

Jackson Town Council Regular Meeting

June 7, 2021

6:00 PM

Town Council Chambers

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

I. ZOOM LINK FOR PUBLIC PARTICIPATION

To join, click the link or copy to your browser: <https://us02web.zoom.us/j/89126056818?pwd=YmZkUTMvc0gxYmZnMnVkK00vYm02dz09>

If the link does not work, join at zoom.com with Webinar ID **891 2605 6818** Password: **83001**

or join by phone **1.253.215.8782** with Webinar ID **891 2605 6818** and Passcode **83001**

II. OPENING

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Announcements/Proclamations
 - 1. New Employee Introduction: Alberto Rojas, Police Officer
 - 2. New Employee Introduction: David Baker, Victim Services

III. PUBLIC COMMENT

This section is reserved for comments from the public on items that are not otherwise included in this agenda. **Public comment is limited to 3 minutes.** As a general practice, the Council does not discuss, debate, or take action on issues raised or comments made under public comment. Council may refer items to staff for follow-up. If you would like to communicate with the Council during the meeting, please address them during open public comment, when public comment is called for on a specific item or send an email to Council@jacksonwy.gov.

IV. CONSENT CALENDAR

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

- A. Meeting Minutes
 - 1. May 17, 2021 special budget workshop
 - 2. May 17, 2021 regular workshop
 - 3. May 17, 2021 regular meeting
 - 4. May 24, 2021 special budget workshop
- B. Disbursements
- C. Special Event: Farmer's Market on the Town Square
- D. Special Event: Shoot Out on the Town Square
- E. Special Event: Grand Teton Music Festival
- F. Item P21-086 Temporary Sign Permit Art Fair
- G. Item P21-107 Temporary Sign Permit CFTV Tin Cup
- H. Item P21-005 Cache Creek Tube Diversion Utility Location Agreement

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.

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

- A. Administration
 - 1. New Restaurant Liquor License Application Thai Plate Cuisine Inc. (Lynsey Lenamond)
 - 2. Public Hearing: Proposed Annexations of One Parcel and Portions of Three Roadways (Lynsey Lenamond)
- B. Housing
 - 1. Consideration of Change to Special Restriction for Employer Owned Workforce Rental Housing Located at Westview Condominiums (Stacy Stoker)

VI. ORDINANCES

- A. **Ordinance X:** Proposed Annexation of Portion of Roadway (Lynsey Lenamond, 1st reading)
- B. **Ordinance Y:** Proposed Annexation on One Parcel (Lynsey Lenamond, 1st reading)
- C. **Ordinance Z:** Proposed Annexation of Portion of Roadway (Lynsey Lenamond, 1st reading)
- D. **Ordinance A:** Proposed Annexation of Portion of Roadway (Lynsey Lenamond, 1st reading)

VII. MATTERS FROM MAYOR AND COUNCIL

- A. WAM Voting Delegate
- B. Approval for Travel Expenses to WAM Conference
- C. Board and Commission Reports

VIII. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

IX. ADJOURN

Adjourn to executive session to discuss personnel matters in accordance with Wyoming Statute 16-4-405(a)(ii).

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.

This evening I would like to introduce the Town of Jackson's newest Officer Alberto Rojas Jr. Officer Rojas is a lateral hire who has been a Police Officer since 2019 and was previously employed by the City of Torrington WY.

Officer Rojas was born in New Jersey and grew up in Connecticut and before his Law Enforcement career Officer Rojas was active-duty military where he served five years in the United States Army as a cavalry scout at Fort Hood, Texas, and Fort Bragg, North Carolina.

Officer Rojas is passionate about working with and helping those who are most in need and protecting the community he serves and plans on continuing to do so here in the Town of Jackson for the remainder of his career. Officer Rojas has a mother and two sisters, and a little red heeler named Maximous. Officer Rojas is extremely grateful excited to be part of the Jackson Hole family.

David Baker
Victim Services Advocate

David Baker has joined the Victim Services Program as a Victim Advocate. He moved to Jackson in 1997 and recently completed a 17-year run in the Teton County Circuit and District Courts. He is the Father of two amazing kids and a killer cat named Cleo.

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

May 17, 2021

JACKSON, WYOMING

The Jackson Town Council met in special budget workshop session in the Town Hall Council Chambers located at 150 East Pearl in Jackson, at 9:00 A.M. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present:

TOWN COUNCIL: *In-person:* None. *via Zoom:* Mayor Hailey Morton Levinson, Arne Jorgensen, Jonathan Schechter and Jim Rooks. Jessica Sell Chambers joined at 9:07 am.

STAFF: Larry Pardee, Kelly Thompson, Tyler Sinclair, Darren Brugmann, Floren Poliseo, Johnny Ziem, Michelle Weber, Steve Ashworth, April Norton, Brady Hansen, Lea Colasuonno, Michael Palazzolo, and Lynsey Lenamond.

Town of Jackson Budget. Larry Pardee and Kelly Thompson presented highlights from the FY22 Budget including Sales Tax Projections, FTEs, Special Revenue, and the Capital Fund. Michael Palazzolo, Tyler Sinclair and Steve Ashworth made staff comment. Council held discussion with staff. Council recessed for a break at 10:34 am and resumed discussions at 10:41 am.

Adjourn. A motion was made by Jim Rooks and seconded by Jessica Sell Chambers to adjourn the meeting. The Mayor called for the vote. The vote showed 5-0 in favor and the motion carried. The meeting adjourned at 11:57 am.

TOWN OF JACKSON

ATTEST:

Lynsey Lenamond, Town Clerk
minutes:ll
Publish JH News & Guide: May 26, 2021

Hailey Morton Levinson, Mayor

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

May 17, 2021

JACKSON, WYOMING

The Jackson Town Council met in regular workshop session in the Town Hall Council Chambers located at 150 East Pearl in Jackson, at 3:00 P.M. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present:

TOWN COUNCIL: *In-person:* None. *via Zoom:* Mayor Hailey Morton Levinson, Arne Jorgensen, Jessica Sell Chambers, and Jonathan Schechter. Jim Rooks joined at 3:24 pm.

STAFF: Larry Pardee, Lea Colasuonno, Tyler Sinclair, April Norton, Kelly Thompson, Steve Ashworth, Johnny Ziem, Michael Palazzolo, Floren Poliseo, Susan Scarlata, Brian Lenz and Lynsey Lenamond.

Director Updates. April Norton, Kelly Thompson, Steve Ashworth, and Tyler Sinclair provided department updates.

Rancher Street Complete Street Conceptual Design. Johnny Ziem made staff comment. Council held discussion with staff. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to approve the conceptual design of the Rancher Complete Street Project, utilizing design Alternative #2 and intersection design alignment Option #2, and direct staff take the concept to final design to include looking at limited lighting at intersections. The vote showed 5-0 in favor and the motion carried.

Jackson Municipal Code (JMC) Title 6 Liquor Licensing Updates Related to 2021 Legislation. Lynsey Lenamond presented proposed changes to the JMC Title 6 to reflect changes to the State's liquor laws. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to direct staff to draft an ordinance incorporating updates to JMC Tile 6 as discussed today for consideration and first reading at the next available regular Town Council meeting. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried.

JMC Title 13 Utilities Update. Lea Colasuonno, Brian Lenz and Floren Poliseo made staff comment. A motion was made by Jessica Sell Chambers and seconded by Mayor Morton Levinson to direct staff to revise Title 13 of the JMC 1) with the policy changes as presented in this staff report and with any changes thereto discussed today, 2) with a full update to the Title for technical matters as identified by staff, and 3) bring back a full revised draft of Title 13 to Council at a future meeting. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried.

Adjourn. A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to adjourn. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried. The meeting adjourned at 4:35 p.m.

TOWN OF JACKSON

ATTEST:

Lynsey Lenamond, Town Clerk

minutes:ll

Publish JH News & Guide: May 26, 2021

Hailey Morton Levinson, Mayor

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

May 17, 2021

JACKSON, WYOMING

The Jackson Town Council met in regular session in the Town Hall Council Chambers located at 150 East Pearl in Jackson, at 6:00 P.M. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present:

TOWN COUNCIL: *In-person:* None. *via Zoom:* Mayor Hailey Morton Levinson, Arne Jorgensen, Jim Rooks, and Jonathan Schechter. Jessica Sell Chambers joined at 6:02 pm.

STAFF: Larry Pardee, Lea Colasuonno, Tyler Sinclair, Carl Pelletier, Brian Lenz, Floren Poliseo, Johnny Ziem, Michael Palazzolo, and Lynsey Lenamond

Mayor Hailey Morton Levinson led those in attendance in the Pledge of Allegiance and a moment of silence for Spencer Morton. She then read a proclamation for National Service Recognition Day and provided a brief update on current COVID levels.

Public Comment. Samuel Schwartz representing Avant Delivery requested a Franchise Agreement.

Consent Calendar. A motion was made by Jim Rooks and seconded by Jonathan Schechter to approve the consent calendar including items A-I as presented with the following motions. There was no public comment on the consent calendar.

- A. **Meeting Minutes.** To approve the meeting minutes as presented for the May 3, 2021 regular meeting, the May 7, 2021 special meeting and the May 10, 2021 special workshop.
- B. **Disbursements.** 842-NCPERS GROUP WYOMING \$192.00; ACE EQUIPMENT & SUPPLY \$4,087.58; ACE HARDWARE \$1,740.28; ADVANCED GLASS TRIM, LLC \$300.00; AFLAC \$2,584.63; ALPHAGRAPHS \$1,352.26; AMERICAN PUMP COMPANY \$112.00; APEX SAGE INC \$8,270.00; AT&T \$1,241.17; BEST BEST & KRIEGER \$859.00; BESTDRIVE IDAHO FALLS \$6,662.08; BLUE SPRUCE CLEANERS, INC \$481.94; BMV LLC \$169.13; BRIGGS, ERIC L \$514.95; CASELLE INC. \$1,744.00; CAST \$315.00; CENTURY EQUIPMENT \$267.83; CENTURLINK \$740.90; CERTIFIED LABORATORIES \$399.10; CITY OF DRIGGS \$1,967.19; COLTRIN MOTUARY \$159.00; CONTROL SYSTEM TECHNOLOGY, INC. \$14,227.50; CREATIVE ENERGIES, LLC \$18.40; CROWN TROPHY \$38.90; CULTIVATE \$1,250.00; DEAN'S PEST CONTROL LLC \$150.00; DELCON INC \$5,785.68; DELTA DENTAL PLAN OF WYOMING \$8,152.07; DIVISION OF VICTIM SERVICES \$150.00; E.R. OFFICE EXPRESS \$378.00; ENERGY LABORATORIES INC. \$257.00; ENVIRONMENTAL RESOURCE ASSOC. \$843.31; FERGUSON ENTERPRISES, INC \$93.71; FIGJAM ENTERPRISES, LLC \$1,177.00; FIRE SERVICES OF IDAHO \$2,613.52; FREEDOM MAILING SERVICE INC. \$1,797.88; FURBER, WINSLOW \$155.00; GEITTMANN LARSON SWIFT LLP \$750.00; GILLIG LLC \$1,072.00; GRAFIX SHOPPE INC. \$116.17; GRAINGER \$124.68; HACH CHEMICAL CO. \$2,866.53; HD FOWLER COMPANY \$2,597.58; HIGH COUNTRY LINEN \$961.60; HIRST APPLGATE, LLP \$2,169.40; IDAHO FALLS PETERBILT \$989.88; IDAHO STATE TAX COMMISSION \$3,296.00; INTERSTATE BATTERY \$260.90; JACKSON CURBSIDE INC. \$2,120.30; JACKSON HOLE NEWS & GUIDE \$6,229.52; JACKSON HOLE SECURITY, LLC \$607.86; JACKSON PAINT AND GLASS, INC. \$4.34; JERRY SEINER CHEVROLET, INC. \$105.63; JH BUILDERS INC. \$2,000.00; JORGENSEN ASSOCIATES, PC \$3,813.75; KELLERSTRASS ENTERPRISES, INC \$25,567.50; KILMER'S BG DISTRIBUTING \$1,725.00; LEONARD PETROLEUM EQUIPMENT \$1,381.26; LINCOLN NATIONAL LIFE \$6,757.67; LONG, REIMER & WINEGAR \$40,000.00; LOWER VALLEY ENERGY INC \$37,510.60; MARQUINA, FRANCISCA \$100.00; MCMULLEN, MATT \$682.46; METROQUIP INC \$74.59; MIKE'S OILFIELD SERVICES INC \$4,244.00; MILLER CORDIAL \$500.00; NAPA AUTO PARTS INC. \$1,327.37; NELSON ENGINEERING \$7,965.25; OTAK, INC. \$3,010.00; POWER ENGINEERING CO, INC \$932.94; PREMIER TRUCK-SALT LAKE CITY \$544.80; PREMIER VEHICLE INSTALLATION, INC \$451.41; QUICK BROWN FOX LLC \$385.00; RANCH INN \$280.00; ROTARY CLUB OF JACKSON HOLE \$600.00; RZEKA LLC \$5,000.00; SILVER CREEK SUPPLY \$181.70; SILVERSTAR \$3,360.90; SMITH POWER PRODUCTS, INC. \$195.24; SNAKE RIVER ROASTING \$372.35; ST JOHN'S HOSPITAL \$315.00; STANARD & ASSOCIATES, INC \$245.00; SUNRISE ENVIRONMENTAL \$195.87; TETON COUNTY ALTERNATIVE TO INCARCERATIO \$21,398.60; TETON COUNTY CLERK \$148,020.08; TETON COUNTY INTEGRATED SOLID WASTE/RECY \$21,238.69; TETON COUNTY SHERIFF'S-JAIL \$1,008.00; TETON COUNTY-FUND 10 \$12,714.03; TETON COUNTY-FUND 13 \$107,600.21; TETON TRASH REMOVAL, INC. \$47.00; THE TIRE RACK, INC. \$573.84; THOMSON WEST \$893.85; THYSSEN KRUPP ELEVATOR CORP. \$222.50; TMSC LLC \$16,855.00; TRAFFIC SAFETY STORE \$727.03; VINCI LAW OFFICE LLC \$252.13; WATKINS, MARK \$70.85; WEBER, MICHELLE \$592.40; WESTERN CHARTERS AND TOURS, LLC \$147,350.00; WESTERN STATE \$79.25; WESTWOOD CURTIS \$186,257.61; WHITE GLOVE CLEANING, INC. \$7,385.76; WY CHILD SUPPORT ENFORCEMENT \$146.76; WY WORKERS' SAFETY & COMP \$7,039.92; WYOMING DEPARTMENT OF EMPLOYM \$49,660.77; WYOMING DEPARTMENT OF HEALTH \$168.00; WYOMING LANDSCAPE MAINTENANCE \$1,753.50; WYOMING LAW ENFORCEMENT \$70.00; WYOMING RETIREMENT SYSTEM \$105,473.66; WY-TEST \$320.00; XEROX CORPORATION \$342.82; YELLOW IRON EXCAVATION, LLC \$295.00
- C. **Municipal Court Report for April**
- D. **Special Event: Center for the Arts Annual Benefit.** To approve the special event application made by the Center for the Arts for the Center for the Arts Annual Benefit, subject to the conditions and restrictions listed in the staff report.
- E. **Temp Sign Permit: Annual Gem & Mineral Show.** To approve the temporary banner in conjunction with the Annual Gem & Mineral Show subject to three conditions of approval: 1) the use of the site shall be granted by the property owner, 2) the sign shall not be located on the sidewalks or in the public right of way, and 3) the sign is approved for the following location: 105 Buffalo Way, Albertsons during June 13-June 20, 2021.

- F. **Wyoming Water and Wastewater Mutual Aid and Assistance Agreement.** To approve the Wyoming Water and Wastewater Mutual Aid and Assistance Agreement and further authorize the Mayor to sign the approved Agreement.
- G. **Bid 21-02 Award of Purchase for Pickup Truck for Water Division.** To approve the procurement of Bid #21-02 for the purchase of a new $\frac{3}{4}$ service truck for the Water Division within Public Works and award the bid to Teton Motors of Jackson, Wyoming, in the amount of \$46,778.00.
- H. **Bid 21-03 Award of Contract for Well 9 Exploration.** To approve award of the contract for the Town of Jackson Well 9 Exploration to Cahoy Pump Service of Cheyenne, Wyoming in the amount of \$233,123.00, and amend the FY21 budget by allocating an additional \$207,000.00 from the Water Enterprise Fund balance to this project, and authorize the Mayor to execute all necessary agreements.
- I. **Malt Beverage Permit Application Jackson Hole Rodeo.** To approve the issuance of a malt beverage permit to the Jackson Hole Rodeo for the dates requested during the summer 2021 rodeo season, including the Shriner's Rodeo dates, from 6:00 pm to 10:15 pm, subject to the conditions and restrictions listed in the staff report.

The vote showed 5-0 in favor and the motion carried.

Public Hearing for Proposed Annexations of One Parcel and Portions of Three Roadways.

Lynsey Lenamond, Floren Poliseo and Lea Colasuonno made staff comment. Council held discussion with staff. The Mayor opened public comment. No public comment was given. A motion was made by Arne Jorgensen and seconded by Jessica Sell Chambers to continue the public hearing to the June 7 regular Town Council meeting at 6pm. A vote showed 5-0 in favor and the motion carried.

Item B19-0393 Construction Management Plan at 135 N. Cache for Hotel Jackson. Arne Jorgensen recused himself. Floren Poliseo and Brian Lenz made staff comment. Nate Rectanus, Tom Mangelsen, Shaun Seligman, Dan Harrison, Tiffany Talbot, Kurt Harland, Ed Bruno, David Brookover, Annette Seligman and Sadek Darwiche made public comment. Council held discussion with staff. A motion was made by Jonathan Schechter and seconded by Mayor Hailey Morton Levinson to direct staff to approve the CMP for Hotel Jackson Phase 2 as presented, subject to the attached conditions of approval, and subject to any future modification as may be required by the Town. The vote showed 4-0 in favor and the motion carried.
Council recessed at 7:41 pm and readjoined at 7:46 pm.

Resolution 21-18: A Resolution Banning Commercial Air Tours in GTNP.

Lynsey Lenamond and Lea Colasuonno made staff comment. A motion was made by Arne Jorgensen and seconded by Jim Rooks to approve Resolution 21-18 Banning Commercial Air Tours in GTNP and editing the title of the Resolution to reflect commercial air tours.

RESOLUTION 21-18

A Resolution Banning Commercial Air Tours in Grand Teton National Park

WHEREAS, Wind River Air, LLC scenic helicopter tours represents a commercial use that is incompatible with Grand Teton National Park and other surrounding public lands; and
WHEREAS, the mission of Grand Teton National Park (GTNP) is to preserve unimpaired the natural and cultural resources and values of the National Park System and specifically the resources and values within the boundary of Grand Teton National Park for the enjoyment, education and inspiration of this and future generations; and
WHEREAS, GTNP is the only national park in the country that has an airport, the Jackson Hole Airport (JHA), within its boundary; and
WHEREAS, the JHA operates under Federal Aviation Administration (FAA) rules and regulations regarding authorized operations and aeronautical activities; and
WHEREAS, those activities include aircraft arrivals and departures necessary for the transportation of people and cargo; and
WHEREAS, those activities also include daily flight operations that are for scenic purposes only and not for passenger transport; and
WHEREAS, multiple daily scenic tours originate from airports outside but on the borders of GTNP and Yellowstone National Park; and
WHEREAS, these flight operations from surrounding airports purport to be for transport but whose documented flight paths clearly indicate are for scenic purposes; and
WHEREAS, the JHA cannot further restrict flight paths because of the federal preemption provided by the Aviation Noise and Capacity Act of 1990; and
WHEREAS, GTNP offers guidance that aircraft should stay 2,000 feet or more above the landscape but that this is only guidance and not a legally enforceable restriction; and
WHEREAS, scenic helicopter tours have created well-documented negative impacts over GTNP and adjacent public lands that include noise, wildlife disturbances, scenic intrusions

in viewsheds, potential safety hazards, interference with Teton County Search and Rescue operations and diminished experiences for visitors of the park; and
WHEREAS, Congressional legislation directing the FAA to craft rules and guidance restricting flights for scenic purposes from operating out of Jackson Hole Airport is the most effective method to protect the mission and values of GTNP; and
NOW, THEREFORE, having duly met at a regular meeting and considered the matter, the Town Council of the Town of Jackson, does hereby support a permanent ban of commercial helicopter tours over Grand Teton National Park and adjacent public lands in Teton County, Wyoming, and the Town of Jackson, and seeks Congressional relief through legislation.

PASSED AND APPROVED this 17th day of May 2021.

Mayor Hailey Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried.

Resolution 21-19: A Resolution Accepting FAA Grant Addendum Under Coronavirus Response & Relief Act. Lynsey Lenamond made staff comment. A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to approve Resolution 21-19 as presented.

RESOLUTION 21-19

A Resolution Accepting FAA Grant Addendum Under Coronavirus Response and Relief Act ACRGP Addendum No. 3-56-0014-066-2021

WHEREAS, the Jackson Hole Airport Board (the “Board”) was organized as an airport board on January 17, 1968 pursuant to Wyoming Statute §10-5-202; is deemed a joint power board pursuant to Wyoming Statute §16-1-105; and is the owner and operator of a public use airport known as the Jackson Hole Airport (“Airport”); and

WHEREAS, the Federal Aviation Administration (“FAA”) has tendered an Addendum to Grant Agreement No. 3-56-0014-065-2021, in the form annexed hereto as Exhibit A (the “Addendum”), to provide relief from rent and minimum annual guarantee (“MAG”) obligations to airport concessions at the Airport, in accordance with the Coronavirus Response and Relief Act (the “Act”), Public Law 116-260, Division M, in the additional amount of Ninety-Five Thousand One Hundred Three Dollars (\$95,103); and

WHEREAS, the FAA requires resolutions of approval from all airport sponsors, including the Town of Jackson, in order for the Airport to receive such a grant.

NOW, THEREFORE, be it resolved by the Town Council of the Town of Jackson, Wyoming that it hereby provides approval for the Board to accept ACRGP Addendum No. 3-56-0014-066-2021 from FAA in the amount of \$95,103, to provide relief from rent and minimum annual guarantee (“MAG”) obligations to airport concessions at the Airport. This Resolution shall become effective upon adoption.

PASSED AND APPROVED this 17th day of May 2021.

Mayor Hailey Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried.

Matters from Mayor and Council. Council discussed bike lanes and TC Public Health’s efforts to initiate mobile vaccines. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to direct staff to add Avant Delivery’s request for a franchise agreement to an upcoming agenda for consideration. Lea Colasuonno made staff comment. Sam Schwartz made public comment. The vote showed 5-0 in favor and the motion carried. Council discussed the Rancher corridor project in relation to May Park. Larry Pardee made staff comment. Council discussed in-person meetings, the mask mandate, and mask usage. Lea Colasuonna made staff comment. Council discussed coordination between local fire response agencies.

Town Manager’s Report. A motion was made by Jonathan Schechter and seconded by Jim Rooks to accept the Town Manager’s Report into the record. The Town Manager’s Report contained information on the Willow and Broadway Cache Tube Replacement Project, Long-term Legislative Strategy, the Community Development Department name, the Town’s Employee Housing Program shared with Driggs, ID, and mask requirements in Town facilities open to the public. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried.

Adjourn. A motion was made by Jonathan Schechter and seconded by Jim Rooks to adjourn the meeting. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried. The meeting adjourned at 8:32 p.m.

TOWN OF JACKSON

ATTEST:

Hailey Morton Levinson, Mayor

Lynsey Lenamond, Town Clerk
minutes:ll
Publish JH News & Guide: May 26, 2021

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

May 24, 2021

JACKSON, WYOMING

The Jackson Town Council met in special budget workshop session in the Town Hall Council Chambers located at 150 East Pearl in Jackson, at 1:01 P.M. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present:

TOWN COUNCIL: *In-person:* Mayor Hailey Morton Levinson, Arne Jorgensen, and Jim Rooks. *via Zoom:*. Jonathan Schechter. Jessica Sell Chambers was absent.

STAFF: Larry Pardee, Kelly Thompson, Johnny Ziem, Darren Brugmann, Floren Poliseo, Lea Colasuonno, Roxanne Robinson, Michelle Weber, Tyler Sinclair, Paul Anthony, Steve Ashworth, Michael Palazzolo, and Lynsey Lenamond.

Town of Jackson Budget. Anne Cresswell spoke on behalf of the Jackson Hole Community Housing Trust. Larry Pardee and Kelly Thompson presented highlights from the FY22 Budget including JH Community Housing Trust, Community Health and Human Services, Capital Funds, Enterprise, the Internal Service Fund, Tracked Changes to Date, and a Town Property Tax. Johnny Ziem and Steve Ashworth made staff comment. Council held discussion with staff. Jim Rooks left the meeting at 2:00 pm and returned at 2:02 pm. Arne Jorgensen left the meeting at 2:26 pm and returned at 2:28 pm. Jim Rooks left the meeting at 2:31 pm.

Desmond Jennings made public comment.

Adjourn. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to adjourn the meeting. The Mayor called for the vote. The vote showed 3-0 in favor and the motion carried. The meeting adjourned at 2:52 pm.

TOWN OF JACKSON

ATTEST:

Lynsey Lenamond, Town Clerk
minutes:ll
Publish JH News & Guide: June 2, 2021

Hailey Morton Levinson, Mayor

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
51	ACE HARDWARE	736794	gray paint	04/29/2021	9.96	9.96	06/02/2021
51	ACE HARDWARE	737845	HANDLE HAMMER AND WEDGE	05/06/2021	18.48	18.48	06/02/2021
51	ACE HARDWARE	738361	pro 1/4 GAL CAULK GUN	05/11/2021	47.96	47.96	06/02/2021
51	ACE HARDWARE	738507	plPE PVC DWV	05/12/2021	13.98	13.98	06/02/2021
Total 51:					90.38	90.38	
3596	ADVANCED GLASS TRIM, LLC	20641	WINDSHIELD FOR SHERIFF TA	03/30/2021	300.00	300.00	06/02/2021
Total 3596:					300.00	300.00	
2269	AFLAC	865749	ACCOUNT #y9599	05/25/2021	2,584.63	2,584.63	05/28/2021
Total 2269:					2,584.63	2,584.63	
5726	AMAZON	114X-X9MM-4	Office supplies: printer paper, pap	04/25/2021	174.95	174.95	06/02/2021
5726	AMAZON	169X-NFWK-6J	Printer toners	04/28/2021	109.89	.00	
5726	AMAZON	1FH4-NN31-MJ	Printer toner	04/19/2021	852.34	.00	
5726	AMAZON	1FRJ-CVVM-X	Phone case for PD	04/28/2021	29.99	.00	
5726	AMAZON	1JVF-JDD3-XH	Toner	04/29/2021	147.78	.00	
5726	AMAZON	1K73-FN9X-RK	Misc. small tools/supplies: UPS u	04/19/2021	1,817.10	1,817.10	06/02/2021
5726	AMAZON	1KKX-QWTV-	Battery for desktop UPS	04/19/2021	55.51	.00	
5726	AMAZON	1WMH-HTYY-X	Additional microphones for chamb	05/25/2021	304.18	.00	
Total 5726:					3,491.74	1,992.05	
1783	AT&T	287279954600	MONTHLY ACCOUNT 287279795	04/19/2021	503.73	503.73	06/02/2021
Total 1783:					503.73	503.73	
6681	BARLOW, LEE ANN	052221	RETURN BOND B20-0313	05/22/2021	2,750.00	2,750.00	06/02/2021
Total 6681:					2,750.00	2,750.00	
4774	BIG R RANCH & HOME	1500419	spray bottle for sample disinfectio	05/05/2021	5.49	5.49	06/02/2021
4774	BIG R RANCH & HOME	1501404	Summer Intern - lawn mower	05/10/2021	229.99	229.99	06/02/2021
Total 4774:					235.48	235.48	
2850	BMV LLC	050521	ship monthly samples	07/08/1965	92.57	92.57	06/02/2021
2850	BMV LLC	2560	water samples	05/03/2021	38.24	38.24	06/02/2021
Total 2850:					130.81	130.81	
6051	CARPETS PLUS COLORTILE	5543	SI FERRON FLOORING MATERI	01/01/2021	11,945.24	11,945.24	06/02/2021
6051	CARPETS PLUS COLORTILE	5544	SI FERRON 2ND FLOOR FLOOR	04/15/2021	4,387.56	4,387.56	06/02/2021
6051	CARPETS PLUS COLORTILE	6407	SI FERRON MAIN FLOOR PRET	05/19/2021	1,300.00	1,300.00	06/02/2021
Total 6051:					17,632.80	17,632.80	
5	CARQUEST AUTO PARTS INC.	6090-521446	TRANS SERVICE PARTS FOR S	04/28/2021	73.09	73.09	06/02/2021

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5:					73.09	73.09	
6257	CERTIFIED LABORATORIES	7343565	luster guard cleaner	04/22/2021	249.95	249.95	06/02/2021
6257	CERTIFIED LABORATORIES	7357632	CITRA FLOW	05/05/2021	225.75	225.75	06/02/2021
Total 6257:					475.70	475.70	
4887	CONTROL SYSTEM TECHNOLO	9915	WWTP SCADA WIN 911 support	03/15/2021	620.00	620.00	06/02/2021
4887	CONTROL SYSTEM TECHNOLO	9967	CONTROL SERVICES,PLC CON	05/10/2021	30,083.50	30,083.50	06/02/2021
Total 4887:					30,703.50	30,703.50	
6475	CONVERGEONE, INC	3135941	MONTHLY CLOUD DATA BACKU	04/28/2021	7,731.84	7,731.84	06/02/2021
6475	CONVERGEONE, INC	3177013	MONTHLY CLOUD DATA BACKU	05/26/2021	7,897.30	7,897.30	06/02/2021
Total 6475:					15,629.14	15,629.14	
1691	CORE & MAIN LP	0062287	3INCH COMPOUND	04/27/2021	3,059.92	3,059.92	06/02/2021
1691	CORE & MAIN LP	0149746	TEN GALLON NO LEAD, PROCO	04/30/2021	11,874.28	11,874.28	06/02/2021
Total 1691:					14,934.20	14,934.20	
5926	DASH MEDICAL GLOVES	INV1232934	disposable gloves	04/21/2021	226.90	226.90	06/02/2021
Total 5926:					226.90	226.90	
6124	DAVID STUBBS	210517	Staff and Council photos	05/17/2021	1,000.00	1,000.00	06/02/2021
Total 6124:					1,000.00	1,000.00	
5314	DAVID VANDENBERG	051721	Sewer Easement Purchase	05/17/2021	31,480.00	31,480.00	06/02/2021
Total 5314:					31,480.00	31,480.00	
6243	DAY WIRELESS SYSTEMS	INV645688	START BUS REPEATER ISSUES	05/01/2021	1,342.06	1,342.06	06/02/2021
Total 6243:					1,342.06	1,342.06	
65	DELCON INC	24420	NO HEAT GAS FURNANCE	04/30/2021	528.75	528.75	06/02/2021
Total 65:					528.75	528.75	
148	DELL	10481617282	Monitors. Budgeted.	04/20/2021	1,230.94	1,230.94	06/02/2021
Total 148:					1,230.94	1,230.94	
708	DELTA DENTAL PLAN OF WYOM	052821	JUNE PREMIUM	05/28/2021	546.00	546.00	05/28/2021
708	DELTA DENTAL PLAN OF WYOM	052821	CLAIMS	05/28/2021	9,631.60	9,631.60	05/28/2021
Total 708:					10,177.60	10,177.60	
5996	DUDE SOLUTIONS, INC	INV-90136	Asset Essentials annual maintena	05/03/2021	14,837.00	.00	
5996	DUDE SOLUTIONS, INC	INV-90137	Annual maintenance for PW Asset	05/03/2021	5,244.07	.00	
Total 5996:					20,081.07	.00	
3408	E.R. OFFICE EXPRESS	17704	folders	05/17/2021	57.18	57.18	06/02/2021

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 3408:					57.18	57.18	
502	ELECTRICAL WHSLE SUPPLY C	S5075700.001	ARL 841 3/8 IN NMC CONNECTI	04/28/2021	10.91	10.91	06/02/2021
502	ELECTRICAL WHSLE SUPPLY C	S5079351.001	Town Hall - S. Sidewalk irrigation	05/04/2021	95.12	95.12	06/02/2021
Total 502:					106.03	106.03	
1134	ENERGY LABORATORIES INC.	390546	weekly wastewater testing	05/04/2021	112.00	112.00	06/02/2021
1134	ENERGY LABORATORIES INC.	391852	weekly lab testing	05/10/2021	377.00	377.00	06/02/2021
Total 1134:					489.00	489.00	
5131	ENOW, INC.	00001043	Annual maintenance for GALsync	05/24/2021	975.00	975.00	06/02/2021
Total 5131:					975.00	975.00	
5463	FIGJAM ENTERPRISES, LLC	910	Home Ranch - window cleaning	05/08/2021	1,200.00	1,200.00	06/02/2021
5463	FIGJAM ENTERPRISES, LLC	911	Miller Park - window cleaning	05/08/2021	125.00	125.00	06/02/2021
5463	FIGJAM ENTERPRISES, LLC	913	SK Housing - window cleaning	05/08/2021	1,440.00	1,440.00	06/02/2021
5463	FIGJAM ENTERPRISES, LLC	914	Deloney - window cleaning	05/08/2021	210.00	210.00	06/02/2021
5463	FIGJAM ENTERPRISES, LLC	919	Public Works - window cleaning	05/15/2021	250.00	250.00	06/02/2021
5463	FIGJAM ENTERPRISES, LLC	920	Town Hall - window cleaning	05/15/2021	328.00	328.00	06/02/2021
Total 5463:					3,553.00	3,553.00	
6605	FLOYD'S TRUCK CENTER	X303014111:01	DOUBLE PAID	02/01/2021	76.64-	.00	
Total 6605:					76.64-	.00	
6126	GARMIN USA	SL18381245	11 months of Garmin monthly serv	04/27/2021	1.00	1.00	06/02/2021
Total 6126:					1.00	1.00	
473	GREENWOOD MAPPING INC.	060121	SmartGov parcel connector custo	06/01/2021	675.00	.00	
Total 473:					675.00	.00	
5044	H&R ENTERPRISES	503	uniform shirts for 3	05/13/2021	235.50	235.50	06/02/2021
5044	H&R ENTERPRISES	503	uniform shirts for 2	05/13/2021	210.30	210.30	06/02/2021
Total 5044:					445.80	445.80	
93	HACH CHEMICAL CO.	12438460	PIPET TIPS	05/04/2021	128.76	128.76	06/02/2021
Total 93:					128.76	128.76	
96	HIGH COUNTRY LINEN	0251225	RUG CLEANING - MAY	05/12/2021	61.93	61.93	06/02/2021
Total 96:					61.93	61.93	
503	HUNT CONSTRUCTION INC	9461	Si-Ferrin - water line road patch	05/10/2021	12,343.00	12,343.00	06/02/2021
503	HUNT CONSTRUCTION INC	9466	dustguard the road at WWTP	05/14/2021	6,815.00	6,815.00	06/02/2021
Total 503:					19,158.00	19,158.00	
36	IDAHO STATE TAX COMMISSIO	052821	MAY WITHHOLDINGS	05/28/2021	3,543.00	3,543.00	05/28/2021

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 36:					3,543.00	3,543.00	
106	INTERSTATE BATTERY	22250258	BATTERY FOR RESTOCK	05/04/2021	129.95	129.95	06/02/2021
Total 106:					129.95	129.95	
5098	JACKSON ANIMAL HOSPITAL	42790	rabies, bloodwork, meds, food, sp	04/22/2021	64.50	64.50	06/02/2021
5098	JACKSON ANIMAL HOSPITAL	42878	rabies, bloodwork, meds, food, sp	04/26/2021	218.00	218.00	06/02/2021
5098	JACKSON ANIMAL HOSPITAL	43009	rabies, bloodwork, meds, food, sp	04/30/2021	1,414.96	1,414.96	06/02/2021
5098	JACKSON ANIMAL HOSPITAL	43064	rabies, bloodwork, meds, food, sp	05/01/2021	59.60	59.60	06/02/2021
5098	JACKSON ANIMAL HOSPITAL	43113	rabies, bloodwork, meds, food, sp	05/03/2021	113.45	113.45	06/02/2021
5098	JACKSON ANIMAL HOSPITAL	43289	rabies, bloodwork, meds, food, sp	05/08/2021	12.50	12.50	06/02/2021
5098	JACKSON ANIMAL HOSPITAL	43400	rabies, bloodwork, meds, food, sp	05/12/2021	217.17	217.17	06/02/2021
5098	JACKSON ANIMAL HOSPITAL	43404	rabies, bloodwork, meds, food, sp	05/12/2021	86.50	86.50	06/02/2021
Total 5098:					2,186.68	2,186.68	
6474	JACKSON HOLE LAW, PC	1356	mAY Prosecution Services	05/31/2021	1,500.00	1,500.00	06/02/2021
Total 6474:					1,500.00	1,500.00	
131	JACKSON HOLE NEWS & GUID	324513	Well 9 Bid Advertisement	04/21/2021	111.16	111.16	06/02/2021
131	JACKSON HOLE NEWS & GUID	325243	TRANSIT OPERATION ADVERTI	05/12/2021	367.20	367.20	06/02/2021
131	JACKSON HOLE NEWS & GUID	325386	5/3 JIM Minutes	05/12/2021	205.20	205.20	06/02/2021
131	JACKSON HOLE NEWS & GUID	325387	5/3 Reg Minutes	05/12/2021	829.35	829.35	06/02/2021
131	JACKSON HOLE NEWS & GUID	325441	Legal Notice P21-093	05/12/2021	34.20	34.20	06/02/2021
131	JACKSON HOLE NEWS & GUID	325580	Renewal of Transit Director ad for	05/19/2021	367.20	367.20	06/02/2021
131	JACKSON HOLE NEWS & GUID	325581	Ad for START Admin Asst Update	05/19/2021	571.20	571.20	06/02/2021
131	JACKSON HOLE NEWS & GUID	325703	5/7 minutes	05/19/2021	59.85	59.85	06/02/2021
131	JACKSON HOLE NEWS & GUID	325704	5/10 minutes	05/19/2021	42.75	42.75	06/02/2021
131	JACKSON HOLE NEWS & GUID	325816	Ad#393351 TETON VALLEY CO	05/26/2021	387.60	387.60	06/02/2021
131	JACKSON HOLE NEWS & GUID	325817	Ad#393286 DEPUTY TREASURE	05/26/2021	387.60	387.60	06/02/2021
131	JACKSON HOLE NEWS & GUID	325818	Ad#393350 TRANSIT SUP POSIT	05/26/2021	387.60	387.60	06/02/2021
131	JACKSON HOLE NEWS & GUID	325819	Ad#393405 TRANSIT OPER POS	05/26/2021	387.60	387.60	06/02/2021
Total 131:					4,138.51	4,138.51	
114	JACKSON LUMBER INC	0000655462-0	fence materials and staples	04/20/2021	65.27	65.27	06/02/2021
114	JACKSON LUMBER INC	0000663772-0	locate paint	05/17/2021	226.35	226.35	06/02/2021
Total 114:					291.62	291.62	
4240	JERRY SEINER CHEVROLET, IN	2022239	heater control and def sensor	04/23/2021	807.46	807.46	06/02/2021
Total 4240:					807.46	807.46	
239	JH20 WATER CONDITIONING &	1210511688	lab water for WWTP	05/11/2021	53.00	53.00	06/02/2021
Total 239:					53.00	53.00	
6263	JIM'S TROPHY ROOM	A15698	plaques and name plates	04/15/2021	220.38	220.38	06/02/2021
Total 6263:					220.38	220.38	
139	JORGENSEN ASSOCIATES, PC	46318	PROJECT COORIDINATION AND	04/21/2021	2,312.50	2,312.50	06/02/2021
139	JORGENSEN ASSOCIATES, PC	46318	PROJECT COORIDINATION AND	04/21/2021	7,685.00	7,685.00	06/02/2021

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 139:					9,997.50	9,997.50	
5691	LEPCO	43867	START - Bus wash cleaner chemi	05/12/2021	1,295.00	1,295.00	06/02/2021
Total 5691:					1,295.00	1,295.00	
6828	lewis, craig	051221	DOT PHYSICAL	05/21/2021	155.00	155.00	06/02/2021
Total 6828:					155.00	155.00	
671	LINCOLN NATIONAL LIFE	052821	107747 JUNE PREMIUM	05/28/2021	5,567.04	5,567.04	05/28/2021
671	LINCOLN NATIONAL LIFE	052821	107391 JUNE PREMIUM	05/28/2021	1,351.69	1,351.69	05/28/2021
Total 671:					6,918.73	6,918.73	
677	MACY'S SERVICES	33603	START - January trench drain cle	01/31/2021	750.50	750.50	05/13/2021
677	MACY'S SERVICES	33770	PORT-A-POT RENTAL FOR PUB	03/31/2021	244.00	244.00	05/13/2021
677	MACY'S SERVICES	33791	START - March trench drain clean	03/31/2021	507.00	507.00	05/13/2021
677	MACY'S SERVICES	33928	PUMP TRUCK,C\GREAS ORICE	04/30/2021	2,152.20	2,152.20	06/02/2021
Total 677:					3,653.70	3,653.70	
6826	MASSELINK ENTERPRISES	051021	Hansen Sidewalk Irrigation Repair	05/10/2021	1,225.00	1,225.00	06/02/2021
6826	MASSELINK ENTERPRISES	051021	Hansen Sidewalk Irrigation Repair	05/10/2021	1,350.00	1,350.00	06/02/2021
Total 6826:					2,575.00	2,575.00	
5293	MEAGHER, KEVIN	051721	Fuel Island - UPS charges for sale	05/17/2021	382.27	382.27	06/02/2021
Total 5293:					382.27	382.27	
998	METROQUIP INC	009180	SEAT SUPPORT FOR SWEEPER	04/30/2021	111.65	111.65	06/02/2021
Total 998:					111.65	111.65	
3373	MINOR, JEREMY	051821	safety boots	05/18/2021	100.00	100.00	06/02/2021
Total 3373:					100.00	100.00	
6817	ML BRYAND INTERESTS, LLS	21050	INVESTIGATIVE INTERVIEWING	04/18/2021	5,000.00	5,000.00	06/02/2021
Total 6817:					5,000.00	5,000.00	
6825	MOONRISE INVESTMENTS, LLC	051721	555 Cache Creek Sewer Easeme	05/17/2021	28,240.00	28,240.00	06/02/2021
Total 6825:					28,240.00	28,240.00	
257	NAPAAUTO PARTS INC.	985189	WHEEL BEARING AND BRAKES	04/27/2021	284.93	284.93	06/02/2021
Total 257:					284.93	284.93	
187	NELSON ENGINEERING	54932	BENOR PLATT	04/29/2021	498.00	498.00	06/02/2021
Total 187:					498.00	498.00	
1504	ONE CALL OF WYOMING	59412	april one call tickets	05/04/2021	253.13	253.13	06/02/2021
1504	ONE CALL OF WYOMING	59412	april tickets for one call	05/04/2021	253.12	253.12	06/02/2021

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 1504:					506.25	506.25	
6821	OTAK, INC.	000005210262	Project management/storm syste	05/20/2021	4,309.00	4,309.00	06/02/2021
Total 6821:					4,309.00	4,309.00	
5026	PELLETIER, CARL	060121	Purchase of Umbrella for deck	06/01/2021	114.45	114.45	06/02/2021
Total 5026:					114.45	114.45	
5707	PERFORM PRINTING INC	P 1175	business cards D.Baker	05/25/2021	70.45	70.45	06/02/2021
5707	PERFORM PRINTING INC	P1159	Lt business cards	05/18/2021	70.45	70.45	06/02/2021
5707	PERFORM PRINTING INC	P1159	K.Foster business cards	05/18/2021	70.45	70.45	06/02/2021
Total 5707:					211.35	211.35	
6818	PORCUPINE NURSERY, INC	114029	WHISKEY BARRELS	04/21/2021	3,575.00	3,575.00	06/02/2021
Total 6818:					3,575.00	3,575.00	
6594	PROTERRA	1023014	FREIGHT	01/22/2021	200.00	200.00	06/02/2021
Total 6594:					200.00	200.00	
1839	RAFTER J IMPROV/SERV DIST	4628	AnShelter Qtrly water bill	04/01/2021	146.43	146.43	06/02/2021
Total 1839:					146.43	146.43	
2291	ROCKY MOUNTAIN APPRAISAL	TOJ545555/A	easement acquisition property val	05/15/2021	2,700.00	2,700.00	06/02/2021
Total 2291:					2,700.00	2,700.00	
6684	RU2 Systems Inc.	42544	Invoice 42544, CSO	05/11/2021	417.00	417.00	06/02/2021
Total 6684:					417.00	417.00	
201	SENIOR CENTER OF JACKSON	052521	Annual Contract 2020-2021	05/31/2021	25,832.50	25,832.50	06/02/2021
Total 201:					25,832.50	25,832.50	
4359	SHERWIN-WILLIAMS CO.	0040-3	lacquer thinner, paint tips	04/27/2021	130.16	130.16	06/02/2021
4359	SHERWIN-WILLIAMS CO.	0062-7	white paint	04/28/2021	80.25	80.25	06/02/2021
4359	SHERWIN-WILLIAMS CO.	5800-6	yellow curb paint	04/21/2021	85.05	85.05	06/02/2021
4359	SHERWIN-WILLIAMS CO.	5801-4	pails and rollers for painting	04/21/2021	30.03	30.03	06/02/2021
4359	SHERWIN-WILLIAMS CO.	6152-1	line lazer repair #1	04/29/2021	11.89	11.89	06/02/2021
4359	SHERWIN-WILLIAMS CO.	6225-5	red paint	04/30/2021	307.60	307.60	06/02/2021
4359	SHERWIN-WILLIAMS CO.	6282-6	line lazer repair 2	05/03/2021	17.00	17.00	06/02/2021
4359	SHERWIN-WILLIAMS CO.	6303-0	red paint	05/03/2021	348.50	348.50	06/02/2021
4359	SHERWIN-WILLIAMS CO.	9984-3	white, yellow and red paint	04/23/2021	1,012.05	1,012.05	06/02/2021
4359	SHERWIN-WILLIAMS CO.	9985-0	CREDIT	04/23/2021	4.80-	4.80-	06/02/2021
Total 4359:					2,017.73	2,017.73	
4699	SNAKE RIVER ROASTING	69096	office coffee	05/20/2021	97.90	97.90	06/02/2021
Total 4699:					97.90	97.90	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1505	SPRING CREEK ANIMAL HOSPI	625003023	Jupiter rabies	03/26/2021	15.00	15.00	06/02/2021
Total 1505:					15.00	15.00	
241	ST JOHN'S HOSPITAL	042921	PreEmp Exam DBaker	04/29/2021	145.00	145.00	06/02/2021
241	ST JOHN'S HOSPITAL	951110	case blood draws	05/05/2021	195.00	195.00	06/02/2021
Total 241:					340.00	340.00	
4874	STANDARD DRYWALL, INC	WY7735 1	Si-Ferrin - drywall materials	05/31/2021	4,329.00	4,329.00	06/02/2021
Total 4874:					4,329.00	4,329.00	
6660	SUBLETTE COUNTY SHERIFF'S	127	JACKSON HOLE AIRPORT SEC	05/17/2021	770.00	770.00	06/02/2021
Total 6660:					770.00	770.00	
6827	TANGLEWOOD CONSERVATORI	52421	NOT DOING BUSINESS IN CITY	05/24/2021	110.00	110.00	06/02/2021
Total 6827:					110.00	110.00	
4514	TEAM LABORATORY CHEMICAL	INV0024931	FINE ROAD PATCH	03/31/2021	847.50	847.50	06/02/2021
Total 4514:					847.50	847.50	
6678	TETON COUNTY FAIR	2218	ARENA LIGHTS	05/21/2021	300.00	.00	
Total 6678:					300.00	.00	
6813	TETON COUNTY PLANNING & B	196	NSP	05/10/2021	17,795.90	17,795.90	06/02/2021
Total 6813:					17,795.90	17,795.90	
55	TETON COUNTY SHERIFF'S-JAI	591	April prisoner expense	05/03/2021	288.00	288.00	06/02/2021
Total 55:					288.00	288.00	
268	TETON MOTORS INC	5098194	CREDIT	05/05/2021	25.00-	.00	
Total 268:					25.00-	.00	
5067	TITAN MACHINERY	15480588	PRESSURE POTENTIOMETER	04/28/2021	172.41	172.41	06/02/2021
Total 5067:					172.41	172.41	
540	TITLE FINANCIAL CORP OF WY	4138372	P19-197Re-invoiced for lost paym	10/08/2019	125.00	125.00	06/02/2021
Total 540:					125.00	125.00	
6363	TMSC LLC	2021-006-SF	Si-Ferrin - office electrical drawing	05/17/2021	7,759.80	7,759.80	06/02/2021
Total 6363:					7,759.80	7,759.80	
777	UPPER CASE PRINTING INK	17002	Water QUALITY REPORT	04/29/2021	158.64	158.64	06/02/2021
Total 777:					158.64	158.64	
1949	VERIZON WIRELESS	9878871883	MONTHLY SERVICES	05/24/2021	348.49	348.49	06/02/2021

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1949	VERIZON WIRELESS	9879893570	credit BALANCE	05/15/2021	26.55-	26.55-	06/02/2021
Total 1949:					321.94	321.94	
6731	VINCI LAW OFFICE LLC	052021	case #18119	05/20/2021	252.13	252.13	05/20/2021
Total 6731:					252.13	252.13	
3420	VISA	052121	visa	05/21/2021	22,828.28	22,828.28	05/26/2021
Total 3420:					22,828.28	22,828.28	
5022	VISION SERVICE PLAN - (WY)	052821	JUNE PREMIUM	05/28/2021	1,699.32	1,699.32	05/28/2021
Total 5022:					1,699.32	1,699.32	
4848	WAMCO LAB, INC.	14335	WET testing second quarter	05/12/2021	350.00	350.00	06/02/2021
Total 4848:					350.00	350.00	
6315	WATER TECHNOLOGY GROUP	5506875	REMOVAL OF CONTRETE FRO	04/22/2021	10,102.00	10,102.00	06/02/2021
Total 6315:					10,102.00	10,102.00	
192	WEBER, MICHELLE	051921	REIMBURSE AIRFARE FOR IAC	05/19/2021	618.40	618.40	06/02/2021
Total 192:					618.40	618.40	
6494	WELLER TRUCK PARTS	402253141	credit	02/26/2021	150.00-	.00	
Total 6494:					150.00-	.00	
563	WESTBANK SANITATION	3681563	WWTP trash service	05/01/2021	742.05	742.05	06/02/2021
563	WESTBANK SANITATION	3682290	Si-Ferrin - dumpster	05/01/2021	1,631.98	1,631.98	06/02/2021
563	WESTBANK SANITATION	3683633	transh pickup at 940 Simon Lane	05/01/2021	50.68	50.68	06/02/2021
Total 563:					2,424.71	2,424.71	
1640	WESTERN STATE	IN001628916	8 BOLTS FOR GRADER	04/21/2021	105.32	105.32	06/02/2021
1640	WESTERN STATE	IN001636795	D6 dozer rental and delivery	04/29/2021	6,045.00	6,045.00	06/02/2021
Total 1640:					6,150.32	6,150.32	
472	WHITE GLOVE CLEANING, INC.	525B	SK Housing - Clean moldy refriger	05/05/2021	50.00	50.00	06/02/2021
472	WHITE GLOVE CLEANING, INC.	538B	915 Simon Move-out cleaning	05/05/2021	48.50	48.50	06/02/2021
472	WHITE GLOVE CLEANING, INC.	542B	SK Housing - Unit-26 Move Out Cl	05/09/2021	48.50	48.50	06/02/2021
Total 472:					147.00	147.00	
6704	WOOD ENVIRONMENT & INFRA	S34948209	professional services for phase 2	04/26/2021	1,338.00	1,338.00	06/02/2021
6704	WOOD ENVIRONMENT & INFRA	S34948331	professional services to develop R	05/24/2021	2,002.00	2,002.00	06/02/2021
Total 6704:					3,340.00	3,340.00	
3619	WY CHILD SUPPORT ENFORCE	05202021	case #209790	05/20/2021	146.76	146.76	05/20/2021
Total 3619:					146.76	146.76	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4139	WY WORKERS' SAFETY & COM	052821	JUNE PREMIUM	05/28/2021	6,733.59	6,733.59	05/28/2021
Total 4139:					6,733.59	6,733.59	
329	WYOMING RETIREMENT SYST	209199	MaY CONTRIBUTIONS	05/28/2021	31,863.49	31,863.49	05/28/2021
329	WYOMING RETIREMENT SYST	209200	MaY CONTRIBUTIONS	05/28/2021	27,791.86	27,791.86	05/28/2021
329	WYOMING RETIREMENT SYST	209201	MAY CONTRIBUTIONS	05/28/2021	47,062.17	47,062.17	05/28/2021
Total 329:					106,717.52	106,717.52	
6824	WYOMING WATER RIGHTS CO	4772	Cache Creek Headgate and Wate	05/01/2021	1,731.25	1,731.25	06/02/2021
Total 6824:					1,731.25	1,731.25	
1764	WYOMING.COM INC	2006890	DOMAIN HOSTING	05/05/2021	5.00	5.00	06/02/2021
Total 1764:					5.00	5.00	
6717	WY-TEST	37290	random drug screening for Josh	03/25/2021	105.00	105.00	06/02/2021
6717	WY-TEST	37367	random drug screening for Josh	04/08/2021	80.00	80.00	06/02/2021
Total 6717:					185.00	185.00	
5539	Y2 CONSULTANTS, LLC	17442	East Pearl Sidewalk Concept Desi	03/15/2021	10,330.00	10,330.00	06/02/2021
5539	Y2 CONSULTANTS, LLC	17477	Simpson Meadowlark Design and	03/25/2021	14,870.03	14,870.03	06/02/2021
Total 5539:					25,200.03	25,200.03	
2842	YELLOW IRON EXCAVATION, LL	57431	SNOW KING HOUSING	04/30/2021	720.00	720.00	06/02/2021
Total 2842:					720.00	720.00	
618	ZYLAB INTERNATIONAL INC.	18010035	Professional services to move Zyl	04/30/2021	500.00	.00	
Total 618:					500.00	.00	
Grand Totals:					516,396.07	493,591.95	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

STAFF REPORT



Meeting Date:	June 7, 2021	Meeting Title:	Town Council Regular Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: Farmers Market on the Town Square	Public Comment:	Yes

Purpose & Policy Considerations.

