

Jackson Town Council Regular Meeting

September 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/84845243647?pwd=dVZaaklTam84bWZKeW56Snp3ZTkxQT09>

If the link does not work, join at zoom.com with Webinar ID **848 4524 3647** Password: **83001**

or join by phone **1.669.900.9128** with Webinar ID **848 4524 3647** and Passcode **83001**

II. OPENING

A. Call to Order and Roll Call

B. Pledge of Allegiance

C. Announcements/Proclamations

1. New Employee Introduction: Mary Hurst, Finance Office Clerk

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. August 16, 2021 special workshop

2. August 16, 2021 regular meeting

3. August 19, 2021 special meeting

4. August 23, 2021 special meeting

5. August 24, 2021 special meeting

6. August 30, 2021 special workshop

B. Disbursements

C. Special Event: Farm to Fork Festival

D. Special Event Fall Arts Festival

E. Special Event iWalk, iBike, iBus to School

F. Special Event JH Marathon

G. Contract Award Stormwater Management Program Phase 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.

- H. First Amendment to Gondola and Cougar Lease Agreement Snowmaking Pumphouse
- I. Simpson Easement for Temporary Access

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

- A. Community Development
 - 1. Housing Department Fiscal Year 2022 Staffing and/or Professional Services Consideration (Tyler Sinclair)
- B. Planning
 - 1. **Item P21-200:** Partial Vacation without Replat for Lots 71, 72, and 73 of the Ferrin 8th Addition (Tyler Valentine)
- C. Public Works
 - 1. Hansen Avenue and Rancher Street Intersection Conceptual Design (Johnny Ziem)
 - 2. East Simpson Sidewalk Project (Johnny Ziem)

VI. ORDINANCES

- A. **Ordinance C:** Jackson Municipal Code Title 1 Update (presented for third reading and designated Ordinance #1287, Lea Colasuonno)
- B. **Ordinance N:** Franchise Agreement Avant Delivery (presented for third reading and designated Ordinance #1288, Lea Colasuonno)

VII. MATTERS FROM MAYOR AND COUNCIL

- A. Board and Commission Reports

VIII. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

IX. ADJOURN

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

Mary lived her life in Missouri until moving to Wyoming 10 years ago. She started vacationing here in 2003 and fell in love with the Grand Tetons where she enjoys nature and wildlife viewing. She lives in Star Valley and has been married to her husband Ron for 38 years.

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

August 16, 2021

JACKSON, WYOMING

The Jackson Town Council met in a special workshop session at 2:00 P.M. This meeting was held 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, and Jim Rooks. Jonathan Schechter joined at 2:02 pm. Jessica Sell Chambers joined at 2:55 pm.

STAFF: Larry Pardee, Lea Colasuonno, Steve Ashworth, Kelly Thompson, April Norton, Tyler Sinclair, Brian Lenz, Michael Palazzolo, Floren Poliseo, Johnny Ziem, Michelle Weber, Brian Schilling, Kelly Sluder, Roxanne Robinson, Paul Anthony, Logan Probst, Susan Scarlata, Russ Ruschill, and Lynsey Lenamond.

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

Downtown Bike Lane Connectivity. Brian Schilling made staff comment. Council held discussion with staff. Jessica Jaubert, Molly Breslin, Jesse Rauch, and Katherine Dowson made public comment. A motion was made by Jim Rooks and seconded by Jonathan Schechter to direct staff to initiate planning of bicycle network improvements on Snow King Avenue and Willow St. between Cache Street and Jackson Elementary School with the proposed process as outlined in the staff report and evaluating a range of concepts for Council consideration. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor and the motion carried.

Policy Consideration Sewer Water. Tyler Sinclair, Brian Lenz, Floren Poliseo, Lea Colasuonno and Johnny Ziem made staff comment. Council held discussion with staff. Item 1: A motion was made by Jessica Sell Chambers and seconded by Arne Jorgensen to direct staff to draft a Town sewer and water connection policy(ies) for Council consideration based on Option 3 in this staff report and the Council discussion thereof and to provide the draft document(s) at a future Council meeting including: a) Annexation when adjacent to the Town as a requirement including agreement not to oppose annexation in all connection agreements and b) Adding or strengthening existing language to include water quality and quality of treatment levels to the proposed factors for considerations. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried. Item 2: A motion was made by Arne Jorgensen and seconded by Jessica Sell Chambers to direct staff to work with Teton County to draft/propose a text amendment to the Teton County Land Development Regulations that encourages, but does not require, property owners to consider connecting to available public sanitary sewer. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried.

Title 15 Buildings & Construction Code Update. Tyler Sinclair and Kelly Sluder made staff comment. Council held discussion with staff. A motion was made by Arne Jorgensen and seconded by Jessica Sell Chambers to continue this item to the next available 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 Jim Rooks 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 5:09 p.m.

TOWN OF JACKSON

ATTEST:

Lynsey Lenamond, Town Clerk
minutes:ll

Publish JH News & Guide: August 25, 2021

Mayor Hailey Morton Levinson

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

August 16, 2021

JACKSON, WYOMING

The Jackson Town Council met in a regular session at 6:00 P.M. This meeting was held through the Zoom platform. Upon roll call the following were found to be present:

TOWN COUNCIL: *In-person:* None. *Via Zoom:* Vice Mayor Arne Jorgensen, Jonathan Schechter, Jessica Sell Chambers, and Jim Rooks. Mayor Hailey Morton Levinson was absent.

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

Vice Mayor Jorgensen led those in attendance in the Pledge of Allegiance, introduced new employees Talon Stephens and Greg Nelson, and announced that Northern South Park workshops would take place at the High School and online Thursday from 12- 7pm.

Public Comment. Lea Kuvinka, Lura Matthews, Paul D’Amours, Leah Schwartz, Adrian Croke, and Elizabeth Hutchings made public comment.

Consent Calendar. A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers 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 August 2, 2021 regular meeting.

B. Disbursements. 842-NCPERS GROUP WYOMING \$96.00; ACE HARDWARE \$549.49; AFLAC \$2,584.63; ALPHAGRAPHICS \$384.33; AMAZON \$1,962.55; AMERICAN PUMP COMPANY \$445.50; B-CYCLE LLC \$639.84; BIG R RANCH & HOME \$374.54; BLUE SPRUCE CLEANERS, INC \$136.09; BMV LLC \$195.68; BRIGGS, ERIC L \$318.80; CASELLE INC. \$1,744.00; CENTRALSQUARE \$2,902.63; CITY OF DRIGGS \$3,435.83; CIVICPLUS \$3,600.00; COMMERCIAL TIRE-ID FALLS \$1,757.70; CONTROL SYSTEM TECHNOLOGY, INC. \$4,800.00; CONVERGEONE, INC \$33,034.10; COPYWORKS, LLC \$139.80; DEAN'S PEST CONTROL LLC \$1,585.00; DELTA DENTAL PLAN OF WYOMING \$7,503.60; DIVISION OF VICTIM SERVICES \$450.00; E.R. OFFICE EXPRESS \$426.26; ECO-COUNTER INC \$836.00; ELK COUNTY INN \$18,000.00; ENERGY LABORATORIES INC. \$506.00; ETCHED IN STONE \$375.00; FIGJAM ENTERPRISES, LLC \$2,880.00; FIREWISE LANDSCAPES INC \$6,944.33; FRIENDS OF PATHWAYS \$7,816.00; GARAMAN INC. \$63.95; GE SOFTWARE \$80.00; GILLIG LLC \$816.75; GRAND TARGHEE RESORT \$91,121.00; H&R ENTERPRISES \$1,639.00; HEROLD, RON \$90.00; HIGH COUNTRY LINEN \$488.65; HIRST APPLGATE, LLP \$100.00; HUNT CONSTRUCTION INC \$9,597.00; IDAHO FALLS PETERBILT \$192.47; IDAHO STATE TAX COMMISSION \$5,649.00; J.J. KELLER & ASSOC. INC. \$1,022.79; JACKSON HOLE NEWS & GUIDE \$2,975.69; JACKSON HOLE SECURITY, LLC \$500.00; J-B MECHANICAL \$166.29; JH20 WATER CONDITIONING & FILTRATION \$76.50; JORGENSEN ASSOCIATES, PC \$39,655.62; JOSE AREVALOS SORTO \$540.00; KIMLEY HORN \$8,807.50; LANGUAGE TESTING INTERNATIONAL, INC \$323.00; LEGAL & LIABILITY RISK MANAGEMENT INST \$1,180.00; LOWER VALLEY ENERGY INC \$42,091.91; LSC TRANSPORTATION CONSULTANTS, INC \$1,785.00; MARQUINA, FRANCISCA \$100.00; MASS TRANSIT \$295.00; METROQUIP INC \$940.58; MOBILITY FOREFRONT LLC \$70,000.00; MOUNTAIN PROPERTY MANAGEMENT \$2,000.00; MSC INDUSTRIAL SUPPLY CO \$354.84; NAPA AUTO PARTS INC. \$7.17; NELSON ENGINEERING \$6,692.95; OCCUPATIONAL HEALTH CENTERS \$102.00; ONE CALL OF WYOMING \$376.50; O'RYAN CLEANERS \$164.63; PARDEE, LARRY \$788.34; PERFORM PRINTING INC \$140.90; PREMIER TRUCK- SALT LAKE CITY \$265.14; RHINEHART OIL CO, LLC -\$32,889.26; ROCKY MOUNTAIN FENCE \$4,945.00; RUSCHILL, LISA \$56.20; RUSHTON SPRINKLERS SYSTEMS \$1,760.67; SCHOW'S TRUCK CENTER \$1,226.34; SENECA COMPANIES, INC \$23,908.47; SMITH, MARK \$155.00; SNAKE RIVER ROASTING \$151.40; STANARD & ASSOCIATES, INC \$167.50; SUBLETTE COUNTY SHERIFF'S OFFICE \$1,540.00; SUNRISE ENVIRONMENTAL \$601.31; SYMBOLARTS, LLC \$170.00; TETON COUNTY ALTERNATIVE TO INCARCERATION \$30,769.96; TETON COUNTY CLERK \$166,735.41; TETON COUNTY INTEGRATED SOLID WASTE/RECY \$26,132.41; TETON COUNTY SHERIFF'S-JAIL \$1,296.00; TETON COUNTY SPECIAL FIRE FUND \$15,925.36; TETON COUNTY-FUND 10 \$50,450.14; TETON COUNTY-FUND 13 \$154,546.03; THE HOLE SNOBALL \$74.00; THE TIRE RACK, INC. \$1,340.72; THOMSON WEST \$893.85; THYSSSEN KRUPP ELEVATOR CORP. \$4,038.98; TMSC LLC \$690.75; TREFONAS LAW, P.C. \$451.80; VALLEY IRRIGATION \$805.28; VALLEY WEST ENGINEERING, PC \$5,815.00; VISION SERVICE PLAN - (WY) \$1,700.16; WATKINS, MARK \$75.40; WESTBANK SANITATION \$4,532.88; WESTWOOD CURTIS \$74,890.12; WHITE GLOVE CLEANING, INC. \$12,724.03; WILSON, PAUL \$27.68; WORKSHOP COLLABORATIVE \$38,850.00; WY WORKERS' SAFETY & COMP \$10,903.45; WYOMING DEPARTMENT OF EMPLOYM \$23,138.16; WYOMING FINANCIAL INSUANCE, INC \$6,750.00; WYOMING FIRST AID & SAFETY \$195.50; WYOMING LAW ENFORCEMENT \$150.00; WYOMING PLAN SERVICE LLC \$148.40; WYOMING RETIREMENT SYSTEM \$168,148.87; WYOMING WATER RIGHTS CONSULTING, INC \$878.75; WYOMING.COM INC \$5.00; XEROX CORPORATION \$228.94

C. July Municipal Court Report. To place the July 2021 Municipal Court Report into the record.

D. Bid 21-05 Fall Patching Contract. To approve the award of the 2021 Fall Street Patching Project (ToJ Project 21-05) to Avail Valley Construction of Afton, WY in the amount of \$234,600.00, and upon final approval by the Town Attorney authorize the Vice Mayor to execute the contract.

E. Bid 21-06 Purchase of Four Police Department Hybrid SUVs. To approve Bid #21-06 for the purchase and procurement of four new Police Department Hybrid Patrol SUV's and award the bid to Spradley Motors of Cheyenne, WY, in the amount of \$128,552.00.

F. Bid 21-07 Purchase of New Police Department Half Ton Truck. To approve the procurement of Bid #21-07 for the purchase of a new Police Department Half Ton Truck and award the bid to Spradley Motors of Cheyenne, WY, in the amount of \$37,661.00.

G. New Loader Purchase for Streets Division. To approve the purchase of a 938M Wheel Loader in the amount of \$215,533.70.

H. Grant Application Proposals for Stormwater Grants. To approve staff completion and submittal of: A. the 205j grant application to help fund creation of the Town's Stormwater Management Program, and B. the 319 grant application to help fund the stormwater treatment unit in the Cache Creek Tube Phase 2A capital project.

I. P21-219 Temporary Sign Permit Jackson Hole Moose Hockey. To approve the temporary banner in conjunction with Jackson Moose Hockey Game Fundraiser subject to three (3) conditions of approval: The use of 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 are approved for the following locations: 100 W. Snow King Ave., Phil Baux Back Stop: August 16 – August 21.
The vote showed 4-0 in favor and the motion carried.

First Amendment to Gondola and Cougar Lease Agreement for Snowmaking Pumphouse. Lea Colasuonno made staff comment. A motion was made by Jessica Sell Chambers and seconded by Jonathan Schechter to continue this item to the next available meeting. Vice Mayor Jorgensen called for the vote. The vote showed 4-0 in favor and the motion carried.

Whole Foods Liquor Pick Up. Lynsey Lenamond made staff comment. Council held discussion with staff. Ryan Bissett made public comment. A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to approve Whole Food's request to include alcohol in their grocery pickup program as presented in the staff report, at Whole Foods Market, located at 1155 US-89, with one condition: 1. This approval does not include any type of alcohol delivery. Vice Mayor Jorgensen called for the vote. The vote showed 4-0 in favor and the motion carried.

Bid 22-01 Consultant Selection for Wastewater Treatment Plant Technical Review. Floren Poliseo made staff comment. Council held discussion with staff. A motion was made by Jessica Sell Chambers and seconded by Jonathan Schechter to approve the selection of Trihydro as the qualified consultant to conduct the Wastewater Treatment Plant Technical Review and direct staff to bring forward a contract for approval at a future Council meeting. Vice Mayor Jorgensen called for the vote. The vote showed 4-0 in favor and the motion carried.

START Advertising Policy. Daren Brugmann, Larry Pardee and Lea Colasuonno made staff comment. Council held discussion with staff. A motion was made by Jessica Sell Chambers to continue this item. The motion died for lack of a second. A motion was made by Jonathan Schechter and seconded by Jim Rooks to ask the START board and staff to return to the Council with a policy document laying out the cases for using START facilities and equipment for: a) generating advertising revenue; b) educating START riders and the community; and c) other options they see as addressing community needs. Vice Mayor Jorgensen called for the vote. The vote showed 3-1 in favor with Jessica Sell Chambers opposing and the motion carried.

Item P21-149 Subdivision Plat for the Upper Four Westview Townhome Units located at 315-327 Batch Plant Road. Tyler Valentine made staff comment. Council held discussion with staff. A motion was made by Jim Rooks and seconded by Jonathan Schechter to continue item P21-149 to a future Town Council meeting provided that the item is re-noticed to the newspaper and neighbors according to LDR Section 8.2.14 All Public Hearings. Vice Mayor Jorgensen called for the vote. The vote showed 4-0 in favor and the motion carried.

Item P21-150 Request for Final Plat at 1085 W. Highway22. A motion was made by Jonathan Schechter and seconded by Jim Rooks to continue item P21-150 to the September 20, 2021, Town Council meeting. Vice Mayor Jorgensen called for the vote. The vote showed 4-0 in favor and the motion carried.

Item P21-157 Subdivision Plat for a 5-lot Subdivision at 984 Budge Drive. Tyler Valentine and Paul Anthony made staff comment. Brendan Schulte made public comment. Council held discussion with staff. Based upon the findings as presented in the staff report and as made by the

applicant for Item P21-157, a motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to make findings 1-4 as set forth in Section 8.5.3.C (Subdivision Plat) of the Land Development Regulations relating to 1) Conformance with Development Plan or Development Option Plan; 2) Complies with standards of Section 8.5.3. Subdivision Plat; 3) Complies with standards of Division 7.2. Subdivision Standards; 4) Complies with other relevant standards of these LDRs, and to approve a Subdivision Plat for a 5-lot subdivision for the property addressed at 984 Budge Drive subject to this staff report dated August 16, 2021, the departmental reviews attached hereto and the following conditions of approval: 1. Within thirty (30) calendar days from the date of Town Council approval, the applicant shall satisfactorily address all comments made by the Town of Jackson and other reviewing entities included in the attached Departmental Reviews and submit the corrections to the Planning Department. The Planning Director shall review and approve all required changes prior to recording the plat with the County Clerk. 2. Park and School Exactions shall be paid prior to plat recording. Vice Mayor Jorgensen called for the vote. The vote showed 4-0 in favor and the motion carried.

Ordinances. A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to read ordinances in short title. Vice Mayor Jorgensen called for the vote. The vote showed 4-0 in favor and the motion carried.

Ordinance C: AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF ORDINANCE NOS. 18, 158, 160, 163, 171, 179, 289, 300, 428, 502, 524, 526, 527, 528, 530, 542, 610, 798, 812, 870, 898, 942, 949, 1034, 1035, 1037, 1038, 1054, 1180, 1181 AND 1202; SECTION 2 OF ORDINANCE NOS. 18, 869 AND 871; SECTION 3 OF ORDINANCE NOS. 18 AND 171; SECTION 4 OF ORDINANCE NO. 18; SECTION 5 OF ORDINANCE NO. 18; SECTION 7 OF ORDINANCE NO. 18; SECTION 11 OF ORDINANCE NO. 289; SECTIONS 32, 33, 34, 35 AND 37 OF ORDINANCE NO. 162; SECTION 36 OF ORDINANCE NOS. 131 AND 162; AND SECTIONS 1.01.010, 1.01.030, 1.01.120, 1.04.010, 1.08.010, 1.12.010, 1.12.020, 1.16.010, 1.16.020, 1.16.030, 1.16.040, 1.16.050, 1.16.070, 1.18.010, 1.18.020, 1.18.030, 1.18.040, 1.18.050, 1.18.060, 1.18.070, and 1.18.08 OF THE TOWN OF JACKSON MUNICIPAL CODE PROVIDING FOR GENERAL PROVISIONS AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Jessica Sell Chambers and seconded by Jim Rooks to approve Ordinance C on second reading. Vice Mayor Jorgensen called for the vote. The vote showed 4-0 in favor and the motion carried.

Ordinance D: AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1259, 1242, AND 1195 AND SECTION 16.10.000(B) OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING RULES AND REGULATIONS SUMMARY OF HOUSING PROGRAMS AND PROVIDING FOR AN EFFECTIVE DATE.

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

Ordinance E: AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1259, 1242, AND 1195 AND SECTION 16.10.200(C)(4)(c)(ii)(d) OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING HOUSING RULES AND REGULATIONS ADDITIONAL STORAGE AND PROVIDING FOR AN EFFECTIVE DATE.

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

Ordinance F: AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1260, 1242, AND 1195 AND SECTIONS 16.10.300(B), 16.10.300(C)(1)(b)(i) AND 16.10.300(C)(4) OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING HOUSING RULES AND REGULATIONS QUALIFICATION AND ELIGIBILITY AND PROVIDING FOR AN EFFECTIVE DATE.

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

Ordinance G: AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1261, 1242, AND 1195 AND SECTIONS 16.10.400(B)(4) AND 16.10.400(C) OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING HOUSING RULES AND REGULATIONS WEIGHTED DRAWING AND PROVIDING FOR AN EFFECTIVE DATE.

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

Ordinance H: AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1262, 1242, AND 1195 AND SECTIONS 16.10.500(A)(3)(c), (A)(4)(k), (6)(d),(e) AND (f) OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING HOUSING RULES AND REGULATIONS SALE PROCEDURES AND PROVIDING FOR AN EFFECTIVE DATE.

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

Ordinance I: AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1262, 1242, AND 1195 AND SECTION 16.10.500(C) OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING HOUSING RULES AND REGULATIONS PURCHASE PROCEDURES AND PROVIDING FOR AN EFFECTIVE DATE.

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

Ordinance J: AN ORDINANCE REPEALING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1262, 1242, AND 1195 AND SECTION 16.10.500(D) AND ADDING SECTION 16.10.850 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING HOUSING RULES AND REGULATIONS BUSINESS OPTION AND PROVIDING FOR AN EFFECTIVE DATE.

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

Ordinance K: AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1263, 1242, AND 1195 AND SECTION 16.10.600(E) OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING HOUSING RULES AND REGULATIONS RENTAL STANDARDS AND PROCEDURES AND PROVIDING FOR AN EFFECTIVE DATE.

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

Ordinance L: AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1264, 1242, AND 1195 AND SECTION 16.10.700(A) AND (B) OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING HOUSING RULES AND REGULATIONS COMPLIANCE AND PROVIDING FOR AN EFFECTIVE DATE.

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

Ordinance M: AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1266, 1242, AND 1195 AND SECTION 16.10.800(A) OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING HOUSING RULES AND REGULATIONS DEFINITIONS AND PROVIDING FOR AN EFFECTIVE DATE.

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

Shelby Read made public comment.

A motion was made by Jonathan Schechter and seconded by Jim Rooks to approve Ordinances D-M on second reading. Vice Mayor Jorgensen called for the vote. The vote showed 4-0 in favor and the motion carried.

Ordinance N: AN ORDINANCE GRANTING LITTLE STEPS SOLUTIONS, LLC dba AVANT DELIVERY A FRANCHISE FOR THE COLLECTION AND DISPOSITION OF COMPOSTABLE MATERIALS AND REUSABLE PACKAGING FOR THE PURPOSE OF REDUCING IMPACTS ON WASTE HAULING AND LANDFILL OPERATIONS AND SUPPORTING WASTE REDUCTION EFFORTS; PROVIDING THE RIGHTS AND LIABILITIES THEREUNDER; AND ESTABLISHING AN EFFECTIVE DATE.

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

A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to approve Ordinance N on second reading. Vice Mayor Jorgensen called for the vote. The vote showed 4-0 in favor and the motion carried.

Matters from Mayor and Council. Vice Mayor Jorgensen announced a Chat with Council on August 25th at noon. Council discussed the Climate Action Plan. Larry Pardee and Johnny Ziem made staff comment. Vice Mayor Jorgensen recused himself at 8:57 pm. Council discussed the East Simpson Sidewalk Project. A motion was made by Jim Rooks and seconded by Jonathan Schechter to place the East Simpson Sidewalk Project on a future agenda. Leah Schwartz made public comment. Roxanne Robinson made staff comment. Jonathan Schechter called for the vote. The vote showed 2-1 in favor with Jessica Sell Chambers opposing and the motion carried. Vice Mayor Jorgensen rejoined the meeting at 9:03 pm. Council discussed the Housing Preservation Program.

Town Manager's Report. Larry Pardee and Paul Anthony made staff comment. A motion was made by Jessica Sell Chambers and seconded by Jim Rooks to accept the Town Manager's Report into the public record. The Town Manager's report included information on a COVID-19 Community Update, Leadership Development Training, and Planner of the Year Tyler Sinclair. Vice Mayor Jorgensen called for the vote. The vote showed 4-0 in favor and the motion carried.

Adjourn. A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to adjourn. Vice mayor Jorgensen called for the vote. The vote showed 4-0 in favor and the motion carried. The meeting adjourned at 9:15 p.m.

TOWN OF JACKSON

ATTEST:

Vice Mayor Arne Jorgensen

Lynsey Lenamond, Town Clerk
minutes:ll

Publish JH News & Guide: August 25, 2021

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

August 19, 2021

JACKSON, WYOMING

The Jackson Town Council met in a special meeting at 10:04 A.M. This meeting was held 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, and Jessica Sell Chambers. Jonathan Schechter and Jim Rooks were absent.

STAFF: Lea Colasuonno, Tyler Sinclair, Floren Poliseo and Lynsey Lenamond.

Planning Commission/Board of Adjustments Interviews. Mayor Morton Levinson announced that John Hoover withdrew his letter of interest. Council held interviews with Thomas Smits, Christie Schutt, and Rachael Stewart.

Executive Session. A motion was made by Jessica Sell Chambers and seconded by Arne Jorgensen to recess to an executive session at 10:48 a.m. to discuss personnel matters in accordance with Wyoming Statute 16-4-405(a)(iii). Council returned at 11:08 a.m.

Mayor Morton Levinson reappointed Thomas Smits and appointed Christie Watts Schutt and Rachael Stewart to the Planning Commission/Board of Adjustments for terms ending July 31, 2024, and requested a motion from the Council consenting to these appointments. A motion was made by Arne Jorgensen and seconded by Jessica Sell Chambers to consent to the Mayor's reappointment of Thomas Smits and appointment of Christie Watts Schutt and Rachael Stewart to the Planning Commission/Board of Adjustments. Mayor Morton Levinson called for the vote. The vote showed 3-0 in favor and the motion carried.

Adjourn. A motion was made by Jessica Sell Chambers and seconded by Arne Jorgensen to adjourn. Mayor Morton Levinson called for the vote. The vote showed 3-0 in favor and the motion carried. The meeting adjourned at 11:10 a.m.

TOWN OF JACKSON

ATTEST:

Lynsey Lenamond, Town Clerk

minutes:ll

Publish JH News & Guide: August 25, 2021

Mayor Hailey Morton Levinson

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

August 23, 2021

JACKSON, WYOMING

The Jackson Town Council met in a special meeting at 9:00 A.M. This meeting was held 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 was absent.

STAFF: Larry Pardee, Lea Colasuonno, Roxanne Robinson and Lynsey Lenamond.

Liquor License Applications Public Hearing. Mayor Morton Levinson opened the public hearing. Lynsey Lenamond and Lea Colasuonno made staff comment. Applicant presentations for a retail liquor license were made by Brandon Harrison of the Rusty Parrot Lodge & Spa, Brian Proffitt and Lance Leithead of Target Corporation, Dan Janjigian of Kampai Holdings LLC, Tyler Davis of Teton Gables LLC, Serese Kudar and Michael Kudar of Kudar Enterprises, Inc., Zia Yasrobi of CornerLand LLC, Nicholas Phillips of Sweet Cheeks Meats LLC, and Zia Yasrobi of CornerLand LLC. Council recessed at 10:51 a.m. and readjourned at 1:00 p.m. Mayor Hailey Morton Levinson rejoined the meeting at 1:14 p.m. Applicant presentations for a retail liquor license were made by Nicole Davis and Joe Rice of Flat Creek BBQ LLC, Chaney Hankins of Teton Brewing Company, LLC, Mike Reid of ShopCoo, LLC, and Jody Valenta and Gavin Fine of Get Loose, LLC. Council recessed at 1:58 p.m. and readjourned at 2:15 p.m. Applicant presentations for a retail liquor license were made by Nicole Davis and Joe Rice of BL Restaurant, LLC, and Jeremy Tofte and Melissa DePierro of Jeremy Tofte. Applicant presentations for a bar and grill liquor license were made by Tom Fay of Illamar, LLC, Marylou Berra and Liz Rasnick of Scarfish, LLC, Laurie Stern and Tommy Naples of Alpine Hotel Partners, LLC, Brandon Harrison of Rusty Parrot Lodge & Spa, Dan Janjigian of Kampai Holdings, LLC, and Nicole Davis and Joe Rice of Flat Creek BBQ, LLC and BL Restaurant, LLC.

Mayor Morton Levinson called for public comment, including protest. None was given.

A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to continue the public hearing to August 24, 2021 at 9:00 a.m. Mayor Morton Levinson called for the vote. The vote showed 4-0 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 4-0 in favor and the motion carried. The meeting adjourned at 4:07 p.m.

TOWN OF JACKSON

ATTEST:

Lynsey Lenamond, Town Clerk
minutes:ll

Publish JH News & Guide: September 1, 2021

Mayor Hailey Morton Levinson

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

August 24, 2021

JACKSON, WYOMING

The Jackson Town Council met in a special meeting at 9:00 A.M. This meeting was held 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, Jonathan Schechter, and Jim Rooks.

STAFF: Lea Colasuonno, Larry Pardee, Roxanne Robinson and Lynsey Lenamond.

Public Hearing. Mayor Morton Levinson reopened the public hearing from August 23, 2021. Council discussed the number of licenses to issue, potential recipients of the licenses, and conditions to place on licenses. Lynsey Lenamond and Lea Colasuonno made staff comment.

Having considered the Wyo. Stat. §12-4-104(b) statutory factors, a motion was made by Jessica Sell Chambers and seconded by Arne Jorgensen to approve the issuance of a Retail Liquor License to Sweet Cheeks Meats LLC for the current liquor license year terminating March 31, 2022, subject to the following conditions of approval: a. The Clerk shall not issue the liquor license until all required Town permits, licenses, and lease issues have been satisfied. b. Any additional minor corrections deemed necessary by staff and the Wyoming Liquor Division. c. Applicant voluntarily waives its right to transfer the license in the case that Sweet Cheeks Meats LLC dba Sweet Cheeks goes out of business. d. The Town Clerk shall not issue the license until confirmation that the conditions of approval have been met within the timeframe set forth in Wyoming Statute 12-4-103(a)(iv).

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

Council recessed at 10:29 a.m. and readjoined at 10:55 a.m.

Having considered the Wyo. Stat. §12-4-104(b) statutory factors, a motion was made by Jessica Sell Chambers and seconded by Arne Jorgensen to approve the issuance of a Retail Liquor License to Teton Gables LLC dba Movieworks for the current liquor license year terminating March 31, 2022, subject to the following conditions of approval: a. The Clerk shall not issue the liquor license until all required Town permits, licenses, and lease issues have been satisfied. b. Any additional minor corrections deemed necessary by staff and the Wyoming Liquor Division. c. Applicant voluntarily agrees to relinquish its Retail Liquor License to the Town of Jackson if i) another type of liquor license becomes available that reasonably satisfies the needs of Teton Gables LLC dba Movieworks, whether or not that license is a new license type created by the state legislature or an existing license type, and ii) Teton Gables LLC dba Movieworks is issued such license. d. The Town Clerk shall not issue the license until confirmation that the conditions of approval have been met within the timeframe set forth in Wyoming Statute 12-4-103(a)(iv).

Mayor Hailey Morton Levinson called for the vote. The vote showed 3-2 in favor with Jonathan Schechter and Jim Rooks opposing and the motion carried.

Having considered the Wyo. Stat. §12-4-104(b) statutory factors, a motion was made by Jessica Sell Chambers and seconded by Mayor Hailey Morton Levinson to approve the issuance of a Bar and Grill Liquor License to Illamar LLC dba Pinky G's for the current license year terminating March 31, 2022, subject to the following conditions of approval: a. The Clerk shall not issue the liquor license until all required Town permits, licenses and lease issues have been satisfied. b. Any additional minor corrections deemed necessary by staff and the Wyoming Liquor Division. c. The Town Clerk shall not issue the license until confirmation that the conditions of approval have been met within the timeframe set forth in Wyoming Statute 12-4-103(a)(iv).

Mayor Morton Levinson called for the vote. The vote showed 4-1 in favor with Jonathan Schechter opposing and the motion carried.

Mayor Morton Levinson closed the public hearing.

Adjourn. A motion was made by Jonathan Schechter and seconded by Jim Rooks to adjourn. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried. The meeting adjourned at 11:37 a.m.

TOWN OF JACKSON

ATTEST:

Lynsey Lenamond, Town Clerk
minutes:ll
Publish JH News & Guide: September 1, 2021

Mayor Hailey Morton Levinson

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

August 30, 2021

JACKSON, WYOMING

The Jackson Town Council met in special workshop session at 9:00 A.M. This meeting was held 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 Jessica Sell Chambers. Jim Rooks was absent.

STAFF: Roxanne Robinson, Larry Pardee, Lea Colasuonno, Tyler Sinclair, Michael Palazzolo, Kelly Thompson, Susan Scarlata, Floren Poliseo, and Lynsey Lenamond.

Mayor Hailey Morton Levinson led those in attendance in a moment of silence for Rylee McCollum.

Teton County Public Health Order 21-5 Extension. Larry Pardee and Lea Colasuonno made staff comment. Council held discussion with staff. Jessie Aufderheide made public comment.

JACKSON CITY COUNCIL JACKSON, WYOMING

ORDER AFFIRMING AND EXTENDING PUBLIC HEALTH ORDER #21-5

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

WHEREAS, Dr. Riddell, the Teton District Health Officer, issued Teton District Health Order #21-5 on August 26, 2021, at 4:00p.m., requiring individuals to wear face coverings in certain places, with exceptions; and

WHEREAS, pursuant to Wyoming Statute §35-1-310, any order issued by a district health officer that restricts individuals' movements or their ability to engage in any activity, that applies to individuals not under an isolation or quarantine order and that is designed to prevent or limit the transmission of a contagious or possibly contagious disease shall be effective for a period of not more than ten (10) days; and

WHEREAS, pursuant to Wyoming Statute §35-1-310, subsequent orders, including order extensions, for the same or substantially same purpose of any duration shall only be issued if the governing body of a political subdivision that is a member of the health district or the district health department, by a majority vote of the governing body, issues an order subsequent to the order issued by the district health officer; and

WHEREAS, any such order issued by a political subdivision that is a member of the health district or the district health department will only have effect within the governing body's political subdivision only; and

WHEREAS, Teton County and the City of Jackson are the two members of the Teton Health District; and

WHEREAS, the Teton Health District Board of Health met on August 27, 2021 and reviewed the District Health Officer's order issued on August 26, 2021. The Teton Health District Board of Health voted to recommend to the Jackson City Council and the Teton County Board of County Commissioners to extend the Teton District Health Officer's August 26, 2021 order beyond the ten (10) day limit. Specifically, the Teton Health District Board of Health recommended that Public Health Order #21-5 should be extended to December 31, 2021 with the condition that in the event that the CDC lists Teton County as an area of "low" or "moderate" transmission according to criteria established and data maintained by the CDC and published daily on the CDC's COVID Tracker website, the requirements in the Order should be temporarily suspended during the time period when Teton County is deemed an area of "low" or "moderate" transmission.

NOW, THEREFORE, IT IS HEREBY ORDERED, by the Jackson Town Council, having duly met on August 30, 2021 at a duly scheduled meeting, which was properly noticed and open to the public, and having fully considered the matter at hand, that, in accordance with Wyoming Statute §35-1-310, Public Health Order 21-5 is extended to December 31, 2021 as follows:

TETON DISTRICT HEALTH OFFICER PUBLIC HEALTH ORDER#21-5 ORDER REQUIRING INDIVIDUALS WITHIN TETON COUNTY, WYOMING TO WEAR FACE COVERINGS IN CERTAIN PLACES, WITH EXCEPTIONS

WHEREAS, the World Health Organization declared COVID-19 a worldwide pandemic on March 11, 2020; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that "in December 2019 a novel (new) coronavirus known as SARS-Co V-2 was first detected in Wuhan, Hubei Province, People's Republic of China, causing outbreaks of the corona virus disease (COVID-19) that has now spread globally. The spread of COVID-19 within our Nation's communities threatens to strain our Nation's healthcare systems

and cause great economic and social disruption. Additional measures are needed to successfully contain and combat the virus in the United States”; and

WHEREAS, on March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19; and

WHEREAS, Governor Gordon’s Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare; and

WHEREAS, a significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19 place other vulnerable members of the public at significant risk; and

WHEREAS, the U.S. Centers for Disease Control and Prevention (CDC) have gathered peer-reviewed data throughout the pandemic¹ which have categorically demonstrated the safety and efficacy of masks including the following experimental and epidemiologic evidence:

- Masks are primarily intended to reduce the emission of virus-laden droplets (“source control”), which is especially relevant for asymptomatic or presymptomatic infected wearers who feel well and may be unaware of their infectiousness to others, and who are estimated to account for more than 50% of transmissions.² Multi-layer cloth masks block release of exhaled respiratory particles into the environment,³⁻⁶ along with the microorganisms these particles carry.^{7,8} Cloth masks not only effectively block most large droplets (i.e., 20-30 microns and larger)⁹ but they can also block the exhalation of fine droplets and particles (also often referred to as aerosols) smaller than 10 microns ;^{3,5} which increase in number with the volume of speech¹⁰⁻¹² and specific types of phonation.¹³ Multi-layer cloth masks can both block up to 50-70% of these fine droplets and particles^{3,14} and limit the forward spread of those that are not captured.^{5,6,15,16} Upwards of 80% blockage has been achieved in human experiments that have measured blocking of all respiratory droplets,⁴ with cloth masks in some studies performing on par with surgical masks as barriers for source control.^{3,9,14}
- Studies also demonstrate that cloth mask materials can reduce wearers’ exposure to infectious droplets through filtration, including filtration of fine droplets and particles less than 10 microns. Multiple layers of cloth with higher thread counts have demonstrated superior performance compared to single layers of cloth with lower thread counts, in some cases filtering nearly 50% of fine particles less than 1 micron .^{14,17-29}
- At least ten studies have confirmed the benefit of universal masking in community level analyses: in a unified hospital system,³⁰ a German city,³¹ two U.S. states,^{32,33} a panel of 15 U.S. states and Washington, D.C.,^{34,35} as well as both Canada³⁶ and the U.S.³⁷⁻³⁹ nationally. Each analysis demonstrated that, following directives from organizational and political leadership for universal masking, new infections fell significantly. Two of these studies^{34, 35} and an additional analysis of data from 200 countries that included the U.S.⁴⁰ also demonstrated reductions in mortality. Another 10-site study showed reductions in hospitalization growth rates following mask mandate implementation³⁷. A separate series of cross-sectional surveys in the U.S. suggested that a 10% increase in self-reported mask wearing tripled the likelihood of stopping community transmission.⁴¹
- Investigations of “real world” COVID transmission events demonstrating the benefits of masks include:
 - o An investigation of a high-exposure event, in which 2 symptomatically ill hair stylists interacted for an average of 15 minutes with each of 139 clients during an 8-day period, found that none of the 67 clients who subsequently consented to an interview and testing developed infection. The stylists and all clients universally wore masks in the salon as required by local ordinance and company policy at the time.⁴²
 - o In a study of 124 Beijing households with ≥ 1 laboratory-confirmed case of SARS-CoV-2 infection, mask use by the index patient and family contacts before the index patient developed symptoms reduced secondary transmission within the households by 79%.⁴³
 - o A retrospective case-control study from Thailand documented that, among more than 1,000 persons interviewed as part of contact tracing investigations, those who reported having always worn a mask during high-risk exposures experienced a greater than 70% reduced risk of acquiring infection compared with persons who did not wear masks under these circumstances.⁴⁴
 - o A study of an outbreak aboard the USS Theodore Roosevelt, an environment notable for congregate living quarters and close working environments, found that use of face coverings on-board was associated with a 70% reduced risk.⁴⁵
 - o Investigations involving infected passengers aboard flights longer than 10 hours strongly suggest that masking prevented in-flight transmissions, as demonstrated by

the absence of infection developing in other passengers and crew in the 14 days following exposure.^{46,47}

- Research supports that mask wearing has no significant adverse health effects for wearers. Studies of healthy hospital workers, older adults, and adults with COPD reported no change in oxygen or carbon dioxide levels while wearing a cloth or surgical mask either during rest or physical activity.⁴⁸⁻⁵⁰ Among 12 healthy non-smoking adults, there was minimal impact on respiration when wearing a mask compared with not wearing a mask; however, the authors noted that while some respiratory discomfort may have been present, mask use was safe even during exercise.⁵¹ The safety of mask use during exercise has been confirmed in other studies of healthy adults.⁵²⁻⁵⁴ Additionally, no oxygen desaturation or respiratory distress was observed among children less than 2 years of age when masked during normal play.⁵⁵ While some studies have found an increase in reports of dyspnea⁵⁶ (difficulty breathing) when wearing face masks, no physiologic differences were identified between periods of rest or exercise while masked or non-masked.⁵⁴

WHEREAS, six B.1.617.2 (Delta) variant cases in Wyoming have been detected in Teton County as of August 20, 2021.⁵⁷ The Delta variant is more infectious and leads to increased transmissibility when compared to other variants. As of August 6, 2021, the Delta variant is currently the predominant strain of the SARS-Co V-2 virus in the United States. The CDC has indicated that fully vaccinated people who are infected with the Delta variant are capable of transmitting the virus to others; and⁵⁸

WHEREAS, in line with the above evidence, the CDC on July 27, 2021, issued a recommendation that people, regardless of vaccination status, wear face coverings in public indoor settings located in areas of substantial or high transmission of the COVID-19.⁵⁹ As of August 19, 2021, Teton County is determined by the CDC to be an area of high transmission; and⁶⁰

WHEREAS, the busiest commercial airport in Wyoming is in Teton County and proximal to two national parks: Grand Teton and Yellowstone National Park. Both Grand Teton and Yellowstone National Park report record visitations for July 2021. Therefore, additional new variants and COVID-19 cases in general are more likely to appear here relative to other areas in Wyoming; and WHEREAS, there has been an increase in the number of COVID-19 cases throughout the month of August 2021. As of August 19, 2021 Teton County is averaging 13.57 new cases per day with 130 active cases. 56% of cases in the past two weeks were due to community spread. Since August 19, 2021, there have been 204 new resident cases out of 276 total confirmed cases reported in Teton County in the past 2 weeks. 53.3% of total confirmed cases are breakthrough cases (occurring in fully vaccinated individuals). It is expected that more cases will be diagnosed; and

NOW, THEREFORE, IT IS HEREBY ORDERED that persons within the City of Jackson, Wyoming shall wear Face Coverings as described below:

1. "Face Covering," as used in this Order, means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face.
2. "Business" means any business entity (retail or commercial) that employs or engages workers or volunteers.
3. Except as specifically exempted below, all members of the public must wear a Face Covering in the following situations:
 - a. When any person is inside any business or any government facility open to the public, including county and municipal buildings but excluding state/federal buildings.
 - b. When any person is obtaining services at, or visiting healthcare operations, including, but not limited to, hospitals, clinics, and walk-in health facilities, dentists, pharmacies, blood banks, other healthcare facilities, behavioral health providers, and facilities providing veterinary and similar healthcare services for animals.
 - c. When any person is riding on public transportation or paratransit, or while they are riding in a taxi, private car service, shuttle, tour, or ride-sharing vehicle. The driver shall also wear a Face Covering when passengers are in the vehicle.
4. K-12 schools including both private and public K-12 schools and postsecondary institutions shall require all students, teachers, school staff, and visitors (including parents, families, and members of the public) to wear face coverings indoors where 6 feet of separation between individuals cannot be maintained. Individuals engaged in athletic activities or performances are exempted. Individuals who have an Individual Education Program (IEP) under Individuals with Disabilities Education Act, 20 U.S.C. §1414, or an accommodation under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, that would necessitate exempting the individual from wearing a Face Covering shall be exempted.
5. All businesses must post notices stating that Face Coverings are required in a clearly visible location at or near the entrance of the business.
6. All government facilities open to the public, specifically county and municipal buildings, but excluding state and federal buildings, must post notices stating that Face Coverings are required in a clearly visible location at or near the entrance of the building.

7. All employees, owners, and volunteers of businesses and employees and volunteers of government facilities open to the public, including county and municipal buildings but excluding state and federal buildings, shall wear Face Coverings at their business or government facility when they are within 6 feet of customers, clients, other staff/workers, or volunteers. They must also wear a Face Covering when working or volunteering in a space that could be visited by members of the public, such as by way of example, but not limited to: reception areas, hallways, grocery store aisles, service counters, public restrooms, cashier and checkout areas, waiting rooms, service areas, and other spaces that could be used by members of the public.
8. A Face Covering is not required under the following circumstances:
 - a. When a person is in a personal office (a single room) where others outside of that person's household are not present as long as the public does not regularly visit the room, but that individual must put on a Face Covering when they are within 6 feet of a client, customer, volunteer, worker, or other member of the public.
 - b. In a restaurant, coffee shop, bar, or other dining/drinking establishment once the individual has been seated.
 - c. Children who are under 3 years of age.
 - d. When a person is inside or obtaining services at a location engaged primarily in providing congregate care, residential health care, or shelter care, and the individual is engaged in activities not conducive to wearing a Face Covering, such as eating or drinking, or the individual is in an area of that facility that is not designed for community gathering, such as a sleeping area.
 - e. If a person has a medical condition, mental health condition, or disability that prevents him or her from wearing a Face Covering. This includes, by way of example, but is not limited to, persons with a medical condition for whom wearing a Face Covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a Face Covering without assistance. A person is not required to provide any documentation demonstrating that the person cannot wear a Face Covering for any medical condition, mental health condition, or disability.
 - f. Individuals who are hearing impaired, or communicating with an individual who is hearing impaired, where the ability to see the mouth is essential for communication.
 - g. Individuals for whom wearing a Face Covering would create a risk to the individual related to their work, as determined by local, state, or federal workplace safety guidelines.
 - h. Individuals who are obtaining a service involving the nose or face for which temporary removal of the Face Covering is necessary to perform the service.
 - i. Individuals who are purchasing a product or receiving a service that requires identification may briefly remove a Face Covering as necessary, so that the retailer or service provider can verify identity.
 - j. When engaged in exercise or athletic activities, or artistic performances.
 - k. When law enforcement asks an individual to remove a Face Covering for identification purposes.

IT IS FURTHER ORDERED that the Teton District Health Officer may grant exceptions to this Order on a case-by-case basis after evaluating the request; and

IT IS FURTHER ORDERED that this Order shall become effective on September 4, 2021 and remain in effect through December 31, 2021. In the event that the CDC lists Teton County as an area of "low" or "moderate" transmission according to criteria established and data maintained by the CDC and published daily on the CDC's COVID Tracker website, the requirements in this Order are temporarily suspended during the time period when Teton County is deemed "low" or "moderate" transmission.

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

DATED this 30th day of August, 2021.

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A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to approve the document provided by the Town Attorney that would extend Public Health Order 21-05. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor and the motion carried.

State Legislative Agenda. Susan Scarlata, Larry Pardee and Tyler Sinclair made staff comment. Council held discussion with staff. A motion was made by Arne Jorgensen and seconded by Jessica Sell Chambers to approve the above Legislative Policy Approach for engagement with the Wyoming State Legislature over the next two years and approve the hiring of a Legislative Liaison. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor and the motion carried.

Council recessed at 10:36 a.m. and readjourned at 10:40 a.m.

Equity Task Force. Susan Scarlata made staff comment. A motion was made by Jessica Sell Chambers and seconded by Arne Jorgensen to direct staff to establish an Equity Task Force as set forth in this staff report and attached Work Plan with any Council-directed changes discussed today and authorize the expenditure of stipends for Equity Task Force members. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor and the motion carried.

Future Funding of Local Government. Larry Pardee made staff comment. A motion was made by Jessica Sell Chambers and seconded by Arne Jorgensen to continue to this item to the next available meeting. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor and the motion carried.

Executive Session. A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to recess to an executive session to consider matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party in accordance with Wyoming Statute 16-4-405(a)(iii). Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor and the motion carried. Council recessed at 11:48 a.m. and readjoined at 12:13 p.m. Jonathan Schechter did not rejoin the workshop.

Adjourn. A motion was made by Jessica Sell Chambers and seconded by Arne Jorgensen to adjourn the meeting. Mayor Morton Levinson called for the vote. The vote showed 3-0 in favor and the motion carried. The meeting adjourned at 12:13 pm.

