

Jackson Town Council Regular Meeting

March 21, 2022

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/82281492419?pwd=MVJLV2xkT0F8TGFiYUUVIsdJ1Zz09>

If the link does not work, join at zoom.com with Webinar ID **822 8149 2419** Password: **83001**

or join by phone **+1 346 248 7799** with Webinar ID **822 8149 2419** and Passcode: **83001**

II. OPENING

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Announcements/Proclamations
 - 1. Wyat Swicegood Life Saving Award
 - 2. Week of the Young Child Proclamation
 - 3. Introductions of Chris Austin and Minnie Flores

III. PUBLIC COMMENT

This section is reserved for comments on items that are not otherwise included in this agenda. Public comment is limited to 3 minutes. As a general practice, the Council will not hold discussion or debate these items. Nor will they make decisions on items presented during this time, but rather refer to staff for follow-up. If you would like to speak to the Council during the meeting, please address them during this open public comment, when public comment is called on a specific agenda 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. March 7, 2022 Regular Meeting Minutes
- B. Disbursements
- C. February Municipal Court Report
- D. Official Depositories 2022
- E. P22-013: Encroachment Agreement at 185 N Glenwood (Floren Poliseo)
- F. P22-041: JH Travel and Tourism Temp Sign (Paul Anthony)
- G. Core Services Fleet Maintenance Facility Contract (Johnny Ziem)
- H. Special Event: Art Fair (Carl Pelletier)
- I. Special Event: EcoFair (Carl Pelletier)

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.

J. Special Event: Porsche Picnic (Carl Pelletier)

K. Special Event: Touch a Truck (Carl Pelletier)

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

A. Administration

1. Town Government SPET Projects (Larry Pardee)

2. Childcare Scoping Report (Roxanne Robinson)

B. Planning

1. P21-246: Final Plat 10 E. Simpson (Paul Anthony)

C. Pathways

1. Willow Street Safe Routes Concept (Brian Shilling)

VI. ORDINANCES

A. **Ordinance C:** Definition of Family (presented for third reading, Tyler Sinclair)

B. **Ordinance G:** Rural Amendment (presented for second reading, Paul Anthony)

C. **Ordinance H:** Height Amendment (first reading continued, Paul Anthony)

D. **Ordinance F:** Updating Council Salaries (first reading continued, Roxanne Robinson)

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.

LIFE SAVING AWARD COMMENDATION

OFFICER WYATT SWICEGOOD

WHEREAS, Wyatt Swicegood took the Police Officer's Oath of Office in May of 2020 to support, obey, and defend the Constitutions of the United States and State of Wyoming, to discharge the duties of his office as Police Officer, and also to uphold the values of our community and the mission of the Jackson Police Department; and

WHEREAS, on March 2nd, Officer Swicegood was driving to the airport to pick up a fellow officer and heard a radio page from Dispatch reporting a person in a vehicle near the airport having a heart attack; and

WHEREAS, Officer Swicegood chose to notify Dispatch that he was in the area and would respond to the call for service; although out of the police jurisdiction; and

WHEREAS, being the first to arrive on scene, he found a male victim in a serious situation, unconscious, and not breathing; and

WHEREAS, Officer Swicegood recognized the severity and exigency of the person's condition and immediately began to resuscitation methods of rescue breaths and CPR; and

WHEREAS, while advanced medical personnel arrived at the scene, Officer Swicegood continued chest compressions and rendered medical assistance; and

WHEREAS, the victim was transported to the hospital, stabilized, and then transported to Idaho Falls, reported to be stable and in intensive care.

WHEREAS, the Life Saving Award is designed to recognize persons who render medical care of a distinguished or unusually creditable nature to a person whose life is in immediate jeopardy, and does so in a manner that most certainly sustained the person's life.

WHEREAS, Chief of Police Michelle Weber has chosen to recognize and present **Officer Wyatt Swicegood** with the **Jackson Police Department Life Saving Award**. Also to present him to his fellow officers, the Town of Jackson organization, and the Jackson community, as an exceptional example of law enforcement servant leadership and dedication to the protection of the health, safety, and welfare for all of the residents and guests of our community.

NOW, THEREFORE, I, Hailey Morton Levinson, Mayor of the Town of Jackson, on behalf of the Jackson Town Council, the Jackson Police Department, the Town of Jackson organization, and the entire community do hereby acknowledge and commend **Officer Wyatt Swicegood** for his significant contribution in keeping our community, not only safe, but alive.

DATED THIS 21ST Day of March 2022.

Town of Jackson, Wyoming

Hailey Morton Levinson, Mayor

ATTEST:

Riley Taylor, Town Clerk

NATIONAL COLLABORATIVE FOR INFANTS & TODDLERS
WEEK OF THE YOUNG CHILD

WHEREAS, the first years of a child’s life are the period of the most rapid brain development and lay the foundation for all future learning, and Children’s cognitive, physical, social and emotional, and language and literacy development are built on a foundation of children’s positive interactions with adults, peers, and their environment; and

WHEREAS, a high percentage of mothers return to work in the first six weeks after the birth of a child nationwide, and women are quitting their jobs at a higher rate than men, and that the gender quit gap is widest in the states with the most child care disruptions; and

WHEREAS, high-quality early childhood programs provide important benefits to children, families and our state and national economies, and they can help improve the effects of poverty, detect and remediate delays, identify and help prevent child neglect, and lead to positive outcomes for individual children, helping them be better prepared for school and more likely to succeed in life; and

WHEREAS, high-quality early childhood education depends on high-quality early childhood educators who ensure that children, supported by families, have the early experiences they need for a strong foundation, but many early childhood educators will leave their positions each year, because they cannot afford to earn such low wages, often while supporting their own families; and

WHEREAS, the lack of sufficient public investment in the face of the COVID-19 pandemic has forced child care programs, educators, and families into a series of impossible choices with devastating consequences; and

WHEREAS, young children need access to an early childhood education workforce that reflects a rich diversity of linguistic, racial, and cultural identities; and

WHEREAS, working families need sufficient high-quality child care spaces beginning at birth to be available in the community; and

WHEREAS, paying the costs of high-quality early childhood education is a revenue-generating investment over time, resulting in a broad range of benefits that accrue to individuals and society at large; and

WHEREAS, the purpose of the Week of the Young Child is to recognize that healthy development and education of all children is the responsibility of all of us, and to recommit ourselves to ensuring that each and every child experiences the type of early environment – at home, at child care, at school, and in the community – that will promote their early development; and

WHEREAS, the Town of Jackson and all local governments take pride in our responsibility to protect and enhance the health, welfare and safety of residents in cost effective ways, especially for the working families with young children in our area.

NOW, THEREFORE, I, Hailey Morton Levinson, Mayor of the Town of Jackson, do hereby pledge the Town Council’s support and advocacy for supporting prenatal-to-three and early childhood education efforts that promote a healthy start at

birth, support for families with infants and toddlers and high-quality care and learning environments through pre-K and further pledge that the Town of Jackson will:

- Support the efforts of Teton County, Systems of Education and other organizations in making Teton County an Early Learning Community and their convening an Early Learners Committee to create a plan with measurable outcomes to implement, shift and enhance evidence-based approaches that promote a comprehensive and equitable continuum of care that begins before birth and spans into adulthood, with specific recommendations for children under three and their families; and
- Support the leveraging of local, state and federal investments and exploration of innovative funding strategies and revenue streams to support early childhood programming; and
- Promote prenatal-to-pre-K policies, best practices and cross coordination to improve child and family outcomes as well as service delivery and efficacy in government through streamlined processes; and

FURTHER, the Jackson Town Council does hereby declare its dedication for every young child to have access to safe, healthy, quality environments with passionate, educated, skilled, well compensated and dedicated teachers and therefore I, Mayor Hailey Morton Levinson declare **April 2-8, 2022**, the **Week of the Young Child** in honor of all those committed to enhancing the lives of young children and their families and encourages all citizens to work to make an investment in early childhood education in our community.

DATED THIS 21st DAY OF March 2022.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Riley Taylor, Town Clerk

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

MARCH 7, 2022

JACKSON, WYOMING

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

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

STAFF: Larry Pardee, Roxanne Robinson, Lea Colasuonno, Tyler Sinclair, Tyler Valentine, Johnny Ziem, Brian Lenz, Susan Scarlata, Michelle Weber, Michael Palazzolo, Paul Anthony, Kelly Thompson, Floren Poliseo, Carl Pelletier, Lynsey Lenamond, and Riley Taylor.

Mayor Morton Levinson led those in attendance in the Pledge of Allegiance and read proclamations for Red Cross Month, JH Youth Hockey, COVID-19 Response Appreciation, and Arbor Day. She also introduced Chelsea Holcomb, Police Officer, and Glenn Geddes, Street Operator.

Public Comment. Sarah Flitner, Missy Welling, Don Frank, and Cathy Parrot made public comment.

Consent Calendar. A motion was made by Jonathan Schechter and seconded by Jim Rooks to approve the consent calendar including items A-G as presented with the following motions.

A. **Meeting Minutes.** To approve the meeting minutes as presented for the February 22, 2022 workshop and February 22, 2022 meeting.

Disbursements. To approve disbursements as presented. 107 WEST DESIGN, LLC \$1,750.00; ACE EQUIPMENT & SUPPLY \$448.71; ACE HARDWARE \$4,293.50; AMAZON \$82.99; AMERIGAS \$1,662.54; ANTLER MOTEL, INC. \$3,600.00; APEX SAGE INC \$20,392.83; AVAIL VALLEY CONSTRUCTION-IDAHO, LLC \$23,818.00; BESTDRIVE IDAHO FALLS -\$1,692.96; BIG R RANCH & HOME \$321.97; BLUE SPRUCE CLEANERS, INC \$69.12; BLUE TO GOLD, LLC \$447.00; BREAKFAST ROTARY OF JH \$175.00; CARQUEST AUTO PARTS INC. \$45.85; CENTURYLINK \$2,248.53; CHRISTENSEN, DUSTIN \$155.00; CONTROL SYSTEM TECHNOLOGY, INC. \$1,320.00; DAVID STUBBS \$400.00; DELCON INC \$2,742.05; DIVISION OF CHILD SUPPORT ENFORCEMENT \$509.23; DYNAMIC CONTROLS, LLC \$4,820.70; E.R. OFFICE EXPRESS \$307.20; ENERGY LABORATORIES INC. \$417.00; EVANS CONSTRUCTION INC \$111,358.05; FAMILY SUPPORT REGISTRY \$114.00; FERGUSON ENTERPRISES, INC \$15.40; FIRE SERVICES OF IDAHO \$405.00; FLEETPRIDE \$1,054.44; GILLIG LLC \$1,621.76; GRAINGER \$1,030.16; GRAYSHIFT LLC \$10,370.00; GREENWAY PAINTING LLC \$3,660.00; GREG ELLNER ASSOCIATES, LTD \$1,325.00; HIGH COUNTRY LINEN \$259.65; HILTBRUNNER, ERIC \$155.00; HOLCOMB, CHELSEA \$45.00; INTERSTATE BATTERY \$317.85; JACKSON ANIMAL HOSPITAL \$29.42; JACKSON CURBSIDE INC. \$1,710.00; JACKSON HOLE LAW, PC \$3,002.50; JACKSON HOLE NEWS & GUIDE \$3,140.09; JACKSON HOLE SECURITY, LLC \$9,453.40; JH20 WATER CONDITIONING & FILTRATION \$66.00; JORGENSEN ASSOCIATES, PC \$2,200.00; KENWORTH SALES COMPANY DEPT #1 \$346.68; KILMER'S BG DISTRIBUTING \$4,000.00; KRIKOR ARCHITECTURE \$3,375.00; LANGUAGE TESTING INTERNATIONAL, INC \$73.00; LONG BUILDING TECHNOLOGIES INC. \$5,650.00; MAVERICK DIESEL & EQUIPMENT \$3,250.00; MEDORA CORPORATION \$13,440.00; MHL SYSTEMS \$4,208.00; MOUNTAIN X, LLC \$1,540.00; MSC INDUSTRIAL SUPPLY CO \$522.94; NAPA AUTO PARTS INC. \$1,530.50; NELSON ENGINEERING \$522.00; OMNI SECURITY SYSTEMS INC \$242.00; OPS STRATEGIES, LLC \$7,918.75; O'RYAN CLEANERS \$80.70; PREMIER TRUCK- SALT LAKE CITY \$2,265.79; PROTERRA \$3,238.78; RAFTELIS \$7,950.00; RHINEHART OIL CO, LLC \$32,741.89; RINGHOLZ, AMY \$90.00; RODAC, LLC \$24,307.50; RON'S TOWING \$1,200.00; ROSALES, TOMAS ELIAS \$140.00; RT1 INC \$34.55; SAFETY-KLEEN SYSTEMS, INC. \$289.23; SCHAEFFER MFG. CO \$502.80; SILVERSTAR \$2,694.66; SNAKE RIVER ROASTING \$108.90; SPECTRUM \$109.83; SPRING CREEK ANIMAL HOSPITAL \$618.43; STANDARD DRYWALL, INC \$150.00; TETON COUNTY PLANNING & BUILDING \$4,947.65; TETON COUNTY-FUND 13 \$154,389.72; TETON MOTORS INC \$1,703.75; TETON MOUNTAIN RANCH \$1,200.00; TMSC LLC \$4,909.35; TRIHYDRO CORPORATION \$29,059.25; ULINE \$565.32; UTAH SAFETY COUNCIL \$225.00; VALLEY OFFICE SYSTEMS \$581.77; VISA \$27,463.23; WEST COAST CODE CONSULTANTS \$875.00; WEST FORK CONSTRUCTION \$40,000.00; WESTBANK SANITATION \$849.79; WESTERN STATE \$1,590.74; WHITE GLOVE CLEANING, INC. \$350.00; WRENCH IT PLUMBING & HEATING INC \$2,475.14; WY CHILD SUPPORT ENFORCEMENT \$146.76; WYOMING FIRST AID & SAFETY \$663.23; Y2 CONSULTANTS, LLC \$22,882.75; YELLOW IRON EXCAVATION, LLC \$4,890.00; ZIEM, JOHNNY \$128.25

B. **Bid 22-11 Chip Seal.** To amend the FY2022 Annual Streets Reconstruction fund in the amount of the 2022 Chip Seal Project bid price and approve the award of the 2022 Chip Seal Project to Evans Construction Company, of Jackson, Wyoming in the amount of \$214,575.00, and authorize the Mayor to execute the contract.

C. **P22-017 Temp Sign Midnight on Mesa.** To approve temporary banner application (P22-017) for Friends of PAC – Midnight on the Mesa, including the three conditions of approval recommended by the Planning Director in this staff report dated March 7, 2022.

D. **P22-008 Temp Sign JH Therapeutic Riding Track Swap.** To approve temporary banner application (P22-028) for the JH Therapeutic Riding Tack Swap Event, including the three conditions of approval recommended by the Planning Director in this staff report dated March 7, 2022.

- E. **Special Event: Million Dollar Music Concert.** To approve the application made by Silver Dollar Inc., LogiCom and the Jackson Hole Chamber of Commerce to host the Million Dollar Music Fest on the Town Square on Sunday, May 29, 2022, subject to the conditions listed in the staff report.
- F. **42 S Jean Restriction.** To approve the Special Restriction for Workforce Rental Housing located at 42 S Jean Street as presented in the attachment to this staff report.

There was no public comment on the consent calendar. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

Consulting/Lobbying Services for Federal Grant Funding Opportunities. Larry Pardee made staff comment. Council held discussion with staff. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to direct staff to select a professional grant funding consulting firm for grant writing in pursuit of federal, state, and philanthropic grant funding opportunities and bring back a contract for Council consideration and approval. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

Roadhouse Microbrewery Annual Liquor License Renewal - Continued. Lynsey Lenamond, Paul Anthony, and Lea Colasuonno made staff comment. Council held discussion with staff. Colby Cox made public comment. A motion was made by Jim Rooks and seconded by Mayor Morton Levinson to approve the liquor license renewal application for Get Funky LLC d/b/a Roadhouse Brewing Company for the 2022-2023 liquor license year with the following conditions:

1. The liquor license is renewed upon the same conditions and restrictions with the exception of amending Condition 8(e) to now read: "The maximum occupancy inside the 'tasting room' shall, at all times, be no more than 30 persons, not to include customers associated with an organized tour; and
2. Any additional minor corrections made by staff and the Wyoming Liquor Division.

Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

Snow King Mountain Easement Amendment. Lea Colasuonno made staff comment. Council held discussion with staff. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to 1) approve the Water, Utility, and Road Access Easement between the Town of Jackson and Snow King Mountain Resort, LLC; 2) approve the Irrevocable License Agreement between the same; and 3) authorize the mayor to execute all necessary documents, subject to minor changes by staff. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

Scott Lane-Maple Way Concept Design. Brian Schilling made staff comment. Council held discussion with staff. Katherine Dawson, Ryan Stanley, and Anna Olson made public comment. A motion was made by Jonathan Schechter and seconded by Jim Rooks to approve the concept design as presented and direct staff to proceed to final design. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

P22-001: Budge Drive Boundary Adjustment. Paul Anthony made staff comment. Council held discussion with staff. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to continue Item P22-001 to a later date. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

P21-294, P22-007 & P22-008: Development Plan, Conditional Use Permit and Administrative Adjustment for the expansion of the Teton County Parks & Recreation Center at 155 E. Gill. Tyler Valentine and Steve Ashworth made staff comment. Council held discussion with staff. The applicant made public comment. A motion was made by Rooks and seconded by Schechter to approve:

- Item A: a Development Plan (P21-294) to expand the Teton County Parks & Recreation Center by approximately 40,000 sf for the properties located at 155 E. Gill Ave and the parcel to the west based upon the findings presented in the staff report, the departmental reviews, and subject to the following condition(s) of approval:
 1. Is consistent with the desired future character described for the site in the Jackson/Teton County Comprehensive Plan.
 2. Achieves the standards and objective of the Natural Resource Overlay (NRO) and Scenic Resources Overlay (SRO), if applicable.

3. Does not have significant impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire and EMS facilities.
4. Complies with the Town of Jackson Design Guidelines, if applicable.
5. Complies with all relevant standards of these LDRs and other Town Ordinances.
6. Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.

Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

A motion was made by Jim Rooks and seconded by Jonathan Schechter to approve:

- Item B: a Conditional Use Permit (P22-007) (Developed Recreation) for the expansion of the Teton County Parks & Recreation Center for the properties located at 155 E. Gill Ave and the parcel to the west based upon the findings presented in the staff report, the departmental reviews, and subject to the following condition(s) of approval:
 1. Is compatible with the desired future character of the area.
 2. Minimizes adverse visual impacts.
 3. Minimizes adverse environmental impacts.
 4. Minimizes adverse impacts from nuisances.
 5. Minimizes adverse impacts on public facilities.
 6. Complies with all other relevant standards of these LDRs and all other Town Ordinances; and
 7. Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.

Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

A motion was made by Jim Rooks and seconded by Jonathan Schechter to approve:

- Item C: an Administrative Adjustment (P22-008) to reduce the parking requirement from 360 spaces to 173 spaces at the Teton County Parks & Recreation Center for the properties located at 155 E. Gill Ave and the parcel to the west based upon the findings presented in the staff report, the departmental reviews, and subject to the following condition(s) of approval:
 1. Complies with the applicability standards of this Section;
 2. Either:
 - a. Compensates for some unusual constraint of the site or proposal that is not shared by landowners generally, or
 - b. Better protects natural, scenic, or historic resources, or c. Better supports the purpose of the zone;
 3. Is consistent with the purpose of the zone and the desired future character for the area described in the Comprehensive Plan;
 4. Will not pose a danger to the public health or safety; and
 5. The site is not subject to a series of incremental administrative adjustments that circumvent the purpose of this Section.

Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

Council recessed from 8:25pm until 8:33pm.

Speed Limit Study. Michelle Weber made staff comment. Council held discussion with staff. Katherine Dawson made public comment. A motion was made by Jonathan Schechter and seconded by Arne Jorgensen to direct staff to undertake a Mobility Overlay study and incorporate a Town-wide speed limit assessment into said study and present the next steps in this process to Council at a future meeting. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

Ordinances. A motion was made by Jonathan Schechter and seconded by Jim Rooks to read ordinances in short title. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

Ordinance D:

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1267, 1049, AND 1191 AND SECTION 2 OF THE TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND SECTION 8.10.5.C OF THE LAND DEVELOPMENT

REGULATIONS OF THE TOWN OF JACKSON REGARDING APPOINTMENT OF DESIGN REVIEW COMMITTEE MEMBERS.

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 Jonathan Schechter and seconded by Jim Rooks to approve Ordinance D on third reading and designate it No. 1312. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

Ordinance C:

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1074 (PART), 1164, 1166, 1170, 1196 THROUGH 1199, 1210 THROUGH 1222, 1227, 1270, AND 1278; SECTION 2 OF TOWN OF JACKSON ORDINANCE NOS. 1166, 1170, AND 1197; SECTION 3 OF TOWN OF JACKSON ORDINANCE NO. 1166; AND SECTIONS 1.9.2.B, 1.9.3.B THROUGH D, 2.2.2.A, 2.2.2.C & D, 2.2.3.A, 2.2.4.A, 2.2.4.C & D, 2.2.5.A, 2.2.5.C & D, 2.2.6.A, 2.2.6.C THROUGH E, 2.2.7.A THROUGH E, 2.2.8.A THROUGH E, 2.2.9.A THROUGH E, 2.2.10.C & D, 2.2.11.C & D, 2.2.12.C & D, 2.2.13.C & D, 2.2.14.A, 2.2.14.C & D, 2.2.15.A, 2.2.15.C & D, 2.2.16.D, 2.2.17.D, 2.3.10.C & D, 2.3.13.D, 3.3.1.B THROUGH D, 4.2.2.D, 5.4.1.C, 5.5.2.A, 5.5.3.B, 5.9.6.C, 6.1.1.F, 6.1.4.A THROUGH G, 6.1.11.B & C, 6.6.11.F & G, 6.2.1.A, 6.2.5.A & B, 6.3.2.A THROUGH C, 6.3.3.A, 6.3.4.A, 6.3.4.C, 6.4.2.A, 7.5.3.C & D, 7.6.2.A, 7.8.4.B, 8.2.2.B, 9.4.6.A & E, 9.5.A, 9.5.D, 9.5.F, 9.5.H, 9.5.K, AND 9.5.T OF THE LAND DEVELOPMENT REGULATIONS OF THE TOWN OF JACKSON REGARDING THE DEFINITION OF FAMILY AND HOUSEHOLDS.

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 Arne Jorgensen and seconded by Jonathan Schechter to approve Ordinance C on second reading. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

Ordinance F.

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1252, 787, 717, 326, AND 226 AND SECTIONS 1-3 OF TOWN OF JACKSON ORDINANCE NO. 1 AND SECTION 2.08.010 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGARDING COMPENSATION FOR MAYOR AND COUNCIL; 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 Jonathan Schechter and seconded by Jim Rooks to continue the first reading of Ordinance F to the next regular meeting. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

Ordinance G.

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1198; SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART); AND SECTION 3.3.1 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO AMEND THE MINIMUM LOT SIZE OF THE RURAL (R) DISTRICT.

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 Jim Rooks and seconded by Jonathan Schechter to approve Ordinance G on first reading. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

Ordinance H.

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1216 AND 1217; SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART); AND SECTIONS 2.2.8 AND 2.2.9 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS REGARDING MAXIMUM ALLOWED HEIGHT AND STORIES OF DETACHED HOMES AND DUPLEX BUILDINGS IN THE NEIGHBORHOOD

MEDIUM DENSITY – 2 (NM-2) DISTRICT AND NEIGHBORHOOD HIGH DENSITY (NH-1) DISTRICT.

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

David Vandenburg, Ruth Ann Petroff, and Mark Barron made public comment. Council held discussion with staff. Paul Anthony made staff comment. A motion was made by Jim Rooks and seconded by Jonathan Schechter continue the first reading of Ordinance H until the next regular meeting. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

Matters from Mayor and Council. Jim Rooks requested that a staff report be placed on an agenda regarding the provisions of 440 W. Kelly Ave. Larry Pardee and Lea Colasuonno made staff comment.

Town Manager’s Report. Larry Pardee made staff comment. Council held discussion with staff. A motion was made by Jonathan Schechter and seconded by Jim Rooks to accept the Town Manager’s Report into the record. The Town Manager’s Report contained an update on town owned rental increases for HUD rates and the mid-year Council retreat. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried.

Adjourn. A motion was made by Jonathan Schechter and seconded by Jim Rooks to adjourn the meeting. Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Sell Chambers absent. The motion carried. The meeting adjourned at 9:52 p.m. Minutes: rt

TOWN OF JACKSON

ATTEST:

