Jackson Town Council Regular Meeting

March 2, 2020
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

1. New Employee Introduction: Lynsey Lenamond, Information Coordinator

II. PUBLIC COMMENT

This section is reserved for questions and comments from the public on items that are not otherwise included in this agenda. As a general practice, the Council will not hold discussion or debate these items. Nor will they make any decisions on items presented during this time but rather refer items to staff for follow-up. If you would like to communicate with the Council during the meeting, please address them during open public comment, when public comment is called for on a specific item, or send an email to *Council@jacksonwy.gov*.

III. CONSENT CALENDAR

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

A. Meeting Minutes
   1. February 18, 2020 workshop
   2. February 18, 2020 regular meeting

B. Disbursements

C. Special Event: Jackson EcoFair & Spring Clean-Up

D. Special Event: Jackson Hole Children's Museum Touch-A-Truck

E. Special Event: 39th Annual Old West Days & 2nd Annual Million Dollar Music Fest

F. Temporary Sign Permit: Climb WY Training (P20-033)

G. Temporary Sign Permit: Jackson Hole Food & Wine (P20-028)

H. Project 20-11: Contract for Martin & Berger Sewer Lift Station Rebuild

I. Bid 20-12: Contract for Hansen Avenue and Jackson Street Sidewalk Improvements

J. Contract for Core Services Facility Phase 1

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

A. Planning:

1. **Item P19-229**: Amendment to the Teton Village Master Plan. *This item will be continued to March 16*.
2. **Item P19-187**: Text Amendment to LDR Section 8.10 Duties & Responsibilities Related to Planning Director and Community Development Director. *This item will be continued to April 6.*

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.

3. **Item P19-201**: Snow King Resort Master Association (SKRMA) Master Plan Amendment.
   This item will be continued to March 16.
4. Town Comment Letter to U.S. Forest Service on DEIS for SKRMA (Tyler Sinclair)
5. **Item P20-004**: Subdivision Plat at 540 Cache Creek Drive (Brendan Conboy)
6. **Item P20-008**: Partial Vacation w/out Replat at 660 Cache Creek (Brendan Conboy)

V. RESOLUTIONS

VI. ORDINANCES

A. **Ordinance L**: An Ordinance Amending and Reenacting Sections 6.10 through 6.90 of the Jackson Municipal Code Related to Liquor Licenses and Permits (Presented for 3rd reading and designated Ordinance 1245)

B. **Ordinance N**: An Ordinance Granting a Renewed Franchise to Jackson Curbside Inc. (Presented for 2nd Reading)

VII. MATTERS FROM MAYOR AND COUNCIL

A. Board and Commission Reports

VIII. MATTERS FROM THE TOWN MANAGER

A. Town Manager's Report

IX. ADJOURN

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

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

FEBRUARY 18, 2020 **JACKSON, WYOMING**

The Jackson Town Council met in a regular workshop session in the Council Chambers of the Town Hall located at 150 East Pearl at 3:03 P.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon.
COUNCIL: Hailey Morton Levinson, Jim Stanford, and Jonathan Schechter. Arne Jorgensen was absent.
STAFF: Larry Pardee, Roxanne Robinson, Tyler Sinclair, Lea Colasuonno, Susan Scarlata, Roger Schultz, Paul Anthony, Johnny Ziem, Brian Lenz, and Sandy Birdyshaw.

Mayor Muldoon stated the agenda would be adjusted to hear P20-026, 174 North King Development Off-Site Parking before the King Street and Gill Avenue Complete Street Design.

174 North King Development Off-Site Parking (P20-026). Paul Anthony made staff comment on options to lease six Town-owned parking spaces to the Jackson Hole Community Housing Trust for the 174 North King Street housing project. The options included the parking garage, Deloney parking lot, Home Ranch lot, and Recreation Center lot. Additional staff comment was given by Larry Pardee and Lea Colasuonno. Staff suggested the following conditions to be addressed in the lease: 1. The Town shall lease six spaces in the far northeast corner of the parking lot for the exclusive use of the 174 N. King Street project.; 2. The six parking spaces shall be reserved for an initial period of five years, after which the Town Council may reconsider the lease and take any one or more of the following actions: renew the lease, modify the terms of the lease, modify the location of the leased parking spaces, not renew the lease, or another action at the Council's discretion. 3. The parking spaces will be reserved from November 1 to April 15 to coincide with the overnight on-street parking ban during the winter months. The applicant shall use on-street overnight parking all other months of the year. 4. The Town shall not be responsible for clearing snow from the leased six spaces. The applicant or the users of the parking spaces shall be responsible for all snow removal from the spaces. 5. The Town shall provide passes to all authorized users of the leased parking spaces to assist the Police Department in the proper enforcement of the parking spaces. 6. The applicant shall meet with the Public Works Department each year to discuss the parking plan for the six reserved spaces and discuss options for making improvements as necessary.

The Council held discussion with Anne Cresswell of the Housing Trust, as the applicant.

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to direct staff to draft a lease for the Mayor's signature to allow the applicant to lease six parking spaces in the Deloney Public Parking lot under the terms and conditions directed in this meeting and to direct the Public Works Department to place all necessary signage to implement the terms of the lease; and revising Condition #3 to reserve the parking spaces year-round, rather than from November to April 15. Mayor Muldoon called for the vote. The vote showed 4-0 in favor, with Jorgensen absent. The motion carried.

King Street and Gill Avenue Complete Street Design. Johnny Ziem and Brian Lenz made staff comment on two alternative designs to allow for bus parking on King Street.

Public comment was given by Jack Kohler with Friends of Pathways.

A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to approve the tour bus parking with the approved Alternative Design "D" and direct staff to finalize the design concept. Mayor Muldoon called for the vote. The vote showed 3-1 in favor with Stanford opposed and Jorgensen absent. The motion carried.

Discussion with U.S. Forest Service regarding Snow King Master Plan. Tyler Sinclair made introductory remarks on the Draft Environmental Impact Statement released by the Forest Service and introduced Mr. Shawn McGinnis with the Forest Service. The Council held discussion with Mr. McGinnis and staff. The Mayor asked Councilmembers to contact staff directly with their questions and concerns which would be incorporated into a draft letter and brought back for review.

A motion was made by Hailey Morton Levinson and seconded by Pete Muldoon to continue this item to the March 2, 2020 Town Council meeting. Mayor Muldoon called for the vote. The vote showed 4-0 in favor, with Jorgensen absent. The motion carried.

Adjourn. A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to adjourn the meeting to executive session to consider matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party in accordance with Wyoming Statute 16-4-405(a)(iii). The vote showed 4-0 in favor, with Jorgensen absent. The motion carried. The meeting adjourned at 4:40 P.M. minutes:spb

TOWN OF JACKSON

_____
Pete Muldoon, Mayor

ATTEST:

_____
Sandra P. Birdyshaw, Town Clerk

Published JH News & Guide: February 26, 2020

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

FEBRUARY 18, 2020 **JACKSON, WYOMING**

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MAYOR: Pete Muldoon.
COUNCIL: Hailey Morton Levinson, Jim Stanford, and Jonathan Schechter. Arne Jorgensen was absent.
STAFF: Larry Pardee, Roxanne Robinson, Tyler Sinclair, Lea Colasuonno, Todd Smith, Roger Schultz, Michelle Weber, Susan Scarlata, Paul Anthony, Darren Brugmann, Floren Poliseo, Johnny Ziem, Brian Lenz, Brian Schilling, Carl Pelletier, and Sandy Birdyshaw.

Mayor Muldoon introduced new employee Mary Mittler as the Town's new paralegal.

Mayor Muldoon read a commendation proclamation for Officer Justin Lancaster who received the Police Department's Medal of Bravery. Lynsey Lenamond made comment as the former Spa Director of the Rusty Parrot. Officer Lancaster made staff comment.

Public Comment. Candra Day, Mary Lynn Callahan, and Dr. Bruce Hays made comment on the formation of the Jackson Hole Climate Collective.

Consent Calendar. There was no public comment on the Consent Calendar. A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to approve the consent calendar including items A-K as presented with the following motions.

A. **Meeting Minutes**. To approve the meeting minutes as presented for the February 3, 2020 regular meeting.

B. **Disbursements.** To approve the disbursements as presented. 842-Ncpers Group Wyoming $112.00; Ace Equipment & Supply $1,807.00; Ace Hardware $676.22; Advanced Glass Trim, LLC $860.00; Aflac $2,831.24; Airgas USA, LLC $108.48; Aivia Corporation $10,260.51; All-Star Auto Parts $114.99; Amazon Capital Services $25.20; Amsoil Inc, #774148 $6,831.00; Antler Motel, Inc. $8,640.00; Apex Sage Inc $1,785.00; AT&T $503.76; Best Best & Krieger $1,553.50; Bestdrive Idaho Falls $3,640.16; Big R Ranch & Home $292.44; Bliss Cargo $60.89; Blue Spruce Cleaners, Inc $670.65; BMV LLC $81.52; Breakfast Rotary Of JH $350.00; Bristol, James $35.00; Brooks, Angela $200.00; Brower Psychological Services Inc $325.00; Buckrail $375.00; Buckrail $375.00; Cafe G, LLC $2,500.00; Carquest Auto Parts Inc. $231.53; Caselle Inc. $1,800.00; Cash $179.96; Certified Laboratories $5,180.45; Chlorinators Incorporated $369.00; City Of Driggs $2,178.65; CMI - Teco $57.13; Commercial Tire-Id Falls $2,658.56; Community Entry Services $12,500.00; Control System Technology, Inc. $500.00; Convergeone, Inc $6,108.99; Core & Main LP $17,538.72; Cowan, Alyssa $1,240.00; Cummins Rocky Mountain LLC $2,847.73; Day Wireless Systems $5,439.08; Delta Dental Plan Of Wyoming $582.40; Delta Dental Plan Of Wyoming $10,531.50; DPC Industries, Inc. $2,942.81; Dustbusters, Inc $3,048.70; E.R. Office Express $1,635.01; Ecor $261,744.00; Eriks North America, Inc $52.26; Etna Trade Park LLC $1,128.49; Evans Construction Inc $18,475.00; Fleetpride $1,366.17; Freedom Mailing Service Inc. $1,975.60; Geittmann Larson Swift LLP $2,564.35; Gillig LLC $8,118.28; Graham, Robert $1,088.00; High Country Linen $2,086.09; Idaho Falls Peterbilt $6,433.74; Idaho State Tax Commission $5,128.00; Interstate Battery $3,912.70; J.J. Keller & Assoc. Inc. $1,451.70; Jack's Tire & Oil, Inc. $1,080.60; Jackson Hole Community Housing $6,250.00; Jackson Hole News & Guide $3,801.20; Jelly Donut, LLC $580.00; Jorgensen Associates, Pc $8,054.75; Kellerstrass Enterprises, Inc $111,769.78; Kenworth Sales Company Dept #1 $1,946.23; Kimball Midwest $89.70; L.N. Curtis & Sons $1,665.00; Leadership Jackson Hole $1,500.00; Lexisnexis Matthew Bender $60.08; Lincoln National Life $6,973.38; Local Gov't Liability Pool $2,596.50; Loebe, Marc $16.95; Logansimpson $1,204.12; Lower Valley Energy Inc $13,796.67; Lsc Transportation Consultants $2,237.00; Mcelfresh, Kathleen $15.00; Movie Machine Productions $525.00; Msc Industrial Supply Co $1,739.20; Msds Online, Inc $2,899.00; Napa Auto Parts Inc. $2,434.51; Nelson Engineering $51,664.75; Neofunds $1,000.00; Neopost USA Inc $139.73; Office Of State Lands & Investments $10,311.98; One Call Of Wyoming $123.25; Ops Strategies $1,625.00; Partrick, Neal $23.05; Partsmaster $57.16; Perform Printing Inc $63.85; Premier Truck- Salt Lake City $4,352.66; Premier Vehicle Installation, Inc $528.66; Pro Equipment Sales LLC $83.20; Psa Worldwide Cooptation $1,929.23; Raftelis $5,817.70; Red's Auto Glass, Inc. $1,275.00; Respond First Aid Systems $175.99; Rich Broadcasting (Sv/Jx) $4,830.00; Rotary Club Of Jackson Hole $125.00; Rush Truck Center, Idaho Falls $162.54; Silver Creek Supply $10.08; Silverstar $2,313.28; Snake River MEP Complete, Inc $505.75; Snake River Roasting $666.29; Spectrum $89.99; State

Disbursement Unit $25.05; Stotz Equipment $303.56; Swagit Productions, LLC $1,775.00; Swicegood, Wyatt $120.49; Team Laboratory Chemical Corp $862.50; Teton County Integrated Solid Waste/Recy $294.00; Teton County Sheriff's-Jail $1,368.00; Teton Literacy Center $5,700.00; Teton Motors Inc $1,688.78; Teton Rental Center $18.50; Teton Tools Llc $486.95; Teton Trash Removal, Inc. $45.50; The Aftermarket Parts Company, LLC $1,725.59; Thermo King Intermountain, LLC $8,299.76; Thyssen Krupp Elevator Corp. $307.62; Todd G. Smith $626.40; Us Postal Service $690.00; USA Blue Book $566.70; Utah Safety Council $225.00; Valley Blades Limited $1,416.00; Valley West Engineering, Pc $31,450.00; Verizon Wireless $7,489.32; Vision Service Plan - (WY) $1,710.98; W2 Rentals, LLC $3,143.10; Westbank Sanitation $732.91; Western States Equip Company $2,811.09; Wilson, John $8,000.00; Wrench It Plumbing & Heating Inc $761.46; WY Child Support Enforcement $146.76; WY Workers' Safety & Comp $13,938.19; Wyoming Department Of Health $240.00; Wyoming Garage Door, LLC $654.40; Wyoming Law Enforcement $80.00; Wyoming Retirement System $154,224.74; Wyoming Water Association $500.00; Wyoming Water Quality & Pollution Contr $360.00; Wyoming.Com Inc $5.00; Xerox Corporation $979.92; Y2 Consultants, LLC $14,828.22; Yellow Iron Excavation, LLC $824.00; Yellowstone-Teton Clean $4,000.00; Zuercher Technologies $254.76.

C. **Municipal Court Report for January 2020**. To accept the January 2020 Municipal Court Report into the record.

D. **Temporary Sign Permit: Million Pound Party (P20-020)**. To approve e the temporary banner in conjunction with the Hole Food Rescue subject to three (3) conditions of approval. 1. The use of the site shall be granted by the property owner. 2. The sign shall not be located on the sidewalks or in the public right of way. 3. The sign for Million Pound Party may be installed at 105 Buffalo Way, Albertsons during August 16, 2020 to August 30, 2020.

E. **Special Event: Snow King World Championship Hill Climb**. To approve the special event application made by the Jackson Hole Snow Devils for the World Championship Snowmobile Hill Climb 2020, subject to the conditions and restrictions listed in the staff report.

F. **Extension of Jackson Curbside Franchise**. To consider Ordinance N granting Jackson Curbside Inc. a franchise for the collection and disposition of recyclable refuse and compostable materials during the Ordinances portion of tonight's meeting.

G. **Bid 20-10: Contract for Center Street Water Main Replacement**. To approve the award of the contract for the 2020 Center Street Water Main Replacement Project between Broadway and Gill to Westwood Curtis Construction, Inc. of Jackson, Wyoming in the amount of $363,519.00 and authorize funding for survey, construction, and construction administration for the project.

H. **Bid 20-13: Contract for Cache Creek Tube Phase 2C**. To approve the award of the contract for the Cache Creek Tube – Phase 2C to Westwood Curtis Construction, Inc. of Jackson, WY in the amount of $524,602.00 and authorize funding for survey, testing, construction, and construction administration for the project.

I. **Bid 20-15: Contract for the 2020 Spring Road Patching and Overlay Project**. To approve the award of the 2020 Spring Patching and Overlay Project to C.M. Owen Construction, LLC, of Victor, ID in the amount of $243,000.

J. **Encroachment Agreement at 645 S. Cache Street for Soil Nailing (P20-003)**. To approve the Encroachment Agreement between the Town of Jackson and property owner NewJack LLC subject to the recommended conditions, upon approval and with any minor changes required by the Town Engineer and Town Attorney, and authorize the Mayor to execute the agreement.

K. **WYDOT Transportation Alternatives Program (TAP) Agreement for Scott Lane and Maple Way ADA/Bike/Pedestrian Improvement**. To approve the TAP Sub-recipient agreement with WYDOT for planning and design of bicycle, pedestrian, and ADA improvements on Scott Lane and Maple Way and direct the Mayor to execute it.

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

Restaurant Liquor License Application by China Fun WY, LLC. Sandy Birdyshaw made staff comment. Mayor Muldoon opened a public hearing to hear protests against the issuance of this license. There were none and the Mayor closed the public hearing.

Having considered the Wyo. Stat. §12-4-104(b) statutory factors for this application, a motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to approve the issuance of a restaurant liquor license to China Fun WY LLC d/b/a China Fun Restaurant for the license year beginning April 1, 2020, subject to the conditions listed in the staff report and further direct the Town Clerk to issue the license upon confirmation that the conditions of approval have been met within the timeframe set forth in Wyoming Statute 12-4-103(a)(iv).

1. Prior to liquor license issuance, the applicant shall comply with all Town of Jackson Building Codes, Fire, Health & Safety Codes, and the Land Development Regulations, and will have obtained all required permits and approvals from all applicable Town/County departments.
2. Prior to liquor license issuance, the applicant shall provide a copy of the food service permit.
3. Prior to liquor license issuance, the applicant shall pass a dispensing-room inspection conducted by the Town Clerk or Wyoming Liquor Division.
4. Any additional minor corrections deemed necessary by staff and the Wyoming Liquor Division.

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

Annual Renewal of Liquor Licenses. Sandy Birdyshaw made staff comment. Mayor Muldoon stated the nonoperational licenses would be removed from the Renewal Chart for separate action based on their status and need for an individual term for each nonoperational license. The licenses being pulled from the Renewal Chart and acted on individually were a) 135 E Broadway LLC, d/b/a Café Genevieve; b) Tastebuds LLC, d/b/a Lift Jackson Hole; and c) LFM Jackson LLC d/b/a Lucky's Market. He then asked the Councilmembers if they wanted to remove any other licenses to be acted on individually. No others were noted.

Mayor Muldoon opened a public hearing to hear protests against the renewal of any license other than the three removed from the Renewal Chart. There were none and the Mayor closed the public hearing.

There was no public comment on the renewal of any license other than the three removed from the Renewal Chart.

Having considered the Wyo. Stat. §12-4-104(b) statutory factors and the Jackson Municipal Code §6.60.010.C factors for each of these applications, a motion was made by Hailey Morton Levinson and seconded by Jim Stanford to approve the liquor license renewal applications for the 2020–2021 liquor license year as presented in the Renewal Chart, with the exception of a) 135 E Broadway LLC, d/b/a Café Genevieve; b) Tastebuds LLC, d/b/a Lift Jackson Hole; and c) LFM Jackson LLC d/b/a Lucky's Market with the following conditions:

1. Any additional minor corrections made by staff and the Wyoming Liquor Division and
2. All renewed liquor licenses are subject to the same conditions and restrictions of the initial license approval, as amended.

Renewal Chart:

Applicant	DBA	Address

Bar & Grill Liquor License (6):

HAND FIRE PIZZA JH LLC	HAND FIRE PIZZA	120 N CACHE ST
HOLE BOWL LLC	HOLE BOWL	980 W BROADWAY
LOCAL RESTAURANT LLC (THE)	LOCAL RESTAURANT & BAR	55 N CACHE
MERRY PIGLETS MEXICAN CANTINA & BBQ INC	MERRY PIGLETS (THE)	160 N CACHE ST- SOUTH
MOB JACKSON HOLE LLC	MOE'S ORIGINAL BBQ	140 N CACHE ST # C & D
BISTRO MRG LLC	RENDEZVOUS BISTRO	380 S BROADWAY

Limited Retail (Club) Liquor License (3):

BPO ELKS 1713	BPO ELKS 1713	270 W BROADWAY
AMERICAN LEGION POST #43	JACKSON HOLE POST #43	190 N CACHE ST
COMMUNITY CENTER FOR THE ARTS INC	CENTER FOR THE ARTS	265 S CACHE

Microbrewery Permit (5):

JH BREWERY LLC	JH BREWERY	75 E PEARL AVE
GET LOOSE LLC	ROADHOUSE BREWING CO PUB & EATERY	20 E BROADWAY
TETON BREWING COMPANY LLC	STILLWEST BREWERY AND GRILL	45 E SNOW KING AVE

SRB OPERATIONS LLC	JACKSON HOLE PUB & BREWERY SNAKE RIVER BREWING	265 S MILLWARD
GET FUNKY LLC	ROADHOUSE BREWING COMPANY	1225 GREGORY LN

Resort Liquor License (4):

SNOW KING MOUNTAIN RESORT LLC	KING'S GRILL	402 E SNOW KING AVE
ACP LJH 80 SCOTT HOLDINGS LLC	LODGE AT JACKSON HOLE (THE)	80 S SCOTT LN
JOHNSON RESORT PROPERTIES	RUSTIC INN	425 N CACHE
BENCHMARK HOSPITALITY OF WYOMING LLC	SNOW KING RESORT	400 E SNOW KING

Restaurant Liquor License (40):

ANNIE'S KITCHEN LLC	ANNIE'S THAI KITCHEN	265 W BROADWAY
KIM'S CORNER LLC	BAPP	340 W BROADWAY
BIG HOLE BBQ JACKSON LLC	BIG HOLE BBQ	325 W PEARL AVE
BLUE LION INC (THE)	BLUE LION (THE)	160 N MILLWARD
FLAT CREEK BBQ LLC	BUBBA'S	100 FLAT CREEK
MADE IN JACKSON HOLE INC	BUNNERY (THE)	130 N CACHE ST
CHINATOWN LEE INC	CHINATOWN RESTAURANT	850 W BROADWAY # A
EFC WY LLC	E LEAVEN FOOD COMPANY	175 CENTER ST
SALSA GROUP INC (THE)	EL ABUELITO FAMILY RESTAURANT	385 W BROADWAY
EVEREST MOMO SHACK LLC	EVEREST MOMO SHACK	245 W PEARL AVE
FIESTA JACKSON LLC	FIESTA	975 ALPINE LN #3
YOR RESTAURANT GROUP CORP	GATHER	72 S GLENWOOD
GUN BARREL STEAKHOUSE LLC (THE)	GUN BARREL (THE)	862 W BROADWAY
CALIENTE TAQUERIA LLC	HATCH TAQUERIA & TEQUILAS	120 W BROADWAY
JACKSON DRUG LLC	JACKSON DRUG	15 E DELONEY AVE
SRB OPERATIONS LLC	JACKSON HOLE PUB & BREWERY SNAKE RIVER BREWING	265 S MILLWARD
JACKSON HOLE ROASTERS INC	JACKSON HOLE ROASTERS	50 W BROADWAY # 109
KING SUSHI COMPANY LLC	KING STREET SUSHI	75 KING ST
KITCHEN LLC (THE)	KITCHEN (THE)	155 N GLENWOOD
LBJH LLC	LIBERTY BURGER	160 N CACHE- NORTH
J & J FOOD COMPANY LLC	MIAZGA'S	399 W BROADWAY
DJ FLAMBE LLC	MILLION DOLLAR COWBOY STEAKHOUSE	25 N CACHE ST BASEMENT
IL FERRAIO LLC	ORSETTO	161 CENTER ST
SHOPCOO LLC	PEARL STREET MARKET	40 W PEARL AVENUE
PERSEPHONE BAKERY LLC	PERSEPHONE BAKERY	145 E BROADWAY
ALBA'S FINE FOODS LLC	PHOENIX AND THE DRAGON (THE)	145 N GLENWOOD
SELKIRK INC	PICAS	1160 ALPINE LN
ILLAMAR LLC	PINKY G'S PIZZERIA	50 W BROADWAY # 105
PIZZERIA CALDERA LLC	PIZZERIA CALDERA	20 W BROADWAY
GET LOOSE LLC	ROADHOUSE BREWING CO PUB & EATERY	20 EAST BROADWAY
SAN JUAN RESTAURANT MEXICAN FOOD LLC	SAN JUAN RESTAURANT	65 S GLENWOOD ST
TETON BREWING COMPANY LLC	STILLWEST BREWERY AND GRILL	45 E SNOW KING AVE
SCARFISH LLC	SUDA	140 N CACHE ST SUITE B
NICOLAS SOSA	TACOS Y TORTILLAS EL METATE	850 W BROADWAY # H
INDIAN ROOM LLC (THE)	TETON TIGER	165 N CENTER ST
JEREMY TOFTE	THAI ME UP	75 E PEARL AVE
TIJUANA MEXICAN RESTAURANT LLC	TIJUANA AUTHENTIC MEXICAN RESTAURANT	520 HWY 89 #4 & 5
WLB LLC	TRIO	45 S GLENWOOD
WHITE BUFFALO CLUB LLC	WHITE BUFFALO CLUB (THE)	160 W GILL AVE
WYOMING INN HOLDINGS LLC	WYOMING INN OF JACKSON HOLE	930 WEST BROADWAY

Retail Liquor License (18):

CRU LLC	BIN 22	200 W BROADWAY
BUD'S EASTSIDE LLC	BUDS EASTSIDE LIQUOR	582 E BROADWAY
BOCHICCHIO INC	CREEKSIDE MARKET & DELI	545 N CACHE ST #8
CUTTYS BAR & GRILL LLC	CUTTYS	1140 W HWY 22
ANVIL HOTEL PARTNERS LLC	GLORIETTA	242 N GLENWOOD ST
HOTEL JH LLC	HOTEL JACKSON	120 N GLENWOOD
WYOMING GROCER LLC	JACKSON WHOLE GROCER	1155 S HWY 89
JACKSON LIQUORS LLC	KJS PHILLIPS 66	1055 W BROADWAY
LIQUOR STORE OF JACKSON HOLE INC	LIQUOR STORE (THE)	115 BUFFALO WAY
COWBOY LIQUOR LLC	MILLION DOLLAR COWBOY BAR (THE)	25 N CACHE ST
PLAZA LIQUOR LLC	PLAZA LIQUOR	832 W BROADWAY
PINK GARTER LLC	ROSE (THE)	50 W BROADWAY # 201
NEB LLC	SIDEWINDERS	945 W BROADWAY
SILVER DOLLAR INC (THE)	SILVER DOLLAR BAR	50 N GLENWOOD
SMITHS FOOD & DRUG CENTERS INC	SMITHS FOOD & DRUG #184	1425 S HWY 89
SNAKE RIVER CORPORATION	SNAKE RIVER GRILL	84 E BROADWAY
VFJH LLC	SPIRITS & SPICE	80 W BROADWAY # 101
FLAT CREEK DEVELOPMENT COMPANY	VIRGINIAN TAVERN	750 W BROADWAY AVE

Satellite Winery Permit (1):

JACKSON HOLE WINERY LLC	JACKSON HOLE WINERY SATELLITE	45 W BROADWAY

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

A. 135 E Broadway LLC d/b/a Café Genevieve Annual Liquor License Renewal. Mayor Muldoon opened a public hearing to hear protests against the issuance of this license. There were none and the Mayor closed the public hearing.

There was no public comment on the renewal of this license.

Having considered the Wyo. Stat. §12-4-104(b) statutory factors and the Jackson Municipal Code §6.60.010.C factors for this application, a motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to approve the 135 E Broadway LLC d/b/a Café Genevieve liquor license renewal application for nonoperational status through a term ending on July 2, 2020, and with the following condition:

1. Any additional minor corrections made by staff and the Wyoming Liquor Division.

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

B. Tastebuds LLC d/b/a Lift Jackson Hole Annual Liquor License Renewal. Mayor Muldoon opened a public hearing to hear protests against the issuance of this license. There were none and the Mayor closed the public hearing.

There was no public comment on the renewal of this license.

Having considered the Wyo. Stat. §12-4-104(b) statutory factors and the Jackson Municipal Code §6.60.010.C factors for this application, a motion was made by Jonathan Schechter to approve the Tastebuds LLC d/b/a Lift Jackson Hole liquor license renewal application for nonoperational status through a term ending on June 1, 2020, and with the following conditions:

1. Any additional minor corrections made by staff and the Wyoming Liquor Division.
2. All renewed liquor licenses are subject to the same conditions and restrictions of the initial license approval, as amended.

The motion died for lack of a second.

Having considered the Wyo. Stat. §12-4-104(b) statutory factors and the Jackson Municipal Code §6.60.010.C factors for this application, a motion was made by Hailey Morton Levinson and seconded by Jim Stanford to **deny** this liquor license renewal application based on Wyo. Stat. Ann. §12-4-

104(b)(iii), specifically that the number, type and location of existing licenses or permits meet the needs of the vicinity under consideration, and the finding could not be made for § 12-4-104(b)(iv), specifically that the desires of the residents of the county, city or town will not be met or satisfied by the issuance, renewal or transfer of the license or permit. Further, not knowing if the constituents of the Town of Jackson agree with renewing this license based on the past idea of being an Irish Neighborhood Pub and not knowing if that is something the community still wants or needs.

Jim Stanford stated he was in agreement with the motion maker, and feels the needs of the community was being served by another pub that had opened nearby. Pete Muldoon concurred with the motion maker and second, and further that the desires of the residents of the Town would not be met or satisfied with the renewal of this license as the residents of Jackson desire that when a license holder ceases operation the community members will have an opportunity to obtain that license that is no longer operational and to review a range of options for its use through the town council and its ability to apply for that license. Mayor Muldoon called for the vote. The vote showed 4-0 in favor, with Jorgensen absent. The motion carried to deny the renewal.

C. LFM Jackson LLC d/b/a Lucky's Market Annual Liquor License Renewal. Mayor Muldoon opened a public hearing to hear protests against the issuance of this license. There were none and the Mayor closed the public hearing.

There was no public comment on the renewal of this license.

Having considered the Wyo. Stat. §12-4-104(b) statutory factors and the Jackson Municipal Code §6.60.010.C factors for this application, a motion was made by Jonathan Schechter and seconded by Hailey Morton Levinson to approve the LFM Jackson LLC d/b/a Lucky's Market liquor license renewal application for nonoperational status through a term ending on February 7, 2021, and with the following conditions:

1. Any additional minor corrections made by staff and the Wyoming Liquor Division.
2. All renewed liquor licenses are subject to the same conditions and restrictions of the initial license approval, as amended.

Pete Muldoon stated he could not support the motion due to Wyo. Stat. Ann. §12-4-104(b)(iii), specifically that the number, type and location of existing licenses or permits meet the needs of the vicinity under consideration since there are multiple retail licenses in the near area. Further, due to §12-4-104(b)(iv), specifically that the desires of the residents of the Town would not be met or satisfied with the renewal of this license as the residents of Jackson desire that when a license holder ceases operation the community members will have an opportunity to obtain that license that is no longer operational and to review a range of options for its use. Jim Stanford concurred with Muldoon's comments. Jonathan Schechter stated he could not support the motion he made; Hailey Morton Levinson concurred. Mayor Muldoon called for the vote. The vote showed 0 in favor and 4 opposed, with Jorgensen absent. The motion to approve the renewal failed.

Item P19-248: Development Plan for Glenwood Gill Condominiums at 185 N Glenwood. Tyler Valentine, Lea Colasuonno, and Paul Anthony made staff comment. S.R. Mills and Matt Kissel made comment on behalf of the applicant.

Public comment was given by Mary Erickson on behalf of St. John's Episcopal Church, Brian Nystrum, Jimmy Bartz, Jayne Ottman, Karen Stanley on behalf of One22, Annie Sampson, Lisa Craighead, Brigid Mander, Tray Overlay, Andrew Jacobac, Will Davenport, and John Mollar.

The Council held further discussion with staff.

Based upon the findings as presented in the staff report and made by the applicant for a Development Plan (Item P19-248), a motion was made by Hailey Morton Levinson and seconded by Pete Muldoon to make findings 1-6 in Section 8.3.2.C of the Land Development Regulations related to 1) Consistency with the Comprehensive Plan; 2) Achieves purpose of NRO & SRO overlays; 3) Impact of public facilities & services; 4) Complies with Town Design Guidelines; 5) Compliance with relevant LDRs & Town Ordinances; 6) Conformance with past permits & approvals, and to approve a Development Plan for a 29-unit condominium building for the properties located at 165 and 185 North Glenwood Street, legally known as Lots 1-6, BLK. 6, JACKSON, subject to the departmental reviews and the following conditions as recommended by the Planning Commission:

1. At the time of Building Permit submittal for Phase I the applicant shall include a plan to pave the alley adjacent to the property for the full length of the 300 foot-wide project site.
2. At the time of Building Permit submittal the applicant shall provide a written response to the DRC's three conditions of approval.

3. The applicant shall have 18 months from the time of Development Plan approval to submit a building permit for Phase I. Upon completion of Phase I (i.e. Certificate of Occupancy) the applicant shall have 3 years to submit a building permit for Phase II.
4. Final design approval of the curb location, bulb-out and Glenwood Street cross section shall be obtained from the Town Engineer and Planning Director prior to approval of the Building Permit.

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

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to direct staff to look at this section, mainly this block, for improving safety for all travel modes; including the approval of increasing the level of snow removal maintenance. Mayor Muldoon called for the vote. The vote showed 4-0 in favor, with Jorgensen absent. The motion carried.

Item P19-187: Text Amendment to LDR Section 8.10 Duties & Responsibilities Related to Planning Director and Community Development Director. A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to continue this item to the March 2, 2020 regular meeting. Mayor Muldoon called for the vote. The vote showed 4-0 in favor, with Jorgensen absent. The motion carried.

Item P19-201: Snow King Resort Master Association (SKRMA) Master Plan Amendment. A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to continue Item P19-201 an amendment to a Resort Master Plan pursuant to Section 8.7.3 Planned Unit Development and an amendment to an associated Sketch Plan pursuant to Section 8.7.3 Planned Unit Development and Section 8.3.1 Sketch Plan to the Regular Town Council meeting on March 2, 2020. Mayor Muldoon called for the vote. The vote showed 4-0 in favor, with Jorgensen absent. The motion carried.

Item P19-262: Development Plan Amendment at 140 & 142 Pine Glades Drive. A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to continue Item P19-262 an Amendment to the Final (Major) Development Plan for Pine Glades Planned Unit Development (PUD) to the Regular Town Council meeting on March 16, 2020. Mayor Muldoon called for the vote. The vote showed 4-0 in favor, with Jorgensen absent. The motion carried.

Ordinances. A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to read ordinances in the short title. Mayor Muldoon called for the vote. The vote showed 4-0 in favor, with Jorgensen absent. The motion carried.

Ordinance L: An Ordinance Amending and Reenacting Sections 6.10 through 6.90 of the Jackson Municipal Code Related to Liquor Licenses and Permits.

AN ORDINANCE AMENDING AND REENACTING SECTIONS 1 THROUGH 12 OF ORDINANCE NO. 30, SECTIONS 1 AND 2 OF ORDINANCE NO. 89, SECTIONS 1 THROUGH 13 OF ORDINANCE NO. 90, SECTIONS 1 THROUGH 3 OF ORDINANCE NO. 90A, SECTION 1 OF ORDINANCE 106, 172, 375, 388, 389, 456, 503, 504, 516, 569, 577, 605, 714, 823, 828, 960, 1063, 1072, 1076, AND 1185, SECTIONS 1 AND 2 OF ORDINANCE 227, SECTIONS 3 THROUGH 8 OF ORDINANCE 853, SECTIONS 1 AND 2 OF ORDINANCE 969, AND SECTIONS 1 AND 2 OF ORDINANCE 1173; AND SECTIONS 6.10 THROUGH 6.90 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING LIQUOR LICENSES AND PERMITS 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:

Public comment was given by Stephan Abrams.

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to approve Ordinance L at second reading. Mayor Muldoon called for the vote. The vote showed 4-0 in favor, with Arne Jorgensen absent. The motion carried.

Ordinance N: An Ordinance Granting a Renewed Franchise to Jackson Curbside Inc.

AN ORDINANCE GRANTING JACKSON CURBSIDE, INC., A FRANCHISE FOR THE COLLECTION AND DISPOSITION OF RECYCLABLE REFUSE AND COMPOSTABLE MATERIALS FOR THE PURPOSE OF REDUCING IMPACTS ON WASTE HAULING AND LANDFILL OPERATIONS AND SUPPORTING RECYCLING EFFORTS; PROVIDING THE RIGHTS AND LIABILITIES THEREUNDER; AND ESTABLISHING AN EFFECTIVE DATE.

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

There was no public comment.

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to approve Ordinance N at first reading. Mayor Muldoon called for the vote. The vote showed 4-0 in favor, with Jorgensen absent. The motion carried.

Matters from Mayor and Council.
Vaping Concerns. Hailey Morton Levinson made comment with concerns on teenage vaping. A motion was made by Hailey Morton Levinson and seconded by Pete Muldoon to direct staff to look into vaping ordinances adopted by other Towns, options for Jackson, and to bring back to a future workshop. Mayor Muldoon called for the vote. The vote showed 4-0 in favor, with Jorgensen absent. The motion carried.

Jim Stanford made comment on having a workshop discussion on requiring non-alcoholic options in applications for large special events. A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to direct staff to bring back a general discussion in a future workshop on the topic of special events, including a requirement of non-alcoholic options, and any broader subjects related to special events. Mayor Muldoon called for the vote. The vote showed 4-0 in favor, with Jorgensen absent. The motion carried. Further discussion included the option of simply changing the form and bringing back on the consent calendar, and changing sustainability efforts from optional to mandatory.

Pete Muldoon made comment on establishing a goal of being Net-Zero by 2030. A motion was made by Pete Muldoon and seconded by Hailey Morton Levinson to direct staff to bring back a draft resolution for Jackson to be Net-Zero by 2030. Mayor Muldoon called for the vote. The vote showed 4-0 in favor, with Jorgensen absent. The motion carried.

Jonathan Schechter made comment on the Airport Board and the communication flow between staff and council on agenda items. A motion was made by Jonathan Schechter and seconded by Pete Muldoon to consider a workshop item on the issue of communication within the Town of Jackson, particularly how information comes from staff to council. Mayor Muldoon called for the vote. The vote showed 4-0 in favor, with Jorgensen absent. The motion carried.

Town Manager's Report. A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to accept the Town Manager's Report into the record. The Town Manager's Report contained an update on budget reallocation/amendments. Mayor Muldoon called for the vote. The vote showed 4-0 in favor, with Jorgensen absent. The motion carried.

Adjourn. A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to adjourn the meeting. Mayor Muldoon called for the vote. The vote showed 4-0 in favor, with Jorgensen absent. The motion carried. The meeting adjourned at 9:17 p.m. minutes:spb

TOWN OF JACKSON

_____
Pete Muldoon, Mayor

ATTEST:

