

Special Town Council Workshop

March 8, 2021

3:00 PM

Virtual Meeting from Town Hall

Please Note: The 3:00 - 5:00pm section of this workshop will be streamed live through Zoom and on the "Watch A Meeting Online" page of the Town's website. The 5:00pm Board of Health interviews may only be viewed from the council chambers located at Town Hall.

I. ZOOM LINK FOR PUBLIC PARTICIPATION

To join, click the link or copy to your browser: <https://us02web.zoom.us/j/86047819360?pwd=bTJGNWRsR21WMU5OVik3SnZ1S0FIQT09>

If the link does not work, join at zoom.com with Webinar ID **860 4781 9360** Password: **toj**

or join by phone **1.669.900.9128** with Webinar ID **860 4781 9360** and Passcode **192063**

II. CALL TO ORDER AND ROLL CALL

III. WORKSHOP ITEMS

- A. Use of Public Right-Of-Way, Flex-Space, Parklets, and Managed Parking Short-Term Steps (Tyler Sinclair, 60 mins)
- B. Downtown Pedestrian Improvements Project (Johnny Ziem, 30 mins)
- C. Council Liaison Roles (Roxanne Robinson, 30 mins)

IV. 5:00 PM BOARD INTERVIEWS

- A. Teton District Board of Health (Town-Appointed Seat)

V. EXECUTIVE SESSION / ADJOURN

Adjourn to executive session to consider the appointment of a professional person in accordance with Wyoming Statute 16-4-405(a)(ii).

UPCOMING WORKSHOP ITEMS (Informational Only)

- 3/15 Director Updates
- 3/15 Budget Check-In
- 3/15 Application Process for Retail/Bar & Grill Liquor Licenses
- 4/19 *begins at 2pm* Director Updates
- 4/19 East Jackson Character
- 4/19 Discussion of Ord 473/Related Occupancy
- 4/19 Municipal Code Title 6 Updates Related to HB0013
- 4/19 Complete Street Project on Rancher Street
- 5/17 Director Updates
- 5/17 North Cache Streetscape as a Town Gateway
- 5/17 Municipal Code Title 13 Update
- 5/17 Pearl Street Sidewalk Project
- tbd Work Plan Review from Retreat

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

STAFF REPORT



Meeting Date:	March 8, 2021	Meeting Title:	Workshop
Submitting Department:	Public Works/Community Development	Presenter:	Tyler Sinclair
Agenda Item:	Flex Spaces, Parklets, Parking Management	Public Comment:	Yes

Purpose & Policy Considerations

The purpose of this item is to get feedback and direction from Council regarding:

1. The continued use of Flex Spaces, Parklets, Signage/Messaging & Cleaning/Sanitation in the downtown core for summer 2021; and
2. Direction on implementation of short-term parking changes this summer outlined in the approved 2019 Downtown Parking and Mobility Management Plan (Downtown Parking Plan).

Requested Action.

Staff requests that Council provide direction on the continued use of Flex Spaces, Parklets, Signage/Messaging & Cleaning/Sanitation for the 2021 summer season, and whether to implement the short-term parking management strategies identified in the 2019 Downtown Parking Plan.

Recommendations.

Staff recommends approving the continued use of Flex Spaces, Parklets, Signage/Messaging & Cleaning/Sanitation for the 2021 summer season and to only implement the short-term parking management strategies utilized or partially utilized for summer 2020.

Background.

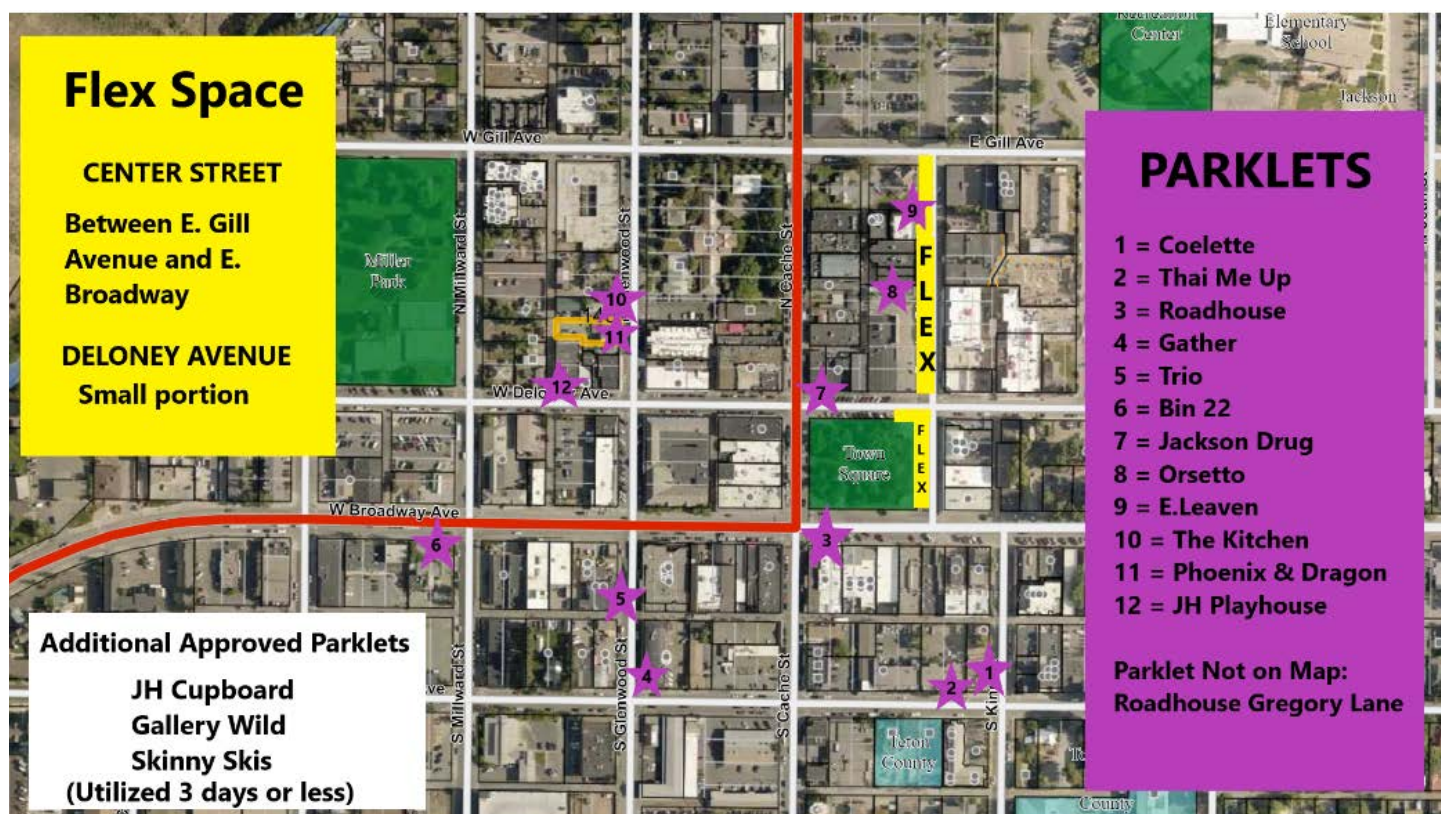
During the spring of 2020, Council discussed re-opening Town businesses, in response to COVID-19, on May 18, June 1, and June 15, 2020. During those discussions, staff presented multiple ideas and concepts with the goal to:

- Provide a safe, clean, and inviting atmosphere addressing social distancing guidelines to maintain 6 feet between individuals in our downtown and throughout town; and
- Support our local economy through our critical Summer season.

Council discussed seven (7) projects and ultimately directed staff to move forward with implementation of the following 4 projects along with our community partners (please see the attached June 1, 2020 staff report for more information on the other projects considered):

1. **Flex Spaces:** Staff activated flex spaces on the NW and NE corners of the Town Square, where additional seating was provided near areas of bike parking. Additional seating was also provided on the east side of Town Square within the parallel parking area on Center Street. A total of thirteen tables were provided at these locations to support outside seating for general use by the public. Moreover, the sidewalk was expanded on the west side of Center Street from Deloney to Gill Avenue. This provided an expanded walkway to assist with distancing for those walking from the Home Ranch Parking Lot to Town Square. Please see the attached maps for further details of the layout and location of improvements.

2. **Parklets:** Parklets (an extension onto private/public property that provides more space and amenities for patrons) were implemented by 15 businesses ranging from 1 day to 150 days. The parklets utilized both public and private land to create additional outdoor capacity for businesses primarily for use as outdoor seating for existing restaurants. Staff created a Parklet Application for business owners to complete in order to be considered to activate a parklet (regardless of if the parklet was on public or private property). In total, the parklet review committee received 19 applications from local businesses and one non-profit. Of those 19 applications, 17 were approved and of those approved, 15 were activated.



3. **Signage/Messaging:** In partnership with the Travel and Tourism Board and Chamber of Commerce staff provided messaging about wearing masks, maintaining distance, and general hygiene expectations for locals and visitors in the downtown area. In addition, Town staff worked with local businesses along Center Street impacted by the implementation of flex space to provide directional signage to their businesses.
4. **Cleaning/sanitation:** Town staff installed sanitization stations throughout the downtown core and cleaned and sanitized the table and chairs provided in flex space daily.

As part of Council's approval of these projects they asked staff to ensure that there were established metrics and other feedback loops to ensure Council could consider whether the goals of the projects had been achieved. Based upon this direction, at the conclusion of the summer season staff completed two surveys, one with downtown business and one with the public to obtain feedback on how the summer went. Please see the attached survey and feedback summary attached.

Parking Management

The Council approved by Resolution the Downtown Parking Plan on July 15, 2019. However, prior to beginning implementation of the “short-term” action items scheduled for the summer of 2020 Council gave direction to postpone some of the proposed changes to downtown parking due to the Coronavirus pandemic. Below staff has provided the list of short-term parking items considered by Council and whether they were implemented for the summer of 2020 or not:

1. Convert Home Ranch Parking Lot to 3-hr parking from May 15 – September 15. This change would not apply to the larger RV/bus parking spaces; **Not implemented**
2. Convert all 3-hr downtown parking spaces to 2-hr parking; **Not implemented**
3. Convert Taxi-to-Fly spaces in parking garage to regular public parking spaces; **Implemented**
4. Add ADA accessible parking downtown (already begun); **Partially implemented**
5. Add bicycle parking downtown; **Partially implemented**
6. Add 15-minute stall near high-turnover businesses; **Partially implemented**
7. Add section to Municipal Code Require Drivers to Move at Least One Block to Avoid a Time-Limit Citation; **Not implemented**
8. Develop employee parking maps and communication program; **Not implemented**

Staff have attached some additional information regarding the above items titled, Short Term Implementation Schedule - Downtown Parking for Council consideration related to these items. Staff have not attached the 2019 Downtown Parking Plan, if you would like a copy of the plan please let us know.

Analysis/Recommendation

Flex Spaces, Parklets, Signage/Messaging & Cleaning/Sanitation

Staff finds that the four projects utilized in summer 2020 were effective in achieving Council’s desired goals and recommend their continuance for summer 2021 with some minor adjustments based upon what we learned last year. Specifically, staff finds that the flex spaces and parklets were well received by local restaurants, most local businesses, and a majority of the public.

Parking Management

Similarly, staff is recommending to largely stay the course only implementing the short-term actions utilized in summer 2020 including the continuation of partially implemented items with the addition of item #8 the development of employee parking maps and an associated communication program. Staff is making this recommendation based upon downtown businesses still dealing with COVID related impacts. In addition, staff has concerns with the additional staff impact to implement items #1 and #2 specifically due to current staffing levels in the CSO division. Furthermore, Council recently directed staff to proceed with a Request for Qualifications (RFQ) on implementing paid parking. Upon completion of the paid parking study staff anticipates that additional Council workshops and public engagement will occur to determine appropriate next steps.

Alternatives

Flex Spaces, Parklets, Signage/Messaging & Cleaning/sanitation

Options for Council:

1. Confirm existing direction to implement the 4 items listed above for summer 2021 with minor adjustments.

2. Modify existing direction to implement only certain items in the list above or additional items originally presented;
3. Other.

Parking Management

Options for Council:

1. Confirm existing direction to proceed with the items Implemented or Partially Implemented listed above for summer 2021 with minor adjustments.
2. Modify existing direction to implement only certain items in the list above or additional items originally presented;
3. Other.

Fiscal Impact.

Flex Spaces and Parklets

The current FY21 Budget (SPET 2006) includes allocated funds for additional trash removal on the Town Square, flex spaces, parklets, and other unanticipated expenditures related to providing a safer atmosphere for the public, of which \$35,727 is currently unexpended. Since the tables and chairs used within the flex spaces have already been purchased in 2020, there will be minimal costs associated with pursuing the same type of seated flex spaces the Town provided last summer. If the Council chooses to expand the use of the flex spaces for 2021, additional assets may need to be purchased (more seating, benches, etc.). If Council chooses to continue the use of the flex spaces on the entirety of Center Street, staff proposes replacing the candlestick delineators with more appropriate and visually appealing assets (planters, pots, etc.). The costs associated with replacing the delineators and for providing any miscellaneous messaging/outreach has not yet been determined, though staff feels the current budget would support this project. Other than staff time, there are no costs associated with the installation of parklets.

Parking Management

Each action item in the Implementation Schedule for the Downtown Parking and Mobility Management Plan provides a general assessment of the required additional financial resources needed to implement that action item (see attachment).

Staff Impact.

Flex Spaces and Parklets

Staff impact for flex spaces and parklets include managing the application process (3- 6 hours per week), reinstalling the flex spaces (10 – 12 hours), maintaining flex spaces (10 hours per week) and repainting the perimeter of all approved parklets (5 – 10 hours per week, until all are installed).

Parking Management

Responsibility for implementation of the actions item in the Parking Plan will reside mostly with Planning, Public Works, Police, and Legal departments. As with the fiscal impacts, the Implementation Schedule only provides a general assessment of the amount of staff time needed to implement the action items.

Attachments or Links.

- Flex Space Maps
- Flex Space/Parklet Survey
- Short Term Implementation Schedule - Downtown Parking
- C20-001: Re-opening Town Businesses, June 1, 2020 staff report

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

Item #1

I move to approve Flex Spaces, Parklets, Signage/Messaging & Cleaning/sanitation items listed above for summer 2021 with minor adjustments.

Item #2

I move to approve the short-term parking items Implemented or Partially Implemented listed above for summer 2021 with minor adjustments.

Summer 2020 - Downtown Expanded Pedestrian Areas

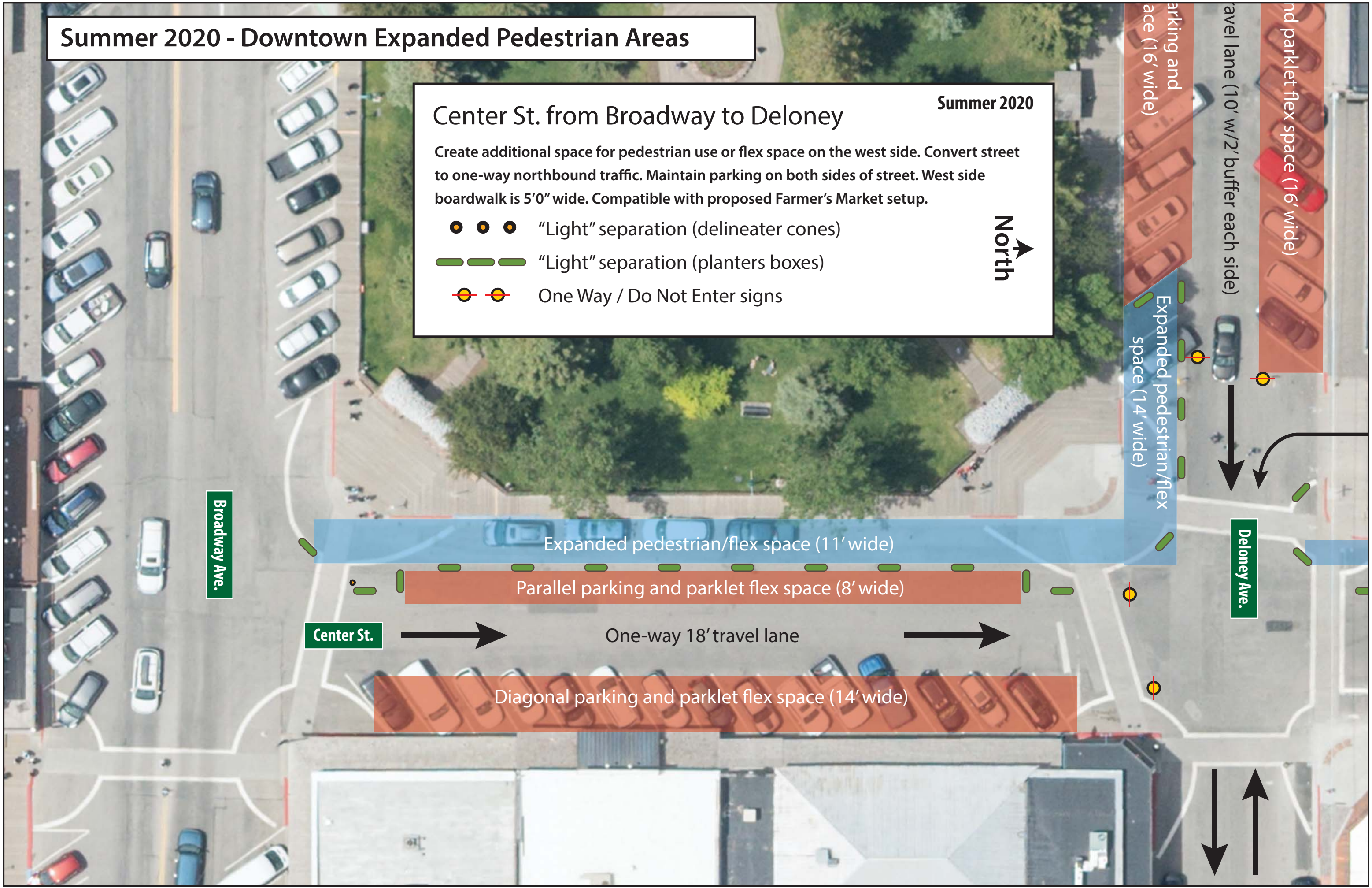
Center St. from Broadway to Deloney

Summer 2020

Create additional space for pedestrian use or flex space on the west side. Convert street to one-way northbound traffic. Maintain parking on both sides of street. West side boardwalk is 5'0" wide. Compatible with proposed Farmer's Market setup.

- ● ● "Light" separation (delineater cones)
- — — "Light" separation (planters boxes)
- ⦿ ⦿ One Way / Do Not Enter signs

North



Summer 2020 - Downtown Expanded Pedestrian Areas

Center St. from Town Square (Deloney)
to Home Ranch Parking lot (Gill) - north half

Sumer 2020

Created additional space for pedestrians on the west side. Converted street
to one-way northbound traffic. Maintained existing parking on both sides of street.
West side boardwalk/sidewalk ranges from 2'9" to 8'3" wide -- **NOT ADA COMPLIANT.**

● ● ●

"Light" separation (delineater cones)

— — —

"Light" separation (planters boxes)

⦿ ⦿

One Way / Do Not Enter signs

North

An aerial photograph of a city street, Center St., showing a proposed urban redesign. The street is oriented vertically, with a 'North' arrow pointing upwards. A central 'One-way 18' travel lane' is marked with a black arrow pointing north. To the west (left) of the travel lane, there is a 'Parallel parking and parklet flex space (8' wide)' and a 'Diagonal parking and parklet flex space (14' wide)'. To the east (right) of the travel lane, there is an 'Expanded pedestrian space - (6' wide)' and a 'Public Parklet'. The street intersects with Gill Ave. on the right side. Various traffic signs, including 'One Way' and 'Do Not Enter' signs, are indicated by yellow circles with red lines. The background shows buildings, trees, and parked cars.

Center St.

Gill Ave.

Summer 2020 - Downtown Expanded Pedestrian Areas

Center St. from Town Square (Deloney) to Home Ranch Parking lot (Gill) - south half

Summer 2020

Created additional space for pedestrians on the west side. Converted street to one-way northbound traffic. Maintained existing parking on both sides of street. West side boardwalk/sidewalk ranges from 3'6" to 5'0" wide -- **NOT ADA COMPLIANT.**

- ● ● "Light" separation (delineator cones)
- — — "Light" separation (planters boxes)
- ⊙ ⊙ One Way / Do Not Enter signs

North

Expanded pedestrian/flex space (14' wide)

et flex space (16' wide)

Deloney Ave.

Center St.

Expanded pedestrian space - (6' wide)

Parallel parking and parklet flex space (8' wide)

One-way 18' travel lane

Center St.

Diagonal parking and parklet flex space (14' wide)

Summer 2020 - Downtown Expanded Pedestrian Areas

Deloney from Cache to Center

Summer 2020

Created additional space for pedestrian use and flex space on the south side corners. Maintained one-way eastbound traffic and diagonal parking on both sides. Public parklet placed in front of Jackson Drug. Setup compatible with proposed Farmer's Market setup.

● ● ●

"Light" separation (delineater cones)

— — —

"Light" separation (planters boxes)

⊙ ⊙

One Way / Do Not Enter signs

North

▲

This aerial map illustrates the proposed changes to Deloney Avenue from Cache Street to Center Street for Summer 2020. The map shows a one-way eastbound travel lane (14' wide) with 10' buffers on each side. Key features include:

- Public Parklet:** Located at the intersection with Cache Street.
- Diagonal parking and parklet flex space (16' wide):** Two sections of diagonal parking are shown, one north of the travel lane and one south of it.
- Expanded pedestrian/flex space (14' wide):** Two sections of expanded pedestrian space are shown, one north of the travel lane and one south of it.
- Center Street:** A vertical street on the right side of the map, running north-south.
- Deloney Ave.:** The main horizontal street running east-west.
- Cache St.:** The intersection on the left side of the map.
- Center St.:** The intersection on the right side of the map.
- Deloney Ave.:** The intersection in the middle of the map.
- One-way 14' travel lane (10' w/2' buffer each side):** The main travel lane running east-west.
- Diagonal parking and parklet flex space (16' wide):** Two sections of diagonal parking are shown, one north of the travel lane and one south of it.
- Expanded pedestrian/flex space (14' wide):** Two sections of expanded pedestrian space are shown, one north of the travel lane and one south of it.
- Center St.:** A vertical street on the right side of the map, running north-south.
- Deloney Ave.:** The main horizontal street running east-west.
- Cache St.:** The intersection on the left side of the map.
- Center St.:** The intersection on the right side of the map.
- Deloney Ave.:** The intersection in the middle of the map.
- One-way 14' travel lane (10' w/2' buffer each side):** The main travel lane running east-west.

