

Special Town Council Meeting
February 23, 2021
10:00 AM
Virtually from Town Council Chambers
Mayor: Hailey Morton Levinson

I. ZOOM LINK FOR PUBLIC PARTICIPATION

To join, click the link or copy to your browser: <https://us02web.zoom.us/j/88354775199?pwd=UThQUFc1cVI5cFpuMmZyMjh5eS9KZz09>
If the link does not work, join at [zoom.com](https://zoom.us) with Webinar ID **883 5477 5199** Password: **toj**
or join by phone **1.253.215.8782** with Webinar ID **883 5477 5199** and Passcode **292618**

II. CALL TO ORDER AND ROLL CALL

A. COVID Update, if needed

III. DISCUSSION/ACTION ITEMS

A. Special Event Applications during COVID (Carl Pelletier)

IV. ADJOURN

Please note that at any point during the meeting, the Chairman or Mayor 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.

STAFF REPORT



Meeting Date:	February 23, 2021	Meeting Title:	Special Town Council Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	COVID Concerns Related to Special Events	Public Comment:	Yes

Purpose & Policy Considerations.

At the February 16, 2021 Special Town Council Workshop the Town Council directed staff to develop a special event policy with COVID-19 considerations.

The Council directed staff to base the policy from Alternative #4 as presented at the February 16, 2021 Special Town Council Workshop. This policy would take into consideration the five Teton County Health Department Risk Levels (Critical, High, Moderate, Low and New Normal), the Center for Disease Control's four levels of risk regarding group gatherings (Lowest Risk, More Risk, High Risk and Highest Risk) and the size of the special event. Special events are addressed in the Town of Jackson's Municipal Code under Title 12.28.

A policy has been crafted in two versions: a more restrictive version and a less restrictive version. In these two versions the Town Council has the opportunity to adjust two of the variables if they choose:

Variable #1: Definition of the size of a particular group: small, medium, large. For purposes of this discussion staff has chosen to offer Council two possible size definitions:

- In the more restrictive policy, a small event is defined as one with less than 100 people in attendance; a medium event as one with 100 to 500 people in attendance; and a large event as one with more than 500 people in attendance.
- In the less restrictive policy, a small event is defined as one with less than 250 people in attendance; a medium event as one with 250 to 1,000 people in attendance; and a large event as one with more than 1,000 people in attendance.

Staff selected numbers in the less restrictive policy that reflected all of the upcoming special events for the remainder of the year and attempted to define the event size based on numbers that would not be too skewed towards small events or too skewed toward large events.

Variable #2: What size of event is allowed during a particular risk level as defined by the Teton County Department of Health: Purple (Critical), Red (High), Orange (Moderate), Yellow (Low), Green (New Normal).

For purposes of example, in the policies presented utilize the following parameters:

- a. Less Restrictive Policy: a large event may be allowed when the Teton County Health Department Risk Level is in Orange (Moderate).
- b. More Restrictive Policy: a large event would not be allowed when the Teton County Health Department Risk Level is in Orange (Moderate)

Over the course of the past year, Jackson's Town Council has been directly following guidance provided by the State and District Health Officials when considering special event applications within the Town of Jackson. Currently there is one Statewide Health Order in effect which addresses group gatherings (Statewide Health Order #2). It should be noted that both of the policies that are presented in this staff report as written could potentially be more restrictive than the current Statewide Health Order addressing group gatherings.

Requested Action.

Staff is requesting Town Council to consider developing a policy for addressing special event requests during this ongoing pandemic to allow consistent expectations of all special event requests during the pandemic.

Recommendations.

Staff recommends that Council consider the proposed policies, select one, make adjustments as needed and provide direction.

Background.

In March of 2020 the World Championship Hill Climb was the first special event impacted by the COVID-19 pandemic. This special event is organized annually by the Jackson Hole Snow Devils was cancelled due to the onset of COVID-19 in the United States.

Following this cancellation, many organizations planning special events in Jackson decided to either postpone or cancel their events, while other organizers decided to operate their events virtually. Some special event organizers proceeded to move forward with their special event requests - instituting COVID-19 considerations and adaptations as part of their event plan. The applicants that moved forward in the approval process during COVID worked closely with the Teton County Department of Health. The Town of Jackson staff and the Teton County Department of Health worked with the special event applicants on a case-by-case basis to ensure that the events would not violate any of the State Health Orders in place at the time of the event.

In anticipation of upcoming special event applications, staff is requesting direction on the process to consider these events.

Analysis.

These proposed policy alternatives would take into consideration the five Teton County Health Department Risk Levels (Critical, High, Moderate, Low and New Normal), the Center for Disease Control's four levels of risk regarding group gatherings (Lowest Risk, More Risk, High Risk and Highest Risk) and the size of the special event.

Possible Alternatives.

Policy #1 (more restrictive)

This special event policy takes into consideration Teton County's 5 COVID-19 Risk Levels (Critical, High, Moderate, Low, and New Normal) as well as the Center for Disease Control's evaluation of group gatherings in four levels of risk (Lowest Risk, More Risk, Higher Risk, and Highest Risk). This policy does not apply to events exempt from Special Event permitting in accordance with Jackson Municipal Code § 12.28.040.D.

This possible special event policy with COVID-19 consideration states the following:

1. Virtual and drive-by/drive-in events will be allowed to take place on Town property during **Purple (Critical)** Risk Level as determined by the Teton County Health Department. These event plans must undergo review and be approved by the Teton County Health Department.
2. Small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during **Red (High)** Risk Level as determined by the Teton County Health Department. These event plans must undergo review and be approved by the Teton County Health Department.
3. Medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during **Orange (Moderate)** Risk Level as determined by the Teton County Health Department. These event plans must undergo review and be approved by the Teton County Health Department.
4. Large-sized, medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during **Yellow (Low)** Risk Level as determined by the Teton County Health Department. These event plans must undergo review and be approved by the Teton County Health Department.
5. Large-sized, medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during **Green (New Normal)** Risk Level without Teton County Health Department review and approval.
6. Definitions of event sizes and types:
 - a. Virtual, drive-by and drive-in events involve events held on-line and/or in a manner with little or no contact between people from different households. Lowest risk.
 - b. Small-sized events are gatherings of less than 100 people. More risk.
 - c. Medium-sized events are gatherings of 100 – 500. Higher risk.
 - d. Large-sized events are gatherings of more than 500 people where it is difficult for individuals to remain spaced at least 6 feet apart. Highest Risk.

Policy #1 (more restrictive)

	COVID RISK LEVEL				
	Green	Yellow	Orange	Red	Purple
Teton County Health Department Review and Approval Required	No	Yes	Yes	Yes	Yes
Large-Sized Events Allowed (>500 people)	Yes	Yes	No	No	No
Medium- Sized Events Allowed (100 -500 people)	Yes	Yes	Yes	No	No
Small- Sized Events Allowed (<100 people)	Yes	Yes	Yes	Yes	No
Virtual And Drive-By/Drive-In Allowed	Yes	Yes	Yes	Yes	Yes
The policy does not apply to events exempt from Special Event permitting in accordance with Jackson Municipal Code § 12.28.040.D.					

Policy #2 (less restrictive)

This special event policy takes into consideration Teton County's 5 COVID-19 Risk Levels (Critical, High, Moderate, Low, and New Normal) as well as the Center for Disease Control's evaluation of group gatherings in four levels of risk (Lowest Risk, More Risk, Higher Risk, and Highest Risk). This policy does not apply to events exempt from Special Event permitting in accordance with Jackson Municipal Code § 12.28.040.D.

This possible special event policy with COVID-19 consideration states the following:

1. Virtual and drive-by/drive-in events will be allowed to take place on Town property during **Purple (Critical)** Risk Level as determined by the Teton County Health Department. These event plans must undergo review and be approved by the Teton County Health Department.
2. Medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during **Red (High)** Risk Levels as determined by the Teton County Health Department. These events plans must undergo review and be approved by the Teton County Health Department.
3. Large-sized, medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during **Orange (Moderate)** and **Yellow (Low)** Risk Levels as determined by the Teton County Health Department. These event plans must undergo review and be approved by the Teton County Health Department.
4. Large-sized, medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during **Green (New Normal)** Risk Level without Teton County Health Department review and approval.
5. Free speech events will be allowed to occur during all Risk Levels. All permitted free speech events must follow State, County, Town and Center for Disease Control health orders and guidelines for reducing the spread of COVID-19.
7. Definitions of event sizes and types:
 - a. Virtual, drive-by and drive-in events involve events held on-line and/or in a manner with little or no contact between people from different households. Lowest risk.
 - b. Small-sized events are gatherings of less than 250 people. More risk.
 - c. Medium-sized events are gatherings of 250 – 1,000 people. Higher risk.
 - d. Large-sized events are gatherings of more than 1,000 people where it is difficult for individuals to remain spaced at least 6 feet apart. Highest Risk.

Policy #2 (less restrictive)

	COVID RISK LEVEL				
	Green	Yellow	Orange	Red	Purple
Teton County Health Department Review and Approval Required	No	Yes	Yes	Yes	Yes
Large-Sized Events Allowed (>1,000 people)	Yes	Yes	Yes	No	No
Medium- Sized Events Allowed (250 – 1,000 people)	Yes	Yes	Yes	Yes	No
Small- Sized Events Allowed (<250 people)	Yes	Yes	Yes	Yes	No
Virtual And Drive-By/Drive-In Allowed	Yes	Yes	Yes	Yes	Yes
The policy does not apply to events exempt from Special Event permitting in accordance with Jackson Municipal Code § 12.28.040.D.					

Comprehensive Plan & Priority Alignment.

Special events align within the Comprehensive Plan & Community Priority Goals in addressing Town as Heart of the Region – The Central Complete Neighborhood: The Town of Jackson will continue to be the primary location for jobs, housing, shopping educational and cultural activities. Principle 4.4 – Enhance civic spaces, social functions, and environmental amenities to make Town a more desirable Complete Neighborhood. The Town has traditionally served as the cultural, social and civic hub for Teton County and the region. Policy 4.4.a: Maintain and improve public spaces, Policy 4.4.c: Continue traditions and community events.

Fiscal Impact.

The possibility of limiting or restricting special events within the Town of Jackson during the ongoing pandemic could have potential economic impacts resulting in reduction in tourism visitation, loss of revenues to local businesses and reduced sales tax collection. Many of the special events have positioned themselves during the shoulder seasons in an effort to bolster tourism to Jackson.

Staff Impact.

Special events often require town services and personnel. Staff involvement in activities directly and indirectly resulting from special events may increase exposure to COVID-19. Direct staff impact from special events includes efforts from multiple departments including Administration, Public Works, Parks and Recreation, and Police to name a few. In addition to the permitted operating hours of a special event there may be a necessity for additional staffing before/after an event.

Attachments or Links.

[Statewide Health Order #2: Regarding gatherings](#)
[Town of Jackson Municipal Code Title 12.28](#)
[February 16, 2021 Town Council Workshop Staff Report](#)

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

I move to establish a special event policy consistent with special event Policy 1 (less restrictive) or special event Policy 2 (more restrictive).

**TWENTY-FIRST CONTINUATION, AND MODIFICATION, OF STATEWIDE PUBLIC
HEALTH ORDER #2: REGARDING GATHERINGS
OF MORE THAN TWENTY-FIVE (25) PEOPLE**

In an effort to stop the spread of the coronavirus (COVID-19), the Wyoming Department of Health finds it necessary to protect the health of the public by modifying and continuing certain restrictions as outlined in this Order. Additionally, this Order implements measures in line with the White House unveiling, on April 16, 2020, of certain guidelines for Opening Up America Again - a three-phased approach beginning with State or Regional Gating Criteria and continuing through three phases of removing restrictions when there is no evidence of resurgence of the virus.

