

Jackson Town Council Regular Meeting

November 16, 2020

6:00 PM

Town Council Chambers

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

I. ZOOM LINK FOR PUBLIC PARTICIPATION

To join, click the link or copy to your browser: <https://us02web.zoom.us/j/85320415143?pwd=bVRKSINUTU1ocFJjenJ6MUFIQHpEUT09>

If the link does not work, join at zoom.com with Webinar ID **853 2041 5143** Password: **toj**

or join by phone **1 253 215 8782** with Webinar ID **853 2041 5143** and Passcode: **174292**

II. OPENING

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

III. PUBLIC COMMENT

This section is reserved for questions and comments from the public on items that are not otherwise included in this agenda. Public comment is limited to 3 minutes. As a general practice, the Council will not hold discussion or debate these items. Nor will they make any decisions on items presented during this time but rather refer items to staff for follow-up. If you would like to communicate with the Council during the meeting, please address them during open public comment, when public comment is called for on a specific item, or send an email to Council@jacksonwy.gov.

IV. CONSENT CALENDAR

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

- A. Meeting Minutes
 - 1. November 2, 2020 regular meeting
- B. Disbursements
- C. Municipal Court Report October 2020
- D. Special Event: Winter Wonderland
- E. Special Event: Pedigree Dog Sled Race
- F. Utility Easement with Lower Valley Energy at 400 W Snow King (P20-190)
- G. Parking Garage Level 4 Winter Parking Restrictions

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

- A. Public Works
 - 1. Core Services Facility Pedestrian Access Corridor Proposal (Johnny Ziem)
- B. Planning
 - 1. **P20-179:** Subdivision Plat at 170 Redmond Street (Paul Anthony)

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

2. **P20-171:** Amendment to Section 6.3.3 Amount of Affordable Workforce Housing Required (Housing Mitigation) (Tyler Sinclair)

VI. RESOLUTIONS

- A. **Resolution #20-25:** Coronavirus Relief Grant Application to the Office of State Lands & Investments (Roxanne Robinson)

VII. ORDINANCES

- A. **Ordinance I:** An Ordinance Amending and Reenacting Jackson Municipal Code Title 2.40 regarding the Planning Commission (Presented for 2nd reading)
- B. **Ordinance J:** An Ordinance Amending Section 8.10 of the Jackson Land Development Regulations for the Planning Commission (Presented for 2nd reading)
- C. **Ordinance K:** Amending and Reenacting Jackson Municipal Code Title 10.04 regarding Parking Garage Level 4 Winter Parking Restrictions (Presented for 1st reading, Johnny Ziem)
- D. **Ordinance L:** An Ordinance Amending and Reenacting Jackson Land Development Regulations Section 6.3.3 Amount of Affordable Workforce Housing Required (Mitigation Rates) (1st reading, Tyler Sinclair)

Ordinance M - T for First Reading, Historic Preservation and Town Square Regulations:

- E. **Ordinance M:** An Ordinance Adding Jackson Land Development Regulations Division 5.9 Preservation of Historic Resources
- F. **Ordinance N:** An Ordinance Amending and Reenacting Jackson Land Development Regulations Related to the Historic Preservation Program
- G. **Ordinance O:** An Ordinance Adding Jackson Land Development Regulations Section 8.5.6, 8.5.7, and 8.5.8 to Establish Historic Preservation Procedures
- H. **Ordinance P:** An Ordinance Amending and Reenacting Jackson Land Development Regulation Section 6.3.2 Regarding Housing Mitigation for Historic Properties
- I. **Ordinance Q:** An Ordinance Amending and Reenacting Jackson Land Development Regulation Division 8.10 Regarding Duties and Responsibilities of the Teton County Historic Preservation Board
- J. **Ordinance R:** An Ordinance Amending and Reenacting Jackson Land Development Regulation Division 9.5 Definitions
- K. **Ordinance S:** An Ordinance Amending and Reenacting Jackson Land Development Regulations Section 2.2 and 2.3 Regarding Development and Standards in the Downtown Core, Urban Commercial, and Town Square Zones
- L. **Ordinance T:** An Ordinance Amending and Reenacting Jackson Municipal Code Section 15.38.020 Regarding Historic Buildings

VIII. MATTERS FROM MAYOR AND COUNCIL

- A. Planning Commission Appointment (P.Muldoon)
- B. Consideration of a Snow King Objection Letter (J.Stanford)
- C. Future Funding of Local Government (A.Jorgensen)
- D. Northern South Park (A.Jorgensen)
- E. Board and Commission Reports

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.

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

NOVEMBER 2, 2020

JACKSON, WYOMING

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

TOWN COUNCIL: *In-person*: None. *via Zoom*: Mayor Pete Muldoon Vice-Mayor Hailey Morton Levinson, Jim Stanford, Arne Jorgensen, and Jonathan Schechter.

STAFF: Larry Pardee, Lea Colasuonno, Roxanne Robinson, Tyler Sinclair, Michelle Weber, Zolo, Darren Brugmann, Floren Poliseo, Brian Lenz, Paul Anthony, and Sandy Birdyshaw.

Mayor Muldoon read a proclamation declaring Saturday, November 28, 2020 as Small Business Saturday.

Public Comment. Anna Olson made comment on Small Business Saturday.

Consent Calendar. A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to approve the consent calendar including items A-D as presented with the following motions:

- A. **Meeting Minutes.** To approve the meeting minutes as presented for the October 19, 2020 special meeting, workshop, and regular meeting.
- B. **Disbursements.** To approve the disbursements as presented. 842-Ncpers Group Wyoming \$96.00; Ace Hardware \$477.59; Advanced Glass Trim, LLC \$530.00; Alan's Welding Inc. \$9.60; Amazon \$3,399.74; Antler Motel, Inc. \$66.00; Apple Inc \$1,522.00; AT&T \$1,367.24; Avail Valley Construction-Idaho, LLC \$105,045.75; B-Cycle LLC \$908.41; Best Best & Krieger \$1,149.50; BestDrive Idaho Falls \$10,444.48; Big R Ranch & Home \$53.47; Briggs, Eric L \$61.95; Brower Psychological Services Inc \$325.00; Buckrail \$500.00; C & A Professional Cleaning Serv LLC \$7,817.30; Carquest Auto Parts Inc. \$639.59; Caselle Inc. \$1,868.00; Center Of Wonder \$3,296.00; Centurylink \$2,216.64; Certified Laboratories \$59.95; Control System Technology, Inc. \$12,065.50; Core & Main LLP \$96.93; Cultivate \$1,250.00; Day Wireless Systems \$571.50; Deal, Jeff \$155.00; Delcon Inc \$1,785.48; Dick May Welding Co \$20.00; E.R. Office Express \$51.16; Energy Laboratories Inc. \$416.00; Etched In Stone \$600.00; Evident \$76.50; Forest Lake \$10,950.00; Galls Inc. \$87.18; Geittmann Larson Swift LLP \$292.50; Gillig LLC \$3,610.58; Global Equipment Company \$172.77; Hach Chemical Co. \$97.35; High Country Linen \$563.12; Hr 28 LLC \$39,997.50; Idaho State Tax Commission \$3,270.00; Idaho Traffic Safety, Inc. \$0.00; Illinois Tool Works Inc \$67,815.80; Immigrant Hope \$1,250.00; International Municipal Lawyers Assoc. \$480.00; Interstate Battery \$1,385.60; Jackson Animal Hospital \$280.28; Jackson Curbside Inc. \$1,375.00; Jackson Hole News & Guide \$5,340.26; Jackson Paint And Glass, Inc. \$7,417.49; Jorgensen Associates, Pc \$12,731.25; KellerStrass Enterprises, Inc \$9,046.53; Kilmer's BG Distributing \$3,800.00; Lacal Equipment, Inc \$3,709.87; Ladd, Brian \$150.00; Leonard Petroleum Equipment \$679.10; Lincoln National Life \$6,423.39; Long Building Technologies Inc. \$244.70; Mccarthy, Mary \$500.00; Meagher, Kevin \$266.89; Metroquip Inc \$163.27; MHL Systems \$2,364.00; MSC Industrial Supply Co \$254.05; Napa Auto Parts Inc. \$1,368.24; Nelson Engineering \$6,641.00; Oldcastle Precast Inc \$370.00; On Sight Land Surveyors Inc. \$9,463.95; Platt \$0.00; Proterra \$2,488,396.00; Safety Supply & Sign Co., Inc. \$1,100.85; Safety-Kleen Systems, Inc. \$289.32; Saltworks LLC \$1,785.00; Schmidt, Linda \$14.82; Schmillen, Scott \$997.50; Sherwin-Williams Co. \$100.00; Sign It Now Inc \$1,633.62; Silver Creek Supply \$12.76; Snake River MEP Complete, Inc \$382.00; Snake River Roasting \$293.70; Spring Creek Animal Hospital \$54.39; St John's Hospital \$81.00; Summit Dirt Werk LLC \$8,000.00; Swagit Productions, LLC \$3,550.00; Teton County Clerk \$148,275.08; Teton County Integrated Solid Waste/Recy \$56.00; Teton County School District 1 \$22,400.84; Teton County Special Fire Fund \$157,608.14; Teton County-Fund 10 \$39,867.40; Teton County-Fund 13 \$107,600.21; Teton County-Fund 19 \$3,866.54; Teton Motors Inc \$2,076.43; Teton Tools LLC \$1,036.00; The Children's Learning Center \$26,710.00; Verizon Wireless \$5,301.90; Vinci Law Office LLC \$252.13; Vision Service Plan - (Wy) \$1,744.77; Weller Truck Parts \$201.09; Westbank Sanitation \$50.37; Western State \$2,366.33; Wild Things \$3,445.00; Wy Child Support Enforcement \$146.76; Wy Workers' Safety & Comp \$6,241.83; Wyoming Department Of Employment \$1,106.94; Wyoming Department Of Health \$240.00; Wyoming Law Enforcement \$260.00; Wyoming Retirement System \$101,689.11; WY-Test \$800.00; Xerox Corporation \$280.39; Yellow Iron Excavation, LLC \$60.00; Zoom Video Communications, Inc \$727.67.
- C. **Municipal Court Report September 2020.** To accept the September 2020 Municipal Court Report into the record.
- D. **Temporary Sign Permit: Jackson Hole High School Honors Veterans (P20-180).** To approve Item P20-180 the temporary banner requested by the Jackson Hole High School subject to three (3) conditions of approval: 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 Jackson Hole High School Honors Veterans may be installed at Albertson's at 105 Buffalo Way from November 3 to 15, 2020.

There was not any public comment on the Consent Calendar. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Amendment to Deed Restrictions for Westview Townhomes. April Norton and Lea Colasuonno made staff comment. Stefan Fodor and Hunter McCardle made comment on behalf of the applicant.

A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to approve the proposed Employer-Owned Workforce Rental restriction that contains additional rental protection such as termination notice of 30-days, subject to final approval by the Town Attorney, and further move to allow Red Roots to record the Employer-Owned Workforce Rental restriction on up to eight units. Mayor Muldoon called for the vote. The vote showed 3-2 in favor with Muldoon and Stanford opposed. The motion carried.

Water and Sewer System Proposed Rate Structure. Johnny Ziem made staff comment.

A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to approve Alternative #2 for updating the Town of Jackson Water and Sewer Capacity Fees. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to approve Alternative #3 for updating the Town of Jackson Water Volume Rates. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to approve Alternative #2 for updating the Town of Jackson Sewer Volume Rates. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to approve a commencement date for the Town of Jackson new rate structure beginning July 1, 2021, and direct staff to bring back a draft ordinance update at a future workshop meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

START Town Transfer Location at Milward / Deloney. Darren Brugmann made staff comment.

A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to allow START to utilize the southern portion of West Deloney between N Jackson and N. Millward streets as the temporary transfer location for the Winter Season beginning on November 28, 2020 and concluding on April 8, 2021. Mayor Muldoon called for the vote. The vote showed 4-1 in favor with Stanford opposed. The motion carried.

P20-173: Amendments to Planning Commission Residency Requirement. Paul Anthony made staff comment.

ITEM A: A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to approve P20-173, dated October 2, 2020, to amend the Town of Jackson Land Development Regulations to clarify the eligibility requirements and membership limits for the Planning Commission, being able to find, based upon the findings as presented in the staff report, that pursuant to Section 8.7.1.C of the Land Development Regulations, the application: 1) Is consistent with the purposes and organization of the LDRs; 2) Improves the consistency of the LDRs with other provisions of the LDRs; 3) Provides flexibility for landowners within standards that clearly define desired character; 4) Is necessary to address changing conditions, public necessity, and/or state or federal legislation; 5) Improves implementation of the Comprehensive Plan; and 6) Is consistent with other adopted Town Ordinances, subject to this staff report dated November 2, 2020, and no conditions of approval, and direct staff to present ordinances for adoption. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

ITEM B: A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to approve the proposed amendments to Chapter 2.40 Town Planning Commission in the Town Municipal Code as shown in this staff report, dated November 2, 2020 and direct staff to present ordinances for adoption. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

P20-166: Subdivision Plat at 808 Upper Redmond. A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to continue P20-166 to the December 7, 2020 Council regular meeting. 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 Jim Stanford to read Ordinances in short title. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

**Ordinance I: An Ordinance Amending and Reenacting Jackson Municipal Code
Title 2.40 regarding the Planning Commission.**

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 283, 350, 652, 934, 1051 AND 1190 AND SECTION 4 OF ORDINANCE NOS. 164 AND 256 AND SECTIONS 2.40.010 AND 2.40.040 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING THE PLANNING COMMISSION AND PROVIDING FOR AN EFFECTIVE DATE. NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED THAT:

A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to approve Ordinance I at first reading. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

**Ordinance J: An Ordinance Amending Section 8.10 of the Jackson
Land Development Regulations for the Planning Commission.**

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1049, 1050, 1191 AND SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND SECTIONS 8.10.5 AND 8.10.6 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS REGARDING THE PLANNING COMMISSION AND BOARD OF ADJUSTMENT AND PROVIDING FOR AN EFFECTIVE DATE. NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED THAT:

A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to approve Ordinance J at first reading. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Matters from Mayor and Council. Jim Stanford made comment on the COVID-19 Dashboard. Pete Muldoon made comment on Planning Commission member David Vandenberg and that he plans to nominate Wendy Martinez to fill Mr. Vandenberg’s seat when available.

Town Manager’s Report. Johnny Ziem made comment on a net metering letter of support addressed to the Wyoming Legislative Services Office.

A motion was made by Jim Stanford and seconded by Arne Jorgensen to reiterate the Council’s position in support of net metering and authorize the Mayor to sign a new letter. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to accept the Town Manager’s Report into the record. The Town Manager’s Report contained an update the All-Employee Meeting held October 27th and upcoming Diversity, Equity and Inclusion Training. There was discussion on inviting Teton County to sign the net metering letter. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Adjourn. A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to adjourn the meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 8:35 p.m. minutes:spb

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, Town Clerk
Publish JH News & Guide: November 10, 2020

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4452	3T PRODUCTS, LLC	73788	snow stakes	10/23/2020	1,385.08	.00	
Total 4452:					1,385.08	.00	
51	ACE HARDWARE	712690	Simon Rental keys	09/11/2020	14.95	.00	
51	ACE HARDWARE	714156	duct tape	09/25/2020	7.98	.00	
51	ACE HARDWARE	715811	duct tape for marking storm drains	10/12/2020	14.99	.00	
51	ACE HARDWARE	716062	Having key made for evidence loc	10/14/2020	3.49	.00	
51	ACE HARDWARE	716362	duct tape for marking storm drains	10/16/2020	14.99	.00	
51	ACE HARDWARE	716692	SK Housing - signage	10/20/2020	49.16	.00	
51	ACE HARDWARE	716800	SK Housing - DHW issues	10/20/2020	13.97	.00	
51	ACE HARDWARE	716861	SK Housing - security	10/21/2020	2.16	.00	
51	ACE HARDWARE	716871	Public Works maintenance work	10/21/2020	31.46	.00	
51	ACE HARDWARE	717683	149 E Pearl Apt. tenant move out	10/27/2020	31.93	.00	
51	ACE HARDWARE	717732	Vine Street Apt-4 move out work	10/28/2020	9.48	.00	
51	ACE HARDWARE	717775	Vine Street Apt-4 move out work	10/28/2020	11.26	.00	
51	ACE HARDWARE	717865	Public Works maintenance work e	10/29/2020	43.83	.00	
51	ACE HARDWARE	717866	SK Housing maintenance snow bl	10/29/2020	16.99	.00	
51	ACE HARDWARE	718560	Public Works maintenance work t	11/04/2020	106.95	.00	
51	ACE HARDWARE	718640	Public Works maintenance work	11/04/2020	29.77	.00	
51	ACE HARDWARE	718657	Public Works maintenance work	11/04/2020	6.49	.00	
51	ACE HARDWARE	718748	Public Works maintenance work	11/05/2020	27.66	.00	
Total 51:					437.51	.00	
3596	ADVANCED GLASS TRIM, LLC	20361	WINDSHIELD FOR S.O.	10/23/2020	240.00	.00	
3596	ADVANCED GLASS TRIM, LLC	20368	WINDSHIELD FOR S.O.	10/29/2020	290.00	.00	
Total 3596:					530.00	.00	
1178	ALAN'S WELDING INC.	51535	METAL FOR SANDER BUMPER	10/09/2020	63.00	.00	
Total 1178:					63.00	.00	
5726	AMAZON	113Y-HD3M-T	Various small tools: computer spe	09/06/2020	1,139.73	.00	
5726	AMAZON	141W-NFQ9-J	Replacement headset for Jason	10/30/2020	250.00	.00	
5726	AMAZON	14H1-NM3V-1	iPad accessories	11/08/2020	621.94	.00	
5726	AMAZON	19XC-T1VC-1X	Wireless network access points fo	10/29/2020	454.99	.00	
5726	AMAZON	1CRL-69PT-9V	In-vehicle cables and adapters. B	09/16/2020	215.88	.00	
5726	AMAZON	1J3R-RX3X-H1	Various small tools: computer spe	09/07/2020	119.98	.00	
5726	AMAZON	1VXL-3J7L-PK	Printer toner	11/06/2020	207.88	.00	
Total 5726:					3,010.40	.00	
6752	AMPLATZ, MARIA	110420	REFUND OVERPAYMENT ON 2	11/04/2020	78.91	.00	
6752	AMPLATZ, MARIA	110420	REFUND OVERPAYMENT ON 2	11/04/2020	235.62	.00	
Total 6752:					314.53	.00	
6575	APEX SAGE INC	102520	Ely Springs pump house new roof	11/03/2020	4,752.76	.00	
6575	APEX SAGE INC	102620	WWTP pest control	11/03/2020	408.39	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6575:					5,161.15	.00	
4389	APPLE INC	AD14440540	3 qty. iPad Pro and accessories fo	10/23/2020	1,349.00	.00	
4389	APPLE INC	AD15562075	3 qty. iPad Pro and accessories fo	10/26/2020	2,698.00	.00	
4389	APPLE INC	AD21018411	Phone accessories	11/07/2020	59.00	.00	
Total 4389:					4,106.00	.00	
1783	AT&T	287259163099	Annual charges for account 28725	10/08/2020	1,238.30	.00	
1783	AT&T	287272169264	Remaining annual charges (11 m	10/12/2020	43.23	.00	
1783	AT&T	287279795460	MONTHLY ACCOUNT 28727979	10/11/2020	503.76	.00	
Total 1783:					1,785.29	.00	
4088	AVAIL VALLEY CONTRUCTION-I	20210-3 11062	Pay app #3 for mobilization only	11/06/2020	6,940.00	.00	
Total 4088:					6,940.00	.00	
5994	B-CYCLE LLC	48755-001	credit	09/25/2020	588.49-	.00	
5994	B-CYCLE LLC	48756-001	credit	09/25/2020	319.92-	.00	
Total 5994:					908.41-	.00	
4920	BEST BEST & KRIEGER	890002	ATT Wireless	11/06/2020	438.00	.00	
Total 4920:					438.00	.00	
4774	BIG R RANCH & HOME	1471764	HITCH PIN FOR HIGHWAY TRU	10/21/2020	8.99	.00	
4774	BIG R RANCH & HOME	1473560	SK Housing - snow removal blowe	10/28/2020	963.38	.00	
Total 4774:					972.37	.00	
6727	BRIGGS, ERIC L	1038	TOOL REPLACEMENT	10/22/2020	94.65	.00	
6727	BRIGGS, ERIC L	1175	PC RELAY BYPASS TOOL less s	10/29/2020	79.95	.00	
Total 6727:					174.60	.00	
4614	C & A PROFESSIONAL CLEANI	11032020PW.	Covid fog cleaning	11/03/2020	3,517.50	.00	
4614	C & A PROFESSIONAL CLEANI	110920202TH	Covid fog cleaning at; Town Hall	11/09/2020	3,202.50	.00	
4614	C & A PROFESSIONAL CLEANI	11092020FOG	Covid fog cleaning at; Town Hall	11/09/2020	3,360.00	.00	
Total 4614:					10,080.00	.00	
5	CARQUEST AUTO PARTS INC.	6090-499871	ELECTRICAL CONNECTORS FO	10/15/2020	5.67	.00	
5	CARQUEST AUTO PARTS INC.	6090-499880	ELECTRICAL CONNECTORS FO	10/15/2020	9.69	.00	
5	CARQUEST AUTO PARTS INC.	6090-500007	BRAKES AND ROTORS	10/16/2020	159.80	.00	
5	CARQUEST AUTO PARTS INC.	6090-500758	CREDIT	10/22/2020	159.80-	.00	
5	CARQUEST AUTO PARTS INC.	6090-500832	SPOOL OF WELDING WIRE	10/22/2020	79.99	.00	
5	CARQUEST AUTO PARTS INC.	6090-500854	CREDIT	10/22/2020	40.50-	.00	
Total 5:					54.85	.00	
102	CASELLE INC.	105541	support fees	11/01/2020	1,868.00	.00	
Total 102:					1,868.00	.00	
10	CASH	11112020	petty cash	11/11/2020	.12	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10	CASH	11112020	Petty Cash	11/11/2020	87.00	.00	
10	CASH	11112020	petty cash	11/11/2020	85.37	.00	
10	CASH	11112020	Petty cash	11/11/2020	4.39	.00	
Total 10:					176.88	.00	
544	CENTURYLINK	161283746	Remainder of FY21(~11 billing per	10/20/2020	250.64	.00	
544	CENTURYLINK	307-111-5050	Annual charges for account p-307	10/07/2020	1,937.58	.00	
544	CENTURYLINK	307-733-3106	MONTHLY CHARGES 307-733-3	10/13/2020	118.03	.00	
Total 544:					2,306.25	.00	
5967	CITY OF DRIGGS	BBSAR2021-N	Cleaning Cost	10/29/2020	83.43	.00	
5967	CITY OF DRIGGS	BBSAR2021-N	Fall River Electric	10/29/2020	293.62	.00	
5967	CITY OF DRIGGS	BBSAR2021-N	Bus Barn Rent 2020 - November	10/29/2020	1,278.00	.00	
5967	CITY OF DRIGGS	BBSAR2021-N	Water/sewer	10/29/2020	225.31	.00	
Total 5967:					1,880.36	.00	
4292	Commercial Tire-ID Falls	126434	4 TIRES FOR S.O.	07/07/2020	863.96	.00	
4292	Commercial Tire-ID Falls	128426	4 TIRES FOR ROAD AND LEVEE	10/06/2020	919.60	.00	
4292	Commercial Tire-ID Falls	21-136034	9 TIRES FOR INVENTORY	10/09/2020	1,757.70	.00	
Total 4292:					3,541.26	.00	
69	COMMUNITY ENTRY SERVICES	101620	Annual Contrat 2020-2021	10/16/2020	12,500.00	.00	
Total 69:					12,500.00	.00	
6475	CONVERGEONE, INC	11492	11 months of Webex Enterprise fo	09/28/2020	319.26	.00	
6475	CONVERGEONE, INC	11729	11 months of Webex Enterprise fo	10/19/2020	319.36	.00	
6475	CONVERGEONE, INC	2853762	MONTHLY CLOUD DATA BACK	10/29/2020	7,424.80	.00	
6475	CONVERGEONE, INC	IE9064578	three new network switches for w	11/09/2020	10,402.15	.00	
Total 6475:					18,465.57	.00	
3001	CREATIVE ENERGIES, LLC	5919	START - bus shelter preventative	11/06/2020	2,647.00	.00	
3001	CREATIVE ENERGIES, LLC	5922	Well-5 - Solar Cell Preventative M	11/06/2020	691.80	.00	
3001	CREATIVE ENERGIES, LLC	5922	PG - Solar Cell Preventative Maint	11/06/2020	691.80	.00	
3001	CREATIVE ENERGIES, LLC	5922	PW - Solar Cell Preventative Main	11/06/2020	691.80	.00	
3001	CREATIVE ENERGIES, LLC	5922	WWTP - Solar Cell Preventative	11/06/2020	691.80	.00	
3001	CREATIVE ENERGIES, LLC	5922	START - Solar Cell Preventative	11/06/2020	691.80	.00	
3001	CREATIVE ENERGIES, LLC	5923	START Bus Shelter at Library	11/09/2020	401.82	.00	
Total 3001:					6,507.82	.00	
6718	CULTIVATE	10282020	ANNUAL CONTRACT	10/28/2020	1,250.00	.00	
Total 6718:					1,250.00	.00	
611	CUMMINS ROCKY MOUNTAIN L	41-54791	Annual maintenance for diagnosti	06/13/2019	720.00	.00	
Total 611:					720.00	.00	
5926	DASH MEDICAL GLOVES	INV1216182	Gloves	10/15/2020	195.90	.00	
Total 5926:					195.90	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6124	DAVID STUBBS	10202020	PARK SHOT AND SNOW KING P	10/20/2020	875.00	.00	
6124	DAVID STUBBS	10202020	1/2 cost of photo shoot and video	10/20/2020	875.00	.00	
Total 6124:					1,750.00	.00	
4918	DEAN'S PEST CONTROL LLC	56275	WWTP - rodent control	10/15/2020	100.00	.00	
4918	DEAN'S PEST CONTROL LLC	56514	Public Works pest control	10/19/2020	50.00	.00	
Total 4918:					150.00	.00	
148	DELL	10424515281	Monitors for various Town worksta	09/16/2020	1,919.88	.00	
Total 148:					1,919.88	.00	
5320	DEPARTMENT OF FAMILY SER	11032020	Central Registry checks for staff a	11/03/2020	50.00	.00	
Total 5320:					50.00	.00	
3408	E.R. OFFICE EXPRESS	16278	Spindle of DVD discs, CD envelop	09/23/2020	60.18	.00	
3408	E.R. OFFICE EXPRESS	16456	LIQUOR LICENSE MAILING SUP	10/22/2020	48.26	.00	
Total 3408:					108.44	.00	
502	ELECTRICAL WHSLE SUPPLY C	S4962909.001	SK Housing & Maintenance securi	10/20/2020	93.54	.00	
Total 502:					93.54	.00	
1134	ENERGY LABORATORIES INC.	352431	weekly WWTP testing	10/23/2020	114.00	.00	
1134	ENERGY LABORATORIES INC.	354055	weekly WWTP testing	10/30/2020	302.00	.00	
Total 1134:					416.00	.00	
4556	ENTERSECT	1020EP31284	PD live search software	10/31/2020	8.97	.00	
Total 4556:					8.97	.00	
81	EVANS CONSTRUCTION INC	19-122 110520	Hansen Sidewalk - Pay Ap 4	11/05/2020	107,488.25	.00	
81	EVANS CONSTRUCTION INC	19-122 110522	Hansen Sidewalk Pay Ap 5	11/05/2020	167,217.98	.00	
Total 81:					274,706.23	.00	
6744	Five-County Detention Center	07282020	Two days detention. A. Sanchez	07/28/2020	300.00	.00	
Total 6744:					300.00	.00	
4709	FLEETPRIDE	61755096	BRAKE DRUMS FOR BUS 278	10/21/2020	647.56	.00	
4709	FLEETPRIDE	61837401	BELT TENSIONER FOR START	10/22/2020	136.65	.00	
Total 4709:					784.21	.00	
668	FREEDOM MAILING SERVICE I	39286	billing process for 12 months	11/03/2020	912.53	.00	
668	FREEDOM MAILING SERVICE I	39286	Billing process for 12 months	11/03/2020	925.52	.00	
Total 668:					1,838.05	.00	
5009	GM SHEET METAL LLC	3915	galvanized sheet metal	06/01/2020	66.86	.00	
5009	GM SHEET METAL LLC	4058	145 W. Hanson - sheet metal	09/07/2020	223.56	.00	
5009	GM SHEET METAL LLC	4143	WWTP - GRD boxes	10/20/2020	257.21	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5009	GM SHEET METAL LLC	4172	Ely Springs Well House ventilation	10/27/2020	583.04	.00	
Total 5009:					1,130.67	.00	
4988	HD FOWLER COMPANY	15613870	fire hydrant parts	10/14/2020	842.14	.00	
Total 4988:					842.14	.00	
96	HIGH COUNTRY LINEN	0219352	towels and laundry bag	10/14/2020	87.20	.00	
96	HIGH COUNTRY LINEN	0219352	mats	10/14/2020	133.30	.00	
96	HIGH COUNTRY LINEN	0221110	HR Public Restroom Supplies	10/26/2020	7.50	.00	
96	HIGH COUNTRY LINEN	0222088	Home Ranch operating supplies	11/02/2020	25.31	.00	
96	HIGH COUNTRY LINEN	0222379	monthly floor mats and rags/towel	11/04/2020	86.57	.00	
96	HIGH COUNTRY LINEN	0223027	HR Public Restroom Supplies	11/09/2020	7.50	.00	
96	HIGH COUNTRY LINEN	S0219005	Town Hall bathroom supplies	10/13/2020	272.08	.00	
96	HIGH COUNTRY LINEN	S0219839	home ranch operating supplies. c	10/16/2020	80.05	.00	
96	HIGH COUNTRY LINEN	S0222141	Town hall operating supplies. ma	11/02/2020	210.78	.00	
96	HIGH COUNTRY LINEN	S0222143	PW operating supplies. creating	11/02/2020	205.43	.00	
Total 96:					1,115.72	.00	
6751	HILL, THEODORE	102820	RETURN BOND CASE 18-12-043	10/28/2020	250.00	250.00	11/04/2020
Total 6751:					250.00	250.00	
6455	HIRST APPELEGATE, LLP	200263	3 Creek Ranch Litigation	11/03/2020	726.50	.00	
Total 6455:					726.50	.00	
6423	HOWELL, VICKIE	10282020	staples - tape for label maker	10/28/2020	55.10	.00	
Total 6423:					55.10	.00	
503	HUNT CONSTRUCTION INC	9379	crack sealing stellaria and hidden	10/15/2020	7,025.00	.00	
503	HUNT CONSTRUCTION INC	9396	crack sealing on high school road	10/28/2020	22,715.00	.00	
Total 503:					29,740.00	.00	
4044	IDAHO FALLS PETERBILT	553349	5 FUEL FILTERS FOR RESTOC	10/20/2020	181.45	.00	
4044	IDAHO FALLS PETERBILT	553350	4 BOXES OF LATEX GLOVES F	10/20/2020	83.48	.00	
4044	IDAHO FALLS PETERBILT	553971	fuel filter for inventory	10/27/2020	36.29	.00	
Total 4044:					301.22	.00	
3634	IDENTI-KIT SOLUTIONS	106951	Annual maintenance for PD softw	09/01/2020	408.00	.00	
Total 3634:					408.00	.00	
1119	INDUSTRIAL HOSE & FITTING	107104-1	bearing set	10/27/2020	277.46	.00	
Total 1119:					277.46	.00	
6157	INTELLICHOICE, INC	1230609	PROFESSIONAL SERVICES FO	10/30/2020	1,520.00	.00	
Total 6157:					1,520.00	.00	
5098	JACKSON ANIMAL HOSPITAL	37327	Cat meds/Vet visit for Luna, Sam	10/09/2020	180.10	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5098:					180.10	.00	
6477	Jackson Hole Childrens Museum	11052020	2ND QUARTER PAYMENT	11/05/2020	3,750.00	.00	
Total 6477:					3,750.00	.00	
4239	JACKSON HOLE FAMILY HEALT	99455	DOT PHYSICAL FOR JOSH WIL	07/06/2020	150.00	.00	
Total 4239:					150.00	.00	
6474	JACKSON HOLE LAW, PC	10302020	Prosecutorial services, October	10/30/2020	1,500.00	.00	
Total 6474:					1,500.00	.00	
131	JACKSON HOLE NEWS & GUID	318374	Legal publishing of council meetin	10/28/2020	149.63	.00	
131	JACKSON HOLE NEWS & GUID	318376	Legal publishing of council meetin	10/28/2020	72.68	.00	
131	JACKSON HOLE NEWS & GUID	318377	Legal publishing of council meetin	10/28/2020	525.83	.00	
131	JACKSON HOLE NEWS & GUID	318768	START Operator ad - 2 weeks	11/04/2020	376.20	.00	
Total 131:					1,124.34	.00	
114	JACKSON LUMBER INC	0000606878-0	SKHousing - security	10/15/2020	59.60	.00	
114	JACKSON LUMBER INC	000611289-00	sackcrete, 1 bag	10/29/2020	8.40	.00	
Total 114:					68.00	.00	
239	JH20 WATER CONDITIONING &	I201029534	water for lab testing at WWTP	10/29/2020	58.00	.00	
Total 239:					58.00	.00	
2647	JHAM, INC.	JPD100820	(5) Safariland vests, panels and c	10/07/2020	4,855.60	.00	
Total 2647:					4,855.60	.00	
5473	KELLERSTRASS ENTERPRISES	1243031	10 CASES OF COOLANT FOR IN	10/28/2020	206.50	.00	
5473	KELLERSTRASS ENTERPRISES	D32758	8001 GALLONS MID GRADE, 20	10/15/2020	19,224.31	.00	
Total 5473:					19,430.81	.00	
4902	KOIS BROTHERS EQUIPMENT	120761	HIGHWAY TRUCK WING REPAI	10/29/2020	750.80	.00	
Total 4902:					750.80	.00	
4102	LACAL EQUIPMENT, INC	0332874-IN	FLIGHT ANGLE FOR BROOM B	10/15/2020	177.94	.00	
Total 4102:					177.94	.00	
5691	LEPCO	41547	START bus wash service call	10/20/2020	82.00	.00	
Total 5691:					82.00	.00	
4380	LONG BUILDING TECHNOLOGI	SRVCE011293	SKHM - security	10/30/2020	660.00	.00	
Total 4380:					660.00	.00	
156	LOWER VALLEY ENERGY INC	92050-002 10-	3150 S ADAMS CANYON DR, JA	10/30/2020	166.28	.00	
156	LOWER VALLEY ENERGY INC	92050-003 10-	SPRUCE DR PUMP HOUSE, JA	10/30/2020	248.93	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-005 10-	CACHE KUDAR LT, JACKSON,	10/30/2020	63.95	.00	
156	LOWER VALLEY ENERGY INC	92050-006 10-	N CACHE ST LIGHTING, JACKS	10/30/2020	34.08	.00	
156	LOWER VALLEY ENERGY INC	92050-008 10-	CEMETARY, JACKSON, WY	10/30/2020	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-010 10-	ELY SPRINGS RD WELL 6,7,8, J	10/30/2020	2,656.45	.00	
156	LOWER VALLEY ENERGY INC	92050-014 10-	135 E BROADWAY HEAT TAPE,	10/30/2020	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-016 10-	210 N CACHE ST HOME RANCH	10/30/2020	45.97	.00	
156	LOWER VALLEY ENERGY INC	92050-017 10-	WASTE WATER TRTMT INTERM	10/30/2020	16.00	.00	
156	LOWER VALLEY ENERGY INC	92050-019 10-	RANGEVIEW DR LIFT PUMP CO	10/30/2020	62.78	.00	
156	LOWER VALLEY ENERGY INC	92050-020 10-	S HWY 89 PATHWAY TUNNEL L	10/30/2020	58.38	.00	
156	LOWER VALLEY ENERGY INC	92050-021 10-	150 E PEARL AVE, JACKSON, W	10/30/2020	1,269.82	.00	
156	LOWER VALLEY ENERGY INC	92050-023 10-	RANGEVIEW DR STREET LTS L	10/30/2020	20.06	.00	
156	LOWER VALLEY ENERGY INC	92050-024 10-	SEWER LIFT PUMP, WY	10/30/2020	19.15	.00	
156	LOWER VALLEY ENERGY INC	92050-025 10-	450 W SNOW KING AVE NEW S	10/30/2020	440.25	.00	
156	LOWER VALLEY ENERGY INC	92050-026 10-	450 W SNOW KING AVE SHOP,	10/30/2020	176.54	.00	
156	LOWER VALLEY ENERGY INC	92050-027 10-	RANGEVIEW DR STREET LTS L	10/30/2020	18.83	.00	
156	LOWER VALLEY ENERGY INC	92050-028 10-	RANGEVIEW DR STREET LT LO	10/30/2020	18.56	.00	
156	LOWER VALLEY ENERGY INC	92050-030 10-	RANGEVIEW DR STREET LTS L	10/30/2020	18.50	.00	
156	LOWER VALLEY ENERGY INC	92050-031 10-	MOUNTAIN VIEW LN STREET L	10/30/2020	18.56	.00	
156	LOWER VALLEY ENERGY INC	92050-032 10-	ST LT LOTS 88,89, JACKSON, W	10/30/2020	18.70	.00	
156	LOWER VALLEY ENERGY INC	92050-034 10-	ST LT LOTS 80,81, JACKSON, W	10/30/2020	16.63	.00	
156	LOWER VALLEY ENERGY INC	92050-035 10-	RANGEVIEW DR STREET LTS L	10/30/2020	19.42	.00	
156	LOWER VALLEY ENERGY INC	92050-036 10-	RANGEVIEW DR STREET LTS L	10/30/2020	19.67	.00	
156	LOWER VALLEY ENERGY INC	92050-039 10-	ST LT LOTS 86,87, WY	10/30/2020	19.60	.00	
156	LOWER VALLEY ENERGY INC	92050-040 10-	ST LT LOTS 90,91, JACKSON, W	10/30/2020	19.29	.00	
156	LOWER VALLEY ENERGY INC	92050-041 10-	ST LT LOTS 99,101, WY	10/30/2020	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-043 10-	ST LT LOTS 68,69, WY	10/30/2020	19.80	.00	
156	LOWER VALLEY ENERGY INC	92050-044 10-	SNOW KING ESTATES BOOSTE	10/30/2020	128.70	.00	
156	LOWER VALLEY ENERGY INC	92050-045 10-	TOWN SQUARE LIGHTS, JACKS	10/30/2020	67.94	.00	
156	LOWER VALLEY ENERGY INC	92050-047 10-	WASTE WATER TRTMT UV BLD	10/30/2020	16.00	.00	
156	LOWER VALLEY ENERGY INC	92050-049 10-	WASTE WATER TRTMT PTB 54	10/30/2020	10,934.09	.00	
156	LOWER VALLEY ENERGY INC	92050-050 10-	2 MG TANK, JACKSON, WY	10/30/2020	19.00	.00	
156	LOWER VALLEY ENERGY INC	92050-051 10-	WELL #5 KARNS MEADOW, JAC	10/30/2020	2,258.88	.00	
156	LOWER VALLEY ENERGY INC	92050-052 10-	WELL #1, JACKSON, WY	10/30/2020	1,426.80	.00	
156	LOWER VALLEY ENERGY INC	92050-053 10-	WELLS #2 & #3, WY	10/30/2020	2,749.10	.00	
156	LOWER VALLEY ENERGY INC	92050-054 10-	CITY WELL ELK REF 1, JACKSO	10/30/2020	41.93	.00	
156	LOWER VALLEY ENERGY INC	92050-055 10-	CITY WELL ELK REF 2, JACKSO	10/30/2020	17.53	.00	
156	LOWER VALLEY ENERGY INC	92050-056 10-	CITY WELL ELK REF 3, JACKSO	10/30/2020	21.60	.00	
156	LOWER VALLEY ENERGY INC	92050-059 10-	440 W SNOW KING AVE POLICE	10/30/2020	43.97	.00	
156	LOWER VALLEY ENERGY INC	92050-060 10-	400 W SNOW KING AVE S GAR	10/30/2020	53.11	.00	
156	LOWER VALLEY ENERGY INC	92050-061 10-	400 W SNOW KING AVE PUBLIC	10/30/2020	266.65	.00	
156	LOWER VALLEY ENERGY INC	92050-074 10-	CRABTREE LN THAW WELL #2,	10/30/2020	25.29	.00	
156	LOWER VALLEY ENERGY INC	92050-078 10-	145 W HANSEN AVE FRONT, JA	10/30/2020	90.41	.00	
156	LOWER VALLEY ENERGY INC	92050-079 10-	145 W HANSEN AVE BACK, JAC	10/30/2020	59.61	.00	
156	LOWER VALLEY ENERGY INC	92050-081 10-	PEARL ST IRR CONTROL & LT,	10/30/2020	24.64	.00	
156	LOWER VALLEY ENERGY INC	92050-082 10-	400 W SNOW KING AVE E STO	10/30/2020	56.17	.00	
156	LOWER VALLEY ENERGY INC	92050-092 10-	3150 S ADAMS CANYON DR ANI	10/30/2020	129.47	.00	
156	LOWER VALLEY ENERGY INC	92050-102 10-	145 W HANSEN AVE FRONT, JA	10/30/2020	17.53	.00	
156	LOWER VALLEY ENERGY INC	92050-106 10-	940 SIMON LN, JACKSON, WY	10/30/2020	105.40	.00	
156	LOWER VALLEY ENERGY INC	92050-111 10-	PEARL - WILLOW ST LIGHT, JA	10/30/2020	17.86	.00	
156	LOWER VALLEY ENERGY INC	92050-114 10-	210 N CACHE ST HOME RANCH	10/30/2020	194.64	.00	
156	LOWER VALLEY ENERGY INC	92050-115-369	MULTIPLE STREET LIGHTS	10/30/2020	2,214.76	.00	
156	LOWER VALLEY ENERGY INC	92050-126 10-	SPRING WATER LN LIFT STATI	10/30/2020	22.05	.00	
156	LOWER VALLEY ENERGY INC	92050-127 10-	3337 S CODY CREEK DR LIFT S	10/30/2020	217.42	.00	
156	LOWER VALLEY ENERGY INC	92050-130 10-	3 CREEK RANCH AFFORDABLE	10/30/2020	24.51	.00	
156	LOWER VALLEY ENERGY INC	92050-131 10-	195 E DELONEY AVE RESTROO	10/30/2020	173.95	.00	
156	LOWER VALLEY ENERGY INC	92050-132 10-	160 S MILLWARD ST PARKING	10/30/2020	928.93	.00	
156	LOWER VALLEY ENERGY INC	92050-134 10-	160 S MILLWARD ST PARKING	10/30/2020	25.66	.00	
156	LOWER VALLEY ENERGY INC	92050-332 10-	N GLENWOOD MCCABE PROJE	10/30/2020	32.34	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-334 10-	JOSEPHINE LOOP LOT 15 LIFT	10/30/2020	114.04	.00	
156	LOWER VALLEY ENERGY INC	92050-336 10-	HIDDEN RANCH PATHWAY TUN	10/30/2020	22.06	.00	
156	LOWER VALLEY ENERGY INC	92050-341 10-	210 N CACHE ST HOME RANCH	10/30/2020	21.60	.00	
156	LOWER VALLEY ENERGY INC	92050-342 10-	25 S REDMOND ST LIGHT PED	10/30/2020	34.86	.00	
156	LOWER VALLEY ENERGY INC	92050-345 10-	930 SIMON LN, JACKSON, WY	10/30/2020	125.90	.00	
156	LOWER VALLEY ENERGY INC	92050-353 10-	W DELONEY AVE FOR TOJ BR	10/30/2020	87.08	.00	
156	LOWER VALLEY ENERGY INC	92050-355 10-	S CACHE SE OF CENTER ARTS	10/30/2020	79.26	.00	
156	LOWER VALLEY ENERGY INC	92050-356 10-	55 KARNs MEADOW DR START	10/30/2020	516.79	.00	
156	LOWER VALLEY ENERGY INC	92050-357 10-	55 KARNs MEADOW DR START	10/30/2020	7,152.81	.00	
156	LOWER VALLEY ENERGY INC	92050-358 10-	650 W BROADWAY PATHWAY L	10/30/2020	75.52	.00	
156	LOWER VALLEY ENERGY INC	92050-359 10-	MILLER PARK PARKING LOT C	10/30/2020	100.01	.00	
156	LOWER VALLEY ENERGY INC	92050-360 10-	1035 W BROADWAY PATHWAY	10/30/2020	32.65	.00	
156	LOWER VALLEY ENERGY INC	92050-361 10-	625 W BROADWAY AVE NEW P	10/30/2020	20.06	.00	
156	LOWER VALLEY ENERGY INC	92050-362 10-	STELLARIA LN/S HWY 89 LIGHT	10/30/2020	20.63	.00	
156	LOWER VALLEY ENERGY INC	92050-363 10-	455 VINE ST UTILITY, JACKSON	10/30/2020	37.51	.00	
156	LOWER VALLEY ENERGY INC	92050-364 10-	65 VIRGINIAN LN #5, JACKSON,	10/30/2020	81.11	.00	
156	LOWER VALLEY ENERGY INC	92050-365 10-	65 VIRGINIAN LN #7, JACKSON,	10/30/2020	87.00	.00	
156	LOWER VALLEY ENERGY INC	92050-367 10-	455 VINE ST APT 3, JACKSON,	10/30/2020	49.20	.00	
156	LOWER VALLEY ENERGY INC	92050-368 10-	455 VINE ST APT 4, JACKSON,	10/30/2020	33.78	.00	
156	LOWER VALLEY ENERGY INC	92050-370 10-	2022 WILDFLOWER CT, JACKS	10/30/2020	68.37	.00	
156	LOWER VALLEY ENERGY INC	92050-371 10-	2022 WILDFLOWER CT, JACKS	10/30/2020	66.42	.00	
156	LOWER VALLEY ENERGY INC	92050-374 10-	455 VINE ST APT 1, JACKSON,	10/30/2020	50.38	.00	
156	LOWER VALLEY ENERGY INC	92050-375 10-	155 E PEARL AVE, JACKSON, W	10/30/2020	26.45	.00	
156	LOWER VALLEY ENERGY INC	92050-376 10-	149 E PEARL AVE, JACKSON, W	10/30/2020	93.81	.00	
156	LOWER VALLEY ENERGY INC	92050-377 10-	145 E PEARL AVE, JACKSON, W	10/30/2020	11.91	.00	
156	LOWER VALLEY ENERGY INC	92050-378 10-	143 E PEARL AVE, JACKSON, W	10/30/2020	22.44	.00	
156	LOWER VALLEY ENERGY INC	92050-379 10-	143 E PEARL AVE, JACKSON, W	10/30/2020	11.91	.00	
156	LOWER VALLEY ENERGY INC	92050-380 10-	141 E PEARL AVE, JACKSON, W	10/30/2020	12.22	.00	
156	LOWER VALLEY ENERGY INC	92050-381 10-	915 SIMON LN, JACKSON, WY	10/30/2020	78.27	.00	
156	LOWER VALLEY ENERGY INC	92050-382 10-	BUDGE DR LIGHT SYSTEM, JA	10/30/2020	20.71	.00	
156	LOWER VALLEY ENERGY INC	92050-383 10-	SNOW KING DR WATER TANK	10/30/2020	17.79	.00	
156	LOWER VALLEY ENERGY INC	92050-385 10-	SPRING CREEK LIFT PUMP, JA	10/30/2020	182.42	.00	
156	LOWER VALLEY ENERGY INC	92050-386 10-	143 E PEARL AVE, JACKSON, W	10/30/2020	11.91	.00	
156	LOWER VALLEY ENERGY INC	92050-388 10-	121 SHERWOOD CT BLDG 2, ET	10/30/2020	25.69	.00	
156	LOWER VALLEY ENERGY INC	92050-389 10-	1640 MARTIN LN LIFT STATION,	10/30/2020	21.67	.00	
156	LOWER VALLEY ENERGY INC	92050-390 10-	400 W SNOW KING AVE HOUSI	10/30/2020	12.26	.00	
156	LOWER VALLEY ENERGY INC	92050-391 10-	400 W SNOW KING AVE PARK	10/30/2020	340.93	.00	
156	LOWER VALLEY ENERGY INC	92050-392 10-	400 W SNOW KING AVE ADMIN,	10/30/2020	269.61	.00	
156	LOWER VALLEY ENERGY INC	92050-393 10-	400 W SNOW KING AVE EMPLO	10/30/2020	450.59	.00	
Total 156:					38,428.49	.00	
6526	LSC TRANSPORTATION CONS	58850	START ROUTING PLAN 2020-20	08/17/2020	1,838.75	.00	
6526	LSC TRANSPORTATION CONS	58903	START ROUTING PLAN 2020-20	09/04/2020	433.97	.00	
6526	LSC TRANSPORTATION CONS	58988	START ROUTING PLAN 2020-20	09/15/2020	7,855.00	.00	
6526	LSC TRANSPORTATION CONS	59037	START ROUTING PLAN 2020-20	10/01/2020	4,615.00	.00	
Total 6526:					14,742.72	.00	
6653	LUTTON, JANE	110220	RESTITUTION PAYMENT CASE	11/02/2020	1,972.84	1,972.84	11/04/2020
Total 6653:					1,972.84	1,972.84	
5108	Marquina, Francisca	110220	RESTITUTION PAYMENT CASE	11/02/2020	100.00	100.00	11/04/2020
Total 5108:					100.00	100.00	
6614	MCBATH, DONNIE	11042020	DOT Physical Reimbursement	11/04/2020	155.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6614:					155.00	.00	
5423	MEDORA CORPORATION	82463	air mixer for lift station Spring Gul	09/09/2020	3,310.00	.00	
Total 5423:					3,310.00	.00	
6745	Mettler-Toledo, LLC	654879831	balance maintenance for TSS test	09/24/2020	425.00	.00	
Total 6745:					425.00	.00	
3932	MILLER SANITATION	17190	Nov trash pick up for downtown	11/02/2020	2,331.00	.00	
Total 3932:					2,331.00	.00	
6188	MINUTEMAN SECURITY TECHN	40609	Professional services - support on	09/25/2020	600.00	.00	
Total 6188:					600.00	.00	
4817	MOUNTAIN ELECTRICAL	1670	Victim Services IT Switch electrica	10/05/2020	309.93	.00	
Total 4817:					309.93	.00	
4623	MSC INDUSTRIAL SUPPLY CO	4174681001	SHOP SUPPLIES FOR INVENTO	10/26/2020	224.20	.00	
Total 4623:					224.20	.00	
257	NAPA AUTO PARTS INC.	949389	BRAKES AND ROTORS FOR PD	10/12/2020	226.40	.00	
257	NAPA AUTO PARTS INC.	949642	LENS KITS FOR RESALE	10/13/2020	40.14	.00	
257	NAPA AUTO PARTS INC.	949898	FILTERS FOR INVENTORY	10/14/2020	29.28	.00	
257	NAPA AUTO PARTS INC.	949905	FILTERS FOR INVENTORY	10/14/2020	27.56	.00	
257	NAPA AUTO PARTS INC.	950101	CAP SCREWS FOE SWEEPER	10/14/2020	30.36	.00	
257	NAPA AUTO PARTS INC.	950474	AIR FILTERS FOR INVENTORY	10/16/2020	71.34	.00	
257	NAPA AUTO PARTS INC.	950477	AIR FILTERS FOR INVENTORY	10/16/2020	71.34	.00	
257	NAPA AUTO PARTS INC.	950721	FILTERS FOR INVENTORY	10/19/2020	25.12	.00	
257	NAPA AUTO PARTS INC.	950980	FILTERS FOR RESTOCK	10/20/2020	62.50	.00	
257	NAPA AUTO PARTS INC.	950981	FILTERS FOR RESTOCK	10/20/2020	33.47	.00	
257	NAPA AUTO PARTS INC.	951113	BRAKES FOR WATER DEPT TR	10/20/2020	387.33	.00	
257	NAPA AUTO PARTS INC.	951121	ELECTRICAL SWITCHES AND C	10/20/2020	315.15	.00	
257	NAPA AUTO PARTS INC.	951152	SHOP SUPPLIES	10/20/2020	20.21	.00	
257	NAPA AUTO PARTS INC.	951416	ELECTRICAL SWITCHES AND C	10/21/2020	89.68	.00	
257	NAPA AUTO PARTS INC.	951540	SHOP TOOLS	10/22/2020	23.34	.00	
257	NAPA AUTO PARTS INC.	951562	SHOP SUPPLIES	10/22/2020	14.27	.00	
257	NAPA AUTO PARTS INC.	951576	SNOW/ICE SCRAPERS	10/22/2020	15.48	.00	
257	NAPA AUTO PARTS INC.	952331	PAINT FOR PD	10/26/2020	7.44	.00	
257	NAPA AUTO PARTS INC.	952407	WATER PUMP FOR START TAH	10/26/2020	173.59	.00	
257	NAPA AUTO PARTS INC.	952489	5 GALLONS COOLANT	10/27/2020	49.95	.00	
257	NAPA AUTO PARTS INC.	952583	BRAKES FOR PD	10/27/2020	61.26	.00	
257	NAPA AUTO PARTS INC.	953299	FUEL FILTERS FOR FUEL DEP	10/30/2020	28.44	.00	
257	NAPA AUTO PARTS INC.	953673	FILTERS FOR RESTOCK	11/02/2020	56.41	.00	
257	NAPA AUTO PARTS INC.	953674	AIR FILTER FOR INVENTORY	11/02/2020	6.89	.00	
257	NAPA AUTO PARTS INC.	953909	PARTS FOR BUS 325	11/03/2020	46.02	.00	
Total 257:					1,912.97	.00	
187	NELSON ENGINEERING	53578	Si-Ferrin - asbestos testing	10/28/2020	2,180.08	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 187:					2,180.08	.00	
5615	NEWLEVEL GROUP	128340	Consulting services for START Bo	10/27/2020	4,500.00	.00	
Total 5615:					4,500.00	.00	
6726	NOVA COLLECTIVE	210385	10 E-Learning Modules Library Pu	10/31/2020	15,000.00	.00	
Total 6726:					15,000.00	.00	
5037	OLDCASTLE PRECAST INC	230209086	manhole rings for inventory	10/26/2020	3,150.00	.00	
Total 5037:					3,150.00	.00	
6750	ORSETTO	110420	RELEASE BOND B20-0758 161	11/04/2020	4,000.00	4,000.00	11/04/2020
Total 6750:					4,000.00	4,000.00	
4529	PARROT, DAVE	11042020	DOT Physical Reimbursement	11/04/2020	155.00	.00	
Total 4529:					155.00	.00	
5302	PARTSMASTER	23601717	MISC SHOP SUPPLIES	10/22/2020	87.31	.00	
Total 5302:					87.31	.00	
5707	PERFORM PRINTING INC	P 1187	Business Cards - Traphagan, Raa	09/20/2020	493.15	.00	
Total 5707:					493.15	.00	
6483	PREMIER TRUCK- SALT LAKE C	775224553	CRANK CASE FILTERS FOR INV	10/23/2020	1,069.08	.00	
6483	PREMIER TRUCK- SALT LAKE C	775232079	AIR FILTER FOR WESTERN ST	10/20/2020	121.25	.00	
6483	PREMIER TRUCK- SALT LAKE C	775232463	ACTUATOR FOR HIGHWAY TRU	10/21/2020	37.63	.00	
6483	PREMIER TRUCK- SALT LAKE C	775233913	TURBO FOR BUS 201	10/27/2020	4,456.95	.00	
6483	PREMIER TRUCK- SALT LAKE C	775235681	COOLANT TUBE FOR BUS 277	11/02/2020	68.24	.00	
Total 6483:					5,753.15	.00	
6594	PROTERRA	1020127	training manuals	09/28/2020	750.00	.00	
6594	PROTERRA	2000526	BSA monthly lease	09/30/2020	37,301.36	.00	
Total 6594:					38,051.36	.00	
215	RED'S AUTO GLASS, INC.	IO38462	INSTALL 2 WINDSHIELDS AND	10/27/2020	270.00	.00	
Total 215:					270.00	.00	
4723	RON'S TOWING	20-8887	Hit/Run Collision - Towed for follo	08/27/2020	125.00	.00	
Total 4723:					125.00	.00	
6665	ROOTED LANDSCAPE ARCHIT	258	professional services for revisions	09/01/2020	255.00	.00	
Total 6665:					255.00	.00	
5812	RUI INC. DBA VILLAGE GARDN	1320471	Sprinkler winterization - 145 W Ha	10/31/2020	105.00	.00	
5812	RUI INC. DBA VILLAGE GARDN	1320475	Sprinkler winterization - 675 & 685	10/31/2020	198.90	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5812	RUI INC. DBA VILLAGE GARDN	1320538	Sprinkler Winterization - 2022 Wil	10/31/2020	119.00	.00	
Total 5812:					422.90	.00	
5254	SEAMLESS DOCS	3573	Annual support/maintenance	10/08/2020	4,172.74	.00	
Total 5254:					4,172.74	.00	
6323	SHELL EQUIPMENT COMPANY	1080	FREIGHT FOR HIGHWAY TRUC	10/02/2020	4,544.00	.00	
Total 6323:					4,544.00	.00	
4359	SHERWIN-WILLIAMS CO.	9418-3	Covid fog cleaner	10/29/2020	100.00	.00	
Total 4359:					100.00	.00	
4720	SILVERSTAR	54639 1120	FY21 Silverstar service - communi	11/01/2020	74.58	.00	
4720	SILVERSTAR	54639B	FY21 Silverstar service - contract	11/01/2020	4,691.84	.00	
4720	SILVERSTAR	54639C 1120	FY21 Silverstar service -internet s	11/01/2020	520.00	.00	
Total 4720:					5,286.42	.00	
236	SMITH POWER PRODUCTS,INC	3126341	CORE DEPOSIT	10/09/2020	488.75-	.00	
236	SMITH POWER PRODUCTS,INC	491012	ENGINE REPAIRS ON BUS 1700	10/26/2020	20,470.11	.00	
Total 236:					19,981.36	.00	
5632	SNAKE RIVER MEP COMPLETE,	4949	Electric car charger installation	10/15/2020	4,263.25	.00	
Total 5632:					4,263.25	.00	
4699	SNAKE RIVER ROASTING	673395	coffee	11/05/2020	97.20	.00	
4699	SNAKE RIVER ROASTING	673432	Coffee - 2 Bags	11/09/2020	102.45	.00	
Total 4699:					199.65	.00	
241	ST JOHN'S HOSPITAL	50000352	August 2020 Blood Draw	10/02/2020	390.00	.00	
241	ST JOHN'S HOSPITAL	50000380	Blood draw for inmate	10/16/2020	65.00	.00	
Total 241:					455.00	.00	
5055	STOTZ EQUIPMENT	P81508	SWITCH FOR FAIR TRACTOR	10/12/2020	69.06	.00	
5055	STOTZ EQUIPMENT	P81585	SWITCH FOR FAIR TRACTOR	10/15/2020	59.32	.00	
Total 5055:					128.38	.00	
4990	Swagit Productions, LLC	16513	12 qty. monthly payment for Swag	10/31/2020	1,775.00	.00	
Total 4990:					1,775.00	.00	
6703	Teton County Alternative to Incarc	11012020	Quarter 1 payment	11/01/2020	6,752.45	.00	
Total 6703:					6,752.45	.00	
581	TETON COUNTY INTEGRATED	11102020	2020 3RD QUARTER DISPOSAB	11/10/2020	33,085.10	.00	
Total 581:					33,085.10	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
55	TETON COUNTY SHERIFF'S-JAI	578	OCTOBER INMATES	11/04/2020	432.00	.00	
Total 55:					432.00	.00	
1355	TETON COUNTY TRANSFER ST	487293	Vine St. Apt - furniture left by dum	11/03/2020	10.00	.00	
Total 1355:					10.00	.00	
268	TETON MOTORS INC	5096207	COOLANT TANK FOR S.O.	10/21/2020	47.70	.00	
268	TETON MOTORS INC	5096218	RADIATOR FOR S.O.	10/22/2020	457.41	.00	
268	TETON MOTORS INC	5096229	STEERING SENSOR FOR S.O.	10/22/2020	57.66	.00	
268	TETON MOTORS INC	5096278	EVAP CANISTER FOR START T	10/27/2020	168.84	.00	
268	TETON MOTORS INC	5096308	HANDLE FOR PD	10/29/2020	57.38	.00	
Total 268:					788.99	.00	
5895	TETON MOUNTAIN RANCH	5034	sweeping and soils disposal	10/08/2020	1,100.00	.00	
Total 5895:					1,100.00	.00	
5846	TETON TOOLS LLC	11032026003	LOCK OUT TOOL FOR SHOP	11/03/2020	66.74	.00	
5846	TETON TOOLS LLC	10202025794	SHOP TOOL	10/20/2020	69.95	.00	
Total 5846:					136.69	.00	
3162	TETON TRASH REMOVAL, INC.	20 NOV 932	trash removal for 145 West Hanse	11/01/2020	47.00	.00	
Total 3162:					47.00	.00	
6692	The Lodge @ Jackson Hole	10132020	Misc. charges from CIT Training (	10/13/2020	274.00	.00	
Total 6692:					274.00	.00	
3955	THOMSON WEST	843246473	MONTHLY CHARGE	10/31/2020	446.92	.00	
3955	THOMSON WEST	843246473	MONTHLY CHARGE	10/31/2020	446.93	.00	
Total 3955:					893.85	.00	
70	THYSSEN KRUPP ELEVATOR C	3005480778	Parking Garage - yearly elevator s	09/14/2020	3,691.44	.00	
Total 70:					3,691.44	.00	
6363	TMSC LLC	2020-005-SKE	Snow King Event Ctr - LED projec	10/26/2020	36,683.68	.00	
Total 6363:					36,683.68	.00	
5298	TOOLSON TELEPHONE, INC	8201	Fiber Work at Snow King housing	10/26/2020	1,685.00	.00	
Total 5298:					1,685.00	.00	
5038	TREFONAS LAW, P.C.	10222020	Public Defender	10/22/2020	1,167.80	.00	
Total 5038:					1,167.80	.00	
1949	VERIZON WIRELESS	9864031375	Annual charges for account 87145	10/01/2020	5,542.90	.00	
Total 1949:					5,542.90	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6731	VINCI LAW OFFICE LLC	11062020	garnishment #18119	11/06/2020	252.13	252.13	11/06/2020
Total 6731:					252.13	252.13	
4848	WAMCO LAB, INC.	14226	4th quarter WET test for WWTP	10/23/2020	350.00	.00	
Total 4848:					350.00	.00	
6466	WATCHGUARD INC.	2238928	Monitoring and daily time tests	11/01/2020	135.91	.00	
Total 6466:					135.91	.00	
244	WATTS STEAM STORE ROCKY	75637	PW used oil furnace service	10/15/2020	400.00	.00	
Total 244:					400.00	.00	
563	WESTBANK SANITATION	3543149	Ely Springs Well House trash	11/01/2020	449.41	.00	
563	WESTBANK SANITATION	3544009	trash pickup at 940 Simon Lane	11/01/2020	100.69	.00	
Total 563:					550.10	.00	
2802	WESTWOOD CURTIS	11052020	Cache Tube 2C PayAp6	11/05/2020	48,364.93	.00	
Total 2802:					48,364.93	.00	
472	WHITE GLOVE CLEANING, INC.	289B	Vine St. Apartment move out clea	10/21/2020	485.12	.00	
472	WHITE GLOVE CLEANING, INC.	6701	Covid fog cleaning at Home Ranc	10/30/2020	3,022.50	.00	
472	WHITE GLOVE CLEANING, INC.	6760	Covid fog cleaning at Home Ranc	11/09/2020	3,022.50	.00	
Total 472:					6,530.12	.00	
6704	WOOD ENVIRONMENT & INFRA	S34947424	stormwater management program	10/23/2020	537.00	.00	
Total 6704:					537.00	.00	
3619	WY CHILD SUPPORT ENFORCE	11062020	case #209790	11/06/2020	146.76	146.76	11/06/2020
Total 3619:					146.76	146.76	
4198	WYOMING FIRST AID & SAFETY	194321	osha PW supplies	09/24/2020	1,169.43	.00	
Total 4198:					1,169.43	.00	
406	WYOMING LAW ENFORCEMEN	103120	OCTOBER CASES	10/31/2020	50.00	50.00	11/04/2020
Total 406:					50.00	50.00	
1746	WYOMING STATE BAR	7-5155 112020	Wyoming State Bar Dues	11/02/2020	355.00	.00	
Total 1746:					355.00	.00	
4839	Wyoming Water Development Co	10122020	LOAN #0901057 PMT #9	10/12/2020	66,969.91	.00	
4839	Wyoming Water Development Co	10122020	LOAN #9404126/FY93 PMT #23	10/12/2020	41,244.82	.00	
Total 4839:					108,214.73	.00	
1764	WYOMING.COM INC	1973456	DOMAIN HOSTING	11/05/2020	15.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 1764:					15.00	.00	
6717	WY-TEST	36429	Pre-employment drug tests	10/16/2020	80.00	.00	
6717	WY-TEST	36429	Pre-employment drug tests	10/16/2020	80.00	.00	
6717	WY-TEST	36430	Pre-employment drug tests	10/16/2020	80.00	.00	
6717	WY-TEST	36435	Pre-employment drug tests	10/16/2020	80.00	.00	
6717	WY-TEST	36443	Pre-employment drug tests	10/19/2020	80.00	.00	
Total 6717:					400.00	.00	
2179	XEROX CORPORATION	011525650	Xerox annual maintenance and su	10/01/2020	170.19	.00	
2179	XEROX CORPORATION	011525651	Xerox annual maintenance and su	10/01/2020	71.14	.00	
2179	XEROX CORPORATION	011525652	Xerox annual maintenance and su	10/01/2020	40.25	.00	
2179	XEROX CORPORATION	011525660	Xerox annual maintenance and su	10/01/2020	69.43	.00	
2179	XEROX CORPORATION	011799952	Xerox annual maintenance and su	11/01/2020	119.37	.00	
2179	XEROX CORPORATION	011799953	Xerox annual maintenance and su	11/01/2020	163.29	.00	
2179	XEROX CORPORATION	011799954	Xerox annual maintenance and su	11/01/2020	12.66	.00	
2179	XEROX CORPORATION	011799961	Xerox annual maintenance and su	11/01/2020	268.23	.00	
Total 2179:					914.56	.00	
2842	YELLOW IRON EXCAVATION, L	51447	trash removal - 915 Simon Lane	10/31/2020	35.00	.00	
2842	YELLOW IRON EXCAVATION, L	51550	trash removal 455 vine street	10/31/2020	17.50	.00	
2842	YELLOW IRON EXCAVATION, L	51550	trash removal 455 Vine street	10/31/2020	17.50	.00	
2842	YELLOW IRON EXCAVATION, L	51550	trash removal 455 vine street	10/31/2020	17.50	.00	
2842	YELLOW IRON EXCAVATION, L	51550	trash removal 455 Vine street	10/31/2020	17.50	.00	
2842	YELLOW IRON EXCAVATION, L	51690	12 months of trash removal 155 e	10/31/2020	120.00	.00	
2842	YELLOW IRON EXCAVATION, L	51691	October 4 Yard Dumpster Trash R	10/31/2020	70.00	.00	
2842	YELLOW IRON EXCAVATION, L	51692	Snow King Housing Trash remova	10/31/2020	95.00	.00	
Total 2842:					390.00	.00	
Grand Totals:					876,163.60	6,771.73	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

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

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 OCTOBER, 2020**

During the month of October, the court received \$18,666 in fines, fees, bonds, and forfeitures.