_____
Sandra P. Birdyshaw, Town Clerk
Publish JH News & Guide: February 26, 2020

Report Criteria:
Detail report.
Invoices with totals above $0 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
328	842-NCPERS GROUP WYOMIN	842032020	PAYROLL DEDUCTIONS	02/13/2020	112.00	112.00	02/21/2020
Total 328:					112.00	112.00	
51	ACE HARDWARE	680494	DUCT TAPE ABND ANTI FOG	12/05/2019	13.47	.00	
51	ACE HARDWARE	683634	HOSE FLEXOGEN	12/31/2019	21.99	.00	
51	ACE HARDWARE	683660	WALL CLOCK	12/31/2019	71.94	.00	
51	ACE HARDWARE	684923	GAS CAN GRAFITTI REMOVER	01/14/2020	31.98	.00	
51	ACE HARDWARE	685756	LUBE ANTI-SEIZE 8OZ CAN	01/21/2020	11.99	.00	
51	ACE HARDWARE	685821	ANTI FOG	01/22/2020	16.47	.00	
51	ACE HARDWARE	686314	TEXTURE SPRAY, SEMI-GLOSS	01/27/2020	178.58	.00	
51	ACE HARDWARE	686466	CARPET OXY DEEP, CLEANING	01/28/2020	32.99	.00	
51	ACE HARDWARE	686531	CLEANING DEPOSIT/FEE, POR	01/28/2020	9.99	.00	
51	ACE HARDWARE	686885	LED FEIT PL 26W EQ CW	01/31/2020	14.99	.00	
51	ACE HARDWARE	687094	C+K PP1 HGLS, PAINTBRUSH 2	02/03/2020	52.96	.00	
51	ACE HARDWARE	687318	TROUBLE LITE 25'	02/05/2020	19.99	.00	
51	ACE HARDWARE	687425	TAPE MASK, FILLR PLSTC WO	02/06/2020	43.46	.00	
51	ACE HARDWARE	687552	BULB LED T5 48" 25W	02/07/2020	33.98	.00	
51	ACE HARDWARE	687730	CLEANR HAND ORN, HITCH PI,	02/10/2020	53.57	.00	
51	ACE HARDWARE	687731	MAP PRO GAS, BATTERY ALKLI	02/10/2020	21.98	.00	
51	ACE HARDWARE	687806	KEYRING S-BINER, CD 3 RING	02/10/2020	17.97	.00	
51	ACE HARDWARE	687945	BAG TRASH CONTR 55GL 15CT	02/11/2020	14.99	.00	
51	ACE HARDWARE	687987	FLAG MARK GLOLIME	02/12/2020	3.00	.00	
51	ACE HARDWARE	688030	EXTENSION CORD 12/3 25'	02/12/2020	79.98	.00	
51	ACE HARDWARE	688043	RULE TAPE STANLEY, PLATE F	02/12/2020	33.23	.00	
51	ACE HARDWARE	688133	PROPANE TANK EXCHANGE 20	02/13/2020	39.98	.00	
51	ACE HARDWARE	688164	HEX BIT SOCKET ST, HEX SOC	02/13/2020	59.98	.00	
51	ACE HARDWARE	688165	ANTIFREEZE GAS ISO-HT 12	02/13/2020	7.98	.00	
51	ACE HARDWARE	688538	12x12 PH PAN S, BLANK UP KIT	02/17/2020	6.68	.00	
51	ACE HARDWARE	688743	SPLY FCT, BLANK WALL PLATE	02/19/2020	38.51	.00	
51	ACE HARDWARE	688871	MILK HOUSE UTILITY HEATR	02/20/2020	49.99	.00	
51	ACE HARDWARE	688906	BLADE RAZOR SINGLE EDGE 5	02/20/2020	66.96	.00	
51	ACE HARDWARE	689070	FLAPPER KORKY PLUS CARD	02/21/2020	7.49	.00	
51	ACE HARDWARE	689229	WRENCH PIPE 10" ACE	02/24/2020	21.99	.00	
51	ACE HARDWARE	689253	ELBOW 90 PVC DWV 3" STREE	02/24/2020	3.98	.00	
51	ACE HARDWARE	689277	COUPLE PVC DWV, ELBOW ST	02/24/2020	30.50	.00	
51	ACE HARDWARE	689393	PEX ELBOW 3/4B3/4B, TUBE C	02/25/2020	75.83	.00	
Total 51:					1,189.37	.00	
4730	ADVANCED PUMP & EQUIPME	9792	TWO TECH DROVE TO SITE TO	02/06/2020	950.00	.00	
Total 4730:					950.00	.00	
2269	AFLAC	684207	ACCOUNT #y9599	02/20/2020	2,831.24	2,831.24	02/21/2020
Total 2269:					2,831.24	2,831.24	
88	AIRGAS INTERMOUNTAIN INC.	9098059018	WILGENERIC, SHIPPING & HAN	02/10/2020	482.61	.00	
88	AIRGAS INTERMOUNTAIN INC.	9968366359	RENT CYL IND LARGE ACETYL	01/31/2020	108.48	.00	
Total 88:					591.09	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6440	Alex Norton	20004	PROJ: 19-12 PUBLIC WORKS GI	01/31/2020	1,575.00	.00	
Total 6440:					1,575.00	.00	
6524	ALPHAGRAPHICS	IX-164539	START BUS SIGNAGE	02/19/2020	684.82	.00	
Total 6524:					684.82	.00	
2458	AMERIGAS	3101828166	PROPANE FOR EAST TANK: 1/2	01/23/2020	423.60	.00	
2458	AMERIGAS	3101828170	PROPANE FOR MIDDLE TANK:	01/23/2020	1,413.60	.00	
2458	AMERIGAS	3101828174	PROPANE FOR WEST TANK: 1/	01/23/2020	690.77	.00	
Total 2458:					2,527.97	.00	
6583	BESTDRIVE IDAHO FALLS	29000898	CROSSTRAC	02/07/2020	860.76	.00	
Total 6583:					860.76	.00	
3500	BISON LUMBER	2002-722237	2X8-8' SEL&BTR F/L	02/03/2020	10.84	.00	
Total 3500:					10.84	.00	
6620	BLACK DIAMOND MOVING CO.	39373	LABOR (4)- MOVE LARGE SAFE	01/27/2020	260.00	.00	
Total 6620:					260.00	.00	
4485	BLISS CARGO	13517	DELIVERY OF PACKAGE FROM	02/04/2020	41.21	.00	
Total 4485:					41.21	.00	
2850	BMV LLC	4828	SHIPPING: WWTP SAMPLES	02/04/2020	77.05	.00	
Total 2850:					77.05	.00	
6156	BUCKRAIL	1106	MEMBERSHIP SUBSCRIPTION	02/27/2020	375.00	.00	
Total 6156:					375.00	.00	
4614	C & A PROFESSIONAL CLEANI	FEB 2020- BU	CLEANING SERVICE FOR MAR	02/15/2020	75.00	.00	
4614	C & A PROFESSIONAL CLEANI	MARCH 2020-	CLEANING SERVICE FOR MAR	02/28/2020	989.71	.00	
4614	C & A PROFESSIONAL CLEANI	MARCH 2020-	CLEANING SERVICE FOR MAR	02/28/2020	297.90	.00	
4614	C & A PROFESSIONAL CLEANI	MARCH 2020-	CLEANING SERVICE FOR MAR	02/28/2020	297.90	.00	
4614	C & A PROFESSIONAL CLEANI	MARCH 2020-	CLEANING SERVICE FOR MAR	02/28/2020	2,151.50	.00	
4614	C & A PROFESSIONAL CLEANI	MARCH 2020-	CLEANING SERVICE FOR MAR	02/28/2020	4,127.24	.00	
Total 4614:					7,939.25	.00	
5	CARQUEST AUTO PARTS INC.	6090-468485	XBO, FRT	02/07/2020	125.30	.00	
5	CARQUEST AUTO PARTS INC.	6090-468938	BELTS	02/12/2020	18.72	.00	
5	CARQUEST AUTO PARTS INC.	6090-469018	BL PTF-54B	02/13/2020	4.62	.00	
5	CARQUEST AUTO PARTS INC.	6090-469046	COUPLER B T FE, THREAS SEA	02/13/2020	16.18	.00	
Total 5:					164.82	.00	
6257	CERTIFIED LABORATORIES	3839191	TO-4 SA 50, 5 GL, NAC CL	02/13/2020	335.00	.00	
Total 6257:					335.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
444	CHARLIER ASSOCIATES INC.	1441	TWY003	01/31/2020	13,494.45	.00	
Total 444:					13,494.45	.00	
5967	CITY OF DRIGGS	BBSTART2019	BUS BARN RENT	01/03/2019	1,324.92	.00	
Total 5967:					1,324.92	.00	
4887	CONTROL SYSTEM TECHNOLO	9522	CONTROL SERVICE, CONTROL	01/27/2020	1,225.50	.00	
4887	CONTROL SYSTEM TECHNOLO	9530	CONTROL SERVICE, CONTROL	02/03/2020	2,857.50	.00	
4887	CONTROL SYSTEM TECHNOLO	9543	CONTROL SERVICE, MILEAGE	02/10/2020	817.50	.00	
4887	CONTROL SYSTEM TECHNOLO	9547	CONTROL SERVICE @ WATER	02/18/2020	750.00	.00	
Total 4887:					5,650.50	.00	
3001	CREATIVE ENERGIES, LLC	5096	PO #: E GAUGE PUBLIC WORK	10/15/2019	775.90	.00	
Total 3001:					775.90	.00	
3574	CUES	553663	REPAIR FOR OZ-3 CAM- LABOR	02/05/2020	2,002.35	.00	
Total 3574:					2,002.35	.00	
6243	DAY WIRELESS SYSTEMS	7004	TEST RADIO 51 WATT POWER	01/20/2020	65.00	.00	
Total 6243:					65.00	.00	
4918	DEAN'S PEST CONTROLL LLC	49219	SMALL RODENT CONTROL	01/31/2020	45.00	.00	
4918	DEAN'S PEST CONTROLL LLC	49267	SMALL RODENT CONTROL @ S	01/21/2020	100.00	.00	
Total 4918:					145.00	.00	
65	DELCON INC	21331	PROJ: WO1969- WELL #7: DISC	01/31/2020	220.50	.00	
Total 65:					220.50	.00	
708	DELTA DENTAL PLAN OF WYO	02142020	MARCH PREMIUM	02/14/2020	592.80	592.80	02/21/2020
Total 708:					592.80	592.80	
3408	E.R. OFFICE EXPRESS	0565CM	CREDIT	02/17/2020	44.36-	.00	
3408	E.R. OFFICE EXPRESS	14228	PAPER	11/14/2019	105.57	.00	
3408	E.R. OFFICE EXPRESS	14430	TAPE	12/13/2019	36.14	.00	
3408	E.R. OFFICE EXPRESS	14532	PAPER	12/24/2019	49.04	.00	
3408	E.R. OFFICE EXPRESS	14674	FOLDERS	01/15/2020	58.53	.00	
3408	E.R. OFFICE EXPRESS	14726	PAPER	01/22/2020	31.66	.00	
3408	E.R. OFFICE EXPRESS	14727	REMANUFACTURE TONER	01/22/2020	56.91	.00	
3408	E.R. OFFICE EXPRESS	14777	2 STAGE ELECTIC ADJ TABLE	01/24/2020	949.00	.00	
3408	E.R. OFFICE EXPRESS	14968	THUMB TACKS- WATER	02/19/2020	1.12	.00	
3408	E.R. OFFICE EXPRESS	14972	MISC OFFICE SUPPLIES	02/19/2020	189.95	.00	
3408	E.R. OFFICE EXPRESS	15009	PAPER	02/24/2020	338.16	.00	
Total 3408:					1,771.72	.00	
502	ELECTRICAL WHSLE SUPPLY C	S4813985.001	PANS FV-CSVKI PLUG N- PLAY,	01/30/2020	66.13	.00	
502	ELECTRICAL WHSLE SUPPLY C	S4820678.001	PLSTC TAPE, IDEAL GFI CITCUI	02/12/2020	26.31	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 502:					92.44	.00	
1134	ENERGY LABORATORIES INC.	293297	INFLUENT, EFFLUENT	01/29/2020	114.00	.00	
1134	ENERGY LABORATORIES INC.	294639	INFLUENT, CELL 1, 3A, 3B2, 4D,	02/05/2020	302.00	.00	
1134	ENERGY LABORATORIES INC.	295737	EFFLUENT	02/11/2020	391.00	.00	
1134	ENERGY LABORATORIES INC.	296168	INFLUENT, EFFLUENT	02/12/2020	92.00	.00	
Total 1134:					899.00	.00	
4732	ERIKS NORTH AMERICA, INC	IF131160	1" BRASS MENDER	02/13/2020	52.26	.00	
Total 4732:					52.26	.00	
6552	ETNA TRADE PARK LLC	02262020	PROPANE FOR START ETNA	02/26/2020	642.34	.00	
Total 6552:					642.34	.00	
6619	FINKEL, DAVID	02252020	REFUND OVERPAYMENT 3014	02/25/2020	2,000.00	.00	
Total 6619:					2,000.00	.00	
4294	FIRE SERVICES OF IDAHO	022005SS	ANNUAL ALARM MONITORING	02/03/2020	360.00	.00	
Total 4294:					360.00	.00	
4709	FLEETPRIDE	44804620	BELT TENSIONER	01/31/2020	273.30	.00	
4709	FLEETPRIDE	45121029	CYL REDUCER, FRT	02/05/2020	151.96	.00	
4709	FLEETPRIDE	45357142	DIXON 3/4" WING COUPLER, WI	02/07/2020	258.24	.00	
Total 4709:					683.50	.00	
4212	GILLIG LLC	40654691	COBOLT M8 NUT PLATE	12/26/2019	14.04	.00	
4212	GILLIG LLC	40667438	56" DEST SIGN WINDOW ASM	02/04/2020	2,115.60	.00	
4212	GILLIG LLC	40667913	90 DEG ELBOW COOLANT	02/05/2020	218.75	.00	
4212	GILLIG LLC	40668364	VDO WATER TEMP GAUGE	02/06/2020	36.32	.00	
4212	GILLIG LLC	40668365	SEAL LESS ASSY 18 GPM PUM	02/06/2020	669.21	.00	
4212	GILLIG LLC	40670278	TORQUE ROD UPPER HD	02/12/2020	660.30	.00	
4212	GILLIG LLC	40670279	PARKER PUMP POWER STEERI	02/12/2020	588.90	.00	
Total 4212:					4,303.12	.00	
1609	GRAINGER	9430182270	WHINDSHIELD WASH FLUID	01/31/2020	384.20	.00	
Total 1609:					384.20	.00	
415	HAYSE M.D., BRUCE	207345	RANDOM	01/13/2020	70.00	.00	
Total 415:					70.00	.00	
829	HEINER, ROBERT	2019-DOT	2019- DOT PHYSICAL REIMBUR	12/15/2019	80.00	.00	
Total 829:					80.00	.00	
96	HIGH COUNTRY LINEN	0170247	STRIPE WIPER START	12/25/2019	30.20	.00	
96	HIGH COUNTRY LINEN	0171554	UNIFORMS: STREET	01/02/2020	46.08	.00	
96	HIGH COUNTRY LINEN	0171554	UNIFORMS: WATER	01/02/2020	21.82	.00	
96	HIGH COUNTRY LINEN	0171554	UNIFORMS: ADMIN	01/02/2020	9.70	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
96	HIGH COUNTRY LINEN	0171554	UNIFORMS: SEWER	01/02/2020	19.40	.00	
96	HIGH COUNTRY LINEN	0171554	UNIFORMS: FLEET	01/02/2020	38.80	.00	
96	HIGH COUNTRY LINEN	0171554	UNIFORMS: WWTP	01/02/2020	24.25	.00	
96	HIGH COUNTRY LINEN	0171554	BUILDING MAINT @ PUBLIC W	01/02/2020	92.28	.00	
96	HIGH COUNTRY LINEN	0176014	BUILDING MAINT @ TOJ HOME	01/27/2020	25.31	.00	
96	HIGH COUNTRY LINEN	0176370	BUILDING MAINT @ TOJ WWTP	01/29/2020	86.57	.00	
96	HIGH COUNTRY LINEN	0177259	BUILDING MAINT @ TOJ HOME	02/03/2020	7.50	.00	
96	HIGH COUNTRY LINEN	0177697	MATS @ START	02/05/2020	257.90	.00	
96	HIGH COUNTRY LINEN	0178463	BUILDING MAINT @ TOJ HOME	02/10/2020	25.31	.00	
96	HIGH COUNTRY LINEN	0179068	UNIFORMS: STREET	02/13/2020	36.38	.00	
96	HIGH COUNTRY LINEN	0179068	UNIFORMS: WATER	02/13/2020	21.82	.00	
96	HIGH COUNTRY LINEN	0179068	UNIFORMS: ADMIN	02/13/2020	9.70	.00	
96	HIGH COUNTRY LINEN	0179068	UNIFORMS: SEWER	02/13/2020	19.40	.00	
96	HIGH COUNTRY LINEN	0179068	UNIFORMS: FLEET	02/13/2020	38.80	.00	
96	HIGH COUNTRY LINEN	0179068	UNIFORMS: WWTP	02/13/2020	24.25	.00	
96	HIGH COUNTRY LINEN	0179068	BUILDING MAINT @ PUBLIC W	02/13/2020	80.08	.00	
96	HIGH COUNTRY LINEN	0179734	BUILDING MAINT @ TOJ HOME	02/17/2020	7.50	.00	
96	HIGH COUNTRY LINEN	0180218	MISC SUPPLIES @ START	02/19/2020	30.20	.00	
96	HIGH COUNTRY LINEN	0180332	BUILDING MAINT @ PUBLIC W	02/20/2020	7.80	.00	
96	HIGH COUNTRY LINEN	0180332	UNIFORMS: FLEET	02/20/2020	38.80	.00	
96	HIGH COUNTRY LINEN	0180332	UNIFORMS: STREET	02/20/2020	38.80	.00	
96	HIGH COUNTRY LINEN	0180332	UNIFORMS: SEWER	02/20/2020	19.40	.00	
96	HIGH COUNTRY LINEN	0180332	UNIFORMS: WATER	02/20/2020	19.40	.00	
96	HIGH COUNTRY LINEN	0180332	UNIFORMS: WWTP	02/20/2020	24.25	.00	
96	HIGH COUNTRY LINEN	0180332	UNIFORMS: ADMIN	02/20/2020	9.70	.00	
96	HIGH COUNTRY LINEN	0180982	MATS @ TOWN HALL	02/24/2020	199.90	.00	
96	HIGH COUNTRY LINEN	0180986	BUILDING MAINT @ TOJ HOME	02/24/2020	25.31	.00	
96	HIGH COUNTRY LINEN	S0163475	BUILDING MAINT @ TC REC DE	11/12/2019	393.90	.00	
96	HIGH COUNTRY LINEN	S0175514	BUILDING MAINT @ TC REC DE	01/23/2020	247.48	.00	
96	HIGH COUNTRY LINEN	S0176737	BUILDING MAINT @ TOJ RESTR	01/30/2020	87.75	.00	
96	HIGH COUNTRY LINEN	S0178537	CLEANING SUPPLIES @ START	02/10/2020	120.85	.00	
96	HIGH COUNTRY LINEN	S0179428	BUILDING MAINT @ PUBLIC W	02/14/2020	63.70	.00	
96	HIGH COUNTRY LINEN	S0180251	BUILDING MAINT @ TC REC DE	02/19/2020	88.00	.00	
96	HIGH COUNTRY LINEN	S0180489	BUILDING MAINT @ TOJ RESTR	02/20/2020	161.00	.00	
96	HIGH COUNTRY LINEN	S0180490	OLD MOPS\	02/21/2020	48.00	.00	
Total 96:					2,547.29	.00	
6621	ICLEI- LOCAL GOV FOR SUSTAI	1768	ANNUAL MEMBERSHIP DUES: 0	02/17/2020	600.00	.00	
Total 6621:					600.00	.00	
4044	IDAHO FALLS PETERBILT	531305	GOVERNOR- D2 REMAN	02/10/2020	17.90	.00	
Total 4044:					17.90	.00	
4677	IDEXX DISTRIBUTION, INC.	3059317426	GAMA IRRAD COLILERT, VESS	01/27/2020	393.97	.00	
Total 4677:					393.97	.00	
106	INTERSTATE BATTERY	22246612	(1) MTP-94R/H7	02/10/2020	139.95	.00	
106	INTERSTATE BATTERY	22246675	(1) MRP-48/H6, (1) MTP-65HD	02/18/2020	243.90	.00	
Total 106:					383.85	.00	
1081	JACK'S TIRE & OIL	789885-37	ERS SERVICE- REPIAR 5 TIRES	02/11/2020	492.95	.00	
1081	JACK'S TIRE & OIL	790586-37	12R22.5 MICHELIN XDN2	02/13/2020	2,197.96	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 1081:					2,690.91	.00	
131	JACKSON HOLE NEWS & GUID	02182020 VS	VICTIM SERVICE ADS	02/18/2020	434.52	.00	
131	JACKSON HOLE NEWS & GUID	301123	AD#367647 WESTERN CHARAC	08/31/2019	1,672.80	.00	
131	JACKSON HOLE NEWS & GUID	301124	AD#368523 BUSINESS OPEN	08/31/2019	1,280.60	.00	
131	JACKSON HOLE NEWS & GUID	305264	AD#372566	11/30/2019	639.36	.00	
131	JACKSON HOLE NEWS & GUID	305892	AD#373888	12/11/2019	216.44	.00	
131	JACKSON HOLE NEWS & GUID	308021	AD#375998 RECRUITMENT	02/05/2020	376.20	.00	
131	JACKSON HOLE NEWS & GUID	308155	AD#376059 P20-004	02/05/2020	20.88	.00	
131	JACKSON HOLE NEWS & GUID	308328	AD#376058	02/12/2020	91.86	.00	
131	JACKSON HOLE NEWS & GUID	308531	AD#376512	02/19/2020	905.98	.00	
131	JACKSON HOLE NEWS & GUID	308532	AD#376511	02/19/2020	430.03	.00	
131	JACKSON HOLE NEWS & GUID	308533	AD#376510	02/19/2020	137.78	.00	
131	JACKSON HOLE NEWS & GUID	308583	AD#376513 P19-291	02/19/2020	20.88	.00	
131	JACKSON HOLE NEWS & GUID	308725	AD#376704	02/26/2020	83.50	.00	
131	JACKSON HOLE NEWS & GUID	308726	AD#376703	02/26/2020	1,027.05	.00	
131	JACKSON HOLE NEWS & GUID	308727	AD#376645	02/26/2020	110.96	.00	
131	JACKSON HOLE NEWS & GUID	308728	AD#376702	02/26/2020	183.70	.00	
Total 131:					7,632.54	.00	
114	JACKSON LUMBER INC	00519886-001	NORCLADE LIGHT STONE, EAV	01/09/2020	538.65	.00	
114	JACKSON LUMBER INC	00521857-001	ASC LIGHT STONE	01/09/2020	78.40	.00	
114	JACKSON LUMBER INC	00523089-001	10' BEOWN L METAL	01/10/2020	15.05	.00	
114	JACKSON LUMBER INC	00525156-001	72" BI-FOLD HARDWARE KIT	01/21/2020	28.59	.00	
114	JACKSON LUMBER INC	00525472-001	2" HILTI CRS DWS, GAL PREMI	01/22/2020	107.12	.00	
114	JACKSON LUMBER INC	00525826-001	BLUE SHOP TOWELS, COTTON	01/23/2020	74.36	.00	
114	JACKSON LUMBER INC	00526501-001	4" ALUMINUM ROUND LOUVER	01/27/2020	3.09	.00	
114	JACKSON LUMBER INC	00528911-001	GREAT STUFF FOAM INSULATI	02/05/2020	47.94	.00	
114	JACKSON LUMBER INC	00529579-001	SEMI-GLOSS WHITE RUST PRO	02/07/2020	6.93	.00	
114	JACKSON LUMBER INC	00532449-001	QT ACETONE	02/20/2020	6.87	.00	
Total 114:					907.00	.00	
123	JIM & GREG THE LOCKSMITHS	48168	DUP KEY (10)	02/20/2020	40.00	.00	
Total 123:					40.00	.00	
3661	JOHNSON, ROBERTS & ASSOC	142211	PHQ REPORT	02/18/2020	19.50	.00	
Total 3661:					19.50	.00	
139	JORGENSEN ASSOCIATES, PC	44013	PROJ: 18047- TOJ/ GREGORY L	02/03/2020	4,425.00	.00	
139	JORGENSEN ASSOCIATES, PC	44048	PROJ: 18063- TOJ/CACHE CRE	02/12/2020	26,510.00	.00	
Total 139:					30,935.00	.00	
6161	K.R SWERDFEGER CONSTRUC	19016-01-R	PROJ: 19-11: CONCRETE SEWE	07/08/2019	14,968.80	.00	
Total 6161:					14,968.80	.00	
6615	KAUFMAN'S OK TIRE	7969	REPAIR FLAT TIRE	02/15/2020	40.00	.00	
Total 6615:					40.00	.00	
5473	KELLERSTRASS ENTERPRISES	1156864	DEFENDAL GLOBAL AEL 50/50	02/10/2020	103.35	.00	
5473	KELLERSTRASS ENTERPRISES	D20039	DF#2 DYED ULTRA, MIDGRADE	02/14/2020	21,925.25	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5473:					22,028.60	.00	
2485	KENWORTH SALES COMPANY	IDFIN3700851	DIRECTIONAL LED: OVAL SURF	02/07/2020	424.50	.00	
Total 2485:					424.50	.00	
6585	LAWNGEVITY	2293	SNOW REMOVAL SERVICE- JA	01/31/2020	320.00	.00	
6585	LAWNGEVITY	2297	SNOW REMOVAL SERVICE JAN	01/31/2020	127.50	.00	
6585	LAWNGEVITY	2302	SNOW REMOVAL SERVICE- JA	01/31/2020	510.00	.00	
6585	LAWNGEVITY	2386	SNOW REMOVAL SERVICE FO	01/31/2020	3,688.75	.00	
Total 6585:					4,646.25	.00	
5691	LEPCO	38499	SERVICE CALL 7 SERVICE REQ	01/27/2020	1,026.60	.00	
Total 5691:					1,026.60	.00	
671	LINCOLN NATIONAL LIFE	4036310412	107747 MARCH PREMIUM	02/10/2020	5,900.64	5,900.64	02/21/2020
Total 671:					5,900.64	5,900.64	
156	LOWER VALLEY ENERGY INC	92050-010- 01/	92050-010: ELY SPRINGS RD FI	01/30/2020	3,324.49	.00	
156	LOWER VALLEY ENERGY INC	92050-017- 01/	92050-017: INTERMED TREATM	01/31/2020	377.94	.00	
156	LOWER VALLEY ENERGY INC	92050-021: 01/	92050-021: 150 E PEARL AVE	01/31/2020	2,277.34	.00	
156	LOWER VALLEY ENERGY INC	92050-025: 01/	92050-025: SK W NEW SHOP	01/31/2020	898.05	.00	
156	LOWER VALLEY ENERGY INC	92050-047: 01/	92050-047: UV BUILDING	01/31/2020	476.24	.00	
156	LOWER VALLEY ENERGY INC	92050-049: 01/	92050-049: WWTP	01/31/2020	8,924.48	.00	
156	LOWER VALLEY ENERGY INC	92050-051: 01/	92050-051: WELL #5	01/31/2020	2,428.08	.00	
156	LOWER VALLEY ENERGY INC	92050-114: 01/	92050-114: HOME RANCH REST	01/31/2020	488.22	.00	
156	LOWER VALLEY ENERGY INC	92050-131: 01/	92050-131: 195 E DELONEY RS	01/31/2020	562.06	.00	
156	LOWER VALLEY ENERGY INC	92050-357: 01/	92050-357: 55 KARNS MEADOW	01/31/2020	1,584.89	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-008: CEMETARY	01/31/2020	49.35	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-132: PARKING GARAGE	01/31/2020	2,116.28	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-378: 145 E PEARL AVE- B	01/31/2020	16.48	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-060: SOUTH GARAGE	01/31/2020	1,006.85	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-359: MILLER PARK PARKI	01/31/2020	64.53	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-061: PUBLIC WORKS	01/31/2020	1,560.52	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-375: 155 E PEARL AVE- O	01/31/2020	27.36	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-059: POLICE GARAGE	01/31/2020	362.13	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-356: KARNS MEADOW ST	01/31/2020	4,246.58	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-386: 143 E PEARL AVE	01/31/2020	76.45	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-082: EAST STORAGE BL	01/31/2020	510.72	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-376: 149 E PEARL AVE- B	01/31/2020	280.91	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-026: 450 SNOW KING AV	01/31/2020	343.08	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-341: HOME RANCH REST	01/31/2020	21.41	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-380: 145 E PEARL AVE- U	01/31/2020	158.79	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-014: HEAT TAPE	01/31/2020	125.41	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-134: PARKING GARAGE	01/31/2020	144.43	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-379: 145 E PEARL AVE- U	01/31/2020	16.48	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-002: ANIMAL SHELTER	01/31/2020	392.94	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-092: 3150 ADAMS CANYO	01/31/2020	615.84	.00	
156	LOWER VALLEY ENERGY INC	GRP: 20594: 0	92050-377: 145 E PEARL AVE- U	01/31/2020	209.35	.00	
Total 156:					33,687.68	.00	
6614	MCBATH, DONNIE	02192020	DOT REIMBURSE	02/19/2020	155.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6614:					155.00	.00	
6617	MICHIGAN.COM	0003179024	RECRUITMENT ADS	01/31/2020	659.44	.00	
Total 6617:					659.44	.00	
3932	MILLER SANITATION	15495	START BUS ROUTE FOR 10 CA	02/03/2020	315.00	.00	
3932	MILLER SANITATION	15497	CITY CANS 74 FOR JANUARY 2	02/03/2020	2,331.00	.00	
Total 3932:					2,646.00	.00	
4817	MOUNTAIN ELECTRICAL	20-08: PAY AP	PROJ: 20-08- START ELECTRIC	01/14/2020	35,600.63	.00	
4817	MOUNTAIN ELECTRICAL	938	P&S 1597TRWR. 2 GANG HARD	01/16/2020	242.85	.00	
4817	MOUNTAIN ELECTRICAL	938	P&S 1597TRWR, 2 GANG HARD	01/16/2020	242.85-	.00	
4817	MOUNTAIN ELECTRICAL	938	P&S 1597TRWT, 2 GANG HARD	01/16/2020	242.85	.00	
Total 4817:					35,843.48	.00	
4623	MSC INDUSTRIAL SUPPLY CO	3623275002	MICRO CIRCUIT FUSE TAP, FR	02/10/2020	133.83	.00	
Total 4623:					133.83	.00	
6618	MULLIN, MAX	02132020	BAIL REFUND 20-01-0041	02/13/2020	500.00	.00	
Total 6618:					500.00	.00	
6561	MUNICIPAL CODE CORPORATI	00338102	LEGAL REVIEW	12/31/2019	2,000.00	.00	
Total 6561:					2,000.00	.00	
257	NAPA AUTO PARTS INC.	903380	BRAKE TREATMENT, MACS BR	02/12/2020	18.85	.00	
257	NAPA AUTO PARTS INC.	903453	NAPAGOLD OIL FILTERS, NAPA	02/12/2020	526.43	.00	
257	NAPA AUTO PARTS INC.	904212	TRAILER BALL	02/18/2020	12.12	.00	
257	NAPA AUTO PARTS INC.	904748	ELEC BATTERY, COUPLING	02/20/2020	19.33	.00	
Total 257:					576.73	.00	
6213	New West Building Company Inc.	022520	Release Permit B19-0607 PROW	02/25/2020	5,000.00	5,000.00	02/25/2020
6213	New West Building Company Inc.	022520	Release Permit B19-0608 PROW	02/25/2020	5,000.00	5,000.00	02/25/2020
Total 6213:					10,000.00	10,000.00	
3919	OMNI SECURITY SYSTEMS INC	19-5619	YEARLY MONITORING SERVIC	01/01/2020	242.00	.00	
Total 3919:					242.00	.00	
5870	ONE 22, INC.	01142020	2ND HALF GRANT	01/14/2020	37,500.00	.00	
Total 5870:					37,500.00	.00	
1504	ONE CALL OF WYOMING	53483	TICKETS FOR SEPTEMBER 201	10/07/2019	155.25	155.25	02/21/2020
1504	ONE CALL OF WYOMING	53483	TICKETS FOR SEPTEMBER 201	10/07/2019	155.25	155.25	02/21/2020
1504	ONE CALL OF WYOMING	54735	TICKETS FOR JAN 2020 CDC C	02/10/2020	19.89	.00	
1504	ONE CALL OF WYOMING	54735	TICKETS FOR JAN 2020 CDC C	02/10/2020	19.86	.00	
Total 1504:					350.25	310.50	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
226	O'RYAN CLEANERS	02032020	DRY CLEANING	02/03/2020	11.05	.00	
Total 226:					11.05	.00	
4894	PLATT	2020-005-02R2	JOB #: 2020-005- FACILITIES M	02/20/2020	7,651.50	.00	
Total 4894:					7,651.50	.00	
4878	POCO LLC	P202808579	SERVICE CALL @ 174 N KING:	01/28/2020	731.73	.00	
Total 4878:					731.73	.00	
6613	QUADIENT, INC DEPT 3689	15967998	INK FOR POSTAGE MACHINE	01/23/2020	139.73	.00	
Total 6613:					139.73	.00	
552	RENDEZVOUS ENGINEERING,	21376	JOB #: 19-013:05- TOJ FLAT CR	02/01/2020	360.00	.00	
Total 552:					360.00	.00	
13	SAFETY SUPPLY & SIGN CO., I	171589	RED ON WHITE IN ALLEY, NO P	01/06/2020	1,833.10	.00	
13	SAFETY SUPPLY & SIGN CO., I	171701	RADIUS SPECIAL HOLE PATTE	01/20/2020	2,494.59	.00	
Total 13:					4,327.69	.00	
5111	SCHMILLEN, SCOTT	01947	FIXTRUE CLEANING @ SNOW	12/05/2019	240.00	.00	
5111	SCHMILLEN, SCOTT	01962	FIXTRUE CLEANING @ 149 E P	01/02/2020	240.00	.00	
5111	SCHMILLEN, SCOTT	01968	FIXTURE CLEANING @ 2020 WI	01/16/2020	120.00	.00	
5111	SCHMILLEN, SCOTT	01970	FIXTURE CLEANING @ PARKIN	12/27/2019	237.50	.00	
5111	SCHMILLEN, SCOTT	01971	FIXTURE CLEANING @ DELON	12/27/2019	237.50	.00	
5111	SCHMILLEN, SCOTT	01972	FIXTURE CLEANING @ HOME R	12/27/2019	522.50	.00	
Total 5111:					1,597.50	.00	
4548	SILVER CREEK SUPPLY	S2093493.001	MUSTEE 53WHT DURAWALL B	01/23/2020	242.60	.00	
Total 4548:					242.60	.00	
6616	SIMON, JENNIFER	TOJ00101	LEGISLATIVE AFFAIRS	02/19/2020	4,500.00	.00	
Total 6616:					4,500.00	.00	
6374	SLUDER, KELLY	022020	REIMBURSE FOR TRAVEL	02/20/2020	646.00	.00	
Total 6374:					646.00	.00	
4699	SNAKE RIVER ROASTING	624532	COFFEE	02/18/2020	48.95	.00	
4699	SNAKE RIVER ROASTING	624533	coffee	02/19/2020	48.95	.00	
4699	SNAKE RIVER ROASTING	624534	coffee	02/24/2020	48.95	.00	
4699	SNAKE RIVER ROASTING	624624	COFFEE	02/26/2020	48.95	.00	
4699	SNAKE RIVER ROASTING	624626	COFFEE MAIN PW BUILDING (5	02/26/2020	48.95	.00	
Total 4699:					244.75	.00	
251	STANDARD PLUMBING SUPPLY	VG3W2M	3/4 COP PRESS COUP W/STOP,	02/20/2020	229.79	.00	
Total 251:					229.79	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6165	STEPHENS, SAM	02242020	TRAVEL EXPENSES	02/24/2020	346.00	.00	
Total 6165:					346.00	.00	
1054	SUNRISE ENVIRONMENTAL	105873	ENVIRO-SOLVE	02/11/2020	2,844.47	.00	
Total 1054:					2,844.47	.00	
1443	TETON COUNTY CLERK	022820	MARCH 2020 PARK AND REC	02/27/2020	133,068.50	.00	
1443	TETON COUNTY CLERK	022920	MARCH 2020 HOUSING AUTHO	02/27/2020	21,527.00	.00	
Total 1443:					154,595.50	.00	
581	TETON COUNTY INTEGRATED	02252020	2019 4TH QUATER DISPOSABL	02/25/2020	8,183.94	.00	
Total 581:					8,183.94	.00	
996	TETON COUNTY SPECIAL FIRE	02252020	FEB 2020 SPECIAL FIRE FUND	02/25/2020	38,861.81	.00	
996	TETON COUNTY SPECIAL FIRE	02252020FEB	CAPITAL FEB 2020	02/25/2020	7,728.12	.00	
996	TETON COUNTY SPECIAL FIRE	022520FEB	FEBRUARY 2020 FIRE/EMS	02/25/2020	649.53	.00	
996	TETON COUNTY SPECIAL FIRE	022920	MARCH 2020 FIRE EMS	02/27/2020	128,274.00	.00	
Total 996:					175,513.46	.00	
1355	TETON COUNTY TRANSFER ST	407944	TRASH	04/25/2019	12.00	.00	
1355	TETON COUNTY TRANSFER ST	412594	DIM/LUMBER	05/22/2019	69.00	.00	
1355	TETON COUNTY TRANSFER ST	423283	DIM/LUMBER	07/25/2019	56.00	.00	
1355	TETON COUNTY TRANSFER ST	426543	DIM/LUMBER	08/14/2019	32.00	.00	
1355	TETON COUNTY TRANSFER ST	447785	TRASH	02/04/2020	15.00	.00	
Total 1355:					184.00	.00	
1614	TETON COUNTY-FUND 10	02252020	feb 2020 pathways	02/25/2020	4,846.46	.00	
1614	TETON COUNTY-FUND 10	02252020D	febRUARY 2020 DISPATCH	02/25/2020	21,278.39	.00	
1614	TETON COUNTY-FUND 10	212520	feb 2020 kristi malone	02/27/2020	3,822.82	.00	
Total 1614:					29,947.67	.00	
166	TETON COUNTY-FUND 19	02202020PRC	FEBRUARY 2020 CAPITAL	02/20/2020	242,963.68	.00	
Total 166:					242,963.68	.00	
2658	THERMO KING INTERMOUNTAI	WO-175554	RUN AND CHECK OPERATION,	12/20/2019	381.38	.00	
2658	THERMO KING INTERMOUNTAI	WO-175555	RUN AND CHECK OPERATION,	12/20/2019	381.38	.00	
2658	THERMO KING INTERMOUNTAI	WO-175557	RUN AND CHECK OPERATION,	12/20/2019	381.38	.00	
Total 2658:					1,144.14	.00	
70	THYSSEN KRUPP ELEVATOR C	3005071976	GOLD- FULL MAINTENANCE SE	02/01/2020	307.62	.00	
Total 70:					307.62	.00	
6579	TITLE 22 CONSULTANTS	02172020	GROVE PHASE 3	02/17/2020	325.00	.00	
Total 6579:					325.00	.00	
6363	TMSC LLC	2020-005-01	JOB #: 2020-005- BATH RENOV	02/09/2020	1,194.00	.00	
6363	TMSC LLC	2020-005-02R2	JOB #; 2020-005- LIGHTING UP	02/20/2020	21,348.50	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6363	TMSC LLC	2020-005M-01	STREET LIGHT REPAIRS @ SP	02/17/2020	2,319.53	.00	
	Total 6363:				24,862.03	.00	
5038	TREFONAS LAW, P.C.	02152020	LEGAL SERVICES	02/15/2020	128.00	.00	
	Total 5038:				128.00	.00	
3420	VISA	02172020	CREDIT CARDS	02/17/2020	16,057.55	16,057.55	02/17/2020
	Total 3420:				16,057.55	16,057.55	
5022	VISION SERVICE PLAN - (WY)	808737489	MARCH PREMIUM	02/17/2020	1,843.55	1,843.55	02/21/2020
	Total 5022:				1,843.55	1,843.55	
4848	WAMCO LAB, INC.	14015	WO#: 13309- EFFLUENT ACUTE	01/30/2020	650.00	.00	
	Total 4848:				650.00	.00	
6160	WEST FORK CONSTRUCTION	1050004-001	SNOW KING FASCIA- TOJ-	12/06/2019	17,049.00	.00	
	Total 6160:				17,049.00	.00	
563	WESTBANK SANITATION	3330380	WWTP- TRASH SERVICE FOR J	02/01/2020	680.16	.00	
	Total 563:				680.16	.00	
472	WHITE GLOVE CLEANING, INC.	6090	START CLEANING	01/31/2020	2,261.36	.00	
	Total 472:				2,261.36	.00	
5489	WRENCH IT PLUMBING & HEAT	6564	TROUBLE SHOOT AND REPAIR	02/04/2020	213.85	.00	
5489	WRENCH IT PLUMBING & HEAT	6610	FROZEN WATER LINE TO TOIL	02/16/2020	163.50	.00	
5489	WRENCH IT PLUMBING & HEAT	6627	PROJ: BATHROOM REMODEL-	02/18/2020	1,967.29	.00	
	Total 5489:				2,344.64	.00	
5788	WYOMING GARAGE DOOR, LLC	2211	PROJ: PW- LIFTMASTER REMO	02/03/2020	143.50	.00	
5788	WYOMING GARAGE DOOR, LLC	2212	SERVICE CALL- RESET DOOR	02/10/2020	285.00	.00	
5788	WYOMING GARAGE DOOR, LLC	2213	PROJ: START BUS BARN- SERV	02/03/2020	95.00	.00	
	Total 5788:				523.50	.00	
2842	YELLOW IRON EXCAVATION, L	43784	TRASH REMOVAL JANUARY 20	01/31/2020	120.00	.00	
2842	YELLOW IRON EXCAVATION, L	43786	TRASH REMOVAL JANUARY 20	01/31/2020	200.00	.00	
2842	YELLOW IRON EXCAVATION, L	43787	TRASH REMOVAL JANUARY 20	01/31/2020	325.00	.00	
2842	YELLOW IRON EXCAVATION, L	43788	TRASH REMOVAL JANUARY 20	01/31/2020	200.00	.00	
	Total 2842:				845.00	.00	
	Grand Totals:				979,915.79	37,648.28	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid

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 VISA BILLS

ANIMAL SHELTER/CONTROL

animal shelter supplies	279.73		
animal shelter supplies	453.01		
animal meds	203.57		
business cards poole	28.61	**$**	**964.92**

BUILDING INSPECTIONS

international code council	208.00		
international code council	386.00	**$**	**594.00**

FLEET SHOP

amazon regulator	94.95		
federal signal	658.44		
albertsons	7.00	**$**	**760.39**

INFORMATION TECHNOLOGY

pay pal concrete 5	90.00		
j2 metrofax	7.95		
amazon	78.99		
godaddy	30.16		
godaddy	126.64		
harvard business	99.00		
ghostery	14.00		
ghostery	2.00		
iphone payment	64.50		
iphone payment	64.50		
dish netwqork	123.67	**$**	**701.41**

MAYOR & TOWN COUNCIL

doodle	64.25		
Snow king Resort	323.30		
e. leaven food	267.47		
Dragon	94.97	**$**	**749.99**

PERSONNEL/TOWN CLERK

pinky g's	85.29		
JHMR ski pass	3,525.60		
Annie's Thai Kitchen	46.16	**$**	**3,657.05**

PLANNING

american planning assoc	711.00		
american planning	425.00		
american planning	425.00		
staples	74.35	**$**	**1,635.35**

POLICE - ADMINISTRATION

IACP	190.00		
FBI national academy	105.00	**$**	**295.00**

POLICE - COMMUNITY SERVICE

Amazon	306.30		
national animal care training	1,190.00	**$**	**1,496.30**

POLICE - INVESTIGATIONS

wasp barcode tech	125.16		
ups	20.44	**$**	**145.60**

POLICE - PATROL

Pearl Street Bagels	85.00		
travel expenses	92.09		
On Duty Gear	431.86		
snacks for training	480.75	**$**	**1,089.70**

	POLICE SPECIAL OPERATIONS		
Tail-lights.com	48.82	**$**	**48.82**
	PUBLIC WORKS		
amazon	10.98		
el abuelito	70.83		
full source	93.27	**$**	**175.08**
	SEWER DEPARTMENT		
amazon	29.95		
ceu plan	41.90		
fed ex	170.14	**$**	**241.99**
	START		
start supplies	101.96		
start supplies	194.18		
travel expenses	272.03		
start tire chains	266.65		
start supplies	106.00		
Staples	39.99	**$**	**980.81**
	TOWN-WIDE SERVICES		
Bisro	1,099.78		
wyoming camera	6.35		
Albertsons	208.60	**$**	**1,314.73**
	VICTIM SERVICES		
dominos	47.32		
american airlines	533.79		
delta airlines	600.70	**$**	**1,206.41**
coca-cola	24.60		
VISA ALLOCATION	**$ (16,057.55)**		

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: February 27, 2020
MEETING DATE: March 2, 2020

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

SUBJECT: Special Event- Jackson EcoFair and Spring Clean-Up

STATEMENT/PURPOSE
The Mayor and Town Council approve or deny all Special Event Applications requesting the services of Town personnel, use of public property, temporary parking closures, and the issuance of sign permits.

BACKGROUND/ALTERNATIVES
The Energy Conservation Works is requesting Council permission to hold the JH Rotary Club Community Spring Clean-Up and the Jackson EcoFair at Phil Baux Park and in the Snow King baseball field, respectively, on Saturday, May 9, 2020 from 8:00 A.M. to 5:00 P.M.

These two events have been approved in the past and there are no significant changes to previous years. In the event that the Parks and Recreation Department deems that the Snow King baseball field is too wet to host the event without significant turf impact, the applicant is requesting to host the Eco Fair in the Home Ranch parking lot. This back-up consideration was requested last year as well.

SPRING CLEAN-UP
At 8:00 A.M. volunteers will gather at Phil Baux Park under the pavilion to receive their trash bags and their pick up assignments. The applicant has requested the services of the Public Works Department to pick up the volunteer-collected refuse placed along the roadways on Saturday, May 9 and Monday, May 11. During the past four years, trash collected by volunteers during the Rotary Club roadside clean-up is handled accordingly: Teton County accepts refuse that was collected along highways and roads – orange bags - free of charge at the transfer station facility on Saturday, May 9. Teton County Integrated Solid Waste and Recycling will have a roll-off container for refuse collected in Town during this effort located in the TOJ public works department yard – not available to the general public.

Teton County Integrated Solid Waste and Recycling is again teaming up with the Town of Jackson to provide a free residential yard waste drop-off for Town of Jackson households. In past years, the Town's Public Works Department has collected curbside yard waste the week following the Eco-Fair. Over the years this program has grown substantially and subsequently has required a significant increase in time and labor commitments for the Public Works Department.

This year, in order to continue to provide this beneficial service to the community, the Town and ISWR are planning on changing the event to resemble the Fall Yard Waste Drop-Off event. Yard waste must brought to the TC Fairgrounds parking lot on Saturday, May 16, 2020 between the hours of 9:00 A.M. and 5:00 P.M. Only yard waste in paper yard waste bags or easily emptied reusable containers will be collected – no plastic bags and no trash. Town crews will assist the public to load yard waste into roll-off containers. These roll-off containers will be transported by Terra Firma Organics to be composted at the Trash Transfer Station. These

efforts will reduce the overall impact to Public Works in terms of fuel and equipment use in addition to the amount of overtime needed.

ECO FAIR

The event will include interactive and educational booths hosted by regional non-profits and businesses, sustainability-related demonstrations, retail sales, kids activities, live music, and local food and beverage service to the public. The event will be held in May to coincide with Spring Clean-Up Week, to better promote tourism in the community and to increase the chances for better weather. The anticipated attendance is 2,500 people. The event will run from 12:00 P.M. to 5:00 P.M.

The application has been submitted to all Town Departments for review and recommendation.

The applicant requests the following from the town in association with the event:

1. Permission to use the parking lot adjacent to the Snow King baseball field for the EcoFair from 8:00 A.M. to 7:00 P.M. on May 9, 2020. Permission to begin set-up for the EcoFair on Friday, May 8, 2020 at 9:00 A.M.
2. Permission for parking closures from 8:00 A.M. Friday, May 8 until 7:00 P.M. Saturday, May 9 of the Snow King baseball field parking lot to allow for vendor parking and loading and unloading. The parking closures will also be used for trash/recycling and portable toilets. Please see the attached event map for additional detail. The event organizers shall work with Snow King Mountain Resort in regards to visitor access to the summer chairlift rides.
3. Permission from Town Council for amplified sound associated with local live music.
4. Services of Parks and Recreation Department personnel as outlined in the application and event plan including irrigation locates within the park, power access, field mowing and sprinkler shut-off.
5. Sign permits for the display of temporary banners per the attached sign permit application.
6. Use of barricades and cones for the parking lot closure.
7. A for-profit exposition business license.
8. A malt beverage permit. A local brewery will be applying for a malt beverage permit for associated beer sales. Any other vendors wishing to sell malt beverages will be required to obtain a separate catering or malt beverage permits.
9. Permission to host the EcoFair in the Home Ranch parking lot in the event that the Snow King ball fields are deemed too wet to host the event.

COMPREHENSIVE PLAN ALIGNMENT

This marks the 17th year that the EcoFair has been a special event. 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

Direct income: Approximately $686. Exposition Business License fee ($100), malt beverage permit ($100) and income from Parks & Recreation department fees for the rental of the ballfield and shelter, irrigation locates and mowing ($486).

Costs to the Town: Approximately $2,120. Services provided by the Police Department to have officers and electric vehicles at the event ($130). Services of on duty Town personnel to prepare, check-in and check-out cones, barricades, and signs as well as overtime paid to Public Works Department for the pick-up of roadside trash bags and staffing the residential yard waste drop off event (approximately $2,000).

STAFF IMPACT

Staff impact includes the following services: Public Works employees to prepare, check out and check in barricades, cones and signs. Public Works employees will also be driving throughout town picking up trash collected during the Spring Clean-Up event and PW staff will be assisting with the Residential Yard Waste Drop-Off Event. Parks and Recreation Department personnel will mark out sprinkler lines, provide utility locates, provide electricity, and prepare the park. The Police Department will provide dedicated staff to showcase electric PD motorcycles.

LEGAL REVIEW

N/A

ATTACHMENTS

Special Event Application

RECOMMENDATION

1. Applicant shall clean up after the event. Trash and recycling containers shall be supplied and maintained as stated in the applicant's event plan. Trash containers shall not be permitted to overflow and shall remain on paved areas at all times.
2. Applicant shall coordinate the removal of all trash and recycled material during and after the event.
3. Applicant shall coordinate all set up, tear down and utility usage with the Parks and Recreation Department Park Manager at least five (5) business days prior to set-up.
4. Food service shall be coordinated with and approved by Teton County Environmental Health.
5. No signs shall be erected in any public right-of-way. Any and all signs placed on public property shall not be located on sidewalks blocking pedestrian travel.
6. Applicant shall use all means necessary not to damage the turf within the park including prohibiting all vehicles and trailers from touching any grass/turf area of the park.
7. Applicant shall inform all vendors and patrons that there are no dogs allowed in the park.
8. Applicant shall provide at least two handicapped parking spaces near the front of the event area.
9. 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.
10. Applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.
11. All walkways, entrances and ADA ramps must be kept open at all times.
12. Applicant shall coordinate the payment of all fees to the Parks & Recreation Department at least one week before the start of each event.
13. A sales tax permit must be obtained from the Wyoming Department of Revenue. A vendor list with tax ID numbers must be submitted to both the Wyoming Department of Revenue and the Town of Jackson at least two weeks prior to the event to obtain a sales tax permit. Please contact the Wyoming Department of Revenue at (307) 734-9354 or brian.way@wyo.gov with any questions.
14. The applicant shall be required to contact Parks and Recreation prior to installing any tents or associated improvements within the park for the department to provide utility and irrigation locates;
15. Electrical power may not be available within the park. Applicant may need to provide alternate temporary power for the event.
16. The applicant shall be responsible for production, posting, and removal of all temporary no parking and handicapped parking signs.
17. 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. 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).

18. Tents which can hold over 50 or more occupants must provide this 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).
19. If the event utilizes temporary tent(s) 400 square feet or more the applicant will submit a Temporary Tent Permit Application to the Jackson Hole Fire/EMS Department.
20. 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)
21. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
22. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
23. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
24. Any cooking performed within tents shall require advance approval by this Department (IFC 3104.15.3 – 3104.15.7).
25. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
26. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
27. 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).
28. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
29. 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 too.
30. All barricades, cones, and any road closure signs must be removed immediately following the event.
31. All barricades, cones and road signs will need to be coordinated with the Public Works Department at least five days prior to the event. The applicant will be responsible for picking up and returning all equipment to the Public Works Department.
32. All food vendors will be stationed on the asphalt in the parking lot and not on the turf in either the ball field or Phil Baux Park.
33. The applicant shall provide to the Town in advance of the event an insurance certificate that names the "Town of Jackson and Snow King Mountain Resort LLC as additional insured including its Officers, Officials, Employees, and Volunteers" and states that coverage is primary and non-contributory is required at least ten days prior to the event. Insurance limits must be at least $1,000,000/occurrence and $1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town Attorney.
34. The applicant shall coordinate with Snow King Mountain Resort to insure that visitors wishing to ride the scenic summer chairlifts at SKMR have access to the rides and access to nearby parking.

SUGGESTED MOTION

I move to approve the special event application from the Energy Conservation Works for the Eco Fair, subject to the conditions and restrictions listed in the staff report.

Town of Jackson Special Event Application

APPLICANT INFORMATION

Name of Event: 2020 Jackson EcoFair

Name of Organization: Energy Conservation Works

Type of Organization: Non-Profit / Public Agency

Mailing Address: PO Box 7879

City: Jackson **State:** WY **Zip Code:** 83002

Name of Person Completing Application: Virginia Powell Symons, EcoFair Event Director

Email Address: virginia@vibranteventsjh.com OR info@jacksonecofair.org

Work Phone: (307) 413-0174 **Cell Phone:** same

EVENT INFORMATION

Type of Event: Festival / Concert / Education

Description & Purpose of Event: EcoFair is Jackson Hole's primary spring season community event, focused on local and environmental stewardship. It provides local restaurants, artists, innovators, retailers, government agencies, and non-profits a place to showcase their substantial work in these arenas, provides fun and educational opportunities for children to discover how to take their own sustainability initiatives, and hosts the annual presentation of the Andy Tyson Leadership Award in Sustainability.

Location of Event: Snow King Ball Field / Phil Baux Park. Please see Attachment A: Event Plan, & Attachment D: Preliminary Event Map.

Proposed Alternative Location: Home Ranch Parking Lot. EcoFair is a rain or shine event—alternate location will only be necessary if ground saturation prevents the event's heavy foot traffic on Snow King Ball Field.

Date(s) of Event: Saturday, May 9, 2020 **Event Operating Hours:** 12:00-5:00pm

Event Set Up Begins **Date:** Friday, May 8, 2020 **Time:** 9:00am

Event Clean Up Ends **Date:** Saturday, May 9, 2020 **Time:** 7:00pm

*Please note that final trash/recycling and porta-pot pickup and tent breakdown will take place on Monday, May 11. However, this will not impact public use of the facility

Estimated Event Attendance **Per Day:** 1500-3000, weather dependent **Total Event:** same

Special Considerations: Alcoholic Beverages / Cooking/Grilling / Electricity Requested / Food Sales / Merchandise Sales / Recurring Event / Sound Amplification / Tents / Parking Lot Closure

Event Co-Sponsor(s): Although EcoFair is supported by a number of financially sponsoring organizations, Energy Conservation Works is the sole sponsor of the event to the general public.

Will you be charging admission or a fee for your event? No. A $5 donation is suggested for entry, but not required.

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

Name: Phil Cameron, Executive Director, Energy Conservation Works **Cell Phone:** (307) 413-1971

EVENT SITE PLAN

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. Please see Attachment D: Preliminary Event Map. Initial locations of the following are included: Tents / Food Vendors / Beverage Vendors / Alcohol Vendors / Portable Toilets / Hand Washing Sink / Stage/Amplified Sound / Garbage/Recycling Receptacles / Retail Merchants / Security / Fire Lane / Barricades / Electricity / Trailers/Vehicles

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

STREET/SIDEWALK/PUBLIC PARKING LOT—CLOSURE REQUESTS

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

Area of Closure Request	Date(s)	Start Time	End Time
E and S portions of Snow King public parking lot	May 8-9, 2020	7:00pm	7:00pm
Home Ranch Parking Lot	May 8-11, 2020	8:00am	12:00pm

*Closure of the Home Ranch Parking Lot will ONLY be requested in the event that EcoFair 2020 cannot be held at the Snow King Ball Field due to field conditions. In the event that this is necessary, modified versions of Attachment A: Event Plan and Attachment D: Preliminary Event Map will be provided, and any necessary event modifications will be made.

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

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

Will the event closure requests impact any START Bus routes? No. However, START ridership is encouraged in the spirit of EcoFair, and Darren Brugmann will be notified of event plans.

