUBJECT: Special Event: Teton County Fair 2018

PURPOSE/STATEMENT:

The Mayor and Council approve or deny all special event applications requesting street closures, services of Town personnel, use of Town equipment, relief from the town ordinances, and the issuance of malt beverage permits, on behalf of the Town of Jackson.

BACKGROUND/ALTERNATIVES:

The applicant, the Teton County Fair Board, is hosting the annual Teton County Fair at the Fairgrounds from Wednesday, July 24 to Sunday, July 28, 2019. The fair will include 4H activities, a petting zoo, a carnival, exhibits, vendors, and nightly entertainment including a rodeo, pig wrestling, figure 8 races, a free concert event and a rodeo event. The applicant anticipates a total of 20,000 to 30,000 spectators will attend these events.

In connection with the fair, the applicant requests the following from the Town:

1. A temporary road closure of Snow King Avenue between Flat Creek Drive to just past the Exhibit Hall near South Millward Street from Wednesday, July 24 at approximately 6:00 A.M. through Sunday, July 28 at 11:59 P.M. The closure will require the usage of Town barricades and assistance from the Public Works and Police Departments.
2. Police Department services for event crowd control July 24 through July 28, as needed.
3. A malt beverage permit for the sale of beer July 24 through July 28 from 6:00 P.M. until 11:00 P.M. each day.
4. A malt beverage permit for the sale of beer at a "beer garden" located on the Grassy Arena from Thursday, July 25 – Sunday, July 28 from noon to 8:00 P.M.
5. The applicant is requesting a Noise Permit from 8:00 A.M. until 11:00 P.M. with the exception of Friday, Saturday and Sunday nights, which has a request for a permit until midnight.
6. The applicant is requesting permission to display two onsite banners from July 16 to July 30. Section 9.52.050 of the Municipal Code prohibits signage on public property without Town Council permission.
7. Permission to park the Teton County Fair wagon on the corner of Broadway and Flat Creek Drive near Staples from July 19th through July 29th. The wagon will have a banner attached to each side stating "Teton County Fair July 24 – July 28, 2019" per the attached sign permit application. The applicant has stated that it has permission from the property owner. Relief by the Town Council from the town's signage ordinances is required for the use of the wagon, its signage, and its placement in a public right-of-way.
8. A non-profit expo license which will be submitted for vendor sales.

9. Permission for overnight camping at the Fairgrounds for 4-H families only from July 22 – July 29. Section 10.04.220 of the Municipal Code prohibits overnight parking on any parking lot owned, operated, leased, or maintained by the town; and Section 9.52.050 prohibits sleeping in any public place unless permission is granted by the Town Council for special events.
10. Assistance from Public Works personnel to hang light post banners, which are requested to be up beginning Monday, July 1 through Sunday, July 29, 2019.
11. Permission to use Town of Jackson barricades and road signs.
12. Permission to host a family-friendly, free concert in the large grassy arena located directly north of the rodeo arena on Wednesday, July 24th. Permission to have amplified noise associated with this concert. This concert would end no later than 10:00 PM, similar to a JH Live Concert.
13. Permission to use the START Bus parking lot to the North of the facility for semi-truck staging, Monday, July 22 through Monday, July 29. Parking would be occupied by semi-trucks used for the petting zoo that the Fairgrounds is not able accommodate.
14. Permission to temporarily remove the bike lane delineators (bollard) on Snow King Avenue between Flat Creek and South Milward from Sunday, July 21 through Sunday, July 28.

The application has been submitted and reviewed by all Town departments. The following concerns have been raised by staff and incorporated into the conditions and restrictions below:

1. START buses will need to be allowed access on Snow King Avenue. As such, parking attendants will need to let the buses through off of Flat Creek and onto Snow King Avenue for fueling and maintenance. The Fair Manager will be in contact with START Bus to address this topic as well as the topic of utilizing the START Bus parking lot to the North of the facility for parking of semi-trailers mentioned above.

Significant changes for 2019: The only significant change is the additional request for a beer garden

If construction on the temporary fire station has not started, the Fair Board would like to put a tent under the pavilion and use as the Exhibit Hall.

ATTACHMENTS:

Application
Sign Permit Application
Malt Beverage Permit Application

FISCAL IMPACT:

Direct income includes income from the Malt Beverage Fee and the Expo License. Costs include the services of numerous police and community service officers for crowd control, and traffic control (approximately \$4,400), the services of Public Works personnel delivering barricades and hanging light pole banners (approximately \$340) and costs associated with services provided by the Parks and Recreation Department including irrigations locates, bleacher delivery and set-up (approximately \$500).

STAFF IMPACT:

The services of numerous police and community service officers for crowd control, and traffic control and the services of Public Works personnel for barricade/road sign drop off and pick up and hanging light pole banners.

LEGAL REVIEW:

N/A

RECOMMENDATION:

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

1. The applicant shall coordinate all road closures and requests for assistance with the Public Works and Police Departments at least 14 days prior to the event.
2. Covered Grandstand tickets will be sold for all night events (with the exception of the free concert night) and they will be "no smoking" seats.
3. Porta potties will be placed adjacent to the arena.
4. The applicant shall coordinate all personnel requirements for crowd control with the Police Department for each event.
5. The applicant shall obtain the necessary food service permits from Teton County Environmental Health.
6. The applicant shall clean up after the event and haul away all trash from the site.
7. The applicant shall provide for the disposal and removal of all recycled material.
8. The applicant shall not allow trash or recycling receptacles to overflow.
9. The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to minors and the prohibition of consumption off the authorized premises.
10. Alcoholic beverages shall be sold in 16 oz. or smaller plastic cups.
11. Beer sales shall cease at the beginning of the last heat of the Figure 8 races.
12. Individuals serving beer (including beer at the beer fest) will have TIPS training.
13. Beer servers will overserve individuals or serve to obviously intoxicated individual.
14. Police will be notified immediately with any attempt by a minor to purchase alcohol.
15. Parking shall not be allowed on the Parks & Recreation Park Maintenance grounds. Entrances must be kept open at all times.
16. The applicant shall coordinate with the Parks & Recreation Parks Division at least five days prior to the event all irrigation needs and set-up at the expo grounds.
17. The pony ride vendor shall not be located on the turf at the tennis courts.
18. The applicant shall allow adequate room at closures for START buses to access the city shops facilities.
19. All events will comply with Fire Department and Fire Marshall occupancy restrictions. Applicant shall make sure attendance at events does not exceed the maximum capacity as determined by the Jackson Hole Fire/EMS Department.
20. Permissible carnival times, as agreed upon with the Jackson Police Department and the Teton County Sheriff's Office, are maximum hours of operation with no exceptions. All activities must cease at said end time.
21. In addition to providing the list to the Wyoming Department of Revenue containing the names, social security numbers and addresses of all participating artists, vendors and merchants pursuant to Jackson Municipal Code Section 5.20.020 A.1.b., the applicant shall also provide that same list to the Town of Jackson Finance Department fourteen days prior to the event.
22. Snow King Avenue shall remain open to bike traffic at all times.
23. Fire department access roads shall maintain and clear and unobstructed width of 20 feet to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.
24. All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).
25. Any tents larger than 400 square feet will require approval through the Fire Department. A Temporary Tent Permit Form will need to be completed and approved prior to the start of the event. This Temporary Tent Permit can be found on the Jackson Hole Fire / EMS website.
26. Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).

27. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2)
28. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
29. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
30. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
31. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
32. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
33. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
34. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).
35. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
36. Following the Fair a thorough cleaning of the rodeo grounds will be conducted to insure that no pieces of metal or car parts are in the sand/dirt of the arena following the figure 8 car races.
37. Public Safety Plan: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety (IFC403.2).
38. Crowd Managers: For events having over 1000 participants, trained crowd managers shall be established at a ratio of one crowd manager to every 250 persons (IFC403.3). There is a link to an on-line Crowd Manager Training Program on the Jackson Hole Fire / EMS website.
39. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website.
40. All overnight vehicles shall place a clearly visible card in the dash designating the vehicle as affiliated with the Teton County Fair.
41. There shall be no campfires or open fires during the event.
42. Any other conditions or restrictions staff wishes to add upon further review of the application.

SUGGESTED MOTION:

I move to approve the special event application made by the Teton County Fair Board for the 2019 Teton County Fair including the issuance of a Malt Beverage Permit from July 24 – July 28 subject to the conditions and restrictions listed in the staff report.



Teton County Fair & Fairgrounds

The mission of the Teton County Fair Board is to produce an exceptional fair and administer the year-round use of the fairgrounds while promoting the western heritage, uniting urban and rural communities in celebration.

Carl Pelletier
Town of Jackson
P.O. Box 1687
Jackson, WY 83001

March 26th, 2019

Dear Carl:

Please find the Teton County Fair Board's Special Events Permit, Sign Permit, Malt Beverage, Noise Permit enclosed for the 2019 Teton County Fair, "Western Nights & Carnival Lights!"

Event insurance will be arranged through Haas and Wilkerson Insurance. I'm happy to provide any documentation you may need regarding proof of insurance.

The Fair Board would like to request:

- A street closure of Snow King Avenue for the dates of Wednesday July 24th through Sunday July 28th, 2019.
- A Sign Permit; the Fair Board would once again like to put a red wagon on the corner of Broadway and Flat Creek Drive with banners on each side. The banners are white with red and blue lettering and read "Teton County Fair July 24th - July 28th, 2019." The wagon will be parked on the corner of the property on the grass. It will not obstruct the roadway or sidewalk. The Fair Board would also appreciate having the Fair light pole banners hung up around the Town of Jackson. I have been in contact with Caitlin Colby from the Jackson Hole Chamber of Commerce and we are confirmed for July 1st - 29th, 2019.
- A Malt Beverage Permit; beer sales will begin on Wednesday July 24th through Sunday July 28th, 2019 from 6:00 - 11:59PM inside the rodeo arena perimeter fence. The Permit should also include a beer garden located on the Grassy Arena Thursday July 25th through Sunday July 28th from 12:00 - 8:00PM.
- A Noise Permit; Fair Night Events begin on Wednesday July 24th with the Fair Kickoff Concert, Thursday night is Pig Wrestling, Friday night is the JH Ninja Warrior obstacle course, Saturday night is the Fair Rodeo and Sunday night is the Figure 8 Races. Each Night Event will begin at 7:00 or 8:00PM and finish by 11:30PM.

The Fair Board will once again be using a local contractor for trash removal. The contractor will provide garbage cans around the grounds, rent additional larger receptacles, and will have additional large dumpsters on the Fairgrounds. The garbage is emptied and removed as needed to prevent overflow. The Fair Board also pays the Recycling Center to bring in bins and place those in the booth and carnival areas. The Fair Board contracts with a cleaning company during Fair, so all garbage containers are emptied on a regular basis.

The Fair Board will hire Macy's to provide portable toilets and hand washing stations, which will be placed near all animal exhibits. Again, this year, we are going to have portable toilets in the arena area for all the night events.

We have labeled handicapped parking areas throughout the Fairgrounds.

The Fair Board will contract with a licensed electrician to accommodate all of Fair's electrical needs.

The Fair Board does require the security contractor to be "Crowd Control Certified" through the National Fire Marshall Association prior to the commencement of the first night event.

The Fairgrounds has fire extinguishers located in all buildings and additional ones are obtained and used for the Figure "8" Races. Also, the fire department will be on the grounds for the Pig Wrestling and Figure "8" Races.



Teton County Fair & Fairgrounds

The mission of the Teton County Fair Board is to produce an exceptional fair and administer the year-round use of the fairgrounds while promoting the western heritage, uniting urban and rural communities in celebration.

The Fair Board will be meeting with the Police Department before Fair regarding overall security and safety.

The Fair Board would like to request the use the Start Bus parking lot to the North of the facility for semi-truck staging, Monday July 22nd - Monday July 29th. These are the Frazier Carnival trucks that we are not able to accommodate space on the Fairgrounds. I am planning to reach out to Darren Brugmann for this request.

I am enclosing a map of the layout for the upcoming Fair. I don't have a detailed schedule yet, but it will be available on our website, www.tetoncountyfair.com, within the next couple months. The set-up will start on Monday July 8th and take-down will be done by Friday August 2nd, 2019.

The grandstand events are as follows:

- Free Concert, Wednesday July 24th – 6:00PM
- Pig Wrestling, Thursday July 25th – 7:00PM
- Xtreme Ninja Challenge, Friday July 26th – 8:00PM
- Rodeo, Saturday July 27th – 8:00PM
- Figure '8' Races, Sunday July 28th – 7:00PM

The requested carnival hours are as follows:

- Wednesday July 24th, 5:00 – 11:00PM
- Thursday July 25th, 5:00 – 11:00PM
- Friday July 26th, 5:00PM – Midnight
- Saturday July 27th, 2:00PM – Midnight
- Sunday July 28th, 2:00PM - Midnight

I am happy to provide the Town of Jackson's Finance Department and the Wyoming Department of Revenue with the names, social security numbers, and addresses for our vendors in early July.

The Breakfast Rotary Club sells beer for us at our night events as a fundraiser for them. I will have updated TIPS Training provided prior to first scheduled night event.

On behalf of the Teton County Fair Board, I would like to thank the Town of Jackson for its support of, and cooperation with, the Teton County Fair.

If you have any questions or concerns, please feel free to contact me at the Fair Office

We hope to see you at the 2019 Teton County Fair!

Best Regards,

Rachel Grimes
Fair & Fairgrounds Manager

Special Event Application

Submit Completed Document To:

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



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

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

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

APPLICANT INFORMATION

Name of Event: Teton County Fair

Name of Organization: Teton County Fair Board

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

Mailing Address: PO Box 3075

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Rachel Grimes

Email Address: rgrimes@tetoncountywy.gov

Work Phone: (307) 733-5289 Cell Phone: (307) 203-0660

EVENT INFORMATION

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

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

Annual County Fair _____

Location of Event: 305 West Snow King Ave Alternative Location: _____

Date(s) of Event: July 24 - 28, 2019 Event Operating Hours: 6:00AM - Midnight

Event Set Up Begins Date: July 24, 2019 Time: 7:00AM

Event Clean Up Ends Date: July 29, 2019 Time: 5:00PM

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance Per Day: 3,000 Total Event: 20,000
(Spectators and Participants)

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): _____

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

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

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

Name: Marybeth Hansen Cell Phone: (307) 413-0231

EVENT SITE PLAN

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

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

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

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot? ☒ Yes ☐ No

Area of Closure Request Date(s) Start Time End Time

Snow King Ave from Flat Creek Drive to Millward Street Alley, Wednesday July 24 - Sunday

July 28, 2019, 6:00AM - Midnight

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

Will the event restrict / close access to any public parking spaces? ☐ Yes ☒ No

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

Will the event closure requests impact any START Bus routes? ☒ Yes ☐ No

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

Route Description: Buses will need to be START Bus contacted? ☒ Yes ☐ No

RESIDENT AND/OR BUSINESS NOTIFICATION

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

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

☐ Yes ☒ No

Special Event Application

TOWN EQUIPMENT REQUESTS

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

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

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

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

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

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

TOWN SERVICES REQUESTS

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

POLICE DEPARTMENT

(307) 733-1430

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

Please describe in detail your request: _____

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

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request _____

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☐ Electricity Access

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

☐ Additional Public Restroom Cleaning

Please describe in detail your request: _____

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

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

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

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☒ Ambulance

☒ Fire Engine

☒ Rescue Truck

☐ Bicycle Patrol

☒ Event Site Inspection

Please describe in detail your request: Fire engine, first-aid station and ambulance during

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS (307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: _____

VOICE / MUSIC AMPLIFICATION REQUESTS

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

If "Yes", please indicate times: Start Time: 5:00PM Finish Time: 10:30PM

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

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

SIGN or BANNER REQUESTS

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

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

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached: ☐ Yes ☒ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

Do you plan to provide portable restroom facilities? ☒ Yes ☐ No

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

Total Number of Portable Toilets: 35 Number of ADA Accessible Portable Toilets: 3

If "No", please explain: _____

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

Restroom Company: Macy's

Restroom Drop off / Pick Up Date for Drop Off: July 24, Time for Drop Off: 10:00AM

Date for Pick Up: July 29, 2019 Time for Pick Up: 10:00AM

ALCOHOL

Will there be alcoholic beverages at the event? ☒ Yes ☐ No

Will you be offering any alcoholic beverages besides beer? ☐ Yes ☒ No

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

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☒ Yes

☐ No

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

Please describe any sales activity at your event:

Vendor spaces are available for purchase near the Big Top Tent on the Grassy Arena.

Will any food or beverages be sold at your event?

☒ Yes

☐ No

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

TRASH REMOVAL PLAN

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

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

☒ Yes

☐ No

If "Yes", which company will you be using? Westbank Sanitation

How many trash receptacles will be supplied for your event? 80 residential, 9-8yr, 1-16yr

When will the trash receptacles be delivered? July 24, 2019

When will the trash receptacles be picked up and removed from site? July 29, 2019

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

All trash receptacles will be picked up daily before 7:00AM. The 16 yard manure dump will be picked up as needed. An additional dumpster will be provided for recycling.

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

Special Event Application

SUSTAINABLE EVENT PLANNING

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

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

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

RECYCLING PLAN

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

Will you be using a company for your recycling plan?

☒ Yes

☐ No

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

How many recycling receptacles will they (or you) supply for your event? 10

When will these recycling receptacles be delivered? July 24, 2019

When will recycling receptacles be picked up and removed from site? July 29, 2019

Describe your plan for collection and removal of recyclable materials during your special event:
Teton County Fair will pay the Recycling Center for the delivery and pickup of recyclable materials.

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

Special Event Application

SIGNIFICANT EVENT CHANGES

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



Yes



No

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

Same as 2018, all vendor booths will be located near the Big Top Tent on the Grassy Arena. The Exhibit Hall will stay as is. The grassy area by the Exhibit Hall will be filled with free attractions ie. Bugology, Paintball, Petting Zoo, Fish Pond etc. This grass will also be used for dog shows, open class pet shows and horse shows. Open class horse show events will take place on the Mateosky Ball Field; more specifically halter and showmanship classes and trail class.

STANDARD CONDITIONS OF APPROVAL

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

GENERAL

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

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

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

Initials: RSG

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: RSG

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

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

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

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

PORTABLE RESTROOMS

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

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

INSURANCE

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

FOOD / VENDING

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

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

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

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

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

Initials: RSG

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: RSG

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

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

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

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

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

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

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

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

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

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

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

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

FAIR GROUNDS / RODEO GROUNDS

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

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

Initials: RSG

Special Event Application

STANDARD CONDITONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

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

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

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

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

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

APPLICANT: _____

Signature

APPLICANT: _____

Printed Name

DATE: _____

TITLE: Fair & Fairgrounds Manager



SIGN PERMIT (SGN) APPLICATION
Planning & Building Department
Planning Division

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

ph: (307) 733-0520 or
(307) 733-0440
fax: (307) 734-3563
www.townofjackson.com

For Office Use Only

Fees Paid _____	Date _____	Sign District:	
Check # _____	Application # _____	Amount of Signage Allowed _____	Town Sq Sign District _____
Credit Card _____	Approved By _____	Amount of Signage Proposed _____	General Sign District _____
Cash _____	Public Works Review _____	Amount of Signage Remaining _____	Master Sign Plan _____
	Structural Review _____		

PROJECT.

Name/Business/Description: Teton County Fair/Rachel Grimes

Physical Address: 305 West Snow King Ave

Lot, Subdivision: _____

PIDN: _____

OWNER.

Name: Teton County Fair/Rachel Grimes

Phone: (307) 733-5289

Mailing Address: PO Box 3075 Jackson, WY

ZIP: 83001

E-mail: rgrimes@tetoncountywy.gov

APPLICANT/AGENT.

Name, Agency: Teton County Fair/Rachel Grimes

Phone: (307) 733-5289

Mailing Address: PO Box 3075 Jackson, WY

ZIP: 83001

E-mail: grimes@tetoncountywy.gov

DESIGNATED PRIMARY CONTACT.

____ Owner ☒ Applicant/Agent

GENERAL INFORMATION.

N/A Is this a multi-tenant building?

Name of Building: _____

N/A Number of Tenants.

N/A Length of building frontage in linear feet (1st frontage)

N/A Length of building frontage in linear feet (2nd frontage if applicable)

N/A How many signs are you planning to install/erect?

Yes Is the sign associated with a temporary use or grand opening event? Dates of Display (2 weeks max) : _____

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 one hard copy of the submittal packet. Have you attached the following?

N/A

Application Fees. See the currently adopted Fee Schedule in the Administrative Manual for more information.

N/A **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.

Proposed Signs. Please provide the information requested for each sign.

Required Drawings. Please provide the following drawings as part of your application.

- _____ A site plan, drawn to a recognized engineering scale, which depicts the property boundaries, building footprints, access and circulation, and the location of each proposed sign and any existing signs that will remain.
- _____ Description of the dimensions, colors, materials and types of any existing signs that will remain.
- _____ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
- _____ Installation specifications, and any structural details or specifications required for freestanding signs.
- _____ Specifications for proposed lighting.

PROPOSED SIGNS. Please fill out the following information for each sign as applicable. If you are proposing more than two signs, you may provide this information on an additional sheet. Refer to **Section 5.6.1.C, Allowable Signage**, for an explanation of the sign requirements below.

	SIGN 1
Type:	<u>2 Large Banners</u>
Dimensions:	<u>4' x 12'</u>
Area (square feet):	<u>48'</u>
Height:	<u>4'</u>
Clearance:	<u>on front of Fair Office</u>
Setback property line:	<u>on backside of grandstands</u>
Sign color:	<u>White, Red & Blue</u>
Sign material	<u>Vinyl</u>
Lighting proposed:	<u>N/A</u>

	SIGN 2
Type:	<u>TCF Wagon w/ 2 Fair Banners</u>
Dimensions:	_____
Area (square feet):	<u>Parked on the corner of Broadway & Flat Creek Drive</u>
Height:	_____
Clearance:	_____
Setback property line:	_____
Sign color:	<u>White, Red & Blue</u>
Sign material	<u>Vinyl</u>
Lighting proposed:	<u>N/A</u>

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

Rachel Grimes

Name Printed

3/18/2019

Date

3/18/2019

Title

**TOWN OF JACKSON
JACKSON POLICE DEPARTMENT**

NOISE PERMIT APPLICATION

PLEASE PRINT AND USE A BLACK OR BLUE INK PEN. Thank you.

Event Sponsor (Person responsible for event and noise if complaints are received):
Name: RACHEL GMMES Date of Birth: 11.19.1981

Phone number (307) 733 - 5289

PO Box: 3075

Town: JACKSON State WY Zip Code 83001

Street Address: 305 WEST SNOW KING AVE

Town: JACKSON State WY Zip Code 83001

Location of Event: 305^W SNOW KING AVE

Physical Address: 305 WEST SNOW KING AVE

Date(s) of Event: JULY 24-28, 2019

Requested Starting Time of Event: 6:00 a.m./☒ p.m.

Requested Ending Time of Event: MIDNIGHT a.m./p.m.

Please be advised that the noise permit will not extend beyond 11 p.m.

Type of Event: ANNUAL COUNTY FAIR

(i.e. Baptism, Birthday Party, Wedding, Concert, Employee Party, etc.)

Please **explain** the type of noise expected. Live music, band, D.J., acoustic, amplified music, sound system of any type, dancing, etc.

7/24/2019 - LIVE BAND, 7/25/2019 - PIG WRESTLING
7/26/2019 - JH NINJA WARRIOR, 7/27/2019 - FAIR RODEO

Band Name: 7/28/2019 - FIGURE 8 RACES

Telephone or email address: _____

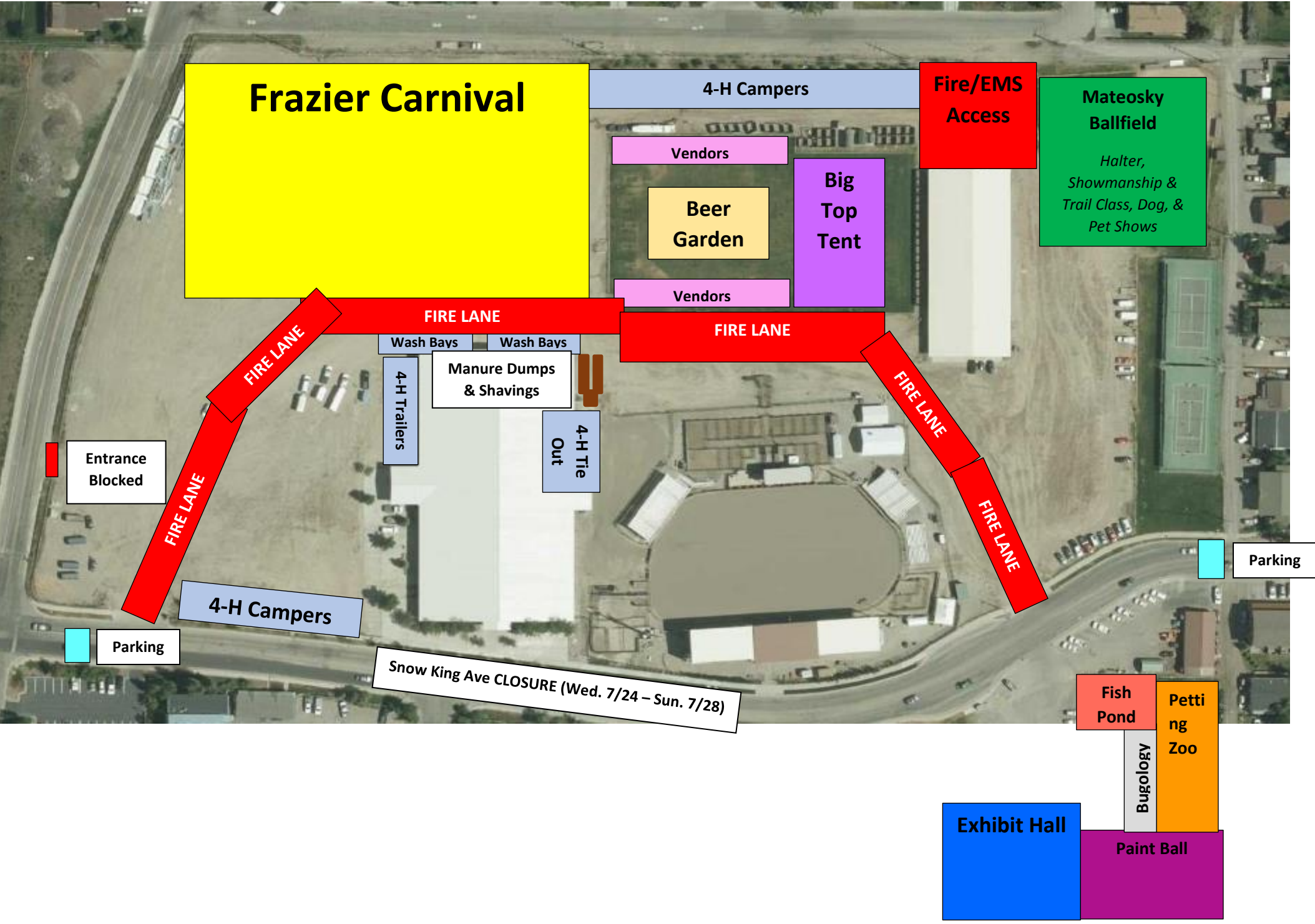
or

First and last name of person providing music: _____

Telephone or email address: _____

Signed: [Signature] 7/13/2019
(Event Sponsor - Responsible) (Date)

2019 Teton County Fair Layout Map



Date: 3/13/2019

EXPOSITION LICENSE APPLICATION



Town of Jackson
PO Box 1687, Jackson, Wyoming 83001
Phone: (307)733-3932
Fax: (307)739-0919
www.townofjackson.com

Instructions: All information on both sides of this form must be fully completed. Failure to complete any item will delay the processing of your application. All payments shall be made at the time of application and shall be non-refundable, unless an application is denied. If the Town denies a business license application, the entire fee, less a \$37.00 application fee will be refunded. An application for a business license must be submitted and approved by the Town before the business can begin operations.

Business/Organization Name: TETON COUNTY FAIR / RAUTER GRIMES
D/b/a: _____
Nature of Exposition: ANNUAL COUNTY FAIR - VENDOR AREA

Is the Business/Organization a:

- ☐ Corporation ☐ Partnership ☐ Sole Proprietorship
☐ Non-Profit Organization (If non-profit, please attach copy of 501(C) (3))

☒ Other Please explain: PUBLIC AGENCY

Physical Address of Expo:

Street: 305 W. SNOW KING AVE **No:** _____

Building: _____ **City:** JACKSON **State:** WY **Zip Code:** 83001

Date of Expo: 7/24/2019 - 7/28/2019

Time of Expo: 5-8 PM ON 7/24/2019
11-8 PM ON 7/25-7/28, 2019

Business/Organization Physical Address: 305 W. SNOW KING AVE

Post Office Box: 3075

City: JACKSON **State:** WY **Zip Code:** 83001

Business Phone Number: (307) 733-5289

Fax/email address: rgimes@tetoncountywyo.gov

WY Sales Tax Number: _____

Federal Employers ID Number: 83-6000127

**** List Information for all Owners/Officers/Partners REQUIRED *(license will be DENIED if information incomplete)**

NAME AS IT APPEARS ON DRIVER'S LICENCE	Driver License #	State	Date of Birth	Phone
RAUTER SUZANNE GRIMES	106507-650	WY	11/19/1991	(307) 733-5289

Additional Information: THE VENDOR AREA WILL BE ON THE
GRASSY AREA, NEAR THE BIG TOP TENT.

Exposition license will:

☐ be for my business/organization ONLY.

☒ include ~40 number of businesses or organizations. Attach list of ALL vendors

Business is:

☐ a Sales Tax Collecting Business.

☐ a Non-Sales Tax Collecting Business.

Have you obtained all necessary permits/inspections/fees, as required by the Town of Jackson?

☒ Yes ☐ No If not, please explain: _____

Will a sign or banner be posted? ☒ Yes ☐ No

*** The above questions **MUST** be completed in order for you application to be processed.

I, _____, do hereby swear and affirm the information I have supplied in this application is true and correct to the best of my knowledge. Further, I do hereby consent to the release of all medical, physical, criminal and any other information, including information of a confidential or privileged nature by any person(s) having such records for the purpose of checking my suitability to obtain the permit requested herein. I hereby release said persons, their organizations, and others from any liabilities or damage which may result from furnishing the requested information. A photocopy of this release is considered as valid as an original.

STATE OF WYOMING)
COUNTY OF TETON)

SUSCRIBED AND SWORN TO BEFORE ME BY

this _____ day of _____, 20____

signature of applicant

Printed name of applicant

WITNESS my hand and official seal

Notary Public

Exposition License Fees

For Profit Businesses

Not For Profit Businesses

\$100.00 per day for any event with 5 or fewer vendors

\$50.00 per day for any event with 5 or fewer vendors

\$200.00 per day for any event with more than 5 vendors

\$100.00 per day for any event with more than 5 vendors

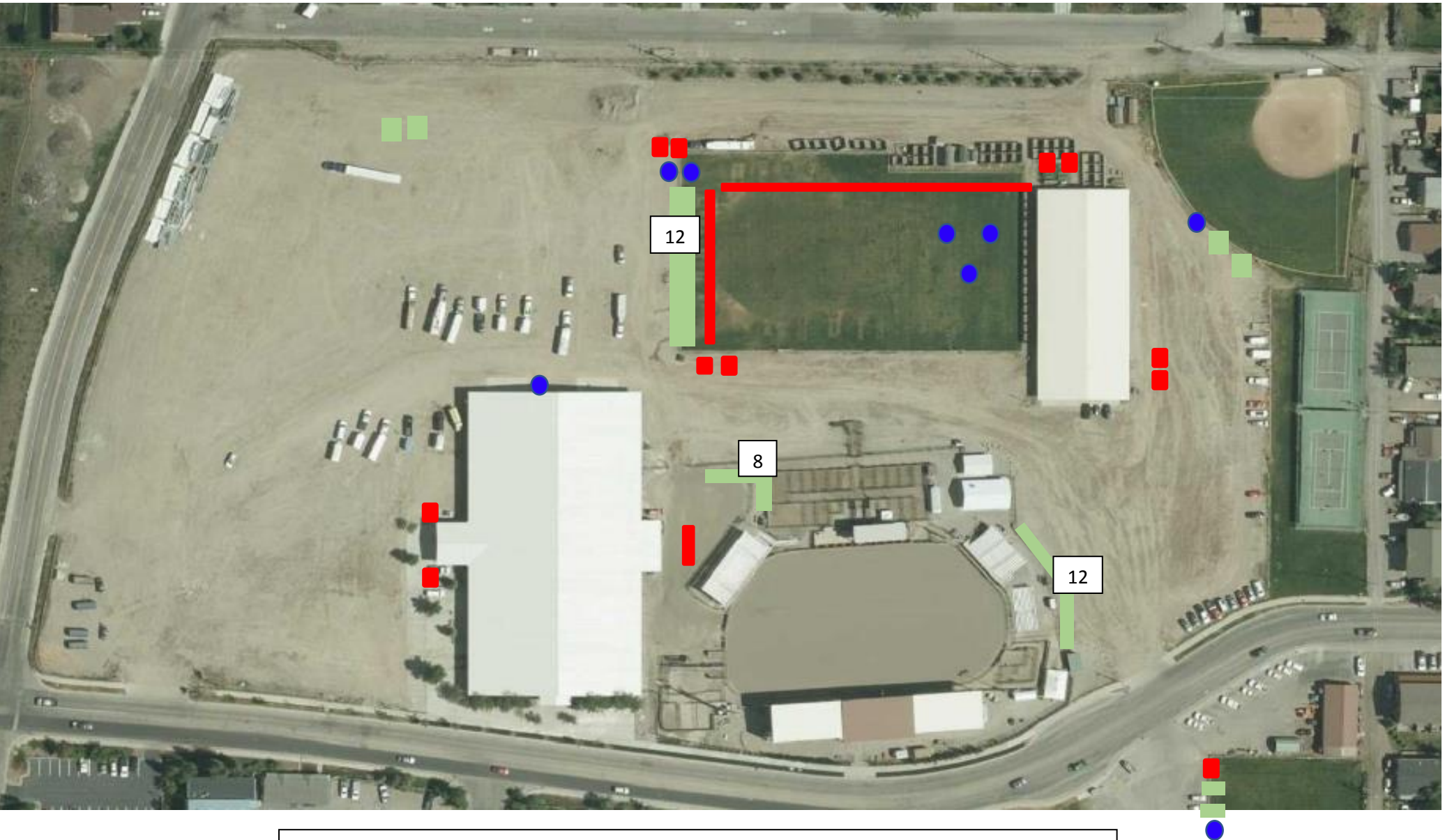
For Official Use Only – Please Do Not Write Below This Line

Zoning: ☐ UC ☐ UC2 ☐ UR ☐ AR ☐ AC ☐ SR ☐ R
☐ BC ☐ NC ☐ NC2 ☐ OP ☐ RB ☐ BP ☐ MHP

Approving Department	Initials	Date Approved	Comments
Building Department			
Fire Department			
Planning Department			
Police Department			
Administration Department			

☐ Application Approved

2018 Teton County Fair Sanitation Map



KEY

- Port-o-Potty (Macy's – 35 regular, 3 handicap)
- Portable Sink (Macy's, 8)
- Dumpsters (80 residential on grass, 9-8yrd, 1-16yrd for manure)



Teton County Fair & Fairgrounds

The mission of the Teton County Fair Board is to produce an exceptional fair and administer the year-round use of the fairgrounds while promoting the western heritage, uniting urban and rural communities in celebration.

Sandy Birdyshaw
Town of Jackson
Town Clerk
P.O. Box 1687
Jackson, WY 83001

Tuesday March 26th, 2019

Dear Sandy,

I wanted to touch base and provide some specifics for the 2019 Teton County Fair, "Western Nights & Carnival Lights", to be held Friday July 19th through Sunday July 28th. Particularly, the addition of a beer garden to this year's Fair. As per our previous phone conversations and email exchanges, I have tried to capture all the finer details of this addition below. Thanks for all of your help and insight thus far!

The Fair Board's 2019 Malt Beverage Permit application includes 2 parts. One is the beer sales for the night events and the other is the beer garden. As in past years, the Fair Board will commit to the following requirements for both parts:

- Take all measures necessary to comply with all applicable alcohol dispensing laws and regulations, including the prevention of sales to minors and the prohibition of consumption off of the authorized premises.
- Servers shall have TIPS training and shall not overserve individuals or obviously intoxicated individuals.
- Beer may only be sold in plastic cups or mugs previously approved by the Town of Jackson Police Department.
 - No more than 16 oz. of beer may be sold in a cup or mug.
 - Beer shall not be served in a glass container.
- Every malt beverage sale shall include an age verification by checking IDs.
- The permit holder shall prevent overserving:
 - No selling/serving of malt beverages to obviously intoxicated people.
 - No more than two beers shall be sold to any person at any time.
- Participants shall not be permitted to leave the event/beer garden with open containers.
- Beer sales shall cease at the beginning of the last heat of the Figure 8 races, and other nights beer sales cease at 11:59PM.
- Permit holder shall be responsible to be alert and report any instances of underage drinking to the Jackson Police by calling 733-2331.



Teton County Fair & Fairgrounds

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Night Event Beer Sales include the following:

- Wednesday July 24th, 2019 6:00 – 11:59PM in the Grassy Arena
- Thursday July 25th, 2019 6:00 – 11:59PM inside the Rodeo Arena Perimeter Fence
- Friday July 26th, 2019 6:00 – 11:59PM inside the Rodeo Arena Perimeter Fence
- Saturday July 27th, 2019 6:00 – 11:59PM inside the Rodeo Arena Perimeter Fence
- Sunday July 28th, 2019 6:00 – 11:59PM inside the Rodeo Arena Perimeter Fence

Beer Garden Beer Sales include the following:

- Fenced off area inside the Grassy Arena, near the Big Top Tent and food vendors
- 1 entry/exit with security, appropriate signage and trash receptacle
- JH Distributing & Osprey Beverages to provide beer
- Fair Board is currently searching for other local nonprofits to serve, Fair Board will give them a percentage of the revenue and all tips
- Fair Board will arrange for a TIPS training for servers if needed

Dates & Hours of Beer Garden

- Thursday July 25th, 2019 12:00 – 8:00PM
- Friday July 26th, 2019 12:00 – 8:00PM
- Saturday July 27th, 2019 12:00 – 8:00PM
- Sunday July 28th, 2019 12:00 – 8:00PM

Again, I appreciate all of your help in organizing this addition so far. If you have any questions or need further information on what is being planned, please don't hesitate to give me a call! Please see a site map attached.

Best Regards,

Rachel Grimes
Fair & Fairgrounds Manager



MALT BEVERAGE PERMIT APPLICATION

Fee \$ 500.00

Date Paid _____

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

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

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

JMC 6.50.020. Malt Beverage Permits.

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

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

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

Name of Organization Requesting Permit: TETON COUNTY FAIR

Event Contact Person and Phone Number: RAUTER GRIMES (307) 203-0660

Date(s) of Permit: 1) NIGHT EVENTS JULY 24TH - 28TH 6:00-11:59 PM
2) BEEN GARDEN JULY 25TH - 28TH 12:00-8:00 PM

Hours of Permitted Service and Consumption: _____

Description of Premises where malt beverages are to be served (physical address):
BEEN SERVICE FOR NIGHT EVENTS WILL TAKE PLACE INSIDE OF THE RODEO ARENA PERIMETER FENCE.

Purpose of Event: ANNUAL TETON COUNTY FAIR

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

(Sign Here) _____

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

BEEN SERVICE IN THE BEEN GARDEN WILL TAKE PLACE IN A FENCED OFF AREA INSIDE THE GRASSY ARENA NEAR THE RODEO VANDONS + BIG TOP TENT.



Teton County Fair & Fairgrounds

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Steve Ashworth
Parks & Recreation Director
P.O. Box 811
Jackson, WY 83001

Tuesday March 26th, 2019

Dear Steve,

I wanted to touch base and provide some specifics for the 2019 Teton County Fair, "Western Nights & Carnival Lights", to be held Friday July 19th through Sunday July 28th.

As per the BCC Administrator's email dated December 10th, 2018, the staging of all Parks & Rec construction materials is to be removed from the Fairgrounds, north of Snow King Avenue, by Monday April 1st through Tuesday October 1st, 2019. I'm happy to reschedule the removal date to Wednesday May 1st, due to the large snow piles currently on the Fairgrounds, if it's more convenient for you. With regard to the Exhibit Hall, the construction fencing, job trailer and all other items must be moved to western edge of the building by Saturday June 1st through Thursday August 15th, 2019.

As per the Fair Board meeting on Monday February 25th, permission was granted for use of the Mateosky Ball Field. It was also agreed at that time, that a section of the chain link fence could be rolled back to provide an opening for horses. The ball field will be used for the 4-H Horse show, including showmanship and trail classes, taking place on Tuesday July 23rd. The same classes in the Open Class Horse Show will take place on Saturday July 27th and Sunday July 28th. Please make sure to block this weekend off from recreational sports calendar.

The carnival will begin arriving on Monday July 22nd. They will be utilizing the northwest section of the Fairgrounds.

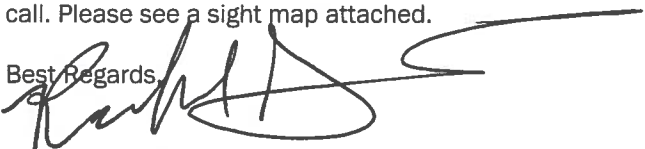
In 2019, the petting zoo, paintball course and bugology exhibit will all move across the street to the Grassy Arena by the Exhibit Hall. They will arrive on Monday July 22nd and we will need sprinklers located before 5:00PM that evening. The Fair Board is requesting that Parks & Rec please heavily water and mow the area in the weeks leading up to Fair.

The Fair Board plans to fence off the Grassy Arena north of Snow King Ave 2 weeks prior to Fair, as per the Health Department, in attempt to keep all animals out to accommodate a safe and clean vendor area. Please water this area as heavily as possible from Tuesday July 9th through Tuesday July 23rd. One mow on Tuesday July 9th will be sufficient and allow the grass to grow longer over the next 2 weeks and hopefully, better maintain from all the foot traffic. The sprinkler lines and heads will need to be marked prior to Wednesday July 24th, when Fair Vendor setup takes place.

As in prior years we would like to reserve whatever bleachers may be available from Tuesday July 23rd – Sunday July 28th.

We appreciate all the help that Parks & Recreation provides us throughout the year, and especially prior to the annual Teton County Fair! If you have any questions or need further information on what is being planned, please don't hesitate to give me a call. Please see a sight map attached.

Best Regards,


Rachel Grimes
Fair & Fairgrounds Manager



Teton County Fair & Fairgrounds

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Floren Poliseo
Town of Jackson
Director of Public Works
P.O. Box 1687
Jackson, WY 83001

Tuesday March 26th, 2019

Dear Floren,

I wanted to touch base and provide some specifics for the 2019 Teton County Fair, "Western Nights & Carnival Lights", to be held Friday July 19th through Sunday July 28th. Once again, the Fair Board will need some assistance from the Public Works Department in order to put on a successful event.

The Fair Board is requesting a street closure on Snow King Avenue beginning Wednesday July 24th at 6:00AM through Sunday July 28th at midnight. The closure should occur between Flat Creek Drive and the Millward Street alley. TOJ barricades and signage, blocking the closure and informing motorists of the detour, have been requested and provided in the past.

The Fair Board has requested their light pole banners be hung throughout downtown Jackson from July 1st – 29th. I have been in contact with Caitlin Colby from the Jackson Hole Chamber of Commerce and she has confirmed the banners be hung during those dates. Fairgrounds staff is happy to drop the banners off to Public Works prior to July 1st.

The carnival will began arriving on Monday July 22nd. They will be utilizing the northwest section of the Fairgrounds.

Last year, START was kind enough to allow some overflow, semi parking on their parking lot to the north of the bus barn. The Fair Board would appreciate that same space for the same use again in 2019. The space would be needed from Monday July 22nd through Monday July 29th.

Fairgrounds staff is very appreciative for all the help that the Public Works Department provides us throughout the year, and especially prior to the annual Teton County Fair. If you have any questions or need further information on what is being planned, please don't hesitate to give me a call. Please see a site map attached.

Best Regards,

Rachel Grimes
Fair & Fairgrounds Manager

CC: Darren Brugmann, Sam Jewison



TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: April 9, 2019
MEETING DATE: June 18, 2018

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

SUBJECT: Eagle Rock Indian Motorcycle Riders Group Parking

STATEMENT/PURPOSE

The Mayor and Council approve the use of town streets, parking space and temporary no parking signage for special events.

BACKGROUND/ALTERNATIVES

The applicant, Eagle Rock Indian Motorcycle Riders Group a non-profit group, requests permission reserve parking for approximately 85 motorcycles on Saturday, June 8, 2019 from noon until approximately 3:00 P.M. The applicant is organizing a motorcycle rally which is scheduled to originate in Idaho Falls. The group intends to arrive in Jackson, park their vehicles and explore Jackson before returning to Idaho Falls the same day.

The applicant approached the Town about the possibility of reserving a space for parking a large groups of motorcycles together for this visit. Upon sending this request to various town departments one suggestion for a possible location to utilize was in the gravel parking space located on N. King Street between Gill and Deloney. This space is currently reserved for tour bus parking; however, the Police Department suggested this area due to the lack of use by tour buses.

The applicant requests the following from the Town in association with event:

1. Permission to reserve the parking spaces on the east side of N. King on June 8th from noon – 3:00pm.
2. Permission to post “No Parking” signs in front of these two spaces prior to the event.
3. Use of Town barricades and street signs for the parking space closure.

This application has been submitted to all Town departments for review.

COMPREHENSIVE PLAN ALIGNMENT

This event aligns with our Quality of Life as it deals with a diverse and balanced economy by creating a positive atmosphere for economic development which is important to our community. We have always been a diverse community that supports a variety of lifestyles and employment opportunities, and we welcome others to share in the enjoyment of our ecosystem and western mountain lifestyle. Residents and visitors have become accustomed to high-quality social, cultural, and recreational services. Continuing to provide these services in a manner that better achieves our Vision will enhance the livability and appeal of our community.

STAKEHOLDER ANALYSIS

The application has been submitted for review and comment to all Town departments.

FISCAL IMPACT

Fiscal Impact is minimal for this event.

STAFF IMPACT

Staff impact is minimal for this event.

ATTACHMENTS

Special Event Application

LEGAL REVIEW

N/A

RECOMMENDATION

If the Council wishes to approve this special event then the staff recommends that the event is subject to the following conditions and restrictions:

1. The applicant shall clean up immediately following the event and shall be responsible for the collection and removal of all refuse generated by each event.
2. The applicant shall coordinate any road or parking space closures with the Police Department.
3. The applicant shall be responsible for the production, posting, and removal of the no parking signs.
4. The applicant shall not block access to businesses or residences.
5. The applicant and all participating organizations are required to maintain liability insurance in the amount of \$1,000,000.00. Prior to the event, each organization shall provide a certificate of insurance naming the Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers and must also state that coverage is primary and non-contributory. The Town Attorney shall approve all certificates of insurance.
6. The applicant shall be responsible for the check out, pick up, set up and return of all barricades and road signs from the Public Works Department. The applicant will be responsible for any deposit required for this equipment.

SUGGESTED MOTION

If the Town Council wishes to approve of this special event then staff would suggest the following motion:

I move to approve the special event application submitted by Eagle Rock Indian Motorcycle Riders Group for permission to reserve parking for approximately 85 motorcycles on Saturday, June 8, 2019 from noon until approximately 3:00 P.M. subject to the conditions and restrictions contained in the staff report.

Special Event Application

Submit Completed Document To:

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

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



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

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

APPLICANT INFORMATION

Name of Event: Eagle Rock Rally

Name of Organization: Eagle Rock Indian Motorcycle Riders Group

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

Mailing Address: 1063 Pacific Street

City: Idaho Falls State: Idaho Zip Code: 83404

Name of Person Completing Application: Greg Morgan

Email Address: visiongraphics@cableone.net

Work Phone: 208-521-5870 Cell Phone: 208-521-5870

EVENT INFORMATION

Type of Event: ☐ Run / Walk ☐ Concert ☐ Filming ☐ Assembly
☐ Parade ☐ Festival ☐ Biking ☐ Education
☐ Other: Motorcycle Rally

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

Reserve parking for 4 hours (noon to 4pm), Approx 100 motorcycles, near town square, _____

Location of Event: Deloney Lot Alternative Location: Snow King Lot

Date(s) of Event: June 8, 2019 Event Operating Hours: 12 noon to 4pm

Event Set Up Begins Date: June 08, 2019 Time: 11 am

Event Clean Up Ends Date: June 08, 2019 Time: 5 pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance Per Day: 100 Total Event: _____
(Spectators and Participants)

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): Eagle Rock Indian Motorcycle Dealership, 208-525-1901

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

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

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

Name: Pending Cell Phone: _____

EVENT SITE PLAN

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

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

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

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

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

☒ Yes ☐ No

Area of Closure Request

Date(s)

Start Time

End Time

Deloney Parking Lot June 8, 2019 12 Noon 4 pm

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

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

☒ Yes ☐ No

If "Yes", how many parking spaces will be unavailable due to the event: 50-60 parking spaces

Will the event closure requests impact any START Bus routes?

☐ Yes ☒ No

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

Route Description: _____ START Bus contacted?

☐ Yes ☐ No

RESIDENT AND/OR BUSINESS NOTIFICATION

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

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

☐ Yes ☒ No

Special Event Application

TOWN EQUIPMENT REQUESTS

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

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

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

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

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

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

TOWN SERVICES REQUESTS

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

POLICE DEPARTMENT

(307) 733-1430

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

Please describe in detail your request: _____

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

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☐ Electricity Access

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

☐ Additional Public Restroom Cleaning

Please describe in detail your request: _____

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

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

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

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: _____

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: _____

VOICE / MUSIC AMPLIFICATION REQUESTS

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

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

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

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

SIGN or BANNER REQUESTS

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

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

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached: ☐ Yes ☒ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

Do you plan to provide portable restroom facilities? ☐ Yes ☒ No

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

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

If "No", please explain: _____

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

Restroom Company: _____

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

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

ALCOHOL

Will there be alcoholic beverages at the event? ☐ Yes ☒ No

Will you be offering any alcoholic beverages besides beer? ☐ Yes ☒ No

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

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☐ Yes

☒ No

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

Please describe any sales activity at your event:

Will any food or beverages be sold at your event?

☐ Yes

☒ No

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

TRASH REMOVAL PLAN

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

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

☐ Yes

☒ No

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

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

When will the trash receptacles be delivered? _____

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

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

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

Special Event Application

SUSTAINABLE EVENT PLANNING

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

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

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

RECYCLING PLAN

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

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

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

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

When will these recycling receptacles be delivered? _____

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

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

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

Special Event Application

SIGNIFICANT EVENT CHANGES

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

☐ Yes

☒ No

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

STANDARD CONDITIONS OF APPROVAL

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

GENERAL

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

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

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

Initials: GM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: GM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

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

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

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

PORTABLE RESTROOMS

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

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

INSURANCE

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

FOOD / VENDING

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

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

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

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

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

Initials: GM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: GM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

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

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

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

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

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

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

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

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

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

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

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

FAIR GROUNDS / RODEO GROUNDS

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

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

Initials: GM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

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

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

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

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

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

APPLICANT: _____

Signature

APPLICANT: Gregory Blaine Morgan

Printed Name

DATE: 03/28/2019

TITLE: President, Eagle Rock Indian MC

N Cache St

E Gill Ave

**Possible Parking
North King Street
Gravel
Roughly 320 feet
North to South**

Center St

N King St

E Deloney Ave

Town Square



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: PLANNING & BUILDING

PRESENTER: TYLER SINCLAIR

MEETING DATE: APRIL 15, 2019

SUBJECT: TEMPORARY SIGN PERMIT – Local Love

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 a banner to be located at 105 Buffalo Way, Albertsons during:

May 3, 2019 to May 10, 2019

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

COMPREHENSIVE PLAN ALIGNMENT

Staff finds that the proposal is consistent with Comprehensive Plan.

STAKEHOLDER ANALYSIS

None

FISCAL IMPACT

None

STAFF IMPACT

None

LEGAL REVIEW

N/A

ATTACHMENTS

Applicant Submittal

RECOMMENDATION

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

1. The use of the site shall be granted by the property owner.
2. The signs shall not be located on the sidewalks or in the public right of way.
3. The sign for Local Love may be installed at 105 Buffalo Way, Albertsons, during:
May 3, 2019 to May 10, 2019

SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with The Liquor Store (Local Love) subject to three (3) conditions of approval.

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



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: PLANNING & BUILDING

PRESENTER: TYLER SINCLAIR

MEETING DATE: APRIL 15, 2019

SUBJECT: TEMPORARY SIGN PERMIT – Travel Storys GPS + JHHSM

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 a banner to be located at 105 Buffalo Way, Albertsons during:

May 15, 2019 to June 1, 2019 (May 29, 2019)

June 30, 2019 to July 13, 2019

August 4, 2019 to August 17, 2019

August 25, 2019 to September 7, 2019

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

COMPREHENSIVE PLAN ALIGNMENT

Staff finds that the proposal is consistent with Comprehensive Plan.

STAKEHOLDER ANALYSIS

None

FISCAL IMPACT

None

STAFF IMPACT

None

LEGAL REVIEW

N/A

ATTACHMENTS

Applicant Submittal

RECOMMENDATION

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

1. The use of the site shall be granted by the property owner.
2. The signs shall not be located on the sidewalks or in the public right of way.
3. The sign for Travel Storys + JHHSM may be installed at 105 Buffalo Way, Albertsons, during:
May 15, 2019 to June 1, 2019 (May 29, 2019)
June 30, 2019 to July 13, 2019
August 4, 2019 to August 17, 2019
August 25, 2019 to September 7, 2019

SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with Travel Storys GPS + JHHSM 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 Planning Division

150 East Pearl Ave. ph: (307) 733-0520 or
P.O. Box 1687 (307) 733-0440
Jackson, WY 83001 fax: (307) 734-3563
www.townofjackson.com

EVENT NAME:

Event Name: Public Historic Walking TOURS Physical Address of Event: TOWN Square
Description of Event: weekly docent-led tours highlighting the historic stories of downtown Jackson

EVENT SPONSOR/APPLICANT:

Name: TravelStorySGPS + JHHSM Phone: (307) 200-7491
Mailing Address: PO Box 494 Wilson, WY 83014 ZIP: 83001
E-mail: Kaithyn@travelstorysgps.com Non-Profit: ☐ For Profit: ☒

TEMPORARY BANNER LOCATION: Consent from Property Owner Required (maximum of 4 signs allowed, display dates up to two weeks allowed)

Business/Description: <u>Albertsons</u>	Business/Description: <u>Albertsons T.B.C.</u>
Physical Address: <u>105 Buffalo Way</u>	Physical Address: <u>105 Buffalo Way</u>
Dates of Display: <u>5/19-6/1; 6/30-7/13; 8/4-8/17</u>	Dates of Display: <u>+ 8/25-9/7</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. Attach the following:

- ☒ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
- ☒ 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.

Kaithyn Osborne
Signature of Authorized Event Applicant
Kaithyn Osborne
Applicant Name Printed

4/5/19
Date
Marketing Director
Title

TravelStorysGPS, LLC Company Description

Overview:

TravelStorysGPS is a local, mission-driven company presenting a mobile app, TravelStorys, which offers interpretive information about the town of Jackson and regional travel routes, sponsored by local nonprofit organizations. Free to users, the mobile app offers self-guided walking, driving, biking, and paddling audio tours that focus on place-based storytelling. As visitors pass by local sights, stories about the history, geology, and culture of their surroundings play automatically—so eyes stay safely on the sites, and not on the devices.

Use, Function, and Clients:

The TravelStorys app is both a public service to visitors and locals and a resource for local organizations to share their stories and messages, and drive new audiences to their websites for further exploration and donations. TravelStorys functions as a new platform for these organizations to reach travelers on the go and share their missions, visions, and goals.

TravelStorysGPS works with an array of nonprofits and agencies in the Jackson Hole area—Jackson Hole Historical Society and Museum, Jackson Hole Land Trust, Grand Teton National Park Foundation, Teton Search and Rescue, National Museum of Wildlife Art, Jackson Hole Airport—and regional organizations including WY State Parks, WY State Office of Historic Preservation, The Nature Conservancy, Teton Regional Land Trust, and many more. TravelStorysGPS recently received funding from the Teton County Lodging Board and the Wyoming Office of Tourism to translate several of its Jackson tours into Mandarin and to provide cultural and resource guidance for Chinese travelers.

Marketing:

The TravelStorysGPS marketing team is always experimenting with new ways of assisting its tour sponsors in reaching new audiences. This banner highlights the two local audio tours and weekly docent-led tours of one of TravelStorysGPS' first and oldest tour sponsors, Jackson Hole Historical Society and Museum. Not only will this banner enhance JHSM's exposure, but because the TravelStorys platform hosts six other local tours, the sponsoring organizations of those tours will receive greater exposure as well. Tours on the mobile app are listed by geographical proximity to one another for maximum exposure for all tour sponsors.

Vision:

TravelStorysGPS' goal is to inform and educate visitors about the fascinating and little-known stories of communities, town and park safety, wildlife messaging, and the importance of stewarding Jackson Hole and other special places.

TravelStorysGPS strives to contribute to our home community and its nonprofit organizations, landscapes, and ecosystems by connecting people to place in memorable ways. We work towards this goal for and with our sponsoring organizations and community partners.

FREE SELF-GUIDED APP TOURS!

EXPLORE JACKSON HOLE, GRAND TETON, & YELLOWSTONE

THERE'S A STORY HERE

WANT AN IN-PERSON TOUR?
MEET AT THE TOWN SQUARE
@10:30AM TUESDAY-FRIDAY



JACKSON HOLE
HISTORICAL SOCIETY
AND MUSUEM



Download on the
App Store



GET IT ON
Google Play

Additional Banner Information -

Dimensions: 120" x 96", vinyl banner, multi-colored

Installation: At Albertson's hanging vinyl banner set-up Sunday, take down Saturday. Contact at Alberston's Steve Sykes.



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: PLANNING & BUILDING

PRESENTER: TYLER SINCLAIR

MEETING DATE: APRIL 15, 2019

SUBJECT: TEMPORARY SIGN PERMIT – Tire Sale (Shervin's)

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 a banner to be located at 400 S. Hwy 89, Shervin's during:

April 16, 2019 to April 30, 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 400 S. Hwy 89, Shervin's, 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 Tire Sale may be installed at 400 S. Hwy 89, Shervin's, during:
April 16, 2019 to April 30, 2019

SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with Shervin's Tire Sale subject to three (3) conditions of approval.

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

734 3563 -

**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: SPRING TIRE SALE Physical Address of Event: 400 S HWY 89
 Description of Event: TIRE SALE
 Grand Opening ☐ Yes ☒ No

EVENT SPONSOR/APPLICANT:

Name: SHERVIN'S Phone: 307 733 7793
 Mailing Address: BOX 14450 ZIP: 83002
 E-mail: DARRELL@SHERVIN OIL & BIZ Non-Profit: ☐ For Profit: ☒

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>SHERVIN'S</u>	Business/Description: _____
Physical Address: <u>400 S HWY 89</u>	Physical Address: _____
Dates of Display: <u>4/16 - 4/30/19</u>	Dates of Display: _____
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☐ No ☐
Business/Description: <u>SHERVIN'S</u>	Business/Description: _____
Physical Address: <u>400 S HWY 89</u>	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.

Darrell Sherwin
 Signature of Authorized Event Applicant

4-11-19
 Date

DARRELL SHERVIN
 Applicant Name Printed

CO-OWNER V.P.
 Title

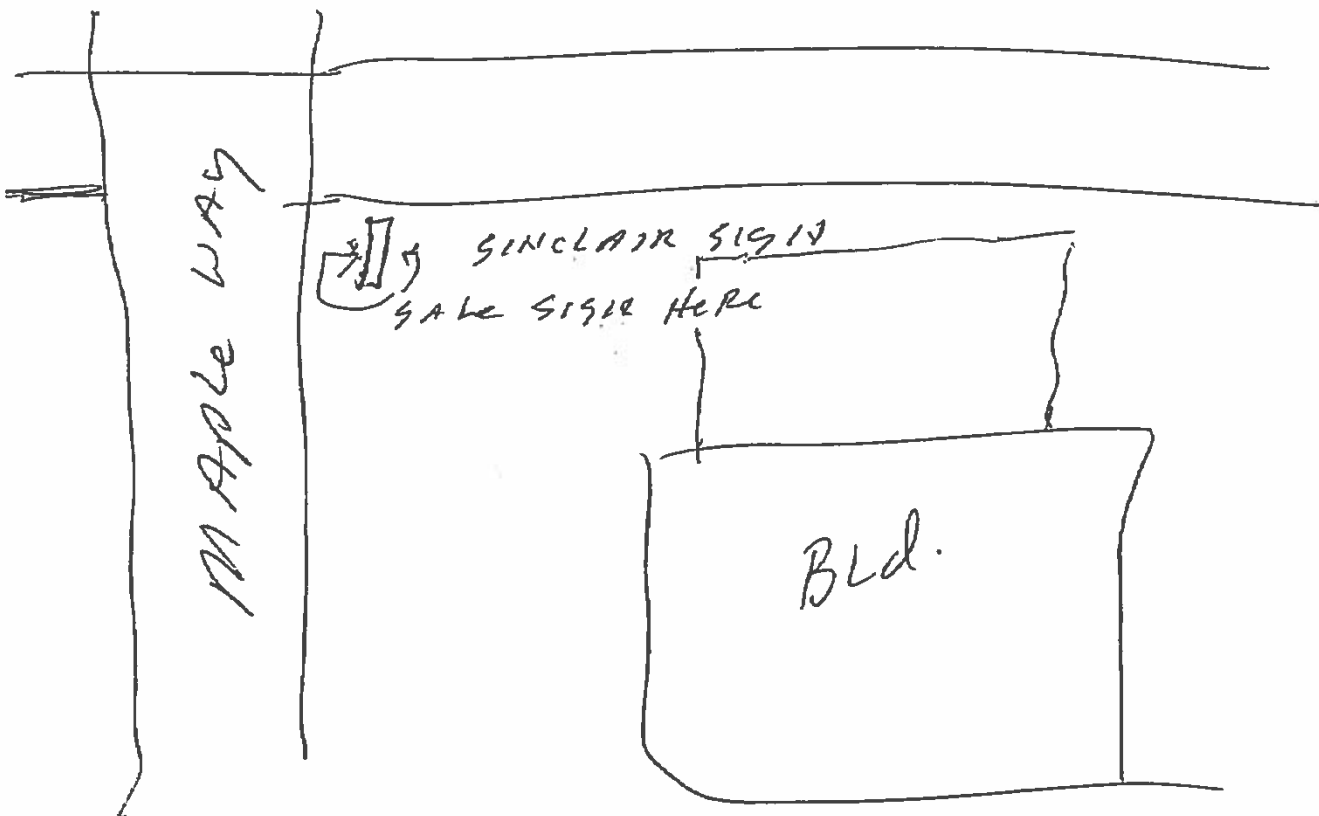
ATT: SIGN Dept

2 SIGNS BACK TO BACK

2 1/2' x 10'

COLOR YELLOW BACK GROUND
BLACK LETTERS "Tire Sale"
TO BE DISPLAYED BELOW
SINCLAIR SIGN.

400 S HWY





TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Public Works

PRESENTER: Brian Lenz, Town Engineer

MEETING DATE: April 15, 2019

SUBJECT: Lower Valley Energy easements along North King St. and the Home Ranch Parking Lot

STATEMENT/PURPOSE

The purpose of this item is for the council to review and approve easements to Lower Valley Energy for burying of power lines along north King St. and the Home Ranch Parking Lot.