The Mayor and Council approve all special event applications requesting the use of public property, exemptions from Municipal Code, services of Town personnel and Town equipment on behalf of the Town of Jackson.

During the Special Town Council Workshop held on February 23, 2021 a special event policy was adopted for considerations during the COVID-19 pandemic. The applicant has indicated that, depending on which risk category we are in during the event they would adjust their participant numbers accordingly. The applicant is working with the Teton County Health Department and Town of Jackson staff to ensure that the event will have COVID-19 mitigation plans in place during the event. The applicant will need to adhere to any Town policies as well as any Statewide or Local Health Orders in effect that are in place at the time of their event.

Requested Action.

Staff is requesting Town Council to consider the special event application submitted by the Jackson Hole Farmers Market on the Town Square to host its annual Farmers Market on Saturday mornings around the Town Square and the Fall Festival Farmers Market on September 25, 2021.

Recommendations.

Staff recommends the approval of the application, subject to the conditions and restrictions listed in this staff report.

Background.

The applicant, Jackson Hole Farmers Market on the Town Square, requests permission to host its annual Farmers Market on Saturday mornings around Town Square. The event was initiated in 2001. This is an event allowing local farmers and local businesses to sell organic food products. The Farmers Market will contribute 10% of weekly gross proceeds to each participating non-profit of the week.

Last summer, due to COVID-19, the applicant was approved for a change from their previous operating footprint to allow for social distancing at the Saturday morning markets. The applicant is again requesting the complete closure of Deloney (between Cache and Center) and the complete closure of Center (between Deloney and Broadway) between the hours of 6:00 A.M. and 12:30 P.M. every Saturday from July 10 through September 25.

This closure request allows for additional space for social distancing in an effort to mitigate the potential spread of COVID-19. The Teton County Health Department has reviewed of this layout from a social distancing perspective. The applicant indicated that they did not receive any complaints from business owners surrounding the Town Square regarding this layout.

Set up will begin at 6:00 A.M. and break down will end by 12:30 P.M. The market will be open from 8:00 A.M. to 12:00 P.M. The market will run from July 10, 2020 to September 25, 2021.

The applicant has indicated that they would operate at 75% of maximum market capacity while Teton County is in the GREEN and YELLOW COVID-19 Risk Levels. In addition, the applicant would encourage cloth face coverings for both vendors and shoppers among other measures. A full list of COVID-19 guidelines as well as a map during GREEN/YELLOW Risk Levels can be found attached to this staff report.

The applicant has indicated that they would operate at 50% of maximum market capacity while Teton County is in the ORANGE COVID-19 Risk Level. In addition the applicant would mandate cloth masks for vendors and recommend cloth masks for shoppers among other measures. A full list of COVID-19 guidelines as well as a map during the ORANGE Risk Level can be found attached to this staff report. This operational plan was executed last year during ORANGE Risk Level.

The applicant has indicated that they would adhere to all federal, state and local health orders in place at the time of each market. They have also indicated that they would adhere to the Town of Jackson's Special Event Policy with COVID-19 Considerations. Finally the applicant has indicated that they would not operate the market if Teton County entered RED or PURPLE Risk Levels.

This request also includes permission to host a Community Fall Festival on the final day of the Farmers Market, September 25, 2021. The Community Fall Festival is an expanded Farmers Market on streets surrounding the Town Square which will end for the public by 2:00 P.M. with clean-up being complete by 3:30 P.M. The Community Fall Festival will only move forward if Teton County's COVID Risk Level is in GREEN or YELLOW.

Additional requests associated with this event include:

- Permission to close Deloney Avenue (between Cache and Center) and Center Street (between Deloney and Broadway) for each market from 6:00 A.M. to 12:30 P.M. for vendor booths and pedestrians.
- The applicant utilizes its own barricades for the street closures and will also be responsible for the production, posting and removal of the associated no parking signage.
- Permission to display two temporary event banners per the attached sign permit applications. The applicant also requests permission to display two onsite 5'x7' banners to be displayed on tents.
- Permission to display light pole banners per the attached sign permit application.
- Access to electricity from the park.
- Permission for amplified sound associated with this event.
- Permission for an Exposition License associated for each market.
- Permission to utilize barricades and road signs from Public Works if necessary.
- Permission to ban dogs from within the event boundary. This ban was initially approved for the summer of 2015. The procedure worked well for the organization and they are requesting this again for the summer of 2018. In the past concerns regarding dogs at this event have been raised by the Farmers Market staff, volunteers, vendors and patrons. With this in mind, the applicant is seeking permission to ban dogs from within the boundary of this Town Council approved event. Currently there is a Town ordinance prohibiting dogs from being in the Town Square; however, this dog ban request would extend beyond the boundary of the Town Square and into the event boundary. The Police Department has indicated that since there is no ordinance prohibiting dogs in the public streets, they could enforce either trespass or breach of peace if someone brings a dog within the event boundary and refuses to leave. The Police Department has also indicated that if the Town Council determines that this issue is one worth pursuing for a long-term solution than an ordinance could be considered at some point. An ordinance

would allow for enforcement. The applicant has indicated that they would make efforts to educate the public in regards about dogs at the Farmers Market. The Police Department has indicated that when they have a CSO available that they would be asked to be a presence at the Farmers Markets.

- Use of the George Washington Memorial Park from 8am – 9am on Farmer Market Saturdays for the Market’s “Wellness of the Week” program. The applicant will “offer free yoga, fitness type activities to people free of charge so they can enjoy a healthier life style in Jackson Hole.” This program would take place from 8:00am until 9:00am in the eastern quadrant of the George Washington Memorial Park. The applicant has indicated that would ask each instructor to provide their own Certificate of Insurance to cover the time they are donating. The applicant also indicated that they would place a sign at each market indicating that the activity was free of charge and donated by the individual and the business they work for giving them acknowledgement for their time donated. Wellness of the Week activities will only take place with the review and approval of the Teton County Health Department.
- Use of amplified sound for the Wellness of the Week event.
- Full closures of Broadway between Cache and King, Deloney between Cache and Center, and Center between Broadway and Deloney for the Community Fall Festival on September 25, 2021. The Community Fall Festival will only take place following the review and approval of the Teton County Health Department.
- Permission for a sidewalk sale by downtown merchants during the Community Fall Festival. This sidewalk sale may only take place if the Community Fall Festival occurs.
- Catering permit on Saturday, September 25th from 11:00 A.M. to 2:00 P.M. for alcohol sales on Broadway Avenue between Center Street and Cache Street.
- Relief from Town ordinances as follows: Applicant requests the issuance of a catering permit for Broadway Avenue (between Cache and Center) on Saturday, September 25th. Beer will be served on Broadway as indicated in the site map. Municipal Code 6.40.050 prohibits open containers and the consumption of alcohol on any street, sidewalk or curb or any other public property. Alcohol will not be permitted in the George Washington Memorial Park.

Analysis.

The application has been submitted for review and comment to all Town departments. The operating plan for this event has been reviewed by the Teton County Health Department and Town staff to ensure that the event complies with state and local health orders, Center for Disease Control guidelines, as well as Town the special event policy with COVID-19 considerations.

Possible Alternatives.

N/A

Comprehensive Plan & Priority Alignment.

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

We have always been a diverse community that supports a variety of lifestyles and employment opportunities, and we welcome others to share in the enjoyment of our ecosystem and western mountain lifestyle. Residents and visitors have become accustomed to high-quality social, cultural, and recreational services. Continuing to provide these services in a manner that better achieves our Vision will enhance the livability and appeal of our community.

Fiscal Impact.

Fiscal impact includes income from Exposition Licenses totaling \$2,964 (12 markets x \$247 per market), a Catering Permits totaling \$20 for the Fall Festival market and a special event application fee of \$27. A total income of \$3,011 is expected from this event.

Staff Impact.

Staff impact includes:

- processing catering permits and exposition permits (approximately 30 minutes),
- securing town equipment from Public Works (approximately 30 minutes),
- departmental review of application (approximately 3 hours of total staff time),
- pre-event meetings with the applicant (approximately 4 hours of total staff time),
- preparation of staff report (approximately 2 hours),
- follow-up actions (approximately 1 hour and 30 minutes),
- On duty Police Officers for possible towing of cars and being a general presence at the event (approximately 15 hours).

In total approximately 26.5 hours of staff time split between town, county and joint departments.

Conditions and Restrictions.

Staff recommends the approval of the special event permit application (with the exception of the request for trash removal), subject to the following conditions and restrictions:

1. The applicant will adhere to all federal, state or local health orders in place at the start of each market.
2. The applicant will adhere to the Town of Jackson's Special Event Policy with COVID-19 Considerations.
3. The applicant shall clean up immediately after each day of the event and shall be responsible for the removal of all refuse and recycled material generated by the event.
4. Applicant shall encourage market users to utilize the downtown parking structure.
5. Insurance: An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and states that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney.
6. The applicant shall obtain an Exposition License for the Town of Jackson covering each day of the event. Social security numbers for all vendors shall be provided to the Finance Department at least 10 days prior to each event.
7. The applicant shall coordinate the use of electric with the Parks & Recreation park superintendent at least three (3) business days prior to the event.

8. No exhibits, tables, chairs, or other equipment shall be placed on walkways as to obstruct pedestrian traffic.
9. Attaching signage of any kind to the antler arches or fences is prohibited.
10. Any power cords that cross walkways shall be taped and secured as to avoid a tripping hazard.
11. The applicant shall be responsible for the production, posting and removal of the no parking signage. As such, it will be the responsibility of the applicant to remove or tow vehicles parked in spaces intended for use by vendors.
12. The applicant will work with Town personnel in accommodating other special events that may take place in the area. Specifically, the applicant will work with the Community Foundation to accommodate Old Bill's Fun Run subject to Town approval.
13. Temporary event banners may be put up the Wednesday prior to each market date and shall be removed at the closure of each market day. No items shall be stored on the Town Square (including the stage stop building) between events.
14. Any tents larger than 400 square feet will require approval through the Fire Department. A Temporary Tent Permit Form will need to be completed and approved prior to the start of the event. This Temporary Tent Permit can be found on the Jackson Hole Fire / EMS website.
15. Light post banners shall be coordinated through the Chamber of Commerce and the Town of Jackson Public Works Department.
16. The applicant will work with the Jackson Police Department in an effort to educate, report and enforce a dog ban within the event boundaries if the Town Council approves a dog ban.
17. Any additional conditions as directed by the Town Council.
18. The applicant will work with the Teton County Health Department in efforts to implement practices that help mitigate the potential spread of COVID-19.
19. The applicant shall apply and pay for a catering permit prior to the Fall Festival Market on Saturday, September 25, 2021.
20. The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. An ID bracelet system shall be utilized and all ID's checked.
21. Only 16oz or smaller plastic cups (or other 16oz cups pre-approved by the Town) are used for beer sales.
22. No more than two beers will be sold to any one person at one time.
23. The applicant shall report any incidents of underage drinking or potential over consumption of alcohol to the Police.
24. The applicant will post *no alcohol consumption beyond this point* signs with barricades at either end of Broadway. These exit points will be staffed by personnel monitor participants ensuring that open alcohol does not leave the approved area.

Attachments or Links.

Special Event application for Regular Farmers Market

Guidelines and Map for GREEN/YELLOW Risk Levels (75% of market capacity)

Guidelines and Map for ORANGE Risk Level (50% of market capacity)

Temporary Sign Permit Application

Town of Jackson Special Event Policy with COVID-19 Considerations

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

I move to approve the special event application made by the Jackson Hole Farmers Market on the Town Square for the Jackson Hole Farmers Markets including the Fall Festival, subject to the conditions and restrictions listed in the staff report.

Special Event Application

Submit Completed Document To:

Town Hall
Town of Jackson - Special Events
150 East Pearl Street
P.O. Box 1687
Jackson, Wyoming 83001

cpelletier@townofjackson.com
(307) 733-3932 ext. 1112 (phone)
(307) 739-0919 (fax)



A completed application
must be submitted at least
21 days prior to your event.

Non-Profit Fee: \$25
For-Profit Fee: \$150

APPLICANT INFORMATION

Name of Event: Jackson Hole Farmers Market on the Town Square

Name of Organization: Jackson Hole Farmers Market

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

Mailing Address: P.O. Box 744

City: Jackson State: Wyoming Zip Code: 83001

Name of Person Completing Application: Jenny May Shervin

Email Address: jhfmts@gmail.com

Work Phone: 805-698-5489

Cell Phone: 805-698-5489

EVENT INFORMATION

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

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

The mission of the Jackson Hole Farmers Market is to champion and support local farms and _____

Location of Event: Town Square (Center & Deloney) Alternative Location: _____

Date(s) of Event: Every Saturday July 10th-Sept.25th Event Operating Hours: 8:00am-12:00pm

Event Set Up Begins Date: July 10, 2021 Time: 6:00am

Event Clean Up Ends Date: September 25, 2021 Time: 1:00pm (Fall Festival)

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 250 at one time Total Event: 12,000 varies

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): None

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

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

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

Name: Sadek Darwiche Cell Phone: 307-413-6323

EVENT SITE PLAN

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

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

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

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

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

☒ Yes

☐ No

Area of Closure Request

Date(s)

Start Time

End Time

Closure of Center and Deloney Streets along the border of the Town Square 7/10-9/25

Fall Festival will have Broadway, Center and Deloney Road Closures on 9/25 from 6am-3pm

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

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

☒ Yes

☐ No

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

Will the event closure requests impact any START Bus routes?

☐ Yes

☒ No

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

Route Description: _____ START Bus contacted?

☐ Yes

☐ No

RESIDENT AND/OR BUSINESS NOTIFICATION

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

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

☐ Yes

☒ No

Special Event Application

TOWN EQUIPMENT REQUESTS

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

9/25 only Large Street Barricades

9/25 only "Road Closed" Street Signs

 Small Sidewalk Barricades

 "Local Traffic Only" Street Signs

 28 Inch Street Cones

9/25 only "Detour" Street Signs

 Candlestick Cones

 32-Gallon Recycling Bins

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

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

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

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

TOWN SERVICES REQUESTS

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

POLICE DEPARTMENT

(307) 733-1430

☐ Event Security

☐ Mounted Horse Patrol

☐ Traffic Control

☐ Race Lead Vehicle

☐ Parade Lead Vehicle

☐ General Presence

☒ Towing / Ticketing

☐ Assistance with
Parking Closures

☒ Assistance with
Street Closures

Please describe in detail your request:

Street closures on Center & Deloney from 7/10-9/25 6am to 1pm (Every Saturday) and

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

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request _____

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☒ Electricity Access

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

☐ Additional Public Restroom Cleaning

Please describe in detail your request: _____

Approximately 15 vendors may need electrical connections.

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

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

☐ Yes

☒ No

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

☐ Yes

☐ No

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☒ Event Site Inspection

Please describe in detail your request: Fire Safety inspection of vendors preparing food on-site.

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: _____

VOICE / MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound?

☒ Yes

☐ No

If "Yes", please indicate times: Start Time: 9:00am Finish Time: 11:30am

Will your event feature any musical entertainment?

☒ Yes

☐ No

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

SIGN or BANNER REQUESTS

Are you requesting to hang signs or banners?

☒ Yes

☐ No

If "Yes", have you completed a sign permit application?

☒ Yes

☐ No

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached:

☐ Yes

☒ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

Do you plan to provide portable restroom facilities?

☐ Yes☐ No

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

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

If "No", please explain:

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

Restroom Company:

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

Date for Drop Off:

Time for Drop Off:

Date for Pick Up:**Time for Pick Up:**

ALCOHOL

Will there be alcoholic beverages at the event?

☐ Yes☐ No

Will you be offering any alcoholic beverages besides beer? ☐ Yes

☐ Yes☐ No

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

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☒ Yes

☐ No

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

Please describe any sales activity at your event:

Will any food or beverages be sold at your event?

☒ Yes

☐ No

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

TRASH REMOVAL PLAN

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

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

☐ Yes

☒ No

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

How many trash receptacles will be supplied for your event? 2 by FM plus each vendor is required

When will the trash receptacles be delivered? _____

When will the trash receptacles be picked up and removed from site? 12:30pm every Saturday

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

FM organizers collect and remove all trash, receptacles and vendors are required to keep space clean.

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

Special Event Application

SUSTAINABLE EVENT PLANNING

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

- ☐ Rental / Use of Recycling Bins for Special Events
- ☐ Use of JH2O Water Bottle Refilling Station for Special Events
- ☐ Consultation on Conducting Green Special Events

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

RECYCLING PLAN

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

Will you be using a company for your recycling plan?

☐ Yes

☒ No

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

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

When will these recycling receptacles be delivered? _____

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

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

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

Special Event Application

SIGNIFICANT EVENT CHANGES

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

☒ Yes

☐ No

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

We are requesting the road closures of Center and Deloney streets to provide adequate room for people at the market instead of having the market include Broadway. We would also like to have the option to fill each vendor space this year versus having a 10 foot space in between each vendor like last year.

Farmers Market will also be relocated to Broadway only for Old Bill's Fun Run, planned in advance with OBFR coordinators.

STANDARD CONDITIONS OF APPROVAL

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

GENERAL

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

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

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

Initials: JMS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: JMS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

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

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

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

PORTABLE RESTROOMS

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

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

INSURANCE

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

FOOD / VENDING

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

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

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

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

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

Initials: JMS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: JMS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

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

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

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

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

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

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

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

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

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

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

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

FAIR GROUNDS / RODEO GROUNDS

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

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

Initials: JMS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

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

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

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

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

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

APPLICANT:


Jenny May Shervin

Signature

APPLICANT: Jenny May Shervin

Printed Name

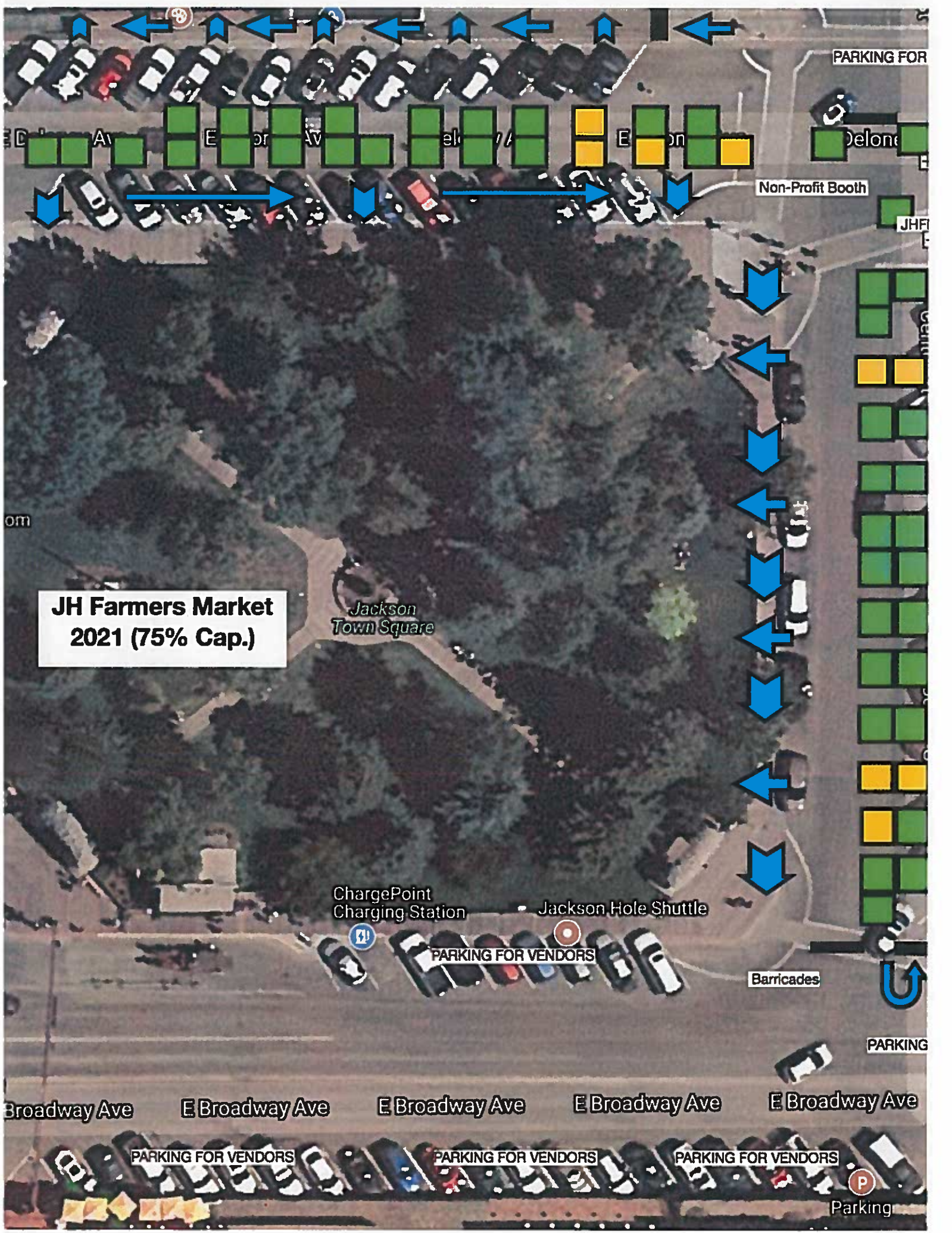
DATE: 04/13/2021

TITLE: Market Manager

Jackson Hole Farmers Market Proposal Guidelines for Vendors and Volunteers

Phase (Green/Yellow): See attached MAP (75% Capacity) for Layout

1. Increased hygiene, cleaning and disinfecting procedures of staff, vendors & volunteers (Wipe down surfaces and offer hand sanitizer at each booth)
2. Encouraged cloth face coverings for shoppers and vendors but not mandatory.
3. Physical distancing (separation of 6 feet or more) for any lines to purchase items.
4. Signage for current guidelines and physical distancing (Signage up at each entrance of the market)
5. Vendors could have one person to handle the money and one to handle the product requests.(If and only if there is more than one person operating the booth at one time normally)
6. Directional Shopping (Have arrows directing the flow of shoppers with markings for lines to each booth with 6 feet markings)
7. Vendor Tents situated 5 feet apart and placed back to back in the middle of closed streets (Center and Deloney Streets, no access to Broadway due to having to face the park/congestion)



**JH Farmers Market
2021 (75% Cap.)**

PARKING FOR

Delone

Non-Profit Booth

JHF

Jackson
Town Square

ChargePoint
Charging Station

Jackson Hole Shuttle

PARKING FOR VENDORS

Barricades

PARKING

Broadway Ave

E Broadway Ave

E Broadway Ave

E Broadway Ave

E Broadway Ave

PARKING FOR VENDORS

PARKING FOR VENDORS

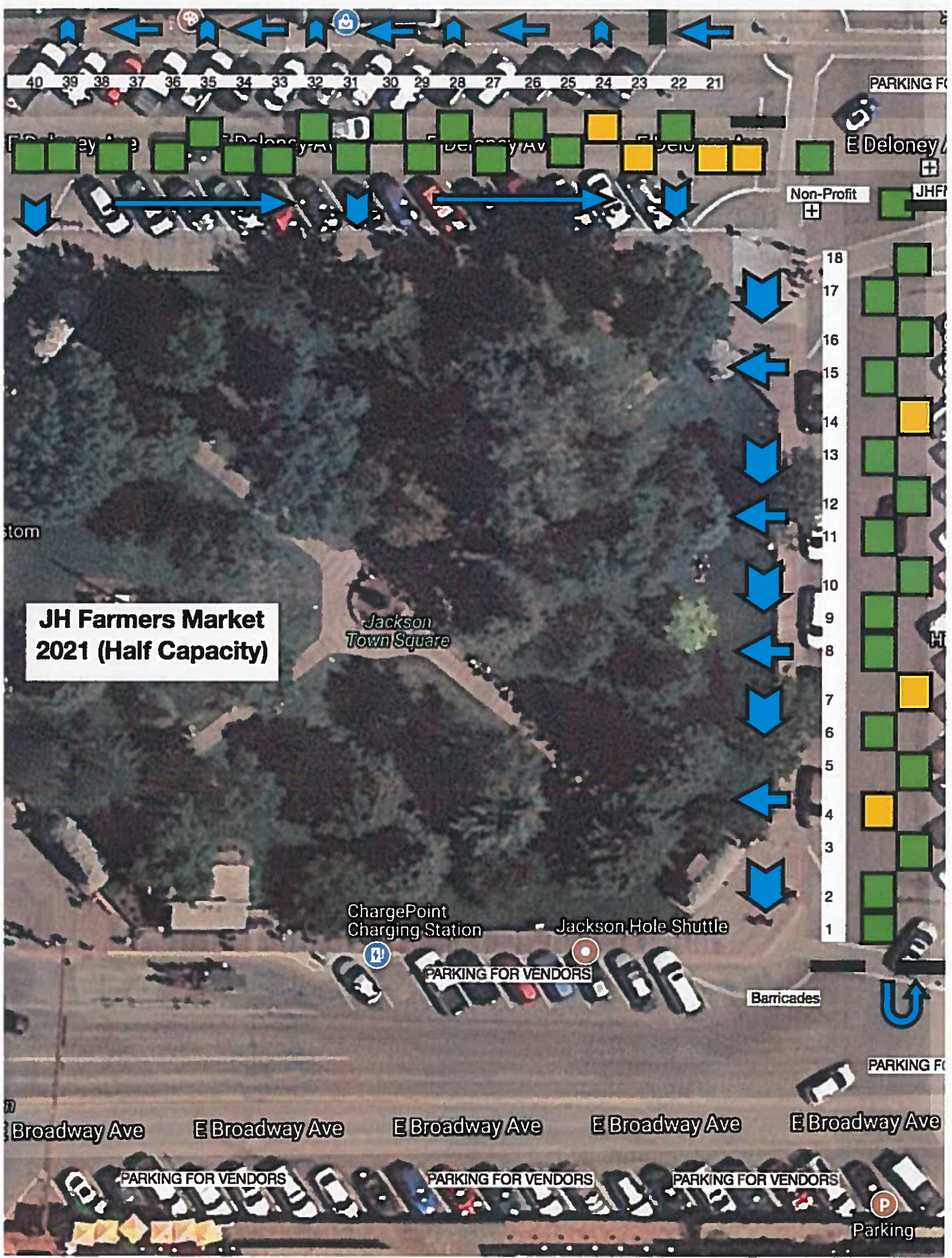
PARKING FOR VENDORS

P
Parking

Jackson Hole Farmers Market Proposal Guidelines for Vendors and Volunteers

Phase (ORANGE): See attached MAP (HALF CAPACITY) for Layout

1. Increased hygiene, cleaning and disinfecting procedures of staff, vendors & volunteers (Wipe down surfaces and offer hand sanitizer at each booth)
2. Recommended cloth face coverings for shoppers (Mandatory face coverings for vendors)
3. Physical distancing (separation of 6 feet or more) for any lines to purchase items
4. Signage for current guidelines and physical distancing (Signage up at each entrance of the market)
5. Ask customers not to touch any products until it is in their bag. Customers can tell vendors what they would like. Vendors with gloved hands put the items in a place for customers to pick up and put in their bags.
6. Stands could be set up with another table set up in front of the tables with products on them to keep customers at a distance from the products. Customers could come into the booth one at a time and ask for what they would like. Vendors would collect the requested items and place them where customers could put them in their bag.
7. Vendors could have one person to handle the money and one to handle the product requests. (If and only if there is more than one person operating the booth at one time normally)
8. Directional Shopping (Have arrows directing the flow of shoppers with markings for lines to each booth with 6 feet markings)
9. Vendor Tents situated 10 feet apart and placed back to back staggered in the middle of closed streets (Center and Deloney Streets, no access to Broadway due to having to face the park/ congestion)
10. Please show up between 7-7:30am to set up your booth



**JH Farmers Market
2021 (Half Capacity)**

ChargePoint
Charging Station

Jackson Hole Shuttle

PARKING FOR VENDORS

Barricades

PARKING FOR

E Broadway Ave

E Broadway Ave

E Broadway Ave

E Broadway Ave

E Broadway Ave

PARKING FOR VENDORS

PARKING FOR VENDORS

PARKING FOR VENDORS

Parking

Special Event Application

Submit Completed Document To:

Town Hall
Town of Jackson - Special Events
150 East Pearl Street
P.O. Box 1687
Jackson, Wyoming 83001

cpelletier@townofjackson.com
(307) 733-3932 ext. 1112 (phone)
(307) 739-0919 (fax)



A completed application
must be submitted at least
21 days prior to your event.

Non-Profit Fee: \$25
For-Profit Fee: \$150

APPLICANT INFORMATION

Name of Event: Jackson Hole Farmers Market on the Town Square Fall Festival

Name of Organization: Jackson Hole Farmers Market

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

Mailing Address: P.O. Box 744

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Jenny May Shervin

Email Address: jennymay333@gmail.com

Work Phone: 8056985489

Cell Phone: _____

EVENT INFORMATION

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

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

Our last farmers market of the season we like to finish with a Fall Festival that includes all of _____

Location of Event: Town Square (Center, Deloney & Alternative Location: _____

Date(s) of Event: 9/25/21 Event Operating Hours: 8:00 am to 2pm

Event Set Up Begins Date: September 25, 2021 Time: 6:00am

Event Clean Up Ends Date: September 25, 2021 Time: 3:00 pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 1000 Total Event: 1000

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): _____

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

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

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

Name: Sadek Darwiche Cell Phone: 307-413-6323

EVENT SITE PLAN

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

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

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

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

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

☒ Yes

☐ No

Area of Closure Request

Date(s)

Start Time

End Time

Closure of Center along the border of the Town Square 9/25 from 6am to 3pm

Closure of Deloney along the border of the Town Square 9/25 from 6am to 3pm

Closure of Broadway along the border of the Town Square 9/25 from 6am to 3pm

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

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

☒ Yes

☐ No

If "Yes", how many parking spaces will be unavailable due to the event: 60 parking spaces

Will the event closure requests impact any START Bus routes?

☐ Yes

☒ No

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

Route Description: _____ START Bus contacted?

☐ Yes

☐ No

RESIDENT AND/OR BUSINESS NOTIFICATION

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

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

☐ Yes

☒ No

Special Event Application

TOWN EQUIPMENT REQUESTS

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

9/25 only Large Street Barricades

9/25 only "Road Closed" Street Signs

 Small Sidewalk Barricades

 "Local Traffic Only" Street Signs

 28 Inch Street Cones

 "Detour" Street Signs

 Candlestick Cones

 32-Gallon Recycling Bins

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

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

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

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

TOWN SERVICES REQUESTS

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

POLICE DEPARTMENT

(307) 733-1430

☐ Event Security

☐ Mounted Horse Patrol

☐ Traffic Control

☐ Race Lead Vehicle

☐ Parade Lead Vehicle

☐ General Presence

☒ Towing / Ticketing

☐ Assistance with
Parking Closures

☐ Assistance with
Street Closures

Please describe in detail your request: _____

Ticketing and towing of cars that are parked on Broadway, Center and Deloney on 9/25 from _____

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

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request: _____

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☒ Electricity Access

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

☐ Additional Public Restroom Cleaning

Please describe in detail your request: Plug into Town Square Electrical Posts

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

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

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

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: _____

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: _____

VOICE / MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound?

☒ Yes

☐ No

If "Yes", please indicate times: Start Time: 9:00am Finish Time: 2pm

Will your event feature any musical entertainment?

☒ Yes

☐ No

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

SIGN or BANNER REQUESTS

Are you requesting to hang signs or banners?

☒ Yes

☐ No

If "Yes", have you completed a sign permit application?

☒ Yes

☐ No

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached:

☐ Yes

☒ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

Do you plan to provide portable restroom facilities?

☒ Yes

☐ No

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

Total Number of Portable Toilets: ²_____ Number of ADA Accessible Portable Toilets: ¹_____

If "No", please explain: _____

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

Restroom Company: Macy's

Restroom Drop off / Pick Up Date for Drop Off: 9/25/21 Time for Drop Off: 8am

Date for Pick Up: 9/25/21 Time for Pick Up: 4pm

ALCOHOL

Will there be alcoholic beverages at the event?

☒ Yes

☐ No

Will you be offering any alcoholic beverages besides beer? ☐ Yes

☒ No

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

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☒ Yes

☐ No

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

Please describe any sales activity at your event:

Normal Farmers Market Vendors from each Saturday

Will any food or beverages be sold at your event?

☒ Yes

☐ No

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

TRASH REMOVAL PLAN

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

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

☐ Yes

☒ No

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

How many trash receptacles will be supplied for your event? 2 by FM plus each vendor is required

When will the trash receptacles be delivered? Each vendor brings them at set up at 7am

When will the trash receptacles be picked up and removed from site? Taken by 3pm 9/25/21

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

Each vendor is in charge of taking their trash at the end of the event. Farmers Market will collect their trash receptacles at the end of the event as well.

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

Special Event Application

SUSTAINABLE EVENT PLANNING

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

- ☐ Rental / Use of Recycling Bins for Special Events
- ☐ Use of JH2O Water Bottle Refilling Station for Special Events
- ☐ Consultation on Conducting Green Special Events

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

RECYCLING PLAN

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

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

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

How many recycling receptacles will they (or you) supply for your event? ^{None} _____

When will these recycling receptacles be delivered? ^{None} _____

When will recycling receptacles be picked up and removed from site? ^{None} _____

Describe your plan for collection and removal of recyclable materials during your special event:
None

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

Special Event Application

SIGNIFICANT EVENT CHANGES

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

☒ Yes

☐ No

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

This is event would look similar to our Fall Festival in 2019. We did not have a festival in 2020 due to Covid-19.

STANDARD CONDITIONS OF APPROVAL

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

GENERAL

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

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

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

Initials: JMS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: JMS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

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

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

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

PORTABLE RESTROOMS

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

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

INSURANCE

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

FOOD / VENDING

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

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

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

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

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

Initials: JMS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: JMS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

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

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

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

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

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

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

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

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

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

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

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

FAIR GROUNDS / RODEO GROUNDS

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

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

Initials: JMS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

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

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

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

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

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

APPLICANT: 
Signature

APPLICANT: Jenny May Shervin
Printed Name

DATE: 05/18/2021

TITLE: Market Manager





Jax Drug

E Delaney Ave

E Delaney Ave

E Delaney Ave

E Delaney Ave

E Delaney Ave

JH Farmers Market
Fall Festival 9/25/21

Jackson
Town Square

ChargePoint
Charging Station

Barricades for ID Tent
Jackson Hole Shrine

Pinky G's

Navrati BBQ

Street Tacos

JH POP!

Les with Guard

Freshies

MoMo Shack

JHFM ID Tent

Beer Tent

E Broadway Ave

E Broadway Ave

E Broadway Ave

E Broadway Ave

E Broadway Ave

Lees

Toy

Lucky You

West Range

Sun

Amaran

BC

J. Dennis

Accentuate

Parking

Jackson Hole Farmers Market Proposal

Guidelines for Vendors and Volunteers

Phase (ORANGE): See attached MAP (HALF CAPACITY) for Layout

1. Increased hygiene, cleaning and disinfecting procedures of staff, vendors & volunteers (Wipe down surfaces and offer hand sanitizer at each booth)
2. Encouraged cloth face coverings for shoppers and vendors but not mandatory.
3. Physical distancing (separation of 6 feet or more) for any lines to purchase items.
4. Signage for current guidelines and physical distancing (Signage up at each entrance of the market)
5. Vendors could have one person to handle the money and one to handle the product requests.(If and only if there is more than one person operating the booth at one time normally)
6. Directional Shopping (Have arrows directing the flow of shoppers with markings for lines to each booth with 6 feet markings)
7. Vendor Tents situated 5 feet apart and placed back to back in the middle of closed streets (Center and Deloney Streets, no access to Broadway due to having to face the park/congestion)

Jackson Hole Farmers Market Proposal

Guidelines for Vendors and Volunteers

Phase (ORANGE): See attached MAP (HALF CAPACITY) for Layout

1. Increased hygiene, cleaning and disinfecting procedures of staff, vendors & volunteers (Wipe down surfaces and offer hand sanitizer at each booth)
2. Recommended cloth face coverings for shoppers (Mandatory face coverings for vendors)
3. Physical distancing (separation of 6 feet or more) for any lines to purchase items
4. Signage for current guidelines and physical distancing (Signage up at each entrance of the market)
5. Ask customers not to touch any products until it is in their bag. Customers can tell vendors what they would like. Vendors with gloved hands put the items in a place for customers to pick up and put in their bags.
6. Stands could be set up with another table set up in front of the tables with products on them to keep customers at a distance from the products. Customers could come into the booth one at a time and ask for what they would like. Vendors would collect the requested items and place them where customers could put them in their bag.
7. Vendors could have one person to handle the money and one to handle the product requests. (If and only if there is more than one person operating the booth at one time normally)
8. Directional Shopping (Have arrows directing the flow of shoppers with markings for lines to each booth with 6 feet markings)
9. Vendor Tents situated 10 feet apart and placed back to back staggered in the middle of closed streets (Center and Deloney Streets, no access to Broadway due to having to face the park/ congestion)
10. Please show up between 7-7:30am to set up your booth

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **JUL 12 2019**

JACKSON HOLE FARMERS MARKET
PO BOX 744
JACKSON, WY 83001

Employer Identification Number:
30-1152267
DLN:
17053133326029
Contact Person:
SHANNON M VANN ID# 17302
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
February 20, 2019
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947



SIGN PERMIT (SGN) APPLICATION
Planning & Building Department

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

Fees Paid _____

For Office Use Only

Date & Time Received _____

Application #s _____

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

PROJECT.

Name/Business/Description: Jackson Hole Farmers Market on the Town Square

Physical Address: Town Square

Lot, Subdivision: _____

PIDN: _____

PROPERTY OWNER.

Name: Town of Jackson

Phone: _____

Mailing Address: _____

ZIP: _____

E-mail: _____

APPLICANT/AGENT.

Name, Agency: Jackson Hole Farmers Market on the Town Sqaure

Phone: 805-698-5489

Mailing Address: P.O.Box 744 Jackson WY.

ZIP: 83001

E-mail: jhfmts@gmail.com

DESIGNATED PRIMARY CONTACT.

____ Property Owner ☒ Applicant/Agent

GENERAL INFORMATION.

Have you attached the following? Please answer accordingly.

- Yes ___ No ☒ Is this a multi-tenant building? Name of Building: _____
- Yes ___ No ☒ Number of Tenants: _____
- Yes ___ No N/A Length of building frontage in linear feet (1st frontage) _____
- Yes ___ No N/A Length of building frontage in linear feet (2nd frontage if applicable) _____
- Yes ___ No 3 How many signs are you planning to install/erect? _____
- Yes ___ No N/A Dimensions of existing signage to remain. _____
- Yes ___ No ☒ Do you have a Master Sign Plan? _____

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/243/Sign-Permit for submittal requirements. Have you attached the following? Please circle.

Application Fees. Fees are cumulative. Go to www.townofjackson.com/243/Sign-Permit for the fees.

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

Yes ☐ No ☐ **Proposed Signs.** Please provide the information requested for each sign.

Yes ☐ No ☐ **Required Drawings.** Please provide the following drawings as part of your application.

Yes ☐ No ☐ A site plan, drawn to a recognized engineering scale, which depicts the property boundaries, building footprints, access and circulation, and the location of each proposed sign and any existing signs that will remain.

Yes ☐ No ☐ Description of the dimensions, colors, materials and types of any existing signs that will remain. Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.

Yes ☐ No ☐ Installation specifications, required set backs, height, and any structural details or specifications required for freestanding signs.

Yes ☐ No ☐ Specifications for proposed lighting.

PROPOSED SIGNS. Please fill out the following information for each sign as applicable. If you are proposing more than two signs, you may provide this information on an additional sheet. Go to www.townofjackson.com/243/Sign-Permit for an explanation of the sign requirements below.

SIGN 1

Type: Light Pole Banners
Dimensions: 2ft x 4ft
Area (square feet): _____
Height: 4 ft
Clearance: approx 15ft
Setback property line: _____
Sign color: multi-color
Sign material: vinyl
Lighting type proposed: none

SIGN 2

Type: (2) Event Banners (Saturdays only)
Dimensions: 8ft. x 4ft.
Area (square feet): _____
Height: 4ft
Clearance: 5ft
Setback property line: _____
Sign color: multi-color
Sign material: vinyl
Lighting type proposed: none

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

Signature of Property Owner or Authorized Applicant/Agent

Jenny May Shervin

Name Printed

6/5/20

Date

Market Manager

Title

**TEMPORARY SIGN PERMIT APPLICATION****Planning & Building Department**

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

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

EVENT NAME:

Event Name: Jackson Hole Farmers Market Physical Address of Event: Town Square
Description of Event: Farmers Market on the Town Square on Saturday Mornings Only (7/11-9/26)
Grand Opening ____ Yes ____ No X

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: P.O.Box 744 Phone: 805-698-5489
E-mail: Jackson, WY. ZIP: 83001
jhfmts@gmail.com Non-Profit: X For Profit: ____

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Albertsons Grocery Store</u>	Business/Description: _____
Physical Address: <u>105 Buffalo Way, Jackson WY. 83001</u>	Physical Address: _____
Dates of Display: <u>Weeks of 06/28, 7/19, 8/9, 8/16, 9/13, 9/20</u>	Dates of Display: _____
Consent from Owner Obtained? Yes ____ No <u>X</u>	Consent from Owner Obtained? Yes ____ No ____
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ____ No ____	Consent from Owner Obtained? Yes ____ No ____

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

Yes X No ____ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
Yes ____ No X Installation specifications, and any structural details or specifications required for freestanding signs.