Johnny Ziem

From: Carl Pelletier
Sent: Wednesday, November 11, 2020 12:07 PM
To: Town Council
Cc: Larry Pardee; Roxanne DeVries Robinson; Brian Schilling; Tyler Sinclair; Paul Anthony; Johnny Ziem; Sandy Birdyshaw; Bobbi Clauson; Kathy Clay; Sara Budge; Susan Scarlata; Michelle Weber; Sam Jewison; Andrew Erskine
Subject: Parklet and Flex Space Information and Feedback

Dear Mayor Muldoon and Town Councilors,

We wanted to provide you some feedback and information regarding the “Parklets” and “Flex Spaces” that were implemented in Jackson this summer in response to COVID-19.

Last spring, as summer approached, the Town Council and administrative staff noted the need to plan for incoming visitors with a focus on public health and safety in the midst of COVID-19. Two proactive measures that were implemented in the Town of Jackson included the activation of “Parklets” in front of several local businesses as well as the creation of “Flex Space” in the core downtown district. The following is an informational summary for you regarding both of these measures. Currently there are no plans to bring this up at a future Town Council Workshop, but it could be if you’d like to discuss it further.

Before moving into the process and measurement we’d like to recognize several of the individuals who worked diligently to help make these parklets and flex spaces possible. Brian Schilling put in much mental perspiration, time and effort into the creation of the “Flex Spaces”. Johnny Ziem was the czar of Parklets – putting countless hours working with applicants before, during and after the activation of Parklets. Both Larry Pardee and Johnny Ziem would make early morning and late evening rounds to make sure that the Flex Spaces and Parklets were in optimal working conditions. The Public Works crew under the supervision of Streets Manager, Sam Jewison, were critical in the process as were members of the Parks team under the direction of Parks Manager, Andy Erskine. These crews placed jersey barriers, maintained the space, watered plants in planters and helped with the clean-up process. In addition there was a “Parklet Review Team” including Sandy Birdyshaw, Tyler Sinclair, Paul Anthony, Bobbi Clausen, Chief Clay, Chief Weber, Sara Budge, and Johnny Ziem who reviewed each Parklet application through an expedited process and worked with each applicant to ensure that the Parklets were achieving the goals of public health and safety. Susan Scarlata was extremely active working to provide informational signage in the flex spaces and engaged with local business owners in the downtown district and the Chamber of Commerce.

The “Flex Spaces” were implemented on Center Street (between Broadway and Gill Avenue) and on Deloney Avenue (between Center Street and Cache Street). This included turning Center Street into a one-way street (heading north) and expanded the walking space provided to the public to accommodate additional pedestrian movement from the Home Ranch Lot to the Town Square while allowing individuals to maintain 6-feet of social distancing. Planters, tables and chairs were also added to the Flex Spaces on both Center and Deloney to provide space for individuals to sit and eat in an outdoor environment.

The “Parklets” were implemented in front of 15 businesses in the Town of Jackson ranging in duration from 1 day to 150 days. The parklets utilized both public and private land to create additional outdoor capacity for the businesses that were approved. A “[Parklet Application](#)” was created for business owners to complete in order to be considered to activate a parklet (regardless if it was requested to be activated on private property or public property). In total the parklet review committee received 19 applications from local businesses (and one non-profit). Of these 19 applications, 17 applications were approved. Of the 17 approved applications, 15 parklets were activated. The parklets which were approved included:

- Jackson Drug
- Gather
- E.leaven Food Company
- Orsetto
- The Kitchen
- Roadhouse Pub and Eatery
- Cultivate Café
- Thai Me Up
- Coelette
- Trio
- Gallery Wild
- Bin 22
- Roadhouse Brewing Company
- Skinny Skis
- Phoenix and Dragon

Parklets requesting the use of public right of way were limited to the utilization of up to 3 parking spaces. All parklets, regardless of whether they were requesting the use of public right of way or private land, were reviewed by the Parklet Review

Committee. All Parklets were required to meet the standards of the Fire Department, Planning Department, Health Department, Police Department, Public Works Department as well as state liquor laws. All approved Parklets were temporary with an end date of October 31, 2020.

Prior to October 31, 2020 all businesses who activated Parklets were sent a “[Parklet Survey](#)” to gain additional information on their experience with the process. Below are the results from this initial survey:

What is the name of your business?

Gather and Palate
Roadhouse Pub & Eatery
Bin 22
The Kitchen
Thai Me Up
Cultivate Café
Trio

How many indoor seats do you have available during normal operations (before COVID-19 restrictions)?

Gather and Palate: Roughly 100
Roadhouse Pub & Eatery: 200
Bin 22: 40
The Kitchen: 60
Thai Me Up: approximately 112
Cultivate Café: 55
Trio: 68

How many indoor seats do you have with COVID-19 restrictions in place?

Gather and Palate: 50
Roadhouse Pub & Eatery: 60
Bin 22: 20
The Kitchen: 30
Thai Me Up: 51
Cultivate Café: 25

Trio: 28

How many additional seats were created by adding a parklet to your operations?

Gather and Palate: 28

Roadhouse Pub & Eatery: 25

Bin 22: 20

The Kitchen: 20

Thai Me Up: 20

Cultivate Café: 35

Trio: 20

What percentage of total revenue do you estimate that your parklet generates?

Gather and Palate: 28%

Roadhouse Pub & Eatery: 40%

Bin 22: 40%

The Kitchen: 40%

Thai Me Up: 10%

Cultivate Café: 50%

Trio: 50%

What was your cost to activate the parklet?

Gather and Palate: \$15,000 - \$20,000

Roadhouse Pub & Eatery: \$250

Bin 22: \$2100

The Kitchen: \$2000

Thai Me Up: \$400

Cultivate Café: \$3000

Trio: \$2400

What were your primary challenges of operating or activating the parklet?

Gather and Palate:

“None, they were great and our customers loved them. They felt like they were in Europe somewhere.”

Roadhouse Pub & Eatery:

“At the Roadhouse it was sometimes difficult to keep parties socially distance, simply due to the amount of foot traffic on that corner of Town Square.”

Bin 22 and the Kitchen:

“Seating parties in the Bin22 and Kitchen parklets was easy and a great help to expand our floor plans during this unprecedented time”.

Thai Me Up:

“Logistical setup took some time but after that it was easy”

Cultivate Café:

“No challenges.”

Trio:

“unlevel and wind”

If it was an option, would you consider applying for a parklet permit in the future?

100% indicated “Very Likely”

(Very Likely, Likely, Unlikely, Very Unlikely)

Do you have any suggestions to improve the current parklet program (i.e. longer operating season, earlier starting date, additional space, etc.)?

Gather and Palate:

“I think 11AM to 10AM would be awesome. Maybe make it a standard that you have to keep up with in order to do them. I think some people didn't take them serious enough and it could ruin it for the rest of people that love them. I think the size you granted was perfect. You all did a great job, extra kudos to Carl Pelletier, Sandy Birdyshaw, Johnny Ziem and of course the infamous Anna Olsen and all the others that I don't mention here that were behind this. SOOOO PROUD OF THIS TOWN. Thank you for saving our lives this summer and here is to hopefully doing them again. Cheers, Graeme Swain”

Roadhouse Pub & Eatery, Bin 22, The Kitchen:

“Now that we have the means to get these parklets up and running smoothly, it would be great to utilize them earlier in the summer. Having JH Public Art beautify the jersey barriers was wonderful, too!”

Thai Me Up:

“Earlier starting date, 10' allowance so we can buy proper tents for coverage (I know that is likely impossible unless you let me put the legs on the sidewalk”

Trio:

“May to Oct, it was great and the best thing to come out of covid! We would love to have that each year!”

We are in the process of administering an [additional survey](#) geared towards the general public to accumulate feedback on the parklets and flex spaces. Currently we only have 16 responses, but we anticipate additional responses as we distribute this survey on a more concentrated distribution effort. Here are the very initial responses gained from this survey:

Did you utilize any of the "Parklets" installed in front of several local dining establishments this summer to help with indoor seating restrictions caused by COVID-19?

Yes – 56.25%

No – 43.75%

Did you utilize the "Flex Space" located on Center Street and Deloney Avenue this summer? "Flex Space" refers to the expanded pedestrian zones, tables and chairs that were added to help alleviate crowded conditions on the sidewalks around the Town Square?

Yes – 62.50%

No – 37.50%

How did you use the "Parklets" or "Flex Space"? Check all that apply.

A place to sit and rest – 40%

Eat (your own food) – 33.33%

Eat / Drink at a restaurant – 46.67%

Meet up with friends – 40%

Walked through the area with an expanded pedestrian zone – 46.67%

I did not visit any of the Parklets or Flex Spaces this summer – 26.67%

Parklets and Flex Spaces were a good use of public space.

Strongly agree – 68.75%

Agree – 6.25%

Neither agree nor disagree – 0%

Disagree – 6.25%

Strongly disagree – 18.75%

Did the addition of Parklets and Flex Space make you more likely to visit the downtown area and downtown area businesses/restaurants?

Much More likely – 50%

More likely – 18.75%

No Change - Likelihood the same with or without Parklets and Flex Space – 18.75%

Less likely – 6.25%

Much less likely – 6.25%

What part of the expanded pedestrian space (Flex Space) did you enjoy the most?

Expanded walking space – 31.25%

Tables and Chairs – 18.75%

Planters – 25%

Signage – 0%

Other (please specify) – 25%

- no impact - they were ignored
- none
- all of the above
- Did not utilize, nor will I

What was your overall impression of the expanded pedestrian zone (Flex Space) on Center Street and Deloney Avenue this summer?

Extremely useful – 50%

Very useful – 6.25%

Somewhat useful – 18.75%
Not so useful – 6.25%
Not at all useful – 18.75%

Would you like to see Parklets and expanded pedestrian space return to the downtown corridor next summer?

Yes – 75%
No – 25%

Parklets and the expanded pedestrian space (Flex Space) made the downtown corridor area feel more inviting to pedestrians?

Strongly agree – 50%
Agree – 25%
Neither agree nor disagree – 0%
Disagree – 6.25%
Strongly disagree – 18.75%

Are there any changes you would suggest for improving the parklets or flex space? What additional measures would help improve the area for pedestrians and make downtown more inviting? Any additional feedback on the parklets or the flex space is welcomed.

I would have been more likely to use the seating areas if not for COVID-19. As a local, I mostly ate at home this summer, including takeout from local restaurants. But I think that's a great use of public space, and hope the Town continues it post-pandemic for all to enjoy, thank you!

Keep encouraging restaurants to have outdoor dining. Jackson finally felt lively this summer with planters, heaters and outdoor venues.

Do not impede traffic or parking - make it easier to drive , park and visit. Public streets are not for retail use by businesses.

Close Center Street between Broadway and Deloney. Close Deloney between Center and Cache. Create outdoor and tented dining space, ice cream shops, retail, and public space.

Park let's work well during COVID Need to keep focused on if they help merchants or not We must keep our local businesses thriving as much as possible

While I did not dine at any restaurants this summer and generally avoided downtown, the idea of expanding outdoor dining and expanded pedestrian areas will be a great addition to the downtown area even after the pandemic is over. The stores and restaurants are more accessible and inviting to the public and I suspect business will boom as a result. Asking people to walk a block or two will only give them greater opportunity to explore the downtown areas

How can I put up a parklet out on the corner of Glenwood and Hansen next summer?

We need more parking, not parklets

The best use would be to get rid of them! Why not just close the downtown area to vehicular traffic and let people walk in the streets? It looks like the Town is just trying to shut vehicular traffic down anyway. Lets start worrying about what is important

Maybe having some umbrellas to shade the tables would be nice.

Below are several images of Parklets and Flex Spaces that were activated in the summer of 2020 in response to COVID-19



Bin 22 Parklet (an example of a parklet activated on private land)



E.leaven Parklet (example of parklet in Public Right of Way)



Jackson Drug Parklet (example of Public Right of Way Parklet)



Phoenix and Dragon Parklet (example of Public Right of Way Parklet)



Trio Parklet (example of Public Right of Way parklet)



Cultivate Café Parklet (Public Right of Way)



Oresetto Parklet (Example of Private land parklet)



The Kitchen Parklet (Public Right of Way)



Gather Parklet (Public Right of Way)



Thai Me Up Parklet (Public Right of Way)



Coelette Parklet (Public Right of Way)



Deloney Avenue Flex Space

Carl Pelletier
Public Information Officer
Special Events Coordinator
Town of Jackson
PO Box 1687
Jackson, WY 83001
O: 307-734-3488
C: 307-699-2015

Short Term Implementation Schedule - Downtown Parking Implementation Plan					
Action Item	Implementing Departments	Estimated Staff Resources	Estimated Cost/Offsetting Revenue	Estimated Completion Date	Comments/Discussion/Things to Consider
1.3 Convert Home Ranch to 3-Hour Visitor Parking (Peak Summer Season Only) with Additional Wayfinding (ALSO: convert Parks and Rec lot to 3-hr parking)	Police Public Works Legal Finance Court	Police: - No additional staff but Increased staff time - Additional area to enforce will increase total time to make one parking round and thus may limit total amount of enforcement rounds made in a day. - Some difficulties with 90 degree parking spaces and LPR. Public Works: - No additional staff but Increased staff time to install signs.	\$325 (25 signs @ \$13.00 /sign)	2-3 months (education might take longer)	Staff does not recommend applying 3-hr limit to oversized vehicles (RVs) because few other locations for oversized vehicles to park. Question: Should passes be provided to Parks and Rec staff and/or customers to allow parking in excess of 3 hrs? Might extend enforcement to October 1? Just for over-sized. This will affect commercial operators using this lot for all day customer parking (e.g., rafting/wildlife tours); need to communicate and offer alternatives; may be significant opposition to change.

Short Term Implementation Schedule - Downtown Parking Implementation Plan					
Action Item	Implementing Departments	Estimated Staff Resources	Estimated Cost/Offsetting Revenue	Estimated Completion Date	Comments/Discussion/Things to Consider
					Should be a good educational program to tell employees and others where you want them to park. Need to coordinate with School District to possibly include additional signage.
1.4 Convert Taxi2Fly Parking to regular parking that will be targeted (but not reserved) for employee parking	Police Public Works	No additional staff needed.	Approx. \$0.00 (remove Taxi2Fly signs, no new signs required)	Spring 2020 (change will happen when airport discontinues use)	Staff recommends removing Taxi2Fly when the airport terminates contract with town for this service. This item led to broader discussion about general management of the garage. For example, Police noted that because a person only has to leave for 3 hours to reset the 48 hour limit, effective enforcement is very difficult. Also, should we try to limit use of garage by Spring Hill Marriott? Solutions considered included installing an

Short Term Implementation Schedule - Downtown Parking Implementation Plan					
Action Item	Implementing Departments	Estimated Staff Resources	Estimated Cost/Offsetting Revenue	Estimated Completion Date	Comments/Discussion/Things to Consider
					entrance gate (and maybe exit gate) to monitor length of stays.
1.5 Develop Employee Parking Maps & Communication Program	Public Engagement Coordinator Planning Public Works Pathways IT	No additional staff but Increased staff time (until Public Engagement Coordinator is hired, existing staff will do best to develop and implement program).	Costs: TBD (Maybe some funding through sponsors or Tourism and Transportation Board)	Spring 2020 (and ongoing, as necessary)	Be proactive to get people information before they arrive for parking locations and where to shop. Consider different languages. Look at aps for parking information.
1.6 Add 15-Minute Stalls at Nearest Intersection on Blocks that Have at Least One High-Turnover Business in the Downtown Core (Up to 2 Per Block Face). This strategy could be expanded to address the need for hotel	Public Works Police Legal Planning	No additional staff but Increased staff time. Public Works: - Some signs may be covered by current painting budget/staff, but if it's a lot then we would need additional budget and time to finish. Police: - No active enforcement because not practical to enforce violations for longer than 15 minutes	Cost: \$100 - \$300 (5 -15 signs)	2 - 3 months	Need to determine which intersections get signs. Try to Increase use by Fedex and UPS, etc. Should coordinate this with ADA parking identification. Businesses with longer customer stays (e.g., restaurants) might oppose signs.

Short Term Implementation Schedule - Downtown Parking Implementation Plan					
Action Item	Implementing Departments	Estimated Staff Resources	Estimated Cost/Offsetting Revenue	Estimated Completion Date	Comments/Discussion/Things to Consider
drop-off spaces.		(honor system), but overall concept seems sound.			
1.8 Initiate Annual Data Collection Program to Monitor Performance	Planning	No additional staff but Increased staff time. (may use interns and Kimley Horn for support)	Cost: TBD but minimal	Summer 2021	
1.9 Add Section to the Municipal Code to Require Drivers to Move at Least One Block to Avoid a Time-Limit Citation	Legal Police Planning Public Works	No additional staff but Increased staff time.	Cost: Minimal (No signage changes needed)	1 – 3 months (Legal: ordinance change could be done immediately)	Police: Would suggest off of the “block face” as the language, not “one block” as blocks come in varying lengths and leaves it open for debate what a “block” is. Planning: Need to educate employees and guests on policy.
1.10 Add Additional On-Street ADA Stalls in Downtown	Public Works Police Legal	No additional staff but Increased staff time. Police: Have been recommending this for a couple of years. Will require additional	\$720/space \$50/year maintenance	2 – 3 months	Public Works: 4 spots already identified. Locate close to end of street to increase visibility.

Short Term Implementation Schedule - Downtown Parking Implementation Plan					
Action Item	Implementing Departments	Estimated Staff Resources	Estimated Cost/Offsetting Revenue	Estimated Completion Date	Comments/Discussion/Things to Consider
		enforcement, but we have the capacity.			
1.11 Add Additional Bicycle Parking in Downtown	Public Works Pathways Planning Police	No additional staff but Increased staff time. Public Works: - Can help with pads/installation. Pathways: - Will provide assistance with rack location identification and approval, rack procurement, and installation.	\$1,000/unit in street \$250 U-Rack (Pathways will take lead on determining cost which will be based on number and type of racks selected)	Depends on location: On public property: 2-3 months On private property or on-street parking space: 3+ months.	Locate close to end of street to increase visibility. Consider using red curbs where no conflict with on-street parking. Work with WDOT along highways.



TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: May 28, 2020
MEETING DATE: June 1, 2020

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

SUBJECT: C20-001: Re-opening Town Businesses

STATEMENT/PURPOSE

For Council to provide staff direction on proceeding with Town COVID-19 business support projects aimed at supporting the re-opening of Town businesses in response to COVID-19.

BACKGROUND/ALTERNATIVES

At the May 18 Town Council workshop, Council and staff discussed possible ways the Town could support local businesses as they re-open for the summer tourist season with restrictions and limitations as a result of COVID-19. The goal for the Town's efforts would be to:

- Provide a safe, clean and inviting atmosphere addressing social distancing guidelines of maintaining 6 feet between individuals in our downtown and throughout town
- Support our local economy through our critical Summer season

Based upon Council direction, staff put together the following seven (7) projects for Council consideration on ways the Town could support these efforts:

1. Signage and Messaging
2. Use of Public Spaces
3. Food Trucks – Private Property
4. Food Trucks – Public Property
5. Extended Sidewalks/Street Closure on Center Street and Deloney
6. Parklets in Town Right of Way for restaurant seating, retail display, office space, flex spaces, etc.
7. Downtown Cleaning and Sanitizing

Please see attached to this report a project description for each topic outlining the goal of the project, impacts to Town staff and funding, permitting process and overall pros/cons.

In preparation for the meeting Council should consider the following questions for each proposed project:

- Should the Town proceed to implement the project?
- What requirements and/or limitations should be placed on the project?
- What limitations regarding Town staffing and funding should be placed on the project?
- Who can apply?
- Etc.

In addition, to the above projects staff considered but are not proposing the following projects at this time due to the amount of staff time and funding involved:

- Use of Town Parks and other Town property for temporary retail sales or events.
 - Should another organization choose to organize and coordinate this type of project(s) Town staff would assist in processing the required Special Event Permit(s).
- Complete or Partial Closure of Town Streets above and beyond that presented above.
 - Staff has not pursued this idea further having received feedback that consensus among businesses on the merits of this idea are mixed

In support of Project #6: Parklets in Town Right of Way, staff has completed a grant application to the Wyoming Business Council for Placemaking. Please see the attached application form for further details including the required Town matching fund requirement. Staff has provided a motion related to the submission of this application below.

COMPREHENSIVE PLAN ALIGNMENT

Staff finds the proposed projects are in alignment with Chapter 6: A Diverse and Balanced Economy and Chapter 8: Quality Community Service Provision.

STAKEHOLDER ANALYSIS

Stakeholders involved in this issue include all Town residents, the business community and visitors.

FISCAL IMPACT

Below staff have provided an estimated fiscal impact by individual project:

1. Signage and Messaging - \$500.00
2. Use of Public Spaces - \$500.00
3. Food Trucks – Private Property – N/A
4. Food Trucks – Public Property - \$500.00 - \$2,000.00
5. Extended Sidewalks/Street Closure on Center Street and Deloney - \$2,000.00 - \$50,000.00
6. Parklets in Town Right of Way for Private Use - \$500.00
7. Downtown Cleaning and Sanitizing - \$3,000.00 - \$5,000.00

Total: \$7,000 - \$55,500

STAFF IMPACT

Please see individual project descriptions.