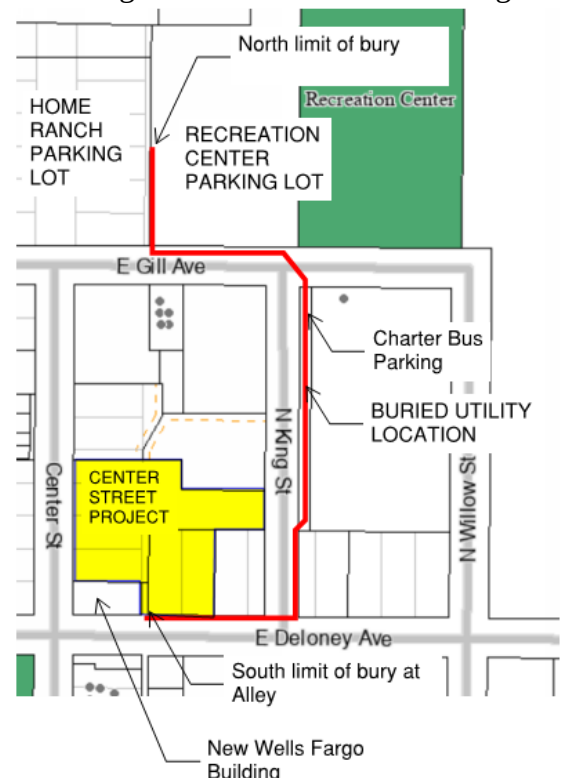
BACKGROUND/ALTERNATIVES

Crystal Creek Capital is in the process of developing a new hotel on the properties located at 112 Center Street and 165 east Deloney Avenue. They recently completed the purchase of the properties from Wells Fargo (Jackson State Bank) and are planning to begin demolition of the old structures on April 15, 2019. The project has been through the town's planning process including a sketch plan and CUP approval (P17-014-015); Development Plan, CUP, and BUP approval (P17-213-215), an Alley Vacation approval (P17-230) Development Agreement approval; and a Construction Management Plan approval (P18-355).

A major element of the proposed development is the plan to bury the power lines and other overhead utilities that are currently located within or along the existing alley from east Deloney north to the 174 north King St. property as shown in Figure 1 below. The concept of burying the lines was approved with the sketch and development plans for the project. Further, with the approval of the development agreement, the town approved the location of the buried lines and surface appurtenances within the charter bus lot on north King Street. A portion of the burial of these overhead utilities will be located within town rights-of-way. The other sections are in the town owned parcel on north King used for the charter bus parking and along the eastern edge of the Home Ranch Parking Lot. The two proposed easements are for the latter installations on Town owned parcels of land. Granting of these easements is the final step of approvals for the burial of the overhead lines.

Figure 1. Showing the Path of the buried utilities.

The town has been working to bury overhead utility lines throughout the downtown area. In 2018, the town partnered with the Hidden Hollow developer to bury the overhead utility lines to the north of this section and along east Mercill Ave.



COMPREHENSIVE PLAN ALIGNMENT

This project supports Town Comprehensive Plan under Common Value #1- Ecosystem Stewardship – Community Character and Common Value #3- Quality of Life, Section 8 - Quality Community Service Provision.

Common Value #1 – Ecosystem Stewardship

- Principle 1.3—Maintain the scenic resources of the community Scenic resources, natural landforms and dark skies are vital to the community's natural character. Mountains, moraines, meadows and other natural viewsheds provide residents and guests with a constant reminder of their location within the Greater Yellowstone Ecosystem. Interruption of these natural forms by the built environment detracts from Teton County's scenic character and should be avoided.

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.

STAKEHOLDER ANALYSIS

The developer, Crystal Creek Capital, the utility Service Providers, and the Residents and Visitors to Jackson.

FISCAL IMPACT

All the work proposed with burial of these utilities is to be borne by the developer. Encroachment fees will be collected.

STAFF IMPACT

Construction phase coordination between the Developer, Contractor, Design Engineer and Engineering Staff will be necessary. It is estimated that 5 to 10 hours/week of PW staff time will be needed for two to three weeks during construction.

LEGAL REVIEW

The Town Attorney shall provide a final approval of the easement prior to execution by the Mayor.

ATTACHMENTS

Proposed Easements and exhibits for the Home Ranch Parking Lot and the Charter Bus parking lot.

RECOMMENDATION

That the Town Council grant the easements to Lower Valley Energy with the following conditions:

1. Prior to execution and recording of the easement by the Town, the developer sign and deliver the Development Agreement, bonds, and any other documentation required by the agreement.

SUGGESTED MOTION

I move to grant Lower Valley Energy easements for the layout, construction, and maintenance of buried utilities and above ground appurtenances at the Home Ranch Parking Lot and North King Charter Bus pull-out in accordance with the recommended condition.

SEC.27, T41N, R116W

ELECTRIC DISTRIBUTION EASEMENT

KNOW ALL MEN BY THESE PRESENT:

That the undersigned, Town of Jackson, Wyoming, a municipal corporation of the State of Wyoming, ("Grantor") for a good and valuable consideration, the receipt of which is hereby acknowledged, do hereby grant, convey and warrant unto Lower Valley Energy, a Cooperative Utility Corporation, of Afton and Jackson, Wyoming and to its successors and assigns, ("Grantees"), a perpetual easement and right of way for the construction and continued maintenance, repair, technological upgrades or alteration and replacement of the electric distribution circuits, lines and equipment of the Grantee to be constructed and maintained under, upon and across the premises of Grantor in Teton County, State of Wyoming, along a line described as follows, to wit:

BEING a part of a parcel of Land in the SW $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 27, Township 41 N., Range 116 W., 6th P.M., Teton County, Wyoming and more particularly described as Exhibit A, according to the Warranty Deed recorded in the Office of the Teton County Clerk on December 21, 2012, on Book 829 Page 152 and Document 0827739.

COMMENCING at the SE corner of said parcel thence S89°57'15"W, 8.5 feet; thence easement begins and bears N0°0'0" W, 369.99' feet to the north property boundary, further depicted on Exhibit A.

RIGHT-OF-WAY Width 8.5 feet on each side of described line, together with all necessary and reasonable rights of ingress and egress and to excavate and refill ditches and trenches for the location and repair of said facilities and to cut, trim, spray herbicides, or remove trees, shrubbery, undergrowth or other obstructions interfering with the repair and maintenance of the facilities.

The Grantor acknowledges that Electric and Magnetic Fields (EMF) are naturally occurring in the transmission or distribution of electricity, and that the Grantee has here notified Grantor that EMF testing and information is available upon request from the Grantee. This Easement by Grantor is intended to include so much space as is necessary or appropriate to the presence of EMF and reasonable operation of the Grantee's distribution lines.

Grantor agrees that all poles, wires and other facilities, installed on or under the described lands shall remain the property of the Grantee removable in the sole discretion of the Grantee at the Grantee's expense. The rights, conditions and provisions of this easement shall inure to the benefit of and be binding upon the parties, their heirs, executors, administrators, successors and assigns. Grantor shall compensate Grantee for any damages to Grantee's facilities caused by Grantor, including payment of Grantee's attorney fees if action is undertaken by Grantee to enforce the commitments described in this easement. Grantor reserves the right to improve, occupy and use this easement for all purposes not inconsistent with the easement grant. Each party shall have the remedy of specific performance regarding this easement. The rights and obligations described in this easement shall run with the land. This easement is not exclusive, and Grantor retains all rights not specifically granted by this easement. This is the entire agreement of the parties regarding this easement, except as may be set forth in writing after the date of this easement and signed by the parties. Grantor hereby releases and waives all rights by virtue of the Homestead Exemption Laws of Wyoming.

WITNESS the Hand of the Grantor, this ____ day of _____, 20____.

Town of Jackson

Pete Muldoon, Mayor

STATE OF }

COUNTY OF }

The foregoing instrument was acknowledged before me by _____, this
_____ day of _____, 20____.

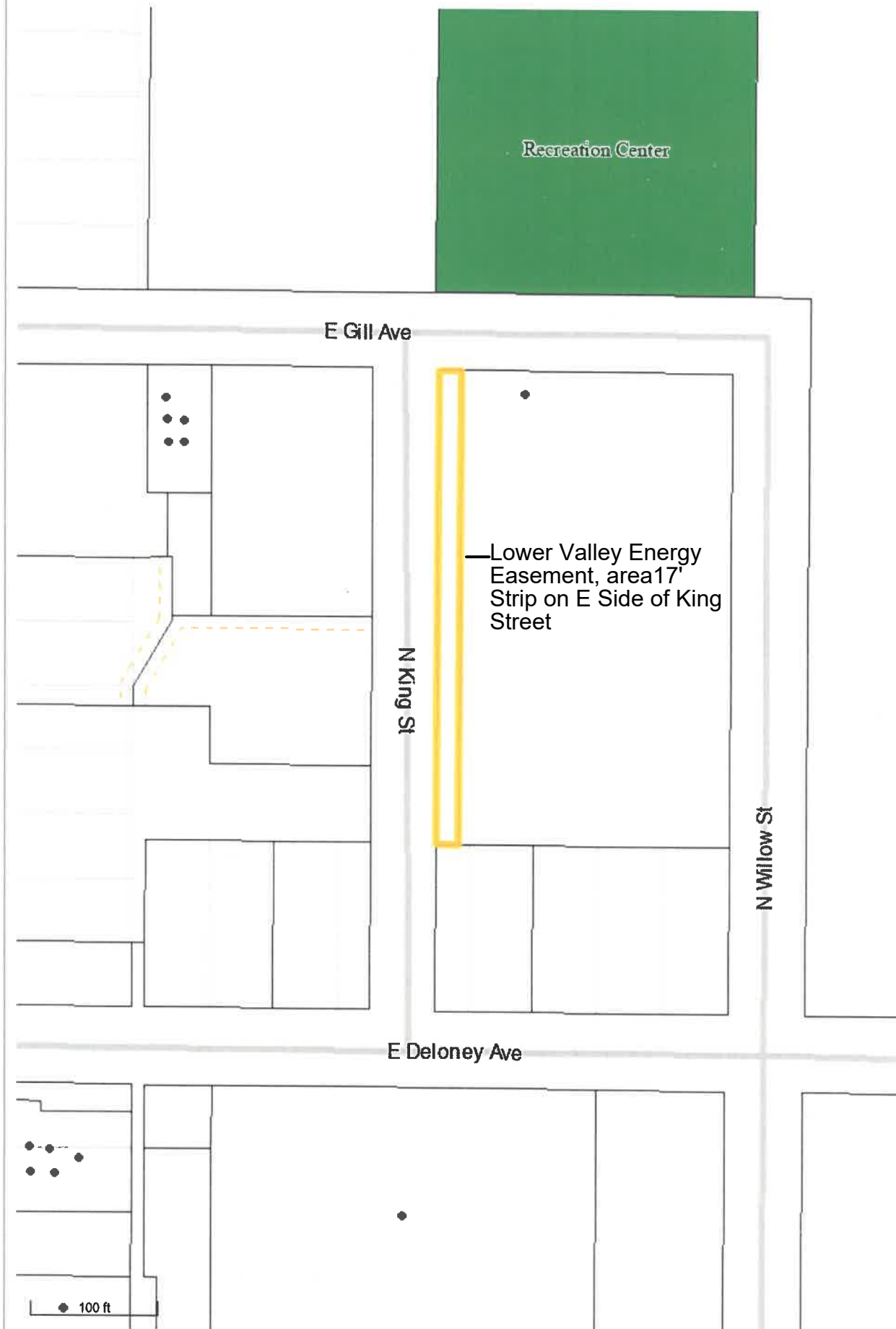
(Seal)

Witness my hand and official seal.

Notary Public

My commission expires:

Teton County Wyoming MapServer



- Az Common PLace Names
- Highway
 - County Road
 - Town of Jackson Corporate Limits
 - River, Creeks, Lakes
 - Public Parks
 - BLM
 - US Fish & Wildlife Serv
 - National Park Service
 - US Forest Service
 - Wyoming Dept of Trans
 - Wyoming Game & Fish
 - State of Wyoming
 - Teton County

NORTH

Teton County provides this map for illustrative purposes only and assumes no liability for actions taken by users based on information shown.

printed 3/21/2019

Town of Jackson
A parcel of Land located in the SW
1/4 SW 1/4 of Section 27, Township 41
N., Range 116 W., 6th P.M., Teton
County, Wyoming

SEC.27, T41N, R116W

ELECTRIC DISTRIBUTION EASEMENT

KNOW ALL MEN BY THESE PRESENT:

That the undersigned, Town of Jackson, Wyoming, a municipal corporation of the State of Wyoming, ("Grantor") for a good and valuable consideration, the receipt of which is hereby acknowledged, do hereby grant, convey and warrant unto Lower Valley Energy, a Cooperative Utility Corporation, of Afton and Jackson, Wyoming and to its successors and assigns, ("Grantees"), a perpetual easement and right of way for the construction and continued maintenance, repair, technological upgrades or alteration and replacement of the electric distribution circuits, lines and equipment of the Grantee to be constructed and maintained under, upon and across the premises of Grantor in Teton County, State of Wyoming, along a line described as follows, to wit:

BEING a part of a Lots 1, 2, 3, 4, 5, 6, and 7 of Block 3 of the W.W. Smith Addition to the Town of Jackson, Teton County, Wyoming, according to that Plat Number 105 and the Map of Survey T-20F recorded on Book 2MAP Page 176 and Document Number 0490970 in Office of the Teton County Clerk on June 1, 1999.

COMMENCING at the SW corner of said Lot 1 of Block 3, thence S90°E, 109.5 feet; thence easement begins and bears N0°E, 285 feet to the north property line, further depicted on Exhibit A.

RIGHT-OF-WAY Width 2.5 feet on each side of described line, together with all necessary and reasonable rights of ingress and egress and to excavate and refill ditches and trenches for the location and repair of said facilities and to cut, trim, spray herbicides, or remove trees, shrubbery, undergrowth or other obstructions interfering with the repair and maintenance of the facilities.

The Grantor acknowledges that Electric and Magnetic Fields (EMF) are naturally occurring in the transmission or distribution of electricity, and that the Grantee has here notified Grantor that EMF testing and information is available upon request from the Grantee. This Easement by Grantor is intended to include so much space as is necessary or appropriate to the presence of EMF and reasonable operation of the Grantee's distribution lines.

Grantor agrees that all poles, wires and other facilities, installed on or under the described lands shall remain the property of the Grantee removable in the sole discretion of the Grantee at the Grantee's expense. The rights, conditions and provisions of this easement shall inure to the benefit of and be binding upon the parties, their heirs, executors, administrators, successors and assigns. Grantor shall compensate Grantee for any damages to Grantee's facilities caused by Grantor, including payment of Grantee's attorney fees if action is undertaken by Grantee to enforce the commitments described in this easement. Grantor reserves the right to improve, occupy and use this easement for all purposes not inconsistent with the easement grant. Each party shall have the remedy of specific performance regarding this easement. The rights and obligations described in this easement shall run with the land. This easement is not exclusive, and Grantor retains all rights not specifically granted by this easement. This is the entire agreement of the parties regarding this easement, except as may be set forth in writing after the date of this easement and signed by the parties. Grantor hereby releases and waives all rights by virtue of the Homestead Exemption Laws of Wyoming.

WITNESS the Hand of the Grantor, this ____ day of _____, 20____.

Town of Jackson

Pete Muldoon, Mayor

STATE OF }

COUNTY OF }

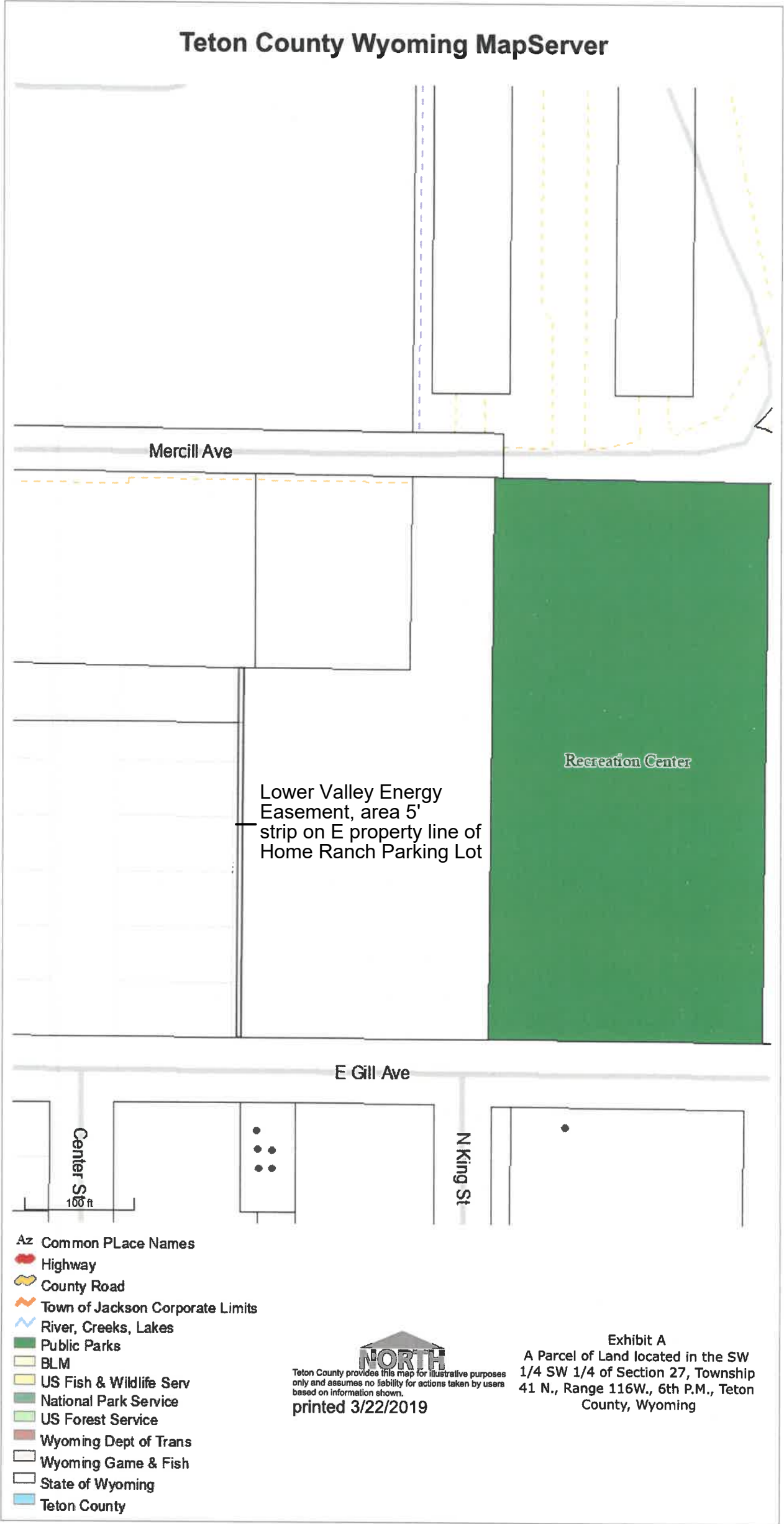
The foregoing instrument was acknowledged before me by _____, this
_____ day of _____, 20____.

(Seal)

Witness my hand and official seal.

Notary Public

My commission expires:





TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

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

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

SUBJECT: **ITEMS P18-338 & 339:** A REQUEST FOR APPROVAL OF ZONING MAP AMENDMENTS TO CHANGE ZONING TO PUBLIC/SEMI PUBLIC FOR THE PROPERTIES LOCATED AT 460 AND 660 EAST BROADWAY

OWNER: TETON COUNTY HOSPITAL DISTRICT

APPLICANT: BRETT BENNETT, HOYT/CTA ARCHITECTS

[REQUESTED ACTION](#)

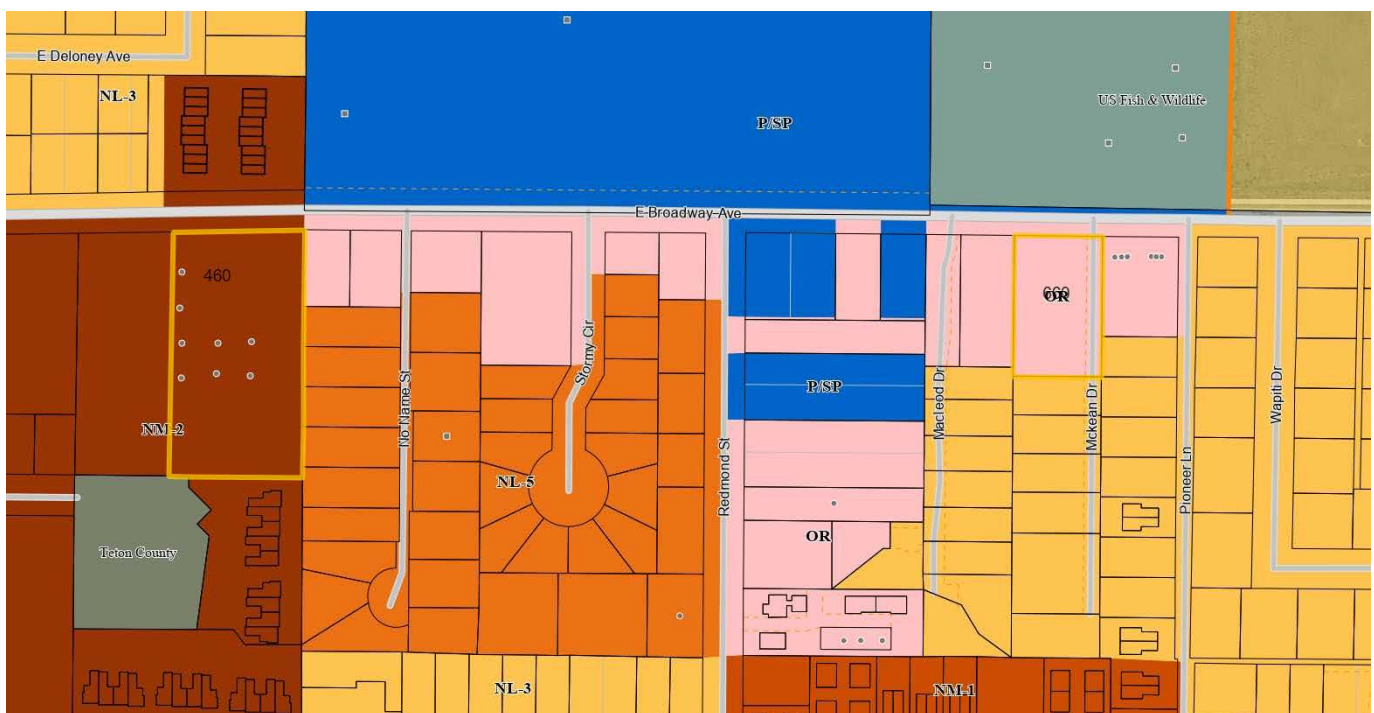
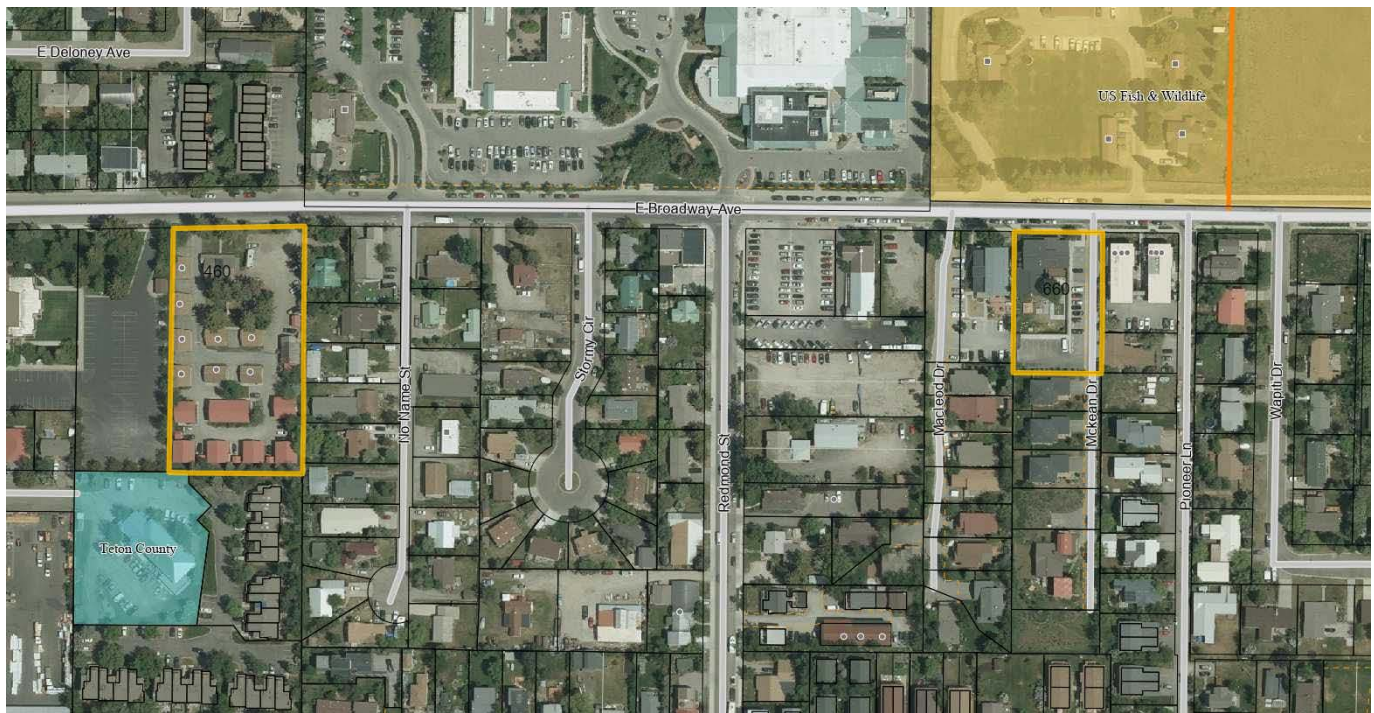
The applicant is requesting approval for Zoning Map Amendments to change zoning to Public/Semi Public for the properties located at 460 and 660 East Broadway Avenue.

[APPLICABLE REGULATIONS](#)

Section 8.7.2 Zoning Map Amendment

[LOCATION](#)

The properties are located at 460 and 660 East Broadway Avenue, legally known as, Lot B and PT. W 1/2 LOT 5, BLK. 1 REDMOND-1 TRACT A. An aerial photo and zoning map are shown below:



[BACKGROUND](#)

Existing Site Characteristics:

460 East Broadway Avenue

The subject property is currently zoned Neighborhood Medium Density-2 (NM-2) and is occupied by the Hitching Post Lodging and Residential facility owned and operated by St. John's Medical Center. The existing site contains both non-conforming structures and non-conforming uses specifically including short term rentals outside of the Town Lodging Overlay.

660 East Broadway Avenue

The subject property is currently zoned Office Residential (OR) and is occupied by the St. John's Medical Center, Day Care. On June 2, 2014, the Town Council approved a Conditional Use Permit to allow a Day Care Center and an associated Final (Intermediate) Development Plan on the property.

Project Description:

The applicant is requesting approval of Zoning Map Amendments to rezone the two properties to Public/Semi-Public (P/SP) consistent with all other St. John's properties in the vicinity. There are no requests for additional physical development or uses being proposed at this time.

STAFF ANALYSIS

Division 4.2 Civic Zones of the Land Development Regulation's states that the purpose of these zones is to:

Civic zones accommodate public and semi-public uses that are necessary to the community and require flexibility from the standards of the complete neighborhood and rural area zones.

More specifically, Section 4.2.1. Public/Semi-Public - Town of the LDRs states the following as the intent of the P/SP zone:

A. Intent

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.

Staff finds that the current ownership and existing uses of the subject properties by the St. John's Medical Facility are consistent with the purpose and intent as stated above.

As described in the applicant's submission, the purpose of the proposed rezone requests is to allow the expansion and/or incorporation of the existing and future uses into the St. John's Medical Center campus. The purpose of the P/SP zoning district specifically states that the use of this zoning district is appropriate for hospital facilities.

Staff notes that the Public\Semi Public zoning district has no specific dimensional limitations placed on projects in regard to Floor Area Ratio (FAR) and Landscape Surface Ratio (LSR), however the remainder of the LDRs do apply for issues such as parking, lighting, landscaping, etc. The P/SP zoning district instead requires all allowed uses to complete a Conditional Use Permit review by the Town to ensure all proposals

are in keeping with the Jackson/Teton County Comprehensive Plan and are compatible with surrounding land uses.

Staff Findings

Zoning Map Amendments. The findings for Zoning Map Amendments found in Section 8.7.2.C must be made:

1. *The proposed project is consistent with the purposes and organization of the LDRs.*

Complies. Staff finds the proposed project to be consistent with the purpose and intent of the LDRs, specifically the P/SP zoning district. The purpose of the P/SP zone is to provide locations for new and existing uses and facilities of a public or semi-public nature. In particular, the P/SP 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.

2. *The proposed project improves implementation of the desired future character defined in the Illustration of Our Vision chapter of the Comprehensive Plan.*

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

2.6: Mixed Use Office and Residential

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.

Complies. Staff finds that the application is consistent with the described vision for Subarea 2.6. The proposed rezone and ownership by St. John's is consistent with the intent and vision for the area with St. John's specifically identified as a critical component.

In addition, Staff finds that the application should be reviewed for consistency specifically with the policy objectives of District 2 - Town Commercial Core as follows

Common Value 1: Ecosystem Stewardship

Complies. Not Applicable.

Common Value 2: Growth Management

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

Complies. The existing Hitching Post property supports a variety of housing types.

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

Complies. St. John's provides opportunities for Teton County residents to attain local health care options and is one of the largest employers in the community.

4.2.d: Create a Downtown Retail Shopping District

Complies. Not Applicable.

4.2.f: Maintain lodging as a key component in the downtown 4.4.b: Enhance Jackson gateways

Complies. Not Applicable.

4.4.b: Enhance Jackson gateways

Complies. Not Applicable.

4.4.d: Enhance natural features in the built environment

Complies. Not Applicable.

Common Value 3: Quality of Life

Policy 5.2.d: Encourage deed-restricted rental units

Complies. Not Applicable.

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

Complies. Not Applicable.

Policy 6.2.c: Encourage local entrepreneurial opportunities

Complies. Not Applicable.

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

Complies. The St. John's campus provides a unique opportunity to incorporate alternative transportation modes throughout the campus because it constitutes an employment hub and activity center large enough to support START ridership and other alternative modes of travel.

3. *The proposed project is necessary to address changing conditions or a public necessity.*

Complies. Staff finds that the proposed project is necessary to address the institutional and facility needs of St. John's.

4. *The proposed project is consistent with other adopted Town Ordinances.*

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

PLANNING COMMISSION

The items went before the Planning Commission on March 20, 2019, and received unanimous approval as presented.

ATTACHMENTS

Department Reviews
Applicant Submittal

STAKEHOLDER ANALYSIS

The entire community are stakeholders in this application, specifically including local neighbors, patients, and employees of the facility.

PUBLIC COMMENT

At the March 20, 2019 Planning Commission hearing Bill Watkins provided comment in support of the rezone requests as well as overall support for the work of St. John's Hospital and its role in the community.

FISCAL IMPACT

There will be no significant fiscal impact to the Town if the proposed project is approved.

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 Zoning Map Amendments (P18-338 & 339) to change zoning to Public/Semi Public for the properties located at 460 and 660 East Broadway Avenue, subject to the department reviews attached hereto.

SUGGESTED MOTIONS

Item A: Based upon the findings for a Zoning Map Amendment as presented in the staff report for P18-338 and by the applicant related to 1) The proposed project is consistent with the purposes and organization of the LDRs.; 2) Consistency with the Comprehensive Plan; 3) Public necessity; 4) Consistency with other adopted Town Ordinances I move to **approve** a Zoning Map Amendment for the property located at 460 East

Broadway Avenue from Neighborhood Medium Density-2 (NM-2) to Public-Semi-Public (P/SP-ToJ), subject to the department reviews attached hereto and hereby direct staff to prepare ordinances for Council consideration at a future meeting.

Item B: Based upon the findings for a Zoning Map Amendment as presented in the staff report for P18-339 and by the applicant related to 1) The proposed project is consistent with the purposes and organization of the LDRs.; 2) Consistency with the Comprehensive Plan; 3) Public necessity; 4) Consistency with other adopted Town Ordinances I move to **approve** a Zoning Map Amendment for the property located at 660 East Broadway Avenue from Office Residential (OR) to Public-Semi-Public (P/SP-ToJ), subject to the department reviews attached hereto and hereby direct staff to prepare ordinances for Council consideration at a future meeting.

Town of Jackson
Project Plan Review History

PLANNING

Project Number	P18-338	Applied	11/28/2018	STOL
Project Name	Zoning Map Amend - St. Johns	Approved		
Type	ZONING MAP AMENDMENT	Closed		
Subtype		Expired		
Status	STAFF REVIEW	Status		

Applicant	Hoyt/CTA Architects Engineers	Owner	TETON COUNTY HOSPITAL DISTRICT
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Site Address	City	State	Zip
460 E BROADWAY AVENUE	JACKSON	WY	83001

Subdivision	Parcel No	General Plan
	22411634200001	

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks
Notes					
Legal	APPROVED	11/30/2018	12/21/2018	12/7/2018	
A Cohen-Davis					

Planning	11/30/2018	12/21/2018	
Tyler Sinclair			

Public Works	APPROVED W/CONDITI	11/30/2018	12/21/2018	12/27/2018	see notes
Brian Lenz					

Type of Review	Status	Dates			
		Sent	Due	Received	Remarks
Contact Notes (12/27/2018 5:43 PM RR) Plan Review Comments - SUFFICIENT					
Zoning Map Amendment Sandra Murphy (Teton County Hospital District) P18-338 - 460 East Broadway Avenue P18-339 - 660 East Broadway Avenue December 27, 2018 Rachelle Rhodes, 307-733-3079 *Please be advised that 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 would like to encourage 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). A demolition permit shall be required for each existing structure to be removed from the site. Water and sewer services to be abandoned for the project shall be abandoned at the main during the demolition phase of the project, or as appropriate for a private water system. Please be advised that infrastructure improvements necessary to meet the capacity demands and requirements for proposed development shall be the responsibility of the developer. The Town of Jackson is not responsible for upsizing or extending of potable water, sanitary sewer, or storm drainage to meet development needs so long as the existing utility systems are within a reasonable distance of the subject property. Information concerning the additional wastewater flows to be delivered to the Town's system shall be required. In addition this information shall include a review of downstream impacts created from the additional flows being delivered. A preliminary irrigation system design (if applicable) with backflow system plan shall be provided on the plans consistent with the LDR's. A preliminary stormwater management plan for the site shall be provided on the plans consistent with the LDR's. A complete grading and erosion control plan shall be provided on the plans consistent with the LDR's. Site contours (existing and proposed) shall be provided on the plans beyond all property boundaries per the LDR's to ensure the development's integration into the surrounding public and private property. A parking and access plan per the LDR's shall be required. The dimensions of the parking spaces and drive lanes, including turning movements (both ingress and egress), shall be clearly shown on the plans for review. A traffic analysis for the development's impact on adjacent roadways per the LDR's shall be required. A pedestrian corridor plan shall be provided for review. This shall include all dimensions and elevations in relation to existing curb and future development together with ADA compliance. If awnings or canopies are proposed within the right-of-way, dimensional and drainage information shall be included on the plans. All work to be completed within the Town's right-of-way shall be specifically addressed. All onsite power shall be shown as underground and location(s) of transformers indicated. Snow storage areas for the site shall be indicated on the plans.					



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

For Office Use Only

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

PROJECT.

Name/Description: St. John's Child Care Facility
Physical Address: 660 East Broadway
Lot, Subdivision: Lot 5, Blk. 1 Redmond-1 Tract A PIDN: 22-41-16-34-1-10-001

OWNER.

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

APPLICANT/AGENT.

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

DESIGNATED PRIMARY CONTACT.

____ Owner ☒ Applicant/Agent

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

Use Permit

____ Basic Use
____ Conditional Use
____ Special Use

Physical Development

____ Sketch Plan
____ Development Plan

Interpretations

____ Formal Interpretation
____ Zoning Compliance Verification

Relief from the LDRs

____ Administrative Adjustment
____ Variance
____ Beneficial Use Determination
____ Appeal of an Admin. Decision

Development Option/Subdivision

____ Development Option Plan
____ Subdivision Plat
____ Boundary Adjustment (replat)
____ Boundary Adjustment (no plat)

Amendments to the LDRs

____ LDR Text Amendment
☒ Zoning Map Amendment
____ Planned Unit Development
____ 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>P18-019 (4.27.2018)</u>	Environmental Analysis #:	<u>N/A</u>
Original Permit #:	<u>N/A</u>	Date of Neighborhood Meeting:	<u>November 5th, 2018</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?

<u>N/A</u>	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.
<u>Y</u>	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.
<u>Y</u>	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.

	<u>11.26.2018</u>
Signature of Owner or Authorized Applicant/Agent	Date
<u>Brett Bennett</u>	<u>Architect</u>
Name Printed	Title



Date: November 26, 2018

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

ZONING MAP AMENDMENT: NARRATIVE

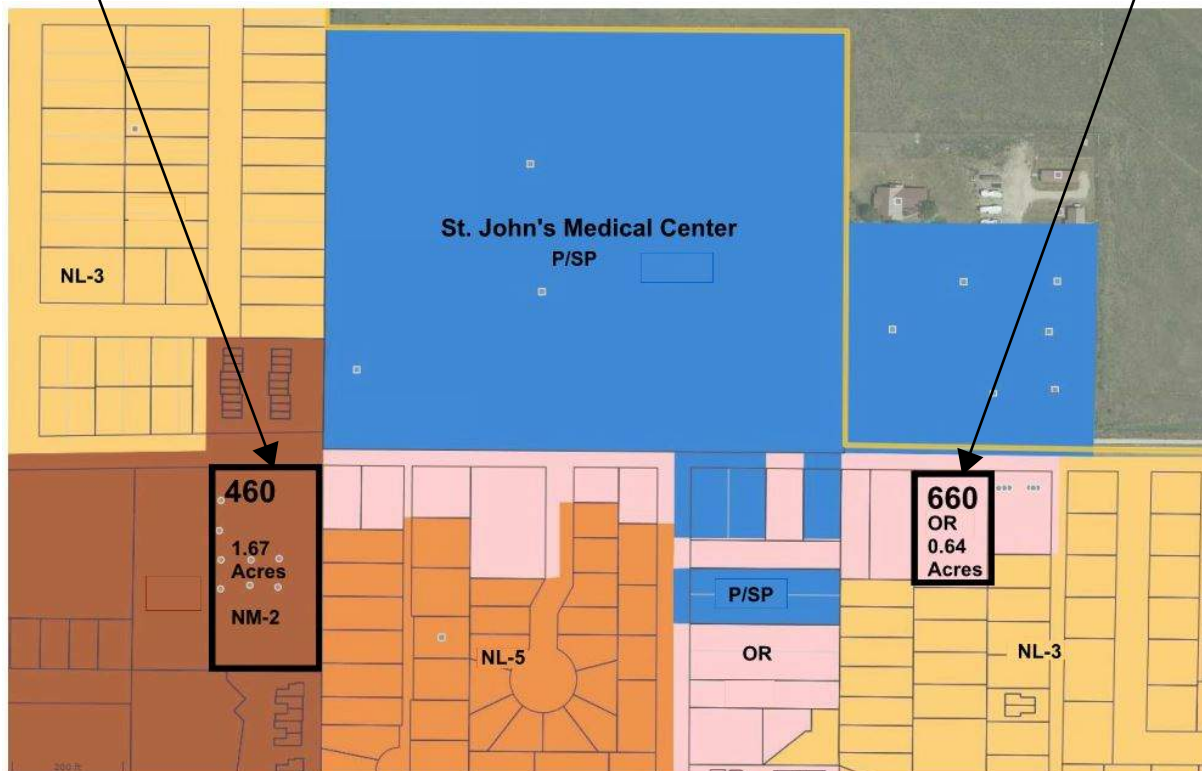
Hitching Post Lodge and St. John's Medical Center Child Care Facility

460 East Broadway/22-41-16-34-2-00-001 and 660 East Broadway/22-41-16-34-1-10-001

1. Existing Zoning

St. John's Hitching Post Lodge 460 East Broadway: Zoned NM-2 (Neighborhood Medium Density-2)

St. John's Child Care Facility 660 East Broadway: Zoned OR (Office Residential)

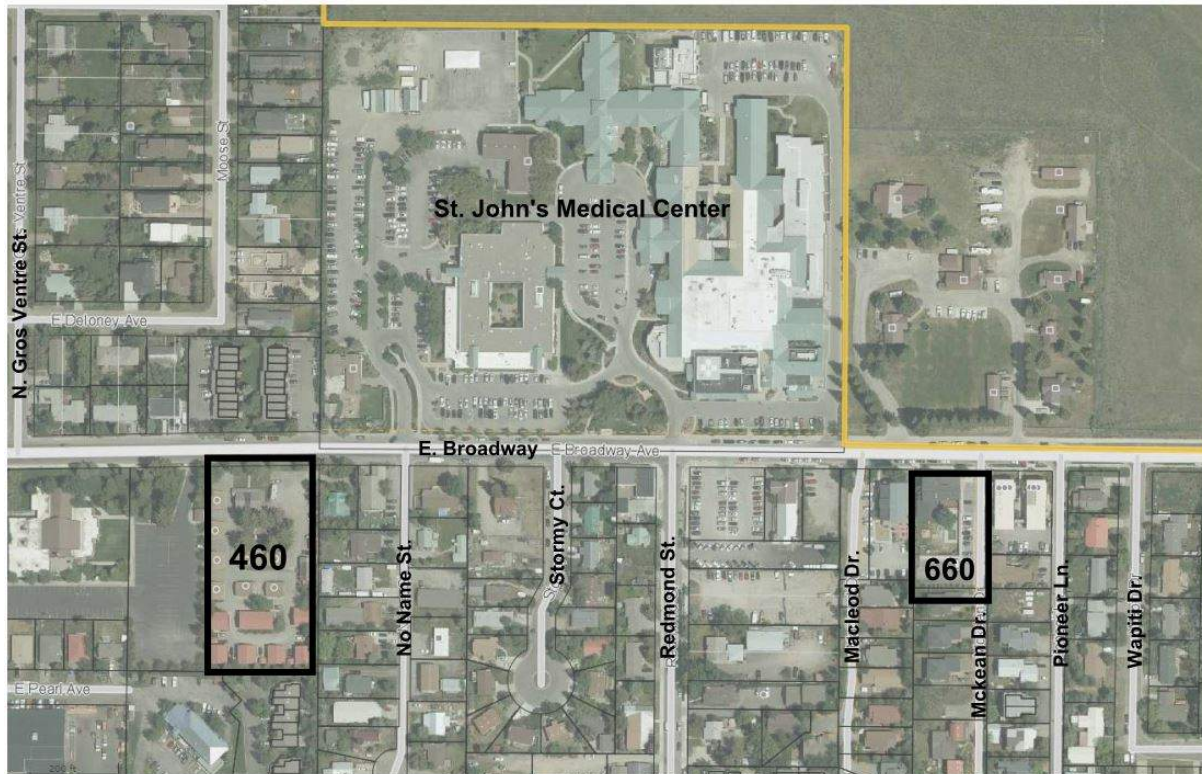


Zoning Overlay / Scale: NTS

Property Locations Labeled as "460" and "660"



2. Vicinity Map



Vicinity Map / Scale NTS
Property Locations Labeled as "460" and "660"



3. Project Narrative

Teton County Hospital District dba St. John's Medical Center (SJMC) is requesting a zoning map amendment for the property located at 460 East Broadway Avenue, Lot B, parcel 22-41-16-34-2-00-001 as well as 660 East Broadway Avenue, Pt. W ½ Lot 5, Blk. 1 Redmond-1 Tract A, parcel 22-41-16-34-1-10-001. Currently 460 E. Broadway Ave, the location of SJMC's Lodging Department and the Hitching Post Lodge, is zoned NM-2. 660 E. Broadway Ave, the location of the SJMC Child Care Center, is zoned OR. St. John's Medical Center would like to request a change of zoning to P/SP for both properties in order to bring SJMC owned properties into the same zoning designation in alignment with adjacent SJMC properties.

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The Hitching Post Lodge was originally constructed in 1925 and was purchased by Teton County Hospital District dba St. John's Medical Center in 2001. The existing Hitching Post structures serve several unique purposes for St. John's. One half of the Lodge is used for patient and patient family short term lodging. These cabins are rented to out of town guests and/or their family members, who have procedures or appointments at SJMC or with SJMC related practitioners at a low, tax exempt, nightly rate. These guests are permitted to rent the Hitching Post cabins only while they are undergoing treatment or attending appointments. The other half of the Lodge is used to

house long term, permanent staff or short term, contract staff on a monthly basis and to provide sleep rooms for on-call staff members that have a short response time to report for duty at the hospital. The combination of these uses and the close proximity to St. Johns' campus make the Hitching Post an important asset. Without this property, patients and staff would be held to unpredictable rate and availability challenges that fluctuate throughout the year at other accommodations due to the tourist based lodging available within the Town of Jackson.

St. John's Medical Center will likely be examining a remodel of the Hitching Post Lodge to update the aging cabins. Due to the lodging component, this is not an option under the current zoning. The Hitching Post was built in 1925 and many of the structures are reaching the end of their useful life. Complete replacement of these cabins will be necessary in the next 5 years.

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This property was a bed and breakfast and an office space prior to SJMC ownership in June of 2013. Childcare for hospital employees has previously been provided at the old home located at the southwest corner of the main campus and at suite 220 in the professional office building. Owned and operated by St. John's Hospital, the existing child care facility provides child care for SJMC employees including those with irregular hours. With the hospital's growth in services, demand for childcare has grown significantly. Current enrollment stands at about 90 children with another 30 on the waiting list. Discounted rates are provided and the facility helps SJMC meet its functional needs. Recently remodeled in 2015, no future development plans are being considered for the Child Care Facility.

4. LDR 8.7.2-C Zoning Map Amendment: Findings for Approval.

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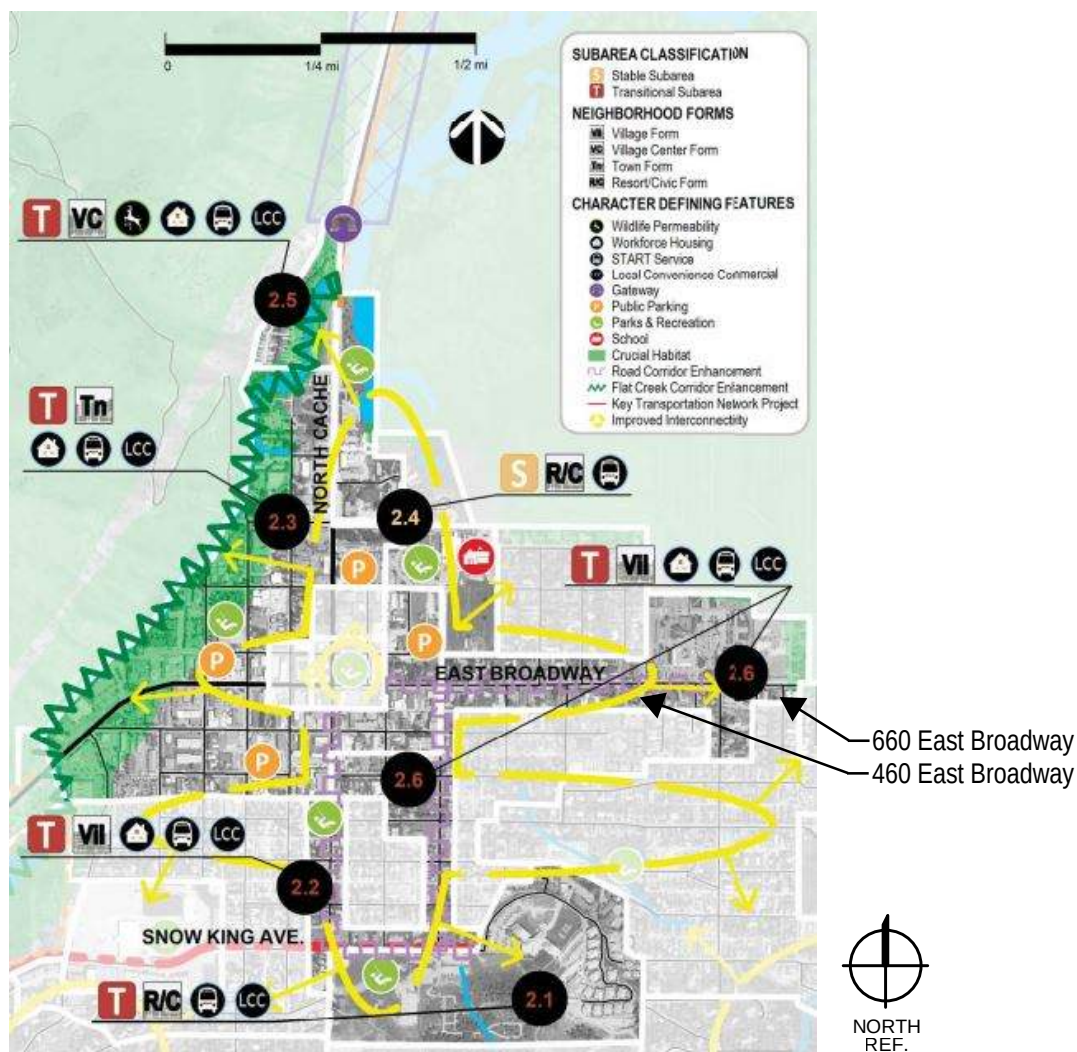
Yes, per LDR 4.2.1, land in the P/SP-ToJ zone and/or facilities operated therein may be under control of federal, state, or local governments, or other governmental entities such as a school district or hospital district.

- 2) Improves implementation of the desired future character defined in the Illustration of Our Vision chapter of the Comprehensive Plan;

Yes, meeting the unique functional needs of Teton County Hospital district supports high quality desirable Complete Neighborhoods. Both zoning amendments purposed are with-in walking distance of the St. John's Hospital campus and are within areas of existing infrastructure and public transportation nodes. Complete neighborhoods include childcare within walking distance of residences and connection by complete streets that are safe for all modes of travel. Neither property encroaches on existing open space and both support community wellness. The hitching post will remain permeable to wildlife with both existing and future cabin concepts. This proposal is a long term coordinated planning effort to benefit Jackson's Quality of Life and the goals of the Comprehensive Plan.

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St. Johns Hospital is located in District 2: Town Commercial Core and includes partially present complete streets and partially complete varieties of housing types. Walkable schools, commercial + recreation, quality public space, and public utilities are all considered to be generally present.



Character Defining Features 2.6 Mixed Use Office Residential: Institutional uses such as St. John's Hospital 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. This proposal falls within the prescribed neighborhood forms of village, village center, town, and civic and has existing START service connectivity to help define the prescribed character.

- 3) Is necessary to address changing conditions or a public necessity; and

On call staff members must be able to report for duty at the hospital within a specific response time. Many locations within Teton County and surrounding communities are more than 15 minutes away making dependable and predictable accommodations at the Hitching Post a public necessity. Childcare is also required to support many SJMC employees including those with irregular hours.

- 4) Is consistent with other adopted Town Ordinances.

Although the proposed P/SP zoning is exempt from affordable workforce housing units, the Hitching Post currently meets and will continue to meet a predictable affordable workforce housing need for St. John's Hospital.

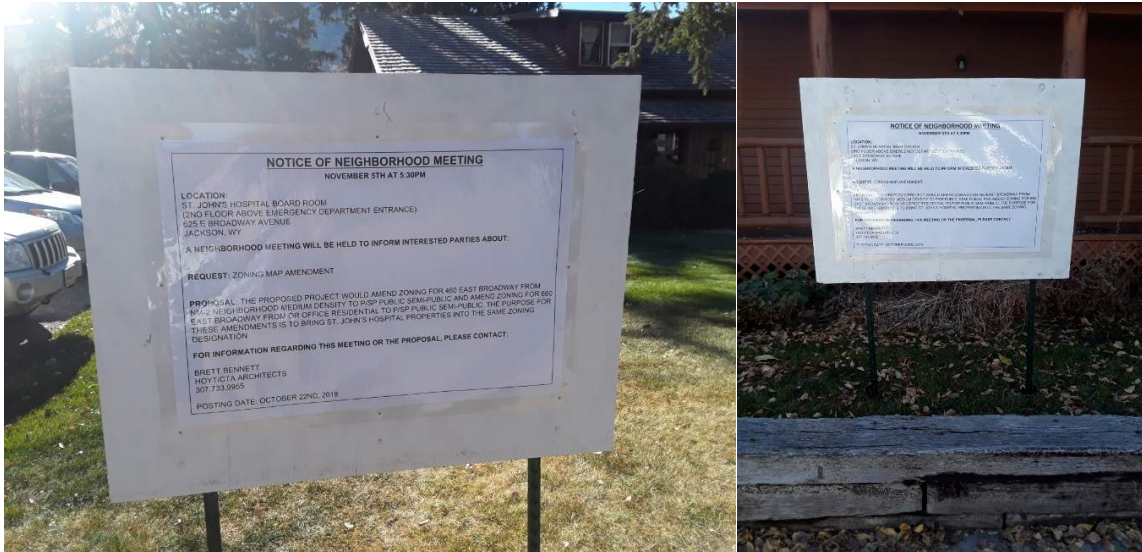
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5) Neighborhood Meeting

In order to support this zoning map amendment application, a neighborhood meeting based on LDR section 8.2.3 was held at 5:30pm on November 5th, 2018. Residents were notified with a mailed notice based on independent GIS buffers for each property and separate posted notices were installed. Important dates to note are, October 19, 2018:mailed notices sent and October 22, 2018:posted notices installed. In attendance were two residents from the Mountain Sage Subdivision south of the Hitching Post and one resident from the East Broadway Condominium Addition located across the street and to the north of the Hitching Post. A real estate agent was also present as an interested party. The rest of the attendees were participating on behalf of St. John's Medical Center. Please refer to the included sign-in sheet for further details.

To open the meeting, Dr. Paul Beaupre SJMC CEO, presented the proposal for both properties and outlined how SJMC depends on each use. He then noted that there are not any proposed development plans for the existing childcare facility. In regards to the Hitching Post, Dr. Beaupre discussed the need for updating the existing cabins as they have reached the end of their useful life. A question and answer session then developed to address concerns. The two main concerns related to views and future development. It was then explained that the Hitching Post would remain under its current use for SJMC, however, replacing aged cabins will be required within the next 5 years. It was then explained that if these properties were zoned P/SP, a conditional use permit (CUP) would be required for any future development. The meeting then concluded after the question and answer session. Below are images of the posted notices and a copy of the mailed notice was provided to the Town of Jackson Planning department.

Zoning Map Amendment: Narrative
Hitching Post Lodge and St. John's Medical Center Child Care Facility
November 26, 2018
Page 6



Above: 460 and 660 E. Broadway Posted Notices / Below: Neighborhood Meeting Sign In Sheet



PIONEERING ENVIRONMENTS

Date November 5th, 2018
5:30pm

NEIGHBORHOOD MEETING
460 AND 660 EAST BROADWAY
Hitching Post Lodge and St. John's Medical Center Day Care Facility

TETON COUNTY HOSPITAL DISTRICT SIGN IN SHEET

	NAME	MAILING ADDRESS	EMAIL	PHONE NUMBER
	BRETT BENNETT	PO Box 7364 Jackson, WY 83002	brettbennett@ctagroup.com	307.733.3955
S*	KARI COOPER	516 E. PEARL AVE JACKSON WY 83001	Kari.C.Cooper@gmail.com	307.690.0397
S+	Nancy Guthrie	Box 12195 JACKSON WY 83002	nguthrie@wyoming.com	307.690.6123
	SANDRA MURPHY	PO Box 4897 JACKSON, WY 83001	smurphy@tetonhospital.org	413-2078
	Jim Johnston	PO Box 3258 JACKSON WY 83001	jjohnston@tetonhospital.org	307-413-5585
N*	SUSAN SCARLATA	PO. Box 1327 Jackson, WY 83001	susanscarlata@gmail.com	415-602-6824
	PAUL BEAUPRE	PO Box 325 Jackson, WY 83001	PBeaupre@tetonhospital.org	307.733.3636
	MATT FAUPEL	Box 10736 83002	MATT.FAUPEL@JH2EA.COM	690.0204
	CYNTHIA HOGAN	info@tetonhospital.org →		307.733.3636

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, as the owner of property
more specifically legally described as: Section: 34 Township: T41N
Range: R116W Parcel: 22-41-16-27-4-00-003

(If too lengthy, attach description)

HEREBY AUTHORIZES HOYT CTA ARCHITECTS: ENGINEERS 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: CEO / COO

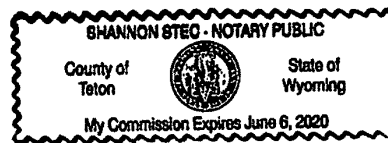
(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or
other non-individual Owner)

STATE OF Wyoming)
COUNTY OF Teton) SS.

The foregoing instrument was acknowledged before me by John Kren this 1 day of
June, 20017
WITNESS my hand and official seal.

[Signature]
(Notary Public)
My commission expires: 6/6/2020

(Seal)





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

For Office Use Only

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

PROJECT.

Name/Description: St. John's Child Care Facility
Physical Address: 660 East Broadway
Lot, Subdivision: Lot 5, Blk. 1 Redmond-1 Tract A PIDN: 22-41-16-34-1-10-001

OWNER.

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

APPLICANT/AGENT.

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

DESIGNATED PRIMARY CONTACT.

____ Owner Y Applicant/Agent

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

Use Permit

____ Basic Use
____ Conditional Use
____ Special Use

Physical Development

____ Sketch Plan
____ Development Plan

Interpretations

____ Formal Interpretation
____ Zoning Compliance Verification

Relief from the LDRs

____ Administrative Adjustment
____ Variance
____ Beneficial Use Determination
____ Appeal of an Admin. Decision

Development Option/Subdivision

____ Development Option Plan
____ Subdivision Plat
____ Boundary Adjustment (replat)
____ Boundary Adjustment (no plat)

Amendments to the LDRs

____ LDR Text Amendment
Y Zoning Map Amendment
____ Planned Unit Development
____ 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>P18-019 (4.27.2018)</u>	Environmental Analysis #:	<u>N/A</u>
Original Permit #:	<u>N/A</u>	Date of Neighborhood Meeting:	<u>November 5th, 2018</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?

<u>N/A</u>	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.
<u>Y</u>	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.
<u>Y</u>	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.

