

Jackson Town Council Regular Meeting

March 18, 2019

6:00 PM

Town Council Chambers

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

I. OPENING

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Announcements/Proclamations

II. PUBLIC COMMENT

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

III. CONSENT CALENDAR

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

- A. Minutes
 - 1. March 4, 2019 regular meeting
- B. Disbursements
- C. February 2019 Municipal Court Report
- D. Special Event: Art Fair Jackson Hole
- E. Special Event: Eco Fair and Spring Clean-Up
- F. Special Event: Octane Addictions Freestyle Show
- G. Special Event: JH Scavenger Hunt
- H. Special Event: Snow King Hill Climb – Additional Parking
- I. Temporary Sign Permit: ISWR Plastic Bag Awareness Campaign
- J. Bid 19-17: Award for Aspen Hill Cemetery Stormwater Improvements Project
- K. Bid 19-18: Award for Powderhorn Lane Stormwater Treatment Project

IV. COUNCIL PRIORITIES

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

- A. Planning:
 - 1. **Item P19-003:** Encroachment Agreement for 437 N Glenwood (Tyler Valentine, Senior Planner)
 - 2. **Item P18-208:** Snow King Resort Mountain Master Plan Amendment. *This item was withdrawn by the applicant.*

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.

VI. RESOLUTIONS

- A. **Resolution 19-05:** A Resolution adopting Town of Jackson Design Standards for Wireless Telecommunication Facility Development (Paul Anthony, Principle Planner)

VII. ORDINANCES

- A. **Ordinance T:** An Ordinance Amending and Reenacting Chapters 12.04 and 12.08 of the Town of Jackson Municipal Code related to Right-of-Way Wireless Communication Facility Development (Presented for 1st Reading, Paul Anthony, Principal Planner)

VIII. MATTERS FROM MAYOR AND COUNCIL

- A. Board and Commission Reports

IX. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

X. 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**

MARCH 4, 2019

JACKSON, WYOMING

The Jackson Town Council met in regular session in the Council Chambers of the Town Hall located at 150 East Pearl at 6:00 P.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon.

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

STAFF: Larry Pardee, Roxanne Robinson, Audrey Cohen-Davis, Lea Colasuonno, Roger Schultz, Kelly Thompson, Tyler Sinclair, Paul Anthony, Floren Poliseo, Johnny Ziem, Brian Lenz, Carl Pelletier, and Sandy Birdyshaw.

Mayor Muldoon introduced the Town's new Senior Long Range Planner, Kristi Malone. The Mayor expressed sincere condolences to town employee Pauline Scholes on the sudden passing of her husband, Jeremy Scholes.

Public Comment. Mike Reid from Pearl Street Market made comment on their recent liquor license transfer application and requested a reconsideration of that denial. Amberley Baker representing Pearl Street Market made comment requesting a reconsideration. Erica Nash representing Longitude Ventures LLC made comment requesting a reconsideration. Scott McKay of Valley Mortuary made comment regarding Aspen Hills Cemetery and a new columbarium. Steve Hunter of Idaho Falls made comment on the columbarium.

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

- A. **Meeting Minutes.** To approve the meeting minutes as presented for the February 19, 2019 workshop and regular meeting.
- B. **Disbursements.** To approve the disbursements as presented. Jackson Curbside 1810.00; Carquest Auto 326.98; Idaho state Tax 2357.00; Ace Hardware 235.74; Jackson Hole Historical 1875.00; Evans Construction 13068.01; Airgas Intermountain 100.92; High Country Linen 545.53; Caselle Inc. 1198.67; Interstate Battery 867.65; Interwest Supply 5800.49; Jackson Lumber 178.69; Jackson Hole News and Guide 5786.68; Jorgensen Associates 20714.80; Smith Power Products 776.41; NAPA Auto Parts 2333.61; Jackson Hole Community Counseling 25000.00; Prazma Paint 2877.35; Teton Motors 718.28; Wyoming Retirement 102362.71; Wyoming Law Enforcement 650.00; Centurylink 36.69; Lincoln National Life 6747.01; Delta Dental 577.20; Gall Inc. 956.50; Sunrise Environmental 207.42; Jacks Tire & Oil 3714.21; Energy Laboratories 43.00; Teton County Clerk 258903.01; Entenmann-Rovin 99.00; Western States 14474.33; AT&T 2016.04; Verizon Wireless 7600.88; Alpha graphics Bozeman 702.83; Local Government Liability Pool 1666.79; AFLAC 2481.27; Teton County Sheriff 4772.12; Kenworth Sales Company 1167.33; Benefit Administrators 1606.50; Jackson Truck & Equipment 1730.57; LDA 109.68; Meridian Engineering 2771.74; Charture 8000.00; Kilmer's Big Distributing 3600.00; E.R. Office 244.77; Visa 23319.68; UPS 55.52; Josh Wilson 49.83; WY Child Support 146.76; Millers Sanitation 2646.00. Charter 3564.37; Stinky Prints 20.16; Idaho Falls Peterbilt 30.56; Wyoming Workers Comp 11420.12; Gillig LLC 2986.30; Commercial Tire 2201.48; Eleven Food 497.50; Warner Truck Center -1586.46; Proforce Law Enforcement 469.99; Bliss Cargo 53.50; C & A Professional Cleaning 8862.82; MSC Industrial Supply 424.45; Jim Corsi 85.00; Snake River Roasting 198.65; Fleet Pride 71.01; Advanced Pump & Equipment 141.00; Erik's North America 72.68; Premier Vehicle Installation 3695.16; VSP 1721.81; Oldcastle Precast 750.00; Trefonas Law P.C. 284.40; American Public Transportation 319.77; Kellerstrass Enterprise 84190.42; Rush Truck Center 265.00; Lepco 760.00; Chris leigh 505.00; Wyoming Garage Door LLC 694.00; Dash Medical Gloves 133.80; Teton Excavation 1615.00; Water Works 411.25; Energy 1 577.50; Infinite Hydraulics 268.69; Global Ties Wyoming 4000.00; Outlaw Brothers Construction 31267.04; Buckrail LLC 375.00; Minuteman Security 480.00; Springhill Suites 308.42, Stephen Rhoads 100.00; West Coast Code Consultant 840.00; Remy Henderson 1500.00; Rick Schreiber 100.00; Windham Weaponry 966.48; Jackson Mattress Shop 1726.87; TMSC LLC 4500.00; Sign It Now 118.37; Jason Melvin 690.00; Andrea O'Hera 2000.00; Obsidian Cliff LLC 130.00; Alentado Training Consultants 300.00; Raftelis 5905.00; Botach Inc. 235.79; Destry Pollard 645.60; Richard Martin 200.00; Kinder HVAC 669.50; Bruno Mora 100.00.
- C. **Special Event: TBD MusicFest.** To approve the special event application made by The Silver Dollar Inc., LogiCom, and the Jackson Hole Chamber of Commerce, to host the TBD MusicFest, subject to the conditions and restrictions listed in the staff report.
- D. **Temporary Sign Permit: CoombsFest 2019.** To approve the temporary banner in conjunction with the CoombsFest 2019 subject to three (3) conditions of approval as listed in the staff report.

- E. **Bid 19-16. Public Works South Sewer Main Replacement Project.** To approve the contract for the Public Works South Sewer Main Replacement Project with Westwood Curtis Construction of Jackson, Wyoming in the amount of \$194,465 and upon legal approval authorize the Mayor to execute all necessary contract Agreements.
- F. **Shared Parking Agreement and Memorandum of Understanding with Wells Fargo.** To approve the Agreement and Memorandum of Understanding Regarding Shared Parking for the Town of Jackson and Wells Fargo Bank, subject to any minor changes deemed necessary by the Town Attorney.
- G. **Water Supply and Wastewater Connection Agreements for 490 S Hwy 89 (Brushbuck).** To approve the Water Supply Agreement and Wastewater Sewer Connection and Use Agreement between the Town, Old West Storage, and Brushbuck Guide Services, subject to any minor changes deemed necessary by the Town Attorney.

Mayor Muldoon stated he could not support the requests made in public comment for reconsideration and Arne Jorgensen made comment about holding a public workshop to discuss the liquor license process. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Special Event: Old West Days. Arne Jorgensen made comment on exploring options for a traffic detour during Memorial Day, September 11th, and for Veterans' Day to detour traffic, or have local traffic only, from the south side of town square on Broadway and on the west side of town square on Cache. By detouring or limiting traffic it would add to the significance of the memorial events held on town square.

A motion was made by Arne Jorgensen and seconded by Hailey Morton Levinson to approve the Old West Days special event application. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Arne Jorgensen and seconded by Jim Stanford to request that staff provides a temporary traffic detour, or local traffic only, from the south side of town square on Broadway and on the west side of town square on Cache for the Memorial Day American Legion event, for the September 11 Fireman's event and for the Veterans Day American Legion event. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Council Priorities. Roxanne Robinson and Larry Pardee made staff comment on proposed action steps for the first three priorities for Council's consideration. The Council held discussion on Priority #1: Strategic Implementation and Engagement Capacity leaned toward option one or two, options for Priority #2: Housing was not discussed, and on Priority #3: Predictable Funding of Local Government the Council leaned toward option one. Staff will take Council's direction given tonight and bring back further information in the March 18, 2019 workshop.

Malt Beverage Permit Application by Jackson Hole Juggernauts. Sandy Birdyshaw made staff comment.

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to approve the issuance of four (4) malt beverage permits to the Jackson Hole Juggernauts for roller derby bouts on April 6, April 20, May 4, and June 15, 2019 from 6:00 P.M. to 11:00 P.M., subject to the conditions and restrictions listed in the staff report:

1. The applicant shall take all measures necessary to comply with all applicable alcohol dispensing laws and regulations, including the prevention of sales to minors and the prohibition of consumption off of the authorized premises.
2. Every sale will include an age verification by checking IDs.
3. No more than 2 beers may be sold to any one person in a transaction.
4. There will be no serving of alcohol to obviously intoxicated people.
5. Permit holder shall be responsible to be alert and report any instances of underage drinking to the Jackson Police by calling 733-2331.
6. Beer sales will cease within thirty (30) minutes of the end of roller derby bouts, or at 11:00 p.m., whichever occurs first.

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

Item P18-338 -339: Zoning Map Amendments at 460 and 660 E Broadway Avenue. A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to continue these items to

the Town Council meeting scheduled for April 15, 2019. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Item P19-007: Boundary Adjustment at 270 Spruce Drive. Paul Anthony made staff comment.

Pursuant to the standards in Section 8.2.13.C.5. Partial Vacation without Replat, a motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to approve the Partial Vacation Without Replat to remove the Town of Jackson 20' Utility Easement on Lot 3 of Pines Addition to the Town of Jackson and remove the recorded Right-Of-Way Easement, subject to the Land Development Regulations and departmental reviews attached hereto. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinances. A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to read ordinances by short title. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. Ordinances A to S relate to Land Development Regulation 'clean-up'.

Ordinance A: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 2.2.1.C of Land Development Regulations related to Pedestrian Frontages.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTION 2.2.1.C OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY THE REQUIREMENTS FOR PEDESTRIAN FRONTAGES AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to approve Ordinance A on third reading and designate it Ordinance 1209. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance B: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 2.2.2.B of Land Development Regulations related to Site Development Setbacks and Height in the NL-1 Zone.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTIONS 2.2.2.B.1 AND 2.2.2.B.3 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY AND CORRECT REQUIREMENTS IN THE NEIGHBORHOOD LOW DENSITY - 1 (NL-1) ZONE RELATED TO SITE DEVELOPMENT SETBACKS AND HEIGHT AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to approve Ordinance B on third reading and designate it Ordinance 1210. Mayor Muldoon called for the vote. The vote showed 4-0 in favor with Schechter absent. The motion carried.

Ordinance C: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 2.2.3.B of Land Development Regulations related to Site Development Setbacks and Height in the NL-2 Zone.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTIONS 2.2.3.B.1 AND 2.2.3.B.3 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY AND CORRECT REQUIREMENTS IN THE NEIGHBORHOOD LOW DENSITY - 2 (NL-2) ZONE RELATED TO SITE DEVELOPMENT SETBACKS AND HEIGHT, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to approve Ordinance C on third reading and designate it Ordinance 1211. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance D: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 2.2.4.B of Land Development Regulations related to Site Development Setbacks and Height in the NL-3 Zone.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART), AND SECTIONS 2.2.4.B.1 AND 2.2.4.B.3 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY AND CORRECT REQUIREMENTS IN THE NEIGHBORHOOD LOW DENSITY - 3 (NL-3) ZONE RELATED TO SITE DEVELOPMENT SETBACKS AND HEIGHT, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to approve Ordinance D on third reading and designate it Ordinance 1212. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance E: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 2.2.5.B of Land Development Regulations related to Site Development Setbacks, Vehicle Access Standards, and Height in the NL-4 Zone.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTIONS 2.2.5.B.1, 2.2.5.B.2, AND 2.2.5.B.3 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY AND CORRECT REQUIREMENTS IN THE NEIGHBORHOOD LOW DENSITY - 4 (NL-4) ZONE RELATED TO SITE DEVELOPMENT SETBACKS, VEHICLE ACCESS STANDARDS, AND HEIGHT, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to approve Ordinance E on third reading and designate it Ordinance 1213. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance F: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 2.2.6.B, C, and E of Land Development Regulations related to Site Development Setbacks, Height, accessory Residential Units, and Apartments in the NL-5 Zone.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTIONS 2.2.6.B.1, 2.2.6.B.3, 2.2.6.C.1, 2.2.6.E.1, AND 2.2.6.E.2 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY AND CORRECT REQUIREMENTS IN THE NEIGHBORHOOD LOW DENSITY - 5 (NL-5) ZONE RELATED TO SITE DEVELOPMENT SETBACKS, HEIGHT, ACCESSORY RESIDENTIAL UNITS, AND APARTMENTS, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to approve Ordinance F on third reading and designate it Ordinance 1214. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance G: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 2.2.7.B, C, and D of Land Development Regulations related to Site Development Setbacks, Vehicle Access, Height, Floor Area Ratio, Density, and Subdivision in the NM-1 Zone.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTIONS 2.2.7.B.1, 2.2.7.B.2, 2.2.7.B.3, 2.2.7.C.1, AND 2.2.7.D.1 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY AND CORRECT REQUIREMENTS IN THE NEIGHBORHOOD MEDIUM DENSITY - 1 (NM-1) ZONE RELATED TO SITE DEVELOPMENT SETBACKS, VEHICLE ACCESS, HEIGHT, FLOOR AREA RATIO, DENSITY, AND SUBDIVISION, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to approve Ordinance G on third reading and designate it Ordinance 1215. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance H: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 2.2.8.B and C of Land Development Regulations related to Site Development Setbacks, Vehicle Access, Height, Development Thresholds, and Density in the NM-2 Zone.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTIONS 2.2.8.B.1, 2.2.8.B.2, 2.2.8.B.3, 2.2.8.B.10, AND 2.2.8.C.1 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY AND CORRECT REQUIREMENTS IN THE NEIGHBORHOOD MEDIUM DENSITY - 2 (NM-2) ZONE RELATED TO SITE DEVELOPMENT SETBACKS, VEHICLE ACCESS, HEIGHT, DEVELOPMENT THRESHOLDS, AND DENSITY, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Jonathan Schechter and seconded by Hailey Morton Levinson to approve Ordinance H on third reading and designate it Ordinance 1216. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance I: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 2.2.9.B and E of Land Development Regulations related to Site Development Setbacks, Vehicle Access, Height, Development Thresholds, and Density in the NH-1 Zone.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTIONS 2.2.9.B.1, 2.2.9.B.2, 2.2.9.B.3, 2.2.9.B.10, AND 2.2.9.E.1 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY AND CORRECT REQUIREMENTS IN THE NEIGHBORHOOD HIGH DENSITY - 1 (NH-1) ZONE RELATED TO SITE DEVELOPMENT SETBACKS, VEHICLE ACCESS, HEIGHT, DEVELOPMENT THRESHOLDS, AND DENSITY, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to approve Ordinance I on third reading and designate it Ordinance 1217. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance J: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 2.2.10.B and C of Land Development Regulations related to Exterior Lighting and Parking Standards in the DC Zone.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTIONS 2.2.10.B.5 AND 2.2.10.C.1 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY AND CORRECT REQUIREMENTS IN THE DOWNTOWN CORE (DC) ZONE RELATED TO EXTERIOR LIGHTING AND PARKING STANDARDS, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to approve Ordinance J on third reading and designate it Ordinance 1218. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance K: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 2.2.11.B and C of Land Development Regulations related to Exterior Lighting and Parking Standards in the CR-1 Zone.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTIONS 2.2.11.B.5 AND 2.2.11.C.1 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY AND CORRECT

REQUIREMENTS IN THE COMMERCIAL RESIDENTIAL - 1 (CR-1) ZONE RELATED TO EXTERIOR LIGHTING AND PARKING STANDARDS, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Pete Muldoon and seconded by Hailey Morton Levinson to approve Ordinance K on third reading and designate it Ordinance 1219. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance L: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 2.2.12.B and C of Land Development Regulations related to Exterior Lighting and Parking Standards in the CR-2 Zone.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTIONS 2.2.12.B.5 AND 2.2.12.C.1 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY AND CORRECT REQUIREMENTS IN THE COMMERCIAL RESIDENTIAL - 2 (CR-2) ZONE RELATED TO EXTERIOR LIGHTING AND PARKING STANDARDS, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Arne Jorgensen and seconded by Hailey Morton Levinson to approve Ordinance L on third reading and designate it Ordinance 1220. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance M: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 2.2.13.B, C, and E, and Section 6.1.1.F of Land Development Regulations related to Exterior Lighting, Development Thresholds, Drive-In Facility, Affordable Workforce Housing, and Allow Uses in the CR-3 Zone.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTIONS 2.2.13.B.6, 2.2.13.B.9, 2.2.13.C.1, 2.2.13.E.4.a.iii, 2.2.13.E.4.b AND 6.1.1.F OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY AND CORRECT REQUIREMENTS IN THE COMMERCIAL RESIDENTIAL - 3 (CR-3) ZONE RELATED TO EXTERIOR LIGHTING, DEVELOPMENT THRESHOLDS, DRIVE-IN FACILITY, AFFORDABLE WORKFORCE HOUSING, AND ALLOWED USES, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Arne Jorgensen and seconded by Hailey Morton Levinson to approve Ordinance M on third reading and designate it Ordinance 1221. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance N: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 2.2.14.B of Land Development Regulations related to Fencing and Exterior Lighting in the OR Zone.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTIONS 2.2.14.B.1 AND 2.2.14.B.5 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY AND CORRECT REQUIREMENTS IN THE OFFICE RESIDENTIAL (OR) ZONE RELATED TO FENCING AND EXTERIOR LIGHTING, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to approve Ordinance N on third reading and designate it Ordinance 1222. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance O: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 5.7.1.D of Land Development Regulations related to Grading Permits in the Town.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART), AND SECTIONS 5.7.1.D.4 AND 5.7.1.D.5 OF TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY AND CORRECT REQUIREMENTS FOR GRADING PERMITS IN THE TOWN OF JACKSON, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Jonathan Schechter and seconded by Hailey Morton Levinson to approve Ordinance O on third reading and designate it Ordinance 1223. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance P: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 7.2.2.A.6.c of Land Development Regulations related to Warrant Period for Subdivision Improvements.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTION 7.2.2.A.6.c OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO AMEND THE WARRANTY PERIOD FOR SUBDIVISION IMPROVEMENTS, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Hailey Morton Levinson and seconded by Pete Muldoon to approve Ordinance P on third reading and designate it Ordinance 1224. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance Q: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 7.6.3.G and H of Land Development Regulations related to Private Road Standards in the Town.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTIONS 7.6.3.G.2 AND 7.6.3.H.1 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY STANDARDS FOR PRIVATE ROADS IN THE TOWN OF JACKSON, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Pete Muldoon and seconded by Hailey Morton Levinson to approve Ordinance Q on third reading and designate it Ordinance 1225. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance R: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 8.10.8.D of Land Development Regulations related to Qualifications for a Hearing Officer.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTION 8.10.8.D OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY THE QUALIFICATIONS FOR A HEARING OFFICER, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Arne Jorgensen and seconded by Hailey Morton Levinson to approve Ordinance R on third reading and designate it Ordinance 1226. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Ordinance S: An Ordinance Amending and Reenacting Section II of Ordinance 1074 as amended (part) and Section 9.4.6.D and 9.4.8.E of Land Development Regulations related to Measurement of Landscape Surface Ration and Street Setbacks in the Town.

AN ORDINANCE AMENDING AND REENACTING SECTION II OF TOWN OF JACKSON ORDINANCE NO. 1074 AS AMENDED (PART) AND SECTIONS 9.4.6.D.1 AND 9.4.8.E OF THE TOWN

OF JACKSON LAND DEVELOPMENT REGULATIONS TO CLARIFY MEASUREMENT OF LANDSCAPE SURFACE RATIO AND STREET SETBACKS IN THE TOWN OF JACKSON, AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to approve Ordinance S on third reading and designate it Ordinance 1227. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Matters from Mayor and Council. The Council discussed moving the April 1st regular Town Council meeting since it was during spring break. A motion was made by Arne Jorgensen and seconded by Hailey Morton Levinson to move the April 1 regular Council meeting to April 8. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Hailey Morton Levinson left the meeting at 7:34 p.m.

Jim Stanford commented on an upcoming Jackson Hole Ski Club NCAA competition. Jonathan Schechter made comment on the housing conference he attended last week. Pete Muldoon made comment on the WAM conference in Cheyenne, seeing the legislature at work, and the Chamber of Commerce board meeting. Jim Stanford commented on leaving the cemetery decision mentioned earlier during public comment with the Town Manager. Arne Jorgensen made comment on the 2020 census.

Town Manager’s Report. A motion was made by Jim Stanford and seconded by Arne Jorgensen to accept the Town Manager’s Report. The Town Manager’s Report contained an update on issuing an RFP to update Character District 1 and Historic Preservation, Lodging Tax, Retail Liquor License Applications, success stories at the cemetery and law enforcement, and the Guiding and Promoting Sustainability (GPS) Initiative. Mayor Muldoon called for the vote. The vote showed 4-0 in favor with Morton Levinson absent. The motion carried.

A motion was made by Pete Muldoon and seconded by Jim Stanford to direct staff to not accept applications for a retail liquor license until further notice. Mayor Muldoon called for the vote. The vote showed 4-0 in favor with Morton Levinson absent. The motion carried.

Adjourn. A motion was made by Jonathan Schechter and seconded by Jim Stanford to adjourn the meeting. Mayor Muldoon called for the vote. The vote showed 4-0 in favor with Morton Levinson absent. The motion carried. The meeting adjourned at 7:54 p.m. minutes:spb

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, Town Clerk

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
5	CARQUEST AUTO PARTS INC.	6090-424552	HALOGEN SEALED BEAM	03/01/2019	109.08	109.08	03/14/2019
Total 5:					109.08	109.08	
50	CMI - TECO	41776	RACHET STRAP, 15" TARP STR	01/14/2019	25.55	25.55	03/14/2019
Total 50:					25.55	25.55	
51	ACE HARDWARE	628704	6X1/2 SS FP FH SMSCREW	11/05/2018	7.99	7.99	03/14/2019
51	ACE HARDWARE	628716	FLEX TUBING,SPLIT TUBE AND	11/05/2018	21.46	21.46	03/14/2019
51	ACE HARDWARE	642116	FRESHNR AIR CAR TRR 3PK	02/25/2019	4.49	4.49	03/14/2019
51	ACE HARDWARE	642153	HX BOLTS USS Z 1/4X3, STOP	02/26/2019	10.50	10.50	03/14/2019
51	ACE HARDWARE	642324	ICE MELT 4# BAG ACE	02/27/2019	35.98	35.98	03/14/2019
51	ACE HARDWARE	642441	BATTERY ALKLINE 9V DURA	02/28/2019	19.47	19.47	03/14/2019
51	ACE HARDWARE	642564	BROOM CORN WISK 8"	03/01/2019	7.49	7.49	03/14/2019
51	ACE HARDWARE	642610	WIRE LAMP	03/02/2019	19.80	19.80	03/14/2019
51	ACE HARDWARE	642636	NIPPLE SET INDUST, KNIFE UT	03/02/2019	112.89	112.89	03/14/2019
51	ACE HARDWARE	642989	TUBING VINYL	03/06/2019	6.84	6.84	03/14/2019
51	ACE HARDWARE	643423	TECH TORCH CLAMSHELL, ELE	03/19/2019	41.48	41.48	03/14/2019
51	ACE HARDWARE	643543	NUMBER S" SAT NKL 1, 2, 3, 4,	03/11/2019	74.95	74.95	03/14/2019
51	ACE HARDWARE	643699	CM PREM GARDEN HOSE 25',	03/12/2019	48.98	48.98	03/14/2019
Total 51:					412.32	412.32	
65	DELCON INC	19101	PROJ: WO1225 TOJ/145 PEARL-	01/31/2019	210.00	210.00	03/14/2019
Total 65:					210.00	210.00	
70	THYSSEN KRUPP ELEVATOR C	3004455304	GOLD- FULL MAINTENANCE SE	03/01/2019	297.86	297.86	03/14/2019
70	THYSSEN KRUPP ELEVATOR C	ACIA-1JM6FG	IMMEDIATE MAINTENANCE ON	03/12/2019	6,038.00	6,038.00	03/14/2019
Total 70:					6,335.86	6,335.86	
81	EVANS CONSTRUCTION INC	193845	JOB NAME: 2018/2019 TOJ SAL	02/22/2019	5,413.20	5,413.20	03/14/2019
81	EVANS CONSTRUCTION INC	193911	JOB NAME: 2018/2019 TOJ SAL	02/28/2019	4,682.89	4,682.89	03/14/2019
81	EVANS CONSTRUCTION INC	193956	JOB NAME: 2018/2019 TOJ SAL	03/01/2019	974.10	974.10	03/14/2019
Total 81:					11,070.19	11,070.19	
96	HIGH COUNTRY LINEN	0115640	UNIFORMS: SEWER	02/21/2019	19.40	19.40	03/14/2019
96	HIGH COUNTRY LINEN	0115640	UNIFORMS: WATER	02/21/2019	26.67	26.67	03/14/2019
96	HIGH COUNTRY LINEN	0115640	UNIFORMS: STREET	02/21/2019	55.78	55.78	03/14/2019
96	HIGH COUNTRY LINEN	0115640	UNIFORMS: FLEET	02/21/2019	38.80	38.80	03/14/2019
96	HIGH COUNTRY LINEN	0115640	UNIFORMS: WWTP	02/21/2019	14.55	14.55	03/14/2019
96	HIGH COUNTRY LINEN	0115640	UNIFORMS: SEASONALS	02/21/2019	9.70	9.70	03/14/2019
96	HIGH COUNTRY LINEN	0115640	BUILDING MAINT @ PUBLIC W	02/21/2019	20.00	20.00	03/14/2019
96	HIGH COUNTRY LINEN	0115640	UNIFORMS: ADMIN	02/21/2019	9.70	9.70	03/14/2019
96	HIGH COUNTRY LINEN	0116280	BUILDING MAINT: TOJ HOME R	02/25/2019	25.31	25.31	03/14/2019
96	HIGH COUNTRY LINEN	0116593	MATS	02/27/2019	61.93	61.93	03/14/2019
96	HIGH COUNTRY LINEN	0116598	BUILDING MAINT: WWTP- LAUN	02/27/2019	86.57	86.57	03/14/2019
96	HIGH COUNTRY LINEN	0116696	MATS	02/27/2019	241.80	241.80	03/14/2019
96	HIGH COUNTRY LINEN	0116826	UNIFORMS: STREET	02/28/2019	55.78	55.78	03/14/2019
96	HIGH COUNTRY LINEN	0116826	UNIFORMS: FLEET	02/28/2019	38.80	38.80	03/14/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
96	HIGH COUNTRY LINEN	0116826	UNIFORMS: WWTP	02/28/2019	14.55	14.55	03/14/2019
96	HIGH COUNTRY LINEN	0116826	UNIFORMS: SEASONALS	02/28/2019	9.70	9.70	03/14/2019
96	HIGH COUNTRY LINEN	0116826	BUILDING MAINT @ PUBLIC W	02/28/2019	70.35	70.35	03/14/2019
96	HIGH COUNTRY LINEN	0116826	UNIFORMS: ADMIN	02/28/2019	9.70	9.70	03/14/2019
96	HIGH COUNTRY LINEN	0116826	UNIFORMS: SEWER	02/28/2019	19.40	19.40	03/14/2019
96	HIGH COUNTRY LINEN	0116826	UNIFORMS: WATER	02/28/2019	26.67	26.67	03/14/2019
96	HIGH COUNTRY LINEN	0117432	BUILDING MAINT: TOJ HOME R	03/04/2019	7.50	7.50	03/14/2019
96	HIGH COUNTRY LINEN	0118041	BUILDING MAINT @ PUBLIC W	03/07/2019	20.00	20.00	03/14/2019
96	HIGH COUNTRY LINEN	0118041	UNIFORMS: ADMIN	03/07/2019	9.70	9.70	03/14/2019
96	HIGH COUNTRY LINEN	0118041	UNIFORMS: SEWER	03/07/2019	19.40	19.40	03/14/2019
96	HIGH COUNTRY LINEN	0118041	UNIFORMS: WATER	03/07/2019	26.67	26.67	03/14/2019
96	HIGH COUNTRY LINEN	0118041	UNIFORMS: STREET	03/07/2019	55.78	55.78	03/14/2019
96	HIGH COUNTRY LINEN	0118041	UNIFORMS: FLEET	03/07/2019	38.80	38.80	03/14/2019
96	HIGH COUNTRY LINEN	0118041	UNIFORMS: WWTP	03/07/2019	14.55	14.55	03/14/2019
96	HIGH COUNTRY LINEN	0118041	UNIFORMS: SEASONALS	03/07/2019	9.70	9.70	03/14/2019
96	HIGH COUNTRY LINEN	0118743	BUILDING MAINT: TOJ HOME R	03/11/2019	25.31	25.31	03/14/2019
96	HIGH COUNTRY LINEN	0118891	MATS	03/12/2019	215.50	215.50	03/14/2019
96	HIGH COUNTRY LINEN	S011394	SIERRA PRODUCTS	02/11/2019	113.95	113.95	03/14/2019
96	HIGH COUNTRY LINEN	S0115554	BLACK LINER	02/20/2019	36.00	36.00	03/14/2019
96	HIGH COUNTRY LINEN	S0116986	BOUNTY, GLASS CLEANER, LIN	02/28/2019	179.93	179.93	03/14/2019
96	HIGH COUNTRY LINEN	S0117946	cleaning supplies	03/06/2019	356.53	356.53	03/14/2019
Total 96:					1,984.48	1,984.48	
115	JACKSON PAINT AND GLASS, I	I110437	LABOR- REPLACE FRONT WIN	02/21/2019	340.00	340.00	03/14/2019
Total 115:					340.00	340.00	
131	JACKSON HOLE NEWS & GUID	291955	AD#359897	02/13/2019	32.60	32.60	03/14/2019
131	JACKSON HOLE NEWS & GUID	292129	AD#360079	02/20/2019	65.20	65.20	03/14/2019
131	JACKSON HOLE NEWS & GUID	292189	AD#359895- RFB: ASPEN HILL C	02/20/2019	285.26	285.26	03/14/2019
131	JACKSON HOLE NEWS & GUID	292189	AD#359896- RFB: POWDERHOR	02/20/2019	285.26	285.26	03/14/2019
131	JACKSON HOLE NEWS & GUID	292407	AD#360326	02/27/2019	108.24	108.24	03/14/2019
131	JACKSON HOLE NEWS & GUID	292495	AD#357608	02/28/2019	428.49	428.49	03/14/2019
131	JACKSON HOLE NEWS & GUID	292496	AD#358646	02/28/2019	195.12	195.12	03/14/2019
131	JACKSON HOLE NEWS & GUID	292497	AD#359845	02/28/2019	1,268.28	1,268.28	03/14/2019
131	JACKSON HOLE NEWS & GUID	292498	AD #359178	02/28/2019	256.28	256.28	03/14/2019
131	JACKSON HOLE NEWS & GUID	292908	AD#360781	03/09/2019	281.18	281.18	03/14/2019
131	JACKSON HOLE NEWS & GUID	292909	AD#360780	03/06/2019	281.18	281.18	03/14/2019
131	JACKSON HOLE NEWS & GUID	292910	AD#360791	03/06/2019	199.68	199.68	03/14/2019
131	JACKSON HOLE NEWS & GUID	292911	AD#360779	03/06/2019	395.28	395.28	03/14/2019
131	JACKSON HOLE NEWS & GUID	292912	AD#360792	03/06/2019	110.03	110.03	03/14/2019
131	JACKSON HOLE NEWS & GUID	292913	AD#360786	03/06/2019	554.20	554.20	03/14/2019
131	JACKSON HOLE NEWS & GUID	292914	AD#360782	03/06/2019	215.98	215.98	03/14/2019
131	JACKSON HOLE NEWS & GUID	292916	AD#360783	03/06/2019	199.68	199.68	03/14/2019
131	JACKSON HOLE NEWS & GUID	292917	AD#360793	03/06/2019	130.40	130.40	03/14/2019
131	JACKSON HOLE NEWS & GUID	292918	AD#360787	03/06/2019	134.48	134.48	03/14/2019
131	JACKSON HOLE NEWS & GUID	292919	AD#360784	03/06/2019	220.05	220.05	03/14/2019
131	JACKSON HOLE NEWS & GUID	292920	AD#360778	03/06/2019	391.20	391.20	03/14/2019
131	JACKSON HOLE NEWS & GUID	292921	AD#360777	03/06/2019	289.33	289.33	03/14/2019
131	JACKSON HOLE NEWS & GUID	292922	AD#360789	03/06/2019	158.93	158.93	03/14/2019
131	JACKSON HOLE NEWS & GUID	292923	AD#360773	03/06/2019	228.20	228.20	03/14/2019
131	JACKSON HOLE NEWS & GUID	292925	AD#360774	03/06/2019	281.18	281.18	03/14/2019
131	JACKSON HOLE NEWS & GUID	292926	AD#360785	03/06/2019	211.90	211.90	03/14/2019
131	JACKSON HOLE NEWS & GUID	293148	AD#360970	03/13/2019	468.63	468.63	03/14/2019
131	JACKSON HOLE NEWS & GUID	293149	AD#360971	03/13/2019	1,267.33	1,267.33	03/14/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 131:					8,943.57	8,943.57	
139	JORGENSEN ASSOCIATES, PC	42160	PROJ: 18063- TOJ/CACHE CRE	02/13/2019	665.00	665.00	03/14/2019
139	JORGENSEN ASSOCIATES, PC	42160	PROJ: 18063- TOJ/CACHE CRE	02/13/2019	18,879.76	18,879.76	03/14/2019
139	JORGENSEN ASSOCIATES, PC	42160	PROJ: 18063- TOJ/CACHE CRE	02/13/2019	6,248.75	6,248.75	03/14/2019
Total 139:					25,793.51	25,793.51	
155	LEONARD PETROLEUM EQUIP	IFIN16539	WORK ORDER: 53629- INSTALL	11/20/2018	1,926.47	1,926.47	03/14/2019
Total 155:					1,926.47	1,926.47	
156	LOWER VALLEY ENERGY INC	92050-017- 02/	92050-017: INTERMED TREATM	02/28/2019	181.57	181.57	03/14/2019
156	LOWER VALLEY ENERGY INC	92050-025: 02/	92050-025: SK W NEW SHOP	02/28/2019	745.32	745.32	03/14/2019
156	LOWER VALLEY ENERGY INC	92050-047: 02/	92050-047: UV BUILDING	02/28/2019	594.21	594.21	03/14/2019
156	LOWER VALLEY ENERGY INC	92050-049: 02/	92050-049: WASTE WATER PLA	02/28/2019	8,749.80	8,749.80	03/14/2019
156	LOWER VALLEY ENERGY INC	92050-051: 02/	92050-051: WELL #5	02/28/2019	2,413.57	2,413.57	03/14/2019
156	LOWER VALLEY ENERGY INC	92050-114: 02/	92050-114: HOME RANCH RSTR	02/28/2019	479.03	479.03	03/14/2019
156	LOWER VALLEY ENERGY INC	92050-131: 02/	92050-131: 195 E DELONEY RS	02/28/2019	367.86	367.86	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-381: 915 SIMON LN	02/28/2019	655.56	655.56	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-140-352: MULTIPLE STRE	02/28/2019	2,220.95	2,220.95	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-362: STELLARIA LN/ S H	02/28/2019	21.92	21.92	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-369: 1195 S HWY 89 S/O	02/28/2019	9.24	9.24	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-379: 143 E PEARL	02/28/2019	19.35	19.35	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-380: 141 E PEARL	02/28/2019	213.83	213.83	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-382: BUDGE DR LIGHT S	02/28/2019	23.86	23.86	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-383: SNOW KING DR WA	02/28/2019	16.24	16.24	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-356: KARNs MEADOW ST	02/28/2019	4,960.56	4,960.56	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-357: KARNs MEADOW ST	02/28/2019	1,489.51	1,489.51	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-358: 650 W BDWY PATHE	02/28/2019	123.09	123.09	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-359: MILLER PARK PARKI	02/28/2019	86.89	86.89	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-360: 1035 W BROADWAY	02/28/2019	41.65	41.65	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-361: 625 W BROADWAY	02/28/2019	32.60	32.60	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-335: N CACHE & N GLEN	02/28/2019	9.34	9.34	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-336: HIDDEN RANCH PAT	02/28/2019	33.24	33.24	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-341: HOME RANCH REST	02/28/2019	22.32	22.32	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-342: 25 S REDMOUND ST	02/28/2019	51.99	51.99	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-353: W SELONEY AVE FO	02/28/2019	141.50	141.50	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-355: S CACHE LIGHTING	02/28/2019	82.62	82.62	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-128: 450 W SKA MAINT S	02/28/2019	14.31	14.31	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-130: 3 CREEK RANCH AF	02/28/2019	28.98	28.98	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-132: PARKING GARAGE	02/28/2019	2,096.48	2,096.48	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-134: PARKING GARAGE	02/28/2019	135.18	135.18	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-332: N GLENWOOD MCC	02/28/2019	44.03	44.03	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-334: JOSEPHINE LOOP L	02/28/2019	145.97	145.97	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-092: 3150 ADAMS CANYO	02/28/2019	1,054.27	1,054.27	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-094: SNOW KING AVE W	02/28/2019	6.34	6.34	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-111: PEARL/WILLOW ST	02/28/2019	18.90	18.90	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-115: 55 KARNs MEADOW	02/28/2019	14.31	14.31	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-126: LIFT STATION B SP	02/28/2019	23.46	23.46	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-127: 3337 CODY CRK DR	02/28/2019	371.46	371.46	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-061: PUBLIC WORKS	02/28/2019	2,153.89	2,153.89	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-074: CRABTREE LANE T	02/28/2019	16.70	16.70	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-075: HIGH SCHOOL ROA	02/28/2019	34.87	34.87	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-081: PEARL ST IRR CON	02/28/2019	21.22	21.22	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-082: EAST STORAGE BL	02/28/2019	659.16	659.16	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-091: 665 FLAT CREEK DR	02/28/2019	16.24	16.24	03/14/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-053: WELLS #2 & #3	02/28/2019	2,253.90	2,253.90	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-054: CITY WELL ELK REF	02/28/2019	149.06	149.06	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-055: CITY WELL ELK REF	02/28/2019	156.83	156.83	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-056: CITY WELL ELK REF	02/28/2019	36.02	36.02	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-059: POLICE GARARGE	02/28/2019	437.67	437.67	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-060: SOUTH GARARGE	02/28/2019	1,961.07	1,961.07	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-041: ST LT LOTS 99, 101	02/28/2019	16.24	16.24	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-043: ST LT LOTS 68, 69	02/28/2019	16.24	16.24	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-044: SNOW KING ESTAT	02/28/2019	301.93	301.93	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-045: TOWN SQUARE LIG	02/28/2019	173.95	173.95	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-050: WATER TANK JXN	02/28/2019	20.33	20.33	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-052: WELLS TOWN OF JA	02/28/2019	1,139.60	1,139.60	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-032: ST LT LOTS 88, 89	02/28/2019	21.92	21.92	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-034: ST LT LOTS 80, 81	02/28/2019	20.96	20.96	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-035: ST LT COTTONWOO	02/28/2019	22.00	22.00	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-036: ST LT LOTS 12, 13	02/28/2019	16.24	16.24	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-039: ST LT LOTS 86, 87	02/28/2019	22.06	22.06	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-040: ST LT LOTS 90, 91	02/28/2019	22.19	22.19	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-024: SEWER LIFT PUMP	02/28/2019	20.96	20.96	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-026: 450 SNOW KING AV	02/28/2019	507.47	507.47	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-027: ST LT LOTS 20, 21	02/28/2019	22.38	22.38	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-028: ST LT LOTS 26, 27	02/28/2019	21.41	21.41	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-030: ST LT LOTS 95, 96	02/28/2019	22.51	22.51	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-031: ST LT LOTS 38, 39	02/28/2019	22.44	22.44	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-016: HOME RANCH LIGH	02/28/2019	54.58	54.58	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-018: JBP SEWER LIFT PU	02/28/2019	51.01	51.01	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-019: LIFT PUMP COTTON	02/28/2019	135.89	135.89	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-020: PATHWAY TUNNEL	02/28/2019	65.88	65.88	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-021: 150 E PEARL AVE	02/28/2019	1,995.79	1,995.79	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-023: RANGEVIEW ST LT	02/28/2019	22.32	22.32	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-003: ASPEN HIGHLAND P	02/28/2019	473.85	473.85	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-005: CACHE KUDAR LIGH	02/28/2019	67.24	67.24	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-006: CACHE ST N LIGHTI	02/28/2019	38.29	38.29	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-008: CEMETARY	02/28/2019	107.89	107.89	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-010: ELY SPRING RD FIR	02/28/2019	2,781.71	2,781.71	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-014: HEAT TAPE	02/28/2019	152.17	152.17	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-370: 2022 WILDFLOWER	02/28/2019	114.97	114.97	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-371: 2022 WILDFLOWER	02/28/2019	54.28	54.28	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-373: 475 W ASPEN DR #2	02/28/2019	151.91	151.91	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-374: 455 VINE ST APT#1	02/28/2019	131.30	131.30	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-384: 1177 MEADOW LAR	02/28/2019	133.95	133.95	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-002: ANIMAL SHELTER	02/28/2019	601.86	601.86	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-345: 930 SIMON LANE	02/28/2019	142.82	142.82	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-363: 455 VINE ST UTY	02/28/2019	51.40	51.40	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-364: 65 VIRGINIAN LN #5	02/28/2019	76.71	76.71	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-365: 65 VIRGINIAN LN #7	02/28/2019	43.08	43.08	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-367: 455 VINE ST AP #3	02/28/2019	78.89	78.89	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-368: 455 VINE ST AP #4	02/28/2019	80.25	80.25	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-379: 145 W HANSEN AVE	02/28/2019	160.79	160.79	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-379: 145 W HANSEN AVE	02/28/2019	160.79	160.79	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-079: 145 W HANSEN AVE	02/28/2019	160.79	160.79	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-102: 145 W HANSEN AVE	02/28/2019	42.55	42.55	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-106: 940 SIMON LANE	02/28/2019	231.47	231.47	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-333: 174 N KING ST	02/28/2019	517.81	517.81	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-375: 155 E PEARL AVE	02/28/2019	48.23	48.23	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-376: 149 E PEARL AVE	02/28/2019	453.72	453.72	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-377: 145 E PEARL AVE	02/28/2019	156.30	156.30	03/14/2019
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-378: 143 E PEARL AVE	02/28/2019	18.08	18.08	03/14/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050GRP:205	92050-378: 145 W HANSEN AVE	02/28/2019	204.58	204.58	03/14/2019
Total 156:					47,490.34	47,490.34	
166	TETON COUNTY-FUND 19	0221619	P&R HOUSING PROJECT	03/10/2019	96,412.47	96,412.47	03/14/2019
Total 166:					96,412.47	96,412.47	
187	NELSON ENGINEERING	48949	PROJ: 14-175-03 WEST BROAD	02/27/2019	103.75	103.75	03/14/2019
187	NELSON ENGINEERING	48952	PROJ: 18-305-01- 1195 S HWY 8	02/27/2019	9,088.85	9,088.85	03/14/2019
Total 187:					9,192.60	9,192.60	
236	SMITH POWER PRODUCTS,INC	456471	SERVICE- PROGRAM COMPLAI	02/13/2019	2,949.19	2,949.19	03/14/2019
236	SMITH POWER PRODUCTS,INC	456988	SERVICE- PROGRAM COMPLAI	02/22/2019	751.27	751.27	03/14/2019
Total 236:					3,700.46	3,700.46	
257	NAPA AUTO PARTS INC.	830522	SPRINGS	02/06/2019	5.79	5.79	03/14/2019
257	NAPA AUTO PARTS INC.	831734	BOXED MINIATURES	02/13/2019	16.56	16.56	03/14/2019
257	NAPA AUTO PARTS INC.	833211	SOCKET	02/21/2019	11.96	11.96	03/14/2019
257	NAPA AUTO PARTS INC.	833276	SERPENTINE BELT	02/21/2019	45.01	45.01	03/14/2019
257	NAPA AUTO PARTS INC.	833461	AIR BRAKE HOSE	02/22/2019	10.40	10.40	03/14/2019
257	NAPA AUTO PARTS INC.	833665	V-RIBBED BELT, FRT	02/23/2019	90.88	90.88	03/14/2019
257	NAPA AUTO PARTS INC.	833803	WIPER BLADES, 15" TRICO FO	02/25/2019	26.28	26.28	03/14/2019
257	NAPA AUTO PARTS INC.	833892	LAMP	02/25/2019	41.49	41.49	03/14/2019
257	NAPA AUTO PARTS INC.	834437	AIR FILTER	02/28/2019	21.82	21.82	03/14/2019
257	NAPA AUTO PARTS INC.	834443	TIRE BUFFERCLNT QT, UNIVER	02/28/2019	22.58	22.58	03/14/2019
257	NAPA AUTO PARTS INC.	834554	LOCK PIN	02/28/2019	4.19	4.19	03/14/2019
257	NAPA AUTO PARTS INC.	834697	CREDIT: SERPENTINE BELT	03/01/2019	134.77-	134.77-	03/14/2019
257	NAPA AUTO PARTS INC.	834861	BELT FAN	03/02/2019	119.82	119.82	03/14/2019
Total 257:					282.01	282.01	
268	TETON MOTORS INC	5089448	RADIO DISPLAY, CORE CHARG	02/22/2019	1,101.19	1,101.19	03/14/2019
268	TETON MOTORS INC	5089502	CREDIT: CORE RETURN	02/26/2019	500.00-	500.00-	03/14/2019
Total 268:					601.19	601.19	
328	842-NCPERS GROUP WYOMIN	033119	PAYROLL DEDUCTIONS	03/31/2019	64.00	64.00	03/13/2019
Total 328:					64.00	64.00	
406	WYOMING LAW ENFORCEMEN	031119	OET COLLETIONS FEBRUARY 2	03/11/2019	65.00	65.00	03/14/2019
Total 406:					65.00	65.00	
447	CDW-GOVERNMENT	RCV9056	SERVER USER,STD CORE 2 SL	02/15/2019	29,670.70	29,670.70	03/14/2019
Total 447:					29,670.70	29,670.70	
472	WHITE GLOVE CLEANING, INC.	11028	FLOOR EXTRACTION & AIR MO	03/01/2019	512.00	512.00	03/14/2019
472	WHITE GLOVE CLEANING, INC.	11037	CONSTRUCUTION CLEANING @	03/12/2019	372.50	372.50	03/14/2019
472	WHITE GLOVE CLEANING, INC.	11038	GENERAL WORK- CALL OUT T	03/13/2019	50.00	50.00	03/14/2019
Total 472:					934.50	934.50	
502	ELECTRICAL WHSLE SUPPLY C	S4621667.001	ECO OCTRON FLUO	02/19/2019	68.63	68.63	03/14/2019