LEGAL REVIEW

On-going. The Town Attorney has been involved in the preliminary discussions on these projects. Based upon Council direction further significant review and consideration may be required.

ATTACHMENTS

- Project Descriptions
 1. Signage and Messaging
 2. Use of Public Spaces

3. Food Trucks – Private Property
 4. Food Trucks – Public Property
 5. Extended Sidewalks/Street Closure on Center Street and Deloney
 6. Parklets in Town Right of Way for restaurant seating, retail display, office space, flex spaces, etc.)
 7. Downtown Cleaning and Sanitizing
- Wyoming Business Council – Placemaking Grant Application
 - Town Council Workshop Staff Report, dated May 18, 2020

RECOMMENDATION

Staff recommends Council direct staff to proceed with the Town COVID-19 business support projects as described in this report.

SUGGESTED MOTIONS

Item A

I move to direct staff to implement the following Town COVID-19 business support projects as described in this report and as directed by Council at this meeting:

1. Signage and Messaging
2. Use of Public Spaces
3. Food Trucks – Private Property
4. Food Trucks – Public Property
5. Extended Sidewalks/Street Closure on Center Street and Deloney
6. Parklets in Town Right of Way for restaurant seating, retail display, office space, flex spaces, etc.)
7. Downtown Cleaning and Sanitizing

Item B

I move to approve of the grant submittal to the Wyoming Business Council for adding ‘parklets’ in the downtown in the amount of \$2500 which requires a \$250 match from the Town of Jackson and authorize Mayor Muldoon to execute any and all documents associated with that grant application submittal.

Town Re-Opening

Project Overview

#1 Signage and Messaging

Project Description? Recognizing current public health guidelines and shifts in use around the downtown corridor, the Town of Jackson plans to provide messaging about wearing masks, keeping distance, and general hygiene expectations for locals and visitors. Such signage has already been created and will be distributed to businesses and posted around town.

In addition, with new parklets and other activated spaces, town staff will create explanatory signs encouraging people to utilize spaces as well as wayfinding signs to parks and opens spaces where people can enjoy being outside while keeping physical distance between themselves and others.

Who Can Apply? Signs about public health guidelines will be provided to any business that might be interested in posting them in their establishments.

Who will be the Responsible Town/Joint Department? Who is the Project Manager? Community Development, specifically Susan Scarlata, will be responsible for creating and distributing signage and overall project management.

What other Departments will need to be involved? How? Support will be sought, when needed, from the Town's PIO, Carl Pelletier.

What is the anticipated Staff Impact of the Project? Staff anticipates a few hours to distribute signs, a few hours to create new signs for wayfinding and explanations, and a few hours for installation. This should not be arduous or take too much time.

What is the fiscal impact to the Town? \$500 for printing and laminating signs

What is the Review Process for the Project? Required Application? Fee? Time to Review? etc. An application and review will not be needed. Instead, Susan and Carl will stop by businesses, offer signs, and distribute to any business that is interested.

What are the pros and cons of providing the program? Pros will be visitors and locals understanding expectations concerning behaviors in terms of both public health guidelines, use of newly activated spaces, and where else to go to enjoy being outside.

Other?

Town Re-Opening
Project Overview
#2 Use of Public Spaces

Town Core-

Miller Park
 North Park
 Center for the Arts Lawn
 Town Square
 Town Hall Lawn
 TC General Services Lawn

Town Non-core-

Powderhorn Park (*Camp Jackson During the Day)
 Phil Baux park
 Wayne May Park
 Mike Yokel Park (*Camp Jackson During the Day)
 Garaman Park
 Maple Way Post Office lawn
 Fairgrounds

Project Description? *Public green spaces can be utilized for gathering helping to support carry-out dining and socially distant gathering. The sites identified could be utilized passively for community use. The following project components may be considered to help support and better accommodate passive use:*

1. Wayfinding Signage: Installation of directional signage from the town core to the identified public spaces.



2. Portable Picnic Tables: Providing additional tables at the public spaces.



Who Can Apply? *Public spaces can be utilized by all for passive use. .*

Who will be the Responsible Town/Joint Department? Who is the Project Manager?
Parks and Rec., Public Works, and Pathways

What other Departments will need to be involved?
TOJ Admin., Legal, and Police.

What is the anticipated Staff Impact of the Project? *Utilization of public spaces for passive enjoyment will have minimal operational impact. Tables shall be portable and easily moved by staff during maintenance. Additional trash collection may be required depending on the intensity of use. Installation of wayfinding signs will require the largest amount of staff time for installation.*

What is the fiscal impact to the Town? *Capital cost would be the addition of public picnic tables and trash receptacles, and the purchase of wayfinding signs. Tables are approximately \$450 each. Tables are square with singular seats on each side. The estimated number of tables for facility capacity is 24 for core facilities, and 20 for non-core facilities. Wayfinding signs range in cost from \$65 to \$125 each. Staff estimates 24 signs.*

What is the Review Process for the Project? Required Application? Fee? Time to Review? etc.
Passive use does not require a review process

What are the pros and cons of providing the program? *The primary pro is activating our public spaces to allow the community to gather in a socially distant manner, along with supporting restaurant take-out dining. The cons to the program are increased operation maintenance and capital furniture/sign costs.*

Town Re-Opening

Project Overview

#3 Food Trucks on Private Property

Project Description

The purpose of this project is for the Town to allow additional economic opportunities and flexibility for food trucks to locate on commercial private property and private parking lots throughout town. Food trucks will provide additional food options for tourists and locals to enjoy while promoting “social distancing” and while restaurants cannot be at full capacity.

General concept: The Town would allow existing restaurants (or possibly any food truck owner) to use private commercial property/commercial parking areas by applying for a Basic Use Permit (BUP) and an Administrative Adjustment, if necessary, to modify parking requirements where parking is being reduced. All private commercial parking areas may be considered provided food trucks can be located safely.

Timing of food truck operation:

- Through October 31, 2020;
- All days
- Daily: 8am – 9pm

Who Can Apply?

One clear option would be to allow only those with Town Business License for a restaurant (brick and mortar restaurant) and Food Truck License from the Teton County Environmental Health Department to participate in this program. Or, we could expand to also allow any food truck not associated with a brick and mortar restaurant to participate.

Note: *According to the TC Environmental Health Department, there are only about 3 or 4 food trucks that are currently licensed and associated with a brick and mortar restaurant in the Town. However, there are about another 10 food trucks that are licensed and not associated with a brick and mortar restaurant.*

Who will be the Responsible Town/Joint Department? Who is the Project Manager?

The Town Planning Department would be the lead department.

In addition, each food truck will need to submit a Food Truck Permit Application (Mobile Food Preparation Vehicle Checklist) to Jackson Hole Fire/EMS for approval (this is different than the required license from the TC Environmental Health Department.)

What other Departments will need to be involved? How?

The Primary other departments involved will be those responsible for health and safety, such as the Fire Marshall, police, and the TC Environmental Health Department.

What is the anticipated Staff Impact of the Project?

The number of staff hours required will depend on the number of applications the Town receives, which is unknown at this time. However, staff understands that there are not a lot of existing food trucks eligible for this program (see limits above on who can apply and number of existing licenses). Total staff

time to review each BUP and Administrative Adjustment could vary significantly, but could be approximately 3 - 7 hours per application, with additional staff time likely from the Police and Environmental Health Departments to monitor compliance of the food trucks with ongoing safety requirements and any conditions of approval.

No reduction in the existing level of service is expected in any Town Department due to allowing food trucks as proposed.

What is the fiscal impact to the Town?

Other than additional staff time, no additional or separate expenditure of public funds should be required to facilitate the food truck program. On the revenue side, additional foods sales would result in a proportional increase in sales tax.

What is the Review Process for the Project? Required Application? Fee? Time to Review? etc.

Each food truck seeking to operate will first need a valid Town Business License and a Food Truck License from the Teton County Environmental Health Department. In addition, they will need to get a BUP (see above answer), which costs \$500. The Administrative Adjustment fee is also \$500 but the two fees could be consolidated into one \$500 fee. The review time varies a bit, but our goal would be to get these reviewed in 2 – 3 weeks.

Finally, each food truck will need to submit a Food Truck Permit Application (Mobile Food Preparation Vehicle Checklist) to Jackson Hole Fire/EMS for approval. There is no fee for this application.

What are the pros and cons of providing the program?

- The pros are that food trucks will increase the capacity of existing restaurants to serve food and make money, while still complying with social distancing requirements. This will increase economic activity in the Town and provide a more active and enjoyable experience for visitors and locals alike.
- The cons are that the food trucks could create conflicts with parking, traffic flow, neighboring property owners, cause litter, and create other annoyances if not done right. Also, depending on who is ultimately allowed to have a food truck, existing restaurants could feel that food trucks are unfairly competing against them.

Other? *What other considerations should the Town be aware of regarding the Project*

Trash: Additional food trucks could cause a significant increase in food-related trash, requiring additional trash receptacles and trash pick-up by private property owners and/or food truck vendors.

Key Questions for Council

- Who should be eligible for program – only existing brick and mortar restaurants? All food trucks in Teton County? Those based outside of Teton County?
- Are certain commercial areas not appropriate for food trucks?
- Are staff's suggested time limits appropriate?
- Should Council waive all or some application fees related to food trucks?

Town Re-Opening

Project Overview

#4 Food Trucks – Public Property

Project Description

The purpose of this project is for the Town to allow additional economic opportunities and flexibility for food trucks to locate in the Town ROW (mostly downtown). Food trucks will provide additional food options for tourists and locals to enjoy while promoting “social distancing” and while restaurants cannot be at full capacity. Guidance for food trucks to locate in private parking lots is provided in a separate project.

General concept: The Town will designate locations on public property (e.g., on-street parking, parking lots) where food trucks can locate with a Special Events Permit (SEP). The approved SEP would not designate a particular parking space for each food truck but would allow each permitted food truck to choose any approved location on a first come – first served basis. In terms of timing, the Town will set a clear end date (e.g., October 31, 2020) and daily time restrictions to govern when food trucks may operate. Thus, as long as food trucks are located on an approved block during the approved hours, etc., they are fine.

Staff has used the following criteria for determining appropriate locations for food trucks:

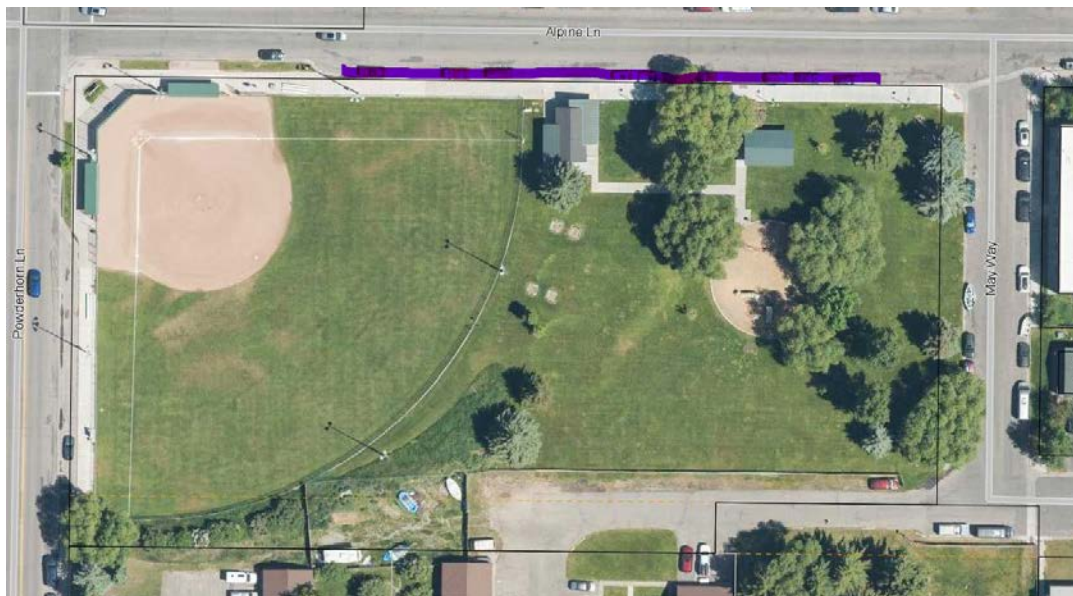
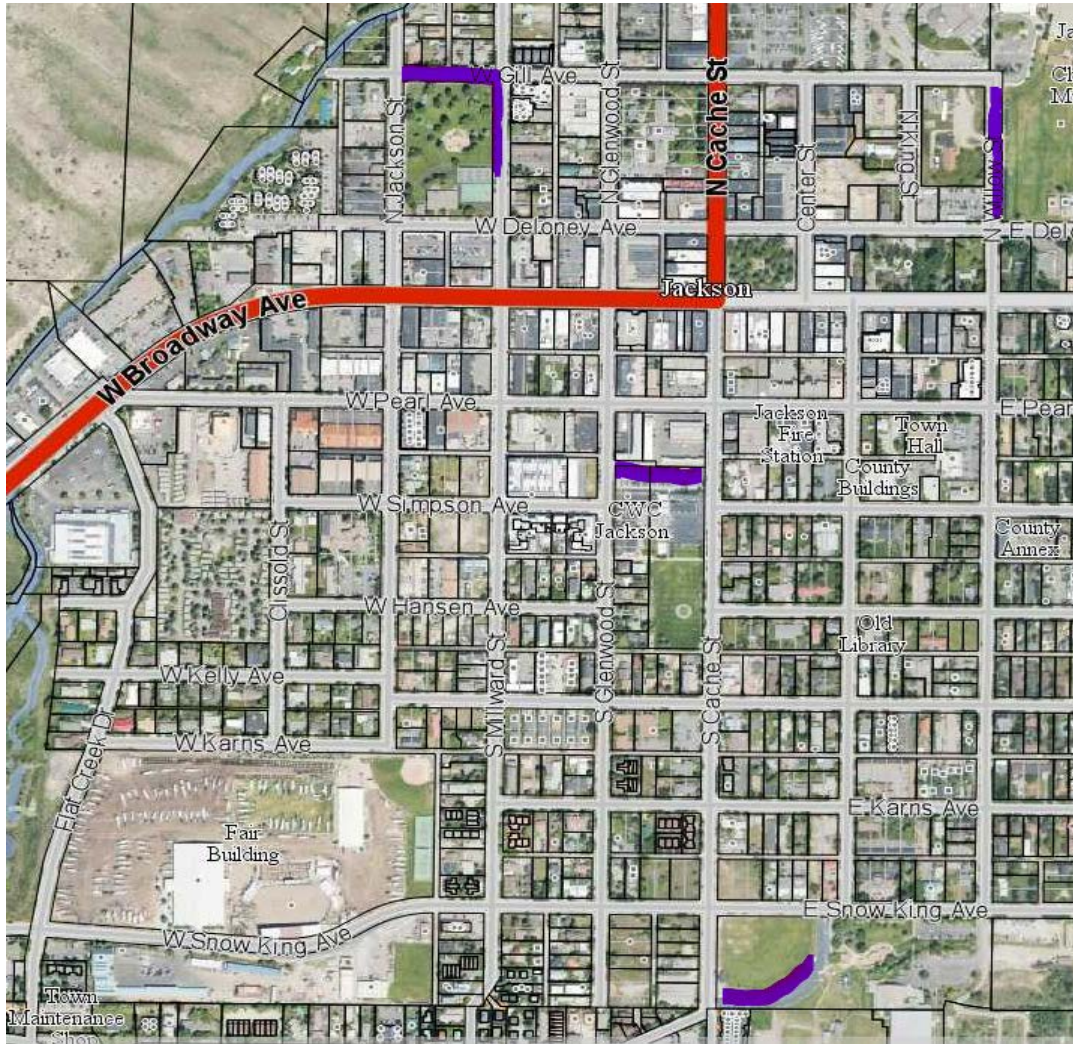
- Adequate ROW width to accommodate food trucks and patrons;
- Close to public bathrooms;
- Close to convenient area/open space to sit and eat food;
- Not immediately adjacent to an existing restaurant

Based on these criteria, staff recommends that the following locations be eligible for food trucks (see map below):

- N. Willow Street (between Deloney and Gill) on the east side of the street only
 - o 400 lineal feet
- Miller Park – Gill Avenue (south side of street) and N. Millward (west side of street)
 - o 500 lineal feet
- Phil Baux Park – Internal parking area
 - o 300 lineal feet
- Center for the Arts – South Cache Street and/or parking lot
 - o 300 lineal feet
- Powderhorn Park – Alpine Lane (south side of street)
 - o 300 lineal feet
- Other?

Timing of food truck operation:

- Through October 31, 2020;
- All days
- Daily: 8am – 9pm



Who Can Apply?

One clear option would be to allow only those with Town Business License for a restaurant (brick and mortar restaurant) and Food Truck License from the Teton County Environmental Health Department to participate in this program. Or, we could expand to also allow any food truck not associated with a brick and mortar restaurant to participate.

***Note:** According to the TC Environmental Health Department, there are only about 3 or 4 food trucks that are currently licensed and associated with a brick and mortar restaurant in the Town. However, there are about another 15 food trucks that are licensed and not associated with a brick and mortar restaurant.*

Who will be the Responsible Town/Joint Department? Who is the Project Manager?

Each food truck business will be required to submit a Special Event Permit application to the Town for approval by the Town Council.

In addition, each food truck will need to submit a Food Truck Permit Application (Mobile Food Preparation Vehicle Checklist) to Jackson Hole Fire/EMS for approval (this is different than the required license from the TC Environmental Health Department.)

What other Departments will need to be involved? How?

The Administration Department would likely take the lead in the review of a Special Event Permit (SEP) but the following departments would also be involved:

- Planning: Checks SEP for use requirements and other zoning compliance issues;
- Town Attorney: Checks SEP legal requirements for SEP and use of ROW, etc;
- Police: Checks SEP for traffic, parking, and other public safety issues;
- Fire Marshall: Checks SEP and Food Truck Permit Application for fire hazard, emergency access, and other related issues. Under Fire Code, Fire Marshall can only regulate/inspect food trucks (vehicles with engine included) but not food trailers (no engine included);
- Health Department: Already provides Food Truck License and checks for sanitary, food handling, and waste disposal. Does inspections.
- Public Works: Checks SEP for proper use of the Public ROW, traffic flow, etc.

What is the anticipated Staff Impact of the Project?

The number of staff hours required will depend on the number of applications the Town receives, which is unknown at this time. However, staff understands that there are not a lot of existing food trucks eligible for this program (see limits above on who can apply and existing licenses). Total staff time to review each SEP will be approximately 2 -3 hours per application, with additional staff time likely from the Police and Environmental Health Departments to monitor compliance of the food trucks with ongoing safety requirements and any conditions of approval.

No reduction in the existing level of service is expected in any Town Department due to allowing food trucks as proposed.

What is the fiscal impact to the Town?

Additional staff time, install of temporary signage to clearly define where the food trucks are allowed to locate and additional trash pick up and trash can locations. On the revenue side, additional foods sales would result in a proportional increase in sales tax.

What is the Review Process for the Project? Required Application? Fee? Time to Review? etc.

Each food truck seeking to operate in the public ROW will first need a valid Town Business License and a Food Truck License from the Teton County Environmental Health Department. In addition, they will need to get a Special Event Permit (see above answer). This process costs \$150 for for-profit businesses. The review time varies a bit, but our goal would be to get these reviewed and in front of the Council in 2 – 3 weeks.

Finally, each food truck will need to submit a Food Truck Permit Application (Mobile Food Preparation Vehicle Checklist) to Jackson Hole Fire/EMS for approval. There is no fee for this application.

What are the pros and cons of providing the program?

- The pros are that food trucks will increase the capacity of existing restaurants to serve food and make money, while still complying with social distancing requirements. This will increase economic activity in the Town and provide a more active and enjoyable experience for visitors and locals alike.
- The cons are that the food trucks could create conflicts with traffic flow, neighboring property owners, cause litter, and create other annoyances if not done right. Also, depending on who is ultimately allowed to have a food truck, existing restaurants could feel that food trucks are unfairly competing against them.

Other? *What other considerations should the Town be aware of regarding the Project*

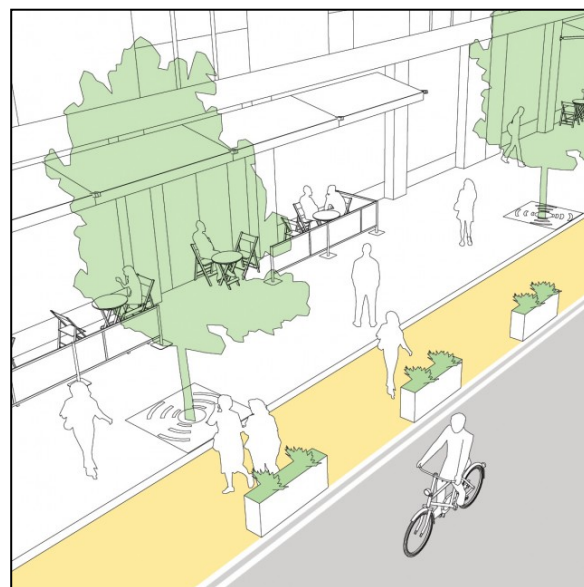
Trash: Additional food trucks could cause a significant increase in food-related trash, requiring additional trash receptacles and trash pick-up by the Town. Or food truck vendors could be required to haul away their trash as well.

Key Questions for Council

- Who should be eligible for program – only existing brick and mortar restaurants? All food trucks in Teton County? Those based outside of Teton County?
- Are the areas identified by staff appropriate for food trucks? Are there other areas you want to identify?
- Are staff's suggested time limits appropriate?
- Should Council waive all or some application fees related to food trucks?

Town Re-Opening - Project Overview

#5 Extended Sidewalks/Street Closure on Center Street and Deloney



Project Description

Summary: Expand existing sidewalks in congested downtown areas to provide sufficient space for pedestrians to practice social distancing.