	<u>11.26.2018</u>
Signature of Owner or Authorized Applicant/Agent	Date
<u>Brett Bennett</u>	<u>Architect</u>
Name Printed	Title



Date: November 26, 2018

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

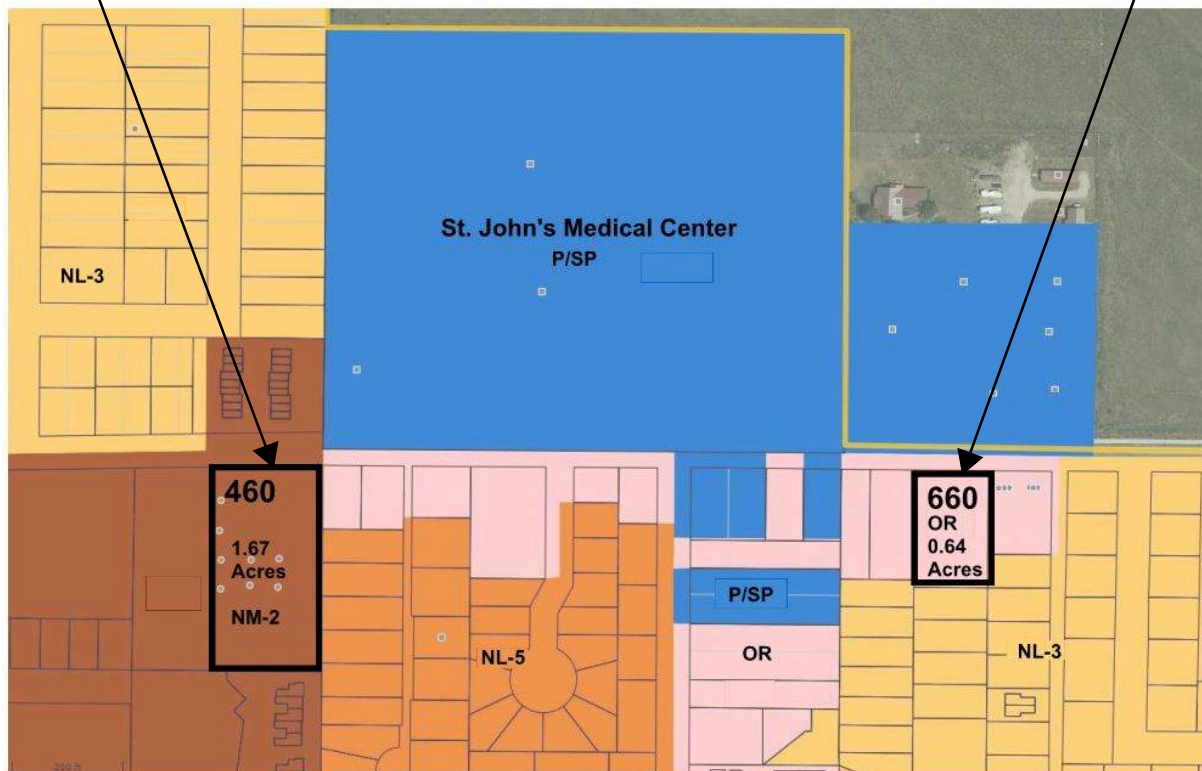
ZONING MAP AMENDMENT: NARRATIVE

Hitching Post Lodge and St. John's Medical Center Child Care Facility
460 East Broadway/22-41-16-34-2-00-001 and 660 East Broadway/22-41-16-34-1-10-001

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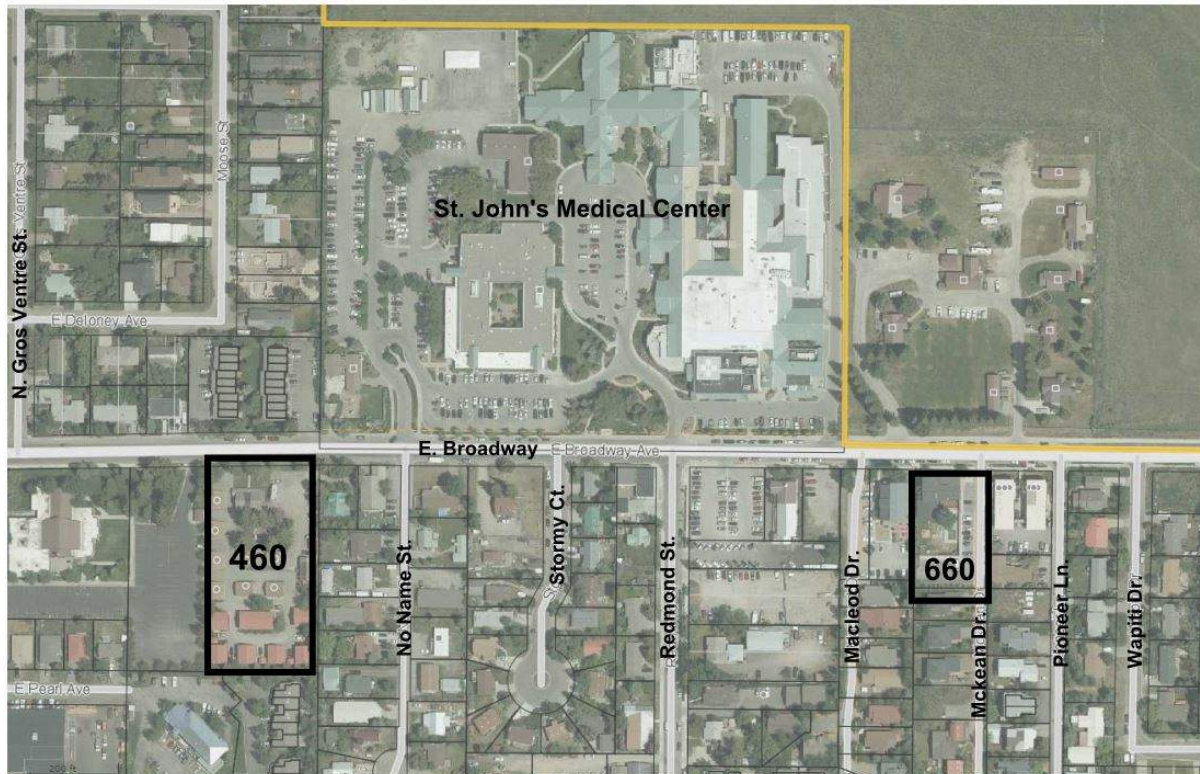


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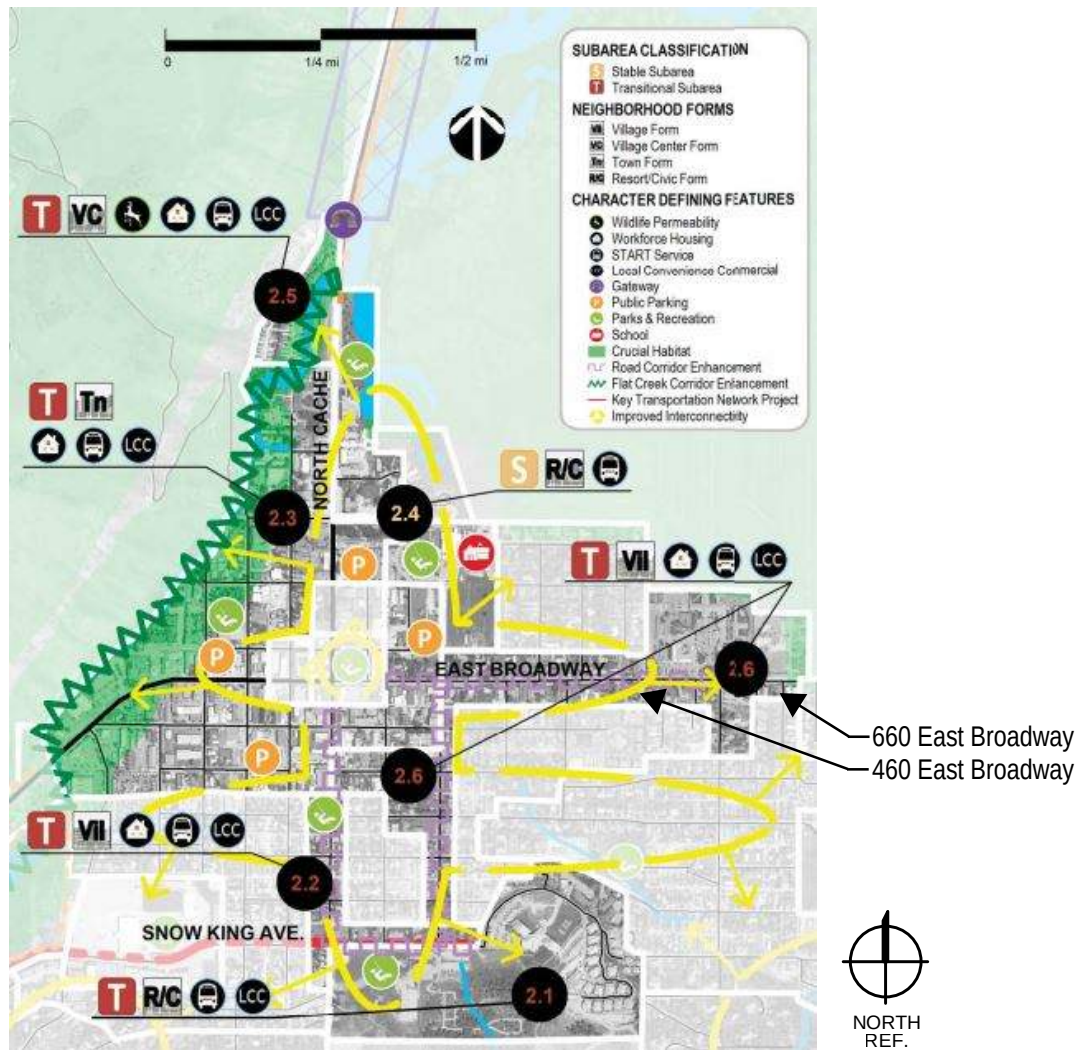
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 Hitching Post Lodge and St. John's Medical Center Child Care Facility
 November 26, 2018
 Page 6



Above: 460 and 660 E. Broadway Posted Notices / Below: Neighborhood Meeting Sign In Sheet



PIONEERING ENVIRONMENTS

Date November 5th, 2018
 5:30pm

NEIGHBORHOOD MEETING
460 AND 660 EAST BROADWAY
Hitching Post Lodge and St. John's Medical Center Day Care Facility

TETON COUNTY HOSPITAL DISTRICT SIGN IN SHEET

	NAME	MAILING ADDRESS	EMAIL	PHONE NUMBER
	BRETT BENNETT	PO Box 7364 Jackson, WY 83002	brettbennett@ctagroup.com	307.733.3955
S*	KARI COOPER	516 E. PEARL AVE JACKSON WY 83001	Kari.C.Cooper@gmail.com	307.690.0397
S+	Nancy Guthrie	Box 12195 JACKSON WY 83002	nguthrie@wyoming.com	307.690.6123
	SANDRA MURPHY	PO Box 4897 JACKSON, WY 83001	smurphy@tetonhospital.org	413-2078
	Jim Johnston	PO Box 3258 JACKSON WY 83001	jjohnston@tetonhospital.org	307-413-5585
N*	SUSAN SCARLATA	PO. Box 1327 Jackson, WY 83001	susanscarlata@gmail.com	415-602-6824
	PAUL BEAUPRE	PO Box 325 Jackson, WY 83001	PBeaupre@tetonhospital.org	307.733.3636
	MATT FAUPEL	Box 10736 83002	MATT.FAUPEL@JH26A.COM	690.0204
	CYNTHIA HOGAN	info@tetonhospital.org →		307.733.3636

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, as the owner of property
more specifically legally described as: Section: 34 Township: T41N
Range: R116W Parcel: 22-41-16-27-4-00-003

(If too lengthy, attach description)

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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: CEO / COO

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

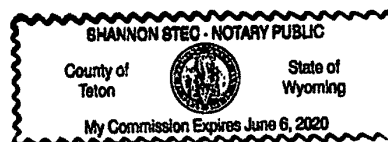
STATE OF Wyoming)
COUNTY OF Teton) SS.

The foregoing instrument was acknowledged before me by John Kren this 1 day of
June, 20017

WITNESS my hand and official seal.

[Signature]
(Notary Public)
My commission expires: 6/6/2020

(Seal)





TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

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

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: TYLER VALENTINE, SENIOR PLANNER

SUBJECT: **ITEM P19-018:** AMENDMENT TO A DEVELOPMENT PLAN FOR PINE GLADES PLANNED UNIT DEVELOPMENT (PUD) TO MODIFY AND EXPAND AN EXISTING DUPLEX AT 140 & 142 PINE GLADES DRIVE.

APPLICANT: CAROLYN BURKE – SAGEBRUSH ARCHITECT SERVICES

OWNER: PINE CANYON, LLC

STATEMENT/PURPOSE

The applicant is requesting approval of an amendment to the approved Final Development Plan for the Pine Glades Planned Unit Development (PUD), specifically to modify the existing duplex at 140 & 142 Pine Glades Drive with the following changes:

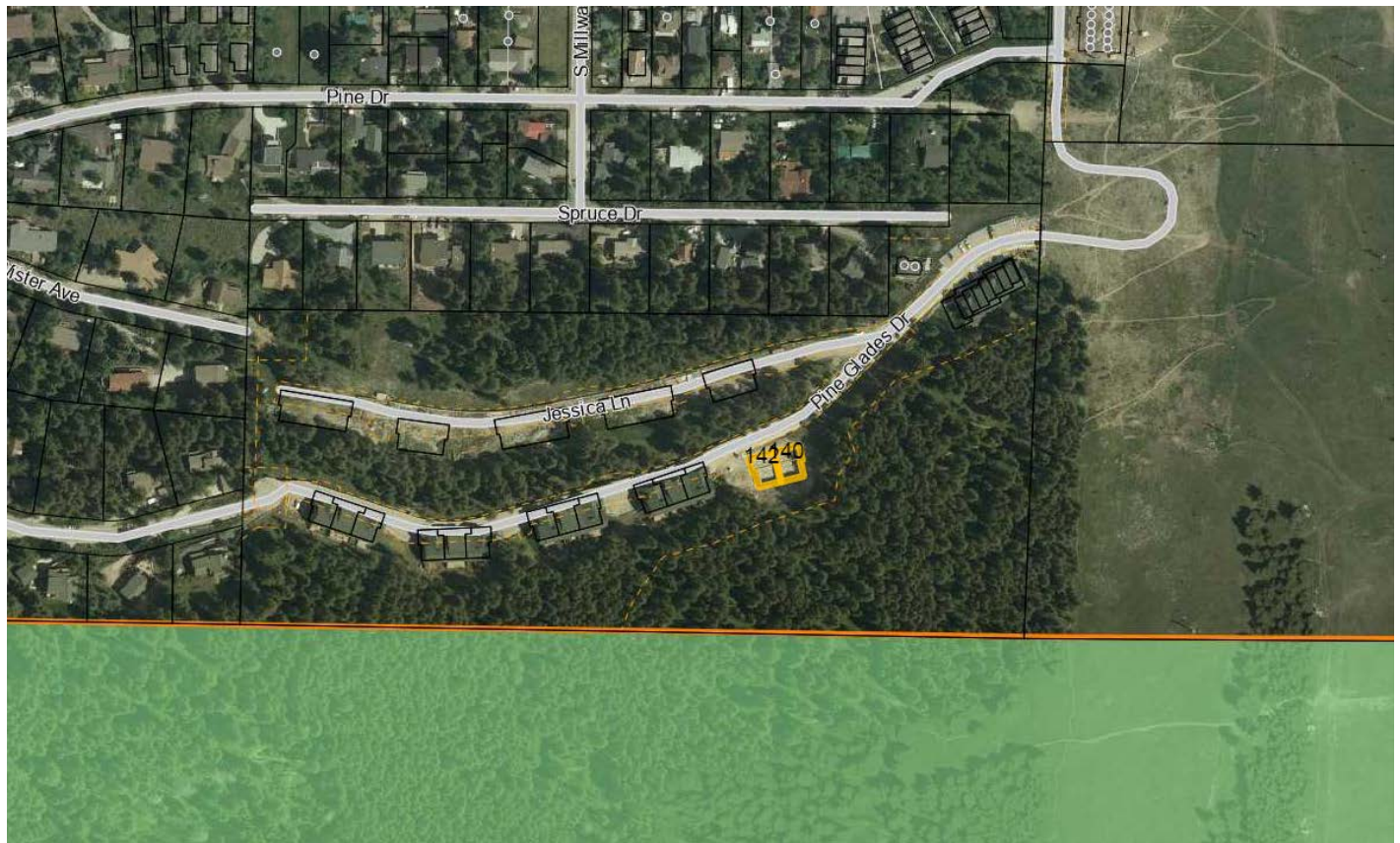
- Convert the two 599 sf garages into habitable space.
- Add two new garages, one on either side of the duplex.
- Shift the two guest parking spaces from the east side of the duplex to the west.
- Change the exterior materials from a wood/stone combination to primarily stone.
- Install avalanche mitigation fencing

APPLICABLE REGULATIONS

Section 8.3.2 Development Plan

LOCATION

The property is located at 140 Pine Glades Drive (legally described as LOT 14, PINEGLADES TOWNHOMES PHASE 1), 142 Pine Glades Drive (legally described as LOT 13, PINE GLADES TOWNHOMES PHASE 1). An aerial photo and zoning map are shown below:



BACKGROUND/ALTERNATIVES

General Overview of the Pine Glades PUD

The subject property is approximately 17.11 acres (745,445 sf) and is zoned Planned Unit Development – Neighborhood Low Density-3 (PUD - NL-3). On August 20, 2007, the Town Council approved a Sketch Plan for a 39-unit Planned Unit Development (PUD), consisting of 27 market townhome units and 12 affordable townhome units. On January 22, 2008, the Town Council approved a Final (Major) Development Plan and Hillside Conditional Use Permit (CUP) consistent with the previously approved Sketch Plan/PUD. After the completion of the first 2 of the 12 affordable units, the applicant requested that the remaining amount be reduced from 10 to 7. The Town Council approved the proposed amendment to allow the reduction in density provided the number of bedrooms remained the same as what was proposed with the previous 10 units. The final remaining number of deed restricted units is 9.

The Pine Glades PUD consists of two roads, Pine Glades Drive and Jessica Lane. Pine Glades Drive, viewed as Phase I, is nearly completed. The completed work in Phase I includes the road/utility improvements, 12 market townhome units (both duplex and triplex), 2 affordable condominium units (duplex) and 7 affordable townhome units (all attached). The remaining work in Phase I is a duplex (140 & 142 Pine Glades Drive) which is the subject of this application near completion. Jessica Lane, viewed as Phase II, includes 13 market townhome units consisting of three triplexes and two duplexes. At this time no townhomes in Phase II have been built nor is the road improved. The only completed improvements within Phase II are associated with the water/sewer mains and retaining walls. The applicant has submitted a Development Agreement, requiring Town Council approval, which is required prior to commencement of Phase II construction. This agreement will come before the Council in the coming month(s).

Most Recent Approvals Pertaining to the Subject Duplex

Town Council approved an amendment to the Pine Glades Development Plan (P17-045) on April 15, 2017 approving an addition of 600 sf of habitable space split between three duplexes (100 sf per unit), exterior architectural changes to the three duplexes, and the option to build the roof element over the covered parking originally proposed on Jessica Lane.

The Planning Director approved a Zoning Compliance Verification (ZCV) on September 26, 2018 (P18-234) which established that 2,869 sf of habitable floor area is left over from the original approval and available to use if an amendment to the Development Plan is approved. This additional unused floor area was determined after the applicant provided in-depth data on as-built floor area and building permit plans that was less than what was originally approved, ultimately resulting in unused floor area.

Project Description

The applicant is proposing to amend the Pine Glades Final Development Plan to modify a nearly completed duplex at 140 (Lot 14) & 142 (Lot 13) Pine Glades Drive by doing the following:

- Converting the two 599 sf (1,198 sf total) garages into habitable space to be used for media/storage.
- Adding two new garages (725 sf and 1,210 sf) one on either side of the duplex.
- Shift the two guest parking spaces from the east to the west of the duplex.
- Modify the exterior materials of the duplex to primarily stone whereas previously the materials were a combination of stone, horizontal wood and shingles.
- Install avalanche fencing up the hill (south) of the duplex.

New Habitable, New Garages & Relocated Guest Parking: An additional 2,869 sf habitable square footage for the development exists and the applicant seeks to use a portion of it by converting the two existing garages. The two new garages and the relocated guest parking are all located within previously disturbed areas.

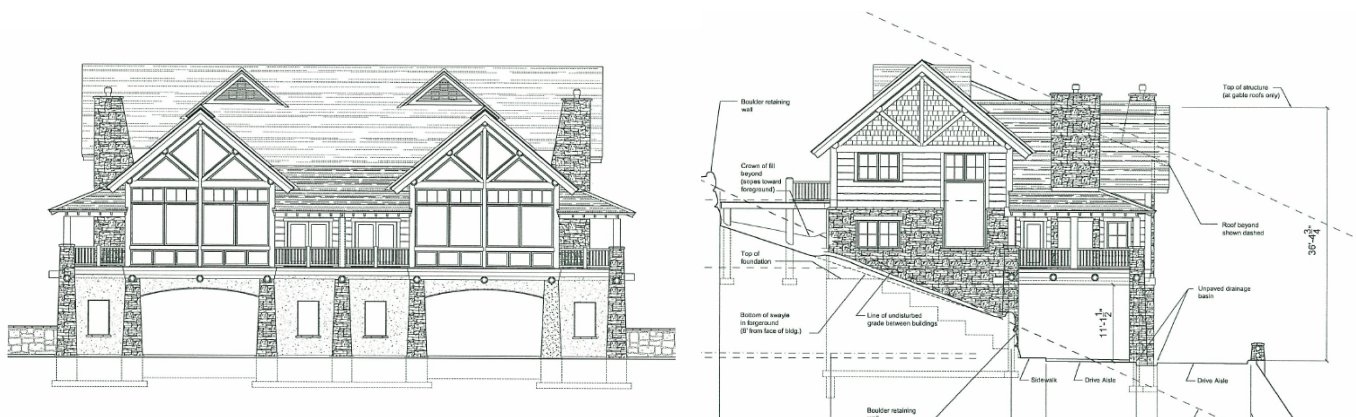
Avalanche Mitigation Fencing: The original avalanche study mistakenly located the avalanche path incorrectly. A revised avalanche path map was produced by Chris Wilbur, and engineer part of the original study, which shows the existing duplex and the expanded garages to be located within the Blue Zone (Moderate) which requires mitigation fencing. Applicant proposes an avalanche fence 65' wide by 13' tall to be located 25-35 feet above the duplex.

Affordable Housing: The applicant is also requesting that no affordable housing fees be required for the additional 1,198 sf of new habitable floor which would require a total fee of \$3,880 for each unit. As of July 2018, calculating affordable housing moving forward is based upon square footage for townhomes, which are categorized by the Land Development Regulations (LDRs) as Attached Single-Family. This calculation method is different from how the Town used to calculate affordable housing which was based upon bedroom count used to determine how many persons need to be housed. The original approval required the applicant to provide affordable housing for 12 persons but the applicant went above and beyond and provided affordable and workforce housing for 25 persons. In summary, the applicant is making a case to avoid being subject to the adopted affordable housing requirements because the housing provided far exceeded the old and new requirements. Please refer to the applicant's submittal for the full narrative on housing.

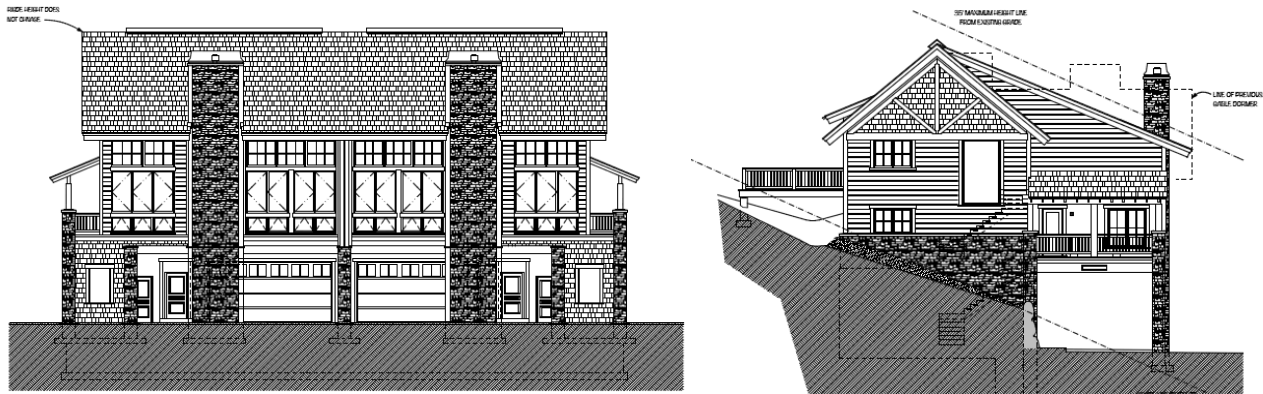
Exterior Material Changes: The applicant is seeking changes to the exterior materials for this duplex only. As stated above, an amendment to the Final Development Plan was approved in 2017 (P17-045) which included architectural changes to roof pitches and exterior materials. The applicant is seeking to make several small changes which include the use of stone as the main exterior material on the east and west side elevations. The stone is proposed on the side elevations from the base of the unit to the roof. Previous designs had stone about half way up the building which transitioned into horizontal wood siding and wood shingles. In addition, the stone chimney on the front elevation no longer continues to the ground, but starts on the second story. Windows on all elevations have changed slightly with regard to size and location. Additional stone is also used on the ground level columns and the columns themselves have been widened.

The applicant is seeking these changes to reduce the maintenance costs associated with wood. In addition, because this development did not require review and approval by the Design Review Committee, the applicant finds that personalization of the units should not be of issue considering height is not increasing. Below reflects the original approval, the 2017 changes, and the proposed 2019 changes.

Original Approved Duplex in 2008:



Currently Approved Duplex as of the 2017 Amendment:



Proposed Changes to Duplex:



Staff Review

Amendment to Development Plan

This request is considered an amendment to the Final (Major) Development Plan based on the changes presented having no bearing on the original PUD. As part of the restructured LDRs effective on January 1,

2015, new language was added regarding amendments to past permits or approvals. Section 8.2.13.B - Amendment of Permits or Approval states that:

“All changes to an approved physical development permit, use permit, or development option plan not qualifying as minor deviations shall be considered amendments and shall be reviewed subject to the current procedure and standards of these LDRs.”

Furthermore, this section also states that the threshold for review of the amendment shall be based on the net change of density or intensity, not the gross intensity of the initial approval. Because the proposed amendments on their own do not cross any LDR review thresholds in terms of density or intensity, the Planning Director may elevate the threshold for review in the case of incremental amendments that total a larger change. In the case of this application, the Planning Director felt that the proposed changes were significant enough to be elevated for public review.

Floor Area Ratio and Compliance with Final Development Plan

Based on the approved Sketch Plan and PUD for Pine Glades, the applicant received approval for an FAR of 19.8% (76,198 sf of habitable floor area). The 19.8% FAR was rounded up to a 20% FAR which was reflected both in the Sketch Plan/PUD file (P05-126 & 127) and the Final Development Plan file (P07-126 & 127). Staff concludes that rounding up the FAR from 19.8% to 20% approved a total of 76,855 sf of habitable square footage. Based upon ZCV P18-234, an additional 2,869 sf of habitable square footage is leftover. This additional square footage was calculated based upon the applicant's team measuring the currently built townhomes and verifying square footages in the approved building permits. Staff finds that adding a total of 1,198 sf to the development is within the allowed FAR approved for the PUD and presents no significant impacts. In addition, the development is well within the required Landscape Surface Ratio (LSR) and Lot Coverage (Building Footprint Maximum) as shown below in the table of dimensional limitations. Finally, all proposed development has been shown to be located within areas already approved for site disturbance and Staff finds that there is no need to amend the previously approved Hillside Conditional Use Permit (CUP). Staff has been working with the applicant at great length to discuss the proposed changes and made the applicant aware that disturbance beyond approved areas would require amending the Hillside CUP. The applicant has provided a site plan indicating the areas approved for disturbance and how the proposed development falls within those boundaries.

Based on the PUD, the dimensional limitations for the PUD are shown below:

	Allowed/Approved	Proposal	Complies?
FAR	20% of 384,275 sf (Base Site Area) = 76,855 sf	19.9% (75,200 sf)	Yes
Lot Coverage	25% of 384,275sf (Base Site Area) = 186,361 sf	19% (144,047 sf)	Yes
LSR	70% of 745,445 sf (Gross Site Area) = 268,994 sf	76% (293,986 sf)	Yes
Height	35'	No changes proposed	Yes
Density	36 units total	No changes proposed	Yes

Exterior Architectural Changes

When the Pine Glades PUD and Final Major Development Plan were approved, the duplexes were designed to match the appearance of the triplex buildings. Although there were some minor architectural differences between the duplexes and triplexes, the common element shared was the building materials of stone,

horizontal wood siding and wood shingles. Based on the residential nature of the Pine Glades project, review and approval was not required by the Design Review Committee (DRC).

When the applicant received approval to amend the Development Plan in 2017, the roofs and exterior materials for the three duplexes were slightly modified and it was determined by Town Staff and the Council that the new design was in keeping with the character of the original design, especially considering the building materials are not changing. Since the last amendment in 2017, the applicant submitted revised building permit plans and the builder has been working to implement those changes but has slowed down construction work in anticipation of this most recent amendment. Staff would like to point out that during a recent site inspection it was observed that the current exterior materials installed on the duplex are not in compliance with both the 2017 amendment and building permit. The applicant has already installed the stone on the duplex similar to what is shown in the proposed elevations accompanying this request in hopes to receive approval knowing that if these changes are not approved they will be required to remove the stone and comply with the past approval which included horizontal wood and shingles.

Beyond the matter of compliance, Staff has no significant concerns with the proposed exterior changes. The additional stone is viewed as an upgrade and requires less maintenance than wood. In addition, the use of stone is common throughout the development and the applicant is not introducing a new material. Furthermore, no additional height is proposed. This project was not required to go before the DRC and Staff is comfortable with the changes knowing that no additional height is being added and the proposed garages are only single story not resulting in significant visual impacts. Staff has added a condition of approval that at the time of building permit submittal for the new garages and habitable space that new elevations be submitted reflecting the modifications.

Avalanche Mitigation

Art Mears and Chris Wilbur prepared an avalanche study in 2005 for the Pine Glades PUD which was reviewed by Meteorologist and Avalanche Specialist Jamie Yount. Below is an excerpt taken from a letter (attached) Jamie wrote on behalf of the development with regards to avalanche hazards:

‘The Swiss guidelines are the industry standard for avalanche hazard mapping and define three (3) main zones. The red zone (high hazard), the blue zone (moderate hazard), and the white zone (no hazard). According to the Swiss guidelines, the development is in the blue zone of the avalanche zoning plan. Blue zone avalanches are typically small and infrequent and can be addressed through site specific design and planning. Private homes are permitted in the blue zone if they are designed to resist avalanche forces or are otherwise protected by avalanche defense.’

Mistakenly, the original study had mapped the avalanche path incorrectly and a revised map was provided placing the existing duplex and the proposed eastern garage within the blue zone avalanche path. The reason for the discrepancy was the original avalanche study was based on a topography map with 40’ contours and the updated study is based on 10’ contours. In laymen’s terms, 10’ contours give more details on slope characteristics which is better for understanding avalanche hazards. Chris Wilbur from Wilbur Engineering has provided a letter accompanied by a proposed mitigation plan to protect the duplex and garage from potential avalanche hazards. The plan calls for a 65’ long by 13’ tall avalanche fence to be located approximately 25’ uphill from the duplex. Staff relies on the expertise of Wilbur Engineering and a condition of approval has been added requiring the applicant work with the Town Engineer to determine whether the plans need an engineer stamped for the mitigation fence.

Multi-Use Trail Adjacent to S1 Duplex

A fourth condition of approval was introduced by Staff at the Planning Commission meeting that addresses a trail that runs directly in front of the subject duplex (S1) and connects Pine Glades Drive to the Shade Monkey trail. The trail was approved in this location through a Minor Deviation in 2011 (P11-25). Later in 2014, another Minor Deviation (P14-062) was approved to vacate a small portion of a trail but the file has conflicting maps and information as to what portion of trail was actually vacated. It appears that the 2014 Minor Deviation speaks of vacating the section of trail in front of S1 and installed a new trail on the north side of the upper tunnel entrance. Because the proposed duplex expansion will seemingly block access to the S1 trail, and because the file is unclear whether this portion of trail was vacated, Staff and Planning Commission placed a condition that requires the applicant to ensure the S1 trail connects Pine Glades Drive to Shade Monkey. The applicant will need to work with Brian Schilling from Pathways to either ensure S1 trail remains useable after the duplex is complete or determine that the S1 trail was actually vacated through additional research. Staff would like to point out that these Minor Deviations to move and vacate trails were Staff level approvals and did not involve the public who are the main users and stakeholders.

Affordable/Employee Housing

Both Town Planning Director and Housing Director find that the proposed 1,198 sf of new habitable square footage should not be exempt from the current affordable housing requirements and the applicant should be required to pay the affordable fee-in-lieu of \$3,880 per unit. Below is Staff's response to each of the applicant's points advocating to be exempt from paying the fee-in-lieu:

Original Mitigation Far Exceeds Old Requirements:

Staff Response: Providing affordable and workforce restricted housing above and beyond the minimum requirement was offered as part the Pine Glades PUD and banking of units was not contemplated or allowed. Exempting this request from the current requirements would be setting new precedent opening the doors for other similar requests on past projects that provided more housing at the time of their approval.

Original Mitigation Far Exceeds Current Regulations:

Staff Response: Similar to the response above, Pine Glades provided more affordable and workforce restricted housing than required which was offered as part of the PUD approval. Banking of units was not contemplated or permitted. Exempting this request from the current requirements would be setting new precedent opening the doors for other similar requests on past projects that provided more housing at the time of their approval.

Banking Units:

Staff Response: Banking units was not contemplated or permitted at the time of the Pine Glades PUD approval. Although the current LDRs allow banking, the new regulations were not intended to retroactively go back in time to exempt older projects with excess deed restricted housing from new requirements.

Square Footage Proposed is Already Mitigated:

Staff Response: Although the records reflect that Pine Glades was approved for 76,855 sf and has leftover square footage of 2,869, the old housing regulations were based on bedrooms and not square footage. The proposed habitable space was never contemplated and all new expansion of habitable for residential and commercial is required to meet the current regulations. For example, an existing single-family home that historically never had a housing requirement up until July 2018 would have a housing requirement upon expansion of its habitable square footage. As with this request, additional square footage is simply subject to the same rules that apply to all.

In conclusion, Staff finds that the original PUD was a negotiation between the Town and Developer and part of the deal was an offer of more deed restricted housing than the minimum required. At no point was the housing to be viewed as a surplus that could be used in the future for expansions. In addition, the Jackson / Teton County Housing Department (JTCHD) has clarified that the majority of the surplus housing provided was not affordable housing (i.e. Cat 1, 2 & 3) but was workforce restricted. Workforce restricted housing is not an allowed type of housing to mitigate a requirement. Please see the attached department reviews for comments from the Jackson / Teton County Housing Department.

Future Applications

There are a few remaining applications required by the applicant to complete the Pine Glades PUD. Below are the remaining required applications:

1. **Development Agreement (DA):** a DA is required based upon the original Subdivision Improvement Agreement (SIA) and needs Town Council approval. The DA is related to improvements on Jessica Lane (i.e. road, utilities, trail, etc.) and the applicant already made application. The DA is set to be reviewed by Town Council sometime in April or early May.
2. **Partial Vacation Without Replat:** This is required to address the new garages that will be located within existing Limited Common Elements (LCE). New LCE areas will need to be created either by amending the Declarations or amending the Plat.
3. **Grading Permit:** A Grading Permit is required for the proposed work on Jessica Lane related to the road, building envelopes, multi-use trail and utilities.
4. **Building Permit:** Building Permits are required for each of the remaining 13 market townhome units.
5. **Subdivision Plat:** a Subdivision Plat is required to subdivide the remaining 13 townhomes for individual ownership as originally contemplated.

Although this project was publically noticed for a duplex expansion, Staff anticipated receiving public comment on matters pertaining to public trail access through Pine Glades and the use of the break-away gate at the west end of Pine Glades Drive. These two issues have led to subsequent complaints from both Pine Drive residents and Pine Glades residents relating to several other matters (i.e. dogs, rock boulder barrier, no trespassing signs, etc.). The issues surrounding trail access and the gate have been ongoing for the last few years and Staff has been researching extensively into the past approvals to ensure that all developer obligations are met and remedy any outstanding matters related to compliance with the original Development Plan and PUD approval.

Around the time the applicant submitted this Development Plan Amendment for the duplex, a subsequent application for a Development Agreement (DA) was submitted. The DA is an agreement between the Town Council and developer to ensure that all improvements and obligations are fulfilled and bonded for, including but not limited to, roads, utilities, on-site/off-site improvements, trails, etc. A previous Council approved a DA for Phase I, however a second DA was required prior to the developer proceeding with road, utility & trail improvements associated with Jessica Lane. In addition, no Building Permits can be issued for the remaining 13 market townhomes until the DA is approved.

Staff's intent was to run both Development Plan Amendment and DA applications together so that Council could review them on the same evening and discuss the duplex and Phase II / trail access / emergency gate / developer obligations. Because of the additional time and research associated with the developer's obligations pertaining to trail access, the two applications have been separated with regards to timing. The reason this report does not address overall trail access and the gate is because Staff chose to tie all compliance related matters to the DA, not the Development Plan Amendment. Staff found it more appropriate to tie matters of compliance to the DA because the DA is what ensures that all obligations are met and bonded for. One

challenge between the two applications is the Development Plan is publically noticed and the DA is not, so the neighbors were essentially noticed for an item that does not address their concerns about trails and gate usage. Staff however was comfortable with allowing the duplex addition knowing that the entire Phase II (Jessica Lane) could not move forward until all developer obligations were addressed through the DA. In addition, the proposed modifications to the duplex are above and beyond the original approval and are not necessary but voluntary, whereas the DA is necessary. Staff has not yet confirmed a Town Council date for the DA but plans to publically notice the item so that all stakeholders can be part of the discussion and approval process.

Planning Commission

At the Planning Commission meeting on April 3, 2019, several residents from both Pine Drive and Pine Glades came forth to express their concerns and frustrations on matter discussed above related to trail access, the gate, boulders, signage, dogs, etc. These concerns are highlighted in the public comment attached to this report. A lengthy conversation about these matter took place. Ultimately the Planning Commission felt comfortable with moving the duplex project forward knowing that Phase II would be held up until the trail and gate matters are resolved with the DA. Many of the Pine Drive residents feel that no additional approvals should move forward until all developer obligations are met including pedestrian/bike access through the site to access the Snow King Trail system, stricter management of the emergency break-away gate at the west end, removal of no trespassing signs, removal of boulders that restrict pedestrian/bike access, etc. The Planning Commission as agreed with the fourth condition related to the S1 trail.

Staff provides Council with the following options:

1. Approve w/ conditions: This would allow the duplex to be expanded which would complete Phase I.
2. Continue the item: This would push the Development Plan back to run concurrent with the DA which would allow Council to discuss the duplex, Phase II and all matters of compliance.
3. Denial: The Town Council could deny this item based upon an inability to make Development Plan finding #6 related to conformance with past approvals and conditions.

Staff Findings

General Comment: Findings should only apply to changes specific to this request, not original Development Plan.

Development Plan. All Development Plan proposals may be approved only if all of the following findings are made:

1. *The proposed project is consistent with the desired future character described for the site in the Jackson/Teton County Comprehensive Plan.*

The proposed application is located in Character District #6 Town Periphery:

This residential, STABLE Subarea is defined by low to medium density platted single family homes with some pockets of multifamily development which should be maintained in the future. Consideration of clustered/multifamily development to preserve large portions of open space and/or wildlife habitat/movement corridors will also remain an option. In the future, building size should maintain the existing bulk and scale to avoid the construction of much larger homes that currently exist today. Development should be sensitive to the steep slopes, avalanche terrain and other natural

features found in the subarea. Portions of this subarea also function as a wildlife movement corridor between the National Forest, Karns Meadow and the Southern hillsides of East Gros Ventre Butte. Wildlife permeability should be maintained or improved.

Complies. Staff finds that the project is consistent with the vision for subarea 6.1 as described above, specifically as the amendment does not increase the existing density which is considered to be low to medium. The proposal is not attempting to break up the units which is in line with the consideration for clustering units together to preserve that maximum amount of open space and the natural features of the site. Building size and bulk is also not significantly changing from what was previously approved. Staff also finds that the development has been designed sensitively to the steep slopes, avalanche terrain and other natural features of the site and the proposed development does not pose significant changes or impacts. Furthermore, wildlife permeability was considered into the original design to help function as a wildlife corridor between the listed areas above (i.e. National Forest, Karns Meadow and Southern hillsides of East Gros Ventre Butte). The proposed amendments do not significantly impact such corridors. Staff also finds that the project is generally consistent with all other applicable provisions of the Comp Plan, and as such finds that it achieves the level of consistency necessary for FDP approval.

In addition, Staff finds that the application should be reviewed for consistency specifically with Subarea 6.1 Low to Medium Density Neighborhoods which states as follows as the desired vision for the subarea:

Common Value 1: Ecosystem Stewardship

Policy 1.1.c: Design for wildlife permeability

Complies. The subject property is not located within the Natural Resource Overlay (NRO) or Scenic Resource Overlay (SRO), but an Environmental Analysis (EA) was done in 2005 which concluded that the site provides non-crucial habitat for deer, moose and elk. The EA acknowledged that the proposed disturbance may have negative impacts on wildlife due to changes to the natural environment, but that the overall open space provided was sufficient for wildlife movement.

With regard to the proposed request, Staff acknowledges that the amount of wildlife permeability will be slightly reduced by approximately 25' due to the shifting of the guest parking spaces from the east to the west side of the duplex. This change essentially creates a tall retaining wall which is not conducive to wildlife movement compared to the previously approved terraced set of 4 smaller retaining walls. This will add to the several tall retaining walls already located throughout the site as a result of building on a steep property. However, because no clear standards for wildlife permeability have been established that define what exactly 'designing for wildlife permeability' means for this site, and this change is relatively small, Staff cannot conclude that the requested change will have a significant negative impact on wildlife permeability. Furthermore, less than 4 of the 17 total acres are disturbed (i.e. roads and buildings) which leaves a substantial amount of open space for wildlife movements, especially on a site which is not considered crucial wildlife habitat and is not located within the NRO.

Policy 1.3.b: Maintain expansive hillside and foreground vistas

Complies. Staff finds that the project as previously approved maintains expansive hillside and foreground vistas through its design. The proposed amendment does not impact additional hillside disturbance beyond the previously approved and disturbed areas.

Common Value 2: Growth Management

Policy 4.3.a: Preserve and enhance stable subareas

Complies. Staff finds that because the density and bedroom count will remain the same, the proposed project does preserve and enhance stable subareas.

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

Complies. The proposed amendment is consistent with the previously approved PUD and Development Plan which was designed to enhance the natural features. Staff finds that the amendment has no significant impact in regards to this area.

Common Value 3: Quality of Life

Policy 5.3.b: Preserve existing workforce housing stock

Complies. All nine (9) deed restricted units will not be affected by this proposal.

2. *The proposed project achieves the standards and objective of the Natural Resource Overlay (NRO) and Scenic Resources Overlay (SRO).*

Not applicable.

3. *The proposed project does not have a have a significant impact on public facilities and services, including transportation, portable water and wastewater facilities, parks, schools, police, fire, and EMS facilities.*

Complies. Staff finds that the proposed project will not have significant impacts on public facilities and services as the number of units or bedrooms are not increasing. Furthermore, as part of the original approval, significant off-site infrastructure improvements were completed to serve the site's needs and help counter any significant impacts on public facilities and services.

4. *The proposed project complies with the Town of Jackson Design Guidelines, if applicable.*

Not applicable.

5. *The proposed project complies with all relevant standards of these LDRs and other Town Ordinances as can be determined by the level of detail of a sketch plan.*

Complies. As conditioned, Staff finds that the proposed project complies with the standards of these LDRs as the request meets all requirements such as FAR, LSR, setbacks, height, etc. In addition the project is in compliance with all other Town Ordinances.

6. *The proposed project is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.*

Complies. As conditioned, Staff finds that the proposed project is in substantial conformance with the previously approved PUD. The units that have been built to date are consistent with the approved Development Plan and the applicant plans to comply with all previously approved standards and conditions from this point forward.

ATTACHMENTS

Applicant Submittal
Department Reviews
Public Comment

STAKEHOLDER ANALYSIS

The primary stakeholders are the Pine Glades HOA, adjacent neighbors, the Town and general public.

PUBLIC COMMENT

Public comment (attached) was received from both Pine Drive residents and Pine Glades residents pertaining to trespassing, trail access, use of the break-away gate, no trespassing signs, boulders and dogs off leash. Please see the discussion above under Future Applications as it relates to public comment.

FISCAL IMPACT

There will be no significant fiscal impact to the Town if the proposed project is approved.

STAFF IMPACT

Staff has spent a significant amount of time, more than a typical project of this size, meeting with the applicant, researching past approvals for Pine Glades, and drafting this report.

LEGAL REVIEW

Complete.

RECOMMENDATIONS/ CONDITIONS OF APPROVAL

The Planning Commission and Planning Director recommend **approval** of an amendment to a Development Plan (P19-018) to allow the proposed modifications listed in the application related to the duplex at 140 & 142 Pine Glades Drive, subject to the departmental reviews attached hereto and the following conditions of approval:

1. Prior to issuance of a Building Permit related to the new garages and conversion of existing garages, the applicant shall pay a housing fee-in-lieu in the amount of \$3,880 for each unit.
2. Prior to issuance of Certificate of Occupancy on the duplex, the applicant shall apply for an addendum to revise all exterior elevations to reflect the approved materials and changes.
3. Prior to building permit submittal for the new garages, the applicant shall work with the Town Engineer to ensure the proposed avalanche fence plans adequately addresses engineering concerns which may include requiring engineer stamped plans. In addition, if the garages are not built for reasons unknown, an avalanche mitigation fence design shall be provided and installed prior to issuance of a Certificate of Occupancy for the existing duplex.
4. Prior to issuance of a Certificate of Occupancy for the duplex, the applicant shall work with Brian Schilling from Pathways to ensure the approved trail (P11-025) adjacent to the duplex continues to provide access from Pine Glades Drive to the Shade Monkey trail. Any further changes to trails shall require approval by the Town Council.

SUGGESTED MOTIONS

Based upon the findings for a Development Plan as presented in the Staff report and by the applicant related to 1) Consistency with the Comprehensive Plan; 2) Achieves purpose of NRO & SRO overlays; 3) Impact of public facilities & services; 4) Complies with Town Design Guidelines; 5) Compliance with LDRs & Town Ordinances; 6) Conformance with past permits & approvals for Item P19-018, I move to make findings 1-6 as set forth in Section 8.3.2.C (Development Plan) of the Land Development Regulations to **approve** Item P19-018 to amend a Development Plan to allow the proposed modifications listed in the application related to the duplex at 140 & 142 Pine Glades Drive, subject to the departmental reviews attached hereto and the following conditions of approval:

1. Prior to issuance of a Building Permit related to the new garages and conversion of existing garages, the applicant shall pay a housing fee-in-lieu in the amount of \$3,880 for each unit.
2. Prior to issuance of Certificate of Occupancy on the duplex, the applicant shall apply for an addendum to revise all exterior elevations to reflect the approved materials and changes.
3. Prior to building permit submittal for the new garages, the applicant shall work with the Town Engineer to ensure the proposed avalanche fence plans adequately addresses engineering concerns which may include requiring engineer stamped plans. In addition, if the garages are not built for reasons unknown, an avalanche mitigation fence design shall be provided and installed prior to issuance of a Certificate of Occupancy for the existing duplex.
4. Prior to issuance of a Certificate of Occupancy for the duplex, the applicant shall work with Brian Schilling from Pathways to ensure the approved trail (P11-025) adjacent to the duplex continues to provide access from Pine Glades Drive to the Shade Monkey trail. Any further changes to trails shall require approval by the Town Council.

PLANNING

Project Number P19-018 **Applied** 1/23/2019 **STOL**
Project Name Dev Plan Amend - Pine Canyon **Approved**
Type DEVPLAN **Closed**
Subtype AMENDMENT **Expired**
Status STAFF REVIEW **Status** 3/21/2019 **TV**
Applicant Sagebrush Architectural Services **Owner** PINE CANYON, LLC
Site Address **City** **State** **Zip**
Pine Glades Drive Jackson WY 83001
Subdivision **Parcel No** **General Plan**
22411633438008

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact Notes Building Kelly Sluder	APPROVED	1/23/2019	2/13/2019	1/24/2019	
Fire Kathy Clay TO: Tyler Valentine, Senior Planner FROM: Kathy Clay, Fire Marshal DATE: January 28, 2019 SUBJECT: Amendment to Development Plan at Pine Glades Drive P19-018	APPROVED W/CONDITIONS	1/23/2019	2/13/2019	1/28/2019	Please see notes

This office has received the request for a review of Amendment to the Development Plan at the above location. The most current edition of the International Fire Code (IFC) and the 2017 edition of the National Electric Code (NEC) shall be used for building design.

Comments include, but are not limited to:

- Area is within the mapped Wildland Urban Interface
 - o Hazard rating will apply to structure construction.
 - o No less than Class B roofing materials may be used
 - o No conifers within 10' of structure and must be dispersed as per code within defensible space
 - o Fire department access is required.
- Please feel free to contact me if you have any further questions at 307-733-4732.

Legal A Cohen-Davis	NO COMMENT	1/23/2019	2/13/2019	3/21/2019	at this time
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Parks and Rec Steve Ashworth	NO COMMENT	1/23/2019	2/13/2019		
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Type of Review Contact Notes	Status	Dates			Remarks
		Sent	Due	Received	
Pathways Brian Schilling	NO COMMENT	1/23/2019	2/13/2019	3/27/2019	
Planning Tyler Valentine (3/21/2019 3:13 PM TV) Please see staff report.	APPROVED W/CONDITI	1/23/2019	2/13/2019	3/21/2019	
Police Todd Smith	APPROVED	1/23/2019	2/13/2019	3/27/2019	
Public Works Brian Lenz (3/22/2019 1:19 PM BTL) Development Plan Review – APPROVED	APPROVED W/CONDITI	1/23/2019	2/13/2019	3/22/2019	
P19-018 OWNER: Pine Canyon LLC Sagebrush Architectural Services; Carolyn Burke Pine Glades PUD DATE: March 22, 2019 Brian Lenz, 733-3079 DATE OF SUBMITTAL: January 23, 2019 DATE OF MATERIALS: January 22, 2019 (Proposed Site Plan) REVISION NO.: 00 The engineering division has reviewed your application for an Amendment to the DEVELOPMENT PLAN for the Pine Glades PUD submitted on and with application materials as dated above. A final site plan showing the proposed amendment work and the revised avalanche blue zone shall be submitted. Modeled vehicle turning maneuvers, assuming a regular sized pickup truck or large SUV for design vehicle, should be shown to show that access and use of the garages by vehicles is feasible and reasonable. A detailed revised grading plan shall be submitted with any future building or grading permits. Except for the two westernmost parking spaces and garage, the proposed east garage and grading generally conforms with the grading approved for the exterior parking spaces and retaining walls on the east. The grades within the two guest parking spaces on the west side is not detailed and may be a challenge to use as well as access from the steep drive. The location of the existing trail system in the recreation easement should be shown on the plans. Depending on the final location of the avalanche protection fence relative to the trail, additional screening should be considered to screen the fence from the trail. The feasibility of the western trail access has not yet been reevaluated for feasibility as a multiuse trail. The previous trail proposed as a minor deviation that was located in the vicinity of S1 was functional. Proposed finished grading for the S1 lot may be more easily adapted to accommodate access to the recreation easement than the western access. The addition of the garage would complicate or prohibit any potential use of this area as a trail access. It is recommended that no further construction take place until the feasibility of the western trail access be determined.					

Type of Review Contact Notes	Status	Dates			Remarks
		Sent	Due	Received	
START Darren Brugmann	NO COMMENT	1/23/2019	2/13/2019		
TC Housing Authority Stacy Stoker (3/13/2019 2:42 PM SAS)		1/23/2019	2/13/2019	3/21/2019	See Comments
The Housing Department does not agree that there should be no housing requirement. There are currently two Category 1, two Category 2, one Category 3, and 4 employment-based restricted units at Pine Glades. (3/13/2019 2:51 PM SAS) The LDR housing requirements are for units to be provided with income and asset limits at less than 120% of median family income. This was the case under the old LDRs and is still the case with the new LDRs. The Employment-based units are intended to serve households at incomes higher than 120% of AMI and are priced to be affordable for households around 175% of median. They also have no income or asset limits. The price point allows them to be sold for little or no subsidy by the developer. Families earning less than 120% of median family income cannot afford homes at these Employment-based price points. The Employment-based units were offered by the developer to add community benefit to the development and sweeten the pot for the Town Council to make it easier for them to approve it. The original Final Development Plan was approved with these units, which makes them a requirement for the development. The units were never contemplated as being banked or credits for future development requirements. They are simply a requirement of their original plan. Any expansion of that plan should have additional requirements. The Housing Department recommends that the applicant pay a fee in lieu.					

Housing Mitigation Worksheet

Please use this worksheet to calculate the affordable workforce housing requirements as drafted June 26, 2018. Cells that can be modified are highlighted in gold, other cells are locked. If you modify a gold cell for one example, and wish to use the worksheet for another example, it is best to start with a fresh worksheet in order to reset the auto population equations for the gold cells.

Step 1. Describe your project. Enter as many rows as needed to describe the different uses and unit types proposed. Select a use from the use table in the left most gold boxes. In the other gold boxes, describe each use's size in floor area and bedrooms (if applicable), then describe how many units of each use type are proposed. The required affordable housing will calculate for each unit and populate the Total box. See also Sections 6.3.2 and 6.3.3 of the proposed LDRs.

Use	LDR Rate	Proposed Use Size (bedrooms)	Proposed Use Size (sf)	Proposed Use Quantity	Affordable Units Required
Attached Single-Family Unit (Unrestricted)	$0.000017(sf) + (Exp(-14.17 + 1.59*Ln(sf)))/2.176$		599	1	0.019
Attached Single-Family Unit (Unrestricted)	$0.000017(sf) + (Exp(-14.17 + 1.59*Ln(sf)))/2.176$		599	1	0.019
					?
					?
					?
					?
					?
					?
					?
					?
Total		0	1198	2	0.037

Step 2. What types of units are required? The proposed LDRs lay out a schedule for how many units have to be in each income ranges and how many units have to have 1, 2, or 3 bedrooms. The LDRs also allow for adjustment. To propose an adjusted allocation, change the values in the proposed column/row (gold cells); the customized allocation must meet the customization rules provided, and may not result in less affordable workforce units provided than are required. If a rule is violated the cell will turn red. See also Section 6.3.4 of the proposed LDRs.

Affordability	LDR Schedule	Proposed	Custom %	Customization Rules
Rental Units Affordable to Households making 50% Median Income	0.000	0.000	0%	Custom % shall be ≥ 25%
Rental Units Affordable to Households making 80% Median Income	0.000	0.000	0%	Custom % shall be ≥ 19%
Rental/Ownership Units Affordable to Households making 120% Median Income	0.037	0.037	100%	Custom % shall be < 43%
Rental/Ownership Workforce Units	0.000	0.000	0%	Custom % shall be < 13%
Total	0.037	0.037	Proposed total shall be >= Required	

Bedroom Mix	1 Bed/Studio	2 Bedroom	3 Bedroom	Total Units	Total Employees Housed	Customization Rule
LDR Schedule	0.000	0.037	0.000	0.037	0.067	
Proposed Allocation	0.000	0.037	0.000	0.037	0.075	Proposed totals shall be >= Schedule totals
Employees per Unit per LDRs	1.45	2.00	2.10	1.80		

Step 3. Distribute the affordability and bedroom mix. The bedroom mix must be proportionally distributed among the affordability mix. If you modify the distribution (gold cells) the totals must match your allocation totals (they will turn red if they don't). A customized distribution should be within 1 (rounded up or down) of the even distribution. See also Section 6.3.4 of the proposed LDRs.

Requirement Distribution	1 Bed/Studio	2 Bedroom	3 Bedroom	Total	Even Distribution	1 Bed/Studio	2 Bed	3 Bed
Affordable to 50% Median Income	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Affordable to 80% Median Income	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Affordable to 120% Median Income	0.000	0.037	0.000	0.037	0.037	0.016	0.016	0.005
Workforce Restriction	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total	0.000	0.037	0.000					

0.0	0.0	0.0	0.000	0.000	0.000	0.000
0.0	0.0	0.0	0.000	0.000	0.000	0.000
0.0	0.0	0.0	0.000	0.037	0.000	0.037
0.0	0.0	0.0	0.000	0.000	0.000	0.000
			0.000	0.037	0.000	

Step 4. How will the required housing be provided? The proposed LDRs require that unless impractical any housing requirement of 1 unit or greater be provided through consturction of housing. If impractical the units my be provided by dedication of land, use of a banked unit, or restriction of an existing unit. Only as a last option shall a fee be paid. Enter the number of units to be constructed or provided through land dedication, use of a banked unit, or restriction of an existing unit (gold boxes). The in-lieu fee remaining will calculate. See also Section 6.3.5 of the proposed LDRs.

	Units Constructed			Units Provided via Land Dedication		
	1 Bed/Studio	2 Bed	3 Bed	1 Bed/Studio	2 Bed	3 Bed
Affordable to 50% Median Income	0.000	0.000	0.000	0.000	0.000	0.000
Affordable to 80% Median Income	0.000	0.000	0.000	0.000	0.000	0.000
Affordable to 120% Median Income	0.000	0.000	0.000	0.000	0.000	0.000
Workforce Restriction	0.000	0.000	0.000	0.000	0.000	0.000

	Banked Units Used			Existing Units Restricted		
	1 Bed/Studio	2 Bed	3 Bed	1 Bed/Studio	2 Bed	3 Bed
Affordable to 50% Median Income	0.000	0.000	0.000	0.000	0.000	0.000
Affordable to 80% Median Income	0.000	0.000	0.000	0.000	0.000	0.000
Affordable to 120% Median Income	0.000	0.000	0.000	0.000	0.000	0.000
Workforce Restriction	0.000	0.000	0.000	0.000	0.000	0.000

	Units Provided via In-Lieu Fee			Fee		
	1 Bed/Studio	2 Bed	3 Bed	1 Bed/Studio	2 Bed	3 Bed
Affordable to 50% Median Income	0.000	0.000	0.000	\$ -	\$ -	\$ -
Affordable to 80% Median Income	0.000	0.000	0.000	\$ -	\$ -	\$ -
Affordable to 120% Median Income	0.000	0.037	0.000	\$ -	\$ 7,760	\$ -
Workforce Restriction	0.000	0.000	0.000	\$ -	\$ -	\$ -
				Total		\$ 7,760



PLANNING PERMIT APPLICATION
Planning & Building Department
Planning Division

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

For Office Use Only

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

PROJECT.

Name/Description: Pine Glades amendment for garages
Physical Address: 140, 142 Pine Glades Drive
Lot, Subdivision: Lots 13, 14, H, Pine Glades Townhomes PIDN: 22-41-16-33-4-38-008

OWNER.

Name: Pine Canyon, LLC Phone: 307-413-0056
Mailing Address: PO Box 4741; Jackson, WY ZIP: 83001
E-mail: sagebrusharch@gmail.com

APPLICANT/AGENT.

Name: Sagebrush Architectural Services Phone: 307-413-0056
Mailing Address: PO Box 624; Jackson, WY ZIP: 83001
E-mail: sagebrusharch@gmail.com

DESIGNATED PRIMARY CONTACT.

____ Owner ☒ Applicant/Agent

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

Use Permit

____ Basic Use
____ Conditional Use
____ Special Use

Physical Development

____ Sketch Plan
☒ Development Plan

Interpretations

____ Formal Interpretation
____ Zoning Compliance Verification

Relief from the LDRs

____ Administrative Adjustment
____ Variance
____ Beneficial Use Determination
____ Appeal of an Admin. Decision

Development Option/Subdivision

____ Development Option Plan
____ Subdivision Plat
____ Boundary Adjustment (replat)
____ Boundary Adjustment (no plat)

Amendments to the LDRs

____ LDR Text Amendment
____ Zoning Map Amendment
____ Planned Unit Development
____ 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 #: P18-250 Environmental Analysis #: n/a
Original Permit #: P07-126 & 127 Date of Neighborhood Meeting: n/a

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.

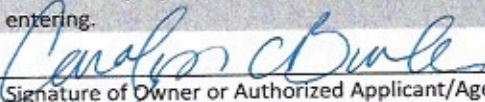
FORMAT.

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

Carolyn Burke
Name Printed

1/22/19
Date

Title

Sagebrush Architectural Services
P.O. Box 624, 3083 Rangeview Drive
Jackson, Wyoming 83001
307-732-1553 307-413-0056

January 22, 2019

Planning Department, Town of Jackson
150 E Pearl Ave.
Jackson, Wyoming 83001

Re: Pine Glades Planned Unit Development
Lots 13/14, H
Pine Glades Drive / Jessica Lane

Dear Planning Staff,

On behalf of John Tozzi, we are submitting a Planning Permit Application with the intent to amend the Development Plan of the Pine Glades Planned Unit Development.

Please find attached the required application and fee, letter of authorization, response and plans DA-1, DA-2, C1.1 demonstrating changes to the floor plans and elevations which add new garages on each side of the structure.

We look forward to hearing back from you on any comments and sufficiency as well as the dates for the Planning Commission and Town Council meetings.

Sincerely,



Carolyn Coleman Burke

Cc: John Tozzi
Bill Collins, Collins Planning Associates

Encl: Application & Fee, Letter of Authorization, Response
DA-1 Floor Plans, DA-2 Elevations, C1.1 Site Plan

LETTER OF AUTHORIZATION

Pine Canyon, LLC and John Tozzi, "Owner" whose address is: P.O. Box 4741

Jackson, WY 83001

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

_____, as the owner of property
more specifically legally described as: Pine Glades PUD, Phase 2 Lots A through E and
Phase 1 lots 13 & 14 and Lot H

(If too lengthy, attach description)

HEREBY AUTHORIZES Carolyn Burke and Sagebrush Architectural Services as
agent to represent and act for Owner in making application for and receiving and accepting
on Owners behalf, any permits or other action by the Town of Jackson, or the Town of
Jackson Planning, Building, Engineering and/or Environmental Health Departments
relating to the modification, development, planning or replatting, improvement, use or
occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed
conclusively to be fully aware of and to have authorized and/or made any and all
representations or promises contained in said application or any Owner information in
support thereof, and shall be deemed to be aware of and to have authorized any subsequent
revisions, corrections or modifications to such materials. Owner acknowledges and agrees
that Owner shall be bound and shall abide by the written terms or conditions of issuance of
any such named representative, whether actually delivered to Owner or not. Owner agrees
that no modification, development, platting or replatting, improvement, occupancy or use of
any structure or land involved in the application shall take place until approved by the
appropriate official of the Town of Jackson, in accordance with applicable codes and
regulations. Owner agrees to pay any fines and be liable for any other penalties arising out
of the failure to comply with the terms of any permit or arising out of any violation of the
applicable laws, codes or regulations applicable to the action sought to be permitted by the
application authorized herein.

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing
on behalf of a corporation, partnership, limited liability company or other entity, the
undersigned swears that this authorization is given with the appropriate approval of such
entity, if required.

OWNER:

[Signature]
(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: President Pine Canyon LLC

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

STATE OF New York

COUNTY OF New York

The foregoing instrument was acknowledged before me by John Tozzi this 30th day of
July, 2018.

WITNESS my hand and official seal.

[Signature]
(Notary Public)

My commission expires: 4/18/2020

(Seal) DUODUO LIN
Notary Public, State of New York
Registration #01LI6340377
Qualified In Queens County
Commission Expires April 18, 2020

PROPOSED AMENDMENT TO THE PINE GLADES DEVELOPMENT PLAN

February 5, 2019

Project Name, Location

Pine Glades PUD
Pine Glades Townhomes, Phase 1, Lots 13, 14
140, 142 Pine Glades Drive

Approval Sought

Development Plan amendment

PROJECT STATUS

Initial Approval

The Pine Glades PUD was approved in 2008 and includes 27 free-market townhomes and 12 affordable units (later reconfigured into nine affordable units with the same number of bedrooms). The free-market units were approved for construction in two phases and consist of a combination of two-unit and three-unit buildings.

Phase one has been developed with 12 free-market units (including the last duplex currently under construction) and the affordable housing units. All of the units, except the duplex under construction (identified as S-1 on lots 13 and 14), have been sold and are occupied. The last two-unit building in phase one that is under construction is the subject of this application.

Phase two has not been fully developed although the major infrastructure has been installed under the future road. Remaining to be constructed in phase two are 13 free-market townhomes, infrastructure services from the main lines to each unit, Jessica Lane and an associated retaining wall.

The PUD approval included an extensive landscape plan that calls for the planting of a significant number of trees and a substantial portion of this planting has been completed. Phase two will include the remaining landscaping and the construction of a trail that will provide hiking access to the USFS land.

New Owner

Pine Glades has a 10-year history and currently sits in a half completed state in which much of the property is an unsightly aborted development. The original developer of Pine Glades failed to complete the project and under financial stress sold the entire development. The second owner also failed to complete the project and eventually sold all undeveloped portions of the development to Pine Canyon, LLC, the current owner and applicant.

Pine Canyon, LLC is intent on completing the development. In most instances when developments fail and then pass through several owners, the project is ultimately completed after obligations are reduced or development rights increased. In this case, the current applicant is attempting to complete the development by elevating the amenities and making

visual upgrades to the development. The best way to clean up the unsightly property and settle any outstanding questions is to complete the development. This application is a first step in this process.

Future Applications

Completing the Pine Glades PUD will require the applicant to submit a series of applications that will appear on the Town's agendas over the next few years. The sequential timing of these future applications is dictated by the LDR. For example, this amendment to the development plan will require a subsequent amendment to the subdivision plat and the planning staff does not allow the development plan and plat amendment to proceed concurrently through the review process. Furthermore, as phase two buildings are constructed, the subdivision plat will be further amended to create the individual townhouse lots beneath each townhouse unit.

The applicant also is considering three or four voluntary changes to Pine Glades that would increase the amenities for the residents, but he has not yet finalized his plans on these items. If and when decisions are finalized to pursue these changes, an additional application would be submitted to incorporate these changes into the PUD.

We wish to avoid creating the impression that the multiple applications over the next few years is caused by a piecemeal and disjointed plan for completing Pine Glades. To avoid such an impression, we provided the Town departments a full description of all potential changes and then met with the Town departments to discuss them. The Town staff is able to review and comment on each of the Pine Glades applications with the full knowledge of all potential changes that may be proposed.

DESCRIPTION of PROPOSED CHANGES

The applicant proposes changes to the duplex S-1 that is being constructed on townhouse lots 13 and 14. The detailed description of the changes is listed below and illustrated on the attached site plan. In general terms, the 599 square foot garages that are included in each of the two duplex units will be converted to habitable floor area and two new exterior garages will be constructed. Below is a detailed description of these changes.

1. Add 2-car garage to east end of the duplex S-1.
 - a. Relocate 2 surface guest parking spaces from the east end of the duplex to the west side of the building.
 - b. Construct a deck over the space on the east end where the surface guest parking was to be located and add a hot tub on deck. The area below the deck where the former parking spaces were to be located will house mechanical equipment for the hot tub as non-habitable space.
 - c. Construct a new garage at the end of the driveway that serves the duplex S-1.
 - d. Add same stone veneer and stone cap to the new retaining wall that exists on the existing wall on the east end of S-1.

- e. Install avalanche fencing uphill of the new garage with a landscape screen as recommended by an avalanche report.
 - f. Convert existing 599 sq. ft. garage on townhouse lot 14 to habitable space. (2,812 sq. ft. of floor area is unallocated and available for the overall PUD.)
 - g. Add stone to eave on east and west ends of S-1 building where wood siding/shingles was planned. Add stone to columns in front of the S-1 building where wood siding was planned. (The wood siding on the columns of the existing buildings wick water.)
2. Add 2-car garage to west end of the same duplex S-1.
- a. One guest space relocated from the east side of the building will be adjacent to the new garage and the other relocated space will be adjacent to the driveway.
 - b. Construct a retaining wall at the head of the new garage and the relocated space adjacent to the garage
 - c. Convert the existing 599 sq. ft. garage on townhouse lot 13 to habitable space. (2,812 sq. ft. of floor area is unallocated and available for the overall PUD.)

RESPONSES to CHECKLIST

Development Program

The tables below detail the existing and proposed development.