294 new cases were docketed: 243 parking citations, 51 summons

47 cases were dismissed: 19 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>
Agatieva, Elena	186001361AC	Stop Sign Violation	D-TS	0
Ah, Colin S.	01405M	Aggressive or vicious animals	D-Per Town's Motion	0
Berg, Brandon Allen	98319N	Public intoxication	D-Per Town's Motion	0
Bernstein-bunzl, Judy	186001356AC	Speed Limits Generally 43/30	BF	181
Buie, Donna L	01377M	Dog bite causing wound	D-Per Town's Motion	0
Buie, Donna L	01376M	Uncontrolled animals: molests passerby, chase attacks	D-Per Town's Motion	0
Calles Marroquin, Reyna	186001265AC	No Driver's license	BF	410
Camgros, Kimber S	185002687AA	Public intoxication	D-Per Town's Motion	0
Creaven, Kevin Vincent	186001216AC	Speed Limits Generally 51/30	D-TS	0
Davis, Brian D	00634M	Driving/Control of vehicle while intox	DA- In Accordance with W.S.S. 7-13-301	0
Delarosa, Katherine Elizabeth	186001215AC	Speed Limits Generally 45/30	D-TS	0
Duck, Stephyn B	20484D	Driving/Control of vehicle while intox	DA- In Accordance with W.S.S. 7-13-301	0
Felusiak, Piotr E	19749K	Public intoxication	D-Per Town's Motion	0
Fink, Michael A.	186001264AC	Public intoxication	BF	110
Fuller, Alexandra Anne	186001342AC	Use of cell phone while driving prohibited	BF	75
Galbraith, Diane R	00733M	Limitations on Backing	BF	90
Garaiman, Adrian Constantin	186001118AC	Failure to stop at a red light	D-TS	0
Garcia-lopez, Victor	186001247AC	Following too Close	BF	90
Garnet, Luke Austin	186001252AC	Careless driving	BF	240
Gatewood, Julia Ware	186001358AC	MPH over limit Bond	BF	140
Hartanto, Sylvia	186001180AC	Turning left at intersection	BF	90
Hill, Theodore Marc	03560L	Minor in bar/use fake ID to obtain alcohol- MUST APPEAR	D-Per Town's Motion	0
Hill, Thomas William	186001341AC	No display of current registration	BF	140
Homer, Erinn Alisa	03804L	Driving/Control of vehicle while intox	DA- In Accordance with W.S.S. 7-13-301	0
Horn, David Walker	186001244AC	Speed Limits Generally 42/30	BF	174
Jaeger, Karee Lynn	186001355AC	Speed Limits Generally 43/30	BF	181
Jordan, Lakhvinder Singh	03930L	Driving/Control of vehicle while intox	DA- In Accordance with W.S.S. 7-13-301	0
Keir, Zachary	00844M	Contributing delinquency minor	BF	250
Keller, Steven M	00337M	Public intoxication	BF	100
Keller, Steven M	00644M	Public intoxication (MUST APPEAR)	BF	100
Kuhns, Anne Elizabeth	186001337AC	Speed Limits Generally 40/30	BF	140
Lafferty, Jayson J	19748K	Duty upon colliding with unattended vehicle or property (MU	BF	150
Lancaster, Kyler D.	00771M	Use of hand-held electronic device while driving	D-TS	0
Long, John Woodruff	186001262AC	Limitations on Backing	BF	90
Lopez Ochoa, Estanislao W	186001163AC	UNSAFE TURNING MOVEMENT	BF	90
Martinez, Sharee S	186001237AC	Animals at Large	BF	100
Mclaren, Jonathan	186001179AC	Opening & closing Veh doors when reasonable safe	D-Per Town's Motion	0
McLeod, Pamela Case	186001263AC	Careless driving	BF	240
Merino Marroquin, Noel Aparaci	00738M	No Driver's license	BF	410
Mikkelson, Jakob	186001362AC	Failure to Maintain Liability Coverage	D-Provided Valid Information	0
Mikulec, Rachel Monique	186000768AC	Posted no parking, standing, or stopping NO RV	BF	70
Nascimento De Freitas, Kathleer	01885M	Following too Close	BF	75
Nascimento De Freitas, Kathleer	01886M	No Driver's license	D-Per Town's Motion	0
Parsons, Michelle C	01131M	Speed Limits Generally 45/30	BF	195
Pavlova, Dilyana	186001214AC	Speed Limits Generally 51/30	D-TS	0
Quintana, Michael David	186000843AC	Public intoxication- MUST APPEAR	BF	110
Ralston, Emily M	01897M	Limitations on Backing	BF	90
Ram, Shiva Y	98259N	Speed Limits Generally 50/30	BF	215
Ray, Jackson D	03927L	Driving/Control of vehicle while intox	DA- In Accordance with W.S.S. 7-13-301	0
Roice, Rulinda A	00843M	Contributing delinquency minor	BF	50
Rollman, Lee Andrew	186001287AC	Failure to yield ROW approaching intersections	BF	90
Ryan, Christopher Borden	186001125AC	Failure to stop at a red light	D-TS	0
Sanchez, Deolegario Perez	186001254AC	Limitations on Backing	BF	90
Sansone, Jameson Anthony	186001334AC	No display of current registration	BF	140
Scherer, Michael Timothy	00088M	Driving/Control of vehicle while intox	DA- In Accordance with W.S.S. 7-13-301	0
Sell, Luke C.	186001601AB	Failure to yield ROW	GP, R	3472.84
Standing, Marissa L	03118L	Careless driving- MUST APPEAR	D-TS	0

Thomas, Frank Nathaniel	186000514AC	Battery- MUST APPEAR	D-Per Town's Motion	0
Todd, Jeffrey Walton	186001316AC	Speed Limits Generally 50/30	D-TS	0
Tollison, Sarah Ellen	186001241AC	Passing a school Bus	D-TS	0
Vasquez, Tanner	186001246AC	Turning left at intersection	BF	90
Weitzman, Madeline R.	01341M	Interference w/PD: Resisting officer	DA- In Accordance with W.S.S. 7-13-301	10
Young, Brenden Charles	186001357AC	No display of current registration	BF	140

STAFF REPORT



MEETING DATE & TITLE: November 16, 2020 Regular Town Council Evening Meeting

SUBMITTING DEPARTMENT: Administration

PRESENTER: Carl Pelletier

SUBJECT: Special Event: Winter Wonderland

PUBLIC COMMENT:

PURPOSE & POLICY CONSIDERATIONS:

To consider the special event request made by Jackson Hole Skating Association to host Winter Wonderland on the Town Square. This request involves the use of George Washington Memorial Park, amplified sound, and town personnel.

Please note that representatives from the Town of Jackson, the Teton County Department of Health, and Jackson Hole Skating Association have been working together on an event plan that satisfies the requirements of the current public health orders in Teton County and the State of Wyoming. The special event plan for the Winter Wonderland contained in this staff report has been reviewed by the Teton County Department of Health. This event proposal allows for additional spacing to accommodate 6-feet of social distancing, includes face covering requirements, addresses requirements for symptoms screening, includes, addresses COVID-19 cleaning protocols, and outlines COVID-19 information dissemination for the participants and spectators. If approved, one of the conditions states that the organizer must comply with all state and local health orders in place during the time of operation.

It should be noted that since the date of our first meeting between the organizer, town staff and the Teton County Health Department there has been a significant spike in the number of active COVID-19 cases in Teton County. On October 8, 2020 during the time of the initial meeting there were 11 new reported daily cases with a 7 day average of 7.7 cases per day. At the time of this staff report there were 24 new daily cases with a 7 day average of 23 cases per day. The Health Department has indicated that the event plan does satisfy the current state and local health orders in place as of November 11, 2020; however there was concern regarding group gatherings and the Health Department's ability to conduct effective contact tracing if a positive case of COVID-19 was noted among a participant.

REQUESTED ACTION:

Approve or deny the special event request for the Winter Wonderland submitted by the Grand Teton Skating Association.

RECOMMENDATION:

Approval of the Winter Wonderland Special Event Request.

BACKGROUND:

Grand Teton Skating Association (GTSA), a local non-profit, is requesting Council permission to install an outdoor public skating rink in George Washington Memorial Park for the winter of 2020/2021. With the exception of the changes being made to accommodate health department COVID-19 mitigation requirements, there are no significant changes from the applicant's request approved last year.

The applicant anticipates installing the skating rink in mid-December 2020 (depending on the weather) and opening for operation in late December. The applicant understands that they will not be able to move into the Stage Stop Building until after the Chamber of Commerce finishes their "Santa on Town Square" special event. The applicant will need to work with the Chamber of Commerce on a definitive move in date. The applicant is requesting to begin skating operations on Friday, December 18, 2020. The applicant will charge \$5 for skate rentals for locals and \$10 for skate rentals for visitors.

The applicant plans on ceasing operations of the skating rink on or before March 20, 2020 (depending on the weather and removing the skating rink prior to Easter. In years past there has been concern of having the ice rink removed before Easter in preparation for the Town Square Easter Egg Hunt. This upcoming year, Easter falls on Sunday, April 4. With the current situation of COVID-19 it is uncertain if we will have an community Easter Egg Hunt in 2021, but just in case, staff recommends a condition of operation should include that the applicant must have ice removed with ample time for Parks and Recreation to prepare the turf for the annual Easter Egg Hunt on the Town Square.

Last year the Town Council approved a small, temporary warming tent on the east side of the stage stop building. This tent was utilized by both the Chamber of Commerce for their “Santa on the Town Square” and by Winter Wonderland after Christmas. The applicant is seeking approval of the same warming tent again this year. This year the warming tent would have the additional benefit of providing extra space for people waiting to rent skates (since the number of individuals allowed inside of the stage stop building will be limited this year due to COVID-19). In an effort to adhere to social distancing guidelines provided by the T.C. Department of Health this would potentially offer more space for individuals to social distance. The tent and any sources of heat inside of the tent would need to be approved by the Jackson Fire Department prior to installation.

Additional requests include:

- Council permission to rent ice skates and sell hot chocolate and stocking caps from the Stage Stop Building on federal holidays and weekends (from approximately noon to 9:00 P.M.), and Mondays through Fridays (from approximately 4:30 P.M. to 9:00 P.M.). All sales directly benefit the applicant which is a local non-profit. These are the same dates that were approved last year. The public can skate on the rink on any day; however, the Stage Stop building will only be open for rentals on operating days during operating hours.
- Council permission to play amplified music of varying genres from approximately 4:30 P.M. to 9:00 P.M. on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays and from approximately noon to 9:00 P.M. Saturdays, Sundays, and on federal holidays.
- Council permission for access to water to form the skating rink, two-hundred (200) feet of fire hose, a nozzle, a hydrant fitting, and wrench. Depending on the time of day, Jackson Hole Fire/EMS may provide fire hydrant access at the corner of Center and Deloney streets and supply a water tender to deliver water for the initial freezing of the ice.
- Access to electricity in the park.
- Council permission to display up to four onsite banners.
 - One of these banners (3 feet by 6 feet) will remain on the outside of the Stage Stop building for the duration of the operation of the ice rink identifying this as “Winter Wonderland”. This banner has been approved in years past.
 - The other two smaller banners have been requested to be displayed on the Plexiglas over the winter season. These two smaller banners would be different each week. These two smaller banners would recognize local sponsors. The sizes of these two smaller banners will vary from week to week, but their size would not exceed 3 feet by 5 feet. These two smaller banners would be placed facing inwards on the Plexiglas which surrounds the ice rink. Each week, two new banners would be placed on the Plexiglas during the hours of operation. These banners would be on display only during operating hours. These banners have been approved in years past.
 - A final banner request is a 3 foot by 5 foot banner with skate rental information to be hung on the back side of the Stage Stop Building (facing inwards towards the interior of the Town Square). If approved, the staff would request that this banner only be displayed during operating hours. This has been approved in years past.
- Similar to last year, the applicant has requested permission to remove a segment of the fence from George Washington Memorial Park just off of the Stage Stop Building ramp so that patrons with rented ice skates on can access the skating rink more efficiently. The applicant also requests permission to install an accessible

ramp. Several years ago Public Works constructed a ramp for the applicant. The applicant indicated that this ramp worked well for their needs.

- Snow Removal on the ice surface when snow accumulation is four inches (4”) or more. This snow removal is to be provided once the Teton County/Jackson Parks and Recreation Department has completed its regular sidewalk plowing routes, and as needed. This is the same request as last year.

As in past years, the applicant will continue the following practices:

- The applicant will install Plexiglas walls and an overlapping barrier on the ground and under the ice to mitigate any safety concerns and to block water from overflowing onto the boardwalks in the park.
- If bales of hay are used on the ice rink then the applicant will place a buffer material between the bales of hay and the ground so that they can be easily removed in the spring.
- Parks and Recreation will relocate the recycling cans near the skating rink as deemed necessary.
- Staff has recommended that the use of construction fencing and tape should not be permitted.
- The applicant will cover any and all jagged edges from the posts along the sides of the rink.

Additional considerations:

If Chamber of Commerce decides to utilize the Stage Stop Building for “Santa on the Town Square” the Chamber of Commerce will have primary and exclusive access to the stage stop building for their event. Following this event the Chamber of Commerce has agreed to allow the use of the Stage Stop Building for Winter Wonderland. If the Chamber of Commerce decides that they will not be utilizing the stage stop building for “Santa on the Town Square” event the Chamber has indicated that the applicant could utilize the space prior to December 26, 2020. The applicant will work with the Chamber of Commerce on an exact move in date.

Staff concerns:

Staff recommends that, if approved, the applicant take additional measures to ensure that any ice build-up on surrounding boardwalks, sidewalks and crosswalks be mitigated during the installation process of creating the rink. Last year this concern was brought to the attention of staff.

If the Town Council determines that the Town Square is an appropriate venue for the Winter Wonderland ice skating rink, then staff will continue to diligently work with the applicant to ensure that the project moves forward as best as possible.

ANALYSIS:

This plan has been reviewed by all Town Departments as well as by the Teton County Department of Health. The Teton County Department of Health has indicated that with the safety precautions listed in the application and outlined during a pre-event meeting held on October 8, 2020 that the organizers satisfied all of the current health orders in place on November 11, 2020 with the plan outlined above.

This plan would address the public health orders that are currently in place as of November 11, 2020. If the public health orders were to change prior to or during the Winter Wonderland, the applicant would need to abide by all current health orders.

ALTERNATIVES:

N/A

COMPREHENSIVE PLAN & PRIORITY ALIGNMENT:

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

FISCAL IMPACT:

Fiscal Impact is estimated at \$2,200 for to provide snow removal. Other potential financial impacts may be involved with any unforeseen complications encountered during the winter season this may include, but is not limited to, electrical system repair, turf replacement, and irrigation work.

STAFF IMPACT:

Parks and Recreation services to provide access from the Stage Stop Building, clear the ice of snow as needed, relocate the recycling containers, and provide access to electricity; Fire Department/Public Works services to assist with providing water to construct the skating rink. Other potential staff impacts may be involved with any unforeseen complications encountered during the winter season this may include, but is not limited to, electrical system repair, turf replacement, and irrigation work.

ATTACHMENTS OR LINKS:

Special Event Application
2020 MOU

SUGGESTED MOTION: *(Council always has the option to adopt, approve with conditions, continue, or deny items.)*

I move to approve the application made by Grand Teton Skating Association for the Winter Wonderland special event, subject to the conditions listed in the staff report and further approve the Memorandum of Understanding attached to the staff report subject to approval by the Town Attorney including any minor changes approved by the Town Attorney, and authorize the Mayor to execute the agreement. In addition, the applicant will abide by all health state and local orders in place during the time of operation.

**MEMORANDUM OF UNDERSTANDING BETWEEN SK8 JH, INC.
AND TOWN OF JACKSON, WYOMING**

1. Parties. This Memorandum of Understanding ("**MOU**") is made and entered into by and between Sk8 Jh, Inc., a Wyoming non-profit corporation d/b/a Grand Teton Skating Association, whose address is P.O. Box 1370, Jackson, WY 83001 ("**GTSA**"), and the Town of Jackson, a Wyoming municipal corporation, whose address is 150 E. Pearl Avenue P.O. Box 1687, Jackson, WY 83001 ("**Town**").
2. Purpose. The purpose of this MOU is to establish the terms and conditions under which the Town grants GTSA the right to use open space located on Town-owned property within a portion of the Town Square as depicted in Exhibit A attached hereto and incorporated herein by reference ("**Property**"), for installation of an outdoor skating rink for the use and benefit of the general public during the term of this MOU.
3. Term of MOU. This MOU is effective upon the date last signed and executed by the duly authorized representatives of the Parties and shall remain in full force and effect until April 1, 2021. This MOU may be terminated by either Party upon written notice, which notice shall be delivered by hand or by certified mail to the addresses listed below.
4. Payment. No payment shall be made to either Party by the other as a result of this MOU.
5. Responsibilities of the Town. The Town commits to provide GTSA with:
 - A. The exclusive use of the Property from 12:00 pm until 9:00 pm on weekends and federal holidays, and from 4:30 pm until 9:00 pm on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays for the term of this MOU, subject to the responsibilities of GTSA as set forth herein. During non-operating hours, the Town Council and/or Town staff may approve of other uses on the Town Square, including the Property, and may give permission for other events or groups to use the ice rink; and
 - B. Snow removal from the ice surface when snow accumulation is four inches (4") or more, to be provided after the Teton County/Jackson Parks and Recreation Department completes its regular sidewalk plowing responsibilities, if GTSA determines such services are needed; and
 - C. Two hundred (200) feet of fire hose, a nozzle, a hydrant fitting and wrench. Jackson Hole Fire/EMS will provide fire hydrant access at the corner of Center and Deloney streets and supply a water tender to deliver water for the initial freezing of the ice at its availability and sole discretion; and
 - D. Relocation of recycling receptacles near the skating rink; and
 - E. Removal of a segment of fence along George Washington Memorial Park ("**Park**") and installation of an ADA-accessible ramp to provide access through the Park from the Stage Stop Building to the skating rink, all of which is as Town staff deems appropriate.

6. Responsibilities of the GTSA. GTSA understands, covenants, and agrees that, other than the responsibilities of the Town as set forth in Paragraph 5, GTSA is solely responsible for:
- A. The rink installation; ice manufacture; ice; ice rink maintenance and management; all ice rink operations including, but not limited to, lights, light figures, sculptures, music, heaters, hot beverages, advertising, skate rentals, and the sound system; and
 - B. Securing the ice rink during operating and non-operating hours, including appropriate temporary fencing and/or barriers for the ice rink and any other structures associated with the ice rink on the Property; and
 - C. Staffing the Property and maintaining operating hours necessary to support user group requirements and meet Town requirements for dependable public skating time; and
 - D. Keeping the Property orderly, clean, sanitary, and free from rubbish, obstructions, objectionable odors or nuisances, and in an adequate condition of repair and safety; and
 - E. Not altering the Property without first obtaining the express written consent of the Town. With the exception of the structures presented to and approved by the Town Council on August 7, 2017 and any other set forth herein; and
 - F. Having all ice removed prior to April 1, 2020 and returning the Property to pre-event conditions by the same;
 - G. Entering into an agreement with the Chamber of Commerce concerning the use of the Stage Stop Building; and
 - H. Giving the Town prompt written notice, defined as within five (5) business days, of any accident, fire, or damage on or to the Property; and
 - I. Only permitting employees, agents, servants, and business invitees to remain in or loiter upon the Property; and
 - J. Complying with all laws, orders, regulations, rules, ordinances, and covenants of all state and federal statutes and all local ordinances and regulations applicable to GTSA and/or its use of the Property; and
 - K. Complying with all reasonable rules and regulations that may be established, from time to time, by the Town; and
 - L. Completely closing the outdoor skating rink to patrons thirty (30) minutes prior to the commencement of the International Pedigree Stage Stop Sled Dog Race Special Event. The outdoor skating rink will be allowed to reopen after the last sled dog team exits the starting gate on the date of the event; and
 - M. Not utilizing construction fencing or using tape as fencing; and

- N. Taping and/or securing all power and sound cords that cross walkways to avoid creating a tripping hazard; and
- O. Installing, maintaining, and removing the Plexiglass walls as depicted in Exhibit A attached hereto; and
- P. Placing a buffer material approved by the Parks and Recreation Department between any bales of hay and the ground; and
- Q. Maintaining a clear path through the Park to the skating rink, if Park access is available as described in Paragraph 5.E; and
- R. Working with the Parks and Recreation Department to raise the western edge of the ice rink, thereby leveling the ice rink. Pallets and/or fill dirt will not be used to raise the western edge of the skating rink; and
- S. Playing music during the ice rink hours of operation and keeping this music at a low volume in compliance with the Town of Jackson Municipal Code and Land Development Regulations; and
- T. Directing and controlling all public parking to conform to the regulations and requirements of the Town.

7. Use of the Property.

- A. The Town has the authority to prohibit parking that interferes with the safe and appropriate use of the Property and retains the right to sign and enforce parking regulations for public safety, access, and appropriate use; and
- B. Events involving the use, handling, mixing, or liberation of combustible/flammable liquids, vapors, gases, fireworks, explosive materials, or any other use defined by the Uniform Fire Code as a Hazardous/Extra Hazardous Use are expressly prohibited. All use of the Property by GTSA must comply with the laws, regulations, covenants, and ordinances of the United States, the State of Wyoming, the County of Teton, and the Town of Jackson; and
- C. GTSA shall not sell or allow the sales of any alcoholic beverages on the Property.

8. Acceptance and Maintenance of the Property. GTSA has inspected the Property and accepts it in "as is" condition. GTSA agrees to be responsible for routine maintenance and repairs on the Property. GTSA shall not knowingly commit or willingly permit to be committed any act or thing contrary to the rules and regulations of any federal, state, municipal, or quasi-governmental authority. If the Town determines, in its sole discretion, that the Property is not being properly maintained in accordance with this paragraph, it shall give notice to GTSA in writing to repair and/or maintain the Property. GTSA shall have forty-eight (48) hours in which to correct any minor deficiencies and thirty (30) days for larger repairs which are the responsibility of GTSA under this MOU. If the repairs and maintenance duties of GTSA as described herein are not performed to the Town's satisfaction within the required time period, the Town may employ another person or entity

to repair and/or maintain all or any part of the Property and GTSA shall be responsible for the payment of all expenses and costs related to said repair and maintenance, which if not paid, shall be deemed a default as provided herein.

9. Alterations and Improvements. The Town has the right, and GTSA shall permit the Town or its representative(s), at any time to enter the Property to inspect and/or to make such additions, repairs, or alterations as it may deem necessary or proper for the safety, improvement, or preservation of the Property. All such improvements will be done, so far as practicable, to avoid interference with GTSA's occupancy and use of the Property. GTSA is not entitled to compensation for unavoidable interference with its occupancy and use and waives any claim for damages, including loss of business, resulting therefrom.

10. Insurance. GTSA must, at GTSA's expense, maintain a policy or policies of comprehensive general liability insurance with the premiums thereof fully paid on or before the due date. The policy or policies must be issued by and binding upon an insurance company with a Best Rating Guide A plus Class 15 Rating, such insurance to afford minimum portion of not less than a single limit for bodily injury and property damage of not less than One Million Dollars (\$1,000,000.00). The insurance policy must name the Town including its Officers, Officials, Employees, and Volunteers as an additional insured, state that coverage is primary and non-contributory, and cover all risks incident to GTSA's use of the Property and business in connection therewith.

GTSA shall furnish and deposit with the Town certificates of all such insurance policies to be maintained by GTSA with evidence of payment of the premiums thereon obtained at or prior to the commencement of the term of this MOU, and copies of all insurance policies obtained at any time thereafter during the term of this MOU. All such insurance policies, including such policies referred to immediately above, shall contain a clause or endorsement to the effect that they may not be terminated or materially amended during the term of this MOU except after fifteen (15) days written notice thereof to the Town.

11. Signs. GTSA shall have the right to erect and maintain signs or banners in, on, or about the Property provided that same shall comply with the conditions of Town Council approvals, as well as governing laws, regulations, covenants, and ordinances of the United States, State of Wyoming, County of Teton and/or the Town of Jackson.

12. Indemnification. GTSA shall indemnify the Town and save it harmless from and against any and all claims, actions, damages, liability, and expense (including attorney's fees related thereto) in connection with loss of life, personal injury, or damage to property occurring in, on, about, or arising out of the Property or the occupancy or use of the Property by GTSA or its agents, licensees, invitees, concessionaires, guests, contractors, customers, employees, etc. or occasioned wholly or in part by any act or omission of GTSA, its agents, licensees, business invitees, concessionaires, guests, contractors, customers, or employees, etc.

13. Attorney's Fees. In the event either party shall find it necessary to obtain the services of an attorney to enforce any of the covenants or conditions of this MOU, the prevailing party shall be entitled to reimbursement for all costs and expenses, including reasonable attorney's fees, whether or not litigation is commenced.

14. Non-Assignment. GTSA shall not assign, mortgage, hypothecate, or otherwise encumber this MOU or any interest therein, nor permit the Property or any part thereof to be used by any other person, firm, corporation, or other entity other than the GTSA without the written consent of the Town in each instance. The consent by the Town to an assignment shall not be construed to release the GTSA from the requirement that it obtain the Town's written consent for any further assignment(s). In the event permission is granted for any such assignment, subletting, licensing, or granting of a concession, GTSA shall nevertheless remain liable for the performance of all the terms, conditions, and covenants of this Agreement, including, without limitation, the covenant to pay rent.

15. Town's Access. The Town and its agents, employees, or other representatives may enter the Property at any reasonable time after reasonable notice for the purpose of (a) inspecting the Property to ascertain GTSA's compliance with the terms and conditions of this MOU; (b) in order to make repairs, additions, or alterations as the Town deems necessary; or (c) for any other reasonable purposes.

16. Notices. Any notices required or permitted to be given or served by either party to the other, unless otherwise stated herein, shall be deemed to have been duly given or served when in writing and forwarded by certified mail, postage prepaid, return receipt requested, to the respective addresses set forth below. Such notices shall be deemed given upon mailing of same.

GTSA: Sk8 Jh, Inc.
P.O. Box 1370
Jackson, WY 83001

TOWN: Town of Jackson
ATTN: Town Manager
P.O. Box 1687
Jackson, Wyoming 83001

17. Amendment or Modification. GTSA acknowledges that it has not relied upon any statement, representation, agreement or warranty, except such as are expressly stated herein, and that no amendment, change or modification of this MOU shall be valid or binding unless expressed in writing and executed by the parties hereto in the same manner as the execution of this MOU.

18. General Provisions.

A. No Partnership. No partnership or joint venture is created by this MOU.

B. Applicable Law. The construction, interpretation, and enforcement of this MOU shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this MOU and over the Parties, and the venue shall be the Ninth Judicial District, State of Wyoming.

- C. Entirety of Agreement. This MOU represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
- D. Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.
- E. Governmental Immunity. The Town does not waive its governmental immunity by entering into this MOU, and fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.
- F. Third-Party Beneficiary Rights. The Parties do not intend to create in any other individual or entity the status of a third-party beneficiary, and this MOU shall not be constructed so as to create such status. The rights, duties, and obligations contained in this MOU shall operate only between the Parties to this MOU, and shall insure solely to the benefit of the Parties to this MOU. The provisions of this MOU are intended only to assist the Parties in determining and performing their obligations under this MOU. The Parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.
- G. Signatures. In witness thereof, the Parties to this MOU through their duly authorized representatives have executed this MOU through their duly authorized representatives have executed this MOU on the dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this document.

Sk8 Jh, Inc. d/b/a Grand Teton Skating Association

By: _____ Date _____
Its:

Town of Jackson, Wyoming

Pete Muldoon
Mayor

Date _____

Attest:

Sandy Birdyshaw
Town Clerk

Date _____

EXHIBIT A



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: J.H. Winter Wonderland

Name of Organization: Grand Teton skating Association

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

Mailing Address: P.O.Box 1370

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Akop Manoukian

Email Address: akopm@aol.com

Work Phone: 3077330066 Cell Phone: 801-231-3875

EVENT INFORMATION

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

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

Community and tourist ice skating activity on the square during the winter season

Location of Event: West side of town square Alternative Location: n/a

Date(s) of Event: Dec 26th 2020- mid March 2021 Event Operating Hours: M-F 4:30 - 9, Sa -

Event Set Up Begins Date: December 08, 2020 Time: 24/7

Event Clean Up Ends Date: March 20, 2021 Time: Daytime

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 20-70 Total Event: 2300

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): Community Foundation & various local businesses

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: Olga Salmina Cell Phone: 307-690-7345

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:

 n / a Large Street Barricades

 n / a "Road Closed" Street Signs

 n / a Small Sidewalk Barricades

 n / a "Local Traffic Only" Street Signs

 n / a 28 Inch Street Cones

 n / a "Detour" Street Signs

 n / a Candlestick Cones

 n / a 32-Gallon Recycling Bins

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

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

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

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

TOWN SERVICES REQUESTS

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

POLICE DEPARTMENT

(307) 733-1430

☐ Event Security

☐ Mounted Horse Patrol

☐ Traffic Control

☐ Race Lead Vehicle

☐ Parade Lead Vehicle

☐ General Presence

☐ Towing / Ticketing

☐ Assistance with
Parking Closures

☐ Assistance with
Street Closures

Please describe in detail your request: _____

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

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☒ Snow Removal

☐ Street Marking

Please describe in detail your request

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☒ Electricity Access

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

☐ Additional Public Restroom Cleaning

Please describe in detail your request: _____

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

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

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

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: _____

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: _____

VOICE / MUSIC AMPLIFICATION REQUESTS

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

If "Yes", please indicate times: Start Time: M-F 4:30 pm, Sa -Su Finish Time: 9:00 pm

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

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

SIGN or BANNER REQUESTS

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

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

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached: ☐ Yes ☒ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

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

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

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

If "No", please explain: _____

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

Restroom Company: _____

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

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

ALCOHOL

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

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

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

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☒ Yes

☐ No

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

Please describe any sales activity at your event:

Hot chocolate and water

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:

When we started Winter Wonderland, the idea behind it was to bring the Town Square to life during the winter season. Previously we got an approval from the mayor and the town council to do ice rink, animated lighting, the snow and ice carving competitions, and the ice castle.

Unfortunately, besides ice rinks we never could go forward with the rest of ideas. If GTSA can put everything together we might implement the idea of a snow castle either this or upcoming season. After finalizing logistics, I will provide an update.

Other than that, our operational season will be, as always, weather dependent. Our hours will be Monday- Friday 4:30 - 9:00 PM and Sat. -Sun. 12:00 -9:00 pm. At these times music will be played for the skater's pleasure.

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: AM

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: AM

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: AM

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: AM

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: AM

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: Akop Manoukian
Printed Name

DATE: 09/04/2020

TITLE: Executive director

STAFF REPORT



MEETING DATE & TITLE: November 16, 2020 Regular Town Council Evening Meeting

SUBMITTING DEPARTMENT: Administration

PRESENTER: Carl Pelletier

SUBJECT: Special Event: Pedigree Stage Stop Sled Dog Race

PUBLIC COMMENT:

PURPOSE & POLICY CONSIDERATIONS:

To consider the special event request made by Pedigree Stage Stop Sled Dog Race to host the annual ceremonial start to the Pedigree Stage Stop Dog Sled Race on Friday, January 29, 2021. This request involves the use of George Washington Memorial Park, Town streets, Town personnel and equipment, exemption from Municipal Code and amplified sound.

Please note that representatives from the Town of Jackson, the Teton County Department of Health, and representatives from the Pedigree Stage Stop Dog Sled Race have been working together on an event plan that satisfies the requirements of the current public health orders in Teton County and the State of Wyoming. The special event plan for the annual sled dog race contained in this staff report has been reviewed by the Teton County Department of Health. This event proposal addresses the need for additional spacing to accommodate 6-feet of social distancing, one-way pedestrian traffic, increased signage and messaging and face covering requirements. This application also addresses requirements for symptoms screening, COVID-19 cleaning protocols, and outlines COVID-19 information dissemination for the participants and spectators. If approved, one of the conditions states that the organizer must comply with all state and local health orders in place during the time of operation.

It should be noted that since the dates of our first meetings between the organizer, town staff and the Teton County Health Department there has been a significant spike in the number of active COVID-19 cases in Teton County. On September 6, 2020 during the time of the initial meeting there were 5 new reported cases with a 7 day average of 3.1 news cases per day. On October 8, 2020, the date of the second meeting there were 11 new cases with a 7 day average of 7.3 cases per day. At the time of this staff report there were 24 new daily cases with a 7 day average of 23 cases per day. The Health Department has indicated that the event plan does satisfy the current state and local health orders in place as of November 11, 2020; however there was concern regarding a large group gathering and the Health Department's ability to conduct effective contact tracing if a positive case of COVID-19 was noted among a spectator, participant or volunteer.

REQUESTED-ACTION:

Approve or deny the special event request for the annual ceremonial start to the Pedigree Stage Stop Dog Sled Race submitted by Pedigree Stage Stop Race.

RECOMMENDATION:

Approval of the Pedigree Stage Stop Race Special Event Request.

BACKGROUND:

The applicant, Pedigree Stage Stop Sled Dog Race, has submitted a special event application to host the opening day of the Pedigree Stage Stop Sled Dog Race. The race is scheduled for Friday, January 29, 2021. The race will start at 6:30 P.M. with ceremonial teams will making their way to the start line at 6:15 P.M. Preparations for the event will begin at 5:00 A.M. and clean up should conclude by approximately 11:30 P.M. The anticipated audience is 1,000 – 2,000 people.

The only significant change from previous years is the applicant's plan to address COVID-19 mitigation concerns. This will be done through:

- One-way pedestrian traffic on either side of the starting line,

- Marked ‘zones’ for spectators to spread out to allow for social distancing,
- Additional spectator viewing opportunities at Phil Baux Park to encourage spectators to view the finish line,
- Extended spectator viewing opportunities along Broadway,
- Requiring mask wearing for all workers, volunteers and participants,
- Monitoring COVID-19 symptoms of all workers, volunteers and participants,
- Increase COVID-19 educational efforts in on-site signage, PA announcements, and pre-event advertising,
- Use of live stream video feed to allow possible spectators to watch from home, and
- Decrease emphasis on opening festivities

The applicant is seeking numerous approvals from the Town including:

- Use of town streets for the race, which will have the following course: From the Deloney parking lot at the corner of King and Deloney participants proceed west on Deloney and then diagonally across Town Square/George Washington Memorial Park to the race start line at Broadway and Cache, east on Broadway to Redmond, south on Redmond to Cache Creek Drive, through Snow King private property, around the Love Ridge Condos along Snow King Ave and ending in Phil Baux Park.
- Closure of the Snow King Ball Field/Phil Baux parking lot beginning at 3:00 P.M. for dog team parking and dog trucks.
- Closure of the Deloney parking lot from 6:00 A.M. to 8:00 P.M. for staging the event and pre-race vet checks and dog team staging which will begin at 9:00 A.M.
- Deloney Street from North King to Center Street: Parking closures on both sides of the street beginning at 6:00 A.M.
- Center Street between Broadway and Deloney: Parking closures on both sides of the street beginning at 6:00 A.M. for Public Works access to build the course and Sweet Cheeks vendor set up. The street will close at 12:00 noon.
- Broadway between Cache and Willow: Parking closures on both sides of the street beginning at 10:00 A.M. for Public Works access to build the course and vendor set up. The street will close at 12:00 noon.
- Broadway from Willow to Redmond: Parking closures on the south side of the street beginning at 7:00 A.M. The street will close at 8:00 A.M. for Public Works access to build the course.
- Redmond from Broadway to Cache Creek Drive: Parking closures on both sides of the street beginning at 7:00 A.M. The street will close at 8:00 A.M. for Public Works access to build the course.
- Cache Creek Drive: The street will close at 8:00 A.M. for Public Works access to build the course.
- Snow King Ave from Cache to King: Parking closures on both sides of the street beginning at 3:00 P.M. for dog handlers to have easy access to their teams. Race participants will have event-parking tags for their vehicles and will be allowed access on to that portion of Snow King to easily park and meet their teams.
- No parking on west side of King Street between Broadway and Pearl on the day of the race.
- Approval of the attached sign permit application including nine off site banners, street pole banners, and sponsor pendants to be displayed along the rope barrier during the event. These signs have been approved in past years.
- Relief from ordinance 7.12.135 prohibiting dogs in Town parks.
- A Councilmember to provide an event welcome.
- Parks and Recreation services to build a race track through George Washington Memorial Park.
- Trash picked up from the cans surrounding the Town Square on Saturday, January 30, 2021. Public Works to coordinate.
- Town personnel services for signing of streets in advance for no parking and for the hospital detour route, monitoring and replacement of signs as needed, towing of vehicles in violation of signs, erection of barricades throughout the race course, personnel and equipment to truck in and lay down a snow track for the race, erection of bleachers at the corner of Broadway and Center street, clearing of the race track at the end of the race, removal of barricades, placement of light pole generators around Town Square, and substantial Police Department personnel for race day traffic, parking and animal control.

- That Fire/EMS park a fire truck in the center of Broadway next for display, the race photographer, and national anthem (in addition to being available in case of emergency).
- Issuance of an exposition license for all goods provided. Please note that this year there will be a merchandise tent with proceeds from merchandise sales directly benefitting the campaign promoting the adoption of shelter dogs.
- Permission from Town Council for amplified noise generated by the event including music and announcements.
- Permission to host a laser lightshow display in streets surrounding the Town Square the night of January 29, 2021.
- In the event that the event organizers do decide to offer a fireworks display, then, relief from Section 8.20.020 of the Municipal Code of the Town of Jackson, which prohibits the use, discharge, and detonation of fireworks in the Town of Jackson. Section 8.20.030 of the code allows the Town Council to grant a permit for supervised public displays of fireworks by organizations which are handled by a competent operator and which are not hazardous to property or endanger any person. Snow King Resort in conjunction with the Pedigree Dog Sled Race will be hosting a Torchlight Parade and a fireworks display on the ski hill following the sled dog race.
- Staff recommends the approval of the application of Pedigree Stage Stop Race for the International Pedigree Stage Stop Sled Dog Race, subject to the following conditions and restrictions:

CONDITIONS OF APPROVAL:

- The applicant will abide by all Health Orders in place at the time of the event.
- The applicant will utilize newspaper advertisement space and other forms of social media to inform residents and businesses along the race route prior to the public hearing.
- The applicant shall clean up the entire area immediately following the conclusion of the race. The applicant shall contract trash and recycling removal.
- Town staff shall approve any alterations to the original application and/or the site plan on a case-by-case basis.
- Advertisement of the event through the use of temporary banners shall be limited to those requested in conjunction with the special event application. All banners placed on private property must be approved by the property owner prior to placement.
- All fireworks displays must be approved by the Fire Marshal prior to the event.
- Walkways around the square behind the vendor tents shall stay open and unblocked with no cords, boxes, supplies, etc. or blocked off completely at each end with barricades. All electrical cords shall be covered for pedestrian safety.
- The applicant shall coordinate all services with Public Works, Police, Parks and Recreation and Town Administration at least seven days prior to the event:
 - Volunteer placement and event details
 - Barricade request
 - Bleacher requests and deposits
 - Power and electrical needs
 - Road closings
 - Traffic management
- The Parks and Recreation Department requires a damage deposits for bleachers prior to delivery.
- The applicant shall provide a minimum of ten (10) volunteers with vests to assist with traffic control. The applicant shall contact the Police Department at least ten (10) days prior to the event to verify volunteer placement and to coordinate all event details unless a joint meeting is arranged with all relevant Town departments.
- Parks and Recreation would prefer that straw bales not be used as barricades in Town Square as the straw is difficult to remove. Wood barricades may be used instead.
- The applicant shall facilitate parking of dog teams and dog trucks in the Phil Baux/Ball Field parking lot.

- The applicant shall provide six port-a-potties in the event area. The applicant shall confirm placement of port-a-potties with Parks and Recreation Department and Public Works prior to race day.
- Insurance: An insurance certificate that names the “Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers” and states that coverage is primary and non-contributory is required at least 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.
- Fire Department access roads shall maintain and clear and unobstructed width of 20 feet to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.
- 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).
- Any tents larger than 400 square feet will require approval through the Fire Department. A Temporary Tent Permit Form will need to be completed and approved prior to the start of the event. This Temporary Tent Permit can be found on the Jackson Hole Fire / EMS website.
- 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 2403.6).
- Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 2404.2).
- Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 2404.5).
- Smoking shall not be permitted in tents, canopies or membrane structures. Approved “No Smoking” signs shall be conspicuously posted (IFC 2404.6).
- All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 2404.7)
- Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 2404.12).
- Any cooking performed within tents shall require advance approval by this Department (IFC 2404.15.3 – 2404.15.7).
- 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 2404.19).
- All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from The Fire Department (IFC 605.9).
- 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)
- The applicant shall obtain permission from the Lutheran Church to use their parking lot.
- Any additional requirements set forth by the Jackson Town Council

Additional considerations:

In previous years, numerous citizen complaints have been generated by the event. Some are from residents along the race route who cannot enter or exit their property in their vehicles because of the snow track, which closes both their driveways and their streets. Other complaints are from area residents and visitors who feel inconvenienced and must find alternate routes of travel. The applicant has invited residents in the community to attend this public hearing via newspaper ads and other social media outlets.

ANALYSIS:

This plan has been reviewed by all Town Departments as well as by the Teton County Department of Health. The Teton County Department of Health has indicated that with the safety precautions listed in the application and outlined during two pre-event meetings held on September 17, 2020 and October 8, 2020, respectively, that the event organizers had met the current health orders in place as of November 11, 2020 with the plan outlined above.

This plan would address the public health orders that are currently in place as of November 11, 2020. If the public health orders were to change prior to or during the Pedigree Stage Stop Dog Sled Race Ceremonial start, the applicant would need to abide by all current health orders.

ALTERNATIVES:

N/A

COMPREHENSIVE PLAN & PRIORITY ALIGNMENT:

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

FISCAL IMPACT:

Income includes \$100.00 from the expo application. The estimated cost incurred by the Police Department is \$1,500.00. Costs incurred by the Public Works Department with regard to personnel, equipment usage and fuel are estimated at approximately \$16,000.00 without accounting for overtime. Costs incurred by the Parks and Recreation Department with regards to personnel and equipment usage are estimated at approximately \$500.00.

STAFF IMPACT:

Substantial Police Department and Public Works personnel on both regular time and overtime are required for the event. Assistance from Parks and Rec personnel is also required.

ATTACHMENTS OR LINKS:

Special Event Application

2019 COVID-19 Plan for Ceremonial Start

Course Map

Starting Area Map with COVID-19 Considerations

SUGGESTED MOTION: *(Council always has the option to adopt, approve with conditions, continue, or deny items.)*

I move to approve the application made by Pedigree Stage Stop Dog Sled Race for the annual ceremonial start to the Pedigree Sled Dog Race special event on Friday, January 29, 2021, subject to the conditions listed in the staff report. In addition, the applicant will abide by all health state and local orders in place during the time of operation.

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: Pedigree Stage Stop Race Ceremonial Start

Name of Organization: Pedigree Stage Stop Race

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

Mailing Address: P.O. Box 13443

City: Jackson State: Wy Zip Code: 83002

Name of Person Completing Application: Dianna Lehn

Email Address: secretary@wyomingstagestp.org

Work Phone: 307-640-5359 Cell Phone: 307-640-5359

EVENT INFORMATION

Type of Event: ☐ Run / Walk ☐ Concert ☐ Filming ☐ Assembly
☐ Parade ☐ Festival ☐ Biking ☐ Education
☒ Other: Ceremonial Start to Sled Dog Race

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

ceremonial start to Pedigree Stage Stop Race

Location of Event: Town Square to Phil Baux Park Alternative Location: _____

Date(s) of Event: 1/29/2021 Event Operating Hours: noon-8:00 pm

Event Set Up Begins Date: January 29, 2021 Time: noon

Event Clean Up Ends Date: January 29, 2021 Time: 8:00 pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: _____ Total Event: 1,000-2,000

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): Mars

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: Dan Carter Cell Phone: 317-7786282

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

Town Square 1/29/2021 noon 8:00pm

Broadway to Redmond , to Snow King to Phil Baux Park

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: 20 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: town square START Bus contacted?

☒ Yes ☐ No

RESIDENT AND/OR BUSINESS NOTIFICATION

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

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

☒ Yes ☐ No

Special Event Application

TOWN EQUIPMENT REQUESTS

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

X _____ Large Street Barricades	X _____ "Road Closed" Street Signs
X _____ Small Sidewalk Barricades	X _____ "Local Traffic Only" Street Signs
X _____ 28 Inch Street Cones	X _____ "Detour" Street Signs
X _____ Candlestick Cones	X _____ 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: _____

Same request as previous years _____

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

Sam at Public Works is familiar with the part his department plays in this event.

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☒ Electricity Access

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

☐ Additional Public Restroom Cleaning

Please describe in detail your request: _____

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

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

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

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: We have this entity covered.

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: noon Finish Time: 8:00 pm

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

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

SIGN or BANNER REQUESTS

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

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

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached: ☒ Yes ☐ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

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

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

Total Number of Portable Toilets: 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: Maceys

Restroom Drop off / Pick Up Date for Drop Off: 1/29/21 Time for Drop Off: noon

Date for Pick Up: 1/29/21 Time for Pick Up: 8:00 pm

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? Westbank

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

When will the trash receptacles be delivered? 1/29/21

When will the trash receptacles be picked up and removed from site? 1/29/21

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

We hire Westbank to handle all trash

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? 3

When will these recycling receptacles be delivered? 1/29/21

When will recycling receptacles be picked up and removed from site? 1/29/21

Describe your plan for collection and removal of recyclable materials during your special event:
We hire Curbside to do all recycle

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:

We will be submitting a Covid Plan

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: dl

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: dl

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: dl

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: dl

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: dl

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: Dianna Lehn
Printed Name

DATE: 10/12/2020

TITLE:



2021 Pedigree Stage Stop Race:

COVID-19 Plan : Ceremonial Start:

Media Promotion Plan:

- **Paid & In-House Media:** The event organizers will make a reasonable effort to promote Wyoming and Teton County Health guidelines in our traditional paid or in-house promotional outlets including website, social media posts and ad campaigns, newsprint, promotional posters, local radio spots, press releases, and word of mouth.
- **Solicited Media:** When solicited for event information or interviews, the race spokesperson(s) will offer details on Wyoming and Teton County Health guidelines, requirements, & recommendations for anyone planning to attend the event

Event Staff Plan:

- **Screening:** All event staff are encouraged to self-quarantine to the best of their ability, for 14-days prior to the event. Event staff will self-screen for symptoms of COVID-19 for 14-days leading up to as well as the day of the event & will report exposure to a person with COVID-19 infection during that time period and if exposed, will recuse themselves from participation in the event. Screening logs will be kept by the event organization.

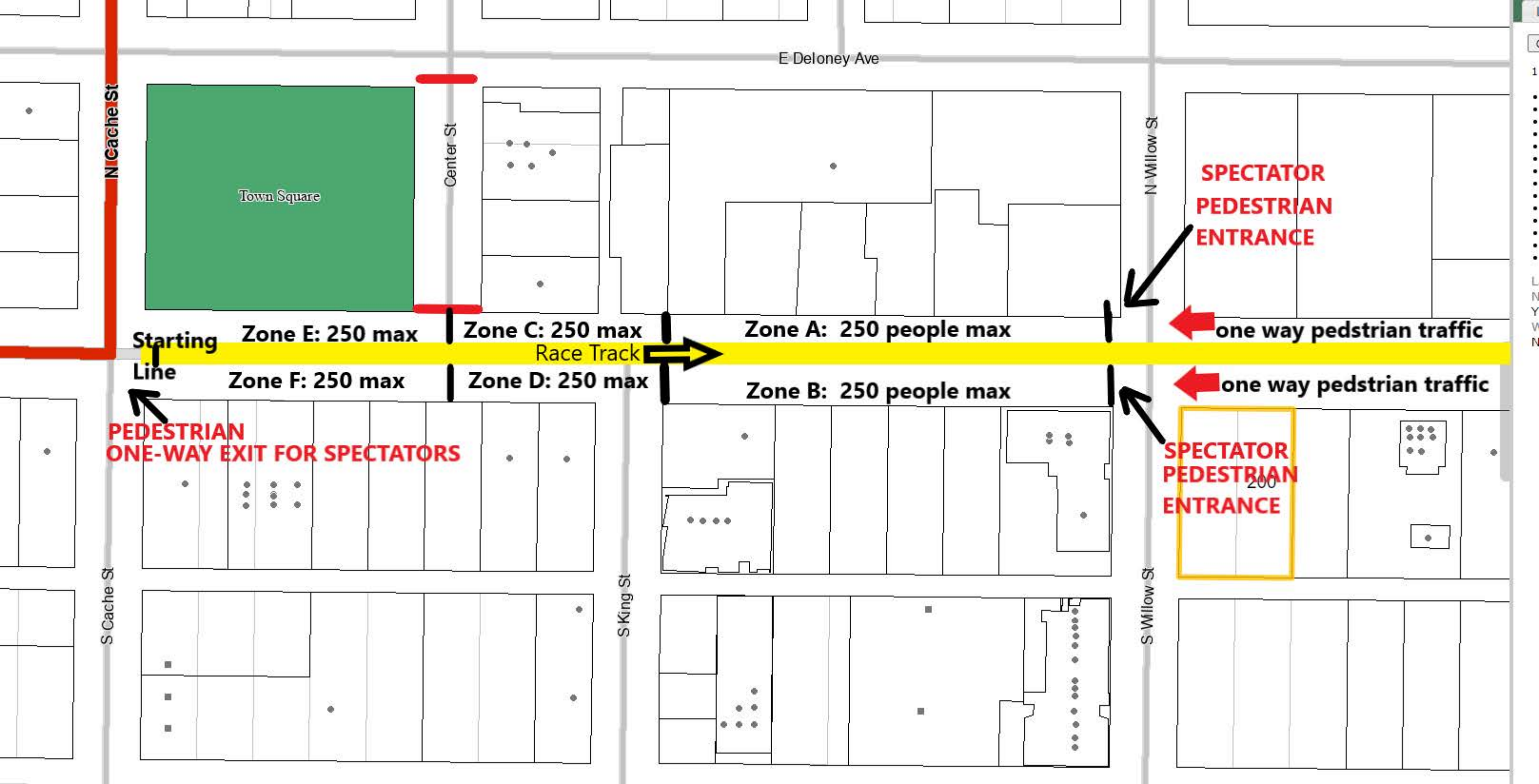
- **Social Distancing:** All staff will wear face masks when within 6-feet of other staff or attendees.

Venue Management Plan:

- Signage will be posted around the venue reminding attendees to stay away if they have symptoms of COVID-19.
- Signage will be posted around event area reminding separate parties to stand 6-feet apart.

Visual que markers will be placed at 6-foot intervals along the both sides of the race course from the starting chute and continuing to the intersection of King Street.

- Race participants and their crews will be provided a copy of the plan and agree to it as part of their eligibility.



E Deloney Ave

N Cache St

Center St

N Willow St

Town Square

**SPECTATOR
PEDESTRIAN
ENTRANCE**

one way pedstrian traffic

Starting
Line

Zone E: 250 max

Zone C: 250 max

Zone A: 250 people max

Zone F: 250 max

Zone D: 250 max

Zone B: 250 people max

one way pedstrian traffic

**PEDESTRIAN
ONE-WAY EXIT FOR SPECTATORS**

**SPECTATOR
PEDESTRIAN
ENTRANCE**
200

S Cache St

S King St

S Willow St

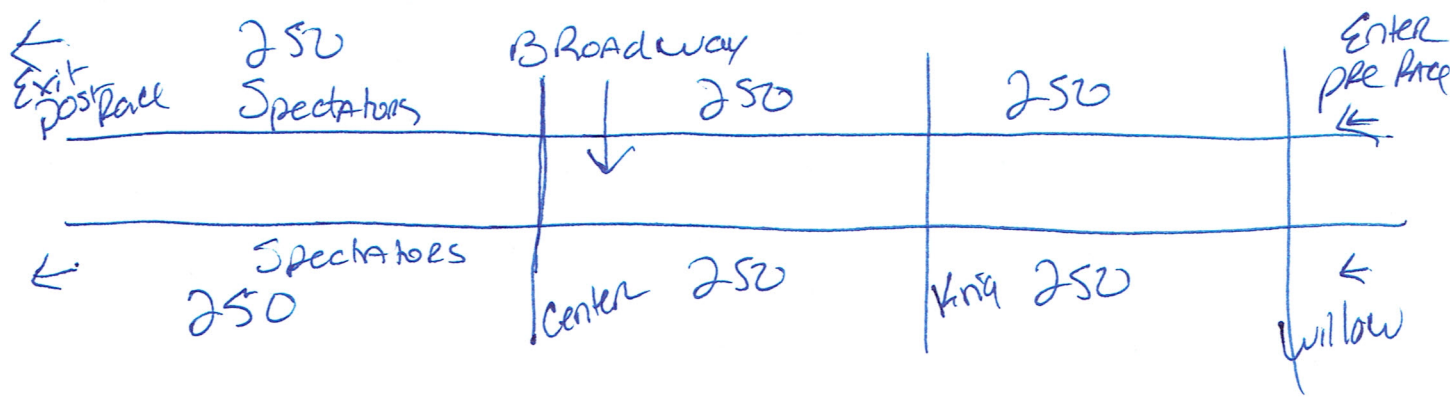
~~53 Moran St, Jackson, WY 83001~~

Jackson 83001

~~43.480001, -110.756006~~



planning for Approx 2,000 Spectators



53 Moran St, Jackson, WY 83001

Jackson 83001

43.480001, -110.756006



Spectra PH12 Baux Park

Barrier 250 Spectra

← TRAIL

Barrier

250 Spectra

FINISH

Snow King
Parking
Lot

THIS AREA IS
Blocked and
MANED By Volunteers



STAFF REPORT



Meeting Date:	November 16, 2020	Meeting Title:	Town Council Regular
Submitting Department:	Public Works	Presenter:	Brian Lenz, Town Engineer
Agenda Item:	P20-190 400 W Snow King – LVE Easement	Public Comment:	

Purpose & Policy Considerations.

Council consideration and approval of a utility (electric distribution) easement for Lower Valley Energy (LVE) at 400 W Snow King. This is a Town property where LVE electrical equipment exists to provide power to the structures on the property. This easement formalizes the Town's allowance for LVE's construction and continued maintenance, repair, technological upgrades or alteration and replacement of the electric distribution circuits, lines and equipment.

Requested Action.

Approve the LVE easement on Town property.

Recommendations.

Approval of the LVE easement on Town property as proposed.

Background.

This is the southern border of the Town property on which the new employee housing and Teton County/Jackson Parks & Recreation maintenance building was constructed.

Analysis.

The easement locations requested do not interfere with the Town's use of the property as currently developed and are not expected to hinder the Town's ability to further develop the property. Provision of electricity to the property is a critical service to the structures and their functions.

Alternatives (Optional).

Comprehensive Plan & Priority Alignment.

This Easement directly supports the following Comp Plan goal:

Common Value 3 Quality of Life

Section 8. Quality Community Service Provision

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

Additionally, the facilities that receive electrical service because of this Easement support the following Comp Plan goals:

Common Value 1 Ecosystem Stewardship

Section 2. Climate Sustainability through Energy Conservation

- Principle 2.2 Reduce energy consumption through land use
 - o Policy 2.2.a: Enhance suitable locations as Complete Neighborhoods
 - o Policy 2.2.b: Direct growth out of habitat, scenery, and open space

Common Value 2 Growth Management

Section 3. Responsible Growth Management

- Principle 3.1 – Direct growth out of habitat, scenery and open space
 - o Policy 3.1.b: Direct development toward suitable Complete Neighborhood subareas
- Principle 3.2 Enhance suitable locations as Complete Neighborhoods
 - o Policy 3.2.a: Enhance the quality, desirability, and integrity of Complete Neighborhoods

- o Policy 3.2.b: Locate nonresidential development in Complete Neighborhoods
 - o Policy 3.2.d: Emphasize a variety of housing types
- *Strategy 3.2.S.2: Identify locations for locally-oriented and visitor-oriented nonresidential uses within Complete Neighborhoods based on the Character Districts*

Section 4. Town as the Heart of the Region – The Central Complete Neighborhood

- Principle 4.1 – Maintain Town as the central Complete Neighborhood
 - o Policy 4.1.a: Promote a complete Town of Jackson
 - o Policy 4.1.b: Emphasize a variety of housing types, including deed restricted housing
 - o Policy 4.1.c: Promote compatible infill and redevelopment that fits Jackson's neighborhoods
- Principle 4.2 – Promote vibrant, walkable mixed use areas
 - o Policy 4.2.a: Create mixed use Subareas
 - o Policy 4.2.b: Promote a balanced mix of nonresidential uses
- Principle 4.3 – Develop desirable residential neighborhoods
 - o Policy 4.3.a: Preserve and enhance Stable Subareas
- *Strategy 4.3.S.2 Identify locations for locally-oriented nonresidential use*

Common Value 3 Quality of Life

Section 5. Local Workforce Housing

- Principle 5.1 – Maintain a diverse population by providing workforce housing
 - o Policy 5.1.a: House at least 65% of the workforce locally
 - o Policy 5.1.c: Prioritize housing for critical service providers
- Principle 5.2 – Strategically locate a variety of housing types
 - o Policy 5.2.a: Provide a variety of housing options
 - o Policy 5.2.b: Housing will be consistent with Character Districts
 - o Policy 5.2.c: Provide workforce housing solutions locally
- Principle 5.3 – Reduce the shortage of housing that is affordable to the workforce
- Principle 5.4 – Use a balanced set of tools to meet our housing goal
 - o Policy 5.4.c: Promote cooperative efforts to provide workforce housing

Section 6. A Diverse and Balanced Economy

- Principle 6.3 – Create a positive atmosphere for economic development
 - o Policy 6.3.e: Balance housing, nonresidential development, and civic uses

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
- *Strategy 8.2.S.1: Coordinate the creation and maintenance of communitywide Major Capital Project List for all services listed in Principle 8.1*

Fiscal Impact.

None

Staff Impact.

Town Planning, Legal, and Engineering staff coordinate to process and produce the Utility Easement, 16-32 hours of staff time.

Attachments or Links.

Proposed Electric Distribution Easement and associated Exhibits

Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*

I move to approve the Electric Distribution Easement between Lower Valley Energy and the Town of Jackson, as has been approved by the Town Engineer and Town Attorney, and authorize the Mayor to execute all necessary easements.

ELECTRIC DISTRIBUTION EASEMENT

KNOW ALL MEN BY THESE PRESENT:

That the undersigned, TOWN OF JACKSON, a Municipal Corporation, ("Grantor") for a good and valuable consideration, the receipt of which is hereby acknowledged, do hereby grant, convey and warrant unto Lower Valley Energy, a Cooperative Utility Corporation, of Afton and Jackson, Wyoming and to its successors and assigns, ("Grantees"), a perpetual easement and right of way for the construction and continued maintenance, repair, technological upgrades or alteration and replacement of the electric distribution circuits, lines and equipment of the Grantee to be constructed and maintained under, upon and across the premises of Grantor in Teton County, State of Wyoming, along a line described as follows, to wit:

As described in Exhibit A and as shown on Exhibit B attached hereto and by this reference made a part of.

Together with all necessary and reasonable rights of ingress and egress and to excavate and refill ditches and trenches for the location and repair of said facilities and to cut, trim, spray herbicides, or remove trees, shrubbery, undergrowth or other obstructions interfering with the repair and maintenance of the facilities.

The Grantor acknowledges that Electric and Magnetic Fields (EMF) are naturally occurring in the transmission or distribution of electricity, and that the Grantee has here notified Grantor that EMF testing and information is available upon request from the Grantee. This Easement by Grantor is intended to include so much space as is necessary or appropriate to the presence of EMF and reasonable operation of the Grantee's distribution lines.

Grantor agrees that all poles, wires and other facilities, installed on or under the described lands shall remain the property of the Grantee removable in the sole discretion of the Grantee at the Grantee's expense. The rights, conditions and provisions of this easement shall inure to the benefit of and be binding upon the parties, their heirs, executors, administrators, successors and assigns. Grantor shall compensate Grantee for any damages to Grantee's facilities caused by Grantor, including payment of Grantee's attorney fees if action is undertaken by Grantee to enforce the commitments described in this easement. Grantor reserves the right to improve, occupy and use this easement for all purposes not inconsistent with the easement grant. Each party shall have the remedy of specific performance regarding this easement. The rights and obligations described in this easement shall run with the land. This easement is not exclusive, and Grantor retains all rights not specifically granted by this easement. This is the entire agreement of the parties regarding this easement, except as may be set forth in writing after the date of this easement and signed by the parties. Grantor hereby releases and waives all rights by virtue of the Homestead Exemption Laws of Wyoming.

WITNESS the Hand of the Grantor, this ____ day of _____, 20__.

TOWN OF JACKSON

By: _____

Its: _____

STATE OF }

COUNTY OF }

The foregoing instrument was acknowledged before me by _____,
affirming proper authority as the _____ of Town of Jackson, this _____ day
of _____, 20__.

Witness my hand and official seal.

S
E
A
L

Notary Public

My commission expires:

**Legal Description
Utility Easements
PIDN 22-41-16-33-1-00-027**

Two parcels of land, Parcel A being 14 feet in width and 40 feet in length and Parcel B being 12 feet in width and 22 feet in length, situated in the SW1/4NE1/4 of Sec. 33, T. 41 N., R. 116 W., 6th P.M., Teton County, Wyoming, being more particularly described by the following metes and bounds descriptions:

PARCEL A

COMMENCING at the northeast corner of Lot 7 of the Aspens Hill Lots as shown on Map T-60B recorded in the Office of the Clerk of Teton County, Wyoming;
THENCE N 89°38'29" W, 52.21 feet along the line common to said Lot 7 and the Public Works Department Lot as shown on said Map T-60B, to the **POINT OF BEGINNING**;

THENCE N 00°21'31" E, 14.00 feet departing said line to a point;
THENCE N 89°38'29" W, 40.00 feet to a point;
THENCE S 00°21'31" W, 14.00 feet to the point of intersection with said line;
THENCE S 89°38'29" E, 40.00 feet along said line, to the **POINT OF BEGINNING**.

Said parcel encompasses 560.00 square feet.

PARCEL B

COMMENCING at the northwest corner of Lot 10 of the Aspens Hill Lots as shown on Map T-60B recorded in the Office of the Clerk of Teton County, Wyoming;
THENCE S 89°42'22" E, 6.95 feet along the line common to said Lot 10 and the Public Works Department Lot as shown on said Map T-60B, to the **POINT OF BEGINNING**;

THENCE N 00°21'31" E, 12.00 feet departing said line to a point;
THENCE S 89°38'29" E, 22.00 feet to a point;
THENCE S 00°21'31" W, 12.00 feet to the point of intersection with said line;
THENCE N 89°38'29" W, 22.00 feet along said line, to the **POINT OF BEGINNING**.

Said parcel encompasses 308.00 square feet.

The basis of bearing for these descriptions is N 00°15'45" E along the west line of the SW1/4NE1/4 of Section 33, T. 41 N., R. 116 W., 6th P.M., Teton County, Wyoming, as shown on said Map T-60B.

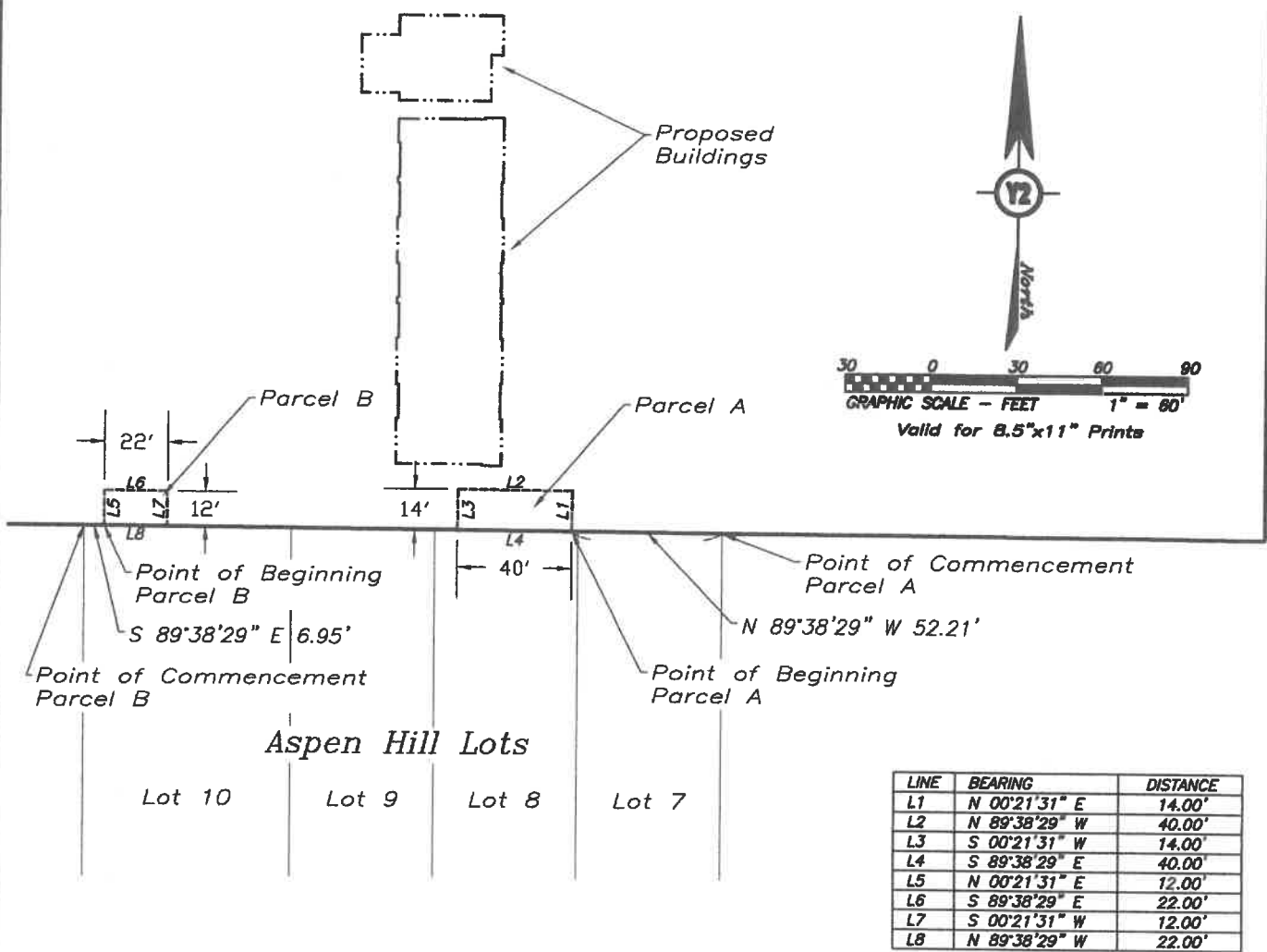
All in accordance with the exhibit entitled "Utility Easement" recorded concurrently with this description.

Y2 Consultants, LLC

26 October 2018

Y2 Project #Y1600306
Prepared by MWW

Public Works Department Lot
Map T-60B
PIDN 22-41-16-33-1-00-027



NOTES & LEGEND:

The property boundary shown hereon is record from Map T-60B.

The basis of bearing for this survey is N 00°15'45" E along the west line of the SW¼NE¼ of Section 33, as shown on Map T-60B.

- Record Property Boundary
- Utility Easement
- Proposed Building

Utility Easement Exhibit

Project Number - Y1600306
Project Path - F:\2018\Y1600306_Parks-&Rec\Survey\ACAD\Y1600306_180919_ESMT.dwg
Drawn By - MWW
Reviewed By - MWF
Drawing Date - October 29, 2018
Revision Date -

Exhibit B

T.O.J. Parks & Rec

Map T-60B
PIDN 22-41-16-33-1-00-027
T. 41 N., R. 116 W., 6th P.M.,
Teton County, Wyoming



Y2 Consultants, LLC.
P.O. Box 2870
180 S. Willow St.
Jackson, WY 83001
Tel 307.733.2999
y2consultants.com

STAFF REPORT



Meeting Date:	November 16, 2020	Meeting Title:	Regular – Consent
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	Level 4 Parking Update to Parking Structure	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of the item is to consider new parking requirements on Level 4 of the Town-owned Parking Structure. Policy considerations are as follows:

1. Create a new parking requirement that follows the same winter parking regulation on all Town streets which does not allow parking from November 1 – April 15 from three a.m. to seven a.m. and amending sections 10.04.220 and 10.04.225 of the Town Municipal Code.

Requested Action.

Consideration of new parking requirements on Level 4 of the Town-owned Parking Structure and direction from Council on updating relevant sections of the Town Municipal Code to ready for first reading.

Recommendations.

To approve new rules governing when and how the public can park vehicles on Level 4 of the Parking Structure and to direct staff update relevant sections of the Town Municipal Code.

Background.

This item was last presented in the Town Managers Report at the April 6, 2020, Council Regular Meeting. As stated in that Memorandum, the Jackson Hole Airport provided a notice of termination to the Town of Jackson for the Lease of Parking Spaces in the Parking Structure for airline passengers effective April 15, 2020. Moving forward, to accommodate maintenance for the uncovered portion of Level 4 of the Parking Structure, staff is proposing an amendment to Section 10.04.220 and 10.04.225 of the Municipal Code. As outlined in our current code, parking restrictions at the Parking Structure only allow for 48-hour parking. This amendment would prohibit overnight parking for the 69 parking spaces from November 1 to April 15 for *only* the unroofed portion of the Parking Structure (Level 4) so that safe and efficient snow removal operations can occur.

Stakeholder evaluation for this item includes the public whom from time to time may use the Parking Structure for parking needs. It also includes the Town of Jackson Public Works Department who is responsible for the safe and efficient removal of snow from Level 4 of the Parking Structure. Public comment has not been received and none is attached.

Analysis.

During the winter of 2018/2019, an exorbitant amount of snow fell in Jackson, especially during the month of February. During that time, parking was allowed on Level 4 in the Parking Structure under the "Taxi-to-Fly" program that leased parking spaces on level 3 and 4. With cars constantly parked on Level 4, Public Works staff experienced a delay in not only plowing snow but also removing snow from this level. As vehicles continued to use the parking spaces on Level 4, the snow was compressed on the floor of Level 4 becoming 1 – 2 feet in depth. After, further freeze/thaw cycles created a base of ice below the compacted snow. Since vehicles were allowed to continue parking on Level 4, removing this compacted snow in a timely and effective manner was problematic and quite challenging. From the continued length of time the snow was unable to be plowed and removed, the Parking Structure experienced some drainage damage and additional maintenance cost of roughly \$35,000.

To achieve the desired outcome of efficient snow removal on Level 4, staff is proposing to set the parking requirements for Level 4 of the Parking Structure similar to the winter-time restrictions applied to Town streets from November 1 to April 15, from three a.m. to seven a.m. This strategy has numerous benefits as outlined below:

1. Parking can still be utilized during any twenty-hour period of any day.
2. Public Works staff will be given an opportunity to quickly and effectively plow and remove any snow that has accumulated during any snow event.
3. Since snow will be removed quickly and effectively, any potential damage to the drain system and additional maintenance will be reduced greatly, therefore, reducing the Town's liability for funding any damage caused by snow buildup.

Alternatives (Optional).

Comprehensive Plan & Priority Alignment.

- Section 8: Quality Community Service Provision

Fiscal Impact.

Fiscal impact for this item will result in the purchasing of additional signage for level 4 of the Parking Structure which is estimated to be \$250.

Staff Impact.

Staff impact for this item includes time spent updating the municipal code and additional time by Public Works to order new signage for Level 4 of the Parking Structure and roughly 2.5 hours for Legal (editing, reviewing, etc.). Further Public Works time will be spent in the plowing and removing of snow during any future snow event.

Attachments or Links.

- Draft Ordinance K

Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*

I move direct staff to place the draft Ordinance K on a future agenda for first reading which will include amendments to Title 10, section 10.04.220 and 10.04.225, restricting parking on the unroofed portion (Level 4) of the Parking Structure.