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Total 502:					68.63	68.63	
544	CENTURYLINK	1462554073	307-733-3932	02/19/2019	244.59	244.59	03/14/2019
544	CENTURYLINK	3071115050 02	307-111-5050 246m	02/07/2019	1,887.35	1,887.35	03/05/2019
Total 544:					2,131.94	2,131.94	
563	WESTBANK SANITATION	3070102	940 Simon Lane	03/15/2019	47.45	47.45	03/14/2019
563	WESTBANK SANITATION	3070644	WWTP- TRASH SERVICE FOR F	03/01/2019	619.71	619.71	03/14/2019
Total 563:					667.16	667.16	
668	FREEDOM MAILING SERVICE I	35491	UTILITY BILLING	03/04/2019	895.84	895.84	03/14/2019
668	FREEDOM MAILING SERVICE I	35491	UTILITY BILLING	03/04/2019	895.85	895.85	03/14/2019
Total 668:					1,791.69	1,791.69	
706	USA BLUE BOOK	818315	LIQUID DPD1B, LIQUID DPD1A	02/20/2019	207.04	207.04	03/14/2019
706	USA BLUE BOOK	829994	QUICKPRO STYLE ROLLER , ST	03/05/2019	263.91	263.91	03/14/2019
Total 706:					470.95	470.95	
708	DELTA DENTAL PLAN OF WYO	022819	JANUARY CLAIMS	02/28/2019	8,758.10	8,758.10	03/13/2019
Total 708:					8,758.10	8,758.10	
858	JACKSON HOLE COMMUNITY H	030719	CONTRACT PAYMENT	03/07/2019	3,750.00	3,750.00	03/14/2019
Total 858:					3,750.00	3,750.00	
996	TETON COUNTY SPECIAL FIRE	022519	FEBRUARY 2019	02/25/2019	13,106.03	13,106.03	03/14/2019
996	TETON COUNTY SPECIAL FIRE	022519B	FEB19 SPECIAL FIRE	02/25/2019	23,453.50	23,453.50	03/14/2019
996	TETON COUNTY SPECIAL FIRE	030119B	MARCH18 FIRE EMS	03/01/2019	124,045.50	124,045.50	03/14/2019
Total 996:					160,605.03	160,605.03	
1012	SEATON EARTHMOVER INC.	26784	FAIR GROUNDS SNOW STORA	02/07/2019	1,346.40	1,346.40	03/14/2019
1012	SEATON EARTHMOVER INC.	26785	FAIR GROUNDS SNOW STORA	02/08/2019	1,626.90	1,626.90	03/14/2019
1012	SEATON EARTHMOVER INC.	26786	FAIR GROUNDS SNOW STORA	02/09/2019	1,963.50	1,963.50	03/14/2019
1012	SEATON EARTHMOVER INC.	27695	FAIR GROUNDS SNOW STORA	02/11/2019	953.70	953.70	03/14/2019
1012	SEATON EARTHMOVER INC.	27696	FAIR GROUNDS SNOW STORA	02/12/2019	2,019.60	2,019.60	03/14/2019
1012	SEATON EARTHMOVER INC.	27697	FAIR GROUNDS SNOW STORA	02/16/2019	1,122.00	1,122.00	03/14/2019
1012	SEATON EARTHMOVER INC.	27698	FAIR GROUNDS SNOW STORA	02/17/2019	2,019.60	2,019.60	03/14/2019
1012	SEATON EARTHMOVER INC.	27699	FAIR GROUNDS SNOW STORA	02/18/2019	1,907.40	1,907.40	03/14/2019
1012	SEATON EARTHMOVER INC.	27703	FAIR GROUNDS SNOW STORA	02/13/2019	897.60	897.60	03/14/2019
1012	SEATON EARTHMOVER INC.	27715	FAIR GROUNDS SNOW STORA	02/19/2019	1,795.20	1,795.20	03/14/2019
1012	SEATON EARTHMOVER INC.	27716	FAIR GROUNDS SNOW STORA	02/20/2019	1,963.50	1,963.50	03/14/2019
1012	SEATON EARTHMOVER INC.	27719	FAIR GROUNDS SNOW STORA	02/21/2019	1,683.00	1,683.00	03/14/2019
1012	SEATON EARTHMOVER INC.	27720	FAIR GROUNDS SNOW STORA	02/22/2019	1,458.60	1,458.60	03/14/2019
1012	SEATON EARTHMOVER INC.	27721	FAIR GROUNDS SNOW STORA	02/23/2019	1,907.40	1,907.40	03/14/2019
1012	SEATON EARTHMOVER INC.	27723	FAIR GROUNDS SNOW STORA	02/28/2019	1,514.70	1,514.70	03/14/2019
1012	SEATON EARTHMOVER INC.	27729	FAIR GROUNDS SNOW STORA	02/27/2019	1,009.80	1,009.80	03/14/2019
Total 1012:					25,188.90	25,188.90	
1134	ENERGY LABORATORIES INC.	218232	INFLUENT, EFFLUENT	03/05/2019	164.00	164.00	03/14/2019

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Total 1134:					164.00	164.00	
1159	AMERICAN PUBLIC WORKS AS	#4048: 2018-2	RENEWAL FOR GROUP- 10/01/1	07/09/2018	151.35	151.35	03/14/2019
1159	AMERICAN PUBLIC WORKS AS	#4048: 2018-2	RENEWAL FOR GROUP- 10/01/1	07/09/2018	151.33	151.33	03/14/2019
1159	AMERICAN PUBLIC WORKS AS	#4048: 2018-2	RENEWAL FOR GROUP- 10/01/1	07/09/2018	302.66	302.66	03/14/2019
1159	AMERICAN PUBLIC WORKS AS	#4048: 2018-2	RENEWAL FOR GROUP- 10/01/1	07/09/2018	151.33	151.33	03/14/2019
1159	AMERICAN PUBLIC WORKS AS	#4048: 2018-2	RENEWAL FOR GROUP- 10/01/1	07/09/2018	151.33	151.33	03/14/2019
Total 1159:					908.00	908.00	
1443	TETON COUNTY CLERK	030119	MARCH 2019 HOUSING	03/01/2019	22,141.75	22,141.75	03/14/2019
1443	TETON COUNTY CLERK	030119A	MARCH 19 PARKS AND REC	03/01/2019	100,180.94	100,180.94	03/14/2019
1443	TETON COUNTY CLERK	030119A	MARCH 19 PARKS AND REC	03/01/2019	33,204.16	33,204.16	03/14/2019
Total 1443:					155,526.85	155,526.85	
1504	ONE CALL OF WYOMING	50725	TICKETS FOR DECEMBER 2018	01/04/2019	43.50	43.50	03/14/2019
1504	ONE CALL OF WYOMING	51472	TICKETS FOR FEBRUARY 2019	03/11/2019	14.25	14.25	03/14/2019
Total 1504:					57.75	57.75	
1505	SPRING CREEK ANIMAL HOSPI	624936391	EVAULATION	01/08/2019	362.56	362.56	03/14/2019
1505	SPRING CREEK ANIMAL HOSPI	624958260	ANIMAL CARE	02/12/2019	53.88	53.88	03/14/2019
1505	SPRING CREEK ANIMAL HOSPI	624958278	RABIES	02/13/2019	15.00	15.00	03/14/2019
1505	SPRING CREEK ANIMAL HOSPI	624958786	ANIMAL CARE	02/25/2019	39.67	39.67	03/14/2019
1505	SPRING CREEK ANIMAL HOSPI	624958994	ANIMAL CARE	02/28/2019	7.94-	7.94-	03/14/2019
Total 1505:					463.17	463.17	
1560	BLUE SPRUCE CLEANERS,INC	030119	DRY CLEANING	03/15/2019	275.70	275.70	03/14/2019
Total 1560:					275.70	275.70	
1614	TETON COUNTY-FUND 10	020619	FEBRUARY 2019 SERVICES	02/06/2019	19,065.75	19,065.75	03/14/2019
1614	TETON COUNTY-FUND 10	021619	FEBRUARY 2019 SERVICES	02/16/2019	4,407.40	4,407.40	03/14/2019
1614	TETON COUNTY-FUND 10	021619A	FEBRUARY 2019 SERVICES	02/16/2019	1,303.70	1,303.70	03/14/2019
1614	TETON COUNTY-FUND 10	022619	FEB19 REGAN KOHLHARDT	02/26/2019	3,232.00	3,232.00	03/14/2019
Total 1614:					28,008.85	28,008.85	
1640	WESTERN STATES	IN000901958	EDGE CUTTING	02/20/2019	1,962.94	1,962.94	03/14/2019
1640	WESTERN STATES	IN000906646	SOLENOID	02/26/2019	60.48	60.48	03/14/2019
1640	WESTERN STATES	IN000909154	TUBE AS	02/28/2019	102.06	102.06	03/14/2019
1640	WESTERN STATES	IN000913281	RENTAL 906-H2 WHEEL LOADE	03/06/2019	1,010.00	1,010.00	03/14/2019
Total 1640:					3,135.48	3,135.48	
1691	CORE & MAIN LP	K097769	3" TRU/FLO CPMD METER GAL	03/05/2019	2,984.52	2,984.52	03/14/2019
1691	CORE & MAIN LP	K117325	3" TT UME GAL E-CODER, NEP	03/05/2019	2,796.90	2,796.90	03/14/2019
Total 1691:					5,781.42	5,781.42	
1764	WYOMING.COM INC	1854211	DOMAIN HOSTING	01/07/2019	5.00	5.00	03/14/2019
1764	WYOMING.COM INC	1859969	DOMAIN HOSTING	02/05/2019	5.00	5.00	03/14/2019
Total 1764:					10.00	10.00	

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1949	VERIZON WIRELESS	9825308803	MONTHLY SERVICES	03/01/2019	5,571.20	5,571.20	03/14/2019
1949	VERIZON WIRELESS	9825308804	MONTHLY SERVICES	03/01/2019	1,876.48	1,876.48	03/14/2019
Total 1949:					7,447.68	7,447.68	
2175	DIVISION OF VICTIM SERVICES	030819	VICTIM SERVICE CHRIME SUR	03/08/2019	700.00	700.00	03/14/2019
Total 2175:					700.00	700.00	
2179	XEROX CORPORATION	095931369	MX0-141940	02/01/2019	90.18	90.18	03/14/2019
2179	XEROX CORPORATION	095931370	MX4-353104	02/01/2019	147.33	147.33	03/14/2019
2179	XEROX CORPORATION	095931371	MX4-353445	02/01/2019	103.68	103.68	03/14/2019
2179	XEROX CORPORATION	095931372	MX4-353441	02/01/2019	11.26	11.26	03/14/2019
2179	XEROX CORPORATION	095931389	MX0-141926	02/01/2019	34.58	34.58	03/14/2019
2179	XEROX CORPORATION	096217690	MX0-141940	03/01/2019	83.96	83.96	03/14/2019
2179	XEROX CORPORATION	096217691	MX4-353104	03/01/2019	240.04	240.04	03/14/2019
2179	XEROX CORPORATION	096217692	MX4-353445	03/01/2019	194.55	194.55	03/14/2019
2179	XEROX CORPORATION	096217710	MX0-141926	03/01/2019	44.70	44.70	03/14/2019
2179	XEROX CORPORATION	MX4-353441	MX4-353104	03/01/2019	18.47	18.47	03/14/2019
Total 2179:					968.75	968.75	
2224	LOCAL GOV'T LIABILITY POOL	11814	AA-20191025 MARIAG CID VS J	02/27/2019	1,000.00	1,000.00	03/14/2019
2224	LOCAL GOV'T LIABILITY POOL	11814	AA-20191028 LEE SARNO VS JA	02/27/2019	1,000.00	1,000.00	03/14/2019
Total 2224:					2,000.00	2,000.00	
2547	BENEFIT ADMINISTRATORS, IN	FEB 2019	ELIGIBILITY NOTICES	03/12/2019	36.00	36.00	03/14/2019
Total 2547:					36.00	36.00	
2556	TETON WATER WORKS	030819	RESTITUTION CASE 17-07-0002	03/08/2019	300.00	300.00	03/14/2019
Total 2556:					300.00	300.00	
2601	JACK'S TRUCK & EQUIPMENT	X303005413:0	ASSY PIN, PLG11, FRT	02/20/2019	290.21	290.21	03/14/2019
Total 2601:					290.21	290.21	
2842	YELLOW IRON EXCAVATION, L	34328	915 SIMON LANE	02/28/2019	32.00	32.00	03/14/2019
2842	YELLOW IRON EXCAVATION, L	34752	455 VINE street	02/28/2019	17.50	17.50	03/14/2019
2842	YELLOW IRON EXCAVATION, L	34752	455 VINE street	02/28/2019	17.50	17.50	03/14/2019
2842	YELLOW IRON EXCAVATION, L	34752	455 VINE street	02/28/2019	17.50	17.50	03/14/2019
2842	YELLOW IRON EXCAVATION, L	34752	455 VINE street	02/28/2019	17.50	17.50	03/14/2019
2842	YELLOW IRON EXCAVATION, L	34853	TRASH REMOVAL FEBRAURY 2	02/28/2019	120.00-	120.00-	03/14/2019
2842	YELLOW IRON EXCAVATION, L	34853	TRASH REMOVAL FEBRUARY 2	02/28/2019	260.00	260.00	03/14/2019
2842	YELLOW IRON EXCAVATION, L	34853	TRASH REMOVAL FEBRAURY 2	02/28/2019	120.00	120.00	03/14/2019
2842	YELLOW IRON EXCAVATION, L	34853	TRASH REMOVAL FEBRUARY 2	02/28/2019	260.00-	260.00-	03/14/2019
2842	YELLOW IRON EXCAVATION, L	34853	TRASH REMOVAL FEBRUARY 2	02/28/2019	120.00	120.00	03/14/2019
2842	YELLOW IRON EXCAVATION, L	34855	TRASH REMOVAL FEBRUARY 2	02/28/2019	160.00	160.00	03/14/2019
2842	YELLOW IRON EXCAVATION, L	34855	TRASH REMOVAL FEBRUARY 2	02/28/2019	160.00	160.00	03/14/2019
2842	YELLOW IRON EXCAVATION, L	34855	TRASH REMOVAL FEBRUARY 2	02/28/2019	160.00-	160.00-	03/14/2019
2842	YELLOW IRON EXCAVATION, L	34856	TRASH REMOVAL FEBRUARY 2	02/28/2019	260.00	260.00	03/14/2019
2842	YELLOW IRON EXCAVATION, L	34857	TRASH REMOVAL FEBRUARY 2	02/28/2019	160.00	160.00	03/14/2019
Total 2842:					802.00	802.00	
2850	LDA INC.	7174	SHIPPING: WATER SAMPLES	03/04/2019	59.61	59.61	03/14/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 2850:					59.61	59.61	
2876	CAST	1237	annual memebeship dues	03/01/2019	630.00	630.00	03/14/2019
Total 2876:					630.00	630.00	
3027	TETON COUNTY-FUND 13	022619	FEBRUARY 2019 CAPITAL	02/26/2019	879.69	879.69	03/14/2019
Total 3027:					879.69	879.69	
3162	TETON TRASH REMOVAL, INC.	19 MAR 993	TRASH 145 west hansen 2a	03/01/2019	42.50	42.50	03/14/2019
Total 3162:					42.50	42.50	
3213	ALTA PLANNING & DESIGN	00-2018-260-2	PROJ: 00-2018-260- N CACHE S	03/12/2019	428.50	428.50	03/14/2019
Total 3213:					428.50	428.50	
3237	THE AFTERMARKET PARTS CO	81493788	PART	11/27/2018	788.03	788.03	03/14/2019
3237	THE AFTERMARKET PARTS CO	81500197	PART	12/03/2018	1,216.91	1,216.91	03/14/2019
3237	THE AFTERMARKET PARTS CO	81523185	PART	12/19/2018	337.17	337.17	03/14/2019
3237	THE AFTERMARKET PARTS CO	81555401	PART	01/16/2019	830.37	830.37	03/14/2019
3237	THE AFTERMARKET PARTS CO	81563875	PART	01/23/2019	1,042.20	1,042.20	03/14/2019
3237	THE AFTERMARKET PARTS CO	81567640	PART	01/25/2019	19.94	19.94	03/14/2019
3237	THE AFTERMARKET PARTS CO	81567658	PART	01/25/2019	522.94	522.94	03/14/2019
3237	THE AFTERMARKET PARTS CO	81609641	AIR FR SPRING ASM	02/28/2019	464.30	464.30	03/14/2019
Total 3237:					5,221.86	5,221.86	
3487	ARCHITECTURAL BUILDING SU	7929911	BUNK HOUSE DOORS	02/21/2019	3,141.04	3,141.04	03/14/2019
Total 3487:					3,141.04	3,141.04	
3795	HOME HEALTH FOR PETS	51	CALL FEE, RABIES AND EXAM	03/01/2019	79.00	79.00	03/14/2019
3795	HOME HEALTH FOR PETS	51	CALL FEE, RABIES AND EXAM	03/01/2019	20.00	20.00	03/14/2019
Total 3795:					99.00	99.00	
3824	SALT RIVER AUTO BODY, INC	947B3A55	REPAIR- 2017 FORD POLICE IN	02/22/2019	1,536.22	1,536.22	03/14/2019
Total 3824:					1,536.22	1,536.22	
3876	FITZGERALD, TODD	1274	CUT DOWN TWO ASH TREES I	03/12/2019	298.00	298.00	03/14/2019
Total 3876:					298.00	298.00	
3955	THOMSON WEST	839777742	LIBRARY PLAN CHANGES	02/04/2019	42.06	42.06	03/14/2019
Total 3955:					42.06	42.06	
3961	CHARTER	002091801281	150 E PEALR jan19	01/28/2019	1,617.03	1,617.03	03/05/2019
3961	CHARTER	002091802281	150 E PEARL	03/14/2019	1,617.03	1,617.03	03/14/2019
3961	CHARTER	030285202171	150 E PEALR feb19	02/17/2019	59.99	59.99	03/05/2019
Total 3961:					3,294.05	3,294.05	
4040	CN ENGINEERS, Inc.	9558	PROJ #: 17-31 TETON CTY TEM	12/26/2018	120.00	120.00	03/14/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4040:					120.00	120.00	
4044	IDAHO FALLS PETERBILT	501340	ADJ-HDDPF	02/26/2019	1,800.00	1,800.00	03/14/2019
Total 4044:					1,800.00	1,800.00	
4129	MOUNTAIN X, LLC	6343	PROJ: FEBRUARY SNOW REM	02/28/2019	66,806.25	66,806.25	03/14/2019
4129	MOUNTAIN X, LLC	6483	PROJ: MARCH 2019 SNOW RE	03/31/2019	5,835.00	5,835.00	03/14/2019
Total 4129:					72,641.25	72,641.25	
4212	GILLIG LLC	40545664	FILTER	02/07/2019	610.32	610.32	03/05/2019
4212	GILLIG LLC	40545665	V-BELT 97.5	02/07/2019	481.50	481.50	03/05/2019
4212	GILLIG LLC	40548543	BUMPER AND PLATE	02/15/2019	1,488.36	1,488.36	03/05/2019
4212	GILLIG LLC	40548544	TOP PLATE, SPRING NO HOLE	02/15/2019	375.56	375.56	03/05/2019
4212	GILLIG LLC	40554964	RH & LH LWR FIXED TORQUE R	03/06/2019	1,195.54	1,195.54	03/14/2019
4212	GILLIG LLC	40555491	EXTERIOR MIRRIR ASM	03/07/2019	739.93	739.93	03/14/2019
Total 4212:					4,891.21	4,891.21	
4320	WARNER TRUCK CENTER	X101259247:0	REV MAX DRIVE SEAL	02/27/2019	28.50	.00	
4320	WARNER TRUCK CENTER	X101260172:0	SEAL KIT, HEX FLANGE HEAD	03/04/2019	46.74	.00	
Total 4320:					75.24	.00	
4401	MEYRING & ASSOCIATES, INC	I9386	PROJ: MATERIALS, LABOR FOR	02/20/2019	5,789.27	5,789.27	03/14/2019
4401	MEYRING & ASSOCIATES, INC	I9395	PROJ: STATE STOP- REPLACE	02/21/2019	265.55	265.55	03/14/2019
4401	MEYRING & ASSOCIATES, INC	Z9387	CORRECTED INVOICE: MATERI	02/20/2019	6,114.77	6,114.77	03/14/2019
Total 4401:					12,169.59	12,169.59	
4412	NEOFUNDS	032719	postage	03/27/2019	1,000.00	1,000.00	03/14/2019
Total 4412:					1,000.00	1,000.00	
4514	TEAM LABORATORY CHEMICA	INV0014918	FINE ROAD PATCH (100 BAGS)	02/28/2019	1,695.00	1,695.00	03/14/2019
Total 4514:					1,695.00	1,695.00	
4530	SAFARILAND, LLC	47453 REV 1	CLAYTON PROCTOR	03/06/2019	895.00	895.00	03/14/2019
Total 4530:					895.00	895.00	
4623	MSC INDUSTRIAL SUPPLY CO	2657044003	STEREO SPEAKER WIRE	01/14/2019	54.60	54.60	03/14/2019
4623	MSC INDUSTRIAL SUPPLY CO	2692609001	VALVE DRAIN, BRKE CLNR, AIR	01/11/2019	403.60	403.60	03/14/2019
4623	MSC INDUSTRIAL SUPPLY CO	2778493001	HST HI ADH FLOR, WIRE-TWO	02/22/2019	264.94	264.94	03/14/2019
4623	MSC INDUSTRIAL SUPPLY CO	2778493003	BLK GORILLA HD DUCT TAPE	02/25/2019	15.76	15.76	03/14/2019
4623	MSC INDUSTRIAL SUPPLY CO	2799347001	BOWMALLY FLT WSHR, HX CA	02/22/2019	149.94	149.94	03/14/2019
Total 4623:					888.84	888.84	
4699	SNAKE RIVER ROASTING	606485	COFFEE @ PUBLIC WORKS MA	02/27/2019	96.90	96.90	03/14/2019
4699	SNAKE RIVER ROASTING	606647	COFFEE	03/07/2019	48.45	48.45	03/14/2019
Total 4699:					145.35	145.35	
4720	SILVERSTAR	2144242	MONEHLY CHARGES	02/01/2019	35.82	35.82	03/14/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4720	SILVERSTAR	2144242	MONTHLY CHARGES	02/01/2019	2,047.79	2,047.79	03/14/2019
4720	SILVERSTAR	2144242	MONTHLY CHARGES	02/01/2019	260.00	260.00	03/14/2019
4720	SILVERSTAR	2158268	DATA SERVICES	03/01/2019	35.82	35.82	03/14/2019
4720	SILVERSTAR	2158268	DATA SERVICES	03/01/2019	2,017.79	2,017.79	03/14/2019
4720	SILVERSTAR	2158268	DATA SERVICES	03/01/2019	260.01	260.01	03/14/2019
Total 4720:					4,657.23	4,657.23	
4723	RON'S TOWING	10751	GENERAL TOWING AND HOOK	12/10/2018	150.00	150.00	03/14/2019
Total 4723:					150.00	150.00	
4774	BIG R RANCH & HOME	1370044	SHOVEL ALUM SCOOP	03/01/2019	49.99	49.99	03/14/2019
Total 4774:					49.99	49.99	
4859	Flowpoint Envirnmental systems	4697	2019- ANNUAL RENEWAL FEE F	02/05/2019	795.00	795.00	03/14/2019
Total 4859:					795.00	795.00	
4887	CONTROL SYSTEM TECHNOLO	9192	ANNUAL SOFTWARE SUPPLOR	01/22/2019	725.00	725.00	03/14/2019
Total 4887:					725.00	725.00	
4902	KOIS BROTHERS EQUIPMENT	115175	SKATE- CARBIDE, SPACER, BO	02/18/2019	3,071.25	3,071.25	03/14/2019
Total 4902:					3,071.25	3,071.25	
4918	DEAN'S PEST CONTROLL LLC	40250	SMALL RODENT CONTROL- PU	02/06/2019	45.00	45.00	03/14/2019
4918	DEAN'S PEST CONTROLL LLC	40302	SMALL RODENT CONTROL @ S	02/04/2019	100.00	100.00	03/14/2019
Total 4918:					145.00	145.00	
4920	BEST BEST & KRIEGER	843207	JANUARY SERVICES	02/25/2019	547.50	547.50	03/14/2019
Total 4920:					547.50	547.50	
4990	Swagit Productions, LLC	12401	VIDEO STREAMING	01/31/2019	1,775.00	1,775.00	03/14/2019
4990	Swagit Productions, LLC	12577	VIDEO STREAMING	02/28/2019	1,775.00	1,775.00	03/14/2019
Total 4990:					3,550.00	3,550.00	
5098	JACKSON ANIMAL HOSPITAL	21709	RABIES	02/14/2019	16.00	16.00	03/14/2019
5098	JACKSON ANIMAL HOSPITAL	21709	PURINA	02/14/2019	11.70	11.70	03/14/2019
5098	JACKSON ANIMAL HOSPITAL	21709	EXAM	02/14/2019	217.02	217.02	03/14/2019
5098	JACKSON ANIMAL HOSPITAL	22093	ROYAL CANIN FEE	02/21/2019	60.96	60.96	03/14/2019
5098	JACKSON ANIMAL HOSPITAL	22197	RABIES	02/27/2019	16.00	16.00	03/14/2019
Total 5098:					321.68	321.68	
5155	JELLY DONUT, LLC	14000	BUS 1- CHIP REPAIRS ON: 298,	03/06/2019	200.00	200.00	03/14/2019
5155	JELLY DONUT, LLC	14001	BUS 1 CHIP REPAIR: 274, 201, 2	03/06/2019	410.00	410.00	03/14/2019
Total 5155:					610.00	610.00	
5244	ISC, INC	SIN028389	VT CLOUD RUBRIK MIRRORING	03/02/2019	5,354.00	5,354.00	03/14/2019
5244	ISC, INC	SIN028675	VT CLOUD MIRRORING 1 GB	02/23/2019	5,455.50	5,455.50	03/14/2019
5244	ISC, INC	SIN028726	32GB DDR4-2666-MHZ RDIMM/P	02/26/2019	9,108.60	9,108.60	03/14/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5244	ISC, INC	SIN028741	UNITY CONNECTIONS	02/26/2019	316.87	316.87	03/14/2019
Total 5244:					20,234.97	20,234.97	
5302	PARTSMaster	23387819	SRYO-DRAP PLUS CM-8 3FLAT	02/20/2019	423.08	423.08	03/14/2019
Total 5302:					423.08	423.08	
5473	KELLERSTRASS ENTERPRISES	D5371	MIDGRADE 87 E-10, DF#2 DYED	03/06/2019	22,151.20	22,151.20	03/14/2019
Total 5473:					22,151.20	22,151.20	
5489	WRENCH IT PLUMBING & HEAT	5158	BUNK HOUSE REMODEL PROJ	12/24/2018	3,273.23	3,273.23	03/14/2019
5489	WRENCH IT PLUMBING & HEAT	5198	REPAIR RESTROOM TOILET @	12/26/2018	1,020.17	1,020.17	03/14/2019
Total 5489:					4,293.40	4,293.40	
5632	SNAKE RIVER MEP COMPLETE,	3484	RE-INSTALL FLUE PER REQUE	02/20/2019	1,335.00	1,335.00	03/14/2019
Total 5632:					1,335.00	1,335.00	
5666	TRANSIT TALENT LLC	2011902	RECRUITMENT	02/22/2019	135.00	135.00	03/14/2019
Total 5666:					135.00	135.00	
5691	LEPCO	30946	WO#: 20917- CLEANED OUT 13	02/07/2019	164.00	164.00	03/14/2019
Total 5691:					164.00	164.00	
5726	AMAZON	14GT-CVKL-X	AMAZONBASICA USB 2.0 CABL	02/13/2019	10.98	10.98	03/14/2019
5726	AMAZON	17MX-Y4RR-H	ATLAS CHECKPOINT FRENLY	03/08/2019	169.99	169.99	03/14/2019
5726	AMAZON	17PK-GJXL-KN	AMCOMFY THE 7/8 ANTI FATIQ	12/21/2018	29.99	29.99	03/14/2019
5726	AMAZON	19XJ-PTKW-T	HP 410X TONER CARTRIDE	01/31/2019	1,484.53	1,484.53	03/14/2019
5726	AMAZON	1QRQ-QLG7-N	ACTINOTEC SCREENBEAN MIN	01/20/2019	1,303.36	1,303.36	03/14/2019
5726	AMAZON	1TPT-QVHM-H	UBIQUITI UNIFI NANOHD COMP	01/31/2019	807.86	807.86	03/14/2019
Total 5726:					3,806.71	3,806.71	
5788	WYOMING GARAGE DOOR, LLC	2037	LIFT MASTER COMMERCIAL D	03/05/2019	437.00	437.00	03/14/2019
Total 5788:					437.00	437.00	
5812	RUI INC. DBA VILLAGE GARDN	1316133	GROUND SHOVELS, ICE MELT	02/28/2019	3,642.75	3,642.75	03/14/2019
Total 5812:					3,642.75	3,642.75	
5846	TETON TOOLS LLC	03051916170	3/8 DR 11PC 6PT SEM SKTEST,	03/05/2019	348.00	348.00	03/14/2019
Total 5846:					348.00	348.00	
5977	TETON EXCAVATION LLC	0000086	SERVICE- DUMP TRUCK TO HU	02/21/2019	2,137.50	2,137.50	03/14/2019
Total 5977:					2,137.50	2,137.50	
6044	WESTERN MUNICIPAL CONST	17-26 #10	PROJ: SPRING GULCH LIFT ST	03/04/2019	53,422.55	53,422.55	03/14/2019
Total 6044:					53,422.55	53,422.55	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6051	CARPETS PLUS COLORTILE	1982	MATERIALS AND LABOR FOR F	02/25/2019	10,205.88	10,205.88	03/14/2019
6051	CARPETS PLUS COLORTILE	2528	MATERIAL AND LABOR FOR CA	01/18/2019	6,160.00	6,160.00	03/14/2019
Total 6051:					16,365.88	16,365.88	
6121	IDENTISYS, INC	426888	HID MICRO PROX TAG CARD	02/25/2019	379.75	379.75	03/14/2019
Total 6121:					379.75	379.75	
6126	GARMIN USA	DL12207439	PROFESSIONAL PLAN	02/27/2019	56.38	56.38	03/14/2019
Total 6126:					56.38	56.38	
6147	OUTLAW BROTHERS CONSTR	93	PROJ: SNOW SHOVELING- 685	03/08/2019	165.00	165.00	03/14/2019
6147	OUTLAW BROTHERS CONSTR	93	PROJ: SNOW SHOVELING- 145	03/08/2019	318.00	318.00	03/14/2019
6147	OUTLAW BROTHERS CONSTR	93	PROJ: SNOW SHOVELING- BUI	03/08/2019	1,190.58	1,190.58	03/14/2019
6147	OUTLAW BROTHERS CONSTR	93	PROJ: SNOW SHOVELING- BUI	03/08/2019	1,190.58	1,190.58	03/14/2019
6147	OUTLAW BROTHERS CONSTR	93	PROJ: SNOW SHOVELING- BUI	03/08/2019	707.58	707.58	03/14/2019
6147	OUTLAW BROTHERS CONSTR	94	PROJ: 149 E PEARL BUNKHOU	03/08/2019	11,754.03	11,754.03	03/14/2019
Total 6147:					12,944.61	12,944.61	
6157	INTELLICHOICE, INC	1229285	CASELLE COURT INTERFACE,Z	10/16/2018	23,172.50	23,172.50	03/14/2019
Total 6157:					23,172.50	23,172.50	
6182	NORMAND, JACOB	030919	REIMBURSEMENT	03/09/2019	34.94	34.94	03/14/2019
Total 6182:					34.94	34.94	
6226	WEST COAST CODE CONSULT	UT18-579-007	REMAINING BALANCE	10/10/2018	3,860.00	3,860.00	03/14/2019
6226	WEST COAST CODE CONSULT	UT18-579-008	REMAINING BALANCE	11/12/2018	465.00	465.00	03/14/2019
6226	WEST COAST CODE CONSULT	UT19-579-002	CONSULTANTS	03/11/2019	900.00	900.00	03/14/2019
Total 6226:					5,225.00	5,225.00	
6290	HARMON, GLENDA	031119	APRIL RENT	03/11/2019	1,900.00	1,900.00	03/14/2019
Total 6290:					1,900.00	1,900.00	
6331	JACKSON TOWING PARTNERS	31	PORT TO PORT TIME FOR BUS	02/21/2019	1,200.00	1,200.00	03/14/2019
6331	JACKSON TOWING PARTNERS	38	TOWING TWO START BUSES	02/26/2019	600.00	600.00	03/14/2019
6331	JACKSON TOWING PARTNERS	48	TOWN OF UNIT FROM TETON P	03/05/2019	1,050.00	1,050.00	03/14/2019
6331	JACKSON TOWING PARTNERS	51	WINCH BUS ONTO ROAD	03/06/2019	450.00	450.00	03/14/2019
6331	JACKSON TOWING PARTNERS	82	RECOVERY OF HEAVY DUTY S	01/21/2019	1,200.00	1,200.00	03/14/2019
Total 6331:					4,500.00	4,500.00	
6393	WGC - RPP	030519	CASE #17-04- 0089 OVERPAYM	03/05/2019	130.00	130.00	03/14/2019
Total 6393:					130.00	130.00	
6394	CASTILLO, KELLY	030519	TRAVEL REIMBURSEMENT	03/05/2019	500.00	500.00	03/14/2019
Total 6394:					500.00	500.00	
6395	ARCHIVESOCIAL	6699	ARCHIVE - STANDARD	02/05/2019	1,941.80	1,941.80	03/14/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6395:					1,941.80	1,941.80	
6396	EAS INVESTMENTS	031119	DOUBLE PAYMENT FO PARKIN	03/11/2019	100.00	100.00	03/14/2019
Total 6396:					100.00	100.00	
6397	ECOCONNECT CONSULTING,L	147	JAN 1 - FEB 8 CONSULTING	02/11/2019	1,875.00	1,875.00	03/14/2019
6397	ECOCONNECT CONSULTING,L	150	FEB9 - MARCH 8 CONSULTING	03/08/2019	2,550.00	2,550.00	03/14/2019
Total 6397:					4,425.00	4,425.00	
6398	WILD THINGS	16616	LEER 100XR FULLSIZE SHORT	02/19/2019	2,234.00	2,234.00	03/14/2019
Total 6398:					2,234.00	2,234.00	
6399	C & C TRUCKING, INC	1139	2 TRUCK FOR SNOW HUALING/	02/28/2019	1,600.00	1,600.00	03/14/2019
Total 6399:					1,600.00	1,600.00	
6400	GIVENS, WILLIAM	031419	BAIL REFUND 19-03-0237	03/14/2019	365.00	365.00	03/14/2019
Total 6400:					365.00	365.00	
Grand Totals:					970,895.24	970,820.00	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

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

During the month of February, the court received \$39,584 in fines, fees, and forfeitures.
584 new cases were docketed: 470 parking citations, 114 summons
40 cases were dismissed: 15 parking violations

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

CLOSED CASES

<u>NAME</u>	<u>CITATION</u>	<u>OFFENSE</u>	<u>DISPOSITION</u>	<u>\$</u>
ADAMSON, AUSTEN JON	186005713AA	Use of cell phone while driving prohibited	BF	75
BADENHOP, HALEY MACHELLE	186005179AA	Speed too fast for conditions	NC	0
BEARDSLEY, DEREK S	03914L	Provide alcohol to person <21	D- Per Town's Motion	0
BEARDSLEY, DEREK S.	11319J	Failure to maintain liability coverage	D- Per Town's Motion	0
BOWERS, KELLEY LYNN	186000457AB	Failure to maintain liability coverage	D- Per Town's Motion	0
CALLAHAN, MEGAN MARY	03972L	Speeding faster than reasonable and prudent	BF	75
CAMPBELL, JOHNNY R	94408J	Open Container	D- Per Town's Motion	0
CAMPBELL, JOHNNY R	86570B	Public intoxication	D- Per Town's Motion	0
CAMPBELL, JOHNNY R	03584L	Public intoxication-MUST APPEAR	D- Per Town's Motion	0
CARDILLO, ALEXANDER MATTHEW	03803L	Public intoxication	BF	110
CROTEAU, ZACHARY	186000489AB	Parking: snow removal hours	BF	70
DOBIS, TROY EDWARD	186000414AB	Marijuana: use and/or possession	BF	250
ESTRADA GONZALEZ, JORGE R	03572L	No Driver's license	D- Per Town's Motion	0
FURAN, KURT RUSSELL	186000405AB	Failure to maintain liability coverage	D- Valid Info Provided	0
GARCIA PACHECO, PEDRO R	00095M	Public intoxication	BF	110
GRAHAM, JAMIE ELIZABETH	186000666AB	No display of current registration	D- Valid Info Provided	0
HUBBARD, ELIZABETH AUSTIN	03970L	Following too Close	BF	85
HUBBS, NATHANIEL A	03561L	Use of cell phone while driving prohibited	D- Per Town's Motion	0
HUNTER, HALSTON CLAY	186005180AA	Limitations on Backing	D- Per Town's Motion	0
HYSONG, DANA G	186000723AB	Marijuana: use and/or possession	BF	100
JACKSON, CHANCE BRIAN	19438K	Marijuana: use and/or possession	BF	250
JERN, KENNETH R	03962L	Use of cell phone while driving prohibited	BF	65
JESTER 3RD, TRACE AARON	186004557AA	Failure to maintain liability coverage	D- Valid Info Provided	0
JOHNSON, GEOFFREY HAROLD	186000772AB	Use of cell phone while driving prohibited	BF	75
KAPP, KIRSTEN JULIA	186006046AA	Failure to yield ROW	BF	85
KEIHN, RONALD	19813K	Failure to yield ROW approaching intersections	BF	75
KELLAR, HOLLY N	00096M	Public intoxication	BF	110
KELLEY, CLAY BARTON	03570L	Speed Limits Generally 46/30	BF	187
KING, RICHARD	186005045AA	Following too Close	D- Per Town's Motion	0
KREPPS, MICHAEL DOWNEY	03933L	Public intoxication	BF	110
MARCELLINI, TODD HADAN	03535L	Public intoxication	BF	110
MARINO, LELA ROSA	186001983AA	Damage to attended vehicle or property	BF	25
MARQUIS, ALEX CHARLES	186005044AA	Failure to maintain liability coverage	D- Valid Info Provided	0
MARTINEZ MERCADO, KATHERINE BERENICE	186000417AB	No Driver's license	BF	420
MARTINEZ, DANIELA	19441K	Failure to stop at a red light	BF	125
MARTINEZ, DANIELA	186000418AB	Proceed with caution on flashing yellow signal	BF	85
MEROMCEW, JOOHEE LEE	00155M	Dog bite causing wound	NC	0
MILLER, JOSHUA ERIK	186005815AA	Provide alcohol to person <21 (MUST APPEAR)	BF	500
MONTER, JONATHAN	186000184AB	Speed Limits Generally 30/20	BF	195
MORIARITY, TIMOTHY DANIEL	186002835AA	Failure to maintain liability coverage	NC, R	0
MOSS, TIFFANY I	03748L	Speed Limits Generally 45/30	BF	135
NOLIN, TRAVIS J	03981L	Assault	D- Per Town's Motion	0
NOLIN, TRAVIS J	03980L	Public intoxication	D- Per Town's Motion	0
NORTHROP, PAXTON	186002653AA	Criminal trespass	BF	750
PALMER, COLLIN H	19440K	Vehicle shall have at least 2 headlamps	D- Valid Info Provided	0
PATTERSON, BLAKE R.	94333J	Interference w/PD: Resisting officer	GP	0
PERALTA, JOAQUIN	186000408AB	Failure to maintain liability coverage	D- Valid Info Provided	0
PIATT, GERALD DEAN	03858L	Following too Close	D- Per Town's Motion	0
RAGON, KALEB E	19442K	Public intoxication	BF	110
REDWINE, BROOK SVENDSEN	186000395AB	Speed Limits Generally 41/30	BF	162
RICHWIEN, BRIAN ANDREW	186000399AB	Marijuana: use and/or possession	BF	100
RIVERA, AMANDA MARIEL	186000305AB	Breach of peace: violent	BF	250

RUIZ GATICA, KARINA	186000400AB	No Driver's license	BF	300
SANDVIG, VICKI A	03856L	Use of cell phone while driving prohibited	BF	65
SCHELZI, MICHAEL JOSEPH	186000350AB	Failure to Maintain Lane	BF	75
SCHORNO, QUINTEN LEVI	00098M	Public intoxication	BF	110
SCHULTZ, SANDRA L	03965L	Speeding urban - 45/30 mph zone	BF	180
SCOTT, JONATHAN RODNEY	186000603AB	Turning left at intersection	D- Per Town's Motion	0
SHAMIR, GILAD	03170L	Handbill Distribution	D- Per Town's Motion	0
SHAMIR, GILAD	03169L	Sale of Merch on Public Property	BF	750
SOSA SANCHEZ, JOSE LUIS	03975L	Following too Close	BF	85
SOURBIER, MEGAN A	03567L	Stop Sign Violation	BF	125
SPLAVNIC, ANGELA	186000338AB	Failure to yield ROW approaching intersections	BF	70
SRAMEK, JORDAN THOMAS	186000572AB	Public intoxication	BF	110
STROUT, REBECCA TEMPLETON	186000347AB	Speeding faster than reasonable and prudent	BF	85
SULZER, VANESSA REGINA	186000633AB	Stop Sign Violation	D- Per Town's Motion	0
TANNER, CHRISTINE E.	03877L	Public intoxication	D- Per Town's Motion	0
TREJO ESPEJEL, NICOLAS	186000664AB	No display of current registration	D- Per Town's Motion	0
VAQUEZ-CHAIRES, RAUL	19437K	Failure to maintain liability coverage	D- Valid Info Provided	0
WALLS, COLEEN	186000266AB	Use of cell phone while driving prohibited	BF	65
WHITE, JAMES STEVEN	186000782AB	Failure to Obey Traffic Control Device	BF	135
WHITTIER, MADELEINE M	186000770AB	Speed Limits Generally 51/30	BF	252
WILLIAMS, BRANDON CHRISTOPHER	00154M	Public intoxication	D- Per Town's Motion	0
YANTZI, PHILLIP JAMES	186005181AA	Following too Close	BF	85
ZALEWSKI, REBECCA LEIGH	03574L	Use of cell phone while driving prohibited	BF	90
ZENDLER, BRENT MICHAEL	186003974AA	Driving/Control of vehicle while intox	DA- In accordance with 1	0



TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: March 13, 2019

MEETING DATE: March 18, 2019

SUBMITTING DEPARTMENT: Town Clerk

DEPARTMENT DIRECTOR: Roxanne DeVries Robinson

PRESENTER: Carl Pelletier

SUBJECT: Special Event – Art Fair 2019

STATEMENT/PURPOSE

The Mayor and Town Council approve or deny all special event applications requesting the use of public property, temporary reserved parking, temporary road closures, the issuance of sign permits requiring exemption from Town ordinances, and the services of Town personnel on behalf of the Town of Jackson.

BACKGROUND/ALTERNATIVES

The Art Association of Jackson Hole, requests permission to host the annual Art Fairs in Jackson Hole in Miller Park on July 12, 13, and 14 and on August 9, 10, and 11 from 10:00 a.m. to 6:00 p.m. on Fridays and Saturdays and from 10:00 a.m. to 4:00 p.m. on Sundays. The event will include musical entertainment and food service to the public. The applicant will obtain a catering permit for the sale of beer and a limited selection of wine during the event. The anticipated attendance is 6,000 people at each fair.

Per the attached application and event plan, the applicant has requested the use of Miller Park along with the following:

- Temporary partial road closures surrounding the park on Jackson and Gill Streets with barricades set up at Deloney and Jackson, Gill and Milward, and Jackson and Gill on Thursday prior to each fair from 9:00 a.m. to 6:00 p.m. and the Sunday after each fair beginning at 4:00 p.m. for vendor set up/tear down. The applicant is concerned with minimizing the negative impact on local businesses by closing down streets and has therefore requested only partial street closures.
- The posting of temporary “No Parking” signs around Miller Park on Milward, Jackson and Gill Streets for the Thursday prior to the events for artist set-up. Please note that the Police Department is requesting that the applicant be responsible for producing, posting and removing the no parking signs and that the applicant meet with the Police Department two weeks prior to the event to discuss the signs and posting of the signs.
- Permission from Town Council for amplified noise generated by the event including live and recorded music.
- The services of Parks and Recreation Department personnel as outlined in the application and event plan including mowing the park prior to the event, irrigation locates, and turning off the irrigation.
- Permission to display temporary banners per the attached sign permit application. Please note that the attached sign permit application includes 3 in-town banners and six-foot tall feather banners (to be displayed at the corners of Miller Park to be displayed during only on the dates of the fairs).
- Approval of and reservation of parking spaces for overnight parking of refrigeration trailers located on the south side of Gill between Jackson and Milward. This parking closure request would be from 8:00am on Friday until 4:00pm on Sunday

- Approval of and reservation of parking spaces for overnight parking of 4 food vendor trucks located on the east side of Milward Ave. between Gill and Deloney. This parking closure request would be from 8:00am on Friday until 4:00pm on Sunday
- 4-H requests the reservation of six parking places for the July Art Fair and eight parking spaces for the August Art Fair in front of its office on Deloney for its business operations Monday through Friday of each week as well as six parking spaces on August 10 & 11.
- An exposition business license from Town staff for each day of the event. The applicant has demonstrated proof of being a nonprofit organization.
- Permission to use Town barricades and road signs. Please note that the Public Works Department is requesting that the applicant be responsible for coordinating the pick-up and drop off of all Town barricades and road signs at least one week prior to the event to discuss the deposit associated with this equipment. The applicant will be responsible for setting up and taking down the barricades and road signs
- Permission for overnight camping at the Fairgrounds during the 2019 Art Association Arts Fair weekends. This event will have two separate dates. The first request for camping begins on Wednesday, July 10, 2019 and runs to Sunday, July 14, 2019. The second request begins on Wednesday, August 7, 2019 and runs to Sunday, August 11, 2019. Participants and family members will be camping in RV/living quarter type trailers. Section 10.04.220 of the Municipal Code prohibits overnight parking on any parking lot owned, operated, leased, or maintained by the town; and Section 9.52.050 prohibits sleeping in any public place unless permission is granted by the Town Council for special events.
- Permission to store artist at trailers the Fairgrounds parking lot during the 2019 Art Association Arts Fair weekends. The first request for trailer storage begins on Wednesday, July 10, 2019 and runs to Monday, July 15, 2019. The second request begins on Wednesday, August 7, 2019 and runs to Monday, August 12, 2019.
- Permission to host a fundraising event on the evening of July 11 between the hours of 6 PM and 9 PM. This fundraising event is a cocktail party for donors and artists. The event would take place under the larger tent already erected for the Art Fair and would feature a speaking program, live music, catered food and silent auction bidding. The event and bar would be professionally catered and it is anticipated that 150 guests would attend this fund raiser. All proceeds would go to benefit the Art Association. The applicant has historically requested permission for amplified noise generated by the event including live and recorded music, but this noise typically concluded when the fair concluded at 6:00 PM. The music that the applicant is requesting would run from 6:00 PM until 9:00 PM. The Police Department has indicated that the applicant should be aware that Miller Park is surrounded by guest accommodations so volumes at this fund raiser should be kept at a reasonable level.