TOWN OF JACKSON

ATTEST:

Lynsey Lenamond, Town Clerk
minutes:ll
Publish JH News & Guide: September 8, 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
6634	107 WEST DESIGN, LLC	21-05	RANCHER HANSEN INTERSEC	07/29/2021	1,000.00	.00	
Total 6634:					1,000.00	.00	
425	ACE EQUIPMENT & SUPPLY	172472	GUTTER BROOM, GUTTER BR	08/11/2021	1,091.73	.00	
425	ACE EQUIPMENT & SUPPLY	172487	MOBIL ALL PRO STRIPS, ALL P	08/12/2021	347.50	.00	
425	ACE EQUIPMENT & SUPPLY	172500	2014 ROTARY MCHW LIFT COL	08/04/2021	1,179.00	.00	
Total 425:					2,618.23	.00	
51	ACE HARDWARE	749003	COAT HOOKS	07/28/2021	34.99	.00	
51	ACE HARDWARE	749019	SAND DISC VENT HL, INT SABE	07/28/2021	14.48	.00	
51	ACE HARDWARE	749689	CAULK TUB SILCN, LOG BLDR T	08/03/2021	35.94	.00	
51	ACE HARDWARE	749693	CUTTER	08/03/2021	78.44	.00	
51	ACE HARDWARE	750273	BARICADE TAPE	08/09/2021	11.99	.00	
51	ACE HARDWARE	750359	BATTERY	08/09/2021	31.98	.00	
51	ACE HARDWARE	750407	30OZ LOG JAM CARTRIDGE, P	08/10/2021	66.45	.00	
51	ACE HARDWARE	750544	ROD HR STL PLAIN	08/11/2021	23.98	.00	
51	ACE HARDWARE	750679	15" SCREWDRIVER, WRENCH P	08/12/2021	29.98	.00	
51	ACE HARDWARE	750759	SAW HOLE	08/12/2021	16.99	.00	
51	ACE HARDWARE	751208	SPRAYER	08/17/2021	8.98	.00	
51	ACE HARDWARE	751232	HEX NIPPLE	08/17/2021	3.49	.00	
51	ACE HARDWARE	751320	PIPE VENT DRYER, CAULK BIG	08/17/2021	27.46	.00	
51	ACE HARDWARE	751395	BATTERY	08/18/2021	10.48	.00	
51	ACE HARDWARE	751642	HEADLIGHT VIS HD LED 400	08/20/2021	34.99	.00	
51	ACE HARDWARE	751648	MISC SUPPLIES	08/20/2021	132.79	.00	
51	ACE HARDWARE	752025	DETECTOR SMOKE 9V BACKUP	08/24/2021	102.96	.00	
51	ACE HARDWARE	752218	MISC SUPPLIES	08/25/2021	84.22	.00	
51	ACE HARDWARE	752227	CONNECTOR	08/25/2021	21.98	.00	
51	ACE HARDWARE	752314	JB PLSTC BNDR, GORILLA EPO	08/26/2021	19.98	.00	
51	ACE HARDWARE	752412	SOCKET, 1" HOLE PLUG NYL W	08/27/2021	2.31	.00	
51	ACE HARDWARE	752456	FILE AND MISC SUPPLIES	08/27/2021	56.43	.00	
51	ACE HARDWARE	752493	SMART STRAW	08/27/2021	6.99	.00	
Total 51:					858.28	.00	
3596	ADVANCED GLASS TRIM, LLC	20917	WINDSHIELD- 2017 CHEVY TAH	08/02/2021	300.00	.00	
Total 3596:					300.00	.00	
6861	ADVANCED NETWORK MANAG	BD0031485	NAS DISK STATION	08/17/2021	7,298.69	.00	
6861	ADVANCED NETWORK MANAG	BD0031545	DUAL PORT, SLIDING RAIL	08/18/2021	2,219.92	.00	
Total 6861:					9,518.61	.00	
5726	AMAZON	141W-WW4G-	SKY BLUE VERTICAL ACADEMI	08/11/2021	24.95	.00	
5726	AMAZON	166F-KWN4-6	BATTERY	08/10/2021	271.49	.00	
5726	AMAZON	166T-FV3K-FK	WYPALL L40 DISPOSABLE CLE	07/30/2021	144.12	.00	
5726	AMAZON	17NN-396X-D0	SWITCHEASY COVER	08/12/2021	229.95	.00	
5726	AMAZON	17W-YT6W-CD	TONER	08/27/2021	344.35	.00	
5726	AMAZON	1CLX-DXJK-49	GAUGE STAINLESS STEEL LO	08/27/2021	95.00	.00	
5726	AMAZON	1G6T-9H74-RF	CASCADE ORIGINAL DISHWAS	08/21/2021	28.53	.00	
5726	AMAZON	1Q63-NPY6-D	BLUETOOTH KEYBOARD	08/22/2021	115.30	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5726	AMAZON	1T9V-1FHV-1D	2021 YEAR MEMBERSHIP PW A	08/17/2021	125.00	.00	
5726	AMAZON	1T9V-1FHV-1D	2021 YEAR MEMBERSHIP PW A	08/17/2021	249.00	.00	
5726	AMAZON	1T9V-1FHV-1D	2021 YEAR MEMBERSHIP PW A	08/17/2021	125.00	.00	
5726	AMAZON	1TVY-WYQ6-4	CAT 6 ETHERNET SOLID BULK	08/12/2021	151.00	.00	
5726	AMAZON	1WPQ-WGVV-	TONER	08/10/2021	696.74	.00	
Total 5726:					2,600.43	.00	
6575	APEX SAGE INC	082424	SI-FERREN- MATERIAL, WORK	08/26/2021	13,767.24	.00	
Total 6575:					13,767.24	.00	
4389	APPLE INC	AF25566273	IPAD MAGIC KEYBOARD	07/26/2021	2,045.00	.00	
4389	APPLE INC	AF28753419	IPAD PRO	08/06/2021	10,240.00	.00	
Total 4389:					12,285.00	.00	
3487	ARCHITECTURAL BUILDING SU	71249503	REMOVE AND INSTALL NEW D	07/28/2021	3,660.29	.00	
3487	ARCHITECTURAL BUILDING SU	71253340	HINGES, THRESHOLD, DOOR B	08/09/2021	126.00	.00	
3487	ARCHITECTURAL BUILDING SU	71253687	PASSAGE SET AL10S, PRIVACY	08/10/2021	320.00	.00	
Total 3487:					4,106.29	.00	
1783	AT&T	287272169264	WIRELESS SERVICES	08/20/2021	43.23	.00	
Total 1783:					43.23	.00	
6583	BESTDRIVE IDAHO FALLS	29002214	275/70R22.5 HSR2	06/13/2021	1,787.16	.00	
6583	BESTDRIVE IDAHO FALLS	29002325	4 TIRES- 11R22.5 RD	07/23/2021	1,582.92	.00	
6583	BESTDRIVE IDAHO FALLS	29002335	GRABBER	07/29/2021	2,072.92	.00	
Total 6583:					5,443.00	.00	
1560	BLUE SPRUCE CLEANERS,INC	090121	DRY CLEANING SAM JEWISON	09/01/2021	89.70	.00	
Total 1560:					89.70	.00	
2850	BMV LLC	5033	WW WATER SAMPLES SHIPPIN	08/18/2021	25.34	.00	
Total 2850:					25.34	.00	
6727	BRIGGS, ERIC L	7537	CIRCUIT TESTER, DOUBLE HA	08/05/2021	559.39	.00	
6727	BRIGGS, ERIC L	7542	8" SLIP JOINT	08/05/2021	37.05	.00	
6727	BRIGGS, ERIC L	7543	8" SLIP JOINT	08/05/2021	34.95	.00	
6727	BRIGGS, ERIC L	7544	CREDIT: 8" SLIP JOINT	08/05/2021	37.05-	.00	
6727	BRIGGS, ERIC L	7770	MICROSTREAM, BRAKE LINR W	08/12/2021	286.85	.00	
6727	BRIGGS, ERIC L	7773	LEATHERMAN SID, MAX FUSE	08/12/2021	244.90	.00	
6727	BRIGGS, ERIC L	7774	STEERING WHEEL, 3.5" ASSIST	08/12/2021	58.90	.00	
6727	BRIGGS, ERIC L	7981	SLIP JOINT, DAIL	08/19/2021	136.55	.00	
6727	BRIGGS, ERIC L	8192	ELECTRONIC MIC, REBAR COY	08/26/2021	328.20	.00	
Total 6727:					1,649.74	.00	
5	CARQUEST AUTO PARTS INC.	6090-533718	BRAKE PADS- PROF PLAT	07/22/2021	49.59	.00	
5	CARQUEST AUTO PARTS INC.	6090-535035	FILTER	07/31/2021	52.80	.00	
5	CARQUEST AUTO PARTS INC.	6090-535045	VAL ATF DEXRON VI QT, TRANS	07/31/2021	92.40	.00	
5	CARQUEST AUTO PARTS INC.	6090-535686	BRK PAD-FRONTLINE PD, BRAK	08/04/2021	104.97	.00	
5	CARQUEST AUTO PARTS INC.	6090-535687	CREDIT: SERP BELT POLY RIB	08/04/2021	47.53-	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5	CARQUEST AUTO PARTS INC.	6090-535816	BRAKE DISC	08/05/2021	171.80	.00	
5	CARQUEST AUTO PARTS INC.	6090-536649	OIL FULL SYN OW16	08/11/2021	24.95	.00	
5	CARQUEST AUTO PARTS INC.	6090-538860	AIR FILTER CLASSIC	08/26/2021	19.96	.00	
Total 5:					468.94	.00	
10	CASH	082721	petty cash	08/27/2021	5.13	.00	
10	CASH	082721	petty cash	08/27/2021	23.98	.00	
10	CASH	082721	petty cash	08/27/2021	138.00	.00	
10	CASH	082721	petty cash	08/27/2021	31.65	.00	
Total 10:					198.76	.00	
5738	CASPER STAR TRIBUNE	75113-1	RFP START	06/30/2021	215.44	.00	
Total 5738:					215.44	.00	
544	CENTURYLINK	307-111-5050 0	307-111-5050 246m	08/07/2021	.45	.00	
544	CENTURYLINK	307-733-3106	307-733-3106 742B	08/13/2021	39.94	.00	
Total 544:					40.39	.00	
6001	CIVICPLUS	IE9078800	MANAGED SERVICES	08/12/2021	11,873.88	.00	
Total 6001:					11,873.88	.00	
4490	COBAN TECHNOLOGIES, INC	42092	REMOVABLE SSD	08/06/2021	490.00	.00	
Total 4490:					490.00	.00	
4887	CONTROL SYSTEM TECHNOLO	10064	troubleshoot well6	08/10/2021	1,674.50	.00	
4887	CONTROL SYSTEM TECHNOLO	10094	troubleshoot well5	08/17/2021	333.75	.00	
4887	CONTROL SYSTEM TECHNOLO	10095	control service	08/17/2021	10,236.00	.00	
4887	CONTROL SYSTEM TECHNOLO	10109	SUPPORT RENEWAL	08/24/2021	645.00	.00	
Total 4887:					12,889.25	.00	
6475	CONVERGEONE, INC	3297432	MANAGED SERVICES	08/18/2021	7,977.48	.00	
6475	CONVERGEONE, INC	3297433	MANAGED SERVICES	08/18/2021	7,988.96	.00	
6475	CONVERGEONE, INC	3304601	MAINTENANCE MANAGED SER	08/24/2021	7,435.72	.00	
6475	CONVERGEONE, INC	IE9079557	MAINTENANCE RENEWAL	08/27/2021	1,334.00	.00	
Total 6475:					24,736.16	.00	
2312	CREEKSIDE MEATS, MARKET &	070821	BAG LUNCHES	07/08/2021	174.90	.00	
Total 2312:					174.90	.00	
611	CUMMINS ROCKY MOUNTAIN L	59-13682	FUEL PUMP GEAR	02/04/2021	171.84	.00	
Total 611:					171.84	.00	
6026	DAUS, MICHAEL	072921	refund housing fee	07/29/2021	1,669.62	.00	
Total 6026:					1,669.62	.00	
4918	DEAN'S PEST CONTROL LLC	63855	SMALL RODENT CONTROL @	08/11/2021	100.00	.00	
4918	DEAN'S PEST CONTROL LLC	64119	EVERY OTHER MONTH MOUSE	08/26/2021	50.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4918:					150.00	.00	
148	DELL	10511154627	VLA ACROBAT	08/13/2021	13,781.00	.00	
Total 148:					13,781.00	.00	
2798	DPC INDUSTRIES, INC.	727000118-21	CHLORINE	06/17/2021	1,805.88	.00	
Total 2798:					1,805.88	.00	
5996	DUDE SOLUTIONS, INC	INV-90229	SMARTGOV CONNECTOR	05/03/2021	13,935.60	.00	
Total 5996:					13,935.60	.00	
5687	ECOR	1820	BLOWER, FRAME STIFFENER	08/09/2021	9,000.00	.00	
Total 5687:					9,000.00	.00	
502	ELECTRICAL WHSLE SUPPLY C	S5143376.001	conduit 1-1/2- GALV STEEL	08/12/2021	571.50	.00	
502	ELECTRICAL WHSLE SUPPLY C	S5143728.001	STEEL LOCKNUTS	08/12/2021	2.46	.00	
502	ELECTRICAL WHSLE SUPPLY C	S5145875.001	conduit 1-1/2- GALV STEEL	08/17/2021	139.40	.00	
Total 502:					713.36	.00	
4815	ELMAR CORP.	072221	S KING INSTALLATION	07/22/2021	1,950.00	.00	
Total 4815:					1,950.00	.00	
2380	EMPLOYERS COUNCIL SERVIC	0000387570	MEMBERSHIP DUES	08/03/2021	7,200.00	.00	
Total 2380:					7,200.00	.00	
1134	ENERGY LABORATORIES INC.	408797	weekly lab testing	07/21/2021	307.00	.00	
1134	ENERGY LABORATORIES INC.	415304	weekly testing at WWTP	08/17/2021	149.00	.00	
1134	ENERGY LABORATORIES INC.	416119	INFLUENT, EFFLUENT, CELL 1,	08/20/2021	357.00	.00	
Total 1134:					813.00	.00	
4732	ERIKS NORTH AMERICA, INC	IF153935	DBL JACKET FIRE HOSE, BRAS	07/01/2021	150.67	.00	
Total 4732:					150.67	.00	
81	EVANS CONSTRUCTION INC	216898	WASHED ROCK	08/20/2021	336.43	.00	
Total 81:					336.43	.00	
4294	FIRE SERVICES OF IDAHO	10008399	5 YEAR INTERNAL/OBSTRUCTI	07/29/2021	780.00	.00	
4294	FIRE SERVICES OF IDAHO	10008526	FIRE BACKFLOW TEST, ANNU	07/29/2021	450.00	.00	
4294	FIRE SERVICES OF IDAHO	10008705	ANNUAL DRY SYSTEM SPRINK	07/29/2021	675.00	.00	
4294	FIRE SERVICES OF IDAHO	10008763	FIRE BACKFLOW TEST, DOMES	07/29/2021	775.00	.00	
4294	FIRE SERVICES OF IDAHO	10009550	FIRE BACKFLOW TEST, DOMES	07/29/2021	275.00	.00	
4294	FIRE SERVICES OF IDAHO	10012166	5 YEAR INTERNAL/OBSTRUCTI	07/29/2021	730.00	.00	
4294	FIRE SERVICES OF IDAHO	9959939	2021 YEARLY INSPECTION @ V	07/29/2021	600.00	.00	
Total 4294:					4,285.00	.00	
3810	FIREWISE LANDSCAPES INC	10193	335 e hansen	08/01/2021	121.09	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3810	FIREWISE LANDSCAPES INC	10194	345 e hansen avenue	08/01/2021	75.00	.00	
Total 3810:					196.09	.00	
3876	FITZGERALD, TODD	1601	TREE REMOVAL @ 955 MAPLE	08/19/2021	408.00	.00	
Total 3876:					408.00	.00	
4709	FLEETPRIDE	79208632	PARTS AND KITS AIR DRYERS,	08/04/2021	670.00	.00	
4709	FLEETPRIDE	80283703	AIR DRYER	08/19/2021	1,577.40	.00	
Total 4709:					2,247.40	.00	
6178	FORTRESS HOME IMPROVEME	431-965-B	DRIP EDGE FLASHING ROOF @	08/11/2021	20,968.00	.00	
Total 6178:					20,968.00	.00	
6633	FURBER, WINSLOW	1521852	MENS JACKET	08/19/2021	109.99	.00	
Total 6633:					109.99	.00	
5065	G2 GLOVES	516	GLOVES	06/16/2021	2,234.00	.00	
Total 5065:					2,234.00	.00	
6126	GARMIN USA	DL19861728	MONTHLY SERVICE	08/27/2021	64.95	.00	
Total 6126:					64.95	.00	
4212	GILLIG LLC	408238469	DOOR SAFETY GREEN, SSLF F	08/24/2021	41.28	.00	
4212	GILLIG LLC	40831937	GEAR MOTOR ASM, STRAND C	08/03/2021	896.42	.00	
4212	GILLIG LLC	40831938	AIR SPRING, DISC BRAKE FRT	08/03/2021	1,602.32	.00	
4212	GILLIG LLC	40832844	BRAKE PAD KIT	08/05/2021	1,592.40	.00	
4212	GILLIG LLC	40834126	FRT SEAL	08/10/2021	216.14	.00	
4212	GILLIG LLC	40835080	BEARING RETAINER	08/12/2021	160.27	.00	
4212	GILLIG LLC	40836290	DRIVESHAFT	08/17/2021	70.40	.00	
4212	GILLIG LLC	40836291	SPRING ASM GAS W/O LOCKIN	08/17/2021	172.56	.00	
4212	GILLIG LLC	40838035	U-BOLT, NUT	08/23/2021	131.00	.00	
4212	GILLIG LLC	40838470	AIR SPRING, DISC BRAKE F P	08/24/2021	2,632.28	.00	
Total 4212:					7,515.07	.00	
5044	H&R ENTERPRISES	509	SHIRTS	08/06/2021	52.67	.00	
5044	H&R ENTERPRISES	509	SHIRTS	08/06/2021	253.50	.00	
5044	H&R ENTERPRISES	509	SHIRTS	08/06/2021	353.25	.00	
5044	H&R ENTERPRISES	509	SHIRTS	08/06/2021	785.00	.00	
Total 5044:					1,444.42	.00	
4988	HD FOWLER COMPANY	15859940	misc supplies	07/29/2021	475.74	.00	
4988	HD FOWLER COMPANY	15874688	valve	08/12/2021	1,641.22	.00	
Total 4988:					2,116.96	.00	
96	HIGH COUNTRY LINEN	0265828	UNIFORMS: FLEET	07/22/2021	31.04	.00	
96	HIGH COUNTRY LINEN	0265828	UNIFORMS: WATER	07/22/2021	18.43	.00	
96	HIGH COUNTRY LINEN	0265828	UNIFORMS: ADMIN	07/22/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0265828	UNIFORMS: STREET	07/22/2021	29.10	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
96	HIGH COUNTRY LINEN	0265828	BUILDING MAINT- PUBLIC WOR	07/22/2021	3.00	.00	
96	HIGH COUNTRY LINEN	0265828	UNIFORMS: FACILITY	07/22/2021	9.70	.00	
96	HIGH COUNTRY LINEN	0265828	UNIFORMS: SEWER	07/22/2021	19.40	.00	
96	HIGH COUNTRY LINEN	0265828	UNIFORMS: ADMIN	07/22/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0265828	SHOP SUPPLIES	07/22/2021	7.32	.00	
96	HIGH COUNTRY LINEN	0265828	UNIFORMS: WWTP	07/22/2021	14.55	.00	
96	HIGH COUNTRY LINEN	0268075	BUILDING MAINT- HOME RANC	08/02/2021	7.50	.00	
96	HIGH COUNTRY LINEN	0268836	BUILDING MAINT- PUBLIC WOR	08/05/2021	3.20	.00	
96	HIGH COUNTRY LINEN	0268836	UNIFORMS: FACILITY	08/05/2021	9.70	.00	
96	HIGH COUNTRY LINEN	0268836	UNIFORMS: FLEET	08/05/2021	31.04	.00	
96	HIGH COUNTRY LINEN	0268836	UNIFORMS: WATER	08/05/2021	18.43	.00	
96	HIGH COUNTRY LINEN	0268836	UNIFORMS: WWTP	08/05/2021	14.55	.00	
96	HIGH COUNTRY LINEN	0268836	UNIFORMS: ADMIN	08/05/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0268836	UNIFORMS: STREET	08/05/2021	29.10	.00	
96	HIGH COUNTRY LINEN	0268836	UNIFORMS: SEWER	08/05/2021	19.40	.00	
96	HIGH COUNTRY LINEN	0268836	UNIFORMS: ADMIN	08/05/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0268836	SHOP SUPPLIES	08/05/2021	7.32	.00	
96	HIGH COUNTRY LINEN	0269636	BUILDING MAINT- HOME RANC	08/09/2021	25.31	.00	
96	HIGH COUNTRY LINEN	0269639	BUILDING MAINT- TOWN HALL:	08/09/2021	290.40	.00	
96	HIGH COUNTRY LINEN	0270090	MATS @ WWTP	08/11/2021	86.57	.00	
96	HIGH COUNTRY LINEN	0271137	BUILDING MAINT- HOME RANC	08/16/2021	7.50	.00	
96	HIGH COUNTRY LINEN	0271564	MATS @ shelter	08/18/2021	61.93	.00	
96	HIGH COUNTRY LINEN	0271683	MATS AND SUPPLIES @ START	08/18/2021	220.50	.00	
96	HIGH COUNTRY LINEN	0271849	UNIFORMS: SEWER	08/19/2021	19.40	.00	
96	HIGH COUNTRY LINEN	0271849	UNIFORMS: ADMIN	08/19/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0271849	BUILDING MAINT- PUBLIC WOR	08/19/2021	3.00	.00	
96	HIGH COUNTRY LINEN	0271849	UNIFORMS: WWTP	08/19/2021	24.25	.00	
96	HIGH COUNTRY LINEN	0271849	UNIFORMS: ADMIN	08/19/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0271849	UNIFORMS: STREET	08/19/2021	29.10	.00	
96	HIGH COUNTRY LINEN	0271849	SHOP SUPPLIES	08/19/2021	7.32	.00	
96	HIGH COUNTRY LINEN	0271849	UNIFORMS: FACILITY	08/19/2021	9.70	.00	
96	HIGH COUNTRY LINEN	0271849	UNIFORMS: FLEET	08/19/2021	27.16	.00	
96	HIGH COUNTRY LINEN	0271849	UNIFORMS: WATER	08/19/2021	18.43	.00	
96	HIGH COUNTRY LINEN	S0269405	CLEANING SUPPLIES @ START	08/09/2021	134.99	.00	
96	HIGH COUNTRY LINEN	S0271731	supplies @ shelter	08/18/2021	365.40	.00	
Total 96:					1,632.84	.00	
6455	HIRST APPLGATE, LLP	202787B	TASTEBUDS	05/04/2021	2,169.40	.00	
Total 6455:					2,169.40	.00	
5472	HOTEL JACKSON	083121	release cashier check Bond in pla	08/31/2021	909,375.00	909,375.00	08/31/2021
Total 5472:					909,375.00	909,375.00	
6747	HR 28 LLC	083121	release siding bond	08/31/2021	27,451.75	27,451.75	08/31/2021
Total 6747:					27,451.75	27,451.75	
6869	HUNGATE, WILLIAM	081821	REFUND BOND 21-07-0425	08/18/2021	1,740.00	1,740.00	08/19/2021
Total 6869:					1,740.00	1,740.00	
4044	IDAHO FALLS PETERBILT	578995	GLOVES	07/21/2021	57.70	.00	
Total 4044:					57.70	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
106	INTERSTATE BATTERY	22250939	(1) DRY1371	08/02/2021	16.95	.00	
106	INTERSTATE BATTERY	22251017	(1) MTP-48/H6, (1) MTP-94R/H7,	08/09/2021	409.85	.00	
106	INTERSTATE BATTERY	22251101	CREDIT: CORE	08/16/2021	26.00-	.00	
106	INTERSTATE BATTERY	22251163	(1) MTP-65HD, (1) SRM-24	08/23/2021	227.90	.00	
106	INTERSTATE BATTERY	22251212	(1) MTP-48/H6, (2) SRM-24 (1)MT	08/30/2021	748.70	.00	
Total 106:					1,377.40	.00	
5098	JACKSON ANIMAL HOSPITAL	46102	EXAM	08/17/2021	132.25	.00	
Total 5098:					132.25	.00	
2	JACKSON CURBSIDE INC.	00029149	OFF SQUASRE DOWNTOWN LO	08/10/2021	1,405.00	.00	
2	JACKSON CURBSIDE INC.	00029162	RECYCLING @ HOME RANCH L	08/10/2021	675.00	.00	
2	JACKSON CURBSIDE INC.	00029163	RECYCLING @ HOME RANCH L	05/10/2021	675.00	.00	
2	JACKSON CURBSIDE INC.	00029194	RECYCLING @ TOWN SQUARE-	08/20/2021	600.00	.00	
Total 2:					3,355.00	.00	
6474	JACKSON HOLE LAW, PC	1391	LEGAL SERVICES	08/31/2021	3,001.50	.00	
Total 6474:					3,001.50	.00	
131	JACKSON HOLE NEWS & GUID	30095 083021	VICTIM SERVICES ADS	08/30/2021	250.00	.00	
131	JACKSON HOLE NEWS & GUID	30095 083021	VICTIM SERVICES ADS	08/30/2021	250.00	.00	
131	JACKSON HOLE NEWS & GUID	32557	AD#395622	07/28/2021	98.33	.00	
131	JACKSON HOLE NEWS & GUID	328556	AD#395621	07/28/2021	961.88	.00	
131	JACKSON HOLE NEWS & GUID	328846	AD#394968	07/31/2021	777.14	.00	
131	JACKSON HOLE NEWS & GUID	329056	AD#395769	08/04/2021	449.80	.00	
131	JACKSON HOLE NEWS & GUID	329101	AD#395623- 1/2 TON 4X4 PICKU	08/04/2021	68.40	.00	
131	JACKSON HOLE NEWS & GUID	329101	AD#395624- 4 AWD HYBRID SU	08/04/2021	68.40	.00	
131	JACKSON HOLE NEWS & GUID	329182	AD#396144	08/11/2021	387.60	.00	
131	JACKSON HOLE NEWS & GUID	329183	AD#396172	08/11/2021	571.20	.00	
131	JACKSON HOLE NEWS & GUID	329286	AD#396074	08/11/2021	330.50	.00	
131	JACKSON HOLE NEWS & GUID	329287	AD#395936	08/11/2021	282.16	.00	
131	JACKSON HOLE NEWS & GUID	329288	AD#396210	08/11/2021	859.28	.00	
131	JACKSON HOLE NEWS & GUID	329602	AD#396174	08/25/2021	571.20	.00	
131	JACKSON HOLE NEWS & GUID	329722	AD#396688	08/25/2021	119.70	.00	
131	JACKSON HOLE NEWS & GUID	329723	AD#396689	08/25/2021	816.53	.00	
131	JACKSON HOLE NEWS & GUID	329791	AD#396690	08/25/2021	38.48	.00	
Total 131:					6,900.60	.00	
114	JACKSON LUMBER INC	0000693602-0	STAKES, 17OZ WHT LATEX MA	08/20/2021	23.11	.00	
114	JACKSON LUMBER INC	0000694083-0	SPLINE	08/23/2021	132.00	.00	
114	JACKSON LUMBER INC	0000694359-0	SONO12	08/24/2021	412.65	.00	
114	JACKSON LUMBER INC	0000694966-0	DUCT TAPE	08/25/2021	19.38	.00	
114	JACKSON LUMBER INC	0000694971-0	BANDSAW BLADES	08/25/2021	29.40	.00	
Total 114:					616.54	.00	
115	JACKSON PAINT AND GLASS, I	1122859	AURA EXTERIOR FLAT GAL	08/04/2021	84.79	.00	
Total 115:					84.79	.00	
4240	JERRY SEINER CHEVROLET, IN	2029984	PRESSURE SENSOR, DEF SEN	07/27/2021	887.34	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4240:					887.34	.00	
139	JORGENSEN ASSOCIATES, PC	46941	NORTH KING STREETScape	07/29/2021	5,877.75	.00	
139	JORGENSEN ASSOCIATES, PC	46941	NORTH KING STREETScape	07/29/2021	335.00	.00	
139	JORGENSEN ASSOCIATES, PC	46941	NORTH KING STREETScape	07/29/2021	756.25	.00	
139	JORGENSEN ASSOCIATES, PC	46953	Cache Creek Tube	07/30/2021	10,252.18	.00	
139	JORGENSEN ASSOCIATES, PC	56061	SNOW KING BALL PARK SEWE	08/05/2021	478.50	.00	
139	JORGENSEN ASSOCIATES, PC	56103	Cache Creek SEWER	08/05/2021	600.50	.00	
Total 139:					18,300.18	.00	
2485	KENWORTH SALES COMPANY	IDFIN4736347	WORKLAMP, LED FLOOD BEAM	08/18/2021	257.72	.00	
2485	KENWORTH SALES COMPANY	IDFIN4739729	WORKLAMP, LED FLOOD BEAM	08/20/2021	257.72	.00	
Total 2485:					515.44	.00	
5965	KIMLEY HORN	19326788	TOJ FRP	07/31/2021	2,715.00	.00	
Total 5965:					2,715.00	.00	
5914	LENZ, BRIAN	080521	3 CUFT MEDIUM WESTERN BA	08/05/2021	63.52	.00	
Total 5914:					63.52	.00	
5691	LEPCO	45053	HP PUMP IS LEAKING- SERVIC	08/12/2021	675.60	.00	
Total 5691:					675.60	.00	
2149	LEXISNEXIS MATTHEW BENDE	25758020	WY COURT RULES	06/16/2021	547.36	.00	
2149	LEXISNEXIS MATTHEW BENDE	25758039	COURT RULES	06/16/2021	225.31	.00	
Total 2149:					772.67	.00	
2224	LOCAL GOV'T LIABILITY POOL	13580	AA200039 SETTLEMENT ROME	08/09/2021	1,000.00	.00	
Total 2224:					1,000.00	.00	
4622	LOGICAL LANDSCAPING.COM	17035	261 HANSEN AVE	07/01/2021	649.50	.00	
Total 4622:					649.50	.00	
4380	LONG BUILDING TECHNOLOGI	SRVCE011966	LABOR, MATERIAL @ PARK & R	07/22/2021	156.00	.00	
4380	LONG BUILDING TECHNOLOGI	SRVCE012081	MATERIAL, FRT, BACK DOOR K	08/19/2021	793.10	.00	
Total 4380:					949.10	.00	
6526	LSC TRANSPORTATION CONSU	60533	204470 START ON CALL CONTR	08/12/2021	4,880.00	.00	
Total 6526:					4,880.00	.00	
4612	MASON, TOM	081721	REIMBURST FOR TOWN SHIPPI	08/17/2021	64.00	.00	
Total 4612:					64.00	.00	
6868	Merrell Design Works	081721	RELEASE BOND 380 w SADDLE	08/17/2021	4,965.00	4,965.00	08/17/2021

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6868:					4,965.00	4,965.00	
998	METROQUIP INC	P10384	TUBE ASSY, BRG-LWR ROLL, F	06/28/2021	207.46	.00	
998	METROQUIP INC	P11132	WLDT-CONV ROL, WLDT-CONV	08/09/2021	569.87	.00	
998	METROQUIP INC	P11166	WLDT-CONV ROL, FRT	08/10/2021	388.72	.00	
998	METROQUIP INC	P11247	WLDT-CONV ROL, FRT	08/13/2021	505.04	.00	
998	METROQUIP INC	P11467	LENS-S/B LEFT LW, RKR SW, M	08/27/2021	75.29	.00	
Total 998:					1,746.38	.00	
3932	MILLER SANITATION	18858	CITY CANS 74 CANS FOR @ PU	08/02/2021	8,029.00	.00	
3932	MILLER SANITATION	18859	START ROUTE TRASH CANS	08/02/2021	315.00	.00	
Total 3932:					8,344.00	.00	
6770	MOBILITY FOREFRONT LLC	WFFINV0041	JUNE MONTHLY RENT	05/01/2021	35,000.00	.00	
Total 6770:					35,000.00	.00	
6466	MOUNTAIN ALARM	253068	ALARM MONITORING	05/25/2021	479.48	.00	
Total 6466:					479.48	.00	
4623	MSC INDUSTRIAL SUPPLY CO	4774676001	HX CAP SCREW, 8 HEX NUT, PA	07/23/2021	173.23	.00	
4623	MSC INDUSTRIAL SUPPLY CO	4808020001	HE CAP SCR, DRILL-PT SCR, AI	08/09/2021	232.20	.00	
Total 4623:					405.43	.00	
257	NAPA AUTO PARTS INC.	006157	ALTERNATOR BEARING, NAPA	07/28/2021	112.87	.00	
257	NAPA AUTO PARTS INC.	006435	UTILITY VISE, MINI PULLER	07/29/2021	253.29	.00	
257	NAPA AUTO PARTS INC.	006558	SPARK PLUG, SPARK PLUG WI	07/29/2021	172.20	.00	
257	NAPA AUTO PARTS INC.	006820	IGNITION COIL	07/30/2021	81.83	.00	
257	NAPA AUTO PARTS INC.	006861	NAPA CABIN AIR FILTER	07/30/2021	17.88	.00	
257	NAPA AUTO PARTS INC.	007696	NAPAGOLD OIL FILTER	08/03/2021	141.24	.00	
257	NAPA AUTO PARTS INC.	007898	CREDIT: BMX IGNITION WIRE S	08/04/2021	120.26	.00	
257	NAPA AUTO PARTS INC.	008103	ELECTRICAL CONNECTOR, BL	08/05/2021	94.48	.00	
257	NAPA AUTO PARTS INC.	008133	BLWER MTR ASSY	08/05/2021	71.99	.00	
257	NAPA AUTO PARTS INC.	008396	BRAKE ROTOR	08/06/2021	100.18	.00	
257	NAPA AUTO PARTS INC.	008730	LAMP	08/07/2021	53.97	.00	
257	NAPA AUTO PARTS INC.	008874	TRANSMISSION	08/09/2021	1,328.29	.00	
257	NAPA AUTO PARTS INC.	009230	EXHUAUST GASKET, EX PIPE GA	08/10/2021	170.06	.00	
257	NAPA AUTO PARTS INC.	010150	GOJO ORANGE	08/13/2021	23.98	.00	
257	NAPA AUTO PARTS INC.	010923	NAPAGOLD AIR FILTER	08/17/2021	98.82	.00	
257	NAPA AUTO PARTS INC.	012421	NAPAGOLD OIL FILTER	08/24/2021	32.35	.00	
257	NAPA AUTO PARTS INC.	012720	20" TRICO FORCE BLDE, 22" TR	08/25/2021	492.30	.00	
257	NAPA AUTO PARTS INC.	013330	NAPAGOLS OIL FILTER	08/27/2021	14.28	.00	
Total 257:					3,139.75	.00	
187	NELSON ENGINEERING	54540	PROJ: 20-473-101- SI-FERRIN R	02/24/2021	2,494.25	.00	
187	NELSON ENGINEERING	55251	PROJ: 20-473-01: 101 SI-FERRI	05/28/2021	861.00	.00	
187	NELSON ENGINEERING	56074	ASPEN HILL CEMETARY	08/05/2021	247.00	.00	
187	NELSON ENGINEERING	56224	WELL EXPLORATION 19-330-03	08/30/2021	1,592.75	.00	
Total 187:					5,195.00	.00	
6213	New West Building Company Inc.	081321	RELEASE BOND 120 EAST HAN	08/13/2021	8,300.00	8,300.00	08/13/2021

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6213:					8,300.00	8,300.00	
5037	OLDCASTLE PRECAST INC	230212161	MANHOLE SECTION CIR RING	08/20/2021	3,642.00	.00	
Total 5037:					3,642.00	.00	
513	ON SIGHT LAND SURVEYORS I	PT21-149	BATCH PLANT TOWNHOMES	07/06/2021	450.00	.00	
513	ON SIGHT LAND SURVEYORS I	PT21-150	tech review metro plateau	07/06/2021	450.00	.00	
513	ON SIGHT LAND SURVEYORS I	PT21-157	BLUFF FIRST ADDITION TECH	07/19/2021	600.00	.00	
Total 513:					1,500.00	.00	
6514	Option One	083121	release bond 665 E hansen B21-0	08/31/2021	4,000.00	4,000.00	08/31/2021
6514	Option One	083121	Release Bond 11775 greagory lan	08/31/2021	4,000.00	4,000.00	08/31/2021
Total 6514:					8,000.00	8,000.00	
6167	OUTLINE INDUSTRIES LLC	618924	STENCIL LOGOS	08/25/2021	349.00	.00	
Total 6167:					349.00	.00	
4894	PLATT	1W22305	COUPLINGS	08/13/2021	84.41	.00	
Total 4894:					84.41	.00	
6068	POWER ENGINEERING CO, INC	0237206-IN	DRUM- COOLING TRTMENT	07/16/2021	893.90	.00	
Total 6068:					893.90	.00	
6483	PREMIER TRUCK- SALT LAKE C	CM775301904	CORE RETURN	08/06/2021	152.96-	.00	
6483	PREMIER TRUCK- SALT LAKE C	CM775302733	CREDIT: CORE RETURN	08/06/2021	152.96-	.00	
Total 6483:					305.92-	.00	
6855	RHINEHART OIL CO, LLC	IN-363519-21	GAS 87 MID GRADE, DSL FUEL	08/03/2021	33,698.05	.00	
6855	RHINEHART OIL CO, LLC	IN-377390-21	MID GRADE 87, DSL FUEL 2 DY	08/16/2021	33,125.99	.00	
6855	RHINEHART OIL CO, LLC	IN-394541-21	CHEVRON UTILIT-PLEX SYN G	08/27/2021	672.98	.00	
Total 6855:					67,497.02	.00	
2291	ROCKY MOUNTAIN APPRAISAL	TOJ855BRO/A	APPRIASAL 855 W BROADWAY	08/09/2021	3,000.00	.00	
Total 2291:					3,000.00	.00	
4723	RON'S TOWING	21-15605	TOWING D4500- FROM DRIGGS	08/03/2021	3,500.00	.00	
4723	RON'S TOWING	21-16108	TOWING MCI- FROM JACKSON	08/25/2021	7,000.00	.00	
Total 4723:					10,500.00	.00	
13	SAFETY SUPPLY & SIGN CO., I	177534	SIGNAGE	07/09/2021	185.61	.00	
13	SAFETY SUPPLY & SIGN CO., I	177677	RIVET DRIVE	07/20/2021	484.45	.00	
13	SAFETY SUPPLY & SIGN CO., I	177692	signage	07/21/2021	3,147.15	.00	
Total 13:					3,817.21	.00	
4831	SCHAEFFER MFG. CO	PXG4065	(2) 55 GALLON DRUMS- SUPRE	08/20/2021	2,875.40	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4831:					2,875.40	.00	
231	SHERVIN'S INDEPENDENT OIL	060121-06092	FUEL FOR WHEN DEPOT WAS	06/30/2021	4,468.71	.00	
Total 231:					4,468.71	.00	
4548	SILVER CREEK SUPPLY	0004327854-0	PREMIXED RHOGARD	04/05/2021	63.19	.00	
4548	SILVER CREEK SUPPLY	0004979600-0	SCH PVC CAP SLIP	08/04/2021	33.98	.00	
Total 4548:					97.17	.00	
4720	SILVERSTAR	54639 0921	INTERNET SERVICES	09/01/2021	2,490.92	.00	
Total 4720:					2,490.92	.00	
5632	SNAKE RIVER MEP COMPLETE,	6573	HVAC SERVICE CALLS	07/19/2021	435.00	.00	
Total 5632:					435.00	.00	
4699	SNAKE RIVER ROASTING	72135	COFFEE	08/16/2021	97.90	.00	
4699	SNAKE RIVER ROASTING	72278	COFFE FOR MAIN PW SHOP	08/23/2021	97.90	.00	
Total 4699:					195.80	.00	
1505	SPRING CREEK ANIMAL HOSPI	625011626	EXAM	08/15/2021	68.66	.00	
Total 1505:					68.66	.00	
4874	STANDARD DRYWALL, INC	SDI CR#1	PROJ: SNOW KING HOUSING U	08/16/2021	1,832.00	.00	
Total 4874:					1,832.00	.00	
3989	STINKY PRINTS, INC	63025	Si-Ferrin- B&W, REPRODUCTIO	08/03/2021	25.64	.00	
Total 3989:					25.64	.00	
1054	SUNRISE ENVIRONMENTAL	123816	CHAIN & CABLE LUBE	08/17/2021	252.05	.00	
Total 1054:					252.05	.00	
4990	Swagit Productions, LLC	18466	VIDEO STREAMING SERVICES	07/31/2021	1,775.00	.00	
Total 4990:					1,775.00	.00	
581	TETON COUNTY INTEGRATED	6245	CARDBOARD PICKUP @ PW- 07	08/03/2021	318.00	.00	
Total 581:					318.00	.00	
6813	TETON COUNTY PLANNING & B	170	NEIGHBORHOOD PLAN	08/11/2021	3,720.46	.00	
Total 6813:					3,720.46	.00	
1355	TETON COUNTY TRANSFER ST	525111	dump fees	08/10/2021	59.00	.00	
1355	TETON COUNTY TRANSFER ST	525128	DUMP FEES	08/10/2021	48.00	.00	
1355	TETON COUNTY TRANSFER ST	526362	DUMP FEES	08/17/2021	77.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 1355:					184.00	.00	
1614	TETON COUNTY-FUND 10	081221RH	JULY RYAN HOSTETTER	08/12/2021	4,421.79	.00	
Total 1614:					4,421.79	.00	
268	TETON MOTORS INC	5099238	HANDLE, SWITCH	08/05/2021	53.80	.00	
268	TETON MOTORS INC	5099365	VALVE	08/17/2021	58.14	.00	
268	TETON MOTORS INC	5099382	SENSOR	08/17/2021	205.69	.00	
268	TETON MOTORS INC	5099507	SENSOR	08/26/2021	35.48	.00	
268	TETON MOTORS INC	6154907	ALIGN JOB	08/25/2021	97.15	.00	
Total 268:					450.26	.00	
5846	TETON TOOLS LLC	08182129011	1/2 DR IMP DR, 3/8 DR F80 RPL	08/18/2021	93.95	.00	
Total 5846:					93.95	.00	
3237	THE AFTERMARKET PARTS CO	82447210	CHAMBER ASSY BRAKE L	07/27/2021	100.11	.00	
Total 3237:					100.11	.00	
70	THYSSEN KRUPP ELEVATOR C	5001613424	GOLD- FULL MAINTENANCE SE	08/19/2021	445.00	.00	
Total 70:					445.00	.00	
4046	TIMBERLINE CONCRETE	072821	PROJ: 145 E PEARL ST- CONCR	07/28/2021	1,168.50	.00	
Total 4046:					1,168.50	.00	
5067	TITAN MACHINERY	15829374 GP	WLDT-BRKT CONV UPR DRIVE	07/27/2021	1,497.18	.00	
5067	TITAN MACHINERY	15897036 GP	DRIVE KEY, CHECK VALVE CAR	08/10/2021	1,492.42	.00	
Total 5067:					2,989.60	.00	
6579	TITLE 22 CONSULTANTS	21-0022	PLAT REVIEW BATCH PLANT R	07/06/2021	511.99	.00	
6579	TITLE 22 CONSULTANTS	21-0023	PLAT REVIEW P21-150	07/07/2021	515.67	.00	
6579	TITLE 22 CONSULTANTS	21-0024	PLAT REVIEW P21-157	07/13/2021	506.75	.00	
Total 6579:					1,534.41	.00	
6363	TMSC LLC	2021-005S-02	STREET LIGHT REPAIR @ 3095	08/23/2021	310.75	.00	
6363	TMSC LLC	2021-006-3RC	FACILITIES MAINTENACE RECA	08/14/2021	224.50	.00	
6363	TMSC LLC	2021-006-3RC	FACILITIES MAINTENACE RECA	08/14/2021	1,312.50	.00	
6363	TMSC LLC	2021-006-SF-0	SI-FERRIN REMODEL- ELECTRI	08/23/2021	5,346.86	.00	
Total 6363:					7,194.61	.00	
1949	VERIZON WIRELESS	9885341719	Monthly Verizon bill	08/01/2021	5,667.74	.00	
Total 1949:					5,667.74	.00	
3420	VISA	Admin 1 #5397	staples	07/25/2021	18.61	.00	
3420	VISA	Admin 1 #5397	pinky g's	07/25/2021	200.23	.00	
3420	VISA	Admin 1 #5397	albertons	07/25/2021	853.81	.00	
3420	VISA	Admin 1 #5397	oscars	07/25/2021	89.36	.00	
3420	VISA	Admin 1 #5397	staples	07/25/2021	16.07	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3420 VISA		Admin 1 #5397	pearl street	07/25/2021	109.82	.00	
3420 VISA		Admin 1 #5397	coolworks	07/25/2021	318.00	.00	
3420 VISA		Admin 1 #5397	gillette news	07/25/2021	150.50	.00	
3420 VISA		Admin 1 #5397	discount mugs	07/25/2021	842.78	.00	
3420 VISA		Admin 1 #5397	amazon	07/25/2021	95.38	.00	
3420 VISA		Admin 2 #9118	teton county clerk	07/25/2021	34.50	.00	
3420 VISA		Animal #2344 0	vistaprint	07/25/2021	279.29	.00	
3420 VISA		Animal #2344 0	amazon	07/25/2021	39.99	.00	
3420 VISA		Animal #2344 0	amazon	07/25/2021	58.22	.00	
3420 VISA		Animal #2344 0	amazon	07/25/2021	123.46	.00	
3420 VISA		Animal #2344 0	amazon	07/25/2021	6.99	.00	
3420 VISA		Animal #2344 0	smiths	07/25/2021	30.47	.00	
3420 VISA		Animal #2344 0	etsy	07/25/2021	147.12	.00	
3420 VISA		Animal #2344 0	animal care equipment	07/25/2021	248.16	.00	
3420 VISA		Animal #2344 0	tj maxx	07/25/2021	24.32	.00	
3420 VISA		Animal #2344 0	amazon	07/25/2021	703.15	.00	
3420 VISA		Animal #2344 0	staples	07/25/2021	763.25	.00	
3420 VISA		Animal #2344 0	smiths	07/25/2021	62.98	.00	
3420 VISA		Animal #2344 0	smiths	07/25/2021	12.05	.00	
3420 VISA		Animal #2344 0	pets place plus	07/25/2021	16.94	.00	
3420 VISA		Animal #2344 0	smiths	07/25/2021	125.22	.00	
3420 VISA		Animal #2344 0	revial animal	07/25/2021	1,080.77	.00	
3420 VISA		Animal #2344 0	tjmaxx	07/25/2021	13.89	.00	
3420 VISA		Animal #2344 0	credit card fees	07/25/2021	10.74	.00	
3420 VISA		Animal #2344 0	vet apparel company	07/25/2021	300.45	.00	
3420 VISA		Animal #2344 0	staples	07/25/2021	29.30	.00	
3420 VISA		Animal #2344 0	amazon	07/25/2021	34.46	.00	
3420 VISA		Animal #2344 0	ace hardware	07/25/2021	43.43	.00	
3420 VISA		Animal #2344 0	staples	07/25/2021	15.25	.00	
3420 VISA		Animal #2344 0	smiths	07/25/2021	129.09	.00	
3420 VISA		Animal #2344 0	pets place plus	07/25/2021	41.34	.00	
3420 VISA		Animal #2344 0	amazon	07/25/2021	8.99	.00	
3420 VISA		Chief 1115 07/2	Travel expenses	07/25/2021	916.78	.00	
3420 VISA		Chief 1115 07/2	costco	07/25/2021	255.40	.00	
3420 VISA		Chief 1115 07/2	print place	07/25/2021	108.20	.00	
3420 VISA		Finance 1073 0	gracie university	07/25/2021	1,610.00	.00	
3420 VISA		IT - 6908 07/25	garamin	07/25/2021	64.95	.00	
3420 VISA		IT - 6908 07/25	dish	07/25/2021	.06	.00	
3420 VISA		IT - 6908 07/25	concrete 5	07/25/2021	90.00	.00	
3420 VISA		IT - 6908 07/25	amazin	07/25/2021	78.99	.00	
3420 VISA		IT - 6908 07/25	go daddy	07/25/2021	19.96	.00	
3420 VISA		IT - 6908 07/25	ups store	07/25/2021	73.41	.00	
3420 VISA		IT - 6908 07/25	iphone payment	07/25/2021	122.32	.00	
3420 VISA		IT - 6908 07/25	piriform	07/25/2021	400.00	.00	
3420 VISA		IT - 6908 07/25	iapc	07/25/2021	500.00	.00	
3420 VISA		IT - 6908 07/25	martel electronics	07/25/2021	1,036.49	.00	
3420 VISA		LT 2 #1123 07/	travel expenses	07/25/2021	145.38	.00	
3420 VISA		LT 2 #1123 07/	red cross	07/25/2021	300.00	.00	
3420 VISA		LT 2 #1123 07/	amazon	07/25/2021	53.90	.00	
3420 VISA		LT 2 #1123 07/	staples	07/25/2021	19.15	.00	
3420 VISA		LT 2 #1123 07/	best buy	07/25/2021	42.39	.00	
3420 VISA		Planning 1 #60	amazon	07/25/2021	4.66	.00	
3420 VISA		Planning 1 #60	american planning	07/25/2021	616.00	.00	
3420 VISA		Planning 1 #60	amazon	07/25/2021	195.29	.00	
3420 VISA		Planning 1 #60	mailchimp	07/25/2021	52.99	.00	
3420 VISA		Planning 1 #60	healthy being	07/25/2021	33.88	.00	
3420 VISA		Planning 1 #60	sp planetizen store	07/25/2021	275.00	.00	
3420 VISA		Planning 1 #60	american planning	07/25/2021	35.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3420	VISA	Police 3 #0355	paypal basic fto	07/25/2021	350.00	.00	
3420	VISA	Police 3 #0355	hotels.com	07/25/2021	627.08	.00	
3420	VISA	Police 3 #0355	albertson	07/25/2021	80.95	.00	
3420	VISA	Police 3 #0355	hoback sports	07/25/2021	103.88	.00	
3420	VISA	Police 3 #0355	ups	07/25/2021	10.87	.00	
3420	VISA	PW 1 #8144 07	fed ex	07/25/2021	45.95	.00	
3420	VISA	PW 1 #8144 07	sirius	07/25/2021	247.51	.00	
3420	VISA	PW 1 #8144 07	amazon	07/25/2021	295.04	.00	
3420	VISA	PW 1 #8144 07	ge appliance	07/25/2021	81.36	.00	
3420	VISA	PW 1 #8144 07	davey coach	07/25/2021	377.46	.00	
3420	VISA	Sergeant #106	glock professional	07/25/2021	250.00	.00	
3420	VISA	Sergeant #106	amazon	07/25/2021	44.85	.00	
3420	VISA	Sergeant #106	law enforcement seminars	07/25/2021	385.00	.00	
3420	VISA	START 2 1214	creekside	07/25/2021	71.91	.00	
3420	VISA	START 2 1214	ace hardware	07/25/2021	12.17	.00	
3420	VISA	VS 9126 07/25/	coca cola	07/25/2021	21.00	.00	
3420	VISA	VS 9126 07/25/	staples	07/25/2021	97.53	.00	
3420	VISA	VS 9126 07/25/	online web	07/25/2021	359.00	.00	
3420	VISA	VS 9126 07/25/	ace hardware	07/25/2021	84.78	.00	
3420	VISA	VS 9126 07/25/	coca cola	07/25/2021	10.60	.00	
3420	VISA	VS 9126 07/25/	ny city sub	07/25/2021	48.17	.00	
Total 3420:					17,733.69	.00	
6870	WATSABAUGH, YVONNA	083121	release bond case 21-07-0007	08/31/2021	1,500.00	1,500.00	08/31/2021
Total 6870:					1,500.00	1,500.00	
563	WESTBANK SANITATION	3751932	TRASH PICK UP @ 145 E PEAR	08/01/2021	1,705.00	.00	
Total 563:					1,705.00	.00	
1640	WESTERN STATE	IN001710782	TROUBLSE SHOOT & REPAIR-	07/13/2021	3,565.48	.00	
1640	WESTERN STATE	IN001742641	GEN CHECK @ VERTICAL HAR	08/12/2021	284.78	.00	
1640	WESTERN STATE	IN001742674	PM-1 @ START BUS	08/12/2021	283.21	.00	
1640	WESTERN STATE	IN001745267	PM-1 @ BROADWAY PUMP HO	08/16/2021	291.38	.00	
1640	WESTERN STATE	IN001745273	PM-1 @ TOWN HALL	08/16/2021	719.08	.00	
1640	WESTERN STATE	IN001745280	PM-1 @ PUBLIC WORKS	08/16/2021	283.21	.00	
1640	WESTERN STATE	IN001745282	PM-1 @ SPRUCE PUMP	08/16/2021	293.71	.00	
1640	WESTERN STATE	IN001745284	PM-1 @ KARNS WELL #5	08/16/2021	299.33	.00	
1640	WESTERN STATE	IN001745285	PM-1 @ SPRING GULCH	08/16/2021	287.18	.00	
1640	WESTERN STATE	IN001748466	PM-1 @ WWT WEST UV	08/18/2021	316.36	.00	
1640	WESTERN STATE	IN001748476	PM-1 @ WWT MAIN	08/18/2021	281.11	.00	
1640	WESTERN STATE	IN001748483	PM-1 @ WWT EAST IPS	08/18/2021	295.81	.00	
Total 1640:					7,200.64	.00	
2802	WESTWOOD CURTIS	080921	Cache Creek SEWER	08/09/2021	86,725.10	.00	
Total 2802:					86,725.10	.00	
472	WHITE GLOVE CLEANING, INC.	676B	MOVE OUT CLEANING @ 455 VI	08/09/2021	532.80	.00	
472	WHITE GLOVE CLEANING, INC.	697B	SHELTER CLEANING @ ALBER	08/10/2021	75.00	.00	
472	WHITE GLOVE CLEANING, INC.	7401	JANITORIAL SERVICES- EXTRA	07/28/2021	75.00	.00	
472	WHITE GLOVE CLEANING, INC.	7491	JANITORIAL SERVICES @ 2 & 3	08/31/2021	350.00	.00	
Total 472:					1,032.80	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3619	WY CHILD SUPPORT ENFORCE	08122021	case #209790	08/12/2021	146.76	146.76	08/12/2021
3619	WY CHILD SUPPORT ENFORCE	082721	case #209790	08/27/2021	146.76	146.76	08/27/2021
Total 3619:					293.52	293.52	
4198	WYOMING FIRST AID & SAFETY	194625	first aid kit resupply	07/28/2021	270.98	.00	
4198	WYOMING FIRST AID & SAFETY	194642	first aid kit resupply	08/05/2021	88.88	.00	
Total 4198:					359.86	.00	
5788	WYOMING GARAGE DOOR, LLC	2424	SERVICE CALL- REPLACE EXT	07/29/2021	115.00	.00	
Total 5788:					115.00	.00	
6717	WY-TEST	37338	RANDOM- FTA- R. FREED	04/05/2021	80.00	.00	
6717	WY-TEST	37451	PRE EMPLOYMENT- FTA TEST	04/16/2021	80.00	.00	
6717	WY-TEST	37475	FTA- PRE EMPLOYMENT- B. MC	04/20/2021	80.00	.00	
6717	WY-TEST	37721	NON DOT PRE EMPLOYMENT T	06/03/2021	80.00	.00	
6717	WY-TEST	37972	RANDOM- FTA- S. RHOADS	07/09/2021	80.00	.00	
6717	WY-TEST	38060	RANDOM BREATH & URINE- FT	07/26/2021	105.00	.00	
Total 6717:					505.00	.00	
5539	Y2 CONSULTANTS, LLC	17903	DOWNTOWN PED IMP CENTER	07/27/2021	4,573.00	.00	
Total 5539:					4,573.00	.00	
2842	YELLOW IRON EXCAVATION, LL	60520	trash removal @ 155 E PEARL	07/31/2021	120.00	.00	
2842	YELLOW IRON EXCAVATION, LL	60522	TOWN HALL TRASH REMOVAL-	07/31/2021	920.00	.00	
2842	YELLOW IRON EXCAVATION, LL	60523	PUBLIC WORKS- TRASH REMO	07/31/2021	1,820.00	.00	
2842	YELLOW IRON EXCAVATION, LL	60524	TRASH REMOVAL	07/31/2021	360.00	.00	
Total 2842:					3,220.00	.00	
6719	ZOOM VIDEO COMMUNICATION	INV104230707	STANDARD BIZ ANNUAL	08/26/2021	4,958.90	.00	
Total 6719:					4,958.90	.00	
Grand Totals:					1,527,307.16	961,625.27	

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:	September 7, 2021	Meeting Title:	Town Council Evening Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: Farm to Fork 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.

Requested Action.