Hailey Morton Levinson, Mayor

Riley Taylor, Town Clerk

Publish JH News & Guide: March 16, 2022

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
328	842-NCBERS GROUP WYOMIN	842032022	PAYROLL DEDUCTIONS	02/10/2022	96.00	96.00	03/04/2022
Total 328:					96.00	96.00	
6912	ABEL, BRUCE	031022	REIMBURSE FURNITURE RENT	03/10/2022	798.65	.00	
Total 6912:					798.65	.00	
51	ACE HARDWARE	763554	LED BULD	11/30/2021	79.96	.00	
51	ACE HARDWARE	765679	SCOOP LGHDL WSTRN POLY	12/15/2021	44.99	.00	
51	ACE HARDWARE	771537	FORSALE SIGN AUTO, CLEANR	02/09/2022	34.96	.00	
51	ACE HARDWARE	772882	DRAIN OPENER PROF, CLIP WI	02/22/2022	32.33	.00	
51	ACE HARDWARE	772918	SEAT TOILET WD WH, RAGS 80	02/22/2022	145.13	.00	
51	ACE HARDWARE	773049	CLEANR DRAIN ACID ROTO 64,	02/23/2022	48.97	.00	
51	ACE HARDWARE	773073	SEAT TLT WD EL WH 3100	02/24/2022	24.99	.00	
51	ACE HARDWARE	773092	GLUE PREMIUM SILICON, GUID	02/24/2022	11.97	.00	
51	ACE HARDWARE	773143	TOOLS CAULK 2-PC SET, VINE	02/24/2022	61.96	.00	
51	ACE HARDWARE	773221	FLOW-MIX 60SEC EPOXY, HAN	02/25/2022	25.97	.00	
51	ACE HARDWARE	773239	COSTAL POPUP FCT 2H CHM	02/25/2022	39.99	.00	
51	ACE HARDWARE	773244	SPLY FCT 3/8CX1/21 PX 16" SS	02/25/2022	23.98	.00	
51	ACE HARDWARE	773413	KEYKRAFTER	02/28/2022	5.48	.00	
51	ACE HARDWARE	773595	COUPLE BRS 3/4 MH	03/01/2022	9.99	.00	
51	ACE HARDWARE	773611	IMPACT BIT/HLDR SET 10PC, 10	03/02/2022	28.57	.00	
51	ACE HARDWARE	773618	CLEANER	03/02/2022	45.96	.00	
51	ACE HARDWARE	773635	ROOF MELT TABLETS 14#	03/02/2022	26.99	.00	
51	ACE HARDWARE	773703	SPRY RUST STOP, ENAML ROY	03/02/2022	48.43	.00	
51	ACE HARDWARE	773777	P14X1 PH FL WO, MENDING BR	03/03/2022	12.57	.00	
51	ACE HARDWARE	773790	SANDSPONGE ASST ACE 3PK,	03/03/2022	20.98	.00	
51	ACE HARDWARE	773855	FLLR PLSTC WOOD	03/03/2022	12.99	.00	
51	ACE HARDWARE	773898	PAIL PAINT ACE 5 GAL, SQUEE	03/04/2022	39.45	.00	
51	ACE HARDWARE	773916	C+ K EXT P&P SAT NB	03/04/2022	21.99	.00	
51	ACE HARDWARE	773933	WNCH KIT	03/04/2022	459.99	.00	
51	ACE HARDWARE	773945	UPRIGHT VACUUM ORANGE, L	03/04/2022	127.96	.00	
51	ACE HARDWARE	774053	STAIN MIN WX 8OZ	03/06/2022	9.99	.00	
51	ACE HARDWARE	774070	CLEANER	03/07/2022	33.97	.00	
51	ACE HARDWARE	774125	LINER DRUM	03/07/2022	14.99	.00	
51	ACE HARDWARE	774337	PWR STRIP 6 OUTLET WHT	03/09/2022	11.99	.00	
51	ACE HARDWARE	774369	LADDR 2' STEP	03/09/2022	49.99	.00	
Total 51:					1,557.48	.00	
6861	ADVANCED NETWORK MANAG	BD0034069	FIBER PATCH	11/01/2021	621.09	.00	
Total 6861:					621.09	.00	
2269	AFLAC	397597	ACCOUNT #y9599	02/25/2022	2,501.18	2,501.18	03/04/2022
Total 2269:					2,501.18	2,501.18	
6900	ALDER ENVIRONMENTAL LLC	2622	PROJ: THAW WELL #3 OPERATI	03/01/2022	1,930.15	.00	
Total 6900:					1,930.15	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5726	AMAZON	11CM-Y7DQ-G	CHICOLOGY- BLINDS FOR WIN	02/23/2022	835.08	.00	
5726	AMAZON	11G6-9PD3-6K	WARN WINCH 2500 SYNTHETIC	03/03/2022	379.99	.00	
5726	AMAZON	1GDC-ML1D-	scanner	09/01/2021	896.00	.00	
5726	AMAZON	1GH9-F497-V7	USB ADAPTER	03/03/2022	63.34	.00	
5726	AMAZON	1X3T-NN4C-1D	VIZIO TV	03/09/2022	2,729.97	.00	
5726	AMAZON	1YNN-N3Y3-H	RINNAI CONDENSATE, NEUTRA	02/24/2022	699.00	.00	
Total 5726:					5,603.38	.00	
6575	APEX SAGE INC	030422	PROJ: WASTEWATER TREATME	03/04/2022	10,944.08	.00	
Total 6575:					10,944.08	.00	
4389	APPLE INC	AG08384210	IPHONE 13	10/14/2021	1,598.00	.00	
4389	APPLE INC	AG15328718	LAPTOP	10/29/2021	3,602.00	.00	
Total 4389:					5,200.00	.00	
3487	ARCHITECTURAL BUILDING SU	71317164	PROJ-SI-FERRIN- DOORS, FRA	03/02/2022	2,868.96	.00	
Total 3487:					2,868.96	.00	
1783	AT&T	287259163099	charges for account 28725916309	02/16/2022	1,240.57	.00	
1783	AT&T	287272169264	MONTHLY ACCOUNT 287272169	02/12/2022	43.23	.00	
1783	AT&T	28727979546X	MONTHLY SERVICES 28727979	02/19/2022	503.76	.00	
Total 1783:					1,787.56	.00	
4920	BEST BEST & KRIEGER	928013	WIRELESS 51148.00002	02/28/2022	1,150.50	.00	
Total 4920:					1,150.50	.00	
4774	BIG R RANCH & HOME	1537715	RV ANTIFREEZE	11/30/2021	17.97	.00	
4774	BIG R RANCH & HOME	1538755	SWEATSHIRT & BAR CLAMP 24"	12/08/2021	137.96	.00	
Total 4774:					155.93	.00	
6727	BRIGGS, ERIC L	12918	WIRE SERV, MATERIAL & WRK	02/24/2022	118.75	.00	
6727	BRIGGS, ERIC L	12920	12PC METRIC	02/24/2022	169.95	.00	
Total 6727:					288.70	.00	
6986	CARLIN, SAMUEL	030422	BAIL REFUND CASE 22-01-0525	03/04/2022	740.00	740.00	03/04/2022
Total 6986:					740.00	740.00	
6051	CARPETS PLUS COLORTILE	7656	PROJ: 110 VINE STREET #4- MA	03/03/2022	7,591.44	.00	
Total 6051:					7,591.44	.00	
102	CASELLE INC.	115503	APRIL CONTRACT SUPPORT	03/01/2022	1,744.00	.00	
Total 102:					1,744.00	.00	
2876	CAST	1530	annual memebeship dues	03/01/2022	630.00	.00	
Total 2876:					630.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4943	CODE STUDIO	2089	SERVICES	03/04/2022	3,676.20	.00	
Total 4943:					3,676.20	.00	
4887	CONTROL SYSTEM TECHNOLO	10359	CONTROL SERVICE, CONTROL	03/02/2022	515.00	.00	
4887	CONTROL SYSTEM TECHNOLO	10368	TROUBLESHOOT WELL 8	03/08/2022	150.00	.00	
Total 4887:					665.00	.00	
6475	CONVERGEONE, INC	3398892	MAINTENANCE	11/22/2021	7,747.12	.00	
6475	CONVERGEONE, INC	3406653	MAINTENANCE	01/21/2022	7,892.44	.00	
6475	CONVERGEONE, INC	3413257	MAINTENANCE	03/11/2022	8,000.48	.00	
6475	CONVERGEONE, INC	3413263	MAINTENANCE	03/11/2022	8,000.48	.00	
6475	CONVERGEONE, INC	I9083442	MAINTENACNE	11/19/2021	3,677.52	.00	
Total 6475:					35,318.04	.00	
3272	COPYWORKS, LLC	40274	4 POSTERS	03/03/2022	139.80	.00	
3272	COPYWORKS, LLC	40275	LOGO FOR PODIUM	03/03/2022	3.59	.00	
Total 3272:					143.39	.00	
1691	CORE & MAIN LP	M768495	YEARLY SOFTWARE	01/28/2022	17,125.00	.00	
Total 1691:					17,125.00	.00	
6509	COWBOY VILLAGE RESORT	030322	RESTIUTION PAYMEN 21-1-0413	03/03/2022	230.00	.00	
Total 6509:					230.00	.00	
6718	CULTIVATE	030122	3rd quarter	03/01/2022	1,531.25	.00	
Total 6718:					1,531.25	.00	
6124	DAVID STUBBS	220224	TOWN RECRUITMENT AD	02/24/2022	1,800.00	.00	
Total 6124:					1,800.00	.00	
65	DELCON INC	INV-113326	ENTRY LIGHT AT SENIOR CENT	01/31/2022	495.83	.00	
65	DELCON INC	INV-113345	WELL #5	01/31/2022	280.60	.00	
65	DELCON INC	INV-113346	PROJ: 104-9-WO9155- 145 E PE	01/31/2022	3,208.50	.00	
Total 65:					3,984.93	.00	
708	DELTA DENTAL PLAN OF WYOM	020122	FEBRUARY PREMIUM	02/01/2022	613.60	613.60	03/03/2022
708	DELTA DENTAL PLAN OF WYOM	020122	JANUARY CLAIMS	02/01/2022	7,871.48	7,871.48	03/03/2022
Total 708:					8,485.08	8,485.08	
6883	DIVISION OF CHILD SUPPORT	03112022	DCSE CASE #0005405448	03/11/2022	509.23	509.23	03/11/2022
Total 6883:					509.23	509.23	
2175	DIVISION OF VICTIM SERVICES	030322	CREIM VICTIM SURCHARGE	03/03/2022	150.00	.00	
Total 2175:					150.00	.00	
6987	DUERR X, LLC	1407	SNOW CLEARING (5 LOADS)	02/15/2022	1,540.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6987:					1,540.00	.00	
3408	E.R. OFFICE EXPRESS	19134	Paper & OFFICE SUPPLIES	02/17/2022	161.14	.00	
3408	E.R. OFFICE EXPRESS	19134	Paper & OFFICE SUPPLIES	02/17/2022	38.68	.00	
3408	E.R. OFFICE EXPRESS	19168	DESK	02/28/2022	2,508.82	.00	
3408	E.R. OFFICE EXPRESS	19194	cd's and envelopes	03/03/2022	138.16	.00	
Total 3408:					2,846.80	.00	
1134	ENERGY LABORATORIES INC.	455733	INFLUENT, EFFLUENT	02/24/2022	169.00	.00	
1134	ENERGY LABORATORIES INC.	455812	INFLUENT, EFFLUENT, CELL 1,	02/25/2022	417.00	.00	
1134	ENERGY LABORATORIES INC.	456456	EFFLUENT	02/28/2022	768.00	.00	
1134	ENERGY LABORATORIES INC.	458716	ANALYSIS PARAMETER	03/10/2022	172.00	.00	
1134	ENERGY LABORATORIES INC.	459063	ANALYSIS PARAMETER	03/14/2022	125.00	.00	
Total 1134:					1,651.00	.00	
6552	ETNA TRADE PARK LLC	031422	APRIL SV BUS STORAGE	03/14/2022	3,230.00	.00	
Total 6552:					3,230.00	.00	
3195	FERGUSON ENTERPRISES, IN	0225893	TORCH AND DISPBL TANK	02/28/2022	57.56	.00	
Total 3195:					57.56	.00	
4709	FLEETPRIDE	93178672	TYPE 36 BRAKE DIAPHRAGM,	02/17/2022	50.74	.00	
Total 4709:					50.74	.00	
668	FREEDOM MAILING SERVICE I	42472	UTILITY BILLING	03/07/2022	895.33	.00	
668	FREEDOM MAILING SERVICE I	42472	UTILITY BILLING	03/07/2022	895.33	.00	
Total 668:					1,790.66	.00	
6126	GARMIN USA	DL22255498	MONTHLY SERVICES	02/27/2022	64.95	.00	
Total 6126:					64.95	.00	
6844	GE SOFTWARE	206288	FUEL SITE MODULE	02/28/2022	80.00	.00	
Total 6844:					80.00	.00	
6957	GERTA LLC	031422	HEIDELBERG LEASE APRIL	03/14/2022	2,575.00	.00	
Total 6957:					2,575.00	.00	
4212	GILLIG LLC	40895078	CONTROLLER KIT, HCT HYD FA	03/01/2022	618.22	.00	
Total 4212:					618.22	.00	
4271	GRAND TARGHEE RESORT	031522	FEDERAL GRANT REIMBURSE	03/15/2022	7,452.00	.00	
4271	GRAND TARGHEE RESORT	031522	FEDERAL GRANT REIMBURSE	03/15/2022	7,848.00	.00	
4271	GRAND TARGHEE RESORT	031522	FEDERAL GRANT REIMBURSE	03/15/2022	4,170.00	.00	
Total 4271:					19,470.00	.00	
5734	GREENWAY PAINTING LLC	1498	INTERNAL FINISHES- MASK PA	03/14/2022	3,960.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5734:					3,960.00	.00	
6893	HEALTHIEST YOU	202202359629	FEBRUARY PREMIUM	02/01/2022	1,328.40	1,328.40	03/03/2022
Total 6893:					1,328.40	1,328.40	
96	HIGH COUNTRY LINEN	0295667	BUILDING MAINT: HOME RANC	01/10/2022	28.29	.00	
96	HIGH COUNTRY LINEN	0300887	UNIFORMS: FLEET	02/10/2022	38.80	.00	
96	HIGH COUNTRY LINEN	0300887	UNIFORMS: ADMIN	02/10/2022	4.85	.00	
96	HIGH COUNTRY LINEN	0300887	UNIFORMS: WATER	02/10/2022	23.28	.00	
96	HIGH COUNTRY LINEN	0300887	UNIFORMS: ADMIN	02/10/2022	4.85	.00	
96	HIGH COUNTRY LINEN	0300887	UNIFORMS: SEWER	02/10/2022	19.40	.00	
96	HIGH COUNTRY LINEN	0300887	UNIFORMS: STREET	02/10/2022	43.65	.00	
96	HIGH COUNTRY LINEN	0300887	BUILDING MAINT: HOME RANC	02/10/2022	154.45	.00	
96	HIGH COUNTRY LINEN	0300887	UNIFORMS: WWTP	02/10/2022	24.25	.00	
96	HIGH COUNTRY LINEN	0300887	SHOP SUPPLIES- OLD BAR MO	02/10/2022	52.32	.00	
96	HIGH COUNTRY LINEN	0300887	UNIFORMS: FACILITY	02/10/2022	9.70	.00	
96	HIGH COUNTRY LINEN	0302662	BUILDING MAINT: HOME RANC	02/21/2022	20.79	.00	
96	HIGH COUNTRY LINEN	0302663	BUILDING MAINT: SI-FIERRAN-	02/21/2022	16.54	.00	
96	HIGH COUNTRY LINEN	0303038	BUILDING MAINT: WWTP- BAG,	02/23/2022	69.00	.00	
96	HIGH COUNTRY LINEN	0304197	MATS @ SHELTER	03/02/2022	64.88	.00	
96	HIGH COUNTRY LINEN	0304310	MATS @ START	03/02/2022	231.41	.00	
96	HIGH COUNTRY LINEN	0304409	UNIFORMS: ADMIN	03/03/2022	3.90	.00	
96	HIGH COUNTRY LINEN	0304409	UNIFORMS: STREET	03/03/2022	40.46	.00	
96	HIGH COUNTRY LINEN	0304409	BUILDING MAINT: PUBLIC WOR	03/03/2022	13.32	.00	
96	HIGH COUNTRY LINEN	0304409	UNIFORMS: WWTP	03/03/2022	17.20	.00	
96	HIGH COUNTRY LINEN	0304409	UNIFORMS: WATER	03/03/2022	20.54	.00	
96	HIGH COUNTRY LINEN	0304409	UNIFORMS: FLEET	03/03/2022	31.08	.00	
96	HIGH COUNTRY LINEN	0304409	BUILDING MAINT:SHOP SUPPLI	03/03/2022	6.45	.00	
96	HIGH COUNTRY LINEN	0304409	UNIFORMS: FACILITY	03/03/2022	6.65	.00	
96	HIGH COUNTRY LINEN	0304409	UNIFORMS: ADMIN	03/03/2022	2.75	.00	
96	HIGH COUNTRY LINEN	0304409	UNIFORMS: SEWER	03/03/2022	6.65	.00	
96	HIGH COUNTRY LINEN	0304947	BUILDING MAINT: SI-FERRIN- M	03/07/2022	16.54	.00	
96	HIGH COUNTRY LINEN	0304959	BUILDING MAINT: HOME RANC	03/07/2022	50.79	.00	
96	HIGH COUNTRY LINEN	S0299457	BUILDING MAINT: SI-FIERRAN-	02/01/2022	16.54	.00	
96	HIGH COUNTRY LINEN	S0302290	UNIFORMS: WATER	02/17/2022	24.25	.00	
96	HIGH COUNTRY LINEN	S0302290	BUILDING MAINT:SHOP SUPPLI	02/17/2022	7.32	.00	
96	HIGH COUNTRY LINEN	S0302290	UNIFORMS: FACILITY	02/17/2022	9.70	.00	
96	HIGH COUNTRY LINEN	S0302290	UNIFORMS: ADMIN	02/17/2022	4.85	.00	
96	HIGH COUNTRY LINEN	S0302290	BUILDING MAINT: PUBLIC WOR	02/17/2022	8.20	.00	
96	HIGH COUNTRY LINEN	S0302290	UNIFORMS: WWTP	02/17/2022	24.25	.00	
96	HIGH COUNTRY LINEN	S0302290	UNIFORMS: ADMIN	02/17/2022	4.85	.00	
96	HIGH COUNTRY LINEN	S0302290	UNIFORMS: SEWER	02/17/2022	19.40	.00	
96	HIGH COUNTRY LINEN	S0302290	UNIFORMS: STREET	02/17/2022	43.65	.00	
96	HIGH COUNTRY LINEN	S0302290	UNIFORMS: FLEET	02/17/2022	38.80	.00	
96	HIGH COUNTRY LINEN	S0302967	BUILDING MAINT: TOWN YARD-	02/24/2022	45.00	.00	
96	HIGH COUNTRY LINEN	S0303445	BLEACH	02/25/2022	30.51	.00	
Total 96:					1,300.11	.00	
6455	HIRST APPLGATE, LLP	207966	3 CREEK	03/03/2022	830.00	.00	
Total 6455:					830.00	.00	
4044	IDAHO FALLS PETERBILT	601220	FILTER OIL DUAL	02/22/2022	151.86	.00	
4044	IDAHO FALLS PETERBILT	602205	CHAMBER BRAKE	03/03/2022	148.74	.00	
4044	IDAHO FALLS PETERBILT	CM600490	CREDIT: FILTER-OIL DUAL	02/22/2022	274.50-	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4044:					26.10	.00	
36	IDAHO STATE TAX COMMISSIO	030422	FEBRUARY WITHHOLDINGS	03/04/2022	3,246.00	3,246.00	03/04/2022
Total 36:					3,246.00	3,246.00	
4677	IDEXX DISTRIBUTION, INC.	3095215916	VESSELS W/O ST 20 PACK	11/03/2021	61.59	.00	
Total 4677:					61.59	.00	
106	INTERSTATE BATTERY	22252755	(2) 8D-MHD, (1) SRM-24	03/07/2022	763.80	.00	
106	INTERSTATE BATTERY	22252837	CREDIT: CORE	03/14/2022	120.00-	.00	
Total 106:					643.80	.00	
618	IPRO TECH, LLC	INV34107	ZYLAB INFO MANAGEMENT	03/01/2022	990.00	.00	
Total 618:					990.00	.00	
6954	IVY OUTDOOR SERVICES LLC	1055	TOWN TRASH COLLECTION- FE	03/01/2022	3,000.00	.00	
6954	IVY OUTDOOR SERVICES LLC	1056	TRASH COLLECTION BUS STO	03/01/2022	800.00	.00	
Total 6954:					3,800.00	.00	
5098	JACKSON ANIMAL HOSPITAL	51323	ANIMAL CARE	02/15/2022	33.83	.00	
5098	JACKSON ANIMAL HOSPITAL	51326	ANIMAL CARE	02/15/2022	50.85	.00	
5098	JACKSON ANIMAL HOSPITAL	51798	ANIMAL CARE	03/03/2022	109.50	.00	
Total 5098:					194.18	.00	
6477	Jackson Hole Childrens Museum	030222	3RD QUARTER PAYMENT	03/02/2022	3,920.00	.00	
Total 6477:					3,920.00	.00	
131	JACKSON HOLE NEWS & GUID	331243	AD#397958	09/29/2021	282.40	.00	
131	JACKSON HOLE NEWS & GUID	332438	AD#398482	10/31/2021	930.96	.00	
131	JACKSON HOLE NEWS & GUID	336804	AD#402932	03/02/2022	68.40	.00	
131	JACKSON HOLE NEWS & GUID	336805	AD#402933	03/02/2022	1,205.55	.00	
131	JACKSON HOLE NEWS & GUID	336807	AD#402935	03/02/2022	59.85	.00	
131	JACKSON HOLE NEWS & GUID	336923	AD#402777	03/09/2022	272.00	.00	
131	JACKSON HOLE NEWS & GUID	336924	AD#403058	03/09/2022	571.20	.00	
131	JACKSON HOLE NEWS & GUID	336995	AD#403200	03/09/2022	316.35	.00	
131	JACKSON HOLE NEWS & GUID	336996	AD#403201	03/09/2022	196.65	.00	
Total 131:					3,903.36	.00	
114	JACKSON LUMBER INC	FC0222-00000	FINANCE CHARGE FOR FEBRU	02/28/2022	1.81	.00	
Total 114:					1.81	.00	
115	JACKSON PAINT AND GLASS, I	I125231	CLEAR GLASS, FLAT POLISH, L	02/16/2022	1,041.33	.00	
115	JACKSON PAINT AND GLASS, I	I125252	GEN PART, CRATE, FRT, LABOR	02/17/2022	2,209.06	.00	
115	JACKSON PAINT AND GLASS, I	I125253	GEN PART, CRATE, FRT, LABOR	02/17/2022	2,815.58	.00	
Total 115:					6,065.97	.00	
6847	LENAMOND, LYNSEY	030922	TRAVEL EXPENSES	03/09/2022	874.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6847	LENAMOND, LYNSEY	030922B	TRAVEL EXPENSES	03/09/2022	1,008.00	.00	
Total 6847:					1,882.00	.00	
4380	LONG BUILDING TECHNOLOGI	JC147355	MOBILIZATION, EQUIPMENT, IN	02/11/2022	5,917.00	.00	
Total 4380:					5,917.00	.00	
156	LOWER VALLEY ENERGY INC	92050-002 02-	3150 S ADAMS CANYON DR, JA	02/28/2022	370.06	.00	
156	LOWER VALLEY ENERGY INC	92050-003 02-	SPRUCE DR PUMP HOUSE, JA	02/28/2022	331.66	.00	
156	LOWER VALLEY ENERGY INC	92050-008 02-	CEMETERY, JACKSON, WY	02/28/2022	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-010 02-	ELY SPRINGS RD WELL 6,7,8, J	02/28/2022	1,158.48	.00	
156	LOWER VALLEY ENERGY INC	92050-014 02-	135 E BROADWAY AVE HEAT TA	02/28/2022	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-017 02-	WASTE WATER TRTMT INTERM	02/28/2022	161.19	.00	
156	LOWER VALLEY ENERGY INC	92050-019 02-	RANGEVIEW DR LIFT PUMP CO	02/28/2022	70.99	.00	
156	LOWER VALLEY ENERGY INC	92050-021 02-	150 E PEARL AVE, JACKSON, W	02/28/2022	1,828.43	.00	
156	LOWER VALLEY ENERGY INC	92050-024 02-	1605 BERGER LN SEWER LIFT	02/28/2022	29.42	.00	
156	LOWER VALLEY ENERGY INC	92050-025 02-	450 W SNOW KING AVE NEW S	02/28/2022	733.24	.00	
156	LOWER VALLEY ENERGY INC	92050-026 02-	450 W SNOW KING AVE SHOP, J	02/28/2022	318.73	.00	
156	LOWER VALLEY ENERGY INC	92050-044 02-	SNOW KING ESTATES BOOSTE	02/28/2022	280.85	.00	
156	LOWER VALLEY ENERGY INC	92050-047 02-	WASTE WATER TRTMT UV BLD	02/28/2022	16.00	.00	
156	LOWER VALLEY ENERGY INC	92050-049 02-	WASTE WATER TRTMT PTB 545	02/28/2022	7,660.66	.00	
156	LOWER VALLEY ENERGY INC	92050-050 02-	2 MG TANK, JACKSON, WY 200	02/28/2022	27.66	.00	
156	LOWER VALLEY ENERGY INC	92050-051 02-	WELL #5 KARNs MEADOW DR,	02/28/2022	2,234.22	.00	
156	LOWER VALLEY ENERGY INC	92050-052 02-	675 E BROADWAY AVE WELL #1	02/28/2022	21.21	.00	
156	LOWER VALLEY ENERGY INC	92050-053 02-	WELLS #2 & #3, JACKSON, WY	02/28/2022	2,142.80	.00	
156	LOWER VALLEY ENERGY INC	92050-054 02-	CITY WELL ELK REF 1, JACKSO	02/28/2022	109.85	.00	
156	LOWER VALLEY ENERGY INC	92050-055 02-	CITY WELL ELK REF 2, JACKSO	02/28/2022	79.09	.00	
156	LOWER VALLEY ENERGY INC	92050-056 02-	CITY WELL ELK REF 3, JACKSO	02/28/2022	87.30	.00	
156	LOWER VALLEY ENERGY INC	92050-059 02-	440 W SNOW KING AVE POLICE	02/28/2022	372.71	.00	
156	LOWER VALLEY ENERGY INC	92050-060 02-	400 W SNOW KING AVE S GAR,	02/28/2022	1,122.65	.00	
156	LOWER VALLEY ENERGY INC	92050-061 02-	400 W SNOW KING AVE PUBLIC	02/28/2022	1,422.15	.00	
156	LOWER VALLEY ENERGY INC	92050-074 02-	CRABTREE LN THAW WELL #2,	02/28/2022	199.67	.00	
156	LOWER VALLEY ENERGY INC	92050-075 02-	HIGH SCHOOL RD THAW WELL	02/28/2022	400.53	.00	
156	LOWER VALLEY ENERGY INC	92050-078 02-	145 W HANSEN AVE FRONT, JA	02/28/2022	147.09	.00	
156	LOWER VALLEY ENERGY INC	92050-079 02-	145 W HANSEN AVE BACK, JAC	02/28/2022	224.41	.00	
156	LOWER VALLEY ENERGY INC	92050-082 02-	400 W SNOW KING AVE E STOR	02/28/2022	540.24	.00	
156	LOWER VALLEY ENERGY INC	92050-090 02-	955 MAPLE WAY, JACKSON, WY	02/28/2022	192.38	.00	
156	LOWER VALLEY ENERGY INC	92050-092 02-	3150 S ADAMS CANYON DR ANI	02/28/2022	706.29	.00	
156	LOWER VALLEY ENERGY INC	92050-102 02-	145 W HANSEN AVE FRONT, JA	02/28/2022	77.76	.00	
156	LOWER VALLEY ENERGY INC	92050-105-382	MULTIPLE STREET LIGHTS	02/28/2022	2,941.03	.00	
156	LOWER VALLEY ENERGY INC	92050-106 02-	940 SIMON LN, JACKSON, WY	02/28/2022	240.96	.00	
156	LOWER VALLEY ENERGY INC	92050-114 02-2	210 N CACHE ST HOME RANCH	02/28/2022	595.37	.00	
156	LOWER VALLEY ENERGY INC	92050-126 02-	SPRING WATER LN LIFT STATIO	02/28/2022	23.84	.00	
156	LOWER VALLEY ENERGY INC	92050-127 02-	3337 S CODY CREEK DR LIFT S	02/28/2022	365.09	.00	
156	LOWER VALLEY ENERGY INC	92050-131 02-	195 E DELONEY AVE RESTROO	02/28/2022	424.74	.00	
156	LOWER VALLEY ENERGY INC	92050-132 02-	160 S MILLWARD ST PARKING	02/28/2022	1,677.59	.00	
156	LOWER VALLEY ENERGY INC	92050-134 02-	160 S MILLWARD ST PARKING	02/28/2022	248.39	.00	
156	LOWER VALLEY ENERGY INC	92050-332 02-	185 N GLENWOOD ST LTS, JAC	02/28/2022	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-334 02-	JOSEPHINE LOOP LOT 15 LIFT	02/28/2022	140.47	.00	
156	LOWER VALLEY ENERGY INC	92050-341 02-	210 N CACHE ST HOME RANCH	02/28/2022	26.13	.00	
156	LOWER VALLEY ENERGY INC	92050-345 02-	930 SIMON LN, JACKSON, WY	02/28/2022	172.68	.00	
156	LOWER VALLEY ENERGY INC	92050-356 02-	55 KARNs MEADOW DR START	02/28/2022	4,335.15	.00	
156	LOWER VALLEY ENERGY INC	92050-357 02-	55 KARNs MEADOW DR START	02/28/2022	7,416.40	.00	
156	LOWER VALLEY ENERGY INC	92050-359 02-	MILLER PARK PARKING LOT CH	02/28/2022	109.90	.00	
156	LOWER VALLEY ENERGY INC	92050-361 02-	625 W BROADWAY AVE NEW P	02/28/2022	23.09	.00	
156	LOWER VALLEY ENERGY INC	92050-363 02-	455 VINE ST UTIL, JACKSON, W	02/28/2022	120.50	.00	
156	LOWER VALLEY ENERGY INC	92050-364 02-	65 VIRGINIAN LN #5, JACKSON,	02/28/2022	76.96	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-365 02-	65 VIRGINIAN LN #7, JACKSON,	02/28/2022	87.93	.00	
156	LOWER VALLEY ENERGY INC	92050-367 02-	455 VINE ST APT #3, JACKSON,	02/28/2022	54.10	.00	
156	LOWER VALLEY ENERGY INC	92050-368 02-	455 VINE ST APT #4, JACKSON,	02/28/2022	88.97	.00	
156	LOWER VALLEY ENERGY INC	92050-370 02-	2022 WILDFLOWER CT, JACKS	02/28/2022	165.07	.00	
156	LOWER VALLEY ENERGY INC	92050-371 02-	2022 WILDFLOWER CT, JACKS	02/28/2022	35.70	.00	
156	LOWER VALLEY ENERGY INC	92050-374 02-	455 VINE ST APT #1, JACKSON,	02/28/2022	110.41	.00	
156	LOWER VALLEY ENERGY INC	92050-375 02-	155 E PEARL AVE, JACKSON, W	02/28/2022	25.75	.00	
156	LOWER VALLEY ENERGY INC	92050-376 02-	149 E PEARL AVE, JACKSON, W	02/28/2022	300.63	.00	
156	LOWER VALLEY ENERGY INC	92050-378 02-	145 E PEARL AVE #A EAST, JAC	02/28/2022	99.88	.00	
156	LOWER VALLEY ENERGY INC	92050-381 02-	915 SIMON LN, JACKSON, WY	02/28/2022	207.19	.00	
156	LOWER VALLEY ENERGY INC	92050-383 02-	SNOW KING DR WATER TANK C	02/28/2022	21.87	.00	
156	LOWER VALLEY ENERGY INC	92050-385 02-	85 N SPRING GULCH RD SPRIN	02/28/2022	424.71	.00	
156	LOWER VALLEY ENERGY INC	92050-388 02-	121 SHERWOOD CT BLDG 2 BU	02/28/2022	28.44	.00	
156	LOWER VALLEY ENERGY INC	92050-389 02-	1640 MARTIN LN LIFT STATION,	02/28/2022	32.08	.00	
156	LOWER VALLEY ENERGY INC	92050-390 02-	400 W SNOW KING AVE HOUSI	02/28/2022	230.62	.00	
156	LOWER VALLEY ENERGY INC	92050-391 02-	400 W SNOW KING AVE PARK M	02/28/2022	728.25	.00	
156	LOWER VALLEY ENERGY INC	92050-392 02-	400 W SNOW KING AVE ADMIN,	02/28/2022	339.42	.00	
156	LOWER VALLEY ENERGY INC	92050-393 02-	400 W SNOW KING AVE EMPLO	02/28/2022	1,042.65	.00	
156	LOWER VALLEY ENERGY INC	92050-395 02-	145 E PEARL AVE #C LOFT, JAC	02/28/2022	72.41	.00	
156	LOWER VALLEY ENERGY INC	92050-396 02-	145 E PEARL AVE HSE/CMN, JA	02/28/2022	126.25	.00	
156	LOWER VALLEY ENERGY INC	92050-397 02-	145 E PEARL AVE #B WEST, JA	02/28/2022	71.51	.00	
156	LOWER VALLEY ENERGY INC	92050-398 02-	155 E PEARL AVE, JACKSON, W	02/28/2022	78.67	.00	
156	LOWER VALLEY ENERGY INC	92050-399 02-	155 E PEARL AVE, JACKSON, W	02/28/2022	57.73	.00	
Total 156:					46,484.97	.00	
6403	MARKEE ESCROW SERVICES, I	8000009	annual wyoming business council	03/01/2022	52,552.08	.00	
Total 6403:					52,552.08	.00	
4401	MEYRING & ASSOCIATES, INC	3335	SHIPPING, SERVICE TECH	02/09/2022	611.68	.00	
Total 4401:					611.68	.00	
257	NAPA AUTO PARTS INC.	047438	D EARTH	02/08/2022	24.58	.00	
257	NAPA AUTO PARTS INC.	048461	GROMMET, LAMP	02/12/2022	12.68	.00	
257	NAPA AUTO PARTS INC.	048897	WIRELESS CAMERA	02/15/2022	154.39	.00	
257	NAPA AUTO PARTS INC.	051708	BATT CABLE TERMINAL	03/02/2022	2.39	.00	
257	NAPA AUTO PARTS INC.	051784	CHAIN LINK	03/03/2022	4.69	.00	
257	NAPA AUTO PARTS INC.	052181	NAPA OIL	03/05/2022	19.80	.00	
257	NAPA AUTO PARTS INC.	052709	NITRILE DISPOS	03/09/2022	45.98	.00	
257	NAPA AUTO PARTS INC.	053402	MIG WIRE	03/12/2022	33.79	.00	
Total 257:					298.30	.00	
187	NELSON ENGINEERING	53864	PROJ: 20-282-01 097 TOJ PARKI	11/30/2020	262.50	.00	
187	NELSON ENGINEERING	57613	SCOTT LANE BIKE PED	01/06/2022	2,870.50	.00	
Total 187:					3,133.00	.00	
5615	NEWLEVEL GROUP	128434	PROFESSIONAL SERVICES	03/08/2022	1,469.00	.00	
Total 5615:					1,469.00	.00	
513	ON SIGHT LAND SURVEYORS I	030222	HILLSIDE P22-001	03/02/2022	150.00	.00	
513	ON SIGHT LAND SURVEYORS I	031422	P22-030 HENLY ADDITION	03/14/2022	450.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 513:					600.00	.00	
2244	PETERSCHMIDT, TIM	030422	REIMBURSE: DOT PHYSICAL	03/04/2022	150.00	.00	
Total 2244:					150.00	.00	
6483	PREMIER TRUCK- SALT LAKE C	775372029	PRESSURE SENSOR	03/04/2022	180.09	.00	
6483	PREMIER TRUCK- SALT LAKE C	775372078	WATER KIT	03/04/2022	188.47	.00	
6483	PREMIER TRUCK- SALT LAKE C	775372781	V BELT RIB, IDLE PULLEY, IDLE	03/07/2022	356.18	.00	
Total 6483:					724.74	.00	
6594	PROTERRA	1038036	COOLANT TUBES, AUX HEAT R	02/28/2022	188.03	.00	
6594	PROTERRA	1038384	COOLANT TUBES, AUX HEAT R	03/08/2022	16.33	.00	
Total 6594:					204.36	.00	
6837	PRO-WEST & ASSOC., INC	006125	PROJ: MAP INFO DISPLACEME	02/03/2022	4,998.19	.00	
6837	PRO-WEST & ASSOC., INC	006125	PROJ: MAP INFO DISPLACEME	02/03/2022	4,998.19	.00	
Total 6837:					9,996.38	.00	
6855	RHINEHART OIL CO, LLC	IN-684333-22	DSL FUEL 2 DYED, GAS 87 MID	03/02/2022	33,847.40	.00	
Total 6855:					33,847.40	.00	
2850	RT1 INC	030722	ship monthly samples	03/07/2022	71.07	.00	
Total 2850:					71.07	.00	
6889	SAFELITE FULFILLMENT INC	05008-1212	SOLAR HEATED WIPER PARK,	02/28/2022	331.79	.00	
Total 6889:					331.79	.00	
6721	SENECA COMPANIES, INC	1906752 RI	HUS 1" SH DIESEL NOZZLE, FR	12/29/2021	300.15	.00	
Total 6721:					300.15	.00	
4359	SHERWIN-WILLIAMS CO.	2417-2B	PAINT	09/27/2021	46.46	.00	
Total 4359:					46.46	.00	
4720	SILVERSTAR	654791 030122	MONTHLY SERICES	03/01/2022	869.73	.00	
Total 4720:					869.73	.00	
4699	SNAKE RIVER ROASTING	76962	COFFEE	03/01/2022	129.20	.00	
4699	SNAKE RIVER ROASTING	77081	COFFEE- MAIN PW SHOP: 2 BA	03/08/2022	108.90	.00	
Total 4699:					238.10	.00	
3961	SPECTRUM	030285022272	MONTHLY SERVICES	02/27/2022	99.99	.00	
Total 3961:					99.99	.00	
1505	SPRING CREEK ANIMAL HOSPI	625020581	ANIMAL CARE	02/15/2022	158.51	.00	
1505	SPRING CREEK ANIMAL HOSPI	625020582	ANIMAL CARE	02/15/2022	30.08	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1505	SPRING CREEK ANIMAL HOSPI	625020647	SULLY	02/16/2022	85.52	.00	
1505	SPRING CREEK ANIMAL HOSPI	625020700B	ANIMAL CARE	02/16/2022	69.40	.00	
1505	SPRING CREEK ANIMAL HOSPI	625021650	ANIMAL CARE	03/08/2022	95.70	.00	
1505	SPRING CREEK ANIMAL HOSPI	625021651	MEDS	03/08/2022	15.04	.00	
1505	SPRING CREEK ANIMAL HOSPI	625021806	ANIMAL CARE	03/10/2022	81.39	.00	
1505	SPRING CREEK ANIMAL HOSPI	625021807	ANIMAL CARE	03/10/2022	294.73	.00	
1505	SPRING CREEK ANIMAL HOSPI	625022042	ANIMAL CARE	03/15/2022	15.00	.00	
1505	SPRING CREEK ANIMAL HOSPI	625022043	ANIMAL CARE	03/15/2022	15.00	.00	
Total 1505:					860.37	.00	
241	ST JOHN'S HOSPITAL	50000579	Blood draw	02/01/2022	65.00	.00	
Total 241:					65.00	.00	
6871	STANDARD INSURANCE COMP	020122 169141	VOLUNTARY FEBRUARY PREMI	02/01/2022	706.80	706.80	03/03/2022
6871	STANDARD INSURANCE COMP	169141 002 02	FEBRUARY PREMIUM	02/01/2022	4,519.78	4,519.78	03/03/2022
Total 6871:					5,226.58	5,226.58	
4990	Swagit Productions, LLC	20033	VIDEO STREAMING SERVICE	02/28/2022	1,775.00	.00	
Total 4990:					1,775.00	.00	
6988	SWEETWATER COUNTY SHERI	031022	FTO TRAINING SCHMIDT	03/10/2022	200.00	.00	
Total 6988:					200.00	.00	
4933	SYMBOLARTS, LLC	0424034-IN	BADGE	03/01/2022	622.75	.00	
Total 4933:					622.75	.00	
4514	TEAM LABORATORY CHEMICAL	INV0029281	FINE ROAD PATCH	02/25/2022	897.50	.00	
Total 4514:					897.50	.00	
1443	TETON COUNTY CLERK	031422FE	MONTLY CONTRIBUTION FIRE	03/14/2022	154,389.72	.00	
1443	TETON COUNTY CLERK	031422H	Housing Department Monthly Ope	03/14/2022	30,620.33	.00	
1443	TETON COUNTY CLERK	031422PR	MONTHLY CONTRIBUTION PAR	03/14/2022	136,115.08	.00	
Total 1443:					321,125.13	.00	
6902	TETON COUNTY PUBLIC WORK	7	BUILD GRANT	03/04/2022	21,577.19	.00	
Total 6902:					21,577.19	.00	
996	TETON COUNTY SPECIAL FIRE	030122 F	FEBRUARY 2022	03/01/2022	18,993.49	.00	
Total 996:					18,993.49	.00	
1614	TETON COUNTY-FUND 10	030122P	FEBRUARY 2022 ROONEY AND	03/01/2022	9,906.67	.00	
1614	TETON COUNTY-FUND 10	030122PT	FEBRUARY 2022 PATHWAYS	03/01/2022	5,028.67	.00	
Total 1614:					14,935.34	.00	
3027	TETON COUNTY-FUND 13	030122C	FEBRUARY 2022 CAPITAL	03/01/2022	15.82	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 3027:					15.82	.00	
166	TETON COUNTY-FUND 19	030122F	FEBRURY 2022	03/01/2022	6,340.50	.00	
Total 166:					6,340.50	.00	
268	TETON MOTORS INC	5101494	LINK	02/23/2022	32.95	.00	
268	TETON MOTORS INC	5101631	LOCK	03/08/2022	251.39	.00	
Total 268:					284.34	.00	
3237	THE AFTERMARKET PARTS CO	82631526	ABSORBER ASM SHOCK, FRT	03/07/2022	863.74	.00	
Total 3237:					863.74	.00	
6941	THE CONNOR E FIELD TRUST	031422	WILSON APRIL	03/14/2022	2,575.00	.00	
Total 6941:					2,575.00	.00	
3955	THOMSON WEST	945937716	LIBRARY PLAN CHANGES	03/01/2022	455.91	.00	
3955	THOMSON WEST	945937716	LIBRARY PLAN CHANGES	03/01/2022	455.91	.00	
Total 3955:					911.82	.00	
5666	TRANSIT TALENT LLC	2102202	TRANSIT SUPER AD	02/28/2022	190.00	.00	
Total 5666:					190.00	.00	
6962	TRIHEDRO CORPORATION	0174692	WWTP TECH REVIEW	03/10/2022	17,934.00	.00	
Total 6962:					17,934.00	.00	
4649	ULINE	67424991	BLACK UV STABILIZED NYLON	03/01/2022	359.52	.00	
Total 4649:					359.52	.00	
777	UPPER CASE PRINTING INK	17671	PARKING BAN INSERT	11/04/2021	287.87	.00	
Total 777:					287.87	.00	
1949	VERIZON WIRELESS	99000853880	MONTHLY SERVICES	03/01/2022	21,472.58	.00	
Total 1949:					21,472.58	.00	
5022	VISION SERVICE PLAN - (WY)	814160876	FEBRUARY PREMIUM	01/17/2022	1,834.76	1,834.76	03/03/2022
Total 5022:					1,834.76	1,834.76	
192	WEBER, MICHELLE	031422	REIMBURSE FOR TRAVEL TO F	03/14/2022	703.20	.00	
Total 192:					703.20	.00	
563	WESTBANK SANITATION	391648T022	TRASH REMOVAL @ 940 SIMON	03/01/2022	51.28	.00	
Total 563:					51.28	.00	
1640	WESTERN STATE	IN001868882	CAP	12/15/2021	6.10	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1640	WESTERN STATE	IN001931529	INSTALL- BATTERY CABLES & B	02/20/2022	1,113.82	.00	
1640	WESTERN STATE	IN001934703	PARTS ONLY WITH OIL	02/23/2022	137.28	.00	
1640	WESTERN STATE	IN001949654	BAR, NUT	03/09/2022	438.12	.00	
Total 1640:					1,695.32	.00	
472	WHITE GLOVE CLEANING, INC.	7881	JANITORIAL @ TOWN HALL & P	02/28/2022	2,130.00	.00	
472	WHITE GLOVE CLEANING, INC.	7883	JANITORIAL @ PUBLIC WORKS	02/28/2022	1,380.33	.00	
472	WHITE GLOVE CLEANING, INC.	7884	JANITORIAL @ PARKING GARA	02/28/2022	204.00	.00	
472	WHITE GLOVE CLEANING, INC.	7886	JANITORIAL @ BUNK HOUSE	02/28/2022	100.00	.00	
472	WHITE GLOVE CLEANING, INC.	7888	JANITORIAL @ SI-FERRIN	02/28/2022	996.66	.00	
472	WHITE GLOVE CLEANING, INC.	7889	JANITORIAL @ SI-FERRIN	02/28/2022	498.33	.00	
472	WHITE GLOVE CLEANING, INC.	7901	COVID FOGGING @ PUBLIC W	02/28/2022	400.00	.00	
472	WHITE GLOVE CLEANING, INC.	7901	COVID FOGGING @ START	02/28/2022	400.00	.00	
472	WHITE GLOVE CLEANING, INC.	7901	COVID FOGGING @ RESTROO	02/28/2022	400.00	.00	
472	WHITE GLOVE CLEANING, INC.	7901	COVID FOGGING @ TOWN HAL	02/28/2022	400.00	.00	
472	WHITE GLOVE CLEANING, INC.	7926	OPERATING SUPPLIES @ TOW	02/28/2022	614.50	.00	
472	WHITE GLOVE CLEANING, INC.	7927	OPERATING SUPPLIES @ PUBL	02/28/2022	222.50	.00	
472	WHITE GLOVE CLEANING, INC.	7928	OPERATING SUPPLIES @ SI-FE	02/28/2022	277.50	.00	
472	WHITE GLOVE CLEANING, INC.	7929	OPERATING SUPPLIES @ HOM	02/28/2022	321.50	.00	
472	WHITE GLOVE CLEANING, INC.	7929	OPERATING SUPPLIES @ DEL	02/28/2022	118.50	.00	
472	WHITE GLOVE CLEANING, INC.	7929	OPERATING SUPPLIES @ MILL	02/28/2022	79.00	.00	
472	WHITE GLOVE CLEANING, INC.	804B	CONSTRUCTION CLEAN @ SI-F	02/01/2022	1,578.63	.00	
472	WHITE GLOVE CLEANING, INC.	854B	MOVE OUT CLEANING @ UNIT	02/01/2022	339.50	.00	
472	WHITE GLOVE CLEANING, INC.	862B	CONSTRUCTION CLEAN @ SI-F	02/28/2022	307.50	.00	
472	WHITE GLOVE CLEANING, INC.	864B	HOUSE CLEAING @ UNIT 2- 455	02/21/2022	582.00	.00	
Total 472:					11,350.45	.00	
6117	WILSON, JOHN	031421	WILDFLOWER RENTAL	03/14/2022	2,200.00	.00	
Total 6117:					2,200.00	.00	
3619	WY CHILD SUPPORT ENFORCE	03112022	case #209790	03/11/2022	146.76	146.76	03/11/2022
Total 3619:					146.76	146.76	
4139	WY WORKERS' SAFETY & COM	030422	MARCH PREMIUM	03/04/2022	11,968.38	11,968.38	03/04/2022
Total 4139:					11,968.38	11,968.38	
3148	WYO CONFERENCE OF MUNI C	030922	CONFERENCE REGISTRATION	03/09/2022	480.00	.00	
Total 3148:					480.00	.00	
2547	WYOMING FINANCIAL INSUANC	2616178	1095 FORMS	02/18/2022	1,598.50	.00	
Total 2547:					1,598.50	.00	
4198	WYOMING FIRST AID & SAFETY	194954	first aid kit resupply	02/24/2022	150.11	.00	
Total 4198:					150.11	.00	
5788	WYOMING GARAGE DOOR, LLC	2470	SERVICE ALL @ PUBLIC WORK	02/24/2022	705.15	.00	
5788	WYOMING GARAGE DOOR, LLC	2478	SERVICE CALL @ 685 E HANSE	03/09/2022	250.50	.00	
Total 5788:					955.65	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
406	WYOMING LAW ENFORCEMEN	030322	OFFICER EDUCATION fees	03/03/2022	150.00	.00	
Total 406:					150.00	.00	
329	WYOMING RETIREMENT SYST	221095	FEBRUARY CONTRIBUTIONS	03/04/2022	33,510.90	33,510.90	03/04/2022
329	WYOMING RETIREMENT SYST	221096	FEBRUARY CONTRIBUTIONS	03/04/2022	31,239.81	31,239.81	03/04/2022
329	WYOMING RETIREMENT SYST	221097	FEBRUARY CONTRIBUTIONS	03/04/2022	60,606.72	60,606.72	03/04/2022
Total 329:					125,357.43	125,357.43	
2034	WYOMING TAXPAYERS ASSOC.	00896	2022 WTA MEMBERSHIP LARRY	01/01/2022	195.00	.00	
Total 2034:					195.00	.00	
1764	WYOMING.COM INC	2064210	DOMAIN HOSTING	03/05/2022	5.00	.00	
Total 1764:					5.00	.00	
5539	Y2 CONSULTANTS, LLC	18105	20217 CVL ADDS01	09/23/2021	1,180.25	.00	
5539	Y2 CONSULTANTS, LLC	18735	PROJ: 21014- CVL-CDD04-CA/C	02/25/2022	272.00	.00	
Total 5539:					1,452.25	.00	
2842	YELLOW IRON EXCAVATION, LL	59407B	ANIMAL SHELTER TRASH REM	07/30/2021	70.00	.00	
2842	YELLOW IRON EXCAVATION, LL	67587	trash removal - 915 Simon Lane	02/28/2022	35.00	.00	
2842	YELLOW IRON EXCAVATION, LL	67692	trash removal @ 455 vine	02/28/2022	17.50	.00	
2842	YELLOW IRON EXCAVATION, LL	67692	trash removal @ 455 vine	02/28/2022	17.50	.00	
2842	YELLOW IRON EXCAVATION, LL	67692	trash removal @ 455 vine	02/28/2022	17.50	.00	
2842	YELLOW IRON EXCAVATION, LL	67692	trash removal @ 455 vine	02/28/2022	17.50	.00	
2842	YELLOW IRON EXCAVATION, LL	67852	trash removal @ 155 E PEARL	02/28/2022	250.00	.00	
2842	YELLOW IRON EXCAVATION, LL	67853	trash removal - ANIMAL SHELTE	02/28/2022	70.00	.00	
2842	YELLOW IRON EXCAVATION, LL	67854	SNOW KING TRASH	02/28/2022	640.00	.00	
Total 2842:					1,135.00	.00	
Grand Totals:					942,844.30	161,439.80	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

**TOWN OF JACKSON
MUNICIPAL COURT
MONTHLY REPORT TO THE MAYOR AND TOWN COUNCIL
FOR THE MONTH OF FEBRUARY, 2022**

During the month of February, the Court received \$32,470 in fines, costs, and fees.
612 new cases were docketed: 565 parking citations, 47 summons
29 cases were dismissed: 19 parking violations

The abbreviations used below are: BF= Bond Forfeiture (includes \$10.00 court cost and fees), GP=Guilty Plea and Fine, NC= No Contest,
G=Found Guilty at Trial, NG=Found Not Guilty at Trial,
R=Restitution, CS=Community Service, DP=Deferred Prosecution, D=Dismissed, D-TS= Dismissed with Traffic School,
DA=Deferred Adjudication

CLOSED CASES

<u>NAME</u>	<u>CITATION</u>	<u>OFFENSE</u>	<u>DISPOSITION</u>	<u>\$</u>
Anderson, Stephen Michael	186003106AC	Speed Limits Generally 40/25	D - TS	0
Bedolla Ramos, Oscar	186003348AC	Speed Limits Generally 31/20	BF	167
Bienko, Christopher D	01244M	Compulsory Auto Insurance	D - Provided valid information	0
Bienko, Christopher D	01243M	Improper Display of Tabs registration	BF	50
Bossi, Erika Layton	186003435AC	Speed Limits Generally 44/30	BF	188
Bulger, Renee Ann	186003222AC	Failure to Obey Traffic Control Device	BF	140
Cano, Raymond Francisco	186003165AC	Stop Sign Violation	BF	150
Carney, Sasha E	98906N	Urinating in Public	BF	120
Casal Brandt, Mairym	186003104AC	Speed Limits Generally 36/25	D - TS	0
Catarino, Enzo Louis	186003028AC	Criminal trespass	BF	250
Catarino, Enzo Louis	186003033AC	Public intoxication	BF	135
Christensen, Anthony Lynn	186002779AC	Interference w/PD: Resisting officer	BF	365
Christensen, Anthony Lynn	186002778AC	Public intoxication	BF	135
Cisco, Sammalita Monica	186003098AC	Limitations on Backing	BF	90
Cooper, Michael J.	98211N	Driving/Control of vehicle while intox	DA- in accordance with WS 7-13-301	0
Covell, Michael J	186003412AC	Compulsory Auto Insurance	D- Provided valid information	0
Delong, Gregory D	98930N	Public intoxication	BF	135
Esquivel, Jesse Alexander	186003034AC	Destruction of property	GP, R	480
Flynn, Yuliya K	186003113AC	Speed Limits Generally 56/30	D- TS	0
Funk, Eileen Marice	186003420AC	Unlawful Contact or Touching	BF	500
Garciazompa, Alvaro	186003451AC	Limitations on Backing	BF	90
Gonzales, Annette	186003352AC	Expired temporary permit/improper registration	BF	140
Greenberger, Liz	186003391AC	Speed Limits Generally 55/30	BF	295
Hefffrich, Skyler Austin	186003404AC	Improper Display of Tabs registration	BF	100
Holden, Sumayah Hani	186003322AC	Required position & method of turning at intersections	BF	90
Huffman, Matthew Tyler	186003345AC	Expired temporary permit/improper registration	BF	140
Judd, Taiga Sean	186003480AC	MPH over limit Bond 46/30	BF	202
Lehner, Caleb	98905N	Urinating in Public	BF	120
Lockhart, Cody	186003131AC	Animals at Large	BF	100
Lynch, Michael P	186003275AC	No display of current registration	BF	140
Mach, Fatimah	186003535AC	Use of cell phone while driving prohibited	BF	75
Mares Perez, Jose Mario	186003390AC	Use of cell phone while driving prohibited	BF	85
Martinek, Hanna Mae	186003355AC	Public intoxication	BF	135
Meneses Cano, Alexander	186003254AC	No Driver's license	BF	410
Morillon Bedolla, Eloy	186002685AC	Public intoxication	BF	100
Mulhall, Kevin J	00239M	Public intoxication	BF	135
Ortiz Baez, Elvis Rafael	00386M	Driving/Control of vehicle while intox	DA- in accordance with WS 7-13-301	0
Park, Lareesa	186003350AC	Failure to Maintain Lane	BF	100
Peak, Rebecca Lynne	186003243AC	Improper Display of Tabs registration	BF	90
Poulin, Kyle Edgar	186003046AC	MPH over limit Bond 38/25	BF	181
Ramsey, Lincoln O	186002994AC	No display of current registration	D - Per Town's motion	0
Reyos, Lyle James	186003118AC	Driving under suspension	D - Per Town's motion	0
Rosales, Tomas Elias	186003340AC	Failure to Obey Traffic Control Device	BF	140
Schiefer, Jacquelyn Jean	186002936AC	Speed Limits Generally 51/40	D- TS	0
Shelly, Terence Graydon	186002996AC	No display of current registration	BF	70
Sledge, Taylor Samantha	186003097AC	Failure to Obey Traffic Control Device	BF	140
Stetson, Mary Ann	186003094AC	Failure to Obey Traffic Control Device	D- TS	0
Stumpf, Clare Elizabeth	186003449AC	Use of cell phone while driving prohibited	BF	75
Thompson, Janice Lee	186003373AC	Use of cell phone while driving prohibited	BF	75
Thorp, John	98502N	Use of cell phone while driving prohibited	BF	65
Tubman, Zachary Ryan	186003247AC	Failure to yield ROW	BF	90
Waldrop, Nancy Abernathy	186003347AC	Speed Limits Generally 33/20	BF	181

Yih, Nancy L	186003242AC	Following too Close	BF	90
Zelazo, Barbara Melody	186003434AC	Speeding in a school zone 36/20	BF	176

STAFF REPORT



Meeting Date:	March 21, 2022	Meeting Title:	Regular Meeting
Submitting Department:	Town Clerk's Office/Finance	Presenter:	Lynsey Lenamond Kelly Thompson
Agenda Item:	Naming Official Depositories 2022	Public Comment:	Yes

Purpose & Policy Considerations.

Each year, the Town Council names local banks as official depositories for the Town of Jackson.

Requested Action.

For the Town Council to name Wells Fargo Bank, Bank of Jackson Hole, and Rocky Mountain Bank as official depositories for the Town of Jackson during 2022.

Recommendations.

Staff recommends the Town Council name Wells Fargo Bank, Bank of Jackson Hole, and Rocky Mountain Bank as official depositories for the Town of Jackson during 2022.

Background.

The Town Council has annually named local banks as official depositories pursuant to Wyoming State Statute 9-4-817 (b) (ii). Once the Council has named them, the bank's Board of Directors submits a resolution pursuant to state statute 9-4-806 ensuring that they can guarantee the funds and that they are federally insured.

Analysis.

N/A.

Possible Alternatives.

N/A.

Comprehensive Plan & Priority Alignment.

This is a statutory requirement.

Fiscal Impact.

None.

Staff Impact.

Three hours in the Clerk's office to prepare and send letters and file responses.

Attachments or Links.

None.

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

I move to designate Wells Fargo Bank, Bank of Jackson Hole, and Rocky Mountain Bank as official depositories for the Town of Jackson for 2022.

STAFF REPORT



Meeting Date:	March 21, 2022	Meeting Title:	Town Council Regular
Submitting Department:	Public Works	Presenter:	Brian Lenz
Agenda Item:	Encroachment Agreement – 185 N Glenwood Street (P22-013)	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to request Council approval of an Encroachment Agreement in the alley at 185 N Glenwood between the Town and Glenwood JH, Inc.

Requested Action.

Staff recommends approval of the Encroachment Agreement with Glenwood JH, Inc.

Recommendations.

Staff recommends approval of the encroachment agreement with Glenwood JH, Inc.

Background.

The public alley is 20-ft wide and runs north/south between N Millward Street (White Buffalo Club) and N Glenwood Street (Glenwood Condominium) between Gill and Deloney Avenues. During the final platting stage, the eaves on the west side of the west building were constructed partially over the lot boundary and encroach into the public alley.

Analysis.

The encroachment is comprised of a small roof overhang that drains into the property. The extent of the encroachment is approximately 0.75 feet horizontally. Vertically, the encroachment starts approximately 47-50 feet above the alley surface extending to the roof top in three separate locations along the west wall.

Possible Alternatives.

1. Approve the Encroachment Agreement.
2. Deny the request for an encroachment agreement and direct the applicant to remove the encroachment.
3. Direct staff to revise the agreement to meet Council conditions.

Comprehensive Plan & Priority Alignment.

Common Value 2: Growth Management

- Enhance the quality, desirability, and integrity of Complete Neighborhoods.
- Preserve and enhance Stable Subareas

Common Value 3: Quality of Life

- Provide a variety of housing options
- Housing will be consistent with Character Districts
- Provide workforce housing solutions locally
- Create workforce housing to address shortages



Fiscal Impact.

There are no fees for this application. There is no fiscal impact unless the Town needs to remove the encroachment, which is not expected. Costs for recording the Encroachment Agreement are the Encroaching Party's sole cost and expense.

Staff Impact.

Staff hours drafting and reviewing the Encroachment Agreement including legal review and approval. Hours estimated for this work is 6 hours total.

Attachments or Links.

1. Encroachment Agreement document with Exhibits.

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

I move to approve the attached Encroachment Agreement between Glenwood JH, Inc. and the Town of Jackson subject to approval and minor changes by the Town Attorney and Town Engineer.