ORDINANCE K

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1080, 897, 681, 641, 610, 1114, 1079 AND 1052; SECTION 2 OF ORDINANCE NO. 214; AND SECTIONS 10.04.220 AND 10.04.225 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING OVERNIGHT PARKING IN THE PUBLIC PARKING STRUCTURE 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. 1080, 897, 681, 641, 610, 1114, 1079 AND 1052; Section 2 of Ordinance No. 214; and Sections 10.04.220 and 10.04.225 of the Town of Jackson Municipal Code are hereby amended and reenacted to read as follows:

10.04.220 No overnight parking zones.

~~Except for the public parking structure located at the corner of West Simpson Avenue and South Milward Street, n~~

- A. No person shall park a vehicle between the hours of ~~two~~ 2 a.m. and ~~seven~~ 7 a.m. on any parking lot owned, operated, leased, or maintained by the Town, nor on the Teton County Library, and Jackson/Teton County Recreation Center parking lots, nor upon any street designated as a no overnight parking zone as described in Schedule 9 set out in Section 10.04.390 and made a part of this chapter.

~~A.B. This subsection shall not apply to the public parking structure at West Simpson Avenue and South Milward Street.~~

(Ord. ____ § ____, 2020; Ord. 1080 § 1, 2015; Ord. 897 § 1, 2008; Ord. 681 §1, 2001; Ord. 641 § 1, 1999; Ord. 610 § 1, 1998; Ord. 214 § 2, 1977.)

10.04.225 Public Parking Structure at West Simpson Avenue and South Milward Street.

- A. No person shall park a vehicle in the public parking structure located at the corner of West Simpson Avenue and South Milward Street for longer than forty-eight (48) consecutive hours, unless parked in spaces designated otherwise by appropriate signage and/or permits, pavement markings or curb markings erected or placed by the Town. Upon having parked up to forty-eight (48) consecutive hours, a vehicle must be vacated from the parking garage for a period of no less than three (3) hours before the vehicle may be permitted to park within the parking garage again. (Ord. ____ § ____, 2020; Ord. 1114 § 1, 2016; Ord. 1079 § 1, 2015; Ord. 1052 § 1, 2014.)

~~A.B. No person shall park a vehicle between the hours of 3 a.m. and 7 a.m. on any unroofed portion of the public parking structure from November 1 to April 15. (Ord. ____ § ____, 2020)~~

- ~~B.C.~~ No person shall park outside the marked lines of a designated parking space so as to obstruct the ability of another vehicle to park in the adjacent parking space. (Ord. _____§ _____, 2020; Ord. 1114 § 1, 2016.)
- ~~C.D.~~ No commercial vehicle, freight carrying vehicle or trailer shall be parked in the public parking structure. For the purposes of this subsection, a “commercial vehicle” means any vehicle or vehicle combination used in commerce to transport passengers or cargo. (Ord. _____§ _____, 2020; Ord. 1114 § 1, 2016.)

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 VI.

This Ordinance shall become effective after its passage, approval and publication.

PASSED 1ST READING THE _____ DAY OF _____, 2020.
PASSED 2ND READING THE _____ DAY OF _____, 2020.
PASSED AND APPROVED THE _____ DAY OF _____, 2020.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. 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 _____, 2020.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk

STAFF REPORT



Meeting Date:	November 16, 2020	Meeting Title:	Regular
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	Core Services Facility Pedestrian Mobility	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to update the Council on the location and estimated cost of a potential pedestrian access corridor on the southern end of the START Bus/Core Services site, located at 55 Karns Meadow Dr. Considerations for this item are as follows:

1. If Council approves the additional cost for a pathway at this location, should the pathway be fully constructed at the same time as the Core Services Project.
2. If Council approves the additional cost for a pathway at this site, should the pathway only be prepped (graded onto surface) and final application of an asphalt surface be realized during any future Virginian redevelopment.

Requested Action.

To direct staff on the possibility of including a design of a pedestrian access corridor on the southern end of the START Bus/Core Services site, and direct staff to either fully construct the pathway during the Core Services Project or complete the final pathway construction during any future redevelopment on the Virginian property to the west.

Recommendations.

Staff recommends approval and dedication of a pathway (and easement) on the southern end of the START Bus/Core Services site and further recommends only prepping (grading in) the pathway during construction of the Core Services Facility.

Background.

The Core Services Project (P20-056) was presented by the Planning Department on October 5, 2020, Regular meeting of the Town Council. During this discussion, Council approved a motion for the Core Services Project and made a separate motion to direct staff to bring back a final site plan that shows and indicates a pathway on the southern end of the property line and connects Karns Meadow Dr. to the Virginian property. In addition, Council directed staff to explore the recommendations of Brian Schilling (Pathways Director), provided that recommendation does not conflict with any site constraints, and further, to include in that review an estimated cost of the pathway.

Analysis.

Two options are presented in this report and are included in the Attachments section: *Site Plan for Option 1 and 2*. As Council directed, staff investigated and included the recommendations of Mr. Schilling (Pathways Director) which is evaluated in Pathway Option 2. Both options (1 and 2) conform to the Council's request to bring back a final site plan that illustrates a connection between Karns Meadow Dr. and the Virginian property line. Further, as directed by Council, staff has provided estimated costs for this pathway project.

In consideration of this pathway project, staff has provided a few considerations for Council if this pathway obtains approval. As outlined initially in this staff report (Purpose and Policy Considerations), staff is seeking direction as to the level of "completeness" of the pathway if endorsed.

Pros and Cons

For either Option 1 or 2, there exists some pros and cons for the Council to consider. First, if either option is only prepped and graded, it would provide a dedicated area and easement for a future pathway to be constructed at a time

of connectivity to a similar pathway on the Virginian site when redeveloped, henceforth, creating a “full pathway connection” possibly to Virginian Lane. Secondly, if either Option 1 or 2 is fully constructed during the Core Services Facility Project, independent of any future Virginian redevelopment, the pathway would be a dead-end and provide no “full pathway connectivity” to the west. In order to make a connection to the current Virginian property so pedestrians could use the pathway when constructed, the owners of the Virginian would further need to provide an easement onto their property. At the terminus of either Option 1 or 2, there exists a grade change of roughly 4 to 6 feet. Seemingly, any easement provided by the Virginian would need to include a ramp or stairway to provide access to the pathway, which could add considerable cost to the pathway project. That additional cost was not provided for in the cost estimates for this project.

Alternatives (Optional).

Comprehensive Plan & Priority Alignment.

- Section 7: Multimodal Transportation
 - Principle 7.2: Create a safe, efficient, interconnected, multi-modal transportation network.

Fiscal Impact.

Fiscal impact for this item is provided in the Attachment section of this staff report, *Cost Estimates for Option 1, 1A, 2, 2A*. As outlined, each option is presented with a cost to fully construct or only prep/grade for future construction. Though this estimate does not include additional costs of design and construction management, staff has provided the updated costs including design and construction management:

	Construction			Total
	Construction	Design	Management	Cost
Option 1	\$17,590.53	\$1,759.05	\$2,638.58	\$21,988.16
Option 1A	\$3,630.00	\$363.00	\$544.50	\$4,537.50
Option 2	\$42,149.90	\$4,214.99	\$6,322.49	\$52,687.38
Option 2A	\$24,805.00	\$2,480.50	\$3,720.75	\$31,006.25

Further, if Council approves the pathway project, there will be additional costs associated with conveying and creating an easement dedicated to a pathway on the southern end of the START/Core Services property. Moreover, there will be additional costs added to the current contract with Jorgensen Engineering for services rendered creating the site plan for Option 1 & 2 and the anticipated cost estimates, as requested by Council.

Staff Impact.

Staff impact for this item included minimal time spent working with the consultant to provide the final site design and cost estimates.

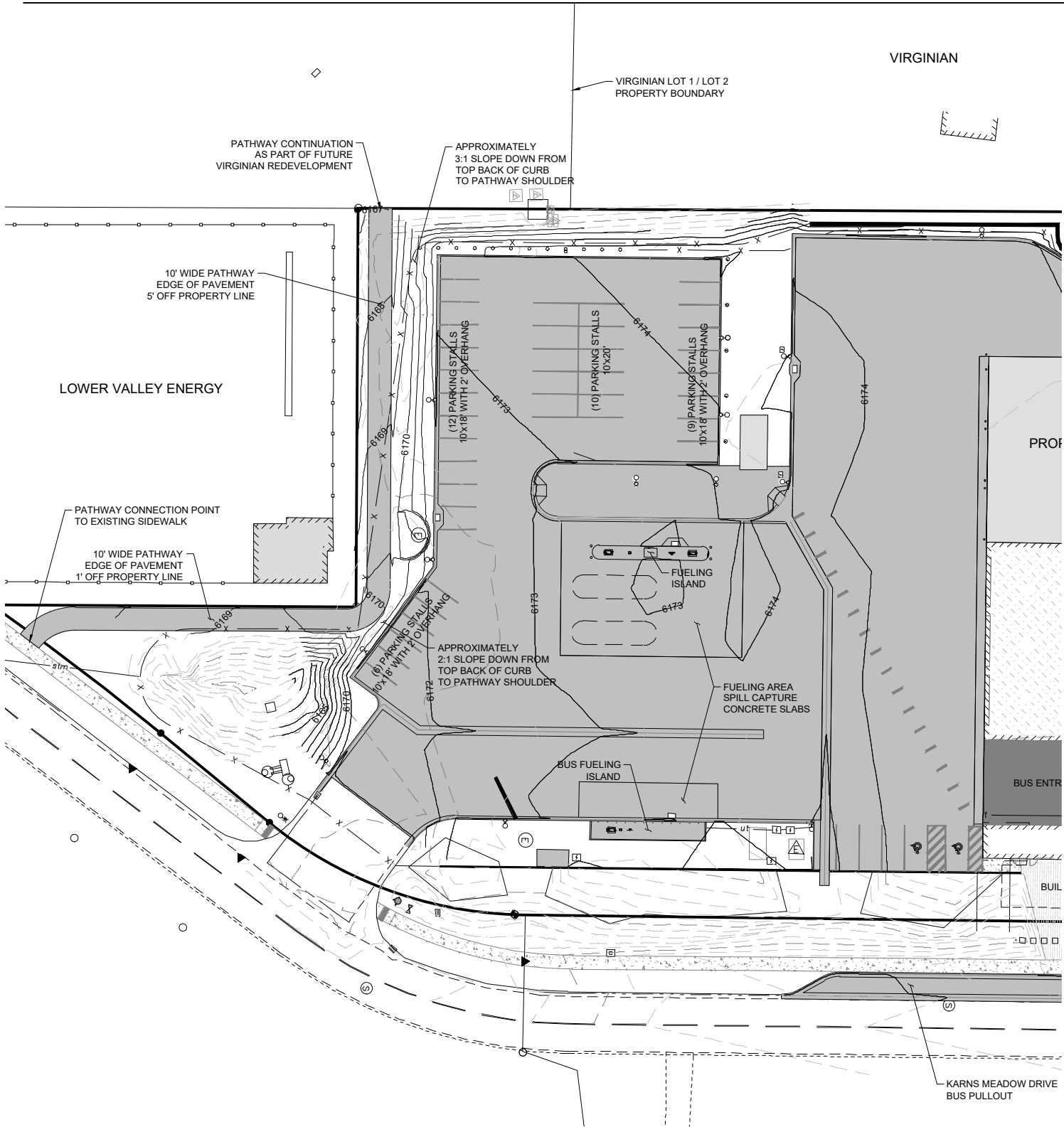
Attachments or Links.

- Site Plan for Option 1 and 2
- Cost Estimates for Option 1, 1A, 2, 2A

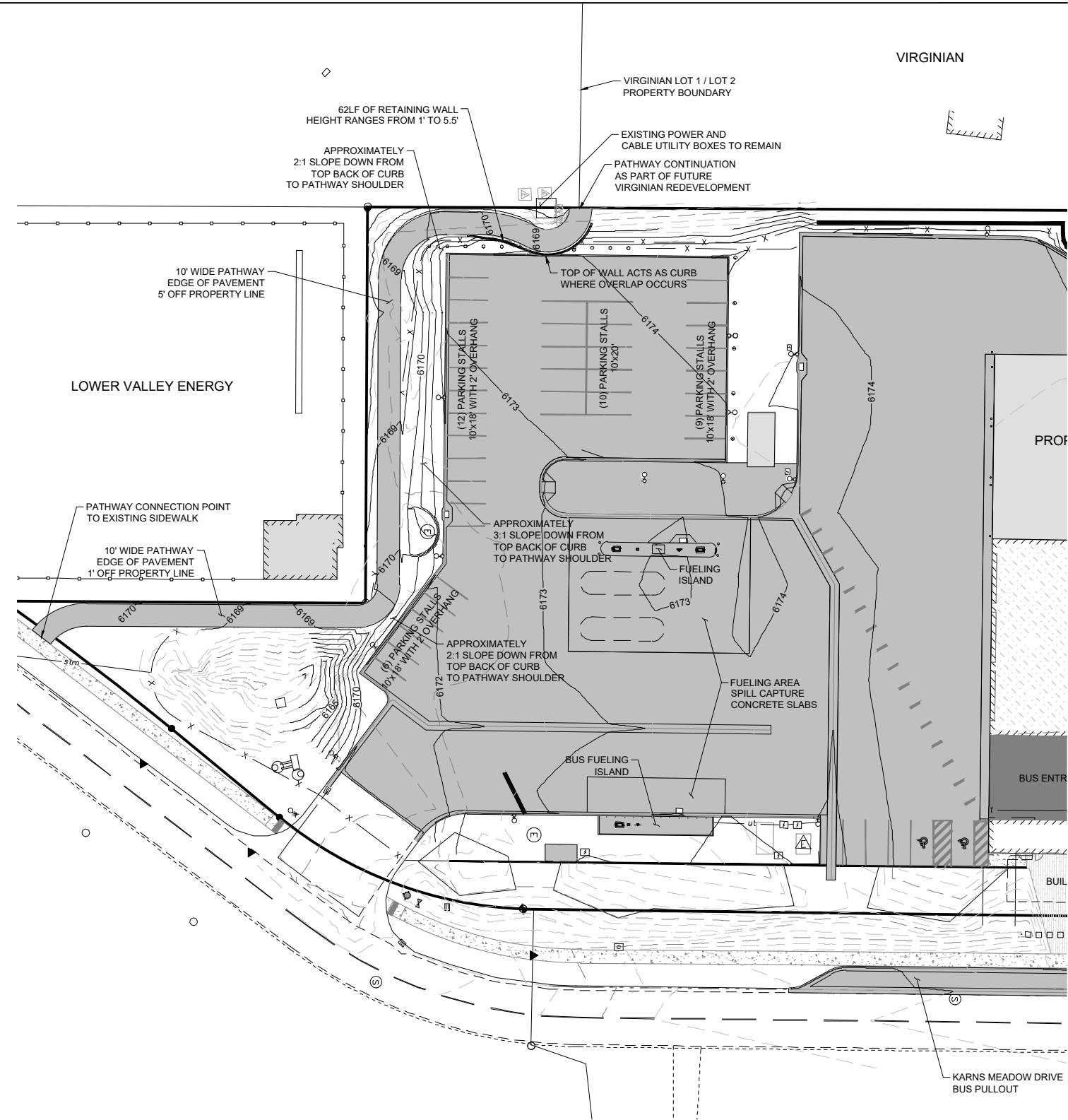
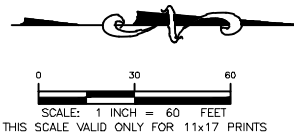
Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*

If Council is ready to make a motion, staff has provided two potential suggestions:

1. I move to approve the conveyance of a pathway easement for Option 1, which provides a pathway connection from Karns Meadow Dr. to Lower Valley Energy's northwest property corner, and direct staff only provide for prepping and grading of the pathway until a future date of redevelopment of the Virginian property.
2. I move to approve the conveyance of a pathway easement for Option 2, which provides a pathway connection from Karns Meadow Dr. to the Virginian property's border which intersects lot 1 and 2, and direct staff only provide for prepping and grading of the pathway until a future date of redevelopment of the Virginian property.
3. Other motions as directed.



PATHWAY OPTION 1



PATHWAY OPTION 2



ENGINEER'S COST OPINION
TOWN OF JACKSON - CORE FACILITIES DESIGN
VIRGINIAN PATHWAY CONNECTION

Date: 30 OCTOBER 2020 By: JK/JL

OPTION 1 - PATHWAY CONNECTION TO VIRGINIAN AT LVE PROPERTY CORNER		
OPTION 1 TOTAL COST		\$17,590.53

OPTION 1A - PATHWAY CONNECTION TO VIRGINIAN AT LVE PROPERTY CORNER (GRADING ONLY)		
OPTION 1A TOTAL COST		\$3,630.00

OPTION 2 - PATHWAY CONNECTION TO VIRGINIAN AT LOT 1 &2 PROPERTY CORNER		
OPTION 2 TOTAL COST		\$42,149.90

OPTION 2A - PATHWAY CONNECTION TO VIRGINIAN AT LOT 1 &2 PROPERTY CORNER (GRADING AND WALL ONLY)		
OPTION 2A TOTAL COST		\$24,805.00



ENGINEER'S COST OPINION
TOWN OF JACKSON - CORE FACILITIES DESIGN
VIRGINIAN PATHWAY CONNECTION

Date: 30 OCTOBER 2020 By: JK/JL

OPTION 1 - PATHWAY CONNECTION TO VIRGINIAN AT LVE PROPERTY CORNER					
Item	Description	Quantity	Unit	Unit Price	Extension
1	Unclassified Excavation	1	LS	\$3,000.00	\$3,000.00
2	Pitrun Subbase (8" average depth for new section)	143	TON	\$30.00	\$4,290.00
3	Crushed Gravel Base (4" average depth all new pavement)	74	TON	\$35.00	\$2,598.75
4	2" Plant Mix Bituminous Pavement	40	TON	\$115.00	\$4,648.88
OPTION 1 SUBTOTAL					\$14,537.63
5	Mobilization	10%	LS	\$1,453.76	\$145.38
6	Contingency (20%)	20%	LS	\$2,907.53	\$2,907.53
OPTION 1 SUBTOTAL					\$17,590.53

SEGMENT INFRASTRUCTURE COST \$17,590.53



ENGINEER'S COST OPINION
TOWN OF JACKSON - CORE FACILITIES DESIGN
VIRGINIAN PATHWAY CONNECTION

Date: 30 OCTOBER 2020 By: JK/JL

OPTION 1A - PATHWAY CONNECTION TO VIRGINIAN AT LVE PROPERTY CORNER (GRADING ONLY)					
Item	Description	Quantity	Unit	Unit Price	Extension
1	Unclassified Excavation	1	LS	\$3,000.00	\$3,000.00
OPTION 1A SUBTOTAL					\$3,000.00
2	Mobilization	10%	LS	\$300.00	\$30.00
3	Contingency (20%)	20%	LS	\$600.00	\$600.00
OPTION 1A SUBTOTAL					\$3,630.00

SEGMENT INFRASTRUCTURE COST \$3,630.00



ENGINEER'S COST OPINION
TOWN OF JACKSON - CORE FACILITIES DESIGN
VIRGINIAN PATHWAY CONNECTION

Date: 30 OCTOBER 2020 By: JK/JL

OPTION 2 - PATHWAY CONNECTION TO VIRGINIAN AT LOT 1 &2 PROPERTY CORNER					
Item	Description	Quantity	Unit	Unit Price	Extension
1	Unclassified Excavation	1	LS	\$5,000.00	\$5,000.00
2	Pitrun Subbase (8" average depth for new section)	178	TON	\$30.00	\$5,330.00
3	Crushed Gravel Base (4" average depth all new pavement)	92	TON	\$35.00	\$3,228.75
4	2" Plant Mix Bituminous Pavement	50	TON	\$115.00	\$5,775.88
5	Retaining Wall (5'-6-1/4" Max Height)	62	LF	\$250.00	\$15,500.00
OPTION 2 SUBTOTAL					\$34,834.63
6	Mobilization	10%	LS	\$3,483.46	\$348.35
7	Contingency (20%)	20%	LS	\$6,966.93	\$6,966.93
OPTION 2 SUBTOTAL					\$42,149.90

SEGMENT INFRASTRUCTURE COST \$42,149.90



ENGINEER'S COST OPINION
TOWN OF JACKSON - CORE FACILITIES DESIGN
VIRGINIAN PATHWAY CONNECTION

Date: 30 OCTOBER 2020 By: JK/JL

OPTION 2A - PATHWAY CONNECTION TO VIRGINIAN AT LOT 1 & 2 PROPERTY CORNER (GRADING AND WALL ONLY)					
Item	Description	Quantity	Unit	Unit Price	Extension
1	Retaining Wall (5'-6-1/4" Max Height)	62	LF	\$250.00	\$15,500.00
2	Unclassified Excavation	1	LS	\$5,000.00	\$5,000.00
OPTION 2A SUBTOTAL					\$20,500.00
3	Mobilization	10%	LS	\$2,050.00	\$205.00
4	Contingency (20%)	20%	LS	\$4,100.00	\$4,100.00
OPTION 2A SUBTOTAL					\$24,805.00

SEGMENT INFRASTRUCTURE COST \$24,805.00

STAFF REPORT



MEETING DATE & TITLE: November 16, 2020; Council Regular Meeting

SUBMITTING DEPARTMENT: Planning

PRESENTER: Paul Anthony

AGENDA ITEM: P20-179 Subdivision Plat for a land division at 170 Redmond Street.

PUBLIC COMMENT: Yes

PURPOSE & POLICY CONSIDERATIONS:

This is the Council's opportunity to review the Subdivision Plat for a 2-lot subdivision at 170 Redmond Street. The applicant previously appeared before the Town Council on May 20, 2019, and received approval of a Development Plan (Item P19-039).

REQUESTED ACTION:

The applicant, Sue Karichner of Nelson Engineering, is representing Pine Martin Properties LLC, and requesting approval of a Subdivision Plat called Kudar Flats Addition to subdivide 1 lot into 2 lots in the Neighborhood Medium Density – 1 (NM-1) zoning district.

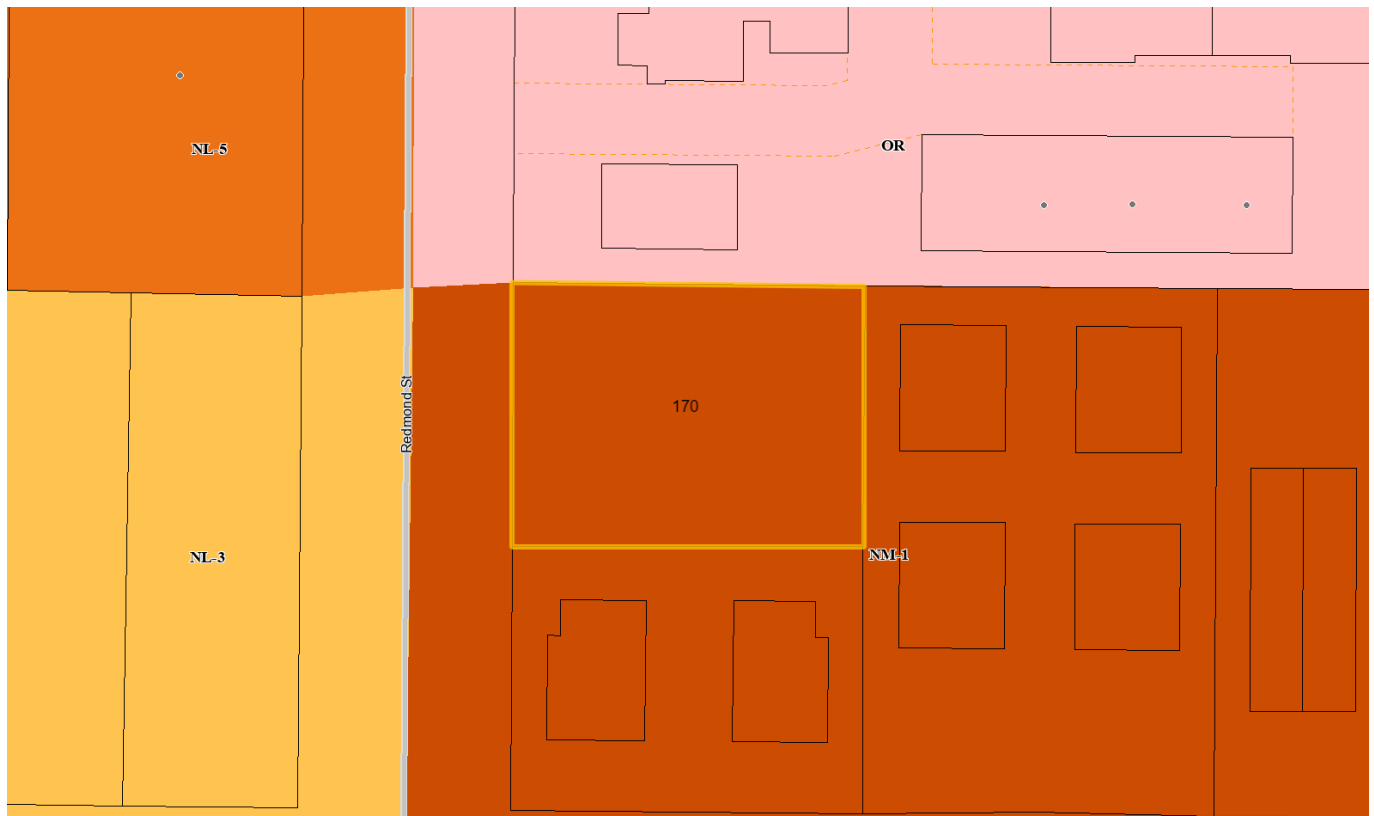
RECOMMENDATION:

The Planning Director recommends **approval** of a Subdivision Plat for a 2-lot subdivision for the property addressed at 170 Redmond Street, subject to the departmental reviews attached hereto and following 2 conditions:

1. Within thirty (30) calendar days from the date of Town Council approval, the applicant shall satisfactorily address all comments made by the Town of Jackson and other reviewing entities in the Departmental Reviews and submit the corrections to the Planning Department. The Planning Director shall review and approve all required changes prior to recording the plat with the County Clerk.
2. The Certificate of Owners shall include a statement that the plat is subject to the requirements of approved Development Plan P19-039, approved by the Town Council on May 20, 2019.
3. Park and School Exactions shall be paid at the time of plat recording.

BACKGROUND/PROJECT DESCRIPTION:

Location: The property is located 170 Redmond Street and legally known as Northern 75', Lots 12-13, Block 1, Hall 1. An aerial photo and zoning map are shown on the following page:



Background: The subject property is a 0.17-acre (7,503 SF) lot within the Neighborhood Medium Density-1 (NM-1) zoning district. The site consists of the northern 75' of Lots 12 and 13 of Block 1, John D Hall Plat and is addressed as 170 North Redmond Street. The site recently contained a 1,648 SF single-story detached single-family home with a 528 SF attached garage built in 1946 but this structure is now demolished as required for the approval of this plat.

Project Description: The applicant is proposing to subdivide the subject property into two 3,753 sf lots, as permitted by the NM-1 zone. The result will be a 37.5' x 100' north lot and a 37.5' x 100' south lot that are intended for an attached

single-family home that will share a single wall at the internal property line (side-by-side duplex). Each lot will be deeded separately so there will be no need for a HOA. Access will be taken directly from Redmond Street for both units.

ANALYSIS:

Staff finds that as conditioned, the proposed subdivision plat is in conformance with all past approvals and each lot meets the 3,750 sf minimum lot size for the NM-1 zoning district. The proposed subdivision meets the requirements of the Land Development Regulations (LDRs) for Sec. 8.5.3 Subdivision Plat and Div. 7.2 Subdivision Standards. Park Exactions are calculated at \$6,750 and School Exactions are calculated at \$4,000 for two 4-bedroom dwellings. There is a credit of one Detached Single-family home so the final exactions are \$2,700 for the Park Exaction and \$2,000 for the School Exaction. Per the Land Development Regulations (LDRs), the plat shall be recorded within 60 days of approval.

ALTERNATIVES (Optional):

N/A

COMPREHENSIVE PLAN & PRIORITY ALIGNMENT:

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

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

Complies. As conditioned, staff finds the proposed subdivision plat to be in substantial conformance with the previously approved Development Plan (P19-039).

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

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

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

Complies. The proposed subdivision meets the standards laid out in Division 7.2 pertaining to the provision of such requirements for new roads, water and sewer infrastructure, utilities, parks, and other physical improvements necessary to safely serve newly subdivided property and minimize impacts on existing community services and infrastructure.

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

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

FISCAL IMPACT:

Park Exactions - \$2,700

School Exactions - \$2,000

STAFF IMPACT:

The amount of staff time to review, research and write this report including future work to send final letters and obtain signatures for the plat is typical of that of a subdivision plat and is 5 hours.

ATTACHMENTS OR LINKS:

Department Reviews

Applicant Submittal

SUGGESTED MOTION:

Based upon the findings as presented in the staff report and as made by the applicant for Item P20-179, I move to make findings 1-4 as set forth in Section 8.5.3.C (Subdivision Plat) of the Land Development Regulations relating to 1) Conformance with Development Plan or Development Option Plan; 2) Complies with standards of Section 8.5.3. Subdivision Plat; 3) Complies with standards of Division 7.2. Subdivision Standards; 4) Complies with other relevant standards of these LDRs, and to approve a Subdivision Plat for a 2-lot subdivision at the property addressed at 170 Redmond Street subject to the departmental reviews attached hereto, this staff report dated November 16, 2020, and the following 3 conditions:

1. Within thirty (30) calendar days from the date of Town Council approval, the applicant shall satisfactorily address all comments made by the Town of Jackson and other reviewing entities in the Departmental Reviews and submit the corrections to the Planning Department. The Planning Director shall review and approve all required changes prior to recording the plat with the County Clerk.
2. The Certificate of Owners shall include a statement that the plat is subject to the requirements of approved Development Plan P19-039, approved by the Town Council on May 20, 2019.
3. Park and School Exactions shall be paid at the time of plat recording.

PLANNING

Project Number	P20-179	Applied	9/16/2020	STOL
Project Name	Subdivision - Kudar Flats	Approved		
Type	FINAL PLAT	Closed		
Subtype	LAND DIVISION	Expired		
Status	STAFF REVIEW	Status		

Applicant	Nelson Engineering	Owner	PINE MARTEN PROPERTIES, LLC
------------------	--------------------	--------------	-----------------------------

Site Address	City	State	Zip
170 REDMOND STREET	JACKSON	WY	83001

Subdivision	Parcel No	General Plan
HALL, JOHN D	22411634118005	

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	

Building Kelly Sluder	NO COMMENT	9/18/2020	10/9/2020	9/22/2020	
--------------------------	------------	-----------	-----------	-----------	--

County Clerk Corina Dorman	NO COMMENT	9/18/2020	10/9/2020	9/30/2020	
-------------------------------	------------	-----------	-----------	-----------	--

Fire Kathy Clay		9/18/2020	10/9/2020		
--------------------	--	-----------	-----------	--	--

Joint Housing Dept Stacy Stoker	NO COMMENT	9/18/2020	10/9/2020	10/2/2020	
------------------------------------	------------	-----------	-----------	-----------	--

Legal Lea Colasuonno		9/18/2020	10/9/2020		
-------------------------	--	-----------	-----------	--	--

Parks and Rec Steve Ashworth		9/18/2020	10/9/2020		
---------------------------------	--	-----------	-----------	--	--

Pathways Brian Schilling (10/26/2020 3:00 PM STOL) No comments from Pathways Brian	NO COMMENT	9/18/2020	10/9/2020	9/21/2020	
--	------------	-----------	-----------	-----------	--

Type of Review Contact Notes	Status	Dates			
		Sent	Due	Received	Remarks
Planning Brendan Conboy		9/18/2020	10/9/2020		

Plat Review-Survey APPROVED W/CONDITI 9/18/2020 10/9/2020 10/13/2020
Ken Magrath
(10/13/2020 9:54 AM STOL)
October 13, 2020

Town of Jackson Planning & Building Department

Attn: Tiffany Stolte

Re: P20-179 Kudar Flats Addition Plat Review

Dear Tiffany,

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

1. CERTIFICATE OF OWNER – a. Paragraph 5 has the word “that” twice and I would suggest the second occurrence be changed to “the”.
- b. Paragraphs 5 & 12 are redundant and offer no distinction in the wording to explain if they are in fact different, therefore, one should be removed. If the intent is to create the easement shown on graphic, then the words in paragraph 12 “is subject to” is not accurate and should be changed to make it clear an easement is being created by the plat.
- c. paragraph 6 could be refined, or another paragraph added with some language to distinguish the easements being created from existing, such as “the water service easement granted by that Easements and Covenants Agreement to be filed concurrently with this plat and shown hereon”.
- d. Paragraph 14 repeats language in Paragraph 13 and should be removed.
2. CERTIFICATE OF MORTGAGEE - I assume there are no mortgages on this property as there is no certificate on the plat. If there is in fact a mortgage, a block for consent must be added.
3. The zoning district is identified on the plat, and according to the town regulation 8.5.3 D 3b “A plat shall not include notes designating zoning district”. Therefore, surveyor should remove that reference.

This review of submitted information is for general compliance with Teton County and State of Wyoming subdivision requirements. I do not assume responsibility for correctness of dimensions or calculations. This review indicates only that an examination of the materials in the application has been made.

Thank you for the opportunity to perform this review.

Sincerely,

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

Plat Review-Title APPROVED W/CONDITI 9/18/2020 10/9/2020 9/28/2020 Nancy Hughes
<none>

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact					
Notes					
(9/28/2020 11:43 AM STOL)					
TITLE 22 CONSULTANTS					
KUDAR FLATS PLAT REVIEW - Overview					
Proposed Plat: Kudar Flats Addition to the Town of Jackson					
Platted From: The North 75 feet of Lots 12 and 13 of Block 1 of the John D. Hall Plat (Plat 131)					
Located: Town of Jackson					
Owner/Subdivider: Pine Marten Properties, LLC, a California limited liability company					
Summary: The proposed plat is a 2-lot subdivision being platted from one existing parcel. The intention is to construct two, single family attached homes on the lots.					
Additional Documents to be Recorded Provided with Plat: Easements and Covenants Agreement (provided/reviewed).					
Title Report provided by Wyoming Title & Escrow Effective Date: August 21, 2020					
Note: Title 22 Consultants has not prepared a title report or conducted a "patent to present" search of subject land; we are basing our review on the title report provided by the title company identified above.					
New documents filed of record subsequent to the effective date:					
? N/A					
PLAT REVIEW – Technical Review (Non Statutory)					
ACCESS: Legal access is provided via Redmond Street (public road)					
EASEMENTS/ENCUMBRANCES: All easements cited on the title report ? Are ? Are Not shown on the proposed plat (located and/or included in the Certificate of Owner).					
STREETS/ALLEYS:					
? Dedicated to the public					
? Private, with rights of way granted to each lot owner					
? N/A, no streets or alleys within plat boundary					
PLAT REVIEW – Technical Review (Statutory)					
LOT DIMENSIONS ? Are ? Are Not properly shown.					
Lots ? Are ? Are Not PROGRESSIVELY NUMBERED.					
The underlying land ? Is ? Is Not VACATED.					
CERTIFICATES					
Certificate of Owner(s) ? Included ? To be provided via separate Affidavit					
Certificate of Surveyor ? Included ? Not included					
Certificate of Acceptance from ? Town of Jackson ? Teton County ? Included ? Not Included					
Certificate of Mortgagee(s) ? Included ? To be provided via separate Affidavit ? N/A					
PLAT REVIEW – Conclusions					
Recommendations: Title 22 Consultants strongly recommends the following changes to the proposed plat:					
1. The legal description of the underlying land is described in various locations on the plat as, "The north 75 feet of Lot 12 and Lot 13..."					
This should be changed to, "The north 75 feet of Lots 12 and 13..." or "The north 75 feet of Lot 12 and the north 75 feet of Lot 13..."					
2. Paragraph 5 of the Certificate of Owner reads as follows: "That that sewer service easement within Lot 2 of this subdivision and as shown hereon is for the benefit of Lot 1 of this subdivision."					
However, Paragraph 12 of the Certificate of Owner states the following: "That Lot 2 is subject to a sewer service easement as shown hereon for the benefit of Lot 1 of this subdivision."					
This appears to be redundant/duplicative, and one of the references should be deleted.					
3. Paragraph 14, beginning with "Sections 34-12-106..." appears to be an erroneous remnant of a portion of Paragraph 13, and should be deleted.					
4. "Pine Marten Properties, LLC, a California limited liability company" should be added to the Certificate of Owner above the					

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact					
Notes					
signature line for Mark Ferris.					
5. The "Certificate of Acceptance" caption is missing from the top of said Certificate, and should be added.					
6. The Acknowledgement for Mr. Muldoon should be changed from "Pete" to "Peter" to match the signature line.					
7. The Acknowledgment for Ms. Birdyshaw should be changed from "Sandy" to "Sandra" to match the signature line.					
Comments/General Observations: For your review and consideration, may not require changes:					
1. Paragraph 8 of the Certificate of Owner references the Encroachment Agreement at Book 137 of Photo, Pages 349-352. This Agreement references an encroachment of the existing improvements on subject land on to the property to the south, and is void upon removal of the house. As this will have no bearing on the property or the plat upon the removal of the existing structure, the parties might want to consider deleting this paragraph.					
2. The Job Title on the edge of the plat references the prior owner ("Scott and Donna Shepherd"). Should this be changed to reflect the current owner/applicant/subdivider?					
3. Easements and Covenants Agreement – As the lots are owned by the same party, and Pine Marten Properties is both the Grantor and Grantee on the easements, the drafter may want to consider adding non-merger language to this Agreement.					
Next Steps:					
1. ENTITY DOCS – The owner should provide a copy of the LLC Operating Agreement and all amendments for review, to make sure the plat properly identifies the entity, and that the Certificate of Owner is executed by the correct party.					
2. EXECUTION/ACKNOWLEDGEMENT - Once the plat and all documents to be recorded have been executed and notarized, carefully review as to proper execution and acknowledgement prior to recordation. Please also verify that all Exhibits are attached and properly labeled.					
3. IMPLEMENT THE SOLUTIONS identified above, and provide corrected plat and documents to Title 22 Consultants for final review. There is no additional charge for up to one hour of subsequent review.					
PLAT REVIEW – Disclaimer					
Title 22 Consultants is not providing legal services or a legal opinion, and is not licensed to practice law in the State of Wyoming or any other state. Further, Title 22 Consultants is not providing any type of insurance service, or title insurance, and is not authorized to transact insurance in the State of Wyoming or any other state, and is not a licensed abstractor or title agent as set forth in Wyoming Statutes. Please consult an attorney or duly licensed title company if you have legal questions, or questions about the insurability of the land to subdivided pursuant to the proposed plat.					
Plat Review submitted by:					
Date: 9.27.20					
Nancy Hughes, Manager, Title 22 Consultants, LLC, a Wyoming limited liability company					
Police		9/18/2020	10/9/2020		
Michelle Weber					
Public Works					
Brian Lenz	APPROVED W/CONDITI	9/18/2020	10/9/2020	10/12/2020	

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact					
Notes					
(10/12/2020 8:30 PM BTL)					
FINAL PLAT – APPROVED w CONDTITIONS					
P20-179					
ADDRESS: 170 Redmond					
OWNER: Pine Marten Properties, LLC					
APPLICANT: Nelson Engineering, ATTN: Sue Karichner					
10/5/2020					
Brian Lenz, 733-3079					
DATE OF SUBMITTAL: 9/18/2020					
DATE OF MATERIALS: Letter 9/16/2020; Plat 6/19/2020					
REVISION NO.: 00					
BOND FOR MONUMENTATION: \$1,000.00.					
Bond will be released once monumentation for the subdivision has been set, or verified to be in place and not disturbed by written statement by a licensed surveyor.					
The engineering division has reviewed your application for a FINAL PLAT submitted on and with application materials as dated above .					
PRIOR TO FINAL PLAT APPROVAL THE FOLLOWING SHALL BE ADDRESSED:					
GENERAL					
1. Provide a statement that there are no faults located on the property.					
CERTIFICATE OF APPROVAL					
1. Show the title: CERTIFICATE OF APPROVAL wording					
2. Change the name of the Planning Director to Paul Anthony.					
3. Change the name for the mayor to Pete Muldoon.					
4. Revise any 2019 dates to 2020.					
CERTIFICATE OF SURVEYOR					
1. Verify that the correct date for monumentation is stated based on dates of approval.					
CERTIFICATE OF OWNER					
1. That statements 4 & 11 appear to duplicate each other, remove the least appropriate statement.					
2. That statements 12 & 13 appear to duplicate each other, remove the least appropriate statement					
3. Add the following notes:					
a. that, a non-exclusive easement, in, over and across this subdivision, is hereby granted to the Town of Jackson, their successors and assigns, for access to, and for the construction, maintenance and repair of the Town’s utilities within the foregoing subdivision					
b. that access to sewer and water facilities, including pipelines, manholes, meters and valves, is hereby granted to the Town of Jackson; and,					
c. that access across the driveways located within this subdivision is hereby granted to emergency vehicles including ambulances, fire fighting vehicles, and police vehicles; and,d. Wyoming Statute 34-2-121: The plat must have a statement shall contain in substance the following words: “Hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of this state” Usually within the Certificate of Owner.					
PLAT SHEETS					
1. Verify that the scale bar and scale are correct. PDF scaling showed the scale was 0.9383 inches per 20 feet.					
2. Remove the zoning note.					
3. Recommend adding bearing and distance to the 15’ wide water service easement within Lot 1 benefitting Lot 2.					
4. Depiction of the allowed footprint or some indication that the development is restricted to an attached duplex structure.					
5. The legal description of the underlying land is described in various locations on the plat as, “The north 75 feet of Lot 12 and Lot 13...” This should be changed to, “The north 75 feet of Lots 12 and 13...” or “The north 75 feet of Lot 12 and the north 75 feet of Lot					

Type of Review	Status	Dates			
		Sent	Due	Received	Remarks
Contact					
Notes					
13..."					

EASEMENT AND COVENANT AGREEMENT CONTENT COMMENTS:

1. Common elements must also include the single water service from the main, pump station and force main.
2. Page 2, Item 2b does not list pump station power costs. Please revise as appropriate.
3. Page 2, Items 4 and 5 reference demarked utilities for WS, PS, BP and BU. The Plat does not demark these utilities therefore, please revise the verbiage or plat accordingly.

NOTES:

4. Revise the note pertaining to the connection to the Town's water and sewer systems into multiple notes that read:
 - a. THIS SUBDIVISION IS CONNECTED TO THE TOWN OF JACKSON WATER SUPPLY AND DISTRIBUTION SYSTEM THROUGH A SHARED WATER SERVICE.
 - b. THIS SUBDIVISION IS CONNECTED TO THE TOWN OF JACKSON SEWAGE COLLECTION AND TREATMENT SYSTEMS VIA A PRIVATE SEWER SERVICE LOCATED WITHIN THE TOWN EASEMENT SHOWN ON PLAT 1242.
Reviewer Comment: An agreement with the owners of the sewer service line to the south may be necessary or a separate service line may be installed within the Town's easement.
 - c. WATER AND SEWER SERVICES SERVING THIS DEVELOPMENT ARE PRIVATELY OWNED AND MAINTAINED.

START 9/18/2020 10/9/2020
Darren Brugmann

TITLE 22 CONSULTANTS

KUDAR FLATS PLAT REVIEW - Overview

Proposed Plat: Kudar Flats Addition to the Town of Jackson

Platted From: The North 75 feet of Lots 12 and 13 of Block 1 of the John D. Hall Plat (Plat 131)

Located: Town of Jackson

Owner/Subdivider: Pine Marten Properties, LLC, a California limited liability company

Summary: The proposed plat is a 2-lot subdivision being platted from one existing parcel. The intention is to construct two, single family attached homes on the lots.

Additional Documents to be Recorded Provided with Plat: Easements and Covenants Agreement (provided/reviewed).

Title Report provided by Wyoming Title & Escrow **Effective Date:** August 21, 2020

Note: Title 22 Consultants has not prepared a title report or conducted a “patent to present” search of subject land; we are basing our review on the title report provided by the title company identified above.

New documents filed of record subsequent to the effective date:

☒ N/A

PLAT REVIEW – Technical Review (Non Statutory)

ACCESS: Legal access is provided via Redmond Street (public road)

EASEMENTS/ENCUMBRANCES: All easements cited on the title report ☒ Are ☐ Are Not shown on the proposed plat (located and/or included in the Certificate of Owner).

STREETS/ALLEYS:

☐ Dedicated to the public

☐ Private, with rights of way granted to each lot owner

☒ N/A, no streets or alleys within plat boundary

PLAT REVIEW – Technical Review (Statutory)

LOT DIMENSIONS ☒ Are ☐ Are Not properly shown.

Lots ☒ Are ☐ Are Not **PROGRESSIVELY NUMBERED**.

The underlying land ☒ Is ☐ Is Not **VACATED**.

CERTIFICATES

Certificate of Owner(s) ☒ Included ☐ To be provided via separate Affidavit

Certificate of Surveyor ☒ Included ☐ Not included

Certificate of Acceptance from ☒ Town of Jackson ☐ Teton County ☒ Included ☐ Not Included

Certificate of Mortgagee(s) ☐ Included ☐ To be provided via separate Affidavit ☒ N/A

PLAT REVIEW – Conclusions

Recommendations: Title 22 Consultants strongly recommends the following changes to the proposed plat:

1. The legal description of the underlying land is described in various locations on the plat as, “The north 75 feet of Lot 12 and Lot 13...”

This should be changed to, “The north 75 feet of Lots 12 and 13...” or “The north 75 feet of Lot 12 and the north 75 feet of Lot 13...”

2. Paragraph 5 of the Certificate of Owner reads as follows: “That that sewer service easement within Lot 2 of this subdivision and as shown hereon is for the benefit of Lot 1 of this subdivision.”

However, Paragraph 12 of the Certificate of Owner states the following: “That Lot 2 is subject to a sewer service easement as shown hereon for the benefit of Lot 1 of this subdivision.”

This appears to be redundant/duplicative, and one of the references should be deleted.

3. Paragraph 14, beginning with “Sections 34-12-106...” appears to be an erroneous remnant of a portion of Paragraph 13, and should be deleted.
4. “Pine Marten Properties, LLC, a California limited liability company” should be added to the Certificate of Owner above the signature line for Mark Ferris.
5. The “Certificate of Acceptance” caption is missing from the top of said Certificate, and should be added.
6. The Acknowledgement for Mr. Muldoon should be changed from “Pete” to “Peter” to match the signature line.
7. The Acknowledgment for Ms. Birdyshaw should be changed from “Sandy” to “Sandra” to match the signature line.

Comments/General Observations: For your review and consideration, may not require changes:

1. Paragraph 8 of the Certificate of Owner references the Encroachment Agreement at Book 137 of Photo, Pages 349-352. This Agreement references an encroachment of the existing improvements on subject land on to the property to the south, and is void upon removal of the house. As this will have no bearing on the property or the plat upon the removal of the existing structure, the parties might want to consider deleting this paragraph.
2. The Job Title on the edge of the plat references the prior owner (“Scott and Donna Shepherd”). Should this be changed to reflect the current owner/applicant/subdivider?
3. Easements and Covenants Agreement – As the lots are owned by the same party, and Pine Marten Properties is both the Grantor and Grantee on the easements, the drafter may want to consider adding non-merger language to this Agreement.

Next Steps:

1. ENTITY DOCS – The owner should provide a copy of the LLC Operating Agreement and all amendments for review, to make sure the plat properly identifies the entity, and that the Certificate of Owner is executed by the correct party.
2. EXECUTION/ACKNOWLEDGEMENT - Once the plat and all documents to be recorded have been executed and notarized, carefully review as to proper execution and acknowledgement prior to recordation. Please also verify that all Exhibits are attached and properly labeled.
3. IMPLEMENT THE SOLUTIONS identified above, and provide corrected plat and documents to Title 22 Consultants for final review. There is no additional charge for up to one hour of subsequent review.

PLAT REVIEW – Disclaimer

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

Plat Review submitted by:



Date: 9.27.20

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



October 13, 2020

Town of Jackson Planning & Building Department

Attn: Tiffany Stolte

Re: P20-179 Kudar Flats Addition Plat Review

Dear Tiffany,

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

1. CERTIFICATE OF OWNER – a. Paragraph 5 has the word “that” twice and I would suggest the second occurrence be changed to “the”.
b. Paragraphs 5 & 12 are redundant and offer no distinction in the wording to explain if they are in fact different, therefore, one should be removed. If the intent is to create the easement shown on graphic, then the words in paragraph 12 “is subject to” is not accurate and should be changed to make it clear an easement is being created by the plat.
c. paragraph 6 could be refined, or another paragraph added with some language to distinguish the easements being created from existing, such as “the water service easement granted by that Easements and Covenants Agreement to be filed concurrently with this plat and shown hereon”.
d. Paragraph 14 repeats language in Paragraph 13 and should be removed.
2. CERTIFICATE OF MORTGAGEE - I assume there are no mortgages on this property as there is no certificate on the plat. If there is in fact a mortgage, a block for consent must be added.
3. The zoning district is identified on the plat, and according to the town regulation 8.5.3 D 3b “A plat shall not include notes designating zoning district”. Therefore, surveyor should remove that reference.

This review of submitted information is for general compliance with Teton County and State of Wyoming subdivision requirements. I do not assume responsibility for correctness of dimensions or calculations. This review indicates only that an examination of the materials in the application has been made.

Thank you for the opportunity to perform this review.

Sincerely,

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

NELSON ENGINEERING since 1964

Professional Engineers & Land Surveyors

JACKSON, WY • BUFFALO, WY •

WWW.NELSONENGINEERING.NET

SK/18-372-03

September 16, 2020

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

ATTN: Brendan Conboy

RE: Kudar Flats

Dear Brendan,

We are submitting for a subdivision plat of the north feet of Lot 12 and Lot 13 of Block 1 of John D. Hall Plat, Plat no. 131. The name of the subdivision shall be Kudar Flats Addition to the Town of Jackson. The Plat was previously submitted and reviewed last year but was pulled by the owner because he could not have the existing house removed in time. The property has since been sold and the new owner Mark Ferris is proceeding with the Plat process.

Findings:

- Section 8.5.3.C (1.) – There is an approved development plan for this development, P19-039 approved by the Town Council on May 20, 2019.
- Section 8.5.3.C (2.) - Complies with all the relevant standards of 8.5.
- Section 8.5.3.C (3.) – Complies with standards 7.2.2 – this development has an approved development plan that addresses all the relevant standards of subdivision improvement required.
- Section 8.5.3.C (4.) - The development lies within Zone NM-1, the development standards allow 3750 sf lot size minimum.

Included in this submittal:

- Planning Permit Application
- Application Fee
- Signed Letter of Authorization by the Owner
- Title Report
- Deed
- Plat Map
- Notice of Intent to subdivide published 9/09/20 and to be published 9/16/2020
- Easements and Covenants Agreement

Sincerely,

Sue Karichner

Sue Karichner
Encl.



PLANNING PERMIT APPLICATION
Planning & Building Department
Planning Division

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

For Office Use Only

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

PROJECT.

Name/Description: Kudar Flats
Physical Address: 170 Redmond Street
Lot, Subdivision: Lot 13 and pt. Lot 12, John D. Hall, Plat No. 131 PIDN: 22-41-16-34-1-18-005

OWNER.

Name: Pine Marten Properties LLC Phone: 530-412-0650
Mailing Address: 6240 Squaw Creek Road, Jackson, WY ZIP: 83001
E-mail: markkferris@gmail.com

APPLICANT/AGENT.

Name: Nelson Engineering Phone: 307-733-2087
Mailing Address: P.O. Box 1599, Jackson, WY ZIP: 83001
E-mail: skarichner@nelsonengineering.net

DESIGNATED PRIMARY CONTACT.

☒ Owner ☐ Applicant/Agent

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

Use Permit

☐ Basic Use
☐ Conditional Use
☐ Special Use

Physical Development

☐ Sketch Plan
☐ Development Plan

Interpretations

☐ Formal Interpretation
☐ Zoning Compliance Verification

Relief from the LDRs

☐ Administrative Adjustment
☐ Variance
☐ Beneficial Use Determination
☐ Appeal of an Admin. Decision

Development Option/Subdivision

☐ Development Option Plan
☒ Subdivision Plat
☐ Boundary Adjustment (replat)
☐ Boundary Adjustment (no plat)

Amendments to the LDRs

☐ LDR Text Amendment
☐ Zoning Map Amendment
☐ Planned Unit Development
☐ Other: _____

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

Pre-application Conference #: P19-039 Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

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

Have you attached the following?

- ☒ **Application Fee.** Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See the currently adopted Fee Schedule in the Administrative Manual for more information.
- ☐ **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.
- ☒ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is held, the submittal requirements will be reviewed at the conference followed by a written summary. The submittal requirements on the TOJ website are intended as a reference to assist you in submitting a sufficient application.

FORMAT.

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

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

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

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

Mark Ferris
Signature of Owner or Authorized Applicant/Agent

Mark Ferris
Name Printed

9.15.20
Date

Title

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

GRANTOR: SHEPHERD, DONNA HASENBEIN ET AL*
GRANTEE: PINE MARTEN PROPERTIES LLC
Doc 0994234 Filed At 11:46 ON 07/14/20
Maureen Murphy Teton County Clerk fees: 18.00
By Corrina Dorman Deputy Clerk

WARRANTY DEED

Donna Hasenbein Shepherd and Scott Michael Shepherd, Trustees of the Donna Shepherd Living Trust dated November 2, 1994, and any amendments thereto, an undivided one-half interest and Scott Michael Shepherd and Donna Hasenbein Shepherd, Trustees of the Scott Shepherd Living Trust dated November 2, 1994 and any amendments thereto, an undivided one-half interest, GRANTORS, of Teton County, Wyoming, for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid and pursuant to an IRC, § 1031 tax deferred exchange on behalf of Grantee, receipt of which is hereby acknowledged, CONVEYS AND WARRANTS TO Pine Marten Properties, LLC, a California limited liability company, GRANTEE, whose address is 6240 Squaw Creek Road, Jackson, WY 83001, the following described real estate, situated in the County of Teton, State of Wyoming, hereby releasing and waiving all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

The North 75 feet of Lots 12 and 13 of Block 1 of the John D. Hall Plat, Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on August 12, 1947, as Plat No. 131.

PIDN: 22-41-16-34-1-18-005

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

WITNESS the due execution and delivery of this Warranty Deed this 13 day of July, 2020.

The Donna Shepherd Living Trust dated November 2, 1994, and any amendments thereto

By: Donna A. Shepherd
Donna Hasenbein Shepherd

By: Scott Michael Shepherd
Scott Michael Shepherd

The Scott Shepherd Living Trust dated November 2, 1994 and any amendments thereto

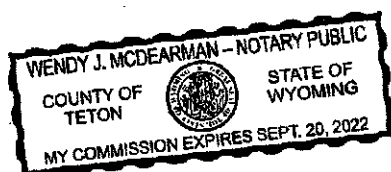
By: Scott Michael Shepherd
Scott Michael Shepherd, Trustee

By: Donna A. Shepherd
Donna Hasenbein Shepherd, Trustee

STATE OF WY)
COUNTY OF Subn) ss.

The foregoing instrument was acknowledged before me by Donna Hasenbein Shepherd and Scott Michael Shepherd, Trustees of the Donna Shepherd Living Trust dated November 2, 1994, and any amendments thereto and Scott Michael Shepherd and Donna Hasenbein Shepherd, Trustees of the Scott Shepherd Living Trust dated November 2, 1994 and any amendments thereto this 13 day of July, 2020.

WITNESS my hand and official seal.



[Signature]
Notary Public
My commission expires: _____

LETTER OF AUTHORIZATION

Pine Marten Properties LLC, "Owner" whose address is: _____

6240 Squaw Creek Road, Jackson, WY

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Pine Marten Properties LLC, as the owner of property

more specifically legally described as: 170 Redmond Street

PIDN: 22-41-16-34-1-18-005

(If too lengthy, attach description)

HEREBY AUTHORIZES Nelson Engineering as

agent to represent and act for Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Town of Jackson, or the Town of Jackson Planning, Building, Engineering and/or Environmental Health Departments relating to the modification, development, planning or replatting, improvement, use or occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application or any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, whether actually delivered to Owner or not. Owner agrees that no modification, development, platting or replatting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of the Town of Jackson, in accordance with applicable codes and regulations. Owner agrees to pay any fines and be liable for any other penalties arising out of the failure to comply with the terms of any permit or arising out of any violation of the applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

OWNER:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title:

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

STATE OF Wyoming)
)SS.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Mark Ferris this 15th day of September, 2020.

WITNESS my hand and official seal.

(Seal)

(Notary Public)

My commission expires: 07-22-2024



• Public Notices •

ones. Root-wads and boulders would be incorporated into some pools to provide cover. Approximately 690 cubic yards (CY) of material excavated from the pools will be re-distributed to create point bar and riffle features at or in proximity to the enhanced pools. No net loss of wetlands is anticipated. Requests for information about the proposed water quality certification should be directed to Eric Hargett by email (eric.hargett@wyo.gov) or phone (307-777-6701). Comments must be addressed to Eric Hargett, Wyoming DEQ/WQD, 200 W. 17th Street – 4TH floor, Cheyenne, WY, 82002, and be postmarked on or before 5:00 p.m. on September 23, 2020 to be considered. Phone or email comments will not be accepted. Para español, visite deq.wyoming.gov.
Publish: 09/09/20

AT&T Mobility, LLC is proposing to construct a new telecommunications tower facility located near 300 Flat Creek Drive, Jackson, Teton County, Wyoming. The new facility will consist of a 25-foot stealth pole with top mounted antenna for an overall height of 30 feet. Any interested party wishing to submit comments regarding the potential effects the proposed facility may have on any historic property may do so by sending comments to: Project 6120007531 - JCR EBI Consulting, 6876 Susquehanna Trail South, York, PA 17403, or via telephone at (240)357-0091.
Publish: 09/09/20

NOTICE OF ACCEPTANCE
AND
FINAL PAYMENT TO CONTRACTOR
FOR
SOUTH PARK SERVICE CENTER 2019 WATER AND
SEWER PROJECT

Notice is hereby given that the South Park Service Center Improvement and Service District has accepted, as completed according to the plans, specifications and rules governing the same, the work performed under that contract dated April 14, 2019 between the South Park Service Center Improvement and Service District and Westwood Curtis Construction, Inc., the Contractor; that work under said contract, known as the South Park Service Center 2019 Water and Sewer Project, is complete, and the Contractor is entitled to final payment. Notice is further given that subsequent to the forty-first (41st) day after the first publication of this notice, to wit, October 20, 2020 the South Park Service Center Improvement and Service District will pay to said Contractor the full amount under the contract.
Publish: 09/09, 09/16, 09/23/20

• INTENT TO SUBDIVIDE •

NOTICE OF INTENT TO SUBDIVIDE

Notice is hereby given that in accordance with Chapter 18.5-306 Wyoming Statutes, as amended, that Burt Heron Holdings, LLC, a Wyoming limited liability company, and Moran Hole, LLC, a Wyoming limited liability company, intend to apply for a permit to subdivide property in Teton County, Wyoming. The proposed subdivision is a re-platting of Lot 56 and Lot 57 of the Crescent H Guest Ranch Third Filing, Plat No. 898, to create two lots, including a boundary adjustment between these lots and Parcel 14 and Parcel 15 Crescent H Ranch Tracts and Parcels owned by 13141548, LLC, a Delaware limited liability company. The project is located at 5555 and 5575 W. Cutthroat

Trout Road and involves a total of 76.925 acres within the S1/2 Section 34, T41N, R117W; Government Lot 1 and Government Lot 2 Section 3, and NE1/4 Section 4, T40N, R117W, 6th P.M.

Filing for said permit will occur at a regular meeting of the Board of County Commissioners at the Teton County Courthouse. Please contact the Teton County Planning Office at (307) 733-3959 for the scheduled meeting date and additional information.
Publish: 09/09, 09/16/20

NOTICE OF INTENT TO SUBDIVIDE

Notice is hereby given that, in accordance with Chapter 18-5-306, Wyoming Statutes 1977, as amended, that Pine Marten Properties, LLC, intends to apply for a permit to subdivide in the Town of Jackson. A public hearing for said permit will occur at a regular meeting of the Town of Jackson Council at Jackson Town Hall. Please contact the Planning Office at 733-0440 for the scheduled meeting date. The proposed subdivision contains 2 Lots. The project is located on 0.172 acres, generally described as Lot 13, Block 1 and the north 75 feet of Lot 12, Block 1 of John D. Hall Plat, Plat No. 131, records of the Clerk of Teton County, and being located within Section 34, Township 41 North, Range 116 West, street address 170 Redmond Street. The site is accessed from Redmond Street and will be named Kudar Flats Addition to the Town of Jackson.
Publish: 09/09, 09/16/20

• CONTINUED PUBLICATIONS •

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

In Re. the Matter of the Estate of: JAMES WIESEL Deceased.	Probate No.: <u>3342</u> NOTICE OF PROBATE
--	---

TO ALL PERSONS INTERESTED IN SAID ESTATE:

You are hereby notified that on the 14 day of August, 2020, the Estate of the above-named Decedent, JAMES WIESEL, was admitted to probate with administration by the above-named court, and Sean Wiessel and James Gitto were appointed co-personal representatives thereof. Any action to set aside the probate shall be filed in the Court within three (3) months from the date of the first publication of this Notice, or thereafter be forever barred.

Notice is further given that all persons indebted to the decedent or to his estate are requested to make immediate payment to the undersigned at Christopher Leigh, attorney at law, 310 E. Broadway, P.O. Box 1094, Jackson, Wyoming 83001.

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

DATED this 19 day of August, 2020.

Christopher S. Leigh
Attorney for the Estate
Christopher Leigh
Attorney at Law
P.O. Box 1094
Jackson, Wyoming 83001
307-733-7735
WSB No. 5-2586

Publish: 09/02, 09/09, 09/16/20

NOTICE OF ACCEPTANCE
AND
FINAL PAYMENT TO CONTRACTOR
FOR
SPRING CREEK ISD CHIP SEAL PROJECT

Notice is hereby given that the Spring Creek Improvement and Service District has accepted, as completed according to the plans, specifications and rules governing the same, the work performed under that contract dated May 11, 2018 between the Spring Creek Improvement and Service District and Evans Construction Company, the Contractor; that work under said contract, known as the Spring Creek ISD Chip Seal Project, is complete, and the Contractor is entitled to final payment. Notice is further given that subsequent to the forty-first (41st) day after the first publication of this notice, to wit, October 12, 2020 the Spring Creek Improvement and Service District will pay to said Contractor the full amount under the contract.
Publish: 09/02, 09/09/20

NOTICE OF INTENT TO SUBDIVIDE

Notice is hereby given that, in accordance with Chapter 18-5-306, Wyoming Statutes 1977, as amended, that, Alice Cartwright Garner & Alan Garner and Alice Cartwright Garner, Trustee of ACG Trust, intends to apply for a permit for a Boundary Adjustment between two residential lots in Teton County. A public hearing for said permit will occur at a regular meeting of the Teton County Commissioners at the Teton County Administration Building. Please contact the Planning Office at 733-3959 for the scheduled meeting date. The proposed Boundary Adjustment is between Lot 3 and Lot 8 of Fairway Estates at Jackson Hole, Plat No. 393 and is located in Section 27, Township 41 North, Range 117 West, the street addresses are 45 Huckleberry Drive and 150 E. Sagebrush Drive. The name of the subdivision will be Fairway Estates at Jackson Hole Fourth Filing.
Publish: 09/02, 09/09/20

NOTICE OF DISSOLUTION OF WILD COUNTRY MANAGEMENT, LLC
Please be advised that on August 20, 2020, Wild Country Management, LLC, a Wyoming limited liability company, will be dissolved by mutual consent of the members and pursuant to the terms of the Operating Agreement.

1. All claims against the assets of Wild Country Management, LLC must be made in writing and include the claim amount, basis and origination date, and any and all documents establishing the same.
2. The deadline for submitting claims is August 20, 2023.
3. Any claims that are not received by Wild Country Management, LLC and actions to collect on those claims that are not brought within three years from the date of this Notice will not be recognized and will be forever barred.

All claims and payments must be sent to Wild Country Management, LLC c/o Jeff Wilkinson, P.O. Box 627, Jackson, WY 83001.

/Jeff Wilkinson/
Jeff Wilkinson, Receiver
Wild Country Management, LLC
Publish: 08/19, 08/26, 09/02, 09/09/20



READ LOCAL

Anytime, Anywhere

Subscribe today and read the digital replica
Jackson Hole News&Guide
e-edition on your phone, tablet or browser,
anytime and anywhere.

**Annual Print Plus subscriptions
are just \$1.35/wk.**

Bonus: with any Print Plus or Digital Plus subscription you
also gain unlimited access to the *Jackson Hole Daily*.

JHnewsAndGuide.com/Subscribe

Jackson Hole News&Guide

Jackson Hole Daily

• Public Notices •

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1195 AND 1242 AND SECTIONS 16.10.800(D)(1)(a) AND 16.10.800(E)(5) OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING HOUSING RULES AND REGULATIONS, OCCUPANCY AND USE STANDARDS 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: Ordinance H: An Ordinance Amending and Reenacting Jackson Municipal Code Housing Rules and Regulations Section 16.10.900 Definitions. AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1195 AND 1242 AND SECTIONS 16.10.900(A) OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING HOUSING RULES AND REGULATIONS DEFINITIONS AND PROVIDING FOR AN EFFECTIVE DATE. NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED THAT: A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to approve Ordinances A through H on second reading. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. Matters from Mayor and Council. A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to authorize the expenditure of up to \$1,000 on additional paint for Public Works, to work with Pathways Coordinator Brian Schilling and Town Manager Larry Pardee to plan for additional red curbs to improve our line of sight at dangerous intersections within the Town. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. Town Manager's Report. A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to accept the Town Manager's Report into the record. The Town Manager's Report contained an update a Construction Management Plan for the Rusty Parrot, approval of SLIB grant applications, and after-action review meetings on large construction projects. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. Adjourn. A motion was made by Jonathan Schechter and seconded by Hailey Morton Levinson to adjourn the meeting to executive session to consider matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party in accordance with Wyoming Statute 16-4-405(a)(iii). Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 9:10 p.m. minutes:spb Review complete & approved minutes at www.jacksonwy.gov/491
Publish: 09/16/20

• PUBLIC HEARINGS •

PUBLIC HEARING
The Town of Jackson Town Council will hold a public hearing to consider a request to amend the Town of Jackson Land Development Regulations (LDRs) to update the zoning standards for the Town Square area, establish a historic preservation program and design guidelines for historic preservation, and establish a Town Center Design Overlay to protect western character. More specifically, the sections of the LDRs to be amended include, but are not limited to, Secs. 1.9.2; 2.2.13.E.7; 5.8.1; 6.3.2.C.3; 8.2.6.C; 8.8.1; 8.10.4; and Div. 9.5. A new Division 5.9 and new Sec. 8.5.6; 8.5.7; and 8.5.8 are proposed. In addition, changes to Town of Jackson Municipal Code 15.38 Demolition Standards are proposed. Amendments to sections related to the above sections may also be required. The hearing is scheduled for Monday, October 19, 2020, beginning at 1:00 p.m. at the Town Hall, 150 East Pearl Avenue, Jackson, WY. For further information, please contact the Planning Dept. at 733-0440, Ext. 1303. [ItemP19-095 Anthony]
Publish: 09/16/20

GENERAL PUBLIC NOTICES

• PUBLIC NOTICE •

PUBLIC NOTICE
NOTICE OF ELECTION
POLO RANCHES SPECIAL IMPROVEMENT DISTRICT

Public notice is hereby given that an election of officers of the Polo Ranches Special Improvement District will be held on October 7, 2020 by mail ballot. Ballots will be mailed to all registered voters and property owners within the district by September 22, 2020. Ballots may also be obtained and submitted at the polling place, 5100 Cortland Drive, Jackson, WY 83001. The Polo Ranches Special Improvement District encompasses those areas set forth in the Plat Maps in the records of Teton County as Polo Ranches Subdivision and Canadian Springs Subdivision.

The officers to be elected, the terms of office and the candidates are:
Chairman – 4-year term – John Murray
Vice Chairman – 4-year term – Tyler Bergien
Secretary/Treasurer – 4-year term – Barry Sibson

Ballots for Write-in candidates may be cast and will be counted.
Publish: 09/16/20

AT&T Mobility, LLC is proposing to construct a new telecommunications facility located near 105 Mecill Avenue, Jackson, Teton County, Wyoming 83001. The new facility will consist of a 30-foot monopole telecommunications facility. Any interested party wishing to submit comments regarding the potential effects the proposed facility may have on any historic property may do so by sending comments to: Project 6120007315 - JD EBI Consulting, 6876 Susquehanna Trail South, York, PA 17403, or via telephone at (727) 332-1595.
Publish: 09/16/20

NOTICE OF CONTRACTOR'S SETTLEMENT

County of Teton

State of Wyoming

Notice is hereby given that on or after the 27th day of October, 2020, final settlement will be made by Jackson Hole Airport Board, for and on account of the contract of said: Straight Stripe Painting, Inc. for the furnishing and installation of Improvements to the Jackson Hole Airport, Schedule(s) I, II, & III for WYDOT Project No. AJA014A and any person, co-partnership, association or corporation who has an unpaid lien against said Straight Stripe Painting, Inc. for or on account of the furnishing of labor, materials, team hire, sustenance, provision, provender or other supplies used or consumed by such Contractor or any of the subcontractors in or about the performance of said work, may at any time up to and including said time of final settlement on said 27th day of October, 2020, file a verified statement in the amount due and unpaid on account of such claim with Jackson Hole Airport Board.

Failure on the part of the claimant to file such final statement will relieve said Owner from all and any liability for such claim.