Staff is requesting Town Council to consider the special event application submitted by Slow Foods in the Tetons, a local non-profit organization, for the annual Farm to Fork Festival on Saturday, October 2 and Sunday, October 3, 2021.

Recommendations.

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

Background.

The applicant, Slow Foods in the Tetons, a local non-profit, plans to host their annual Farm to Fork event on Saturday, October 2 and Sunday, October 3, 2021 on the Center for the Arts Lawn (Center Park). 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 Slow Foods 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 by the Town Council would be needed for the applicant to reserve parking spaces located along South Cache Street and in the public parking lot located directly north of the Center for the Arts between the hours of 7:00 A.M. and 9:00 P.M. on October 2 and October 3 for market load-in and load-out purposes. A similar request was granted for each of the People's Markets for the summer of 2021.

Requested Closures:

1. Parking on both sides of Cache Street between E. Simpson and Hansen/Kelly Avenue on October 2 & 3 between the hours of 7am and 8pm
2. Center for the Arts north upper parking lot space (20 spaces) same dates and times



The parking request has been reviewed by various Town and Joint Departments including Public Works, Police, and Fire/EMS. These departments indicated no significant concerns with this request.

In previous years the applicant has utilized barricades and cones from the Public Works Department for the duration of the summer. Public Works has indicated that they would be able to assist with this request if the equipment was available.

For 2021, the applicant will continue to work with the Teton County Health Department and make adjustments for hosting the People's Market 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.

The applicant requests the following in association with each market:

- 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 utilize the parking spaces depicted in the map above between the hours of 7:00 AM and 9:00 PM for event purposes including load-in and load-out operations.
- Permission to use Town of Jackson barricades and cones for the parking space reservations.
- Permission for amplified music associated with live or recorded music.
- Permission to display onsite vendor banners and/or logos on the booths. 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.

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 an Exposition License totaling \$247, a Catering Permits totaling \$40

and a special event application fee of \$27. A total income of \$314 is expected from this event.

Staff Impact.

Staff impact includes:

- processing catering permits and exposition permits (approximately 30 minutes),
- delivery & pick up of the JH20 water station each week conducted by Parks and Recreation employees (approximately 2 hours),
- 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 1 hours of total staff time),
- preparation of staff report (approximately 1 hour),
- follow-up actions (approximately 1 hour).

In total approximately 9 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. Festival operations will be subject to the review of the Teton County Health Department.
2. The Festival shall abide by any state or local health order in place.
3. The applicant shall clean up immediately after the Festival 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.
4. 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.
5. 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.
6. No exhibits, tables, chairs, or other equipment shall be placed on walkways along South Cache 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. An adequate number of designated handicapped parking spaces shall be established in the vicinity of the market.
9. 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.
10. 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.
11. 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.
12. The applicant shall obtain the necessary food service permits from Teton County Environmental Health.

13. 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.
14. The applicant will post *no alcohol consumption beyond this point* signs at either end of the Festival.
15. Vendors may not sell more than 16 oz. in the mugs, regardless of mug size.
16. The applicant may sell mugs for alcoholic beverages that are approved by the Police Department.
17. The applicant shall apply and pay for all licenses and/or permits prior to each market.
18. 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.
19. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
20. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2)
21. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
22. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
23. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
24. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
25. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
26. 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).
27. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
28. 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).
29. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website.
30. 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).

Attachments or Links.

Special Event application

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 Slow Foods in the Tetons for the Farm to Fork Festival, subject to the conditions and restrictions listed in the staff report.

Farm to Fork Plan for parking spot closures and vendor/attendee movements



Parking Closure Plan: Close the parking spots in **Yellow** and **Blue**.

Market Vendor Load in plan: Vendors for the Saturday market load in and load out in the **Blue** area. After loading they move cars to the **Yellow**, starting with the north parking lot. The final batch of vendors with large trucks and trailers keep vehicles in the **Blue** and **Yellow** areas for the entire market. We open up the **Yellow** on the east side of Cache to the public if we do not need it for vendors. This plan minimizes vendors crossing the street with goods. This same plan will be in place for Sunday events and vendors hosting workshops on the lawn.

Attendee Plan: Staff in neon vests will encourage attendees to cross at the cross walks.

Additional Safety Measures and logistics:

- Message Boards (**Purple**) on Cache to ask drivers to “Slow Down Event Ahead”
- Safety vests for Slow Food staff and volunteers

Farm to Fork Plan for parking spot closures and vendor/attendee movements

- Barricades on either side of the south alley “resident traffic, no People’s Market parking”. (Brown) This alley is too narrow to allow event parking
 - No parking signs and additional barricades in the surrounding neighborhood as needed
-

Slow Food is hosting the Farm to Fork Festival with the goal of celebrating food and farms and inspiring the community to create a healthier, more sustainable food system.

Festival Dates: October 2-3, 2021

Festival Hours: 9am-8pm

Setup Time: Vendors set up and break down between 7am and 9pm

Parking closure time: 8am-8pm

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: Farm to Fork Festival

Name of Organization: Slow Food in the Tetons

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

Mailing Address: PO Box 7290

City: Jackson State: WY Zip Code: 83002

Name of Person Completing Application: Lucille Rice

Email Address: lucille@tetonslowfood.org

Work Phone: 3074138333 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):* _____

A 3-day family-friendly event at Jackson Hole's Center For the Arts to celebrate food, farms,

Location of Event: Center for the Arts (lawn and Alternative Location: _____

Date(s) of Event: October 2-3 Event Operating Hours: 9am-8pm

Event Set Up Begins Date: October 02, 2021 Time: 7am

Event Clean Up Ends Date: October 03, 2021 Time: 9pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 1000 Total Event: 2000

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: Scott Steen Cell Phone: 406.579.7852

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 St Parking both sides between E Simpson St and Hansen/Kelly alley 10/2-3; 7am-8pm			
Center for the Arts north upper parking lot space (20), same dates and times			
See attached 2021 F2F Parking Closure Plan			

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

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

☒ Yes ☐ No

If "Yes", how many parking spaces will be unavailable due to the event: 30-40 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:

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

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

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

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

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

TOWN SERVICES REQUESTS

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

POLICE DEPARTMENT

(307) 733-1430

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

Please describe in detail your request: _____

Help with towing if needed _____

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

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☐ Electricity Access

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

☐ Additional Public Restroom Cleaning

Please describe in detail your request: We'd like to use to the HH2O station please

**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: 9am Finish Time: 8pm

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: We will use the Center for the Arts facilities

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? Jackson Hole Stillworks

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:

Each vendor for the farmers market portion of the festival will be selling items.

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 _____

When will the trash receptacles be delivered? We provide them _____

When will the trash receptacles be picked up and removed from site? At the end of each event _____

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

As part of our Zero Waste Initiative, vendors are required to use our reusable plates, bowls, cups, and utensils (Covid contingent). We collect all food waste and give it to Haderlie Farms (vendor) to compost at the farm. We direct people to discard trash at our Zero Waste Station. After the event we recycle all materials that can be recycled and remove trash from the site.

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

Special Event Application

SUSTAINABLE EVENT PLANNING

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

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

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

RECYCLING PLAN

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

Will you be using a company for your recycling plan?

☐ Yes

☒ No

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

How many recycling receptacles will they (or you) supply for your event? ² _____

When will these recycling receptacles be delivered? ^{We provide the receptacles} _____

When will recycling receptacles be picked up and removed from site? ^{At the end of each event day} _____

Describe your plan for collection and removal of recyclable materials during your special event:
We have a Zero Waste Station with four clearly marked bins (landfill, recycling, compost and reuse) and we station one person with Zero Waste knowledge in the area to talk to market attendees about both Teton County and the Market's Zero Waste efforts, as well as what can and cannot be recycled. After each market, an employee takes the bin and sorts the contents and recycles appropriately.

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: LR

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: LR _____

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: LR

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: LR

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: LR

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: Lucille Rice

Printed Name

DATE: 08/02/2021

TITLE: Program Manager



SLOWFOO-01

MGUSTIN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/24/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 6024 HUB International Mountain States Limited 1315 S Highway 89 Suite 103 Jackson, WY 83001		CONTACT NAME: Monique Gustin PHONE (A/C, No, Ext): (307) 732-5949 FAX (A/C, No): E-MAIL ADDRESS: Monique.Gustin@hubinternational.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Philadelphia Indemnity Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			PHPK2015758	6/23/2020	6/23/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			PHPK2015758	6/23/2020	6/23/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Town of Jackson
175 South Willow
Jackson, WY 83001

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rene LeBeau

STAFF REPORT



Meeting Date:	September 7, 2021	Meeting Title:	Town Council Regular Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: Fall Arts Festival	Public Comment:	Yes

Purpose & Policy Considerations.

To consider the special event request made by the Jackson Hole Chamber of Commerce to host the 2021 Fall Arts Festival. This request involves the use of public space and personnel.

Requested Action.

Approve or deny the special event request for the Fall Arts Festival submitted by the Jackson Hole Chamber of Commerce.

Recommendations.

Approval of Fall Arts Festival Special Event Request.

Background.

The 2021 Fall Arts Festival has been redesigned in an effort to mitigate the potential spread of COVID-19. The event has been significantly scaled down compared to previous years. This year the only portion of the that will fall on public space will be the annual Jackson Hole Quick Draw event on Saturday, September 18 between the hours of 8:00 AM and 1:00 PM.

The Jackson Hole Chamber of Commerce is requesting the use of Deloney Street (between Cache and Center) as well the inside of the Town Square.

Deloney Street Closure Request

- Close Deloney Street (including parking) between Cache and Center starting at approximately 5:00 PM on Friday, September 17 through approximately 5:00 PM on Saturday, September 18. A large tent will be erected on Friday night.
- Since Deloney Street between Cache and Center will be utilized by the Fall Arts Festival the organizers are requesting that an additional portion of Deloney (between Center Street and King Street) be closed and utilized by the Farmer's Market. The Farmer's Market typically utilizes the space requested by the Fall Arts Festival for the Quick Draw. The Farmer's Market indicated that they would be able to move down Deloney Street to the east. The closure for this portion of Deloney Street would remain consistent with normal Market closures (from approximately 6:00 AM to 1:00 PM on Saturday, September 18).

Town Square Request

- The Chamber of Commerce is requesting permission for exclusive use of the inside of the Town Square (George Washington Memorial Park) on Saturday, September 18 between the hours of 8:00 AM and 1:00 PM for the artists and 100 individuals who will be bidding on the artwork that is painted during

this time. In an effort to comply with the Town of Jackson COVID-19 special event policy, the Chamber will be limiting access into the Town Square for this event. Only individuals (100 maximum) who have pre-purchased bidding paddles will be permitted inside the Town Square for this time period.

Additional Requests

- Permission to place a pop-up 10x10 tent on the Town Square boardwalk near the intersection of Broadway and Cache in order to sell Fall Arts Festival posters, provide masks to the public, and provide general information about the Fall Arts Festival between the hours of 8:00 PM and 5:00 PM between the dates of September 8 – September 19, 2021.
- A temporary sign permit for a sign to be placed at Albertsons from September 6 – September 20
- A temporary sign permit for a sign to be placed on the above tent stating “Fall Arts Festival tickets & information” and our major sponsors.
- A temporary sign permit for an A-frame to be placed on Town Square throughout the festival with a QR code for festival information.

This application has been submitted to all Town departments for review.

Analysis.

This plan has been reviewed by the Teton County Department of Health. The Teton County Department of Health has indicated that with the safety precautions listed in this application that they were comfortable with the plan outlined above. Members of the Jackson Hole Chamber of Commerce, representatives from the Teton County Department of Health, Town of Jackson staff and representatives from the Jackson Hole Farmers Market all reviewed the plan submitted for the 2021 Fall Arts Festival.

This plan would address the public health orders that are currently in place. If the public health orders were to change prior to or during the Fall Arts Festival, the applicant would need to abide by all current health orders.

Possible Alternatives.

To deny the request.

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.

Income generated by special event application (\$27) and income generated exposition license (\$247).

Staff Impact.

2 hours of administrative time to process application.

Conditions and Restrictions.

1. The applicant is expected to monitor the noise levels of the event to ensure that it is conducted in a manner that reduces the likelihood that it will disturb the residents of the surrounding area or neighborhood. In the event that complaints from residents are received, the person to whom this permit is issued shall be responsible for taking reasonable steps to see that the noise is abated in a timely manner.

Attachments or Links.

Special Event Application
Fall Arts Festival Overview

QuickDraw Overview (map, health protocols and health and health requirements)
Fall Arts Festival phased plan for public health orders
Insurance Coverage Documentation

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 for the 2021 Fall Arts Festival, subject to the conditions and restrictions listed in the special event application with the additions of the following conditions and restrictions:

1. Any additional conditions as directed by the Town Council.
2. The applicant shall abide by all state and local health orders in place during the event.
3. The applicant will follow the guidelines set forth by the Teton County Health Department in efforts to mitigate the potential spread of COVID-19 including, but not limited to, the requirement of face coverings, pedestrian traffic flow patterns that allow for 6 feet of social distancing, requirements for symptoms screening, COVID-19 cleaning protocols, and COVID-19 information dissemination to the participants and spectators.

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 Fall Arts Festival

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)733-3316 Cell Phone: (208)521-0019

EVENT INFORMATION

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

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

Marketing Jackson worldwide as a top destination for the arts.

Location of Event: Jackson Alternative Location: _____

Date(s) of Event: September 8-19, 2021 Event Operating Hours: _____

Event Set Up Begins Date: September 08, 2021 Time: See "outline of events"

Event Clean Up Ends Date: September 19, 2021 Time: See "outline of events"

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: See "outline of _____" Total Event: _____

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): Cloudveil, Gallery Wild, Mountain Trails, New West Fine Art, Wells Fargo

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: Riley Frances Harris Cell Phone: (256)749-8686

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
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Deloney, Center, Broadway surrounding the Square	September 12,	5 am	5 pm
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Glenwood from Broadway to Peral	September 12,	12 pm	8 pm
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Deloney along the Square	September 18,	5 am	2 pm
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(Center will also be closed September 18, 5 am - 2 pm from The Farmer's Market)

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 EQUIPMENT REQUESTS

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

8 _____ Large Street Barricades	8 _____ "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: _____

We will post no parking signs, but may need assistance in the morning if vehicles are parked in _____

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: Town Square electricity (both black hubs and arch

turned on for September 12 and September 18

**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: See "outline of Finish Time: See "outline of

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: See Number of ADA Accessible Portable Toilets: See

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: 9/12 & 9/18 Time for Drop Off: 6 am

Date for Pick Up: 9/12 & 9/18 Time for Pick Up: 5 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? Champagne, wine, cocktail samples

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:

Posters to be sold throughout events. Local artwork to be sold by artists at Takin' It To The Streets. Fine Art to be auctioned at Quickdraw. Food & drink samples sold at Taste of the Tetons.

Will any food or beverages be sold at your event?

☒ Yes

☐ No

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

TRASH REMOVAL PLAN

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

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

☒ Yes

☐ No

If "Yes", which company will you be using? Westbank Sanitation

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

When will the trash receptacles be delivered? 9/10 and 9/17

When will the trash receptacles be picked up and removed from site? 9/13 and 9/20

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

Additional trash receptacles will be placed on the corners of Town Square to be used for Taste of the Tetons and QuickDraw.

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? Westbank Sanitation?

How many recycling receptacles will they (or you) supply for your event? 2-4

When will these recycling receptacles be delivered? 9/10 and 9/17

When will recycling receptacles be picked up and removed from site? 9/13 and 9/20

Describe your plan for collection and removal of recyclable materials during your special event:
Recycling bins will be placed on the corners of the Square for use. Vendors will recycle on their own at the end of the 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:

Taste of the Tetons adjustments - no 40x100 tent on Town Square. 10x10 and 20x20 tents for restaurants, alcohol, and artists, will be spread throughout Deloney, Center, and Broadway.

Additional event requesting to be added - Taste of the Tetons Ticketed Dinner on September 12 from 5-8 pm on Glenwood.

QuickDraw - restricted number of bidder paddles available for inside the 40x100 tent on Deloney. Additional guests can watch and listen from Town Square and bid on phones (no seating in Square).

Setup for QuickDraw inside the square expected to take place 9/17 and removed 9/18.

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: BM

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)

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: 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)

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: 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: 07/26/2021

TITLE: Director of Events



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: Fall Arts Festival Physical Address of Event: Mostly Town Square
Description of Event: 12-day celebrations of art in the Tetons
Grand Opening ☐ Yes ☒ No ☐

EVENT SPONSOR/APPLICANT: Name: Britney Magleby

Mailing Address: PO Box 550, Jackson, WY 83001 Phone: (208) 521-0019
E-mail: britney@jacksonchamber.com ZIP: 83001
Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Albertsons</u>	Business/Description: <u>Town Square Stage Stop</u>
Physical Address: <u>105 Buffalo Way</u>	Physical Address: <u>10 E. Broadway</u>
Dates of Display: <u>September 6-20, 2021</u>	Dates of Display: <u>September 8-19, 2021</u>
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☒ No ☐
Business/Description: <u>Participating Galleries</u>	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: <u>September 1-19, 2021</u>	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.

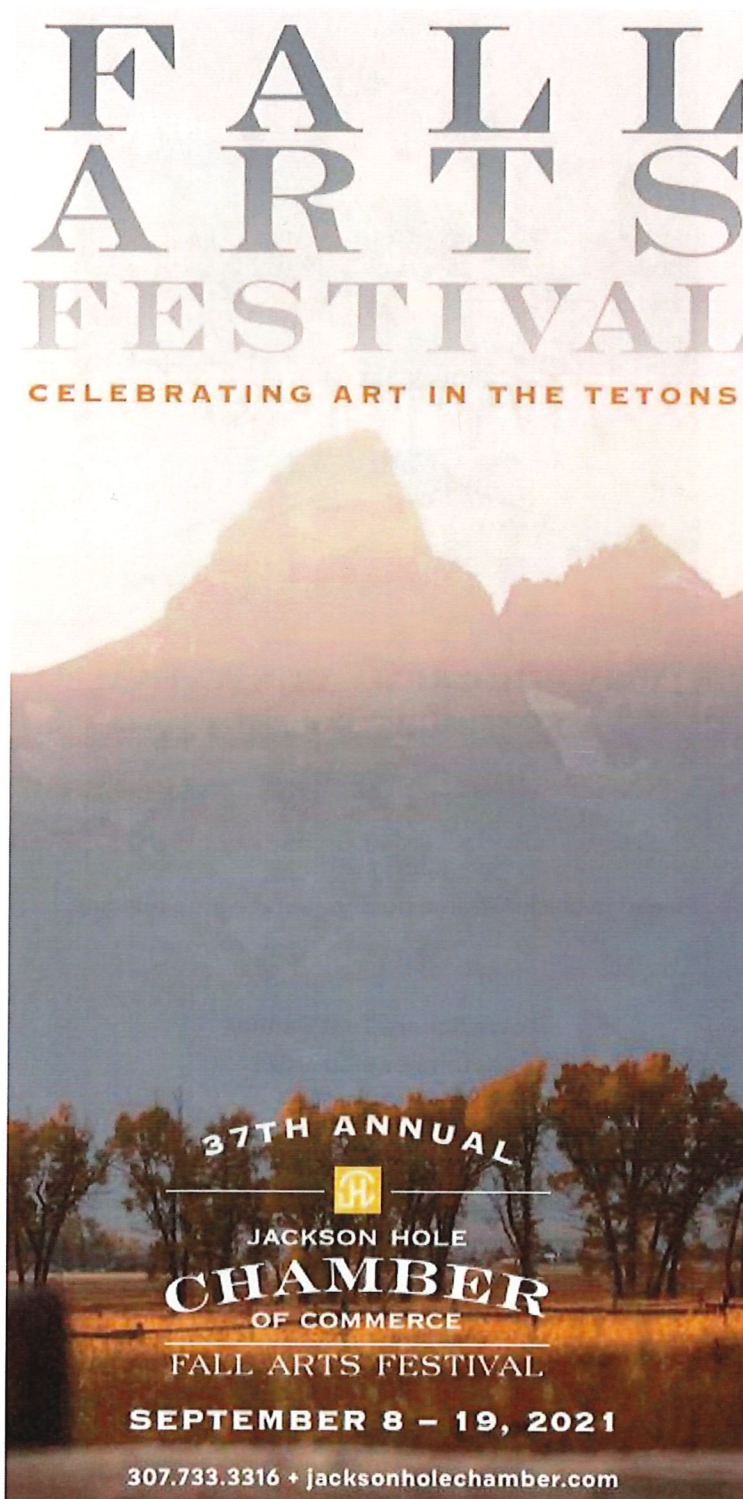
Signature of Authorized Event Applicant

Date

Applicant Name Printed

Title

Albertsons Banner
September 6-20, 2021



**FALL
ARTS
FESTIVAL**

CELEBRATING ART IN THE TETONS

37TH ANNUAL

JACKSON HOLE
CHAMBER
OF COMMERCE

FALL ARTS FESTIVAL

SEPTEMBER 8 - 19, 2021

307.733.3316 + jacksonholechamber.com

6 ft x 10 ft

To be hung from the back of Albertsons using rope

**Town Square A-Frame
September 8-19, 2021**



**JACKSON HOLE FALL ARTS FESTIVAL
SEPTEMBER 8-19, 2021**

Tickets & Information



22.5" x 29"

Placed in black A-frame holder at Stage Stop building

**Town Square Tent Banner
September 8-19, 2021**

**JACKSON HOLE FALL ARTS FESTIVAL
Tickets & Information**

9 ft x 1 ft

Hung from the front of 10x10 information tent on Town Square, 9-5

Participating Galleries
September 1-19, 2021

FALL ARTS FESTIVAL

CELEBRATING ART IN THE TETONS



PARTICIPATING
GALLERY

307.733.3316 | jacksonholechamber.com



TO: TOWN OF JACKSON
FROM: BRITNEY MAGLEBY, DIRECTOR OF EVENTS
SUBJECT: FAF OUTLINE OF EVENTS
DATE: 7/26/2021

General Information

The following outlines event descriptions, dates, and times that will be taking place during Fall Arts Festival 2021. The Jackson Hole Chamber of Commerce looks forward to your review.

In addition to the individual event requests outlined below, The Jackson Hole Chamber of Commerce would like to request:

- A temporary sign permit for a sign to be placed at Albertsons from September 6 – September 20 (dates approved by Albertsons)
- A 10x10 tent on Town Square at the corner of Broadway and Cache from 8-5 pm, September 8 – 19. We will use this as a festival “home base” to provide information about the festival & Jackson
- A vendor license to sell Fall Arts Festival posters at the aforementioned tent
- A temporary sign permit for a sign to be placed on the above tent stating “Fall Arts Festival tickets & information” and our major sponsors.
- A temporary sign permit for an A-frame to be placed on Town Square throughout the festival with a QR code for festival information.

Main contact for all the following events will be:

Britney Magleby
(208) 521-0019
britney@jacksonholechamber.com

Palates & Palettes Gallery Walk

Date: Friday, September 10, 2021, 5-7 PM

Location: Various galleries, outlined below.

Setup & Takedown: Minimal setup and cleanup required.

Estimated attendance: 2,000

Description of Event: Palates & Palettes is a gallery walk to engage locals and visitors with 15+ fine art galleries in Jackson. This free event allows attendees to walk to participating galleries, shop local fine art, and sample catering and alcoholic beverages from local restaurants. List of participating galleries will be listed [here](#).

All alcohol will be served by local restaurants and catering companies with TIPs-certified staff who will be thoroughly checking IDs.

Request from the Town: Catering / alcohol permit. Allowance of an info tent on Town Square.

Taste of the Tetons / Takin It To The Streets

Date: Sunday, September 12, 2021, 11 AM – 3 PM

Location: Town Square, map attached

Setup & Takedown: Setup to begin at 6 am on Town Square. Takedown to end at 5 pm on Town Square. Streets will be re-opened by 5 pm.

Estimated attendance: 3,500

Description of Event: Taste of the Tetons will consist of 10-15 local restaurants and alcohol vendors serving “tastes” of local cuisine on Deloney, Center, and Broadway. Tastes will be \$5 each, tickets will be available at each corner entrance.

All alcohol will be served by local restaurants and alcohol vendors with TIPS-certified staff instructed to check IDs. No alcohol will be permitted inside the Square.

Takin’ It To The Streets is a local art fair with roughly 40 local artists and artisans selling their work on Deloney, Center, and Broadway. Both events will take place simultaneously.

Request from the Town: Street closure (including parking) of Deloney, Center, and Broadway from 5 am – 5 pm on Sunday, September 12. Use of Town Square and surrounding streets with amplified sound and tents. Catering / alcohol permit. Vendor license to sell art on Town Square. Signage on Square to promote the local art fair.

Map: Attached

Taste of the Tetons Ticketed Dinner

Date: Sunday, September 12, 2021, 5 PM – 8 PM

Location: Glenwood from Broadway to Pearl

Setup & Takedown: Setup to begin at 12 pm on Glenwood. Takedown to end at 8:30 pm on Glenwood. Street will be re-opened at 8:30 pm.

Estimated attendance: 100

Description of Event: New to the Fall Arts Festival this year, the Taste of the Tetons Ticketed Dinner will be an intimate showcase of the culinary arts in Jackson. We are requesting the closure of Glenwood from Broadway to Pearl to place one long table where we will serve a five-course dinner paired with local wine and beer. Tickets will be \$125 - \$150 (TBD) per guest. Guests will be welcomed at 5 pm for appetizers and to shop Glenwood stores. All guests will be seated at 6 pm to begin dinner service. Each course will be served, family-style, by a different restaurant. We anticipate being finished and able to open the street by 8 pm.

Request from the Town: Street closure (including parking) of Glenwood from Broadway to Pearl from 12 pm – 8 pm on Sunday, September 12. Amplified sound in Glenwood St. from 5 pm – 8 pm. Catering / alcohol permit.

Map: Attached.

Jackson Hole QuickDraw

Date: Saturday, September 18, 2021, 8 AM – 1 PM

Location: Inside Town Square and Deloney

Setup & Takedown: Setup to be completed inside the Square on September 17. Deloney setup to begin at 5 am on September 18. Deloney takedown to end at 3 pm on September 18, streets will then re-open. Inside the Square takedown to end at 5 pm on September 18.

Estimated attendance: 3,500

Description of Event: The main event for The Jackson Hole Fall Arts Festival, the QuickDraw featured roughly 40 artists completing paintings or sculptures on Town Square in less than 90 minutes. Artists will complete their works from 8 – 9:30 am, then from 9:30 – 10:30 am the finished artwork will be on display in the Square. Starting at 10:30 am, all works will be auctioned live in a 40x100 tent on Deloney.

New this year, bidder paddles must be purchased to bid in the auction in-person. Paddles will be \$50/paddle and will be available online leading up to the event.

We would also like to request temporary liquor permit to have a champagne bar available, only for bidders, from 9 am – 1 pm. Champagne would be provided by a local restaurant with an alcohol permit and served by two TIPS-certified employees, required to check IDs before serving.

Request from the Town: Street closure (including parking) of Deloney from 5 am – 2 pm on Saturday, September 18.

Use of Town Square with 10x10 tents and amplified sound. Catering / alcohol permit.

Map: Attached.

Sunday Art Brunch Gallery Walk

Date: Sunday, September 19, 2021, 11 AM – 2 PM

Location: Participating galleries, listed below

Setup & Takedown: Minimal setup and takedown required.

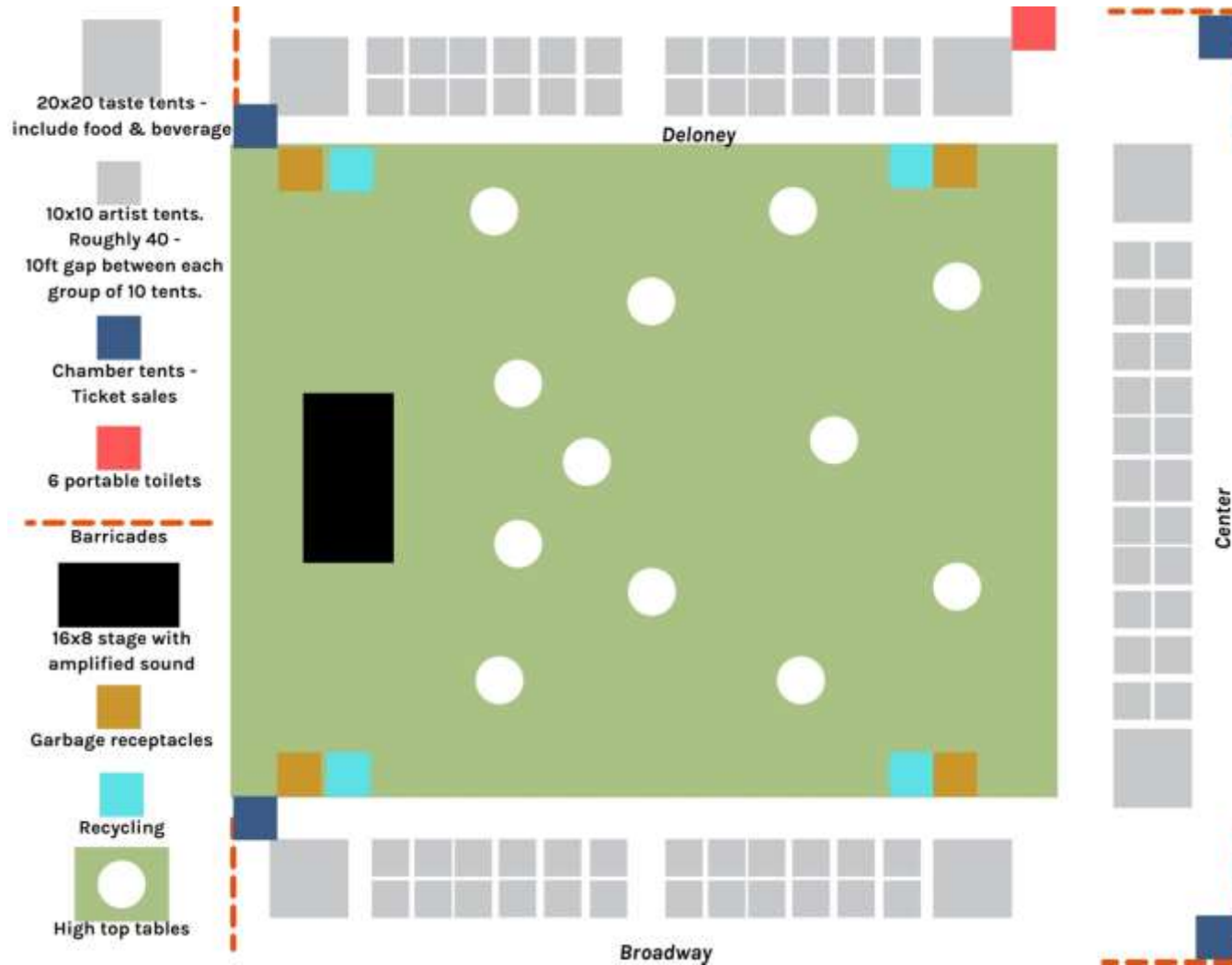
Estimated attendance: 1,500

Description of Event: The Sunday Art Brunch is a gallery walk to attract potential buyers to 10+ fine art galleries in Jackson. This free event allows attendees to walk to participating galleries, shop local fine art, and get brunch bites and beverages. List of participating galleries will be listed [here](#).

All alcohol will be provided by a local liquor store and served by certified gallery employees checking IDs.

Request from the Town: Catering / alcohol permit.

Taste of the Tetons
September 12, 2021, 11 am – 3 pm



Taste of the Tetons Ticketed Dinner
September 12, 2021, 5 – 8 pm

2021 Taste of the Tetons Ticketed Dinner

Glenwood

Hightops

Broadway

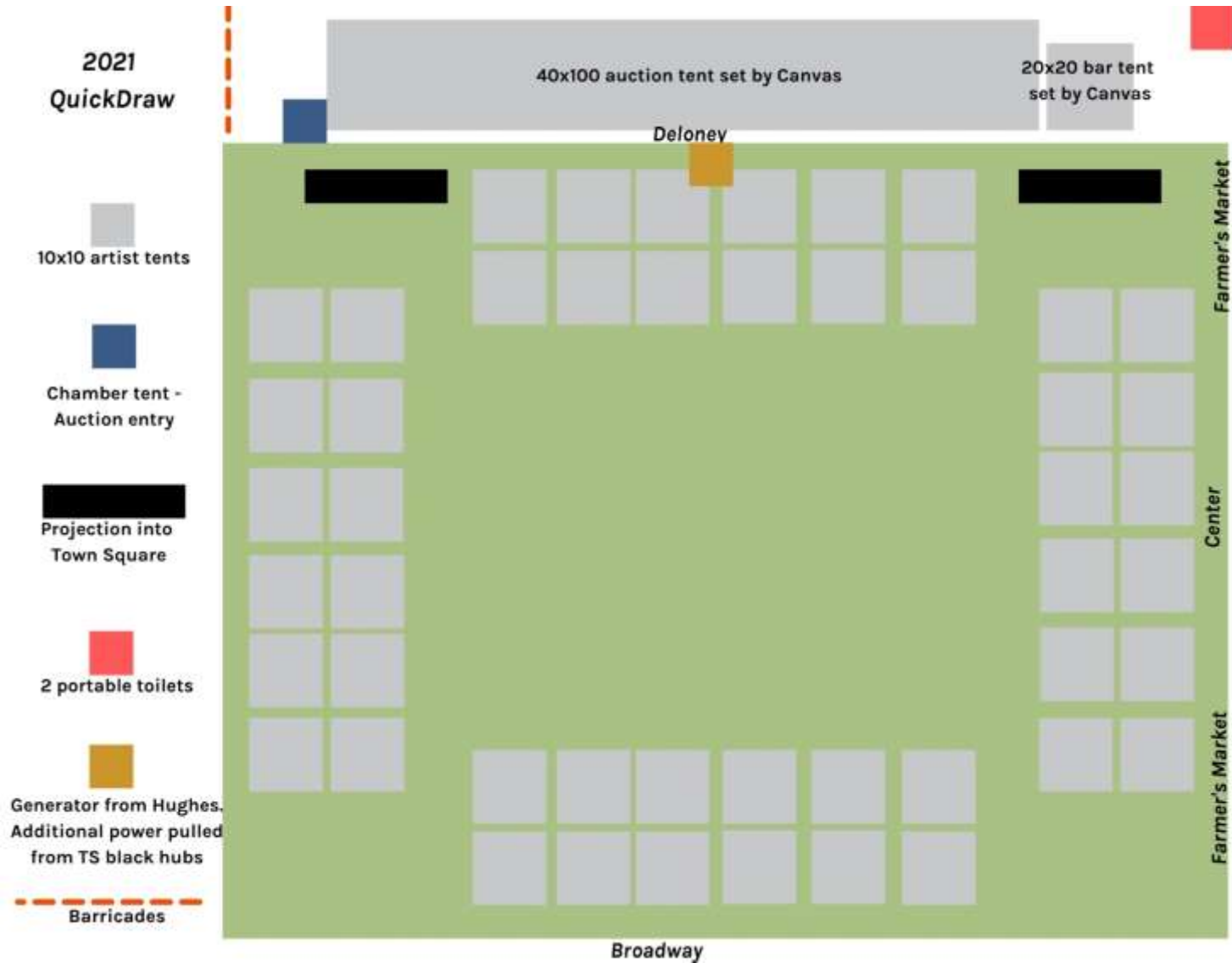
Pearl

Table set for 100

Amplified sound

Staging area on porch near
Shari Brownfield Art.
Food & beverage to come from here.
Trash receptacles & recycling.

QuickDraw
September 18, 2021, 8 am – 1 pm





Jackson Hole Fall Arts Festival
Additional Covid Safety Practices

“Green” Risk Level – If Public Health declares Jackson is at a “green” risk level, the Jackson Hole Fall Arts Festival will proceed as follows:

- Face coverings available on Town Square and at all events, but not required
 - Signage throughout events, asking anyone not vaccinated to wear a mask
- Hand sanitizer available on Town Square and at all events
- Physical distancing
 - Special caution will be taken at events to allow extra space for distancing. I.E. – large walkway between artists, reserved space at QuickDraw, etc.
- Abide by all statewide orders, Town recommendations, and Public Health recommendations

“Yellow” Risk Level - If Public Health declares Jackson is at a “yellow” risk level, the Jackson Hole Fall Arts Festival will proceed as follows:

- Face coverings available on Town Square and at all events, but not required
 - Signage throughout events, asking anyone not vaccinated to wear a mark
 - Hand sanitizer available on Town square and at all events
- Physical distancing
 - Additional caution will be taken at events to allow for social distancing
 - Galleries will be asked to monitor their attendance during gallery walks. If a gallery becomes too occupied to allow for social distancing, guests will be instructed to visit another gallery and return later.
 - Taste of the Tetons / Takin’ It To The Streets will restrict to 12 food vendors, 5 drink vendors, and 40 artists. This will allow for additional walking space, seated space, etc.
 - QuickDraw will be limited to 200 paddles (400 seats) spread throughout the 40 x 100 tent. Additional viewing will be allowed if spread out inside Town Square.
- Abide by all statewide orders, Town recommendations, and Public Health recommendations.

“Orange” Risk Level – If Public Health declares Jackson is at a “orange” risk level, the Jackson Hole Fall Arts Festival will proceed as follows:

- Event attendance will be strictly limited
 - Palates & Palettes and Sunday Art Brunch – galleries will monitor their occupancy at all times. No more than 50% occupancy will be allowed in any gallery at one time.

- Taste of the Tetons / Takin' It To The Streets – attendance will be limited to 500 at any given time. Entrance booths at all 4 corners of the square will monitor attendance.
- QuickDraw – attendance will be strictly limited to pre-sold bidders (no more than 400).
- Additional safety will be taken with serving food
 - At each location serving food, hand sanitizer will be provided for guests.
 - Serving restaurants will be required to serve one item at a time (no food will be sitting out waiting for a guest to grab).
 - Serving restaurants will be required to wear masks.
 - Serving restaurants will be required to regularly wash hands.
- Face coverings will be available and recommended to all guests
- Hand sanitizer will be available on Town Square, at all events, and anywhere food is being served.
- Physical distancing requirements will be built into each event (see above).
- Abide by all statewide health orders, Town recommendations, and Public Health recommendations.

“Red” Risk Level – If Public Health declares Jackson is at a “red” risk level, the Jackson Hole Fall Arts Festival will proceed as follows:

- The following events will be canceled:
 - Palates & Palettes
 - Taste of the Tetons
 - Takin' It To The Streets may choose to continue with an artist show only and restricted audience of no more than 100
 - Sunday Art Brunch
- The following events will be strictly limited to 100 guests
 - QuickDraw
- Face coverings will be required of all guests and provided at all events
- Physical distancing will be required at all events
- Abide by all statewide health orders, Town recommendations, and Public Health recommendations.

“Purple” Risk Level – If Public Health declares Jackson is at a “purple” risk level, the Jackson Hole Fall Arts Festival will proceed as follows:

- All events will be canceled or take place virtually only.

24-Hour Alcoholic Beverage Permit Application Packet

Instructions:

- 1) Complete each section of the application to apply for any of the 4 types of a 24-hour, temporary alcoholic beverage permit. Incomplete applications will delay review.
- 2) Allow the appropriate number of days to process the application as listed beside each permit type.
- 3) All permits except the Catering Permit require Town Council approval and will be placed on the next available agenda.
- 4) Catering Permits may be issued by the Town Clerk upon successful review.
- 5) Catering Permits require an authorized signature from a retail or resort liquor license holder. Please note that not all licensees may agree to use their liquor license for a catering permit.

Town Licensees:

<i>License Holder Name</i>	<i>Doing Business As Name</i>	<i>Address</i>	<i>Telephone #</i>
CRU LLC	BIN 22	200 W BROADWAY	(307) 739-9463
BUD'S EASTSIDE LLC	BUDS EASTSIDE LIQUOR	582 E BROADWAY	(307) 733-1181
BOCHICCHIO INC	CREEKSIDE MARKET & DELI	545 N CACHE ST #8	(307) 733-7926
CUTTY'S BAR & GRILL LLC	CUTTY'S	1140 W HWY 22	(307) 201-1079
ANVIL HOTEL PARTNERS LLC	GLORIETTA	242 N GLENWOOD ST	(307) 733-3668
HOTEL JH LLC	HOTEL JACKSON	120 N GLENWOOD	(307) 733-2200
WYOMING GROCER LLC	JACKSON WHOLE GROCER	1155 S HWY 89	(307) 733-0450
JACKSON LIQUORS LLC	KJ'S PHILLIPS 66	1055 W BROADWAY	(307) 733-4666
LIQUOR STORE OF JACKSON HOLE INC	THE LIQUOR STORE	115 BUFFALO WAY	(307) 733-4466
COWBOY LIQUOR LLC	MILLION DOLLAR COWBOY BAR	25 N CACHE ST	(307) 733-2207
PLAZA LIQUOR LLC	PLAZA LIQUOR	832 W BROADWAY	(307) 733-8888
PINK GARTER LLC	THE ROSE	50 W BROADWAY UNIT 201	(307) 733-1500
NEB LLC	SIDEWINDERS	945 W BROADWAY	(307) 734-5766
SILVER DOLLAR INC (THE)	SILVER DOLLAR BAR	50 N GLENWOOD	(307) 733-2190
SMITHS FOOD & DRUG CENTERS INC	SMITHS FOOD & DRUG	1425 S HWY 89	(307) 733-8908
SNAKE RIVER CORPORATION	SNAKE RIVER GRILL	84 E BROADWAY	(307) 733-0557
VFJH LLC	SPIRITS & SPICE	80 W BROADWAY UNIT 101	(307) 734-1535
VIRGINIAN LIQUOR LLC	VIRGINIAN TAVERN	750 W BROADWAY AVE	(307) 733-2792
SNOW KING MOUNTAIN RESORT LLC	KINGS GRILL	402 E SNOW KING AVE	(307) 203-7911
ACP LJH 80 SCOTT HOLDINGS LLC	LODGE AT JACKSON HOLE	80 S SCOTT LN	(307) 739-9703
JOHNSON RESORT PROPERTIES	RUSTIC INN	425 N CACHE	(307) 739-8799
BENCHMARK HOSPITALITY OF WYOMING LLC	SNOW KING RESORT	400 E SNOW KING	(307) 733-5200

- 6) Submit the completed application by fax, email, or in person:
Fax: 307-739-0919 Town Hall: 150 East Pearl Avenue
Email: sbirdyshaw@jacksonwy.gov
- 7) For further information please call the Town Clerk at (307) 733-3932 ext. 1113.
- 8) Pick up your permit certificate when you are notified it is ready and display it during your event.



24-HOUR ALCOHOL BEVERAGE PERMIT APPLICATION

Application for authorization to sell or serve alcoholic beverages at an event, under the temporary permit-type selected below.

Fee \$ _____

Date Pd: _____

APPLICANT.

Name of Person *please print*

Requesting Permit: Britney Magulby

Organization: Jackson Hole Chamber of Commerce

Phone: (208)521-0019

EVENT INFORMATION. Complete the following information about the event.

Name of Event:	<u>Fall Arts Festival</u>	Purpose:	<u>Destination event celebrating art</u>
Held at:	<u>Town Square, Jackson Galleries</u> business name	List the Date(s) and Hours that Alcohol will be Available:	<u>9/10/21 - 5-7 pm</u> <u>9/12/21 - 11-2</u> <u>9/12/21 - 11-3</u> <u>9/19/21 - 11-3</u>
Address:	<u>10 E. Broadway, Jackson, WY, 83001</u> location to be permitted		
Anticipated number of attendees at any given time:	<u>1,000</u>		

SELECT THE TYPE OF 24-HOUR PERMIT. Refer to Application Packet for details about each permit type.

☒ CATERING PERMIT - allow 3 days for processing \$20.00 per day For the sale or serving of alcoholic product which was purchased from the retail or resort liquor license holder who authorized this permit application.	This permit must be agreed to and authorized by a current retail or resort liquor license holder. Name of Retail or Resort Liquor License Holder: <u>BIN 22</u> Authorized Signature: <u>[Signature]</u> Print Name: <u>GAVIN FINE.</u>
☐ MALT BEVERAGE PERMIT - allow 21 days for processing \$50.00 per day For the sale or serving of only malt beverages.	Applicant must submit proof of current alcohol server education training with this application.
☐ MALT BEVERAGE PERMIT FOR A MICROBREWERY - allow 21 days for processing \$50.00 per day For the sale or serving of only the microbrewery's own brewed malt beverage product away from their licensed premises.	Permitted Microbrewery Only Applicant must submit proof of current alcohol server education training with this application. Authorized Signature: _____ Print Name: _____
☐ MANUFACTURER'S OFF-PREMISES PERMIT - allow 21 days for processing \$50.00 per day For the sale or serving of only the manufacturer's own Wyoming manufactured product away from their licensed premises.	Licensed Manufacturer Only Authorized Signature: _____ Print Name: _____

All permit holders are responsible for abiding by all applicable alcohol dispensing regulations. These regulations include, but are not limited to:

- ♦ Confirm age of participants by checking identification; ensure minors are not served alcohol.
- ♦ Complimentary alcohol is not available for self-service.
- ♦ Control pouring to curb overserving individuals.
- ♦ Prohibit participants from leaving the permitted location with alcohol.
- ♦ Non-alcoholic beverage options are encouraged.

By filing this application, I agree to comply with State and Local Liquor Regulations regarding the sale and service of alcoholic beverages.

Britney Magulby
Applicant's signature

7/26/21
Date

Permit Descriptions:

Catering Permit. Wyoming Statute 12-4-502

A catering permit authorizing the sale of alcoholic and malt beverages may be issued to any person holding a retail or resort retail liquor license authorizing the off-premises sale of both alcoholic and malt beverages, for sales at meetings, conventions, private parties and dinners or at other similar gatherings not capable of being held within the licensee's licensed premises.

No licensee holding a catering permit shall sell or permit consumption of any alcoholic or malt beverage off the premises described in the permit.

The permits authorized by this section shall be issued for one (1) twenty-four (24) hour period. No person or organization shall receive more than a total of thirty-six (36) catering permits for sales at the same premises in any one (1) year.

Malt Beverage Permit. Wyoming Statute 12-4-502

A malt beverage permit authorizing the sale of malt beverages only, may be issued by the licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering.

No person or organization holding the malt beverage permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit.

The permits authorized by this section shall be issued for one (1) twenty-four (24) hour period. No person or organization shall receive more than a total of twelve (12) malt beverage permits for sales at the same premises in any one (1) year.

Jackson Municipal Code requires applicants for Malt Beverage Permits to have successfully completed an alcohol server education course approved by the Wyoming Liquor Division or the Jackson Police Department. Proof of current Alcohol Server Training Certification is required as part of the malt beverage permit application. (JMC 6.50.020)

Malt Beverage Permit for a Microbrewery. Wyoming Statute 12-4-412

The holder of a microbrewery permit under this section may also hold a malt beverage permit under W.S. 12-4-502 for the purpose of selling its own brewed malt beverages.

Jackson Municipal Code requires applicants for Malt Beverage Permits to have successfully completed an alcohol server education course approved by the Wyoming Liquor Division or the Jackson Police Department. Proof of current Alcohol Server Training Certification is required as part of the malt beverage permit application. (JMC 6.50.020)

Manufacturer's Off-Premises Permit. Wyoming Statute 12-2-203

The local licensing authority may issue to a manufacturer licensee who is a federally licensed distiller or rectifier: A manufacturer's off-premises permit authorizing the permittee to sell product manufactured at the site identified on the manufacturer's license only for sales at meetings, conventions, private parties, dinners, and other similar gatherings to promote their product.

No permittee holding a manufacturer's off-premises permit shall sell or permit consumption of any of their manufactured product off the premises described in the permit.

An off-premises permit shall be issued for one (1) twenty-four (24) hour period. No holder of a manufacturer's license shall receive more than twelve (12) off-premises permits in any one (1) calendar year.



Town of Jackson
Exposition License Application
PO Box 1687, Jackson, WY 83001
Phone:(307)733-3932
Fax:(307)739-0919
www.jacksonwy.gov

Date: 7/26/21

Both sides of this form must be completed in full. Failure to do so will delay the processing of your application. All payments shall be made at the time of application and shall be non-refundable unless the application is denied. If the Town denies an exposition license application, a refund will be issued, less a \$44.00 non-refundable application fee. Applications for an Exposition License must be submitted and approved by the Town before the business can begin operations.

Exposition License Fees	
For Profit Businesses	Not for Profit Businesses
<u>\$123.00 per day for any event with 5 or fewer vendors</u>	<u>\$62.00 per day for any event with 5 or fewer vendors</u>
<u>\$247.00 per day for any event with more than 5 vendors</u>	<u>\$123.00 per day for any event with 5 or more vendors</u>

*** All questions MUST be completed for your application to be processed. ***

Business/Organization Name: Jackson Chamber of Commerce

D/b/a: _____

Nature of Exposition: Fall Arts Festival

Business is:

- ☐ a Sales Tax Collecting Business.
☐ a Non-Sales Tax Collecting Business.

Is this a Non-Profit Organization: ☒ YES ☐ NO

Pursuant to Chapter 5.20.020 of the Jackson Municipal Court:

B. In the event that the outdoor exposition, indoor exposition, bazaar, exhibit or sale, as defined in subsection A of this section, where the applicant is a nonprofit organization, the applicant shall provide proof of its nonprofit status in accordance with the Internal Revenue Code of the United States and such applicant may purchase an umbrella exposition license pursuant to the fees established by resolution upon the following conditions:

1. Not less than 75 percent of the net profits of such exposition or sale shall be retained by the nonprofit organization benefiting from the event.
2. The nonprofit organization complies with all the conditions set forth in subsection A of this section

Physical Address of Expo:

Street: 10E. Broadway Building: Town Square
City: Jackson State: WY Zip Code: 83001

Date of Expo: 9/8/21 - 9/19/21
Time of Expo: _____

Business/Organization Physical Address: 260 W. Broadway

Post Office Box: 550 City: Jackson State: WY Zip Code: 83001

Business Phone Number: (208) 521-0019

Fax: _____

Email: britney@jacksonchamber.com

** List Information for all Owners/Officers/Partners **REQUIRED** *(license will be **DENIED** if information incomplete) *

NAME AS IT APPEARS ON DRIVER'S LICENCE	Driver License #	State	Date of Birth	Phone
<u>Britney Hagelby</u>	<u>111322-897</u>	<u>WY</u>	<u>04/03/1992</u>	<u>(208) 521-0019</u>

If property is rented/leased: **(Please submit the Notarized Letter of Authorization if your business is in your residence.)**

Owner's Name: _____

Owner's Mailing Address: _____

Owner's Phone Number: _____

Exposition license will:

- ☐ be for my business/organization ONLY.
☒ include 40 number of businesses or organizations. artists **Attach list of ALL Vendors**

5.20.020. Expositions and outdoor sales. A. Except those holding a general business license pursuant to this Code, any person engaged in the business of conducting an exposition, exhibit or sale of any merchandise or product, including artifacts and art objects, at an outdoor exposition or sale, or at an indoor exposition or bazaar, where two or more persons are gathered together for such purpose, shall pay a business license fee in an amount established by resolution.

1. The applicant shall:

- A. Submit an application pursuant to chapter 5.04 at least ten days prior to the event.
B. Notify each participant in writing, prior to accepting any application or approving participation in the exposition, bazaar, exhibit, or sale, that the participant is responsible for submitting the following on or before the 21st day of the month following the event:
i. A report of total sales to be delivered to the organization; and
ii. A check, payable to the Wyoming Department of Revenue, for the sales tax percentage required under the guidelines as specified by the Wyoming Department of Revenue.
C. Be responsible for ensuring that all sales tax receipts are remitted to the Wyoming Department of Revenue and in no event later than the 30th day of the month following the exposition.
D. Acquire and keep on file names, addresses and phone numbers of all participants

I, Britney Magleby, do hereby swear and affirm the information I have supplied in this application is true and correct to the best of my knowledge. Further, I do hereby consent to the release of all medical, physical, criminal and any other information, including information of a confidential or privileged nature by any person(s) having such records for the purpose of checking my suitability to obtain the permit requested herein. I hereby release said persons, their organizations, and others from any liabilities or damage which may result from furnishing the requested information. A photocopy of this release is considered as valid as an original.

STATE OF WYOMING)
COUNTY OF TETON) §

Britney Magleby
Signature of applicant

SUSCRIBED AND SWORN TO BEFORE ME BY

This 26 day of July 20 21.