In the past, the event has generated additional impact on the Miller Park restrooms. As such the Park Manager may determine that additional cleanings are needed.

This event has been distributed to all of the departments for review. Following the Art Fairs from last year staff recommends the following items be addressed for the 2019 Art Fairs:

1. Continued attention to trash management within Miller Park. All trash generated by the events must be removed by the applicant. In addition, continued attention to micro trash clean-up would be requested for 2019. Staff asks that the applicant work closely with Parks and Recreation in regards to trash management and pick up.
2. Continued communication efforts with the 4H administration in regards to parking and potential electric use.

COMPREHENSIVE PLAN ALIGNMENT

This marks the 53rd year that the Art Fair Jackson Hole will host this 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: Exposition Business License (\$1,200) and income from Parks & Recreation department fees. Costs to the Town include the services of on duty Public Works personnel to prepare barricades for pick up and check them in upon return. Costs incurred to Parks & Rec include six extra restroom cleanings for this event (\$120), post event turf aeration (\$170), spraying trees for aphids (\$400), additional light turf fertilization (\$100), irrigation locates (\$40) for a total of total \$830.

STAFF IMPACT

Staff impact includes the following services: Public Works employees to check out and check in barricades and Parks and Recreation Department personnel to mark out sprinkler lines and prepare the park.

LEGAL REVIEW

N/A

ATTACHMENTS

Special Event application. Sign permit. Event map.

RECOMMENDATION

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

1. The applicant shall clean up in a timely fashion 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. The applicant shall coordinate the removal of all trash and recycled material during and after the event.
3. The applicant shall coordinate park reservation and the payment of Parks & Recreation fees at least 30 days prior to the event.
4. The applicant shall coordinate all set up, tear down and utility usage with the Parks and Recreation Department Park Superintendent at least five (5) business days prior to the set-up of each fair.
5. Food service shall be coordinated with and approved by Teton County Environmental Health.
6. All temporary signs shall be installed no sooner than one week prior to each event and shall be removed on the Monday following each event. The applicant shall obtain prior permission from all private property owners, and 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, and placement of signage shall be subject to WYDOT regulations and enforcement.
7. Port-a-potties shall be supplied as stated in the applicant's event plan and kept on paved areas at all times, and shall be removed the Monday morning immediately following each fair. Port-a-potties shall not be placed in a manner that limits access to fire hydrants.
8. The applicant shall use all means necessary not to damage the turf within Miller Park including prohibiting all vehicles and trailers from touching any grass/turf area of the park.
9. The applicant shall inform all vendors and patrons that there are **no dogs allowed in Miller Park**.
10. The applicant shall take measures to prevent theft from occurring at the site during overnight hours. In addition, the applicant shall provide to the Police Department a responsible party name and phone number for each booth for use in an emergency.
11. The applicant shall provide at least four handicapped parking spaces near the front of the event area.

12. The applicant shall take all measures necessary to comply with all applicable alcohol dispensing laws and regulations, including the prevention of sales to minors and overly intoxicated persons, and the prohibition of consumption off of the authorized premises.
13. The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.
14. Alcoholic beverages shall be served in 16oz or smaller plastic cups. No alcohol shall be served in bottles or glass containers.
15. All walkways, entrances and ADA ramps must be kept open at all times.
16. The applicant shall ensure that START bus stops at the corner of Deloney and Millward are accessible.
17. 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.
18. 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 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.
19. All tents, tarps or items that are in emergency vehicle access lanes shall be affixed temporarily and shall be capable of being removed quickly in the event of emergency.
20. 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.
21. 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).
22. 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).
23. 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)
24. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
25. Any temporary tents larger than 400 square feet will require approval through the Fire Department. A Temporary Tent Permit Form will need to be completed and approved prior to the start of the event. This Temporary Tent Permit can be found on the Jackson Hole Fire / EMS website.
26. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
27. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
28. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
29. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
30. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
31. 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).
32. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).

33. 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).
34. 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.
35. All barricades, cones, and any road closure signs must be removed immediately following the event.
36. Use of any Town barricades, cones, or road signs will be coordinated with the Public Works Department and the event organizer will be responsible for picking up and returning any barricade, cone or road sign. A damage deposit must be submitted for any barricade or cones to protect against any loss or damage.
37. The applicant shall be responsible for setting up and removing any barricades and road signs in a timely fashion according to approved road closure plan.
38. 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 parking around Miller Park shall be available to the public during the event. The applicant should also meet with the Police Department two weeks prior to the event to discuss the signs and posting of the signs.
39. If camping and storage of trailers is permitted at the Fairgrounds parking lot, then the applicant shall:
 - a. coordinate activities with the Teton County Fair Board;
 - b. utilize the northwest end of the Fairgrounds;
 - c. all campers and individuals storing trailers at the Fairgrounds must check in at the Fair Office;
 - d. insure that there shall be no campfires or open fires;
 - e. insure that there shall be open access to tennis and field areas at all times;
 - f. insure that all overnight vehicles shall place a clearly visible card in the dash designating the vehicle as affiliated with the 2019 Arts Fair;
 - g. insure that a clear and unobstructed width of 20 feet be maintained between rows of parked trailers to allow for emergency vehicle access (IFC 503.2.1);
 - h. clean up after the event.

SUGGESTED MOTION

I move to approve the special event application for the Jackson Hole Art Association Summer 2019 Art Fair, 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: Art Fair Jackson Hole

Name of Organization: Art Association

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

Mailing Address: POB 1248

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Jill Callahan

Email Address: Jill@artassociation.org

Work Phone: 307 733 6379 Cell Phone: _____

EVENT INFORMATION

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

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

Art Fair Jackson Hole is in its 53rd year and hosts 150+ artists per fair over a three day weekend

Location of Event: Miller Park Alternative Location: none

Date(s) of Event: July 12-14 & Aug 9-11 Event Operating Hours: Fri & Sat 10am - 6pm Sun 10-4

Event Set Up Begins Date: July 10 & August 7 Time: 9am

Event Clean Up Ends Date: July 15 & 12 Time: 8:30am

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance Per Day: 2000 Total Event: 6000 per fair
(Spectators and Participants)

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): _____

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

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

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

Name: _____ Cell Phone: _____

EVENT SITE PLAN

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

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

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

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

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

☐ Yes

☐ No

Area of Closure Request

Date(s)

Start Time

End Time

Jackson St between Gill & Deloney July 11 & Aug 7 9am-6pm and July 14 & 12 4pm-8pm

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

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

☒ Yes

☐ No

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

Will the event closure requests impact any START Bus routes?

☐ Yes

☒ No

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

Route Description: _____ START Bus contacted?

☐ Yes

☐ No

RESIDENT AND/OR BUSINESS NOTIFICATION

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

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

☒ Yes

☐ No

Special Event Application

TOWN EQUIPMENT REQUESTS

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

<u>6</u> Large Street Barricades	<u> </u> "Road Closed" Street Signs
<u> </u> Small Sidewalk Barricades	<u>3</u> "Local Traffic Only" Street Signs
<u> </u> 28 Inch Street Cones	<u> </u> "Detour" Street Signs
<u> </u> Candlestick Cones	<u> </u> 32-Gallon Recycling Bins

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

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

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

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

TOWN SERVICES REQUESTS

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

POLICE DEPARTMENT

(307) 733-1430

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

Please describe in detail your request: _____

We keep several spaces open for the 4H building and ask the town to enforce our no parking signs

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: We will need irrigation locates, mowing and additional cleaning

**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: 10am Finish Time: 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 certificate must name the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town Attorney. Please be sure to include alcohol liability if there will be alcohol at the event. You must supply insurance before your event.

A certificate of insurance is attached:

☒ Yes

☐ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

Do you plan to provide portable restroom facilities?

☒ Yes

☐ No

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

Total Number of Portable Toilets: 5 Number of ADA Accessible Portable Toilets: 2

If "No", please explain: _____

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

Restroom Company: Macy's

Restroom Drop off / Pick Up Date for Drop Off: 7/11 & 8/8 Time for Drop Off: 9am

Date for Pick Up: 7/15&8/12 Time for Pick Up: 9am

ALCOHOL

Will there be alcoholic beverages at the event?

☒ Yes

☐ No

Will you be offering any alcoholic beverages besides beer?

☒ Yes

☐ No

If "Yes", what will be offered in addition to beer? Wine coolers and flavored malted beverages

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: Artists will be selling handmade art

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

How many trash receptacles will be supplied for your event? 12

When will the trash receptacles be delivered? 7/11 & 8/8

When will the trash receptacles be picked up and removed from site? 7/15 & 8/12

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

Each morning we will roll the trash cans into the park for day use and as the end of the day we

roll out for Westbank to empty. We keep all recycling inside park until Monday when Curbside picks 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? Curbside

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

When will these recycling receptacles be delivered? 7/11 & 8/8

When will recycling receptacles be picked up and removed from site? 7/15 & 8/12

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

We collect and sort recycling through out the weekend. On the Monday after each Fair

Curbsides picks up all recycling.

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

Special Event Application

SIGNIFICANT EVENT CHANGES

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

☒ Yes

☒ No

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

STANDARD CONDITIONS OF APPROVAL

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

GENERAL

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

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

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

Initials: Jmc

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: zmc

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

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

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

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

PORTABLE RESTROOMS

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

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

INSURANCE

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

FOOD / VENDING

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

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

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

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

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

Initials: jmc

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: 

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

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

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

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

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

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

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

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

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

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

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

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

FAIR GROUNDS / RODEO GROUNDS

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

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

Initials: jmc

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

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

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

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

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

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

APPLICANT: Bill Callahan
Signature

APPLICANT: Bill Callahan
Printed Name

DATE: 2/13/18

TITLE: Director of Development



TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department
Planning Division

150 East Pearl Ave. ph: (307) 733-0520 or
P.O. Box 1687 (307) 733-0440
Jackson, WY 83001 fax: (307) 734-3563
www.townofjackson.com

EVENT NAME:

Event Name: Art Fair Jackson Hole Physical Address of Event: Miller Park
Description of Event: Art Fair Fundraiser

EVENT SPONSOR/APPLICANT:

Name: Jill Callahan Phone: 307 733 6379
Mailing Address: POB 1248 Jackson WY ZIP: 83001
E-mail: Jill@artassociation.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: <u>Albertsons</u>	Business/Description: <u>Pawn Shop</u>
Physical Address: <u>105 Buffalo Way</u>	Physical Address: <u>560 W Broadway</u>
Dates of Display: <u>July 8-14 + Aug 5-11</u>	Dates of Display: <u>July 8-14 + Aug 5-11</u>
Consent from Owner Obtained? Yes <u>X</u> No <u> </u>	Consent from Owner Obtained? Yes <u>X</u> No <u> </u>
Business/Description: <u>American Legion</u>	Business/Description: <u>JHME - Village Road</u>
Physical Address: <u>190 N. Cache St</u>	Physical Address: <u>390 + 22 Intersection</u>
Dates of Display: <u>July 8-14 + Aug 5-11</u>	Dates of Display: <u>July 8-14 + Aug 5-11</u>
Consent from Owner Obtained? Yes <u>X</u> No <u> </u>	Consent from Owner Obtained? Yes <u>X</u> No <u> </u>

SUBMITTAL REQUIREMENTS. Attach the following:

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

Jill Callahan
Signature of Authorized Event Applicant
Jill Callahan
Applicant Name Printed

2/13/18
Date
Director of
Title
Development



GILL AVENUE



JACKSON STREET

MILLWARD AVENUE



TETON COUNTY 4H BUILDING

DELONEY AVENUE

ART FAIR JACKSON HOLE

is presented by



ART ASSOCIATION
OF JACKSON HOLE

WWW.ARTASSOCIATION.ORG • 307.733.6379

Poster Artist

BASKETBALL & TENNIS COURTS



- KEY -

↑ ENTRANCES
! INFO

☺ BEVERAGES
\$ YOUTH ART ZONE

🗑 TRASH
♻ RECYCLE STATION



ART ASSOCIATION OF JACKSON HOLE

February 2019

Dear Business Owner/ Resident,

The following is to inform you that the Art Association of Jackson Hole has submit to the Town of Jackson our annual Special Event permit to host Art Fair Jackson Hole in Miller Park. The dates for this years Fairs are July 12 - 14 and August 9 - 11.. As you know, the week leading up to the Fair we also use the park for set up, in particular the Thursday before each Fair when the artists set up and we set temporary road closures.

This letter is to provide you with as much information as possible about the Fairs in order to minimize our impact on your business and home during our annual fundraiser. Below are special requests we are asking for town approval and the schedule for each week of the Fairs.

When our permit application is reviewed by the town we will be given a date in which the public can bring forth any questions or concerns. Please let me know if you would like me to email you with that information when I receive it from the town, in the meantime please feel free to contact me with any questions or concerns.

I will come by the week before the July Fair to provide complimentary passes to the Fairs for your staff and discount coupons for your guests and introduce myself in case you need anything during the Fairs. It is my goal to be available to hear your concerns and ease the impact of the Fair to your neighborhood. Art Fair Jackson Hole helps the Art Association raise much needed funding for our educational programs. We greatly appreciate your support of the Art Association and our Fairs each summer.

Jill Callahan

Director of Development
The Art Association of Jackson Hole
jill@artassociation.org
P.O. Box 1248, Jackson, WY 83001
www.artassociation.org (307) 732-6379

ART FAIR SCHEDULE – JULY & AUGUST, 2019

Monday, July 8 & August 5

Parks & Rec.

Final mowing of Miller Park by Parks & Rec.
Mark Irrigation by 9am Monday.
Turn off sprinklers today through weekend

Tuesday, July 9 & August 6

Art Association

9AM - Map out booth locations

Wednesday, July 10 & August 7

Art Association

Set-up admin and entrance tents and post
“No Parking” signs for Thursday street closure.

Canvas Unlimited

9AM – Entertainment & Admin tent set-up
Delivery/Set-up stage, chairs & tables

Thursday, July 11 & August 8

Parks & Recs

Set up electricity

Art Association

Registration, Artist set-up (9AM-6PM)

Macy's

Port-a-Potty drop-off and maintained daily

Westbank

Trash can delivery

Hughes Production

Set up Plug In Sounds System

Ice

Ice truck delivery and plug into power

Artists & Vendors

Set up in park

J.H. Security

Arrives @ 6PM Thursday through Saturday

Friday-Sunday, July 12 - 14, August 9-11

Art Association

Art Fair (Fri./Sat.10AM–6PM, Sun.10AM–4PM)

J.H. Security

Daily during fair days (6PM-8AM)

Sunday, July 14 & August 11

Art Association

Artist teardown beginning @ 4PM. Partial street
Closure 4pm to 8pm

Monday, July 15 & August 12

Art Association

8AM - Micro pickup of trash in Miller Park

Canvas Unlimited

9AM - Pick-up stage, tables & chairs

Macy's

9AM - Pick-up Port-a-Potties

Westbank

9AM - Trash can pick-up

Canvas Unlimited

10AM - Teardown tents

Curbside Recycling

12N – Pickup recycling

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

February 2019

Dear Carl,

The following is our annual letter to address issues requested in the Special Events Application. Please keep in mind that all information outlined here applies to both July and August 2019 AFJH fairs.

Portable Toilets:

Macy's will provide port-a-potties on the corner of Gill and Millward Streets and across from the Parkway Inn on Jackson Street and on the corner of Gill and Millward across from Sweet Spirits Daycare subject to their approval.. Per the Fire Marshall's request in 2017, port a potties will be located at an appropriate distance from fire hydrants.

Handicap & Additional Parking:

The Art Association will provide handicap spaces near the main entrances on Gill and Jackson St. Also six 4H parking spaces will be reserved for 4H staff Monday through Friday of each Fair.

We request approval for for 3 Food Truck spaces on the NE corner of Miller Park.

We request approval of artist overnight parking at the fairgrounds for the purpose of sleeping in self-contained camper vans (providing port-a-potties not necessary) or to store their trailers from Wednesday night (as some artists are scheduled to check in at Miller Park by 9am Thursday morning) through Monday morning. We would like to be able to offer this amenity for up to 25 vehicles and would clearly instruct artists where their designated parking area is in the NW area of the fairgrounds. We will provide dashboard signage to participants of AFJH for ease of patrolling law enforcement. We understand there is a nightly fee of \$15 per night and there is no use of electrical hook-ups.

Barricades:

We partially barricade each intersection on the Thursday prior to each Fair during the artist set-up times. Artists setup between 9:00AM and 6:00PM. We also partially barricade on Sunday during teardown, beginning at 4:00PM. We will post signs allowing local/business traffic in the area of Miller Park to pass through. We are aware that we must pick up and return barricades to Public Works and provide a \$500 deposit for use of barricades.

We kindly request the following street closures on July 11th and August 8th.
SW corner at Deloney and Jackson—two sets of barricades and one A-frame
NW corner at Jackson and Gill – two sets of barricades

NE corner at Gill and Millward – two sets of barricades and one A-frame

Temporary Parking/Street Closure/Signage:

We request that temporary “No Parking” signs be posted around Miller Park (on Millward, Gill and Jackson all the way to the corner of Deloney) for the Thursday prior to each Fair July 11th and August 8th. This will help artists find places to park in order to efficiently unload their booths.

Trash Receptacles:

We will supply twelve trash containers and maintain them daily with Westbank Sanitation servicing them each night.

Recycling:

We will provide recycling bins to be located in the food court area, SE and the NE entrances. These bins are sorted and are collected for pickup by Curbside Recycling at the corner of Jackson and Deloney Streets on Monday morning following each fair.

Resident/Business Notification:

We intend to deliver to all residents and businesses within a one block radius of Miller Park a copy of the attached Neighbor Letter. It is our intention that all business and residences are fully apprised of the Art Association’s scheduled events in order to minimize impacts our event has on the neighborhood.

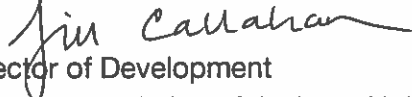
Additional Applications Needed

Special Event Application with Parks and Recreations
Exposition License
Banner Application
Catering Permit Application

Please do not hesitate to let me know if you need additional information or clarification on any matters above. We look forward to working with you this summer and thank you in advance for your help and support of the Art Association Jackson Hole.

Sincerely,

Jill Callahan



Director of Development

The Art Association of Jackson Hole

jill@artassociation.org

P.O. Box 1248, Jackson, WY 83001

www.artassociation.org (307) 732-6379

ART FAIR SCHEDULE – JULY & AUGUST, 2019

Monday, July 8 & August 5

Parks & Rec.

Final mowing of Miller Park by Parks & Rec.
Mark Irrigation by 9am Monday.
Turn off sprinklers today through weekend

Tuesday, July 9 & August 6

Art Association

9AM - Map out booth locations

Wednesday, July 10 & August 7

Art Association

Set-up admin and entrance tents and post
"No Parking" signs for Thursday street closure.

Canvas Unlimited

9AM – Entertainment & Admin tent set-up
Delivery/Set-up stage, chairs & tables

Thursday, July 11 & August 8

Parks & Recs

Set up electricity

Art Association

Registration, Artist set-up (9AM-6PM)

Macy's

Port-a-Potty drop-off and maintained daily

Westbank

Trash can delivery

Hughes Production

Set up Plug In Sounds System

Ice

Ice truck delivery and plug into power

Artists & Vendors

Set up in park

J.H. Security

Arrives @ 6PM Thursday through Saturday

Friday-Sunday, July 12 - 14, August 9-11

Art Association

Art Fair (Fri./Sat.10AM–6PM, Sun.10AM–4PM)

J.H. Security

Daily during fair days (6PM-8AM)

Sunday, July 14 & August 11

Art Association

Artist teardown beginning @ 4PM. Partial street
Closure 4pm to 8pm

Monday, July 15 & August 12

Art Association

8AM - Micro pickup of trash in Miller Park

Canvas Unlimited

9AM - Pick-up stage, tables & chairs

Macy's

9AM - Pick-up Port-a-Potties

Westbank

9AM - Trash can pick-up

Canvas Unlimited

10AM - Teardown tents

Curbside Recycling

12N – Pickup recycling



TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: March 13, 2019

MEETING DATE: April 18, 2019

SUBMITTING DEPARTMENT: Town Clerk

DEPARTMENT DIRECTOR: Roxanne DeVries Robinson

PRESENTER: Carl Pelletier

SUBJECT: Special Event- Jackson Eco Fair 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 Jackson Hole Community Spring Clean-Up and the Jackson Eco Fair and at Phil Baux Park in the Snow King Ball Field, respectively, on Saturday, May 11, 2019 from 8:00 A.M. to 5:00 P.M.

This event has 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 11 and Monday, May 13. 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 11. 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 residential yard waste collection for town of Jackson households. Yard waste must be placed on the curb by 8:00 A.M. on Monday, May 13. 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 deliver yard waste collected from Town residents to the Rodeo Grounds parking lot where it will be loaded and transported by Terra Firma Organics to be composted at the Trash Transfer Station. A roll off trash container will be placed in the Public Works to be used for trash collected during the Rotary Club roadside clean-up effort only; this container will not be accessible to the general public. 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. Historically, Public Works crews hauled the collected trash all the way to the transfer station.

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 Ball Field for the Eco Fair from 8:00 A.M. to 7:00 P.M. on May 11, 2019.
2. Permission for parking closures from 8:00 A.M. Friday, May 10 until 7:00 P.M. Saturday, May 11 of the Snow King Ball 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 two 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. Snake River Brewery will be a vendor at this event and they 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 Eco Fair 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 16th year that the Eco Fair 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: Exposition Business License fee (\$200), malt beverage permit (\$100) and income from Parks & Recreation department fees. Costs to the Town include the services of on duty Town personnel to prepare, check-in and check-out cones, barricades, and signs. On duty police officers will make the event part of their routine patrol so that there is a police presence during the event.

STAFF IMPACT

Staff impact includes the following services: Public Works employees to prepare, check out and check in barricades, cones and signs and Parks and Recreation Department personnel to mark out sprinkler lines, provide utility locates, provide electricity, and prepare the park.

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: 2019 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, Vibrant Events of JH, EcoFair 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.

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 11, 2019

Event Operating Hours: 12:00-5:00pm

Event Set Up Begins **Date:** Friday, May 10, 2019

Time: 10:00am

Event Clean Up Ends **Date:** Saturday, May 11, 2019

Time: 7:00pm

*Please note that final trash/recycling and porta-pot pickup and tent breakdown will take place on Monday, May 13. 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 11, 2019	8:00am	6:30pm
Home Ranch Parking Lot	May 10-13, 2019	8:00am	12:00pm

*Closure of the Home Ranch Parking Lot will ONLY be requested in the event that EcoFair 2019 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 does not require any specific services from the Town of Jackson. The Police Department will be notified of all event plans, and the Public Works Dept. may be requested to assist in the hanging of temporary signs (see Attachment E: Sign Permits) at a date closer to the event. 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 6, 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 10, 2019

When will the trash receptacles be picked up and removed from the site? Monday, May 13, 2019

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 10, 2019

When will recycling receptacles be picked up and removed from the site? No later than Monday, May 13, 2019

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 2019, EcoFair will host the Jackson Hole Mini Maker Faire, providing a platform for innovators and creators of all ages to showcase their projects and ideas to the community. While we believe that the inclusion of Maker Faire will broaden Eco-Fair’s demographic and potentially increase attendance, it should not impact the overall flow or structure of the event.

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 at 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, are 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 and/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 participate in or watch this special event? Is this event 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 straight path must be provided.

Initials: VPS

STANDARD CONDITIONS OF APPROVAL cont'd.

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.

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.

ALCOHOL

The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and

Initials: VPS

STANDARD CONDITIONS OF APPROVAL cont'd.

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)

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

Initials: VPS

STANDARD CONDITIONS OF APPROVAL cont'd.

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: VS Powell Symons
Signature

APPLICANT: Virginia Powell Symons
Printed Name

DATE: February 25, 2019

TITLE: Event Director

Attachment A

2019 EcoFair Event Plan

Hosted by Energy Conservation Works, EcoFair is a 16-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, kids' activities, and more. New for 2019, EcoFair will include the Jackson Hole Mini Maker Faire, focused on makers of all ages creating innovative and sustainable projects.

The following is a preliminary schedule of events to surround the 2019 EcoFair, which will take place at the ball field at the base of Snow King mountain in downtown Jackson.

Thursday, May 9

- 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 10 at 8:00am until May 11 at 6:00pm"
 - "Handicapped Parking Only on May 11 from 8:00am-5:00pm"
 - "Reserved for Eco-Fair Booth Loading/Unloading on May 11 – Limit 10-minutes per vehicle"

Friday, May 10

- 10:00am-4:00pm Vendors deliver equipment to ball field and parking lot:
- Yellow Iron / trash receptacles
 - 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
- 2:00-6:00pm Miscellaneous supplies delivered; volunteer team set-up

Saturday, May 11

- 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 2019**
5:00-7:00pm Booth removal and clean-up

Monday, May 13

- 8:00am-12:00pm Vendors remove remaining equipment from Snow King ball field:
- Yellow Iron/Westbank Sani and 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

2019 EcoFair TOJ Equipment Request
May 11, 2019

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 and sand bags to the Snow King Ball Field on Friday, May 10, 2019 by 1:00pm. All other items will be picked up at the Public Works yard on by 11:00am Friday, May 10, 2019:

- 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: lgpwyoming.org e-mail: lgp@lgp.net

MEMORANDUM OF LIABILITY COVERAGE

DECLARATION PAGE

MEMBER AGENCY: Jackson Hole Energy Sustainability Project
PO Box 7879
ADDRESS: 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, 2018-June 30, 2019

Preliminary Event Map

subject to change up completion of booth registration



Sign Permits



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: Jackson EcoFair Physical Address of Event: Snow King Ave. at Cache St.
Description of Event: The Jackson EcoFair is a 15-year community tradition, celebrating sustainability & showcasing local businesses & non-profits & their environmental efforts. Hosted by Energy Conservation Works

EVENT SPONSOR/APPLICANT:

Name:	Virginia Powell Symons, Event Director	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	Business/Description:	Snow King Ball Field fence
Physical Address:	105 Buffalo Way	Physical Address:	Snow King Ave. at Cache St.
Dates of Display:	April 29 - May 12, 2019	Dates of Display:	April 29 - May 12, 2019
Consent from Owner Obtained?	Yes ☒ No ☐	Consent from Owner Obtained?	Yes ☒ No ☐
Business/Description:		Business/Description:	
Physical Address:		Physical Address:	
Dates of Display:		Dates of Display:	
Consent from Owner Obtained?	Yes ☐ No ☐	Consent from Owner Obtained?	Yes ☐ No ☐

SUBMITTAL REQUIREMENTS. *Attach the following:*

_____ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.

_____ Installation specifications, and any structural details or specifications required for freestanding signs.

*banners consistent with past year. 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
Virginia Powell Symons
Applicant Name Printed

January 29, 2019
Date
Event Director
Title

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: 1/20/1981

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 11, 2019

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

(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: Sound provided by JH Production Co., pending contract

Telephone or email address: Jeff Eidemiller - 307-690-3287 or jeidemiller@mac.com
or

First and last name of person providing music: Jeff Eidemiller

Telephone or email address: see above

Signed:  / 2/6/2019
(Event Sponsor - Responsible) (Date)

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 2019

Nature of Exposition: Community festival celebrating sustainability, allowing booth hosts 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: Cache St. @ Snow King Ave. **No:** _____

Building: Ball Field **City:** Jackson **State:** WY **Zip Code:** 83001

Date of Expo: Saturday, May 11, 2019

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: virginia@vibranteventsjh.com OR 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 25, 2019

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 50+/- number of businesses or organizations. Attach list of ALL vendors

Business is:

☐ a Sales Tax Collecting Business.

☒ a Non-Sales Tax Collecting Business.

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

☐ Yes ☒ No If not, please explain: 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 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

Attachment H:

Resident/Business Event Notification

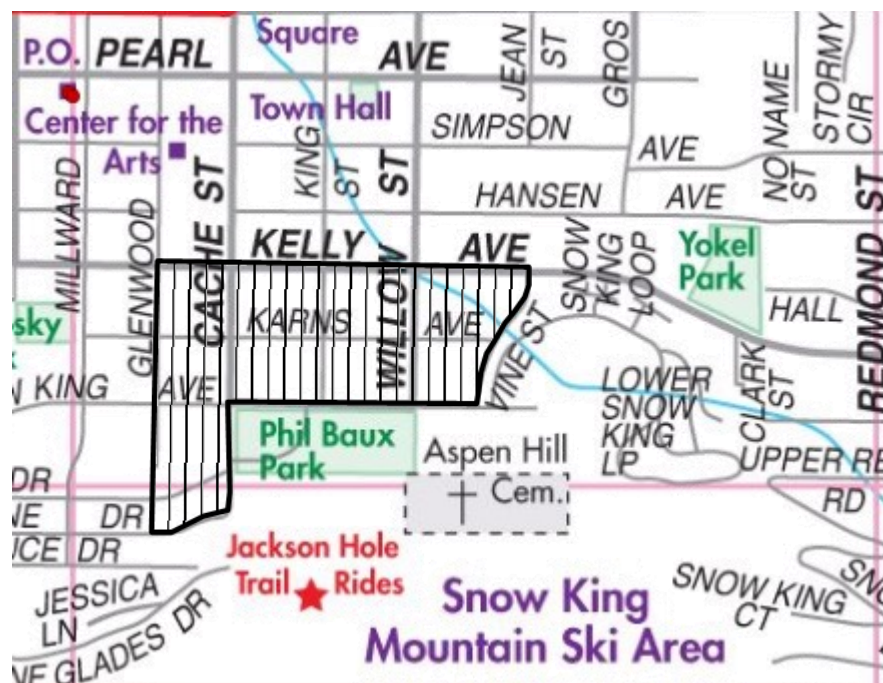


The 2019 Jackson EcoFair will take place at the Snow King Ball Field on Saturday, May 11 from 12-5pm. Please expect additional traffic and on-street parking. Additionally, the Snow King parking lot will be closed to the public beginning at 8am on Friday, May 10 for event setup.

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: March 12, 2019
MEETING DATE: March 18, 2019

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

SUBJECT: Special Event- Octane Addictions Freestyle Show

STATEMENT/PURPOSE: The Mayor and Council approve special events enlisting the services of Town personnel and exemption from municipal code.

BACKGROUND/ALTERNATIVES: The applicant, OA Promotions, requests Council permission for amplified sound and to enlist Jackson Police Officers to staff the Octane Addictions Freestyle Show on Saturday, March 23, 2019 in the TC Rodeo Arena from 7:00 P.M. to 9:00 P.M.

The event will feature athletes on snow machines performing aerial jumps. The applicant expects that approximately 750 participants will attend each concert. The applicant has indicated that a portion of the proceeds will benefit the Chase-A-Dream Foundation. The applicant requests the following from the Town for each concert:

- Police Officers to patrol the event
- Permission from Council for amplified sound associated with the event

This event has been held in the past and there are no changes indicated from previous years. This will allow the Jackson Police Department to determine staffing needs for the event.

COMPREHENSIVE PLAN ALIGNMENT

This event aligns with our Quality of Life which is important to our community. We have always been a diverse community that supports a variety of lifestyles and employment opportunities, and we welcome others to share in the enjoyment of our mountain lifestyle. Residents and visitors have become accustomed to a wide variety of 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.

ATTACHMENTS:

Application

FISCAL IMPACT: None. There will be police officers that are being utilized for the Hill Climb patrolling this event.

STAFF IMPACT: Staff impact includes police presence at the event.

LEGAL REVIEW:

N/A

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

1. The promoter shall pay for any police services that the Police Chief deems necessary at least seven business days prior to the event.
2. The applicant shall abide by any recommendations from the Police Department with regard to police presence at the event.
3. 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).
4. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website. A formal plan on paper is not necessary to submit, but this topic should be considered in the planning and execution of the event.
5. Public Safety Plan: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety (IFC403.2). A formal plan on paper is not necessary to submit, but this topic should be considered in the planning and execution of the event.
6. Crowd Managers: For events having over 1000 participants, trained crowd managers shall be established at a ratio of one crowd manager to every 250 persons (IFC403.3). There is a link to an on-line Crowd Manager Training Program on the Jackson Hole Fire / EMS website. A formal plan on paper is not necessary to submit, but this topic should be considered in the planning and execution of the event.
7. All food service shall be coordinated with Teton County Environmental Health.
8. Insurance: An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney.
9. The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.
10. Security will search spectators' bags at all entry points to assure that no outside alcohol is brought onsite.
11. All exits must be clearly visible and include exit signs.
12. If the applicant wishes to display temporary signs they must submit a temporary sign permit application to the Town of Jackson's Planning Department.

SUGGESTED MOTION: I move to approve the special event application made by OA Promotions for the Octane Addictions Freestyle Show, 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: Octane Addictions Freestyle show

Name of Organization: OA Promotions

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

Mailing Address: 7108 Niehenke Ave

City: Billings State: Mt Zip Code: 59101

Name of Person Completing Application: Tyler Johnson

Email Address: octaneaddictions@hotmail.com

Work Phone: 406-651-9677 Cell Phone: 406-861-0288

EVENT INFORMATION

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

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

Snowmobiles doing tricks, and to help raise money for the Chase A Dream foundation

Location of Event: fairgrounds Alternative Location: _____

Date(s) of Event: March 23 2019 Event Operating Hours: 7pm to 9pm

Event Set Up Begins Date: March 22, 2019 Time: 1pm

Event Clean Up Ends Date: March 24, 2019 Time: 1pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 750 Total Event: 750

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): _____

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

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

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

Name: Amanda Johnson Cell Phone: 4066902025

EVENT SITE PLAN

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

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

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

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

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

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

The 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:

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

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

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

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

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

TOWN SERVICES REQUESTS

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

POLICE DEPARTMENT

(307) 733-1430

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

Please describe in detail your request: _____

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

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☐ Electricity Access

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

☐ Additional Public Restroom Cleaning

Please describe in detail your request: _____

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

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

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

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: _____

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: a snowmobile show doing tricks to perform to a crowd.

VOICE / MUSIC AMPLIFICATION REQUESTS

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

If "Yes", please indicate times: Start Time: 7pm Finish Time: 9pm

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

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

SIGN or BANNER REQUESTS

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

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

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached: ☐ Yes ☒ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

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

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

Total Number of Portable Toilets: 6 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: Macies

Restroom Drop off / Pick Up Date for Drop Off: march 22 Time for Drop Off: 1pm

Date for Pick Up: march 24 Time for Pick Up: 1pm

ALCOHOL

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

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

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

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☐ Yes

☒ No

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

Please describe any sales activity at your event:

Will any food or beverages be sold at your event?

☐ Yes

☒ No

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

TRASH REMOVAL PLAN

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

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

☐ Yes

☒ No

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

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

When will the trash receptacles be delivered? _____

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

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

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

Special Event Application

SUSTAINABLE EVENT PLANNING

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

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

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

RECYCLING PLAN

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

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

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

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

When will these recycling receptacles be delivered? _____

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

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

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

Special Event Application

SIGNIFICANT EVENT CHANGES

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

☒ Yes

☐ No

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

This show will be the same show we have done for 15 years. Other then this year we will be using a mobile air bag landing to show the public our new way to help keep our riders safer.

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: tj

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: tj _____

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

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

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

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

PORTABLE RESTROOMS

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

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

INSURANCE

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

FOOD / VENDING

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

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

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

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

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

Initials: tj _____

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: tj

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

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

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

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

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

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

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

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

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

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

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

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

FAIR GROUNDS / RODEO GROUNDS

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

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

Initials: tj _____

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

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

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

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

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

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

APPLICANT: 
Signature

APPLICANT: Tyler Johnson
Printed Name

DATE: 02/28/2019

TITLE: Owner Octane Addictions



TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: March 14, 2019
MEETING DATE: March 19, 2019

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

SUBJECT: Special Event: Jackson Hole Scavenger Hunt

STATEMENT/PURPOSE:

The Mayor and Council approve the use of Town property.

BACKGROUND/ALTERNATIVES:

The applicant, Grand Dynamics International, a for-profit business, is requesting Council permission to host a Jackson Hole Scavenger Hunt event on Saturday, June 8 and Sunday, June 9, 2019 from approximately 9:00 A.M. to 6:00 P.M. The proposed event would involve several groups meeting at Phil Baux Park and embarking on a phone-based scavenger hunt app throughout town. There would be a couple of different start times throughout the day to stagger the participating groups. The groups would travel through the town to locate checkpoints and complete challenges at both private establishments and on public property. Upon completing the scavenger hunt the groups would return to Phil Baux Park.

This would be a community kick-off event for Grand Dynamic's Scavenger Hunt phone app. The second phase of their plan would be to make the Jackson Hole Scavenger Hunt phone app available to the tourist market. The applicant has indicated that the intent of this app would be to provide visitors a fun, unique, and gamified way to explore Jackson. The applicant has indicated that they would have fun characters (via video in the phone) delivering fun scavenger hunt type challenges in a variety of courses. The course checkpoints would be integrated into their phone-based programs. The applicant indicated that they would be engaging with local businesses, where program checkpoints might be located inside or outside their business.

The applicant expects that approximately 200 individuals would participate in the kick-off event in June. Teton County Search and Rescue will be the sponsoring non-profit organization for this event. There would not be any food, beverages or merchandise sold at this event.

COMPREHENSIVE PLAN ALIGNMENT

This would be the first year that Grand Dynamics has requested to hold the Jackson Hole Scavenger Hunt. The event would be coordinated by locals and could provide benefits to local charities and non-profits. 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. In addition to reviewing the application, representatives from a variety of departments met to learn more about the application proposal and to discuss potential concerns. Representatives from Parks and Recreation, Fire/EMS, Finance, Police, and

Public Works attended this a presentation provided by Grand Dynamics. While at this meeting, minimal concerns were raised by staff.

FISCAL IMPACT:

Minimal.

STAFF IMPACT:

Minimal.

LEGAL REVIEW:

Due to the nature of this event, the Jackson Legal Department was asked to review this application. The one concern that our legal staff did mention was potential unintended consequences such as damage to public property that might be included in completing a task or a challenge. For example, in a promotional video demonstrating the Scavenger Hunt (in different town) one of the challenges appeared to be a person sitting on an elevated statue in a town park (photo included in the staff report). In addition to the possibility that such challenge could be potentially dangerous, there is the question of potential damage to public property. Over time and with more participants engaging in a public, phone-based scavenger hunt the potential for an increase in impact on public property / items exists.

The Legal Department staff did mention that this concern regarding potential damage to private property could potentially be addressed with the insurance that the applicant is required to submit; however, it could be difficult to determine that if public property was damaged from someone engaging in this special event or in an on-going scavenger hunt.

Another potential way to reduce risk of impact to public property is to require that the applicant review with Town staff and the Parks and Recreation Department all of the challenges and tasks that the participants would be completing on public property or in town Parks. The applicant has indicated that they would be willing to provide this information for the Town staff and the Parks and Recreation Department to review prior to this special event and to the launch of the application.

ATTACHMENTS:

Special Event Application

RECOMMENDATION:

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

1. The applicant shall coordinate any requests for power with the Parks and Recreation Department at least one week before the event.
2. The applicant must fill out a Park Reservation request with the Parks & Recreation Department and coordinate with the department for overall site direction at all parks including: locations for the finish line, parking, toilets, event vehicles, tents, parking area closures, and any other uses.
3. Irrigation locates must be arranged with the Parks and Rec Department at least one week prior to the event if tents are erected and staked in the park area.
4. The applicant shall coordinate the payment of all fees with the Parks & Rec Department at least one week prior to the event.
5. Due to safety considerations, Parks and Recreation and the Town of Jackson would like to review and approve all challenges or tasks occurring in town parks and on public property. This review must be done at least 2 weeks prior to the event. Parks and Recreation and Town of Jackson staff will have the ability to prohibit any challenge or task due to safety concerns or concerns about impact or damage to public property. All challenges or tasks occurring on public property and/or in town parks must gain approval from the Town of Jackson Special Events Coordinator and Parks and Recreation prior to the event.

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 at least 10 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.
7. The applicant shall clean up immediately following the event.
8. Any food service shall be coordinated with Teton County Environmental Health.
9. The applicant shall abide by all Parks & Recreation Department recommendations with regards to turf protection.
10. All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
11. No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits, or obstacles. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.
12. All walkways and boardwalks must be kept unobstructed at all times.
13. 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).
14. 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)
15. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
16. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
17. Smoking shall not be permitted in tents, canopies or membrane structures. Approved “No Smoking” signs shall be conspicuously posted (IFC 3104.6).
18. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
19. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
20. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
21. 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).
22. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
23. The fire department recommends that the parking lot maintain and clear and unobstructed width of 20 feet to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1).
24. Prior to the event, all challenges shall be approved by Parks and Recreation, the Town of Jackson or designated representative, as applicable. Parks and Recreation, the Town of Jackson or designated representative may deny any challenge that it feels is inappropriate or damaging to a facility.
25. 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.
26. Vehicles associated with event are not allowed on the turf within any park in Town limits.
27. A letter of sponsorship from a non-profit organization must be submitted prior to the event.

SUGGESTED MOTION: I move to approve the special event application made by Grand Dynamics International for the Jackson Hole Scavenger Hunt, subject to the conditions and restrictions listed in the staff report.



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: March 12, 2019
MEETING DATE: March 18, 2019

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

SUBJECT: Special Event- World Championship Snowmobile Hill Climb – Additional Parking

PURPOSE/STATEMENT:

The Mayor and Council approve all special event applications requesting the use of public property, services of Town personnel, road closures, and parking ordinances on behalf of the Town of Jackson.

BACKGROUND/ALTERNATIVES:

The applicants, the Jackson Hole Snow Devils and the Jackson Hole Chamber of Commerce, have received permission to host the World Championship Snowmobile Hill Climb Thursday, March 21 through Sunday, March 24, 2019.

Due to an impressive amount of snow that we have received in town this year and construction staging that is taking place at the Fairgrounds, the Hill Climb event has lost some key parking areas for the large trailers that bring the snow machines into town:

- The snow storage pile at the fairgrounds is maxing out space on the west side of the Heritage Arena.
- The construction staging for the Parks and Recreation project on the east side of the Heritage Arena is utilizing space that has typically been designated as event parking
- The construction project for the Fire Department to the north of the Heritage Arena is utilizing space that has historically been used for trailer parking.
- The Gill lot on the corner of Snow King Ave. and Cache is typically rented by the Snow Devils and utilized for trailer parking is nearly full with snow storage

Recently several members the Jackson Hole Snow Devils along with staff from Public Works, Police, and Fairgrounds met to discuss options for providing enough event parking while keeping the public as safe as possible, trying not to have trailer parking creep further into residential neighborhoods, and keeping the parking as close to the venue as possible. In the end the group came to agreement on a possible solution keeping all of these factors in mind.

The recommendation of staff would involve:

1. Closing Snow King Avenue from Flat Creek Drive to King Street from 7:00pm on Wednesday, March 20 through Sunday evening, March 24. This street would be utilized for trailer parking.
2. Allowing overnight trailer parking in the parking lane on the south side of west Karns Avenue.
3. Extending the existing "No Parking" permission on King Street from Karns to Kelly Avenue.

Several closures and event parking permission were approved in a previous Town Council meeting. We are recommending an additional closure of Snow King (from Flat Creek to Cache) extending the closure that has already been approved. The north / south access to Millward, and Glenwood on Snow King Avenue would

remain open. Residents who access their homes along these portions of Snow King would still be allowed access. The detour would take people north up Flat Creek Drive and east on Kelly.

This plan would open up parking for the large trailers. It would reduce human / vehicle / snow machine conflict. It would minimize trailer parking in residential neighborhoods. It would keep the trailers within an acceptable distance to the venue.

START Bus indicated that they would work with this potential closure. Since the START Bus detour route would be utilizing King Street from Kelly to Snow King Avenue we are also recommending extending the “No Parking” on King Street between Karns and Kelly. The Snow Devils have indicated that they would only park trailers on King Street (between Snow King Avenue and Karns) if they absolutely needed to. This would improve vehicle access through the detour.

If approved we would communicate the details of this closure to the School district bus barn as well as residents in the vicinity.

COMPREHENSIVE PLAN ALIGNMENT

This marks the 43rd year that the Jackson Hole Snow Devils have hosted the World Championship Snowmobile Hill Climb Event. The event is coordinated by local volunteers and proceeds from the event are donated to local charities. 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 additional street closure has been reviewed by the Police Department, Public Works Department, START Bus and the Fire Department.

FISCAL IMPACT:

N/A

STAFF IMPACT:

Police Department and Public Works Department personnel will be impacted with the delivery of additional barricades and enforcement of no parking and closures.