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

Jenny May
Signature of Authorized Event Applicant
Jenny May Shervin
Applicant Name Printed

6/5/20
Date
Market Manager
Title

STAFF REPORT



Meeting Date:	June 7, 2021	Meeting Title:	Town Council Regular Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: Shoot Out on the Town Square	Public Comment:	Yes

Purpose & Policy Considerations.

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

During the Special Town Council Workshop held on February 23, 2021 a special event policy was adopted for considerations during the COVID-19 pandemic. The applicant has indicated that, depending on which risk category we are in during the event they would adjust their participant numbers accordingly. The applicant is working with the Teton County Health Department and Town of Jackson staff to ensure that the event will have COVID-19 mitigation plans in place during the event. The applicant will need to adhere to any Town policies as well as any Statewide or Local Health Orders in effect that are in place at the time of their event.

Requested Action.

Staff is requesting Town Council to consider the special event application submitted by the Jackson Hole Chamber of Commerce and the Jackson Hole Playhouse to host the Shoot Out on the Town Square events.

Recommendations.

Staff recommends the approval of the application, subject to the conditions and restrictions listed in this staff report.

Background.

The applicants, the Jackson Hole Playhouse and the Jackson Hole Chamber of Commerce, request permission to host the Town Square Shootout Monday through Saturday evenings from June 8, 2021 through September 6, 2021 between the hours of 6:00 PM and 7:00 PM. Set-up would begin at 5:30 PM. These will be free performances for the public.

Due to COVID-19 the applicant has made modifications to their operating plan in an effort to mitigate the potential spread of the virus. The applicant has worked with the Town staff and the Teton County Health Department on these modified plans. The following are some of the requested modifications that have been made by the applicant:

- The applicant is requesting to host 2 showings of the shootout each night. Traditionally there has been 1 shootout each night; however, in an effort to allow for social distancing the applicant is requesting 2 shorter shows to limit attendance at each show. The first show would begin at 6:00 PM and the second show would begin at approximately 6:30 PM. Both shows would last for approximately 8 minutes. This would allow spectators from the first show to exit and usher in spectators for the second show.

- The applicant has developed an operating plan for GREEN Risk Level and YELLOW Risk Level. This operating plan can be found as an attachment to this staff report. This document is entitled “COVID-19 Safety Practices.”
- The applicant has indicated that if Teton County enters ORANGE, RED or PURPLE Risk Levels that the Shoot Out events would be suspended until the Risk Level returns to either GREEN or YELLOW.

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

1. Closure of the intersection of Center and Deloney Streets from approximately 5:30 PM to 7:00 PM Monday through Saturday evenings beginning Tuesday, June 8, 2021 through Monday, September 6, 2021 for Shootout performances.
2. Permission from Town Council for amplified sound associated with each shootout.
3. Permission to use Town barricades and cones.
4. Access to electricity in Town Square if necessary.
5. Permission to display up to 4 temporary banners at the Town Square during the performances including a temporary banner to be located on the antler arch during each show from 5:30 PM to 7:00 PM.

Analysis.

The application has been submitted for review and comment to all Town departments. The operating plan for this event has been reviewed by the Teton County Health Department and Town staff to ensure that the event complies with state and local health orders, Center for Disease Control guidelines, as well as Town the special event policy with COVID-19 considerations.

Possible Alternatives.

N/A

Comprehensive Plan & Priority Alignment.

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

We have always been a diverse community that supports a variety of lifestyles and employment opportunities, and we welcome others to share in the enjoyment of our ecosystem and western mountain lifestyle. Residents and visitors have become accustomed to high-quality social, cultural, and recreational services. Continuing to provide these services in a manner that better achieves our Vision will enhance the livability and appeal of our community.

Fiscal Impact.

Fiscal Impact includes income from a special event application fee of \$27.

Staff Impact.

Staff impact includes:

- securing town equipment from Public Works (approximately 30 minutes),
- departmental review of application (approximately 3 hours of total staff time),
- pre-event meetings with the applicant (approximately 4 hours of total staff time),
- preparation of staff report (approximately 1 hour),
- follow-up actions (approximately 1 hour and 30 minutes).

In total approximately 10 hours of staff time split between town, county and joint departments.

Conditions and Restrictions.

Should Council wish to approve this application, staff recommends that approval be subject to the following conditions and restrictions:

1. Event operations will be subject to the review of the Teton County Health Department.
2. The event shall abide by any state or local health order in place.
3. The event shall abide by the Town of Jackson Special Event Policy with COVID-19 Considerations.
4. The applicant shall clean up immediately after each event and shall be responsible for the removal of recycled material generated by the event or any overflow trash. Should the trash cans overflow the applicant shall provide additional trash cans for all future events.
5. Insurance: An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and states that coverage is primary and non-contributory is required at least ten days prior to the event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town Attorney.
6. No exhibits, tables, chairs, or other equipment shall be placed on walkways along Center Street or Deloney Avenue that will obstruct pedestrian traffic.
7. Any power cords that cross walkways or turf where event goers walk shall be taped or covered and secured as to avoid a tripping hazard.
8. The applicant shall be responsible for the closure of the parking spaces and for the production, posting, and removal of no parking signage and handicapped parking signage.
9. The applicant shall arrange the use of any town equipment including barricades and traffic cones with the Public Works Department. This may include an equipment deposit for use.
10. No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.
11. The applicant shall obtain the necessary food service permits from Teton County Environmental Health.
12. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
13. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2)
14. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
15. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
16. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
17. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).

18. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).
19. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
20. Public Safety Plan: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety (IFC403.2).
21. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website.
22. The Fire Department recommends that Center Street and Deloney Avenue maintain a clear and unobstructed width of 20 feet to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1).

Attachments or Links.

Special Event application

COVID-19 Safety Practices

Town of Jackson Special Event Policy with COVID-19 Considerations

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

I move to approve the special event application made by the Jackson Hole Chamber of Commerce and the Jackson Hole Playhouse for the annual Shoot Out events on the Town Square, subject to the conditions and restrictions listed in the staff report.



Shootout Permit Application
Additional Covid Safety Practices

“Green” Risk Level – If Public Health declares Jackson is at a “green” risk level, the Town Square Shootout will proceed as follows:

- Masks recommended for all Shootout spectators
 - Signage at all event entrances will recommend that spectators wear face coverings throughout the show
 - Announcements before, during, and after the event will recommend that spectators wear face coverings throughout the show
 - Masks will be available for free at all event entrances
- Social distancing
 - Footprint of the show will expand slightly to create more space for guests to watch
 - Actors will remain 6 feet away from spectators at all times
 - Signage will indicate that social distancing is required for all spectators
 - Announcements will indicate that social distancing is required for all spectators
- Added show
 - The Town Square Shootout will produce two shows per night with a 15-minute gap in between shows to allow for exit and entry of guests
 - Should the first show become over-crowded, announcements will be made to ask guests to return for the second show
 - Clear communications for both shows will be prevalent online and on Town Square
- Concessions
 - Food and beverage concessions will not be sold at The Shootout for the time being
 - The Jackson Hole Chamber of Commerce and The Jackson Hole Playhouse may ask for the Town’s reconsideration on the sale of concessions later in the season should Jackson remain in “green” risk level

“Yellow” Risk Level - If Public Health declares Jackson is at a “yellow” risk level, the Town Square Shootout will proceed as follows:

- Masks required for all Shootout spectators
 - Shootout actors and staff will ask that all spectators wear masks to enter the event area
 - Shootout actors and staff will monitor the crowd and ask that all spectators wear masks throughout the event

- Signage at all event entrances will require that spectators wear face coverings throughout the show
- Announcements before, during, and after the event will require that spectators wear face coverings throughout the show
- Masks will be available for free at all event entrances and throughout the event
- Social distancing
 - Footprint of the show will expand slightly to create more space for guests to watch
 - Actors will remain 6 feet away from spectators at all times
 - Signage will indicate that social distancing is required for all spectators
 - Announcements will indicate that social distancing is required for all spectators
- Added show
 - The Town Square Shootout will produce two shows per night with a 15-minute gap in between shows to allow for exit and entry of guests
 - Should the first show become over-crowded, announcements will be made to ask guests to return for the second show
 - Clear communications for both shows will be prevalent online and on Town Square
- Concessions
 - Food and beverage concessions will not be sold at The Shootout
 - The Jackson Hole Chamber of Commerce and The Jackson Hole Playhouse may ask for the Town's reconsideration on the sale of concessions should Jackson return to "green" risk level

"Orange" Risk Level – If Public Health declares Jackson is at a "orange" risk level, the Town Square Shootout will temporarily suspend operations and consider re-opening once the risk level has reduced to "yellow" or "green".

Special Event Application

Submit Completed Document To:

Town Hall
Town of Jackson - Special Events
150 East Pearl Street
P.O. Box 1687
Jackson, Wyoming 83001

cpelletier@townofjackson.com
(307) 733-3932 ext. 1112 (phone)
(307) 739-0919 (fax)



A completed application
must be submitted at least
21 days prior to your event.

Non-Profit Fee: \$25
For-Profit Fee: \$150

APPLICANT INFORMATION

Name of Event: Town Square Shootout

Name of Organization: Jackson Hole Chamber of Commerce

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

Mailing Address: PO Box 550

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Britney Magleby

Email Address: britney@jacksonholechamber.com

Work Phone: (307)2012309 Cell Phone: (208)521-0019

EVENT INFORMATION

Type of Event: ☐ Run / Walk ☐ Concert ☐ Filming ☐ Assembly
☐ Parade ☐ Festival ☐ Biking ☐ Education
☒ Other: Daily Act on Town Square intersection

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

Daily act by the Jackson Hole Playhouse about JH history, intended to enhance tourism and

Location of Event: Intersection of Center & Deloney Alternative Location: N/A

Date(s) of Event: Daily except Sundays, 5/28 - 9/6 Event Operating Hours: 6-7 pm

Event Set Up Begins Date: May 28, 2021 Time: 5:30 pm

Event Clean Up Ends Date: September 06, 2021 Time: 7 pm

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

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

☒ Yes

☐ No

Area of Closure Request

Date(s)

Start Time

End Time

Blocking Deloney from Cache intersection to New West Fine Art (for alley turn-around access).

Blocking Center from Orsetto to Wilcox Gallery (for turn-around access).

5/28/21 - 9/6/21 excluding Sundays. 5:30 pm 7:00 pm

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

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

☒ Yes

☐ No

If "Yes", how many parking spaces will be unavailable due to the event: ~20 parking spaces

Will the event closure requests impact any START Bus routes?

☐ Yes

☒ No

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

Route Description: START Bus contacted?

☐ Yes

☐ No

RESIDENT AND/OR BUSINESS NOTIFICATION

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

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

☒ Yes

☐ No

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request: _____

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☐ Electricity Access

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

☐ Additional Public Restroom Cleaning

Please describe in detail your request: _____

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

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

☐ Yes

☒ No

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

☐ Yes

☐ No

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: _____

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

Do you plan to provide portable restroom facilities?

☐ Yes

☒ No

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

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

If "No", please explain: Not enough people for a long enough time to require additional

Public restrooms offered one block in both directions.

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

Restroom Company: _____

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

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

ALCOHOL

Will there be alcoholic beverages at the event?

☐ Yes

☒ No

Will you be offering any alcoholic beverages besides beer? ☐ Yes

☒ No

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

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

Special Event Application

SUSTAINABLE EVENT PLANNING

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

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

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

RECYCLING PLAN

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

Will you be using a company for your recycling plan?

☐ Yes

☒ No

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

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

When will these recycling receptacles be delivered? _____

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

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

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

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: BM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: BM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

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

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

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

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

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

APPLICANT: 
Signature

APPLICANT: Britney Magleby
Printed Name

DATE: 05/04/2021

TITLE: Director of Events



Shootout Permit Application
Additional Covid Safety Practices

“Green” Risk Level – If Public Health declares Jackson is at a “green” risk level, the Town Square Shootout will proceed as follows:

- Masks recommended for all Shootout spectators
 - Signage at all event entrances will recommend that spectators wear face coverings throughout the show
 - Announcements before, during, and after the event will recommend that spectators wear face coverings throughout the show
 - Masks will be available for free at all event entrances
- Social distancing
 - Footprint of the show will expand slightly to create more space for guests to watch
 - Actors will remain 6 feet away from spectators at all times
 - Signage will indicate that social distancing is required for all spectators
 - Announcements will indicate that social distancing is required for all spectators
- Added show
 - The Town Square Shootout will produce two shows per night with a 15-minute gap in between shows to allow for exit and entry of guests
 - Should the first show become over-crowded, announcements will be made to ask guests to return for the second show
 - Clear communications for both shows will be prevalent online and on Town Square
- Concessions
 - Food and beverage concessions will not be sold at The Shootout for the time being
 - The Jackson Hole Chamber of Commerce and The Jackson Hole Playhouse may ask for the Town’s reconsideration on the sale of concessions later in the season should Jackson remain in “green” risk level

“Yellow” Risk Level - If Public Health declares Jackson is at a “yellow” risk level, the Town Square Shootout will proceed as follows:

- Masks required for all Shootout spectators
 - Shootout actors and staff will ask that all spectators wear masks to enter the event area
 - Shootout actors and staff will monitor the crowd and ask that all spectators wear masks throughout the event

- Signage at all event entrances will require that spectators wear face coverings throughout the show
- Announcements before, during, and after the event will require that spectators wear face coverings throughout the show
- Masks will be available for free at all event entrances and throughout the event
- Social distancing
 - Footprint of the show will expand slightly to create more space for guests to watch
 - Actors will remain 6 feet away from spectators at all times
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- Added show
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 - Clear communications for both shows will be prevalent online and on Town Square
- Concessions
 - Food and beverage concessions will not be sold at The Shootout
 - The Jackson Hole Chamber of Commerce and The Jackson Hole Playhouse may ask for the Town's reconsideration on the sale of concessions should Jackson return to "green" risk level

"Orange" Risk Level – If Public Health declares Jackson is at a "orange" risk level, the Town Square Shootout will temporarily suspend operations and consider re-opening once the risk level has reduced to "yellow" or "green".

Town of Jackson
Special Event Policy with COVID-19 Considerations
Approved: February 23, 2021

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

The Town of Jackson special event policy with COVID-19 consideration states the following:

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

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

STAFF REPORT



Meeting Date:	June 7, 2021	Meeting Title:	Town Council Regular Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: Grand Teton Music Festival	Public Comment:	Yes

Purpose & Policy Considerations.

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

During the Special Town Council Workshop held on February 23, 2021 a special event policy was adopted for considerations during the COVID-19 pandemic. The applicant has indicated that, depending on which risk category we are in during the event they would adjust their participant numbers accordingly. The applicant is working with the Teton County Health Department and Town of Jackson staff to ensure that the event will have COVID-19 mitigation plans in place during the event. The applicant will need to adhere to any Town policies as well as any Statewide or Local Health Orders in effect that are in place at the time of their event.

Requested Action.

Staff is requesting Town Council to consider the special event application submitted by the Grand Teton Music Festival to host Summer Concert events at the Center for the Arts Lawn.

Recommendations.

Staff recommends the approval of the application, subject to the conditions and restrictions listed in this staff report.

Background.

The applicant, Grand Teton Music Festival, has chosen to host the Grand Teton Music Festival outdoor concerts at the Center for the Arts Lawn. In recent years, the event has been held at Walk Festival Hall in Teton Village, but the applicant has chosen to move the venue to the Center for the Arts Lawn in an effort to provide additional space for this year's concerts.

Per their Conditional Use Permit, the Center for the Arts is permitted to conduct events in the Center Park without a Special Event Permit as long as the events cease by 9:00 P.M. Town Council permission to utilize Center Park is not required for this event as the Grand Teton Music Festival is working with the Center for the Arts on the use of the lawn and the events will conclude before 9:00 P.M.

Permission from the Town Council would be needed for the following requests from the applicant:

1. Parking closures along both sides of Cache Street (between Simpson Avenue and the Alley North of Kelly Avenue) between the hours of 8:00 AM and 9:00 PM from June 30 – July 6.
2. Road closure of Cache Street (between Simpson Avenue and Kelly Avenue) on July 4 between the hours of 5:30 PM and 8:30 PM.

A letter from the Grand Teton Music Festival outlining and explaining this request is attached to this staff report. An excerpt from this letter reads, "The Fourth of July concert is sold out as of June 1 and we are

expecting 700 people to attend. Given this large crowd, GTMF sincerely believes that a road closure as least 30 minutes prior until 30 minutes after the concert is over is necessary for safety and crowd control reasons.”

In addition to increased safety, the street and parking closures could potentially help mitigate traffic noise during the music concerts on the Lawn.

Jackson Hole Fire/EMS, the Jackson Police Department and the Jackson Public Works Department have all expressed some concerns about the road closure on request on July 4th. These departments have indicated that they do not have concerns with the parking closure request.

It should be noted that the Center for the Arts was recently approved to hold their annual benefit event scheduled for August 6, 2021 which also included a closure of Cache Street. Jackson Hole Fire/EMS, the Jackson Police Department and the Jackson Public Works Department indicated some concern about this closure request; however, staff recommended approval as it was only one date in August. Since this approval the Grand Teton Music Festival approached the Town with a request similar to the Center for the Arts benefit request. Initially the Grand Teton Music Festival had requested the closure of Cache Street for 4 dates (July 2, July 3, July 4 and July 6). The applicant scaled back this request to a 3-hour closure on July 4, 2021.

Staff has raised concerns about emergency responder access and detours during what has historically proven to be a very busy time in the summer. There is concern about a cumulative impact of closure requests during the busy summer months. Due to the unavailability of the Snow King ballfields for special events this summer, we are seeing an increased use of the Center for the Arts Lawn to host special events. Old Bill’s Fun Run is also requesting a similar street closure on Cache Street; however, this request has been submitted for September 11, 2021, historically a less busy time of year compared to July.

The applicant requests the following:

- Permission for a road closure of Cache Street (between Simpson Avenue and Kelly Avenue) on July 4 between the hours of 5:30 PM and 8:30 PM.
- Permission for parking closures along both sides of Cache Street (between Simpson Avenue and the Alley North of Kelly Avenue) between the hours of 8:00 AM and 9:00 PM from June 30 – July 6.
- Permission to post “No Parking” signs on South Cache Street as depicted in the map above. The applicant will be responsible for the production, posting, and removal of the associated no parking signage.
- Permission to use Town of Jackson barricades and cones for the parking space and street closures.
- Permission for amplified music associated with live or recorded music.
- Temporary Sign Permit at Albertsons between the dates of June 27 – July 3.
- Permission to display onsite banners and/or logos. The applicant will submit temporary sign permit applications for all off-site banners they wish to erect.
- A catering permit from Town staff.
- An expo permit from Town staff.

The applicant will continue to work with the Teton County Health Department and make adjustments for hosting the outdoor concerts on the Center Lawn in accordance with the Center for Disease Control guidelines as well as following any existing COVID-19 state and local health orders that are in place. This application has been reviewed by the Teton County Health Department.

Analysis.

The application has been submitted for review and comment to all Town departments. The operating plan for this event has been reviewed by the Teton County Health Department and Town staff to ensure that the event complies with state and local health orders, Center for Disease Control guidelines, as well as Town the special event policy with COVID-19 considerations.

Possible Alternatives.

N/A

Comprehensive Plan & Priority Alignment.

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

We have always been a diverse community that supports a variety of lifestyles and employment opportunities, and we welcome others to share in the enjoyment of our ecosystem and western mountain lifestyle. Residents and visitors have become accustomed to high-quality social, cultural, and recreational services. Continuing to provide these services in a manner that better achieves our Vision will enhance the livability and appeal of our community.

Fiscal Impact.

Fiscal impact includes income from Exposition Licenses totaling \$988 (4 concerts x \$247 per concert), Catering Permits totaling \$380 (4 concerts x \$20 per concert) and a special event application fee of \$27. A total income of \$1,095 is expected from this event.

Staff Impact.

Staff impact includes:

- processing catering permits and exposition permits (approximately 30 minutes),
- securing town equipment from Public Works (approximately 30 minutes),
- departmental review of application (approximately 4 hours of total staff time),
- pre-event meetings with the applicant (approximately 6 hours of total staff time),
- preparation of staff report (approximately 2 hours),
- follow-up actions (approximately 1 hour and 30 minutes).

In total approximately 14.5 hours of staff time split between town, county and joint departments.

Conditions and Restrictions.

Should Council wish to approve this application, staff recommends that approval be subject to the following conditions and restrictions:

1. Grand Teton Music Festival outdoor concert operations will be subject to the review of the Teton County Health Department.
2. The outdoor concert operations shall abide by any state or local health order in place.
3. The outdoor concert operations shall abide by the Town of Jackson Special Event Policy with COVID-19 Considerations.
4. The applicant shall clean up immediately after each market and shall be responsible for the removal of recycled material generated by the event or any overflow trash. Should the trash cans overflow the applicant shall provide additional trash cans for all future markets.
5. Insurance: An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and states that coverage is primary and non-contributory is required at least ten days prior to the event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town Attorney.
6. A sales tax permit must be obtained from the Wyoming Department of Revenue. A vendor list with tax ID numbers must be submitted to both the Wyoming Department of Revenue and the Town of Jackson at least two weeks prior to the event to obtain a sales tax permit. Please contact the Wyoming Department of Revenue at (307) 734-9354 with any questions.
7. No exhibits, tables, chairs, or other equipment shall be placed on walkways along South Cache Avenue that will obstruct pedestrian traffic.
8. Any power cords that cross walkways or turf where event goers walk shall be taped or covered and secured as to avoid a tripping hazard.
9. An adequate number of designated handicapped parking spaces shall be established in the vicinity of the concerts.
10. The applicant shall be responsible for the closure of the parking spaces and for the production, posting, and removal of no parking signage and handicapped parking signage.
11. The applicant shall arrange the use of any town equipment including barricades and traffic cones with the Public Works Department. This may include an equipment deposit for use.
12. No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.
13. The applicant shall obtain the necessary food service permits from Teton County Environmental Health.
14. The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. An ID bracelet system or stamp system shall be utilized and all ID's checked.
15. The applicant will post *no alcohol consumption beyond this point* signs at either end of the Center Lawn.
16. Vendors may not sell more than 16 oz. in the mugs, regardless of mug size.
17. The applicant may sell mugs for alcoholic beverages that are approved by the Police Department.
18. The applicant shall apply and pay for all licenses and/or permits prior to each concert.
19. Any tents larger than 400 square feet will require approval through the Fire Department. A Temporary

Tent Permit Form will need to be completed and approved prior to the start of the event. This Temporary Tent Permit can be found on the Jackson Hole Fire / EMS website.

20. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
21. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2)
22. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
23. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
24. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
25. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
26. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
27. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).
28. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
29. Public Safety Plan: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety (IFC403.2).
30. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website.
31. The Fire Department recommends that Cache Street maintain a clear and unobstructed width of 20 feet to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1).
32. The temporary sign permission must follow the conditions:
 - The use of the site shall be granted by the property owner.
 - The sign shall not be located on the sidewalks or in the public right of way.
 - The sign is approved for the following location: 105 Buffalo Way, Albertsons between the dates of June 27 and July 3.

Attachments or Links.

Special Event Application

Request Letter from Grand Teton Music Festival

Map of Requested Closures

Temporary Sign Permit Application

Town of Jackson Special Event Policy with COVID-19 Considerations

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

I move to approve the special event application made by the Grand Teton Music Festival for the Grand

Teton Music Festival concerts at the Center for the Arts Lawn, subject to the conditions and restrictions listed in the staff report.

GRAND TETON MUSIC FESTIVAL

JACKSON HOLE, WYOMING

175 S. King Street, Suite 200
PO Box 9117
Jackson, WY 83002
Office: 307.733.3050
Tickets: 307.733.1128 | gtmf.org

Music Director
Sir Donald Runnicles, OBE

Executive Director
Emma Kail

Board of Directors
John Costello, *Co-Chair*
Barbara McCelvey, *Co-Chair*
Ralph Haberfeld, *Treasurer*
David Donovan, *Secretary*

Martha Birkett-Morley
Katherine Brooks
Christian Erdman
Gary Harvey
Thomas Hooten
Donald Larson
Daniel Laufer
Matthew Lusins
Laurentius Marais
Suzanne Jin Mesinoglu
Ari Rifkin
Jack Selby
Philip Sherringham
Robert Spetzler
Andrew Watson
Mark Yockey

Lifetime Directors
Charles C. Baker
Joseph Bennett
Peter A. Benoliel
Lynne V. Cheney
Sen. Roy Goodman
Jayne Hilde
Al Hilde, Jr.
Earl Sams Lightner
Sylvia Neil
Gilman Ordway
Robert Paulson
W. Richard Scarlett, III
Mary Seidler
Sen. Alan K. Simpson
Allan Tessler
William D. Weiss

Grand Teton Music Festival – Special Event Permit and Road Closure request

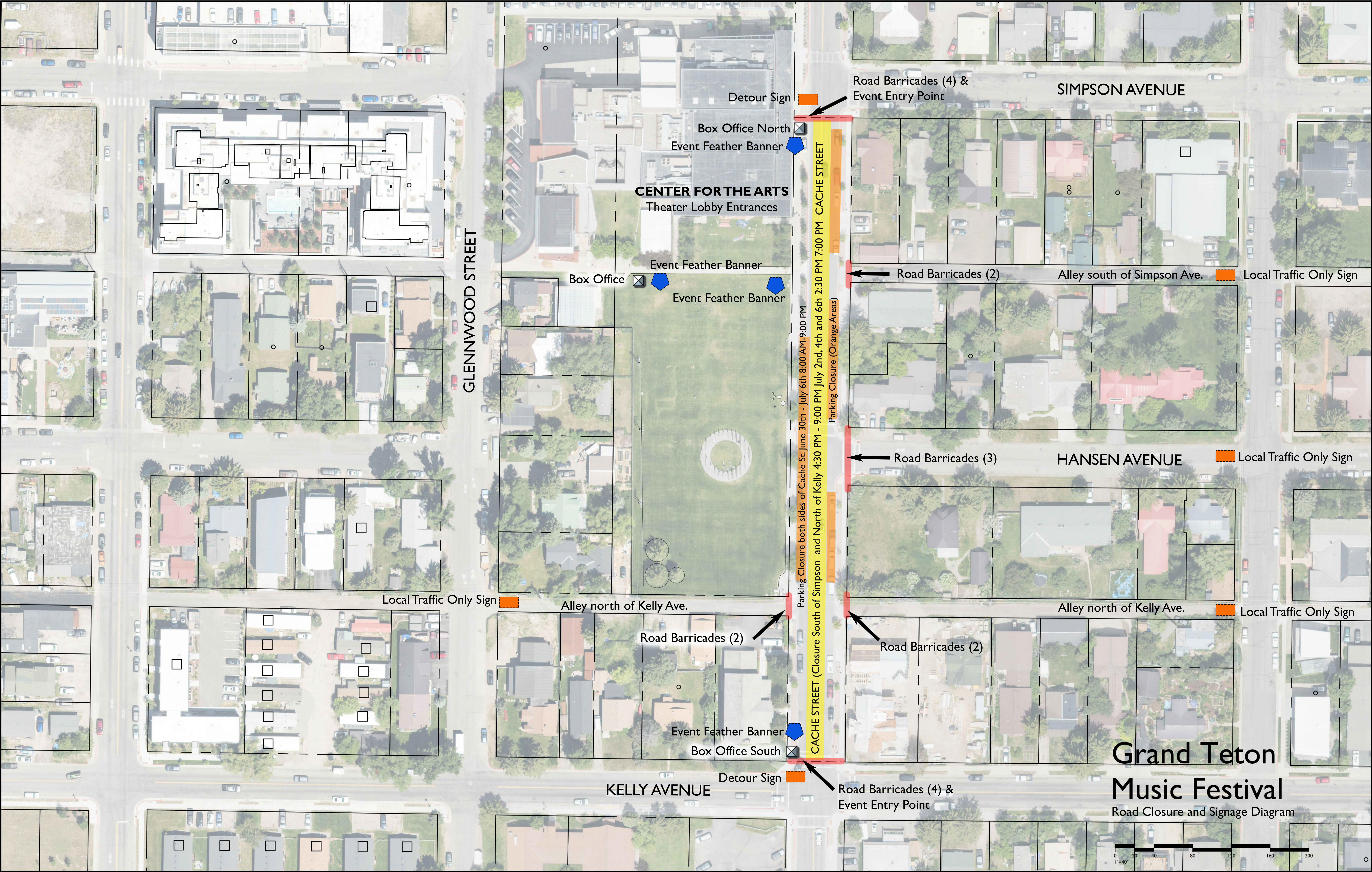
The Grand Teton Music Festival humbly requests to close Cache Street between 5:30 PM and 8:30 PM on July 4th with removable road closure barriers during the Fourth of July concert. The concert itself is from 6:00 pm – 8:00 pm.

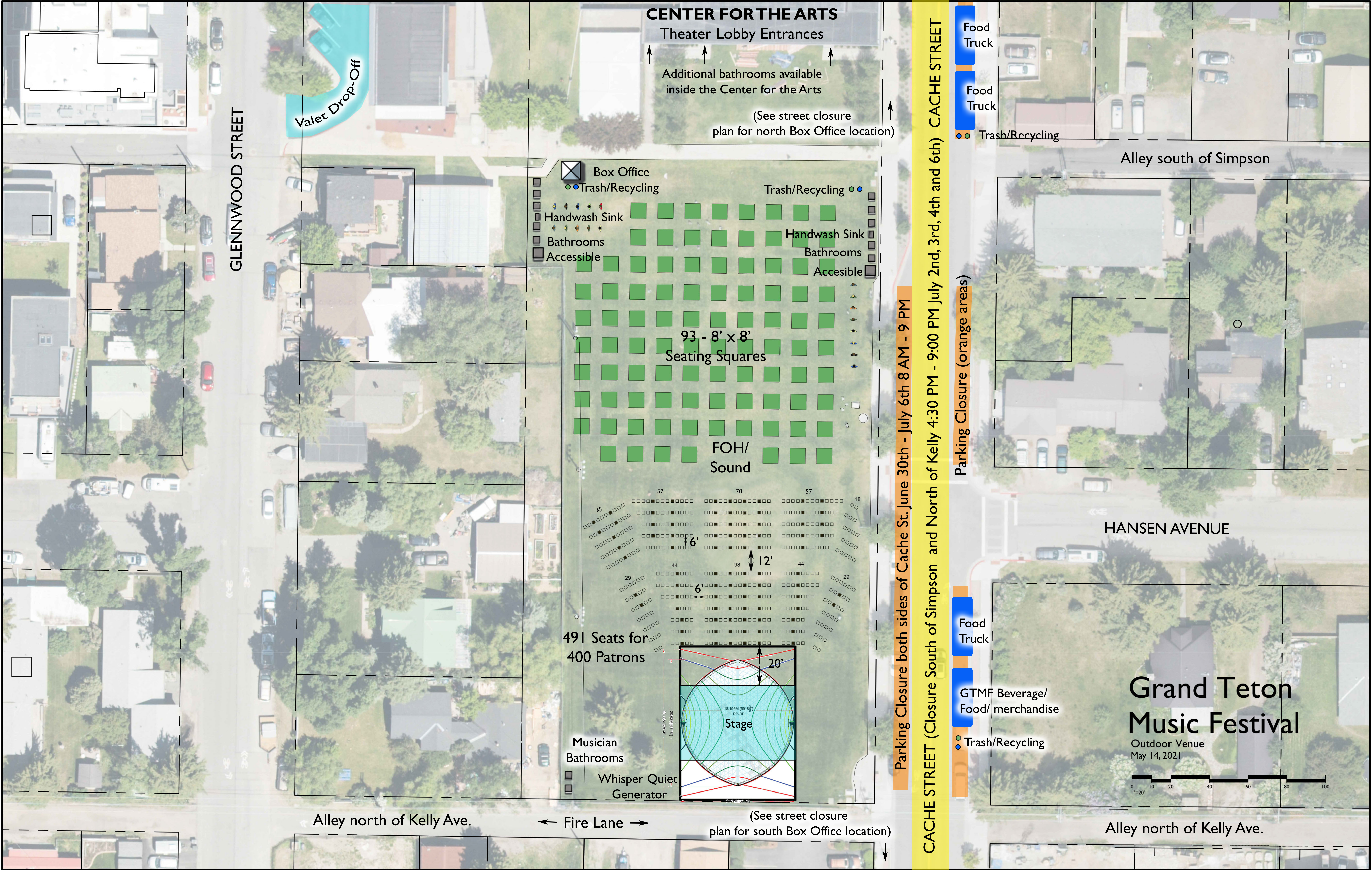
We are requesting the minimum road closure necessary for our event series as we will have concerts on July 2nd, 3rd, and 6th for two hours each and six 2-hour rehearsals July 1st – July 6th on the Center Park lawn. The rehearsals will not be open to the public but we do anticipate some people may stand nearby to listen. We are not requesting road closures for the three concerts on July 2nd, 3rd and 6th or for the open rehearsals on July 1st, 2nd, 3rd, 4th, 5th, and 6th, but we would like to request parking closures along both sides of Cache June 30th – July 6th from 8:00 AM to 9:00 PM.

The Fourth of July concert is sold out as of June 1st and we are expecting 700 people to attend. Given this large crowd, GTMF sincerely believes that a road closure at least 30 minutes prior until 30 minutes after the concert is over is necessary for safety and crowd control reasons. GTMF is proposing that the road closure is accomplished with portable road barriers for ease of placement and removal. No additional fencing on public rights-of-way is proposed.

Beginning in October 2020, GTMF began investigating in earnest locations for our outdoor concert series this summer. These locations included a range of possibilities in Teton Village and Wilson as well as the historical location of GTMF's Fourth of July concert at Jackson Hole Middle School. Unfortunately, none of the requests at these locations resulted in approval from the property owners. We settled on the Center for the Arts lawn as our outdoor venue as it would provide a walkable location for many in-town residents and we wanted to provide opportunities for the community at large to attend our summer festival in an outdoor venue where they would feel safe.

Thank you for your consideration of our request for the street closure and our special event permit in general.





Special Event Application

Submit Completed Document To:

Town Hall
Town of Jackson - Special Events
150 East Pearl Street
P.O. Box 1687
Jackson, Wyoming 83001



**A completed application
must be submitted at least
21 days prior to your event.**

cpelletier@townofjackson.com
(307) 733-3932 ext. 1112 (phone)
(307) 739-0919 (fax)

Non-Profit Fee: \$25
For-Profit Fee: \$150

APPLICANT INFORMATION

Name of Event: Grand Teton Music Festival outdoor concerts at the Center for the Arts

Name of Organization: Grand Teton Music Festival, Inc.

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

Mailing Address: PO Box 9117

City: Jackson State: WY Zip Code: 83002

Name of Person Completing Application: Lindsay Kissel

Email Address: lindsay@gtmf.org

Work Phone: 3077333050 Cell Phone: _____

EVENT INFORMATION

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

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

Provide more access to GTMF concerts outdoors due to limited capacity at Walk Hall from

Location of Event: Center for the Arts Lawn Alternative Location: _____

Date(s) of Event: July 2, July 4, & July 6 / July 3 Event Operating Hours: 6-8p/ 4-6p (July 3)

Event Set Up Begins Date: June 30, 2021 Time: 8:00 AM

Event Clean Up Ends Date: July 06, 2021 Time: 9:00 PM

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 800 Total Event: 3200 (4 days)

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): _____

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

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

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

Name: Jeff Counts Cell Phone: (801) 419-3771

EVENT SITE PLAN

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

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

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

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

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

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

Cache Street -south of Simpson Ave. and north of Kelly Ave. -	July 2, 4 & 6	4:30 PM	9:00 PM
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Cache Street - south of Simpson Ave. and north of Kelly Ave. -	July 3rd	2:30 PM	7:00 PM
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The applicant will be responsible for production, posting and removal of "No Parking" and "Handicap Parking" signs along Town streets where public parking spaces exist within the event site. If the event involves a closure this will be need to be coordinated with the Jackson Police Department at least 2 weeks prior to the requested closure date. Jackson Police Department: (307) 733-1430. All parking signs, road signs, cones and barricades must be taken down immediately following the event's ending time.

Will the event restrict / close access to any public parking spaces? ☒ Yes ☐ No

If "Yes", how many parking spaces will be unavailable due to the event: 25 parking spaces

Will the event closure requests impact any START Bus routes? ☐ Yes ☒ No

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

Route Description: _____ START Bus contacted? ☐ Yes ☐ No

RESIDENT AND/OR BUSINESS NOTIFICATION

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

Have you provided a sample of the notice and a proposed list of recipients? ☒ Yes ☐ No

Special Event Application

TOWN EQUIPMENT REQUESTS

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

15 _____ Large Street Barricades	2 _____ "Road Closed" Street Signs
_____ Small Sidewalk Barricades	_____ "Local Traffic Only" Street Signs
_____ 28 Inch Street Cones	2 _____ "Detour" Street Signs
_____ Candlestick Cones	_____ 32-Gallon Recycling Bins

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

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

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

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

TOWN SERVICES REQUESTS

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

POLICE DEPARTMENT

(307) 733-1430

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

Please describe in detail your request: _____

See attachment _____

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

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request
Not applicable

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☐ Electricity Access

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

☐ Additional Public Restroom Cleaning

Please describe in detail your request: No Parks and Rec services needed as the event will take place on the Center for the Arts Lawn

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

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

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

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☒ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: GTMF has spoken to Mike Moyer with Teton County

They cannot provide an on-site ambulance due to staffing, but the responders are a few blocks

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: n/a

VOICE / MUSIC AMPLIFICATION REQUESTS

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

If "Yes", please indicate times: Start Time: 4:00 PM / 6:00 PM Finish Time: 6:00 PM / 8:00 PM

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

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

SIGN or BANNER REQUESTS

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

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

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached: ☒ Yes ☐ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

Do you plan to provide portable restroom facilities?

☒ Yes

☐ No

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

Total Number of Portable Toilets: 10 Number of ADA Accessible Portable Toilets: 2

If "No", please explain: The Center for the Arts indoor bathrooms will also be available to our
per our lease agreement with the Center for the Arts.

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

Restroom Company: Macy's

Restroom Drop off / Pick Up Date for Drop Off: June 30 Time for Drop Off: 8:00 AM

Date for Pick Up: July 6 Time for Pick Up: 9:00 PM

ALCOHOL

Will there be alcoholic beverages at the event?

☒ Yes

☐ No

Will you be offering any alcoholic beverages besides beer? ☒ Yes

☐ No

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

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☒ Yes

☐ No

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

Please describe any sales activity at your event:

GTMF hopes to have 3 food truck vendors and to sell our own pre-packaged snacks purchased from various retail bakeries/ stores along with GTMF merchandise.

Will any food or beverages be sold at your event?

☒ Yes

☐ No

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

TRASH REMOVAL PLAN

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

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

☐ Yes

☐ No

If "Yes", which company will you be using? Yellow Iron

How many trash receptacles will be supplied for your event? 4

When will the trash receptacles be delivered? June 30

When will the trash receptacles be picked up and removed from site? July 6

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

Yellow Iron will provide trash receptacles and remove trash after each event and store trash cans until the next evening event.

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

Special Event Application

SUSTAINABLE EVENT PLANNING

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

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

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

RECYCLING PLAN

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

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

If "Yes" which company will you be using? Jackson Hole Curbside Recycling

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

When will these recycling receptacles be delivered? June 30

When will recycling receptacles be picked up and removed from site? July 6

Describe your plan for collection and removal of recyclable materials during your special event:
GTMF will provide our own recycling receptacles that we typically use at Walk Festival Hall for our event at the Center for the Arts. We will hire JH Curbside recycling to empty the receptacles after each concert.

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

Special Event Application

SIGNIFICANT EVENT CHANGES

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

☐ Yes

☒ No

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

STANDARD CONDITIONS OF APPROVAL

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

GENERAL

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

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

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

Initials: LK

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: LK _____

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

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

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

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

PORTABLE RESTROOMS

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

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

INSURANCE

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

FOOD / VENDING

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

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

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

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

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

Initials: LK

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: LK _____

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

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

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

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

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

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

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

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

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

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

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

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

FAIR GROUNDS / RODEO GROUNDS

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

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

Initials: LK _____

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

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

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

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

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

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

APPLICANT: 
Signature

APPLICANT: Lindsay Kissel
Printed Name

DATE: 05/18/2021

TITLE: Development Associate



TEMPORARY SIGN PERMIT APPLICATION
Planning & Building Department

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

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

EVENT NAME:

Event Name: Grand Teton Music Festival Physical Address of Event: 3330 W. Cody Lane Teton Village
Description of Event: Grand Teton Music Festival Summer Festival & 240 S. Glenwood St. Jackson
Grand Opening ☐ Yes ☒ No ☒

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: PO Box 9117 Phone: (307) 733-3050
E-mail: Jackson, WY ZIP: 83002
lindsay@gtmf.org Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Albertson's</u>	Business/Description: _____
Physical Address: <u>105 Buffalo Way Jackson, WY 83001</u>	Physical Address: _____
Dates of Display: <u>June 27- July 3rd</u>	Dates of Display: _____
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☐ No ☐
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	Consent from Owner Obtained? Yes ☐ No ☐

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

Yes ☒ No ☐ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
Yes ☐ No ☐ Installation specifications, and any structural details or specifications required for freestanding signs.

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

Lindsay Kissel
Signature of Authorized Event Applicant
Lindsay Kissel
Applicant Name Printed

5/21/21
Date
Development Associate
Title



TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department

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

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

EVENT NAME:

Event Name: Grand Teton Music Festival Outdoor Concerts Physical Address of Event: 240 S Glenwood Street
Description of Event: Four outdoor classical music concerts to be held on the Center for the Arts Lawn July 2,3,4,& 6th.
Grand Opening ☐ Yes ☒ No ☐

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: PO Box 9117 Phone: (307) 733-3050
E-mail: Jackson, WY ZIP: 83002
lindsay@gtmf.org Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Center for the Arts</u>	Business/Description: _____
Physical Address: <u>240 S Glenwood St. Jackson, WY 83002</u>	Physical Address: _____
Dates of Display: <u>July 2 - July 6</u>	Dates of Display: _____
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☐ No ☐
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	Consent from Owner Obtained? Yes ☐ No ☐

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

Yes ☒ No ☐ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
Yes ☒ No ☐ Installation specifications, and any structural details or specifications required for freestanding signs.

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

Signature of Authorized Event Applicant

Lindsay Kissel

Applicant Name Printed

5/18/2021

Date

Development Associate

Title

Town Services Requests:

Police Department-

GTMF will provide two private security personnel for presence at the GTMF stage and Center for the Arts Lawn. We would like to request a general police presence in the public street area of the event. We would also like assistance ensuring roads are properly signed for detours for the road closure.

Parks and Recreation –

GTMF does not need Parks and Recreation assistance as our event will be primarily located in the Center for the Arts Lawn space.

Fire/EMS Department –

GTMF has spoken to Mike Moyer with Teton County Fire/EMS. Although we would like to have an ambulance presence, TC Fire/EMS does not have the staff to provide such presence. We were told that the first responders/fire department is located just a couple of blocks away at the Rodeo grounds should the need arise however.

Start Bus –

No Start Bus services are requested.

Voice/Music Amplification request –

GTMF's concerts will begin promptly at 6:00 pm and end promptly at 8:00 pm on July 2nd, 4th and 6th. The July 3rd concert will begin at 4:00 pm and end at 6:00 pm.

Public Works-

GTMF requests from Town of Jackson Public Works department the use of 17 large street barriers, 2 detour signs, 4 local traffic only signs, and 2 road closed signs.

Town of Jackson
Special Event Policy with COVID-19 Considerations
Approved: February 23, 2021

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

The Town of Jackson special event policy with COVID-19 consideration states the following:

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

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

STAFF REPORT



Meeting Date:	June 7, 2021	Meeting Title:	Council Regular Meeting
Submitting Department:	Planning Department	Presenter:	Paul Anthony
Agenda Item:	TEMPORARY SIGN PERMIT Art Fair of Jackson Hole	Public Comment:	Yes

Purpose & Policy Considerations.

To approve or deny a temporary sign not requiring a special event or exposition license under the Town's sign standards.

Requested Action.

Art Association of Jackson Hole has requested two temporary banners under Section 5.6.1.C.4.d of the LDRs for the annual Art Fair (see attached for details: size 12' x 20' (Albertsons) and size 4' x 8' (Miller Park Tennis Courts) to be located at:

105 Buffalo Way, Albertsons during:

July 19-25, 2021

255 W. Deloney Ave., Miller Park Tennis Courts during:

July 19-25, 2021

Section 6.5.1.C.4 of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are met.

Recommendation.

The Planning Director recommends approval based on finding that the request is consistent with the LDRs subject to the following conditions:

1. The use of the site shall be granted by the property owner.
2. The signs shall not be located on the sidewalks or in the public right of way.
3. The signs are approved for the following locations:

105 Buffalo Way, Albertsons during:

July 19-25, 2021

255 W. Deloney Ave., Miller Park Tennis Courts during:

July 19-25, 2021

Background.

NA

Analysis.

NA

Alternatives (Optional).

NA

Fiscal Impact.

None

Staff Impact.

Preparation of this report took approximately 2 hours of staff time to process.

Attachments or Links.

Applicant Submittal

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

I move to **approve** the temporary banner in conjunction with Art Fair of Jackson Hole subject to three (3) conditions of approval:

1. The use of site shall be granted by the property owner.
2. The sign shall not be located on the sidewalks or in the public right of way.
3. The signs are approved for the following locations:

105 Buffalo Way, Albertsons during:

July 19-25, 2021

255 W. Deloney Ave., Miller Park Tennis Courts during:

July 19-25, 2021

2021 AFJH BANNER SCHEDULE

JULY 19 - 25

ALBERTSON'S

12'X20' White/Pink. Will use hooks to hang from Albertson's overhang.

~~ROADHOUSE BANNER~~

~~4'X8' White/Pink. Clear zip ties to connect to balcony~~

MILLER PARK TENNIS COURTS

4'X8' - White and Pink lettering. Clear zip ties to connect to fence

Albertsons Sign Image (Vinyl Banner)



Miller Park and Roadhouse Sign Image (Vinyl Banner)





TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department

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

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

EVENT NAME:

Event Name: Art Fair of Jackson Hole Physical Address of Event: 200 N Willow St
Description of Event: Art Fair
Grand Opening ☐ Yes ☐ No ☐

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: PO Box 1248 Phone: 307-733-6379
E-mail: Jackson, WY ZIP: 83001
kelli@artassociation.org Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Albertson's</u>	Business/Description: <u>JHMR Village Road</u>
Physical Address: <u>105 Buffalo Way</u>	Physical Address: <u>390 & 22 intersection</u>
Dates of Display: <u>July 19-25</u>	Dates of Display: <u>July 19-25</u>
Consent from Owner Obtained? Yes ☐ No ☐	Consent from Owner Obtained? Yes ☐ No ☒
Business/Description: <u>Miller Park Tennis Courts</u>	Business/Description: <u>Roadhouse Eatery</u>
Physical Address: <u>255 W Deloney Ave</u>	Physical Address: <u>20 E Broadway Ave</u>
Dates of Display: <u>July 19-25</u>	Dates of Display: <u>July 19-25</u>
Consent from Owner Obtained? Yes ☐ No ☒	Consent from Owner Obtained? Yes ☐ No ☒

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

Yes ☒ No ☐ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
Yes ☐ No ☒ Installation specifications, and any structural details or specifications required for freestanding signs.