TOWN OF JACKSON ENCROACHMENT AGREEMENT

THIS ENCROACHMENT AGREEMENT ("Agreement"), by and between Glenwood JH, Inc, with an address of 4011 80th Street, Kenosha, WI 53142-4955, hereinafter referred to as "Encroaching Party" and the TOWN OF JACKSON, a municipal corporation of the State of Wyoming, with an address of P.O. Box 1687 Jackson, WY 83001 hereinafter referred to as "Town", together "Parties", provides as follows:

WHEREAS, Encroaching Party is the owner in fee simple of that certain real property in Teton County, Wyoming, described as follows:

Street Address: 185 N Glenwood Street

Location: Lots 1-4, Block 6, Original Townsite of Jackson

PIDN: 22-41-16-28-4-10-001

WHEREAS, the Town is the owner of that certain public right-of-way known as Block 6 Alley, Plat No. 100, which public right-of-way adjoins Encroaching Party's property;

WHEREAS, the Encroaching Party shall encroach in a portion of the above-noted public right-of-way as set forth in Exhibit A, attached hereto and made a part hereof, for:

The roof eaves have been constructed partially over the lot boundary and encroach into the public alley. There are three (3) areas of encroachment. The extent of the encroachment is 0.75' as shown on attached Exhibit A, (hereinafter "Encroaching Property").

WHEREAS, on March 21, 2022 the Jackson Town Council voted to approve and authorize the mayor to sign the Encroachment Agreement between the Town of Jackson and the Encroaching Party for the Encroaching Property subject to final review and approval by the Town Attorney (P22-013).

WHEREAS, Encroaching Party recognizes that it cannot acquire any right, title, or interest in and to the said public rights-of-way by adverse possession or otherwise due to the encroachment.

NOW, THEREFORE, IT IS HEREBY AGREED that for and in consideration of the aforesaid premises and good and valuable consideration, the receipt of which is hereby acknowledged, paid by each of the said parties to the other, Encroaching Party and the Town do mutually covenant and agree as follows:

1. ACKNOWLEDGMENT OF TOWN'S RIGHTS:

Encroaching Party acknowledges the Town's exclusive rights, title, and interest in the public rights-of-way and that it cannot acquire any right, title, or interest in the afore-referenced public right-of-way now or hereafter.

2. AGREEMENT TO ALLOW ENCROACHMENT:

The Town agrees that Encroaching Party shall have the right to have the Encroaching Property extend beyond the boundary line of the Property and to encroach within the Town right-of-way to the extent set forth herein.

3. ENCROACHING PARTY OBLIGATIONS:

Encroaching Party must:

- A. Maintain the Encroaching Property in a safe and structurally sound manner. All repairs and reconstruction work must be completed such that thereafter the Encroaching Property meets the standards of the Building Code of the Town of Jackson adopted at the time of repair and reconstruction.

4. RIGHT TO MAINTAIN:

Encroaching Party shall have the right from time to time to go upon the adjoining Town right-of-way for the purpose of maintaining the Encroaching Property, provided that any damage occurring to the property of the Town as a result of such maintenance shall be corrected or repaired at the sole expense of Encroaching Party or its successors and assigns. Under no circumstances shall the Encroaching Party be allowed to increase the existing encroachment, absent written approval (including applicable regulatory approval) of the Town. Notwithstanding the foregoing, no provision in this Agreement shall limit or prohibit the Town from pursuing its right of eminent domain with regard to the Encroaching Property and no provision of this Agreement shall limit or prohibit Encroaching Party from defending its property therefrom.

5. RELEASE OF CLAIMS:

Encroaching Party, and its successors or assigns hereby releases and holds harmless the Town from any and all damage, claim, cause, or right of action which may arise from normal use by the public, Town use, maintenance, construction, repair or replacement activities by the Town associated with the Town rights-of-way (or easement) in its present configuration and alignment and any of the present utilities within the Town rights-of-way and which may arise due to the proximity of the Encroaching Property to the work activity being conducted by the Town.

6. INDEMNIFICATION:

Encroaching Party, and its successors in interest and assigns, hereby agrees to indemnify and hold harmless the Town of Jackson from any and all losses, damages, claims, causes of action, or rights of action, including reasonable attorney's fees, which the Town may incur as a result of or in any way related to the construction, use, and/or maintenance of the Encroaching Property. The Town will give the Encroaching Party prompt notice of any claims against it arising from or related to such Encroaching Property and the Encroaching Party will be kept fully informed and advised of material matters relating to the defense and handling of such claim by the Town, its insurers, or its attorneys. Nothing in this Agreement shall alter, amend, modify, or diminish the existing statutory, constitutional, or legal defenses of the Town in relation to such claims under the Wyoming law.

7. BINDING COVENANT:

The provisions of this Agreement shall operate as a covenant running with all parcels of land above described and shall bind both Parties hereto and their respective successors and assigns in ownership.

8. TERM OF AGREEMENT:

This instrument and all the covenants contained herein shall remain in force and effect until such time as the Encroaching Property is removed, demolished or destroyed, whether intentionally or by casualty loss, such as fire, earthquake, or other unforeseen occurrence. Removal of Encroaching Property by the Town shall be based on legitimate municipal interests, including but not limited to the Town's need to use additional right-of-way, and shall be at the Town's sole cost. Notice of removal shall state the timeframe within which the improvements shall be removed and said timeframe shall not be less than two (2) months. Removal of Encroaching Property by the Encroaching Party shall require approval by the Town and will be at the sole cost of the Encroaching Party.

9. NO THIRD-PARTY BENEFICIARY:

This Agreement is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person or entity will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Agreement as a third-party beneficiary or otherwise.

10. HEADINGS:

Headings used in this Agreement are for convenience only and shall not be deemed to constitute a part hereof, or shall not be deemed to limit, characterize, or in any way affect the provisions of this Agreement.

11. MODIFICATION IN WRITING:

No modification, waiver, amendment, addition or cancellation of this document shall be effective unless in writing and signed by both parties.

12. BINDING EFFECT AND SEVERABILITY:

This Agreement shall be binding upon and inure to the benefit of the parties hereto, their heirs, legal representatives, successors, and permitted assigns unless voluntarily terminated upon agreement by all parties or their heirs, legal representatives, successors, and permitted assigns. If a Court finds any provision of this Agreement to be invalid or unenforceable, such finding shall not render the entire Agreement void or unenforceable. If feasible, the offending provision shall be deemed modified within the limits of enforceability or validity. If the offending provision cannot be modified, it shall be stricken and all other provision of this Agreement in all other respects shall remain valid and enforceable.

13. RECORDING:

This Agreement shall be executed upon its approval by the Jackson Town Council and shall thereupon be filed with the Town Clerk and recorded in the Land Records of Teton County, Wyoming at the Encroaching Party's sole cost.

14. GOVERNING LAW AND FORUM:

This Agreement shall be construed, performed and enforced in accordance with, and governed by, the

laws of the State of Wyoming, without giving effect to the principles of conflict of laws thereof. The parties hereto irrevocably elect as the sole judicial forum for the adjudication of any matters arising under or in connection with this Agreement, and consent to the jurisdiction of, the courts of the County of Teton, State of Wyoming, or the United States of America for the District of Wyoming. This Agreement was negotiated by both parties hereto. As such, this Agreement shall not be construed against or in favor of any party by virtue of which party drafted it or any portion thereof.

15. GOVERNMENTAL IMMUNITY:

The Town of Jackson does not waive its governmental immunity by entering into this agreement, and fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this Agreement.

16. WAIVER:

A waiver by the either party regarding the breach of any of the provisions of this Encroachment Agreement shall not bar the right of the parties to enforce the terms of this Agreement.

17. ENTIRE AGREEMENT:

The parties agree that this Agreement reflects the entire agreement between the parties as to the subject matter hereof, and no amendment of such agreement shall be effective unless in writing and signed by both parties.

18. COUNTERPARTS; ELECTRONIC SIGNATURES

This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which, when taken together, constitute one and the same document. The signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart. Counterparts may be delivered via facsimile, electronic mail (including pdf or any electronic signature complying with the federal E-SIGN Act of 2000, e.g., www.docusign.com) or other transmission method, and any counterpart so delivered shall be deemed to have been duly and validly delivered and be valid and effective for all purposes. At the request of either Party, each Party agrees to execute an original of this Agreement as well as any facsimile or other reproduction hereof.

IN WITNESS WHEREOF, the effective date of this agreement is _____.

[signatures follow on next page]

ENCROACHING PARTY

By: _____

Print Name: _____

Its: _____

STATE OF _____)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me by _____, as its property owner this ____ day of _____, 2022.

Witness my hand and official seal.

Notary Public

My commission Expires:

TOWN OF JACKSON,
a municipal corporation
of the State of Wyoming

By: _____
Hailey Morton Levinson, Mayor

Date: _____
ATTEST: Riley Taylor, Town Clerk

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by Hailey Morton Levinson and Riley Taylor who are each personally known to me or has each established their identity and authority to me by reasonable proof, this _____ day of _____, 2022.

Witness my hand and official seal.

My commission Expires:

Notary Public

BUFFALO CLUB CONDOMINIUMS
PLAT NO. 1250

LOT 5-6, BLOCK 6
Roseville Ventures II, LLC

Glenwood JH, Inc
185 N Glenwood St
Jackson, WY
Lot 1-4, Block 6
Deed 0998313
0.64 Acres

WEST GILL AVE

S89°42'05"E 139.94'



STAFF REPORT



Meeting Date:	March 21, 2022	Meeting Title:	Council Regular Meeting
Submitting Department:	Planning Department	Presenter:	Paul Anthony
Agenda Item:	P22-041 TEMPORARY SIGN PERMIT JH Travel & Tourism – Resident Survey	Public Comment:	Yes

Purpose & Policy Considerations.

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

Requested Action.

The Jackson Hole Travel & Tourism Board has requested to display one (1) temporary banner under Section 5.6.1.C.4.c of the LDRs to advertise its Resident Tourism Sentiment Survey (see attached for various sizing).

- 105 Buffalo Way, Albertson's during:
 - March 23, 2022 – April 5, 2022

Section 5.6.1.C.4.c of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

Recommendations.

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

1. The use of site shall be granted by the property owner.
2. The sign shall not be located on the sidewalks or in the public right of way.
3. The sign is approved for the following location:
 - 105 Buffalo Way, Albertson's during:
 - March 23, 2022 – April 5, 2022

Background.

NA

Analysis.

NA

Alternatives (Optional).

NA

Fiscal Impact.

None

Staff Impact.

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

Attachments or Links.

Applicant Submittal

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

I move to **approve** temporary banner application (P22-041) for Jackson Hole Travel & Tourism Board - Resident Tourism Sentiment Survey, including the three conditions of approval recommended by the Planning Director in this staff report dated March 21, 2022.



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: JHTTB Sustainable Tourism Management Plan Project Physical Address of Event: NA
Description of Event: Banner to promote Resident Tourist Sentiment Survey to local residents
Grand Opening ☐ Yes ☒ No ☐

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: Jackson Hole Travel and Tourism Board PO 550, 83001 Phone: 307 690 3509
E-mail: lodgingtaxnews@tetoncountywy.gov ZIP: 83001
Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Albertsons</u>	Business/Description: _____
Physical Address: <u>105 Buffalo Way, Jackson, WY 83001</u>	Physical Address: _____
Dates of Display: <u>Mar 23, 2022- April 5, 2022</u>	Dates of Display: _____
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☐ No ☐
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	Consent from Owner Obtained? Yes ☐ No ☐

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

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

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

Sue Muncaster

Signature of Authorized Event Applicant

Sue Muncaster

Applicant Name Printed

2/25/22

Date

Communications Manager

Title

10' wide, 6' tall

HELP SHAPE TOURISM IN THE TETONS

Take the Resident Tourism Sentiment Survey

Deadline April 5

visitjacksonhole.com/locals



STAFF REPORT



Meeting Date:	March 21, 2022	Meeting Title:	Regular
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	Award for Project # 22-06: Core Services Vehicle Maintenance Facility Project General Contracting Services	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to approve a Construction Management General Contracting Services contract for the Core Services Vehicle Maintenance Facility Project.

Requested Action.

To approve a Construction Management General Contracting Services contract for the Core Services Vehicle Maintenance Facility Project.

Recommendations.

Staff recommends awarding the Construction Management General Contracting Services for the Core Services Vehicle Maintenance Facility Project to Dick Anderson Construction of Sheridan, Wyoming.

Background.

In 2019, Teton County voters approved a SPET measure for the planning, designing, engineering, and construction of the Core Services Vehicle Maintenance Facility, that would serve and maintain critical response and general use vehicles of Teton County and the Town of Jackson, in the amount of \$18,500,000. The Core Services Vehicle Maintenance Facility is part of a master plan for 55 Karns Meadow Drive site. The first phase of the master plan was the construction of the START Bus Facility, which was completed in 2014. The second phase of the master plan includes both the addition of the Core Services Vehicle Maintenance Facility and all site improvements (parking, curb, landscape, stormwater) as required under the approved development plan. In the future, there will be a third (and final) phase that will include additional bus storage for the START Bus Facility.

Upon approval of the SPET measure, staff contracted with Jorgensen Engineering to review, revise, and update the Core Services Vehicle Maintenance Facility plans that were originally created in 2014. The contract with Jorgensen Engineering operated in two phases, with phase one focusing on code updates and possible design revisions and phase two focusing on permitting, contract documents, and bidding services.

During phase one, staff worked with Jorgensen Engineering and their consultants to both review and update the original plans for this project. Since the original plans were created in 2014, updates to building codes as it relates to structural, electrical, architectural were needed. Staff also worked with the design team to further find design alternatives and value engineering options that could provide the construction of the facility at the lowest cost possible. It was estimated that through this process, construction cost savings nearing \$1,000,000 were anticipated. In anticipation of higher-than-normal construction and labor costs, staff and the design team analyzed the overall building program and design to keep construction costs as low as possible.

Further, staff also employed a multitude of strategies that would ensure the efficient construction of the facility at the lowest cost possible:

- a) The capital construction checklist, created and approved by the “After Action” Committee (Town and County), is required for all projects with a projected cost approaching or exceeding \$1 million. Staff used this checklist as a resource to aid in the delivery of a successful project.
- b) The design team employed the use of a third-party code review consultant (West Coast Compliance Services) that would ensure all building codes were adhered to and reflected in the overall design.
- c) The design team employed the use a third-party estimator (Parametrix), who completed a wholistic cost estimation of the entire project. This estimation was performed three times during the course of design and building permit submittal.

Analysis.

Staff prepared the Core Services Fleet Maintenance Facility Project for bidding in early December of 2021. Bids were opened for this project on January 20, 2022. Prior to the bid opening, there were three contractors who attended the mandatory pre-bid meeting and qualified themselves to submit a bid: Big D Construction, Dick Anderson Construction, and GE Johnson. However, staff received no bids for this SPET funded project. Staff reached out to contractors to better understand the reasoning for not submitting a bid, with the most notable reasons being scheduling, labor, and the fact that all the qualified contractors were very busy with other projects.

Staff developed a plan to move forward which included advertising for a Request for Proposals (RFP) for a Construction Management General Contracting Services contract, which would allow staff to review proposals to both manage and construct the project with consideration given to scheduling, procurement, and possibly phasing the project.

Staff received two proposals at the close of the RFP, which was March 3, 2022. Proposals were received from Dick Anderson Construction of Sheridan, Wyoming, and GE Johnson of Jackson, Wyoming. The RFP requested a proposal-based format that included pre-construction services, including evaluation of the Town’s schedule, construction budgetary requirements, and review of the overall project program. The overall goal of the Construction Management General Contracting Services contract is to arrive at a guaranteed maximum price to deliver the Core Services Vehicle Maintenance Facility Project to completion. The RFP outlined the costs for service below:

- 1. Task 3.1: Pre-Construction Phase Fee. This is a fixed fee to provide pre-construction services.
- 2. Task 3.2: Guaranteed Maximum Price (GMP) Phase Fee. This is a fixed fee to provide GMP Price Phase services.
- 3. Task 3.3: Construction Phase Services. This is a fixed percentage which constitutes the cost percentage of the GMP to provide the Construction Phase services.

Once staff received the RFP’s, a review committee was formed to score the proposals. The proposals were scored on the weight criteria below:

		Rating	Weight	Score
Criteria 1:	Proposal Format		1	0
Criteria 2:	Work Plan and Schedule		10	0
Criteria 3:	Personnel and Staffing Plan		10	0
Criteria 4:	Contractors Qualification Statement		20	0
Criteria 5:	Pre-Construction Phase Service Fee		3	0
Criteria 6:	GMP Phase Services Fee		3	0
Criteria 7:	Constuction Phase Service Fee %		10	0

Possible Alternatives.

Possible alternatives include rejecting all of the proposals and determining a timeline for either another bid or proposal-based process.

Comprehensive Plan & Priority Alignment.

- Chapter 8: Quality Community Service Provision
 - Principle 8.1 – Maintain current, coordinated service delivery
 - Principle 8.2 – Coordinate the provision of infrastructure and facilities needed for service delivery

Fiscal Impact.

Fiscal impact for this item includes the costs as outlined in the RFP:

	Dick Anderson	GE Johnson
	Construction	Construction
Task 3.1 - Pre-Construction Phase Fee	\$ 58,900	\$ 23,725
Task 3.2 - Guranteed Maximum Price Phase Fee	\$ 31,700	\$ 12,250
Task 3.3 Construction Phase Services %	5%	6%
Total Contract Cost:	\$ 90,600	\$ 35,975

Future fiscal impact for this item will also include the GMP for the construction of the project and will also include fees for Engineer of Record and Construction Administration. Further future fiscal impacts are relative to task 3.3, Construction Phase Services, which allows for a percentage of cost for the overall project for that service.

Staff Impact.

Staff impact for this included roughly 25 hours of staff time meeting with our consultants, preparing bids, preparing the RFP and related contracts.

Attachments or Links.

- Dick Anderson Construction Proposal

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

I move to award Project # 22-06 for the Core Services Vehicle Maintenance Facility Project General Contracting Services to Dick Anderson Construction of Sheridan, Wyoming, in the amount of \$90,600.00 and direct the Mayor to sign all necessary contract agreements.

A large blue semi-truck is parked inside a spacious industrial maintenance facility. The facility has a high ceiling with exposed steel beams and corrugated metal panels. Several large windows along the back wall provide a view of the outdoors. In the foreground, there is a workbench with various tools and equipment, and a blue fender part is lying on the floor. The overall scene is well-lit by both natural and artificial light.

March 3, 2022

CORE SERVICES VEHICLE MAINTENANCE FACILITY

Statement of Proposal for
Construction Management General Contracting



**DICK ANDERSON
CONSTRUCTION**



March 3, 2022

Johnny Ziem
Public Works Director
Town of Jackson
450 W Snow King Avenue
Jackson, WY 83001

RE: Request for Proposals - Construction Management General Contracting Services Project No. 22-06
for the Core Services Vehicle Maintenance Facility, Jackson, Wyoming

Dear Mr. Ziem,

Dick Anderson Construction (DAC) herein presents its qualifications for the position of Construction Manager At Risk for the Town of Jackson Core Services Vehicle Maintenance Facility located in Jackson, WY. DAC possesses significant experience as an integrated partner successfully constructing service facilities throughout Wyoming and Montana.

Our company establishes benchmarks on each project that we undertake to ensure consistency and quality in the product that we deliver to our clients. Some of these benchmarks include:

- Working with the entire project Team of client, designers and construction professionals to work in harmony to achieve an end result of which all parties are proud.
- Working with the entire Team to establish a budget at various stages of design, and then have the budget be met with a Guaranteed Maximum Price.
- Working with all parties to ensure that we can deliver the project safely and securely for the Client, their users and all construction Team members.

We understand the project timeline to commence construction in the third quarter of this year and deliver the facility in November of 2023. Our Team embraces this goal and will implement a schedule that incorporates the Town's important milestone dates, the designer's production schedule, material and fabrication delivery dates to make that schedule happen! DAC has the resources to be of ***real value to this project*** through the entire process of planning and project execution. We come to the table ready to provide expertise and suggestions to expedite, value engineer and stage this project. Our promise is to ***"Always be part of the Solution"***.

Sincerely,
DICK ANDERSON CONSTRUCTION

Brian Bolton
Vice President

2675 Heartland Drive
Sheridan, WY 82801

daconstruction.com
Always Part of the Solution

A305 -2020

CONTRACTOR'S QUALIFICATION STATEMENT





AIA Document A305™ – 2020

Contractor's Qualification Statement

THE PARTIES SHOULD EXECUTE A SEPARATE CONFIDENTIALITY AGREEMENT IF THEY INTEND FOR ANY OF THE INFORMATION IN THIS A305-2020 TO BE HELD CONFIDENTIAL.

SUBMITTED BY:

(Organization name and address.)

Dick Anderson Construction
2675 Heartland Drive
Sheridan, WY 82801

SUBMITTED TO:

(Organization name and address.)

Town of Jackson, Wyoming
150 E Pearl Avenue
Jackson, WY 83001

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

TYPE OF WORK TYPICALLY PERFORMED

(Indicate the type of work your organization typically performs, such as general contracting, construction manager as constructor services, HVAC contracting, electrical contracting, plumbing contracting, or other.)

General Contracting

THIS CONTRACTOR'S QUALIFICATION STATEMENT INCLUDES THE FOLLOWING:

(Check all that apply.)

- ☒ Exhibit A – General Information
- ☒ Exhibit B – Financial and Performance Information
- ☒ Exhibit C – Project-Specific Information
- ☒ Exhibit D – Past Project Experience
- ☒ Exhibit E – Past Project Experience (Continued)

CONTRACTOR CERTIFICATION

The undersigned certifies under oath that the information provided in this Contractor's Qualification Statement is true and sufficiently complete so as not to be misleading.

Organization's Authorized Representative Signature

March 3, 2022

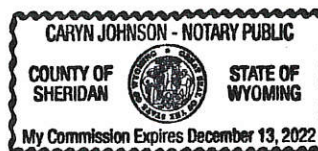
Date

Brian Bolton, Vice-President

Printed Name and Title

NOTARY

State of: Wyoming
County of: Sheridan



Signed and sworn to before me this

3rd

day of

March 2022

Notary Signature

My commission expires:

12/13/2022

EXHIBIT A

GENERAL INFORMATION





AIA Document A305™ – 2020 Exhibit A

General Information

This Exhibit is part of the Contractor's Qualification Statement, submitted by
Dick Anderson Construction
and dated the 3rd day of March
in the year 2022
(In words, indicate day, month and year.)

This document has important
legal consequences.

Consultation with an attorney is
encouraged with respect to its
completion or modification.

§ A.1 ORGANIZATION

§ A.1.1 Name and Location

§ A.1.1.1 Identify the full legal name of your organization.

Dick Anderson Construction, Inc.

§ A.1.1.2 List all other names under which your organization currently does business and, for each name, identify jurisdictions in which it is registered to do business under that trade name.

N/A

§ A.1.1.3 List all prior names under which your organization has operated and, for each name, indicate the date range and jurisdiction in which it was used.

N/A

§ A.1.1.4 Identify the address of your organization's principal place of business and list all office locations out of which your organization conducts business. If your organization has multiple offices, you may attach an exhibit or refer to a website.

Headquarters: 3424 Highway 12 East - Helena, MT 59601	2675 Heartland Drive - Sheridan, WY 82801
4610 Tri-Hill Frontage Road - Great Falls, MT 59404	88 Bull Trout Road - Bozeman, MT 59718
3510 South Park Drive, Suite 4 - Jackson, WY 83002	4512 S. Frontage Road - Billings, MT 59107
7168 Expressway Lane - Missoula, MT 59808	

§ A.1.2 Legal Status

§ A.1.2.1 Identify the legal status under which your organization does business, such as sole proprietorship, partnership, corporation, limited liability corporation, joint venture, or other.

Corporation

- .1 If your organization is a corporation, identify the state in which it is incorporated, the date of incorporation, and its four highest-ranking corporate officers and their titles, as applicable.

State of Incorporation: Montana	Date of Incorporation: October 1978
Dick Anderson - Chairman	Marty Schuma - President
Corey McGreevey - CFO/Treasurer	Vice Presidents - Kevin Hintt, Derek Didriksen
Vice Presidents - Kyle Kastelitz, Allan Frankl, Brian Bolton, Bob Heberly, Josh DeVos	

- .2 If your organization is a partnership, identify its partners and its date of organization.

3 If your organization is individually owned, identify its owner and date of organization.

4 If the form of your organization is other than those listed above, describe it and identify its individual leaders:

§ A.1.2.2 Does your organization own, in whole or in part, any other construction-related businesses? If so, identify and describe those businesses and specify percentage of ownership.

Pyramid Cabinet Shop, Inc. - 100% Ownership

This business specializes in commercial & residential cabinetry, storage systems, standing & running millwork, corian and other solid surface fabrication, and zodiaq quartz stone products.

§ A.1.3 Other Information

§ A.1.3.1 How many years has your organization been in business?

44 Years

§ A.1.3.2 How many full-time employees work for your organization?

375

§ A.1.3.3 List your North American Industry Classification System (NAICS) codes and titles. Specify which is your primary NAICS code.

236220

§ A.1.3.4 Indicate whether your organization is certified as a governmentally recognized special business class, such as a minority business enterprise, woman business enterprise, service disabled veteran owned small business, woman owned small business, small business in a HUBZone, or a small disadvantaged business in the 8(a) Business Development Program. For each, identify the certifying authority and indicate jurisdictions to which such certification applies.

N/A

§ A.2 EXPERIENCE

§ A.2.1 Complete Exhibit D to describe up to four projects, either completed or in progress, that are representative of your organization's experience and capabilities.

§ A.2.2 State your organization's total dollar value of work currently under contract.

\$968,667,396.02

§ A.2.3 Of the amount stated in Section A.2.2, state the dollar value of work that remains to be completed:

Backlog: \$274,575,709.48

§ A.2.4 State your organization's average annual dollar value of construction work performed during the last five years.

2021: \$330M 2020: \$309M 2019: \$318M 2018: \$283M 2017: \$222M

§ A.3 CAPABILITIES

§ A.3.1 List the categories of work that your organization typically self-performs.

Building Division: Wood/Steel Framing, Finish Carpentry, Exterior Insulation & Substrates, Caulking/Sealants, Siding, Windows, Doors / Frames / Hardware, Specialties

Civil Division: Underground Utilities, Lift Stations, Earthwork, Road Infrastructure, Process Piping, Pit Development, Site Work Concrete

§ A.3.2 Identify qualities, accreditations, services, skills, or personnel that you believe differentiate your organization from others.

As a privately-held firm, DAC is one of the few construction entities that operates debt-free. For the past seven years, Engineering News Record (ENR) has recognized DAC as one of the Top 400 Contractors in the Nation. We have 7 offices to draw personnel and resources from. DAC owns and operates a large selection of equipment.

§ A.3.3 Does your organization provide design collaboration or pre-construction services? If so, describe those services.

Yes our firm provides design collaboration and pre-construction services. Our main responsibility during the pre-construction phase is to proactively provide cost options and cost to benefit analysis. We will constructability reviews to look for systems and materials that will affect quality, schedule and budget. We will establish bid packages in a way that permits the most competition and efficient end result.

§ A.3.4 Does your organization use building information modeling (BIM)? If so, describe how your organization uses BIM and identify BIM software that your organization regularly uses.

DAC incorporates BIM in all stages of the project: preconstruction, bidding, & construction. Using Navisworks as the main tool in the BIM coordination process, DAC has worked with project designers, key subcontractors, fabricators, owners & facility managers to provide a thorough and comprehensive model review. DAC also employs Revit for model review & manipulation, Assemble for 5D estimating and Trimble X7 for 3D laser scanning.

§ A.3.5 Does your organization use a project management information system? If so, identify that system.

DAC utilizes ProCore, a cloud-based project management tool.

§ A.4 REFERENCES

§ A.4.1 Identify three client references:

(Insert name, organization, and contact information)

Crystal Creek Capital, LLC	Fine Dining	Teton Ridge Ranch
Jim Walter, President	Gavin Fine, Owner	Blue Bunch, Estate & Ranch Manager
25 S. Willow St., Suite 200	260 W. Broadway	360-860-0953
Jackson, WY 83001	Jackson, WY	blue@tetonridge.com
307-733-4733	307-690-2321	

§ A.4.2 Identify three architect references:

(Insert name, organization, and contact information)

Northworks Architects and Planners, LLC	CLB Architects	Prospect Studio
Austin DePree, AIA	Cary Lakeman, AIA	John Carney FAIA
185 E. Hansen	215 South King Street	4030 W Lake Creek Drive, Suite 104
Jackson, WY 83001	Jackson, WY 83001	Wilson, WY 83014
307-201-5324	307-733-4000	307-264-2600

§ A.4.3 Identify one bank reference:

(Insert name, organization, and contact information)

First Interstate Bank - 25 East Lyndale - Helena, MT 59601
David Peretto, Vice-President/Commercial Lender
406-457-7141
david.peretto@fib.com

§ A.4.4 Identify three subcontractor or other trade references:
(Insert name, organization, and contact information)

Evans Construction
Scott Evans
7255 S Hwy 89
Jackson, WY 83001
307-733-3029

Standard Drywall, Inc.
Rod Gustin
P.O. Box 7439
Jackson, WY 83001
307-413-0459

Nelson Engineering
Matt Bowers
P.O. Box 1599
Jackson, WY 83001
307-684-7029



Firm Background

Founded in Helena, MT in 1975, Dick Anderson Construction, Inc. (DAC) has grown from a small, private client company to a regional general construction and contracting industry leader. This structured growth and success is the direct result of our quality work and client relationships.

As the construction market has expanded and diversified over the past 45+ years, DAC has remained at the forefront of innovative delivery. Partnering, collaborative problem solving, and shared risk management have been core elements of our project delivery for decades.

We remain a Montana-based firm, working from seven offices across Montana and Wyoming, with a market-leading portfolio of commercial construction, GC/CM, and Design-Build projects. DAC continues to provide clients and design teams with best-practice knowledge to optimize budgets, maximize programming value, and realize project goals.

Office Locations

Headquarters

Helena, MT 406.443.3225

Branch Offices

Billings, MT 406.248.3700

Sheridan, WY 307.672.0418

Jackson, WY 307.207.1199

Great Falls, MT 406.761-8707

Missoula, MT 406.721.8912

Bozeman, MT 406.586.0889



Left: Dick Anderson receiving the Helena Area Chamber of Commerce's annual Boss of the Year Award in 2019. Attracting top talent in the Montana market and providing the means for individuals to succeed are key elements of our success of our company.



Growth & Stability in the Construction Market

The number of new contracts for projects, along with overall market revenue, continues to be strong. As a privately-held firm, DAC is one of the few construction entities that operates debt-free. This is an important differentiator when assessing the financial stability of your contractor.



For the past seven years, Engineering News-Record (ENR) has recognized DAC as one of the Top 400 Contractors in the nation. This recognition by the most respected publication in the construction industry represents DAC's capacity and success as an innovative construction delivery leader.



For more than 40 years Dick Anderson has built strong relationships with clients in Montana, Wyoming, and throughout the Intermountain West. Throughout the years, we have developed a strong team of employees who bring unmatched experience, skills, and work ethic to each and every project we undertake. We are extremely proud of our reputation for construction excellence and believe our work speaks for itself.



Stability in the Market Place

DAC has grown with the economy while maintaining a healthy amount of retained earnings. We are debt-free and have grown to seven offices in two states. We are not dependent on any one market segment by virtue of our civil division, bridge division, renewable energy division, and general building division. Every year since 2016, Dick Anderson Construction has had the honor of being named one of Engineering News Record's (ENR) Top 400 Contractors.



Employee Retention & Longevity

The positive work environment at DAC is a major factor in our success. The sharing of rewards in our company has helped us create and retain highly motivated and creative staff. Our retention and longevity are second to none in our industry. At Dick Anderson, we truly believe our greatest asset is our people. We are extremely proud of the committed, hardworking and loyal workforce we have developed and retained over the years. Our employees average 10 years of service with the company and numerous employees have been with DAC for over 25 years. We pride ourselves on having built a culture that allows for us to retain some of the most talented in the industry.



Internal Resources

We are consistently one of the largest employers of craftspeople in Montana. The development of our employees to perform many of the required skilled trades has been key to our production and ability to meet schedules. Our financial strength has allowed us to buy competitively, take volume discounts, and pay suppliers and subcontractors ahead of schedule resulting in the consistent loyalty of respective subcontractors.



Backlog of Work

We have always been able to sustain steady controllable growth even in times of economic uncertainty. We are grateful for all of the opportunities we have been given over the years to serve and help better our local communities.

"The first thing that stood out to me when I began this project was your team's ability to listen, hear, and prioritize the client's needs. This commitment to client service never waived from pre-construction to post-occupancy, establishing a trust within the OAC team that I believe was essential to the success of the project."

Scott Freimuth, AIA
Intrinsik Architecture



Employee Longevity

27	Project Managers	13	Average Years of Service
54	Superintendents	15	Average Years of Service
21	Project Engineers	2	Average Years of Service
201	Field Workers	5	Average Years of Service
55	Administration	8	Average Years of Service

**NUMBER ONE IN ALL WE DO!**

At Dick Anderson Construction our goal is not only to be the best contractor in the industry, but to have a world class safety program that will set us apart from our peers. Our safety culture doesn't start or stop only at the jobsite. It's taking safety home to our families and ensuring we are all making safety a family business.

Project Safety

DAC is committed to maintaining a safe work environment. We work diligently to assess Environmental Health & Safety (EH&S) risks associated with all operations while employing work-safe practices that minimize community and environmental impacts.

We will provide a collaborative approach to safety to assure that all field personnel, including subcontractors and vendors, understand and meet safety standards. DAC, employees, vendors, subcontractors, Owner's representatives and the public are included in our strategic safety planning. Every project employee is accountable for safety and safe performance and is empowered to make suggestions for improvement. Unsafe behaviors and practices are not tolerated.

PRIOR YEARS STATS	BUREAU OF LABOR STATS (NATIONAL)	2021	2020	2019
Recordable Incident Rate	3	1.65	0.8	1.5
MOD Rate	1	0.71	0.71	0.84
Lost Work Day Cases	1.2	0	0	0
Loss Ratio	N/A	9.5%	13%	53%
Lost Time Incident Rate	1.8	0.0	0.0	0.0
Total Hours Worked		738,325	751,136	801,000
Average of Employees (BLS)		362	380	385
OSHA/MHSA Recorable Claims		6	4	6

**Site Specific Safety**

Before any work proceeds our site safety plan will address:

- ✓ Site Access
- ✓ Parking and traffic control
- ✓ Noise control
- ✓ Dust and debris control
- ✓ Security fencing
- ✓ Deliveries
- ✓ Material Staging
- ✓ Emergency routes and contacts for medical services
- ✓ Required PPE (Personal Protective Equipment) for everyone working on or visiting the jobsite

236220 NAICS Code**362** Firm's average number of employees**0** OSHA Violations or Penalties in the last 5 years

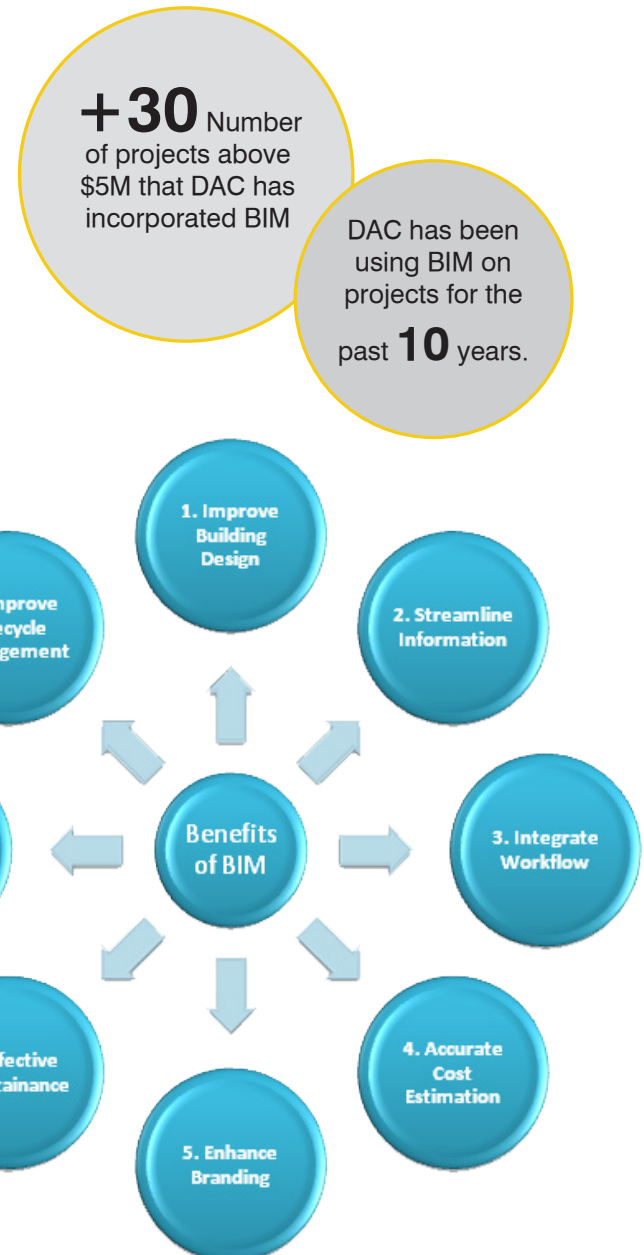
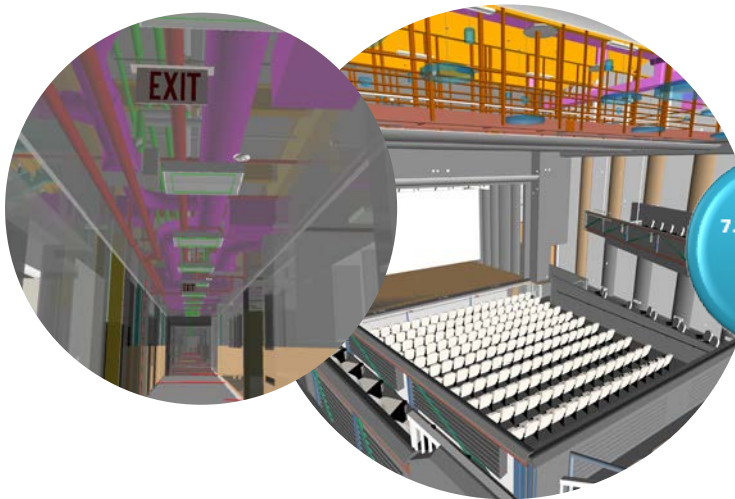


Building Information Modeling

DAC's proposed project team not only has experience working together, they also have experience working with BIM and incorporating it with in all stages of the project: Preconstruction, bidding, and construction.

Jake Van Dusen, one of the only AGC Certified BIM Professionals in Montana, has facilitated, managed and executed BIM coordination on over 30 projects. Below is a short list of some of the projects we have incorporated BIM on:

- Jim Darcy Elementary School - Helena, MT
- Bryant Elementart School - Helena, MT
- Blue Cross Blue Shield - Helena, MT
- Medicine Crow - Billings, MT
- Billings Nissan - Billings, MT
- Cloudveil Hotel - Jackson, WY
- Columbus Highschool & Elementary - Columbus, MT
- One11 - Bozeman, MT
- NorthWestern Energy Headquarters (\$25M) - Butte, MT
- Black Olive - Bozeman, MT
- Carroll College Athletic Center - Helena, MT
- Manhattan High School - Manhattan, MT
- Sheridan College – Whitney Center - Sheridan, WY
- Mercantile - Missoula, MT
- Missoula Public Library (\$36M) - Missoula, MT
- Benefis Hospital Renovation (\$15M) - Great Falls, MT



Using Navisworks as the main tool in the BIM coordination process, DAC has worked with project designers, key subcontractors, fabricators, owners and facility managers to provide a thorough and comprehensive model review. In addition to the collaborative NavisWorks environment, DAC also employs Revit for model review & manipulation, Assemble for 5D estimating and Trimble X7 for 3-D laser scanning.

Using a combination of multiple laser scanners and various point-cloud software workflows, DAC is able to take 3D images of an existing space and bring those images into a 3D model environment. Doing this gives DAC the ability to coordinate design models with actual construction and to provide owners a 3D as-built of existing conditions. DAC's BIM process now bridges the gap between real existing conditions and a project's design. DAC will manage the full BIM process utilizing models created by vendors, fabricators, designers and subcontractors, as well as those created by DAC.

EXHIBIT B

FINANCIAL & PERFORMANCE INFORMATION





AIA Document A305™ – 2020 Exhibit B

Financial and Performance Information

This Exhibit is part of the Contractor's Qualification Statement, submitted by
Dick Anderson Construction, Inc.

and dated the 3rd day of March
in the year 2022

(In words, indicate day, month and year.)

§ B.1 FINANCIAL

§ B.1.1 Federal tax identification number:

81-0380463

§ B.1.2 Attach financial statements for the last three years prepared in accordance with Generally Accepted Accounting Principles, including your organization's latest balance sheet and income statement. Also, indicate the name and contact information of the firm that prepared each financial statement.

See Attachment A

§ B.1.3 Has your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, been the subject of any bankruptcy proceeding within the last ten years?

No

§ B.1.4 Identify your organization's preferred credit rating agency and identification information.

(Identify rating agency, such as Dun and Bradstreet or Equifax, and insert your organization's identification number or other method of searching your organization's credit rating with such agency.)

D&B Duns #08-951-4434

§ B.2 DISPUTES AND DISCIPLINARY ACTIONS

§ B.2.1 Are there any pending or outstanding judgments, arbitration proceedings, bond claims, or lawsuits against your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, or any of the individuals listed in Exhibit A, Section 1.2, in which the amount in dispute is more than \$75,000?

(If the answer is yes, provide an explanation.)

No

§ B.2.2 In the last five years, has your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management:

(If the answer to any of the questions below is yes, provide an explanation.)

.1 failed to complete work awarded to it?

No

This document has important legal consequences.

Consultation with an attorney is encouraged with respect to its completion or modification.

.2 been terminated for any reason except for an owners' convenience?

No

.3 had any judgments, settlements, or awards pertaining to a construction project in which your organization was responsible for more than \$75,000?

No

.4 filed any lawsuits or requested arbitration regarding a construction project?

No

§ B.2.3 In the last five years, has your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management; or any of the individuals listed in Exhibit A Section 1.2:

(If the answer to any of the questions below is yes, provide an explanation.)

.1 been convicted of, or indicted for, a business-related crime?

No

.2 had any business or professional license subjected to disciplinary action?

No

.3 been penalized or fined by a state or federal environmental agency?

No

EXHIBIT C

PROJECT-SPECIFIC INFORMATION





AIA[®] Document A305[™] – 2020 Exhibit C

Project Specific Information

This Exhibit is part of the Contractor's Qualification Statement, submitted by
Dick Anderson Construction, Inc.
and dated the 3rd day of March
in the year 2022
(In words, indicate day, month and year.)

PROJECT:

(Name and location or address.)

Core Services Vehicle Maintenance Facility Project
55 Karns Meadow Drive
Jackson, WY 83001

CONTRACTOR'S PROJECT OFFICE:

(Identify the office out of which the contractor proposes to perform the work for the Project.)

Dick Anderson Construction, Inc.
2675 Heartland Drive
Sheridan, WY 82801

This document has important
legal consequences.
Consultation with an attorney is
encouraged with respect to its
completion or modification.

TYPE OF WORK SOUGHT

(Indicate the type of work you are seeking for this Project, such as general contracting, construction manager as constructor, design-build, HVAC subcontracting, electrical subcontracting, plumbing subcontracting, etc.)