Britney Magleby
Printed name of applicant

WITNESS my hand and official seal:

For Official Use Only – Please Do Not Write Below This Line

Business is: Home Occupation Home Business Other

Zoning: UC UC2 UR AR AC SR R
BC NC NC2 OP RB BP MHP

Business Physical Location: Within the Town Limits In Teton County Out of Teton County

Approving Department	Initials	Date Approved	Comments
Building Department			
Fire Department			
Planning Department			
License Fee	\$		
Date Paid			



JACKHOL-31

JORR

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/1/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 6024 HUB International Mountain States Limited 1315 S Highway 89 Suite 103 Jackson, WY 83001	CONTACT NAME: Jessica Orr PHONE (A/C, No, Ext): (307) 733-2464 FAX (A/C, No): (866) 246-1819 E-MAIL ADDRESS: jessica.orr@hubinternational.com
	INSURER(S) AFFORDING COVERAGE INSURER A : Scottsdale Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED Jackson Hole Chamber of Commerce PO Box 550 Jackson, WY 83001	NAIC # 41297

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC ☐ OTHER:	X		CPS7393997	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Town of Jackson PO Box 1687 Jackson, WY 83001	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

STAFF REPORT



Meeting Date:	September 7, 2021	Meeting Title:	Town Council Regular Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: iWalk, iBike, iBus to School	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.

Requested Action.

Staff is requesting Town Council to consider the special event application submitted by Friends of Pathways to host iWalk, iBike, iBus to School.

Recommendations.

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

Background.

The applicant, Friends of Pathways, wishes to teach children about safe walking and biking while demonstrating active transportation benefits. The applicant is requesting to close the on-street parking along Snow King Avenue between Cache and Willow as well as on Willow between Snow King Avenue and Gill. This will allow continuous biking lanes to and from Jackson Elementary School when connected with Snow King Avenue west of Cache.

The applicant requests the following:

- Permission to close on-street parking on Snow King Avenue from Cache to Willow between the hours of 5:00pm on September 14 through 5:00pm on September 15.
- Permission to close on-street parking on Willow Street from Snow King Avenue to Gill between the hours of 5:00pm on September 14 through 5:00pm on September 15.
- Use of Town equipment including traffic cones to assist with parking closure notifications.
- Use of Town employees to potentially assist with parking closure notifications.



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.

The applicant has paid a \$27 application fee.

Staff Impact.

The following staff impacts have occurred and/or would be anticipated if the event is approved:

- Special event processing (30 minutes)
- Departmental reviews (approximately 3 hours)
- Staff report preparation (1 hour)
- Follow-up (30 minutes)
- Picking up & returning equipment (1 hour)
- Possible staff time for the assistance with parking closure (2 hours)

Conditions and Restrictions.

Should Council wish to approve this application, staff recommends that approval be 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 the event.
4. 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.

5. Any power cords that cross walkways shall be taped and secured as to avoid a tripping hazard.
6. 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.
7. Any additional conditions as directed by the Town Council.
8. The applicant will work with the Teton County Health Department in efforts to implement practices that help mitigate the potential spread of COVID-19.

Attachments or Links.

Special event application

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 Friends of Pathways for the iWalk, iBike, iBus to School special event, 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



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: Walk, Bike, Bus to School

Name of Organization: Friends of Pathways

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

Mailing Address: P.O. Box 2062, 610 W. Broadway, Suite 204

City: Jackson State: Wyoming Zip Code: 83001

Name of Person Completing Application: Samuel Petri

Email Address: Sam@friendsofpathways.org

Work Phone: 307-733-4534 Cell Phone: (307) 690-7064

EVENT INFORMATION

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

Description & Purpose of Event (Attach additional sheets if necessary): Teaching children

about safe walking + biking; demonstrating active transportation benefits.

Location of Event: Snowing Ave. + Willow Street Alternative Location: N/A

Date(s) of Event: Sept. 15, 2021 Event Operating Hours: 7 a.m. - 5 p.m.

Event Set Up Begins Date: Sept. 14, 2021 Time: 3 p.m.

Event Clean Up Ends Date: Sept. 15, 2021 Time: 7 p.m.

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance
(Spectators and Participants)

Per Day:

JES Student body

Total Event:

JES Student Body

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: Katherine Dowson Cell Phone: 1-208-709-4630

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

Snow King Ave. Parking	Sept. 14, 2021	5 p.m.	Sept. 15, 5 p.m.
Willow Street Parking	Sept 14, 2021	5 p.m.	Sept. 15, 5 p.m.

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

Two blocks on Snow King Ave., and the entire length of Willow Street

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

Will the event closure requests impact any START Bus routes?

☐ Yes

☒ No

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

Route Description:

N/A

START Bus contacted?

☐ Yes

☒ No

RESIDENT AND/OR BUSINESS NOTIFICATION

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

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

☐ Yes

☒ No

Special Event Application

TOWN EQUIPMENT REQUESTS

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

_____ Large Street Barricades

_____ "Road Closed" Street Signs

_____ Small Sidewalk Barricades

_____ "Local Traffic Only" Street Signs

_____ 28 Inch Street Cones

_____ "Detour" Street Signs

100 or more
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: We will likely need assistance to cone-off the parking on Willow + Snow King on Sept. 14, 2001

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

N/A

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

N/A

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

no!
no!

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

N/A

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:

N/A

VOICE / MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound?

☐ Yes

☒ No

If "Yes", please indicate times: Start Time: _____ Finish Time: _____

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:

This is a mobile event, no bathrooms are needed.

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

Restroom Company: _____

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

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

ALCOHOL

Will there be alcoholic beverages at the event?

☐ Yes

☒ No

Will you be offering any alcoholic beverages besides beer?

☐ Yes

☒ No

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

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☐ Yes

☒ No

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

Please describe any sales activity at your event:

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?

N/A

How many trash receptacles will be supplied for your event?

When will the trash receptacles be delivered?

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

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

No trash will be produced.

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

N/A

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? N/A

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

When will these recycling receptacles be delivered? _____

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

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

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

Special Event Application

SIGNIFICANT EVENT CHANGES

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

☒ Yes

☐ No

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

This year we would like to make bike lanes continue down Snow King Ave. so that it is safer for kids biking to school. This will make a complete, uninterrupted route to school that is safe for people of all abilities for one day.

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: SDP

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: SDP

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: SDP

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: SDP

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: SDP

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.

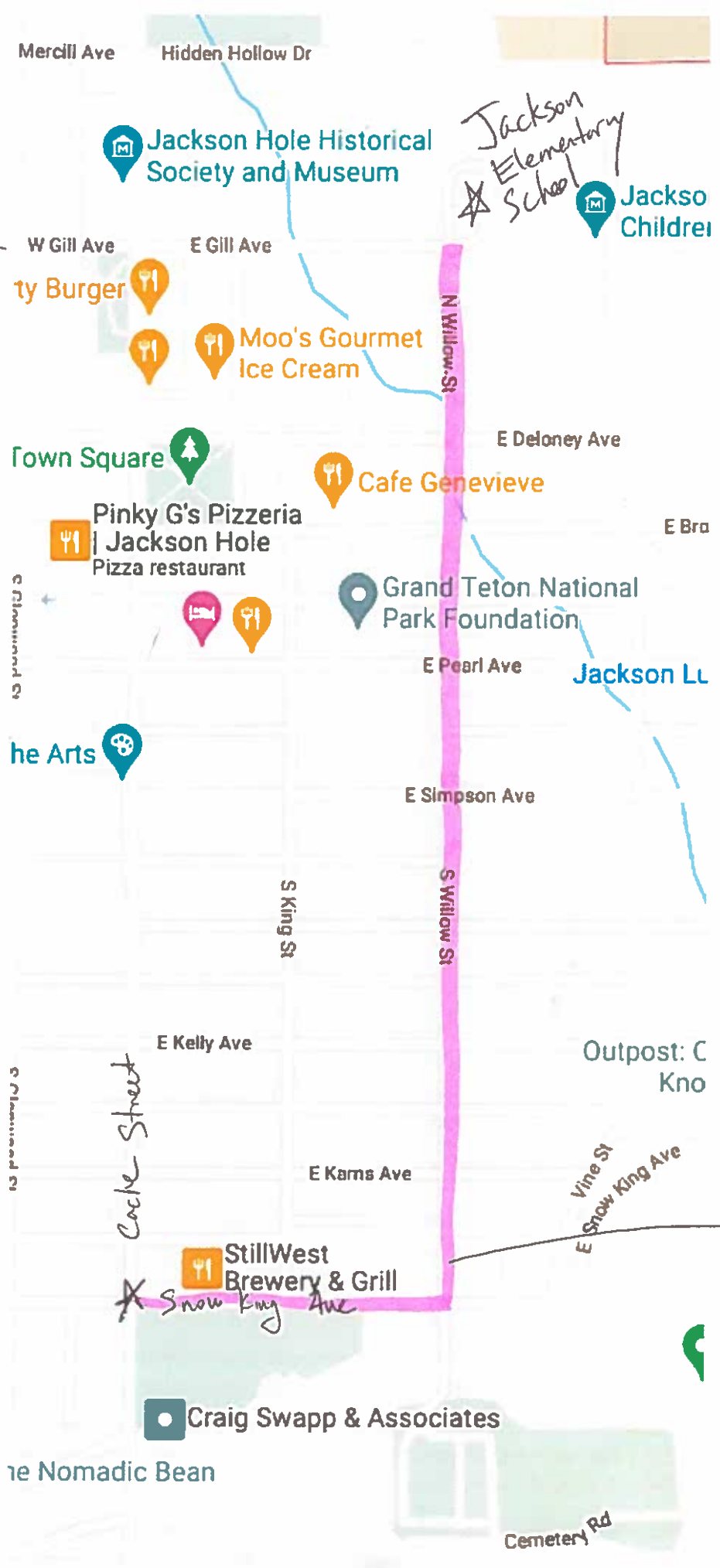
APPLICANT: *Samuel Petri*
Signature

APPLICANT: Samuel Petri
Printed Name

DATE: 8/9/2021

TITLE: Communications + Advocacy Director

Walk, Bike, Bus
to School
Event Site Plan



Proposed
Safe
bike
route to
School

STAFF REPORT



Meeting Date:	September 7, 2021	Meeting Title:	Town Council Regular Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: Jackson Hole Marathon	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.

Requested Action.

Staff is requesting Town Council to consider the special event application submitted by the Jackson Hole Chamber of Commerce to host registration for the Jackson Hole Marathon.

Recommendations.

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

Background.

On Saturday, September 25, 2021 the Jackson Hole Chamber of Commerce will host several running races. This year due to COVID the Chamber has decided not to hold any of the actual races within Town of Jackson limits. They are requesting the use of approximately 10 parking spaces on the south side of West Gill Avenue between Millward Street and Jackson Street. They would utilize these spaces for runner registration on Friday, September 24 between the hours of 1:00pm and 6:00pm.

- The applicant requests permission to reserve and utilize approximately 10 parking spaces on the south side of West Gill Avenue between Millward Street and Jackson Street on Friday, September 24 between the hours of 1:00pm and 6:00pm

The applicant will continue to work with the Teton County Health Department and make adjustments for hosting the marathon event utilizing Center for Disease Control guidelines as well as following any existing COVID-19 state and local health orders and policies 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.

None submitted.

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.

The applicant has paid a \$27 application fee.

Staff Impact.

The following staff impacts have occurred and/or would be anticipated if the event is approved:

- Special event processing (30 minutes)
- Departmental reviews (approximately 3 hours)
- Staff report preparation (1 hour)
- Follow-up (30 minutes)
- Possible staff time for the assistance with parking closure (1 hour)

Conditions and Restrictions.

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

1. The applicant will adhere to all federal, state or local health orders in place.
2. The applicant will adhere to the Town of Jackson's Special Event Policy with COVID-19 Considerations.
3. 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 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.
4. The applicant will be responsible for procuring, posting and removing all temporary no parking signs.
5. Any additional conditions as directed by the Town Council.
6. The applicant will continue to work with the Teton County Health Department in efforts to implement practices that help mitigate the potential spread of COVID-19.

Attachments or Links.

Special Event Application

2021 Marathon Maps and Diagrams

COVID19 Procedures

Exposition License Application

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 for the annual marathon special event, 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 Marathon, Half Marathon, Quarter Marathon

Name of Organization: Jackson Hole Racing Co. / 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)733-3316 Cell Phone: (208)521-0019

EVENT INFORMATION

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

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

Running race in Jackson, Wilson, and Teton Village

Location of Event: Maps attached Alternative Location: _____

Date(s) of Event: September 25, 2021 Event Operating Hours: 6 am - 3 pm

Event Set Up Begins Date: September 25, 2021 Time: 5 am

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

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 150 / race Total Event: 450

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: Carrie Kruse Cell Phone: (860)539-3386

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
-------------------------	---------	------------	----------

Center (Deloney to Gill)	September 25, 2021	5 am	8 am

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: 15 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:

4 _____ Large Street Barricades	_____ "Road Closed" Street Signs
_____ Small Sidewalk Barricades	_____ "Local Traffic Only" Street Signs
10 _____ 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: _____

Towing assistance on Center if blocking the start area

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: Could the Home Ranch restrooms be opened at 6 am on September 25?

**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: 6 am Finish Time: 8 am

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: 20 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: Macy's

Restroom Drop off / Pick Up Date for Drop Off: 9/24 Time for Drop Off: 5 pm

Date for Pick Up: 9/25 Time for Pick Up: 5 pm

ALCOHOL

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

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

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

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☒ Yes

☐ No

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

Please describe any sales activity at your event:

Race merchandise will be sold at registration and the finish line. Finish line food will be sold by Pinky G's and Fat & Handsome donuts.

Will any food or beverages be sold at your event?

☒ Yes

☐ No

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

TRASH REMOVAL PLAN

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

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

☐ Yes

☒ No

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

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

When will the trash receptacles be delivered? _____

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

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

Trash and recycling available at each aid station. Provided by Jackson Hole Racing Co.

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

Special Event Application

SUSTAINABLE EVENT PLANNING

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

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

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

RECYCLING PLAN

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

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

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

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

When will these recycling receptacles be delivered? _____

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

Describe your plan for collection and removal of recyclable materials during your special event:
Recycling bins at each aid station provided by Jackson Hole Racing Co.

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:

****Race check-in proposed to take place at Miller Park under the Northwest pavilion. Would like to request 10 parking spots near that corner for check-in.****

Covid procedures from 2020 being put into place.

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: BM

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)

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: 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)

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: 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: 08/13/2021

TITLE: _____



Jackson Hole Marathon
Additional Covid Safety Practices

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

- Face coverings available at check-in, start line, and finish line
- Hand sanitizer available at check-in, start line, and finish line
- Staggered starts at full marathon and half marathon
- Volunteers to monitor exposure and symptoms starting 14 days prior to the event
- Abide by all statewide orders, Town recommendations, and Public Health recommendations

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

- Face coverings available at check-in, start line, and finish line
 - Recommended that all unvaccinated guests wear masks at these points of the event
- Hand sanitizer available at check-in, start line, and finish line
- Staggered starts at full marathon and half marathon
- Volunteers to monitor exposure and symptoms starting 14 days prior to the event
- Abide by all statewide orders, Town recommendations, and Public Health recommendations

“Orange” Risk Level – If Public Health declares Jackson is at a “orange” risk level, the Jackson Hole Marathon will proceed as follows:

- Event attendance will be limited to 250 per race
 - Runners will be spread out with staggered starts at each race.
 - Finish line will be spread out and runners will be asked to leave the area once they have received their medal and food (available immediately as they finish).
- All aid stations will be manned by one to two volunteers to assist with safe serving of water and Gatorade.
 - All food is pre-packaged and individually served at aid stations.
- Face coverings will be available and recommended to all guests, regardless of vaccination status, at check-in, start line, and finish line.
 - Masks will not be recommended or required during the race itself.
- Hand sanitizer available at check-in, start line, and finish line

- Volunteers to monitor exposure and symptoms starting 14 days prior to the event.
- Abide by all statewide order, Town recommendations, and Public Health recommendations.

“Red” Risk Level – If Public Health declares Jackson is at a “red” risk level, the Jackson Hole Marathon will proceed as follows:

- Event attendance will be limited to 100 per race
 - Runners will be spread out with staggered starts at each race.
 - Finish line will be spread out and runners will be asked to leave the area once they have received their medal and food (available immediately as they finish).
- All aid stations will be manned by one to two volunteers to assist with safe serving of water and Gatorade.
 - All food is pre-packaged and individually served at aid stations.
- Face coverings will be available and recommended to all guests, regardless of vaccination status, at check-in, start line, and finish line.
 - Masks will not be recommended or required during the race itself.
- Hand sanitizer available at check-in, start line, and finish line
- Volunteers to monitor exposure and symptoms starting 14 days prior to the event.
- Abide by all statewide order, Town recommendations, and Public Health recommendations.

“Purple” Risk Level – If Public Health declares Jackson is at a “purple” risk level, the Jackson Hole Marathon will not take place.

STAFF REPORT



Meeting Date:	7 September 2021	Meeting Title:	Town Council Regular
Submitting Department:	Public Works	Presenter:	Floren Poliseo
Agenda Item:	Contract Award: Stormwater Management Program Phase 2	Public Comment:	Yes

Purpose & Policy Considerations.

Town Council award of contract to develop a Town Stormwater Management Program.

Requested Action.

Town Council approval of contract award.

Recommendations.

Approve the consultant contract.

Background.

Many organizations and members of the Jackson community are interested in the water quality of Flat Creek, Cache Creek, and Spring Creek. Several action plans have been formed and implemented to date. The Town of Jackson set forth a stormwater plan in 2001, and other stakeholders have produced plans that include recommended actions by the Town.

Water quality is a Town Council priority topic. Council included Flat Creek water quality as a priority at its 2019 retreat. An overview of the status of the Town's efforts on the various existing plans was provided at the February 19, 2019 Town Council Workshop. At this Workshop, Council directed staff to progress toward a scope or outline for a Town of Jackson Stormwater Management Plan, determine a course of action, and as funding is identified work with Council on these efforts.

The Town Public Works Department then hired a consultant to assist in drafting a Work Plan for developing a Stormwater Management Program. An update regarding this Work Plan was presented at the September 16, 2019 Town Council Workshop. Council also approved a Department of Environmental Quality (DEQ) grant application at the September 16, 2019 Regular Meeting. This grant was subsequently awarded.

Town Council and County Commission included water quality as a priority at their joint 2021 retreat. This project was cut from FY20 and FY21 budgets due to COVID. Council gave further direction regarding water quality at the April 19, 2021 Town Council Workshop, which included this project. The Work Plan (Phase 1) was completed in spring 2021 using partner funds from Teton Conservation District (TCD). Public Works issued the resulting RFP in June 2021 to hire a consultant to help develop the Stormwater Management Program (Phase 2).

Stormwater management is important for the Town to lead because the State lists Flat Creek as impaired due to sediment from urban stormwater runoff.

Analysis.

The Town received two proposals, as follows:

Wood Environment and Infrastructure Solutions, Inc.	Laramie, WY	\$508,518
Otak, Inc.	Portland, OR	\$736,967

Wood was the highest scoring proposer.

The cost estimate for this project was \$550,838. The adopted FY22 budget includes funds for this effort, but the complete proposed scope and associated cost exceeds the FY22 allocation to this project. Staff has received additional FY22 partner funding from TCD and is actively pursuing additional grant funding (including the DEQ grant submittal that was approved at the August 16, 2021 Regular Town Council Meeting).

Staff proposes that Council approve this project in full, which requires appropriating additional funds to this capital project line item.

Possible Alternatives.

Staff has identified the following options for Council to consider:

1. Award the contract as presented (recommended): in full, allocating the additional necessary funds, and directing staff to include this item with the next budget amendment resolution.
2. Award the contract in full and direct staff to identify other FY22 budgeted projects to cut in order to fund the shortfall within the Approved Budget bottom line.
3. Award the contract to include a partial scope of work that can reasonably be completed in FY22, with an option to extend the contract to complete the remainder of the scope in FY23. This allows for the project to progress as planned and within the FY22 budget, and if FY23 funding is approved then the project can be completed as planned. If FY23 funding is not approved then the contract would not be extended and the remaining scope would not occur in FY23 but could be picked up in a future fiscal year.
4. Council may decide to not award this project.

Comprehensive Plan & Priority Alignment.

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

- Principle 1.1: Maintain healthy populations of all native species
 - o Policy 1.1.a: Protect focal species habitat based on relative critical value
 - o Policy 1.1.e: Understand the impacts of development on wildlife and natural resources
 - o Policy 1.1.f: Require mitigation of unavoidable impacts to habitat
 - o Policy 1.1.g: Encourage restoration of degraded areas
- 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
- Principle 1.4: Protect and steward open space
 - o Policy 1.4.a: Encourage non-development conservation of wildlife habitat
 - o Policy 1.4.d: Establish a funding source for open space
 - o Policy 1.4.e: Conserve open space to promote responsible use of public lands
- Strategy 1.2.S.2: Evaluate and update surface water filtration standards, focusing on developed areas near important waterbodies.

This project supports the Town Comprehensive Plan under **Common Value #2- Growth Management.**

- Principle 3.1: Direct growth out of habitat, scenery and open space
- Principle 3.4: Limit development in naturally hazardous areas
 - o Policy 3.4.a: Protect development against flooding
- Principle 3.5: Manage local growth with a regional perspective
 - o Policy 3.5.b: Strive not to export impacts to other jurisdictions in the region
 - o Policy 3.5.c: Maintain control over our own community vision
- Principle 4.4: Enhance civic spaces, social functions, and environmental amenities to make Town a more desirable Complete Neighborhood
 - o Policy 4.4.d: Enhance natural features in the built environment

This project supports the Town Comprehensive Plan under **Common Value #3- Quality of Life.**

- Principle 6.1: Measure prosperity in natural and economic capital
 - o Policy 6.1.b: Promote eco-tourism
- Principle 8.1: Maintain current, coordinated service delivery
 - o Policy 8.1.a: Maintain current, coordinated plans for delivery of desired service levels
- Principle 8.2: Coordinate the provision of infrastructure and facilities needed for service delivery
 - o Policy 8.2.c: Require mitigation of the impacts of growth on service levels

Fiscal Impact.

The total project cost is \$508,518. The FY22 funds available for this project total \$250,039, which includes \$225,000 from the Adopted FY22 Budget, plus \$25,039 FY21 budget remainder to be rolled forward (the final FY21 audit figure will be included in the approved FY22 budget amendment). An additional \$258,479 is needed to fully fund the project for award.

Staff has obtained and continues to seek partner and grant funding to help offset project costs to the Town. Teton Conservation District has awarded the Town \$115,000 in partner funds to support this project. DEQ awarded the Town \$40,000 in FY20 grant funding to support this project, of which the full balance remains. Therefore, at present, \$155,000 of project costs will be reimbursed. Council approved submitting an FY22 grant application to DEQ, in which Public Works is requesting an additional \$104,000.

Staff Impact.

The current Public Works FY22 Work Plan allocates approximately 230 hours total from the Public Works Director, Assistant Director, and Engineering Division. Approximately 40 hours of Community Development and Planning staff time is also anticipated. As the Town works with the hired consultant to develop the Stormwater Management Program, we will discover more detail and information regarding the necessary staff contributions.

Attachments or Links.

4/19/21 Town Council Workshop materials: Water Quality priority summary

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

I move to approve the Stormwater Management Program Phase 2 contract with Wood Environment and Infrastructure Solutions, Inc. in the amount of \$508,518, and a budget amendment to allocate an additional \$259,000 to this project, and, upon legal review and subject to minor changes by the Town Attorney, authorize the Mayor to execute all necessary contract Agreements.



PROJECT DESCRIPTION: WATER QUALITY INITIATIVES

At Town Council's January 2021 Retreat, Council members suggested potential priorities for the next two years, which were then discussed and ranked by each member. The top six ranked priorities that staff were directed to research and report back on included completion of Water Quality initiatives as one of the body's top priorities. Staff has developed this priority to include the following three action components:

1. Wastewater Treatment Plant Study (Town)
2. Stormwater Management Program (Town)
3. Wastewater planning effort (County)

BACKGROUND: Town staff are currently involved in the planning stages of all three of these initiatives related to water quality.

1. Wastewater Treatment Plant Study (Town)

Town staff have taken preliminary steps to conduct a technical review of the Jackson wastewater treatment plant (Plant) and its processes. The overarching goal of this project is to ensure water quality in our surrounding natural surface waters. Specific project goals include:

- A. Obtain an objective, 3rd party review of our Plant operations and historic adjustments to determine soundness in our approach.
- B. Better communicate to the public what we do and why, particularly as it relates to regulatory compliance and holistic sustainability in our operations.
- C. Seek input on what our regulations or voluntary exceedances should look like and identify applicable best practices for further improvements.

For this effort, we are working with a steering committee comprised of water quality reps from the following invested agencies and organizations:

- Teton Conservation District
- Protect Our Water JH (POWJH)
- Snake River Fund
- Ducks Unlimited
- American Rivers-Northern Rockies
- WY Game & Fish (soon to be added)

This group has provided input and the Town is finalizing a scope of work to issue an RFQ this spring. The committee will help select the experts to perform the technical review.

2. Stormwater Management Program (Town)

The Town hired Wood Environment & Infrastructure Solutions, Inc. in June to complete Phase 1, assisting staff in preparing a full scope of work, schedule, and cost estimate to budget for and issue an RFP to develop a Town Stormwater Management Program. Phase 1 is complete, and staff hopes to release the



RFP for Phase 2 in the coming months. Phase 2 is the work to be done by selected consultant(s) to complete a Stormwater Management Program for the Town including:

Review Existing Data

- 1.1. Review State and Local Laws and Ordinances
- 1.2. Review Local Requirements of Similar Resort Communities
- 1.3. Review Current Plans and Processes
- 1.4. Review Geographical Information on Existing Stormwater Systems
- 1.5. Review Town Organizational Structure
- 1.6. Review Current System Performance Data for Quantity and Quality
- 1.7. Prepare Summary Report on Existing Data

Develop Comprehensive Stormwater Program

- 2.1. Public Education/Outreach
- 2.2. Mapping
- 2.3. Illicit Discharge Detection and Elimination
- 2.4. Stormwater Model and Master Plan
- 2.5. Construction/Post Construction
- 2.6. Pollution Prevention/Good Housekeeping
- 2.7. Industrial/Commercial Strategy
- 2.8. Monitoring
- 2.9. Operations

Implementation

- 3.1 Draft LDR/Town Ordinance Updates
- 3.2 Evaluate Cost/Benefit of Joining NFIP Community Rating System
- 3.3 Compile and Prioritize
- 3.4 Prepare Stormwater Manual(s)
- 3.5 Funding

The Town hired Otak, Inc. and will hire Y2 Consultants, LLC to complete item 2.2 Mapping on the above list by the end of June. Other portions of the Phase 2 scope may be performed in advance of the larger Phase 2 contract.

3. Wastewater planning (County)

Teton County staff, along with partners Protect our Waters JH and the Teton Conservation District, has begun developing a strategy to address Comprehensive Water Quality Planning for Teton County. The goal of Phase 1 of this initiative is to develop a plan to guide programs and capital projects that improve management of water quality throughout Teton County. This effort will be predominantly performed by a contracted consultant. Teton County will serve as the lead/contracting entity, with other partners contributing funding and/or staff resources as they are able. Following are the immediate steps planned:

- Prepare a Request for Qualifications (RFQ), conduct selection process and bring consultant recommendation to the Board of County Commissioners.



- Agree to roles and responsibilities within the partnering entities; and
- Work with the contractor to prepare a project scope of work, deliverables, work plan and estimated cost focused on the following goals:
 - Begin Water Quality Data Collection, Assessment and Monitoring Plan
 - Begin Source Water Protection Zone Program in conjunction with Water Quality Planning effort
 - Update LDRs associated with water quality

Town Public Works staff has been involved in reviewing and providing comment on the work completed to date.

DESIRED OUTCOMES:

1. Wastewater Treatment Plant Study (Town)

To complete a Town Wastewater Treatment Plant Study as described above.

2. Stormwater Management Program (Town)

To complete a Town Stormwater Management Program as described above.

3. Wastewater planning effort (County)

To assist Teton County and other partners as necessary in the development of Comprehensive Water Quality Planning for Teton County as described above.

PROPOSED NEXT STEPS:

1. Wastewater Treatment Plant Study (Town)

To complete and issue a Request for Qualifications (RFQ) to contract with professional consultants to complete the project goals as described above.

2. Stormwater Management Program (Town)

To complete and issue a Request for Proposals (RFP) to contract with professional consultants to complete the project scope of work as described above.

3. Wastewater planning effort (County)

To assist Teton County and other partners as necessary in the development of Comprehensive Water Quality Planning for Teton County as described above.

STAFF & RESOURCE IMPACT:

1. Wastewater Treatment Plant Study (Town)

Staff has requested funding for this project in the FY22 Wastewater Enterprise professional services budget. Protect Our Waters JH has verbally committed to financially contributing to this project as well. Staff capacity related to this effort will include approximately 40 hours from the Public Works



Director, Assistant Public Works Director, and Wastewater/Treatment Plant Manager and 25 hours of work from the Community Engagement Specialist.

2. Stormwater Management Program (Town)

Staff has requested funding for this project in the FY22 capital budget. Previously, the State Department of Environmental Quality (DEQ) awarded a \$40,000 grant and Teton Conservation District (TCD) allocated \$50,000 in funding for this project. These funds have been primarily utilized to complete Phase 1 (RFP and cost estimate for Phase 2), with any remaining funds going towards Phase 2. The Town has requested an additional \$65,000 in funding from TCD in FY22 and will apply for another DEQ grant when the application window is open for this year's cycle. The goal is to complete Phase 2 in FY22 and have this Program as our guiding document for implementing the initiatives it sets forth, both short term and long term. Staff capacity related to this effort will include approximately 100 hours from the Public Works Director, Assistant Public Works Director, Town Engineer, and Street Manager and 25 hours from staff in other Departments such as Planning, Legal, and Community Development/Engagement.

3. Wastewater planning effort (County)

Protect Our Water JH and possibly other partners have contributed at least \$250,000 to the County for this project. The Town does not currently have funding allocated to this planning effort and is not requesting any for FY22 because we do not yet know what resources our involvement may require. Staff capacity related to this effort at this time is an estimated 25 hours from the Public Works Director and Assistant Public Works Director.

STAFF REPORT



Meeting Date:	September 7, 2021	Meeting Title:	Regular
Submitting Department:	Legal	Presenter:	Lea Colasuonno
Agenda Item:	First Amendment to the Gondola and Cougar Lease Agreement to Provide for the Snowmaking Pumphouse	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Council to review and consider a *First Amendment to the Gondola and Cougar Lease Agreement* to provide for the construction and long-term location of a snowmaking pumphouse, partially, on Town of Jackson property.

Requested Action.

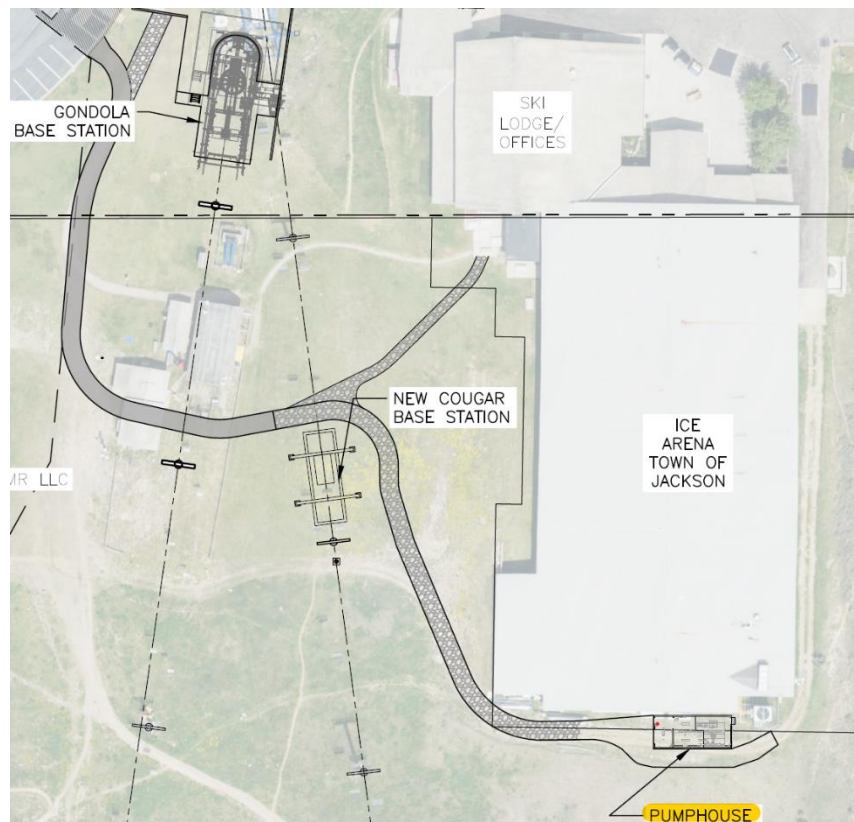
Staff requests Council approve the *First Amendment to the Gondola and Cougar Lease Agreement* as presented in the draft attached to this staff report.

Recommendations.

Staff recommends approval of the *First Amendment to the Gondola and Cougar Lease Agreement* as presented in the draft attached to this staff report.

Background.

Over several years, culminating in final approval in December 2020, the Town and Snow King negotiated an amended master plan for the Snow King Resort. This included, among many elements, permission to construct a snowmaking pumphouse on the south side of the Snow King Ice Arena – a building owned by the Town.



This lease is needed to memorialize the terms and conditions of Snow King constructing and maintaining the snowmaking pumphouse partially located on Town of Jackson property.

Analysis.

The provision for the construction and long-term location of the snowmaking pumphouse in the above-described location is contemplated in Section 3.5 of the *Gondola and Cougar Lease Agreement*, which states:

[Snow King] will apply to install a snowmaking pump house pursuant to the Amended Snow King Resort District Master Plan and gravel drive to the south of the existing building at 90 E. Snow King Avenue, PIDN 22-41-16-34-2-47-002, as preliminarily shown on Exhibit C and subject to the replacement exhibit(s) showing the final construction plans that must be approved by the Town prior to permit approval. This snowmaking pump house and gravel drive are related to the Ski Infrastructure described herein, and will be permitted either through this Lease or through a separate lease to be negotiated between the [Town] and [Snow King]. Because the pump house and gravel drive are related to the Ski Infrastructure described herein, if a separate lease is negotiated, the term of that lease will be the same as the term of this Lease and the rental fee of that lease will be nominal.

Staff recommend the agreement for the snowmaking pumphouse be an amendment to the *Gondola and Cougar Lease Agreement*, not a separate lease agreement unconnected to that existing lease which governs the relationship between the Town and Snow King for land use permission at the base of Snow King Mountain.

In addition to authorizing the snowmaking pumphouse, this amendment provides that should Snow King Mountain Resort, LLC “operat[e] on/from, us[e], or occupy[] unleased portion(s) of [the Town]’s property” it shall be an Event of Default under the *Gondola and Cougar Lease Agreement*.

Alternatives (Optional).

Comprehensive Plan & Priority Alignment.

Section 8.1 and 8.2: Timely, efficiently and safely deliver quality services and facilities in a fiscally responsible and coordinated manner.

Fiscal Impact.

Nominal (pursuant to Section 3.5 of the *Gondola and Cougar Lease Agreement*).

Staff Impact.

Staff impact of this *First Amendment to the Gondola and Cougar Lease Agreement* has been in the Legal Department and consists of the Town Attorney spending 15 hours on the item. Overall, notably, this item is one element of staff work on Snow King, which has required, at minimum, a thousand hours of staff time and includes master planning, contracts, construction projects, and easements.

Attachments or Links.

- *First Amendment to the Gondola and Cougar Lease Agreement*

Suggested Motion.

I move to approve the *First Amendment to the Gondola and Cougar Lease Agreement* as presented in the attachment to this staff report and authorize the Mayor to execute it, subject to minor changes by the Town Attorney.

FIRST AMENDMENT TO GONDOLA AND COUGAR LEASE AGREEMENT-PUMPHOUSE

THIS FIRST AMENDMENT TO GONDOLA AND COUGAR LEASE AGREEMENT ("**First Amendment**") is by and between the Town of Jackson, a municipal corporation of the State of Wyoming, 150 East Pearl Street/P.O. Box 1687, Jackson, Wyoming 83001 ("**Landlord**") and Snow King Mountain Resort, LLC, a Wyoming limited liability company, 575 S. Willow St., PO Box 1846, Jackson, WY 83001 ("**Tenant**").

RECITALS

WHEREAS, Landlord and Tenant executed a GONDOLA AND COUGAR LEASE AGREEMENT on December 31, 2020 ("**Lease**"). Section 3.5 of the Lease anticipated that Landlord and Tenant would finalize the location of a snowmaking pumphouse to serve Tenant's Ski Infrastructure and ski operations on Snow King Mountain.

WHEREAS, a portion of the snowmaking pumphouse, utilities and appurtenances thereto are located on property owned by the Town of Jackson located at 90 E Snow King Avenue; PIDN 22-41-16-34-2-47-002, more particularly described as Tract A on the Map to Accompany Lot Division Application showing the Snow King Ice Rink Tract in the Town of Jackson, recorded in the Office of the Teton County, Wyoming Clerk on September 25, 1992 as Map T-71B ("**TOJ Property**").

WHEREAS, this First Amendment is being executed by the parties in order to finalize the location of the snowmaking pumphouse and appurtenances thereto on the TOJ Property on the terms and conditions contained herein.

Now therefore, in consideration of the foregoing recitals, which incorporated herein by reference, the mutual covenants and understandings contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Landlord and Tenant agree as follows:

1. **Amendment to Section 3.5 of the Lease**. Section 3.5 of the Lease shall be rewritten as follows:

3.5 Snowmaking Premises; Pumphouse.

- (a) Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord certain ground space within the TOJ Property for a snowmaking pump house, pathway, utilities and access areas as shown in the attached **Exhibit F** (collectively, "**Snowmaking Premises**"). Landlord grants Tenant non-exclusive ingress, egress and regress rights to and from the Snowmaking Premises over the TOJ Property for the purpose of constructing, installing, accessing, maintaining, inspecting, replacing, repairing, and using the snowmaking infrastructure and utilities shown in **Exhibit F**.
- (b) **Term; Rent**. The term of Tenant's lease of the Snowmaking Premises shall be identical to the term of the Lease, which includes a Primary Term and an option for an Extended Term. Tenant's lease of the Snowmaking Premises is included in the rental payments required under the Lease and no separate or additional rental payment for Tenant's use of the Snowmaking Premises is required.
- (c) **Construction; Permits; Maintenance and Storage**. Tenant shall apply for and acquire, at its expense, all permits necessary to construct and operate its infrastructure and improvements within the Snowmaking Premises. All work related to the Snowmaking Premises, including without limitation the use, operation, and repair of infrastructure and improvements within the

Snowmaking Premises, shall be performed in compliance with (1) all applicable governmental laws, rules, regulations and conditions, (2) the Snow King Master Plan, (3) the Lease, and any amendments thereto, and (4) all permits issued for the Snowmaking Premises and infrastructure and improvements therein. Tenant shall maintain the Snowmaking Premises in a neat and orderly condition to the extent practicable, and shall not store any materials on the TOJ Property in such a manner that Landlord is unable to access its improvements on the TOJ Property. Tenant shall be solely responsible for all costs, fees and expenses associated with constructing, repairing, restoring or replacing its infrastructure and improvements within the Snowmaking Premises. Tenant shall not utilize or store Hazardous Materials (as such term is defined in the Lease) on the TOJ Property.

- (d) **Material Alterations to Snowmaking Premises.** Any material upgrade, modification or other alteration to the Snowmaking Premises by Tenant that materially increases its size or massing from what is shown on **Exhibit F** or in approved permits must be approved in writing by the Landlord.
- (e) **Utilities Associated with Snowmaking Premises.** At all times during the Lease Tenant shall be solely responsible for and promptly pay all utilities used or consumed by Tenant in connection with the Snowmaking Premises. Tenant shall have any necessary meters installed to track Tenant's utility usage and the cost of such meter installation shall be paid for by Tenant.
- (f) **Title to Snowmaking Premises.** Landlord covenants and agrees that the snowmaking pumphouse shall not be considered affixed to or part of the TOJ Property and Landlord covenants and agrees that all personal property of Tenant placed by Tenant within the Snowmaking Premises shall remain the property of Tenant and may be removed by Tenant anytime in Tenant's discretion.
- (g) **Removal of Infrastructure in Snowmaking Premises.** Within 1 year of the expiration or termination of the Lease, Tenant, at its expense, shall remove its improvements and infrastructure from the Snowmaking Premises and restore the Snowmaking Premises to the condition it was in prior to the Effective Date, ordinary wear and tear excepted. Notwithstanding the foregoing, Tenant may remove its improvements and infrastructure from the Snowmaking Premises at will prior to expiration or termination of the Lease, at which time the restoration requirements stated herein must be fulfilled. The obligations of this section shall survive termination of the Lease and be an obligation owed by Tenant to Landlord.
- (h) **Indemnification.** During the term of the Lease, Tenant shall indemnify and hold Landlord and the Indemnified Parties (as such term is defined in the Lease) harmless from any claims, actions, liabilities, damage, injury, death costs or expenses (including without limitation reasonable attorneys fees) arising out of Tenant's use of the Snowmaking Premises, unless such actions, liabilities, damage, injury, death costs or expenses (including without limitation reasonable attorneys fees) are caused by the willful misconduct or negligence of Landlord or the Indemnified Parties. This section shall survive termination of the Lease.
- (i) **Landlord Access.** Landlord shall continue to have access over the Snowmaking Premises for the purpose of maintaining its improvements and infrastructure on the TOJ Property. Landlord shall indemnify and hold harmless Tenant and Tenant's members, managers, officers, employees and agents from any claims, actions, liabilities, damage, injury, death, costs or expenses (including without limitation reasonable attorneys' fees) caused by Landlord or Landlord's agents, officials or employees accessing the Snowmaking Premises to maintain its improvements and infrastructure

on the TOJ Property, unless such claims, actions, liabilities, damage, injury, death costs or expenses (including without limitation reasonable attorneys' fees) are caused by the willful misconduct or negligence of Tenant. This section shall survive termination of the Lease.

2. **Amendment to Section 11.2 of the Lease.** Section 11.2(n) of the Lease shall be added as follows:

11.3 Event of Default. Any one or more of the following events shall constitute an "Event of Default":

(n) Tenant operating on/from, using, or occupying unleased portion(s) of Landlord's property.

3. **Terms of the Lease.** Any terms of the Lease not otherwise modified herein shall remain as is and unaffected by this First Amendment.

In witness whereof, the Parties have executed this First Amendment as of the last date written below.

Tenant

Snow King Mountain Resort, LLC, a Wyoming limited liability company

By: Ryan Stanley
Its: President

Date:_____

STATE OF WYOMING)
)
COUNTY OF TETON) ss

On this _____ day of _____, 2021, before me, the undersigned Notary Public, personally appeared Ryan Stanley for Snow King Mountain Resort, LLC, a Wyoming limited liability company, and known to me, or proven by satisfactory evidence, to be the President of the company that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of the company, by authority of Statute, its articles of organization or its operating agreement, for the uses and purposes therein mentioned, and on oath stated that such person is authorized to execute said instrument on behalf of the limited liability company.

Witness my hand and official seal.

Landlord

Notary Public

By: Hailey Morton Levinson
Its: Mayor

By: Lynsey Lenamond
Its: Town Clerk

On this _____ day of _____, 2021, before me, the undersigned Notary Public, personally appeared Hailey Morton Levinson, as Mayor for the Town of Jackson, Wyoming, and Lynsey Lenamond, as Town Clerk for the Town of Jackson, Wyoming, who are each personally known to me or have each established their identity and authority to me by reasonable proof.

NOTARY PUBLIC

STAFF REPORT



Meeting Date:	September 7, 2021	Meeting Title:	Town Council Regular
Submitting Department:	Public Works	Presenter:	Brian Lenz, Town Engineer
Agenda Item:	2021 Sidewalk Improvements – Temporary Construction Access Easements	Public Comment:	Yes

Purpose & Policy Considerations.

For the Town Council to consider approving two (2) Temporary Access Easements to provide alternative access to the west end of the alley adjacent to the County Administration Building during construction of the sidewalk that closes the public access on the west end of the alley.

Requested Action.

Staff requests Council approval of the Temporary Access Easements.

Recommendations.

Staff recommends that Town Council approve the Temporary Access Easements as presented in the attachments.

Background.

The 2021 Sidewalk Improvements Project includes resurfacing the alley entrance located between 200 and 280 South Willow Street. As the alley entrance is under construction there will be a necessary closure to allow demolition of the existing drive, and placement of the new concrete and asphalt. Public Works has been working with two (2) property owners to obtain Temporary Access Easements in order to provide public access for the Teton County Administration Building at 200 South Willow Street and neighboring properties during the reconstruction of the alley entrance. Public Works plans to begin the work associated with this project in September.

The Town would like to provide temporary alternative public access to the alley via:

- 1) The parking lot at 270 E Simpson, owned by Jorgensen Properties, LLC; and
- 2) The parking lot at 235 E Hansen Ave, owned by the Jackson Hole Community Housing Trust.

These two parking lots will serve as an ingress to the alley which provides access to the County Administration Building and neighboring properties with alley access. The existing driveway at the County Administration Building will serve as a one-way egress onto East Simpson Ave. This layout will provide consistent vehicular traffic during the alley closure.



Analysis.

The Public Works Department determined that maintaining public access to the alley through the properties is the most practical way to minimize impact, anticipate expected behavior, and maintain traffic flow for business to the County Administration Building and access to neighboring properties.

Alternatives (Optional).

Council may deny the Temporary Access Easements.

Comprehensive Plan & Priority Alignment.

This project supports the Town Comprehensive Plan under Quality of Life: Common Value 3.

- Principle 8.2 – Coordinate the provision of infrastructure and facilities needed for service delivery.
 - Policy 8.2.b: Design critical infrastructure and facilities for the peak effective population
- Strategy 8.2.S.1: Coordinate the creation and maintenance of communitywide Major Capital Project List for all services listed in Principle 8.1.

Fiscal Impact.

Any costs associated with the easements will be paid for with funds from the sidewalk project. The Jorgensen Properties Easement and the Jackson Hole Community Housing Trust Easement. Staff expects that the cost of easements will be minimal, if anything.

Staff Impact.

During this project the Public Works staff will communicate traffic impacts including advising drivers of the best way to navigate through Town to their destination. It is estimated that a minimum of 20 hours of Public Works staff time is required for this effort.

Drafting the documents required a combined total of 12 hours of time from Public Works and Legal Departments.

Attachments or Links.

Easement Route.

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

I move to approve the attached two (2) Temporary Access Easements, for Jorgensen Properties, LLC and the Jackson Hole Community Housing Trust respectively, and, subject to minor changes and final approval by the Town Engineer and Town Attorney, authorize the Mayor to execute all necessary agreements.

TEMPORARY ACCESS EASEMENT

This TEMPORARY ACCESS EASEMENT ("Agreement") is made and entered into on this ____ day of _____, 2021 ("Effective Date") by and between Jorgensen Properties, LLC, a Wyoming limited liability company ("Grantor") and TOWN OF JACKSON, WY, a Wyoming municipal corporation ("Grantee").

WHEREAS, Grantor owns and desires to declare and establish in, over, and across that certain real property in Teton County, Wyoming that is more particularly described and set forth in **Exhibit "A"** ("Burdened Property") an express, non-exclusive temporary access easement for the benefit of Grantee, Grantee's employees, agents, contractors and licensees, and the public during right-of-way construction on the alley between 200 South Willow Street and 280 South Willow Street, according to the terms and conditions set forth herein.

NOW, THEREFORE, for and in consideration of good and valuable consideration, receipt and sufficiency of which is hereby acknowledged and confessed, Grantor and Grantee do hereby agree as follows:

1. **Grant of Non-Exclusive Easement.** Grantor hereby declares and establishes for the benefit of Grantee and Grantee's employees, agents, contractors and licensees, the public, an express, non-exclusive access easement in, over and across the Burdened Property (the "Easement") for the purposes of vehicular, bicycle, and pedestrian traffic in order to access the alley between 200 South Willow Street and 280 South Willow Street by means of the Burdened Property's driveway (the "Roadway").
2. **Term.** The easements, covenants, conditions and restrictions contained in this Agreement shall be effective September 15, 2021 through November 15, 2021, for the duration of the construction in the right-of-way that requires the alley to be closed. Grantee expects this closure to last approximately 14 calendar days. Grantee shall notify the Grantor of actual dates and duration once they are confirmed with the Grantee's contractor.
3. **Reservation.** Grantor reserves unto itself, its guests, invitees, legal representatives, heirs, successors and assigns, the right to use the surface of the Easement, provided such use does not unreasonably impair, interfere with or obstruct the use of the Easement by the Grantee, Grantee's employees, agents, contractors and licensees, or the public. Grantor further reserves unto itself, its heirs, successors and assigns, the right to grant additional easements in, under, over and across the Burdened Property for any purpose as Grantor deems necessary in Grantor's sole discretion.
4. **Restrictions.** The grant of the Easement shall be subject to the following restrictions:
 - A. Grantee, Grantee's employees, agents, contractors and licensees, and the public shall use the rights granted above, with due regard to the rights of others and their use thereof, and shall not use the Burdened Property, including the Roadway, in any way that would impair the rights of Grantor or others to the use of the same.
 - B. Grantee, Grantee's employees, agents, contractors and licensees, and the public shall not temporarily park vehicles or equipment on the Burdened Property in a manner that obstructs the passage on the Roadway by Grantor or others.
5. **Restoration.** Grantee covenants and warrants that the surface of the Roadway that is disturbed or impaired by the Grantee or the public, shall be restored within thirty (30) calendar days from completion of Grantee's work in the right of way to an equivalent or better condition than it was found in immediately prior to the commencement of any use of the Roadway for access.
6. **Indemnification.** Except as may be caused by the negligent acts or omissions of Grantor, its employees, agents or its representatives, Grantor shall not be liable for any injury or damage to any person or property resulting from the

Grantee's and employees', agents', contractors' and licensees' exercise of the rights herein granted. Grantee agrees to indemnify, defend, and hold Grantor harmless against any loss, damage, injury or any claim or lawsuit for loss, damage or injury arising out of or resulting from the Grantee's and its and employees', agents', contractors' and licensees', entry upon the Grantor's property, except to the extent caused by the negligence or willful misconduct of Grantor or its employees, agents or representatives. exercise of the rights herein granted. Grantee agrees to indemnify, defend, and hold Grantor harmless against any loss, damage, injury or any claim or lawsuit for loss, damage or injury arising out of or resulting from the Grantee's and its and employees', agents', contractors' and licensees', and the public, entry upon the Grantor's property, except to the extent caused by the negligence or willful misconduct of Grantor or its employees, agents or representatives.

7. **No Merger.** This Agreement and the Easement and rights declared and established herein are intended to remain separate from the Grantor's fee simple interest in the Burdened Property and shall not merge therewith.
8. **Construction.** Any recitals in this Agreement are represented by the parties to be accurate and constitute a part of the substantive agreement. This Agreement shall be construed in accordance with the laws of the State of Wyoming. Venue is in Teton County, Wyoming.
9. **Enforcement.** If any party hereto fails to perform any of its obligations under this Agreement or if a dispute arises concerning the meaning or interpretation of any provision of this Agreement, the defaulting party or the party not prevailing in such dispute, as the case may be, shall pay any and all costs and expenses incurred by the other party in enforcing or establishing its rights hereunder, including, without limitation, all court costs and all reasonable attorneys' fees (including the costs of in-house counsel) regardless of whether litigation is commenced.
10. **No Assumption of Liability.** Grantor, by granting, declaring and establishing the Easement, does not assume any responsibilities or liabilities with respect thereto, nor shall Grantor at any time incur any liability for failure to comply with any law, ordinance, regulation or order with respect to this Agreement and the Easement contained herein.
11. **Warranties.** Grantor makes no representations or warranties, express or implied, in connection with the Easement, whether of title, fitness of use, condition, purpose, or of any other nature. Notwithstanding the foregoing, Grantor represents and warrants that Grantor has the authority to grant the Easement contained herein.
12. **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.
13. **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, except by mutual, written agreement by the parties hereto after the earlier to occur of the following: (i) the substantial completion, in Grantor's sole discretion, of the Roadway by Grantee, or (ii) the expiration of the 15th day of November 2021.
14. **Counterparts.** This Agreement may be executed in any number of counterparts and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one Agreement.
15. **Electronic Signatures.** The words "execution," "signed," "signature," and words of like import in this document shall be deemed to include electronic signatures or the keeping of records in electronic form, each of which shall be of the same legal effect, validity or enforceability as a manually executed signature or the use of a paper-based record keeping system, as the case may be, to the extent and as provided for in any applicable law.