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

Kelli Reinertson
Signature of Authorized Event Applicant
Kelli Reinertson
Applicant Name Printed

4/12/21
Date
Assoc. Director of Development
Title

Re: Art Fair Temporary Signage



Amy Goicoechea <Amy@artassociation.org>
To: Katelyn Page

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Mon 5/3/2021 7:26 AM

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Good morning Katelyn. let's simply eliminate the Roadhouse sign. Thanks.

 Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.

On Mon, Apr 26, 2021 at 3:32 PM Katelyn Page <KPage@jacksonwy.gov> wrote:

Hi Kelli,

I am pulling together reports for Town Council review. One thing I noticed on the Roadhouse location.... Planning Dept and Town Council will not approve banners in the Public Right of Way. In this case the Roadhouse Balcony railing is over the public sidewalk/boardwalk outside Roadhouse.

Would you like me to delete that sign on application or do you have another location in mind for it?

The deadline for my initial report to Town Council for the June 21 meeting is next **Tuesday, May 4th**. Just let me know thoughts on placement by then.

Thanks,

KATELYN S. PAGE

(307) 733-0440 x1302

DIRECT: (307) 734-3493

STAFF REPORT



Meeting Date:	June 7, 2021	Meeting Title:	Council Regular Meeting
Submitting Department:	Planning Department	Presenter:	Paul Anthony
Agenda Item:	TEMPORARY SIGN PERMIT Tin Cup Challenge - CFTV	Public Comment:	Yes

Purpose & Policy Considerations.

To approve or deny a temporary sign not requiring a special event or exposition license under the Town's sign standards.

Requested Action.

The Community Foundation of Teton Valley has requested to display one temporary banner under Section 5.6.1.C.4.d of the LDRs for the annual Tin Cup Challenge (see attached for details: 3' x 30' mesh vinyl)

1110 W. Broadway Ave., McDonald's during:

July 8- July 21, 2021

Section 6.5.1.C.4 of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are met.

Recommendation.

The Planning Director recommends approval based on finding that the request is consistent with the LDRs subject to the following conditions:

1. The use of the site shall be granted by the property owner.
2. The sign shall not be located on the sidewalks or in the public right of way.
3. The sign is approved for the following location:

1110 W. Broadway Ave., McDonald's during:

July 8- July 21, 2021

Background.

NA

Analysis.

NA

Alternatives (Optional).

NA

Fiscal Impact.

None

Staff Impact.

Preparation of this report took approximately 2 hours of staff time to process.

Attachments or Links.

Applicant Submittal

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

I move to **approve** the temporary banner in conjunction with The Community Foundation of Teton Valley Tin Cup Challenge subject to three (3) conditions of approval:

1. The use of the site shall be granted by the property owner.
2. The sign shall not be located on the sidewalks or in the public right of way.
3. The sign is approved for the following location:

1110 W. Broadway Ave., McDonald's during:

July 8- July 21, 2021

Illustration — Tin Cup Challenge Banner at McDonald's:

Sign Dimensions:

	SIGN 1
Type:	Banner
Dimensions:	36" H x 360" W
Area (square feet):	90
Height:	3 ft
Clearance:	+/- 6" from ground
Setback property line:	13.5 ft
Sign color:	blue
Sign material	mesh vinyl
Lighting proposed:	n/a

Sample:



Re: Info needed - Temp Sign Application Tin Cup Challenge



Alice and John Finley <webeburgers@hotmail.com>

To: Katelyn Page

Cc: Annette Langley

↩ Reply

↩ Reply All

→ Forward

...

Mon 5/3/2021 3:18 PM

Just confirmed with the ED, Katelyn, that we would like to display from July 8-21, so let me know if you need anything else.

Take care - John

From: Katelyn Page <KPage@jacksonwy.gov>

Sent: Monday, May 3, 2021 1:28 PM

To: webeburgers@hotmail.com <webeburgers@hotmail.com>

Cc: Annette Langley <ALangley@jacksonwy.gov>

Subject: Info needed - Temp Sign Application Tin Cup Challenge

Good afternoon John,

I am in the process of reviewing your temporary sign permit for the Tin Cup Challenge. The Town allows for temporary signs to be posted a max of two weeks.

I see 7/1 – 7/21 listed on application. Can you let me know the two week dates you would like me to adjust the application for?

For Town Council review at 6/7 meeting, I need to submit your information **by end of day tomorrow, May 4.**

For Town Council review at the 6/ 21 meeting this initial information will be due by May 19.

Let us know which dates you prefer. Thank you,

KATELYN S. PAGE, LEED AP BD+C

PLANNING & BUILDING DEPT – ASSOCIATE PLANNER

TOWN OF JACKSON

P.O. Box 1687

JACKSON, WY 83001

(307) 733-0440 x1302

DIRECT: (307) 734-3493

kpage@jacksonwy.gov

www.townofjackson.com



April 20, 2021

Town of Jackson
Planning and Building Department
Attention: Annette Langley
150 E Pearl
Jackson, WY 83001

**BOARD OF
DIRECTORS**

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EXECUTIVE DIRECTOR

CLAIRE VITUCCI
MARKETING &
COMMUNICATIONS

BRIAN THYSELL
PROGRAM MANAGER

Dear Annette,

On behalf of the Community Foundation of Teton Valley, an affiliate of the Community Foundation of Jackson Hole (Tax ID #83-0308856), we are once again requesting permission to display a banner at McDonald's in Jackson for our 14th annual Tin Cup event in Driggs, a philanthropic event benefitting Teton Valley nonprofits. The Tin Cup is modeled after Old Bill's Fun Run.

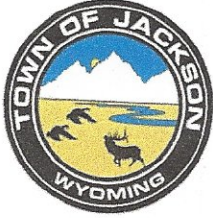
Our nonprofits serve all residents of Teton County, Idaho, and includes one organization located in Alta, Wyoming (St. Francis of the Tetons Episcopal Church). In addition, many of our participating nonprofits support recreation, programs, and natural resources that the Jackson Hole community utilizes and enjoys. Examples include Teton Valley Trails and Pathways, the Teton Valley Foundation which hosts the Music on Main summer concert series, and Friends of the Teton River. We continue to receive solid backing from Wyoming residents who historically donated to our nonprofits through Old Bill's, reinforcing that legacy of support across state lines.

The enclosed application is signed by me, John Finley, owner of McDonald's and a former Community Foundation of Teton Valley Board Member, giving both my permission for the banner display and support for the cause. Please contact Brian Thysell, Program Manager for the Community Foundation of Teton Valley, if there are additional questions.

We greatly appreciate the endorsement of the Jackson Town Council for issuing this permit in previous years and invite you all to join us on July 17th at the Driggs City Park to once again celebrate the legacy of generosity demonstrated by both sides of the Tetons.

Sincerely,

John Finley (McDonald's of Jackson Hole & former CFTV Board Member) & Brian Thysell (CFTV)



TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department

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

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

EVENT NAME:

Event Name: Tin Cup Challenge Event Day Physical Address of Event: Driggs City Park, Driggs, ID or a virtual event.

Description of Event: Celebration on Saturday, July 17th as the culmination of an 8 week charitable giving period for Teton Valley nonprofits. This celebrates our 14th year.

Grand Opening ☐ Yes ☒ No

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: John Finley, PO Box 929, Driggs, ID Phone: 801-721-1104

E-mail: webburgers@hotmail.com ZIP: 83422

Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: McDonald's Business/Description: _____

Physical Address: 1110 Broadway, Jackson, WY 83001 Physical Address: _____

Dates of Display: 7/1/21-7/21/21 Dates of Display: _____

Consent from Owner Obtained? Yes ☒ No ☐ Consent from Owner Obtained? Yes ☐ No ☐

Business/Description: _____ Business/Description: _____

Physical Address: _____ Physical Address: _____

Dates of Display: _____ Dates of Display: _____

Consent from Owner Obtained? Yes ☐ No ☐ Consent from Owner Obtained? Yes ☐ No ☐

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

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

Yes ☒ No ☐ Installation specifications, and any structural details or specifications required for freestanding signs.

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

John Finley
Signature of Authorized Event Applicant

John Finley

Applicant Name Printed

4/20/2021

Date

Owner

Title

Illustration — Tin Cup Challenge Banner at McDonald's:

Sign Dimensions:

	SIGN 1
Type:	Banner
Dimensions:	36" H x 360" W
Area (square feet):	90
Height:	3 ft
Clearance:	+/- 6" from ground
Setback property line:	13.5 ft
Sign color:	blue
Sign material	mesh vinyl
Lighting proposed:	n/a

Sample:



STAFF REPORT



Meeting Date:	7 June 2021	Meeting Title:	Town Council Regular
Submitting Department:	Public Works	Presenter:	Brian Lenz, Town Engineer
Agenda Item:	P21-005: Cache Creek Tube Diversion Utility Location Agreement for Genevieve Block	Public Comment:	Yes

Purpose & Policy Considerations.

Town Council to consider issuing a Bill of Sale for Rendezvous Land Conservancy (RLC) to purchase their portion of the constructed improvements and entering a Utility Location Agreement for RLC to perform ongoing operation and maintenance of the Cache Creek diversion system (Improvements) that will be constructed in the Town-owned public right-of-way (ROW).

Requested Action.

Staff requests Council approve the Bill of Sale and Utility Location Agreement between RLC and the Town.

Recommendations.

Staff recommends Council approve the Bill of Sale and Agreement.

Background.

The benefitting property is located at 180 E Deloney Ave, Lot 4 of the Genevieve Block Addition (Plat 1412, PIDN 22-41-16-27-3-35-004). Lot 4 is being developed as a greenspace with a water feature that generally follows the historic water feature that was part of the Town's stormwater conveyance prior to construction of the Cache Creek Tube. The Improvements are partially located in the Town rights-of-way known as Bruun Boulevard and East Broadway Avenue and convey water from a diversion on the south side of Broadway to the water feature within Lot 4. The Town has issued a grading permit (B20-0573) that includes the water feature located on Lot 4, and on January 19, 2021 the Council approved an escrow agreement (P21-005) for purposes of constructing the improvements as part of the Town's Cache Creek Tube Phase 2D (CCT2D) contract and Jackson Hole Land Trust (JHLT) reimbursing the Town for associated costs. The project is currently under construction. This agenda item/staff report fulfills Council's direction at the January 19, 2021 meeting to provide an easement document for Council consideration to formalize the Town's authorization for the property owner to own, operate, and maintain the diversion infrastructure in the ROW .

Analysis.

The Improvements are not part of the Town's infrastructure but were authorized to be constructed concurrently with the Town's Cache Creek Tube Phase 2D capital infrastructure project to minimize impacts to the public and share costs of construction. This Bill of Sale will transfer ownership of the Improvements to RLC, and this Utility Location Agreement defines the roles and responsibilities of the Town and RLC pertaining to the ownership and ongoing maintenance of the Improvements. The Town additionally retains the right to operate flow valves, gates, etc. in order to maintain flows necessary to fulfill water rights of others and regulate our stormwater system.

Alternatives (Optional).

Comprehensive Plan & Priority Alignment.

This project *opposes* the Town Comprehensive Plan under Common Value #1- Ecosystem Stewardship:

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

This diversion poses a minor negative impact in that the flow diverted from the channelized creek bypasses the treatment unit. However, the amount of flow diverted is miniscule (a "drop in the bucket" so to speak) and the inclusion

of the treatment unit in CCT2D introduces treatment to this area of Town where runoff to the Creek has historically gone untreated, making the project on the whole a great improvement to water quality.

This project *supports* the Town Comprehensive Plan under Common Value #2- Growth Management:

- Principle 3.3: Manage growth predictably and cooperatively
- Principle 3.5: Manage local growth with a regional perspective
- Principle 4.4: Enhance civic spaces, social functions, and environmental amenities to make Town a more desirable Complete Neighborhood

The re-introduction of Creek flow to the Genevieve Greenspace creates an important awareness of and connection to the environment for the community and guests who utilize the space. It is an educational opportunity and an aesthetic enhancement to this commercial area amenity. This civic benefit is greater than the above noted impact to improved pollution control.

Fiscal Impact.

The Bill of Sale will transfer ownership from the Town to RLC of the Improvements for the amount it cost the Town to construct them with the CCT2D project.

The Utility Location Agreement does not impact Town finances.

Staff Impact.

Completion of the prior Agreement for JHLT to pay for construction of the Improvements and completion of this Utility Location Agreement required approximately 40 hours of Town Public Works Administration and Engineering staff time, and approximately 30 hours of Town Legal Department staff time.

While Town Public Works operations staff and contractors will maintain the Cache Creek Tube including the stormwater treatment unit constructed in Phase 2D, Town will not be responsible for maintaining the Improvements including pipes and structures or the on-site water feature, as described in the Agreement.

Attachments or Links.

Utility Location Agreement and associated exhibits

Bill of Sale and associated exhibits

Link: [Prior staff report for construction of the Greenspace Diversion Improvements in the Town's CCT2D contract](#)
(approved January 19, 2021)

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

I move to approve the Bill of Sale and Utility Location Agreement between Rendezvous Land Conservancy and the Town of Jackson, subject to the conditions therein, and upon approval by the Town Engineer and Town Attorney authorize the Mayor to execute all necessary Agreements.

**TOWN OF JACKSON
UTILITY LOCATION AGREEMENT**

This Utility Location Agreement ("**Agreement**") is made and entered into on this ____ day of _____, 2021 ("**Effective Date**") by and between the TOWN OF JACKSON, a municipal corporation of the State of Wyoming, its successors and assigns, of P.O. Box 1687, Jackson, Wyoming 83001 ("**TOJ**" or "**Grantor**"), and Rendezvous Land Conservancy, a Wyoming nonprofit organization, of P.O. Box 6430, Jackson, WY 83002 ("**RLC**" or "**Grantee**").

RECITALS

WHEREAS, Grantor is the owner of certain public rights-of-way in Jackson, WY Teton County, Wyoming, described as follows:

The public right-of-way known as Bruun Boulevard, a.k.a. North Willow Street, and

The public right-of-way known as East Broadway Ave., as shown on Plat 102 on record in the office of the Teton County Clerk

Together the ("**Public Way**");

WHEREAS, Grantee is the owner of certain undeveloped real property located on the southwest corner of Bruun Boulevard and East Deloney Avenue through which the open Cache Creek Channel historically flowed (the "**Open Channel**"). Grantee has an interest in continuing the conveyance of water through the Open Channel from the Improvements;

WHEREAS, on January 19, 2021 the Jackson Town Council approved an Agreement To Pay For Utility Installation Work In The Public Right-of-way providing that prior to completion of the Cache Creek Tube Phase 2D construction, RLC and TOJ will execute a Private Utility Easement Agreement (aka this Utility Location Agreement) for the Greenspace Diversion Improvements, as that term is defined in the Agreement To Pay For Utility Installation Work In The Public Right-of-way (the "**Improvements**"), that memorializes Grantee's ownership of and its maintenance, repair, replacement, and like obligations for such Improvements;

WHEREAS, TOJ has contracted to construct the Cache Creek Tube Phase 2D, Town Project 20-18, described on **Exhibit A** ("**Cache Creek Tube Infrastructure**") and the Improvements, both of which are proposed along a common alignment within East Broadway Avenue and Bruun Boulevard, on the premise that there are considerable cost savings and reduced public impacts for both parties if the TOJ constructs the Improvements as part of its Cache Creek Tube Phase 2D project and then conveys them to Grantee; and

WHEREAS, Grantor desires to grant permission to occupy that portion of the Public Way described on **Exhibit A** ("**Utility Location**"), attached hereto and made a part hereof by this reference, according to the terms and conditions set forth herein;

WHEREAS, Grantee desires to use the Public Way, for purposes of inspecting, operating, maintaining, repairing, replacing and removing the Improvements; and

WHEREAS, Grantee recognizes that it cannot acquire any right, title, or interest in and to the Public Way by adverse possession or otherwise due to the use.

NOW, THEREFORE, that for and in consideration of the aforesaid recitals, which are incorporated herein by this reference as if set forth in their entirety below and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00), and other good and valuable consideration, in hand paid, the receipt and sufficiency of which is hereby acknowledged and confessed, Grantor and Grantee do hereby agree as follows:

AGREEMENT

1. Grant of Location. Grantor hereby grants permission to Grantee to occupy the Utility Location as long as said location is used for the purposes of operating, inspecting, repairing, maintaining, reconstructing, replacing, and/or removing the Improvements, together with all and singular the rights and appurtenances, facilities, equipment and attachments thereto in any way belonging or related, including, without limitation, lines, pipelines, valves, manholes, and junction boxes. Grantee, its officers, officials, employees, agents, representatives, contractors, subcontractors, licensees, successors and assigns shall have access to the Utility Location within the Public Way subject to the terms and conditions herein, the Jackson Municipal Code, the Land Development Regulations and any permitting requirements at the time of the work.
2. Conveyance of Improvements; Responsibilities of the Grantee. Grantor shall convey the Improvements to Grantee pursuant to a bill of sale substantially in the form attached hereto as **Exhibit B** (the "**Bill of Sale**"). Following conveyance of the Improvements to the Grantee by the Bill of Sale, the Grantee shall:
 - A. Own, upkeep, inspect, maintain, repair, clean and like obligations for such Improvements.
 - B. Contribute 50% of the cost of ownership, maintenance, and repair of the diversion structure CT 2D-3 as shown on **Exhibit A** that serves both the Cache Creek Tube Infrastructure and the Improvements.
 - C. Be solely responsible for keeping their diversion unobstructed.
 - D. Timely acquire all necessary permits and pay any fees and bonds associated with future work pertaining to the Improvements to exercise its right under this Agreement for planned construction, repair or maintenance.
 - E. Prior to final completion of any work on the Improvements i) repair, replace, or rebuild any items damaged on account of any work within the Public Way, including but not limited to damaged asphalt, sidewalks, curb and gutter, Cache Creek Tube Infrastructure, stormwater, water, sewer, or other existing underground utilities; ii) restore the Public Way to the higher standard of either TOJ Construction Standards in effect at the time the work is completed or better condition to which it was found immediately prior to the commencement of any work done by Grantee, or Grantee's employees, agents or contractors, within the Public Way; and iii) comply with all permit conditions of approval.
 - F. Perform such work in a workmanlike manner and consistent with TOJ Construction Standards. Grantor shall have the opportunity to review and approve all work to restore the Public Way and to satisfy conditions of approval for permitted work to ensure consistency with subsections B and C of this paragraph.
 - G. Upon request of any excavator or person, locate its Improvements in accordance with Wyo. Stat. Ann. § 37-12-302, as amended, as well as any other applicable state statutes governing the ownership and operation of underground utilities.

3. Relocation of System.

- A. Grantee may be required to remove and relocate the Improvements, upon notice as set forth below in subsection B of this Section: (a) to share use of the Public Way with other entities; or (b) to ensure that the Improvements do not unreasonably interfere with the use of the Public Way by the public or present a risk to public health or safety. To the extent that Grantee is required to remove or relocate the Improvements it shall be at no cost to Grantor; however, if such removal or relocation is to share the use of the Public Way by a third party, nothing herein prevents Grantee from seeking compensation from that third party, or from raising a claim that the obligation to share is being applied in a manner inconsistent with applicable law.
- B. The rights and privileges granted hereby shall not be in preference or hindrance to the right of the Grantor, or any other governmental agency, improvement district or other authority having jurisdiction, to perform or carry on any public works, public improvements or public projects. In the event that the Improvements interfere in any way with the construction, maintenance, or repair of such public works, public improvements, or public projects, Grantor shall provide written notice to Grantee and the Grantee shall (a) immediately commence work to remove or relocate the object of such interference if emergency circumstances exist or (b) otherwise, within thirty (30) days of notice of such interference (or such longer period as may be reasonably agreed upon by the Grantor), protect or relocate the Improvements, as may be directed by the Grantor or other governmental authority.
- C. In any case where the Improvements must be relocated, Grantee may, as an alternative to removing its Improvements, abandon the Improvements in place, except as the Grantor or other governmental authority may otherwise direct. If funds are available to users of the Public Way for relocation, nothing herein prevents Grantee from seeking funding for relocation.
- D. In the event that relocation of the Improvements outside of the Utility Location is required, Grantor agrees to identify a new utility location and work in good faith to execute an agreement for the relocation of the Improvements.

4. Limitations on Grantee Use. Grantee shall exercise its rights granted above with due regard to the rights of others and their use thereof, and shall not use the Public Way in a way that would impair the rights of Grantor or others. Grantee shall not construct any utility, building, structure, or improvement within the Public Way without prior approval of the Grantor.

Grantor agrees to make reasonable efforts to continue the diversion of flows into the Cache Creek Tube Infrastructure and through the Open Channel beginning in the middle of May and ending in early October. To the extent that water flows within the Cache Creek Tube Infrastructure, Grantor will divert flows to the Improvements conveying water to the Open Channel. Notwithstanding the foregoing, Grantor does not guarantee any diversion of flows to the Improvements and Grantor reserves the right to control flows to the Improvements as required by applicable law.

5. Limitations on Water Flow. Grantee shall be allowed a diverted flow of water as allowed by applicable law and the Grantor. This Agreement is not a surface water right for beneficial use, does not guarantee a diversion, and priority for diversion is according to applicable law. This agreement is not intended to create or convey any water rights issued and or administered by the Wyoming

State Engineer or State Board of Control or otherwise address water rights regulated by those agencies.

6. Reservations of Grantor.

Grantor reserves unto itself, its guests, invitees, legal representatives, heirs, and successors and assigns any and all rights it may have to:

- A. Relocate the Cache Creek Tube Infrastructure, which may terminate the diversion of flows to the Improvements. In the event that Grantor seeks to assert such rights, it agrees to provide the Grantee at least 90 days advance written notice of any plans to relocate the Cache Creek Tube Infrastructure that may terminate the diversion of flows to the Improvements. During such 90 day period, Grantor shall work in good faith with Grantee for a mutually agreeable solution that will maintain the diversion of flows to the Improvements. Notwithstanding the foregoing, Grantor does not guarantee any diversion of flows to the Improvements will be maintained. Failure to provide notice does not limit or affect the Town's right to relocate the Cache Creek Tube Infrastructure.
 - i. In the event the Grantor relocates the Cache Creek Tube Infrastructure bypassing the diversion to the Improvements, nothing herein prevents Grantee from seeking agreements with other private property owners to maintain a diversion to the Improvements and the Grantee's property adjacent to the Public Way.
- B. Control the gate valve and weirs in the vault for purposes of controlling the flow of water as described in Section 4 above.

7. Obstructions. Grantor shall have the right to remove, and keep removed, all or parts of any improvement, that is located within the Public Way which endangers or in any way interferes with the construction, efficiency, or convenient and safe operation and maintenance of TOJ's Public Way.

8. Indemnification. Grantee agrees to indemnify, defend and hold harmless Grantor from and against any and all liability, loss, claims, demands, liens, damages, penalty, fines, interest, costs and expenses, specifically including all liability and responsibility for all loss of life, injury to persons, or damage to the Improvements, and for any and all loss of life, injury to persons, or damage to the Public Way and for any and all loss of life, injury to persons, or damage from flooding as a result of work by the Grantee and Grantee's agents, contractors and subcontractors thereof within the Public Way. Grantor is not liable for any or all loss of life, injury to persons, or damages to property from flooding, back up, or the like into or out of the Open Channel as a result of damages to infrastructure, blockages, restrictions to flow, or the like through infrastructure or channels downstream of the Open Channel. The Grantor shall not be liable for any interruptions of water supply, scarcity of water, resulting from accidents or damages to the Grantor's infrastructure or private channels, or during the time of alterations, additions, or repairs, or for any other unavoidable causes. This indemnification includes, without limitation, reasonable attorney's fees and litigation costs incurred by Grantor in connection therewith. The indemnification provided for herein shall not include indemnification for negligence of Grantor or for actions of Grantor which would otherwise make the indemnification void pursuant to Wyoming State Statutes.

9. Conflict of laws; Jurisdiction; Venue; Construction. This Agreement shall be constructed, performed and enforced in accordance with, and governed by, the laws of the State of Wyoming, without giving effect to the principles of conflict of laws thereof. The Parties hereto irrevocably elect as the sole judicial forum for the adjudication of any matters arising under or in connection with this Agreement, and consent to the jurisdiction of, the courts of the County of Teton, State of Wyoming, or the United States District Court for the District of Wyoming. This Agreement was negotiated by both Parties hereto and thus it shall not be construed against or in favor of any party by virtue of which party drafted it or any portion thereof.
10. Severability. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
11. Entire Agreement; Modification. This Agreement embodies and constitutes the entire agreement with respect to the subject matters hereof and all prior or contemporaneous agreements, understandings, representations, statements are merged into this Agreement. Neither this Agreement nor any provision hereof may be waived, modified, amended, discharged, or terminated in whole or in part, unless agreed to in writing by the parties; provided, however, that such amendment or termination shall be properly recorded in the Office of the Clerk of Teton County, Wyoming as a condition to its effectiveness.
12. Non-Waiver. Failure on the part of either party to exercise, or delay in exercising, any right hereunder shall not operate as a waiver thereof; nor shall any single or partial exercise by said party of any right hereunder preclude any other or further exercise thereof or the exercise of any other right.
13. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors.
14. Governmental Immunity. Grantor does not waive its sovereign or governmental immunity by entering this Agreement, and fully retains all immunities and defenses provided by law with respect to any action based on or arising out of this Agreement.
15. Assignment. Grantee shall not assign or transfer any of its interests in or obligations under this Agreement without the prior written consent of Grantor.
16. Authorization. Each party signing below warrants to the other party, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.
17. Recording. Grantee, at its cost, shall record this Agreement in the Office of the Teton County Clerk.

GRANTOR:

TOWN OF JACKSON

By: Hailey Morton Levinson
Its: Mayor

ATTEST:

By: Lynsey Lenamond
Its: Town Clerk

STATE OF WYOMING)
)ss
COUNTY OF TETON)

This instrument was acknowledged before me on _____, 2021 by Hailey Morton Levinson, as Mayor of the Town of Jackson, and Lynsey Lenamond, as the Town Clerk of the Town of Jackson.

Notary Public
My commission expires:

GRANTEE:

RENDEZVOUS LAND CONSERVANCY

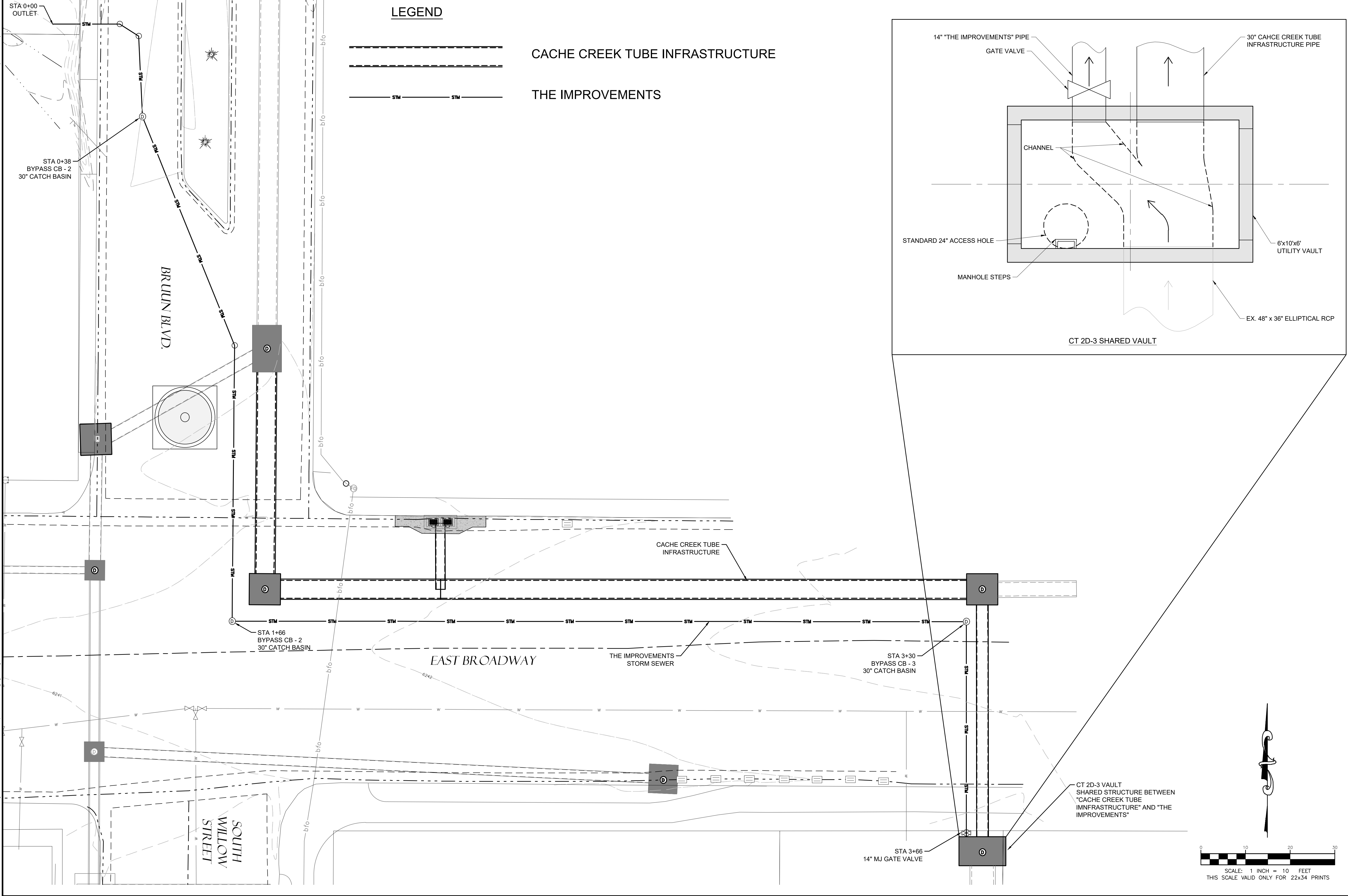
By: Scott Pierson
Its: President

STATE OF _____)
) ss.
COUNTY OF _____)

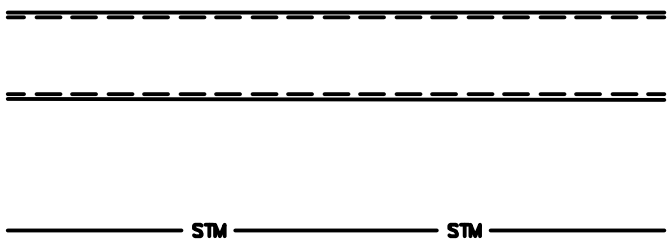
This instrument was acknowledged before me on _____, 2021 by Scott Pierson as President of Rendezvous Land Conservancy.

Notary Public
My Commission Expires:

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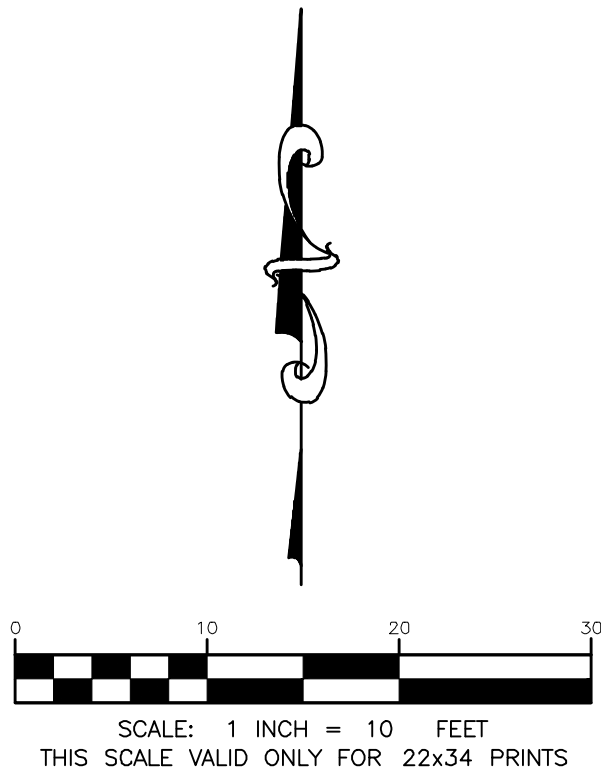
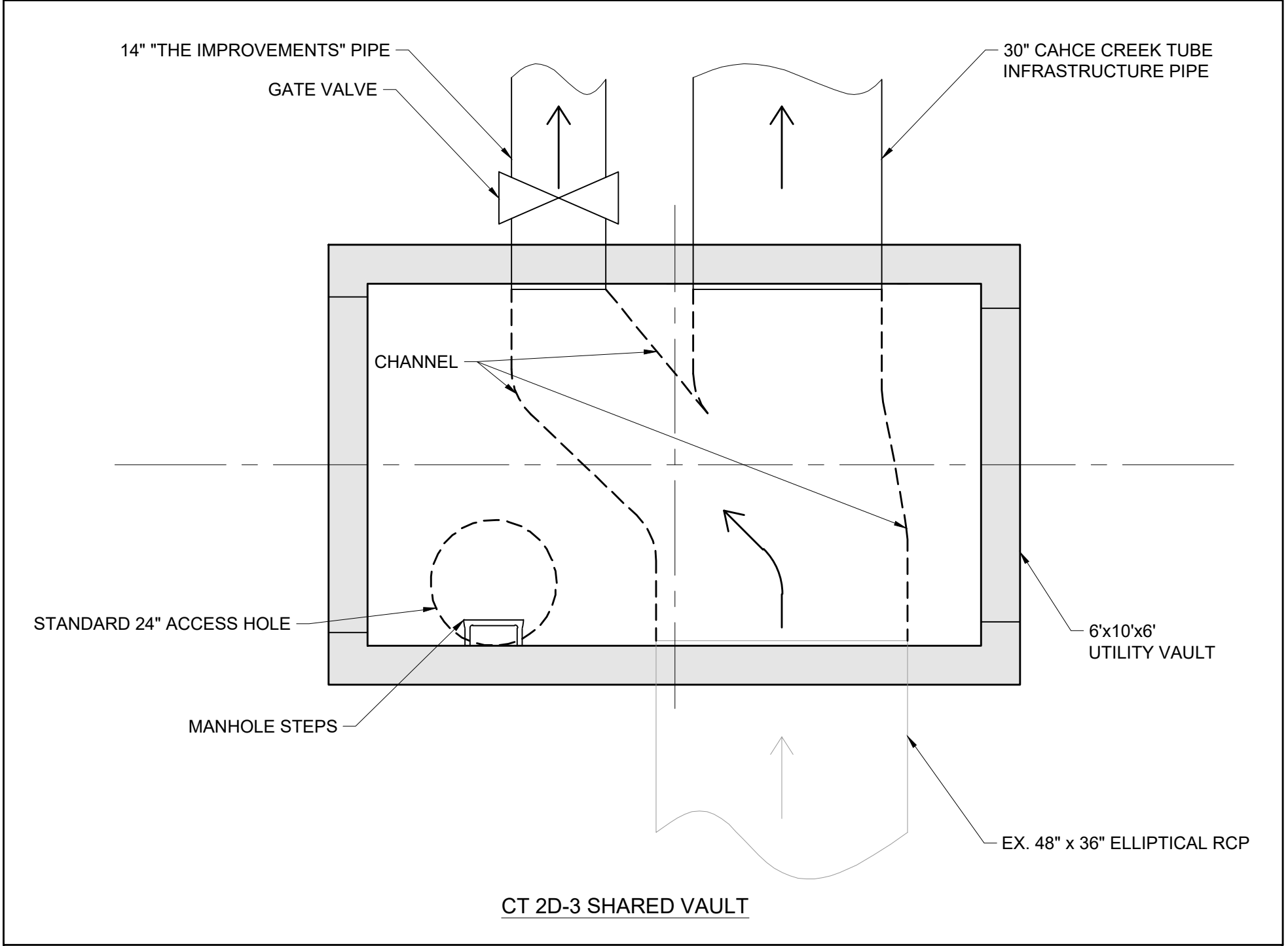


LEGEND



CACHE CREEK TUBE INFRASTRUCTURE

THE IMPROVEMENTS



BILL OF SALE

KNOW ALL MEN BY THESE PRESENTS THAT TOWN OF JACKSON, a municipal corporation of the State of Wyoming, of P.O. Box 1687, Jackson, Wyoming 83001, GRANTOR, for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt hereof is hereby acknowledged, do hereby bargain, sell, grant, convey, transfer, and deliver unto the RENDEZVOUS LAND CONSERVANCY, a Wyoming nonprofit organization, of P.O. Box 6430, Jackson, WY 83002, GRANTEE, the following described infrastructure related to the Cache Creek Tube Phase 2D, Town Project 20-18, and existing piping in accordance with Utility Location Agreement dated _____, 2021 (Doc. _____) (the "Location Agreement") to have and to hold the same unto itself, its heirs, legatees, and debtatees, administrators, successors and assigns forever:

All infrastructure related to only those portions of the Cache Creek Tube Phase 2D project defined as the Improvements in the Location Agreement, all as shown on Exhibit A of the Location Agreement that is attached hereto for reference as Attachment 1.

All existing infrastructure related to connecting the Open Channel, as that term is defined in the Location Agreement, to the Cache Creek Tube infrastructure in East Deloney Ave (the "Open Channel Outlet Piping").

Grantor hereby covenants with the Grantee that it is the lawful owner of the Improvements; and that it will forever warrant and defend the same against the lawful claims and demands of all persons whomsoever except those claiming through Grantee.

Such Improvements, excluding the Open Channel Outlet Piping that is conveyed as is without guarantee and warranty, shall be subject to and shall carry a guarantee and warranty for defects in workmanship and materials in accordance with the Agreement To Pay for Utility Installation Work in the Public Right of Way between the Grantor and Grantee, effective date February 10, 2021.

[SIGNATURE PAGES FOLLOW]

WITNESS my hand this _____ day of _____, 2021.

TOWN OF JACKSON, WYOMING

a municipal corporation

By: _____
Hailey Morton Levinson, Mayor

Attest: _____
Lynsey Lenamond, Town Clerk

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by Hailey Morton Levinson, as Mayor of the Town of Jackson, and Sandra P. Birdyshaw, as Town Clerk of the Town of Jackson, this _____ day of _____, 2021.

Witness my hand and official seal.

Notary Public
My commission Expires:

STAFF REPORT



Meeting Date:	6/7/2021	Meeting Title:	Regular
Submitting Department:	Clerk	Presenter:	Lynsey Lenamond
Agenda Item:	Application for Restaurant Liquor License – Thai Plate Cuisine Inc	Public Comment:	Yes, public hearing for protests

Purpose & Policy Considerations.

Consideration of an application for a new restaurant liquor license. The Town Council is the local licensing authority for the issuance, renewal, and transfer of all liquor licenses within the Town of Jackson.

It is a statutory requirement for the Mayor to OPEN A PUBLIC HEARING on the issuance of liquor licenses. In accordance with our notice, and per Wyoming Statute, protests will be heard against the issuance during this hearing. Additionally, staff presentation, public comment, and Council discussion will take place during this hearing. The procedure is as follows:

1. Mayor Levinson opens the public hearing.
2. Mayor Levinson asks for the staff presentation on the application.
3. Mayor Levinson calls for any and all public comment.
4. Council discusses the application.
5. Mayor Levinson closes the public hearing.
6. Mayor Levinson calls for a motion on the application and the vote on the motion.

Requested Action.

To consider statutory findings for approving and issuing a new restaurant liquor license.

Recommendations.

Staff does not make a recommendation whether to approve or deny the application.

Background.

The Town Clerk received an application for a restaurant liquor license by Thai Plate Cuisine Inc. The application was distributed according to Town procedure to Town and joint departments for review and comment. The Wyoming Liquor Division has certified the application complete.

Analysis.

The Town Council should consider the following from Wyoming Statutes (W.S.) 12-4-104 (b) regarding the issuance of a liquor license:

(b) A license or permit shall not be issued, renewed or transferred if the licensing authority finds from evidence presented at the hearing:

- (i) The welfare of the people residing in the vicinity of the proposed license or permit premises shall be adversely and seriously affected;*
- (ii) The purpose of this title shall not be carried out by the issuance, renewal or transfer of the license or permit;*
- (iii) The number, type and location of existing licenses or permits meet the needs of the vicinity under consideration;*
- (iv) The desires of the residents of the county, city or town will not be met or satisfied by the issuance, renewal or transfer of the license or permit; or*
- (v) Any other reasonable restrictions or standards which may be imposed by the licensing authority shall not be carried out by the issuance, renewal or transfer of the license or permit.*

Alternatives (Optional).

The public hearing must be conducted or at least opened at this Council meeting. Alternatives beyond that include:

- Continuing the public hearing to gain further public comment or information on issues related to the findings.
- Approve the application.
- Deny the application.
- Postpone action to the next regular meeting.

Comprehensive Plan & Priority Alignment.

This application was processed according to Title 12 of the state statutes, and as related to the Comprehensive Plan Policy 8.1.a. the delivery of quality levels of service to the community and the decisions related to temporary liquor permits also have a direct correlation to the health, safety, and welfare of the community as discussed in Section 8.

Fiscal Impact.

Upon approval, the license fee of \$1262 will be deposited into the Town's general fund. The license will also generate an undetermined amount of sales tax revenue.

Staff Impact.

Staff impact includes approximately 3 hours of Town Clerk's time to review and working closely with the applicant to complete the application package, working with the Wyoming Liquor Division, communicating, and working with departments during review, providing a complete staff report, presenting to Council, and if approved, printing and issuing the license. Review time also includes the Town Attorney and administrative staff. If approved, this license would be included in the Police Department's compliance visits.

Attachments or Links.

Application

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

Having considered the Wyo. Stat. §12-4-104(b) statutory factors for this application, I move to approve the application and issuance of a restaurant liquor license to Thai Plate Cuisine Inc for the license year beginning June 7, 2021, subject to the following conditions and further direct the Town Clerk to issue the license upon confirmation that the conditions of approval have been met within the timeframe set forth in Wyoming Statute 12-4-103(a)(iv).

1. The Clerk shall not issue the liquor license until all required Town permits and licenses have been obtained.
2. Any additional minor corrections deemed necessary by staff and the Wyoming Liquor Division.

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY

Customer #:

Trf from:

Reviewer:

Initials

Date

Agent:

Chief:

To be completed by City/County Clerk

License Fees Annual Fee: \$ 1514.00
 Prorated Fee: \$ 1262.00
 Transfer Fee: \$ _____
 Publishing Fee: \$ 100.00

Publishing Fee Direct Billed to Applicant: ☐Local License #: 297Date filed with clerk: 05/04/2021

Advertising Dates: (2 Weeks)

5/19/21 & 5/26/21
 Hearing Date: 06/07/21

License Term: 06/07/2021 Through 3/31/2022
 Month Day Year Month Day Year

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: The Plate Cuisine, Inc.Trade/Business Name (dba): Thar PlateBuilding to be licensed/Building Address: 145 N Glenwood

Number & Street

Jackson

City

WY

State

Teton

Zip

County

Mailing Address: PO Box 4619

Number & Street or P.O. Box

Jackson

City

WY

State

83001

Zip

Business Telephone Number: (307) 734 2654 Fax Number: ()E-Mail Address: Phuchitsa@a1d3a@gmail.com

Brief legal description and the zoning of the licensed building or site for licensed building: W.S. 12-4-102 (a) (vi)

Parcel 22-41-16-28-4-25-001, Lot 8 Block 6, plat 100**FILING FOR**☒ NEW LICENSE☐ TRANSFER OF LOCATION☐ TRANSFER OWNERSHIP

FORMERLY HELD BY: _____

FILING IN (CHOOSE ONLY ONE)☒ CITY OF: Jackson☒ COUNTY OF: Teton☐ ASSIGNMENT LETTER ATTACHED**FILING AS (CHOOSE ONLY ONE)**☐ INDIVIDUAL☐ PARTNERSHIP☐ LP/LLP☐ LLC☒ CORPORATION☐ LTD PARTNERSHIP☐ ORGANIZATION☐ OTHER _____**TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)**

RETAIL LIQUOR LICENSE

☐ ON-PREMISE ONLY (BAR)☐ OFF-PREMISE ONLY (PACKAGE STORE)☐ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)☒ RESTAURANT LIQUOR LICENSE☐ RESORT LIQUOR LICENSE☐ BAR AND GRILL

LIMITED RETAIL (CLUB)

☐ VETERANS CLUB☐ FRATERNAL CLUB☐ GOLF CLUB☐ SOCIAL CLUB☐ MICROBREWERY☐ WINERY☐ DISTILLERY SATELLITE☐ WINERY SATELLITE☐ COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT**SPECIAL DESIGNATIONS**☐ CONVENTION FACILITY☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM☐ GOLF CLUB☐ GUEST RANCH☐ RESORTTo Assist the Liquor Division with scheduling inspections: **WHEN DO YOU OPERATE?**☒ FULL TIME (e.g. Jan through Dec)☐ SEASONAL/PART-TIME☐ NON-OPERATIONAL/PARKED

(specify months of operation)

DAYS OF WEEK (e.g. Mon through Sat)

HOURS OF OPERATION (e.g. 10a - 2a)

from Jan to Dec

from _____ to _____

from _____ to _____

ALL APPLICANTS MUST COMPLETE QUESTIONS 1-6**1. BUILDING OWNERSHIP:** Does the applicant? W.S. 12-4-103 (a) (iii)(1) **OWN** the licensed building?☐ YES (own)(2) **LEASE** the licensed building? (Lease must be through the term of the liquor license)☒ YES (lease)

If Yes, please submit a copy of the lease and indicate:

(A) When the lease expires, located on page 1 paragraph 4 of lease.(B) Where the **Sales** provision for alcoholic or malt beverages is located, on page 1 paragraph 10 of lease.(MUST contain a provision for **SALE OF ALCOHOLIC** or **MALT BEVERAGES**.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601 (b) ☐ YES ☒ NO
3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403
- (a) Hold any interest in the license applied for? ☐ YES ☒ NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? ☐ YES ☒ NO
- (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☒ NO
- (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:
4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by this licensing authority? W.S. 12-4-103 (b) ☐ YES ☒ NO
- If "YES", explain: _____

5. If applicant is filing as an **Individual, Partnership or Club**: W.S. 12-4-102 (a) (ii) & (iii)

Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

6. If the applicant is a **Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership**: W.S. 12-4-102 (a) (iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and every officer, and every director** must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Songyot N.B. Suktas	3-6-64	[REDACTED]		~	50	YES ☐ NO ☒	YES ☐ NO ☒
Nongnut N.C. Suktas	2-8-65	[REDACTED]		~	50	YES ☐ NO ☒	YES ☐ NO ☒
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application)

7. BAR AND GRILL LICENSE:Have you submitted a valid food service permit or application? W.S. 12-4-413 (a) ☐ YES ☐ NO**8. RESTAURANT LICENSE:**(a) Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-408 (b)
(e.g. 10 x 12 room in SE corner of building): North east corner of Building Behind Bar/Counter(b) Have you submitted a valid food service permit or application? W.S. 12-4-407 (a) ☒ YES ☐ NO(c) Have you attached a drawing of the establishment that includes the restaurant dispensing room(s)? W.S. 12-4-410 (f) ☐ YES ☒ NO**9. RESORT LICENSE:**

Does the resort complex:

(a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☐ YES ☐ NO(b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☐ YES ☐ NO(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☐ YES ☐ NO(d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☐ NO(e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)
1. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO**10. MICROBREWERY LICENSE:**Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ WINERY(b) Do you self distribute your products? W.S. 12-2-201(a) ☐ YES ☐ NO
(Requires wholesaler license with the Liquor Division)(c) Do you distribute your products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division) ☐ YES ☐ NO**11. WINERY LICENSE:**Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ MICROBREWERY**12. LIMITED RETAIL (CLUB) LICENSE:****FRATERNAL CLUBS** W.S. 12-1-101(a)(iii)(B)(a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO(b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO**13. LIMITED RETAIL (CLUB) LICENSE:****VETERANS CLUBS** W.S. 12-1-101(a)(iii)(A):(a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO**14. LIMITED RETAIL (CLUB) LICENSE:****GOLF CLUBS** W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):(a) Do you have more than fifty (50) bona fide members? ☐ YES ☐ NO(b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? ☐ YES ☐ NO(c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? ☐ YES ☐ NO1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO2. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

15. LIMITED RETAIL (CLUB) LICENSE:**SOCIAL CLUBS** W.S. 12-1-101(a)(iii)(E) / W.S. 12-4-301(b):

- (a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO
- (c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? ☐ YES ☐ NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO
- (g) Have you filed a true copy of your bylaws with this application? ☐ YES ☐ NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) ☐ YES ☐ NO

REQUIRED ATTACHMENTS:

- ☒ A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102 (a) (vi).
- ☐ Restaurants: include a drawing of the establishment that includes the dispensing room(s) W.S. 12-4-410 (f).
- ☒ Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a) (iii) / W.S. 12-4-403(b) / W.S. 12-4-301(e).
- ☐ If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601 (b).