Problem: Existing sidewalks in the downtown core are typically a maximum of 8' wide (less in many places), which is not wide enough to accommodate physical distancing at any level of pedestrian traffic. One-way sidewalks are highly infeasible, and the increase in activities such as waiting to pick up takeout food that result in queuing on the sidewalk also results in increased pedestrian congestion and requires additional space. The need to install additional elements such as signage, hand-sanitizing stations, and maybe portable restrooms will exacerbate congestion on sidewalks. The status quo of how public space is allocated will force pedestrians to violate public health recommendations and will likely lead to confusion and/or conflicts.

Solution: Reallocate existing street space to provide sufficient space of at least 6' for physically distant walking and/or queuing (e.g. waiting for takeout orders) and installation of signage or other amenities in areas of downtown that are typically congested with pedestrian traffic. There is plenty of room within the public right of way to accommodate physical distancing, but much of this space is currently assigned to motor vehicles and vehicle storage. Reallocating six additional feet on both sides of the street will provide extra space to accommodate pedestrian traffic and other amenities while still providing access and storage for motor vehicles.

Proposal: Staff recommends starting with a limited-area implementation of a couple block faces on Center St. and Deloney Ave. around the Town Square and up to the Home Ranch parking lot. This will allow a test of the concept without overburdening town staff or resources and will focus on the areas that typically see the greatest amount of pedestrian congestion. Staff has outlined two proposals for discussion, **but there are certainly other options that could also be considered.**

- **Option A: Sidewalk Extensions (SW+) – see attached layout for Option A**
 - Extend sidewalks into the street area by placing a combination of light and heavy separation barriers at 6'-8' off the curb face. (See below for a definition of "light" and "heavy" separation).

- Maintain general purpose vehicular access with one-way travel lane and parking on one side of the street.
- Includes the four faces of the Town Square, Center St. from Broadway to Gill, and Deloney from Cache to Center.
- **Option B: Combo Pedestrian Streets and Sidewalk Extensions – see attached layout**
 - Convert the north and east sides of the Town Square (Deloney from Cache to Center and Center St. from Broadway to Deloney) to pedestrian streets. Restriction would allow vehicular traffic for emergency and delivery loading/unloading (before 9:00 am and after 8:00 pm), but would be closed to through traffic to the general public and public vehicle storage.
 - Extend sidewalks as in Option A for the other areas.
 - The full street conversion on the two block faces around the Town Square is likely easier for Public Works to manage and allows for easier conversion of space around the Town Square for special events like the Farmer’s Market.
 - Note: this option could also be implemented as a “Slow Street” that allows for shared space between pedestrians and through traffic but implements measures to dramatically slow vehicle speeds.
- Items common to both options:
 - Sidewalk Extensions can be combined with reallocating space for parking/outdoor dining flex space (“parklets”) as needed.
 - Center St. is wide enough that a number of combinations could be explored. Such as: extend sidewalks on one side but keep as is on the other; add parklet flex space on the west side, east side, or both sides; two-way traffic with parking on one side or doing one-way with parallel parking on both sides; others.
 - Additional tools for implementation:
 - [https://nacto.org/wp-content/uploads/2020/05/NACTO Streets-for-Pandemic-Response-and-Recovery 2020-05-21.pdf](https://nacto.org/wp-content/uploads/2020/05/NACTO%20Streets-for-Pandemic-Response-and-Recovery%2020-05-21.pdf)
 - <http://tacticalurbanismguide.com/>
- Separation
 - **Light separation:** for visibility and to emphasize the new edge of the motor vehicle roadway. Light separation can also be used for projects that are limited to specific times of day or days of the week. Light separation includes: traffic cones, freestanding delineator posts, traffic barrels, sawhorses, movable parade barricades, small planters, and traffic control barricades such as A-frames.
 - **Heavy separation:** for the most sensitive locations such as the beginning of lane closure on high-volume streets. Heavy separation includes: water-filled barriers, concrete barriers, filled barrels, large planters, flexible posts and delineators.

*Spray-chalk or spray-paint the preferred locations of barriers to ease implementation.

Who Can Apply? This would primarily be a Town-led effort to identify streets for extended sidewalks, but individual businesses or street blocks in other areas of downtown could also submit an application.

Who will be the Responsible Town/Joint Department? Who is the Project Manager?

Public Works would lead on planning and implementation. Pathways can assist with planning and some implementation.

What other Departments will need to be involved? How?

Planning for permitting and traffic issues. Fire/EMS for emergency access and planning.

What is the anticipated Staff Impact of the Project? This will depend largely on the size of the project area (i.e. how many streets) and whether the extensions are permanent/semi-permanent (i.e. seasonal) or are temporary (i.e. installed/removed on a daily or weekly basis). Selected Public Works staff and the Pathways Coordinator would be heavily impacted. Planning, Fire/EMS, Police would need to review.

What is the fiscal impact to the Town? Sidewalk extensions can be implemented mostly with on-hand supplies so the majority of the cost would be restricted to staff time and equipment hours. It is likely that some new signs would be needed. The materials needed will be a mix of heavy barriers (concrete and wood barricades), light separation (cones, delineators), and signage.

What is the Review Process for the Project? Required Application? Fee? Time to Review? etc.

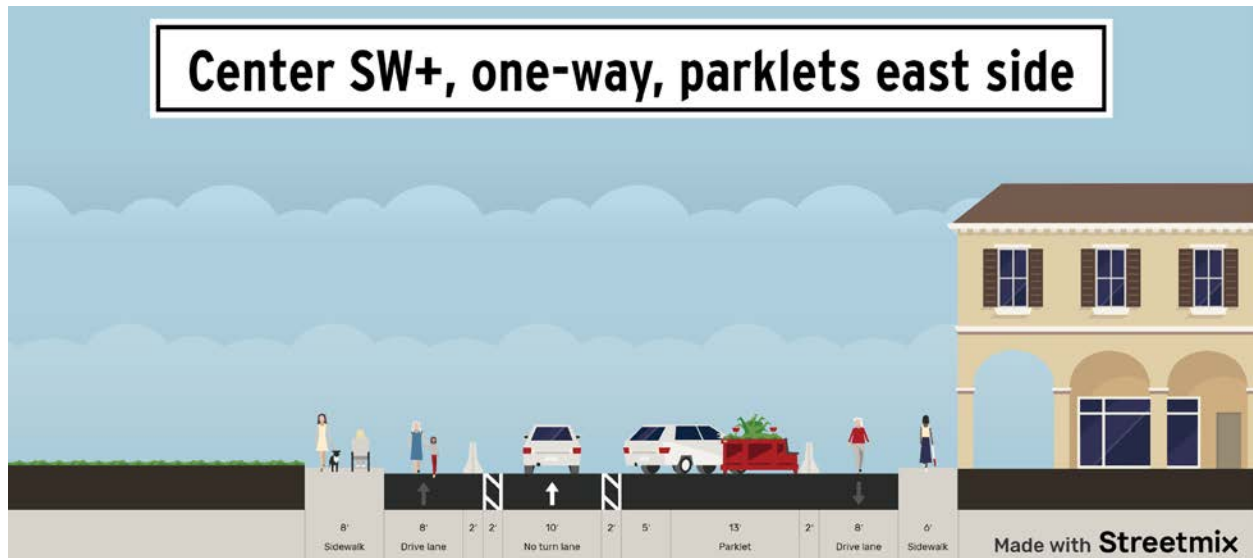
Council approval required. (Blocks on North Cache or West Broadway would require DOT approval). Staff proposes a plan for the downtown core streets and Council reviews and approves. No required application or fee. If individual businesses or blocks want to apply, the process should be as simple as sending an email request to the Town with the street block where they want to extend the sidewalk and any suggestions or specific ideas. Staff will then prepare a plan for Council approval.

What are the pros and cons of providing the program?

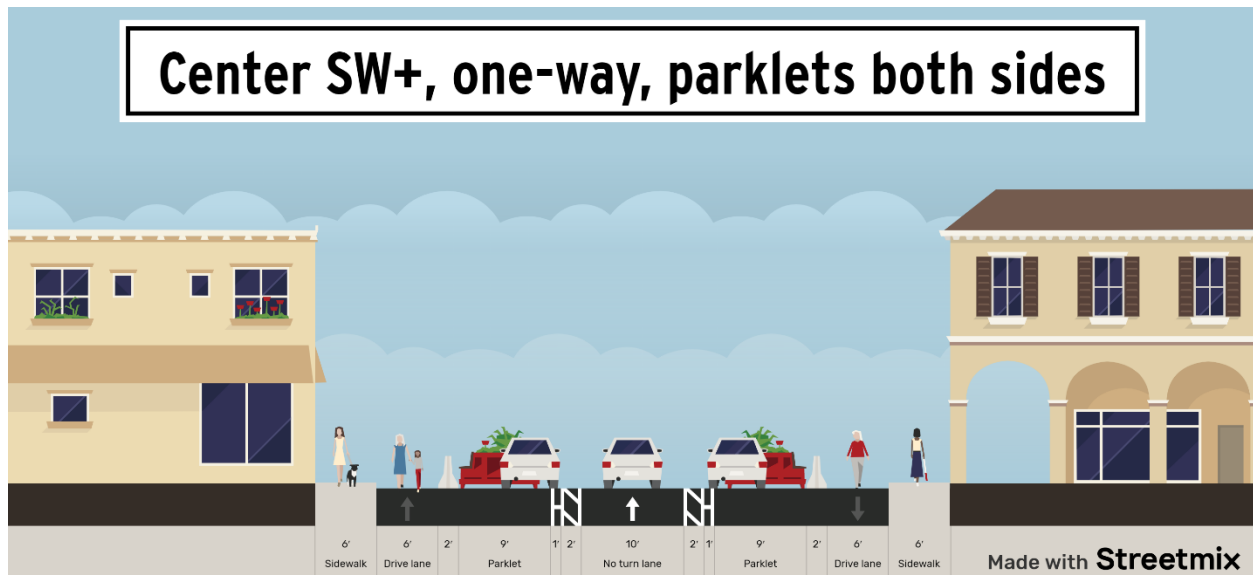
Pros: provide safe public access to stores and businesses in high congestion areas of downtown. There will provide a significant safety and convenience benefit to visitors and a financial benefit to businesses. Cons: will have to (temporarily) remove parking from one side of the street, perhaps make some streets one-way. This may cause some confusion for motorists, however this can be mitigated with good signage. Depending on the extent of the project, there could be a substantial impact on Town staff and a potential financial cost to the Town.

Other? There is a basic safety and public health question to consider when evaluating this proposal, in that it is literally impossible to maintain 6' separation on many of our current sidewalks without forcing people to step into moving traffic. We should also keep in mind the need to provide a minimum safe width for a combined sidewalk and buffer of at least 10' (wider in congested areas) when considering future development projects and development standards in the Town of Jackson.

Cross-section of a couple possible scenario (NOTE: there are multiple possible layouts—these are just two).

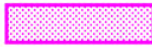


From Broadway, looking north. Town Square is on the left. Parking flex space on east side, one-way traffic. Shows that there is ample space to extend the sidewalks.



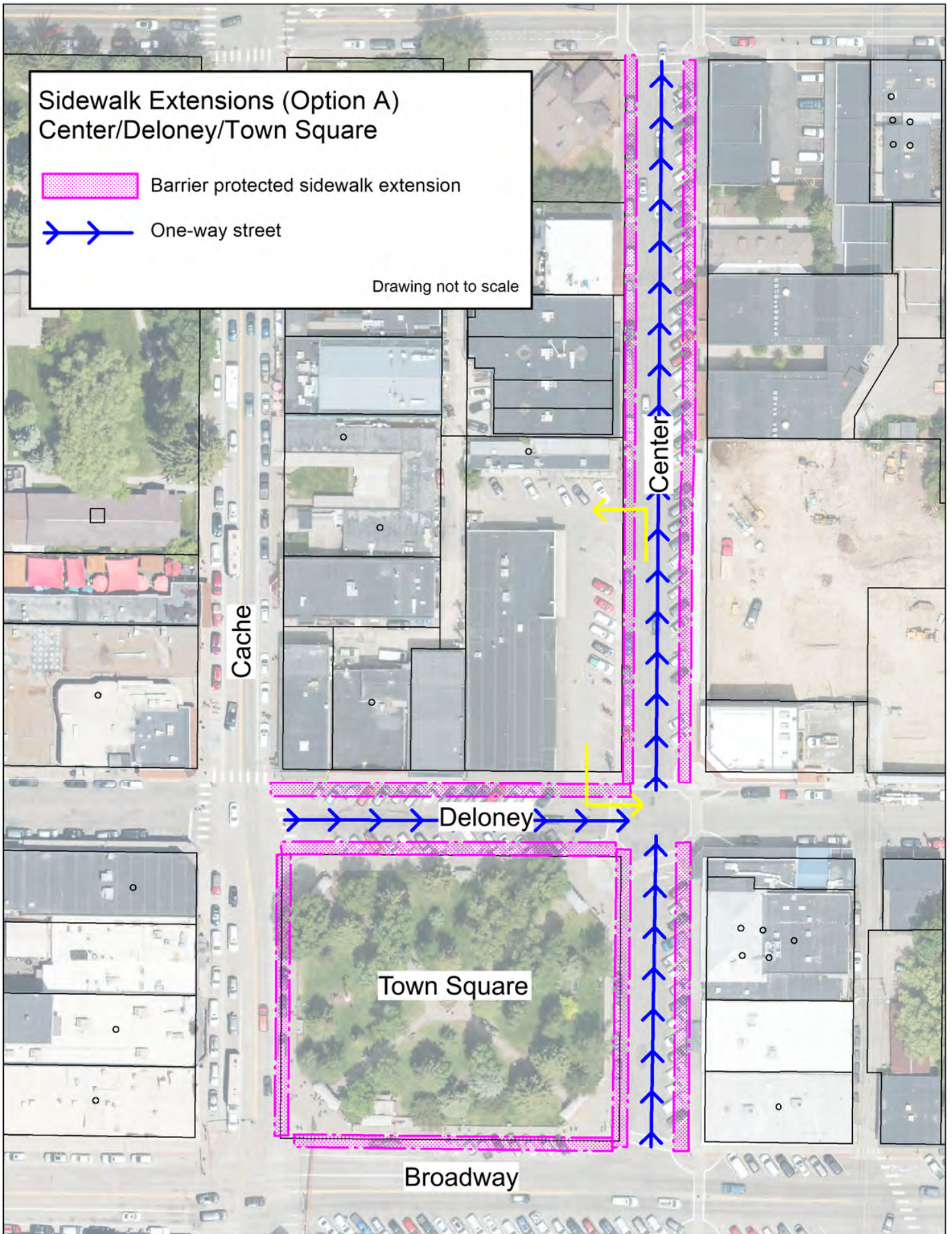
From Deloney, looking north. Parking flex space on both sides, one-way traffic.

Sidewalk Extensions (Option A) Center/Deloney/Town Square

 Barrier protected sidewalk extension

 One-way street

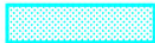
Drawing not to scale



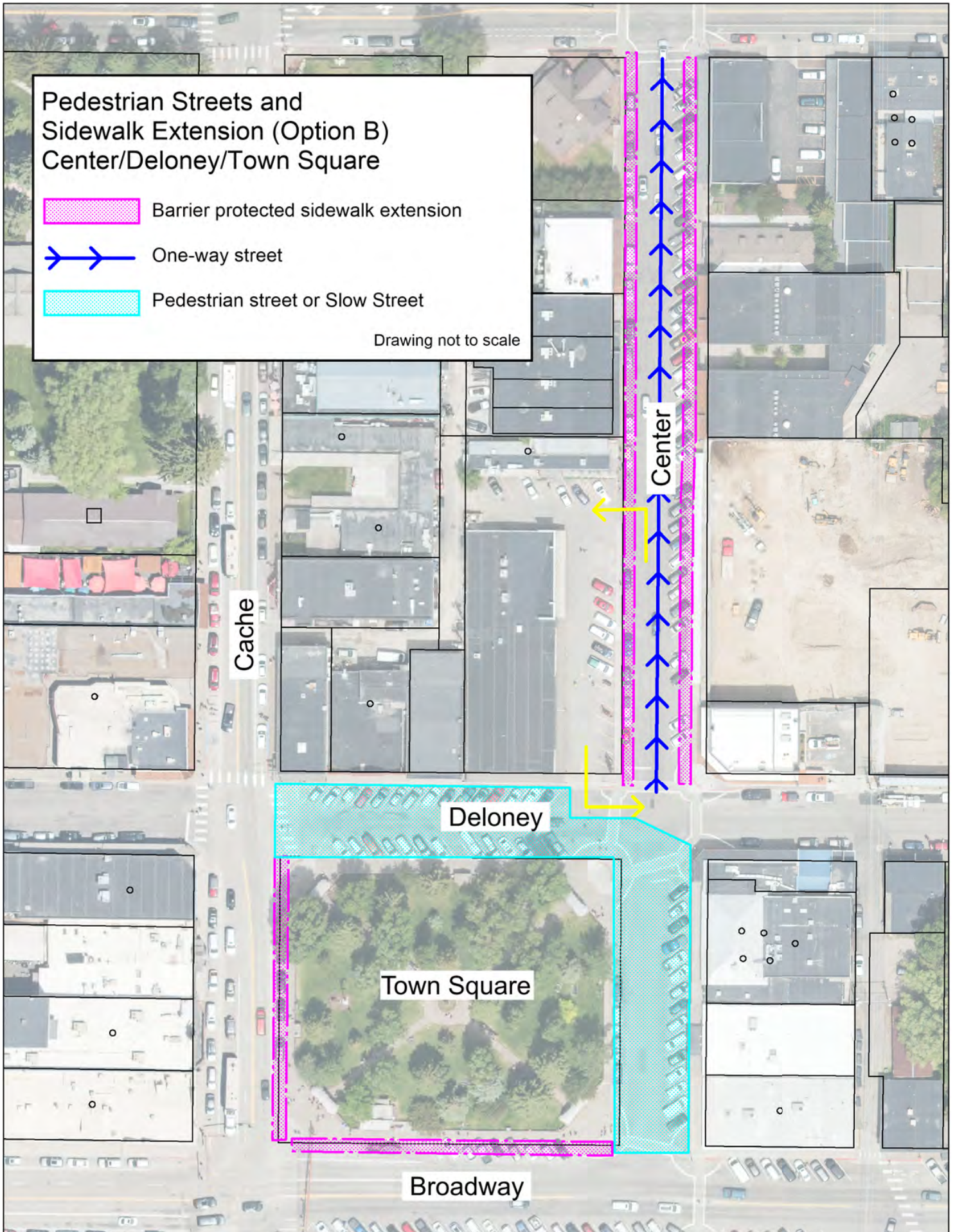
Pedestrian Streets and Sidewalk Extension (Option B) Center/Deloney/Town Square

 Barrier protected sidewalk extension

 One-way street

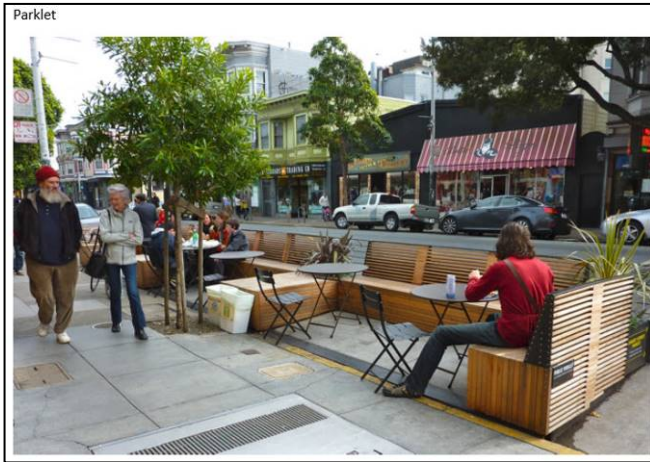
 Pedestrian street or Slow Street

Drawing not to scale



Town Re-Opening - Project Overview

#6 Parklets – Flex Space for Parking, Outdoor Seating, Office, and Retail Space



Summary: Provide flex space for parking, outdoor seating, office, and retail uses so that businesses can comply with physical distancing guidelines while resuming operations.

Problem: Restaurants and other businesses are allowed to reopen but must do so at reduced capacity (usually 50% of normal or less). This may not be financially feasible for many businesses to stay open, which will have significant impacts to businesses and the Town in terms of jobs, revenue, and sales tax. Stores, markets, and restaurants may need outdoor space for seating and queuing in order to stay financially solvent.

Solution: Reallocate on-street parking spaces to provide space for all businesses but especially outdoor dining so that restaurants can comply with physical distancing guidelines while resuming dine-in operations. This space could also be used for outdoor merchandise display for retail or other businesses. Often called “parklets,” these usually involve repurposing public street space typically allotted to vehicle storage by creating a space for seating using a level platform protected by non-permanent barriers.

Proposal: Staff recommends that this be primarily a business-led initiative where individual businesses would apply to the Town for the right to convert a vehicle parking space to a different use. The business would then provide the design for review and would handle the construction and ongoing maintenance. Separately, the Town could also consider implementing some “general use” parklets in areas that are not directly in front of businesses, such as around the Town Square. These would not be intended for use by customers of a specific business but would be available to the general public.

- Business responsibility
 - Propose site for converting one or more parking spaces. Spaces should probably be in front of the business.
 - There may be circumstances where the Town would want to consider applications for using space that is not directly in front of the business—for example, if the business frontage is on a WYDOT-controlled road and does not allow this type of use.
 - Provide a design proposal and use description
 - Construction and maintenance

- Town of Jackson responsibility
 - o Review proposals in a timely manner, through the Special Event Permit application process
 - o Provide additional traffic calming or safety barriers as needed
 - Generally, where there is mixed pedestrian and vehicle activity, the slower the vehicle speeds (ideally 15mph or less), the safer it is for everyone. If there are multiple parklets clustered on a block, it would be a good idea to implement a Slow Street as well.
 - o Issue building permits as needed, if over 30" above grade



Who Can Apply? Individual businesses or groups of adjacent businesses.