General Contractor

CONFLICT OF INTEREST

Describe any conflict of interest your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, or any of the individuals listed in Exhibit A Section 1.2, may have regarding this Project.

Dick Anderson Construction does not have any conflicts of interest regarding this Project.

§ C.1 PERFORMANCE OF THE WORK

§ C.1.1 When was the Contractor's Project Office established?

July 2013

§ C.1.2 How many full-time field and office staff are respectively employed at the Contractor's Project Office?

25 Employees

§ C.1.3 List the business license and contractor license or registration numbers for the Contractor's Project Office that pertain to the Project.

State of Wyoming Certificate of Residency - Contractor Number 1194

§ C.1.4 Identify key personnel from your organization who will be meaningfully involved with work on this Project and indicate (1) their position on the Project team, (2) their office location, (3) their expertise and experience, and (4) projects similar to the Project on which they have worked.

See Attachment C.1.4.

§ C.1.5 Identify portions of work that you intend to self-perform on this Project.

General Requirements, Systems Integration, Miscellaneous Concrete, Rough Carpentry, Finish Carpentry, Joint Sealants, Expansion Control, Doors/Frames/Hardware, and Specialties.

§ C.1.6 To the extent known, list the subcontractors you intend to use for major portions of work on the Project.

See Attachment C.1.6

§ C.2 EXPERIENCE RELATED TO THE PROJECT

§ C.2.1 Complete Exhibit D to describe up to four projects performed by the Contractor's Project Office, either completed or in progress, that are relevant to this Project, such as projects in a similar geographic area or of similar project type. If you have already completed Exhibit D, but want to provide further examples of projects that are relevant to this Project, you may complete Exhibit E.

§ C.2.2 State the total dollar value of work currently under contract at the Contractor's Project Office:

\$73,556,967.63

§ C.2.3 Of the amount stated in Section C.2.2, state the dollar value of work that remains to be completed:

Backlog: \$15,707,898.99

§ C.2.4 State the average annual dollar value of construction work performed by the Contractor's Project Office during the last five years.

2021:\$18,742,000 2020:\$33,372,000 2019:\$28,549,000 2018:\$26,321,000 2017:\$19,489,000 Average:\$25,294,600

§ C.2.5 List the total number of projects the Contractor's Project Office has completed in the last five years and state the dollar value of the largest contract the Contractor's Project Office has completed during that time.

124 Projects

Largest Project: Cloudveil Hotel - \$49,071,427.93

§ C.3 SAFETY PROGRAM AND RECORD

§ C.3.1 Does the Contractor's Project Office have a written safety program?

Yes

§ C.3.2 List all safety-related citations and penalties the Contractor's Project Office has received in the last three years.

Dick Anderson Construction has zero OSHA citations.

§ C.3.3 Attach the Contractor's Project Office's OSHA 300a Summary of Work-Related Injuries and Illnesses form for the last three years.

§ C.3.4 Attach a copy of your insurance agent's verification letter for your organization's current workers' compensation experience modification rate and rates for the last three years.

§ C.4 INSURANCE

§ C.4.1 Attach current certificates of insurance for your commercial general liability policy, umbrella insurance policy, and professional liability insurance policy, if any. Identify deductibles or self-insured retentions for your commercial general liability policy.

§ C.4.2 If requested, will your organization be able to provide property insurance for the Project written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis?

Yes

§ C.4.3 Does your commercial general liability policy contain any exclusions or restrictions of coverage that are prohibited in AIA Document A101-2017, Exhibit A, Insurance A.3.2.2.2? If so, identify.

No

§ C.5 SURETY

§ C.5.1 If requested, will your organization be able to provide a performance and payment bond for this Project?

Yes

§ C.5.2 Surety company name:

Continental Casualty Company
Scott Garcia
206-626-5805
scott.garcia@cnasurety.com

§ C.5.3 Surety agent name and contact information:

PayneWest Insurance
Tyler McIntyre
406-498-3960
tmcintyre@paynewest.com

§ C.5.4 Total bonding capacity:

\$425,000,000

§ C.5.5 Available bonding capacity as of the date of this qualification statement:

\$300,000,000 Aggregate



Our Experts

DAC has carefully selected our most **QUALIFIED** team to help make the Core Services Vehicle Maintenance Facility a success.

VICE PRESIDENT PROJECT EXECUTIVE

Brian Bolton

Contract Administration
Contract Negotiations
Complete Project Oversight



Brian Bolton

Brian will be an asset to the Team during the design and construction phases, providing valuable input relating to material/system selections, value-engineering scenarios, bid-package development and the overall construction budget, shored up by his extensive knowledge of the local trades and pricing.

PRECONSTRUCTION MANAGER

Shane Flohr

Preconstruction Budgeting
Cost Benefit Analysis
Systems Review
Material & Equipment Substitutions
Constructability Reviews
Procurement Solicitation
Project Procurement



Shane Flohr

Shane has an extensive background in leading Pre-Construction Services for complex projects. He brings specific budget, scheduling and constructability knowledge to the whole team when it can be the most value to the project.

PROJECT ESTIMATOR

Caryn Johnson

Project Estimating
Document Preparation
Material Procurement
Contract Management
Blueprint Review
Subcontractor Selection



Caryn Johnson

Caryn is highly skilled at identifying and executing targeted business initiatives that achieve project objectives. Caryn is a highly effective communicator with the ability to build relationships with customers and clients by establishing a high level of confidence. She will ensure the project will be organized and managed from estimate to construction.

PROJECT MANAGER

John Danby

Oversee Budgeting Process
Oversee Constructability Reviews
Negotiate GMP
Oversee Project Procurement
Negotiate Subcontracts
Pay Applications
Change Order Oversight
Overall CPM Schedule Updates
Overall Contract Administration



John Danby

As project manager, John will be responsible for the overall execution of the project. He will handle all office project management duties including requests for information (RFI) documentation, submittal and shop drawing review, monthly payment applications, project meetings and assist with the project schedule. He will be your main office point of contact throughout the entire project.

SUPERINTENDENT

Chuck Mickelsen

Safety
Project Work Planning
Weekly Labor Resource Planning
Leads Weekly Project Meetings
Subcontractor Coordination
Quality Control



Chuck Mickelsen

Chuck has proven his abilities as a skilled manager and is an effective field leader in planning and directing the flow of construction project. Chuck's strengths include leadership skills, productivity and attention to detail. Chuck will bring experience to the field leadership role of this project as well as taking on the duties of ensuring that adequate man-power and resources are present throughout the course of the work. Mike will also handle jobsite organization, material staging, safety inspections, quality control audits, pre-installation meetings and regular safety meetings. Mike works extremely well with trades and design teams.



Brian Bolton

Sheridan Vice-President / Project Principal

25 Years Construction Experience

9 Years with DAC



2675 Heartland Drive
Sheriday, WY 82801



307.461.7210



brianb@daconstruction.com



www.daconstruction.com

Project Responsibilities

As this project's Principal-In-Charge and Project Manager Brian would be an asset to the Owner/Design team during the preconstruction phase as an active participant providing valuable input relating to material/system selections, value-engineering scenarios, bid-package development, project scheduling, phasing development and the overall construction budget. During the construction phase, Brian will be responsible for management of the CM Contract and have overall responsibility for the administration and management of the project.

Employment History

Dick Anderson Construction
Shareholder / Vice-President
2013 - Present

High Tech Construction
Executive Vice President
1996 - 2013



Relevant Project Experience

- ✓ **Sheridan College Thorne Rider Campus Center** - Sheridan, WY
DAC was the Construction Manager for the Thorne-Rider Campus Center consisting of a 12,000 SF new addition and 16,000 SF of heavy renovation along with 3.8 acres of site development.
- ✓ **Sheridan College Technical Center Additions** - Sheridan, WY
DAC was the Construction Manager for the Sheridan College Technical Center expansion and renovation. The Technical Education Center Addition and Renovation encompassed approximately 37,592 SF of renovated space and approximately 14,328 SF of new construction.
- ✓ **Sheridan College Whitney Center for the Arts** - Sheridan, WY
DAC was the Construction Manager for the Whitney Center for the Arts. The project program called for demolition of the existing fine arts wing to make room for 60,000 SF of new and remodeled space for Sheridan College's fine and performing arts programs.
- ✓ **The Cloudveil** - Jackson, WY
This project is a 125,000 SF, 3-story hotel in the heart of downtown Jackson, WY. The project is a 4-diamond, Marriott Autograph Hotel with 100 guest rooms, underground parking garage, restaurant tenant-improvement, and roof-top terraces valued at \$44.7M.



References

Chad Oliver
LOM Consulting
303.909.1692

Kent Anderson
Sheridan College
307.752.1760

Jim Walter
Crystal Creek Capital
307.733.4733

Education

Michigan State University
Bachelor of Science Building
Construction Management 1996



Shane Flohr

Director of Pre-Construction Services

23 Years Construction Experience

9 Years with DAC



4512 S. Frontage Road
Billings, MT 59107



406.671.7131



sflohr@daconstruction.com



www.daconstruction.com

Project Responsibilities

Shane has an extensive background in leading Pre-Construction Services for complex projects that are time and budget sensitive. His ability to pull a budget together from conceptual drawings will provide a jump start to your project during preconstruction. Shane brings specific budget, scheduling and constructability knowledge to the entire team when it is the most valuable to the project. He will be the lead preconstruction estimator responsible for establishing project budgets, value engineering ideas, constructibility reviews and establishing the GMP.

Employment History

Dick Anderson Construction
Shareholder / Project Manager
2013 - Present

High Tech Construction
Vice-President
2011 - 2013

High Tech Construction
Project Manager
2008 - 2011

Story Construction
Project Manager
1998 - 2007



Project Experience

- ✓ **Medicine Crow Middle School** - Billings, MT
Dick Anderson Construction joined the TEAM at 50% completion of the Design Development phase. As the Construction Manager at Risk (CMAR) we helped evaluate building materials and systems as they impacted the overall budget. The design featured a staggered plan with "pods" for the major class years or functional areas. The exterior materials are all low maintenance materials designed for years of use without refinishing. The interiors are large, light-filled spaces that are conducive to a stimulating and engaging learning environment. This project was completed two months early. There were 31 bid packages assembled for this project. The school is 112,122 square feet on 29 developed acres and has a 10,000 square feet gym, 47 classrooms and an 8,000 square feet open commons /cafeteria area. It is designed for 761 students. The campus also includes a new football field and track along with 2 new little league baseball fields and 2 new softball fields.
- ✓ **McKinley Elementary School** - Billings, MT
The task on this project was to remove an outmoded 1958 addition and construct 22,000 sqft of new space. This was a challenging project due to the concept of the project being started originally in 2008 and having to use a lot of value engineering to make the budget coincide. We put this project out for subcontract bidding in five phases and each phase was established to meet the next set of critical deadlines.

References

Brad Nason
Rocky Mountain College
406.657.1018

Jeff Ivie
Riverstone Health
406.247.3200

Scott Reiter, Executive Director of Facilities Services
Billings School District #2
406.855.2892

Education

Montana State University 2001
Bachelor of Science
Construction Engineering
Technology



Caryn Johnson

Estimator

28 Years Construction Experience

9 Years with DAC



2675 Heartland Drive
Sheridan, WY 82801



307.751.4296



carynj@daconstruction.com



www.daconstruction.com

Project Responsibilities

Caryn is a highly effective communicator with the ability to build relationships with customers and clients by establishing a high level of confidence. During pre-construction, Caryn will be responsible for developing the project's estimating processes and ensure they are well organized to deliver reliable cost projections and value-engineering scenarios. During the Construction Phase, Caryn will perform cost estimating of change events and perform cost analysis reviews of subcontractor/supplier pricing for accuracy and reasonableness.

Employment History

Dick Anderson Construction
Project Estimator
2013 - Present

High Tech Construction
Estimator / Project Manager
2012 - 2013



Relevant Project Experience

- ✓ **150 North Main Smith Alley Brewery** - Sheridan, WY
The 150 North Main Project consisted of repurposing the century old 14,250 SF Boot Barn retail building in downtown Sheridan Wyoming into a vibrant, airy 2 level brewery and restaurant space with additional customized tenant office space on the 2nd floor.
- ✓ **Sheridan College Technical Center Additions** - Sheridan, WY
DAC was the Construction Manager for the Sheridan College Technical Center expansion and renovation. The Technical Education Center Addition and Renovation encompassed approximately 37,592 SF of renovated space and approximately 14,328 SF of new construction.
- ✓ **Sheridan Police Department Remodel** - Sheridan, WY
DAC was the Construction Manager for the Sheridan Police Department renovations. This project encompassed approximately 10,680 SF of renovations, all the time keeping 911 Dispatch and other critical community services on-line and operational within the space.
- ✓ **Sheridan County School District #1: Tongue River Middle School Renovations** - Ranchester, WY
DAC has been the successful General Contractor for a variety of summer renovations projects for SCSD #1 including replacements and enhancements of the cafeteria, science and art classrooms.



References

Dale Buckingham
Arete Design Group
307.751.5476

Chris Pope
Bee Tree, LLC
406.581.8739

Dave Kinskey
TK, LLC
307.751.6428

Education

Gustavus Adolphus College
Bachelor of Science Biology



John Danby Project Manager

25 Years Construction Experience
1 Year with DAC

 2675 Heartland Drive
Sheriday, WY 82801
 307.690.6181
 john.danby@daconstruction.com
 www.daconstruction.com

Project Responsibilities

With 25 years of construction experience, Mr. Danby has worked his way to Project Manager, learning the parts and pieces of each role along the way. Drawing on experience, John is adept at leading his team through any challenges that may arise. He firmly believes in the four pillars of construction: safety, quality, time & cost and strives for excellence in each. He is an excellent collaborator and adept at working with others to find solutions to the inevitable challenges faced in a project. John loves to see the end result, from what started as an idea that transformed into a tangible product.

Employment History

Dick Anderson Construction
Project Manager
2021 - Present

Big-D Construction
Project Manager/Field Manager
2004 - 2021

Jacobsen Construction
Estimator/Field Engineer
1999 - 2004

David Weekley Homes
Estimator
1998 - 1999



Relevant Project Experience

- ✓ **The Cloudveil** - Jackson, WY
This project is a 125,000 SF, 3-story hotel in the heart of downtown Jackson, WY. The project is a 4-diamond, Marriott Autograph Hotel with 100 guest rooms, underground parking garage, restaurant tenant-improvement, and roof-top terraces valued at \$44.7M.
- ✓ **Jackson Hole Lodge** - Jackson, WY
This \$8.5M design-build project includes the renovation of the existing Jackson Hole Lodge campus consisting of a lodge, fitness center, fifty five (55) renovated guest rooms spread over three (3) buildings, renovation of the Mountain Modern Lobby and addition of four (4) guestrooms on the Mountain Modern Phase 1 Campus.
- ✓ **Amangani Homes Jackson** - Jackson, WY
- ✓ **3-Creek Cabins** - Jackson, WY
16 - 5,000 sf custom homes
- ✓ **Shooting Star Cabins** - Teton Village, WY
18 - 5,000 sf custom homes
- ✓ **Wells Fargo** - Jackson, WY
- ✓ **Children's Learning Center** - Jackson, WY
- ✓ **Teton Village Fire Department** - Teton Village, WY

References

Adrian Barton
Crystal Creek Capital, LLC
307.733.4733

Casey Rammel
Snake River MEP Complete
307-739-9150

Education

Brigham Young University
Bachelor of Science Construction Management
Minor in Business



Chuck Mickelsen

Superintendent

42 Years Construction Experience

1 Year with DAC



2675 Heartland Drive
Sheridan, WY 82801



307.751.4289



charles.mickelsen@daconstruction.com



www.daconstruction.com

Project Responsibilities

Chuck is a skilled manager and an effective field leader. He plans and directs the flow on a construction project. Chuck's strengths include leadership skills, productivity and attention to detail. His background includes multi-family, office, and maintenance facilities in the energy field including mechanical and concrete for salt water disposals.

Employment History

Dick Anderson Construction
Superintendent
2021 - Present

MBA Energy and Industrial
Superintendent
2013 - 2021

Rexburg, Madison City Fire Department
Fire Fighter
2000 - 2011



Project Experience

- ✓ **Tetonia Cabin** - Tetonia, ID
This project is a team effort between our Civil Division and the Jackson office. Crews from our civil division constructed the road to the cabin before breaking ground and has performed all excavation and grading for the site. Both divisions teamed up on forming and pouring the foundation. The log cabin is a 730 sf structure with utilities and associated site work.
- ✓ **The Cloudveil** - Jackson, WY
This project is a 125,000 SF, 3-story hotel in the heart of downtown Jackson, WY. The project is a 4-diamond, Marriott Autograph Hotel with 100 guest rooms, underground parking garage, restaurant tenant-improvement, and roof-top terraces valued at \$44.7M.
- ✓ **Jackson Hole Lodge** - Jackson, WY
This \$8.5M design-build project includes the renovation of the existing Jackson Hole Lodge campus consisting of a lodge, fitness center, fifty five (55) renovated guest rooms spread over three (3) buildings, renovation of the Mountain Modern Lobby and addition of four (4) guestrooms on the Mountain Modern Phase 1 Campus.

References

Nyle Fulmer
208.317.4004

Johnny Manning
409.382.5443



Subcontractors

- 3D Fire Protection
- Anderson Steel
- Advanced Concrete Solutions
- Alarmlogix
- Architectural Building Supply
- AVI-SPL
- Blacktail Drywall
- Bob's Done Right Overnight Cleaning
- Cannon Builders
- Carson Concrete
- CM Owen Construction
- Colorado Doorways
- Cutting Edge Cabinet, Inc.
- Delcon Electric
- Division 7 Insulation
- Douglas Colony Roofing
- Donahue McNamara Steel
- DW Tile & Natural Stone
- Dynamic Controls, Inc.
- Elite Roofing Systems
- Evans Construction
- Evergreen Construction Specialties
- Fish Creek Excavation
- G2B Company
- Geotech Foundations West
- Geotech Industrial Supply
- Gold Rush Electric
- Greiner Electric
- Idaho Material Handling
- Idaho Precast, Inc.
- Idaho Traffic Safety
- Intermountain Erectors
- IMS Masonry
- JB Mechanical
- JM Concrete
- Johnson Controls
- MT Contracting
- Mills Concrete
- Missoula Concrete Construction
- Mountain Top Tile
- Montana Coatings
- Montana Doorways Plus
- National Coatings
- Norpac Sheet Metal
- Northwest Lift & Equipment
- Petersen & Associates
- Peak Glass
- Pepper Tank
- Phoenix Fire Protection
- POCO HVAC
- Puma Steel
- Red Dog Painting
- Rolling Stone Masonry
- RTS Roofing
- SGH Concepts/The New Trijack
- Schulz Enterprises
- Snake River MEP Complete
- Standard Drywall
- Standard Wire & Steek Works
- Swofford Line Stripping
- System Tech
- Teton Prestress Concrete, LLC
- Tri-County Mechanical
- True-North Steel
- USI Cardalls
- Wazee Crane
- Wells Concrete
- West Point Electric
- Western Industrial Door Company
- WMK & Co.
- Wyoming Landscape
- Wyoming Mechanical Company



Log of Work-Related Injuries and Illnesses



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

You must record information about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

Establishment name	Dick Anderson Construction
--------------------	----------------------------

City Sheridan State WY

[illegible]

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Page 1 of 1

(1)	Injury
(2)	Skin Disorder
(3)	Respiratory Condition
(4)	Poisoning
(5)	Hearing Loss
(6)	All other illnesses

OSHA's Form 300A (Rev. 01/2008)

Summary of Work-Related Injuries and Illnesses

Year 2021



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of... (M)			
(1) Injury	<u>0</u>	(4) Poisoning	<u>0</u>
(2) Skin Disorder	<u>0</u>	(5) Hearing Loss	<u>0</u>
(3) Respiratory Condition	<u>0</u>	(6) All Other Illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Dick Anderson Construction

Street 2675 Heartland Dr

City Sheridan State WY Zip 82801

Industry description (e.g., Manufacture of motor truck trailers)
Construction

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

1 6 2 2

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

2 3 6 2 2 0

Employment information

Annual average number of employees 18

Total hours worked by all employees last year 39,073

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature]
Company executive

President
Title

406-443-3225
Phone

01-07-2022
Date

Log of Work-Related Injuries and Illnesses

Year 2020

U.S. Department of Labor
Occupational Safety and Health Administration



Form approved OMB no. 1218-0176

City Sheridan State WY

[illegible]

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Page 1 of 1

Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses
(1)	(2)	(3)	(4)	(5)	(6)

OSHA's Form 300A (Rev. 01/2008)

Summary of Work-Related Injuries and Illnesses

Year 2020



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

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Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of... (M)			
(1) Injury	<u>0</u>	(4) Poisoning	<u>0</u>
(2) Skin Disorder	<u>0</u>	(5) Hearing Loss	<u>0</u>
(3) Respiratory Condition	<u>0</u>	(6) All Other Illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed form to this office.

Establishment information

Your establishment name Dick Anderson Construction

Street 2675 Heartland Dr

City Sheridan State WY Zip 82801

Industry description (e.g., Manufacture of motor truck trailers)
Construction

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

1 6 2 2

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

2 3 6 2 2 0

Employment information

Annual average number of employees 20

Total hours worked by all employees last year 38,568

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company Executive

406-443-3225

Phone

President

Title

1.12.21

Date

Log of Work-Related Injuries and Illnesses

Year 2019

U.S. Department of Labor
Occupational Safety and Health Administration



Form approved OMB no. 1218-0176

City Sheridan State WY

Identify the person			Describe the case		Classify the case												
(A) Case No.	(B) Employee's Name	(C) Job Title (e.g., Welder)	(D) Date of injury or onset of illness (mo./day)	(E) Where the event occurred (e.g. Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)	CHECK ONLY ONE box for each case based on the most serious outcome for that case:				Enter the number of days the injured or ill worker was:		Check the "injury" column or choose one type of illness:					
						Death	Days away from work	Remained at work		Away From Work (days)	On job transfer or restriction (days)	(M)					
								Job transfer or restriction	Other recordable cases			Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses
						(G)	(H)	(I)	(J)	(K)	(L)	(1)	(2)	(3)	(4)	(5)	(6)
1		Carpenter	5-9-19	WY-Sheridan College	Grinder slipped in thumb-Laceration requiring 3 stitches				X			X					
Page totals						0	0	0	1	0	0	1	0	0	0	0	0

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

Page 1 of 1

Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All other illnesses
(1)	(2)	(3)	(4)	(5)	(6)

OSHA's Form 300A (Rev. 01/2008)

Summary of Work-Related Injuries and Illnesses

Year 2019



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0178

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of...	(M)	(N)	(O)
(1) Injury	<u>1</u>	(4) Poisoning	<u>0</u>
(2) Skin Disorder	<u>0</u>	(5) Hearing Loss	<u>0</u>
(3) Respiratory Condition	<u>0</u>	(6) All Other Illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Dick Anderson Construction

Street 2675 Heartland Dr

City Sheridan State WY Zip 82801

Industry description (e.g., Manufacture of motor truck trailers)
Construction

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

1 6 2 2

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

2 3 6 2 2 0

Employment information

Annual average number of employees 25

Total hours worked by all employees last year 54,570

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.


Company executive

406-443-3225
Phone

President
Title

1-21-20
Date

March 2, 2022

Mr. Skyler Willard
Dick Anderson Construction, Inc.
3424 Highway 12 East
Helena, MT 59601

Dear Skyler,

This letter is to confirm your last 3 years of workers compensation experience modification factor.

- Effective 10/1/2021-10/1/2022: .71
- Effective 10/1/2020-10/1/2021: .83
- Effective 10/1/2019-10/1/2020: .84

Your experience modification factor being under a 1.0 exemplifies the commitment to safety at Dick Anderson Construction. Keep up the good work!

Sincerely,



Levi Downey
Licensed Consultant



DICKAND-01

BDUDLEY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/2/2022

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 Butte Office PayneWest Insurance, a Marsh McLennan Agency LLC Company PO Box 3089 Butte, MT 59702	CONTACT NAME: PHONE (A/C, No, Ext): (406) 494-8000 FAX (A/C, No): (406) 494-7641 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Arch Insurance Company	11150
	INSURER B : Berkley Assurance Company	39462
	INSURER C : Cincinnati Insurance Company	10677
	INSURER D :	
	INSURER E :	
	INSURER F :	

INSURED

Dick Anderson Construction, Inc.
3424 Highway 12 East
Helena, MT 59601

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:			ZAGLB9233504	10/1/2021	10/1/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			ZACAT9252704	10/1/2021	10/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 0			ZAULP5207300	10/1/2021	10/1/2022	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 6,000,000 \$
A	☒ 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	ZAWCI9423604	10/1/2021	10/1/2022	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional			PCADB-5017214-0122	1/1/2022	1/1/2023	Per Claim 5,000,000
C	Addl Excess Liab			EXS 0470309	10/1/2021	10/1/2022	Each Occurrence 10,000,000

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

Where and to the extent required by written contract and where permissible by law:

General Liability Additional Insured, Primary and Non-Contributory, Ongoing and Completed Operations per forms CG2010 and CG2037 with Waiver of Subrogation per form CG2404

Auto Liability Additional Insured, Primary and Non-Contributory per forms 00CA007000 and 00CA011600 with Waiver of Subrogation per form CA0444

Excess Liability policy is follow form and is over Auto Policy, General Liability Policy and Employers Liability Policy.
SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

CANCELLATION

For Bid Purposes Only-Dick Anderson Construction, Inc.

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

Brian M. Dudley



ADDITIONAL REMARKS SCHEDULE

AGENCY Butte Office		NAMED INSURED Dick Anderson Construction, Inc. 3424 Highway 12 East Helena, MT 59601
POLICY NUMBER SEE PAGE 1		
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:

Workers' Compensation Waiver of Subrogation per form WC000313. Workers Compensation/ Employers Liability applies to all states except ND, OH, WA, WY. Stop Gap applies for States: ND, WA, WY, OH per forms WC000303C and WC340301B.

RE: For Bid Purposes Only

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
ALL PARTIES EXCEPT PARTICIPANTS OF CONTROLLED INSURANCE PROGRAMS, WHERE REQUIRED BY A WRITTEN CONTRACT. THIS INSURANCE IS PRIMARY AND NON-CONTRIBUTORY WITH ANY OTHER INSURANCE WHERE THE WRITTEN CONTRACT REQUIRES THAT THIS INSURANCE BE PRIMARY AND NON-CONTRIBUTORY. WHEN THE INSURANCE PROVIDED BY THIS ENDORSEMENT IS PRIMARY AND NON-CONTRIBUTORY, WE WILL NOT SEEK ANY CONTRIBUTION FROM ANY OTHER INSURANCE POLICY AVAILABLE TO THE ADDITIONAL INSURED ON WHICH THE ADDITIONAL INSURED IS A NAMED INSURED.	ALL LOCATIONS AND PROJECTS OF THE INSURED

A. Section II ---- Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
ALL PARTIES EXCEPT PARTICIPANTS OF CONTROLLED INSURANCE PROGRAMS, WHERE REQUIRED BY A WRITTEN CONTRACT. THIS INSURANCE IS PRIMARY AND NON-CONTRIBUTORY WITH ANY OTHER INSURANCE WHERE THE WRITTEN CONTRACT REQUIRES THAT THIS INSURANCE BE PRIMARY AND NON-CONTRIBUTORY. WHEN THE INSURANCE PROVIDED BY THIS ENDORSEMENT IS PRIMARY AND NON-CONTRIBUTORY, WE WILL NOT SEEK ANY CONTRIBUTION FROM ANY OTHER INSURANCE POLICY AVAILABLE TO THE ADDITIONAL INSURED ON WHICH THE ADDITIONAL INSURED IS A NAMED INSURED.	ALL LOCATIONS AND PROJECTS OF THE INSURED
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II — Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:

ANY PERSON OR ORGANIZATION WHERE WAIVER OF OUR RIGHT TO RECOVER IS PERMITTED BY LAW AND IS REQUIRED BY WRITTEN CONTRACT PROVIDED SUCH CONTRACT WAS EXECUTED PRIOR TO THE LOSS.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV – Conditions**:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

SCHEDULE

Name of Person(s) or Organization(s):

ANY PERSON OR ORGANIZATION FOR WHOM YOU HAVE
SPECIFICALLY AGREED IN WRITING TO PROVIDE
ADDITIONAL INSURED STATUS UNDER THIS POLICY.

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

Under **Covered Autos Liability Coverage**, the **Who is An Insured** provision is amended to include as an "insured" the person(s) or organization(s) named in the Schedule above, but only with respect to their legal liability for your acts or omissions or acts or omissions of any person for whom **Covered Auto Liability Coverage** is afforded under this policy.

All other terms and conditions of this Policy remain unchanged.

Endorsement Number:

Policy Number: ZACAT9252704

Named Insured: DICK ANDERSON CONSTRUCTION, INC.

This endorsement is effective on the inception date of this Policy unless otherwise stated herein:

Endorsement Effective Date: 10/1/2021

EMPLOYERS LIABILITY COVERAGE ENDORSEMENT

This endorsement applies only to work in the states shown in the Schedule.

- A. Part One (Workers Compensation Insurance) does not apply to work in a state shown in the Schedule.
- B. Part Two (Employers Liability Insurance) applies to work in states shown in the Schedule as though they were shown in Item 3.A. of the Information Page.
- C. Part Two (Employers Liability Insurance), C. Exclusions is changed by adding these exclusions.

This insurance does not cover

- 13. bodily injury to an employee when you are deprived of common law defenses or are subject to penalty because of your failure to secure your obligations under the workers compensation law of any state shown in the Schedule or otherwise fail to comply with that law.

Schedule

States

ND

WA

WY

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective **10-01-21** Policy No. **ZAWCI9423604**

Endorsement No.

Insured **DICK ANDERSON CONSTRUCTION,**

Premium \$ **INCL.**

Insurance Company **ARCH INSURANCE COMPANY**

Countersigned By _____

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**PRIMARY AND NON-CONTRIBUTING INSURANCE ENDORSEMENT -
DESIGNATED CONTRACT(S)**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM

SCHEDULE

Designated

Contract(s): ALL PARTIES WHERE REQUIRED IN A WRITTEN CONTRACT

With respect to the contract(s) designated in the Schedule above, it is agreed that the following subparagraph **e.** is added to **SECTION IV - BUSINESS AUTO CONDITIONS**, Paragraph **B. 5.** and **SECTION V – GARAGE CONDITIONS**, Paragraph **B. 5.**

5. Other Insurance

- e.** With respect to **SECTION II - LIABILITY COVERAGE**, where you are specifically required by a written contract designated in the Schedule above to provide insurance that is primary and non-contributory, and the written contract designated in the Schedule above so requiring is executed by you before any "accident", this insurance will be primary and the other insurance will not contribute with this insurance, but only to the extent required by that written contract.

All other terms and conditions of this Policy remain unchanged.

Endorsement Number:

This endorsement is effective on the inception date of this policy unless otherwise stated herein.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Policy Number: ZACAT9252704

Named Insured: DICK ANDERSON CONSTRUCTION, INC.

Endorsement Effective Date: 10/01/2021

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured:

Endorsement Effective Date:

SCHEDULE

Name(s) Of Person(s) Or Organization(s):

ANY PERSON OR ORGANIZATION WHERE WAIVER OF OUR RIGHT TO RECOVER
IS PERMITTED BY LAW AND IS REQUIRED BY WRITTEN CONTRACT PROVIDED
SUCH CONTRACT WAS EXECUTED PRIOR TO THE LOSS

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The **Transfer Of Rights Of Recovery Against Others To Us** condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

ANY PERSON OR ORGANIZATION WHERE WAIVER OF OUR RIGHT TO RECOVER IS PERMITTED BY LAW AND IS REQUIRED BY CONTRACT PROVIDED SUCH CONTRACT WAS EXECUTED PRIOR TO DATE OF LOSS.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 10/01/2021 ☐ Policy No. ZAWCI9423604 ☐

Endorsement No.

Insured DICK ANDERSON CONSTRUCTION, INC.

Premium INCL.

Insurance Company ARCH INSURANCE COMPANY

Countersigned By _____

EXHIBIT D

PAST PROJECT EXPERIENCE





AIA[®] Document A305[™] – 2020 Exhibit D

Contractor's Past Project Experience

	1	2	3	4
PROJECT NAME	The Cloudveil	Sheridan Motor CDR+J Dealership	Weatherby Headquarters	Jackson Hole Lodge
PROJECT LOCATION	112 Center Street Jackson, Wyoming	3270 Wrench Drive Sheridan, Wyoming	1550 Yellowtail Drive Sheridan, Wyoming	420 W. Broadway Jackson, Wyoming
PROJECT TYPE	Large Commercial Project completed in Jackson, Wyoming	Vehicle Maintenance/Service Facility	CMAR Project Completed for a Public Entity	Commercial Project In-Progress in Jackson, Wyoming
OWNER	Crystal Creek Capital Jim Walter 307-733-4733	Gone Fishing, LLC Nathan Mullinax 307-751-0260	SEEDA Kent Andersen 307-752-1760	CCC's Cemter Street Elena Schroth 307-733-4437
ARCHITECT	IBI Architects Peter Pillman 801-532-4233	Arete Design Group Ben Reeves 307-672-8270	Arete Design Group Karen Kelly 307-751-7514	Truexcullins Architecture Keith Nelson 802-658-2775
CONTRACTOR'S PROJECT EXECUTIVE	Brian Bolton	Brian Bolton	Brian Bolton	Brian Bolton
KEY PERSONNEL (include titles)	Robert McCorkle - Project Engineer Leonard Strobbe, Joe Robbins, Mike Shaner - Superintendents	Mike Shaner - Superintendent	Caryn Johnson - Estimator	John Danby - Project Manager Chuck Mickelson - Superintendent
PROJECT DETAILS	Contract Amount \$49,071,427 Completion Date May 2021 % Self-Performed Work 13%	Contract Amount \$11,541,646 Completion Date August 1, 2022 % Self-Performed Work 19%	Contract Amount \$11,957,826 Completion Date May 2019 % Self-Performed Work 31.13%	Contract Amount \$9,000,000 Completion Date July 25, 2022 % Self-Performed Work 15%
PROJECT DELIVERY METHOD	☐ Design-bid-build ☐ Design-build ☒ CM constructor ☐ CM advisor ☐ Other:	☐ Design-bid-build ☒ Design-build ☐ CM constructor ☐ CM advisor ☐ Other:	☐ Design-bid-build ☐ Design-build ☒ CM constructor ☐ CM advisor ☐ Other:	☐ Design-bid-build ☐ Design-build ☒ CM constructor ☐ CM advisor ☐ Other:
SUSTAINABILITY CERTIFICATIONS				

Init.



The Cloudveil

112 Center Street • Jackson, Wyoming

The Cloudveil is a 100-room, Marriott Auto-graph Hotel located just off the Town Square in the heart of Jackson Hole, Wyoming. The Cloudveil is 3-stories and delivers 125,300 SF between two (2) towers tied together via a full glass connector/ entrance capped with a 2nd-level connector roof-top patio. The Cloudveil provides a 22,400 SF underground, valet parking level delivering seventy-nine (79) parking stalls utilizing hydraulic vehicle-lifts to increase parking count beyond available floor area. The underground level contains an additional 7,500 SF of hotel administrative offices, housekeeping/laundry/linen services, food-storage and mechanical/electrical/IT equipment rooms.

The Hotel's Main Level features a 3,881 SF Lobby with timber, iron and leather accents. The Hotel Lobby provides entrance to a 4,200 SF, full-service bar and grill with an outdoor patio. The Main Level's West Tower features six (6) guest-rooms and public restrooms. The Main Level's East Tower features fifteen (15) guest-rooms, a 763 SF fitness room, pool and spa restrooms and a 550 SF retail space accessed from Deloney Street.

The Hotel's Second Level offers a 3,168 SF Meeting Room venue, a pre-function meeting and gathering space complete with a full-service pre-function kitchen. The two (2) towers are connected on this level with a roof-top lounge featuring outdoor seating gathered around two (2) outdoor fireplaces overlooking the pool deck. The Second Level's West Tower features fifteen (15) guest-rooms, six (6) with outdoor balconies overlooking Center Street. The Second Level's East Tower features twenty-six (26) guest-rooms and a porte-cochere overhanging the Hotel's entry drive.

The Hotel's Third Level unveils an impressive 5,500 SF, multi-level rooftop terrace/patio spanning over the top of an adjacent bank building. The rooftop terrace also offers a large, heated, 3-season shade structure with motorized wall and roof panels presenting an open or closed environment surrounded by landscaping to compliment Jackson's natural aura. The Third Level's West Tower features fifteen (15) guest-rooms, six (6) with outdoor balconies providing stunning mountain views. The Third Level's East Tower features twenty four (24) guest-rooms, two (2) with outdoor balconies featuring view to Snow King Ski Resort.



Final Contract Amount

\$49,071,427

Client

Crystal Creek Capital, LLC
Jim Walter
25 S. Willow Street, Suite 200
Jackson, WY 83001
307.733.4733

Architect

IBI Architects
Peter Pillman
10 E. Exchange PL.
Salt Lake, UT 84111
801.532.4233

Contract Type

GC/CM

Project Time Frame

April 2019 - May 2021



Weatherby Manufacturing

1550 Yellowtail Drive • Sheridan, Wyoming

The 71,000 square-foot, Weatherby Manufacturing Facility constructed in the High-Tech Business Park in Sheridan, WY serves as the gun manufacturer's world headquarters. The project features 2-stories of administrative services totaling 16,500 square feet inclusive of an entrance lobby, showroom, executive & department offices, and employee services. The project also features two (2) subterranean shooting ranges, one 100-yds and the other 300-yds. The Manufacturing floor totaling 54,500 square feet delivers state-of-art manufacturing space and associated systems.

Preconstruction Estimate

Initial Owner Budget: \$11,948,335
Initial DAC Estimate: \$12,201,482

The GMP adjusted to reflect actual bids received included an unassigned contingency of \$652,115 along with a construction contingency of \$478,974 presenting a possible project savings of just over \$1 Million.

Final Contract Amount

\$11,957,826

Project Team

Project Manager: Brian Bolton
Estimator: Caryn Johnson

Self-Performed - 31.13%

General Conditions
Rough Carpentry
Finish Carpentry
Dampproofing & Insulation
Caulking & Sealants
Doors-Frames-Hardware
Wood Windows
Specialties
Pre-Engineered Metal Building Supply & Erect
Site furnishings

Services Performed

Pre-construction Services
Cost Estimating
Value-Engineering
Construction Management

Client

SEEDA
Kent Anderson
55 Grinnel Plaza
Sheridan, WY 82801
307.674.6446
kanderson@sheridan.edu

Architect

Arete Design Group
Karen Kelly
45 East Loucks #301
Sheridan, WY 82801
307.672.8270
karenk@aretedesign.group

DAC's Role

CMAR

Project Size (SF)

71,000 SF - 2 Stories &
Underground Shooting Range

Project Time Frame

Original Contract Duration: 14 Months

Final Contract Duration:
April 2018 - May 2019 (14 Months)

EXHIBIT E

PAST PROJECT EXPERIENCE (CONTINUED)





AIA[®] Document A305[™] – 2020 Exhibit E

Contractor's Past Project Experience, Continued

	1	2	3	4
PROJECT NAME	Denny Menholt Nissan	Jones Brothers Trucking	I-State Truck Center	Placer Motors Service Center
PROJECT LOCATION	Billings, Montana	Missoula, Montana	Great Falls, Montana	Helena, Montana
PROJECT TYPE	Vehicle sales showroom with service area & parts storage area	Over the road truck maintenance building and truck parking	Tractor maintenance & repair facility with parts storage & office area	Vehicle service center with an office space
OWNER	Menholt Auto Group Randy Point 406-896-3000	Sohlberg Properties Sten Sohlberg 406-360-4629	Interstate Companies Travis Penrod 952-854-2044	Erick Anderson 406-459-8889
ARCHITECT	Schutz Foss Architects Allan Rapacz 406-252-9218	Project Architects James O'Neill 206-451-4635	HGFA Architects Michael Burke 406-248-7511	Mosaic Architecture Jeff Downhour 406-449-2003
CONTRACTOR'S PROJECT EXECUTIVE	Kevin Hintt	Steve Miller	Allan Frankl	Bob Heberly
KEY PERSONNEL (include titles)	Nolan Smith - Project Engineer Randy Clark - Superintendent	Al Harris - Superintendent	Ed Venetz - Project Manager Wylie VanHeel - Superintendent	Riley Ford - Project Manager Rob Terrio - Superintendent
PROJECT DETAILS	Contract Amount \$5,206,732 Completion Date January 2020 % Self-Performed Work	Contract Amount \$3,358,330 Completion Date May 2017 % Self-Performed Work	Contract Amount \$3,026,000 Completion Date May 2015 % Self-Performed Work	Contract Amount \$2,222,741 Completion Date May 2016 % Self-Performed Work
PROJECT DELIVERY METHOD	☐ Design-bid-build ☐ Design-build ☒ CM constructor ☐ CM advisor ☐ Other:	☐ Design-bid-build ☐ Design-build ☒ CM constructor ☐ CM advisor ☐ Other:	☐ Design-bid-build ☐ Design-build ☒ CM constructor ☐ CM advisor ☐ Other:	☐ Design-bid-build ☐ Design-build ☒ CM constructor ☐ CM advisor ☐ Other:
SUSTAINABILITY CERTIFICATIONS				

Init.



AIA® Document A305™ – 2020 Exhibit E

Contractor's Past Project Experience, Continued

	1	2	3	4
PROJECT NAME	Gardner RV			
PROJECT LOCATION	Great Falls, Montana			
PROJECT TYPE	RV sales showroom with a 75'x100' service area for RV repair			
OWNER	Gardner RV Todd Gardner 406-452-7682			
ARCHITECT	Nelson Architects Dale Nelson 406-727-3286			
CONTRACTOR'S PROJECT EXECUTIVE	Allan Frankl			
KEY PERSONNEL (include titles)	Scott Keller - Project Manager Gary O'Connell - Superintendent			
PROJECT DETAILS	Contract Amount \$3,982,431 Completion Date December 2017 % Self-Performed Work	Contract Amount Completion Date % Self-Performed Work	Contract Amount Completion Date % Self-Performed Work	Contract Amount Completion Date % Self-Performed Work
PROJECT DELIVERY METHOD	☐ Design-bid-build ☐ Design-build ☒ CM constructor ☐ CM advisor ☐ Other:	☐ Design-bid-build ☐ Design-build ☐ CM constructor ☐ CM advisor ☐ Other:	☐ Design-bid-build ☐ Design-build ☐ CM constructor ☐ CM advisor ☐ Other:	☐ Design-bid-build ☐ Design-build ☐ CM constructor ☐ CM advisor ☐ Other:
SUSTAINABILITY CERTIFICATIONS				



Denny Menholt Nissan

Billings, Montana

Denny Menholt Nissan decided it was time to upgrade from their existing facility located at the corner of King Avenue West and Grant Road in Billings. With DAC onboard, plans to build a state-of-the-art facility on Zoo Drive began to take shape. The civil design was created to maximize inventory storage with ease of view from Zoo drive a high priority. Because this was of such high importance, the building elevation was also raised 9 inches from original design. Building foundation design included footings, shallow stem walls and thickened edge slab on grade. The building structure was designed as structural steel with metal stud framing. Exterior wall systems included full height glass curtain walls, aluminum composite material (ACM) panels and metal wall panels. The interior of the building boasts a showroom complete with customer touch points, all glass sales offices, feature vehicle display, new vehicle delivery, kids lounge and a service advisor area. The upgraded service drive, with three overhead door entries and exits is complete with polished concrete floors and a unique masonry wall that separates the oil change stations from the customer touchpoint areas. A major component and upgrade from the old facility is the technician service area which includes 9 car lifts, an alignment pit/rack, wash bay, technician break/locker rooms and parts storage area. Second floor areas host executive offices, a large training room and an employee breakroom. Although DAC was held to a tight timeline, the project was completed on time and within budget.