LEGAL REVIEW:

N/A

ATTACHMENTS:

Proposed closure map

RECOMMENDATION:

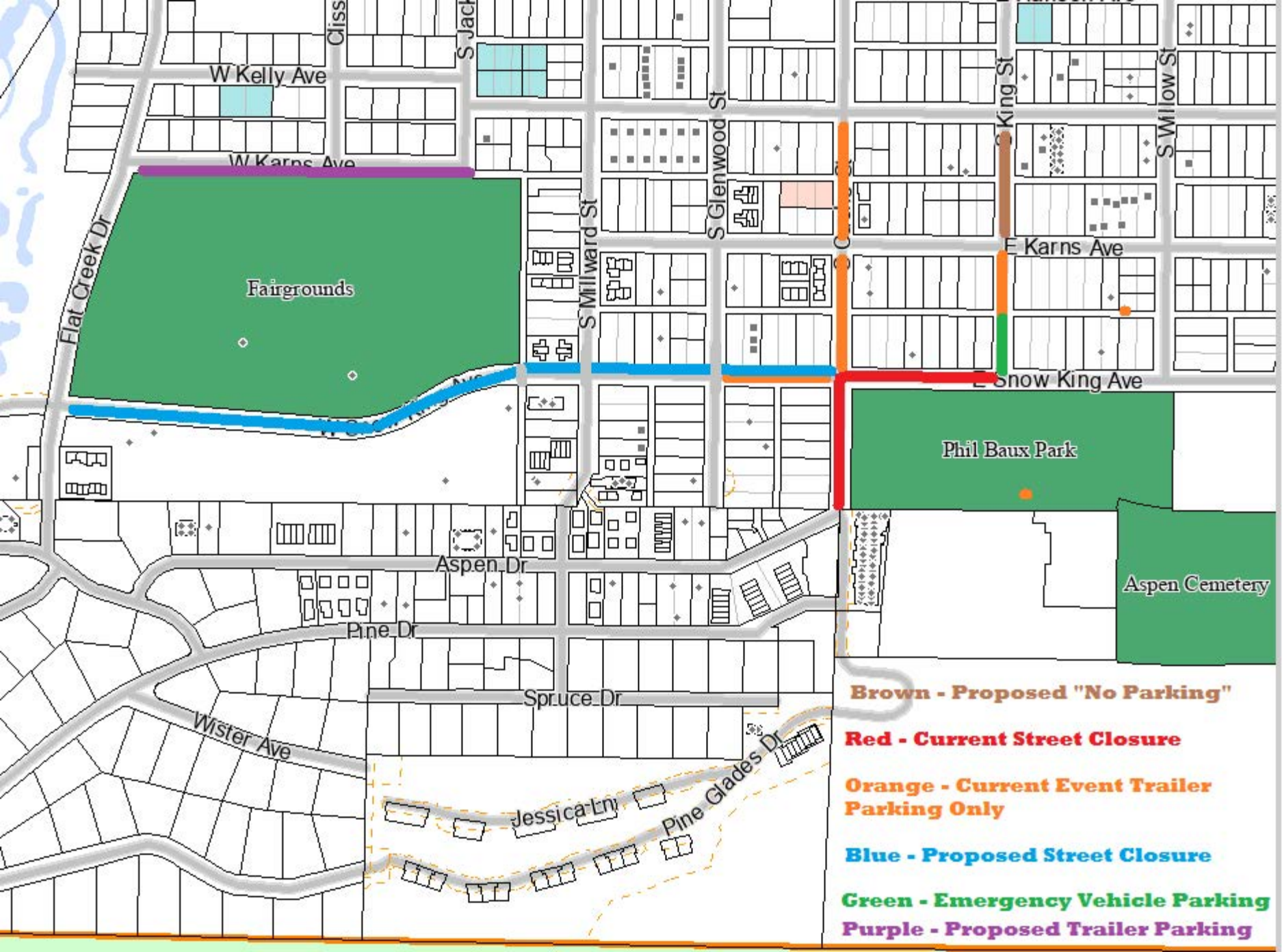
Staff recommends the approval of the updated street closure and parking recommendations, subject to the following conditions and restrictions:

1. No vehicles, equipment, trailers, etc. shall be parked on any grass or turf areas at the site; parking is permitted only on paved surfaces.

2. The applicant shall coordinate road closures, detours and parking details with the Police and Public Works Departments at least one week prior to the start of the event. Additional barricades/signage shall be placed where determined by staff to prevent parking in red zones.
3. The applicant shall provide volunteers to be stationed at road closure barricades to check for event parking permits and to assist with traffic control and parking guidance at the Police Department's direction.
4. The applicant shall provide a sample of the parking permit for the event to the Town in advance for approval.
5. Parking is not permitted at or in any way blocking the Parks & Recreation maintenance facility, or in the Exhibit Hall parking area located across from the Fairgrounds.
6. The applicant shall ensure that the southwest entrance to the Rodeo Grounds is maintained at all times and that individuals with horse trailers are able to access their parking areas.
7. The applicant shall work with START to ensure that START pickup / drop off locations are not blocked by Hill Climb traffic.
8. If requested by the Chief of Police, Jeff Toolson shall attend daily debriefing meetings with members of the Jackson Police Department.
9. A parking plan and enforcement of the plan will be required within the Rodeo Grounds parking areas.
10. 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).
11. All no parking/Snow Devils reserved parking signage in the yellow, red, blue, purple, brown and orange areas depicted in the attached event map shall be produced, posted, and removed by the applicant. The Town will post the handicapped parking and all of the detour signage outside of the event perimeter.
12. All vehicles shuttling snow machine trailers to and from the Fairgrounds will be compliant with all posted speed limits.
13. No vehicles, equipment, trailers, etc. shall be parked on any grass or turf areas along the sidewalk unless turf protection measures are in place and have been approved by the Parks Manager.

SUGGESTED MOTION:

I move to approve the request for additional parking made by the Jackson Hole Snow Devils for the World Championship Snowmobile Hill Climb 2019, subject to the conditions and restrictions listed in the staff report.





TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: PLANNING & BUILDING

PRESENTER: TYLER SINCLAIR

MEETING DATE: MARCH 18, 2019

SUBJECT: TEMPORARY SIGN PERMIT – Plastic Bag Awareness Campaign

STATEMENT/PURPOSE

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

BACKGROUND/ALTERNATIVES

The applicant has requested temporary a banner to be located at 105 Buffalo Way, Albertsons during:

April 7, 2019 to April 13, 2019

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

COMPREHENSIVE PLAN ALIGNMENT

Staff finds that the proposal is consistent with Comprehensive Plan.

STAKEHOLDER ANALYSIS

None

FISCAL IMPACT

None

STAFF IMPACT

None

LEGAL REVIEW

N/A

ATTACHMENTS

Applicant Submittal

RECOMMENDATION

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

1. The use of the site shall be granted by the property owner.
2. The signs shall not be located on the sidewalks or in the public right of way.
3. The sign for Plastic Bag Awareness may be installed at 105 Buffalo Way, Albertsons during: April 7, 2019 to April 13, 2019

SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with the Teton County Solid Waste & Recycling subject to three (3) conditions of approval.

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



TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department
Planning Division

150 East Pearl Ave.
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: Plastic Bag Awareness Campaign Physical Address of Event: N/A
Description of Event: Sign serves as an addition to the plastic bag reduction ordinance education campaign.

EVENT SPONSOR/APPLICANT:

Name: Teton County ISWR Phone: 733-7678
Mailing Address: POB 9088 ZIP: 83002
E-mail: cbell@tetoncountywy.gov Non-Profit: ☒ For Profit: ☐

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

Business/Description: <u>Back of Abbeysons</u>	Business/Description: _____
Physical Address: <u>105 Buffalo Way</u>	Physical Address: _____
Dates of Display: <u>4/7 - 4/13</u>	Dates of Display: _____
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☐ No ☐
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	Consent from Owner Obtained? Yes ☐ No ☐

SUBMITTAL REQUIREMENTS. Attach the following:

- ☒ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
☐ Installation specifications, and any structural details or specifications required for freestanding signs.

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

Carrie L. Bell
Signature of Authorized Event Applicant
Carrie L. Bell
Applicant Name Printed

3-13-19
Date
Waste Diversion + outreach
Title
Coordinator

Attention Jackson Hole:



Town of Jackson Plastic Bag
Reduction Ordinance in effect April
15th for large grocers and large
retailers

Proposed sign will be 8x8. Colors include Black, white, blue, and light green. Sign will be vinyl.



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Public Works

PRESENTER: Brian Lenz, Town Engineer

MEETING DATE: March 18, 2019

SUBJECT: Award of Bid 19-17 Construction of the Aspen Hill Cemetery 2019 Stormwater Improvements Project

STATEMENT/PURPOSE

The purpose of this item is for direction regarding the construction of the Aspen Hill Cemetery 2019 Stormwater Improvements Project.

BACKGROUND/ALTERNATIVES

The Aspen Hill Cemetery, located at the base of Snow King Mountain, is a Town owned and maintained cemetery. The Aspen Hill Cemetery is open year-round and requires regular maintenance to the gravel roads to allow access to mourners, visiting family members, and Town maintenance staff. Over the years snow melt and rain events have caused erosion and rutting of the gravel road, which requires grading and clean-up of gravel from the grassed areas along the road side. Town staff installed a small stormwater detention pond near the west property boundary to detain run-off, however this detention pond does not reduce erosion along the gravel road. The goal of the Aspen Hill Cemetery 2019 Stormwater Improvements Project is to drastically reduce road erosion by paving the gravel road, stabilizing the adjacent hillside, replacing the concrete steps, and installing stormwater infiltrator units to manage concentrated rain water from the road. These improvements are intended to make the cemetery more accessible to visitors and safe to maintain for Town staff.

The Aspen Hill Cemetery 2019 Stormwater Improvements Project consist of regrading Third Street, Avenue E and Avenue D (upper loop) for paving, installation of approximately 365-Tons of asphalt paving, 450-LF of concrete curb, rock retaining walls, 100-LF of 12-inch stormwater pipe, 3 manholes, 2 tiers of stormwater infiltration gallery, and all other incidentals required to complete the work. Detention of a 25-year storm event is provided through two tiers of infiltrators, where tier 1 provides one-third of the detention and tier 2 provides two-thirds of the detention. Site constraints determined the infiltration tier lay-out. The second tier of stormwater infiltrators was bid as an additive alternate based on the available budget.

This project was originally proposed as just an erosion control and paving project in two phases for fiscal years 2018 and 2019. For budgeting in FY18 the two phases were combined and the budget set based on the engineer's estimate for the project at that time. Given changes in personnel and workload going into the 2018 construction season we were not able to complete the design and put the project out to bid. We regrouped with Al Zuckerman and the design engineer, Nelson Engineering, in the fall of 2018 to bring the current staff up to date on the project and walk the site. In the discussion, it was determined that one of the largest challenges of the runoff on the hillside was the amount of runoff that was uncontrolled and taking the gravel road as it went. While the paving and erosion control work originally proposed and budgeted for would help minimize the erosion to the road it would have left the runoff mostly uncontrolled and still able to erode soil outside of the paved area, and in some cases deposit the soils on existing grave sites. In order to better control the runoff the team decided that runoff would need to be collected and detained such that it can be released at a controlled rate. The aforementioned two-tier stormwater control structure was not anticipated in the original budget. Based on a revised engineering estimate that was in excess of the budget, we decided that we would bid the entire project with the second tier being an additive alternate that allows us to easily value engineer out part of the project without negotiation if the full budget was not appropriated. The tradeoff in constructing the project without the additive alternate versus the complete project as designed is that the system would not be able to handle as large of storms and there would be more storm and runoff events that would have uncontrolled runoff

and erosion challenges. Additionally, the costs to construct the addition in future would likely be at a higher cost than with the full project.

Weather permitting, the project is scheduled to be constructed between May 28, 2019 and July 17, 2019.

The project was advertised in the JH News and Guide for two weeks beginning February 13th, 2019.

The Town received construction Bids for the project on March 7th, 2019. Three bids were received. Base bids and additive alternates are provided below.

	<u>Base Bid</u>	<u>Add Alternate</u>	<u>Total Bid</u>
1. Westwood Curtis Construction, Inc Jackson, WY	\$ 265,804.00	\$ 37,920.00	\$ 317,714.00
2. Ridgeline Excavation, Inc, Jackson, WY	\$ 342,496.55	\$ 51,711.00	\$ 394,207.55
3. MD Landscaping & Excavation, Driggs, ID	\$ 408,267.00	\$ 40,651.00	\$ 448,918.00

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

- Approve an increased budget and construction of the base bid and add alternate (recommended).
- Approve an increased budget and construction of the base bid contract only, and place add alternate work on hold.
- Do not approve construction of the base bid or additive alternative and direct staff to value engineer the project and re-bid the work at a later date.
- Place the project on hold by denying the contract.

COMPREHENSIVE PLAN ALIGNMENT

This project supports Town Comprehensive Plan under Common Value #1- Ecosystem Stewardship and Common Value #3- Quality of Life, Section 8 - Quality Community Service Provision.

Common Value #1 – Ecosystem Stewardship

- Principal 1.2- Preserve and enhance water and air quality
 - o Policy 1.2.b: Require filtration of runoff
- Strategy: 1.2.S.1: Evaluate and update natural resource protection standards for waterbodies, wetlands and riparian areas.

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

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

STAKEHOLDER ANALYSIS

The Aspen Hill Cemetery 2019 Stormwater Improvements Project stakeholders include mourners of those interred and Town staff who prepare grave sites and maintain the cemetery. Access to the cemetery for these stakeholders will be allowed for the majority of construction, with the exception of paving work where cemetery closure will be required. Construction work will stop in the event of a funeral. This project will improve access to gravesites for family members and reduce road and erosion maintenance for Town staff.

FISCAL IMPACT

The project will be funded with the FY 2019 General Fund, Capital. The FY 2019 budget includes \$ 210,000 for the “Aspen Cemetery – Erosion/Pave” project. A budget amendment is required to fund the complete project, including the add alternate. Project costs include Professional services for design, bidding, survey and

construction administration for approximately \$ 29,000, and an additional \$ 107,714 for construction for a total budget supplemental of \$ 136,714 to complete the project.

Fund	Purpose	FY2019	Additional	Total
General Fund – Capital	Construction	\$ 210,000	\$ 107,714	\$ 317,714
General Fund – Capital	Professional Services		\$ 29,000	\$ 29,000
		\$ 210,000	\$ 136,714	\$ 346,714
Total Project Budget		\$ 346,714		

With the paving, erosion control, and stormwater structures in place annual spring runoff and larger storm events will have less impact and provide more consistent and predictable maintenance requirements annually.

STAFF IMPACT

Construction phase coordination between the Contractor, Design Engineer and Engineering Staff will be necessary. It is estimated that 5 to 10 hours/week of PW staff time shall be required if the contract is awarded and staff is directed to proceed with construction as scheduled.

Long term maintenance will involve inspection and cleaning of the stormwater structures using vacuum truck equipment by Town of Jackson Public Works staff or a contractor. There will be a reduced impact on the streets department that has historically dedicated time, equipment and materials to grade the cemetery roads each season.

LEGAL REVIEW

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

ATTACHMENTS

None

RECOMMENDATION

That the Town Council amend the budget to complete the project and approve the contract, including the additive alternate, for the Aspen Hill Cemetery 2019 Stormwater Improvements Project with Westwood Curtis Construction, Inc of Jackson, Wyoming in the amount of \$ 317,714.

SUGGESTED MOTION

I move to approve a budget amendment for the 2019 General Fund, Aspen Cemetery – Erosion/Pave budget in the amount of \$136,714 for survey, design, construction, and construction administration.

I move to approve the contract for the Aspen Hill Cemetery 2019 Stormwater Improvements Project with Westwood Curtis Construction, Inc of Jackson, Wyoming in the amount of \$317,714, and upon legal approval, 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 18, 2019

SUBJECT: Award of Bid 19-18 Construction of the Powderhorn Lane Stormwater Treatment Project

STATEMENT/PURPOSE

The purpose of this item is for direction regarding the construction of the Powderhorn Lane Stormwater Treatment Project.

BACKGROUND/ALTERNATIVES

The Town of Jackson's 2001 Surface Water Drainage Infrastructure Master Plan recommended public collection and infrastructure for efficient collection, conveyance and treatment of surface water runoff from storm events and snow melt. The master plan recommended installation of several new stormwater treatment structures, including a new significantly-sized stormwater treatment structure for the Powderhorn storm drainage basin to treat stormwater and snow melt upstream of the outlet to Flat Creek. The proposed stormwater treatment unit is designed to remove 90% of first-flush hydrocarbons, 90% of sediment and 95% of the debris from snow melt and regular rain events prior to discharging to Flat Creek.

The Powderhorn Lane Stormwater Treatment Project includes installation of stormwater diversion structures, 36" diameter stormwater pipe, stormwater treatment units, curb inlet catch basins, 12" diameter and 18" diameter stormwater pipe, stormwater manholes, asphalt surface restoration, concrete surface restoration, grass surface restoration, and all other incidentals required to complete the work. The project construction is required to be substantially complete 75 days from the notice to proceed date.

The project was advertised in the JH News and Guide for two weeks beginning February 13th, 2019.

The Town received construction Bids for the project on March 7th, 2019. Five bids were received:

1. Evans Construction Company, Jackson, WY	\$ 267,574
2. Ridgeline Excavation Inc., Jackson, WY	\$ 334,941
3. Westwood Curtis Construction, Inc., Jackson, WY	\$ 338,559
4. Western Municipal Construction of Wyoming, Inc., Meeteetse, WY	\$ 338,619
5. MD Landscaping & Excavation, Inc., Driggs, ID	\$ 444,835

The confirmed low bidder, Evans Construction has indicated they could start work on June 10, 2019 in FY2019.

COMPREHENSIVE PLAN ALIGNMENT

This project supports the Town Comprehensive Plan under Common Value #1- Ecosystem Stewardship.

- Principle 1.2: Preserve and Enhance Water and Air Quality
 - o Policy 1.2.a: Buffer waterbodies, wetlands, and riparian areas from development
 - o Policy 1.2.b: Require filtration of runoff
 - o Policy 1.2.c: Monitor and maintain water quality
- Strategy 1.2.S.2: Evaluate and update surface water filtration standards, focusing on developed areas near important waterbodies.

STAKEHOLDER ANALYSIS

Powderhorn Lane Stormwater Treatment Project stakeholders include property owners and residents along the project route during construction, and Public Works Staff who maintain and clean the storm sewer system. The property owner at the project location has been contacted and residents in the area will be notified of construction and construction phase impacts. This project will improve water quality of stormwater discharging to Flat Creek.

FISCAL IMPACT

The project will be funded with the FY 2019 General Fund – Capital funds. Currently, the Stormwater- Flat Creek fund is funded with \$240,000 in FY 2019.

A budget supplemental is required to fund the complete project: Professional services, including design, bidding phase, survey and construction administration costs of \$35,700, and an additional \$27,574 for construction for a total budget supplemental of \$63,274 to complete the project.

Fund	Purpose	FY2019	Additional	Total
General Fund – Capital	Construction	\$ 240,000	\$ 27,574	\$267,574
General Fund – Capital	*Professional Services		\$ 35,700	\$ 35,000
		\$ 240,000	\$ 63,274	\$303,274
Total Project Budget		\$303,274		

*The Stormwater Flat Creek Fund Professional Services also includes preliminary design of a treatment system for the South Highway 89 storm sewer that will be bid as a separate project at a later date.

STAFF IMPACT

Construction phase coordination between the Contractor and Engineering Staff will be necessary. It is estimated that 5 to 10 hours per week of PW staff time shall be required if the contract is awarded and staff is directed to proceed with construction as proposed.

Long term maintenance will involve quarterly inspection and twice-yearly cleaning of the stormwater treatment unit using a vacuum truck performed by Town of Jackson staff, or by a contractor.

LEGAL REVIEW

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

ATTACHMENTS

None

RECOMMENDATION

That the Town Council amend the budget in the amount of \$63,274 to complete the project and approve the contract for the Powderhorn Lane Stormwater Treatment Project with Evans Construction Company of Jackson, Wyoming in the amount of \$ 267,574.

SUGGESTED MOTION

I move to approve a budget amendment for the 2019 General Fund, Stormwater – Flat Creek budget in the amount of \$63,274 for Professional Services and additional project Construction costs.

I move to approve the contract for the Powderhorn Lane Stormwater Treatment Project with Evans Construction Company of Jackson, WY in the amount of \$267,574, and upon legal approval, authorize the Mayor to execute all necessary contract Agreements.



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: MARCH 14, 2019
MEETING DATE: MARCH 18, 2019

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

SUBJECT: **ITEM P19-003:** ENCROACHMENT AGREEMENT BETWEEN THE TOWN OF JACKSON AND PROPERTY OWNER ABILENE, LLC FOR PROPERTY LOCATED AT 437 N. GLENWOOD STREET.

APPLICANT: CORNELIUS KINSEY, KINSEY ARCHITECT

STATEMENT/PURPOSE

The purpose of this item is to present to the Town Council consideration of an Encroachment Agreement with property owner, Abilene, LLC, to allow the 2nd & 3rd floors of a new building to encroach into an existing 20' wide Town right-of-way sewer easement on 437 N. Glenwood Street.

LOCATION

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



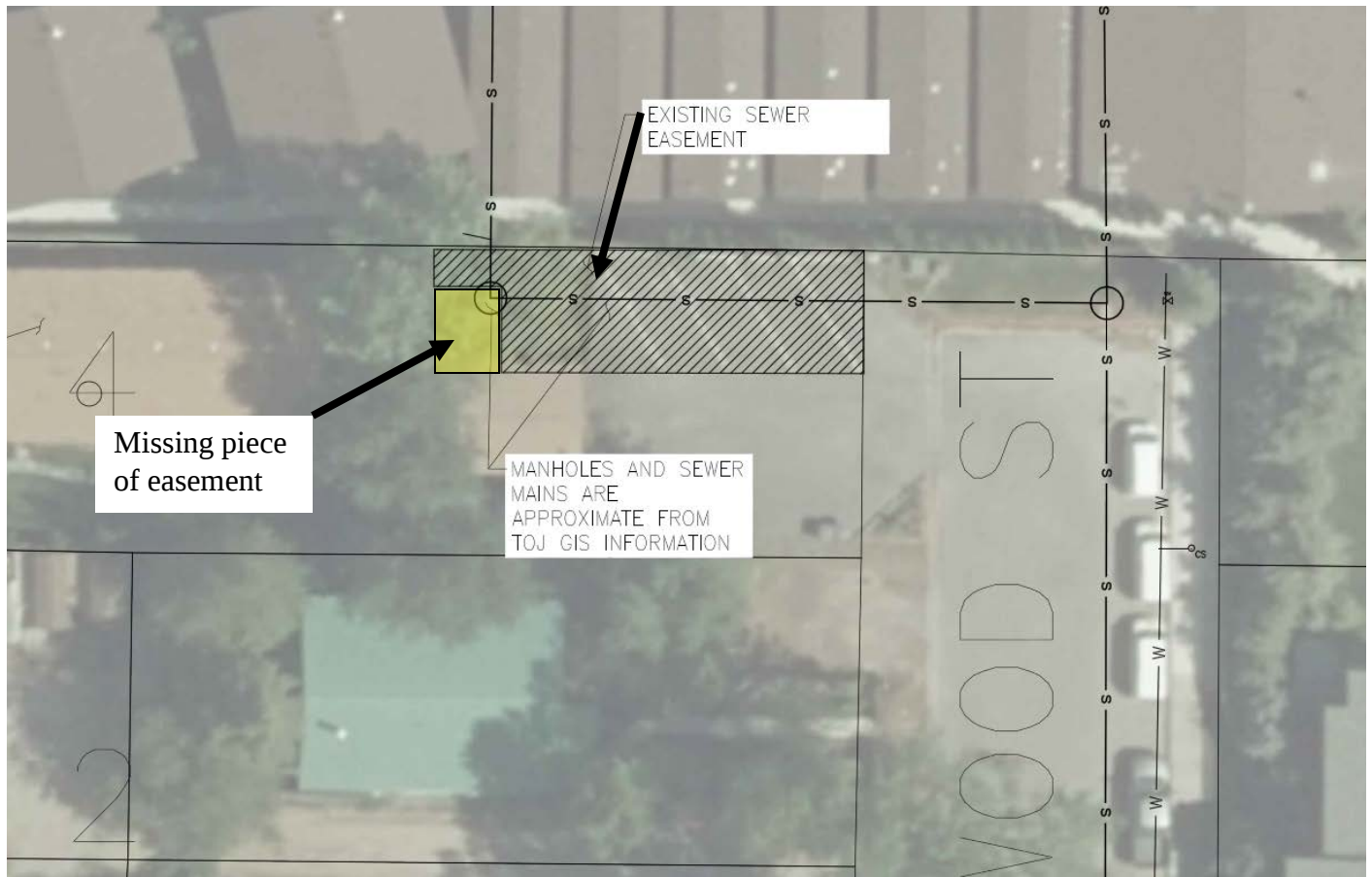
BACKGROUND/ALTERNATIVES

Background

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

Recorded in 1991, a 20' wide by 70' deep right-of-way utility (sewer) easement was recorded against the subject property. Located in the northeastern corner of the lot, the easement grants access rights to the Town to maintain, inspect, construct, operate etc., a sewer main that runs east/west and connects North Glenwood to the Rustic Inn property to the north. Oddly, the easement does not entirely cover the desired area in relation to the sewer, and as shown below in yellow there is a small polygon (154 sf) missing from the southwestern corner of the easement. Had this been a new easement, the area in yellow would have been included in the overall easement. No structures are permitted within the easement, only site development limited to parking/access.

On June 20, 2018 the property owner received approval for a variance (P18-111) to reduce the 30' front parking setback to 8' due to lot constraints, notably the existing easement that significantly constrains the building envelope on the front of the property. The variance was related to removing the studio (structure farthest east) and constructing a new three-story building to the south of the easement which includes parking on the ground level and three short-term rentals and one deed restricted affordable unit on the second and third floors. Since variance approval the applicant has been preparing designs for the Design Review Committee (DRC) which is required prior to submittal of a Building Permit. The applicant has until June 20, 2019 to submit a Building Permit before the variance expires.



Request

The applicant is requesting that the Town enter into an encroachment agreement that would allow the 2nd and 3rd stories of their proposed new building to encroach into the south side of the Town's sewer easement. The building would encroach 5' into the easement and the roof eave above would encroach another +/-2', totaling +/-7'. The total width of encroachment is approximately 62'. The clearance measured from finished grade to the 2nd floor is 9' which is the minimum clearance needed for Public Works to safely maneuver their excavation vehicles to perform work on the sewer. As part of the request, the applicant will grant the Town the additional easement area that is missing shown in yellow. The applicant has provided visuals in their submittal depicting the elements proposed to encroach into the easement. At this time all aspects of the proposed project meet Town Land Development Regulation standards as it relates to Floor Area Ratio, Landscape Surface Ratio, setbacks, building height, parking, etc.

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

ATTACHMENTS

Applicant Submittal
Department Reviews

FISCAL IMPACT

None.

STAFF IMPACT

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

LEGAL REVIEW

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

RECOMMENDATION

The Planning Director provides no recommendation on this request.

SUGGESTED MOTION

I move to authorize staff to prepare an Encroachment Agreement between the Town of Jackson and property owner, Abilene, LLC, to allow the 2nd & 3rd floors of a new building to encroach into a Town right-of-way sewer easement, subject to final review and approval by the Town Attorney.

Town of Jackson
Project Plan Review History
PLANNING

Project Number P19-003	Applied 1/7/2019	STOL
Project Name Encroachment - 437 N. Glenwood	Approved	
Type ENCROACHMENT	Closed	
Subtype UTILITY	Expired	
Status STAFF REVIEW	Status	
Applicant Cornelius Kinsey	Owner ABILENE, LLC	
Site Address	City	State Zip
437 N GLENWOOD STREET	JACKSON	WY 83001
Subdivision	Parcel No	General Plan
JOSEPH R JONES ADDITION	22411628402002	

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Building Kelly Sluder	APPROVED	2/12/2019	3/5/2019	2/20/2019	
Fire Kathy Clay		2/12/2019	3/5/2019		
Fire Kathy Clay	APPROVED W/COND	1/7/2019	1/28/2019	1/8/2019	Please see notes!

Type of Review Contact Notes	Status	Dates			Remarks
		Sent	Due	Received	
TO: Tyler Valentine, Senior Planner					
FROM: Kathy Clay, Fire Marshal					
DATE: January 8, 2019					
SUBJECT: 437 N Glenwood P19-003					

This office has received the request for Encroachment Agreement review at the above location. The most current edition of the International Fire Code (IFC) and the 2017 edition of the National Electric Code (NEC) shall be used for building design.

Fire Marshal Comments Include, but are not limited to:

- As determined by the Building Official, it appears this will be a structure built under the IBC. Due to the underground parking, Mixed Use classification is anticipated and will require the most protective NFPA 13 fire sprinkler system.
- Fire department access will be required if a fire sprinkler system is deemed un-necessary given proper fire separation – fire department access may not be possible, given the location.
- A thorough review from the fire department will be anticipated as this project develops. Further information can be provided, if needed.

Legal A Cohen-Davis	APPROVED	2/12/2019	3/5/2019	3/5/2019
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Planning Tyler Valentine		1/7/2019	1/28/2019	
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Planning Tyler Valentine	APPROVED	2/12/2019	3/5/2019	3/8/2019
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Public Works APPROVED 2/12/2019 3/5/2019 3/5/2019
 Brian Lenz
 (3/4/2019 10:10 PM BTL)
 Plan Review Comments – Approved with Conditions

P19-003
 ENCROACHMENT AGREEMENT
 Cornelius Kinsey, for Abilene LLC
 437 N. Glenwood

March 4, 2019
 Brian Lenz, 307 733-3079

DATE OF SUBMITTAL: February 12, 2019
 DATE OF MATERIALS: February 11, 2019 (Letter and Architectural Drawings); February 1, 2019 (Civil)
 REVISION NO.: Original Submittal

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

The application materials are sufficient to present the request to the Town Council.

TC Housing Authority NO COMMENT 1/7/2019 1/28/2019 1/16/2019
 Stacy Stoker

TC Housing Authority APPROVED 2/12/2019 3/5/2019 2/14/2019 See Notes!
 Stacy Stoker
 (2/14/2019 9:48 AM SAS)

The Housing Department has no comment about an encroachment agreement. However, in the application, it is mentioned that there will be an application forthcoming for a building permit that will include a restricted employee housing unit. The applicant should know that the restricted unit will be required to meet the Livability Standards in the Jackson/Teton County Housing Department Rules and Regulations. A Livability Standards Questionnaire can be obtained from the Housing Department or the Planning Department. The Housing Department is happy to work with the applicant prior to submittal of Building Permit to ensure the restricted unit complies.



ENCROACHMENT AGREEMENT APPLICATION

Planning & Building Department

Planning Division

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

OWNER OF PROPERTY:

Name: Abilene, LLC - Tyler Davis Phone: 407.952.1735

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

E-mail: tylerdavis34@ymail.com

APPLICANT/AGENT:

Name: Kinsey, LLC - Cornelius Kinsey Phone: 413.2485

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

E-mail: kinseycornelius@yahoo.com

DESIGNATED PRIMARY CONTACT:

Owner _____ Applicant/Agent X

PROPERTY:

Physical Address of Property: 437 North Glenwood Street

Lot, Subdivision: LOT4, BLK. 2, JONES

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

Description of Public Right-of Way: Sewer Easement - Reduce height of easement

SUBMITTAL REQUIREMENTS. Three (3) hard copies and one (1) digital copy of the application package (this form, plus all applicable attachments) should be submitted to the Planning Department. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant.

Have you attached the following?

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

_____ **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.

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

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

FORMAT:

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

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

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

Signature of Owner or Authorized Applicant/Agent

Date

Name Printed

Title

11 January 2019

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

Mr. Sinclair,

The applicant, Abilene, LLC, is requesting approval for an Encroachment Agreement into the sewer easement for 437 North Glenwood Street.

BACKGROUND:

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

The applicant is seeking to enter into an encroachment agreement with the town of Jackson. The client has had multiple discussions with the Town of Jackson Engineer and Planning departments about the encroachment agreement. The engineering department is amenable to the following:

1) The client would like to have an encroachment agreement into the sewer easement for five feet from the southern boundary toward the north into the easement. The encroachment agreement would allow the second floor be built 9' -0" off of grade over the existing sewer easement. See site plan, section, and plans to see the proposed building.

2) The engineering department would like to add to the existing sewer easement. See Site plan, the hatched square on the left of the existing easement is the space that would be added to the sewer easement. The southernmost boundary of the existing easement would continue to the westernmost boundary of the existing easement to complete the rectangle rather than the small space that was carved out. This would add 154 sq. ft. to the easement. The new easement would read as:

EXHIBIT A

An easement for installation, repair and maintenance of sanitary sewerline and accessories over, across and through Lot 4, Block 2 of Joseph R. Jones Addition to the Town of Jackson being a portion of the NE1/4SE1/4, Section 28, T41N, R116W, 6th PM, Teton County, Wyoming, being more particularly described as follows:

Beginning at the NE corner of said Lot 4,

Thence N89°52'W along the north line of said lot, a distance of 70 feet;

Thence S0°8'W, a distance of 20 feet;

Thence S89°52'E, a distance of 70 feet, more or less, to a point on the east boundary of said Lot4;

Thence N0°8'E along the east boundary of said Lot 4 to the Point of Beginning.

The applicant would like to make sure that the new addition (above Exhibit A) to the sewer easement also has the first 5' from the southernmost boundary to allow for a 9'-0" encroachment over the sewer easement for a second floor of the building as well as the existing sewer easement.

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

REQUEST:

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

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

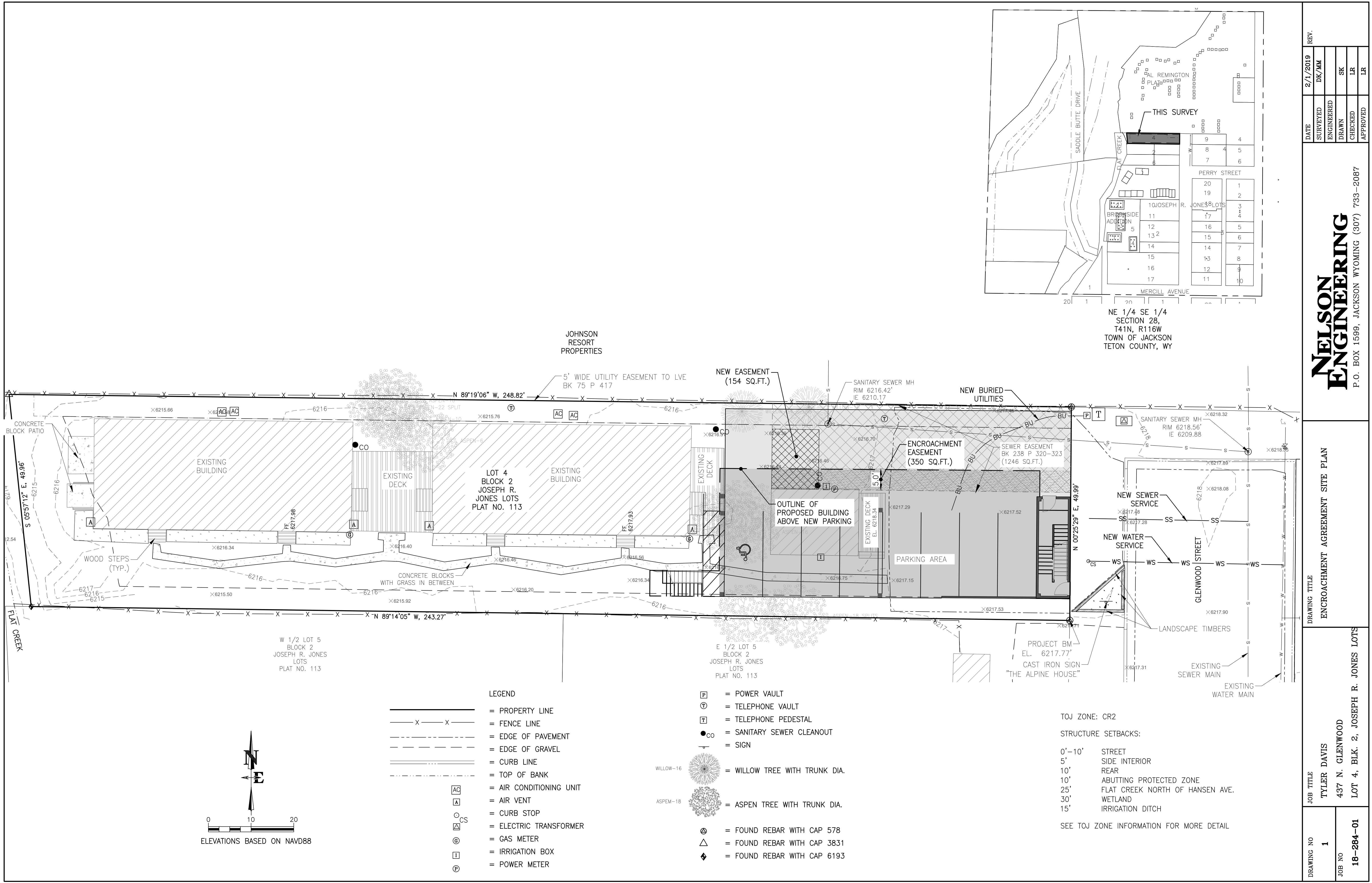
Cornelius Kinsey, AIA NCARB

COMPLETE RECTANGLE

ENCROACHMENT AGREEMENT - EXHIBIT 2

**437 GLENWOOD
KINSEY, LLC
2 JANUARY 2019**

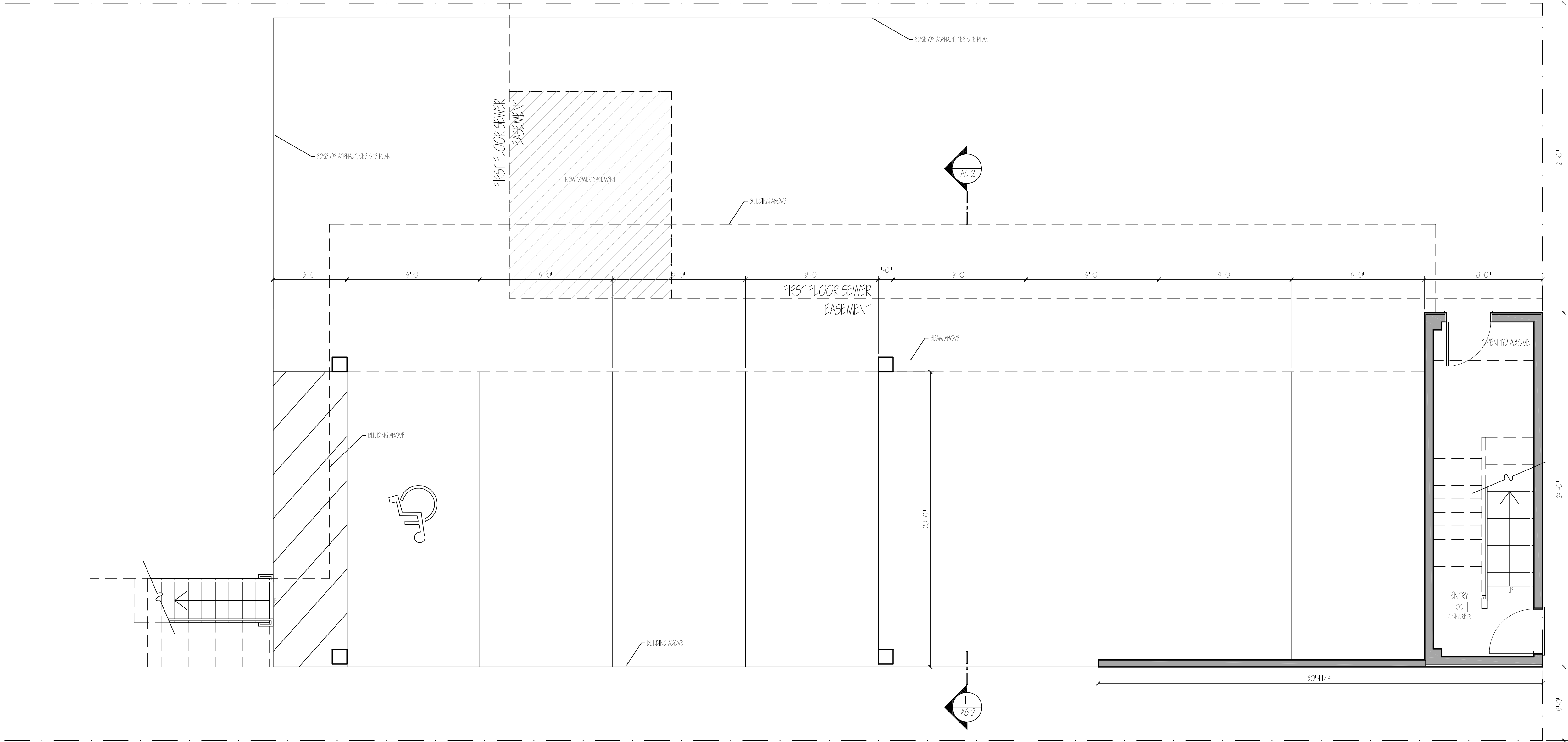
S:\Pro\2018\2018-24-01 (437 N Glenwood Ave - Construction Document Civil Engineering)\4 Drawings\CA\ENCROACHMENT SITE PLAN - Feb 04 2019 09:06:40 am PLOTTED BY: green DWG CDRMT 230



DRAWING NO	JOB NO	JOB TITLE	DRAWING TITLE	DATE					REV.
				SURVEYED	ENGINEERED	DRAWN	CHECKED	APPROVED	
1	18-284-01	TYLER DAVIS 437 N. GLENWOOD LOT 4, BLK. 2, JOSEPH R. JONES LOTS	ENCROACHMENT AGREEMENT SITE PLAN	2/1/2019	DK/MM	SK	LR	LR	

NELSON
ENGINEERING

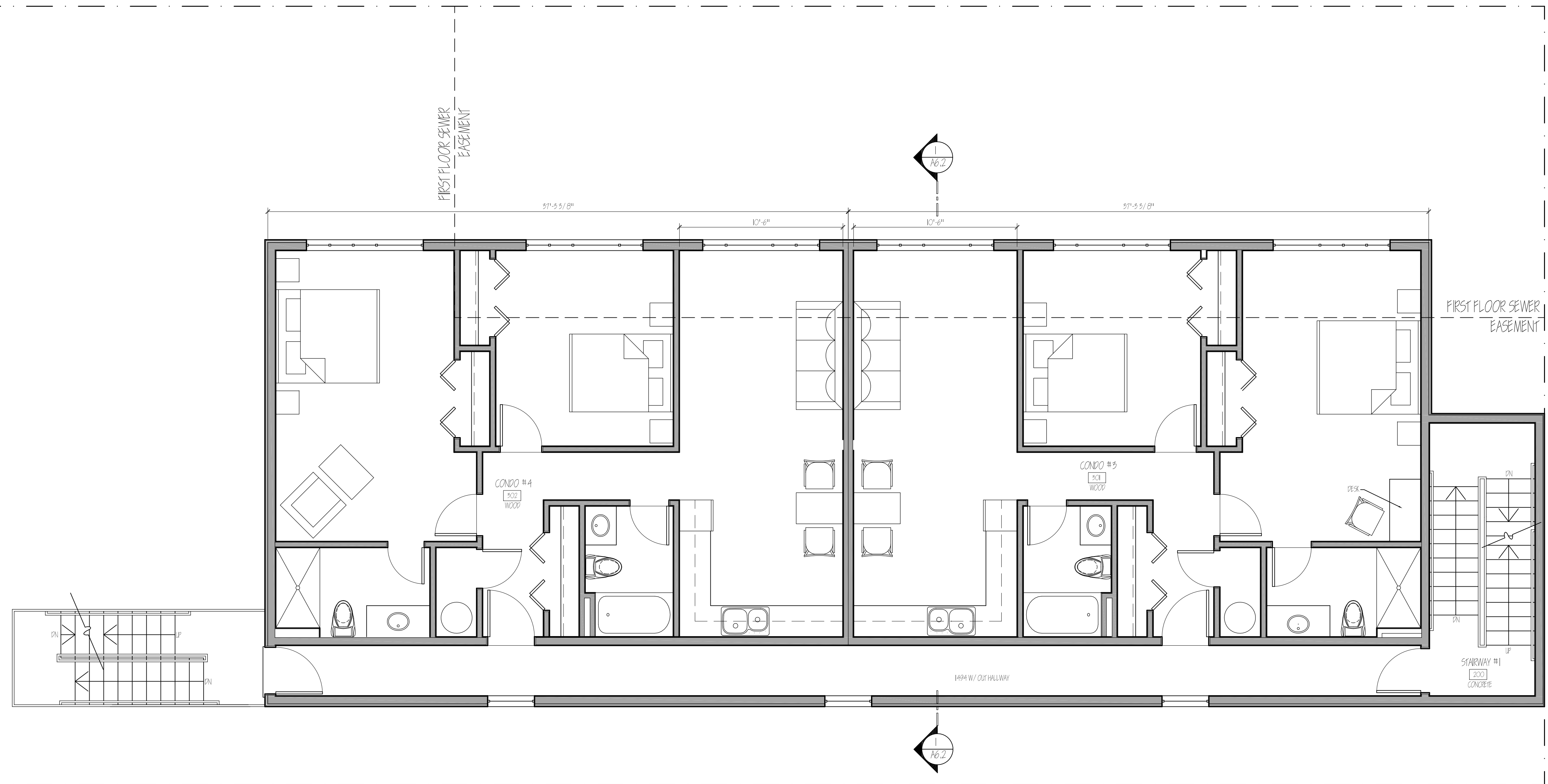
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087



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

PROGRESS SET
NOT FOR
CONSTRUCTION

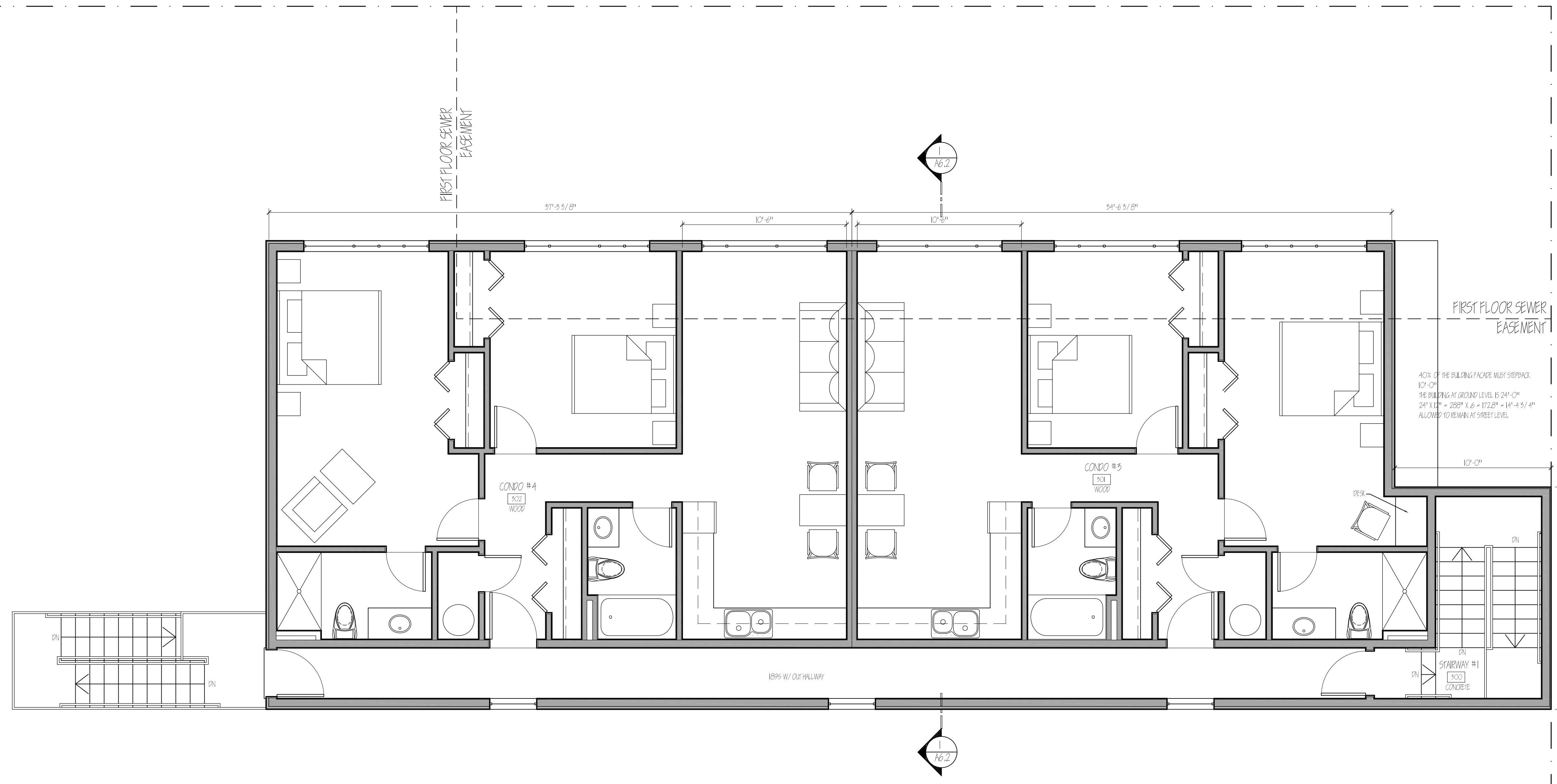
KINSEY, LLC. P.O. BOX 12258 • 1070 ELK RUN UNIT 60 JACKSON, WY 83002 PH # 307.413.2485	
OWNERSHIP & USE OF DOCUMENTS DRAWINGS & SPECIFICATIONS, AS INSTRUMENTS OF PROFESSIONAL SERVICE ARE AND SHALL REMAIN PROPERTY OF THE ARCHITECT. THESE DOCUMENTS ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY PROJECT OR PURPOSES WHATSOEVER, WITHOUT THE PRIOR SPECIFIC WRITTEN AUTHORIZATION OF THE ARCHITECT, KINSEY LLC.	
PROJECT NUMBER ABILENE, LLC 437 NORTH GLENWOOD STREET JACKSON, WY	
REVISIONS	
PROGRESS SET	
SHEET NAME FIRST FLOOR PLAN	SHEET A2.1
SCALE 1/4" = 1'-0"	
DATE 11 FEBRUARY 2019	