[REMAINDER INTENTIONALLY BLANK – SIGNATURES FOLLOW ON NEXT PAGE]

GRANTOR:

_____Jorgensen Properties, LLC _____

a Wyoming limited liability company

By: _____

Name: _____

Title: _____

GRANTEE:

TOWN OF JACKSON, WY,
a Wyoming municipal corporation

BY: _____

Hailey Morton-Levinson

ITS: Mayor

ATTEST:

BY: _____

Lynsey Lenamond

ITS: Town Clerk

STATE OF _____)

)ss

COUNTY OF _____)

On this day of _____, 2021, before me personally appeared _____ and _____, both personally known to me, or proved to me on the basis of satisfactory evidence, to be the persons whose names are subscribed within this instrument and acknowledged to me that he executed the same in their authorized capacities, and that by their signatures on this instrument, the entity upon behalf of which the person acted executed this instrument.

WITNESS my hand and official seal.

Notary Public

My commission expires:



EXHIBIT "A"

BURDENED PROPERTY AND ROADWAY

STREET ADDRESS: 270 East Simpson

LEGAL DESCRIPTION: Lots 7-9, Block 9, Cache Creek Second Addition to the Town of Jackson

The arrow shows the approximate location of the roadway.



TEMPORARY ACCESS EASEMENT

This TEMPORARY ACCESS EASEMENT (“Agreement”) is made and entered into on this ____ day of _____, 2021 (“Effective Date”) by and between Jackson Hole Housing Trust, a _____ (“Grantor”) and TOWN OF JACKSON, WY, a Wyoming municipal corporation (“Grantee”).

WHEREAS, Grantor owns and desires to declare and establish in, over, and across that certain real property in Teton County, Wyoming that is more particularly described and set forth in **Exhibit “A”** (“Burdened Property”) an express, non-exclusive temporary access easement for the benefit of Grantee, Grantee’s employees, agents, contractors and licensees, and the public during right-of-way construction on the alley between 200 South Willow Street and 280 South Willow Street, according to the terms and conditions set forth herein.

NOW, THEREFORE, for and in consideration of good and valuable consideration, receipt and sufficiency of which is hereby acknowledged and confessed, Grantor and Grantee do hereby agree as follows:

1. **Grant of Non-Exclusive Easement.** Grantor hereby declares and establishes for the benefit of Grantee and Grantee’s employees, agents, contractors and licensees, the public, an express, non-exclusive access easement in, over and across the Burdened Property (the “Easement”) for the purposes of vehicular, bicycle, and pedestrian traffic in order to access the alley between 200 South Willow Street and 280 South Willow Street by means of the Burdened Property’s driveway (the “Roadway”).
2. **Term.** The easements, covenants, conditions and restrictions contained in this Agreement shall be effective September 15, 2021 through November 15, 2021, for the duration of the construction in the right-of-way that requires the alley to be closed. Grantee expects this closure to last approximately 14 calendar days. Grantee shall notify the Grantor of actual dates and duration once they are confirmed with the Grantee’s contractor.
3. **Reservation.** Grantor reserves unto itself, its guests, invitees, legal representatives, heirs, successors and assigns, the right to use the surface of the Easement, provided such use does not unreasonably impair, interfere with or obstruct the use of the Easement by the Grantee, Grantee’s employees, agents, contractors and licensees, or the public. Grantor further reserves unto itself, its heirs, successors and assigns, the right to grant additional easements in, under, over and across the Burdened Property for any purpose as Grantor deems necessary in Grantor’s sole discretion.
4. **Restrictions.** The grant of the Easement shall be subject to the following restrictions:
 - A. Grantee, Grantee’s employees, agents, contractors and licensees, and the public shall use the rights granted above, with due regard to the rights of others and their use thereof, and shall not use the Burdened Property, including the Roadway, in any way that would impair the rights of Grantor or others to the use of the same.
 - B. Grantee, Grantee’s employees, agents, contractors and licensees, and the public shall not temporarily park vehicles or equipment on the Burdened Property in a manner that obstructs the passage on the Roadway by Grantor or others.
5. **Restoration.** Grantee covenants and warrants that the surface of the Roadway that is disturbed or impaired by the Grantee or the public, shall be restored within thirty (30) calendar days from completion of Grantee’s work in the right of way to an equivalent or better condition than it was found in immediately prior to the commencement of any use of the Roadway for access.
6. **Indemnification.** Except as may be caused by the negligent acts or omissions of Grantor, its employees, agents or its representatives, Grantor shall not be liable for any injury or damage to any person or property resulting from the

Grantee's and employees', agents', contractors' and licensees' exercise of the rights herein granted. Grantee agrees to indemnify, defend, and hold Grantor harmless against any loss, damage, injury or any claim or lawsuit for loss, damage or injury arising out of or resulting from the Grantee's and its and employees', agents', contractors' and licensees', entry upon the Grantor's property, except to the extent caused by the negligence or willful misconduct of Grantor or its employees, agents or representatives. exercise of the rights herein granted. Grantee agrees to indemnify, defend, and hold Grantor harmless against any loss, damage, injury or any claim or lawsuit for loss, damage or injury arising out of or resulting from the Grantee's and its and employees', agents', contractors' and licensees', and the public, entry upon the Grantor's property, except to the extent caused by the negligence or willful misconduct of Grantor or its employees, agents or representatives.

7. **No Merger.** This Agreement and the Easement and rights declared and established herein are intended to remain separate from the Grantor's fee simple interest in the Burdened Property and shall not merge therewith.
8. **Construction.** Any recitals in this Agreement are represented by the parties to be accurate and constitute a part of the substantive agreement. This Agreement shall be construed in accordance with the laws of the State of Wyoming. Venue is in Teton County, Wyoming.
9. **Enforcement.** If any party hereto fails to perform any of its obligations under this Agreement or if a dispute arises concerning the meaning or interpretation of any provision of this Agreement, the defaulting party or the party not prevailing in such dispute, as the case may be, shall pay any and all costs and expenses incurred by the other party in enforcing or establishing its rights hereunder, including, without limitation, all court costs and all reasonable attorneys' fees (including the costs of in-house counsel) regardless of whether litigation is commenced.
10. **No Assumption of Liability.** Grantor, by granting, declaring and establishing the Easement, does not assume any responsibilities or liabilities with respect thereto, nor shall Grantor at any time incur any liability for failure to comply with any law, ordinance, regulation or order with respect to this Agreement and the Easement contained herein.
11. **Warranties.** Grantor makes no representations or warranties, express or implied, in connection with the Easement, whether of title, fitness of use, condition, purpose, or of any other nature. Notwithstanding the foregoing, Grantor represents and warrants that Grantor has the authority to grant the Easement contained herein.
12. **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.
13. **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, except by mutual, written agreement by the parties hereto after the earlier to occur of the following: (i) the substantial completion, in Grantor's sole discretion, of the Roadway by Grantee, or (ii) the expiration of the 15th day of November 2021.
14. **Counterparts.** This Agreement may be executed in any number of counterparts and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one Agreement.
15. **Electronic Signatures.** The words "execution," "signed," "signature," and words of like import in this document shall be deemed to include electronic signatures or the keeping of records in electronic form, each of which shall be of the same legal effect, validity or enforceability as a manually executed signature or the use of a paper-based record keeping system, as the case may be, to the extent and as provided for in any applicable law.

[REMAINDER INTENTIONALLY BLANK – SIGNATURES FOLLOW ON NEXT PAGE]

GRANTOR:

Jackson Hole Community Housing Trust

a _____

By: _____

Name: _____

Title: _____

GRANTEE:

TOWN OF JACKSON, WY,
a Wyoming municipal corporation

BY: _____

Hailey Morton-Levinson

ITS: Mayor

ATTEST:

BY: _____

Lynsey Lenamond

ITS: Town Clerk

STATE OF _____)

)ss

COUNTY OF _____)

On this day of _____, 2021, before me personally appeared _____ and _____, both personally known to me, or proved to me on the basis of satisfactory evidence, to be the persons whose names are subscribed within this instrument and acknowledged to me that he executed the same in their authorized capacities, and that by their signatures on this instrument, the entity upon behalf of which the person acted executed this instrument.

WITNESS my hand and official seal.

Notary Public

My commission expires:

EXHIBIT "A"

BURDENED PROPERTY AND ROADWAY

STREET ADDRESS: 235 East Hansen

LEGAL DESCRIPTION: Lots 13-15, Block 9, Cache Creek Second Addition to the Town of Jackson

LAND DESCRIPTION OF BURDENED PROPERTY AND ROADWAY



STAFF REPORT



Meeting Date:	September 7, 2021	Meeting Title:	Regular
Submitting Department:	Community Development	Presenter:	Tyler Sinclair
Agenda Item:	Housing Department Fiscal Year 2022 Staffing and/or Professional Services Consideration	Public Comment:	Yes

Purpose & Policy Considerations.

For Council to consider how to move forward with the \$45,000 budgeted in Fiscal Year 2022 for additional staffing and professional services in the Joint Housing Department.

Requested Action.

Council direction on whether to move forward with Professional Services or a part time of full time position in the Joint Housing Department

Recommendations.

Staff recommends securing Professional Services to assist the Housing Department with their FY22 Work Plan.

Background.

The Town approved \$45,000 in the FY22 Budget to assist the Housing Department in completing their FY22 Work Plan. The initial thought was that the Town and County would each dedicate \$45,000 towards this request allowing for the hiring of an additional full-time employee in the department. Teton County chose not to fund this request leaving the Town with \$45,000 in approved funding to address staff and capacity issues in the department.

Analysis.

Workforce housing and the work of the Housing Department has been a top priority of Council for years. With recent dramatic escalation in the cost of housing in the community, leading to a lack of existing affordable rental and ownership units and lack of available workforce to support our local economy Council placed additional funding in the FY22 budget to assist the Joint Housing Department to address this pressing issue. Specifically, the Department has many projects underway requiring project oversight and management including 400 Snow King Avenue, 440 West Kelly Ave., 445 East Kelly Ave., 105 Mercill Ave., and other projects in the planning and fundraising stage along with other tasks identified in the supply, management and administrative tasks described in the FY22 Department Workplan (see attached).

Although a Joint Department, the Town is choosing to consider funding work on joint projects and initiatives without participation of Teton County at this time. Staff notes that this has happened before for short periods of time in the Long Range Planning and START departments. Should additional staff be hired they would be Teton County employees hired by Teton County the same as the rest of the department, professional service funding would go towards completing Town and/or County funded projects providing housing for the entire community.

Alternatives (Optional).

Staff have identified three alternatives for Council consideration on how to move forward:

Option 1: Professional Services: Housing Department would utilize the \$45,000 to hire consultants to complete project management tasks. Specifically, staff have identified the projects at 400 Snow King Avenue and 445 East Kelly Ave. Funding would be utilized to hire project management services for these projects including day to day decisions making and direction allowing the Housing Director to act in a supervisory role removed from day to day project management allowing more focus on the remainder of the Department Workplan. Additional capacity provided through this option would be primarily in the Supply portion of the Workplan allowing the Director and other staff more time for management and administrative duties.

Option 2: Part time Teton County Employee: As the Housing Department is a County Department, staff would work with Teton County Human Resources to hire a part time position. Although staff recommends the hiring of an additional staff person to professional services, there is concern whether a qualified candidate for a part time position could be found. Additional capacity provided through this option would depend on the qualifications of the hire but is anticipated to be primarily in the supply portion of the Workplan allowing the Director and other staff more time for supply and management duties.

Option 3: Full time Teton County Employee: As the Housing Department is a County Department, staff would work with Teton County Human Resources to hire a full-time position. The Town would be responsible for approving approximately \$45,000 - \$65,000 in additional funding for a total of approximately \$90,000-\$115,000 in total compensation. Additional capacity provided through this option would be primarily in the Supply portion of the Workplan but also in management and administrative duties allowing the Director and other staff more time for completing all portions of the Workplan.

Comprehensive Plan & Priority Alignment.

Staff finds that the request will allow additional progress towards Comprehensive Plan Chapter 5: Local Workforce Housing, goal to:

Ensure a variety of workforce housing opportunities exist so that at least 65% of those employed locally also live locally.

In addition, the request is supportive of all Housing principles as follows:

Principle 5.1—Maintain a diverse population by providing workforce housing.

We will ensure that at least 65% of the local workforce lives locally to maintain a diverse local population, an important aspect of our community character. Providing quality housing opportunities for the local workforce sustains the socioeconomic diversity and generational continuity that preserve our heritage and sense of community.

Principle 5.2—Strategically locate a variety of housing types. Our diverse population

will continue to require a variety of housing types throughout the community. Housing options should include both ownership and rental opportunities, as well as both restricted and market housing. The strategies employed to meet the community's housing goal will be consistent with the Ecosystem Stewardship and Growth Management policies of the Plan.

Principle 5.3—Reduce the shortage of housing that is affordable to the workforce.

A shortage of housing that is affordable to the workforce is a result of many factors. To meet our primary housing goal, the community will regularly monitor the affordability and occupancy of our housing stock to understand and adapt to the forces contributing to such shortages. We will mitigate impacts from new development, preserve existing workforce housing, and create new restricted housing opportunities to avoid and reduce shortages of housing opportunities that are affordable to the local workforce.

Principle 5.4—Use a balanced set of tools to meet our housing goal. The community will create a balanced plan for monitoring and addressing workforce housing issues to achieve our housing goal. Both market and restriction based solutions will be incorporated in a balanced combination of regulations, incentives, funding, and cooperative efforts, with no one tool prioritized over any others.

Fiscal Impact.

The FY22 Budget has \$45,000 allocated to this position, any funding allocated above this figure would need to be authorized by Council through a budget amendment. Staff recommends that Council consider this as a recurring request going forward particularly if additional staff is hired.

Staff Impact.

The staff at the Housing Department, particularly the Director, is currently working well above and beyond their allocated number of hours in a fiscal year to complete the Management and Supply side of the Workplan. It is anticipated that if additional resources are added they would go towards Housing Supply as that is the most pressing need in the department and community at this time.

Staff has utilized 4-6 hours discussing this item and completing this staff report.

Attachments or Links.

FY22 Joint Housing Department Workplan

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

I move to direct staff to move forward with Option ____ as described in this September 7, 2021 staff report as may be amended by Council.

Housing Department Work Plan: FY 21-22

Summary	2
Housing Management	
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Education & Outreach	7
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Data Collection & Analysis	12
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Housing Department Administration	15

Summary

The Jackson/Teton County Affordable Housing Department's annual work plan is informed by the Workforce Housing Action Plan (2015) and the Jackson/Teton County Comprehensive Plan (2012) and is broken out into three categories of work:

1) Housing Management. This work includes: Rules, Regulations and LDRs review and updates; Data Collection & Maintenance; Compliance/Enforcement; Sales & Rentals; Education and Outreach. Throughout this document a blue label indicates a task falls under Housing Management.

2) Housing Supply. This work includes: Public-Private Partnerships; Deed Restricted Housing Production; Housing Preservation; Outreach & Education. Throughout this document a purple label indicates a task falls under Housing Management.

3) Housing Department Administration. This work includes: Housing Authority Management, Professional Development, Daily Department Operations. Vacation & holiday hours are included here. Throughout this document a teal label indicates a task falls under Housing Management.

Housing Department Work Plan: Staff & Budget Allocation by Work Area

Task	Staff Time	Operating Budget	Capital Budget
Housing Management	56% (6,020 hours)	52% (\$353,056)	0%
Rules, Regulations, LDRs	4% (400 hours)		
Data Collection & Maintenance	1% (110 hours)		
Compliance/Enforcement	18% (1,960 hours)		
Sales & Rentals	29% (3,070 hours)		
Education & Outreach	4% (480 hours)		
Housing Supply	14% (1,520 hours)	21% (\$144,640)	100%
Capital Projects	5% (565 hours)		
Capital Programs	2% (210 hours)		
Housing Policy & Long-Range Planning	2% (200 hours)		
Public Outreach & Engagement	1% (100 hours)		
Data Collection & Analysis	3% (360 hours)		
Housing Supply Board Management	1% (85 hours)		
Housing Department Administration	30% (3,170 hours)	27% (\$185,457)	0%

Rules, Regulations, LDRs

- Housing Rules & Regulations Annual Clean Up
- New Development Review, Livability Standards
- Exceptions, Special Requests

Housing Rules & Regulations Annual Clean Up – Each year the Housing Department staff brings any clean up or other changes to the Housing Authority Board and then to the Council and Board to consider. These changes could be a simple reorganization of information or a policy change.

Housing Authority Board consideration June 2021
Council & Board consideration July 2021
Final Adoption September 2021

New Development Review, Livability Standards – Staff reviews new development applications to ensure the Housing Rules & Regulations are being met. This work includes educating developers about the Livability Standards and Compliance. This work is ongoing throughout the year.

Exceptions, Special Requests – Staff reviews and considers requests for exceptions or special requests related to the Housing Rules & Regulations. These requests could range from an exception to requests for capital improvement credit or requests to rent. This work is ongoing throughout the year.

Total Staff Hours: 400

- Manager: 340
- Director: 45
- Admin: 15

Housing Action Plan Initiatives

- 2D: Provide public technical assistance to developers.
- 3B: Consistent review of new restrictions.

Comprehensive Plan Policies

- 5.1.a: House at least 65% of the workforce locally
- 5.1.b: Focus housing subsidies on full-time, year-round workers
- 5.1.c: Prioritize housing for critical service providers
- 5.4.a: Implement the Workforce Housing Action Plan

New Development Applications Reviewed in 2020: 86

Exceptions, Special Requests Received in 2020: 69

Housing Management Data Collection & Maintenance

- Weighted Drawing Online Tools
- Access Database Integration

Weighted Drawing, Intake Form Online Tools – Staff continues to work with Greenwood Mapping to improve and streamline the online Intake Form and online Weighted Drawing process. This includes better reporting functions, easier upload options, improved Weighted Drawing reporting to increase accuracy and limit potential for human error. This work is ongoing throughout the year.

Access Database Integration – Staff continues to work with Greenwood Mapping to improve integration between the online Intake Form and the Access Database. This work will update database capability and create better reporting functionality, which is a longer-term goal for the department as we upgrade/update existing systems.

Total Staff Hours: 110

- Manager: 80
- Director: 20
- Admin: 10

Housing Action Plan Initiatives

- 2F: Coordinate outreach on housing.
- 3C: Coordinate access to housing opportunities.
- 4B: Monitor need to determine funding strategies.

Comprehensive Plan Policies

- 5.4.a: Implement the Workforce Housing Action Plan
- 5.4.c: Promote cooperative efforts to provide workforce housing.

Compliance/Enforcement

- Annual Verification: Affordable & Workforce Rentals
- Annual Verification: Workforce Ownership
- Annual Check-In: Affordable Ownership
- Active Compliance
- Existing Development Assistance
- Housing Compliance Public Engagement, Presentations

Annual Verification: Affordable & Workforce Rentals – Verify all Affordable and Workforce rental housing units comply with the requirements of their recorded restriction. Total units: 742. This work is ongoing throughout the year.

Annual Verification: Workforce Ownership – Verify that owners of Workforce units are complying with the requirements of their recorded restriction. Total units: 57.

Annual Requalification	Q4 2021
Complete	Q1 2022

Annual Check-In: Affordable Ownership – Owners of Affordable housing units built or purchased after June 4, 2018 receive annual verification requests for employment, occupancy and use of the unit. Total units: 15.

Annual Check-In	Q4 2021
Complete	Q1 2022

Active Compliance – Staff investigates complaints received about homeowners or tenants. This work is ongoing throughout the year.

Existing Development Assistance – Staff assists homeowners and HOA boards when needed so that they can understand their CCRs, deed restrictions, ground leases, and Housing Rules & Regulations. This work is ongoing throughout the year.

Housing Compliance Public Engagement, Presentations – Several times throughout the year the Compliance Specialist presents to businesses and organizations to explain the work she does and how it fits in with the Housing Department programs.

Total Staff Hours: 1960

- Compliance Specialist: 1870
- Manager: 80
- Director: 5
- Admin: 5

Housing Action Plan Initiatives

- 3A: Coordinate consistent enforcement of existing restrictions.

Comprehensive Plan

- Policy 5.4.a: Implement the Workforce Housing Action Plan

Compliance Rates for 2020:

- Affordable Rentals: 100%
- Workforce Rentals: 98%
- Workforce Ownership: 96%
- Affordable Ownership: 99%

Total # of Defaults in 2020: 50

- # Cured: 44
- # in Process: 6
- # Forced to Sell: 0

Sales & Rentals

- Town/County Employee Rental Program
- Grove Phase 1 Rentals
- Weighted Drawings: Sales & Rentals
- Sales Facilitation
- Preservation Program Qualifications
- Housing Programs Public Engagement, Presentations

Town/County Employee Rental Program – Staff manages the drawings, leases, walk-throughs, and ongoing daily management of the County employee rental program. Staff manages walk-throughs, move ins/outs and assists the Town with ongoing daily management of the Town employee rental program. This work is ongoing throughout the year.

Employee Housing Needs Assessment Winter 2021

Grove Phase 1 Rentals – Staff executes annual lease renewals and qualifications for residential tenants. Staff works closely with the property management company on maintenance, inspections, tenant issues, bill payment, etc. Staff performs bi-annual inspections of the units.

Weighted Drawings: Sales & Rentals – When homes are available to lease or purchase, staff runs a two-week Weighted Drawing. This includes email and text message alerts, creating ads on the website and in the newspaper (Workforce only), answering client questions, reviewing Weighted Drawing entries, and generating the Weighted Drawing through the database to submit to the outside firm who performs the drawing. This work happens throughout the year as homes become available.

Sales Facilitation – Staff facilitates sales with buyers and sellers and facilitates the move-out/move-in process for tenants. This work happens throughout the year as homes become available.

Preservation Program Qualifications – Staff reviews Preservation Program applications to qualify households for the program. This is ongoing as applications are received.

Housing Programs Public Engagement, Presentations – Several times each year the Sales Coordinator provides presentations to businesses and organizations to explain the Housing Department rental and ownership programs.

Total Staff Hours: 3070

- Sales Coordinator: 1870
- Admin: 715
- Manager: 410
- Director: 75

Housing Action Plan Initiatives

- 2E: Lead by example by housing public employees.
- 3A: Coordinate consistent enforcement of existing restrictions.

Comprehensive Plan

- Policy 5.1.a: House at least 65% of the workforce locally
- Principle 5.4: Use a balanced set of tools to meet our housing goals.

In 2020:

- 15 Ownership Weighted Drawings
- 14 Grove I Rentals Renewed
- 6 Rental Weighted Drawings
- 14 County Employee Leases

Households who moved into homes in Housing Department programs in 2020:

Cristina Briones, Jennifer & Daniel Theobald, Elizabeth Sarychev & Amon Barker, Margarita Lopez, Mark Binstadt, Janet Garcia & Crisoforo Sosa, Tianna Stanton-Nadeau & Joseph Nadeau, Patricia Robertson, Kristen Heikkila & Angel Ramos, Misty & Anders Ackerly, Sonia Diaz, Naeomi Rubio & Michael Joest, Athena Suniga, Carin Cusick & William Taggart, Lizbeth Garcia & Alexander Charintsev, Jack Delay, Lara and Philip Montgomery.

Education & Outreach

- Homeowner Spotlights
- Quarterly E-Newsletters
- Annual Housing Report
- Spanish Language Outreach & Coordination

Homeowner Spotlights – Staff works with homeowners and tenants to coordinate the creation of homeowner spotlights. These include photos and a testimonial about how the program has affected the household's life/lives. This work is ongoing throughout the year.

Quarterly E-Newsletters – Quarterly e-newsletters are released highlighting department programs and projects.

Annual Housing Report – Annually, the department releases an annual report highlighting the work the department has accomplished in the past 12 months.

Annual Report Released Yearly in March

Spanish Language Outreach & Coordination – Bilingual staff provides Spanish language assistance to clients and community members daily. Staff is implementing Spanish language outreach that includes translation of all documents, Spanish language events, and collaboration with community partners (One22 Resource Center, Voices JH, TC Library) to better engage non-native English speaking community members. This work is ongoing throughout the year.

Total Staff Hours: 480

- Admin: 410
- Director: 60
- Manager: 10

Housing Action Plan Initiatives

- 2F: Coordinate outreach on housing.

Comprehensive Plan

- Policy 5.4.a: Implement the Workforce Housing Action Plan
- Strategy 5.1.S.2: Seek opportunities to improve the public perception of workforce housing through education about the value of workforce housing.

In 2020:

- Hired bilingual staff
- Translated Online Intake Form to Spanish
- Continued Spanish language text message alerts and email notices
- Collaborated with Voices JH mobilizers to encourage non-native English-speaking households to sign up on the Intake Form

Capital Projects – Public-Private Partnerships (PPP)

- 174 N. King Street Partnership with Jackson Hole Community Housing Trust
- 430 & 440 W. Kelly Avenue Partnership with Roller Development and Studio Tack
- Red House Apartments Partnership with Cumming Foundation
- 105 Mercill Avenue Partnership with Mercill Partners
- 445 E. Kelly Avenue Partnership with Habitat for Humanity
- Request for Proposals for New Partnership Project at 400 W. Snow King Avenue
- Request for Proposals for New Partnership Project
- Land Acquisition and PPP Development

Capital Projects – For all capital projects, staff develops RFPs/RFQs, leads community outreach, and works with planning staff through the development process.

174 N. King Street Partnership with Jackson Hole Community Housing Trust

Total Units	24 Ownership
Affordability	JHCHT Restrictions
Anticipated Completion	September 2021
Town Capital Contribution	\$1,250,000
Town Land Contribution*	\$3,360,000
Town Parking Contribution	\$300,000
*Appraised value of land	

430 & 440 W. Kelly Avenue Partnership with Roller Development and Studio Tack

Total Units	12 Ownership
Affordability	Workforce
Groundbreaking	April 2021
Anticipated Completion	September 2022
Town Capital Contribution*	\$1,703,416.03
*Land purchased in 2019	

Red House Apartments Partnership with Cumming Foundation

Total Units	60 Rentals
Affordability	75% Affordable, 25% Workforce
Groundbreaking	April 2022
Anticipated Completion	September 2023
County Capital Contribution*	\$2,200,000
*Land purchased in 2015	

Total Staff Hours: 565

- Director: 535
- Manager: 30

Housing Action Plan Initiatives

- 2A: Prioritize lower-income, year-round housing.
- 2B: Provide land as a public subsidy and build development partnerships.
- 2D: Provide public technical assistance to developers.
- 2E: Lead by example by housing public employees.
- 4B: Monitor need to determine funding strategies.
- 4C: Seek and support grants, tax credits, loans, and other sources of funding.
- 5B: Incentivize the supply of restricted housing.

Comprehensive Plan

- Principle 5.1: Maintain a diverse population by providing workforce housing.
- Principle 5.2: Strategically locate a variety of housing types.
- Principle 5.3: Reduce the shortage of housing that is affordable to the workforce.
- Principle 5.4: Use a balanced set of tools to meet our housing goals.

105 Mercill Avenue Partnership with Mercill Partners

Total Units	30 Ownership
Affordability	Workforce
Groundbreaking	March 2021
Anticipated Completion	December 2022
County Land Contribution*	\$2,100,000
*Estimated value	

445 E. Kelly Avenue Partnership with Habitat for Humanity

Total Units	18 Ownership
Affordability	Affordable
Groundbreaking	Fall 2021
Anticipated Completion	Phase I – 2023
County Land Contribution	\$2,255,383.49
County Infrastructure Contribution*	\$1,500,000
*Estimate	

400 W. Snow King Request for Proposals – Staff will release an RFP for rental housing development at 400 W. Snow King Avenue.

Request for Proposals for New Partnership Project – Staff will release at least one RFP for a new partnership project to build deed restricted housing.

Land Acquisition and PPP Development – Staff continues to evaluate possible land acquisitions and public-private partnerships with local developers, organizations, and employers.

PPP units complete in 2021:

- Grove III – PPP with Teton Habitat
 - 8 Affordable Ownership Units
 - 24 Total Units
- 174 N. King Street: King Street Condos – PPP with JHCHT
 - 24 Ownership Units

Total PPP Units, 2016-present:

- In Development: 74
- In Pre-Development/Planning: 78
- Complete: 44

2017 – 2020:

- RFP/RFQs released: 5
- RFP/RFQs awarded: 5
- Properties purchased for PPP Development: 2
- Anticipated 2021 RFP/RFQs: 2
- Anticipated property purchase: 1

Total New Deed Restricted Units:

- 2016 – 34 units
- 2017 – 12 units
- 2018 – 81 units
- 2019 – 62 units
- 2020 – 83 units
- Anticipated 2021: 118 units + 8 dorms

Capital Programs

Capital Programs

- Accessory Residential Unit Pilot Program
- First / Last / Deposit Pilot Program
- Family Stabilization Pilot Program
- Preservation Program

Accessory Residential Unit Program – This program will include a design competition for ARUs on typical Town lots. The winning design(s) will be offered to Town residents seeking to add an ARU to their property. ARUs in Town must be rented to either a family member or a member of the local workforce.

Design Competition	Fall / Winter 2021
Awards	Early 2022

Family Stabilization Pilot – This program is a collaborative effort with community stakeholders to provide affordable rental housing to unhoused families with school-aged children.

Program Development	May – July 2021
Program Implementation	August 2021

First / Last / Deposit Pilot – This program is a collaborative effort with community stakeholders to provide first, last, deposit assistance to members of the local workforce.

Program Development	May – July 2021
Program Implementation	August 2021

Preservation Program – Staff will track and report outcomes from the Preservation Program Pilot launched in February 2021. Staff will also work to educate the public and real estate professionals about the program and will bring any upgrades or changes to the program to the Board and Council for consideration.

Pilot Program Report	July 2021
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Total Staff Hours: 210

- Director: 200
- Manager: 10

Housing Action Plan Initiatives

- 2A: Prioritize lower-income, year-round housing.
- 2B: Provide land as a public subsidy and build development partnerships.
- 2C: Preserve existing workforce housing stock.
- 2D: Provide technical assistance to developers.
- 4C: Seek and support grants, tax credits, loans, and other sources of funding.
- 5A: Allow for supply of workforce housing by removing barriers.
- 5B: Incentivize the supply of restricted housing.

Comprehensive Plan

- Principle 5.1: Maintain a diverse population by providing workforce housing.
- Principle 5.2: Strategically locate a variety of housing types.
- Principle 5.3: Reduce the shortage of housing that is affordable to the workforce.
- Principle 5.4: Use a balanced set of tools to meet our housing goals.

Preservation Program Pilot

- 1 restriction purchased
- 1 home under contract
- 13 households prequalified

Housing Policy & Long-Range Planning

- Subarea 5.6 Northern South Park Neighborhood Plan
- Funding for Housing – Strategy, Policy, Implementation, Grant Writing
- Housing Supply Plan Annual Update

Subarea 5.6 Northern South Park Neighborhood Plan – Staff will participate as necessary in the process to plan a new neighborhood in the Northern South Park Subarea. This project is being led by the County Planning Department.

Project Timeframe January – August 2021

Funding for Housing – Staff continues to seek funding sources for housing through creative partnerships, grants, loans, etc. This work is ongoing throughout the year.

Housing Supply Plan Annual Update – Annually the Housing Supply Plan is updated to provide policy makers and the community with a five-year vision for housing supply.

Plan Development February – April 2022
Plan Approval May 2022

Total Staff Hours: 200

- Director: 200

Housing Action Plan Initiatives

- 2A: Prioritize lower-income, year-round housing.
- 2D: Provide technical assistance to developers.
- 4C: Seek and support grants, tax credits, loans, and other sources of funding.
- 5A: Allow for supply of workforce housing by removing barriers.
- 5B: Incentivize the supply of restricted housing.

Comprehensive Plan

- Principle 5.1: Maintain a diverse population by providing workforce housing.
- Principle 5.2: Strategically locate a variety of housing types.
- Principle 5.3: Reduce the shortage of housing that is affordable to the workforce.

Data Collection & Analysis

- Rental Data Collection & Analysis
- Intake Form Data Collection & Analysis
- Housing Nexus Study & Regional Housing Needs Assessment

Rental Data Collection & Analysis – Quarterly, staff collects rental data from the larger apartment complexes and tracks the trends over time. Additionally, annually staff collects reports from the newer apartments (built under 2018 LDRs) and provides an annual update mid-year.

Rental Data Collection & Analysis Quarterly

Intake Form Data Collection & Analysis – Quarterly, staff reviews the Intake Form data and reports this information publicly. Annually, as part of the Housing Supply Plan, staff aggregates and analyzes the Intake Form data and uses this information to inform future housing projects and programs.

Intake Form Data Collection & Analysis Quarterly

Housing Nexus Study & Regional Housing Needs Assessment – These studies will provide 1) the legal nexus for the housing mitigation program and 2) a look ahead at what the demand for workforce housing will be over the next decade. Staff will work closely with the consultant team to refine the Scope of Work, implement public outreach and surveys, and coordinate with our regional partners. The studies should be complete Q1 2022.

Total Staff Hours: 360

- Director: 300
- Admin: 60

Housing Action Plan Initiatives

- 3A: Coordinate consistent enforcement of existing restrictions.
- 3D: Ensure adequate standards of housing.
- 4B: Monitor need to determine funding strategies.
- 5C: Require mitigation of employees generated by growth that cannot afford housing.

Comprehensive Plan

- Principle 5.4: Use a balanced set of tools to meet our housing goals.

Intake Form Data as of March 2021:

- 1,082 Total households looking for housing (2,262 people)
- Most households (59%) earn less than \$89,000 per year
- 71% of all households are one or two people

Market Rentals:

- Town of Jackson vacancy rate at 0%
- Teton County (WY) rates increased 8% from Q4 2019
- Average 2-bedroom apartment costs \$2,472/month
- In 2020, Northern Lincoln County rental rates increased 19%, Teton County (ID) rental rates increased 60%.

Housing Supply Outreach & Education

This includes outreach to potential partner organizations, real estate professionals, nonprofit collaborators, employers, civic organizations, employees, and landowners about the Housing Supply Program. This work is ongoing throughout the year.

Total Staff Hours: 100

- Director: 100

Housing Action Plan Initiatives

- 2D: Provide public technical assistance for developers.
- 2F: Coordinate outreach on housing.

Comprehensive Plan

- Principle 5.4: Use a balanced set of tools to meet our housing goals.

Housing Supply Board Management

This Housing Supply Board meets monthly to review project and programs related to housing supply. Staff provides meeting packets and information to this board and participates on all board sub-committees. This work is ongoing throughout the year.

Total Staff Hours: 80

- Director: 80

Housing Action Plan

- Chapter 2: Housing Supply

Comprehensive Plan

- Principle 5.4: Use a balanced set of tools to meet our housing goals.

Housing Supply Board Members:

- Fred Arbuckle
- Laura Bonich
- Dennis Callaghan
- Jeff Collins
- Matt Faupel
- Carrie Kruse
- Clare Stumpf

Housing Supply Board Meets the second Tuesday of each month at 4:00 PM.

Housing Department Administration

- 260 W. Broadway Management (JTCHA)
- Melody Ranch Townhome Loan Program Management
- Housing Authority Board Management (JTCHA)
- Professional Development
- Department Management
- Department Administration
- Vacation + Holidays

260 W. Broadway Management (JTCHA) – Staff conducts building and tenant management for this property. This work is ongoing throughout the year.

Melody Ranch Townhome Loan Program Management – Staff is managing all loans for the Melody Ranch Townhome roof repair project. All loans are due for repayment by 2024.

Housing Authority Board Management (JTCHA) – The Jackson/Teton County Housing Authority Board advises the Housing Manager on management of the Housing Authority owned properties, approves or denies Critical Services Provider applications, hears appeals of decisions made by the Housing Manager, and makes recommendations to the Board and Council concerning Housing Department policies (Rules and Regulations). They also review and approve or deny Preservation Program applications. Staff manages the board including staffing monthly meetings and special meetings when necessary. This work is ongoing throughout the year.

Total Staff Hours: 3170

- Manager: 1155
- Admin: 860
- Director: 735
- Sales Coordinator: 210
- Compliance Specialist: 210

Housing Action Plan Initiatives

- 2C: Preserve existing workforce housing stock to avoid leakage.
- Chapter 3: Housing Management Plan
- 4C: Seek and support grants, tax credits, loans, and other sources of funding.

Comprehensive Plan

- Principle 5.4: Use a balanced set of tools to meet our housing goals.

Professional Development – Each staff member has identified the professional development in which s/he is interested and will participate, as necessary.

Department Management – This includes day-to-day management of staff, annual budget and work plan, annual reviews, weekly staff meetings, annual staff retreat, weekly Town Senior Staff meetings, bi-weekly County Department Director meetings, quarterly Elected Official/Department Director meetings, bi-weekly meetings with the Town Manager, monthly meetings with the County Administrator, and annual retreats for the Council and Board.

Department Administration – This includes day-to-day administration of the department, including vouchers, deposits, post office, preparing payroll, digitizing legacy files, budget performance tracking, scanning and uploading records of all transactions, serving walk-ins, answering phones/emails, and website updates.

Vacation + Holidays – These hours represent 10 paid holidays (80 hours) + two or three weeks paid vacation, depending on the employee's tenure with the County.

Did You Know: JTCHA

- Is a three-person board with one seat appointed by the Council, one seat by the Board, and one seat by the other two members.
- Owns Grove Phase I: 20 rental units + 3 commercial units.
- Owns 260 W. Broadway: 3 commercial units.
- Owns the land on which Millward Redevelopment, 5-2-5 Hall, Mountain View Meadows, Wilson Meadows, and Wilson Park exist.
- Is an equity owner of Redmond Street Rentals, a partnership with the Town of Jackson and Jackson Hole Community Housing Trust.

Housing Authority Board Members:

- Annie Kent Droppert
- Justin Henry
- Estella Torres

The Housing Authority Board meets the first Wednesday of each month at 2 PM.

STAFF REPORT



Meeting Date:	September 7, 2021	Meeting Title:	Town Council
Submitting Department:	Planning	Presenter:	Tyler Valentine
Agenda Item:	Item P21-200 – Partial Vacation without Replat for Lots 71, 72 & 73 of the Ferrin 8 th Addition to the Town of Jackson	Public Comment:	Yes

Purpose & Policy Considerations.

Partial Vacations without Replat, according to LDR section 8.2.13.C.5, require acknowledgement by the Town Council.

Requested Action.

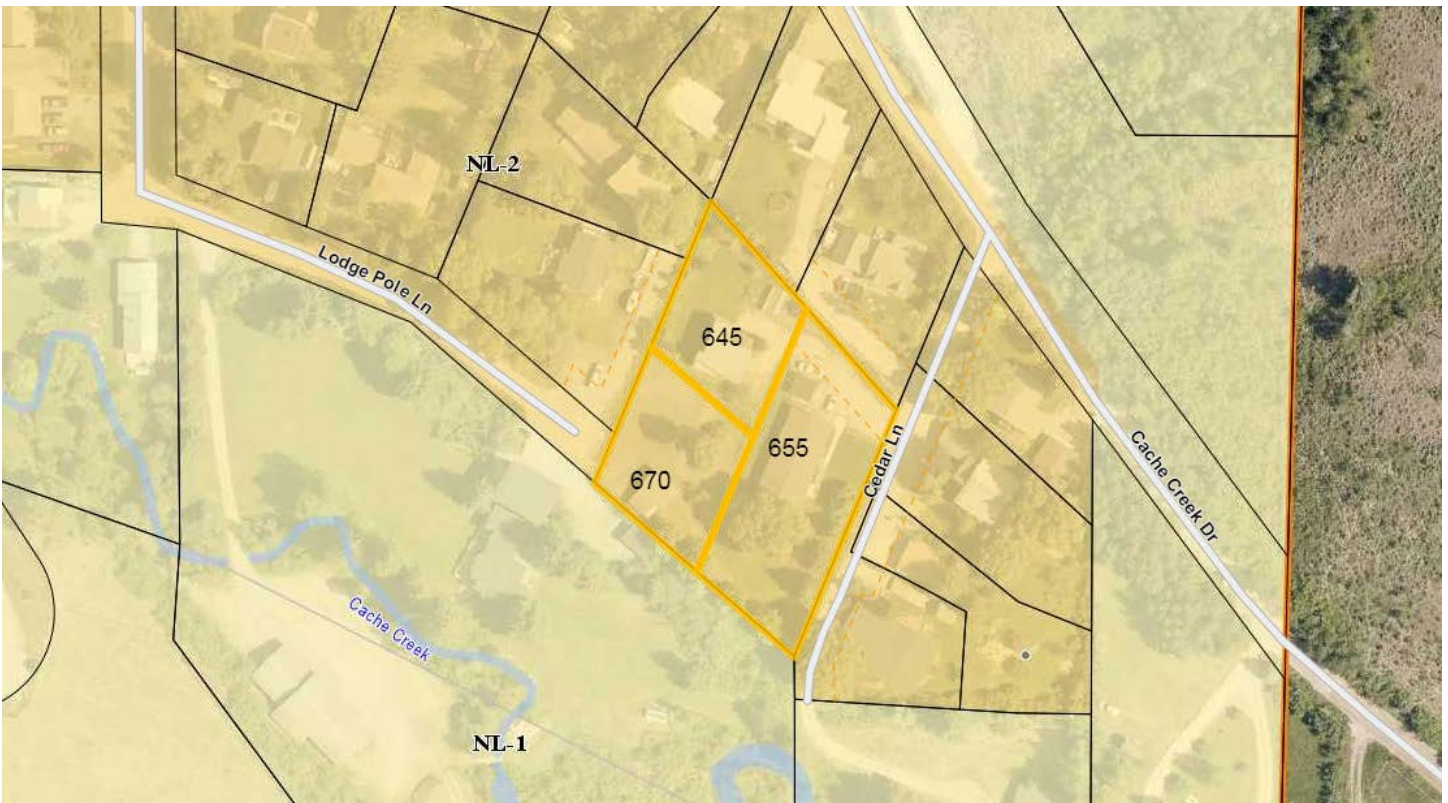
The applicant is requesting approval of a Partial Vacation without Replat to vacate the setbacks, building envelopes and reference to previous Suburban zoning for Lot 71 (645 Cedar Lane), Lot 72 (655 Cedar Lane) & Lot 73 (670 Lodgepole Lane) of the Ferrin 8th Addition to the Town of Jackson.

Recommendations.

The Planning Director recommends that Town Council approve the Partial Vacation Without Replat for Lots 71-73, Ferrin 8th Addition to the Town of Jackson subject to the Land Development Regulations and the departmental reviews attached hereto.

Background.

The subject properties are located within the Neighborhood Low Density – 2 (NL-2) zoning district. Lots 71-73 were created in 2007 through Subdivision Plat P07-074 which was under the previous Suburban zoning district. When the lots were platted, the setbacks and resulting building envelopes applicable to the previous Suburban zoning district were listed on the plat as: 25' front setback, 15' side setbacks and 40' rear setback. In addition, the plat references the previous Suburban zoning. A vicinity map and zoning map are shown below:



General Description of Project

The applicant is requesting a Partial Vacation Without Replat, pursuant to LDR Section 8.2.13.C.5, to vacate the setbacks, building envelopes and reference to Suburban zoning shown on Plat 1213 for Lots 71-73 of the Ferrin 8th Addition to the Town of Jackson that was adopted in 2007. Labeling setbacks and zoning on plats are no longer a common practice since zoning because zoning and setbacks are subject to change over time, thus creating conflicts between the requirements of the plat and current zoning. The applicant is seeking this partial vacation so that the current NL-2 zone setbacks can be applied which are: 25' front setback, 15' side setbacks and 25' rear setback.

Analysis, Comprehensive Plan & Priority Alignment.

The Ferrin 8th addition subdivisions are recorded plats that may be amended through the vacation process as authorized by state statutes. The Partial Vacation Without Replat process in Sec. 8.2.13.C.5 requires applications to meet the following standards:

Section 8.2.13.C.5. Partial Vacation Without Replat. Vacation of one or more building envelopes, notes, a lot line for the purpose of combining one or more lots, or a private road or utility easement does not require a new plat provided the following standards are met:

- a) an instrument shall be filed with the County Clerk stating that the proposed partial vacation does not abridge or destroy any rights and privileges of other proprietors in the plat, and it shall include an acknowledgement by all parties affected by the vacation and an acknowledgement by Town Council;*

Complies. The applicant has provided an appropriate affidavit to be recorded with the County Clerk that the proposed setbacks and building envelopes should not have any significant or adverse impact on the other lots in the subdivisions. Staff agrees that the submitted instrument meets the intent of Sec. 8.2.13.C.5.a.

- b) if approved, the County Clerk shall make the appropriate annotation on the plat referencing the vacated notations and shall also include on said plat, the volume and page in which the instrument of partial vacation is recorded;*

Complies. The applicant's instrument provides direction to the County Clerk to make the necessary changes to the plats to affect the lot combination, provided that the instrument is modified consistent with the comments from the County Clerk's office.

- c) A map may need to be provided for a building envelope vacation; and*

Complies. At this time staff does not recommend a map to accompany the vacation instrument. Staff finds that the vacation instrument will sufficiently advise the County Clerk to make the necessary edits to the plat absent an additional map. Also, there may be future plat changes similar to this request which would likely require those additional maps to be changed. Staff finds

it better to keep one existing plat map unless the new subdivision plat or plat amendment is approved.

- d) *For a lot combination, language shall be included in the partial vacation instrument that states that the combined lots shall be treated as one lot for purposes of the LDRs and cannot be re-subdivided without further approval from the Town.*

Complies. The submitted instrument includes language consistent with this requirement.

Staff confirms that the Applicant's request for a Partial Vacation Without Replat meets the required standards as outlined above. The required instrument for the Partial Vacation Without Replat is attached.

Alternatives (Optional).

N/A

Fiscal Impact.

None.

Staff Impact.

Staff impact was typical of a project this size which included review of this proposal, writing this report and recording documents. The total estimated time was 4-5 hours.

Attachments or Links.

Department Reviews

Applicant Submittal

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

Pursuant to the standards in Section 8.2.13.C.5. Partial Vacation Without Replat, I move to **approve** the Partial Vacation Without Replat to vacate the setbacks, building envelopes and reference to Suburban zoning for Lots 71-73, Ferrin 8th Addition to the Town of Jackson, subject to the Land Development Regulations, the departmental reviews, and this staff report dated September 7, 2021.



PLANNING PERMIT APPLICATION
Planning & Building Department

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

For Office Use Only

Fees Paid _____ Date & Time Received _____
Application #s _____

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

PROJECT.

Name/Description: VACATION OF BLDG. ENVELOPES
Physical Address: _____
Lot, Subdivision: Ferrin Eighth Addition to the Town of Jackson PIDN: 22-41-16-35-3-05-002
22-41-16-35-3-05-001
22-41-16-35-3-05-003

PROPERTY OWNER.

Name: James Farmer Phone: 307-413-3276
Mailing Address: PO Box 381, Jackson, WY ZIP: 83001
E-mail: jamie@farmerpaynearchitects.com

APPLICANT/AGENT.

Name: Same as Owner Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

DESIGNATED PRIMARY CONTACT.

☒ Property Owner ☐ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

Use Permit	Physical Development	Interpretations
☐ Basic Use	☐ Sketch Plan	☐ Formal Interpretation
☐ Conditional Use	☐ Development Plan	☐ Zoning Compliance Verification
☐ Special Use	☐ Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	☐ LDR Text Amendment
☐ Administrative Adjustment	☐ Subdivision Plat	☐ Map Amendment
☐ Variance	☐ Boundary Adjustment (replat)	Miscellaneous
☐ Beneficial Use Determination	☒ Boundary Adjustment (no plat)	☐ Other: _____
☐ Appeal of an Admin. Decision	☐ Development Option Plan	☐ Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

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

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

X **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

NA **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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

X **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

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

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

Signature of Property Owner or Authorized Applicant/Agent
James Farmer

Name Printed

7/27/21

Date

Owner

Title

July 27th, 2021

Paul Anthony, Town of Jackson Planning Director
PO Box 1687 / 150 East Pearl Avenue
Jackson, WY 83001
paul@jacksonwy.gov
307-733-0440

RE: Partial Vacation of Plat: Vacation of Building Envelopes at Ferrin Eighth Addition to the Town of Jackson

Dear Mr. Anthony,

All ownership parties within Ferrin Eighth Addition to the Town of Jackson have agreed to vacate the building envelopes per the existing Plat and to establish building envelopes per the NL-2 Zone in the Land Development Regulations for the Town of Jackson.

I letter to this effect, including notarized signatures of all parties is attached as well as a noted plat with existing and proposed envelopes (for reference only).

Sincerely,

A handwritten signature in blue ink, appearing to read 'James Farmer', with a stylized, flowing script.

James Farmer
Owner

June 7, 2021

Town of Jackson, Teton County Clerk
PO Box 1727
200 S Willow
Jackson, WY 83001

Subject: Vacation of Building Envelopes, Plat 1213-01 requested by Heather L.
Ewing of Lot 73, Ferrin 8th Addition, 670 Lodgepole Lane

To Whom It May Concern:

Regarding Plat 1213-01, specific to Lot 73, Ferrin 8th Addition, 670 Lodgepole Lane,
the owners of adjacent/ adjoining lots 71 & 72 are in support of a vacation of the
building envelopes. They attest that their rights are not abridged and provide their
support for vacating the building envelopes on the plat.

Signed,

Heather L Ewing

Heather L. Ewing
Heather L. Ewing Revocable Trust
Lot 73, Ferrin 8th Addition, 670 Lodgepole Lane, Jackson WY

The foregoing instrument was acknowledged before me this 26th day of
July, in the year 2021. Witness my hand and official seal.

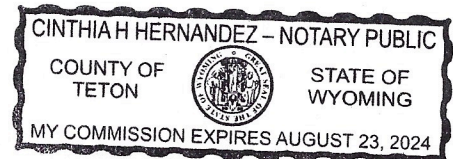
Cynthia Hernandez

NOTARY PUBLIC

My Commission Expires: 8/23/24

K. Ramsey

Karen Ramsey
Katherine K. Ramsey Trust
Lot 72, 655 Cedar Lane, Jackson WY

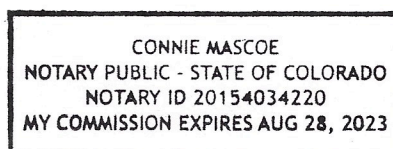


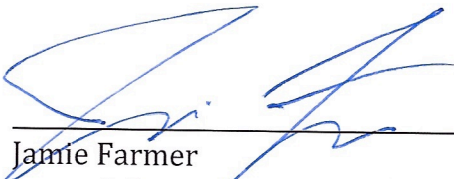
The foregoing instrument was acknowledged before me this 15th day of
June, in the year 2021. Witness my hand and official seal.

Connie Mascoe

NOTARY PUBLIC

My Commission Expires:
8/28/2023





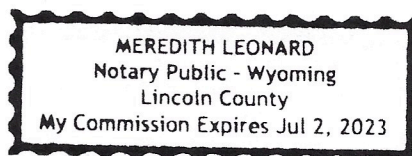
Jamie Farmer
James J. Farmer Revocable Trust
Lot 71, 645 Ferrin 8th Addition, Jackson WY

The foregoing instrument was acknowledged before me this 13th day of
July, in the year 2021. Witness my hand and official seal.


NOTARY PUBLIC

My Commission Expires:

July 2nd, 2023



PLANNING

Project Number	P21-200	Applied	7/27/2021	TV
Project Name	Partial Vacation w/out Replat - Building Envelopes	Approved		
Type	MINOR BOUNDARY ADJUS	Closed		
Subtype	NO PLAT	Expired		
Status	STAFF REVIEW	Status		

Applicant		Owner	FARMER, JAMES J. REVOCABLE TRU
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Site Address	City	State	Zip
645 CEDAR LANE	JACKSON	WY	83001

Subdivision	Parcel No	General Plan
	22411635305001	

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact Notes					
County Clerk Corina Dorman (7/27/2021 4:56 PM TV) Hello, The Notary's, Cynthia Hernandez, Connie Mascoc, and Meredith Leonard, didn't acknowledge who signed the document. Is this a cut and paste form? The correct acknowledgement state who the person is that signed. Please look at the Notary Acknowledgement on the Secretary of State's website. We won't record this document as is. Thank you, Corri	APPROVED W/CONDITI	7/27/2021	8/11/2021	7/27/2021	
Legal Lea Colasuonno	NO COMMENT	7/27/2021	8/11/2021	7/28/2021	
Planning Tyler Valentine	APPROVED	7/27/2021	8/11/2021	8/30/2021	
Public Works Jeff Silliman	NO COMMENT	7/27/2021	8/11/2021	8/10/2021	No Comment

..