The metrics measuring outbreak progress and healthcare system capacity support the Wyoming Department of Health continuing the previous statewide public health orders through a measured and data-based approach. As with previous statewide public health orders, this Order continues to authorize countywide variances to the restrictions within this Order, in the form of a Countywide Variance Order, if approved in writing by the County Health Officer and the State Health Officer. This Order differs from the previous statewide public health order (Twentieth Continuation), as it authorizes gatherings of 25 people or less, with exceptions, and this Order increases the maximum number of people allowed at certain indoor events (up to 500 people) and certain outdoor events (up to 1,000 people), with conditions.

This Order is effective on February 15, 2021, and shall remain in effect through February 28, 2021, unless the Wyoming Department of Health revokes or extends this Order before February 28, 2021.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 45,068 confirmed cases of COVID-19 in Wyoming as of February 10, 2021, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 647 deaths among Wyoming residents related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.
4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in "December 2019 a novel (new)

coronavirus known as SARS-CoV-2 (“the virus”) was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation’s communities threatens to strain our Nation’s healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States.”

5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon’s Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Wyoming Statute § 35-1-240(a)(i), (ii), (iii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, MD, PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease; and to forbid gatherings of people when necessary to protect public health.
10. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a face covering when in public.

ORDER

1. As used in this order “Face Covering” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face.
2. Gatherings of more than twenty-five (25) people are prohibited in order to help stop the spread of COVID-19 and protect the health of the public.

3. "Gatherings" are any planned or spontaneous event, public or private, bringing together, or likely bringing together, more than twenty-five (25) people in a single room or a single confined space (whether indoor or outdoor) at the same time.
4. If a business or other entity (child care facility, K-12 school, college, university, and trade school) is governed by statewide public health order #1 or #3, the restrictions in those orders govern those businesses or entities unless otherwise specifically noted herein.
5. Gatherings at the following are exempted from this Order:
 - a. Hotels and motels for lodging purposes;
 - b. Livestock auctions;
 - c. Groups of workers being transported to a location for their jobs;
 - d. Government business, military and National Guard facilities, law enforcement, jails, secure treatment centers, and correctional facilities, including any facility operated by the Wyoming Department of Corrections, and any facility used to respond to natural disasters or public health emergencies;
 - e. Federal, State, and local government facilities, including government service centers;
 - f. Relief facilities, including food pantries and shelter facilities;
 - g. Residential buildings, excluding individual household residences;
 - h. Grocery stores, markets, convenience stores, pharmacies, drug stores;
 - i. Truck stops, gas stations, and auto-repair facilities;
 - j. Retail or business establishments, where more than twenty-five (25) people may be present but are generally not within six (6) feet of one another;
 - k. Healthcare facilities, including hospitals, medical facilities, home health agencies, personal care agencies, hospices, adult family homes, mental health centers, and pharmacies;
 - l. Alcohol and drug treatment centers;
 - m. Long-term care and assisted living facilities, including nursing homes and assisted living facilities, as long as the facility complies with guidance and directives from the CDC, the Wyoming Department of Health, and appropriate licensing and regulatory agencies;
 - n. Religious or faith based organizations and funeral homes; and
 - o. Parades.
6. Events not specifically identified by name or type within this Order may allow indoor gatherings of more than 25 people but no more than 25% of venue capacity with a maximum

of 500 people. Events not specifically identified by name or type within this Order may allow outdoor gatherings of more than 25 people but no more than 50% of venue capacity with a maximum of 1,000 people. Events allowed under this paragraph are subject to the following conditions, to be enforced by the host or organizer of the event. These events include by way of example but are not limited to rodeos, speedway motor races, concerts, organized sporting events, fairs, track and field races, farmer's markets, fireworks shows, weddings, and any other event of a similar nature.

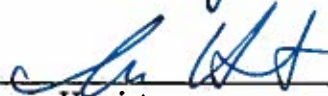
- a. Groups of attendees seated or standing together must be limited to 8, however, an event may make exceptions for groups greater than 8 if the group is solely comprised of members from the same household;
- b. A 6-foot distance must be maintained between individual groups at all times, including but not limited to entrances, exits, concessions, ticket booths, and restrooms;
- c. Prior to the event, staff, hosts/organizers of the event, and event participants (not event attendees) must be screened for symptoms of COVID-19, or exposure to a person with COVID-19 during the previous 14 days. Staff, hosts, organizers, or event participants with symptoms of illness, or known exposure to a person with COVID-19 infection within the previous 14 days, shall not participate in the event; logs of the screening activity shall be kept and made available for inspection by the local health officer;
- d. The entire event facility, to the extent there are facilities, shall be cleaned thoroughly, including all high touch areas before and after each event, according to CDC guidelines for cleaning;
- e. Staff who come within 6 feet of event attendees or other staff must wear a Face Covering;
- f. In the event the required 6 feet of distance between individual groups cannot be maintained, Face Coverings must be worn during the event, to the greatest extent possible, unless wearing a Face Covering is specifically required by Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions;
- g. The event shall not take place without appropriate protective equipment for staff (Face Coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies;
- h. The event shall encourage contactless and non-signature payment, as applicable; if not possible for the attendee, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options;
- i. Signage must remind attendees not to enter if they have symptoms of COVID-19, and the signage must be displayed at the entrance of the event; signage must also be positioned on event premises reminding separate parties to stand at least 6 feet apart;
- j. Food and beverage service shall follow the provisions for restaurants in the Twenty-First Continuation, and Modification, of Statewide Public Health Order Regarding Bars,

Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools;

- k. Participants in organized sporting events and artistic performances shall not congregate in groups larger than 25 individuals. This means that participants (up to 25 individuals) may interact with each other in direct close proximity without physical distancing;
 - l. The event should follow the public health recommendations of the Centers for Disease Control and the Wyoming Department of Health, including washing hands often with soap and water, practicing social distancing by avoiding close contact with others, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and wearing a Face Covering when in public; and
 - m. For clarity, the person limit in paragraph 6 (page 3-4) is not calculated by adding participants and spectators/attendees together.
- 7. Additional specific gathering exceptions to the restrictions in this Order may be granted, at the discretion of the County Health Officer, under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that people at the gathering will maintain at least six (6) feet of space between one another, and that effective sanitation will be performed before and after the gathering. Any specific exception under this paragraph must be approved in writing by the State Health Officer, and may be modified or revoked by the County Health Officer under the supervision and direction of the State Health Officer.
 - 8. Countywide variances to the prohibitions mandated in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive (or more restrictive) than the measures imposed in this Order.
 - 9. This Order is entered in conjunction with the statewide public health orders titled "Twenty-First Continuation, and Modification, of Statewide Public Health Order Regarding Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools", entered February 11, 2021, "Twenty-First Continuation, and Modification, of Statewide Public Health Order #3 Regarding Nail Salons, Hair Salons, Barber Shops, Massage Therapy Services, Tattoo, Body Art and Piercing Shops, and Cosmetology, Electrology, and Esthetic Services", entered February 11, 2021, and "Third Continuation of Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions", entered February 11, 2021.
 - 10. This Order does not alter but supplements the requirements outlined in the three other statewide public health orders.

As the State Health Officer, I specifically deem this Order necessary to protect the public health. *See* Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), (iii), and (iv). I will reassess the necessity of this Order as appropriate to do so and according to accepted epidemiological and medical standards. Any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106.

DATED THIS 11 DAY OF February, 2021.



Alexia Harrist
Wyoming State Health Officer

Chapter 12.28

SPECIAL EVENTS

Sections:

- 12.28.010 Purpose**
- 12.28.020 Findings and Intent**
- 12.28.030 Definitions**
- 12.28.040 Special Event Permit—When Required, Exceptions**
- 12.28.050 Special Event Permit—Application Procedure—Filing Period**
- 12.28.060 Parking Restrictions or Road Closures for Special Event—Signs**
- 12.28.070 Special Event Permit—Conditions of Issuance—Grounds for Denial**
- 12.28.080 Special Event Permit—Notice of Rejection**
- 12.28.090 Duties of Permittee**
- 12.28.100 Special Event Permit—Revocation Conditions**
- 12.28.110 Penalty**

12.28.010 Purpose

The purpose of this chapter is to provide a process for the issuance of a Special Event Permit from the Town in order to regulate Special Events in or upon public property including streets, alleys, public parks, George Washington Memorial Park, the Town Square, public buildings and sidewalks in the interest of public health, safety and welfare.

12.28.020 Findings and Intent

- A. This chapter is enacted to protect and preserve the public health, safety and welfare. Its provisions shall be liberally construed for the accomplishment of these purposes.
- B. It is expressly the purpose of this chapter and any procedures adopted hereunder to provide for and promote the health, safety and welfare of the general public, and not to create or otherwise establish or designate any particular class or group of persons who will or should be specially protected or benefited by the terms of this chapter or any procedures adopted hereunder.
- C. It is the specific intent of this chapter and any procedures adopted hereunder to place the obligation of complying with the requirements of this chapter upon the permittee, and no provision is intended to impose any duty upon the Town, or any of its officers, employees or agents. Nothing contained in this chapter or any procedures adopted hereunder is intended to be or shall be construed to create or form the basis for liability on the part of the Town, its officers, employees or agents, for any injury or damage resulting from the failure of permittee to comply with the provisions of this chapter, or by reason or in consequence of any act or omission in connection with the implementation or enforcement of this chapter or any procedures adopted hereunder by the Town, its officers, employees or agents.

12.28.030 Definitions

For the purposes of this chapter, the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words

in the singular number include the plural number. The word “shall” is always mandatory and not merely directory.

- A. “Alcoholic Beverage” means alcoholic liquor or malt beverage as defined in W.S. § 12-1-101(a)(i), (vii) and (x), or as amended.
- B. “Applicant” means any person or organization seeking a permit from the Town to conduct or sponsor a Special Event governed by this chapter. An applicant must be eighteen (18) years of age or older.
- C. “Catering Permit” for a Special Event means the permit authorizing the sale of alcoholic and malt beverages at a Special Event pursuant to Wyoming State Statutes.
- D. “Expressive Activity” shall mean a parade, assembly, meeting or similar gathering conducted for the purpose of exercising free speech activity protected by either the First Amendment to the United States Constitution or the Wyoming Constitution.
- E. “George Washington Memorial Park” means the actual park area within the Town Square.
- F. “Malt Beverage Permit” for a Special Event means the permit authorizing the sale of malt beverages only pursuant to Wyoming State Statutes.
- G. “Permittee” means any person or organization to whom or which has been issued by the Town a Special Event Permit.
- H. “Public Building” is property owned fully or jointly by the Town for a public purpose and is held out to the public and not leased to a third party.
- I. “Public Parks” shall mean a public playground, public recreation center or area, and other public areas, created, established, designated, maintained, provided or set aside by the Town, for the purposes of public rest, play, recreation, enjoyment or assembly, and all buildings, facilities and structures located thereon or therein.
- J. “Special Event” means a preplanned single gathering, event or series of related gatherings or events of an entertainment, cultural, recreational, educational, political, religious or sporting nature, or of any other nature including, but not limited to, any parade, march, protest, demonstration, public ceremony, street fair, art and craft show, carnival, block party, soap box derby, farmer’s market or jubilee day, athletic event, show, exhibition, pageant or procession of any kind, or any similar display, in the Town, including the Town Square.
- K. “Special Event Permit” means a permit as required by this chapter for Special Events in or upon a publicly owned street, alley sidewalk, public building, the Town Square or public park, or that enlists the services of Town personnel.
- L. “Town Square,” is defined to include George Washington Memorial Park and the boardwalk, sidewalk, and streets surrounding the park area.