Jackson Hole Airport Board
State of Wyoming
Publish: 09/16, 09/23, 09/30

• CONTINUED PUBLICATIONS •	
IN THE DISTRICT COURT OF THE STATE OF WYOMING	
IN AND FOR THE COUNTY OF TETON	
NINTH JUDICIAL DISTRICT	
In Re. the Matter of the Estate of: JAMES WIESSSEL Deceased.	Probate No.: <u>3342</u> NOTICE OF PROBATE

TO ALL PERSONS INTERESTED IN SAID ESTATE:

You are hereby notified that on the 14 day of August, 2020, the Estate of the above-named Decedent, JAMES WIESSSEL, was admitted to probate with administration by the above-named court, and Sean Wiessel and James Gitto were appointed co-personal representatives thereof. Any action to set aside the probate shall be filed in the Court within three (3) months from the date of the first publication of this Notice, or thereafter be forever barred.

Notice is further given that all persons indebted to the decedent or to his estate are requested to make immediate payment to the undersigned at Christopher Leigh, attorney at law, 310 E. Broadway, P.O. Box 1094, Jackson, Wyoming 83001.

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

DATED this 19 day of August, 2020.

Christopher S. Leigh
Attorney for the Estate
Christopher Leigh
Attorney at Law
P.O. Box 1094
Jackson, Wyoming 83001
307-733-7735
WSB No. 5-2586

Publish: 09/02, 09/09, 09/16/20

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

IN THE MATTER OF THE ESTATE OF:

RONALD W. KIEHN,

Deceased.

Probate No.: 3339

NOTICE OF PROBATE

TO ALL PERSONS INTERESTED IN SAID ESTATE:
You are hereby notified that on the 28th day of August, 2020, the Last Will and Testament of the above-named decedent was admitted to probate by the above-named court, and that Charles M. Kiehn (“Chuck”) was named personal representative thereof. Any action to set aside the Will shall be filed in the Court within three (3) months from the date of the first publication of this notice, or thereafter be forever barred. Notice is further given that all persons indebted to the decedent or to the decedent's estate are requested to make immediate payment to Charles M. Kiehn in care of Geittmann Larson Swift LLP, P.O. Box 1226, Jackson, Wyoming 83001. Creditors having claims against the decedent or the estate are required to file them in duplicate with the necessary vouchers, in the office of the Clerk of said Court, on or before three (3) months after the date of the first publication of this notice, and if such claims are not so filed, unless otherwise allowed or paid, they will be forever barred.
DATED this 1st day of September, 2020.

Anne Kent Droppert
Attorney for Estate
Geittmann Larson Swift LLP
155 E Pearl Street, Suite 200
P.O. Box 1226
Jackson, WY 83001
(307) 733-3923 – voice
(307) 733-3947 – facsimile
akd@gslslp.com

Publish: 09/09, 09/16, 09/23/20

NOTICE OF INTENT TO SUBDIVIDE

Notice is hereby given that, in accordance with Chapter 18-5-306, Wyoming Statutes 1977, as amended, that Pine Marten Properties, LLC, intends to apply for a permit to subdivide in the Town of Jackson. A public hearing for said permit will occur at a regular meeting of the Town of Jackson Council at Jackson Town Hall. Please contact the Planning Office at 733-0440 for the scheduled meeting date. The proposed subdivision contains 2 Lots. The project is located on 0.172 acres, generally

described as Lot 13, Block 1 and the north 75 feet of Lot 12, Block 1 of John D. Hall Plat, Plat No. 131, records of the Clerk of Teton County, and being located within Section 34, Township 41 North, Range 116 West, street address 170 Redmond Street. The site is accessed from Redmond Street and will be named Kudar Flats Addition to the Town of Jackson.
Publish: 09/09, 09/16/20

NOTICE OF INTENT TO SUBDIVIDE

Notice is hereby given that in accordance with Chapter 18-5-306 Wyoming Statutes, as amended, that Burt Heron Holdings, LLC, a Wyoming limited liability company, and Moran Hole, LLC, a Wyoming limited liability company, intend to apply for a permit to subdivide property in Teton County, Wyoming. The proposed subdivision is a re-platting of Lot 56 and Lot 57 of the Crescent H Guest Ranch Third Filing, Plat No. 898, to create two lots, including a boundary adjustment between these lots and Parcel 14 and Parcel 15 Crescent H Ranch Tracts and Parcels owned by 13141548, LLC, a Delaware limited liability company. The project is located at 5555 and 5575 W. Cutthroat Trout Road and involves a total of 76.925 acres within the S1/2 Section 34, T41N, R117W; Government Lot 1 and Government Lot 2 Section 3, and NE1/4 Section 4, T40N, R117W, 6th P.M.

Filing for said permit will occur at a regular meeting of the Board of County Commissioners at the Teton County Courthouse. Please contact the Teton County Planning Office at (307) 733-3959 for the scheduled meeting date and additional information.
Publish: 09/09, 09/16/20

NOTICE OF SPECIAL MEETING

JACKSON HOLE AIRPORT BOARD

7:00 am, September 16, 2020
Airport Board Meeting Room
Jackson Hole Airport
1250 East Airport Road
Jackson, Wyoming 83001

Please take notice that a special meeting of the Jackson Hole Airport Board (the “Board”) will commence at 7:00 a.m. on Wednesday, September 16, 2020 in the Airport Board Room at the Jackson Hole Airport, with Board members participating either in person or via WebEx. The meeting can be viewed via live stream and public comment may be provided through the link at www.jacksonholeairport.com.

At 7:00 a.m. the Board expects to enter into Executive Session for the purpose of considering the appointment, employment, or dismissal of employees as authorized by W.S. 16-4-405(a)(ii).

At 8:00 am the Board will take up the following agenda items:

- Employee of the Month
 - Community Outreach and Environmental Programs Update
 - Comments from Grand Teton National Park, Town of Jackson, Teton County and the Public
 - Activities and Reports Update
 - Action Items
 - Consent Agenda
 - Approval of the Minutes – August 19, 2020
 - FAA Tower Lease
 - Glycol System Maintenance Agreement
 - Rates Review
 - Payment of the Bills
 - Financial Reports
 - Grant Placeholder
 - ATIS Equipment Upgrade
 - Director's Comments
 - Board Comments
- The special meeting will end and the regular monthly meeting of the Board will commence at 9:00 a.m., unless all business has sooner been concluded.

Those who attend the meeting in person are asked to wear masks indoors and observe social distancing protocols.
Publish: 09/09, 09/16/20

NOTICE OF ACCEPTANCE
AND
FINAL PAYMENT TO CONTRACTOR
FOR
SOUTH PARK SERVICE CENTER 2019 WATER AND SEWER PROJECT

Notice is hereby given that the South Park Service Center Improvement and Service District has accepted, as completed according to the plans, specifications and rules governing the same, the work performed under that contract dated April 14, 2019 between the South Park Service Center Improvement and Service District and Westwood Curtis Construction, Inc., the Contractor; that work under said contract, known as the South Park Service Center 2019 Water and Sewer Project, is complete, and the Contractor is entitled to final payment. Notice is further given that subsequent to the forty-first (41st) day after the first publication of this notice, to wit, October 20, 2020 the South Park Service Center Improvement and Service District will pay to said Contractor the full amount under the contract.
Publish: 09/09, 09/16, 09/23/20

IN THE DISTRICT COURT OF TETON COUNTY, WYOMING
NINTH JUDICIAL DISTRICT

	)
In the Matter of the Estate of	)
Lois Cathryn Corbett,	)
Probate Action No. 3340	)
Deceased.	)
	)

NOTICE OF PROBATE

TO ALL PERSONS INTERESTED IN SAID ESTATE:

OWNERSHIP AND ENCUMBRANCE REPORT

Issued To:

Nelson Engineering
P.O. Box 1599
Jackson, WY 83001
(307) 733-2087

Report No.: W-23190
Effective Date: August 21, 2020
Current Date: September 14, 2020
Cost: \$150.00

Project Reference: N75' Lots 12 and 13, Block 1 John D. Hall

Property Address: 170 Redmond Street, Jackson, WY 83001

County: Teton

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

Pine Marten Properties, LLC, a California limited liability company

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

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

Issued By:

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

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

EXHIBIT "A"
LEGAL DESCRIPTION

The North 75 feet of Lots 12 and 13 of Block 1 of the John D. Hall Plat, Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on August 12, 1947, as Plat No. 131.

PIDN: 22-41-16-34-1-18-005

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

1. Taxes, special and general, assessment districts and service areas for the year 2020.

Tax ID No.: OJ-001799
1st Installment: \$2,431.90 OPEN
2nd Installment: \$2,431.89 OPEN

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

2. All matters as delineated on the Official Plat of John D. Hall Plat, on file and of record with the Teton County Clerk, Official Records of Teton County, State of Wyoming, Plat No. 131.
[Plat 131](#)
3. An easement upon the terms, conditions and provisions contained therein for the purpose shown below and rights incidental thereto as granted to Kent Thornley and Marsha Thornley, husband and wife, in a document recorded April 8, 1983, as (book) 137 (page) 349, Official Records:
Purpose: Encroachment
[B137P349](#)
4. An easement over said land for electric distribution circuits and incidental purposes, as granted to Lower Valley Power and Light, Inc., recorded July 20, 1993, as (book) 273 (page) 845, Official Records.
[B273P845](#)
5. An easement over said land for electric distribution circuits and incidental purposes, as granted to Lower Valley Energy, recorded January 4, 2008, as (book) 687 (page) 606, Official Records.
[B687P606](#)

***** End of Encumbrances *****

*** CHAIN OF TITLE REPORT

According to the public records, no documents conveying the property described in this report have been recorded within a period of 24 months prior to the date of this report, except as shown herein:

Warranty Deed from Donna Hasenbein Shepherd and Scott Michael Shepherd, Trustees of the Donna Shepherd Living Trust dated November 2, 1994, and any amendments thereto, an undivided one-half interest and Scott Michael Shepherd and Donna Hasenbein Shepherd, Trustees of the Scott Shepherd Living Trust dated November 2, 1994 and any amendments thereto, an undivided one-half interest, to Pine Marten Properties, LLC, a California limited liability company, recorded July 14, 2020, as (instrument) 0994234, Official Records.
[0994234](#)

EASEMENTS AND COVENANTS AGREEMENT

Pine Marten Properties LLC, a California Limited Liability Company, executes this Easements and Covenants Agreement (“Agreement”) for the purposes stated herein.

WHEREAS, Pine Marten Properties LLC is the owner of real property described as the North 75 feet of Lots 12 and 13 of Block 1 of the John D. Hall Plat, Town of Jackson, Teton County, Wyoming, according to Plat No 131 recorded in the Office of the Teton County Clerk on August 12, 1947 (“the Property”); and

WHEREAS, Pine Marten Properties LLC has applied for and obtained Final Development Plan No. P-19039 from the Town of Jackson to divide the Property into two new lots defined below, and to construct two, single-family attached homes (hereafter respectively “the Lot 1 Home” and “the Lot 2 Home” and collectively “the Residential Structures”) on the new lots; and

WHEREAS, as a result of the foregoing events, Pine Marten Properties LLC has recorded Plat No. _____ in the Office of the Teton County Clerk on _____, 2020, memorializing the creation of the new lots as Lot 1 and Lot 2, “KUDAR FLATS ADDITION to the Town of Jackson” (hereafter “the Kudar Flats Plat”).

WHEREAS, certain utility easements exist on the Property as shown on the Kudar Flats Plat, which will continue to exist and encumber the Property; and

WHEREAS, additional easements benefitting either Lot 1 and Lot 2 are created by this Agreement, as shown on the Kudar Flats Plat; and

WHEREAS, the Residential Structures on the new lots are attached homes that share certain structural elements as defined below (the “Common Elements”); and

WHEREAS, Pine Marten Properties LLC desires to provide for the future shared use and maintenance of the Common Elements defined below, to memorialize the grants of easements benefitting the new Lot 1 and Lot 2, and for further agreements benefitting Lot 1 and Lot 2 by covenants that run with the land;

WHEREFORE, in consideration of the foregoing recitals and the mutual promises and agreements set forth herein, the receipt and sufficiency of which is hereby acknowledged, Pine Marten Properties LLC agrees as follows:

1. Defined Terms.

- a. The term “Lot” shall mean, as applicable either Lot 1 and Lot 2, “KUDAR FLATS ADDITION to the Town of Jackson”.
- b. The term "Common Elements" shall mean the common concrete foundation under the Residential Structures, and the common top-most layer of the roof system above the Residential Structures. Each Lot owner shall have the right to the full use of the Common Elements.
- c. The term "Party" as used hereafter shall mean each respective owner of Lot 1 and Lot 2, and the term “Parties” shall collectively mean the owners of both Lot 1 and Lot 2.

2. Common Element Maintenance, Repair, and Replacement.

- a. Process for Initiating Maintenance or Repairs. A Party initiating any maintenance or repair of the Common Elements shall give advance written notice to the other Party and any such work shall require the prior written consent of the Parties as to the scope and estimated cost of the work. Without limitation, all maintenance, improvements and modifications to the Common Elements shall be undertaken by competent contractors pursuant to the applicable Town of Jackson Wyoming

Building Codes.

- b. Costs of Maintenance or Repairs, and Replacement of Common Elements. The cost of maintaining, repairing and replacing the Common Elements will be borne equally by the owners of Lot 1 and Lot 2, unless the need for such maintenance, repair or replacement results from the willful conduct or negligence of either the owner of Lot 1 or the owner of Lot 2, or their respective agents or tenants. In the event that maintenance, repairs or replacement of Common Elements is caused by the willful conduct or negligence of either the owner of Lot 1 or the owner of Lot 2, or their respective agents or tenants, then the cost of such maintenance, repair or replacement of Common Elements will be borne solely by the Lot owner whose willful conduct or negligence (or that of their agents or tenants) caused the damage necessitating the maintenance, repair or replacement of Common Elements. If any Party who has an obligation to pay the costs of maintenance, repairs or replacement of Common Elements under this Agreement, fails or refuses to pay his or her share of such costs (the "Defaulting Party"), the other party may have the Common Elements repaired or restored and shall have, and be entitled to record in the land title records of the Defaulting Party, a lien on the Lot and improvements of the Defaulting Party in an amount equal to the Defaulting Party's share of the maintenance, repair or replacement costs, together with interest at the maximum rate allowed by Wyoming law. In addition to the foregoing lien, the Party entitled to the lien shall also be entitled to recover reasonable attorney's fees from the Defaulting Party, and to all other remedies provided in this Agreement or by law.
- c. Right to Contribution Runs with Land. The right of any Owner to contribution from any other Owner under this paragraph 2 shall be appurtenant to the ownership of each Lot, and shall pass to such owner's successors in title.

3. No Right to Alter Common Elements. Except as provided in paragraph 2 of this Agreement, neither owner of Lot 1 or Lot 2 will alter or change a Common Element in any manner, and such Common Elements will remain in the same location and general appearance as when originally erected. The owners of Lot 1 and Lot 2 shall have a perpetual easement in those parts of the premises of the other on which the Common Elements are located, for the purposes of such Common Element and any other additional area necessary to repair, replace, and maintain same.

4. Lot 1 Easements Granted to Lot 2. Pine Marten Properties LLC , as owner of Lot 1, hereby grants to the owners of Lot 2, a perpetual, non-exclusive easement for the construction, maintenance, repair and replacement of underground potable water utility lines and related above-ground equipment, over, across and under that portion of Lot 1 demarked "WS" on the Kudar Flats Plat, and for the construction, maintenance repair and replacement of electrical power and telecommunications lines and equipment over, across and under that portion of Lot 1 demarked "BP" and "BU" on the Kudar Flats Plat. The owners of Lot 2, and their heirs, successors and assigns shall be responsible for all of the construction, maintenance and repairs with regard to the utilities or any other costs pertaining to Lot 2's use of the easement granted in this paragraph; provided, that such obligation shall not include the cost of any real estate taxes or assessments against Lot 1. The Parties further agree that the neither the owners of Lot 1 nor their heirs, successors or assigns shall be liable in any manner whatsoever to the owners of Lot 2 or their heirs, successors, assigns or to any other person for any loss, injury or damage arising out of the use of the easement granted to Lot 2 under this paragraph.

5. Lot 2 Easements Granted to Lot 1. Pine Marten Properties LLC , as owner of Lot 2, hereby grants to the owners of Lot 1, a perpetual, non-exclusive easement for the construction, maintenance, repair and replacement of underground sewer service lines and related above-ground equipment over, across and under that portion of Lot 2 demarked "PS" on the Kudar Flats Plat, and for the construction, maintenance repair and replacement of electrical power and telecommunications lines and equipment over, across and under that portion of Lot 2 demarked "BP" and "BU" on the Kudar Flats Plat. The owners of Lot 1, and their heirs, successors and assigns shall be responsible for all of the construction, maintenance and repairs with regard to the utilities or any other costs pertaining to Lot 1's use of the easement granted in this paragraph; provided, that such obligation shall not include the cost of any real estate taxes or assessments against Lot 2. The Parties further agree that the neither the owners of Lot 2 nor their heirs, successors or assigns shall be liable in any manner whatsoever to the owners of Lot 1 or their heirs, successors, assigns or to any other person for any loss, injury or damage arising out of the use of the easement granted to Lot 1 under

this paragraph.

6. Maintenance of Exterior of Structures. The owners of Lot 1 and Lot 2 shall keep all exterior walls of his or her dwelling unit in good condition and repair at his or her sole cost and expense. No Lot owner will do or permit to be done any act or thing that would tend to depreciate the value of the Lot 1 Home or the Lot 2 Home structures (i.e. no variance in design, colors, roofing, etc.).

7. Drainage. The established drainage pattern from, on or over any Lot shall not be obstructed, altered or in any way modified, unless previous written consent is obtained from the Town of Jackson, Wyoming.

8. Covenants Run with the Land. The restrictions and covenants contained in this Agreement shall run with the land and be binding on all Parties and all persons claiming under them in perpetuity from the date this Agreement is recorded.

9. Effect of Provisions of Agreement. Each provision, covenant, condition and restriction contained in this Agreement:

- a. Shall be deemed incorporated in each deed or other instrument by which any right, title or interest in any real property subject to this Agreement is granted, devised or conveyed, whether or not set forth or referred to in such deed or other instrument; and
- b. Shall, by virtue of any person's or entity's acceptance of any right, title or interest in any Lot subject to this Agreement, be deemed accepted, ratified, adopted and declared as a personal covenant of such person or entity and, as a personal covenant of such person or entity shall be binding on such person or entity and such person's or entity's heirs, personal representatives, successors and assigns; and
- c. Shall be deemed an equitable servitude running, in each case, as a burden with the title to each Lot now or hereafter subject to this Agreement and, both as a real covenant and an equitable servitude, shall be a burden upon and binding on each such Lot and upon each person or entity owning any right, title or interest in such Lot for so long as such person or entity owns any such right, title or interest; and
- d. Shall be deemed a condition subject to which title to each Lot which is subject to this Agreement is and shall at all times be held.

10. Enforcement. Enforcement of the terms of this Agreement shall be by proceeding at law or in equity against any person or persons violating or attempting to violate the same seeking either to restrain violation or to recover damages or both. In the event it becomes necessary for any Party to place this Agreement in the hands of an attorney for the enforcement of any of the Party's rights hereunder, or for the recovery of any money due to the Party seeking enforcement hereunder, and if it is necessary to bring suit for the enforcement of such rights or such recovery, the prevailing party in such suit will recover from the losing party all costs of court and reasonable attorney's fees, as determined by the court, in addition to any other relief or recovery awarded by the court.

11. Amendment. This Agreement may be amended only by the written consent of the owners of both Lot 1 and Lot 2.

12. Miscellaneous Provisions.

- a. Captions. The captions and headings in this instrument are for convenience only and shall not be considered in construing any covenant contained in this Declaration.
- b. Severability Clause. Invalidation of any one of these covenants by judgment or court order will in no wise effect any of the other provisions which remain in full force and effect.

- c. No Waiver. Failure to enforce any covenant in this Agreement shall not operate as a waiver of any such covenant or of any other provision, restriction, covenant or condition.

EXECUTED this ____ day of _____, 2019.

Pine Marten Properties LLC

A California Limited Liability Company

By: _____
Mark Ferris, Manager

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On this ____ day of _____, 2020, before me personally appeared Mark Ferris to me personally known, who, being by me duly sworn, did say that he is the Manager of Pine Marten Properties LLC , a California Limited Liability Company, and that said instrument was duly signed on behalf of said limited liability company and acknowledged to be the free act and deed of said limited liability company.

Given under my hand and seal the date first above written.

SEAL

Notary Public
My commission expires: _____

CERTIFICATE OF SURVEYOR

State of Wyoming)
County of Teton)ss

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

that by authority of the owners I have subdivided the lands as shown to be known as **KUDAR FLATS ADDITION TO THE TOWN OF JACKSON.**

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

The north 75 feet of Lot 12 and Lot 13, Block 1 of John D. Hall Plat to the Town of Jackson, Plat no. 131, a subdivision of record in the Office of the Teton County Clerk and located in the NW1/4 NE1/4, Section 34, T41N, R116W, 6th P.M., Town of Jackson, Teton County, Wyoming:

That this plat was made from the notes of surveys made by me, or under my direction, in 2015 and 2018 and from records in the Office of the Teton County Clerk;

that all dimension and areas are correctly shown;

Said Parcel contains 0.172 acres, more or less, and is subject to easements, restrictions, reservations, and conditions, of sight and/or of record, including, but not limited to those shown hereon

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

Lucas D. Rudolph, Wyoming Professional Land Surveyor 15442

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

Notary Public My commission expires:_____

CERTIFICATE OF OWNERS

State of Wyoming)
County of Teton)ss

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

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

That the name of the subdivision shall be known as **KUDAR FLATS ADDITION TO THE TOWN OF JACKSON;**

That access to the subdivision is from Redmond Street;

That that sewer service easement within Lot 2 of this subdivision and as shown hereon is for the benefit of Lot 1 of this subdivision;

That this subdivision is subject to that Easements and Covenants Agreement to be filed concurrently with this plat;

That this subdivision is subject to that beneficial 20 foot wide sewer line easement to the Town of Jackson as shown hereon and shown and described on Taminah Corner Townhomes Addition to the Town of Jackson, Plat no. 1242, as recorded in the Office of the Clerk of Teton County;

That this subdivision is subject to that easement grant for an encroachment, as described in Book 137 of Photo, pages 349–352, as recorded in the Office of the Clerk of Teton County;

That this subdivision is subject to that Electrical Distribution Easement to Lower Valley Energy, as described in Book 687, pages 606–609. as recorded in the Office of the Clerk of Teton County;

That this subdivision is subject to that esement to Lower Valley Power and Light, Inc, as described in Book 273, pages 845–846, as recorded in the Office of the Clerk of Teton County;

That Lot 1 is subject to a 15 foot wide water service easement as shown hereon for the benefit of Lot 2 of this subdivision;

That Lot 2 is subject to a sewer service easement as shown hereon for the benefit of Lot 1 of this subdivision;

that the north 75 feet of Lot 12, and Lot 13, Block 1 of John D. Hall Plat to the Town of Jackson, Plat no. 131, as recorded in the Office of the Teton County Clerk, are hereby vacated in accordance with the Town of Jackson Land Development Regulations, Article 8, Division 8.5 and Sections 34–12–106 through 110, Wyoming Statutes, 1977, as amended, and the Clerk is respectfully requested to write "vacated" across said lots, they being reconfigured as shown hereon;

Sections 34–12–106 through 110, Wyoming Statutes, and the Clerk of Teton County is hereby respectfully requested to write "vacated" across said Lots, they being reconfigured as shown hereon;

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

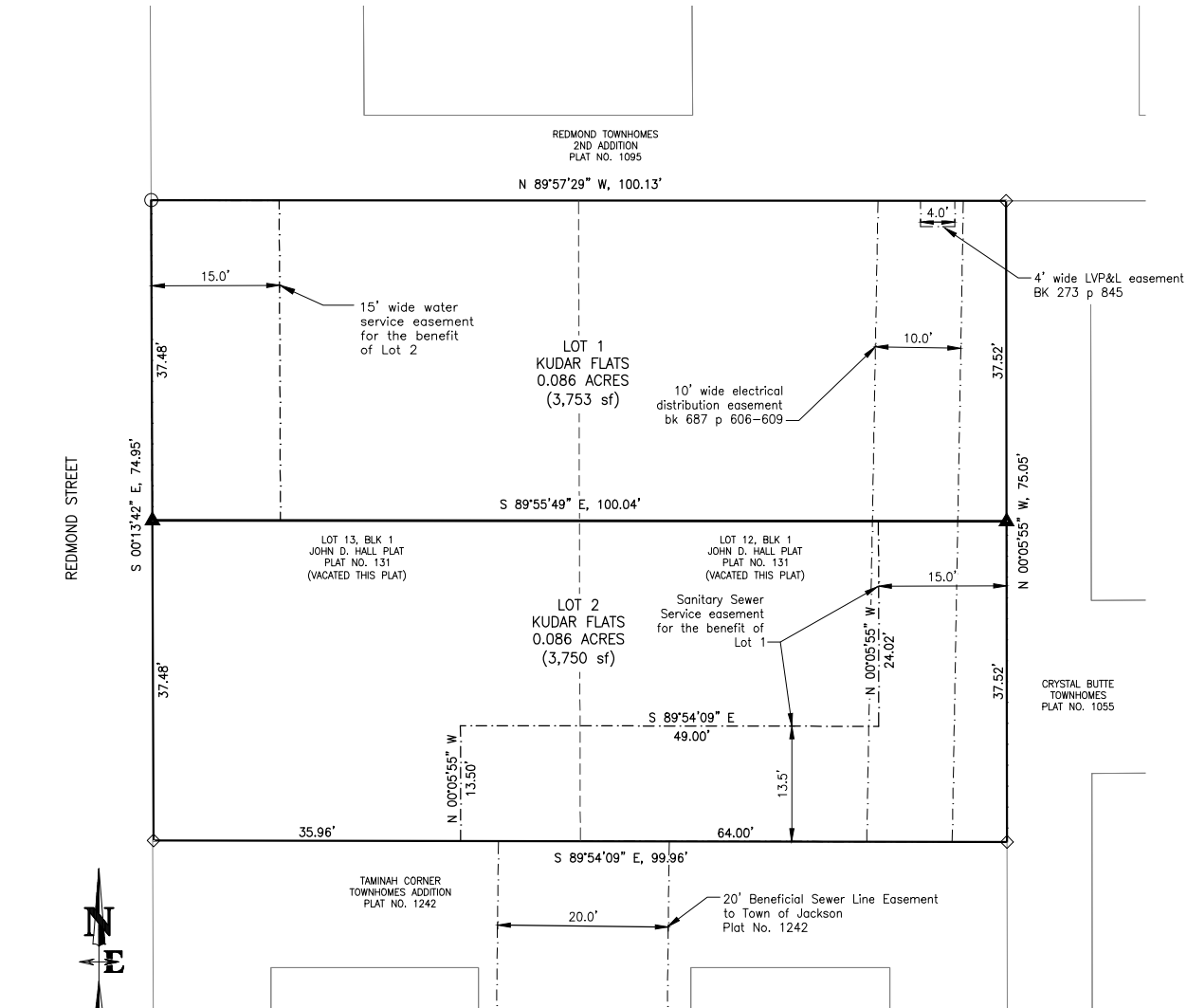
That Seller does not warrant to Purchaser that he shall have any rights to the natural flow of any stream within or adjacent to the subdivision;

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

Mark Ferris, Managing Member

The foregoing instrument was acknowledged before me by Mark Ferris, Managing Member of the Pine Marten Properties LLC, a California limited liability company, this _____ day of _____ 2020.

WITNESS my hand and official seal. Notary Public



- LEGEND
- = PROPERTY LINE
 - - - - - = EASEMENT LINE
 - - - - - = VACATED LOT LINE
 - ◇ = FOUND REBAR WITH CAP "PLS 10821"
 - = FOUND PIPE
 - ▲ = SET 5/8"Ø REBAR WITH CAP INSCRIBED "NELSON ENGR. PLS 15442"

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

The foregoing Subdivision, **KUDAR FLATS ADDITION TO THE TOWN OF JACKSON,** was approved at the regular meeting of the Jackson Town Council on the _____ day of _____, 2020 in accordance with Section 15–1–415 Wyoming Statutes.

Attest: Town of Jackson

Sandra P. Birdyshaw, Clerk Peter Muldoon, Mayor

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

The foregoing instrument was acknowledged before me by Pete Muldoon, Mayor, this _____ day of _____, 2020.

Witness my hand and official seal.

Notary Public My commission expires:_____

The foregoing instrument was acknowledged before me by Sandy P. Birdyshaw, Clerk, this _____ day of _____, 2020.

Witness my hand and official seal.

Notary Public My commission expires:_____

The foregoing instrument was acknowledged before me by Brian T. Lenz, Town Engineer, this _____ day of _____, 2020.

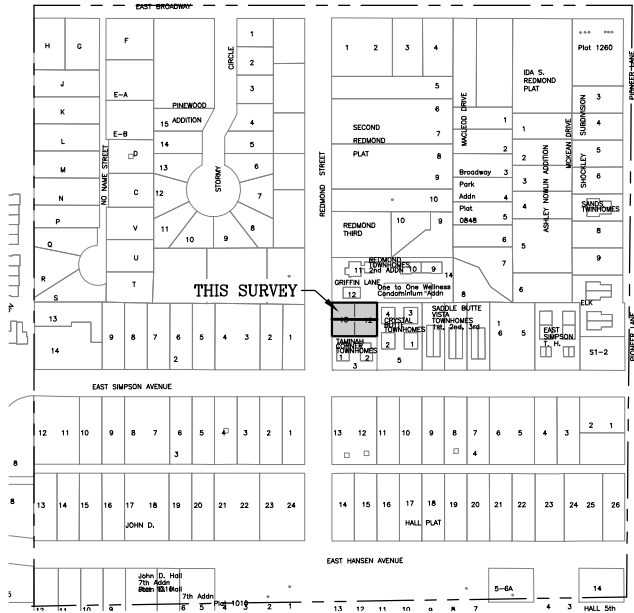
Witness my hand and official seal.

Notary Public My commission expires:_____

The foregoing instrument was acknowledged before me by Tyler Sinclair, Planning Director, this _____ day of _____, 2020.

Witness my hand and official seal.

Notary Public My commission expires:_____



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

SCALE 1' = 200'

Zoning District: (NM–1) Neighborhood Medium Density–1

Number of Lots: 2
Lot 1 = 0.086 acres
Lot 2 = 0.086 acres

Total Project Acreage: 0.172 acres

Plat Prepared: 6–19–2020
Revised:

Owner(s) and Subdivider(s): Surveyor:
Pine Marten Properties Nelson Engineering
C/O Mark Ferris P.O. Box 1599
6240 Squaw Creek Road Jackson, Wyoming, 83001
Jackson, WY 83001 307–733–2087
530–412–0650

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

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

NO PUBLIC MAINTENANCE OF STREETS OR ROADS.

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

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

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

KUDAR FLATS
ADDITION
to the Town of Jackson

a subdivision of the
north 75 feet of Lot 12 and Lot 13 of Block 1,
John D. Hall Plat
to the Town of Jackson
Plat no. 131

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

REV.

DRAWING TITLE

FINAL PLAT

JOB TITLE

SCOTT AND DONNA SHEPHERD

170 REDMOND STREET

PT. LOT 12 AND 13, JOHN D HALL PLOTS

DRAWING NO

1

JOB NO

18–372–01

STAFF REPORT



Meeting Date:	November 16, 2020	Meeting Title:	Regular Meeting
Submitting Department:	Community Development	Presenter:	Tyler Sinclair
Agenda Item:	Amendment to Section 6.3.3 Amount of Affordable Workforce Housing Required	Public Comment:	Yes

Purpose & Policy Considerations.

To amend the text of the Town of Jackson Land Development Regulations (LDRs), pursuant to Section 8.7.1, LDR Text Amendments, to amend Section 6.3.3 Amount of Affordable Workforce Housing Required of the Town of Jackson Land Development Regulations (LDRs) to reduce the housing mitigation requirements for non-residential uses by fifty percent (50%) of existing rates.

Requested Action.

To amend the text of the Town of Jackson Land Development Regulations (LDRs), pursuant to Section 8.7.1, LDR Text Amendments, to amend Section 6.3.3 Amount of Affordable Workforce Housing Required of the Town of Jackson Land Development Regulations (LDRs) to reduce the housing mitigation requirements for non-residential uses by fifty percent (50%) of existing rates.

Recommendations.

The Community Development Director and Planning Commission recommend approval of P20-171.

Background.

The FY 2021 Comprehensive Plan Work Plan includes a task to revisit the current structure and rates for Affordable Workforce Housing Mitigation required by Section 6.3.3. of the Land Development Regulations.

At the October 13, 2020 Joint Information Meeting the Town and County elected officials directed staff to prepare an amendment to Section 6.3.3 Amount of Affordable Workforce Housing Required) to reduce the housing mitigation requirements for non-residential uses by fifty percent (50%) of existing rates. Staff have attached the Planning Commission staff report dated November 4, 2020 which provides additional background on this item that was previously provided to Council at the October JIM.

On November 4, 2020, the Planning Commission met, and recommended approval of the proposed Text Amendment as proposed.

Analysis.

Below staff have provided the 2017, current and proposed amendment to the non-residential housing mitigation rates for comparison.

Town of Jackson Non-residential	2017		Current		Proposed Amendment	
Use	Units	Associated Fee-In-Lieu (2019 \$)	Units	Associated Fee-In-Lieu (2019 \$)	50% Unit Reduction	Associated Fee-In-Lieu* (2019 \$)
3,000 sf restaurant/bar	1.800	\$459,787	3.592	\$924,427	1.796	\$458,596
5,000 sf retail, service, nursery or amusement	1.244	\$285,015	2.153	\$594,453	1.077	\$233,018
10,000 sf office	0.222	\$ 46,246	4.934	\$1,318,046	2.467	\$659,858
5,000 sf industrial, heavy retail/service, or transportation/infrastructure	0.067	\$13,957	1.229	\$280,251	0.615	\$128,475
50,000 sf private school	exempt	Exempt	ind. calc.	ind. calc.	ind. calc.	ind. calc.
20 – 2 bedroom short-term rentals	5.000	\$1,339,464	8.172	\$1,970,180	4.086	\$1,043,536
40 unit conventional hotel	3.378	\$868,861	8.172	\$1,970,180	4.086	\$1,043,536
10,000 sf mini-storage / warehouse	ind. calc.	ind. calc.	0.132	\$27,399	0.066	\$13,700
*Note that Associated Fees-in-Lieu will not necessarily reflect a perfect 75% or 50% reduction and will vary based on the number, size and affordability of units required.						

To accomplish this change a summary of amendments to the current text of the Land Development Regulations is provided in **red type** below. Staff have also attached a full **redlined** amendment to entire Section 6.3.3 Amount of Affordable Workforce Housing Required for review.

Required Affordable Workforce Housing	
Use	Affordable Workforce Housing Units Required
Detached Single-Family Unit (6.1.4.B.) (Non-Local Occupancy, A.8.)	$0.000017 * sf + (Exp(-15.49 + 1.59*Ln(sf)))/2.176$
Detached Single-Family Unit (6.1.4.B.) (Local Occupancy, A.8.)	$0.000017 * sf + (Exp(-16.14 + 1.59*Ln(sf)))/ 2.176$
Attached Single-Family Unit (6.1.4.C.), Apartment (6.1.4.D.) (Non-Local Occupancy, A.8.)	$0.000017 * sf + (Exp(-14.17 + 1.59*Ln(sf)))/ 2.176$
Attached Single-Family Unit (6.1.4.C.), Apartment (6.1.4.D.) (Local Occupancy, A.8.)	$0.000017 * sf + (Exp(-14.82 + 1.59*Ln(sf)))/ 2.176$
Conventional Lodging (6.1.5.B.), Short-Term Rental Unit (6.1.5.C.)	0.1020204 * room
Office (6.1.6.B.)	0.0002470-000493 * sf
Retail (6.1.6.C.), Service (6.1.6.D.), Nursery (6.1.6.H.), Amusement (6.1.7.B.), Adult Entertainment Business (6.1.7.F.)	0.0002160-000431 * sf
Restaurant/Bar (6.1.6.E.)	0.0005990-001197 * sf
Mini-Storage Warehouse (6.1.6.G.)	0.0000070-000043 * sf
Heavy Retail/Service (6.1.6.F.), Industrial Uses (Sec. 6.1.9.), Transportation/ Infrastructure Uses (Sec. 6.1.10.)	0.0001230-000246 * sf
Outdoor Recreation (6.1.3.C.), Developed Recreation (6.1.7.D.), Outfitter/Tour Operator (6.1.7.E.), Institutional Uses (Sec. 6.1.8.)	independent calculation

Alternatives (Optional).

Comprehensive Plan & Priority Alignment.

Pursuant to Section 8.7.1.C of the Town of Jackson Land Development Regulations, the advisability of amending the text of these LDRs is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt or deny a proposed LDR text amendment the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:

1. *Is consistent with the purposes and organization of the LDRs;*
Complies. The purpose of the LDRs is to predictably implement the Comprehensive Plan. The proposed amendments are consistent with the purposes and organization the LDRs.
2. *Improves the consistency of the LDRs with other provisions of the LDRs;*
Not Applicable. The proposed amendments are not intended to improve consistency within the LDRs and does not create any new inconsistencies.
3. *Provides flexibility for landowners within standards that clearly define desired character;*
Not Applicable. The proposed amendments are not intended to provide flexibility for landowners within standards that clearly define required housing mitigation.
4. *Is necessary to address changing conditions, public necessity, and/or state or federal legislation;*
Complies. The proposed amendment addresses a State concern with our local non-residential housing mitigation rates.

5. *Improves implementation of the Comprehensive Plan; and*

Complies. The proposed amendment improves the implementation of the Comprehensive Plan by addressing the possible elimination of housing mitigation as a tool to address affordable housing called for in the Comprehensive Plan.

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

Complies. The proposed amendment does not conflict with any other Town Ordinances.

Fiscal Impact.

There is no direct cost to direct staff to prepare ordinances to make these changes. However, amending the Land Development Regulations and Municipal Code requires advertisement of the ordinances and the estimated cost of the advertising ranges between \$300 and \$800 depending on the length and number of ordinances.

Staff Impact.

The amount of staff time to review, research and write this report and prepare ordinances including future work is 5 hours.

Attachments or Links.

Section 6.3.3 Amount of Affordable Workforce Housing Required – Redline Amendment
Planning Commission Staff Report, dated November 4, 2020

Suggested Motion.

I move to approve Item P20-171 amending Section 6.3.3 Amount of Affordable Workforce Housing Required of the Town of Jackson Land Development Regulations (LDRs) to reduce the housing mitigation requirements for non-residential uses by fifty percent (50%) of existing rates, being able to find, based upon the findings as presented in the staff report, that pursuant to Section 8.7.1.C of the Land Development Regulations the application: 1) Is consistent with the purposes and organization of the LDRs; 2) Improves the consistency of the LDRs with other provisions of the LDRs; 3) Provides flexibility for landowners within standards that clearly define desired character; 4) Is necessary to address changing conditions, public necessity, and/or state or federal legislation; 5) Improves implementation of the Comprehensive Plan; and 6) Is consistent with other adopted Town Ordinances.

6.3.3. Amount of Affordable Workforce Housing Required

6.3.3. Amount of Affordable Workforce Housing Required

A. Requirement

Any employee generating development to which this Division applies shall provide at least the amount of affordable workforce housing determined by the following calculations. The calculations vary by the use being proposed and are the function of the size of the proposal. The calculations are based on the analysis found in the Teton County and Town of Jackson Employee Generation Land Use Study (August 22, 2013), as amended, and assume an affordable workforce housing unit houses 1.8 local employees.

Required Affordable Workforce Housing	
Use	Affordable Workforce Housing Units Required
Detached Single-Family Unit (<u>6.1.4.B.</u>) (Non-Local Occupancy, A.8.)	$0.000017 * sf + (\text{Exp}(-15.49 + 1.59 * \ln(sf))) / 2.176$
Detached Single-Family Unit (<u>6.1.4.B.</u>) (Local Occupancy, A.8.)	$0.000017 * sf + (\text{Exp}(-16.14 + 1.59 * \ln(sf))) / 2.176$
Attached Single-Family Unit (<u>6.1.4.C.</u>), Apartment (<u>6.1.4.D.</u>) (Non-Local Occupancy, A.8.)	$0.000017 * sf + (\text{Exp}(-14.17 + 1.59 * \ln(sf))) / 2.176$
Attached Single-Family Unit (<u>6.1.4.C.</u>), Apartment (<u>6.1.4.D.</u>) (Local Occupancy, A.8.)	$0.000017 * sf + (\text{Exp}(-14.82 + 1.59 * \ln(sf))) / 2.176$
Conventional Lodging (<u>6.1.5.B.</u>), Short-Term Rental Unit (<u>6.1.5.C.</u>)	<u>0.1020</u> 204 * room
Office (<u>6.1.6.B.</u>)	<u>0.000247</u> 0.000493 * sf
Retail (<u>6.1.6.C.</u>), Service (<u>6.1.6.D.</u>), Nursery (<u>6.1.6.H.</u>), Amusement (<u>6.1.7.B.</u>), Adult Entertainment Business (<u>6.1.7.F.</u>)	<u>0.0002160</u> 0.000431 * sf
Restaurant/Bar (<u>6.1.6.E.</u>)	<u>0.0005990</u> 0.001197 * sf
Mini-Storage Warehouse (<u>6.1.6.G.</u>)	<u>0.0000070</u> 0.000013 * sf
Heavy Retail/Service (<u>6.1.6.F.</u>), Industrial Uses (<u>Sec. 6.1.9.</u>), Transportation/ Infrastructure Uses (<u>Sec. 6.1.10.</u>)	<u>0.0001230</u> 0.000246 * sf
Outdoor Recreation (<u>6.1.3.C.</u>), Developed Recreation (<u>6.1.7.D.</u>), Outfitter/Tour Operator (<u>6.1.7.E.</u>), Institutional Uses (<u>Sec. 6.1.8.</u>)	independent calculation

1. **Schedule and Calculator Available.** A schedule of the requirement for employee generating development of various sizes and a calculator to use in determining the requirement are both available in the Administrative Manual. The residential requirement is a logarithmic equation because there is an exponential relationship between the size of a unit and the number of operations and maintenance employees generated.
2. **Use Not Listed.** For uses not listed, the Planning Director shall either find a use comparable to the proposed employee generating development and utilize the comparable calculation, or require the applicant to conduct an independent calculation pursuant to 6.3.3.B. to determine the requirement.
3. **Expansion.** In the case of an expansion to an existing building or use (6.3.2.A.1.), the amount of affordable workforce housing required shall be calculated based on the difference between the requirement for the proposed and existing employee generating development.

EXAMPLE: A 5,000 sf office building proposing to add 1,500 sf would be required to provide ~~0.370.74~~ affordable workforce housing units (~~0.000247~~~~0.000493~~ * 6,500 - ~~0.000493~~~~0.000247~~ * 5,000 = ~~0.740.37~~). A 3,000 sf detached single family home proposing to add 500 sf would be required to provide 0.017 affordable workforce housing units ((0.000017 * 3,500 + Exp(-15.49 + 1.59*Ln(3,500))/2.176) - (0.000017 * 3,000 + Exp(-15.49 + 1.59*Ln(3,000))/2.176) = 0.017).

4. **Change of Use.** In the case of a change of use, the amount of affordable workforce housing required shall be the difference between the requirement for the proposed use and the requirement for the existing use (6.3.2.A.1.)

EXAMPLE: A proposal to use a 2,000 sf retail space as an office would be required to include ~~0.124~~~~0.062~~ affordable workforce housing units (~~0.000493~~~~0.000247~~ * 2,000 - ~~0.000216~~~~0.000431~~ * 2,000 = ~~0.124~~~~0.062~~).

5. **Unknown Use.** For the development of floor area with an unknown use, the allowed use in the zoning district with the greatest need for affordable workforce housing shall be used, except that Restaurant/Bar use shall only be required in association with a Restaurant/Bar use permit.
6. **Sf.** In the calculations “sf” is equal to the habitable floor area (in square feet), including basement, of each residential, lodging, or nonresidential unit.
 - a. The calculation for a multi-unit building shall be the sum of the calculation for each unit.
 - b. Common hallways, entryways, stairways, and other circulation areas in buildings with multiple residential or nonresidential units, that are not within any individual unit, shall not be included in the calculation.

7. Room. In the calculations “room” is equal to a single lodging room. In the case of a conventional lodging or short-term rental with multiple bedrooms per unit, the number of rooms used in the calculation shall be the number of bedrooms, not the number of units.
8. Local Occupancy Restriction. The calculation for non-local occupancy shall be applied to all residential uses. In order to utilize the local occupancy calculation, a restriction shall be placed on the unit that requires compliance with the occupancy qualification requirement of the Housing Department Rules and Regulations. Placement of an affordable restriction or workforce restriction on a unit, as defined in the Housing Department Rules and Regulations, shall exempt the unit from any requirement pursuant to 6.3.2.C.1.. However, 6.3.2.C.1. does not apply to an occupancy restriction placed to utilize the local occupancy calculation.

EXAMPLE: An applicant proposing to build 3 – 1,000 square foot attached single-family units would be required to provide 0.108 affordable workforce housing units ($3 * (0.000017 * 1,000 + \text{Exp}(-14.17 + 1.59 * \ln(1,000)) / 2.176) = 0.108$). If a workforce restriction is placed on the units, they are exempt from the requirements of this Section. If an occupancy restriction is placed on the units, 0.081 affordable workforce housing units would be required ($3 * (0.000017 * 1,000 + \text{Exp}(-14.82 + 1.59 * \ln(1,000)) / 2.176) = 0.081$).

9. Removal of a Voluntary Restriction. An affordable, workforce, or occupancy restriction voluntarily placed on a unit may be removed. In order to remove such a restriction, the affordable workforce housing required on the date of the removal shall be provided. In the case of removal of an occupancy restriction the affordable workforce housing requirement shall be calculated as a change of use from local to non-local occupancy.
10. Update Requirement Regularly. The determination of need for affordable workforce housing shall be evaluated and updated at least every 5 years to account for changes in the economic and demographic trends in the community. Updates shall be based on update to The Teton County and Town of Jackson Employee Generation Land Use Study (August 22, 2013), as amended.

EXAMPLE: A space that is leased to a raft guiding operation in the summer and snowmobile guiding operation in the winter. For a space that size, a raft guiding operation averages 10 employees and a snowmobile guiding operation averages 7 employees. “B” for that use of that space = 7.



TOWN OF JACKSON

PLANNING COMMISSION

AGENDA DOCUMENTATION

PREPARATION DATE: October 29, 2020
MEETING DATE: November 4, 2020

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

SUBJECT: **ITEM P20-171:** Amendment to the text of the Land Development Regulations, pursuant to Section 8.7.1, LDR Text Amendments, to revise Section 6.3.3 Amount of Affordable Workforce Housing Required

APPLICANT: Town of Jackson

REQUESTED ACTION

To amend the text of the Town of Jackson Land Development Regulations (LDRs), pursuant to Section 8.7.1, LDR Text Amendments, to amend Section 6.3.3 Amount of Affordable Workforce Housing Required of the Town of Jackson Land Development Regulations (LDRs) to reduce the housing mitigation requirements for non-residential uses by fifty percent (50%) of existing rates.

APPLICABLE REGULATIONS

Sec. 8.7.1. LDR Text Amendment
 Section 6.3.3 Amount of Affordable Workforce Housing Required

BACKGROUND

The FY 2021 Comprehensive Plan Work Plan includes a task to revisit the current structure and rates for Affordable Workforce Housing Mitigation required by Section 6.3.3. of the Land Development Regulations (attached).

To begin the background, staff has summarized the history of housing mitigation policy in the Town and County to provide relevant context and ensure understanding of the historical and current housing mitigation requirements in the community prior to discussion of the proposed amendments.

Housing Mitigation Standards 1995-2017

In 1995, community-wide employee and affordable housing standards were established as requirements on new development to address local affordable workforce housing issues. The regulations required residential developers to provide some affordable housing for year-round workers and nonresidential developers to provide some employee housing for seasonal workers. By 2017, the regulations in effect required that 25% of all new housing stock be made available at affordable prices. That is, 25% of all new residential units were required to be affordable through permanent deed restriction managed by the Jackson/Teton County Housing Department. For nonresidential development, the employee housing requirement was determined by calculating the number of peak season employees in need of housing, accounting for those who may already live in the community, and accounting for average wages paid by various land uses. This seasonal employee generation requirement yielded an average employee mitigation rate of 13% across industries. The rate varied by industry, depending

on an industry's reliance on seasonal vs. year-round workers. These standards were based on the Affordable Housing Needs Assessment and Seasonal Employee Housing Needs Assessment found in Appendix D of the 2012 Comprehensive Plan.

The intention of the 25% restriction on residential development was that new residential development would address the resulting permanent long-term housing needs new development. However, this approach was limited because if housing growth is slower than job growth, then the gap between job generation and affordable workforce housing construction will grow. During the time these standards were in effect, job growth did exceed affordable housing growth and the existing housing needs gap in the community expanded. Between 2007 and 2017, approximately two hundred (200) housing units were provided through housing requirements in the Land Development Regulations (LDRs), constituting about 25% of total housing units produced in that time. Between 1995 and 2017, the percentage of the workforce living locally continued to decline annually.

With the adoption of the Jackson/Teton County Comprehensive Plan in 2012, the community resolved to address its local workforce housing issue by setting a goal to house at least 65% of local employees within the community. The benefits of a locally housed workforce on protecting community character and reducing impacts of growth are extensive and important. The 2012 Comprehensive Plan and the 2015 Housing Action Plan both commit to continue using housing provision requirements in the Land Development Regulations as a tool to meet the community's 65% local workforce target through the production of affordable workforce housing.

In 2017, the community reevaluated its affordable and employee housing regulations through Engage 2017, which produced significant input from the public on issues with the existing housing program. Subsequently, the Town Council and Board of County Commissioners provided policy direction on ten policy questions that would inform an update to the LDRs on housing standards. The result of the update was adoption of Division 6.3 Affordable Workforce Housing Standards in both the Town and County LDRs on July 18, 2018 which remain in effect today.

2018 Housing Mitigation Policy

While the goal of the 2018 housing mitigation requirements remains largely unchanged from 1994, the result of the Engage 2017 process includes changes in *how* and *what amount* of housing demand generated by development is required to be mitigated. The 2018 Affordable Workforce Housing Standards are a shift from the prior inclusionary zoning approach to a mitigation strategy requiring developers to offset a percentage of the fulltime, year-round employees generated by the development and use. The intent of this shift was to ensure that housing is provided concurrently with the creation of new jobs, rather than waiting for residential development to produce the necessary affordable workforce housing. Through the Engage 2017 process, the community decided that the new development or change in use creating new jobs should be responsible for housing the new workers who cannot afford market rate housing. The decision reduced the affordable housing requirement on market rate residential development and was paired with updates to Town zoning allowances and incentives to encourage residential development in the community. Additionally, the update removed mitigation requirements for the generation of seasonal workers. This change reflected a policy decision to instead allow market housing solutions for these seasonal workers and to focus mitigation efforts on housing the year-round workforce.

The updated LDRs require developers of both residential and nonresidential projects to provide affordable workforce housing to mitigate a portion of the housing demand generated by the development for year-round employees who cannot afford market rate housing. This data and resulting mitigation rates were calculated through the 2013 Teton County and Town of Jackson Employee Generation Land Use Study ("Nexus Study") of the local workforce. The result of these changes is that housing requirements for multi-unit residential development have decreased, housing requirements for single-family residential development have roughly stayed the same, and housing requirements for nonresidential uses have increased.

The current mitigation rates were based on this policy direction shift and analysis of the increasing gap in affordability. Staff initially proposed a new mitigation rate for all types of development that would require the provision of housing for 73% of all year-round workers generated by the development. 73% was determined to

be the average percentage of local year-round workers who could not afford market housing. The number of employees generated by a development varies by industry because some industries have more year-round employees per square foot and more employees in certain industries can afford market housing. For instance, a restaurant use requires more employees per square foot than an industrial use because the Nexus Study tells us that more employees are generated by development of a restaurant than an industrial business of the same size. This initial proposal represented an increase in affordable housing required for overall development throughout the community. The proposal also required that a greater percentage of required units serve lower income residents, citing the needs identified in the 2013 Nexus Study.

Much of the discussion during consideration of staff's initial proposal weighed potential impacts of the update on physical and economic growth compared to the benefits on the quality of life and growth management common values of the Comprehensive Plan. Staff offered that this mitigation rate would allow affordable housing growth to begin to catch up with the rapid job growth and commensurate housing need over the preceding years.

During joint review of the proposed Affordable Workforce Housing Standards in 2018, both the Board of County Commissioners and the Town Council elected to reduce the proposed mitigation rate for nonresidential, nonlodging uses from the proposed 73% of year-round employees generated. The Town Council reduced the mitigation rate to 55%, while the County ultimately reduced it to 48%. The County also added a mitigation exemption for private schools and for single-family houses of 2,500 sf or less.

The table below includes a summary of the current housing mitigation requirements. The gray columns explain the breakdown of employees generated by use and by year-round vs. seasonal. About 75% of year-round employee generation is from nonresidential development, while 5% is from lodging and 20% is from residential. Overall, the current percentages of housing demand mitigation in the Town (36%) and County (33%) are nearly equal to the 1994 LDRs (33%), however, as described above, the method and distribution of the rates have shifted. For more information on the history and policy direction behind the 2018 housing requirements refer to the [Housing Requirements Project Page](http://jacksontetonplan.com/161/Housing-Requirements) on jacksontetonplan.com (direct link: <http://jacksontetonplan.com/161/Housing-Requirements>).

Comparison of Housing Demand Required to Be Supplied (Mitigation Rates)				
	Year-round Employees	Total Employees	% of Housing Demand Required to be Supplied	
			Town	County
Year-Round Employee Housing Demand	100%	60%	60%	54%
- Nonresidential	75%	45%	55%	48%
- Lodging	5%	3%	73%	73%
- Residential	20%	12%	73%	73%
Seasonal Employee Housing Demand	n/a	40%	0%	0%
Overall	n/a	100%	36%	33%

Revisiting Mitigation Rates

Upon adoption of these regulations in 2018, a few members of the Wyoming Legislature became interested in our local Housing Mitigation Program and expressed interest in prohibiting municipalities and counties from imposing affordable housing exactions. As a result, the Town and County committed to revisiting assessment of local mitigation rates. This item was listed on the FY21 Work Plan with a goal of completion prior to the 2021 Wyoming Legislative Session.

This item was introduced for discussion at the [August 3, 2020 JIM](#) where the Board of County Commissioners and Town Council provided the following direction:

- Scope: Adjustment to current mitigation rates using available data. This would allow the boards to focus only on adjustments they may want to make based upon the current Housing Nexus Study and information from the Engage 2017 update process.
- Joint coordination and discussion, with mitigation rates amended individually if consistency cannot be achieved.

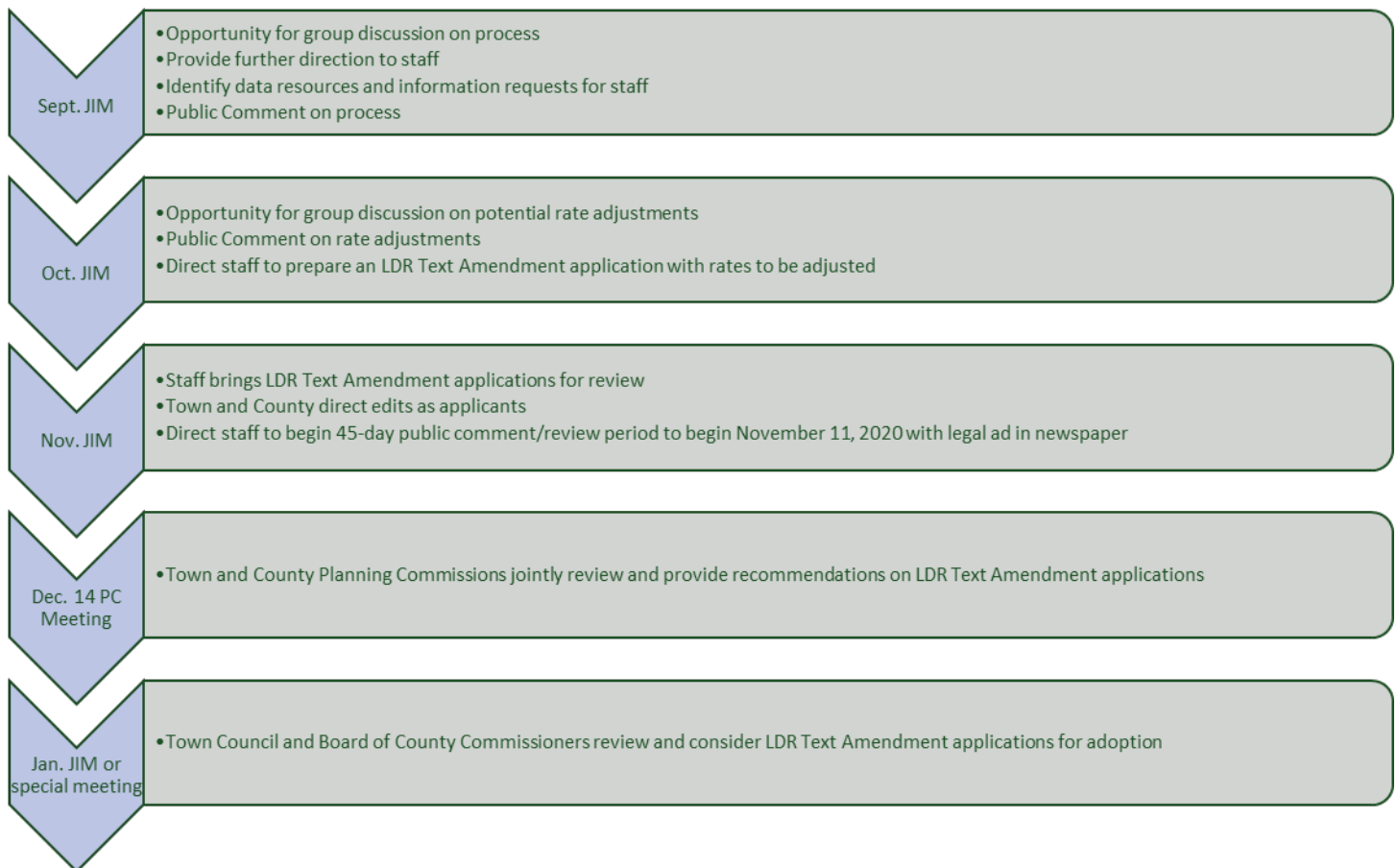
- Timeline: Complete by January 2021

And approved the following motion:

I move to direct staff to proceed with a review and update to the Town and County Affordable Workforce Housing Standards as discussed in this meeting and described below:

- *To review a short-term adjustment in non-residential mitigation rates*
- *To review opportunities to increase mitigation for larger single-family residential under the current nexus study*
- *To bring back to the joint boards for consideration*

At the September 14, 2020 JIM both the Town and County directed staff to proceed with a review and update of the County/Town Affordable Workforce Housing Standards at an October Special JIM based upon the overall review process as outlined below:



At the October 13, 2020 Joint Information Meeting the Town and County elected officials directed staff to prepare an amendment to Section 6.3.3 Amount of Affordable Workforce Housing Required) to reduce the housing mitigation requirements for non-residential uses by fifty percent (50%) of existing rates. Below staff have provided the background information provided to the elected officials at the October 13 JIM and the direction provided leading to the proposed amendment being considered in this application.

State pre-emption of Local Jurisdictions' ability to impose Housing Mitigation

Staff has not been able to determine what an acceptable amendment to our current Housing Mitigation regulations might look like to address the concerns of some members of the State Legislature. There seems to be a wide variety of opinions on why the State is interested in this largely Teton County-specific issue, ranging from local jurisdictions not having the authority from the State to impose Housing Mitigation at all, to the current Housing Mitigation rates being too burdensome to local businesses, which affects sales tax collection at

the local and State level. With this broad array of opinions as to the nature of the issue itself, the potential solution(s) to address the issue are not 100% clear. With that in mind staff presented to the Town Council and Board of County Commissioners a variety of possible amendments that attempt to address the identified issues as understood by staff, with the goal of avoiding new State legislation that would affect the use of Housing Mitigation regulations at the local level. Staff discussion and Council direction on the options provided are described below.

Non-residential Housing Mitigation Adjustments

Staff recommend a uniform percentage reduction to the current Housing Mitigation rates as the primary method to amend the current regulations to achieve the desired goal. Staff recommended this approach to retain the current nexus justification while also retaining the policy direction and public support for the current program developed through the Engage 2017 effort. In addition, by keeping the current regulatory structure in place, implementation of the amendments can be completed in a timely manner and public understanding of the regulations will not be significantly affected. Staff provided Council the below table indicating the effects of a 75% reduction (Option 1) and a 50% reduction (Option 2) to the current non-residential rates.

Town of Jackson Non-residential	2017		Current		Option 1		Option 2	
Use	Units	Associated Fee-In-Lieu (2019 \$)	Units	Associated Fee-In-Lieu (2019 \$)	75% Unit Reduction	Associated Fee-In-Lieu* (2019 \$)	50% Unit Reduction	Associated Fee-In-Lieu* (2019 \$)
3,000 sf restaurant/bar	1.800	\$459,787	3.592	\$924,427	0.898	\$187,089	1.796	\$458,596
5,000 sf retail, service, nursery or amusement	1.244	\$285,015	2.153	\$594,453	0.538	\$112,123	1.077	\$233,018
10,000 sf office	0.222	\$ 46,246	4.934	\$1,318,046	1.234	\$281,702	2.467	\$659,858
5,000 sf industrial, heavy retail/service, or transportation/infrastructure	0.067	\$13,957	1.229	\$280,251	0.307	\$63,997	0.615	\$128,475
50,000 sf private school	exempt	Exempt	ind. calc.	ind. calc.	ind. calc.	ind. calc.	ind. calc.	ind. calc.
20 – 2 bedroom short-term rentals	5.000	\$1,339,464	8.172	\$1,970,180	2.043	\$571,535	4.086	\$1,043,536
40 unit conventional hotel	3.378	\$868,861	8.172	\$1,970,180	2.043	\$571,535	4.086	\$1,043,536
10,000 sf mini-storage / warehouse	ind. calc.	ind. calc.	0.132	\$27,399	0.033	\$6,850	0.066	\$13,700
<i>*Note that Associated Fees-in-Lieu will not necessarily reflect a perfect 75% or 50% reduction and will vary based on the number, size and affordability of units required.</i>								

Staff notes that the fee-in-lieu values do not decrease perfectly proportionally with the unit decrease. This is due to the variation in cost of housing based on the number, size and affordability of units required by the regulations. In addition, staff notes that the shift in the program in 2018 from seasonal to full-time, year-round employees being housed required large adjustments in housing mitigation requirements for some uses based on the differences in full-time vs. seasonal worker generation. The adjustments in requirements can also be attributed to the variation in wages and, by extension, affordability for workers across use types. Staff provided both the unit requirement along with the associated fee-in-lieu value for ease of comparison, although the program would continue to require that units (not fee-in-lieu) be provided in instances where at least one full unit is required. In addition, staff utilized the 2019 fee in lieu calculation for all years to allow for an equal comparison of values. Staff also noted that neither reduction considers the impact of non-bricks and mortar businesses on the creation of jobs and their associated housing demand in the community. Determining this impact will require a new nexus study, scheduled to begin after the completion of this initial step, in the new year.

Town and County Elected Officials were asked to give direction on their preferred non-residential Housing Mitigation rate reduction at the meeting including feedback on the following topics:

- What amount of reduction will be easiest to explain and communicate to the State?

- What are the implications of mitigation reduction on the responsibility of other sectors (public, private, other) for the provision of units needed to meet our 65% workforce housing goal? i.e. If mitigation is lowered, another sector (public, private, other) will have to provide more workforce housing units to meet our 65% goal.
- Other?

Council direction was for staff to proceed with a text amendment to reduce the housing mitigation requirements for non-residential uses by fifty percent (50%) of existing rates.

Residential Housing Mitigation Adjustments

Staff did not recommend any adjustment to residential Housing Mitigation rates at this time. The 2018 adjustment (lowering) of multi-family development requirements and changes to Town zoning have had the desired effect of encouraging the construction of multi-family developments. The Elected Officials did provide direction in September to explore whether single family units could receive a higher housing mitigation rate. In researching this question, staff found that single family homes of all sizes are mitigating at the highest level based upon the 2013 Nexus Study. Staff presented that the only amendment that could be considered by the Town is the use of the 2,500 square foot exemption which the County allows, and the Town does not. Staff provided one additional residential amendment under Other Amendments consideration regarding additions. The below table compares the requirements of the 2017 program to the current program for the various residential unit types.

Town of Jackson Residential	2017		Current	
Use	Units	Associated Fee-In-Lieu (2019 \$)	Units	Associated Fee-In-Lieu (2019 \$)
1,500 sf single-family unit (unrestricted)	Exempt	Exempt	0.035	\$7,345
4,500 sf single-family unit (unrestricted)	Exempt	Exempt	0.132	\$27,544
8,000 sf single-family unit (unrestricted)	Exempt	Exempt	0.275	\$57,265
90 – 850 sf, 2-bedroom apartments or attached single family units (unrestricted)	20	\$4,367,099	2.625	\$692,801

Council direction was for staff to process no text amendments affecting residential mitigation rates at this time.

Change of Use Requirements affecting Small Businesses

Staff also presented options to address the affect current mitigation rates have on small businesses and, more specifically, on “change of use” requirements for non-residential development. A change of use is when an existing tenant space changes its use to another use in the Housing Mitigation rate table. For example, a current 5,000 square foot retail use changes to a 5,000 square foot restaurant use. If the new use’s Housing Mitigation rate is higher than the current use’s Housing Mitigation rate the business owner and/or property owner must pay a fee-in-lieu and/or construct a restricted unit to satisfy the additional new Housing Mitigation requirement. Staff notes that a change in use may also trigger other significant requirements including, but not limited to, Building and Fire Code, parking, and sewer capacity fees. The change of use requirement for Housing Mitigation was not a new requirement in 2018. However, the increase in overall mitigation rates for nonresidential uses, as discussed above was added in 2018 and resulted in significantly larger fees for some new or relocating businesses. In considering this issue staff identified the following three possible amendments and the potential advantages and disadvantages for consideration by the elected officials:

- 1) Exempt all existing non-residential square footage from change of use requirements

Pros

- This would allow businesses to move to different existing locations and not be subject to change of use Housing Mitigation fees.

- One additional option could be to exclude some uses (e.g. restaurant) that have a higher mitigation requirement from this exemption, but such targeted exemptions would need to pass legal scrutiny.

Cons

- This would allow new or relocating businesses with a higher mitigation rate (e.g. restaurants) to get approved at a lower rate than existing businesses were required to meet; this change may also devalue existing properties that paid for existing housing credits at a higher rate.
- Change of use on new construction and additions to existing structures completed after the date of this change would still need to be tracked, accounted, and mitigated. This could be addressed by going to one standardized Housing Mitigation rate for all existing and new uses to eliminate any need for mitigation upon change of use. Although staff finds merit to this alternative, it may be a larger amendment not within the scope of this interim stage, but one that could be considered in the future.

2) Allow for the payment of fee-in-lieu in all instances and no longer require the construction of units for change of use in existing buildings

Pro

- This amendment would ensure that a business and/or property owner would not be required to construct an actual unit in an existing building as result of a change in use.

Con

- This is largely already the case with existing regulations not requiring new units be built in existing buildings, thus the impact of this change would be minimal.

3) No change

Pro

- This would allow the current system to remain; however, when combined with the proposed overall reduction in rates, the result would be that the change of use mitigation fees would be reduced substantially.

Con

- If the overall reduction in rates is not significant enough to address the concern, businesses may still see the change of use requirement as burdensome.

Council direction was to not make any changes to the “Change in Use” Housing Mitigation requirements at this time finding that the overall 50% reduction would address this issue.

Other Amendments

In addition to the larger policy decisions listed above, staff provided the elected officials the following additional amendments for consideration now or, preferably, as part of a comprehensive revisit of the Housing Mitigation program in the future. Staff recommended deferral of these items as they would require more time and consideration by staff, the public, Planning Commissions and Elected Officials than may be possible during this interim amendment process.

- Town: Amend residential Housing Mitigation requirements to exempt additions to an existing house for the first 2,500 sf of total floor area. For example, an existing 1,600 sf house can add 900 sf without any mitigation but any new floor area added above 900 sf must be mitigated. This will incentivize reinvestment in existing homes which are less prone to speculation (full scrapes) and is a more sustainable option that preserves existing energy in existing homes
- Town and County: Allow more flexibility in the type of restriction(s) and size of unit(s) to be provided
- Town and County: Update Independent Calculation requirements to include what information needs to be provided to staff to complete the calculation

Council direction was to defer consideration of these other amendments until a future date, allowing for the completion of a new Housing Nexus Study and a comprehensive review of the overall housing mitigation program.

LOCATION

N/A

PROJECT DESCRIPTION

N/A

STAFF ANALYSIS

Staff supports the Town Council's direction to amend the Land Development Regulations to reduce the Town non-residential housing mitigation requirements by 50%. Staff finds that this interim step to address State concerns is the best course of action to hopefully ensure that the program as a whole will not be eliminated and can be further amended in the future as desired.

To accomplish this change a summary of amendments to the current text of the Land Development Regulations is provided in **red type** below. Staff have also attached a full **redlined** amendment to entire Section 6.3.3 Amount of Affordable Workforce Housing Required for review.