OATH OR VERIFICATION

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers. W.S. 12-4-102(b)

STATE OF WYOMING)
COUNTY OF Teton) ss.

Signed and sworn to before me on this 4 day of May, 2021 that the facts alleged in the foregoing instrument are true by the following:

1) <u>[Signature]</u> (Signature)	<u>SONGYOT NETSUKSAI</u> (Printed Name)	<u>CEO</u> Title
2) <u>Norant Netsukai</u> (Signature)	<u>NONONUT NETSUKSAI</u> (Printed Name)	<u>Treasurer</u> Title
3) _____ (Signature)	_____ (Printed Name)	_____ Title
4) _____ (Signature)	_____ (Printed Name)	_____ Title
5) _____ (Signature)	_____ (Printed Name)	_____ Title
6) _____ (Signature)	_____ (Printed Name)	_____ Title

Witness my hand and official seal:



Soledad Hernandez-Cano
Signature of Notary Public

(SEAL)

My commission expires: 06-07-2021

TOWN OF JACKSON
Office of Town Clerk
P.O. Box 1687 / 150 East Pearl Avenue
Jackson, Wyoming 83001
(307) 733-3932 ext 1113

Liquor License Application
Provide for each person who
signed the application

AFFIDAVIT of AUTHORIZATION

The undersigned applicant hereby states he/she is authorized to sign the attached Liquor License and/or Permit Application form as issued by the Wyoming Liquor Division for use by the Town of Jackson, and authorizes the Town of Jackson and its agents and employees to seek information as set forth in Municipal Code Section 6.20 and conduct investigations into the truth of the foregoing statements as set forth in the application. The applicant hereby agrees to comply fully with the rules and regulations of the Town of Jackson governing the license/permit requested.

AFFIDAVIT of UNDERSTANDING

The undersigned applicant hereby states that he/she understands that the submittal, review, approval, issuance, and/or received payment of the attached Liquor License and/or Permit Application form as issued by the Wyoming Liquor Division for use by the Town of Jackson does not imply that any other reviews, authorizations, permits, and approvals have been made by any Town/County departments or elected bodies. Additional reviews, authorizations, permits, and approvals may be required at any time from additional Town/County departments and/or elected bodies, which may include the time period after approval but before issuance of the attached Liquor License and/or Permit Application form. It is the duty of the applicant to seek any additional required reviews, authorizations, permits, and approvals from any Town/County department or elected bodies.

Applicant please note: Corporations and Limited Liability Companies must submit a listing of all officers and all directors, including dates of birth and Social Security Numbers. Please attach the list to this document.

PRINT

Full Legal Name: SONGYOT NETSUKAI
First Name Full Middle Name Last Name

03-06-62 [REDACTED] / Male or Female
Date of Birth Social Security Number Driver License: State / Number Circle one

5-4-21
Date Signed

[Signature]
Applicant Signature

State of WY)
County of Teton)ss

Subscribed and sworn to before me this 4 day of May, 2021.

(SEAL)



Soledad Hernandez-Cano
Notary Public or officer authorized to administer oaths

TOWN OF JACKSON
Office of Town Clerk
P.O. Box 1687 / 150 East Pearl Avenue
Jackson, Wyoming 83001
(307) 733-3932 ext 1113

Liquor License Application
Provide for each person who
signed the application

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Applicant please note: Corporations and Limited Liability Companies must submit a listing of all officers and all directors, including dates of birth and Social Security Numbers. Please attach the list to this document.

PRINT

Full Legal Name: NONGNUT NETSUKSAI
First Name Full Middle Name Last Name

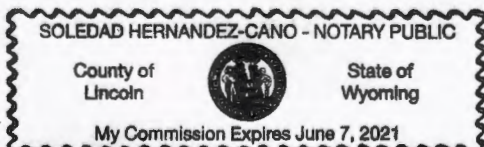
08/02/1965 [REDACTED] / Male or Female
Date of Birth Social Security Number Driver License: State / Number Circle one

5/4/2021 Nongnut Netsukchai
Date Signed Applicant Signature

State of WY)
County of Teton)ss

Subscribed and sworn to before me this 4 day of May, 2021.

(SEAL)



Soledad Hernandez-Cano
Notary Public or officer authorized to administer oaths

Songyd Netsuksai

03/06/62



Nongnut Netsuksai

08/02/65



THAI PLATE CUISINE INC.

P O BOX 4619
JACKSON, WY 83001-4619

1002

99-109/1023 7674

DATE 4-19-81

PAY TO THE
ORDER OF

TOWN OF JACKSON

\$ 100. %

ONE HUNDRED ONLY.

DOLLARS



Security
Features
Details on
Back.

WELLS
FARGO

Wells Fargo Bank, N.A.
Wyoming
wellsfargo.com

FOR

[Signature]

MP

11 [REDACTED]

THAI PLATE CUISINE INC.

P O BOX 4619
JACKSON, WY 83001-4619

1001

99-109/1023 7674

DATE 4-29-21

PAY TO THE
ORDER OF

TOWN OF JACKSON

\$ 1,388.00

ONE THOUSAND THREE HUNDRED EIGHTY EIGHT ONLY

DOLLARS



Security
Features
Details on
Back.



Wells Fargo Bank, N.A.
Wyoming
wellsfargo.com

FOR

[Signature]

MP

COMMERCIAL LEASE AGREEMENT
(145 N. Glenwood, Jackson Hole, Wyoming)

This AGREEMENT is duly entered into between the undersigned Lessor and the undersigned Lessee effective as of April 1st, 2021.

WITNESSETH:

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

ARTICLE I. THE LEASE

<u>BASIC TERMS:</u>	These are the basic terms for this Lease:
Premises:	The space located at 145 N. Glenwood, Jackson, Wyoming described on the attached description: Approximately 2,500 square feet, plus one parking space designated by Lessor.
Base Rent:	\$7,500 per month during the lease term, payable on the first day of each month in advance beginning April 1, 2021 adjusted by Lessor annually in advance, subject to annual increases as set forth herein. Rent for first three months will be prorated at \$6,000 six thousand dollars per month for April, May, and June of 2021. Then continue at the normal monthly rent of \$7500 seven thousand and five hundred dollars there after.
Deposit Amount:	\$10,000 paid to Lessor concurrently herewith. This security deposit may not be applied by Lessee to rent.
Basic Lease Term:	Commencing April 1, 2021 through May 30, 2026.
Renewal Term:	Lessee may renew the lease term after approval of land lord for a period on the terms set forth herein.
Costs:	This is a "net net net" lease -- the Lessee pays for interior maintenance, telephone, utilities, fire and casualty insurance associated with restaurant use, and for a share of exterior maintenance, real estate taxes, building liability and casualty insurance, and other costs noted herein. The percentage for said share is 90% of the total costs for the building and land.
Permitted Uses:	Operation of Thai Plate Cuisine Inc. food restaurant business. The permitted usage by Lessee includes serving alcoholic beverages to Lessee's customers, with Lessee fully responsible for all related permitting and all related liability.
Improvements:	Lessee's attached equipment, improvements and installations are to become the property of the Lessor. The movable and trade fixtures shall

remain the property of Lessee upon termination of this lease, subject to Lessor's lien for payments due hereunder.

1.1 **LEASE OF PREMISES.** Lessor hereby agrees to lease the Premises to Lessee for the Term referred to below, on the terms set forth in this Agreement, and Lessee agrees to said Lease. The Lessee accepts the Premises in "as is" condition.

1.2 **DEPOSIT.** Lessee is depositing the Deposit Amount with Lessor.

1.3 **RENT.** Lessee shall pay to Lessor the Base Rent noted herein, payable monthly in advance on the applicable date noted above and on the same day of each month thereafter in advance during the Term, with such base rent increased prospectively by Lessor at the end of each twelve-month period for CPI Index changes, or 3% of the then current rent, if greater. The term "CPI Index" shall mean that certain Wyoming cost of living index Annual Inflation Rates for the Northwest Region as published by the State of Wyoming Department of Administration and Division of Economic Analysis for twelve (12) months ending on the last day of the lease year. If Lessee holds over after this lease expires or is terminated by Lessor, then rent will be paid at double the base rent per diem rate during the holding over period (this sentence does not create any right to hold over).

1.4. **USE OF PREMISES.** The Premises may be used only for the Permitted Uses noted above. The Premises shall not be used in any matter which would cause any public or private nuisance or violate any legal requirements applicable to the Premises. Access to the Premises will be subject to reasonable restrictions imposed by Lessor from time to time. The Lessee must obtain its own Town of Jackson and other permits for its operations and any improvements (including signage), at Lessee's expense, and Lessee will be responsible for all Town requirements for its operations.

No alteration or improvement to the Premises or signage shall be made by Lessee without the express written consent of Lessor. All exterior signage will be designed and installed by Lessee at its expense. Any alteration or improvement made by Lessee and any fixtures installed as a part thereof, shall become the property of Lessor upon the expiration or sooner termination of this lease; provided, however, that (i) Lessor shall have the right to require Lessee to remove such fixtures upon the termination of this lease and restore the Premises at the expense of Lessee and (ii) Lessee shall have the right to remove only those movable trade fixtures outlined by the attached schedule if Lessor does not purchase such movable fixtures for the predetermined depreciated price, and if Lessee is not in default, and the Premises are not damaged by such removal. Lessee would have to restore the Premises with regard to the removal of the trade fixtures set forth in the schedule, upon termination of this lease, so long as Lessee is not in default with respect to such removal.

1.5. **ASSIGNMENT.** Lessee may not sell, assign, mortgage, sublease, pledge or otherwise transfer or encumber all or any part of Lessee's interest in the Premises and this Agreement.

1.6. **TAXES AND ASSESSMENTS.** Lessee shall be responsible for all personal property taxes relating to property in the Premises. Lessee will also pay its share of the real estate taxes on the Premises as noted below.

1.7. **LIENS.** Lessee shall not suffer or permit to be enforced against the Premises any materialmen's, contractor's or sub-contractor's lien arising from any work done by or on behalf of Lessee. Notwithstanding the foregoing, Lessee may in good faith and at Lessee's own expense contest the validity of any such asserted lien, claim or demand in a prompt and reasonable manner. Lessee shall defend and indemnify Lessor against all liability and loss of any type arising out of work performed on the Premises, together with reasonable attorney's fees and all costs and expenses incurred by Lessor in defending against any such liens. If foreclosure is commenced, Lessor may pay the indebtedness secured by any such liens and be entitled to reimbursement.

1.8. **UTILITIES, COMMON EXPENSES, ETC.** Lessee shall pay for all utilities, telephone costs, cleaning and maintenance costs for the Premises. This is a "net net net" lease. Lessee shall be responsible to pay Lessor periodically, within 10 days of request (based upon allocations and prorations determined by Lessor in good faith), its percentage share (as noted above) of all real estate taxes on the land and building, sewer and water, heat, light, power, security, exterior building maintenance, casualty and liability insurance, trash collection and snow removal services for the land and building of which the Premises are a part, throughout the Term. Interior utilities may be done by separate metering. Lessee will be responsible for shoveling Lessee's own walkways.

1.9. **INSURANCE.** Lessee will reimburse Lessor for its share of casualty and liability insurance costs for the Premises (which may include loss of rent coverage), as noted above. Lessee shall maintain in effect and pay the premiums for (a) insurance covering the Lessee's contents within the Premises and (b) insurance against liability for injury or damage to persons or property or the loss of life or property occurring in the Premises in an amount not less than \$2 million in respect to bodily injury or death to any one person, and not less than \$1,000,000 in respect to any one occurrence, and not less than \$1,000,000 for property damage. Lessor shall be named as a co-insured under said liability insurance policy of Lessee. Lessee will provide Lessor with a certificate of insurance within 10 days after a request by Lessor.

1.10 **REPAIR AND MAINTENANCE.** Lessee shall, at Lessee's sole expense (a) keep the Premises (including all improvements now or hereafter placed thereon) in as good order and repair as now existing or as subsequently improved, ordinary wear and tear excepted and (b) maintain in good working order and repair all glass, plumbing, electricity, heating equipment and other similar equipment and fixtures in the Premises. Lessor grants Lessee permission to access the roof to repair the hood, clean the hood of grease, etc., and Lessee will be responsible for the cost of any roof leaks or repairs. Lessee will not be responsible for casualty losses covered by the insurance noted above, except for relatively minor damage such as broken windows and damage to the Premises themselves covered by Lessee's own insurance. In the case of damage by fire or other casualty to the Premises, if the damage is so extensive as to amount practically to the total

destruction of the Premises, this lease shall cease, and the rent shall be apportioned to the time of the damage. In all other cases where the Premises (not including leasehold improvements and Lessee's property, which will be Lessee's responsibility) are damaged by fire or other casualty, Lessor shall repair the damage with reasonable dispatch, with a fair and reasonable apportionment of rent if appropriate, not to exceed four month's rent during the lease term. In determining what constitutes reasonable dispatch, consideration shall be given to delays caused by strikes, adjustment of insurance and other causes beyond Lessor's control.

Subject to force majeure, Lessor is responsible for the building floors, ceilings, walls and other structural elements of said Premises.

1.11. **LESSOR'S RIGHT OF ACCESS.** Lessor and Lessor's representatives may enter the Premises at any reasonable time for the purpose of inspecting or showing the Premises, or performing work. A key to the Premises must be on deposit with Lessor.

1.12 **INDEMNITY.** Lessee shall indemnify and hold harmless Lessor and all agents, employees and affiliates of Lessor, against any and all uninsured liabilities and expenses (including reasonable legal fees) directly or indirectly arising from any actual or claimed loss, injury, death or damage to persons or property which at any time may be suffered or sustained by Lessee or by any other person or entity at any time using or occupying or visiting the Premises. No termination or expiration of the lease term shall affect any indemnities or other obligations of Lessee hereunder, which are incurred during the Term or after default.

1.13 **DEFAULT.** If Lessee shall default in performing any of its agreements hereunder or under the separate promissory note, and such default shall continue for a period fifteen (15) days after written notice thereof is sent or delivered to Lessee, or if any bankruptcy, insolvency, reorganization or other similar proceedings are initiated by or against Lessee or the property of Lessee, then in any such instance Lessor may terminate this lease. The failure of Lessor to take action relating to any default on the part of Lessee shall not be construed as a waiver of said default or any subsequent default. Lessee shall have no rights of set-off or counterclaim or other similar rights hereunder. All remedies which Lessor may have in the case of default by Lessee shall be cumulative and not in the alternative, and Lessor shall be entitled to all additional rights provided at law or equity without any requirement of election of remedies, including without limitation a landlord's lien on personal property in the Premises, if there is a default. Lessor shall be entitled to reimbursement from Lessee of any and all reasonable attorneys fees and collection costs incurred by Lessor in connection with any default of Lessee hereunder, payable on demand. Lessor shall be entitled to a late charge of ten percent (10%) of any rent or other amount not received by Lessor within 10 days after the applicable due date, together with interest at the rate of twelve percent (12%) per annum on any amount not received within 10 days of the applicable due date (from such tenth day until the date of payment of the overdue amount), all payable to Lessor by Lessee on demand.

1.14 **RIGHT TO PERFORM.** If Lessee shall fail to perform any obligation on Lessee's part to be performed under this Lease, Lessor may do so on behalf of and at the cost and

expense of Lessee. In that case, interest at a rate equal to twelve percent per annum and reasonable attorney's fees may be collected from Lessee by Lessor on demand.

1.15 **DEPOSIT.** Lessee is depositing with Lessor the Deposit Amount as a security and cleaning deposit for the full and faithful performance by Lessee of all of the terms of this Lease required to be performed by Lessee. Said sum (if any) shall be returned to Lessee within 30 days after the expiration of the Term, after inspection and receipt of bills (such as utility and cleaning bills) provided that the Lessee is not in default at such time, all subject to appropriate setoffs by Lessor.

ARTICLE II. MISCELLANEOUS.

2.1 **NOTICES.** All notices hereunder shall be in writing and shall be delivered or mailed (effective when mailed) postage prepaid, to the following address:

if to Lessor:

**Stage Stop, Inc.
P.O. Box 1677
Jackson, Wyoming 83001**

if to Lessee, at the address specified on the signature page hereof, or at such other place or places as may be designated by a party to the other party in writing from time to time.

2.2 **BINDING EFFECT.** This Agreement shall be binding upon and inure to the benefit of the respective parties hereto, their successors, representatives and assigns.

2.3 **ENTIRE AGREEMENT.** All representations made by the parties in negotiations of this Agreement have been incorporated herein, there are no verbal agreements between the parties or implied duties to modify the terms and conditions hereof, and any further modification of this Agreement must be in writing and signed on behalf of Lessee and Lessor. There are no implied duties of Lessor with respect to the subject matter of this Lease.

2.4 **RELATIONSHIP.** Nothing in this Agreement shall be deemed or construed to constitute or create between the parties hereto a partnership or joint venture, provided that the obligations of each Lessee and guarantor hereunder (if more than one) shall be joint and several, and either Lessee (if more than one) may act as agent of the other Lessee hereunder.

2.5 **VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Wyoming. The sole venue for any action brought hereunder shall be in the District Court of Teton County, Ninth Judicial District, or the Justice Court for Teton County, provided that this paragraph shall not in any way limit any proceedings taken to enforce a judgment.

2.6 **DUE AUTHORIZATION.** Lessee represents and warrants to Lessor that this Agreement is a legal, valid and binding agreement of Lessee enforceable in accordance with its terms, which has been duly authorized, executed and delivered by Lessee in full compliance with all governmental statutes, laws, rules and regulations and all instruments and agreements applicable to Lessee or Lessee's assets, and Lessee has been duly organized and is in good standing with full power and authority to conduct business in the State of Wyoming.

IN WITNESS WHEREOF, this Commercial Lease Agreement has been duly executed and delivered by the parties.

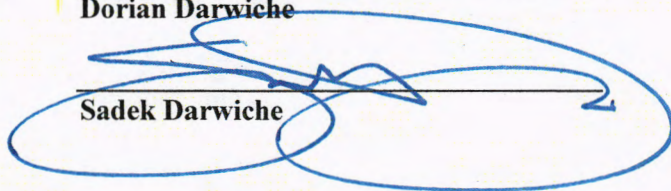
LESSOR:

Stage Stop, Inc.,
A Wyoming corporation

By:



Dorian Darwiche



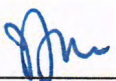
Sadek Darwiche

Address: P.O. Box 1677
Jackson, Wyoming 83001

LESSEE:

Thai Plate Cuisine INC
Thai Plate Cuisine Restaurant

By:



Netsuksai Songyot

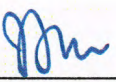
Address: P.O. Box 4619
Jackson, Wyoming 83001

* * *

GUARANTEE

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned each, jointly and severally, absolutely and unconditionally guarantee with the Lessee, the performance of all of Lessee's obligations and full and timely payment of all rent and other amounts due at any time by Lessee under this Commercial Lease Agreement. This guarantee will remain in full force and effect notwithstanding any amendment or modification or renewal of the lease, and no consent of the undersigned will be required for such action. The undersigned constitute the owners and managers of the Lessee.

Thai Plate Cuisine INC.
Thai Plate Cuisine Restaurant
3450 S Shorthorn Dr
Jackson, Wy 83001



Netsuksai Songyot

3-2-21.

STATE OF WYOMING * SECRETARY OF STATE
EDWARD A. BUCHANAN
BUSINESS DIVISION

Herschler Bldg East, Ste.100 & 101, Cheyenne, WY 82002-0020

Phone 307-777-7311

Website: <https://sos.wyo.gov> · Email: business@wyo.gov

Filing Information



Please note that this form CANNOT be submitted in place of your Annual Report.

Name **Thai Plate Cuisine Inc.**

Filing ID **2021-000977782**

Type	Profit Corporation	Status	Active
------	--------------------	--------	--------

General Information

Old Name		Sub Status	Current
Fictitious Name		Standing - Tax	Good
		Standing - RA	Good
Sub Type		Standing - Other	Good
Formed in	Wyoming	Filing Date	02/02/2021 12:39 PM
Term of Duration	Perpetual	Delayed Effective Date	
		Inactive Date	

Share Information

Common Shares	100,000	Preferred Shares	0	Additional Stock	N
Par Value	1.0000	Par Value	0.0000		

Principal Address

3450 South Shorthorn Drive
Jackson, WY 83001

Mailing Address

3450 South Shorthorn Drive
Jackson, WY 83001

Registered Agent Address

Songyot Netsuksai
3450 South Shorthorn Drive
Jackson, WY 83001

Parties

Type	Name / Organization / Address
Incorporator	Songyot Netsuksai 3450 South Shorthorn Drive, Jackson, Wyoming

Notes

Date	Recorded By	Note
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Annual Report History

Num	Status	Date	Year	Tax
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Filing Information



Please note that this form CANNOT be submitted in place of your Annual Report.

Name **Thai Plate Cuisine Inc.**

Filing ID **2021-000977782**

Type Profit Corporation

Status

Active

Amendment History

ID	Description	Date
See Filing ID	Initial Filing	02/02/2021

April 29, 2021

Thai Plate Cuisine Inc.
145 N Glenwood ST
Jackson, WY 83001

Dear Town of Jackson:

This letter is to indicate that the Customer named above has the following deposit accounts with Wells Fargo Bank, N.A.

Account Number (Last 4-digits)	Date Opened	Current Balance*
2155	04/16/2021	████████

*The Current Balance provided above is the opening available balance as of the date of this letter but such balance does not include any uncollected items and/or amounts that have not yet been posted to such account as of the date hereof.

Important Disclosures

The recipient of this information hereby acknowledges that Wells Fargo ("we", "us") does not represent or warrant that the information provided herein is complete or accurate, and any errors or omissions in the information shall not be a basis for a claim against us. This information may not disclose the entire relationship the Customer maintains with us.

This information is subject to change at any time without notice. We are not obligated to notify the recipient of any change in this information, or if any deposit account relationship referenced herein is, or is in the process of being, modified, terminated, or cancelled, unless we are required to do so by law or under the terms of the applicable deposit account agreement.

This letter does not constitute a guaranty of future balances or credit support of any nature, nor do we accept any duty, responsibility, liability or obligation that may arise from providing this letter, including any reliance upon the information or for any loss or damage that may result.

If you have any questions, please contact me at: **(307) 739-3875**

A representative will be happy to assist you, as follows:

Monday - Thursday:	Open	9:00 AM	Close	5:00 PM	Mountain Time
Friday:	Open	9:00 AM	Close	5:00 PM	Mountain Time
Saturday:	Open	0:00 AM	Close	0:00 PM	Mountain Time

Thank you. We appreciate your business.

Sincerely,



Kyle Rector
Personal Banker/Small Business Advocate
Retail Banking

APPLICATION FOR FOOD LICENSE

FOOD LICENSE: \$100.00 Initial Fee; \$50.00 Annual Renewal Fee.

(Licenses shall expire one year after date of issuance)

Cheyenne Office Use Only

LICENSE ACCOUNT NUMBER

ACTIVATION DATE

CHECK NO/CASH

LICENSE APPLICATION INFORMATION (to be completed by applicant)

Type of Application:

☒ New ☐ Change of Location ☐ Change of Owner

If change of owner or location, previous establishment name/location:

Teton Thai Plate

Trade/Business Name (dba):

Thai Plate Cuisine

Applicant Name:

Songyot Netsuksai

Physical Address:

145 N Glenwood St

Will a Liquor License Be Applied For?

City: Jackson

State: WY

Zip: 83001

☒ Yes

☐ No

Mailing Address:

PO Box 4619

City:

State: WY

Zip: 83001

Business Phone Number:

307 734 2654

Person in Charge on Site Phone:

323 348 8992

Email:

phuchitsai@id3mail.com

Fax:

Owner Information -

Name of Owner:

Songyot Netsuksai

Form of Organization:

Name of Company (if applicable):

Thai Plate Cuisine Inc

☐ Individual ☐ Co-Op ☒ Corporation

Parent Company (if applicable):

☐ Partnership ☐ LLC ☐ Non-Profit

Address:

145 N Glenwood St

☐ Other Entity

City:

Jackson

State: WY

Zip: 83001

Owner Phone Number:

323 286 9538

INDICATE WHERE TO MAIL RENEWAL FORMS (1=ESTABLISHMENT; 2=OWNER)

Type of Establishment (please check applicable box)

☒ Food Service ☐ Grocery ☐ Convenience ☐ Meat Plant ☐ Distributor ☐ Warehouse ☐ Dietary Supplement Processor ☐ Institution

☐ Guest Ranch ☐ Dairy ☐ Bulk Water ☐ Bar ☐ Mobile ☐ Mobile/Commissary Dependent ☐ Retail Processor

☐ Retail Pre-Packaged ☐ Retail Pre-Packaged License Only ☐ School ☐ Hotel ☐ Bed and Breakfast ☐ Seasonal Facility

☐ Manufactured Food Processor; Type of Food:

I ATTEST TO THE ACCURACY AND INFORMATION PROVIDED IN THIS APPLICATION. I AGREE TO COMPLY WITH ALL APPLICABLE WYOMING LAWS AND REGULATIONS AND I UNDERSTAND THAT EACH SECTION OF THE LAWS AND REGULATIONS IS SEPARATELY AND COLLECTIVELY ENFORCEABLE. I AGREE TO ALLOW THE REGULATORY AUTHORITY ACCESS TO MY ESTABLISHMENT. LATE RENEWAL PAYMENTS WILL RESULT IN DEACTIVATION.

SIGNATURE OF APPLICANT

DATE

APPROVING OFFICIAL

COUNTY

Make Checks Payable to:

**WYOMING DEPARTMENT OF AGRICULTURE
CONSUMER HEALTH SERVICES SECTION**

2219 CAREY AVE.

CHEYENNE, WY 82002

(307) 777-7211

State Relay Service at 7-1-1 or 1 800 877-9965

Instructions: A plan review must be submitted before this application can be considered, unless this is a change of ownership. Submit this application to your inspector of the WY Department of Agriculture or local County Health Dept. Complete all sections. If a section is not applicable enter "N/A". If additional space is needed for any item, attach additional sheet.

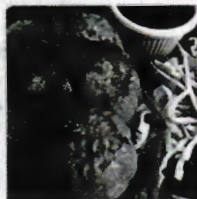
EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICES

Thai Plate Day to Day Operations

- 10AM-arrive at the restaurant, put down chairs, wipe tables, prep front of house
- 11AM- open restaurant, turn on sign, plug in phone line
- 11:30AM first phone orders usually come in at about this time, receive order over the phone and send it into the kitchen.
- 12PM dine in guest show up around this time, greet guests as they come in, seat them, bring menus and water to the table. Take drink order, come back couple of minutes to take order, send order to kitchen. Food runner brings food to table. Take care of guests until they are finished with their meal, buss table afterwards.
- 3PM-close down shop, lunch break and prep before reopening for dinner service at 5PM
- 5PM-open for dinner service until 9 or earlier depending on how busy it is.
- 9PM-wait for last togo orders to be picked up and dine in guests to leave. Restaurant usually cleared out around 9:30, put up chairs, wipe tables and start sweeping, after sweeping the floor is mopped.
- 9:45PM-all tickets are counted and books done for the day. Tips are counted and distributed accordingly, make sure lights and AC are turned off before locking up and going home.

APPETIZERS

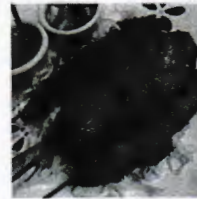
1. FRIED WONTONS.....9
6 Wontons stuffed with ground chicken and shrimp. Served with sweet & sour sauce.
2. EGG ROLLS9
4 Rolls deep fried stuffed with vegetables. Served with sweet & sour sauce & ground peanuts.
3. CHICKEN SATAY.....9
Marinated chicken skewers served with peanut sauce & cucumber sauce.
4. STEAMED DUMPLINGS.....9
5 Dumplings stuffed with chicken and shiitake mushrooms. Served with made in house sesame soy sauce.
5. DEEP FRIED TOFU.....9
Handful of tofu triangles served with sweet & sour sauce & ground peanuts.
6. ORANGE CHICKEN.....9
Deep fried chicken topped with sweet & sour sauce. Garnished with sesame seeds, green onion and cilantro.
7. FRESH SPRING ROLLS.....9
3 Rice wrapped rolls stuffed with spring mix, cilantro, cucumber, carrot and tofu. Served with peanut sauce.



STEAMED DUMPLINGS



FRESH SPRING ROLLS



CHICKEN SATAY



FRIED WONTONS

SALADS

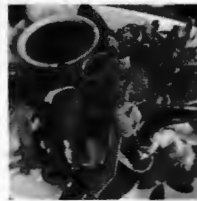
8. ROSIE'S SALAD.....10
Fried wonton skins on a bed of romaine, spring mix, tomato and cucumber.
Served with Rosie's dressing.
9. HOUSE SALAD.....10
Fried tofu, fried wonton skin on a bed of romaine, spring mix, tomato and cucumber.
Served with peanut sauce.
10. SPICY SHRIMP SALAD.....16
Grilled shrimps on a bed of romaine, spring mix, cilantro, green onion, red onion, cucumber and tomato.
Served with spicy lime sauce.
11. YUM WOON SEN.....16
Glass noodle, ground chicken and shrimp on a bed of romaine, spring mix, cilantro, green onion, red onion, cucumber and tomato. Served with spicy lime sauce.
12. GOONG CHENG SALAD.....14
Deep fried Chinese sausage on a bed of romaine lettuce, spring mix, cilantro, green onion, red onion, cucumber, tomato and ginger. Served with spicy lime sauce.

SALADS

13. LAAB GAI.....14
Ground chicken with rice powder, cilantro, green onion, red onion and cucumber on a bed of romaine and spring mix. Served with spicy lime sauce.
14. BEEF SALAD.....14
Grilled beef with spring mix, cilantro, green onion, red onion and cucumber on a bed of romaine and spring mix. Served with spicy lime sauce.
15. SALMON SALAD.....16
Grilled salmon fillet with green apple, cashew nut, cilantro, green onion, red onion and cucumber on a bed of romaine and spring mix. Served with spicy lime sauce.



YUM WOON SEN



HOUSE SALAD



BEEF SALAD

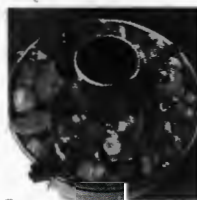
SOUPS

SMALL , MEDIUM (SERVED WITH RICE) , LARGE

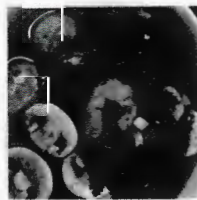
SELECT DESIRED SPICE LEVEL, 0 - 5 STARS , 2 IS MEDIUM



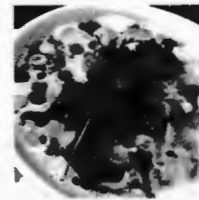
16. TOM YUM GAI.....7 12 15
Hot & sour soup with chicken, mushroom, tomato, lemongrass, kaffir leaves, galanga, and cilantro and green onion.
17. TOM YUM GOONG.....8 14 18
Hot & sour soup with shrimp, mushroom, tomato, lemongrass, kaffir leaves, galanga, cilantro and green onion.
18. TOM YUM TOFU.....7 12 15
Hot & sour soup with tofu, mushroom, tomato, lemongrass, kaffir leaves, galanga, cilantro and green onion.
19. TOM KHA GAI.....8 14 18
Coconut milk soup with chicken, cabbage, mushroom, tomato, lemongrass, kaffir leaves, galanga, cilantro and green onion.
20. TOM YUM SALMON22
Hot & sour soup with salmon fillet, mushroom, tomato, lemongrass, kaffir leaves, galanga, cilantro and green onion.



TOM YUM SALMON



TOM YUM GOONG



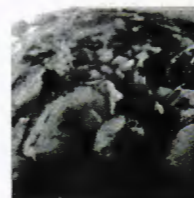
TOM KHA GAI

NOODLES SOUP

21. TOFU NOODLES SOUP14
Tofu, rice noodle, bean sprout, green onion, cilantro and dried garlic with vegetable broth.
22. CHICKEN NOODLES SOUP.....14
Chicken breast, rice noodle, bean sprout, green onion, cilantro and dried garlic with chicken broth.
23. BEEF NOODLES SOUP.....14
Beef, rice noodle, bean sprout, green onion, cilantro and dried garlic with beef flavor broth.
24. DUCK NOODLES SOUP.....16
Duck breast, rice noodle, bean sprout, green onion, cilantro and dried garlic with duck flavor broth.



BEEF NOODLES SOUP



DUCK NOODLES SOUP

RICE

- Chicken, Beef, Tofu or Vegetables 16
Shrimp 19
Combination 3 per item.

25. FRIED RICE
Egg, onion and tomato.
26. SPICY FRIED RICE
Basil, bell pepper, broccoli and onion tossed with house made spicy sauce.
27. PINEAPPLE FRIED RICE
Pineapple, egg, bell pepper, onion, tomato and cashew nut tossed with house made sauce.
28. STIR-FRY GARLIC
Sauteed with garlic sauce on a bed of raw cabbage and topped with green onion and cilantro. Served with steamed rice
29. PAD GAR POW
Sauteed with basil, onion, bamboo, bell pepper and carrot. Served with spicy garlic sauce.
30. CASHEW NUT
Sauteed with chili paste, cashew nut, onion, zucchini, bell pepper, celery and carrot.
31. GINGER FLAVORED DISH
Sauteed with ginger, onion, celery, mushroom, zucchini, bell pepper, carrot and tomato.
32. STIR FRIED MIXED VEGGIES
Sauteed with broccoli, cabbage, onion, celery, mushroom, zucchini, bell pepper, carrot, tomato and bean sprout.
33. PAD GAR POW DUCK (\$23)
Sauteed basil, onion, bamboo, bell pepper, carrot, green bean with deep fried duck breast. Served spicy garlic sauce.

SELECT DESIRED SPICE LEVEL 0 - 5 STARS, 2 IS MEDIUM

NOODLES

Chicken, Beef, Tofu or Vegetables	16
Shrimp	19
Combination	3 per item.

34. PAD THAI

Pan fried rice noodles with egg, onion, bean sprout and ground peanut.

35. PAD SEE EW (Sorry NO Flat Noodles)

Pan fried rice noodles with egg, broccoli and cabbage with house made black bean sauce.

36. PAD WOON SEN

Pan fried glass noodles with egg, onion, tomato, cabbage, carrot, zucchini, celery and bean sprout.
Served with chili fish sauce.

37. PAD KEE MAO (Sorry NO Flat Noodles)

Pan fried rice noodles with basil, onion, bell pepper, tomato and bean sprout with spicy garlic sauce.

38. KANOM JEAN

Rice noodles with green curry, basil, bell pepper, zucchini, carrot, bean sprout, red onion and kaffir leaves.

CURRY

** curries cannot be made less spicy than 2 stars **

Chicken, Beef, Tofu or Vegetables	16
Shrimp	19
Combination	3 per item.

39. MASSAMAN (\$20)

Thai traditional curry with chicken drumsticks, onion, peanuts, potato and coconut milk. Served with steamed rice.

40. YELLOW CURRY (GANG KARY)

Coconut milk yellow curry with potatoes, bell pepper and carrot. Served with steamed rice.

41. GREEN CURRY (GANG KHIO WAN)

Coconut milk green curry with basil, bamboo, carrot and zucchini. Served with steamed rice.

42. RED CURRY (GANG PED)

Coconut milk red curry with basil, bamboo, carrot and zucchini. Served with steamed rice.

43. PANANG SALMON (\$23)

Salmon fillet in coconut milk red curry with basil, green pea, carrot, bell pepper and kaffir leaves.
Served with steamed rice.



RED CURRY



PANANG SALMON



YELLOW CURRY

SELECT DESIRED SPICE LEVEL 0 - 5 STARS , 2 IS MEDIUM

SIDES

STEAMED BROCCOLI.....	6
STIR FRIED GREEN BEANS.....	8
PEANUT SAUCE.....	3
STEAMED JASMINE RICE.....	3
STEAMED BROWN RICE.....	4

DRINKS

SODA.....	2
-----------	---

Coke, Coke Zero, Diet Coke, Pepsi, Sprite, Orange Soda, Lemonade, Root Beer, Dr.Pepper, Ginger Ale,
Brisk Lemon Iced Tea.

THAI ICED TEA.....	3
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HOT TEA.....	2/CUP
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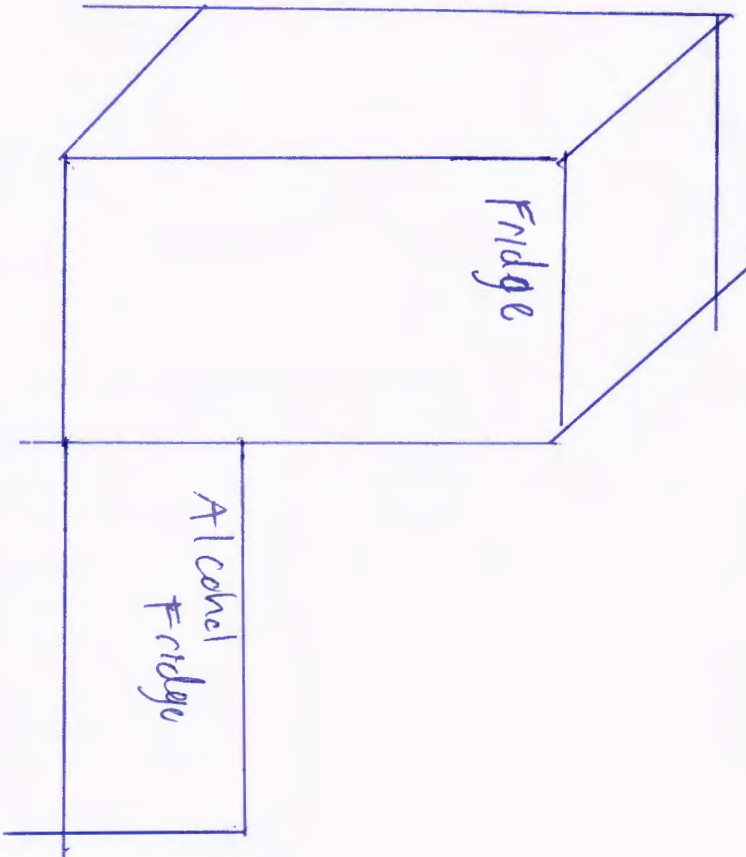
Choice of Green or Jasmine.

135 N CACHE ST, JACKSON, WY 83001

TEL.(307) 734 - 2654

WWW.TETONTHAIPLATE.COM

Southwest Corner of Room



Counter

Cash
Register

Door





Stage Stop Inc.
PO Box 1677
Jackson, WY 83001

June 2, 2021

RE: Thai Plate Liquor License

To Whom It May Concern:

Please let this letter server as an official acknowledgment authorization to allow Thai Plate to server and sell alcoholic beverages in their leased space located at 145 N Glenwood Street for the duration of their lease term. If any additional documentation is needed, please do not hesitate to reach out.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sadek Darwiche', with a large, loopy flourish extending to the right.

Sadek Darwiche
President
Stage Stop Inc.

STAFF REPORT



MEETING DATE & TITLE: June 7 Regular Town Council

SUBMITTING DEPARTMENT: Clerk

PRESENTER: Lynsey Lenamond

SUBJECT: Public Hearing for Proposed Annexations

PUBLIC COMMENT: Yes

PURPOSE & POLICY:

On April 12, 2021, the Town Council passed Resolution 21-07 – A Resolution Initiating Annexation Proceedings for one .49 Acre Parcel and Portions of Three Roadways, which set forth the public hearing for those proposed annexations for the May 17, 2021 Regular Town Council meeting. The public hearing was opened on May 17 and continued to the June 7 regular meeting. No public comment has been received to date on the requests.

REQUESTED ACTION:

The Council is required to conduct a public hearing and therefore staff requests the Mayor reopen the public hearing on this item, hear public comment, close the public hearing, and then provide for discussion amongst the Council and any reports from staff, and proceed with a motion as appropriate.

RECOMMENDATION:

Staff recommends that Council discuss the annexations and, if deemed appropriate, to approve the proposed annexations.

BACKGROUND:

On October 21, 2019, the Town Council directed staff to complete work and obtain the required documents needed to begin the formal annexation process for one parcel and portions of three roadways. These annexations will provide a jurisdictional clean-up of the Town's corporate boundary where peculiarities make jurisdiction for Police Officers difficult to manage and Public Works maintenance responsibilities unclear. As these annexations were not a pressing issue, they took a back seat to COVID and other matters for a year. The necessary work has been completed and is now presented for consideration. The proposed areas to be annexed are identified as:

1. A .49 acre rural parcel along Flat Creek
2. A portion of High School Road – approximately 1709.7 linear feet starting at South Park Loop and going east
3. A portion of Highway 22 – at the Y where it connects with Hwy 89 and the Town's western border
4. A portion of Highway 89 – at Dairy Queen and to the Town's northern border

ANALYSIS:

The purpose of the public hearing is to determine if the proposed annexation complies with Wyoming Statute § 15-1-402. The required findings are listed below in *italic*, followed by staff's analysis:

(a) Before any territory is eligible for annexation, the governing body of any city or town at a hearing as provided in W.S. § 15-1-405 shall find that:

(i) An annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city or town;

Annexing the Properties into the Town of Jackson will enable the Town to better coordinate future development and transportation improvements in these border and gateway areas, and to coordinate public services for the Properties, which will benefit both residents and businesses in the annexed area and the community as a whole. The jurisdictional lines in these areas are irregular, creating challenges for law enforcement operations and public works maintenance responsibilities.

(ii) The urban development of the area sought to be annexed would constitute a natural, geographical, economical and social part of the annexing city or town;

The Properties and portions of the public right-of-way are situated adjacent to multiple properties that are within the Town's boundary. These annexations into the Town would provide a natural addition of the Town's boundary.

(iii) The area sought to be annexed is a logical and feasible addition to the annexing city or town and the extension of basic and other services customarily available to residents of the city or town shall, within reason, be available to the area proposed to be annexed;

The areas sought to be annexed are a logical and feasible addition to the Town of Jackson, and the extension of basic and other services customarily available to residents of the Town shall, within reason, be available to the area proposed to be annexed.

(iv) The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area meets the requirements of W.S. § 15-1-407;

The areas sought to be annexed are contiguous with the presently existing corporate limits of the Town of Jackson.

(v) If the city or town does not own or operate its own electric utility, its governing body is prepared to issue one (1) or more franchises as necessary to serve the annexed area pursuant to W.S. 15-1-410; and

Franchise holders in the Town would be able to serve the Properties and portions of the public rights-of-way if annexed. The Town of Jackson is prepared to amend current franchises if necessary.

(vi) The annexing city or town, not less than twenty (20) business days prior to the public hearing required by W.S. 15-1-405(a), has sent by certified mail to all landowners and affected public utilities within the territory a summary of the proposed annexation report as required under subsection (c) of this section and notice of the time, date and location of the public hearing required by W.S. 15-1-405(a).

As outlined in Wyoming State Statute, the proposed annexation report and public hearing notices were sent by certified mail to landowners and public utilities on April 19, 2021.

Wyoming statute requires that the Town Council must make the above findings before a territory is eligible for annexation. If the findings are made by Town Council, the next step would be to proceed with the ordinance process to formalize the annexation. The Ordinances for the four properties are included in this meeting agenda for first reading.

ALTERNATIVES (Optional):

COMPREHENSIVE PLAN & PRIORITY ALIGNMENT:

Approval of the proposed annexation would be consistent with and/or further the following goals in the Comprehensive Plan:

Policy 3.3.c: Provide predictability in land use decisions.

- o Approval of annexation will expand the Town boundary in a small but logical way that will result in both sides of Hwy 22 having the same zoning and under the regulatory control of the same political body, the Town Council. This will create a more predictable regulatory environment for this part of Town.

Policy 4.4.b: Enhance Jackson gateways.

- o The annexation of the proposed properties will create an opportunity to better plan for and enhance this important gateway to Town. With unified control over more of the gateway properties, the Town can coordinate future development so that it is consistent with our future vision for this highly visible gateway.

FISCAL IMPACT:

The fiscal impact of this annexation is approximately \$2,200-2,600 and includes preparation of surveys, legal descriptions, and administrative costs associated with recording documents and advertising. As noted in the Annexation Report, there would be no fiscal impact to property owners.

STAFF IMPACT:

Staff impact includes approximately 50-70 hours to date in the Attorney, Clerk, Police, and Public Works Departments.

ATTACHMENTS OR LINKS:

4 Proposed Annexation Reports

Resolution 21-07

Public Notice Letters

SUGGESTED MOTIONS:

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

Motion 1:

I find that the proposed annexation for the .49 acre rural parcel along Flat Creek specifically set forth in the attached annexation report for Parcel 22-41-16-32-4-00-022 a 0.49 Acre Rural Parcel along Flat Creek, complies with Wyoming Statute § 15-1-402 and direct that staff proceed with the next steps in the annexation process pursuant to state statute.

Motion 2:

I find that the proposed annexation for the portion of High School Road specifically set forth in the attached annexation report for a Portion of Roadway on High School Road beginning at approximately the Middle School Road intersection and going west to approximately the South Park Loop Road intersection, complies with Wyoming Statute § 15-1-402 and direct that staff proceed with the next steps in the annexation process pursuant to state statute.

Motion 3:

I find that the proposed annexation for the portion of Highway 22 specifically set forth in the attached annexation report for a Potion of Roadway on Highway 22 beginning at approximately the Highway 89 intersection and going northwest to approximately the northwest property line of the Westview parcel, complies with Wyoming Statute § 15-1-402 and direct that staff proceed with the next steps in the annexation process pursuant to state statute.

Motion 4:

I find that the proposed annexation for the portion of Highway 89 specifically set forth in the attached annexation report for a Portion of Roadway on Highway 89 beginning at approximately the south side of Flat Creek Bridge and going north to approximately the entrance of the roadside pullout, complies with Wyoming Statute § 15-1-402 and direct that staff proceed with the next steps in the annexation process pursuant to state statute.