12.28.040 Special Event Permit—When Required, Exceptions

A Special Event Permit shall be obtained for the following:

- A. Any Special Event in or upon a street, alley, sidewalk, public building or public park.
- B. An event in the Town Square for the purpose of informing, engaging or inviting the public with ten (10) or more people in attendance, including the applicant and its representatives and/or which may attract or accumulate ten (10) or more people as determined at the discretion of the Town Manager or designee. Events in the Town Square for the purpose of informing, engaging or inviting the public with less than ten (10) people in attendance, including the applicant and its representatives and/or which may attract or accumulate less than ten (10) people as determined at the discretion of the Town Manager or designee are required to file an application with the Town Clerk on forms prepared by the Town Manager or designee within the timeframe outlined in Section 12.28.050(B) of this Chapter. The forms provided by the Town Clerk shall require information reasonably necessary to make a fair determination as to whether a Special Event Permit should be required and/or issued.
- C. To request or enlist the services of Town personnel for a Special Event.
- D. This chapter shall not apply to:
 - 1. Funeral processions or oversize load escorts;
 - 2. Regularly scheduled school events, such as athletic events, which use existing parking, traffic controls and public safety support;
 - 3. The Town of Jackson acting within the scope of its functions, or an event sponsored in whole or in part by the Town;
 - 4. Any section or part of any public park or public building declared closed to the public by the director of the Parks and Recreation Department or designee or the Town Manager or designee and for any interval of time, either temporarily or at regular and stated intervals, daily or otherwise and either entirely or merely to certain uses, as the Town Manager or designee or the director of the Parks and Recreation Department or designee finds reasonably necessary;
 - 5. Events in public parks managed by the Parks and Recreation Department, with the exception of George Washington Memorial Park, when no services of Town personnel are requested or enlisted or when no exemptions from Town of Jackson Municipal Code are requested, and when the proper applications have been approved by the Parks and Recreation Director or designee;
 - 6. When police services are enlisted or requested for private events when a Special Event Permit is not otherwise required and when the proper applications have been approved by the Chief of Police or designee;
 - 7. When START services are enlisted or requested for events when a Special Event Permit is not otherwise required and when no other services of Town personnel are enlisted or requested, when no exemptions from Town of Jackson Municipal Code are requested, and when the proper applications have been approved by the START Board or designee;
 - 8. Events held at the Fair Grounds and approved by the Fair Board, when no services of Town personnel are requested or enlisted or when no exemptions from Town of Jackson Municipal Code are requested; or

9. Expressive Activity in traditional public forums as alternative channels of communication by the public, provided such use is for the free exercise of constitutionally protected activities, does not exceed the number or persons threshold set forth in Section 12.28.040(B), does not require sound amplification and does not disrupt or interfere with traffic on public streets or the use of public places by other members of the public. Such Expressive Activity, however, is subject to the same requirements and/or permits for signs, banners or structures, including but limited to height or dimensional limitations, as set forth in this chapter, the Land Development Regulations, and/or Municipal Code.

12.28.050 Special Event Permit—Application Procedure—Filing Period

- A. A person or organization seeking a Special Event Permit in or upon a street, alley, sidewalk, public building or a public park shall file an application with the Town Clerk on forms prepared by the Town Manager or designee. The forms provided by the Town Clerk shall require information reasonably necessary to make a fair determination as to whether a Special Event Permit should be issued.
- B. Special Event applications shall be filed with the Town Clerk at least twenty-one (21) days prior to the date that a Special Event is proposed to be conducted. The Town Clerk shall determine if the application is complete or requires Town Council approval.
 1. Applications requesting Town Council exemption from Town of Jackson Municipal Code 6.40.050 prohibiting the consumption of alcoholic beverages in George Washington Memorial Park shall not be accepted or processed by the Town Clerk.
 2. Any application filed less than twenty one (21) days before the date such Special Event is proposed to be conducted shall be subject to any conditions or restrictions deemed necessary by Town Council, or the Town Manager or designee. Such conditions or restrictions may be placed on the application prior to or after Town Council approval until such time the application and any other application associated with the Special Event may be fully reviewed by all Town Departments, Teton County Fire Department, Parks and Recreation Department, Pathways Department, and other agencies.
- C. The Town Council shall approve or deny all Special Event Permit applications and related additional permits or applications, which are filed less than twenty one (21) days before the date such Special Event permit is proposed to be conducted or are new Special Event Permit applications. The following Special Event Permit applications may be approved at the Staff level:
 - a. Applications for Special Events that have been previously approved by the Town Council in prior years and no significant or material changes are requested.
 - b. Applications in which all potentially impacted Town, County and Joint departments have reviewed the application and signed off on the Special Event.
 - c. Applications in which the anticipated or estimated number of attendance/participants is 250 people or less.
 - d. Applications involving only minor changes to a previously approved Special Event (e.g. a date change).

- D. If the applicant's event constitutes expressive activity within the meaning of this chapter, or the applicant asserts that the proposed event constitutes expressive activity within the meaning of this chapter, application shall be subject to the review of the Town Attorney.
- E. Once a Special Event application is complete, the Town Clerk shall circulate and refer the application to all Town departments, Teton County Fire Department, Parks and Recreation Department and Pathways Department for their comments, suggestions for conditions of approval and estimate of fees for services of Town personnel as a condition of approval for the Special Event.
- F. Fees. The fees for each Special Event Permit application submitted to the Town shall be:
 - 1. Non-Profit Applicant. \$25.
 - 2. For-Profit Applicant (including commercial filming and photograph). \$150.
 - 3. Expressive Activity. No fee.
- G. Additional permits or applications may be required for submission with a Special Event Application, including but not limited to:
 - 1. A Malt Beverage or Catering Permit pursuant to Wyoming State Statutes if seeking to sell alcoholic beverages at a Special Events. All sales of alcoholic beverages shall be in compliance with Title 6 of Town of Jackson Municipal Code and Chapter 12 of Wyoming State Statute.
 - 2. A Sign Permit if temporary banners or signs will be utilized. All signs shall be in accordance with Division 4600 of the Land Development Regulations.
 - 3. A Temporary or Transient Merchant and Exposition License applications if goods will be sold at the Special Event. All sales of goods shall be in compliance with Title 5 of this Municipal Code with the exception of Sponsorship listed in 12.28.050(K) of this section.
- H. Noise. Any Special Event which generates noise from any source exceeding eighty (80) decibels as measured under Section 9.44.040 of this Municipal Code requires permission from the Town Council as part of the Special Event application. Such noise is not permitted beyond the special event parameters approved by Town Council, plus any conditions or restrictions to the Special Event including but not limited to event location, date and hours of operation. Special Event applicants may conduct post-event production such as breaking down equipment and cleaning up from the Special Event until midnight on the day of the Special Event provided that the applicant utilize minimal production lighting and equipment which does not generate noise exceeding eighty (80) decibels as measured under Section 9.44.040 of this Municipal Code.
- I. Permission and/or permits may also be required from other State or local organizations, including but not limited to the following:
 - 1. Wyoming Department of Transportation permit (e.g. to close any state highway);
 - 2. Teton County Fire Department (e.g. fireworks permit; tents);
 - 3. Teton County Parks and Recreation Department (e.g. use of equipment);
 - 4. Teton County Health Department (e.g., temporary food service permit);
 - 5. Teton County Pathways Department;
 - 6. Teton County Fair board (e.g. Special Events during fair);
 - 7. Town Public Works/Engineering Department (if event will substantially interfere with any construction or maintenance work scheduled to take place upon, on, in, through or under Town streets, alleys, parks, right-of-way, etc.);

8. START Bus (e.g. if request requires public transportation service to Special Event or will interfere with a START Bus route).
 - J. Insurance: An insurance certificate naming the Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers and stating that coverage is primary and non-contributory is required for every Special Event and must be submitted to the Town Clerk at least ten (10) days prior to the Special 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. The policy shall include general liability insurance protecting against liability for bodily injury, death, and property damage in an amount not less than \$1,000,000 each occurrence. The Town Manager, or designee, or Town Attorney, may require additional insurance requirements to be met by the applicant when deemed necessary. Associated Catering and/or Malt Beverage permits for Special Events are required to include liquor liability insurance.
 - K. Sponsorship. The Town Council may approve the sale of goods, products and/or services, food or alcohol by for-profit vendors or applicants during a Special Event that is on public property or in a public park provided that Special Event is sponsored by a non-profit organization. The applicant shall submit to the Town Clerk with the Special Event Application a letter from the non-profit sponsor which describes in detail the direct benefit the non-profit sponsor will receive as a result of the Special Event, financial or otherwise.
- (Ord. 1112 § 1, 2016; Ord. 1011 § 1, 2012; Ord. 1003 § 1, 2012)

12.28.060 Parking Restrictions or Road Closures for Special Event—Signs

A Special Event application shall include requests for special parking restrictions or road closures in connection with a Special Event. Town Council, the Town Manager or designee shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a street, highway or an alley, or any part thereof constituting a part of the Special Event, unless such is in the WYDOT right-of-way in which case a WYDOT permit will be required. The Town Manager or designee shall have signs posted regarding the prohibition or restrictions approved. All roads closed for and during a Special Event shall maintain a clear and unobstructed width of twenty (20) feet to allow for emergency vehicle traffic.

12.28.070 Special Event Permit—Conditions of Issuance—Grounds for Denial

- A. The Town Council may approve a Special Event application partially or in its entirety for events as provided for under this chapter unless the Town Council finds, from a consideration of the application and from such other information and recommendations and/or conditions obtained from the Town police department, Town fire department, planning department, Town Attorney, Town administration and Town public works, that it may be denied on the grounds that:
 1. The conduct of the Special Event Permit will substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
 2. The conduct of the Special Event will require the diversion of so great a number of police officers of the Town to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the Town;
 3. The conduct of such Special Event will require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the Town

other than that to be occupied by the proposed line of movement and the areas contiguous thereto;

4. The concentration of persons, animals and vehicles at assembly points of the Special Event in or upon a street, alley, sidewalk, public building or public park will unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas;
 5. The conduct of such Special Event will interfere with the movement of firefighting equipment in route to a fire;
 6. The size, nature or location of the Special Event is reasonably likely to cause a clear and present danger of injury to persons and property;
 7. Information contained in the application for a Special Event Permit or any other permit associated with the Special Event or supplemental information requested from the applicant, is found to be false in a material detail;
 8. The applicant fails to complete the application form or fails to submit insurance that meets the requirements of 12.28.050(I) of this chapter after having been notified of the additional information or documents required;
 9. Another Special Event Permit has been received prior in time or has already been approved for the same time and place requested by the applicant or so close in time and place to that requested by the applicant that the issuance of both permits would cause undue traffic or parking congestion or cause the police or fire departments to be unable to meet the needs for police or fire services for both events;
 10. The location of the Special Event will substantially interfere with Town operations, or any construction or maintenance work scheduled to take place upon Town streets, right-of-way, alleys, parks or Town property; or
 11. The Special Event will violate a Town ordinance or Wyoming state statute.
- B. An applicant for a Special Event Permit and any other permit application associated with a Special Event desiring to accept the modified Special Event Permit or any other permit associated with a Special Event shall, after receiving notice of the action of the Town Council, file a written notice of acceptance with the Town Clerk or designee prior to the event. The modified Special Event Permit shall conform to the requirements of, and shall have the effect of, a Special Event Permit and any other permit associated with the Special Event Permit under this chapter.
- C. The Town Council may condition or restrict the issuance of a Special Event Permit or any other permit associated with a Special Event by imposing reasonable requirements concerning the time, place and route of the event and such requirements as are necessary to protect the health, safety or welfare of persons and property and control of traffic.
- D. The applicant will be notified upon approval of the Special Event including any conditions or restrictions to the application.