Contract Amount

\$5,206,732

Project Team

Project Manager: Kevin Hintt
Project Engineer: Nolan Smith
Superintendent: Randy Clark

Client

Menholt Auto Group
Randy Point
3000 King Avenue West
Billings, MT 59102
406.896.3000
rpoint@menholtautogroup.com

Architect

Schutz Foss Architects, P.C.
Allen Rapacz
3030 4th Avenue North
Billings, MT 59101
406.252.9218
allen@schutzfoss.com

Contract Type

GC/CM

Project Time Frame

March 2019 - January 2020



Jones Brothers Trucking

Missoula, MT

This facility is the main office for an over the road truck maintenance building and truck parking. The building consists of 4337 SF of an industrial themed office with an attached 9476 SF maintenance shop. The office has ceilings open to structure, open bull pen area and offices with glass entries. Office floors are ground concrete. The shop is heated with a combination of floor heat using a gas fired boiler and radiant ceiling hung heaters. The structure is a structural steel skeleton with wood framed walls and mixture of several types of metal panels including core ten panels for the exterior. The site includes 95,000 SF of asphalt and concrete paving for employee parking and truck and trailer storage. There is an additional 88,000 SF of natural landscaping with irrigation.

One of the cost saving ideas that we implemented was to provide an underground water storage tank under part of the building to utilize for fire sprinklers. The lot is not serviced by city water, so wells are used for both domestic and fire. The original design had water storage near the wells with a heated building for the fire equipment. We worked with the sprinkler contractor to build a poured in place concrete tank under a portion of the building for the water storage. This eliminated the need for the site building and simplified the fire suppression equipment saving approximately \$25,000.

The owner, through his architect, contacted us about this project. He had a general contractor under contract for preconstruction services, but was not getting the response he needed. He had an obligation to get out of his existing facility and into his new facility on a given date. His construction plans were at about 50% and if he did not get started soon with the site work, he could not meet the deadline. Within 2 weeks, we agreed to a "not to exceed price" on the 50% drawings and got to work. We started the site work in September 2016 on a clay site and were paved out by early November. While the plans were still being completed, we started on the foundations, and ordered the steel package. The facility was completed by early May 2017 under budget.



Preconstruction Estimate

Not to Exceed Amount using 50%
Construction Drawings: \$3,439,931

Final Contract Amount

\$3,358,330

Project Team

Project Manager: Steve Miller
Superintendent: Al Harris

Client

Sohlberg Properties
Sten Sohlberg
5255 Elk Ridge Road
Missoula, MT 59802
406.360.4629

Architect

Project Architects PLLC
James O'Neill
310 Madison Ave S Suite A
Bainbridge Island, WA 98110
206.451.4635

Contract Type

GC/CM

Project Time Frame

September 2016 - May 2017



I-State Truck Center

Great Falls, MT

The I-State Truck Center is a 16,610 square foot pre-engineered structure with a pre-engineered mezzanine component. It also includes a parts storage and office area. The building was designed to provide maintenance or repair for 11 individual tractors and has a separate wash bay. It also houses a Clearspan 5 ton overhead crane system.

The building was constructed with an expandable endwall to allow for future growth. The shop and storage areas are heated with a radiant system while the office area utilized a forced air system. All lighting is high efficiency and the building envelope meets or exceeds the current energy code.

Final Contract Amount

\$3,026,000

Work Self-Performed by DAC

Concrete Foundations
Metal Building Erection
Roofing
Siding
Light Gauge Metal Framing
Doors, Frames & Hardware
Insulation

Client

Interstate Companies, Inc
Travis Penrod
2601 American Boulevard East
Minneapolis, MN
952.854.2044

Architect

HGFA Architects
Michael Burke
406.248.7511

Contract Type

GC/CM

Project Time Frame

June 2014 - May 2015



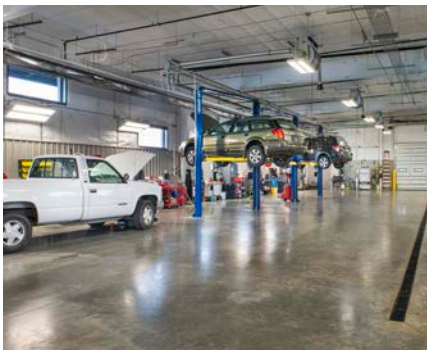
Placer Motors Service Center

Helena, MT

Placer Motors Service Center was a 15,806 sf metal building with foundation/footing/pilasters with one large 8' foundation wall.

It is a metal building with office space up front, a mechanical mezzanine and a large shop space with equipment lifts, trench drains and exposed electrical, plumbing and mechanical systems.

The office space consisted of high end finishes with tile, millwork, a fireplace and a large glass curtain wall.



Final Contract Amount

\$2,222,741

Work Self-Performed by DAC

Footings/Foundation/Rebar
Steel Building Erection
Structural Steel Erection
Wood Framing
Shearwall Sheathing
Steel Stud Framing
Doors/Hardware
RFP
Bath Partitions/Hardware/Accessories
Locker Installation

Client

Erick Anderson
406.459.8889

Architect

Mosaic Architecture
Jeff Downhour
406.449.2003

Contract Type

GC/CM

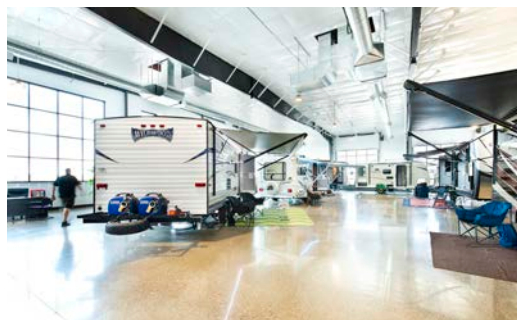
Project Time Frame

September 2015 - May 2016

**Gardner RV**

Great Falls, MT

The Gardner RV project consisted of a 14 acre site and a 100' x 215' x 20' Pre-Engineered Metal Building with a 7,000 square foot mezzanine. The building houses a 70' x 100' show room and a 70' x 100' parts sales room, offices and restrooms with polished concrete floors. There is also a 75' x 100' service area for RV repair.



The site work consisted of clearing & grubbing, site cut and fill, stabilization fabric and 1'-0" of site gravel, asphalt pavement, concrete pavement, site lighting, a water well, septic system, floor drain system, retention ponds, and landscaping.

Final Contract Amount

\$3,982,431

Work Self-Performed by DAC

Wood Framing
Doors, Frames & Hardware
Insulation
Division 10
Interior Windows
Mezzanine Framing
Mezzanine Structural Steel

Client

Gardner RV
Todd Gardner
406.452.7682

Architect

Nelson Architects
Dale Nelson
406.727.3286

Contract Type

GC/CM

Project Time Frame

April 2017 - December 2017

WORK PLAN & SCHEDULE





Work Plan & Schedule

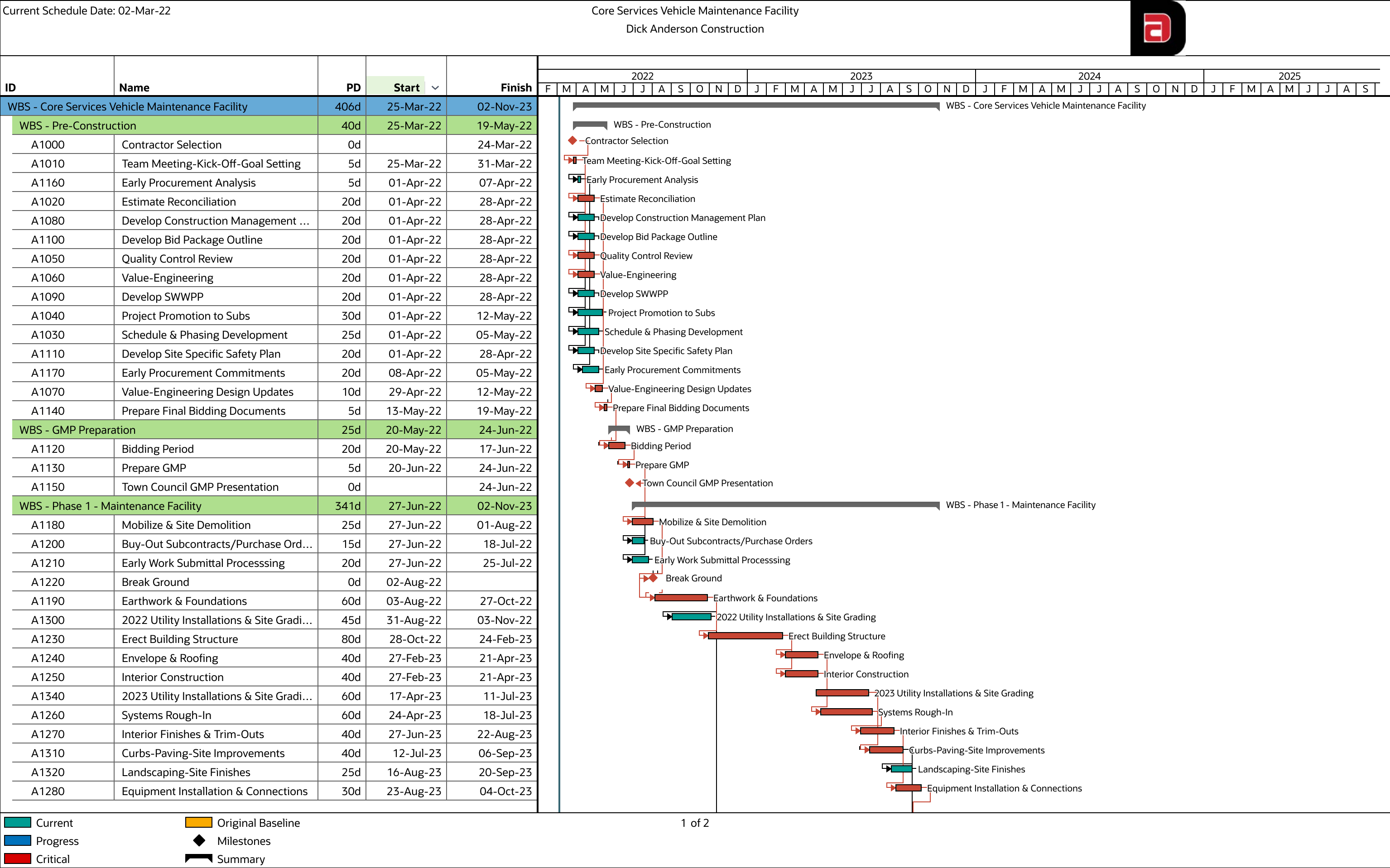
The Construction Management (CM) process is first and foremost a TEAM effort with the Owner (Town of Jackson), the Architect (Jorgensen) and the Construction Manager at Risk (Dick Anderson Construction) each playing crucial roles in managing the safe execution of a construction project within the constraints of the budget and time frame available. We have refined our procedures for the CMAR Process through projects with sophisticated clients who expect a CMAR who is thorough and acting in their best interest.

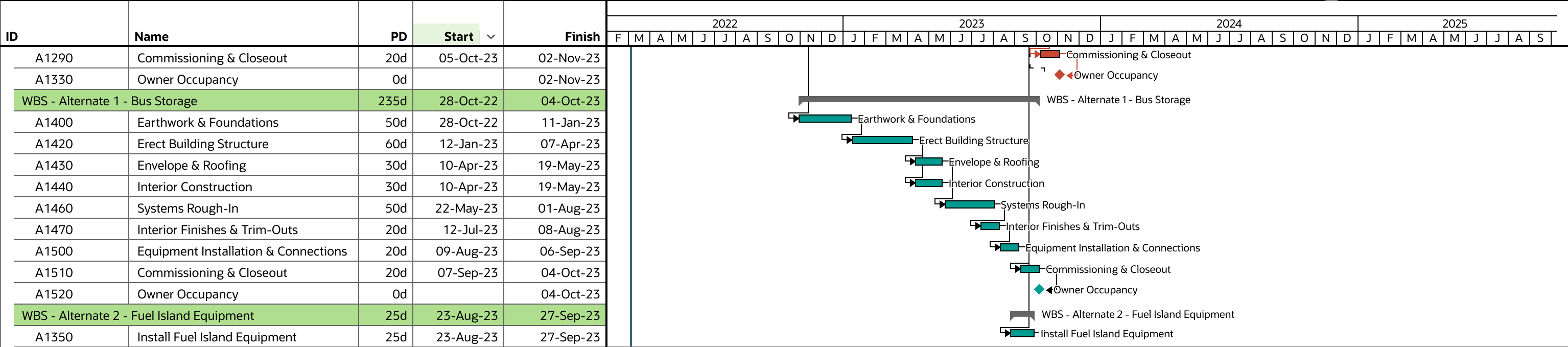
We see the process as:

- Providing timely preconstruction input on constructability, budget, material availability, subcontractor availability, phasing and staging.
- Establishing and reconciling a project budget quickly based off 100% Construction Documents.
- Producing the front-end documents for bidding so that bid packages reflect complete package scopes and favor traditional trade scoping.
- Advertising and “getting the word out” locally and regionally about the project to generate interest from qualified perspective bidders.
- Managing the Bid Opening with the Owner and Architect to ensure complete fairness and openness.
- Providing a sealed bid for any work scope for which DAC wishes to bid beyond General Requirements.
- Evaluating the bids and recommending award to the Owner.
- Issuing Subcontracts and Purchase Orders which are complete and protective of the TEAM to the selected bidders.
- Producing a project schedule that is realistic and then monitoring that schedule against actual progress and taking substantive action when there is an indication that the schedule is slipping.
- Producing a Construction Management Plan, Site-Specific Safety Plan and SWWPP Plan which is communicated clearly to all parties prior to bidding and monitored daily.
- Managing the construction activity to ensure compliance with the plans and specifications and to provide quality control oversight.
- Providing complete close-out documentation and start-up of systems.

“Now, more than seven years later, our campus has been transformed by five additional projects totaling nearly \$100M in new and renovated construction. In each case we’ve been extremely pleased with the outcome. Most importantly we’ve gotten very good value for our investment. People often ask how we get so much building for the dollars in the project. The answer is that DAC is a partner we can rely on to bird-dog all the many issues that come up during design and construction. Over and over again they’ve saved us millions by their knowledge of sub-contractor market and their aggressive work with the design team to make sure we don’t waste money on designs and materials that won’t work in our environment and budget.”

Paul R. Young, PhD | Northern Wyoming Community College District





Schedule Notes:

1. This schedule is a high-level representation of work flow from project start to finish. Construction activities, durations and sequencing will be refined throughout the pre-construction and construction phases.
2. Emphasis has been placed on the Base scope of work to finish in November of 2023 with Alternate No. 01 - Bus Storage activities following behind and in some cases overlapping Base scope work. This methodology requires adequate trade resource staffing that will need to vetted during the pre-construction phase.

FEES

PRE-CONSTRUCTION PHASE FEE | GUARANTEED MAXIMUM PRICE | CONSTRUCTION MANAGER'S FEE



**Task 3.1 Pre-Construction Phase Fee.**

\$58,900.00

Fifty Eight Thousand Nine Hundred Dollars

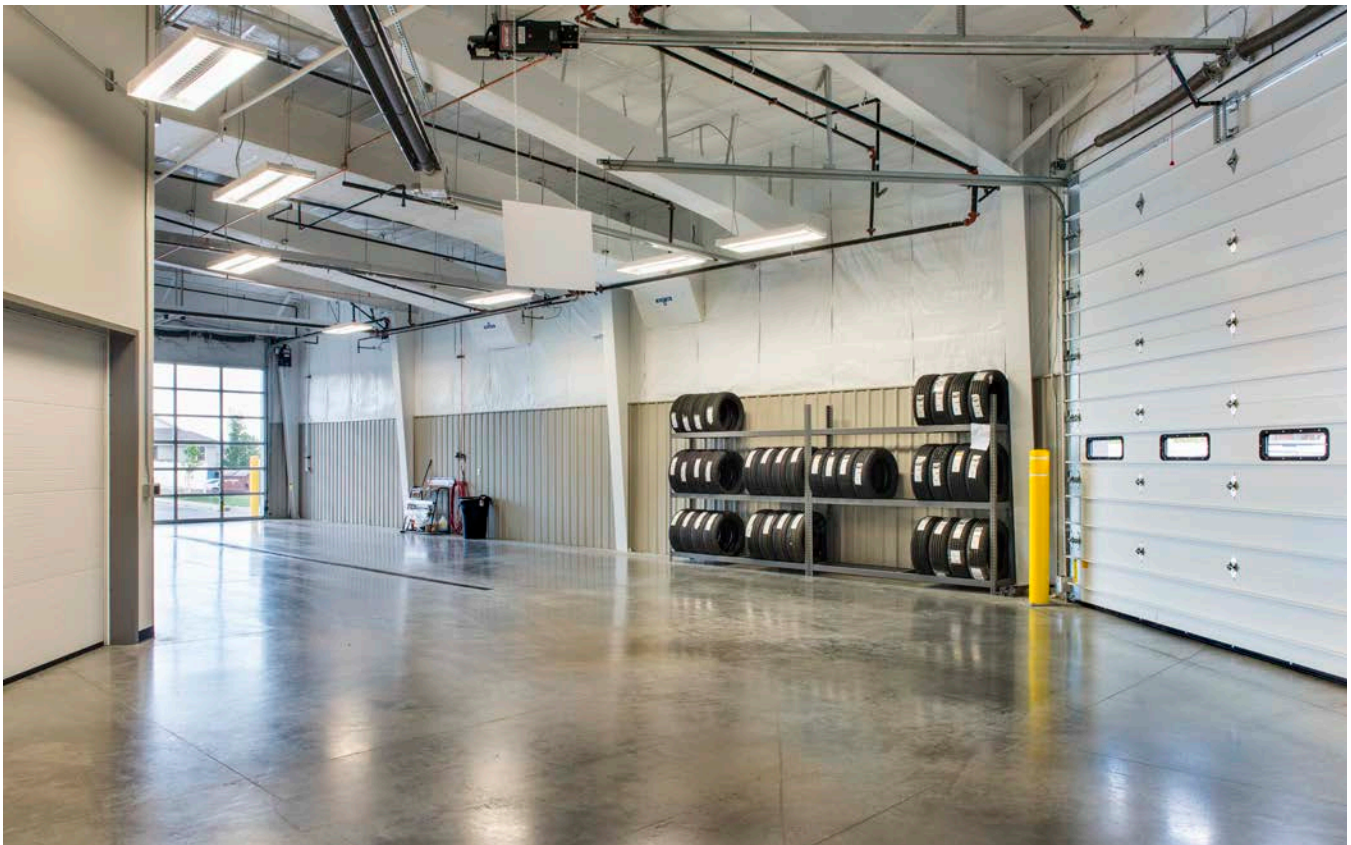
Task 3.2 Guaranteed Maximum Price [GMP] Phase.

\$31,700.00

Thirty One Thousand Seven Hundred Dollars

Task 3.3 Construction Phase Services.

Five Percent (5.0%) of the cost of the work





DICK ANDERSON
CONSTRUCTION

A l w a y s P a r t o f t h e S o l u t i o n

Helena
Montana

P 406.443.3225

Great Falls
Montana

P 406.761.8707

Missoula
Montana

P 406.721.8912

Bozeman
Montana

P 406.586.0889

Billings
Montana

P 406.248.3700

Sheridan
Wyoming

P 307.672.0418

Jackson
Wyoming

P 307.201.1199

STAFF REPORT



Meeting Date:	March 21, 2022	Meeting Title:	Regular Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: Art Fair	Public Comment:	Yes

Purpose & Policy Considerations.

The Mayor and Council approve all special event applications requesting the use of public property, reserved parking, the issuance of sign permits, overnight camping and the services of Town personnel.

Requested Action.

Staff is requesting Town Council to consider the special event application submitted by Art Association of Jackson Hole, a local non-profit organization, for the annual Art Fairs.

Recommendations.

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

Background.

The applicant, The Art Association of Jackson Hole, a local non-profit, plans to host two Art Fairs in the summer of 2022. The first Art Fair would run from June 17, 2022 through June 19, 2022 and the second Art Fair would run from August 5 through August 7. Both Art Fairs would operate between the hours of 10:00 A.M. to 6:00 P.M. 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 The Art Association 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 public parking spaces, overnight parking and camping at the Fairgrounds, and for temporary signs.

The Art Association has requested the following parking closures:

South Cache Street (between East Simpson Avenue and East Kelly Avenue)

- Thursday, June 16 from 6:00 A.M. to 9:00 P.M.
- Sunday, June 19 from 4:00 P.M. to 9:00 P.M.
- Thursday, August 4 from 6:00 A.M. to 9:00 P.M.
- Sunday, August 7 from 4:00 P.M. to 9:00 P.M.

Top Floor of the Public Parking Garage at 150 West Simpson

- Thursday, June 16 from 6:00 A.M. through Sunday, June 19 at 9:00 P.M.
- Thursday, August 4 from 6:00 A.M. through Sunday, August 7 at 9:00 P.M.

The on-street parking spaces would be reserved for load-in and load-out purposes. The parking garage spaces would be reserved for artist parking. In addition, the applicant requests permission to utilize Town equipment including barricades and cones for the event.

The applicant requests the following in association with the Art Fair:

- Permission to post “No Parking” signs on South Cache Street (from East Simpson to East Kelly) per the request mentioned above. The applicant will be responsible for the production, posting, and removal of the associated no parking signage.
- Permission to post “No Parking” signs on the top floor of public parking garage per the request mentioned above. The applicant will be responsible for the production, posting, and removal of the associated no parking signage.
- Permission to utilize the on-street parking spaces mentioned in the request above for the purpose of load-in and load-out operations.
- Permission to utilize the parking spaces on the top floor of the parking garage per the request mentioned above for the purpose of artist parking.
- Permission to use Town of Jackson barricades and cones for the parking space reservations.
- 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.
- Permission to use the Teton County Fairgrounds overflow parking in the northwest corner of the dirt lot for overnight parking and dry camping for 20-25 artist trailers from June 16 through June 18 and again from August 4 through August 6.

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.

Possible Alternatives.

N/A

Comprehensive Plan & Priority Alignment.

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

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

Fiscal Impact.

Fiscal impact includes income from Exposition Licenses totaling \$738, Catering Permits totaling \$120 and a special event application fee of \$27. A total income of \$885 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 for each Art Fair conducted by Parks and Recreation employees (approximately 2 hours),
- securing town equipment from Public Works (approximately 30 minutes),
- departmental review of application (approximately 4 hours of total staff time),
- preparation of staff report (approximately 2 hours),

- follow-up actions (approximately 1 hour).

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

Conditions and Restrictions.

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

1. Art Fair operations will be subject to the review of the Teton County Health Department.
2. The Art Fair shall abide by any state or local health order in place.
3. The applicant shall clean up immediately after each market and shall be responsible for the removal of recycled material generated by the event or any overflow trash.
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. All walkways, entrances and ADA ramps must be kept open at all times.
9. An adequate number of designated handicapped parking spaces shall be established in the vicinity of the Art Fairs.
10. Use of any Town barricades, cones, or road signs will be coordinated with the Public Works Department and the event organizer will be responsible for picking up and returning any barricade, cone or road sign. A damage deposit must be submitted for any barricade or cones to protect against any loss or damage.
11. 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 also meet with the Police Department two weeks prior to the event to discuss the signs and posting of the signs.
12. No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.
13. The applicant shall obtain the necessary food service permits from Teton County Environmental Health.
14. The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. An ID bracelet system or stamp system shall be utilized and all ID's checked.
15. The applicant will post *no alcohol consumption beyond this point* signs at either end of the Art Fair to prohibit consumption of alcohol outside of authorized premises.
16. The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.
17. Alcoholic beverages shall be served in 16oz or smaller plastic cups. No alcohol shall be served in bottles or glass containers.
18. The applicant may sell mugs for alcoholic beverages that are approved by the Police Department.
19. The applicant shall apply and pay for all licenses and/or permits prior to each market.
20. 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.

21. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
22. 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)
23. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
24. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
25. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
26. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
27. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
28. 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).
29. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
30. 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).
31. 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.
32. 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).
33. All temporary signs shall be installed no sooner than one week prior to each event and shall be removed on the Monday following each event. The applicant shall obtain prior permission from all private property owners, and no signs shall be erected in any public right-of-way. Any and all signs placed on public property shall not be located on sidewalks blocking pedestrian travel, and placement of signage shall be subject to WYDOT regulations and enforcement.
34. Port-a-potties shall be supplied as stated in the applicant's event plan. Port-a-potties shall not be placed in a manner that limits access to fire hydrants.
35. The applicant shall take measures to prevent theft from occurring at the site during overnight hours. In addition, the applicant shall provide to the Police Department a responsible party name and phone number for each booth for use in an emergency.
36. If camping and storage of trailers is permitted at the Fairgrounds parking lot, then the applicant shall:
 - coordinate activities with the Teton County Fair Board;
 - utilize the northwest end of the Fairgrounds;
 - all campers and individuals storing trailers at the Fairgrounds must check in at the Fair Office;
 - insure that there shall be no campfires or open fires;
 - insure that there shall be open access to tennis and field areas at all times;
 - insure that all overnight vehicles shall place a clearly visible card in the dash designating the vehicle as affiliated with the 2017 Arts Fair;
 - insure that a clear and unobstructed width of 20 feet be maintained between rows of parked trailers to allow for emergency vehicle access (IFC 503.2.1);
 - clean up after the event.

Attachments or Links.

Special Event Application
Fairgrounds Parking Map
Neighborhood Letter
Certificate of Insurance

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 Art Association, subject to the conditions and restrictions listed in the staff report.

Center for the Arts Building

Sidewalk



AIA Entrance
X

AIA Entrance
X

S. Cache Street

Sidewalk

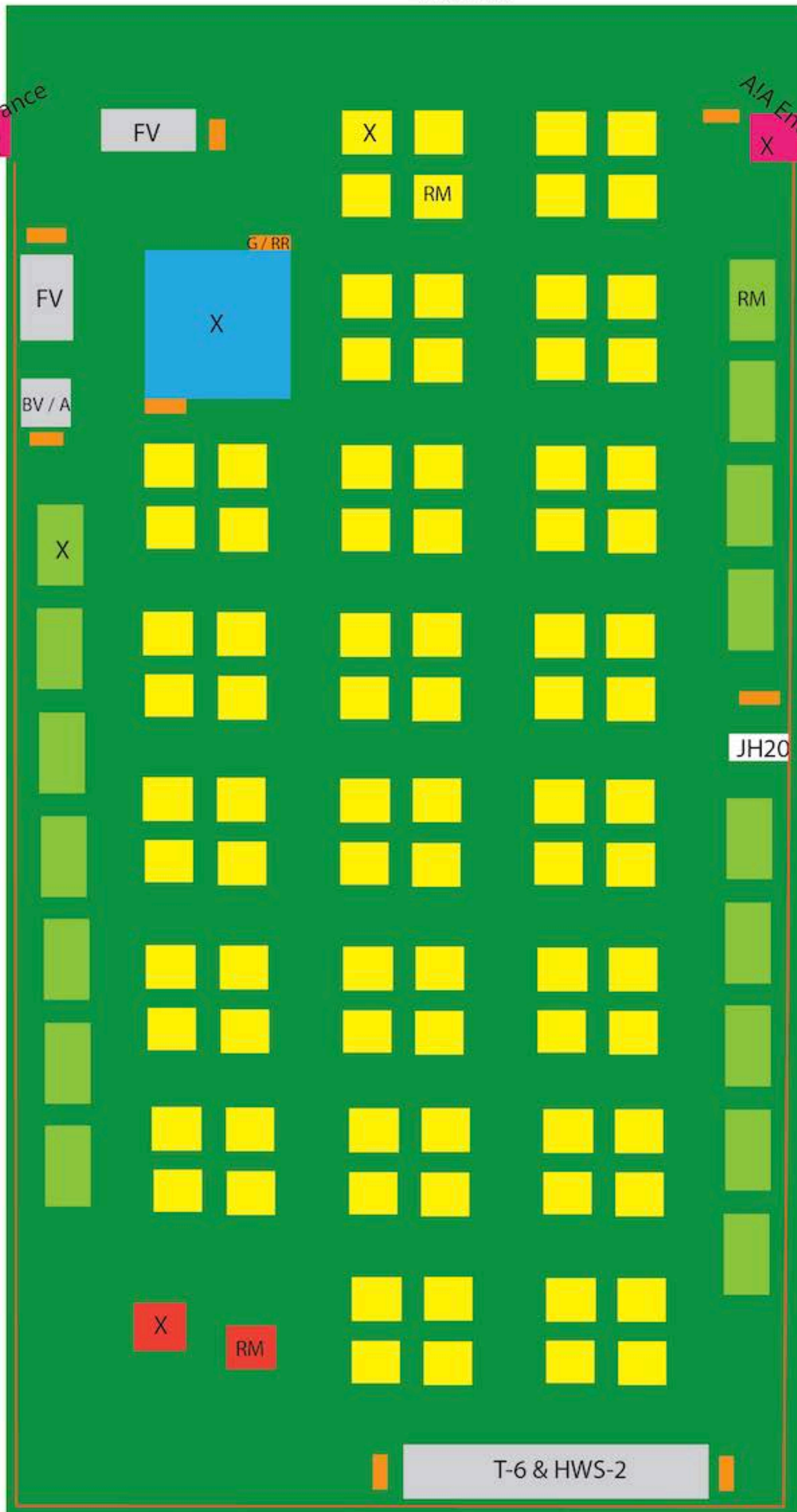
JH20

Art Fair Jackson Hole Proposed Layout

Location:
Center for the Arts lawn
265 S. Cache Street

Art Association JH
Event Coordinator:
Kaylee Pickett
kaylee@artassociation.org

Alleyway





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: Art Fair Jackson Hole - June

Name of Organization: Art Association of Jackson Hole

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

Mailing Address: P.O. Box 1248

City: Jackson State: Wyoming Zip Code: 83001

Name of Person Completing Application: Kaylee Pickett

Email Address: kaylee@artassociation.org

Work Phone: 3077336379 Cell Phone: _____

EVENT INFORMATION

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

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

Art fair with local and national artists selling an array of mediums. Fundraising event.

Location of Event: Center for the Arts lawn - 265 S Alternative Location: Jackson Elementary

Date(s) of Event: 6/17/2022 - 6/19/2022 Event Operating Hours: 10am - 6pm

Event Set Up Begins Date: June 16, 2022 Time: 8am

Event Clean Up Ends Date: June 20, 2022 Time: 11am

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 1500 Total Event: 4500

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): Center for the Arts

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: Amy Goicoechea Cell Phone: 307-690-2251

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

Parking closure on S Cache Street from E Simpson to E Kelly. Thurs, 6/16 6am - 9pm			
--	--	--	--

Parking closure on S Cache St from E Simpson to E Kelly. Sun, 6/19. 4pm - 9pm			
---	--	--	--

Parking closure of Eastern half of CFA public parking lot. Thurs, 6/16. 6am - 9pm			
---	--	--	--

Parking closure of Eastern half of CFA public parking lot. Sun, 6/19. 4pm - 9pm			
---	--	--	--

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: 50 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: _____

If staffing allows, a walk through once or twice a day. Not essential.

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

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☐ Electricity Access

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

☐ Additional Public Restroom Cleaning

Please describe in detail your request: _____

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

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

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

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☒ Event Site Inspection

Please describe in detail your request: We will submit an event layout for review and would love _____

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: 10am Finish Time: 6pm

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

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

SIGN or BANNER REQUESTS

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

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

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached: ☒ Yes ☐ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

Do you plan to provide portable restroom facilities?

☒ Yes

☐ No

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

Total Number of Portable Toilets: 5 Number of ADA Accessible Portable Toilets: 1

If "No", please explain: _____

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

Restroom Company: Macy's

Restroom Drop off / Pick Up Date for Drop Off: 6/16/2022 Time for Drop Off: 8am

Date for Pick Up: 6/20/2022 Time for Pick Up: 8am

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? Spiked seltzer, sloshees

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:

Local and national artists will be selling their work. We will have a list of participating artists in mid-May and will submit the Exposition License request then.

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? 12

When will the trash receptacles be delivered? 6/16/2022

When will the trash receptacles be picked up and removed from site? 6/20/2022

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

We will have 12 trash cans located throughout the event. A dumpster will be on site for collection.

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

Special Event Application

SUSTAINABLE EVENT PLANNING

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

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

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

RECYCLING PLAN

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

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

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

How many recycling receptacles will they (or you) supply for your event? 10

When will these recycling receptacles be delivered? We have them - 6/16/2022

When will recycling receptacles be picked up and removed from site? 6/20/2022

Describe your plan for collection and removal of recyclable materials during your special event:
We will label bins for single-stream recycling and have them located next to trash cans.

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

Special Event Application

SIGNIFICANT EVENT CHANGES

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

☒ Yes

☐ No

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

We are hosting the AFJH in a new location this year - on our home campus at the Center for the Arts. We have not requested S Cache Street or the CFA public parking lot be closed for artist unloading / loading for previous art fairs.

We would like to additionally request use of the Teton County Fairgrounds overflow parking in the Northwest corner of the dirt lot. I have been in touch with Rachel Grimes about availability and procedure. We would like to offer overnight parking for 20-25 trailers / RVs for artists on Thursday, Friday, and Saturday nights (6/16 - 6/18). We are aware that it is dry camping only and that we will need to manage collection of payment, barricading, and flow of traffic in that area of the fairgrounds parking. This request was last approved in 2019.

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: KP

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: KP

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: KP

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: KP

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: KP

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: Kaylee Pickett
Printed Name

DATE: 01/28/2022

TITLE: Event & Membership Coordinator



ARTASSO-01

SBAUMBERGER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/29/2021

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: Selda Baumberger	
	PHONE (A/C, No, Ext): (307) 733-2464	FAX (A/C, No): (866) 246-1819
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Philadelphia Indemnity Insurance Company	
	NAIC # 18058	
INSURED The Art Association of Jackson Hole PO Box 1248 Jackson, WY 83001	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:	X		PHPK2250810	3/1/2021	3/1/2022	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 \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			PHPK2250810	3/1/2021	3/1/2022	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) 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 



ART ASSOCIATION OF JACKSON HOLE

Dear Business Owner/Resident,

This letter is to inform you that the Art Association of Jackson Hole has submitted a Special Events Permit to the Town of Jackson for our annual Art Fair Jackson Hole. This year, we will be hosting the AFJH on our home campus at the Center for the Arts lawn at 265 S Cache Street on two weekends: June 17-19, 2022 and August 5-7, 2022.

The fair's hours are 10am to 6pm on Friday and Saturday and 10am to 4pm on Sunday. The Thursday prior and Monday following are set up and teardown days.

Below you will find specific information regarding the schedule for each Art Fair and the special requests we have made to the town. It is our goal to provide you with as much information as possible in order to minimize our impact on your business or home during our annual fundraising events.

Our permit will be reviewed by the Town Council at a regularly scheduled meeting. We encourage you to attend and bring forth any questions and/or concerns.

Please feel free to contact me directly with questions and/or concerns anytime. It is my goal to be available to hear your concerns and ease the impact of the Fair to our neighborhood. Art Fair Jackson Hole is our largest fundraising event of the year and helps the Art Association raise much needed funding for our educational and outreach programs. We greatly appreciate your support of the A!A and the AFJH.

Best,

Kaylee Pickett

Events & Membership Coordinator

Art Association of Jackson Hole

kaylee@artassociation.org

P.O. Box 1248 Jackson, WY 83001

307-733-6379

www.artassociation.org

Temporary Parking Closure

We are requesting S Cache Street be closed to public parking from E Simpson Ave to E Kelly Ave and a partial closure of public parking in the CFA public parking lot. These closures will take place on the Thursdays prior to the Fair and the Sundays after the Fair closes.

Thursday, June 16, 2022 from 6am to 9pm / Sunday, June 19, 2022 from 4pm to 9pm

Thursday, August 4, 2022 from 6am to 9pm / Sunday, August 7 from 4pm to 9pm

This is to allow artists to unload their booth set up and sellables. S Cache St will be an active unloading zone throughout the day on Thursday for this purpose.

Porta Toilets

6 porta toilets will be placed along the South edge of the Center for the Arts lawn during each Fair. They will be dropped off on the Thursday and picked up on the Monday prior to and following each fair weekend.

Thursday, June 16, 2022

Monday, June 20, 2022

Thursday, August 4, 2022

Monday, August 8, 2022

We have requested the porta toilets be serviced between the hours of 8am and 10am to reduce noise impact on nearby businesses and residences.

ART FAIR SCHEDULE - JUNE & AUGUST 2022

Thursday, June 16 & August 4

Set Up: Art Association, Canvas Unlimited, Macy's Services, Westbank Sanitation, Artists & Vendors
Security on site 6pm - 8am

Friday - Sunday, June 17 - 19, August 5 - 7

Art Fair Jackson Hole
Friday & Saturday: 10am - 6pm
Sunday: 10am - 4pm

Security on site 6pm - 8am

Sunday, June 19 & August 7

Teardown: 4pm - 8pm
Art Association, Artists & Vendors

Monday, June 20 & August 8

Pick Up: Canvas Unlimited, Macy's Services, Westbank Sanitation, Curbside Recycling

Proposed List of Recipients

All residential homes on S Cache Street between E Simpson Ave and E Kelly Ave
All residential homes on E Simpson Ave
All residential homes on E Hansen Ave
All residential homes that border the Center for the Arts lawn on the S Glenwood St side
All residential homes on the alleyway that borders the South edge of the CFA lawn
Fighting Bear Antiques
Apex Real Estate and Property Management
Mulligan Law Office
Bank of Jackson Hole
Antler Inn
People's Market

Town of Jackson
Special Event Permit Application Supplement
Submitted: 1/26/2022

Event: Art Fair Jackson Hole - June 2022
Organization: Art Association of Jackson Hole

Name of Applicant: Kaylee Pickett
Contact: kaylee@artassociation.org

Pending / Incomplete Requests

Exposition License

Artists are sent an invitation to participate in the Spring and have until May 17 to confirm their booth spot. Once we have this confirmed list of artists and vendors, we will submit their names, business names, etc. to the Town of Jackson as part of a completed Exposition License Application.

Sign Permit Application

We are hoping to replace one of our AFJH banners. Once we have the new banner, a complete Temporary Sign Permit will be submitted no later than April 15, 2022.

Insurance Certificate

Our policy renews in March 2022. A new certificate of insurance will be submitted once this 2022-2023 policy takes effect.

STAFF REPORT



Meeting Date:	March 21, 2022	Meeting Title:	Regular Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: Jackson EcoFair	Public Comment:	Yes

Purpose & Policy Considerations.

The Mayor and Council approve all special event applications requesting the services of Town personnel, use of public property, temporary parking closures, and the issuance of sign permits.

Requested Action.

Staff is requesting Town Council to consider the special event application submitted by Energy Conservation Works, a local non-profit organization, for the annual Jackson EcoFair.

Recommendations.

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

Background.

The applicant, the Energy Conservation Works, a local non-profit, plans to host the Jackson EcoFair on Saturday, May 14 2022 between the hours of 12:00 P.M. to 5:00 P.M. 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 The Art Association 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 public parking spaces. The applicant has requested the following parking closures:

West side South Cache Street (between East Simpson Avenue and East Kelly Avenue)

- Saturday, May 14 from 6:00 A.M. to 7:00 P.M

Center for the Arts north parking lot (between Cache and Glenwood)

- Saturday, May 14 from 6:00 A.M. to 7:00 P.M.

The event will include interactive and educational booths hosted by regional non-profits and businesses, sustainability-related demonstrations, retail sales, kids activities, live music, and local food and beverage service to the public. The event will be held in May to coincide with Spring Clean-Up Week and to increase the chances for favorable weather. The anticipated attendance is 2,500 people. The event will run from 12:00 P.M. to 5:00 P.M.

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.

The applicant requests the following in association with the EcoFair:

- Permission to post "No Parking" signs on South Cache Street (from East Simpson to East Kelly). The applicant will be responsible for the production, posting, and removal of the associated no parking signage.
- Permission to post "No Parking" signs in the parking lot north of the Center for the Arts building. The applicant

will be responsible for the production, posting, and removal of the associated no parking signage.

- Permission to utilize the on-street parking spaces described above between the hours of 6:00 A.M. and 7:00 P.M. on Saturday, May 14.
- Permission to utilize the parking spaces in the north parking lot at the Center for the Arts between the hours of 6:00 A.M. and 9:00 P.M. on Saturday, May 14.
- Permission to use Town of Jackson barricades and cones for the parking space reservations.
- 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.
- Permission from Town Council for amplified sound associated with local live music. The applicant may choose not to have live music at the event. This item is presented in the staff report in the case that they decide to have live music at the event.
- Sign permits for the display of two temporary banners at the Snow King baseball field backstop and at the Center Lawn per the attached sign permit application.
- Use of barricades and cones for the parking lot closures.
- An exposition business license
- A malt beverage permit. The applicant may choose not to have alcohol at the event. This item is presented in the staff report in the case that they decide to serve alcohol at the event.
- Permission to use Town of Jackson trash and recycling bins.
- Permission to host the Eco Fair in the Home Ranch parking lot in the event that the Snow King ball fields are deemed too wet to host the event.

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.

Possible Alternatives.

In the event that the Center for the Arts Lawn is deemed too wet to host the event, the applicant is seeking permission to close off the Home Ranch Lot and hold the event in this location.

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 (\$123), a possible malt beverage permit (\$50) and a special event application fee (\$27). A total income of \$200 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 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),
- preparation of staff report (approximately 2 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. EcoFair operations will be subject to the review of the Teton County Health Department.
2. The EcoFair shall abide by any state or local health order in place.
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 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. 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.
5. No exhibits, tables, chairs, or other equipment shall be placed on walkways along South Cache Avenue that will obstruct pedestrian traffic.
6. 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.
7. An adequate number of designated handicapped parking spaces shall be established in the vicinity of the Eco Fair.
8. The applicant shall be responsible for the closure of the parking spaces and for the production, posting, and removal of no parking signage and handicapped parking signage.
9. The applicant shall arrange the use of any town equipment including barricades, trash bins, recycling bins and traffic cones with the Public Works Department. This may include an equipment deposit for use.
10. All barricades, cones, and any road closure signs must be removed immediately following the event.
11. All barricades, cones and road signs will need to be coordinated with the Public Works Department at least five days prior to the event. The applicant will be responsible for picking up and returning all equipment to the Public Works Department.
12. No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.
13. The applicant shall obtain the necessary food service permits from Teton County Environmental Health.
14. In the event that alcohol is served at the EcoFair then the applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. An ID bracelet system or stamp system

shall be utilized and all ID's checked.