DEVELOPMENT PROGRAM for PINE GLADES PUD	
Existing Approval	Sq. Ft.
Total Habitable Floor Area Allowed	76,855
Total Habitable Floor Area Constructed in Phase 1 and Allocated for Construction in Phase 2	73,986
Allowed and Unallocated Habitable Floor Area	2,869
Exempt from Floor Area Limitation	
Garages	15,182
Affordable Housing	12,366
Proposed Amendment	
Convert Garages in Units 13 and 14 to Habitable Floor Area and Construct New Non-habitable Garages	1,198
Remaining Allowed and Unallocated Floor Area after Amendment	1,671

FLOOR AREA in EXISTING PHASE 1 and UNBUILT PHASE 2 UNITS						
Existing Units – Phase 1				Future Units – Phase 2		
Lot	Habitable	Garage		Lot	Habitable	Garage
1	2,626	608		A-1	2,781	599
2	2,830	608		A-2	2,781	599
3	2,626	608		B-1	2,779	608
4	2,626	608		B-2	2,766	608
5	2,830	608		B-3	2,779	608
6	2,626	608		C-1	2,779	608
7	2,626	608		C-2	2,766	608
8	2,830	608		C-3	2,779	608
9	2,626	608		D-1	2,781	599
10	2,626	608		D-2	2,781	599
11	2,830	608		E-1	2,779	608
12	2,626	608		E-2	2,766	608
13	2,781	599		E-3	2,779	608
14	2,781	599				
Total	37,890				36,096	

Housing Mitigation

This nine affordable housing units constructed in phase one of Pine Glades accommodates any workforce housing requirement created by the conversion of two 599 square foot garages to habitable space and no additional affordable/workforce housing should be required. This is the result of applying both the past housing regulations that were in effect when Pine Glades was originally approved and the current housing regulations, if they were to be applied today to the Pine Glades PUD.

The current workforce housing regulations establish the concept of banked units that allows deed restricted units to be built with no associated housing requirement, and for up to 20 years after the units are constructed they can be credited against a workforce housing requirement. The nine affordable housing units in Pine Glades significantly exceeded the housing

requirement when the development was originally approved and these nine units also exceed the housing requirement that would be applied if the Pine Glades PUD were proposed today under the current regulations. The nine affordable housing units in Pine Glades equal 160% of the affordable housing requirement when the PUD was originally approved and they equal 236% of the workforce housing requirement if Pine Glades were proposed under the current housing regulations. Based on both the history of Pine Glades and how the current housing regulations would apply if Pine Glades was proposed today, the concept of banked units should apply to the existing affordable housing units that exceed the past and current housing requirements.

When Pine Glades was originally approved the Teton County Housing Authority commented that "TCHA staff are thrilled that the applicant is proposing housing at double the minimum requirement ... ," but then the TCHA corrected a math error in their calculations and acknowledged that Pine Glades contained affordable housing that was 60% above the requirement. They described this calculation as "great."

If Pine Glades PUD is subjected to today's housing requirements 4.05 workforce housing units would be required. This requirement is less than half of the nine affordable units that already have been constructed. Furthermore, this requirement of 4.05 units assumes all of the approved 76,798 square feet of floor area is constructed, the maximum floor area approved for the entire PUD. However, the existing phase one buildings and the approved but unbuilt phase two buildings total only 73,986 square feet, leaving 2,812 square feet of floor area that is allowed by the Pine Glades approval but not scheduled for construction. Under this calculation, the two 599 square foot garage conversions (which will be deducted from the 2,812 sq. ft.) are already included in the mitigation of 4.05 units. An additional housing requirement on top of 4.05 units would be a double requirement for the two garage conversions.

We have found no evidence in the Pine Glades planning file that suggests the extra affordable housing was required to obtain approval. In fact, the TCHA's review comments in 2008 described the extra housing as "voluntary affordable housing." The TCHA further praised the affordable housing plan because it directly responded to a need that was described in the town/county Housing Needs Assessment. This Assessment defined an issue in which many households did not qualify for affordable housing due to higher incomes but also did not have enough income to enter the housing market. The Assessment promoted the construction of housing that filled this niche and the TCHA complimented Pine Glades for doing so.

Furthermore, there is no evidence that suggests the over supply of affordable housing was needed entice the Town Council to approve the PUD. There is substantial evidence to the contrary. Pine Glades replaced a 16 lot single family subdivision that previously had gained sketch plan approval. A subdivision of single family house lots would have had significantly greater impact on the hillside than the Pine Glades townhomes. The Town Council's findings for approval established this fact a part of the basis for their 2008 approval. Pine Glades also contained less density than was allowed by the underlying zoning at the time of its approval. Furthermore, a tunnel was constructed to avoid Pine Glades traffic passing through the Pine

Drive and Wister Drive neighborhoods, and a commitment was made to record trail easements where neighbors had been hiking across the property with no legal access. In the terms of the LDR, hiking access to the USFS land, and traffic impact on adjoining neighborhoods, Pine Glades PUD was much more desirable than the alternatives that were allowed by right in the 2008 LDR.

Only if the conversions of the two 599 square foot garages are parsed out of the overall Pine Glades development and treated as a stand-alone development, as though they are unrelated to everything around them, can one claim a workforce housing requirement should be imposed. Such an approach would disallow the option of banked units applying to the voluntary affordable housing constructed as part of the original approval and disregard the fact that this housing is more than double the requirement under the current regulations if the Pine Glades PUD was proposed today.

Hillside Disturbance

The overall Pine Glades development has a Conditional Use Permit for hillside development and grading permits have been issued for each of the phase one buildings. The original Pine Glades developer over – excavated when preparing the site for development and created larger areas of disturbed ground than shown in the CUP. These areas of over – dig have been restored and reclaimed as the phase one buildings were completed. One of these areas of excavation exists to the west of the S – 1 duplex and is the location where the west side garage and one guest space will be located. (The other guest space will be adjacent to the driveway.)

A grading permit was issued for S – 1 that shows fill and retaining walls in this area of west side excavation. This grading plan is being amended to accommodate the garage, two surface parking spaces and a redesigned retaining wall on the west side of the building. The garage and deck on the east side of S – 1 will displace currently permitted development.

Updated Avalanche Report

Art Mears and Chris Wilbur prepared an avalanche report as part of the original proposal and they prepared a revised report as part of this proposal. During a site visit by Mr. Wilbur in April of 2018 it was discovered that the avalanche zone delineated in the 2008 proposal and approved on the original site plan was incorrect. The disbelief in this discovery launched six months of research to determine what happened when the original report was compiled.

It appears the initial improvement plans did not reflect the updated 2005 topographic data by Mears and Wilbur which was again updated in 2009 when the affordable housing was constructed. Consequently, it was discovered that not only is a 30 foot long avalanche mitigation fence required for the new garage that is proposed on the east side of the S – 1 duplex, but additional avalanche mitigation fencing is required for the eastern 30 feet of the S – 1 building which is under construction. Chris Wilbur has now designed and engineered a 13 foot high by 65 foot long avalanche mitigation fence that will be installed between 30 and 50 feet uphill from the back deck of the S – 1 duplex. (See attached plan.) The mitigation fence will be visually screened by spruce trees that will be planted downhill of the fence.

Miscellaneous Points on the Checklist

Review fees will be paid when they are known and the public notice will be posted on the property when public hearing dates are established. Also, a digital version of the application submittal is provided with this submittal.

Plat and Limited Common Elements

A future application will be submitted very soon after this amendment to the development plan that will vacate two Limited Common Elements from the subdivision plat. This application will be a partial plat vacation that will remove notes from the plat that presently designate Limited Common Elements on the east side of the S – 1 duplex for parking and a drive. New Limited Common Elements for the two new garages, guest parking and a deck/storage area will be created in a Supplemental Declaration, and not placed on the subdivision plat. Creating future LCE in the Supplemental Declaration will allow them to be modified, if necessary, without having to amend the subdivision plat. This partial plat vacation and the new Supplemental Declaration will be described in more detail when the partial plat vacation is submitted.

FINDINGS FOR APPROVAL

8.3.2. Development Plan - Findings for Approval of a development plan

1. *Is consistent with the desired future character described for the site in the Jackson/Teton County Comprehensive Plan.*

Pine Glades is legally vested and can be completed under the currently approved plans, but the PUD also complies with the 2012 Comprehensive Plan. The development is in Character District 6.1, which calls for the character of a low to medium density residential neighborhood with some pockets of multi-family development. Although Pine Glades is a PUD, it is developing at a density that complies with the underlying Suburban zoning that was in place when Pine Glades was approved. The Suburban zoning district permitted 2.9 units per acre; Pine Glades is developing at 2.3 units per acre.

The 2012 Plan also calls for consideration of clustered development with large areas of open space. Pine Glades is clustered with a lot coverage of 19% of the Base Site Area when 25% coverage was permitted when the PUD was approved. The Pine Glades development has 77% of the property in open space when only 70% was required. The Pine Glades PUD is significantly less impactful to the landscape than the subdivision of single – family lots that was initially approved for the property. The single family lot subdivision was an outright use in the Suburban zoning district when Pine Glades PUD was approved.

2. *Achieves the standards and objective of the Natural Resource Overlay (NRO) and Scenic Resources Overlay (SRO), if applicable.*

Neither the NRO nor the SRO apply to the subject property.

- 3. *Does not have significant impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMS facilities.***

When granting the original approval of Pine Glades in 2008, the Town Council agreed with the planning department's finding "that the proposed development will not have a significant adverse impact on public facilities beyond that of a use allowed by right within the zone. The applicant has proposed significant infrastructure improvements within and beyond the subject property." This finding remains applicable today as the numbers of units and bedrooms will not change from the initial approval.

- 4. *Complies with the Town of Jackson Design Guidelines, if applicable.***

This proposed change keeps the same design and materials as originally approved in 2008.

- 5. *Complies with all relevant standards of these LDRs and other Town Ordinances.***

The Town Council agreed with the planning department's conclusion in 2008 that the PUD complied with all relevant LDR standards and other town ordinances. This finding remains applicable today as the proposed revision does not lessen compliance.

- 6. *Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.***

Pine Glades is partially completed and is in substantial conformance with the 2008 approval as evidenced by the issuance of building permits for the 21 units and certificates of occupancy for the 19 completed townhouses in the development.

SUPPLEMENTAL ADDITIONS to DESCRIPTION of PROPOSED CHANGES

Item 1 g., in the section entitled Description of Proposed Changes, is expanded to read as follows.

1.g

Add stone to eave on east and west ends of S-1 building where wood siding/shingles was planned. Add stone to columns in front of the S-1 building where wood siding was planned. (The wood siding on the columns of the existing buildings wick water.)

While the windows will remain the same, they will no longer have grills in them. The limited wood siding under the drive isle and on the rear of the structure will be vertical instead of horizontal siding. Deck railings will be metal and horizontal instead of wood and vertical. These elevation changes respond to the difficulty in maintaining stained wood on this site and the preferences of the owner to upgrade the materials in the S – 1 building.

It should be noted that there are no design guidelines or regulations that prescribe the elevation design or materials for the buildings in Pine Glades, and therefore the Design Review Committee did not review the development. Nonetheless these changes deviate from the elevations that have been a part of the previous applications and approvals and therefore are included in this proposed amendment. Attached are two elevations that show the currently approved design and the proposed design.

Sagebrush Architectural Services
P.O. Box 624, 3083 Rangeview Drive
Jackson, Wyoming 83001
307-413-0056
sagebrusharch@gmail.com

March 25, 2019

Mr. Tyler Sinclair
Jackson/Teton County Planning Director
P.O. Box 1687
Jackson, WY 83001 Hand Delivered/Emailed

Re: Pine Glades PUD Development Agreement

Dear Tyler,

Please see the text written below describing the elevation changes presented in the DA-2 document submitted on 1/22/19 and previously discussed with your office.

SUPPLEMENNTAL ADDITIONS to DESCRIPTION of PROPOSED CHANGES

Item 1 g., in the section entitled Description of Proposed Changes, is expanded to read as follows.

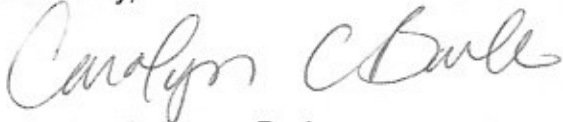
1.g
Add stone to eave on east and west ends of S-1 building where wood siding/shingles was planned. Add stone to columns in front of the S-1 building where wood siding was planned. (The wood siding on the columns of the existing buildings wick water.)

While the windows will remain the same, they will no longer have grills in them. The limited wood siding under the drive isle and on the rear of the structure will be vertical instead of horizontal siding. Deck railings will be metal and horizontal instead of wood and vertical. These elevation changes respond to the difficulty in maintaining stained wood on this site and the preferences of the owner to upgrade the materials in the S - 1 building.

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P.O. Box 624, 3083 Rangeview Drive
Jackson, Wyoming 83001
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Sincerely,



Carolyn Coleman Burke

Cc: John Tozzi
Bill Collins, Collins Planning Associates
Dave Meyers, Meyers Odett Construction

JMY Environmental Contracting

Avalanche Consulting, Education, High Angle Construction, Weather Instrumentation
PO Box 6559, Jackson WY 83002 • 406-570-3618 • Jamie.yount@dot.state.wy.us

September 23, 2007

Grand Homes of Wyoming
PO Box 11870
Jackson WY, 83002

Re: Pine Glades Development Avalanche Hazard

Dear Grand Homes of Wyoming:

The terrain and climate at the proposed Pine Glades development is susceptible to the threat of avalanches during the winter months. The landscape above the development consists of a steep forested slope (greater than 25°) that is typical avalanche terrain. The slope is covered with numerous 12"-18" diameter trees that act as natural snow anchors but with ample space for avalanche debris to flow around and through. The Swiss guidelines are the industry standard for avalanche hazard mapping and define 3 main hazard zones. The red zone (high hazard), the blue zone (moderate hazard), and the white zone (no hazard). According to the Swiss guidelines, the development is in the blue zone of the avalanche zoning plan. Blue zone avalanches are typically small and infrequent and can be addressed through site specific design and planning. Private homes are permitted in the blue zone if they are designed to resist avalanche forces or are otherwise protected by avalanche defense.

The avalanche climate of the development is driven by the cold and shaded North face of Snow King Mountain. North facing aspects at low elevations typically lead to a weak sugary snow pack. This weak snow, referred to as depth hoar, is a persistent weak layer that can form early in the winter and remain intact until spring. Depth hoar can produce natural avalanches during significant snow loading from storm events and is also susceptible to failure from rapid and prolonged warming events.

The avalanche risks and hazards at the site can be addressed through several different methods. Avalanche forecasting and control uses weather and snow pack information to evaluate the avalanche risk. When the hazard reaches a critical state the risk is then mitigated with explosive control work. Forecasting and control is not practical when protecting occupied structures but could be an effective mitigation technique during onsite construction. Slope stabilization with snow supporting structures in the avalanche starting zone is a standard practice in the European Alps to protect highways and infrastructure, but impractical in this application as extreme costs and construction on National Forest land would require an involved NEPA process. Cost effective and practical avalanche defense for this site should consist of a site specific avalanche hazard analysis prior to construction to provide design guidelines for any structures built in the blue zone. Common solutions for structural defense include building reinforcement for avalanche loads, building shape and orientation, and terrain modification to provide avalanche debris deflection and storage. Please contact me with any questions or concerns.

Jamie Yount
Meteorologist and Avalanche Specialist

ARTHUR I. MEARS, P.E., INC.

Natural Hazards Consultants

355 County Road 16
Gunnison, Colorado 81230
Tel/Fax: 970-641-3236
artmeaars@aimii.com

January 18, 2003

Mr. Sean O'Malley, P.E.
Rendezvous Engineering
Jackson, WY 83001
Fax: (307) 733-2334

Dear Sean:

I'm sending this letter at your request to provide more detail about building procedures within "blue" or "moderate-hazard" avalanche zones.

Blue zones are usually defined as intermediate-hazard avalanche areas between the more destructive or frequent avalanche of the "red zone" and the outer end of the design-magnitude avalanche areas¹. Therefore, within the blue zone avalanches have return periods between 30 and 100 (or 300) years and produce impact pressures of less than 600 lbs/ft² on flat surfaces normal to the avalanche flow². Residential construction is sometimes permitted within the blue zone if appropriate mitigation is used to protect property and persons. Mitigation will include the following steps which are taken through a cooperative by the avalanche engineering specialist, the structural engineer, architect, planner, and developer.

1. The dynamics (speeds, impact pressures, flow thickness) of the design-magnitude (100 or 300 year event) are computed using currently-accepted methods;
2. Building locations, sizes, shapes, and orientations are specified by the developer, land planner, architect or other interested party;
3. Loads on exposed building surfaces are computed by the avalanche specialist;
4. The computed loads are taken by a registered structural engineer, usually working closely with the architect, and the building is designed;
5. The final design must consider safety in the immediate area outside buildings.

The overall process is highly site-specific. It is never possible to provide "blanket" avalanche loads for an area, as these will vary considerably, depending on terrain and building details at each location. However, "blue-zone" areas are usually considered areas of "acceptable risk" because these areas have a) relatively infrequent avalanches (> 30-year return periods), thus persons outside do not have a high risk of encounter with avalanches, and b) produce avalanches where mitigation is technically feasible, from an engineering perspective. Overall planning of a subdivision should ensure that building avalanche mitigation on one lot does not increase the hazard on an adjacent lot.

Roads and subdivision streets are generally permitted where avalanches are not frequent, they typically avoid the "10-year" or shorter return period events because avalanche control is not usually done in subdivisions.

Sincerely,

Arthur I. Mears, P.E. (CO)
Avalanche-control engineer

¹ "Design-magnitude" avalanches usually have return periods of 100 to 300 years, depending on the particular jurisdiction.

² Uniform definitions for the blue zone do not exist in the United States, however several jurisdictions in the U.S. have defined avalanche red and blue zones in somewhat different ways.

Arthur I. Mears, P.E., Inc.
Natural Hazards Consultants
555 County Road 16
Gunnison, CO 81230
Tel/Fax: (970) 641-3236

March 20, 2005

Mr. Randy Schrouder
Summit Consulting
P.O. Box 6842
Jackson, WY 83002

RE: Avalanche exposure, Hagen Glades Subdivision

Dear Randy:

As requested and discussed during our site meeting on March 1, 2005, I have completed a site investigation and quantification of the design-avalanche dynamics at Hagen Glades Subdivision. I utilized the new topographic map prepared by you, personal knowledge of the local snow and avalanche climate, my field inspection of the avalanche path and building sites, and application of the Swiss avalanche-dynamics program, "AVAL-1D."

1. Terrain

The proposed building sites in the Subdivision are located on slopes of 15° to 20° below steep, forested slopes. Avalanches can begin within steep open areas near the top of the Snow King Ski Area, above 7,400 feet elevation and flow through the trees. Figure 1 is a March 1, 2005 photo of the relatively open,

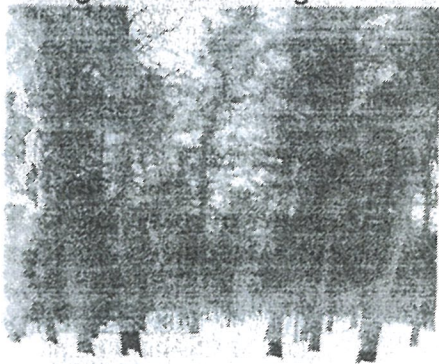


FIGURE 1

gladed terrain at the 7,000-foot elevation level, approximately 500 to 650 vertical feet above various building sites on Lots 12 – 16. The view in Figure 1 shows the numerous 12" – 18" diameter trees on the slope, but clearly indicate that ample space exists between the trees to enable avalanches to flow through them. Large avalanches will tend to keep moving on this slope because it is relatively steep (generally $> 25^{\circ}$) and will be a relatively smooth surface. A gully as much as 15 feet deep and 30-40 feet wide is located on the eastern edge of the avalanche path. This gully will contain the majority of the flow above approximately 6,700 feet elevation. However, below approximately 6,700 feet the gully

becomes narrow and gradually turns to the south west. It will not contain the remainder of the avalanche snow below 6,700 feet, where the buildings on Lots 12 - 16 will be located. Below the proposed subdivision, the gradient of the avalanche path gradually decreases to 10° or less.

2. Avalanche-Release Conditions

The steep terrain comprising the avalanche path, including the starting zone above 7,400 feet, receives extensive skier compaction. This stabilizes the snowcover and prevents avalanche release during the vast majority of conditions. Furthermore, heavy, sustained snowfall over 3 - 5 days at the 7,000 to 7,600 foot elevation of the upper avalanche path is rare and substantial amounts of snow will be intercepted by the forest cover canopy below the starting zone. Nevertheless, over the long period time generally considered in land-use planning and engineering applications¹, it must be assumed that a substantial new snow layer will accumulate in the starting zone faster than it can be stabilized by artificial methods such as skier use or explosive control of the slopes.

In the avalanche-dynamics analysis a new slab depth (measured vertically) of 0.60m (2.0 feet) was assumed for the 30-year avalanche and a new slab depth of 0.80m (2.6 feet) was assumed for the 300-year avalanche. This new snow slab was assumed to be deposited over a starting zone total area of approximately 1 acre between 7,630 and 7,450 feet elevation covering. The slab can release over the entire area simultaneously during the right conditions.

3. Avalanche-dynamics analysis

Computations indicate that avalanches with return periods of 30 to 300 years will have lost most of the volume and impact energy by the time the upper building sites on Lots 12 and 13 are reached. However, energy will be sufficient to impact the back wall of the upper houses. Design pressures have not been computed because site-specific design details are required prior to calculations. However, rough calculations² based on simplified building geometries suggest pressures of 50 - 200 lbs/ft² which would act over a height of roughly 10 feet. This pressure is sufficient to rupture portions of unprotected walls and break windows and doors. The energy decreases as the lower building sites are reached, but the flow height of the avalanche increases as snow dams up when the snow decelerates.

It must be noted that the above calculations assume the terrain as it currently exists. However, substantial cuts into the slope will be required to build in the

¹ A return period between 30 and 300 years is assumed in land-use planning and engineering applications in numerous North American and European sites. The 30 and 300 year avalanches have been assumed in analysis at Hagen Glades. Computations are based on these events.

² Site-specific analysis is required to specify load magnitudes and heights of loads. These can only be completed after building shape, orientation and positions are known.

locations shown. These cuts would store compressed snow behind and against the upper sites on Lots 12 and 13. The lower building sites on Lots 14-16 would also be exposed to avalanche impact. However, because substantially less avalanche velocity and energy would be available lower on the slope, impact pressures will be reduced. Furthermore, the proposed subdivision road will also be cut into the slope west of Lots 14 and 15 and would certainly stop some avalanche debris and dissipate some of the energy.

4. Recommendations

The following recommendations are based on the site inspection and analysis of this study:

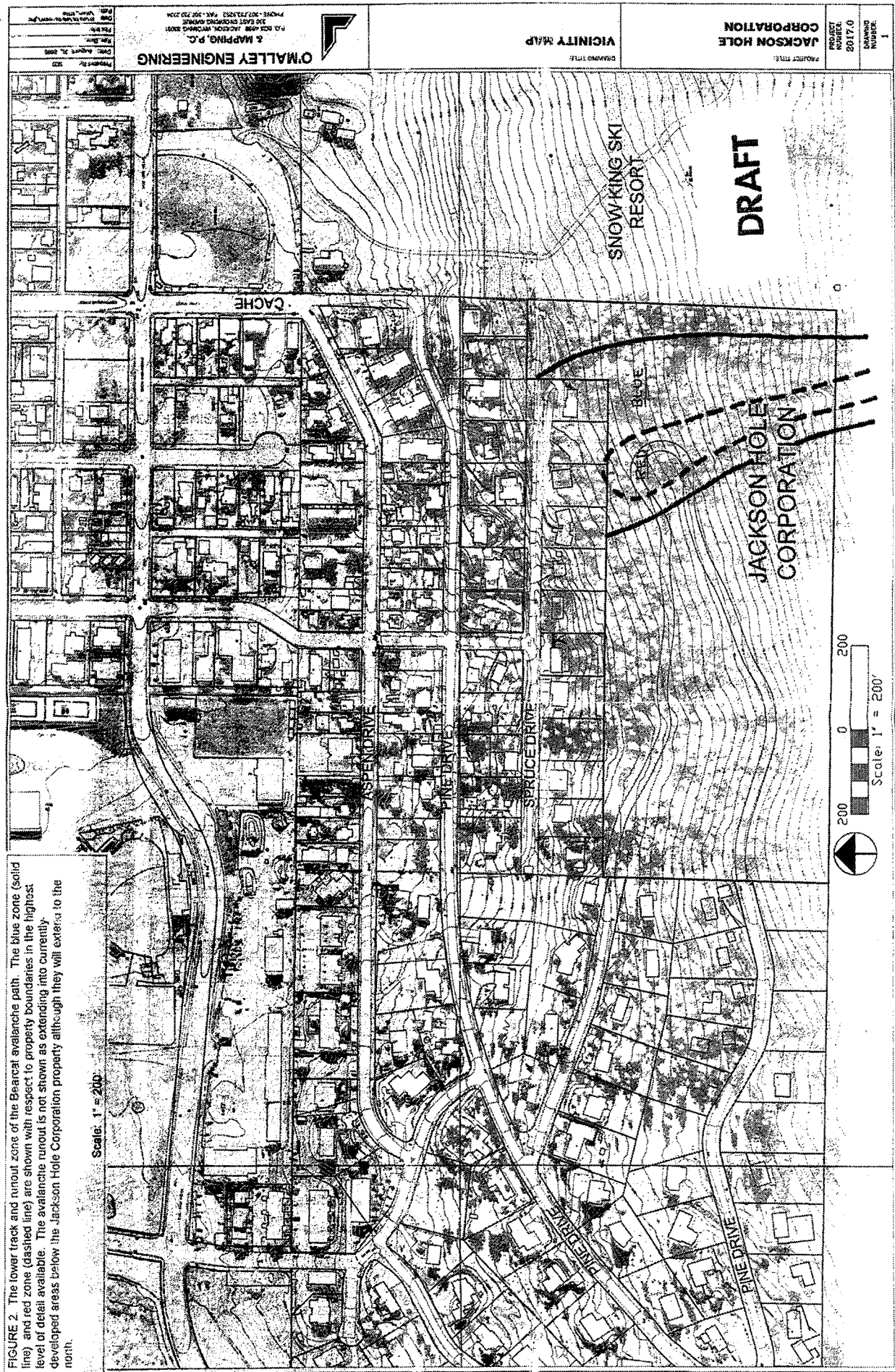
- a. Reinforcement for avalanche loads on buildings to be located on lots 12 and 13 should be incorporated in design.
- b. Proposed site contours of the access road and building sites must be provided as these will affect final avalanche loads.
- c. Building size, orientation and shape must also be provided as these will also affect loads.
- d. The storage of snow on the access road and behind buildings on Lots 12 and 13 may minimize or eliminate avalanche impact on buildings to be located on Lots 14 - 16.

4. Recommendations

Sincerely,

Arthur I. Mears

Arthur I. Mears, P.E. (CO)
Avalanche-control engineer



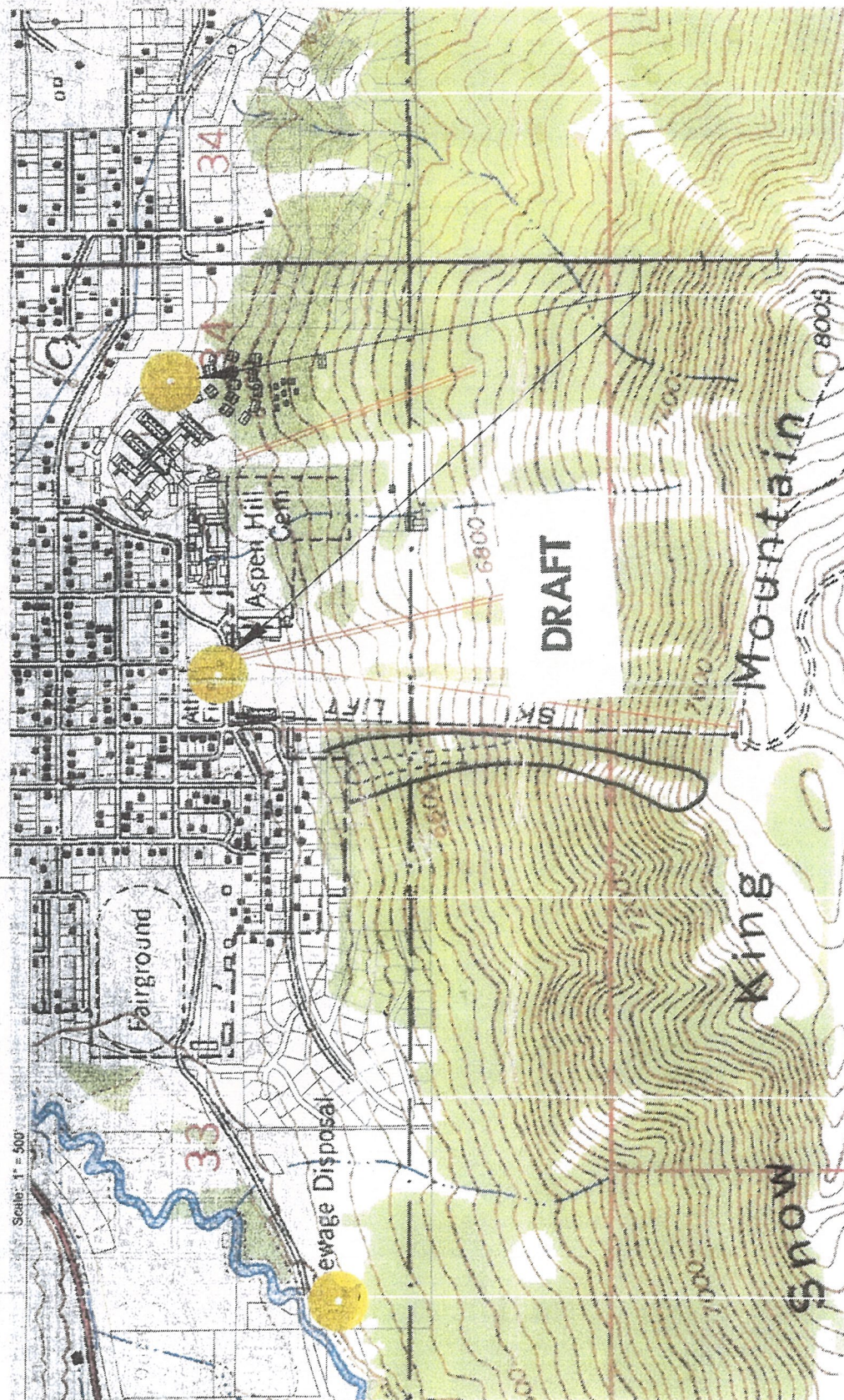
O'MALLEY ENGINEERING & MAPPING, P.C.
 310 EAST CHANDLER AVENUE
 SPOKANE, IDAHO 83402
 PHONE: (208) 325-1234 FAX: (208) 325-1234

VICINITY MAP

JACKSON HOLE CORPORATION

PROJECT TITLE
2017.0
DATE
1

FIGURE 1. The Bearcat avalanche path south of downtown Jackson and near the west end of the Snow King Ski Area. This map provides an overview which shows the starting zone, track, and a portion of the runout zone. The approximate location of the blue (moderate-hazard) zone is shown as a solid line and the red (high-hazard) zone is shown as a dashed line. Avalanche paths are not mapped beyond the boundaries of the Jackson Hole Corporation land although numerous additional avalanche paths do exist on this map.



WILBUR ENGINEERING, INC.

150 East 9 St., Suite 201 • Durango CO 81301
(970) 247-1488 • chris@mearsandwilbur.com

June 16, 2018

Dave Meyers
Via email

RE: Preliminary Design Criteria for Avalanche Barrier
Lots 13 and 14, Pine Glades
140 and 142 Pine Glades Drive, Jackson, Wyoming

Dave,

This letter describes design criteria for a flexible steel avalanche barrier intended to protect the residential duplex structure at the subject site. We have relied upon Sheet C1.1 of the Y2 Consultants Grading Plan to determine the structure location and elevation.

Limitations

1. The design criteria are for an approximate "100-year" (one-percent annual probability) size avalanche. Larger avalanches are possible and would likely result in damage to the barrier and possibly, the house. However, the proposed design would provide a very high level of protection for occupants, even for a larger avalanche.
2. The methods used to determine the design criteria meet the standard of care for avalanche science at this time and location. No warranty or guarantee of performance is made.
3. The design of the avalanche barrier system and its components is beyond the scope of this letter and must be provided by the supplier. We assume that Geobruigg will provide the barrier design and anchor and foundation loads.
4. The design of the post foundations and tension anchors is beyond the scope of this letter. We recommend that a qualified geotechnical engineer be retained by the owner or contractor for this task.

Avalanche Criteria

The following criteria are based on our site observations, avalanche dynamics analyses and experience with snow avalanches in this climate. The design criteria follow methods described in the following document:

Interaction of Flexible Rockfall Barriers with Avalanches and Snow Pressure, Geobruigg
Technical Documentation, S. Margreth and A. Roth, April 2008

Required retention capacity: 8 m³/m; assume k=10, very conservative

Impact Velocity: 4.7 m/s

Flow density: 300 kg/m³

Impact Pressure: 6.5 kPa

Impact height, d_{tot} = 0.6m (assume λ = 1.8)

Number of avalanches per design season: 1.0

Surface angle of avalanche deposit behind barrier: 20 degrees

Ground slope at barrier: 26 degrees

Storage capacity: 74 m³/m for a 4.0 meter tall barrier

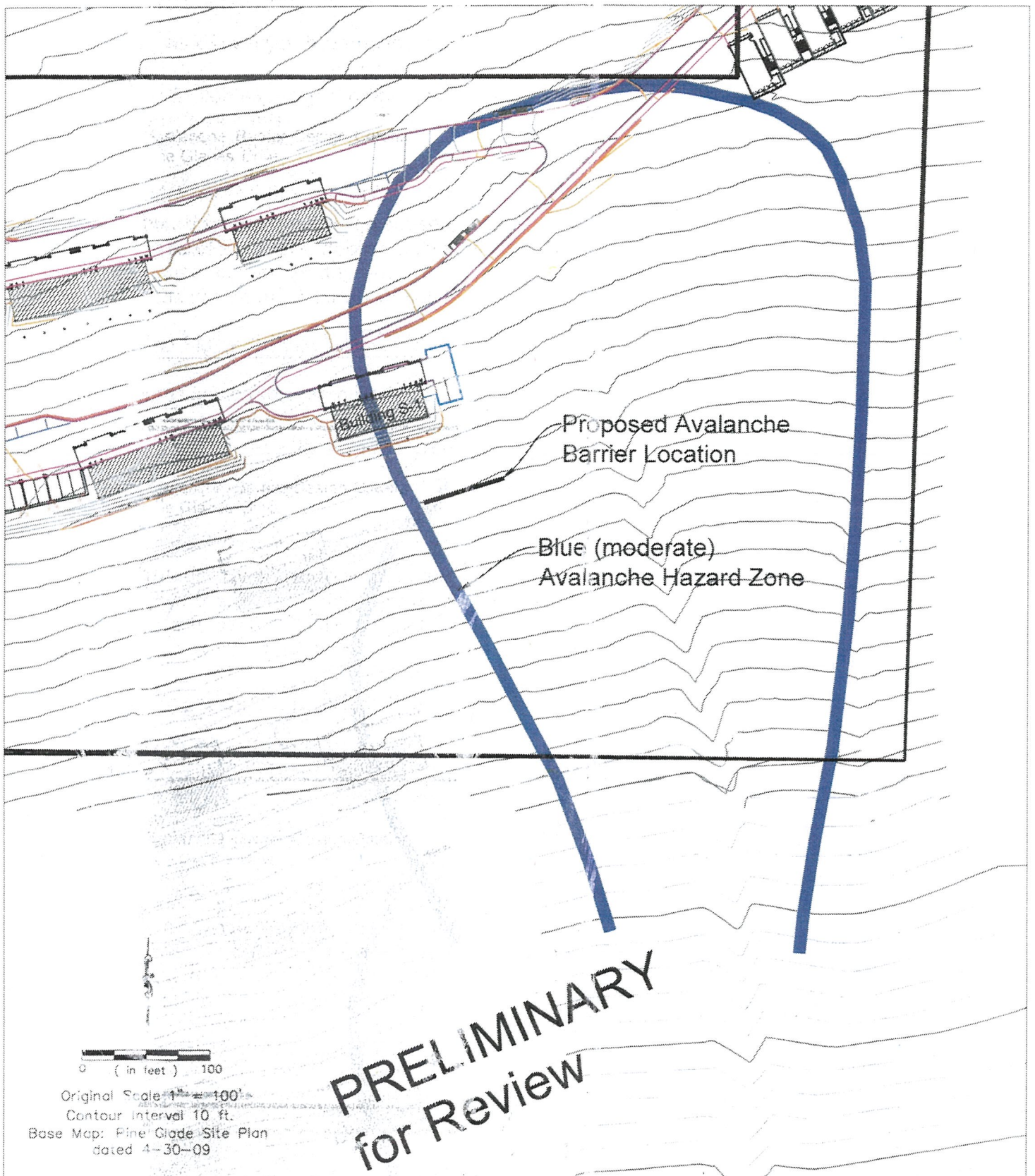
Figure 1 and Figure 2 show the barrier location.

Please let me know if you have questions.

Sincerely,
Wilbur Engineering, Inc.



Chris Wilbur, P.E. (Colorado)



Wilbur Engineering, Inc.
Arthur I. Mears, P.E., Inc.
June 16, 2018

Avalanche Map with Proposed Barrier
Lots 13 & 14, Pine Glades
Jackson, Wyoming

Figure
1

Locations in Arizona, British Columbia, California, Colorado, Florida, Georgia, Idaho, Kentucky, North Carolina, Ohio, Ontario, Oregon, Pennsylvania, Tennessee, Texas and Virginia.

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Wilbur Engineering, Inc.
150 E 9th St. #201
Durango, CO 81301
(970) 247-1488
www.mearsandwilbur.com



January 31, 2019

Dave Meyers
Via email

RE: Field Layout and Tolerances for Avalanche Barrier
Lots 13 and 14, Pine Glades
140 and 142 Pine Glades Drive, Jackson, Wyoming

Dave,

This letter describes design layout criteria and tolerance for a flexible steel avalanche barrier intended to protect the residential duplex structure at the subject site. This letter is based on our site visit and preliminary field staking on January 30, 2019, as well as information provided in our Design Criteria Letter dated June 16, 2018. The level of avalanche protection and limitations are also described in the June 16, 2018 letter.

Layout Criteria and Tolerances

1. The avalanche barrier must be located at least 25 feet (slope distance) above the building, 142 Pine Glades Drive
2. The barrier must be located within 50 feet of the building. Criteria 1 and 2 provide a 25-foot range to address site constraints, including access, trees and visibility.
3. The lateral end posts of the structure must be located within 3-feet (along contour) of the design criteria drawing in the June 16, 2018 letter.

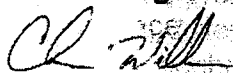
I have attached Figures 1 and 2 from the June 16, 2018 Design Criteria Letter for your convenience. The letter dated June 16, 2018 is described in the June 16, 2018 letter.

Field Observations and Materials Testing

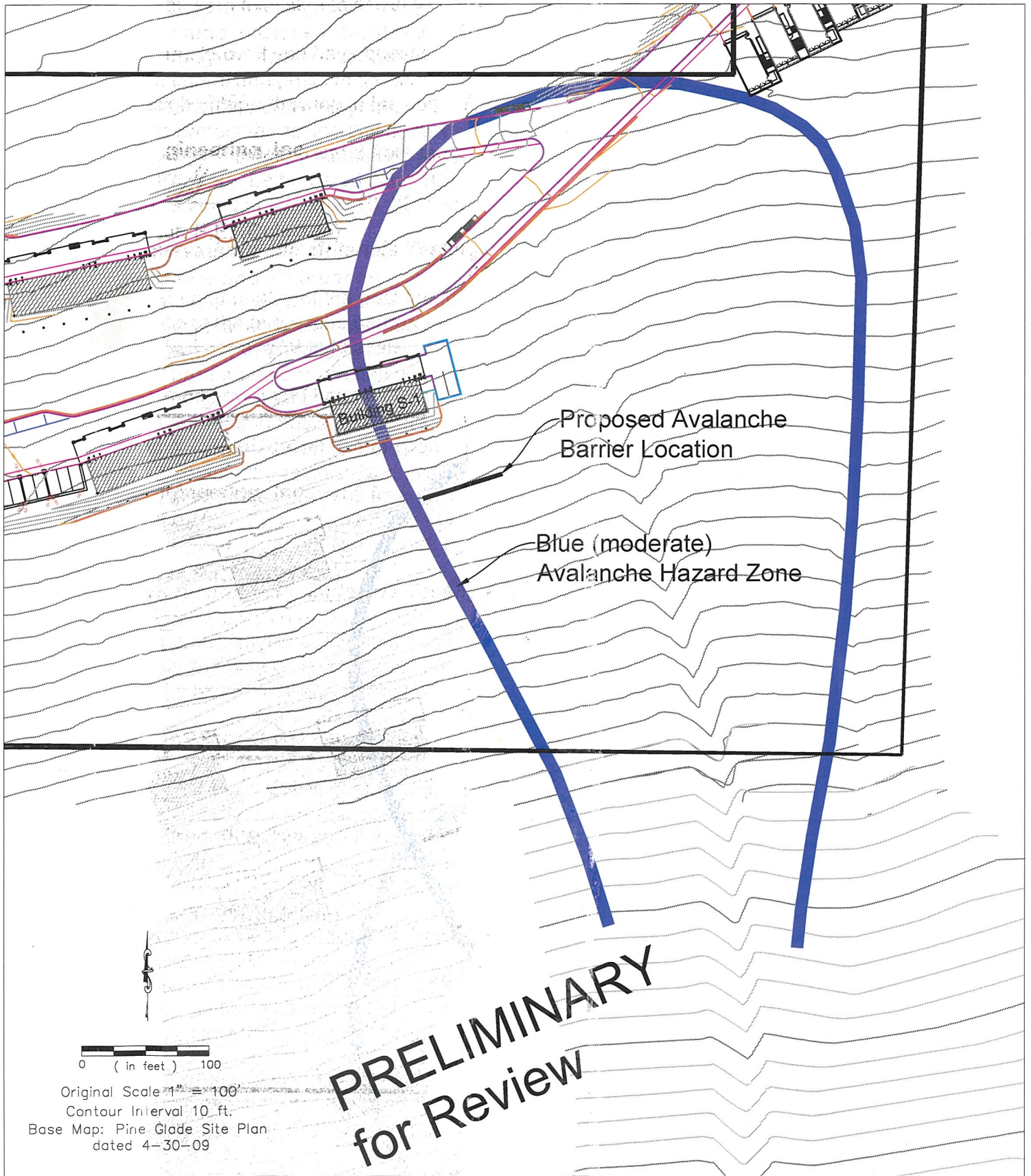
The strength and quality of the post foundations and tension anchors are critical to the performance of the avalanche barrier. I recommend careful documentation and testing of these components. I am available to assist you in developing a testing and field observations program.

Please let me know if you have questions.

Sincerely,
Wilbur Engineering, Inc.



Chris Wilbur, P.E. (Colorado)

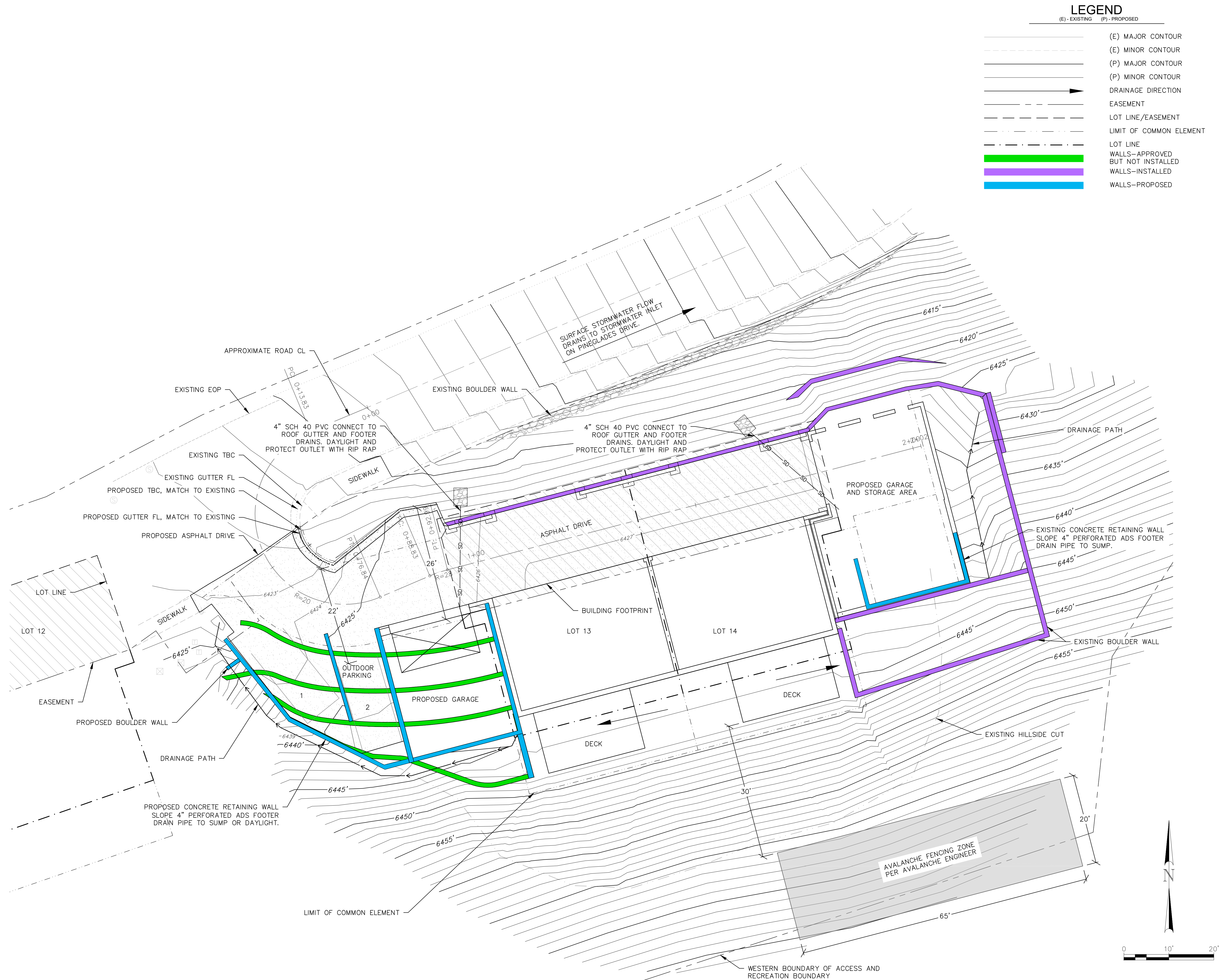


Wilbur Engineering, Inc.
Arthur I. Mears, P.E., Inc.
June 16, 2018

Avalanche Map with Proposed Barrier
Lots 13 & 14, Pine Glades
Jackson, Wyoming

Figure
1

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DATE	DRAWING SET TITLE
17-6-6	GRADING PLAN
2018-02-05	REV. 1
2018-02-07	REV. 2
2019-03-15	S1 REVISION
DRAWN BY: VAR	
CHECKED BY: VAR	JOB #: 17362

Y2

CONSULTANTS

ENGINEERING, SURVEYING & PLANNING
LANDSCAPE ARCHITECTURE, GIS
NATURAL RESOURCE SERVICES

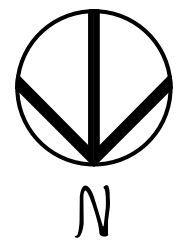
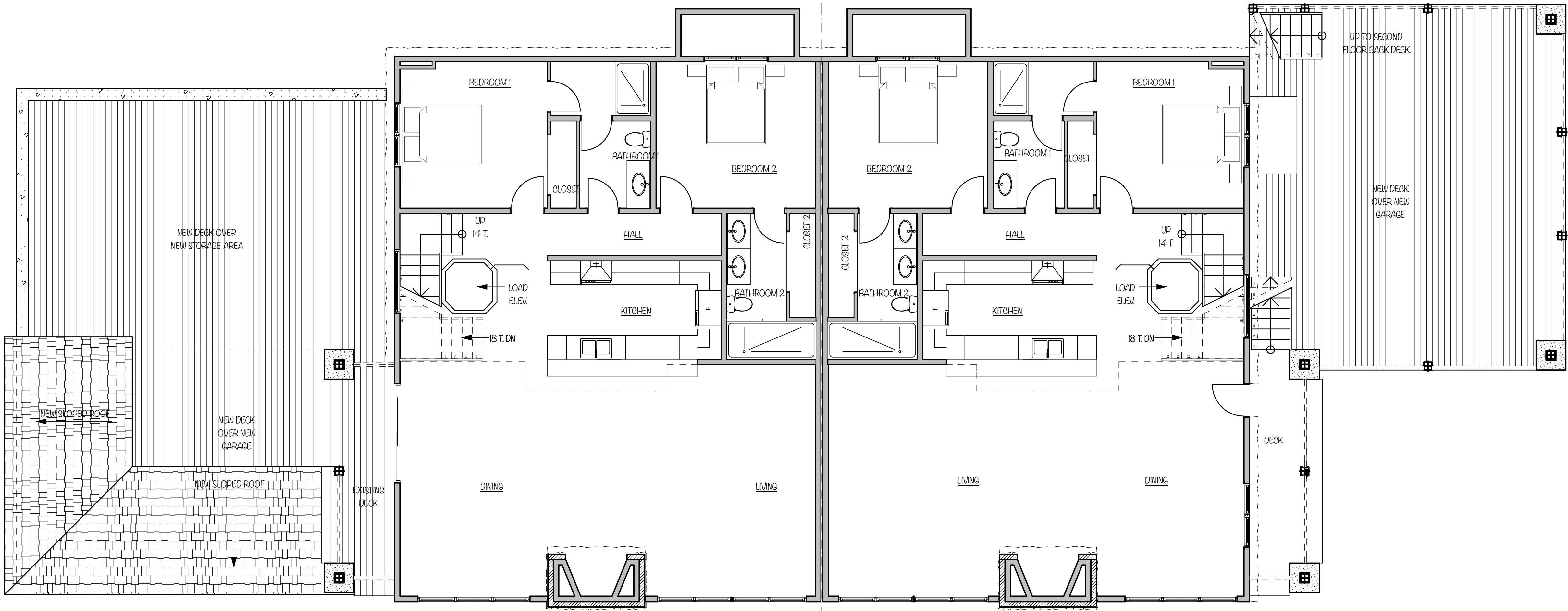
Y2consultants.com

307 733 2999

PINE GLADES LOTS 13 & 14
PINE GLADES DEVELOPMENT, LLC
140 & 142 PINE GLADES DRIVE
JACKSON, WYOMING

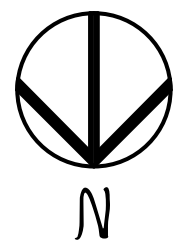
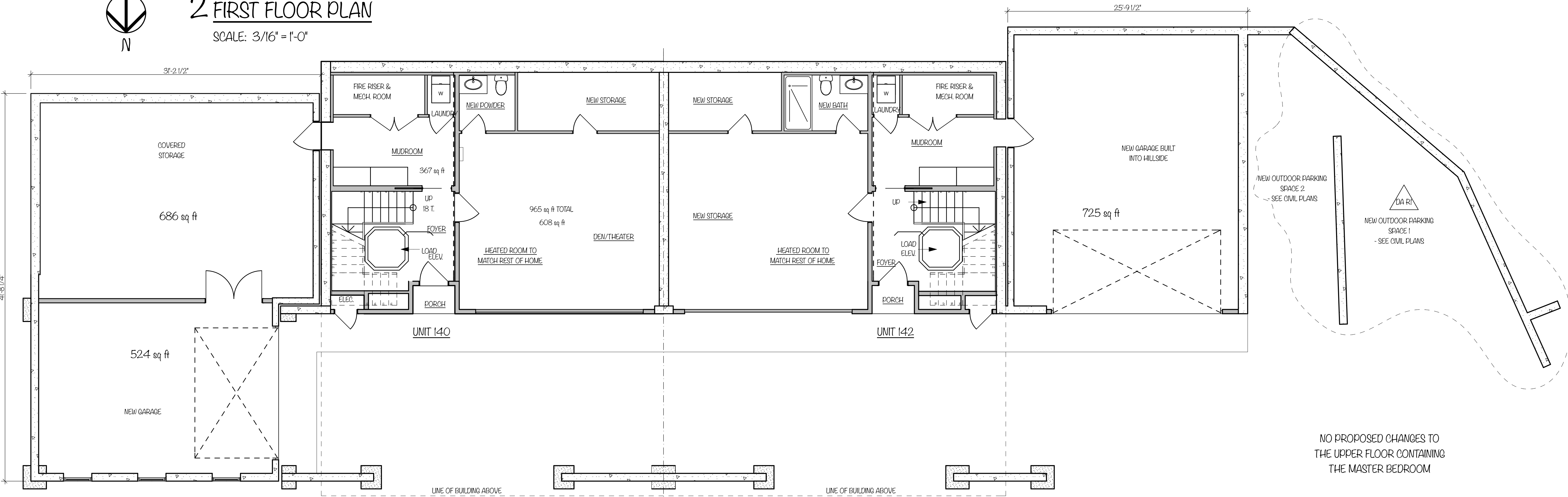
SITE PLAN

C1.1



2 FIRST FLOOR PLAN

SCALE: 3/16" = 1'-0"



1 BASEMENT/GROUND FLOOR PLAN

SCALE: 3/16" = 1'-0"

PINE CANYON, LLC
P.O. BOX 4741
JACKSON, WY. 83001
307-264-1777 C.

COLLINS PLANNING ASSOCIATES
P.O. BOX 7441
JACKSON, WY. 83002
307-690-4436 C.

SAGEBRUSH ARCHITECTURAL SERVICES
P.O. BOX 624
JACKSON, WY. 83001
307-413-0056 C.

MEYERS ODETTE & ASSOCIATES
P.O. BOX 267
MOOSE, WY. 83012
307-690-9547

Y2 CONSULTANTS, LLC.
P.O. BOX 2674
JACKSON, WY. 83001
307-733-2999

PLANNED UNIT DEVELOPMENT
TWO UNIT BUILDINGS
LOTS 13 & 14, LOT A, LOT D
PINE GLADES DRIVE & JESSICA LANE JACKSON, WYOMING

DATE/REVISION:

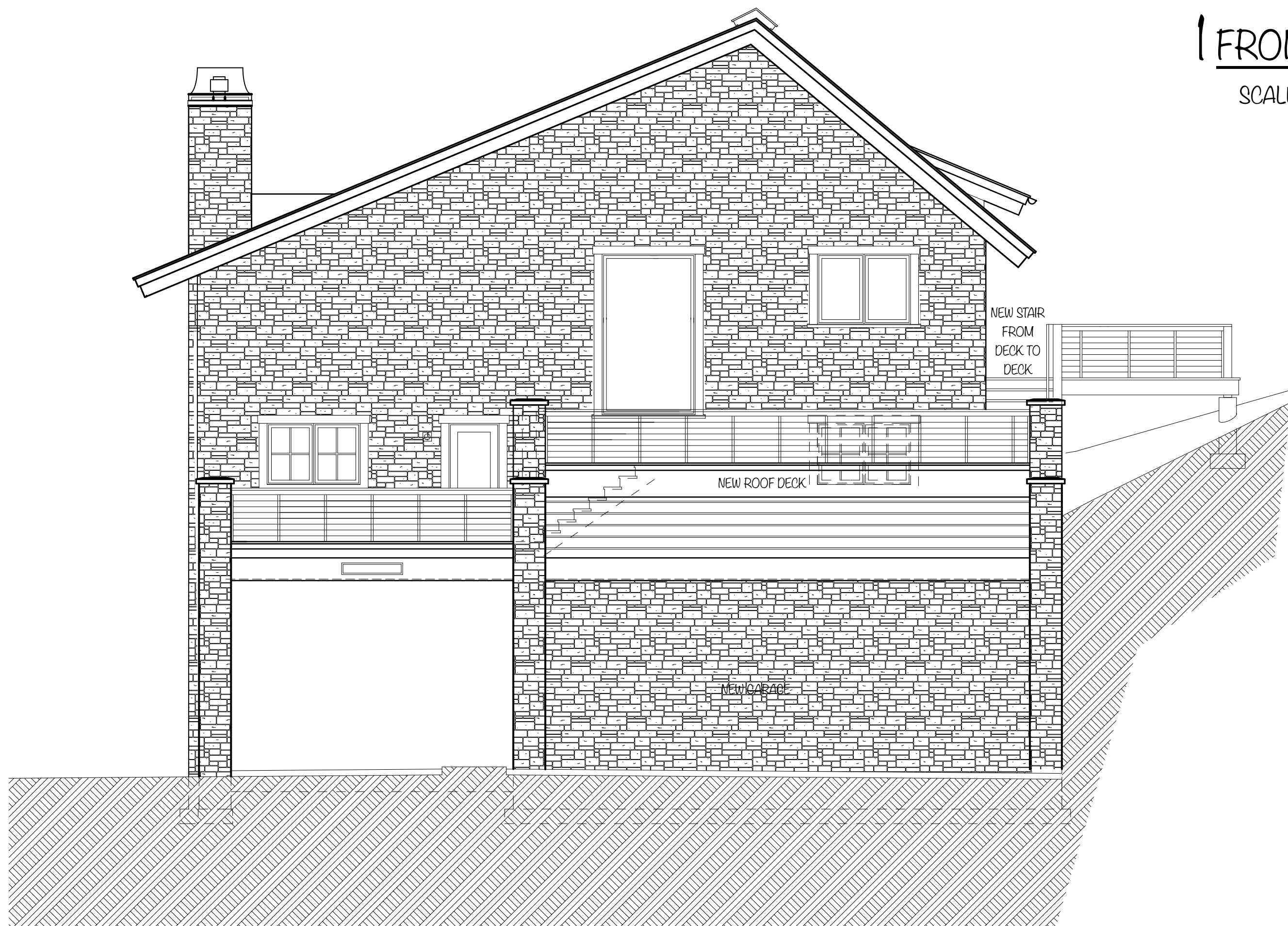
DEV. AMEND. 1/22/19

DEV. AMEND. RI 3/2/19

DEV. AMEND. RI 3/25/19

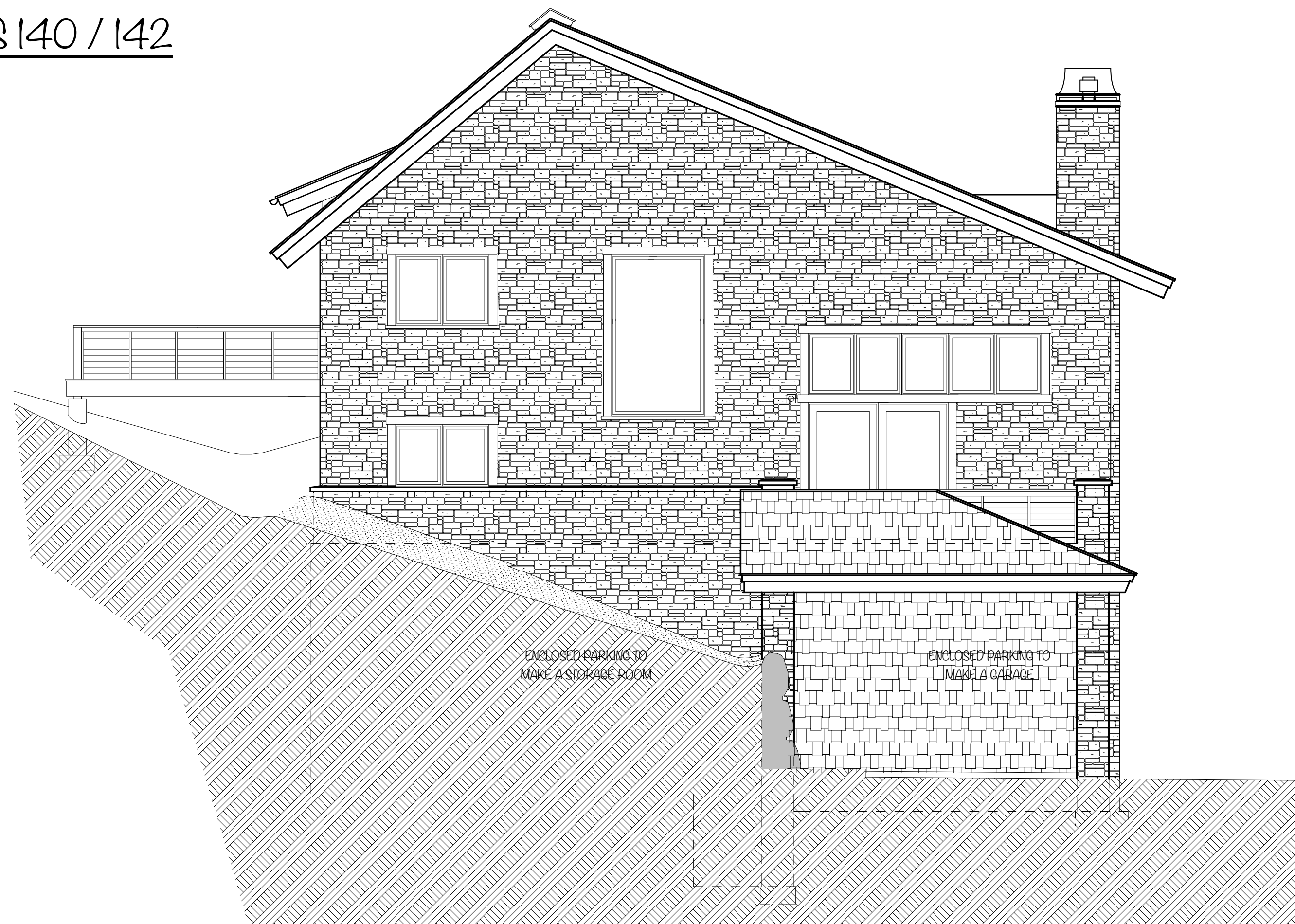
DA-1
PLANS

NO PROPOSED CHANGES TO
THE UPPER FLOOR CONTAINING
THE MASTER BEDROOM



2 SOUTH SIDE UNIT 142
SCALE: 3/16" = 1'-0"

1 FRONT SIDE UNITS 140 / 142
SCALE: 3/16" = 1'-0"



3 NORTH SIDE UNIT 140
SCALE: 3/16" = 1'-0"

PINE CANYON, LLC P.O. BOX 4741 JACKSON, WY. 83001 307-264-1777 C.
COLLINS PLANNING ASSOCIATES P.O. BOX 7441 JACKSON, WY. 83002 307-690-4436 C.
SAGEBRUSH ARCHITECTURAL SERVICES P.O. BOX 624 JACKSON, WY. 83001 307-413-0056 C.
MEYERS ODETTE & ASSOCIATES P.O. BOX 267 JACKSON, WY. 83012 307-690-9547
Y2 CONSULTANTS, LLC. P.O. BOX 2674 JACKSON, WY. 83001 307-733-2999
PLANNED UNIT DEVELOPMENT TWO UNIT BUILDING LOTS 13 & 14, LOT A, LOT D PINE GLADES DRIVE & JESSICA LANE JACKSON, WYOMING
DATE/REVISION: DEV. AMEND. 1/22/19
DA-2
ELEVATIONS

PINEGLADES
DEVELOPMENT, LLC.
970 WEST BROADWAY SUITE E
JACKSON, WY. 83001

SAGEBRUSH
ARCHITECTURAL SERVICES
P.O. BOX 624
JACKSON, WY. 83001
307-413-0056 C.