12.28.080 Special Event Permit—Notice of Rejection

If the Town Council disapproves the application for failure to meet the conditions as outlined in Section 12.28.060 of this chapter, the Town Clerk shall state in writing the reason for the recommendation of denial or stipulate additional conditions.

12.28.090 Duties of Permittee

- A. A permittee under this chapter shall comply with all terms, directions and conditions of the Special Event Permit or any other permits in association with the Special Event and with all applicable laws and ordinances.
- B. The permittee shall ensure that the person in charge of the Special Event is familiar with all the provisions of the Special Event Permit and carries the Special Event Permit and any applicable permits in association with the event upon his or her person during the duration of the Special Event.
- C. The permittee may be required to have sufficient volunteers to assist with requests such as traffic control posts, information officers, or other responsibilities in connection with a Special Event.

12.28.100 Special Event Permit—Revocation Conditions

The Town Manager or designee shall have the authority at any time to, in writing, revoke or terminate a Special Event Permit or any other permit(s) associated with a Special Event issued under this chapter upon violation of the standards for issuance as set forth in this chapter and/or conditions placed on the issuance of the Special Event Permit or any other permit(s) in association with the Special Event, or any chapter of the Town of Jackson Municipal Code or Land Development Regulations, or if the continuation of the Special Event presents a clear and present danger to the participants or the public.

12.28.110 Penalty

Any individual violating any of the provisions of this ordinance shall, upon conviction thereof, be punishable as provided in Section 1.12.010 of the Jackson Municipal Code.
(Ord. 1011 § 1, 2012; Ord. 1003 § 1, 2012)

STAFF REPORT



Meeting Date:	February 16, 2021	Meeting Title:	Town Council Workshop
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	COVID Concerns Related to Special Events	Public Comment:	Yes

Purpose & Policy Considerations.

The Jackson Town Council approves/denies application requests for special events taking place on Town property (streets, alleys, sidewalks, public buildings and public parks) and/or special events enlisting the services of Town personnel. The Jackson Town Council only reviews special event applications occurring on publicly owned property within the Town of Jackson. Events and activities taking place outside the Jackson Town limits or on private property do not trigger a Town of Jackson special event application.

Historically events and activities that have required a Town of Jackson special event permit consist of:

1. Public events utilizing Town streets, sidewalks, parking lots and alleys;
2. Public events held in Town parks which do not fall under the normal operations of the Parks and Recreation Department;
3. Public events requesting the use of George Washington Memorial Park (Town Square);
4. Public events requesting the services of Town personnel or Town equipment; and
5. Public events requesting a temporary exemption from existing Municipal Code (i.e. open alcohol containers on town streets, amplified sound, fireworks, and dogs in parks)

It should be noted that Council has identified the holistic topic of special event programs during a recent budget discussion. Please know that this item will be scheduled for an upcoming workshop. The purpose of this workshop is to only focus on how Council would like staff to move forward with special events during the COVID-19 pandemic. Town staff would like to be proactive and consistent in their approach to future group gathering requests which would require a special event permit on publicly owned property within the Town of Jackson during the ongoing pandemic. This would allow the Teton County Health Department, event organizers and the community to know the expectations as we move into our upcoming special event season.

Requested Action.

Staff is requesting Town Council consider developing a policy for addressing special event requests during this ongoing pandemic to allow consistent expectations of all special event requests during the pandemic.

Recommendations.

During this pandemic, staff has been working with each event organizer on a case-by-case basis in conjunction with the Teton County Health Department. Currently there is a Statewide Health Order which addresses the topic of group gatherings. This health order does not prohibit group gatherings, but rather sets parameters on gatherings. When an event organizer approaches the Town of Jackson with a special event request, Town staff along with representatives from the Teton County Health Department, assist the event organizer in navigating the current health orders to develop a plan that allows the event to operate in compliance with the Statewide Health Order regarding group gatherings.

Background.

In March of 2020 the World Championship Hill Climb was the first special event impacted by the COVID-19 pandemic. This special event is organized annually by the Jackson Hole Snow Devils and was cancelled due to the onset of COVID-19 in the United States.

Following this cancellation, many organizations planning special events in Jackson decided to either postpone or cancel their events, while other organizers decided to operate their events virtually. Some special event organizers proceeded to move forward with their special event requests - instituting COVID-19 considerations and adaptations as part of their event plan. The applicants that moved forward in the approval process during COVID worked closely with the Teton County Department of Health. The Town of Jackson staff and the Teton County Department of Health worked with the applicants to ensure that the events would not violate any of the State Health Orders in place at the time of the event.

A list of special events from March 2020 until today are listed in **Attachment A**. This attachment indicates if the event was a held, cancelled, or postponed.

Currently there are four Statewide Health Orders in place:

1. Statewide Health Order #1: Conditions of operation for establishments
2. Statewide Health Order #2: Gathering group size limits ([Attachment B](#))
 - a. More restrictive variance for Statewide Health Order #2 ([Attachment C](#))
3. Statewide Health Order #3: Conditions for personal service establishments
4. Statewide Health Order #4: Requires face coverings in certain places

Special events are addressed in the Town of Jackson's Municipal Code under Title 12.28 (**Attachment F**). As defined, a special event involves a "preplanned gathering" and therefore would be subject to conditions and restrictions addressed in Statewide Health Order #2: Gathering group size limits.

In anticipation of upcoming special event applications, staff is requesting direction on the process to consider these events. A list of the upcoming special events that traditionally apply for a special event permit are outlined in **Attachment D**.

Analysis.

This topic is not unique to the Town of Jackson. Several communities throughout the United States are also addressing the topic of special events during this pandemic. Some communities are moving forward with special event requests as long as the events comply with a variety of COVID-19 precautions. Other communities have decided to put a hold on all special events until a said date in the future. **Attachment E** outlines a few of the different approaches from a variety of communities throughout the country. This attachment is not meant to be an exhaustive or comprehensive compilation, but rather a list to illustrate a wide variety of approaches that various communities have developed in the consideration of special events during this on-going pandemic.

In this decision process, the Town Council may wish to consider the Teton County Health Department Risk Level scale which separates community risk into 5 categories: Critical (Purple), High (Red), Moderate (Orange), Low (Yellow) and New Normal (Green). Currently Teton County is in the Red (High) Risk Level. According to a recent press release issued by the Teton County Health Department, "(t)he Teton County Health Department

would like to remind community members about the recommendations that come with the Red (High) Risk Level. These include avoiding large gatherings, limiting exposure to people outside of your household, avoiding crowded indoor spaces, and more.”

The Town Council may also wish to consider the Center for Disease Control (CDC) considerations for events and gatherings. The CDC breaks down group gatherings into 4 levels of risk: Lowest Risk, More Risk, Higher Risk and Highest Risk.

- Lowest Risk: virtual-only activities, events and gatherings.
- More Risk: smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear masks, do not share objects and come from the same local area (e.g. community, town, city or county).
- Higher Risk: Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.
- Highest Risk: Large in-person gatherings where it is difficult for individuals to remain spaced at least 6-feet apart and attendees travel from outside the local area.

The topic of community special events has multiple sides, all of which are important. Group gatherings and special events can bring economic and community benefits. In the same breath, these special events can also impact the community with an increased exposure to and potential spread of COVID-19.

The Town Council may also wish to consider the cumulative effect of special events on the community. These impacts may not be limited to the time frame of the actual special event, but attendees may also be involved with a variety of pre and post event activities such as visiting bars, restaurants, and shops. With this cumulative effect, Staff and our community could potentially be impacted with increased exposure to COVID-19.

Possible Alternatives.

Alternative #1: No policy. Continue with the current practice of staff working with each special event applicant and the Teton County Health Department to develop a plan for the event to operate within the parameters of the current Statewide Health Orders.

Alternative #2: A policy that restricts any special events within the Town of Jackson, not currently approved, from occurring while Teton County is in the Purple (Critical) or Red (High) Risk Level. Special events will only be considered/permissible during Orange (Moderate), Yellow (Low) and Green (New Normal) Risk Levels with guidance and approval from the Teton County Health Department. Applications for free speech events will be accepted during all Risk Levels. All permitted free speech events must follow State, County, Town and CDC guidelines for reducing the spread of COVID-19.

Alternative #3: A policy that restricts consideration of special event applications before a specific date. For example: “Special event applications will not be accepted before July 5, 2021. Only applications for free

speech events will be accepted before July 5, 2021. All permitted free speech events must follow State, County, Town and CDC guidelines for reducing the spread of COVID-19. Special events which have already received approval will be permitted to continue at this time.”

Alternative #4*: A policy that restricts any special events during Purple (Critical) Risk Level. Consideration of only small & medium sized events during Red (High) Risk Level with TC Health Department review and approval. Consideration of all events during Orange (Moderate) and Yellow (Low) Risk Levels with TC Health Department review and approval. Consideration of all events during Green (New Normal) Risk Level without TC Health Department review and approval. Free speech events will be accepted during all Risk Levels. All permitted free speech events must follow State, County, Town and CDC guidelines for reducing the spread of COVID-19.”

*Currently the Town of Jackson does not have a specific designation or threshold of what constitutes a small, medium, or large event. According to the CDC “(t)he size of an event or gathering should be determined based on state, local, territorial or tribal safety laws and regulations.”

Comprehensive Plan & Priority Alignment.

Special events align within the Comprehensive Plan & Community Priority Goals in addressing Town as Heart of the Region – The Central Complete Neighborhood: The Town of Jackson will continue to be the primary location for jobs, housing, shopping educational and cultural activities. Principle 4.4 – Enhance civic spaces, social functions, and environmental amenities to make Town a more desirable Complete Neighborhood. The Town has traditionally served as the cultural, social and civic hub for Teton County and the region. Policy 4.4.a: Maintain and improve public spaces, Policy 4.4.c: Continue traditions and community events.

Fiscal Impact.

The possibility of limiting or restricting special events within the Town of Jackson during the ongoing pandemic could have potential economic impacts resulting in reduction in tourism visitation, loss of revenues to local businesses and reduced sales tax collection. Many of the special events have positioned themselves during the shoulder seasons in an effort to bolster tourism to Jackson.

Staff Impact.

Special events often require town services and personnel. Staff involvement in activities directly and indirectly resulting from special events may increase exposure to COVID-19. As an example, a special event may require additional staff involvement during the operating hours of a special event (e.g. additional police presence at the event). Direct staff impact from special events includes efforts from multiple departments including Administration, Public Works, Parks and Recreation, and Police to name a few. In addition to the permitted operating hours of a special event there may be a necessity for additional staffing before/after an event (e.g. additional police on duty for increased calls for service following an event). This increase in staffing special events, both directly and indirectly, increases the possibility of staff exposure to COVID-19 could potentially impact town staffing.

Attachments or Links.

1. Attachment A: A list of special events from March 2020 until today
2. Attachment B: Statewide Public Health Order #2: Regarding Gatherings of More than Ten (10) People

3. Attachment C: More Restrictive Variance* for Statewide Health Order #2
4. Attachment D: A list of traditional upcoming special events
5. Attachment E: A list of different approaches in consideration of special events during COVID-19
6. Attachment F: Jackson Municipal Code 12.28 (Special Events)
7. Link 1: Center for Disease Control – [“Considerations for Events and Gatherings”](#)
8. Link 2: [Statewide Health Order #1](#): Conditions of operation for establishments
9. Link 3: [Statewide Public Health Order #2](#): Regarding Gatherings of More than Ten (10) People
10. Link 4: [More Restrictive Variance* for Statewide Health Order #2](#)
11. Link 5: [Statewide Health Order #3](#): Conditions for personal service establishments
12. Link 6: [Statewide Health Order #4](#): Requires face coverings in certain places with exceptions

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

Staff recommends Council select one of the alternatives provided and establish this as the policy.