15. In the event that alcohol is served at the EcoFair then applicant will post *no alcohol consumption beyond this point* signs at either end of the market.
16. In the event that alcohol is served at the EcoFair then vendors may not sell more than 16 oz. in the mugs, regardless of mug size.
17. In the event that alcohol is served at the EcoFair then the applicant may sell mugs for alcoholic beverages that are approved by the Police Department.
18. The applicant shall apply and pay for all licenses and/or permits prior to the EcoFair.
19. Any tents larger than 400 square feet will require approval through the Fire Department. A Temporary Tent Permit Form will need to be completed and approved prior to the start of the event. This Temporary Tent Permit can be found on the Jackson Hole Fire / EMS website.
20. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
21. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2)
22. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
23. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
24. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
25. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
26. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
27. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).
28. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
29. Public Safety Plan: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety (IFC403.2).
30. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website.
31. The Fire Department recommends that Cache Street maintain a clear and unobstructed width of 20 feet to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1).
32. No signs shall be erected in any public right-of-way. Any and all signs placed on public property shall not be located on sidewalks blocking pedestrian travel.
33. All walkways, entrances and ADA ramps must be kept open at all times.
34. 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).
35. Tents which can hold over 50 or more occupants must provide this 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).
36. 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 too.

Attachments or Links.

Special Event Application

Event Plan

ToJ Equipment Request

Certificate of Insurance

Event Map

Temporary Sign Permit

Exposition License

Resident / Business Notification Flier

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 Energy Conservation Works for the Jackson EcoFair, subject to the conditions and restrictions listed in the staff report.

Town of Jackson Special Event Application

APPLICANT INFORMATION

Name of Event: 2022 Jackson EcoFair

Name of Organization: Energy Conservation Works (ECW)

Type of Organization: Non-Profit / Public Agency

Mailing Address: PO Box 7879

City: Jackson

State: WY

Zip Code: 83002

Name of Person Completing Application: Virginia Powell Symons, EcoFair Event Director

Email Address: virginia@vibranteventsjh.com OR info@jacksonecofair.org

Work Phone: (307) 413-0174

Cell Phone: same

EVENT INFORMATION

Type of Event: Festival / Concert / Education

Description & Purpose of Event: EcoFair is Jackson Hole's primary spring season community event, focused on local and environmental stewardship. EcoFair provides local restaurants, artists, innovators, retailers, government agencies, and non-profits a place to showcase their substantial work in these arenas while providing fun and educational opportunities for children to discover how to take their own sustainability initiatives. EcoFair also hosts the annual presentation of the Andy Tyson Leadership Award in Sustainability.

Location of Event: Center Lawn, Jackson Hole Center for the Arts (CFTA). Please see *Attachment A: Event Plan*, and *Attachment D: Preliminary Event Map*.

Proposed Alternative Location: Home Ranch Parking Lot. EcoFair is a rain or shine event—alternate location will only be necessary if ground saturation prevents the event's heavy foot traffic on the Center Lawn.

Date(s) of Event: Saturday, May 14, 2022

Event Operating Hours: 12:00-5:00pm

Event Set Up Begins **Date:** Friday, May 13, 2022

Time: 9:00am

Event Clean Up Ends **Date:** Saturday, May 14, 2022

Time: 7:00pm

*Please note that porta-pot pickup and tent breakdown may take place on Monday, May 16.

Estimated Event Attendance **Per Day:** 1500-3000, weather dependent

Total Event: same

Special Considerations: Alcoholic Beverages / Cooking/Grilling / Electricity Requested / Food Sales / Merchandise Sales / Recurring Event / Sound Amplification / Tents / Parking Lot Closure / Street Closure (parking lane only)

Event Co-Sponsor(s): Although EcoFair is supported financially by a number of sponsoring organizations, Energy Conservation Works is the sole sponsor of the event to the general public.

Will you be charging admission or a fee for your event? No. A \$5 donation is suggested for entry, but not required.

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

Name: Phil Cameron, Executive Director, Energy Conservation Works

Cell Phone: (307) 413-1971

EVENT SITE PLAN

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. Please see *Attachment D: Preliminary Event Map*. Initial locations of the following are included: Tents / Food Vendors / Beverage Vendors / Alcohol Vendors / Portable Toilets / Hand Washing Sink / Stage/Amplified Sound / Garbage/Recycling Receptacles / Retail Merchants / Security / Fire Lane / Barricades / Electricity / Trailers/Vehicles

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

STREET/SIDEWALK/PUBLIC PARKING LOT—CLOSURE REQUESTS

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

Area of Closure Request	Date(s)	Start Time	End Time
CFTA N parking lot, between Cache St. and Glenwood St.	May 14, 2020	6:00am	7:00pm
W side of Cache St., adjacent to the Center Lawn	May 14, 2020	6:00am	7:00pm
Home Ranch Parking Lot*	May 13-16, 2020	8:00am	12:00pm

*Closure of the Home Ranch Parking Lot will ONLY be requested in the event that EcoFair 2022 cannot be held at the Center Lawn due to field conditions. In the event that this is necessary, modified versions of *Attachment A: Event Plan* and *Attachment D: Preliminary Event Map* will be provided, and any necessary event modifications will be made.

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

If “Yes”, how many parking spaces will be unavailable due to the event? approximately 20

Will the event closure requests impact any START Bus routes? No. However, START ridership is encouraged in the spirit of EcoFair, and Bruce Abel will be notified of event plans.

RESIDENT AND/OR BUSINESS NOTIFICATION

Have you provided a sample of the notice and a proposed list of recipients? Yes. Please see *Attachment H: Resident/Business Event Notification*

TOWN EQUIPMENT REQUESTS

Please see *Attachment B: TOJ Equipment Request*. EcoFair requests the use of street barricades, street cones, candlestick cones, recycling bins, orange crossing flags, and sandbags

TOWN SERVICES REQUESTS

EcoFair requests that Public Works be available to assist with the hanging and removal of event banners (see *Attachment E: Sign Permits*)—Virginia Symons will coordinate directly with Sam Jewison to make these arrangements. Otherwise, EcoFair does not require any specific services from the Town of Jackson. The Police Department will be notified of all event plans. All Town of Jackson and Teton County departments are invited to participate in EcoFair, and will be sent individual invitations when booth registration opens at the end of March.

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

VOICE/MUSIC AMPLIFICATION REQUESTS

Will your event have amplified sound? Yes—there will be amplified announcements and presentations. EcoFair has traditionally hosted an afternoon of live music, and we are excited to be able to do this again. However, we recognize that live music and alcohol are two key elements in public gatherings, together creating environments where people are often grouped closely together. Therefore, will not be making a determination regarding live music until we are closer to the event date and we have been able to see the covid landscape continue to stabilize. For the purposes of this application, we should assume that there will also be live music at EcoFair.

If “yes” please indicate times: **Start Time:** sound check 10:00am, start 12:00pm **Finish Time:** 5:00pm

Will your event feature any musical entertainment? Yes. Please see *Attachment A: EcoFair Event Plan* and *Attachment F: Noise Permit Application*

SIGN / BANNER REQUESTS

Are you requesting to hang signs or banners? Yes

If “yes”, have you completed a sign permit application? Yes. Please see *Attachment E: Sign Permits*.

INSURANCE REQUIREMENTS

Please see *Attachment C: Insurance Certificate*. Please note that EcoFair's insurance is that of the Joint Powers Board, and is therefore fully inclusive of the Town of Jackson.

PORTABLE RESTROOMS AND SINKS

Do you plan to provide portable restroom facilities? Yes

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

Total number of Portable Toilets: 3

Number of ADA Accessible Portable Toilets: 1

Please see *Attachment D: Preliminary Event Map*. The event plans to utilize Macy's porta-pots, including one that is ADA-accessible. A hand-washing station with two sinks will accompany the porta-pots.

ALCOHOL

Will there be alcoholic beverages at the event? Possibly

Will you be offering any alcoholic beverages besides beer? Possibly

If "Yes", what will be offered in addition to beer? EcoFair has traditionally hosted beer and cocktail vendors, and we are excited to be able to do this again. However, we recognize that live music and alcohol are two key elements in public gatherings, together creating environments where people are often grouped closely together. Therefore, will not be making a determination regarding live music until we are closer to the event date and we have been able to see the covid landscape continue to stabilize. Should we move forward with alcohol service a part of EcoFair, individual beer, wine, and cocktail vendors work together and are responsible for obtaining the necessary Catering and Malt Beverage Permits. All necessary information will be provided to said vendors in a timely manner in order for them to obtain the necessary permitting.

VENDORS / MERCHANTS / SALES

Will anything be sold at your event? Yes. Please see *Attachment G: Exposition License Application*

Please describe any sales activity at your event: Booth hosts at EcoFair are permitting to sell wares. All booth hosts are required to meet certain green business standards, and will be required to pay a higher booth registration fee for a sales booth. Booth registration closes on May 1, and will be permitting after that on a space available basis only. A complete vendor list will be submitted to the Town of Jackson prior to the event.

Will any food or beverages be sold at your event? Yes. All food vendors will be required to obtain the necessary permits no less than two weeks prior to EcoFair, in order to avoid late fees. A complete food vendor list will be provided to Teton County's Environmental Health Department prior to the event. Depending on the public health landscape at the time of the event, food service may be limited to "grab and go" options.

TRASH REMOVAL PLAN

Will you be using a waste company for your waste removal plan? No.

How many trash receptacles will be supplied for your event? 8 trash bins to supplement those at the venue

When will the trash receptacles be delivered? Friday, May 13, 2022

When will the trash receptacles be picked up and removed from the site? Saturday, May 14, 2022

Describe your plan for the collection of trash during your special event: EcoFair is excited to once again be working with a zero waste formula — waste stations, which include trash bins, recycling bins, bus stations, and food waste bins, will be located throughout the event site. Volunteers will staff the stations in order to direct fairgoers in appropriate disposal of their items. All trash bins will be combined and staged in the parking lot at the conclusion of the event. See Attachment D: Preliminary Event Map. Since the implementation of the zero waste formula in 2016, EcoFair has been able to realize a least An 80% waste diversion rate with this trash removal strategy.

SUSTAINABLE EVENT PLANNING

EcoFair not only embodies sustainable event planning in Jackson Hole, it sets an example for similar events around the country. EcoFair operates with a net zero carbon footprint by running all event electricity needs through the Center for the Arts' green power from Lower Valley Energy and purchasing offsets for all participants via the Rocky Mountain Institute's "Good Traveler" program. EcoFair's zero waste program consistently realizes over 80% waste diversion. Event Director Virginia Symons is a certified Green Event Planner. EcoFair was the first event in Jackson Hole to receive accreditation as a "Road to Zero Waste Green Event" from ISWR.

RECYCLING PLAN

Will you be using a company for your recycling plan? No. We plan to borrow TOJ recycling bins to supplement those at the venue.

How many recycling receptacles will you supply for your event? 4 bins at primary waste stations

When will these recycling receptacles be delivered? Friday, May 13, 2022

When will recycling receptacles be picked up and removed from the site? Saturday, May 14, 2022

Describe your plan for collection and removal of recyclable materials during your special event: EcoFair Green Team members will be responsible for sorting recyclables and removing receptacles. As there are few recyclable items sold at EcoFair, recycling needs have traditionally been fairly minimal.

SIGNIFICANT EVENT CHANGES

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

If "Yes", please indicate any significant changes to the event request since it's last approval: It has been 2 years since a physical EcoFair has taken place, although the event was approved for 2020 before the necessary cancellation due to the COVID-19 pandemic. While the content and substance of EcoFair will remain the same—to celebrate simple and sustainable living in the Tetons—2022 will see several changes in the physical structure of the event. These include:

- Change of location to the Center Lawn from the location of the past 9 years at the Snow King Ball Field
- No large exhibit tents. In order to create an event layout that promotes spacing, each participant will be responsible for his or her on booth or exhibit setup. This is a similar structure to the early EcoFairs that took place at Powderhorn Park
- Slightly modified application process, requiring event committee approval before registration. The new process is less limiting with participant space usage, promoting creative displays and demonstrations
- Live music and alcohol service, two traditional pieces of EcoFair, will be assessed closer to the event date and a final determination regarding inclusion will be heavily weighted by public health landscape at the time

STANDARD CONDITIONS OF APPROVAL

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.

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.

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

Initials: VPS

STANDARD CONDITIONS OF APPROVAL cont'd.

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.

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: VPS

STANDARD CONDITIONS OF APPROVAL cont'd.

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.

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

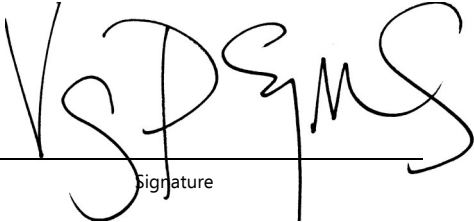
Initials: VPS

STANDARD CONDITIONS OF APPROVAL cont'd.

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 the applications truthfully and to the best of my knowledge.

APPLICANT:  Signature

APPLICANT: Virginia Powell Symons
Printed Name

DATE: March 7, 2022

TITLE: EcoFair Event Director

Attachment A

2022 EcoFair Event Plan

Hosted by Energy Conservation Works, EcoFair is a long-standing Jackson Hole tradition which has brought together roughly 2,500 participants each spring for nearly 20 years. EcoFair provides a fun and educational forum for regional businesses and organizations to showcase their sustainability efforts. Fair-goers will enjoy local foods and beverages, live music, demonstrations by local sustainability experts, educational and sustainability-based kids' activities, and more.

The following is a preliminary schedule of events to surround the 2022 EcoFair, which will take place on the Center Lawn at the Center for the Arts in downtown Jackson.

Thursday, May 12

- 12:00-5:00pm
- Center Lawn is mowed and all sprinklers are turned off
Event organizers post signs along the west side of Cache St. and in the north Center parking lot:
- "No Parking May 14 6:00am—6:00pm"
 - "Handicapped Parking Only May 14 8:00am-5:00pm"

Friday, May 13

- 10:00am-4:00pm
- Vendors deliver equipment to Center Lawn:
- Canvas Unlimited / tables, music stage, chairs, tent(s)
 - Macy's / porta-pots and hand-washing stations
- 12:00-4:00pm
- TOJ Public Works delivers requested equipment to north parking lot
- 2:00-6:00pm
- Miscellaneous supplies delivered; volunteer team set-up

Saturday, May 14

- 8:00-11:30am
- Event set-up on the Center Lawn
- 9:30-11:30am
- Booths, exhibits, and vendors set up on the Center Lawn
- 8:00am-12:00pm
- Town Clean-up headquarters is stationed at TBD location
- 12:00pm-5:00pm
- EcoFair 2022***
- 5:00-7:00pm
- Event breakdown and clean-up

Monday, May 16

- 8:00am-12:00pm
- Vendors remove remaining equipment from Snow King ball field:
- Canvas Unlimited / tables, music stage, chairs, tent(s)
 - Macy's / porta-pots and hand-washing stations
 - TOJ Public Works / barricades, cones, sandbags

Attachment B

2022 EcoFair TOJ Equipment Request
May 14, 2022

Energy Conservation Works requests to borrow the following equipment from the Town of Jackson Public Works Department. Energy Conservation Works also requests that Public Works deliver the equipment sand bags to the Center Lawn on Cache St. on Friday, May 8, 2022 before the end of the day. All other items can be picked up at the Public Works yard on by 12:00pm Friday, May 13, 2022:

- Eight (8) large orange cones
- Twenty-four (24) sandbags to anchor several pop-up tents
- Three (3) road closure barricades
- Four (4) blue recycling bins with lids
- Four (4) orange crossing flags

Attachment C
Insurance Certificate

LOCAL GOVERNMENT LIABILITY POOL

P.O. Box 20700 Cheyenne, WY 82003-7015
Toll free: 888-433-1911 Cheyenne area: 307-638-1911 FAX: 307-638-6211
Website: lglpwyoming.org e-mail: lglp@lglp.net

MEMORANDUM OF LIABILITY COVERAGE

DECLARATION PAGE

MEMBER AGENCY: Jackson Hole Energy Sustainability Project
PO Box 7879
ADDRESS: Jackson WY 83002

MEMBER DEDUCTIBLE: \$500.00 per occurrence

COVERAGE LIMIT: For covered claims subject to the Wyoming Governmental
Claims Act (W.S. 1-39-101 et seq.):

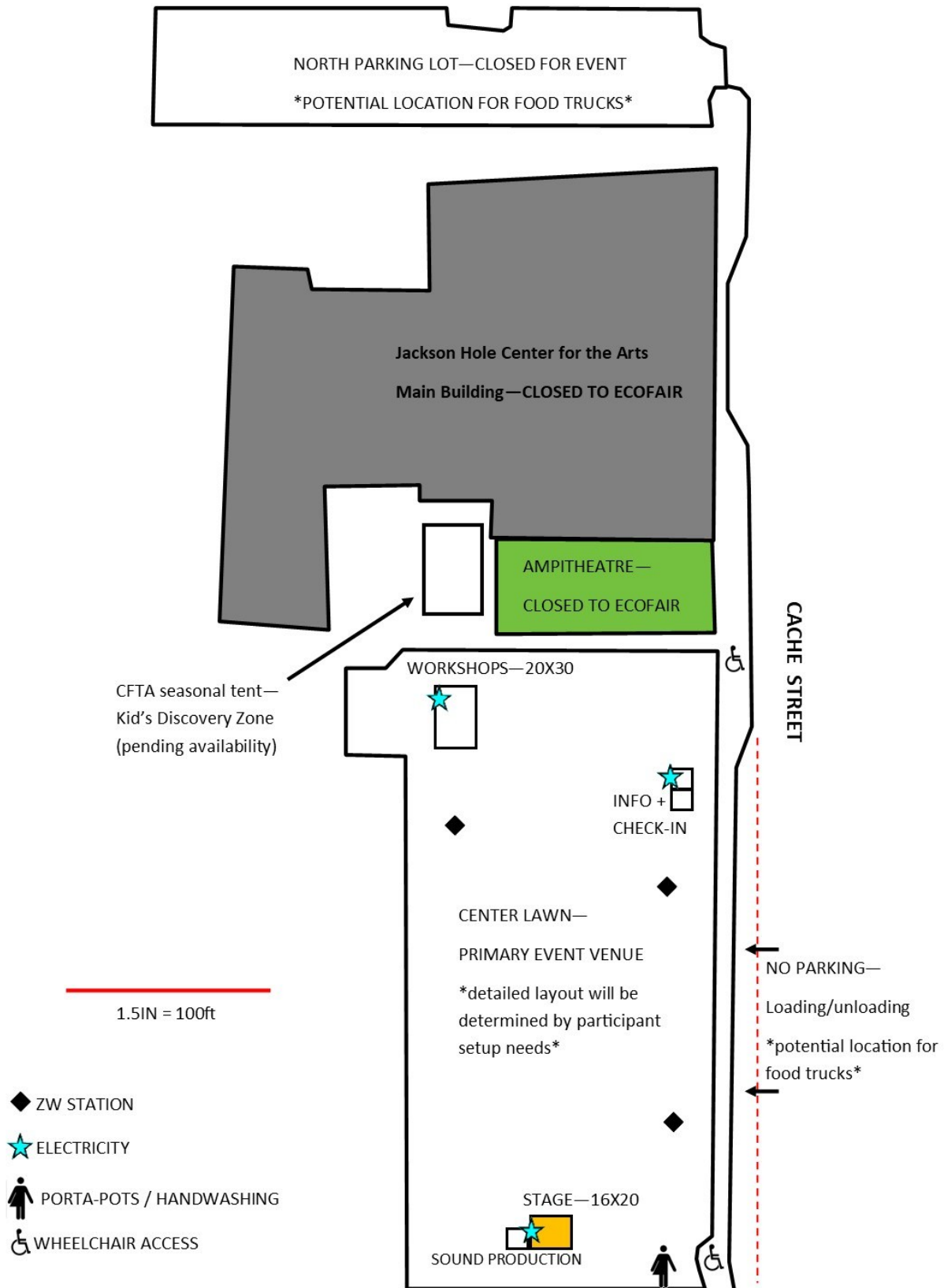
- \$250,000 - per claimant; but not more than
 - \$500,000 - per occurrence for all claimants
- FEDERAL & OUT-OF-STATE CLAIMS:
- \$1,500,000 - per occurrence for all claimants
 - \$5,000,000 – annual aggregate

COVERAGE PERIOD: July 1, 2021-June 30, 2022

Attachment D

Preliminary Event Map

preliminary only—determined by participant needs



Attachment E

Sign Permits



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: EcoFair 2022 Physical Address of Event: 240 S. Glenwood St.
Description of Event: The Jackson EcoFair is a spring tradition, celebrating simple and sustainable living in the Tetons
Grand Opening ☐ Yes ☐ No ☐

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: Virginia Powell Symons Phone: 307-413-0174
E-mail: info@jacksonecofair.org ZIP: 83002
Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Snow King Ball Field fence</u>	Business/Description: <u>Center Lawn</u>
Physical Address: <u>Snow King Ave. at Cache St.</u>	Physical Address: <u>240 S. Glenwood St., facing Cache</u>
Dates of Display: <u>April 25-May 16, 2022</u>	Dates of Display: <u>April 25-May 14, 2022</u>
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☐ No ☒
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	Consent from Owner Obtained? Yes ☐ No ☐

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

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

*we will use the same banners as years past. We are prepared to stake the banner at the Center Lawn should it need to be freestanding.

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.

Virginia Powell Symons
Signature of Authorized Event Applicant
Virginia Powell Symons
Applicant Name Printed

February 28, 2022
Date
Event Director
Title

Attachment F

Noise Permit Application

TOWN OF JACKSON/ JACKSON POLICE DEPARTMENT NOISE PERMIT APPLICATION

Please submit completed application via fax (307-733-3241) or email to: jpdic@jacksonwy.gov at least 3 working days prior to event.

PLEASE PRINT AND USE A BLACK OR BLUE INK PEN. Thank you.

EVENT SPONSOR~ (Person responsible for event and noise if complaints are received):

Name: Virginia Powell Symons Date of Birth: Jan 20, 1981

Signed:  Phone number: (307) 413 - 0174
(Event Sponsor)

Mailing Address: PO Box 7879
Town: Jackson State WY Zip Code 83002

Street Address: 2173 Corner Creek Ln.
Town: Jackson State WY Zip Code 83002

EVENT INFORMATION:

Location of Event: Center Lawn, Jackson Hole Center for the Arts

Physical Street Address: 240 S. Glenwood St., facing Cache St.

Date(s) of Event: Saturday, May 14, 2022

Requested Starting Time of Event: 10:00am a.m./p.m.

Requested Ending Time of Event: 5:00pm a.m./p.m.

Please be advised that the noise permit will not extend beyond 11 p.m.

Type of Event: Community fesitval
(i.e. Baptism, Birthday Party, Wedding, Concert, Employee Party, etc.)

Please **explain** the type of noise expected. Live music, band, D.J., acoustic, amplified music, sound system of any type, dancing, etc.
Amplified announcements and recorded music is guaranteed; live music is possible

Band Name: Jackson Hole DJ

Or first and last name of person providing music: Pete Muldoon

Contact information for Band or person providing music:

Telephone or email address: info@jacksonholedj.com

Attachment G

Exposition License

notorized hard copy is available as necessary

Exposition License Application



PO Box 1687, Jackson, WY 83001
(307)733-3932 F: (307)739-0919
www.jacksonwy.gov

All information on both sides of this form must be fully completed. Failure to complete any item will delay the processing of your application. All payments shall be made at the time of application and shall be non-refundable unless an application is denied. If the Town denies a business license application, the entire fee, less a \$44.00 application fee will be refunded. An application for a business license must be submitted and approved by the Town before the business can begin operations.

License will be DELAYED and can potentially be DENIED if iny information is incomplete

Application Fee:

For Profit Businesses

Not for Profit Businesses

\$123.00 per day for any event with 5 or fewer vendors

\$62.00 per day for any event with 5 or fewer vendors

\$247.00 per day for any event with more than 5 vendors

\$123.00 per day for any event with 5 or more vendors

APPLICANT PLEASE PRINT LEGIBLY

Business/OrganizationName: Energy Conservation Works
Doing Business As (dba) Name: Jackson EcoFair
Nature of Exposition: Community festival celebrating sustainability, allowing booths selling goods and food
Is the Buisness/Organization a: ☐ Corporation ☐ Partnership ☐ Sole Proprietorship
☒ Non-profit Organization (please attach copy of 501(C)(3))
☐ Other (please explain): _____

Physical Address of Expo: 240 S. Glenwood St., facing Cache St.

Is the property rented/leased or owned? Yes ☒ No ☐

If the Property is rented/leased, Name of the Property Owner: Jackson Hole Center for the Arts

Property Owner's Mailing Address: PO Box 860 Jackson, WY 83001

Property Owner's Phone Number: 307-734-8956

Notarized Letter of Authorization must accompany this application if the location is Rented/Leased

Date of Expo: Saturday, May 14, 2022

Time of Expo: 12:00pm-5:00pm

Business/Organization Physical Address: 140 E. Broadway Jackson, WY 83001

Business/Organization Phone number: 307-413-1971

Business Email Address: info@jacksonecofair.org

Business/Organization Mailing Address: PO Box 7879 Jackson, WY 83002

WY Sales Tax Number: N/A

Federal Employer's ID Number: 32-0359052

List Information for all Owners/Officers/Partners

REQUIRED | License will be DENIED if incomplete

Name as it appears on Driver's Licence	Driver Licence #	State	DOB	Phone number
Virginia Powell Symons	107601-163	WY	1/20/1981	307-413-0174

How many businesses or organizations will the exposition include? usually 30+/-

Attach a list of ALL Vendors

Business is a: ☒ Sales Tax Collecting Business ☒ Non Sales Tax Collecting Business

* both types of businesses are traditionally represented

Have you obtained all necessary permits/inspections/fees, as required by the Town of Jackson?

☒ Yes ☐ No

If not, please explain: _____

Will a sign or banner be posted? ☒ Yes ☐ No

EcoFair

SIMPLE & SUSTAINABLE LIVING IN THE TETONS

Please note that there will be parking closures surrounding the event, increased parking on residential streets, and amplified sound on May 14.

We hope to see you at EcoFair!

STAFF REPORT



Meeting Date:	March 21, 2022	Meeting Title:	Regular Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: Summer Picnic Member Kick-Off	Public Comment	Yes

Purpose & Policy Considerations.

The Mayor and Council approve all special event applications requesting the use of the public property 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 Porsche Club of America Yellowstone Region, for the Summer Picnic Member Kick-Off Porsche Club of Yellowstone Region event.

Recommendations.

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

Background.

The applicant, Porsche Club of America Yellowstone Region, has requested the use of the lower parking lot at the Snow King Events Center on Saturday, June 18, 2022 between the hours of 12:30 P.M. and 5:00 P.M. The group will be holding a kick-off event at the Phil Baux Park pavilion and would like a reserved space to park and display member cars. It is anticipated that there will be approximately 25 cars displayed at this event.

The parking request has been reviewed by all Town departments and had no concerns with this request. This parking request has also been reviewed by both the Snow King Events Center management as well as the Snow King Mountain Resort management with no concerns.

Analysis.

The application has been submitted for review and comment to all Town departments as well as the management teams of the Snow King Events Center and Snow King Mountain Resort. The applicant requests the following in association with this picnic:

- Permission to post "No Parking" signs in the lower parking lot of the Snow King Events Center. The applicant will be responsible for the production, posting, and removal of the associated no parking signage.
- Permission to utilize the parking spaces in the lower parking lot of the Snow King Events Center between the hours of 12:30 P.M. and 5:00 P.M. for the parking and display of the members automobiles.
- Permission to use Town of Jackson barricades and cones for the parking space reservations.

Possible Alternatives.

None listed.

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 a special event application fee (\$27) and the rental of a pavilion at Phil Baux Park (these funds are handled by the Teton County Parks and Recreation Department).

Staff Impact.

Departmental review of application (1 hour)

Preparation of staff report (1 hour)

Securing Town Equipment from Public Works (30 minutes)

Conditions and Restrictions.

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

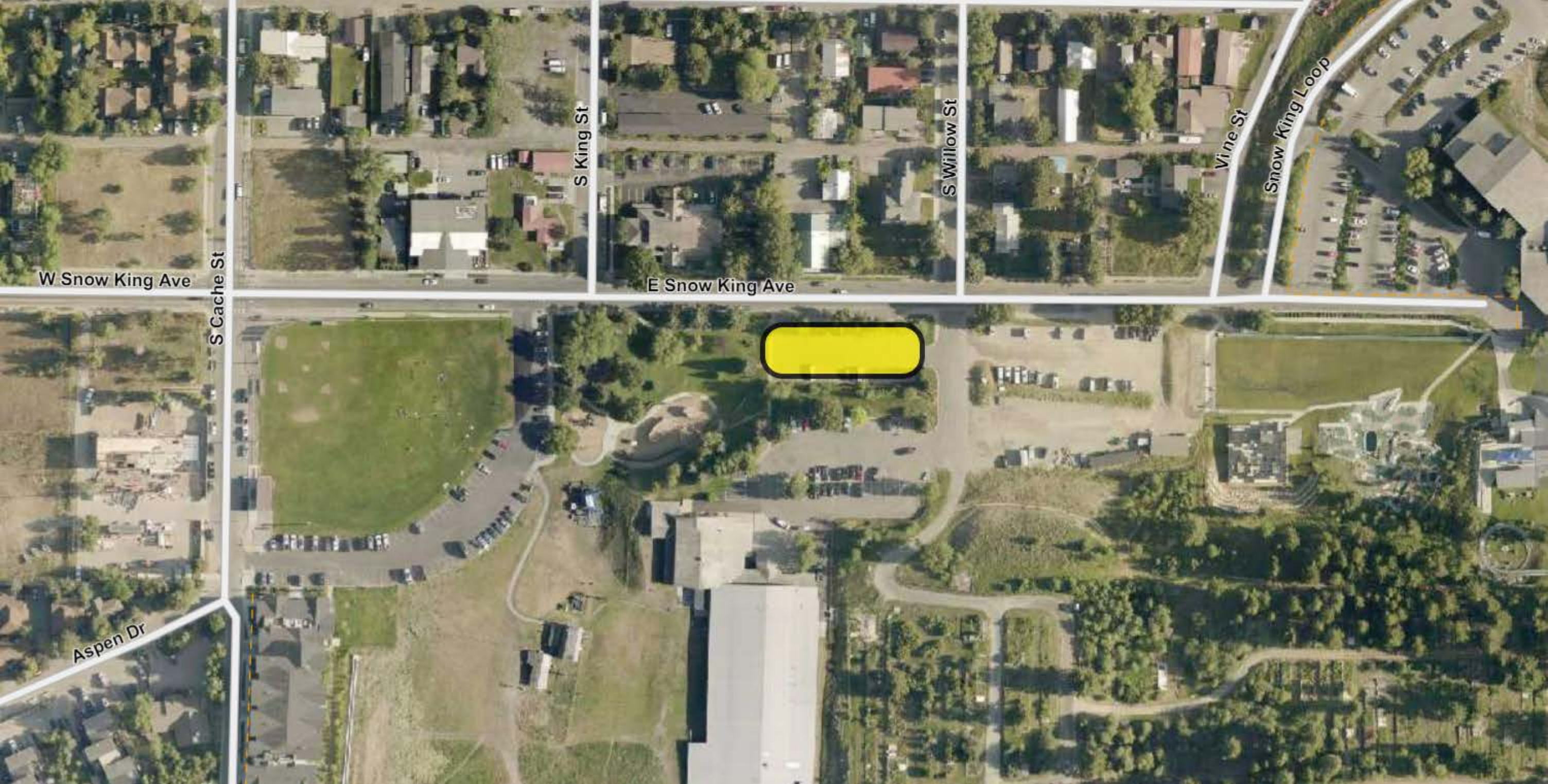
1. The applicant shall clean up immediately after the picnic and shall be responsible for the removal of recycled material generated by the event or any overflow trash.
2. Insurance: An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, 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.
3. 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.
4. 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.
5. 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.

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 submitted by the Porsche Club of America Yellowstone Region, for the Summer Picnic Member Kick-Off Porsche Club of Yellowstone Region event.



W Snow King Ave

S Cache St

S King St

E Snow King Ave

S Willow St

Vine St

Snow King Loop

Aspen Dr

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: Summer Picnic Member Kick Off Porsche Club Yellowstone Region

Name of Organization: Porsche Club of America Yellowstone Region

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

Mailing Address: C/O Forelle P.O. Box 689

City: Wilson State: WY Zip Code: 83014

Name of Person Completing Application: Frank Forelle

Email Address: frankforelle@yahoo.com

Work Phone: 917 442 3600 Cell Phone: 917 442 3600

EVENT INFORMATION

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

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

Gathering at Shelter for Summer Picnic

Location of Event: Phil Baux Park Alternative Location: Yokel Park

Date(s) of Event: Saturday June 11- 2022 Event Operating Hours: 1pm to 5 pm

Event Set Up Begins Date: June 11, 2022 Time: 12.30 pm

Event Clean Up Ends Date: June 11, 2022 Time: 5pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: ²⁵_____ Total Event: ²⁵_____

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): NONE

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

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

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

Name: _____ Cell Phone: _____

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
20 parking spaces in the lot adjacent to Phil Baux		12.30 pm.....	5 pm

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

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

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

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

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

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

RESIDENT AND/OR BUSINESS NOTIFICATION

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

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

Special Event Application

TOWN 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: _____

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

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request

PARKS AND RECREATION DEPARTMENT (307) 732-5753

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

☐ Electricity Access

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

☐ Additional Public Restroom Cleaning

Please describe in detail your request: _____

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

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

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

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: _____

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: _____

VOICE / MUSIC AMPLIFICATION REQUESTS

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

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

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? _____

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:
will remove our cups, plates etc.

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

Special Event Application

SUSTAINABLE EVENT PLANNING

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

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

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

RECYCLING PLAN

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

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

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

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

When will these recycling receptacles be delivered? _____

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

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

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

Special Event Application

SIGNIFICANT EVENT CHANGES

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

☐ Yes ☒ No

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

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: ff

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: ^{ff}_____

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: ff

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: ff

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: ^{ff}_____

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: Frank Charles Forelle
Printed Name

DATE: 01/21/2022

TITLE: Board Member Yellowstone Region

STAFF REPORT



Meeting Date:	March 21, 2022	Meeting Title:	Town Council Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: Touch a Truck	Public Comment:	Yes

Purpose & Policy Considerations.

The Mayor and Council consider all special event applications requesting the use of public property, services of Town personnel, road closures, temporary relief from signage 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 Children's Museum for the annual Touch-a-Truck.

Recommendations.

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

Background.

The applicant, Jackson Hole Children's Museum, a local non-profit, requests Council permission to host the annual Jackson Hole Children's Museum Touch-a-Truck event on Sunday, June 5, 2022 from 9:00 A.M. to 2:00 P.M. on Jean Street in front of the Jackson Elementary School from East Gill to Teton Avenue. The event will include trucks of varying type and size parked on the street so that children can explore and experience them. Hosts from each organization providing vehicles will also be on hand. The event will also include food vendors, and activities and will serve as a fundraiser for the applicant.

2019 was the first year that the venue was held on Jean Street. There were some initial concerns about the impact on residents (noise and access) in the area; however, the applicant canvassed the neighborhood prior to the event informing the residents. The feedback from surrounding residents was positive.

The applicant expects approximately 1200 to 1500 spectators to attend the event and requests the following in association with the event:

- Permission to close North Jean Street between East Gill Street and Teton Avenue from approximately 6:00 A.M. to 6:00 P.M. The applicant shall be responsible for the production, posting, and removal of the no parking signage.
- Use of barricades and street signs for the street closure.
- Use of Town recycling containers from Public Works if needed.
- Permission for amplified sound associated with the event.
- Permission for vehicles from Police, Public Works, and START Bus be used for the event.
- Permission to display two banners – one at the Children's Museum JES Annex Building and a second on the Snow King ballfield backstop leading up to the event. These banners will be moved to the event entrances during the event per the attached sign permit application.
- An expo business license 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. The applicant will personally meet with Town staff prior to the event as in years past.

Possible Alternatives.

The applicant has not provided alternatives.

Comprehensive Plan & Priority Alignment.

Special events align within the Comprehensive Plan & Community Priority Goals in addressing Town as Heart of the Region – The Central Complete Neighborhood: The Town of Jackson will continue to be the primary location for jobs, housing, shopping educational and cultural activities.

Principle 4.4 – Enhance civic spaces, social functions, and environmental amenities to make Town a more desirable Complete Neighborhood. The Town has traditionally served as the cultural, social and civic hub for Teton County and the region.

Policy 4.4.a: Maintain and improve public spaces, Policy 4.4.c: Continue traditions and community events.

Fiscal Impact.

Direct income: \$123 from an Exposition License and a \$27 special event application fee.

Staff Impact.

- Processing the exposition permit (approximately 30 minutes),
- securing town equipment from Public Works (approximately 1 hour of staff time),
- departmental review of application (approximately 3 hours of total staff time),
- preparation of staff report (approximately 2 hours),
- follow-up actions (approximately 1 hours),
- Police, START and Public Works personnel to staff vehicles at the event (approximately 18 hours)

In total approximately 24.5 hours of staff time.

Conditions and Restrictions.

Staff recommends the approval of the special event permit application subject to the following conditions and restrictions:

1. The applicant shall gain permission from the Teton County School District to use portions of private property as depicted on the event map.
2. Any additional conditions or restrictions staff wishes to add upon further review of the application.
3. The applicant must supply extra trash and recycling containers and dispose of all trash generated by the event.
4. The applicant shall clean up immediately following the event.
5. All food service shall be coordinated with Teton County Environmental Health.
6. Insurance: An insurance certificate that names 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. 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.
7. All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
8. All walkways and sidewalks must be kept unobstructed at all times.
9. The applicant shall be responsible for the closure of the street and the procuring, posting and removal of any signage including but not limited no parking and handicapped parking signs associated with the event.
10. An adequate number of designated handicapped parking spaces shall be established in the vicinity of the event.
11. Residents within a two block radius of the event shall be notified in advance of the date and beginning and ending times of the event.
12. The applicant shall be responsible for the check out, pick up, set up and return of all barricades and road signs

- from the Public Works Department. The applicant will be responsible for any deposit required for this equipment.
13. 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).
 14. 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).
 15. 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.
 16. 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)
 17. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
 18. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
 19. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
 20. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
 21. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
 22. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
 23. 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).
 24. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
 25. Fire department access roads shall have and 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). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.
 26. 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).
 27. 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.

Attachments or Links.

Special Event Application
Event Plan
Site Map
Expo License Application
Temporary Sign Application
Letter to Neighbors
Certificate of Insurance

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 Children's Museum for the 2022 Touch-a-Truck event, subject to the conditions and restrictions listed in the staff report.

Town of Jackson Special Event Application

APPLICANT INFORMATION

Name of Event: 10th Annual Touch-A-Truck

Name of Organization: Jackson Hole Children's Museum (JHCM)

Type of Organization: Non-Profit

Mailing Address: PO Box 155

City: Jackson

State: WY

Zip Code: 83001

Name of Person Completing Application: Virginia Powell Symons, Touch-A-Truck Event Manager

Email Address: virginia@vibranteventsjh.com

Work Phone: (307) 413-0174

Cell Phone: same

Additional Contact for Event Day: Sarah Condon, Touch-A-Truck Event Manager

Email Address: sarah@vibranteventsjh.com

Work Phone: (248) 770-4226

Cell Phone: same

EVENT INFORMATION

Type of Event: Festival / Education

Description & Purpose of Event: Touch-A-Truck is a family-focused celebration and fundraiser for JHCM; a fun opportunity for kids of all ages to touch the levers, switches, pedals and buttons that make all the trucks in our community go!

Location of Event: 115 N. Jean Street / JES field. Please see *Attachment A: Event Plan*, and *Attachment D: Preliminary Event Map*.

Date(s) of Event: Sunday, June 5, 2022

Event Operating Hours: 9:00am-2:00pm

Event Set Up Begins **Date:** Saturday, June 4, 2022 **Time:** 4:00pm

Event Clean Up Ends **Date:** Sunday, June 5, 2022 **Time:** 6:00pm

*Please note that porta-pot pickup and tent breakdown may take place on Monday, June 6.

Estimated Event Attendance **Per Day:** <300/hour **Total Event:** 1200-1500

Special Considerations: Cooking/Grilling / Electricity Requested / Food Sales / Merchandise Sales / Recurring Event / Sound Amplification / Tents / Street Closure

Event Co-Sponsor(s): Although Touch-A-Truck is supported financially by a number of sponsoring organizations, the Jackson Hole Children's Museum is the sole sponsor of the event to the general public.

Will you be charging admission or a fee for your event? No. A donation is suggested for entry, but not required.

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

Name: Ethan Lobdell, Executive Director, JHCM

Cell Phone: (307) 690-5584

EVENT SITE PLAN

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. Please see *Attachment D: Preliminary Event Map*. Initial locations of the following are included: Tents / Food Vendors / Beverage Vendors / Portable Toilets / Hand Washing Sink / Stage/Amplified Sound / Garbage/Recycling Receptacles / Fire Lane / Fire Extinguishers / Barricades / Electricity / Trailers/Vehicles

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

STREET/SIDEWALK/PUBLIC PARKING LOT—CLOSURE REQUESTS

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

Area of Closure Request	Date(s)	Start Time	End Time
N. Jean St. from E. Gill St. to Teton Ave.	June 5, 2022	6:00am	6:00pm

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

Will the event closure requests impact any START Bus routes? No.

RESIDENT AND/OR BUSINESS NOTIFICATION

Touch-A-Truck recognizes that events that require road closures may cause disruption for the Town of Jackson residents, businesses, churches, etc. A notification will be distributed within a 2-block radius the event site no less than one week prior to Touch-A-Truck's Town Council consideration meeting, or by March 14, 2022. Notices will reflect the date, day, time and location of Touch-A-Truck, the planned activities, and the event managers' phone number(s).

Have you provided a sample of the notice and a proposed list of recipients? Yes. Please see *Attachment I: Resident/Business Event Notification*

TOWN EQUIPMENT REQUESTS

Touch-A-Truck requests the use of the following items:

- (6) large street barricades
- (3) "Road Closed" signs
- (24) Small sidewalk barricades

Please see *Attachment B: TOJ Equipment Request*.

TOWN SERVICES REQUESTS

Police Department—Towing / Ticketing.

Touch-A-Truck requests that JPD support the event by towing any cars parked in the closure area the morning of the event (Sunday, June 5) to ensure road closure.

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

*As in previous years, it is our hope that both JPD and JH Fire/EMS will feature vehicles in the event.

VOICE/MUSIC AMPLIFICATION REQUESTS

Will your event have amplified sound? Yes—there will be amplified announcements, music, and horns. Early event hour(s) are designated as "no horns" times.