Required Affordable Workforce Housing	
Use	Affordable Workforce Housing Units Required
Detached Single-Family Unit (6.1.4.B.) (Non-Local Occupancy, A.8.)	$0.000017 * sf + (Exp(-15.49 + 1.59*Ln(sf)))/2.176$
Detached Single-Family Unit (6.1.4.B.) (Local Occupancy, A.8.)	$0.000017 * sf + (Exp(-16.14 + 1.59*Ln(sf)))/2.176$
Attached Single-Family Unit (6.1.4.C.), Apartment (6.1.4.D.) (Non-Local Occupancy, A.8.)	$0.000017 * sf + (Exp(-14.17 + 1.59*Ln(sf)))/2.176$
Attached Single-Family Unit (6.1.4.C.), Apartment (6.1.4.D.) (Local Occupancy, A.8.)	$0.000017 * sf + (Exp(-14.82 + 1.59*Ln(sf)))/2.176$
Conventional Lodging (6.1.5.B.), Short-Term Rental Unit (6.1.5.C.)	0.1020 0.0510 * room
Office (6.1.6.B.)	0.000247 0.000123 * sf
Retail (6.1.6.C.), Service (6.1.6.D.), Nursery (6.1.6.H.), Amusement (6.1.7.B.), Adult Entertainment Business (6.1.7.E.)	0.000216 0.000108 * sf
Restaurant/Bar (6.1.6.E.)	0.000599 0.000299 * sf
Mini-Storage Warehouse (6.1.6.G.)	0.000007 0.000003 * sf
Heavy Retail/Service (6.1.6.F.), Industrial Uses (Sec. 6.1.9.), Transportation/ Infrastructure Uses (Sec. 6.1.10.)	0.000123 0.000061 * sf
Outdoor Recreation (6.1.3.C.), Developed Recreation (6.1.7.D.), Outfitter/Tour Operator (6.1.7.E.), Institutional Uses (Sec. 6.1.8.)	independent calculation

STAKEHOLDER ANALYSIS

Stakeholders to this amendment are all property owners, and business owners in the Town. In addition, all residents of the Town will be affected as a reduction in the amount of housing mitigation will require other segments of the community to provide the housing for workers generated by new non-residential development that cannot afford market rate housing in the community in order to maintain our housing 65% of our workforce locally goal.

STAFF FINDINGS

Pursuant to Section 8.7.1.C of the Town of Jackson Land Development Regulations, the advisability of amending the text of these LDRs is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt or deny a proposed LDR text amendment the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:

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

Complies. The purpose of the LDRs is to predictably implement the Comprehensive Plan. The proposed amendments are consistent with the purposes and organization the LDRs.

2. *Improves the consistency of the LDRs with other provisions of the LDRs;*

Not Applicable. The proposed amendments are not intended to improve consistency within the LDRs and does not create any new inconsistencies.

3. *Provides flexibility for landowners within standards that clearly define desired character;*

Not Applicable. The proposed amendments are not intended to provide flexibility for landowners within standards that clearly define required housing mitigation.

4. *Is necessary to address changing conditions, public necessity, and/or state or federal legislation;*

Complies. The proposed amendment addresses a State concern with our local non-residential housing mitigation rates.

5. *Improves implementation of the Comprehensive Plan; and*

Complies. The proposed amendment improves the implementation of the Comprehensive Plan by addressing the possible elimination of housing mitigation as a tool to address affordable housing called for in the Comprehensive Plan.

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

Complies. The proposed amendment does not conflict with any other Town Ordinances.

ATTACHMENTS

Section 6.3.3 Amount of Affordable Workforce Housing Required – Redline Amendment

LEGAL REVIEW

Complete.

RECOMMENDATION

The Planning Director recommends approval of P20-171.

SUGGESTED MOTION

I move to recommend approval of P20-171 to amend the Town of Jackson Land Development Regulations amending Section 6.3.3 Amount of Affordable Workforce Housing Required of the Town of Jackson Land Development Regulations (LDRs) to reduce the housing mitigation requirements for non-residential uses by fifty percent (50%) of existing rates, being able to find, based upon the findings as presented in the staff report, that pursuant to Section 8.7.1.C of the Land Development Regulations the application: 1) Is consistent with the purposes and organization of the LDRs; 2) Improves the consistency of the LDRs with other provisions of the LDRs; 3) Provides flexibility for landowners within standards that clearly define desired character; 4) Is necessary to address changing conditions, public necessity, and/or state or federal legislation; 5) Improves implementation of the Comprehensive Plan; and 6) Is consistent with other adopted Town Ordinances.

7. **Dormitory.** A dormitory (6.1.4.F.).
8. **Group Home.** A group home (6.1.4.G.).
9. **Daycare.** A daycare or early childhood education use.
10. **Accessory Use.** An accessory use (Sec. 6.1.11.).
11. **Temporary Use.** A temporary use (Sec. 6.1.12.).
12. **Workforce Housing Unit Incentive.** A residential unit approved pursuant to Div. 7.8., whether deed restricted or not.
13. **Public/Semi-Public Zone.** Employee generating development in the public/semi-public zone.

6.3.3. Amount of Affordable Workforce Housing Required ~~(7/18/18, Ord. 1196)~~ (P20-171)

A. Requirement

Any employee generating development to which this Division applies shall provide at least the amount of affordable workforce housing determined by the following calculations. The calculations vary by the use being proposed and are the function of the size of the proposal. The calculations are based on the analysis found in the Teton County and Town of Jackson Employee Generation Land Use Study (August 22, 2013), as amended, and assume an affordable workforce housing unit houses 1.8 local employees.

Required Affordable Workforce Housing	
Use	Affordable Workforce Housing Units Required
Detached Single-Family Unit (<u>6.1.4.B.</u>) (Non-Local Occupancy, A.8.)	$0.000017 * sf + (Exp(-15.49 + 1.59 * \ln(sf))) / 2.176$
Detached Single-Family Unit (<u>6.1.4.B.</u>) (Local Occupancy, A.8.)	$0.000017 * sf + (Exp(-16.14 + 1.59 * \ln(sf))) / 2.176$
Attached Single-Family Unit (<u>6.1.4.C.</u>), Apartment (<u>6.1.4.D.</u>) (Non-Local Occupancy, A.8.)	$0.000017 * sf + (Exp(-14.17 + 1.59 * \ln(sf))) / 2.176$
Attached Single-Family Unit (<u>6.1.4.C.</u>), Apartment (<u>6.1.4.D.</u>) (Local Occupancy, A.8.)	$0.000017 * sf + (Exp(-14.82 + 1.59 * \ln(sf))) / 2.176$
Conventional Lodging (<u>6.1.5.B.</u>), Short-Term Rental Unit (<u>6.1.5.C.</u>)	0.1020 ^{0.204} * room
Office (<u>6.1.6.B.</u>)	0.000247 ^{0.000493} * sf
Retail (<u>6.1.6.C.</u>), Service (<u>6.1.6.D.</u>), Nursery (<u>6.1.6.H.</u>), Amusement (<u>6.1.7.B.</u>), Adult Entertainment Business (<u>6.1.7.F.</u>)	0.000216 ^{0.000431} * sf
Restaurant/Bar (<u>6.1.6.E.</u>)	0.000599 ^{0.001197} * sf
Mini-Storage Warehouse (<u>6.1.6.G.</u>)	0.000007 ^{0.000013} * sf
Heavy Retail/Service (<u>6.1.6.F.</u>), Industrial Uses (<u>Sec. 6.1.9.</u>), Transportation/ Infrastructure Uses (<u>Sec. 6.1.10.</u>)	0.000123 ^{0.000246} * sf
Outdoor Recreation (<u>6.1.3.C.</u>), Developed Recreation (<u>6.1.7.D.</u>), Outfitter/Tour Operator (<u>6.1.7.E.</u>), Institutional Uses (<u>Sec. 6.1.8.</u>)	independent calculation

1. **Schedule and Calculator Available.** A schedule of the requirement for employee generating development of various sizes and a calculator to use in determining the requirement are both available in the Administrative Manual. The residential requirement is a logarithmic equation because there is an exponential relationship between the size of a unit and the number of operations and maintenance employees generated.
2. **Use Not Listed.** For uses not listed, the Planning Director shall either find a use comparable to the proposed employee generating development and utilize the comparable calculation, or require the applicant to conduct an independent calculation pursuant to 6.3.3.B. to determine the requirement.
3. **Expansion.** In the case of an expansion to an existing building or use (6.3.2.A.1.), the amount of affordable workforce housing required shall be calculated based on the difference between the requirement for the proposed and existing employee generating development.

EXAMPLE: A 5,000 sf office building proposing to add 1,500 sf would be required to provide 0.379-74 affordable workforce housing units ($(0.0002479-000493 * 6,500 - 0.0004930.000247 * 5,000 = 0.740.37)$). A 3,000 sf detached single family home proposing to add 500 sf would be required to provide 0.017 affordable workforce housing units $((0.000017 * 3,500 + \text{Exp}(-15.49 + 1.59 * \ln(3,500))/2.176) - (0.000017 * 3,000 + \text{Exp}(-15.49 + 1.59 * \ln(3,000))/2.176) = 0.017)$.

4. **Change of Use.** In the case of a change of use, the amount of affordable workforce housing required shall be the difference between the requirement for the proposed use and the requirement for the existing use (6.3.2.A.1.)

EXAMPLE: A proposal to use a 2,000 sf retail space as an office would be required to include 0.124 0.062 affordable workforce housing units ($(0.0004930.000247 * 2,000 - 0.0002160.000431 * 2,000 = -0.1240.062)$).

5. **Unknown Use.** For the development of floor area with an unknown use, the allowed use in the zoning district with the greatest need for affordable workforce housing shall be used, except that Restaurant/Bar use shall only be required in association with a Restaurant/Bar use permit.
6. **Sf.** In the calculations “sf” is equal to the habitable floor area (in square feet), including basement, of each residential, lodging, or nonresidential unit.
 - a. The calculation for a multi-unit building shall be the sum of the calculation for each unit.
 - b. Common hallways, entryways, stairways, and other circulation areas in buildings with multiple residential or nonresidential units, that are not within any individual unit, shall not be included in the calculation.

7. **Room.** In the calculations “room” is equal to a single lodging room. In the case of a conventional lodging or short-term rental with multiple bedrooms per unit, the number of rooms used in the calculation shall be the number of bedrooms, not the number of units.
8. **Local Occupancy Restriction.** The calculation for non-local occupancy shall be applied to all residential uses. In order to utilize the local occupancy calculation, a restriction shall be placed on the unit that requires compliance with the occupancy qualification requirement of the Housing Department Rules and Regulations. Placement of an affordable restriction or workforce restriction on a unit, as defined in the Housing Department Rules and Regulations, shall exempt the unit from any requirement pursuant to 6.3.2.C.1.. However, 6.3.2.C.1. does not apply to an occupancy restriction placed to utilize the local occupancy calculation.

EXAMPLE: An applicant proposing to build 3 – 1,000 square foot attached single-family units would be required to provide 0.108 affordable workforce housing units ($3 * (0.000017 * 1,000 + \text{Exp}(-14.17 + 1.59 * \ln(1,000)) / 2.176) = 0.108$). If a workforce restriction is placed on the units, they are exempt from the requirements of this Section. If an occupancy restriction is placed on the units, 0.081 affordable workforce housing units would be required ($3 * (0.000017 * 1,000 + \text{Exp}(-14.82 + 1.59 * \ln(1,000)) / 2.176) = 0.081$).

9. **Removal of a Voluntary Restriction.** An affordable, workforce, or occupancy restriction voluntarily placed on a unit may be removed. In order to remove such a restriction, the affordable workforce housing required on the date of the removal shall be provided. In the case of removal of an occupancy restriction the affordable workforce housing requirement shall be calculated as a change of use from local to non-local occupancy.
10. **Update Requirement Regularly.** The determination of need for affordable workforce housing shall be evaluated and updated at least every 5 years to account for changes in the economic and demographic trends in the community. Updates shall be based on update to The Teton County and Town of Jackson Employee Generation Land Use Study (August 22, 2013), as amended.

B. Independent Calculation

Where applicable, an independent calculation shall establish the amount of affordable workforce housing required. The intent of the independent calculation is to identify a requirement for an industry that is proportional to the demand for affordable workforce housing that industry generates, where the general circumstances surveyed in the Teton County and Town of Jackson Employee Generation Land Use Study (August 22, 2013), as amended, do not represent unique circumstances of the industry. The independent calculation is not intended to be business specific.

1. **Applicability**

- a. **Applicant option.** An applicant may elect to prepare an independent calculation of the required affordable workforce housing if the applicant believes the nature, timing, or location of the proposed employee generating development is likely to create less need for affordable workforce housing than otherwise required in this Section.
 - b. **Unspecified use.** The Planning Director may require an independent calculation of the need created for required affordable workforce housing if:
 - i. A calculation for the proposed use is not established in Sec. 6.3.3.A.; or
 - ii. A proposed use does not rely on floor area; or
 - iii. The proposal is a Planned Resort estimating housing need pursuant to Sec. 4.3.1.F.6.; or
 - iv. The Planning Director finds the employee generating development to be unique from the general circumstances surveyed in The Teton County and Town of Jackson Employee Generation Land Use Study (August 22, 2013), as amended.
2. **Calculation Methodology.** An independent calculation shall use the methodology used in the Teton County and Town of Jackson Employee Generation Land Use Study (August 22, 2013) to generate the calculations in Sec. 6.3.3.A. That methodology is represented by the following equation:

$$\text{Requirement (units per sf/room)} = [A/30/X*Y] + [B/X*Y] + [C/X*Y] + [D/X*Y]$$

- a. A = the number of construction workers needed to construct one sf or room of the use.
- b. B = the post-construction workers needed to operate one sf/room of the use. In the case of residential development, these are the operations and maintenance employees such as landscapers, trash collectors, and property managers. In the case of nonresidential development, these are the employees who work at the use.
- c. C = the number of fire and emergency medical personnel needed to serve one sf/room of the use.
- d. D = the number of law enforcement personnel needed to serve one sf/room of the use.
- e. 30 = the 30 year average career of a construction worker.
- f. X = the average number of workers in the household of an employee in a specific industry.
- g. Y = the percentage of workers in a specific industry that cannot afford market housing.

3. **Calculation Values.** The values in the Teton County and Town of Jackson Employee Generation Land Use Study (August 22, 2013), as amended, shall be used in the independent calculation except pursuant to the following standards.
 - a. **Values that may be altered.** In the equation for independent calculation an alternate value shall only be used for A, B, or the X and Y values associated with an altered A or B.
 - b. **Alternate values.** The alternate value proposed shall be calculated using:
 - i. Generally recognized principles and methods of impact analysis; and
 - ii. Verifiable local information and data; and
 - iii. Data that is industry specific rather than business specific; and
 - iv. In the case of B, the year-round (including dual seasonal), post-construction occupancy of the space.

EXAMPLE: A space that is leased to a raft guiding operation in the summer and snowmobile guiding operation in the winter. For a space that size, a raft guiding operation averages 10 employees and a snowmobile guiding operation averages 7 employees. “B” for that use of that space = 7.

6.3.4. Type of Affordable Workforce Housing Required (7/18/18, Ord. 1196)

The affordable workforce housing required by this Division shall comply with the following requirements to ensure its affordability and livability.

A. Unit types allowed.

A required affordable or workforce housing unit shall be a detached single-family unit ([6.1.4.B.](#)), attached single-family unit ([6.1.4.C.](#)), apartment ([6.1.4.D.](#)), or accessory residential unit ([6.1.11.B.](#)). No other residential or lodging unit type shall be required affordable workforce housing.

B. Affordability.

1. **Restriction.** Each affordable or workforce housing unit shall be subject to one of the following restrictions.
 - a. **Less than 50% of Median Income.** An affordable rental restriction, as defined in the Housing Department Rules and Regulations, ensuring affordability for households making 50% of family median income or less.
 - b. **50%-80% of Median Income.** An affordable rental restriction, as defined in the Housing Department Rules and Regulations, ensuring affordability for households making above 50% up to 80% of family median income.

STAFF REPORT



MEETING DATE & TITLE: November 16, 2020 Town Council Regular Meeting

SUBMITTING DEPARTMENT: Administration

PRESENTER: Roxanne Robinson

SUBJECT: Resolution 20-25 Authorizing State Coronavirus Relief Grant Application **PUBLIC COMMENT:** Yes

PURPOSE & POLICY CONSIDERATIONS:

In order to be eligible to submit a Coronavirus Relief Grant application to the Office of State Lands and Investments (OSLI), a Resolution and a Certification Statement is required.

REQUESTED ACTION:

Staff requests the Town Council approve Resolution 20-25 and the Certification Statement as presented, subject to any corrections, authorizing staff to submit a grant application to the Office of State Lands and Investment for Coronavirus Relief and authorize the Mayor and/or staff to execute and submit any and all future documents or agreements associated with this grant application.

RECOMMENDATION:

Staff recommends the Town Council approve Resolution 20-25 and the Certification Statement as presented, subject to any corrections, authorizing staff to submit a grant application to the Office of State Lands and Investment for Coronavirus Relief and authorize the Mayor and/or staff to execute and submit any and all future documents or agreements associated with this grant application.

BACKGROUND:

OSLI previously approved the Town for \$4,622,536 in grant funding. Of that funding, \$3,648,297 are direct expenditures of the Town and \$1,014,239 are pass-thru funds to other entities. We are currently in the process of submitting reimbursement requests based on approved agreements. OSLI's previous funding allocation formula was rescinded at their 11/5/2020 meeting. Therefore, remaining funds are on a first come, first serve basis.

ANALYSIS:

OSLI issued guidance that eligible entities could estimate payroll subsequent to the 12/15/2020 deadline and on qualifying benefits. These have allowed for an additional \$750,000 in payroll qualifying expenditures. Staff has also identified an additional \$50,000 in remote work, meeting and telework infrastructure and \$100,000 for microbial reduction air filters. Staff is requesting to submit a third and final grant application totaling \$900,000 for direct Town expenditures.

Per discussion with Council and the community, we see an additional opportunity to act as a passthrough with our funds. This will ensure available funding is utilized within our local community. Staff recommends the below options to utilize funding locally.

Non-Governmental Organizations:

We have been informed the Town could potentially act as passthrough or sponsor to a non-governmental organization(NGO). An NGO is a non-profit group that functions independently of any government. We issued an invitation to apply to all current health and human service contracts who received funding in the FY2021 budget. While the Town does not fund Community Foundation of Jackson Hole, the organization is included in this application as they act as a non-profit and have eligible expenditures. We received 3 applications totaling \$358,613.

Teton County School District:

We reached out to TCSD for opportunities to assist on COVID-19 specific projects. The school submitted one project totaling \$216,861.

We communicated the following to entities applying for passthrough funds:

- This is an application and not to be interpreted as funding approved by Town or SLIB.
- The Town is not responsible for reimbursing an entity should timing, SLIB, AG, etc. not reimburse funds for whatever reason.
- The Town will draft an agreement with terms to bind the applicant to Town responsibilities.
- These are federal funds subject to requirements of the U.S. General Accounting Office Government Auditing Standards and Audit Requirements of 2 CFR Part 200, Subpart F. Should an audit deem expenditures to be noncompliant with CARES Act terms and request a refund, applicants will be held liable by the Town for those funds.

ALTERNATIVES (Optional):

COMPREHENSIVE PLAN & PRIORITY ALIGNMENT:

Reimbursement of these funds from the State of Wyoming will allow the Town to continue to maintain current, coordinated service delivery and quality community service provision as set forth in Section 8 of Common Value 3, Quality of Life.

FISCAL IMPACT:

The fiscal impact would be up to \$900,000 grant revenue to reimburse Town expenditures. This could be reallocated to other Council priorities once funding is received. To receive reimbursement, the Town Finance Department would need to submit detailed invoices and payroll information through grant reimbursement requests. Should the Town not spend that amount prior to December 15, 2020, the remaining funding would be retained by the OSLI. There is potential for future audits to deem expenditures not COVID-19 specific. If found, Town could be held liable for reimbursing federal funds.

Included in the request is \$575,474 in passthrough funds. The Town would not keep any of these funds. Town staff will review all documentation before submitting to SLIB for reimbursement. There is potential for future audits to deem expenditures not COVID-19 specific. If found, the Town could be held liable for reimbursing federal funds.

STAFF IMPACT:

Combined staff time spent on this grant application is approximately 25 hours. Staff will spend approximately 20 hours per month documenting and submitting for reimbursement. The staff impact of receipt of funding is positive in that it offsets some of the lost revenue due to the sharp decline in sales and lodging tax funding for Town operations.

ATTACHMENTS OR LINKS:

Resolution 20-25

Certification Statement

Coronavirus Relief Grant Program Application

SUGGESTED MOTION: *(Council always has the option to adopt, approve with conditions, continue, or deny items.)*

I move to approve Resolution 20-25 authorizing grant submission and the related Certification Statement as presented, subject to any corrections and authorize staff to submit a grant application to the Office of State Lands and Investment for Coronavirus Relief and authorize the Mayor and/or staff to execute and submit any and all future documents or agreements associated with this grant application.

Entitled: A RESOLUTION AUTHORIZING SUBMISSION OF A CORONAVIRUS RELIEF GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR THE

TOWN OF JACKSON

FOR THE PURPOSE OF:

FUNDING PAYROLL EXPENSES, REMOTE MEETING INFRASTRUCTURE, PUBLIC NOTICING, MARKETING SUPPORT, PPE SUPPLIES, FACILITY UV PURIFICATION FOR HVAC, SUPPLEMENTAL FACILITY CLEANING, PORTAPOTTIES, MASKS, SANITIZER AND RELATED BOTTLING SUPPLIES, GLOVES, DOWNTOWN OUTDOOR DISTANCING INFRASTRUCTURE, POSTERS AND SIGNAGE, BARRICADES AND FLOOR MARKINGS, AND RECEPTION AREA REMODELS TO PROTECT THE HEALTH, SAFETY, AND WELFARE OF EMPLOYEES AND THE PUBLIC.

(State Purpose of Project)

WITNESSETH

WHEREAS, the Governing Body for the TOWN OF JACKSON

desires to participate in the CORONAVIRUS RELIEF GRANT program to assist in financing this request; and

WHEREAS, the Governing Body of the TOWN OF JACKSON

recognizes the need for the request; and

WHEREAS, the Coronavirus Relief Grant program requires that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, if any of the disbursed grant funds are later deemed to not comply with the SLIB criteria or the criteria of the CARES Act, the grant applicant agrees to repay the ineligible grant funds within 15 days of such finding to the Office of State Lands and Investments.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF JACKSON

that a grant application in the amount of

\$1,475,474

(Amount being requested)

be submitted to the State Loan and Investment Board for consideration at the next Board meeting after application processing to assist in funding the

TOWN OF JACKSON COVID-19 RESPONSE

(Name of Funds Requested)

BE IT FURTHER RESOLVED, that

Larry Pardee, Town Manager, Roxanne Robinson, Assistant Town Manager, and Kelly Thompson, Finance Director

(Name and Title of Person(s))

are hereby designated as the authorized representatives of the

TOWN OF JACKSON

to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED THIS

19

(Date)

day of

November

(Month)

2020

(Year)

(Signature)

Pete Muldoon, Mayor

(Name and Title)

Attest:

(Signature)

Sandy Birdyshaw, Town Clerk

(Name and Title)

OFFICE OF STATE LANDS AND INVESTMENTS

Coronavirus Relief Grant Program

Certification Statement

WHEREAS, the Governing Body for the

TOWN OF JACKSON

Hereby Certifies that the funding being applied for under the WYOMING CORONAVIRUS RELIEF FUND GRANT program meets the requirements set forth under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). It is further certified that the funding being applied for meets the requirements of 2020 Spec. Session 1, SEA No. 001.

The CARES Act provides that payments from the Grant Fund may only be used to cover costs that:

- 1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019;
- 2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
- 3. Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

If any of the disbursed grant funds are later deemed to not comply with the SLIB criteria or the criteria of the CARES Act, the grant applicant agrees to repay the ineligible grant funds within 15 days of such finding to the Office of State Lands and Investments.

BE IT FURTHER RESOLVED, that

Larry Pardee, Town Mgr, Roxanne Robinson, Asst Town Mgr, and Kelly Thompson, Finance Director

(Name and Title of Person(s))

are hereby designated as the authorized representatives of the

Certification Statement

to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED THIS

19

(Date)

day of

November

(Month)

2020

(Year)

(Signature)

Pete Muldoon, Mayor

(Name and Title)

Attest:

(Signature)

Sandy Birdyshaw, Town Clerk

(Name and Title)

RESOLUTION 19-13

**A RESOLUTION ADOPTING THE FISCAL YEAR 2020 BUDGET FOR THE TOWN
OF JACKSON, WYOMING.**

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

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

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

**TOWN OF JACKSON, WYOMING
ADOPTED BUDGET FOR FISCAL YEAR 2020
ALL FUNDS - FINANCIAL SOURCES AND USES**

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

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

General Fund

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

Special Revenue Funds

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

Capital Projects Funds

Capital Projects (5th cent)

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

Enterprise Funds

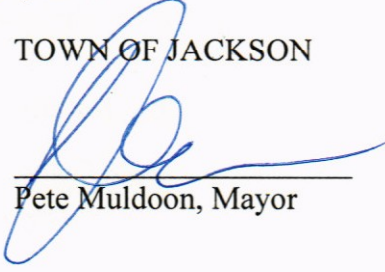
Water Utility	
Public Works	
Maintenance and operations	\$ 887,201
Water wells	307,118
Billing, accounting, & insurance	176,085
Capital outlay	715,000
Debt service	108,220
Transfers Out	626,362
Sewage Utility	
Public Works	
Sewage plant operations	946,569
Maintenance and operations	349,184
Billing, accounting,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

Internal Service Funds

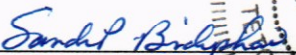
Employee Insurance	\$ 2,493,944
Fleet Management	2,344,498
Central Equipment	817,500
IT Services	1,049,214
Total	<u>\$ 6,705,156</u>

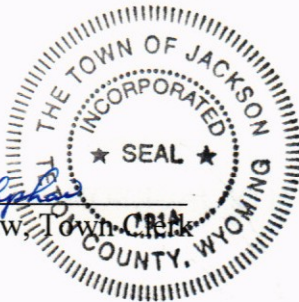
PASSED, APPROVED, & ADOPTED this 17th day of June, 2019

TOWN OF JACKSON


Pete Muldoon, Mayor

ATTEST:


Sandra P. Birdyshaw, Town Clerk



RESOLUTION 20-19

**A RESOLUTION ADOPTING THE FISCAL YEAR 2021 BUDGET
FOR THE TOWN OF JACKSON, WYOMING**

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

WHEREAS, pursuant to the Uniform Municipal Fiscal Procedures Act, the governing body for the Town of Jackson is required, by resolution or ordinance, to make the necessary appropriations and adopt a budget, subject to future amendment, for fiscal year 2021.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Jackson, Wyoming, in regular session duly assembled, that the budget for fiscal year ending June 30, 2021 shall be as follows:

**TOWN OF JACKSON, WYOMING
ADOPTED BUDGET FOR FISCAL YEAR 2021
ALL FUNDS - FINANCIAL SOURCES AND USES**

DESCRIPTION	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	ENTERPRISE FUNDS	INTERNAL SERVICE	TOTAL FUNDS
Beginning Fund Balance	\$ 9,121,353	\$ 5,397,600	\$ 8,753,642	\$ 9,827,747	\$ 3,055,002	\$ 36,155,344
Revenues:						
Taxes	3,916,329	334,124	2,221,566	-	-	6,472,019
Licenses & Permits	996,540	311,000	-	-	-	1,307,540
Intergovernmental	5,386,074	4,678,873	1,373,581	-	-	11,438,528
Charges for Services	658,247	1,176,437	-	4,887,275	4,201,216	10,923,175
Fines & Forfeitures	327,500	-	-	-	-	327,500
Miscellaneous Revenue	350,479	542,860	280,068	150,520	64,300	1,388,227
Total Revenues	11,635,169	7,043,294	3,875,215	5,037,795	4,265,516	31,856,989
Transfers In	1,005,007	797,398	-	750,000	300,000	2,852,405
Total Sources	12,640,176	7,840,692	3,875,215	5,787,795	4,565,516	34,709,394
Expenditures:						
General Government	4,947,523	338,655	-	-	3,689,746	8,975,924
Public Safety	6,949,256	55,000	885,000	-	-	7,889,256
Public Works	1,920,400	-	1,957,243	4,677,830	1,939,863	10,495,336
Health & Welfare	855,452	-	-	-	-	855,452
Community Development	221,476	526,901	-	-	-	748,377
Transit	-	6,298,624	-	-	-	6,298,624
Culture & Recreation	1,619,446	-	11,250	-	-	1,630,696
Pathways	-	-	195,000	-	-	195,000
Debt Service	-	-	-	108,220	-	108,220
General Unallocated	176,491	-	-	-	-	176,491
Total Expenditures	16,690,044	7,219,180	3,048,493	4,786,050	5,629,609	37,373,376
Transfers Out	763,174	449,531	750,000	889,700	-	2,852,405
Total Uses	17,453,218	7,668,711	3,798,493	5,675,750	5,629,609	40,225,781
Ending Fund Balance	\$ 4,308,311	\$ 5,569,580	\$ 8,830,364	\$ 9,939,792	\$ 1,990,909	\$ 30,638,956
Change in Fund Balance	(4,813,042)	171,980	76,722	112,045	(1,064,093)	(5,516,388)

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Town Council of the Town of Jackson, the preceding results in the following budgeted appropriations by fund and division for the fiscal year ending June 30, 2021:

General Fund

General Government	
Mayor & Town Council	\$ 325,266
Town Attorney	323,389
Municipal Judge	248,390
Administration	278,632
Town Clerk & Personnel	611,552
Finance	587,802
Community Development	436,097
Information Technology	550,258
Planning	980,928
Town Facilities	605,209
Public Safety	
Police	4,160,120
Fire/EMS (County)	1,559,273
Communications Center (County)	335,000
Victim Services	280,620
Animal Shelter/Control	254,356
Building Inspections	359,887
Public Works	
Public Works Administration	301,810
Streets	1,200,488
Town Engineer	387,905
Yard Operations	30,197
Health and Welfare	
Social Services	855,452
Community Development	
Community Promotion	221,476
Culture and Recreation	
Parks & Recreation (County)	1,524,340
Pathways	79,839
Memorial Park (Cemetery)	15,267
Unallocated	
Town-Wide Services & Insurance	176,491
Transfers Out	763,174
Total	<u>\$ 17,453,218</u>

Special Revenue Funds

Affordable Housing	
Community Development	\$ 526,901
Employee Housing	
General Government	338,655
Animal Care	
Public Safety	55,000
Transfers Out	35,000
Lodging Tax	
Transfers Out	334,224
START Bus System	
Administration	863,087
Operations	3,595,537
Capital Outlay	1,840,000
Transfers Out	80,307
Total	<u>\$ 7,668,711</u>

Capital Projects Funds

Capital Projects (5th cent)	
Public Works	
Annual Street Reconstruction	\$ 320,000
Cache Creek Tube	1,034,743
Rancher Street - Complete Street	35,000
Pathways	
TOJ Bicycle Network Improvements	20,000
Pathways Annual Cap. Repairs	17,500
Blair Dr. Kids Bike Loop	2,500
Scott Lane-Maple Way Bike/Ped/ADA Improv	100,000
Seal Coating	55,000
Culture and Recreation	
Parks & Rec	11,250
Public Safety	
Fire/EMS	885,000
Transfers Out	750,000
2006 SPET Fund	
Downtown Public Amenities	50,000
2010 SPET	
Energy Projects	75,000
2014 SPET	
North Cache Streetscape Phase II	100,000
Gregory Lane Complete St/Drainage	100,000
Center Street Ped Improvements	32,500
2016 SPET	
West Broadway Landslide	20,000
2017 SPET	
Meadowlark Lane Sidewalk/Simpson Missing L	115,000
Center Street ADA - Design	45,000
Pearl Ave Willow to Gros Ventre	30,000
Total	<u>\$ 3,798,493</u>

Enterprise Funds

Water Utility	
Public Works	
Maintenance and operations	\$ 852,187
Water wells	289,321
Billing, accounting, & insurance	184,396
Capital outlay	521,118
Debt service	108,220
Transfers Out	444,850
Sewage Utility	
Public Works	
Sewage plant operations	955,456
Maintenance and operations	340,567
Billing, accounting, & insurance	169,285
Capital outlay	1,365,500
Transfers Out	444,850
Total	<u>\$ 5,675,750</u>

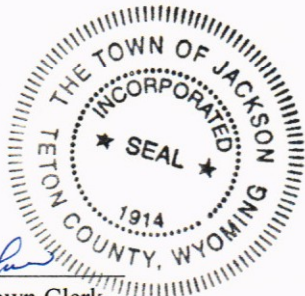
Internal Service Funds

Employee Insurance	\$ 2,692,185
Fleet Management	1,939,863
IT Services	997,561
Total	<u>\$ 5,629,609</u>

PASSED AND APPROVED this 15th day of June 2020.

ATTEST:

Sandra P. Birdyshaw
Sandra P. Birdyshaw, Town Clerk



TOWN OF JACKSON

Pete Muldoon
Pete Muldoon, Mayor

State of Wyoming
State Loan and Investment Board
Coronavirus Relief Grant Program

APPLICANT INFORMATION

Applicant CategoryGovernment Entity:

X

Medical Entity:Tribal Council:

Applicant

Town of Jackson

Mailing Address

P.O. Box 1687

City

Jackson

State

WY

Zip

83001

E-Mail Address

lpardee@jacksonwy.gov

Phone #

307-733-3932

Tax ID #:

83-6000069

Contact Person (Name and Title)

Larry Pardee, Town Manager

Phone #

307-733-3932

E-Mail Address

lpardee@jacksonwy.gov

WYOMING CORONAVIRUS RELIEF FUND INFORMATION

CRG Funding Name

TOWN OF JACKSON COVID-19 RESPONSE

Amount of Funding Requested

\$1,475,474

NOTE: This amount must match the amount on the submitted resolution

List all other funding sources for the project in the table below including the status and amount expended, if any.

Other Funding Source Description	Amount	Status*		Amount Expended	Funding Percentage
		Pending	Approved		
					0.00%
					0.00%
					0.00%
					0.00%
Total Other Funding	\$0			\$0	

*Documentation to support the status must be attached to the Application Packet.

Estimated Total Funding Request:

\$1,475,474

Balance of Request Unfunded:

1,475,474

Auto Calculated
(Estimated Project Costs less Amount Expended)

Estimated Funding Percentage:

100%

(Final Funding Percentage is Determined by Board Approved Amount)

% is auto calculated
(Amount Requested/Estimated Project Costs)

I certify that I am authorized to sign this application on behalf of our governing body, and the applicant will comply with all appropriate requirements, if approved.
To the best of my knowledge and belief, the information in this application is true and correct. I understand the State may review any relevant documents or instruments relating to the analysis of this application.
I further certify by signing and submitting this application that all program eligibilty criteria have been reviewed and this application reflects the criteria.
I understand that if grant funds spent are later found to be ineligible, the applicant will be requested to pay back the ineligible funds within 15 days to the Office of State Lands and Investments.

SignatureDate

Larry Pardee, Town Manager

Name and Title (typed)

Applicant: Town of Jackson

CRG Request Type TOWN OF JACKSON COVID-19 RESPONSE

1. Are the funds being applied for to cover costs for necessary expenditures incurred due to the public health emergency with respect to the COVID-19?

Yes	No
X	

2. Are the funds being applied for used to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020?

Yes	No
X	

3. Are the funds being applied for used to cover costs that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020?

Yes	No
X	

4. Will the funds be fully expended (not just encumbered) by December 30, 2020?

Yes	No
X	

5. Will there be reporting requirements (in addition to SLIB's) related to the use of the funds, if any? If yes, please explain below.

Yes	No
	X

N/A.

6. Please provide a description of the amount of all federal loans, grants or aid provided for COVID-19 related purposes including from the Coronavirus Aid, Relief and Economic Security (CARES) Act, Public Law 116-136, or other similarly purposed federal act for which the agency/entity is eligible for.

Both WYDOT and Idaho Dept of Transportation received CARES funds and will provide Southern Teton Area Rapid Transit (START) bus system an estimated \$600,000. No transit expenditures are being applied for from SLIB.

The Town is eligible for \$900,000 in incurred to date and estimated expenses to get to 12/30/2020, please see Itemized Expenditures attachment.

The Town is acting as a pass-thru for local entities in the amount of \$575,474 based on incurred, eligible expenditures.

7. Please provide a description of the amount of all federal loans, grants or aid provided for COVID-19 related purposes including from the Coronavirus Aid, Relief and Economic Security (CARES) Act, Public Law 116-136, or other similarly purposed federal act for which the agency/entity has applied for.

As noted in line 6 above, WYDOT and Idaho Transportation entities have allocated funds to the START bus system. No transit expenditures are being applied for from SLIB.

8. Please provide a description of the amount of all federal loans, grants or aid provided for COVID-19 related purposes including from the Coronavirus Aid, Relief and Economic Security (CARES) Act, Public Law 116-136, or other similarly purposed federal act for which the agency/entity has received.

As noted in line 6 above, WYDOT has distributed approximately \$561,000 in CARES funding.

Teton County Public Health Department provided \$6,514 via Public Health Emergency Preparedness grant. None of these expenditures are being applied towards SLIB application.

Applicant: Town of Jackson

CRG Request Type TOWN OF JACKSON COVID-19 RESPONSE

1. Briefly describe the reason for which you are requesting funding. (Please attach extra pages if needed.)

The Town of Jackson is requesting funding to cover direct expenses incurred related to the COVID-19 response because 1) these funds were not anticipated, budgeted or authorized in the FY20 budget, 2) with the severe economic downturn in visitation, sales tax, lodging tax, disposable income for locally unemployed residents the Town had to quickly cut approximately 10% from the FY20 budget during the 4th quarter, 3) the Town needed to use all available fund reserves in FY20 and FY21 above recommended thresholds to offset revenue losses in sales and lodging tax and therefore could not utilize fund reserves to cover expenditures related to the provision of core services, 4) the Town reduced the revenue projections for sales and lodging tax by 50% for FY21, and 5) record high levels of overtime in law enforcement and fire safety were necessary and utilized funding.

2. Describe how the funds being applied for are to cover costs for necessary expenditures incurred due to the public health emergency with respect to the COVID-19. (Please attach extra pages if needed.)

See attachment Narrative Regarding Expenditures to Date and Estimate Through December 2020

3. Describe how the funds being applied for were used or are to be used to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020 for necessary expenditures incurred due to the public health emergency with respect to the COVID-19. (Please attach extra pages if needed.)

See attachment Narrative Regarding Expenditures to Date and Estimate Through December 2020

COVID-19 Expenditures	Expected Amount	Expenditures to date and estimate source
Public Safety Payroll	\$ 750,000	see Payroll - Supplemental Information attachment Approximately \$50,000 . Current vendors are used when available and provide cost estimates before moving forward. Knowledge of industry is applied when validating cost.
Remote work, meeting and telework infrastructure	\$ 50,000	
Microbial Reduction Air Filters	\$ 100,000	Internet pricing and estimated number of units
Jackson Hole Community Counseling Center (NGO)	\$ 51,587	Technology update and remote computers to provide telehealth services
Community Foundation of Jackson Hole (NGO)	\$ 290,429	PP&E, Grocery Delivery
Teton Youth and Family Services (NGO)	\$ 16,597	Hazard Pay
Teton County School District	\$ 216,861	Installation of Touchless fixtures
Total	<u>\$ 1,475,474</u>	

Your Name: April Brigham

When completed, save spreadsheet and email to kthompson@jacksonwy.gov

Your Name: Sarah Cavallaro

When completed, save spreadsheet and email to kthompson@jacksonwy.gov

Agency Name: Community Foundation of Jackson Hole

Your Name: Karen Coleman

Date of Expenditure	Expenditure Description	Relation to COVID	Amount
	Inspire Healthcare Group - Infrared		
4/15/2020	Thermometers	Acquisition of Medical & Protective Supplies	37,888.00
5/15/2020	Sean Gallinger - 300,000 KN95 masks	Acquisition of Medical & Protective Supplies	195,000.00
5/17/2020	Amazon/Mastercard - sanitizer	Acquisition of Medical & Protective Supplies	4,202.90
6/11/2020	Amazon/Mastercard - sanitizer	Acquisition of Medical & Protective Supplies	766.40
6/16/2020	Amazon/Mastercard - sanitizer	Acquisition of Medical & Protective Supplies	2,519.40
6/17/2020	Amazon/Mastercard - sanitizer	Acquisition of Medical & Protective Supplies	2,099.50
6/29/2020	Amazon/Mastercard - sanitizer	Acquisition of Medical & Protective Supplies	2,771.40
	Dr. Brite Naturals/Mastercard - disinfecting		
7/6/2020	wipes, sanitizer & dispensers	Acquisition of Medical & Protective Supplies	919.28
7/7/2020	Amazon/Mastercard - sanitizer	Acquisition of Medical & Protective Supplies	4,199.00
7/27/2020	Amazon/Mastercard - sanitizer	Acquisition of Medical & Protective Supplies	1,294.72
8/27/2020	Amazon/Mastercard - sanitizer	Acquisition of Medical & Protective Supplies	1,469.50
9/10/2020	Amazon/Mastercard - sanitizer	Acquisition of Medical & Protective Supplies	1,312.00
4/29/2020	US Foods - gloves,bleach, disinfectant spray	Acquisition of Medical & Protective Supplies	1,005.99
	US Foods - masks, gloves, bleach, disinfectant		
5/20/2020	spray	Acquisition of Medical & Protective Supplies	8,143.66
6/24/2020	US Foods - masks, gloves, bleach	Acquisition of Medical & Protective Supplies	4,289.46
7/29/2020	US Foods - masks, gloves, bleach	Acquisition of Medical & Protective Supplies	4,262.88
	US Foods - masks, gloves, bleach, disinfectant		
8/26/2020	spray	Acquisition of Medical & Protective Supplies	4,621.29
	US Foods - masks, gloves, bleach, disinfectant		
10/7/2020	spray	Acquisition of Medical & Protective Supplies	3,628.54
	Fine Dining Restaurant Group - Hole Quarantine		
6/30/2020	meals, May & June	Food delivery to residents	10,035.02
Grand Total:			<u>290,428.94</u>

When completed, save spreadsheet and email to ktompson@jacksonwy.gov

Agency Name: Teton County School District

Your Name: Charlotte Reynolds, Executive Director of Communications and District Services

Date of Expenditure	Expenditure Description	Relation to COVID	Amount
9/24/2020	Ace	Installation of Touchless fixtures	83.50
10/5/2020	Ferguson	Installation of Touchless fixtures	82.00
9/16/2020	Ferguson	Installation of Touchless fixtures	140.10
9/10/2020	Ferguson	Installation of Touchless fixtures	122.76
8/12/2020	Ferguson Installation breakdown	Installation of Touchless fixtures	11,666.34
8/6/2020	Ferguson Installation breakdown	Installation of Touchless fixtures	56,265.00
7/10/2020	Ferguson Trim Plates	Installation of Touchless fixtures	4,036.56
7/29/2020	Ferguson Electric Lav Faucet/Kitchen	Installation of Touchless fixtures	35,554.20
9/16/2020	Standard Plumbing Sensor Lav Faucet	Installation of Touchless fixtures	55,848.25
9/15/2020	Touchless toilets and urinals	Installation of Touchless fixtures	48,200.15
10/21/2020	Touchless faucets mixing valve	Installation of Touchless fixtures	34.86
9/17/2020	Standard Plumbing Trim Plates	Installation of Touchless fixtures	4,827.00
Grand Total:			\$216,860.72

When completed, save spreadsheet and email to kthompson@jacksonwy.gov

Narrative Regarding Expenditures to Date and Estimate Through December 2020

Payroll Expenses:

To Date: For a period of time, the majority of law enforcement time was substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Moving forward, depending on public health orders, this could again be the case in Jackson, WY. Time tracking for time spent on COVID-19 was immediately instituted for sworn law enforcement and is tracked each pay period. Additionally, during the initial stages of the pandemic, public information staff, IT staff, and Town leadership staff members were solely focused on responding to and mitigating impacts of the public health emergency. The steps involved and the time it takes to prepare for these additional special and emergency meetings, manage them remotely, conduct the proper public noticing, follow through with required advertising preparation is extensive.

Future: With any increase in cases, or more public health orders, law enforcement will again have their focus primarily on responding to issues related to COVID-19 and the majority of law enforcement time will be substantially dedicated to mitigating or responding to the COVID-19 public health emergency. With the validated increase in visitation in Jackson up from 2019 levels for June already, our law enforcement COVID-19 response will intensify. Time tracking will be used moving forward for time spent on COVID-19. Should we see further emergency orders and intensified closures and restrictions, public information staff, IT staff, and Town leadership staff members will again be required to solely focus on responding to and mitigating impacts of the public health emergency. Information Technology staff will begin training other paid staffers that are exempt and non-exempt to be able to serve in backup capacity for handling the remote meeting portion of meetings as the workload is overwhelming and exhausting for our small IT staff. This will be time spent by staffers who are unable to work on their regular duties and includes the Town Clerk, Public Information Officer, Administrative Assistants, Public Engagement Specialist, etc. The steps involved and the time it takes to prepare for these additional special and emergency meetings, manage them remotely, conduct the proper public noticing, follow through with required advertising preparation is extensive.

Remote work, meeting and telework infrastructure:

To Date: The Town has spent significant sums setting up remote meeting infrastructure to meet statutory requirements to allow public participation at Council meetings and Planning Commission meetings. Infrastructure includes additional conference telephones, software, microphones and recording equipment, wiring and cables, tripods, laptops, additional cameras, additional workstations.

Future: Some of these expenditures will continue moving forward and would include upgraded laptops with cameras, external microphones and cameras, additional remote viewing stations for those in queueing areas waiting to speak in person, additional microphones and stands to maintain social distancing during physical in person meetings, additional workstations for multiple staffers involved with managing public participation, Council participation and document views, etc.

Non-Governmental Organizations:

We have determined certain NGOs eligible for CARES Act funding. A NGO is a non-profit group that functions independently of any government. We issued an invitation to apply to all current health and human service contracts who received Town of Jackson funding in the FY2021 budget. We received three applications from Teton Youth and Family Services, Community Foundation of Jackson Hole, and Jackson Hole Community Counseling Center totaling \$601,168. They have provided receipts and seek reimbursement for PPE, grocery delivery, information technology, and hazard pay. These expenditures were unbudgeted and impacted by COVID-19.

Teton County School District:

We reached out to TCSD for opportunities to assist on COVID-19 specific projects. The school submitted one project totaling \$216,861. This project involved installing restroom and kitchen touchless fixtures at multiple facilities. No other federal funds were utilized in this project.

Title: Town Clerk

New or Pre-Existing: Pre-existing

Anticipated Function: Provides professional coordination and management of Town of Jackson paper and electronic public records and agenda and meeting preparation and execution.

Substantially Changed Function: The Clerk's functions were substantially increased because of the addition of Town Council meetings needed to address COVID-19 issues. With the addition of each special council meeting, time is spent contacting each council member for their availability, creating agendas, publishing agendas, sending special meeting notices, and clerking each meeting to record official proceedings. The clerk spent additional time on official meeting proceedings and the amount of legal publishing increased. Not only did the number of council meetings increase, but the method of meetings changed to include remote attendance. Remote attendance requires additional time to prepare for a virtual meeting and set-up for each council meeting. The clerk processes the town council's correspondence. The amount of additional correspondence to the town council was well-doubled due to comments on COVID-19 and public health orders.

COVID-19 Necessity: The additional town council meetings specifically addressed COVID-19 related issues, such as declaring a state of emergency; protection of town employees in town facilities; the immediate preservation of the public peace, health, safety or welfare; to prevent and slow the potential spread of COVID-19; and to significantly reduce the likelihood of an overwhelming strain on our local health care and emergency service systems.

Title: Assistant Town Manager

New or Pre-Existing: Pre-existing

Anticipated Function and COVID 19 Necessity: Provides professional oversight of all personnel/human resource functions of the Town of Jackson. Provides policy recommendations and technical assistance to elected and appointed boards. Provides professional managerial and subordinate staff development. Provides professional short, mid-range, and long-term departmental strategic planning.

Substantially Changed Function: Drafting and editing staff reports related to COVID-19 issues. Explanations and reasoning needed to be explained to the Town Council in order for them to make informed decisions. Conferring with Town leadership staff on content of staff reports related to COVID-19 issues. Sound reasoning is necessary and clear and concise information needed to be presented as a united front from staff in order to assist the Council in making decisions. Conferring with Town leadership staff on COVID-19 issues affecting Town of Jackson citizens, businesses, and guests. Personal property, business, privacy, health safety and welfare issues needed to be addressed to protect the citizens, visitors and businesses in the community both in the short term and in the long term for the viability of our tourist economy moving forward. Clarify issues and answering questions related to and compliance with Council rules and procedures related to COVID-19 issues. The Town Council desired to make procedural changes as well as rule changes to how Council meetings were run while still providing transparency to the public and information out to the public on issues affecting the Town of Jackson all while social and physical distancing. In Town Council regular, special and emergency meetings and briefings addressing COVID-19 issues. Staff needed to be at these meetings to be available to answer questions, clarify issues, and provide procedural advice. Drafting and sending memos to staff on updated policies, closures, health and travel restrictions, leave time, telecommuting, and personnel matters related to COVID-19 issues. Staff needed information as to how leave would change, how telecommuting would work and what the

expectations were regarding telecommuting, how access to and occupation of Town Hall and other facilities would work while social distancing and meeting public health orders and recommendations and how benefits might be affected as a result of COVID-19. Addressing separation and unemployment issues as a result of COVID-19 and early shutdown of transit service. A large number of seasonal bus drivers were instantly laid off due to service reductions and then continued to remain off work due to economic conditions and reduced service demand. Addressing emergency housing needs, leases, property management issues as a result of COVID-19 unemployment scenarios for winter, fall, and summer seasonal transit staff. Seasonal transit staff that were laid off no longer had income and still needed housing. Rent reductions were provided and leases were extended to assist, and this required paperwork. Preparing and finalizing sanitizing protocols for facilities. In order to bring back staff safely to the Town Hall, protocols needed to be put in place to ensure cleaning and sanitizing was occurring with expectations set for all staff. Addressing issues with Department Directors for operational changes in their departments as a result of COVID-19. With budget shortfalls and cutbacks, operational changes needed to occur which impacted duties of specific positions related to transit and support staff, Department Directors needed direction for these changes. Addressing budget shortfall and cutbacks and financial projections as a result of COVID-19 and resulting economic situation. Economic shortfalls resulted in drastic cutbacks needed in all departments on short notice. Through attrition some staff left and reorganizing of duties needed to occur.

Title: Public Information Officer

New or Pre-Existing: Pre-existing

Emergency Operations Command Title: Public Information Coordinator under Unified Command of ESF#15 (external affairs)

Anticipated Function: Maintains external communications and plans and executes Town of Jackson information programs. Coordinates public outreach and media strategies. Processes and manages special events.

Substantially Changed Function: Responsible for public message boards/displays strictly relating to COVID. For the Town of Jackson I was responsible for updating/posting/creating informational content that was 100% COVID specific to our social media platforms, website and other collateral. Coordinated radio interviews with community leaders on local radio with respect to COVID19 information. Responsible for maintaining appropriate PPE for customers of Town Hall. Organized and produced weekly COVID-19 Community Updates. Participated in up to 4 meetings per week that were specifically related to COVID-19 topics. Assisted with Flex Space and Parklet application and review process.

COVID-19 Necessity: All these were necessary for coordinating information in regard to COVID and the Town's response.

Title: Administrative Assistant

New or Pre-Existing: Pre-existing

Anticipated Function: Employee recruitment and selection, property management assistance, records management, and associated clerical and administrative duties as assigned.

Substantially Changed Function: Meeting on reduction of hours for START drivers due to COVID. Managing unemployment benefit notifications to employees whose hours were cut or were furloughed or

terminated due to COVID. Writing protocol for new Town Hall cleaning requirements in response to COVID. Liaison between mask supplier and department heads on procuring masks. Part of internal cleaning/sanitizing office common spaces.

COVID-19 Necessity: Cleaning measures and staffing changes required implementation to maintain operations within the confines of COVID restrictions.

Title: Information Coordinator

New or Pre-Existing: Pre-existing

Emergency Operations Command Title: Personnel, records prep and processing, website content, event and travel coordination, and associated clerical and administrative duties as assigned.

Anticipated Function:

Substantially Changed Function: Became Town liaison regarding emails from community members regarding COVID issues. Responded to emails submitted via the Town's website and followed-up as needed with concerned citizens.

COVID-19 Necessity: All these were necessary for coordinating information in regard to COVID and the Town's response.

Title: Town Attorney

New or Pre-Existing: Pre-existing

Anticipated Function: Performs a variety of complex, high-level, administrative, technical, and professional legal work for the Town of Jackson, Mayor, Town Council, and departments. Prosecutes crimes, gathers evidence, conducts civil lawsuits, negotiates contracts, mediates disputes, writes, reviews and approves ordinances, resolutions, contracts, and leases, and ensures Town compliance with local, state, and federal law.

Substantially Changed Function: Legal research and drafting emergency ordinances and procedures concerning public health and COVID response. Reviewed State and Federal laws of public facility access, employment law regarding rights/duties/obligations of Town as an employer, enforcement, public noticing, constitutional law, statutory law, face coverings and open meetings requirements to ensure compliance. Attended special COVID specific meetings of Town Council, attended staff meetings to convey legal issues/advice, attended standing, weekly COVID Emergency ops meetings. Worked with all departments individually on specific COVID response issues. Created a COOP plan to address change in operations.

COVID-19 Necessity: These changes were Necessary to ensure public health, safety and welfare duties of the Town were all achieved without violating legal rights of citizenry and/or Town employees, to ensure any laws enacted were enforceable and appropriate, to keep Town staff and Council updated on developments under the law and public health policy, all of which enabled the Town to carry out its core municipal functions and its added burdens because of the COVID public health crises properly, legally and appropriately.

Title: Patrol Officer

New or Pre-Existing: Pre-existing

Emergency Operations Command Title: Enforces laws, investigates and prevents crime, patrols assigned areas, responds to disturbances and calls for service, conducts searches, proactively seeks out and investigates suspicious activities, and apprehends and detains suspects.

Anticipated Function: Enforces laws, investigates and prevents crime, patrols assigned areas, responds to disturbances and calls for service, conducts searches, proactively seeks out and investigates suspicious activities, and apprehends and detains suspects.

Substantially Changed Function: New duties include code enforcement inside Town municipality and airport; PPE

COVID-19 Necessity: Assigned to PT duties to achieve public health and safety goals

Title: Investigation

New or Pre-Existing: Pre-existing

Emergency Operations Command Title: Division

Anticipated Function: Protects Town of Jackson citizens and visitors, investigates crime, interviews victims and witnesses, interrogates suspects, gathers evidence, conducts searches, serves warrants, performs surveillance, reports findings, maintains positive community relations, testifies in court, and performs Police Officer duties as required.

Substantially Changed Function: Converted to Operation Section Chief in the EOC command structure. Participate in weekly EOC command meetings and support as needed. PPE inventory and management duties.

COVID-19 Necessity: Assigned to PT duties to achieve public health and safety goals

Title: Community Service Officer

New or Pre-Existing: Pre-existing

Anticipated Function: Performs parking and animal control law enforcement. Issues citations and warnings, investigates abandoned vehicle violations, and performs vehicle identification number (VIN) inspections. Ensures public safety during special events and assists with traffic control.

Substantially Changed Function: Compliance checks at public areas and private entities within municipal city limits. This ensured State and local COVID mandates were being followed. Suspended parking enforcement operation to allow for COVID duties.

COVID-19 Necessity: Assigned to PT duties to achieve public health and safety goals

Title: Victim Services Advocate

New or Pre-Existing: Pre-existing

Emergency Operations Command Title: EOC Support Staff

Anticipated Function: Provides professional and comprehensive direct services to victims of crime and their families. Fosters opportunities that permit victims greater participation and representation throughout the criminal justice process.

Substantially Changed Function: Reassigned from Town org chart to EOC on a daily basis. Responsible for updating message boards, creating flyers, and public communications per EOC direction.

COVID-19 Necessity: Assigned as FT equivalent at EOC to assist with Public health and safety goals

Title: Community Service Officer - Parking Enforcement

New or Pre-Existing: Pre-existing

Emergency Operations Command Title: EOC Support Staff

Anticipated Function: Performs parking enforcement. Issues citations and warnings, investigates abandoned vehicle violations, and performs vehicle identification number (VIN) inspections. Ensures public safety during special events and assists with traffic control.

Substantially Changed Function: Reassigned from Town org chart to EOC on a daily basis. Responsible for all Spanish communications and translations including sit rep updates, social media, message boards, community impact board, and public communications per EOC direction.

COVID-19 Necessity: Assigned as FT equivalent at EOC to assist with Public health and safety goals

Title: Chief of Police

New or Pre-Existing: Pre-existing

Emergency Operations Command Title: Operations Section Chief

Anticipated Function: Provides professional oversight of all law enforcement functions of the Town of Jackson. Provides professional managerial and subordinate staff development. Provides professional short, mid-range, and long-term departmental strategic planning. Provides professional oversight of personnel recruitment, retention, hiring, firing, discipline, and recognition programs.

Substantially Changed Function: Converted to Operation Section Chief in the EOC command structure. Weekly unified command responsibilities and meetings became new duties. New responsibilities included COVID-19 COOP plan, PPE inventory management, adjust PD operational structure for Covid-19 safety; daily special meetings and public communications as information changes; COVID compliance checks.

COVID-19 Necessity: Assigned to Incident command team to achieve public health and safety goals for the community

Title: Lieutenant

New or Pre-Existing: Pre-existing

Emergency Operations Command Title: Branch Director

Anticipated Function: Provides direct and professional assistance concerning the planning, organization, and management of personnel, programs, and general functions of Town of Jackson Police Department. Provides professional oversight of all law enforcement functions of the Town of Jackson.

Substantially Changed Function: Converted to Branch Director in the EOC command structure. Weekly unified command responsibilities and meetings became new duties. New responsibilities included COVID-19 COOP plan, PPE inventory management, adjust PD operational structure for Covid-19 safety; daily special meetings and public communications as information changes; COVID compliance checks.

COVID-19 Necessity: Assigned as a branch manager to achieve public health and safety goals

Title: Community Service Sergeant

New or Pre-Existing: Pre-existing

Emergency Operations Command Title: Division

Anticipated Function: Serves in a leadership role among community service officers and serves as liaison to Animal Shelter.

Substantially Changed Function: Converted to Division Director in the EOC command structure. Weekly unified command responsibilities and meetings became new duties. New responsibilities included PPE inventory management and internal control, adjust CSO operation structure, daily special meetings and public communications as information changes, manage social media platform and COVID compliance checks.

COVID-19 Necessity: Assigned to PT duties to achieve public health and safety goals

Title: Finance Director

New or Pre-Existing: Pre-existing

Emergency Operations Command Title: Deputy Finance Chief

Anticipated Function: Provides professional oversight of all financial functions of Town of Jackson. Provides policy recommendations and technical assistance to elected and appointed boards. Provides professional managerial and subordinate staff development. Provides professional short, mid-range, and long-term departmental strategic planning.

Substantially Changed Function: Assigned Deputy Finance Chief in the EOC command structure. New duties include weekly unified command meeting, COVID expenditure tracking and departmental budget assessment.

COVID-19 Necessity: Assigned PT duties as defined within the EOC plan to track COVID expenditures and a member of economic recovery support.

Title: Town Manager

New or Pre-Existing: Pre-existing

Emergency Operations Command Title: Town of Jackson Representative

Anticipated Function: Responsible to the Mayor and Town Council for the proper administration of all affairs of the Town placed in his charge and all day-to-day operations.

Substantially Changed Function: Town point person on Emergency Management Executive committee; special meetings, performed data collections for Rich and EOC website daily

COVID-19 Necessity: Assigned EOC duties necessary to ensure COVID response is tracked and budgeted for across the Town organization.

Title: Community Engagement Specialist

New or Pre-Existing: Pre-existing

Emergency Operations Command Title: Emergency Response Function #15

Anticipated Function: Position plans, develops and executes public engagement efforts related to communications and strategic development for complex community wide issues and efforts of the Town of Jackson.

Substantially Changed Function: On March 13, became Emergency Response Function #15 in the Incident Command Structure to coordinate county and town wide messaging related to the COVID-19 pandemic including creation and maintenance of two COVID-19 websites in English and Spanish; organized and

participated in daily public briefings and coordinated messaging and releases; created and executed weekly Community Updates; participated in special and emergency Council meetings; coordinated joint communication efforts with other public entities including signs, and banners throughout county focused on everything from COVID testing to resources for the food insecure.

COVID-19 Necessity: New FT EOC duties were Town's responsibility, necessary to continue essential functions, and to coordinate consistent messaging about Public Health Orders and keep our community safe and healthy

Title: Community Development Director

New or Pre-Existing: Pre-existing

Anticipated Function: Provide strategic development and strategic organization wide planning, direct public engagement efforts, oversee all long-range development functions for Town Departments and coordinate long range development and engagement efforts.

Substantially Changed Function: Focused on COVID specific communications; created and maintained COVID-19 website; became a member of Emergency Operations Incident Command structure; daily public briefings and releases; special Council meetings; coordinated joint communication efforts with other public entities.

COVID-19 Necessity: New duties were Town's responsibility, necessary to continue essential functions, and to coordinate consistent messaging about Public Health Orders and keep our community safe and healthy

Title: IT Director

New or Pre-Existing: Pre-existing

Anticipated Function: Provides professional oversight of all information technology functions of Town of Jackson. Provides professional oversight concerning administration of information systems (IS) programs, hardware and software, specification, research, design, purchase technical support, implementation, daily operation, systems backup, and technology related training. Provides policy recommendations and technical assistance to elected and appointed boards. Provides professional managerial and subordinate staff development.

Substantially Changed Function: The entire Town of Jackson enterprise has turned to technology for not only public outreach and public meetings, but also internal communications and virtual meeting platforms in order to achieve its day-to-day functions.

COVID-19 Necessity: These changes are necessary to provide physical distancing such that all Town employees, elected, and public have a safe environment to work in and conduct business with the Town of Jackson.

ORDINANCE I

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 283, 350, 652, 934, 1051 AND 1190 AND SECTION 4 OF ORDINANCE NOS. 164 AND 256 AND SECTIONS 2.40.010 AND 2.40.040 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING THE PLANNING COMMISSION 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. 283, 350, 652, 934, 1051 and 1190 and section 4 of ordinance nos. 164 and 256 and sections 2.40.010 and 2.40.040 of the Town of Jackson Municipal Code are hereby amended and reenacted to read as follows:

2.40.010 Created--Membership--Qualifications--Terms.

There is created a Town Planning Commission for the Town of Jackson, which commission shall consist of an odd number of not more than 7 members and not less than 3 ~~maximum of seven (7) members and shall always be composed of an odd number of members~~, including a chairman, all to be appointed by the Mayor by and with the advice and consent of the Town Council. Members of the Town Planning Commission shall have been bona fide residents of the Town for at least ~~two~~ one (21) ~~years~~ immediately prior to their becoming members of the commission and no person holding any other public office or position in the government of the Town shall be eligible for membership on such commission. The members of the initial commission shall take office as of the date of their appointment and qualification. Initial appointments shall be two (2) appointments for one (1) year, two (2) appointments for two (2) years, and three (3) appointments for three (3) years, and thereafter members shall be appointed for a term of three (3) years in the manner hereinabove provided at the expiration of the term of each member. All members shall serve without compensation. The Town Planning Commission shall appoint a secretary who, unless he is a member of the Planning Commission, shall not be entitled to vote on matters before the Planning Commission.

(Ord. _____ § 1, 2020; Ord. 1190 § 1, 2018; Ord. 1051 § 1, 2014; Ord. 652 § 1, 2000; Ord. 350 § 1, 1986; Ord. 256 § 1, 1979; Ord. 164 § 1, 1973.)

2.40.040 Rules.

The Planning Commission may adopt rules in accordance with State law. No action shall be taken by the Planning Commission on any case until after notice and hearing as required by Town ordinance or the statutes of the State. The presence of a majority of the appointed ~~three~~ members

(Ord. § 1, 2020; Ord. 1051 §1, 2014; Ord. 934 §1, 2009; Ord. 283 § 1, 1982; Ord. 256 § 4, 1979; Ord. 164 § 4, 1973.)

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 VI.

This Ordinance shall become effective after its passage, approval and publication.

PASSED 1ST READING THE DAY OF , 2020.

PASSED 2ND READING THE _____ DAY OF _____, 2020.

PASSED AND APPROVED THE _____ DAY OF _____, 2020.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. 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 _____, 2020.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk

ORDINANCE J

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1049, 1050, 1191 AND SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND SECTIONS 8.10.5 AND 8.10.6 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS REGARDING THE PLANNING COMMISSION AND BOARD OF ADJUSTMENT 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. 1049, 1050, 1191 and section 2 of Town of Jackson ordinance No. 1074 (PART) and sections 8.10.5 and 8.10.6 of the Town of Jackson Land Development Regulations are hereby amended and reenacted to read as follows:

(See next page)

8.10.5. Planning and Zoning Commission (1/1/15, Ord. 1074)

C. Membership.

1. Qualifications. Members of the Planning and Zoning Commission shall be residents of and qualified electors of the Town for a minimum of ~~1 2-year~~ prior to appointment ~~and shall be residents of the Town for the entire duration of their term~~. No member of the Town Council or Town employee shall serve on the Planning and Zoning Commission. Although no specific experience requirements shall be necessary as a prerequisite to appointment, special consideration shall be given to applicants who have experience or education in planning, law, architecture, natural resource management, real estate, and related fields.

2. Appointment. The Planning and Zoning Commission shall consist of an odd number of not more than 7 members and not less than 3 , to be appointed by the Mayor with the advice and consent of the Town Council.

E. Quorum and voting.

The presence of ~~a majority of the appointed members 4 or more members~~ of the Planning and Zoning Commission shall constitute a quorum of the Planning and Zoning Commission necessary to take action and transact business. All actions shall require a simple majority vote of the members of the quorum present.

8.10.6. Board of Adjustment (1/1/15, Ord. 1074)

D. Quorum and voting.

The presence of ~~a majority of the appointed members 4 or more members~~ of the Board of Adjustment shall constitute a quorum of the Board of Adjustment necessary to take action and transact business. All actions shall require an affirmative vote by ~~a simple majority of the 4~~ members of the Board of Adjustment.

Formatted: Strikethrough

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

Sandra P. Birdyshaw, Town Clerk

STAFF REPORT



Meeting Date:	November 16, 2020	Meeting Title:	Regular
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	Level 4 Parking Structure Ordinance K - First Reading	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to present Ordinance K for first reading regarding parking restrictions on Level 4 of the Town-owned Parking Structure. Policy considerations are as follows:

1. Create a new parking requirement that follows the same winter parking regulation on all Town streets which does not allow parking from November 1 – April 15 from three a.m. to seven a.m. and amending sections 10.04.220 and 10.04.225 in Title 10 of the Town Municipal Code.

Requested Action.

To request approval for first reading of Ordinance K which amends sections 10.04.220 and 10.04.225 in Title 10 of the Town Municipal Code regarding parking restrictions on Level 4 of the Town-owned Parking Structure.

Recommendations.

Staff recommends approving Ordinance K on first reading which amends sections 10.04.220 and 10.04.225 in Title 10 of the Town Municipal Code regarding parking restrictions on Level 4 of the Town-owned Parking Structure.

Background.

Background information for this item was presented to Council in the Consent Agenda during the November 16, 2020 Regular Council meeting. This amendment would prohibit overnight parking for the 69 parking spaces from November 1 to April 15 for the unroofed portion of the Parking Structure (Level 4) so that safe and efficient snow removal operations can occur.

Analysis.

During the winter of 2018/2019, an exorbitant amount of snow fell in Jackson, especially during the month of February. During that time, parking was allowed on Level 4 in the Parking Structure under the "Taxi-to-Fly" program that leased parking spaces on level 3 and 4. With cars constantly parked on Level 4, Public Works staff experienced a delay in not only plowing snow but also removing snow from this level. As vehicles continued to use the parking spaces on Level 4, the snow was compressed on the floor of Level 4 becoming 1 – 2 feet in depth. After, further freeze/thaw cycles created a base of ice below the compacted snow. As vehicles continued to park on Level 4, removing this compacted snow in a timely and effective manner was problematic and quite challenging. From the continued length of time the snow was unable to be plowed and removed, the Parking Structure experienced drainage damage and additional maintenance cost of roughly \$35,000.

Alternatives (Optional).

Comprehensive Plan & Priority Alignment.

- Section 8: Quality Community Service Provision

Fiscal Impact.

Fiscal impact for this item will result in the purchasing of additional signage for Level 4 of the Parking Structure which is estimated to be \$250.

Staff Impact.

Staff impact for this item includes time spent updating the municipal code and additional time by Public Works to order new signage for Level 4 of the Parking Structure and roughly 2.5 hours for Legal (editing, reviewing, etc.). Further Public Works time will be spent in the plowing and removing of snow during any future snow event.

Attachments or Links.

- Ordinance K

Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*

I move to approve Ordinance K on first reading which amends sections 10.04.220 and 10.04.225 in Title 10 of the Town Municipal Code by restricting parking on the unroofed portion (Level 4) of the Parking Structure.

ORDINANCE K

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1080, 897, 681, 641, 610, 1114, 1079 AND 1052; SECTION 2 OF ORDINANCE NO. 214; AND SECTIONS 10.04.220 AND 10.04.225 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING OVERNIGHT PARKING IN THE PUBLIC PARKING STRUCTURE 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. 1080, 897, 681, 641, 610, 1114, 1079 AND 1052; Section 2 of Ordinance No. 214; and Sections 10.04.220 and 10.04.225 of the Town of Jackson Municipal Code are hereby amended and reenacted to read as follows:

10.04.220 No overnight parking zones.

- A. No person shall park a vehicle between the hours of 2 a.m. and 7 a.m. on any parking lot owned, operated, leased, or maintained by the Town, nor on the Teton County Library, and Jackson/Teton County Recreation Center parking lots, nor upon any street designated as a no overnight parking zone as described in Schedule 9 set out in Section 10.04.390 and made a part of this chapter.
- B. This subsection shall not apply to the public parking structure at West Simpson Avenue and South Milward Street.

(Ord. ____ § ____, 2020; Ord. 1080 § 1, 2015; Ord. 897 § 1, 2008; Ord. 681 §1, 2001; Ord. 641 § 1, 1999; Ord. 610 § 1, 1998; Ord. 214 § 2, 1977.)