Y2
CONSULTANTS, LLC.
P.O. BOX 2674
215 E. SIMPSON ST.
JACKSON, WY. 83001
307-733-2999

JTEC
JUSTIN TATOSIAN
P.O. BOX
JACKSON, WY. 83001
307-699-1110

MEYERS
ODETTE &
ASSOCIATES
P.O. BOX 267
Moose, WY. 83012
307-690-9547

PINE GLADES SI
TWO UNIT BUILDINGS
LOTS 13 & 14, 140 & 142
PINE GLADES DRIVE
JACKSON, WYOMING

DATE/REVISION:
PERMIT 9/23/16
REVISION #1 10/17/16
AMDEND/REV #2 5/31/17
AMDEND/REV #3 12/8/17

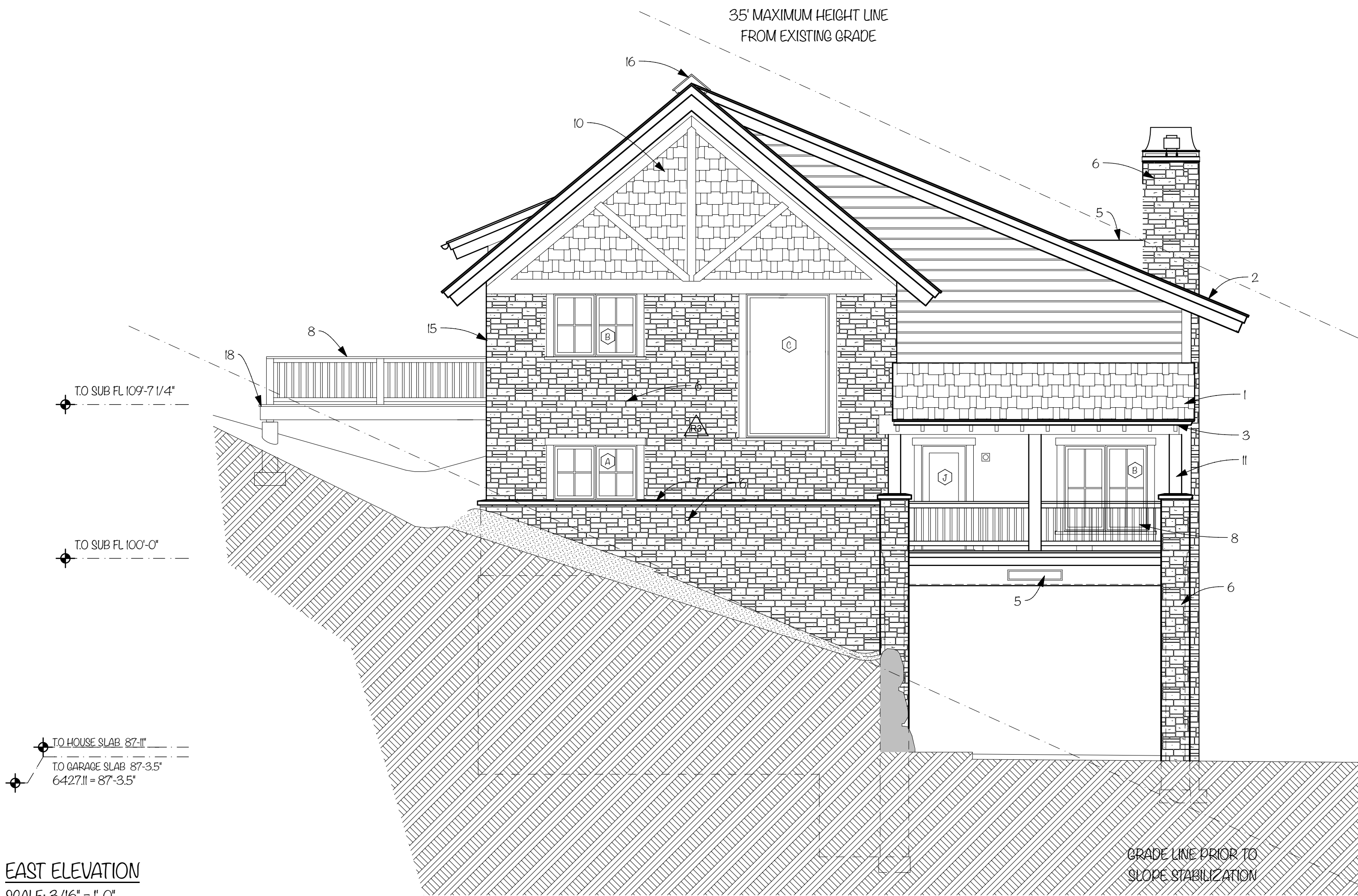
A6
ELEVATIONS



AMENDMENT NOTES:
APPROVED AMENDMENT INCREASED HABITABLE FLOOR AREA ON FIRST FLOOR LEVEL OF DUPLEXES BY 100 SQFT BY ENCLOSED THE FRONT RECESSED PORCH AND A PORTION OF THE SIDE PORCH. THE FOOTPRINT OF THE STRUCTURE DID NOT CHANGE. AN ELEVATOR WAS BEING ADDED IN THE STAIR WELL/FOYER AREA. THE FRONT GABLE DORMER WAS ELIMINATED. SHEETS EFFECTED BY THESE CHANGES ARE KEYED WITH AN ASTRIX (*) IN DRAWING INDEX.

REVISION NOTE R3 12/8/17:
EXTERIOR SIDE WALLS WERE CHANGED TO ALL MASONRY FINISH

1. CLASS "A" COMPOSITE ASPHALT ROOFING AT ALL LOCATIONS.
2. 2X FASCIA AND METAL DRIP EDGES.
3. EXPOSED RAFTERS AND T&G DECKING OF TYPE IV HEAVY TIMBER CONSTRUCTION.
4. COPPER SHroud AND SPARK ARRESTOR PER IMLUC.
5. CHIMNEY CRICKET.
6. STONE VENEER.
7. STONE LEDGE.
8. GUARDRAIL AT 42" AFF.
9. HORIZONTAL WOOD SIDING.
10. CEDAR SHINGLE SIDING.
11. HEAVY TIMBER COLUMNS.
12. WOOD TRIM BLOCK FOR LIGHT FIXTURE, TYP.
13. MAXIMUM CLEARANCE SIGN.
14. METAL PANEL SIDING.
15. 2X CORNER BOARDS.
16. RIDGE VENTING.
17. PRIVACY SCREEN.
18. WOOD DECK.
19. MISC. MECH VENTS.



1 EXTERIOR ELEVATIONS
SCALE: 3/16" = 1'-0"

EAST ELEVATION
SCALE: 3/16" = 1'-0"

From: [Laura Bonich](#)
To: tstolte@jacksonwy.org; [Tyler Valentine](#); [Audrey Cohen-Davis](#); [Jim Woodmencey](#); [Town Council](#); [David DeFazio](#)
Subject: P19-018 Development Plan Amendment for Pine Glades
Date: Wednesday, March 27, 2019 1:27:53 PM
Attachments: [image_png.msg](#)

Tyler,

As you know we do not believe that Pine Glades was given the right by the Town of Jackson to prohibit all public access through Pine Glades (from Pine Drive to Snow king).

The historical access to the national forest trails and the access from Pine Drive through to Snow King and Phil Beaux park which has existed for 30+ years was recently cut off by the Pine Glades project.

No additional discretionary approvals should be granted to the developer until this issue is resolved.

Pine Glades has posted No Trespassing signs and constructed retaining wall landscaping to prohibit pedestrian access on the road through the project. We have asked repeatedly that the Town resolve this issue and allow pedestrian access as was agreed to by the developer at the public meetings in 2008.

In addition all of the residents in Pine Glades and their cleaners and property managers and landscapers and construction workers and UPS and Fed EX have been using Pine Drive as their primary access consistently over the past 2+years. This is specifically prohibited by the project approvals. Pine Drive access is limited to emergency vehicles. Pine Drive has limited sight distance, no sidewalks and was never intended for the volume of traffic that is using it daily.

I have attached a photo of the current "gate" access at Pine Drive which recently replaced 2 orange cones (which can usually be found pushed to the side).

Please have the project remove the no trespassing signs. Please have the project prohibit private vehicle access from Pine Glades to Pine Drive per the project requirements. Please have the project commit to allowing non vehicular access on the Pine Glades road from Pine drive to Snow King as agreed to by the original developer as part of gaining approval for the project. Please post a sign at the Pine Drive project boundary facing the project that says No Private Vehicle Access to Pine Drive.

image.png



--

Laura Bonich, PE, LEED AP
645 Pine Drive
Jackson Wy 83002
775-340-5346
lauraabonich@gmail.com

From: [Tyler Sinclair](#)
To: [Tyler Valentine](#)
Subject: Fwd: Pine Glades Drvie
Date: Monday, April 01, 2019 2:02:04 PM

Begin forwarded message:

From: david lloyd <dglloyd2000@yahoo.com>
Date: April 1, 2019 at 11:57:06 MST
To: <tsinclair@jacksonwy.gov>
Subject: Pine Glades Drvie

Mr. Sinclair,

We are residents at 222 Pine Glades Drive. We understand that the Pine Canyon developer has submitted a request for a variance that will be discussed at a Planning Commission hearing April 3 and at Town Council on April 15. We also know that a letter was submitted to you recently from Laura Bonich, a resident of Pine Drive. I'd like to respond to that letter with a couple of clarifications that I do not believe were represented in her correspondence.

First, it seems that the issue of public access to Pine Glades Drive has caused confusion. It has always been our understanding that the access from Pine Drive to Pine Glades is restricted to emergency vehicles and times approved by the Town in advance for particular reasons (i.e. road closures due to construction or events). While it is correct that the access point currently has only a wooden horse, as shown in the picture Ms. Bonich attached to her correspondence, that has only been there since a temporary chain link fence was destroyed by Town plows during snow plowing on Pine Drive due to our record February snowfall. Prior to the temporary chain link fence, a gate was in place which was destroyed by an automobile in October 2018. The gate had been put there during the summer of 2018. Prior to the gate, another permanent barrier existed and before that a locked chain was in place. As a resident, I did not have the ability to raise the gate, or unlock the chain, which are separate safety issues. The claim that Ms. Bonich makes saying this entrance has been "used as their primary access consistently over the past 2+ years" is untrue. In fact, there have been no new units built or occupied in almost 3 years thus it would seem unlikely that any increase in traffic on Pine Drive would have been caused by Pine Glades residents.

Second, although I don't claim to understand all of the history and ongoing discussions regarding pedestrian access to Pine Glades Drive, I can tell you that when the gate / fence has not been in place, we have a great deal of pedestrian and dog traffic on our street. In addition to trespassing on private property, my biggest issue is I haven't ever seen the dogs leashed and they have been aggressive to both humans and residents' dogs on numerous occasions.

Additionally, I have never witnessed the owners clean up after their dogs, leaving numerous piles of excrement on our driveway. I'm sure neither you, nor the residents of Pine Drive, would appreciate the same in their driveway!

Finally, it seems to me that access to our private drive creates a liability issue that I, as an owner and resident, am unwilling to assume. If someone who isn't a resident gets injured on our private property, are they willing to waive liability? If I slip and get injured on Pine Drive, they aren't liable for my injury. It doesn't make sense to me.

I understand that access to the trail system was promised in consideration for the development's approval 10+ years ago. While I don't have first hand knowledge of exactly what was promised, and I haven't been able to find any documentation supporting this claim, it seems that this may be a reasonable solution to the access issue.

Thank you for taking our point of view into consideration.

Sincerely,

Janine and David Lloyd

From: [Tyler Sinclair](#)
To: [Tyler Valentine](#)
Subject: FW: Concerned Pine Glades Resident
Date: Monday, April 01, 2019 7:12:06 AM

FYI

From: James Wong <jamesj242003@gmail.com>
Sent: Saturday, March 30, 2019 5:15 PM
To: Tyler Sinclair <tsinclair@jacksonwy.gov>
Subject: Concerned Pine Glades Resident

Dear Mr. Sinclair,

I'm writing you as a concerned citizen. Having resided in the Pine Glades Development since 2010, my wife and I have witnessed many construction improvements over the years on lands formerly heavily forested with dirt hiking path(s).

I am aware of a complaint made to the Town of Jackson Planning Committee that has surfaced from a Pine Drive resident regarding access to a private property occupied by the Pine Glades Development (now known as Pine Canyon).

My specific concerns relate to 1) trespassing by non-residents 2) unleashed dogs defecating on Pine Glades property without any clean-up at all 3) bicycle traffic from non-residents and 4) vehicles driving at higher than acceptable speeds, etc.

I have personally witnessed pet owners from Pine Drive allowing their dogs to roam freely and defecating on Pine Glades Drive, without any cleanup. I have had to cleanup a couple of times right in front of my unit. Because there is no real buffer zone between the roadway and my front door, a couple of teen bicyclers from Pine Drive, weaving in and out of the main roadway and the canopy roadway, almost ran me down when I exited my front door. Over the years, I have also witnessed many vehicles driving at much higher than safe speeds when the west gate was opened.

As I recall, a hiking path was specifically installed by the Pine Glades Development as an off set for having developed onto the Pine Glades footprint. This hiking path was specifically installed as a thoroughfare to enable any and all Pine Drive residents to continue hiking the Snow King area uninterrupted. Having installed this new hiking path should not suddenly entitle Pine Drive Residents to trespass through Pine Glades Drive, which is private property. As a Pine Glades resident, I'd prefer no one trespassing on my property anymore than Pine Drive Residents **would like me trespassing onto their private properties.** If Pine Drive Residents are granted access to roam freely through the Pine Glades Development (which they already do without permission), does that mean the Town of Jackson will also be assuming all liability obligations for any and all injuries sustained to individuals while trespassing on the Pine Glades Development?

In all candor, absent the Pine Glades Development, the Pine Glades Drive roadway and the tunnel **simply would not exist.** Instead, only a dirt hiking path would exist and snowed over during the

winter months. Given that, would any Pine Drive Residents want to hike the former dirt path? I seriously doubt it. The truth is that some Pine Drive Residents want to use Pine Glades Drive instead of the new hiking path because it is now convenient to do so because of the upgrades and improvements made to formerly forested lands that all Pine Glades Residents had to pay to have erected and improved. In truth, Pine Drive Residents still have the ability to hike Snow King today (as a result of the hiking path installed by Pine Glades), as they did before the Pine Glades Development was constructed.

If Pine Glades Drive is approved as a public thoroughfare, I hope the Town of Jackson is also willing to assume all the obligations for snow removal, street cleaning and also road repairs, which I and all Pine Glades Residents alone must pay dearly each month for its upkeep. Otherwise, I hope the Town of Jackson truly upholds the rule of law associated with "Private Property", but not enforce it arbitrarily because a complaint has surfaced. Indeed, if Private Property Owners are not afforded any protections, I should have the right to indiscriminately trespass on anyone's private property to hike, bike, drive and/or have my dog defecate there without consequences, simply because I am displeased with the property owner's land blocking my direct access to a wilderness area beyond. I sincerely and genuinely hope that is indeed not the case.

Respectfully,
James and Lucy Wong
242 Pine Glades Drive
Jackson, WY 83001
jamesj242003@gmail.com
Cell: 908-295-2759

From: [Jim Woodmencey](#)
To: [Tyler Valentine](#)
Cc: [Laura Bonich](#); tstolte@jacksonwy.org; [Audrey Cohen-Davis](#); [Town Council](#); [David DeFazio](#)
Subject: Re: P19-018 Development Plan Amendment for Pine Glades
Date: Tuesday, April 02, 2019 8:42:44 AM

Tyler,

Thanks you for the clarification on the upcoming meeting on April 3rd.

I echo Laura and Davids concerns and hope that the Town Planning Commission and Town Council would not grant any further revisions to the original development plans at Pine Glades/Canyon or allow any new construction to commence until the issues of pedestrian access across the property and a re-installation of trail access from the property to Shade Monkey are resolved.

Please add my comments to the public record.

Regards,
Jim

Jim Woodmencey, meteorologist
MountainWeather
PO Box 2221
Jackson, WY 83001 USA
307-739-9282 Office
307-690-9282 Cell

www.mountainweather.com

On Mon, Apr 1, 2019 at 2:06 PM Tyler Valentine <tvalentine@jacksonwy.gov> wrote:

Laura,

Thank you for the comments, I will certainly include these into the public record and in the Planning Commission and Town Council packets.

I had a conversation over the phone with one of your neighbors last week which was centered around gate and trail access issues.

If I can take a moment, I would like to share what we discussed. The application that was publically noticed (P19-018 Development Plan for modifications to an existing duplex), is set to go before the Planning Commission on April 3rd and Town Council on April 15th. The second application that was not publically noticed, and isn't required to, is a Development Agreement (P18-342) which is required prior to any work on Phase II, Jessica Lane.

Planning staff has determined that compliance items (gate/trails) will be addressed with the Development Agreement as the agreement stipulates the required improvements and associated bonding for private and public improvements. Staff found that this was the appropriate application for the Town and applicant to resolve all matters related to trails access and the gate. The proposed Development Agreement allows infrastructure improvements on Jessica Lane necessary prior to any future construction of phase 2. Staff was hoping to have both applications at Town Council on the same night, but the applicant needs additional time to compile information related to compliance issues. Town staff will be notifying Pine Drive residents of when the Development Agreement is set to go before Council.

It is important to the Town to address issues surrounding the gate and trail access at this time. I understand your frustrations and you are more than welcome to express these when the Development Plan application is presented to Town Council. Ultimately Council will make the final decisions, but I wanted to provide some clarity on the two applications and where certain items will be addressed. The Staff Report for the Development Plan is available online (<https://jacksonwy.civicclerk.com/Web/Player.aspx?id=296&key=-1&mod=-1&mk=-1&nov=0>) and the application files are available for public review in the Planning Office at any time.

If you would like to discuss or have further questions, please call me directly at 733-0440 x1305.

-Tyler V

From: Laura Bonich [mailto:lauraabonich@gmail.com]

Sent: Wednesday, March 27, 2019 1:29 PM

To: tstolte@jacksonwy.org; Tyler Valentine <tvalentine@jacksonwy.gov>; Audrey Cohen-Davis <acohendavis@jacksonwy.gov>; Jim Woodmencey <jim@mountainweather.com>; Town Council <electedofficials@jacksonwy.gov>; David DeFazio <david@defaziolaw.com>

Subject: P19-018 Development Plan Amendment for Pine Glades

Tyler,

As you know we do not believe that Pine Glades was given the right by the Town of Jackson to prohibit all public access through Pine Glades (from Pine Drive to Snow king).

The historical access to the national forest trails and the access from Pine Drive through to Snow King and Phil Beaux park which has existed for 30+ years was recently cut off by the Pine Glades project.

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In addition all of the residents in Pine Glades and their cleaners and property managers and landscapers and construction workers and UPS and Fed EX have been using Pine Drive as their primary access consistently over the past 2+years. This is specifically prohibited by the project approvals. Pine Drive access is limited to emergency vehicles. Pine Drive has limited sight distance, no sidewalks and was never intended for the volume of traffic that is using it daily.

I have attached a photo of the current "gate" access at Pine Drive which recently replaced 2 orange cones (which can usually be found pushed to the side).

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image.png



--

Laura Bonich, PE, LEED AP

645 Pine Drive

Jackson Wy 83002

775-340-5346

lauraabonich@gmail.com

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April 2, 2019

Mr. Tyler Sinclair
Director of Planning & Building
Town of Jackson
P.O. Box 1687
Jackson, WY 83001

Dear Mr. Sinclair,

I reside at 164 Pine Glades Drive. I'm writing in response to Laura Bonich's letter to you describing her desire for public access through our private community of Pine Canyon. I'd like to share a bit of my experiences.

In the past three years, I have witnessed and tolerated the following during all of our 'phases of fencing' at our West gate:

- trespassers walking, running, riding bikes, nordic skiing and downhill skiing down our drive

- cars and trucks driving at very unsafe speeds...we don't have much wiggle room up here to avoid them. One wrong unsuspecting turn and I or my dog could be mincemeat.

- trespassers walking their dogs unleashed...large dogs, medium dogs, small dogs..many dogs urinating and defecating massive piles on our property without the owner having even a fleeting notion of picking it up.

- families using our drive and property like a park with small children running, or in baby strollers., usually with dogs in tow...all presenting huge and unnecessary liabilities.

I have a small dog I walk within our property with the proper cleanup...it is simply not right that I have to deal with stray dogs charging up to me. There are persons on Pine Drive who let their dogs out without supervision and of course they come to our community and use it like one big elimination ground.

Sure, I would love to walk straight down the hill from my front door through the homes below us, right through their private yards and drives for a more direct path to get to Town or Snow King rather than the curvy tunnel. So it's preposterous that Ms. Bonich or any others feel entitled to do the same through our private property.

Thank you for your time, consideration of my comments and for your kind service to our community.

Linda Damiano

164 Pine Glades Dr.
P.O. Box 1371
Jackson, WY 83001
307.201.1071

From: [Laura Bonich](#)
To: [Town Council](#); [Jim Woodmencey](#); [David DeFazio](#); [Tyler Valentine](#)
Subject: Pine Glades P19-018
Date: Friday, April 05, 2019 10:38:55 AM
Attachments: [image.png](#)

Council Members,

I will not be able to attend the Council meeting on April 15. I will be traveling out of town for work. I attended the Planning Commission meeting and appreciate the diligent work of staff and support of the Planning Commission to add a condition of approval requiring the Developer of Pine Glades to resolve the trail connection issue and allow public (non vehicular access) through Pine Glades. In addition to the staff report I hope that the following will be considered:

- The addition of the external garages for the duplex that is the subject of P19-018 is not the same foot print as when the building permit was issued. The additional retaining walls and garage cut off access to the existing trail.
- The trail is only about 15 feet above the road and construction of one more switch back would provide easy access to the road. Please require the Developer complete these minor trail connection improvements with construction of the garages.
- The original developer committed to public (non vehicular) access at the original PUD approvals meetings for access through the project along the Pine Glades street to connect Pine Drive to Snow King. This access is required to get to the trail. Public non vehicular access is common on private streets throughout the US and consistent with all LEED for Neighborhood Development and other principles for access and walk-ability.
- Please enforce the public access requirement - have the developer remove the No Trespassing signs. Assuming the developer re-installs a vehicle gate to prohibit private vehicle access, then please require the Developer to reconfigure the rock wall which currently physically blocks access. Replace with signage agreeable to the residents of Pine Glades (No private Vehicles, Dogs on Leash or whatever they want).
- I have attached a photo from last fall that shows how the rocks block access. I previously sent detailed comments to Town staff at the time the rock wall was constructed last fall.
- Please do not deferring resolution of these issues. They were part of the original approval agreement.

I appreciate the opportunity to comment and look forward to a requirement for the trail connection and re opening public access as part of your approval of the developer's current request.

Laura

--

Laura Bonich, PE, LEED AP

775-340-5346

645 Pine Drive

lauraabonich@gmail.com

image.png



From: [Angus M Thuermer Jr](#)
To: [Town Council](#)
Subject: Pine Glades
Date: Saturday, April 06, 2019 10:21:32 AM

Dear Jackson town officials,

I would like to second the comments made by Laura Bonich regarding changes proposed at Pine Glades.

This development was enabled by a waiving of Town of Jackson standards for hillside/slope development.

In exchange for that and other factors, developers agreed in perpetuity to various conditions, including non-motorized public access.

I personally met and sat with David “Tex” Taylor when he was developing the project in my neighborhood.

At that time he agreed that non-motorized public access through the development was appropriate and that became one of the conditions that allowed the construction to begin.

Since then, I have seen signs that abrogate this agreement with the public. Please correct this deficiency and enforce the development conditions.

The footprint of the development is another element that the community and neighborhood arrived at following difficult negotiations.

It should not be altered.

Angus M Thuermer Jr
POB 2107
234 Pine Dr.
Jackson, WY, 83001
(307) 690-5586
angus@wyoming.com



NO
Trespassing
Private Property

NO
Trespassing
Private Property



TOWN OF JACKSON AGENDA DOCUMENTATION

SUBMITTING DEPARTMENTS: Planning & Legal

PRESENTERS: Paul Anthony & Lea Colasuonno

MEETING DATE: April 15, 2019

SUBJECT: Right-of-Way Wireless Regulation: Resolution 19-05 for Small Cell Design Standards

STATEMENT/PURPOSE

The purpose of this item is to present the revised and final version of Resolution 19-05 that provides for new Design Standards for wireless facilities in the Town Right-of-Way ("ROW"). Staff is not looking for final action on the Design Standards at this time but only for Council's confirmation of the changes shown in red-line (attached) and described below. Final action on the resolution is intended on April 15, 2019.

***NOTE:** This staff report is identical to the previous staff report provided for the April 8, 2019 meeting, except that staff has included a new "Background/Alternatives" section and a modified motion. For the purposes of this meeting, Staff recommends that the Council focus on this new material.*

BACKGROUND/ALTERNATIVES

On March 18, 2019, the Town Council approved on First Reading the amendments to Title 12: Street and other Public Spaces regarding approval of small cell wireless facilities in the public ROW. At that meeting the Council suggested one change to the Design Standards for small cell wireless facilities (which are to be adopted by resolution, not ordinance).

On April 8, 2019, the Council provided additional input to staff regarding changes to the Design Standards. In summary, staff has made the following changes:

- **NIER Report:** Staff deleted the reference to the "NIER report" and replaced it with a more general requirement for a radiation report from a qualified RF engineer. There was some discussion by Council that the engineer should also be "independent" from the wireless applicant. While staff understands the concern, the only way to get a truly independent consultant would be for the Town to hire and pay the consultant directly and then get reimbursed from the wireless company. This would add considerable administrative time/cost to the Town and would significantly delay our review because we would have to wait until the submittal itself to send the materials out for 3rd-party review. This approach would make it very difficult to meet the federal shot clock deadline. Alternatively, staff could maintain a list of qualified consultants and make the applicants choose from that list, but staff does not currently have the expertise to fairly develop and maintain such a list. Thus, we recommend keeping the existing language where staff will rely on the professional license stamp to ensure quality work, much as we do in many other instances, such as for engineering plans submitted with building permits.
- **Separation distance of new poles from trees:** We clarified that new poles must be separated by 15 feet from any tree.
- **Added flexibility for 300 ft separation distance for poles:** We added language that gives the Town Engineer the option to allow less than a 300 ft separation between poles if doing so would reduce impacts (e.g., visual, sidewalks, etc.) to the public.
- **Notification label:** Staff made minor change to reduce the number of words of the notice language regarding the FCC standards.

Staff has provided a red line version of the changes as well as a clean copy for adoption. It is staff's intent that the Council approve both the third reading of the Title 12 ordinance amendments and Resolution 19-05 (Small cell Design Standards) at the same meeting on April 15, 2019.

COMPREHENSIVE PLAN ALIGNMENT

Comp Plan Section 4. Town as the Heart of the Region - The Central Complete Neighborhood:

- Enabling and optimizing communications in the Town core supports the goal of concentrating development and activity in the Town by "improving the quality of life in Town and the economic stability and service delivery for the entire community."

Section 6. A Diverse and Balanced Economy:

- The Comp Plan envisions "developing a sustainable, vibrant, stable and diversified local economy" with specific goals that include "enhancing tourism as the basis of the economy, encouraging local entrepreneurial opportunities, facilitating viable local businesses, [and] ensuring year-round economic viability." Developing, maintaining and improving wireless communication infrastructure within the Town is fundamental to each of these goals.

Section 7. Multimodal Transportation:

- Alternative transportation, such as rideshare vehicles, bikeshares, and large-scale mass transit, is a critical component of the Comp Plan. These alternative transportation modes all require wireless communication networks, making investment in and improvement of the Town's wireless infrastructure a critical step in achieving this Comp Plan goal.

Section 8. Quality Community Service Provision:

- This Comp Plan section opens with the statement that "life-safety, educational, social, cultural and recreational services [are] central to residents' Quality of Life and a visitor's experience," and specifically highlights the need for "the efficient, timely, and safe delivery of critical utilities and services, such as police, fire protection, emergency medical treatment, and water and sewer services." All of these services rely on wireless communication networks to operate, thus achieving this goal involves increasing the Town's current wireless infrastructure

STAKEHOLDER ANALYSIS

The stakeholders involved in this issue include the public generally, the business community, and visitors.

FISCAL IMPACT

The foreseeable fiscal impacts of this item are:

- Recurring fees from use of the ROW (annual franchise and licensing fees).
- Individual permit fees (one-time Encroachment Permit Application fees).
- Ongoing legal consultant costs (anticipated on a sporadic basis through April 15, 2019).

STAFF IMPACT

Current Staff Impact:

The staff impact of this item falls mostly in the Planning and Legal Departments and the Engineering Division. The Planning and Legal Departments are working closely to research the federal law; understand its implications for the community and its interaction with the Town's current regulations; develop the small cell regulations; and draft the necessary ordinances. The current impact of this item in the Planning and Legal Departments is significant.

The Engineering Division is also being consulted on some of the issues above and will be a necessary partner in generating internal staff procedures for processing applications and, a critical partner, in processing the applications and, once approved, the construction projects.

The impact of the third reading in the Town Clerk's office is notable in that it requires publishing the full ordinances in the newspaper, updating the Jackson Municipal Code, updating the Town's website, recording the ordinances in the permanent record book, and updating the electronic database.

Ongoing Staff Impact:

After enactment, staff expects long-term impacts in the Planning and Legal Departments and the Engineering Division to include franchise renewal, new application processing, and management of maintenance and repair of the facilities located in the ROW.

[LEGAL REVIEW](#)

Ongoing.

[ATTACHMENTS](#)

1. Resolution 19-05. Small Cell Infrastructure Design Standards (Redline and Clean versions)

[RECOMMENDATIONS](#)

Staff recommends that Council approves Resolution 19-05 adopting Small Cell Infrastructure Design Standards.

[SUGGESTED MOTIONS](#)

I move to approve Resolution 19-05 adopting Small Cell Infrastructure Design Standards.

Town of Jackson
Small Cell Infrastructure Design Standards

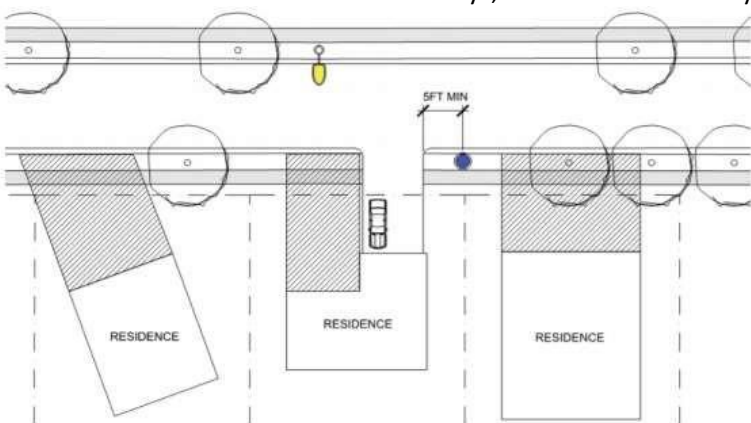
Three different types of small cell installations are permitted within the Town of Jackson. These types include attachments to utility poles and utility lines (Type I), removal and replacement of existing streetlights (Type II), and new freestanding installations (Type III). When small wireless facilities are to be constructed in a right-of-way, the city’s order of preference for a provider is 1) To install in-strand antennas (Type I), 2) To collocate on existing poles (Type I), 3) To collocate on replacement poles in the same or nearly the same location (Type II), or 3) to collocate on new poles (Type III). Deviations from this guideline shall be approved on a case-by-case basis by the Town Engineer prior to installation.

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
1. Typical Configuration			
2. General Requirements	□ All attachments to existing utility poles within Town of Jackson right-of-way require an encroachment permit, prior to installation. □ A maximum of three enclosures including the disconnect and antenna shall be installed at each utility pole location. No ground-mounted enclosures, including backup power supply, shall be allowed.	□ Combination small cell and streetlight applications and aesthetics shall be approved by the Town of Jackson prior to installation. All equipment shall meet the Town’s construction standards and specifications and comply with the Town’s Encroachment Permit Requirements.	□ All freestanding small cell poles within Town right of way require an encroachment permit prior to installation. □ The pole design shall match the aesthetics of existing streetlights installed adjacent to the pole. The Carrier shall submit a visual analysis (online street images are acceptable) with an application to justify selected pole design.

Town of Jackson
Small Cell Infrastructure Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
	□ All carrier equipment shall be removed and relocated at no cost to the Town, if the Town or Lower Valley Energy (LVE) decides to underground the utility lines in the future. □ No strand-mounted small cell devices shall be installed on poles with mounted streetlights. □ Carrier shall submit evidence that the existing poles are appropriately sized and have sufficient strength to accommodate the additional small cell equipment loads. Carrier shall also submit a letter of approval from the pole owner for the small cell equipment to be installed on the specific pole. □ Carrier shall provide a report prepared by a qualified engineer with training in RF impact analysis that certifies that radiation is at safe levels Report shall be submitted to the pole owner and the Town. It shall specify minimum approach distances and signage requirements to the general public as well as occupational workers that are not trained for working in an RF environment (uncontrolled) when accessing the pole by climbing or bucket. □ Carrier shall provide a disconnect so pole owners have the ability to easily shut off radio signals and power while working on the pole.	□ Three variations of Type II streetlight replacements will be considered for installation: - Type IIa: Streetlight with a single cantenna ⁽¹⁾ - Type IIb: Streetlight with a single equipment shroud ⁽¹⁾ - Type IIc: Streetlight with a cantenna and single exterior equipment shroud □ Type IIc installation will be allowed when multiple technologies offered by the same carrier are installed on a single pole and to qualify, the Network Provider must demonstrate that the additional technology cannot be integrated into the equipment cabinet or the cantenna. □ Replacement streetlight poles shall match existing poles on the block, or nearby vicinity, to the greatest extent practicable and as approved by the Town. The Carrier shall submit a visual analysis (online street images are acceptable) with an application to justify selected pole design. □ All small cell Carrier equipment shall be housed internal to the pole or hidden behind an exterior shroud. □ All small cell components shall be sized to be architecturally compatible with the existing pole to create a cohesive aesthetic. This means, for example, that the transition between the proposed equipment cabinet and upper pole shall be as seamless and visually unobtrusive as possible. A decorative transition shall be installed over the equipment cabinet upper bolts, or decorative base cover shall be installed to match the equipment cabinet size. □ All pole mounted enclosures shall be securely attached with hardware (not strapped). □ Carrier shall provide a report prepared by an independent qualified engineer with training in RF impact analysis that certifies that radiation is at safe levels Report shall be submitted to the pole owner and the Town. It shall specify minimum approach distances and signage requirements to the general public as well as occupational workers that are not trained for working in an RF environment (uncontrolled) when accessing the pole by climbing or bucket. □ Carrier shall provide a disconnect so pole owners have the ability to easily shut off radio signals and power while working on the pole.	□ All small cell carrier equipment shall be housed internal to the pole or hidden behind an exterior shroud. □ All small cell components shall be sized to be architecturally compatible with the existing pole to create a cohesive aesthetic. This means, for example, that the transition between the proposed equipment cabinet and upper pole shall be as seamless and visually unobtrusive as possible. A decorative transition shall be installed over the equipment cabinet upper bolts, or decorative base cover shall be installed to match the equipment cabinet size. □ Carrier shall provide a report prepared by an independent qualified engineer with training in RF impact analysis that certifies that radiation is at safe levels Report shall be submitted to the Town and it shall specify minimum approach distances and signage requirements to the general public. □ Town reserves the right to attach any sign (such as a no parking sign) on a freestanding installation within the right-of-way.
3. Placement Requirements	□ Equipment shall be attached to existing pole. □ Equipment shall not impede, obstruct, or hinder ADA access, or pedestrian or vehicular travel. □ A cantenna may be located on top of the utility pole provided it complies with the standards in these Design Guidelines.	□ Poles can either be owned by the Town, LVE, private owner, or the applicant (as approved via Encroachment Permit) □ No pole or equipment shall impede, obstruct or hinder ADA access, pedestrian or vehicular travel □ Poles and equipment shall be located in the landscape/furnishing strip (if possible) and in alignment with existing trees, utility poles and streetlights. □ Poles shall be located equal distance between trees when possible, with a minimum of 15 feet separation from a tree. □ Poles and equipment shall provide required clearances from any existing utilities.	□ Freestanding poles shall be spaced at intervals no less than 300 feet, radially, from another freestanding small cell pole. However, the Town Engineer may approve a lesser separation distance if, based on consideration of topography, adjacent uses, visual impacts, or other similar considerations, a lesser distance would reduce negative impacts to the public from the small cell facility. □ Freestanding poles shall not be located along the frontage of a building deemed historic on a federal, state, or local level. □ Freestanding poles shall not significantly obstruct property sight lines and shall be located between property lines as much as possible

Town of Jackson
Small Cell Infrastructure Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
		□ Poles and equipment shall not obstruct sight distance at driveways or other accesses on to roadway.	located in-front of store front windows, primary walkways, primary entrances or exits, or in such a way that would impede deliveries. □ Freestanding poles shall not impede, obstruct or hinder ADA access, pedestrian or vehicular travel □ Poles and equipment shall be located in the landscape/furnishing strip (if possible) and in alignment with existing trees, utility poles and streetlights. □ Poles shall be located equal distance between trees when possible, with a minimum of 15 feet separation from a tree. □ Poles and equipment shall provide required clearances from any utilities. □ Poles shall be located outside of 30 foot clear vision triangle at intersections. □ Poles shall not obstruct sight distance at driveways or other accesses on to roadway. □ Poles shall not be located within 100 feet of the apron of a fire station or other adjacent emergency service facility. □ For residential areas - do not locate the pole within the perpendicular extension of the primary street-facing wall plane, as shown below. Do not locate a small cell in front of driveways, entrances or walkways.  Do not locate small cell in the perpendicular extension of the primary street-facing wall plane Do not locate small cell in front of driveways, entrances, or walkways
4. Equipment Color	□ Visible attachments and hardware shall be colored to match pole regardless of pole material, or, if matching color is not feasible, then colored gray (7047).	□ Equipment cabinet and pole shall be galvanized in accordance with AASHTO M 111. □ The pole shall be painted to match existing streetlight aesthetics and paint shall be powder coated over zinc paint (Pole and equipment cabinet shall still be galvanized).	□ Equipment cabinet and pole shall be galvanized in accordance with AASHTO M 111. □ The pole shall be painted to match existing streetlight aesthetics, paint shall be powder coated over zinc paint (Pole and equipment cabinet shall still be galvanized).
5. Equipment Shroud / Cabinet	□ 38”H x 16”W x 12”D maximum for pole-mounted equipment shroud. Strand-mounted equipment enclosures may not exceed 5.5 cubic feet. □ All hardware attachments shall be hidden to the maximum extent possible.	□ Maximum diameter is 16 inches (preferred) or 20 inches. □ Maximum height of cabinet is 5’-8”. Cabinet shall be round and installed below the pole. □ If an antenna is located on the side of the pole, the antenna, radio equipment, brackets, and all other hardware required for a complete installation shall fit behind a 38”H x 16”W x 12”D maximum shroud, securely mounted (not strapped) to the pole.	□ Maximum diameter is 16 inches (preferred) or 20 inches. □ Maximum height of cabinet is 5’-8”. Cabinet shall be round and installed below the pole. □ Equipment cabinet and/or equipment cabinet cover shall not have a flat, horizontal surface larger than 1.5 inches. □ Hardware attachments shall be hidden to the maximum extent possible.

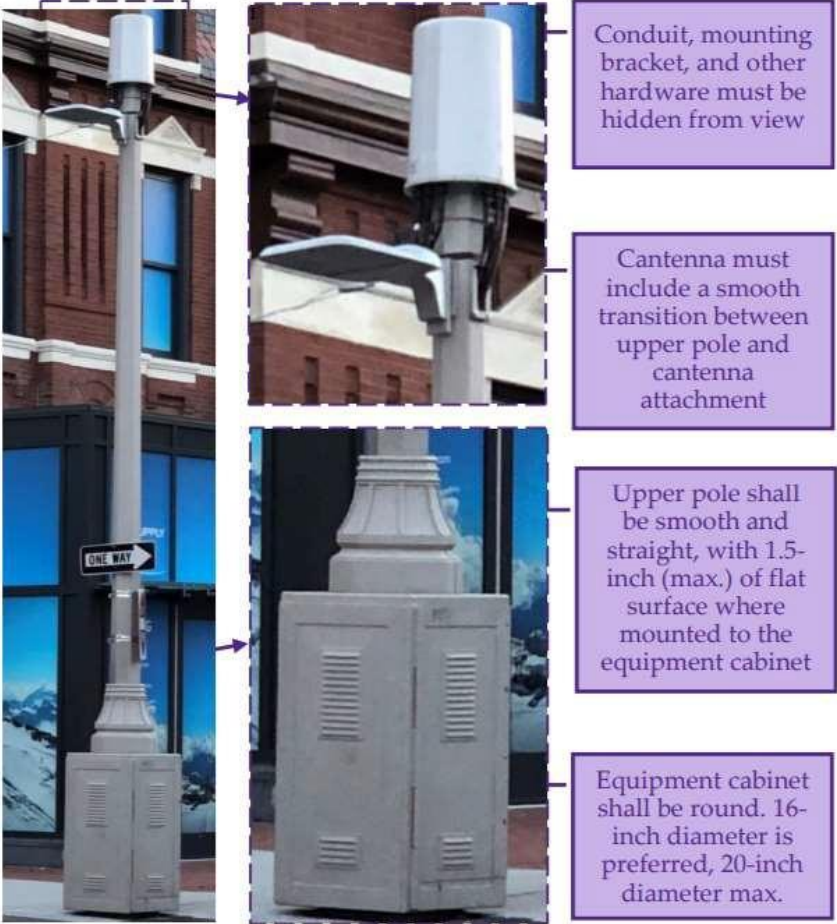
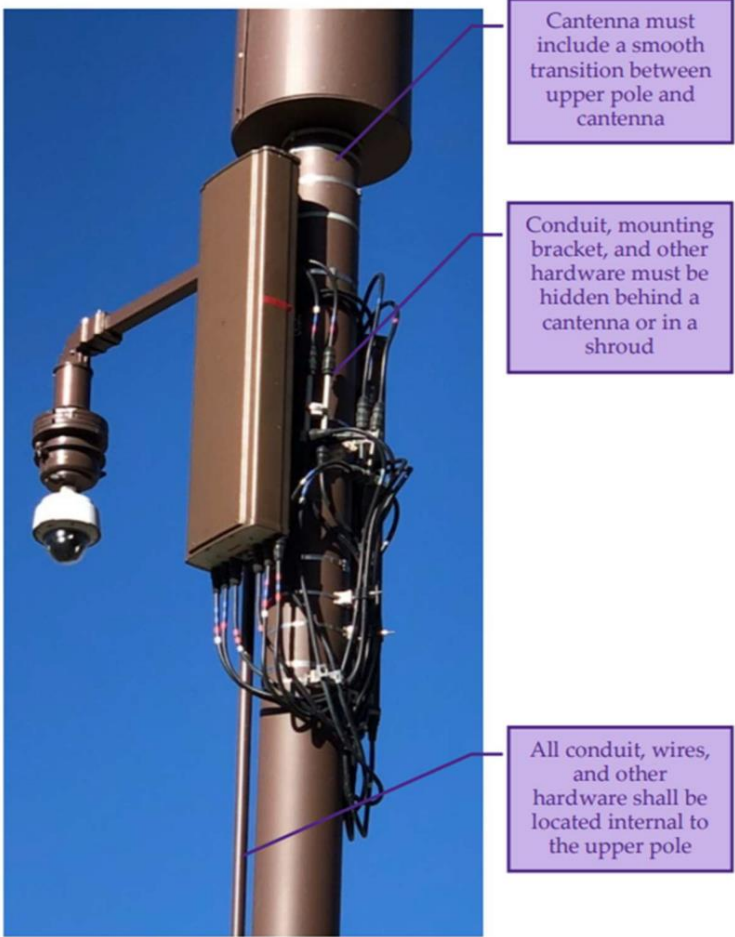
Town of Jackson
Small Cell Infrastructure Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
		□ Equipment cabinet and/or equipment cabinet cover shall not have a flat, horizontal surface larger than 1.5 inches. □ All hardware attachments shall be hidden to the maximum extent possible.	
6. Cantenna	□ If a cantenna is located on top of the pole the outer diameter shall be 14” maximum and the cantenna shall be no more than 5 feet tall, including antenna, radio head, mounting bracket, and all other hardware necessary for a complete installation. □ If the cantenna is mounted to the side of the pole it shall be located inside a shroud of 5.5 cubic feet maximum. The width, depth, or diameter of the shroud size shall not be greater than 16” (maximum).	□ The antenna and antenna pole attachment shall be shrouded to meet the Town’s aesthetics. A tapered transition between the upper pole and cantenna shall be included. □ The maximum outer diameter is 14-inch and the maximum length is 5’ 8”. The antenna shroud shall be colored and designed to match pole.	
7. Required Equipment	□ Only one equipment shroud, containing all required small cell equipment, shall be installed per pole. Except, one additional equipment shroud shall be allowed per pole if the antenna is located within the second equipment shroud. Equipment shall be located such that it meets the Americans with Disabilities Act of 1990 and does not obstruct, impede, or hinder the usual pedestrian or vehicular travel way. □ If applicable, only one strand-mount equipment shroud shall be installed per permit location	□ All equipment shall be located internal to the equipment cabinet or recessed in the equipment cabinet to meet Utility requirements or hidden behind the cantenna. All equipment shall be mounted per the owner’s requirements. Pole bases shall be sized to handle the listed equipment and all other equipment required by the owner.	
8. Notification Labels	Attached to each pole with a small cell wireless facility shall be a 4-inch by 6-inch (maximum) plate that displays the label shown below and that states “This pole contains an FCC-licensed wireless telecommunications facility that emits radio frequency radiation” 		
9. Owner Identification	A 4-inch by 6-inch (maximum) plate with the Carrier’s name, location identifying information, and emergency telephone number shall be permanently fixed to the equipment shroud.		
10. Luminaire	No lighting of facility is allowed.	Luminaire shall meet the Town’s construction standards and specifications and shall match existing adjacent luminaires.	No lighting of facility is allowed.
11. Luminaire Mast Arm	Not Applicable	Mast arms shall match those on adjacent streetlights or match aesthetics of adjacent streetlights. In any case, mast arms will be decorative.	Not Applicable
12. Pole Size & Type	Not Applicable	□ Pole shall be round, straight, galvanized steel. Pole shall be architecturally compatible with the equipment cabinet. At least 15% of the pole design structural capacity shall be reserved for future Town IOT installations. □ The upper pole shall be scaled to 0.5 to 0.75 times the size of the equipment cabinet with 10” minimum outer diameter. The pole diameter shall be scaled such that no flat, horizontal surface larger than 1.5 inches exists between the equipment cabinet and upper pole.	□ Pole shall be round, straight, galvanized steel. Pole shall be architecturally compatible with the equipment cabinet. □ The upper pole shall be scaled to 0.5 to 0.75 times the size of the equipment cabinet with 10” minimum outer diameter. The pole diameter shall be scaled such that no flat, horizontal surface larger than 1.5 inches exists between the equipment cabinet and upper pole.

Town of Jackson
Small Cell Infrastructure Design Standards

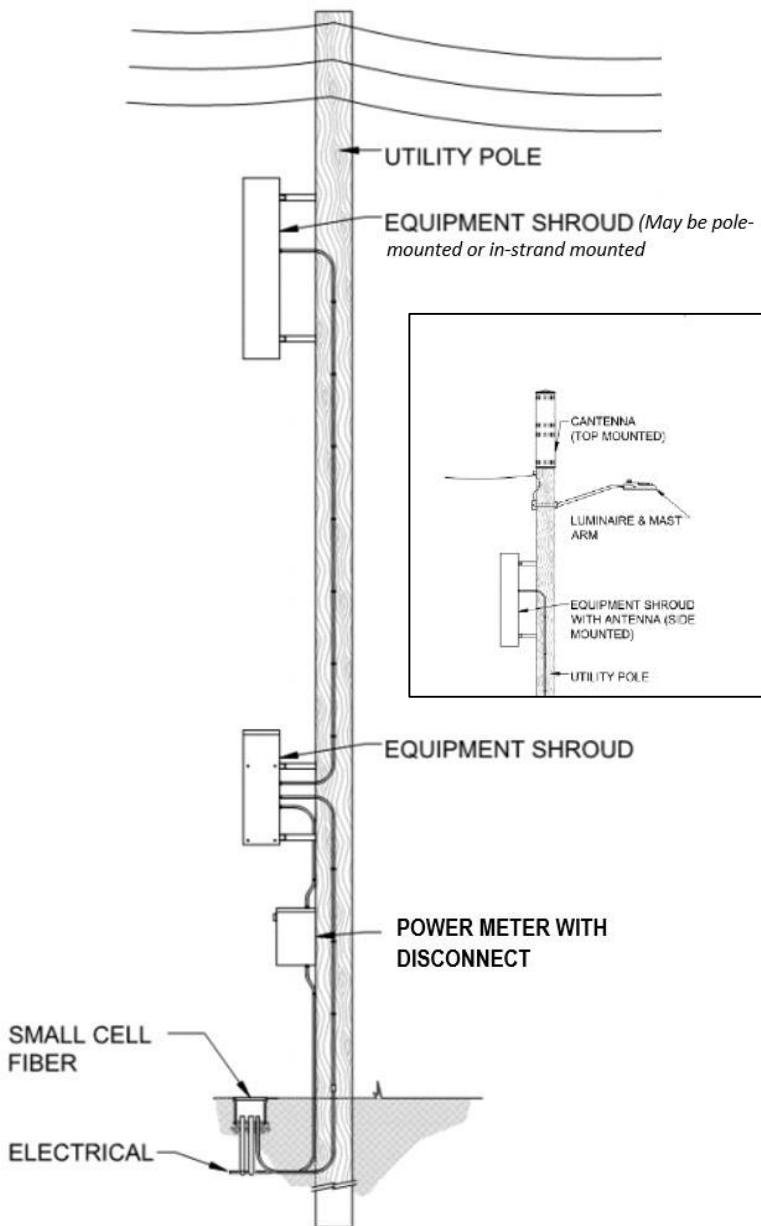
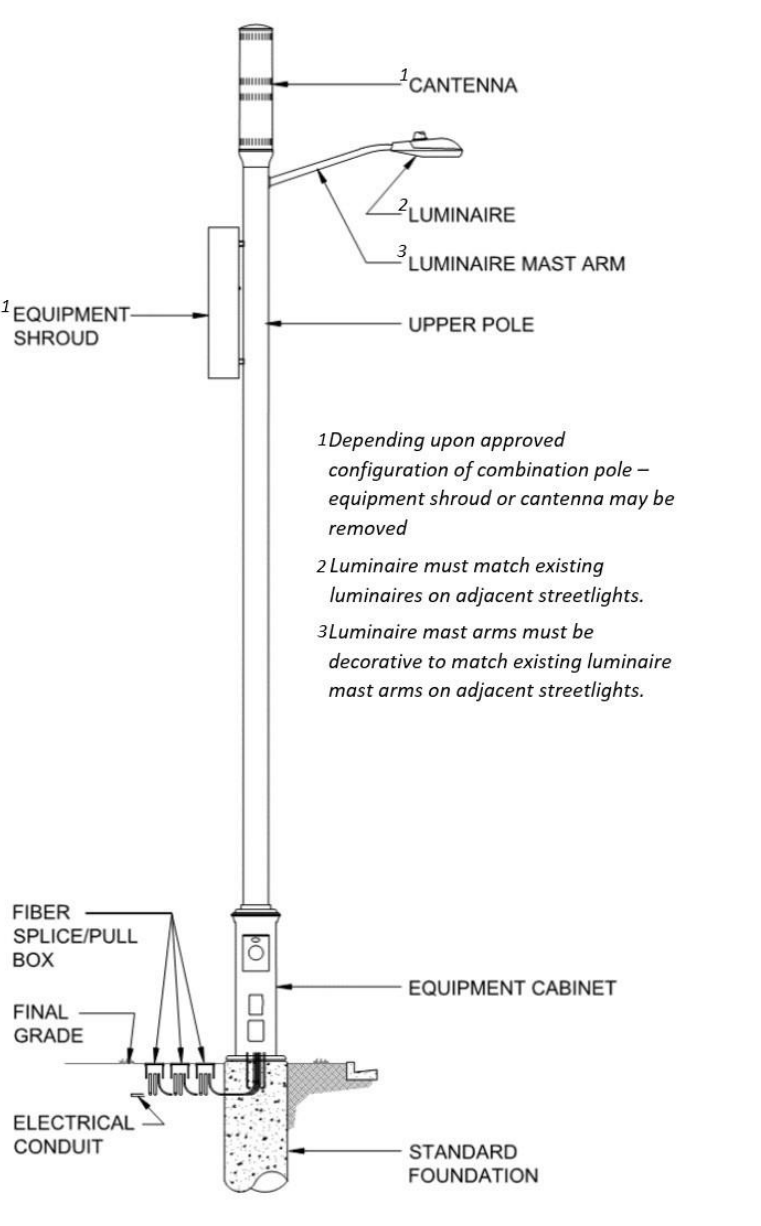
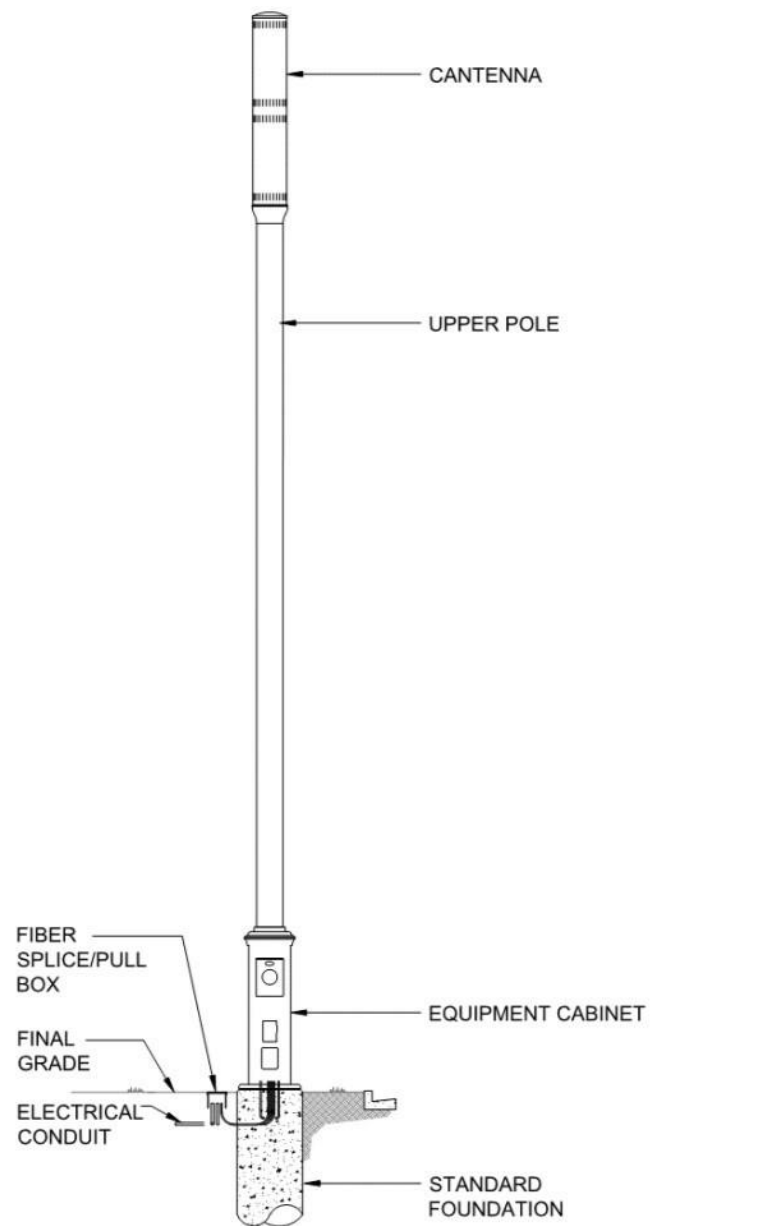
13. Small Cell Height	□ If a cantenna is located on top of the utility pole, the cantenna shall be no more than 5 feet tall, including antenna, radio head, mounting bracket, and all other hardware necessary for a complete installation. □ Applicants are encouraged to use existing utility poles that are 30’ or less in height.	□ Pole height shall be measured from the top of the foundation to the top of the highest point on the structure (cantenna or luminaire). □ The height of the combination pole shall not exceed 30 feet. If the adjacent light poles are less than 30’ in height, the combination pole shall be as close as possible to the same height as the adjacent light poles.	□ Pole height shall not exceed 30 feet. Pole height shall be measured from the top of the foundation to the top of the cantenna.
Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
14. Electrical Separation	Not Applicable	Separate conduits shall be provided to separate wiring by owner. An internal divider inside the structure shall separate electrical wiring and fiber, per Owner.	
15. Conduit Sweeps in Foundation	Not Applicable	Conduit shall accommodate all equipment and include (4) spare 2” PVC sweeps for future service.	
16. Design Wind Velocity	Withstand minimum wind speed of 115mph (3 second gust) – or as required by the Town’s currently adopted International Building Code.		
17. Foundation	Not Applicable	Precast concrete or cast-in-place pole foundations shall be designed per the Town standard to meet ACI 318. While the Town accepts cast-in-place foundations, precast concrete foundations are preferred and should be installed whenever possible.	
18. Bolt Circle	Not Applicable	19.5-inch bolt circle when installing a 16-inch equipment cabinet. 23.5-inch bolt circle when installing a 20-inch equipment cabinet. Anchor bolts shall be hidden from view.	
19. Access Doors	Not Applicable	□ Lockable doors to be provided as needed in the equipment cabinet to maintain equipment. □ A hand hole shall be provided at the top and bottom of the pole to maintain electrical service for streetlights and future IOT attachments.	Lockable doors to be provided as needed in the equipment cabinet to maintain equipment.
20. Ventilation	Not Applicable	Passive louvers and/or other passive ventilation systems shall be provided as the primary means of temperature control. If required, fan(s) shall not emit noise greater than 30dBa at one meter (3.28 feet).	

Town of Jackson
Small Cell Infrastructure Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
21. Examples of Unacceptable Installations		 Conduit, mounting bracket, and other hardware must be hidden from view Cantenna must include a smooth transition between upper pole and cantenna attachment Upper pole shall be smooth and straight, with 1.5-inch (max.) of flat surface where mounted to the equipment cabinet Equipment cabinet shall be round. 16-inch diameter is preferred, 20-inch diameter max.	 Cantenna must include a smooth transition between upper pole and cantenna Conduit, mounting bracket, and other hardware must be hidden behind a cantenna or in a shroud All conduit, wires, and other hardware shall be located internal to the upper pole
22. Examples of Acceptable Installations	Intentionally blank		

Town of Jackson
Small Cell Infrastructure Design Standards

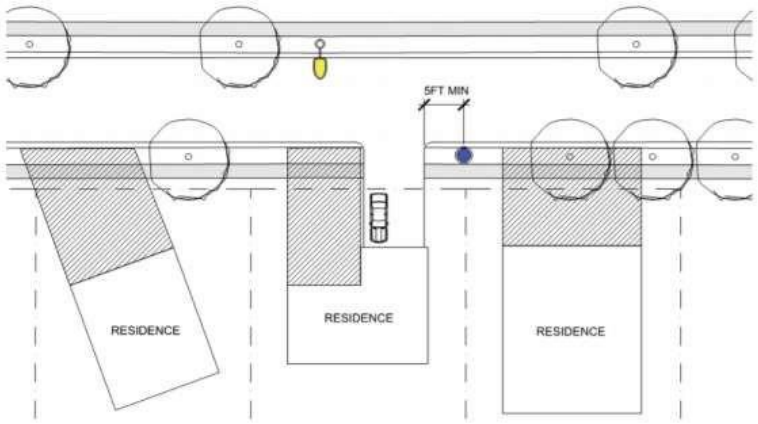
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Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
1. Typical Configuration			
2. General Requirements	□ All attachments to existing utility poles within Town of Jackson right-of-way require an encroachment permit, prior to installation. □ A maximum of three enclosures including the disconnect and antenna shall be installed at each utility pole location. No ground-mounted enclosures, including backup power supply, shall be allowed.	□ Combination small cell and streetlight applications and aesthetics shall be approved by the Town of Jackson prior to installation. All equipment shall meet the Town’s construction standards and specifications and comply with the Town’s Encroachment Permit Requirements.	□ All freestanding small cell poles within Town right of way require an encroachment permit prior to installation. □ The pole design shall match the aesthetics of existing streetlights installed adjacent to the pole. The Carrier shall submit a visual analysis (online street images are acceptable) with an application to justify selected pole design.