Sandy Birdyshaw
Town Clerk
(307) 733-3932 x1113

Public Notice

April 16, 2021

RE: Notice of Public Hearing for the Proposed Annexation of a Portion of Roadway on High School Road beginning at approximately the Middle School Road intersection and going west to approximately the South Park Loop Road intersection

To Whom It May Concern:

The Town Council will hold a public hearing for a proposed annexation into the corporate town limits as described in the enclosed notice. You are provided with this notice pursuant to Wyoming State Statute § 15-1-402(a)(vi),

As noted in the public notice, the Town Council will conduct a public hearing on this annexation request on **May 17, 2021 at 6:00 P.M.**, or as soon thereafter as the matter can be heard. The meeting will be held virtually from the Council Chambers located at Town Hall, 150 East Pearl Avenue. You have the option of remote attendance or in-person.

You may email the Town Council anytime at council@jacksonwy.gov with comments or concerns. If you have questions prior to this public hearing, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Sandy".

Sandy Birdyshaw
Town Clerk

Enc. Notice of Public Hearing
Proposed Annexation Report

Public Hearing

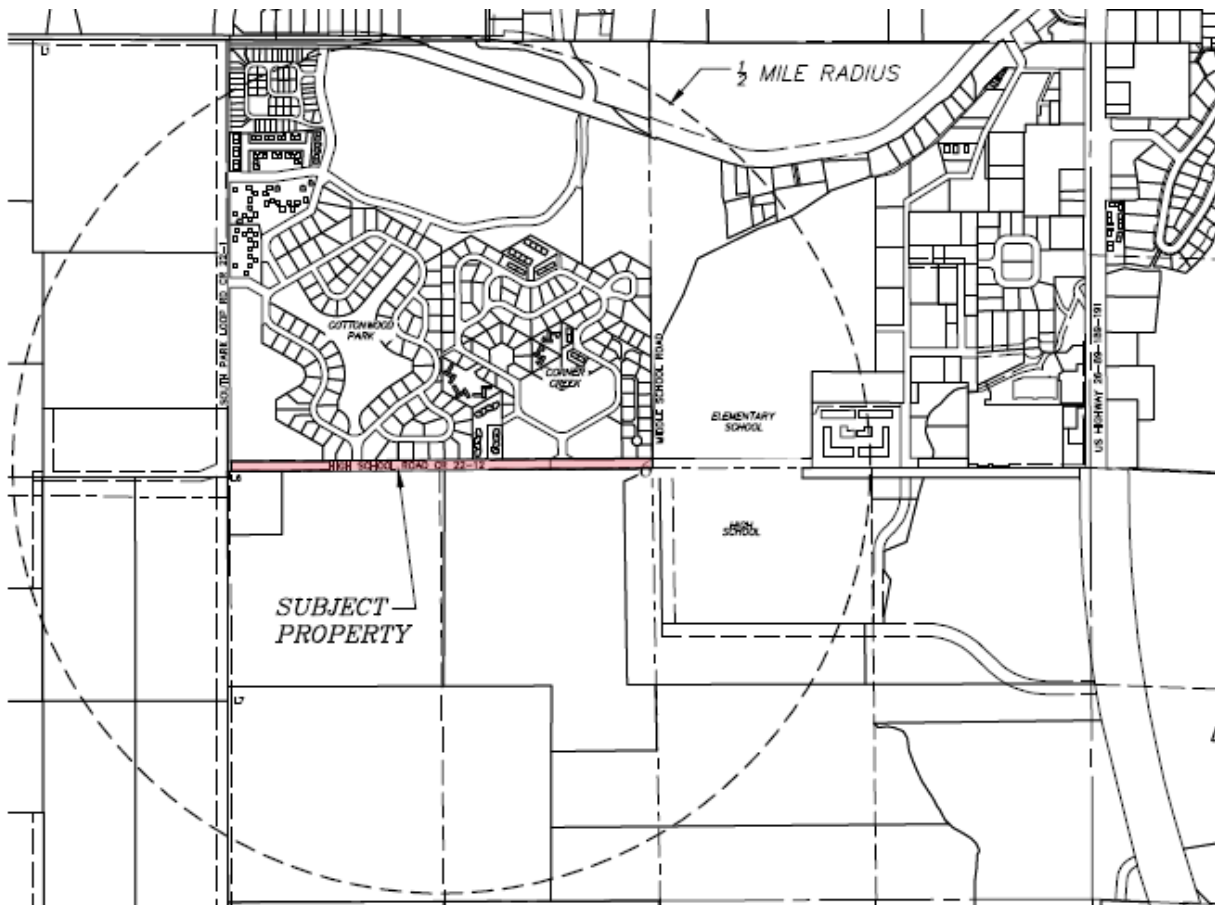
The Jackson Town Council will hold a public hearing on the proposed annexation of a Portion of Roadway located on High School Road beginning at approximately the Middle School Road intersection and going west to approximately the South Park Loop Road intersection.

The public hearing will be on **May 17, 2021 at 6:00 P.M.** or as soon thereafter as the matter can be heard. The meeting will be held virtually from the Council Chambers located at Town Hall, 150 East Pearl Avenue. You have the option of remote attendance or in-person. The zoom link for this meeting may be found here <http://townofjackson.com/491> on the May 17, 2021 Town Council Regular Meeting at 6:00 PM agenda.

The purpose of the public hearing is for the Town Council to determine if the proposed annexation complies with the purpose of annexation found in Wyoming Statute 15-1-402.

The map below indicates the location of the roadway portion proposed for annexation with identifiable landmarks and boundaries of the area which will, as a result of the annexation then be brought within one-half (1/2) mile of the new corporate limits of the Town. The proposed annexation report is summarized as follows:

- There are no added costs of infrastructure improvements required of the landowner.
- This portion of the public right-of-way is tax exempt.
- No additional infrastructure improvements would be required within the existing boundaries of the Town of Jackson to accommodate the proposed annexation.



Proposed Annexation Report

A Portion of Roadway on High School Road beginning at approximately the Middle School Road intersection and going west to approximately the South Park Loop Road intersection.

I. Map

A map of the area proposed to be annexed showing identifiable landmarks and boundaries and the area which will, as a result of the annexation then be brought within ½ mile of the corporate limits of the Town of Jackson is attached as **Exhibit A** to this Proposed Annexation Report.

II. Estimated Cost of Infrastructure Improvements to Landowner

There are no added costs of infrastructure improvements required of the landowner.

III. Basic Services Available to Town Residents and Annual Fee

Basic and other services customarily available to residents of the Town of Jackson include wintertime snow removal, summertime street sweeping, litter control and minor storm drainage cleaning within the corridor boundaries as described in this report. No additional cost would be incurred.

IV. Property Tax

This portion of the public right-of-way is tax exempt.

V. Total Estimated Cost of Infrastructure Improvements for Town of Jackson

No additional infrastructure improvements would be required within the existing boundaries of the Town of Jackson to accommodate the proposed annexation.

Exhibit A





Sandy Birdyshaw
Town Clerk
(307) 733-3932 x1113

Public Notice

April 16, 2021

RE: Notice of Public Hearing for the Proposed Annexation of Portion of Roadway on Highway 22 beginning at approximately the Highway 89 intersection and going northwest to approximately the northwest property line of the Westview parcel

To Whom It May Concern:

The Town Council will hold a public hearing for a proposed annexation into the corporate town limits as described in the enclosed notice. You are provided with this notice pursuant to Wyoming State Statute § 15-1-402(a)(vi),

As noted in the public notice, the Town Council will conduct a public hearing on this annexation request on **May 17, 2021 at 6:00 P.M.**, or as soon thereafter as the matter can be heard. The meeting will be held virtually from the Council Chambers located at Town Hall, 150 East Pearl Avenue. You have the option of remote attendance or in-person.

You may email the Town Council anytime at council@jacksonwy.gov with comments or concerns. If you have questions prior to this public hearing, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Sandy".

Sandy Birdyshaw
Town Clerk

Enc. Notice of Public Hearing
Proposed Annexation Report

Public Hearing

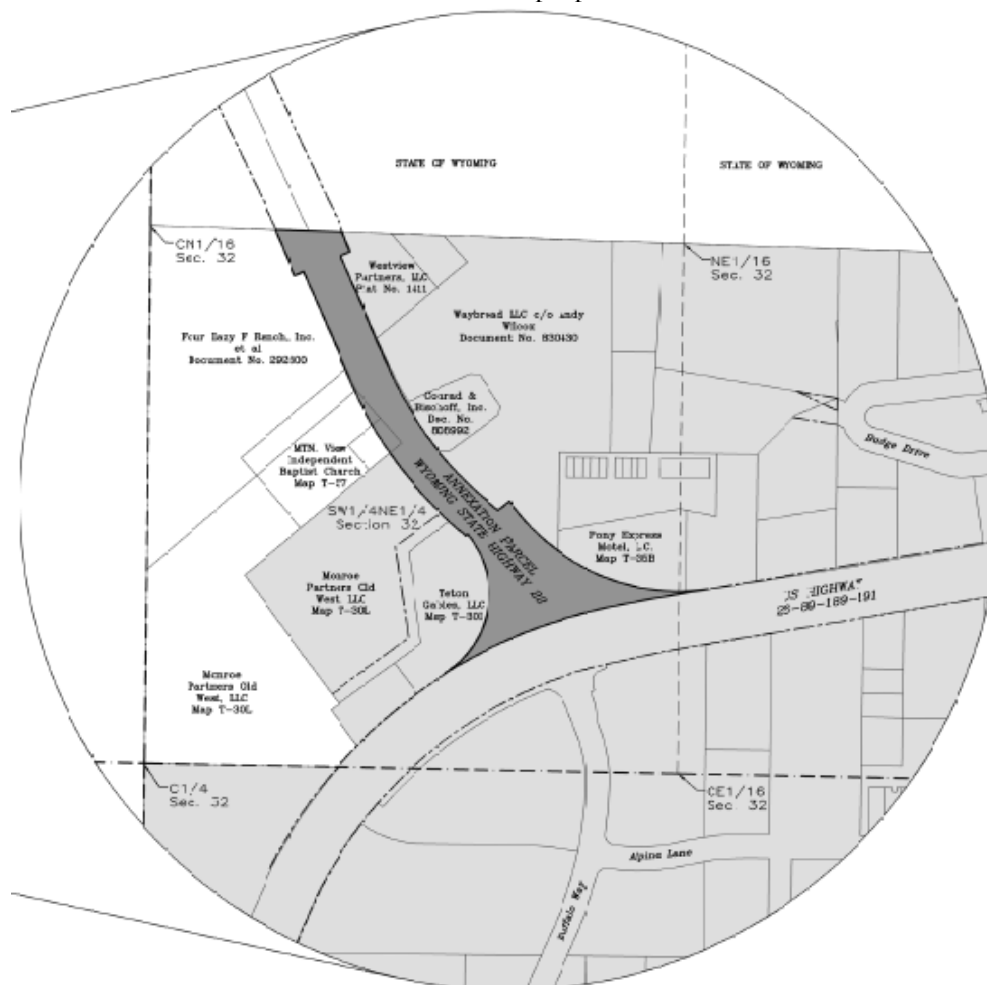
The Jackson Town Council will hold a public hearing on the proposed annexation of a Portion of Roadway on Highway 22 beginning at approximately the Highway 89 intersection and going northwest to approximately the northwest property line of the Westview parcel.

The public hearing will be on **May 17, 2021 at 6:00 P.M.** or as soon thereafter as the matter can be heard. The meeting will be held virtually from the Council Chambers located at Town Hall, 150 East Pearl Avenue. You have the option of remote attendance or in-person. The zoom link for this meeting may be found here **<http://townofjackson.com/491>** on the May 17, 2021 Town Council Regular Meeting at 6:00 PM agenda.

The purpose of the public hearing is for the Town Council to determine if the proposed annexation complies with the purpose of annexation found in Wyoming Statute 15-1-402.

The map below indicates the location of the roadway portion proposed for annexation with identifiable landmarks and boundaries of the area which will, as a result of the annexation then be brought within one-half (1/2) mile of the new corporate limits of the Town. The proposed annexation report is summarized as follows:

- There are no added costs of infrastructure improvements required of the landowner.
- This portion of the public right-of-way is tax exempt.
- No additional infrastructure improvements would be required within the existing boundaries of the Town of Jackson to accommodate the proposed annexation.



Proposed Annexation Report

A Portion of Roadway on Highway 22 beginning at approximately the Highway 89 intersection and going northwest to approximately the northwest property line of the Westview parcel.

I. Map

A map of the area proposed to be annexed showing identifiable landmarks and boundaries and the area which will, as a result of the annexation then be brought within ½ mile of the corporate limits of the Town of Jackson is attached as **Exhibit A** to this Proposed Annexation Report.

II. Estimated Cost of Infrastructure Improvements to Landowner

There are no added costs of infrastructure improvements required of the landowner.

III. Basic Services Available to Town Residents and Annual Fee

Basic and other services customarily available to residents of the Town of Jackson include wintertime snow removal, summertime street sweeping, litter control and minor storm drainage cleaning within the corridor boundaries as described in this report. No additional cost would be incurred.

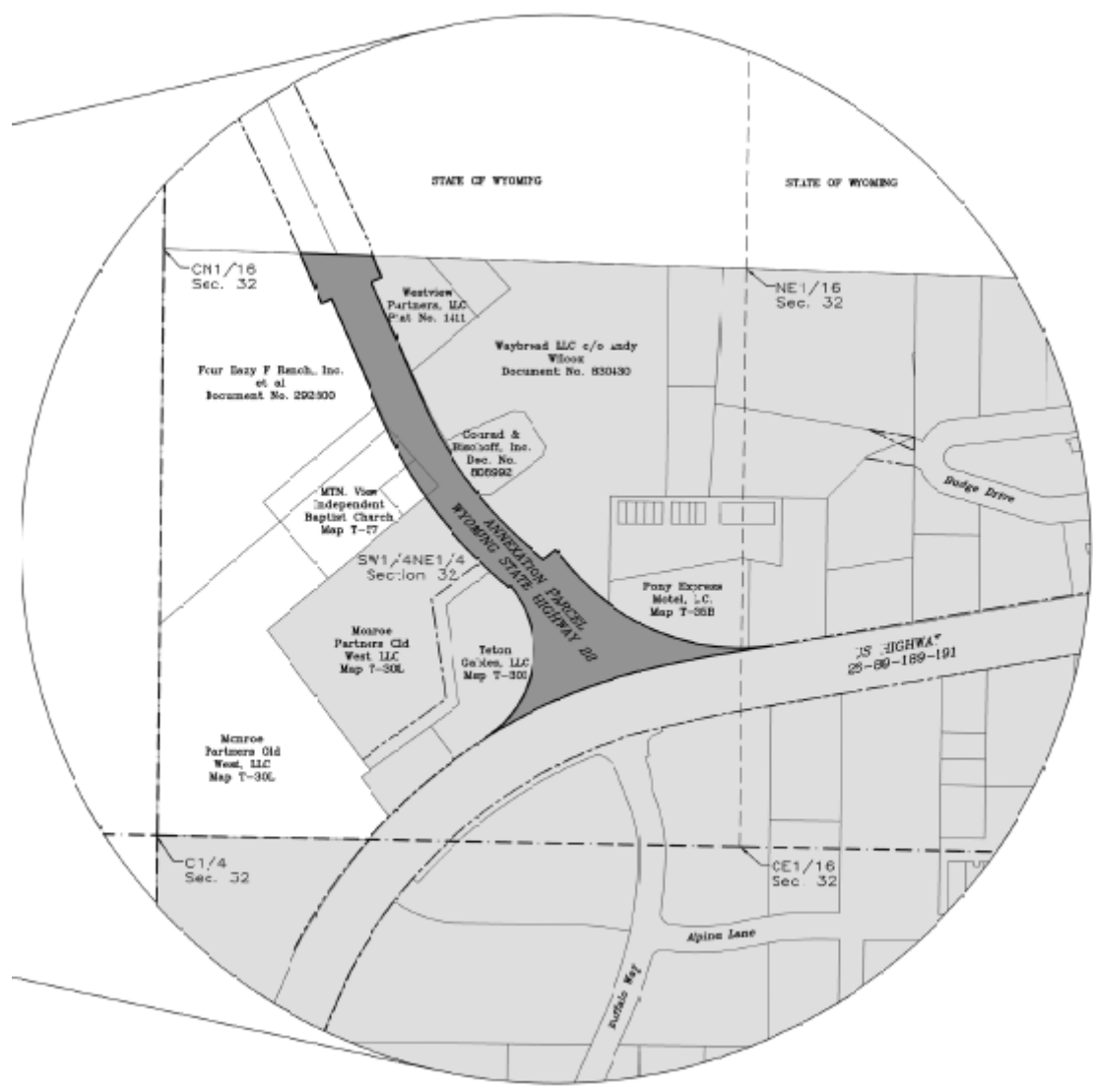
IV. Property Tax

This portion of the public right-of-way is tax exempt.

V. Estimated Cost of Infrastructure Improvements for Town of Jackson

No additional infrastructure improvements would be required within the existing boundaries of the Town of Jackson to accommodate the proposed annexation.

Exhibit A





Sandy Birdyshaw
Town Clerk
(307) 733-3932 x1113

Public Notice

April 16, 2021

RE: Notice of Public Hearing for the Proposed Annexation of Portion of Roadway on Highway 89 beginning at approximately the south side of Flat Creek Bridge and going north to approximately the entrance of the roadside pullout

To Whom It May Concern:

The Town Council will hold a public hearing for a proposed annexation into the corporate town limits as described in the enclosed notice. You are provided with this notice pursuant to Wyoming State Statute § 15-1-402(a)(vi),

As noted in the public notice, the Town Council will conduct a public hearing on this annexation request on **May 17, 2021 at 6:00 P.M.**, or as soon thereafter as the matter can be heard. The meeting will be held virtually from the Council Chambers located at Town Hall, 150 East Pearl Avenue. You have the option of remote attendance or in-person.

You may email the Town Council anytime at council@jacksonwy.gov with comments or concerns. If you have questions prior to this public hearing, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Sandy".

Sandy Birdyshaw
Town Clerk

Enc. Notice of Public Hearing
Proposed Annexation Report

Public Hearing

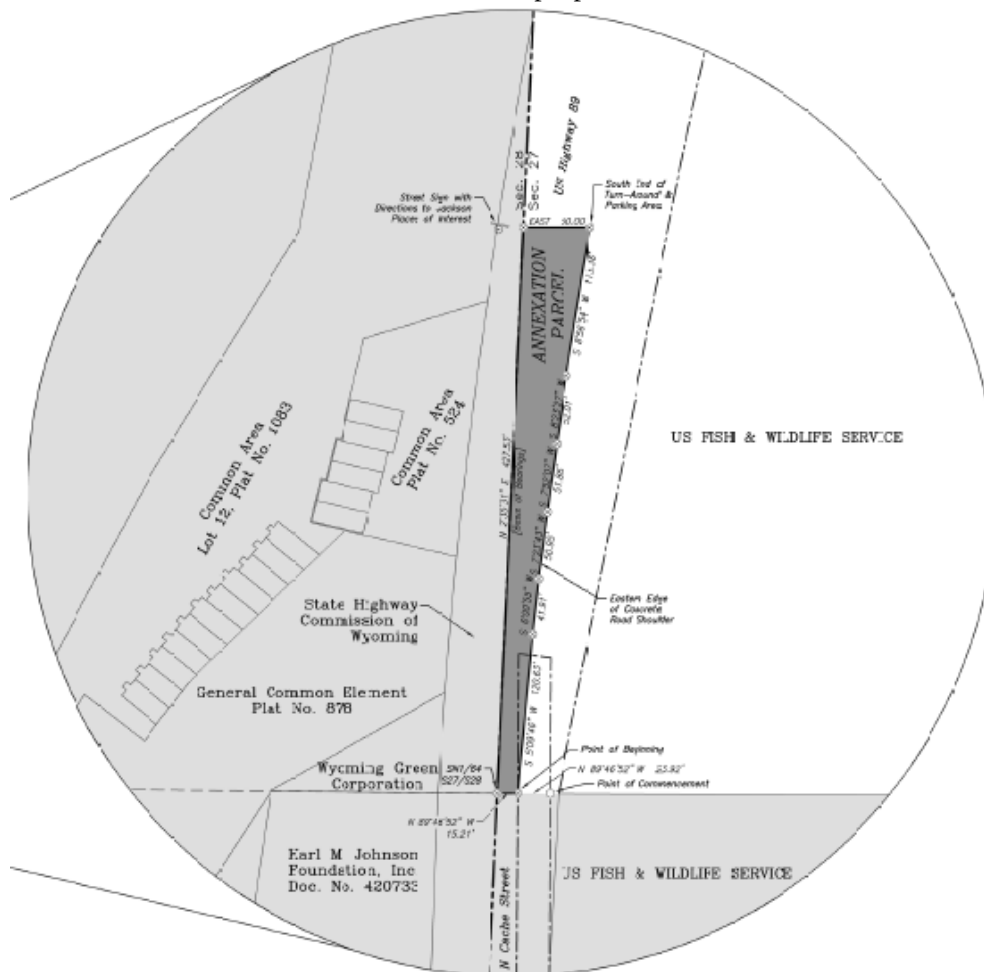
The Jackson Town Council will hold a public hearing on the proposed annexation of a Portion of Roadway on Highway 89 beginning at approximately the south side of Flat Creek Bridge and going north to approximately the entrance of the roadside pullout.

The public hearing will be on **May 17, 2021 at 6:00 P.M.** or as soon thereafter as the matter can be heard. The meeting will be held virtually from the Council Chambers located at Town Hall, 150 East Pearl Avenue. You have the option of remote attendance or in-person. The zoom link for this meeting may be found here <http://townofjackson.com/491> on the May 17, 2021 Town Council Regular Meeting at 6:00 PM agenda.

The purpose of the public hearing is for the Town Council to determine if the proposed annexation complies with the purpose of annexation found in Wyoming Statute 15-1-402.

The map below indicates the location of the roadway portion proposed for annexation with identifiable landmarks and boundaries of the area which will, as a result of the annexation then be brought within one-half (1/2) mile of the new corporate limits of the Town. The proposed annexation report is summarized as follows:

- There are no added costs of infrastructure improvements required of the landowner.
- This portion of the public right-of-way is tax exempt.
- No additional infrastructure improvements would be required within the existing boundaries of the Town of Jackson to accommodate the proposed annexation.



Proposed Annexation Report

A Portion of Roadway on Highway 89 beginning at approximately the south side of Flat Creek Bridge and going north to approximately the entrance of the roadside pullout.

I. Map

A map of the area proposed to be annexed showing identifiable landmarks and boundaries and the area which will, as a result of the annexation then be brought within ½ mile of the corporate limits of the Town of Jackson is attached as **Exhibit A** to this Proposed Annexation Report.

II. Estimated Cost of Infrastructure Improvements to Landowner

There are no added costs of infrastructure improvements required of the landowner.

III. Basic Services Available to Town Residents and Annual Fee

Basic and other services customarily available to residents of the Town of Jackson include wintertime snow removal, summertime street sweeping, litter control and minor storm drainage cleaning within the corridor boundaries as described in this report. No additional cost would be incurred.

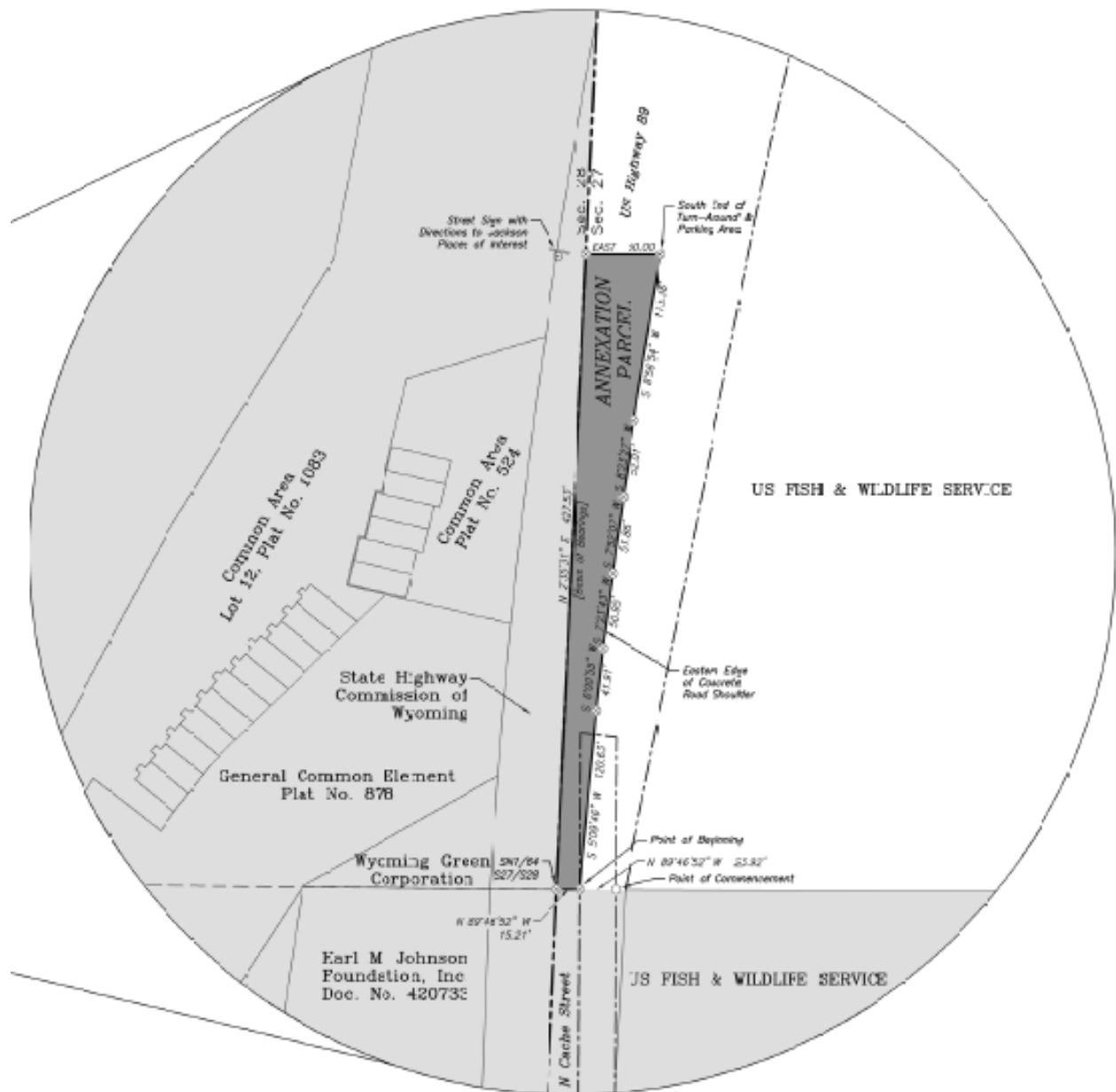
IV. Property Tax

This portion of the public right-of-way is tax exempt.

V. Estimated Cost of Infrastructure Improvements for Town of Jackson

No additional infrastructure improvements would be required within the existing boundaries of the Town of Jackson to accommodate the proposed annexation.

Exhibit A





Sandy Birdyshaw
Town Clerk
(307) 733-3932 x1113

Public Notice

April 16, 2021

RE: Notice of Public Hearing for the Proposed Annexation of a .49-acre rural parcel located along Flat Creek. Parcel ID 22-41-16-32-4-00-022

To Whom It May Concern:

The Town Council will hold a public hearing for a proposed annexation into the corporate town limits as described in the enclosed notice. You are provided with this notice pursuant to Wyoming State Statute § 15-1-402(a)(vi),

As noted in the public notice, the Town Council will conduct a public hearing on this annexation request on **May 17, 2021 at 6:00 P.M.**, or as soon thereafter as the matter can be heard. The meeting will be held virtually from the Council Chambers located at Town Hall, 150 East Pearl Avenue. You have the option of remote attendance or in-person.

You may email the Town Council anytime at council@jacksonwy.gov with comments or concerns. If you have questions prior to this public hearing, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Sandy".

Sandy Birdyshaw
Town Clerk

Enc. Notice of Public Hearing
Proposed Annexation Report

Public Hearing

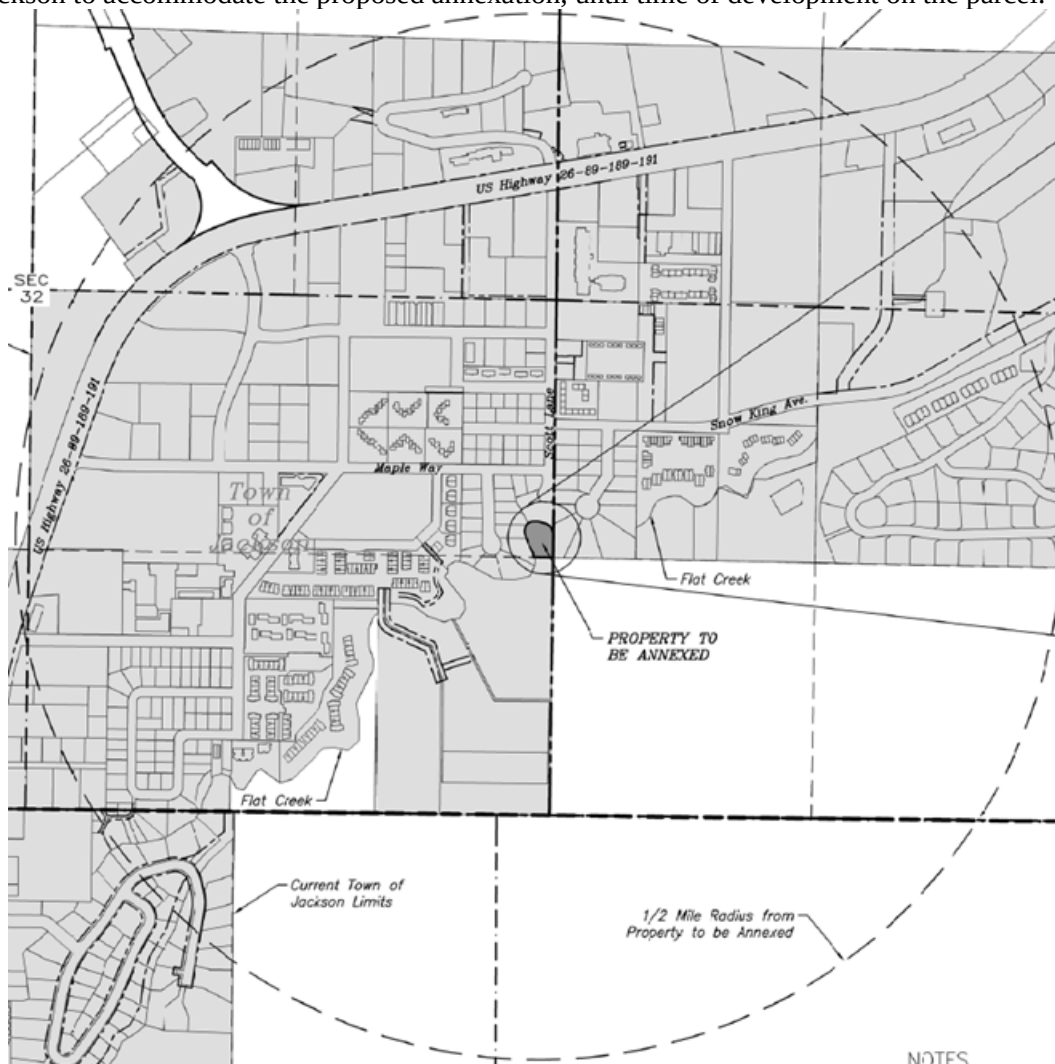
The Jackson Town Council will hold a public hearing on the proposed annexation of a .49-acre rural parcel located along Flat Creek. Parcel ID 22-41-16-32-4-00-022.

The public hearing will be on **May 17, 2021 at 6:00 P.M.** or as soon thereafter as the matter can be heard. The meeting will be held virtually from the Council Chambers located at Town Hall, 150 East Pearl Avenue. You have the option of remote attendance or in-person. The zoom link for this meeting may be found here **<http://townofjackson.com/491>** on the May 17, 2021 Town Council Regular Meeting at 6:00 PM agenda.

The purpose of the public hearing is for the Town Council to determine if the proposed annexation complies with the purpose of annexation found in Wyoming Statute 15-1-402.

The map below indicates the location of the roadway portion proposed for annexation with identifiable landmarks and boundaries of the area which will, as a result of the annexation then be brought within one-half (1/2) mile of the new corporate limits of the Town. The proposed annexation report is summarized as follows:

- This parcel is not connected to the Town's water and sewer system. A connection could be made to the Town's system at the end of the cul-de-sac. Basic and other services customarily available to residents of the Town of Jackson include water service and sewer service. This lot is currently vacant and undeveloped.
- Property taxes were \$247.95 for 2020, and \$218.10 for 2019.
- There would be no additional cost of infrastructure improvements required within the existing boundaries of the Town of Jackson to accommodate the proposed annexation, until time of development on the parcel.



Proposed Annexation Report

Parcel 22-41-16-32-4-00-022

A 0.49 acre Rural Parcel along Flat Creek

I. Map

A map of the area proposed to be annexed showing identifiable landmarks and boundaries and the area which will, as a result of the annexation then be brought within ½ mile of the corporate limits of the Town of Jackson is attached as **Exhibit A** to this Proposed Annexation Report.

II. Estimated Cost of Infrastructure Improvements to Landowner

This parcel is not connected to the Town's water and sewer system. A connection could be made to the Town's system at the end of the cul-de-sac.

This parcel is undeveloped, is in the Jackson Hole Land Trust Conservation Easement, and in the Flat Creek Water Improvement District. The conservation easement prohibits development. If the conservation easement is modified, the estimated cost to connect water and sewer is \$70,000.

III. Basic Services Available to Town Residents and Annual Fee

Basic and other services customarily available to residents of the Town of Jackson include water service and sewer service. This lot is currently vacant and undeveloped.

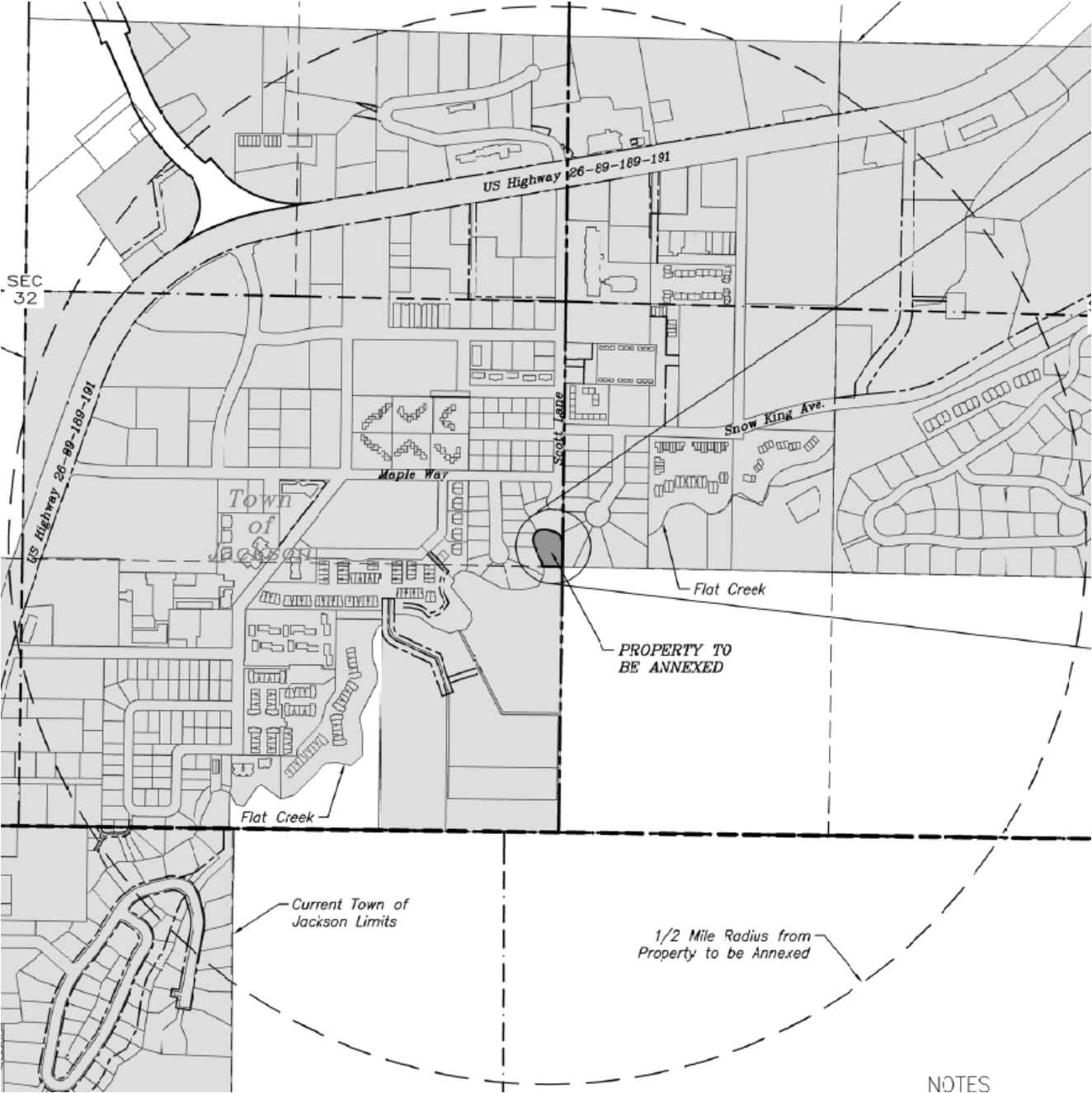
IV. Property Tax

Property taxes were \$247.95 for 2020, and \$218.10 for 2019.

V. Estimated Cost of Infrastructure Improvements for Town of Jackson

There would be no additional cost of infrastructure improvements required within the existing boundaries of the Town of Jackson to accommodate the proposed annexation, until time of development on the parcel.

Exhibit A



NOTES

RESOLUTION 21-07

A Resolution Initiating Annexation Proceedings for a Portion of Three Roadways and a .49 Acre Parcel into the Town of Jackson, Certifying Statutory Compliance of the Proposed Annexations, and Establishing a Date, Time, and Place when a Public Hearing will be held on the matter of Such Annexations.

WHEREAS, direction was provided by the Town Council on October 21, 2019, pursuant to W.S. § 15-1-404, to annex approximately 1709.7 linear feet of High School Road starting at South Park Loop Road and going east toward Highway 89; a portion of Highway 22 from where it contacts Highway 89 to the Town's western boundary; a portion of Highway 89 along the Town's northern boundary; and a .49 acre rural parcel along Flat Creek; and

WHEREAS, pursuant to W.S. 15-1-404(b), before proceeding with annexation, the Town of Jackson must determine if the areas proposed to be annexed comply with W.S. § 15-1-402 and should they comply, the governing body must adopt a resolution certifying compliance; and,

WHEREAS, a description of the lands contemplated for annexation is attached hereto as **Exhibit A, B, C, and D**; and,

WHEREAS, on this 12th day of April 2021, the governing body of the Town of Jackson met in public session to determine compliance of the areas with the requirements of W.S. § 15-1-402 set forth below and by adoption of this resolution certifying compliance, have determined that the annexation substantially complies;

NOW, THEREFORE, the Mayor and Town Council of the Town of Jackson, Wyoming, find that:

1. Annexing the Property into the Town of Jackson will enable the Town to better coordinate future development and transportation improvements in this important gateway area, which will benefit both residents and businesses in the annexed area and the community as a whole. The jurisdictional lines in these areas are irregular, creating challenges for law enforcement operations and public works maintenance responsibilities.
2. The Property and portions of the public right-of-way are situated adjacent to multiple properties that are within the Town's boundary. These annexations into the Town would provide a natural addition of the Town's boundary.
3. The areas sought to be annexed are a logical and feasible addition to the Town of Jackson, and the extension of basic and other services customarily available to residents of the Town shall, within reason, be available to the area proposed to be annexed.
4. The areas sought to be annexed are contiguous with the presently existing corporate limits of the Town of Jackson.
5. Franchise holders in the Town would be able to serve the Property and portions of the public rights-of-way if annexed. The Town of Jackson is prepared to amend current franchises if necessary.
6. As required, the proposed annexation report and public hearing notice will be sent by certified mail to landowners and public utilities. Staff will follow notification requirements as outlined in Wyoming State Statute.

BE IT FURTHER RESOLVED, pursuant to W.S. § 15-1-405, that on the 17th day of May 2021, at 6:00 o'clock p.m. or as soon thereafter as the matter can be heard, during a regular meeting of the Town Council of the Town of Jackson, a public hearing shall be held to determine if the proposed annexation complies with W.S. § 15-1-402.

IN ACCORDANCE WITH W.S. § 15-1-405(b) the Clerk shall give appropriate public notice of said hearing in compliance with applicable law.

ADOPTED AND DATED this 12th day of April 2021.

TOWN OF JACKSON

ATTEST:

Sandra P. Birdyshaw, Town Clerk

Hailey Morton Levinson, Mayor

STAFF REPORT



Meeting Date:	June 7, 2021	Meeting Title:	Regular Council Meeting
Submitting Department:	Affordable Housing	Presenter:	Stacy Stoker
Agenda Item:	Consideration of change to Special Restriction for Employer Owned Workforce Rental Housing Located at Westview Condominiums	Public Comment:	Yes

Purpose & Policy Considerations.

The Council will consider changes to the Special Restrictions for Employer Owned Workforce Rental Housing Located at Westview Condominiums ("Special Restrictions").

Requested Action.

Approval of changes to the Special Restriction for Employer Owned Workforce Rental Housing Located at Westview Condominiums.

Recommendations.

To ensure the Employer Owned units at Westview Condominiums continually meet the qualifications of ownership by a Local Business, staff recommends approval.

Background.

The Westview Condominium development approval has gone through several amendments:

- October 16, 2016: Initial Development Approval for 20 housing units, 16 Workforce Master Lease restricted and 4 market.
- December 17, 2018: Amendment to change Workforce Master Lease restriction to Workforce Ownership or Workforce Rental for purchase by individuals using approved templates.
- June 17, 2019: Approval of allowing eight of the restricted units to be sold as Employer Owned Rental units to entities meeting the definition of Local Business as defined in the Housing Rules and Regulations using Workforce Ownership restrictions and Workforce Employer Owned Rental Restrictions that deviated from the Standard approved restriction templates.

No public comment has been received to date.

Analysis.

Staff has been working with the developer to qualify businesses to purchase restricted units at Westview Condominiums. Several businesses have requested to set up single purpose limited liability companies or nonprofits that are affiliated with a Local Business to purchase a unit ("Separate Entities"). To ensure that Separate Entities remain affiliated with the Local Business, staff is proposing language to be added to the Special Restrictions.

The proposed language requires Qualified Businesses to requalify annually and Separate Entities to verify annually that they remain legally affiliated with a Local Businesses. It also requires approval by the Housing Department of any change of ownership to a Separate Entity.

The proposed changes are redlined in the attached Special Restriction.

Comprehensive Plan & Priority Alignment.

This item is in alignment with Section 5 of the Comprehensive Plan by providing workforce housing (Principle 5.1), strategically locating a variety of housing types (Principle 5.2), reducing the shortage of housing affordable to the workforce (Principle 5.3), and using a balanced set of tools to meet our housing goal (Principle 5.4)

Fiscal Impact.

N/A

Staff Impact.

The proposed change to the restriction will make it easier for Housing Department staff and Legal staff to ensure the Westview Condominiums are being used as Council intended.

Attachments or Links.

Redlined Special Restrictions for Employer-Owned Workforce Rental Housing Located at Westview Condominiums.

Suggested Motion. I move to approve the Special Restrictions for Employer-Owned Workforce Rental Housing Located at Westview Condominiums with the changes proposed by staff in the attached draft, and any other minor changes required by the Town Attorney.

**Special Restrictions
For Employer-Owned Workforce Rental Housing**

Located at

1255 West Highway 22, Town of Jackson Wyoming

These Special Restrictions for Employer-Owned Workforce Rental Housing ("Special Restrictions") are made this ____ day of _____, 20__ (the "Effective Date"), by the undersigned Owner ("Owner") and the Town of Jackson, Wyoming.

RECITALS:

WHEREAS, Owner holds fee ownership interest in that certain real property, located in the Town of Jackson, Wyoming, and more specifically described as follows:

Insert legal description of property

PIDN: [insert PIDN number ("Land")]

WHEREAS, as a condition of its approval for _____ (collectively, "Approval"), Owner was required to provide and restrict as follows:

Owner developed property addressed as 1255 West Highway 22, Jackson, Wyoming 83001 for a 23,040 square foot residential development with 16 deed-restricted units. This development generated the obligation to provide Workforce Housing in accordance with the Approval. Owner is restricting:

- Unit _____, with _____ number of bedrooms.
- Unit _____, with _____ number of bedrooms.
- Unit _____, with _____ number of bedrooms. (hereinafter "Residential Unit" or Residential Units").

WHEREAS, the Jackson Town Council and Teton County Board of County Commissioners resolved to form the Jackson/Teton County Housing Authority, a duly constituted housing authority pursuant to W.S. §15-10-116, as amended, and its successors or assigns, known as the Jackson/Teton County Housing Authority ("JTCHA");

WHEREAS, the Jackson Town Council and Teton County Board of County Commissioners further resolved to create the Jackson/Teton County Affordable Housing Department ("Housing Department") who are employees of Teton County and agents acting on behalf of the JTCHA, empowered to enforce these Special Restrictions;

WHEREAS, the Owner is also the developer of the Residential Unit. As a condition of the Approval, the Owner is required to record these Special Restrictions after construction of the Units, after recordation of the Plat and prior to issuance of a Certificate of Occupancy for the Residential Unit. While Owner desires to sell the Residential Unit in accordance with the terms and conditions contained herein, the Owner may still hold title to the Residential Unit at the time these Special Restrictions are filed. To be clear, when used in these Special Restrictions, the term "Owner" shall refer to the Owner signing these Special Restrictions or a lender succeeding by virtue of foreclosure to these restrictions and the term "owner" shall refer to any owner who owns the Residential Unit subsequent to the Owner.

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WHEREAS, in furtherance of the goals, objectives, requirements and conditions of Approval, and consistent with the Town of Jackson's goal of providing decent, safe and sanitary housing to qualified employees working in Teton County, Wyoming, that is affordable, Owner agrees to restrict the use and occupancy of the Residential Unit to a "Qualified Household," which meets employment, income and asset ownership qualifications as set forth herein and as further defined in the Jackson/Teton County Housing Department Rules and Regulations;

WHEREAS, Owner desires to adopt these Special Restrictions and declare that the Residential Unit and Land shall be held, sold, and conveyed in perpetuity subject to these Special Restrictions, which Special Restrictions shall be in addition to all other covenants, conditions or restrictions of record affecting the Residential Unit and Land, and shall be enforceable by Housing Department and the Town of Jackson, Wyoming; and

WHEREAS, Special Restrictions for Workforce Ownership Housing were recorded against the Residential Unit on _____, _____ as Document Number _____ ("Prior Special Restrictions"). These Special Restrictions shall supplant, amend, supersede, and replace in its entirety the Prior Special Restrictions.

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RESTRICTIONS:

NOW THEREFORE, in satisfaction of the conditions in the Approval, and in further consideration of the foregoing Recitals, which are by this reference incorporated herein, Owner hereby declares, covenants and agrees for itself and each and every person acquiring ownership of the Residential Unit, that the Land and each Residential Unit shall be owned, used, occupied, developed, transferred and conveyed subject to the following Special Restrictions in perpetuity.