ATTACHMENT A: Special Events Since March of 2020 Through Today

		Status	Additional Notes
Mar	2020		
	World Championship Hill Climb	Cancelled	
	Rendezvous Concert on Town Square	Cancelled	
	Octane Addictions	Cancelled	
April	2020		
	Easter Egg Hunt	Cancelled	
May	2020		
	Eco Fair	Postponed	No reschedule date / Event not held
	Elk Fest	Postponed	No reschedule date / Event not held
	National Day of Prayer	Held with COVID-19 Measures	Limited size / Masks
	Old West Days & OWD Parade	Cancelled	
	Shootout	Cancelled for the summer	
	Million Dollar Music Fest	Postponed	No reschedule date / Event not held
	Spring Clean Up	Held with COVID-19 Measures	No gathering / individual efforts
	Spring Run Off	Cancelled	
	Historical Walking Tours	Held with COVID-19 Measures	Limited group size / reservations required
	Memorial Day Ceremony	Postponed	Small group gathered w/o notice
June	2020		
	JH 1/2 Marathon & Marathon	Held with COVID-19 Measures	Limited size / staggered start / no awards
	JH Live Concert	Cancelled	
	Touch a Truck	Virtual / Parade	No gathering / parade through town
	5K Color Fun Run	Cancelled	
	Movie Nights in Town Parks	Changed to Drive in Movie	
	Tux & Tails	No Formal Event	
	Historical Walking Tours	Held with COVID-19 Measures	Limited group size / reservations required
	People's Market	Held with COVID-19 Measures	Limited vendors / limited sales / space
July	2020		
	4th of July Street Breakfast	Cancelled	
	4th of July Parade	Cancelled	
	4th of July Fireworks (Fire in the Hole)	Fireworks without gathering	Snow King Ballfield closed for viewing
	Art Fair #1	Cancelled (smaller event held)	
	Jackson Hole Live Concert	Cancelled	
	Snow King Hill Climb Race	Cancelled	
	Teton County Fair	Held with COVID-19 Measures	Limited offerings / many virtual
	Movie Nights in Town Parks	Changed to Drive in Movie	
	Historical Walking Tours	Held with COVID-19 Measures	Limited group size / reservations required
	People's Market	Held with COVID-19 Measures	
	Farmer's Market	Held with COVID-19 Measures	
Aug	2020		
	Art Fair #2	Cancelled (smaller event held)	Pop Up Art Fair at Center for Arts
	Jackson Hole Live Concert #5	Cancelled	

	Movie Nights in Town Parks	Changed to Drive in Movie	
	Historical Walking Tours	Held with COVID-19 Measures	
	People's Market	Held with COVID-19 Measures	Limited vendors / limited sales / space
	Farmer's Market	Held with COVID-19 Measures	Limited vendors / limited sales / space
Sept.	2020		
	Fall Arts Festival	Held with COVID-19 Measures	Smaller event / controlled flow
	JH High School Rodeo	Held with COVID-19 Measures	Camping only
	Jackson Hole Marathon	Held with COVID-19 Measures	Limited size / staggered start
	Old Bill's Fun Run	Held virtually only	
	Western Design Conference	Cancelled	
	Historical Walking Tours	Held with COVID-19 Measures	Limited group size / reservations required
	People's Market	Held with COVID-19 Measures	Limited vendors / limited sales / space
	Farmer's Market	Held with COVID-19 Measures	Limited vendors / limited sales / space
	LOTOJA	Held with COVID-19 Measures	Multiple finish areas/spacing/masks, etc.
	9/11 Ceremony	Held with COVID-19 Measures	Individual participation / No group event
Oct.	2020		
	Halloween Costume Contest	Cancelled	
	Light the Town Pink	Cancelled	
	PTO Pumpkin Sale	Held with COVID-19 Measures	Curbside sales and pickup
	St. Jude's Walk/Procession	Held with COVID-19 Measures	Spacing / Masks
Nov.	2020		
	Town Square Lighting	Held with COVID-19 Measures	Virtual
	Turkey Trot	Cancelled	
	Veterans Day Memorial	Held with COVID-19 Measures	Spacing / Masks
Dec.	2020		
	CBC Christmas Caroling	Held with COVID-19 Measures	Spacing / Masks
	LDS Christmas Sleigh Ride	No application submitted	
	Classical Academy Caroling on Square	No application submitted	
	Our Lady of the Mountains Procession	Held with COVID-19 Measures	Spacing / Masks
	Menorah Display	Held with COVID-19 Measures	Spacing / Masks
	Nativity Scene Display	Held with display only	No gathering / display only
	Santa on the Town Square	Held with Parade only	No gathering / parade through town
	Winter Wonderland	Held with COVID-19 Measures	Spacing / Masks / Limited size
Jan.	2021		
	Martin Luther King Jr. Assembly/March	Held virtually	No public gathering
	Pedigree Stage Stop Dog Sled Race	Ceremonial start cancelled	Race events only / No public town event
	Winter Wonderland	Held with COVID-19 Measures	Spacing / Masks / Limited size
Feb.	2021		
	Winter Wonderland	Held with COVID-19 Measures	Spacing / Masks / Limited size
	Winter Special Olympics	Virtual	

**TWENTIETH CONTINUATION, AND MODIFICATION, OF STATEWIDE PUBLIC
HEALTH ORDER #2: REGARDING GATHERINGS
OF MORE THAN TEN (10) PEOPLE**

In an effort to stop the spread of the coronavirus (COVID-19), the Wyoming Department of Health finds it necessary to protect the health of the public by modifying and continuing certain restrictions as outlined in this Order. Additionally, this Order implements measures in line with the White House unveiling, on April 16, 2020, of certain guidelines for Opening Up America Again - a three-phased approach beginning with State or Regional Gating Criteria and continuing through three phases of removing restrictions when there is no evidence of resurgence of the virus.

The metrics measuring outbreak progress and healthcare system capacity support the Wyoming Department of Health continuing the previous statewide public health orders through a measured and data-based approach. As with previous statewide public health orders, this Order continues to authorize countywide variances to the restrictions within this Order, in the form of a Countywide Variance Order, if approved in writing by the County Health Officer and the State Health Officer. This Order is the same as the previous statewide public health order (Nineteenth Continuation) as it continues to authorize gatherings of 10 people or less (with exceptions), however, this Order also increases the maximum number of people allowed at certain indoor (up to 250 people) and outdoor (up to 500 people) events with conditions.

This Order is effective on January 26, 2021, and shall remain in effect through February 14, 2021, unless the Wyoming Department of Health revokes or extends this Order before February 14, 2021.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 42,788 confirmed cases of COVID-19 in Wyoming as of January 20, 2021, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 550 deaths among Wyoming residents related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.
3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.
4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in "December 2019 a novel (new)

coronavirus known as SARS-CoV-2 (“the virus”) was first detected in Wuhan, Hubei Province, People’s Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation’s communities threatens to strain our Nation’s healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States.”

5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon’s Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Wyoming Statute § 35-1-240(a)(i), (ii), (iii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, MD, PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease; and to forbid gatherings of people when necessary to protect public health.
10. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a face covering when in public.

ORDER

1. As used in this order “Face Covering” means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face.
2. Gatherings of more than ten (10) people are prohibited in order to help stop the spread of COVID-19 and protect the health of the public.

3. "Gatherings" are any planned or spontaneous event, public or private, bringing together, or likely bringing together, more than ten (10) people in a single room or a single confined space (whether indoor or outdoor) at the same time.
4. If a business or other entity (child care facility, K-12 school, college, university, and trade school) is governed by statewide public health order #1 or #3, the restrictions in those orders govern those businesses or entities unless otherwise specifically noted herein.
5. Gatherings at the following are exempted from this Order:
 - a. Hotels and motels for lodging purposes;
 - b. Livestock auctions;
 - c. Groups of workers being transported to a location for their jobs;
 - d. Government business, military and National Guard facilities, law enforcement, jails, secure treatment centers, and correctional facilities, including any facility operated by the Wyoming Department of Corrections, and any facility used to respond to natural disasters or public health emergencies;
 - e. Federal, State, and local government facilities, including government service centers;
 - f. Relief facilities, including food pantries and shelter facilities;
 - g. Residential buildings, excluding individual household residences;
 - h. Grocery stores, markets, convenience stores, pharmacies, drug stores;
 - i. Truck stops, gas stations, and auto-repair facilities;
 - j. Retail or business establishments, where more than ten (10) people may be present but are generally not within six (6) feet of one another;
 - k. Healthcare facilities, including hospitals, medical facilities, home health agencies, personal care agencies, hospices, adult family homes, mental health centers, and pharmacies;
 - l. Alcohol and drug treatment centers;
 - m. Long-term care and assisted living facilities, including nursing homes and assisted living facilities, as long as the facility complies with guidance and directives from the CDC, the Wyoming Department of Health, and appropriate licensing and regulatory agencies;
 - n. Religious or faith based organizations and funeral homes; and
 - o. Parades.
6. Events not specifically identified by name or type within this Order may allow indoor gatherings of more than 10 people but no more than 25% of venue capacity with a maximum

of 250 people. Events not specifically identified by name or type within this Order may allow outdoor gatherings of more than 10 people but no more than 50% of venue capacity with a maximum of 500 people. Events allowed under this paragraph are subject to the following conditions, to be enforced by the host or organizer of the event. These events include by way of example but are not limited to rodeos, speedway motor races, concerts, organized sporting events, fairs, track and field races, farmer's markets, fireworks shows, weddings, and any other event of a similar nature.

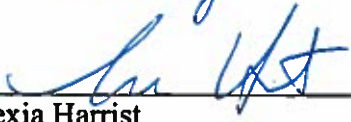
- a. Groups of attendees seated or standing together must be limited to 6, however, an event may make exceptions for groups greater than 6 if the group is solely comprised of members from the same household;
- b. A 6-foot distance must be maintained between individual groups at all times, including but not limited to entrances, exits, concessions, ticket booths, and restrooms;
- c. Prior to the event, staff, hosts/organizers of the event, and event participants (not event attendees) must be screened for symptoms of COVID-19, or exposure to a person with COVID-19 during the previous 14 days. Staff, hosts, organizers, or event participants with symptoms of illness, or known exposure to a person with COVID-19 infection within the previous 14 days, shall not participate in the event; logs of the screening activity shall be kept and made available for inspection by the local health officer;
- d. The entire event facility, to the extent there are facilities, shall be cleaned thoroughly, including all high touch areas before and after each event, according to CDC guidelines for cleaning;
- e. Staff who come within 6 feet of event attendees or other staff must wear a Face Covering;
- f. In the event the required 6 feet of distance between individual groups cannot be maintained, Face Coverings must be worn during the event, to the greatest extent possible, unless wearing a Face Covering is specifically required by Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions;
- g. The event shall not take place without appropriate protective equipment for staff (Face Coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies;
- h. The event shall encourage contactless and non-signature payment, as applicable; if not possible for the attendee, card and payment stations must be sanitized after each use; staff shall sanitize hands between handling payment options;
- i. Signage must remind attendees not to enter if they have symptoms of COVID-19, and the signage must be displayed at the entrance of the event; signage must also be positioned on event premises reminding separate parties to stand at least 6 feet apart;
- j. Food and beverage service shall follow the provisions for restaurants in the Twentieth Continuation, and Modification, of Statewide Public Health Order Regarding Bars,

Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools;

- k. Participants in organized sporting events and artistic performances shall not congregate in groups larger than 12 individuals. This means that participants (up to 12 individuals) may interact with each other in direct close proximity without physical distancing;
 - l. The event should follow the public health recommendations of the Centers for Disease Control and the Wyoming Department of Health, including washing hands often with soap and water, practicing social distancing by avoiding close contact with others, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and wearing a Face Covering when in public; and
 - m. For clarity, the person limit in paragraph 6 (page 3-4) is not calculated by adding participants and spectators/attendees together.
- 7. Additional specific gathering exceptions to the restrictions in this Order may be granted, at the discretion of the County Health Officer, under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that people at the gathering will maintain at least six (6) feet of space between one another, and that effective sanitation will be performed before and after the gathering. Any specific exception under this paragraph must be approved in writing by the State Health Officer, and may be modified or revoked by the County Health Officer under the supervision and direction of the State Health Officer.
 - 8. Countywide variances to the prohibitions mandated in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive (or more restrictive) than the measures imposed in this Order.
 - 9. This Order is entered in conjunction with the statewide public health orders titled "Twentieth Continuation, and Modification, of Statewide Public Health Order Regarding Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools", entered January 21, 2021, "Twentieth Continuation, and Modification, of Statewide Public Health Order #3 Regarding Nail Salons, Hair Salons, Barber Shops, Massage Therapy Services, Tattoo, Body Art and Piercing Shops, and Cosmetology, Electrology, and Esthetic Services", entered January 21, 2021, and "Second Continuation of Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions", entered January 21, 2021.
 - 10. This Order does not alter but supplements the requirements outlined in the three other statewide public health orders.