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Small Cell Infrastructure Design Standards

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	□ All carrier equipment shall be removed and relocated at no cost to the Town, if the Town or Lower Valley Energy (LVE) decides to underground the utility lines in the future. □ No strand-mounted small cell devices shall be installed on poles with mounted streetlights. □ Carrier shall submit evidence that the existing poles are appropriately sized and have sufficient strength to accommodate the additional small cell equipment loads. Carrier shall also submit a letter of approval from the pole owner for the small cell equipment to be installed on the specific pole. □ Carrier shall <u>provide a report prepared by a qualified engineer with training in RF impact analysis that certifiesy</u> that radiation is at safe levels by a non-ionizing radiation electromagnetic radiation report (NIER). The NIER report shall be endorsed by a qualified professional. Report shall be submitted to the pole owner and the Town. It shall specify minimum approach distances <u>and signage requirements</u> to the general public as well as electrical and communication occupational workers that are not trained for working in an RF environment (uncontrolled) when accessing the pole by climbing or bucket. □ Carrier shall provide a disconnect so pole owners have the ability to easily shut off radio signals and power while working on the pole.	□ Three variations of Type II streetlight replacements will be considered for installation: - Type IIa: Streetlight with a single antenna ⁽¹⁾ - Type IIb: Streetlight with a single equipment shroud ⁽¹⁾ - Type IIc: Streetlight with a cantenna and single exterior equipment shroud □ Type IIc installation will be allowed when multiple technologies offered by the same carrier are installed on a single pole and to qualify, the Network Provider must demonstrate that the additional technology cannot be integrated into the equipment cabinet or the cantenna. □ Replacement streetlight poles shall match existing poles on the block, or nearby vicinity, to the greatest extent practicable and as approved by the Town. The Carrier shall submit a visual analysis (online street images are acceptable) with an application to justify selected pole design. □ All small cell Carrier equipment shall be housed internal to the pole or hidden behind an exterior shroud. □ All small cell components shall be sized to be architecturally compatible with the existing pole to create a cohesive aesthetic. This means, for example, that the transition between the proposed equipment cabinet and upper pole shall be as seamless and visually unobtrusive as possible. A decorative transition shall be installed over the equipment cabinet upper bolts, or decorative base cover shall be installed to match the equipment cabinet size. □ All pole mounted enclosures shall be securely attached with hardware (not strapped). □ Carrier shall <u>provide a report prepared by an independent qualified engineer with training in RF impact analysis that certifiesy</u> that radiation is at safe levels by a non-ionizing radiation electromagnetic radiation report (NIER). The NIER report shall be endorsed by a qualified professional. Report shall be submitted to the pole owner and the Town. It shall specify minimum approach distances <u>and signage requirements</u> to the general public as well as electrical and communication occupational workers that are not trained for working in an RF environment (uncontrolled) when accessing the pole by climbing or bucket.	□ All small cell carrier equipment shall be housed internal to the pole or hidden behind an exterior shroud. □ All small cell components shall be sized to be architecturally compatible with the existing pole to create a cohesive aesthetic. This means, for example, that the transition between the proposed equipment cabinet and upper pole shall be as seamless and visually unobtrusive as possible. A decorative transition shall be installed over the equipment cabinet upper bolts, or decorative base cover shall be installed to match the equipment cabinet size. □ Carrier shall <u>provide a report prepared by an independent qualified engineer with training in RF impact analysis that certifiesy</u> that radiation is at safe levels by a non-ionizing radiation electromagnetic radiation report (NIER). The NIER report shall be endorsed by a qualified professional. Report shall be submitted to the Town and it shall specify minimum approach distances <u>and signage requirements</u> to the general public. □ Town reserves the right to attach any sign (such as a no parking sign) on a freestanding installation within the right-of-way.
3. Placement Requirements	□ Equipment shall be attached to existing pole. □ Equipment shall not impede, obstruct, or hinder ADA access, or pedestrian or vehicular travel. □ A cantenna may be located on top of the utility pole provided it complies with the standards in these Design Guidelines.	□ Poles can either be owned by the Town, LVE, private owner, or the applicant (as approved via Encroachment Permit) □ No pole or equipment shall impede, obstruct or hinder ADA access, pedestrian or vehicular travel □ Poles and equipment shall be located in the landscape/furnishing strip (if possible) and in alignment with existing trees, utility poles and streetlights. □ Poles shall be located equal distance between trees when possible, with a minimum of 15 feet separation <u>from a tree.</u> □ Poles and equipment shall provide required clearances from any existing utilities.	□ Freestanding poles shall be spaced at intervals no less than 300 feet, radially, from another freestanding small cell pole. <u>However, the Town Engineer may approve a lesser separation distance if, based on consideration of topography, adjacent uses, visual impacts, or other similar considerations, a lesser distance would reduce negative impacts to the public from the small cell facility.</u> □ Freestanding poles shall not be located along the frontage of a building deemed historic on a federal, state, or local level. □ Freestanding poles shall not significantly obstruct property sight lines and shall be located between property lines as much as possible

Town of Jackson
Small Cell Infrastructure Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
		Poles and equipment shall not obstruct sight distance at driveways or other accesses on to roadway.	located in-front of store front windows, primary walkways, primary entrances or exits, or in such a way that would impede deliveries. Freestanding poles shall not impede, obstruct or hinder ADA access, pedestrian or vehicular travel Poles and equipment shall be located in the landscape/furnishing strip (if possible) and in alignment with existing trees, utility poles and streetlights. Poles shall be located equal distance between trees when possible, with a minimum of 15 feet separation <u>from a tree</u>. Poles and equipment shall provide required clearances from any utilities. Poles shall be located outside of 30 foot clear vision triangle at intersections. Poles shall not obstruct sight distance at driveways or other accesses on to roadway. Poles shall not be located within 100 feet of the apron of a fire station or other adjacent emergency service facility. For residential areas - do not locate the pole within the perpendicular extension of the primary street-facing wall plane, as shown below. Do not locate a small cell in front of driveways, entrances or walkways.  Do not locate small cell in the perpendicular extension of the primary street-facing wall plane Do not locate small cell in front of driveways, entrances, or walkways
4. Equipment Color	Visible attachments and hardware shall be colored to match pole regardless of pole material, or, if matching color is not feasible, then colored gray (7047).	Equipment cabinet and pole shall be galvanized in accordance with AASHTO M 111. The pole shall be painted to match existing streetlight aesthetics and paint shall be powder coated over zinc paint (Pole and equipment cabinet shall still be galvanized).	Equipment cabinet and pole shall be galvanized in accordance with AASHTO M 111. The pole shall be painted to match existing streetlight aesthetics, paint shall be powder coated over zinc paint (Pole and equipment cabinet shall still be galvanized).
5. Equipment Shroud / Cabinet	38”H x 16”W x 12”D maximum for pole-mounted equipment shroud. Strand-mounted equipment enclosures may not exceed 5.5 cubic feet. All hardware attachments shall be hidden to the maximum extent possible.	Maximum diameter is 16 inches (preferred) or 20 inches. Maximum height of cabinet is 5’-8”. Cabinet shall be round and installed below the pole. If an antenna is located on the side of the pole, the antenna, radio equipment, brackets, and all other hardware required for a complete installation shall fit behind a 38”H x 16”W x 12”D maximum shroud, securely mounted (not strapped) to the pole.	Maximum diameter is 16 inches (preferred) or 20 inches. Maximum height of cabinet is 5’-8”. Cabinet shall be round and installed below the pole. Equipment cabinet and/or equipment cabinet cover shall not have a flat, horizontal surface larger than 1.5 inches. Hardware attachments shall be hidden to the maximum extent possible.

Town of Jackson
Small Cell Infrastructure Design Standards

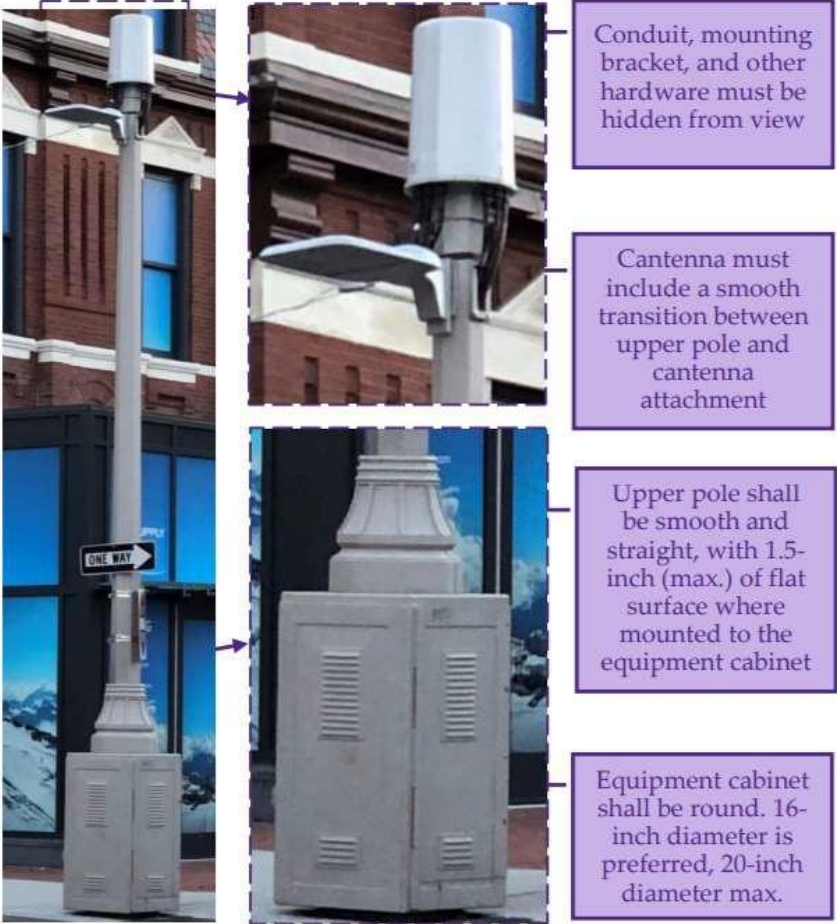
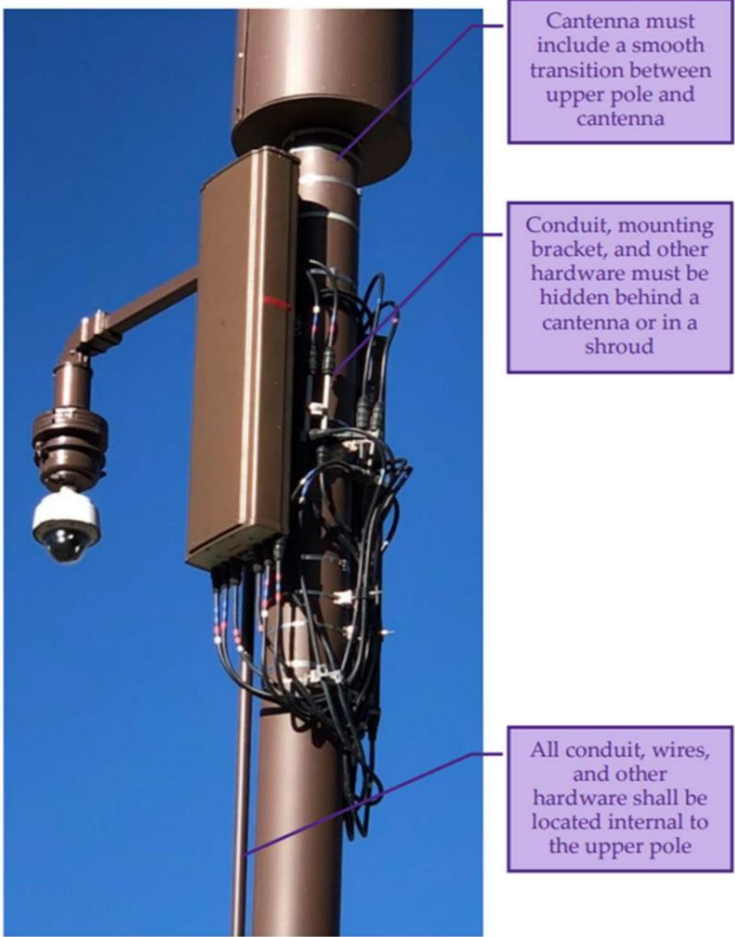
Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
		□ Equipment cabinet and/or equipment cabinet cover shall not have a flat, horizontal surface larger than 1.5 inches. □ All hardware attachments shall be hidden to the maximum extent possible.	
6. Cantenna	□ If a cantenna is located on top of the pole the outer diameter shall be 14” maximum and the cantenna shall be no more than 5 feet tall, including antenna, radio head, mounting bracket, and all other hardware necessary for a complete installation. □ If the cantenna is mounted to the side of the pole it shall be located inside a shroud of 5.5 cubic feet maximum. The width, depth, or diameter of the shroud size shall not be greater than 16” (maximum).	□ The antenna and antenna pole attachment shall be shrouded to meet the Town’s aesthetics. A tapered transition between the upper pole and cantenna shall be included. □ The maximum outer diameter is 14-inch and the maximum length is 5’ 8”. The antenna shroud shall be colored and designed to match pole.	
7. Required Equipment	□ Only one equipment shroud, containing all required small cell equipment, shall be installed per pole. Except, one additional equipment shroud shall be allowed per pole if the antenna is located within the second equipment shroud. Equipment shall be located such that it meets the Americans with Disabilities Act of 1990 and does not obstruct, impede, or hinder the usual pedestrian or vehicular travel way. □ If applicable, only one strand-mount equipment shroud shall be installed per permit location	□ All equipment shall be located internal to the equipment cabinet or recessed in the equipment cabinet to meet Utility requirements or hidden behind the cantenna. All equipment shall be mounted per the owner’s requirements. Pole bases shall be sized to handle the listed equipment and all other equipment required by the owner.	
8. Notification Labels	Attached to each pole with a small cell wireless facility shall be a 4-inch by 6-inch (maximum) plate that displays the label shown below and that states “This pole contains an <u>FCC</u> -licensed wireless telecommunications facility that emits radio frequency radiation according to FCC standards ” 		
9. Owner Identification	A 4-inch by 6-inch (maximum) plate with the Carrier’s name, location identifying information, and emergency telephone number shall be permanently fixed to the equipment shroud.		
10. Luminaire	No lighting of facility is allowed.	Luminaire shall meet the Town’s construction standards and specifications and shall match existing adjacent luminaires.	No lighting of facility is allowed.
11. Luminaire Mast Arm	Not Applicable	Mast arms shall match those on adjacent streetlights or match aesthetics of adjacent streetlights. In any case, mast arms will be decorative.	Not Applicable
12. Pole Size & Type	Not Applicable	□ Pole shall be round, straight, galvanized steel. Pole shall be architecturally compatible with the equipment cabinet. At least 15% of the pole design structural capacity shall be reserved for future Town IOT installations. □ The upper pole shall be scaled to 0.5 to 0.75 times the size of the equipment cabinet with 10” minimum outer diameter. The pole diameter shall be scaled such that no flat, horizontal surface larger than 1.5 inches exists between the equipment cabinet and upper pole.	□ Pole shall be round, straight, galvanized steel. Pole shall be architecturally compatible with the equipment cabinet. □ The upper pole shall be scaled to 0.5 to 0.75 times the size of the equipment cabinet with 10” minimum outer diameter. The pole diameter shall be scaled such that no flat, horizontal surface larger than 1.5 inches exists between the equipment cabinet and upper pole.

Town of Jackson
Small Cell Infrastructure Design Standards

13. Small Cell Height	If a cantenna is located on top of the utility pole, the cantenna shall be no more than 5 feet tall, including antenna, radio head, mounting bracket, and all other hardware necessary for a complete installation. Applicants are encouraged to use existing utility poles that are 30’ or less in height. Pole height shall be measured from the top of the foundation to the top of the highest point on the structure (cantenna or luminaire). The height of the combination pole shall not exceed 30 feet. If the adjacent light poles are less than 30’ in height, the combination pole shall be as close as possible to the same height as the adjacent light poles.
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Pole height shall not exceed 30 feet. Pole height shall be measured from the top of the foundation to the top of the cantenna.

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Small Cell Infrastructure Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
21. Examples of Unacceptable Installations		 Conduit, mounting bracket, and other hardware must be hidden from view Cantenna must include a smooth transition between upper pole and cantenna attachment Upper pole shall be smooth and straight, with 1.5-inch (max.) of flat surface where mounted to the equipment cabinet Equipment cabinet shall be round. 16-inch diameter is preferred, 20-inch diameter max.	 Cantenna must include a smooth transition between upper pole and cantenna Conduit, mounting bracket, and other hardware must be hidden behind a cantenna or in a shroud All conduit, wires, and other hardware shall be located internal to the upper pole
22. Examples of Acceptable Installations	Intentionally blank		



TOWN OF JACKSON AGENDA DOCUMENTATION

SUBMITTING DEPARTMENTS: Planning & Legal

PRESENTERS: Paul Anthony & Lea Colasuonno

MEETING DATE: April 15, 2019

SUBJECT: Right-of-Way Wireless Regulation: Resolution 19-05 for Small Cell Design Standards

STATEMENT/PURPOSE

The purpose of this item is to present the revised and final version of Resolution 19-05 that provides for new Design Standards for wireless facilities in the Town Right-of-Way ("ROW"). Staff is not looking for final action on the Design Standards at this time but only for Council's confirmation of the changes shown in red-line (attached) and described below. Final action on the resolution is intended on April 15, 2019.

***NOTE:** This staff report is identical to the previous staff report provided for the April 8, 2019 meeting, except that staff has included a new "Background/Alternatives" section and a modified motion. For the purposes of this meeting, Staff recommends that the Council focus on this new material.*

BACKGROUND/ALTERNATIVES

On March 18, 2019, the Town Council approved on First Reading the amendments to Title 12: Street and other Public Spaces regarding approval of small cell wireless facilities in the public ROW. At that meeting the Council suggested one change to the Design Standards for small cell wireless facilities (which are to be adopted by resolution, not ordinance).

On April 8, 2019, the Council provided additional input to staff regarding changes to the Design Standards. In summary, staff has made the following changes:

- **NIER Report:** Staff deleted the reference to the "NIER report" and replaced it with a more general requirement for a radiation report from a qualified RF engineer. There was some discussion by Council that the engineer should also be "independent" from the wireless applicant. While staff understands the concern, the only way to get a truly independent consultant would be for the Town to hire and pay the consultant directly and then get reimbursed from the wireless company. This would add considerable administrative time/cost to the Town and would significantly delay our review because we would have to wait until the submittal itself to send the materials out for 3rd-party review. This approach would make it very difficult to meet the federal shot clock deadline. Alternatively, staff could maintain a list of qualified consultants and make the applicants choose from that list, but staff does not currently have the expertise to fairly develop and maintain such a list. Thus, we recommend keeping the existing language where staff will rely on the professional license stamp to ensure quality work, much as we do in many other instances, such as for engineering plans submitted with building permits.
- **Separation distance of new poles from trees:** We clarified that new poles must be separated by 15 feet from any tree.
- **Added flexibility for 300 ft separation distance for poles:** We added language that gives the Town Engineer the option to allow less than a 300 ft separation between poles if doing so would reduce impacts (e.g., visual, sidewalks, etc.) to the public.
- **Notification label:** Staff made minor change to reduce the number of words of the notice language regarding the FCC standards.

Staff has provided a red line version of the changes as well as a clean copy for adoption. It is staff's intent that the Council approve both the third reading of the Title 12 ordinance amendments and Resolution 19-05 (Small cell Design Standards) at the same meeting on April 15, 2019.

COMPREHENSIVE PLAN ALIGNMENT

Comp Plan Section 4. Town as the Heart of the Region - The Central Complete Neighborhood:

- Enabling and optimizing communications in the Town core supports the goal of concentrating development and activity in the Town by "improving the quality of life in Town and the economic stability and service delivery for the entire community."

Section 6. A Diverse and Balanced Economy:

- The Comp Plan envisions "developing a sustainable, vibrant, stable and diversified local economy" with specific goals that include "enhancing tourism as the basis of the economy, encouraging local entrepreneurial opportunities, facilitating viable local businesses, [and] ensuring year-round economic viability." Developing, maintaining and improving wireless communication infrastructure within the Town is fundamental to each of these goals.

Section 7. Multimodal Transportation:

- Alternative transportation, such as rideshare vehicles, bikeshares, and large-scale mass transit, is a critical component of the Comp Plan. These alternative transportation modes all require wireless communication networks, making investment in and improvement of the Town's wireless infrastructure a critical step in achieving this Comp Plan goal.

Section 8. Quality Community Service Provision:

- This Comp Plan section opens with the statement that "life-safety, educational, social, cultural and recreational services [are] central to residents' Quality of Life and a visitor's experience," and specifically highlights the need for "the efficient, timely, and safe delivery of critical utilities and services, such as police, fire protection, emergency medical treatment, and water and sewer services." All of these services rely on wireless communication networks to operate, thus achieving this goal involves increasing the Town's current wireless infrastructure

STAKEHOLDER ANALYSIS

The stakeholders involved in this issue include the public generally, the business community, and visitors.

FISCAL IMPACT

The foreseeable fiscal impacts of this item are:

- Recurring fees from use of the ROW (annual franchise and licensing fees).
- Individual permit fees (one-time Encroachment Permit Application fees).
- Ongoing legal consultant costs (anticipated on a sporadic basis through April 15, 2019).

STAFF IMPACT

Current Staff Impact:

The staff impact of this item falls mostly in the Planning and Legal Departments and the Engineering Division. The Planning and Legal Departments are working closely to research the federal law; understand its implications for the community and its interaction with the Town's current regulations; develop the small cell regulations; and draft the necessary ordinances. The current impact of this item in the Planning and Legal Departments is significant.

The Engineering Division is also being consulted on some of the issues above and will be a necessary partner in generating internal staff procedures for processing applications and, a critical partner, in processing the applications and, once approved, the construction projects.

The impact of the third reading in the Town Clerk's office is notable in that it requires publishing the full ordinances in the newspaper, updating the Jackson Municipal Code, updating the Town's website, recording the ordinances in the permanent record book, and updating the electronic database.

Ongoing Staff Impact:

After enactment, staff expects long-term impacts in the Planning and Legal Departments and the Engineering Division to include franchise renewal, new application processing, and management of maintenance and repair of the facilities located in the ROW.

[LEGAL REVIEW](#)

Ongoing.

[ATTACHMENTS](#)

1. Resolution 19-05. Small Cell Infrastructure Design Standards (Redline and Clean versions)

[RECOMMENDATIONS](#)

Staff recommends that Council approves Resolution 19-05 adopting Small Cell Infrastructure Design Standards.

[SUGGESTED MOTIONS](#)

I move to approve Resolution 19-05 adopting Small Cell Infrastructure Design Standards.

Town of Jackson
Small Cell Infrastructure Design Standards

Three different types of small cell installations are permitted within the Town of Jackson. These types include attachments to utility poles and utility lines (Type I), removal and replacement of existing streetlights (Type II), and new freestanding installations (Type III). When small wireless facilities are to be constructed in a right-of-way, the city’s order of preference for a provider is 1) To install in-strand antennas (Type I), 2) To collocate on existing poles (Type I), 3) To collocate on replacement poles in the same or nearly the same location (Type II), or 3) to collocate on new poles (Type III). Deviations from this guideline shall be approved on a case-by-case basis by the Town Engineer prior to installation.

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
1. Typical Configuration			
2. General Requirements	□ All attachments to existing utility poles within Town of Jackson right-of-way require an encroachment permit, prior to installation. □ A maximum of three enclosures including the disconnect and antenna shall be installed at each utility pole location. No ground-mounted enclosures, including backup power supply, shall be allowed.	□ Combination small cell and streetlight applications and aesthetics shall be approved by the Town of Jackson prior to installation. All equipment shall meet the Town’s construction standards and specifications and comply with the Town’s Encroachment Permit Requirements.	□ All freestanding small cell poles within Town right of way require an encroachment permit prior to installation. □ The pole design shall match the aesthetics of existing streetlights installed adjacent to the pole. The Carrier shall submit a visual analysis (online street images are acceptable) with an application to justify selected pole design.

Town of Jackson
Small Cell Infrastructure Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
	□ All carrier equipment shall be removed and relocated at no cost to the Town, if the Town or Lower Valley Energy (LVE) decides to underground the utility lines in the future. □ No strand-mounted small cell devices shall be installed on poles with mounted streetlights. □ Carrier shall submit evidence that the existing poles are appropriately sized and have sufficient strength to accommodate the additional small cell equipment loads. Carrier shall also submit a letter of approval from the pole owner for the small cell equipment to be installed on the specific pole. □ Carrier shall provide a report prepared by a qualified engineer with training in RF impact analysis that certifies that radiation is at safe levels Report shall be submitted to the pole owner and the Town. It shall specify minimum approach distances and signage requirements to the general public as well as occupational workers that are not trained for working in an RF environment (uncontrolled) when accessing the pole by climbing or bucket. □ Carrier shall provide a disconnect so pole owners have the ability to easily shut off radio signals and power while working on the pole.	□ Three variations of Type II streetlight replacements will be considered for installation: - Type IIa: Streetlight with a single cantenna ⁽¹⁾ - Type IIb: Streetlight with a single equipment shroud ⁽¹⁾ - Type IIc: Streetlight with a cantenna and single exterior equipment shroud □ Type IIc installation will be allowed when multiple technologies offered by the same carrier are installed on a single pole and to qualify, the Network Provider must demonstrate that the additional technology cannot be integrated into the equipment cabinet or the cantenna. □ Replacement streetlight poles shall match existing poles on the block, or nearby vicinity, to the greatest extent practicable and as approved by the Town. The Carrier shall submit a visual analysis (online street images are acceptable) with an application to justify selected pole design. □ All small cell Carrier equipment shall be housed internal to the pole or hidden behind an exterior shroud. □ All small cell components shall be sized to be architecturally compatible with the existing pole to create a cohesive aesthetic. This means, for example, that the transition between the proposed equipment cabinet and upper pole shall be as seamless and visually unobtrusive as possible. A decorative transition shall be installed over the equipment cabinet upper bolts, or decorative base cover shall be installed to match the equipment cabinet size. □ All pole mounted enclosures shall be securely attached with hardware (not strapped). □ Carrier shall provide a report prepared by an independent qualified engineer with training in RF impact analysis that certifies that radiation is at safe levels Report shall be submitted to the pole owner and the Town. It shall specify minimum approach distances and signage requirements to the general public as well as occupational workers that are not trained for working in an RF environment (uncontrolled) when accessing the pole by climbing or bucket. □ Carrier shall provide a disconnect so pole owners have the ability to easily shut off radio signals and power while working on the pole.	□ All small cell carrier equipment shall be housed internal to the pole or hidden behind an exterior shroud. □ All small cell components shall be sized to be architecturally compatible with the existing pole to create a cohesive aesthetic. This means, for example, that the transition between the proposed equipment cabinet and upper pole shall be as seamless and visually unobtrusive as possible. A decorative transition shall be installed over the equipment cabinet upper bolts, or decorative base cover shall be installed to match the equipment cabinet size. □ Carrier shall provide a report prepared by an independent qualified engineer with training in RF impact analysis that certifies that radiation is at safe levels Report shall be submitted to the Town and it shall specify minimum approach distances and signage requirements to the general public. □ Town reserves the right to attach any sign (such as a no parking sign) on a freestanding installation within the right-of-way.
3. Placement Requirements	□ Equipment shall be attached to existing pole. □ Equipment shall not impede, obstruct, or hinder ADA access, or pedestrian or vehicular travel. □ A cantenna may be located on top of the utility pole provided it complies with the standards in these Design Guidelines.	□ Poles can either be owned by the Town, LVE, private owner, or the applicant (as approved via Encroachment Permit) □ No pole or equipment shall impede, obstruct or hinder ADA access, pedestrian or vehicular travel □ Poles and equipment shall be located in the landscape/furnishing strip (if possible) and in alignment with existing trees, utility poles and streetlights. □ Poles shall be located equal distance between trees when possible, with a minimum of 15 feet separation from a tree. □ Poles and equipment shall provide required clearances from any existing utilities.	□ Freestanding poles shall be spaced at intervals no less than 300 feet, radially, from another freestanding small cell pole. However, the Town Engineer may approve a lesser separation distance if, based on consideration of topography, adjacent uses, visual impacts, or other similar considerations, a lesser distance would reduce negative impacts to the public from the small cell facility. □ Freestanding poles shall not be located along the frontage of a building deemed historic on a federal, state, or local level. □ Freestanding poles shall not significantly obstruct property sight lines and shall be located between property lines as much as possible

Town of Jackson
Small Cell Infrastructure Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
		□ Poles and equipment shall not obstruct sight distance at driveways or other accesses on to roadway.	located in-front of store front windows, primary walkways, primary entrances or exits, or in such a way that would impede deliveries. □ Freestanding poles shall not impede, obstruct or hinder ADA access, pedestrian or vehicular travel □ Poles and equipment shall be located in the landscape/furnishing strip (if possible) and in alignment with existing trees, utility poles and streetlights. □ Poles shall be located equal distance between trees when possible, with a minimum of 15 feet separation from a tree. □ Poles and equipment shall provide required clearances from any utilities. □ Poles shall be located outside of 30 foot clear vision triangle at intersections. □ Poles shall not obstruct sight distance at driveways or other accesses on to roadway. □ Poles shall not be located within 100 feet of the apron of a fire station or other adjacent emergency service facility. □ For residential areas - do not locate the pole within the perpendicular extension of the primary street-facing wall plane, as shown below. Do not locate a small cell in front of driveways, entrances or walkways. Do not locate small cell in the perpendicular extension of the primary street-facing wall plane Do not locate small cell in front of driveways, entrances, or walkways
4. Equipment Color	□ Visible attachments and hardware shall be colored to match pole regardless of pole material, or, if matching color is not feasible, then colored gray (7047).	□ Equipment cabinet and pole shall be galvanized in accordance with AASHTO M 111. □ The pole shall be painted to match existing streetlight aesthetics and paint shall be powder coated over zinc paint (Pole and equipment cabinet shall still be galvanized).	□ Equipment cabinet and pole shall be galvanized in accordance with AASHTO M 111. □ The pole shall be painted to match existing streetlight aesthetics, paint shall be powder coated over zinc paint (Pole and equipment cabinet shall still be galvanized).
5. Equipment Shroud / Cabinet	□ 38”H x 16”W x 12”D maximum for pole-mounted equipment shroud. Strand-mounted equipment enclosures may not exceed 5.5 cubic feet. □ All hardware attachments shall be hidden to the maximum extent possible.	□ Maximum diameter is 16 inches (preferred) or 20 inches. □ Maximum height of cabinet is 5’-8”. Cabinet shall be round and installed below the pole. □ If an antenna is located on the side of the pole, the antenna, radio equipment, brackets, and all other hardware required for a complete installation shall fit behind a 38”H x 16”W x 12”D maximum shroud, securely mounted (not strapped) to the pole.	□ Maximum diameter is 16 inches (preferred) or 20 inches. □ Maximum height of cabinet is 5’-8”. Cabinet shall be round and installed below the pole. □ Equipment cabinet and/or equipment cabinet cover shall not have a flat, horizontal surface larger than 1.5 inches. □ Hardware attachments shall be hidden to the maximum extent possible.

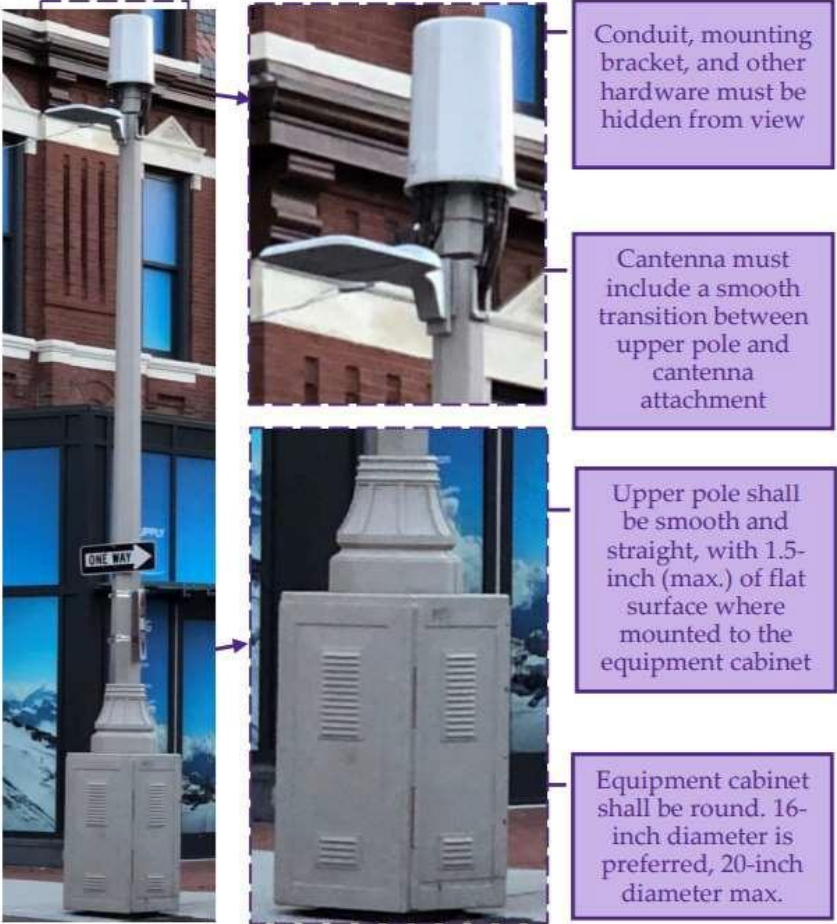
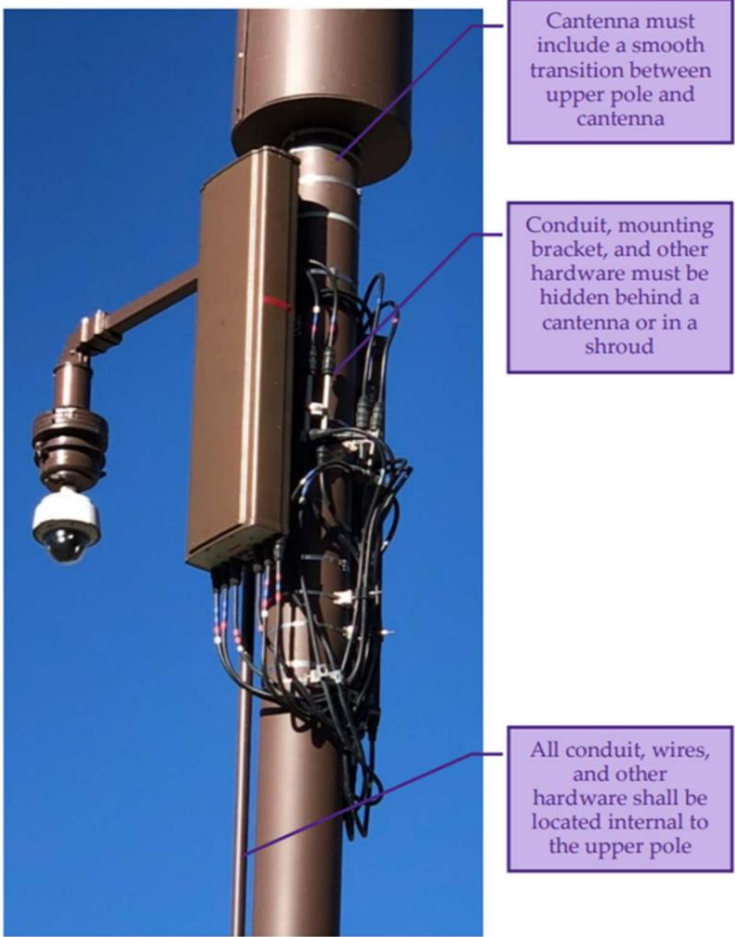
Town of Jackson
Small Cell Infrastructure Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
		□ Equipment cabinet and/or equipment cabinet cover shall not have a flat, horizontal surface larger than 1.5 inches. □ All hardware attachments shall be hidden to the maximum extent possible.	
6. Cantenna	□ If a cantenna is located on top of the pole the outer diameter shall be 14” maximum and the cantenna shall be no more than 5 feet tall, including antenna, radio head, mounting bracket, and all other hardware necessary for a complete installation. □ If the cantenna is mounted to the side of the pole it shall be located inside a shroud of 5.5 cubic feet maximum. The width, depth, or diameter of the shroud size shall not be greater than 16” (maximum).	□ The antenna and antenna pole attachment shall be shrouded to meet the Town’s aesthetics. A tapered transition between the upper pole and cantenna shall be included. □ The maximum outer diameter is 14-inch and the maximum length is 5’ 8”. The antenna shroud shall be colored and designed to match pole.	
7. Required Equipment	□ Only one equipment shroud, containing all required small cell equipment, shall be installed per pole. Except, one additional equipment shroud shall be allowed per pole if the antenna is located within the second equipment shroud. Equipment shall be located such that it meets the Americans with Disabilities Act of 1990 and does not obstruct, impede, or hinder the usual pedestrian or vehicular travel way. □ If applicable, only one strand-mount equipment shroud shall be installed per permit location	□ All equipment shall be located internal to the equipment cabinet or recessed in the equipment cabinet to meet Utility requirements or hidden behind the cantenna. All equipment shall be mounted per the owner’s requirements. Pole bases shall be sized to handle the listed equipment and all other equipment required by the owner.	
8. Notification Labels	Attached to each pole with a small cell wireless facility shall be a 4-inch by 6-inch (maximum) plate that displays the label shown below and that states “This pole contains an FCC-licensed wireless telecommunications facility that emits radio frequency radiation” 		
9. Owner Identification	A 4-inch by 6-inch (maximum) plate with the Carrier’s name, location identifying information, and emergency telephone number shall be permanently fixed to the equipment shroud.		
10. Luminaire	No lighting of facility is allowed.	Luminaire shall meet the Town’s construction standards and specifications and shall match existing adjacent luminaires.	No lighting of facility is allowed.
11. Luminaire Mast Arm	Not Applicable	Mast arms shall match those on adjacent streetlights or match aesthetics of adjacent streetlights. In any case, mast arms will be decorative.	Not Applicable
12. Pole Size & Type	Not Applicable	□ Pole shall be round, straight, galvanized steel. Pole shall be architecturally compatible with the equipment cabinet. At least 15% of the pole design structural capacity shall be reserved for future Town IOT installations. □ The upper pole shall be scaled to 0.5 to 0.75 times the size of the equipment cabinet with 10” minimum outer diameter. The pole diameter shall be scaled such that no flat, horizontal surface larger than 1.5 inches exists between the equipment cabinet and upper pole.	□ Pole shall be round, straight, galvanized steel. Pole shall be architecturally compatible with the equipment cabinet. □ The upper pole shall be scaled to 0.5 to 0.75 times the size of the equipment cabinet with 10” minimum outer diameter. The pole diameter shall be scaled such that no flat, horizontal surface larger than 1.5 inches exists between the equipment cabinet and upper pole.

Town of Jackson
Small Cell Infrastructure Design Standards

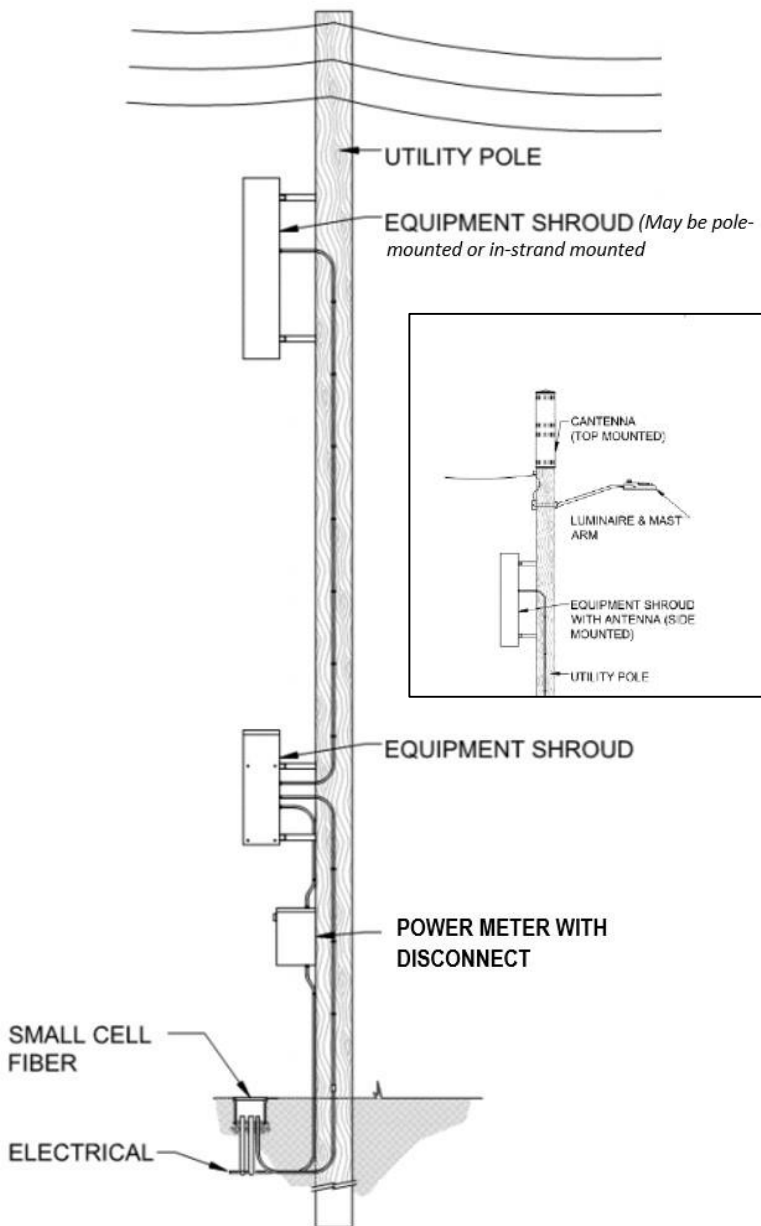
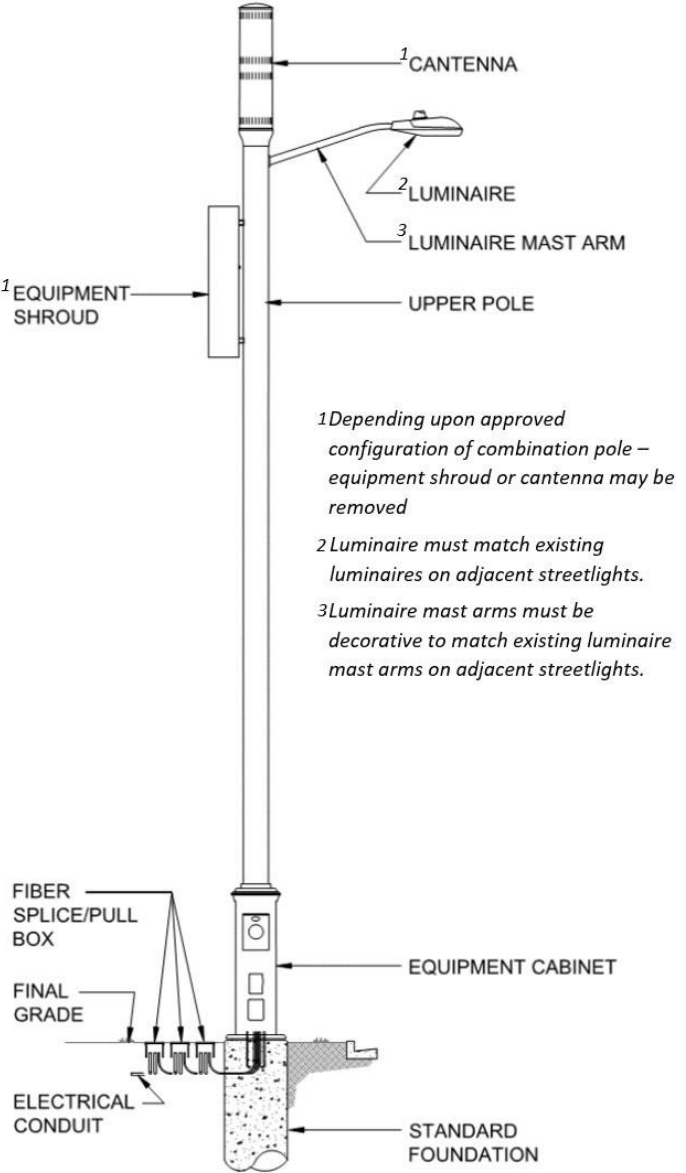
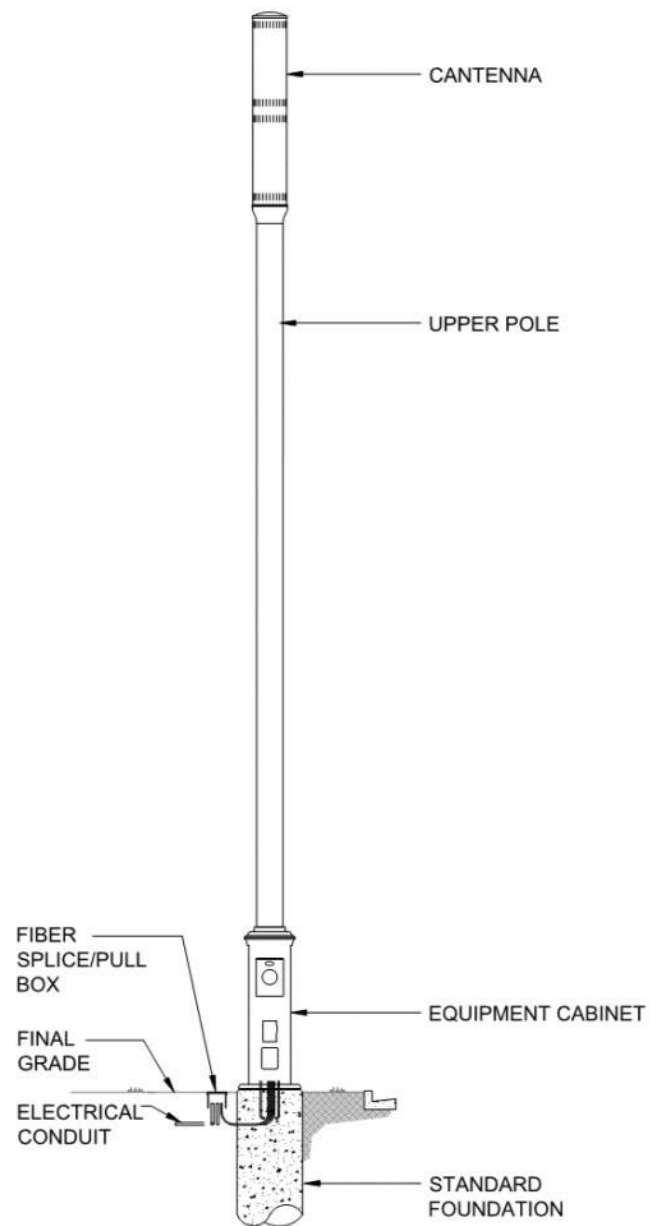
13. Small Cell Height	□ If a cantenna is located on top of the utility pole, the cantenna shall be no more than 5 feet tall, including antenna, radio head, mounting bracket, and all other hardware necessary for a complete installation. □ Applicants are encouraged to use existing utility poles that are 30’ or less in height.	□ Pole height shall be measured from the top of the foundation to the top of the highest point on the structure (cantenna or luminaire). □ The height of the combination pole shall not exceed 30 feet. If the adjacent light poles are less than 30’ in height, the combination pole shall be as close as possible to the same height as the adjacent light poles.	□ Pole height shall not exceed 30 feet. Pole height shall be measured from the top of the foundation to the top of the cantenna.
Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
14. Electrical Separation	Not Applicable	Separate conduits shall be provided to separate wiring by owner. An internal divider inside the structure shall separate electrical wiring and fiber, per Owner.	
15. Conduit Sweeps in Foundation	Not Applicable	Conduit shall accommodate all equipment and include (4) spare 2” PVC sweeps for future service.	
16. Design Wind Velocity	Withstand minimum wind speed of 115mph (3 second gust) – or as required by the Town’s currently adopted International Building Code.		
17. Foundation	Not Applicable	Precast concrete or cast-in-place pole foundations shall be designed per the Town standard to meet ACI 318. While the Town accepts cast-in-place foundations, precast concrete foundations are preferred and should be installed whenever possible.	
18. Bolt Circle	Not Applicable	19.5-inch bolt circle when installing a 16-inch equipment cabinet. 23.5-inch bolt circle when installing a 20-inch equipment cabinet. Anchor bolts shall be hidden from view.	
19. Access Doors	Not Applicable	□ Lockable doors to be provided as needed in the equipment cabinet to maintain equipment. □ A hand hole shall be provided at the top and bottom of the pole to maintain electrical service for streetlights and future IOT attachments.	Lockable doors to be provided as needed in the equipment cabinet to maintain equipment.
20. Ventilation	Not Applicable	Passive louvers and/or other passive ventilation systems shall be provided as the primary means of temperature control. If required, fan(s) shall not emit noise greater than 30dBa at one meter (3.28 feet).	

Town of Jackson
Small Cell Infrastructure Design Standards

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Town of Jackson
Small Cell Infrastructure Design Standards

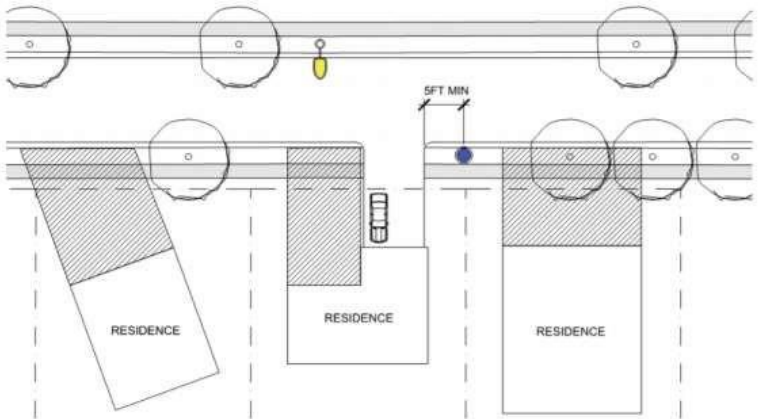
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Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
1. Typical Configuration			
2. General Requirements	□ All attachments to existing utility poles within Town of Jackson right-of-way require an encroachment permit, prior to installation. □ A maximum of three enclosures including the disconnect and antenna shall be installed at each utility pole location. No ground-mounted enclosures, including backup power supply, shall be allowed.	□ Combination small cell and streetlight applications and aesthetics shall be approved by the Town of Jackson prior to installation. All equipment shall meet the Town’s construction standards and specifications and comply with the Town’s Encroachment Permit Requirements.	□ All freestanding small cell poles within Town right of way require an encroachment permit prior to installation. □ The pole design shall match the aesthetics of existing streetlights installed adjacent to the pole. The Carrier shall submit a visual analysis (online street images are acceptable) with an application to justify selected pole design.

Town of Jackson
Small Cell Infrastructure Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
	□ All carrier equipment shall be removed and relocated at no cost to the Town, if the Town or Lower Valley Energy (LVE) decides to underground the utility lines in the future. □ No strand-mounted small cell devices shall be installed on poles with mounted streetlights. □ Carrier shall submit evidence that the existing poles are appropriately sized and have sufficient strength to accommodate the additional small cell equipment loads. Carrier shall also submit a letter of approval from the pole owner for the small cell equipment to be installed on the specific pole. □ Carrier shall <u>provide a report prepared by a qualified engineer with training in RF impact analysis that certifiesy</u> that radiation is at safe levels by a non-ionizing radiation electromagnetic radiation report (NIER). The NIER report shall be endorsed by a qualified professional. Report shall be submitted to the pole owner and the Town. It shall specify minimum approach distances <u>and signage requirements</u> to the general public as well as electrical and communication occupational workers that are not trained for working in an RF environment (uncontrolled) when accessing the pole by climbing or bucket. □ Carrier shall provide a disconnect so pole owners have the ability to easily shut off radio signals and power while working on the pole.	□ Three variations of Type II streetlight replacements will be considered for installation: - Type IIa: Streetlight with a single antenna ⁽¹⁾ - Type IIb: Streetlight with a single equipment shroud ⁽¹⁾ - Type IIc: Streetlight with a cantenna and single exterior equipment shroud □ Type IIc installation will be allowed when multiple technologies offered by the same carrier are installed on a single pole and to qualify, the Network Provider must demonstrate that the additional technology cannot be integrated into the equipment cabinet or the cantenna. □ Replacement streetlight poles shall match existing poles on the block, or nearby vicinity, to the greatest extent practicable and as approved by the Town. The Carrier shall submit a visual analysis (online street images are acceptable) with an application to justify selected pole design. □ All small cell Carrier equipment shall be housed internal to the pole or hidden behind an exterior shroud. □ All small cell components shall be sized to be architecturally compatible with the existing pole to create a cohesive aesthetic. This means, for example, that the transition between the proposed equipment cabinet and upper pole shall be as seamless and visually unobtrusive as possible. A decorative transition shall be installed over the equipment cabinet upper bolts, or decorative base cover shall be installed to match the equipment cabinet size. □ All pole mounted enclosures shall be securely attached with hardware (not strapped). □ Carrier shall <u>provide a report prepared by an independent qualified engineer with training in RF impact analysis that certifiesy</u> that radiation is at safe levels by a non-ionizing radiation electromagnetic radiation report (NIER). The NIER report shall be endorsed by a qualified professional. Report shall be submitted to the pole owner and the Town. It shall specify minimum approach distances <u>and signage requirements</u> to the general public as well as electrical and communication occupational workers that are not trained for working in an RF environment (uncontrolled) when accessing the pole by climbing or bucket.	□ All small cell carrier equipment shall be housed internal to the pole or hidden behind an exterior shroud. □ All small cell components shall be sized to be architecturally compatible with the existing pole to create a cohesive aesthetic. This means, for example, that the transition between the proposed equipment cabinet and upper pole shall be as seamless and visually unobtrusive as possible. A decorative transition shall be installed over the equipment cabinet upper bolts, or decorative base cover shall be installed to match the equipment cabinet size. □ Carrier shall <u>provide a report prepared by an independent qualified engineer with training in RF impact analysis that certifiesy</u> that radiation is at safe levels by a non-ionizing radiation electromagnetic radiation report (NIER). The NIER report shall be endorsed by a qualified professional. Report shall be submitted to the Town and it shall specify minimum approach distances <u>and signage requirements</u> to the general public. □ Town reserves the right to attach any sign (such as a no parking sign) on a freestanding installation within the right-of-way.
3. Placement Requirements	□ Equipment shall be attached to existing pole. □ Equipment shall not impede, obstruct, or hinder ADA access, or pedestrian or vehicular travel. □ A cantenna may be located on top of the utility pole provided it complies with the standards in these Design Guidelines.	□ Poles can either be owned by the Town, LVE, private owner, or the applicant (as approved via Encroachment Permit) □ No pole or equipment shall impede, obstruct or hinder ADA access, pedestrian or vehicular travel □ Poles and equipment shall be located in the landscape/furnishing strip (if possible) and in alignment with existing trees, utility poles and streetlights. □ Poles shall be located equal distance between trees when possible, with a minimum of 15 feet separation <u>from a tree.</u> □ Poles and equipment shall provide required clearances from any existing utilities.	□ Freestanding poles shall be spaced at intervals no less than 300 feet, radially, from another freestanding small cell pole. <u>However, the Town Engineer may approve a lesser separation distance if, based on consideration of topography, adjacent uses, visual impacts, or other similar considerations, a lesser distance would reduce negative impacts to the public from the small cell facility.</u> □ Freestanding poles shall not be located along the frontage of a building deemed historic on a federal, state, or local level. □ Freestanding poles shall not significantly obstruct property sight lines and shall be located between property lines as much as possible

Town of Jackson
Small Cell Infrastructure Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
		Poles and equipment shall not obstruct sight distance at driveways or other accesses on to roadway.	located in-front of store front windows, primary walkways, primary entrances or exits, or in such a way that would impede deliveries. Freestanding poles shall not impede, obstruct or hinder ADA access, pedestrian or vehicular travel Poles and equipment shall be located in the landscape/furnishing strip (if possible) and in alignment with existing trees, utility poles and streetlights. Poles shall be located equal distance between trees when possible, with a minimum of 15 feet separation <u>from a tree</u>. Poles and equipment shall provide required clearances from any utilities. Poles shall be located outside of 30 foot clear vision triangle at intersections. Poles shall not obstruct sight distance at driveways or other accesses on to roadway. Poles shall not be located within 100 feet of the apron of a fire station or other adjacent emergency service facility. For residential areas - do not locate the pole within the perpendicular extension of the primary street-facing wall plane, as shown below. Do not locate a small cell in front of driveways, entrances or walkways.  Do not locate small cell in the perpendicular extension of the primary street-facing wall plane Do not locate small cell in front of driveways, entrances, or walkways
4. Equipment Color	Visible attachments and hardware shall be colored to match pole regardless of pole material, or, if matching color is not feasible, then colored gray (7047).	Equipment cabinet and pole shall be galvanized in accordance with AASHTO M 111. The pole shall be painted to match existing streetlight aesthetics and paint shall be powder coated over zinc paint (Pole and equipment cabinet shall still be galvanized).	Equipment cabinet and pole shall be galvanized in accordance with AASHTO M 111. The pole shall be painted to match existing streetlight aesthetics, paint shall be powder coated over zinc paint (Pole and equipment cabinet shall still be galvanized).
5. Equipment Shroud / Cabinet	38”H x 16”W x 12”D maximum for pole-mounted equipment shroud. Strand-mounted equipment enclosures may not exceed 5.5 cubic feet. All hardware attachments shall be hidden to the maximum extent possible.	Maximum diameter is 16 inches (preferred) or 20 inches. Maximum height of cabinet is 5’-8”. Cabinet shall be round and installed below the pole. If an antenna is located on the side of the pole, the antenna, radio equipment, brackets, and all other hardware required for a complete installation shall fit behind a 38”H x 16”W x 12”D maximum shroud, securely mounted (not strapped) to the pole.	Maximum diameter is 16 inches (preferred) or 20 inches. Maximum height of cabinet is 5’-8”. Cabinet shall be round and installed below the pole. Equipment cabinet and/or equipment cabinet cover shall not have a flat, horizontal surface larger than 1.5 inches. Hardware attachments shall be hidden to the maximum extent possible.

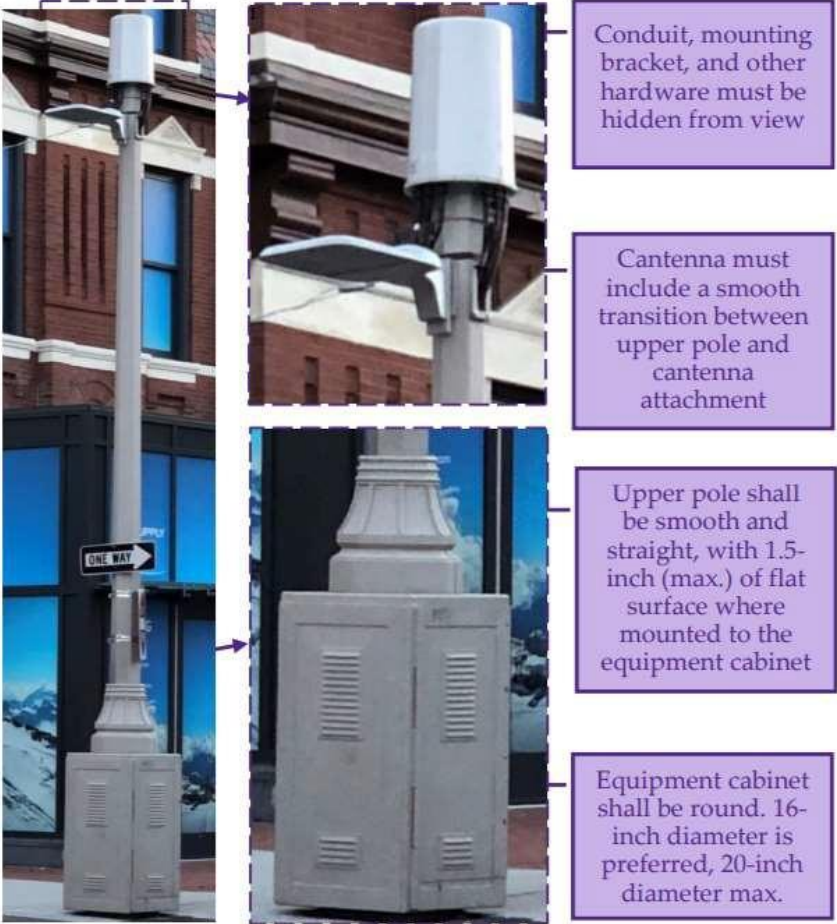
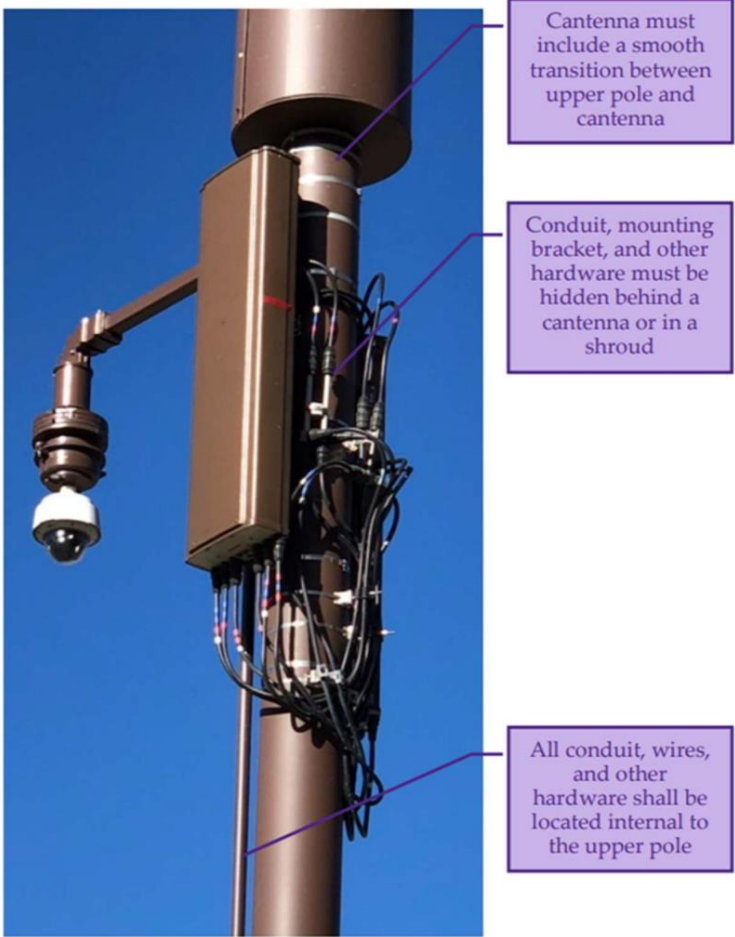
Town of Jackson
Small Cell Infrastructure Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
		□ Equipment cabinet and/or equipment cabinet cover shall not have a flat, horizontal surface larger than 1.5 inches. □ All hardware attachments shall be hidden to the maximum extent possible.	
6. Cantenna	□ If a cantenna is located on top of the pole the outer diameter shall be 14” maximum and the cantenna shall be no more than 5 feet tall, including antenna, radio head, mounting bracket, and all other hardware necessary for a complete installation. □ If the cantenna is mounted to the side of the pole it shall be located inside a shroud of 5.5 cubic feet maximum. The width, depth, or diameter of the shroud size shall not be greater than 16” (maximum).	□ The antenna and antenna pole attachment shall be shrouded to meet the Town’s aesthetics. A tapered transition between the upper pole and cantenna shall be included. □ The maximum outer diameter is 14-inch and the maximum length is 5’ 8”. The antenna shroud shall be colored and designed to match pole.	
7. Required Equipment	□ Only one equipment shroud, containing all required small cell equipment, shall be installed per pole. Except, one additional equipment shroud shall be allowed per pole if the antenna is located within the second equipment shroud. Equipment shall be located such that it meets the Americans with Disabilities Act of 1990 and does not obstruct, impede, or hinder the usual pedestrian or vehicular travel way. □ If applicable, only one strand-mount equipment shroud shall be installed per permit location	□ All equipment shall be located internal to the equipment cabinet or recessed in the equipment cabinet to meet Utility requirements or hidden behind the cantenna. All equipment shall be mounted per the owner’s requirements. Pole bases shall be sized to handle the listed equipment and all other equipment required by the owner.	
8. Notification Labels	Attached to each pole with a small cell wireless facility shall be a 4-inch by 6-inch (maximum) plate that displays the label shown below and that states “This pole contains an <u>FCC</u> -licensed wireless telecommunications facility that emits radio frequency radiation according to FCC standards ” 		
9. Owner Identification	A 4-inch by 6-inch (maximum) plate with the Carrier’s name, location identifying information, and emergency telephone number shall be permanently fixed to the equipment shroud.		
10. Luminaire	No lighting of facility is allowed.	Luminaire shall meet the Town’s construction standards and specifications and shall match existing adjacent luminaires.	No lighting of facility is allowed.
11. Luminaire Mast Arm	Not Applicable	Mast arms shall match those on adjacent streetlights or match aesthetics of adjacent streetlights. In any case, mast arms will be decorative.	Not Applicable
12. Pole Size & Type	Not Applicable	□ Pole shall be round, straight, galvanized steel. Pole shall be architecturally compatible with the equipment cabinet. At least 15% of the pole design structural capacity shall be reserved for future Town IOT installations. □ The upper pole shall be scaled to 0.5 to 0.75 times the size of the equipment cabinet with 10” minimum outer diameter. The pole diameter shall be scaled such that no flat, horizontal surface larger than 1.5 inches exists between the equipment cabinet and upper pole.	□ Pole shall be round, straight, galvanized steel. Pole shall be architecturally compatible with the equipment cabinet. □ The upper pole shall be scaled to 0.5 to 0.75 times the size of the equipment cabinet with 10” minimum outer diameter. The pole diameter shall be scaled such that no flat, horizontal surface larger than 1.5 inches exists between the equipment cabinet and upper pole.

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Small Cell Infrastructure Design Standards

13. Small Cell Height	□ If a cantenna is located on top of the utility pole, the cantenna shall be no more than 5 feet tall, including antenna, radio head, mounting bracket, and all other hardware necessary for a complete installation. □ Applicants are encouraged to use existing utility poles that are 30’ or less in height.	□ Pole height shall be measured from the top of the foundation to the top of the highest point on the structure (cantenna or luminaire). □ The height of the combination pole shall not exceed 30 feet. If the adjacent light poles are less than 30’ in height, the combination pole shall be as close as possible to the same height as the adjacent light poles.	□ Pole height shall not exceed 30 feet. Pole height shall be measured from the top of the foundation to the top of the cantenna.
Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
14. Electrical Separation	Not Applicable	Separate conduits shall be provided to separate wiring by owner. An internal divider inside the structure shall separate electrical wiring and fiber, per Owner.	
15. Conduit Sweeps in Foundation	Not Applicable	Conduit shall accommodate all equipment and include (4) spare 2” PVC sweeps for future service.	
16. Design Wind Velocity	Withstand minimum wind speed of 115mph (3 second gust) – or as required by the Town’s currently adopted International Building Code.		
17. Foundation	Not Applicable	Precast concrete or cast-in-place pole foundations shall be designed per the Town standard to meet ACI 318. While the Town accepts cast-in-place foundations, precast concrete foundations are preferred and should be installed whenever possible.	
18. Bolt Circle	Not Applicable	19.5-inch bolt circle when installing a 16-inch equipment cabinet. 23.5-inch bolt circle when installing a 20-inch equipment cabinet. Anchor bolts shall be hidden from view.	
19. Access Doors	Not Applicable	□ Lockable doors to be provided as needed in the equipment cabinet to maintain equipment. □ A hand hole shall be provided at the top and bottom of the pole to maintain electrical service for streetlights and future IOT attachments.	Lockable doors to be provided as needed in the equipment cabinet to maintain equipment.
20. Ventilation	Not Applicable	Passive louvers and/or other passive ventilation systems shall be provided as the primary means of temperature control. If required, fan(s) shall not emit noise greater than 30dBa at one meter (3.28 feet).	