If "yes" please indicate times: Start Time: sound check 9:00am, start 10:00am Finish Time: 2:00pm

Will your event feature any musical entertainment? Yes. Please see *Attachment A: Touch-A-Truck Event Plan* and *Attachment F: Noise Permit Application*

SIGN / BANNER REQUESTS

Are you requesting to hang signs or banners? Yes

If "yes", have you completed a sign permit application? Yes. Please see *Attachment E: Sign Permit*.

INSURANCE REQUIREMENTS

Please see *Attachment C: Insurance Certificate*

PORTABLE RESTROOMS AND SINKS

Do you plan to provide portable restroom facilities? Yes

If “Yes”. Please indicate the total number of portable toilets and number of ADA accessible toilets.

Total number of Portable Toilets: 2

Number of ADA Accessible Portable Toilets: 2

Please see *Attachment D: Preliminary Event Map*. 4 additional ADA accessible toilets are available in the JHCM buildings. A hand-washing station with two sinks will accompany the porta-pots.

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

Restroom Company: Macy’s Services

Restroom Drop-off/Pick-up

Drop-off Date: Friday, June 3, 2022

Drop-off Time: afternoon/evening

Pick-up Date: Monday, June 6, 2022

Pick-up Time: morning

ALCOHOL

Will there be alcoholic beverages at the event: No

VENDORS / MERCHANTS / SALES

Will anything be sold at your event? Yes. Please see *Attachment G: Exposition License Application*

Please describe any sales activity at your event: 10th Annual Touch-A-Truck merchandise, including hats, t-shirts, etc. will be sold to benefit JHCM. Please see *Attachment H: JHCM 501(c)3*

Will any food or beverages be sold at your event? Yes. All food vendors will be required to obtain the necessary permits no less than two weeks prior to Touch-A-Truck, in order to avoid late fees. A complete food vendor list will be provided to Teton County’s Environmental Health Department prior to the event.

TRASH REMOVAL PLAN

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

If “Yes”, which company will you be using: Westbank Sanitation

How many trash receptacles will be supplied for your event? 6

When will the trash receptacles be delivered? Saturday, June 4, 2022

When will the trash receptacles be picked up and removed from the site? Monday, June 6, 2022

Describe your plan for the collection of trash during your special event: 6 large trash cans will be placed in the outdoor event area, and additional trash cans will be available in the building. All trash will be consolidated the day of the event, and staff will clean the area.

SUSTAINABLE EVENT PLANNING

Touch-A-Truck will take the following measures to embrace a sustainable model for our event:

- Recycling will be available at all waste stations
- Attendees are encouraged to BYO water bottles and beverage cups. A the JH2O station will be available
- Food vendors are encouraged to use reusable, compostable, or recyclable materials
- Attendees are encouraged to walk, bike, or take public transportation to Touch-A-Truck

RECYCLING PLAN

Will you be using a company for your recycling plan? No. We plan to borrow TOJ recycling bins to supplement those at JHCM.

How many recycling receptacles will you supply for your event? 6 bins at primary waste stations

When will these recycling receptacles be delivered? Saturday, June 4, 2022

When will recycling receptacles be picked up and removed from the site? Monday, June 6, 2022

Describe your plan for collection and removal of recyclable materials during your special event: Touch-A-Truck staff and volunteers will sort and transfer all recyclables to the Recycling Center post-event.

SIGNIFICANT EVENT CHANGES

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

If "Yes", please indicate any significant changes to the event request since it's last approval: Touch-A-Truck has taken place in this location on Jean St. twice in the past. Previously it was held on King St. The 2022 event plans to include the following elements which have been avoided the past 2 years due to COVID-19 concerns:

- Food and beverage sales
- Face painting
- Bouncy house

However, overall attendance will still be monitored and managed by way of time slot reservations.

STANDARD CONDITIONS OF APPROVAL

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.

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: 

STANDARD CONDITIONS OF APPROVAL cont'd.

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.

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.

Initials: _____



STANDARD CONDITIONS OF APPROVAL cont'd.

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.

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.

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.

Initials: 

STANDARD CONDITIONS OF APPROVAL cont'd.

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

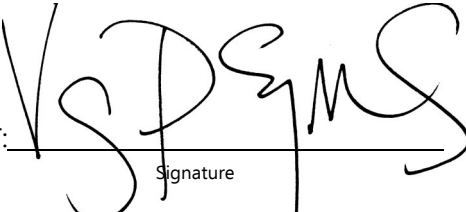
All fireworks displays must be approved by the Fire Chief prior to the event.

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 the applications truthfully and to the best of my knowledge.

APPLICANT: 
Signature

APPLICANT: Virginia Powell Symons
Printed Name

DATE: March 7, 2022

TITLE: Touch-A-Truck Event Manager

Attachment A
2022 Touch-A-Truck Event Plan
Preliminary Schedule

Thursday, June 2

12:00-4:00pm

Volunteers place signs on Jean St.:

- "Road Closed Sunday, June 5"
- "No Parking 6pm June 4—6pm June 5"

Friday, June 3

10:00am-4:00pm

Vendors deliver equipment to JES field:

- Canvas Unlimited / tables, chairs, tent(s)
- Macy's / porta-pots and hand-washing stations

Saturday, June 4

3:00-6:00pm

Barricades, signage, etc. are staged for morning road closure

Sunday, June 5

6:00am-9:00am

Event Set-up and road closure. Truck arrival

9:00am-2:00pm

10th Annual Touch-A-Truck

- Street closure w/ large parked vehicles + heavy foot traffic
- Family activities
- Recorded music
- Regular announcements

11:00am-2:00pm

Vehicle horns allowed

2:00pm-6:00pm

Event cleanup

Monday, June 6

9:00am-4:00pm

Vendors pick up equipment from JES field

- Canvas Unlimited / tables, chairs, tent(s)
- Macy's / porta-pots and hand-washing stations

Attachment B

2022 Touch-A-Truck TOJ Equipment Request
June 5, 2022

The Jackson Hole Children's Museum (JHCM) requests to borrow the following equipment from the Town of Jackson Public Works Department. JHCM also requests that Public Works deliver the equipment to the JES field adjacent to the Museum building on Friday, June 3, 2022 before the end of the day.

- Six (6) large street barricades
- Three (3) "Road Closed" signs
- Twenty-four (24) small sidewalk barricades

Attachment C

Insurance Certificate

Please note that policy will have renewed by the time of submission



JACKHOL-04

DWINCHELL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/4/2021

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 Billings Office PayneWest Insurance, Inc. P.O. Box 30638 Billings, MT 59107-0638	CONTACT NAME:	
	PHONE (A/C, No, Ext): (406) 238-1900	FAX (A/C, No): (406) 245-9887
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Cincinnati Insurance Company		10677
INSURED Jackson Hole Children's Museum P O Box 995 Jackson, WY 83001	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	ADOL IN SD	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:			ENP 0527297	3/16/2021	3/16/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Hired & N/O \$ 1,000,000
	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) \$ \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			ENP 0527297	3/16/2021	3/16/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ PER STATUTE ☐ OTH-ER ☐
	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				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)
Annex Buildings

CERTIFICATE HOLDER

CANCELLATION

TCSD#1; Attn: Cyndi Sutton, Facilities Use Coordinator P O Box 568 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
--	---

ACORD 25 (2016/03)

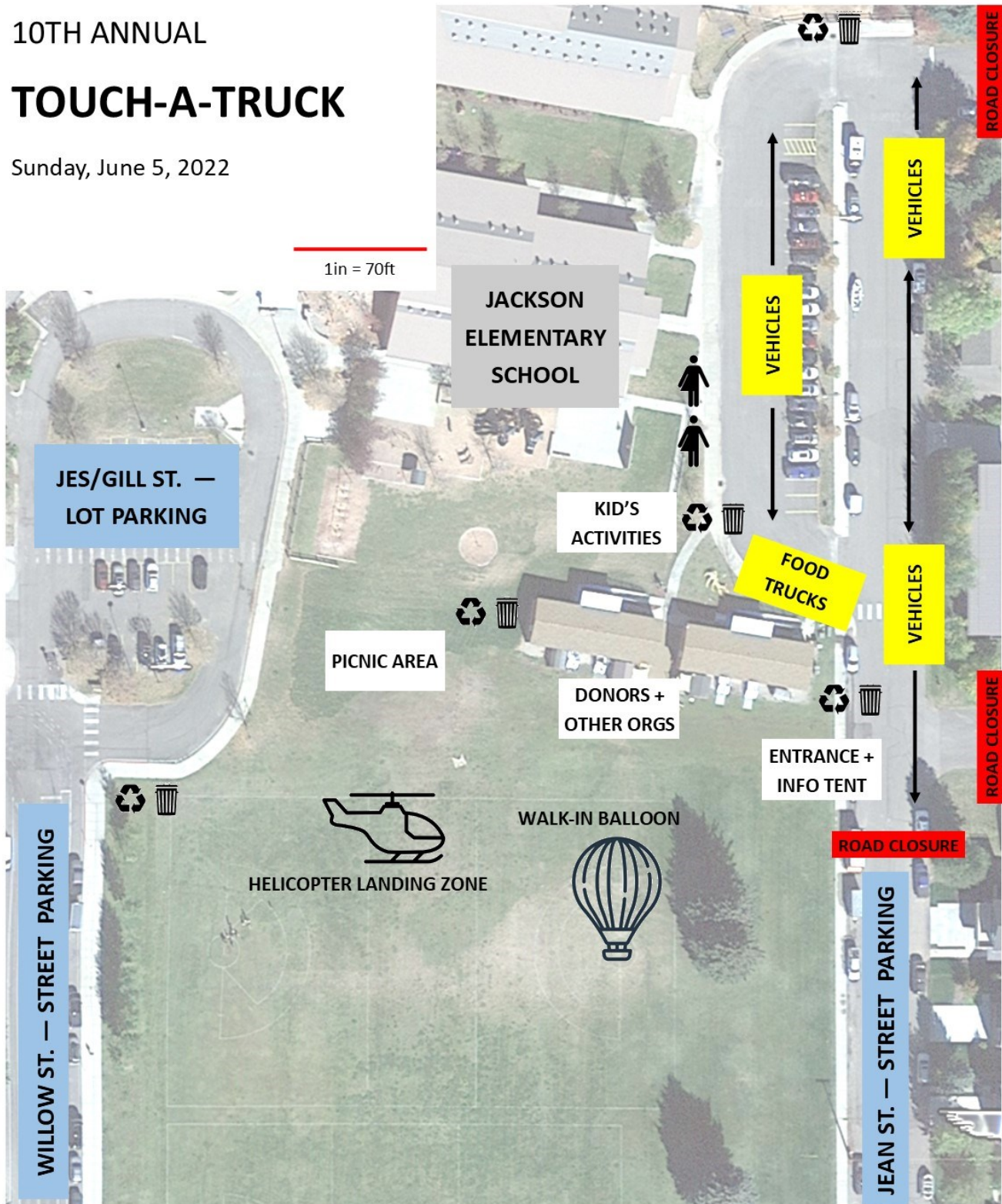
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Attachment D
Preliminary Event Map
subject to change

10TH ANNUAL
TOUCH-A-TRUCK

Sunday, June 5, 2022



Attachment E
Sign Permit Application



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: 10th Annual Touch-A-Truck Physical Address of Event: 155 N. Jean St.
Description of Event: Family-oriented community event & non-profit fundraiser
Grand Opening ☐ Yes ☒ No ☐

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: PO Box 995 Phone: 307-733-3996
Jackson, WY ZIP: 83001
E-mail: info@jhchildrensmuseum.org Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Jackson Hole Children's Museum</u>	Business/Description: <u>Snow King Ball Field fence</u>
Physical Address: <u>155 N. Jean St.</u>	Physical Address: <u>Cache St. at Snow King Ave.</u>
Dates of Display: <u>May 23-June 7, 2022</u>	Dates of Display: <u>May 23-June 7, 2022</u>
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☒ No ☐
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	Consent from Owner Obtained? Yes ☐ No ☐

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

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

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

_____ Signature of Authorized Event Applicant	_____ March 9, 2022
Virginia Powell Symons	_____ Date
Applicant Name Printed	_____ Event Manager
	_____ Title

Attachment E, cont'd.

Sign / Banner Design(s)

It has not yet been determined whether banners specific to the 10th Annual Touch-A-Truck will be printed for 2022. Below are both possible banner options.

Installation will be by non-permanent methods, utilizing existing infrastructure if possible.



Attachment F
Noise Permit Application

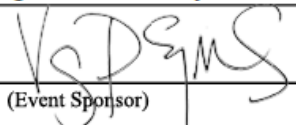
**TOWN OF JACKSON/ JACKSON POLICE DEPARTMENT
NOISE PERMIT APPLICATION**

Please submit completed application via fax (307-733-3241) or email to:
jpdc@jacksonwy.gov at least 3 working days prior to event.

PLEASE PRINT AND USE A BLACK OR BLUE INK PEN. Thank you.

EVENT SPONSOR~ (Person responsible for event and noise if complaints are received):

Name: Virginia Powell Symons Date of Birth: January 20, 1981

Signed:  Phone number: (307) 413 - 0174
(Event Sponsor)

Mailing Address: PO Box 995
Town: Jackson State WY Zip Code 83002

Street Address: 155 N. Jean St.
Town: Jackson State WY Zip Code 83002

EVENT INFORMATION:

Location of Event: Jackson Hole Children's Museum + N. Jean St.

Physical Street Address: 155 N. Jean St.

Date(s) of Event: Sunday, June 5, 2022

Requested Starting Time of Event: 9:00am a.m./p.m.

Requested Ending Time of Event: 2:00pm a.m./p.m.

Please be advised that the noise permit will not extend beyond 11 p.m.

Type of Event: community celebration & non-profit fundraiser
(i.e. Baptism, Birthday Party, Wedding, Concert, Employee Party, etc.)

Please **explain** the type of noise expected. Live music, band, D.J., acoustic,
amplified music, sound system of any type, dancing, etc.
amplified music; amplified announcements; vehicle horns

Band Name: N/A

Or first and last name of person providing music: TBD

Contact information for Band or person providing music:

Telephone or email address: to be provided upon booking

Attachment G

Exposition License

notarized hard copy is available as necessary

Exposition License Application



PO Box 1687, Jackson, WY 83001
(307)733-3932 F: (307)739-0919
www.jacksonwy.gov

All information on both sides of this form must be fully completed. Failure to complete any item will delay the processing of your application. All payments shall be made at the time of application and shall be non-refundable unless an application is denied. If the Town denies a business license application, the entire fee, less a \$44.00 application fee will be refunded. An application for a business license must be submitted and approved by the Town before the business can begin operations.

License will be DELAYED and can potentially be DENIED if any information is incomplete

Application Fee:

For Profit Businesses

Not for Profit Businesses

\$123.00 per day for any event with 5 or fewer vendors

\$62.00 per day for any event with 5 or fewer vendors

\$247.00 per day for any event with more than 5 vendors

\$123.00 per day for any event with 5 or more vendors

APPLICANT PLEASE PRINT LEGIBLY

Business/OrganizationName: Jackson Hole Children's Museum

Doing Business As (dba) Name: _____

Nature of Exposition: 10th Annual Touch-A-Truck community celebration

Is the Business/Organization a: ☐ Corporation ☐ Partnership ☐ Sole Proprietorship
☒ Non-profit Organization (please attach copy of 501(C)(3))
☐ Other (please explain): _____

Physical Address of Expo: N. Jean St.

Is the property rented/leased or owned? Yes ☐ No ☒

If the Property is rented/leased, Name of the Property Owner: TOJ / TCSD

Property Owner's Mailing Address: _____

Property Owner's Phone Number: _____

Notarized Letter of Authorization must accompany this application if the location is Rented/Leased

Date of Expo: Sunday, June 5, 2022 Time of Expo: 9:00am-2:00pm

Business/Organization Physical Address: 155 N. Jean St.

Business/Organization Phone number: 307-733-3996 Business Email Address: info@jhchildrensmuseum.org

Business/Organization Mailing Address: PO Box 995 Jackson, WY 83001

WY Sales Tax Number: N/A Federal Employer's ID Number: 27-4118586

List Information for all Owners/Officers/Partners **REQUIRED | License will be DENIED if incomplete**

Name as it appears on Driver's Licence	Driver Licence #	State	DOB	Phone number
Virginia Powell Symons	107601-163	WY	01/20/81	307-413-0174

How many businesses or organizations will the exposition include? 3-4 **Attach a list of ALL Vendors**

Business is a: ☒ Sales Tax Collecting Business ☒ Non Sales Tax Collecting Business

Have you obtained all necessary permits/inspections/fees, as required by the Town of Jackson? ☒ Yes ☐ No

If not, please explain: food vendors must obtain their own permits; JHCM booth will operate as satellite of

Will a sign or banner be posted? ☒ Yes ☐ No the museum shop

Attachment H
Jackson Hole Children's Museum 501(c)3

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

DEPARTMENT OF THE TREASURY

Date: **MAR 24 2011**

JACKSON HOLE CHILDRENS MUSEUM INC
PO BOX 995
JACKSON, WY 83001-0995

Employer Identification Number:
27-4118586
DLN:
17053014310001
Contact Person:
SHAWN E LAWSON ID# 3166Y
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
December 2, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

Attachment I:
Resident/Business Notification



TO: Jean Street neighbors
FROM: Jackson Hole Children's Museum (JHCM)
RE: Street closure + local event on Sunday, June 5, 2022

Dear Neighbors of JHCM:

On Sunday, June 5, the Jackson Hole Children's Museum will host its 10th Annual Touch-A-Truck event. Touch-A-Truck is a free, hands-on family event designed to give children an opportunity to see and touch their favorite things on wheels, as well as meet the folks who operate these vehicles. Trucks, trailers, and other heavy machinery will be parked along N. Jean St. and in the Jackson Elementary School parking lot for much of the day. Additionally, food vendors and family-friendly activities will be available. Based on previous events, we anticipate approximately 1,000 community members to attend on a flow throughout the day. In accordance with federal, state, and local public health and special event guidance, attendance will be regulated and distancing will be encouraged.

This event will be presented to the Town Council for approval at the regular meeting taking place on Monday, March 21, 2022. Public comment may be made at this meeting.

Please be advised that N. Jean St. will be closed to vehicular traffic on Sunday, June 5, 2022 from 6:00am-6:00pm. Thank you in advance for removing vehicles from the street to avoid ticketing and towing. JHCM will post "No Parking" signage along the roadside as a reminder prior to Touch-A-Truck event day.

Touch-A-Truck will take place from 9:00am-2:00pm. No horns will be allowed before 11:00am. We will be extra diligent about trash/recycling, signage, and public safety. No alcohol is served at Touch-A-Truck.

We look forward to seeing our neighbors at the 10th Annual Touch-A-Truck! If you have questions or concerns, please don't hesitate to contact our event manager, Virginia Symons at 307-413-0174.

Sincerely,

Ethan Lobdell
Executive Director, Jackson Hole Children's Museum

155 N. Jean Street, PO Box 995, Jackson, WY 83001
307-733-3996 info@jhchildrensmuseum.org www.jhchildrensmuseum.org

STAFF REPORT



Meeting Date:	March 21, 2022	Meeting Title:	Town Council Regular Mtg
Submitting Department:	Administration	Presenter:	Larry Pardee
Agenda Item:	Town Specific Purpose Excise Tax (SPET) Projects	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for the Town Council to provide direction to staff on preparation of Specific Purpose Excise Tax (SPET) applications for Town of Jackson projects.

Requested Action.

The requested action is to receive direction from the Town Council on preparation of SPET applications for Town of Jackson projects.

Recommendations.

Staff recommends Town Council direct staff to prepare a combined application for Town Employee Housing projects as outlined in the amount of \$20M and an application for Walkable Community and Pedestrian Access Projects in the amount of \$3M. The \$20M for Town employee housing projects would allow the Town to pursue all three projects as proposed and bond for any unfunded portion of the expenditures.

Background.

At the 2022 Joint Retreat staff presented Council and Commission with two questions, first was the desired Target Collection Period. Town and County Elected Officials agreed to 4 years of collections, with an estimated \$85M - \$100M in collections. The second question was which agencies would be allowed to submit project applications. Town and County Elected Officials gave direction to allow qualifying community agencies to submit proposed project applications for review and consideration along with the Town and County. Lastly, staff presented a proposed SPET process timeline.

Staff's recommended projects for Town Employee Housing and Walkable Community and Pedestrian Access Projects are included in this staff report. Should we receive direction to move forward as recommended, staff would combine the Town Employee Housing projects into one request. The \$20M for Town employee housing projects would allow the Town to pursue all three projects as proposed and bond for any unfunded portion of the expenditures. Bonding could be used to fund a portion of the employee rental housing project at Karns Meadow as rents could be pledged towards the bond repayment. Attached to the staff report are additional potential Town SPET projects as well as several potential County Joint Department projects. An additional attachment is the list of County potential SPET projects and it is our understanding Teton County intends to submit SPET applications for all of the projects on their list.

Town and County Elected Officials gave direction to add additional time for review and discussion. Staff has provided a revised process timeline below:

2022 SPET Timeline	
March 16, 2022 - April 18, 2022	Application Period
Monday, April 18, 2022	Application Deadline
April 18, 2022 - May 3, 2022	Staff Report Preparation Period and Preliminary Legal Input for Wording of Ballot Initiatives
Monday May 9, 2022 Special JIM 2PM - 5PM (Town Budget Mtg 9-12PM on 5/9)	Q&A for Applicants and Public Comment
Tuesday May 10, 2022 Special JIM 9AM-12PM	SPET Elected Discussion (if needed or for budget discussion)
Monday May 23, 2022 Special JIM 3PM - 5PM	Council & Commission Discussion and Initial Ranking/Voting to Establish Finalist List
May 23, 2022 - May 31, 2022	Staff Report Preparation Period and Final Legal Input for Wording of Ballot Initiatives
Monday June 6, 2022 Special JIM 1PM - 3PM	Council & Commission to Complete Qualitative Discussion of Finalist List and Select Ballot Items
Monday, June 13, 2022 Special JIM 3-5PM	Ballot Language Provided in Staff Report and To Complete the Process
Monday, June 27, 2022 Special JIM 3-5PM	If Needed: Ballot Language Review Completed and To Complete the Process
Monday July 11, 2022 (last Regular JIM before the deadline of July 20, Education and Information Period)	Council & Commission Ballot Resolution Adoption
Tuesday, November 8, 2022	Election

Analysis.

Town of Jackson Recommended 2022 SPET Projects

Town - Karns Meadow Town Employee Housing: \$18,000,000. A project to construct 24-26 Town employee rental units in a 25,000 SF facility on Karns Meadow Drive. Rental apartments would be mostly 2 BR units including several 1BR and Studio units to maximize the use of the space while providing adequate square footage for longer term livability of Town employees.

Town - Flat Creek Drive Town Employee Housing: \$7,500,000. A project to construct Town employee ownership units on Flat Creek Drive on Town owned property. If units are not sold immediately, units would be used as rentals until sold to Town employees with a policy developed to earn time after retirement prior to required sale.

Town - East Hansen Town Employee Housing: \$3,500,000. A project to re-create 3 Town owned lots on East Hansen, relocate two existing housing units and add a third unit with each house on its own lot. Accessory units would be added with approval to create further rental opportunities at all three lot locations.

Town – Walkable Community and Pedestrian Access Projects: \$3,000,000 The purpose of this project is to improve the walkability and accessibility of the community. The goal of the project is to improve and connect access by pedestrians throughout Town. Infrastructure projects include missing sections of sidewalks, installation of new sidewalks, ADA/accessibility improvements, replacement of existing boardwalks, safety, and wayfinding. To aid with improvements to the overall accessibility for our residents and visitors.

Alternatives.

- Town Council can choose to move forward additional SPET projects included in the attachment.
- Town Council can move forward other Town projects not included in the staff report or the attachment.
- Other.

Comprehensive Plan & Priority Alignment.

Chapter 8 - Quality Community Service Provision calls for “Timely, efficient and safe delivery of quality services and facilities in a fiscally responsible and coordinated manner.” Individual initiatives will be evaluated based on their Comprehensive Plan alignment.

Fiscal Impact.

Town and County Elected Officials agreed to 4 years of collections, with an estimated dollar amount \$85M - \$100M.

Staff Impact.

The staff impact of preparation of this report has been approximately 3 hours and includes time spent preparing the 50 word summaries of projects. The staff impact moving forward is potentially 437 hours as roughly outlined:

DRAFT Staff Impact to follow SPET Process as Outlined			
Mgrs - Town Manager and County Administrator, ATM - Assistant Town Manager, CDD - Community Development Director, CA - County Attorney, TA - Town Attorney, TC - Town Clerk, CC - County Clerk, CES - Community Engagement Specialist			
Item	Responsible	Time Needed Per Person (in Hours)	Total Time
Finalize Application	ATM	2	2
Notice Application Period	TC, CC, CES	1	3
Finalize Criteria for Elected Official Consideration	Mgrs, ATM, CDD	1	4
Prepare Staff Report for May 9 Special JIM	Mgrs, ATM, CDD	2	8
Time Spent at May 9 Special JIM	Mgrs, ATM, CDD, CA, TA	3	18
Prepare Staff Report for May 23 Special JIM	Mgrs, ATM, CDD	2	8
Time Spent at May 23 Special JIM	Mgrs, ATM, CDD, CA, TA	2	12
Prepare Staff Report for June 6 JIM	Mgrs, ATM, CDD	2	8
Legal Input for Wording of Initiatives	CA, TA	5	10
Staff Report Posting for all meetings	TC, CC	2	4
Time Spent at June 6 JIM	Mgrs, ATM, CDD, CA, TA	2	12
Prepare Staff Report for June 13 JIM	Mgrs, ATM, CDD, CA, TA	2	12
Time Spent at June 13 JIM	Mgrs, ATM, CDD, CA, TA	2	12
Prepare Staff Report for July 11 JIM	Mgrs, ATM, CDD, CA, TA	2	12
Time Spent at July 11 JIM on this item	Mgrs, ATM, CDD, CA, TA	2	12
Education and Information to Public on SPET	Various		300
		Total	437

Attachments or Links.

Additional Town Potential 2022 SPET Projects, Teton County Potential 2022 SPET Projects

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

Should the Town Council be ready to agree on Town SPET initiatives to bring forward for discussion on Monday May 9, 2022, at the Special Joint Information Meeting, the motion would be:

I move to direct staff to prepare a combined application for Town Employee Housing projects as outlined in the amount of \$20M and an application for Walkable Community and Pedestrian Access Projects in the amount of \$3M.

Additional Town Potential 2022 SPET Projects

County Joint - Housing Opportunities Fund: \$20,000,000 to create at least 75 permanently deed restricted homes for local families and individuals. This includes support for JHCHT, Habitat, and private deed restricted projects. Since its creation, the Housing Department has created or is in the process of creating 246 units through partnerships and programs, for an average public investment of \$144,000/unit.

Town - Early Childhood Education: \$5,500,000 The purpose of this project would be to retrofit existing Town properties and look for opportunities to acquire property or commercial spaces either through purchase or long-term lease throughout the community to be used for Early Childhood Education to allow the government to then sublease space to childcare providers to increase the supply of childcare in the community.

Town - Safe Routes to Schools: \$10,000,000 to construct sidewalks, pathways, bike lanes, pedestrian under/overpasses, pedestrian bridges, and other such improvements for non-motorized transportation connecting neighborhoods to schools in the Town of Jackson and Teton County. SPET projects will help make walking and biking a safe, reliable, and convenient choice for residents of all ages.

County Joint - Phil Baux Park/Snow King Field Re-development: \$8,500,000 Redevelopment of the park to support special events, enhanced gateway amenities to the mountain and forest trails, and increase public safety and park services through improved parking, pedestrian circulation, Snow King Ave. southern streetscape, restroom facilities and landscape. The project includes additional park shelters, boulder park expansion and the development of a performing arts/concert pavilion.

Town - Electric Vehicle Charging Stations: \$2,000,000 The project(s) would be the construction and inclusion of electric vehicle charging stations throughout the community, including installation of level 2 and level 3 chargers. Implementation would occur in municipal parking lots, municipal buildings, and with the installation of complete streets. This project involves planning, design, engineering, and construction to expand infrastructure to sustain increased use of zero-emission vehicles and is supported through the Teton Climate Action Planning process.

Town - Shared Solar System: \$5,000,000 This project would install a new solar energy generation system that either directly powers a portion of the community or contributes that energy to the LVE grid to help offset demands from traditional generation sources. This project involves planning, purchasing land, permitting, design, engineering, construction, and start-up of the system. The project would be supported by the Teton Climate Action Planning process.

Town - Snow King and Maple Way: \$3,500,000 The purpose of this project is to construct a complete street which would coincide with sewer and stormwater improvements. The complete street program would construct new infrastructure including sidewalks & accessibility, street lighting, curb & gutter, and a complete rebuild on the road surface.

Town - High School Road: \$5,500,000 The potential Northern South Park Development, along with the Town's complete street improvement project planned for High School Rd from Middle School Rd to South Park Loop Rd including street surface, sidewalk additions, bicycle paths, landscaping, pavers, and

streetlights. The project includes obtaining easements, planning, engineering, design, and construction. Improving this corridor adds safe routes to school.

Town - East Broadway Avenue (Willow to Redmond): \$4,500,000 The purpose of this project is to construct a complete street within this corridor which would coincide with water, sewer, and stormwater improvements. The complete street program would construct new infrastructure including sidewalks & accessibility, street lighting, curb & gutter, and a complete rebuild on the road surface.

County Proposed SPET Initiatives	
Community Housing Opportunities	\$ 20,000,000
Teton County Employee Housing	\$ 20,000,000
Water Quality Master Plan implementation	\$ 10,000,000
Multi-Modal Transportation and Safety (TDM infrastructure, Wilson improvements, Wildlife Crossings, etc.)	\$ 20,000,000
South Park Landing West Development	\$ 6,000,000
Design/Build Hoback Fire Station	\$ 7,500,000
Design/Build Wilson Fire Station	\$ 7,500,000
Total	\$ 91,000,000

County/Community Proposed SPET Initiatives	
Teton County Fairgrounds and Events Center Relocation (Land and Infrastructure)	\$ 40,000,000
Total	\$ 40,000,000

STAFF REPORT



Meeting Date:	March 21, 2022	Meeting Title:	Town Council Regular Mtg
Submitting Department:	Administration	Presenter:	Roxanne Robinson
Agenda Item:	Childcare Scoping Report	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to bring back information for Council consideration in order to receive direction on whether to move forward with a Request for Qualifications (RFQ) for childcare provision at the Town owned Si Ferrin first floor space located at 155 E. Pearl Avenue.

Requested Action.

The requested action is for Council to consider the Town providing childcare for children of Town employees, joint department employees, elected and appointed Town boards, children of social and human service agencies funded by the Town, and the general public (the final of which will only be during Council Meetings).

Recommendations.

Staff recommends the Town Council direct staff to:

- 1) begin remodeling the garden level space at the Geitmann Larson Swift (GLS) building (155 East Pearl) into offices;
- 2) finalize and issue the RFQ for childcare services to be provided in the east side of Si Ferrin as an initial phase (the RFQ is attached for Council review); and
- 3) once remodeling is complete at GLS, expand childcare into the west side of Si Ferrin, such that the entire Si Ferrin first floor is ultimately used for childcare services, both during the day and during evening Town Council meetings.

Background.

At the February 7 Town Council Meeting, Council directed staff to pursue the childcare option as presented in the staff report for the GLS space and to bring back a staff report with an implementation plan. Staff's goal in this research was to make the space 'turnkey' for childcare, while allowing a future provider the option to alter the space with the Town's written permission.

During research and pursuant to state rules, staff learned that because the GLS space is a basement space, infants cannot not be cared for there. Additionally, the GLS space is not ADA compliant. On the other hand, from research, staff determined the Si Ferrin building is turnkey for childcare services, with the only required changes being a Basic Use Permit (BUP) from the Planning Department and the addition of an outdoor fenced, play area.

Because the GLS space is not ADA compliant and because infant care cannot be provided there, staff recommends Council consider remodeling the GLS space into offices, thereafter relocating the current offices from Si Ferrin to GLS, and utilizing the Si Ferrin first floor space for childcare.

Analysis.

Background Information:

The Department of Family Services sets children-caregiver ratios as follows:

Ages of Children	Staff: Child Ratio	Maximum Group Size
Birth – 12 months	1:4	10
	2:8	
	3:10	
12 months – 24 months	1:5	12
	2:10	
	3:12	

24 months – 36 months	1:8	18
	2:16	
	3:18	
3-year-old children	1:10	24
	2:20	
	3:24	
4- & 5-year-old children	1:12	30
	2:24	
	3:30	

Thus, in short, the ultimate number of children that can be in a daycare at any given time depends on balancing the number of children, the ages of the children, and the number of caregivers. When younger children are present, a higher ratio of caregivers to children is required, while, when older children are present, a lower ratio is tolerated.

Daily Childcare Services:

Council directed staff to research the provision of day-time childcare services. The draft RFQ seeks an individual to provide such services Monday through Friday from 7:45am to 5:15pm. These services would be available for children of Town employees, joint department employees, elected officials, members of Town boards, the staff of the childcare provider, and staff of human service agencies that receive Town funding.

Childcare Services During Council Meetings:

The Town Council also discussed the desire to provide childcare during Town Council meetings.

Daytime Town Council Meetings: Childcare services will be in progress during Council's daytime meetings, meaning there is already an existing balance of caregivers to children. As a result, it would be difficult to have children join the daycare on a "drop in" basis for individuals attending daytime Town Council meetings. As a result, childcare for daytime Council Meetings is not contemplated in the RFQ.

Evening Council Meeting Daycare: Because the Si Ferrin building will be a licensed childcare facility and since daily childcare services conclude by 5:15pm, it is possible to provide childcare services during Evening Council Meetings and the RFQ contemplates this. The childcare during evening meetings would be available to those actively in the Town Council Meeting, and include persons such as elected officials, staff, applicants, and members of the public attending the meeting. This childcare would be free to those utilizing the service and the Town would pay the provider directly. Staff would develop a policy for advanced sign up to ensure adequate staffing is available during the meeting.

Timetable:

In order to proceed as soon as possible, staff is proposing to initially offer the east side of Si Ferrin for childcare while the GLS space is remodeled, and once the GLS remodel is complete and staff relocate there, the west side would be available to the childcare provider and the services expanded. One of the offices currently located on the east side of Si Ferrin would temporarily be relocated to the Town Hall. During the time needed to remodel the GLS space, the Council would not have a dedicated office space at Town Hall but would be able to utilize the conference room.

Childcare Survey:

A survey on childcare needs was issued to Town employees, elected and appointed officials, and joint department employees, which closes on Friday March 18. Staff will update Council on the results during the staff presentation of this item.

Request For Qualifications:

The Town Attorney provided a draft RFQ for childcare services. Some highlights of the RFQ include:

1. Daily childcare services would run from 7:45am – 5:15pm
2. Rates charged would be equivalent to the Children's Learning Center
3. The Town minimum wage of \$15.00 must be paid to all employees of the provider

4. Childcare is provided during regular and special evening Town Council meetings with the cost to provide the care covered by the Town of Jackson. Childcare would be for staff, elected and appointed officials, and active participants, whether public or applicants, of the Town Council meetings.
5. The lease for the facility would be at a nominal rate.

Should the Council direct staff to move forward, the next steps in the process will be for staff to engage a contractor to install fencing that matches the Si Ferrin building, engage a contractor to remodel the GLS space, issue the RFQ to select a childcare provider, review applicants and select a provider, negotiate the draft contract, and bring the contract back to the Town Council for review, approval, and execution.

Possible Alternatives.

The Council can consider other options including:

- A. Wait until the remodel at GLS is complete to issue the RFQ for full ground floor of Si Ferrin, rather than the initial phase of the east side only. This option would be the least disruption for staff utilizing the west side of Si Ferrin and would eliminate the need to temporarily relocate one office to the Council dedicated space at Town Hall.
- B. Make necessary improvements at GLS for childcare in garden level space that would preclude infant care.
- C. Choose not to proceed at this time.

Comprehensive Plan & Priority Alignment.

The provision of childcare is in alignment with Section 8 of the Comprehensive Plan on Quality Community Service Provision. Without childcare options for Town employees and elected officials, the Town cannot continue to maintain quality services to the community. The provision of childcare for employees of social and human service agencies funded by the Town also supports those entities providing services to the community. Policy 8.1.a on maintaining current, coordinated plans for delivery of desired service levels specifically identifies childcare as a local government service.

Fiscal Impact.

The fiscal impact of moving forward with childcare at Si Ferrin and the relocation of offices to GLS, as presented in this staff report, is estimated at \$250,000. Staff notes that the FY22 budget has \$96,000 remaining in it for this work and the FY23 budget already includes \$150,000 for this work.

Alternatively, the cost to remodel the GLS space to provide childcare services there (except for infant care which would not be permitted) (which includes ADA compliance, an elevator, fire sprinklers, electrical/water systems, and general interior remodeling) is estimated at \$400,000.

Staff Impact.

The staff impact of this item to date has been approximately 40 hours combined from Administration, Legal, Facilities, Housing, and all staff that completed the childcare needs survey. Finalizing the RFQ, issuing it, reviewing proposals, selecting a vendor, preparing and executing a contract, oversight of remodeling, moving staff to GLS, and all other tangential needs is estimated at an additional 120 hours of staff time.

Attachments or Links.

Draft RFQ

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

I move to direct staff to:

- 1) begin remodeling the garden level space at the Geitmann Larson Swift building into offices;
- 2) finalize and issue the RFQ for childcare services to be provided in the east side of Si Ferrin as an initial phase, review vendors, and bring back a contract for Council review at a future Council Meeting; and
- 3) once remodeling is complete at GLS, expand childcare into the west side of Si Ferrin, such that the entire Si Ferrin first floor is ultimately used for childcare services, both during the day and during evening Town Council meetings.

REQUEST FOR QUALIFICATIONS (RFQ)

CHILDCARE CENTER OPERATOR AND CHILDCARE SERVICES PROVIDER TOWN OF JACKSON, WYOMING

Requested By: Town of Jackson, Wyoming

Proposal Due Date: By **4:00pm Mountain Standard Time on May 2, 2022**

Proposal Submission: Town of Jackson, Wyoming
C/O: Roxanne Robinson, Assistant Town Manager
150 Pearl Avenue
P.O. Box 1687
Jackson, WY 83001
via sealed envelope Federal Express, United Parcel Service, or hand delivered ONLY.

Proposal Available From: Proposal packages are available to download from www.townofjackson.gov or by contacting the Assistant Town Manager at rrobinson@jacksonwy.gov.

Contact & Question Submission: Roxanne Robinson, Assistant Town Manager
rrobinson@jacksonwy.gov
(307) 733-3932 x 1107

Addenda: Any addenda will be available to download from www.townofjackson.gov or by contacting the Assistant Town Manager at rrobinson@jacksonwy.gov. Proposer is responsible for checking the website for addenda until the proposal closing date.

The Town reserves the right to **reject any or all bids submitted**, in whole or part, and to waive any informalities.

BY ORDER OF TOWN OF JACKSON

BACKGROUND

The Town of Jackson (“**Town**”) is requesting qualifications (“**RFQ**”) for a party (“**Vendor**”) to operate and manage a childcare center and to provide childcare services in the Town owned Si Ferrin Building located at 145 East Pearl Avenue Jackson, Wyoming (“**Facility**”) pursuant to a lease agreement. The childcare services will be provided in the Facility to children of Town employees, Town officials, and other identified groups pursuant to a lease agreement. The Vendor shall have the experience to furnish age and developmentally appropriate childcare, as well as possess the capability to cater to a variety of childcare programs that will promote and support a safe and solid learning environment for children of all ages. The Town envisions a partnership with a Vendor who will offer an enriching curriculum, and a safe and secure environment where the children are able to engage in activities that develop their social, emotional, physical, and intellectual needs.

CHILDCARE CENTER OPERATIONS

A. Childcare Services to be Performed

The Vendor will provide daily childcare services during regular business hours and evening childcare services during regular and special Town Council Meetings. The specifics for each of these childcare services are the following:

Daily Childcare Services

Children Eligible for this Service— listed in order of preference, children whose caregiver (defined for these purposes as an adult with a legal or familial relation to the child) is:

1. A Town employee.
2. The mayor or a Town councilmember.
3. An employee of the Vendor.
4. A joint department employee.
5. A member of the Planning Commission.
6. A member of the Design Review Committee.
7. A member of the Equity Task Force.
8. An employee of a health and human service organization that receives funding from the Town.

Rates— the Vendor shall offer daily childcare services at a yearly rate that shall not exceed the amounts set forth in the tables below. Rates are subject to a yearly review and written approval by the Town.

Infants and Young Toddlers

Schedule	Monthly Rate: 9hrs
Full-Time (5 days)	\$1,530
Part-Time (3 days)	\$1000
2 days	\$700

Older Toddlers and Preschool

Schedule	Monthly Rate: 9hrs
Full-Time (5 days)	\$1,350
Part-Time (3 days)	\$880
2 days	\$620

For those in a monthly plan less than full-time that need an extra day of care, the Vendor shall offer a drop-in service at a rate of \$80.00 per child/per day (for all ages).

Party Responsible for Payment – the child’s caregiver.

Hours of Operation – the Facility shall be open weekdays, Town recognized holidays excluded, for daily childcare services from 7:45 a.m. to 5:15 p.m.

Evening Childcare Services

Children Eligible for this Service – children whose caregiver is attending a Town Council meeting, and only during the time the caregiver is at the Town Council meeting, which will include members of the public, Town employees, the mayor and members of Town Council, and those appearing, along with any of their representatives, before the Town Council for an item on the meeting agenda. Children of the Vendor and their employees are also eligible for evening childcare services.

Rates – the Vendor shall offer evening childcare services at a rate of \$80.00 per child.

Party Responsible for Payment – the Town of Jackson.

Hours of Operation – the Facility shall be open for evening childcare services from 5:30 p.m. to 8:30 p.m. during regular Town Council meetings, which generally occur on the 1st and 3rd Monday of each month. The Vendor have advanced notice of the number of children that will be present for each Evening Meeting. Any additional evening childcare services shall be scheduled 30 days in advance with the Vendor.

B. Facility

The Facility is the Si Ferrin Building located at 145 East Pearl Avenue Jackson, Wyoming. The building is composed of two individual wings – an east and west wing – that are separated from one another. It is anticipated the Facility will initially operate only in the east wing, but will expand to the entire Facility over time. There is an apartment in the upstairs portion of the building that will not be included in the Facility leased to the Vendor.

Located in each respective wing of the building is a restroom and a kitchen that is equipped with a refrigerator and microwave. The Vendor shall be responsible for providing and maintaining any kitchen smallware and other equipment required by their operation. The Facility also has a small adjoining, fenced outside area to which the Vendor will have access for its operations.

C. Licensing Requirements

The Vendor shall be a licensed childcare facility through the State of Wyoming and will be required to stay in compliance with such licensure during the term of their lease agreement. The licensure will dictate the capacity of the Facility and of the Vendor’s daycare services.