As the State Health Officer, I specifically deem this Order necessary to protect the public health. *See* Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), (iii), and (iv). I will reassess the necessity of this Order as appropriate to do so and according to accepted epidemiological and medical standards. Any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106.

DATED THIS 21 DAY OF January, 2021.



Alexia Harrist
Wyoming State Health Officer

ATTACHMENT C: More Restrictive Variance to Statewide Public Health Order #2

TETON DISTRICT PUBLIC HEALTH ORDER #21-2

MORE RESTRICTIVE VARIANCE TO STATEWIDE PUBLIC HEALTH ORDER #2, REGARDING LIMITATIONS ON INDOOR AND OUTDOOR EVENTS

WHEREAS, Dr. Travis Riddell, MD, MPH serves as the Teton District Health Officer pursuant to Wyoming Statute § 35-1-306(a); and

WHEREAS, Teton County and the City of Jackson have formed the Teton Health District which encompasses all of Teton County, Wyoming, including the City of Jackson, a Wyoming Municipality; and

WHEREAS, Wyoming Statute § 35-1-240(a)(i), (ii), (iii), and (iv) gives the power to the Wyoming Department of Health, through the State Health Officer, or under her direction and supervision, or through the other employees of the Wyoming Department of Health to control the causes of communicable disease; to close theaters, schools, and other public places; and to forbid gatherings of people when necessary to protect public health; and

WHEREAS, as evidenced by her signature below, Alexia Harrist, MD, Ph.D., the Wyoming State Health Officer, has reviewed and does hereby authorize the issuance of this Variance Order by Dr. Travis Riddell, the Teton District Health Officer, and the State Health Officer, Dr. Alexia Harrist, also specifically makes the finding that this Order is in conformity with the protection of the public health; and

WHEREAS, the State Health Officer has issued Statewide Public Health Order #2; and

WHEREAS, Statewide Public Health Order #2 is specifically titled: *Twentieth Continuation and Modification, of Statewide Public Health Order #2: Regarding Gatherings of More than Ten (10) People*. Statewide Public Health Order #2 has been extended twenty times since its original release on March 20, 2020 and is set to expire on February 14, 2021. Statewide Public Health Order #2 allows for a County Health Officer to request a less restrictive or more restrictive variance to the order under Paragraph 8; and

WHEREAS, previous iterations of Statewide Public Health Order #2 (prior to the twentieth iteration), limited gatherings to no more than ten (10) individuals and allowed for some indoor events to have a limit of no more than 25% of venue capacity with a maximum of 100 people, and outdoor gatherings were limited to 50% of venue capacity with a maximum of 250 people; and

WHEREAS, the twentieth iteration of Statewide Public Health Order #2 increased the maximum numbers of individuals for indoor events from 100 to 250, and for outdoor events from 250 to 500; and

WHEREAS, the Wyoming Department of Health has issued data-driven decision-making metrics to inform public health orders that include the following: Number of reported laboratory-confirmed cases per 100,000 population in the previous 14 days, percent of tests that are positive in the previous 14 days, the presence of COVID-19 outbreaks in communal settings, and the number of active cases. Reported COVID-19 hospitalizations, reported hospital bed capacity, ICU bed availability, COVID-19 testing volume, testing capacity, PPE supplies, the numbers of reported and active probable cases, and the number of COVID-19 associated deaths will also be considered; and

WHEREAS, as of January 21, 2021, the number of laboratory-confirmed positive cases in Teton County is 2,774 with 2,475 laboratory-confirmed recovered cases. As of January 21, 2021, the number of probable cases in Teton County is 73 with 69 probable recovered cases. There have been 5 COVID-19 associated deaths in Teton County. Thus, there are presently 295 active laboratory-confirmed cases and 3 active probable cases in Teton County; and

WHEREAS, as of January 21, 2021, the rate of newly reported laboratory confirmed cases in Teton County over the previous 14 days is 2,097 cases per 100,000 population; and

WHEREAS, as of January 21, 2021, the percent of tests that are positive over the previous 14 days is 9.8%; and

WHEREAS, the B.1.1.7 variant of SARS-CoV-2, which spreads more easily and quickly than other variants, has been detected in Teton County; and

WHEREAS, Teton County is currently experiencing a surge of new cases of COVID-19 and this more restrictive variance would allow for Teton County to remain at the previous lower numbers for indoor events at a maximum of 100 and a maximum of 250 people for outdoor events.

NOW, THEREFORE, IT IS HEREBY ORDERED, that residents of Teton County, Wyoming, including the City of Jackson, Wyoming, shall comply with the **Statewide Public Health Order #2** (*Twentieth Continuation and Modification, of Statewide Public Health Order #2: Regarding Gatherings of More than Ten (10) People*) with the following exceptions:

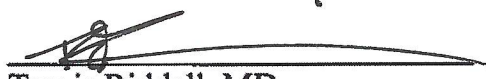
- 1) Paragraph 6 is amended by decreasing to 100 (was 250) the maximum number of individuals that may attend an indoor event, and by decreasing to 250 (was 500) the maximum number of individuals that may attend an outdoor event. Paragraph 6 is amended, in part, to read: "Events not specifically identified by name or type within this Order may allow indoor gatherings of more than 10 people but no more than 25% of venue capacity with a maximum of 100 people. Events not specifically identified by name or type within this Order may allow outdoor gatherings of more than 10 people but no more than 50% of venue capacity with a maximum of 250 people. . . ."

IT IS FURTHER ORDERED, that the District Health Officer may grant exceptions to this Order on a case by case basis after evaluating the request and obtaining approval from the State Health Officer; and

IT IS FURTHER ORDERED, that this Variance Order shall remain in effect through February 14, 2021, or until such time as the Teton District Health Officer, with State Health Officer approval, issues an Order revoking or modifying this Order, whichever comes first; and

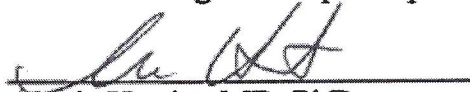
IT IS FURTHER ORDERED, that any person or legal entity that violates this Order may be subject to criminal prosecution under Wyoming Statutes § 35-1-105 and 35-1-106.

DATED THIS 25 DAY OF January, 2021.


Travis Riddell, MD
Teton District Health Officer

Direction to Issue Order

I, Alexia Harrist, MD, Ph.D., the Wyoming State Health Officer, hereby state that I have reviewed the above Variance Order and hereby direct, pursuant to Wyoming Statutes §§ 35-1-227 and 35-1-240(a)(i), (ii), (iii), and (iv), the Teton District Health Officer to issue the above Variance Order, in Teton County, Wyoming, including the City of Jackson. As the State Health Officer, I specifically find that this Order is in conformity with the protection of public health. I will reassess the necessity of this Order as appropriate to do so and according to accepted epidemiological and medical standards.


Alexia Harrist, MD, PhD
Wyoming State Health Officer

ATTACHMENT D: Upcoming Special Events Typically Applying for Special Event Permit

		Estimated Attendance (# of people in a typical year)
March	2021	
	World Championship Hill Climb	3,000 per day / 12,000 total
	Rendezvous Music Festival	3,000
	Octane Addictions	750
	Winter Wonderland	20-25 per day / 2,000 total
April	2021	
	Easter Egg Hunt	500
May	2021	
	Eco Fair	1,500 - 3,000
	Elk Fest	2,000
	National Day of Prayer	25
	Old West Days	2,500 - 3,000
	Million Dollar Music Fest	3,500
	Spring Clean Up	250
	Hoff's Bike Swap	150
	Memorial Day Ceremony	100
	Spring Run Off	150
	Historical Walking Tours	10-15 per day / 700 total
June	2021	
	JH 1/2 Marathon	300
	JH Live Concert #1	4,000 per concert / 16,000 total
	Touch a Truck	750 - 1,000
	Eagle Rock Rally	100
	Historical Walking Tours	10-15 per day / 700 total
	5K Color Fun Run	150
	Movie Nights in Town Parks #1	50-100 per night / 150-300 total
	People's Market (Every Wednesday)	1,000 per event / 17,000 per season
July	2021	
	4th of July Street Breakfast	1,300
	4th of July Parade	10,000 - 15,000
	4th of July Fireworks (Fire in the Hole)	1,000
	Art Fair #1	2,000 per day / 6,000 per fair
	Jackson Hole Live Concert #2	4,000 per concert / 16,000 total
	Jackson Hole Live Concert #3	4,000 per concert / 16,000 total
	Snow King Hill Climb Race	100 - 250
	Teton County Fair	3,000 per day / 20,000 total
	Movie Nights in Town Parks #2	50-100 per night / 150-300 total
	Historical Walking Tours	10-15 per day / 700 total
	People's Market (Every Wednesday)	1,000 per event / 17,000 per season
	Farmer's Market (Every Saturday)	2,000 per day / 28,000 per season
August	2021	

September	Art Fair #2	2,000 per day / 6,000 per fair
	Jackson Hole Live Concert #4	4,000 per concert / 16,000 total
	Jackalop Ride	50
	Movie Nights in Town Parks #3	50-100 per night / 150-300 total
	Historical Walking Tours	10-15 per day / 700 total
	People's Market (Every Wednesday)	1,000 per event / 17,000 per season
	Farmer's Market (Every Saturday)	2,000 per day / 28,000 per season
	2021	
	Fall Arts Festival	10,000 +
	JH High School Rodeo	300
	Jackson Hole Marathon	1,000
	Old Bill's Fun Run	3,500 +
	PARK(ing) Day	300
	Historical Walking Tours	10-15 per day / 700 total
	People's Market (Every Wednesday)	1,000 per event / 17,000 per season
	Farmer's Market (Every Saturday)	2,000 per day / 28,000 per season
	LOTOJA *Typically not held in town	
	9/11 Ceremony	50
October	2021	
	Halloween Costume Contest	150
	Light the Town Pink	75
	PTO Pumpkin Sale	200
	St. Jude's Walk/Procession	20
November	2021	
	Town Square Lighting	1,000
	Turkey Trot	600
	Veterans Day	100
December	2021	
	CBC Christmas Caroling	70
	LDS Christmas Sleigh Ride	50 - 75
	Classical Academy Caroling on Square	25
	Our Lady of the Mountains Procession	125
	Menorah Display	30 - 40 (ceremony)
	Nativity Scene Display	0
	Santa on the Town Square	100 per day / 1,000 total
	Winter Wonderland	20-25 per day / 2,000 total

ATTACHMENT E

Special Event Considerations in Other Communities

Spokane, WA:for these reasons, we will accept special events applications, but typically only for events that are planned to take place in or after July 2021

Ventura, CA: Please Note: Only Free Speech Event applications are being accepted at this time. All permitted Free Speech Events must follow State, County, City and CDC guidelines for reducing the spread of COVID-19

St. George, UT: In accordance to the Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation, an event's size can exceed 20 individuals during the moderate restriction level, and 50 individuals during the low restriction level, if organizational oversight can be provided that ensures guidelines are followed.