Town of Jackson
Small Cell Infrastructure Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
21. Examples of Unacceptable Installations		 Conduit, mounting bracket, and other hardware must be hidden from view Cantenna must include a smooth transition between upper pole and cantenna attachment Upper pole shall be smooth and straight, with 1.5-inch (max.) of flat surface where mounted to the equipment cabinet Equipment cabinet shall be round. 16-inch diameter is preferred, 20-inch diameter max.	 Cantenna must include a smooth transition between upper pole and cantenna Conduit, mounting bracket, and other hardware must be hidden behind a cantenna or in a shroud All conduit, wires, and other hardware shall be located internal to the upper pole
22. Examples of Acceptable Installations	Intentionally blank		

From: [hochheiser lou](#)
To: [Travis Riddell](#); [Daniel Forman](#)
Cc: [Jodie Pond](#); [Joseph burke](#); [Jim Stanford](#); [Natalia Macker](#); [ann@annlurie.com](#); [Smlarsen@me.com](#); [Ingrid Krasnow](#); [David Dornand](#); [David Peterson](#); [sadie.c.monaghan.phd@gmail.com](#)
Subject: Re: 5g network nonionizing radiation concern
Date: Wednesday, March 20, 2019 8:35:22 PM

Thanks Dan,

I am far from an expert but do know people with much more expertise than myself who would be willing to provide an information session based upon the science that currently exists. The technology may be ahead of the science but there is enough concern and some data that says we should be cautious in our approach. Certainly many communities around the country are taking a close look. We spoke with Greg Epstein today and he is in favor of your group taking a look. If my information is correct the AT&T tower is not a real 5G service at this time.

I would be happy to see that a presentation is put together for the May meeting.

Lou

Lou Hochheiser, MD
PO Box 912
2024 Hidden Ranch Loop
Jackson, WY 83001
307-413-9749

On Wednesday, March 20, 2019, 3:41:14 PM MDT, Daniel Forman <tetonvet@gmail.com> wrote:

Lou and Travis,

Thanks, Travis for providing some traction on this issue.

Jim Stanford provided our Board yesterday with a brief synopsis of his questions and concerns regarding the current and incoming 5G service in our valley and national parks. It is my understanding an AT&T 5G tower already exists adjacent to the Fire Station in Hoback Junction.

Jim stressed how the technology appears to be eons ahead of any potential health effects from exposure to humans as well as other species such as our songbird population.

It is my opinion our Board would be very appreciative of an evidence-based presentation on this topic at our next Board Meeting in May.

Lou, please let me know how I may be of service moving forward.

All the best,

Dan

Dan Forman, DVM
Board Chair
Teton District Board of Health
Jackson, WY

> On Mar 20, 2019, at 3:12 PM, Travis Riddell <travis.riddell@gmail.com> wrote:

>

>

> Hi Dan,

>

> I had a conversation today with Dr. Lou Hochheiser, the former SJMC CEO. He is interested in potential health effects of 5g cell network antennae, which are poised to come to Jackson soon. Lou proposed gathering a group people knowledgeable on the subject to make a presentation at the next Board of Health meeting. This email is to serve as a connection between you two.

>

> Thanks,

> Travis

>

From: [Tom Factor](#)
To: [Pete Muldoon](#)
Subject: Expert Testimony on Resolution 19-05 re 5G Wireless
Date: Monday, March 25, 2019 5:22:37 PM
Attachments: [Resolution 19-05 Comment.pdf](#)

Dear Mayor Muldoon,

I submit the attached letter as expert testimony on the pending Resolution 19-05 on 5G Wireless Communications. I will not be available for the April 8th meeting but can be reached this week or after April 14 to discuss this letter on my cell phone: 307-690-1065.

Thank you for taking the time to review this information for your decision.

Tom Factor

From: [Candace Woodbury](#)
To: [Pete Muldoon](#)
Subject: QUOTED IN BUCKRAIL
Date: Tuesday, March 26, 2019 4:49:12 PM

Mayor Muldoon,

Please tell me I am misunderstanding this quote in Buckrail,

"Mayor Pete Muldoon called the resolution a set of reasonable standards. He added, "I need to have a really good reason to say no outside of the science, which I don't know and is not what is being asked here. Getting involved with the feds and regulation...we are not going to do that as a town council. It's not how I want to spend my time on the council."

Because to me, this sounds like you don't want to go against the installation of a significant number of cell towers simply because it isn't how you want to spend your time on the council opposing the "Feds" and creating regulations. Isn't that part of the job??? Especially when I believe, a majority of local residents, not tourists passing through, oppose adding more cell towers to the area.

People who choose to live in the Teton Valley's do so because they are willing to be stewards of a different way of life. One that protects and preserves the earth and its inhabitants. This should also be a concern for the town council, and as the Mayor, you should care and want to get involved seeing that this will affect not only the land, plants, pollinators, and wildlife, but also those that live in the area.

This makes me sad to see that those in the Teton Valley in Wyoming, who are chosen to represent the area and protect the area aren't interested in getting involved. I grew up Teton Valley Idaho and lived in Jackson for over a decade and like many others, my claim to being a local doesn't matter, but it is still upsetting to me that those who should care and stand in the way of the big guys are just rolling over because that's not how they want to spend their time. This one concession from our Town Council will open the door to more and more until nothing of the "old west" or what we all love about the area and the parks will be left and I don't believe that I am the only one that feels this way.

You hold a special position as Mayor, the person in this position should care more about the economic impacts and how tourists are fairing. I for one care what the telecom industry is pushing in the area, and not just because of the potential impacts on my health, but on the health and migrations of our local wildlife. That is why I love the Teton Valley's, the flora and fauna... what happens when that no longer exists and there was something we could have done to prevent the destruction of the home we share with nature?

I send this to you not as a member of the Environmental Health Trust, but as someone who loves and cares about the Jackson Hole Valley and the surrounding areas. Hopefully, you do too.

--

Kind Regards,

Candace Woodbury · Program Administrator & Executive Assistant to Dr. Devra Davis

Environmental Health Trust

☐ candace.woodbury@ehtrust.org ☐ www.ehtrust.org
☐ [candacewoodbury](#) ☐ [candacewoodbury](#)



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[Top 20 Facts on 5G](#)

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From: [Tom Factor](#)
To: [Pete Muldoon](#); [Arne Jorgensen](#); [Jonathan Schechter](#); [Jim Stanford](#)
Cc: [louis hochheiser](#); [Moe Mellion](#); [Devra Davis](#)
Subject: Expert Testimony Addendum re Resolution 19-05
Date: Wednesday, March 27, 2019 10:36:07 AM

Dear Mayor and Councilmen,

I'd like to clarify the reasoning for the setbacks I previously proposed for 5G antennas:

The signal strength from 5G antennas is additive. Two towers in proximity will have greater radiation levels than one. The FCC requires that all applicants should be treated equally. Therefore, if a location is granted to AT&T, for example, then Verizon and Sprint could request adjacent locations and the levels people and homes are exposed to will be uncontrolled.

That is why many Towns have put in their Ordinance, *"Antennas shall not be permitted in residential neighborhoods or within 500 feet of homes, businesses, public spaces, walkways, or roads and shall be separated by at least 1,500 feet."*

That is also why a signal strength contour map that shows the additive emissions of all antennas in the vicinity of the proposed antenna location should be required of the Applicant. If research is presented in the future that shows harm to health or wildlife at setbacks previously approved, the Ordinance should provide the Town the right to revoke the permits on that basis.

Tom Factor
307-690-1065

From: [Moe Mellion](#)
To: pmmuldoon@jacksonwy.gov; [Arne Jorgensen](#); jschechter@jacksonwy.gov; [Jim Stanford](#)
Cc: [Tom Factor](#); [Devra Davis](#); [hochheiser lou](#)
Subject: Wireless radiation in Jackson
Date: Wednesday, March 27, 2019 1:47:52 PM

Dear Mayor and Councilmen,

Tom Factor introduced me in a previous email to you.

First, I would like to tell you about an incident involving microwave radiation back in the seventies when I practiced with Rich Sugden in our office building on the hospital campus. I practiced both family medicine and sports medicine. As part of my sports medicine practice I performed electromyography to search for muscle and nerve damage. The procedure involves inserting a needle connected to an oscilloscope into the patient's muscle and evaluating both the image and sound produced on the oscilloscope. One day I inserted a needle into a patient's thigh, and the immediate sound was music radiating from an antenna on Snow King. It came from a single antenna close to a mile away. Imagine the amount of radiation from an antenna on each block!

I hope none of you use the new \$200 Apple earbuds. They work beautifully producing excellent stereo sound because they send constant electromagnetic signals back and forth through the user's brain to balance the sound. There is good evidence that cell phones held next to the ear for several hours a day for many years can stimulate the development of glioblastoma brain tumors. Will the Apple ear buds do the same?

As you can guess, I like to teach by telling stories — only true stories. Let me tell you another one. I doubt that any of you have heard of the parotid glands. There is one in each cheek, and they produce saliva. When I was a student, I was taught that there are extremely rare tumors in the parotid gland and that they only occur in people over 50. They are so rare that I never saw one and I never heard of one in the hospitals where I practiced. Now, there is a surge of parotid gland tumors in younger people on the side where they hold their cell phones for several hours a day. My question to you is whether you want to risk 3G, 4G and 5G radiation every block in the town of Jackson near homes, schools and businesses?

The last point I would like to make is the difficulty trying to understand the medical literature regarding the risks of electromagnetic radiation. As you know, there are two kinds logic, inductive and deductive. In medicine, inductive logic involves specific observations that form a pattern, such as parotid gland tumors forming in younger people on the side where they hold their cell phones for several hours a day. The pattern leads to a conclusion, which may be true. The more cases in the pattern, the more valid the conclusion.

Deductive logic in medicine usually involve studying a premise in more than one population over a period of time. In studies recently performed by the US National Toxicology Program rats and mice exposed to radiation the equivalent of cell phone or cell tower output were compared to another population of rats and mice in the same clinical situation who were not. Those exposed developed a significant amount of heart and brain tumors; whereas, those who were not exposed did not. For decades studies using the types of rats and mice in these NTP experiments have predicted human results in later studies.

What about human studies evaluating the effects of microwave radiation? They are more

difficult to perform because the effects may not occur for ten to thirty years after the onset of significant continuing exposures. There are some good studies underway, but they will take many years to yield solid results. There have been some weaker short term studies as well, but, for good reasons, their results are controversial. There are, unfortunately, many “sham” studies, some financed directly or indirectly by the Cellular Telecommunications Industry Association (CTIA). Typically, they study cell phone use for a short time each day (often ½ hour) and/or a short period such as two years. The results are predictably negative.

I hope you find this information helpful in understanding real and potential problems with microwave radiation.

I would be happy to respond to questions and concerns. Unfortunately, because I will be leaving town for a two month trip April 7th, I will miss the April 8th Council meeting. I will, however, be available by email while I am gone.

Yours ever,

Moe Mellion

Morris B Mellion, MD
Post Office Box 728
Teton Village, Wyoming 83025
moe.mellion@gmail.com
Tel: 307-734-5305
Cell: 307-690-5027

From: [Kelly Holmes](#)
To: [Town Council](#)
Subject: Fw: CELL TOWER MORATORIUM
Date: Monday, April 8, 2019 6:37:40 AM
Attachments: [CELL TOWER MORATORIUM.pdf](#)

Good Morning Town Council.

I am forwarding this letter that was sent on January 11th, to the County Commissioners.

I would like to extend the same invitation to you to please visit our property to better understand why we are so concerned of the proximity of this cell tower in a residential area.

Thanks in advance,
The Holmes Family

From: Kelly Holmes <holmes4horsense22@msn.com>
Sent: Friday, January 11, 2019 11:08 AM
To: commissioners@tetoncountywy.gov
Cc: awatkins@tetoncountywy.gov
Subject: CELL TOWER MORATORIUM

Good Morning County Commissioners,

Please see attached letter of request for cell tower moratorium and photo of cell tower directly across the property line of our home in Hoback Junction.

Thank you for your time,

THE HOLMES FAMILY

Kelly Holmes
307-730-9074

Sent from [Mail](#) for Windows 10

From: [Trevor Palmer](#)
To: [Jim Stanford](#); [Arne Jorgensen](#); [Jonathan Schechter](#)
Subject: EHT wants to be sure you see this update on 5G policy and science
Date: Wednesday, April 3, 2019 9:38:15 AM
Attachments: [5G Small Cell Resources.pdf](#)

Good Morning Town Councilors,

As a citizen of Jackson and a proponent for more research on 5G before it is rolled out throughout this year, I believe that you all should see this newsletter, which I provided the link and a PDF file to access. With so little research on how 5G radiofrequencies effect not only humans but also the many animals that also call Jackson Hole home. If you all would take a look that would be very helpful to the residents of this Valley.

<https://myemail.constantcontact.com/5G-Small-Cell-Resources.html?soid=1116515520935&aid=NaD0EIHd9Eo>

Thank you,

Trevor Palmer

Research Assistant
Environmental Health Trust

From: [Candace Woodbury](#)
To: [Pete Muldoon](#)
Subject: Thank You Re: QUOTED IN BUCKRAIL
Date: Thursday, March 28, 2019 10:17:10 AM

Pete,

I am replying from my personal email as my views do not 100% line up with EHT's. I want to express my appreciate to you for taking the time to respond to me. I will make sure to watch the meeting so that I am fully informed and up to date. This issue is important to me and that communities don't just say yes, without asking in the very least for more research to be done.

I understand and acknowledge that there is a wide variety of scientific studies both showing no harm and harm. I'm not interested in using scare tactics on anyone. It's just not my way, personally, but I do believe that there is a point where our right to know is so important and that more research needs to be done before any final conclusions are reached.

But I didn't reach out to you with the argument that cell towers cause cancer and I personally am not interested in debating the science on whether or not the radiation from cellphones and cell towers do or do not cause cancer, everything has the potential to cause cancer... I just read an article today that regular drinking of hot tea causes esophageal cancer... I love tea.

For me personally, the jury is still out and much more research needs to be done. That also doesn't mean that I don't think that it is something that our community doesn't need to worry about. I am a tech lover, I have a MacBook, iPhone, iWatch, Echo Dot, these things make my life easier and when I don't have service or it is slow, sure that is frustrating, but do I want the telecom industry to expand significantly in our area... I don't believe so.

This should be a discussion about how this expansion, both proposed in and out of the parks, will affect this valley and surround areas that we love. What I am specifically referring to is the land, plants, and animals who were here before us and whose natural habitat and way of life should be protected.

My personal concern focuses on how the expansion for 5G will affect not the aesthetic of the "old west" but how it will affect the migration of the local animals. What harm will it have on those little bugs and bees who pollinate lupin meadows and more? There is research that they will be affected and I would like to share a few with you, as well as a few articles. All of them focus on bees.

[The effect of cell phone radiations on the life cycle of honeybees](#)
[Mobile phone towers a threat to honey bees: study](#)
[Bees and flowers communicate using electrical fields, researchers discover](#)
[Bees Can Sense the Electric Fields of Flowers](#)
[The impacts of artificial Electromagnetic Radiation on Wildlife \(Flora and Fauna\)](#)
[How Bees See and Why it Matters](#)

Like you, I also believe that climate change and water pollution are serious issues that need everyone's concern and action and I dedicate a large portion of my personal time to these issues as they are top priority for me, as well as marine conservation.

I am happy to hear that you are doing all you can under the FCC regulations, but can't the Town of Jackson ask for more research to be done? Shouldn't we express our concern for the wildlife we share the land with and how this expansion will affect them? Not only with the possible construction and work that will have to be done and the interference that may cause, but also in how the signals from this service might throw off the natural instincts of those animals and pollinators?

Again, I bring this issue to you, not as Dr. Davis's assistant (a stepping stone for me as a historian, naturalist and wannabe marine biologist; I aspire to work with nonprofits such as Cloudridge or a nonprofit focused on marine conservation), but as a member of the local community who cares deeply about the area and its preservation of the habitat for the local wildlife, pollinators included. Let's keep Jackson and the surrounding areas and the National

Parks wild, the way that they are meant to be. To me, that is more important the fast and constant connectivity. After all, people come to the mountains to disconnect, to be with nature.

*“The mountains are calling and I must go.
In every walk with nature one receives far more than he seeks.
The clearest way into the Universe is through a forest wilderness.
Climb the mountains and get their good tidings.
The power of imagination makes us infinite.
When we try to pick out anything by itself, we find it hitched to everything else in the universe.
Keep close to Nature’s heart... and break clear away, once in awhile, and climb a mountain or spend a week in the woods. Wash your spirit clean.
Everybody needs beauty as well as bread, places to play in and pray in, where nature may heal and give strength to body and soul.
Between every two pines is a doorway to a new world.
When one tugs at a single thing in nature, he finds it attached to the rest of the world.”
- John Muir*

Again, thank you for your time and your response.

Warmest Regards,

Candace Woodbury
candacewoodbury@icloud.com

On Mar 25, 2019, at 2:52 PM, Candace Woodbury
<candace.woodbury@ehtrust.org> wrote:

Mayor Muldoon,

Please tell me I am misunderstanding this quote in Buckrail,

"Mayor Pete Muldoon called the resolution a set of reasonable standards. He added, "I need to have a really good reason to say no

outside of the science, which I don't know and is not what is being asked here. Getting involved with the feds and regulation...we are not going to do that as a town council. It's not how I want to spend my time on the council."

Because to me, this sounds like you don't want to go against the installation of a significant number of cell towers simply because it isn't how you want to spend your time on the council opposing the "Feds" and creating regulations. Isn't that part of the job??? Especially when I believe, a majority of local residents, not tourists passing through, oppose adding more cell towers to the area.

People who choose to live in the Teton Valley's do so because they are willing to be stewards of a different way of life. One that protects and preserves the earth and its inhabitants. This should also be a concern for the town council, and as the Mayor, you should care and want to get involved seeing that this will affect not only the land, plants, pollinators, and wildlife, but also those that live in the area.

This makes me sad to see that those in the Teton Valley in Wyoming, who are chosen to represent the area and protect the area aren't interested in getting involved. I grew up Teton Valley Idaho and lived in Jackson for over a decade and like many others, my claim to being a local doesn't matter, but it is still upsetting to me that those who should care and stand in the way of the big guys are just rolling over because that's not how they want to spend their time. This one concession from our Town Council will open the door to more and more until nothing of the "old west" or what we all love about the area and the parks will be left and I don't believe that I am the only one that feels this way.

You hold a special position as Mayor, the person in this position should care more about the economic impacts and how tourists are fairing. I for one care what the telecom industry is pushing in the area, and not just because of the potential impacts on my health, but on the health and migrations of our local wildlife. That is why I love the Teton Valley's, the flora and fauna... what happens when that no longer exists and there was something we could have done to prevent the destruction of the home we share with nature?

I send this to you not as a member of the Environmental Health Trust, but as someone who loves and cares about the Jackson Hole Valley and the surrounding areas. Hopefully, you do too.

--

Kind Regards,

Candace Woodbury • Program Administrator & Executive Assistant to Dr. Devra Davis

Environmental Health Trust

☐ candace.woodbury@ehtrust.org ☐ www.ehtrust.org
☐ candacewoodbury ☐ candacewoodbury



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Kind Regards,

Candace Woodbury • Program Administrator & Executive Assistant to Dr. Devra Davis

Environmental Health Trust

☐ candace.woodbury@ehtrust.org ☐ www.ehtrust.org
☐ [candacewoodbury](#) ☐ [candacewoodbury](#)



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From: [Kelly Holmes](#)
To: [Town Council](#)
Subject: Fw: CELL TOWER MORATORIUM
Date: Monday, April 8, 2019 6:37:40 AM
Attachments: [CELL TOWER MORATORIUM.pdf](#)

Good Morning Town Council.

I am forwarding this letter that was sent on January 11th, to the County Commissioners.

I would like to extend the same invitation to you to please visit our property to better understand why we are so concerned of the proximity of this cell tower in a residential area.

Thanks in advance,
The Holmes Family

From: Kelly Holmes <holmes4horsense22@msn.com>
Sent: Friday, January 11, 2019 11:08 AM
To: commissioners@tetoncountywy.gov
Cc: awatkins@tetoncountywy.gov
Subject: CELL TOWER MORATORIUM

Good Morning County Commissioners,

Please see attached letter of request for cell tower moratorium and photo of cell tower directly across the property line of our home in Hoback Junction.

Thank you for your time,

THE HOLMES FAMILY

Kelly Holmes
307-730-9074

Sent from [Mail](#) for Windows 10

From: [Trevor Palmer](#)
To: [Jim Stanford](#); [Arne Jorgensen](#); [Jonathan Schechter](#)
Subject: EHT wants to be sure you see this update on 5G policy and science
Date: Wednesday, April 3, 2019 9:38:15 AM
Attachments: [5G Small Cell Resources.pdf](#)

Good Morning Town Councilors,

As a citizen of Jackson and a proponent for more research on 5G before it is rolled out throughout this year, I believe that you all should see this newsletter, which I provided the link and a PDF file to access. With so little research on how 5G radiofrequencies effect not only humans but also the many animals that also call Jackson Hole home. If you all would take a look that would be very helpful to the residents of this Valley.

<https://myemail.constantcontact.com/5G-Small-Cell-Resources.html?soid=1116515520935&aid=NaD0EIHd9Eo>

Thank you,

Trevor Palmer

Research Assistant
Environmental Health Trust

Date: Monday, April 8, 2019 5:28 PM
To: Mayor Teresa Barrett <teresa@petaluma.ca.gov>, Peggy Flynn <pflynn@petaluma.ca.gov>, D'Lynda Fischer <dlynda@fischerforcouncil.com>, Mike Healy <mhealy@bigglobal.net>, Gabe Kearney <gabekearney@me.com>, Dave King <davekingcc@gmail.com>, Kevin McDonnell <mcdonnellcouncil@gmail.com>, Kathy Miller <kathy@ecmillerfire@gmail.com>
CC: Scott Brodhan <scottbrodhan@petaluma.ca.gov>, Eric Daryl <ericdaryl@petaluma.ca.gov>, Lisa Tenenbaum <lisa@tenenbaumforpetaluma.ca.gov>, Ingrid Alencio <alencio@petaluma.ca.gov>, Helen Grieco <hgrieco@petaluma.ca.gov>, Lendel Purcell <lpurcell@gmail.com>, Harry Lehmann <hlehmann@me.com>, Trevor Marshall <tmarshall@petaluma.ca.gov>
Subject: California Supreme Court Upholds Local Ordinance Regulating Wireless Telecommunication Facilities' Aesthetics, but We Have a Problem with FCC 18-111 and FCC 18-133

April 8, 2019

To:
Mayor Teresa Barrett <teresa@petaluma.ca.gov>
Mr. Peggy Flynn <pflynn@petaluma.ca.gov>
City Manager, City of Petaluma
111 Lewis & Petaluma, CA 94954
707-778-4345

Petaluma City Council Members

D'Lynda Fischer <dlynda@fischerforcouncil.com>
Mike Healy <mhealy@bigglobal.net>
Gabe Kearney <gabekearney@me.com>
Dave King <davekingcc@gmail.com>
Kevin McDonnell <mcdonnellcouncil@gmail.com>
Kathy Miller <kathy@ecmillerfire@gmail.com>

cc:
Scott Brodhan <scottbrodhan@petaluma.ca.gov>
Eric Daryl <ericdaryl@petaluma.ca.gov>
Lisa Tenenbaum <lisa@tenenbaumforpetaluma.ca.gov>
Ingrid Alencio <alencio@petaluma.ca.gov>
Helen Grieco <hgrieco@petaluma.ca.gov>
Lendel Purcell <lpurcell@gmail.com>
Harry Lehmann <hlehmann@me.com>
Dr. Trevor Marshall <tmarshall@petaluma.ca.gov>

Re: California Supreme Court Upholds Local Ordinance Regulating Wireless Telecommunication Facilities' Aesthetics, but We Have a Problem with FCC 18-111 and FCC 18-133

Thank you, Mayor Barrett for your email. I am addressing this response to you, the other Council Members and to City Manager Flynn.

I read the Meyers Nave article and listened to the webinar by Meyers Nave, referenced therein.

I posted that video here: How Do Municipalities Comply with the FCC's New Rule on Small Cell Wireless Deployment?

<http://www.meyersnave.com/2019/04/california-supreme-court-upholds-local-ordinance-regulating-wireless-telecommunication-facilities/>

This is why we need to engage in a **substantive conversation** about how the current Petaluma Ordinance will fare in an era of [FCC 18-111](#) and [FCC 18-133](#) opening in the Federal Register while being [challenged](#) in the Ninth Circuit Court of Appeals.

I have sent letters email to City staff and Council members about this matter weeks ago, but have received no substantive reply.

Please read Harry's Lehmann's 4/8/19 letter to Sonoma County Board of Supervisors and please watch his excellent 4/3/19 testimony in Larkspur, CA: <https://youtu.be/C7mCq2bIac2-6324>

I recommend scheduling another meeting as soon as possible with Attorney Harry Lehmann, Paul McGavin and Dr. Trevor Marshall (by phone) -- repeating our Feb 1, 2018 meeting with Petaluma City staff and/or Council members.

I would appreciate a prompt response to my email because the City of Petaluma faces a deadline about amending objective aesthetic standards for Close Proximity Microwave Radiation Antennas (CPMRAs) by April 15, 2019.

Thank you.

www.Mayor.Teresa.Barrett@petaluma.ca.gov 4/8/2019 4:41 PM

TO:
Teresa Barrett
Mayor of Petaluma
teresa@petaluma.ca.gov
707 953-4345

Begin forwarded message:

From: Meyers Nave <nave@me.com>
Date: April 8, 2019 at 2:17:29 PM PST
To: teresa@petaluma.ca.gov
Subject: California Supreme Court Upholds Local Ordinance Regulating Wireless Telecommunication Facilities' Aesthetics
Reply-To: nave@me.com



Regards,

Paul McGavin
paul@mcgavin.com
www.mcgavin.com
work: 707-559-5535
text: 707-559-5549
skype: paulmcgavin

8

Doreen Davis, PhD MPH
Fellow, American College of Epidemiology
Visiting Prof. Helene Urie, Helmholtz Medical Center & Onkolux Myriis Unit, Medical School
Associate Editor, *Frontiers in Radiation and Health*
President Environmental Health Trust
P.O. Box 58
Troy, NY 12182

<http://www.doreendavis.com>
Please [subscribe](mailto:doreen@ehtrust.org) for the EHET Newsletter
Follow me on Twitter: [@DoreenDavis](https://twitter.com/doreendavis)
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Who's Your Why? A Think&Write Feature with Dr. Doreen Davis

<http://www.doreendavis.com> <https://twitter.com/doreendavis> <https://www.facebook.com/doreendavis>

Books:
Objections: The Truth About Cell Phone Radiation
When Smoke Rises: The Women's Tales of Environmental Deception And The Battle Against Pollution
The Secret History of the War on Cancer

From: [Candace Woodbury](#)
To: commissioners@tetoncountywy.gov; [Town Council](#)
Subject: Impacts of Electromagnetic Radiation on Insects, Bees, Pollinators, etc.
Date: Monday, April 8, 2019 12:40:20 PM
Attachments: [Bees Wildlife Research Compilation .pdf](#)
[Electromagnetic radiation of mobile telecommunication antennas affects the abundance 2016 Lazaroetal JInsConserv .publishOnline.pdf](#)
[Exposure of Insects to RadioFrequency Electromagnetic Fields from 2 to 120GHz 5d .pdf](#)

Dear Jackson Hole City Council,

I am writing to you today in regards to the 4G/ 5G Antenna Rollout for Teton County Wyoming. I want to make sure that you have access to, and have looked over the attached studies regarding the impacts of electromagnetic radiation exposure on trees, bees, insects, and other wild pollinators.

The impact this has on their survival and the value of that survival versus our "connectivity" is immeasurable. Why? Because we cannot live on this planet without them.

Attachments:

1. Exposure of Insects to Radio-Frequency Electromagnetic Fields from 2 to 120GHz
2. Electromagnetic radiation of mobile telecommunication antennas affects the abundance and composition of wild pollinators
3. Compilation of Research on the Impacts to Bees from Electromagnetic Radiation

A Short List of Research to Know:

Waldmann-Selsam, C., et al. ["Radiofrequency radiation injures trees around mobile phone base stations."](#) Science of the Total Environment, vol. 572, 2016, pp. 554-69.

- A detailed long-term (2006-2015) field monitoring study was performed in the cities of Bamberg and Hallstadt (Germany). By interpolation of the 144 measurement points, we were able to compile an electromagnetic map of the power flux density in Bamberg and Hallstadt. We selected 60 damaged trees, in addition to 30 randomly selected trees and 30 trees in low radiation areas (n=120) in this polygon. The measurements of all trees revealed significant differences between the damaged side facing a phone mast and the opposite side, as well as differences between the exposed side of damaged trees and all other groups of trees in both sides. Statistical analysis demonstrated that electromagnetic radiation from mobile phone masts is harmful for trees. These results are consistent with the fact that damage inflicted on trees by mobile phone towers usually start on one side, extending to the whole tree over time.

Balmori, Alfonso. ["Anthropogenic radiofrequency electromagnetic fields as an emerging threat to wildlife orientation."](#) Science of The Total Environment, vol. 518-519, 2015, pp. 58-60

- The growth of wireless telecommunication technologies causes increased electrosmog. Radio frequency fields in the MHz range disrupt insect and bird orientation.
- Radio frequency noise interferes with the primary process of magnetoreception. Existing guidelines do not adequately protect wildlife. Further research in this area is urgent.

Cucurachi, C., et al. ["A review of the ecological effects of radiofrequency electromagnetic fields \(RF-EMF\)."](#) Environment International, vol. 51, 2013, pp. 116-40.

- A Review of 113 studies from original peer-reviewed publications. RF-EMF had a significant effect on birds, insects, other vertebrates, other organisms and plants in 70% of the studies. Development and reproduction of birds and insects are the most strongly affected endpoints.

Manville, Albert M. ["A BRIEFING MEMORANDUM: What We Know, Can Infer, and Don't Yet Know about Impacts from Thermal and Non-thermal Non-ionizing Radiation to Birds and Other Wildlife."](#) Wildlife and Habitat Conservation Solutions, 2014.

--
Kind Regards,

Candace Woodbury • Program Administrator & Executive Assistant to Dr. Devra Davis

Environmental Health Trust

☐ candace.woodbury@ehtrust.org ☐ www.ehtrust.org
☐ [candacewoodbury](#) ☐ [candacewoodbury](#)



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DISCLAIMER

From: [Devra Davis](#)
To: [Pete Muldoon](#)
Subject: Fwd: 5G EU analysis. For your reading list
Date: Friday, April 12, 2019 3:29:34 PM

Here's an excerpt from the EU report

"It is becoming clear that 5G will cost much more to deploy than previous mobile technologies (perhaps three times as much) as it is more complex and requires a denser coverage of base stations to provide the expected capacity. The European Commission has estimated that it will cost €500 billion to meet its 2025 connectivity targets, which includes 5G coverage in all urban areas. As 5G is driven by the telecoms supply industry, and its long tail of component manufacturers, a major campaign is under way to convince governments that the economy and jobs will be strongly stimulated by 5G deployment. However, we are yet to see significant "demand-pull" that could assure sales. These campaign efforts are also aimed at the MNOs but they have limited capacity to invest in the new technology and infrastructure as their returns from investment in 3G and 4G are still being recouped. The notion of a "race" is part of the campaign but it is becoming clear that the technology will take much longer than earlier generations to perfect. China, for instance, sees 5G as at least a ten-year programme to become fully working and completely rolled out nationally. This is because the technologies involved with 5G are much more complex. One aspect, for example, that is not well understood today is the unpredictable propagation patterns that could result in unacceptable levels of human exposure to electromagnetic radiation. The report makes four recommendations to improve ."



Devra Davis, PhD MPH

Fellow American College of Epidemiology

Visiting Prof. Hebrew Univ. Hadassah Medical Center & Ondokuz Mayıs Univ. Medical School

Associate Editor, Frontiers in Radiation and Health

President Environmental Health Trust

P.O. Box 58

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[Rapid Fire - What Brain and Sperm Share and Why Care | Dr. Devra Davis | TEDxJacksonHole](#)

What's Your Why? A ThinkWY Podcast with Dr. Devra Davis:

[Wake Up! Cell Phones are NOT Toys for Young Children](#)

Thrive Global: ["Washington DC is Ground Zero for the Race to 5G"](#)

CBC Expose of cell phone radiation: ["The Secret Inside Your Cellphone"](#)

Books:

[Disconnect: The Truth About Cell Phone Radiation](#)
[When Smoke Ran Like Water: Tales of Environmental Deception And The Battle Against Pollution](#)
[The Secret History of the War on Cancer](#)

On Sun, Apr 7, 2019 at 11:21 PM Toni Stein <tweil@igc.org> wrote:

Devra:

Good luck tomorrow at the Teton Council meeting. Let me know if you have time to talk by skype or phone beforehand. If your busy then skip my note and we will catch up later.

Did you see this sent from Giorgio from Italy.

Policy Department for Economic, Scientific and Quality of Life Policies

Directorate-General for Internal Policies

Authors: Colin BLACKMAN and Simon FORGE

Abstract

This in-depth analysis was prepared by Policy Department A at the request of the ITRE Committee. It compares 5G deployment in the EU with other leading economies – the USA, China, Japan, the Republic of Korea, Singapore and Taiwan. On a range of indicators, the EU compares well. However, this is not a short-term race. 5G is more complex than previous wireless technologies and should be considered as a long-term project to solve technical challenges and develop a clear business case.

5G Deployment

“...In the vertical industrial sectors (e.g. **aerospace and car manufacture, construction, health services, utilities**, etc) the sector players **may become the prevalent 5G** network builders, owners and operators. ...”

Antoinette “Toni” Stein

Berkeley, CA 94707

tweil@igc.org

510-525-2944



Devra Davis, PhD MPH

Fellow American College of Epidemiology

Visiting Prof. Hebrew Univ. Hadassah Medical Center & Ondokuz Mayis Univ. Medical School

Associate Editor, Frontiers in Radiation and Health

President Environmental Health Trust

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Teton Village, WY 83025

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[*Rapid Fire - What Brain and Sperm Share and Why Care | Dr. Devra Davis | TEDxJacksonHole*](#)

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[*Wake Up! Cell Phones are NOT Toys for Young Children*](#)

Thrive Global: ["Washington DC is Ground Zero for the Race to 5G"](#)

CBC Expose of cell phone radiation: ["The Secret Inside Your Cellphone"](#)

Books:

[*Disconnect: The Truth About Cell Phone Radiation*](#)

[*When Smoke Ran Like Water: Tales of Environmental Deception And The Battle Against Pollution*](#)

[*The Secret History of the War on Cancer*](#)

From: [Joan Anzelmo](#)
To: [Pete Muldoon](#); [Hailey Morton Levinson](#); [Jim Stanford](#); [Arne Jorgensen](#); [Jonathan Schechter](#)
Subject: Thank you and comment on parking
Date: Thursday, April 11, 2019 12:30:08 PM

Dear Mayor and Town Council,

I am writing to thank you for being willing to provide as much information to the community re the 5G technology which does in fact emit radiation. I also appreciate your willingness to go as far as you can to place some limits on the number of towers and their height.

Today's cell/communication companies are like big tobacco back in the day when those companies promised no health harm from cigarettes.

We know there are risks, some yet to be studied and manifested, by the proliferation of the emerging cellular technology and the affects on the human body. Stay strong on this!

I was not able to attend the open house on parking. I have written you before on this topic. I mostly want to continue to emphasise the critical need for more handicapped parking throughout the downtown area. In the busy tourist season, I am unable to attend events in town or shop as I am unable to find handicapped or any close parking spaces. In the summer I also see a good number of people, including many tourists, using handicapped spaces despite not having handicapped tags.

Additionally I have continued to ask you, three years and running, to work with WYDOT to add a left turn lead light at North Cache and Gill on the designated hospital route for those of us who travel to St Johns Medical Campus, the rec Center and the school from the north. Most of the year it is impossible to turn left at Gill as the traffic never stops. So people turn on red or cut through Home Ranch. Neither are a good solution.

Finally I appeal to you to again consider removing the few parking spaces on the designated truck route along Glenwood that are located from Deloney forward towards Broadway on the west side of Glenwood. This is a very busy intersection and with two clear lanes those turning right at Broadway can move forward to do so keeping traffic moving. Once the tourist season is here, with cars parked from Delaney forward, it can take three light cycles to get up to Broadway and turn right simply because vehicles stack up and cannot advance to the light. Several years ago, this parking was not allowed and traffic flowed more smoothly.

Previously you have told me that the cars are allowed to park there on Deloney so the trucks can turn. This explanation makes no sense. The trucks will have a much easier time is the two lanes do not have parked cars. I drive this route constantly and and know how it once used to work and how it doesn't work smoothly anymore.

Thank you. Best wishes.

Joan Anzelmo



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Legal

PRESENTER: Audrey Cohen-Davis

MEETING DATE: April 15, 2019

SUBJECT: Resolution and Letter in Support of U.S. House of Representatives Bill H.R. 530

STATEMENT/PURPOSE

For the Town Council to consider a Resolution and Letter in Support of US House of Representatives Bill H.R. 530 to protect local government control over public streets and assets in order to effectively and responsibly balance community interests with the deployment wireless broadband facilities, including small cell technology.

BACKGROUND/ALTERNATIVES

At the April 8, 2019 Town Council meeting, the Town Council discussed and directed staff to prepare a Resolution and letter in support of US House of Representatives Bill HR 530.

By means of orders issued on August 2, 2018 and September 26, 2018, the Federal Communications Commission took unprecedented, sweeping action to prevent local governments from effectively managing public assets and to severely compromise their ability to manage the public streets effectively and equitably, taking into account considerations for public safety, public utility services such as water, sewer, and electricity, the travelling public, environmental concerns, and economic development; and further effectively requires local taxpayers to subsidize use of public streets and other public assets by the wireless industry. and

U.S. Representative Anna Eshoo has introduced H.R. 530, legislation to overturn the FCC's actions of August 2 and September 26, 2018.

Attached is a resolution and letter (drafted by Councilman Stanford for discussion and editing if necessary) in support of protecting local control and a call on congress to reaffirm such local control by reversing these recent FCC actions related to wireless facilities by enacting H.R. 530.

COMPREHENSIVE PLAN ALIGNMENT

This item is related to the Comprehensive Plan Policy 8.1.a. the delivery of quality levels of service to the community and the decisions related to small cell services that effect the health, safety, and welfare of the community. The Council's continued ability to locally regulate wireless and small cell technology in the right of way is vital to the public and its local business community.

STAKEHOLDER ANALYSIS

Stakeholders include the Town Council as the final decision maker, wireless companies and the public.

FISCAL IMPACT

There is no additional fiscal impact to the Town as a result of these items. The costs incurred to the wireless companies are utilized to offset costs to the Town within the public right of way.

STAFF IMPACT

Staff impact for the legal department is minimal in terms of formalizing the resolution and the letter in support of H.R. 530.

LEGAL REVIEW

Complete - ACD.

ATTACHMENTS

- 1) U.S. House of Representatives Bill H.R. 530
- 2) Resolution to support H.R. 530
- 3) Letter in support of H.R. 530 directed to Wyoming representatives Cheney, Enzi and Barrasso.

RECOMMENDATION

Town Attorney provides no recommendation on these items. If the Town Council is in support H.R. 530, the Town Attorney recommends approval of the attached Resolution and finalizing a letter in support of H.R. 530.

SUGGESTED MOTION

I move to approve the Resolution and letter in support of H.R. 530.

116TH CONGRESS
1ST SESSION

H. R. 530

To provide that certain actions by the Federal Communications Commission shall have no force or effect.

IN THE HOUSE OF REPRESENTATIVES

JANUARY 14, 2019

Ms. ESHOO (for herself and Ms. SPEIER) introduced the following bill; which was referred to the Committee on Energy and Commerce

A BILL

To provide that certain actions by the Federal Communications Commission shall have no force or effect.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*

3 **SECTION 1. SHORT TITLE.**

4 This Act may be cited as the “Accelerating
5 Broadband Development by Empowering Local Commu-
6 nities Act of 2019”.

7 **SEC. 2. PRESERVATION OF RIGHTS OF STATE AND LOCAL**
8 **GOVERNMENTS.**

9 Actions by the Federal Communications Commission
10 in “Accelerating Wireless and Wireline Broadband De-

1 ployment by Removing Barriers to Infrastructure Invest-
2 ment” (83 Fed. Reg. 51867) and the Federal Communica-
3 tions Commission’s Declaratory Ruling in “Third Report
4 and Order and Declaratory Ruling” (FCC 18–111) shall
5 have no force or effect.

○

**RESOLUTION IN SUPPORT OF PROTECTING LOCAL CONTROL OVER PUBLIC
STREETS AND PUBLIC ASSETS AND A CALL ON CONGRESS TO REAFFIRM
SUCH LOCAL CONTROL BY REVERSING RECENT FCC ACTIONS RELATED TO
WIRELESS FACILITIES BY ENACTING H.R. 530**

WHEREAS local governments have long been the stewards of local public streets and public assets (such as street lighting) vital to ensure the free flow people and goods and to maintain vibrant communities; and

WHEREAS local governments have long advocated for universal access to reliable, high-speed broadband services, as these services are critical for the delivery of education, economic development, employment, and a variety of essential services necessary for success and progress in the 21st century; and

WHEREAS, local governments have been leaders in developing innovative solutions for ensuring reliable, high-speed broadband wireline and wireless services are widely available in their communities through their management of public streets and of other public assets in a manner that balances the competing interests and needs of various constituents; and

WHEREAS, by means of orders issued on August 2, 2018 and September 26, 2018, the Federal Communications Commission took unprecedented, sweeping action to prevent local governments from effectively managing public assets and to severely compromise their ability to manage the public streets effectively and equitably, taking into account considerations for public safety, public utility services such as water, sewer, and electricity, the travelling public, environmental concerns, and economic development; and further effectively requires local taxpayers to subsidize use of public streets and other public assets by the wireless industry; and

WHEREAS Representative Anna Eshoo has introduced H.R. 530, legislation to overturn the FCC's actions of August 2 and September 26, 2018.

NOW, THEREFORE BE IT RESOLVED that the Town of Jackson Town Council thanks Congresswoman Eshoo for her leadership and calls on Congress to enact, and President Trump to sign H.R. 530, or similar legislation to invalidate the recent actions taken by the Federal Communications Commission.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to U.S. Representative Liz Cheney and U.S. Senators Mike Enzi and John Barrasso with a request on behalf of the citizens of the Town of Jackson, Teton County Wyoming that they support H.R. 530 or similar legislation.

PASSED, APPROVED, & ADOPTED this_____ day of _____, 2019.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

Sandy Birdyshaw, Town Clerk

April 15, 2019

US Senator John Barrasso
307 Dirksen Senate Office Building
Washington, D.C. 20510

US Senator Michael B. Enzi
379-A Russell Senate Office Building
Washington, DC 20510

The Honorable Liz Cheney
416 Cannon House Office Building
Washington, DC 20510

Dear Senator Barrasso, Senator Enzi and Congresswoman Cheney -

As elected officials, we are committed to serving the residents of our town by ensuring that digital infrastructure is safe, reliable and accessible for everyone. As you well know, what works for Midtown Manhattan or the greater Los Angeles area doesn't always work for Wyoming.

Which is why the recent Federal Communications Commission order regarding "small cell" wireless technology is so bewildering. Local communities should retain control of the application and review process to ensure that fiscally prudent broadband investment fits community character, desired levels of service and other practical considerations unique to rural Wyoming. Local control also may help ensure safe deployment of new wireless technology.

During your career in Congress, you have long championed the rights of states and local jurisdictions against federal overreach. The recent FCC order is one of the more egregious examples of such overreach.

For these reasons, we ask you to support the Accelerating Wireless Broadband Development by Empowering Local Communities Act (H.R. 530). The legislation would return local governments' ability to balance competing interests for use of the public rights-of-way by overturning actions of the FCC from August and September 2018. While we support the FCC's goal of ensuring affordable broadband access for every American, the recent order does nothing to achieve that goal. It hinders local government from protecting the public interest and managing public rights-of-way effectively and equitably. It also cedes control of local public property to telecommunications corporations without fair compensation in return.

Your leadership in passing H.R. 530 is critical to ensuring that local governments have the necessary tools to manage public assets in a manner that balances competing interests while encouraging responsible deployment of wireless broadband facilities. It is in the best interest of Wyoming and its citizens to reverse the FCC rules on "small cells" and restore local control.

Sincerely,

Town Council
Town of Jackson, Wyoming

ORDINANCE 1228

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF ORDINANCE NO. 571 OF THE TOWN OF JACKSON AND SECTIONS 12.04 AND 12.08 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING RIGHT-OF-WAY WIRELESS COMMUNICATION FACILITY DEVELOPMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

Section 1 of Town of Jackson Ordinance No. 571 are hereby amended to read as follows:

12.04.010 Standards

A. The standards utilized within the town of Jackson with respect to the construction of street improvements shall be those contained within the latest edition of the Wyoming Public Works Standard Specifications, as said specifications are periodically updated, and those standards specifically adopted by the Town to augment the Wyoming Public Works Standard Specifications. Should a conflict arise between the Wyoming Public Works Standard Specifications and those standards specifically adopted by the town, the town's standards shall take precedence.

B. The standards for Right-of-Way Telecommunications Wireless Facilities, as defined herein, in the Town of Jackson Right of Way are governed by, in addition to the standards in Section A, the Town of Jackson Wireless Telecommunication Facility Design Standards, as defined herein.

(Ord. ____; Ord 571 § 1, 1996.)

12.08.020 Definitions.

I. "Public Works Director" is the public works director of the Town of Jackson or his/her designee for the purposes and intent of this chapter.

J. "Right-of-Way Wireless Telecommunication Facility" is a telecommunications facility in the Town of Jackson Right-of-Way. KJ. "Street" is any street, highway, sidewalk, alley, avenue, or other public way, easement, or public grounds in the town.

K. "Street" is any street, highway, sidewalk, alley, avenue, or other public way, easement, or public grounds in the town.

L. "Time-restricted parking space" is any parking space located within those portions of the streets identified in Sub-Sections A and B of Schedule 9 of Section 10.04.390 of the Municipal Code of the Town of Jackson.

M. "Town" is the Town of Jackson.

N. "Town Council" or "Council" is the Town Council of the Town of Jackson.

O. "Town Engineer" is the Town Engineer of the Town of Jackson or his/her designee for the purpose and intent of this chapter.

~~P. "Public works director" is the public works director of the town of Jackson or his designee for the purposes and intent of this chapter.~~

(Ord. ____; Ord 571 § 1, 1996.)

12.08.025 Effect of an Encroachment Permit.

A. Not in Lieu of Other Required Permits or Authorizations. Any Encroachment Permit to work in the Public Right of Way ("ROW") issued under this Chapter authorizes construction at a location as proposed and as approved in the permit, with the permission of the Town. It is not in lieu of building permits, electrical permits, franchise agreements, licensing agreements, or any other permits or authorizations that may be required as a condition of construction or operation of the permanent facility or utility, and it does not excuse compliance with any other law, regulation, practice or other requirement under federal, state or local law.

B. Franchise, consent and/or license agreements required for access to public ROW: Prior to installing in the public ROW any telecommunications facility, or any pole built for the sole or primary purpose of supporting a communications facility, or any tower, a person shall

enter into, including, but not only, a franchise agreement, a consent agreement and/or a license agreement with the Town expressly authorizing use of the public ROW for the telecommunications facility, pole or tower proposed to be installed.

(Ord. _____).

12.08.040 Encroachment Permit - Required

A. An Encroachment Permit is required:

1. ~~It is unlawful for any person~~ to construct public infrastructure improvements such as, but not limited to, sidewalk, boardwalk, curbs, gutters, telecommunication facilities, utilities and/or street paving within any street;
2. to dig up, break, excavate, tunnel, undermine, or in any manner break up any street;
~~or~~
3. to make or cause to be made any excavation in or under the surface of any street for any purpose;
~~or~~
4. to place, deposit, or leave upon any street any earth or other excavated material, construction supplies, equipment, dumpsters or materials obstructing or tending to interfere with the free use of the street;
5. to move an existing house, building, or structure on or over any street;
- ~~1-6.~~to occupy any street, sidewalk or any time-restricted parking space for the purposes of construction, excavation, tunneling, or storage of materials. ~~or for activities which would facilitate such, or to store a recreational vehicle or other motor vehicle within any street, unless such person shall first have obtained an encroachment permit therefore from the town as herein provided.~~

(Ord. _____; Ord. 947 § 1, 2009; Ord. 571 § 1, 1996.)

12.08.055 Material Change Affects the Application and Permit Process.

Unless otherwise agreed to in writing by the Town, any material changes to an Encroachment Permit application, as determined by the Town in its sole discretion, shall be considered a new application and the prior application shall be deemed withdrawn.

(Ord. _____; Ord 571 § 1, 1996.)

12.08.365 Application of Wireless Telecommunication Facility Design Standards.

- A. The Wireless Telecommunication Facility Design Standards referred to herein are a part of this Title that may be amended from time to time by the Town Council by resolution of the Town Council without the necessity of amending this Chapter. Any amendments made by resolution of the Town Council shall become a part of this Chapter as fully as though written herein provided such resolution is duly published with the minutes of the Town of Jackson and a copy maintained in the office of the Town Clerk of Jackson.
- B. Any Right-of-Way Wireless Telecommunications Facility Encroachment Permit application that does not meet the Wireless Telecommunication Facility Design Standards must comply with the Town of Jackson Land Development Regulations.

(Ord. _____).

12.08.390 Map and As-Built Drawings.

- A. Users of subsurface street space shall maintain accurate drawings, plans, and profiles showing the location and character of all underground structures including abandoned installations. Corrected maps shall be filed with the ~~the~~Town ~~e~~Engineer within sixty (60) days after new installations, changes or replacements are made. Maps shall be provided to the ~~the~~Town in both ~~blueprint~~-reproducible hardcopy format and also shall be provided to the ~~the~~Town ~~e~~in an ~~computer electronic disk in a~~ format compatible with the ~~the~~Town's geographic information system and acceptable to the Town Engineer.
- B. Permittees must meet the standards set forth in Section A for all aboveground structures associated with Communications Facilities, Poles built for the sole or primary purpose of supporting communications facilities, and/or Towers in the Public ROW.

(Ord. _____; Ord 571 § 1, 1996.)

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 18TH DAY OF MARCH, 2019.

PASSED 2ND READING THE 8TH DAY OF APRIL, 2019.

PASSED AND APPROVED THE _____ DAY OF _____, 2019.

TOWN OF JACKSON

BY: _____

Pete Muldoon, Mayor

ATTEST:

BY: _____

Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. 1228 was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the 17TH day of APRIL, 2019.

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

Sandra P. Birdyshaw, Town Clerk

ORDINANCE 1228

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF ORDINANCE NO. 571 OF THE TOWN OF JACKSON AND SECTIONS 12.04 AND 12.08 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING RIGHT-OF-WAY WIRELESS COMMUNICATION FACILITY DEVELOPMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

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- B. The standards for Right-of-Way Telecommunications Wireless Facilities, as defined herein, in the Town of Jackson Right of Way are governed by, in addition to the standards in Section A, the Town of Jackson Wireless Telecommunication Facility Design Standards, as defined herein.

(Ord. 1228 § 1, 2019; Ord 571 § 1, 1996.)

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- L. "Time-restricted parking space" is any parking space located within those portions of the streets identified in Sub-Sections A and B of Schedule 9 of Section 10.04.390 of the Municipal Code of the Town of Jackson.
- M. "Town" is the Town of Jackson.
- N. "Town Council" or "Council" is the Town Council of the Town of Jackson.
- O. "Town Engineer" is the Town Engineer of the Town of Jackson or his/her designee for the purpose and intent of this chapter.

(Ord.1228 § 1, 2019; Ord.571 § 1, 1996.)

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- B. Franchise, consent and/or license agreements required for access to public ROW: Prior to installing in the public ROW any telecommunications facility, or any pole built for the sole or primary purpose of supporting a communications facility, or any tower, a person shall enter into, including, but not only, a franchise agreement, a consent agreement and/or a license agreement with the Town expressly authorizing use of the public ROW for the telecommunications facility, pole or tower proposed to be installed.

(Ord. 1228 § 1, 2019).

12.08.040 Encroachment Permit - Required

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 - 1. to construct public infrastructure improvements such as, but not limited to, sidewalk, boardwalk, curbs, gutters, telecommunication facilities, utilities and/or street paving within any street;
 - 2. to dig up, break, excavate, tunnel, undermine, or in any manner break up any street;
 - 3. to make or cause to be made any excavation in or under the surface of any street for any purpose;
 - 4. to place, deposit, or leave upon any street any earth or other excavated material, construction supplies, equipment, dumpsters or materials obstructing or tending to interfere with the free use of the street;
 - 5. to move an existing house, building, or structure on or over any street;

6. to occupy any street, sidewalk or any time-restricted parking space for the purposes of construction, excavation, tunneling, or storage of materials.
(Ord. 1228 § 1, 2019; Ord. 947 § 1, 2009; Ord. 571 § 1, 1996.)

12.08.055 Material Change Affects the Application and Permit Process.

Unless otherwise agreed to in writing by the Town, any material changes to an Encroachment Permit application, as determined by the Town in its sole discretion, shall be considered a new application and the prior application shall be deemed withdrawn.
(Ord. 1228 § 1, 2019; Ord 571 § 1, 1996.)

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- A. The Wireless Telecommunication Facility Design Standards referred to herein are a part of this Title that may be amended from time to time by the Town Council by resolution of the Town Council without the necessity of amending this Chapter. Any amendments made by resolution of the Town Council shall become a part of this Chapter as fully as though written herein provided such resolution is duly published with the minutes of the Town of Jackson and a copy maintained in the office of the Town Clerk of Jackson.
- B. Any Right-of-Way Wireless Telecommunications Facility Encroachment Permit application that does not meet the Wireless Telecommunication Facility Design Standards must comply with the Town of Jackson Land Development Regulations.

(Ord. 1228 § 1, 2019)

12.08.390 Map and As-Built Drawings.

- A. Users of subsurface street space shall maintain accurate drawings, plans, and profiles showing the location and character of all underground structures including abandoned installations. Corrected maps shall be filed with the Town Engineer within sixty (60) days after new installations, changes or replacements are made. Maps shall be provided to the Town in both reproducible hardcopy format and also shall be provided to the Town in an electronic format compatible with the Town's geographic information system and acceptable to the Town Engineer.
- B. Permittees must meet the standards set forth in Section A for all aboveground structures associated with Communications Facilities, Poles built for the sole or primary purpose of supporting communications facilities, and/or Towers in the Public ROW.

(Ord. 1228 § 1, 2019; Ord 571 § 1, 1996.)

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 18TH DAY OF MARCH, 2019.

PASSED 2ND READING THE 8TH DAY OF APRIL, 2019.

PASSED AND APPROVED THE 15TH DAY OF APRIL, 2019.

TOWN OF JACKSON

BY: _____

Pete Muldoon, Mayor

ATTEST:

BY: _____

Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)

) ss.

COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. 1228 was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the 17th day of April, 2019. I further certify that the foregoing Ordinance was duly recorded on page ____ of Book ____ of Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk



TOWN OF JACKSON AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Building & Planning

PRESENTER: Kelly Sluder, Town Building Official

MEETING DATE: April 15, 2019

Kathy Clay, Town Fire Marshal

SUBJECT: Ordinances Adopting the 2018 Building & Fire Codes

STATEMENT/PURPOSE

The purpose of this item is to pursue the adoption of the 2018 International Building, Existing Building, Fire,

Wildland Urban Interface, Residential, Mechanical, Plumbing, Fuel Gas Codes as directed by Council at the March 18, 2019 Workshop.

BACKGROUND/ALTERNATIVES

At the March 18, 2019, Town Council workshop staff provided Council an overview of changes to the Building and Fire Codes for 2018 as required by the State and as recommended by staff. In conclusion Council made a motion directing Staff to prepare Ordinances that provide for the adoption as currently amended or as directed by Council of the 2018 International Building, Fire, Wildland Urban Interface, Mechanical, Residential, Plumbing, and Fuel Gas Codes and to provide for a grace period until July 1, 2019 wherein either the 2015 or 2018 International Codes as amended may be accepted for construction permit review and issuance. The ordinances presented here for first reading would implement this direction.

The purpose of the building codes is to establish the minimum requirements to safeguard the public health, safety and general welfare. The codes meet these purposes by ensuring all buildings comply with minimum standards for structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

The Town of Jackson Building Department and Jackson Hole Fire/EMS are responsible for enforcement of building and fire codes respectively in the Town of Jackson. The Wyoming State Fire Marshal, through Wyoming Statute Section 35-9-121, has assigned the Town of Jackson "Home Rule" for oversight of the Building and Fire Codes adopted at the State level with exception of enforcement in State owned or leased buildings. In May 2018, the Wyoming State Fire Marshal in accordance with W.S. 35-9-106 moved to adopt the 2018 International Building Code, Existing Building Code, Fire Code, Mechanical Code and Fuel Gas Code. In addition to the codes and code editions required by the State Fire Marshal's Rules to retain "Home Rule Jurisdiction", the TOJ voluntarily adopted the Energy Conservation, Wildland Urban Interface, Residential and Plumbing Codes. Title 15 of the TOJ Municipal Code contains the ordinances for adoption of the codes, indicates the code editions and contains local amendments to the codes.

Existing amendments contained in the TOJ Municipal Code that will not be changed or that are modified only to reflect renumbering or relocation in the respective code have not been included in the attachments in an attempt to keep the attachments from being cumbersome. There includes information pertaining to minor

modifications to some existing amendments and additional amendments the Building Official and Fire Official would like considered for the respective codes those individuals oversee. Council can accept or not accept all proposed amendments as it sees fit. The Building Official is recommending Town Council not adopt the 2018 International Energy Conservation Code or the Energy provisions in the 2018 International Residential Code. Further explanation is below.

COMPREHENSIVE PLAN ALIGNMENT

Town is Heart identifies Public Safety for the residents and visitors to the Town of Jackson as a central goal. A primary contributing factor to public safety in the built environment is to assure compliance with the building and fire codes the TOJ has chosen to adopt and implement. For additional consideration, Comprehensive Plan Policy 2.4.a Construct energy efficient buildings includes language that the “Town and County should adopt the most recent energy code or similar regulations in order to maximize the energy efficiency of new construction and improvements to existing buildings.” The 2015 and the 2018 Energy Codes have not changed noticeably from the 2012 Energy Code except for the commissioning requirements that are required by the newer codes. However, our community does not have the Commissioning Agencies available to them. This places an undue hardship to have to bring in someone from out of state (Salt Lake is the closest location with multiple agencies) to look at the items that the Building Department has already inspected. For this reason, the Building Official recommends against adoption of 2018 International Energy Conservation Code or the Energy provisions in the 2018 International Residential Code.

STAKEHOLDER ANALYSIS

Adoption of the building and fire codes, including designation of the code editions and approving amendments to those codes, is the responsibility of Town Council. Individuals and businesses within the Town of Jackson and others outside the community involved with the design and construction of the built environment will be affected by the update to the 2018 building and fire codes.

FISCAL IMPACT

Fiscal impact to the TOJ associated with updating to the new code editions is minimal. The Building and Planning department typically spends \$2000 on code books and approximately \$1200 on code commentaries.

STAFF IMPACT

The Building Department and JH Fire/EMS have invested considerable time in assessing the new building and fire codes under consideration and in preparation for proposal of code adoption.

LEGAL REVIEW

Complete

ATTACHMENTS

Ordinance U - 2018 International Building Code
Ordinance V - 2018 International Residential Code,
Ordinance X - 2018 International Mechanical Code
Ordinance Y - 2018 International Plumbing Code
Ordinance W - 2018 International Fuel Gas Code
Ordinance Z - 2018 International Fire and Wildland Urban Interface Code

RECOMMENDATION

The Building Official recommends Town Council adopt, by ordinance, the 2018 Editions of the International Building, Fire, Wildland Urban Interface, Mechanical, Residential, Plumbing, and Fuel Gas Codes with amendments recommended by the Building Official and Fire Official. For the International Building, Existing Building, Fire, Mechanical, and Fuel Gas Codes adopted by the State, Town Council may only amend to more restrictive requirements. For codes adopted voluntarily, Town Council may amend as they see fit.

The Building Official recommends that Council not adopt the 2018 Energy Code. It is recommended Council allow continued use of the 2012 International Energy Code and the energy provisions in the 2012 International Residential Code.

In addition, and on behalf of the design community, the Building Official also recommends a grace period until July 1, 2019 during which building plans designed for compliance with the 2015 or 2018 International Codes can be accepted.

SUGGESTED MOTIONS

Ordinance U

I move to approve Ordinance U, an ordinance adopting and amending the 2018 International Building Code, on first reading.

Ordinance V

I move to approve Ordinance V, an ordinance adopting and amending the 2018 International Residential Code, on first reading.

Ordinance X

I move to approve Ordinance X, an ordinance adopting and amending the 2018 International Mechanical Code, on first reading.

Ordinance Y

I move to approve Ordinance Y, an ordinance adopting and amending the 2018 International Plumbing Code, on first reading.

Ordinance W

I move to approve Ordinance W, an ordinance adopting and amending the 2018 International Fuel Gas Code, on first reading.

Ordinance Z

I move to approve Ordinance Z, an ordinance adopting and amending the 2018 International Fire and Wildland Urban Interface Code, on first reading.

ORDINANCE U

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE Nos 1141 AND 1020, SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 854, SECTION 4 OF TOWN OF JACKSON ORDINANCE NO. 760, SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 601, 493, 483, 450, 430, 406 AND 320, SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 271 AND SECTION 15.04.020 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGARDING THE ADOPTION OF THE INTERNATIONAL BUILDING CODE, 2018 EDITION, WITH CERTAIN AMENDMENTS INCLUDED; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1.