..

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Type of Review	Status	Dates			
		Sent	Due	Received	Remarks

Contact

Notes

(8/10/2021 2:34 PM JSIL)

Zone Map Amendment – Approved

P21-200

ADDRESS: 645 Cedar Lane

OWNER: James Farmer

APPLICANT: Jamie@farmerpaynearchitects.com

August 10, 2021

Jeff Silliman, 733-3079

DATE OF SUBMITTAL: 7/27/2021

DATE OF MATERIALS:

REVISION NO.:

The engineering division has reviewed your application for a BOUNDARY ADJUSTMENT (NO PLAT) submitted on and with application materials as dated above.

*Please be advised that the following comments are being provided for use in preparation of future Development Plan submittals and are required for sufficiency.

No Comment.

STAFF REPORT



Meeting Date:	September 7, 2021	Meeting Title:	Regular
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	Rancher Street Complete Street Project – Hansen & Rancher Street Intersection	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to seek Council input and direction on an additional complete street conceptual design related to the Rancher Street Complete Street Project at the intersection of Hansen Avenue and Rancher Street, which includes the portion of Rancher Street east of May Park, specifically:

1. Staff is specifically seeking input on the additional conceptual design as presented for the intersection of Hansen Avenue and Rancher Street, including a portion of sidewalk along the eastern portion of May Park.
2. If Council approves (with the possibility of amendments) the additional conceptual design of the Hansen Avenue and Rancher Street intersection, should staff include this scope of work within the Rancher Street Complete Street Project slated for construction in spring of 2022?



Requested Action.

The requested action for this item is to seek Council input and direction on an additional complete street conceptual design related to the Rancher Street Complete Street Project at the intersection of Hansen Avenue and Rancher Street, which includes the portion of Rancher Street east of May Park. Possible action includes:

1. Approve the additional conceptual design as presented and direct staff to include the amended scope into the Rancher Street Complete Street Project slated for construction in spring of 2022.

2. Approve the conceptual design as presented and add the project to the 10-year CIP for design and construction in another fiscal year. This would ensure the original scope and budget for the Rancher Street Complete Street Project, as approved by Council on May 17, 2021, remains unchanged.
3. Other.

Recommendations.

Staff recommends approval of the additional conceptual design, as amended, which includes the intersection of the Hansen Avenue and Rancher Street intersection, including the portion of Rancher Street east of May Park and further requests including this additional project with the Rancher Street Complete Street Project scope.

Background.

Council last discussed the Rancher Street Complete Street Project at the May 17, 2021, Council Workshop. A motion was made to approve the conceptual design of Rancher Street, utilizing alternative design #2 and intersection design alignment #2, and direct staff to take the concept to final design. Staff is currently at 60% design for the scope of Rancher Street Complete Street Project (Broadway to Hansen) and plans to put the project out to bid during the winter. During the FY22 capital improvement plan (CIP) budget discussion at the May 24, 2021 Special Town Council Workshop, Council discussed staff to further conceptualize improvements to the Hansen/Rancher intersection, including potential improvements and design opportunities to the east side of May Park (south Rancher St.) which may include adding parking, installing a new sidewalk, and installing new curb/gutter.

As for this discussion, the focus will be on approving the Hansen and Rancher intersection only since the parking for any May Park improvements will be approved under a conditional use permit (CUP). If the May Park CUP is approved and if the timing aligns with the Rancher Street Project, the future parking along May Park could be added as an amendment to the Rancher Street construction contract.

Analysis.

During the FY22 Council CIP discussions this past spring, Council deliberated on potentially adding additional scope to the Rancher Street Complete Street Project by including improvements to the Rancher/Hansen intersection and to the east side of May Park (new parking). The additional scope that could be added to the already approved Rancher Street Complete Street Project include:

1. Realignment of the Hansen Avenue and Rancher Street Intersection: This additional scope will straighten the intersection, provide for better mobility into May Park, and improve street lighting into May Park on northeast corner.
2. Additional Curb and Gutter: This additional scope will include installing curb and gutter along a portion of the east side of May Park in an area that currently does not have either curb or gutter on the street.
3. Addition of a New Sidewalk: This additional scope will add connectivity from the intersection of Hansen and Rancher south towards the potential parking area of May Park.

Alternatives (Optional).

Comprehensive Plan & Priority Alignment.

- Common Value 1: Ecosystem Stewardship:
 - Stewardship of Wildlife, Natural Resources and Scenery

- Climate Sustainability through Energy Conservation
- Common Value 2: Growth Management
 - Responsible Growth Management
 - Town as the Heart of the Region – The Central Complete Neighborhood
- Common Value 3: Quality of Life
 - Multimodal Transportation
 - Quality Community Service Provision

Fiscal Impact.

Fiscal impact for this item includes \$1,000 spent to create conceptual drawings for the additional scope. In the FY22 Budget, Council approved \$30,000 from the Parks Exaction Fund for potential funding for additional design work needed for the additional scope. Since this additional scope was not a part of the original Rancher Street Complete Street Project (as approved in the current FY22 Budget), there will be additional funds needed for construction. Staff estimates that the added cost to construct the additional scope, as presented, is \$340,000. Since the additional design work is not fully completed, the cost for the additional scope is a high-level estimate and further cost-estimating will need to take place once the additional scope is completely designed.

Staff Impact.

Staff impact for this item included roughly 10 hours of staff time working with a consultant to create the conceptual drawings for Council consideration. Staff time was also expensed (five hours) for public presentation of the proposed improvements during the Park and Recreation Park Master Plan outreach on August 10 and 11, 2021.

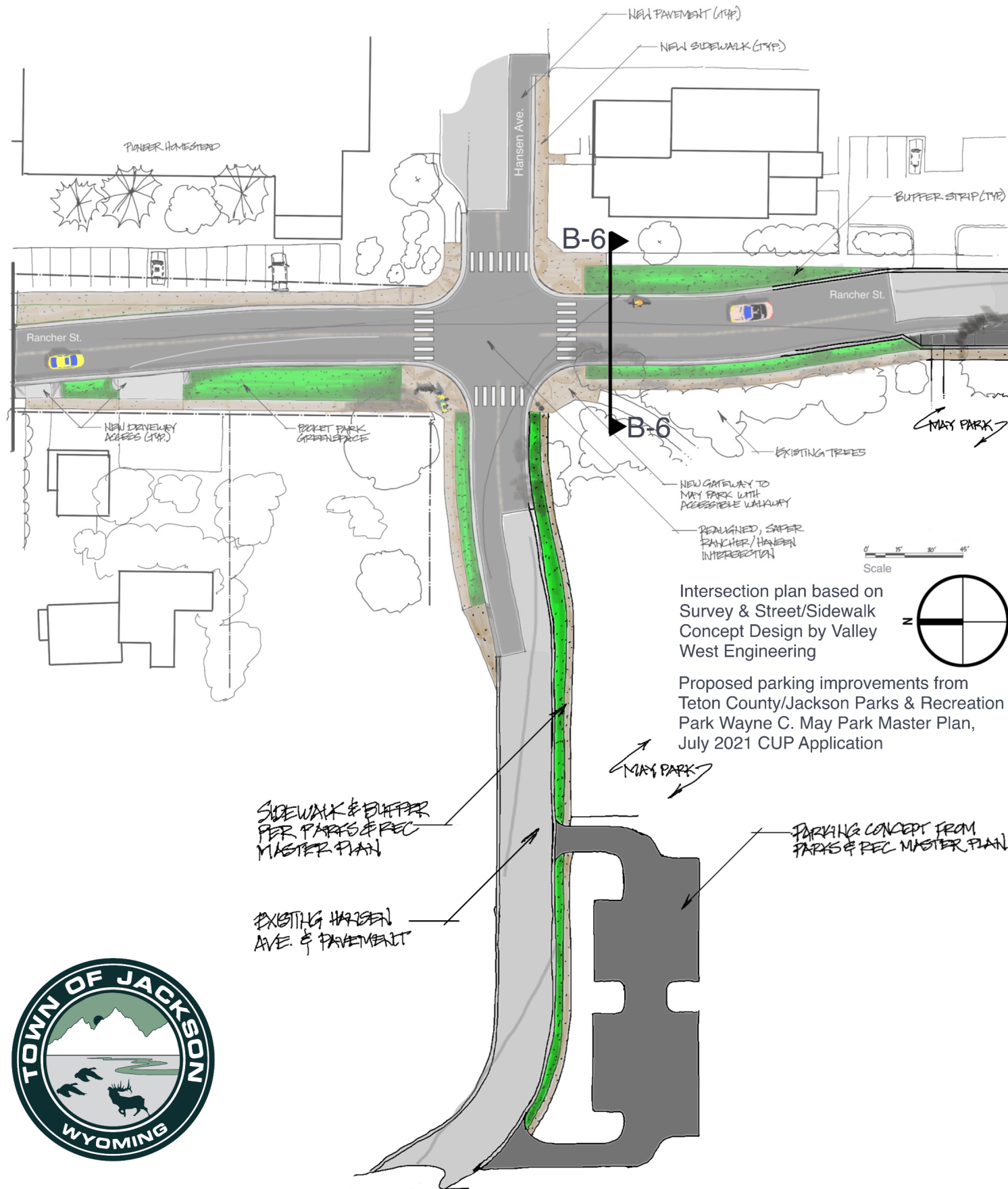
Attachments or Links.

- Proposed Hansen Intersection
- May Park Draft Master Plan

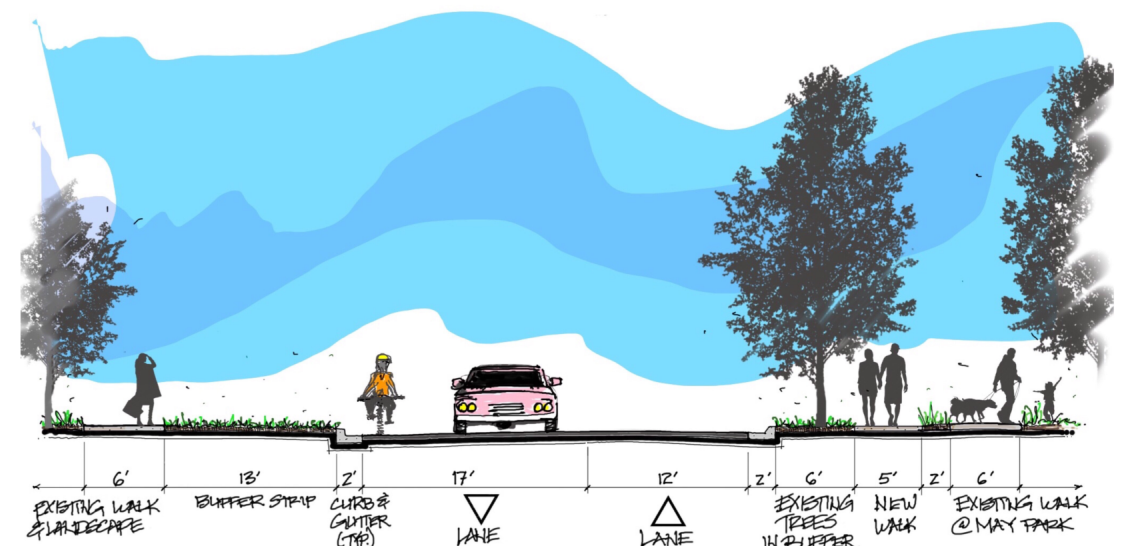
Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*

Below are two possible options for a motion:

1. I move to approve the additional design concept, which includes redesigning the Hansen/Rancher Street intersection and design of a new sidewalk with curb and gutter on south Rancher Street, and direct staff to complete the final design to include as part of the Rancher Street Complete Street Project.
2. I move to approve the additional design concept, which includes redesigning the Hansen/Rancher Street intersection and design of a new sidewalk with curb and gutter on south Rancher Street, and direct staff to include this project in the 10-year Capital Improvement Plan for construction in a future fiscal year.



Plan View: Rancher / Hansen Realigned Intersection + Parking Concepts for May Park



Typical Section: B-6, South Rancher St.





WAYNE C. MAY PARK MASTER PLAN

CUP Application
July 2021

STAFF REPORT



Meeting Date:	September 7, 2021	Meeting Title:	Regular
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	Simpson Avenue Sidewalk Project	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to discuss with Council the scope of the project and how it complies with the Town Land Development Regulations (LDRs) and Community Streets Plan (CSP), and address received public comment.



Requested Action.

Direction from Council on the desired design of the Simpson Avenue sidewalk, some options to the proposed design are:

1. Direct staff to construct the Simpson Avenue sidewalk as designed, which calls for construction of a detached sidewalk, with any modifications made in the field
2. Direct staff to amend the current design of the Simpson Avenue sidewalk.
3. Direct staff to not complete construction of the Simpson Avenue Sidewalk at this time.
4. Other.

Recommendations.

Staff recommends continuing with the Simpson Avenue sidewalk as designed (Option #1 above), which includes a plan for a detached sidewalk that is consistent with the Community Streets Plan, the Land Development Regulations, and the surrounding neighborhood character.

Background.

The Simpson Avenue sidewalk installation is part of the 2021 Sidewalks Improvement Project. The project consists of infill on East Simpson Avenue and Meadowlark Lane that were included in the 10-year Capital Improvement Program

due to sections of sidewalk missing from each corridor. Staff completed the design of the project, put the project out to bid, awarded the contract with Council approval and started construction in the beginning of August 2021. Pending Council direction tonight, construction will commence on Simpson Avenue. Staff has successfully sent out notices via mail, taped notices to doors, met with individual property owners, and met property owners in a group-type meetings. During these meetings, staff consistently aligned the project both in terms of the Complete Street Plan and the Land Development Regulations.

The Simpson Avenue portion of the project will complete a sidewalk corridor that will provide accessible access to multiple government buildings as well as the Center for the Arts and numerous private businesses and residences. Roughly one third of the sidewalks within this corridor have already been constructed by private development.

Analysis.

Analysis for this project contemplated the overall intent of the Land Development Regulations (LDRs), Town of Jackson Community Streets Plan, the Jackson/Teton Integrated Transportation Plan, and the Comprehensive Plan.

The Community Streets Plan states that all streets should be designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists, and transit riders of ages and abilities. The plan further states streets should be designed for year-round use, specifically accommodating both street and sidewalk snow removal needs and providing for space within the right-of-way for snow storage. The Integrated Transportation Plan (ITP) is based on the multimodal transportation vision set forth in the 2020 update to the Comprehensive Plan, with an objective to “Travel by walk, bike, carpool, or transit will be more convenient than travel by single occupancy vehicle. A major emphasis of the ITP seeks to improve the “walkability” of Town and the rural villages/neighborhoods, while providing for an increased winter maintenance resources/practices that will enhance snow removal services within street corridors.

Staff has recommended continuing with the Simpson Avenue sidewalk as designed, which includes a plan for a detached sidewalk. For this report, the term “attached sidewalk” is used for a sidewalk that is located directly adjacent to the curb and a “detached sidewalk” has a furnishing zone or buffer between the curb and sidewalk area. Below are the reasons for using a detached sidewalk or attached sidewalk:

Reasons for a Detached Sidewalk:

- The intent of the Community Streets Plan and the LDRs are that all new and reconstructed pedestrian travel ways be constructed as detached sidewalks.
- Detached sidewalks align with the Community Streets Plan, which outlines the safety and functional benefits of detached sidewalks as part of an overall multi-modal corridor.
- Furnishing zones provided by detached sidewalks are easier to maintain because they provide long-term snow storage and provides for storage for the snow removed from the street and the sidewalk.
- Detached sidewalks provide separation from motor vehicles which both increases pedestrian comfort and overall pedestrian safety.
- By providing for a detached sidewalk, the multi-modal experience is prioritized over the car-first ideology by moving towards a more human-centered relationship to transportation.
- Detached sidewalks provide the additional horizontal distance necessary to meet ADA cross-slopes at all intersections, which is required by law.
- Driveways and alleys are more easily detected by drivers in a detached sidewalk corridor.
- Detached sidewalks reduce problems with dips and cross-slopes at driveway entrances, which is particularly important for pedestrians in wheelchairs, on bicycles, or other forms of multi-modal transportation.
- Detached sidewalks offer space for street trees, utilities, signage, and room to open car doors/vehicular overhangs.

Reasons for an Attached Sidewalk:

- In select locations where there are inadequate or constrained right-of-ways.
- To preserve mature vegetation
- To navigate around existing encroachments from private properties or utilities

Furthermore, detached sidewalks are supported by Public Works, Pathways, Parks and Recreation, and Friends of Pathways. On a more national scale, designing a sidewalk that offers separation from vehicular traffic is also supported by:

- ✓ National Association of City Transportation Officials
- ✓ National Center for Safe Routes to School
- ✓ Planning and Urban Design Standards
- ✓ Federal Highway Administration
- ✓ National Highway Traffic Safety Administration
- ✓ U.S. Department of Transportation
- ✓ World Health Organization

The Town has also either constructed or recently approved streetscape designs that included a detached sidewalk as a solution to improve the pedestrian experience and increase mobility safety, including:

- ✓ South and North Cache Street
- ✓ Redmond Street
- ✓ South Jackson Street
- ✓ East Hansen Avenue
- ✓ Rancher Street
- ✓ East Pearl Avenue
- ✓ East Broadway Avenue
- ✓ LDR pedestrian frontage for this type of zoning and adjacent zones

10 East Simpson - Schwartz Development

Because some of the public comment specifically addresses the sidewalk at 10 East Simpson Street, the Planning Department summarized the significant level of regulatory flexibility provided to the 7-unit project:

- 1. Reduced setbacks for stairs, roof overhangs, and a chimney to be as close as 4' from property lines**
 - The Planning Director approved 8 individual adjustments per LDR Sec. 8.8.1. to allow stairs, roof overhangs, and a chimney to encroach 1 additional foot into the 5 ft. setback. This was done for new construction on a property with no constraints.
- 2. Significantly reduced the required 13.5'-wide pedestrian frontage width to 10' and then to 7' to avoid any encroachment into private property and to save mature trees.**
 - As explained in more detail above, the Planning Director used discretion provided in the LDRs to support a significant reduced pedestrian frontage to 10 ft. wide. The applicant included this frontage as part of their original building permit application approved by Public Works. Before that, the Planning Director even supported a 7 ft. attached sidewalk in front of 10 E. Simpson for the purpose of saving a few large, mature trees located on the front property line as part of a building permit review. After the applicant removed the large trees due to their poor condition and impact on their development, planning staff still allowed the 7 ft. attached sidewalk under strong pressure from the applicant. This decision stood until planning staff understood Public Works had plans to design and construct a detached sidewalk

within the two blocks (Cache to Willow) of Simpson Street. This fact relieved the applicant of all obligation to build the sidewalk, thus saving the applicant time and money.

3. Planning Director approved exterior color changes to approved DRC plans without the need to formally resubmit to the DRC, thus saving the applicant time and money.

4. Conclusions:

- Planning Staff has gone out of our way to approve and accommodate the landowner's many and persistent requests for flexibility over two years. No other property in the Town has this many approved Administrative Adjustments.
- The landowners' decision to locate a bedroom(s) as close as 5 ft. to the public ROW, should not limit the public's right to fully use and maximize its ROW or compromise the design of necessary public safety facilities.
- Once the Planning Department knew that the Public Works Department had plans to design and construct a sidewalk in front of 10 E. Simpson, the applicant was relieved of all obligation to build the sidewalk and the final design would be established by Public Works.
- Planning staff did not have an "agreement" or "deal" with the landowners regarding the 7 ft.-wide attached sidewalk. Staff does not make such deals. Rather, staff communicates what is required of applicants based on the regulations and circumstances in place at that time. And when those circumstances change, as they did here with the knowledge that Public Works would design and build the sidewalk, then the requirements can change. This is common in the development process as new information is discovered.

Alternatives (Optional).

Comprehensive Plan & Priority Alignment.

- Common Value 3: Quality of Life
 - Multimodal Transportation
 - Policy 7.1.c: Interconnect all modes of transportation
 - Policy 7.1.d: Maximize interconnection, redundancy, and hierarchy in the transportation network
 - 7.2.a: Implement a Transportation Demand Management (TDM) program
 - 7.2.b: Discourage the use of single-occupancy vehicles
 - 7.2.d: Reduce wildlife and natural and scenic resource transportation impacts
 - Quality Community Service Provision

Fiscal Impact.

Fiscal impact for this item may result in slightly higher construction costs if the design of the Simpson sidewalk is amended or changed.

Staff Impact.

Staff impact (planning, public works, legal) for this item was roughly 50 hours over the last the few months, responding to emails concerning the sidewalk construction timeline and final design as it related to a few, specific properties. Staff also invested roughly 15 hours meeting with property owners, both one-on-one and in group discussions, presenting the project goals of the Simpson sidewalk as it relates to the Community Streets Plan and the Teton/Jackson Comprehensive Plan.

Attachments or Links.

- Public Comment

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

I move to approve the plans for the Simpson Avenue Sidewalk Project as designed, with any modifications as warranted in the field.



K & K on Simpson, LLC
P.O. Box 3007
Jackson, WY 83001

July 22, 2021

Jackson Town Council

Via hand delivery and email

Dear Town Council Members:

Our entity owns the property located at 70 East Simpson Avenue. This submission pertains to the sidewalk project scheduled to begin this fall on East Simpson Avenue and is made on behalf of our entity. Thank you in advance for your time and consideration of our requests.

Request to be on the August 2, 2021 agenda. The Town engineers and the assistant public works director have presented plans for the East Simpson Avenue. sidewalk based on the 2015 Community Streets Plan ("Streets Plan"). This plan was adopted as a guiding document, not a regulation, on December 7, 2015 (Resolution 15-27). As owners of one of the affected properties, we are requesting this matter be placed on the August 2, 2021 Town Council meeting agenda. We believe that if the Town cites the Streets Plan as its guiding document, the exception process as well as other relevant considerations are appropriately included as agenda items and not simply public comment.

Background. Over the past few months, owners of the properties located on the south side of the block of East Simpson Avenue between South Cache Street and King Street have met with Town staff to discuss the sidewalk plans. We have met both individually and as a group. Except for one property, the staff indicates that they will not consider alternatives to a detached sidewalk. The concerned owners of the adjacent properties believe that this inflexibility overlooks several factors which would benefit the public as well as preserve the character of this block. While each lot is unique, the bottom line is that an attached sidewalk serves the public at least as well and, in many cases, better than the proposed detached sidewalk.

Pedestrian Safety. Pedestrian safety is cited as a main concern for the detached sidewalk design. The following outlines examples of safety issues which support permitting attached sidewalks on our block.

1. A snow town detached sidewalk experience.

Have you ever been to Picnic in the winter? After you pick up your treats and walk out the north door of the building, you are a pedestrian engaged in the task of prospecting a path from the cleared detached sidewalk to your car. One option is to climb a snowbank created by the pile of snow which is “stored” between the curb and the sidewalk and slide down the other side into a parked vehicle. The other option is to walk straight into the lane of traffic from either the small walkway area leading to the street or walk up the sidewalk until you reach a corner at the roadway intersection. If you do decide to walk on a cleared sidewalk, you are required to travel by foot in a lane of traffic in a snowy street until you reach your vehicle. The inescapable conclusion from this common Jackson winter experience is that pedestrian safety is compromised by the detached sidewalk design.¹

How does this relate to the East Simpson Sidewalk project? The Streets Plan as well as the Town staff cites snow storage for the town plows as a major reason for the detached sidewalk design. The staff indicated that they do not particularly care where the adjacent landowners store the Town snow they are required to remove. That said, experience tells us that if the Town plow comes by at 4 AM, and we arrive at 7 or 8 AM, there may be no practical way for snow from the sidewalk to be stored in the buffer strip as that space has been eliminated by the Town’s plow pile. No matter who is clearing the snow onto the strip, pedestrians are in the Picnic situation. If there is a sidewalk, pedestrians need cleared access to vehicles in the winter. The buffer strip/snow storage plan inhibits the most common pedestrian need in the winter. While buffer strips may not constitute a significant challenge in residential areas of town where many residents have driveways which suffice for clear access from the street to a home, our block of East Simpson Avenue is parked up most days with folks who work in nearby businesses and the courthouse.

The solution to the Picnic winter experience is simple. An attached sidewalk eliminates the challenge of navigating over a snowbank to access vehicles from the land of traffic. Town clears the street early in the morning. The landowners or tenants clear away from the attached sidewalk. The result is a clear path for all pedestrians whether it is needed to safely access a vehicle or in order to travel entirely by foot.

2. What are the realistic pedestrian hazards created by an attached sidewalk?

The Streets Plan assumes that attached sidewalks create an inherent pedestrian-vehicle conflict. No specific data is supplied to support this conclusion. The history of our block does not support such a conclusion. Anecdotally, I have had a clear view of the north side of our East Simpson Avenue block for the most part of every working day for 39 years. The six-foot attached sidewalk accommodates the “walking school bus” which guides elementary school students on

¹ This may constitute a violation of WS 31-5-605 which is not referenced at all in the Streets Plan.

their after-school journey from JES to the Arts Center at about 3:30 PM. Parents drop off and pick up their children at the day care located on the north side of this block. These functions appear to go smoothly and safely with the attached sidewalk. In fact, the safety of the day care children who need to be loaded into car seats is likely enhanced because the attached sidewalk provides a clear, level, and stable point of access to the parents' parked vehicles. On the other hand, I am not aware of any pedestrian-vehicle conflicts at all much less due to the design of the attached sidewalk.

C. Straight vs. zig-zags.

Several recent sidewalk projects have produced routes which zig-zag around trees as well as other situations resulting in a combination of attached and detached sidewalks. Old trees are wonderful. Our block of Simpson is home to several old trees and mature shrubs. The current design does include an attached sidewalk to accommodate trees on one property. On other properties, there is some discussion about avoiding trees but also some discussion about moving shrubs. The point is that the alignment of the sidewalk could be moved to the north entirely to accommodate every tree and area of concern while providing the pedestrians with one nice straight path. This also saves the extra concrete which would be required to zig and zag. The 215 South King Street building does have a detached sidewalk which has historically not been cleared on the East Simpson Avenue side. The grassy buffer strip does not include any shrubbery or trees. It is usually muddy and has not fared particularly well. A sensible solution would be to either have only one connector or to move the Simpson Avenue side of 215 South King Street sidewalk to the north to achieve consistency with the remainder of the block.

Preserving neighborhood character.

The Streets Plan cites preserving neighborhood character in considering Character Districts. See page 14. An additional consideration in this respect is that our block of East Simpson Avenue does not accommodate any pathways or transportation corridors for the START bus system.

The property owners and tenants on our block go to great lengths to maintain good looking street frontage aka "curb appeal". Overgrown weeds are ugly. Litter in overgrown weeds is especially ugly. These strips are common in Jackson. A short walk from my office to Town Hall reveals the following:

In front of the courthouse, there is an attached sidewalk. After you cross the alley, the buffer zone on the north end of the block hosts a strip of weeds with litter. Turn the corner to Pearl Avenue, look at the buffer zone beside the steps as you walk down the hill, the strip is another overgrown weed patch. Cross the driveway cut, and the Town Hall has a very attractive attached sidewalk. I have included pictures verifying these observations. See Photos 1-4. These pictures were taken on July 13, 2021. Evidently, nobody is keeping the strips weed and litter free. And, in all honesty, even with a reasonable amount of attention, these strips may be nearly impossible

to maintain properly for various reasons. These buffer areas live up to their well-deserved name: “tumbleweed strips”. So, why create another problem area when the problem can be avoided ?

Likely, every Town Council member has seen our block of Simpson Avenue numerous times. We all keep our street frontage beautifully. There are old growth trees, healthy foliage, and well-kept lawns. These “green” areas are part of the neighborhood character. They are best maintained if the current landscape is preserved rather than disturbed for the sake of a potentially ugly tumbleweed strip. We have been good stewards along with the other owners and tenants on the block. The Town should give some credit to the owners by considering our perspective when it comes to the task of maintaining the character of our block.

Exemption.

Let’s be clear on what we are suggesting. We are seeking a change in design from a mix of attached and detached sidewalks on the block to an attached design on our property and, preferably on the entire block, in order to obtain an outcome which addresses “specific street cross-sections, design treatments for each mode, and neighborhood character.” The Streets Plan contains several pages regarding Policy Application and Exemptions. See page 56. The Town Staff appears unfamiliar with this part of the Streets Plan which states that the Town Council may grant an exception.² According to the intent of the Streets Plan, our situation might justify an exemption from any sidewalk construction. We seek only a change in design to an attached sidewalk which is consistent with the guidance of the Streets Plan in certain situations.

Is there room for compromise? We would say “yes” but have not been able to elicit any buy-in from the Town staff. At the end of the day, what we are attempting to accomplish is a design which would avoid any disturbance to existing trees and shrubs, allow the existing greenery to remain in-tact as well as provide safe and unencumbered pedestrian access to curbside vehicles at all times of the year.

Respectfully submitted,



Lea Kuvinka for K & K on Simpson, LLC
Owner of 70 E. Simpson Avenue
(307) 733-6611
lea@kuvinka.com

cc: Mr. Tyler Sinclair
Mr. Larry Pardee
Mr. Bryan Lenz

² The exception may also be granted by the Transportation Advisory Committee (TAC). The Town website does not list such an entity. The joint TAC appears not to have published anything since 2017. I was informed Tyler Sinclair is a member of this committee. However, his published position is that of planner.



photo #1



Photo #2



Photo #3



photo #4

RANCK & SCHWARTZ, LLC

Post Office Box 3890
20 East Simpson Avenue
Jackson, Wyoming 83001
(307) 733-5130

August 2, 2021

Haley Morton-Levinson
Arne Jorgenson
Jessica Snell-Chambers
Jonathan Schechter
Jim Rooks

Re: Simpson Street Sidewalk Project

Dear Councill Members:

I am writing on behalf of the Gill Family, the owners of two properties located at 215 S. Willow & 160 East Simpson, respectively. As currently proposed, both of these properties will be severely impacted by the Simpson Street Sidewalk Project. On behalf of the Gills, we are requesting that an exception from the guidelines set forth in the 2015 Street and Sidewalk Plan be applied to these properties. Specifically, in lieu of the currently proposed detached sidewalk and buffer strip, we are requesting that an attached sidewalk of no more than four to five feet in width be constructed adjacent to these properties.

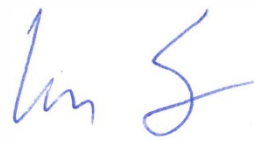
As can be seen in the attachment at page 1, 215 S. Willow is configured in a different manner than all of the other lots impacted by the project on Simpson Ave., with its front yard facing Willow Street rather than Simpson Ave. There is, at most, only approximately 50 feet between Simpson Ave. and the southern boundary of the lot, with a small historic home and garage located on the property. The photographs attached hereto show that there is very little room between Simpson Ave. and the house; a bedroom window on the north side of the house will be extremely close to any new sidewalk constructed on Simpson. As can be seen in the images, large lilac bushes exist on the north side of the lot to screen the house and bedroom from pedestrians. Further, parking on the lot is quite constrained by the garage. The truck shown in the photo barely fits on the lot, even without a sidewalk.

Within this confined space, Public Works is proposing to construct a five-foot detached sidewalk with a landscaping buffer ranging from 3 to 4 feet in width. Photos of the plan are attached. As can be seen, the proposed sidewalk will require destruction of the mature lilac bushes and substantial (and expensive) modifications to the driveway and parking area to allow some parking. Even with those modifications it appears that a large vehicle will necessarily need to park on part of the newly proposed sidewalk. Further, the sidewalk, as proposed, will funnel walkers only a few feet from the north bedroom window of the house.

Given the long-existing improvements and mature bushes on the Willow Street lot, as well as the existing mature vegetation on the adjacent lot at 160. E. Simpson, a sidewalk attached to the curb of four to five feet is reasonable and appropriate. As has been stated by other land owners on Simpson Street, the scale of Public Works' proposed sidewalk and landscaping buffer improvements is not in keeping with the character of the street and is very insensitive to the longstanding uses of these properties. Unlike most of the lots on East Simpson, the Gill Family wants to continue to make these properties available as residences for our local work force. The construction of unnecessarily intrusive sidewalks reducing the privacy of residences and destroying attractive landscaping should not be favored by a Town struggling to keep and build more attractive housing for our workers. Public Works has been unconcerned about such considerations, but we trust that you, our elected representatives, will have a broader perspective.

Thank you for your time and attention.

Very Sincerely,

A handwritten signature in blue ink, appearing to read 'W. Schwartz', is positioned above the printed name.

William P. Schwartz

cc: Gill Family



E Simpson Ave

S King St

S Willow St

Teton
County

Gill Lot

215

Gill Lot



Sent from my iPhone



Sent from my iPhone



Sent from my iPhone



Sent from my iPhone

:



Sent from my iPhone

August 2, 2021

Via Email

Haley Morton-Levinson
Arne Jorgenson
Jessica Snell-Chambers
Jonathan Schechter
Jim Rooks

Re: Simpson Street Sidewalk Project

Dear Council Members:

Thank you for this opportunity to provide comment about the pending Simpson Street Sidewalk Project and its impact on our two properties located at 10 & 20 East Simpson. While our focus is on our specific properties, we would also like to provide some general thoughts about the Town's current commitment to detached sidewalks as expressed in the 2015 Street and Sidewalk Plan. We are attaching a series of photographs for your information that illustrate some of the points we are making.

Our Properties (Shown in pages 1 & 2 of attachment):

Cheryl's father, Bob Ranck, purchased 20 E. Simpson in the 1960s and converted it to a law office. It has been used for that purpose ever since. Cheryl and I purchased the property from Bob in the early 1990s. We have operated our family law firm, Ranck & Schwartz, from this location since 1990. We are pleased that our daughter, Leah, is now managing the firm and expect the property will continue to be used by our family as a law office well into the future. We think we have done a good job caring for the property, installing an irrigation system, employing Valley Landscaping for regular mowing and snow removal, and using an arbor service to periodically prune the enormous cottonwood trees. You can see at page two of the photos that our neighbors along the street have also done a good job caring for their lawns and introducing some nice landscaping.

We purchased 10 E. Simpson in 2006 from the May family. It was a huge financial stretch for us at the time. It took 100% of our retirement funds as well as a significant mortgage loan to pull it off. We cared well for the historic but run down old house located on the property (once the home of the Simpson family), renting it below market to a series of local workers for 15 years until last year when we donated the structure to the National Elk Refuge where it is now used for employee housing.

Our Project:

After considering many options for these properties, including a profit maximizing “mixed use” building on both properties (seems to be the thing these days) we landed on a concept that sounded better to us. With our daughter Leah’s return to Jackson with her young family, and the cost of homes in Jackson out of reach for young working families, we decided to use the 10 E. Simpson property to create housing for our family. The challenge was that we have three kids and we wanted to provide an equal opportunity for all of them on a single Town lot.

Our architects, Arne Jorgensen and Katie Wilson, informed us that a recent amendment to the LDRS provided us the flexibility we needed. In order to encourage the location of residential density in Town, the LDRs were amended to allow for a “Townhome Subdivision” on a single Town lot. Because we owned both 10 & 20 E. Simpson, we were able to satisfy the parking and other requirements necessary to move ahead with a multi-unit Townhome project located entirely on the 10 E. Simpson property.

With the help of Arne and Katie, we are now building what we understand is a first-of-a-kind project in Jackson that will not only make three unique above-grade town homes available for purchase by our three grown children but will also provide 4 additional rental units (2 of them deed restricted for Teton County workers). All told, the project will add seven new residential units to Jackson’s housing stock on a single Town lot. We think our project is exactly the kind of project that the Town and County want to encourage to try to address our housing crisis by adding density in Town without adding to our traffic problems.

This has not been easy, nor inexpensive. While we are grateful that the Town has allowed us to move ahead with this project, the challenges of building in Town are daunting. And, unfortunately, we have run into several issues dealing with various arms of the Town that have made the project more expensive and difficult than we would have expected given that our project is so promotive of the Town’s expressed policy goals.

Perhaps the best example of this is the long and expensive saga we have gone through with the Town over the location of the sidewalk in front of our project. The extensive effort is detailed in a timeline document we are attaching hereto prepared by Katie Wilson.

Our Agreement With Town Planning:

Because of our ambitious goals of creating 7 residential units on one lot we obviously needed to use as much of the lot as permitted. As a result, we asked for and received permission from Town planning to build our structures as close as we could to the property line. The Town ultimately agreed that the nature of our project warranted an administrative adjustment to build within 5-feet of the front property line.

Given that this would locate family residential structures very close to the Town right of way, we approached Town Planning with a request that the sidewalk be attached to the curb, without a requirement of a “landscaping strip” between the curb and the sidewalk. After many conversations and meetings between our architects, ourselves, and Town planning we were told

that we could connect our sidewalk to the curb, but there would be a price: not only would we be required to build the sidewalk in front of our project at 10 E. Simpson we would also be required to extend the sidewalk in front of our office property next door. And the kicker was that the sidewalk across both properties would need to be seven (7) feet wide in order to accommodate snow that might get plowed over the curb onto the sidewalk. As far as we could see, there is no precedent for a seven foot wide sidewalk anywhere in our neighborhood, and all that concrete seemed like overkill to accommodate snow that might get plowed over the curb (snow that we would be legally obligated to remove from the sidewalk). We protested the width, but Town planning was unmovable on the point. Not feeling we had any choice if we wanted an attached sidewalk, we agreed.

Based on our agreement with Town planning, our architects designed our project and landscaping with an understanding that we would build an attached sidewalk that would leave approximately 9-10 feet from the edge of the sidewalk to the front porch. Later we submitted plans and received approval from the Town showing the attached sidewalk.

Simpson Street Sidewalk Project:

Later in the Fall last year we received notice that Public Works would be designing and constructing a sidewalk along the length of East Simpson Avenue in 2021. That was happy news for us as it suggested that we might be relieved of the cost of building the sidewalk in front of our properties. I promptly emailed Town Engineering and Planning to remind them of our project (and our agreement) regarding sidewalks to ensure that the public works project would be designed in a manner that was consistent with our agreement.

Neither Town Planning nor Town Engineering responded to my email.

Then, this Spring, Lea Kuvinka provided me a design map of the Simpson Street Sidewalk Project she had received from the Town Engineers. To my surprise, the design in front of our project showed a five foot landscape buffer with a detached 5-foot sidewalk. I immediately brought this inconsistency to the attention of Town Planning and Town Engineering. Several more meetings and conversations followed with attendant costs to us from our architectural team. The upshot was that the Planning Director informed us that the sidewalks would be determined by Public Works and that our previous agreement with the Planning Department would not be honored. ("The Town does not enter into agreements," Paul memorably said.).

Public Works has been unmoved by our heartfelt desire for a connected sidewalk, as well as our previous discussions and agreement with Town Planning. We have talked until we are blue in the face, but they appear to be passionately committed to detached sidewalks adjacent to landscaping strips. The only circumstance they seem to agree warrants an exception to their preferred approach is to save large trees, like the cottonwoods in front of our office. For that reason, their design incorporates an attached sidewalk along part of our office property.

Our Request:

The Town Street & Sidewalk Plan is not law, but merely a guideline. It expressly recognizes that areas where the right-of-way is constrained may warrant an exception to the recommended buffer strip and detached sidewalk.

We believe that our project warrants application of the exception.

As noted, the structures being built on 10 E. Simpson will extend to five feet of the right of way on Simpson Ave. While it is true that we made the choice with our architects to build in this way, we did so in the belief that the Town supported this type of project to encourage density in Town. Moreover, we did so with the understanding from Town Planning that the sidewalk could be attached to the curb to maximize privacy to the greatest reasonable extent.

We appreciate that the Public Works project will save us the money we would have otherwise been required to pay to construct a sidewalk in front of our properties. But we believe an exception to the standard guideline is appropriate here. We believe a five or six foot connected sidewalk would be perfectly adequate and consistent with many applications in our neighborhood, as depicted in the photos attached. As noted, we are legally required to remove the snow from sidewalks fronting our properties, and our family should be trusted to honor that obligation. And if the Town is really that concerned about people not removing snow from sidewalks we think it would be far better policy to begin issuing citations, rather than laying more concrete to circumvent chronic law breaking by some citizens.

Buffer Strips Are Not Practical:

As Lea Kuvinka has pointed out, the buffer strips associated with detached sidewalks often become an unattended no man's land. They are difficult to water. Hoses across sidewalks are a hazard. They attract noxious weeds. I am attaching photographs taken on my bike riding commute from Skyline to my office in Town showing many examples on that route alone. I've also attached photos of buffer strips installed last summer in connection with the Hansen Street sidewalk project constructed last summer showing the same.

It is clear that homeowners don't like these strips and they don't like the hassle of having to mow and water them. If we keep foisting them off on landowners who don't want them we will be seeing more and more of these eyesores.

Public Works has suggested that the Town is "taking care" of some of the strips now and that perhaps they will "take care" of the new ones proposed for Simpson Street. But does the Town really intend to take on the job of fertilizing, watering and mowing all these strips? (How is it fair to "take care" of some but not all?) Surely, we can find a thousand better ways to use our scarce municipal resources.

Much has changed in our world and our climate since 2015 when the Street and Sidewalk Plan was created. Climate change is advancing at an alarming rate and we should be doing what we can to reduce the destruction of mature landscaping and replacing it with unnecessary concrete.

We urge you to revisit the recommendations in the Street and Sidewalk Plan and consider whether detached sidewalks and buffer strips are the best way to promote the character and environment we want in Jackson.

The Town's Implementation of the 2015 Plan Is Time Consuming, Inconsistent & Unfair:

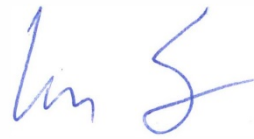
See the photos, showing the attached sidewalks by the new public building on Snow King Ave., the attached sidewalk next to the Lockhart property on Hansen Street built last year, the relatively new attached sidewalk in front of the Meadowland Building just down the street off Cache, and the attached sidewalk on the north side of Simpson across the street from our project. Apparently, certain features, like the nice white picket fence by the Lockhart property, were deemed worthy of protection. But by whom and why? And why is a white picket fence more worthy of protection than Lea Kuvinka's parking space, or the mature lilac bushes in front of her property and several of our neighbors? And why is a mature cottonwood, or a picket fence, more worthy of protection than the privacy of people residing in structures that for many reasons are especially close to the right of way? (Our project, and the Gill home on a very constrained lot, across from the County building are both good examples.)

There is just too much potential unfairness here. Town Engineering and Public Works staff are having to dedicate too much time pushing designs that they claim are in the public interest, but that property owners seem to uniformly detest, while at the same time trying to decide who should get a break, and if so, how much. (In the case of Simpson Street, they appear to have given up and just decided in the interest of consistency that no one should get a break.) They have had to hear a lot of complaints and unhappiness from their fellow citizens. They are good people and should be released from this ill-conceived and time-consuming burden to focus on better things.

In closing, again, let's save as much mature landscaping as we can by going back to the idea of attached sidewalks, at least in long-established neighborhoods like East Simpson Avenue. Attached sidewalks are tried and true, obviously safe, and they don't result in weed infested demilitarized zones. Any snow removal concerns can be directly and easily addressed by enforcing existing ordinances through the assessment of fines.

Thanks for listening.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bill S", is positioned above the typed name.

Bill & Cheryl Schwartz
P.O. Box 3890
Jackson, Wyo 83001
bill@ranckschwartz.com
cherylschwartz@gmail.com



EAST 20 STREET
RANCK & SCHWARTZ
LAWYERS

Tyvek
HomeWrap

Tyvek
HomeWrap

Tyvek
HomeWrap

Tyvek
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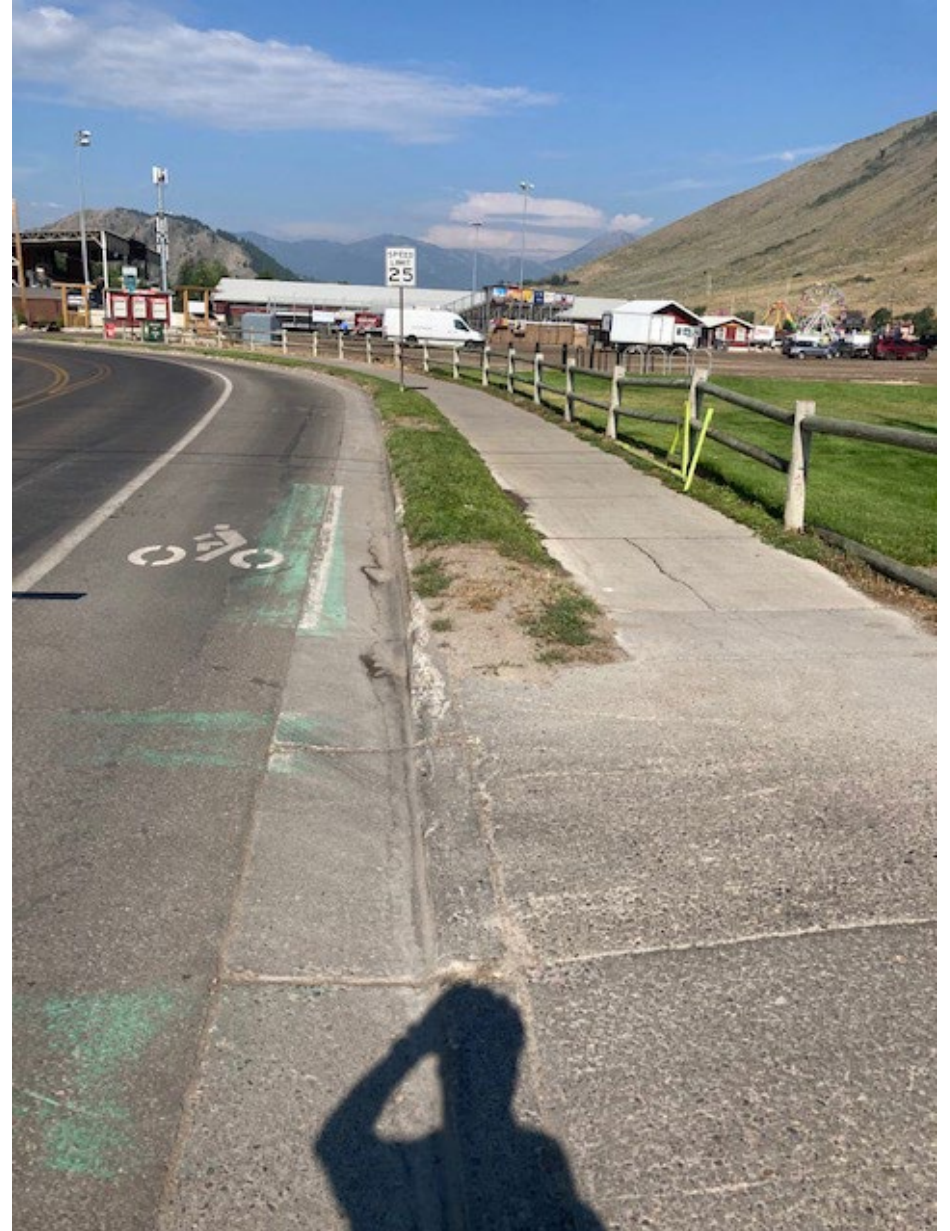
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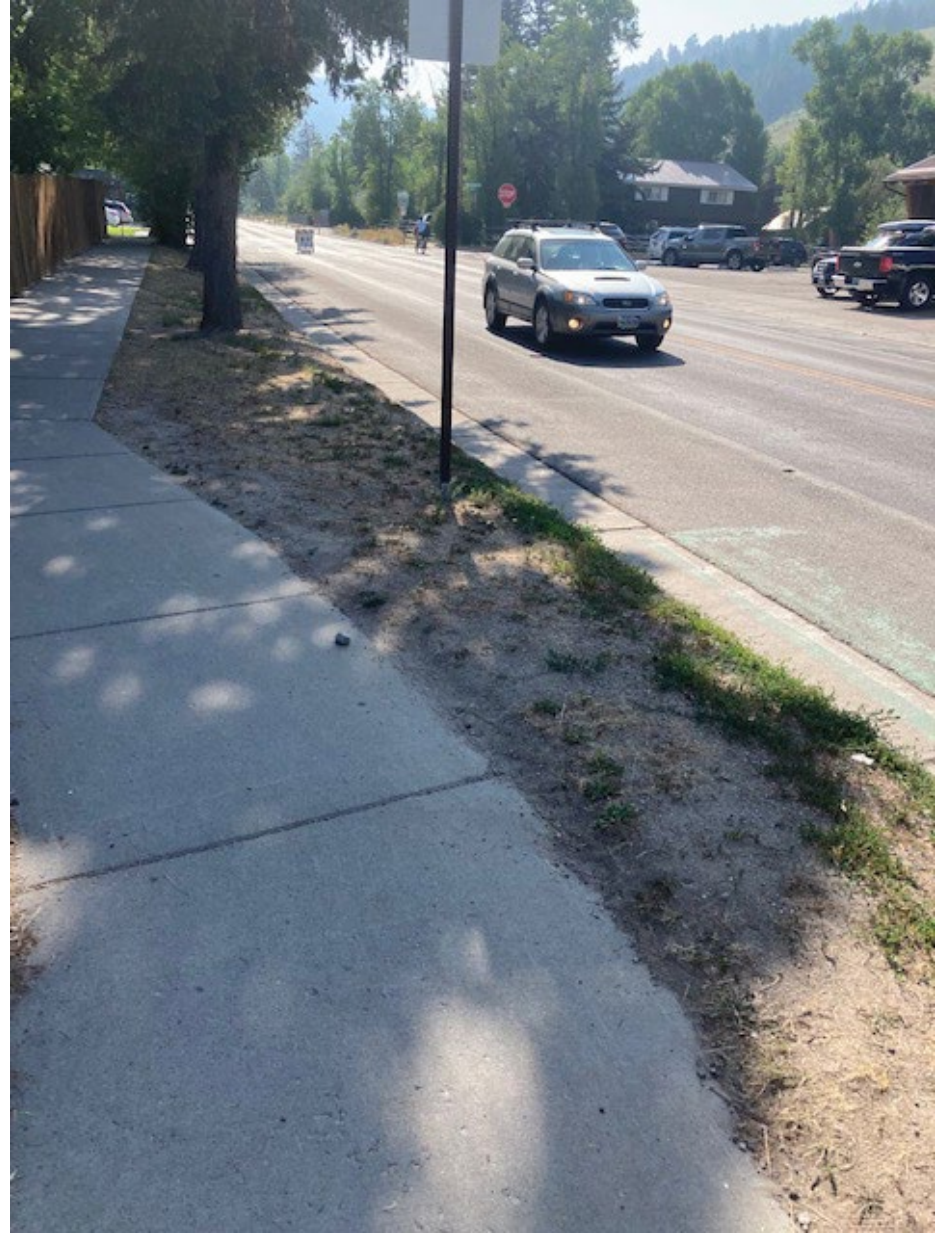




Daily 9:30 am watering of the unmowed dandelion strip and bike path behind Flat Creek Center