Who will be the Responsible Town/Joint Department? Who is the Project Manager?

Administration and Planning would coordinate the project review process, but multiple TOJ departments would be involved in review. For Town led-installations and any necessary support for individual applications (such as supplemental barriers), Public Works would likely be the lead on planning and implementation. Pathways can assist with planning and some implementation.

What other Departments will need to be involved? How?

Planning for permitting and traffic issues. Legal for using public ROW for commercial purposes. Fire/EMS for emergency access and planning.

What is the anticipated Staff Impact of the Project? Staff from multiple TOJ departments would be involved in review, which would probably take 30-60 minutes per application. Selected Public Works staff and the Pathways Coordinator could see additional time impacts on specific projects.

What is the fiscal impact to the Town? As little as \$500 or up to \$50,000 for each installation, totally depending on how much the Town wants to participate in funding the materials and construction. For simply reviewing applications there would be very little cost. Providing materials for the platform and other amenities (heat lamps, planters, seating, tables, canopies) would significantly increase the cost. There may be funding available from the state for small businesses for projects like these. Additional items like supplemental barriers, bike racks, trash cans, and other amenities will increase the cost to the Town.



What is the Review Process for the Project? Required Application? Fee? Time to Review? etc.

Businesses submit a Special Event application to Town for review. Include a drawing and details. Town staff reviews (1-2 weeks?).

What are the pros and cons of providing the program?

Pros: provide a potentially substantial increase in commercial space and customer volume for businesses while allowing social distancing. Will convert vehicle storage (which is not the most financially productive use of space) to retail and dining space, which generates far more economic activity per square foot and has significant benefits for businesses and the Town. Keeps street available for multiple uses and preserves vehicle storage.

Cons: will temporarily convert parking to other uses in selected spaces. This is likely to be met with resistance from some businesses.

Other

- Additional Resources
 - o <https://www.smartgrowthamerica.org/app/legacy/documents/parklet-policy-toolkit.pdf>
 - o <http://www.minneapolismn.gov/www/groups/public/@publicworks/documents/webcontent/wcmssp-196948.pdf>
 - o https://nacto.org/wp-content/uploads/2020/05/NACTO_Streets-for-Pandemic-Response-and-Recovery_2020-05-21.pdf
 - o http://www.seattle.gov/Documents/Departments/SDOT/PublicSpaceManagement/Parklet_Handbook_DIN_2017.pdf



Town Re-Opening

Project Overview

#7 Downtown Cleaning and Sanitizing

Project Description? *This project aims to project sanitization stations in the downtown core. The Town will seek to provide these stations in specific locations and manage them (refill) as needed.*

Who Can Apply? *No application needed for this project.*

Who will be the Responsible Town/Joint Department? Who is the Project Manager? *Town Public Works will be responsible, and Johnny Ziem is the project lead.*

What other Departments will need to be involved? How? *Possibly Park and Rec. They can assist in monitoring the stations in the Town Square if needed. Community outreach may also be needed for education on the locations of stations.*

What is the anticipated Staff Impact of the Project? *Assistant Public Works Director and Streets Manager. I estimate roughly 5 to 8 hours a week for this project.*

What is the fiscal impact to the Town? *Roughly \$3,000 to \$5,000 to purchase depending on type and number. Most likely would be included in Community Initiatives, Public Engagement*

What is the Review Process for the Project? Required Application? Fee? Time to Review? etc. *No review required for this item.*

What are the pros and cons of providing the program? *Pros: shows the Town is concerned with COVID, is taking initiative with disinfection, and shows support for downtown business owners.
Cons: Will take time to manage and refill. The biggest concern is acquiring dispensers as they are currently impossible to find and are may be available to purchase in 4 – 8 months.*

Other? *The only concern I see is the availability of purchasing these items, as there are hundreds of companies and municipalities buying them as well.*



Placemaking Funding Application

Purpose: The primary intent of this program is to implement projects that have been identified in the Placemaking Power of 10 Training Exercises and have been chosen through a public engagement process. Please call us if you want help with either of these exercises.

Eligibility: Non-profit organizations/municipalities that participated in Placemaking training. If your organization is not already registered as a vendor with the Wyoming Business Council, request a Vendor Packet.

Funds: **NOTE: Placemaking proposals are only available to those communities that participated in Placemaking Training.** Placemaking requests are for up to **\$2,500**. Submit one application for each project. DO NOT combine projects. Placemaking Kit Grants have different amounts and are listed on the website.

All grant awards are subject to the availability of funds.

Match: A minimum 10% cash match is required for each project.

Due Date: Grant deadlines are February 1, April 1 and September 1.

Complete application, scan and send it electronically to kim.porter@wyo.gov or via USPS to Wyoming Business Council, Attention: Kim Porter, 214 W 15th Street, Cheyenne, WY 82002

1. APPLICATION INFORMATION

Applicant (Organization or governmental legal name): Town of Jackson

Name of Contact Person: Susan Scarlata & Floren Poliseo

Mailing Address: P.O. Box 1687 | Jackson, WY 83001

Office Phone and cell phone numbers: 307-733-0440 x1110 (office) 415-602-6824 (cell)

Email: sscarlata@jacksonwy.gov

DECLARATION: I HEREBY CERTIFY THE INFORMATION GIVEN IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Program contact signature and date:

5/27/2020

5/27/2020



Placemaking Funding Application

Print or type name and title: Floren Poliseo, Director of Public Works 5/27/2020
Susan Scarlata, Community Engagement Specialist 5/27/2020

Mayor or Municipal representative Signature:
Mayor Pete Muldoon

WBC, Regional Director Signature _____

Project Name: Activating Downtown Jackson with Parklets

Describe the project: To encourage people to enjoy the amenities of our town and Town Square, shop, eat, be outside, and maintain physical distance between one another, this project will utilize the public right-of-way to create parklets and outdoor places for small businesses and their patrons to utilize. Due to the COVID-19 pandemic, restaurants and retail businesses are permitted to reopen but at reduced capacity or with recommendations for social distancing. This could have significant impacts on businesses in terms of paying staff, revenue, and mental health for people packed in small spaces with COVID-19 still being a concern. This project developed organically in our town's Economic Recovery Task Force, pulled together in week five of response to the pandemic. As this group of more than thirty people, representing numerous organizations and businesses, discussed the coming summer, everyone felt that creating more inviting outdoor spaces that are thoughtfully designed with placemaking ideals, would allow for locals and visitors to engage more fully and spend more authentic time in town while also providing additional space to maintain space between groups. The solution we have developed is to reallocate on-street parking spaces to create space for outdoor dining so that restaurants and other businesses can comply with physical distancing guidelines, resume dine-in operations, and serve numbers closer to previous capacity. We are envisioning these new parklets will re-envision what are typically seen only as parking spaces as delineated spaces for people to occupy and more fully engage in Jackson's downtown.

Has the applicant/community previously received funding for a placemaking project? No, the Town of Jackson has not specifically been funded for a placemaking project. That said, last year Jackson Hole Public Art developed and hosted a "Parking Day" where local organizations took up residence in various parking spots around town. Carrie Geraci, the Director of Public Art, and a regular partner for the town, created and executed this project and we intend to work with her on lessons learned and best-practices.

Why is this a priority for your organization? This project has quickly become a priority as it developed organically in partnership between the Town of Jackson and local businesses. Town of Jackson elected officials have long posited possibilities to utilize parking spaces and the public right-of-way to further activate the downtown area. When it has come up before though, there has not been much appetite from businesses to alter what is already working or consider placemaking during the crowded tourist season. One positive aspect of the COVID-19 pandemic seems to be a newfound perspective and openness to experimentation with Jackson's downtown corridor as this idea was brought forward by businesses.



Placemaking Funding Application

How did you come up with the project? Describe the community engagement.

In the throes of dealing with the COVID-19 pandemic, Teton County's Emergency Operations Center tasked the Jackson Hole Chamber of Commerce with pulling together an Economic Recovery Task Force. The task force is made up of more than thirty local leaders, communicators, and business owners that meet weekly and also serve on subgroups. Initially, there were three subgroups but in the larger task force and through public comment to the town, an idea for placemaking kept bubbling to the top. Given this reality, it soon became clear that a fourth subgroup was needed to brainstorm ideas and develop plans for creating outside spaces that businesses can activate and customers can patronize to embrace physical distancing guidelines while enjoying our town and contributing to the local economy. This subgroup of

the Recovery Task Force has continued to meet to brainstorm and contribute ideas. A committee within the town of Jackson has also been meeting to work on execution. In addition, various smaller groups of business owners around Town Square have also contributed perspective and comment.

Timeline of your project:

June 1 – June 15: Further planning, purchase of materials, and creation of system for utilization

June 15: Start of parklet creation, learning in-situ, and iteration

July 1 – Sept. 15: Parklet utilization, engagement, and continued iterations

Estimated No. of Volunteer Hours: 50

Total Amount of Grant Request: \$2,500

Match Amounts	
Cash Match	\$250
In-kind funding	\$1,000
Donations	\$1,000
Total:	\$2,250

Description of Item	Costs
10 Small Tables	\$1,000
20 Chairs	\$1,250
Planters for boundaries (with donated time for execution)	\$500
TOTAL	\$2,750

STAFF REPORT



Meeting Date:	March 8, 2021	Meeting Title:	Workshop
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	Downtown Pedestrian Improvement Project	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to obtain feedback and direction from Council regarding:

1. The Downtown Pedestrian Improvement Project: a conceptual design to improve the pedestrian experience, including mobility/accessibility compliance, and pedestrian safety, around the Town Square and on Center Street within the downtown core

Requested Action.

Staff requests that Council provide direction on the conceptual design and overall impression for the Downtown Pedestrian Improvement Project as presented.

Recommendations.

Staff recommends approving the conceptual Downtown Pedestrian Improvement Project as presented and further recommends a motion to direct staff to develop a final set of plans for future construction of this project.

Background.

The Town of Jackson's existing pedestrian system is comprised of sidewalks, boardwalks, pathways, and low-volume shared-use streets. The vision for an expanded pedestrian network will focus on key infrastructure enhancements to be made based upon character district and desired neighborhood form. Key elements include establishing attractive and safe pedestrian links and improved access to transit stops.

This project intends to increase pedestrian safety for all users at four notable intersections within the downtown core. The project further aims to increase mobility and accessibility for all user modes between the Home Ranch Parking Lot and the Town Square by constructing a new sidewalk on the west side of the Center St. corridor, within the existing roadway. In general, the aspiration of this project aims to provide more pedestrian visibility, decreased street crossing distances, greatly improved mobility/accessibility for all user modes, and additional shared public space.

Selected Intersections for Improvements

- Cache Street and Deloney Ave.
- Broadway Ave. and Center Street
- Deloney Ave. and Center street
- Gill Ave. and Center Street

Analysis.

Further analysis of this project examines the critical components that will augment the overall pedestrian experience within the downtown core. An important element that serves to achieve the below components is the creation of a one-way street on the entirety of the two block Center St corridor (Broadway to Gill Ave.). This "one-way street" concept was employed during the COVID summer of 2020 due to the need to provide "flex" space in the downtown core. This idea worked very well within the constraints of our right-of-way (ROW) and did not result in any loss of parking spaces. Since the Town's ROW is somewhat limited, use of the existing roadway space is essential to construct

the proposed design elements. In considering a one-way corridor within the entirety of Center St., the loss of parking spaces will be extremely minimal, if at all.

1. Bulb-outs/Safety

Bulb-outs, also known as “curb extensions”, extend the sidewalk or curb line out into the parking lane, which reduces the effective street width. Bulb-outs significantly improve pedestrian crossings by:

- Reducing the pedestrian crossing distance
- Visually and physically narrowing the roadway
- Improving the ability of pedestrians and motorists to see each other
- Reducing the time that pedestrians are in the street
- Allowing space for the installation of ADA-compliant pedestrian ramps

There are 13 bulb-outs within that stated selected intersections of this project. Currently, the Public Works Department paints the implied bulb-out shape onto the roadway surfaces every summer. This project proposes constructing bulb-outs with curb/gutter/mobility ramps to improve the overall pedestrian experience for all users. Staff will need special permission and approval from WYDOT to construct the bulb-outs at the intersection of Cache and Deloney, as this improvement would reside within the WYDOT right-of-way.

2. Mobility Access (ADA)

Each bulb-out proposed in this project will have new mobility curb ramps designed and ultimately constructed. A curb ramp is designed with a detectable warning surface tile, so sight-impaired pedestrians know where to safely exit and enter a sidewalk. The use of these tiles not only benefits people with disabilities, but also the elderly, distracted pedestrians, and children. There are two additional mobility and accessibility considerations that this project proposes:

- A constructed sidewalk on west side of Center St. (between Deloney and Gill Ave.) that will offer a continuous linkage from the Home Ranch Parking Lot to the Town Square. The current linkage only exists via stairs on the private boardwalk corridor and provides no mobility access.
- A potential constructed mobility access on the SE corner of Deloney Ave. and Center St. Currently there is not mobility access (only stairs) that allows entrance onto the covered boardwalk by New West Knife Works.

3. Increased Lighting

This project further aims to investigate additional street lighting within each proposed intersection upgrade, which will increase pedestrian visibility at twilight and night.

4. Shared Public Space

Additionally, this project includes widening the boardwalk on the east side of Town Square. During the summer of 2020, staff creatively proposed ways to increase pedestrian “flex” spaces during the initial COVID-19 outbreak. To furnish a level of flex space, an additional pedestrian area was provided on the west side of the Center St. corridor and on the east side of the Town Square, where tables and chairs were added for general use by the public. This project aims to make those flex spaces a permanent asset for the pedestrian experience.

Alternatives (Optional).

Comprehensive Plan & Priority Alignment.

- Common Value 2: Growth Management
 - ✓ 4.1.d: Maintain Jackson as the economic center of the region
 - ✓ 4.2.c: Create a vibrant walkable mixed-use subareas
 - ✓ 4.2.e: Protect the image and function of the Town Square
 - ✓ 4.4.a: Maintain and improve public spaces

- Common Value 3: Quality of Life
 - ✓ Increase the capacity for use of alternative transportation modes

Fiscal Impact.

The current FY21 Budget (SPET 2017) includes allocated funds for the design for this project. Currently, the Public Works Department has contracted design with Y2 Consulting of Jackson, WY. For FY21, the intent is to complete design and formulate an estimate for the total construction cost. Though no specific year has been slated yet for construction, staff anticipates construction in the next two years.

Staff Impact.

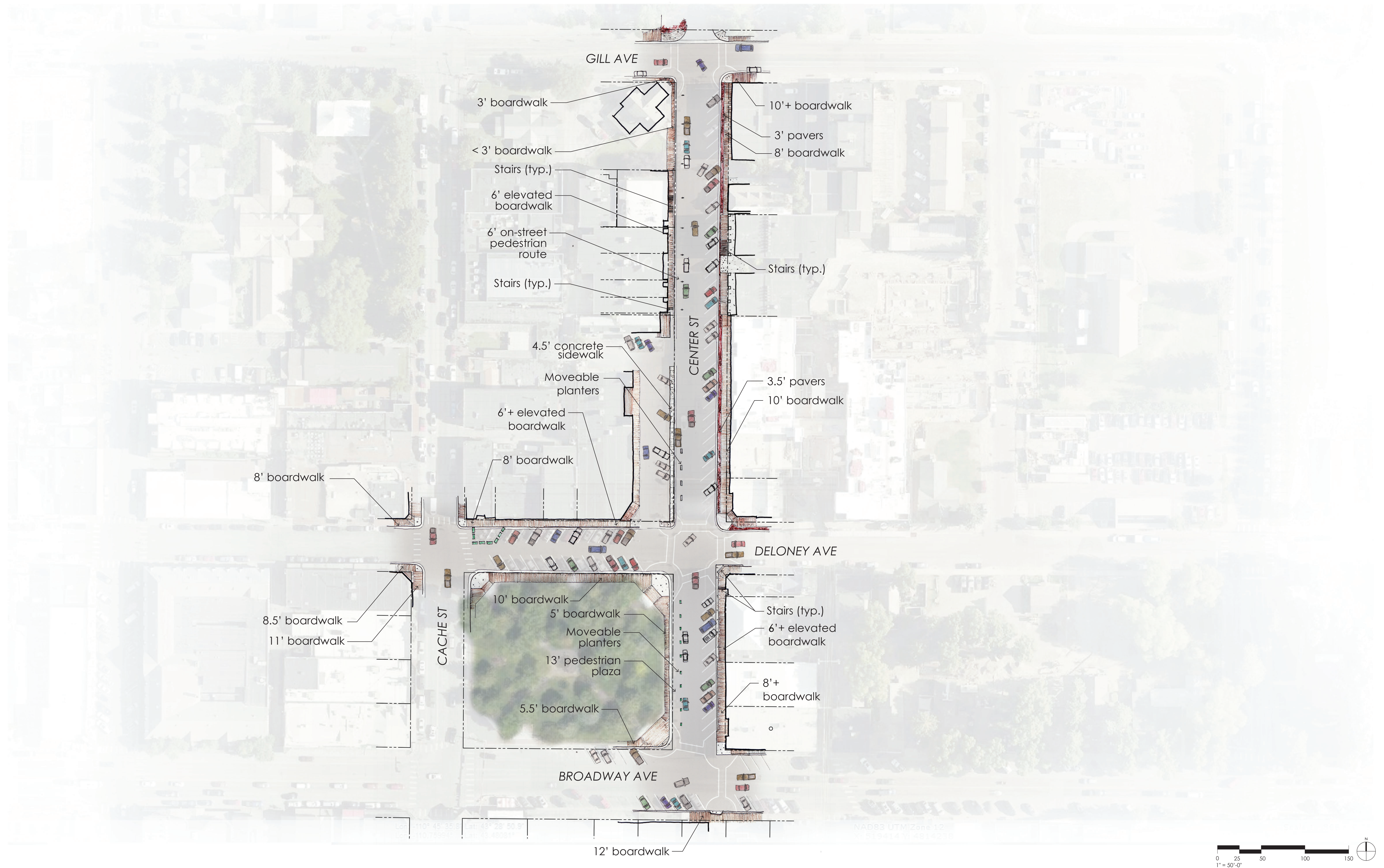
Staff impact for the Downtown Pedestrian Improvement Project will include three design review meetings (1.5 hours each) with the design consultant and has included two outreach meetings (one with Chamber businesses and one for the general public). Those meetings were held on January 8 and February 24, 2021, respectively (see Attachments).

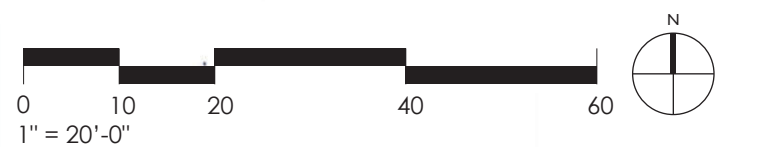
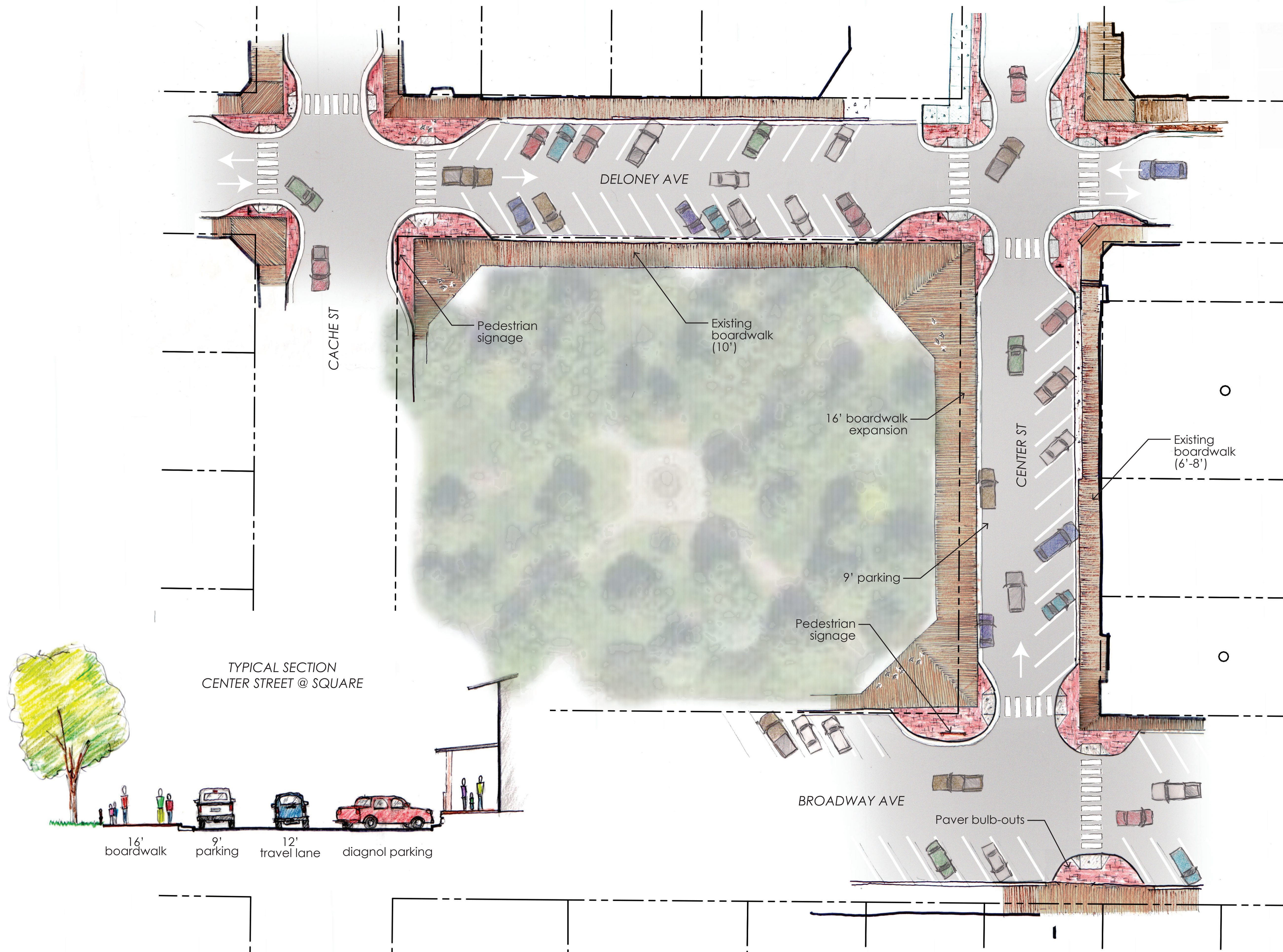
Attachments or Links.