10.04.225 Public Parking Structure at West Simpson Avenue and South Milward Street.

- A. No person shall park a vehicle in the public parking structure located at the corner of West Simpson Avenue and South Milward Street for longer than forty-eight (48) consecutive hours, unless parked in spaces designated otherwise by appropriate signage and/or permits, pavement markings or curb markings erected or placed by the Town. Upon having parked up to forty-eight (48) consecutive hours, a vehicle must be vacated from the parking garage for a period of no less than three (3) hours before the vehicle may be permitted to park within the parking garage again. (Ord. ____ § ____, 2020; Ord. 1114 § 1, 2016; Ord. 1079 § 1, 2015; Ord. 1052 § 1, 2014.)
- B. No person shall park a vehicle between the hours of 3 a.m. and 7 a.m. on any unroofed portion of the public parking structure from November 1 to April 15. (Ord. ____ § ____, 2020)

- C. No person shall park outside the marked lines of a designated parking space so as to obstruct the ability of another vehicle to park in the adjacent parking space. (Ord. ____ § ____, 2020; Ord. 1114 § 1, 2016.)
- D. No commercial vehicle, freight carrying vehicle or trailer shall be parked in the public parking structure. For the purposes of this subsection, a “commercial vehicle” means any vehicle or vehicle combination used in commerce to transport passengers or cargo. (Ord. ____ § ____, 2020; Ord. 1114 § 1, 2016.)

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 VI.

This Ordinance shall become effective after its passage, approval and publication.

PASSED 1ST READING THE ____ DAY OF ____, 2020.
PASSED 2ND READING THE ____ DAY OF ____, 2020.
PASSED AND APPROVED THE ____ DAY OF ____, 2020.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. 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 _____, 2020.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk

STAFF REPORT



Meeting Date:	November 16, 2020	Meeting Title:	Regular Meeting
Submitting Department:	Community Development	Presenter:	Tyler Sinclair
Agenda Item:	Ordinance L: First Reading, to Amend Section 6.3.3 Amount of Affordable Workforce Housing Required of the Land Development Regulations	Public Comment:	Yes

Purpose & Policy Considerations.

To approve at First Reading Ordinance L to amend Section 6.3.3 Amount of Affordable Workforce Housing Required of the Town of Jackson Land Development Regulations (LDRs) to reduce the housing mitigation requirements for non-residential uses by fifty percent (50%) of existing rates.

Requested Action.

To approve Ordinance L at First Reading to amend Section 6.3.3 Amount of Affordable Workforce Housing Required of the Town of Jackson Land Development Regulations (LDRs) to reduce the housing mitigation requirements for non-residential uses by fifty percent (50%) of existing rates.

Recommendation.

The Community Development Director recommends approval of the proposed Ordinance L as presented in this staff report.

Background

The FY 2021 Comprehensive Plan Work Plan includes a task to revisit the current structure and rates for Affordable Workforce Housing Mitigation required by Section 6.3.3. of the Land Development Regulations.

At the October 13, 2020 Joint Information Meeting the Town and County elected officials directed staff to prepare an amendment to Section 6.3.3 Amount of Affordable Workforce Housing Required) to reduce the housing mitigation requirements for non-residential uses by fifty percent (50%) of existing rates. Staff have attached the Planning Commission staff report dated November 4, 2020 which provides additional background on this item that was previously approved to Council at the October JIM.

On November 4, 2020, the Planning Commission met, and recommended approval of the proposed Text Amendment as proposed.

Comprehensive Plan & Priority Alignment.

Pursuant to Section 8.7.1.C of the Town of Jackson Land Development Regulations, the advisability of amending the text of these LDRs is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt or deny a proposed LDR text amendment the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:

1. *Is consistent with the purposes and organization of the LDRs;*
Complies. The purpose of the LDRs is to predictably implement the Comprehensive Plan. The proposed amendments are consistent with the purposes and organization the LDRs.
2. *Improves the consistency of the LDRs with other provisions of the LDRs;*

Not Applicable. The proposed amendments are not intended to improve consistency within the LDRs and does not create any new inconsistencies.

3. *Provides flexibility for landowners within standards that clearly define desired character;*

Not Applicable. The proposed amendments are not intended to provide flexibility for landowners within standards that clearly define required housing mitigation.

4. *Is necessary to address changing conditions, public necessity, and/or state or federal legislation;*

Complies. The proposed amendment addresses a State concern with our local non-residential housing mitigation rates.

5. *Improves implementation of the Comprehensive Plan; and*

Complies. The proposed amendment improves the implementation of the Comprehensive Plan by addressing the possible elimination of housing mitigation as a tool to address affordable housing called for in the Comprehensive Plan.

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

Complies. The proposed amendment does not conflict with any other Town Ordinances.

Attachment

- Ordinance L

Suggested Motion

I move to approve Ordinance L on first reading.

ORDINANCE L

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1196 AND SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND SECTION 6.3.3 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS REGARDING THE AMOUNT OF AFFORDABLE WORKFORCE HOUSING REQUIRED 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. 1196 and section 2 of Town of Jackson ordinance No. 1074 (PART) and Sections 6.3.3 of the Town of Jackson Land Development Regulations are hereby amended and reenacted to read as follows:

(See next page)

6.3.3. Amount of Affordable Workforce Housing Required

A. Requirement

Any employee generating development to which this Division applies shall provide at least the amount of affordable workforce housing determined by the following calculations. The calculations vary by the use being proposed and are the function of the size of the proposal. The calculations are based on the analysis found in the Teton County and Town of Jackson Employee Generation Land Use Study (August 22, 2013), as amended, and assume an affordable workforce housing unit houses 1.8 local employees.

Required Affordable Workforce Housing	
Use	Affordable Workforce Housing Units Required
Detached Single-Family Unit (<u>6.1.4.B.</u>) (Non-Local Occupancy, A.8.)	$0.000017 * sf + (Exp(-15.49 + 1.59*Ln(sf)))/2.176$
Detached Single-Family Unit (<u>6.1.4.B.</u>) (Local Occupancy, A.8.)	$0.000017 * sf + (Exp(-16.14 + 1.59*Ln(sf)))/2.176$
Attached Single-Family Unit (<u>6.1.4.C.</u>), Apartment (<u>6.1.4.D.</u>) (Non-Local Occupancy, A.8.)	$0.000017 * sf + (Exp(-14.17 + 1.59*Ln(sf)))/2.176$
Attached Single-Family Unit (<u>6.1.4.C.</u>), Apartment (<u>6.1.4.D.</u>) (Local Occupancy, A.8.)	$0.000017 * sf + (Exp(-14.82 + 1.59*Ln(sf)))/2.176$
Conventional Lodging (<u>6.1.5.B.</u>), Short-Term Rental Unit (<u>6.1.5.C.</u>)	0.1020 204 * room
Office (<u>6.1.6.B.</u>)	0.000247 0.000493 * sf
Retail (<u>6.1.6.C.</u>), Service (<u>6.1.6.D.</u>), Nursery (<u>6.1.6.H.</u>), Amusement (<u>6.1.7.B.</u>), Adult Entertainment Business (<u>6.1.7.F.</u>)	0.000216 0.000431 * sf
Restaurant/Bar (<u>6.1.6.E.</u>)	0.000599 0.001197 * sf
Mini-Storage Warehouse (<u>6.1.6.G.</u>)	0.000007 0.000013 * sf
Heavy Retail/Service (<u>6.1.6.F.</u>), Industrial Uses (<u>Sec. 6.1.9.</u>), Transportation/ Infrastructure Uses (<u>Sec. 6.1.10.</u>)	0.000123 0.000246 * sf
Outdoor Recreation (<u>6.1.3.C.</u>), Developed Recreation (<u>6.1.7.D.</u>), Outfitter/Tour Operator (<u>6.1.7.E.</u>), Institutional Uses (<u>Sec. 6.1.8.</u>)	independent calculation

1. **Schedule and Calculator Available.** A schedule of the requirement for employee generating development of various sizes and a calculator to use in determining the requirement are both available in the Administrative Manual. The residential requirement is a logarithmic equation because there is an exponential relationship between the size of a unit and the number of operations and maintenance employees generated.
2. **Use Not Listed.** For uses not listed, the Planning Director shall either find a use comparable to the proposed employee generating development and utilize the comparable calculation, or require the applicant to conduct an independent calculation pursuant to 6.3.3.B. to determine the requirement.
3. **Expansion.** In the case of an expansion to an existing building or use (6.3.2.A.1.), the amount of affordable workforce housing required shall be calculated based on the difference between the requirement for the proposed and existing employee generating development.

EXAMPLE: A 5,000 sf office building proposing to add 1,500 sf would be required to provide 0.370.74 affordable workforce housing units $(0.0002470.000493 * 6,500 - 0.0004930.000247 * 5,000 = 0.740.37)$. A 3,000 sf detached single family home proposing to add 500 sf would be required to provide 0.017 affordable workforce housing units $((0.000017 * 3,500 + \text{Exp}(-15.49 + 1.59 * \text{Ln}(3,500)) / 2.176) - (0.000017 * 3,000 + \text{Exp}(-15.49 +$

4. **Change of Use.** In the case of a change of use, the amount of affordable workforce housing required shall be the difference between the requirement for the proposed use and the requirement for the existing use (6.3.2.A.1.)

EXAMPLE: A proposal to use a 2,000 sf retail space as an office would be required to include 0.124-0.062 affordable workforce housing units $(0.000493 0.000247 * 2,000 - 0.0002160.000431 * 2,000 = 0.124-0.062)$.

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

Sandra P. Birdyshaw, Town Clerk

STAFF REPORT



Meeting Date:	November 16, 2020	Meeting Title:	Regular Meeting
Submitting Department:	Community Development	Presenter:	Paul Anthony
Agenda Item:	First Reading Ordinances M – T: Historic Preservation/Town Square LDR Update	Public Comment:	Yes

Purpose & Policy Considerations.

To approve at First Reading Ordinances M to T to 1) update the Town of Jackson's LDRs for Character District 1: Town Square; 2) establish a new historic preservation program and associated zoning tools to protect historic resources throughout the Town, and 3) amend the Town of Jackson Municipal Code, Div. 15.38 Demolition Standards. Later in the process at Third Reading the Council will also be asked to approve a resolution to add an appendix to the existing Town Design Guidelines that includes the new Historic Preservation Design Guidelines and Downtown Design Guidelines to protect 'western character.'

Requested Action.

To approve at First Reading Ordinances M to T as follows:

1. **Ordinance M: Historic Preservation Program** — Amend the text of the LDRs to add new Division 5.9 Preservation of Historic Resources that establishes all key elements and requirements of the historic preservation program;
2. **Ordinance N: Historic Preservation Standards** — Amend the text of various sections in the LDRs related to historic preservation to ensure consistency and full implementation of the proposed LDR program for historic preservation.
3. **Ordinance O: Historic Preservation Procedures** — Amend the text of the LDRs to add new Section 8.5.6 Designation Process for Jackson Historic Register, Section 8.5.7 Exterior Alterations to Properties on the Jackson Historic Register, and Section 8.5.8 Repositioning and Relocation of Properties on the Jackson Historic Register, that establish new and necessary procedures for historic preservation;
4. **Ordinance P: Housing Mitigation** — Add incentives for historic structures from housing mitigation standards.
5. **Ordinance Q: Teton County Historic Preservation Board** — Add 'duties and responsibilities' section to clarify role of TCHPB in the LDRs
6. **Ordinance R: Definitions** — Add various new definitions to Div. 9.5 Definition of LDRs
7. **Ordinance S: Downtown Core / Town Square Zones** — Amend the text of the LDRs to add new development standards for the three proposed new zones (Town Square-1 (TS-1), Town Square-2 (TS-2), and Downtown Core-2 (DC-2)) and delete current Urban Commercial (UC), Town Square (TS, and Downtown Core (DC) zones.
8. **Ordinance T: Municipal Code 15.38 Demolition** — revises standards related to the demolition of historic structures and the TCHPB's advisory role in reviewing demolition permits.

Resolution (to be approved at Third Reading): At Third Reading of the ordinances, Staff will request the Council to approve a Resolution to add an Appendix to the current Town Design Guidelines to add new Historic Preservation Design Guidelines and Downtown Design Guidelines to protect "western character" in the Town Square area.

Recommendation.

The Planning Director recommends approval of the proposed Ordinance M to T for First Reading as presented in this staff report.

Analysis

The Council approved the requested changes for the Town Square / Historic Preservation LDR update on October 19, 2020, with the following major changes:

1. Delete the Landmark designation in the Jackson Historic Register;
2. Expand the duties of the TCHPB to review projects for compliance with the Historic Preservation Design Guidelines, nominate properties to the Jackson Historic Register, accept historic preservation easements through the Teton County Historic Preservation Foundation, and various other related responsibilities;
3. Require 3rd-story setbacks in the TS-2 zone to be 20' with 40% encroachment;
4. Allow both the "Covered Walkway" and "Trees in Grate" pedestrian frontages in the Town Square -2 (T2) zone; and
5. Increase from 21 days to 30 days the time the TCHPB has to review and provide recommendations on demolition permits.

Staff made all the above requested changes. We also made various other revisions to better clarify the previous text. All changes are reflected in the attached ordinances. Please note that large sections of new text is shown in black type for ease of reading, while proposed new text inserted into existing text is shown in red line.

Procedural Note: It has come to staff's recent attention that the Teton County Board of Commissioners (BCC) would like an opportunity to better understand the expanded role the TCHPB is proposed to take under the LDR update. Representatives of the TCHPB met with the BCC after the Council's initial approval of the LDR update on October 19 and it appears that there might be some BCC concerns about whether it is appropriate for the TCHPB, as a County-created board, to take on the proposed additional duties in the Town historic preservation program.

Based on this feedback staff proposes that we modify the ordinance reading process as follows: Instead of proceeding with the three ordinance readings in quick succession, the Council would approve all the ordinances at First and Second reading at its discretion as scheduled (Nov. 16 and Dec. 7, respectively), but then pause before the Third Reading scheduled for December 21 to allow staff and the TCHPB an opportunity to get on the January 4, 2021, JIM meeting to discuss with the BCC any concerns they may have. Then, based on the BCC feedback, we either proceed to Third Reading with the current version unchanged or, if changes are necessary based on BCC input, we go back to First Reading and go through the ordinance process again. Either way, staff is recommending a schedule that would postpone final approval of the LDR update until some time in early 2021. This would mean too that the new Council with two new members would provide the final approval on the LDR update. While this delay is not ideal, we believe it to be the best option at this time. If Council has any questions about this proposed new schedule, staff would be happy to discuss further.

Alternatives (Optional).

Not applicable

Comprehensive Plan & Priority Alignment.

This proposed LDR update is the next installment in the Town's effort to update all of the zone districts in the LDRs to be consistent with the 2012 adoption of the Jackson/Teton County Comprehensive Plan (Comprehensive Plan). Please see Finding #2 in Item A below for more on consistency of the map and amendments with the goals of the Comprehensive Plan.

Item A – Zoning Map Amendment for TS-1, TS-2, and DC-2 zones, and the Town Center Design Overlay (P20-167):
Pursuant to Section 8.7.2.D the advisability of amending the Official Zoning Map is a matter committed to the legislative

discretion of the Town Council and is not controlled by any one factor. In deciding to adopt or deny a proposed zoning map amendment the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:

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

Complies. Staff finds that this request to amend the Official Zone Map is intended to update and replace existing legacy zones in the Town Square area (Comprehensive Plan Character District 1) that are outdated and need to be updated to be consistent with the 2012 Comprehensive Plan. In addition, the Town center Design Overlay provides much needed design guidelines to protect the 'western character' of the Town Square area. The proposed new zones and design guidelines are formatted to be consistent with the format in the current LDRs and Design Guidelines and so will be easier to understand and locate within the context of the full LDRs.

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

District 1: Town Square: The Town Square District is the historic center of Jackson Hole and the central gathering space for residents and visitors alike. The district is home to iconic buildings and public spaces, including the Cowboy Bar, George Washington Memorial Park (the "Town Square"), and the sawtooth building profiles surrounding the Town Square. Preserving the existing western character and heritage found in the buildings and public spaces in this district will be key to maintaining the existing character. The district is the center of the visitor experience in Town and plays an important role in defining our community's western heritage and overall community identity. A future goal of the district is to have visitors and residents visit the area more often and stay longer, increasing the vitality of the area and supporting the local economy. To support this goal, commercial uses that create an active and engaging pedestrian experience, will be located on the first and second floors of buildings. Examples of these uses include restaurants, bars, a variety of retail shops and commercial amusement. In the future, the district will be the center of a Downtown Retail Shopping District, and as such office, residential and lodging uses will be predominantly located on upper floors. Future community reinvestment in the district will create great public spaces and amenities for residents and visitors alike. This investment will not only create a positive visitor experience that supports our local economy, but will also continue the tradition of the Town Square as the gathering place for our community. The district will continue to be the center of community life, hosting a variety of events and community celebrations for residents and visitors. The temporary closure of streets, parking lots, parks and other public spaces will be encouraged to support such events. In addition, the community should consider the temporary and permanent closure of some streets to vehicles in order to create a vibrant pedestrian environment. Moving forward, the community will take great care and consideration in all future planning and redevelopment in the district.

Complies. The proposed map rezone and new overlay zone do not propose any physical development but they do propose text changes that include new development standards, procedures, and design guidelines to modernize and encourage the type of development that will create a vibrant, retail-oriented, walkable, year-round Town Square. These proposed changes will simultaneously maintain and enhance the traditional western character of the area which are the reasons so many people want to visit downtown Jackson. In particular, by proposing the community's first comprehensive program to protect historic resources, the proposed amendments will help to strengthen the unique identity of Jackson's downtown and protect it against the strong redevelopment pressures that are likely to impact our community for the foreseeable future.

Common Value 1: Ecosystem Stewardship

Not Applicable.

Common Value 2: Growth Management

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

Complies. By modernizing our standards for development and providing new design guidelines to protect historic structures and western character, the proposed zoning map amendments and associated text amendments will significantly enhance the future viability of the downtown area as the economic center of the region. The proposed amendments will clarify the rules for development and provide important incentives for landowners to maintain the historic integrity of the community in ways that will enhance our cultural assets and tourist-based economy.

4.2.c: Create vibrant walkable mixed use subareas

Complies. While there is no physical development proposed in this project, the proposed zoning map changes and incentives will provide clear and innovative tools to encourage well-designed mixed-use development that is walkable and enjoyable to experience.

4.2.d: Create a Downtown Retail Shopping District

Complies. While a formal Downtown Retail Shopping District is not proposed in this project, the proposed zoning map amendments and associated text amendments will help to increase the quality of design and function for new retail structures in the downtown area that should result in a more sustainable retail environment in the long term.

4.2.e: Protect the image and function of Town Square

Complies. By modernizing our standards for development and providing new design guidelines to protect historic structures and western character, the proposed zoning map amendments and associated text amendments will significantly enhance the unique image of Jackson that is known nationally and internationally. The proposed amendments will also clarify the rules for development within the new zones and provide important incentives for landowners to provide fully functional sidewalks and streetscape environments that will encourage tourists to have a safe and enjoyable experience visiting the Town Square area and encourage them to come again.

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

Complies. While lodging is not allowed in the TS-1 zone, it is allowed in the TS-2 and DC-2 zones and the proposed zoning map amendments and associated standards should help to maintain and enhance a vibrant downtown visitor experience that will encourage visitors to stay downtown for the convenience of all the amenities and activities available in the downtown.

4.4.a: Maintain and improve public spaces

Complies. The proposed zoning map amendments and associated standards provide requirements for 'pedestrian frontages' (sidewalks) that are usually located within the Public ROW. By encouraging the

development of fully functionals and safe streetscapes, the proposed amendments will significantly improve these very important public spaces.

4.4.c Continue traditions and community events

Not applicable.

4.5.a: Identify and preserve historically significant structures and sites

Complies. A central feature of the proposed zoning map amendments and associated text amendments is the creation of a new overlay to protect traditional, western character (Town Center Design Overlay) and a comprehensive historic preservation program. The program applies within the proposed new zones and establishes a new official list of historic structures, as well as regulatory and financial incentives to help protect historic structures. In addition, new design guidelines to protect listed historic properties are proposed. These changes would greatly increase the community's commitment to protecting our heritage and cultural assets.

Common Value 3: Quality of Life

6.2.a: Enhance tourism as the basis of the economy

Complies. By modernizing our standards for development and providing new design guidelines to protect historic structures and western character, the proposed zoning map amendments and associated text amendments will clearly identify and enhance the downtown as the tourist center of the region.

6.3.a: Ensure year-round economic viability

Complies. The proposed zoning map amendments and associated text amendments will significantly enhance the pedestrian experience and unique image of Jackson that is known nationally and internationally and will create a safe and functional visitor experience that can be enjoyed in all seasons by local and tourists alike.

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

Complies. The proposed map amendments and associated text amendments are intended to create a more sustainable, pedestrian-friendly, and mixed-use downtown experience that includes visitor-oriented retail, lodging, restaurants, and residential uses. These uses will encourage activity throughout the day and in all seasons in ways that will support alternative transportation modes, such as buses, biking, and walking.

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

Comply. The fundamental reason for the proposed zoning map amendments and associated text amendments is to update the Town Square area zoning to be consistent with the updated vision in the Comprehensive Plan adopted in 2012. This new vision (especially with regard to the need for historic preservation) and legal necessity are, again, the impetus for the map update.

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

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

Item B: Amendment to LDR Text (P19-095): Pursuant to Section 8.7.1.C of the Town of Jackson Land Development Regulations, the advisability of amending the text of these LDRs is a matter committed to the legislative discretion of the

Town Council and is not controlled by any one factor. In deciding to adopt or deny a proposed LDR text amendment the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:

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

Complies. Staff finds that the proposed text amendment request is intended to update and replace the development standard in the existing legacy zones in the Town Square area (Comprehensive Plan Character District 1) that need to be updated to be consistent with the 2012 Comprehensive Plan. The proposed text amendments are formatted to be consistent with the new format in the LDRs and Design Guidelines and so will be easier to understand and locate within the context of the full LDRs.

2. *Improves the consistency of the LDRs with other provisions of the LDRs;*

Complies. The proposed text amendments are formatted to be consistent with the new format in the LDRs and so the proposed new standards will be easier to understand and locate within the context of the full LDRs.

3. *Provides flexibility for landowners within standards that clearly define desired character;*

Complies. The proposed text amendments provide a variety of zoning incentives designed to provide regulatory relief and financial opportunities to encourage landowners to maintain and preserve their historic resources over the long term. In addition, the proposed design guidelines for both historic preservation and western character provide alternative methods for compliance that try to recognize the reality that many properties have unique factors and constraints and that design solutions need to respond appropriately to these factors in clear but flexible ways.

4. *Is necessary to address changing conditions, public necessity, and/or state or federal legislation;*

Complies. The fundamental reason for the proposed LDR amendments is to update the Town Square area zoning to be consistent with the updated vision in the Comprehensive Plan adopted in 2012. This new vision (especially with regard to the need for historic preservation) and legal necessity are, again, the impetus for the LDR update.

5. *Improves implementation of the Comprehensive Plan; and*

Complies. Staff finds that this text amendment request is intended to update and replace the development standard in the existing legacy zones in the Town Square area (Comprehensive Plan Character District 1) that are outdated and need to be updated to be consistent with the 2012 Comprehensive Plan.

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

Complies. The proposed text amendments do not conflict with any other Town Ordinances.

Item C: Amendment to Demolition Permit (P20-168): There are no required findings for amendments to the Jackson Municipal Code. Such amendments require proper legal notice, a public hearing by the Town Council, and three readings of the ordinance for adoption.

Attachments or Links.

1. Ordinance M: Historic Preservation Program
2. Ordinance N: Historic Preservation Standards
3. Ordinance O: Historic Preservation Procedures
4. Ordinance P: Housing Mitigation
5. Ordinance Q: Teton County Historic Preservation Board
6. Ordinance R: Definitions
7. Ordinance S: Downtown Core / Town Square Zones

8. Ordinance T: Municipal Code 15.38 Demolition

Suggested Motions.

For first reading, each ordinance's motion should be made and voted on individually.

1. I move to approve Ordinance M at First Reading.
2. I move to approve Ordinance N at First Reading.
3. I move to approve Ordinance O at First Reading.
4. I move to approve Ordinance P at First Reading.
5. I move to approve Ordinance Q at First Reading.
6. I move to approve Ordinance R at First Reading.
7. I move to approve Ordinance S at First Reading.
8. I move to approve Ordinance T at First Reading.

ORDINANCE M

AN ORDINANCE AMENDING AND REENACTING SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND ARTICLE 5 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS REGARDING PRESERVATION OF HISTORIC PROPERTIES 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 2 of Town of Jackson Ordinance No. 1074 (PART) and Article 5 of the Town of Jackson Land Development Regulations are hereby amended and reenacted to read as follows:

Div. 5.9. Preservation of Historic Properties

5.9.1 Purpose:

The Town of Jackson has a wide range of historic properties. The Town Council and the citizens of Jackson find that these **properties** are worthy of protection and recognition. The purpose of this Division is to:

- A. Effect and accomplish the protection and preservation of the town's architecture, culture, and heritage as embodied in historic properties by appropriate regulations and incentives;
- B. Enhance property values and stabilize neighborhoods with historic properties;
- C. Establish the Jackson Historic Register listing of historic buildings, structures, sites and objects; and
- D. Establish a mechanism whereby incentives for historic preservation may be made available.
- E. Establish Historic Preservation Design Guidelines to ensure future development and redevelopment maintains and enhances the historic integrity of protected structures.

5.9.2 Establishment of Jackson Historic Register

- A. The Town Council hereby establishes the Jackson Historic Register.
 - 1. Properties designated in the Jackson Historic Register shall be known officially as a Registered Historic Resource to recognize that the property is of special historic significance in the Town of Jackson.
 - 2. Properties may be listed in the Jackson Historic Register only if such property has been so designated pursuant to the procedures in Sec. 8.5.6.
 - 3. All properties listed in the National Register of Historic Places are eligible for the Jackson Historic Register but are not designated until approval, pursuant to this section, is obtained.

5.9.3. Applicability

This Division shall apply to all structures designated as a Registered Historic Resource as established in this Division. The provisions in this Division apply to Registered Historic Resources as follows:

- A. The provisions in this Division are mandatory for a Registered Historic Resource once the property is listed voluntarily by the landowner, as specified below.
- B. All properties listed on the Jackson Historic Register shall comply with the Historic Preservation Design Guidelines incorporated into the Town Design Guidelines (see Appendix A in the Town Design Guidelines).
- C. For a Registered Historic Resource that utilizes a development incentive in Section 5.9.6., the provisions in this Division are mandatory in perpetuity or apply as otherwise stated in the LDRs;

- i. For a Registered Historic Resource that does not utilize a development incentive in Section 5.9.6. or other financial incentive (e.g., state or federal), the landowner may opt out of the Registered Historic Resource designation at any time with proper notice to the Town as provided in this Division.

D. Structures of Merit: This Division does not apply to Structures of Merit, except for Sec. 5.9.5.

5.9.4 Designation Criteria to the Jackson Historic Register

Below are the criteria to designate a property to the Jackson Historic Register. Registered Historic Resources shall meet all three general designation criteria (A, B, and C) listed in this section. Under Criterion B, "Historic Significance," a Registered Historic Resource shall meet a minimum of two of the specific categories listed.

- A. Age. Individual properties shall be at least 50 years old. However, a property may be exempted from the age standard if Council finds it to be exceptionally important.
- B. Historic Significance. Properties shall be found to have historic significance in these categories in order to be considered for designation:
 1. Association with events that have made a significant contribution to history;
 2. Connection with persons significant in history;
 3. Distinctive characteristics of a type, period, method of construction, or artisan;
 4. Geographic importance; and/or
 5. Possibility to yield important information related to prehistory of history.
- C. Integrity. In addition to having historic significance as outlined above, a property must be found to retain sufficient integrity. All properties shall be evaluated for their physical integrity by using the National Register bulletins to evaluate the following criteria:
 1. Location
 2. Design
 3. Setting
 4. Materials
 5. Workmanship
 6. Feeling
 7. Association

5.9.5 Structures of Merit

- A. General
 1. A list of Structures of Merit is hereby established. The purpose is to recognize properties of historic significance that have not been formally designated to the Town's Historic Register. No regulation of the property as identified for properties on the Town's Historic Register applies to these properties.
- B. Identification
 1. Structures of Merit are identified through professional surveys conducted by or with the assistance of the Teton County Historic Preservation Board (TCHPB)
 2. The Planning Director shall formally accept the Structures of Merit list as annually presented and periodically updated by the TCHPB.
 3. The TCHPB shall notify in writing all owners of a property listed as a Structure of Merit.
- C. List of Structures of Merit
 1. The TCHPB shall maintain an up-to-date List of Structures of Merit, which shall be made publicly available.
 2. If a property on the List of Structures of Merit is subsequently designated to the Town's Historic Register, it shall then be removed from the List of Structures of Merit.

5.9.6 Incentives for Historic Preservation

A. Purpose

In recognition that requirements in the LDRs can be a barrier to the preservation of historic resources, this section provides zoning incentives to property owners. The intent is to provide financial incentives and regulatory flexibility to avoid the demolition of historic properties and to encourage context-sensitive reinvestment in and redevelopment of historic properties. Toward this end, this section provides zoning-related incentives for Registered Historic Resource properties.

B. Historic Preservation Easement Required for Certain Incentives

In order to ensure that certain incentives result in the long-term preservation of the Registered Historic Resource, these LDRs identify certain high-value incentives that can only be used if the owner concurrently records an historic preservation easement to protect the historic property in perpetuity. This preservation easement shall be held by the Teton Historic Preservation Foundation or other qualified entity. Where the LDRs do not clearly require the recordation of a preservation easement for the use of an incentive, no such requirement shall be imposed by the Town.

C. Incentives Available to a Registered Historic Property

The incentives in this section are available only to a Registered Historic Property. Many of the incentives listed in this section are located in other parts of the LDRs. In such cases, only a reference to the appropriate LDR section is provided here so the referenced section must be reviewed to find the full incentive. In other cases, the full incentive is provided in this section. In addition, outside of the LDRs, incentives for historic preservation are also available in Chapter 12 of the International Existing Building Code and through federal and state programs (see National Register of Historic Places).

1. Nonconforming Structures.

- a. Registered Historic Resource properties are allowed to increase existing nonconformities on expansions by matching existing setbacks, height, and other dimensional standards (see Sec. 1.9.2.B.1. for full text).
- b. Registered Historic Resource properties are exempted from the 20% limitation on expansion of nonconforming structures (see Sec. 1.9.2.B.3.b for full text).
- c. Registered Historic Resource properties are exempted from the limitation on replacing (and expanding) nonconforming structures (see Sec. 1.9.2.B.4.a for full text).

2. Flexibility in the Applicability of Development Standards

- a. Administrative Adjustment
 - a. Structure Setbacks and Site Development Setbacks. The Planning Director may establish a lesser structure setback or site development setback of greater than 20% for a Registered Historic Resource property based on compelling information from the applicant that the lesser standard is necessary to meet the goals of this Division and will protect the character of the adjacent properties and neighborhood (see Sec. 8.8.1.B.2).
 - b. The protection of a Registered Historic Resource is one justification for approving an Administrative Adjustment to provide additional flexibility for parking, LSR, setbacks, and other important standards (see Sec. 8.8.1.C.2.b for full text).

3. FAR exemption

- a. Any floor area within Registered Historic Resource structure does not count as floor area for the purpose of calculating the maximum allowed floor area (FAR) on a property. Floor area within additions made to the Registered Historic Structure subsequent to listing on the Register do not qualify for this exemption.
- b. An addition to a Registered Historic Resource structure does not count as floor area for the purpose of determining development review thresholds in each zone district (i.e., see subsection. B.10 in each zone district).
- c. A residential unit(s) that is a Registered Historic Resource structure, or that is contained within such a structure, shall not count as a dwelling unit for the purpose of maximum density limitations.

4. Minimum Lot Size

The minimum lot size limit on a property with a structure listed on the Jackson Historic Register may be eliminated for the purpose of separating the historic property on an individual lot. However, all resulting lots shall meet all applicable requirements of the LDRs with the exception that the Registered Historic Resource may be as close as 5' from any newly created rear setback. In addition, the Registered Historic Resource shall be protected in perpetuity on the lot (repositioning allowed) by the recordation of an historic preservation easement.

5. Workforce Housing Mitigation

- a. Uses within a Registered Historic Resource are exempt from the affordable workforce housing mitigation requirements in Div. 6.3 (see Sec. 6.3.2.C.3 for full text).
- b. Any addition to a Registered Historic Resource that receives approval of a Certificate of Appropriateness shall be exempt from the affordable workforce housing mitigation requirements in Div. 6.3 (see Sec. 6.3.2.C.3 for full text)
- c. For any property with a Registered Historic Resource, the landowner may transfer or sell any unused housing mitigation credits to another property in the TS-1, TS-2, DC-1, DC-2, CR-1, CR-2, CR-3, BP, NM-2, or NH-1 zone. To calculate the amount of the credit, the Town will assume the following: 1) for a residential zone, the credit assumes 100 percent Detached Single-family development; 2) for a mixed-use zone, the credit 100% Retail development.

Example: For a 7,500 sf property with a 1.3 FAR and existing 1,500 sf historic structure, the housing mitigation credit would be calculated as follows: 9,750 sf (total FAR) sf of credit available to be transferred (i.e., floor area of existing historic structure is not counted). This 9,750 sf now needs to be converted to a mitigation requirement assuming 100% Retail development. Using the Town's workforce housing calculator, this yields a total credit of approximately 4.2 mitigation units.

6. Transfer of Development Rights (TDR) for Historic Preservation

Properties with a Registered Historic Resource may transfer or sell unused floor area (Transferred Floor Area) to another eligible property according the standards in this subsection.

- a. Requirements for 'Sending' properties

A 'Sending' property is one that meets all of the following criteria:

- i. The property must contain a Registered Historic Resource, except in the case of a secondary transfer of an TDR where a qualified Receiving site (i.e., a site that has already received an approved TDR) then wants to re-transfer or re-sell the TDR to another eligible Receiving site.
- ii. The property must be located in the Town and may be located in any zone district.
- iii. The property must have unused floor area available for transfer to another property. Unused floor area is calculated by subtracting the total amount of existing floor area on the site (not including designated historic structures) from the maximum allowed floor area as determined by the base FAR.

[EXAMPLE: On a property with a 2,000 sf historic structure and 1,500 sf non-historic structure, and where a total of 5,000 sf of development is allowed by the base FAR (i.e., without the use of any floor area bonuses), the property would be eligible to transfer 3,500 sf of floor area to a qualified receiving site].

b. Requirements for 'Receiving' properties

A 'Receiving' property must meet all of the following criteria:

- i. The property must be located in the DC-1, DC-2, CR-1, CR-2, CR-3, BP, NM-2, or NH-1 zone in the Town;
- ii. No variance to any development standard is required to accommodate the transferred floor area;
- iii. The property must not have significant environmental or developmental constraints, such as being in the Natural Resource Overlay (NRO), the Natural Hazards Overlay, or similar hazards.
- iv. No additional significant public infrastructure improvements paid by the Town are needed to accommodate the Transferred Floor Area.

c. General requirements and rules of TDR program

- i. Prior to the transfer of any Transferred Floor Area, the owner of the sending property must apply for a Zoning Compliance Verification (ZCV) from the Town Planning Department to verify the amount and type of floor area available to be transferred from the Sending site and to verify that the intended Receiving site is eligible to receive a TDR.
- ii. The sale or transfer of the floor area is a private transaction to be agreed upon by the affected landowners. The Town is not involved in determining the value or price of any Transferred Floor Area.
- iii. Transferred Floor Area shall not count as FAR on the Receiving site.
- iv. A Sending property in a residential zone may only transfer residential floor area.
- v. A Sending property in a mixed-use zone may transfer either residential or non-residential floor area, at the landowner's discretion, provided it is allowed as a Basic Use. Floor area allowed as a Conditional Use or Special use cannot be transferred;
- vi. Transferred Floor Area that has been transferred legally to an eligible Receiving site may be transferred again to another eligible Receiving site (i.e., the receiving site becomes a sending site) subject to the requirements of this section. This process may be repeated as many times as necessary to transfer floor area to a site intended for development.

- vii. Transferred Floor Area does not expire and there is no deadline by which time the floor area must be used. Purchasers of Transferred Floor Area, however, may voluntarily expire or retire the transferred development rights by filing an instrument in the County Clerk's office that shall be signed by the Planning Director and clearly documents the location and development rights that are to be expired.
 - viii. In the CR-3 zone, buildings with a fourth story and 48' in height are allowed provided that the fourth story is equal to the amount of Transferred Floor Area transferred to the site using the TDR program (see Sec. 2.2.13.E.7 for full text).
 - ix. The designated historic resource on a Sending property may be repositioned on the Sending site consistent with the requirements of Sec. 8.5.8, but if it is moved to another site the original Sending site must comply with the retroactive requirements in Sec. 5.9.6.D.
- d. Documentation required to transfer floor area under the TDR program

All Transferred Floor Area under the TDR program shall comply with the following requirements.

- i. A Sending property that uses the TDR incentive shall record an historic preservation easement on the Sending property that not only preserves the Registered Historic Resource in perpetuity but clearly records the amount and type of Transferred Floor Area and the location of the Receiving site.
- ii. Both the Sending property and the Receiving property shall separately record a deed restriction in the County Clerk's office that clearly identifies the following: a) the owner(s) of the Sending and Receiving properties; b) the amount and type of Transferred Floor Area, c) the amount of floor area remaining on the Sending site (Sending site only), d) a description of the Registered Historic Resource on the sending site being protected; and e) any other information necessary to provide clear notice to future property owners and the Town regarding the status of future development potential on each property.
- iii. The required TDR deed restrictions on both the Sending and Receiving properties shall state that the Registered Historic Resource shall be protected in perpetuity and that an historic preservation easement has been concurrently recorded on the Sending property as required by the LDRs.
- iv. The required TDR deed restrictions on both the Sending and Receiving properties shall be recorded prior to issuance of any building permit that includes use of Transferred Floor Area.
- v. The required deed restriction on both the Sending and Receiving properties shall be signed by the Planning Director. Deed restrictions without the Planning Director's signature shall invalidate any related TDR transactions.
- vi. When an owner of a Receiving property proposes to subdivide a property with unused Transferred Floor Area from the TDR program, the owner shall clearly allocate the unused Transferred Floor Area to the newly created lots or units prior to approval of the plat.

7. Vesting of Transferred Floor Area

Floor area that is purchased or otherwise transferred through the TDR program does not guarantee a development right or create a vested right on the Receiving site. The transferred

floor area is vested only after an approved development permit or building permit is issued that includes the TDR floor area and demonstrates that it can fit on the Receiving site while complying with all applicable LDRs.

C. Retroactive Requirement

When an incentive in this Division is used for a Registered Historic Resource but the Registered Historic Resource is subsequently removed physically or is no longer designated on the Jackson Historic Register, the benefiting property owner will be responsible to retroactively comply with, either through payment or performance, the LDR requirement that was relaxed or exempted.

5.9.7 Maintenance of Registered Historic Resource

- A. The Town Council intends to preserve from deliberate or inadvertent neglect the exterior portions of a Registered Historic Resource and all interior portions thereof whose maintenance is necessary to prevent deterioration of any exterior portion. No owner, lessee, or occupant of any Registered Historic Resource shall fail to prevent significant deterioration of the exterior of the building, structure, object, or special feature beyond the condition of such Registered Historic Resource on the effective date that the property was listed on the Jackson Historic Register.
- B. No owner, lessee, or occupant of any Registered Historic Resource shall fail to comply with all applicable provisions of these LDRs.
- C. Prior to beginning any enforcement action for failure to maintain the Registered Historic Resource, the Town shall notify the owner of the need to repair, maintain, or restore such property; shall assist the owner in determining how to preserve such property; and shall give the owner a reasonable time to perform such work.
- D. Unsafe or Dangerous Conditions Exempt. Nothing in this section shall be construed to prevent any measures of construction, alteration, removal, or demolition necessary to correct an unsafe or dangerous condition of any Registered Historic Resource, or parts thereof where such condition is declared unsafe or dangerous by the Town and where the proposed measures have been declared necessary by the Town to correct the condition, as long as only such work that is absolutely necessary to correct the condition is performed. Temporary measures may be taken without first obtaining a Certificate of Appropriateness under this ordinance, but a certificate is required for permanent construction, alteration, removal, or demolition.

5.9.8 Enforcement

Registered Historic Resource properties are designated only with the consent of the property owner, thus the provisions of this Division are enforced through the Design Guidelines for as long as the property is a Registered Historic Resource or, where an historic preservation easement was required, the provisions of this Division shall apply in perpetuity.

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 _____, 2020.

PASSED 2ND READING THE _____ DAY OF _____, 2020.

PASSED AND APPROVED THE _____ DAY OF _____, 2020.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. 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 _____, 2020.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk

ORDINANCE N

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1199, 1197, 1196, 1154; SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART); AND SECTIONS 1.9.2, 2.2.13.E, 4.5, 5.8.1, 5.8.2, 8.2.6.C, 8.8.1 AND 8.10.4 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS REGARDING HISTORIC PROPERTY PHYSICAL DEVELOPMENT, APPEARANCE AND SITING 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. 1199, 1197, 1196, 1154; Section 2 of Town of Jackson Ordinance No. 1074 (PART); and Sections 1.9.2, 2.2.13.E.7, 4.5, 5.8.1, 5.8.2, 8.2.6.C, 8.8.1 and 8.10.4 of the Town of Jackson Land Development Regulations are hereby amended and reenacted to read as follows:

1.9.2. Nonconforming Physical Development

A. Applicability

Nonconforming physical development is declared generally incompatible with the character of the zone or overlay in which it is located. This Section shall apply to lawful physical development (other than signs) that does not meet the physical development standards applicable to the zone or overlay. Physical development standards applicable to all zones are found in Article 5. Physical development standards applicable to specific zones are found in Subsection B of the zone-specific sections found in Article 2.- Article 4.

B. Maintenance, Alteration, Expansion, and Replacement

Maintenance, alteration, replacement, or expansion of a nonconforming physical development shall only be permitted if all 6 of the following standards are met.

1. No Increase in Nonconformity. Maintenance, alteration, replacement, or expansion shall not increase the nonconformity and shall otherwise comply with all applicable standards of these LDRs, except that maintenance, alteration, or expansion of a nonconforming Detached Single-Family Unit or property listed on the Jackson Historic Register shall not be subject this limitation (e.g., an addition to a house or structure on the Jackson Historic Register designated historic structure that is nonconforming as to height may be the same height as the existing nonconforming or historic house).
2. Maintenance and Alteration. A nonconforming physical development may be maintained or altered.
3. Expansion. A nonconforming physical development shall be brought into compliance with all applicable standards of these LDRs upon cumulative expansion of greater than 20% of its floor area or site area. Cumulative expansion is the sum of all expansions from the date the physical development became nonconforming, including all expansions under prior LDRs if the physical development became nonconforming under prior LDRs and remains nonconforming.

The following exceptions shall apply to this limit on expansion.

a. Detached Single-Family Unit. This standard shall not limit the expansion of a Detached Single-Family Unit.

b. Jackson Historic Register Historic Buildings. This standard shall not limit expansion of a property listed on the Jackson Historic Register a building included on the Teton County Historical Preservation Board (TCHPB) list of historically significant properties, or that is otherwise deemed in writing by the TCHPB to be historically significant.

4. Replacement. A nonconforming physical development shall be brought into compliance with all applicable standards of these LDRs upon willful demolition of any structural support for the portion of the physical development that is nonconforming. Except that this subsection shall not prohibit any of the following.

a. Jackson Historic Register Detached Single-Family Unit. This standard shall not limit the expansion replacement of a property listed on the Jackson Historic Register Detached Single-Family Unit.

Sec. 2.2.13.E.7 ~~[Commercial Residential—3 (CR-3) District]~~

7. Additional Height and Story for Historic Preservation TDR Program

A 48' maximum height and a fourth story are allowed provided that the fourth story is equal to the amount of floor area transferred to the site per the TDR program. The transferred floor area is subject to all other applicable LDR requirements.

Division 4.5 Overlay Zones

4.5.1 Downtown Design Overlay

A. Purpose

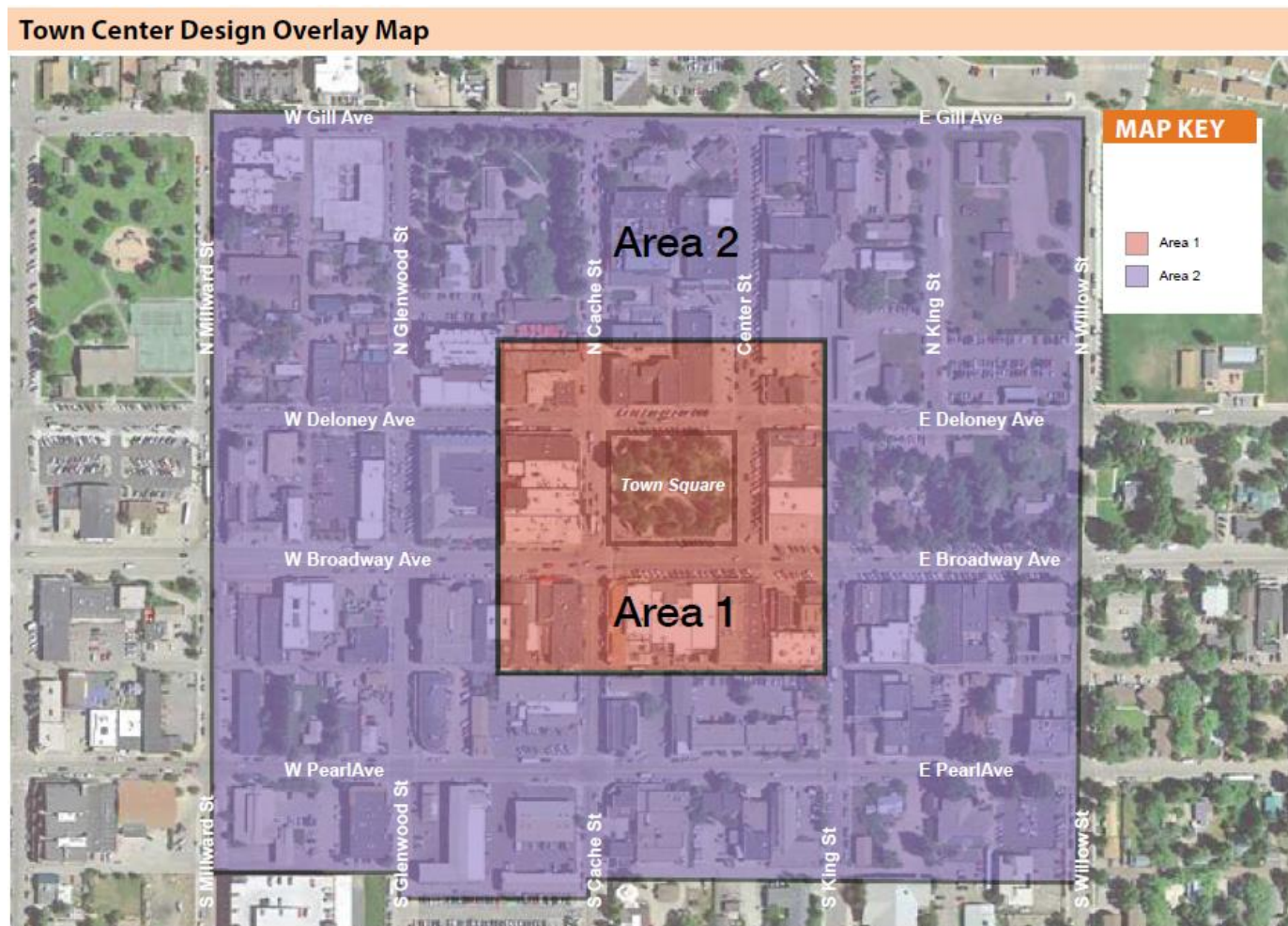
The Town of Jackson is a small, western town located in the heart of the Rocky Mountains. Settled originally as a cowboy town with dude ranches, Jackson has grown into a national and international destination known for its small town, western charm and access to the West's best scenery, wildlife, art life, and recreational opportunities. The Town Council and the citizens of Jackson find that the Town Square area is the recognized economic and visitor heart of the community and is worthy of protection and recognition. The purpose of this Division is to:

1. Effect and accomplish the protection and preservation of the Town Square area's 'western character' by establishing a Downtown Design Overlay (DDO) as shown in the adopted overlay map below;
2. Establish the Historic Preservation Design Guidelines to ensure that future development and redevelopment in the Town Square area is architecturally compatible with the traditional building features and desired future character of the overlay area;
- 4-3. Provide clear direction to property owners within the DDO regarding the expected materials, scale, architectural treatments, pedestrian facilities, and review process for design review within the DDO.
4. Enhance property values, protect historic structures, and stabilize the character of the Town Square area to respect previous and future investments in the DDO area.

B. Applicability

The Town Council hereby establishes the DDO as shown in the overlay map below. The requirements of the DDO apply to all new development or redevelopment located within the DDO that meet the applicability requirements for review in Sec. 5.8.1. The DDO is divided into the following subareas:

1. **Area 1:** This area encompasses the properties directly facing the Town Square, including across all four intersections. This area is considered to be the Town Square ‘proper’ and includes some of the community’s most iconic attractions so has the highest level of ‘western character’ design guidelines.
2. **Area 2:** This area encompasses all areas not included in Area 1 but within the DDO boundary. This area is immediately adjacent to the iconic Town Square and so, while critical to supporting the character of the Town Square, is secondary in importance to the visitor experience and so can have a more flexible level of ‘western character’ design guidelines.



C. Downtown Design Guidelines

To implement the purposes of the DDO the Council hereby establishes the Downtown Design Guidelines (see Appendix in the Town Design Guidelines). These guidelines are adopted by resolution and incorporated into the existing Town Design Guidelines. New development in the DDO must comply with the Downtown Design Guidelines per the applicability requirements in Sec. 4.5.1.B.

Div. 5.8. Design Guidelines

5.8.1. Applicability

A. ~~General~~ Town Design Guidelines

1. The following applications shall be required to complete design review based upon criteria established in the Town's Design Guidelines prior to the issuance of a building permit or development plan, as established in Div. 8.3, except where exempted by the Planning Director for additions of 20% or less that are consistent with existing architecture.
 - a. All applications for nonresidential development and redevelopment within the Town.
 - b. All applications within the ~~DCTS-1, TS-2, DC-1, DC-2~~, CR-1, CR-2, CR-3, and OR zones.
 - c. All applications for residential development that includes three or more attached units.

B. Historic Preservation Design Guidelines

All applications for a property listed on the Jackson Historic Register, as applicable, per the procedures in Sec. 8.5.7. and 8.5.8, shall be subject to the Historic Preservation Design Guidelines per the procedures in Sec. 8.5.7 and 8.5.8. Such properties may also be subject to the Town Design Guidelines if the project meets one or more of the criteria in Sec. 5.8.1.A.

C. Downtown Design Guidelines

All applications for properties located within the Downtown Design Overlay shall be subject to the Downtown Design Guidelines. Such properties may also be subject to the Town Design Guidelines if the project meets one or more of the criteria in Sec. 5.8.1.A.

5.8.2. Design Guidelines ~~(1/1/15, Ord. 1074)~~

The Town's Design Guidelines are established and adopted pursuant to Resolution No. 04-02, and Resolution No. 20-29 (Downtown Design Guidelines and Historic Preservation Design Guidelines) and are available in the office of the Planning Department or on the Town's website: www.townofjackson.com.

Sec. 8.2.6.C

C. Design Review Committee Review

An application subject to the Town's Design Guidelines, including the Downtown Design Guidelines, as established in Div. 5.8., shall be reviewed by the Design Review Committee (DRC) ~~Historic Preservation Subcommittee (HPS).~~

1. Review by the DRC ~~or HPS~~ shall occur in a meeting open to the public. At the public meeting, the DRC shall consider the application, and any relevant support materials.
2. The DRC ~~or HPS~~ may confer at the meeting with the applicant on changes deemed advisable to comply with the Town's Design Guidelines established in Div. 5.8.
3. At the public meeting, the DRC ~~or HPS~~ shall provide a recommended decision to the Planning Director on the application based on the Town's Design Guidelines. The recommendation shall clearly state the factors considered in making the recommendation.

D. Teton County Historic Preservation Board Review

An application subject to the Town's Historic Preservation Design Guidelines, as established in Div. 5.8., shall be reviewed by the Teton County Historic Preservation Board (TCHPB).

1. Review by the TCHPB shall occur in a meeting open to the public. At the public meeting, the TCHPB shall consider the application, and any relevant support materials.

2. The TCHPB may confer at the meeting with the applicant on changes deemed advisable to comply with the Town's Historic Preservation Design Guidelines established in Div. 5.8.

3. At the public meeting, the TCHPB shall provide a recommended decision to the Planning Director on the application based on the Town's Historic Preservation Design Guidelines. The recommendation shall clearly state the factors considered in making the recommendation.

8.8.1. Administrative Adjustment

A. Purpose

The purpose of an administrative adjustment is to allow minor adjustments to certain requirements and numerical standards in these LDRs based on specific review standards. The intent is to provide relief when application of a standard creates practical difficulties in advancement of Comprehensive Plan goals or zoning district purposes.

B. Applicability

An application may be made for administrative adjustment of the following standards of the LDRs.

1. Landscape Surface Ratio may be adjusted up to 20%.
2. Structure setbacks, not including setbacks from natural resources, may be adjusted up to 20%, or for a property listed on the Jackson Historic Register structure setbacks may be adjusted as provided in Sec. 5.9.6.B.1.a.
3. Site development setbacks, not including setbacks from natural resources, may be adjusted up to 20%, or for a property listed on the Jackson Historic Register site development setbacks may be adjusted as provided in Sec. 5.9.6.B.1.a.

C. Findings

An administrative adjustment shall be approved upon finding the application:

1. Complies with the applicability standards of this Section;
2. Either:
 - a. Compensates for some unusual constraint of the site or proposal that is not shared by landowners generally, or
 - b. Better protects natural ~~and~~ scenic, or historic resources, or
 - c. Better supports the purpose of the zone;

8.10.4. Design Review Committee

B. Powers and Duties

The Design Review Committee shall have the powers and duties established under the provisions of the LDRs, including:

- a. To prepare or cause to be prepared Design Review Guidelines, and recommend such Design Review Guidelines for adoption by the Town Council;
- b. To hear requested pre-application conferences pursuant to Sec. 8.2.1.;
- c. To hear, consider, and recommend a decision to the Planning Director, the Planning and Zoning Commission, the Board of Adjustment, and the Town Council on the following applications:
 - i. sketch plan pursuant to Sec. 8.3.1.,
 - ii. development plan pursuant to Sec. 8.3.2., ~~and~~
 - iii. building permit pursuant to Sec. 8.3.3., and
 - iv. projects located within the Downtown Design Overlay.

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 _____, 2020.

PASSED 2ND READING THE ____ DAY OF _____, 2020.

PASSED AND APPROVED THE ____ DAY OF _____, 2020.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. 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 _____, 2020.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk

ORDINANCE O

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 1165; SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART); AND DIVISION 8.5 TO THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS REGARDING THE PROCESS FOR HISTORIC BUILDING DESIGNATION AND ALTERATIONS TO HISTORIC BUILDINGS REGISTERED AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

Section 1 of Town of Jackson Ordinance No. 1165; Section 2 of Town of Jackson Ordinance No. 1074 (Part); and Division 8.5 of the Town of Jackson Land Development Regulations are hereby amended and reenacted to read as follows:

Section 8.5.6 Designation Process to the Jackson Historic Register

A. Purpose

The purpose of the historic preservation designation process is to review the historic significance of a particular property, structure, site, or resource to determine whether it meets the criteria for designation to the Jackson Historic Register.

B. Applicability

This process applies to any property in the Town that is properly nominated for designation as a Registered Historic Resource in the Jackson Historic Register per Sec. 5.9.4.

C. Nomination process

An application to designate a property as Registered Historic Resource shall include a nomination according to the below requirements.

- a. A nomination for a Registered Historic Resource on the Town's Historic Register may be made:
 - i. By the owner or owners of the property to be designated;
 - ii. By a vote of the Teton County Historic Preservation Board (TCHPB); and/or
 - iii. By a member or members of the Town Council
- b. Owner notification or consent
For a Registered Historic Resource nomination, written consent by the property owner(s) is required and shall be provided with the designation application.

D. Designation Criteria

To be designated as Registered Historic Resource the property must meet the designation criteria provided in Sec. 5.9.4. The application must specify and provide evidence to demonstrate which criteria the property meets.

E. Effect of Approval

Approval of a Registered Historic Resource application will result in the designated property being added to the Jackson Historic Register within 30 days of approval. Such approval allows the owner to represent their property as being on the Town's Historic Register and potentially qualifies the property for certain development incentives and subjects it to design and relocation requirements in the Design Guidelines and LDRs.

F. Expiration

A Registered Historic Resource designation has no expiration date. The designation of a Registered Historic Resource may be revoked, however, under the procedures provide in Sec. 8.5.6.G.

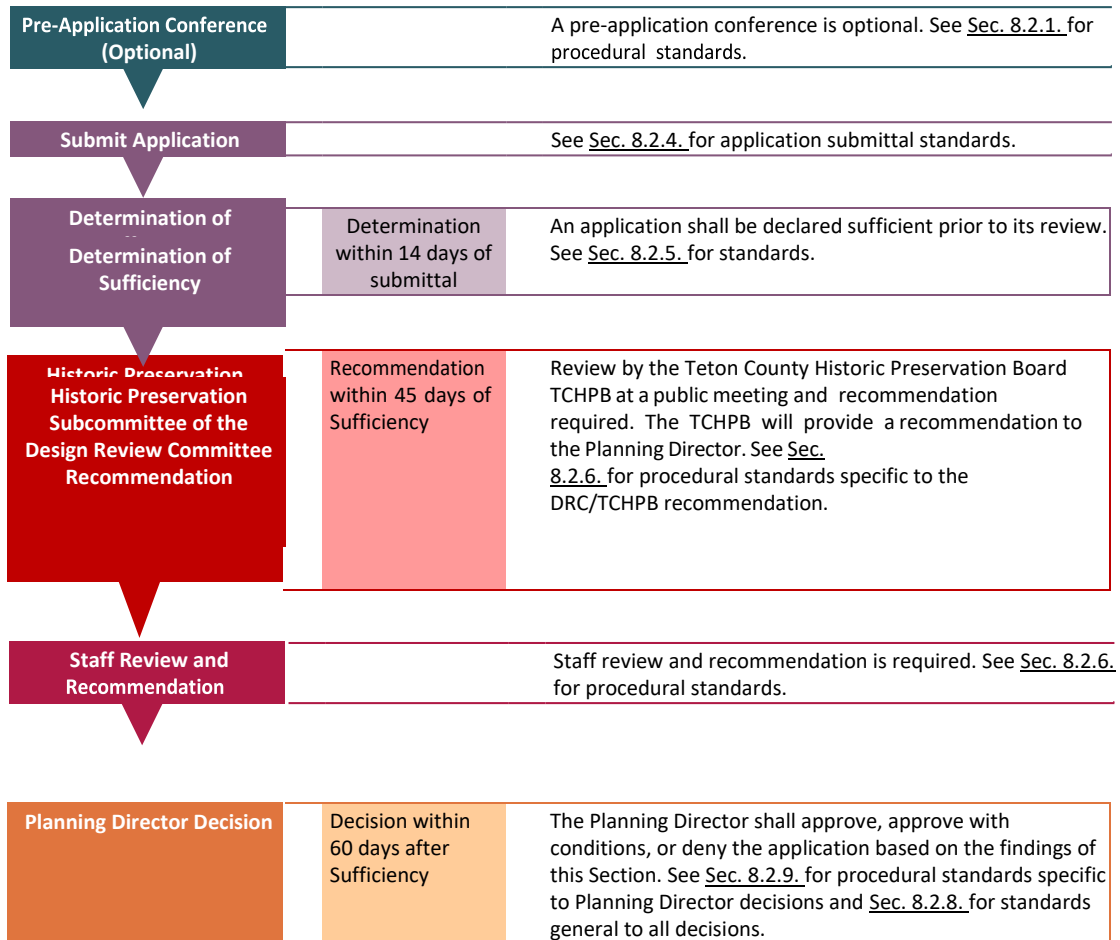
G. Revocation

If a Registered Historic Resource has not been properly maintained or has been altered to a degree that it no longer retains its historic integrity, the Planning Director may recommend revocation of a Registered Historic Resource. However, an owner of a Registered Historic Resource property may request withdrawal of their historic designation for any reason by providing written notification to the Planning Director, provided that the property has not taken advantage of any development incentive(s) that requires continued preservation of the historic resource.

H. Review process

All steps and deadlines in the following chart are required unless noted otherwise. An applicant must complete each step before moving to the step below.

Designation Process for Registered Historic Resource



Section 8.5.7 Exterior Alterations to Properties on the Jackson Historic Register — Certificate of Appropriateness

A. Purpose

The purpose is to allow owners to obtain a Certificate of Appropriateness (CoA) to make exterior alterations of properties listed on the Jackson Historic Register in ways that are compatible with and maintain the historic integrity of the resource consistent with the Historic Preservation Design Guidelines. The Planning Director may consult with the Teton County Historic Preservation Board (TCHPB) as necessary to achieve the purposes of this section.

B. Applicability

This process applies to any Registered Historic Resource for which the landowner desires to make exterior alterations that requires a development permit or building permit (Type 1 CoA), or that does not require a building permit but has the potential to negatively impact the integrity of the historic resource (Type 2 CoA), such as exterior painting, non-structural replacement of exterior siding, windows, or roof covering. Interior alterations are not subject to this section.

C. General Procedures

Before carrying out an alteration to the exterior of any Registered Historic Resource, the owner(s) shall follow the procedures below.

1. Certificate of Appropriateness (CoA) Required

All exterior alterations to a Registered Historic Resource require submission of a CoA to the Planning Director as provided below:

a. Submission

- i. Type 1 CoA: Exterior alterations to a Registered Historic Resource that are significant enough to require review by the TCHPB are considered Type 1 CoA applications. These applications are often submitted concurrent with a building permit but may not be in some cases. Type 1 applications include, but are not limited to, the following:
 - a) ADA accessibility improvements located on the front/primary façade
 - b) Removal of character-defining features
 - c) A proposal that significantly changes historic materials
 - d) Additions to residential buildings
 - e) Relocation or reposition
- ii. Type 2 CoA: Exterior alterations to a Registered Historic Resource anticipated to have a relatively minor impact are considered Type 2 CoA applications. These applications may or may not require a building permit. Type 2 applications include, but are not limited to, the following:
 - a) ADA accessibility improvements to the rear or side/secondary façade.
 - b) The repair or restoration of character-defining features and architectural elements.

- iii. In-kind repair/replacement work that matches the existing size, style, material, profile, color, finish, etc.
 - b. Review
 - i. Sufficiency
 - a) Type 1: Determined within 14 days of submittal to Planning Director.
 - b) Type 2: Determined within 7 days of submittal to Planning Director.
 - ii. Recommendation from TCHPB

Only Type 1 applications require review and recommendation by the TCHPB which shall be completed by the TCHPB within 30 days of sufficiency. The Planning Director may elevate a Type 2 application to a Type 1 application if review by the TCHPB is deemed necessary to address unique circumstances or special public interest.
 - iii. Final Decision
 - a) Type 1: Final decision on CoA shall be provided within 14 days of TCHPB recommendation.
 - b) Type 2: Final decision on CoA shall be provided within 14 days of sufficiency.
 - iv. Final Inspection and Building Permit

Type 1 and Type 2 applications require a final inspection by the Planning Director of the proposed alterations to ensure consistency with the approved CoA. No building permit to reposition or relocate a Registered Historic Resource shall be issued until a Certificate of Appropriateness has been issued.
- 2. Resubmittal

The applicant may resubmit an amended CoA application or reapply for a CoA that takes into consideration the recommendations of the TCHPB and/or the Planning Director.
- 3. Appeal

If a CoA is denied, the applicant may appeal the denial to the Town Council per Sec. 8.8.3.

D. CoA Findings

In making a final determination on a CoA for either a Type 1 or Type 2 application, the Planning Director, in consultation with the TCHPB as appropriate, shall find that the request:

- 1. Complies with the requirements of Division 5.9;
- 2. Complies with the Historic Preservation Design Guidelines, and Town Design Guidelines, if applicable;
- 3. Complies with all other LDRs; and
- 4. Complies with all prior approvals.

E. Effect of Approval

Issuance of a CoA shall allow the applicant to proceed with the alteration consistent with any conditions of approval from the TCHPB and Planning Director, provided all other required permits are obtained.

F. Expiration

A CoA has no predetermined expiration date but expires when the building permit associated with the approved work expires or, if no building permit is required, when the physical alterations permitted by the CoA and associated building permit are completed, inspected by the Town, and signed off by the Town.

Section 8.5.8 Repositioning and Relocation of Properties on the Jackson Historic Register — Certificate of Appropriateness

A. Purpose

The purpose is to allow owners to obtain a Certificate of Appropriateness (CoA) to reposition a Registered Historic Resource within its site or to relocate a Registered Historic Resource to another site in ways that are compatible with and maintain the historic integrity of the structure consistent with the Historic Preservation Design Guidelines.

B. Applicability

This process applies to any property in the Town that is a Registered Historic Resource that the landowner or other qualified representative desires to reposition within its parcel or to relocate to another site. However, if the Registered Historic Resource is protected by a historic preservation easement then it will not be allowed to be moved to another site unless specifically permitted by the easement. In all other cases, the Registered Historic Resource may not be relocated to another site unless the Planning Director determines that the new site provides a similar or better historic setting for the Registered Historic Resource.

C. General Procedures

Before relocating or repositioning any Registered Historic Resource, the owner(s) shall follow the procedures below.

1. Certificate of Appropriateness (CoA) Required

Any relocation or repositioning of a Registered Historic Resource requires submission of a CoA to the Planning Director as provided below:

a. Submission

- i. Type 1 CoA: Any relocation of a Registered Historic Resource to another site requires review by the TCHPB and is considered a Type 1 CoA application. These applications are usually submitted concurrent with a building permit.
- ii. Type 2 CoA: Any repositioning of a Registered Historic Resource within the same site is considered Type 2 CoA application. These applications are usually submitted concurrent with a building permit.
 - a) ADA accessibility improvements to the rear or side/secondary façade.
 - b) The repair or restoration of character-defining features and architectural elements.
- iii. In-kind repair/replacement work that matches the existing size, style, material, profile, color, finish, etc.

c. Review

i. Sufficiency

- c) Type 1: Determined within 14 days of submittal to Planning

Director.

d) Type 2: Determined within 7 days of submittal to Planning Director.

ii. Recommendation from TCHPB

Only Type 1 applications require review and recommendation by the TCHPB which shall be completed within 30 days of sufficiency. The Planning Director may elevate a Type 2 application to a Type 1 application if review by the TCHPB is deemed necessary to address unique circumstances or special public interest.

iii. Final Decision

c) Type 1: Final decision on CoA shall be provided within 14 days of TCHPB recommendation.

d) Type 2: Final decision on CoA shall be provided within 14 days of sufficiency.

iv. Final Inspection and Building Permit

Type 1 and Type 2 applications require a final inspection by the Planning Director of the proposed relocation or repositioning to ensure consistency with the approved CoA. No building permit to reposition or relocate a Registered Historic Resource shall be issued until a Certificate of Appropriateness has been issued.

2. Resubmittal

The applicant may resubmit an amended CoA application or reapply for a CoA that takes into consideration the recommendations of the TCHPB and/or the Planning Director.

3. Appeal

If a CoA is denied, the applicant may appeal the denial to the Town Council per Sec. 8.8.3.

D. Approval Criteria

To be approved for a CoA, the applicant shall demonstrate compliance with the criteria below.

1. Type 1: Applicants proposing to relocate a Registered Historic Resource to another site shall:

- a. Document the original building location on the current site
- b. Provide plans to safely move the designated historic property, including the protection of building features
- c. Ensure the relocation site provides an appropriate context to the building. Ideally the new site shall convey a character similar to that of the historic site, or the current site if the original site is unknown.
- d. Provide plans to stabilize and rehabilitate the building so that it has a viable use on the new site.

2. Type 2: Applicants proposing to reposition a Registered Historic Resource within the same site shall:

- a. Assure the repositioning means the historic property will be preserved on the site.
- b. Maintain the general character as seen from the street.
- c. Stabilize the building from further deterioration.

E. CoA Findings

In making a final determination on a CoA for either a Type 1 or Type 2 application, the

Planning Director, in consultation with the TCHPB as appropriate, shall find that the request:

1. Complies with the requirements of Division 5.9;
2. Complies with the Historic Preservation Design Guidelines, and Town Design Guidelines, if applicable;
3. Complies with all other LDRs; and
4. Complies with all prior approvals.

F. Effect of Approval

Issuance of a CoA shall allow the applicant to proceed with the relocation or repositioning consistent with any conditions of approval from the TCHPB and Planning Director, provided all other required permits are obtained.

G. Expiration

A CoA has no predetermined expiration date but expires when the building permit associated with the approved work expires or, if no building permit is required, when the physical alterations permitted by the CoA and associated building permit are completed, inspected by the Town, and signed off by the Town.

D. Appeal

If a Certificate of Appropriateness is denied, the applicant may appeal the denial to the Town Council per Sec. 8.8.3. Appeals of a decision of the Council may be filed in circuit court.

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 _____, 2020.

PASSED 2ND READING THE ____ DAY OF _____, 2020.

PASSED AND APPROVED THE ____ DAY OF _____, 2020.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____

Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. 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 _____, 2020.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk

ORDINANCE P

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 1196; SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART); AND SECTION 6.3.2 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS REGARDING HOUSING MITIGATION FOR HISTORIC PROPERTIES AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

Section 1 of Town of Jackson Ordinance No. 1196; Section 2 of Town of Jackson Ordinance No. 1074 (PART); and Section 6.3.2.C of the Town of Jackson Land Development Regulations are hereby amended and reenacted to read as follows:

Sec. 6.3.2.C.