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

PROGRESS SET
NOT FOR
CONSTRUCTION

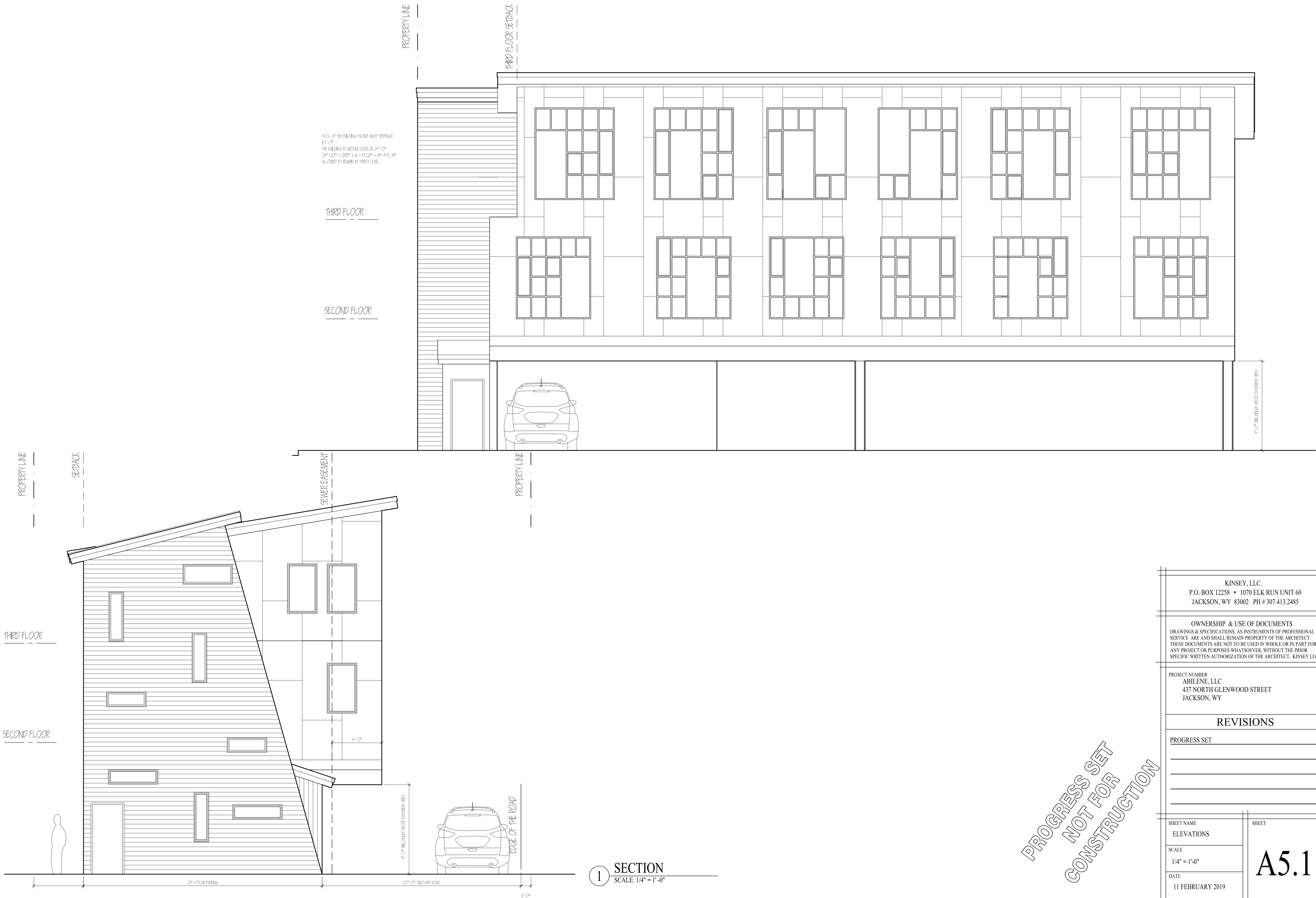
KINSEY, LLC. P.O. BOX 12258 • 1070 ELK RUN UNIT 60 JACKSON, WY 83002 PH # 307.413.2485	
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PROJECT NUMBER ABILENE, LLC 437 NORTH GLENWOOD STREET JACKSON, WY	
REVISIONS	
PROGRESS SET	
SHEET NAME SECOND FLOOR PLAN	SHEET A2.2
SCALE 1/4" = 1'-0"	
DATE 11 FEBRUARY 2019	



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

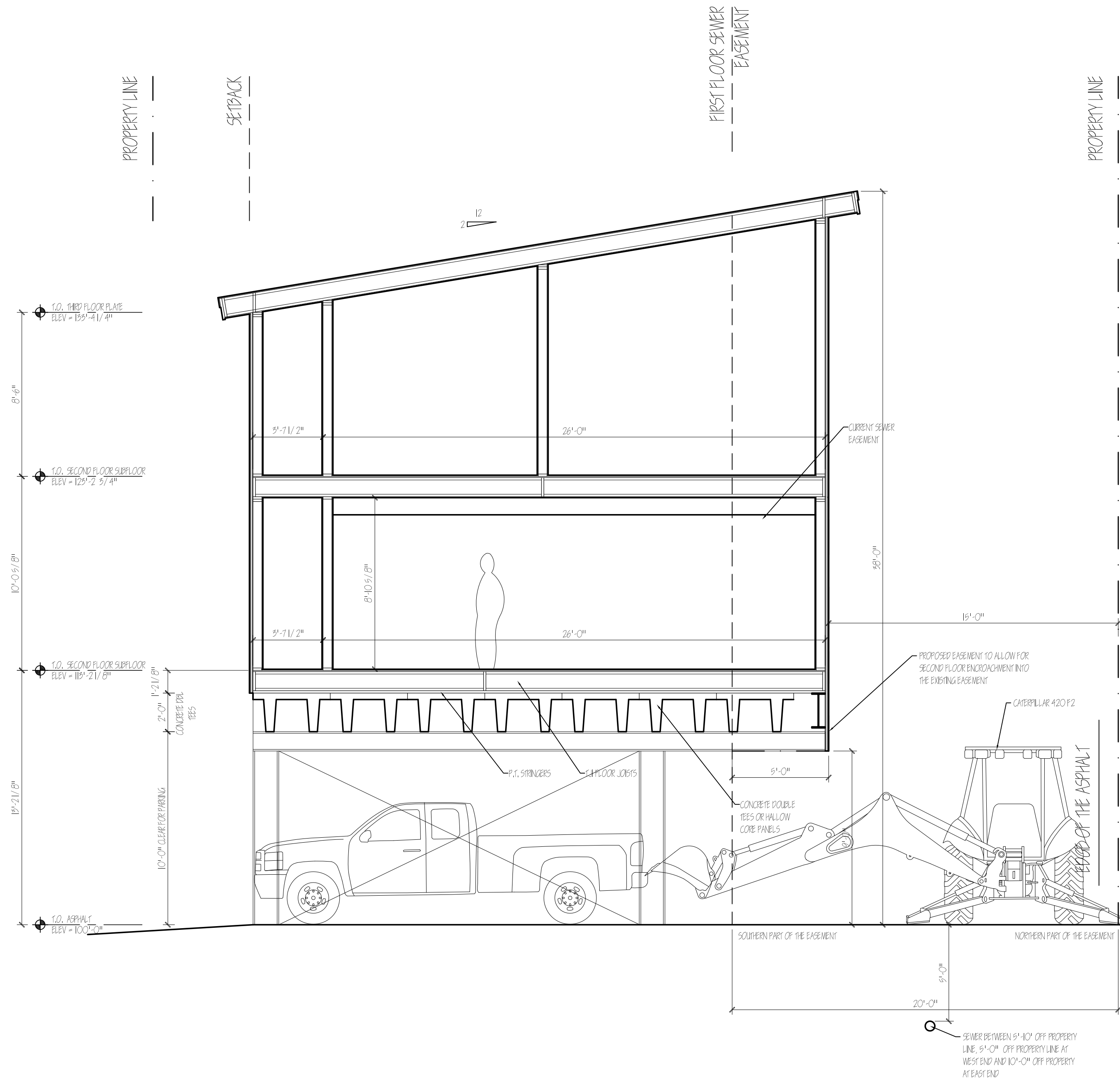
PROGRESS SET
NOT FOR
CONSTRUCTION

KINSEY, LLC. P.O. BOX 12258 • 1070 ELK RUN UNIT 60 JACKSON, WY 83002 PH # 307.413.2485	
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PROJECT NUMBER ABILENE, LLC 437 NORTH GLENWOOD STREET JACKSON, WY	
REVISIONS	
PROGRESS SET	
SHEET NAME THIRD FLOOR PLAN	SHEET A2.3
SCALE 1/4" = 1'-0"	
DATE 11 FEBRUARY 2019	



PROGRESS SET
NOT FOR
CONSTRUCTION

KINSEY, LLC. P.O. BOX 12258 • 1070 ELK RUN UNIT 60 JACKSON, WY 83002 PH # 307.413.2485	
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PROJECT NUMBER ABILENE, LLC 437 NORTH GLENWOOD STREET JACKSON, WY	
REVISIONS	
PROGRESS SET	
SHEET NAME ELEVATIONS	SHEET A5.1
SCALE 1/4" = 1'-0"	
DATE 11 FEBRUARY 2019	



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

PROGRESS SET
NOT FOR
CONSTRUCTION

KINSEY, LLC. P.O. BOX 12258 • 1070 ELK RUN UNIT 60 JACKSON, WY 83002 PH # 307.413.2485	
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PROJECT NUMBER ABILENE, LLC 437 NORTH GLENWOOD STREET JACKSON, WY	
REVISIONS	
PROGRESS SET	
SHEET NAME SECTION	SHEET A6.1
SCALE 1/4" = 1'-0"	
DATE 11 FEBRUARY 2019	

RIGHT-OF-WAY EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that for Ten (\$10.00) Dollars and other good and valuable consideration, receipt whereof being hereby acknowledged, Howard Strand and Jeffery Strand of 125 Main Street, West Orange, New Jersey, hereinafter called the "Grantors", hereby grant to the TOWN OF JACKSON, a municipal corporation of the State of Wyoming, its successors and assigns, hereinafter called the "Grantee", the right to lay out, construct, inspect, operate, maintain and repair underground pipelines, mains or sewers, and necessary and pertinent manhole structures, together with the right to excavate and refill ditches and trenches for the location of said pipelines, mains and appurtenant structures, and the further right to remove trees, bushes, undergrowth and other obstructions interfering with the location, construction and maintenance of said pipelines, mains or sewers, and for the foregoing described purposes grant for the non-exclusive use of the Grantee, a permanent utility easement over, under and across the real property described on Exhibit "A" attached hereto and by this reference made a part hereof, consisting of one (1) page; and, provided, however, it is the intent of the Grantor and Grantee that the use and grant of this easement hereby shall not interfere or prevent Grantor from constructing an additional unit attached to and extending thirty (30) additional feet east end of the existing structure upon said Lot 4.

In addition, the Grantors grant to the Grantee, a temporary license for construction, over a strip of land twenty (20) feet in width extending another twenty-five (25) feet west of the easement described on Exhibit "A" attached

RELEASED	/
INDEXED	/
ABSTRACTED	/

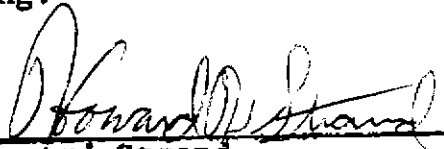
Grantor: STRAND, HOWARD ET AL
 Grantee: TOWN OF JACKSON
 Doc 311020 bk 238 pg 0320-0323 Filed at 11:48 on 06/07/91
 V Jolynn Coonce, Teton County Clerk fees: 10.00
 By CLAIRE K ABRAMS Deputy

hereto, for the purpose of removing the existing manhole and sewer and to reconstruct Grantors sewer service, which temporary construction license shall terminate and be of no further force or effect on the date of final completion of the project; provided, however, that Grantee shall not have the right by this temporary license to remove, damage, alter or destroy any portion of the structures presently existing upon any of the real property described on Exhibit "A" hereto.

The grant herein defined is an easement and shall be perpetual so long as the same is used for the aforementioned purposes. The Grantors will not use or permit to be used, the property subject to the permanent easement for any purpose whatsoever which would unreasonably interfere with the use hereby granted to the Grantee; however, that the Grantors may use the subject property for agriculture, parking, storage or road purposes and like uses.

The Grantee shall promptly repair or replace any items or property which it shall move, alter, damage or destroy from or upon the Grantor's property and shall promptly repair any damage caused by reason of the Grantee's uses of the property as contemplated by this easement, said repair or replacement to restore the property to its same condition existing prior to said use by Grantee.

IN WITNESS WHEREOF, we have hereunto set our hands this 20th day of May, 1991, hereby waiving and releasing all rights under and by virtue of the homestead exemption laws of the State of Wyoming.


Howard Strand


Jeffery Strand

STATE OF NEW JERSEY)
) ss
 COUNTY OF Essex)

The foregoing Right-of-Way easement was acknowledged before me this 20th day of May, 1991, by Howard Strand and Jeffery Strand.

Witness my hand and official seal.

Susan G. Casey
 Notary Public

(seal)

My Commission expires:

SUSAN G. CASEY
 A Notary Public of New Jersey
 My Commission Expires June 10, 1991

The foregoing easement is hereby accepted by the Town of Jackson this 3rd day of June, 1991 by William Westbrook.

TOWN OF JACKSON

By: William Westbrook

its Mayor

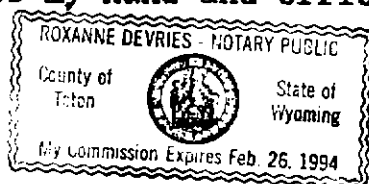
ATTEST:

By: Jacqueline I. Lynes

its Town Clerk

The foregoing instrument was acknowledged before me by William Westbrook and Jacqueline I. Lynes, as Mayor and Town Clerk, respectively, of the Town of Jackson, this 6 day of June, 1991.

Witness my hand and official seal.



(seal)

My Commission expires:

Roxanne Devries
 Notary Public

EXHIBIT A

An easement for installation, repair and maintenance of sanitary sewerline and accessories over, across and through Lot 4, Block 2 of Joseph R. Jones Addition to the Town of Jackson being a portion of the NE1/4SE1/4, Section 28, T41N, R116W, 6th PM, Teton County, Wyoming, being more particularly described as follows:

Beginning at the NE corner of said Lot 4,

Thence N89°52'W along the north line of said lot, a distance of 70 feet;

Thence S0°8'W, a distance of 6 feet;

Thence S89°52'E, a distance of 11 feet;

Thence S0°8"W, a distance of 14 feet;

Thence S89°52'E, a distance of 59 feet, more or less, to a point on the east boundary of said Lot 4;

Thence N0°8'E along the east boundary of said Lot 4 to the Point of Beginning.

420F2/420F2 IT

Backhoe Loaders



Engine

Engine Model	Cat® C4.4 ACERT™	
Rated Net Power – SAE J1349	69 kW	93 hp
Rated Net Power – ISO 9249	70 kW	94 hp

Weights

Operating Weight – Minimum	7726 kg	17,033 lb
Operating Weight – Maximum (ROPS Capacity)	11 000 kg	24,251 lb

Backhoe

Dig Depth – Standard	4360 mm	14'4"
Dig Depth – E-Stick Extended	5441 mm	17'11"

Features

All New Operator Station

Built with the operator in mind, the new F2 Backhoe Loader cab provides additional machine control at the operator's fingertips, with differential lock and auxiliary functions on the loader joystick. Adjustable steering column as well as adjustable seat and hoe pod controls provide additional operator comfort.

Industry Leading Hydraulic Technology

Electronically controlled load sensing piston pump provides optimum response for loader and hoe productivity. New programmable auxiliary flow allows the machine to work more efficiently with work tool attachments.

Economy Mode

New technology allows the F2 Backhoe Loader to save fuel while maintaining performance in applications such as trenching, lifting and truck loading. Zero reduction in performance means increased efficiency on the job site.

Greater Versatility

Quick and easy attachment changing provides increased versatility and the ability to match the correct tool to the job application. The hydraulic backhoe coupler allows for a tool change without exiting the operation station. The loader hydraulic coupler, standard on the Integrated Toolcarrier (IT) Backhoe Loader, provides additional options for loader applications.

Superior Power and Performance

Industry leading structural design and hydraulics mean greater lifting power and breakout forces. Machine aggressiveness delivers outstanding productivity in the toughest applications.

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Power Train.....	6
Advanced Hydraulics.....	7
Backhoe Performance.....	8
Loader Performance.....	8
Work Tools.....	9
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Customer Support.....	10
Specifications.....	11
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Optional Equipment.....	24
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Experience the Backhoe Loader designed around customer feedback. The Cat 420F2 Backhoe Loader puts all the machine controls at the operator's fingertips. Operate all auxiliary controls with thumb rollers. Move from job site to job site quickly and smoothly with the additional 6th gear on the autoshift transmission and optional lock-up torque converter.

Operator Station

A cab designed for maximum comfort and productivity.



Joystick Controls

Cat Backhoe Loader joysticks are economically designed to provide precise control with low effort. Loader control levers on both the Single Tilt and Integrated Toolcarrier models offer a thumb roller for any 3rd function auxiliary. The differential lock control is newly located on the loader control to bring controllability to the operator's fingertips. New on the IT model is the forward, neutral, reverse control switch.



Unmatched Comfort

The ergonomic, automotive style operator station helps you work comfortably and productively all day long. Choose the configuration that meets your needs – Canopy, Cab Deluxe or Cab Deluxe with Air Conditioning. Other features include:

- Adjustable air suspension seat
- Tilt and telescoping steering column
- Excellent visibility over hood and up to bucket dump
- Pantograph windshield wiper
- Large front windshield screen
- Large LCD gauge cluster screen
- Ample legroom
- Optional heated seat
- Differential lock button on loader lever
- Large opening windows
- Solid roof cab
- LED brake lights
- Heated seat (optional)

Ride Control

The optional Ride Control System smoothes the ride in all conditions, including load and carry, highway roading or simply moving around the job site. The result can be increased operator comfort, potentially reducing operator fatigue, and improved material retention.

Pattern Selector

The pattern selector switch, located in the cab, lets you change from an excavator to a backhoe control pattern simply by pressing a button. This lets you use the pattern you are most comfortable with so you can be more productive.

Premium Gauge Cluster

Bright and large LCD screen makes it easy to monitor machine operation and settings. LED indicator lights and audible alarms allow the machine to clearly communicate with the operator.



Safety Getting in and out of the Cab

New longer grab handles and ergonomic step placement makes it easy to maintain three points of contact when getting in and out of the cab.



Power Train

Always built for performance, power and efficiency.

Cat Engine

The Cat C4.4 ACERT engine operates quietly while delivering performance and durability. The engine meets U.S. EPA Tier 4 Final emission standards. Engine features includes:

- Selective catalytic reduction
- Diesel oxidation catalyst
- Diesel exhaust fluid with system purge
- Limited operator interaction

Transmission

The standard power shuttle transmission provides four speeds forward and reverse. Hydraulically shifted clutches allow on-the-go direction and travel speed shifts. The optional auto-shift transmission matches gear with grade and load conditions. Now with six forward and reverse speeds, the machine can reach top speeds smoothly and quickly.

- The new optional lock-up torque converter, offered on the autoshift transmission, improves fuel efficiency up to 20% over the standard six gear autoshift. The lock-up torque converter also improves roading for long distances and with uphill climbs.
- Hydraulic proportional control valves deliver smooth speed and directional shifts.
- Four Wheel Drive option improves mobility and loader performance in poor underfoot conditions and can be activated on-the-go.
- Maximum roading speed of 40 km/h (25 mph) improves travel time between job sites.

Brake Mode Selector

Brake mode selector switch has three positions: two wheel drive, two wheel drive with all wheel braking and four wheel drive. Two wheel drive with all wheel braking provides better tire life while roading and engages the front axle when brakes are applied for improved braking performance. Brake mode selector is included in the 4WD package.



Advanced Hydraulics

Matching system power to job site demands.

Load Sensing Hydraulics

Closed center hydraulic system matches pressure and flow to application demand. Whether you're in full trenching mode or digging around delicate services, you remain in control. In applications such as production trenching where speed is important, the system will provide the flow needed to get the job done quickly and efficiently. The load sensing hydraulic system provides:

- Better fuel efficiency
- Electronically controlled
- Quieter operation
- Reduced component wear
- Cooler hydraulic temperatures
- Full forces at any engine speed

Flow Sharing Valves

Specifically tuned hydraulic valves allows for the multifunction of hydraulic components, without machine manipulation. Hydraulic fluid is shared between implements so that operation isn't interrupted.

Hydraulic Lines

Combination two way and one way flow hydraulic lines add versatility to the machine. By simply changing the lever position, the machine can efficiently run either style hydro mechanical tool.

Economy Mode

Cat Backhoe Loaders are able to reduce engine speed to 1,900 rpm while maintaining superior hydraulic power and performance.



Loader Performance

Powerful front loader.

Front loader arms deliver more reach, dump height and breakout. Choose the loader linkage that suits your application:

Powerful Single Tilt Loader Linkage

- Delivers strong lift and breakout forces for a solid performance in backfilling and truck loading applications with pin-on buckets.
- Optional third function hydraulics are now operated by an ergonomically designed thumb roller.
- The operator can now engage the differential lock with a press of a button on the loader lever for added machine control.

Integrated Toolcarrier (IT) loader linkage (optional) provides high breakout forces with parallel lift for efficient loading and material handling:

- The versatile integrated toolcarrier comes with a standard hydraulic quick coupler and can use a wide range of Cat Work Tools for a variety of applications.
- The single lever IT loader control provides fine modulation of hydraulic work tools. A thumb roller operates auxiliary hydraulic functions on work tools such as multi purpose buckets, brooms and other attachments.
- The IT loader lever provides additional machine control by offering the Forward, Neutral and Reverse control switch at the operator's fingertips.

Backhoe Performance

Superior digging forces.

Boom

The excavator-style boom is built for optimum performance and durability. The curved design provides added clearance when digging over obstacles or loading trucks. The narrow boom enhances the viewing area to the bucket and the trench throughout the operating range. More robust swing casting and double clevis design improves durability and reliability.

Stick

Serrated edges on the stick provide improved material clamping for clearing and demolition applications. The optional extendible stick (E-stick) increases reach and dig depth by approximately 1.2 m (4 ft).

Programmable Auxiliary Flow Control

- Three auxiliary settings for two auxiliary functions
- Accessed through the gauge cluster, operators can match the hydraulic flow of the machine to a work tool attachment

Thumbs

Thumb mounting provisions are standard on every Cat Backhoe Loader for added machine versatility. Cat hydraulic thumbs are available for even greater versatility. Mechanical thumbs are also available through your Cat dealer.



Work Tools

Do more jobs with one machine.



Backhoe Work Tools

Increase the versatility of your machine with the large selection of backhoe attachments:

- Buckets – Standard Duty, Heavy Duty, Heavy Duty Rock, Soil Excavation, Coral and Ditch Cleaning
- Cold Planers
- Hammers
- Augers
- Rippers
- Thumbs (mechanical and hydraulic)
- Vibratory Plate Compactors
- Quick Couplers



Loader Work Tools

A wide range of loader attachments is available including:

- Buckets – General Purpose, Multi Purpose, Side Dump and Light Material
- Angle Blades
- Brooms
- Rakes
- Forks
- Material Handling Arms
- Snow Plows



IT Loader Quick Coupler

The quick coupler allows fast and easy connection to work tools. Mechanical work tools can be changed in less than 30 seconds from the comfort of the operator station.

Backhoe Quick Coupler

Manual or hydraulic backhoe couplers make rear tool exchange quick and easy. New Cat dual lock coupler has a self-adjusting wedge design to ensure a tight fit. It also features a safety lock that automatically engages.

Serviceability

Easy maintenance helps keep your machine working.



Minimize Your Downtime

Convenient service features make maintenance easy, reducing your downtime:

- Hinged cooling pack provides easy access
- Tilt up hood provides easy, convenient access to all engine check points
- Engine side panels remove easily without the use of tools
- Cat Product Link™ system (optional) provides remote reporting of machine location and operating system parameters

Customer Support

Unmatched support makes the difference.

Renowned Dealer Support

From helping you choose the right machine to knowledgeable ongoing support, Cat dealers provide the best in sales and service.

- Preventive maintenance programs and guaranteed maintenance contracts
- Best-in-class parts availability
- Operator training to help boost your profits
- Genuine Cat Remanufactured parts



420F2/420F2 IT Specifications

Engine

Engine Model	Cat C4.4 ACERT	
Gross Power		
SAE J1995	76 kW	102 hp
ISO 14396	74 kW	100 hp
Rated Net Power @ 2,200 rpm		
SAE J1349	69 kW	93 hp
ISO 9249	70 kW	94 hp
EEC 80/1269	70 kW	94 hp
Net Peak Power @ 1,800 rpm		
SAE J1349	78 kW	105 hp
ISO 9249	79 kW	106 hp
EEC 80/1269	79 kW	106 hp
Bore	105 mm	4.13 in
Stroke	127 mm	5 in
Displacement	4.4 L	268 in ³
Net Torque Rise @ 1,400 rpm – SAE J1349	46%	
Net Peak Torque @ 1,400 rpm	436 N·m	322 lb-ft

- Engine meets Tier 4 Final emission standards.
- Net power ratings apply at 2,200 rpm when tested under the specified conditions for the specified standard.
- Net power advertised is the power available at the flywheel when the engine is equipped with fan, air cleaner, muffler and alternator.
- Based on standard air conditions of 25° C (77° F) and 99 kPa (29.32 in) in dry barometer.
- Used 35° API gravity fuel having an LHV of 42 780 kJ/kg (18,390 BTU/lb) when used at 30° C (89° F) (reference a fuel density of 838.9 g/L [7.001 lb/gal]).
- No derating required up to 3000 m (9,843 ft).
- Net torque rise meets SAE J1349.
- Net peak power ratings apply at conditions specified above.

Transmission

Power Shuttle Transmission – Standard		
Forward – 1st	5.4 km/h	3.4 mph
Forward – 2nd	9.0 km/h	5.6 mph
Forward – 3rd	21 km/h	13 mph
Forward – 4th	40 km/h	25 mph
Reverse – 1st	5.4 km/h	3.4 mph
Reverse – 2nd	9.0 km/h	5.6 mph
Reverse – 3rd	21 km/h	13 mph
Reverse – 4th	40 km/h	25 mph

AutoShift Transmission – Optional

Forward – 1st	5.8 km/h	3.6 mph
Forward – 2nd	9.3 km/h	5.7 mph
Forward – 3rd	12 km/h	7 mph
Forward – 4th	19 km/h	12 mph
Forward – 5th	26 km/h	16 mph
Forward – 6th	40 km/h	25 mph
Reverse – 1st	5.8 km/h	3.6 mph
Reverse – 2nd	12 km/h	7.6 mph
Reverse – 3rd	28 km/h	17 mph

AutoShift Transmission with Lock-up Torque Converter – Optional

Forward – 1st	5.8 km/h	3.6 mph
Forward – 2nd	9.3 km/h	5.7 mph
Forward – 3rd	12 km/h	7 mph
Forward – 4th	19 km/h	12 mph
Forward – 5th	23 km/h	14 mph
Forward – 5th LUC	25 km/h	15 mph
Forward – 6th	40 km/h	25 mph
Forward – 6th LUC	40 km/h	25 mph
Reverse – 1st	5.8 km/h	3.6 mph
Reverse – 2nd	12 km/h	7.6 mph
Reverse – 3rd	28 km/h	17 mph

- AutoShift automatically shifts between second gear and highest selected gear.
- Forward/reverse electric power shuttle is controlled by a conveniently placed, hand operated lever that provides instant direction changes between forward and reverse through power hydraulic clutches.
- Torque converter free-wheel clutch allows the converter stator to free-wheel during high speed, low torque conditions such as roading.
- Single-stage, 2.63:1 stall ratio.
- Travel speeds of two wheel drive backhoe loader at full throttle when equipped with 19.5 × 24 rear tires.

420F2/420F2 IT Specifications

Weights*

Operating Weight – Minimum	7726 kg	17,033 lb
Operating Weight – Maximum (ROPS Capacity)	11 000 kg	24,251 lb
Cab, ROPS/FOPS	163 kg	359 lb
AutoShift Transmission	238 kg	525 lb
Ride Control	14 kg	31 lb
Air Conditioning	42 kg	93 lb
Four Wheel Drive	165 kg	364 lb
MP Bucket (1.0 m³/1.3 yd³) (no forks or teeth)	745 kg	1,642 lb
Loader, IT with Quick Coupler	317 kg	699 lb
Extendible Stick	305 kg	672 lb
Counterweights (Option 1)	115 kg	255 lb
Counterweights (Option 2)	240 kg	530 lb
Counterweights (Option 3)	460 kg	1,015 lb

* Specifications shown are for machine equipped with 0.96 m³ (1.25 yd³) general purpose loader bucket, 610 mm (24 in) heavy duty backhoe bucket, 115 kg (255 lb) counterweight, 80 kg (176 lb) operator and full fuel tank.

Steering

Type	Front Wheel	
Power Steering	Hydrostatic	
Bore	65 mm	2.6 in
Stroke	120 mm	4.7 in
Rod Diameter	36 mm	1.4 in
Axle Oscillation	11°	
Turning Circle – 2WD/4WD (inner wheel not braked)		
Outside, Front Wheels	8.18 m	26'10"
Outside, Widest Loading Bucket	10.97 m	36'0"

Axle Ratings

Front Axle, 2WD		
Static	22 964 kg	50,582 lb
Dynamic	9186 kg	20,233 lb
Front Axle, 4WD		
Static	22 964 kg	50,582 lb
Dynamic	9186 kg	20,233 lb
Rear Axle		
Static	22 964 kg	50,582 lb
Dynamic	9186 kg	20,233 lb
Axle Oscillation	10 Degrees	

- 4WD and 2WD axles are pendulum mounted and permanently sealed and lubricated, requiring no daily maintenance. Also features double-acting steering cylinder with 52° steering angle for increased maneuverability.

Hydraulic System

Type	Closed Center	
Pump Type	Variable Flow, Axial Piston	
Pump Capacity @ 2,200 rpm	163 L/min	43 gal/min
System Pressure – Backhoe	25 000 kPa	3,600 psi
System Pressure – Loader	25 000 kPa	3,600 psi

Service Refill Capacities

Cooling System with Air Conditioning	22.5 L	5.9 gal
Fuel Tank	160 L	42 gal
Diesel Exhaust Fluid*	19 L	5.0 gal
Engine Oil with Filter	8.8 L	2.3 gal
Transmission – Power Shuttle		
2WD	15.0 L	4.0 gal
4WD	15.0 L	4.0 gal
Transmission – AutoShift		
4WD	19.0 L	5.0 gal
Rear Axle		
Planetaries	1.7 L	0.4 gal
Front Axle (4WD)		
Planetaries	0.7 L	0.2 gal
Hydraulic System	95.0 L	25.1 gal
Hydraulic Tank	40.0 L	10.6 gal

- * Must meet the requirements outlined in ISO 22241.
 • Requires ultra-low sulfur fuel <= 15 ppm fuel sulfur.

Tires

Choices listed as combination of front/rear tires:

- Front: 11L-16 (12 ply) F-3/Rear: 19.5L-24 (12 ply) R4 ATU
- Front: 12.5/80-18 (12 ply) 1-3/Rear: 19.5L-24 (12 ply) ATU
- Front: 12.5/80-18 NHS (12 ply) 1-3/Rear: 21L-24 (16 ply) R4 ATU
- Front: 340/80R 18/Rear: 19.5L-24 (12 ply) R4 ATU
- Front: 340/80R 18/Rear: 500/70R 24 RT

Standards

Brakes	SAE J/ISO 3450; ISO 3450 1996
Cab – ROPS	SAE J1040 MAY94; ISO 3741 1994
Cab – FOPS	SAE J/ISO 3449 APR98 LEVEL II and ISO 3449: 1992 LEVEL II
Cab – Sound	ANSI/SAE J1166 OCT98 is 79 dB(A)
Exterior Sound	SAE J188 JUN86 is 76 dB(A)

420F2/420F2 IT Specifications

Engine Features

- Regeneration is passive and does not require any input from the operator or disrupt work.
- Three-ring pistons made of lightweight, silicon/aluminum alloy for strength and maximum thermal conductivity.
- Forged chrome/molybdenum-steel crankshaft with crankshaft with either induction hardened or nitrocarburized journals.
- Front and rear crankshaft oil seals are “lip” type Viton and PTFE designs featuring an integral dust lip.
- Heat resistant, silicone-chrome steel intake and STELLITE-faced exhaust valves provide long life.
- Cylinder block is high strength, cast iron alloy of deep skirt, monobloc design for increased strength and long life.
- Cylinder head is high strength, cast iron alloy construction with extra duty wall and deck thickness. Intake and exhaust ports are precision cast to promote optimum gas flow.
- Direct injection fuel system provides accurate fuel delivery; remote mounted electric lift pump improves serviceability.
- Dry-type axial seal air cleaner with integral precleaner, automatic dust ejection system, and filter condition indicator.
- Direct electric, 12-volt starting and charging system with 880 CCA Group 31 maintenance free battery.
- Standard glow plug starting aid system for efficient cold weather starting.
- High contact ratio/gear train, peripheral fixed isolation top cover and open deck block design reduce bare engine noise.
- Higher low end torque for better engine/machine performance.
- Engine is equipped with electric fuel priming pump.

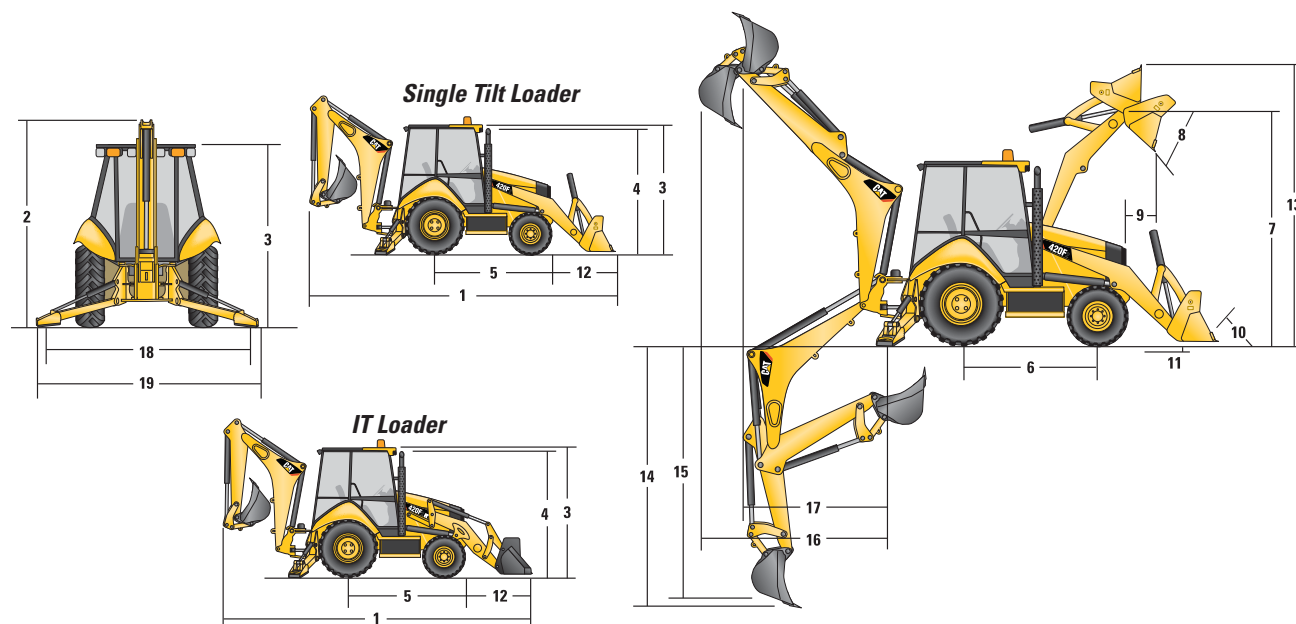
Brakes

Features:

- Brakes meet the following standards: SAE J1473 and ISO 3450 requirements.
- Self-adjusting, completely enclosed and sealed.
- Foot operated brake pedals can be interlocked for roading.
- Parking/secondary brakes are independent of the service brake system. Parking brake is mechanically applied through an adjustable hand lever located on the right console.

420F2/420F2 IT Specifications

Machine Dimensions

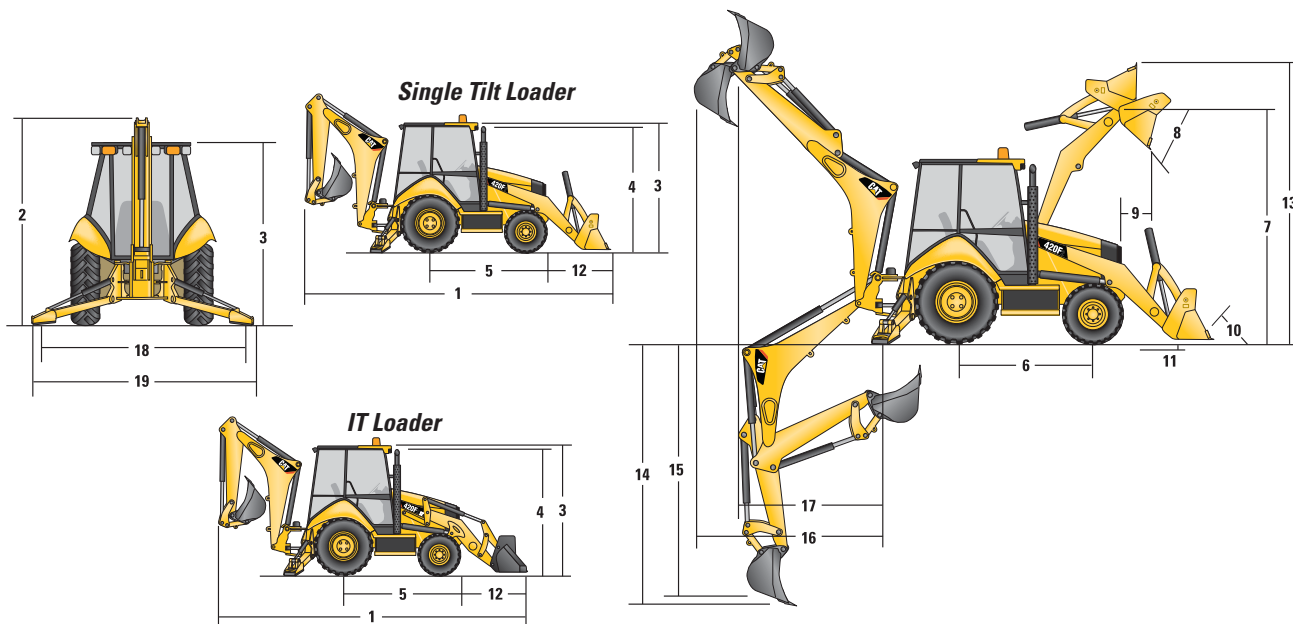


	Single Tilt Loader									
	General Purpose (0.96 m³/1.25 yd³)		General Purpose (1.0 m³/1.31 yd³)		General Purpose (1.1 m³/1.4 yd³)		Multi Purpose (1.0 m³/1.31 yd³)		Multi Purpose (1.1 m³/1.4 yd³)	
1 Overall Transport Length	7169 mm	23'6"	7136 mm	23'5"	7208 mm	23'8"	7133 mm	23'5"	7133 mm	23'5"
Overall Length (loader on ground)	7141 mm	23'5"	7096 mm	23'3"	7161 mm	23'6"	7059 mm	23'2"	7059 mm	23'2"
2 Overall Transport Height – Standard Stick	3577 mm	11'9"	3577 mm	11'9"	3577 mm	11'9"	3577 mm	11'9"	3577 mm	11'9"
Overall Transport Height – Extendible Stick	3631 mm	11'11"	3631 mm	11'11"	3631 mm	11'11"	3631 mm	11'11"	3631 mm	11'11"
Overall Width	2322 mm	7'7"	2322 mm	7'7"	2322 mm	7'7"	2322 mm	7'7"	2322 mm	7'7"
3 Height to Top of Cab/Canopy	2819 mm	9'3"	2819 mm	9'3"	2819 mm	9'3"	2819 mm	9'3"	2819 mm	9'3"
4 Height to Top of Exhaust Stack	2744 mm	9'0"	2744 mm	9'0"	2744 mm	9'0"	2744 mm	9'0"	2744 mm	9'0"
Height to Loader Hinge Pin (transport)	381 mm	1'3"	381 mm	1'3"	297 mm	1'0"	432 mm	1'5"	432 mm	1'5"
Ground Clearance (minimum)	294 mm	1'0"	294 mm	1'0"	294 mm	1'0"	294 mm	1'0"	294 mm	1'0"
5 Rear Axle Centerline to Front Grill	2705 mm	8'10"	2705 mm	8'10"	2705 mm	8'10"	2705 mm	8'10"	2705 mm	8'10"
Front Wheel Tread Gauge	1895 mm	6'3"	1895 mm	6'3"	1895 mm	6'3"	1895 mm	6'3"	1895 mm	6'3"
Rear Wheel Tread Gauge	1714 mm	5'7"	1714 mm	5'7"	1714 mm	5'7"	1714 mm	5'7"	1714 mm	5'7"
6 Wheelbase 2WD/AWD	2200 mm	7'3"	2200 mm	7'3"	2200 mm	7'3"	2200 mm	7'3"	2200 mm	7'3"

Dimensions and performance specifications shown are for machines equipped with 12.5/80-18 SGL front tires, 19.5L-24 IT525 rear tires, ROPS canopy, standard stick with 610 mm (24 in) standard duty bucket, 0.96 m³ (1.25 yd³) loader bucket and standard equipment unless otherwise specified.

420F2/420F2 IT Specifications

Machine Dimensions



	IT Loader with Quick Coupler					
	General Purpose (0.96 m ³ /1.25 yd ³)		General Purpose (1.15 m ³ /1.5 yd ³)		Multi Purpose (1.0 m ³ /1.31 yd ³)	
1 Overall Transport Length	7282 mm	23'11"	7279 mm	23'11"	7211 mm	23'8"
Overall Length (loader on ground)	7289 mm	23'11"	7287 mm	23'11"	7197 mm	23'7"
2 Overall Transport Height – Standard Stick	3577 mm	11'9"	3577 mm	11'9"	3577 mm	11'9"
Overall Transport Height – Extendible Stick	3631 mm	11'11"	3631 mm	11'11"	3631 mm	11'11"
Overall Width	2322 mm	7'7"	2322 mm	7'7"	2322 mm	7'7"
3 Height to Top of Cab/Canopy	2819 mm	9'3"	2819 mm	9'3"	2819 mm	9'3"
4 Height to Top of Exhaust Stack	2744 mm	9'0"	2744 mm	9'0"	2744 mm	9'0"
Height to Loader Hinge Pin (transport)	396 mm	1'4"	391 mm	1'3"	386 mm	1'3"
Ground Clearance (minimum)	294 mm	1'0"	294 mm	1'0"	294 mm	1'0"
5 Rear Axle Centerline to Front Grill	2705 mm	8'10"	2705 mm	8'10"	2705 mm	8'10"
Front Wheel Tread Gauge	1895 mm	6'3"	1895 mm	6'3"	1895 mm	6'3"
Rear Wheel Tread Gauge	1714 mm	5'7"	1714 mm	5'7"	1714 mm	5'7"
6 Wheelbase 2WD/AWD	2200 mm	7'3"	2200 mm	7'3"	2200 mm	7'3"

Dimensions and performance specifications shown are for machines equipped with 12.5/80-18 SGL front tires, 19.5L-24 IT525 rear tires, ROPS canopy, standard stick with 610 mm (24 in) standard duty bucket, 0.96 m³ (1.25 yd³) loader bucket and standard equipment unless otherwise specified.