RESIDENT AND/OR BUSINESS NOTIFICATION

Have you provided a sample of the notice and a proposed list of recipients? Yes. Please see Attachment H: Resident/ Business Event Notification

TOWN EQUIPMENT REQUESTS

EcoFair will require the use of minimal Town of Jackson equipment. Please see Attachment B: TOJ Equipment Request for details regarding our needs for street barricades, street cones, candlestick cones, and recycling bins

TOWN SERVICES REQUESTS

EcoFair requests that Public Works be available to assist with the hanging and removal of event banners (see Attachment E: Sign Permits)—Virginia Symons will coordinate directly with Sam Jewison to make these arrangements. Otherwise, EcoFair does not require an specific services from the Town of Jackson. The Police Department will be notified of all event plans. A separate permit and all necessary requests have been filed with Teton County Parks and Recreation. All Town of Jackson and Teton County departments are invited to participate in EcoFair, and will be sent individual invitations when booth registration opens at the end of March.

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

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

VOICE/MUSIC AMPLIFICATION REQUESTS

Will your event have amplified sound? Yes

If "yes" please indicate times: **Start Time:** sound check 10:00am, start 12:00pm **Finish Time:** 5:00pm

Will your event feature any musical entertainment? Yes. Please see Attachment A: EcoFair Event Plan and Attachment F: Noise Permit Application

SIGN / BANNER REQUESTS

Are you requesting to hang signs or banners? Yes

If "yes", have you completed a sign permit application? Yes. Please see Attachment E: Sign Permits.

INSURANCE REQUIREMENTS

Please see Attachment C: Insurance Certificate. Please note that EcoFair's insurance is that of the Joint Powers Board, and is therefore fully inclusive of the Town of Jackson.

PORTABLE RESTROOMS AND SINKS

Do you plan to provide portable restroom facilities? Yes

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

Total number of Portable Toilets: 3 **Number of ADA Accessible Portable Toilets:** 1

Please see Attachment D: Preliminary Event Map. The event plans to utilize onsite public toilets on South Cache Street as well as Macy's porta-pots, including one that is ADA-accessible. A hand-washing station with two sinks will accompany the porta-pots.

ALCOHOL

Will there be alcoholic beverages at the event: Yes

Will you be offering any alcoholic beverages besides beer? Yes

If "Yes", what will be offered in addition to beer? Depending on sponsorship/registration, additional booths will serve wine and/or cocktails. Individual beer, wine, and cocktail vendors work together and are responsible for obtaining the necessary Catering Permit. All necessary information will be provided to said vendors in a timely manner in order for them to obtain the necessary permitting.

VENDORS / MERCHANTS / SALES

Will anything be sold at your event? Yes. Please see Attachment G: Exposition License Application

Please describe any sales activity at your event: Booth hosts at EcoFair are permitting to sell wares. All booth hosts are required to meet certain green business standards, and will be required to pay a higher booth registration fee for a sales booth. Booth registration closes on May 1, and will be permitting after that on a space available basis only. A complete vendor list will be submitted to the Town of Jackson prior to the event.

Will any food or beverages be sold at your event? Yes. All food vendors will be required to obtain the necessary permits no less than two weeks prior to EcoFair, in order to avoid late fees. A complete food vendor list will be provided to Teton County's Environmental Health Department prior to the event.

TRASH REMOVAL PLAN

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

If "Yes", which company will you be using? Yellow Iron Trash Removal OR Westbank Sanitation

How many trash receptacles will be supplied for your event? 8 trash bins

When will the trash receptacles be delivered? Friday, May 8, 2020

When will the trash receptacles be picked up and removed from the site? Monday, May 11, 2020

Describe your plan for the collection of trash during your special event: EcoFair is excited to once again be working with a zero waste formula — waste stations, which include trash bins, recycling bins, bus stations, and food waste bins, will be located throughout the event site. Volunteers will staff the stations in order to direct fairgoers in appropriate disposal of their items. All trash bins will be combined and staged in the parking lot at the conclusion of the event. See Attachment D: Preliminary Event Map. Since the implementation of the zero waste formula in 2016, EcoFair has been able to realize a least a 75% waste diversion rate with this trash removal strategy.

RECYCLING PLAN

Will you be using a company for your recycling plan? No. We plan to borrow TOJ recycling bins

How many recycling receptacles will you supply for your event? 6 bins at primary waste stations

When will these recycling receptacles be delivered? Friday, May 8, 2020

When will recycling receptacles be picked up and removed from the site? No later than Monday, May 11, 2020

Describe your plan for collection and removal of recyclable materials during your special event: EcoFair Green Team members will be responsible for sorting recyclables and removing receptacles. As there are few recyclable items sold at EcoFair, recycling needs have traditionally been fairly minimal.

SIGNIFICANT EVENT CHANGES

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

If "Yes", please indicate any significant changes to the event request since it's last approval: None of note. For 2020 the EcoFair registration process has changed slightly, no requiring participants to gain approval from event organizers before registration is confirmed. This change is designed to hold EcoFair participants more accountable to event sustainability standards, but will also allow more options for exhibition in participant presence.

TOWN IMPACT SURVEY

Estimated total number of participants and/or spectators at the special event. If this event is recurring—taking place multiple days over the course of the season—please indicate the total estimated number from all events combined over the course of the season. EcoFair traditionally attracts anywhere from 500-3,000 attendees, weather dependent, and approximately 75 booth hosts, several groups providing live entertainment, and close to 50 volunteers. Rotary Spring Clean-up generally attracts 100-150 participants in the morning prior to the start of EcoFair.

Estimate percentage of Jackson Resident participants and/or spectators at the event. EcoFair is an event aimed at the local community. While some visitors to the area do attend each year, approximately 75-85% of fairgoers are Jackson Residents.

Estimated percentage of local area participants and/or spectators a the event. This would include participants and spectators from Victor, Alpine, Driggs, and the other areas surrounding Jackson that would not require an overnight stay in Jackson. An estimated 15-20% of fairgoers, including booth hosts and other participants, area regional residents.

Estimated percentage of out-of-town participants and/or spectators at the special event. 5-10% of fairgoers are visitors to the area, including occasional booth hosts from as far away as Laramie, Salt Lake City, or Boise.

If participants an/or spectators are traveling from out-of-town (including surrounding areas such as Victor, Driggs, Alpine, etc.), are they coming to Jackson with the primary reason to participant in or watch this special event? Is this events a driving force in a visitor's decision to travel to Jackson? Yes. Fairgoers traveling from around the region traditionally to make the trip to attend EcoFair. While EcoFair takes place before the beginning of the summer tourist season, it is listed as an area attraction.

STANDARD CONDITIONS OF APPROVAL

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.

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

Initials:_____

STANDARD CONDITIONS OF APPROVAL cont'd.

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 in spection 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.

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:_____

STANDARD CONDITIONS OF APPROVAL cont'd.

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.

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)

Initials:_____

STANDARD CONDITIONS OF APPROVAL cont'd.

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.

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 the applications truthfully and to the best of my knowledge.

APPLICANT:_____ APPLICANT:_____

Signature Printed Name

Attachment A

2020 EcoFair Event Plan

Hosted by Energy Conservation Works, EcoFair is a 17-year Jackson Hole tradition that draws roughly 2,500 participants . EcoFair provides a fun and educational forum for regional businesses and organizations to showcase their sustainability efforts. Fair-goers will enjoy local foods and beverages, live music, demonstrations by local sustainability experts, educational and sustainability-based kids' activities, and more.

The following is a preliminary schedule of events to surround the 2020 EcoFair, which will take place at the ball field at the base of Snow King mountain in downtown Jackson.

Thursday, May 7

12:00-5:00pm Parks & Rec mows, turns off sprinklers and marks utilities at ball field
Event organizers post signs around Snow King parking lot:

- "No Parking May 8 at 8:00am until May 9 at 6:00pm"
- "Handicapped Parking Only on May 9 from 8:00am-5:00pm"
- "Reserved for Eco-Fair Booth Loading/Unloading on May 9 – Limit 10-minutes per vehicle"

Friday, May 8

10:00am-4:00pm Vendors deliver equipment to ball field and parking lot:

- Canvas Unlimited / tables, music stage, chairs, tent(s)
- Macy's / porta-pots and hand-washing stations

12:00-4:00pm TOJ Public Works delivers requested equipment to ball field perimeter
98 Electric preps electrical set-up for music and booths, as necessary

2:00-6:00pm Miscellaneous supplies delivered; volunteer team set-up

Saturday, May 9

8:00-11:30am Event set-up at Snow King ball field
9:30-11:30am Booth host setup at Snow King ball field
8:00am-12:00pm Town Clean-up headquarters is stationed at the pavilion at Phil Baux Park
12:00pm-5:00pm ***EcoFair 2020***
5:00-7:00pm Booth removal and clean-up

Monday, May 11

8:00am-12:00pm Vendors remove remaining equipment from Snow King ball field:

- EcoFair Green Team / trash & recycling receptacles
- Canvas Unlimited / tables, music stage, chairs, tent(s)
- Macy's / porta-pots and hand-washing stations
- TOJ Public Works / barricades, cones, sandbags

Attachment B

2020 EcoFair TOJ Equipment Request

May 9, 2020

Energy Conservation Works requests to borrow the following equipment from the Town of Jackson Public Works Department. Energy Conservation Works also requests that Public Works deliver the equipment sand bags to the Snow King Ball Field on Friday, May 8, 2020 by 1:00pm. All other items will be picked up at the Public Works yard on by 11:00am Friday, May 8, 2020:

- Eight (8) large orange cones
- Twenty-four (24) sandbags to anchor several pop-up tents
- Three (3) road closure barricades
- Four (4) blue recycling bins with lids
- Four (4) orange crossing flags
- Two (2) "ROAD CLOSED" signs

Attachment C

Insurance Certificate

LOCAL GOVERNMENT LIABILITY POOL

P.O. Box 20700 Cheyenne, WY 82003-7015
Toll free: 888-433-1911 Cheyenne area: 307-638-1911 FAX: 307-638-6211
Website: lglpwyoming.org e-mail: lglp@lglp.net

MEMORANDUM OF LIABILITY COVERAGE

DECLARATION PAGE

MEMBER AGENCY: **Jackson Hole Energy Sustainability Project**
ADDRESS: **PO Box 7879**
Jackson WY 83002

MEMBER DEDUCTIBLE: $500.00 per occurrence

COVERAGE LIMIT: For covered claims subject to the Wyoming Governmental Claims Act (W.S. 1-39-101 et seq.):

- $250,000 - per claimant; but not more than
- $500,000 - per occurrence for all claimants

FEDERAL & OUT-OF-STATE CLAIMS:

- $1,500,000 - per occurrence for all claimants
- $5,000,000 – annual aggregate

COVERAGE PERIOD: **July 1, 2019-June 30, 2020**

Attachment D

Preliminary Event Map

subject to change up completion of booth registration

SNOW KING BALL FIELD

1in = 50ft

ZW STATIONS

ELECTRICITY

Attachment E

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: EcoFair 2020 Physical Address of Event: Cache St. @ Snow King Ave.

Description of Event: The Jackson EcoFair is a 17-year community tradition, celebrating sustainability & providing a platform for local businesses & non-profits to showcase their environmental efforts. Hosted by Energy Conservation Works

EVENT SPONSOR/APPLICANT:

Name: Virginia Powell Symons Phone: 307-413-0174

Mailing Address: PO Box 7879 Jackson, WY ZIP: 83002

E-mail: info@jacksonecofair.org Non-Pofit: X For Profit: ____

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

Business/Description: Albertson's
Physical Address: 105 Buffalo Way
Dates of Display: April 27-May 10, 2020
Consent from Owner Obtained? Yes X No____

Business/Description: Snow King Ball Field fence
Physical Address: Snow King Ave. at Cache St.
Dates of Display: April 27-May 10, 2020
Consent from Owner Obtained? Yes X 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.

*banners consistent with past years. Illustrations available upon request

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 — Date: Feb. 24, 2020

Applicant Name Printed: Virginia Powell Symons — Title: Event Director

Attachment F

Noise Permit Application

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: Virginia Powell Symons, Event Director Date of Birth: 01/20/1981
Phone number (307) 413 - 0174
PO Box: 7879
Town: Jackson State WY Zip Code 83002
Street Address: _____
Town: _____ State _____ Zip Code _____

Location of Event: Snow King Ball Field
Physical Address: Snow King Ave. at Cache St.

Date(s) of Event: Saturday, May 9, 2020
Requested Starting Time of Event: 12:00 a.m. p.m.
Requested Ending Time of Event: 5:00 a.m. p.m.
Please be advised that the noise permit will not extend beyond 11 p.m.

Type of Event: Community festival celebrating sustainability
(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 live music, announcements, presentations

Band Name: TBD. Sound production provided by JH Production Co.

Telephone or email address: 307-690-3287 or jeidemiller@mac.com
or
First and last name of person providing music: Jeff Eidemiller

Telephone or email address: _____

Signed: _____ / Feb. 24, 2020
(Event Sponsor – Responsible) (Date)

6/21/2013 updated

Attachment G

Exposition License

Date: _____

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: Energy Conservation Works
D/b/a: Jackson EcoFair 2020
Nature of Exposition: Community festival celebrating sustainability, allowing participants to sell wares

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 Ave. at Cache St. **No:** _____

Building: Snow King Ball Field **City:** Jackson **State:** WY **Zip Code:** 83002

Date of Expo: Saturday, May 9, 2020
Time of Expo: 12:00 - 5:00pm

Business/Organization Physical Address: 140 E. Broadway #25
Post Office Box: 7879
City: Jackson **State:** WY **Zip Code:** 83002
Business Phone Number: (307) 413-0174
Fax/email address: info@jacksonecofair.org
WY Sales Tax Number: N/A
Federal Employers ID Number: 32-0359052

*** 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
Virginia Margaret Powell Symons	107601-163	WY	1/20/1981	307-413-0174

If property is rented/leased:
Owner's Name: _____
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: _____
Date: Feb. 24, 2020

Attachment G, cont'd.

Exposition License

Additional Information: **a complete vendor listing will be provided in early May, upon completion of event registration

Exposition license will:

☐ be for my business/organization ONLY.

☒ include 30+/- number of businesses or organizations. Attach list of ALL venders

Business is:

☒ a Sales Tax Collecting Business. *multiple types of businesses will be represented

☒ 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:** pending, with no reason for refusal

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

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

I, Virginia Powell Symons, 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**

☐ **Application Denied;**

Reason: _____

License Fee	$
Date Paid	
Receipt Number	
Employee initials	

Attachment H:

Resident/Business Event Notification

EcoFair

ENERGY CONSERVATION WORKS JACKSON HOLE

SIMPLE & SUSTAINABLE LIVING IN THE TETONS

The 2020 Jackson EcoFair will take place at the Snow King Ball Field on Saturday, May 9 from 12-5pm.

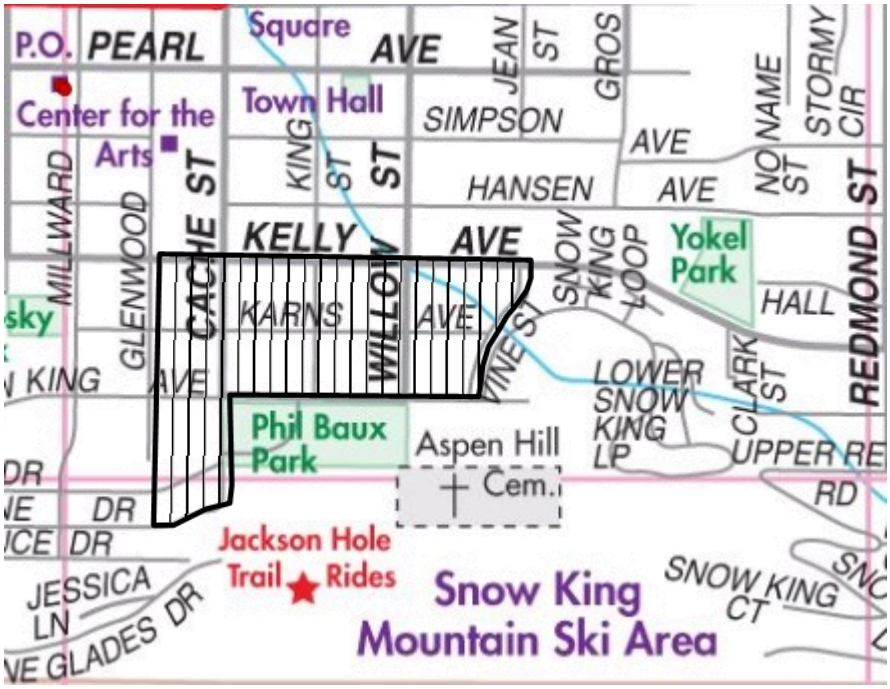
The Snow King parking lot will be closed to the public from 8am on Friday, May 8 until 6pm on Saturday, May 9.

Any vehicles parked in the lot on Saturday morning will be towed.

Please call 307-413-0174 with questions or concerns.

We hope to see you at EcoFair!

Distribution Area:



TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: February 27, 2020
MEETING DATE: March 2, 2020

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 7, 2020 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.

Last year (2019) was the first year that the venue was held on Jean Street. There were some initial concerns about the impact on residents (noise and access) in the area; however, the applicant canvased the neighborhood prior to the event informing the residents. The feedback was positive from organizers. The organizers intend on canvasing the surrounding neighborhood again this year. A notification letter is included in this application.

The applicant expects approximately 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 8:00 A.M. to 4:00 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, START Bus 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 Albertson's 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 ($50). It is estimated that the cost for staff time, materials and equipment will be in the range of $1000 to $1,500 for this event.

STAFF IMPACT

Staff impact is minimal, but includes processing the expo permit and proving barricades. Staff will also be providing vehicles at the Touch a Truck event. The Town departments that will have vehicles and personnel at the event include: Public Works, START, and Police.

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 event 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

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: Virginia (Gina) Kyle

Email Address: gina@jhchildrensmuseum.rg

Work Phone: 307-733-3996 Cell Phone: 307-690-1828

EVENT INFORMATION

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

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

Hands on Family friendly event designed to give kids an opportunity to see and touch

Location of Event: N. Jean St, JES field & E. parking Alternative Location:

Date(s) of Event: June 7, 2020 Event Operating Hours: 10:00-2:00

Event Set Up Begins Date: June 07, 2020 Time: 8:00 AM

Event Clean Up Ends Date: June 07, 2020 Time: 4:00 PM

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 1,000 Total Event: 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): NA

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: Ethan Lobdell Cell Phone: 307-690-5584

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)
- ☐ Beverage Vendors (BV)
- ☑ Portable Toilets (T)
- ☑ Stages or Amplified Sound (SO)
- ☑ Garbage Receptacles (G)
- ☐ Retail Merchants (RM)
- ☑ Fire Lane (FL)
- ☑ First Aid / EMS (FA)
- ☑ Electricity / Generator (EL)
- ☑ Food Vendors (FV)
- ☐ Alcohol Vendors (A)
- ☑ Hand Washing Sink (HWS)
- ☐ Bleachers (BL)
- ☑ Recycling Receptacles (RR)
- ☐ Security (P)
- ☑ Fire Extinguishers (EX)
- ☑ Barricades (B)
- ☑ 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 St from East Gill to Teton Ave	6/7/20	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:_____ 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 request JPD support with car towing the morning of the event to ensure the closure

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: 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: NA

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 certificat 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: There are additional ADA accessible toilets in the Museum.

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 5 Time for Drop Off: PM

Date for Pick Up: June 8 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-proceeds benefiting the Museum.
Food vendors: JH Pop, Pinky G's, Mo Mo Shack

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 7

When will the trash receptacles be picked up and removed from site? Sunday, June 7

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

We will have 6 large trash cans outdoors and and trash cans in the building. Westbank cans will be removed the day of the event; staff will sweep area and provide post-event clean up.

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? NA-we will handle recycling

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

When will these recycling receptacles be delivered? provided by JHCM

When will recycling receptacles be picked up and removed from site? 6/7/20

Describe your plan for collection and removal of recyclable materials during your special event:
JHCM will provide and monitor receptacles during the event and transfer material 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:

The is the 8th annual Touch-A-Truck and it was held in this location last year (prior years on King St). A Facility Usage Agreement has been submitted to TCSD for use if the JES fields and Jean St. parking lot.

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: VK

Special Event Application

STANDARD CONDITONS 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: VK

Special Event Application

STANDARD CONDITONS 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: VK

Special Event Application

STANDARD CONDITONS 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: VK

Special Event Application

STANDARD CONDITONS 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: VK

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 procument, 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: eSigned via SeamlessDocs.com Virgina Kyle Key: d006bb9c9987956c6be92b86b94d9294 _____ APPLICANT: Virgina Kyle _____

Signature — Printed Name

DATE: 02/06/2020 _____ TITLE: Virginia Kyle _____

TO: Jean Street neighbors

FROM: Jackson Hole Children's Museum

RE: Street closure on Sunday, June 7, 2020 from 7 AM - 3 PM

On Sunday, June 7, Jackson Hole Children's Museum will host its 8th 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 7 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 7 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 one day prior along the roadside as a reminder.

Thank you for your support. This is our 8th year of the event and our 2nd year hosting it on N. Jean St. As always, we will be extra diligent about noise, trash/recycling, signage, safety, etc. (There is no alcohol at this event.)

If you have questions or concerns, please do not hesitate to contact us.

Sincerely,

Jean A Lewis

Jean Lewis, Executive Director
Jackson Hole Children's Museum

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

Date: 2/7/2020

EXPOSITION LICENSE APPLICATION

PAID

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 7, 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: gina@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
Virginia Rice Kyle	#107330870	WY	7/24/74	307-690-1828

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: VRKyle
Date: 2/7/20

Additional Information: _____

Exposition license will:

☐ be for my business/organization ONLY.

☑ include 3-4 number of businesses or organizations. Attach list of ALL venders

Business is: Anticipated vendors: JHCM, Pinky G's, Jackson Hole POPI

☑ 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:** In process...

Will a sign or banner be posted? ☑ Yes ☐ No *See attached sign permit applications*

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

I, Virginia R. Kyle, 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 Virginia R. Kyle

this 7th day of February 20

signature of applicant

Virginia R. Kyle
Printed name of applicant

WITNESS my hand and official seal

MARTHA GRAY McKINNEY – NOTARY PUBLIC
COUNTY OF TETON
STATE OF WYOMING
MY COMMISSION EXPIRES JANUARY 25, 2024

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**

☐ **Application Denied;**

Reason: _____

License Fee	$
Date Paid	
Receipt Number	
Employee initials	

TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department

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

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

First**, go to www.townofjackson.com/245/Temporary-Sign-Permit **for process and other necessary information.

EVENT NAME:

Event Name: Touch-A-Truck

Physical Address of Event: 155 N. Jean St, N. Jean St (Gill to Teton Ave)

Description of Event: Family oriented community event and non-profit fundraiser

Grand Opening _____ Yes _____ No X

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: PO Box 995

Phone: 307-733-3996

E-mail: Jackson, WY

ZIP: 83001

gina@jhchildrensmuseum.org

Non-Profit: X For Profit: _____

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: Jackson Hole Children's Museum

Physical Address: 155 N. Jean St

Dates of Display: 5/23/20-6/7/20

Consent from Owner Obtained? Yes____ No X

Business/Description: _____

Physical Address: _____

Dates of Display: _____

Consent from Owner Obtained? Yes____ No____

Business/Description: Albertson's

Physical Address: Buffalo Way and Broadway

Dates of Display: 5/23/20-6/7/20

Consent from Owner Obtained? Yes X No____

Business/Description: _____

Physical Address: _____

Dates of Display: _____

Consent from Owner Obtained? Yes____ No____

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

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

Yes ✓ No ____ Installation specifications, and any structural details or specifications required for freestanding signs.

example provided. Actual illustration can be provided in April/May.

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

2/7/20

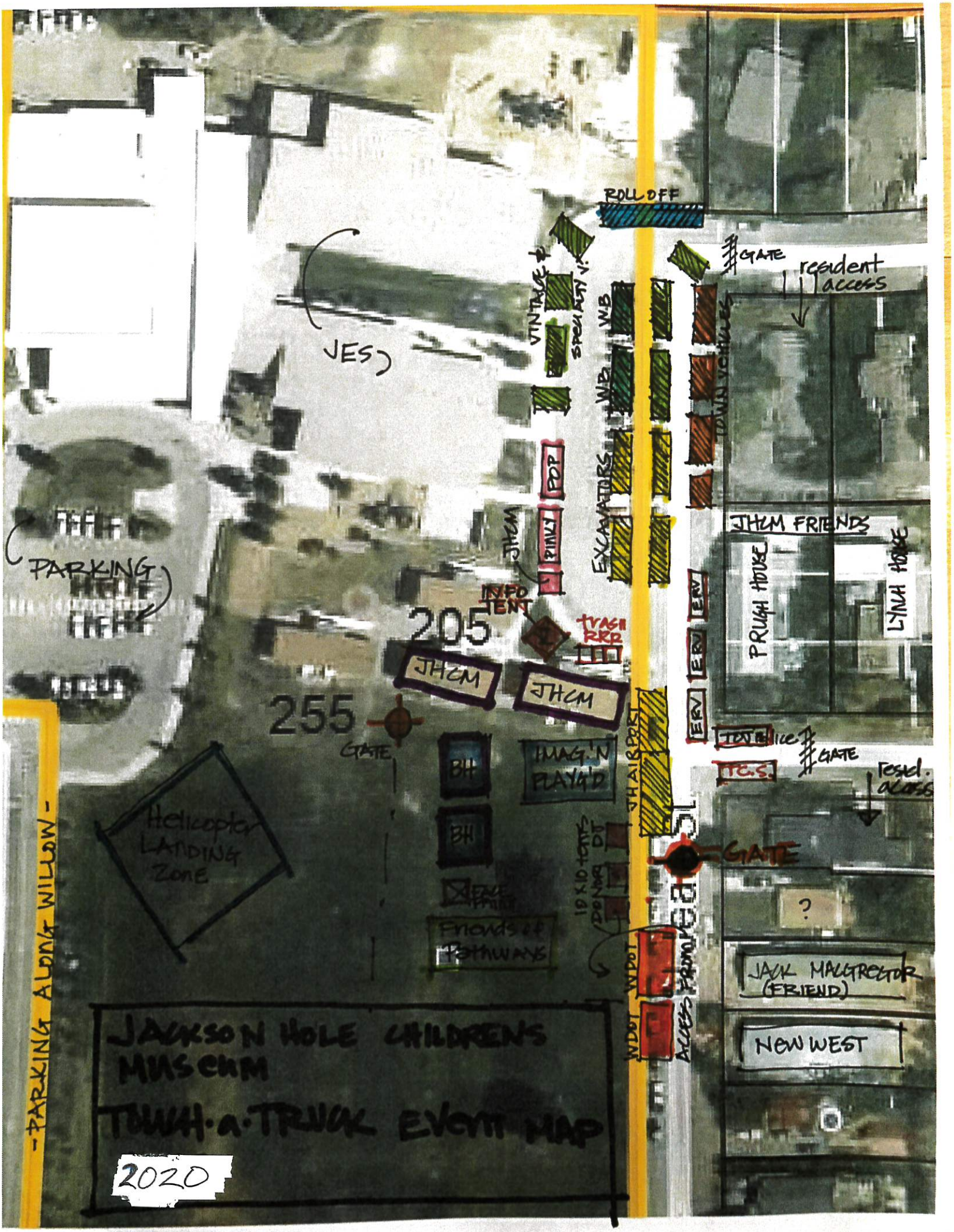
Date

Virginia (Gina) Kyle

Applicant Name Printed

Operations Director

Title


JACKSON HOLE CHILDRENS MUSEUM
TOUCH-a-TRUCK EVENT MAP
2020
-PARKING ALONG WILLOW-
PARKING
JES
205
255
GATE
JHCM
JHCM
JHCM
INFO TENT
TRASH RRR
POP
PINTY
VINTAGE
SPECIALTY V.
EXCAVATORS
WB
WB
ROLL OFF
GATE
resident access
TOWN VEHICLES
JHCM FRIENDS
PRUGH HOUSE
LYNCH HOUSE
ERV
ERV
ERV
TOY BOX
ICE
GATE
T.C.S.
resid. access
GATE
JHAIRPORT
IMAG'N PLAY'D
BH
BH
Helicopter LANDING ZONE
Friends of Pathways
10 X 10 TENTS
DJ
PONY
WYDOT
WYDOT
ACCESS PROMOTED
?
JACK MACGREGOR (FRIEND)
NEW WEST

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: February 27, 2020
MEETING DATE: March 2, 2020

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

SUBJECT: 39th Annual Old West Days Celebration & 2nd Annual Million Dollar Music Fest

STATEMENT/PURPOSE

The Mayor and Council approve the use of town streets, the use of George Washington Memorial Park, temporary no parking signage, use of Town equipment, and services of Town personnel for special events.

BACKGROUND/ALTERNATIVES

The applicant, the Jackson Hole Chamber of Commerce, requests permission to host the 39th Annual Old West Days celebration from Friday, May 22, 2020, through Monday, May 25, 2020 and the 2nd Annual Million Dollar Music Festival on Sunday, May 24, 2020. Up to 5,000 spectators are expected to attend Old West Days events including a parade, Shootout Gang performance, Shootout Gang street dance, BrewFest, Cowboy Church, the Mountain Man Rendezvous at the fairgrounds, the Million Dollar Music Fest on the Town Square, art demonstration and other cultural entertainment such as music, poetry, dancers, and demonstrations.

The applicant requests the following from the Town in association with the event:

1. Closure of Deloney Street from Cache to Center per the attached event plan from Friday, May 22 at noon until Sunday, May 24 at 7:00 P.M.
2. Closure of Center Street from Broadway to Deloney per the attached event plan from 6:00 A.M. until approximately 7:00 P.M. on Saturday, May 23.
3. Closure of Broadway from Cache to Center Street on Saturday, May 23 from 7:00 A.M. to approximately 11:30 A.M. for the Old West Days parade.
4. Street closures and the use of streets for the Old West Days parade from 9:30 A.M. to 11:30 A.M. on Saturday, May 23: Snow King Avenue from the Rodeo Grounds to Glenwood, north on Glenwood to Broadway, east on Broadway to Willow, where entrants will disband to four areas (Jackson Elementary parking on Jean Street, public parking lot on East Deloney, Snow King Center parking lot, and Rodeo Grounds parking). Note: WYDOT has been contacted for a parade permit for portions of Broadway under its jurisdiction.
5. Closure of the intersection of Center and Deloney Streets from 6:00 P.M. to 7:00 P.M. Monday through Saturday evenings beginning Saturday, May 23 through Monday, September 7 for Shootout Gang performances. The Shootout Gang will also hold a practice performance on Friday, May 22, 2020 from approximately 6:00 P.M. to 7:00 P.M. The Jackson Hole Playhouse will be submitting a separate application.
6. Use of George Washington Memorial Park on Saturday, May 23 from 7:00 A.M. to 9:00 P.M. for entertainment and demonstrations.

7. Use of George Washington Memorial Park on Monday, May 25 at 10:00 A.M. for a brief American Legion Memorial Day ceremony.
8. Permission from Town Council for amplified sound associated with the Old West Days activities.
9. Assistance from Public works personnel with regard to barricades, road closed signs and hanging light post banners.
10. Assistance from Police Department personnel for parade traffic control, overnight patrol of the tent on Deloney (the Chamber of Commerce is hiring JH security for primary overnight security), crowd control, safety and for posting of signage.
11. Assistance from Parks and Recreation staff to access electricity, irrigation locates, and bleachers for parade spectators.
12. Sixteen (16) JHCC parking permits to be issued by the Chamber of Commerce to allow volunteers to park longer than three hours in and around Town Square
13. Permission for overnight camping at the Teton County Fairgrounds for the Mountain Man Rendezvous from Thursday, May 14 until Tuesday, May 26.
14. A malt beverage permit on Saturday, May 23 from 11:00 A.M. to 5:00 P.M. for Old West Days. (Specifically on Deloney Street for BrewFest and the Street Dance).
15. Permission to display A-Frame signs at the fairgrounds and Bubbas as well as a 3 x 8 foot banner on the Old West Days tent and signs on the 10 x 10 tents within the event site per the attached sign permit application. The applicant will also display onsite banners within the tent on Deloney Street.
16. An expo application that has been submitted to Town staff for the Mountain Man Rendezvous.
17. Permission to have food vendors to Center Street on Saturday, May 23. Food vendors would be limited to Jackson-based food vendors (with brick and mortar shops) who would provide food from food trucks or food tents
18. Permission for individuals to travel outside of the tented area with beer on Saturday, May 23. Individuals with beer would not be permitted in George Washington Memorial Park. Individuals with beer would not be allowed to exceed the limits beyond the lines of port-o-pots or the corner of Broadway & Center or Cache & Deloney. There will be hired JH Security personnel stationed at each potential exit.
19. Permission to have food and wine vendors on Deloney Street on Sunday, May 24. Food vendors would be limited to Jackson-based food vendors (with brick and mortar shops) who would provide food from a food tent. The wine vendor would be Jackson Hole Winery.
20. Permission for open alcohol on Deloney Street on Sunday, May 24 between the hours of 12:30pm and 3:30pm. Individuals with alcohol would not be permitted to leave the tent on Deloney Street and they would not be permitted in George Washington Memorial Park. Ordinance 6.40.050 (B) prohibits open containers and the consumption of alcohol on any street, sidewalk or curb or any other public property.
21. Permission to place a mechanical bull ride attraction on Center Street for Saturday, May 23. The operator would require participants to sign release waivers. The operator would carry their own insurance for the activity.

COMPREHENSIVE PLAN ALIGNMENT

This marks the 39th year that the Jackson Hole Chamber of Commerce has hosted the Old West Days special event and the 2nd year that they have hosted the Million Dollar Music Fest. These events align 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. The applicant will personally meet with Town staff prior to the event as in years past.

FISCAL IMPACT

Direct income includes income from the Exposition Business License ($2000), catering permit and malt beverage permit ($140). The Police Department incurs a fiscal impact of approximately $1,360 associated with posting and removing signage and patrolling the event. There are dedicated police officers assigned to this event and the event organizer does pay the Police Department for these services. In addition, the Citizens Mounted Unit handles most of the event and saves the Town a significant dollar amount. Public Works incurs a fiscal impact of approximately $640 for the delivery and removal of barricades and road closed signs, and street sweeping.

STAFF IMPACT

The services of numerous police and community service officers for patrol, traffic control and posting of signage, and the services of Public Works personnel for barricade drop off and delivery.

LEGAL REVIEW

N/A

ATTACHMENTS

Special Event Application

RECOMMENDATION

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

1. The applicant shall clean up immediately following each event and shall be responsible for the collection and removal of all refuse generated by each event. Additional trash receptacles are required at food vending booths. The applicant is required to provide recycling containers and provide for the removal of all recycled material.
2. 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.
3. The applicant shall be responsible for providing and adequate number of volunteers to assist the Police Department in manning intersections during the parade.
4. Electrical power is available from Town Square. Utility and irrigation locates are required before any tents may be erected or stakes or any other items are placed in Town Square. The applicant shall coordinate all power needs and water locates with the Parks & Recreation Department park manager (732-5793) at least three (3) business days prior to the event.
5. The applicant shall coordinate the use of the Town Square, including paperwork and applicable fees, with the Parks and Recreation Department.
6. The applicant is required to provide turf protection in front of and behind any table or other exhibit on Town Square where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regards to turf protection.
7. All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
8. 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.
9. All walkways and boardwalks must be kept unobstructed at all times unless permission is otherwise granted.

10. 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.
11. The applicant shall obtain the necessary food service permits from Teton County Environmental Health.
12. 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.
13. Only 16oz or small plastic cups are used for beer sales.
14. The applicant shall apply and pay for all licenses and/or permits prior to the events.
15. The applicant shall notify, in advance, all business affected by the street closures and shall provide advance community radio and/or newspaper announcements regarding the event, the street closures, and the promotion of free parking in area public parking lots.
16. The applicant shall not block the store fronts of businesses with service vehicles or trailers for longer than one hour.
17. 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.
18. 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.
19. The applicant shall advise and instruct all participants on the conditions, restrictions, prohibitions and responsibilities imposed on these events and assist in their enforcement.
20. The use of the Parks & Recreation Department bleachers shall be coordinated through that department (732-5793).
21. All town ordinances, including 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.
22. The Nightly Shootout Gang is prohibited from entering any bars while in possession of a gun used for the performance.
23. All guns used for the Shootout shall be turned in within fifteen minutes of the end of the performance.
24. All use of the Rodeo Grounds shall be coordinated through and subject to the approval of the Fair Board.
25. 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.
26. Anyone camping at the Rodeo Grounds shall not campfires or open fires during the event.
27. The applicant and all participants shall conduct all activities in a responsible, professional and timely manner.
28. 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.
29. 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] e. Acquire and keep on file names, addresses and phone numbers of all participants.

30. 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).
31. 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).
32. 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.
33. 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).
34. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
35. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
36. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
37. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
38. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
39. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
40. 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).
41. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
42. 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).
43. 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.

SUGGESTED MOTION

I move to approve the special event application and malt beverage permit made by the Chamber of Commerce for 2020 Old Ways Days and Million Dollar Music Fest, 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: 39th Old West Days Celebration

Name of Organization: Jackson Hole Chamber of Commerce

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

Mailing Address: PO Box 550/260 W Broadway Suite 201

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Maureen Murphy

Email Address: mo@jacksonholechamber.com

Work Phone: (307) 201-2302 Cell Phone: (541) 908-5314

EVENT INFORMATION

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

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

Kickoff to the summer season. Increase occupancy & visitation in the shoulder season.

Location of Event: Town Square/Variety Alternative Location:

Date(s) of Event: Friday 5/22/20-Sunday 5/24/20 Event Operating Hours: 8am-6pm

Event Set Up Begins Date: May 22, 2020 Time: 10am

Event Clean Up Ends Date: May 25, 2020 Time: 11am

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 100+/1500 Total Event: 4500

Special Considerations (check all that apply):

- [x] Alcoholic Beverages
- [ ] Cooking/Grilling
- [x] Electricity Requested
- [x] Food Sales
- [ ] Merchandise Sales
- [x] Recurring Event
- [x] Ticketed Admission
- [x] Sound Amplification
- [ ] Pets or Animals
- [x] Tents
- [x] Street Closure
- [x] Sidewalk Closure
- [x] Overnight Parking
- [x] Overnight RV Camping
- [x] 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: Britney Magleby Cell Phone: (208) 521-0019

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)
- [ ] Beverage Vendors (BV)
- [ ] Portable Toilets (T)
- [ ] Stages or Amplified Sound (SO)
- [ ] Garbage Receptacles (G)
- [ ] Retail Merchants (RM)
- [ ] Fire Lane (FL)
- [ ] First Aid / EMS (FA)
- [ ] Electricity / Generator (EL)
- [ ] Food Vendors (FV)
- [ ] Alcohol Vendors (A)
- [ ] Hand Washing Sink (HWS)
- [ ] Bleachers (BL)
- [ ] Recycling Receptacles (RR)
- [ ] Security (P)
- [ ] Fire Extinguishers (EX)
- [ ] Barricades (B)
- [ ] 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
Yes - See Attached Letter to Mayor & Council			

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: Deloney 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:

10	Large Street Barricades	1	"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: Sat 5/23 - 10am Finish Time: Sat 5/23 - 6pm

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 certificat 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: 10 Number of ADA Accessible Portable Toilets: 1

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: 5/23 Time for Drop Off: 7am

Date for Pick Up: 5/23 Time for Pick Up: 7pm

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? On Sunday 5/24 - JH Winery will have wine.

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:
At the Fairgrounds with the Mountain Man Rendezvous.

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? 8-10 Trash Receptacles

When will the trash receptacles be delivered? Friday May 22nd

When will the trash receptacles be picked up and removed from site? Sunday May 24th

Describe your plan for the collection and removal of trash during your special event:
Hired two temporary employees for trash removal during OWD.

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? Chamber/Pepsi will supply

How many recycling receptacles will they (or you) supply for your event? 6-8

When will these recycling receptacles be delivered? Day of event

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

Describe your plan for collection and removal of recyclable materials during your special event:
Same as trash removal.

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:

No changes to the Old West Day permit from 2019.

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: MEM

Special Event Application

STANDARD CONDITONS 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: MEM

Special Event Application

STANDARD CONDITONS 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: MEM

Special Event Application

STANDARD CONDITONS 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: MEM

Special Event Application

STANDARD CONDITONS 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: MEM

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 procument, 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: eSigned via SeamlessDocs.com Maureen E Murphy Key: d006bb9c9987956c6be92b86b94d9294 **Signature**

APPLICANT: Maureen E Murphy **Printed Name**

DATE: 02/16/2020

TITLE: Director of Special Events &

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

Text

Name of Event: Million Dollar Music Fest (2nd Annual)

Name of Organization: Silver Dollar, Inc./LogiCom, LLC/Jackson Hole Chamber of Commerce

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

Mailing Address: PO Box 69/20 Kerlind Court/PO Box 550

City: Jackson/Franklin/Jackson State: WY/TN/WY Zip Code: 83001/37067/83001

Name of Person Completing Application: Steven Robinson/LogiCom

Email Address: robinson@logicomonline.com/jwaldrop@worthotel.com/mo@jacksonholechamber.com

Work Phone: 615.414.6763 Cell Phone: 615.414.6763

EVENT INFORMATION

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

Description & Purpose of Event *(Attach additional sheets if necessary)*: A concert designed to increase tourism around Old West Days, and to celebrate the spirit of the west in the region.

Location of Event: E. Broadway between Cache & Ctr Alternative Location: n/a

Date(s) of Event: Sunday, May 24, 2020 Event Operating Hours: 4:00 pm - 10:00 pm

Event Set Up Begins Date: May 24, 2020 Time: 4:00 am

Event Clean Up Ends Date: May 25, 2020 Time: 4:00 am

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 3,500 - 5,000 Total Event: 3,500 - 5,000

Special Considerations (check all that apply):

- [x] Alcoholic Beverages
- [x] Cooking/Grilling
- [x] Electricity Requested
- [x] Food Sales
- [x] Merchandise Sales
- [x] Recurring Event
- [x] Ticketed Admission (VIP only)
- [x] Sound Amplification
- [ ] Pets or Animals
- [x] Tents
- [x] Street Closure
- [ ] Sidewalk Closure
- [ ] Overnight Parking
- [ ] Overnight RV Camping
- [x] Use of Town Square

Event Co-Sponsor (s): Jackson Hole Chamber of Commerce

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? [x] Yes [ ] No Free to the public with a small # of VIP tix sold.

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: Justin Smith Cell Phone: 307.413.4563

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)
- [ ] Beverage Vendors (BV)
- [ ] Portable Toilets (T)
- [ ] Stages or Amplified Sound (SO)
- [ ] Garbage Receptacles (G)
- [ ] Retail Merchants (RM)
- [ ] Fire Lane (FL)
- [ ] First Aid / EMS (FA)
- [ ] Electricity / Generator (EL)
- [ ] Food Vendors (FV)
- [ ] Alcohol Vendors (A)
- [ ] Hand Washing Sink (HWS)
- [ ] Bleachers (BL)
- [ ] Recycling Receptacles (RR)
- [ ] Security (P)
- [ ] Fire Extinguishers (EX)
- [ ] Barricades (B)
- [ ] 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
E. Broadway between Cache & King &	5/24/20	4:00am	5/25/20 4:00 am
Center St. from Deloney to Broadway			

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: approx 50 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

To be forwarded under separate cover

Special Event Application

TOWN EQUIPMENT REQUESTS

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

# TBD	Large Street Barricades	# TBD	"Road Closed" Street Signs
# TBD	Small Sidewalk Barricades	# TBD	"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 **(if necessary)**	☐ Assistance with Parking Closures	☑ Assistance with Street Closures

Please describe in detail your request: **We would seek to hire 4 uniform ToJ Police Officers, 1 Plain-clothes Officer and Mounted Patrol from 5pm - 1am as part of our overall security plan.**

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.

FYI, Silver Dollar, Inc., employs a full-time Safety and Security Manager (Bennett Gocke) who will coordinate MDMF Security.

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

- [x] Street Sweeping
- [ ] Snow Removal
- [ ] Street Marking

Please describe in detail your request: **We would request post-event street sweeping.**

PARKS AND RECREATION DEPARTMENT (307) 732-5753

- [ ] Irrigation Locates - Any event placing stakes in turf must obtain irrigation locates.
- [x] Electricity Access
- [ ] Turf / Tree Care - Any additional mowing, raking, trimming or spraying needs.
- [ ] Additional Public Restroom Cleaning

Please describe in detail your request: **We request access to power drops on Town Square.**

**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

- [x] Foot Patrol
- [x] Ambulance
- [ ] Fire Engine
- [ ] Rescue Truck
- [ ] Bicycle Patrol
- [ ] Event Site Inspection

Please describe in detail your request: **As in 2019, we would request presence of 1 ambulance/2 EMTs throughout the public hours of the event (4pm - 10pm).**

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: Soundchecks at 1pm 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 certificat 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

Certificate of Insurance to follow under separate cover.

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: 28 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: _____

Restroom Drop off / Pick Up Date for Drop Off: 5/24/20 Time for Drop Off: approx. noon

Date for Pick Up: 5/25/20 Time for Pick Up: by 7am at latest

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? Spirits, Wine and 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: **Food and drink will be sold, as will event and band souvenir merchandise.**

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? **Yellow Iron Waste Removal**

How many trash receptacles will be supplied for your event? **50 Trash/50 Recycle Bins**

When will the trash receptacles be delivered? **5/24/20 at approx. 10:00 am**

When will the trash receptacles be picked up and removed from site? **5/25/20 at approx. midnight; all clear by 4am**

Describe your plan for the collection and removal of trash during your special event: **Overall trash plan outlined on separate document.**

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.***

As in 2019, we will make every attempt to recycle. Additionally, we will, once again, sell reusable cups.

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? _____

In 2019 we used 40 but many went unused. TBD # in 2020

When will these recycling receptacles be delivered? _____

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

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

_____

_____

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

_____

Special Event Application

SIGNIFICANT EVENT CHANGES

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

☑ Yes ☐ No

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

The 2020 version of The Million Dollar Music Fest will be very similar in design, size and scope to the inaugural event. We plan improvements in areas such as the overall trash plan, directional signage, and general flow around the Town Square.

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: **SMR**

Special Event Application

STANDARD CONDITONS 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: SMR

Special Event Application

STANDARD CONDITONS 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: SMR

Special Event Application

STANDARD CONDITONS 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: SMR

Special Event Application

STANDARD CONDITONS 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: SMR

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 procument, 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: _____ APPLICANT: Steven M. Robinson
Signature Printed Name

DATE: February 17, 2020 TITLE: Producer

2020 Million Dollar Music Fest

Background

After its successful introduction to the Jackson Hole music scene in 2019, the 2nd Annual Million Dollar Music Fest is being planned to return to Town Square on the Sunday before Memorial Day. The event continues its mission to energize Old West Days by adding a big-stage country music concert that celebrates our western heritage. We believe the inaugural event fulfilled its goal to broaden the reach of Old West Days, increase tourism and signal a kick-off for the summer season. Silver Dollar, Inc. (The Million Dollar Cowboy Bar and The Wort Hotel) is, again, utilizing LogiCom (a for-profit LLC based in Nashville, TN) to produce the event and partnering with The Jackson Hole Chamber of Commerce.

Since founded in 1997, LogiCom has produced events in all 50 states and 13 foreign countries. These events have been for clients as varied as gubernatorial or presidential inaugurals, Fortune 100 companies, town festivals, and the world's largest 5K race. LogiCom has produced concerts of all types featuring entertainment as varied as Tony Bennett, Amy Grant, Bono, The Beach Boys, Luke Bryan, Gladys Knight, Kenny Chesney, Toby Keith, Wayne Newton, Jason Isbell, Hootie and the Blowfish, Carrie Underwood and Glen Campbell.

LogiCom's history with Bill Baxter, owner of Silver Dollar, Inc., dates back to 1998 when we first began producing concerts in support of his work at the time. We are proud that twenty-plus years later, our personal and professional relationships are stronger than ever. The work we are doing together to further enhance the music scene in Jackson Hole has been both exciting and rewarding. We look forward to spending more and more time in the region as these projects unfold.