C. Exemptions

The following are exempt from the standards of this Division.

1. Housing Department Unit. A residential unit subject to a deed restriction administered by the Housing Department.
2. Other Workforce Housing. A residential unit subject to a deed restriction administered by the Jackson Hole Community Housing Trust or Habitat for Humanity of the Greater Teton Area; or an apartment in the NL-5 zone.
3. Historic Building. Use of a building included on the ~~Teton County Historical Preservation Board (TCHPB) list of historically significant properties, or that is otherwise deemed in writing by the TCHPB to be historically significant~~Jackson Historic Register. In addition, any addition to a Registered Historic Resource that obtains approval of a Certificate of Appropriateness is exempt from affordable workforce mitigation requirements. if a historic building is used in its historic location, floor area elsewhere on the site equal to the amount of historic floor area used on site is also exempt for as long as the historic structure remains on the property.

EXAMPLE: A 2,000 square foot historic cabin used currently as an office but being converted into a restaurant would be exempt from this Division. Furthermore, a 3,000 sf addition that gets a Certificate of Appropriateness is also exempt from the mitigation requirements. If the historic cabin has not been moved in last 50 years and is being used as a restaurant in its historic location, another 2,000 square feet of floor area elsewhere on the site are also exempt from this division. If the historic cabin has been relocated from another location, only the cabin itself is exempt.

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 _____, 2020.

PASSED 2ND READING THE _____ DAY OF _____, 2020.

PASSED AND APPROVED THE _____ DAY OF _____, 2020.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. 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 _____, 2020.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk

ORDINANCE Q

AN ORDINANCE AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1165 AND 1196; SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART); AND DIVISION 8.10 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS REGARDING THE DUTIES AND RESPONSIBILITIES OF THE TETON COUNTY HISTORIC PRESERVATION BOARD 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. 1165 and 1196; Section 2 of Town of Jackson ordinance No. 1074 (PART); and Division 8.10 the Town of Jackson Land Development Regulations are hereby amended and reenacted to read as follows:

Sec. 8.10.11 Teton County Historic Preservation Board

A. Establishment and Purpose

The Teton County Historic Preservation Board (TCHPB) is a Certified Local Government established by Teton County. As part of these Town LDRs, the TCHPB has been approved to provide its expertise in historic preservation to assist the Town in the implementation of the Town's historic preservation program. The TCHPB consists of members who are qualified by experience and training to advise and provide technical assistance to the Planning Director, Planning and Zoning Commission, Board of Adjustment, and Town Council regarding design review pursuant to Div. 5.8.

A. Powers and Duties

The TCHPB shall have the powers and duties established under the provisions of the LDRs, including:

1. To recommend changes to the Historic Preservation Design Guidelines and other Town Design Guidelines for adoption by the Town Council;
2. To hear, consider, and recommend a decision to the Planning Director, the Planning and Zoning Commission, the Board of Adjustment, and the Town Council on the following applications:
 - a. Certificate of Appropriateness for an alteration to Registered Historic Resource that requires review of the Historic Preservation Design Guidelines;
 - b. Certificate of Appropriateness for a repositioning or relocation of a Registered Historic Resource that requires review of the Historic Preservation Design Guidelines;
 - c. Nomination of a property to the Jackson Historic Register

3. To review demolition permits per Chapter 15.38 Demolition Standards in the Jackson Municipal Code and offer recommendations on the advisability of a stay on the demolition.
4. To make special knowledge and expertise available upon request from the Planning Director or Town Council for matters related to the implementation of the Town's historic preservation program. and authorization of the Town Council to other Town Departments; and
5. To make studies and/or surveys of the historic resources in the Town, make public such information, and to maintain a list of Structures of Merit.

C. Membership

The qualifications, appointment, terms of office, and other requirements for membership to the TCHPB are governed by Teton County and by the adopted bylaws of the TCHPB.

D. Staff

The Planning Department shall be available to provide professional assistance to the TCHPB, at the direction of the Planning Director.

E. Quorum and Voting

The quorum and voting rules and requirements for the TCHPB are governed by Teton County and by the adopted bylaws of the TCHPB. Such rules shall be followed for any public meetings required under these LDRs.

F. Meetings

1. General. Meetings of the TCHPB shall be held at least once monthly or as otherwise necessary to fulfill its duties as required by these LDRs. Meeting shall be set at a consistent time and date.
2. Special Meetings. A special meeting may be called by the Chairperson by giving notice to each member and to the official advertising newspaper of the Town of Jackson. The notice shall specify the time, place and business to be transacted, and no other business shall be conducted.
3. Location. The location of all TCHPB meetings shall be determined by the TCHPB but the location shall be located in the Town of Jackson and published to provide adequate notice to all interested parties and the public. The location shall be accessible to the public.

4. Meetings Open to the Public.

All meetings of the Committee shall be open to the public in a place accessible to the public. Public comment is not required.

C. Agenda

An agenda for any meeting required by these LDRS shall be published at least seven days prior to the meeting.

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 _____, 2020.

PASSED 2ND READING THE _____ DAY OF _____, 2020.

PASSED AND APPROVED THE _____ DAY OF _____, 2020.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. 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 _____, 2020.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk

ORDINANCE R

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1198, 1197, 1155, 1136, 1128, 1097; SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART); AND DIVISION 9.5 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS REGARDING DEFINITIONS 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. 1198, 1197, 1155, 1136, 1128, 1097; Section 2 of Town of Jackson Ordinance No. 1074 (PART); and Division 9.5 of the Town of Jackson Land Development Regulations are hereby amended and reenacted to read as follows:

Div. 9.5. Defined Terms

When used in these LDRs, the following terms shall have the following meanings:

A (7/18/18, Ord. 1196)

Access. Access means a method to provide physical entrance to or exit from a property, street, or highway.

Accessory Residential Unit. See 6.1.11.B.

Accessory Structure. An accessory structure is a separate structure that is secondary and subordinate to another structure on the same property.

Accessory Use. See 6.1.2.B.3. **Adjoining.** See “Contiguous.” **Adjusted Site Area.** See 9.4.4.C.

Adjoining. See “Contiguous.”

Adjusted Site Area. See 9.4.4.C.

Affordable Housing Unit. An affordable housing unit is a unit subject to an Affordable Ownership or Affordable Rental deed restriction as defined in the Housing Department Rules and Regulations.

Affordable Workforce Housing Unit. Affordable workforce housing is workforce housing that costs 30% or less of the occupant household’s gross income. When used in reference to a requirement to provide affordable workforce housing, the standards for the units required to be provided are established by Div. 6.3. See also “Affordable Housing Unit” and “Workforce Housing Unit”, which are specific types of deed-restricted units.

Agriculture. See 6.1.3.B.

Alley. An access way, no more than 30 feet wide, which provides a means of public access to contiguous property that is not intended for general traffic circulation.

Alter or Alteration. Alter or alteration means any change, addition, or modification in construction or occupancy.

Amusement Use. See 6.1.7.B.

Alteration (for the purposes of Division 5.9). Any act or process, except repair and light construction, that changes one or more of the architectural features of a structure or site, including, but not limited to, the erection, construction, reconstruction, relocation of, or addition to a structure.

Antenna. Any apparatus used for the transmission and/or reception of radio frequency energy, including, but not limited to, omni-directional antenna (whip), directional antenna (panel), microcell, and parabolic antenna (dish). Antenna does not include support structures, utility structures, or towers.

Apartment. See 6.1.4.D.

Arterial Road. See, "Road, Arterial."

Assembly. See 6.1.8.B.

Association (for the purposes of Division 5.9). The direct link between an important historic event or person and a historic property.

Attached Single-Family Unit. See 6.1.4.C.

Awning. Awning means a roof-like cover that projects from and is supported by the wall of a building for the purpose of shielding a doorway or window from the elements.

B (7/18/18, Ord. 1196)

Building. Building means any structure having a roof supported by columns or walls; any enclosed structure, including tarpaulin structures, designed or used for the housing or enclosure of persons, animals, chattels, or property of any kind; or any attached appurtenance thereto, but not including an advertising sign board, fence, tepee, tent, or similar type of temporary structure. ~~See also "Historic Building"~~

Bulk. Bulk is a spatial dimension of magnitude and refers to the scale, height, floor area, and footprint of a building.

C (1/4/17, Ord. 1166)

Caliper. The diameter of a tree trunk measured 4.5 feet above the natural grade at the base of the tree.

Canopy Tree. Canopy tree means a deciduous shade or specimen tree, such as aspen, cottonwood, golden willow, or ash.

Canopy. Canopy means the uppermost spreading branchy layer of trees. Canopy also means an ornamental roof-like structure, cantilevered or supported by posts or pillars and having open sides.

Carrier on Wheels or Cell on Wheels (COW). A portable self-contained wireless communications facility that can be moved to a location and set up to provide wireless communications services on a temporary or emergency basis. A COW is normally vehicle-mounted and contains a telescoping boom as the antenna support structure.

Certificate of Appropriateness (CoA). Certificate issued by the Planning Director authorizing any proposed repair, preservation, restoration, reconstruction, rehabilitation, alteration, new construction on a historic property, repositioning on a historic property, relocation to another property, or demolition of a historic property pursuant

[to this ordinance.](#)

Changeable Copy Sign (Manual). See “Sign, Changeable Copy.”

Christmas Tree Sales. See 6.1.12.B.

Collector Road. See, “Road, Collector.”

Commercial Air Tour. A commercial air tour is any flight conducted for compensation or hire in a powered aircraft where the purpose of the flight is sightseeing.

Commercial Wireless Telecommunication Services. Commercial wireless telecommunication services means licensed commercial wireless telecommunication services including cellular, personal communication services (PCS), specialized mobilized radio (SMR), enhanced specialized mobilized radio (ESMR), paging, and similar services that are marketed to the general public.

Commercial. See Sec. 6.1.6.

Common Open Area. Common open area means land within or related to a development which is designed or intended for the common active or passive use and enjoyment of the residents of the development. Common open area shall include: (a) land which is not individually owned and is not dedicated for public use for streets and other similar common facilities, or (b) land which is individually owned, provided it is located outside of an identified building envelope and has been located adjacent to and made a part of other common open area areas, to the maximum extent possible, to form a continuous area of open space. Common open area may include such complimentary structures and improvements as are necessary and appropriate for its intended use, provided that fences shall not be installed so as to divide individual and common open area areas from one another.

Concealment Element. A feature or technique that disguises, camouflages, or hides a Wireless Facility to blend in with its surrounding environment or architecture so that, to the extent possible the presence, purpose or nature of the Wireless Facility is less apparent to a reasonable observer.

Conditional Use. See 6.1.1.C.

Condominium. Condominium means an estate in real property consisting of an undivided interest in common in a portion of a lot of record together with a separate interest in space in a building on such real property.

Conservation Easement. A conservation easement is an agreement between a landowner and a land trust or government that invests in the land trust or government the power to constrain the landowner’s rights to use and develop the land in order to achieve identified conservation purposes such as preservation of habitat, scenery, or agriculture. A conservation easement is a permanent interest in real property that runs with the land.

Construction Sign. See, “Sign, Construction.”

Contiguous. Contiguous means having a common border with.

Camping Unit. Conventional Camping Units include recreational vehicles, campers, trailers, motorhomes, tents, yurts, tepees, or other shelter that is not certified under the International Residential or Building Code or by HUD. Camping Unit does not include Mobile Homes certified by HUD. Conventional Lodging. See 6.1.5.B.

[Compatible \(for the purposes of Division 5.9\). Consistent or harmonious with location, design, setting, materials, workmanship, feeling, or association or an individual building, structure, object or site, or of surrounding properties.](#)

D (1/4/17, Ord. 1166)

Daycare. See 6.1.8.C.

Daycare, Family Home. See 6.1.11.F.

Daycare, Home Center. See 6.1.11.G.

Dedication. Dedication means the transfer of property interests by the owner to another person. The transfer may be of fee simple interest or of a less than fee simple interest, including an easement. Dedication is not complete unless the party to which the interest is dedicated accepts the dedication.-

Design (for the purposes of Division 5.9). The combination of elements that create the form, plan, space, structure, and style of a property.

Design Guideline (for the purposes of Division 5.9). A criterion with which the Design Review Commission and/or Planning Director will require compliance when it is found applicable to the specific proposal. A guideline is subject to some interpretation when determining compliance.

E (7/18/18, Ord. 1196)

Earth Sheltered Design. Earth sheltered design means a building whose mass is built fully or partly below the land surface, or which sits above natural grade but has been covered with earth so that at least 50% of the perimeter of the building is concealed from view.

Easement. Easement means a less than fee interest in land, which provides a person other than the owner of the land certain rights over that land, or any designated part of that land, for the purposes specified.

Education. See 6.1.8.C.

Eligibility Criteria (for the purposes of Division 5.9). The criteria by which a property is determined to be historic.

F (1/4/17, Ord. 1166)

Facade. A facade is a building's elevation, as viewed in a single plane parallel to a referenced lot line. Facade Width. Facade width is the linear width of the building elevation, measured in a single plane parallel to the referenced lot line.

Fair Market Value. The price that land will bring in a competitive and open market under all conditions of fair sale, the buyer and seller each prudently knowledgeable, and assuming the price is not affected by undue stimulus.

Family. Family means one or more individuals related by blood, marriage, adoption, or guardianship, or not more than 3 individuals not so related, occupying a dwelling unit and living as a single housekeeping unit.

Fall Zone. The area in which a Wireless Facility may be expected to fall in the event of a structural failure, as measured by engineering standards.

Family Home Daycare. See 6.1.11.F.

Farm Stand. See 6.1.12.E.

Fascia. Fascia means a band located at the top edge of a building, but below the actual roofline and above the building wall. Fascia material is typically of a different type than either the actual roof or the building wall.

Fault Line. Fault line means all geologic faults indicated on the Geological Quadrangle Maps covering Teton County, published by the U.S. Geological Survey.

Feeling (for the purposes of Division 5.9). A property's expression of the aesthetic or historic sense of a particular period of time.

H (1/4/17, Ord. 1166)

Habitable Floor Area. Habitable floor area is the floor area that can be used for living purposes, usually having access to heat, plumbing, and electricity. Habitable floor area includes studios, exercise rooms, offices, and similar spaces. It also includes foyers, hallways, restrooms, storage, and other common areas within a building. Habitable floor area does not include barns, garages, or unfinished attic space.

Heavy Industry. See 6.1.9.C.

Heavy Retail/Service. See 6.1.6.F.

Height, Building. See Sec. 9.4.9.

Height, Story. See Sec. 9.4.13.

Heliport. See 6.1.10.E.

~~Historic Building. Historic building means a building which: (a) is listed on or nominated by the State Historical Society for listing on the National Register of Historic Places; (b) is included in a district which is listed on or nominated by the State historical society for listing on the National Register of Historic Places; or (c) is included on a certified Town list of historic property.~~

Historic Property. A property listed on the Jackson Historic Register.

Historic Significance. The meaning or value ascribed to a building, structure, object or site based on criteria for evaluation as identified in Sec. 5.9.4.

Home Business. See 6.1.11.E.

Home Daycare Center. See 6.1.11.G.

Home Occupation. See 6.1.11.D.

I (1/1/15, Ord. 1074)

Impervious surface. Impervious surfaces mean a surface which does not absorb water.

EXAMPLE: Examples of impervious surfaces include, but not are not limited to: buildings (including roofed areas but excluding eaves that over-hang a pervious surface), structures, parking areas, loading areas, driveways, roads, sidewalks, and any areas of concrete, asphalt, or significantly compacted material which prevents water absorption.

Industrial Use. See Sec. 6.1.9.

Industry, Heavy. See 6.1.9.C.

Industry, Light. See 6.1.9.B.

Incidental Use. See 6.1.2.B.2.

Infrastructure. Infrastructure means public facilities necessary to serve development, including, but not limited to roads, potable water supply facilities, sewage disposal facilities, drainage facilities, electric facilities, natural gas facilities, telephone facilities and cable television facilities.

Institutional Use. See Sec. 6.1.8.

Integrity (for the purposes of Division 5.9). The ability of a property to convey its historic significance through its physical features.

Irrigation Ditch. An irrigation ditch is a man-made ditch constructed for the purpose of land irrigation. Irrigation ditches shall not include naturally formed drainageways.

J (/ /20, Ord.)

Jackson Historic Register (JHR). The list of buildings – Registered Historic Resources – found to have significance in the Town of Jackson as maintained by the Planning Department.

L (7/18/18, Ord. 1198)

Land Disturbing Activity. A land disturbing activity is any manmade change to the land surface, including removing vegetative cover, excavating, filling, and grading. The tending of gardens and agricultural activities are not land disturbing activity.

Land. Land means all land or water surfaces, whether public or private, including lots of record, or other ownership categories and all rights – surface, subsurface, or air – that may be attached or detached from the land.

Landscape Surface Area. Landscape surface area is the area of a site that is covered by natural vegetation, trees, or landscaped areas such as turf grass, planted trees and shrubs, mulch, or xeriscape. Any area of a site meeting the definition of site development is not landscape surface area.

Landscape Surface Ratio. See 9.4.6.D.

Landscaping, Required. Required landscaping includes required landscape surface area and required plant units.

Light Industry. See 6.1.9.B.

Loading Area or Space. The portion of a site developed for the loading or unloading of motor vehicles or trailers, including loading berths, aisles, access drives, and related landscaped areas.

Local Road. See, “Road, Local.”

Location (for the purposes of Division 5.9). The place where the historic property was constructed or the place where the historic event occurred.

M (1/4/17, Ord. 1166)

Maintenance (for the purposes of Division 5.9). All activities necessary to prolong the useful life and aesthetic appearance of a historic property.

Maintenance (Sign). Sign maintenance means the cleaning, painting, repair, or replacement of defective parts of a

sign in a manner that does not change or alter the basic copy design, or structure of the sign.

Manmade Slope. See "Slope, Manmade"

Materials (for the purposes of Division 5.9). The physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.

N (1/1/15, Ord. 1074)

National Register of Historic Places (NRHP). The list of significant buildings, structures, sites, objects or districts in American history, architecture, archaeology, engineering, or culture maintained by the U.S. Secretary of the Interior.

Native Species. Native species means vegetation which is indigenous to, and is commonly found in, landscapes in the Town of Jackson and Teton County which have never been disturbed. A list of native species is available at the Planning Department.

O (7/18/18, Ord. 1198)

Office. See 6.1.6.B.

Off-Premise Sign. A sign identifying or advertising a business, person, activity, goods, products or services, which is not located on the premises where the business or commercial activity is conducted.

Off-Site. Located neither on the land that is the subject of the application nor on a contiguous portion of a street or other right-of-way.

On-Site. Located on the land that is the subject of the application.

Open Space (Use). See Sec. 6.1.2.

Owner. The person, corporation, government or other legal entity who owns or who has any legal or equitable interest in property and who is so listed as Owner on the records of the Teton County Assessor's Office.

Outdoor Recreation. See 6.1.3.C.

Outfitter. See 6.1.7.E.

P (7/18/18, Ord. 1197)

Parcel. Parcel means unplatted property that is described by metes and bounds, or any public land surveys, or aliquot parts, or lot or tract designations not recognized as lawfully platted.

Parking (Use). See 6.1.10.B.

Parking Lot. Parking lot means 4 or more adjacent parking spaces.

Pathway. Pathway means a facility designed for non-motorized travel intended for the use of bicyclists, pedestrians, equestrians, and cross-country skiers.

Pedestrian Access. See Sec. 9.4.16.

Pedestrian Facility. Pedestrian facility means a sidewalk or other walkway intended primarily for the use of

pedestrians.

Performance Bond. Performance bond means a financial guarantee to ensure that all improvements, facilities, or work required by these LDRs will be completed in compliance with these LDRs, and the approved plans and specifications of a development.

Period of Significance (for the purposes of Division 5.9). Span of time during which significant events and activities associated with a property occurred.

Person. Person means an individual or group of individuals, corporation, partnership, association, municipality, or state agency. Personal wireless service facilities.

Personal wireless service facilities means facilities for the provision of personal wireless services. Personal wireless services means commercial wireless telecommunication services, unlicensed wire-less services, and common carrier wireless exchange access services.

Physical Development. Physical development means any of the following activities that alter the natural character of the land and for which a permit may be required pursuant to the LDRs: the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any structure, fence, wall, or other site development; any grading, clearing, excavation, dredging, filling or other movement of land; any mining, paving, or drilling operations; or the storage, deposition, or excavation of materials. Physical development does not include the use of land that does not involve any of the above listed activities.

Planned Residential Development. See Sec. 7.1.2.

Plat. Plat means the legally recorded drawing depicting the subdivision of land into 2 or more lots.

Primary Use. See 6.1.2.B.4.

Principal Use. See 6.1.2.B.1.

Profane Language on Signs. Any signs that can be viewed by the public that involves the use of profane or vulgar language, words, epithets, or expressions.

Property. A building, structure, site, or object.

R (1/1/15, Ord. 1074)

Ranch Compound. Ranch compound means a cluster of structures built in traditional ranch forms commonly found on ranches in Teton County.

Real Estate Sales Office. See 6.1.12.C.

Rear Lot Line. See, "Lot Line, Rear."

Rear Yard. See, "Yard, Rear."

Recorded. Recorded means formally indexed and abstracted in the official records of the Teton County Clerk. Recorded does not include documents that are merely filed.

Recreational Park Trailers (RPT). An RPT or park model, is a trailer type that is primarily designed to provide temporary living quarters for recreational, camping, travel or seasonal use that meets the following criteria: (1) built on a single chassis; (2) mounted on wheels having a gross trailer area not exceeding 400 square feet in the set-up mode; and (3) certified by the manufacturer as complying with current ANSI A119.5, which specifies standards for operating systems and construction requirements. RPTs do not include Mobile and Manufactured homes or Conventional Camping Units. Gross Trailer Area is the gross square footage of a Recreational Park Trailer measured to the maximum horizontal projections of exterior walls including all siding, corner trims, moldings,

storage areas enclosed by windows, but not the roof overhangs. Unenclosed porches are not included in the gross trailer area.

Registered Historic Resource. A property, structure, feature, or object that is determined to be of historic significance and is designated to the Jackson Historic Register pursuant to the LDRs.

Required Open Space. See, "Open Space, Required."

Relocation or Relocate (for the purposes of Division 5.9). Moving a building, structure, or object to a different site or property, either temporarily or permanently.

S (1/4/17, Ord. 1166)

Scale of Building, Maximum. See 9.4.7.B.

Scale of Use, Maximum. 9.4.7.A.

Sedimentation. Sedimentation means the deposition of soil that has been transported from its site of origin by water, ice, wind, gravity, or other natural means as a result of erosion.

Service. See 6.1.6.D.

Setback. See Sec. 9.4.8.

Setting (for the purposes of Division 5.9). The physical environment of a historic property.

Sexually Explicit Nudity on Signs. Means the depiction of uncovered human genitals, pubic area, buttocks, or the human female breast on a sign that can be viewed by the public.

Shelter, Temporary. See 6.1.12.D.

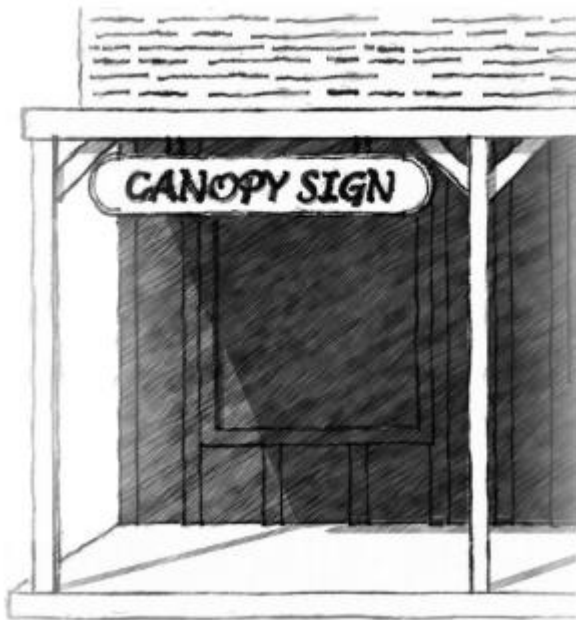
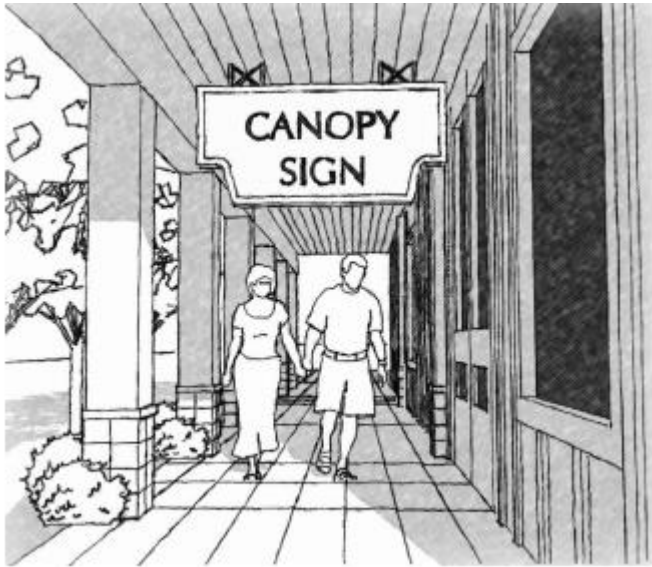
Short-Term Rental Unit. See 6.1.5.C.

Side Lot Line. See, "Lot Line, Side."

Side Yard. See, "Yard, Side."

Sign, Banner. An advertising sign intended to be hung either with or without a frame possessing characters, letters or ornamentations applied to paper, plastic or fabric.

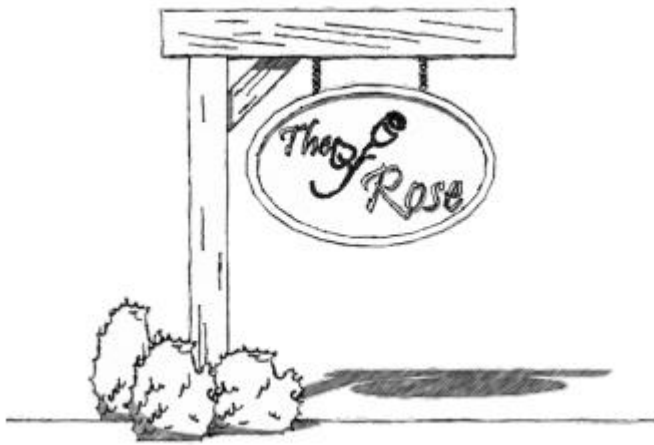
Sign, Canopy or Marquee. A sign attached to or constructed in or on a canopy or marquee (see example below).



Sign, Changeable Copy. A sign on which copy or sign panels can be manually changed, such as boards with changeable letters or changeable pictorial panels.

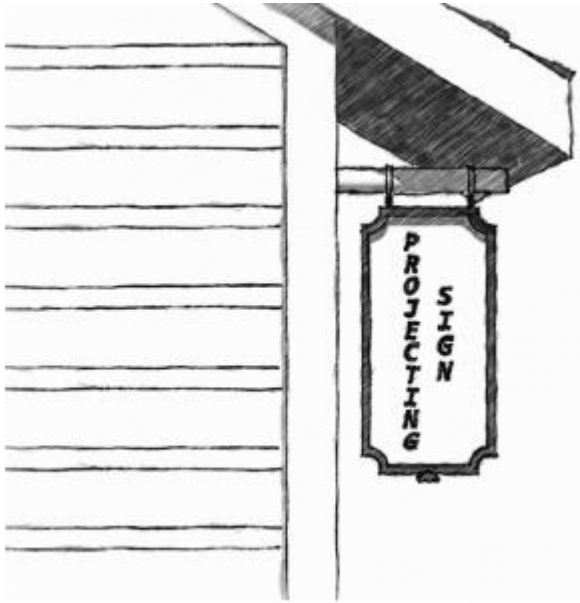
Sign, Flashing. Any sign containing an intermittent or flashing light source, or includes the illusion of intermittent or flashing light by means of animation, or an externally-mounted intermittent light source.

Sign, Freestanding. A sign erected on a freestanding frame, mast or pole, not attached to a building (see examples below). A freestanding sign is considered a structure and shall follow the definition of height.

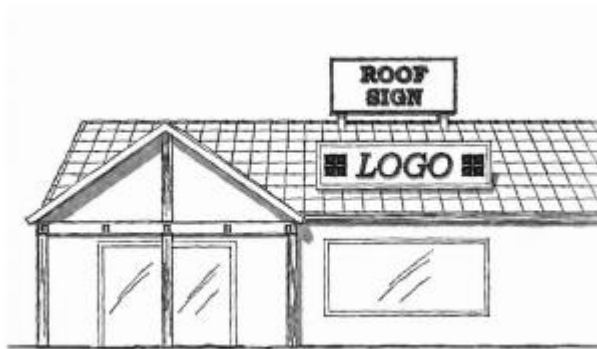


Sign, Neon. Any sign or portion of a building illuminated or outlined by tubes using electrically stimulated neon or other gas.

Sign, Projecting. A sign, other than a wall sign, which is attached to and projects from a structure or building face (see example below).

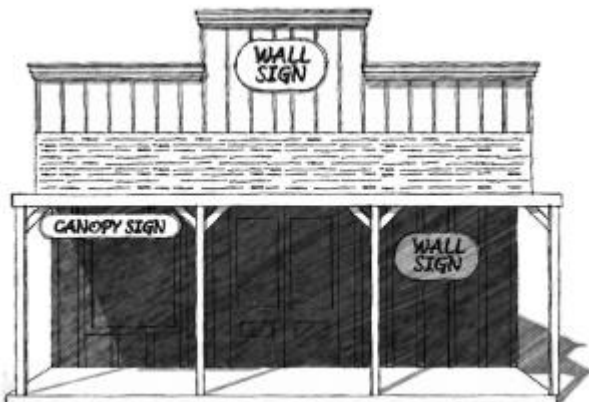


Sign, Roof. Any sign placed or painted above the roof or parapet wall of a structure (see example below).



Sign, Temporary or Portable. Any sign that is not permanently attached to the ground or a building. This shall include, but not be limited to, all devices such as banners, pennants, flags (not intended to include flags of any nation), search-lights, twirling or sandwich board signs, sidewalk or curb signs, balloons, air or gas filled figures, and signs on wheels.

Sign, Wall. Any sign attached to, painted on, or installed upon a wall of a building, with the exposed face parallel to the building wall and/or parapet (see examples below).



Sign. Sign means any object, device, display, structure, or part thereof, situated outdoors or indoors, which is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, religious group, product service, event, or location by any means including words, letters, figures, designs, symbols, fixtures, colors, illumination, or projected images. Signs do not include merchandise and pictures or models of products or services incorporated in a window display, works of art which in no way identify a product, or score boards located on athletic fields. See Div. 5.6. for standards applicable to Signs.

Significant (for the purposes of Division 5.9). Having architectural characteristics and historical associations that make the building, structure, feature, or area worthy of preservation.

Site Area, Adjusted. See 9.4.4.C.

Site Area, Base. See 9.4.4.B.

Site Area, Gross. See 9.4.4.A.

Site Area, Minimum. See 9.4.4.D.

Site Development. Site development is the area of the site that is physically developed; it is generally the inverse of landscape surface area. Site development includes the area of the site that is covered by buildings, structures, impervious surfaces, porches, decks, terraces, patios, driveways, walkways, parking areas, and regularly disturbed areas such as corrals, outdoor storage, and stockpiles. Site development does not include cultivation of the soil for agricultural use.

Site. Site means the entire area of the land on which a use or development is existing or proposed. A site may be a portion of a lot of record or may include multiple lots of record.

Skyline. Skyline means the visual line at which the earth or vegetation and the sky appear to meet. It is typically viewed as the top, crest, or peak of a ridge, hillside, or butte.

Slope, Manmade. Manmade slopes refer to finished grades that resulted from permitted and/or allowed development activity commenced prior to November 9, 1994.

Slope, Natural. See, "Grade, Natural."

Slope. Slope means the relationship of the change in the vertical measurement to the change in the horizontal measurement, usually written as a ratio or a percentage.

Small Wastewater Treatment System. See "Wastewater Treatment System, Small."

Special Use. See 6.1.1.D.

State Historic Preservation Officer (SHPO). Means the individual appointed by the Governor to administer the Wyoming Historic Preservation Program.

Stealth Facility. A Wireless Facility that is integrated into an existing structure so that no portion is visible from outside the existing structure; or that is designed so that the purpose and nature of the Wireless Facility is not readily apparent to a reasonable observer.

Stepback. See Sec. 9.4.12.

Stream. See Sec. 5.1.1.

Street Facade. See Sec. 9.4.11.

Street Lot Line. See, "Lot Line, Street."

Street Yard. See, "Yard, Street."

Structure. Structure means any building, bridge, fence, pole, tower, deck, liquid storage tank, gazebo, pier, dam,

culvert, satellite dish, personal wireless telecommunication facilities, or other construction or erection greater than 4 feet in height.

Subdivision Improvement. Subdivision improvement means any improvement, facility, or service, together with customary improvements and appurtenances thereto, necessary to provide for the needs of the subdivision such as: streets, alleys, pedestrian walks or paths, storm sewers, flood control improvements, water supply and distribution facilities, sanitary sewage disposal and treatment, utility and energy services.

Subdivision. Subdivision means any division of a building, plat, or lot of record into 2 or more parts by means of platting in accordance with the procedures and standards of Sec. 8.5.3. or exempt land division in accordance with the procedures and standards of Sec. 8.5.4. Subdivision includes a division of a building, or lot of record for purposes of creating condominiums or townhomes.

Survey (Historic). The process of identifying and gathering data on a community's historic properties. A survey includes field work and may also include background research and more in-depth evaluation of the potential historic properties for designation. Survey work often culminates in an inventory of properties that are found to be significant.

Survey (Professional Historic). Survey work led by a preservation professional, someone who meets the Secretary of the Interior's Professional Qualifications in architectural history or history as outlined by the federal government in 36 CFR 61, Appendix A.

W (7/18/18, Ord. 1196)

Wastewater Treatment System, Community. Community wastewater treatment system means a privately owned and operated system, other than a municipal sewage treatment plant, for the collection and treatment of wastewater generated by the dwelling units and accessory uses in a development.

Wastewater Treatment System, Public. Public wastewater treatment system (or sanitary sewer) means a wastewater disposal system, other than small wastewater treatment system, approved by the State, County, or Town, and maintained by a public or private agency authorized to operate such system.

Wastewater Treatment System, Small. Small wastewater treatment system means a sewage system, disposal system, or treatment works having simple hydrologic and engineering needs which is intended for wastes originating from a single residential unit serving no more than 4 families, or which distributes 2,000 gallons or less of domestic sewage per day.

Water Supply, Public. Public water supply means a water supply being distributed by 20 or more service connections used to furnish water for human consumption either in preparing foods or beverages for inhabitants of residences or for the use of business establishments. A public water supply includes the source, treatment system, distribution system, service connections, finished water storage, and pumping stations.

Window Surface. All glass and glass surfaces within same vertical plane or wall of a structure.

Wireless Communication Facilities. See 6.1.10.D.

Workforce Housing Unit. A workforce housing unit is a unit subject to a Workforce Ownership or Workforce Rental deed restriction as defined in the Housing Department Rules and Regulations. See also "Workforce Housing", which is the broader definition of the concept of workforce housing as it is used in the Jackson/Teton County Comprehensive Plan.

Workforce Housing. Workforce housing is market and deed-restricted housing occupied by people working locally who would otherwise commute from outside the community. See also "Workforce Housing Unit", which is a

specific type of deed-restricted unit.

Workmanship (for the purposes of Division 5.9). The physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.

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 _____, 2020.

PASSED 2ND READING THE ____ DAY OF _____, 2020.

PASSED AND APPROVED THE ____ DAY OF _____, 2020.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. 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 _____, 2020.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk

ORDINANCE S

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1074 (PART), 1122, 1136, 1149, 1196, 1159, 1197, 1198, 1209, 1218, 1222, AND 1197; AND SECTIONS 2.3.1, 2.3.2, 2.2.14, 2.2.15, 2.2.16, 2.2.17 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS REGARDING DEVELOPMENT REGULATIONS AND STANDARDS FOR PROPERTIES IN THE DOWNTOWN CORE, URBAN COMMERCIAL AND TOWN SQUARE ZONES 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. 1074 (PART), 1122, 1136, 1149, 1196, 1159, 1197, 1198, 1209, 1218, 1222, AND 1197; and sections 2.3.1, 2.3.2, 2.2.10, 2.2.15, 2.2.16, 2.2.17 of the Town of Jackson Land Development Regulations are hereby amended and reenacted to read as follows:

[See Next Page]

Article 2. Complete Neighborhood Zones

Div. 2.1. All Complete Neighborhood Zones	2-2
2.1.1. Character Zones (7/18/18, Ord. 1197)	2-2
2.1.2. Legacy Zones (7/18/18, Ord. 1197)	2-2
Div. 2.2. Complete Neighborhood Character Zones.....	2-3
2.2.1. Rules Applicable to All Complete Neighborhood Character Zones (3/6/19, Ord. 1209)	2-3
2.2.2. NL-1: Neighborhood Low Density-1 (3/6/19, Ord. 1210)	2-12
2.2.3. NL-2: Neighborhood Low Density-2 (3/6/19, Ord. 1211)	2-18
2.2.4. NL-3: Neighborhood Low Density-3 (3/6/19, Ord. 1212)	2-24
2.2.5. NL-4: Neighborhood Low Density-4 (3/6/19, Ord. 1213)	2-30
2.2.6. NL-5: Neighborhood Low Density-5 (3/6/19, Ord. 1214)	2-36
2.2.7. NM-1: Neighborhood Medium Density-1 (3/6/19, Ord. 1215)	2-42
2.2.8. NM-2: Neighborhood Medium Density-2 (3/6/19, Ord. 1216)	2-48
2.2.9. NH-1: Neighborhood High Density 1 (3/6/19, Ord. 1217)	2-54
2.2.10. OR: Office Residential (3/6/19, Ord. 1222)	2-60
2.2.11. CR-3: Commercial Residential-3 (3/6/19, Ord. 1221)	2-68
2.2.12. CR-2: Commercial Residential-2 (3/6/19, Ord. 1220)	2-78
2.2.13. CR-1: Commercial Residential-1 (3/6/19, Ord. 1219)	2-86
<u>2.2.14. DC-1: Downtown Core-1 (3/6/19, Ord. 1218)</u>	<u>2-94</u>
<u>2.2.15. DC-2: Downtown Core-2 (xx/xx/xx, Ord. XXXX)</u>	<u>2-102</u>
<u>2.2.16. TS-1: Town Square-1 (xx/xx/xx, Ord. XXXX)</u>	<u>2-110</u>
<u>2.2.17. TS-2: Town Square-2 (xx/xx/xx, Ord. XXXX)</u>	<u>2-118</u>
Div. 2.3. Complete Neighborhood Legacy Zones.....	2-126
2.3.1. Town Square (TS) [deleted] (xx/xx/xx, Ord. XXXX)	2-126
2.3.2. Urban Commercial (UC) [deleted] (xx/xx/xx, Ord. XXXX)	2-133
2.3.3. [deleted] (11/23/16, Ord. 1149)	2-141
2.3.4. [deleted] (7/18/18, Ord. 1197)	2-141
2.3.5. [deleted] (7/18/18, Ord. 1197)	2-141
2.3.6. [deleted] (7/18/18, Ord. 1197)	2-141
2.3.7. [deleted] (11/23/16, Ord. 1149)	2-141
2.3.8. [deleted] (11/23/16, Ord. 1149)	2-141
2.3.9. [deleted] (7/18/18, Ord. 1197)	2-141
2.3.10. Business Park-Town (BP-ToJ) (7/18/18, Ord. 1198)	2-142
2.3.11. [deleted] (7/18/18, Ord. 1197)	2-148
2.3.12. [deleted] (7/18/18, Ord. 1197)	2-148
2.3.13. Mobile Home Park-Town (MHP-ToJ) (7/18/18, Ord. 1198)	2-149
2.3.14. [deleted] (7/18/18, Ord. 1197)	2-154
2.3.15. [deleted] (7/18/18, Ord. 1197)	2-154
2.3.16. [deleted] (7/18/18, Ord. 1197)	2-154

Div. 2.1. All Complete Neighborhood Zones

Complete neighborhood zones are intended to enhance the locations in the community that are most appropriate for use and development into the most desirable places to live, work, and play. There are 2 types of complete neighborhood zones.

2.1.1. Character Zones (xx/xx/xx, Ord. XXXX)

Character zones, established in Div. 2.2., are character-based and established to implement the Comprehensive Plan. The character zones include:

- A. NL-1: Neighborhood Low Density-1
- B. NL-2: Neighborhood Low Density-2
- C. NL-3: Neighborhood Low Density-3
- D. NL-4: Neighborhood Low Density-4
- E. NL-5: Neighborhood Low Density -5
- F. NM-1: Neighborhood Medium Density-1
- G. NM-2: Neighborhood Medium Density-2
- H. NH-1: Neighborhood High Density-1
- I. CR-3: Commercial Residential-3
- J. CR-2: Commercial Residential-2
- K. CR-1: Commercial Residential-1
- L. OR: Office Residential
- M. DC-1: Downtown Core-1
- N. DC-2: Downtown Core-2
- O. TS-1: Town Square-1
- P. TS-2: Town Square-2

2.1.2. Legacy Zones (xx/xx/xx Ord. XXXX)

Legacy zones, established in Div. 2.3., are carried forward from the previous LDRs, and it is the intent that they will be phased out over time as character zones are adopted and applied. The legacy zones include:

- A. ~~Town Square (TS)~~
- B. ~~Urban Commercial (UC)~~
- C. Business Park-Town (BP-ToJ)
- D. Mobile Home Park-Town (MHP-ToJ)

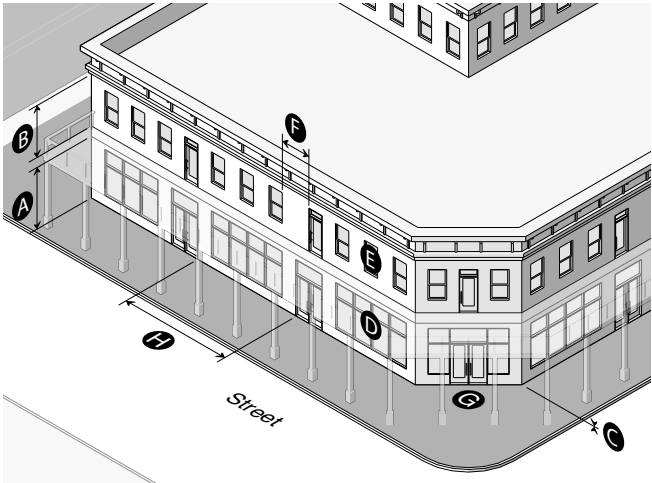
D. Building Frontages

Building frontages set standards for building facades that face streets, and are required along all primary and secondary streets. Building frontages help to ensure that buildings address each street appropriately. They play an important role in shaping the built environment and enhancing the pedestrian experience. Specific rules for each building frontage are listed below. See [Sec. 2.2.10](#) through [Sec. 2.2.17](#), to determine which options are allowed in each zone. The rules of measurement for a building frontage are in [Div. 9.4](#).

Any use allowed in the applicable zoning district is allowed in any building frontage type, provided the use meets all other zoning and building code requirements. The applicant may use multiple building frontages along the same street frontage, provided that each frontage type is allowed in the applicable zoning district.

Institutional and transportation/Infrastructure uses may be allowed to comply with the building frontages on an ‘as practicable’ basis with Planning Director approval.

1. [Town Square](#)



[Description](#)

[In the Town Square Frontage, the main facade of the building is located at or near the public boardwalk, with at-grade entrances spaced at regular intervals. The Town Square Frontage is intended primarily for retail uses, and has glazing \(windows and doors\) at the sidewalk level.](#)

Story Height	Sec. 9.4.13.	
Ground story height (min/max)	11'/14'	A
Upper story height (min)	9'	B
Ground floor elevation (min-max)	0' - 3'	C
Transparency	Sec. 9.4.14.	
Ground story (min/max)	50%/75%	D
Upper story (min/max)	20%/35%	E
Blank Wall Area	Sec. 9.4.15.	
Blank wall area (max)	15'	F
Pedestrian Access	Sec. 9.4.16.	
Entrance facing street (max)	Required	G
Entrance spacing along street (max)	50'	H

2.2.14. DC-1: Downtown Core-1 (xx/xx/xx, Ord. 1218)

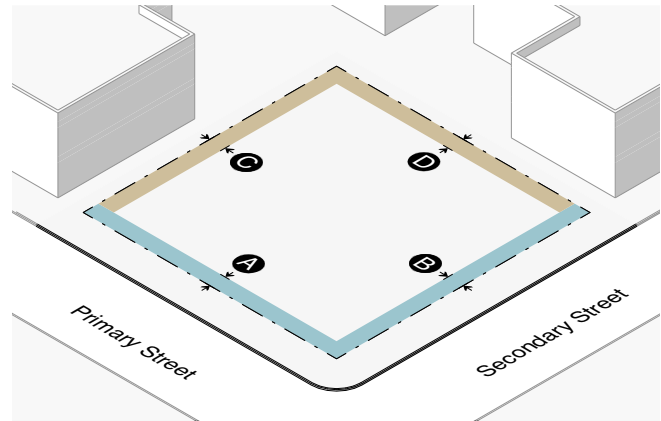
A. Intent

1. General Intent. The intent of the **Downtown Core-1 (DC-1)** zone is to provide for a vibrant mixed-use area with a variety of uses and amenities, consisting of wide sidewalks and retail shopfronts pulled up to the street.
2. Buildings. Buildings can be up to 3 stories in height. Massing, articulation, openings, and step backs are used to reduce bulk and mass. Buildings are located close to the sidewalk, creating an attractive street edge. Large storefront windows invite and encourage pedestrian activity.
3. Parking. Parking is primarily provided off-site on public lots and on-street. Parking provided on-site is underground or screened from view by buildings.
4. Land Use. Active and engaging uses are encouraged on ground floors but not required, with offices, apartments, single-family attached, and lodging primarily located on upper stories.
5. Comprehensive Plan. Based primarily on sub area 2.3 of the Comprehensive Plan.

B. Physical Development

Standards applicable to physical development are provided in this Section. Where a cross-reference is listed, see the referenced division or section for additional standards. Standards in Article 5. apply unless stated otherwise.

1. Lot Standards



Building Setbacks (Sec. 9.4.8.)	
Primary street setback range (min-max)	0' - 5' A
Secondary street setback range (min-max)	0' - 5' B
Side interior (min)	0' or 5' C
Rear (min)	0' or 5' D
Abutting protected zone (min)	10'
Landscaping (Div. 5.5.)	
Landscape surface ratio (min)	n/a
Plant units (min)	n/a
Fencing	
Height in any street or side yard (max)	4'
Height in rear yard (max)	6'
Setback from pedestrian frontage (min)	1'
Setback from side or rear lot line (min)	0'
Parking Setbacks (Sec. 9.4.8.)	
Primary street, above ground (min)	30'
Secondary street, surface parking (min)	30'
Secondary street, tuck-under, enclosed, or structured parking screened by bldg. (min)	0'
Access	
Curb cut width (max)	24'

2.2.15. DC-2: Downtown Core-2

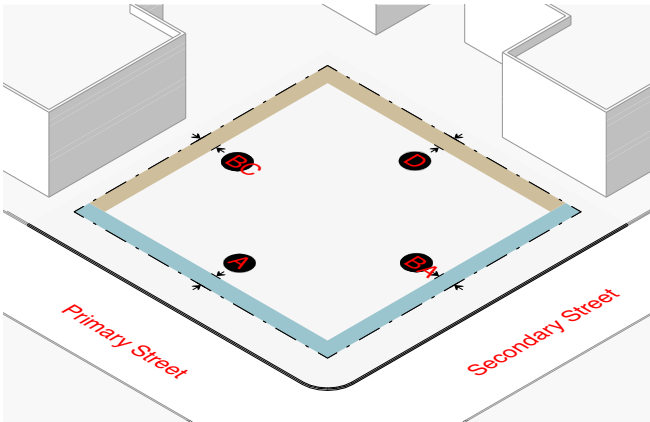
A. Intent

- 1. General Intent. The intent of the Downtown Core-2 (DC-2) zone is to provide for a vibrant mixed-use area with a variety of uses and amenities, consisting of wide sidewalks and buildings close to the sidewalk.
- 2. Buildings. Buildings can be up to 3 stories in height. Massing, articulation, openings, and step backs are used to reduce bulk and mass. Buildings are located close to the sidewalk, creating an attractive street edge. Large storefront windows, display windows, and entry features invite and encourage pedestrian activity.
- 3. Parking. Parking is primarily provided off-site on public lots and on-street. Parking provided on-site is underground or screened from view by buildings.
- 4. Land Use. Active and engaging uses are encouraged on ground floors but not required, with offices, apartments, single-family attached, and lodging primarily located on upper stories.
- 5. Comprehensive Plan. Based primarily on sub area 2.3 of the Comprehensive Plan.

B. Physical Development

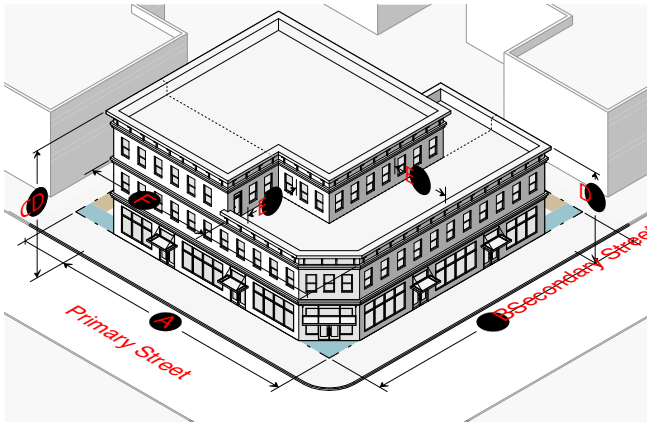
Standards applicable to physical development are provided in this Section. Where a cross-reference is listed, see the referenced division or section for additional standards. Standards in [Article 5](#). apply unless stated otherwise.

1. Lot Standards



Building Setbacks		(Sec. 9.4.8.)
Primary street setback range (min-max)	0' - 5'	A
Secondary street setback range (min-max)	0' - 5'	B
Side interior (min)	0' or 5'	C
Rear (min)	0' or 5'	D
Abutting protected zone (min)	10'	
Landscaping		(Div. 5.5.)
Landscape surface ratio (min)	n/a	
Plant units (min)	n/a	
Fencing		
Height in any street or side yard (max)	4'	
Height in rear yard (max)	6'	
Setback from pedestrian frontage (min)	1'	
Setback from side or rear lot line (min)	0'	
Parking Setbacks		(Sec. 9.4.8.)
Primary street, above ground (min)	30'	
Secondary street, surface parking (min)	30'	
Secondary street, tuck-under, enclosed, or structured parking screened by bldg.	0'	
^(min) Access		
Curb cut width (max)	24'	

2. Bulk Standards



Street Facade (Sec. 9.4.11.)

Width of ground and 2nd story in primary street setback range		A
% of lot width (min)	80%	
Length from street corner (min)	30'	
Width of ground and 2nd story in secondary street setback range		B
% of lot width (min)	80%	
Length from street corner (min)	30'	

Building Height (Sec. 9.4.9.)

Height (max) if roof pitch $\geq$ 5/12	46'	C
Height (max) if roof pitch < 5/12	42'	C
Stories (max)	3	C
Height (min) in any street setback range	16'	D

Building Stepback (Sec. 9.4.12.)

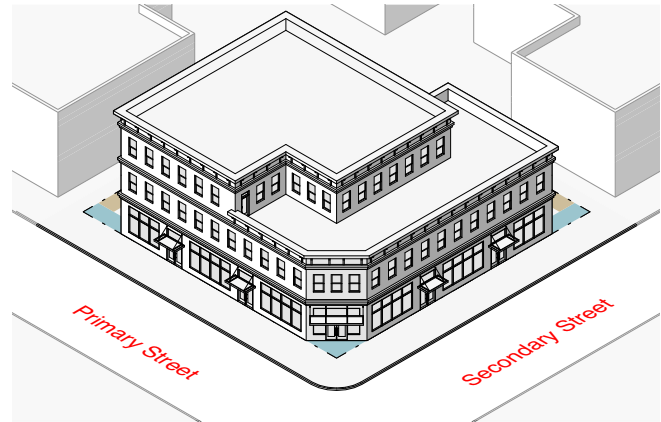
Stepback for any 3rd story street facade or street facade over 30' (min)	20'	E
Encroachment in stepback (max % of overall facade width)	40%	F

A building with only residential use that has at least 4 units is exempt from the stepback requirement

Scale of Development

Floor area ratio (FAR) (max) (E.3.)	1.3	
Deed restricted housing exemption	(Sec. 7.8.3.)	
Workforce housing floor area bonus	(Sec. 7.8.4.)	

3. Form Standards



Design Guidelines (Div. 5.8.)

These requirements apply to all development, except where exempted by Planning Director for additions of 20% or less that are consistent with existing architecture.

Pedestrian Frontage

Planning Director will establish one of the following as the pedestrian frontage

Covered walkway	see Sec. 2.2.1.C.1
Trees in grates	see Sec. 2.2.1.C.2

Building Frontage Options

Shopfront	see Sec. 2.2.1.D.2
Residential	see Sec. 2.2.1.D.4
Lodging	see Sec. 2.2.1.D.5

Parking Type Options

On-street parking	see Sec. 2.2.1.E.1
Surface parking	see Sec. 2.2.1.E.2
Tuck-Under Parking	see Sec. 2.2.1.E.4
Enclosed parking	see Sec. 2.2.1.E.3
Structured parking	see Sec. 2.2.1.E.5
Underground parking	see Sec. 2.2.1.E.6

4. Environmental Standards	
Natural Resource Setback (min)	(Sec. 5.1.1.)
Cache Creek south of Cache Creek Dr.	20'
Flat Creek north of Hansen Ave.	25'
Flat Creek south of Hansen Ave.	50'
Wetland	30'
Irrigation Ditch Setback (min)	(Sec. 7.7.4.D.)
Irrigation Ditch	15'
Natural Resource Overlay (NRO)	(Sec. 5.2.1.)
5. Scenic Standards	
Exterior Lighting	(Sec. 5.3.1.)
Light trespass is prohibited.	
All lights over 600 lumens shall be fully shielded.	
Max lumens per sf of site development	3
Lumens per site (max)	
All fixtures	100,000
Unshielded fixtures	5,500
Light Color	≤3000 Kelvin
Scenic Resource Overlay (SRO)	(Sec. 5.3.2.)
6. Natural Hazards to Avoid	
Steep Slopes	(Sec. 5.4.1.)
Development prohibited	Slopes > 25%
Hillside CUP required	Parcel with average cross-slope ≥ 10%
Areas of Unstable Soils	(Sec. 5.4.2.)
Fault Area	(Sec. 5.4.3.)
Floodplains	(Sec. 5.4.4.)
Wildland Urban Interface	(Sec. 5.4.5.)

7. Signs (nonresidential)		(Div. 5.6.)	
Number of signs (max)	3 per business per		
Background color	No white or yellow		
Sign Area			
Total sign area (max)	3 sf per linear ft of street facade width up to 150 sf		
Penalty	10% per projecting and freestanding sign		
Sign Type Standards			
Canopy sign			
Clearance (min)	7'6" from average grade		
Setback (min)	18" from back of curb		
Freestanding sign			
Height (max)	6'		
Setback (min)	5'		
Projecting sign			
Height (max)	24' above grade		
Clearance (min)	7'6" from average grade		
Setback (min)	18" from back of curb		
Window sign			
Window surface coverage (max)	25% up to 16 sf		
Temporary signs	(Sec. 5.6.1.)		
8. Grading, Erosion Control, Stormwater			
Grading	(Sec. 5.7.2.)		
Erosion Control	(Sec. 5.7.3.)		
Erosion shall be controlled at all times			
Stormwater Management			(Sec. 5.7.4.)
No increase in peak flow rate or velocity across property lines			

9. Physical Development Permits Required							
Physical Development	Sketch Plan (Sec. 8.3.1.)	Development Plan (Sec. 8.3.2.)	Building Permit (Sec. 8.3.3.)	DRC Review (Sec. 8.2.6.)	Sign Permit (Sec. 8.3.5.)	Grading Permit (Sec. 8.3.4.)	Floodplain Permit
Floor Area							
< 19,500 sf			X	X		Sec. 5.7.1.	Sec. 5.4.4.
19,500 - 39,000 sf		X	X	X		Sec. 5.7.1.	Sec. 5.4.4.
> 39,000 sf	X	X	X	X		Sec. 5.7.1.	Sec. 5.4.4.
> 39,000 sf for only residential use	optional	X	X	X		Sec. 5.7.1.	Sec. 5.4.4.
Sign					X	Sec. 5.7.1.	Sec. 5.4.4.

C. Allowed Uses and Use Standards

Standards applicable to use are provided below. Where a cross-reference is listed see the referenced division or section for additional standards. Allowed uses are listed in subsection 1. Uses that are not listed are prohibited unless a similar use determination is made pursuant to Sec. 6.1.2.C. All standards in Article 6. are applicable unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Residential Uses					
Attached Single-Family Unit (6.1.4.B.)	B	8,000 sf habitable excluding basement	n/a	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	$0.000017 * \text{sf} + (\text{Exp}(-14.17 + 1.59 * \text{Ln}(\text{sf}))) / 2.176$
Apartment (6.1.4.D.)	B				
Dormitory (6.1.4.F.)	C	n/a	n/a	0.251/bed	exempt
Group Home (6.1.4.G.)	C	n/a	n/a	0.5/bed	exempt
Lodging					
Conventional Lodging (6.1.5.B.)	B (LO)	n/a	n/a	0.75/room	0.204*bedrooms
Short-term Rental Unit (6.1.5.C.)	B (LO)	n/a	n/a	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	0.204*bedrooms
Commercial Uses					
Office (6.1.6.B.)	B	n/a	n/a	1.65/1,000 sf	0.000493*sf
Retail (6.1.6.C.)	B				
Service (6.1.6.D.)	B	12,500 sf excluding basement storage	n/a	2.25/1,000 sf	0.000431*sf
Restaurant/Bar (6.1.6.E.)	B				
				1/110 sf dining area + 1/60 sf bar area	0.001197*sf
Amusement/Recreation					
Amusement (6.1.7.B.)	B	n/a	n/a	1/60 sf seating area or independent calculation	0.000431*sf
Developed Recreation (6.1.7.D.)	B	n/a	n/a	3.37/1,000 sf	independent calculation
Outfitter/Tour Operator (6.1.7.E.)	C	n/a	n/a	independent calculation	independent calculation
Institutional Uses					
Assembly (6.1.8.B.)	C	n/a	n/a	independent calculation	independent calculation
Day Care/ Education (6.1.8.C.)	B	n/a	n/a	independent calculation	independent calculation
Transportation/Infrastructure					
Parking (6.1.10.B.)	C	n/a	n/a	n/a	0.000246*sf

Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.1.) C = Conditional Use Permit (Sec. 8.4.2.) (LO) = Lodging Overlay Only

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Utility Facility (6.1.10.C.)	C	n/a	n/a	0.5/employee + 0.5/stored vehicle	0.000246*s ²
Wireless Communications Facilities (6.1.10.D.)					
Minor	B	n/a	n/a	0.5/employee + 0.5/stored vehicle	0.000246*s ²
Accessory Uses					
Accessory Residential Unit (6.1.11.B.)	B	n/a	n/a	1/DU	exempt
Home Occupation (6.1.11.D.)	B	n/a	n/a	n/a	exempt
Family Home Daycare (6.1.11.F.)	B	n/a	n/a	0.5/employee + 0.5 off-street pick-up/ drop-off	exempt
Temporary Uses					
Christmas Tree Sales (6.1.12.B.)	Y	n/a	n/a	0.5/1,000 sf outdoor display area + 0.5/ employee	exempt
Farm Stand (6.1.12.E.)	B	n/a	n/a	2.5/1,000 sf display area	exempt

Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.1.) C = Conditional Use Permit (Sec. 8.4.2.) (LO) = Lodging Overlay Only

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Outdoor Storage	Prohibited
Freestanding storage units (trailers, sheds, "Bully Barns", tarpaulin structures, etc.) not made a permanent part of a structure	Prohibited
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure	Required
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision are provided below. Where a cross-reference is provided see the referenced division or section for additional standards. All standards in [Article 7](#), are applicable unless stated otherwise.

1. Allowed Subdivision and Development Options				
Option	Lot Size (min)		Standards	
Allowed Subdivision Options				
Land Division	5,000 sf		Sec. 7.2.3.	
Townhouse Condominium Subdivision	n/a		Sec. 7.2.4.	
2. Residential Subdivision Requirements				
Schools and Parks Exaction				
Schools exaction	.020 acres per 1- or 2-family unit .015 acres per multi-family unit			
Parks exaction	9 acres per 1,000 resident			
3. Infrastructure				
Transportation Facilities			(Div. 7.6.)	
Access			required	
Right-of-way for Minor Local Road (min)			60'	
Paved travel way for Minor Local Road (min)			20'	
Required Utilities			(Div. 7.7.)	
Water			public	
Sewer			public	
4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.1.)	Development Plan (Sec. 8.3.2.)	Development Option Plan (Sec. 8.5.2.)	Subdivision Plat (Sec. 8.5.3.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X
Condominium/Townhouse				X

E. Additional Zone-Specific Standards

1. Provision of Nonresidential, Nonlodging Parking

- a. **Applicability.** The following options for providing required parking shall apply to allowed uses except:
 - i. Residential Uses ([Sec. 6.1.4.](#));
 - ii. Lodging Uses ([Sec. 6.1.5.](#)); and
 - iii. Accessory Residential Unit ([Sec. 6.1.11.](#)).
- b. **Existing Parking Credits.** For properties with established parking credits per the Town Parking Credit Table (on reference with the Planning Department), the landowner may use such credits toward required parking. Credits are based on the amount of parking provided in 1988, as determined in 2005. Parking credits run with the land and are not transferable.
- c. **On-street Parking.** Required parking may be provided on-street provided the following standards are met.
 - i. An on-street parking space shall have the following length of uninterrupted curb adjoining to the lot of record of the use.

Uninterrupted Curb per On-street Parking Space	
Parking Space Angle	Uninterrupted Curb
Parallel	22'
45°/60°	18'
90°	9'

- ii. On-street parking shall not be provided along a red curb or other no-parking area put in place by the Town or WYDOT.
 - iii. The on-street parking shall follow the established configuration of existing on-street parking.
 - iv. On-street parking spaces shall be available for general public use at all times. No signs or actions limiting general public use of on-street spaces shall be permitted.
- d. **Fee-In-Lieu.** Required parking may be provided off-site through the Town's in-lieu fee program pursuant to the following standards.
 - i. **Fee.** The fee shall be a one-time fee commensurate with the cost of providing off-street parking and shall be used exclusively for such purpose. The Town Clerk shall accept fees in accordance with the parking fee schedule set forth by Resolution.
 - ii. **Assignment of Credits.** Parking credits purchased by fee-in-lieu run with the land and are not transferable.
 - iii. **Banking of Fee-in-Lieu Spaces.** Fee-in-lieu spaces may be purchased in advance and "banked" for future use.

2. **Loading Requirement.** Sufficient off-street loading facilities must be provided. The requirements of Sec. 6.2.2.E. are not applicable. The applicant must address how their specific loading needs are being met in the proposed application.
3. **Existing Floor Area Allowed.** Where the existing floor area on a site exceeds the allowed floor area ratio (FAR), the maximum allowed floor area shall be the lawfully existing floor area. The burden of establishing the amount of lawfully existing floor area shall be the responsibility of the landowner.

Div. 2.3. Complete Neighborhood Legacy Zones

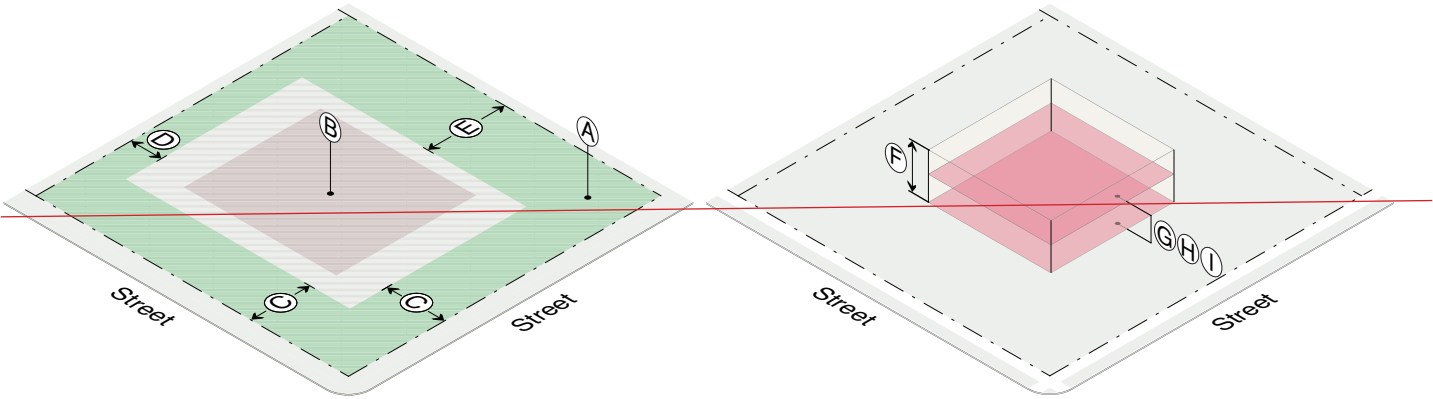
2.3.1. Town Square (TS)

A. Intent

The purpose of the Town Square (TS) Zone is to provide development standards that preserve and enhance the unique character, qualities, and pedestrian-oriented environment of the Jackson Town Square and its immediate vicinity. An essential component of the tourism environment for Teton County and the Town of Jackson is the Town Square and the commercial environment that has developed in the immediate vicinity of the Square. This area is important to both the County and the Town because the character of the area is the cornerstone of tourism-commercial activity in the community.

B. Physical Development

Standards applicable to physical development in the TS zone are provided or referenced below. Where a cross-reference is provided, please see the referenced division or section for additional standards applicable in the TS zone. This Subsection is intended to indicate all of the physical development standards applicable in the TS zone, however, all standards in Article 5. are applicable in the TS zone, unless stated otherwise.



1. Structure Location and Mass									
	A	B	C	D	E	F	G	H	I
	LSR (min)	Lot Coverage (max)	Street Setback (min) (E-1.)	Side Setback (min)	Rear Setback (min)	Height (max)	Stories (max)	Stories (LO) (max)	FAR (max)
Allowed use	0	n/a	0'	0'	0'	35'	2	3	1.83
Detached accessory structure	n/a	n/a	30'	5'	5'	28'	2	n/a	n/a
Exceptions									
FAR: A 25% increase in FAR is allowed provided the increased floor area is devoted to on-site permanently affordable housing (deed restricted) and/or employee housing.									
Side/Rear yard residential projections: Fire escapes may extend into a side or rear yard by not more than 4 feet. Patios which are at grade may extend to any portion of a side or rear yard									
Rear yard setback for nonresidential uses: Minimum rear setback of 22 feet on the ground level with the exception of structural elements supporting the upper floor.									
Detached Accessory Structure Separation: 10'									

2. Maximum Scale of Development	
Individual Building (gross floor area) (max)	
Single building	15,000-sf
Single building in LO with CUP	35,000-sf
3. Building Design Requirements	
Nonresidential Design Guidelines (Div. 5.8.)	
Design review required for all nonresidential development, unless exempted by Planning Director	
4. Site Development	
Site Development Setbacks (min)	
Side/rear yard	5'
Front yard	
40%-of lineal frontage	0'
60%-of lineal frontage	structure setback
Curb Cut (max)	40%-of lineal frontage
5. Landscaping (Div. 5.5.)	
Plant Units (min)	
Nonresidential	1-per 1,000-sf of landscape area
Parking Lot (all uses)	1-per 12 parking spaces
6. Fencing	
Height (max)	
In-street yard	4'
In-side-or-rear yard	6'
Setback	
Front lot line/R.O.W./Sidewalk	1'
Side-or-rear lot line	0'
Orientation	
The finished side of the fence shall face out to the neighbor, posts and supports shall face in to the owner	
7. Environmental Standards	
Natural Resource Setback (min) (Sec. 5.1.1.)	
Cache Creek South of Cache Creek Dr.	20'
Flat Creek North of Hansen Ave.	25'
Flat Creek South of Hansen Ave.	50'
Wetland	30'
Irrigation Ditch Setback (min) (7.7.4.D.)	
Irrigation Ditch	15'
Natural Resource Overlay (NRO) (Sec. 5.2.1.)	

8. Scenic Standards	
Exterior Lighting (Sec. 5.3.1.)	
Light trespass prohibited:	
All lights over 600 initial lumens shall be fully shielded:	
Lumens per sf of site development (max)	3
Lumens per site (max)	
All fixtures	100,000
Unshielded fixtures	5,500
Light Color	≤3000 Kelvin
Scenic Resource Overlay (SRO) (Sec. 5.3.2.)	
9. Natural Hazards to Avoid	
Steep Slopes (Sec. 5.4.1.)	
Development prohibited	Slopes > 25%
Hillside-CUP required	Lot with average cross-slope ≥ 10%
Areas of Unstable Soils (Sec. 5.4.2.)	
Fault Area (Sec. 5.4.3.)	
Floodplains (Sec. 5.4.4.)	
Wildland Urban Interface (Sec. 5.4.5.)	
10. Signs (Div. 5.6.)	
Number of Signs (max)	2-per business per frontage
Home-occupation/business	1-unlighted wall sign
Background Color	No white or yellow
Sign Area	
Total sign area (max)	2.5-sf per ft of street facade width up to 125-sf
Home-occupation/business	2-sf
Penalty	10%-per projecting and freestanding sign

Sign Type Standards		11. Grading, Erosion Control, Stormwater	
Canopy sign		Grading	(Sec. 5.7.2.)
Clearance (min)	7'6" from average grade	Erosion Control	(Sec. 5.7.3.)
Setback (min)	18" from back of curb	Erosion shall be controlled at all times	
Freestanding sign		Stormwater Management	(Sec. 5.7.4.)
Height (max)	6'	No increase in peak flow rate or velocity across property lines	
Setback (min)	5'		
Projecting sign			
Height (max)	24' above grade		
Clearance (min)	7'6" from average grade		
Setback (min)	18" from back of curb		
Wall sign			
Window sign			
Window surface coverage (max)	25% up to 16 sf		
Temporary Signs		(Sec. 5.6.1.)	