420F2/420F2 IT Specifications

Loader Bucket Dimensions and Performance

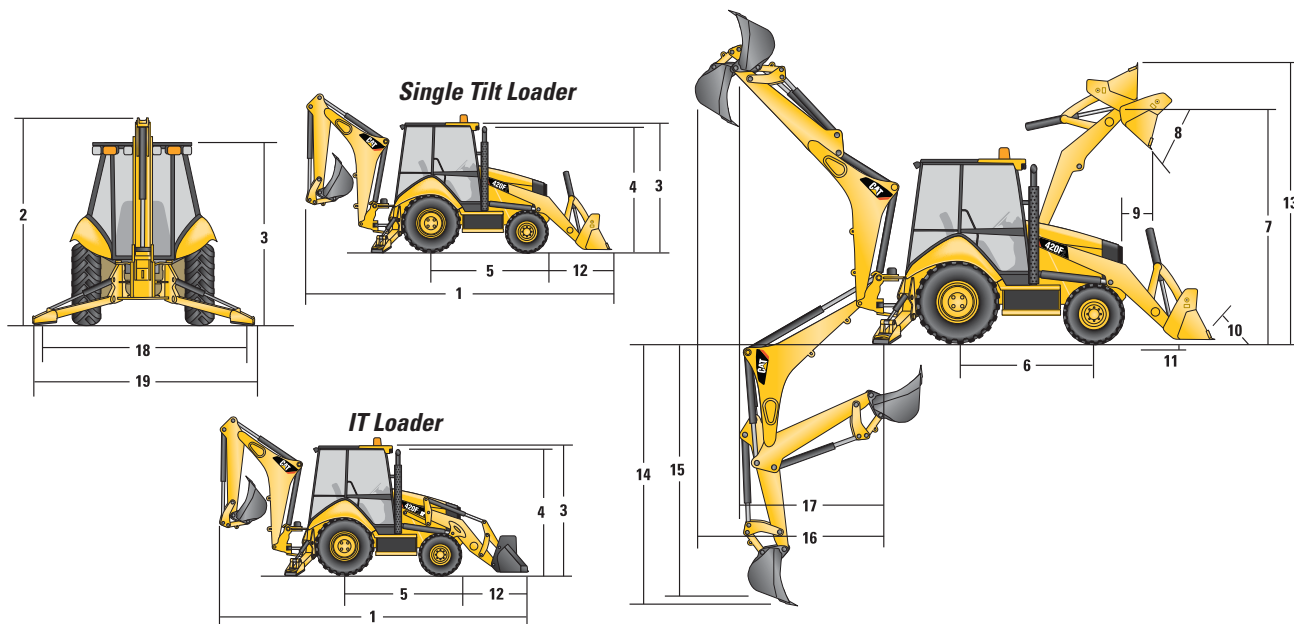
	Single Tilt Loader									
	General Purpose (0.96 m³/1.25 yd³)		General Purpose (1.1 m³/1.4 yd³)		General Purpose (1.15 m³/1.5 yd³)		Multi Purpose (1.0 m³/1.3 yd³)		Multi Purpose (1.1 m³/1.4 yd³)	
Capacity (SAE rated)	0.96 m³	1.25 yd³	1.1 m³	1.4 yd³	1.15 m³	1.5 yd³	1.0 m³	1.3 yd³	1.1 m³	1.4 yd³
Overall Bucket Width	2262 mm	89"	2262 mm	89"	2406 mm	95"	2279 mm	90"	2425 mm	95"
Lift Capacity at Maximum Height	3283 kg	7,237 lb	3216 kg	7,090 lb	3196 kg	7,046 lb	3097 kg	6,828 lb	3068 kg	6,764 lb
Lift Breakout Force	49 809 N	11,197 lbf	49 275 N	11,077 lbf	49 099 N	11,037 lbf	49 019 N	11,020 lbf	48 771 N	10,964 lbf
Tilt Breakout Force	50 190 N	11,283 lbf	51 236 N	11,518 lbf	51 128 N	11,494 lbf	57 555 N	12,938 lbf	57 408 N	12,905 lbf
7 Maximum Hinge Pin Height	3474 mm	11'5"	3474 mm	11'5"	3474 mm	11'5"	3474 mm	11'5"	3474 mm	11'5"
8 Dump Angle at Full Height	44°		44°		44°		44°		44°	
Dump Height at Maximum Angle	2746 mm	9'0"	2723 mm	8'11"	2723 mm	8'11"	2798 mm	9'2"	2798 mm	9'2"
9 Dump Reach at Maximum Angle	808 mm	2'8"	773 mm	2'6"	773 mm	2'6"	716 mm	2'4"	716 mm	2'4"
10 Maximum Bucket Rollback at Ground Level	37°		38°		38°		38°		38°	
11 Digging Depth	83 mm	3"	123 mm	5"	123 mm	5"	110 mm	4"	110 mm	4"
Maximum Grading Angle	112°		113°		113°		116°		116°	
Width of Dozer Cutting Edge	N/A		N/A		N/A		2262 mm	7'5"	2406 mm	7'11"
12 Grill to Bucket Cutting Edge, Carry Position	1487 mm	4'11"	1525 mm	5'0"	1525 mm	5'1"	1451 mm	4'9"	1451 mm	4'9"
13 Maximum Operating Height	4355 mm	14'3"	4395 mm	14'5"	4395 mm	14'5"	4404 mm	14'5"	4404 mm	14'5"
Jaw Opening Maximum	N/A		N/A		N/A		790 mm	2'7"	790 mm	2'7"
Bucket Jaw Clamping Force	N/A		N/A		N/A		55 700 N	12,521 lbf	55 700 N	12,521 lbf
Weight (does not include teeth or forks)	451 kg	994 lb	473 kg	1,043 lb	493 kg	1,087 lb	745 kg	1,642 lb	774 kg	1,706 lb

	IT Loader with Quick Coupler					
	General Purpose (0.96 m³/1.25 yd³)		General Purpose (1.15 m³/1.5 yd³)		Multi Purpose (1.0 m³/1.31 yd³)	
Capacity (SAE rated)	0.96 m³	1.25 yd³	1.15 m³	1.5 yd³	1.0 m³	1.31 yd³
Overall Bucket Width	2262 mm	89"	2406 mm	95"	2279 mm	90"
Lift Capacity at Maximum Height	3716 kg	8,193 lb	3655 kg	8,050 lb	3448 kg	7,601 lb
Lift Breakout Force	51 085 N	11,484 lbf	50 555 N	11,365 lbf	49 678 N	11,168 lbf
Tilt Breakout Force	46 314 N	10,411 lbf	46 106 N	10,365 lbf	50 380 N	11,325 lbf
7 Maximum Hinge Pin Height	3490 mm	11'5"	3490 mm	11'5"	3490 mm	11'5"
8 Dump Angle at Full Height	44°		44°		44°	
Dump Height at Maximum Angle	2679 mm	8'9"	2680 mm	8'10"	2745 mm	9'0"
9 Dump Reach at Maximum Angle	869 mm	2'10"	868 mm	2'10"	814 mm	2'8"
10 Maximum Bucket Rollback at Ground Level	40°		40°		39°	
11 Digging Depth	105 mm	4"	105 mm	4"	95 mm	4"
Maximum Grading Angle	110°		110°		112°	
Width of Dozer Cutting Edge	N/A		N/A		2262 mm	7'5"
12 Grill to Bucket Cutting Edge, Carry Position	1600 mm	5'3"	1597 mm	5'3"	1529 mm	5'0"
13 Maximum Operating Height	4407 mm	14'6"	4477 mm	14'8"	4480 mm	14'8"
Jaw Opening Maximum	N/A		N/A		790 mm	2'7"
Bucket Jaw Clamping Force	N/A		N/A		55 700 N	12,521 lbf
Weight (does not include teeth or forks)	447 kg	985 lb	481 kg	1,060 lb	724 kg	1,596 lb

Dimensions and performance specifications shown are for machines equipped with 12.5/80-18 SGL front tires, 19.5L-24 IT525 rear tires, ROPS canopy, standard stick with 610 mm (24 in) standard duty bucket, 0.96 m³ (1.25 yd³) loader bucket and standard equipment unless otherwise specified.

420F2/420F2 IT Specifications

Backhoe Dimensions and Performance

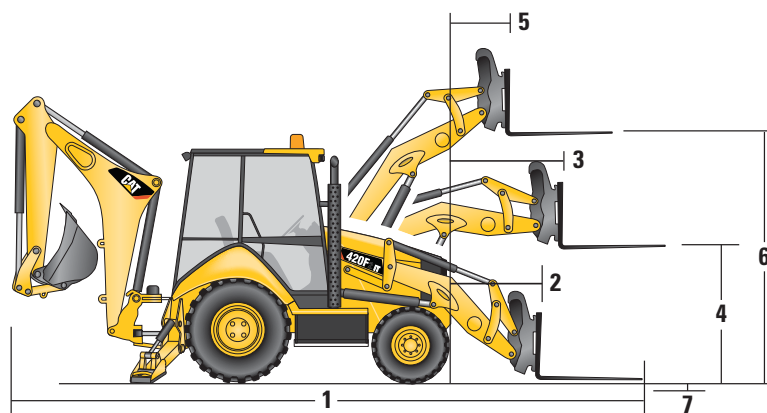


	Standard Stick		E-Stick Retracted		E-Stick Extended	
14 Digging Depth, SAE (maximum)	4360 mm	14'4"	4390 mm	14'5"	5442 mm	17'11"
15 Digging Depth, 610 mm (2 ft) Flat Bottom	4311 mm	14'2"	4351 mm	14'4"	5405 mm	17'9"
Reach from Rear Axle Centerline at Ground Line	6702 mm	22'1"	6737 mm	22'2"	7742 mm	25'6"
16 Reach from Swing Pivot at Ground Line	5612 mm	18'5"	5647 mm	18'7"	6652 mm	21'10"
Maximum Operating Height	5522 mm	18'1"	5546 mm	18'3"	6282 mm	20'8"
Loading Height	3642 mm	11'11"	3599 mm	11'10"	4169 mm	13'8"
17 Loading Reach	1842 mm	6'1"	1929 mm	6'4"	2844 mm	9'4"
Swing Arc	180°		180°		180°	
Bucket Rotation	205°		205°		205°	
18 Stabilizer Spread, Operating Position (center)	3310 mm	10'10"	3310 mm	10'10"	3310 mm	10'10"
Stabilizer Spread, Operating Position (outside)	3770 mm	12'4"	3770 mm	12'4"	3770 mm	12'4"
Stabilizer Spread, Transport Position	2322 mm	7'7"	2322 mm	7'7"	2322 mm	7'7"
Bucket Dig Force	64 191 N	14,431 lbf	63 290 N	14,228 lbf	63 290 N	14,228 lbf
Stick Dig Force	43 510 N	9,781 lb	43 402 N	9,757 lb	31 682 N	7,122 lb

Dimensions and performance specifications shown are for machines equipped with 12.5/80-18 SGL front tires, 19.5L-24 IT525 rear tires, ROPS canopy, standard stick with 610 mm (24 in) standard duty bucket, 0.96 m³ (1.25 yd³) loader bucket and standard equipment unless otherwise specified.

420F2/420F2 IT Specifications

Dimensions with Forks

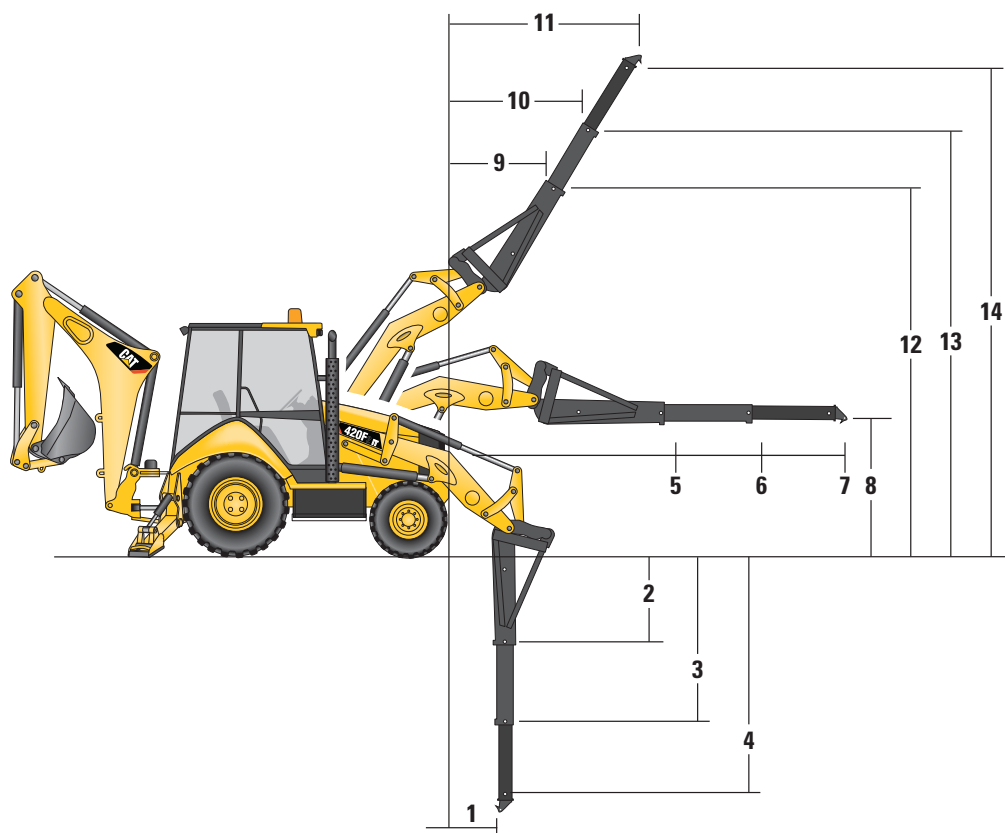


Fork Tine Length	1070 mm/3'6"		1220 mm/4'0"		1370 mm/4'10"	
Operating Load (SAE J1197)	2340 kg	5,159 lb	2263 kg	4,990 lb	2191 kg	4,829 lb
SAE Load Center	535 mm	1'9"	610 mm	2'0"	685 mm	2'3"
Operating Load (CEN 474-4)	2772 kg	6,111 lb	2749 kg	6,062 lb	2726 kg	6,009 lb
CEN Load Center	500 mm	1'8"	500 mm	1'8"	500 mm	1'8"
1 Overall Length (forks on ground)	7681 mm	25'2"	7832 mm	25'8"	7980 mm	26'2"
2 Reach at Ground (from grill to heel of fork)†	938 mm	3'1"	939 mm	3'1"	937 mm	3'1"
3 Maximum Reach (from grill to heel of fork)†	1475 mm	4'10"	1475 mm	4'10"	1475 mm	4'10"
4 Fork Height at Maximum Reach	1588 mm	5'3"	1588 mm	5'3"	1587 mm	5'2"
5 Reach at Maximum Height (from grill to heel of fork)†	696 mm	2'3"	696 mm	2'3"	696 mm	2'3"
6 Maximum Fork Height	3410 mm	11'2"	3409 mm	11'2"	3408 mm	11'2"
7 Maximum Fork Depth (below ground level)	-6 mm	0'0"	-5 mm	0'0"	-8 mm	0'0"

Dimensions and performance specifications shown are for machines equipped with 12.5/80-18 SGL front tires, 19.5L-24 IT525 rear tires, ROPS canopy, standard stick with 610 mm (24 inch) standard duty bucket, and 0.96 m³ (1.25 yd³) loader bucket and standard equipment unless otherwise specified.

420F2/420F2 IT Specifications

Dimensions with Material Handling Arm



Material Handling Arm Position	Retracted		Mid-Position		Extended	
Operating Load (SAE J1197 and CEN 474-4)*	1056 kg	2,328 lb	674 kg	1,487 lb	495 kg	1,092 lb
Overall Length, Maximum	8867 mm	29'1"	9864 mm	32'4"	10 864 mm	35'8"
1 Reach at Maximum Depth (from machine nose)	589 mm	1'11"	592 mm	1'11"	595 mm	1'11"
2, 3, 4 Maximum Depth	2532 mm	8'4"	3530 mm	11'7"	4530 mm	14'10"
5, 6, 7 Maximum Reach (from machine nose)	3184 mm	10'5"	4182 mm	13'9"	5182 mm	17'0"
8 Height at Maximum Reach	1101 mm	3'7"	1103 mm	3'7"	1106 mm	3'8"
9, 10, 11 Reach at Maximum Height (from machine nose)	1577 mm	5'2"	2164 mm	7'1"	2755 mm	9'0"
12, 13, 14 Maximum Height	4570 mm	15'0"	5377 mm	17'8"	6183 mm	20'3"

*Hydraulically limited.

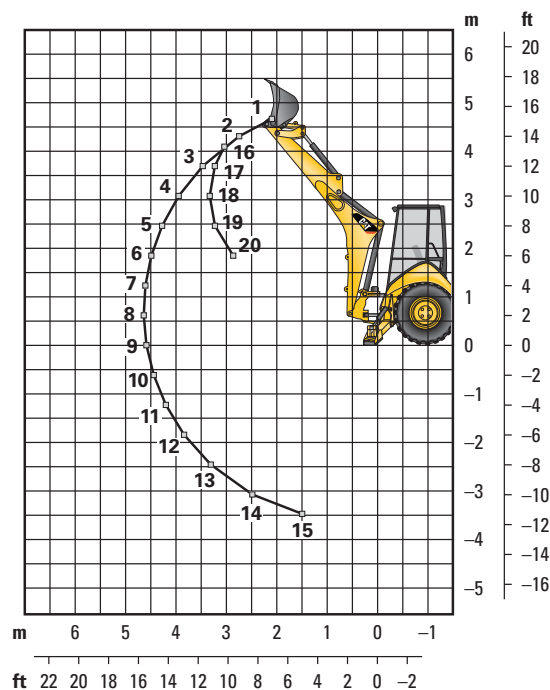
Dimensions and performance specifications shown are for machines equipped with 12.5/80-18 SGL front tires, 19.5L-24 IT525 rear tires, ROPS canopy, standard stick with 610 mm (24 inch) standard duty bucket, and 0.96 m³ (1.25 yd³) loader bucket and standard equipment unless otherwise specified.

420F2/420F2 IT Specifications

Backhoe Lift Capacity

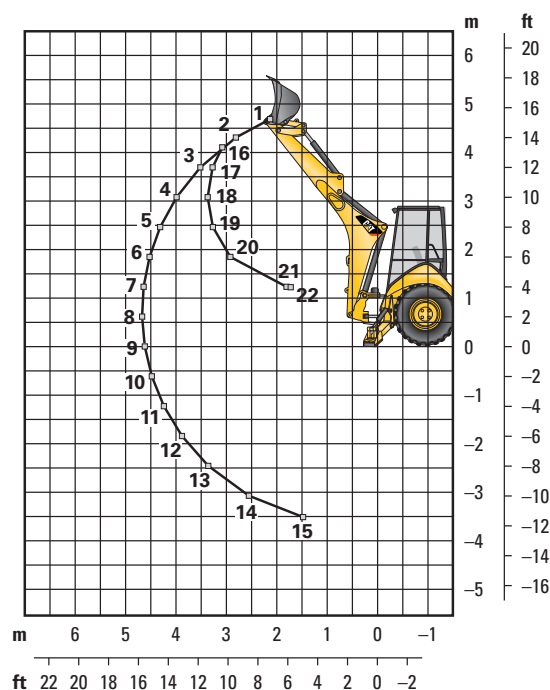
Cat 420F2/420F2 IT Standard Stick

Boom Lifting	kg	lb
1	1621	3,573
2	1766	3,894
3	1785	3,936
4	1740	3,835
5	1678	3,700
6	1614	3,558
7	1551	3,420
8	1492	3,289
9	1437	3,168
10	1387	3,058
11	1342	2,959
12	1304	2,875
13	1278	2,817
14	1284	2,831
15	1426	3,145
Stick Lifting	kg	lb
16	1831	4,037
17	2557	5,638
18	2608	5,749
19	2704	5,961
20	3140	6,921



Cat 420F2/420F2 IT Extendible Stick – Retracted

Boom Lifting	kg	lb
1	1439	3,173
2	1573	3,468
3	1582	3,487
4	1533	3,380
5	1470	3,241
6	1405	3,097
7	1341	2,957
8	1281	2,823
9	1224	2,699
10	1172	2,584
11	1124	2,479
12	1083	2,387
13	1050	2,314
14	1040	2,293
15	1149	2,534
Stick Lifting	kg	lb
16	1677	3,697
17	2387	5,262
18	2404	5,301
19	2492	5,493
20	2886	6,362
21	5629	12,409
22	6024	13,281



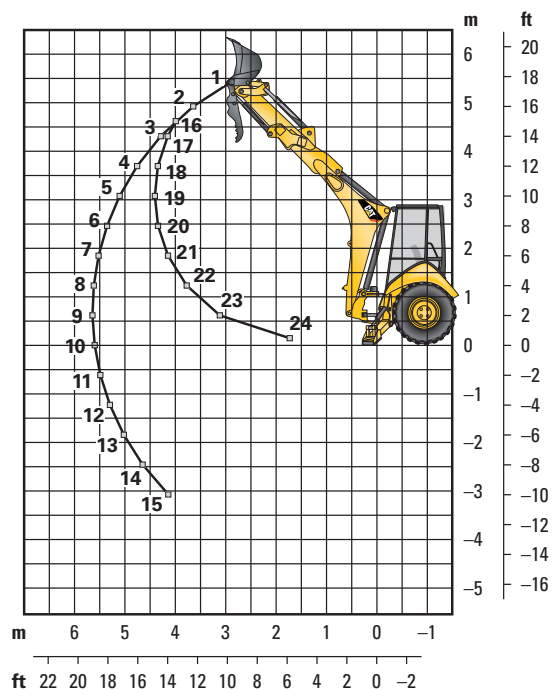
Lift Capacities are over-end values. Machine equipped with 4WD, OROPS, 0.96 m³ (1.25 yd³) general purpose bucket, and no counterweight. Extendible stick includes 460 kg (1,015 lb) counterweight.

420F2/420F2 IT Specifications

Backhoe Lift Capacity

Cat 420F2/420F2 IT Extendible Stick – Extended

Boom Lifting	kg	lb
1	838	1,849
2	1010	2,226
3	1073	2,366
4	1085	2,392
5	1070	2,358
6	1041	2,296
7	1003	2,212
8	976	2,153
9	950	2,095
10	887	1,955
11	875	1,928
12	873	1,924
13	895	1,973
14	1023	2,255
15	1502	3,311
Stick Lifting	kg	lb
16	868	1,914
17	1116	2,461
18	1457	3,212
19	1644	3,624
20	1671	3,684
21	1777	3,918
22	2015	4,442
23	2614	5,762
24	5992	13,209



Lift Capacities are over-end values. Machine equipped with 4WD, OROPS, 0.96 m³ (1.25 yd³) general purpose bucket, and no counterweight. Extendible stick includes 460 kg (1,015 lb) counterweight.

420F2/420F2 IT Specifications

Counterweights

Minimum Counterweight Recommendations

Standard Stick		Single-Tilt		IT Loader w/QC	
Loader Bucket	Power Train	kg	lb	kg	lb
GP	4WD	240	530	no counterweight	
MP	4WD	no counterweight		no counterweight	
Forks	4WD	N/A	N/A	no counterweight	
Material Handling Arm	4WD	N/A	N/A	no counterweight	

Extendible Stick		Single-Tilt		IT Loader w/QC	
Loader Bucket	Power Train	kg	lb	kg	lb
GP	4WD	460	1,015	240	530
MP	4WD	240	530	no counterweight	
Forks	4WD	N/A	N/A	240	530
Material Handling Arm	4WD	N/A	N/A	240	530

Backhoe Buckets

With weld on adapters and pin-on teeth

Standard Duty						
Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb	
305	12	80	2.8	111	245	3
457	18	120	4.2	122	268	4
610	24	180	6.4	141	311	5
762	30	230	8.1	157	345	5
914	36	290	10.2	176	388	6

Heavy Duty						
Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb	
305	12	80	2.8	121	266	3
406	16	110	3.9	128	282	3
457	18	120	4.2	135	299	4
610	24	180	6.4	160	353	5
762	30	230	8.1	177	391	5
914	36	290	10.2	201	443	6

Soil Excavation						
Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb	
457	18	180	6.4	155	341	4
610	24	240	8.5	182	402	5
762	30	320	11.3	206	454	5
914	36	380	13.4	233	513	6

Heavy Duty Rock						
Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb	
305	12	70	2.5	127	279	3
457	18	130	4.6	146	322	4
610	24	200	7.1	174	384	5
762	30	270	9.5	197	434	5
914	36	330	11.7	224	493	6

Coral						
Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb	
305	12	60	2.1	134	295	4
457	18	100	3.5	155	341	6
610	24	140	4.9	182	402	8
762	30	190	6.7	210	463	10

Heavy Duty – Pin Lock						
Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb	
305	12	96	3.4	113	249	3
406	16	123	4.3	131	288	3
457	18	139	4.9	139	307	4
610	24	207	7.3	168	370	5
762	30	275	9.7	194	428	5
914	36	345	12.2	224	494	6

High Capacity – Pin Lock						
Width		Rated Capacity		Weight		No. of Teeth
mm	in	L	ft³	kg	lb	
305	12	96	4.6	113	287	3
406	16	123	5.6	131	327	3
457	18	139	6.5	139	346	4
610	24	207	9.6	168	414	5
762	30	275	12.9	194	475	5
914	36	345	16.2	224	543	6

420F2/420F2 IT Standard Equipment

Standard Equipment

Standard equipment may vary. Consult your Cat dealer for details.

- Adjustable auxiliary controls, backhoe loader
- Air cleaner
- Alarm, back-up
- Alternator, 150 amp
- Audible system fault alarm
- Automatic Engine Speed Control (AESC)
- Battery, maintenance-free, 880 CCA
- Battery disconnect switch
- Battery remote jumpstart
- Boom transport lock
- Brace, lift cylinder
- Brake, secondary parking
- Brakes, hydraulically boosted, oil disc, dual pedals, interlocking
- Bucket level indicator
- Canopy, ROPS/FOPS
- Cat cushion swing system
- Coat restraint
- Coolant/antifreeze, extended life
- Counterweight, bumper
- Dome light (cab only)
- Diagnostic port for engine, machine and gauge cluster Electronic Control Modules
- Differential lock, loader joystick
- Engine, Cat C4.4 ACERT (Direct Injection Turbocharged), meets Tier 4 Final emission standards, selective catalyst reduction, diesel oxidation catalyst (DOC)
- Engine enclosure, sound suppression removal panels
- Face seals, O-ring
- Fan, suction and guard
- Fast reversing shuttle, all gears
- Fenders, rear
- Filters, spin-on: fuel, engine oil, transmission oil, water separator
- Filters, bowl and cartridge: hydraulic fluid
- Flashing hazards/signal lights
- Floor mat
- Fuel tank, fully enclosed
- Fully hinged front grill for cooling package cleaning access
- Gauge cluster: coolant temperature, fuel level, torque converter temperature, DEF level
- Ground level fuel fill and DEF fill
- High ambient cooling package
- Hood lock, inside cab
- Hydraulic hose, XT™
- Hydraulic oil cooler
- Hydraulic oil level sight gauge
- Hydraulic valve, hydrostatic steering
- Hydraulic valves, loader 2 function
- Hydraulic valves, backhoe 5 function
- Hydraulics, load sensing with variable displacement piston pump
- Indicator lights: Eco mode active, water in fuel, remote dial throttle active, engine warning, warning lamp, emissions module malfunction, AESC active, low battery/charging system warning, high hydraulic oil temperature; LCD warnings: engine oil pressure, machine locked (if equipped), service due, air filter blocked, high coolant temperature, auto idle shutdown, high torque converter temperature, hydraulic filter bypass
- Instrument panel lights
- Joystick controls: pilot operated, excavator-style with pattern changer
- Key start/stop system
- LCD screen: engine speed, hour meter, gear/direction, battery voltage, hydraulic oil temperature, torque converter temperature, coolant temperature, trip totals (fuel and hours), lifetime totals (fuel and hours), operator settings (units, brightness, programmable hoe auxiliary flow), service mode diagnostics, oil life reset, DPF force regeneration, maintenance intervals, ECM/system info
- Lights, working (4 front, 4 rear)
- Loader, self-leveling, return-to-dig and transmission disconnect switch
- Loader, single tilt
- Mirror, rearview
- One-touch low idle
- Open circuit breather
- Pattern changer, in cab
- Power receptacle, 12 volt, 2 internal, 1 external
- Power steering, hydrostatic
- Radio ready cab
- Seat belt, retractable, 51 mm (2 in)
- Socket, two roof
- Stabilizer shoes, street
- Steering knob
- Seat, air suspension, fabric or vinyl cover, with armrest
- Starting system, glow plugs
- Steering, hydrostatic
- Storage compartment, lockable
- Storage tray
- Stop and tail lights
- Swing transport lock
- Tilt steering wheel
- Tires
- Toolbox, external, lockable
- Torque converter
- Throttle, hand and foot, electronic
- Transmission, four speed, synchromesh
- Transmission neutralizer switch
- Transport tie-downs
- Two Wheel Drive
- Vandalism locks, four
- Warning horn, electric

420F2/420F2 IT Optional Equipment

Optional Equipment

Optional equipment may vary. Consult your Cat dealer for details.

- Battery, additional, 880 CCA
- Cab, deluxe
- Cold weather fuel (–30° C/–22° F)
- Cold weather package, including additional battery, engine block heater, radiator antifreeze, cold weather fuel (–30° C/–22° F) and mounting for an ether bottle
- Counterweights, 115 kg (255 lb), 240 kg (530 lb) or 460 kg (1,015 lb)
- Fenders, front with integral steps
- Four Wheel Drive
- Guard, boom protection plate
- Guard, stabilizer, rock
- Hydraulic valves, loader (3rd valve for GP, MP or Quick Coupler)
- Hydraulic valves, backhoe 6 function
- Hydraulic lines, combined function auxiliary
- Loader, IT with Quick Coupler and pilot loader control
- Product Link, satellite, PL631E
- Product Link, cellular, PL641I
- Quick Coupler, hydraulic, dual lock
- Quick Coupler, manual, dual lock
- Quick Coupler, pin lock
- Radio and CD player
- Radio and CD player, Bluetooth
- Ride Control
- Rotating beacon, magnetic mount
- Seat belt, 75 mm (3 in)
- Seat, heated
- Security system keypad
- Stabilizer pads, reversible
- Stick, extendible
- Storage box
- Transmission, AutoShift
- Transmission, AutoShift with lock-up torque converter
- Vandalism protection, gauge cover
- Work Tool Attachments such as buckets, forks, material handling arms, augers, hammers, brooms, cold planers and vibratory plate compactors. See your Cat dealer for more information.

Notes

For more complete information on Cat products, dealer services, and industry solutions, visit us on the web at www.cat.com

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(NACD)

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TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: MARCH 13, 2019
MEETING DATE: MARCH 18, 2019

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

SUBJECT: **ITEM P18-208:** A REQUEST FOR AN AMENDMENT TO THE SNOW KING
PLANNED RESORT DISTRICT MASTER PLAN

APPLICANT: SNOW KING RESORT MASTER ASSOCIATION - SKRMA
RYAN STANLEY

REQUESTED ACTION

The applicant has withdrawn the two planning applications related to the SKRMA application 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 requests:

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

These items were continued by Town Council at the February 4, 2019 Regular Town Council Meeting to this date. Please see the attached letter from the applicant regarding this matter.

Based upon the applicant's letter there is no further action required by the Town related to this matter at this time. The applicant will be required to submit a new application should they choose to proceed with a Master Plan amendment at some point in the future.

Staff asks that the Mayor read the following into the record for clarity as to the status of this item for the official record.

Item P18-208 has been withdrawn by the applicant and no further action is required by Town Council.

ATTACHMENTS

Applicant letter dated February 26, 2019



SNOW KING
MOUNTAIN RESORT since 1939

February 26, 2019

Ryan Stanley
Vice President & General Manager
Snow King Mountain Resort

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

Dear Tyler,

Following Town Council review of the proposed amendment to the Snow King Resort District Master Plan on February 4th, we discussed the outcome with members of SKRMA. Based upon internal discussions and the Council's suggestion that we may need to wait until the conclusion of the USFS environmental review before proceeding, we have decided that it is best to withdraw the amendment from the planning process at this time.

We greatly appreciate the substantial efforts of the planning staff to work with us throughout this process. It is very disappointing that we could not reach a mutually beneficial agreement that supported both the USFS and Town Master Plans. We were under the impression that the entire 7-month stakeholder and community engagement process was to get feedback from the community on both the Base Area Master Plan and USFS Plan. One workshop night alone brought out 450 people alone to weigh in on proposals for the mountain and complete surveys on each component of proposed plans for both the base area and USFS land. We feel like the entire process, which we volunteered to participate in, was above and beyond what other applicants are required to do, and was not taken into consideration by the Town Council. Nevertheless, we intend to incorporate feedback from staff, Town Council, and the community into a revised amendment to the Snow King Resort District Master Plan for consideration in the future.

Sincerely,

Ryan Stanley



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENTS: Legal & Planning

PRESENTERS: Lea Colasuonno & Paul Anthony

MEETING DATE: March 18, 2019

SUBJECT: Right-of-Way Wireless Regulation: Title 12 Ordinance and Design Standards Resolution

STATEMENT/PURPOSE

The purpose of this item is to present an ordinance amending Title 12 and a resolution adopting design standards for wireless facilities in the Town Right-of-Way ("ROW").

BACKGROUND/ALTERNATIVES

At the February 19, 2019 Town Council Workshop staff updated Council on recent developments in federal telecommunications law, and sought and obtained Council policy direction to draft local regulations to manage wireless facility development in the Town's ROW.

As a result of the Council discussion, staff drafted amendments to Title 12 and a resolution for Council consideration and approval.

COMPREHENSIVE PLAN ALIGNMENT

Comp Plan Section 4. Town as the Heart of the Region - The Central Complete Neighborhood:

- Enabling and optimizing communications in the Town core supports the goal of concentrating development and activity in the Town by "improving the quality of life in Town and the economic stability and service delivery for the entire community."

Section 6. A Diverse and Balanced Economy:

- The Comp Plan envisions "developing a sustainable, vibrant, stable and diversified local economy" with specific goals that include "enhancing tourism as the basis of the economy, encouraging local entrepreneurial opportunities, facilitating viable local businesses, [and] ensuring year-round economic viability." Developing, maintaining and improving wireless communication infrastructure within the Town is fundamental to each of these goals.

Section 7. Multimodal Transportation:

- Alternative transportation, such as rideshare vehicles, bikeshares, and large-scale mass transit, is a critical component of the Comp Plan. These alternative transportation modes all require wireless communication networks, making investment in and improvement of the Town's wireless infrastructure a critical step in achieving this Comp Plan goal.

Section 8. Quality Community Service Provision:

- This Comp Plan section opens with the statement that "life-safety, educational, social, cultural and recreational services [are] central to residents' Quality of Life and a visitor's experience," and specifically highlights the need for "the efficient, timely, and safe delivery of critical utilities and services, such as police, fire protection, emergency medical treatment, and water and sewer services." All of these services

rely on wireless communication networks to operate, thus achieving this goal involves increasing the Town's current wireless infrastructure

STAKEHOLDER ANALYSIS

The stakeholders involved in this issue include the public generally, the business community, and visitors.

FISCAL IMPACT

The foreseeable fiscal impacts of this item are:

- Recurring fees from use of the ROW (annual franchise and licensing fees).
- Individual permit fees (one-time Encroachment Permit Application fees).
- Ongoing legal consultant costs (anticipated on a sporadic basis through April 15, 2019).

STAFF IMPACT

Current Staff Impact:

The staff impact of this item falls mostly in the Planning and Legal Departments and the Engineering Division. The Planning and Legal Departments are working closely to research the federal law; understand its implications for the community and its interaction with the Town's current regulations; develop the small cell regulations; and draft the necessary ordinances. The current impact of this item in the Planning and Legal Departments is significant.

The Engineering Division is also being consulted on some of the issues above and will be a necessary partner in generating internal staff procedures for processing applications and, a critical partner, in processing the applications and, once approved, the construction projects.

After second reading these ordinances will have a minimal impact in the Town Clerk's office, which includes the preparation of a brief public notice informing the public of each ordinance and the expected date of third reading. The impact of the third reading in the Town Clerk's office is notable in that it requires publishing the full ordinances in the newspaper, updating the Jackson Municipal Code, updating the Town's website, recording the ordinances in the permanent record book, and updating the electronic database.

Ongoing Staff Impact:

After enactment, staff expects long-term impacts in the Planning and Legal Departments and the Engineering Division to include franchise renewal, new application processing, and management of maintenance and repair of the facilities located in the ROW.

LEGAL REVIEW

Ongoing.

ATTACHMENTS

1. Ordinance T.
2. Resolution 19-05.

RECOMMENDATIONS

Staff recommends Council approve Ordinance T on first reading with policy any changes it determines necessary.

Staff recommends Council approve Resolution 19-05 with any policy changes it determines necessary.

SUGGESTED MOTIONS

I move to approve Ordinance T, an ordinance amending Chapter 12.04 and 12.08 of the Municipal Code of the Town of Jackson, on first reading.

I move to approve Resolution 19-05 adopting the Wireless Telecommunication Facility Design Standards in the Town of Jackson.

ORDINANCE T

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF ORDINANCE NOS. 571 AND 971 OF THE TOWN OF JACKSON MUNICIPAL CODE, SECTIONS 12.04 AND 12.08 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING RIGHT-OF-WAY WIRELESS COMMUNICATION FACILITY DEVELOPMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

Section 1 of Town of Jackson Ordinance Nos. 571 and 971 are hereby amended to read as follows:

12.04.010 Standards

A. The standards utilized within the town of Jackson with respect to the construction of street improvements shall be those contained within the latest edition of the Wyoming Public Works Standard Specifications, as said specifications are periodically updated, and those standards specifically adopted by the ~~the~~Town to augment the Wyoming Public Works Standard Specifications. Should a conflict arise between the Wyoming Public Works Standard Specifications and those standards specifically adopted by the town, the town's standards shall take precedence.

B. The standards for Right-of-Way Telecommunications Wireless Facilities, as defined herein, in the Town of Jackson Right of Way are governed by, in addition to the standards in Section A, the Town of Jackson Wireless Telecommunication Facility Design Standards, as defined herein.

(Ord. _____; Ord 571 § 1, 1996.)

12.08.020 Definitions.

B. "Encroachment ~~a~~Agreement" is a recordable agreement executed between the ~~the~~Town and a private party, which agreement provides for the erection and long-time maintenance of private building and building foundation improvements, including building projections and canopies and building-mounted signs, and retaining walls, within the streets of the town.

C. "Encroachment ~~p~~Permit" is a permit issued by the ~~the~~Town to allow encroachment work of limited time duration and those activities for which a permit is required under the provisions of this chapter. Encroachment Permits are commonly known and applied for as Public Right-of-Way Permits.

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F. "Occupy" is the blocking, to facilitate construction-related activities, of:

- 1) all or part of the width of a street travel lane such that the lane may not, ~~in the opinion of the public works director,~~ be safely used for its normal purpose of accommodating vehicular traffic;
- 2) of all or part of a ~~time restricted~~ parking space such that it may not, ~~in the opinion of the public works director,~~ be safely used for its normal purpose of accommodating parked vehicles; or
- 3) of enough of the width of any alley ~~located within or adjacent to commercially zoned property (UC, UC2, AC, BC, and BP zoning districts)~~ such that vehicles may not, ~~in the opinion of the public works director,~~ readily pass.

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~~I. "Public Works Director" is the public works director of the Town of Jackson or his/her designee for the purposes and intent of this chapter.~~

~~J. "Right-of-Way Wireless Telecommunication Facility" is a telecommunications facility in the Town of Jackson Right-of-Way. KJH. "Street" is any street, highway, sidewalk, alley, avenue, or other public way, easement, or public grounds in the town.~~

~~K. "Street" is any street, highway, sidewalk, alley, avenue, or other public way, easement, or public grounds in the town.~~

~~L. "Time-restricted parking space" is any parking space located within those portions of the streets identified in Sub-Sections A and B of Schedule 9 of Section 10.04.390 of the m Municipal eCode of the tTown of Jackson.~~

~~M. "Town" is the tTown of Jackson.~~

~~N. "Town eCouncil" or "eCouncil" is the tTown eCouncil of the tTown of Jackson.~~

~~MO. "Town eEngineer" is the tTown eEngineer of the tTown of Jackson or his/her designee for the purpose and intent of this chapter.~~

~~N. "Public works director" is the public works director of the town of Jackson or his designee for the purposes and intent of this chapter.~~

(Ord. _____; Ord 571 § 1, 1996.)

12.08.025 Effect of an Encroachment Permit.

A. Not in Lieu of Other Required Permits or Authorizations. Any Encroachment Permit to work in the Public Right of Way ("ROW") issued under this Chapter authorizes construction at a location as proposed and as approved in the permit, with the permission of the Town. It is not in lieu of building permits, electrical permits, franchise agreements, licensing agreements, or any other permits or authorizations that may be required as a condition of construction or operation of the permanent facility or utility, and it does not

excuse compliance with any other law, regulation, practice or other requirement under federal, state or local law.

- B.** Franchise, consent and/or license agreements required for access to public ROW: Prior to installing in the public ROW any telecommunications facility, or any pole built for the sole or primary purpose of supporting a communications facility, or any tower, a person shall enter into, including, but not only, a franchise agreement, a consent agreement and/or a license agreement with the Town expressly authorizing use of the public ROW for the telecommunications facility, pole or tower proposed to be installed.

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(Ord. _____).

12.08.030 Agreement-Required

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

(Ord. _____; Ord 571 § 1, 1996.)

12.08.040 Encroachment Permit - Required

A. An Encroachment Permit is required:

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- 1.** ~~It is unlawful for any person~~ to construct public infrastructure improvements such as, but not limited to, sidewalk, boardwalk, curbs, gutters, telecommunication facilities, utilities and/or street paving within any street; ~~or~~
- 2.** to dig up, break, excavate, tunnel, undermine, or in any manner break up any street; ~~or~~
- 3.** to make or cause to be made any excavation in or under the surface of any street for any purpose; ~~or~~
- 4.** to place, deposit, or leave upon any street any earth or other excavated material, construction supplies, equipment, dumpsters or materials obstructing or tending to interfere with the free use of the street; ~~or~~
- 5.** to move an existing house, building, or structure on or over any street; ~~or~~
- 6.** to occupy any street, sidewalk or any time-restricted parking space for the purposes of construction, excavation, tunneling, or storage of materials, ~~or for activities which would facilitate such, or to store a recreational vehicle or other motor vehicle within any street, unless such person shall first have obtained an encroachment permit therefore from the town as herein provided.~~

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~~A.~~B. No encroachment permit to occupy any street travel lane or time-restricted parking space for the purposes of construction, excavation, tunneling, or storage of materials or for activities which would facilitate such shall be issued for the time period between and including June 15th and September 25th of each calendar year for properties which are entirely within the area described in the below map of area and described as follows: beginning at the intersection of North Jackson and West Gill southward along Jackson to ~~Simpson~~Hansen Street the eastward along Hansen to Willow then northward along Willow to E Gill then westward along Gill to North Cache then northward along Cache to Mercill Avenue then ~~east~~westward along Mercill to North Millward then south along Millward to west Gill the westward along Gill to the point of beginning, and on major roads as determined by the Town Engineer except for reasons which the Public Works Director deems are: 1) unavoidable on the part of the applicant; 2) for the purposes of routine maintenance, ~~or~~ 3) acceptable pursuant to an approved Construction Plan and/or Staging Plan as set forth in section 12.08.045 below.

~~B.~~C. No encroachment permit shall be issued without an approved construction plan and/or staging plan from the ~~Town Planning Director~~ Town Engineer as required and set forth in this chapter.

(Ord. _____; Ord. 947 § 1, 2009; Ord. 571 § 1, 1996.)

12.08.045 Encroachment Permit - Construction Plan and/or Staging Plan

A. An applicant for an encroachment permit shall be required to obtain approval of a construction plan and/or staging plan for the public infrastructure improvements from the ~~Town Planning Director and~~ Town Engineer. Based on the magnitude of the development, the ~~Town Planning Director and~~ Town Engineer may require that the applicant conduct a meeting with property owners in the affected area to review and provide input on the proposed construction and/or staging plan. Town Engineer may require a construction plan and/or staging plan for large construction projects located in the area referenced in 12.08.040.B above and along major roads to be reviewed by the Town Council. To minimize the impact to the general public, the Town Planning Director and Town Engineer will have the authority to require modifications to the construction and/or staging plan. The ~~Town Planning Director and~~ Town Engineer may allow construction related activity to work within the right-of-way during the restricted time period referenced in section 12.08.040 above if deemed appropriate in their discretion.

B. Should the applicant, Town Planning Director and Town Engineer not agree on an appropriate construction and/or staging plan, the applicant will have the option to request a review by the Town Council.

(Ord. _____; Ord. 947 § 1, 2009; Ord. 579 § 2, 1997.)

12.08.050 Permit-Application-Contents.

- A. No ~~e~~Encroachment ~~p~~Permit shall be issued unless a written application ~~for the issuance of an encroachment permit~~ is submitted to the ~~€~~Town. The written application shall state the name and address of the applicant, the nature, location and purpose of the encroachment, the date of commencement and date of completion of the encroachment, and other data as may reasonably be required by the ~~€~~Town. The application shall be accompanied by plans showing the extent of the proposed encroachment work and, as appropriate, the dimensions and elevations of both the existing ground prior to said encroachment and of any proposed excavated surfaces after said encroachment work, the location of the encroachment work and such other information as may be prescribed by the ~~€~~Town.

12.08.055 Material Change Affects the Application and Permit Process.

Unless otherwise agreed to in writing by the Town, any material changes to an Encroachment Permit application, as determined by the Town in its sole discretion, shall be considered a new application and the prior application shall be deemed withdrawn.

(Ord. ____; Ord 571 § 1, 1996.)

12.08.060 Permit Fees.

Permit fees charged for the issuance of ~~e~~Encroachment ~~p~~Permits shall be as set forth in the following schedule and shall be in addition to all other fees for permits or charges relative to any proposed construction work.

Encroachment Permit Fee Schedule

Encroachment Activity	Fee	
	<u>Standard Fee</u>	<u>Expedited Fee</u>
	<u>Permit Application filed at minimum two (2) business days prior to work</u>	<u>Permit Application filed within two (2) business days of work</u>
Utility excavation in public street	\$ 200 <u>\$325.00</u>	<u>\$475.00</u>
Utility excavation in public alley	\$100 <u>\$175.00</u>	<u>\$275.00</u>
Utility excavation in public easement	\$175.00 <u>\$100</u>	<u>\$275.00</u>
Driveway cuts/curb cuts installation/replacement	\$175.00 <u>\$100</u>	<u>\$275.00</u>
Curb and gutter installation	\$175.00 <u>\$100</u>	<u>\$275.00</u>
Sidewalk installation	\$175.00 <u>\$100</u>	<u>\$275.00</u>
Construction-related activities		
➤ Occupying of street travel lane	\$ 200 <u>\$325.00/day</u>	<u>\$425.00/day</u>
➤ Occupying of public alley	<u>\$ 175.00/day</u>	<u>\$275.00/day</u>
➤ Occupying of time restricted parking space	\$ 580.00 <u>\$180.00/day/space</u>	<u>\$180.00/day/space</u>

➤ <u>Occupying public sidewalk</u>	<u>\$80.00/day</u>	<u>\$180.00/day</u>
House-moving	\$ <u>250.00</u> plus hourly charges for town staff that assist in the moving.	<u>\$150.00</u>
Other	As deemed appropriate by the Public Works Director <u>or his/her delegee.</u>	

* Permit Applications filed after work commenced carry a fee of double the Standard Fee.

These fees shall be placed within a designated public improvements account and shall be used for the purpose of funding public infrastructure improvements or repairs, except that the fees collected for the occupying of ~~streets, alleys, and~~ parking spaces for construction-related activities shall be placed in the fee-in-lieu-of-parking account.

(Ord. _____; Ord 571 § 1, 1996.)