Concert Information

Date:	Sunday, May 24, 2020
Type	Free show with ticketed VIP area
Artists:	Headliner: Midland; Support Acts: TBD
Venue:	Town Square (E. Broadway from Cache to King, and Center from Deloney to Broadway. Stage will be constructed on Broadway between King and Center
Closures:	We propose that the above streets would be closed to vehicular and pedestrian traffic from approx. 4:00 a.m. on Sunday 5/24 until 4:00 a.m. on Monday 5/25.

Barricades will be erected not only around the stage and VIP area, but also around the entire site, while not impeding access to retail shops.

As shown on the site layout map, barricades will run across Center St (at Deloney) from the retail shops to the edge of the park, continuing South to Broadway, and along the park on the North side of Broadway, crossing Broadway at Cache and ending at the retail shops at the corner of Broadway and Cache.

It is our intent to make every effort to ensure customer access to all businesses around the Square. (see attached layout).

F&B: TBD food vendors will be present during the event. Silver Dollar, Inc. will serve as the vendor for alcoholic beverages (beer, wine and liquor). Alcoholic beverages will only be allowed within the perimeter of the event. Alcohol will not be allowed in the Park on Town Square, and will no one with alcohol will be allowed to carry it outside the event site. No outside food or beverages (neither alcoholic and non-alcoholic) will be allowed to be brought into the event perimeter.

Security: We will work with the Jackson Hole Police Department as well as local security personnel to establish and implement a security protocol designed to ensure the safety and enjoyment of all attendees, as well as anyone in the proximity.

Conclusion & Contacts

Thank you for your consideration of this proposed event. If we may provide any additional information or answer any questions, please don't hesitate to contact any of us:

LogiCom:	Steven Robinson	615.414.6763	robinson@logicomonline.com
Silver Dollar, Inc.:	Jim Waldrop	307.690.5154	jwaldrop@worthotel.com
Jackson Chamber:	Mo Murphy	541.908.5314	mo@jacksonholechamber.com
The Cowboy Bar:	Justin Smith	307.413.4563	justin.smith@cowboybarjh.com

LogiCom
www.logicomonline.com
Entertainment & Event Production

LogiCom
www.logicomonline.com
Entertainment & Event Production

Music Schedule
2nd Annual Million Dollar Music Fest

Sunday, May 24, 2020

1:00 p.m.	Headliner Sound Check
2:00 p.m.	Support acts Sound Checks
4:00 p.m.	Sound Checks Concluded
5:00 p.m.	Gates Open; Pre-recorded music and Live Announcements
6:00 p.m.	Live announcements/Opening Act Performance
6:30 p.m.	Opening Act Concludes
6:45 p.m.	Live announcements/Support Act 1 Performance
7:15 p.m.	Support Act 1 Concludes
7:30 p.m.	Live announcements/Support Act 2 Performance
8:10 p.m.	Support Act 2 Concludes
8:30 p.m.	Live announcements/Headliner performance
9:45 p.m.	Headliner concludes

LogiCom
www.logicomonline.com
Entertainment & Event Production

Trash and Recycling Plan
2nd Annual Million Dollar Music Fest 5/24/20

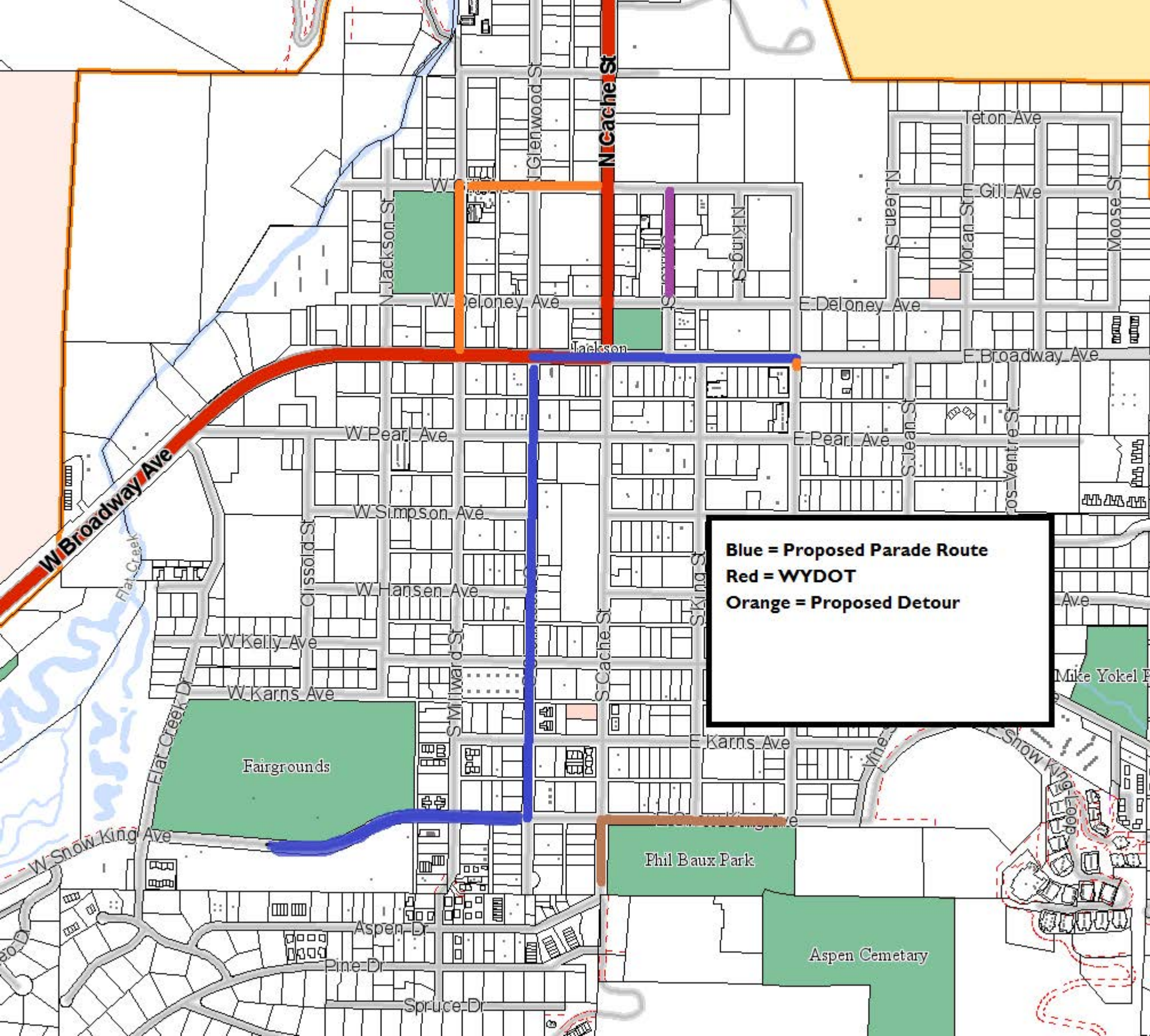
The event staff for the 2020 version of this event will build on its experience in 2019 to maintain a plan to keep the event site (E. Broadway from Cache to King, and Center from Deloney to Broadway including Town Square) clean throughout the load-in, duration of the event and load-out.

Working with Yellow Iron Waste Removal, we will develop a plan determining the number of trash boxes and recycling containers—lined with heavy duty can-liners—as well as dumpsters on-site. Throughout the time we occupy the site, dedicated staffers will maintain all receptacles to keep them controlled

Upon conclusion, all trash, as well as containers and dumpsters will be removed from the site by Yellow Iron. We will endeavor to leave the entire site exactly as we found it. Likewise, every effort will be made to recycle. Additionally, we will sell reusable cups as an option to plastic

Tentative scheduled delivery of containers on May 24, 2020 approx. 12:00 noon (2019 quantities were 40 trash and 40 recycle bins and 2 dumpsters. We expect to utilize similar numbers in 2020 although experience showed us that 40 recycle bins was more than was necessary(.

Tentative scheduled pick-up: May 25, 2020 approx. midnight. In all cases, pick-ups will be complete prior to 4am when our permit ends.


Blue = Proposed Parade Route
Red = WYDOT
Orange = Proposed Detour
W Broadway Ave
N Cache St
S Cache St
Jackson
E Broadway Ave
W Deloney Ave
E Deloney Ave
W Pearl Ave
E Pearl Ave
W Simpson Ave
W Hansen Ave
W Kelly Ave
W Karns Ave
E Karns Ave
W Snow King Ave
Teton Ave
E Gill Ave
N Glenwood St
N Jackson St
N King St
N Jean St
Moran St
Moose St
S Jean St
Cross Ventre St
Cissold St
S Millward St
S King St
Flat Creek
Flat Creek Dr
Fairgrounds
Phil Baux Park
Aspen Cemetary
Aspen Dr
Pine Dr
Spruce Dr
Mike Yokel P
Snow King Loop

TOWN OF JACKSON
AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: PLANNING & BUILDING **PRESENTER**: PAUL ANTHONY

MEETING DATE: MARCH 2, 2020

SUBJECT: TEMPORARY SIGN PERMIT – Climb Wyoming Training

STATEMENT/PURPOSE

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

BACKGROUND/ALTERNATIVES

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

105 Buffalo Way, Albertsons during:
March 8, 2020 to March 14, 2020

Section 6.5.1.C.4 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 banner to be located in one location subject to the following conditions:

1. The use of the site shall be granted by the property owner.
2. The sign shall not be located on the sidewalks or in the public right of way.
3. The sign for Climb Wyoming Training may be installed at:
   105 Buffalo Way, Albertsons during:
   March 8, 2020 to March 14, 2020

SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with Climb Wyoming subject to three (3) conditions of approval.

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

TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department

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

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

EVENT NAME:

Event Name: Climb Training

Physical Address of Event: n/a

Description of Event: Posting banner at Albertsons to advertise free career training.

Grand Opening ____ Yes X No

EVENT SPONSOR/APPLICANT:

Name: Climb Wyoming

Phone: 307-733-4088 ext 1

Mailing Address: PO Box 9494 Jackson,

ZIP: 83001

E-mail: christy@climbwyoming.org

Non-Profit: X For Profit: ____

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: Albertsons

Physical Address: 105 Buffalo Way Jackson, 83001

Dates of Display: March 8 - 14, 2020

Consent from Owner Obtained? Yes X No____

Business/Description: ____

Physical Address: ____

Dates of Display: ____

Consent from Owner Obtained? Yes____ No____

Business/Description: ____

Physical Address: ____

Dates of Display: ____

Consent from Owner Obtained? Yes____ No____

Business/Description: ____

Physical Address: ____

Dates of Display: ____

Consent from Owner Obtained? Yes____ No____

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

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

Yes / No n/a 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.

Christy Thomas

Signature of Authorized Event Applicant

Date 2/21/2020

Christy Thomas

Applicant Name Printed

Title Assistant Program Director

Dimensions 8' x 4'
Sign will be printed in the colors above on Vinyl material

TOWN OF JACKSON
AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: PLANNING & BUILDING **PRESENTER**: PAUL ANTHONY

MEETING DATE: MARCH 2, 2020

SUBJECT: TEMPORARY SIGN PERMIT – Jackson Hole Food and Wine

STATEMENT/PURPOSE

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

BACKGROUND/ALTERNATIVES

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

105 Buffalo Way, Albertsons during:
March 3, 2020 to March 7, 2020

Section 6.5.1.C.4 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 banner to be located in one location subject to the following conditions:

1. The use of the site shall be granted by the property owner.
2. The sign shall not be located on the sidewalks or in the public right of way.
3. The sign for Jackson Hole Food and Wine may be installed at:
   105 Buffalo Way, Albertsons during:
   March 3, 2020 to March 7, 2020

SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with the Jackson Hole Food and Wine subject to three (3) conditions of approval.

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

TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department

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

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

***First**, go to www.townofjackson.com/245/Temporary-Sign-Permit for process and other necessary information.*

EVENT NAME:

Event Name: Jackson Hole Food & Wine Physical Address of Event: Teton Village

Description of Event: 3-day festival featuring tastings, demos, classes, dinners supporting Hole Food Rescue

Grand Opening _____ Yes _____ No X

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: PO Box 14637 83002 Phone: 307 690 4824

E-mail: megan@JHfoodandwine.com ZIP: 83002

Non-Profit: X For Profit: _____

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: Albertsons

Physical Address: 105 Buffalo Way

Dates of Display: 3/3 - 3/7, 2020

Consent from Owner Obtained? Yes____ No X

Business/Description: _____

Physical Address: _____

Dates of Display: _____

Consent from Owner Obtained? Yes____ No____

Business/Description: _____

Physical Address: _____

Dates of Display: _____

Consent from Owner Obtained? Yes____ No____

Business/Description: _____

Physical Address: _____

Dates of Display: _____

Consent from Owner Obtained? Yes____ No____

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

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

Yes X No ____ Installation specifications, and any structural details or specifications required for freestanding signs.

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

Signature of Authorized Event Applicant — Date: 2/18/20

Applicant Name Printed: Megan Gallagher — Title: Director

Albertson’s banner

Winter Fest 2020

Specs

95X145

Has grommets

JH Food & Wine can hang it using zip ties

JACKSON HOLE

FOOD & WINE

est. 2016

WINTER FEST

MARCH 12 - 14, 2020

EAT • DRINK • SKI • SUPPORT

SUPPORTING

HOLE FOOD RESCUE

JHFOODANDWINE.COM

TOWN OF JACKSON
AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Public Works **PRESENTER**: Johnny Ziem

MEETING DATE: March 2, 2020

SUBJECT: **Request Council Approval for the Berger and Martin Lane Lift Station Rebuild Project**

STATEMENT/PURPOSE

The purpose of this project is to approve a contract for project number #20-11, the Berger and Marin Lane Lift Station Rebuild Project. The contract is to provide for all necessary engineering, design services, labor, and administration incidental to the completion of this project.

BACKGROUND/ALTERNATIVES

The Town of Jackson currently owns and operates seven wastewater lift stations. The two oldest lift station assets the Town operates is the Berger and Martin Lane lift stations. This maintenance project aims to replace all existing equipment, including but not limited to: high efficiency pumps, piping, control panels, and includes adding SCADA which will allow for computer-controlled operation. This project is slated to begin in the spring of 2020.

Advanced Pump and Equipment of Belgrade, Montana, are the Town's contracted maintenance service company for all our lift stations and was chosen to rebuild both Martin and Berger Lane lift stations.

COMPREHENSIVE PLAN ALIGNMENT

- Principle 8.2: Coordinate the provision of infrastructure and facilities needed for service delivery

STAKEHOLDER ANALYSIS

Stakeholder analysis for this item focused on working with the Public Works Sewer Division and Advance Pump and Equipment to ensure a complete rebuild of both lift stations meets our current specs and will provide a long-term value to our existing sewer system for years to come.

FISCAL IMPACT

The current FY20 Budget appropriates $225,000.00, which covers the cost for the Berger and Martin Lane project and also includes some funds to perform some minor maintenance at our other lift stations as well. The contract amount for the Berger and Martin Lane lift station project is $91,773.46.

STAFF IMPACT

Staff impact for this item will require roughly 8 – 10 hours a week managing the project/contract and working closely with the contractor to ensure project completion on time and under budget.

LEGAL REVIEW

Complete.

ATTACHMENTS

None.

RECOMMENDATION

Staff recommends approval of the Berger and Martin Lane Lift Station Rebuild Project with Advanced Pump and Equipment of Belgrade, Montana, in the amount of $91,773.46.

SUGGESTED MOTION

I move to approve the contract for the Berger and Martin Lane Lift Station Rebuild Project with Advanced Pump and Equipment of Belgrade, Montana, in the amount of $91,773.46 and authorize the Mayor to execute all necessary contract Agreements.

TOWN OF JACKSON
AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Public Works **PRESENTER**: Brian Lenz, Town Engineer

MEETING DATE: March 2, 2020

SUBJECT: **Contract for Construction – 2020 Sidewalk Improvement Project 20-12**

STATEMENT/PURPOSE

The purpose of this item is to obtain approval for the award of and authorize the mayor to sign the contract for the construction of the 2020 Sidewalk Improvements Project.

BACKGROUND/ALTERNATIVES

The proposed Project consists of the installation of approximately 3200 lineal feet of concrete curb and gutter and 14,125 square feet of concrete sidewalk on the north side of Hansen Avenue from Cache Street to Redmond Street, as well as approximately 675 lineal feet of curb and gutter, 3250 square feet of concrete sidewalk, and 1675 square feet of concrete pavers on both sides of Jackson Street including plant mix street reconstruction from Broadway Avenue to Pearl Avenue. The base bid also includes associated approach/driveway work, street lighting, street restoration, sodding, minor stormwater and culvert work and all other incidentals required to complete the work. Included in the bid is an optional alternative for street reconstruction of Pearl Avenue in the vicinity of the Jackson Street intersection.

The Project Schedule generally runs from April 6 – October 15, 2020.

The project was advertised in the JH News & Guide Weekly for 2 weeks beginning on January 22, 2020.

The town received construction bids for the project on February 20, 2020. Five bids were received.

1. **Evans Construction Company of Jackson, WY** **$1,569,491.25**
2. **MD Landscaping & Excavation, Inc. of Driggs, ID** **$ 1,534,959.00**
3. **DePatco Inc. of Idaho Falls, ID** **$ 1,591,393.25**
4. **Westwood Curtis Construction, Inc. of Jackson, WY** **$ 1,682,043.00**
5. **C.M. Owen Construction, LLC of Victor, ID** **$ 1,855,520.00**

Per Wyoming §16-6-102 pertaining to resident contractors, …"*If advertisement for bids is required, the contract shall be let to the responsible certified resident making the lowest bid if the certified resident's bid is not more than five percent (5%) higher than that of the lowest responsible nonresident bidder*." Whereas the bid from Evans Construction Company of Jackson, Wyoming is not more than 5% of the lowest responsible nonresident bidder, Evans Construction Company of Jackson, WY is the low bidder.

Options for council to consider are:

- Approve to award the contract of the 2020 Sidewalk Improvement Project as presented and authorize funding for the project.
- Reject all bids for the 2020 Sidewalk Improvement Project and rebid at a later date.
- Other

COMPREHENSIVE PLAN ALIGNMENT

The 2020 Sidewalk Improvements project aligns with the following Comprehensive Plan elements:

- Common Value #1 *Ecosystem Stewardship*
  - Principle 2.3 Reduce energy consumption through transportation
- Common Value #2 *Growth Management*
  - Principle 3.2 Enhance suitable locations as Complete Neighborhoods
- Common Value #3 *Quality of Life*
  - Principle 6.2 Promote a stable and diverse economy
  - Principle 7.1 Meet future transportation demand through the use of alternative modes
  - Principle 7.2 Create a safe, efficient, interconnected multimodal transportation network
  - Principle 7.3 Coordinate land use and transportation planning
  - Principle 8.1 Maintain current, coordinated service delivery

This project also contributes to the Council priority of providing safe routes for families (from the Council Retreat, January 14-15, 2019), and to the Town of Jackson Core Value of Customer Focus & Service. Additionally, Hansen Ave is listed in the Community Streets Action Plan 2015-2029 in Group 5 (Primary Cross-Town Bike/Walk Corridor).

STAKEHOLDER ANALYSIS

Stakeholders of the 2020 Sidewalk Improvements Project include residents of Hansen Ave, business owners along Jackson Street, pedestrians, cyclists, Public Works Engineering and Street maintenance staff, and possibly Parks and Recreation maintenance staff.

FISCAL IMPACT

The following funding sources exist for this project in the approved FY20 budget:

- Capital Projects Fund (5th Cent) – for Hansen sidewalk
- Capital Projects Fund (5th Cent) – for Jackson Street Sidewalk
- Capital Projects Fund (5th Cent) - Annual Streets Reconstruction
- 2017 SPET – $1,500,000 for Proposition #4 Town of Jackson Pedestrian Improvements ("for the purpose of planning, design, engineering, and construction of pedestrian improvements including sidewalks, crosswalks, and ADA facilities within the Town of Jackson")

An additional $280,000 will need to be appropriated from the FY20 2017 SPET budget for sidewalk improvements on Hansen Avenue and Jackson Street. Design revisions to the Hansen Ave. sidewalk and drainage improvements that were assessed with final design increased the cost of the project beyond the original budget and costs for sidewalk specific improvements were allocated to the SPET funding for sidewalks. At the time of budget, no appropriation for from FY 2017 SPET was considered for Jackson Street but as design progressed, drainage challenges needed to be addressed that increased the scope of the project and separating out costs for the sidewalk specific portion of the project allows us to complete the project and also utilize SPET funding for sidewalk improvements.

Additional costs to the Town associated with a new sidewalk include the future capital improvements required to repair or replace the sidewalk and landscaped strip, and the increased use of equipment and other existing material/financial resources to regularly maintain the sidewalk/landscape.

STAFF IMPACT

Construction coordination between the Contractor and Engineering Staff will be necessary. It is estimated that 10-20 hours per week of public works staff time shall be required if staff is directed to award the contract and proceed with construction as proposed.

Once a new sidewalk is in place, increased ongoing maintenance requirements requiring staff time include future capital repair and replacement by Public Works, possible increased stormwater systems management by Public Works, and possible landscape strip maintenance by Public Works and/or Parks and Recreation.

LEGAL REVIEW

Ongoing as needed.

ATTACHMENTS

None.

RECOMMENDATION

Staff recommends that Town Council approve the award of and authorize the mayor to sign the contract for the construction of the 2020 Sidewalk Improvements Project and authorize funding for survey, construction testing, and construction administration for the project.

SUGGESTED MOTION

I move to approve the award of, and authorize the mayor to sign, the contract for the construction of the 2020 Sidewalk Improvements Project in full to Evans Construction Company of Jackson, Wyoming in the amount of **$1,535,291.25** and authorize funding for survey, construction testing, and construction administration for the project.

TOWN OF JACKSON
AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Public Works **PRESENTER**: Johnny Ziem

MEETING DATE: March 2, 2020

SUBJECT: **Request Council Approval for the Core Services Facility Phase 1 Contract**

STATEMENT/PURPOSE

The purpose of this item is to request Council approval for the Core Services Facility Phase 1 Contract for the purpose of planning, designing, engineering, bidding, and construction contracting professional services.

BACKGROUND/ALTERNATIVES

The Core Services Facility SPET project was approved by voters in the fall of 2019. The ultimate scope of this project is to construct a fleet maintenance shop that will adequately service Town, County and community vehicles and equipment, including but not limited to:

1. **All Town of Jackson Vehicles and Equipment:** snow plows, police, administration, engineering, building/planning, water, and sewer.
2. **All Joint Town and County Vehicles and Equipment:** Animal Shelter, START Bus, Jackson Hole Fire & EMS (as needed).
3. **Teton County Vehicles and Equipment:** Fair Board, Sheriff, Search and Rescue, Administration, Road and Levee, Coroner, Weed and Pest, Emergency Management, Public Health, Integrated Solid Waste and Recycling.
4. **Other Community Vehicles:** Snow King Center, Senior Center, Learning Center, and St. John's Hospital.

Prior to the construction of the current START Bus facility, the idea was to bid the entire facility as one project, including the Core Service facility in 2014. As a cost saving measure at the time, only the START Bus facility was completed to construction documents, bid and ultimately constructed. In 2015, in order to keep the Core Services facility "shovel ready" in anticipation of potential federal funding opportunities, the design plans were completed for the remainder of the entire facility if the Town decided to move to a construction phase. Consequently, when the Core Services facility design was finalized under an older set of building codes and the current design for this facility now needs to be updated to the most current building code requirements including: structural, electrical, plumbing, mechanical, architectural, and civil. The scope of the Phase 1 Contract will include:

1. Town of Jackson Final Development Plan Amendment
2. Incorporation of final architectural design changes
3. Third party code review to new 2018 Building Code compliance
4. Third party independent cost estimation
5. Conforming all documents into a bid package
6. Completion of the bidding process (addendums/contractor questions)
7. Receiving and complete review of the Bids
8. Recommendation to award to a successful Bidder

Jorgensen Associates, Inc. was chosen as the engineering firm that will execute the Phase 1 contract for services.

COMPREHENSIVE PLAN ALIGNMENT

- Teton County Comprehensive Plan, Section 7: Multimodal Transportation
    a) Policy 7.1.c: Increase the capacity for use of alternative transportation modes.
    b) Policy 7.1.f: Establish a regional transportation strategy.
- Section 8: Quality Community Service Provision
    a) Principle 8.2: Coordinate the provision of infrastructure and facilities needed for service delivery.
- Integrated Transportation Plan (ITP): the plan is to increase service levels (frequency, hours of operation and connectivity) on local routes, brining much better service to areas of the town and county

STAKEHOLDER ANALYSIS

Stakeholder analysis for this project included meetings with START Bus, Public Works Fleet Maintenance staff, and the Facilities Department. Staff discussed and identified possible changes to the 2015 plan documents and made sure programming of facility meets current use and future needs. The Fleet Maintenance team also met with equipment contractors to update their equipment inventory and future equipment needs that will be included in the construction of this facility.

FISCAL IMPACT

The total cost for Phase 1 contracting services is a not to exceed price of $520,530.00. Since this project was voter approved in the fall of 2019, the FY20 budget did not have any allocated funding for this contract. In order to fund this contract and prepare the project for bidding, staff will ask for a budget amendment to use allocated (unexpended) funds from the FY20 North Cache Streetscape Project. The North Cache Streetscape Project will not be constructed this year due to ongoing design meetings with WYDOT.

STAFF IMPACT

Staff impact for this item includes 8 hours a month for staff to work with Jorgensen Engineering to finalize the plans, contract documents, and bid package. It is anticipated that construction could begin as early as July of 2020. Once construction begins, it is estimated that staff will spend roughly 5 -8 hours a week working with a project manager to facilitate construction.

LEGAL REVIEW

The Town Attorney shall provide a final approval of the Phase1 contract prior to execution by the Mayor.

ATTACHMENTS

None.

RECOMMENDATION

Staff recommends approval of the Phase 1 Core Services Facility Contract with Jorgensen Associates of Jackson, Wyoming in the amount of $520,530.00 and authorize the use of the allocated funding for the North Cache Streetscape Project.

SUGGESTED MOTION

I move to approve the funding for the Phase 1 Core Services Facility Contract with Jorgensen Associates of Jackson, Wyoming, in the amount of $520,530.00, and upon legal approval, authorize the Mayor to execute all necessary contract Agreements.

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: FEBRUARY 27, 2020

SUBMITTING DEPARTMENT: COMMUNITY DEVELOPMENT

MEETING DATE: MARCH 2, 2020

DEPARTMENT DIRECTOR: TYLER SINCLAIR

PRESENTER: TYLER SINCLAIR

SUBJECT: **ITEM P19-187:** AMENDMENT TO SECTION 8.10 DUTIES AND RESPONSIBILITIES IN THE LAND DEVELOPMENT REGULATIONS

APPLICANT: TOWN OF JACKSON

REQUESTED ACTION

Town staff is requesting that Item P19-187, an amendment to Section 8.10: Duties and Responsibilities in the Land Development Regulations (LDRs), be continued to the Planning Commission's regular meeting on April 6, 2020.

SUGGESTED MOTION

I move to continue Item P19-187 to the Planning Commission's regular meeting on April 6, 2020.

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: FEBRUARY 27, 2020

SUBMITTING DEPARTMENT: COMMUNITY DEVELOPMENT

MEETING DATE: MARCH 2, 2020

DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: TYLER SINCLAIR

SUBJECT: **ITEM P19-201:** A REQUEST FOR AN AMENDMENT TO THE SNOW KING PLANNED RESORT DISTRICT MASTER PLAN

APPLICANT: SNOW KING RESORT MASTER ASSOCIATION - SKRMA

REQUESTED ACTION

Snow King Resort Master Association has applied to the Town of Jackson to amend its Resort Master Plan pursuant to Section 8.7.3 Planned Unit Development of the Town Land Development Regulations. Specifically including the following actions:

A. Amendment to a Resort Master Plan pursuant to Section 8.7.3 Planned Unit Development
B. Amendment to an associated Sketch Plan pursuant to Section 8.7.3 Planned Unit Development and Section 8.3.1 Sketch Plan.

BACKGROUND

Town Council reviewed this application at Regular Town Council meetings on December 2 and 16, 2019 and January 6, 2020. At the January 6, 2020 meeting Council direct staff to 1) work with the applicant to amend the Snow King Planned Resort District Master Plan subject to the conditions and department reviews from the December 2, 2019 staff report pursuant to the Town Council direction provided at subsequent meetings, 2) make any other necessary edits to the satisfaction of the Community Development Director, Planning Director and Town Attorney, 3) obtain SKRMA's formal position on the revised amended conditions; and 4) once staff has obtained SKRMA's formal position on the amendments, bring this item back for final consideration by Town Council at the February 3, 2020 Regular Town Council meeting. In addition, the Council continued an associated Item P19-201, a Sketch Plan for the Snow King Planned Resort District Master Plan, to February 3, 2020. At the February 3, 2020 Regular Town Council meeting both items were continued to the February 18, 2020 meeting. At the February 18, 2020 Regular Town Council meeting both items were continued to the March 2, 2020 meeting.

Staff and the applicant are both requesting that both items now be continued to the March 16, 2020 Regular Town Council meeting to allow additional time to complete the direction given by Council on January 6, 2020.

SUGGESTED MOTION

I move to continue Item P19-201 an amendment to a Resort Master Plan pursuant to Section 8.7.3 Planned Unit Development and an amendment to an associated Sketch Plan pursuant to Section 8.7.3 Planned Unit Development and Section 8.3.1 Sketch Plan to the Regular Town Council meeting on March 16, 2020.

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: February 27, 2020
MEETING DATE: March 2, 2020

SUBMITTING DEPARTMENT: Community Development
DEPARTMENT DIRECTOR: Tyler Sinclair
PRESENTER: Tyler Sinclair

SUBJECT: Draft Environmental Impact Statement: Snow King Mountain Resort On-Mountain Improvements Project - United States Forest Service – Town Comments

STATEMENT/PURPOSE

The purpose of this item is for Town Council to consider providing comments to the United States Forest Service related to the Draft Environmental Impact Statement: Snow King Mountain Resort On-Mountain Improvements Project.

There will be no public comment taken on this item. Members of the public wanting to provide comment should do so directly to the United States Forest Service during the 45 day comment period.

BACKGROUND/ALTERNATIVES

Town Council previously considered this item at the February 18, 2020 regular Town Council workshop. Sean McGinness, Mountain Resorts Coordinator, for the Bridger-Teton and Caribou-Targhee National Forests was available to answer Council questions regarding the plan and next steps in the Forest Service review process. Council discussed the item and concluded that individual members should provide comments to staff, so staff could aggregate them into a draft letter to the Forest Service for consideration at the March 2. 2020 regular meeting. A motion was made by Council to continue the item to the March 2 Regular Town Council meeting.

Based upon comments submitted and Council discussion with staff there seems to be three primary areas that Council may choose to provide comment as follows:

1. Comment that overall the alternatives presented fall short of expectations for a balanced and thorough analysis as there are few differences between the proposed action and the proposed alternatives
2. Comment regarding the lack of alternatives for the proposed roadway/ski-way to the top of the mountain
3. Comment regarding the impact of mountain bike access from the top of the mountain

Staff has attached a draft letter for Council consideration based upon comments submitted and discussions with Council focusing on these issues.

Please see the February 18, 2020, staff report for this item for further background and links to the proposal.

STAKEHOLDER ANALYSIS

The stakeholders involved in this issue include Snow King Mountain Recreation, the Town of Jackson organization, all patrons and users of Snow King Mountain, and the community at large.

ATTACHMENTS

Town of Jackson, draft letter to the United States Forest Service dated March 2, 2020
Town Staff Report, dated February 18, 2020

FISCAL IMPACT

None

STAFF IMPACT

The staff impact has been moderate attending Cooperating Agency Meetings with the Forest Service and preparing Town Council reports and correspondence on this item.

LEGAL REVIEW

This item has not been provided to the Town Attorney for review.

RECOMMENDATION

The Community Development Director has not provided a recommendation on this item.

SUGGESTED MOTION

I move to authorize the Mayor to sign a letter to the United States Forest Service providing comments on the Draft Environmental Impact Statement: Snow King Mountain Resort On-Mountain Improvements Project dated March 2, 2020 as presented and amended at this meeting.

Synopsis for PowerPoint (120 words max):

Purpose:

Background:

Fiscal Impact:

March 2, 2020

U.S. Forest Service
Bridger-Teton National Forest
Patricia O'Connor, Forest Supervisor
P.O. Box 1888
Jackson, WY 83001

Dear Ms. O'Connor,

Thank you for the opportunity to comment on the Snow King draft EIS and for continuing to include the Town of Jackson as a cooperating agency in this process. The Town is providing the following three (3) comments aggregated from individual Council members for your consideration. While these comments do not represent a majority vote of the Council, we hope you will consider them as part of the EIS review process moving forward.

1) In general, the alternatives presented – with one notable exception – fall short of expectations for a balanced and thorough analysis. The National Environmental Policy Act requires a reasonable range of alternatives, but aside from the no-action alternative, there are few differences between the other options and the proposed action.
2) Specifically, at the outset of this process the Town requested a range of alternatives for the proposed road and ski-way across the face of Snow King Mountain to and from the summit. Alternatives three and four contain the exact same alignment as alternative two, which is the proposed action by the resort. This comes after the Town and the Bridger-Teton received substantial public comment about the road and the need for a range of alternatives. It seems the Bridger-Teton limited its analysis to solely what the resort provided, concluding there was no other viable alternative. Alternative alignments to the one proposed should be considered including what has been referred to in public comment as the "Briggs Road" and other possible alignments, including creating new switchbacks between the Elk and Exhibition ski runs. Please consider whether these alternatives could meet the purpose and need of the proposed action while limiting disturbance and expansion to the existing boundaries. Specifically, safety should be a paramount concern, both for the beginning skiers the route would serve and the experts whose ski runs would be bisected by it, please consider more thoroughly the steepness of slopes, undulations of terrain and avalanche danger for all users in any proposed alternative.
3) The notable exception where alternatives three and four differ from the proposed action is in regard to downhill mountain biking. The draft EIS rightly notes that the proposed action could put significantly more users into the Cache Creek/Game Creek trail system, causing potential user conflicts and resource degradation. Both alternatives three and four are preferable to alternative two, although alternative four is preferable because it affords the most protection.

Thank you again for your time and consideration. The Town looks forward to continuing to collaborate with the Bridger-Teton so that Snow King serves the public for another 80 years.

Sincerely,

Mayor Pete Muldoon

DRAFT

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: February 13, 2020
MEETING DATE: February 18, 2020

SUBMITTING DEPARTMENT: Community Development
DEPARTMENT DIRECTOR: Tyler Sinclair
PRESENTER: Tyler Sinclair

SUBJECT: Draft Environmental Impact Statement: Snow King Mountain Resort On-Mountain Improvements Project - United States Forest Service – Town Comments

STATEMENT/PURPOSE

The purpose of this item is for Town Council to consider providing comments to the United States Forest Service related to the Draft Environmental Impact Statement: Snow King Mountain Resort On-Mountain Improvements Project.

There will be no public comment taken on this item. Members of the public wanting to provide comment should do so directly to the United States Forest Service during the 45 day comment period.

BACKGROUND/ALTERNATIVES

The Town of Jackson as a recognized Cooperating Agency has been part of the United States Forest Service (Forest Service) Review of the proposed Snow King Mountain Resort On-Mountain Improvements Project over the past 2 years. Most recently the Town submitted formal comments to the Forest Service during the scoping comment period in a letter dated October 1, 2018, see attached. The Forest Service has now released a Draft Environmental Impact Statement: Snow King Mountain Resort On-Mountain Improvements Project identifying and analyzing four alternatives. All four alternatives have been reviewed pursuant to the Federal Environmental Impact Statement guidelines, see attached. Staff notes that included in this document is both analysis of the proposed 4 alternatives but also explanation as to why certain alternatives raised during scoping were not included for consideration. This document is currently within a 45 day required public comment period which will end March 16, 2020. Staff has attached a Decision Process Flow Chart indicating the entire review process, where we are in it and next steps to be completed.

Staff requests that Council review the previous Town scoping comments and the draft EIS document to determine what comments individual members would like to provide at this time. Sean McGinness,
Mountain Resorts Coordinator, for the Bridger-Teton and Caribou-Targhee National Forests will be available at the meeting to answer any questions Council may have. Town comments could be provided as list of all comments made by individual members with no consensus or by a vote of the Council summarizing Town comment.

STAKEHOLDER ANALYSIS

The stakeholders involved in this issue include Snow King Mountain Recreation, the Town of Jackson organization, all patrons and users of Snow King Mountain, and the community at large.

ATTACHMENTS

- Town of Jackson letter to the United States Forest Service, dated October 1, 2018
- Bridger-Teton National Forest Decision Process for the Snow King Mountain Resort On-Mountain Improvement Project
- Draft Environmental Impact Statement: Snow King Mountain Resort On-Mountain Improvements Project – Executive Summary
- Draft Environmental Impact Statement: Snow King Mountain Resort On-Mountain Improvements Project – Complete Report
  - https://www.fs.usda.gov/nfs/11558/www/nepa/109524_FSPLT3_5228500.pdf

FISCAL IMPACT

None

STAFF IMPACT

The staff impact has been moderate attending Cooperating Agency Meetings with the Forest Service and preparing Town Council reports and correspondence on this item.

LEGAL REVIEW

This item has not been provided to the Town Attorney for review.

RECOMMENDATION

The Community Development Director has not provided a recommendation on this item.

SUGGESTED MOTION

I move to direct staff to draft a letter to the United States Forest Service outlying comments provided by Council at this meeting for consideration at the March 2, 2020 Town Council meeting.

Synopsis for PowerPoint (120 words max):

Purpose:

Background:

Fiscal Impact:

draft

March 2, 2020

U.S. Forest Service
Bridger-Teton National Forest
Patricia O'Connor, Forest Supervisor
P.O. Box 1888
Jackson, WY 83001

Dear Ms. O'Connor,

Thank you for the opportunity to comment on the Snow King draft EIS and for continuing to include the Town of Jackson as a cooperating agency in this process.

In general, the alternatives presented – with one notable exception – fall short of expectations for a balanced and thorough analysis. The National Environmental Policy Act requires a reasonable range of alternatives, but aside from the no-action alternative, there are few differences between the other options and the proposed action.

Specifically, at the outset of this process the town requested a range of alternatives for the proposed road and skiway across the face of Snow King Mountain to and from the summit. Alternatives three and four contain the exact same alignment as alternative two, which is the proposed action by the resort. This comes after the town and the Bridger-Teton received substantial public comment about the road and the need for a range of alternatives.

It seems the Bridger-Teton limited its analysis to solely what the resort provided, concluding there was no other viable alternative. Yet a group of citizens, led by avalanche forecaster and veteran Snow King ski patroller Rod Newcomb, presented an alternative to District Ranger Mary Moore that showed a viable route to the summit without an expansion of the resort boundaries. This route is known as the "Briggs Road," after longtime instructor and ski pioneer Bill Briggs, who scouted the alignment to the west of the summit with resort founder Neil Rafferty as early as the 1970s.

There may be other alignments, including creating new switchbacks between the Elk and Exhibition ski runs, that the Bridger-Teton did not consider. These options still would meet the purpose and need of the proposed action yet would limit disturbance to the existing boundaries.

Also, the proposed road/skiway would cross three black diamond trails and three double-black diamond trails, with slope angles approaching 40 degrees. Safety should be a paramount

concern, both for the beginning skiers the route would serve and the experts whose ski runs would be bisected by it. Please consider more thoroughly the steepness of slopes, undulations of terrain and avalanche danger for all users in any proposed alternative.

The notable exception where alternatives three and four differ from the proposed action is in regard to downhill mountain biking. The draft EIS rightly notes that the proposed action could put significantly more users into the Cache Creek/Game Creek trail system, causing potential user conflicts and resource degradation. Alternatives three and four are preferable to alternative two, although alternative four is preferable because it affords the most protection.

Thank you again for your time and consideration. The town looks forward to continuing to collaborate with the Bridger-Teton so that Snow King serves the public for another 80 years.

Sincerely,

draft

Mayor Pete Muldoon
Jackson Town Council

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: FEBRUARY 27, 2020
MEETING DATE: MARCH 02, 2020

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: BRENDAN CONBOY

SUBJECT: **ITEM P20-004:** SUBDIVISION PLAT FOR A LAND DIVISION AT 540 CACHE CREEK DRIVE IN THE NEIGHBORHOOD LOW DENSITY – 2 (NL-2) ZONE.

APPLICANT: JOSH KILPATRICK, NELSON ENGINEERING

OWNER: 540 CACHE CREEK LLC C/O WILDSTAR PARTNERS LLC

REQUESTED ACTION

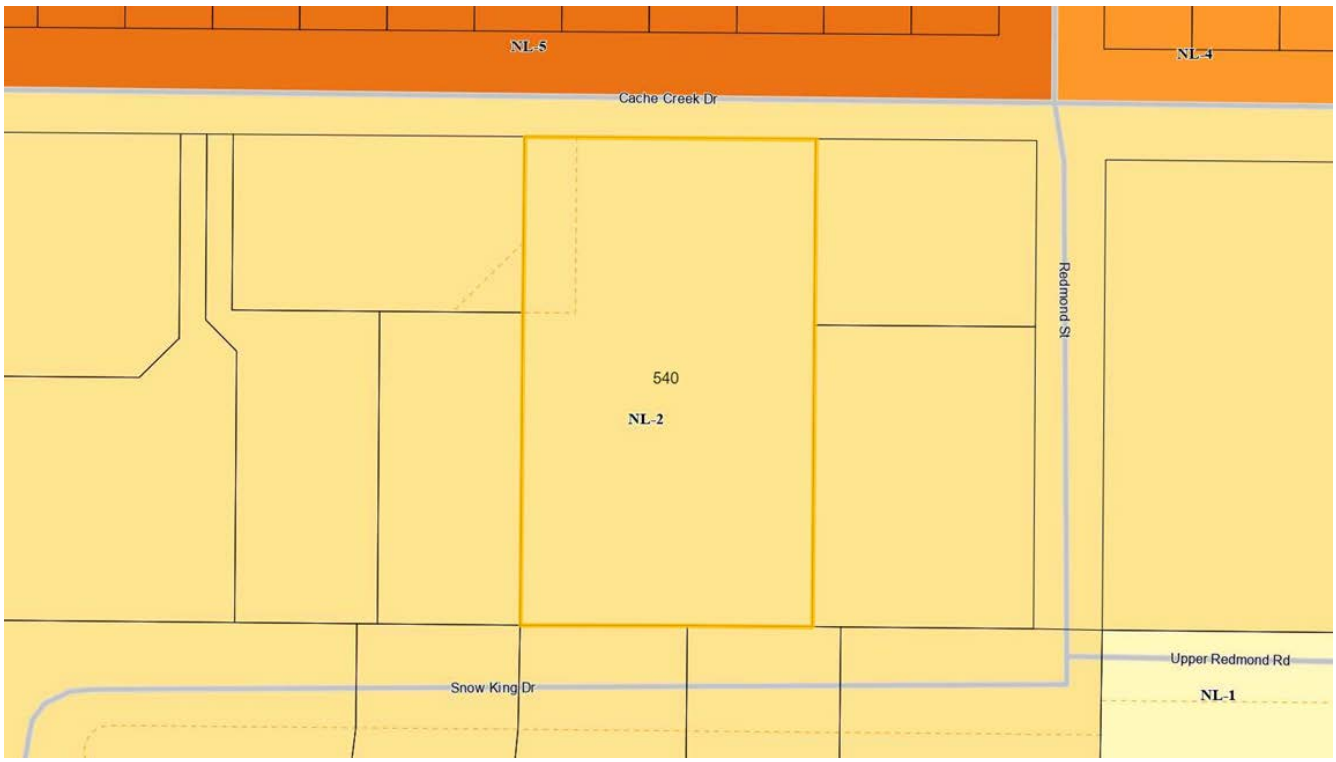
The applicant, representing 540 Cache Creek LLC c/o Wildstar Partners LLC, is requesting approval of a Subdivision Plat for a two lot subdivision at 540 Cache Creek Drive in the Neighborhood Low Density– 2 (NL-2) zoning district to divide a 1.06 acre lot into two 23,054 SF lots at 540 Cache Creek Drive.

APPLICABLE REGULATIONS

Section 8.5.3. Subdivision Plat

LOCATION

The property is located at 540 Cache Creek Drive and legally known as LOT 6, BLK. 7, HALL 2. An aerial photo and zoning map are shown on the following page:



BACKGROUND

The subject property is a 1.06 acre (46,173.6 SF) lot within the Neighborhood Low Density – 2

(NL-2) zoning district. The surrounding zoning to the north is Neighborhood Low Density – 5 (NL-5), and Neighborhood Low Density–2 (NL-2) to the east, south, and west. The site is legally addressed as Lot 6, Block 7, Hall 2 and is addressed as 540 Cache Creek Drive. Historically, the site contained a 3,961 SF single- story detached single family home with an attached garage built in 1954.

On February 17, 2009, the Town Council approved a Final Development Plan P08-142 on the property to allow three residential lots and a Hillside Conditional Use Permit P08-143 to allow hillside development on slopes greater than 10%. The Final Development Plan and Hillside CUP expired on February 17, 2012 after the applicant failed to obtain a Building Permit or Final Plat to establish the project authorized by the approvals. In July of 2018, the zoning was changed from Suburban to NL-2 which increased the minimum lot size from 12,000 SF to 23,054 SF, which in turn resulted in a reduction in the number of lots that could be created by subdividing the property from 3 to 2 lots.

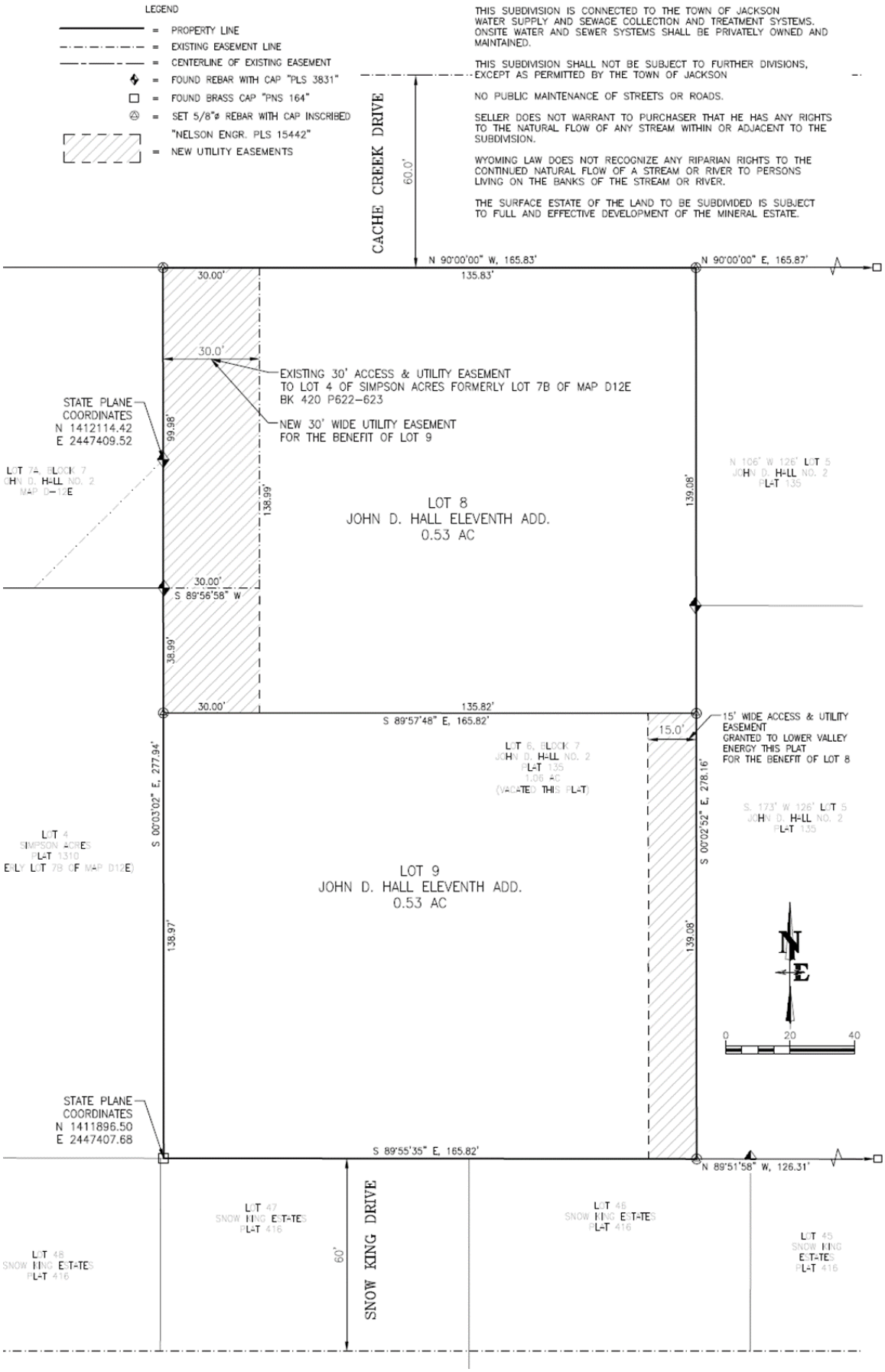
On July 10, 2019, the applicant received approval of Demolition Permit B19-0435 to demolish a 3,961 SF single family home.