SECTION 1. JACKSON/TETON COUNTY HOUSING DEPARTMENT RULES AND REGULATIONS. References made herein to the "Rules and Regulations" are references to the written policies, procedures and guidelines of the Housing Department, as the same may be amended, modified, or updated from time to time and which policies, procedures and guidelines are on file with the Housing Department or otherwise with the Town of Jackson, or if there are no such written policies, procedures or guidelines (or a written policy, procedure or guideline with respect to a specific matter) then the reference shall be to the current applied policy or policies of the Housing Department or its successor. Procedural and administrative matters not otherwise addressed in these Special Restrictions shall be as set forth in the Rules and Regulations. In the case of a conflict between these Special Restrictions and the Rules and Regulations, these Special Restrictions shall apply.

These Special Restrictions supplant, amend, supersede, and replace in its entirety the Prior Special Restrictions.

SECTION 2. OWNERSHIP BY QUALIFIED HOUSEHOLD.

- A. Qualified Household. The use and occupancy of the Residential Unit shall be limited to natural persons who meet the definition of a Qualified Household for Workforce Housing, as set forth

below and as may be further detailed in the Rules and Regulations ("Qualified Household"). Ownership of a Residential Unit shall also be limited to a Qualified Household, unless otherwise provided ~~in this section herein~~ with regard to the Owner ~~or~~ a Local Business or Separate Entity all as set forth herein and defined in the Rules and Regulations as they may be amended from time to time. Notwithstanding the foregoing, it is understood and acknowledged by the parties that upon recordation of these Special Restrictions the Owner may still hold title to the Residential Unit. If Owner still holds title to the Residential Unit at the time the Special Restrictions are recorded, the Owner is not required to be a Qualified Household. However, Owner understands and acknowledges that it is required to use commercially reasonable efforts to sell the Residential Unit to a Qualified Household, Local Business or Separate Entity in accordance with the terms and conditions contained herein within three (3) years from the date a certificate of occupancy is issued on a Residential Unit. For any entity which is deemed a Qualified Mortgagee under Section 10(a) herein, that entity shall be entitled to an additional two (2) years from the recordation of a foreclosure deed to sell the Residential Unit to a Qualified Household. If the Owner rents the Residential Unit to a tenant prior to Initial Sale (as defined herein), the tenant must be a Qualified Household.

It is further understood and acknowledged that up to 8 Residential Units within the Westview Condominiums project ("Project") may be owned by a ~~"Local Business"~~ or Separate Entity, both as defined herein. While a Local Business or Separate Entity is not required to be a Qualified Household, use and occupancy of any Residential Unit owned by a Local Business or Separate Entity shall only be by a Qualified Household. The Residential Unit encumbered by this Special Restriction is one of 8 such units, and may be owned by a ~~"Local Business, Separate Entity or Qualified Household."~~ If owned by a Local Business or Separate Entity, the Residential Unit shall only be rented and occupied, however, by natural persons who are a "Qualified Household."

If requested by the JTCHA or Jackson/Teton County Housing Department, an authorized representative of the condominium association or the Declarant, if Declarant still maintains control over the Project, shall provide written confirmation to the Housing Department of the number of Residential Units within the Project that are owned by a Local Business. If, with the recordation of these Special Restrictions, there will be 8 or fewer Residential Units in the Project owned by a ~~"Local Business"~~ or Separate Entity, Teton County and the Housing Department shall execute these Special Restrictions.

- 1) Employment Requirement. At least one (1) member of the Qualified Household must maintain an average of thirty (30) hours per week employment on an annual basis, or a minimum of one thousand five hundred and sixty hours (1,560) per year, for a Local Business as defined in the Rules and Regulations as they may be amended from time to time.

~~A.) A "Local Business" means (1) a business physically located within Teton County, Wyoming, holding a business license with the Town of Jackson, Wyoming or Teton County, Wyoming or one that can provide other verification of business status physically located in Teton County, Wyoming, and (2) the business serves clients or customers who are physically located in Teton County, Wyoming, and (3) the employees/owners must work in Teton County, Wyoming to perform their job.~~

~~Or~~

~~B.) A business physically located in Teton County, Wyoming who employs two or more Qualified Employees, which qualified employees must work in Teton County, Wyoming to perform their job.~~

A Local Business or Separate Entity will be approved by the Housing Department pursuant to the application process set forth by the Housing Department.

- 2) Income Requirement: The entire Qualified Household must earn at least seventy-five percent (75%) of the Household's income from a Local Business, as defined above.
- 3) No Teton County Residential Real Estate: No member of the Qualified Household may own or have any interest (whether individually, in trust, or through an entity including without limitation a partnership, limited partnership, limited liability company, corporation, association, or the like) in whole or in part in any other residential real estate within one hundred and fifty (150) miles of Teton County, Wyoming at any time during occupancy of the Residential Unit.
- 4) Determination by the Housing Department: The Housing Department shall determine whether a prospective occupant is a Qualified Household. In addition to any requirements set forth in the Rules and Regulations, such determinations shall be based upon written applications, representations, information and verification as are deemed by the Housing Department to be necessary to establish and substantiate eligibility.
- 5) Continuing Obligation to Remain a Qualified Household: Households residing in the Residential Unit shall satisfy the definition of a Qualified Household at all times during occupancy of the Residential Unit.

B. No Legal Action. No owner of the Residential Unit, prospective purchaser of the Residential Unit, Tenant, renter or occupant, or other party shall have the right to sue or bring other legal process against the Town of Jackson or Teton County, Wyoming or the Housing Department, or any person affiliated with the Town of Jackson or Teton County, Wyoming or the Housing Department arising out of these Special Restrictions, and neither shall the Town of Jackson or Teton County, Wyoming or the Housing Department have any liability to any person aggrieved by the decision of insert the Town of Jackson or Teton County, Wyoming or the Housing Department regarding qualification of a Qualified Household or any other matter relating to these Special Restrictions.

C. Ownership by Housing Department. Notwithstanding the foregoing, the Housing Department may purchase and own the Residential Unit.

SECTION 2. OWNERSHIP BY LOCAL BUSINESS OR SEPARATE ENTITY

A. Purchase of a Residential Unit by anyone other than a Qualified Household shall be limited to business entities meeting the definition of a Local Business as defined in the Rules and Regulations as may be amended from time to time ("Qualified Business) or a Separate Entity as defined in Section 2.B herein. Qualified Businesses will be approved by the Housing Department pursuant to the application process set forth by the Housing department.

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B. Separate Entities Affiliated with a Local Business. Separate entities including but not limited to partnerships, limited partnerships, limited liability companies, nonprofits, corporations or the like ("Separate Entity") may be approved by the Housing Department to own the Residential Unit on a case-by-case basis. Any change of ownership of the Separate Entity must be pre-approved in writing by the Housing Department. In order for a Separate Entity to be approved to own the Residential Unit for the purposes of these Special Restrictions, all of the following must be true: (i) any Separate Entity must be owned by a Local Business or owned by an entity continuously legally affiliated with a Local Business (the "Affiliated Local Business"), (ii) the Separate Entity may lease the Residential Unit only to either the Affiliated Local Business or a Qualified Household, (iii) regardless of the lease by the Separate Entity of the Residential Unit to the Affiliated Local Business, use and occupancy shall always be by a Qualified Household as stated herein, and (iv) to the extent that the Affiliated Local Business no longer qualifies as a Local Business under these Special Restrictions, the Separate Entity shall no longer be qualified to own the Residential Unit.

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C. Annual Requalification. Local Businesses and Separate Entities must continue to requalify annually as a Local Business or Separate Entity and shall be subject to reporting requirements as set forth herein.

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SECTION 43. RESTRICTIONS ON OCCUPANCY, IMPROVEMENT AND USE OF RESIDENTIAL UNIT. The provisions contained in this Section apply before and after the Initial Sale of the Residential Unit. "Initial Sale" is defined in these Special Restrictions to be the sale of the Residential Unit from the Owner to a purchaser who shall subsequently become an 'owner'. While Owner is not a Qualified Household, if the Owner rents the Residential Unit to a tenant prior to Initial Sale, the tenant must be a Qualified Household. In addition to any restrictions included in the Rules and Regulations, occupancy and use of the Residential Unit shall be restricted as follows:

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A. Occupancy.

1) Occupancy by Qualified Household. The Residential Unit may only be occupied by a Qualified Household, shall be such Qualified Household's sole and exclusive primary residence, and each Qualified Household occupying the Residential Unit shall physically reside therein on a full-time basis, at least ten (10) months out of each calendar year. Except for permitted guests, no person other than those comprising the Qualified Household may occupy the Unit, provided that such requirement does not violate federal or state fair housing laws.

2) Occupancy by Tenant. The Residential Unit occupied by a tenant shall be the Qualified Household's sole and exclusive primary residence, and each tenant of a Residential Unit shall physically reside therein on a full-time basis, at least eighty percent (80%) of the term of the lease. Except for permitted guests, no persons other than the members of the Qualified Household may occupy the Residential Unit. Only members of the Qualified Household may occupy a Residential Unit.

B. Business Activity. No business activities shall occur in a Residential Unit, other than a home occupation use that is allowed by applicable zoning and properly permitted.

C. Guests. No persons other than those comprising the Qualified Household shall be permitted to occupy the Residential Unit for periods in excess of thirty (30) cumulative days per calendar year.

D. Renting. Owner or an owner may rent the Residential Unit to a Qualified Household after verification and qualification of eligibility by the Housing Department.

E. Rental Term. The Residential Unit shall be offered for rent in periods of not less than six (6) months.

F. Eviction Notice. Owner must provide the Qualified Household, at a minimum, thirty (30) days' written notice of eviction.

G. Vacancies. The Residential Unit may be vacant intermittently between tenancies to allow for proper advertisement and verification for Qualified Households and reasonable maintenance. However, a Residential Unit shall not be vacant for a period greater than sixty (60) days, unless authorized by the Housing Department. If any Residential Unit remains vacant for more than sixty (60) days without approval, the Housing Department has the right, but not the obligation, to identify a Qualified Household to rent the Residential Unit.

H. Maintenance. Owner or an owner shall take good care of the interior of the Residential Unit and all other aspects of the Residential Unit not otherwise maintained by a homeowner's association and shall make all repairs and maintain the Residential Unit in a safe, sound, habitable, and good condition and state of repair. In case of damage to the Residential Unit, Owner or an owner shall repair the damage or replace or restore any destroyed parts of the Residential Unit, as speedily as practical.

I. Capital Improvements. Owner or an owner may only undertake capital improvements to the Residential Unit in accordance with the policies set forth in the Rules and Regulations, which policies may include but are not limited to, a limitation on the valuation of such improvements at Resale, requirements regarding the advance written approval of such improvements, and documentation of proposed and completed improvements.

J. Insurance. Owner or an owner shall keep the Residential Unit continuously insured against "all risks" of physical loss (not otherwise covered by a homeowner's association insurance), for the full replacement value of the Residential Unit.

K. Compliance with Laws, Declaration. The Residential Unit shall be occupied in full compliance with these Special Restrictions and the Rules and Regulations, along with all laws, statutes, codes, rules, or regulations, covenants, conditions and restrictions, and all supplements and amendments thereto, and any other rules and regulations of any applicable homeowner's association, as the same may be adopted from time to time.

L. Periodic Reporting, Inspection. In order to confirm compliance with these Special Restrictions, the Rules and Regulations and other covenants, regulations, ordinances, or rules governing the ownership, occupancy, use, development or transfer of a Residential Unit, an Owner or owner shall comply, and shall cause all occupants to comply, with any reporting or inspection requirements as set forth herein and as may be required by the Housing Department from time to time. Upon reasonable notice to an Owner or owner, the Housing Department shall have the right to inspect the Residential Unit from time to time to determine compliance with these Special Restrictions and to review the written records required to be maintained by an Owner or owner. An Owner or owner shall maintain such records for a period of two (2) years.

SECTION 54. TRANSFER LIMITATIONS. Residential Unit(s) may only be sold in accordance with Sections

5, 6 and 7 below or transferred in accordance herewith as follows:

A. Divorce. The provisions contained in this Section apply only after the Initial Sale of the Residential Unit. In the event of the divorce of an owner, the Housing Department may consent to the transfer of the Residential Unit to the spouse of such owner, which spouse may not otherwise qualify as a Qualified Household, only upon receipt of an order issued by a Court of competent jurisdiction ordering such transfer.

B. Death. The provisions contained in this Section apply only after the Initial Sale of the Residential Unit. In the event of the death of an owner, the Housing Department may consent to the transfer of the Residential Unit to an heir or devisee of such deceased owner, which heir or devisee may not otherwise qualify as a Qualified Household, only upon receipt of an order issued by a Court of competent jurisdiction ordering such transfer.

C. Nonqualified Transferee. If title to the Residential Unit vests in a Nonqualified Transferee, as defined in the Rules and Regulations, the Residential Unit shall immediately be listed for sale in accordance with these Special Restrictions and the Rules and Regulations, or in the alternative, the Housing Department may exercise its option herein to purchase the Residential Unit. The following shall apply when the Housing Department determines there is a Nonqualified Transferee:

- 1) The Housing Department shall provide the Nonqualified Transferee a reasonable period within which to qualify as a Qualified Household.
- 2) If the Nonqualified Transferee does not qualify as a Qualified Household within such reasonable period, he or she shall cooperate with the Housing Department to effect the sale, conveyance or transfer of the Residential Unit to a Qualified Household and shall execute any and all documents necessary to such sale, conveyance or transfer.
- 3) A Nonqualified Transferee shall comply with these Special Restrictions, the Rules and Regulations, the Declaration, zoning and all Laws governing the ownership, occupancy, use, development or transfer of the Residential Unit, and further may only occupy the Residential Unit with the prior written consent of the Housing Department

SECTION 65. INITIAL SALE OF THE RESIDENTIAL UNIT. At Initial Sale, the Residential Unit may only be sold to a Qualified Household or Local Business or Separate Entity at a purchase price as Owner and prospective buyer may determine and subject to these Special Restrictions. After Owner and a prospective buyer enter into a purchase agreement for the purchase and sale of the Unit and at least thirty (30) days prior to purported closing of the purchase and sale, the prospective buyer shall provide such information as may be required by the Housing Department for it to determine if the prospective buyer is a Qualified Household, ~~or Local Business~~ or Separate Entity. If the prospective buyer does not qualify as a Qualified Household, ~~or Local Business~~ or Separate Entity, such buyer may not purchase the Unit. At all subsequent sales, the Housing Department will conduct a Weighted Drawing to identify a buyer.

SECTION 76. RESALE OF RESIDENTIAL UNIT. For the purposes of this Agreement, "Resale" shall mean all sales subsequent to the Initial Sale. At Resale, an owner desiring to sell a Residential Unit shall give written notice to the Housing Department of such desire (the "Notice to Sell"), and after receipt of such notice, the Housing Department shall determine the "Maximum Resale Price," as provided herein and in accordance with the Rules and Regulations. Upon the Housing Department's determination of the

Maximum Resale Price, the Resale of the Residential Unit shall be facilitated by the Housing Department and shall be completed in accordance with the procedure set forth in the Rules and Regulations, which procedure may include, without limitation: a fee (not to exceed two percent (2%)) of the Maximum Resale Price paid to the Housing Department for such facilitation; requirements regarding listing the Residential Unit with the Housing Department and/or a licensed real estate agent, as the Housing Department may direct; standard terms for the sales contract; and procedure for the selection of the purchaser (which selection procedure may include a weighted drawing process). Any such Resale of a Residential Unit shall be subject to these Special Restrictions. Each purchaser of a Residential Unit shall execute a Buyer's Acknowledgment of Special Restrictions and Option, on a form to be provided by the Housing Department. Notwithstanding the foregoing, upon receipt of notice from an owner of such owner's desire to sell a Residential Unit, the Housing Department may purchase such Residential Unit. So long as such owner is not otherwise in default as defined herein, the purchase price in such case shall be the Maximum Resale Price as calculated below and subject to adjustment as provided herein. If an owner is in default, other provisions of these Special Restrictions may apply in determining the purchase price.

SECTION 87. MAXIMUM RESALE PRICE. This Section shall apply only to a Resale of the Residential Unit. To further the Town of Jackson's goal of providing affordable housing, after the Initial Sale, a Residential Unit may not be sold for a purchase price in excess of the "Maximum Resale Price." The Maximum Resale Price is the current owner's purchase price plus an increase in price of the Denver-Boulder-Greeley CPI (if such ceases to exist then a comparable CPI index as determined in the sole discretion of the Housing Department) or three percent (3%), whichever is lower, per year of ownership compounded annually, plus the depreciated cost of pre-approved or government-required capital improvements, plus any other costs allowed by the Housing Department, less any required maintenance and/or repair adjustment, all as more fully described in the Rules and Regulations. Notwithstanding the determination of the Maximum Resale Price, the actual sales proceeds delivered to a selling owner may be reduced to account for restoration or repair of a Residential Unit (including without limitation, replacement of carpets, painting, roof repair, siding maintenance/replacement, etc.) determined necessary in the Housing Department's sole and absolute discretion. Finally, to ensure that the Resale price of any Residential Unit is limited to the Maximum Resale Price, no purchaser of a Residential Unit shall assume any obligation of a selling owner, nor shall such purchaser pay or provide to a selling owner any other form of consideration in connection with the sale of the Residential Unit. The calculation of the Maximum Resale Price, as made by the Housing Department, shall be final and binding on all parties.

NOTHING HEREIN SHALL BE CONSTRUED TO CONSTITUTE A REPRESENTATION OR GUARANTY THAT UPON THE RESALE OF A RESIDENTIAL UNIT, AN OWNER SHALL OBTAIN THE ENTIRE MAXIMUM RESALE PRICE.

SECTION 98. DEFAULT. Each of the following shall be considered a default ("Default") subsequent to notice and opportunity cure that is consistent with the Rules and Regulations:

- A. A violation of any term of these Special Restrictions, the Rules and Regulations, the Declaration, or any laws affecting a Residential Unit.
- B. Vacancy of a Residential Unit for more than sixty (60) days continuously.
- C. Failure to pay or default of any other obligations due or to be performed with respect to a Residential

Unit which failure to pay or default could result in a lien against a Residential Unit, including without limitation, homeowner dues, property taxes, payment required by a promissory note or mortgage purporting to affect a Residential Unit. An Owner or owner shall notify the Housing Department in writing of any notification received from any lender or third party of past due payments or default in payment or other obligations due or to be performed within five (5) calendar days of an Owner or owner's notification.

D. If the Residential Unit is taken by execution or by other process of law, or if an Owner or owner is judicially declared insolvent according to law, or if any assignment is made of the property of an owner for the benefit of creditors, or if a receiver, trustee or other similar officer is appointed to take charge of any substantial part of the Residential Unit or an Owner or owner's property by a court of competent jurisdiction.

E. Fraud or misrepresentation by purchaser, the Owner, a subsequent owner and/or occupant in the provision of an application, reporting requirement, inspection requirement or any other informational requirement to the Housing Department.

F. Failure to comply with any element of Sections 2 and 3.

In the event the Housing Department believes there to be a Default, the Housing Manager, or a designee of the Housing Department, shall send written notice to Owner or the then current owner of such violation, the required action to cure and the timing for such cure. If Owner or owner disputes the Housing Department's decision, Owner or owner shall proceed in accordance with the Rules and Regulations.

SECTION 109. DEFAULT REMEDIES. In addition to any other remedies the Housing Department may have at law or equity, in the event of a Default, the Housing Department's remedies shall include, without limitation, as an exercise of its regulatory authority, the following:

A. Purchase Option.

1) The Housing Department shall have the option to purchase a Residential Unit for the lesser of the Maximum Resale Price, or the appraised value, subject to the restrictions of this Section and sections 6 and 7 herein ("Option"), with the appraisal being reasonably acceptable to both the Housing Department and the Qualified Lender. If the Option is exercised on a Residential Unit prior to Initial Sale and a loan described in Section 10(A)(1) is outstanding, the purchase price for the Option shall be the outstanding principal, accrued interest and reasonable costs of such loan, regardless of any other provision of these Special Restrictions ("Purchase Price"). If the Owner has not completed the Initial Sale of all Residential Units and the Housing Department exercises the Option against some of the remaining Residential Units (those which have not had an Initial Sale), the Option Purchase Price shall be prorated. In such event, the formula for establishing the Housing Authority's Purchase Price shall be Purchase Price multiplied by [# of units to which Option is exercised / (total built - # of Initial Sales)]. By way of example only, if 16 Residential Units are built and 4 have Initial Sales and the Housing Department exercises the Option on 6 units, the formula would be: Purchase Price x [6/(16-4)]...Purchase Price x .50.

2) If the Housing Department desires to exercise its Option, the Housing Department shall provide written notice to Owner or owner of such election. Such notice shall include the purchase price and

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the timing for the closing of the purchase. The Option must be exercised within ninety (90) days from receipt of a notification of borrower Default or the property foreclosure.

B. Forced Resale. The Housing Department may require an owner to sell the Residential Unit in accordance with the Resale procedures set forth in these Special Restrictions and the Rules and Regulations. Such sale shall be subject to these Special Restrictions.

C. Whether the Housing Department elects to exercise its Option or to force a sale in accordance herewith, all proceeds, unless otherwise required by statute, will be applied in the following order:

FIRST, to the payment of any unpaid taxes;

SECOND, to the payment of any Qualified Mortgage;

THIRD, to assessments, claims and liens on the Residential Unit (not including any mortgage or lien purportedly affecting the Residential Unit which is not a Qualified Mortgage);

FOURTH, to the payment of the closing costs and fees;

FIFTH, to the two percent (2%) facilitation fee to the Housing Department;

SIXTH, to the payment of any penalties assessed against Owner or owner by the Housing Department;

SEVENTH, to the repayment to the Housing Department of any monies advanced by it in connection with a mortgage or other debt with respect to a Residential Unit, or any other payment made on Owner or owner's behalf;

EIGHTH, to any repairs needed for the Residential Unit; and

NINTH, any remaining proceeds shall be paid to Owner or owner.

If there are insufficient proceeds to satisfy the foregoing, Owner or owner shall remain personally liable for such deficiency.

D. Appointment of Housing Department as Owner's Attorney-in-Fact. In the event the Housing Department exercises its Option or requires the Forced Resale, an owner hereby irrevocably appoints the then-serving Housing Manager as such owner's attorney-in-fact to effect any such purchase or sale on owner's behalf (including without limitation the right to cause an inspection of the Residential Unit and make such repairs to the Residential Unit as the Housing Department may reasonably deem necessary), and to execute any and all deeds of conveyance or other instruments necessary to fully effect such purchase or sale and conveyance.

E. Limitation on Appreciation at Resale. The Housing Department may fix the Maximum Resale Price of a defaulting owner's Residential Unit to the Maximum Resale Price for the Residential Unit as of the

date of an owner's Default (or as of such date after the Default as the Housing Department may determine), and in such event, the Maximum Resale Price shall cease thereafter to increase.

F. Equitable Relief. The Housing Department shall have the right of specific performance of these Special Restrictions and the Rules and Regulations, and the right to obtain from any court of competent jurisdiction a temporary restraining order, preliminary injunction and permanent injunction to obtain such performance. Any equitable relief provided for herein may be sought singly or in combination with such other remedies as the Housing Department may be entitled to, either pursuant to these Special Restrictions or under the laws of the State of Wyoming.

G. Enforcement. The Housing Department may, for purposes of enforcing these Special Restrictions or the Rules and Regulations, seek enforcement through the Town or County Land Development Regulations, including but not limited to Division 8.9 Enforcement.

SECTION 119. QUALIFIED MORTGAGE.

A. Only a mortgage which is a "Qualified Mortgage" shall be permitted to encumber a Residential Unit. A "Qualified Mortgage" is a mortgage that:

- 1) (i) Is the primary construction financing loan and mortgage for initial construction of the Residential Unit and related project, or any refinancing of such loan and mortgage, which have a maximum loan to value ratio of One Hundred percent (100%) as of the date the loan is made; or

(ii) Is an owner's mortgage and the principal amount of such mortgage at purchase does not exceed ninety-six and one half percent (96.5%) of the purchase price, and thereafter the principal amount of such mortgage, any refinanced mortgage and/or additional mortgages combined do not exceed ninety-five percent (95%) of the then current Maximum Resale Price as the same is determined by the Housing Department at the time or times any such mortgage purports to encumber the Residential Unit; and
- 2) runs in favor of a "Qualified Mortgagee," defined as:
 - i. An "institutional lender" such as, but not limited to, a federal, state, or local housing finance agency, a bank (including savings and loan association or insured credit union), an insurance company, or any combination of the foregoing, the policies and procedures of which institutional lender are subject to direct governmental supervision; or
 - ii. A "community loan fund", or similar non-profit lender to housing projects for income-eligible persons (e.g., is not given to or acquired by any individual person); or
 - iii. A non-affiliated, legitimate, "finance company." In no event may such finance company be an individual or any company that is affiliated with or has any affiliation with an Owner or owner or any family member of Owner or owner; or
 - iv. JHTCA or Housing Department for any monies advanced by JHTCA or Housing Department in connection with a mortgage or other debt with respect to Residential Unit.

- v. the provider of a loan as described in Section 10(A)(1)(i).

B. Any mortgage, lien or other encumbrance executed or recorded against a Residential Unit that is not a Qualified Mortgage shall:

- 1) be deemed unsecured; and
- 2) only be a personal obligation of Owner or owner and shall not affect or burden, and shall not be enforceable against, such Residential Unit.

Additionally, the execution or recordation of such mortgage, lien or other encumbrance shall be deemed a default hereunder and the Housing Department may exercise any and all of its remedies hereunder or otherwise, including without limitation the right of the Housing Department to purchase and to force a sale.

C. In the event Owner or an owner fails to make timely payment owed or otherwise breaches any of the covenants or agreements made in connection with any mortgage, lien or other encumbrance purporting to affect the Residential Unit, including without limitation a Qualified Mortgage, fails to timely make any other payment required in connection with the Residential Unit, including without limitation homeowner association dues and fees, assessments, payments to contractors, materialmen, or other vendors for work undertaken for which a lien could be filed against the Residential Unit, the Housing Department shall have (in addition to the any other remedies) the right to:

- 1) Cure such default and assume the payments and other obligations of Owner. In such event, Owner or owner shall be in default of these Special Restrictions, and the Housing Department may exercise any and all of its remedies hereunder or otherwise, including without limitation its Option to purchase and its right to force a sale. In addition to such remedies, Owner or owner shall also be liable to the Housing Department for any amounts advanced.
- 2) Acquire the loan from the lender by paying the balance due together with accrued interest and reasonable costs, and the Housing Department shall thereafter have the right to foreclose upon the Residential Unit in accordance with the mortgage and other loan documents or take such other action as the Housing Department shall determine.
- 3) Purchase the Residential Unit at any foreclosure sale, and in such event, notwithstanding anything to the contrary herein, the Residential Unit shall remain subject to these Special Restrictions.

ANY LENDER BY ENTERING INTO A LOAN TRANSACTION WITH AN OWNER OF A RESIDENTIAL UNIT HEREBY CONSENTS TO THE FOREGOING AND ACKNOWLEDGES THAT ANY INTEREST ACQUIRED BY VIRTUE OF ITS LIEN OR MORTGAGE SHALL BE SUBJECT AND SUBORDINATE TO THESE SPECIAL RESTRICTIONS.

SECTION 121. TERMINATION, AMENDMENT AND CORRECTION OF SPECIAL RESTRICTIONS.

A. Termination by the Town of Jackson. These Special Restrictions may be terminated after a determination by the Town of Jackson that these Special Restrictions are no longer consistent with the Town's goals for affordable housing.

B. Termination Resulting from Foreclosure by a Qualified Mortgagee. These Special Restrictions as applied to a Residential Unit may be terminated by a Qualified Mortgagee in the event of a lawful foreclosure of the Residential Unit by such Qualified Mortgagee, as follows:

1) The Qualified Mortgagee provided to the Housing Department copies of all notices of intent to foreclose and all other notices related to the foreclosure contemporaneously with its service of such notices upon an owner.

2) The Housing Department did not exercise its rights as provided in Section 10, Qualified Mortgage.

3) Termination may occur only after expiration of all applicable redemption periods and subsequent recordation of a Sheriff's Deed (or other transfer document as approved by the Housing Department in its sole and absolute discretion) conveying title to a purchaser, who is not (i) Owner or an owner, (ii) a member of the Qualified Household, (iii) a person affiliated with or related to Owner or owner or any member of the Qualified Household, or (iv) the Housing Department.

4) In the event of a foreclosure hereunder, the Qualified Mortgagee shall pay to the Housing Department all proceeds remaining, if any, after payment of the Qualified Mortgage loan amount, interest, penalties and fees, which proceeds would have been payable to Owner or owner of the foreclosed Residential Unit.

5) Notwithstanding the notice requirements to the Housing Department in this Section, if a Qualified Mortgagee has failed to provide the Housing Department copies of all notices of intent to foreclose and all notices related to the foreclosure contemporaneously with its service on an owner, such Qualified Mortgagee, prior to foreclosing on the Residential Unit, shall provide the Housing Department with notice of its intent to foreclose ("Mortgagee Notice to the Housing Department"). The Mortgagee Notice to the Housing Department shall include all information relevant to Owner's or an owner's default and the actions necessary to cure such default. The Housing Department shall have forty-five (45) days from the date of the Mortgagee Notice to the Housing Department to exercise its rights under Section 10, Qualified Mortgage. If the Housing Department fails to exercise its rights within such 45-day period, the Qualified Mortgagee may foreclose on the Residential Unit as provided herein.

Nothing herein shall limit or restrict Owner's or an owner's right of statutory redemption, in which event, if Owner or an owner redeems, these Special Restrictions shall remain in full force and effect.

C. Amendment. These Special Restrictions may be amended by a signed, written amendment executed by the Parties hereto and any subsequent owner of the Residential Unit, and recorded in the Teton County Clerk's Office against the title to the UnitLand, in whole or in part, with the written consent of Owner or any subsequent owner of the Residential Unit and the Town of Jackson, Wyoming. To the extent any Qualified Mortgage is outstanding, any amendment shall require the consent of Qualified Mortgagees.

D. Correction. The Housing Department may unilaterally correct these Special Restrictions to address scrivener's errors, erroneous legal descriptions or typographical errors.

SECTION 132. SPECIAL RESTRICTIONS AS COVENANT. These Special Restrictions shall constitute covenants running with the ~~Land and the~~ Residential Unit, as a burden thereon, and shall be binding on all parties having any right, title, or interest in the Land, the Residential Unit, or any part thereof, their heirs, devisees, successors and assigns, and shall inure to the benefit of and shall be enforceable by JTCHA, the Housing Department and the Town of Jackson.

SECTION 143. NOTICES. All notices required to be served upon the parties to these Special Restrictions shall be transmitted by one of the following methods: hand delivery; prepaid overnight courier; or by postage paid certified mail, return receipt requested, at the address set forth below for said party; or at such other address as one party notifies the other in writing pursuant to this paragraph. Notice shall be effective when hand delivered, one (1) day after being deposited with an overnight courier or five (5) business days after being placed in the mail. Either party may change its address in the manner provided for giving notice.

To Housing Department

Jackson/Teton County Affordable Housing Department
P.O. Box 714 Jackson,
WY 83001

With a Copy to: insert the Town of Jackson or Teton County. insert the Town of Jackson or Teton County. Jackson, WY 83001.

To Owner

To the address of record in the Teton County Assessor/Clerk's office

SECTION 154. ATTORNEY'S FEES. In the event any party shall be required to retain counsel and file suit for the purpose of enforcing the terms and conditions of these Special Restrictions, the prevailing party shall be entitled to recover, in addition to any other relief recovered, a reasonable sum as determined by the court for attorney's fees and costs of litigation.

SECTION 165. CHOICE OF LAW, FORUM. These Special Restrictions and each and every related document, are to be governed by and construed in accordance with the laws of the State of Wyoming. The parties agree that the appropriate court in Teton County, Wyoming and/or the Ninth Judicial District for the State of Wyoming shall have sole and exclusive jurisdiction over any dispute, claim, or controversy which may arise involving these Special Restrictions or its subject matter. Owner or owner by accepting a deed for the ~~Residential Unit~~Land hereby submits to the personal jurisdiction of any such court in any action or proceeding arising out of or relating to this Special Restrictions.

SECTION 176. SEVERABILITY. Each provision of these Special Restrictions and any other related document shall be interpreted in such a manner as to be valid under applicable law; but, if any provision, or any portion thereof, of any of the foregoing shall be invalid or prohibited under said applicable law, such provision shall be deemed modified to the extent necessary and possible to render it valid and

enforceable, or if such modification is not possible, such provision shall be ineffective to the extent of such invalidity or prohibition without invalidating the remaining provision(s) of such document.

SECTION 187. SECTION HEADINGS. Paragraph or section headings within these Special Restrictions are inserted solely for convenience or reference, and are not intended to, and shall not govern, limit or aid in the construction of any terms or provisions contained herein.

SECTION 198. WAIVER. No claim of waiver, consent or acquiescence with respect to any provision of these Special Restrictions shall be valid against any party hereto except on the basis of a written instrument executed by the parties to these Special Restrictions. However, the party for whose benefit a condition is inserted herein shall have the unilateral right to waive such condition.

SECTION 2019. INDEMNIFICATION. Owner and any subsequent owner shall indemnify, defend, and hold the Housing Department and insert the Town of Jackson or Teton County, Wyoming, and each entity's directors, officers, agents and employees harmless against any and all loss, liability, claim, or cost (including reasonable attorneys' fees and expenses) for damage or injury to persons or property from any cause whatsoever on or about the Residential Unit, or for Owner's or an owner's breach of any provision of these Special Restrictions. Owner or owner waives any and all such claims against the Housing Department and insert the Town of Jackson or Teton County, Wyoming.

SECTION 210. SUCCESSORS AND ASSIGNS. These Special Restrictions shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors, heirs, devisees, administrators and assigns.

SECTION 221. GOVERNMENTAL IMMUNITY. Neither insert the Town of Jackson or Teton County, Wyoming nor the Housing Department waives governmental immunity by executing these Special Restrictions and specifically retain immunity and all defenses available to them as government pursuant to Wyo. Stat. Ann. § 1-39-104(a) and any other applicable law.

IN WITNESS WHEREOF, the undersigned have executed this instrument as of the Effective Date.

Insert declarant's organization (corporation):

Insert name of signor, insert title of signor

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of , 20__, the foregoing instrument was acknowledged before me by insert name of signor, as insert title of signor, of insert declarant's organization.

Witness my hand and official seal.

(Seal)

Notary Public My commission expires:

INSERT TOWN OF JACKSON OR TETON COUNTY BOARD OF COUNTY COMMISSIONERS

Click here to enter name of Mayor or Chair, insert Mayor or Chair

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____, 20____, the foregoing instrument was acknowledged before me by Click here to enter name of Mayor or Chair as insert Mayor or Chair, of insert the Town of Jackson or Teton County Board of County Commissioners, Wyoming.

Witness my hand and official seal.

(Seal)

Notary Public My commission expires:

Approved as to form:

JACKSON/TETON COUNTY AFFORDABLE HOUSING DEPARTMENT:

Insert name of Housing Manager, Housing Manager

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the Click here to enter day. day of Click here to enter month., 20Click here to enter year, the foregoing Special Restrictions for Affordable Housing was acknowledged before me by insert name of Housing Manager as Housing Manager.

Witness my hand and official seal.

(Seal)

Notary Public

|

AFFIRMED

INSERT TOWN OF JACKSON OR TETON COUNTY BOARD OF COUNTY COMMISSIONERS:

Click here to enter name of Mayor or Chair, insert Mayor or Chair

ATTEST

Click here to enter name of Clerk, insert Town Clerk or County Clerk

Draft

STAFF REPORT



MEETING DATE & TITLE: June 7 Regular Town Council

SUBMITTING DEPARTMENT: Administration

PRESENTER: Lynsey Lenamond

SUBJECT: Ordinances X, Y, Z, and A, Annexing One Parcel and Portions of Three Roadways

PUBLIC COMMENT: Yes

PURPOSE & POLICY CONSIDERATION:

Wyoming Statutes require all annexations be conducted by Ordinance. These annexations will clarify the Town's jurisdictional boundaries and allow for consistent enforcement of Town laws. Each annexation will be conducted by a separate ordinance.

REQUESTED ACTION:

Staff requests Council approval of Ordinances X, Y, Z and A as presented that allow annexation of one parcel and portions of three roadways to clarify the Town's jurisdictional boundaries.

RECOMMENDATION:

Staff recommends Council approve the ordinances at first reading as presented.

BACKGROUND:

On October 21, 2019, the Town Council directed staff to complete work and obtain the required documents needed to begin the formal annexation process for one parcel and portions of three roadways. These annexations will provide a jurisdictional clean-up of the Town's corporate boundaries where peculiarities make jurisdiction for Police Officers difficult to manage and Public Works maintenance responsibilities unclear. As these annexations were not a pressing issue, they took a back seat to COVID and other matters for a year. The necessary work has been completed and is now presented for consideration. The proposed areas to be annexed are identified as:

1. A .49 acre rural parcel along Flat Creek
2. A portion of High School Road – approximately 1709.7 linear feet starting at South Park Loop and going east
3. A portion of Highway 22 – at the Y where it connects with Hwy 89 and the Town's western border
4. A portion of Highway 89 – at Dairy Queen and to the Town's northern border

At the May 17, 2021, Regular Town Council meeting the required Public Hearing was opened and then continued to the June 7, 2021 Regular Town Council meeting to allow staff to prepare the required ordinances for consideration.

ANALYSIS:

ALTERNATIVES (Optional):

COMPREHENSIVE PLAN & PRIORITY ALIGNMENT:

Approval of the proposed annexations would be consistent with and/or further the following goals in the Comprehensive Plan:

Policy 3.3.c: Provide predictability in land use decisions.

- o Approval of annexations will expand the Town boundaries in a small but logical way that will result in both sides of Hwy 22 having the same zoning and under the regulatory control of the same political body, the Town Council. This will create a more predictable regulatory environment for this part of Town.

Policy 4.4.b: Enhance Jackson gateways.

- o The annexations of the proposed properties will create an opportunity to better plan for and enhance these important gateways to Town. With unified control over more of the gateway properties, the Town can

coordinate future development so that it is consistent with our future vision for these highly visible gateways.

FISCAL IMPACT:

The fiscal impact of these annexations is approximately \$2,200-2,600 and includes preparation of surveys, legal descriptions, and administrative costs associated with recording documents and advertising. As noted in the Annexation Reports, there would be no fiscal impact to property owners.

STAFF IMPACT:

The impact on staff when an ordinance is passed includes the Town Clerk's office preparing the ordinances for publication at third reading, updating the Jackson Municipal Code, posting the ordinances on the website and placing the fully executed ordinances in the permanent record storage books in the vault.

ATTACHMENTS OR LINKS:

Ordinances X, Y, Z and A

SUGGESTED MOTION:

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

1. I move to approve Ordinance X on first reading as presented.
2. I move to approve Ordinance Y on first reading as presented.
3. I move to approve Ordinance Z on first reading as presented.
4. I move to approve Ordinance A on first reading as presented.

ORDINANCE A

AN ORDINANCE ANNEXING TO THE CITY OF JACKSON, WYOMING CERTAIN REAL PROPERTY; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFY IT AS A PART OF THE NEIGHBORHOOD LOW DENSITY – 1 (NL-1) DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The City of Jackson hereby finds as follows:

- a) That the governing body of the City of Jackson initiated proceedings to annex the .49 acre parcel part of the NE¼ SE¼ of Section 32, T. 41N, R. 116W, 6th P.M., Teton County, Wyoming; and
- b) That an accurate annexation map of said land is attached to this ordinance as Exhibit A, said map prepared by Mark Fellermann, a Professional Land Surveyor, licensed in the State of Wyoming; and
- c) That the annexation of said area is for the protection of health, safety, and welfare of the persons residing in the area and the City of Jackson; and
- d) That the area sought to be annexed will constitute a natural, geographical, economical and social part of the City of Jackson; and
- e) That the area is a logical and feasible addition to the City and that the extension of basic services such as water and sewer systems, police and fire protection and other services customarily available in the City of Jackson can, within reason, be furnished; and
- f) That the City of Jackson does not own or operate its own electrical utility, and its governing body is prepared to designate a utility to serve the annexed area pursuant to W.S. 15-1-410, and to authorize the designated utility to serve the entire annexed area.

SECTION II.

That all of the real property described in Exhibit A is hereby annexed to the City of Jackson, Wyoming, and shall become a part thereof.

SECTION III.

On the taking effect of this Ordinance, the corporate limits of the City of Jackson and boundary lines thereof shall show and include the above-described property as being within a portion of said City.

SECTION IV.

The Official Zoning District Map of the City of Jackson is hereby amended to include the property described in Exhibit A in the Neighborhood Low Density – 1 (NL-1) district.

SECTION V.

The Clerk of the City of Jackson is hereby authorized and directed to file a certified copy hereof with the County Clerk of Teton County, Wyoming, and with the Secretary of State of the State of Wyoming.

SECTION VI.

This Ordinance shall be in full force and effect upon its publication.

PASSED 1ST READING THE _____ DAY OF JUNE, 2021.

PASSED 2ND READING THE _____ DAY OF JUNE, 2021.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF JULY, 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

STATE OF WYOMING) ATTESTATION OF TOWN CLERK
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News & Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of July, 2021.

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

Lynsey Lenamond, Town Clerk

ORDINANCE X

AN ORDINANCE ANNEXING TO THE CITY OF JACKSON, WYOMING CERTAIN REAL PROPERTY; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFY IT CONSISTENT WITH THE ADJACENT ZONING; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The City of Jackson hereby finds as follows:

- a) That the governing body of the City of Jackson initiated proceedings to annex the portion of right of way of High School Road, situate in S1/2 NW1/4 Section 6, Township 40 North, Range 116 West of the 6thPM, Teton County, Wyoming; and
 - b) That an accurate annexation map of said land is attached to this ordinance as Exhibit A, said map prepared by Kenneth Magrath, a Professional Land Surveyor, licensed in the State of Wyoming; and
 - c) That the annexation of said area is for the protection of health, safety, and welfare of the persons residing in the area and the City of Jackson; and
 - d) That the area sought to be annexed will constitute a natural, geographical, economical and social part of the City of Jackson; and
 - e) That the area is a logical and feasible addition to the City and that the extension of basic services such as water and sewer systems, police and fire protection and other services customarily available in the City of Jackson can, within reason, be furnished; and
 - f) That the City of Jackson does not own or operate its own electrical utility, and its governing body is prepared to designate a utility to serve the annexed area pursuant to W.S. 15-1-410, and to authorize the designated utility to serve the entire annexed area.
- .

SECTION II.

That all of the real property described in Exhibit A is hereby annexed to the City of Jackson, Wyoming, and shall become a part thereof.

SECTION III.

On the taking effect of this Ordinance, the corporate limits of the City of Jackson and boundary lines thereof shall show and include the above-described property as being within a portion of said City.

SECTION IV.

The Official Zoning District Map of the City of Jackson is hereby amended to include the property described in Exhibits A and classify it consistent with the adjacent zoning.

SECTION V.

The Clerk of the City of Jackson is hereby authorized and directed to file a certified copy hereof with the County Clerk of Teton County, Wyoming, and with the Secretary of State of the State of Wyoming.

SECTION VI.

This Ordinance shall be in full force and effect upon its publication.

PASSED 1ST READING THE _____ DAY OF JUNE, 2021.

PASSED 2ND READING THE _____ DAY OF JUNE, 2021.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF JULY, 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

STATE OF WYOMING ATTESTATION OF TOWN CLERK
)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. __ was duly published in the Jackson Hole News & Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of July, 2021.

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

Lynsey Lenamond, Town Clerk

ORDINANCE Y

AN ORDINANCE ANNEXING TO THE CITY OF JACKSON, WYOMING CERTAIN REAL PROPERTY; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFY IT CONSISTENT WITH THE ADJACENT ZONING; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The City of Jackson hereby finds as follows:

- a) That the governing body of the City of Jackson initiated proceedings to annex the portion of right of way of Wyoming State Highway No. 22, situate in S1/2 NE1/4 Section 32, Township 41 North, Range 116 West of the 6thPM, Teton County, Wyoming; and
- b) That an accurate annexation map of said land is attached to this ordinance as Exhibit A, said map prepared by Mark Fellermann, a Professional Land Surveyor, licensed in the State of Wyoming; and
- c) That the annexation of said area is for the protection of health, safety, and welfare of the persons residing in the area and the City of Jackson; and
- d) That the area sought to be annexed will constitute a natural, geographical, economical and social part of the City of Jackson; and
- e) That the area is a logical and feasible addition to the City and that the extension of basic services such as water and sewer systems, police and fire protection and other services customarily available in the City of Jackson can, within reason, be furnished; and
- f) That the City of Jackson does not own or operate its own electrical utility, and its governing body is prepared to designate a utility to serve the annexed area pursuant to W.S. 15-1-410, and to authorize the designated utility to serve the entire annexed area.

SECTION II.

That all of the real property described in Exhibit A is hereby annexed to the City of Jackson, Wyoming, and shall become a part thereof.

SECTION III.

On the taking effect of this Ordinance, the corporate limits of the City of Jackson and boundary lines thereof shall show and include the above-described property as being within a portion of said City.

SECTION IV.

The Official Zoning District Map of the City of Jackson is hereby amended to include the property described in Exhibit A and classify it consistent with the adjacent zoning.

SECTION V.

The Clerk of the City of Jackson is hereby authorized and directed to file a certified copy hereof with the County Clerk of Teton County, Wyoming, and with the Secretary of State of the State of Wyoming.

SECTION VI.

This Ordinance shall be in full force and effect upon its publication.

PASSED 1ST READING THE _____ DAY OF JUNE, 2021.

PASSED 2ND READING THE _____ DAY OF JUNE, 2021.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF JULY, 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

STATE OF WYOMING ATTESTATION OF TOWN CLERK
)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News & Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of July, 2021.

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

Lynsey Lenamond, Town Clerk

ORDINANCE Z

AN ORDINANCE ANNEXING TO THE CITY OF JACKSON, WYOMING CERTAIN REAL PROPERTY; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFY IT CONSISTENT WITH THE ADJACENT ZONING; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The City of Jackson hereby finds as follows:

- a) That the governing body of the City of Jackson initiated proceedings to annex the portion of right of way of North Cache Street, situate in SW1/4 NW1/4 Section 27 & SE1/4 NE1/4 Section 28, Township 41 North, Range 116 West of the 6thPM, Teton County, Wyoming; and
- b) That an accurate annexation map of said land is attached to this ordinance as Exhibit A, said map prepared by Mark Fellermann, a Professional Land Surveyor, licensed in the State of Wyoming; and
- c) That the annexation of said area is for the protection of health, safety, and welfare of the persons residing in the area and the City of Jackson; and
- d) That the area sought to be annexed will constitute a natural, geographical, economical and social part of the City of Jackson; and
- e) That the area is a logical and feasible addition to the City and that the extension of basic services such as water and sewer systems, police and fire protection and other services customarily available in the City of Jackson can, within reason, be furnished; and
- f) That the City of Jackson does not own or operate its own electrical utility, and its governing body is prepared to designate a utility to serve the annexed area pursuant to W.S. 15-1-410, and to authorize the designated utility to serve the entire annexed area.

SECTION II.

That all of the real property described in Exhibit A is hereby annexed to the City of Jackson, Wyoming, and shall become a part thereof.

SECTION III.

On the taking effect of this Ordinance, the corporate limits of the City of Jackson and boundary lines thereof shall show and include the above-described property as being within a portion of said City.

SECTION IV.

The Official Zoning District Map of the City of Jackson is hereby amended to include the property described in Exhibit A and classify it consistent with the adjacent zoning.