Section 1 of Town of Jackson Ordinance Nos. 1141 and 1020, Section 2 of Town of Jackson Ordinance No. 854, Section 4 of Town of Jackson Ordinance No. 760, Section 1 of Town of Jackson Ordinance Nos. 601, 493, 483, 450, 430, 406 and 320, Section 2 of Town of Jackson Ordinance No. 271 and Section 15.04.020 of the Municipal Code of the Town of Jackson are hereby amended and reenacted to read as follows:

15.04.020 International Building Code.

All buildings and temporary structures built or located within the town from and after July 1, 2019, shall be constructed in accordance with the requirements of the International Building Code, 2018 Edition, as published by the International Code Council, specifically **excluding** all appendices. The said Code is incorporated herein by reference as if the same were more fully herein set out except as follows:

1. The last sentence of **Section 101.4.3. Plumbing** shall read, "The provisions of the *Wyoming Department of Environmental Quality shall apply to private sewage disposal systems.*"
2. **Section 101.4.4 Property Maintenance** shall be deleted in its entirety.
3. **Section 103.3 Deputies.** The last sentence shall be deleted.
4. **Section 105.2 Work exempt from permit.** Item 11 shall read, "*Swings and other playground equipment.*"
6. **Section 108.3 Temporary Power.** The last sentence shall read, "The part covered by the temporary certificate shall comply with the requirements specified for temporary lighting, heat or power in the National Electrical Code."
7. **Section 109.2 Schedule of Fees** shall read, "On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as established in the adopted fee schedules. A non-refundable deposit of two hundred and fifty dollars (\$250.00), to be applied against the full building permit fee, shall be paid at the time of building permit application for all commercial, industrial, and multi-family buildings. The fee for each permit shall be as set forth in the adopted Building Permit Fees Schedule of the Town of Jackson.
8. A second sentence shall be added to **Section 109.2** Schedule of permit fees which shall read, "Additionally, when a third party review is required by the administrative authority, it shall be paid for by the applicant, authorized representative, or owner."
9. **Section 109.6 Refunds** shall read "“Not more than 80 percent of the permit fee paid shall be refunded before 270 days from the date of permit issuance, when no work has been done under a permit issued in accordance with this code.”"
10. Add **Section 110.3.11 Re-inspection Fee.** "A re-inspection fee may be assessed for each inspection or re-inspection when such portion of the work for which inspection is requested is not complete or when required corrections have not been made. Re-inspection fees may be assessed when the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested or for deviating from the plans requiring the approval of the Building Official."
11. **Section 305.2 Group E, Day Care** Facilities shall be revised to read, "The use of a building or structure, or portion thereof, for educational, supervision or personal care services for more than ten children older than 2-1/2 years of age, shall be classified as a Group E occupancy."
12. **Section 308.5.4** Ten or fewer persons receiving care in a dwelling unit shall be revised to read, "A facility such as the above with ten or fewer persons shall be classified as a Group R-3 or shall comply with the International Residential code in accordance with Section 101.2."
13. **Section 901.7 Fire Areas.** Revise to read as follows: Where structures or portions thereof, are 5,000 square feet or larger, the building shall be protected by an approved automatic fire sprinkler system, installed in accordance with further requirements of the IBC, IFC, and/or NFPA 13, 13D or 13R, whichever applies based on type of occupancy. For the purpose of this section, square footage calculations shall be measured from the exterior surface of framing members encompassing the perimeter of the Fire Area, from the interior surface of concrete or masonry walls that are 50 % or

more below grade, and for log construction to the exterior surface of foundations or supporting elements.

14. **Section 903.2 Where required.** A second sentence shall be added and shall read, “Additionally, all structures, regardless of occupancy, 5000 square feet or larger shall be protected by an approved automatic sprinkler system, installed in accordance with further requirements of this Chapter whichever applies based on type of occupancy. Where requirements in this chapter are more restrictive, the more restrictive requirement shall control. EXCEPTIONS: Agricultural buildings. Where uses other than residential occur within an agricultural building, and comprise not more than 10% of the floor area of such building, an automatic fire extinguishing system may be omitted unless otherwise required by this Chapter.”
15. The exceptions to **Fire Alarms Sections 907.2.1** Group A, 907.2.2 Group B, 907.2.4 Group F, and 907 2.7 Group M shall be revised to read as follows:
Exception: See section 907.2 of the International Fire Code for locations of manual fire alarm boxes.
16. Delete **Section 1030.1 Exception 4** in its entirety.
17. A fourth sentence **shall be added to the first** paragraph of **Section 1608.2, Ground Snow Loads** and shall read, “The ground snow load shall be 93 psf.
18. The second sentence of Section **1805.1.2 Under Floor Space** shall be revised to read “Where there is evidence that the seasonal ground water table rises to the elevation of the bottom floor of the crawl space, the ground level of the under floor space shall elevated to a minimum of 12 inches above such elevation unless an approved drainage system is provided”.
19. **Section 1809.5 Frost Protection.** Amend by Deleting Section 1809.5 in its entirety and replacing with the following: “Foundation walls, piers and other permanent supports of buildings and structures shall be protected from frost by the following method; Footings subject to frost shall have a minimum depth of 34 inches measured from finished grade to the bottom of the footing or the depth otherwise specified by the Soils Engineer for record.”
20. **Section 1809.12 Timber Footings.** Amend by deleting in its entirety.

(Ord. ____ § 1, 2019; Ord. 1141 § 1, 2016; Ord. 1020 § 1, 2013; Ord. 854 § 2, 2007; Ord. 760 § 4, 2004; Ord. 601 § 1, 1998; Ord. 493 § 1, 1995; Ord. 483 § 1, 1994; Ord. 450 § 1, 1992; Ord. 430 § 1, 1991; Ord. 406 § 1, 1990; Ord. 320 § 1, 1984; Ord. 271 § 2, 1981.)

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 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 ____ DAY OF _____, 2019.
PASSED 2ND READING THE ____ DAY OF _____, 2019
PASSED AND APPROVED THE ____ DAY OF _____, 2019.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
)ss
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. _____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of _____ 2019.

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

Sandra P. Birdyshaw, Town Clerk

ORDINANCE V

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1147 AND 1024, SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 856, SECTION 3 OF TOWN OF JACKSON ORDINANCE NO. 764 AND SECTION 15.17.010 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGARDING THE ADOPTION OF THE INTERNATIONAL RESIDENTIAL CODE, 2018 EDITION, WITH CERTAIN AMENDMENTS INCLUDED; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1.

Section 1 of Town of Jackson Ordinance Nos. 1147 and 1024, Section 2 of Town of Jackson Ordinance No. 856, Section 3 of Town of Jackson Ordinance 764 and Section 15.17.010 of the Municipal Code of the Town of Jackson are hereby amended and reenacted to read as follows:

15.17.010 International Residential Code--Adoption by reference.

All detached one and two family dwellings and multiple single family dwellings (townhouses) not more than three stories in height with separate means of egress built or located within the town from and after July 1, 2019 shall be constructed in accordance with the requirements of the International Residential Code, 2018 Edition, as published by the International Code Council, specifically **including appendix F**. The said Code is incorporated herein by reference as if the same were more fully herein set out except as follows:

1. **Section R102.7 Existing Structures.** The first sentence shall read "The legal occupancy of any structure existing on the date of adoption of this code shall be permitted to continue without change, except as is specifically covered in this code or the International Fire Code, or as is deemed necessary by the building official for the general safety and welfare of the occupants and the public."
2. A second sentence shall be added to **Section 108.2 Schedule of permit fees** that reads, "On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid as set forth in the adopted Town of Jackson permit fee schedule."
3. **Section 108.5 Refunds** shall read, "Not more than 80 percent of the permit fee paid shall be refunded when no work has been done under a permit issued in accordance with this code".
4. **Section R113.4 Violation Penalties** shall be revised to read, "Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters, or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties 1.12.010 of the Town of Jackson Municipal Code".
5. **R301.1 Design.** Add the following: Residential structures, regardless of occupancy, 5,000 square feet or larger shall be protected by an approved automatic fire sprinkler system, installed in accordance with further requirements of the IRC and/or NFPA 13, 13D or 13R, whichever applies, based on type of occupancy and use of the structure.

EXCEPTIONS:

1. Agricultural buildings. Where uses other than residential occur within an agricultural building, and comprise not more than 10% of the floor area of such building, an automatic fire extinguishing system may be omitted unless otherwise required by other provisions as adopted by Town of Jackson
2. Additions to existing residences built after October 1st 1991, may use the 2 hr. fire barrier provision to separate the fire areas to 5000 sq. ft. or less on each side of the fire barrier, shall not be required to provide sprinkler protection provided that all provisions are met:
 - a. The door or doors separating the areas shall be 90 minute rated, self-closing and provided with hold-open devices actuated to release on detection of smoke by detectors located on each side of the door or by the loss of power.
 - b. Ducts that penetrate fire barrier shall have fire damper that is fire-resistance-rated to 90 minutes.
3. Buildings permitted before October 1st 1991.

EXCEPTION: Buildings permitted before October 1st 1991 with additions permitted for construction on or after that date, totaling 5000 square feet or larger, shall be required to be

protected by an approved sprinkler system throughout or may have the additions only, protected by an approved sprinkler system, provided they are separated from the existing construction by a two hour fire barrier approved by the Building Official.

For the purpose of this section, square footage calculations shall be measured from the exterior surface of framing members encompassing the perimeter of the Fire Area, from the interior surface of exterior concrete or masonry walls that are 50 % or more below grade, and for log construction to the exterior surface of foundations or supporting elements.

6. **Table R301.2(1)** shall read as follows:

Ground snow load - 93 psf
Wind Speed - 115 mph
Seismic Design Category- D
Weathering - Severe
Frost Line Depth - 34 inches
Termite - None to Slight
Winter Design Temperature -30 degrees f
Ice Shield Underlayment Required - Yes
Flood Hazards - 1989
Air Freezing Index - 2531
Mean Annual Temp - 38 degrees

7. The first sentence in **Section 301.1.3 Engineered design** shall be revised to read, “All residential structures shall be designed by a civil or structural engineer licensed in the State of Wyoming.

EXCEPTION:

Single family residences and accessory structures which are (1) of one story; (2) are of a regular (i.e. generally square or rectangular) shape; and (3) are of 2000 square feet of floor area or less. Such structures shall be designed in accordance with generally accepted engineering practices per the International Building Code, but need not obtain the stamp or seal of a civil or structural engineer.

8. **Section R302.6 Shall be revised to read: Dwelling/garage Separation required:** “The garage shall be separated from the residence and its attic area by not less than 5/8 inch Type X gypsum board applied to the garage side. The structure supporting the separation shall also be protected by not less than 5/8 inch Type X gypsum board.

9. **Section R302.7 Under stair protection** shall be revised to read, “Enclosed accessible space under stairs shall have walls, under stair surface and any soffits protected on the enclosed side with 5/8 inch gypsum board.”

10. Delete **Section R302.13** in its entirety.

11. Delete **Section R309.5 Fire Sprinklers** in its entirety.

12. **Section R310.1 Emergency Escape and Rescue Openings.** Delete **Exception 2** in its entirety.

13. Delete **Section R313 Automatic Fire Sprinkler Systems** in its entirety.

14. **Section R403.1.4.1 Frost Protection.** Item 1 to read “Extended below frost line, which is 34.” Delete item number 2 in its entirety. Change exception 1 to read “Freestanding accessory structures with an area of 600 square feet or less and an eave height of 10 feet or less shall not be required to be protected.”

15. **Sections R403.3.** Shall be replaced with the sentence reading “Frost protected shallow foundations are prohibited.”

16. Delete Chapter 11 in its entirety and replace with Chapter 11 of the 2012 International Residential Code. Amend as follows:

N1101.1.1 Special Conditions.

1. All pools and spas shall be equipped with evaporation control covers.
2. All exterior landscape lighting shall be solar powered.
3. The first 5 feet of piping to storage water heaters shall be insulated.
4. Interior lighting fixtures shall be limited to 25% maximum use of incandescent lighting.
5. Finished garages and accessory structures shall meet the minimum insulation requirements for Table N1101.1.1.

17. **Section N1102.1 Insulation and fenestration criteria.** Amend by adding the following: In addition to these requirements, homes with exterior log walls shall meet following requirements.

1. Logs in exterior walls shall have a minimum dimension of 8 inches and shall have all spiral cracks greater than ¼ inch sealed in an approved manner.
2. Roof insulation shall be a minimum R-49.
3. The reduction of R-values listed in N1102.2.1 and N1102.2.2 shall not apply.
4. The primary heating source shall have a minimum AFUE rating of 90.

5. Fenestration shall not exceed 30% of the gross conditioned wall area above grade. To determine allowable wall area of walk out (daylight) basements, the wall must have a minimum of 6 foot exposure from finished grade. The 30% limit can be exceeded only if the designer can demonstrate that the UA total of the proposed design is less than the UA total of the same structure with 30% fenestration total and code minimum insulation and fenestration values using the ResCheck or other approved software programs.
18. Delete **Section N1102.4.1.2 Testing** in its entirety.
19. **Section M1503.3** Delete exception for new construction. Exception can only be used if the kitchen fan installation would require existing finishes to be removed.
20. Add **Section M1701.1.1 Buildings of unusually tight construction**. Add the first sentence to read as follows: In all structures containing habitable space or unusually tight construction, combustion air shall be obtained from outside the thermal envelope.
21. **Section G2406.2 (303.3) Prohibited Locations**. Delete Exceptions 3 and 4 in their entirety.
22. **Section G2414.5** shall be revised to read as follows: Copper and brass tubing shall not be used for installations of gas piping systems.
23. **Section G2432.1 (602.1)** Amend by adding the following: Decorative appliances installed in residential occupancies shall be listed and labeled to allow for installation of glass doors and be listed and labeled to operate with the doors in the closed position.
Exception: An approved Flue Sentinel may be installed with an electrical interlock in conjunction with the decorative appliance only if the doors are not installed on the fireplace.
24. **Section G2433.1 (603.1) Log lighters**. General. Amend by adding the following sentence: All gas fired log lighters shall be provided with a listed pilot safety device installed in accordance with the manufacturer's installation specifications.
25. **Section G2445.4 (621.2) Prohibited Use** shall read, "Unvented room heaters shall not be installed in dwelling units, normally occupied spaces, any area meeting the definition of unusually tight construction, and shall also comply with Section G2406.2.
26. A second sentence shall be added to **Section G2445.7** Unvented log heaters and shall read, "Unvented log heaters shall not be installed in habitable rooms or spaces or any space meeting the requirements of unusually tight construction."
27. **Section P2603.5** The last sentence shall be revised to read "Water service pipe shall be installed not less than 72 inches deep".
28. **Section P2603.5.1** shall be revised to read: "Building sewers shall be a minimum of 48 inches below grade or shall be protected from freezing in an approved manner by the administrative authority."
29. **Section P3103.1.1** shall be revised to read "Open vent pipes that extend through a roof shall be terminated at least 16 inches above the roof or 6 inches above the anticipated snow accumulation, whichever is greater.
30. Delete **Sections E34 thru E40** in their entirety.

(Ord. ____ § 1, 2019; Ord. 1147 § 1, 2016; Ord.1024 § 1, 2013; Ord. 856 § 2, 2007; Ord. 764 § 3, 2004.)

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 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 ____ DAY OF _____, 2019
PASSED 2ND READING THE ____ DAY OF _____, 2019.
PASSED AND APPROVED THE ____ DAY OF _____, 2019.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
)ss
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. _____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of _____ 2019.

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

Sandra P. Birdyshaw, Town Clerk

ORDINANCE W

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 1024, SECTION 2 OF TOWN OF JACKSON ORDINANCE NOS. 1144 AND 858, SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 766 AND SECTION 15.27.010 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGARDING THE ADOPTION OF THE INTERNATIONAL FUEL GAS CODE, 2018 EDITION, WITH CERTAIN AMENDMENTS INCLUDED; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1.

Section 1 of Town of Jackson Ordinance No. 1024, Section 2 of Town of Jackson Ordinance Nos. 1144 and 858, Section 1 of Town of Jackson Ordinance 766 and Section 15.27.010 of the Municipal Code of the Town of Jackson are hereby amended and reenacted to read as follows:

15.27.010 International Fuel Gas Code-- Adoption by reference.

All buildings and temporary structures built or located within the town from and after July 1, 2019 shall be constructed in accordance with the requirements of the International Fuel Gas Code, 2018 Edition, as published by the International Code Council, specifically **excluding** all appendices. The said Code is incorporated herein by reference as if the same were more fully herein set out except as follows:

1. **Section 101.1 Title** shall read, "These regulations shall be known as the Fuel Gas Code of the Town of Jackson, hereinafter referred to as "this code".
2. **Section 106.6.2 Fee Schedule** shall read, "The fees for work shall be as indicated in the adopted Town of Jackson Mechanical/Plumbing permit schedule."
3. **Section 106.6.3 Fee Refunds** number .2 shall read "Not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. Number 3 shall be deleted.
4. A third sentence shall be added to **Section 107.3.3 re-inspection and testing** and shall read, "A re-inspection fee may be assessed for each inspection or re-inspection when such portion of the work for which inspection is requested is not complete or when required corrections have not been made. Re-inspection fees may be assessed when the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested or for deviating from the plans requiring the approval of the Building Official".
5. **Section 108.4 Violation Penalties** shall read "Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing or mechanical work in violation of the approved construction documents or directive of the code official, or of a permit or certificate of occupancy issued under the provisions of this code, shall, upon conviction, be punished as provided in Section 1.12.010 of the Town of Jackson Municipal Code".
6. The last sentence of **Section 108.5 Stop Work Orders** shall read "Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition shall, upon conviction, be punished as provided in Section 1.12.010 of the Town of Jackson Municipal Code".
7. **Section 303.3 Prohibited Locations** Exception 3 and 4 shall be deleted.
8. **Section 403.4.3 Copper and copper alloy** shall be revised to read "Copper piping shall not be used for natural gas piping."
9. **Section 403.5** shall be revised to read as follows: Copper and brass tubing shall not be used for installations of gas piping systems.
10. **Section 602.1** Amend by adding the following: Decorative appliances installed in residential occupancies shall be listed and labeled to allow for installation of glass doors and be listed and labeled to operate with the doors in the closed position.
Exception: An approved Flue Sentinel may be installed with an electrical interlock in conjunction with the decorative appliance only if the doors are not installed on the fireplace
11. **Section 603.1 Log Lighters** shall have the following sentence added "All gas fired log lighters shall be provided with a listed pilot safety device installed in accordance with the manufacturer's installation requirements."
12. **Unvented Room Heaters Section 621.2 Prohibited Use** shall be deleted.
13. **Section 621.4 Prohibited Locations** shall read, "Unvented room heaters shall not be installed in residential occupancies, habitable rooms or spaces, or building of unusually tight construction."

14. **Section 621.7 Unvented decorative room heaters.** Revise to read as follows: An unvented decorative room heater shall not be installed in a factory-built fireplace unless the fireplace system has been specifically tested, listed and labeled for such use in accordance with UL 127 and Section 602.
15. **Section 621.7.1 Ventless firebox enclosures** shall be deleted in its entirety.

(Ord. ____ § 1, 2019; Ord. 1144 § 2, 2016; Ord. 1024 § 1, 2013; Ord. 858 § 2, 2007; Ord. 766 § 1, 2004.)

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 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 ____ DAY OF _____, 2019
PASSED 2ND READING THE ____ DAY OF _____, 2019.
PASSED AND APPROVED THE _____ DAY OF _____, 2019.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
)ss
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. _____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of _____, 2019.

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

Sandra P. Birdyshaw, Town Clerk

ORDINANCE X

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1145 AND 1023; SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 855, SECTION 3 OF TOWN OF JACKSON ORDINANCE NO. 762, SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 603, 494, 447, 412 AND 322, SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 273 AND SECTION 15.12.010 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGARDING THE ADOPTION OF THE INTERNATIONAL MECHANICAL CODE, 2018 EDITION, WITH CERTAIN AMENDMENTS INCLUDED; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1.

Section 1 of Town of Jackson Ordinance Nos. 1145 and 1023, Section 2 of Town of Jackson Ordinance No. 855, Section 3 of Town of Jackson Ordinance No. 762, Section 1 of Town of Jackson Ordinance Nos. 603, 494, 447, 412 and 322, Section 2 of Town of Jackson Ordinance No. 273 and Section 15.12.010 of the Municipal Code of the Town of Jackson are hereby amended and reenacted to read as follows:

15.12.010 International Mechanical Code--Adoption by reference.

All buildings and temporary structures built or located within the town from and after July 1, 2019 shall be constructed in accordance with the requirements of the International Mechanical Code, 2018 Edition, as published by the International Code Council, specifically excluding all appendices. The said Code is incorporated herein by reference as if the same were more fully herein set out except as follows:

1. **Section 101.1 Title** shall read, "These regulations shall be known as the Mechanical Code of the Town of Jackson, hereinafter referred to as "this code".
2. **Section 106.5.2 Fee schedule** shall read, "The fees for work shall be as adopted by the Town of Jackson in the Mechanical/Fuel Gas fee schedule.
3. **Section 106.5.3 Fee refunds** number .2 shall read "Not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.
4. **Section 106.5.3 Fee refunds** number .3 shall be deleted.
5. A third sentence shall be added to **Section 107.2.3 Approval** and shall read, "A re-inspection fee may be assessed for each inspection or re-inspection when such portion of the work for which inspection is requested is not complete or when required corrections have not been made. Re-inspection fees may be assessed when the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested or for deviating from the plans requiring the approval of the Building Official".
6. **Section 108.4 Violation penalties** shall read, "Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing or mechanical work in violation of the approved construction documents or directive of the code official, or of a permit or certificate of occupancy issued under the provisions of this code, shall, upon conviction, be punished as provided in Section 1.12.010 of the Town of Jackson Municipal Code".
7. The last sentence of **Section 108.5 Stop work orders** shall read "Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition shall, upon conviction, be punished as provided in Section 1.12.010 of the Town of Jackson Municipal Code".
8. **Section 702.1** shall be added to read, "Combustion and dilution air shall be permitted to be obtained entirely from the indoors in buildings, *other than Group R Occupancies*, that are not of unusually tight construction".
9. **Section 702.2** shall added to read, "This section shall apply only to appliances located in confined spaces in buildings, *other than Group R Occupancies*, not of unusually tight construction."
10. A second sentence shall be added to **Section 903.3 Unvented gas log heaters** and shall read, "Unvented gas log heaters shall not be installed in residential occupancies, habitable rooms or spaces or building of unusually tight construction."

Said code is available in the offices of the Town Clerk and the Town Building Official.

(Ord. ____ § 1, 2019; Ord. 1145§ 1, 2016; Ord. 1023 § 1, 2013; Ord. 855 § 2, 2007; Ord. 762 § 3,

2004; Ord. 603 § 1, 1998; Ord. 494 § 1, 1995; Ord. 447 § 1, 1992; Ord. 412 § 1, 1990; Ord. 322 § 1, 1984; Ord. 273 § 2, 1981.)

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 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 ____DAY OF _____, 2019.
PASSED 2ND READING THE ____DAY OF _____, 2019.
PASSED AND APPROVED THE ____DAY OF _____, 2019.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
)ss
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation 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.

Sandra P. Birdyshaw, Town Clerk

ORDINANCE Y

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1146 AND 1025, SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 857, SECTION 3 OF TOWN OF JACKSON ORDINANCE NO. 765, SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 602, 495, 448, 407, 323, 274 AND 64, AND SECTION 15.24.010 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGARDING THE ADOPTION OF THE INTERNATIONAL PLUMBING CODE, 2018 EDITION, WITH CERTAIN AMENDMENTS INCLUDED; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1.

Section 1 of Town of Jackson Ordinance Nos 1146 and 1025, Section 2 of Town of Jackson Ordinance No. 857, Section 3 of Town of Jackson Ordinance 765, Section 1 of Town of Jackson Ord. 602, 495, 448, 407, 323, 274 and 64, and Section 15.24.010 of the Municipal Code of the Town of Jackson are hereby amended and reenacted to read as follows:

15.24.010 Adoption of International Plumbing Code by reference.

All buildings and temporary structures built or located within the town from and after July 1, 2019 shall be constructed in accordance with the requirements of the International Plumbing Code, 2018 Edition, as published by the International Code Council, specifically **excluding** all appendices. The said Code is incorporated herein by reference as if the same were more fully herein set out except as follows:

1. Section 106.6.2 **Fee Schedule** shall read, "The fees for work shall be paid as required in the adopted Town of Jackson plumbing fee schedule."
2. Section 106.6.3 **Fee refunds** number .2 shall read, "Not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code."
3. Section 106.6.3 **Fee refunds** number 3 shall be deleted.
4. Section 108.4 **Violation penalties** shall read, "Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate of occupancy issued under the provisions of this code, shall, upon conviction, be punished as provided in Section 1.12.010 of the Town of Jackson Municipal Code."
5. The last sentence of Section 108.5 **Stop work orders** shall read, "Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition shall, upon conviction, be punished as provided in Section 1.12.010 of the Town of Jackson Municipal Code."
6. The last sentence of Section 305.4 **Freezing** shall read, "Exterior water supply system piping shall be installed not less than 6 feet below grade."
7. Section 305.4.1 **Sewer depth** shall read "Building sewers shall be a minimum of 48 inches below grade or shall be protected from freezing in an approved manner by the administrative authority."
8. Section 312.3 Delete sentence "Plastic pipe shall not be tested using air."
9. Section 413 **Commercial Food Waste Grinder Units** shall have an additional section 413.1.1 **Prohibited Installations** added which shall read, "Food waste grinder units shall not be installed in commercial kitchens unless connected to an approved grease interceptor with a minimum liquid capacity of 750 gallons."
10. Section 608.16.4 Connection to automatic fire sprinkler systems and standpipe systems shall read, "The potable water supply to automatic fire sprinkler and standpipe systems shall be protected against backflow by a reduced pressure principle backflow preventer."
11. Section 904.1 Required vent extension shall read, "All open vent pipes that extend through a roof shall be terminated at least 16 inches above the roof, except that where a roof is to be used for any purpose other than weather protection, the vent extensions shall be run at least 7 feet above the roof."
12. **903.2 Frost closure.** Amend the first sentence to read: Every vent extension through a roof or wall shall be a minimum of 3 inches in diameter.
13. Section 1003.3 Grease interceptors shall read, "Grease interceptors shall be approved by the Building Official and shall comply with the requirements of Sections 1003.3.1 through 1003.3.5."

Interior grease interceptors shall be provided with a solids interceptor that shall separate the discharge before connecting to the interior grease interceptor.”

- 14. Section 1003.3.2 Food Waste disposers shall be amended to read, “*Food waste disposers shall not be connected to a grease interceptor with a liquid capacity of less than 750 gallons. Emulsifiers, chemicals, enzymes and bacteria shall not discharge into the food waste grinder.*”
- 15. Amend section 1003.3.6 to read: Grease Interceptors shall be sized by the Town of Jackson Engineering Department.
- 16. Section 1106.1 General. Amended to read as follows: The sizing requirements for this section shall be based upon the 100 year 1 hour rainfall rate of 1.8 inches.

(Ord.____ § 1, 2019; Ord. 1146 § 1, 2016; Ord. 1025 § 1, 2013; Ord. 857 § 2, 2007; Ord. 765 § 3, 2004; Ord. 602 § 1, 1998; Ord. 495 § 1, 1995; Ord. 448 § 1, 1992; Ord. 407 § 1, 1990; Ord. 323 § 1, 1984; Ord. 274 § 1, 1981; Ord. 64 § 1, 1958.)

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 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 ____DAY OF _____, 2019.
PASSED 2ND READING THE ____DAY OF _____, 2019.
PASSED AND APPROVED THE ____DAY OF _____, 2019.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
)ss
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of _____, 2019.

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

Sandra P. Birdyshaw, Town Clerk

ORDINANCE Z

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1143, 1022 AND 885, SECTION 3 OF TOWN OF JACKSON ORDINANCE NO. 761, SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 591, 497, 446, 408, 372 AND 321, C-1, SECTION 2 OF TOWN OF JACKSON ORDINANCE NOS. 277 AND 272, AND SECTION 15.08.010 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGARDING THE ADOPTION OF THE INTERNATIONAL FIRE CODE, 2018 EDITION, AND THE INTERNATIONAL WILDLAND-URBAN INTERFACE CODE, 2018 EDITION, WITH CERTAIN AMENDMENTS AND APPENDICES INCLUDED; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1.

Section 1 of Town of Jackson Ordinance Nos. 1143, 1022 and 885, Section 3 of Town of Jackson Ordinance No. 761, Section 1 of Town of Jackson Ordinance Nos. 591, 497, 446, 408, 372, and 321, C-1, Section 2 of Town of Jackson Ordinance Nos. 277 and 272, and Section 15.08.010 of the Municipal Code of the Town of Jackson are hereby amended and reenacted to read as follows:

15.08.010 Adoption of the International Fire Code and International Wildland-Urban Interface Code.

There is hereby adopted by the Town Council of the Town of Jackson, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire, hazardous materials or explosion, that certain Codes known as the International Fire Code and International Wildland-Urban Interface Code, ~~2015~~ 2018 Editions, published by the International Code Council, Inc., with the following amendments:

A. THE INTERNATIONAL FIRE CODE (IFC), including Appendices B, C, D, E, F, and G, 2018 Edition, referring to the most current year standard referenced

in the code, as published by the International Code Council, Inc., with the following amendments:

1. GENERAL: Substitute the *National Electrical Code* for all reference to the *ICC Electrical Code* throughout the IFC.

2. CHAPTER 3, General, SECTION 307, Open Burning. Add sections:

307.6 Pile Volume. The pile volume of any open burn shall not exceed 1000 cubic feet.

307.7 Prohibited materials. Materials containing paints, resins, glues, stains or any other manufactured coating or bonding material shall not be burned.

3. CHAPTER 4, Emergency Planning and Preparedness, SECTION 403, Emergency Preparedness Requirements, SUBSECTION —403.5 Group E Occupancies. Add subsection:

403.5.4 Alternate type of drill. Alternate safety drills may be used in lieu of fire evacuation drills provided fire evacuation drills are conducted at each public or private Group E Occupancy not less than four (4) times during any one (1) academic year. The building's fire alarm system shall be tested at each fire evacuation or alternate safety drill. An alternate safety drill may include any organized response to a potential threat to the health and safety of the student population.

4. CHAPTER 5, Fire Service Features, SECTION 507, Fire Protection Water Supplies, SUBSECTION 507.5.1 Where Required. Amend exceptions to read:

Exceptions:

1. For Group R-3 and Group U occupancies, the distance requirements shall be 500 feet (152 m).
2. For buildings equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2, the distance requirement shall be 500 feet (152 m).

5. CHAPTER 9, Fire Protection and Life Safety Systems, SECTION 903, Automatic Sprinkler Systems, SUBSECTION 903.3 Installation requirements 903.3.1.1.1 Exempt locations, Add exceptions:

1. The upper lid of an elevator shaft built in accordance with Section 3008 of the *International Building Code*.

6. CHAPTER 9, Fire Protection and Life Safety Systems, SECTION 903, Automatic Sprinkler Systems, SUBSECTION 903.2 Where Required. Add second paragraph and exception:

Additionally, all structures, regardless of occupancy, 5000 square feet or larger, shall be protected by an approved automatic sprinkler system, installed in accordance with further requirements of this Chapter whichever applies based on type of occupancy. Where requirements in this chapter are more restrictive, the more restrictive requirement shall control.

Exception: Agricultural buildings.

Where non-agricultural uses, other than residential, occur within an agricultural building, and comprise not more than 10% of the floor area of such building, an automatic fire-extinguishing system may be omitted unless otherwise required by this Chapter.

7. CHAPTER 23, Motor Fuel-Dispensing Facilities and Repair Garages, SECTION 2301, General. Add subsections:

2301.7 Emergency Spill Containment. Each automotive motor fuel-dispensing facility, marine motor fuel-dispensing facility, and fleet vehicle motor fuel-dispensing facility shall maintain not less than one spill kit within 100 feet of dispensing equipment and shall be immediately available for Fire Department use. The type and size of spill kit shall be determined by the Fire Code Official and shall be based upon the product and potential spill size. The person in control of the facility shall be responsible to ensure kit supplies are replaced immediately after use.

2301.8 Disposal of Spilled Product. The person in control of the facility shall be responsible for proper disposal of all spilled materials and spill mitigation products. Spilled materials shall be immediately removed from the facility and shall be transported to the appropriate hazardous waste facility. If immediate removal is not possible, the spilled material and containment products shall be stored in a manner approved by the Fire Code Official.

8. CHAPTER 56, Explosives and Fireworks, SECTION 5601, General, SUBSECTION 5601.1.3, Fireworks.

Strike Exception 4.

B. THE INTERNATIONAL WILDLAND-URBAN INTERFACE CODE (IWUIC), including Appendices, 2018 Edition, as promulgated by the International Code Council, Inc., with the following amendments:

1. **GENERAL:** Substitute the *National Electrical Code* for all reference to the *ICC Electrical Code* throughout the IWUIC.
2. **CHAPTER 4, Urban-Wildland Interface Area Requirements, SECTION 403, Access, SUBSECTION 403.2.3 Service limitations.** Amend to read:

A driveway shall serve not more than two dwelling units.

3. **CHAPTER 5, Special Building Construction Regulations, SECTION 501, General.** Strike Exceptions 1 and 2.
4. **CHAPTER 6, Fire Protection Requirements, SECTION 606, Liquefied Petroleum Gas Installations.** Add subsection:

606.3 Underground installation. LP-gas containers shall be installed underground within the wildland-urban interface.

Section 7. Fire Code Official. The “Fire Code Official” referred to by the International Fire Code, as herein adopted, is the officer charged with the implementation, administration and enforcement of such codes. The Fire Code

Official is hereby defined and declared to be the Fire Chief of Jackson Hole Fire/EMS.

Section 8. Enforcement. It shall be the duty of the Fire Chief to enforce the provisions of this ordinance and to make inspections and test hereunder.

Section 9. Date of Effect. This ordinance shall take effect and be in force from and after its approval date as required by law.

A copy of said Code is on file and available in the Office of the Fire Chief.

(Ord. § 1, 2019; Ord. 1143 § 1, 2016; Ord. 1022 § 1, 2013; Ord. 885 § 1, 2008; Ord. 761 § 3, 2004; Ord. 591 § 1, 1998; Ord. 497 § 1, 1995; Ord. 446 § 1, 1992; Ord. 408 § 1, 1990; Ord. 372 § 1, 1987; Ord. 321,C-1 § 1, 1984; Ord. 277 § 2, 1981; Ord. 272 § 2, 1981.)

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 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 _____ DAY OF _____, 2019.

PASSED 2ND READING THE _____ DAY OF _____, 2019.

PASSED AND APPROVED THE _____ DAY OF _____, 2019.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandy Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
COUNTY OF TETON)ss
TOWN OF JACKSON)

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.

Sandy Birdyshaw, Town Clerk



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Administration

MEETING DATE: April 15, 2019

SUBJECT: Town Council Appointment to the Teton District Board of Health

STATEMENT/PURPOSE

Pursuant to Resolution 19-04, the Town Council may appoint one seat to the Board of Health.

BACKGROUND/ALTERNATIVES

Earlier this year, a display ad was printed in the newspaper for three weeks requesting letters of interest for volunteers to serve on the Teton District Board of Health. From that advertisement, four letters of application were received. Two were from residents of Teton County and two were from Town residents. Staff confirmed with Teton County Chief Deputy Attorney Gingery that the Town's appointed seat should be a Town resident.

It was also confirmed that the initial term of the Town's seat would be for one (1) year, so to stagger membership turnover. At the end of the initial term, the Town's seat would be appointed for a four (4) year term.

Earlier today, the Council interviewed two applicants for the seat – J.J. King and Lou Hochheiser.

ATTACHMENTS

Letters of Application

Teton County Resolution Amending the Board of Health membership

Town Resolution Agreeing to Participate

SUGGESTED MOTION

I move to appoint ___ to a one-year, initial term on the Teton District Board of Health.

James Joseph King
190 Moose Street - in town
PO Box 1261
Jackson, WY 83001-1261

(941) 730-0525
gobluehiker@gmail.com

Best to text or
call

February 14, 2019

Attn: Sandy Birdyshaw, Town Clerk
Town Hall
150 East Pearl Avenue
PO Box 1687
Jackson, WY 83001

Greetings Mayor Pete Muldoon; Vice Mayor Hailey Morton Levinson; Councilman Arne Jorgensen;
Councilman Jonathan Schechter; and Councilman Jim Stanford:

I am pleased to submit this application for your consideration to serve as a volunteer on the Teton County Board of Health. The announcement appearing in the *Jackson Hole Daily* of February 4, 2019 called for applicants to share their "... interests, background, and experience as it would relate to serving ... and (their) availability for attending board meetings."

My interest to serve on the Board of Health stems from an ardent desire to be a more actively engaged citizen in the Town of Jackson. To serve my fellow citizens as a member of this Board would be an honor and privilege. You can be assured that I would actively promote its goals and mission; and attend meetings. I trust that you will find my background and experience highlighted below as complimentary toward health promotion.

I had the pleasure to serve in the United States Navy's Medical Service Corps for over twenty-four years. Honorably retired as a Captain in 2010, I was assigned to positions of increasing levels of leadership; direct accountability for executing health care and safety programs; fiscal responsibility of assigned budgets; and proper stewardship of government equipment in a wide variety of complex and demanding assignments. My primary duties were aligned as a Radiation Health Officer. Collateral duties varied in scope and fully promoted both shipboard and shore duty missions.

Three Meritorious Service Medals were awarded for:

1) skillfully leading the Navy's largest radiation health program at sea aboard USS ENTERPRISE.

- * provided comprehensive medical surveillance and safety training for 5,000 crewmembers
- * ensured healthy working environments for personnel operating eight nuclear reactors
- * kept all personnel below the Navy's standard of twenty percent of federal radiation exposure limits
- * demonstrated verbatim compliance to all federal and naval health regulations per seven inspections
- * conducted a research project to potentially save 40,000 hours in labor with automated procedures

2) managing the Navy's largest industrial radiation health program at Puget Sound Naval Shipyard in Bremerton, Washington.

- * assisted in managing radiation health promotion for 8,000 federal employees and contractors
- * executed periodic and annual comprehensive radiation safety training for these personnel
- * ensured these personnel adhered to strict verbatim compliance with federal and naval regulations
- * assisted in collection and analysis of environmental samples for quarterly radiological reports
- * led and mentored forty federal employees on a two million dollar annual payroll

3) leadership as Assistant Officer-in-Charge and Division Officer at the Department of Defense's largest evaluation center for personnel and environmental radiation monitoring in Bethesda, Maryland.

- * managed expeditious delivery and return processing of four million dollars in radiation dosimetry
- * implemented novel administrative methods to reduce time in dosimetry analysis by thirty percent
- * improved the Department of Defense's largest database of two million personnel radiation records
- * conducted original research toward the first automated radiation extremity device for personnel
- * led and mentored ten federal employees to provide dosimetry services for over 400 organizations

Two Navy and Marine Corps Commendation Medals were awarded for:

1) supporting the Surgeon General of the United States Navy by advancing effective policy toward safe use of lasers and radars for all personnel (military and civilian) in the Department of the Navy.

- * ensured all naval health care policy related to lasers and radars complied with federal standards
- * certified training standards of personnel designated as laser and radar safety program managers
- * assisted the United States Coast Guard with determining safe radar zones aboard small ships
- * mentored 95 Radiation Health Officers with career planning as Assistant Specialty Leader

2) providing outstanding medical support services for crewmembers aboard eight nuclear-powered submarines, and for managing the radiation health program aboard USS FULTON.

- * enforced outstanding health and safety standards for 1,500 crewmembers aboard the ship
- * ensured these crewmember were kept below twenty percent of federal radiation exposure limits
- * managed an effective preventive maintenance schedule for a large inventory of medical equipment
- * provided medical, training and technical support services for 800 submarine crewmembers

Two Navy and Marine Corps Achievement Medals were awarded for:

1) effective management and outstanding promotion of the health and safety program at Naval Aerospace Medical Research Laboratory in Pensacola, Florida.

- * advanced a broad scoped and comprehensive occupational health and safety program
- * ensured compliance with federal and naval bio-hazardous waste storage and incineration policy
- * promoted excellent personnel safety in aerospace accelerator, electrical, laser, and radar programs
- * fully supported 125 laboratory staff members and researchers with required safety equipment
- * trained over 1,000 medical staff aboard USNS MERCY (Operations Desert Shield and Desert Storm) to safely execute their duties in potentially chemically contaminated areas

2) saving a crewmember's life from a complete airway obstruction aboard USS FULTON.

The Joint Service Commendation Medal was awarded for:

- * planning, designing, and evaluating training programs to improve medical response capabilities at United States Joint Forces Command in Norfolk, Virginia.

- * favorably impacting training effectiveness for thousands of military personnel and federal employees by developing original training scenarios for nationwide exercises held annually.

- * helping to codify positive training results into doctrine prescribed by the Joint Chiefs of Staff.

My final duty assignment was at the Uniformed Services University of the Health Sciences, in Bethesda, Maryland. As an Assistant Professor in the Department of Radiological Sciences, I developed and presented original didactic and laboratory training for 500 medical and graduate students (military and civilian). Topics included radiation biology and physics; radiological health protection; and comparing risk-benefits of medical radiology modalities to common risks incurred in modern society.

Following my military career, I served as a National Park Ranger at Rocky Mountain, Bryce Canyon and Grand Teton National Parks for five seasons between 2014 and 2016. Primary duties focused on providing original interpretive programs for visitors (guided hikes and evening campfire programs). However, I also served in a collateral capacity as Safety Officer at Grand Teton National Park (Colter Bay District). The Park's Safety Officer presented a certificate to recognize my detailed safety analysis of a busy traffic intersection to promote zero pedestrian accidents. I also elevated safety awareness, contributing toward no accidents during 12,000 hours of service by staff and volunteers.

I earned a Bachelor of Science in Biology from Bridgewater College, Bridgewater, Virginia, in 1985. In 1994, I received two graduate degrees from the University of Michigan, in Ann Arbor. From the School of Public Health, my Master of Science in Environmental Health Science included a thesis entitled "The Public Health Threat from Radon in Republic, Michigan." From the School of Education, my Master of Science focused on Science Education.

I have engaged in challenging adventures to promote my health including:

- * completing the Boston Marathon and seven other marathons
 - * bicycling 4,646 miles across the United States
 - * thru-hiking the Appalachian Trail (2,189 miles)
 - * thru-hiking the Ice Age Trail (1,100 miles)
 - * thru-hiking the Tahoe Rim Trail (165 miles)
 - * thru-hiking the John Muir Trail (118 miles)
 - * thru-hiking the Wonderland Trail (93 miles)
 - * hiking 1,250 miles of the Pacific Crest Trail
 - * hiking two traverses of Grand Canyon National Park
 - * scaling the Grand Teton and Long's Peak (Rocky Mountain National Park)
 - * swimming Teton County Recreation Center's "Swim the Snake River Challenge – 150 miles"
-

The following health care providers have kindly agreed to serve as professional references.

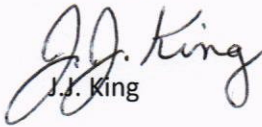
Dennis Butcher, M.D. (retired), Internal Medicine Physician, St. John's Medical Center
dennisbutcher@gmail.com

Sarah Peterson, LDE, Diabetes Education, St. John's Medical Center
speterson@tetonhospital.org

Susanne Shrenk, RN, CDE, Diabetes Education, St. John's Medical Center
sschenk@tetonhospital.org

I am truly grateful for this opportunity to serve as a volunteer on the Teton County Board of Health. If selected, I look forward to helping to build an even healthier population in the Town of Jackson and Teton County during the next four years. Please contact me should you have questions with my application. I sincerely appreciate your time and consideration.

Respectfully,


J.J. King

2/13/2019

Mayor and Town Council
150 Pearl Avenue
PO Box 1687
Jackson, WY, 83001
sbirdyshaw@jacksonwy.gov

Attn: Town Clerk:

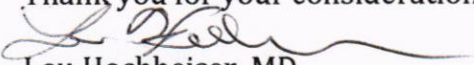
Dear Mayor and Council Members:

I am writing to apply for a position on the Teton County Board of Health. Having retired from the CEO role at St. John's Medical Center two years ago, I find myself still wanting to contribute to the health and wellness of our community. I have a strong interest in the public health aspects of Teton County and have been engaged with the Public Health Department around the community needs assessment. My background as a pediatrician and family physician focused mainly around caring for rural populations during my time at the University of Vermont prior to coming to Jackson. I also have 10 years experience in the insurance industry.

Since my retirement I have served on two health related boards in the community. Curran and Seeley and the Senior Center and have stayed active in health care through some part-time consulting positions. I have a very strong interest in how we can improve the health and wellness of our Latino population. I am very concerned with how to modify the obesity issue with children and the increasing problem with type II diabetes in adults. Mental health issues are also an interest.

We have lived in Jackson all year round since late 2005 and my wife is a psychologist practicing in the community. Our daughter and her husband have been in Jackson for 25 years and we have two grandchildren in the public schools. Attending meetings and participating in other areas of public health will not be an issue. I have attached a brief bio and would be happy to provide my full resume if it would be helpful.

Thank you for your consideration,


Lou Hochheiser, MD
PO Box 912
Jackson, WY 83001
307-413-9749

*Residence: 2024 Hidden Ranch Loop
(in town)*

BRIEF BIO

Louis I. Hochheiser, MD is a Senior Healthcare Advisor with leadership experience in hospital administration, health plan operations and academic medicine. Most recently, Dr. Hochheiser retired after serving four years as CEO of St. John's Medical Center in Jackson, Wyoming. He was recognized for his accomplishments in this role by being named twice to Becker's top 100 physician CEOs and, in 2016, he was named to the list of Becker's 110 physicians to watch. Prior to this position, he served as the Chief Medical Leader for Humana Inc. In this role, he oversaw the technology assessment, clinical policy development and policy implementation, as well as the Humana medical review teams. He was instrumental in developing the Humana strategy in addressing molecular diagnostic services. The early chapter of Dr. Hochheiser's career was in academic medicine; he chaired the Departments of Family Medicine at Brown University and the University of Vermont. At the latter, he holds the position of Professor Emeritus. Dr. Hochheiser's interests lie in simultaneously improving the quality and efficiency of care, especially for seniors. He enjoys complex challenges that simultaneously address innovative care redesign, health care policy, and health care market forces.

AMENDMENT #1 TO THE RESOLUTION ESTABLISHING THE TETON DISTRICT HEALTH DEPARTMENT

WHEREAS, Wyoming Statute §35-1-301 et seq. governs the establishment of a district health department; and

WHEREAS, Wyoming Statute §35-1-301(b) authorizes the Teton County Board of County Commissioners to create through a resolution a district health department; and

WHEREAS, the Teton County Board of County Board Commissioners created a District Health Department governed by a Board of Health in 2005; and

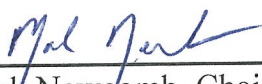
WHEREAS, the current Board of Health is comprised by seven (7) members and the Board of County Commissioners desire to increase the number of members on the Board of Health to nine (9) members.

NOW THEREFORE, BE IT RESOLVED that the Teton County Board of County Commissioners hereby amend County Resolution 05-037 to increase the board membership on the Board of Health from seven (7) to nine (9) and in the furtherance thereof resolves the following.

1. The Teton District Health Department shall be governed by a board of health, known as the Teton District Board of Health (hereinafter referred to as the "**board**"). The board shall be comprised of nine (9) members with at least one (1) board member having a degree of doctor of medicine and at least one (1) board member having the degree of dental surgery. One (1) member may be a doctor of veterinary science, but is not required. Each appointment shall be for a term of four (4) years, with staggered appointments. Any municipality so choosing to participate in the health district, will appoint one (1) member of the board, with all other appointments including the doctor of medicine, doctor of veterinary science, and dentist being appointed by the Teton County Board of County Commissioners. The two new positions being added shall be staggered. One of the new positions shall be for a one (1) year term and the other new position will be for a two (2) year term, and then shall be four (4) year terms thereafter.

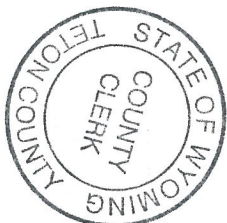
Adopted on the 17th day of December, 2018.

TETON COUNTY BOARD OF COUNTY COMMISSIONERS

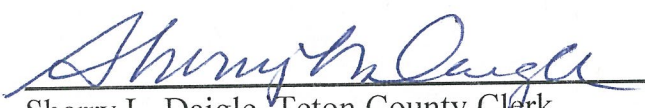


Mark Newcomb, Chair

(Seal)



Attest:



Sherry L. Daigle, Teton County Clerk

RESOLUTION 19-04
AGREEING TO PARTICIPATE IN THE
TETON HEALTH DISTRICT AND DEPARTMENT

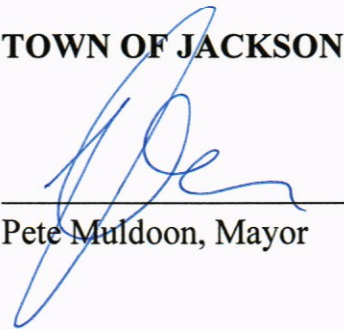
WHEREAS, Wyoming Statute §35-1-301 et seq. governs the establishment of a district health department; and

WHEREAS, Wyoming Statute §35-1-301(b) authorizes the Teton County Board of County Commissioners to create through a resolution a district health department and Wyoming Statute §35-1-301(d) allows for the Town of Jackson, by resolution, to participate and be part of the district health department; and

WHEREAS, the Jackson Town Council has determined that a board of health is warranted in order to promulgate rules and regulations pertaining to the prevention of disease and the promotion of public health within the full jurisdictional area of Teton County, Wyoming including the municipality of the City of Jackson. The Jackson Town Council specifically recognizes the authority of the Teton Health District to regulate and enforce within the City of Jackson the following including but not limited to: Teton Health District Rules and Regulations of Body Art; Teton Health District Rules for Food Safety; and the Teton Health District Rules for Public Pools and Spas.

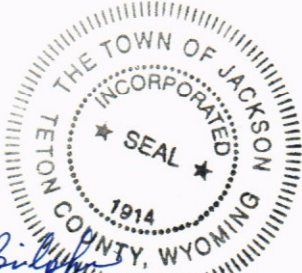
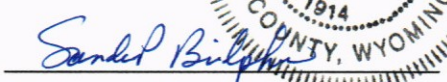
NOW THEREFORE, BE IT RESOLVED that the Jackson City Council agrees pursuant to Wyoming Statute §35-1-301(d) to participate in the Teton District Health Department created by the Teton County Board of County Commissioners.

Dated this 19th day of February 2019.

TOWN OF JACKSON


Pete Muldoon, Mayor

Attest:

Sandra P. Birdyshaw, Town Clerk



March 14, 2019

To: Jackson Town Council Members and Teton County Commissioners

Cc: Larry Pardee, Alyssa Watkins, Roxanne DeVries Robinson

Good afternoon,

At today's meeting, the START Board members moved to formally request of the Joint Board a budget amendment for FY19 to implement an increase in FY19 service. The increase in service will provide 30 minute instead of 60 minute summer service on the Green Line from Stilson Ranch, and will add one commuter morning and evening run to Star Valley. Both of these are specific strategic goals from the ITP.

The board initially requested these increased transit services last June 2018 but it was tabled at that time. It is our understanding that a sum had been earmarked for START funding requests from increased tax revenues from 2018 which could help fund the gap in June 2019 before the new budget is approved for FY20. The proposed FY20 budget process request reflects this increased service, and it would be expected to appear in future budgets as well.

We would appreciate this item being added to the April JIM agenda at which time Darren and board members would be happy to answer questions.

Thank you,

Susan Mick

Susan Mick, Chair
START Board

BOARD OF COMMISSIONERS



www.tetonwyo.org

April 8, 2019

Mayor Muldoon and Jackson Town Council

Hand Delivered

Reference: START bus services May 25- June 30, 2019

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

PO Box 3594
200 South Willow Street
Jackson, Wyoming 83001

ph: 307.733.8094
fax: 307.733.4451

Dear Mayor and Town Council,

In consideration of the letter received from the START Board on March 14, 2019, the Teton County Board of Commissioners met on April 8, 2019 and discussed START bus service additions to and from Teton Village for the 2019 summer season. The BCC and Town Council will have a joint budget meeting on April 25th to discuss the future funding of the START program and it is the County's understanding that the service expansions requested by the START Board will be a part of that conversation.

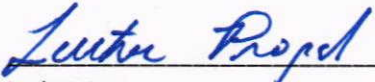
In advance of those discussions, the BCC would like to request Town Council approval for a County-funded expansion of START service from Jackson, through Stilson, to Teton Village at 30-minute intervals, for the May 25 – June 30 timeframe. As noted in the START Board's letter, this would allow this service expansion to begin at the formal start of the summer season, rather than delaying the service provision until the availability of FY20 funds, if so approved.

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,



Natalia D. Macker, Chair



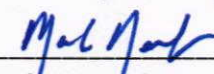
Luther Propst



Mark Barron



Greg Epstein, Vice-Chair



Mark Newcomb

cc: START Board

MEMORANDUM

TO: Mayor and Town Council

FR: Larry Pardee, Town Manager

DT: April 15, 2019

RE: Town Manager's Report

Sales and Lodging Tax

The Town budgeted a total of \$1,106,184 in lodging tax revenues for FY19 from the 30% visitor impact portion combined with the 10% general fund portion. We have collected \$1,020,304 to date which is 92.2% of total projected collections. April 2019 revenue represents collections from February 2019. These amounts are tracked through the Special Revenue Fund for the Lodging Tax.

Sales tax collections year to date are 5.7% over last year. April collections are up 7.6% over the same collection period last year. Collections are currently tracking at \$948,581 more than budgeted. However, we still have May through June 2019, collections to account for before realizing any unanticipated revenue. April 2019 revenue represents collections from February 2019.

FY20 Budget Schedule

Below is the updated schedule for budget meetings. Staff will certainly defer to the Council for scheduling these meetings.

FY2020 DRAFT TOWN COUNCIL BUDGET MEETINGS SCHEDULE				
There may be many other meetings occurring during this time - the below list only reflects those associated with the FY2020 Budget				
Date	Day	Time	Event	Location
4/17/2019	Wednesday	5:00 P.M.	Budget Distributed/Released to Town Council - Not a Meeting	n/a
4/22/2019	Monday	10:00 - 12:00	Special Town Council Workshop (Budget Overview) 2 hrs	Town Council Chambers
4/24/2019	Wednesday	9:00 - 5:00	Special JIM - Budget Human Services	County Commissioner's Chambers
4/25/2019	Thursday	9:00 - 5:00	Special JIM - Budget Joint Departments	County Commissioner's Chambers
4/29/2019	Monday	3:00 - 5:00	Special Town Council Workshop - Budget Discussion	Town Council Chambers
4/30/2019	Tuesday	3:00 - 5:00	Special Town Council Workshop - Budget Discussion	Town Council Chambers
5/6/2019	Monday	9:00 - 12:00	Special Town Council Workshop - Budget Discussion (Lunch Included)	Town Council Chambers
5/13/2019	Monday	9:00 - 12:00	Special Town Council Workshop - Budget Discussion (Lunch Included)	Town Council Chambers
5/20/2019	Monday	9:00 - 12:00	Special Town Council Workshop - Budget Discussion (Lunch Included)	Town Council Chambers
5/20/2019	Monday	3:00 P.M.	Regular Town Council Workshop Meeting - Budget Discussion (if needed)	Town Council Chambers
6/3/2019	Monday	6:00 P.M.	Regular Town Council Meeting - Budget Discussion (if needed)	Town Council Chambers
6/17/2019	Monday	6:00 P.M.	Regular Town Council Meeting - Budget Adoption	Town Council Chambers

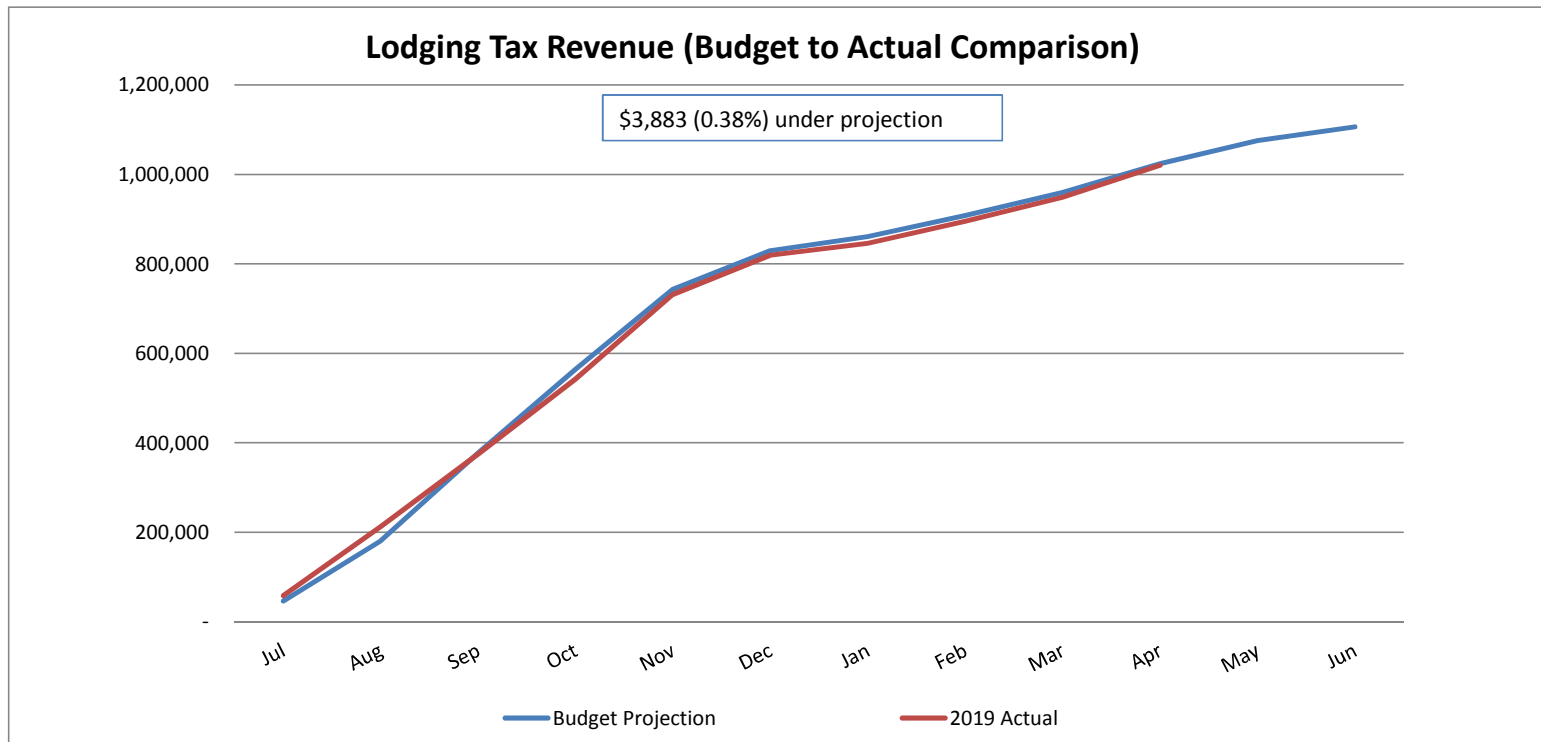
**TOWN OF JACKSON, WYOMING
LODGING TAX REPORT
April-19**

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
FY2019:												
July	\$ 323,950	\$ 194,370	\$ 97,185	\$ 32,395	\$ 43,597	\$ 14,532	\$ 58,130	44.9%	\$ 53,588	\$ 17,863	\$ 71,450	55.1%
August	1,096,755	658,053	329,027	109,676	115,982	38,661	154,642	35.3%	213,045	71,015	284,060	64.7%
September	1,194,277	716,566	358,283	119,428	121,243	40,414	161,657	33.8%	237,040	79,013	316,054	66.2%
October	1,158,899	695,340	347,670	115,890	126,204	42,068	168,272	36.3%	221,466	73,822	295,288	63.7%
November	1,137,494	682,496	341,248	113,749	141,481	47,160	188,642	41.5%	199,767	66,589	266,356	58.5%
December	535,742	321,445	160,723	53,574	66,089	22,030	88,119	41.1%	94,633	31,544	126,178	58.9%
January	149,841	89,905	44,952	14,984	20,062	6,687	26,750	44.6%	24,890	8,297	33,187	55.4%
February	340,674	204,405	102,202	34,067	36,599	12,200	48,798	35.8%	65,604	21,868	87,472	64.2%
March	513,799	308,280	154,139	51,380	40,523	13,508	54,031	26.3%	113,616	37,872	151,488	73.7%
April	568,463	341,078	170,539	56,846	53,447	17,816	71,263	31.3%	117,092	39,031	156,123	68.7%
May	-	-	-	-	-	-	-	---	-	-	-	---
June	-	-	-	-	-	-	-	---	-	-	-	---
Totals	\$ 7,019,895	\$ 4,211,938	\$ 2,105,968	\$ 701,989	\$ 765,228	\$ 255,076	\$ 1,020,304	36.3%	\$ 1,340,740	\$ 446,913	\$ 1,787,654	63.7%

	Visitor Impact	General Fund	Total
TOJ Budget	\$ 829,638	\$ 276,546	\$ 1,106,184
Budget Remain	\$ 64,410	\$ 21,470	\$ 85,880
Earned			92.2%
Remaining			7.8%

12 Month
Rolling Avg
3.8%

	FY2018 Year-to-Date	FY2019 Year-to-Date	Increase (Decrease)	
T&T 60%:	\$ 4,051,104	\$ 4,211,938	\$ 160,834	4.0%
TOJ 30% Visitor:	742,755	765,228	22,473	
TOJ 10% General:	247,585	255,076	7,491	3.0%



TOWN OF JACKSON, WYOMING
SALES TAX COLLECTIONS (4% and 1%)
April-19

Receipt Month	15/16				16/17				17/18				18/19			12 Mth Rolling Sales Avg	Month
	FY2015	FY2016	15/16 Change	Percent Change	FY2017	16/17 Change	Percent Change	FY2018	17/18 Change	Percent Change	FY2019	18/19 Change	Percent Change	Change			
Jul	\$ 621,792	\$ 713,141	\$ 91,349	14.7%	\$ 807,564	\$ 94,423	13.2%	\$ 807,972	\$ 408	0.1%	\$ 890,746	\$ 82,774	10.2%	11.1%	May		
Aug	1,249,588	1,287,639	38,051	3.0%	1,411,501	123,863	9.6%	1,551,376	139,875	9.9%	1,711,050	159,674	10.3%	11.2%	Jun		
Sep	1,488,138	1,705,468	217,330	14.6%	1,920,244	214,777	12.6%	1,971,647	51,402	2.7%	1,979,587	7,941	0.4%	10.8%	Jul		
Oct	1,513,838	1,750,353	236,515	15.6%	1,665,117	(85,236)	-4.9%	1,897,973	232,856	14.0%	1,868,746	(29,227)	-1.5%	8.7%	Aug		
Nov	1,523,192	1,420,820	(102,372)	-6.7%	1,533,746	112,925	7.9%	1,850,527	316,781	20.7%	1,877,983	27,456	1.5%	6.5%	Sep		
Dec	826,299	1,002,143	175,844	21.3%	1,046,289	44,146	4.4%	1,054,095	7,806	0.7%	1,335,327	281,232	26.7%	8.4%	Oct		
Jan	587,477	600,037	12,560	2.1%	655,026	54,989	9.2%	680,672	25,645	3.9%	745,047	64,375	9.5%	8.7%	Nov		
Feb	822,382	831,587	9,205	1.1%	1,032,128	200,542	24.1%	1,166,026	133,898	13.0%	1,195,892	29,866	2.6%	7.9%	Dec		
Mar	683,968	850,550	166,581	24.4%	947,188	96,639	11.4%	1,066,105	118,917	12.6%	1,110,735	44,630	4.2%	7.3%	Jan		
Apr	712,992	915,256	202,263	28.4%	859,580	(55,676)	-6.1%	1,041,459	181,879	21.2%	1,120,136	78,677	7.6%	6.5%	Feb		
May	815,782	842,792	27,010	3.3%	874,371	31,579	3.7%	1,010,453	136,082	15.6%	-	----	---	----	Mar		
Jun	544,020	610,312	66,292	12.2%	660,771	50,459	8.3%	728,398	67,628	10.2%	-	----	---	----	Apr		
Totals	\$ 11,389,469	\$ 12,530,098	\$ 1,140,628	10.0%	\$ 13,413,526	\$ 883,428	7.1%	\$ 14,826,704	\$ 1,413,178	10.5%	\$ 13,835,248	\$ 747,396	5.7%				

Budgeted Sales Tax for FY 2019 4.00% \$ 14,576,001
Budgeted Sales Tax Year-to-Date 4.00% 12,886,668
Actual Sales Tax Collected Year-to-Date 13,835,248
Leading (Lagging) Budget - through April \$ 948,581

Sales Tax Revenue (Budget to Actual Comparison)