On September 11, 2019 the applicant received approval of Building Permit B19-0550 to construct a 5,558 SF detached single family home with an attached 800 SF Accessory Residential Unit. The new single family home is situated in the rear of the existing lot and conforms to the anticipated setbacks of the proposed land division. The applicant intends to build a similar structure on the northern lot with comparable floor area and footprint upon approval of this subdivision plat.

On December 2, 2019, the applicant received approval of a Development Plan, item P19-199, and a Hillside Conditional Use Permit, P19-200, which are required prior to Subdivision Plat for the proposed two lot subdivision. There are no conditions of approval placed on these items other than those found in the Departmental Reviews.

PROJECT DESCRIPTION

The applicant is proposing to subdivide the subject property into two lots. The applicant proposes to subdivide the existing 1.06 acre lot into two lots. The result will be two 23,054 SF lots with a detached single family home on each lot. Access to the northern lot is taken from Cache Creek Drive, while access to the southern lot is taken from Snow King Drive. A copy of the proposed plat is provided on the following page:



[STAFF ANALYSIS]

Staff has reviewed the proposed development for compliance with the dimensional limitations of the NL-2 zone as part of Development Plan, P19-199, and Hillside Conditional Use Permit P19-200.

Park and School Exactions

Park and School Exaction fees are due prior to plat recordation. Park Exactions are calculated at $6,750 and School Exactions are calculated at $4,000 for two 4-bedroom detached single family units.

Affordable and Workforce Housing Fees

The applicant paid an Affordable and Workforce Housing fee-in-lieu of $12,404.65 for 5,558 SF of habitable floor area after utilizing the entire 'credit' for the previous 3,961 SF house ($23,503.91 value) which was demolished as part of Building Permit B19-0550 for the detached single family home that is under construction on what will be the southern lot.

The applicant will be required to pay an Affordable and Workforce Housing fee for the northern lot at the time of Building Permit issuance.

STAFF FINDINGS

Pursuant to Section 8.5.3.C (Subdivision Plat) of the Land Development Regulations, the following findings shall be made for the approval of a Subdivision Plat.

1. ***Approved Development Plan.*** *The proposed Subdivision Plat shall be in substantial conformance with an approved development plan or development option plan.*

   Complies. Staff finds the proposed subdivision plat to be in substantial conformance with the previously approved Development Plan, P19-199, and Hillside Conditional Use Permit, P19-200.

2. ***Complies with Section 8.5.3.*** *The proposed Subdivision Plat shall comply with Section 8.5.3 – Subdivision Plat.*

   Complies. Staff finds that the proposed subdivision plat complies with the standards of Section 8.5.3 – Subdivision Plat in regards to the purpose, applicability, required documentation information and review process.

3. ***Complies with Division 7.2.*** *The proposed Subdivision Plat shall comply with Division 7.2 – Subdivision Standards.*

   Complies. The proposed subdivision meets the standards laid out in Division 7.2.

4. ***Other Relevant Standards/LDRs.*** *The subdivision plat shall comply with all other relevant standards of these LDRs and other Town Ordinances.*

   Complies. Staff finds that the proposed subdivision complies with the provisions of the LDRs and meets the minimum lot size requirement. In addition the subdivision complies with all other Town Ordinances.

ATTACHMENTS

Applicant Submittal
Departmental Reviews
Revised Plat and Response to Departmental Reviews

PUBLIC COMMENT

None at this time.

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

Ongoing as required.

RECOMMENDATIONS/ CONDITIONS OF APPROVAL

The Planning Director recommends approval of a Subdivision Plat for the property addressed as 540 Cache Creek Drive subject to the departmental reviews as provided in the staff report dated February 27, 2020, and the following two conditions of approval:

1. Within thirty (30) calendar days from the date of Town Council approval, the applicant shall satisfactorily address all comments made by the Town of Jackson and other reviewing entities in the Departmental Reviews and submit the corrections to the Planning Department. The Planning Director shall review and approve all required changes prior to recording the plat with the County Clerk.

2. Prior to recording the plat the applicant shall pay Park Exactions calculated at $6,750 and School Exactions calculated at $4,000 for two 4-bedroom single family units.

SUGGESTED MOTIONS

Based upon the findings for a Subdivision Plat as presented in the staff report and by the applicant for Item P20-004 related to 1) Conformance with Development Plan or Development Option Plan; 2) Complies with standards of Section 8.5.3. Subdivision Plat; 3) Complies with standards of Division 7.2. Subdivision Standards; and 4) Complies with other relevant standards of these LDRs, I move to make findings 1-4 as set forth in Section 8.5.3 (Subdivision Plat) of the Land Development Regulations to **approve** a land division at 540 Cache Creek Drive subject to the departmental reviews as provided in the staff report dated February 27, 2020, and the following two conditions of approval:

1. Within thirty (30) calendar days from the date of Town Council approval, the applicant shall satisfactorily address all comments made by the Town of Jackson and other reviewing entities in the Departmental Reviews and submit the corrections to the Planning Department. The Planning

Director shall review and approve all required changes prior to recording the plat with the County Clerk.

2. Prior to recording the plat the applicant shall pay Park Exactions calculated at $6,750 and School Exactions calculated at $4,000 for two 4-bedroom single family units.

NELSON ENGINEERING *since 1964*
Professional Engineers & Land Surveyors
JACKSON, WY • BUFFALO, WY • WWW.NELSONENGINEERING.NET

SK19-046-03

January 03, 2019

Town of Jackson
Planning & Building Department
P.O. Box 1687
Jackson, WY 83001

ATTN: Brendan Conboy

RE: John D. Hall Eleventh Addition

Dear Brendan

We are submitting for a 2 Lot subdivision of Lot 6, Block 7 of John D. Hall No. 2, Plat no. 135. The name of the subdivision shall be **John D. Hall Eleventh Addition to the Town of Jackson**.

Findings:

Section 8.5.3.C (1.) – This Subdivision is in conformance with an approved Development Plan P19-200, approved on 11-08-2019.

Section 8.5. (2, 3, and 4) The subdivision complies with the standards of this Section and with the Standards of Section 7.2 and other LDRs and Town Ordinances.

Section 7.2.2.A – The subdivision shall comply with the approved Development Plan. No public improvements are required.

Included in this submittal:

- Planning Permit Application
- Application Fee
- Signed Letter of Authorization by the Owner
- Plat Map
- Notice of Intent to subdivide published 12/24/19 and to be published 12/31/19
- Covenants

Sincerely,

Sue Karichner
Encl.

S:\Proj2019\046-03 (Lot 6 John D. Hall-540 Cache Cree Dr-Survey & Replat)\Plat\Submittal\Application Letter.doc

ph 307.733.2087 | fx 307.733.4179 | PO Box 1599 | 430 South Cache | Jackson, Wyoming 83001

Nelson Engineering • Jackson, Wyoming 83001-1599

16493

DATE	INVOICE NO.	COMMENT	AMOUNT	NET AMOUNT
01/03/2020	010319	TOJ Subdivision Plat App. 19-046-03		1,000.00
DATE 01/03/20		**VENDOR** Town of Jackson	**TOTAL**	1,000.00

Nelson Engineering

Professional Engineers & Land Surveyors
P.O. Box 1599 JACKSON, WYOMING 83001-1599
307-733-2087

First Interstate Bank
802 West Broadway
P.O. Box 11095
Jackson, WY 83002-1095

99-12
1023

16493

PAY **One Thousand and no/100**

DATE		AMOUNT
01/03/20	16493	$1,000.00

PLANNING PERMIT APPLICATION
Planning & Building Department

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

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

For Office Use Only

Fees Paid_____ Date & Time Received _____

Application #s _____ _____ _____

Please note: *Applications received after 3 PM will be processed the next business day.*

PROJECT.

Name/Description: Lot Split - 540 Cache Creek Drive

Physical Address: 540 Cache Creek Drive

Lot, Subdivision: Lot 6, Blk. 7, Hall 2 PIDN: 22-41-16-34-1-35-010

PROPERTY OWNER.

Name: 540 Cache Creek, LLC Phone: 718-344-5164

Mailing Address: c/o WildStar Partners LLC, 207 High Point Dr, Bldg 110, Victor, NY ZIP: 14564

E-mail: Zach@brooklynhomecompany.com

APPLICANT/AGENT.

Name: Josh Kilpatrick (Nelsong Engineering) Phone: 307-690-2086

Mailing Address: PO Box 1599 / Jackson, WY 83001 ZIP: 83001

E-mail: jkilpatrick@nelsonengineering.net

DESIGNATED PRIMARY CONTACT.

_____Property Owner X_____Applicant/Agent

TYPE OF APPLICATION. *Please check all that apply; review the type of application at www.townofjackson/200/Planning*

Use Permit

_____Basic Use

_____Conditional Use

_____Special Use

Relief from the LDRs

_____Administrative Adjustment

_____Variance

_____Beneficial Use Determination

_____Appeal of an Admin. Decision

Physical Development

_____Sketch Plan

_____Development Plan

_____Design Review

Subdivision/Development Option

X_____ Subdivision Plat

_____Boundary Adjustment (replat)

_____Boundary Adjustment (no plat)

_____Development Option Plan

Interpretations

_____Formal Interpretation

_____Zoning Compliance Verification

Amendments to the LDRs

_____LDR Text Amendment

_____Map Amendment

Miscellaneous

_____**Other:**_____

_____ Environmental Analysis

PRE-SUBMITTAL STEPS. *To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.*

Pre-application Conference #: P19-009 Environmental Analysis #: _____

Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. *Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.*

Have you attached the following?

X **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

X **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF.

X **Response to Submittal Requirements**. The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

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

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

Signature of Property Owner or Authorized Applicant/Agent

1-02-2020
Date

Josh Kilpatrick
Name Printed

Project Engineer
Title

LETTER OF AUTHORIZATION

540 Cache Creek LLC ,"Owner" whose address is: 540 Cache Creek Drive Dr. / c/o Wildstar Partners LLC
(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)
207 High Point Dr. Bldg. 100, Victor NY 14564 , as the owner of property more specifically legally described as: Lot 6 of Block 7 of the John D. Hall Plat No. 2, Town of Jackson, Teton County, Wyoming according to that plat recorded on July 8, 1948 as Plat 135
(If too lengthy, attach description)

HEREBY AUTHORIZES Josh Kilpatrick - Nelson Engineering **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: Douglas

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Owner's Rep

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

STATE OF Wyoming)
)SS.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Doug Wickenden this 9 day of August, 2019

WITNESS my hand and official seal.

(Seal)

(Notary Public)

My commission expires:

THOMAS BECKETT COCHRAN – NOTARY PUBLIC
COUNTY OF TETON
STATE OF WYOMING
My Commission Expires October 25, 2020

Wyoming Title & Escrow - Jackson
211 E Broadway
Jackson, Wyoming 83001

GRANTOR: GRIEST,BARRY ET UX
GRANTEE: 540 CACHE CREEK LLC
Doc 0963330 Filed At 13:58 ON 01/16/19
Sherry L. Daigle Teton County Clerk fees: 15.00
By Mary Smith Deputy Clerk

WARRANTY DEED

Barry Griest and Linda Griest, husband and wife, tenants by the entirety, GRANTORS, of Teton County, Wyoming, for Ten Dollars ($10.00) and other good and valuable consideration in hand paid, receipt of which is hereby acknowledged, CONVEY AND WARRANT TO 540 Cache Creek LLC, a Delaware limited liability company, GRANTEE, whose address is c/o WildStar Partners LLC, 207 High Point Drive, Bldg. 100, Victor, NY 14564, the following described real estate, situated in the County of Teton, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

Lot 6 of Block 7 of the John D. Hall Plat No. 2, Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on July 8, 1948 as Plat No. 135.

PIDN: 22-41-16-34-1-35-010

Together and including all improvements thereon, and all appurtenances and hereditaments thereunto belonging. Subject to general taxes for the year of closing, local improvement districts, guaranteed revenues to utility companies, building and zoning regulations, city, county and state subdivision and zoning laws, easements, restrictive covenants, and reservations of record.

WITNESS the due execution and delivery of this Warranty Deed this 16th day of January, 2019.

Barry Griest

Barry Griest

Linda Griest

Linda Griest

STATE OF WY)
) ss.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Barry Griest and Linda Griest this 16th day of January, 2019.

WITNESS my hand and official seal.

Notary Public

[S E A L]

My commission expires: 9-20-22

Wendy J. McDearman - Notary Public
County of Teton
State of Wyoming
Commission Expires 9-20-22

WYOMING TITLE & ESCROW
A MOTHER LODE COMPANY

OWNERSHIP AND ENCUMBRANCE REPORT

Issued To:

New West Companies
3520 South Park
Jackson, WY 83002
(307) 203-2460

Report No.:: W-21311
Effective Date: December 6, 2019
Current Date: December 17, 2019
Cost: $250.00

Project Reference: 540 Cache Creek

Property Address: 540 Cache Creek Drive, Jackson, WY 83001

County: Teton

1. According to the last deed appearing of public record, title to the fee simple estate or interest in the land described or referred to in this Report at the effective date hereof appears to be vested in:

   540 Cache Creek LLC, a Delaware limited liability company

2. The land referred to in this Report is described as follows:

   See Exhibit "A" Attached Hereto and Made a Part Hereof

Issued By:

WYOMING TITLE & ESCROW, INC.
Liz Jorgenson/Christina Feuz, Co-Managers
Phone: 307.732.2983

This Ownership and Encumbrance Report is not a Commitment for Title Insurance nor is it an Abstract of Title. This Ownership and Encumbrance Report is for informational purposes only, does not necessarily contain all defects, liens or encumbrances of record, and may not be relied upon as a representation of the record regarding the subject property, and no liability is assumed hereby. If it is desired that liability be assumed prior to the issuance of a policy of title insurance, a Binder or Commitment should be requested.

EXHIBIT "A"
LEGAL DESCRIPTION

Lot 6 of Block 7 of the John D. Hall Plat No. 2, Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on July 8, 1948 as Plat No. 135.

PIDN: 22-41-16-34-1-35-010

ENCUMBRANCES WHICH AFFECT THE SUBJECT PROPERTY APPEAR TO BE (BUT ARE NOT NECESSARILY LIMITED TO) THE FOLLOWING:

1. Minerals of whatsoever kind, subsurface and surface substances, including but not limited to coal, lignite, oil, gas, uranium, clay, rock, sand and gravel in, on, under and that may be produced from the Land, together with all rights, privileges, and immunities relating thereto, whether or not appearing in the Public Records or listed in Schedule B. The Company makes no representation as to the present ownership of any such interests. There may be leases, grants, exceptions or reservations of interests that are not listed.

2. (a) Unpatented mining claims; (b) Reservations or exceptions in patents or in acts authorizing the issuance thereof; (c) water rights claims or title to water, (d) any right title or interest in any sand and gravel and/or minerals including access to and from to extract minerals, mineral rights, or related matters, including, but not limited to oil, gas, coal and other hydrocarbons, whether or not the matters excepted under (a), (b), (c) or (d) are shown by the public records.

3. Taxes, special and general, assessment districts and service areas for the year 2019.
   Tax ID No.: OJ-004557
   1st Installment: $3,287.05 PAID
   2nd Installment: $3,287.05 PAID

   Note: First Installment is delinquent November 10. Second Installment is delinquent May 10.

4. All matters as delineated on the Official Plat of John D. Hall Plat No. 2, on file and of record with the Teton County Clerk, Official Records of Teton County, State of Wyoming, Plat No. 135.
   Plat No. 135

   Terms and conditions of an affidavit, recorded November 23, 1964, as (book) 12 of Mixed Records (page) 131, Official Records.
   B12P131

5. Reservations as contained in deed from John D. Hall, to Hugh G. Soest and Donna Marie Soest, recorded May 15, 1950, as (book) 8 of Deeds (page) 572, Official Records, as follows: "Reserving, however, all oil, gas and other mineral rights; said rights do not belong to this grantor."
   B8P572

6. Terms and Conditions of Agreement, recorded September 16, 1950, as (book) 6 of Mixed Records (page) 518, Official Records.
   B6P518

7. An easement over said land for electric distribution circuits and incidental purposes, as granted to Lower Valley Power and Light, Inc., recorded April 6, 1976, as (book) 46 (page) 467, Official Records.
   B46P467

8. Easement disclosed by deed and conditions contained therein, recorded April 28, 1989, as (book) 210 (page) 401, and in deed recorded on November 14, 1991, as (book) 244, (page) 626, Official Records.
   B210P401
   B244P626

Relocation of Easement, recorded April 20, 2001, as (book) 420 (page) 622 Official Records.
B420P622

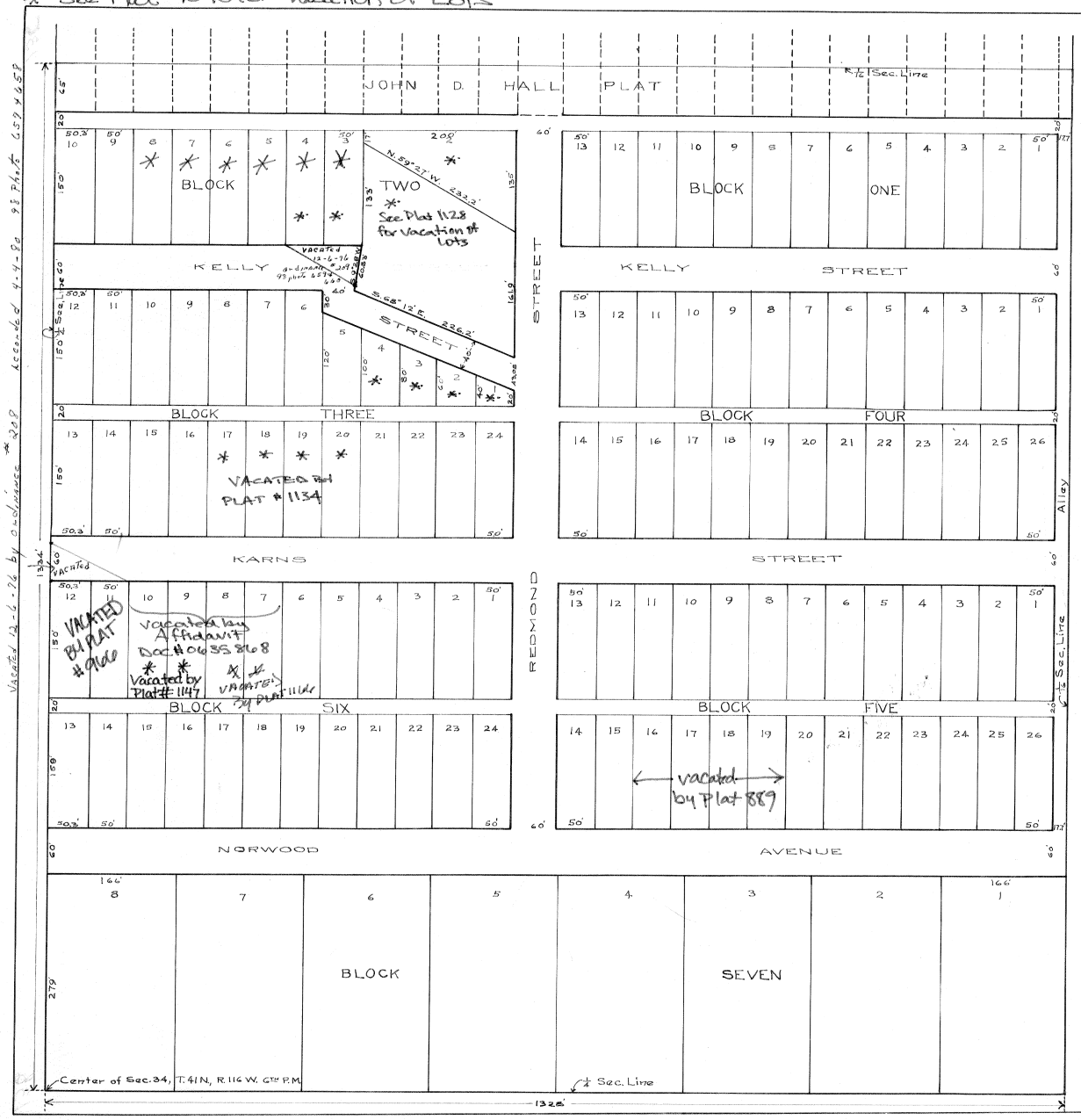
9. All matters shown by record of Survey D-12 E recorded May 16, 1989, as (book) 1 of Maps (page) 243, Official Records.
D-12E

10. All matters shown by record of Survey T-73A recorded July 10, 1990, as (book) 1 of Maps (page) 220, Official Records.
T-73A

Affidavit by Surveyor, recorded April 14, 1992, as (book) 250 (page) 467, Official Records.
B250P467

********** End of Schedule **********

* See Plat #1047 for Vacation of Lots



FILED JULY 8th. 1948. PLAT #135

JOHN D. HALL PLAT No. 2

TETON COUNTY, WYOMING

Scale 1" = 100'

T. Ross Wilson, C.E.
Alta, Wyoming

DEDICATION

STATE OF WYOMING }
County of Teton } ss

The above or foregoing subdivision of the SW¼NE¼ of Section 34, T. 41 N., R. 116 W. 6th P.M., excepting therefrom the North 65 feet of the aforesaid SW¼NE¼, as appears on this plat, is with the free consent and in accordance with the desires of the undersigned owner and proprietor, and the streets and alleys, as hereon shown, are hereby dedicated to public use in fee simple.

John D. Hall
John D. Hall

STATE OF WYOMING }
County of Teton } ss

I hereby certify that the foregoing dedication was signed in my presence and sworn to before me by John D. Hall this 1st day of July, 1948.

E. N. Moody SEAL
Notary Public

My commission expires October 26, 1950.

Approved by the Board of County Commissioners of Teton County, Wyoming, this 6th day of July, 1948.

Grace A. Smith
Clerk of said Board (SEAL)

Approved by the Town Council of the Town of Jackson, Wyoming, this 6th day of July, 1948.

Town Clerk

STATE OF WYOMING }
County of Teton } ss #34518

Filed for record in my office this 8 day of July, 1948, at 9:30 o'clock A.M., and recorded as Plat No. 135.

Fee $25.00

Grace A. Smith
County Clerk & Ex-Officio Register of Deeds

135

Bluegrass Owners Association is Plaintiff and DSP Consulting Services, LLC, et al are Defendants.

THE PROPERTY BEING FORECLOSED UPON MAY BE SUBJECT TO OTHER LIENS AND ENCUMBRANCES THAT WILL NOT BE EXTINGUISHED AT THE SALE AND ANY PROSPECTIVE PURCHASER SHOULD RESEARCH THE STATUS OF TITLE BEFORE SUBMITTING A BID.

_____

Matt Carr
Sheriff, Teton County, Wyoming
Publish: 12/25/19, 01/01/20, 01/08, 01/15/20

• INTENT TO SUBDIVIDE •

NOTICE OF INTENT TO SUBDIVIDE

Notice is hereby given that, in accordance with Chapter 18-5-306, Wyoming Statutes 1977, as amended, that 540 Cache Creek, LLC, a Delaware limited liability company intends to apply for a permit to subdivide in the Town of Jackson. A public hearing for said permit will occur at a regular meeting of the Town of Jackson Council at the Administration Building. Please contact the Planning Office at 733-0440 for the scheduled meeting date. The proposed subdivision contains 2 Residential lots, which average 0.53 acres per lot. The project is located on 1.06 acres, generally described as Lot 6, Block 7, of John D. Hall No. 2, Plat No. 135, records of the Clerk of Teton County, and being located within Section 34, Township 41 North, Range 116 West, street address 540 Cache Creek Drive. The site is accessed from Cache Creek Drive and Snow King Drive and will be named John D. Hall Eleventh Addition to the Town of Jackson.
Publish: 12/25/19, 01/01/20

• CONTINUED PUBLICATIONS •

IN THE DISTRICT COURT OF THE STATE OF WYOMING
IN AND FOR THE COUNTY OF TETON
NINTH JUDICIAL DISTRICT

In Re. the Matter of the Estate of:
MARY SULLIVAN DUNN,
Deceased.

Probate No.: _____

NOTICE OF PROBATE

You are hereby notified that the Last Will and Testament of Mary Sullivan Dunn, dated June 7, 2016, was filed with the above-named court. Any action to set aside the Will shall be filed in the Court within three (3) months from the date of the first publication of this Notice or thereafter be forever barred. Notice is further given that all persons indebted to Mary Sullivan Dunn, a/k/a Mary Harrigan Sullivan, or to Mary Sullivan Dunn's estate are requested to make immediate payment to the undersigned in care of Geittmann Larson Swift LLP, PO Box 1226, Jackson, Wyoming 83001.
Creditors having claims against the decedent or the estate are required to file them in duplicate with the necessary vouchers in the Office of the Clerk of Court on or before three (3) months after the date of the first publication of this notice; and if such claims are not so filed, unless otherwise allowed or paid, they will be forever barred.
DATED this December 10, 2019.

Katherine Spencer Zelazny, WYSB 6-2802
Geittmann Larson Swift LLP
155 East Pearl Avenue, Suite 200
PO Box 1226
Jackson, Wyoming 83001
(307) 733-3923 – voice
Publish: 12/18, 12/25/19, 01/01/20

Scott P. Eskelson, Esq. (Bar #6-3899)
MARTIN & ESKELSON, PLLC
425 S. Holmes Avenue (83401)
P.O. Box 3189
Idaho Falls, Idaho 83403-3189
Telephone: (208) 523-6644
Facsimile: (208) 522-0791

Attorneys for Petitioner

IN THE DISTRICT COURT OF TETON COUNTY, WYOMING

NINTH JUDICIAL DISTRICT

IN THE MATTER OF THE ESTATE)	Probate No. 3307
OF)	**NOTICE OF PROBATE**
LESLYN JEAN MEAD,)	
Deceased.)	

TO ALL PERSONS INTEREST IN SAID ESTATE:

You are hereby notified that on the 26 day of November, 2019, the estate of the above named decedent was admitted to probate by the above-named court and that Peter Mead was appointed as personal representative thereof. Any action to set aside the Will shall be filed in the Court within three (3) months from the date of the first publication of this notice, or thereafter be forever barred.

Notice is further given that all persons indebted to the decedent or her estate are requested to make immediate payments to the personal representative at: Peter Mead, P.O. Box 239, Tetonia, ID 83452.

Creditors having claims against the decedent or her estate are required to file them in duplicate with the necessary vouchers in the office of the Clerk of Court on or before three (3) months after the date of the first publication of this notice, and if such claims are not so filed, unless otherwise allowed or paid, will be forever barred.

_____ Dated: 11/26/19.
Peter Mead, Petitioner

Publish: 12/18, 12/25/19, 01/01/20

1993 Pace Arrow Trailer
VIN: 4FPAB1620PG002162
Fees Due:: $13,310.00

1998 Volvo V70
VIN: YV1LZ5641W2462195
Fees Due: $4,700.00

2007 Volvo S40
VIN: 2B4GP4436TR578424
Fees Due: $7,040.00

2001 Toyota Prius
VIN: JT2BK12U910017897
Fees Due: $4,950.00

1996 Subaru Legacy
VIN: 4S3BG6850T7376362
Fees Due:: $2,966.00

1997 Ford Explorer
VIN: 1FMDU34E1VZA60395
Fees Due: $5,928.00

1996 Dodge Grand Caravan
VIN: 2B4GP4436TR578424
Fees Due: $7,040.00

2000 Ford Taurus
VIN: 1FAFP53U4YA150478
Fees Due: $4,690.00

2002 Chevrolet Tahoe
VIN: 1GNEK13Z62J144558
Fees Due: $1,740.00

2007 Acura MDX
VIN: 2HNYD28397H529173
Fees Due: $8,025.00

Auction Date is January 2, 2020. Auction is held at 1175 S. Highway 89, Jackson WY 83002. If you have any questions, please call 307-733-1960 and ask for Megan or Sheila.
Publish: 12/18, 12/25/19

NOTICE OF FINAL PAYMENT

The Executive Director of Teton Conservation District, acting as agent for Teton Conservation District, has accepted all work as complete according to the written Agreement between Aaron Todd, Manager, Carver Creek Ranch, LLC, for the Fall Creek Ranch Water Supply Improvement Project. Carver Creek Ranch, LLC, Contractor, is entitled to final payment therefore, and on the 28th day of January, 2020, the 41st day after the first publication of this notice, final payment of the full amount due under the Agreement will be made. Nothing in this notice shall be construed as relieving the Contractor and the Sureties on its bond from any claim or claims for the work or labor done or materials or supplies furnished in the execution of the Agreement. All persons having claims for labor and materials furnished the Contractor shall present a verified statement of the amount due and unpaid on account of the same to the District prior to the day specified for final payment. Failure on the part of the claimant to file such statement will relieve the District from any and all liability on such claim.
Dated this 10th day of December, 2019.
Sponsor: Teton Conservation District
By: Tom Segerstrom
Publish: 12/18, 12/25/19, 01/01/20

IN THE DISTRICT COURT OF THE NINTH JUDICIAL DISTRICT
IN AND FOR TETON COUNTY, STATE OF WYOMING

FOXTROT HOLDINGS, LLC, a California limited liability company,	)
Plaintiff,	)
Civil Action No. 18052	
v.	)
FOXTROT PARTNERS, LLC, a Delaware limited liability company, JAMES P. FOSTER and RANDI L. FOSTER,	)
Defendants.	)

NOTICE OF EXECUTION SALE

NOTICE IS HEREBY GIVEN, pursuant to WYO. STAT. §§ 1-18-101; 1-17-312; 1-17-314; and 1-17-141; et seq, that real property owned by James Foster and Randi Foster, husband and wife as tenants by the entirety, will be sold to the highest bidder at a public auction of the real property described below pursuant to an execution sale as ordered in a Writ of Execution issued on September 20, 2019 by the District Court of Ninth Judicial District in Teton County, Wyoming in order to satisfy in whole or in part that certain Foreign Judgment entered on August 9, 2019 in Case No. CV-18052 (the "Judgment") in in favor of Judgment Creditor Foxtrot Holdings, LLC, a California limited liability company, against Judgment Debtors Foxtrot Partners, LLC, a Delaware limited liability company, James P. Foster, and Randi L. Foster.

The real property that will be sold at said execution sale is described as follows:

Unit 16 of Moose Creek Townhomes Building Six, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on April 20, 2001 as Plat No. 1011, as further defined and described in the Declaration of Condominium recorded in Book 391 of Photo, page 92, Book 393 of Photo, page 443, Book 400 of Photo, page 1110, and any amendments thereto

PIDN: 22-42-17-24-3-31-001; commonly known as 3723 Michael Drive, Unit 16, Teton Village, Wyoming 83025

The above sale will be conducted by the Sheriff or the Sheriff's deputy at the front door of the Teton County Courthouse in Jackson, Wyoming, at 10:00 a.m. on Thursday, January 9, 2020.

In the event that either a representative of the Judgment Creditor or a representative of Wyoming Title & Escrow is not present at the sale, the sale will be postponed until a later date.

James P. Foster and Randi L. Foster are Judgment Debtors under the above referenced Judgment, and as of the date of this Notice, the undersigned claims an outstanding balance of not less than $2,104,184.54.

The property being foreclosed upon may be subject to other liens and encumbrances that will not be extinguished at the sale and any prospective purchaser should research the status of title before submitting a bid.

DATED: December 12, 2019

FOXTROT HOLDINGS, LLC, Judgment Creditor

BY: _____
DALE W. COTTAM
of Bailey | Stock | Harmon | Cottam | Lopez LLP
Attorneys for Judgment Creditor
80 E. 1st Ave
Box 850
Afton, WY 83110
(307) 638-7745
Publish: 12/18, 12/25/19, 01/01/20, 01/08/20

IN THE DISTRICT COURT OF THE NINTH JUDICIAL DISTRICT

OF THE STATE OF WYOMING IN AND FOR TETON COUNTY

Docket No. 3304

In the Matter of the Estate of	)
RICHARD L. GRUBMAN, JR.	)
Deceased.	)

NOTICE OF PROBATE OF ESTATE

TO ALL PERSONS INTERESTED IN SAID ESTATE:
You are hereby notified that on the 3rd day of December, 2019, the Last Will and Testament of Richard L. Grubman, Jr. was admitted to probate by the above-named Court, and that Big Spruce Fiduciary Management Corp. was appointed Personal Representative thereof. Any action to set aside the Will shall be filed in the Court within three months from the date of the first publication of this notice, or thereafter be forever barred.

Notice is further given that all persons indebted to said decedent or to said estate are requested to make immediate payment to the undersigned at P.O. Box 1744, Jackson, WY 83001.

Creditors having claims against said decedent or the estate are required to file them in duplicate with the necessary vouchers, in the office of the Clerk of said Court, on or before three months after the date of the first publication of this notice, and if such claims are not so filed, unless otherwise allowed or paid, they will be forever barred.

Big Spruce Fiduciary Management Corp.,
PERSONAL REPRESENTATIVE,
By: Matthew A. Confer, Vice-president
ATTORNEYS FOR ESTATE
Thomas N. Long
Long Reimer Winegar LLP
2120 Carey Avenue, Suite 300 (82001)
P.O. Box 87
Cheyenne, WY 82003-0087
(307) 635-0710
(307) 635-0413 fax

Jordan S. Chandler
Long Reimer Winegar LLP
270 West Pearl Street, Suite 103
P.O. Box 3070
Jackson, Wyoming 83001
(307) 734-1908
(307) 733-3752 fax
Publish: 12/11, 12/18, 12/25/19

IN THE DISTRICT COURT OF THE STATE OF WYOMING
IN AND FOR THE COUNTY OF TETON
NINTH JUDICIAL DISTRICT

IN THE MATTER OF THE ESTATE OF:

WILLIAM M. HIRSHBERG,

Deceased.

Probate No.: 3303

NOTICE OF PROBATE

TO ALL PERSONS INTERESTED IN SAID ESTATE:
You are hereby notified that on the 2nd day of December, 2019, the Last Will and Testament of the above-named decedent was admitted to probate by the above-named court, and that Julia C. Levy was named personal representative thereof. Any action to set aside the Will shall be filed in the Court within three (3) months from the date of the first publication of this notice, or thereafter be forever barred.
Notice is further given that all persons indebted to the decedent or to the decedent's estate are requested to make immediate payment to Julia C. Levy in care of Geittmann Larson Swift LLP, P.O. Box 1226, Jackson, Wyoming 83001.
Creditors having claims against the decedent or the estate are required to file them in duplicate with the necessary vouchers,

together with an exclusive recurring annual right to occupy the unit set forth below of The Bluegrass Condominium Project, Teton County, Wyoming, as shown on that plat recorded November 19, 1980 as Plat No. 429 as Instrument No. 218694 during the annual recurring time period for the week set forth below as set forth in the Declaration of Condominium recorded in the Clerk and Recorder's Office of the County of Teton, State of Wyoming.

Each of the following interests will be sold separately:

Defendant	Undivided interest	Unit	Week	Judgment
DPS Consulting, Services, LLC	1.95%	E	35	$8,441.75
James Leroy Leger	1.95%	C	23	$9,151.20
Karl R. Peacock and Deborah W. Peacock	1.95%	D	26	$7,054.29
Grant B. Schroder	2.05%	G	33	$7,666.20

plus costs of publication and sale, interest on the entire judgment at 12% per annum and attorney's fees as awarded by the Court.

The Sheriff's sale is being made pursuant to the Judgment, Decree of Foreclosure and Order of Sale entered on December 6, 2019 by the District Court, Ninth Judicial District, Teton County, Wyoming, Civil Action No. 17950 in which the Bluegrass Owners Association is Plaintiff and DSP Consulting Services, LLC, et al are Defendants.

THE PROPERTY BEING FORECLOSED UPON MAY BE SUBJECT TO OTHER LIENS AND ENCUMBRANCES THAT WILL NOT BE EXTINGUISHED AT THE SALE AND ANY PROSPECTIVE PURCHASER SHOULD RESEARCH THE STATUS OF TITLE BEFORE SUBMITTING A BID.

_____

Matt Carr
Sheriff, Teton County, Wyoming
Publish: 12/25/19, 01/01/20, 01/08, 01/15/20

NOTICE OF INTENT TO SUBDIVIDE

Notice is hereby given that, in accordance with Chapter 18-5-306, Wyoming Statutes 1977, as amended, that 540 Cache Creek, LLC, a Delaware limited liability company intends to apply for a permit to subdivide in the Town of Jackson. A public hearing for said permit will occur at a regular meeting of the Town of Jackson Council at the Administration Building. Please contact the Planning Office at 733-0440 for the scheduled meeting date. The proposed subdivision contains 2 Residential lots, which average 0.53 acres per lot. The project is located on 1.06 acres, generally described as Lot 6, Block 7, of John D. Hall No. 2, Plat No. 135, records of the Clerk of Teton County, and being located within Section 34, Township 41 North, Range 116 West, street address 540 Cache Creek Drive. The site is accessed from Cache Creek Drive and Snow King Drive and will be named John D. Hall Eleventh Addition to the Town of Jackson.
Publish: 12/25/19, 01/01/20

IN THE DISTRICT COURT OF THE STATE OF WYOMING
IN AND FOR THE COUNTY OF TETON
NINTH JUDICIAL DISTRICT

In Re. the Matter of the Estate of:
MARY SULLIVAN DUNN,
Deceased.

Probate No.: _____

NOTICE OF PROBATE

You are hereby notified that the Last Will and Testament of Mary Sullivan Dunn, dated June 7, 2016, was filed with the above-named court. Any action to set aside the Will shall be filed in the Court within three (3) months from the date of the first publication of this Notice or thereafter be forever barred. Notice is further given that all persons indebted to Mary Sullivan Dunn, a/k/a Mary Harrigan Sullivan, or to Mary Sullivan Dunn's estate are requested to make immediate payment to the undersigned in care of Geittmann Larson Swift LLP, PO Box 1226, Jackson, Wyoming 83001.
Creditors having claims against the decedent or the estate are required to file them in duplicate with the necessary vouchers in the Office of the Clerk of Court on or before three (3) months after the date of the first publication of this notice; and if such claims are not so filed, unless otherwise allowed or paid, they will be forever barred.
DATED this December 10, 2019.

Katherine Spencer Zelazny, WYSB 6-2802
Geittmann Larson Swift LLP
155 East Pearl Avenue, Suite 200
PO Box 1226
Jackson, Wyoming 83001
(307) 733-3923 – voice
Publish: 12/18, 12/25/19, 01/01/20

Scott P. Eskelson, Esq. (Bar #6-3899)
MARTIN & ESKELSON, PLLC
425 S. Holmes Avenue (83401)
P.O. Box 3189
Idaho Falls, Idaho 83403-3189
Telephone: (208) 523-6644
Facsimile: (208) 522-0791

Attorneys for Petitioner

IN THE DISTRICT COURT OF TETON COUNTY, WYOMING

NINTH JUDICIAL DISTRICT

IN THE MATTER OF THE ESTATE	)	Probate No. 3307
OF	)	**NOTICE OF PROBATE**
LESLYN JEAN MEAD,	)	

Copyright (c)2019 Jackson Hole News&Guide, Edition 12/31/2019
December 31, 2019 4:30 pm (GMT +7:00)

LEGEND

- = PROPERTY LINE
- = EXISTING EASEMENT LINE
- = CENTERLINE OF EXISTING EASEMENT
- = FOUND REBAR WITH CAP "PLS 3831"
- = FOUND BRASS CAP "PNS 164"
- = SET 5/8"ø REBAR WITH CAP INSCRIBED "NELSON ENGR. PLS 15442"
- = 30 FOOT WIDE UTILITY EASEMENT

THIS SUBDIVISION IS CONNECTED TO THE TOWN OF JACKSON WATER SUPPLY AND SEWAGE COLLECTION AND TREATMENT SYSTEMS. ONSITE WATER AND SEWER SYSTEMS SHALL BE PRIVATELY OWNED AND MAINTAINED.

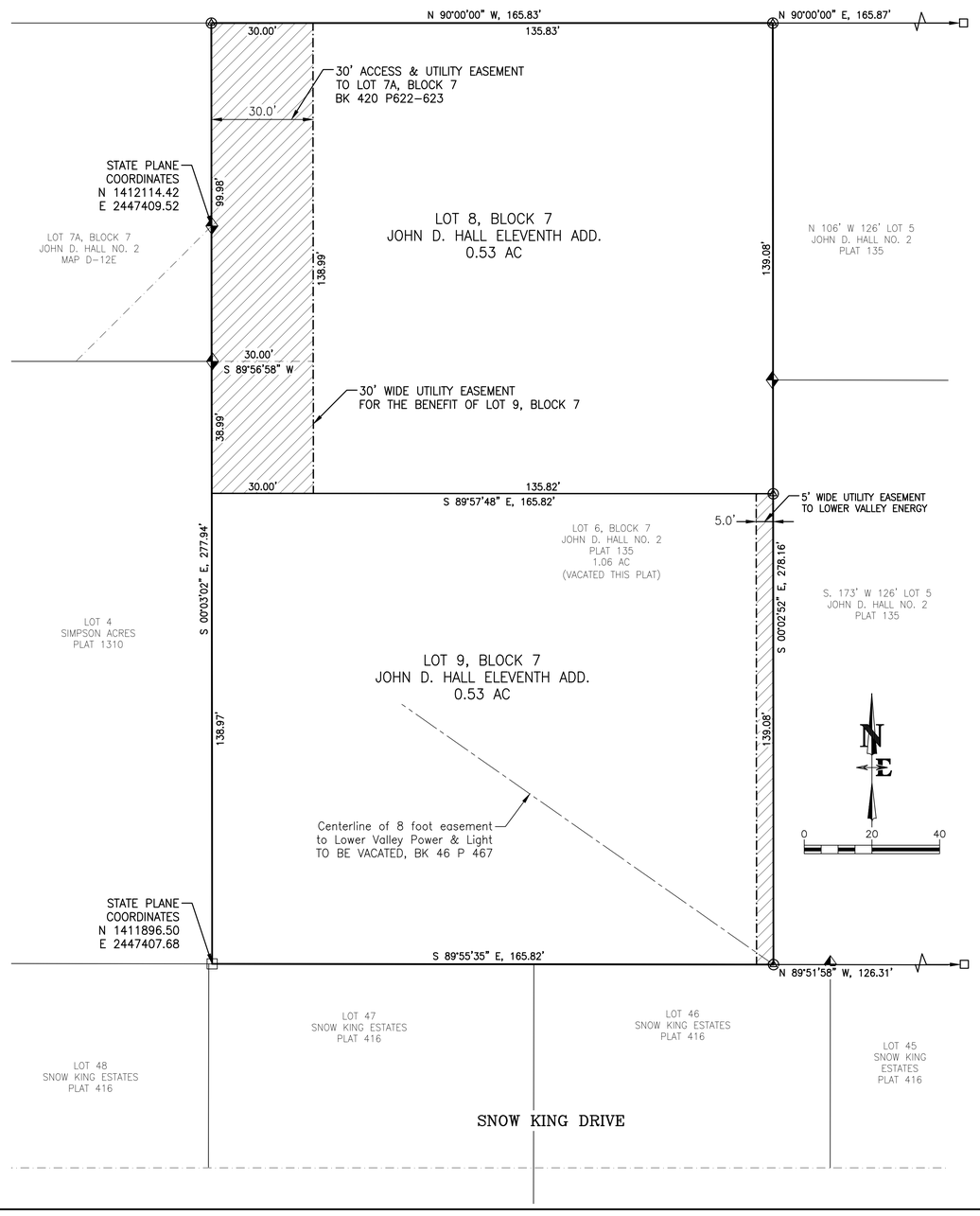
THIS SUBDIVISION SHALL NOT BE SUBJECT TO FURTHER DIVISIONS, EXCEPT AS PERMITTED BY THE TOWN OF JACKSON

NO PUBLIC MAINTENANCE OF STREETS OR ROADS.

SELLER DOES NOT WARRANT TO PURCHASER THAT HE HAS ANY RIGHTS TO THE NATURAL FLOW OF ANY STREAM WITHIN OR ADJACENT TO THE SUBDIVISION.

WYOMING LAW DOES NOT RECOGNIZE ANY RIPARIAN RIGHTS TO THE CONTINUED NATURAL FLOW OF A STREAM OR RIVER TO PERSONS LIVING ON THE BANKS OF THE STREAM OR RIVER.

THE SURFACE ESTATE OF THE LAND TO BE SUBDIVIDED IS SUBJECT TO FULL AND EFFECTIVE DEVELOPMENT OF THE MINERAL ESTATE.



CERTIFICATE OF OWNERS

State of Wyoming)
)ss.
County of Teton)

The undersigned owners and proprietors of the lands shown hereon hereby certify;

That the foregoing subdivision of land as shown hereon and described in the Certificate of Surveyor hereon is with their free consent and in accordance with their desires;

That the name of the subdivision shall be **JOHN D. HALL ELEVENTH ADDITION TO THE TOWN OF JACKSON**;

That access to the subdivision is from Cache Creek Drive and Snow King Drive;

That that 30 foot wide utility easement within Lot 8, is for the benefit of Lot 9, as shown hereon;

That that 5 foot wide utility easement within Lot 9 as shown hereon is hereby granted to Lower Valley Energy, a Cooperative Utility corporation and their heirs, assigns and successors that serve this subdivision for the installation, operation, maintenance and repair of underground utilities and reasonable above ground appurtenances thereto;

That this subdivision is subject to all matters delineated on John D. Hall Plat No. 2, plat no. 135, records of the Office of the Clerk of Teton County;

That this subdivision is subject to the Terms and Conditions as stated in Affidavit recorded in Book 12 of Mixed Records, page 131, records of Said Office;

That this subdivision is subject to those reservations contained in Book 8 of Deeds, pages 572. as records of Said Office;

That this subdivision is subject to the Terms and Conditions of Agreement contained in Book 6 of Mixed Records, page 518, records of Said Office;

That this subdivision is subject to that easement to Lower Valley Power and Light, Inc, as described in Book 46, pages 467, records of Said Office, to be vacated;

That this subdivision is subject to that 30 foot access easement for access and ingress and for buried underground utility lines to Lot 7B as described in Book 420, pages 622-623, Said easement replaces the that portion of the easement within Lot 6 as described in Book 210, pages 401-402, and Book 244, pages 626-627, records of Said Office;

That this subdivision is subject to all matters shown on Map D-12E, records of Said Office;

That this subdivision is subject to all matters shown on Map T-73A and contained in corrective Affidavit in Book 250, page 467, records of Said Office;

That Lot 6, Block 7 of John D. Hall Plat, Plat no. 135, as recorded in the Office of the Teton County Clerk, is hereby vacated in accordance with the Town of Jackson Land Development Regulations, Article VII, Division 7.2 and Sections 34-12-106 through 110, Wyoming Statutes, 1977, as amended, and the Clerk is respectfully requested to write "vacated" across said lots, they being reconfigured as shown hereon;

That this subdivision is subject to any other easements, restrictions, reservations, rights-of-way, and conditions of sight and/or of record including, but not limited, to those shown hereon;

That Seller does not warrant to Purchaser that he shall have any rights to the natural flow of any stream within or adjacent to the subdivision;

That Wyoming Law does not recognize any riparian rights to the continued natural flow of a stream or river to persons living on the banks of the stream or river;

540 Cache Creek LLC, a Delaware Limited Liability Company

_____
By: Zachery Stern, General Manager

The foregoing instrument was acknowledged before me by Zachery Stern as a General Manager of 540 Cache Creek LLC, a Delaware limited liability company, this _____ day of _____ , 2020.