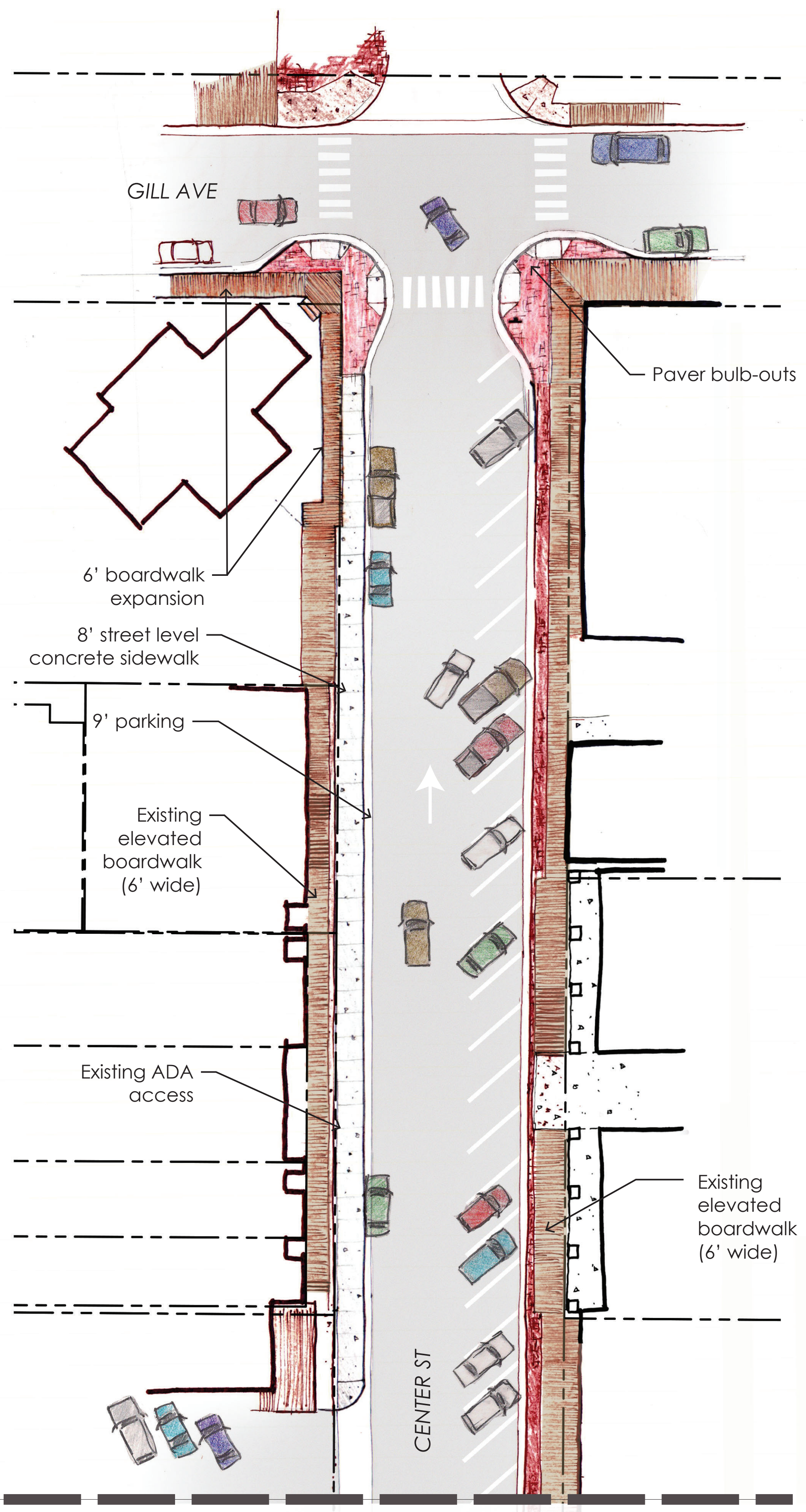
- Conceptual Plans (existing and proposed)
- Chamber of Commerce Presentation, January 8, 2021: [Video Link](#)
- Public Outreach (January 8, February 24)
- Public Comment

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

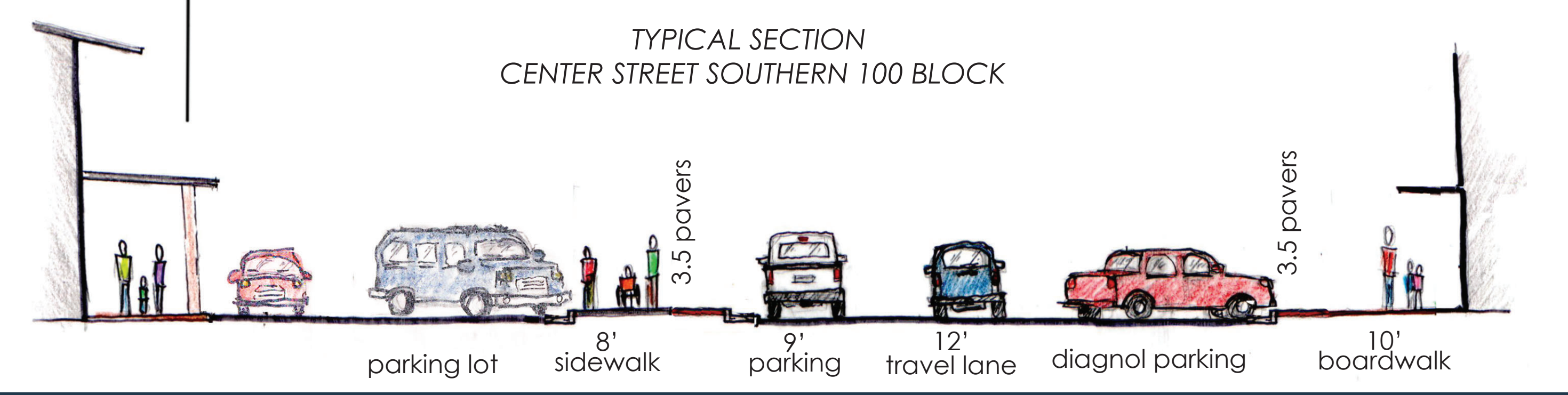
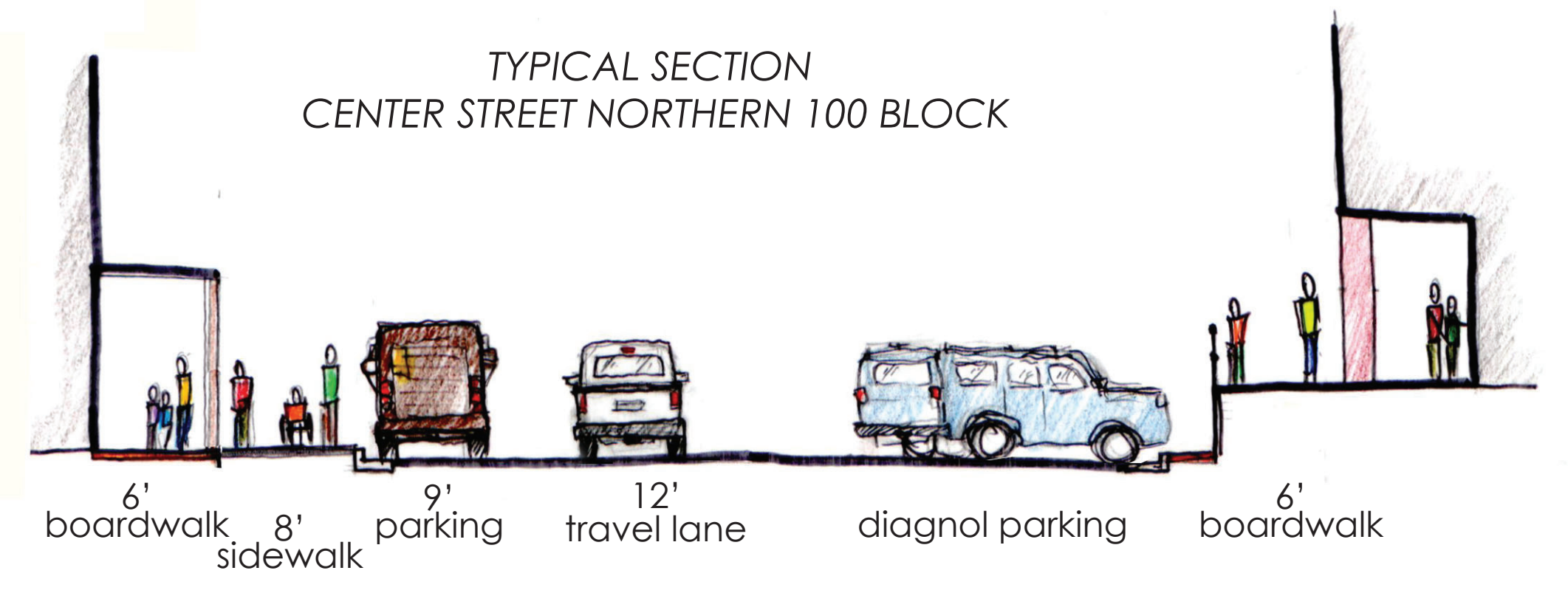
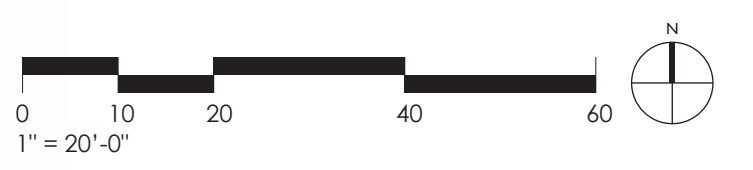
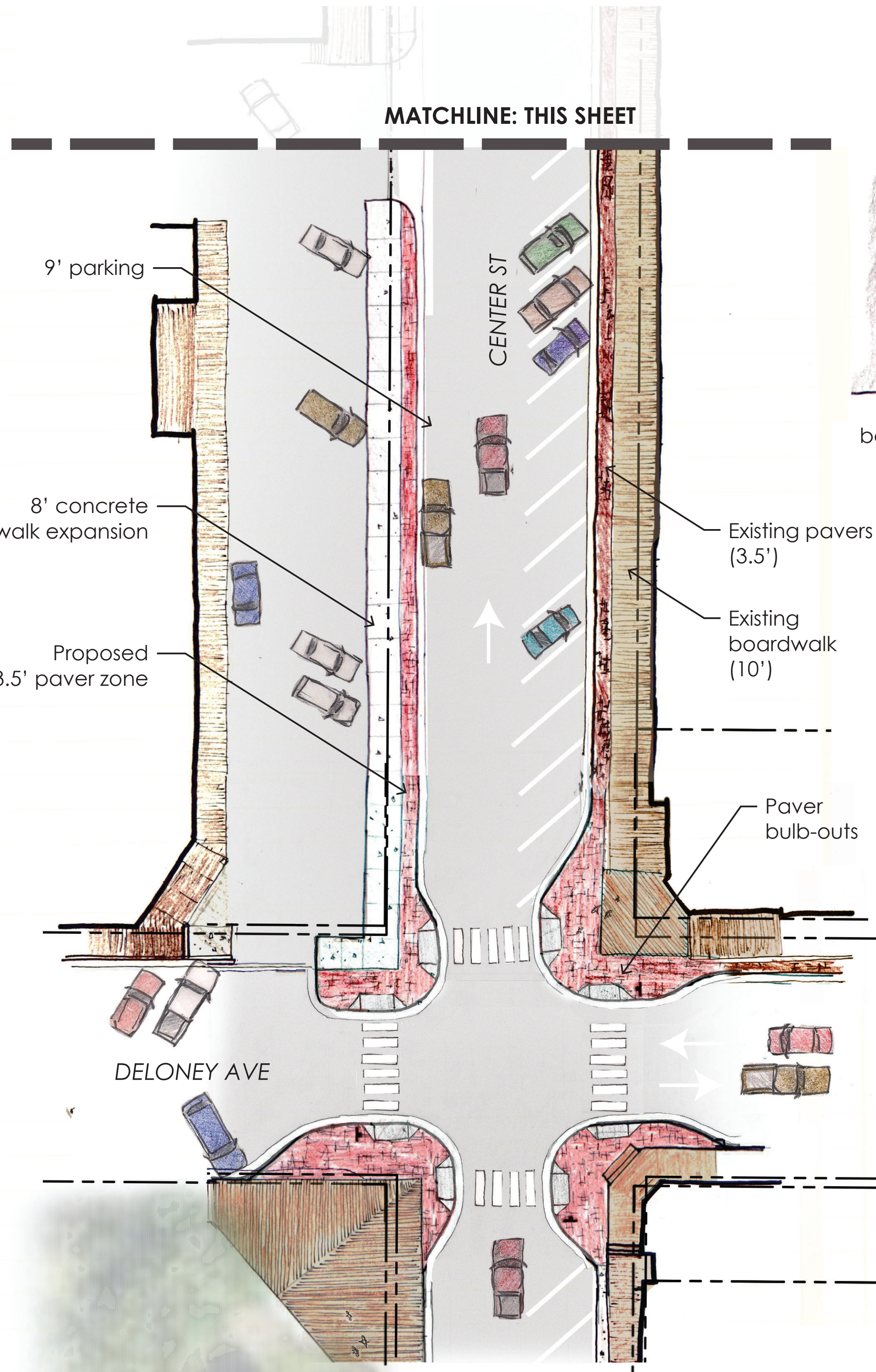
I move to approve the Downtown Pedestrian Improvement Project conceptual plans as amended and direct staff to take the concept to final design.







MATCHLINE: THIS SHEET





**PEDESTRIAN UPDATES TO DELONEY & CENTER |
INPUT FROM CHAMBER & DOWNTOWN BUSINESSES
JANUARY 8, 2021**

- **RICK HOWE:** Can we get non-slick pads added to streets to prevent slipping in the winter?
- **JEFF ROUSCH w/ WY OUTFITTERS:** If we're trying to increase pedestrian traffic, we need more restrooms. One of the biggest comments we get is the need for closer and more restrooms. We also need lighting, on the N. end of Center and everywhere to make it well-lighted. Is there a bridge or tunnel to increase pedestrian safety? Is that a possibility?
- **JAMIE LAVENSTEIN:** We should be spending our dollars where customers are asking for it. Can we put in a restroom right behind the stage stop? There is not enough lighting downtown. People step off curbs without knowing it, we need more lighting. Our priority is keeping parking. Over the summer, the RVs and issues with the one-way were bad. The idea of a pedestrian mall all the time. We need space for people to move, ADA, absolutely. There are no restaurants on S. Center Street, so tables are not needed there. Let's keep Jackson western, friendly, maintain it, let's not change it to downtown California. I do understand ADA.
- **CAROLINE HINES:** Umpteen times a day, people ask for restrooms. Anyone who is elderly or handicapped can't get down the steep steps, especially in winter. The five stairs down need to be updated for ADA compliance. Parking is a massive issue. We did a survey in the store all summer, and people could not find a place to park. If you want it to be a good pedestrian district, we do want people to park there as long as they like. People understand feeding parking meters throughout the day. There are cute animal-looking parking meters if we need them to fit our western character. We've heard rumors that the building where Belle Cose is will be demolished. How will construction be handled? When you did the one-way last year, the stagecoach didn't have a good path—it had to go on Broadway and traffic was completely backed-up. I think what the town isn't looking at, is that when you funnel people to the parking lot, you're actually taking them away from downtown. It didn't work. I'd rather lose a couple parking places than have a one-way street. I hope the town makes this a huge public opinion matter and not just sit in the Council. Everyone who comes in wants their opinion to be heard. You need to hold public meetings. People picked up the tables and put them in the park. No one wanted to sit on the asphalt. I would rather see space taken from Town Square than space taken

from the street meaning it needed to be one-way.

- **COREY MILLIGAN:** Thank you for the simple changes that I think would enhance the quality of experience on the Town Square. As a concerned citizen. We concerned citizens are barely even asked about things on the square –seems like only business owners are asked. From a business owners' viewpoint, I thought the one-way on Center Street was fine. This summer, we killed it, business wasn't hurt at all. If our business is hurting, I don't think it has to do with the one-way on Center. RVs and pedestrians don't do well together, so RVs should not be driving downtown. Anywhere we look where pedestrian experiences are enhanced are the best places to open stores. The higher the quality of the pedestrian experience, the higher the quality of the retail. These few, simple changes won't have a huge impact on what already exists. Change is a scary thing, but this is not a revolution in any way.
- **DENASHA ANDERSON:** If we are cutting budgets, where is the funding coming from?
- **ANNA OLSON:** I want to formally request that the discussion of restrooms downtown needs to be put on a workshop agenda. Lighting and difference of opinion about what lights work and don't. Stairs at one of the main corners of Town Square will not work. I'm sure there is a solution to ADA on the NW corner.
- **CHAD REPINSKI:** The more pedestrian the better. Bathrooms are a legitimate concern. Modern solutions exist.

INPUT RECEIVED BY EMAIL WHEN COMMUNITY PRESENTATION WAS ANNOUNCED

- **RICK & VICKI BICKNER (MOO'S ICE CREAM):** I'm opposed to the one way on center street. The portion from wells fargo to Gill that portion that was taken out for covid was never used instead they use and have always used the private driveway of Moo's Gourmet and Mountain Trail Galleries. Now that the motel sets across from that taking away the parking out front will create kous in the street. Leave it as is please.
- **JIM WALLACE:** Please accept these considerations for development, modification & construction of said subject:
 - * Our sidewalks are snow/ice covered for seven or more months each year.
 - * Less heated sidewalks, there are no practical ways to provide a safe walking surface.
 - * Overhead Coverings of sidewalks, like those which surround the Town Square, appears to be the best presently known & cost-effective design to provide safe pedestrian walkways.
 - * The Town, in union with Age Friendly JH, have placed ski pole & hand flags at intersections.
 - * Highly visible crosswalk signage greatly aids safe pedestrian traffic.
 - * These are Practical & cost effective remedies to hazards pedestrian confront.
 - * Four foot wide sidewalks are ample.
 - * Sidewalks should abut the street curb. [Lawn & tree strips are nice - for looks & dogs only.]
 - * Wheelchair on/off loading on hard surface next to vehicle is critical; for Disabilities, too. Thank you for receipt and considerations.

- Bikenskis@aol.com: Stop making the streets narrower and taking parking away!!

FEBRUARY 24, 2021 COMMUNITY PRESENTATION | 36 PARTICIPANTS TOTAL

- **GERARD:** People come to Jackson for the Town Square. Why would we be doing improvements around Town Square? The one-way over the summer was good and I don't understand why there would be more changes. Do not hurt the visibility of the square.
- **MICHAEL SCHROTZ:** Follow the bulb outs and curve it even a little more. Near New West Knives, it's impossible to get from the street to New West. Is it possible to put a ramp there? Consider traffic flow on Center Street next to the park. The one-way on Center increases traffic on Deloney. Keep two-way traffic there. Moving people from Home Ranch, consider the use of alleys to move people increase the opening for businesses back there and moving people to bathrooms. There's an alley between Center and the block –moving people around Town with less grade around Town.
- **KATY WITZ (EMPLOYEE AT HIDEOUT LEATHER):** Born and raised here and worked at downtown businesses for many years. What will snow removal take, and how will wear and tear on the improvements be dealt with? Will there be designated ADA parking? People didn't like having picnic tables in the road. Why not put them in Town Square park? People like to park right on Town Square and that's unique to our Town. The one-way last year was a cluster and confused tourists. There is such a bigger population we should be considering.
- **JIM WILCOX:** I don't understand how we don't lose parking. When we lose parking, we lose people that go to the next Town where they can park. An ADA ramp up from Home Ranch might be an impossibility. What is the advantage of bulb outs?
- **TIM WOODS:** Do you have a ballpark figure for the cost of this project?
- **NIKKI GILL:** Landlord and restaurant owner. I'm a little worried about extending the area where people feel comfortable in the places that people are taking a lot of pictures. Consider safety that people don't encroach more. The one-way street on Center really inhibited traffic flow. Parking is a huge asset for downtown tenets and owners, and we hope we trust this process and not actually lose parking. Some businesses have felt out of some of these decisions. Council members should sit down with them, go to their businesses and realize we're all wanting to maintain Jackson's heart and character.

- **SEADAR DAVIS:** As someone with family members and friends in wheelchairs and Center streets as actually been a bit scary sometimes for community members with mobility issues. There's a lot this town needs to do to improve accessibility.
- **BECKY ZAIST (HEAD OF SENIOR CENTER & AGE FRIENDLY JH):** I was pleased with Seadar's comments and would like to echo that it is exciting to see the efforts being made to make our community more accessible. Thanks for all your work!
- **JAIME FROM HIDEOUT LEATHER:** I want to be mindful of ADA. I want so aware of people that come to Jackson. Once you get onto a one-way street you end up down two blocks. I like the idea of using alleys –that's an innovative idea and I think it's great. No tables on Center Street again where there are no

EMAIL LIST:

Karen Saner sanerent@gmail.com (send recording)

Crystal Kofoed: crystalkofoed@gmail.com

Michael Schrotz: lionschrotz@bresnan.net

Thibaud Sanchez: thijack1@gmail.com

Quent Cordair: qcordair@gmail.com

Jeanne Carruth: jeanne@crystalcreekcapital.com

Seadar Rose Davis: seadar@cultivateability.org

Nikki Gill: nikki@jherefordranch.com

Sheri: HQ@onyxandantler.com

Hideout: Hideoutleathers@gmail.com

Graham Kotten: grahamk@verticalharvestfarms.com

Jessica Gill: jessica@jherefordranch.com

From: [Joan Anzelmo](#)
To: [Johnny Ziem](#)
Cc: [Floren Poliseo](#)
Subject: ADA concerns re Center St. and Deloney
Date: Friday, February 26, 2021 3:41:32 PM

Hi,

I just noticed you are having a meeting tonight via zoom at 6pm. I am unable to attend and so am writing to offer my comments.