12.08.080 Surety bond; financial assurance.

Before an ~~e~~Encroachment ~~p~~Permit as herein provided is issued, the ~~a~~Applicant shall deposit with the ~~€~~Town a ~~financial assurance surety bond~~ in ~~the an~~ amount determined by Town Engineer, or his/her delegee, of one thousand dollars payable to the ~~€~~Town. The required financial assurance ~~surety bond~~ must be:

- A. With good and sufficient surety;
- B. By a surety company authorized to transact business in the state;
- C. Satisfactory to the ~~€~~Town ~~a~~Attorney, or his/her Designee, in form and substance; and
- D. Financial Assurance in an amount equal to the total cost of construction, including labor and materials, as calculated by the Town Engineer. The financial assurance shall guarantee that the material and equipment are furnished and used, and the workmanship employed in the performance of the work described in the Encroachment Permit will be of such character and quality as to ensure it to be free from all defects and in continuous good order for a period of one (1) year from the date of final inspection and acceptance of all such improvements or work. The financial assurance shall be noncancelable for one (1) full year from the date of final inspection and acceptance.. If the work fails or must be repaired within one (1) year of acceptance of the work, the Town shall notify the permittee to perform the work. If the permittee fails perform the maintenance or repair the Town may execute the financial assurance.

~~Conditioned upon the permittee's compliance with this chapter and to secure and hold the town and its other costs arising from the encroachment and other work covered by the excavation permit or for which the town, the town council or any town officer may be made liable by reason of any accident or injury to persons or property through the fault of the permittee either in not properly guarding the encroachment or for any other injury resulting from the negligence of the permittee; and further conditioned to fill up, restore and place in good and safe condition as near as may be~~

~~to its original condition, and to the satisfaction of the town public works director, all openings and excavations made in streets. Any owner of real estate constructing, modifying, or repairing or engaging another to construct, modify, or repair his own sidewalk shall not be required to give such bond. Recovery on such bond for any injury or accident shall not exhaust the bond but it shall in its entirety cover any or all future accidents or injuries during the excavation work for which it is given. In the event of any suit or claim against the town by reason of the negligence or default of the permittee, upon the town's giving written notice to the permittee of such suit or claim, any final judgment against the town requiring it to pay for such damage shall be conclusive upon the permittee and his surety. An annual bond may be given under this provision which shall remain in force for one year conditioned as above, in the amount of twenty thousand dollars (\$20,000) and in other respects as specified above but applicable as to all encroachment work in streets by the principal in such bond during the term of one year from said date. Individual bonds shall be released at the completion of the permitted work consistent with the restrictions of Section 12.08.380.~~

(Ord. _____; Ord 571 § 1, 1996.)

12.08.090 Routing of traffic

E. The Contractor performing the work shall be solely responsible for setting up and maintaining traffic control measures that meet MUTCD standards. The Town of Jackson is not responsible for providing, maintaining, assisting or insuring that traffic control measures comply with all MUTCD standards for private construction and development.

(Ord. _____; Ord 571 § 1, 1996.)

12.08.365 Application of Wireless Telecommunication Facility Design Standards.

A. The Wireless Telecommunication Facility Design Standards referred to herein are a part of this Title that may be amended from time to time by the Town Council by resolution of the Town Council without the necessity of amending this Chapter. Any amendments made by resolution of the Town Council shall become a part of this Chapter as fully as though written herein provided such resolution is duly published with the minutes of the Town of Jackson and a copy maintained in the office of the Town Clerk of Jackson.

B. Any Right-of-Way Wireless Telecommunications Facility Encroachment Permit application that does not meet the Wireless Telecommunication Facility Design Standards must comply with the Town of Jackson Land Development Regulations.

(Ord. _____).

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12.08.380 Inspections - Enforcement

A. The Town Public Works Department and Town Building Department shall make such inspections as are reasonably necessary in the enforcement of this chapter and shall have the authority to promulgate and cause to be enforced such rules and regulations as may be reasonably necessary to enforce and carry out the intent of this chapter. For all ~~permitted~~ work which occurs that is not permitted, or in compliance with an approved construction staging and/or encroachment plan, enforcement procedures shall be as follows:

B. Any person doing work without an Encroachment Permit (when such a permit is required) or doing work outside the scope of an Encroachment Permit the person was issued:

1. Shall be issued a written warning; and
2. Must come into full compliance with this Chapter; and
3. Must complete an Encroachment Permit Application within one (1) business day.

C. Any person identified doing work without an Encroachment Permit (when such a permit is required) or doing work outside the scope of an Encroachment Permit a second time:

1. Shall have the work “red tagged” until the person and the work are in full compliance with the Jackson Municipal Code and until the person has obtained all permits required by this Chapter; and
2. May be issued a citation to appear in the Jackson Municipal Court.

~~First offense—The project will receive verbal and written notice of the obligations to conform to the approved encroachment and/or staging plan.~~

~~Second offense—The project will receive verbal and written notice of the obligations to conform to the approved encroachment and/or staging plan.~~

~~Third offense—The project will receive written notice of the infractions and their obligations to conform to approved staging plan and receive “red tagged” (shut down) for a 24 hour period.~~

~~Forth offense—The project will receive written notice of the infractions, be “red tagged” for a period of 24 hours and be given a citation to the Jackson Municipal Court.~~

~~Fifth offense and beyond—The project will receive written notice of the infractions, be “red tagged” for a 3 or more working days depending on the level of the infraction and receive an additional citation to appear in the Jackson Municipal Court.~~

No release of the ~~surety bond~~ financial assurance required under Section 12.08.080 shall take place without the prior approval of Town Engineer, or his/her designee ~~the Public Works Director~~. (Ord. 943 § 1, 2009; Ord 571 § 1, 1996.)

12.08.390 Map and As-Built Drawings.

A. Users of subsurface street space shall maintain accurate drawings, plans, and profiles showing the location and character of all underground structures including abandoned installations. Corrected maps shall be filed with the ~~†Town e~~ Engineer within sixty ~~(60)~~ days after new installations, changes or replacements are made. Maps shall be provided to the ~~†Town~~ in both ~~blueprint~~ reproducible hardcopy format and also shall be provided to the ~~†Town o~~ in an computer electronic disk in a format compatible with the ~~†Town’s~~ geographic information system and acceptable to the Town Engineer.

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B. Permittees must meet the standards set forth in Section A for all aboveground structures associated with Communications Facilities, Poles built for the sole or primary purpose of supporting communications facilities, and/or Towers in the Public ROW.

(Ord. _____; Ord 571 § 1, 1996.)

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12.08.410 Public service companies-Applicability of provisions

The provisions of this chapter shall be applicable to all persons operating public utilities in the Town under franchises granted by the ~~€~~Town and having the right either by general or special permission to enter upon streets and open and excavate pavements, sidewalks or disturb the surface thereof by excavation or other work, and such persons shall be required to apply for a permit and to comply with all other provisions of this chapter, ~~except that the fee schedule set forth in Section 12.08.060 shall not apply to such persons.~~

(Ord. _____; Ord 571 § 1, 1996.)

12.08.420 Insurance required

A permittee, prior to the commencement of encroachment work hereunder, shall furnish the ~~€~~Town satisfactory evidence in writing that the permittee has in force and will maintain in force during the performance of the excavation work and the period of the encroachment permit ~~public~~general commercial liability insurance of not less than ~~One Million five hundred thousand d~~Dollars (\$1,000,000.00) for any one person and ~~five hundred thousand One Million d~~Dollars (\$1,000,000.00) for any one accident and property damage insurance of not less than ~~five hundred thousand One Million d~~Dollars (\$1,000,000.00) duly issued by an insurance company authorized to do business in this state. The insurance shall name the Town as an additional insured.

(Ord. _____; Ord 571 § 1, 1996.)

SECTION II.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION III.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

SECTION IV.

This Ordinance shall become effective after its passage, approval and publication.

PASSED 1ST READING THE ____ DAY OF _____, 2019.
PASSED 2ND READING THE ____ DAY OF _____, 2019.
PASSED AND APPROVED THE ____ DAY OF _____, 2019.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Town Clerk, Sandra P. Birdyshaw

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of _____, 2019.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Town Clerk

RESOLUTION 19-05
TOWN OF JACKSON WIRELESS TELECOMMUNICATION FACILITY
DESIGN STANDARDS

WHEREAS, on September 27, 2018, the Federal Communication Commission issued the Third Declaratory Ruling and Third Report and Order regarding wireless telecommunication facilities; and,

WHEREAS, this law affects the Town of Jackson and, specifically, the placement of wireless telecommunication facilities in the Town of Jackson Right-of-Way; and,

WHEREAS, the Town desires to set policy guidance governing the design standards for any and all wireless telecommunication facilities in its Right-of-Way as set forth by certain ordinances of the Town and to govern administrative decisions and interpretations.

NOW, THEREFORE be it hereby resolved by the Mayor and Town Council of the Town of Jackson, Wyoming, in regular session duly assembled, that:

The Town of Jackson Wireless Telecommunication Facility Design Standards as set forth in Exhibit A attached hereto are hereby adopted effective _____, 2019.

PASSED and APPROVED this ____ Day of _____, 2019.

TOWN OF JACKSON

BY: _____

Pete Muldoon, Mayor

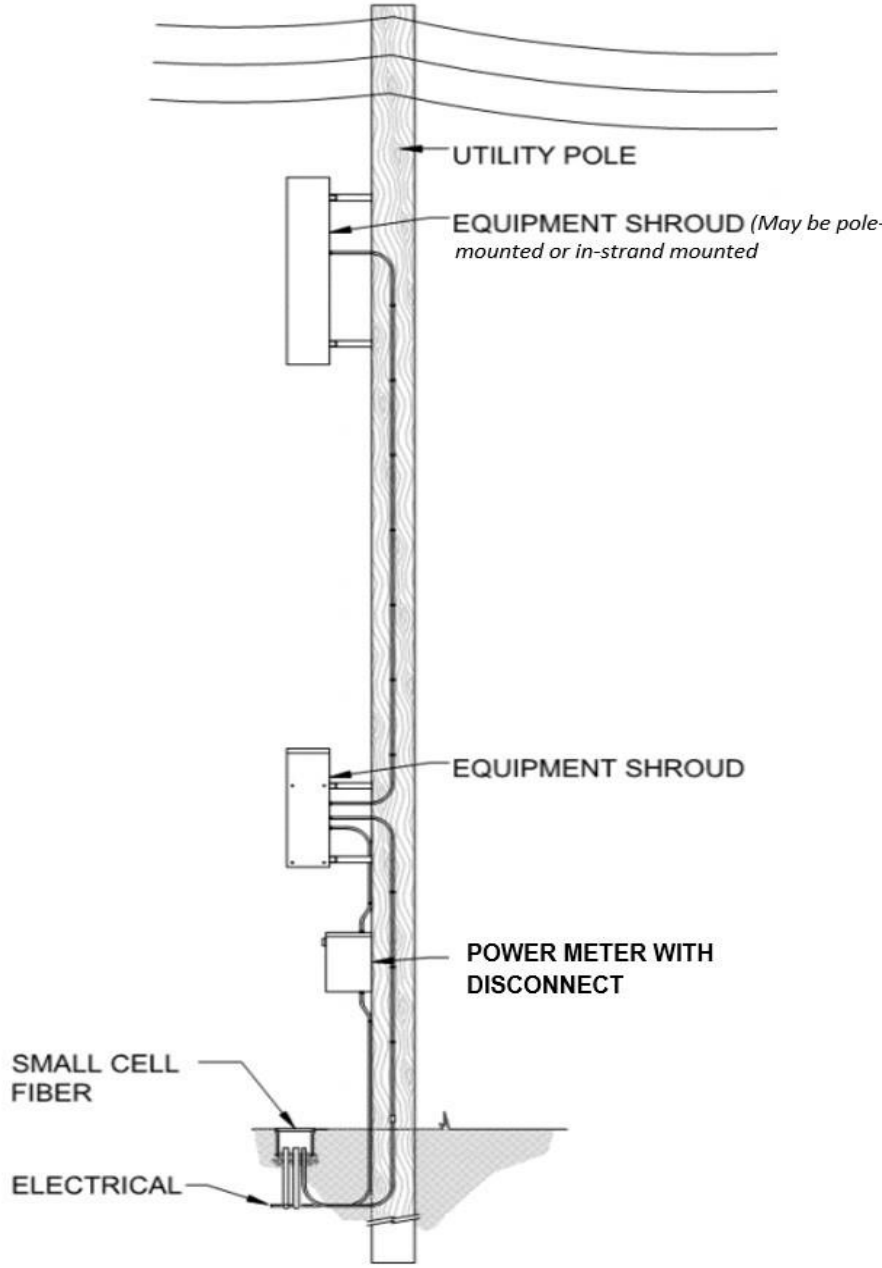
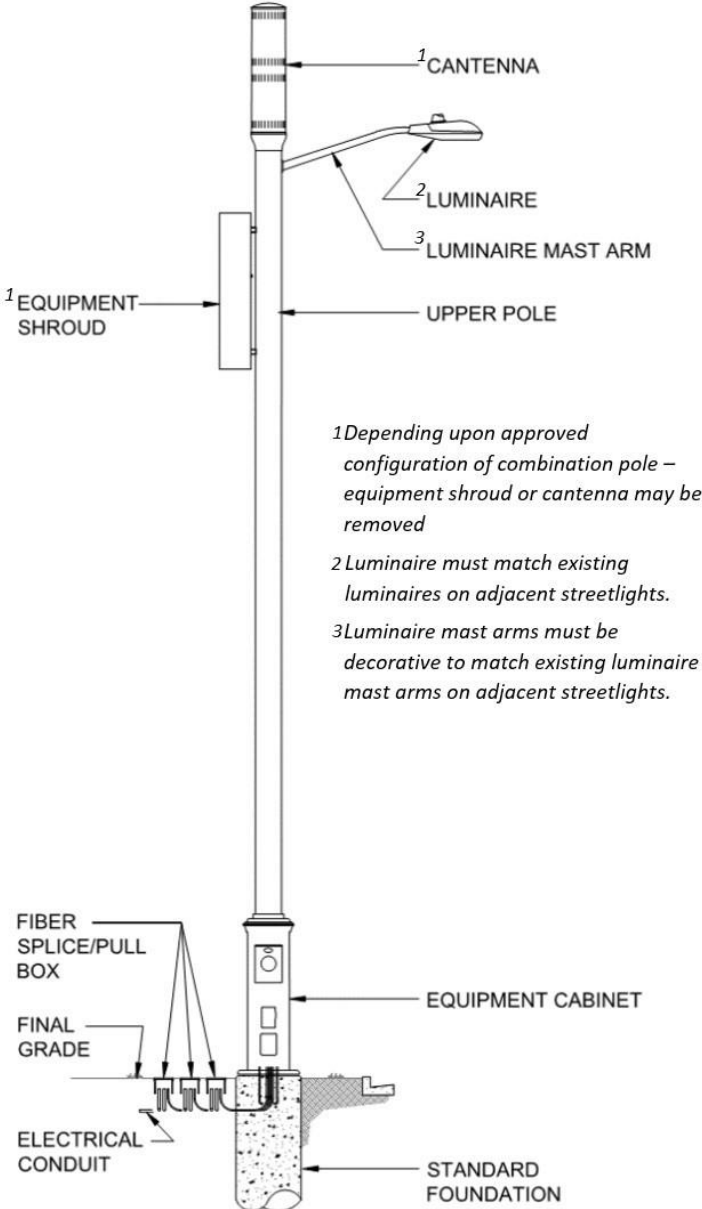
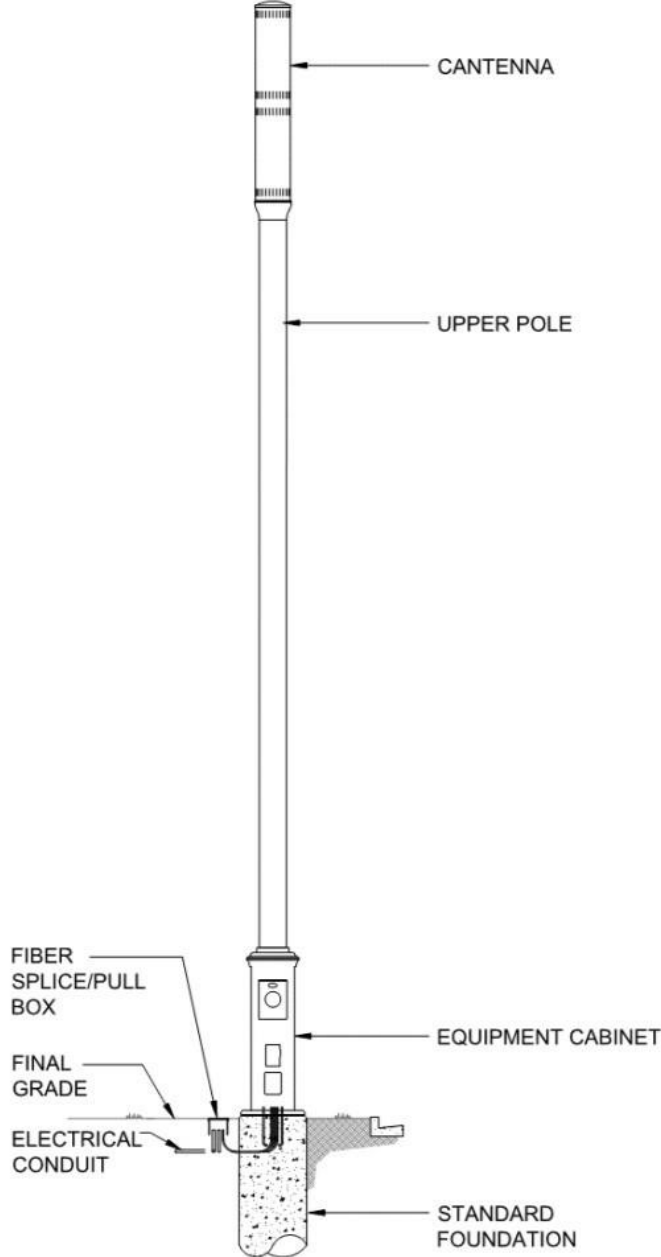
ATTEST:

BY: _____

Sandy P. Birdyshaw, Town Clerk

Town of Jackson
Wireless Telecommunication Facility Design Standards

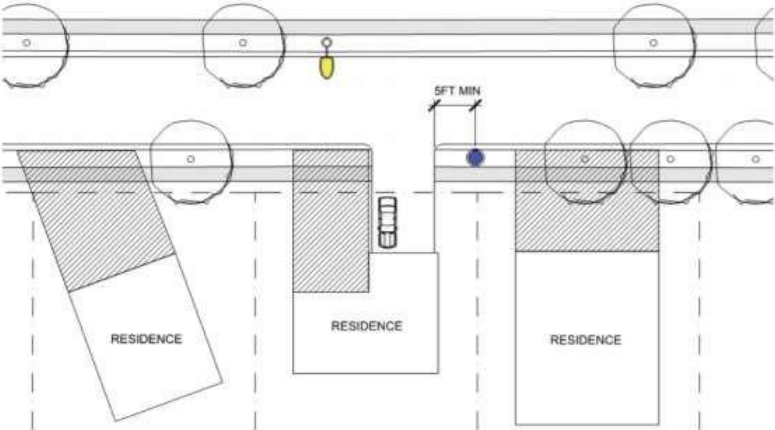
Three different types of wireless telecommunication right-of-way installations are permitted within the Town of Jackson. These types include attachments to existing utility poles and utility lines (Type I), removal and replacement of existing streetlights (Type II), and new freestanding installations (Type III). When wireless facilities are to be constructed in a right-of-way, the Town’s order of preference for a provider is 1) To install in-strand antennas (Type I), 2) To collocate on existing poles (Type I), 3) To collocate on replacement poles in the same or nearly the same location (Type II), or 3) to collocate on new poles (Type III). Deviations from this guideline shall be approved on a case-by-case basis by the Town Engineer prior to installation.

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
1. Typical Configuration			
2. General Requirements	□ All attachments to existing utility poles within Town of Jackson right-of-way require an encroachment permit, prior to installation. □ A maximum of three enclosures including the disconnect and antenna shall be installed at each utility pole location. No ground-mounted enclosures, including backup power supply, shall be allowed.	□ Combination wireless telecommunication and streetlight applications and aesthetics shall be approved by the Town of Jackson prior to installation. All equipment shall meet the Town’s construction standards and specifications and comply with the Town’s Encroachment Permit requirements.	□ All freestanding wireless telecommunication poles within Town right of way require an encroachment permit prior to installation. □ The pole design shall match the aesthetics of existing streetlights installed adjacent to the pole. The carrier shall submit a visual analysis (online street images are acceptable) with an application to justify selected pole design.

Town of Jackson
Wireless Telecommunication Facility Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
	□ All carrier equipment shall be removed and relocated at no cost to the Town, if the Town or Lower Valley Energy (LVE), or any other public or private utility provider decides to underground the utility lines in the future. □ No strand-mounted wireless telecommunication devices shall be installed on poles with mounted streetlights. □ Carrier shall submit evidence that the existing poles are appropriately sized and have sufficient strength to accommodate the additional wireless telecommunication equipment loads. Carrier shall also submit a letter of approval from the pole owner for the wireless telecommunication equipment to be installed on the specific pole. □ Carrier shall certify that radiation is at safe levels by a non-ionizing radiation electromagnetic radiation report (NIER). The NIER report shall be endorsed by a certified professional. Report shall be submitted to the pole owner and the Town. It shall specify minimum approach distances to the general public as well as electrical and communication workers that are not trained for working in an RF environment (uncontrolled) when accessing the pole by climbing or bucket. □ Carrier shall provide a disconnect so pole owners and the Town have the ability to easily shut off radio signals and power while working on the pole.	□ Three variations of Type II streetlight replacements will be considered for installation: Type IIa: Streetlight with a single cantenna ⁽¹⁾ Type IIb: Streetlight with a single equipment shroud ⁽¹⁾ Type IIc: Streetlight with a cantenna and single exterior equipment shroud □ Type IIc installation will be allowed when multiple technologies offered by the same carrier are installed on a single pole and to qualify, the Network Provider must demonstrate that the additional technology cannot be integrated into the equipment cabinet or the cantenna. □ Replacement streetlight poles shall match existing poles on the block, or nearby vicinity, to the greatest extent practicable and as approved by the Town. The carrier shall submit a visual analysis (online street images are acceptable) with an application to justify selected pole design. □ All wireless telecommunication carrier equipment shall be housed internal to the pole or hidden behind an exterior shroud. □ All wireless telecommunication components shall be sized to be architecturally compatible with the existing pole to create a cohesive aesthetic. This means, for example, that the transition between the proposed equipment cabinet and upper pole shall be as seamless and visually unobtrusive as possible. A decorative transition shall be installed over the equipment cabinet upper bolts, or decorative base cover shall be installed to match the equipment cabinet size. □ All pole mounted enclosures shall be securely attached with hardware (not strapped). □ Carrier shall certify that radiation is at safe levels by a non-ionizing radiation electromagnetic radiation report (NIER). The NIER report shall be endorsed by a qualified professional. Report shall be submitted to the pole owner and the Town. It shall specify minimum approach distances to the general public as well as electrical and communication workers that are not trained for working in an RF environment (uncontrolled) when accessing the pole by climbing or bucket. □ Carrier shall provide a disconnect so pole owners and the Town have the ability to easily shut off radio signals and power while working on the pole.	□ All wireless telecommunication carrier equipment and wires shall be housed internal to the pole or hidden behind an exterior shroud. □ All wireless telecommunication components shall be sized to be architecturally compatible with the existing pole to create a cohesive aesthetic. This means, for example, that the transition between the proposed equipment cabinet and upper pole shall be as seamless and visually unobtrusive as possible. A decorative transition shall be installed over the equipment cabinet upper bolts, or decorative base cover shall be installed to match the equipment cabinet size. □ Carrier shall certify that radiation is at safe levels by a non-ionizing radiation electromagnetic radiation report (NIER). The NIER report shall be endorsed by a qualified professional. Report shall be submitted to the Town and it shall specify minimum approach distances to the general public. □ Town reserves the right to attach any sign (such as a no parking sign) on a freestanding installation within the right-of-way. □ Carrier shall provide a disconnect so pole owners and the Town have the ability to easily shut off radio signals and power while working on the pole.
3. Placement Requirements	□ Equipment shall be attached to existing pole. □ Equipment shall be located such that it meets the Americans with Disabilities Act of 1990 and does not obstruct, impede, or hinder the usual pedestrian or vehicular travel way. □ A cantenna may be located on top of the utility pole provided it complies with the standards in these Design Guidelines.	□ Poles can either be owned by the Town, LVE, private owner, or the applicant (as approved via Encroachment Permit). □ No pole or equipment shall impede, obstruct or hinder ADA access, pedestrian or vehicular travel. □ Poles and equipment shall be located in the landscape/furnishing strip (if possible) and in alignment with existing trees, utility poles and streetlights. □ Poles shall be located equal distance between trees when possible, with a minimum of 15 feet separation. □ Poles and equipment shall provide required clearances from any existing utilities.	□ Freestanding poles shall be spaced at intervals no less than 300 feet, radially, from another freestanding wireless telecommunication pole. □ Freestanding poles shall not be located along the frontage of a building deemed historic on a federal, state, or local level. □ Freestanding poles shall not significantly obstruct property sight lines and shall be located between property lines as much as possible □ For commercial areas - care should be taken to locate the wireless telecommunication such that it does not negatively impact a business. Wireless telecommunications shall not be

Town of Jackson
Wireless Telecommunication Facility Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
		Poles and equipment shall not obstruct sight distance at driveways or other accesses on to roadway.	located in-front of store front windows, primary walkways, primary entrances or exits, or in such a way that would impede deliveries. Freestanding poles shall not impede, obstruct or hinder ADA access, pedestrian or vehicular travel Poles and equipment shall be located in the landscape/furnishing strip (if possible) and in alignment with existing trees, utility poles and streetlights. Poles shall be located equal distance between trees when possible, with a minimum of 15 feet separation. Poles and equipment shall provide required clearances from any utilities. Poles shall be located outside of 30 foot clear vision triangle at intersections. Poles shall not obstruct sight distance at driveways or other accesses on to roadway. Poles shall not be located within 100 feet of the apron of a fire station or other adjacent emergency service facility. For residential areas - do not locate the pole within the perpendicular extension of the primary street-facing wall plane, as shown below. Do not locate a wireless telecommunications in front of driveways, entrances or walkways.  Do not locate small cell in the perpendicular extension of the primary Do not locate small cell in front of driveways, entrances, or walkways
4. Equipment Color	Visible attachments and hardware shall be colored to match pole regardless of pole material, or, if matching color is not feasible, then colored gray (7047).	Equipment cabinet and pole shall be galvanized in accordance with AASHTO M 111. The pole shall be painted to match existing streetlight aesthetics and paint shall be powder coated over zinc paint (Pole and equipment cabinet shall still be galvanized).	Equipment cabinet and pole shall be galvanized in accordance with AASHTO M 111. The pole shall be painted to match existing streetlight aesthetics, paint shall be powder coated over zinc paint (Pole and equipment cabinet shall still be galvanized).
5. Equipment Shroud / Cabinet	38”H x 16”W x 12”D maximum for pole-mounted equipment shroud. Strand-mounted equipment enclosures may not exceed 5.5 cubic feet. All hardware attachments shall be hidden to the maximum extent possible.	Maximum diameter is 16 inches (preferred) or 20 inches. Maximum height of cabinet is 5’-8”. Cabinet shall be round and installed below the pole. If an antenna is located on the side of the pole, the antenna, radio equipment, brackets, and all other hardware required for a complete installation shall fit behind a 38”H x 16”W x 12”D maximum shroud, securely mounted (not strapped) to the pole.	Maximum diameter is 16 inches (preferred) or 20 inches. Maximum height of cabinet is 5’-8”. Cabinet shall be round and installed below the pole. Equipment cabinet and/or equipment cabinet cover shall not have a flat, horizontal surface larger than 1.5 inches. Hardware attachments shall be hidden to the maximum extent possible.

Town of Jackson
Wireless Telecommunication Facility Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
		❑ Equipment cabinet and/or equipment cabinet cover shall not have a flat, horizontal surface larger than 1.5 inches. ❑ All hardware attachments shall be hidden to the maximum extent possible.	
6. Cantenna	❑ If a cantenna is located on top of the pole the outer diameter shall be 14” maximum and the cantenna shall be no more than 5 feet tall, including antenna, radio head, mounting bracket, and all other hardware necessary for a complete installation. ❑ If the cantenna is mounted to the side of the pole it shall be located inside a shroud of 5.5 cubic feet maximum. The width, depth, or diameter of the shroud size shall not be greater than 16”.	❑ The antenna and antenna pole attachment shall be shrouded to meet the Town’s aesthetics. A tapered transition between the upper pole and cantenna shall be included. ❑ The maximum outer diameter is 14-inch and the maximum length is 5’ 8”. The antenna shroud shall be colored and designed to match pole.	
7. Required Equipment	❑ Only one equipment shroud, containing all required wireless telecommunication equipment, shall be installed per pole. Except, one additional equipment shroud shall be allowed per pole if the antenna is located within the second equipment shroud. ❑ If applicable, only one strand-mount equipment shroud shall be installed per permit location	❑ All equipment shall be located internal to the equipment cabinet or recessed in the equipment cabinet to meet utility requirements or hidden behind the cantenna. All equipment shall be mounted per the Town’s requirements. Pole bases shall be sized to handle the listed equipment and all other equipment required by the owner.	
8. Warning Labels	Radio frequency warning labels shall be mounted on the equipment, and clearly mark both sides of the enclosure and be visible from the ground, roadside, and field side.		
9. Owner Identification	A 4-inch by 6-inch (maximum) plate with the carrier’s name, location identifying information, and emergency telephone number shall be permanently fixed to the equipment shroud.		
10. Luminaire	No lighting of facility is allowed.	Luminaire shall meet the Town’s night sky standards, construction standards and specifications and shall match existing adjacent luminaires.	No lighting of facility is allowed.
11. Luminaire Mast Arm	Not Applicable	Mast arms shall match those on adjacent streetlights or match aesthetics of adjacent streetlights. In any case, mast arms will be decorative.	Not Applicable
12. Pole Size & Type	Not Applicable	❑ Pole shall be round, straight, galvanized steel. Pole shall be architecturally compatible with the equipment cabinet. At least 15% of the pole design structural capacity shall be reserved for future Town installations. ❑ The upper pole shall be scaled to 0.5 to 0.75 times the size of the equipment cabinet with 10” minimum outer diameter. The pole diameter shall be scaled such that no flat, horizontal surface larger than 1.5 inches exists between the equipment cabinet and upper pole.	❑ Pole shall be round, straight, galvanized steel. Pole shall be architecturally compatible with the equipment cabinet. At least 15% of the pole design structural capacity shall be reserved for future Town installations. ❑ The upper pole shall be scaled to 0.5 to 0.75 times the size of the equipment cabinet with 10” minimum outer diameter. The pole diameter shall be scaled such that no flat, horizontal surface larger than 1.5 inches exists between the equipment cabinet and upper pole.
13. Wireless Telecommunications Height	❑ If a cantenna is located on top of the utility pole, the cantenna shall be no more than 5 feet tall, including antenna, radio head, mounting bracket, and all other hardware necessary for a complete installation. ❑ Applicants are encouraged to use existing utility poles that are 30’ or less in height.	❑ Pole height shall be measured from the adjacent sidewalk grade, or where no sidewalk is installed the grade of adjacent road at centerline, to the top of the highest point on the structure (cantenna or luminaire). ❑ The height of the combination pole shall not exceed 30 feet. If the adjacent light poles are less than 30’ in height, the combination pole shall be as close as possible to the same height as the adjacent light poles.	❑ Pole height shall not exceed 30 feet. Pole height shall be measured from the adjacent sidewalk grade, or where no sidewalk is installed the grade of adjacent road at centerline, to the top of the cantenna.

Town of Jackson
Wireless Telecommunication Facility Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
14. Electrical Separation	Separate conduits shall be provided to separate wiring by owner.	Separate conduits shall be provided to separate wiring by owner. An internal divider inside the structure shall separate electrical wiring and fiber per Owner.	
15. Conduit Sweeps in Foundation	Not Applicable	Conduit shall accommodate all equipment and include four (4) spare 2” PVC sweeps for future service.	
16. Design Wind Velocity	Withstand minimum wind speed of 115mph (3 second gust) – or as required by the Town’s currently adopted International Building Code.		
17. Foundation	Not Applicable	Precast concrete or cast-in-place pole foundations shall be designed per the Town standard to meet ACI 318. While the Town accepts cast-in-place foundations, precast concrete foundations are preferred and should be installed whenever possible.	
18. Bolt Circle	Not Applicable	19.5-inch bolt circle when installing a 16-inch equipment cabinet. 23.5-inch bolt circle when installing a 20-inch equipment cabinet. Anchor bolts shall be hidden from view.	
19. Access Doors	Not Applicable	☐ Lockable doors to be provided as needed in the equipment cabinet to maintain equipment. ☐ A hand hole shall be provided at the top and bottom of the pole to maintain electrical service for streetlights and future attachments.	☐ Lockable doors to be provided as needed in the equipment cabinet to maintain equipment. ☐ A hand hole shall be provided at the top and bottom of the pole to ensure electrical service for future attachments.
20. Ventilation	Not Applicable	Passive louvers and/or other passive ventilation systems shall be provided as the primary means of temperature control. If required, fan(s) shall not emit noise greater than 30dBa at one meter (3.28 feet).	
21. Examples of Unacceptable Installations		 Conduit, mounting bracket, and other hardware must be hidden from view Cantenna must include a smooth transition between upper pole and cantenna attachment Upper pole shall be smooth and straight, with 1.5-inch (max.) of flat surface where mounted to the equipment cabinet Equipment cabinet shall be round. 16-inch diameter is preferred, 20-inch diameter max.  Cantenna must include a smooth transition between upper pole and cantenna Conduit, mounting bracket, and other hardware must be hidden behind a cantenna or in a shroud All conduit, wires, and other hardware shall be located internal to the upper pole	

Town of Jackson
Wireless Telecommunication Facility Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
22. Examples of Acceptable Installations	Intentionally blank		



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENTS: Legal & Planning

PRESENTERS: Lea Colasuonno & Paul Anthony

MEETING DATE: March 18, 2019

SUBJECT: Right-of-Way Wireless Regulation: Title 12 Ordinance and Design Standards Resolution

STATEMENT/PURPOSE

The purpose of this item is to present an ordinance amending Title 12 and a resolution adopting design standards for wireless facilities in the Town Right-of-Way ("ROW").

BACKGROUND/ALTERNATIVES

At the February 19, 2019 Town Council Workshop staff updated Council on recent developments in federal telecommunications law, and sought and obtained Council policy direction to draft local regulations to manage wireless facility development in the Town's ROW.

As a result of the Council discussion, staff drafted amendments to Title 12 and a resolution for Council consideration and approval.

COMPREHENSIVE PLAN ALIGNMENT

Comp Plan Section 4. Town as the Heart of the Region - The Central Complete Neighborhood:

- Enabling and optimizing communications in the Town core supports the goal of concentrating development and activity in the Town by "improving the quality of life in Town and the economic stability and service delivery for the entire community."

Section 6. A Diverse and Balanced Economy:

- The Comp Plan envisions "developing a sustainable, vibrant, stable and diversified local economy" with specific goals that include "enhancing tourism as the basis of the economy, encouraging local entrepreneurial opportunities, facilitating viable local businesses, [and] ensuring year-round economic viability." Developing, maintaining and improving wireless communication infrastructure within the Town is fundamental to each of these goals.

Section 7. Multimodal Transportation:

- Alternative transportation, such as rideshare vehicles, bikeshares, and large-scale mass transit, is a critical component of the Comp Plan. These alternative transportation modes all require wireless communication networks, making investment in and improvement of the Town's wireless infrastructure a critical step in achieving this Comp Plan goal.

Section 8. Quality Community Service Provision:

- This Comp Plan section opens with the statement that "life-safety, educational, social, cultural and recreational services [are] central to residents' Quality of Life and a visitor's experience," and specifically highlights the need for "the efficient, timely, and safe delivery of critical utilities and services, such as police, fire protection, emergency medical treatment, and water and sewer services." All of these services

rely on wireless communication networks to operate, thus achieving this goal involves increasing the Town's current wireless infrastructure

STAKEHOLDER ANALYSIS

The stakeholders involved in this issue include the public generally, the business community, and visitors.

FISCAL IMPACT

The foreseeable fiscal impacts of this item are:

- Recurring fees from use of the ROW (annual franchise and licensing fees).
- Individual permit fees (one-time Encroachment Permit Application fees).
- Ongoing legal consultant costs (anticipated on a sporadic basis through April 15, 2019).

STAFF IMPACT

Current Staff Impact:

The staff impact of this item falls mostly in the Planning and Legal Departments and the Engineering Division. The Planning and Legal Departments are working closely to research the federal law; understand its implications for the community and its interaction with the Town's current regulations; develop the small cell regulations; and draft the necessary ordinances. The current impact of this item in the Planning and Legal Departments is significant.

The Engineering Division is also being consulted on some of the issues above and will be a necessary partner in generating internal staff procedures for processing applications and, a critical partner, in processing the applications and, once approved, the construction projects.

After second reading these ordinances will have a minimal impact in the Town Clerk's office, which includes the preparation of a brief public notice informing the public of each ordinance and the expected date of third reading. The impact of the third reading in the Town Clerk's office is notable in that it requires publishing the full ordinances in the newspaper, updating the Jackson Municipal Code, updating the Town's website, recording the ordinances in the permanent record book, and updating the electronic database.

Ongoing Staff Impact:

After enactment, staff expects long-term impacts in the Planning and Legal Departments and the Engineering Division to include franchise renewal, new application processing, and management of maintenance and repair of the facilities located in the ROW.

LEGAL REVIEW

Ongoing.

ATTACHMENTS

1. Ordinance T.
2. Resolution 19-05.

RECOMMENDATIONS

Staff recommends Council approve Ordinance T on first reading with policy any changes it determines necessary.

Staff recommends Council approve Resolution 19-05 with any policy changes it determines necessary.

SUGGESTED MOTIONS

I move to approve Ordinance T, an ordinance amending Chapter 12.04 and 12.08 of the Municipal Code of the Town of Jackson, on first reading.

I move to approve Resolution 19-05 adopting the Wireless Telecommunication Facility Design Standards in the Town of Jackson.

ORDINANCE T

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF ORDINANCE NOS. 571 AND 971 OF THE TOWN OF JACKSON MUNICIPAL CODE, SECTIONS 12.04 AND 12.08 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING RIGHT-OF-WAY WIRELESS COMMUNICATION FACILITY DEVELOPMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

Section 1 of Town of Jackson Ordinance Nos. 571 and 971 are hereby amended to read as follows:

12.04.010 Standards

A. The standards utilized within the town of Jackson with respect to the construction of street improvements shall be those contained within the latest edition of the Wyoming Public Works Standard Specifications, as said specifications are periodically updated, and those standards specifically adopted by the ~~¶~~Town to augment the Wyoming Public Works Standard Specifications. Should a conflict arise between the Wyoming Public Works Standard Specifications and those standards specifically adopted by the town, the town's standards shall take precedence.

B. The standards for Right-of-Way Telecommunications Wireless Facilities, as defined herein, in the Town of Jackson Right of Way are governed by, in addition to the standards in Section A, the Town of Jackson Wireless Telecommunication Facility Design Standards, as defined herein.

(Ord. ____; Ord 571 § 1, 1996.)

12.08.020 Definitions.

B. "Encroachment ~~a~~Agreement" is a recordable agreement executed between the ~~¶~~Town and a private party, which agreement provides for the erection and long-time maintenance of private building and building foundation improvements, including building projections and canopies and building-mounted signs, and retaining walls, within the streets of the town.

C. "Encroachment ~~p~~Permit" is a permit issued by the ~~¶~~Town to allow encroachment work of limited time duration and those activities for which a permit is required under the provisions of this chapter. Encroachment Permits are commonly known and applied for as Public Right-of-Way Permits.

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F. "Occupy" is the blocking, to facilitate construction-related activities, of:

- 1) all or part of the width of a street travel lane such that the lane may not, ~~in the opinion of the public works director,~~ be safely used for its normal purpose of accommodating vehicular traffic;
- 2) of all or part of a ~~time restricted~~ parking space such that it may not, ~~in the opinion of the public works director,~~ be safely used for its normal purpose of accommodating parked vehicles; or
- 3) of enough of the width of any alley ~~located within or adjacent to commercially zoned property (UC, UC2, AC, BC, and BP zoning districts)~~ such that vehicles may not, ~~in the opinion of the public works director,~~ readily pass.

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~~I.~~ "Public Works Director" is the public works director of the Town of Jackson or his/her designee for the purposes and intent of this chapter.

~~J.~~ "Right-of-Way Wireless Telecommunication Facility" is a telecommunications facility in the Town of Jackson Right-of-Way. ~~KJ.~~ "Street" is any street, highway, sidewalk, alley, avenue, or other public way, easement, or public grounds in the town.

~~JK.~~ "Street" is any street, highway, sidewalk, alley, avenue, or other public way, easement, or public grounds in the town.

~~KL.~~ "Time-restricted parking space" is any parking space located within those portions of the streets identified in Sub-Sections A and B of Schedule 9 of Section 10.04.390 of the ~~m~~Municipal ~~e~~Code of the ~~T~~Town of Jackson.

~~KM.~~ "Town" is the ~~T~~Town of Jackson.

~~LN.~~ "Town ~~e~~Council" or "~~e~~Council" is the ~~T~~Town ~~e~~Council of the ~~T~~Town of Jackson.

~~MO.~~ "Town ~~e~~Engineer" is the ~~T~~Town ~~e~~Engineer of the ~~T~~Town of Jackson or his/her designee for the purpose and intent of this chapter.

~~N.~~ "Public works director" is the public works director of the town of Jackson or his designee for the purposes and intent of this chapter.

(Ord. _____; Ord 571 § 1, 1996.)

12.08.025 Effect of an Encroachment Permit.

A. Not in Lieu of Other Required Permits or Authorizations. Any Encroachment Permit to work in the Public Right of Way ("ROW") issued under this Chapter authorizes construction at a location as proposed and as approved in the permit, with the permission of the Town. It is not in lieu of building permits, electrical permits, franchise agreements, licensing agreements, or any other permits or authorizations that may be required as a condition of construction or operation of the permanent facility or utility, and it does not

excuse compliance with any other law, regulation, practice or other requirement under federal, state or local law.

- B.** Franchise, consent and/or license agreements required for access to public ROW: Prior to installing in the public ROW any telecommunications facility, or any pole built for the sole or primary purpose of supporting a communications facility, or any tower, a person shall enter into, including, but not only, a franchise agreement, a consent agreement and/or a license agreement with the Town expressly authorizing use of the public ROW for the telecommunications facility, pole or tower proposed to be installed.

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(Ord. _____).

12.08.030 Agreement-Required

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

(Ord. _____; Ord 571 § 1, 1996.)

12.08.040 Encroachment Permit - Required

A. An Encroachment Permit is required:

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- 1.** ~~It is unlawful for any person~~ to construct public infrastructure improvements such as, but not limited to, sidewalk, boardwalk, curbs, gutters, telecommunication facilities, utilities and/or street paving within any street; ~~or~~
- 2.** to dig up, break, excavate, tunnel, undermine, or in any manner break up any street; ~~or~~
- 3.** to make or cause to be made any excavation in or under the surface of any street for any purpose; ~~or~~
- 4.** to place, deposit, or leave upon any street any earth or other excavated material, construction supplies, equipment, dumpsters or materials obstructing or tending to interfere with the free use of the street; ~~or~~
- 5.** to move an existing house, building, or structure on or over any street; ~~or~~
- 6.** to occupy any street, sidewalk or any time-restricted parking space for the purposes of construction, excavation, tunneling, or storage of materials, ~~or for activities which would facilitate such, or to store a recreational vehicle or other motor vehicle within any street, unless such person shall first have obtained an encroachment permit therefore from the town as herein provided.~~

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A.B. No encroachment permit to occupy any street travel lane or time-restricted parking space for the purposes of construction, excavation, tunneling, or storage of materials or for activities which would facilitate such shall be issued for the time period between and including June 15th and September 25th of each calendar year for properties which are entirely within the area described in the below map of area and described as follows: beginning at the intersection of North Jackson and West Gill southward along Jackson to ~~Simpson-Hansen~~ Street the eastward along Hansen to Willow then northward along Willow to E Gill then westward along Gill to North Cache then northward along Cache to Mercill Avenue then ~~east~~westward along Mercill to North Millward then south along Millward to west Gill the westward along Gill to the point of beginning, and on major roads as determined by the Town Engineer except for reasons which the Public Works Director deems are: 1) unavoidable on the part of the applicant; 2) for the purposes of routine maintenance, ~~or~~ 3) acceptable pursuant to an approved Construction Plan and/or Staging Plan as set forth in section 12.08.045 below.

B.C. No encroachment permit shall be issued without an approved construction plan and/or staging plan from the ~~Town Planning Director~~ Town Engineer as required and set forth in this chapter.

(Ord. _____; Ord. 947 § 1, 2009; Ord. 571 § 1, 1996.)

12.08.045 Encroachment Permit - Construction Plan and/or Staging Plan

A. An applicant for an encroachment permit shall be required to obtain approval of a construction plan and/or staging plan for the public infrastructure improvements from the ~~Town Planning Director and~~ Town Engineer. Based on the magnitude of the development, the ~~Town Planning Director and~~ Town Engineer may require that the applicant conduct a meeting with property owners in the affected area to review and provide input on the proposed construction and/or staging plan. Town Engineer may require a construction plan and/or staging plan for large construction projects located in the area referenced in 12.08.040.B above and along major roads to be reviewed by the Town Council. To minimize the impact to the general public, the Town Planning Director and Town Engineer will have the authority to require modifications to the construction and/or staging plan. The ~~Town Planning Director and~~ Town Engineer may allow construction related activity to work within the right-of-way during the restricted time period referenced in section 12.08.040 above if deemed appropriate in their discretion.

B. Should the applicant, Town Planning Director and Town Engineer not agree on an appropriate construction and/or staging plan, the applicant will have the option to request a review by the Town Council.

(Ord. _____; Ord. 947 § 1, 2009; Ord. 579 § 2, 1997.)

12.08.050 Permit-Application-Contents.

- A. No ~~e~~Encroachment ~~p~~Permit shall be issued unless a written application ~~for the issuance of an encroachment permit~~ is submitted to the ~~€~~Town. The written application shall state the name and address of the applicant, the nature, location and purpose of the encroachment, the date of commencement and date of completion of the encroachment, and other data as may reasonably be required by the ~~€~~Town. The application shall be accompanied by plans showing the extent of the proposed encroachment work and, as appropriate, the dimensions and elevations of both the existing ground prior to said encroachment and of any proposed excavated surfaces after said encroachment work, the location of the encroachment work and such other information as may be prescribed by the ~~€~~Town.

12.08.055 Material Change Affects the Application and Permit Process.

Unless otherwise agreed to in writing by the Town, any material changes to an Encroachment Permit application, as determined by the Town in its sole discretion, shall be considered a new application and the prior application shall be deemed withdrawn.

(Ord. _____; Ord 571 § 1, 1996.)