Witness my hand and official seal.

_____
Notary Public

CERTIFICATE OF APPROVAL

State of Wyoming)
County of Teton)ss
City of Jackson)

The foregoing Subdivision, **Bencor Second Addition to the Town of Jackson**, was approved at the regular meeting of the Jackson Town Council on the _____ day of _____, 2020 in accordance with Section 15-1-415 Wyoming Statutes.

Attest: Town of Jackson

_____ _____
Sandra P. Birdyshaw, Clerk Peter Muldoon, Mayor

_____ _____
Brian T. Lenz, Town Engineer Tyler Sinclair, Planning Director

The foregoing instrument was acknowledged before me by Pete Muldoon, Mayor, this _____ day of _____ , 2019.

Witness my hand and official seal.

Notary Public My commission expires:_____

The foregoing instrument was acknowledged before me by Sandy P. Birdyshaw, Clerk, this _____ day of _____ , 2019.

Witness my hand and official seal.

Notary Public My commission expires:_____

The foregoing instrument was acknowledged before me by Brian T. Lenz, Town Engineer, this _____ day of _____ , 2019.

Witness my hand and official seal.

Notary Public My commission expires:_____

The foregoing instrument was acknowledged before me by Tyler Sinclair, Planning Director, this _____ day of _____ , 2019.

Witness my hand and official seal.

Notary Public My commission expires:_____

VICINITY MAP
SW 1/4 NE 1/4,
SECTION 34,
TOWN OF JACKSON,
T41N, R116W
TETON COUNTY

SCALE 1' = 200'

CERTIFICATE OF SURVEYOR

State of Wyoming)
)ss
County of Teton)

I, Lucas D. Rudolph, hereby certify, to the best of my knowledge and belief:

that by authority of the owners I have subdivided the lands shown on this plat to be known as **JOHN D. HALL ELEVENTH ADDITION TO THE TOWN OF JACKSON.**

That the lands of this subdivision are identical with and described as:

Lot 6, Block 7 of John D. Hall Plat No. 2, Plat no. 135, a subdivision of record in the Office of the Teton County Clerk and located in the SW1/4 NE1/4, Section 34, T41N, R116W, 6th P.M., Town of Jackson, Teton County, Wyoming:

That this plat was made from the notes of surveys made by me, or under my direction, in March, 2018 and from records in the Office of the Teton County Clerk;

that all dimension and areas are correctly shown;

Said Parcel contains 1.06 acres, more or less, and is subject to easements, restrictions, reservations, and conditions, of sight and/or of record, including, but not limited to those shown hereon

That all corners will be monumented as shown hereon by _____, 2020.

Lucas D. Rudolph, Wyoming Professional Land Surveyor 15442

The foregoing instrument was acknowledged before me by Lucas D. Rudolph this _____ day of _____ , 2020.
Witness my hand and official seal.

Notary Public My commission expires:_____

Zoning District: (NL-2) Neighborhood Low Density-2

Number of Lots: 2
Lot 8 = 0.53 acres
Lot 9 = 0.53 acres

Total Project Acreage: 1.06 acres

Owner(s) and Subdivider(s):

540 Cache Creek LLC
207 High Point Dr. Bldg 100
Victor, NY 14564-1061
307-733-5884 ext.2

Surveyor:

Nelson Engineering
P.O. Box 1599
Jackson, Wyoming, 83001
307-733-2087

JOHN D. HALL ELEVENTH ADDITION to the Town of Jackson

a subdivision of Lot 6, Block 7,
of John D. Hall No. 2
Plat no. 135

located within the
SW 1/4 NE 1/4,
Section 34,
T41N, R116W, 6th P.M.,
Town of Jackson,
Teton County, Wyoming

DATE	12/13/2019	REV.
SURVEYED	NE	
ENGINEERED	JK	
DRAWN	SK	
CHECKED	LR	
APPROVED	LR	

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

DRAWING TITLE
FINAL PLAT

JOB TITLE
JOHN D. HALL ELEVENTH ADDITION

DRAWING NO 1

JOB NO 19-046-02

S:\Proj2019\046-03 Lot 6, John D. Hall-540 Cache Cree Dr-Survey & Regis\Civil\Plats.dwg (24x36 or 12x18) - Jun 03 2020 03:37:48 pm PLOTTED BY: kerchner DWG FORMAT: 2D

Project Plan Review History

PLANNING

Project Number	P20-004	**Applied**	1/6/2020	STOL
Project Name	Subdivision Plat - 540 Cache Creek Drive	**Approved**		
Type	FINAL PLAT	**Closed**		
Subtype	LAND DIVISION	**Expired**		
Status	STAFF REVIEW	**Status**		

Applicant Nelson Engineering **Owner** 540 CACHE CREEK LLC

Site Address	City	State	Zip
540 CACHE CREEK DRIVE	JACKSON	WY	83001

Subdivision	Parcel No	General Plan
HALL, JOHN D 2ND	22411634135010	

Type of Review / Contact / Notes	Status	Dates: Sent	Due	Received	Remarks
County Clerk Mary Smith		1/6/2020	1/27/2020		see notes

Good Afternoon,

I have just a few comments on this plat review.

1. Under the Certificate of Owner it calls out an Affidavit in Book 250, page 467. It should be Book 250, pages 467-468.
2. Under the Certificate of Approval it calls out the subdivision as Bencor Second Addition to the Town of Jackson when it should be John D. Hall Eleventh Addition to the Town of Jackson.
3. Under the Certificate of Approval under the signature line for Sandra P Birdyshaw, Clerk the notary block has her name as Sandy P Birdyshaw, Clerk. Those need to match.
4. Under the Certificate of Approval under the signature line for Peter Muldoon, Mayor the notary block has Pete Muldoon, Mayor. Those need to match.
5. Under the Certificate of Approval all notary blocks year needs to be updated to the current year.
6. The 2 lots are labeled as Lots 8 & 9 of Block 7 of the John D Hall Eleventh Addition. First there are no other blocks in this new subdivision so it should be Block 1 and I would recommend the lots be numbered 1 & 2.

Thank you,

Mary Smith
Deputy Clerk
Teton County, Wyoming
(307) 732-8422

Joint Housing Dept Stacy Stoker	NO COMMENT	1/6/2020	1/27/2020	1/7/2020	
Legal Lea Colasuonno	APPROVED W/CONDITI	1/6/2020	1/27/2020	1/27/2020	
Planning Brendan Conboy	APPROVED W/CONDITI	1/6/2020	1/27/2020	1/16/2020	see notes

(1/27/2020 4:33 PM LC)
The changes provided by Ken McGrath, Nancy Hughes, and Mary Smith should be made. The Plat should then be recirculated to ensure the corrections have been made and made appropriately.

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks

Notes

Approved in conformance to Development Plan P19-199 and Hillside CUP P19-200.

Conditions of approval:

1. Within thirty (30) calendar days from the date of Town Council approval, the applicant shall satisfactorily address all comments made by the Town of Jackson and other reviewing entities in the Departmental Reviews and submit the corrections to the Planning Department. The Planning Director shall review and approve all required changes prior to recording the plat with the County Clerk.
2. Park and School Exactions shall be paid at the time of plat recording.

Plat Review-Survey	APPROVED W/CONDITI	1/6/2020	1/27/2020	1/20/2020	
Ken Magrath					

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks

Notes
(1/20/2020 10:13 AM STOL)
January 16, 2020

Town of Jackson Planning & Building Department
P.O. Box 1687

Attn: Tiffany Stolte and Tyler Valentine

Re: P19-004 John D Hall 11th Addition Plat Review

Dear Tiffany and Tyler,

I have reviewed the plat submitted with the above-referenced subdivision application. I find the following errors and/or omissions for plat and application that fall under Surveyor purview:

1. TITLE BLOCK – The title should include FINAL PLAT as 1st line of title.
2. VICINITY MAP – Adjacent land to this subdivision should be properly identified.
3. CERTIFICATE OF SURVEYOR – a. in paragraph 7 there is no "parcel" referred to previously, so I would suggest replacing the words "said Parcel" with "said subdivision".
b. The date shown in paragraph 8 should be filled in prior to submission of this plat.
4. CERTIFICATE OF APPROVAL – a. There is a typo in the first paragraph which says "Bencor Second Addition". This should be changed to the correct title.
b. The year in notary blocks should be changed to 2020.
c. Make sure signature names are correct before final submittal.
5. CERTIFICATE OF OWNER – a. Paragraph 5 is a little ambiguous as it is not clear to me if this statement covers all of the westerly 30' of Lot 8, or just the southerly portion (see comment #7 below). The intent should be spelled out here as is done with the utility easement in the next paragraph.
b. Paragraph 15 should include "No. 2" in the full name of the plat being vacated as noted other places on this plat.
c. Certificate of Owner is most appropriate place to put Homestead Exemption Waiver (see comment #9 below).
6. CERTIFICATE OF MORTGAGEE - I assume there are no mortgages on this property as there is no certificate on the plat. If there is in fact a mortgage, a block for consent must be added.
7. PLAT AND GRAPHICAL ELEMENTS – a. Lot Numbering – In my opinion it is improper to make reference to Block 7 as that was an element of the John D. Hall PlatNo. 2 and should not be an element of this new plat. To stay with the Towns' convention, I think the lot numbers should be a number greater than any previous lot in said previous plat.
b. Easements – The 30' wide easements shown as the westerly 30' of Lot 8 both have same hatch pattern though one is existing and the other is being created by this plat. The intent is not exactly clear to me. If the northerly portion (existing easement) is also being created by this plat for access to Lot 9 it should state so. My cursory search of records leads me to believe that the existing easement does not allow for access to anything other than Lot 7B (now Lot 4, Simpson Acres, not 7A), Block 7, and therefore could not be expanded upon without a new easement created by this plat.
8. Zoning districts are no longer allowed to be shown on a plat by Town of Jackson regulations. The zoning district is identified on the plat, and according to the town regulation 8.5.3 D 3b "A plat shall not include notes designating zoning district". Therefore, surveyor should remove that reference.
9. HOMESTEAD EXEMPTION WAIVER – The plat must have a statement according to WS 34-2-121 which shall contain in substance the following words: "Hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of this state".

This review of submitted information is for general compliance with Town of Jackson and State of Wyoming subdivision requirements. I do not assume responsibility for correctness of dimensions or calculations. This review indicates only that an examination of the materials in the application has been made.
Thank you for the opportunity to perform this review.

Sincerely,

Kenneth Magrath Wyoming PLS #8469
Jorgensen Associates, P.C.

Type of Review / Contact / Notes	Status	Dates: Sent	Due	Received	Remarks
Plat Review-Title <none> (1/17/2020 1:25 PM BC) see attachment		1/6/2020	1/27/2020		nancy@title22consultants.com

(1/17/2020 3:14 PM STOL)
PLAT REVIEW - Overview
Proposed Plat: John D. Hall Eleventh Addition to the Town of Jackson
Platted From: Lot 6, Block 7 of John D. Hall Plat No. 2, Plat 135 (540 Cache Creek Drive)
Located: Town of Jackson
Owner/Subdivider: 540 Cache Creek LLC, a Delaware limited liability company
Summary: The proposed plat is a lot split of a single lot in the Town of Jackson into a two lot subdivision. Access is provided via existing public roads.
Additional Documents to be Recorded Provided with Plat: N/A
Title Report provided by Wyoming Title & Escrow Effective Date: 12.17.19
Note: Title 22 Consultants has not prepared a title report or conducted a "patent to present" search of subject land; we are basing our review on the title report provided by the title company identified above.
New documents filed of record subsequent to the effective date:
? N/A
PLAT REVIEW – Technical Review (Non Statutory)
ACCESS: Legal access is provided via Cache Creek Drive for the northern lot (currently identified as Lot 8) and Snow King Drive for the southern lot (currently identified as Lot 9).
(Note: No determination has been made as to physical access).
EASEMENTS/ENCUMBRANCES: All easements cited on the title report ? Are ? Are Not shown on the proposed plat (located and/or included in the Certificate of Owner).
Comments: See Comments/General Observations, below
STREETS/ALLEYS:
? Dedicated to the public
? Private, with rights of way granted to each lot owner
? N/A, no streets or alleys within plat boundary

PLAT REVIEW – Technical Review (Statutory)

LOT DIMENSIONS ? Are ? Are Not properly shown.
Lots ? Are ? Are Not PROGRESSIVELY NUMBERED. (Please see Recommendations, below)
The underlying land ? Is ? Is Not VACATED.
CERTIFICATES
Certificate of Owner(s) ? Included ? To be provided via separate Affidavit
Certificate of Surveyor ? Included ? Not included
Certificate of Approval/Acceptance from ?Town of Jackson ? Teton County ? Included ? Not Included
Certificate of Mortgagee(s) ? Included ? To be provided via separate Affidavit ? N/A

PLAT REVIEW – Conclusions
Recommendations: Title 22 Consultants strongly recommends the following changes to the proposed plat:
1. LOT NUMBERING: a) All references to "Block 7" should be deleted b) Lot 8 should be identified as "Lot 1," Lot 9 should be identified as "Lot 2." All references throughout the plat should be changed to reflect this.

2. 30' ACCESS EASEMENT burdening the northern lot: On the face of the plat, this is incorrectly identified as being granted to "Lot 7A." This easement benefits Lot 7B, now known as Lot 4 of Simpson Acres, Plat 1310. Please make this correction on the plat.

3. CERTIFICATE OF APPROVAL:
a) Please replace the reference to "Bencor Second Addition" with the name of this plat.
b) Please correct the names of the parties identified in the acknowledgement to match the signature lines. (Sandra P. Birdyshaw/Sandy P. Birdyshaw, Peter Muldoon/Pete Muldoon).
c) Tyler Sinclair is identified as Planning Director. Should this instead by Paul Anthony? Or rather Tyler Valentine as Senior Planner? Or Brendan Conboy, identified as the Planner on this project?
d) Please correct all 2019 dates to read 2020.

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks
Notes					

4. VICINITY MAP: The Vicinity Map shows adjacent Lots 7B and 8, which are now Lots 1-4 of Plat 1310. Please make this correction.

Comments/General Observations: For your review and consideration, may not require changes:
1. OLD LOWER VALLEY EASEMENT at 46/467 to be vacated: Rather than plot this easement to be vacated on the southern lot, is it possible to vacate prior to the recordation of the plat so it does not need to be shown on the face of the plat, or cited in the Certificate of Owner?

2. NEW LOWER VALLEY EASEMENT on the eastern boundary of the southern lot: Is there no separate instrument granting this easement to be recorded? If not, where it is shown on this lot, it might be helpful to add "granted this plat." (5 ' wide utility easement to Lower Valley Energy granted this plat).

3. CERTIFICATE OF OWNER – "This subdivision is subject to…"
a) The County Clerk Affidavit at 12MR/131 is a 1964 instrument regarding the indexing of documents and has no bearing on subject land and could be deleted.
b) The John D. Hall Agreement at 6MR/518 is a 1950 document verifying that he will install the streets and bridges in Plat 135. This is now obsolete in terms of the impact on subject land and could be deleted.
c) The easements in 210/401 and 244/626 were vacated and superseded by 420/622 in regard to Lot 6, so those two earlier instruments have no impact on subject land and should be deleted.
d) Map D-12-E is the split of Lot 7 into Lots 7A and 7B. Furthermore, it reflects the old 40' easement on Lot 6, which was modified to 30' by 420/622. This has no bearing on Lot 6 at this time, is potentially confusing, and should be deleted.
e) Map T-73A and the Affidavit at 250/467 will become irrelevant in regard to Lot 6 upon the recordation of this plat, and should be deleted.

Next Steps:
1. ENTITY DOCS – The owner should provide a copy of the LLC Certificate of Good Standing, and the Operating Agreement and all amendments for review, to make sure the plat properly identifies the entity, and that the Certificate of Owner is executed by the correct party.

2. EXECUTION/ACKNOLWEDGEMENT - Once the plat and all documents to be recorded have been executed and notarized, carefully review as to proper execution and acknowledgement prior to recordation.

3. IMPLEMENT THE SOLUTIONS identified above, and provide corrected plat and documents to Title 22 Consultants for final review. There is no additional charge for up to one hour of subsequent review.

PLAT REVIEW – Disclaimer
Title 22 Consultants is not providing legal services or a legal opinion, and is not licensed to practice law in the State of Wyoming or any other state. Further, Title 22 Consultants is not providing any type of insurance service, or title insurance, and is not authorized to transact insurance in the State of Wyoming or any other state, and is not a licensed abstractor or title agent as set forth in Wyoming Statutes. Please consult an attorney or duly licensed title company if you have legal questions, or questions about the insurability of the land to subdivided pursuant to the proposed plat.

Plat Review submitted by:

Date: 1.17.20
Nancy Hughes, Manager, Title 22 Consultants, LLC, a Wyoming limited liability company

Police	NO COMMENT	1/6/2020	1/27/2020	1/6/2020	

Todd Smith
(1/6/2020 10:35 AM STOL)
No concerns from the police department.

Type of Review / Contact / Notes	Status	Dates: Sent	Due	Received	Remarks
Public Works Brian Lenz (1/29/2020 11:53 AM BTL) FINAL PLAT – Choose an item.		1/6/2020	1/27/2020		Bond for $3000 for monuments

P20-004
ADDRESS: 540 Cache Creek Drive
OWNER: 540 Cache Creek Drive LLC
APPLICANT: Nelson Engineering, Josh Kilpatrick

1/29/2020
Brian Lenz, 733-3079

DATE OF SUBMITTAL: January 6, 2020
DATE OF MATERIALS: Letter – January 3, 2020; Map - December 13, 2019
REVISION NO.: 00

BOND FOR MONUMENTATION: $3,000.

Bond will be released once monumentation for the subdivision has been set, or verified to be in place and not disturbed by written statement by a licensed surveyor.

The engineering division has reviewed your application for a FINAL PLAT submitted on and with application materials as dated above.

PRIOR TO PLAT APPROVAL THE FOLLOWING SHALL BE ADDRESSED:

LDRs 8.5.3.D Subdivision PLAT CONTENT
1. A plat shall contain notice of a mapped fault line pursuant to Section 5.4.3.B.
a. Provide a statement with the application that there are no fault lines located on the proposed properties. This does not have to be on the PLAT itself.

CERTIFICATE OF OWNER
1. The language of the second paragraph does not match the required language of Statute 34-12-103: Every such plat shall contain a statement to the effect that "the above or foregoing subdivision of (here insert a correct description of the land or parcel subdivided) as appears on this plat, is with the free consent, and in accordance with THE DESIRES OF THE UNDERSIGNED OWNERS AND PROPRIETORS". Recommend following the quoted language.

Add the following notes:
1. that access to sewer and water facilities, including pipelines, manholes, meters and valves, is hereby granted to the Town of Jackson; and,
2. that access across the driveways located within this subdivision is hereby granted to emergency vehicles including ambulances, fire fighting vehicles, and police vehicles; and,

PLAT SHEETS
1. Proposed easements must be noted as “granted this plat” or noted to be recorded contemporaneously with this plat.
2. Based on the Surveyor review, the 30 feet wide easement on the north lot is only for access to adjacent Lot 4 Simpson Addition. Provide language granting water, sewer, and utility easements benefitting the south lot to the map and Certificate of Owner.
3. LDRs 7.7.5.B: Where utilities are not provided within a dedicated road right-of-way, easements of not less than 30 feet shall be provided for accommodating water lines, sanitary sewers and stormwater drainage. Minimum width of easements for power lines, telephone lines, and other utilities shall be 15 feet.

The proposed 5 feet wide Lower Valley Energy Easement does not meet this standard and should be enlarged to meet the standards.

LEGEND

- = PROPERTY LINE
- = EXISTING EASEMENT LINE
- = CENTERLINE OF EXISTING EASEMENT
- = FOUND REBAR WITH CAP "PLS 3831"
- = FOUND BRASS CAP "PNS 164"
- = SET 5/8"ø REBAR WITH CAP INSCRIBED "NELSON ENGR. PLS 15442"
- = NEW UTILITY EASEMENTS

THIS SUBDIVISION IS CONNECTED TO THE TOWN OF JACKSON WATER SUPPLY AND SEWAGE COLLECTION AND TREATMENT SYSTEMS. ONSITE WATER AND SEWER SYSTEMS SHALL BE PRIVATELY OWNED AND MAINTAINED.

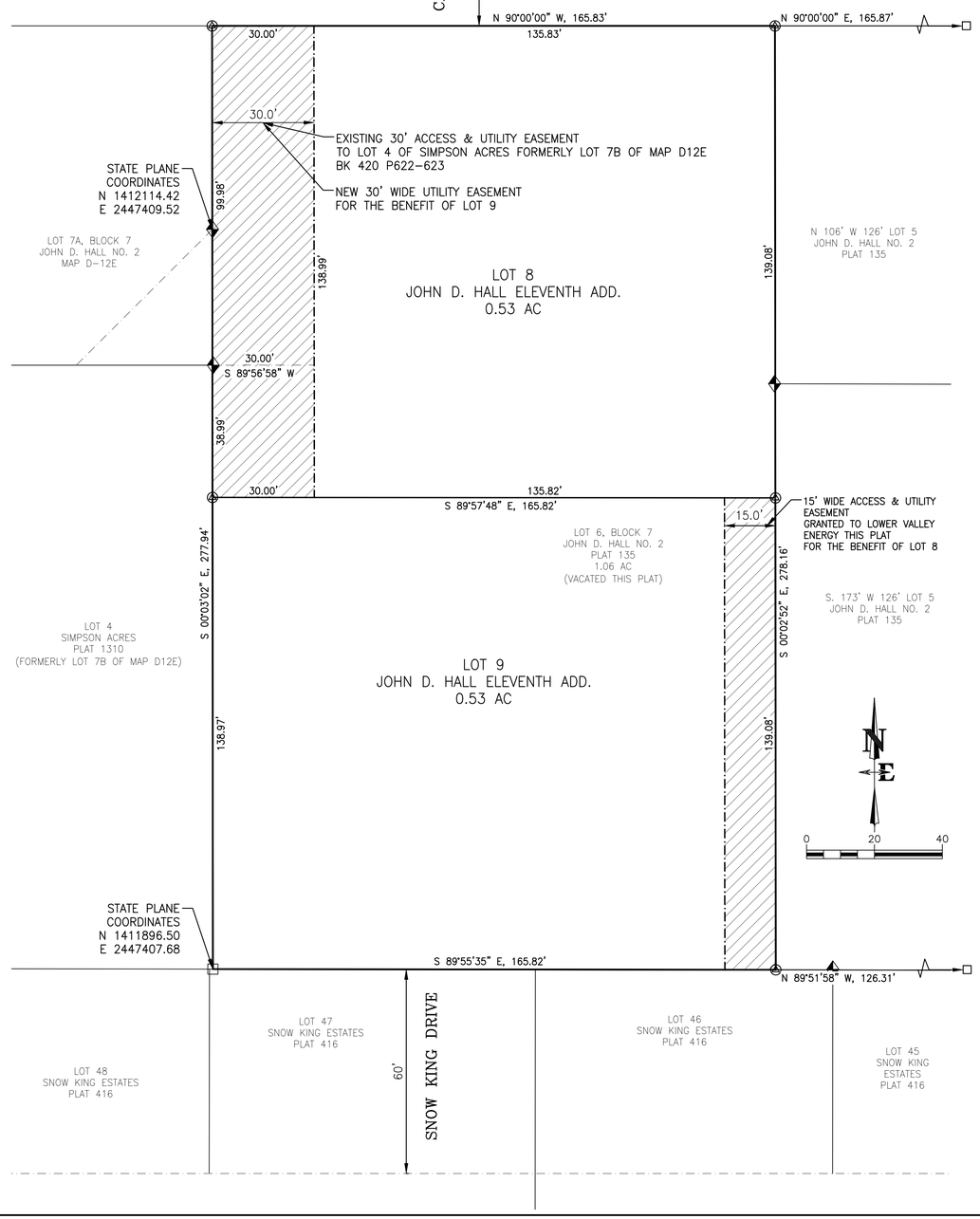
THIS SUBDIVISION SHALL NOT BE SUBJECT TO FURTHER DIVISIONS, EXCEPT AS PERMITTED BY THE TOWN OF JACKSON

NO PUBLIC MAINTENANCE OF STREETS OR ROADS.

SELLER DOES NOT WARRANT TO PURCHASER THAT HE HAS ANY RIGHTS TO THE NATURAL FLOW OF ANY STREAM WITHIN OR ADJACENT TO THE SUBDIVISION.

WYOMING LAW DOES NOT RECOGNIZE ANY RIPARIAN RIGHTS TO THE CONTINUED NATURAL FLOW OF A STREAM OR RIVER TO PERSONS LIVING ON THE BANKS OF THE STREAM OR RIVER.

THE SURFACE ESTATE OF THE LAND TO BE SUBDIVIDED IS SUBJECT TO FULL AND EFFECTIVE DEVELOPMENT OF THE MINERAL ESTATE.



CERTIFICATE OF OWNERS

State of Wyoming)
)ss.
County of Teton)

The undersigned owners and proprietors of the lands shown hereon hereby certify;

That the foregoing subdivision of land as shown hereon and described in the Certificate of Surveyor hereon is with their free consent and in accordance with the desires of the undersigned owners and proprietors;

That the name of the subdivision shall be **JOHN D. HALL ELEVENTH ADDITION TO THE TOWN OF JACKSON**;

That access to the subdivision is from Cache Creek Drive and Snow King Drive;

That this subdivision is subject to all matters delineated on John D. Hall Plat No. 2, plat no. 135, records of the Office of the Clerk of Teton County;

That this subdivision is subject to those reservations contained in Book 8 of Deeds, page 572. as records of Said Office;

That Lot 8 is subject to that 30 foot wide access easement for access and ingress and for buried underground utility lines to Lot 7B as described in Book 420, pages 622-623, records of Said Office;

That a 30 foot wide utility easement is hereby granted to the owners of Lot 9, and their heirs, assigns and successors over Lot 8, as shown hereon;

That that 15 foot wide access & utility easement within Lot 9 as shown hereon is hereby granted to Lower Valley Energy, a Cooperative Utility corporation and their heirs, assigns and successors that serve this subdivision for the installation, operation, maintenance and repair of underground utilities and reasonable above ground appurtenances thereto, that the underground utilities have been agreed upon to be installed within a conduit within the easterly 5 feet of Said easement;

That Lot 6, Block 7 of John D. Hall Plat No. 2, Plat no. 135, as recorded in the Office of the Teton County Clerk, is hereby vacated in accordance with the Town of Jackson Land Development Regulations, Article VII, Division 7.2 and Sections 34-12-106 through 110, Wyoming Statutes, 1977, as amended, and the Clerk is respectfully requested to write "vacated" across said lots, they being reconfigured as shown hereon;

That this subdivision is subject to any other easements, restrictions, reservations, rights-of-way, and conditions of sight and/or of record including, but not limited, to those shown hereon;

That this subdivision is subject to sewer and water facilities, including pipelines, manholes, meters and valves, is hereby granted to the Town of Jackson;

That access across the driveways located within this subdivision is hereby granted to emergency vehicles including ambulances, fire fighting vehicles, and police vehicles;

That Seller does not warrant to Purchaser that he shall have any rights to the natural flow of any stream within or adjacent to the subdivision;

That Wyoming Law does not recognize any riparian rights to the continued natural flow of a stream or river to persons living on the banks of the stream or river;

That all rights under and by virtue of the homestead exemption laws of the State of Wyoming are hereby waived and released;

540 Cache Creek LLC, a Delaware Limited Liability Company

_____
By: Zachery Stern, General Manager

The foregoing instrument was acknowledged before me by Zachery Stern as a General Manager of 540 Cache Creek LLC, a Delaware limited liability company, this _____ day of _____ , 2020.

Witness my hand and official seal.

_____
Notary Public

CERTIFICATE OF APPROVAL

State of Wyoming)
County of Teton)ss
City of Jackson)

The foregoing Subdivision, **John D. Hall Eleventh Addition to the Town of Jackson**, was approved at the regular meeting of the Jackson Town Council on the _____ day of _____, 2020 in accordance with Section 15-1-415 Wyoming Statutes.

Attest: Town of Jackson

_____ _____
Sandra P. Birdyshaw, Clerk Peter Muldoon, Mayor

_____ _____
Brian T. Lenz, Town Engineer Paul Anthony, Planning Director

The foregoing instrument was acknowledged before me by Peter Muldoon, Mayor, this _____ day of _____ , 2020.

Witness my hand and official seal.

Notary Public My commission expires:_____

The foregoing instrument was acknowledged before me by Sandra P. Birdyshaw, Clerk, this _____ day of _____ , 2020.

Witness my hand and official seal.

Notary Public My commission expires:_____

The foregoing instrument was acknowledged before me by Brian T. Lenz, Town Engineer, this _____ day of _____ , 2020.

Witness my hand and official seal.

Notary Public My commission expires:_____

The foregoing instrument was acknowledged before me by Paul Anthony, Planning Director, this _____ day of _____ , 2020.

Witness my hand and official seal.

Notary Public My commission expires:_____

VICINITY MAP
SW 1/4 NE 1/4,
SECTION 34,
TOWN OF JACKSON,
T41N, R116W
TETON COUNTY

N
E

SCALE 1' = 200'

CERTIFICATE OF SURVEYOR

State of Wyoming)
)ss
County of Teton)

I, Lucas D. Rudolph, hereby certify, to the best of my knowledge and belief:

that by authority of the owners I have subdivided the lands shown on this plat to be known as **JOHN D. HALL ELEVENTH ADDITION TO THE TOWN OF JACKSON.**

That the lands of this subdivision are identical with and described as:

Lot 6, Block 7 of John D. Hall Plat No. 2, Plat no. 135, a subdivision of record in the Office of the Teton County Clerk and located in the SW1/4 NE1/4, Section 34, T41N, R116W, 6th P.M., Town of Jackson, Teton County, Wyoming:

That this plat was made from the notes of surveys made by me, or under my direction, in March, 2018 and from records in the Office of the Teton County Clerk;

that all dimension and areas are correctly shown;

Said Subdivision contains 1.06 acres, more or less, and is subject to easements, restrictions, reservations, and conditions, of sight and/or of record, including, but not limited to those shown hereon

That all corners will be monumented as shown hereon by _____, 2020.

Lucas D. Rudolph, Wyoming Professional Land Surveyor 15442

The foregoing instrument was acknowledged before me by Lucas D. Rudolph this _____ day of _____ , 2020.
Witness my hand and official seal.

Notary Public My commission expires:_____

Number of Lots: 2
Lot 8 = 0.53 acres
Lot 9 = 0.53 acres

Total Project Acreage: 1.06 acres

Owner(s) and Subdivider(s):

540 Cache Creek LLC
207 High Point Dr. Bldg 100
Victor, NY 14564-1061
307-733-5884 ext.2

Surveyor:

Nelson Engineering
P.O. Box 1599
Jackson, Wyoming, 83001
307-733-2087

JOHN D. HALL ELEVENTH ADDITION to the Town of Jackson

a subdivision of Lot 6, Block 7,
of John D. Hall No. 2
Plat no. 135

located within the
SW 1/4 NE 1/4,
Section 34,
T41N, R116W, 6th P.M.,
Town of Jackson,
Teton County, Wyoming

DATE	12/13/2020	REV. 1-31-20 reviews
SURVEYED	NE	
ENGINEERED	JK	
DRAWN	SK	
CHECKED	LR	
APPROVED	LR	

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

DRAWING TITLE
FINAL PLAT

JOB TITLE
JOHN D. HALL ELEVENTH ADDITION

DRAWING NO 1

JOB NO 19-046-02

S:\Proj2019\046-03 Lot 6 John D Hall-540 Cache Cree Dr-Survey & Replat\Dwg\Plat.dwg (24x36 or 12x18) - Feb 12 2020 03:16 pm PLOTTED BY: kwirchner DWG FORMAT: 23.0

NELSON ENGINEERING *since 1964*
Professional Engineers & Land Surveyors
JACKSON, WY • BUFFALO, WY • WWW.NELSONENGINEERING.NET

LDR/19-046-03

12 February, 2020

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

ATTN: Brendan Conboy, Associate Planner

RE: John D. Hall Eleventh Addition (P19-199 & P19-200)

Dear Brendan:

This letter accompanies a drawing of the revised Subdivision map referenced above.

In response to the comments of the County Surveyor, I make the following remarks:

Comments:

1. Title Block – the words FINAL PLAT is in the Nelson Engineering border.
2. Vicinity Map – the adjacent property lot numbers have been updated.
3. Certificate of Surveyor –
    a. The mention of Parcel has been changed to Subdivision
    b. The dates shall be filled in prior to submission of the plat.
4. Certificate of Approval –
    a. The reference to Bencor Second Addition has been corrected.
    b. The notary block dates have been updated
    c. The signature names have been corrected
5. Certificate of Owner –
    a. I have added additional language to Paragraph 5 to make it clearer as to its intent.
    b. I have added "No. 2" to the reference of the plat in Paragraph 15.
    c. The reference to Homestead Exemption Waiver has been added.
6. Certificate of Mortgagee – The mortgage listed in the Title Report has been released in Book 643, page 829.
7. Plat and Graphical Elements –
    a. Lot Numbering - I have removed the reference to Block 7, although since I am referencing the original plat in the name, I do feel it does still relate to the original Block. I have numbered the lots with the next lot number available within Block 7.
    b. Easements – The hatched easement on lot 8 is to show the new 30-foot utility easement for the benefit of Lot 9. The new 30-foot easement is an overlapping easement of an existing 30-foot access easement for Lot 4 of Simpson Acres.
8. The zone information has been removed from the plat.
9. Homestead Exemption Waiver- the statement has been added to the Certificate of Owners.

ph 307.733.2087 | fx 307.733.4179 | PO Box 1599 | 430 South Cache | Jackson, Wyoming 83001

12 February 2020

Project No. 19-046-02

Clerk's Office Comments continued:

6. The reference to Block 7 has been removed but the Lot numbers have been kept the same as stated under the Title 22 Consultants comment to requirement no. 1.

In response to the comments of **Brian Lenz**, I make the following remarks:

Plat Content:

1. There is no known fault line on the property.
2. The next time we do an application we will make the statement regarding fault line as the plat has already been submitted.

Certificate of Owner:

1. The State Statute says a statement *to the effect* that… We feel that the statement does meet State Statute requirement and have had the same statement thru many years on our plats. The "undersigned owners and proprietors" was inadvertently cut off and has been added back in.

Add the following notes:

1. The note regarding water and sewer…has been added to the Certificate of Owners
2. The note regarding access across the driveways… has been added to the Certificate of Owners.

Plat Sheets:

1. The 15-foot easement is granted to Lower Valley as described in the Certificate of Owners. Additional language has been added to the 30-foot-wide easement granting it to Lot 9.
2. There are two overlapping easements where the 30-foot-wide easement is located and both have been labeled on the map and described in the Certificate of Owners.
3. The sewer and water utilities are located within the granted 30-foot-wide utility easement within Lot 8 benefiting Lot 9. The easement to Lower Valley Power and Light has been enlarged to 15 feet wide as defined in LDRs 7.7.5.B.

I believe this address all the comments and requirements applicable to the approval and filing of the accompanying plat. Please call me if you have any questions or concerns.

Sincerely,

Lucas D. Rudolph

LDR/
Encl.

ph 307.733.2087 | fx 307.733.4179 | PO Box 1599 | 430 South Cache | Jackson, Wyoming 83001

TOWN OF JACKSON
TOWN COUNCIL
AGENDA DOCUMENTATION

PREPARATION DATE: FEBRUARY 27, 2020
MEETING DATE: MARCH 2, 2020

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: BRENDAN CONBOY

SUBJECT: **ITEM P20-008:** REQUEST FOR A PARTIAL VACATION WITHOUT REPLAT FOR THE PROPERTY LOCATED AT 660 CACHE CREEK DRIVE.

APPLICANT/OWNER: HANSETTI REVOCABLE TRUST

STATEMENT/PURPOSE

The applicant is requesting a Partial Vacation without Replat (Sec. 8.2.13.C.5) for the property addressed as 660 Cache Creek Drive. The purpose of the partial vacation is to remove notes on the plat which require Lot 3 to access a garage from the access and utility easement. The applicant intends to access the property from both Cache Creek Drive and the alley in order to better accommodate parking and site design for a Detached Single Family unit with an attached Accessory Residential Unit (ARU).

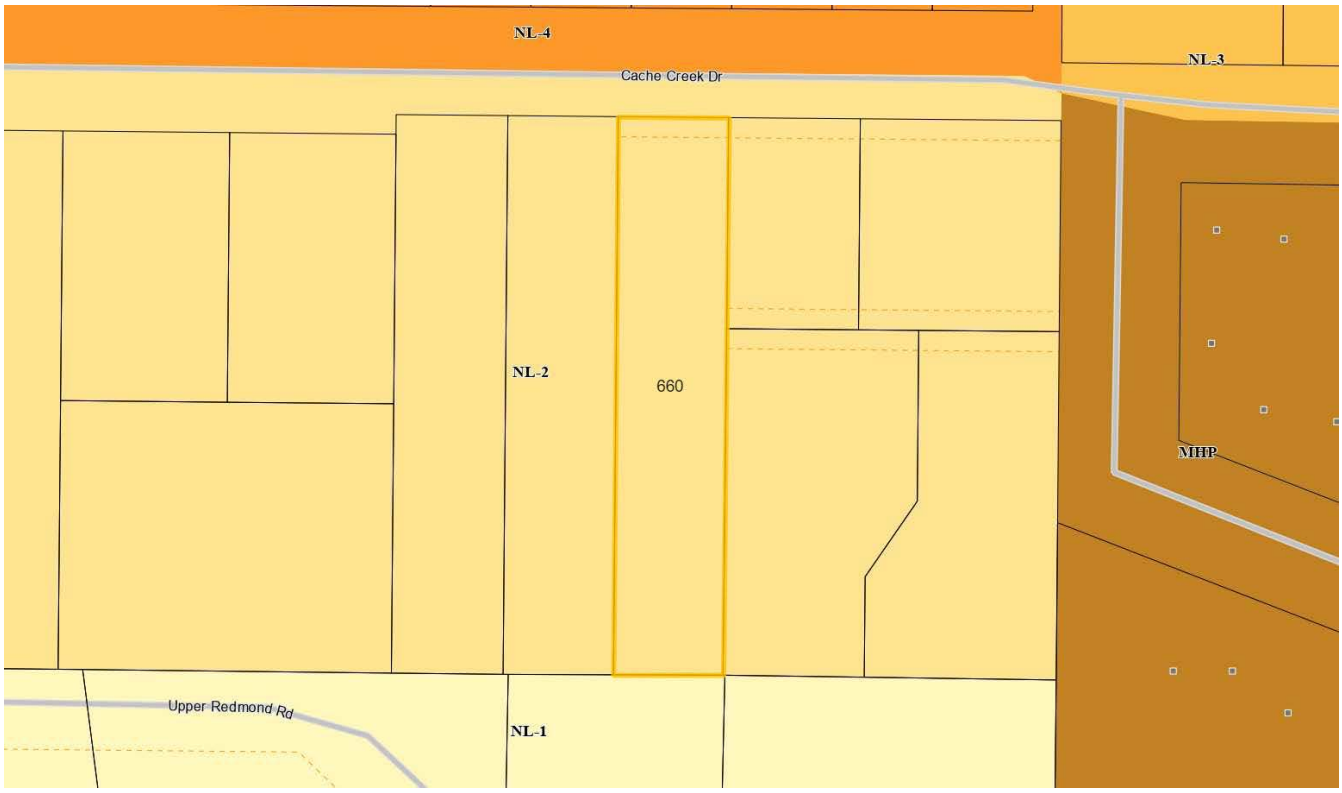
APPLICABLE REGULATIONS

Section 8.2.13 Amendment of Permits or Approvals
Section 8.2.13.C.5 Subdivision Plat Amendment - Partial Vacation Without Replat

LOCATION

The property is located at 660 Cache Creek Drive, legally described as LOT 3, SCARLETT ADDITION. An aerial photo and zoning map are shown below:

Cache Creek Dr
660
Upper Redmond Rd


NL-4
Cache Creek Dr
NL-3
NL-2
660
MHP
Upper Redmond Rd
NL-1

BACKGROUND

The subject property, Lot 3 of the Scarlett Addition, is zoned Neighborhood Low Density – 2 (NL-2) and is .35 acres in size (~15,246 SF). The site is currently vacant and has not been developed in the past. Neighboring properties to the north across Cache Creek Drive are zoned Neighborhood Low Density-4 (NL-4), to the east and west Neighborhood Low Density-2 (NL-2), and to the south Neighborhood Low Density-1 (NL-1).

The Town Council approved a Final (Intermediate) Development Plan (Item P09-004) on April 20, 2009, for a seven (7) lot Planned Residential Development on 2.04 acres of Lots 1 & 2, Block 7, John D. Hall Plat No. 2, now known as the Scarlett Addition subdivision. A copy of the plat is provided on following page. The approved Final (Intermediate) Development Plan contained a condition of approval intended to reinforce PRD standards by limiting direct access to Cache Creek Drive and limiting parked vehicles and garages in the Cache Creek Drive streetscape. The specific condition is as follows:

> *#4. All garages on Lots 3, 4, and 5 shall be accessed from the internal access drive and located at the rear of the structure. This restriction shall be included on the Final Plat and the corresponding CC&Rs.*

On February 03, 2020 the Town Council voted to approve an Amendment to a Condition of Approval (Item P19-284) to remove the requirement that Lot 3 be accessed solely from the internal access drive with a garage located at the rear of the structure, subject to the following three (3) conditions of approval:

1. *The garage on Lot 3 for the main dwelling unit shall be set back at least 10 feet from the front façade.*

2. *The primary street setback range from Cache Creek Drive for the main dwelling unit shall be a minimum of 25 feet and a maximum of 35 feet.*

3. *The width of the driveway be limited to 16 feet at the point of the crossing of the sidewalk.*

As a result, the applicant is now requesting that the corresponding plat notes be vacated (removed) from the plat.

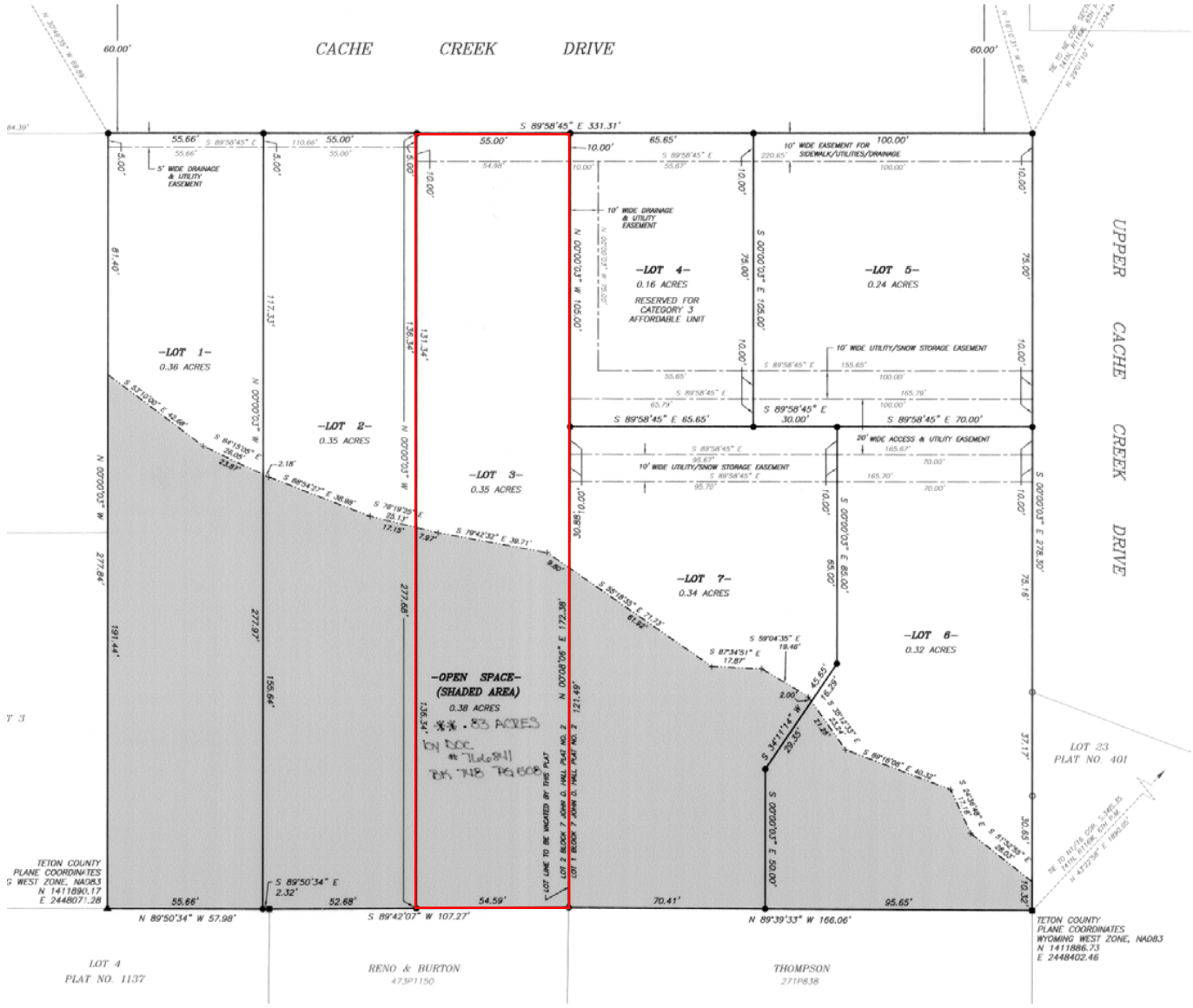


Fig. 1: Final Plat Scarlett Addition to the Town of Jackson. Lot 3 (660 Cache Creek Drive) is highlighted in red.

STAFF REVIEW

The applicant's request is in keeping with the recently approved Amendment to a Condition of Approval (Item P19-284). Staff reviewed all relevant issues pertaining to the original PRD approval at that time. The applicant's current request was predicated on approval of the amendment to the condition of approval.

STAFF FINDINGS

Pursuant to Sec. 8.2.13.C.5 Partial Vacation Without Replat:

> *Vacation of one or more building envelopes, notes, a lot line for the purpose of combining one or more lots, or a private road or utility easement does not require a new plat provided the following additional standards are met.*
>
> *a. Instrument Required. An instrument shall be filed with the County Clerk stating that the partial vacation does not abridge or destroy any rights and privileges of other proprietors*

in the plat. The instrument shall include:

i. Acknowledgment by all parties affected by the vacation; and
ii. Acknowledgment by the Town Council.

Staff finds that the applicant has satisfied this requirement by providing an affidavit (instrument) to be recorded with the County Clerk, and acknowledgements by all parties affected by the vacation stating that the applicant's request does not abridge, destroy, or alter any of their rights and/or privileges as proprietors of the plat (documents are attached to the applicant submittal).

ATTACHMENTS

Applicant Submittal
Department Reviews

STAKEHOLDER ANALYSIS

The primary stakeholders are the adjacent residential property owners. Each of the adjacent property owners within the Scarlett Addition have signed a document stating that the applicant's request does not abridge, destroy, or alter any of their rights and/or privileges as proprietors of the plat (documents are attached to the applicant submittal).

PUBLIC COMMENT

Staff has not received any additional public comment following the applicant's request to amend the condition of approval.

FISCAL IMPACT

There will be no significant fiscal impact to the Town if the proposed project is approved.

STAFF IMPACT

There will be minimal impact to staff resources if the proposed project is approved.

LEGAL REVIEW

Ongoing as required.

RECOMMENDATIONS/ CONDITIONS OF APPROVAL

The Planning Director recommends **approval** of Partial Vacation without Replat for Lot 3 of the Scarlett Addition, addressed as 660 Cache Creek Drive subject to the departmental reviews as provided in the staff report dated February 27, 2020.