SECTION V.

The Clerk of the City of Jackson is hereby authorized and directed to file a certified copy hereof with the County Clerk of Teton County, Wyoming, and with the Secretary of State of the State of Wyoming.

SECTION VI.

This Ordinance shall be in full force and effect upon its publication..

PASSED 1ST READING THE _____ DAY OF JUNE, 2021.

PASSED 2ND READING THE _____ DAY OF JUNE, 2021.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF JULY, 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

STATE OF WYOMING) ATTESTATION OF TOWN CLERK
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News & Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of July, 2021.

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

Lynsey Lenamond, Town Clerk

STAFF REPORT



MEETING DATE & TITLE: June 7 Regular Town Council

SUBMITTING DEPARTMENT: Administration

PRESENTER: Lynsey Lenamond

SUBJECT: Ordinances X, Y, Z, and A, Annexing One Parcel and Portions of Three Roadways

PUBLIC COMMENT: Yes

PURPOSE & POLICY CONSIDERATION:

Wyoming Statutes require all annexations be conducted by Ordinance. These annexations will clarify the Town's jurisdictional boundaries and allow for consistent enforcement of Town laws. Each annexation will be conducted by a separate ordinance.

REQUESTED ACTION:

Staff requests Council approval of Ordinances X, Y, Z and A as presented that allow annexation of one parcel and portions of three roadways to clarify the Town's jurisdictional boundaries.

RECOMMENDATION:

Staff recommends Council approve the ordinances at first reading as presented.

BACKGROUND:

On October 21, 2019, the Town Council directed staff to complete work and obtain the required documents needed to begin the formal annexation process for one parcel and portions of three roadways. These annexations will provide a jurisdictional clean-up of the Town's corporate boundaries where peculiarities make jurisdiction for Police Officers difficult to manage and Public Works maintenance responsibilities unclear. As these annexations were not a pressing issue, they took a back seat to COVID and other matters for a year. The necessary work has been completed and is now presented for consideration. The proposed areas to be annexed are identified as:

1. A .49 acre rural parcel along Flat Creek
2. A portion of High School Road – approximately 1709.7 linear feet starting at South Park Loop and going east
3. A portion of Highway 22 – at the Y where it connects with Hwy 89 and the Town's western border
4. A portion of Highway 89 – at Dairy Queen and to the Town's northern border

At the May 17, 2021, Regular Town Council meeting the required Public Hearing was opened and then continued to the June 7, 2021 Regular Town Council meeting to allow staff to prepare the required ordinances for consideration.

ANALYSIS:

ALTERNATIVES (Optional):

COMPREHENSIVE PLAN & PRIORITY ALIGNMENT:

Approval of the proposed annexations would be consistent with and/or further the following goals in the Comprehensive Plan:

Policy 3.3.c: Provide predictability in land use decisions.

- o Approval of annexations will expand the Town boundaries in a small but logical way that will result in both sides of Hwy 22 having the same zoning and under the regulatory control of the same political body, the Town Council. This will create a more predictable regulatory environment for this part of Town.

Policy 4.4.b: Enhance Jackson gateways.

- o The annexations of the proposed properties will create an opportunity to better plan for and enhance these important gateways to Town. With unified control over more of the gateway properties, the Town can

coordinate future development so that it is consistent with our future vision for these highly visible gateways.

FISCAL IMPACT:

The fiscal impact of these annexations is approximately \$2,200-2,600 and includes preparation of surveys, legal descriptions, and administrative costs associated with recording documents and advertising. As noted in the Annexation Reports, there would be no fiscal impact to property owners.

STAFF IMPACT:

The impact on staff when an ordinance is passed includes the Town Clerk's office preparing the ordinances for publication at third reading, updating the Jackson Municipal Code, posting the ordinances on the website and placing the fully executed ordinances in the permanent record storage books in the vault.

ATTACHMENTS OR LINKS:

Ordinances X, Y, Z and A

SUGGESTED MOTION:

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

1. I move to approve Ordinance X on first reading as presented.
2. I move to approve Ordinance Y on first reading as presented.
3. I move to approve Ordinance Z on first reading as presented.
4. I move to approve Ordinance A on first reading as presented.

ORDINANCE A

AN ORDINANCE ANNEXING TO THE CITY OF JACKSON, WYOMING CERTAIN REAL PROPERTY; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFY IT AS A PART OF THE NEIGHBORHOOD LOW DENSITY – 1 (NL-1) DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The City of Jackson hereby finds as follows:

- a) That the governing body of the City of Jackson initiated proceedings to annex the .49 acre parcel part of the NE¼ SE¼ of Section 32, T. 41N, R. 116W, 6th P.M., Teton County, Wyoming; and
- b) That an accurate annexation map of said land is attached to this ordinance as Exhibit A, said map prepared by Mark Fellermann, a Professional Land Surveyor, licensed in the State of Wyoming; and
- c) That the annexation of said area is for the protection of health, safety, and welfare of the persons residing in the area and the City of Jackson; and
- d) That the area sought to be annexed will constitute a natural, geographical, economical and social part of the City of Jackson; and
- e) That the area is a logical and feasible addition to the City and that the extension of basic services such as water and sewer systems, police and fire protection and other services customarily available in the City of Jackson can, within reason, be furnished; and
- f) That the City of Jackson does not own or operate its own electrical utility, and its governing body is prepared to designate a utility to serve the annexed area pursuant to W.S. 15-1-410, and to authorize the designated utility to serve the entire annexed area.

SECTION II.

That all of the real property described in Exhibit A is hereby annexed to the City of Jackson, Wyoming, and shall become a part thereof.

SECTION III.

On the taking effect of this Ordinance, the corporate limits of the City of Jackson and boundary lines thereof shall show and include the above-described property as being within a portion of said City.

SECTION IV.

The Official Zoning District Map of the City of Jackson is hereby amended to include the property described in Exhibit A in the Neighborhood Low Density – 1 (NL-1) district.

SECTION V.

The Clerk of the City of Jackson is hereby authorized and directed to file a certified copy hereof with the County Clerk of Teton County, Wyoming, and with the Secretary of State of the State of Wyoming.

SECTION VI.

This Ordinance shall be in full force and effect upon its publication.

PASSED 1ST READING THE _____ DAY OF JUNE, 2021.

PASSED 2ND READING THE _____ DAY OF JUNE, 2021.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF JULY, 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

STATE OF WYOMING) ATTESTATION OF TOWN CLERK
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News & Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of July, 2021.

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

Lynsey Lenamond, Town Clerk

ORDINANCE X

AN ORDINANCE ANNEXING TO THE CITY OF JACKSON, WYOMING CERTAIN REAL PROPERTY; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFY IT CONSISTENT WITH THE ADJACENT ZONING; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The City of Jackson hereby finds as follows:

- a) That the governing body of the City of Jackson initiated proceedings to annex the portion of right of way of High School Road, situate in S1/2 NW1/4 Section 6, Township 40 North, Range 116 West of the 6thPM, Teton County, Wyoming; and
 - b) That an accurate annexation map of said land is attached to this ordinance as Exhibit A, said map prepared by Kenneth Magrath, a Professional Land Surveyor, licensed in the State of Wyoming; and
 - c) That the annexation of said area is for the protection of health, safety, and welfare of the persons residing in the area and the City of Jackson; and
 - d) That the area sought to be annexed will constitute a natural, geographical, economical and social part of the City of Jackson; and
 - e) That the area is a logical and feasible addition to the City and that the extension of basic services such as water and sewer systems, police and fire protection and other services customarily available in the City of Jackson can, within reason, be furnished; and
 - f) That the City of Jackson does not own or operate its own electrical utility, and its governing body is prepared to designate a utility to serve the annexed area pursuant to W.S. 15-1-410, and to authorize the designated utility to serve the entire annexed area.
- .

SECTION II.

That all of the real property described in Exhibit A is hereby annexed to the City of Jackson, Wyoming, and shall become a part thereof.

SECTION III.

On the taking effect of this Ordinance, the corporate limits of the City of Jackson and boundary lines thereof shall show and include the above-described property as being within a portion of said City.

SECTION IV.

The Official Zoning District Map of the City of Jackson is hereby amended to include the property described in Exhibits A and classify it consistent with the adjacent zoning.

SECTION V.

The Clerk of the City of Jackson is hereby authorized and directed to file a certified copy hereof with the County Clerk of Teton County, Wyoming, and with the Secretary of State of the State of Wyoming.

SECTION VI.

This Ordinance shall be in full force and effect upon its publication.

PASSED 1ST READING THE _____ DAY OF JUNE, 2021.

PASSED 2ND READING THE _____ DAY OF JUNE, 2021.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF JULY, 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

[illegible]

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

Lynsey Lenamond, Town Clerk

ORDINANCE Y

AN ORDINANCE ANNEXING TO THE CITY OF JACKSON, WYOMING CERTAIN REAL PROPERTY; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFY IT CONSISTENT WITH THE ADJACENT ZONING; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The City of Jackson hereby finds as follows:

- a) That the governing body of the City of Jackson initiated proceedings to annex the portion of right of way of Wyoming State Highway No. 22, situate in S1/2 NE1/4 Section 32, Township 41 North, Range 116 West of the 6thPM, Teton County, Wyoming; and
- b) That an accurate annexation map of said land is attached to this ordinance as Exhibit A, said map prepared by Mark Fellermann, a Professional Land Surveyor, licensed in the State of Wyoming; and
- c) That the annexation of said area is for the protection of health, safety, and welfare of the persons residing in the area and the City of Jackson; and
- d) That the area sought to be annexed will constitute a natural, geographical, economical and social part of the City of Jackson; and
- e) That the area is a logical and feasible addition to the City and that the extension of basic services such as water and sewer systems, police and fire protection and other services customarily available in the City of Jackson can, within reason, be furnished; and
- f) That the City of Jackson does not own or operate its own electrical utility, and its governing body is prepared to designate a utility to serve the annexed area pursuant to W.S. 15-1-410, and to authorize the designated utility to serve the entire annexed area.

SECTION II.

That all of the real property described in Exhibit A is hereby annexed to the City of Jackson, Wyoming, and shall become a part thereof.

SECTION III.

On the taking effect of this Ordinance, the corporate limits of the City of Jackson and boundary lines thereof shall show and include the above-described property as being within a portion of said City.

SECTION IV.

The Official Zoning District Map of the City of Jackson is hereby amended to include the property described in Exhibit A and classify it consistent with the adjacent zoning.

SECTION V.

The Clerk of the City of Jackson is hereby authorized and directed to file a certified copy hereof with the County Clerk of Teton County, Wyoming, and with the Secretary of State of the State of Wyoming.

SECTION VI.

This Ordinance shall be in full force and effect upon its publication.

PASSED 1ST READING THE _____ DAY OF JUNE, 2021.

PASSED 2ND READING THE _____ DAY OF JUNE, 2021.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF JULY, 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

STATE OF WYOMING ATTESTATION OF TOWN CLERK
)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News & Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of July, 2021.

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

Lynsey Lenamond, Town Clerk

ORDINANCE Z

AN ORDINANCE ANNEXING TO THE CITY OF JACKSON, WYOMING CERTAIN REAL PROPERTY; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFY IT CONSISTENT WITH THE ADJACENT ZONING; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The City of Jackson hereby finds as follows:

- a) That the governing body of the City of Jackson initiated proceedings to annex the portion of right of way of North Cache Street, situate in SW1/4 NW1/4 Section 27 & SE1/4 NE1/4 Section 28, Township 41 North, Range 116 West of the 6thPM, Teton County, Wyoming; and
- b) That an accurate annexation map of said land is attached to this ordinance as Exhibit A, said map prepared by Mark Fellermann, a Professional Land Surveyor, licensed in the State of Wyoming; and
- c) That the annexation of said area is for the protection of health, safety, and welfare of the persons residing in the area and the City of Jackson; and
- d) That the area sought to be annexed will constitute a natural, geographical, economical and social part of the City of Jackson; and
- e) That the area is a logical and feasible addition to the City and that the extension of basic services such as water and sewer systems, police and fire protection and other services customarily available in the City of Jackson can, within reason, be furnished; and
- f) That the City of Jackson does not own or operate its own electrical utility, and its governing body is prepared to designate a utility to serve the annexed area pursuant to W.S. 15-1-410, and to authorize the designated utility to serve the entire annexed area.

SECTION II.

That all of the real property described in Exhibit A is hereby annexed to the City of Jackson, Wyoming, and shall become a part thereof.

SECTION III.

On the taking effect of this Ordinance, the corporate limits of the City of Jackson and boundary lines thereof shall show and include the above-described property as being within a portion of said City.

SECTION IV.

The Official Zoning District Map of the City of Jackson is hereby amended to include the property described in Exhibit A and classify it consistent with the adjacent zoning.

SECTION V.

The Clerk of the City of Jackson is hereby authorized and directed to file a certified copy hereof with the County Clerk of Teton County, Wyoming, and with the Secretary of State of the State of Wyoming.

SECTION VI.

This Ordinance shall be in full force and effect upon its publication..

PASSED 1ST READING THE _____ DAY OF JUNE, 2021.

PASSED 2ND READING THE _____ DAY OF JUNE, 2021.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF JULY, 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

STATE OF WYOMING ATTESTATION OF TOWN CLERK
)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News & Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of July, 2021.

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

Lynsey Lenamond, Town Clerk

STAFF REPORT



MEETING DATE & TITLE: June 7 Regular Town Council

SUBMITTING DEPARTMENT: Administration

PRESENTER: Lynsey Lenamond

SUBJECT: Ordinances X, Y, Z, and A, Annexing One Parcel and Portions of Three Roadways

PUBLIC COMMENT: Yes

PURPOSE & POLICY CONSIDERATION:

Wyoming Statutes require all annexations be conducted by Ordinance. These annexations will clarify the Town's jurisdictional boundaries and allow for consistent enforcement of Town laws. Each annexation will be conducted by a separate ordinance.

REQUESTED ACTION:

Staff requests Council approval of Ordinances X, Y, Z and A as presented that allow annexation of one parcel and portions of three roadways to clarify the Town's jurisdictional boundaries.

RECOMMENDATION:

Staff recommends Council approve the ordinances at first reading as presented.

BACKGROUND:

On October 21, 2019, the Town Council directed staff to complete work and obtain the required documents needed to begin the formal annexation process for one parcel and portions of three roadways. These annexations will provide a jurisdictional clean-up of the Town's corporate boundaries where peculiarities make jurisdiction for Police Officers difficult to manage and Public Works maintenance responsibilities unclear. As these annexations were not a pressing issue, they took a back seat to COVID and other matters for a year. The necessary work has been completed and is now presented for consideration. The proposed areas to be annexed are identified as:

1. A .49 acre rural parcel along Flat Creek
2. A portion of High School Road – approximately 1709.7 linear feet starting at South Park Loop and going east
3. A portion of Highway 22 – at the Y where it connects with Hwy 89 and the Town's western border
4. A portion of Highway 89 – at Dairy Queen and to the Town's northern border

At the May 17, 2021, Regular Town Council meeting the required Public Hearing was opened and then continued to the June 7, 2021 Regular Town Council meeting to allow staff to prepare the required ordinances for consideration.

ANALYSIS:

ALTERNATIVES (Optional):

COMPREHENSIVE PLAN & PRIORITY ALIGNMENT:

Approval of the proposed annexations would be consistent with and/or further the following goals in the Comprehensive Plan:

Policy 3.3.c: Provide predictability in land use decisions.

- o Approval of annexations will expand the Town boundaries in a small but logical way that will result in both sides of Hwy 22 having the same zoning and under the regulatory control of the same political body, the Town Council. This will create a more predictable regulatory environment for this part of Town.

Policy 4.4.b: Enhance Jackson gateways.

- o The annexations of the proposed properties will create an opportunity to better plan for and enhance these important gateways to Town. With unified control over more of the gateway properties, the Town can

coordinate future development so that it is consistent with our future vision for these highly visible gateways.

FISCAL IMPACT:

The fiscal impact of these annexations is approximately \$2,200-2,600 and includes preparation of surveys, legal descriptions, and administrative costs associated with recording documents and advertising. As noted in the Annexation Reports, there would be no fiscal impact to property owners.

STAFF IMPACT:

The impact on staff when an ordinance is passed includes the Town Clerk's office preparing the ordinances for publication at third reading, updating the Jackson Municipal Code, posting the ordinances on the website and placing the fully executed ordinances in the permanent record storage books in the vault.

ATTACHMENTS OR LINKS:

Ordinances X, Y, Z and A

SUGGESTED MOTION:

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

1. I move to approve Ordinance X on first reading as presented.
2. I move to approve Ordinance Y on first reading as presented.
3. I move to approve Ordinance Z on first reading as presented.
4. I move to approve Ordinance A on first reading as presented.

ORDINANCE A

AN ORDINANCE ANNEXING TO THE CITY OF JACKSON, WYOMING CERTAIN REAL PROPERTY; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFY IT AS A PART OF THE NEIGHBORHOOD LOW DENSITY – 1 (NL-1) DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The City of Jackson hereby finds as follows:

- a) That the governing body of the City of Jackson initiated proceedings to annex the .49 acre parcel part of the NE¼ SE¼ of Section 32, T. 41N, R. 116W, 6th P.M., Teton County, Wyoming; and
- b) That an accurate annexation map of said land is attached to this ordinance as Exhibit A, said map prepared by Mark Fellermann, a Professional Land Surveyor, licensed in the State of Wyoming; and
- c) That the annexation of said area is for the protection of health, safety, and welfare of the persons residing in the area and the City of Jackson; and
- d) That the area sought to be annexed will constitute a natural, geographical, economical and social part of the City of Jackson; and
- e) That the area is a logical and feasible addition to the City and that the extension of basic services such as water and sewer systems, police and fire protection and other services customarily available in the City of Jackson can, within reason, be furnished; and
- f) That the City of Jackson does not own or operate its own electrical utility, and its governing body is prepared to designate a utility to serve the annexed area pursuant to W.S. 15-1-410, and to authorize the designated utility to serve the entire annexed area.

SECTION II.

That all of the real property described in Exhibit A is hereby annexed to the City of Jackson, Wyoming, and shall become a part thereof.

SECTION III.

On the taking effect of this Ordinance, the corporate limits of the City of Jackson and boundary lines thereof shall show and include the above-described property as being within a portion of said City.

SECTION IV.

The Official Zoning District Map of the City of Jackson is hereby amended to include the property described in Exhibit A in the Neighborhood Low Density – 1 (NL-1) district.

SECTION V.

The Clerk of the City of Jackson is hereby authorized and directed to file a certified copy hereof with the County Clerk of Teton County, Wyoming, and with the Secretary of State of the State of Wyoming.

SECTION VI.

This Ordinance shall be in full force and effect upon its publication.

PASSED 1ST READING THE _____ DAY OF JUNE, 2021.

PASSED 2ND READING THE _____ DAY OF JUNE, 2021.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF JULY, 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

STATE OF WYOMING) ATTESTATION OF TOWN CLERK
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News & Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of July, 2021.

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

Lynsey Lenamond, Town Clerk

ORDINANCE X

AN ORDINANCE ANNEXING TO THE CITY OF JACKSON, WYOMING CERTAIN REAL PROPERTY; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFY IT CONSISTENT WITH THE ADJACENT ZONING; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The City of Jackson hereby finds as follows:

- a) That the governing body of the City of Jackson initiated proceedings to annex the portion of right of way of High School Road, situate in S1/2 NW1/4 Section 6, Township 40 North, Range 116 West of the 6thPM, Teton County, Wyoming; and
 - b) That an accurate annexation map of said land is attached to this ordinance as Exhibit A, said map prepared by Kenneth Magrath, a Professional Land Surveyor, licensed in the State of Wyoming; and
 - c) That the annexation of said area is for the protection of health, safety, and welfare of the persons residing in the area and the City of Jackson; and
 - d) That the area sought to be annexed will constitute a natural, geographical, economical and social part of the City of Jackson; and
 - e) That the area is a logical and feasible addition to the City and that the extension of basic services such as water and sewer systems, police and fire protection and other services customarily available in the City of Jackson can, within reason, be furnished; and
 - f) That the City of Jackson does not own or operate its own electrical utility, and its governing body is prepared to designate a utility to serve the annexed area pursuant to W.S. 15-1-410, and to authorize the designated utility to serve the entire annexed area.
- .

SECTION II.

That all of the real property described in Exhibit A is hereby annexed to the City of Jackson, Wyoming, and shall become a part thereof.

SECTION III.

On the taking effect of this Ordinance, the corporate limits of the City of Jackson and boundary lines thereof shall show and include the above-described property as being within a portion of said City.

SECTION IV.

The Official Zoning District Map of the City of Jackson is hereby amended to include the property described in Exhibits A and classify it consistent with the adjacent zoning.

SECTION V.

The Clerk of the City of Jackson is hereby authorized and directed to file a certified copy hereof with the County Clerk of Teton County, Wyoming, and with the Secretary of State of the State of Wyoming.

SECTION VI.

This Ordinance shall be in full force and effect upon its publication.

PASSED 1ST READING THE _____ DAY OF JUNE, 2021.

PASSED 2ND READING THE _____ DAY OF JUNE, 2021.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF JULY, 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

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

Lynsey Lenamond, Town Clerk

ORDINANCE Y

AN ORDINANCE ANNEXING TO THE CITY OF JACKSON, WYOMING CERTAIN REAL PROPERTY; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFY IT CONSISTENT WITH THE ADJACENT ZONING; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The City of Jackson hereby finds as follows:

- a) That the governing body of the City of Jackson initiated proceedings to annex the portion of right of way of Wyoming State Highway No. 22, situate in S1/2 NE1/4 Section 32, Township 41 North, Range 116 West of the 6thPM, Teton County, Wyoming; and
- b) That an accurate annexation map of said land is attached to this ordinance as Exhibit A, said map prepared by Mark Fellermann, a Professional Land Surveyor, licensed in the State of Wyoming; and
- c) That the annexation of said area is for the protection of health, safety, and welfare of the persons residing in the area and the City of Jackson; and
- d) That the area sought to be annexed will constitute a natural, geographical, economical and social part of the City of Jackson; and
- e) That the area is a logical and feasible addition to the City and that the extension of basic services such as water and sewer systems, police and fire protection and other services customarily available in the City of Jackson can, within reason, be furnished; and
- f) That the City of Jackson does not own or operate its own electrical utility, and its governing body is prepared to designate a utility to serve the annexed area pursuant to W.S. 15-1-410, and to authorize the designated utility to serve the entire annexed area.

SECTION II.

That all of the real property described in Exhibit A is hereby annexed to the City of Jackson, Wyoming, and shall become a part thereof.

SECTION III.

On the taking effect of this Ordinance, the corporate limits of the City of Jackson and boundary lines thereof shall show and include the above-described property as being within a portion of said City.

SECTION IV.

The Official Zoning District Map of the City of Jackson is hereby amended to include the property described in Exhibit A and classify it consistent with the adjacent zoning.

SECTION V.

The Clerk of the City of Jackson is hereby authorized and directed to file a certified copy hereof with the County Clerk of Teton County, Wyoming, and with the Secretary of State of the State of Wyoming.

SECTION VI.

This Ordinance shall be in full force and effect upon its publication.

PASSED 1ST READING THE _____ DAY OF JUNE, 2021.

PASSED 2ND READING THE _____ DAY OF JUNE, 2021.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF JULY, 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

STATE OF WYOMING ATTESTATION OF TOWN CLERK
)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News & Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of July, 2021.

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

Lynsey Lenamond, Town Clerk

ORDINANCE Z

AN ORDINANCE ANNEXING TO THE CITY OF JACKSON, WYOMING CERTAIN REAL PROPERTY; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFY IT CONSISTENT WITH THE ADJACENT ZONING; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The City of Jackson hereby finds as follows:

- a) That the governing body of the City of Jackson initiated proceedings to annex the portion of right of way of North Cache Street, situate in SW1/4 NW1/4 Section 27 & SE1/4 NE1/4 Section 28, Township 41 North, Range 116 West of the 6thPM, Teton County, Wyoming; and
- b) That an accurate annexation map of said land is attached to this ordinance as Exhibit A, said map prepared by Mark Fellermann, a Professional Land Surveyor, licensed in the State of Wyoming; and
- c) That the annexation of said area is for the protection of health, safety, and welfare of the persons residing in the area and the City of Jackson; and
- d) That the area sought to be annexed will constitute a natural, geographical, economical and social part of the City of Jackson; and
- e) That the area is a logical and feasible addition to the City and that the extension of basic services such as water and sewer systems, police and fire protection and other services customarily available in the City of Jackson can, within reason, be furnished; and
- f) That the City of Jackson does not own or operate its own electrical utility, and its governing body is prepared to designate a utility to serve the annexed area pursuant to W.S. 15-1-410, and to authorize the designated utility to serve the entire annexed area.

SECTION II.

That all of the real property described in Exhibit A is hereby annexed to the City of Jackson, Wyoming, and shall become a part thereof.

SECTION III.

On the taking effect of this Ordinance, the corporate limits of the City of Jackson and boundary lines thereof shall show and include the above-described property as being within a portion of said City.

SECTION IV.

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SECTION V.

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SECTION VI.

This Ordinance shall be in full force and effect upon its publication..

PASSED 1ST READING THE _____ DAY OF JUNE, 2021.

PASSED 2ND READING THE _____ DAY OF JUNE, 2021.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF JULY, 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

ATTESTATION OF TOWN CLERK

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

Lynsey Lenamond, Town Clerk

STAFF REPORT



MEETING DATE & TITLE: June 7 Regular Town Council

SUBMITTING DEPARTMENT: Administration

PRESENTER: Lynsey Lenamond

SUBJECT: Ordinances X, Y, Z, and A, Annexing One Parcel and Portions of Three Roadways

PUBLIC COMMENT: Yes

PURPOSE & POLICY CONSIDERATION:

Wyoming Statutes require all annexations be conducted by Ordinance. These annexations will clarify the Town's jurisdictional boundaries and allow for consistent enforcement of Town laws. Each annexation will be conducted by a separate ordinance.

REQUESTED ACTION:

Staff requests Council approval of Ordinances X, Y, Z and A as presented that allow annexation of one parcel and portions of three roadways to clarify the Town's jurisdictional boundaries.

RECOMMENDATION:

Staff recommends Council approve the ordinances at first reading as presented.

BACKGROUND:

On October 21, 2019, the Town Council directed staff to complete work and obtain the required documents needed to begin the formal annexation process for one parcel and portions of three roadways. These annexations will provide a jurisdictional clean-up of the Town's corporate boundaries where peculiarities make jurisdiction for Police Officers difficult to manage and Public Works maintenance responsibilities unclear. As these annexations were not a pressing issue, they took a back seat to COVID and other matters for a year. The necessary work has been completed and is now presented for consideration. The proposed areas to be annexed are identified as:

1. A .49 acre rural parcel along Flat Creek
2. A portion of High School Road – approximately 1709.7 linear feet starting at South Park Loop and going east
3. A portion of Highway 22 – at the Y where it connects with Hwy 89 and the Town's western border
4. A portion of Highway 89 – at Dairy Queen and to the Town's northern border

At the May 17, 2021, Regular Town Council meeting the required Public Hearing was opened and then continued to the June 7, 2021 Regular Town Council meeting to allow staff to prepare the required ordinances for consideration.

ANALYSIS:

ALTERNATIVES (Optional):

COMPREHENSIVE PLAN & PRIORITY ALIGNMENT:

Approval of the proposed annexations would be consistent with and/or further the following goals in the Comprehensive Plan:

Policy 3.3.c: Provide predictability in land use decisions.

- o Approval of annexations will expand the Town boundaries in a small but logical way that will result in both sides of Hwy 22 having the same zoning and under the regulatory control of the same political body, the Town Council. This will create a more predictable regulatory environment for this part of Town.

Policy 4.4.b: Enhance Jackson gateways.

- o The annexations of the proposed properties will create an opportunity to better plan for and enhance these important gateways to Town. With unified control over more of the gateway properties, the Town can

coordinate future development so that it is consistent with our future vision for these highly visible gateways.

FISCAL IMPACT:

The fiscal impact of these annexations is approximately \$2,200-2,600 and includes preparation of surveys, legal descriptions, and administrative costs associated with recording documents and advertising. As noted in the Annexation Reports, there would be no fiscal impact to property owners.

STAFF IMPACT:

The impact on staff when an ordinance is passed includes the Town Clerk's office preparing the ordinances for publication at third reading, updating the Jackson Municipal Code, posting the ordinances on the website and placing the fully executed ordinances in the permanent record storage books in the vault.

ATTACHMENTS OR LINKS:

Ordinances X, Y, Z and A

SUGGESTED MOTION:

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

1. I move to approve Ordinance X on first reading as presented.
2. I move to approve Ordinance Y on first reading as presented.
3. I move to approve Ordinance Z on first reading as presented.
4. I move to approve Ordinance A on first reading as presented.

ORDINANCE A

AN ORDINANCE ANNEXING TO THE CITY OF JACKSON, WYOMING CERTAIN REAL PROPERTY; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFY IT AS A PART OF THE NEIGHBORHOOD LOW DENSITY – 1 (NL-1) DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The City of Jackson hereby finds as follows:

- a) That the governing body of the City of Jackson initiated proceedings to annex the .49 acre parcel part of the NE¼ SE¼ of Section 32, T. 41N, R. 116W, 6th P.M., Teton County, Wyoming; and
- b) That an accurate annexation map of said land is attached to this ordinance as Exhibit A, said map prepared by Mark Fellermann, a Professional Land Surveyor, licensed in the State of Wyoming; and
- c) That the annexation of said area is for the protection of health, safety, and welfare of the persons residing in the area and the City of Jackson; and
- d) That the area sought to be annexed will constitute a natural, geographical, economical and social part of the City of Jackson; and
- e) That the area is a logical and feasible addition to the City and that the extension of basic services such as water and sewer systems, police and fire protection and other services customarily available in the City of Jackson can, within reason, be furnished; and
- f) That the City of Jackson does not own or operate its own electrical utility, and its governing body is prepared to designate a utility to serve the annexed area pursuant to W.S. 15-1-410, and to authorize the designated utility to serve the entire annexed area.

SECTION II.

That all of the real property described in Exhibit A is hereby annexed to the City of Jackson, Wyoming, and shall become a part thereof.

SECTION III.

On the taking effect of this Ordinance, the corporate limits of the City of Jackson and boundary lines thereof shall show and include the above-described property as being within a portion of said City.

SECTION IV.

The Official Zoning District Map of the City of Jackson is hereby amended to include the property described in Exhibit A in the Neighborhood Low Density – 1 (NL-1) district.

SECTION V.

The Clerk of the City of Jackson is hereby authorized and directed to file a certified copy hereof with the County Clerk of Teton County, Wyoming, and with the Secretary of State of the State of Wyoming.

SECTION VI.

This Ordinance shall be in full force and effect upon its publication.

PASSED 1ST READING THE _____ DAY OF JUNE, 2021.

PASSED 2ND READING THE _____ DAY OF JUNE, 2021.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF JULY, 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

STATE OF WYOMING

COUNTY OF TETON

ATTESTATION OF TOWN CLERK

)

) ss.

)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News & Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of July, 2021.

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

Lynsey Lenamond, Town Clerk

ORDINANCE X

AN ORDINANCE ANNEXING TO THE CITY OF JACKSON, WYOMING CERTAIN REAL PROPERTY; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFY IT CONSISTENT WITH THE ADJACENT ZONING; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The City of Jackson hereby finds as follows:

- a) That the governing body of the City of Jackson initiated proceedings to annex the portion of right of way of High School Road, situate in S1/2 NW1/4 Section 6, Township 40 North, Range 116 West of the 6thPM, Teton County, Wyoming; and
 - b) That an accurate annexation map of said land is attached to this ordinance as Exhibit A, said map prepared by Kenneth Magrath, a Professional Land Surveyor, licensed in the State of Wyoming; and
 - c) That the annexation of said area is for the protection of health, safety, and welfare of the persons residing in the area and the City of Jackson; and
 - d) That the area sought to be annexed will constitute a natural, geographical, economical and social part of the City of Jackson; and
 - e) That the area is a logical and feasible addition to the City and that the extension of basic services such as water and sewer systems, police and fire protection and other services customarily available in the City of Jackson can, within reason, be furnished; and
 - f) That the City of Jackson does not own or operate its own electrical utility, and its governing body is prepared to designate a utility to serve the annexed area pursuant to W.S. 15-1-410, and to authorize the designated utility to serve the entire annexed area.
- .

SECTION II.

That all of the real property described in Exhibit A is hereby annexed to the City of Jackson, Wyoming, and shall become a part thereof.

SECTION III.

On the taking effect of this Ordinance, the corporate limits of the City of Jackson and boundary lines thereof shall show and include the above-described property as being within a portion of said City.

SECTION IV.

The Official Zoning District Map of the City of Jackson is hereby amended to include the property described in Exhibits A and classify it consistent with the adjacent zoning.

SECTION V.

The Clerk of the City of Jackson is hereby authorized and directed to file a certified copy hereof with the County Clerk of Teton County, Wyoming, and with the Secretary of State of the State of Wyoming.

SECTION VI.

This Ordinance shall be in full force and effect upon its publication.

PASSED 1ST READING THE _____ DAY OF JUNE, 2021.

PASSED 2ND READING THE _____ DAY OF JUNE, 2021.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF JULY, 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

STATE OF WYOMING ATTESTATION OF TOWN CLERK
)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. __ was duly published in the Jackson Hole News & Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of July, 2021.

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

Lynsey Lenamond, Town Clerk

ORDINANCE Y

AN ORDINANCE ANNEXING TO THE CITY OF JACKSON, WYOMING CERTAIN REAL PROPERTY; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFY IT CONSISTENT WITH THE ADJACENT ZONING; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The City of Jackson hereby finds as follows:

- a) That the governing body of the City of Jackson initiated proceedings to annex the portion of right of way of Wyoming State Highway No. 22, situate in S1/2 NE1/4 Section 32, Township 41 North, Range 116 West of the 6thPM, Teton County, Wyoming; and
- b) That an accurate annexation map of said land is attached to this ordinance as Exhibit A, said map prepared by Mark Fellermann, a Professional Land Surveyor, licensed in the State of Wyoming; and
- c) That the annexation of said area is for the protection of health, safety, and welfare of the persons residing in the area and the City of Jackson; and
- d) That the area sought to be annexed will constitute a natural, geographical, economical and social part of the City of Jackson; and
- e) That the area is a logical and feasible addition to the City and that the extension of basic services such as water and sewer systems, police and fire protection and other services customarily available in the City of Jackson can, within reason, be furnished; and
- f) That the City of Jackson does not own or operate its own electrical utility, and its governing body is prepared to designate a utility to serve the annexed area pursuant to W.S. 15-1-410, and to authorize the designated utility to serve the entire annexed area.

SECTION II.

That all of the real property described in Exhibit A is hereby annexed to the City of Jackson, Wyoming, and shall become a part thereof.

SECTION III.

On the taking effect of this Ordinance, the corporate limits of the City of Jackson and boundary lines thereof shall show and include the above-described property as being within a portion of said City.

SECTION IV.

The Official Zoning District Map of the City of Jackson is hereby amended to include the property described in Exhibit A and classify it consistent with the adjacent zoning.

SECTION V.

The Clerk of the City of Jackson is hereby authorized and directed to file a certified copy hereof with the County Clerk of Teton County, Wyoming, and with the Secretary of State of the State of Wyoming.

SECTION VI.

This Ordinance shall be in full force and effect upon its publication.

PASSED 1ST READING THE _____ DAY OF JUNE, 2021.

PASSED 2ND READING THE _____ DAY OF JUNE, 2021.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF JULY, 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

STATE OF WYOMING ATTESTATION OF TOWN CLERK
)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News & Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of July, 2021.

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

Lynsey Lenamond, Town Clerk

ORDINANCE Z

AN ORDINANCE ANNEXING TO THE CITY OF JACKSON, WYOMING CERTAIN REAL PROPERTY; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFY IT CONSISTENT WITH THE ADJACENT ZONING; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The City of Jackson hereby finds as follows:

- a) That the governing body of the City of Jackson initiated proceedings to annex the portion of right of way of North Cache Street, situate in SW1/4 NW1/4 Section 27 & SE1/4 NE1/4 Section 28, Township 41 North, Range 116 West of the 6thPM, Teton County, Wyoming; and
- b) That an accurate annexation map of said land is attached to this ordinance as Exhibit A, said map prepared by Mark Fellermann, a Professional Land Surveyor, licensed in the State of Wyoming; and
- c) That the annexation of said area is for the protection of health, safety, and welfare of the persons residing in the area and the City of Jackson; and
- d) That the area sought to be annexed will constitute a natural, geographical, economical and social part of the City of Jackson; and
- e) That the area is a logical and feasible addition to the City and that the extension of basic services such as water and sewer systems, police and fire protection and other services customarily available in the City of Jackson can, within reason, be furnished; and
- f) That the City of Jackson does not own or operate its own electrical utility, and its governing body is prepared to designate a utility to serve the annexed area pursuant to W.S. 15-1-410, and to authorize the designated utility to serve the entire annexed area.

SECTION II.

That all of the real property described in Exhibit A is hereby annexed to the City of Jackson, Wyoming, and shall become a part thereof.

SECTION III.

On the taking effect of this Ordinance, the corporate limits of the City of Jackson and boundary lines thereof shall show and include the above-described property as being within a portion of said City.

SECTION IV.

The Official Zoning District Map of the City of Jackson is hereby amended to include the property described in Exhibit A and classify it consistent with the adjacent zoning.

SECTION V.

The Clerk of the City of Jackson is hereby authorized and directed to file a certified copy hereof with the County Clerk of Teton County, Wyoming, and with the Secretary of State of the State of Wyoming.

SECTION VI.

This Ordinance shall be in full force and effect upon its publication..

PASSED 1ST READING THE _____ DAY OF JUNE, 2021.

PASSED 2ND READING THE _____ DAY OF JUNE, 2021.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF JULY, 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

ATTESTATION OF TOWN CLERK

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News & Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of July, 2021.

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

Lynsey Lenamond, Town Clerk

STAFF REPORT



Meeting Date:	June 7, 2021	Meeting Title:	Town Council Regular Mtg
Submitting Department:	Administration	Presenter:	Roxanne Robinson
Agenda Item:	2021 WAM Voting Delegate	Public Comment:	No

Purpose & Policy Considerations.

The Town Council selects a voting delegate to represent the Town of Jackson at the annual WAM convention.

Requested Action.

Staff requests Council select a voting delegate.

Recommendations.

Staff recommends Council select Arne Jorgensen as the voting delegate and Larry Pardee as the alternate for the Town of Jackson for the 2021 WAM summer convention.

Background.

WAM requests that each municipality's governing body appoint its Official Voting Delegate and alternate to WAM's Summer Convention Business Meeting, held Thursday, July 15, 2021 in Cheyenne. Items that our Voting Delegate will be voting on may include: By-law changes, Resolutions, Membership Dues. Any individual member of the association is entitled to speak during the June business meeting. However, when a vote is taken on any action the official voting delegate, or the alternate, is the *only one allowed to vote* for the city or town. Any elected or appointed official/staff may be designated by the city/town as its official voting delegate.

The Town of Jackson has submitted several resolutions where we are seeking WAM's support for the upcoming 2022 legislative session. It is important to have a delegate from Jackson at the convention to answer questions or represent the issues associated with the resolutions.

It is staff's understanding that the only representatives thus far from Jackson for the summer convention are Arne Jorgensen and Larry Pardee and therefore staff recommends Arne Jorgensen be appointed voting delegate and Larry Pardee be appointed alternate.

Analysis.

Having consistent representation at WAM is important to establish and maintain relationships with elected officials from across the state so that we are able to mutually support each other in our legislative initiatives.

Alternatives (Optional).

Comprehensive Plan & Priority Alignment.

In order to maintain our quality community service provision and support our vision for the community, relationships with other elected officials around the state are important. Attendance at the WAM convention supports those relationships.

Fiscal Impact.

None.

Staff Impact.

Minimal. Staff completes the form from WAM and returns it to them. If a staff member is chosen as the delegate, they would attend the annual meeting of WAM and spend time voting on issues representing the Town of Jackson. Staff spent approximately 30 minutes preparing the staff report for this item and an additional 20 minutes will be spent completing the form and returning it to WAM.

Attachments or Links.

None.

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

I move to designate Arne Jorgensen as the voting delegate and Larry Pardee as the alternate for the Town of Jackson for the 2021 WAM summer convention.



Wyoming
Association of
Municipalities
Building Strong Communities

TO: **All Mayors**

FROM: Earla Checchi, Finance Manager

SUBJECT: **Voting Delegates for the 2021 WAM Summer Convention**

DATE: April 2, 2021

We are requesting that your municipality's governing body appoint its **Official Voting Delegate** and **alternate** to WAM's Summer Convention Business Meeting, held Thursday, July 15, 2021 in Cheyenne. Items that your Voting Delegate will be voting on may include: By-law changes, Resolutions, Membership Dues. **Any** individual member of the association is entitled to speak during the June business meeting. However, when a vote is taken on any action the official voting delegate, or the alternate, is the **only one allowed to vote** for the city or town. Any elected or appointed official/staff may be designated by the city/town as its official voting delegate.

Please complete the attached form and email, mail or fax it to WAM by Friday, June 25. We appreciate your cooperation and prompt action on this matter to ensure that each municipality is represented by a person who has been duly authorized by your governing body to take an active role in the business meeting.

If you find your official delegate is not able to attend the conference at the last moment, you may re-appoint someone else. For this change to be accepted we do need the change **in writing**. You may send/fax it to the WAM office by **Friday, June 25** or your voting delegate may bring the written change/authorization to the convention and submit it to the WAM registration desk **by Wednesday, July 14 before 12:00pm.** After that time, changes will not be accepted.

Please contact us with any questions.

Ensure YOUR community has a VOICE and a VOTE at the June business meeting!

**WYOMING ASSOCIATION OF MUNICIPALITIES
2021 WAM SUMMER CONVENTION
OFFICIAL VOTING DELEGATE FORM**

The following person has been selected as the *Official Voting Delegate* for the 2021 WAM Summer Convention Business Meeting in Cheyenne, Thursday, July 15, 2021.

City/Town: _____

Name: _____

Title: _____

Alternate Delegate will be: _____

Title: _____

Date Approved by the City/Town Council: _____

Attest: _____ (City/Town Clerk)

PLEASE EMAIL, MAIL OR FAX TO WAM NO LATER THAN June 25, 2021

315 West 27 Street, Cheyenne, WY 82001

Phone (307) 632-0398, Fax (307) 632-1942 or

Email to Earla Checchi at: checchi@wyomuni.org



Wyoming
Association of
Municipalities
Building Strong Communities

**2021 WAM Summer Convention
July 14-16, 2021
Little America Hotel & Resort
Cheyenne, WY**

I. Wednesday, July 14th

9:00 a.m. President's Golf Tournament
11:00 a.m.-5:00 p.m. Registration/Check-in
1:30 p.m.-3:30 p.m. WAM JPIC
3:30 p.m.-5:30 p.m. WAMCAT
6:30 p.m.-7:00 p.m. Cocktails
7:00 p.m.-9:00 Welcoming Reception

II. Thursday, July 15th

8:00 a.m.-9:00 a.m. Region Meetings
9:00 a.m.-9:30 a.m. Vendor Village
9:30 a.m.-11:30 a.m. Guest/Spouse Tour: Downtown Trolley Historic and Ghost Tour
9:30 a.m.-11:00 a.m. Breakout Sessions
 Joe Coyne, CBI – Zoomtowns! Taking advantage of the urban exodus to grow your city or town.
 Daniel Porter, CFE – *Was Radar O'Reilly a Fraudster?* presented in partnership with WAMCAT
11:00 a.m.-11:30 a.m. Vendor Village & Morning Snack
11:30 a.m.-1:00 p.m. Doug Griffiths – 13 Ways to Kill Your Community presented in partnership with WBC
1:00 p.m.-2:00 p.m. Lunch
2:00 p.m.-3:30 p.m. Guest/Spouse Tour: CFD Old West Museum
2:30 p.m.-4:00 p.m. Senator Mike Enzi – Leaders Becoming Legislators
4:00 p.m.-4:30 p.m. Vendor Village & Afternoon Snack
4:30 p.m.-6:00 p.m. Membership Meeting
6:30 p.m.-7:00 p.m. Cocktails
7:00 p.m.-9:00 p.m. WAM Banquet

III. Friday, July 16th

8:00 a.m.-8:30 a.m. Board Meeting
8:30 a.m.-10 a.m. Breakout Sessions
 Cindy Delancy, Wyoming Business Alliance, Kevin Bommer, Colorado Municipal League – Lobbying 101
 University of Wyoming – New Economic Development Planning Tool Presentation
10:00 a.m.-10:30 a.m. Vendor Village & Morning Snack
10:30 a.m.-12:00 p.m. Breakout Sessions
 Joe Coyne, CBI – Cyber Security: What you should be doing now to protect your systems.
 National League of Cities, WAM Staff – ARP Funding Update and Guidance
12:00 p.m. Prize Drawings

V. Adjourn

Wyoming Association of Municipalities mission is to advocate for cities' and towns' common interests and provide educational opportunities for WAM members.

MEMORANDUM

TO: Mayor and Town Council

FR: Larry Pardee, Town Manager

DT: June 7, 2021

RE: Town Manager's Report

Hazardous Tree Removal Notification

The Teton County Parks and Rec Department and the Urban Forestry Council is removing a few trees located at the Rec Center and across from Town Hall at the Si Ferrin building. The species of trees are cottonwood with a diameter of more than 16 inches. Due to a recent policy change, trees with a diameter of more than 16 inches require notification to the Town Council. Factors included in the decision to remove these trees include: safety of the public/school children, infrastructure impacts, trees are leaning/showing signs of rotting, and trees have been reviewed by Park and Rec arborist and designated as failing. The tree at the Rec Center is in a pedestrian access corridor for the Jackson Elementary School and close to the school's parking lot. The tree is leaning (10 degrees) which has caused the root plate to lift roughly 10-12 inches and is showing signs of root decay. During the Rec Center SPET project, trees will be replanted to take its place. The trees at the Si Ferrin building will also be replaced with an approved species.

Summer 2021 Parking Space Changes on Millward Street

Due to increased traffic and heavy volume, staff intends to remove the 3-4 parking spaces on Millward Street (heading south) towards the intersection of Broadway Avenue. The issue is that most of the traffic turns right onto Broadway from Millward and this would allow for more room on the roadway to allow that to happen. Recently, we have also had large buses from a nearby rafting company parked in this location affecting line of sight for drivers. Staff intends to remove these few parking spaces to see if traffic movement is improved for this summer. With the Council's acceptance of the Town Manager's report into the record, staff will proceed with this temporary change for this summer. At the end of the busy summer season, staff will evaluate the effectiveness of this change and make a recommendation moving forward if the solution should be permanent. If Council would like to pull this off for further discussion or request a more detailed staff report on this issue, we can place it on a future agenda.



START Bus Loaned to Public Health for Mobile Vaccination Clinic

Public Health has requested permission to utilize one of our older, smaller, van type buses for a mobile vaccination clinic in July or August. The bus intended for this use is fully owned by the Town of Jackson and can be utilized for this purpose and does not violate any rules established by the Federal Transit Administration. The bus has been used as a backup ADA bus in the past. Public Health would need to provide their own driver, insurance, etc. for this purpose. With the Council's acceptance of the Town Manager's report, staff will proceed with this vehicle loan and the Town Attorney will work to prepare/approve an ultimate agreement between the Town of Jackson and Teton County Public Health. This agreement would be presented at a future Town Council meeting on the consent calendar. If the Council would like to further review this request, this item can be pulled from the Town Manager's report and placed on a future agenda for a full discussion.