12.08.060 Permit Fees.

Permit fees charged for the issuance of ~~e~~Encroachment ~~p~~Permits shall be as set forth in the following schedule and shall be in addition to all other fees for permits or charges relative to any proposed construction work.

Encroachment Permit Fee Schedule

Encroachment Activity	Fee	
	<u>Standard Fee</u>	<u>Expedited Fee</u>
	<u>Permit Application filed at minimum two (2) business days prior to work</u>	<u>Permit Application filed within two (2) business days of work</u>
Utility excavation in public street	\$ 200 <u>\$325.00</u>	<u>\$475.00</u>
Utility excavation in public alley	\$100 <u>\$175.00</u>	<u>\$275.00</u>
Utility excavation in public easement	\$175.00 <u>\$100</u>	<u>\$275.00</u>
Driveway cuts/curb cuts installation/replacement	\$175.00 <u>\$100</u>	<u>\$275.00</u>
Curb and gutter installation	\$175.00 <u>\$100</u>	<u>\$275.00</u>
Sidewalk installation	\$175.00 <u>\$100</u>	<u>\$275.00</u>
Construction-related activities		
➤ Occupying of street travel lane	\$ 200 <u>\$325.00/day</u>	<u>\$425.00/day</u>
➤ Occupying of public alley	<u>\$ 175.00/day</u>	<u>\$275.00/day</u>
➤ Occupying of time restricted parking space	\$ 580.00 <u>\$180.00/day/space</u>	<u>\$180.00/day/space</u>

➤ <u>Occupying public sidewalk</u>	<u>\$80.00/day</u>	<u>\$180.00/day</u>
House-moving	\$ <u>250.00</u> plus hourly charges for town staff that assist in the moving.	<u>\$150.00</u>
Other	As deemed appropriate by the Public Works Director <u>or his/her delegee.</u>	

* Permit Applications filed after work commenced carry a fee of double the Standard Fee.

These fees shall be placed within a designated public improvements account and shall be used for the purpose of funding public infrastructure improvements or repairs, except that the fees collected for the occupying of ~~streets, alleys, and~~ parking spaces for construction-related activities shall be placed in the fee-in-lieu-of-parking account.

(Ord. _____; Ord 571 § 1, 1996.)

12.08.080 Surety bond; financial assurance.

Before an ~~e~~Encroachment ~~p~~Permit as herein provided is issued, the ~~a~~Applicant shall deposit with the ~~€~~Town a ~~financial assurance surety bond~~ in ~~the an~~ amount determined by Town Engineer, or his/her delegee, of one thousand dollars payable to the ~~€~~Town. The required financial assurance ~~surety bond~~ must be:

- A. With good and sufficient surety;
- B. By a surety company authorized to transact business in the state;
- C. Satisfactory to the ~~€~~Town ~~a~~Attorney, or his/her Designee, in form and substance; and
- D. Financial Assurance in an amount equal to the total cost of construction, including labor and materials, as calculated by the Town Engineer. The financial assurance shall guarantee that the material and equipment are furnished and used, and the workmanship employed in the performance of the work described in the Encroachment Permit will be of such character and quality as to ensure it to be free from all defects and in continuous good order for a period of one (1) year from the date of final inspection and acceptance of all such improvements or work. The financial assurance shall be noncancelable for one (1) full year from the date of final inspection and acceptance.. If the work fails or must be repaired within one (1) year of acceptance of the work, the Town shall notify the permittee to perform the work. If the permittee fails perform the maintenance or repair the Town may execute the financial assurance.

~~Conditioned upon the permittee's compliance with this chapter and to secure and hold the town and its other costs arising from the encroachment and other work covered by the excavation permit or for which the town, the town council or any town officer may be made liable by reason of any accident or injury to persons or property through the fault of the permittee either in not properly guarding the encroachment or for any other injury resulting from the negligence of the permittee; and further conditioned to fill up, restore and place in good and safe condition as near as may be~~

~~to its original condition, and to the satisfaction of the town public works director, all openings and excavations made in streets. Any owner of real estate constructing, modifying, or repairing or engaging another to construct, modify, or repair his own sidewalk shall not be required to give such bond. Recovery on such bond for any injury or accident shall not exhaust the bond but it shall in its entirety cover any or all future accidents or injuries during the excavation work for which it is given. In the event of any suit or claim against the town by reason of the negligence or default of the permittee, upon the town's giving written notice to the permittee of such suit or claim, any final judgment against the town requiring it to pay for such damage shall be conclusive upon the permittee and his surety. An annual bond may be given under this provision which shall remain in force for one year conditioned as above, in the amount of twenty thousand dollars (\$20,000) and in other respects as specified above but applicable as to all encroachment work in streets by the principal in such bond during the term of one year from said date. Individual bonds shall be released at the completion of the permitted work consistent with the restrictions of Section 12.08.380.~~

(Ord. _____; Ord 571 § 1, 1996.)

12.08.090 Routing of traffic

E. The Contractor performing the work shall be solely responsible for setting up and maintaining traffic control measures that meet MUTCD standards. The Town of Jackson is not responsible for providing, maintaining, assisting or insuring that traffic control measures comply with all MUTCD standards for private construction and development.

(Ord. _____; Ord 571 § 1, 1996.)

12.08.365 Application of Wireless Telecommunication Facility Design Standards.

A. The Wireless Telecommunication Facility Design Standards referred to herein are a part of this Title that may be amended from time to time by the Town Council by resolution of the Town Council without the necessity of amending this Chapter. Any amendments made by resolution of the Town Council shall become a part of this Chapter as fully as though written herein provided such resolution is duly published with the minutes of the Town of Jackson and a copy maintained in the office of the Town Clerk of Jackson.

B. Any Right-of-Way Wireless Telecommunications Facility Encroachment Permit application that does not meet the Wireless Telecommunication Facility Design Standards must comply with the Town of Jackson Land Development Regulations.

(Ord. _____).

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12.08.380 Inspections - Enforcement

A. The Town Public Works Department and Town Building Department shall make such inspections as are reasonably necessary in the enforcement of this chapter and shall have the authority to promulgate and cause to be enforced such rules and regulations as may be reasonably necessary to enforce and carry out the intent of this chapter. For all ~~permitted~~ work which occurs that is not permitted, or in compliance with an approved construction staging and/or encroachment plan, enforcement procedures shall be as follows:

B. Any person doing work without an Encroachment Permit (when such a permit is required) or doing work outside the scope of an Encroachment Permit the person was issued:

1. Shall be issued a written warning; and
2. Must come into full compliance with this Chapter; and
3. Must complete an Encroachment Permit Application within one (1) business day.

C. Any person identified doing work without an Encroachment Permit (when such a permit is required) or doing work outside the scope of an Encroachment Permit a second time:

1. Shall have the work “red tagged” until the person and the work are in full compliance with the Jackson Municipal Code and until the person has obtained all permits required by this Chapter; and
2. May be issued a citation to appear in the Jackson Municipal Court.

~~First offense—The project will receive verbal and written notice of the obligations to conform to the approved encroachment and/or staging plan.~~

~~Second offense—The project will receive verbal and written notice of the obligations to conform to the approved encroachment and/or staging plan.~~

~~Third offense—The project will receive written notice of the infractions and their obligations to conform to approved staging plan and receive “red tagged” (shut down) for a 24 hour period.~~

~~Forth offense—The project will receive written notice of the infractions, be “red tagged” for a period of 24 hours and be given a citation to the Jackson Municipal Court.~~

~~Fifth offense and beyond—The project will receive written notice of the infractions, be “red tagged” for a 3 or more working days depending on the level of the infraction and receive an additional citation to appear in the Jackson Municipal Court.~~

No release of the ~~surety bond~~ financial assurance required under Section 12.08.080 shall take place without the prior approval of Town Engineer, or his/her designee ~~the Public Works Director~~. (Ord. 943 § 1, 2009; Ord 571 § 1, 1996.)

12.08.390 Map and As-Built Drawings.

A. Users of subsurface street space shall maintain accurate drawings, plans, and profiles showing the location and character of all underground structures including abandoned installations. Corrected maps shall be filed with the ~~†Town e~~ Town Engineer within sixty ~~(60)~~ days after new installations, changes or replacements are made. Maps shall be provided to the ~~†Town~~ in both ~~blueprint~~ reproducible hardcopy format and also shall be provided to the ~~†Town o~~ in an computer electronic disk in a format compatible with the ~~†Town’s~~ geographic information system and acceptable to the Town Engineer.

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B. Permittees must meet the standards set forth in Section A for all aboveground structures associated with Communications Facilities, Poles built for the sole or primary purpose of supporting communications facilities, and/or Towers in the Public ROW.

(Ord. _____; Ord 571 § 1, 1996.)

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12.08.410 Public service companies-Applicability of provisions

The provisions of this chapter shall be applicable to all persons operating public utilities in the Town under franchises granted by the ~~€~~Town and having the right either by general or special permission to enter upon streets and open and excavate pavements, sidewalks or disturb the surface thereof by excavation or other work, and such persons shall be required to apply for a permit and to comply with all other provisions of this chapter, ~~except that the fee schedule set forth in Section 12.08.060 shall not apply to such persons.~~

(Ord. _____; Ord 571 § 1, 1996.)

12.08.420 Insurance required

A permittee, prior to the commencement of encroachment work hereunder, shall furnish the ~~€~~Town satisfactory evidence in writing that the permittee has in force and will maintain in force during the performance of the excavation work and the period of the encroachment permit ~~public~~general commercial liability insurance of not less than ~~One Million five hundred thousand d~~Dollars (\$1,000,000.00) for any one person and ~~five hundred thousand One Million d~~Dollars (\$1,000,000.00) for any one accident and property damage insurance of not less than ~~five hundred thousand One Million d~~Dollars (\$1,000,000.00) duly issued by an insurance company authorized to do business in this state. The insurance shall name the Town as an additional insured.

(Ord. _____; Ord 571 § 1, 1996.)

SECTION II.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION III.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

SECTION IV.

This Ordinance shall become effective after its passage, approval and publication.

PASSED 1ST READING THE ____ DAY OF _____, 2019.
PASSED 2ND READING THE ____ DAY OF _____, 2019.
PASSED AND APPROVED THE ____ DAY OF _____, 2019.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Town Clerk, Sandra P. Birdyshaw

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of _____, 2019.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Town Clerk

RESOLUTION 19-05
TOWN OF JACKSON WIRELESS TELECOMMUNICATION FACILITY
DESIGN STANDARDS

WHEREAS, on September 27, 2018, the Federal Communication Commission issued the Third Declaratory Ruling and Third Report and Order regarding wireless telecommunication facilities; and,

WHEREAS, this law affects the Town of Jackson and, specifically, the placement of wireless telecommunication facilities in the Town of Jackson Right-of-Way; and,

WHEREAS, the Town desires to set policy guidance governing the design standards for any and all wireless telecommunication facilities in its Right-of-Way as set forth by certain ordinances of the Town and to govern administrative decisions and interpretations.

NOW, THEREFORE be it hereby resolved by the Mayor and Town Council of the Town of Jackson, Wyoming, in regular session duly assembled, that:

The Town of Jackson Wireless Telecommunication Facility Design Standards as set forth in Exhibit A attached hereto are hereby adopted effective _____, 2019.

PASSED and APPROVED this ____ Day of _____, 2019.

TOWN OF JACKSON

BY: _____

Pete Muldoon, Mayor

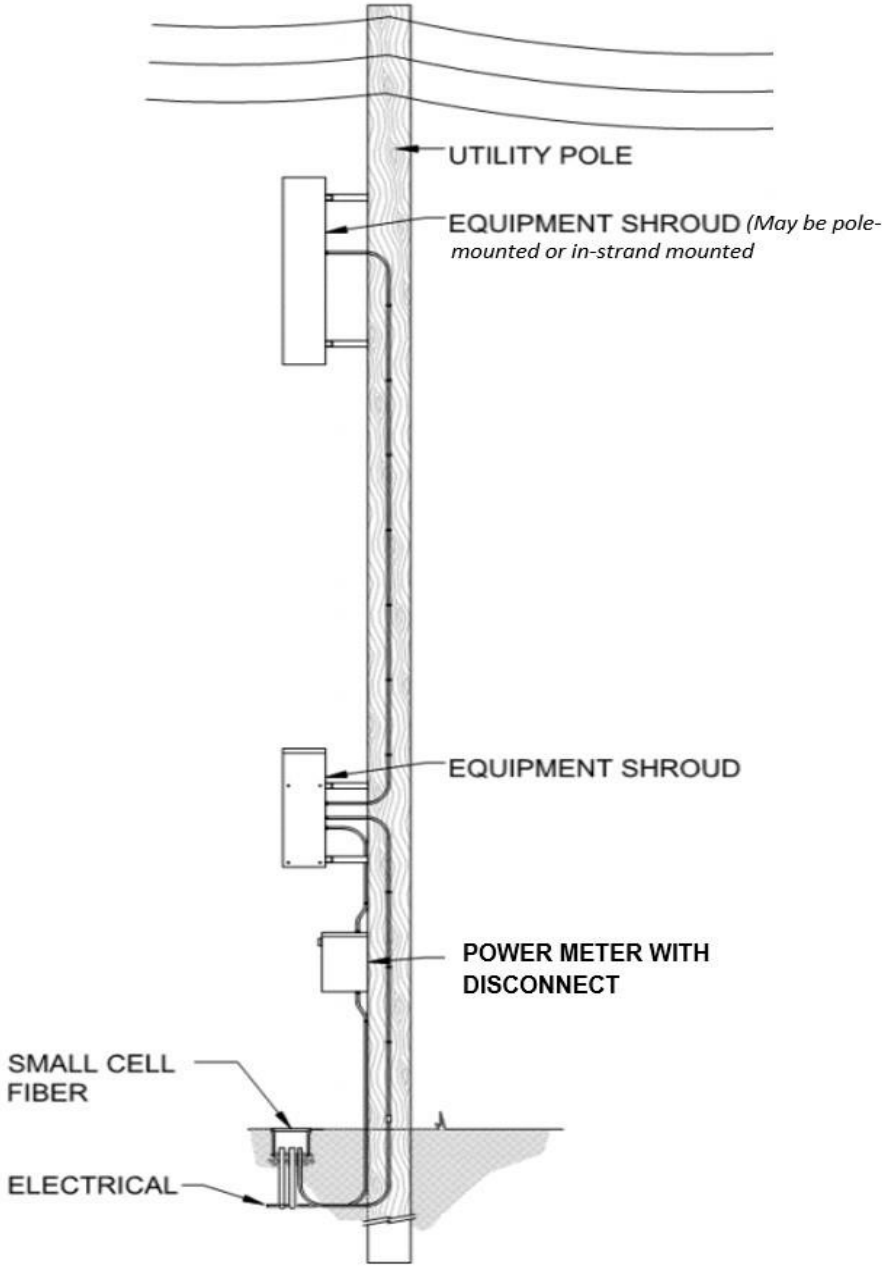
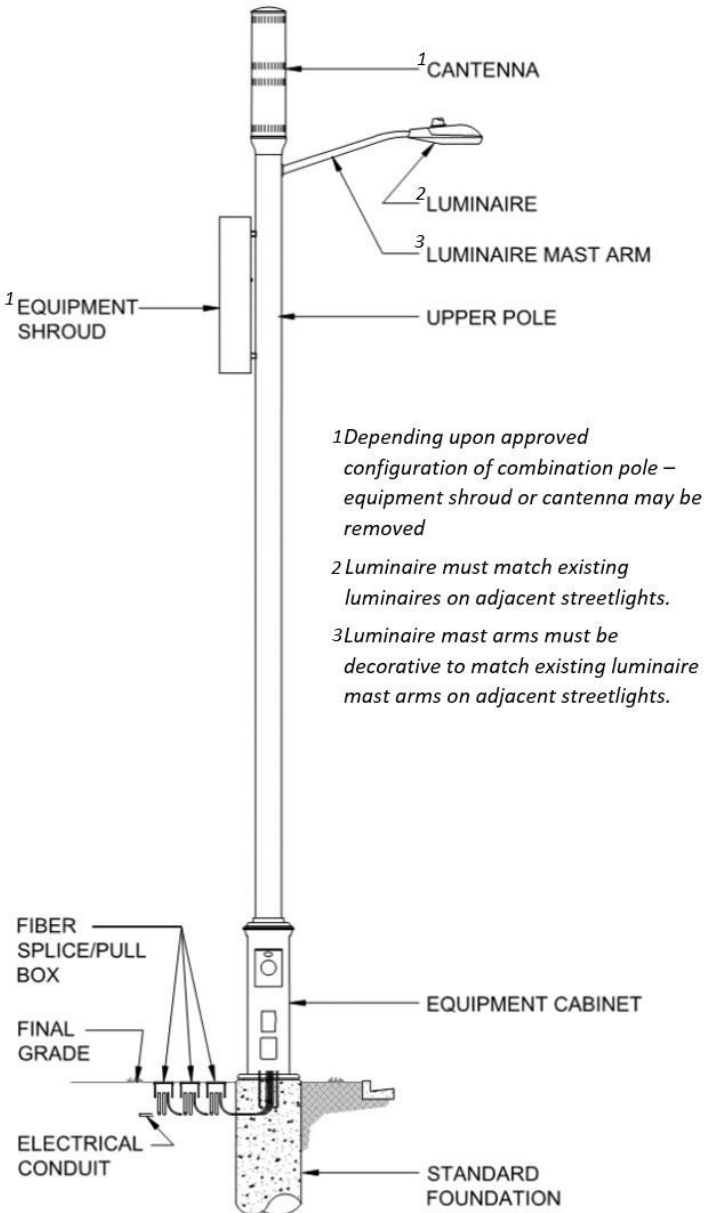
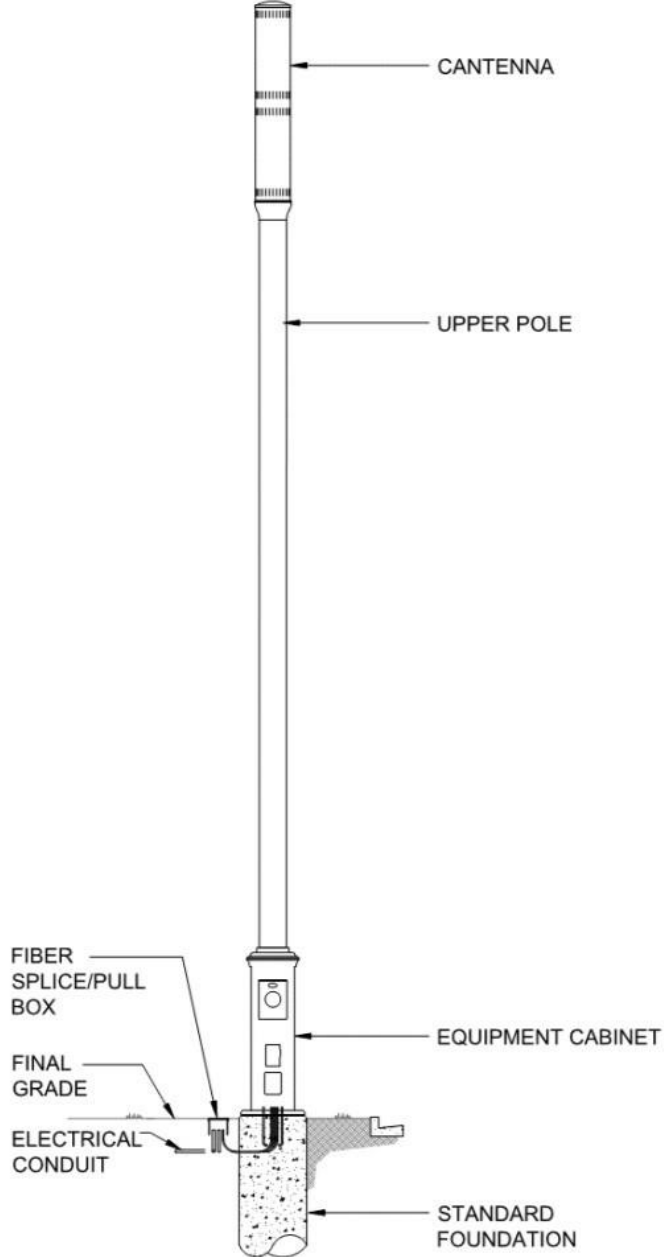
ATTEST:

BY: _____

Sandy P. Birdyshaw, Town Clerk

Town of Jackson
Wireless Telecommunication Facility Design Standards

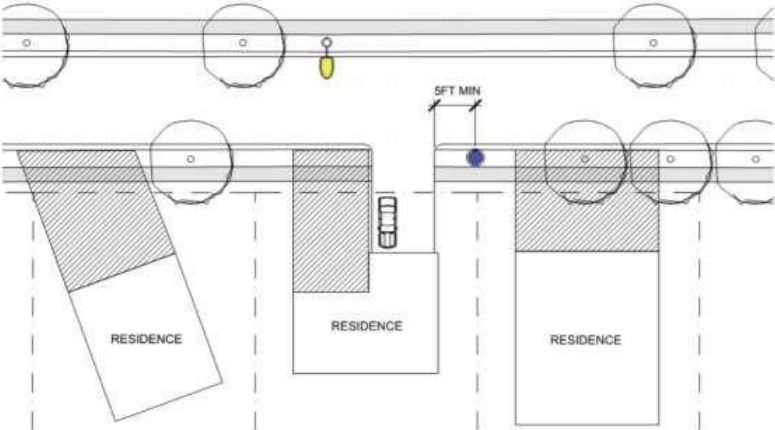
Three different types of wireless telecommunication right-of-way installations are permitted within the Town of Jackson. These types include attachments to existing utility poles and utility lines (Type I), removal and replacement of existing streetlights (Type II), and new freestanding installations (Type III). When wireless facilities are to be constructed in a right-of-way, the Town’s order of preference for a provider is 1) To install in-strand antennas (Type I), 2) To collocate on existing poles (Type I), 3) To collocate on replacement poles in the same or nearly the same location (Type II), or 3) to collocate on new poles (Type III). Deviations from this guideline shall be approved on a case-by-case basis by the Town Engineer prior to installation.

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
1. Typical Configuration			
2. General Requirements	□ All attachments to existing utility poles within Town of Jackson right-of-way require an encroachment permit, prior to installation. □ A maximum of three enclosures including the disconnect and antenna shall be installed at each utility pole location. No ground-mounted enclosures, including backup power supply, shall be allowed.	□ Combination wireless telecommunication and streetlight applications and aesthetics shall be approved by the Town of Jackson prior to installation. All equipment shall meet the Town’s construction standards and specifications and comply with the Town’s Encroachment Permit requirements.	□ All freestanding wireless telecommunication poles within Town right of way require an encroachment permit prior to installation. □ The pole design shall match the aesthetics of existing streetlights installed adjacent to the pole. The carrier shall submit a visual analysis (online street images are acceptable) with an application to justify selected pole design.

Town of Jackson
Wireless Telecommunication Facility Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
	□ All carrier equipment shall be removed and relocated at no cost to the Town, if the Town or Lower Valley Energy (LVE), or any other public or private utility provider decides to underground the utility lines in the future. □ No strand-mounted wireless telecommunication devices shall be installed on poles with mounted streetlights. □ Carrier shall submit evidence that the existing poles are appropriately sized and have sufficient strength to accommodate the additional wireless telecommunication equipment loads. Carrier shall also submit a letter of approval from the pole owner for the wireless telecommunication equipment to be installed on the specific pole. □ Carrier shall certify that radiation is at safe levels by a non-ionizing radiation electromagnetic radiation report (NIER). The NIER report shall be endorsed by a certified professional. Report shall be submitted to the pole owner and the Town. It shall specify minimum approach distances to the general public as well as electrical and communication workers that are not trained for working in an RF environment (uncontrolled) when accessing the pole by climbing or bucket. □ Carrier shall provide a disconnect so pole owners and the Town have the ability to easily shut off radio signals and power while working on the pole.	□ Three variations of Type II streetlight replacements will be considered for installation: - Type IIa: Streetlight with a single cantenna ⁽¹⁾ - Type IIb: Streetlight with a single equipment shroud ⁽¹⁾ - Type IIc: Streetlight with a cantenna and single exterior equipment shroud □ Type IIc installation will be allowed when multiple technologies offered by the same carrier are installed on a single pole and to qualify, the Network Provider must demonstrate that the additional technology cannot be integrated into the equipment cabinet or the cantenna. □ Replacement streetlight poles shall match existing poles on the block, or nearby vicinity, to the greatest extent practicable and as approved by the Town. The carrier shall submit a visual analysis (online street images are acceptable) with an application to justify selected pole design. □ All wireless telecommunication carrier equipment shall be housed internal to the pole or hidden behind an exterior shroud. □ All wireless telecommunication components shall be sized to be architecturally compatible with the existing pole to create a cohesive aesthetic. This means, for example, that the transition between the proposed equipment cabinet and upper pole shall be as seamless and visually unobtrusive as possible. A decorative transition shall be installed over the equipment cabinet upper bolts, or decorative base cover shall be installed to match the equipment cabinet size. □ All pole mounted enclosures shall be securely attached with hardware (not strapped). □ Carrier shall certify that radiation is at safe levels by a non-ionizing radiation electromagnetic radiation report (NIER). The NIER report shall be endorsed by a qualified professional. Report shall be submitted to the pole owner and the Town. It shall specify minimum approach distances to the general public as well as electrical and communication workers that are not trained for working in an RF environment (uncontrolled) when accessing the pole by climbing or bucket. □ Carrier shall provide a disconnect so pole owners and the Town have the ability to easily shut off radio signals and power while working on the pole.	□ All wireless telecommunication carrier equipment and wires shall be housed internal to the pole or hidden behind an exterior shroud. □ All wireless telecommunication components shall be sized to be architecturally compatible with the existing pole to create a cohesive aesthetic. This means, for example, that the transition between the proposed equipment cabinet and upper pole shall be as seamless and visually unobtrusive as possible. A decorative transition shall be installed over the equipment cabinet upper bolts, or decorative base cover shall be installed to match the equipment cabinet size. □ Carrier shall certify that radiation is at safe levels by a non-ionizing radiation electromagnetic radiation report (NIER). The NIER report shall be endorsed by a qualified professional. Report shall be submitted to the Town and it shall specify minimum approach distances to the general public. □ Town reserves the right to attach any sign (such as a no parking sign) on a freestanding installation within the right-of-way. □ Carrier shall provide a disconnect so pole owners and the Town have the ability to easily shut off radio signals and power while working on the pole.
3. Placement Requirements	□ Equipment shall be attached to existing pole. □ Equipment shall be located such that it meets the Americans with Disabilities Act of 1990 and does not obstruct, impede, or hinder the usual pedestrian or vehicular travel way. □ A cantenna may be located on top of the utility pole provided it complies with the standards in these Design Guidelines.	□ Poles can either be owned by the Town, LVE, private owner, or the applicant (as approved via Encroachment Permit). □ No pole or equipment shall impede, obstruct or hinder ADA access, pedestrian or vehicular travel. □ Poles and equipment shall be located in the landscape/furnishing strip (if possible) and in alignment with existing trees, utility poles and streetlights. □ Poles shall be located equal distance between trees when possible, with a minimum of 15 feet separation. □ Poles and equipment shall provide required clearances from any existing utilities.	□ Freestanding poles shall be spaced at intervals no less than 300 feet, radially, from another freestanding wireless telecommunication pole. □ Freestanding poles shall not be located along the frontage of a building deemed historic on a federal, state, or local level. □ Freestanding poles shall not significantly obstruct property sight lines and shall be located between property lines as much as possible □ For commercial areas - care should be taken to locate the wireless telecommunication such that it does not negatively impact a business. Wireless telecommunications shall not be

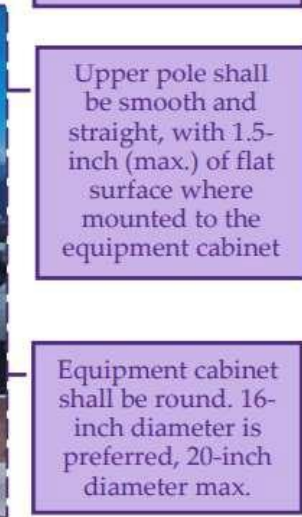
Town of Jackson
Wireless Telecommunication Facility Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
		Poles and equipment shall not obstruct sight distance at driveways or other accesses on to roadway.	located in-front of store front windows, primary walkways, primary entrances or exits, or in such a way that would impede deliveries. Freestanding poles shall not impede, obstruct or hinder ADA access, pedestrian or vehicular travel Poles and equipment shall be located in the landscape/furnishing strip (if possible) and in alignment with existing trees, utility poles and streetlights. Poles shall be located equal distance between trees when possible, with a minimum of 15 feet separation. Poles and equipment shall provide required clearances from any utilities. Poles shall be located outside of 30 foot clear vision triangle at intersections. Poles shall not obstruct sight distance at driveways or other accesses on to roadway. Poles shall not be located within 100 feet of the apron of a fire station or other adjacent emergency service facility. For residential areas - do not locate the pole within the perpendicular extension of the primary street-facing wall plane, as shown below. Do not locate a wireless telecommunications in front of driveways, entrances or walkways.  Do not locate small cell in the perpendicular extension of the primary Do not locate small cell in front of driveways, entrances, or walkways
4. Equipment Color	Visible attachments and hardware shall be colored to match pole regardless of pole material, or, if matching color is not feasible, then colored gray (7047).	Equipment cabinet and pole shall be galvanized in accordance with AASHTO M 111. The pole shall be painted to match existing streetlight aesthetics and paint shall be powder coated over zinc paint (Pole and equipment cabinet shall still be galvanized).	Equipment cabinet and pole shall be galvanized in accordance with AASHTO M 111. The pole shall be painted to match existing streetlight aesthetics, paint shall be powder coated over zinc paint (Pole and equipment cabinet shall still be galvanized).
5. Equipment Shroud / Cabinet	38”H x 16”W x 12”D maximum for pole-mounted equipment shroud. Strand-mounted equipment enclosures may not exceed 5.5 cubic feet. All hardware attachments shall be hidden to the maximum extent possible.	Maximum diameter is 16 inches (preferred) or 20 inches. Maximum height of cabinet is 5’-8”. Cabinet shall be round and installed below the pole. If an antenna is located on the side of the pole, the antenna, radio equipment, brackets, and all other hardware required for a complete installation shall fit behind a 38”H x 16”W x 12”D maximum shroud, securely mounted (not strapped) to the pole.	Maximum diameter is 16 inches (preferred) or 20 inches. Maximum height of cabinet is 5’-8”. Cabinet shall be round and installed below the pole. Equipment cabinet and/or equipment cabinet cover shall not have a flat, horizontal surface larger than 1.5 inches. Hardware attachments shall be hidden to the maximum extent possible.

Town of Jackson
Wireless Telecommunication Facility Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
		❑ Equipment cabinet and/or equipment cabinet cover shall not have a flat, horizontal surface larger than 1.5 inches. ❑ All hardware attachments shall be hidden to the maximum extent possible.	
6. Cantenna	❑ If a cantenna is located on top of the pole the outer diameter shall be 14” maximum and the cantenna shall be no more than 5 feet tall, including antenna, radio head, mounting bracket, and all other hardware necessary for a complete installation. ❑ If the cantenna is mounted to the side of the pole it shall be located inside a shroud of 5.5 cubic feet maximum. The width, depth, or diameter of the shroud size shall not be greater than 16”.	❑ The antenna and antenna pole attachment shall be shrouded to meet the Town’s aesthetics. A tapered transition between the upper pole and cantenna shall be included. ❑ The maximum outer diameter is 14-inch and the maximum length is 5’ 8”. The antenna shroud shall be colored and designed to match pole.	
7. Required Equipment	❑ Only one equipment shroud, containing all required wireless telecommunication equipment, shall be installed per pole. Except, one additional equipment shroud shall be allowed per pole if the antenna is located within the second equipment shroud. ❑ If applicable, only one strand-mount equipment shroud shall be installed per permit location	❑ All equipment shall be located internal to the equipment cabinet or recessed in the equipment cabinet to meet utility requirements or hidden behind the cantenna. All equipment shall be mounted per the Town’s requirements. Pole bases shall be sized to handle the listed equipment and all other equipment required by the owner.	
8. Warning Labels	Radio frequency warning labels shall be mounted on the equipment, and clearly mark both sides of the enclosure and be visible from the ground, roadside, and field side.		
9. Owner Identification	A 4-inch by 6-inch (maximum) plate with the carrier’s name, location identifying information, and emergency telephone number shall be permanently fixed to the equipment shroud.		
10. Luminaire	No lighting of facility is allowed.	Luminaire shall meet the Town’s night sky standards, construction standards and specifications and shall match existing adjacent luminaires.	No lighting of facility is allowed.
11. Luminaire Mast Arm	Not Applicable	Mast arms shall match those on adjacent streetlights or match aesthetics of adjacent streetlights. In any case, mast arms will be decorative.	Not Applicable
12. Pole Size & Type	Not Applicable	❑ Pole shall be round, straight, galvanized steel. Pole shall be architecturally compatible with the equipment cabinet. At least 15% of the pole design structural capacity shall be reserved for future Town installations. ❑ The upper pole shall be scaled to 0.5 to 0.75 times the size of the equipment cabinet with 10” minimum outer diameter. The pole diameter shall be scaled such that no flat, horizontal surface larger than 1.5 inches exists between the equipment cabinet and upper pole.	❑ Pole shall be round, straight, galvanized steel. Pole shall be architecturally compatible with the equipment cabinet. At least 15% of the pole design structural capacity shall be reserved for future Town installations. ❑ The upper pole shall be scaled to 0.5 to 0.75 times the size of the equipment cabinet with 10” minimum outer diameter. The pole diameter shall be scaled such that no flat, horizontal surface larger than 1.5 inches exists between the equipment cabinet and upper pole.
13. Wireless Telecommunications Height	❑ If a cantenna is located on top of the utility pole, the cantenna shall be no more than 5 feet tall, including antenna, radio head, mounting bracket, and all other hardware necessary for a complete installation. ❑ Applicants are encouraged to use existing utility poles that are 30’ or less in height.	❑ Pole height shall be measured from the adjacent sidewalk grade, or where no sidewalk is installed the grade of adjacent road at centerline, to the top of the highest point on the structure (cantenna or luminaire). ❑ The height of the combination pole shall not exceed 30 feet. If the adjacent light poles are less than 30’ in height, the combination pole shall be as close as possible to the same height as the adjacent light poles.	❑ Pole height shall not exceed 30 feet. Pole height shall be measured from the adjacent sidewalk grade, or where no sidewalk is installed the grade of adjacent road at centerline, to the top of the cantenna.

Town of Jackson
Wireless Telecommunication Facility Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
14. Electrical Separation	Separate conduits shall be provided to separate wiring by owner.	Separate conduits shall be provided to separate wiring by owner. An internal divider inside the structure shall separate electrical wiring and fiber per Owner.	
15. Conduit Sweeps in Foundation	Not Applicable	Conduit shall accommodate all equipment and include four (4) spare 2” PVC sweeps for future service.	
16. Design Wind Velocity	Withstand minimum wind speed of 115mph (3 second gust) – or as required by the Town’s currently adopted International Building Code.		
17. Foundation	Not Applicable	Precast concrete or cast-in-place pole foundations shall be designed per the Town standard to meet ACI 318. While the Town accepts cast-in-place foundations, precast concrete foundations are preferred and should be installed whenever possible.	
18. Bolt Circle	Not Applicable	19.5-inch bolt circle when installing a 16-inch equipment cabinet. 23.5-inch bolt circle when installing a 20-inch equipment cabinet. Anchor bolts shall be hidden from view.	
19. Access Doors	Not Applicable	☐ Lockable doors to be provided as needed in the equipment cabinet to maintain equipment. ☐ A hand hole shall be provided at the top and bottom of the pole to maintain electrical service for streetlights and future attachments.	☐ Lockable doors to be provided as needed in the equipment cabinet to maintain equipment. ☐ A hand hole shall be provided at the top and bottom of the pole to ensure electrical service for future attachments.
20. Ventilation	Not Applicable	Passive louvers and/or other passive ventilation systems shall be provided as the primary means of temperature control. If required, fan(s) shall not emit noise greater than 30dBa at one meter (3.28 feet).	
21. Examples of Unacceptable Installations	 	    Conduit, mounting bracket, and other hardware must be hidden from view Cantenna must include a smooth transition between upper pole and cantenna attachment Upper pole shall be smooth and straight, with 1.5-inch (max.) of flat surface where mounted to the equipment cabinet Equipment cabinet shall be round. 16-inch diameter is preferred, 20-inch diameter max.	 Cantenna must include a smooth transition between upper pole and cantenna Conduit, mounting bracket, and other hardware must be hidden behind a cantenna or in a shroud All conduit, wires, and other hardware shall be located internal to the upper pole

Town of Jackson
Wireless Telecommunication Facility Design Standards

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
22. Examples of Acceptable Installations	Intentionally blank		

MEMORANDUM

TO: Mayor and Town Council
FR: Larry Pardee, Town Manager
DT: March 18, 2019
RE: Town Manager's Report

Sales and Lodging Tax

The Town budgeted a total of \$1,106,184 in lodging tax revenues for FY19 from the 30% visitor impact portion combined with the 10% general fund portion. We have collected \$949,041 to date which is 85.8% of total projected collections. March 2019 revenue represents collections from January 2019. These amounts are tracked through the Special Revenue Fund for the Lodging Tax.

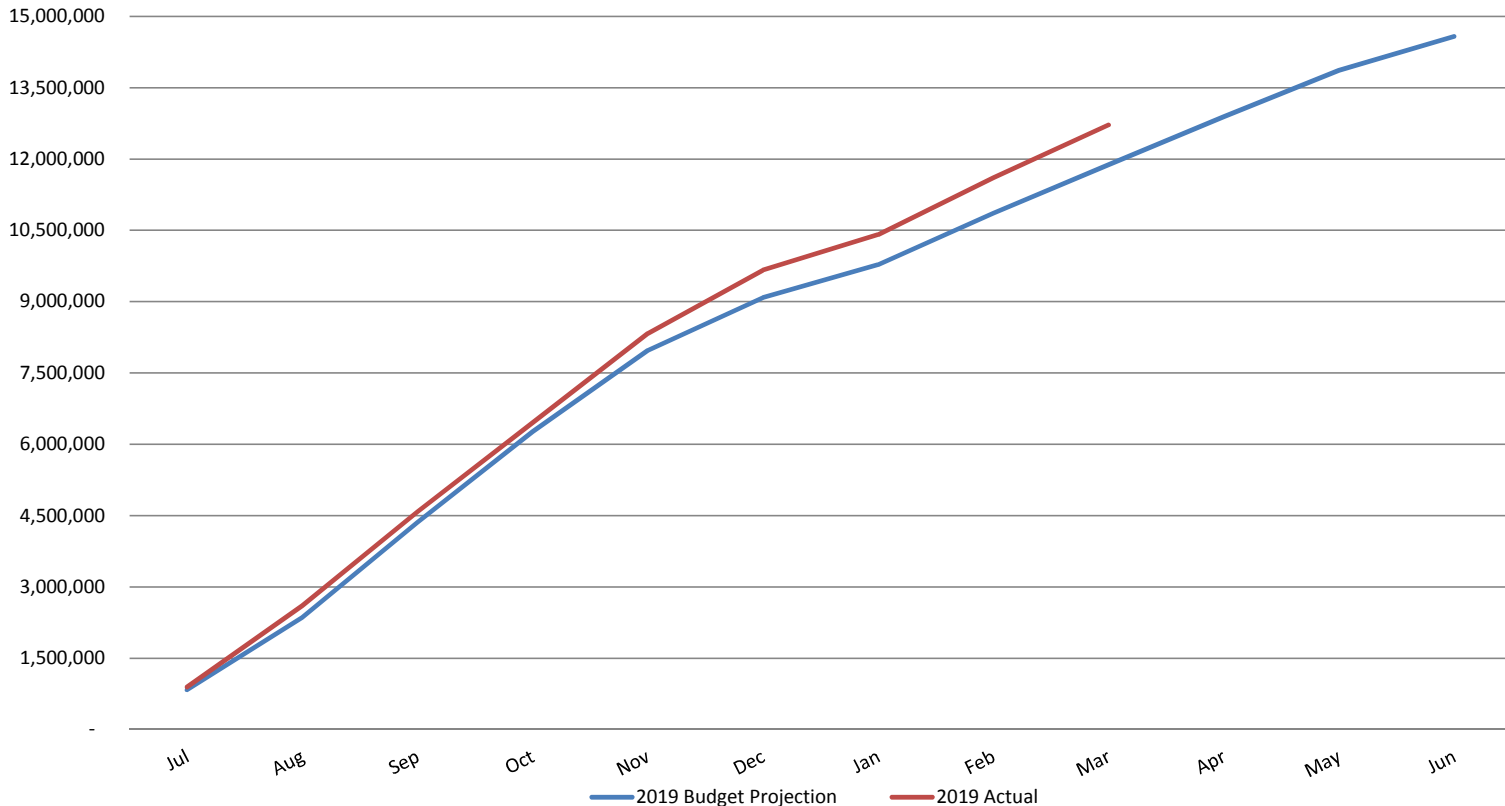
Sales tax collections year to date are 5.6% over last year. March collections are up 4.2% over the same collection period last year. Collections are currently tracking at \$835,986 more than budgeted. However, we still have April through June 2019, collections to account for before realizing any unanticipated revenue. March 2019 revenue represents collections from January 2019.

TOWN OF JACKSON, WYOMING
SALES TAX COLLECTIONS (4% and 1%)
March-19

Receipt Month	15/16				16/17				17/18				18/19			12 Mth Rolling Sales Avg	Month
	FY2015	FY2016	15/16 Change	Percent Change	FY2017	16/17 Change	Percent Change	FY2018	17/18 Change	Percent Change	FY2019	18/19 Change	Percent Change	Change			
Jul	\$ 621,792	\$ 713,141	\$ 91,349	14.7%	\$ 807,564	\$ 94,423	13.2%	\$ 807,972	\$ 408	0.1%	\$ 890,746	\$ 82,774	10.2%	11.1%	May		
Aug	1,249,588	1,287,639	38,051	3.0%	1,411,501	123,863	9.6%	1,551,376	139,875	9.9%	1,711,050	159,674	10.3%	11.2%	Jun		
Sep	1,488,138	1,705,468	217,330	14.6%	1,920,244	214,777	12.6%	1,971,647	51,402	2.7%	1,979,587	7,941	0.4%	10.8%	Jul		
Oct	1,513,838	1,750,353	236,515	15.6%	1,665,117	(85,236)	-4.9%	1,897,973	232,856	14.0%	1,868,746	(29,227)	-1.5%	8.7%	Aug		
Nov	1,523,192	1,420,820	(102,372)	-6.7%	1,533,746	112,925	7.9%	1,850,527	316,781	20.7%	1,877,983	27,456	1.5%	6.5%	Sep		
Dec	826,299	1,002,143	175,844	21.3%	1,046,289	44,146	4.4%	1,054,095	7,806	0.7%	1,335,327	281,232	26.7%	8.4%	Oct		
Jan	587,477	600,037	12,560	2.1%	655,026	54,989	9.2%	680,672	25,645	3.9%	745,047	64,375	9.5%	8.7%	Nov		
Feb	822,382	831,587	9,205	1.1%	1,032,128	200,542	24.1%	1,166,026	133,898	13.0%	1,195,892	29,866	2.6%	7.9%	Dec		
Mar	683,968	850,550	166,581	24.4%	947,188	96,639	11.4%	1,066,105	118,917	12.6%	1,110,735	44,630	4.2%	7.3%	Jan		
Apr	712,992	915,256	202,263	28.4%	859,580	(55,676)	-6.1%	1,041,459	181,879	21.2%	-	----	----	----	Feb		
May	815,782	842,792	27,010	3.3%	874,371	31,579	3.7%	1,010,453	136,082	15.6%	-	----	----	----	Mar		
Jun	544,020	610,312	66,292	12.2%	660,771	50,459	8.3%	728,398	67,628	10.2%	-	----	----	----	Apr		
Totals	\$ 11,389,469	\$ 12,530,098	\$ 1,140,628	10.0%	\$ 13,413,526	\$ 883,428	7.1%	\$ 14,826,704	\$ 1,413,178	10.5%	\$ 12,715,113	\$ 668,720	5.6%				

Budgeted Sales Tax for FY 2019 4.00% \$ 14,576,001
Budgeted Sales Tax Year-to-Date 4.00% 11,879,127
Actual Sales Tax Collected Year-to-Date 12,715,113
Leading (Lagging) Budget - through March \$ 835,986

Sales Tax Revenue (Budget to Actual Comparison)



**TOWN OF JACKSON, WYOMING
LODGING TAX REPORT
March-19**

Month Received (2 mos. lag)	Lodging Tax - Total				Town				County			
	Total	Promotion T&T Board	Visitor Impact	General Fund	Visitor Impact	General Fund	Total	T/C Split Percent	Visitor Impact	General Fund	Total	T/C Split Percent
FY2019:												
July	\$ 323,950	\$ 194,370	\$ 97,185	\$ 32,395	\$ 43,597	\$ 14,532	\$ 58,130	44.9%	\$ 53,588	\$ 17,863	\$ 71,450	55.1%
August	1,096,755	658,053	329,027	109,676	115,982	38,661	154,642	35.3%	213,045	71,015	284,060	64.7%
September	1,194,277	716,566	358,283	119,428	121,243	40,414	161,657	33.8%	237,040	79,013	316,054	66.2%
October	1,158,899	695,340	347,670	115,890	126,204	42,068	168,272	36.3%	221,466	73,822	295,288	63.7%
November	1,137,494	682,496	341,248	113,749	141,481	47,160	188,642	41.5%	199,767	66,589	266,356	58.5%
December	535,742	321,445	160,723	53,574	66,089	22,030	88,119	41.1%	94,633	31,544	126,178	58.9%
January	149,841	89,905	44,952	14,984	20,062	6,687	26,750	44.6%	24,890	8,297	33,187	55.4%
February	340,674	204,405	102,202	34,067	36,599	12,200	48,798	35.8%	65,604	21,868	87,472	64.2%
March	513,799	308,280	154,139	51,380	40,523	13,508	54,031	26.3%	113,616	37,872	151,488	73.7%
April	-	-	-	-	-	-	-	---	-	-	-	---
May	-	-	-	-	-	-	-	---	-	-	-	---
June	-	-	-	-	-	-	-	---	-	-	-	---
Totals	\$ 6,451,432	\$ 3,870,860	\$ 1,935,429	\$ 645,143	\$ 711,781	\$ 237,260	\$ 949,041	36.8%	\$ 1,223,648	\$ 407,883	\$ 1,631,531	63.2%

	Visitor Impact	General Fund	Total
TOJ Budget	\$ 829,638	\$ 276,546	\$ 1,106,184
Budget Remain	\$ 117,857	\$ 39,286	\$ 157,143
Earned			85.8%
Remaining			14.2%

12 Month
Rolling Avg
4.9%

	FY2018 Year-to-Date	FY2019 Year-to-Date	Increase (Decrease)	
T&T 60%:	\$ 3,739,790	\$ 3,870,860	\$ 131,070	3.5%
TOJ 30% Visitor:	692,353	711,781	19,427	
TOJ 10% General:	230,785	237,260	6,476	2.8%