SUGGESTED MOTIONS

Based upon the findings as presented in the staff report and as made by the applicant for Item P20-008, I move to approve a Partial Vacation without Replat for Lot 3 of the Scarlett Addition located at 660 Cache Creek Drive subject to the departmental reviews as provided in the staff report dated February 27, 2020.

PLANNING PERMIT APPLICATION
Planning & Building Department

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

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

For Office Use Only

Fees Paid_____ Date & Time Received _____

Application #s _____ _____ _____

Please note: *Applications received after 3 PM will be processed the next business day.*

PROJECT.

Name/Description: DRIVEWAY ACCESS FOR 66 CACH CREEK DR. (PIP9-284)

Physical Address: 660 CACH CREEK DR.

Lot, Subdivision: LOT 3, SCARLETT ADDITION PIDN: _____

PROPERTY OWNER.

Name: HANSETTI REVOKABLE TRUST Phone: 307-690-6457 (CHRIS) 307-690-7077 (MIGA)

Mailing Address: CHRIS HANSEN + MIGA ROSSETTI ZIP: _____

E-mail: 1710 FISH CREEK RD WILSON WY 83014

me@chrishansen.me, migaskis@gmail.com

APPLICANT/AGENT.

Name: _____ Phone: _____

Mailing Address: _____ ZIP: _____

E-mail: _____

DESIGNATED PRIMARY CONTACT.

✓ Property Owner _____ Applicant/Agent

TYPE OF APPLICATION. *Please check all that apply; review the type of application at www.townofjackson/200/Planning*

Use Permit

_____ Basic Use

_____ Conditional Use

_____ Special Use

Relief from the LDRs

_____ Administrative Adjustment

_____ Variance

_____ Beneficial Use Determination

_____ Appeal of an Admin. Decision

Physical Development

_____ Sketch Plan

_____ Development Plan

_____ Design Review

Subdivision/Development Option

_____ Subdivision Plat

_____ Boundary Adjustment (replat)

_____ Boundary Adjustment (no plat)

_____ Development Option Plan

Interpretations

_____ Formal Interpretation

_____ Zoning Compliance Verification

Amendments to the LDRs

_____ LDR Text Amendment

_____ Map Amendment

Miscellaneous PARTIAL VACATION

✓ **Other:** W/O REPLAT

_____ Environmental Analysis

PRE-SUBMITTAL STEPS. *To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.*

Pre-application Conference #: _____ Environmental Analysis #: _____

Original Permit #: _____ Date of Neighborhood Meeting: _____

SUBMITTAL REQUIREMENTS. *Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.*

Have you attached the following?

_____ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

_____ **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF.

_____ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

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

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

Christopher R. Hansen — 1/13/20

Signature of Property Owner or Authorized Applicant/Agent — Date

CHRISTOPHER R. HANSEN — OWNER

Name Printed — Title

1/14/20 owner

Monday, January 13, 2020

Dear Town of Jackson Planning Department, Town Council and Mayor,

We are submitting a Planning Permit Application for a Partial Vacation without Replat to the Scarlett Addition Plat to allow driveway access from Cache Creek Drive to our lot at 660 Cache Creek Dr.

Though at the time I am writing this letter we have not received approval for the previous Amendment of Condition of Approval—the prior required step in this process—we have received positive feedback from Town of Jackson departments and an indication from the Planning Department that staff will recommend approval of this request to the Town Council. As such, we are moving forward with the second step in this process. Following is a slightly updated version of the narrative already submitted in the previous application:

When platted and approved, lots 3 - 7 of the Scarlett Addition were required to take vehicular access from the alley off of Upper Cache Creek Drive. In the time since the neighborhood was platted, a change to the Neighborhood Low Density-2 (NL-2) zone now allows one ARU in addition to the primary residence. We propose to build an ARU up to the 800 square foot limit which will require two parking spaces for that ARU in addition to the two parking spaces required for the primary residence. Due to the narrowness of the lot and to the perpendicular aspect at which the alley abuts the lot, there is very little room to provide the additional two parking spaces off of the alley at the south end of the lot without compromising the open space at the south end of the lot.

In this particular case, allowing vehicular access off of Cache Creek Drive, in addition to maintaining access from the alley, will solve several congestion and circulation problems. We plan to locate the ARU in the basement at the south end of the house and propose to provide parking for the ARU on the southeast side of the lot off of the alley. By allowing access to the main residence off of Cache Creek Drive, we can provide vehicle access and storage in a garage on the north side of the house. This will allow us to put the front door on the Cache Creek Drive side and separate both the vehicle access and main entrance for the main house and ARU to opposite sides of the house, thus increasing privacy for both residences. It will also alleviate potential vehicular congestion in what is already a crowded alley.

In addition, as was noted by Fire Marshal Kathy Clay in her review of our application, “fire department access cannot be made via alleyways,” so the addition of a driveway off of Cache Creek Dr. would potentially add a layer of safety should the fire department need to fight a fire at this residence.

Providing driveway access to Lot 3 off of Cache Creek Drive brings design in line with other current uses: Driveway access would be the same as Lots 1 and 2 as well as most of the other homes on Cache Creek Drive; it allow us to site the house farther

north on the lot than what is currently feasible due to required alley access, bringing the house more in line with where other houses on Cache Creek Drive are sited; and it increases the size of the back yard on the south side of the house which is also adjacent open space on the hillside and may allow freer movement of wildlife through the neighborhood.

According to the description in the Town's Land Development Regulations, this is the type of access that is preferred. Item number "3. Parking," under "A. Intent" in the NL-2 description (page 2-17, section 2.2.3 NL-2: Neighborhood Low Density-2) states that "Parking is provided primarily on-site in garages or with surface spaces. Parking is typically accessed from a primary street, often including longer driveways." This is precisely the driveway/parking situation we are proposing.

We intend to respect the character of the street and minimize the driveway width. We propose a 16' wide driveway at the street. We will landscape to enhance and preserve the character of neighborhood.

We have spoken with all neighbors in the Scarlett Addition; they are all in favor of this change and none feel it will adversely affect their property or infringe upon their property rights (please see attached acknowledgment letters). In addition, those neighbors who currently access their property from the alley are very much in favor because they see this change as a way to cut down on potential vehicle congestion in what is already a very crowded alley.

In addition to this letter, please find responses to Findings for Approval per Section 2320 Planned Residential Development.

Thank you for your consideration. If you need any additional information please don't hesitate to contact us; phone numbers and email addresses are below.

Best regards,

Miga Rossetti
307-690-7077
migaskis@gmail.com

Chris Hansen
307-690-6457
me@chrishansen.me

Amendment of Condition of Approval:
A condition of approval placed on a permit or approval by a decision-making body shall be amended by that body at a public hearing held pursuant to Sec. 8.2.14. Findings for Approval per Section 2320 Planned Residential Development.

1. That the proposed project is in substantial compliance with all applicable standards of this section;

This ammendment is compliant.

2. That the proposed project substantially meets the character objectives of preservation or enhancement of the zoning district and neighborhood in which it is to be located. Projects which are out of scale and character with their surroundings will not be approved;

This ammendment meets these objectives.

3. That streets and intersections serving the project will not be reduced to unacceptable levels of service, nor will the safety of motorists, pedestrians, and cyclists be jeopardized;

This amendment will not negatively affect the street or safety of motorists, pedestrians or cyclists on Cache Creek Dr.

4. That the density and distribution of population resulting from the project will not overburden schools, parks, utilities, or other public services; and

This ammendment will not impact schools, parks, utilities, or other public services.

5. That all adverse impacts associated with the proposed project are effectively mitigated to the extent possible. [Ord. 505 § 1, 1995]

There are no adverse impacts associated with this ammendment.

Town of Jackson Planning Department, Mayor and Councilors:

I have spoken with the owners of Lot 3 of the Scarlett Addition, Miga Rossetti and Chris Hansen, and understand the nature of their request for a partial vacation without replat in order to gain vehicular access to their lot from Cache Creek Dr. We acknowledge that this partial vacation does not abridge, destroy or alter any of our rights and/or privileges as proprietors of the plat.

Gretchen Eagan
Name

Signature

December 6, 2019
Date

#1
Lot #

640 Cache Creek Dr

Jackson WY 83001
Neighborhood Address

Town of Jackson Planning Department, Mayor and Councilors:

I have spoken with the owners of Lot 3 of the Scarlett Addition, Miga Rossetti and Chris Hansen, and understand the nature of their request for a partial vacation without replat in order to gain vehicular access to their lot from Cache Creek Dr. We acknowledge that this partial vacation does not abridge, destroy or alter any of our rights and/or privileges as proprietors of the plat.

JAMES RAMAGE

Name

Signature

12/4/19

Date

5

Lot #

680 Cache Creek Drive

Jackson, WY

Neighborhood Address

Town of Jackson Planning Department, Mayor and Councilors:

I have spoken with the owners of Lot 3 of the Scarlett Addition, Miga Rossetti and Chris Hansen, and understand the nature of their request for a partial vacation without replat in order to gain vehicular access to their lot from Cache Creek Dr. We acknowledge that this partial vacation does not abridge, destroy or alter any of our rights and/or privileges as proprietors of the plat.

Sean Scarlett
Name

Signature

12/9/19
Date

7
Lot #

685 Upper Cache Creek Drive
Neighborhood Address

Town of Jackson Planning Department, Mayor and Councilors:

I have spoken with the owners of Lot 3 of the Scarlett Addition, Miga Rossetti and Chris Hansen, and understand the nature of their request for a partial vacation without replat in order to gain vehicular access to their lot from Cache Creek Dr. We acknowledge that this partial vacation does not abridge, destroy or alter any of our rights and/or privileges as proprietors of the plat.

MARCUS STAUFFER
Sue Ann Stauffer
Name

Signature

Date 12/13/19

LOT 2
Lot #

650 CACHE CREEK DR.
JACKSON WY 83001
Neighborhood Address

AMENDMENT TO PAST CONDITION OF APPROVAL OF A FINAL (INTERMEDIATE) DEVELOPMENT PLAN FOR A PLANNED RESIDENTIAL DEVELOPMENT (PRD) P09-004 / PARTIAL VACATION WITHOUT REPLAT OF LOT 3 OF THE SCARLETT ADDITION TO THE TOWN OF JACKSON, WYOMING

WHEREAS, the Town of Jackson Council has approved a Request for an Amendment to a past Condition of Approval of a Final (Intermediate) Development Plan for a Planned Residential Development (PRD) (P19-284) and a Partial Vacation Without Replat (P20-XXX) of Lot 3 of the Scarlett Addition to the Town of Jackson, Wyoming, to allow driveway access on the North side of the lot, located at 660 Cache Creek Drive, to Cache Creek Drive; and

WHEREAS, having determined that the amendment to past condition of approval and partial vacation without replat does not abridge, destroy or alter any rights and/or privileges of other proprietors of said plat; and

WHEREAS, having determined that the amendment to the past condition of approval and the partial vacation without replat is acknowledged by all affected parties and approved by the Jackson Town Council; and

WHEREAS, Christopher R. Hansen and Miga A. Rossetti, trustees of the Hansetti Revocable Trust dated June 7, 2019, have prepared the required applications and this instrument of documentation.

NOW, THEREFORE, BE IT ACKNOWLEDGED that the Town of Jackson Council hereby requests the Teton County Clerk to make the appropriate annotations on Plat No. 1275-01 referencing the partial vacation without replat that in addition to access

from Upper Cache Creek Drive, Lot 3 may also take access from Cache Creek Drive in the same manner as Lot 1 and Lot 2, and that the County Clerk also make reference on said plat, pursuant to Wyoming Statutes Section 34-12-110, to the volume and page in which this required instrument of partial vacation without replat is recorded.

FURTHER, all of the above is in accordance with the Town of Jackson Land Development Regulations, Section 8.2.13 Amendment of Permits or Approvals, C. Subdivision Plat Amendment, 5. Partial Vacation Without Replat, and is expressly permitted by said regulations.

OWNER ACKNOWLEDGEMENT:

_____ _____

(signature) (print name)

_____ _____

(signature) (print name)

STATE OF WYOMING)

) ss.

COUNTY OF TETON)

The foregoing instrument was acknowledged before me by _____

On this ____ day of _____, 2020

_____ _____

Notary Public My commission expires

Witness my hand and official seal.

TOWN ACKNOWLEDGEMENT:

_____

Pete Muldoon, Mayor

Town of Jackson

STATE OF WYOMING)

) ss.

COUNTY OF TETON)

The forgoing instrument was acknowledged before me by Pete Muldoon, as Mayor of the Town Council on this ____ day of _____, 2020.

Witness my hand and official seal.

_____ _____

Notary Public My commission expires

Project Plan Review History

PLANNING

Project Number	P20-008	**Applied**	1/16/2020	STOL
Project Name	Partial Vacation wo replat - 660 Cache Creek	**Approved**		
Type	OTHER	**Closed**		
Subtype		**Expired**		
Status	STAFF REVIEW	**Status**		

Applicant **Owner** HANSETTI REVOCABLE TRUST

Site Address	City	State	Zip
660 CACHE CREEK DRIVE	JACKSON	WY	83001

Subdivision	Parcel No	General Plan
	224116341AE003	

Type of Review / Contact / Notes	Status	Dates: Sent	Due	Received	Remarks
County Clerk Mary Smith	APPROVED W/CONDITI	2/5/2020	2/24/2020	2/24/2020	see notes

1. The reference to the Plat No 1275-01 is incorrect. The Plat No is 1275. That will need to be changed.
2. The notary acknowledgment for Pete Muldoon acknowledges him as Mayor of the Town Council. It should say Mayor of the Town of Jackson.

Thank you,

Mary Smith
Deputy Clerk
Teton County, Wyoming
(307) 732-8422

Legal Lea Colasuonno	APPROVED W/CONDITI	2/5/2020	2/24/2020	1/30/2020	

(1/30/2020 3:47 PM LC)
The previously applied for amendment of a condition of approval (8.2.13.B) must be completed prior to this application.

Assuming that occurs, as stated in the application, the standard for a partial vacation without replat is as follows:
8.2.13.C.5--- Partial Vacation Without Replat. Vacation of one or more building envelopes, notes, a lot line for the purpose of combining one or more lots, or a private road or utility easement does not require a new plat provided the following additional standards are met.
a. Instrument Required. An instrument shall be filed with the County Clerk stating that the partial vacation does not abridge or destroy any rights and privileges of other proprietors in the plat. The instrument shall include:
i. Acknowledgment by all parties affected by the vacation; and
ii. Acknowledgment by the Town Council.
b. Annotation. Pursuant to Wyoming Statutes Section 34-12-110, the County Clerk shall make appropriate annotation on the plat referencing the vacated envelopes, notes, easements or lot lines for the purpose of lot combinations. The County Clerk shall also make a reference on said plat to the volume and page in which the required instrument of partial vacation is recorded.
c. Building Envelope Vacation. The Town Council may require that a map, prepared by a land surveyor registered in the State of Wyoming, of the vacated building envelopes be filed with the County Clerk concurrently with the required partial vacation instrument. In this event, the partial vacation instrument shall include a reference to said building envelope map.
i. Future Revisions. Proposed changes to the building envelopes shown on any required building envelope map shall be approved by the Planning Director, provided that any such proposed change does not abridge or destroy any of the rights and privileges of other proprietors in the plat. The proposed change shall be reviewed pursuant to the standards of B.2.
d. Lot Combination. If a lot line is to be vacated for the purpose of combining one or more lots, the required partial vacation instrument shall include language stating that the combined lots shall be treated as one for all purposes under these LDRs and cannot be resubdivided without receiving subdivision approval under the LDRs in effect at that time.

Type of Review Contact Notes	Status	Dates Sent	Due	Received	Remarks
Planning Brendan Conboy	APPROVED W/CONDITI	2/5/2020	2/24/2020	2/24/2020	see staff report P20-008
Public Works Jeff Silliman (2/19/2020 4:57 PM JSIL) Partial Vacation Without RePlat P20-008 ADDRESS: 660 Cache Creek Drive OWNER: Hansetti Revocable Trust APPLICANT: Same 2/19/2020 Jeff Silliman, 733-3079 DATE OF SUBMITTAL: February 5, 2020 DATE OF MATERIALS: January 13, 2020 (Letter to TOJ) The engineering division has reviewed your application for an Amendment to Conditions of Approval submitted on and with application materials as dated above. COMMENTS ON APPROVAL Town Engineer met with applicant, Tyler Valentine, and Brian Schilling prior to application. The applicant's request is similar to other access points to Cache Creek Drive and there are no known engineering reasons for not allowing a direct access to Cache Creek Drive from the 660 property.	APPROVED W/CONDITI	2/5/2020	3/2/2020	2/20/2020	

ORDINANCE L

AN ORDINANCE AMENDING AND REENACTING SECTIONS 1 THROUGH 12 OF ORDINANCE NO. 30, SECTIONS 1 AND 2 OF ORDINANCE NO. 89, SECTIONS 1 THROUGH 13 OF ORDINANCE NO. 90, SECTIONS 1 THROUGH 3 OF ORDINANCE NO. 90A, SECTION 1 OF ORDINANCE 106, 172, 375, 388, 389, 456, 503, 504, 516, 569, 577, 605, 714, 823, 828, 960, 1063, 1072, 1076, AND 1185, SECTIONS 1 AND 2 OF ORDINANCE 227, SECTIONS 3 THROUGH 8 OF ORDINANCE 853, SECTIONS 1 AND 2 OF ORDINANCE 969, AND SECTIONS 1 AND 2 OF ORDINANCE 1173; AND SECTIONS 6.10 THROUGH 6.90 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING LIQUOR LICENSES AND PERMITS TO REMOVE CODE WHICH DUPLICATES WYOMING STATUTE TITLE 12, TO UPDATE CODE WITH WYOMING STATUTE TITLE 12 CHANGES EFFECTIVE JULY 1, 2019, 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.

Sections 6.10 through 6.90 of the Municipal Code of the Town of Jackson are hereby amended and reenacted to remove code which duplicates Wyoming Statute Title 12, to update code with Wyoming Statute Title 12 changes effective July 1, 2019, to add regulations for off-premises open container sales, require training for alcohol server staff, and update code relating to suspension and penalties for violations, to read as follows:

Chapter 6.10
DEFINITIONS

Sections:

6.10.010 Definitions.

6.10.010 Definitions.

As used in this Title.

A. **Alcohol Server Staff** means all persons employed at any business operating under a liquor license engaged in the selling or serving of alcoholic liquor and/or malt beverages, or the managers thereof.

B. **Hotel** means a building kept, used, maintained, advertised, and/or held out to the public to be a place where sleeping accommodations are offered for pay to transient guests. Such sleeping accommodations shall be in the same building and such sleeping accommodations shall be so equipped and serviced that the Town Council shall be satisfied that the chief source of revenue to be derived from the operation of the hotel shall be from sleeping accommodations and not from the sale of alcoholic or malt beverages. No cottage, tourist camp, or rooming house shall be considered a hotel.

C. **Licensee** means a person holding any permit or license in accordance with this Title or Wyo. Stat. Ann. Title 12.

D. **Restaurant** means space in a building maintained, advertised, and/or held out to the public as a place where individually-priced meals are prepared and served primarily for on-premises consumption and where the primary source of revenue from the operation is from the sale of food and not from the sale of alcoholic or malt beverages. The building shall have a dining room or rooms, a kitchen, and the number and kinds of employees necessary for the preparing, cooking, and serving of meals in order to satisfy the licensing authority that the space is intended for use as a full-service restaurant.

1. **Full-service restaurant** means a restaurant at which waiters and waitresses deliver food and drink offered from a printed food menu to patrons at tables or booths.
2. Food menu shall contain a minimum of five (5) qualifying selections. The service of only fry orders or such food and victuals as sandwiches, hamburgers or salads shall not be deemed a restaurant for the purposes of this section.
3. Kitchen shall be an area with cooking appliances required to prepare plated meals.
4. Dispensing Room means an enclosed and partitioned space within a restaurant large enough for a person to enter, but not a cabinet. Wall partitions may contain cut-out windows and doorways, but partitions shall extend from floor to ceiling.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord. 998 § 1, 2011; Ord. 853 § 3, 2007; Ord. 389 § 1, 1989; Ord. 90 § 1, 1965.)

Chapter 6.20
APPLICATION FOR LICENSES AND PERMITS

Sections:

6.20.003 State Laws Applicable.
6.20.006 Application Form and Fees.
6.20.010 Affidavit and of Authorization and Understanding.
6.20.012 Plan of Operations.
6.20.015 Affidavit of Understanding. (Repealed. Ord.1185 § 1, 2017)
6.20.020 Notice publication--Protests. (Repealed. Ord. x § 1, 2020)
6.30.030 Term - Exception. (Repealed. Ord. x § 1, 2020)

6.20.003 State Laws Applicable.

All licenses issued pursuant to this Title, and all use, possession, sales, and purchases of alcoholic beverages shall be subject to all requirements, regulations, and limitations prescribed by Wyo. Stat. Ann. title 12-1-101 and are adopted by reference, except as is otherwise expressly set forth in this Title. If this Title is silent, then state statute is applicable. If there is a conflict between the state statute and this Title, then the stricter will apply.

6.20.006 Application Form and Fees.

A. A person desiring any liquor license under this Title shall apply to the Town Clerk on forms prepared by the Attorney General of the State of Wyoming, as and in accordance with the statute of the State of Wyoming.

B. The Town, upon application, state certification, and public hearing, may issue a liquor license or permit pursuant to this Title and Wyo. Stat. Ann. title 12.

C. The fee paid annually for each license is as follows, which fees may be amended by ordinance of the Town Council; however, in no case shall the sum be greater than the amount authorized by applicable Wyoming Statutes. No application will be processed, nor any licenses issued, until payment in full has been made.

1. Retail Liquor License: $1,500.00
2. Limited Retail (Club) Liquor License: $500.00
3. Resort Liquor License: $3,000.00
4. Restaurant Liquor License: $1,500.00
5. Bar and Grill Liquor License: $1,500.00
6. Microbrewery Permit: $500.00
7. Winery Permit: $500.00
8. Satellite Winery Permit: $100.00

D. The fee to be paid for each twenty-four (24) hour permit is as follows, which fees may be amended by ordinance of the Town Council; however, in no case shall the sum be greater than the amount authorized by applicable Wyoming Statutes. No permit will be issued until payment in full has been made.

1. Catering Permit: $20.00
2. Malt Beverage Permit: $50.00
3. Manufacturer's Off-Premises Permit: $50.00

6.20.010 Affidavit of Authorization and Understanding.

A. All persons filing applications for new licenses and permits, renewals for the same, or for transfer of ownership or location, unless otherwise noted in this Title, shall submit a signed Affidavit of Authorization and Understanding form as provided by the Town Clerk.

B. The applicant understands that it shall be the duty of the applicant to seek any additional required reviews, authorizations, permits, and approvals from any Town or County department or elected bodies.

C. Each application submitted is affirmed as being true and correct to the best of the applicant's knowledge. The applicant understands that information provided in the application packet may be investigated for accuracy.

D. Procedures for reviewing applications will be established by the Town Clerk, Chief of Police and Risk Manager.

6.20.012 Plan of Operations.

A. All new and transfer applications must include a written Plan of Operations, which at a minimum sets forth:
   1. The nature of the business and how the premises will be operated.
   2. The type(s) of alcoholic beverages available to customers.
   3. The process customers will follow to order alcohol and how employees will pour and deliver alcoholic and malt beverages to customers.
   4. The plan for outdoor service of food and/or alcoholic and malt beverages, if applicable.

B. Licensees must provide the Town Clerk a revised Plan of Operations anytime a Licensee changes the Plan of Operation.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord. 969 § 1, 2010; Ord. 853 § 4, 2007.)

6.20.015 Affidavit of Understanding. Repealed.

(Ord.1185 § 1, 2017; Ord. 969 § 1, 2010.)

6.20.020 Notice publication--Protests. Repealed.

6.20.030 Term - Exception. Repealed.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord. 1076 § 1, 2014; Ord. 853 § 4, 2007; Ord. 90 § 6, 1965.)

Chapter 6.30
ANNUAL LICENSES AND PERMITS

Sections:

6.30.010 Retail Liquor Licenses.

6.30.020 Restaurant Liquor Licenses.

6.30.030 Bar & Grill Liquor Licenses. (Repealed Ord. x, 2020)

6.30.040 Microbrewery Permits, Authorization, and Application. (Repealed Ord. x, 2020)

6.30.050 Satellite Winery Permits, Application. (Repealed Ord. x, 2020)

6.30.060 Satellite Manufacturer's Permits, Authorization, and Application. (Repealed Ord. x, 2020)

6.30.010 Retail Liquor Licenses.

Establishments holding a Retail Liquor License which operate primarily for sales for off-premise consumption (i.e. a grocery store) shall maintain a separate area for alcoholic or malt beverages that shall restrict entry to persons over the age of twenty-one (21) years of age.

6.30.020 Restaurant Liquor Licenses.

A Restaurant Liquor Licensee shall not promote the restaurant as a bar or lounge, nor shall the Licensee compete with a Retail Liquor Licensee in activities other than dining functions.

A. A Restaurant Liquor License does not allow:
   1. Providing liquor service at dances, receptions, or other social gatherings.
   2. Advertising as a bar or saloon in publications or signage.
   3. Having a separate name for any room or area that denotes the availability of alcoholic or malt beverages.
   4. Advertising special prices or promotions for sale of alcoholic beverages separate from meals, i.e. a "happy hour," unless the special price or promotion includes a qualifying restaurant meal.
   5. Selling alcoholic or malt beverages to customers seated at a bar or counter unless they have been given a printed food menu.
   6. Collecting a "cover charge" that includes the cost of any entertainment, live or television, unless such cover charge is part of and not separated from a package price which includes payment for a qualifying restaurant meal.

(Ord. x § 1, 2020; Ord. 569 § 1, 1996; Ord. 605 § 1, 1997; Ord. 504 § 7, 1995; Ord. 503 § 3, 1995: Ord. 388 § 1, 1989Ord. 90A § 2, 1973; Ord. 90 § 3, 1965.)

6.30.030 Bar & Grill Liquor Licenses. Repealed.

6.30.040 Microbrewery Permits, Authorization and Application. Repealed.

6.30.050 Satellite Winery Permits, Application. Repealed.

6.30.060 Satellite Manufacturer's Permits, Authorization and Application. Repealed.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord. 1069 § 1, 2014; Ord. 853 § 5, 2007; Ord. 828 § 1, 2006; Ord. 723 § 1, 2003; Ord. 456 § 1, 1993.)

Chapter 6.40
RESTRICTIONS UPON LICENSE AND PERMIT HOLDERS

Sections:

6.40.010 License: Transfer, Renewal. (Repealed Ord. x, 2020)

6.40.020 License: Contents, Signing, Attestation, and Display. (Repealed Ord. x, 2020)

6.40.030 Hours of Sale: Unlawful Acts Designated.

6.40.040 Place of Sale: Location, Regulation, and Restrictions.

6.40.045 Off-Premises Open Container Sales.

6.40.050 Places for Consumption or Possession in Open Containers Prohibited.

6.40.055 Alcohol Server Staff Training Required.

6.40.060 Minor, Habitual, and Common Drunkards and Incompetent: Restrictions.

6.40.010 License: Transfer, Renewal. Repealed.

6.40.020 License: Contents, Signing, Attestation, and Display. Repealed.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord.960 § 1, 2010; Ord. 853 § 6, 2007; Ord. 90 §6 §12, 1965.)

6.40.030 Hours of Sale: Unlawful Acts Designated.

A. All persons licensed under this Title shall close the dispensing room and cease the sale of both alcoholic and malt liquors promptly at the hour of two (2) a.m. each day and keep the same closed until six (6) a.m. the same day.

B. The Town Council may designate the dates during any city or county fairs, rodeos, pageants, jubilees or similar public gatherings when all Licensees may operate without restriction as to closing hours. Such unrestricted operation shall not exceed a total of four (4) full days in any one (1) calendar year.

C. It is unlawful for any owner, manager or employee of any business licensed under this Title, except clubs holding a Limited Retail License, to allow anyone other than an employee of the licensed business or organization to be or remain in the licensed room, or building, from and after thirty minutes (30) after the time designated by statute or ordinance for closing of the dispensing room and ceasing the sale of both alcoholic and malt liquors; provided, that in cases of food service operations for which an additional dispensing room license has been obtained pursuant to this Title, the food service facilities may remain open to the public, but it shall be unlawful to allow the consumption of alcoholic beverages therein from and after thirty (30) minutes after the time established by statute or ordinance for the closing of the dispensing room and the ceasing of sale of alcoholic and malt liquors.

D. It is unlawful for any Licensee or servant, agent, or employee thereof to permit any person under the age of twenty-one (21) years to enter or remain in a licensed building, or an establishment that is primarily for off-premise sales of alcoholic liquor or malt beverages unless subject to an exemption under W.S. § 12-6-101 *et. seq.*, as amended.

6.40.040 Place of Sale: Location, Regulation, and Restrictions.

The place in which alcoholic and malt beverages are sold under a Retail Liquor License shall be located in the Licensed Building for which the license is approved and issued. Alcoholic beverages may only be served in the Licensed Building and in an immediately adjacent fenced or enclosed area as approved by the Licensing Authority. The adjacent area shall not be located in another building. The Licensing Authority which issued the license shall as often as may be deemed necessary inspect the Licensed Building and adjoining areas where alcoholic beverages are served to determine compliance with sanitation, fire hazard, local permitting, and other applicable laws.

6.40.045 Off-Premises Open Container Sales.

A. Retail Liquor and Microbrewery Licensees selling alcoholic beverages that are not in the original package or are in reused original packages for off-premise consumption (sloshies, growlers and the like), shall seal the container in a fashion so that it is obvious when the seal is broken, and so that it is not possible to consume any of the beverage as long as the seal is in place.

   The Licensee shall use any of the following approved methods to seal the container, or in a manner previously approved in writing by the Chief of Police, or designee:

   1. A shrinkable band, or shrinkable film, covering the lid and neck of the container; or
   2. A "milk" jug or glass jug with a Tamper Evident Seal; or
   3. An aluminum can sealed by a seaming machine; or
   4. A solid length of a Tamper Evident Seal that is placed over the lid, covering any opening(s) in the lid, and down at least two sides of the container.
      a. Tamper Evident Seal is defined as a distinct tape or sealing device designed to provide visible evidence if the opening of a container has been interfered with.

B. Every Licensee selling alcoholic beverages as identified in subsection A above shall post a sign visible to patrons stating "State Law Prohibits Open Alcoholic Containers in Motor Vehicles W.S. § 31-5-235."

6.40.050 Places for Consumption; Places Open Containers are Prohibited.

A. No alcoholic or malt beverage shall be consumed or carried by any person in open containers of any type on any street, sidewalk or curb or any other public property whatsoever within the Town of Jackson, except in Town of Jackson parks maintained by Jackson/Teton County Parks & Recreation, athletic fields, and the rodeo grounds.

B. No alcoholic or malt beverages shall be consumed or carried by any person in open containers of any type within:

   1. The grandstands, or adjacent to, or on any baseball field during any game sanctioned by Little League Baseball Incorporated; or
   2. The Town Square which is bounded by East Broadway Street, North Cache Street, East Deloney Street, and North Center Street.

6.40.055 Alcohol Server Staff Training Required.

A. Alcohol Server Staff as defined in § 6.10.010, shall successfully complete an alcohol server education course compliant with Wyo. Stat. Ann. title 12-2-402 within forty-five (45) days of their date of hire, or the effective date of this rule, whichever is later.

B. The alcohol server education course must be one of the courses approved by the Wyoming Liquor Division or Jackson Police Department. The Alcohol Server Training Certification shall be valid for three (3) years and recertification must occur prior to expiration. Each Alcohol Server Staff's certificate must be on file with their employer.

C. Every Licensee shall maintain a training record for their Alcohol Server Staff. The record shall include their date of hire and proof of current Alcohol Server Training Certification as required by this Section. Training records for current Alcohol Server Staff will be made available for inspection by law enforcement officers or officials of the Town of Jackson at any time that the licensed establishment is open, or by appointment.

D. The Licensee and/or manager of the establishment may be cited for a violation of this Section and the citation may be in addition to other penalties set forth in Wyo. Stat. Ann. title 12 or the Jackson Municipal Code.

6.40.060 Overserving of Alcoholic Beverages, Minors: Restrictions.

A. It is a violation of the liquor license issued under this Title for a licensee and/or any agent or employee thereof, to sell, furnish, give, or deliver, or cause to be sold, furnished, given, or delivered alcoholic or malt beverages to any excessively intoxicated person. This violation is in addition to and not in lieu of any other criminal penalties under the Jackson Municipal Code and Wyoming State Statutes that may accrue for unlawful alcohol service.

For purposes of this section, "excessively intoxicated" means intoxicated to the extent that a person's mental and/or physical faculties are severely impaired; the impairment(s) would be obvious to a reasonable person, and the impairment is shown by any or all of the following: severe uncoordinated physical action, or severe diminished mental capacity, or severe physical or mental dysfunction.

B. It is unlawful for any person under the age of twenty-one (21) years to be in, or attempt to be in, or remain in any place where intoxicating or malt liquors are sold or dispensed, or for any person to falsify any identification or use any false identification in order to be or remain in such place of business or to obtain intoxicating liquor or malt beverages unless an exemption stated under Wyo. Stat. Ann. title 12-6-101 is applicable.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord. 1072 § 1, 2014; Ord. 1063 § 1, 2014; Ord. 987 § 1, 2011; Ord. 853 § 6, 2007; Ord. 577 § 1, 1997; Ord. 544 § 1, 1996: Ord 516 § 1, 1995; Ord. 375 § 1, 1988; Ord. 227 § 1-2, 1977; Ord. 172 § 1, 1974; Ord. 90A § 1, § 3, 1973; Ord. 90 § 8, § 9, § 13, 1965.)

Chapter 6.50
SPECIAL TWENTY-FOUR (24) HOUR PERMITS

Sections:

6.50.010 Catering Permits.
6.50.020 Malt Beverage Permits.

6.50.010 Catering Permits.

It is the duty and obligation of the Resort or Retail Liquor Licensee under which the Catering Permitee is acting to ensure compliance with all State and Town alcohol laws and regulations. Any violations thereof shall be attributed to the Resort or Retail Liquor Licensee.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord. 853 § 7, 2007; Ord. 823 §1, 2006; Ord. 714 § 1, 2002.)

6.50.020 Malt Beverage Permits.

Applicants for Malt Beverage Permits will have successfully completed an alcohol server education course approved by the Wyoming Liquor Division or the Jackson Police Department. Proof of current Alcohol Server Training Certification will be required as part of the malt beverage permit application.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord. 969 § 2, 2010; Ord. 853 § 7, 2007; Ord. 697 § 1, 2002; Ord. 90 § 4, 1965.)

Chapter 6.60
NONRENEWAL, SUSPENSION, AND REVOCATION OF LICENSES AND PERMITS

Sections:

6.60.010 Grounds for Denying Renewal of License or Permit.

6.60.020 Grounds for Suspension and/or Revocation.

6.60.010 Grounds for Denying Renewal of License or Permit.

A. A license or permit shall not be renewed or transferred if such renewal or transfer violates Wyo. Stat. Ann. title 12 or the Jackson Municipal Code.

B. The following, whether one (1) or more, may constitute a basis for nonrenewal of a license or permit:

1. Failure of the Licensee to comply with any provision of state liquor law or this Title;
2. Failure of the Licensee to comply with building occupancy limits after being advised of excess occupancy by a law enforcement or any code compliance officer;
3. A pattern of failing to report incidents of illegal acts upon the Licensee's premises which results in injury to persons or property and which the Licensee knew, or should have known about. A "pattern" for purposes of this section is defined as three (3) or more incidents in any twelve (12) month period;
4. Failure of the Licensee to comply with Section 6.40.055 Alcohol Server Staff Training Required;
5. Failure of initial, consecutive, and/or cumulative compliance checks conducted pursuant to Wyo. Stat. Ann. title 12-6-103.
6. Failure to comply with the Plan of Operations set forth in the license application, or as amended.

6.60.020 Grounds for Suspension and/or Revocation.

A. The following actions will result in the Town Council suspending a liquor license. These actions may also result in the Town Council initiating revocation proceedings. Revocation proceedings will be in accordance with Wyo. Stat. Ann. title 12-7-201.

1. Failure by a Licensee, or an agent or employee thereof, of three (3) compliance checks conducted pursuant to Wyo. Stat. Ann. title 12-6-103 within a twelve (12) month period. The suspension will be carried out within the current liquor license year and be for ten (10) consecutive calendar days, and/or the Town Council may initiate revocation proceedings.
2. Failure by a Licensee, or an agent or employee thereof, of five (5) compliance checks conducted pursuant to Wyo. Stat. Ann. title 12-6-103 within a twenty-four (24) month period. The suspension will be carried out within the current liquor license year and be for thirty (30) consecutive calendar days, and/or the Town Council may initiate revocation proceedings.

B. The following actions are grounds for the Town Council to consider suspending a liquor license and/or for the Town Council to initiate revocation proceedings. Revocation proceedings will be in accordance with Wyo. Stat. Ann. title 12-7-201.

1. Making materially false statements on or the submission of materially false documents within the State of Wyoming liquor license application and/or the Town of Jackson liquor license application packet. The suspension will be carried out within the current liquor license year and be for thirty (30) consecutive calendar days, and/or the Town Council may initiate revocation proceedings.
2. A pattern of failing to report incidents of excessive drinking and/or disorderly conduct on the licensed premises. The suspension will be carried out within the current liquor license year and be for five (5) consecutive calendar days, and/or the Town Council may initiate revocation proceedings. A "pattern" for purposes of this section is defined as three (3) or more accounts of failing to report incidents in any twelve (12) month period.
3. Three (3) or more substantiated violations of any other provision of Wyo. Stat. Ann. title 12 or the Jackson Municipal Code not identified in this section in any twelve (12) month period. The suspension will be carried out within the current liquor license year and be up to thirty (30) consecutive calendar days, and/or the Town Council may initiate revocation proceedings.

C. In the event a suspension occurs:

1. The Town Clerk shall send a suspension notice to the Licensee by electronic-mail (delivery receipt) and certified postal mail to the address on file, with copy to the Wyoming Liquor Division and Chief of Police.
2. The Licensee shall either remove all of the alcoholic liquor and malt beverages from the licensed premises or secure the alcoholic liquor or malt beverages in a manner approved in writing by the Chief of Police or designee. The method of securing this inventory shall be approved at least 72-hours before the suspension begins, when a suspension is set to begin on a certain date in the future.
3. The Town Clerk shall post one (1) suspension notice at the licensed premises on or about the first day of the suspension period. The sale, offering to sell, distribution, or traffic of alcoholic liquor or malt beverages is unlawful during the suspension.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord. 1173 § 1, 2017; Ord. 853 § 8, 2007.)

Chapter 6.70
VIOLATIONS

Sections:

6.70.010 Violations. (Repealed. Ord. x, 2020)

6.70.010 Violations. Repealed.
(Ord. x § 1, 2020; Ord. 853 § 9, 2007.)

Chapter 6.90
PENALTY FOR VIOLATIONS

Sections:

6.90.010 General Penalty for Violations. Repealed Ord. x, 2020

6.90.020 Compliance Check Failures.

6.90.010 General Penalty for Violations. Repealed Ord x, 2020

6.90.020 Compliance Check Failures.

A. On the first compliance check failure, the inhouse manager and the employee who failed the compliance check is required to attend an in-person Training for Intervention Procedures (TIPS) training session conducted by the Jackson Police Department within thirty (30) days of the failed check.

A representative of the Jackson Police Department will contact the management at the establishment that failed the compliance check to advise them of this requirement as soon as practical after the violation occurred.

B. On the second consecutive compliance check failure, or a second compliance check failure within a twelve (12) month period, a member of the Licensee, or an officer or director thereof who is listed on the liquor license application and the employee who failed the compliance check is required to attend an in-person Training for Intervention Procedures (TIPS) training session conducted by the Jackson Police Department within forty-five (45) days of the failed check.

A representative of the Jackson Police Department will contact the management at the establishment that failed the compliance check to advise them of this requirement as soon as practical after the violation occurred.

(Ord. x § 1, 2020; Ord. 853 § 10, 2007; Ord. 90 § 14, 1965.)

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 3RD DAY OF FEBRUARY, 2020.
PASSED 2ND READING THE 18TH DAY OF FEBRUARY, 2020.
PASSED AND APPROVED THE __ DAY OF __, 2020.

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. 1245 was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the 4th day of March, 2020.

I further certify that the foregoing Ordinance was duly recorded on page __ of Book 8 of Ordinances of the Town of Jackson, Wyoming.

_____
Sandra P. Birdyshaw, Town Clerk

March 2, 2020 3rd Reading # 1245

ORDINANCE L

AN ORDINANCE AMENDING AND REENACTING SECTIONS 1 THROUGH 12 OF ORDINANCE NO. 30, SECTIONS 1 AND 2 OF ORDINANCE NO. 89, SECTIONS 1 THROUGH 13 OF ORDINANCE NO. 90, SECTIONS 1 THROUGH 3 OF ORDINANCE NO. 90A, SECTION 1 OF ORDINANCE 106, 172, 375, 388, 389, 456, 503, 504, 516, 569, 577, 605, 714, 823, 828, 960, 1063, 1072, 1076, AND 1185, SECTIONS 1 AND 2 OF ORDINANCE 227, SECTIONS 3 THROUGH 8 OF ORDINANCE 853, SECTIONS 1 AND 2 OF ORDINANCE 969, AND SECTIONS 1 AND 2 OF ORDINANCE 1173; AND SECTIONS 6.10 THROUGH 6.90 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING LIQUOR LICENSES AND PERMITS TO REMOVE CODE WHICH DUPLICATES WYOMING STATUTE TITLE 12, TO UPDATE CODE WITH WYOMING STATUTE TITLE 12 CHANGES EFFECTIVE JULY 1, 2019, 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.

Sections 6.10 through 6.90 of the Municipal Code of the Town of Jackson are hereby amended and reenacted to remove code which duplicates Wyoming Statute Title 12, to update code with Wyoming Statute Title 12 changes effective July 1, 2019, to add regulations for off-premises open container sales, require training for alcohol server staff, and update code relating to suspension and penalties for violations, to read as follows:

Chapter 6.10
DEFINITIONS

Sections:

6.10.010 Definitions.

6.10.010 Definitions.

As used in this Title.

A. **Alcohol Server Staff** means all persons employed at any business operating under a liquor license engaged in the selling or serving of alcoholic liquor and/or malt beverages, or the managers thereof.

B. **Hotel** means a building kept, used, maintained, advertised, and/or held out to the public to be a place where sleeping accommodations are offered for pay to transient guests. Such sleeping accommodations shall be in the same building and such sleeping accommodations shall be so equipped and serviced that the Town Council shall be satisfied that the chief source of revenue to be derived from the operation of the hotel shall be from sleeping accommodations and not from the sale of alcoholic or malt beverages. No cottage, tourist camp, or rooming house shall be considered a hotel.

C. **Licensee** means a person holding any permit or license in accordance with this Title or Wyo. Stat. Ann. Title 12~~ Title 12 of the Wyoming State Statutes, as amended~~.

D. **Restaurant** means space in a building maintained, advertised, and/or held out to the public as a place where individually-priced meals are prepared and served primarily for on-premises consumption and where the primary source of revenue from the operation is from the sale of food and not from the sale of alcoholic or malt beverages. The building shall have a dining room or rooms, a kitchen, and the number and kinds of employees necessary for the preparing, cooking, and serving of meals in order to satisfy the licensing authority that the space is intended for use as a full-service restaurant.

1. **Full-service restaurant** means a restaurant at which waiters and waitresses deliver food and drink offered from a printed food menu to patrons at tables or booths.
2. Food menu shall contain a minimum of five (5) qualifying selections. The service of only fry orders or such food and victuals as sandwiches, hamburgers or salads shall not be deemed a restaurant for the purposes of this section.
3. Kitchen shall be an area with cooking appliances required to prepare plated meals.
4. Dispensing Room means an enclosed and partitioned space within a restaurant large enough for a person to enter, but not a cabinet. Wall partitions may contain cut-out windows and doorways, but partitions shall extend from floor to ceiling.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord. 998 § 1, 2011; Ord. 853 § 3, 2007; Ord. 389 § 1, 1989; Ord. 90 § 1, 1965.)

Chapter 6.20
APPLICATION FOR LICENSES AND PERMITS

Sections:

6.20.003 State Laws Applicable.
6.20.006 Application Form and Fees.
6.20.010 Affidavit and of Authorization and Understanding.
6.20.012 Plan of Operations.
6.20.015 Affidavit of Understanding. (Repealed. Ord.1185 § 1, 2017)
6.20.020 Notice publication--Protests. (Repealed. Ord. x § 1, 2020)
6.30.030 Term - Exception. (Repealed. Ord. x § 1, 2020)

6.20.003 State Laws Applicable.

All licenses issued pursuant to this Title, and all use, possession, sales, and purchases of alcoholic beverages shall be subject to all requirements, regulations, and limitations prescribed by Wyo. Stat. Ann. title 12-1-101~~, *et seq*., as amended,~~ and are adopted by reference, except as is otherwise expressly set forth in this Title. If this Title is silent, then state statute is applicable. If there is a conflict between the state statute and this Title, then the stricter will apply.

6.20.006 Application Form and Fees.

A. A person desiring any liquor license under this Title shall apply to the Town Clerk on forms prepared by the Attorney General of the State of Wyoming, as and in accordance with the statute of the State of Wyoming.

B. The Town, upon application, state certification, and public hearing, may issue a liquor license or permit pursuant to this Title and Wyo. Stat. Ann. title 12~~ of the Wyoming State Statutes, as amended~~.

C. The fee paid annually for each license is as follows, which fees may be amended by ordinance of the Town Council; however, in no case shall the sum be greater than the amount authorized by applicable Wyoming Statutes. No application will be processed, nor any licenses issued, until payment in full has been made.

1. Retail Liquor License: $1,500.00
2. Limited Retail (Club) Liquor License: $500.00
3. Resort Liquor License: $3,000.00
4. Restaurant Liquor License: $1,500.00
5. Bar and Grill Liquor License: $1,500.00
6. Microbrewery Permit: $500.00
7. Winery Permit: $500.00
8. Satellite Winery Permit: $100.00

D. The fee to be paid for each twenty-four (24) hour permit is as follows, which fees may be amended by ordinance of the Town Council; however, in no case shall the sum be greater than the amount authorized by applicable Wyoming Statutes. No permit will be issued until payment in full has been made.

1. Catering Permit: $20.00
2. Malt Beverage Permit: $50.00
3. Manufacturer's Off-Premises Permit: $50.00

6.20.010 Affidavit of Authorization and Understanding.

A. All persons filing applications for new licenses and permits, renewals for the same, or for transfer of ownership or location, unless otherwise noted in this Title, shall submit a signed Affidavit of Authorization and Understanding form as provided by the Town Clerk. ~~By signing the form all persons filing applications agree to a background check conducted by the Chief of Police or designee.~~

B. The applicant understands that it shall be the duty of the applicant to seek any additional required reviews, authorizations, permits, and approvals from any Town or County department or elected bodies.

C. Each application submitted is affirmed as being true and correct to the best of the applicant's knowledge. The applicant understands that information provided in the application packet may be investigated for accuracy.

D. Procedures for reviewing applications will be established by the Town Clerk, Chief of Police and Risk Manager.

Commented [SB1]:
QUESTION 1

Staff recommends striking this sentence.

Or, Council may direct staff to determine and bring back a standard query for the JPD to use when conducting background checks, including what would disqualify a person.

6.20.012 Plan of Operations.

A. All new and transfer applications must include a written Plan of Operations, which at a minimum sets forth:

1. The nature of the business and how the premises will be operated.
2. The type(s) of alcoholic beverages available to customers.
3. The process customers will follow to order alcohol and how employees will pour and deliver alcoholic and malt beverages to customers.
4. The plan for outdoor service of food and/or alcoholic and malt beverages, if applicable.

B. Licensees must provide the Town Clerk a revised Plan of Operations anytime a Licensee changes the Plan of Operation.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord. 969 § 1, 2010; Ord. 853 § 4, 2007.)