I have lived in Jackson since 1995. I live north of town. I am physically disabled. Increasingly I have stopped coming into town and Town Square because it is impossible for me to find handicapped parking or close in parking.

Before Covid, I used to go to a hair salon on Center and have shopped at Scandia Down for years and used the downtown branch of Wells Fargo until it closed on Center. And while the bank was open there was no handicapped parking!

I also like to shop at Belle Cose and other Town Square shops and before Covid I went to restaurants on occasion around Town Square.

To make matters worse, the Deloney parking lot has been turned over to construction workers. I used to park there to access nearby businesses but that lot and the adjacent streets are full of contractor vehicles.

Increasingly all the changes you are making have driven me to shop online or only go to stores with good parking. It is very discouraging to see the push to turn streets into pedestrian and bike areas only and make those of us who can't walk long distances, use assistive devices and NEED to drive and park our cars feel very unwelcome.

Being able to drive is one of the last ways a physically disabled person can remain independent.

I hope you remember that not everyone can walk or ride a bike.

I would like to be able to again enjoy coming into downtown and shop, run errands or enjoy restaurants post Covid at some point.

I urge you to add more handicapped spaces and enforce violators who use them illegally.

Thank you for your consideration.

Joan Anzelmo

February 10, 2021

To Whom It May Concern:

Thank you for your time and we greatly appreciate you reading our most honest, heartfelt letter regarding our experience of owning a Heritage Store on the Town Square for 50+ years. As longtime business owners, we have some serious concerns regarding the proposed changes to the Town Square as it exists today. It is our desire to maintain the character and historical value of the Town Square; as it is a special place and should remain so. In addition, during this pandemic era, we are all experiencing financial distress in our businesses. We are asking to please not add to our difficulties as a running store front by taking away, changing, removing, customer opportunities that affect our livelihood.

To that end, we have numerous concerns and suggestions which we outline below. We look forward to a productive and open dialogue with members of the Town Council and Town Planners, as well as the community at large.

Town Council Meeting on Center Street changes

1. Maintaining a sense of historic preservation, local presence, community charm and population schedule per square foot of pavement is part of what separates us from many monuments and western towns. - there is an inherent filter. We, specifically at the Club House, and several other indicated fronts, have National Historic Plaques and designation. It is imperative that we treat the Town Square as a special place that allows locals and visitors the ability drive up, park, get out, explore and enjoy at their leisure.

1. During summer/winter Festivals when Center Street becomes a Pedestrian-mall cluster. Business sales are negatively impacted on average >50% when the street is closed and parking is gone. Misguided mentions from community members state: "that these changes might increase traffic/sales to local businesses." In our combined 50yr+ experience as LOCAL Business Owners, this statement by popular belief is incorrect.

2. We participate and **encourage**, and welcome the causes i.e.: HISTORIC Antler Fest, Old West Days, Local Farmers Market & Fall Arts Festival, Old Bill's Fun Run, Jackson's Youth, Social groups, and Nonprofit efforts. These are temporary impacts to the Town Square that businesses absorb; but permanent changes reducing accessibility would render the reduction in sales unsustainable.

3. Converted previously auto-accessible walking malls boast an 89% rate of failure. This is a HUGE NUMBER we as a Community are overlooking. Most have been removed or repurposed potentially wasting future community funding. Only 11% have been successful – due to proximity to a University (Boulder, CO) or a beach as in the cases of Miami and Santa Monica (Judge, Cole, 2019).

4. Loss of direct Town Square parking on Center Street threatens the accessibility that represents classic town centers like Jackson, Pinedale and Cody; unlike Vail, Aspen, & Beaver Creek. Aside from locals maintaining access, front-side parking on both sides maintains direct access for those who are 1) limited physically 2) limited temporarily 3) elderly 4) the shoppers looking for quick in and out experience who value front row store parking. (front side parking)

5. Concrete Bulb Out's and Pavers added to the corners of Town Square will be neither Historic or practical to snow removal and traffic flow.

6. Center Street's experimental one way roadway system implemented last year complicated the user friendly parking setup of the iconic town square. 4-Narrowing the streets (or removing directional movement) is alienating for local traffic, and those with time/physical limitations, as are the grids of small towns that limit auto-access. At present, buses/tours are the most adept at the impending 'grid', and Jackson has famously been a place that indiscriminately welcomes All to Big, Wonderful, Wyoming.
7. If picnic tables are brought back, they should go in the Town Square Park. Reports indicate that individuals moved tables into the park for shade and privacy, as sitting on pavement was exposed, affected by vehicles, and incongruent to 'eating at a park'.
8. And last but perhaps the most important is the changing face of local businesses to sustain their businesses during the Covid-19 Pandemic. Many businesses have changed their platforms to curb-side pickup and front side parking is critical to keeping these customers. Many will not park in the public lots and walk the 2 blocks. We must keep shopping accessible and convenient in order to survive at this time. PPP loans and business grants are not enough. We need the full support of our town councilors to keep Jackson as thriving as possible in this uncertain time and unknown timeline for "back to normal."

We appreciate your thoughtful consideration of Jackson's grassroots-businesses, long standing business owners and local voices. We all deserve and need our input to be heard and valued, as we are a huge part of regional monument representation for travelers. Beyond architectural features, or inspiration from other town centers, we are a special location and flow which makes Jackson- Jackson. This is likely the only place in the county that experiences 'bustle', and we are so grateful to be a part of the most ICONIC LOCATION South of the Tetons. Just as we are. Jackson is loved dearly by its customers and we always love when: Our Most Dedicated Consumers worldwide and Local say, "don't go changing."

Sincerely,

Jamie Lavenstein

Hide Out Leathers

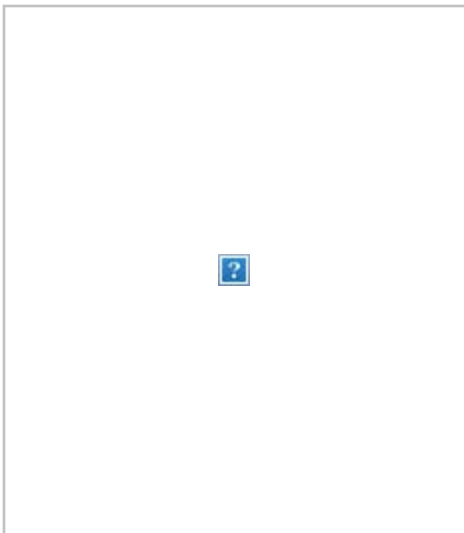
President for 48 long, hard, fun, incredible years on the Town Square.

From: [Anna Olson](#)
To: [Johnny Ziem](#); [Susan Scarlata](#); [Hailey Morton Levinson](#)
Cc: [Rick Howe](#); [Britney Magleby](#)
Subject: Follow Up Notes: Downtown Pedestrian Project Meeting
Date: Sunday, January 10, 2021 1:51:55 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.jpg](#)

Dear Town Staff and Mayor Morton Levinson

I thought it would be helpful to summarize my notes from the meeting on Friday. I have had some good follow up feedback from Fine Dining Group and Mtn Trails Gallery they are in support of the considerations for extended side walks. I will ask them to follow up directly with staff if they can for the record. We are grateful for this timely meeting and content and look forward to the town workshop which will hopefully take into account this feedback. I am still unclear how the town intends to proceed (or not) regarding parklets for 2021. If that could also make an agenda so planning if needed can be achieved.

1. We had 29 participants – mostly businesses in the area discussed
2. On behalf of the business community we are asking restroom construction to be considered in a town workshop as soon as schedule allows. As the flex space is designed, single or double space type restrooms could be added. With clear signage to further options off the square. Due to the nature of the need, we would suggest a solution that takes into account the four corners of the square or at least NE, NW, and SW by the Stage Stop Building. The samples in this story from SFO, London, San Antonio or Toronto could easily fit in our spaces either inside the square on the corners or in the public right of way that might be a parking space now? im sure they can be designed to fit our brand. <https://www.thetravel.com/20-places-tourists-actually-need-to-pay-to-use-the-washroom/>
3. General consensus with only one strong dissent of the flex space project was shared.
4. Concern for flow of traffic with one way. One store wants to return to 2 way on Center by the square.
5. NE corner by New West Knives, design a solution that makes the corner ADA. One suggestion could be flex that sidewalk width (instead of west side), put the diagonal parking on the west side of the road and single space on the east. Have sidewalk with ADA ramp from road to walkway.
6. Design chairs tables with shade or purchase ones that work on grass and place these amenities in the square not on the sidewalk
7. What about the shoot out location? – it would shut two one way streets off.
8. What about the stagecoach route? Can we please meet with the outfitter and get their input. This has large impacts on summer traffic and flow. We want it to continue and it needs consideration
9. New bulb outs be designed for ADA (and childrens strollers) with friction pads for winter.
10. Complete lighting along Center to Broadway, more in winter.



From: Johnny Ziem <jziem@jacksonwy.gov>

Sent: Friday, January 8, 2021 8:50 AM

To: Britney Magleby <britney@jacksonholechamber.com>; Anna Olson
<anna@jacksonholechamber.com>; Susan Scarlata <SScarlata@jacksonwy.gov>

Subject: RE: Downtown Pedestrian Project Meeting

Thank you Britney!

THANK YOU!

Johnny Ziem

Assistant Public Works Director

Wastewater Manager

Town of Jackson, WY

(o) 307-733-3079 ext. 1402

(c) 307-413-0591

GPS-Logo2



From: Britney Magleby <britney@jacksonholechamber.com>

Sent: Friday, January 8, 2021 8:38 AM

To: Anna Olson <anna@jacksonholechamber.com>; Johnny Ziem <jziem@jacksonwy.gov>; Susan Scarlata <SScarlata@jacksonwy.gov>

Subject: FW: Downtown Pedestrian Project Meeting

Hi all,

I'm forwarding the below email that I received from Carolyn Hines (Hines Goldsmith) in preparation for the meeting this morning.

I'm not going to say much in response – I'll just let her know that my role is simply to connect the two parties and I've forwarded her email to The Town.

See you in just a moment!

BRITNEY MAGLEBY

Director of Events



307.201.2309

Jackson Hole Chamber of Commerce

PO Box 550 // 260A W Broadway

Jackson, WY 83001

jacksonholechamber.com

From: carolyn hines-gold.com <carolyn@hines-gold.com>

Sent: Thursday, January 7, 2021 5:06 PM

To: Britney Magleby <britney@jacksonholechamber.com>

Subject: Re: Downtown Pedestrian Project Meeting

Hi Britney;

This is in regards to the Town's proposal to once again completely disrupt the Center Street flow of traffic and turn it into a one-way street--permanently! This absolutely should NOT be an issue that the Town Council should be able to approve without having lengthy discussions with the residents of this Town, landlords and business owners and get their approval. This important decision impacts many, many facets of everyone's life and business.

Last summer for approximately a month we had a petition on our sales counter called "Petition to Halt Town Square Project" which meant narrowing the street and creating the one-way street. We ask customers in my store what their opinion of the "one-way" street was, consequently I have attached the three pages of this petition. Look closely at the public comments! Last summers "reasoning" by the Town Council was under the auspices of COVID but it was obvious this was only the beginning of a long battle to either take away the parking

permanently and make it a "walking mall", or to permanently make the street a one-way.

Someone has obviously already spent time and money putting together this new "plan" before talking to us merchants or the residents of Jackson. Having spent 50 years being a merchant on the Town Square I believe there are many other issues that need to be addressed that are far more important.

Our question to the Town Council--What will be the End Benefit, or what will be the Gain, to the Town of Jackson or to our Businesses?

First of all, what will be the **final cost in time, labor and materials** to change two blocks of the downtown per your proposal, which is:

1. Rebuild boardwalks 10 feet wide {are you trying to drive a car down these or what--10 feet wide??}
2. Install 3.5 feet of pavers all along the edge of the boardwalks {basically it boils down to 13 feet of walkway!}
3. Building 8 "bulb outs"
4. Adding 8 feet of concrete

And, exactly WHEN would all of this construction BEGIN and END and HOW MUCH BUSINESS WILL WE LOSE {AGAIN}? Is the Town of Jackson going to reimburse us for lost business? The Chamber and the Town Council have nothing to lose, but the businesses that have been here for years and years are definitely going to be hurt.

The issues that the Chamber and Town Council should be **Addressing, and Spending Money on**, are:

1. A Public Bathroom in the Town Square! How about right behind the Stage Stop Building? Your idea of a public bathroom a block off of the downtown is a joke for elderly people, people with children, and just in general.
2. **MORE PARKING!!!!** Your ridiculous idea of building a parking structure 4-5 blocks from the downtown was never for the public or the merchants, it services the Art Center--period! We have lost so much parking in the last 3 years thanks to that hotel that it is a grueling thought to come to work. We don't have a nice convenient plowed parking lot like the Town Council members do--we have to walk blocks in the weather and in the dark to get to our cars. And now there is going to be more disruptive construction between Broadway and Deloney {behind Center Street all the way down the alley} and more business coming in so what is your answer to the dire parking situation downtown??
3. We need much better lighting in the town park and on the side streets.
4. I'm wondering if this town is compliant with the American Disabilities Act because right north of my front door are two stairs, and then there are four stairs down to the street--

no ramps for the handicapped. Also, at the end of the boardwalk on Delony there are 5-6 very steep stairs, and those are on the way to the "Public" bathrooms. I know of one handicap parking space on Center Street--how many are there in the downtown area?

5. Let's consider parking meters! The public is hard-wired to parking meters and would rather feed a meter than have to worry about moving their car. Once our customers get in a car to move it we have lost them and any potential sales.

Our downtown area is wonderful, customers love it! It's quaint, it has beautiful quality stores. The only complaint I ever hear about is about parking. WHY do you people think you need to waste money and unnecessarily "fix it", or change anything about the downtown area? This isn't a big city, we don't want a "city-feel". People come here because Jackson has a charm of its own.

Thank You,

Carolyn Hines, and the rest of us merchants on Center Street

From: Britney Magleby

Sent: Wednesday, December 30, 2020 12:32 PM

To: Britney Magleby <britney@jacksonholechamber.com>; fish@snakeriverangler.com <fish@snakeriverangler.com>; teamjh@c21jh.com <teamjh@c21jh.com>; erin@genevievecateringjh.com <erin@genevievecateringjh.com>; Altamira Fine Art <connect@altamiraart.com>; info@tetontiger.com <info@tetontiger.com>; Brandi Wilson <jacksonholetoystore@gmail.com>; Adrienne Iannone <adrienne@heatherjames.com>; aadamson@scandiahome.com <aadamson@scandiahome.com>; Erik Dombroski <edombroski@yarrowgroup.com>; Pam Clark <pam.clark@thecloudveil.com>; fred@genevievejh.com <fred@genevievejh.com>; josh@genevievejh.com <josh@genevievejh.com>; Mountain Trails Gallery <fineart@mtntrails.net>; Wyatt.H.Ison@wellsfargo.com <Wyatt.H.Ison@wellsfargo.com>; Allison Liljestrom <allison@newwestfineart.com>; Margot Weber <margot@newwestknifeworks.com>; Corey Milligan <corey@newwestknifeworks.com>; carolyn@hines-gold.com <carolyn@hines-gold.com>; kelly@cabinandcompany.com <kelly@cabinandcompany.com>; tom@cabinandcompany.com <tom@cabinandcompany.com>; Mark Wilcox <mark@9cloudwebworks.com>; Larry.Hartenstein@jacksonhole.com <Larry.Hartenstein@jacksonhole.com>; hideoutleathers@gmail.com <hideoutleathers@gmail.com>; sarkes@sitkafurgallery.com <sarkes@sitkafurgallery.com>; akfurgalleryjh@gmail.com <akfurgalleryjh@gmail.com>; info@wyoming-outfitters.com <info@wyoming-outfitters.com>; Jeff Roush <jroush@wyoming-outfitters.com>; holleea@gmail.com <holleea@gmail.com>; randolph@jdhcooutfitters.com <randolph@jdhcooutfitters.com>; kevin@bellecose.com <kevin@bellecose.com>
Cc: j.holbrook@thecloudveil.com <j.holbrook@thecloudveil.com>
Subject: Downtown Pedestrian Project Meeting

When: Friday, January 8, 2021 9:00 AM-10:00 AM.

Where: Zoom

Good afternoon Center Street Businesses,

The Town would like to host a meeting next Friday, the 8th, at 9 AM regarding their Downtown Pedestrian Improvement Project. If you're receiving this email, the project will likely direct impact your business / store front, and they'd like to get your feedback before presenting concepts and ideas to Town Council. This project is scheduled to be designed in FY21 and may be constructed as early as next year.

Register [here](#).

The Chamber is simply helping in contacting businesses and setting up this meeting. We ask that you please register in advance so we know who is in attendance. Once in the meeting, all participants will be able to provide comments and feedback in an open dialogue.

I'm attaching map drawings provided by the Town. Feel free to take a look prior to the meeting. Finally, if I missed anyone, please feel free to send them the link above to join.

Hope to see everyone next Friday,
Britney Magleby

From: [Britney Magleby](#)
To: [Anna Olson](#); [Johnny Ziem](#); [Susan Scarlata](#)
Subject: FW: Downtown Pedestrian Project Meeting
Date: Friday, January 8, 2021 8:37:59 AM
Attachments: [image002.jpg](#)
[IMG_20201231_0001.pdf](#)
[IMG_20201231_0002.pdf](#)
[IMG_20201231_0003.pdf](#)

Hi all,

I'm forwarding the below email that I received from Carolyn Hines (Hines Goldsmith) in preparation for the meeting this morning.

I'm not going to say much in response – I'll just let her know that my role is simply to connect the two parties and I've forwarded her email to The Town.

See you in just a moment!

BRITNEY MAGLEBY

Director of Events



307.201.2309

Jackson Hole Chamber of Commerce

PO Box 550 // 260A W Broadway

Jackson, WY 83001

jacksonholechamber.com

From: carolyn hines-gold.com <carolyn@hines-gold.com>

Sent: Thursday, January 7, 2021 5:06 PM

To: Britney Magleby <britney@jacksonholechamber.com>

Subject: Re: Downtown Pedestrian Project Meeting

Hi Britney;

This is in regards to the Town's proposal to once again completely disrupt the Center Street flow of traffic and turn it into a one-way street--permanently! This absolutely should NOT be an issue that the Town Council should be able to approve without having lengthy discussions with the residents of this Town, landlords and business owners and get their approval. This important decision impacts many, many facets of everyone's life and business.

Last summer for approximately a month we had a petition on our sales counter called "Petition to Halt Town Square Project" which meant narrowing the street and creating the one-way street. We ask customers in my store what their opinion of the "one-way" street was, consequently I have attached the three pages of this petition. Look closely at the public

comments! Last summers "reasoning" by the Town Council was under the auspices of COVID but it was obvious this was only the beginning of a long battle to either take away the parking permanently and make it a "walking mall", or to permanently make the street a one-way.

Someone has obviously already spent time and money putting together this new "plan" before talking to us merchants or the residents of Jackson. Having spent 50 years being a merchant on the Town Square I believe there are many other issues that need to be addressed that are far more important.

Our question to the Town Council--What will be the End Benefit, or what will be the Gain, to the Town of Jackson or to our Businesses?

First of all, what will be the **final cost in time, labor and materials** to change two blocks of the downtown per your proposal, which is:

1. Rebuild boardwalks 10 feet wide {are you trying to drive a car down these or what--10 feet wide??}
2. Install 3.5 feet of pavers all along the edge of the boardwalks {basically it boils down to 13 feet of walkway!}
3. Building 8 "bulb outs"
4. Adding 8 feet of concrete

And, exactly WHEN would all of this construction BEGIN and END and HOW MUCH BUSINESS WILL WE LOSE {AGAIN}? Is the Town of Jackson going to reimburse us for lost business? The Chamber and the Town Council have nothing to lose, but the businesses that have been here for years and years are definitely going to be hurt.

The issues that the Chamber and Town Council should be **Addressing, and Spending Money on**, are:

1. A Public Bathroom in the Town Square! How about right behind the Stage Stop Building? Your idea of a public bathroom a block off of the downtown is a joke for elderly people, people with children, and just in general.
2. **MORE PARKING!!!!** Your ridiculous idea of building a parking structure 4-5 blocks from the downtown was never for the public or the merchants, it services the Art Center--period! We have lost so much parking in the last 3 years thanks to that hotel that it is a grueling thought to come to work. We don't have a nice convenient plowed parking lot like the Town Council members do--we have to walk blocks in the weather and in the dark to get to our cars. And now there is going to be more disruptive construction between Broadway and Deloney {behind Center Street all the way down the alley} and more business coming in so what is your answer to the dire parking situation downtown??
3. We need much better lighting in the town park and on the side streets.

4. I'm wondering if this town is compliant with the American Disabilities Act because right north of my front door are two stairs, and then there are four stairs down to the street--no ramps for the handicapped. Also, at the end of the boardwalk on Delony there are 5-6 very steep stairs, and those are on the way to the "Public" bathrooms. I know of one handicap parking space on Center Street--how many are there in the downtown area?
5. Let's consider parking meters! The public is hard-wired to parking meters and would rather feed a meter than have to worry about moving their car. Once our customers get in a car to move it we have lost them and any potential sales.

Our downtown area is wonderful, customers love it! It's quaint, it has beautiful quality stores. The only complaint I ever hear about is about parking. WHY do you people think you need to waste money and unnecessarily "fix it", or change anything about the downtown area? This isn't a big city, we don't want a "city-feel". People come here because Jackson has a charm of its own.