12. Required Physical Development Permits						
Physical Development	Sketch Plan (Sec. 8.3.1.)	Development Plan (Sec. 8.3.2.)	Building Permit (Sec. 8.3.3.)	DRG Review (Sec. 8.2.6.)	Sign Permit (Sec. 8.3.5.)	Grading Permit (Sec. 8.3.4.)
Nonresidential Floor Area						
≤ 5,000 sf			X	X		(Sec. 5.7.1.)
5,001 – 15,000 sf		X	X	X		(Sec. 5.7.1.)
> 15,000 sf	X	X	X	X		(Sec. 5.7.1.)
Sign					X	(Sec. 5.7.1.)

C. Allowed Uses and Use Standards

Standards applicable to uses in the TS zone are provided or referenced below. Allowed uses are listed in Subsection 1. Uses that are not listed are prohibited, unless a similar use determination is made pursuant to 6.1.2.D. Where a cross-reference is provided, please see the referenced division or section for additional standards applicable in the TS zone. This Subsection is intended to indicate all of the use standards applicable in the TS zone, however, all standards in Article 6. are applicable in the TS zone, unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	BSA (min)	Density (max)	Parking (min) (Div. 6.2.) (E.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Lodging					
Conventional Lodging- (6.1.5.B.)	C(LO)	0-sf	n/a	0.75/LU + 1 per 150-sf assembly area	0.204*bedrooms
Short-term Rental Unit- (6.1.5.C.)	C(LO)	0-sf	n/a	1.5/1,000-sf, max 2	0.204*bedrooms
Commercial Uses					
Office (6.1.6.B.)	B	0-sf	n/a	1.65/1,000-sf	0.000493*sف
Retail (6.1.6.C.)	B	0-sf	n/a	2.25/1,000-sf	0.000431*sف
Service (6.1.6.D.)	B	0-sf	n/a	1.5/1,000-sf	0.000431*sف
Restaurant/Bar (6.1.6.E.)	B	0-sf	n/a	1/110-sف dining area + 1/60-sف bar area	0.001197*sف
Amusement/Recreation					
Amusement (6.1.7.B.)	C	0-sf	n/a	1/60-sف seating area or independent calculation	0.000431*sف
Transportation/Infrastructure					
Wireless Communications Facilities (6.1.10.D.)					
Minor	B	0-sf	n/a	0.5/employee + 0.5/stored vehicle	0.000246*sف
Accessory Uses					
Accessory Residential Unit (6.1.11.B.)	B	0-sf	n/a	1.25/DU	exempt
Home Occupation (6.1.11.D.)	B	0-sf	n/a	n/a	exempt

Y = Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.1.), C=Conditional Use Permit (Sec. 8.4.2.), (LO)= Lodging Overlay Only

3. Maximum Scale of Use	
Individual Use (floor area) (max)	
Individual retail use excluding basement	12,500-sف habitable
Lodging operation with multiple buildings	90,000-sف habitable
4. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure required	> 4-DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65-DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision in the TS zone are provided or referenced below. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the TS zone. This Subsection is intended to indicate all of the development option and subdivision standards applicable in the TS zone, however, all standards in Article 7 are applicable in the TS zone, unless stated otherwise:

1. Allowed Subdivision and Development Options				
Option		Lot Size- (min)		Standards
Allowed Subdivision Options				
Land Division		5,000-sf		(Sec. 7.2.3.)
Condominium/Townhouse		n/a		(Sec. 7.2.4.)
2. Residential Subdivision Requirements				
Schools and Parks Exaction				
Schools-exaction		.020 acres per 1- or 2-family unit .015 acres per multi-family unit		
Parks-exaction		9 acres per 1,000 resident		
3. Infrastructure				
Transportation Facilities				(Div. 7.6.)
Access				required
Right-of-way for Minor Local Road (min)				60'
Paved travel way for Minor Local Road (min)				20'
Required Utilities				(Div. 7.7.)
Water				public
Sewer				public
4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.1.)	Development Plan- (Sec. 8.3.2.)	Development Option Plan (Sec. 8.5.2.)	Subdivision- Plat (Sec. 8.5.3.)
Land Division				
≤ 10 Lots		×		×
> 10 Lots	×	×		×
Condominium/Townhouse				×

E. Additional Zone-specific Standards

The following standards apply in addition to all other standards applicable in the TS zone:

- Pedestrian Facilities.** All new development, redevelopment and infill development in the TS zone and Lodging Overlay zones shall provide a minimum setback of 10 feet from the back of curb to the closest point on the building. Such space shall be clear space unencumbered by doors, windows, bay windows or any other building projections except for required canopies. New development shall provide amenities in this space. Those amenities may

include sidewalks, boardwalks, canopies, benches, bike racks, snow storage, landscaping, bus stops or any other reasonable and appropriate amenity as determined by the Town Council upon recommendation from the Design Review Committee. Minor deviations from this standard may be approved by the Planning Director in the event of mapping errors, irregular surveys, atypical layout of rights of way, or other good cause shown by the applicant.

2. **Provision of Nonresidential, Nonlodging Parking**

- a. **Applicability.** The following options for providing required parking shall apply to allowed uses except:
- i. Residential Uses (Sec. 6.1.4.);
 - ii. Lodging Uses (Sec. 6.1.5.); and
 - iii. Accessory Residential Unit (6.1.11.B.).
- b. **Existing Parking Credits.** For properties with established parking credits per the Town Parking Credit Table (on reference with the Planning Department), the landowner may use such credits toward required parking. Credits are based on the amount of parking provided in 1988, as determined in 2005. Parking credits run with the land and are not transferable.
- c. **On-street Parking.** Required parking may be provided on-street provided the following standards are met:
- i. An on-street parking space shall have the following length of uninterrupted curb adjoining to the lot of record of the use:

Uninterrupted Curb per On-street Parking Space	
Parking Space Angle	Uninterrupted Curb
Parallel	22'
45°/60°	18'
90°	9'

- ii. On-street parking shall not be provided along a red curb or other no-parking area put in place by the Town or WYDOT.
 - iii. The on-street parking shall follow the established configuration of existing on-street parking.
 - iv. On-street parking spaces shall be available for general public use at all times. No signs or actions limiting general public use of on-street spaces shall be permitted.
- d. **Fee-In-Lieu.** Required parking may be provided off-site through the Town's in-lieu fee program pursuant to the following standards:
- i. **Fee.** The fee shall be a one-time fee commensurate with the cost of providing off-street parking and shall be used exclusively for such purpose. The Town Clerk shall accept fees in accordance with the parking fee schedule set forth by Resolution.

- ii. ~~Assignment of Credits.~~ Parking credits purchased by fee-in-lieu run with the land and are not transferable.
 - iii. ~~Banking of Fee-in-Lieu Spaces.~~ Fee-in-lieu spaces may be purchased in advance and “banked” for future use.
- 3. ~~Loading Requirement.~~ Sufficient off-street loading facilities must be provided. The requirements of Sec. 6.2.2.E. are not applicable. The applicant must address how their specific loading needs are being met in the proposed application.

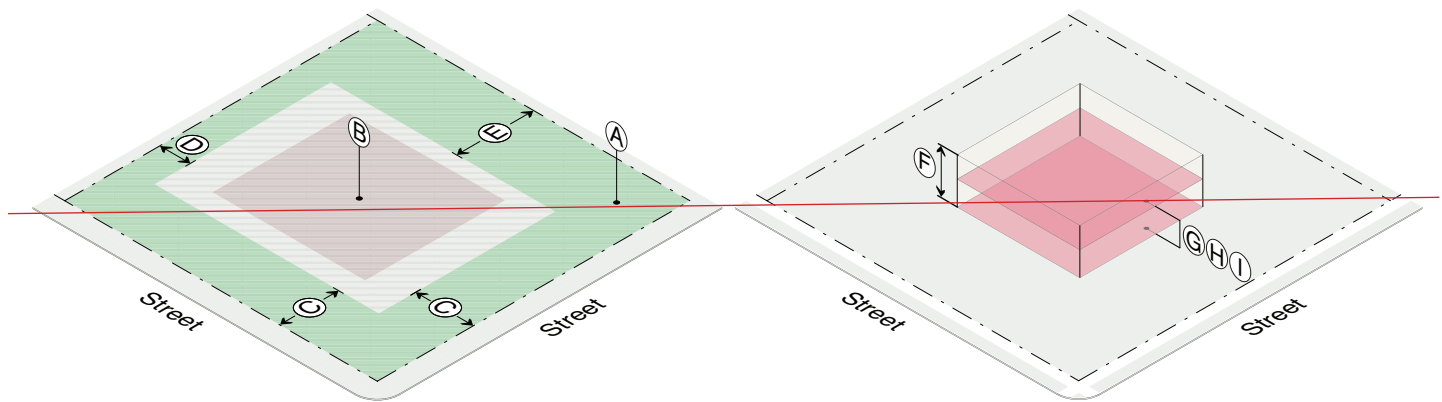
2.3.2. Urban Commercial (UC)

A. Intent

The purpose of the Urban Commercial (UC) Zone is to provide for relatively intense mixed-use development of lodging, restaurants, financial, retail, and visitor-oriented services, and the full range of residential uses. The UC Zone is intended to be applied to central, pedestrian-oriented commercial areas and dense residential areas associated with these commercial areas.

B. Physical Development

Standards applicable to physical development in the UC zone are provided or referenced below. Where a cross-reference is provided, please see the referenced division or section for additional standards applicable in the UC zone. This Subsection is intended to indicate all of the physical development standards applicable in the UC, however, all standards in Article 5. are applicable in the UC zone, unless stated otherwise.



1. Structure Location and Mass

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
	LSR (min) (E.1.)	Lot Coverage (max)	Street Setback (min) (E.4.)	Side Setback (min)	Rear Setback (min)	Height (max)	Stories (max)	Stories (LO) (max)	FAR (max)
Detached single-family unit	-30	.40	12'	5'	20'	28'	2	3	.45
Other principal use	-10	n/a	0'	0'	0'	35'	2	3	1.3
Accessory use	See standards for primary use with which associated								
Detached accessory structure	n/a	n/a	30'	5'	5'	28'	2	n/a	n/a

Exceptions

FAR. A 25% increase in FAR is allowed, provided the increased floor area is devoted to on-site permanently affordable housing (deed restricted) and/or employee housing.

Side/Rear Yard Residential Projections. Fire escapes may extend into a side or rear yard by not more than 4 feet. Patios which are at grade may extend to any portion of a side or rear yard.

Rear yard for nonresidential uses. Minimum rear setback of 22 feet on the ground level with the exception of structural elements supporting the upper floor.

Detached Accessory Structure Separation. 10'

2. Maximum Scale of Development	
Individual Building (gross floor area) (max)	
Single building	15,000-sf
Single building in LO with CUP	35,000-sf
3. Building Design Requirements	
Nonresidential Design Guidelines (Div. 5.8.)	
Design review required for all nonresidential development, unless exempted by Planning Director	
4. Site Development	
Site Development Setbacks (min)	
Side/rear yard if next to residential	5'
Front yard	
40%-of lineal frontage	0'
60%-of lineal frontage	structure setback
Curb Cut (max)	40%-of lineal frontage
5. Landscaping (Div. 5.5.)	
Plant Units (min)	
Residential	1-per du
Nonresidential	1-per 1,000-sf of landscape area
Parking Lot (all uses)	1-per 12 parking spaces
6. Fencing	
Height (max)	
In-street yard	4'
In-side or rear yard	6'
Setback	
Front lot line/R.O.W./Sidewalk	1'
Side or rear lot line	0'
Orientation	
The finished side of the fence shall face out to the neighbor, posts and supports shall face in to the owner	
7. Environmental Standards	
Natural Resource Setback (min) (Sec. 5.1.1.)	
Cache Creek South of Cache Creek Dr.	20'
Flat Creek North of Hansen Ave.	25'
Flat Creek South of Hansen Ave.	50'
Wetland	30'

Irrigation Ditch Setback (min)	(7.7.4.D.)
Irrigation Ditch	15'
Natural Resource Overlay (NRO)	(Sec. 5.2.1.)
8. Scenic Standards	
Exterior Lighting	(Sec. 5.3.1.)
Light trespass prohibited:	
All lights over 600 initial lumens shall be fully shielded:	
Lumens per sf of site development (max)	3
Lumens per site (max)	
All fixtures	100,000
Unshielded fixtures	5,500
Light Color	≤3000 Kelvin
Scenic Resource Overlay (SRO)	(Sec. 5.3.2.)
9. Natural Hazards to Avoid	
Steep Slopes	(Sec. 5.4.1.)
Development prohibited	Slopes > 25%
Hillside CUP required	Lot with average cross-slope ≥ 10%
Areas of Unstable Soils	(Sec. 5.4.2.)
Fault Area	(Sec. 5.4.3.)
Floodplains	(Sec. 5.4.4.)
Wildland Urban Interface	(Sec. 5.4.5.)
10. Signs (Div. 5.6.)	
Number of Signs (max)	3-per business per frontage
Home occupation/business	1-unlighted wall sign
Background Color	No white or yellow
Sign Area	
Total sign area (max)	3-sf per ft of street facade width up to 150-sf
Home occupation/business	2-sf
Penalty	10% per projecting and freestanding sign

Sign Type Standards	
Canopy sign	
Clearance (min)	7'6" from average grade
Setback (min)	18" from back of curb
Freestanding sign	
Height (max)	6'
Setback (min)	5'
Projecting sign	
Height (max)	24' above grade
Clearance (min)	7'6" from average grade
Setback (min)	18" from back of curb
Wall sign	
Window sign	
Window surface coverage (max)	25% up to 16 sf
Temporary Signs (Sec. 5.6.1.)	

11. Grading, Erosion Control, Stormwater	
Grading	(Sec. 5.7.2.)
Erosion Control	(Sec. 5.7.3.)
Erosion shall be controlled at all times	
Stormwater Management	(Sec. 5.7.4.)
No increase in peak flow rate or velocity across property lines	

12. Required Physical Development Permits						
Physical Development	Sketch Plan (Sec. 8.3.1.)	Development Plan (Sec. 8.3.2.)	Building Permit (Sec. 8.3.3.)	DRG Review (Sec. 8.2.6.)	Sign Permit (Sec. 8.3.5.)	Grading Permit (Sec. 8.3.4.)
Dwelling Unit						
< 5 units			X			(Sec. 5.7.1.)
5 – 10 units		X	X			(Sec. 5.7.1.)
> 10 units	X	X	X			(Sec. 5.7.1.)
Nonresidential Floor Area						
≤ 5,000 sf			X	X		(Sec. 5.7.1.)
5,001 – 15,000 sf		X	X	X		(Sec. 5.7.1.)
> 15,000 sf	X	X	X	X		(Sec. 5.7.1.)
Sign					X	(Sec. 5.7.1.)

C. Allowed Uses and Use Standards

Standards applicable to uses in the UC zone are provided or referenced below. Allowed uses are listed in Subsection 1. Uses that are not listed are prohibited, unless a similar use determination is made pursuant to 6.1.2.D. Where a cross-reference is provided, please see the referenced division or section for additional standards applicable in the UC zone. This Subsection is intended to indicate all of the use standards applicable in the UC zone, however, all standards in Article 6. are applicable in the UC zone, unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	BSA (min)	Density (max)	Parking (min) (Div. 6.2.) (E.5.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Residential Uses					
Detached Single-Family Unit (6.1.4.B.)	Y	0-sf	n/a	1.5/1,000-sf, max 2	$0.000017 * sf + (Exp(-15.49 + 1.59 * Ln(sf))) / 2.176$
Attached Single-Family Unit (6.1.4.C.) (E.2.)	B	0-sf	n/a	1.5/1,000-sf, max 2	$0.000017 * sf + (Exp(-14.17 + 1.59 * Ln(sf))) / 2.176$
Apartment (6.1.4.D.) (E.2.)	B	0-sf	n/a	1.5/1,000-sf, max 2	$0.000017 * sf + (Exp(-14.17 + 1.59 * Ln(sf))) / 2.176$
Dormitory (6.1.4.F.)	G	0-sf	35-rooms-per-acre	1/bed	exempt
Group Home (6.1.4.G.)	G	0-sf	35-rooms-per-acre	0.5/bed	exempt
Lodging					
Conventional Lodging (6.1.5.B.)	B(LO)	0-sf	n/a	0.75/LU + 1 per 150-sf assembly area	0.204*bedrooms
Short-term Rental Unit (6.1.5.C.)	B(LO)	0-sf	n/a	1.5/1,000-sf, max 2	0.204*bedrooms
Commercial Uses					
Office (6.1.6.B.)	B	0-sf	n/a	1.65/1,000-sf	0.000493*sf
Retail (6.1.6.C.)	B	0-sf	n/a	2.25/1,000-sf	0.000431*sf
Service (6.1.6.D.)	B	0-sf	n/a	1.5/1,000-sf	0.000431*sf
Restaurant/Bar (6.1.6.E.)	B	0-sf	n/a	1/110-sf dining area + 1/60-sf bar area	0.001197*sf
Amusement/Recreation					
Amusement (6.1.7.B.)	G	0-sf	n/a	1/60-sf seating area or independent calculation	0.000431*sf
Developed Recreation (6.1.7.D.)	B	0-sf	n/a	2.25/1,000-s	independent calculation
Outfitter/Tour Operator (6.1.7.E.)	G	0-sf	n/a	independent calculation	independent calculation
Institutional Uses					
Assembly (6.1.8.B.)	G	0-sf	n/a	independent calculation	independent calculation

Y = Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.1.), G=Conditional Use Permit (Sec. 8.4.2.), (LO)=Lodging Overlay Only

1. Allowed Uses				2. Use Requirements	
Use	Permit	BSA (min)	Density (max)	Parking (min) (Div. 6.2.) (E.5.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Day Care/Education (6.1.8.C.)	B	0-sf	n/a	independent calculation	independent calculation
Transportation/Infrastructure					
Utility Facility (6.1.10.C.)	C	0-sf	n/a	0.5/employee + 0.5/stored vehicle	0.000246*sف
Wireless Communications Facilities (6.1.10.D.)					
Minor	B	0-sf	n/a	0.5/employee + 0.5/stored vehicle	0.000246*sف
Accessory Uses					
Accessory Residential Unit (6.1.11.B.)	B	0-sf	n/a	1.25/DU	exempt
Bed and Breakfast (6.1.11.C.)	B(LO)	0-sf	n/a	0.75/LU	exempt
Home Occupation (6.1.11.D.)	B	0-sf	n/a	n/a	exempt
Home Business (6.1.11.E.)	B	0-sf	n/a	0.5 per employee	exempt
Family Home Daycare (6.1.11.F.)	B	0-sf	n/a	0.5/employee + 0.5 off-street pick-up/drop-off	exempt
Home Daycare Center (6.1.11.G.)	B	0-sf	n/a	0.5/employee + 1 off-street pick-up/drop-off	exempt
Drive-in Facility (6.1.11.H.)	B	0-sf	n/a	n/a	exempt
Temporary Uses					
Christmas Tree Sales (6.1.12.B.)	Y	0-sf	n/a	0.5/1,000-sف outdoor display area + 0.5/employee	exempt
Temporary Shelter (6.1.12.D.)	Y		1-unit-per lot	1.5/1,000-sف, max 2	exempt
Farm Stand (6.1.12.E.)	B	0-sf	n/a	2.5/1,000-sف display area	exempt
Temporary Gravel Extraction & Processing (6.1.12.F.)	B	0-sf	n/a	0.5/employee	exempt

Y = Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.1.), C=Conditional Use Permit (Sec. 8.4.2.), (LO)= Lodging Overlay Only

3. Maximum Scale of Use	
Individual Use (floor area) (max)	
Single-family unit (detached, attached, or apartment)	
Habitable floor area excluding basement	8,000-sف
Gross floor area excluding basement	10,000-sف
Individual retail use excluding basement	12,500-sف habitable
Lodging operation with multiple buildings	90,000-sف habitable

4. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.) (E.3.)
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure required	> 4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision in the UC zone are provided or referenced below. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the UC zone. This Subsection is intended to indicate all of the development option and subdivision standards applicable in the UC zone, however, all standards in Article 7. are applicable in the UC zone, unless stated otherwise.

1. Allowed Subdivision and Development Options		
Option	Lot Size (min)	Standards
Allowed Subdivision Options		
Land Division	5,000 sf	(Sec. 7.2.3.)
Condominium/Townhouse	n/a	(Sec. 7.2.4.)
2. Residential Subdivision Requirements		
Schools and Parks Exaction		
Schools exaction	.020 acres per 1- or 2-family unit .015 acres per multi-family unit	
Parks exaction	9 acres per 1,000 resident	
3. Infrastructure		
Transportation Facilities		(Div. 7.6.)
Access		required
Right-of-way for Minor Local Road (min)		60'
Paved travel way for Minor Local Road (min)		20'
Required Utilities		(Div. 7.7.)
Water		public
Sewer		public

4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.1.)	Development Plan (Sec. 8.3.2.)	Development Option Plan (Sec. 8.5.2.)	Subdivision Plat (Sec. 8.5.3.)
Land Division				
≤10 Lots		X		X
>10 Lots	X	X		X
Condominium/Townhouse				X

E. Additional Zone-specific Standards

The following standards apply in addition to all other standards applicable in the UC zone:

1. **LSR Surfaces.** The Town Council may substitute on-site hardscape improvements to satisfy the LSR requirement in the UC zone if the application for development can incorporate one or more of the following design elements: pervious or decorative pavers, sidewalks, boardwalks or similar amenity.
2. **Attached Single-Family and Apartment Units.** Attached single-family and apartment units shall be located on the second or third floor.
3. **Open Storage**
 - a. The open storage of vehicles and equipment is prohibited.
 - b. No use shall be permitted to include any freestanding storage units of any kind, including but not limited to trailers, sheds, "Bully Barns," tarpaulin structures, or any other contrivance not made a permanent part of the principal structure as that term is defined in these LDRs.
4. **Pedestrian Facilities.** All new development, redevelopment and infill development in the Lodging Overlay and UC zone shall provide a minimum setback of 10 feet from the back of curb to the closest point on the building. Such space shall be clear space unencumbered by doors, windows, bay windows or any other building projections except for required canopies. New development shall provide amenities in this space. Those amenities may include sidewalks, boardwalks, canopies, benches, bike racks, snow storage, landscaping, bus stops or any other reasonable and appropriate amenity as determined by the Town Council upon recommendation from the Design Review Committee. Minor deviations from this standard may be approved by the Planning Director in the event of mapping errors, irregular surveys, atypical layout of rights of way, or other good cause shown by the applicant.
5. **Provision of Nonresidential, Nonlodging Parking**
 - a. **Applicability.** The following options for providing required parking shall apply to allowed uses except:
 - i. Residential Uses (Sec. 6.1.4.);

- ii. ~~Lodging Uses (Sec. 6.1.5.); and~~
 - iii. ~~Accessory Residential Unit (6.1.11.B.);~~
 - b. **Existing Parking Credits.** ~~For properties with established parking credits per the Town Parking Credit Table (on reference with the Planning Department), the landowner may use such credits toward required parking. Credits are based on the amount of parking provided in 1988, as determined in 2005. Parking credits run with the land and are not transferable.~~
 - c. **On-street Parking.** ~~Required parking may be provided on-street provided the following standards are met:~~
 - i. ~~An on-street parking space shall have the following length of uninterrupted curb adjoining to the lot of record of the use:~~

Uninterrupted Curb per On-street Parking Space	
Parking Space Angle	Uninterrupted Curb
Parallel	22'
45°/60°	18'
90°	9'
 - ii. ~~On-street parking shall not be provided along a red curb or other no-parking area put in place by the Town or WYDOT.~~
 - iii. ~~The on-street parking shall follow the established configuration of existing on-street parking.~~
 - iv. ~~On-street parking spaces shall be available for general public use at all times. No signs or actions limiting general public use of on-street spaces shall be permitted.~~
 - d. **Fee-In-Lieu.** ~~Required parking may be provided off-site through the Town's in-lieu fee program pursuant to the following standards:~~
 - i. **Fee.** ~~The fee shall be a one-time fee commensurate with the cost of providing off-street parking and shall be used exclusively for such purpose. The Town Clerk shall accept fees in accordance with the parking fee schedule set forth by Resolution.~~
 - ii. **Assignment of Credits.** ~~Parking credits purchased by fee-in-lieu run with the land and are not transferable.~~
 - iii. **Banking of Fee-in-Lieu Spaces.** ~~Fee-in-lieu spaces may be purchased in advance and "banked" for future use.~~
6. **Loading Requirement.** ~~Sufficient off-street loading facilities must be provided. The requirements of Sec. 6.2.2.E. are not applicable. The applicant must address how their specific loading needs are being met in the proposed application.~~

2.2.16. TS-1: Town Square-1

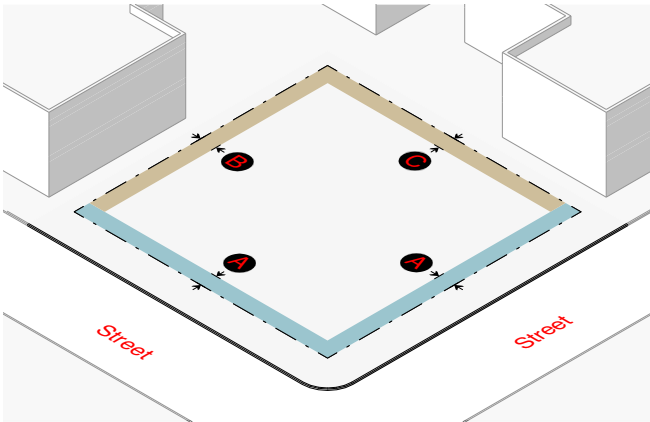
A. Intent

1. General Intent. The intent of the Town Square 1 (TC-1) zone is to preserve the western character of the Jackson Town Square and promote a pedestrian-oriented environment to support a vital downtown retail and visitor experience.
2. Buildings. New buildings can be up to 2 stories in height. Designated historic buildings may be allowed a partial 3rd story. Buildings are located close to the sidewalk and incorporate a covered boardwalk, creating an attractive street edge.
3. Parking. Parking is provided off-site on public lots and on-street. Little or no parking is provided on-site.
4. Land Use. Active and engaging uses are encouraged on ground floors, with a variety of commercial uses located on upper stories. Residential, as a principal use, is not allowed.
5. Comprehensive Plan. Based primarily on sub area 1.1 and 1.2 of the Comprehensive Plan.

B. Physical Development

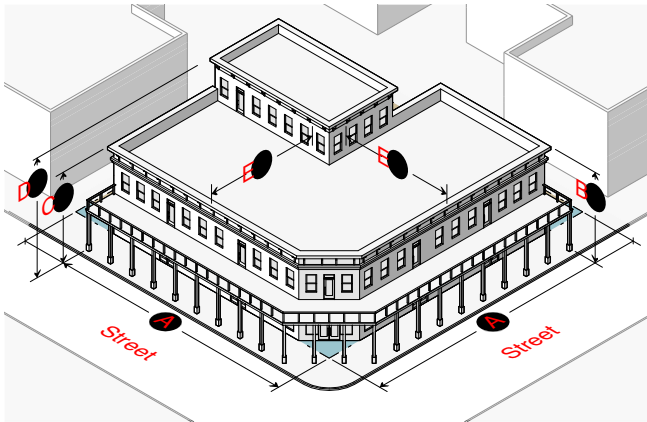
Standards applicable to physical development are provided in this Section. Where a cross-reference is listed, see the referenced division or section for additional standards. Standards in [Article 5.](#) apply unless stated otherwise.

1. Lot Standards



Building Setbacks (Sec. 9.4.8.)	
Street setback range (min-max)	0' - 5' A
Side interior (min)	0' or 5' B
Rear (min)	0' or 5' C
Abutting protected zone (min)	n/a
Landscaping (Div. 5.5.)	
Landscape surface ratio (min)	n/a
Plant units (min)	n/a
Fencing	
Height in any street or side yard (max)	Not allowed
Height in rear yard (max)	6'
Setback from pedestrian frontage (min)	Not allowed
Setback from side or rear lot line (min)	0'
Parking Setbacks (Sec. 9.4.8.)	
Street, surface parking (min)	30'
Access	
Curb cut width (max)	Not allowed

2. Bulk Standards



Street Facade (Sec. 9.4.11.)

Width of ground story in street setback range **A**

% of lot width (min) 90%

Building Height (Sec. 9.4.9.)

Height (max) 35' **B**

Stories (max) 2 **B**

Height (min) in street setback range 16' **C**

Partial 3rd Story (Preservation Bonus) (Div. 5.9)

Height (max) 40' **D**

Stories (max) 3 (partial) **D**

Stepback for 3rd story street facade (min) Greater of 40' or 50% of building depth **E**

Encroachment in stepback (max % of overall facade width) 0%

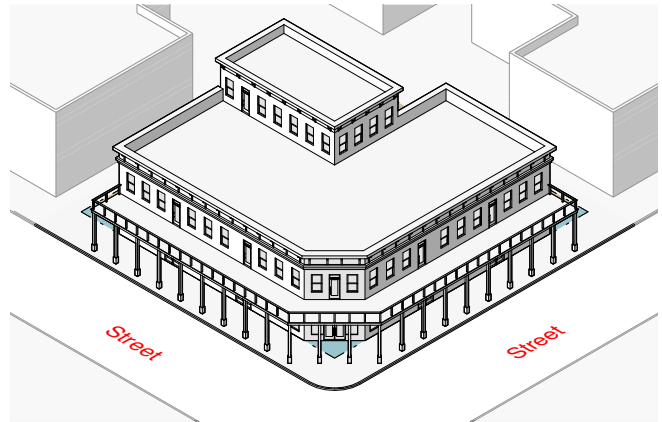
Scale of Development

Floor area ratio (FAR) (max) (E.3.) 1.83

Deed restricted housing exemption (Sec. 7.8.3.)

Single building size (max) 15,000 SF

3. Form Standards



Design Guidelines (Div. 5.8.)

These requirements apply to all development, except where exempted by Planning Director for additions of 20% or less that are consistent with existing architecture.

Pedestrian Frontage

Covered walkway see Sec. 2.2.1.C.1

Building Frontage Options

Town Square see Sec. 2.2.1.D.1

Parking Type Options

On-street parking see Sec. 2.2.1.E.1

Surface parking see Sec. 2.2.1.E.2

Tuck-Under Parking see Sec. 2.2.1.E.4

Enclosed parking see Sec. 2.2.1.E.3

Structured parking see Sec. 2.2.1.E.5

Underground parking see Sec. 2.2.1.E.6

4. Environmental Standards	
Natural Resource Setback (min)	(Sec. 5.1.1.)
Cache Creek south of Cache Creek Dr.	20'
Flat Creek north of Hansen Ave.	25'
Flat Creek south of Hansen Ave.	50'
Wetland	30'
Irrigation Ditch Setback (min)	(Sec. 7.7.4.D.)
Irrigation Ditch	15'
Natural Resource Overlay (NRO)	(Sec. 5.2.1.)
5. Scenic Standards	
Exterior Lighting	(Sec. 5.3.1.)
Light trespass is prohibited.	
All lights over 600 lumens shall be fully shielded.	
Max lumens per sf of site development	3
Lumens per site (max)	
All fixtures	100,000
Unshielded fixtures	5,500
Light Color	≤3000 Kelvin
Scenic Resource Overlay (SRO)	(Sec. 5.3.2.)
6. Natural Hazards to Avoid	
Steep Slopes	(Sec. 5.4.1.)
Development prohibited	Slopes > 25%
Hillside CUP required	Parcel with average cross-slope ≥ 10%
Areas of Unstable Soils	(Sec. 5.4.2.)
Fault Area	(Sec. 5.4.3.)
Floodplains	(Sec. 5.4.4.)
Wildland Urban Interface	(Sec. 5.4.5.)

7. Signs (nonresidential)		(Div. 5.6.)
Number of signs (max)	2 per business per frontage	
Background color	No white or yellow	
Sign Area		
Total sign area (max)	2.5 sf per ft of street facade width up to 125 sf	
Penalty	10% per projecting and freestanding sign	
Sign Type Standards		
Canopy sign		
Clearance (min)	7'6" from average grade	
Setback (min)	18" from back of curb	
Freestanding sign		
Height (max)	6'	
Setback (min)	5'	
Projecting sign		
Height (max)	24' above grade	
Clearance (min)	7'6" from average grade	
Setback (min)	18" from back of curb	
Window sign		
Window surface coverage (max)	25% up to 16 sf	
Temporary signs	(Sec. 5.6.1.)	
8. Grading, Erosion Control, Stormwater		
Grading	(Sec. 5.7.2.)	
Erosion Control	(Sec. 5.7.3.)	
Erosion shall be controlled at all times		
Stormwater Management		(Sec. 5.7.4.)
No increase in peak flow rate or velocity across property lines		

9. Physical Development Permits Required							
Physical Development	Sketch Plan (Sec. 8.3.1.)	Development Plan (Sec. 8.3.2.)	Building Permit (Sec. 8.3.3.)	DRC Review (Sec. 8.2.6.)	Sign Permit (Sec. 8.3.5.)	Grading Permit (Sec. 8.3.4.)	Floodplain Permit
Nonresidential Floor Area							
≤ 10,000 sf			X	X		Sec. 5.7.1.	Sec. 5.4.4.
10,001 - 20,000 sf		X	X	X		Sec. 5.7.1.	Sec. 5.4.4.
> 20,000 sf	X	X	X	X		Sec. 5.7.1.	Sec. 5.4.4.
Sign					X	Sec. 5.7.1.	Sec. 5.4.4.

C. Allowed Uses and Use Standards

Standards applicable to use are provided below. Where a cross-reference is listed see the referenced division or section for additional standards. Allowed uses are listed in subsection 1. Uses that are not listed are prohibited unless a similar use determination is made pursuant to Sec. 6.1.2.C. All standards in Article 6. are applicable unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Lodging					
Conventional Lodging (6.1.5.B.)	G(LO)	n/a	n/a	0.75/LU + 1 per 150-sf assembly area	0.204*bedrooms
Short-term Rental Unit (6.1.5.C.)	G(LO)	n/a	n/a	1.5/1,000-sf, max 2	0.204*bedrooms
Commercial Uses					
Office (6.1.6.B.)	B	n/a	n/a	1.65/1,000 sf	0.000493*sف
Retail (6.1.6.C.)	B	12,500 sf	n/a	2.25/1,000 sf	0.000431*sف
Service (6.1.6.D.)	B	excluding basement storage	n/a	1.5/1,000 sf	0.000431*sف
Restaurant/Bar (6.1.6.E.)	B		n/a	1/110 sf dining area + 1/60 sf bar area	0.001197*sف
Amusement/Recreation					
Amusement (6.1.7.B.)	C	n/a	n/a	1/60 sf seating area or independent calculation	0.000431*sف
Transportation/Infrastructure					
Wireless Communications Facilities (6.1.10.D.)				0.5/employee + 0.5/stored vehicle	0.000246*sف
Minor	B	n/a	n/a		
Accessory Uses					
Accessory Residential Unit (6.1.11.B.)	B	n/a	n/a	1.25/DU	exempt
Home Occupation (6.1.11.D.)	B	n/a	n/a	n/a	exempt

Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.1.) C = Conditional Use Permit (Sec. 8.4.2.) (LO) = Lodging Overlay Only

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Outdoor Storage	Prohibited
Freestanding storage units (trailers, sheds, "Bully Barns", tarpaulin structures, etc.) not made a permanent part of a structure	Prohibited
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure	> 4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision are provided below. Where a cross-reference is provided see the referenced division or section for additional standards. All standards in [Article 7](#), are applicable unless stated otherwise.

1. Allowed Subdivision and Development Options				
Option	Lot Size (min)		Standards	
Allowed Subdivision Options				
Land Division	5,000 sf		Sec. 7.2.3.	
Townhouse Condominium Subdivision	n/a		Sec. 7.2.4.	
2. Residential Subdivision Requirements				
Schools and Parks Exaction				
Schools exaction	.020 acres per 1- or 2-family unit .015 acres per multi-family unit			
Parks exaction	9 acres per 1,000 resident			
3. Infrastructure				
Transportation Facilities			(Div. 7.6.)	
Access			required	
Right-of-way for Minor Local Road (min)			60'	
Paved travel way for Minor Local Road (min)			20'	
Required Utilities			(Div. 7.7.)	
Water			public	
Sewer			public	
4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.1.)	Development Plan (Sec. 8.3.2.)	Development Option Plan (Sec. 8.5.2.)	Subdivision Plat (Sec. 8.5.3.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X
Condominium/Townhouse				
				X

E. Additional Zone-Specific Standards

1. Provision of Nonresidential, Nonlodging Parking

- a. **Applicability.** The following options for providing required parking shall apply to allowed uses except:
 - i. Accessory Residential Unit (Sec. 6.1.11.).
- b. **Existing Parking Credits.** For properties with established parking credits per the Town Parking Credit Table (on reference with the Planning Department), the landowner may use such credits toward required parking. Credits are based on the amount of parking provided in 1988, as determined in 2005. Parking credits run with the land and are not transferable.
- c. **On-street Parking.** Required parking may be provided on-street provided the following standards are met.
 - i. An on-street parking space shall have the following length of uninterrupted curb adjoining to the lot of record of the use.

Uninterrupted Curb per On-street Parking Space	
Parking Space Angle	Uninterrupted Curb
Parallel	22'
45°/60°	18'
90°	9'

- ii. On-street parking shall not be provided along a red curb or other no-parking area put in place by the Town or WYDOT.
 - iii. The on-street parking shall follow the established configuration of existing on-street parking.
 - iv. On-street parking spaces shall be available for general public use at all times. No signs or actions limiting general public use of on-street spaces shall be permitted.
- d. **Fee-In-Lieu.** Required parking may be provided off-site through the Town's in-lieu fee program pursuant to the following standards.
 - i. **Fee.** The fee shall be a one-time fee commensurate with the cost of providing off-street parking and shall be used exclusively for such purpose. The Town Clerk shall accept fees in accordance with the parking fee schedule set forth by Resolution.
 - ii. **Assignment of Credits.** Parking credits purchased by fee-in-lieu run with the land and are not transferable.
 - iii. **Banking of Fee-in-Lieu Spaces.** Fee-in-lieu spaces may be purchased in advance and "banked" for future use.

2. **Loading Requirement.** Sufficient off-street loading facilities must be provided. The requirements of Sec. 6.2.2.E. are not applicable. The applicant must address how their specific loading needs are being met in the proposed application.
3. **Existing Floor Area Allowed.** Where the existing floor area on a site exceeds the allowed floor area ratio (FAR), the maximum allowed floor area shall be the lawfully existing floor area. The burden of establishing the amount of lawfully existing floor area shall be the responsibility of the landowner.

2.2.17. TS-2: Town Square-2

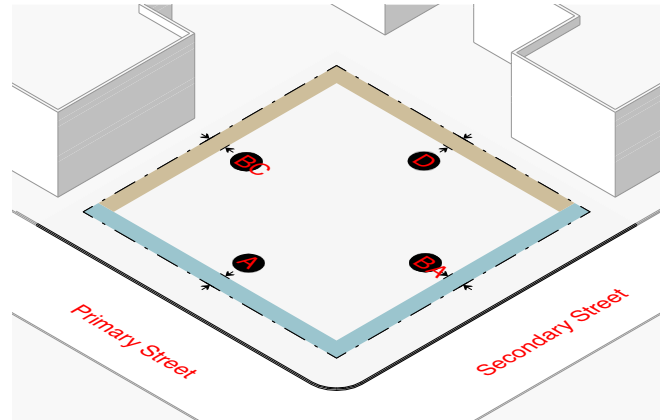
A. Intent

1. General Intent. The intent of the Town Square 2 (TC-2) zone is to provide for a vibrant mixed-use area with a variety of uses and amenities, consisting of wide sidewalks and buildings close to the sidewalk.
2. Buildings. Buildings can be up to 3 stories in height. Massing, articulation, openings, and step backs are used to reduce bulk and mass. Buildings are located close to the sidewalk, creating an attractive street edge. Large storefront windows, display windows, and entry features invite and encourage pedestrian activity.
3. Parking. Parking is primarily provided off-site on public lots and on-street. Parking provided on-site is underground or screened from view by buildings.
4. Land Use. Active and engaging uses are encouraged on ground floors but not required, with offices and lodging primarily located on upper stories. Residential, as a principal use, is not allowed.
5. Comprehensive Plan. Based primarily on sub area 1.1 and 1.2 of the Comprehensive Plan.

B. Physical Development

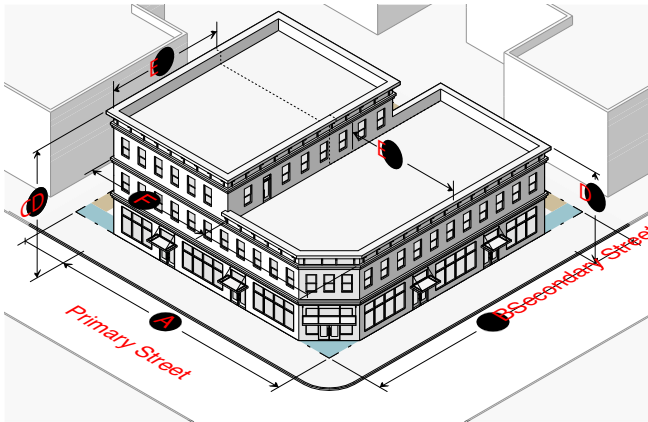
Standards applicable to physical development are provided in this Section. Where a cross-reference is listed, see the referenced division or section for additional standards. Standards in [Article 5](#). apply unless stated otherwise.

1. Lot Standards



Building Setbacks (Sec. 9.4.8.)	
Primary street setback range (min-max)	0' - 5' A
Secondary street setback range (min-max)	0' - 5' B
Side interior (min)	0' or 5' C
Rear (min)	0' or 5' D
<u>Abutting protected zone (min)</u>	10'
Landscaping (Div. 5.5.)	
Landscape surface ratio (min)	n/a
Plant units (min)	n/a
Fencing	
Height in any street or side yard (max)	Not allowed
Height in rear yard (max)	6'
Setback from pedestrian frontage (min)	Not allowed
Setback from side or rear lot line (min)	0'
Parking Setbacks (Sec. 9.4.8.)	
Primary street, above ground (min)	30'
Secondary street, surface parking (min)	30'
Secondary street, tuck-under, enclosed, or structured parking screened by bldg.	0'
(min) Access	
<u>Curb cut width (max)</u>	<u>Not allowed</u>

2. Bulk Standards



Street Facade (Sec. 9.4.11.)

Width of ground and 2nd story in primary street setback range	A
% of lot width (min)	80%
Width of ground and 2nd story in secondary street setback range	B
% of lot width (min)	80%

Building Height (Sec. 9.4.9.)

Height (max)	42'	C
Stories (max)	3	C
Height (min) in street setback range	16'	D

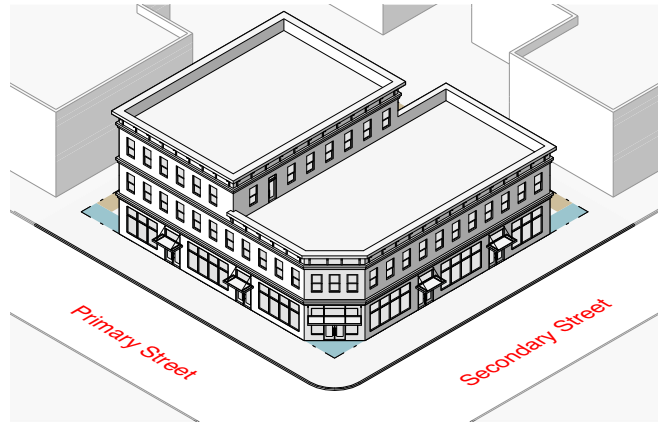
Building Stepback (Sec. 9.4.12.)

Stepback for any 3rd story street facade (min)	20'	E
Encroachment in stepback (max % of overall facade width)	40%	F
A building with only residential use that has at least 4 units is exempt from the stepback requirement		

Scale of Development

Floor area ratio (FAR) (max) (E.3.)	1.83
Deed restricted housing exemption (Sec. 7.8.3.)	
Workforce housing floor area bonus (Sec. 7.8.4.)	
Single building size (max)	15,000 SF

3. Form Standards



Design Guidelines (Div. 5.8.)

These requirements apply to all development, except where exempted by Planning Director for additions of 20% or less that are consistent with existing architecture.

Pedestrian Frontage

Planning Director will establish one of the following as the pedestrian frontage

Covered walkway	see Sec. 2.2.1.C.1
Trees in grates	see Sec. 2.2.1.C.2

Building Frontage Options

Town Square	see Sec. 2.2.1.D.1
Shopfront	see Sec. 2.2.1.D.2
Lodging	see Sec. 2.2.1.D.5

Parking Type Options

On-street parking	see Sec. 2.2.1.E.1
Surface parking	see Sec. 2.2.1.E.2
Tuck-Under Parking	see Sec. 2.2.1.E.4
Enclosed parking	see Sec. 2.2.1.E.3
Structured parking	see Sec. 2.2.1.E.5
Underground parking	see Sec. 2.2.1.E.6

4. Environmental Standards	
Natural Resource Setback (min)	(Sec. 5.1.1.)
Cache Creek south of Cache Creek Dr.	20'
Flat Creek north of Hansen Ave.	25'
Flat Creek south of Hansen Ave.	50'
Wetland	30'
Irrigation Ditch Setback (min)	(Sec. 7.7.4.D.)
Irrigation Ditch	15'
Natural Resource Overlay (NRO)	(Sec. 5.2.1.)
5. Scenic Standards	
Exterior Lighting	(Sec. 5.3.1.)
Light trespass is prohibited.	
All lights over 600 lumens shall be fully shielded.	
Max lumens per sf of site development	3
Lumens per site (max)	
All fixtures	100,000
Unshielded fixtures	5,500
Light Color	≤3000 Kelvin
Scenic Resource Overlay (SRO)	(Sec. 5.3.2.)
6. Natural Hazards to Avoid	
Steep Slopes	(Sec. 5.4.1.)
Development prohibited	Slopes > 25%
Hillside CUP required	Parcel with average cross-slope ≥ 10%
Areas of Unstable Soils	(Sec. 5.4.2.)
Fault Area	(Sec. 5.4.3.)
Floodplains	(Sec. 5.4.4.)
Wildland Urban Interface	(Sec. 5.4.5.)

7. Signs (nonresidential)		(Div. 5.6.)	
Number of signs (max)	2 per business per frontage		
Background color	No white or yellow		
Sign Area			
Total sign area (max)	2.5 sf per ft of street facade width up to 125 sf		
Penalty	10% per projecting and freestanding sign		
Sign Type Standards			
Canopy sign			
Clearance (min)	7'6" from average grade		
Setback (min)	18" from back of curb		
Freestanding sign			
Height (max)	6'		
Setback (min)	5'		
Projecting sign			
Height (max)	24' above grade		
Clearance (min)	7'6" from average grade		
Setback (min)	18" from back of curb		
Window sign			
Window surface coverage (max)	25% up to 16 sf		
Temporary signs	(Sec. 5.6.1.)		
8. Grading, Erosion Control, Stormwater			
Grading	(Sec. 5.7.2.)		
Erosion Control	(Sec. 5.7.3.)		
Erosion shall be controlled at all times			
Stormwater Management			(Sec. 5.7.4.)
No increase in peak flow rate or velocity across property lines			

9. Physical Development Permits Required							
Physical Development	Sketch Plan (Sec. 8.3.1.)	Development Plan (Sec. 8.3.2.)	Building Permit (Sec. 8.3.3.)	DRC Review (Sec. 8.2.6.)	Sign Permit (Sec. 8.3.5.)	Grading Permit (Sec. 8.3.4.)	Floodplain Permit
Nonresidential Floor Area							
≤ 10,000 sf			X	X		Sec. 5.7.1.	Sec. 5.4.4.
10,001 - 20,000 sf		X	X	X		Sec. 5.7.1.	Sec. 5.4.4.
≥ 20,000 sf	X	X	X	X		Sec. 5.7.1.	Sec. 5.4.4.
Sign					X	Sec. 5.7.1.	Sec. 5.4.4.

C. Allowed Uses and Use Standards

Standards applicable to use are provided below. Where a cross-reference is listed see the referenced division or section for additional standards. Allowed uses are listed in subsection 1. Uses that are not listed are prohibited unless a similar

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Lodging					
Conventional Lodging (6.1.5.B.)	B (LO)	45,000 SF habitable	n/a	0.75/room	0.204*bedrooms
Short-term Rental Unit (6.1.5.C.)	B (LO)	n/a	n/a	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	0.204*bedrooms
Commercial Uses					
Office (6.1.6.B.)	B	n/a	n/a	1.65/1,000 sf	0.000493*sf
Retail (6.1.6.C.)	B	12,500 sf	n/a	2.25/1,000 sf	0.000431*sf
Service (6.1.6.D.)	B	excluding basement storage	n/a	1.5/1,000 sf	0.000431*sf
Restaurant/Bar (6.1.6.E.)	B		n/a	1/110 sf dining area + 1/60 sf bar area	0.001197*sf
Amusement/Recreation					
Amusement (6.1.7.B.)	B	n/a	n/a	1/60 sf seating area or independent calculation	0.000431*sf
Institutional Uses					
Assembly (6.1.8.B.)	C	n/a	n/a	independent calculation	independent calculation
Transportation/Infrastructure					
Wireless Communications Facilities (6.1.10.D.)					
Minor	B	n/a	n/a	0.5/employee + 0.5/stored vehicle	0.000246*sf
Accessory Uses					
Accessory Residential Unit (6.1.11.B.)	B	n/a	n/a	1/DU	exempt
Home Occupation (6.1.11.D.)	B	n/a	n/a	n/a	exempt

Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.1.) C = Conditional Use Permit (Sec. 8.4.2.)
(LO) = Lodging Overlay Only

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Outdoor Storage	Prohibited
Freestanding storage units (trailers, sheds, "Bully Barns", tarpaulin structures, etc.) not made a permanent part of a structure	Prohibited
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure	> 4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision are provided below. Where a cross-reference is provided see the referenced division or section for additional standards. All standards in [Article 7](#), are applicable unless stated otherwise.

1. Allowed Subdivision and Development Options				
Option	Lot Size (min)	Standards		
Allowed Subdivision Options				
Land Division	5,000 sf	Sec. 7.2.3.		
Townhouse Condominium Subdivision	n/a	Sec. 7.2.4.		
2. Residential Subdivision Requirements				
Schools and Parks Exaction				
Schools exaction	.020 acres per 1- or 2-family unit .015 acres per multi-family unit			
Parks exaction	9 acres per 1,000 resident			
3. Infrastructure				
Transportation Facilities		(Div. 7.6.)		
Access	required			
Right-of-way for Minor Local Road (min)	60'			
Paved travel way for Minor Local Road (min)	20'			
Required Utilities		(Div. 7.7.)		
Water	public			
Sewer	public			
4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.1.)	Development Plan (Sec. 8.3.2.)	Development Option Plan (Sec. 8.5.2.)	Subdivision Plat (Sec. 8.5.3.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X
Condominium/Townhouse				X

E. Additional Zone-Specific Standards

1. Provision of Nonresidential, Nonlodging Parking

- a. **Applicability.** The following options for providing required parking shall apply to allowed uses except:
 - i. Lodging Uses ([Sec. 6.1.5.](#)); and
 - ii. Accessory Residential Unit ([Sec. 6.1.11.](#)).
- b. **Existing Parking Credits.** For properties with established parking credits per the Town Parking Credit Table (on reference with the Planning Department), the landowner may use such credits toward required parking. Credits are based on the amount of parking provided in 1988, as determined in 2005. Parking credits run with the land and are not transferable.
- c. **On-street Parking.** Required parking may be provided on-street provided the following standards are met.
 - i. An on-street parking space shall have the following length of uninterrupted curb adjoining to the lot of record of the use.

Uninterrupted Curb per On-street Parking Space	
Parking Space Angle	Uninterrupted Curb
Parallel	22'
45°/60°	18'
90°	9'

- ii. On-street parking shall not be provided along a red curb or other no-parking area put in place by the Town or WYDOT.
 - iii. The on-street parking shall follow the established configuration of existing on-street parking.
 - iv. On-street parking spaces shall be available for general public use at all times. No signs or actions limiting general public use of on-street spaces shall be permitted.
- d. **Fee-In-Lieu.** Required parking may be provided off-site through the Town's in-lieu fee program pursuant to the following standards.
 - i. **Fee.** The fee shall be a one-time fee commensurate with the cost of providing off-street parking and shall be used exclusively for such purpose. The Town Clerk shall accept fees in accordance with the parking fee schedule set forth by Resolution.
 - ii. **Assignment of Credits.** Parking credits purchased by fee-in-lieu run with the land and are not transferable.
 - iii. **Banking of Fee-in-Lieu Spaces.** Fee-in-lieu spaces may be purchased in advance and “banked” for future use.

2. **Loading Requirement.** Sufficient off-street loading facilities must be provided. The requirements of Sec. 6.2.2.E. are not applicable. The applicant must address how their specific loading needs are being met in the proposed application.
3. **Existing Floor Area Allowed.** Where the existing floor area on a site exceeds the allowed floor area ratio (FAR), the maximum allowed floor area shall be the lawfully existing floor area. The burden of establishing the amount of lawfully existing floor area shall be the responsibility of the landowner.

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 _____, 2020.

PASSED 2ND READING THE _____ DAY OF _____, 2020.

PASSED AND APPROVED THE _____ DAY OF _____, 2020.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. 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 _____, 2020.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk

ORDINANCE T

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF THE TOWN OF JACKSON ORDINANCE NO. 888 AND SECTION 15.38.020 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING HISTORIC BUILDINGS 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 the Town of Jackson Ordinance No. 888 and Section 15.38.020 of the Town of Jackson Municipal Code are hereby amended and reenacted to read as follows:

15.38.020 Historic Buildings

A. General. The Town Council recognizes that many areas, improvements, buildings or structures have features with historic character or special historic or aesthetic interest or value representing architectural products of distinct periods in the history of Jackson. The Town Council also recognizes that the protection, enhancement and perpetuation of areas, improvements, buildings and structures with features having historic character or special historical or aesthetic interest or value is a public necessity and is required in the interest of the people of the Town.

For the purposes of this section, historic buildings or structures are those buildings, improvements or structures, which are on the Jackson Historic Register or are in excess of fifty (50) years old, or which are otherwise historically or architecturally significant.

Every applicant for a demolition permit shall state to the best of his or her knowledge whether a building or structure for which demolition is sought is either in excess of, or less than, fifty (50) years old as of the date of the application.

B. Authority to Enact. Authority for enacting this chapter to protect historic integrity is provided in Wyo. Stat. Section §15-1-601(d)(iv).

C. The Teton County Historic Preservation Board. The Teton County Historic Preservation Board ("TCHPB") shall be an advisory board to owners seeking to demolish historic buildings within the Town.

1. The TCHPB shall be an informational and advisory board only, and shall advise owners or residents of buildings or structures on the historic nature, aspects and other historic preservation issues concerning the building or structure sought for demolition.
2. The TCHPB will maintain a non-exclusive list of structures which are either in excess of fifty (50) years old or are otherwise historically or architecturally significant. This list, the ~~TCHPB-Building List~~Structures of Merit, will be made publicly available and will be updated from time to time. The ~~TCHPB-Building~~Structures of Merit List updated from time to time serves as a guideline to building owners and Town of Jackson officials.
3. The TCHPB may present to the Town Council its findings and recommendations about any development proposal or regulation which impacts any building or structure in excess of fifty (50) years old or which are otherwise historically or architecturally significant.

D. Demolition Permit Review

1. Upon receipt of a demolition permit application pursuant to Section 105.1 of the International Building Code, the planning and building department shall refer the demolition application to the TCHPB.

2. The TCHPB shall review demolition proposals which affect the exterior of any principal or accessory building or structure which is on the ~~TCHPB Building List or the Jackson Historic Register or Structures of Merit list~~ for their impacts on historic resources. The TCHPB will make a recommendation to the planning and building department and/or Town Council within ~~twenty-one (21)-thirty (30)~~ calendar days from initial submission of the demolition application to the TCHPB. The TCHPB will either determine that:

A. The building or structure is not historically or architecturally significant, or

B. That the building or structure is historically or architecturally significant and recommend a ninety (90) day stay in the issuance of a demolition permit for public comment and in order for the applicant, the TCHPB and other interested parties to explore alternatives to demolition. The TCHPB shall cite the historic preservation principles upon which it is relying to make its comments or recommendations regarding the impact of such demolition on historic preservation

~~That the building is designated as a Landmark property on the Jackson Historic Register and so should not be demolished.~~

3. All demolition permit applicants pertaining to historic buildings or structures may meet with the TCHPB, or a sub-committee thereof, to discuss the impacts of demolition on historic resources. A meeting will be scheduled during the initial ~~twenty-one (21)-thirty (30)~~ day review period on applicant's request.

4. In the event the TCHPB does not make a recommendation to the planning and building department and/or Town Council within ~~twenty-one (21)-thirty (30)~~ calendar days from initial submission of the demolition application, the Town will assume that the TCHPB does not have a formal recommendation, and the application shall proceed through the regular permitting process.

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 _____, 2020.
PASSED 2ND READING THE _____ DAY OF _____, 2020.
PASSED AND APPROVED THE _____ DAY OF _____, 2020.

TOWN OF JACKSON

BY: _____
Pete Muldoon, Mayor

ATTEST:

BY: _____
Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. 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 _____, 2020.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk

MEMORANDUM

TO: Mayor and Town Council
FR: Larry Pardee, Town Manager
DT: November 16, 2020
RE: Town Manager's Report

Dispatch Supervisor Position

We have had a resignation in the position of Dispatch Supervisor for the Town of Jackson and the employee has given their two week notice. Dispatch Supervisors are responsible for providing backup for on the road Transit Operators, dispatching drivers addressing accidents, riders, equipment issues, etc., as well as providing driver oversight, timesheet accuracy, schedule maintenance, trip preparation and driver performance management. This full time position is fully funded in the FY21 budget and is integral to meeting our current level of service for FY21. We are still recruiting to fill the last remaining handful of Transit Operators we need to run the schedule as approved by the elected officials. Should we eliminate this full time Dispatch Supervisor position, there would be a need to fill these shifts with current drivers which will further exacerbate our driver shortage and overtime fatigue that we are expecting this winter. In order to meet the schedule, we need this backup person at START to address issues listed above and also to complete the schedule in a pinch should we have a 'no show' for whatever reason from a scheduled Operator. Staff intends to fill this vacancy in the position of Dispatch Supervisor unless Council wishes to discuss reducing our level of service in START for the remainder of FY21.

November Sales and Lodging Tax

The Town budgeted a total of \$7,125,081 in sales tax for FY21. November collections are down 19.6% over the same collection period last year and we are leading budget projections by \$3,671,838 so far. Please remember that we have 7 remaining months in the fiscal year before we can realize any additional revenue over what was budgeted. November 2020 revenue represents collections from September 2020. Please also note that even though we are leading the budget in collections right now, we significantly reduced our expenditures for FY21 and we significantly reduced our estimated recurring revenue for FY21 to account for the impacts of COVID-19 and instead budgeted to take one time funds from reserves to make up the difference. The amount that we are leading projections (\$3.6M) does not equal the amount we budgeted to take from reserves (\$4.8M) to cover our recurring revenue deficit for FY21.

The Town budgeted a total of \$445,499 in lodging tax revenues for FY21 from the 30% visitor impact portion combined with the 10% general fund portion. We have collected \$660,047 so far in FY21 which is 148.2% of total projected collections, however collections are down 14.7% from prior year collections. November 2020 revenue

represents September 2020 collections. The 30% amount is tracked through the Special Revenue Fund for the Lodging Tax and the 10% amount is tracked through the General Fund.

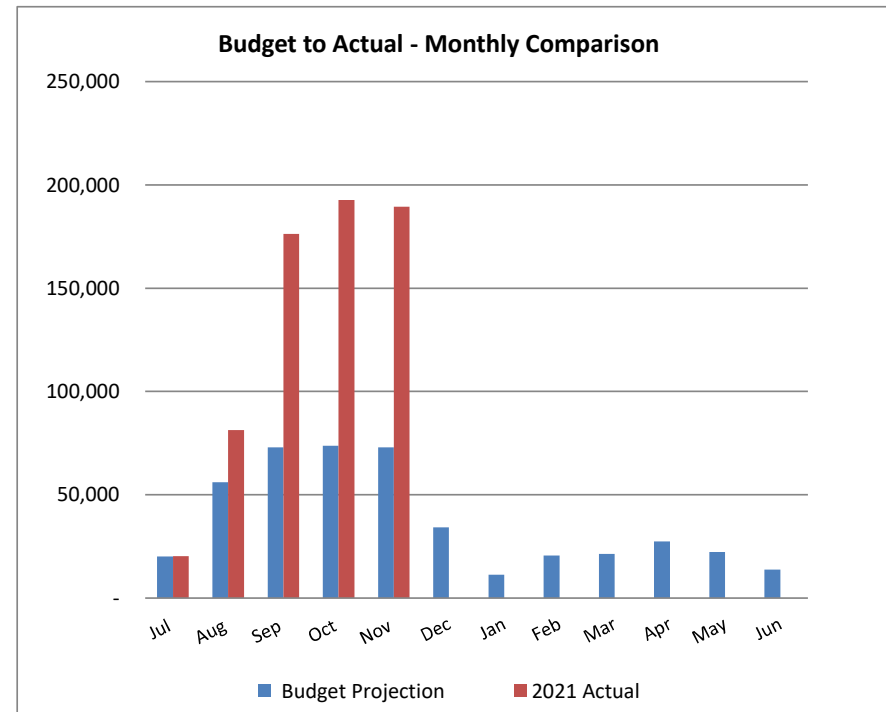
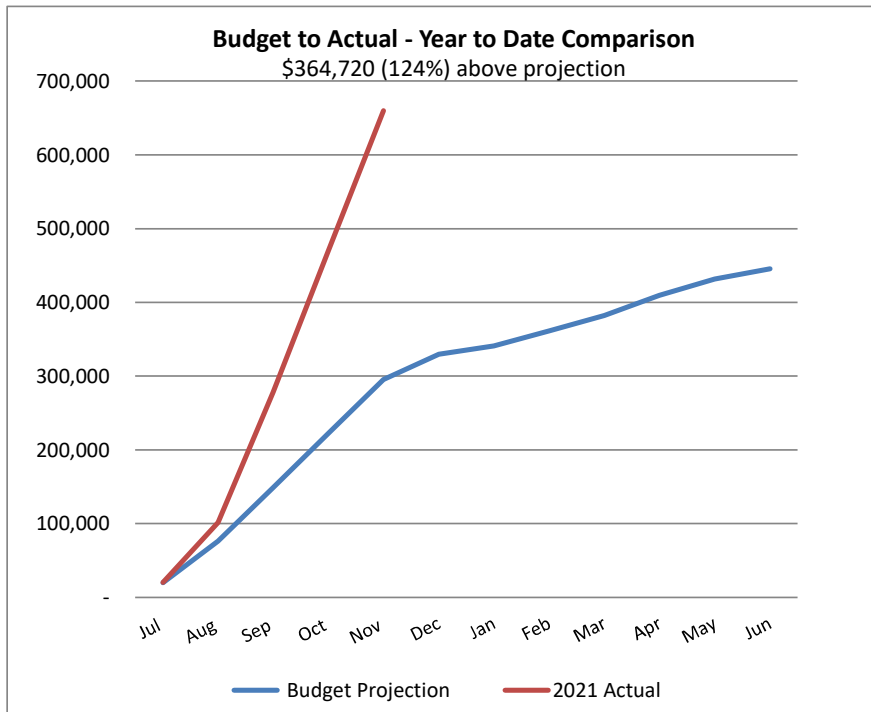
TOWN OF JACKSON, WYOMING
LODGING TAX REPORT
November-20

Month Received (2 mos. lag)	Lodging Tax - Total				Town				County			
	Total	Promotion T&T Board	Visitor Impact	General Fund	Visitor Impact	General Fund	Total	T/C Split Percent	Visitor Impact	General Fund	Total	T/C Split Percent
FY2021:												
July	\$ 75,275	\$ 45,165	\$ 22,582	\$ 7,527	\$ 15,187	\$ 5,062	\$ 20,249	67.3%	\$ 7,396	\$ 2,465	\$ 9,861	32.7%
August	370,420	222,252	111,126	37,042	60,908	20,303	81,211	54.8%	50,218	16,739	66,957	45.2%
September	1,035,675	621,405	310,703	103,568	132,266	44,089	176,355	42.6%	178,436	59,479	237,915	57.4%
October	1,159,961	695,976	347,988	115,996	144,589	48,196	192,785	41.5%	203,399	67,800	271,199	58.5%
November	1,061,614	636,968	318,484	106,161	142,085	47,362	189,447	44.6%	176,399	58,800	235,199	55.4%
December	-	-	-	-	-	-	-	---	-	-	-	---
January	-	-	-	-	-	-	-	---	-	-	-	---
February	-	-	-	-	-	-	-	---	-	-	-	---
March	-	-	-	-	-	-	-	---	-	-	-	---
April	-	-	-	-	-	-	-	---	-	-	-	---
May	-	-	-	-	-	-	-	---	-	-	-	---
June	-	-	-	-	-	-	-	---	-	-	-	---
Totals	\$ 3,702,945	\$ 2,221,767	\$ 1,110,883	\$ 370,294	\$ 495,035	\$ 165,012	\$ 660,047	44.6%	\$ 615,848	\$ 205,283	\$ 821,131	55.4%

	Visitor Impact	General Fund	Total
TOJ Budget	\$ 334,124	\$ 111,375	\$ 445,499
Budget Remain	\$ (160,911)	\$ (53,637)	\$ (214,548)
Earned			148.2%
Remaining			-48.2%

12 Month
Rolling Avg
-13.8%

	FY2020 Year-to-Date	FY2021 Year-to-Date	Increase (Decrease)
T&T 60%:	\$ 3,153,964	\$ 2,221,767	\$ (932,198) -29.6%
TOJ 30% Visitor:	580,634	495,035	(85,599) -14.7%
TOJ 10% General:	193,545	165,012	(28,533)



TOWN OF JACKSON, WYOMING
SALES TAX COLLECTIONS (4% and 1%)
November-20

Receipt Month	17/18				18/19				19/20			20/21			12 Mth Rolling Avg	Sales Month
	FY2017	FY2018	17/18 Change	Percent Change	FY2019	18/19 Change	Percent Change	FY2020	19/20 Change	Percent Change	FY2021	20/21 Change	Percent Change			
Jul	\$ 807,564	\$ 807,972	\$ 408	0.1%	\$ 890,746	\$ 82,774	10.2%	\$ 916,280	\$ 25,534	2.9%	\$ 728,603	\$ (187,677)	-20.5%	2.2%	May	
Aug	1,411,501	1,551,376	139,875	9.9%	1,711,050	159,674	10.3%	1,695,936	(15,114)	-0.9%	\$ 1,213,765	(482,171)	-28.4%	-0.8%	Jun	
Sep	1,920,244	1,971,647	51,402	2.7%	1,979,587	7,941	0.4%	2,106,619	127,032	6.4%	\$ 1,769,138	(337,481)	-16.0%	-3.7%	Jul	
Oct	1,665,117	1,897,973	232,856	14.0%	1,868,746	(29,227)	-1.5%	2,084,456	215,710	11.5%	\$ 2,037,216	(47,240)	-2.3%	-5.3%	Aug	
Nov	1,533,746	1,850,527	316,781	20.7%	1,877,983	27,456	1.5%	2,203,274	325,291	17.3%	\$ 1,772,257	(431,017)	-19.6%	-9.8%	Sep	
Dec	1,046,289	1,054,095	7,806	0.7%	1,335,327	281,232	26.7%	1,154,908	(180,419)	-13.5%	----	----	----	----	Oct	
Jan	655,026	680,672	25,645	3.9%	745,047	64,375	9.5%	842,559	97,512	13.1%	----	----	----	----	Nov	
Feb	1,032,128	1,166,026	133,898	13.0%	1,195,892	29,866	2.6%	1,293,430	97,538	8.2%	----	----	----	----	Dec	
Mar	947,188	1,066,105	118,917	12.6%	1,110,735	44,630	4.2%	1,188,379	77,644	7.0%	----	----	----	----	Jan	
Apr	859,580	1,041,459	181,879	21.2%	1,120,136	78,677	7.6%	1,272,892	152,756	13.6%	----	----	----	----	Feb	
May	874,371	1,010,453	136,082	15.6%	1,138,194	127,740	12.6%	874,624	(263,570)	-23.2%	----	----	----	----	Mar	
Jun	660,771	728,398	67,628	10.2%	730,042	1,644	0.2%	621,631	(108,411)	-14.8%	----	----	----	----	Apr	
Totals	\$ 13,413,526	\$ 14,826,704	\$ 1,413,178	10.5%	\$ 15,703,484	\$ 876,780	5.9%	\$ 16,254,987	\$ 551,503	3.5%	\$ 7,520,978	\$ (1,485,586)	-16.5%			

Budgeted Sales Tax for FY 2021 -50% \$ 7,125,081
Budgeted Sales Tax Year-to-Date 3,849,140
Actual Sales Tax Collected Year-to-Date 7,520,978
Leading (Lagging) Budget - through November \$ 3,671,838