6.20.015 Affidavit of Understanding. Repealed.

(Ord.1185 § 1, 2017; Ord. 969 § 1, 2010.)

6.20.020 Notice publication--Protests. Repealed.

6.20.030 Term - Exception. Repealed.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord. 1076 § 1, 2014; Ord. 853 § 4, 2007; Ord. 90 § 6, 1965.)

Chapter 6.30
ANNUAL LICENSES AND PERMITS

Sections:

6.30.010 Retail Liquor Licenses.

6.30.020 Restaurant Liquor Licenses.

6.30.030 Bar & Grill Liquor Licenses. (Repealed Ord. x, 2020)

6.30.040 Microbrewery Permits, Authorization, and Application. (Repealed Ord. x, 2020)

6.30.050 Satellite Winery Permits, Application. (Repealed Ord. x, 2020)

6.30.060 Satellite Manufacturer's Permits, Authorization, and Application. (Repealed Ord. x, 2020)

6.30.010 Retail Liquor Licenses.

Establishments holding a Retail Liquor License which operate primarily for sales for off-premise consumption (i.e. a grocery store) shall maintain a separate area for alcoholic or malt beverages that shall restrict entry to persons over the age of twenty-one (21) years of age.

6.30.020 Restaurant Liquor Licenses.

A Restaurant Liquor Licensee shall not promote the restaurant as a bar or lounge, nor shall the Licensee compete with a Retail Liquor Licensee in activities other than dining functions.

A. A Restaurant Liquor License does not allow:

1. Providing liquor service at dances, receptions, or other social gatherings.
2. Advertising as a bar or saloon in publications or signage.
3. Having a separate name for any room or area that denotes the availability of alcoholic or malt beverages.
4. Advertising special prices or promotions for sale of alcoholic beverages separate from meals, i.e. a "happy hour," unless the special price or promotion includes a qualifying restaurant meal.
5. Selling alcoholic or malt beverages to customers seated at a bar or counter unless they have been given a printed food menu.
6. Collecting a "cover charge" that includes the cost of any entertainment, live or television, unless such cover charge is part of and not separated from a package price which includes payment for a qualifying restaurant meal.

(Ord. x § 1, 2020; Ord. 569 § 1, 1996; Ord. 605 § 1, 1997; Ord. 504 § 7, 1995; Ord. 503 § 3, 1995: Ord. 388 § 1, 1989Ord. 90A § 2, 1973; Ord. 90 § 3, 1965.)

6.30.030 Bar & Grill Liquor Licenses. Repealed.

6.30.040 Microbrewery Permits, Authorization and Application. Repealed.

6.30.050 Satellite Winery Permits, Application. Repealed.

6.30.060 Satellite Manufacturer's Permits, Authorization and Application. Repealed.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord. 1069 § 1, 2014; Ord. 853 § 5, 2007; Ord. 828 § 1, 2006; Ord. 723 § 1, 2003; Ord. 456 § 1, 1993.)

Chapter 6.40
RESTRICTIONS UPON LICENSE AND PERMIT HOLDERS

Sections:

6.40.010 License: Transfer, Renewal. (Repealed Ord. x, 2020)

6.40.020 License: Contents, Signing, Attestation, and Display. (Repealed Ord. x, 2020)

6.40.030 Hours of Sale: Unlawful Acts Designated.

6.40.040 Place of Sale: Location, Regulation, and Restrictions.

6.40.045 Off-Premises Open Container Sales.

6.40.050 Places for Consumption or Possession in Open Containers Prohibited.

6.40.055 Alcohol Server Staff Training Required.

6.40.060 Minor, Habitual, and Common Drunkards and Incompetent: Restrictions.

6.40.010 License: Transfer, Renewal. Repealed.

6.40.020 License: Contents, Signing, Attestation, and Display. Repealed.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord.960 § 1, 2010; Ord. 853 § 6, 2007; Ord. 90 §6 §12, 1965.)

6.40.030 Hours of Sale: Unlawful Acts Designated.

A. All persons licensed under this Title shall close the dispensing room and cease the sale of both alcoholic and malt liquors promptly at the hour of two (2) a.m. each day and keep the same closed until six (6) a.m. the same day.

B. The Town Council may designate the dates during any city or county fairs, rodeos, pageants, jubilees or similar public gatherings when all Licensees may operate without restriction as to closing hours. Such unrestricted operation shall not exceed a total of four (4) full days in any one (1) calendar year.

C. It is unlawful for any owner, manager or employee of any business licensed under this Title, except clubs holding a Limited Retail License, to allow anyone other than an employee of the licensed business or organization to be or remain in the licensed room, or building, from and after thirty minutes (30) after the time designated by statute or ordinance for closing of the dispensing room and ceasing the sale of both alcoholic and malt liquors; provided, that in cases of food service operations for which an additional dispensing room license has been obtained pursuant to this Title, the food service facilities may remain open to the public, but it shall be unlawful to allow the consumption of alcoholic beverages therein from and after thirty (30) minutes after the time established by statute or ordinance for the closing of the dispensing room and the ceasing of sale of alcoholic and malt liquors.

D. It is unlawful for any Licensee or servant, agent, or employee thereof to permit any person under the age of twenty-one (21) years to enter or remain in a licensed building, or an establishment that is primarily for off-premise sales of alcoholic liquor or malt beverages unless subject to an exemption under W.S. § 12-6-101 *et. seq.*, as amended.

6.40.040 Place of Sale: Location, Regulation, and Restrictions.

The place in which alcoholic and malt beverages are sold under a Retail Liquor License shall be located in the Licensed Building for which the license is approved and issued. Alcoholic beverages may only be served in the Licensed Building and in an immediately adjacent fenced or enclosed area as approved by the Licensing Authority. The adjacent area shall not be located in another building. The Licensing Authority which issued the license shall as often as may be deemed necessary inspect the Licensed Building and adjoining areas where alcoholic beverages are served to determine compliance with sanitation, fire hazard, local permitting, and other applicable laws.

6.40.045 Off-Premises Open Container Sales.

A. Retail Liquor and Microbrewery Licensees selling alcoholic beverages that are not in the original package or are in reused original packages for off-premise consumption (sloshies, growlers and the like), shall seal the container in a fashion so that it is obvious when the seal is broken, and so that it is not possible to consume any of the beverage as long as the seal is in place.

   The Licensee shall use any of the following approved methods to seal the container, or in a manner previously approved in writing by the Chief of Police, or designee:

   1. A shrinkable band, or shrinkable film, covering the lid and neck of the container; or
   2. A "milk" jug or glass jug with a Tamper Evident Seal; or
   3. An aluminum can sealed by a seaming machine; or
   4. A solid length of a Tamper Evident Seal that is placed over the lid, covering any opening(s) in the lid, and down at least two sides of the container.
      a. Tamper Evident Seal is defined as a distinct tape or sealing device designed to provide visible evidence if the opening of a container has been interfered with.

B. Every Licensee selling alcoholic beverages as identified in subsection A above shall post a sign visible to patrons stating "State Law Prohibits Open Alcoholic Containers in Motor Vehicles W.S. § 31-5-235."

6.40.050 Places for Consumption; Places Open Containers are Prohibited.

A. No alcoholic or malt beverage shall be consumed or carried by any person in open containers of any type on any street, sidewalk or curb or any other public property whatsoever within the Town of Jackson, except in Town of Jackson parks maintained by Jackson/Teton County Parks & Recreation, athletic fields, and the rodeo grounds.

B. No alcoholic or malt beverages shall be consumed or carried by any person in open containers of any type within:

   1. The grandstands, or adjacent to, or on any baseball field during any game sanctioned by Little League Baseball Incorporated; or
   2. The Town Square which is bounded by East Broadway Street, North Cache Street, East Deloney Street, and North Center Street.

6.40.055 Alcohol Server Staff Training Required.

A. Alcohol Server Staff as defined in § 6.10.010, shall successfully complete an alcohol server education course compliant with Wyo. Stat. Ann. title ~~W.S. §~~ 12-2-402~~, as amended,~~ within forty-five (45) days of their date of hire, or the effective date of this rule, whichever is later.

B. The alcohol server education course must be one of the courses approved by the Wyoming Liquor Division or ~~and~~ Jackson Police Department. The Alcohol Server Training Certification shall be valid for three (3) years and recertification must occur prior to expiration. Each Alcohol Server Staff's certificate must be on file with their employer.

C. Every Licensee shall maintain a training record for their Alcohol Server Staff. The record shall include their date of hire and proof of current Alcohol Server Training Certification as required by this Section. Training records for current Alcohol Server Staff will be made available for inspection by law enforcement officers or officials of the Town of Jackson at any time that the licensed establishment is open, or by appointment.

D. The Licensee and/or manager of the establishment may be cited for a violation of this Section and the citation may be in addition to other penalties set forth in Wyo. Stat. Ann. title 12 ~~of Wyoming State Statutes~~ or the Jackson Municipal Code.

6.40.060 Overserving of Alcoholic Beverages, Minors: Restrictions.

A. It is a violation of the liquor license issued under this Title for a licensee and/or any agent or employee thereof, to sell, furnish, give, or deliver, or cause to be sold, furnished, given, or delivered alcoholic or malt beverages to any excessively intoxicated person. This violation is in addition to and not in lieu of any other criminal penalties under the Jackson Municipal Code and Wyoming State Statutes that may accrue for unlawful alcohol service.

For purposes of this section, "excessively intoxicated" means intoxicated to the extent that a person's mental and/or physical faculties are severely impaired; the impairment(s) would be obvious to a reasonable person, and the impairment is shown by any or all of the following: severe uncoordinated physical action, or severe diminished mental capacity, or severe physical or mental dysfunction.

B. ~~Under Section 9.64.020, as amended, of the Jackson Municipal Code it is unlawful for any person under the age of twenty-one (21) years to have any alcoholic or malt beverage in their possession or to be under the influence of any intoxicating liquor or malt beverage, within the Town of Jackson, unless an exemption stated under W.S. § 12-6-101, as amended, is applicable, which includes possession by a person under the age of twenty-one (21) years making the delivery of such alcoholic beverage pursuant to their employment.~~ It is unlawful for any person under the age of twenty-one (21) years to be in, or attempt to be in, or remain in any place where intoxicating or malt liquors are sold or dispensed, or for any person to falsify any identification or use any false identification in order to be or remain in such place of business or to obtain intoxicating liquor or malt beverages unless an exemption stated under Wyo. Stat. Ann. title ~~W.S. §~~ 12-6-101~~, as amended,~~ is applicable.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord. 1072 § 1, 2014; Ord. 1063 § 1, 2014; Ord. 987 § 1, 2011; Ord. 853 § 6, 2007; Ord. 577 § 1, 1997; Ord. 544 § 1, 1996: Ord 516 § 1, 1995; Ord. 375 § 1, 1988; Ord. 227 § 1-2, 1977; Ord. 172 § 1, 1974; Ord. 90A § 1, § 3, 1973; Ord. 90 § 8, § 9, § 13, 1965.)

Commented [SB2]: January 6 revision

Commented [SB3]: Strike. Recommended by MuniCode as it restates Wyo. Stat.

Chapter 6.50
SPECIAL TWENTY-FOUR (24) HOUR PERMITS

Sections:

6.50.010 Catering Permits.

6.50.020 Malt Beverage Permits.

6.50.010 Catering Permits.

It is the duty and obligation of the Resort or Retail Liquor Licensee under which the Catering Permitee is acting to ensure compliance with all State and Town alcohol laws and regulations. Any violations thereof shall be attributed to the Resort or Retail Liquor Licensee.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord. 853 § 7, 2007; Ord. 823 §1, 2006; Ord. 714 § 1, 2002.)

6.50.020 Malt Beverage Permits.

Applicants for Malt Beverage Permits will have successfully completed an alcohol server education course approved by the Wyoming Liquor Division or the Jackson Police Department. Proof of current Alcohol Server Training Certification will be required as part of the malt beverage permit application.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord. 969 § 2, 2010; Ord. 853 § 7, 2007; Ord. 697 § 1, 2002; Ord. 90 § 4, 1965.)

Commented [SB4]: January 6 revision
Applies to malt beverage permits not connected with a microbrewery.

Chapter 6.60
NONRENEWAL, SUSPENSION, AND REVOCATION OF LICENSES AND PERMITS

Sections:

6.60.010 Grounds for Denying Renewal of License or Permit.

6.60.020 Grounds for Suspension and/or Revocation.

6.60.010 Grounds for Denying Renewal of License or Permit.

A. A license or permit shall not be renewed or transferred if such renewal or transfer violates Wyo. Stat. Ann. title 12 ~~of the Wyoming State Statutes, as amended,~~ or the Jackson Municipal Code.

B. The following, whether one (1) or more, may constitute a basis for nonrenewal of a license or permit:

1. Failure of the Licensee to comply with any provision of state liquor law or this Title;
2. Failure of the Licensee to comply with building occupancy limits after being advised of excess occupancy by a law enforcement or any code compliance officer;
3. A pattern of failing to report incidents of illegal acts upon the Licensee's premises which results in injury to persons or property and which the Licensee knew, or should have known about. A "pattern" for purposes of this section is defined as three (3) or more incidents in any twelve (12) month period;
4. Failure of the Licensee to comply with Section 6.40.055 Alcohol Server Staff Training Required;
5. Failure of initial, consecutive, and/or cumulative compliance checks conducted pursuant to ~~Wyoming Statute §~~ Wyo. Stat. Ann. title 12-6-103~~, as amended~~.
6. Failure to comply with the Plan of Operations set forth in the license application, or as amended.

6.60.020 Grounds for Suspension and/or Revocation.

A. The following actions ~~are grounds for~~ will result in the Town Council ~~to consider~~ suspending a liquor license. These actions may also result in ~~and/or for~~ the Town Council ~~to~~ initiating~~e~~ revocation proceedings. Revocation proceedings will be in accordance with Wyo. Stat. Ann. title 12-7-201.

1. Failure by a Licensee, or an agent or employee thereof, of three (3) compliance checks conducted pursuant to ~~W.S. §~~ Wyo. Stat. Ann. title 12-6-103~~, as amended,~~ within a twelve (12) month period. The suspension will be carried out within the current liquor license year and be for ten (10) consecutive calendar days, and/or the Town Council may initiate revocation proceedings.
2. Failure by a Licensee, or an agent or employee thereof, of five (5) compliance checks conducted pursuant to ~~W.S. §~~ Wyo. Stat. Ann. title 12-6-103~~, as amended,~~ within a twenty-four (24) month period. The suspension will be carried out within the current liquor license year and be for thirty (30) consecutive calendar days, and/or the Town Council may initiate revocation proceedings.

Commented [SB5]:
QUESTION 2

January 6 discussion.

FEB 3 Council revision - to make actions #1 and #2 a mandatory suspension

B. The following actions are grounds for the Town Council to consider suspending a liquor license and/or for the Town Council to initiate revocation proceedings. Revocation proceedings will be in accordance with Wyo. Stat. Ann. title 12-7-201.

1. Making materially false statements on or the submission of materially false documents within the State of Wyoming liquor license application and/or the Town of Jackson liquor license application packet. The suspension will be carried out within the current liquor license year and be for thirty (30) consecutive calendar days, and/or the Town Council may initiate revocation proceedings.
2. A pattern of failing to report incidents of excessive drinking and/or disorderly conduct on the licensed premises. The suspension will be carried out within the current liquor license year and be for five (5) consecutive calendar days, and/or the Town Council may initiate revocation proceedings. A "pattern" for purposes of this section is defined as three (3) or more accounts of failing to report incidents in any twelve (12) month period.
3. Three (3) or more substantiated violations of any other ~~the~~ provision~~s~~ of Wyo. Stat. Ann. title 12 ~~of the Wyoming State Statutes, as amended,~~ or the Jackson Municipal Code not identified in this section ~~or a combination of the two~~ in any twelve (12) month period. The suspension will be carried out within the current liquor license year and be up to ~~for~~ thirty (30) consecutive calendar days, and/or the Town Council may initiate revocation proceedings.

C. In the event a suspension occurs:

1. The Town Clerk shall send a suspension notice to the Licensee by electronic-mail (delivery receipt) and certified postal mail to the address on file, with copy to the Wyoming Liquor Division and Chief of Police.
2. The Licensee shall either remove all of the alcoholic liquor and malt beverages from the licensed premises or secure the alcoholic liquor or malt beverages in a manner approved in writing by the Chief of Police or designee. The method of securing this inventory shall be approved at least 72-hours before the suspension begins, when a suspension is set to begin on a certain date in the future.
3. The Town Clerk shall post one (1) suspension notice at the licensed premises on or about the first day of the suspension period. The sale, offering to sell, distribution, or traffic of alcoholic liquor or malt beverages is unlawful during the suspension.

(Ord. x § 1, 2020; Ord. 1185 § 1, 2017; Ord. 1173 § 1, 2017; Ord. 853 § 8, 2007.)

Commented [SB6]: FEB 3 Council revision

provide council leeway on actions that were #3, 4, 5, now renumbered to 1, 2, 3

Commented [SB7]: January 6 discussion

Commented [SB8]: January 6 revision

Chapter 6.70
VIOLATIONS

Sections:

6.70.010 Violations. (Repealed. Ord. x, 2020)

6.70.010 Violations. Repealed.
(Ord. x § 1, 2020; Ord. 853 § 9, 2007.)

Chapter 6.90
PENALTY FOR VIOLATIONS

Sections:

6.90.010 General Penalty for Violations. Repealed Ord. x, 2020

6.90.020 Compliance Check Failures.

6.90.010 General Penalty for Violations. Repealed Ord x, 2020

~~A. Any person who violates any provisions of this Title for which violation no specific penalty is provided is guilty of a misdemeanor and upon conviction thereof shall be punished according to Section 1.12.010 of this code.~~

~~B. The provisions of this Title are cumulative and shall not be construed as preventing the Town of Jackson or the Wyoming Liquor Division from suspending or revoking a liquor license and/or filing criminal charges in any case authorized by law.~~

Commented [SB9]: Strike. Recommended by MuniCode as it restates JMC 1.12.010

6.90.020 Compliance Check Failures.

A. On the first compliance check failure, the inhouse manager and the employee who failed the compliance check is required to attend an in-person Training for Intervention Procedures (TIPS) training session conducted by the Jackson Police Department within thirty (30) days of the failed check.

A representative of the Jackson Police Department will contact the management at the establishment that failed the compliance check to advise them of this requirement as soon as practical after the violation occurred.

~~1. The Licensee must provide the Jackson Police Department with the certificates of successful completion within one (1) week of completing the training.~~

Commented [SB10]: QUESTION 3

Recommended by Staff to make communication a requirement.
Same as shown in B.

~~A.~~B. On the second consecutive compliance check failure, or a second compliance check failure within a twelve (12) month period, a member of the Licensee, or an officer or director thereof who is listed on the liquor license application and the employee who failed the compliance check is required to attend an in-person Training for Intervention Procedures (TIPS) training session conducted by the Jackson Police Department within forty-five (45) days of the failed check.

Commented [SB11]: January 6 revision
Same as shown in B.

A representative of the Jackson Police Department will contact the management at the establishment that failed the compliance check to advise them of this requirement as soon as practical after the violation occurred.

~~1. The Licensee must provide the Jackson Police Department with the certificates of successful completion within one (1) week of completing the training.~~

(Ord. x § 1, 2020; Ord. 853 § 10, 2007; Ord. 90 § 14, 1965.)

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 3RD DAY OF FEBRUARY, 2020.
PASSED 2ND READING THE 18TH DAY OF FEBRUARY, 2020.
PASSED AND APPROVED THE __ DAY OF __, 2020.

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. 1245 was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the 4th day of March, 2020.

I further certify that the foregoing Ordinance was duly recorded on page __ of Book 8 of Ordinances of the Town of Jackson, Wyoming.

_____
Sandra P. Birdyshaw, Town Clerk

ORDINANCE N

AN ORDINANCE GRANTING JACKSON CURBSIDE, INC., A FRANCHISE FOR THE COLLECTION AND DISPOSITION OF RECYCLABLE REFUSE AND COMPOSTABLE MATERIALS FOR THE PURPOSE OF REDUCING IMPACTS ON WASTE HAULING AND LANDFILL OPERATIONS AND SUPPORTING RECYCLING EFFORTS; PROVIDING THE RIGHTS AND LIABILITIES THEREUNDER; AND ESTABLISHING AN EFFECTIVE DATE.

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

SECTION I.

WHEREAS, the Town Council, having determined that Jackson Curbside Inc ("Grantee") is willing to provide the services, facilities, and equipment necessary to meet the needs and interests of the Town of Jackson, Wyoming ("Franchising Authority" or "Town"), and is willing to be bound by conditions of applicable law, and by binding agreement to serve the public interest, does hereby ordain as follows:

FINDINGS

In the review of the request for renewal by Grantee and negotiations related thereto, and as a result of a public hearing, the Town makes the following findings:

1. Grantee's technical ability, financial condition, legal qualifications, and character were considered and approved in a full public proceeding after due notice and a reasonable opportunity to be heard;

2. Grantee's plans for operating the franchise were considered and found adequate and feasible in a full public proceeding after due notice and a reasonable opportunity to be heard;

3. The franchise granted to Grantee by the Town complies with the existing applicable laws and regulations;

4. Grantee has substantially complied with the material terms of the current Franchise under applicable laws; and

5. The Franchise granted to Grantee is nonexclusive.

Paragraph 1. Grant of Authority. There is hereby granted to Jackson Curbside Inc., hereinafter referred to as Grantee, the permission, right, privilege and non-exclusive franchise subject to the terms and conditions as set forth in this franchise agreement ("Franchise") and the applicable laws of the State of Wyoming, to collect and dispose of recyclable refuse and compostable materials within the corporate limits of the Town of Jackson, as they now are or may hereafter be.

Paragraph 2. Term of Franchise. The Franchise and rights herein granted shall take effect from and after the final passage hereof and shall continue in force subject to the terms and conditions set forth herein for a period of five (5) years, provided that Grantee shall file its acceptance of the terms of this Franchise with the Town within thirty (30) days after final passage. At the end of the fourth year the parties shall review this agreement and make a determination with respect to an appropriate extension.

Paragraph 3. Collection and Disposition. Grantee promises and agrees with the said Town that it will for the period of five (5) years immediately from and after the passage of this Ordinance, collect recyclable refuse and compostable materials in the said Town and transport or cause the same to be transported in accordance with the law and the ordinances of said Town to a recycling facility and/or composting facility, to pay all costs and charges therefore, and to insure its proper storage in a manner which will not become a nuisance or offensive to surrounding properties. Service shall be provided to all businesses and residences within the corporate limits of the Town of Jackson with frequency of collection being sufficient to prevent accumulation and spread of recyclable refuse and compostable materials and with hours of collection being subject to the approval of Grantor.

Paragraph 4. Definitions. For the purposes of this Ordinance the following terms shall have the meaning given herein:

A. Recyclable Refuse. "Recyclable refuse" shall mean all recyclable materials accepted now, or as amended during the term of this Franchise, by the Teton County Integrated Solid Waste and Recycling Center.

B. Answering Service. "Answering service" shall mean a person or device to answer Grantee's office phone during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, for the purpose of taking messages for Grantee and relaying the messages to Grantee. Grantee shall check in with the answering service during business hours at intervals not to exceed four (4) hours.

C. Compostable Materials. "Compostable materials" shall mean all organic and non-organic waste which is accepted by the composting facility.

Paragraph 5. Franchise Fee. For and in consideration of the grant of the franchise and right to conduct business on the streets and alleys of the Town of Jackson as herein provided, Grantee agrees to pay a business license fee and a franchise fee of 2% (two percent) of gross revenues per year. This rate reflects the value of recycling to the Town of Jackson's waste reduction efforts. Gross revenues shall include all sums received by Grantee from accounts situated within the corporate limits of the Town of Jackson, specifically including all charges, service fees, etc., deducting there from only any State of Wyoming sales tax which may be applicable to services rendered by Grantee. Grantee shall provide to the Town of Jackson, not later than April 30 of each year (based on a fiscal year ending December 31), financial statements prepared by an accountant upon which the franchise fee shall be determined. Concurrently with the delivery of the financial statements, Grantee shall pay to the Town of Jackson the difference between the estimated franchise fee paid as in this paragraph hereinafter set forth and the amount due based upon the financial statements. The franchise fee due and payable pursuant to this paragraph shall be payable quarterly in arrears within thirty (30) days of the close of the quarter. Each year, the estimated quarterly payments will be one fourth (1/4) of the franchise fee due and payable for the previous year. In the event the estimated payment shall exceed the franchise fee due and payable for any year, then the excess payment shall be credited against the next succeeding year's estimated quarterly payments. The franchise fee set forth herein may be modified by the Town Council of the Town of Jackson upon thirty (30) days' notice to Grantee in the event that the cost of doing business shall increase substantially for other like franchisees.

Paragraph 6. Late Payments. In the event any payment is not received on the date due, Grantee shall pay interest on the amount due, at the prime rate charged by the bank the Franchising Authority uses as its main depository, on the date the payment was due plus three percent (3%), calculated from the date the payment was originally due until the date the Franchising Authority receives the payment. If Grantee fails to pay any sums herein specified within fifteen (15) days of being due, such failure to pay shall be treated as a default.

Paragraph 7. Books and Records. The Grantee agrees that the Franchising Authority upon reasonable notice to the Grantee may review and such of its books and records as are kept in the normal course of business at the Grantee's business office, during normal business hours and on a non-disruptive basis, as is reasonably necessary to ensure compliance with the terms hereof. Provided that, if the business office is not in the Town, the record must be produced to the Franchising Authority at the Town Hall, unless the parties agree to production at some other locations. Notwithstanding anything to the contrary set forth herein, the Grantee shall not be required to publicly disclose information which it reasonably deems to be proprietary or confidential in nature, absent an appropriate order of a court or agency of competent jurisdiction. The Franchising Authority agrees to treat any information disclosed by the Grantee and marked as confidential as such pending a contrary determination, and only to disclose it to employees, representatives, agents or consultants that have a need to know and that have agreed to maintain the confidentiality of the materials in accordance with law.

Paragraph 8. Rights and Privileges. The said Town, in consideration of the foregoing promises and agreements on the part of the Grantee, hereby promises and agrees that Grantee shall have, and it is hereby given, the non-exclusive right and privilege to maintain a Recyclable Refuse and Compostable Materials collection service in the said Town for the term of this Franchise, and the right and privilege to collect, have and retain all charges and fees for such Recyclable Refuse and Compostable Materials collection specified in Section 15 below, subject to any and all statutes or rules and regulations of the State of Wyoming.

Paragraph 9. Salvage Rights. It is further agreed that Grantee shall become the absolute owner of all Recyclable Refuse and Compostable Materials to be collected under this Franchise, and Grantee shall have the right to salvage such portions of the said Recyclable Refuse and Compostable Materials to be, and which is, collected as it may in its discretion deem advisable. All proceeds received from salvage operations shall be the property of Grantee without any obligation on the part of Grantee to account to the Town for such proceeds so recovered.

Paragraph 10. Conduct of Work. Grantee, his employees or agents, engaged in the collection of-Recyclable Refuse and Compostable Materials shall immediately upon emptying receptacles replace the cover thereon and set such receptacles in an upright position. Grantee, his employees or agents, shall exercise reasonable care in the handling of Recyclable Refuse and Compostable Materials and the receptacles containing the same. Grantee may not burn any Recyclable Refuse and Compostable Materials but must haul all Recyclable Refuse and Compostable Materials, except that set forth in Section 8 of this Ordinance, to the nearest Teton County approved location or facility by the shortest possible route, taking into account traffic conditions, weather conditions and pedestrian traffic in determination of the route to be used. Grantee, his employees or agents, shall insure in the hauling of Recyclable Refuse and Compostable Materials that no spillage occurs and that the Recyclable Refuse and Compostable Materials be hauled in such a manner so as not to scatter enroute, covering any vehicle used for the hauling of Recyclable Refuse and Compostable Materials where necessary and practical to do so and shall see to its proper storage.

Paragraph 11. Indemnification. Except to the extent caused by the gross negligence or willful misconduct of Franchising Authority or its employees, Grantee agrees to indemnify, save, and hold harmless, and defend the Franchising Authority, its elected officials, employees, contractors, boards, commissions and agents, from and against any liability for damages and from any liability or claims (including judgments, decrees, court costs, and defense costs), arising out of or related in any manner to Grantee's operations within the corporate limits of the Town, the exercise of the privileges granted herein by Franchising Authority, or the acts or omissions of the Grantee, its officers, employees, contractors, or agents, related in any way to the franchise granted herein. Provided, the Franchising Authority shall give the Grantee written notice of its obligation to indemnify the Franchising Authority within fifteen (15) days of service of a claim or action subject to this Section. If Grantee assumes the defense in a timely manner, and the Franchising Authority determines that it is necessary for it to employ separate counsel, the costs for such separate counsel shall be the responsibility of the Franchising Authority.

Paragraph 12. Liability for Expense. It is further agreed and expressly understood by both parties that in no case will the said Town, nor any officer thereof, be liable for any portion of the expense of the work aforesaid, or for any delinquency in the payment of said Recyclable Refuse and Compostable Materials collection fees or charges.

Paragraph 13. Termination; Right of Town to Carry on Work; Damages. It is further agreed that should Grantee fail or refuse to carry out the terms of this Franchise, the Town Council of the Town of Jackson may cancel the same thirty (30) days after receipt by Grantee of written notice of default delivered or mailed to the Grantee, unless within the said thirty (30) day period the Grantee cures the failure or refusal to comply.

Paragraph 14. Office Maintenance; Public Service. As further consideration for the execution of this Franchise, Grantee agrees that at all times during the term of this Franchise it will maintain an office and/or an answering service which shall be active during normal business hours and where a representative of Grantee may be contacted by persons desiring Recyclable Refuse and Compostable Materials collection services.

Paragraph 15. Assignment. It is further mutually agreed by the parties hereto that the Franchise herein granted may not be assigned without the prior written consent of the Town of Jackson.

Paragraph 16. Rates and Fees. It is further agreed that Grantee shall be and is hereby authorized to collect such rates or fees for collection of Recyclable Refuse and Compostable Materials as Grantee shall reasonably establish from time to time. The Town of Jackson, as Grantor, reserves the right to regulate the fees in the event the Town of Jackson shall determine in its sole discretion that a monopoly situation exists by virtue of the elimination of competition for such services within the corporate limits of the Town of Jackson, or in the event the Town shall determine, after public hearing, duly advertised with thirty (30) days' advanced notice to all franchisees holding franchises for the collection and disposal of Recyclable Refuse and Compostable Materials within the corporate

limits of the Town of Jackson, that existing competition is ineffective in regulating rates charged by franchisees and that the best interest of the people of the Town of Jackson require that either due to lack of competition or ineffective price competition, rates charged by such franchisees have risen to unreasonable or "monopolistic" levels.

Paragraph 17. Enforcement. In the event the Franchising Authority determines that the Grantee is in default of any provision of the Franchise, the Franchising Authority may:

A. Commence an action in court seeking any relief which may be available; and
B. In the case of a default of a material provision of the Franchise, declare the Franchise to be revoked.

Paragraph 18. Review of Terms and Conditions. It is further agreed that the terms and conditions of this Franchise may be reviewed upon thirty (30) days written notice by either party to the other and any adjustment will not affect the validity of this Franchise.

Paragraph 19. Annexation of the Town of Jackson. Grantee and Town agree that in the event of an annexation to the Town of an area already being served by the Grantee, the additional area so annexed shall become subject to this Franchise agreement.

Paragraph 20. Pick-Up Locations. Recyclable refuse and compostable materials pick-up shall be at the front property line, in the alley, or at the nearest possible point to the property being served, or as may otherwise be provided from time to time by Ordinance of the Town of Jackson.

Paragraph 21. Notice. Unless expressly otherwise agreed between the parties, every notice or response required by this Franchise to be served upon the Franchising Authority or the Grantee shall be in writing, and shall be deemed to have been duly given to the required party upon actual receipt when hand delivered, when sent by nationally recognized overnight courier, or sent by certified or registered mail, postage prepaid, return receipt requested.

The notices or responses to the Franchising Authority shall be addressed as follows:

Town of Jackson
Town Administrator
P.O. Box 1689
150 E. Pearl Avenue
Jackson, WY 83001

The notices or responses to the Grantee shall be addressed as follows:

Jackson Curbside Inc.
Attn: Kelly French
P.O. Box 10645
Jackson, WY 83002

Paragraph 22 Miscellaneous Provisions.

A. Binding Effect. This Franchise shall be binding upon the heirs, administrators, successors, and assigns of Grantee.
B. Severability. If any Section, sentence, paragraph: term, or provision hereof is determined to be illegal, invalid, or unconstitutional, by any court of competent jurisdiction or by any state or federal regulatory authority having jurisdiction thereof, such determination shall have no effect on the validity of any other Section, sentence, paragraph, term or provision hereof, all of which will remain in full force and effect for the term of the Franchise, or any renewal or renewals thereof.
C. Sovereign Immunity. The Franchising Authority does not waive its sovereign immunity by entering into this Franchise Agreement, and fully retains all immunities and defenses provided by law with respect to any action based on or arising out of this Franchise.
D. Venue. In the event that suit shall be brought by either party, the parties agree that venue shall be exclusively vested in the state courts of the County of Teton, or, where otherwise appropriate, exclusively in the United States District Court for Wyoming.
E. Controlling law. This Franchise is to be governed by the law of the State of Wyoming, its conflict of laws provisions excepted.
F. Non-Waiver. Failure of Franchising Authority or Grantee to insist on strict performance of

any of the conditions, covenants, terms or provisions of this Franchise or to exercise any of its rights hereunder shall not waive such rights, but either party shall have the rights to enforce such rights at any time and take such action as might be lawful or authorized hereunder, either in law or equity. The receipt of any sum paid by Grantee to Franchising Authority after a breach of this Agreement shall not be deemed a waiver of such breach unless expressly set forth in writing.

G. Effective Date. The effective date of this Franchise is upon the effective date as adopted by the Jackson Town Council pursuant to the provisions of applicable law.

H. Descriptive Headings. The captions to Sections contained herein are intended solely to facilitate the reading thereof. Such captions shall not affect the meaning or interpretation of the text herein.

ACCEPTANCE OF FRANCHISE AGREEMENT

The undersigned hereby accept the terms and conditions set forth in the foregoing Franchise Ordinance.

JACKSON CURBSIDE, INC.

_____
Kelly L. French

TOWN OF JACKSON

_____
Pete Muldoon, Mayor

ATTEST:

_____
Sandra P. Birdyshaw, Town Clerk

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 __, 2020.
PASSED 2ND READING THE __ DAY OF __, 2020.
PASSED 3RD READING AND APPROVED THE __ DAY OF __, 2020.

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance ___ was duly published in the Jackson Hole News & Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming on the __day of ____, 2020.
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

MEMORANDUM

TO: Mayor and Town Council

FR: Larry Pardee, Town Manager

DT: March 2, 2020

RE: Town Manager's Report

Sales and Lodging Tax

The Town budgeted a total of $1,161,493 in lodging tax revenues for FY20 from the 30% visitor impact portion combined with the 10% general fund portion. We have collected $936,104 thus far for FY20 which is 80.6% of total projected collections. Accumulated collections are up 4.6% over this same time last year. February 2020 revenue represents December 2019. These amounts are tracked through the Special Revenue Fund for the Lodging Tax.

The Town budgeted a total of $16,249,500 in sales tax for FY20. February collections are up 8.2% over the same collection period last year. Collections are currently tracking at $170,590 more than budgeted. Please remember that we have 4 months of collections remaining for FY20 to account for before realizing any unanticipated revenue or overall shortage. February 2020 revenue represents collections from December 2019.

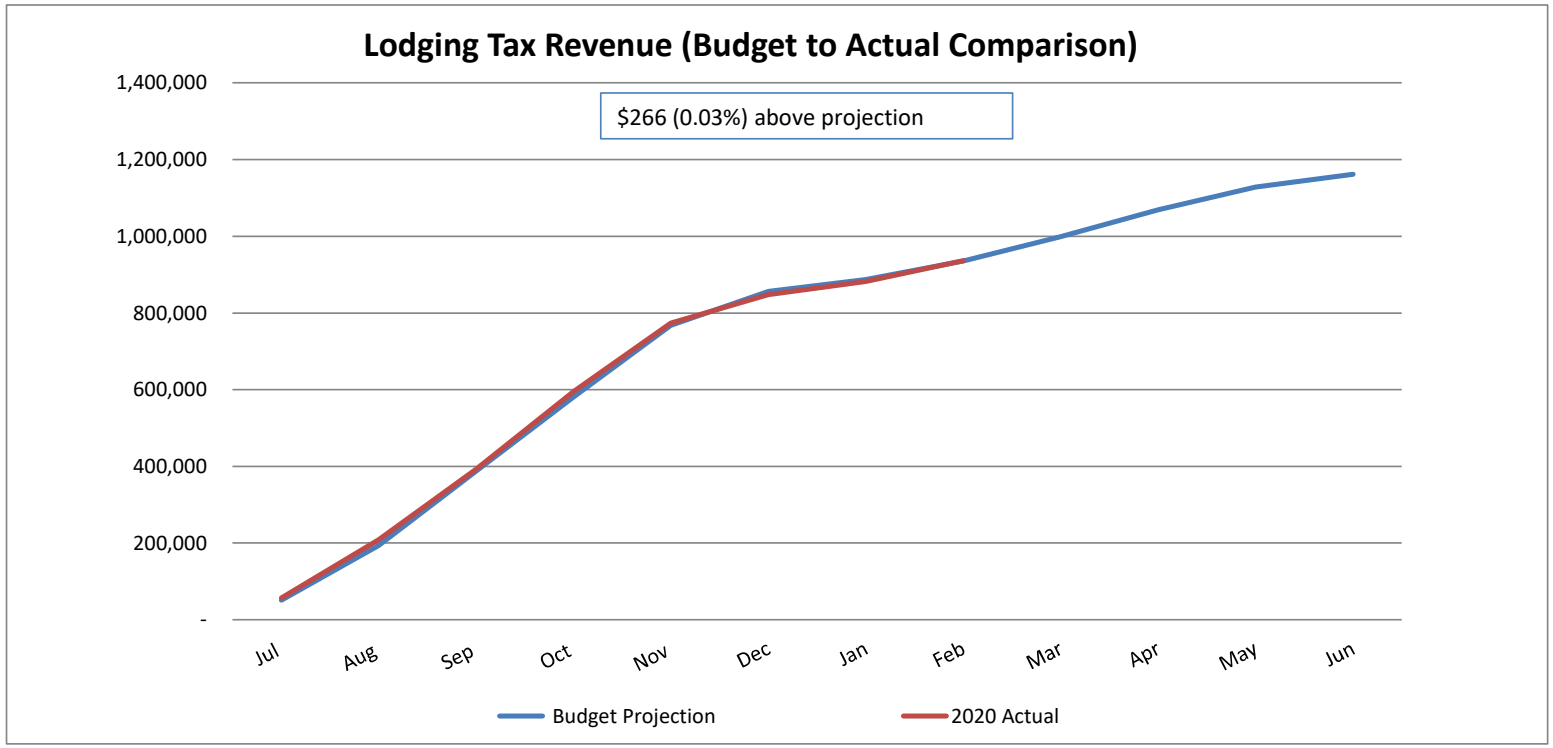
TOWN OF JACKSON, WYOMING
LODGING TAX REPORT
February-20

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
FY2020:												
July	$ 309,428	$ 185,657	$ 92,828	$ 30,943	$ 42,720	$ 14,240	$ 56,959	46.0%	$ 50,109	$ 16,703	$ 66,812	54.0%
August	987,736	592,641	296,321	98,774	114,054	38,018	152,072	38.5%	182,267	60,756	243,023	61.5%
September	1,247,568	748,541	374,270	124,757	137,432	45,811	183,243	36.7%	236,838	78,946	315,784	63.3%
October	1,300,062	780,037	390,019	130,006	152,419	50,806	203,226	39.1%	237,599	79,200	316,799	60.9%
November	1,411,814	847,088	423,544	141,181	134,009	44,670	178,679	31.6%	289,535	96,512	386,046	68.4%
December	383,766	230,259	115,130	38,377	55,769	18,590	74,358	48.4%	59,361	19,787	79,148	51.6%
January	134,644	80,786	40,393	13,464	25,391	8,464	33,855	62.9%	15,002	5,001	20,003	37.1%
February	385,640	231,384	115,692	38,564	40,284	13,428	53,712	34.8%	75,408	25,136	100,544	65.2%
March	-		-	-			-	---			-	---
April	-		-	-			-	---			-	---
May	-		-	-			-	---			-	---
June	-		-	-			-	---			-	---
Totals	$ 6,160,657	$ 3,696,394	$ 1,848,197	$ 616,066	$ 702,078	$ 234,026	$ 936,104	38.0%	$ 1,146,119	$ 382,040	$ 1,528,159	62.0%

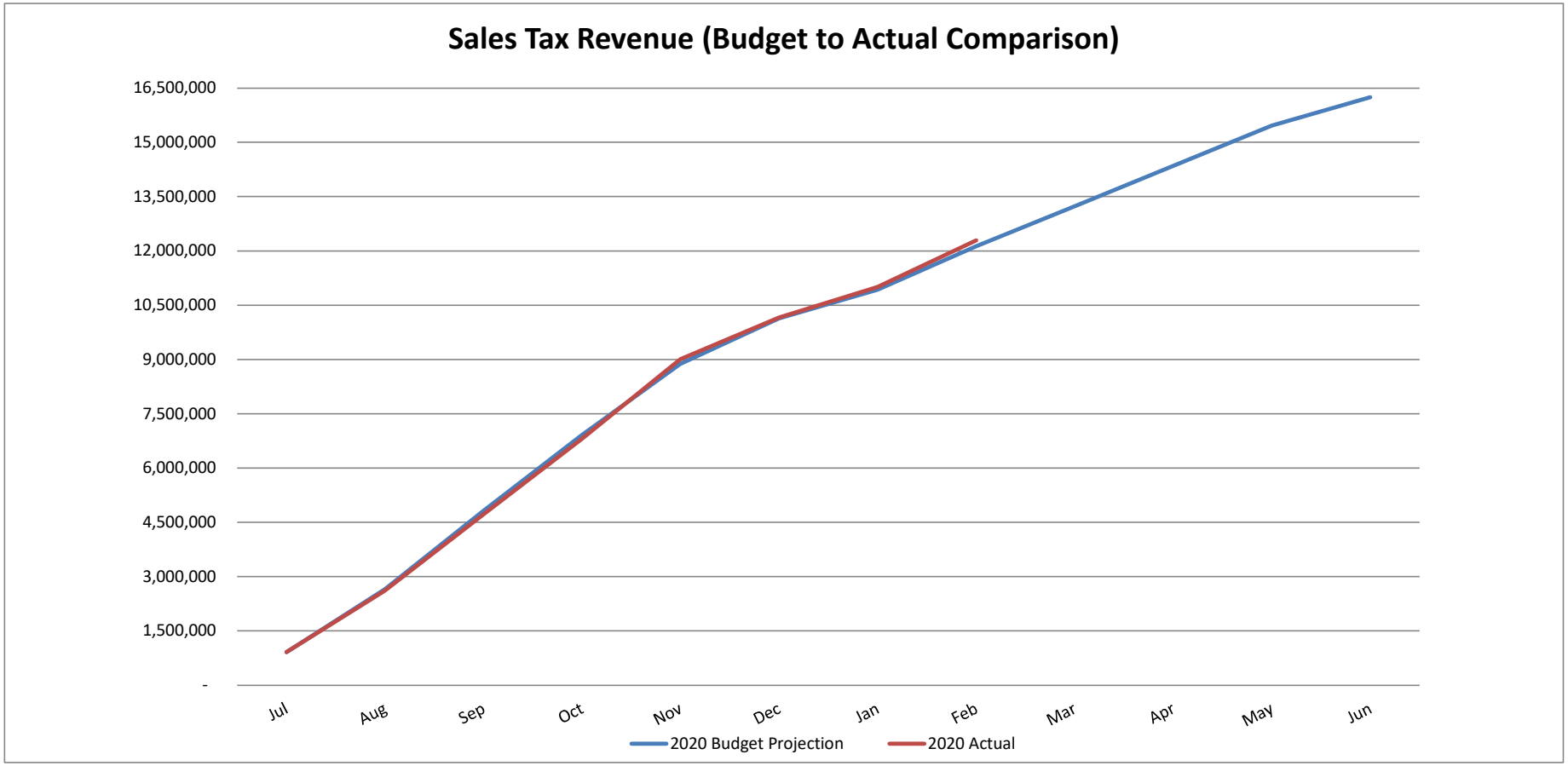
	Visitor Impact	General Fund	Total
TOJ Budget	$ 871,120	$ 290,373	$ 1,161,493
Budget Remain	$ 169,042	$ 56,347	$ 225,389
Earned			80.6%
Remaining			19.4%

12 Month Rolling Avg
6.8%

	FY2019 Year-to-Date	FY2020 Year-to-Date	Increase (Decrease)	
T&T 60%:	$ 3,562,580	$ 3,696,394	$ 133,814	3.8%
TOJ 30% Visitor:	671,258	702,078	30,820	4.6%
TOJ 10% General:	223,753	234,026	10,273	



TOWN OF JACKSON, WYOMING
SALES TAX COLLECTIONS (4% and 1%)
February-20

Receipt Month	FY2016	FY2017	16/17 Change	16/17 Percent Change	FY2018	17/18 Change	17/18 Percent Change	FY2019	18/19 Change	18/19 Percent Change	FY2020	19/20 Change	19/20 Percent Change	12 Mth Rolling Avg	Sales Month
Jul	$ 713,141	$ 807,564	$ 94,423	13.2%	$ 807,972	$ 408	0.1%	$ 890,746	$ 82,774	10.2%	$ 916,280	$ 25,534	2.9%	5.5%	May
Aug	1,287,639	1,411,501	123,863	9.6%	1,551,376	139,875	9.9%	1,711,050	159,674	10.3%	1,695,936	(15,114)	-0.9%	4.3%	Jun
Sep	1,705,468	1,920,244	214,777	12.6%	1,971,647	51,402	2.7%	1,979,587	7,941	0.4%	2,106,619	127,032	6.4%	5.1%	Jul
Oct	1,750,353	1,665,117	(85,236)	-4.9%	1,897,973	232,856	14.0%	1,868,746	(29,227)	-1.5%	2,084,456	215,710	11.5%	6.7%	Aug
Nov	1,420,820	1,533,746	112,925	7.9%	1,850,527	316,781	20.7%	1,877,983	27,456	1.5%	2,203,274	325,291	17.3%	8.7%	Sep
Dec	1,002,143	1,046,289	44,146	4.4%	1,054,095	7,806	0.7%	1,335,327	281,232	26.7%	1,154,908	(180,419)	-13.5%	5.5%	Oct
Jan	600,037	655,026	54,989	9.2%	680,672	25,645	3.9%	745,047	64,375	9.5%	842,559	97,512	13.1%	5.7%	Nov
Feb	831,587	1,032,128	200,542	24.1%	1,166,026	133,898	13.0%	1,195,892	29,866	2.6%	1,293,430	97,538	8.2%	6.1%	Dec
Mar	850,550	947,188	96,639	11.4%	1,066,105	118,917	12.6%	1,110,735	44,630	4.2%	-	----	---	----	Jan
Apr	915,256	859,580	(55,676)	-6.1%	1,041,459	181,879	21.2%	1,120,136	78,677	7.6%	-	----	---	----	Feb
May	842,792	874,371	31,579	3.7%	1,010,453	136,082	15.6%	1,138,194	127,740	12.6%	-	----	---	----	Mar
Jun	610,312	660,771	50,459	8.3%	728,398	67,628	10.2%	730,042	1,644	0.2%	-	----	---	----	Apr
Totals	$ 12,530,098	$ 13,413,526	$ 883,428	**7.1%**	$ 14,826,704	$ 1,413,178	**10.5%**	$ 15,703,484	$ 876,780	**5.9%**	$ 12,297,460	$ 693,083	**6.0%**		

Budgeted Sales Tax for FY 2020	3.50%	$ 16,249,500
Budgeted Sales Tax Year-to-Date		12,126,870
Actual Sales Tax Collected Year-to-Date		12,297,460
Leading (Lagging) Budget - through February		$ 170,590