Thank You,

Carolyn Hines, and the rest of us merchants on Center Street

From: Britney Magleby

Sent: Wednesday, December 30, 2020 12:32 PM

To: Britney Magleby <britney@jacksonholechamber.com>; fish@snakeriverangler.com <fish@snakeriverangler.com>; teamjh@c21jh.com <teamjh@c21jh.com>; erin@genevievecateringjh.com <erin@genevievecateringjh.com>; Altamira Fine Art <connect@altamiraart.com>; info@tetontiger.com <info@tetontiger.com>; Brandi Wilson <jacksonholetoystore@gmail.com>; Adrienne Iannone <adrienne@heatherjames.com>; aadamson@scandiahome.com <aadamson@scandiahome.com>; Erik Dombroski <edombroski@yarrowgroup.com>; Pam Clark <pam.clark@thecloudveil.com>; fred@genevievejh.com <fred@genevievejh.com>; josh@genevievejh.com <josh@genevievejh.com>; Mountain Trails Gallery <fineart@mtntrails.net>; Wyatt.H.Ison@wellsfargo.com <Wyatt.H.Ison@wellsfargo.com>; Allison Liljestrom <allison@newwestfineart.com>; Margot Weber <margot@newwestknifeworks.com>; Corey Milligan <corey@newwestknifeworks.com>; carolyn@hines-gold.com <carolyn@hines-gold.com>; kelly@cabinandcompany.com <kelly@cabinandcompany.com>; tom@cabinandcompany.com <tom@cabinandcompany.com>; Mark Wilcox <mark@9cloudwebworks.com>; Larry.Hartenstein@jacksonhole.com <Larry.Hartenstein@jacksonhole.com>; hideoutleathers@gmail.com <hideoutleathers@gmail.com>; sarkes@sitkafurgallery.com <sarkes@sitkafurgallery.com>; akfurgalleryjh@gmail.com <akfurgalleryjh@gmail.com>; info@wyoming-outfitters.com <info@wyoming-outfitters.com>; Jeff Roush <jroush@wyoming-outfitters.com>; holleea@gmail.com <holleea@gmail.com>; randolph@jdhcooutfitters.com

<randolph@jdhcooutfitters.com>; kevin@bellecose.com <kevin@bellecose.com>

Cc: j.holbrook@thecloudveil.com <j.holbrook@thecloudveil.com>

Subject: Downtown Pedestrian Project Meeting

When: Friday, January 8, 2021 9:00 AM-10:00 AM.

Where: Zoom

Good afternoon Center Street Businesses,

The Town would like to host a meeting next Friday, the 8th, at 9 AM regarding their Downtown Pedestrian Improvement Project. If you're receiving this email, the project will likely direct impact your business / store front, and they'd like to get your feedback before presenting concepts and ideas to Town Council. This project is scheduled to be designed in FY21 and may be constructed as early as next year.

Register [here](#).

The Chamber is simply helping in contacting businesses and setting up this meeting. We ask that you please register in advance so we know who is in attendance. Once in the meeting, all participants will be able to provide comments and feedback in an open dialogue.

I'm attaching map drawings provided by the Town. Feel free to take a look prior to the meeting. Finally, if I missed anyone, please feel free to send them the link above to join.

Hope to see everyone next Friday,
Britney Magleby

From: noreply@civicplus.com
To: [Johnny Ziem](#)
Subject: Online Form Submittal: Email Johnny Ziem
Date: Thursday, January 14, 2021 3:43:33 PM

If you are having problems viewing this HTML email, click to view a [Text version](#).

Email Johnny Ziem

Email Content:*

Your Name:*

Your Company Name:

Your Phone Number:

Your Email Address:*

Your City:

Your State:

Your Zip Code:

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:
<http://www.jacksonwy.gov/Admin/FormHistory.aspx?SID=2986>

The following form was submitted via your website: Email Johnny Ziem

Email Content:: Hi Johnny - I just saw the article in the news about your proposed pedestrian improvement project. This is exciting news as we were ramping up to present some findings we discovered to the town and private businesses as a partnership between Watershed Jackson and Teton Adaptive Sports.

Watershed Jackson is an organization focused on traumatic brain and spinal cord injury prevention and rehabilitation. My co-founder Hayden Hilke and I entertain athletes with spinal cord injuries annually at our fundraiser gala. We have noticed each time they visit that we have a hard time with mobility in the heart of our town.

Together with Teton Adaptive Sports new Director of Mission Joe Stone decided to take a look at our town and what improvements could be made regarding ADA updates. Joe is an adaptive athlete who is more mobile than most in his chair. We canvased the square together, as well as the 2 blocks off in each direction and came up with a list of simple fixes and more complex fixes.

I would love to share these findings with you and connect you with Joe, Hayden and myself to see if we can be of any support to your upcoming project.

Your Name:: Carli Lyon

Your Company Name:: Watershed Jackson

Your Phone Number:: 3074132848

Your Email Address:: watershedjackson@gmail.com

Your City:: Jackson

Your State:: WY

Your Zip Code:: 83001

Additional Information:

Form submitted on: 1/14/2021 3:43:26 PM

Submitted from IP Address: 184.167.16.55

Referrer Page: <https://www.jacksonwy.gov/171/Public-Works>

Form Address: <http://www.jacksonwy.gov/Forms.aspx?FID=139>

February 10, 2021

To Whom It May Concern:

Thank you for your time and we greatly appreciate you reading our most honest, heartfelt letter regarding our experience of owning a Heritage Store on the Town Square for 50+ years. As longtime business owners, we have some serious concerns regarding the proposed changes to the Town Square as it exists today. It is our desire to maintain the character and historical value of the Town Square; as it is a special place and should remain so. In addition, during this pandemic era, we are all experiencing financial distress in our businesses. We are asking to please not add to our difficulties as a running store front by taking away, changing, removing, customer opportunities that affect our livelihood.

To that end, we have numerous concerns and suggestions which we outline below. We look forward to a productive and open dialogue with members of the Town Council and Town Planners, as well as the community at large.

Town Council Meeting on Center Street changes

1. Maintaining a sense of historic preservation, local presence, community charm and population schedule per square foot of pavement is part of what separates us from many monuments and western towns. - there is an inherent filter. We, specifically at the Club House, and several other indicated fronts, have National Historic Plaques and designation. It is imperative that we treat the Town Square as a special place that allows locals and visitors the ability drive up, park, get out, explore and enjoy at their leisure.

- 1. During summer/winter Festivals when Center Street becomes a Pedestrian-mall cluster. Business sales are negatively impacted on average >50% when the street is closed and parking is gone. Misguided mentions from community members state: "that these changes might increase traffic/sales to local businesses." In our combined 50yr+ experience as LOCAL Business Owners, this statement by popular belief is incorrect.**

2. We participate and encourage, and welcome the causes i.e.: HISTORIC Antler Fest, Old West Days, Local Farmers Market & Fall Arts Festival, Old Bill's Fun Run, Jackson's Youth, Social groups, and Nonprofit efforts. These are temporary impacts to the Town Square that businesses absorb; but permanent changes reducing accessibility would render the reduction in sales unsustainable.

3. Converted previously auto-accessible walking malls boast an 89% rate of failure. This is a HUGE NUMBER we as a Community are overlooking. Most have been removed or repurposed potentially wasting future community funding. Only 11% have been successful – due to proximity to a University (Boulder, CO) or a beach as in the cases of Miami and Santa Monica (Judge, Cole, 2019).

4. Loss of direct Town Square parking on Center Street threatens the accessibility that represents classic town centers like Jackson, Pinedale and Cody; unlike Vail, Aspen, & Beaver Creek. Aside from locals maintaining access, front-side parking on both sides maintains direct access for those who are 1) limited physically 2) limited temporarily 3) elderly 4) the shoppers looking for quick in and out experience who value front row store parking. (front side parking)

5. Concrete Bulb Out's and Pavers added to the corners of Town Square will be neither Historic or practical to snow removal and traffic flow.

STAFF REPORT



Meeting Date:	March 15, 2021	Meeting Title:	Town Council Workshop
Submitting Department:	Administration	Presenter:	Roxanne Robinson
Agenda Item:	Council Liaison Assignments	Public Comment:	Yes

Purpose & Policy Considerations.

The Town Council historically assigns members to serve as liaisons to various Joint Powers Boards, Commissions, Advisory Committees, and outside agencies.

Requested Action.

Staff requests Council discuss the liaison list and determine what assignments work for them.

Recommendations.

Staff recommends Council discuss the liaison list and determine what assignments work for them.

Background.

The Town Council historically assigns members to serve as liaisons to various Joint Powers Boards, Commissions, Advisory Committees, and outside agencies. These assignments are historically discussed annually at the Town Council retreat. The Council asked this year to place the issue on a workshop agenda to discuss assignments and Council was asked to contact Roxanne Robinson if they wanted to identify preferences they had. Councilor Jorgensen responded with his preferences. The attached worksheet shows the various groups and the current assignment roles as well as Councilor Jorgensen's preferences for assignments. An additional attachment shows some basic information about the groups where it is known. As noted at the retreat, the role of a liaison is to:

- Attend meetings of assigned groups and remain informed of issues affecting that group
- Share pertinent information with Council

A liaison does not:

- Represent Council's opinion or position unless a vote of Council has been taken

Analysis.

A basic information sheet is attached to this staff report explaining a bit about each board. If the Council would like to review copies of Joint Powers Agreements and amendments to those agreements, please let staff know and we can forward that information to you.

Alternatives (Optional).

Comprehensive Plan & Priority Alignment.

In order for the Town Council to make informed decisions on issues in alignment with the Comprehensive Plan, awareness of the issues facing other groups and boards in the community is logical.

Fiscal Impact.

None.

Staff Impact.

Minimal. The Town Clerk will update the worksheet to create the final list of assignments for the Mayor and Council for 2021.

Attachments or Links.

2021 Worksheet and Liaison Group Basic Information.

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

After mutual agreement has been reached on which elected official is assigned to which group, a motion would be appropriate:

I move to approve the 2021 Liaison Assignments as discussed.

2021 WORKSHEET

Town of Jackson Liaison Assignments

	Mayor Muldoon	Jim Stanford	Hailey Morton Levinson	Jessica Chambers	Jim Rooks	Jonathan Schechter	Arne Jorgensen
1	START 2nd Thur at 1130am	Travel & Tourism Board 2nd Thur at 3pm	Housing Authority 1st Wed at 1pm (old library)			Airport Board 3rd Wed at 9am	<i>Would like to add START and TTB</i> Design Review Committee 2nd Wed at 530p <i>This board does not take much time, willing to keep given relationships</i>
2	Pathways Taskforce 1st Wed at 530pm	Parks & Recreation 2nd Thur at 5pm	Public Art Taskforce 3rd Thur at 8am			Energy Conservation Works 4th Wed at 9:30am @ LVE	Board of Examiners 2nd Tues at 430pm <i>This board does not take much time, willing to keep given relationships</i>
3	Housing Supply Board 2nd Tues 4:30p (old library)	Museum-Administrative meets as needed					Planning Commission 1st & 3rd Wed at 530pm <i>This board does not take much time, willing to keep given relationships</i>
1	Chamber of Commerce last Wed at Noon	InterAgency Breakfast (2) 4th Tues at 7am (Sept-May)	Systems of Care 3rd Thur at 9am			JH Air 1st Thur at 2pm	InterAgency Breakfast (1) 4th Tues at 7am (Sept-May) <i>Would like to keep if possible</i>
2		Historical Society & Museum Qtrly-Mar, Jun, Sep, Dec	TriPartite Bd - CSBG meets as needed			Human Services Council 4th Thur at 9am (Senior Ctr)	Fair Board 2nd Mon at 530pm <i>Willing to pass on to someone else but can keep as it does not take much time</i>
3		Board of Health (ToJ appoints 1 seat) meets 4th Tues of odd months				Integrated Solid Waste & Recycling (ISWR) 1st Thur at 3pm - EVEN mths	Emerg Management - LEPC 3rd Thur at 830am - ODD mths <i>Willing to pass on to someone</i>
4		Housing Trust 4th Wed at 4pm				St. John's Hospital Board 4th Thur at 4pm	Transportation Adv Com-TAC meets as needed <i>Not sure if it is needed, seems to be so staff driven</i>
LEGEND: Board Members are appointed by Town Other Community Boards, or appointed by County					Unassigned: School Board		

Council Liaisons & Board Appointments				
Board	Meeting Day and Time	Type of Board	Board Purpose	Councilor Role
Administrative Museum Board	Meets as needed	JPA	For joint Town/County funding for museum services to steward, interpret, preserve history, educate the public	2 voting members from Council - Previous members Bob Lenz & Jim Stanford
Airport Board	3rd Wed at 9:00AM	JPA	Operation of the airport	non-voting, observer
Board of Examiners	2nd Tues at 4:30PM	Town Appointed Board	Administer Contractor Licensing	non-voting, observer
Board of Health	4th Tues of Odd Months	County District Health Department	Promulgate rules and regs pertaining to the prevention of disease and promotion of health	non-voting, observer
Chamber of Commerce	Last Wed at Noon	NGO	Support and promote business interests in the community	non-voting, observer
Design Review Committee	2nd Wed at 5:30PM	Town Appointed Board	Advise and provide technical assistance to the Planning Director, Planning and Zoning Commission, board of Adjustment and Council in regards to design review	non-voting, observer
Local Emergency Planning Committee	3rd Thur at 8:30AM Odd mnths	Committee per WY Executive Order	Receiving hazardous materials facility reports, sharing with first responders, developing hazardous materials response plans and exercises.	participant
Energy Conservation Works	4th Wed at 9:30AM	JPA	Energy conservation and renewable energy	voting member
Fair Board	2nd Mon at 5:30PM	County Board	Produce and support the Teton County Fair	non-voting, observer
Housing Authority Board	1st Wed at 1:00 PM	Town joined the County's Housing Authority, Town appoints one seat, County appoints one seat, Board appoints third seat	Address the shortage of safe and sanitary dwelling accommodations in the Town and County available to persons of low income, to purchase and own properties.	non-voting, observer
Housing Supply Board	2nd Tues at 4:30PM	Jointly appointed board	Counsel the Housing Director on matters related to workforce housing supply.	non-voting, observer
Housing Trust	4th Wed at 4:00PM	NGO	Produce and support affordable housing	non-voting, observer
Human Services Council	4th Thur at 9:00AM	NGO	Coordinate human services provided in the Town and County	non-voting, observer
Integrated Solid Waste & Recycling (ISWR)	1st Thur at 3:00PM Even mnths	County Board	Collect, address, and process waste and recycling	non-voting, observer
InterAgency Breakfast	4th Tues at 7:00AM (Sept- May)	Leadership Group	Share information between Fed, State, and Local Govt Organizations	participant
JH Air	1st Thur at 2:00PM	NGO	Support and promote air travel to the community	non-voting, observer
Parks & Recreation Board	2nd Thur at 5:00PM	JPA Advisory	Oversee the responsibilities of the Park & Rec Department for a system of parks and recreation facilities	non-voting, observer
Pathways Task Force	1st Wed at 5:30PM	MOU Advisory	Advise and support the Town and County on pathways and alternative modes of travel	non-voting, observer
Planning & Zoning Commission	1st & 3rd Wed at 5:30PM	Town Appointed Board	Duties per Statute and Muni Code	non-voting, observer
Public Art Task Force	3rd Thur at 8:00AM	Town Appointed Board	Review art proposals, set parameters for art projects, review capital projects, make recommendations	non-voting, observer
START Board	2nd Thur at 11:30AM	JPA	Control, maintain, manage and supervise transportation system	non-voting, observer
St. John's Health Board	4th Thur at 4:00PM	NGO	Health care in the community	non-voting, observer
Systems of Care	3rd Thur at 9:00AM	NGO	Coordinate human services provided in the Town and County	non-voting, observer
Transportation Advisory Committee - TAC	Meets as needed	Staff Level Committee	Advise the Town and County on transportation related issues	non-voting, observer
Travel & Tourism Board	2nd Thur at 3:00PM	JPA	Administer 60% of Lodging Tax for Promotion	non-voting, observer
TriPartite Bd - CSBG	Meets as needed			non-voting, observer

From: [Hodges, Allen](#)
To: [Sandy Birdyshaw](#)
Subject: Letter of Application Teton District Board of Health
Date: Thursday, February 18, 2021 9:26:39 AM
Attachments: [Board of Health.pdf](#)

Good Morning,

Please find my letter of application for the open District Board of Health seat. I am available at the numbers below or this email for any questions you may have or information you may require.

Thank you,

Allen Hodges

Allen Hodges RN BSN CPH CIC
Infection Prevention and Process Improvement
St. John's Health
625 E Broadway Ave
Jackson, WY 83001
Ahodges@tetonhospital.org
307-739-7518 Office
615-924-0515 Cell

Correspondence, including e-mail and other electronic communications, to and from employees and elected officials of the Teton County Hospital District, dba St. John's Health, may be subject to disclosure under the Wyoming Public Records Act. This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is strictly prohibited. If you are not the intended recipient, please notify the sender by reply e-mail and destroy all copies of the original message. Thank you for your cooperation.

Mayor and Town Council of Jackson WY

February 18, 2021

150 East Pearl Ave. Jackson, WY 83100

Re: Vacant Seat Teton District Board of Health

Honorable Mayor and Distinguished Council Members,

Thank you for the opportunity to express interest in and apply for the open Teton District Board of Health seat. It would be an honor and invaluable experience to serve my community on this board.

My career in healthcare began in the mid-nineties as a Quality Control Lab technician for Becton Dickinson Company. The introduction to microbes and pathogenic diagnostics would impact the rest of my career. I would move toward patient-centric practice in Occupational Therapy for the next 17 years.

I sought change and a greater level of patient interaction, associated with the science of medicine. I transitioned into nursing. Acute care medical surgical/CCU nursing added a complimentary component to interest established years earlier with BD and a journey was set in motion.

I became the lead infectious disease investigator for Nashville Metropolitan and Davidson County in Nashville TN. I served the community during the Ebola crisis and with Zika virus prevention. My position worked directly with the Environmental Division investigating food borne illness within the county. I was also part of the Division of Emergency Preparedness and the health sector planning, training and drilling for pandemic/mass casualty biological events.

Association with the private health sector introduced me to infection management and prevention and created opportunity to transition into this field, once again associating the microbiology with my profession. I have been a certified Infection Preventionist and APIC member for the last 5 years.

In short, I believe I have experience that would be complimentary to the responsibilities of the Board. I am actively seeking to serve my community and gain experience related to public administration.

Thank you for taking time to review my qualifications. I look forward to hearing from you and hopefully becoming part of the Teton District Board of Health team.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Hodges", written in a cursive style.

Allen Hodges RN BSN CPH CIC

residence: 460 E Broadway

From: cubs_trout@bresnan.net <cubs_trout@bresnan.net> JOE BURKE
Sent: Wednesday, February 17, 2021 12:37 PM
To: Sandy Birdyshaw <sbirdyshaw@jacksonwy.gov>
Subject: BOH application

To the Mayor and Town Council
Attn: Town Clerk

I am submitting my application to you for the vacant seat on the Teton District Board of Health.

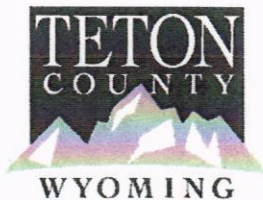
I am a resident of the town of Jackson residing at 744 West Snow King Avenue. I have been a resident of the Valley for 40 plus years. I am retired from St. John's Hospital since 31 October 2012. I was a Registered Respiratory Therapist as well as a Registered Polysomnographic Technologist. I started and ran the Sleep Disorder Center at the Hospital. I have a B. S. degree from the University of Wisconsin Stevens Point. My medical training and experience began in 1969 in the military where I was trained and served as a hospital corpsman. I served for the first seven years on the inaugural Wyoming Respiratory Care Licensure Board. My function on this board was to monitor continuing education credits and to work with the Wyoming Attorney General's office regarding disciplinary issues.

From January 1st 2013 through December 31 2020, I served on the Teton District Board of Health I served as vice chair. I never missed a meeting and served on many committees and subcommittees. Both Jodie Pond, Director of the Teton Department of Health and Dan Forman, Chair of the Teton District Board of Health Have agreed to provide references upon request from the Council.

I will list some the volunteer organizations and such that I am associated with.

- Teton Literacy Center tutor
- Commander of the Jackson Hole American Legion Post 43
- 4-H leader of the Sport Fishing Club
- Stakeholder in the Flat Creek Water Improvement District
- Clean Water Coalition participant
- Board member Meg and Bert Raynes wildlife Fund
- Member of the Community Prevention Coalition of Teton County
- Member Of the Wyoming Drug Abuse Stakeholders
- Life Sentence as president of my H.O.A. Suggestions for escape accepted.

Thank you for your consideration,
Joe Burke



BOARD OF COMMISSIONERS

Natalia D. Macker, Chair
Luther Propst, Vice-Chair
Mark Barron
Greg Epstein
Mark Newcomb

Joe Burke
PO Box 160
Wilson, WY 83014-0160

February 1, 2021

Dear Mr. Burke:

The Teton County Board of County Commissioners would like to recognize and thank you for the hard work and the countless hours devoted over the many years to the Teton District Board of Health.

The Teton County Board of County Commissioners admires the many ways in which you serve our community, whether it is through the Teton Literacy Project, the American Legion Post 43, or 4-H. It comes as no surprise that you were recognized as the Jackson Hole News and Guide's "Super Volunteer of 2020."

Your leadership and experience on the Board of Health proved to be invaluable during the COVID-19 pandemic that has rocked Teton County in ways never thought imaginable.

As we near the 'light at the end of the tunnel', the Board would like to recognize your unwavering commitment and dedication to protect the health of Teton County citizens.

Your service on the District Board of Health will be missed, but we are excited to watch the ways in which you continue to positively impact our community with your volunteer efforts.

With thanks and appreciation,

Natalia D. Macker, Chairwoman
Teton County Board of County Commissioners

Attest: Maureen Murphy
Teton County Clerk