Weed strip by fairgrounds



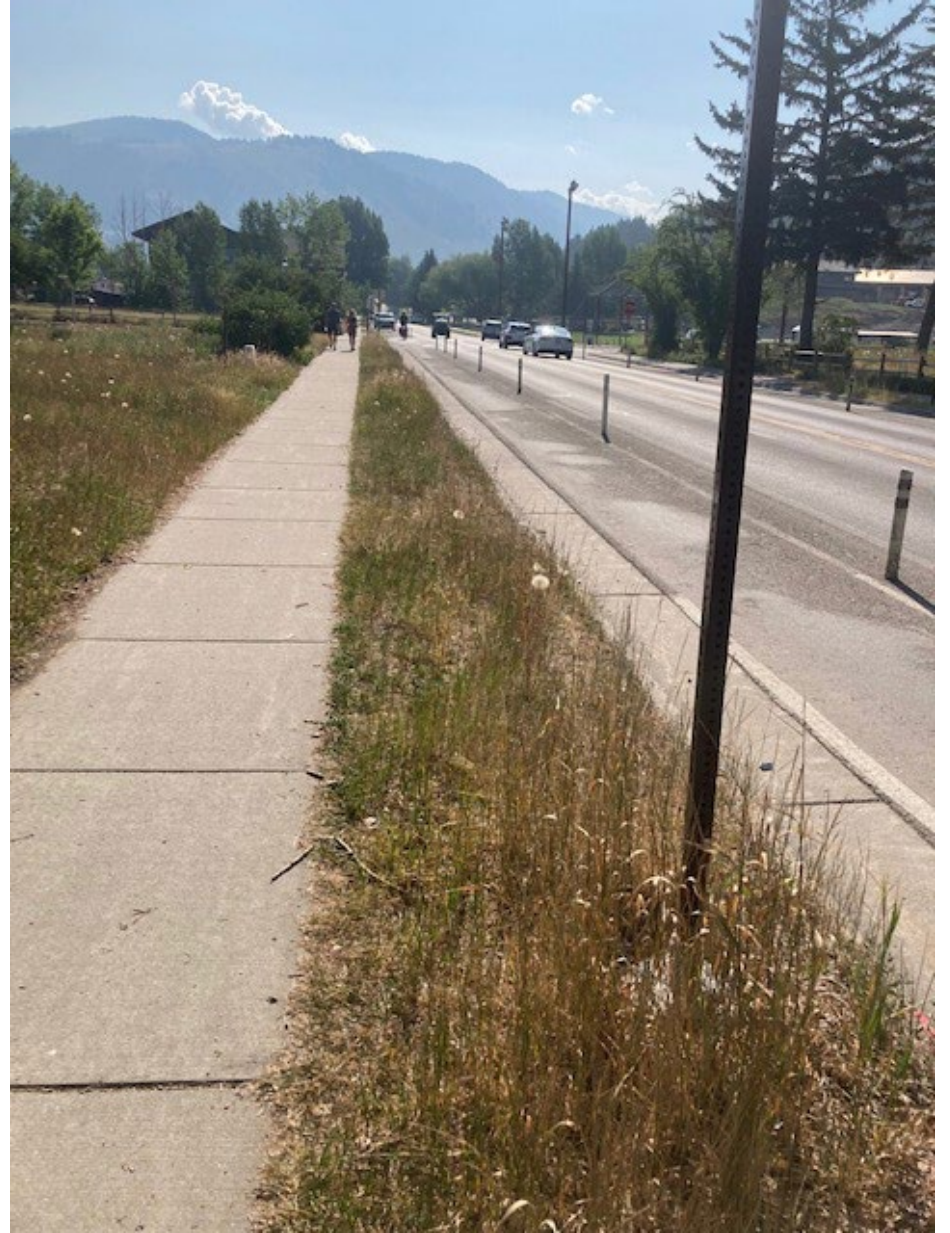
Snow King Avenue north





Snow King Ave South

Sent from my iPhone



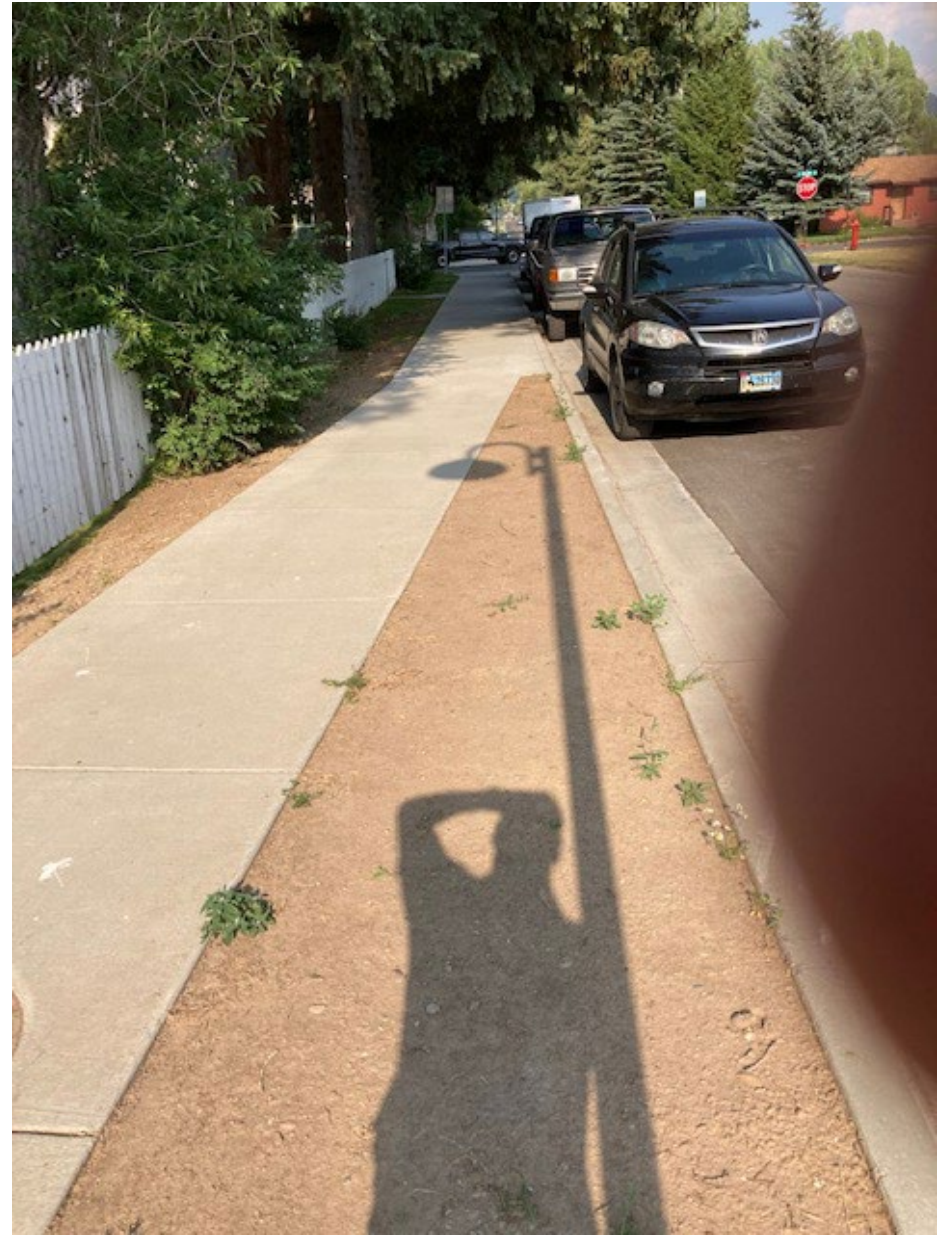
Snow King Ave north



Newly sodded Kelly Ave sidewalk completed last summer



Kelly Ave sidewalk completed last summer



Kelly Ave sidewalk completed last summer



Kelly Ave Side walk completed last summer next to Lockhart



Cache St





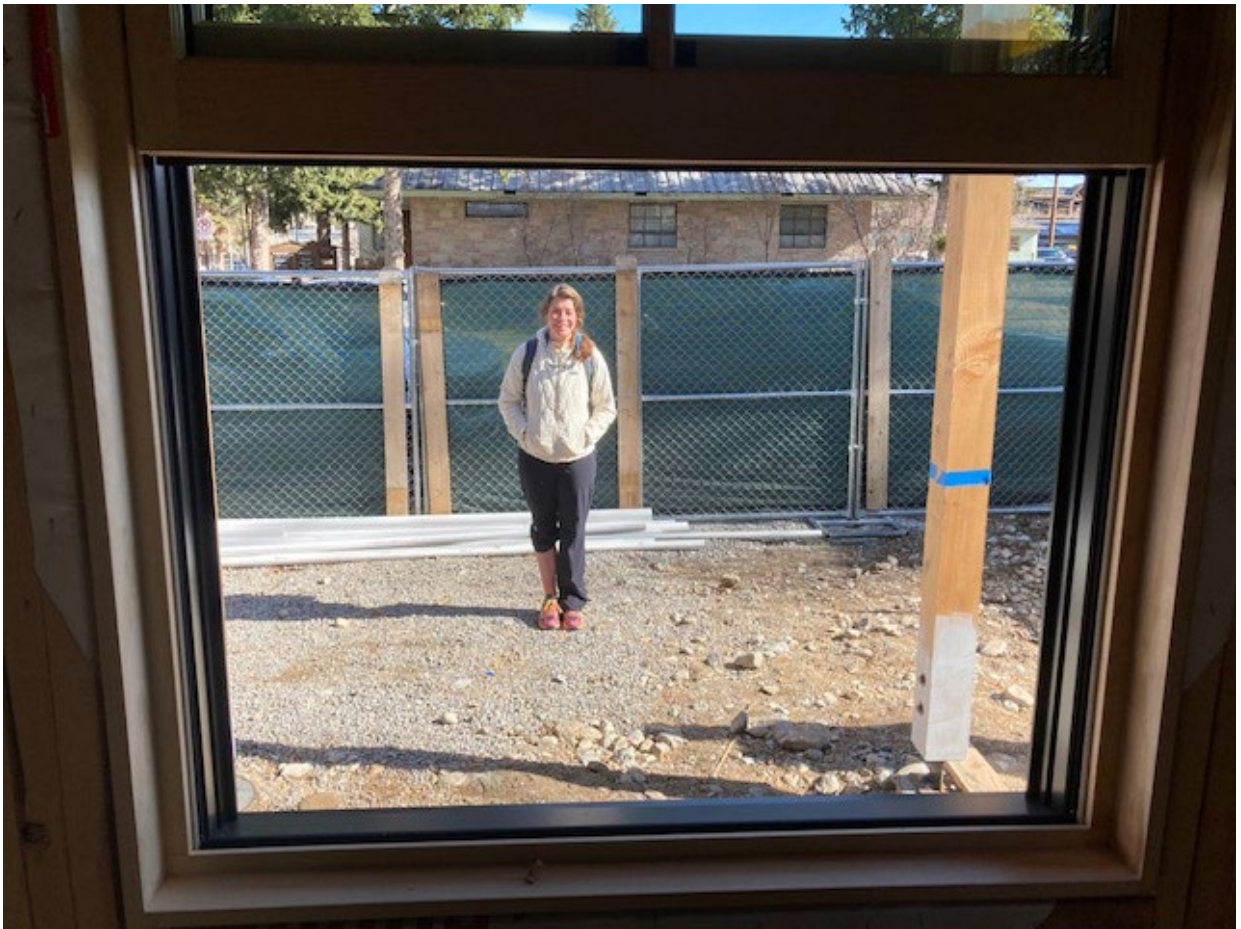
Connected sidewalk north side Simpson Street--note distance from north sidewalk edge to porch is approximately 12 feet



County Building sidewalk on Simpson



The Board shows approximate southern edge of sidewalk desired by Public Works. Leah looking at Albie & Lew's bedroom window.



From Albie and Lew's bedroom window



Albie & Lew

From: [Katie Wilson](#)
To: [Brian Lenz](#); [Jeff Silliman](#); [Paul Anthony](#); [Arne Jorgensen](#); [Bill Schwartz](#); [Leah Schwartz](#)
Subject: Ten East Simpson (Schwartz): A Brief Sidewalk History
Date: Monday, April 26, 2021 4:54:50 PM
Attachments: [20200529 P20-098 Grading Pre-App Notes.pdf](#)
[C2.0 from 5 2020-0601-Schwartz-Permit Set NORTH Unit 1 & 2.pdf](#)
[b200378reviews.pdf](#)
[b200381reviews.pdf](#)
[b200379review.pdf](#)
[b200380reviews.pdf](#)
[2020-0710- 10 & 20 East Simpson \(Schwartz\) Pedestrian Frontage EMAIL.pdf](#)
[Pages from 2020-0813-Schwartz-Permit Set Revision NORTH Unit 1 & 2 REV 1.1.pdf](#)
[10-20 E Simpson TOJ Sidewalk Project.pdf](#)
[2020-1119-Schwartz-East Simpson Sidewalk Project EMAIL.pdf](#)
[2021-0414-Schwartz-East Simpson Sidewalk Project EMAIL.pdf](#)

All,

Thank you for your time last Friday to discuss the sidewalk design along the north boundaries of 10 & 20 East Simpson Avenue. Below is a timeline regarding the evolution of the sidewalk design thus far; attached are associated documents.

Schwartz Sidewalk: A Brief History

This project includes four residential building permits on Lot 1 of Block 7 of the Second Cache Creek addition to the Town of Jackson (Parcel: 22-41-16-34-2-14-008).

- B20-0378 - 10 E Simpson: North Building (Unit 1 - including basement ARU)
- B20-0379 - 12 E Simpson: North Building (Unit 2)
- B20-0380 - 14 E Simpson: South Building (Unit 3 - including basement ARU)
- B20-0381 - 16 E Simpson: South Building (Unit 4 - including basement ARU)

May 29, 2020: GEC Pre-Application Conference (notes attached).

June 2, 2020: Residential Building Permit Applications Original Submittal

Drawing C2.0 dated June 1, 2020 (drawn by Jorgensen Associates) was submitted in the Permit Set which was part of four residential building permit applications (for four townhouse lots on Lot 1).

June 26, 2020: Residential Permit Applications Denied (comments attached).

The pedestrian frontage shown on drawing C2.0 (dated 6/1/2020) was "denied" by the Town Planning Department.

Existing Conditions Confirmed: *OnSight Land Survey provided an update of existing conditions; 10'-10" exists from back of the curb to the property line. The Owners (Schwartz Family) were strongly opposed to a Town sidewalk encroaching on their property (5' buffer + 6' sidewalk).*

July 6, 2020: Katie Wilson reached out to Brendan Conboy (Town Planning) in regard to pedestrian frontage.

July 8, 2020: Meeting at site with Leah Schwartz, Bill Schwartz, and Katie Wilson. Email sent to Brendan Conboy proposing a 6' attached sidewalk to match the sidewalk on the northside of E Simpson Avenue.

July 9, 2020: Meeting at site with Brendan Conboy, Katie Wilson, and Andy Erskine ("tree expert" from Parks & Recreation Dept). Town Planning proposed a 7' attached sidewalk.

July 10, 2020: Bill Schwartz met with Paul Anthony on site. Bill again asked that required sidewalk width be reduced to 6 feet. Paul explained reasoning for 7 foot width and stated that he would only agree to 7' width if attached sidewalk built for both properties--otherwise would need to be 5' buffer + 6' sidewalk configuration. Based on Paul's firm position Bill Schwartz agreed and informed Katie Wilson that Schwartzes agreed to 7' attached sidewalk in front of both properties. Katie Wilson then Emailed (attached) to Paul Anthony and Brendan Conboy (Town Planning) confirming desire to move forward with a 7' attached sidewalk. This email also noted that the

trees on 10 E Simpson would not be able to be saved (after a meeting with the General Contractor and Excavator).

July 28, 2020: Residential Building Permit Applications Re-Submittal

Drawing C2.0 dated July 16, 2020 (drawn by Jorgensen Associates) was included in this re-submittal (attached).

August 17, 2020: Residential Building Permits were approved and ready for issuance.

Drawing C2.0 dated July 16, 2020 (drawn by Jorgensen Associates) was included in the approved Permit Set (attached).

November 19, 2020: Bill Schwartz receives notice of Simpson Street sidewalk project and sends email (attached) to Town Engineering and Paul Anthony reiterating agreement regarding 7 foot sidewalk. Town does not respond.

April 14, 2021: Bill Schwartz is informed by a neighbor that Town design for sidewalk in front of Schwartz properties is not 7 foot attached sidewalk and sends email to Town Engineering and Paul Anthony expressing concern. Drawing C3.3 dated Jan 27, 2021 (drawn by Y2 Consultants) was sent by Jeff Silliman (attached).

April 23, 2021: Meeting with Schwartz Family + Town Engineering + Town Planning + Architects.

Best,
Katie

Katie Wilson

AIA, NCARB, LEED AP (BD+C), WELL AP
cell: 307.690.8950



GRADING PRE-APPLICATION CONFERENCE SUMMARY

Planning & Development Department Planning Division

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 687 | fax: (307) 734-3563
Jackson, WY 83001 | www.townofjackson.com

This Summary will be prepared by Engineering Staff. The applicant, or the applicant's agent, shall receive a copy of this summary for their reference in submitting a sufficient application. This review is preliminary and final approval is based on actual application.

Staff may request additional materials during review as needed to determine compliance with the LDRs.

PRE-APPLICATION MEETING GENERAL INFORMATION.

PAP#: P20-098 Date of Conference: 05/29/2020
Engineering Staff: Cait Barilec Planning Staff: Brendan Conboy

PROJECT.

Name/Description: Schwartz-Townhomes
Physical Address: 10 E Simpson Ave
Lot, Subdivision Lot1, Block 7, Cache 2 PIDN: 22-41-16-34-2-14-008
Zoning District(s): OR Overlay(s) _____

STAKEHOLDERS.

Owner: Swartz, William P. ET AL
Applicant: Kaitie Wilson, Hawtin Jorgensen
Agent: Kaitie Wilson, Hawtin Jorgensen

MEETING ATTENDEES:

Name	Company	Phone/Email
Kathrine Wilson	Hawtin-Jorgensen	kwilson@hawtinjorgensen.com
Thomas Kirsten	Jorgensen	
Brendan Conboy	TOJ -Planning	
Brian Lenz	TOJ- Engineering	
Cait Barilec	TOJ- Engineering	

MEETING NOTES

Checklist Key.

 X **Required.** Applicant must demonstrate compliance with this requirement.

 N/A **Not Applicable.** Review requirement is not applicable to this project.

General Information

Requirement	Notes
X GRADING PERMIT APPLICATION. The application should contain all pertinent information from the grading permit checklist. Submit complete application in PDF and two 11X17 sets of plans. OR X BUILDING PERMIT. If any proposed structure is included in the work, the grading permit information shall be consolidated with the building permit. Submit documents as required for a building permit, include PDF	
X Notarized Letter of Authorization. If the applicant is not the owner.	
X Application Fees. Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. Fees for grading permits are included with building permit fees for consolidated applications.	<i>For Grading permits, NONE at this time.</i> <i>For Building Permits, per building dept.</i>
X Review fees. The applicant is responsible for paying any review fees and expenses from consulting services necessitated by the review of the application by the Town Surveyor, Town Engineer, Town Engineering Associates, Title Company and any other required consultant. Such fees shall be paid prior to approval of the permit.	<i>For Grading Permits, \$200 Statement and \$600 Plan Level</i> <i>For Building Permits, per Building Dept.</i>
X Other information needed. All grading applications submitted to the Town Planning & Building Department must be submitted digitally as PDFs. Electronic documents submitted for plan review and permit issuance must be provided in a state that allows for document mark up, file combining and processing. Documents submitted in any manner that prevents completing the review and permitissuance process, including but not limited to submitting documents that are locked, may result in additional review time and/or permitting delays.	All Electronic submissions
X Response to Building and Grading Information Checklist and Pre-Application Notes. All applications require response to applicable review standards.	

LDR ARTICLE 5 PHYSICAL DEVELOPMENT STANDARDS. Please see Subsection B in applicable Zone District for specific standards
The following are pertinent to grading permits.

Requirement		Notes
X	Site Development (Driveway and Access limits and setbacks) Varies by zoning.	Replatt is in the works but will not happen until after concrete is poured , will be townhouses with and HOA. Should have an easement on the East side so you can dig for construction and repair.

X	Landscaping (see Div. 5.5 for more information) coordinate with revegetation plan.	-No need for trees in grates since the light post is next to existing curb cut that is getting replaced with stand-up curb
N/A	Environmental Standards. Creek & Irrigation Ditch Setbacks	
X	Natural Hazards to Avoid (see Div. 5.4 for more information) - Steep Slopes – Natural Slopes in Excess of 25% - No physical development on natural slopes in excess of 25% - EXCEPTIONS - NC-ToJ Zone allows development on slopes up to 30% - Manmade Slopes, Small Slopes (<1000 SF & 10 ft Elevation change), Essential Access for vehicles & utilities. - Non LDR Exceptions for Lots Platted prior to 1994 - Non LDR Exceptions for Lots Platted in Karn's Hillside (only for essential access and structures) GEOTECH REPORT required for sites with existing slopes greater than 25% or per Town Engineer - Commensurate with the degree of hazard and including a Stability Evaluation or Analysis for Pre and Post Development conditions considering internal, local, and global stability to the degree that the project influences the area. - Areas of Unstable Soils - Rockfall and Avalanches - Fault Areas - Floodplains and Floodways - Wildland Urban Interface	- No Geotech required per Engineering Dept
X	Grading, Erosion Control, Stormwater (see Div. 5.7 for more information) - Grading (Sec. 5.7.2 & 8.3.4) - PLAN LEVEL PERMITS REQUIRE A PE or LA STAMP - Retaining walls not attached to a building over 48 inches from base of footing shall be engineered and Inspected by engineer (require a Building Permit). - Final grading inspection required by design engineer for plan level applications - Erosion Control (Sec. 5.7.3) - Stormwater Management (Sec. 5.7.4) - Exceptions Karn's Hillside Exemption for onsite storage - Considerations for hillsides and soil conditions that are not conducive to storage or infiltration. PROVIDE STORMWATER CALCULATIONS (Single Family Residential Exception) - Detention and runoff per the LDRs. - Discharges from new parking lots or garages to the Town's storm sewer require a sand oil separator. Discharges to the street should be routed through first flush treatment area prior to leaving the site.	-Storm water Calcs Already provided They will need to be stamped -Strip Along Cache is surface infiltration not underground - Detail of detention basin will need to be included in plans

OTHER APPLICABLE LDR STANDARDS		
Requirement		Notes:
X	Parking and Loading, (see Div. 6.2) 6.2.3 Location of Required Parking 6.2.5 Off-Street Parking and Loading Design Standards Size, snow storage, alley access (22' Spaces), etc. - Show Dimensions of spaces, access aisles, overhangs - ADA spaces for commercial, at least one van space - Trash enclosure and access	- Parking spots off alley must be 22' - Verify Parking spot 9 can go all the way to the lot line
X	Standards Applicable to all Subdivisions (see Div. 7.2.2) - Roads, Sewer, Storm, Water, Utilities, etc. - Professional Engineer and Town Acceptance	All good
X	Transportation Facility Standards (see Div. 7.6) - Access to Roads; other street and ROW standards - Sidewalks, buffers and complete streets	
X	Required Utilities, (see Div. 7.7) 7.7.2 Potable Water Supply - Detached ARU units require a separate curb stop, service line from the property line, and meter. JMC 13.04.080. - DEQ permit required for Water and Sewer mains larger than 8-inch and longer than 250 feet. - Water services larger than 2-inch and Sewer Service larger than 6-inch shall be designed, inspected, and certified by a Wyoming licensed engineer. - WATER ENTRY DETAIL: - Show Fire, Domestic, and Irrigation (internal). - Domestic must branch off of fire outside the building with a separate shutoff. - One meter for the building, owner can submeter privately. No meter required on Fire - Show Backflow Type: RPV Assembly Required for Fire, Multi-family, and High Hazard Commercial. Double Check for Offices. - Civil and Plumbing Plans should correlate. 7.7.3 Sanitary Sewer System 7.7.5 Other Utilities; Buried Utilities Required - COMMERCIAL: PROVIDE SPACE FOR TRANSFORMER & COMS. - Storm Water Collection, Treatment, Connection.	Water Service -abandon the old line and put the new 2" Tap in -1 service (2") to the lot - All Units must have shut off valve. - Put on the plans if the water meter and pit are being provided by the town. Sewer Service -a new tap could be used only to maintain gravity service - TOJ would prefer one tap on the main -TOJ Would prefer to use existing if possible - Is 4" Service enough for all 7 units per IPC yes it is . Confirm the engineer is good with thi. -All Power and Comm needs to be buried
X	Utility Fees (see Municipal Code Title 13 Utilities) - Water Meters – Show the Size and Location on the plans - Curb Stop(s) required at property line - One water tap allowed per parcel - Backflow Prevention – Size, Type, and Location $\frac{3}{4}$" and 1" Provided by Town with Meter - Meter pit w/1 meter at property line, or meter at each building - Curb stop required for each building. - Connection Fees - Capacity Fees: Water based on meter size Sewer based on building use and size	-Individual curbstops per unit is required -1" Water meters? -Reduced Pressure and Backflow required on irrigation - No Firesprinkling - Each meter will have capacity and monthly volume fees -Sewer capacity is based on bedroom/units

<u>X</u>	Construction Management Plan (FOR COMMERCIAL) - Fencing – For Public Safety and Site Security - Tracking Pad – required at access point(s) - Soil Tracking onto the road is prohibited, clean immediately - Staging & Stockpiling - Contractor Parking - Trailers, Dumpsters, Toilets; Concrete Washout - No staging or storage of materials in public right-of-way or easement	-CM Plan will be required. Checklist has been sent - Shoring if you need soil nails in the PROW that requires a encroachment agreement which has to go to council. Minimum 6 weeks to get approved.
<u>X</u>	Public Right of Way (Encroachment) Permits - Required for work within the right-of-way, Town easements, or property - Fees and Bonding	Permits will be needed for water and sewer service connections, sidewalk probably and curb. May need to replace sidewalk on cache if disturbed -Cache can not be done between June 15 th and October 15 th
<u>X</u>	Demolition Permits and Utility Abandonment - Bonding is required - Standards - Locations - Asbestos and the DEQ	-They already have demo permit -Bonds have been collected
<u>N/A</u>	Floodplain Development Permits - Floodplain vs. Floodway - Requirements - Separate Application	
<u>X</u>	Permitting and Inspection Process - PreConstruction Meeting Required - Sign Off Sheet – Engineering has a separate sheet - Final Inspections – Engineering Required Prior to Building	
<u>X</u>	OTHER Sidewalks – in public right of way, easements, or land shall be ADA compliant. Show all cross slopes, running slopes, and grade breaks. WYDOT, DEQ, USACE, Other Permits	- Added Sidewalk should match existing - is 3' buffer between street and sidewalk acceptable 4' buffer and 5' sidewalk Where is curb line to buffer?



GRADING PRE-APPLICATION CONFERENCE SUMMARY

Planning & Development Department Planning Division

150 E Pearl Ave.	ph: (307) 733-0440
P.O. Box 687	fax: (307) 734-3563
Jackson, WY 83001	www.townofjackson.com

INSTRUCTIONS FOR THE GRADING PRE-APP PROCESS

1. Applicant determines if a Pre-App is warranted based on the level of grading information required.
2. Applications are made using the Planning Pre-Application Form with Grading Option Selected
3. Planning takes in the application and distributes to Engineering and assigns a Planner
4. Engineering reviews application material for sufficiency and notes status in the Review section of TrakIT.
 - a. Sufficient: Schedules a meeting with Applicant and Planner.
 - i. Engineering marks project as approved and enters the scheduled meeting date in TrakIT under Plan Reviews.
 - b. Insufficient: Engineering marks application as insufficient in TrakIT under plan reviews.

Engineering contacts applicant to get necessary information.
5. Engineering conducts the meeting with the applicant and planner. Utilize the Grading Pre-App Checklist to cover the required topics and make any notes on the project. Planner may just submit comments via email.
6. Following the meeting:
 - a. Engineering scans (2 sided) the notes and file them in the Pre-Application project folder.
 - b. Engineering emails the notes to the applicant copy Tiffany in Planning.
 - c. Engineering completes the date of the meeting and the meeting notes delivery in the Chronology section of TrakIT.

**Town of Jackson
Plan Review History
BUILDING**

Permit Number B20-0378 **Unit 1A & 1B**

Applied 6/8/2020 KB
Approved
Issued
Finaled
Expired

Type BUILDING
Subtype TOWNHOME
Status UNDER REVIEW

Owner SCHWARTZ, WILLIAM P. ET AL

Applicant SCHWARTZ, WILLIAM P. ET AL

Site Address
10 E SIMPSON AVENUE

City
JACKSON

State
WY Zip
83001

Subdivision
CACHE CREEK 2ND
Zoning

Tract
Block
Construction Type

Lot No
1 Parcel No
22411634214008
Occupancy Type

Type / Contact	Status	Dates				Remarks and Notes Below
		Sent	Due	Received	Elapsed	
PLANNING	DENIED	6/8/20	6/22/20	6/25/20	17	see notes

Brendan Conboy
See attached worksheets

Conditions:

1. Provide Plant Unit breakdown table with landscape plan showing 3 plant unit requirement. Specify type of plant unit alternative utilized (i.e. A, B, C, or otherwise).
2. Pedestrian frontage requires minimum 11' from back of curb per Planning Director discretion. Minimum 5' buffer and 6' detached sidewalk. This should align more or less with the existing sidewalk on the eastern end of the block at the corner of Simpson and King for future connections.
3. Please provide fencing elevations and materials for compliance with DRC.
4. Shared Parking agreement required prior to Certificate of Occupancy.
5. Prior to issuance of Building Permit the applicant shall pay the required fee-in-lieu for 0.066 units in the amount of \$13,669.07

ENGINEERING APPROVED V 6/8/20 6/22/20 6/23/20 15 see notes

Caitlin Barilec

Type / Contact	Status	Dates				Remarks and Notes Below
		Sent	Due	Received	Elapsed	

Building Permit RESIDENTIAL review comments –Approved w/ conditions

B20-0378, B20-0379, B20-0380, B20-0381

ADDRESS: 10-16 E Simpson Ave

OWNER: William P. Schwartz & Cheryl Ranck Schwartz

APPLICANT: Hawtin Jorgensen Architects

6/23/2020

Caitlin Barilec, 733-3079

DATE OF SUBMITTAL: 6/9/2020

DATE OF MATERIALS: 06/01/2020 Civil

REVISION NO.: 00

The engineering division has reviewed your application for a BUILDING PERMIT submitted on and with application materials as dated above.

CONDITIONS OF APPROVAL

PRIOR TO ISSUANCE OF BUILDING PERMIT:

- A. Submit stamped stormwater calculations and any relevant narrative for the development.
- B. Submit stamped water and sewer demands for the development.

PROJECT CONDITIONS OF APPROVAL:

1. All work within the public right-of-way shall match existing grades of adjacent streets and properties, provide ADA compliance, and meet Town of Jackson Standards. All design and construction costs required to meet this condition are the responsibility of the permittee.
2. Final locations for signage, striping, curb painting, and landscaping within the public right-of-way shall be approved by the Town Public Works Department prior to construction. Costs associated with changes or relocations of improvements without final approval are the responsibility of the permittee.
3. The upkeep and maintenance of the landscaping within the right-of-way is the responsibility of the permittee. Maintenance of the landscaping within the right-of-way includes, but is not limited to, the irrigation system; the watering of; the planting and, as needed to maintain the standards set forth herein, the replanting of plants/trees; the upkeep of bedding and border materials; and all aspects of the original project in an attractive, presentable, and safe status consistent with Town levels of maintenance and upkeep.
4. All existing signs and posts shall be salvaged for reinstallation at completion of the project. Regulatory signs must be reinstalled on in a temporary fashion approved by the Town for the duration of the project. Any lost or damaged signs and posts shall be replaced by purchase through the Town at permittee's expense.
5. CONSTRUCTION MANAGEMENT PLAN
 - a. Copy townengineering@jacksonwy.gov on the neighborhood notification of the construction project.
 - b. Covered sidewalk on Cache to Town standards, shall not extend to the alley on the south, rather stop just south of the vertical construction to provide adequate site distance from the alley.
 - c. Fencing is not required inside of the covered sidewalk.

REQUIRED INSPECTIONS

As a minimum the following inspections by the Town of Jackson Public Works Division are required. Please contact the Town Engineering Department, 733-3079, to schedule your inspection at least two business days prior to inspections.

Contractor shall have their Engineering Department Inspection Record card available for sign off. Absolutely NO inspections will be conducted without the card.

PRIOR TO CONSTRUCTION

Type / Contact	Status	Dates				Remarks and Notes Below
		Sent	Due	Received	Elapsed	
Pre-Construction Meeting						
FOR RESIDENTIAL PERMITS						
WATER						
- Water Meter and Backflow - Pressure Test – Service Line - Curb Stop / Valve Box Location - Water Meter Pit Installation						
SEWER						
- Existing Sewer Service Conditions - Sewer Service Test & Inspection - Stack Test - Pipe Bedding - Cleanout(s) Condition and Location						
SITE GRADING						
- Town Engineering – PROW Grading - Town Engineering – Site Grading						
ENGINEERING						
FINAL ENGINEERING						
BUILDING	DENIED	6/8/20	6/22/20	6/17/20	9	
Kelly Sluder						
(6/16/2020 11:36 AM KS)						
1. Page A3.0 shows the eve of the proerty line. Please not table R302.1(1) notes that projections are not allowed at less than 2".						
2 Strucural independence is not shown on S3.2 for the townhomes.						
3. 4S3.1 does not show rated assembly details. Please give the required details of the reated assemblies, firewalls, rated walls and rated floor/ceilings assemblies.						
4. Please show how the Sloped roof details meet the rated assembly requirments of section 706.6.1.						
5 Drawing A1.0(N) main floor shows a fireplace in unit 1 by the firewall. How are you venting this?						
6. Unit 1B is calling for a recirculating fan in the kitchen area. Page M1.1(N). This is not allowed in new per our amendments to the IRC. M1503.3 deleted the						
(6/16/2020 11:45 AM KS)						
exception of allowing recirculating fans in new construction.7. Please give details on rated chase through the upper floor 1B to 1 A and meeting section R302.4.1						
8. Please show details on locations of the roof penetrations for all vents, so carpenters, e;ectricians, plumbers and mechanical contractors are aware of the prohibited locations.						
ADMINISTRATOR		6/8/20	6/22/20			
Kelly Bowlin						

**Town of Jackson
Plan Review History
BUILDING**

Permit Number B20-0379 Unit 2

Applied 6/8/2020 KB
Approved
Issued
Finaled
Expired

Type BUILDING
Subtype TOWNHOME
Status UNDER REVIEW

Owner SCHWARTZ, WILLIAM P. ET AL

Applicant SCHWARTZ, WILLIAM P. ET AL

Site Address
12 E SIMPSON AVENUE

City

State

Zip

Subdivision

Tract

Block

Lot No

Parcel No

22411634214008.01

Zoning

Construction Type

Occupancy Type

Type / Contact	Status	Dates				Remarks and Notes Below
		Sent	Due	Received	Elapsed	
PLANNING	DENIED	6/8/20	6/22/20	6/25/20	17	see notes

Paul Anthony

See attached worksheets to B20-0378

Conditions:

1. Provide Plant Unit breakdown table with landscape plan showing 3 plant unit requirement. Specify type of plant unit alternative utilized (i.e. A, B, C, or otherwise).
2. Pedestrian frontage requires minimum 11' from back of curb per Planning Director discretion. Minimum 5' buffer and 6' detached sidewalk. This should align more or less with the existing sidewalk on the eastern end of the block at the corner of Simpson and King for future connections.
3. Please provide fencing elevations and materials for compliance with DRC.
4. Shared Parking agreement required prior to Certificate of Occupancy.
5. Prior to issuance of Building Permit the applicant shall pay the required fee-in-lieu for 0.066 units in the amount of \$13,669.07

ENGINEERING	APPROVED	6/8/20	6/22/20	6/23/20	15	see notes
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Caitlin Barilec

**Town of Jackson
Plan Review History
BUILDING**

Permit Number B20-0381 Unit 4A & 4B

Applied 6/8/2020 KB
Approved
Issued
Finaled
Expired

Type BUILDING
Subtype TOWNHOME
Status UNDER REVIEW

Owner SCHWARTZ, WILLIAM P. ET AL

Applicant SCHWARTZ, WILLIAM P. ET AL

Site Address
16 E SIMPSON AVENUE

City

State

Zip

Subdivision

Tract

Block

Lot No

Parcel No

22411634214008.03

Zoning

Construction Type

Occupancy Type

Type / Contact	Status	Dates				Remarks and Notes Below
		Sent	Due	Received	Elapsed	
PLANNING	DENIED	6/8/20	6/22/20	6/25/20	17	see notes

Paul Anthony

See attached worksheets to B20-0378

Conditions:

1. Provide Plant Unit breakdown table with landscape plan showing 3 plant unit requirement. Specify type of plant unit alternative utilized (i.e. A, B, C, or otherwise).
2. Pedestrian frontage requires minimum 11' from back of curb per Planning Director discretion. Minimum 5' buffer and 6' detached sidewalk. This should align more or less with the existing sidewalk on the eastern end of the block at the corner of Simpson and King for future connections.
3. Please provide fencing elevations and materials for compliance with DRC.
4. Shared Parking agreement required prior to Certificate of Occupancy.
5. Prior to issuance of Building Permit the applicant shall pay the required fee-in-lieu for 0.066 units in the amount of \$13,669.07

ENGINEERING APPROVED V 6/8/20 6/22/20 6/23/20 15 see notes

Caitlin Barilec

Type / Contact	Status	Dates				Remarks and Notes Below
		Sent	Due	Received	Elapsed	

Building Permit RESIDENTIAL review comments –Approved w/ conditions

B20-0378, B20-0379, B20-0380, B20-0381

ADDRESS: 10-16 E Simpson Ave

OWNER: William P. Schwartz & Cheryl Ranck Schwartz

APPLICANT: Hawtin Jorgensen Architects

6/23/2020

Caitlin Barilec, 733-3079

DATE OF SUBMITTAL: 6/9/2020

DATE OF MATERIALS: 06/01/2020 Civil

REVISION NO.: 00

The engineering division has reviewed your application for a BUILDING PERMIT submitted on and with application materials as dated above.

CONDITIONS OF APPROVAL

PRIOR TO ISSUANCE OF BUILDING PERMIT:

- A. Submit stamped stormwater calculations and any relevant narrative for the development.
- B. Submit stamped water and sewer demands for the development.

PROJECT CONDITIONS OF APPROVAL:

1. All work within the public right-of-way shall match existing grades of adjacent streets and properties, provide ADA compliance, and meet Town of Jackson Standards. All design and construction costs required to meet this condition are the responsibility of the permittee.
2. Final locations for signage, striping, curb painting, and landscaping within the public right-of-way shall be approved by the Town Public Works Department prior to construction. Costs associated with changes or relocations of improvements without final approval are the responsibility of the permittee.
3. The upkeep and maintenance of the landscaping within the right-of-way is the responsibility of the permittee. Maintenance of the landscaping within the right-of-way includes, but is not limited to, the irrigation system; the watering of; the planting and, as needed to maintain the standards set forth herein, the replanting of plants/trees; the upkeep of bedding and border materials; and all aspects of the original project in an attractive, presentable, and safe status consistent with Town levels of maintenance and upkeep.
4. All existing signs and posts shall be salvaged for reinstallation at completion of the project. Regulatory signs must be reinstalled on in a temporary fashion approved by the Town for the duration of the project. Any lost or damaged signs and posts shall be replaced by purchase through the Town at permittee's expense.
5. CONSTRUCTION MANAGEMENT PLAN
 - a. Copy townengineering@jacksonwy.gov on the neighborhood notification of the construction project.
 - b. Covered sidewalk on Cache to Town standards, shall not extend to the alley on the south, rather stop just south of the vertical construction to provide adequate site distance from the alley.
 - c. Fencing is not required inside of the covered sidewalk.

REQUIRED INSPECTIONS

As a minimum the following inspections by the Town of Jackson Public Works Division are required. Please contact the Town Engineering Department, 733-3079, to schedule your inspection at least two business days prior to inspections.

Contractor shall have their Engineering Department Inspection Record card available for sign off. Absolutely NO inspections will be conducted without the card.

PRIOR TO CONSTRUCTION

Type / Contact	Status	Dates				Remarks and Notes Below
		Sent	Due	Received	Elapsed	
• Pre-Construction Meeting						
FOR RESIDENTIAL PERMITS						
WATER						
• Water Meter and Backflow						
• Pressure Test – Service Line						
• Curb Stop / Valve Box Location						
• Water Meter Pit Installation						
SEWER						
• Existing Sewer Service Conditions						
• Sewer Service Test & Inspection						
o Stack Test						
o Pipe Bedding						
• Cleanout(s) Condition and Location						
SITE GRADING						
• Town Engineering – PROW Grading						
• Town Engineering – Site Grading						
ENGINEERING						
• FINAL ENGINEERING						
BUILDING	DENIED	6/8/20	6/22/20	6/18/20	10	
Kelly Sluder						
(6/18/2020 11:14 AM KS)						
1. Smoke and carbon monoxide detectors required per the 2018 IRC.						
2. Recessed lights are not allowed in the basement studio apartments ceiling/rated assembly.						
3. 4S3.2 does not show rated assembly details and framing to the underside of the roof framing. Please give the required details/drawings of the rated assemblies, firewalls, rated walls and rated floor/ceilings assemblies.						
4. R310 Please give details/drawings of the window well and how it will work for an emergency escape and rescue opening from the basement over kitchen cabinets and kitchen sink. Not sure how this is going to work or if its allowed. Please explain how this is to work. Is your plan to place a covering over the window well for the egress windows on the first floors?						
5. Can't have open gas flame appliances in the basement studio apartments Pg. E4.0 calls out a gas range in the basement kitchens.						
6. Units 3B and 4B is calling for a recirculating fan in the kitchen area. Page M1.1(S). This is not allowed in construction per our amendments to the IRC. M1503.3 deleted the exception of allowing recirculating fans in new construction.						
7. Please show details on locations of the roof penetrations for all vents, so carpenters, electricians, plumbers and mechanical contractors are aware of the prohibited locations.						
8. Please note that bath fans cannot penetrate the rated ceiling in the basement studio apartments.						
ADMINISTRATOR		6/8/20	6/22/20			
Kelly Bowlin						

Type / Contact	Status	Dates			Remarks and Notes Below
		Sent	Due	Received	

(6/23/2020 4:12 PM CB)

Building Permit RESIDENTIAL review comments –Approved w/ conditions

B20-0378, B20-0379, B20-0380, B20-0381

ADDRESS: 10-16 E Simpson Ave

OWNER: William P. Schwartz & Cheryl Ranck Schwartz

APPLICANT: Hawtin Jorgensen Architects

6/23/2020

Caitlin Barilec, 733-3079

DATE OF SUBMITTAL: 6/9/2020

DATE OF MATERIALS: 06/01/2020 Civil

REVISION NO.: 00

The engineering division has reviewed your application for a BUILDING PERMIT submitted on and with application materials as dated above.

CONDITIONS OF APPROVAL

PRIOR TO ISSUANCE OF BUILDING PERMIT:

- A. Submit stamped stormwater calculations and any relevant narrative for the development.
- B. Submit stamped water and sewer demands for the development.

PROJECT CONDITIONS OF APPROVAL:

1. All work within the public right-of-way shall match existing grades of adjacent streets and properties, provide ADA compliance, and meet Town of Jackson Standards. All design and construction costs required to meet this condition are the responsibility of the permittee.
2. Final locations for signage, striping, curb painting, and landscaping within the public right-of-way shall be approved by the Town Public Works Department prior to construction. Costs associated with changes or relocations of improvements without final approval are the responsibility of the permittee.
3. The upkeep and maintenance of the landscaping within the right-of-way is the responsibility of the permittee. Maintenance of the landscaping within the right-of-way includes, but is not limited to, the irrigation system; the watering of; the planting and, as needed to maintain the standards set forth herein, the replanting of plants/trees; the upkeep of bedding and border materials; and all aspects of the original project in an attractive, presentable, and safe status consistent with Town levels of maintenance and upkeep.
4. All existing signs and posts shall be salvaged for reinstallation at completion of the project. Regulatory signs must be reinstalled on in a temporary fashion approved by the Town for the duration of the project. Any lost or damaged signs and posts shall be replaced by purchase through the Town at permittee's expense.
5. CONSTRUCTION MANAGEMENT PLAN
 - a. Copy townengineering@jacksonwy.gov on the neighborhood notification of the construction project.
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 - c. Fencing is not required inside of the covered sidewalk.

REQUIRED INSPECTIONS

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Type / Contact	Status	Dates				Remarks and Notes Below
		Sent	Due	Received	Elapsed	
PRIOR TO CONSTRUCTION						
Pre-Construction Meeting						
FOR RESIDENTIAL PERMITS						
WATER						
- Water Meter and Backflow - Pressure Test – Service Line - Curb Stop / Valve Box Location - Water Meter Pit Installation						
SEWER						
- Existing Sewer Service Conditions - Sewer Service Test & Inspection - Stack Test - Pipe Bedding - Cleanout(s) Condition and Location						
SITE GRADING						
- Town Engineering – PROW Grading - Town Engineering – Site Grading						
ENGINEERING						
FINAL ENGINEERING						
BUILDING	DENIED	6/8/20	6/22/20	6/17/20	9	
Kelly Sluder (6/17/2020 8:53 AM KS) 1. Page A3.0 shows the eve over the proerty line. Please note table R302.1(1) notes that projections are not allowed at less than 2". 2 Strucural independence is not shown on S3.2 for the townhomes. 3. 4S3.1 does not show rated assembly details. Please give the required details of the rated assemblies, firewalls, rated walls and rated floor/ceilings assemblies. 4. Please show how the Sloped roof details meet the rated assembly requirments of section 706.6.1 of the IBC. 5 Drawing A1.0(N) main floor shows a fireplace in unit 1 by the firewall. How are you venting this? 6. Unit 1B is calling for a recirculating fan in the kitchen area. Page M1.1(N). This is not allowed in construction per our amendments to the IRC. M1503.3 deleted the exception of allowing recirculating fans in new construction. 7. Please give details on rated chase through the upper floor 1B to 1 A and meeting section R302.4.1 8. Please show details on locations of the roof penetrations for all vents, so carpenters, e;ectricians, plumbers and mechanical contractors are aware of the prohibited locations.						
ADMINISTRATOR		6/8/20	6/22/20			
Kelly Bowlin						

**Town of Jackson
Plan Review History
BUILDING**

Permit Number B20-0380 Unit 3A & 3B

Applied 6/8/2020 KB
Approved
Issued
Finaled
Expired

Type BUILDING
Subtype TOWNHOME
Status UNDER REVIEW

Owner SCHWARTZ, WILLIAM P. ET AL

Applicant SCHWARTZ, WILLIAM P. ET AL

Site Address
14 E SIMPSON AVENUE

City

State

Zip

Subdivision

Tract

Block

Lot No

Parcel No

22411634214008.02

Zoning

Construction Type

Occupancy Type

Type / Contact	Status	Dates				Remarks and Notes Below
		Sent	Due	Received	Elapsed	
PLANNING	DENIED	6/8/20	6/22/20	6/25/20	17	see notes

Brendan Conboy

See attached worksheets to B20-0378

Conditions:

1. Provide Plant Unit breakdown table with landscape plan showing 3 plant unit requirement. Specify type of plant unit alternative utilized (i.e. A, B, C, or otherwise).
2. Pedestrian frontage requires minimum 11' from back of curb per Planning Director discretion. Minimum 5' buffer and 6' detached sidewalk. This should align more or less with the existing sidewalk on the eastern end of the block at the corner of Simpson and King for future connections.
3. Please provide fencing elevations and materials for compliance with DRC.
4. Shared Parking agreement required prior to Certificate of Occupancy.
5. Prior to issuance of Building Permit the applicant shall pay the required fee-in-lieu for 0.066 units in the amount of \$13,669.07

ENGINEERING	APPROVED	6/8/20	6/22/20	6/23/20	15	see notes
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Caitlin Barilec

Type / Contact	Status	Dates			Remarks and Notes Below
		Sent	Due	Received	

(6/23/2020 4:11 PM CB)

Building Permit RESIDENTIAL review comments –Approved w/ conditions

B20-0378, B20-0379, B20-0380, B20-0381

ADDRESS: 10-16 E Simpson Ave

OWNER: William P. Schwartz & Cheryl Ranck Schwartz

APPLICANT: Hawtin Jorgensen Architects

6/23/2020

Caitlin Barilec, 733-3079

DATE OF SUBMITTAL: 6/9/2020

DATE OF MATERIALS: 06/01/2020 Civil

REVISION NO.: 00

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o Pipe Bedding						
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SITE GRADING						
• Town Engineering – PROW Grading						
• Town Engineering – Site Grading						
ENGINEERING						
• FINAL ENGINEERING						
BUILDING	DENIED	6/8/20	6/22/20	6/18/20	10	
Kelly Sluder						
(6/18/2020 11:13 AM KS)						
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2. Recessed lights are not allowed in the basement studio apartments ceiling/rated assembly.						
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8. Please note that bath fans cannot penetrate the rated ceiling in the basement studio apartments.						
ADMINISTRATOR		6/8/20	6/22/20			
Kelly Bowlin						



Katie Wilson <kwilson@hawtinjorgensen.com>

10 & 20 East Simpson (Schwartz): Pedestrian Frontage

Katie Wilson <kwilson@hawtinjorgensen.com>

Fri, Jul 10, 2020 at 4:53 PM

To: Brendan Conboy <BConboy@jacksonwy.gov>

Cc: Arne Jorgensen <ajorgensen@hawtinjorgensen.com>, Paul Anthony <panthony@jacksonwy.gov>

Brendan,

10 & 20 East Simpson (Schwartz): Pedestrian Frontage

Thank you again for your extra efforts in addressing the pedestrian frontage concerns with the Schwartz Family.

The Schwartz Family would like to move forward with the 7'-0" attached sidewalk along East Simpson Avenue that will stretch across both 10 E Simpson and 20 E Simpson.

Bill Schwartz (Client, Owner) just called me to update me that they are excited to keep the large existing trees on 20 E Simpson, but the trees on 10 E Simpson will be removed. (**The Schwartz Family had intentions of trying to save these if enough root structure remained intact after excavation.**)

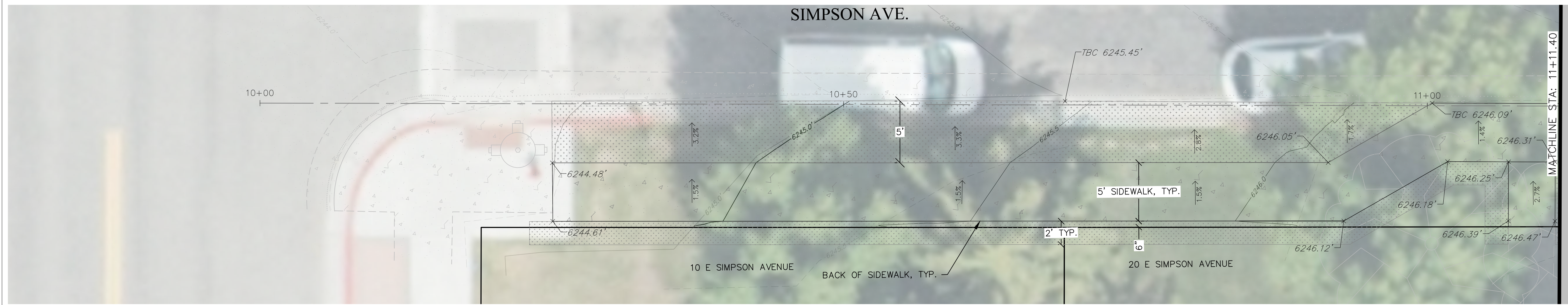
After a long conversation with the folks relocating the existing house on 10 E Simpson (moving the structure to the Elk Refuge) and the excavator - it was decided that the trees will unlikely survive and need to be removed. Bill wants to make sure that the Town of Jackson is very aware of this (after the recent conversations about the sidewalk and saving the trees on 20 E Simpson).