Monument, CO: In light of precautions required by the Governor's Executive Orders designed to minimize the spread of COVID-19, the Town of Monument will not be issuing special event permits until our local disaster declaration is no longer in effect.

Florence, OR: When planning your event or requesting to reserve a City facility or public space you must consider the current COVID-19 guidelines in place.

Idaho Falls, ID: Due to the Coronavirus Pandemic, please carefully consider plans for a public gathering or event at this time. Carefully plan and follow [CDC](#) and [Eastern Idaho Public Health guidelines](#) for sanitation and safety to protect people at your event and prevent them from being exposed unnecessarily to illness. **Furthermore, due to an increase of cases in our county, Eastern Idaho Public Health has put out an order limiting the amount of event attendees based upon the size of the event venue. Each participant of your event must have 28 square feet of space. Masks are also mandatory for everyone if they are unable to remain at least 6 feet apart, including people at events. Furthermore, the Governor has issued an order stating that events are limited to 10 people or less.**

Yuma, AZ: If you are planning an event with an anticipated attendance of 50 persons or more, please complete the following application for approval. **COVID-19 Special Event Application Pre-Screen Approval Form.** [View the application here.](#)

Lakeland, FL: To best protect the community and event organizers during the COVID-19 Pandemic, Event Organizers are required to submit an "Action Plan" along with the Special Event Permit Application using the CDC Guidelines for Events and Gatherings as a guide, [COVID-19 Action Plan](#).

Waukegan, IL: Due to the COVID-19 pandemic, Special Event applications will NOT be accepted for any event before July 1, 2020.

Boston, MA: Boston has suspended events that bring crowds together in close contact. These include road races, concerts, and flag-raising.

Marana, AZ: All organized public gatherings of more than 50 people are required to get approval from the Town even if a special event permit is not required. Please submit a COVID Organized Gatherings Application for approval.

Steamboat Springs, CO: In response to the Covid-19 public health pandemic, the City of Steamboat Springs will require all events to submit a Covid-19 mitigation plan as part of their application packet.

- It is the event producer's responsibility to comply with any federal, State or Routt County public health orders, guidelines, and/or mitigation protocols at the time of the event. The City is not responsible for informing event producers of public health orders in effect or interpreting public health orders.
- Routt County requires events to submit a self certification form. This information and form can be found on Routt County's website.
- The Colorado Department of Public Health and Environment (CDPHE) has released guidance on outdoor events, outdoor recreation, and sporting events/races. This guidance and state public health orders can be found on the CDPHE website.
- The City will continue to monitor CDC, State, and Routt County guidance.

San Francisco, CA: Special events are an important part of the fabric of life in San Francisco, contributing not only economically, but also socially, and such contributions will be more important than ever in supporting and sustaining our city and our communities as we work through the impact of COVID-19.

Though the public health situation remains fluid, people may wish to begin planning for events in anticipation of the modification or rescission of the Public Health Order. We continue to accept and process applications up to a year prior to the event date. Note that the public notification and hearing process may be delayed.

All permits will be conditional upon the planned event being allowable under any local, state, and/or federal orders in place at the event date. There will be no refunds of the required application fee for applications withdrawn after initial intake or for events that cannot take place.

Bristol, CT: Due to COVID-19, the City of Bristol is not accepting special event applications. All previously submitted applications are postponed until further notice.

Oak Harbor, WA: is not permitting Special Events at this time. If Island County gets approval to move to Phase 4, we will begin accepting Special Event permit applications. In addition to the normal documents applicants must submit, we will require applicants to provide how they plan to adapt their event to meet the new requirements related to reducing the spread of COVID-19.

Cottonwood Heights, UT: Due to the COVID-19 and Salt Lake County Health Department strict guidelines/requirements we will not approve any Special Event Permits, until further notice. We will continue to review and evaluate this policy until we feel the health and safety of those involved is no longer at risk, at that time this restriction can be lifted. We appreciate your understanding and collaboration.

Boise, ID: The health and safety of our citizens is our top priority, therefore, the Parks and Recreation Department will not be issuing Special Event Permits, due to concerns about the spread of the coronavirus (COVID-19) until phases of reopening the city have been successful and/or further guidance is released.

Tempe, AZ: Requirements for Special Event Approval, based on COVID-19 Benchmarks.
Current COVID-19 Risk Status: SUBSTANTIAL

- All three (3) benchmarks in red category – only the following types of events will be permitted:
 - o Events where attendees remain in their own vehicle for all or most of the event
- Two (2) benchmarks in red category – only events with the following will be permitted:
 - o Events in the preceding category, or
 - o Events with the following:
 - Maximum attendance of one hundred (100) attendees at any one (1) time;
 - Outdoor events; and
 - Majority of attendees are from the local area.
- One (1) benchmark in red category or two (2) benchmarks in yellow category – only events with the following will be permitted:
 - o Events in the preceding categories, or
 - o Events with the following:
 - Maximum attendance of two hundred fifty (250) attendees at any one (1) time;
 - Outdoor or indoor events; and
 - Less than half of attendees may be from outside the local area.

Chapter 12.28

SPECIAL EVENTS

Sections:

- 12.28.010 Purpose**
- 12.28.020 Findings and Intent**
- 12.28.030 Definitions**
- 12.28.040 Special Event Permit—When Required, Exceptions**
- 12.28.050 Special Event Permit—Application Procedure—Filing Period**
- 12.28.060 Parking Restrictions or Road Closures for Special Event—Signs**
- 12.28.070 Special Event Permit—Conditions of Issuance—Grounds for Denial**
- 12.28.080 Special Event Permit—Notice of Rejection**
- 12.28.090 Duties of Permittee**
- 12.28.100 Special Event Permit—Revocation Conditions**
- 12.28.110 Penalty**

12.28.010 Purpose

The purpose of this chapter is to provide a process for the issuance of a Special Event Permit from the Town in order to regulate Special Events in or upon public property including streets, alleys, public parks, George Washington Memorial Park, the Town Square, public buildings and sidewalks in the interest of public health, safety and welfare.

12.28.020 Findings and Intent

- A. This chapter is enacted to protect and preserve the public health, safety and welfare. Its provisions shall be liberally construed for the accomplishment of these purposes.
- B. It is expressly the purpose of this chapter and any procedures adopted hereunder to provide for and promote the health, safety and welfare of the general public, and not to create or otherwise establish or designate any particular class or group of persons who will or should be specially protected or benefited by the terms of this chapter or any procedures adopted hereunder.
- C. It is the specific intent of this chapter and any procedures adopted hereunder to place the obligation of complying with the requirements of this chapter upon the permittee, and no provision is intended to impose any duty upon the Town, or any of its officers, employees or agents. Nothing contained in this chapter or any procedures adopted hereunder is intended to be or shall be construed to create or form the basis for liability on the part of the Town, its officers, employees or agents, for any injury or damage resulting from the failure of permittee to comply with the provisions of this chapter, or by reason or in consequence of any act or omission in connection with the implementation or enforcement of this chapter or any procedures adopted hereunder by the Town, its officers, employees or agents.

12.28.030 Definitions

For the purposes of this chapter, the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words

in the singular number include the plural number. The word “shall” is always mandatory and not merely directory.

- A. “Alcoholic Beverage” means alcoholic liquor or malt beverage as defined in W.S. § 12-1-101(a)(i), (vii) and (x), or as amended.
- B. “Applicant” means any person or organization seeking a permit from the Town to conduct or sponsor a Special Event governed by this chapter. An applicant must be eighteen (18) years of age or older.
- C. “Catering Permit” for a Special Event means the permit authorizing the sale of alcoholic and malt beverages at a Special Event pursuant to Wyoming State Statutes.
- D. “Expressive Activity” shall mean a parade, assembly, meeting or similar gathering conducted for the purpose of exercising free speech activity protected by either the First Amendment to the United States Constitution or the Wyoming Constitution.
- E. “George Washington Memorial Park” means the actual park area within the Town Square.
- F. “Malt Beverage Permit” for a Special Event means the permit authorizing the sale of malt beverages only pursuant to Wyoming State Statutes.
- G. “Permittee” means any person or organization to whom or which has been issued by the Town a Special Event Permit.
- H. “Public Building” is property owned fully or jointly by the Town for a public purpose and is held out to the public and not leased to a third party.
- I. “Public Parks” shall mean a public playground, public recreation center or area, and other public areas, created, established, designated, maintained, provided or set aside by the Town, for the purposes of public rest, play, recreation, enjoyment or assembly, and all buildings, facilities and structures located thereon or therein.
- J. “Special Event” means a preplanned single gathering, event or series of related gatherings or events of an entertainment, cultural, recreational, educational, political, religious or sporting nature, or of any other nature including, but not limited to, any parade, march, protest, demonstration, public ceremony, street fair, art and craft show, carnival, block party, soap box derby, farmer’s market or jubilee day, athletic event, show, exhibition, pageant or procession of any kind, or any similar display, in the Town, including the Town Square.
- K. “Special Event Permit” means a permit as required by this chapter for Special Events in or upon a publicly owned street, alley sidewalk, public building, the Town Square or public park, or that enlists the services of Town personnel.
- L. “Town Square,” is defined to include George Washington Memorial Park and the boardwalk, sidewalk, and streets surrounding the park area.

12.28.040 Special Event Permit—When Required, Exceptions

A Special Event Permit shall be obtained for the following:

- A. Any Special Event in or upon a street, alley, sidewalk, public building or public park.
- B. An event in the Town Square for the purpose of informing, engaging or inviting the public with ten (10) or more people in attendance, including the applicant and its representatives and/or which may attract or accumulate ten (10) or more people as determined at the discretion of the Town Manager or designee. Events in the Town Square for the purpose of informing, engaging or inviting the public with less than ten (10) people in attendance, including the applicant and its representatives and/or which may attract or accumulate less than ten (10) people as determined at the discretion of the Town Manager or designee are required to file an application with the Town Clerk on forms prepared by the Town Manager or designee within the timeframe outlined in Section 12.28.050(B) of this Chapter. The forms provided by the Town Clerk shall require information reasonably necessary to make a fair determination as to whether a Special Event Permit should be required and/or issued.
- C. To request or enlist the services of Town personnel for a Special Event.
- D. This chapter shall not apply to:
 - 1. Funeral processions or oversize load escorts;
 - 2. Regularly scheduled school events, such as athletic events, which use existing parking, traffic controls and public safety support;
 - 3. The Town of Jackson acting within the scope of its functions, or an event sponsored in whole or in part by the Town;
 - 4. Any section or part of any public park or public building declared closed to the public by the director of the Parks and Recreation Department or designee or the Town Manager or designee and for any interval of time, either temporarily or at regular and stated intervals, daily or otherwise and either entirely or merely to certain uses, as the Town Manager or designee or the director of the Parks and Recreation Department or designee finds reasonably necessary;
 - 5. Events in public parks managed by the Parks and Recreation Department, with the exception of George Washington Memorial Park, when no services of Town personnel are requested or enlisted or when no exemptions from Town of Jackson Municipal Code are requested, and when the proper applications have been approved by the Parks and Recreation Director or designee;
 - 6. When police services are enlisted or requested for private events when a Special Event Permit is not otherwise required and when the proper applications have been approved by the Chief of Police or designee;
 - 7. When START services are enlisted or requested for events when a Special Event Permit is not otherwise required and when no other services of Town personnel are enlisted or requested, when no exemptions from Town of Jackson Municipal Code are requested, and when the proper applications have been approved by the START Board or designee;
 - 8. Events held at the Fair Grounds and approved by the Fair Board, when no services of Town personnel are requested or enlisted or when no exemptions from Town of Jackson Municipal Code are requested; or

9. Expressive Activity in traditional public forums as alternative channels of communication by the public, provided such use is for the free exercise of constitutionally protected activities, does not exceed the number or persons threshold set forth in Section 12.28.040(B), does not require sound amplification and does not disrupt or interfere with traffic on public streets or the use of public places by other members of the public. Such Expressive Activity, however, is subject to the same requirements and/or permits for signs, banners or structures, including but limited to height or dimensional limitations, as set forth in this chapter, the Land Development Regulations, and/or Municipal Code.