**Katie Wilson**

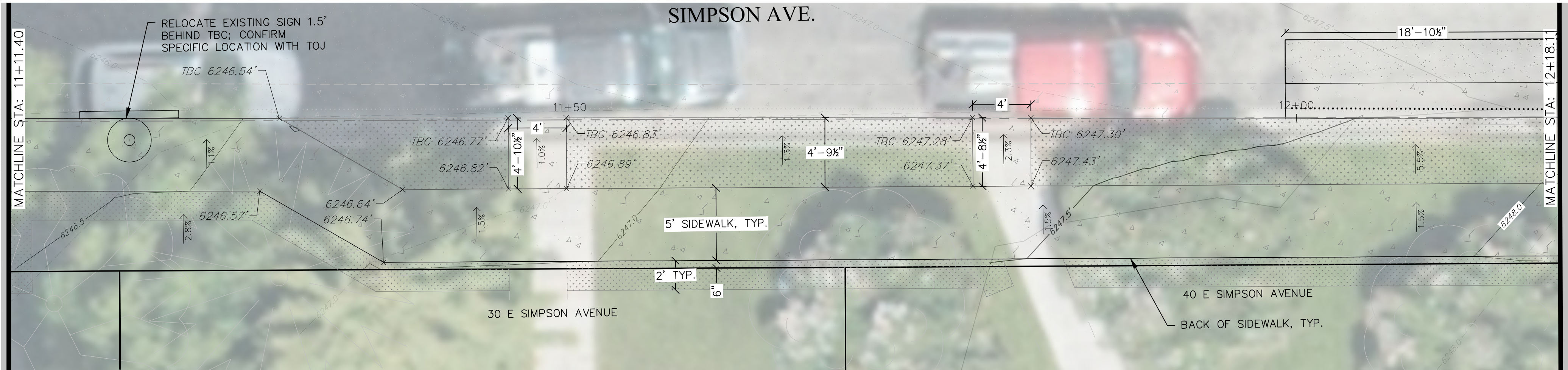
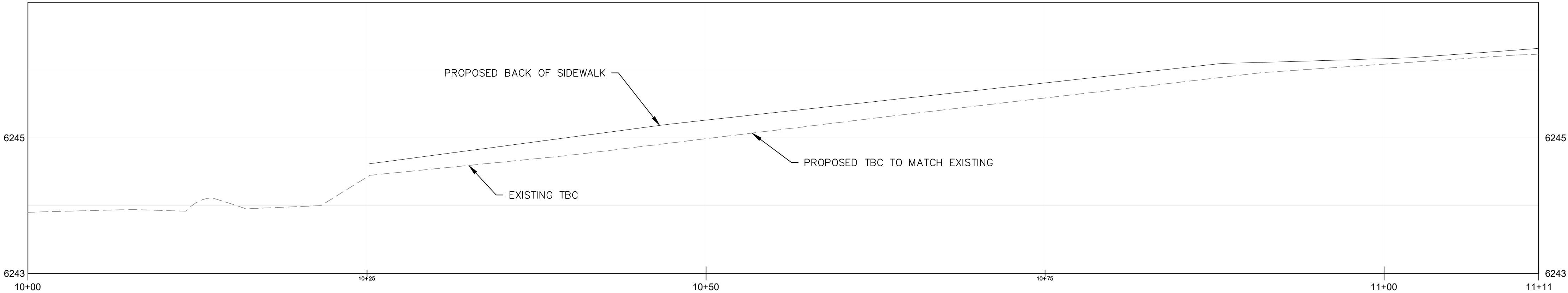
AIA, NCARB, LEED AP (BD+C), WELL AP

cell: 307.690.8950

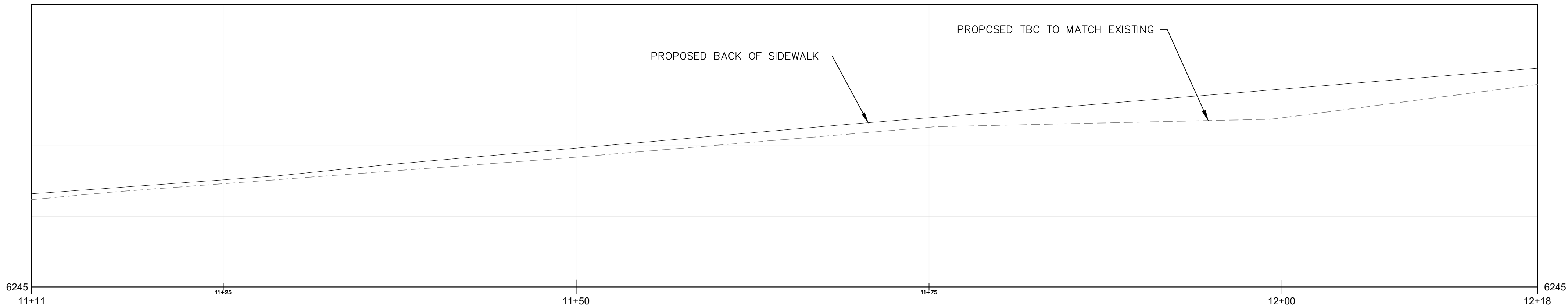
LAST SAVED: 1/27/2021 4:53 PM BY: JACOB GARDNER
F:\2020\20217_TOL\Simpson_Meadowlark\ACAD\Simpson\20217_GRADING.PAK_SIMPSON.dwg



SIMPSON TBC PROFILE
24x36 SHEET SCALE: HORIZ. 1" = 5' VERT. 1" = 1'
START STA: 10+00.00, END STA: 11+11.40



SIMPSON TBC PROFILE
24x36 SHEET SCALE: HORIZ. 1" = 5' VERT. 1" = 1'
START STA: 11+11.40, END STA: 12+18.11



DRAWING SET TITLE	CONSTRUCTION SET
DATE	1/27/2021
DRAWN BY: TK	CHECKED BY: KC
JOB #	20217

CONSULTANTS
ENGINEERING, SURVEYING & PLANNING
LANDSCAPE ARCHITECTURE, GIS
NATURAL RESOURCE SERVICES

Y2
Y2consultants.com
307.733.2989

Professional Engineer
Kathryn Creasey
16834
1/27/2021
WYOMING

SIMPSON/MEADOWLARK SIDEWALK
TOWN OF JACKSON PUBLIC WORKS
SIMPSON AND MEADOWLARK
JACKSON, WY 83001

SIMPSON 000 BLOCK
PLAN & PROFILE

C3.3



Katie Wilson <kwilson@hawtinjorgensen.com>

East Simpson Sidewalk Project

Bill Schwartz <bill@ranckschwartz.com>

Wed, Apr 14, 2021 at 3:50 PM

To: "Townengineering@JacksonWY.gov" <Townengineering@jacksonwy.gov>, "Paul Anthony (panthony@tetonwyo.org)" <panthony@tetonwyo.org>, Katie Wilson <kwilson@hawtinjorgensen.com>, Dale Gray <coloaska@gmail.com>

Hi All:

I never received any response to my email of last November on this subject. I understand work may begin soon on this and I'd like to make sure everyone is on the same page as to the sidewalk design in front of [10 & 20 East Simpson](#).

Jeff, or Paul, I'd appreciate a call. Thanks. 690—3630.

Thanks very much.

Bill

William P. Schwartz

Ranck & Schwartz, LLC

[20 East Simpson Ave.](#) | P.O. Box 3890

Jackson, WY 83001

Cell: 307.690.3630

Office: 307.733.5130

Fax: 888.413.7270

www.ranckschwartz.com

[Click here to send me a secure email](#)

This is a transmission from the law firm of Ranck & Schwartz, LLC. It is confidential and may contain information that is privileged and protected by applicable law. If you are not the addressee, you have received this communication in error and any disclosure, copying, distribution or use of the contents of this message is prohibited. If you have received this transmission in error, please delete it and notify us immediately at (307) 733-5130.

From: Bill Schwartz

Sent: Thursday, November 19, 2020 4:30 PM

To: Townengineering@JacksonWY.gov; Paul Anthony (panthony@tetonwyo.org) <panthony@tetonwyo.org>; Katie Wilson <kwilson@hawtinjorgensen.com>

Subject: East Simpson Sidewalk Project

Jeff,

I received the notification regarding the East Simpson Sidewalk project. I am the owner of [10 & 20 East Simpson](#), and as I'm sure you are aware, we are engaged in a construction project at 10 E. Simpson.

In connection with our project, we had detailed conversations with the planning office about the sidewalk and the constraints imposed by the large Cottonwood trees in front of our office at 20 E. Simpson, and we ultimately reached an understanding with Paul Anthony about the design of the sidewalk in front of 10 and [20 East Simpson](#)—that it would be 7' wide and built to the curb, without any landscaping strip. (We would prefer 6 feet wide but Paul thinks 7 is better given the lack of a landscaping strip.)

We should discuss this again now that that the Town is moving forward with the project for the whole block.

Please give me a call at 690-3630.

Thanks very much.

William P. Schwartz

Ranck & Schwartz, LLC

[20 East Simpson Ave.](#) | P.O. Box 3890

Jackson, WY 83001

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Office: 307.733.5130

Fax: 888.413.7270

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[Click here to send me a secure email](#)

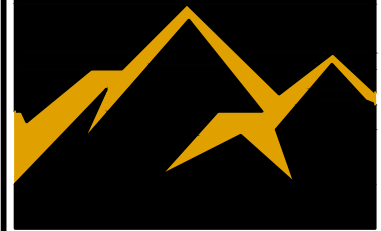
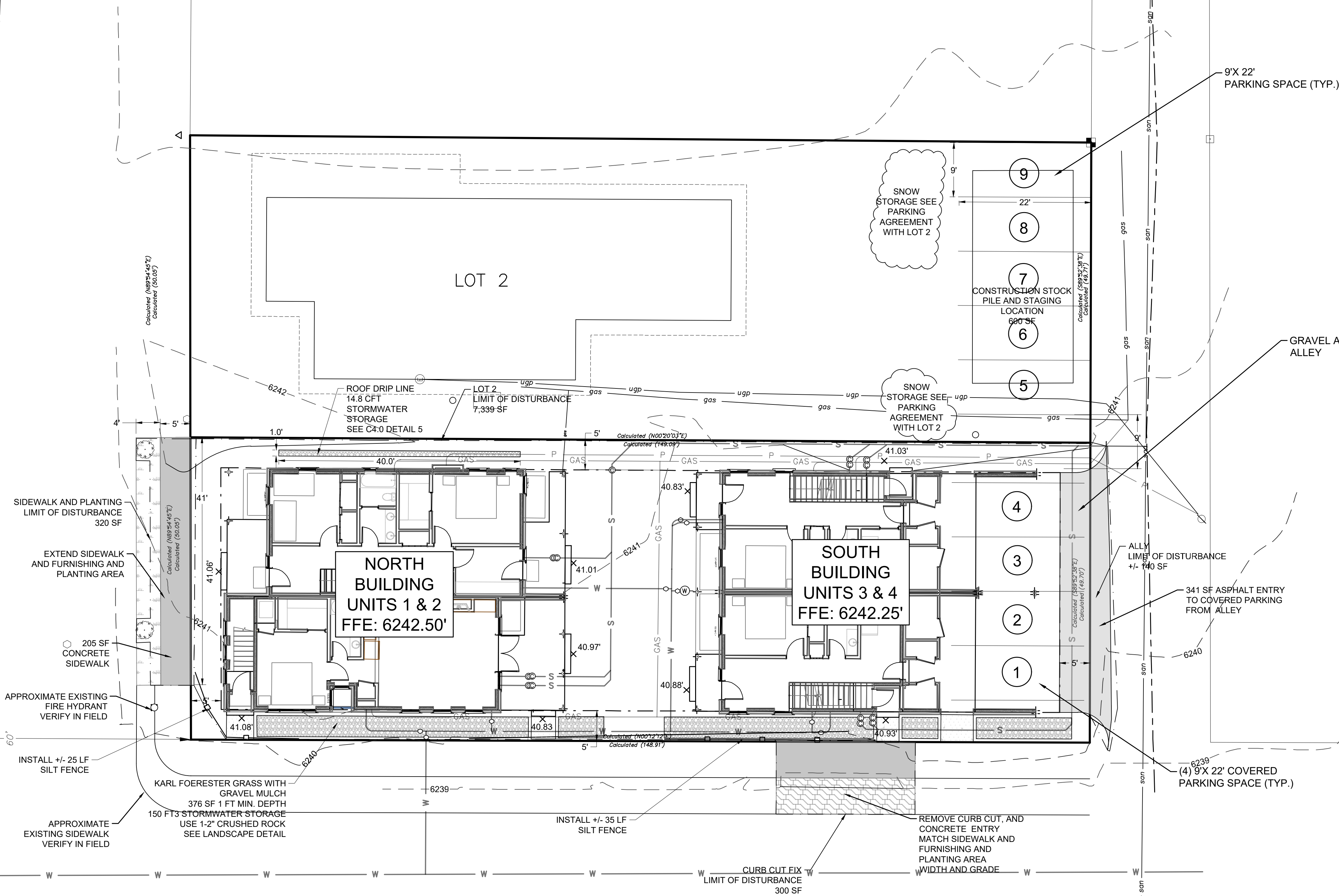
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P:\2020\2016 Health - Jorgensen-Schwartz\15-Cont\15000016-Road and Power Utilities.dwg Ver 18.8 Printed for Jorgensen on Jun 01, 2020 - 3:33pm

E SIMPSON AVE.

CACHE STREET

N00°12'12"E 1334.26'
SECTION LINE BETWEEN N 1/16 AND NW CORNER S34
BASIS OF BEARING FOR THIS SURVEY



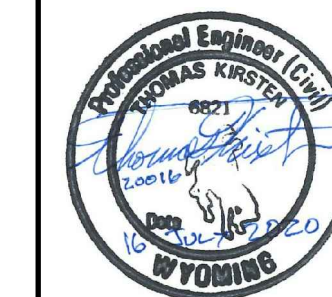
JORGENSEN
JACKSON, WYOMING
307.733.5150
www.jorgeng.com

PROJECT TITLE:
SCHWARTZ, WILLIAM P. ET AL
10 EAST SIMPSON AVENUE
LOT 1, BLOCK 7, CACHE 2
JACKSON, WYOMING

SHEET TITLE:
SITE GRADING, STORMWATER AND SIDEWALK
IMPROVEMENTS

DRAFTED BY:	JK
REVIEWED BY:	TK
PLAN VERSION	DATE
GEC	06.01.2020

PROJECT NUMBER
20016
SHEET
C2.0

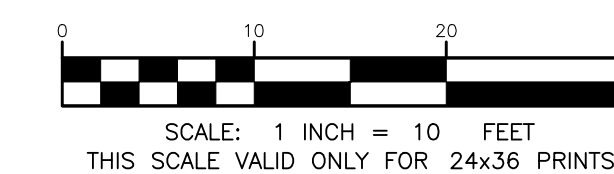


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JACKSON, WYOMING

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IMPROVEMENTS

DRAFTED BY:	JK
REVIEWED BY:	TK
PLAN VERSION	DATE
GEC	06.01.2012
REV 1	07.16.2012

PROJECT NUMBER	20016
SHEET	C2.0





Katie Wilson <kwilson@hawtinjorgensen.com>

East Simpson Sidewalk Project

Bill Schwartz <bill@ranckschwartz.com>

Thu, Nov 19, 2020 at 4:29 PM

To: "Townengineering@JacksonWY.gov" <Townengineering@jacksonwy.gov>, "Paul Anthony (panthony@tetonwyo.org)" <panthony@tetonwyo.org>, Katie Wilson <kwilson@hawtinjorgensen.com>

Jeff,

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We should discuss this again now that that the Town is moving forward with the project for the whole block.

Please give me a call at 690-3630.

Thanks very much.

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ORDINANCE C

AN ORDINANCE AMENDING AND REENACTING TITLE 1 OF THE TOWN OF JACKSON MUNICIPAL CODE PROVIDING FOR GENERAL PROVISIONS AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

Section 1 of the Town of Jackson Ordinance Nos. 18, 158, 160, 163, 171, 179, 289, 300, 428, 502, 524, 526, 527, 528, 530, 542, 610, 798, 812, 870, 898, 942, 949, 1034, 1035, 1037, 1038, 1054, 1180, 1181 AND 1202; Section 2 of the Town of Jackson Ordinance Nos. 18, 869 AND 871; Section 3 of the Town of Jackson Ordinance Nos. 18 AND 171; Section 4 of the Town of Jackson Ordinance No. 18; Section 5 of the Town of Jackson Ordinance No. 18; Section 7 of the Town of Jackson Ordinance No. 18; Section 11 of the Town of Jackson Ordinance No. 289; Section 32 of the Town of Jackson Ordinance No. 162; Section 33 of the Town of Jackson Ordinance No. 162; Section 34 of the Town of Jackson Ordinance No. 162; Section 35 of the Town of Jackson Ordinance No. 162; Section 36 of the Town of Jackson Ordinance Nos. 131 AND 162; Section 37 of the Town of Jackson Ordinance No. 162 and Sections 1.01.010, 1.01.030, 1.01.120, 1.04.010, 1.08.010, 1.12.010, 1.12.020, 1.16.010, 1.16.020, 1.16.030, 1.16.040, 1.16.050, 1.16.070, 1.18.010, 1.18.020, 1.18.030, 1.18.040, 1.18.050, 1.18.060, 1.18.070, and 1.18.080 of the Town of Jackson Municipal Code are hereby amended and reenacted to read as follows:

Title 1

GENERAL PROVISIONS

Chapters:

1.01. CODE ADOPTION

1.04. GENERAL PROVISIONS

1.08. RIGHT OF ENTRY FOR INSPECTION

1.12. GENERAL PENALTY

1.16. MUNICIPAL JUDGE

1.18. ACTIONS FOR VIOLATIONS OF ORDINANCES

1.20. TOWN SEAL

Chapter 1.01
CODE ADOPTION

Sections:

- 1.01.010. Adoption.**
- 1.01.020. Title--Citation--Reference.**
- 1.01.030. Codification authority.**
- 1.01.040. Ordinances passed prior to adoption of the Code.**
- 1.01.050. Reference applies to all amendments to Municipal Code.**
- 1.01.055. Reference applies to all amendments to Wyoming State Statutes.**
- 1.01.060. Title, chapter and section headings.**
- 1.01.070. Reference to specific ordinances.**
- 1.01.080. Effect of Code on past actions and obligations.**
- 1.01.090. Constitutionality.**
- 1.01.100. Distribution and sale.**
- 1.01.110. Effective date.**
- 1.01.120. Fee schedules allowed to be changed by resolution subject to public hearing.**

1.01.010. Adoption.

A. Pursuant to the provisions of Wyo. Stat. Ann. 15-1-103(xli), as amended, there is adopted the "Municipal Code of Jackson, Wyoming," as compiled, edited and published by Book Publishing Company, Seattle, Washington.

(Ord.____, §___; Ord. 171 § 1, 1974.)

1.01.020. Title--Citation--Reference.

A. This Code shall be known as the "Municipal Code of Jackson" or the "Jackson Municipal Code," and it shall be sufficient to refer to said Code in such manner in the prosecution for the violation of any provision thereof or in any proceeding at law or equity. It shall be sufficient to designate any ordinance adding to, amending, correcting or repealing all or any part or portion thereof as an addition to, amendment to, correction or repeal of the "Municipal Code of Jackson" or the "Jackson Municipal Code." Further reference may be had to the titles, chapters, sections, subsections of the "Municipal Code of Jackson," hereinafter referred to as the "Code," and such references shall be applied to that numbered title, chapter, section or subsection as it appears in the Code.

(Ord. 171 § 2, 1974.)

1.01.030. Codification authority.

A. This Code consists of all the regulatory and penal ordinances and certain of the administrative ordinances of the Town of Jackson, Wyoming, codified pursuant to the provisions of Wyo. Stat. Ann. 15-1-103(xli), as amended, all to be effective within the corporate limits of the Town, in the area within one-half mile of said corporate limits, including police power to enforce provisions of state criminal statutes and these municipal ordinances, and over all places within five miles of said corporate limits for the enforcement of health, or quarantine ordinance and regulation thereof. The provisions of this Code shall apply outside the limits of the city to the maximum extent authorized by state law.

(Ord.____, §____; Ord. 898 § 1, 2008; Ord. 812 § 1, 2005; Ord. 171 § 3, 1974.)

1.01.040. Ordinances passed prior to adoption of the Code.

A. The last ordinance included in the initial code was Ordinance 164, passed November 20, 1973. The following ordinances passed subsequent to Ordinance 164, but prior to the adoption of this Code, are adopted and made a part of this Code: Ordinance 165, Ordinance 166, Ordinance 167, Ordinance 168 and Ordinance 169.

(Ord. 171 § 4, 1974.)

1.01.050. Reference applies to all amendments to Municipal Code.

A. Whenever a reference is made to this Code as the "Municipal Code of Jackson" or the "Jackson Municipal Code," or to any portion thereof, or to any ordinance of the Town, the reference shall apply to all amendments, corrections and additions heretofore, now or hereafter made.

(Ord. 171 § 5, 1974.)

1.01.055. Reference applies to all amendments to Wyoming State Statutes.

A. Whenever a reference is made to the "Wyoming State Statute" or the "Wyoming State Statutes," or to any portion thereof, the reference shall apply to all amendments, corrections and additions heretofore, now or hereafter made.

(Ord. 869 § 1, 2008.)

1.01.060. Title, chapter and section headings.

A. Title, chapter and section headings contained herein shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions of any title, chapter or section hereof.

(Ord. 171 § 6, 1974.)

1.01.070. Reference to specific ordinances.

A. The provisions of this Code shall not in any manner affect matters of record which refer to, or are otherwise connected with, ordinances which are therein specifically designated by number, or otherwise, and which are included within the Code, but such reference shall be construed to apply to the corresponding provisions contained within this Code.

(Ord. 171 § 7, 1974.)

1.01.080. Effect of Code on past actions and obligations.

A. Neither the adoption of this Code nor the repeal or amendment hereby of any ordinance or part or portion of any ordinance of the Town shall in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license, fee or penalty at said effective date due and unpaid under such ordinances, nor be construed as affecting any of the provisions of such ordinances relating to the collection of any such license, fee or penalty, or the penal provisions applicable to any violations thereof, nor to affect the validity of any bond or cash deposit in lieu thereof required to be posted, filed, or deposited pursuant to any ordinance, and all rights and obligations thereunder appertaining shall continue in full force and effect.

(Ord. 171 § 8, 1974.)

1.01.090. Constitutionality.

A. If any section, subsection, sentence, clause or phrase of this Code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Code. The Town Council declares that it would have passed this Code, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases had been declared invalid or unconstitutional, and if for any reason this Code is declared invalid or unconstitutional, then the original ordinances shall be in full force and effect.

(Ord. 171 § 9, 1974.)

1.01.100. Distribution and sale.

A. The Town Council may, by resolution, provide for the distribution and sale of copies of the Code.

(Ord. 171 § 10, 1974.)

1.01.110. Effective date.

A. The Code shall become effective on the date the ordinance adopting this Code as the "Municipal Code of Jackson" becomes effective.

(Ord. 171 § 11, 1974.)

1.01.120. Fee schedules allowed to be changed by resolution subject to public hearing.

A. Wherever in this Code it is provided that fees, rates or charges are in the amount established by resolution or are as established by resolution, such resolution shall be subject to a public hearing at a regular or special meeting of the Town Council prior to the date at which the resolution is considered for passage by the Town Council.

(Ord._____, §____; Ord. 942 § 1, 2009; Ord. 542 § 1, 1996; Ord. 502 § 1, 1995.)

Chapter 1.04

GENERAL PROVISIONS

Sections:

1.04.010. Definitions.

1.04.020. Grammatical interpretation.

1.04.030. Prohibited acts include causing and permitting.

1.04.040. Construction.

1.04.010. Definitions.

A. The following words and phrases whenever used in the ordinances of the Town of Jackson, Wyoming, shall be construed as defined in this section unless from the context a different meaning is intended or unless different meaning is specifically defined and more particularly directed to the use of such words or phrases:

1. *Town* means the Town of Jackson, Wyoming, or the area within the territorial limits of the Town of Jackson, Wyoming, and such territory outside of the Town over which the Town has jurisdiction or control by virtue of any constitutional or statutory provision.
2. *Computation of time* means the time within which an act is to be done. In computing any period of time prescribed or allowed, the day of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, a Sunday, or a legal holiday, or, when the act to be done is the filing of a paper, a day on which weather or other conditions have made the town offices inaccessible, in which event the period runs until the end of the next day which is not one of the aforementioned days. As used in this rule, the term "legal holiday" includes any day officially recognized as a legal holiday in this state by designation of the legislature, appointment as a holiday by the governor or the chief justice of the Wyoming Supreme Court, or any day designated as such by local officials.
3. *Council* means the Town Council of the Town of Jackson, Wyoming. The term "all its members" or "all councilmen" means the total number of councilmen provided by the general laws of the State of Wyoming.
4. *County* means the County of Teton, Wyoming.
5. *Law* denotes applicable federal law, the constitution and statutes of the State of Wyoming, the ordinances of the Town of Jackson, and when appropriate, any and all rules and regulations which may be promulgated thereunder.
6. *May* is permissive.
7. *Month* means a calendar month.
8. *Must* and *shall*, each, is mandatory.
9. *Oath* shall be construed to include an affirmation or declaration in all cases in which, by law, an affirmation may be substituted for an oath, and in such cases the words "swear" and "sworn" shall be equivalent to the words "affirm" and "affirmed."

10. *Ordinance* means a law of the Town; provided that a temporary or special law, administrative action, order or directive, may be in the form of a resolution.
11. *Owner*, applied to a building or land, includes any part owner, joint owner, tenant in common, joint tenant or tenant by the entirety, of the whole or a part of such building or land.
12. *Person* means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or the manager, lessee, agent, servant, officer or employee of any of them.
13. *Personal property* includes money, goods, chattels, things in action and evidences of debt.
14. *Preceding* and *following* mean next before and next after, respectively.
15. *Property* includes real and personal property.
16. *Real property* includes lands, tenements, and hereditaments.
17. *Sidewalk* means that portion of a street between the curb line and the adjacent property line intended for the use of pedestrians.
18. *State* means the State of Wyoming.
19. *Street* includes all streets, highways, avenues, lanes, alleys, courts, places, squares, curbs, or other public ways in this Town which have been or may hereafter be designated in any law of this state.
20. *Tenant* and *occupant*, applied to a building or land, includes any person who occupies whole or a part of such building or land, whether alone or with others.
21. *Title of office*. Use of the title of any officer, employee, board or commission means that officer, employee, department, board or commission of the Town.
22. *Written* includes printed, typewritten, mimeographed or multigraphed.
23. *Year* means a calendar year.
24. All words and phrases shall be construed and understood according to the common and approved usage of the language; but technical words and phrases and such others as may have acquired a peculiar and appropriate meaning in the law shall be construed and understood according to such peculiar and appropriate meaning.
25. When an act is required by an ordinance the same being such that it may be done as well by an agent as by the principal, such requirement shall be construed as to include all such acts performed by an authorized agent.
26. *Town manager* means the person appointed Town Manager.

(Ord.____, §____; Ord. 869 § 2, 2008; Ord. 158 § 1, 1973.)

1.04.020. Grammatical interpretation.

A. The following grammatical rules shall apply in the ordinances of the Town of Jackson, Wyoming:

1. *Gender*. The masculine gender includes the feminine and neuter genders.
2. *Singular and plural*. The singular number includes the plural and the plural includes the singular.

3. *Tenses.* Words used in the present tense include the past and the future tenses and vice versa, unless manifestly inapplicable.
4. *Use of words and phrases.* Words and phrases not specifically defined shall be construed according to the context and approved usage of the language.

(Ord. 158 § 2, 1973.)

1.04.030. Prohibited acts include causing and permitting.

A. Whenever in the ordinances of the Town of Jackson any act or omission is made unlawful, it shall include causing, allowing, permitting, aiding, abetting, suffering, or concealing the fact of such act or omission.

(Ord. 158 § 3, 1973.)

1.04.040. Construction.

A. The provisions of the ordinances of the Town of Jackson, and all proceedings under them, are to be construed with a view to effect their objects and to promote justice.

(Ord. 158 § 4, 1973.)

Chapter 1.08

RIGHT OF ENTRY

Sections:

1.08.010. Authority.

1.08.010. Authority.

A. Whenever necessary to make an inspection to enforce any ordinance, health or safety regime, permit, license, or registration, or whenever there is probable cause to believe there exists a violation of any ordinance, health or safety regime, permit, license, or registration in any building or upon any premises within the jurisdiction of the Town, any authorized officials of the Town may, upon presentation of proper credentials, enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon them; provided that, except in emergency situations or when consent of the owner and/or occupant to the entry has been otherwise obtained, they shall give the owner and/or occupant, if they can be located after reasonable effort, 24 hours' written notice of the authorized official's intention to enter.

(Ord._____, §____; Ord. 163 § 1, 1973.)

Chapter 1.12

GENERAL PENALTY

Sections:

1.12.010. Penalty for violations.

1.12.020. Probation.

1.12.010. Penalty for violations.

A. No person shall violate any of the provisions of the ordinances of the Town. Except in cases where a different punishment is prescribed by any ordinance of the Town, any person who violates any of the provisions of the ordinances of the Town shall be guilty of a misdemeanor and punished by a fine of not more than \$750.00.

B. Repealed.

C. Each person is guilty of a separate offense for each and every day during any portion of which any violation of any provision of the ordinances of the Town is committed, continued or permitted by any such person, or for each separate offense committed, or for parking limitations for each additional limited period of time for which the violation is continued, and s/he shall be punished accordingly.

(Ord.____, §___; Ord. 1202 § 1, 2018; Ord. 428 § 1, 1991; Ord. 289 § 1, 1982; Ord. 160 § 1, 1973.)

1.12.020. Probation.

A. Probation may be imposed for any municipal ordinance conviction or plea agreement pursuant to Wyoming law.

(Ord.____, §___; Ord. 1034 § 1, 2013; Ord. 949 § 1, 2009.)

Chapter 1.16

MUNICIPAL JUDGE

Sections:

1.16.010. Office created; Qualifications.

1.16.020. Bond schedule authorized.

1.16.030. Appeals from judgment or sentence. Repealed.

1.16.040. Disposition of fines and penalties. Repealed.

1.16.050. Monthly report. Repealed.

1.16.070. Judgment to include costs. Repealed.

1.16.010. Office created; Qualifications.

- A. The office of municipal judge is created in the Town.
- B. Such municipal judge may, from time to time, be appointed as a hearing officer pursuant to the Town of Jackson Contested Case Rules for administrative cases and in said role has jurisdiction to hear all contested cases arising within the Town and the authority set forth in the Town of Jackson Contested Case Rules
- C. The mayor, with the advice and consent of the town council, shall have the authority to appoint alternative judges and all such alternate municipal judges shall be qualified electors of Teton County, Wyoming.
- D. Every municipal judge of the Town of Jackson shall:
 - 1. Be an active member of the Wyoming State Bar in good standing for at least five years prior to appointment; and
 - 2. Be free from any discipline by any State Bar or State Supreme Court for a period of five years prior to appointment; and
 - 3. Successfully complete an employment screening.

(Ord.____, §____; Ord. 1180 § 1, 2017; Ord. 870 § 1, 2008; Ord. 526 § 1, 1996; Ord. 300 § 1, 1983; Ord. 18 § 1, 1926.)

1.16.020. Bond schedule authorized.

- A. Repealed.

B. The Municipal Judge may designate specified offenses of this Town in respect to which payment of fines may be accepted by paying the amount designated without appearance before the Municipal Judge, and shall specify by suitable schedules the amount of such fines, provided such fines are within the limits declared by law or ordinance.

(Ord.____, §____; Ord. 1180 § 1, 2017; Ord. 870 § 1, 2008; Ord. 798 § 1, 2005; Ord. 527 § 1, 1996; Ord. 179 § 1, 1975; Ord. 18 § 2, 1926.)

1.16.030. Appeals from judgment or sentence. Repealed.

(Ord._____, §____; Ord. 870 § 1, 2008; Ord. 18 § 3, 1926.)

1.16.040. Disposition of fines and penalties. Repealed.

(Ord._____, §____; Ord. 870 § 1, 2008; Ord. 524 § 1, 1996; Ord. 18 § 4, 1926.)

1.16.050. Monthly report. Repealed

(Ord._____, §____; Ord. 1180 § 1, 2017; Ord. 870 § 1, 2008; Ord. 528 § 1, 1996; Ord. 18 § 5, 1926.)

1.16.070. Judgment to include costs. Repealed.

(Ord._____, §____; Ord. 870 § 1, 2008; Ord. 530 § 1, 1996; Ord. 18 § 7, 1926.)

Chapter 1.18

ACTIONS FOR VIOLATIONS OF ORDINANCES

Sections:

1.18.010. How commenced.

1.18.020. Duty of municipal judge.

1.18.030. Warrant issuance. Repealed

1.18.040. Persons arrested – Admission to bail. Repealed.

1.18.050. Trial before municipal judge. Repealed.

1.18.060. Penalty for Violations. Repealed.

1.18.070. Violations – Person Charged – Election to appear or pay fine -- Failure to appear.

1.18.080. Administrative fees assessed in municipal court; court costs assessed in municipal court.

1.18.010. How commenced; Proceed.

A. Criminal actions in municipal court shall be commenced and proceed pursuant to the Wyoming Rules of Criminal Procedure.

B. Administrative actions for violations of ordinances may be commenced in accordance with the procedures set forth in the Town of Jackson Contested Case Rules.

(Ord.____, §____; Ord. 1181 § 1, 2017; Ord. 871 § 2, 2008; Ord. 162 § 33, 1973.)

1.18.020. Duty of municipal judge.

A. The Municipal Judge shall keep dockets, papers, files, and all associated court records, electronic or otherwise, in a manner and state compliant with state law, the rules of judicial ethics, and Wyoming Supreme Court rules.

(Ord.____, §____; Ord. 1181 § 1, 2017; Ord. 871 § 2, 2008; Ord. 162 § 34, 1973.)

1.18.030. Warrant issuance. Repealed.

(Ord.____, §____; Ord. 1181 § 1, 2017; Ord. 871 § 2, 2008; Ord. 162 § 35, 1973.)

1.18.040. Persons arrested – Admission to bail. Repealed.

(Ord.____, §____; Ord. 1037 § 1, 2013; Ord. 871 § 2, 2008; Ord. 289 § 11, 1982; Ord. 162 § 36, 1973.)

1.18.050. Trial before municipal judge. Repealed.

(Ord.____, §____; Ord. 1035 § 1, 2013; Ord. 871 § 2, 2008; Ord. 162 § 37, 1973.)

1.18.060. Penalty for Violations. Repealed.

(Ord._____, §___; Ord. 1035 § 1, 2013; Ord. 871 § 2, 2008; Ord. 162 § 32, 1973.)

1.18.070. Failure to appear.

A. Repealed

B. Any person charged with violating any provisions of this Code, who fails to appear in Municipal Court as scheduled, after:

1. Signing a written promise to appear on the date scheduled;
2. Executing an appearance bond guaranteeing a court appearance on the date indicated;
3. Requesting and obtaining from the Court a continuance to another date;
4. Being served (personally or by certified mail) with a summons to appear or a must appear citation; or
5. Having been ordered to appear in Municipal Court;

is guilty of a misdemeanor.

(Ord._____, §___; Ord. 1038 § 1, 2013; Ord. 871 § 2, 2008; Ord. 610 § 1, 1998; Ord. 131 § 36, 1970.)

1.18.080. Administrative fees assessed in municipal court; Court costs assessed in municipal court.

A. All individuals convicted of driving or having control of a vehicle while under the influence of intoxicating liquor or controlled substances in accordance with this Code or state statute shall be assessed an administrative fee of \$800.00, All individuals subject to a disposition pursuant to W.S. 7-13-301 for driving or having control of a vehicle while under the influence of intoxicating liquor or controlled substances in accordance with this Code or state statute shall be assessed an administrative fee of \$750.00.

B. All individuals convicted of or subject to a disposition pursuant to W.S. 7-13-301 for public intoxication in accordance with this Code or state statute shall be assessed a fee of \$25.00.

C. The administrative fee for vehicles referred to the Boot List shall be \$50.00.

D. Court costs shall be assessed in municipal court and shall be fixed at \$10.00.

(Ord._____, §___; Ord. 1054 § 1, 2014.)

Chapter 1.20

TOWN SEAL

Sections:

1.20.010. Description--Adoption.

1.20.010. Description--Adoption.

A. A seal the impression of which shall be in circular form bearing the words "Town of Jackson, Teton County, Wyoming," on the outer edge, and the words "Incorporated 1914" in the center is adopted and declared to be the seal of the Town of Jackson.

(Ord. 7 § 1, 1926.)

SECTION II.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION III.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

SECTION IV.

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

PASSED 1ST READING THE ____ DAY OF _____, 2021.

PASSED 2ND READING THE ____ DAY OF _____, 2021.

PASSED 3RD READING AND APPROVED THE ____ DAY OF _____, 2021.

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)

) ss.

COUNTY OF TETON)

I hereby certify that the foregoing Ordinance _____ 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 _____, 2021.

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

Lynsey Lenamond, Town Clerk

ORDINANCE N

AN ORDINANCE GRANTING LITTLE STEPS SOLUTIONS, LLC dba AVANT DELIVERY A FRANCHISE FOR THE COLLECTION AND DISPOSITION OF COMPOSTABLE MATERIALS AND REUSABLE PACKAGING FOR THE PURPOSE OF REDUCING IMPACTS ON WASTE HAULING AND LANDFILL OPERATIONS AND SUPPORTING WASTE REDUCTION EFFORTS; PROVIDING THE RIGHTS AND LIABILITIES THEREUNDER; AND ESTABLISHING AN EFFECTIVE DATE.

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

SECTION I.

WHEREAS, the Town Council, having determined that Little Steps Solutions, LLC dba Avant Delivery ("Grantee") is willing to provide the services, facilities, and equipment necessary to meet the needs and interests of the Town of Jackson, Wyoming ("Franchising Authority" or "Town"), and is willing to be bound by conditions of applicable law, and by binding agreement to serve the public interest, does hereby ordain as follows:

FINDINGS

In the review of the request for renewal by Grantee and negotiations related thereto, and as a result of a public hearing, the Town makes the following findings:

1. Grantee's technical ability, financial condition, legal qualifications, and character were considered and approved in a full public proceeding after due notice and a reasonable opportunity to be heard;
2. Grantee's plans for operating the franchise were considered and found adequate and feasible in a full public proceeding after due notice and a reasonable opportunity to be heard;
3. The franchise granted to Grantee by the Town complies with the existing applicable laws and regulations;
4. The Franchise granted to Grantee is nonexclusive.

Paragraph 1. Grant of Authority. There is hereby granted to Little Steps Solutions, LLC dba Avant Delivery, hereinafter referred to as Grantee, the permission, right, privilege and non-exclusive franchise subject to the terms and conditions as set forth in this franchise agreement ("Franchise") and the applicable laws of the State of Wyoming, to collect and dispose of Compostable Materials and Reusable Packaging within the corporate limits of the Town of Jackson, as the same may be altered from time to time.

Paragraph 2. Term of Franchise. The Franchise and rights herein granted shall take effect from and after the final passage hereof and shall continue in force subject to the terms and conditions set forth herein for a period of five (5) years, provided that Grantee shall file its acceptance of the terms of this Franchise with the Town within thirty (30) days after final passage. At the end of the fourth year the parties shall review this agreement and make a determination with respect to an appropriate extension.

Paragraph 3. Collection and Disposition. Grantee promises and agrees with the said Town that it will, for the period of five (5) years immediately from and after the passage of this Ordinance, collect Compostable Materials and Reusable Packaging in the said Town and transport or cause the same to be transported in accordance with the law and the ordinances of said Town to the Teton County Integrated Solid Waste and Recycling ("ISWR") Food Waste Composting Facility and Grantee's sanitation facility, respectively; to pay all costs and charges therefore; and to insure the proper storage, disposal, cleaning, sanitation and recirculation thereof, respectively, in a manner which will not become a nuisance or offensive to surrounding properties. Service shall be provided to all businesses and residences within the corporate limits of the Town of Jackson with frequency of collection being sufficient to prevent accumulation and spread of Compostable Materials and Reusable Packaging and with hours of collection being subject to the approval of Grantor.

Paragraph 4. Definitions. For the purposes of this Ordinance the following terms shall have the meaning given herein:

- A. Reusable Packaging. "Reusable Packaging" shall mean food containers that are used multiple times for the purpose of transporting food products from vendors to individual consumers that is cleaned

and sanitized concomitant with industry standards after each individual consumer uses it and before each vendor receives it.

- B. Answering Service. "Answering service" shall mean a person or device to answer Grantee's business phone during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, for the purpose of taking messages for Grantee and relaying the messages to Grantee. Grantee shall check in with the answering service during business hours at intervals not to exceed four (4) hours.
- C. Compostable Materials. "Compostable Materials" shall mean all organic and non-organic waste which is accepted by the ISWR Food Waste Composting Facility.

Paragraph 5. Franchise Fee. For and in consideration of the grant of the franchise and right to conduct business on the streets and alleys of the Town of Jackson as herein provided, Grantee agrees to pay a business license fee and a franchise fee of 2% (two percent) of gross revenues per year. This rate reflects the value of recycling to the Town of Jackson's waste reduction efforts. Gross revenues shall include all sums received by Grantee from accounts situated within the corporate limits of the Town of Jackson, specifically including all charges, service fees, etc., deducting therefrom only State of Wyoming sales tax which may be applicable to services rendered by Grantee. Grantee shall provide to the Town of Jackson, not later than April 30 of each year (based on a fiscal year ending December 31), financial statements prepared by an accountant and according to Generally Accepted Accounting Principles ("GAAP") upon which the franchise fee shall be determined. Concurrently with the delivery of the financial statements, Grantee shall pay to the Town of Jackson the difference between the estimated franchise fee paid as in this paragraph hereinafter set forth and the amount due based upon the financial statements. The franchise fee due and payable pursuant to this paragraph shall be payable quarterly in arrears within thirty (30) days of the close of the quarter. Each year, the estimated quarterly payments will be one fourth (1/4) of the franchise fee due and payable for the previous year. In the event the estimated payment shall exceed the franchise fee due and payable for any year, then the excess payment shall be credited against the next succeeding year's estimated quarterly payments. The franchise fee set forth herein may be modified by the Town Council of the Town of Jackson upon thirty (30) days' notice to Grantee in the event that the cost of doing business shall increase substantially for other like franchisees.

Paragraph 5. Late Payments. In the event any payment is not received on the date due, Grantee shall pay ten percent (10%) interest on the amount due, calculated from the date the payment was originally due until the date the Franchising Authority receives the payment. If Grantee fails to pay any sums herein specified within fifteen (15) days of being due, such failure to pay shall be treated as a default.

Paragraph 6. Books and Records. Grantee agrees that the Franchising Authority, upon reasonable notice to Grantee, may review such of its books and records as are kept in the normal course of business at Grantee's business office, during normal business hours and on a non-disruptive basis, as is reasonably necessary to ensure compliance with the terms hereof. Provided that, if the business office is not in the Town, the record must be produced to the Franchising Authority at the Town Hall, unless the parties agree to production at some other location. Franchising Authority agrees to treat any information disclosed by the Grantee and marked as confidential as such pending a contrary determination, and only to disclose it to employees, representatives, agents or consultants that have a need to know and that have agreed to maintain the confidentiality of the materials in accordance with law.

Paragraph 7. Rights and Privileges. Franchising Authority, in consideration of the foregoing promises and agreements on the part of the Grantee, hereby promises and agrees that Grantee shall have, and it is hereby given, the non-exclusive right and privilege to maintain a Compostable Materials and Reusable Packaging collection service in the Town for the term of this Franchise, and the right and privilege to collect, have and retain all charges and fees for such service as specified in Section 15 below, subject to any and all statutes or rules and regulations of the State of Wyoming.

Paragraph 8. Salvage Rights. It is further agreed that Grantee shall become the absolute owner of all Compostable Materials and Reusable Packaging to be collected under this Franchise, and Grantee shall have the right to salvage such portions of the said Compostable Materials and Reusable Packaging to be, and which is, collected as it may in its discretion deem advisable. All proceeds received from salvage operations shall be the property of Grantee without any obligation on the part of Grantee to account to the Town for such proceeds so recovered.

Paragraph 9. Conduct of Work. Grantee, its employees and agents, engaged in the collection of Compostable Materials and Reusable Packaging shall immediately upon emptying receptacles replace the cover thereon and set such receptacles in an upright position. Grantee, its employees and agents, shall exercise reasonable care in the handling of Compostable Materials and Reusable Packaging and the receptacles containing the same. Grantee may not burn any Compostable Materials and Reusable

Packaging but must haul all of the same, except that set forth in Section 8 of this Ordinance, to the nearest approved location or facility by the shortest possible route, taking into account traffic conditions, weather conditions and pedestrian traffic in determination of the route to be used. Grantee, its employees and agents, shall insure in the hauling of Compostable Materials and Reusable Packaging that no spillage occurs and that the Compostable Materials and Reusable Packaging be hauled in such a manner so as not to scatter enroute, covering any vehicle used for hauling Compostable Materials and Reusable Packaging where necessary and practical to do so and shall see to its proper storage.

Paragraph 10. Indemnification. Except to the extent caused by the gross negligence or willful misconduct of Franchising Authority or its employees, Grantee agrees to indemnify, save, and hold harmless, and defend the Franchising Authority, its elected officials, employees, contractors, boards, commissions and agents, from and against any liability for damages and from any liability or claims (including judgments, decrees, court costs, and defense costs), arising out of or related in any manner to Grantee's operations within the corporate limits of the Town, the exercise of the privileges granted herein by Franchising Authority, or the acts or omissions of the Grantee, its officers, employees, contractors, or agents, related in any way to the franchise granted herein. Provided, the Franchising Authority shall give the Grantee written notice of its obligation to indemnify the Franchising Authority within fifteen (15) days of service of a claim or action subject to this Section. If Grantee assumes the defense in a timely manner, and the Franchising Authority determines that it is necessary for it to employ separate counsel, the costs for such separate counsel shall be the responsibility of the Franchising Authority.

Paragraph 11. Liability for Expense. It is further agreed and expressly understood by both parties that in no case will the Town, nor any officer thereof, be liable for any portion of the expense of the work aforesaid, or for any delinquency in the payment of said Compostable Materials and Reusable Packaging collection fees or charges.

Paragraph 12. Termination; Right of Town to Carry on Work; Damages. It is further agreed that should Grantee fail or refuse to carry out the terms of this Franchise, the Town Council of the Town of Jackson may cancel the same thirty (30) days after Town provides written notice of default to Grantee, unless within the said thirty (30) day period the Grantee cures the failure or refusal to comply.

Paragraph 13. Office Maintenance; Public Service. As further consideration for the execution of this Franchise, Grantee agrees that at all times during the term of this Franchise it will maintain an office and/or an answering service which shall be active during normal business hours and where a representative of Grantee may be contacted by persons desiring Compostable Materials and Reusable Packaging collection services.

Paragraph 14. Assignment. It is further mutually agreed by the parties hereto that the Franchise herein granted may not be assigned or transferred in anyway without the prior written approval of the Town.

Paragraph 15. Rates and Fees. It is further agreed that Grantee shall be and is hereby authorized to collect such rates or fees for collection of Compostable Materials and Reusable Packaging as Grantee shall reasonably establish from time to time. The Franchising Authority reserves the right to regulate the fees in the event it determines, in its sole discretion, that a monopoly situation exists by virtue of the elimination of competition for such services within the corporate limits of the Town, or in the event the Town determines, after public hearing, duly advertised with thirty (30) days' advanced notice to Grantee that existing competition is ineffective in regulating rates charged by franchisees performing like services to Grantee and that the best interest of the people of the Town require that, either due to lack of competition or ineffective price competition, rates charged by such franchisees have risen to unreasonable or "monopolistic" levels.

Paragraph 16. Enforcement. In the event the Franchising Authority determines that the Grantee is in default of any provision of the Franchise, the Franchising Authority may:

- A. Commence an action in court seeking any relief which may be available; and
- B. In the case of a default of a material provision of the Franchise, declare the Franchise to be revoked.

Paragraph 17. Review of Terms and Conditions. It is further agreed that the terms and conditions of this Franchise may be reviewed upon thirty (30) days' written notice by either party to the other and any adjustment will not affect the validity of this Franchise.

Paragraph 18. Annexation of the Town of Jackson. Grantee and Town agree that in the event of an annexation to the Town of an area already being served by the Grantee, the additional area so annexed shall become subject to this Franchise agreement.

Paragraph 19. Pick-Up Locations. Compostable Materials and Reusable Packaging pick-up shall be at the front property line, in the alley, or at the nearest possible point to the property being served, or as may otherwise be provided from time to time by Ordinance of the Town of Jackson.

Paragraph 20. Notice. Each notice and other communication hereunder shall be in writing to the addresses set forth below, shall be by registered mail, return receipt requested, and shall be deemed to have been given on the fifth business day following the date of the mailing.

The notices and other communications to the Franchising Authority shall be addressed as follows:

Town of Jackson
Town Clerk
P.O. Box 1689
150 E. Pearl Avenue
Jackson, WY 83001

The notices and other communications to the Grantee shall be addressed as follows:

Little Steps Solutions, LLC dba Avant Delivery
Attn: Samuel Schwartz
P.O. Box 8455
Jackson, WY 83002

Paragraph 21 Miscellaneous Provisions.

- A. Binding Effect. This Franchise shall be binding upon the heirs, administrators, successors, and assigns of Grantee.
- B. Severability. If any Section, sentence, paragraph, term, or provision hereof is determined to be illegal, invalid, or unconstitutional, by any court of competent jurisdiction or by any state or federal regulatory authority having jurisdiction thereof, such determination shall have no effect on the validity of any other Section, sentence, paragraph, term or provision hereof, all of which will remain in full force and effect for the term of the Franchise, or any renewal or renewals thereof.
- C. Governmental Immunity. The Franchising Authority does not waive its governmental immunity by entering into this Franchise Agreement, and fully retains all immunities and defenses provided by law with respect to any action based on or arising out of this Franchise.
- D. Venue. In the event that suit shall be brought by either party, the parties agree that venue shall be exclusively vested in the state courts of the County of Teton, or, where otherwise appropriate, exclusively in the United States District Court for Wyoming.
- E. Controlling law. This Franchise is to be governed by the law of the State of Wyoming, without regard to conflict of laws provisions.
- F. Non-Waiver. Failure of Franchising Authority or Grantee to insist on strict performance of any of the conditions, covenants, terms or provisions of this Franchise or to exercise any of its rights hereunder shall not waive such rights, but either party shall have the rights to enforce such rights at any time and take such action as might be lawful or authorized hereunder, either in law or equity. The receipt of any sum paid by Grantee to Franchising Authority after a breach of this Agreement shall not be deemed a waiver of such breach unless expressly set forth in writing.
- G. Effective Date. This Franchise is effective upon the effective date as adopted by the Jackson Town Council pursuant to the provisions of applicable law.
- H. Descriptive Headings. The captions to Sections contained herein are intended solely to facilitate the reading thereof. Such captions shall not affect the meaning or interpretation of the text herein.

ACCEPTANCE OF FRANCHISE AGREEMENT

The undersigned hereby accept the terms and conditions set forth in the foregoing Franchise Ordinance.

LITTLE STEPS SOLUTIONS, LLC dba AVANT DELIVERY

TOWN OF JACKSON

Samuel Schwartz

Hailey Morton Levinson, Mayor

ATTEST:

Lynsey Lenamond, Town Clerk

SECTION II.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION III.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

SECTION IV.

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

PASSED 1ST READING THE ___ DAY OF _____, 2021.

PASSED 2ND READING THE ___ DAY OF _____, 2021.

PASSED 3RD READING AND APPROVED THE ___ DAY OF _____, 2021.

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance_____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 _____, 2021.

I further certify that the foregoing Ordinance was duly recorded on page_____of Book_____of Ordinances of the Town of Jackson, Wyoming.

Lynsey Lenamond, Town Clerk

MEMORANDUM

TO: Mayor and Town Council
FR: Larry Pardee, Town Manager
DT: September 7, 2021
RE: Town Manager's Report

Well 9 Funding Update

At the August 2, 2021 Regular Meeting, Town Council approved the award of the well exploration construction project for Well 9 to Thomas Drilling, Inc. in the amount of \$334,605.34. This included allocating an additional \$192,000 from the Water Enterprise Fund balance to the Well #9 budget line item. Public Works staff had anticipated that the WY Water Development Commission (WWDC) would approve granting the Town additional funds in order to retain the awarded grant's intended 75%-25% funding split between WWDC and Town. This would have increased the revenues received from WWDC to offset the increased project costs. The request was denied and the Town will only receive the originally allocated funding reimbursement per the existing agreement with WWDC. The impact to the Town budget is simply that no additional revenue will be accrued to offset the Water Enterprise expenditures for this project. Staff continues to work with our consultant team, Nelson Engineering, to write a Level II Report evaluating our options and desired path forward for maintaining sufficient level of service to Zone 3 of the Town's water supply system. A draft of this report is due to WWDC in June of 2022, and the final report is due in September of 2022. Submitting the Level II Report will position the Town for future WWDC funding requests to financially support design and construction of the permanent well and other Zone 3 drinking water infrastructure needs identified in that report.