12.28.050 Special Event Permit—Application Procedure—Filing Period

- A. A person or organization seeking a Special Event Permit in or upon a street, alley, sidewalk, public building or a public park shall file an application with the Town Clerk on forms prepared by the Town Manager or designee. The forms provided by the Town Clerk shall require information reasonably necessary to make a fair determination as to whether a Special Event Permit should be issued.
- B. Special Event applications shall be filed with the Town Clerk at least twenty-one (21) days prior to the date that a Special Event is proposed to be conducted. The Town Clerk shall determine if the application is complete or requires Town Council approval.
 1. Applications requesting Town Council exemption from Town of Jackson Municipal Code 6.40.050 prohibiting the consumption of alcoholic beverages in George Washington Memorial Park shall not be accepted or processed by the Town Clerk.
 2. Any application filed less than twenty one (21) days before the date such Special Event is proposed to be conducted shall be subject to any conditions or restrictions deemed necessary by Town Council, or the Town Manager or designee. Such conditions or restrictions may be placed on the application prior to or after Town Council approval until such time the application and any other application associated with the Special Event may be fully reviewed by all Town Departments, Teton County Fire Department, Parks and Recreation Department, Pathways Department, and other agencies.
- C. The Town Council shall approve or deny all Special Event Permit applications and related additional permits or applications, which are filed less than twenty one (21) days before the date such Special Event permit is proposed to be conducted or are new Special Event Permit applications. The following Special Event Permit applications may be approved at the Staff level:
 - a. Applications for Special Events that have been previously approved by the Town Council in prior years and no significant or material changes are requested.
 - b. Applications in which all potentially impacted Town, County and Joint departments have reviewed the application and signed off on the Special Event.
 - c. Applications in which the anticipated or estimated number of attendance/participants is 250 people or less.
 - d. Applications involving only minor changes to a previously approved Special Event (e.g. a date change).

- D. If the applicant's event constitutes expressive activity within the meaning of this chapter, or the applicant asserts that the proposed event constitutes expressive activity within the meaning of this chapter, application shall be subject to the review of the Town Attorney.
- E. Once a Special Event application is complete, the Town Clerk shall circulate and refer the application to all Town departments, Teton County Fire Department, Parks and Recreation Department and Pathways Department for their comments, suggestions for conditions of approval and estimate of fees for services of Town personnel as a condition of approval for the Special Event.
- F. Fees. The fees for each Special Event Permit application submitted to the Town shall be:
 - 1. Non-Profit Applicant. \$25.
 - 2. For-Profit Applicant (including commercial filming and photograph). \$150.
 - 3. Expressive Activity. No fee.
- G. Additional permits or applications may be required for submission with a Special Event Application, including but not limited to:
 - 1. A Malt Beverage or Catering Permit pursuant to Wyoming State Statutes if seeking to sell alcoholic beverages at a Special Events. All sales of alcoholic beverages shall be in compliance with Title 6 of Town of Jackson Municipal Code and Chapter 12 of Wyoming State Statute.
 - 2. A Sign Permit if temporary banners or signs will be utilized. All signs shall be in accordance with Division 4600 of the Land Development Regulations.
 - 3. A Temporary or Transient Merchant and Exposition License applications if goods will be sold at the Special Event. All sales of goods shall be in compliance with Title 5 of this Municipal Code with the exception of Sponsorship listed in 12.28.050(K) of this section.
- H. Noise. Any Special Event which generates noise from any source exceeding eighty (80) decibels as measured under Section 9.44.040 of this Municipal Code requires permission from the Town Council as part of the Special Event application. Such noise is not permitted beyond the special event parameters approved by Town Council, plus any conditions or restrictions to the Special Event including but not limited to event location, date and hours of operation. Special Event applicants may conduct post-event production such as breaking down equipment and cleaning up from the Special Event until midnight on the day of the Special Event provided that the applicant utilize minimal production lighting and equipment which does not generate noise exceeding eighty (80) decibels as measured under Section 9.44.040 of this Municipal Code.
- I. Permission and/or permits may also be required from other State or local organizations, including but not limited to the following:
 - 1. Wyoming Department of Transportation permit (e.g. to close any state highway);
 - 2. Teton County Fire Department (e.g. fireworks permit; tents);
 - 3. Teton County Parks and Recreation Department (e.g. use of equipment);
 - 4. Teton County Health Department (e.g., temporary food service permit);
 - 5. Teton County Pathways Department;
 - 6. Teton County Fair board (e.g. Special Events during fair);
 - 7. Town Public Works/Engineering Department (if event will substantially interfere with any construction or maintenance work scheduled to take place upon, on, through or under Town streets, alleys, parks, right-of-way, etc.);

8. START Bus (e.g. if request requires public transportation service to Special Event or will interfere with a START Bus route).
 - J. Insurance: An insurance certificate naming the Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers and stating that coverage is primary and non-contributory is required for every Special Event and must be submitted to the Town Clerk at least ten (10) days prior to the Special 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. The policy shall include general liability insurance protecting against liability for bodily injury, death, and property damage in an amount not less than \$1,000,000 each occurrence. The Town Manager, or designee, or Town Attorney, may require additional insurance requirements to be met by the applicant when deemed necessary. Associated Catering and/or Malt Beverage permits for Special Events are required to include liquor liability insurance.
 - K. Sponsorship. The Town Council may approve the sale of goods, products and/or services, food or alcohol by for-profit vendors or applicants during a Special Event that is on public property or in a public park provided that Special Event is sponsored by a non-profit organization. The applicant shall submit to the Town Clerk with the Special Event Application a letter from the non-profit sponsor which describes in detail the direct benefit the non-profit sponsor will receive as a result of the Special Event, financial or otherwise.
- (Ord. 1112 § 1, 2016; Ord. 1011 § 1, 2012; Ord. 1003 § 1, 2012)

12.28.060 Parking Restrictions or Road Closures for Special Event—Signs

A Special Event application shall include requests for special parking restrictions or road closures in connection with a Special Event. Town Council, the Town Manager or designee shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a street, highway or an alley, or any part thereof constituting a part of the Special Event, unless such is in the WYDOT right-of-way in which case a WYDOT permit will be required. The Town Manager or designee shall have signs posted regarding the prohibition or restrictions approved. All roads closed for and during a Special Event shall maintain a clear and unobstructed width of twenty (20) feet to allow for emergency vehicle traffic.

12.28.070 Special Event Permit—Conditions of Issuance—Grounds for Denial

- A. The Town Council may approve a Special Event application partially or in its entirety for events as provided for under this chapter unless the Town Council finds, from a consideration of the application and from such other information and recommendations and/or conditions obtained from the Town police department, Town fire department, planning department, Town Attorney, Town administration and Town public works, that it may be denied on the grounds that:
 1. The conduct of the Special Event Permit will substantially interrupt the safe and orderly movement of other traffic contiguous to its route;
 2. The conduct of the Special Event will require the diversion of so great a number of police officers of the Town to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the Town;
 3. The conduct of such Special Event will require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the Town

other than that to be occupied by the proposed line of movement and the areas contiguous thereto;

4. The concentration of persons, animals and vehicles at assembly points of the Special Event in or upon a street, alley, sidewalk, public building or public park will unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas;
 5. The conduct of such Special Event will interfere with the movement of firefighting equipment in route to a fire;
 6. The size, nature or location of the Special Event is reasonably likely to cause a clear and present danger of injury to persons and property;
 7. Information contained in the application for a Special Event Permit or any other permit associated with the Special Event or supplemental information requested from the applicant, is found to be false in a material detail;
 8. The applicant fails to complete the application form or fails to submit insurance that meets the requirements of 12.28.050(I) of this chapter after having been notified of the additional information or documents required;
 9. Another Special Event Permit has been received prior in time or has already been approved for the same time and place requested by the applicant or so close in time and place to that requested by the applicant that the issuance of both permits would cause undue traffic or parking congestion or cause the police or fire departments to be unable to meet the needs for police or fire services for both events;
 10. The location of the Special Event will substantially interfere with Town operations, or any construction or maintenance work scheduled to take place upon Town streets, right-of-way, alleys, parks or Town property; or
 11. The Special Event will violate a Town ordinance or Wyoming state statute.
- B. An applicant for a Special Event Permit and any other permit application associated with a Special Event desiring to accept the modified Special Event Permit or any other permit associated with a Special Event shall, after receiving notice of the action of the Town Council, file a written notice of acceptance with the Town Clerk or designee prior to the event. The modified Special Event Permit shall conform to the requirements of, and shall have the effect of, a Special Event Permit and any other permit associated with the Special Event Permit under this chapter.
- C. The Town Council may condition or restrict the issuance of a Special Event Permit or any other permit associated with a Special Event by imposing reasonable requirements concerning the time, place and route of the event and such requirements as are necessary to protect the health, safety or welfare of persons and property and control of traffic.
- D. The applicant will be notified upon approval of the Special Event including any conditions or restrictions to the application.

12.28.080 Special Event Permit—Notice of Rejection

If the Town Council disapproves the application for failure to meet the conditions as outlined in Section 12.28.060 of this chapter, the Town Clerk shall state in writing the reason for the recommendation of denial or stipulate additional conditions.

12.28.090 Duties of Permittee

- A. A permittee under this chapter shall comply with all terms, directions and conditions of the Special Event Permit or any other permits in association with the Special Event and with all applicable laws and ordinances.
- B. The permittee shall ensure that the person in charge of the Special Event is familiar with all the provisions of the Special Event Permit and carries the Special Event Permit and any applicable permits in association with the event upon his or her person during the duration of the Special Event.
- C. The permittee may be required to have sufficient volunteers to assist with requests such as traffic control posts, information officers, or other responsibilities in connection with a Special Event.

12.28.100 Special Event Permit—Revocation Conditions

The Town Manager or designee shall have the authority at any time to, in writing, revoke or terminate a Special Event Permit or any other permit(s) associated with a Special Event issued under this chapter upon violation of the standards for issuance as set forth in this chapter and/or conditions placed on the issuance of the Special Event Permit or any other permit(s) in association with the Special Event, or any chapter of the Town of Jackson Municipal Code or Land Development Regulations, or if the continuation of the Special Event presents a clear and present danger to the participants or the public.

12.28.110 Penalty

Any individual violating any of the provisions of this ordinance shall, upon conviction thereof, be punishable as provided in Section 1.12.010 of the Jackson Municipal Code.
(Ord. 1011 § 1, 2012; Ord. 1003 § 1, 2012)