D. Vendor’s Employee Requirements

The Vendor shall be responsible for the employment of the staff for the childcare services, which will include the obligation to hire, pay, and manage the staff. The Vendor and the staff will not be considered employees of the Town for any purposes. As part of their lease agreement with the Town, the Vendor will be required to pay their employees a living wage that shall be no less than \$15.00. This is a required ***minimum wage*** and is subject to a yearly review and approval by the Town. The Vendor and their employees will be required to undergo the Town’s criminal background check in addition to any background checks conducted and required by the State licensing.

GENERAL TERMS AND CONDITIONS

A. Term

The term of the lease agreement will be five (5) years. The term may be extended for an additional term upon mutual agreement between the Vendor and the Town.

B. Rent Amount

The rent shall be \$10.00 a month.

C. Assignment and Sublease

The lease agreement may not be assigned or subleased, neither in whole or in part, without the prior written consent of the Town, which may be granted or withheld in the Town's discretion.

D. Insurance

At minimum, the Vendor shall maintain a Worker's Compensation insurance policy in compliance with state law covering all employees and subcontractors of the Vendor; a comprehensive general liability insurance policy in the amount of \$2,000,000 will also be required of the Vendor; and all insurance policies of the Vendor shall name the Town as an additional insured.

E. Maintenance

The Town will be responsible for routine maintenance of the plumbing system, heating, ventilation and air condition system, structural components, and the building exterior of the Facility. The Vendor shall be responsible for paying for repairs for any damage for which they are at fault.

F. Janitorial Service

The Town will be responsible for the janitorial cleaning of the Facility, including the adjoining outside area in front of the Facility. The Vendor shall be responsible for housekeeping maintenance and to keep the kitchen, childcare areas, food preparation and serving areas clean, sanitary, and free from refuse and debris at all times and in compliance with health department food service standards and their State licensing requirements.

G. Utilities

The Town will provide sewer, water, gas, electrical services, internet, and telephone services. The Town is committed to energy conservation and water conservation. The Vendor shall be expected to cooperate with reasonable energy and water conservation practices.

H. Alterations

Any alterations to the Facility shall be done at the expense of the Vendor and with prior written consent of the Town.

I. Financial Objectives

The Town's objective is to select a Vendor with the financial capability to operate the childcare center with no Town subsidy, other than rental amount, utilities, janitorial services, and major maintenance. The Vendor must have the demonstrated ability to operate a childcare center and must have the financial and employee capacity to ensure uninterrupted service to the children and caregivers who use this service.

PERFORMANCE STANDARDS**A. Minimum Performance Standards**

The Vendor is expected to meet the following minimum performance standards: ensure each child receives an individual program based on their needs; ensure the Facility is clean and sanitary at all times; employ a staff of cordial and qualified individuals; ensure the environment and equipment is maintained in a manner conducive to the children's health, safety, comfort, and developmental needs; and provide a pleasant and attractive environment for the people they serve.

B. Customer Service Surveys

The Vendor shall conduct ongoing customer service surveys and report the results to the Town on an annual basis. In an annual meeting the Town staff, the Vendor shall demonstrate that any concerns from the surveys have been addressed. The Vendor shall make every effort to ensure the minimum performance standards are met.

C. Town Access

A Town representative shall always have full access to the childcare center for scheduled and unscheduled visits to inspect the Facility.

QUALIFICATIONS INFORMATION AND REQUIREMENTS

A. Proposal Requirements

Interested parties shall submit a proposal to be considered for the award of this lease agreement from the Town. The proposal shall include all the information requested in order to be considered and all proposals shall contain detailed information. Proposals will be evaluated by a selection committee using the criteria set forth in the Evaluation Criteria section. The following information must be provided:

1. Cover Letter
2. Outline of Experience
 - a. Experience with childcare centers and providing similar childcare services.
 - b. Experience with past childcare facilities.
 - c. Customer service experience.
 - d. Experience with State licensing system.
 - e. Related trainings and certifications.
3. Outline of Operations
 - a. A business plan with pricing.
 - b. Approach to provide and achieve the requested services.
 - c. List of programs and activities to be offered through the services.
 - d. Statement of how the Facility will be utilized for the childcare center and services.
4. Team Members
 - a. List of identified team members and qualifications.
5. References
 - a. At least three (3) references that address past and present childcare center and services experience.
6. Statement of Financial Capabilities
 - a. Experience in bookkeeping and auditing financial data related to childcare operations.
 - b. Experience and demonstrated ability to pay salaries at the living wage required and operate the Facility at the maximum yearly rates allowed.
 - c. Projected financial investments that will be made in the childcare center and services.
7. Schedule
 - a. Projected timeline for the opening of the childcare center and for services to start.

B. Deadlines

RFQ submissions must be received by the Town by 4:00pm Mountain Standard Time on May 2, 2022. Proposals must be provided in hard copy delivered by hand or delivery service (Fed Ex etc.) to Town of Jackson, Attention: Roxanne Robinson, 150 E Pearl Avenue, P.O. Box 1687 Jackson, WY 83001. The Town cannot accept responsibility for delayed delivery of proposals so please plan accordingly.

C. Communications and Tour of Facility

Requests for additional information or a tour of the Facility can be submitted up until 5:00pm Mountain Standard Time April 13, 2022. Such requests must be in writing via email and submitted to rrobinson@jacksonwy.gov. The

Town will respond to any request for additional information or will schedule a tour of the Facility via email by April 20, 2022. Any communications will be considered unofficial and non-binding on the Town.

D. Process and Timeline for Selection

A selection committee will review the RFQs. The committee may select prospective Vendors for further consideration or may directly select and negotiate with the leading candidate. If more than one Vendor is considered, then interviews may be conducted, or additional information requested. The schedule is contingent upon the Town's project schedule and may be changed at any time. The selection process will proceed on the following anticipated schedule:

March 23, 2022 – RFQ released

April 13, 2022 5:00pm Mountain Standard Time – Deadline for requests for information or tour of Facility

April 20, 2022 – Deadline Town responses to request for information and tour of the Facility

May 2, 2022 4:00pm Mountain Standard Time – Deadline for RFQ submittal

May 13, 2022 – Deadline review and selection of candidates

The selection committee will select candidate(s) from submittals received. This process will include review of submittals, references, and other information as necessary. The Town may conduct interviews with potential candidates if applicable. In making this selection, the Town reserves the right to request from any responding party to clarify its submission or to supply any additional material deemed necessary to assist in the evaluation of the submission within the timeline requested by the Town. The Town reserves the right to award the lease agreement to the responding entity or entities which best meets the needs and interests of the Town or to reject all proposals. The Town further reserves the right to make multiple lease agreement awards and to make a selection without conducting interviews.

May 16, 2022 – Award of Lease agreement and negotiations

The Town will attempt to negotiate a satisfactory lease agreement with a preferred Vendor. If the Town determines, at its sole discretion, that the negotiation is not proceeding satisfactorily, the Town may terminate negotiation with the preferred Vendor and begin negotiations with another candidate.

TBD – Commencement of services

The desired opening and start date for the childcare center and services is summer 2022, but ultimately will be established in conjunction with the selected Vendor. Interested parties should be advised that project timeline and schedule will be considered as part of the review and evaluation process.

E. Evaluation Criteria

Proposals will be evaluated by the selection committee using the following criteria:

1. Experience – 20%
 - a. Vendor experience and proven ability to operate and manage a successful daycare center
 - b. Vendor experience in managing childcare facilities of similar size and amenities.
 - c. Vendor customer service experience
 - d. Vendor history with and compliance with licensing standards and Department of Family Services
 - e. Vendor training and certifications above and beyond state minimums
2. Operations – 15%
 - a. Vendor business plan viability
 - b. Match between proposal and the requirements and services to be performed

- c. Programs and activities proposed to be provided as part of the services.
- 3. Qualifications of the Team Members – 20%
 - a. Qualification of identified team members.
 - b. Experience of the identified team members with respect to similar services
- 4. References – 20%
 - a. Strength and relevance of references provided
- 5. Financial Capability – 15%
 - a. Demonstrated financial stability and likelihood of long-term success
 - b. Vendor experience in bookkeeping and auditing financial data related to childcare operations
 - c. Demonstrated ability to pay salaries at the living wage required and operate the Facility at the maximum yearly rates allowed
 - d. Any planned investment in the Facility and services
 - e. Dollar amount (if any) the Town would be required to invest to implement their business plan
- 6. Schedule – 10%
 - a. Projected timeline for the opening of the childcare center and for services to start

F. Reservation of Rights

The Town reserves the right to waive minor informalities and, notwithstanding anything to the contrary, reserves the right to:

- Reject any and all proposals received
- Select a proposal for contract negotiation other than the one with the lowest cost
- Negotiate any aspect of the proposal with any party
- Terminate negotiations and select the next most responsive proposal for contract negotiation
- Terminate negotiations and prepare and release a new RFQ
- Terminate negotiations and take such other action as deemed appropriate.

G. Records

The Town is subject to the Wyoming Public Records Act (Wyoming Statutes 16-4-201 through 205). Any proposals submitted hereunder may be subject to disclosure by the Town pursuant to the Wyoming Public Records Act.

H. Withdrawal

The Town reserves the right to withdraw this RFQ at any time without prior notice.

I. Non-Binding Agreement

The provisions outlined herein are non-binding. A binding agreement will not be created until and unless the lease contemplated herein is fully executed by the selected Vendor. The Town is not bound by the terms of any lease until it has been fully executed by the authorized parties.

STAFF REPORT



Meeting Date:	March 21, 2022	Meeting Title:	Council Regular Meeting
Submitting Department:	Planning Department	Presenter:	Paul Anthony
Agenda Item:	Item P21-246 - Request for a Townhome Subdivision Plat at the property addressed at 10 E. Simpson	Public Comment:	Yes

Purpose & Policy Considerations.

This is the Council's opportunity to review the Subdivision Plat for a proposed Townhouse subdivision at 10 E. Simpson Avenue. A Subdivision Plat is required to subdivide land or airspace into individual condominium units. All Plats must be approved by the Town Council at a public hearing per the Town of Jackson Land Development Regulations (LDRs), Sections 7.2.4 and 8.5.4.

Requested Action.

The applicant is requesting approval of a Subdivision Plat for the property addressed at 10 E. Simpson Avenue legally known as LOT 1, BLK. 7, CACHE 2. Specifically, the applicant is proposing to create four Townhouse lots and one common area lot for a total of 5 lots. The requested Subdivision Plat will be known as Simpson Corner Townhomes Addition to the Town of Jackson (SCTA).

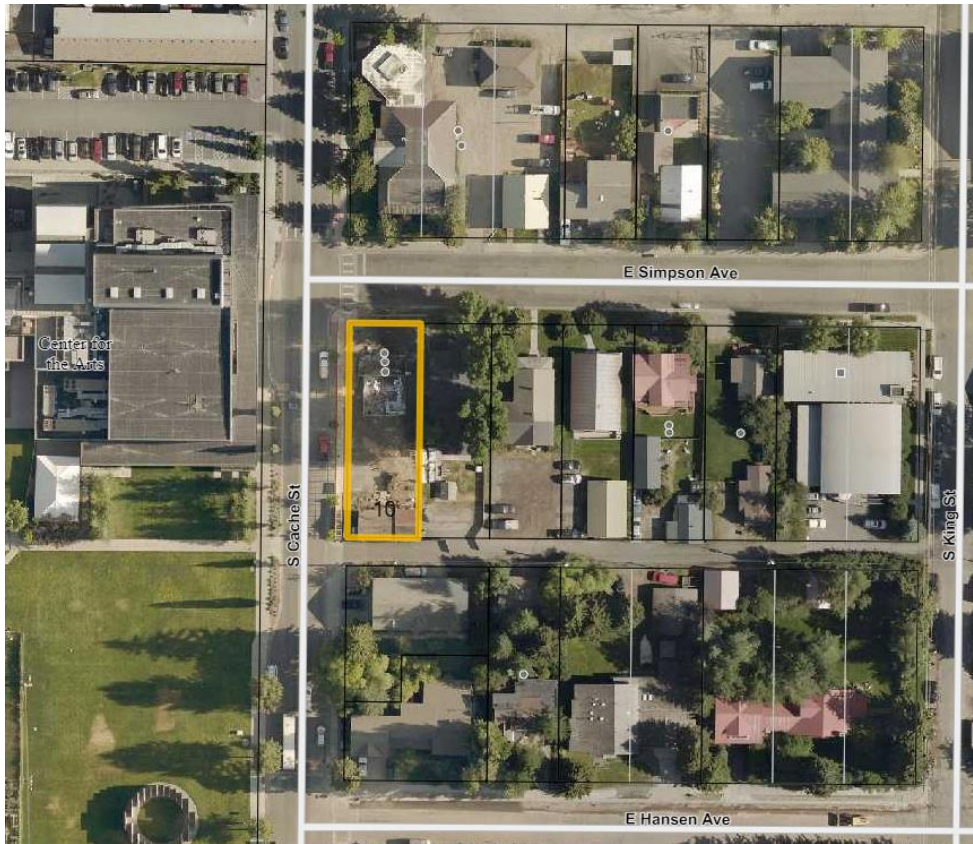
Recommendations.

The Planning Director recommends **approval** of a Subdivision Plat for a 5-lot Townhouse Subdivision for the property addressed at 10 E. Simpson Avenue, subject to staff analysis, 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 in the Departmental Reviews and submit the corrections to the Planning Department. The Planning Director shall review and approve all required changes prior to recording the plat with the County Clerk.
2. Park and School Exactions shall be paid at the time of plat recording.

Project Location.

The property is located 10 E. Simpson Avenue, and legally known as LOT 1, BLK. 7, CACHE 2. The parcel identification number is 22-41-16-34-2-14-008. An aerial photo and zoning map are shown on the following page:



Background.

The property is located on the corner of E. Simpson Avenue and S. Cache Street and neighbors the JH Center for the Arts. A 1,404 SF single family home with 1,404 SF basement was demolished from the site in preparation for the proposed subdivision plats and development.

The applicant's full proposed plan is to: 1) subdivide the property into four townhouse lots and 1 common area lot, which will be called The Simpson Corner Townhome Addition to the Town of Jackson (SCTA); and then 2) divide the newly created Townhouse Lot 1 of the SCTA into two condominium units as part of a second plat which is to be called The Simpson Corner Condominium Addition to the Town of Jackson (SCCA). The two condo units of the SCCA were approved using the 2:1 Workforce Housing FAR Bonus so one of the units (Unit 1B in the basement) is required to have a local occupancy deed restriction which shall be recorded prior to the recordation of the SCCA plat. All of the townhouse and condo units are currently under construction and nearing completion but they have not received a Certificate of Occupancy yet.

Nine parking spaces were required with the approval of the building permits for the three townhome lots and two condo units. There are to be four parking spaces provided on the development site (10 E. Simpson) directly off the alley. These four spaces are designated as LCE-Parking, including one space for the proposed 1A condominium. As a condition of approval for both the SCTA townhouse plat (P21-246) and SCCA condominium plat (22-048), a shared parking agreement/covenant has been drafted and reviewed by staff and shall be filed concurrently with the SCTA townhouse plat. This shared parking covenant grants access to five additional parking spaces on neighboring property 20 E. Simpson Avenue, which is also owned by William P. Schwartz and Cheryl Ranck, and provides the terms and conditions of how those five parking spaces will be shared between the two properties for the benefit of the units in the SCTA and SCCA plats.

Public Comment

Public comment received by staff for the proposed Subdivision Plat is attached to this report. The public comment did not oppose the Subdivision Plat, rather expressed concerns over alley parking, congestion, and general snow removal cooperation during winter months.

Analysis.

Staff finds that the proposed subdivision meets the requirements of the Land Development Regulations (LDRs) for Div. 7.2 Subdivision Standards and of Sec. 8.5.3 Subdivision Plat.

As stated above, the proposed townhouse plat creates four buildable townhouse lots and one open space lot. Lots 3 and 4 will each contain a primary townhouse unit with a basement ARU. Lot 2 will contain a single 3-br townhouse unit and Lot 1 will be further subdivided into two condominium units as part of the 2:1 Workforce Bonus (see P22-048) and so will include a deed restricted unit.

As also stated above, because there is not enough room on the project site (10 E. Simpson) to provide all nine required parking spaces for all of the townhouse and condo units, the applicant has provided a shared parking agreement to allocate another five parking spaces on the adjacent lot (20 E. Simpson) that is also owned by the applicant. This parking covenant will be recorded with the townhouse plat.

Park and School Exactions: According to Division 7.5, all residential subdivisions are required to dedicate lands for school and park development. For the purposes of the park and school exactions, the proposed townhouse subdivision will result in three new 3-bedroom units (the 2-br units with an ARU on Lots 3 and 4 are each considered the same as 3-br units), but because the property at 10 E. Simpson gets credit for one existing single-family unit, there is a net gain of only two 3-bedroom townhouse units. (NOTE: Townhouse Lot 1, which will be subdivided subsequently into two condo units, will have park and school exactions assessed as part of the upcoming condo plat P22-048). Thus, the proposed townhouse plat will have a park exaction fee of \$5,400 and school exaction fee of \$4,000.

Condominium and townhouse subdivisions are permitted subject to the following standards found in Section 7.2.4 Condominium and Townhouse Subdivisions:

- A. ***Final plat required.*** *Condominium and townhouse subdivisions shall require approval of a Subdivision Plat pursuant to Sec. 8.5.4.*

Complies as conditioned. Staff finds that the proposed townhouse Subdivision Plat satisfies this standard. The applicant has submitted the required plat and supporting documents and all reviewing departments has recommended approval of the plat, some with minor conditions of approval.

- B. ***Building and fire code applicability.*** *Condominium and townhouse subdivisions constitute a change of use under the currently adopted building and fire codes as well as these LDR. The conversion of dwelling units to condominiums or townhomes shall comply with the currently adopted building and fire codes.*

Complies. The Townhouse buildings have been reviewed by the Building and Fire Departments with no concerns at this time. The units must meet the requirements of the corresponding occupancy type under the 2018 International Building Code.

1. ***Report on building required.*** *To ensure compliance with the currently adopted building and fire codes, a written and graphic report shall be professionally prepared by an individual qualified by the Town Building Official and submitted to the Building Official for review. The report shall identify any conditions of the existing structure(s) that do not conform to the currently adopted building and fire codes and the alterations to the structure(s) required to bring the structure(s) into compliance with the codes. A structural analysis of the existing building(s) shall not be required unless the Building Official determines the structural integrity of the building(s) is questionable under the authority granted to the Building Official by the currently adopted building and fire codes.*

Complies. The townhouse buildings have been reviewed by the Building Department with no concerns at this time.

2. ***Necessary building upgrades.*** *The Town Building Official shall review the report, and structural analysis when required, and inspect the building(s) to determine any alterations to the building(s) necessary to comply with the currently adopted building and fire codes.*

- a. **Fire sprinkler system.** Condominium and townhouse subdivisions shall not require installation of a fire sprinkler system in the building(s) unless the subdivision includes significant alteration to the existing building(s) that require a fire sprinkler system pursuant to the currently adopted building and fire codes.

Complies.

- b. **Construction plans.** Construction plans to complete any required alterations shall be submitted to the Town Building Official for review and approval, approval with conditions or denial.

Not applicable.

- C. **Tenant notification.** The owner proposing a condominium or townhouse subdivision shall, in writing, notify the current tenants of the dwelling units, provide the tenants the opportunity to purchase their unit, and provide a grace period to relocate.

1. **Notice to tenants.** The owner of a proposed condominium or townhouse subdivision shall notify the current tenants, in writing, via certified and U.S. mail, of the plans to convert the development to condominiums or townhouses and provide the tenants the opportunity to purchase the unit they occupy. The tenants shall be given a minimum of thirty (30) days to decide if they wish to purchase the unit they occupy. This written notice and thirty (30) day decision period may run concurrently with the Final Development Plan and Final Plat applications.

Not applicable. New townhouse plats do not require a notice to tenants because no tenants yet exist.

2. **Grace period to relocate.** If any tenant decides to not purchase the unit they occupy or does not respond, in writing, within thirty (30) days to the offer to purchase their unit, the owner of the development shall provide a written notice to the tenant, via certified and U.S. Mail, to vacate the unit and provide a minimum of sixty (60) days from receipt of said written notice to relocate.

Not applicable. New townhouse plats do not require a grace period to relocate tenants because no tenants yet exist.

- D. **Site Compliance.** Conformity of the physical development and use of a lot of record to be subdivided into townhouse or condominium lots will continue to be determined based on the boundary of the site to be subdivided, not the boundaries of the resultant townhouse lots or condominium units.

Complies.

- E. **Townhouse Subdivision.** Townhouse subdivision is the subdivision of land around the base of a unit that is intended to separate ownership of the units in a development while still retaining the character

of a single, integrated development. A Townhouse subdivision shall be exempt from the minimum lot size requirement if the following standards are met.

1. **Common Element Interest Required.** *A lot of record may be subdivided into lots of less than the minimum lot size for the zone if each resultant lot retains an undivided interest in common elements of the lot of record.*

Complies. The proposed Lots have common interest in common Lot 5.

2. **Maximum Lot Size.** *A townhouse lot shall not exceed 125% of the area of footprint of the approved unit.*

Complies.

3. **Building Official Review.** *The building official shall review and approve the proposed location of the townhouse lots.*

Complies. Building permits have been approved for townhouse Lots 2, 3 and 4. Lot 1 will developed into two condominium units.

Findings

Pursuant to Section 8.5.4.C (Subdivision Plat) of the Land Development Regulations, the following findings shall be made for the approval of a Subdivision Plat.

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

Complies as Conditioned. As conditioned, staff finds the proposed townhouse Final Plat to be in substantial conformance with the previously approved building permits, building permit addendums, and administrative adjustment (P20-051).

2. *The proposed Subdivision Plat shall comply with Section 8.5.4 – Subdivision Plat.*

Complies as Conditioned. Staff finds that the proposed townhouse subdivision plat comply with the standards of Section 8.5.4 – Subdivision Plat regarding the purpose, applicability, required documentation information and review process.

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

Complies as Conditioned. The proposed townhouse subdivision plat meets the standards laid out in Division 7.2 pertaining to the approval of a Subdivision Plat pursuant to Sec 8.5.4.

4. *The subdivision plat shall comply with all other relevant standards of these LDRs and other Town Ordinances.*

Complies. Staff finds that the proposed townhouse subdivision complies with the provisions of the LDRs. In addition, the subdivision complies with all other Town Ordinances.

Fiscal Impact.

Park Exactions - \$,5,400

School Exactions - \$4,000

Staff Impact.

The amount of staff time to review, research and write this report including future work to send final letters and obtain signatures for the plat was greater than typical of that for a subdivision plat of this size and was 30-35 hours.

Attachments or Links.

Department Reviews

Applicant Submittal

Public Comment

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

I move to **approve** Subdivision Plat (P21-246) for a 5-lot townhouse subdivision for the property addressed at 10 E. Simpson based upon the departmental reviews and the findings presented in this staff report dated March 21, 2022.



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: Simpson Corner Townhomes

Physical Address: 10 E. Simpson Ave.

Lot, Subdivision: Lot 1 of Block 7 of the Second Cache Creek addition to the Town of Jackson, Teton County, Wyoming according to that Plat recorded Octob PIDN: 22-41-16-34-2-14-008

PROPERTY OWNER.

Name: William P. & Cheryl R. Schwartz, husband & wife Phone: 307 690-3630

Mailing Address: P.O. Box 4145 Jackson Wyo ZIP: 83001

E-mail: bill@ranckschwartz.com

APPLICANT/AGENT.

Name: William P. Schwartz Phone: 307 690-3630

Mailing Address: P.O. Box 4145 Jackson, Wyo ZIP: 83001

E-mail: bill@ranckschwartz.com

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

☐ Basic Use
☐ Conditional Use
☐ Special Use

Relief from the LDRs

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

Physical Development

☐ Sketch Plan
☐ Development Plan
☐ Design Review

Subdivision/Development Option

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

Interpretations

☐ Formal Interpretation
☐ Zoning Compliance Verification

Amendments to the LDRs

☐ LDR Text Amendment
☐ Map Amendment

Miscellaneous

☐ Other: _____
☐ 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 #: NA
Original Permit #: B20-0378--0381 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?

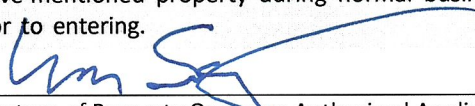
1,202 **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

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>.

 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

William P. Schwartz

Name Printed

9/15/21

Date

Owner

Title

CERTIFICATE OF SURVEYOR

State of Wyoming)
County of Teton)Ss
County of Teton)

I, Todd Cedarholm of Jackson, Wyoming, hereby certify that this plat was prepared from data obtained during a survey performed by me and others under my supervision during May, 2020, and from records available in the Office of the Clerk of Teton County; that it correctly represents SIMPSON CORNER TOWNHOMES ADDITION TO THE TOWN OF JACKSON, identical with Lot 1 of Block 7, Second Cache Creek Addition to the Town of Jackson, a subdivision of record in the Office of the Clerk of Teton County, Wyoming as Plat No. 109, located in the NW1/4NW1/4 of Section 34, T41N, R116W, 6th P.M., Teton County, Wyoming, more particularly described as follows:

BEGINNING at the northwest corner of said Lot 1 where is found a 5/8" diameter steel rebar with an aluminum cap inscribed "PLS 6447", said point bears S 89°56'22" W, 200.14 feet from the northeast corner of Lot 4 Block 7 of said Second Cache Creek Addition where is found a 1 inch diameter pipe;

THENCE along the north line of said Lot 1, N 89°56'22" E, 50.04 feet to the northeast corner of said Lot 1, marked by a 5/8" diameter steel rebar with an aluminum cap inscribed "PLS 6447" set this survey;

THENCE along the east line of said Lot 1, S 00°08'57" W, 150.12 feet to the southeast corner of said Lot 1, marked by a 5/8" diameter steel rebar with an aluminum cap inscribed "PLS 6447" set this survey;

THENCE along the south line of said Lot 1, S 89°50'52" W, 50.09 feet to the southwest corner of said Lot 1, marked by a 5/8" diameter steel rebar with an aluminum cap inscribed "PLS 6447" set this survey;

THENCE along the west line of said Lot 1, following a line sixty (60.00) feet easterly of and parallel with the west line of said Section 34, N 00°01'06" E, 150.20 feet to the POINT OF BEGINNING;

ENCOMPASSING an area of 0.17 acres, more or less;

that the BASE BEARING for the data provided on this plat is a geodetic bearing derived from GPS measurements;

that all corners will be monumented as shown hereon by July 31, 2022.

Todd Cedarholm
Wyoming Professional Land Surveyor No. 6447

The foregoing instrument was acknowledged before me by Todd Cedarholm this day of _____, 2022.
WITNESS my hand and official seal.

My commision expires:

Notary Public

CERTIFICATE OF ENGINEER

State of Wyoming)
County of Teton)ss
County of Teton)

I, Thomas Kirsten, hereby certify that the water distribution and sewer collection facilities designed for the foregoing subdivision are adequate and safe, and meet Federal, State and Town of Jackson requirements if built as designed and operated correctly.

Thomas Kirsten
Wyoming Professional Engineer No. 6821

The foregoing instrument was acknowledged before me by Thomas Kirsten this day of _____, 2022.
WITNESS my hand and official seal.

My commision expires:

Notary Public

CERTIFICATE OF OWNER

State of Wyoming)
County of Teton)Ss
Town of Jackson)

The undersigned owners hereby certify that the foregoing subdivision of Lot 1 of Block 7, Second Cache Creek Addition to the Town of Jackson, Teton County, Wyoming, as shown on this plat and more particularly described under the Certificate of Surveyor is with free consent and in accordance with the desire of the undersigned owners and proprietors of the described lands;

that the name of the subdivision shall be SIMPSON CORNER TOWNHOMES ADDITION TO THE TOWN OF JACKSON;

that this subdivision is subject to the Declaration of Covenants, Conditions and Restrictions for the SIMPSON CORNER TOWNHOMES ADDITION TO THE TOWN OF JACKSON; to be recorded concurrently with this plat; said Declaration shall be binding on all subsequent owners within the subdivision;

that this subdivision is subject to any covenants, conditions, restrictions, easements, ditches, roadways, rights-of-way, common areas, reservations, building setback requirements, and conditions of sight and/or record including but not limited to those delineated on recorded Plat No. 109, Second Cache Creek Addition to the Town of Jackson, on file in the Office of the Clerk of Teton County, Wyoming, and those shown hereon;

that this subdivision is subject to A Resolution Establishing Street Names for All Public and Private Streets within the Town of Jackson described in Book 362 of Photo, Page 1054 on file in said Office;

that this subdivision is subject to that Shared Parking Covenant described in Document #_____ on file said Office;

that this subdivision is subject to and has the benefit of that Underground Utility Maintenance Covenant described in Document #_____ on file in said Office;

that this subdivision is subject to that Electric Distribution Easement described in Document #0995617 on file in said Office;

that the Common Area, Lot 5, shall be conveyed by recorded deed to the Homeowners Association for common use and enjoyment of the Common Area by all owners of a lot or unit within this subdivision except for those portions of said Common Area being reserved and dedicated as Limited Common Area and for those uses and areas restricted as noted on this plat and in those Declarations cited above;

that a non-exclusive easement in, over and across the Common Area, Lot 5, is hereby granted to each owner of a lot or unit within Simpson Corner Townhomes Addition to the Town of Jackson, their heirs, successors, and assigns for purposes of access to and from said lots and units and for underground utilities serving said lots;

that those portions of Common Area, Lot 5, divided into Limited Common Elements as denoted by LCE followed by the number of the associated lot or unit, are reserved for the exclusive use and enjoyment of the owner of such lot or unit, subject to easements of sight and or of record including those granted hereon and subject to the rights of such owner, his heirs and assigns, and of the Homeowners Association and its authorized representatives to enter upon said Limited Common Elements for the purpose of installing, maintaining, or inspecting, utility facilities serving this subdivision;

that for so long as the undersigned Owners continue to own Lot 1, Lot 3, Lot 4, and Lot 5 they shall retain the exclusive right to assign the exclusive use of LCE-ST-1, LCE-P-1, LCE-1 and the non-exclusive use of the three-dimensional access easement through a supplemental declaration recorded in the land records of Teton County, Wyoming;

that non-exclusive easements across the Common Area, Lot 5, including all of the Limited Common Elements are hereby granted to Lower Valley Energy and those other utility companies, their successors and assigns serving this subdivision for construction, maintenance and repair of the utility services for the subdivision as shown hereon;

that Lot 1, Lot 2, Lot 3, and Lot 4 are subject to a utility easement for the maintenance and repair of existing utilities serving the subdivision;

that the Town of Jackson shall have access to all water valves, meters, shut-off boxes, sewer cleanouts, and manholes, and the undersigned reserves the right to create easements across said subdivision as necessary to provide for said access;

that access across the Common Area, Lot 5, and all Limited Common Elements is hereby granted to emergency vehicles, including ambulances, fire-fighting vehicles, and police vehicles;

that the undersigned owners reserve unto themselves, their heirs, successors, and assigns the right of ingress and egress across the Common Area Lot 5, and all Limited Common Elements for construction and other purposes relating to this subdivision and the right to grant unto other parties non-exclusive easements across Common Area Lot 5;

that access to this subdivision is from East Simpson Avenue, South Cache Street, and from the east-west alley immediately south of this subdivision accessed from South Cache Street;

that the undersigned owners do not warrant to any purchaser that he or she shall have any rights to the natural flow of any stream within or adjacent to the subdivision;

that Wyoming law does not recognize any riparian rights with regard to the natural flow of a stream or river for persons living on the banks of the stream or river;

that all rights under the Homestead Exemption Laws of the State of Wyoming are hereby waived and released;

that Lot 1 of Block 7, Second Cache Creek Addition to the Town of Jackson, as such lot lines are referenced on this plat, are hereby vacated, being reconfigured as the SIMPSON CORNER TOWNHOMES ADDITION TO THE TOWN OF JACKSON;

that in accordance with said Section 34-12-110, Wyoming Statutes, as amended, 1977, the Teton County Clerk is respectfully requested to write "vacated" across Lot 1 of Block 7, Second Cache Creek Addition to the Town of Jackson, recorded in said Office as Plat No. 109.

WILLIAM P. SCHWARTZ and CHERYL RANCK SCHWARTZ,
husband and wife

SIGNATURE BY SEPARATE AFFIDAVIT

CERTIFICATE OF APPROVAL

State of Wyoming)
County of Teton) Ss
Town of Jackson)

Pursuant to Section 15-1-415 Wyoming Statutes, and the pertinent Land Development Regulations of the Town of Jackson, Wyoming, as amended, the foregoing subdivision, SIMPSON CORNER TOWNHOMES ADDITION TO THE TOWN OF JACKSON, was approved at the regular meeting of the Jackson Town Council on the _____ day of _____, 2022.

Attest: TOWN OF JACKSON

Riley Taylor
Town Clerk

Hailey Morton Levinson
Mayor

Brian Lenz
Town Engineer

Paul Anthony
Planning Director

The foregoing instrument was acknowledged before me by Hailey Morton Levinson, Mayor, this _____ day of _____, 2022.

WITNESS my hand and official seal.

Notary Public
My Commission Expires:

The foregoing instrument was acknowledged before me by Riley Taylor, Town Clerk, this _____ day of _____, 2022.

WITNESS my hand and official seal.

Notary Public
My Commission Expires:

The foregoing instrument was acknowledged before me by Brian Lenz, Town Engineer, this _____ day of _____, 2022.

WITNESS my hand and official seal.

Notary Public
My Commission Expires:

The foregoing instrument was acknowledged before me by Paul Anthony, Planning Director, this _____ day of _____, 2022.

WITNESS my hand and official seal.

Notary Public
My Commission Expires:

CERTIFICATE OF MORTGAGEE

Consent of Mortgagee, Rocky Mountain Bank, by separate affidavit recorded concurrently with this plat.

GENERAL NOTES:

THIS SUBDIVISION WILL BE CONNECTED TO THE TOWN OF JACKSON WATER SUPPLY SYSTEM.

THIS SUBDIVISION WILL BE CONNECTED TO THE TOWN OF JACKSON SEWER COLLECTION AND TREATMENT SYSTEM.

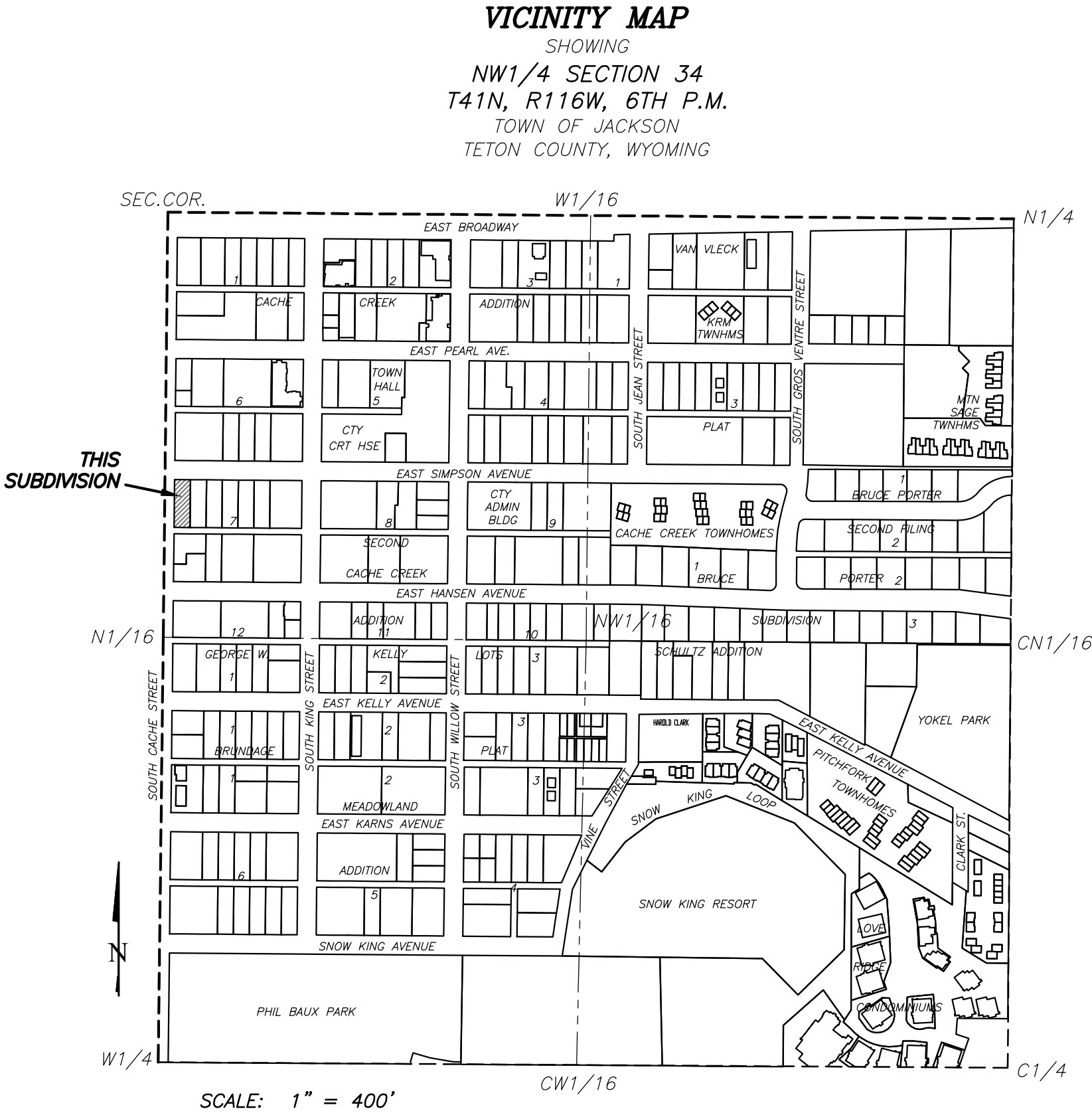
ALL WATER, SEWER, AND STORM DRAINAGE SYSTEMS LOCATED WITHIN THIS SUBDIVISION SHALL BE PRIVATELY OWNED AND MAINTAINED.

NO PUBLIC MAINTENANCE OF WATER DISTRIBUTION SYSTEM, SEWAGE COLLECTION SYSTEM, AND STORM DRAINAGE COLLECTION SYSTEM.

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

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

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



OWNER:
WILLIAM P. SCHWARTZ & CHERYL RANCK SCHWARTZ
P.O. BOX 4145
JACKSON, WY 83001

ENGINEER:
JORGENSEN ASSOCIATES, INC.
P.O. BOX 9550
JACKSON, WY 83002

SURVEYOR:
ON SIGHT LAND SURVEYORS, INC
P.O. BOX 12290
JACKSON, WY 83002

NUMBER OF LOTS: 5
4 TOWNHOUSE LOTS
1 COMMON AREA LOT

TOTAL PROJECT ACREAGE: 0.172 ACRES

PREPARATION DATE: AUGUST 20, 2021

FINAL SUBMITTAL REVISION: FEBRUARY 4, 2022

FINAL PLAT
SIMPSON CORNER TOWNHOMES
ADDITION TO THE TOWN OF JACKSON

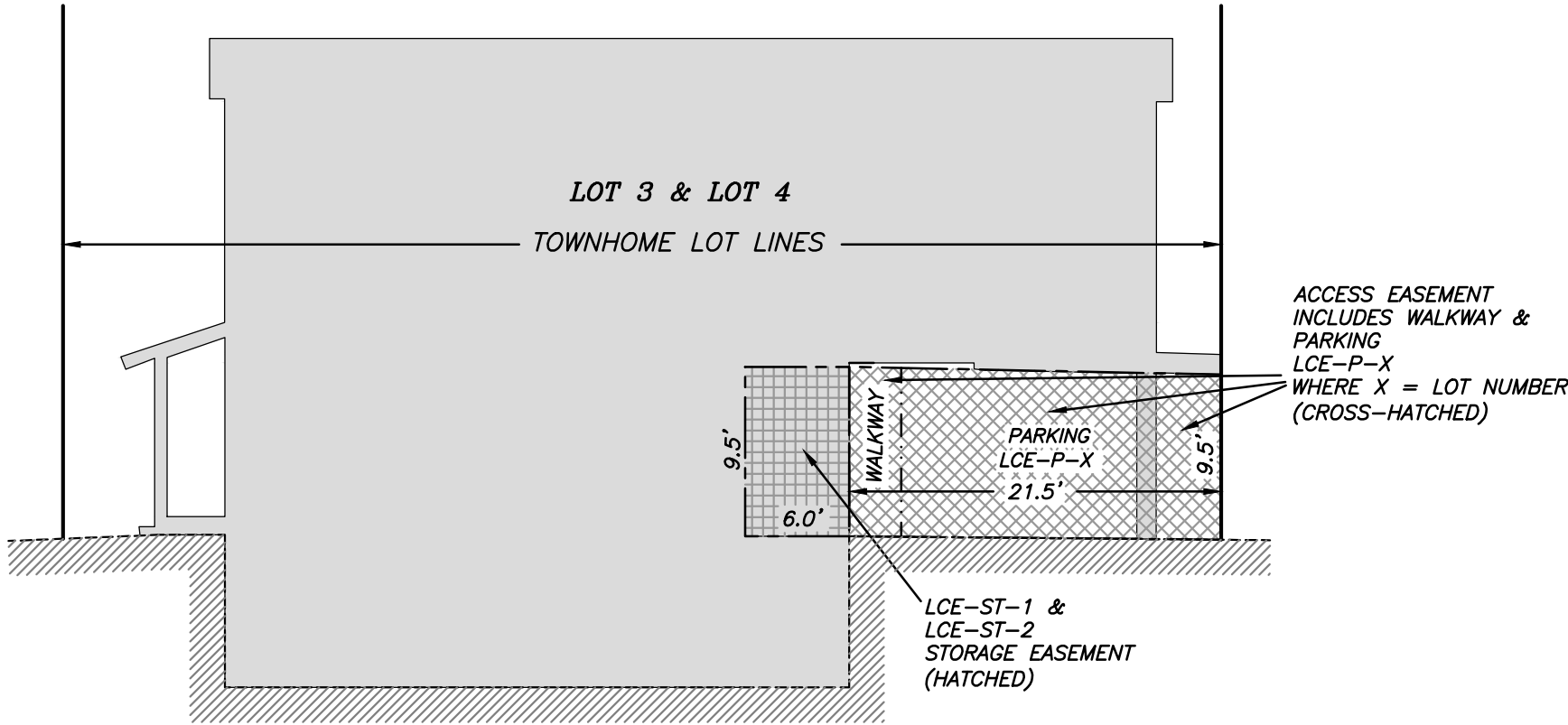
BEING IDENTICAL WITH
LOT 1 BLOCK 7
SECOND CACHE CREEK ADDITION
TO THE TOWN OF JACKSON
PLAT NO. 109

LOCATED WITHIN
NW1/4NW1/4 SECTION 34, T41N, R116W, 6th P.M.
TOWN OF JACKSON
TETON COUNTY, WYOMING

SHEET 1 OF 2

On Sight
LAND SURVEYORS, INC.

155 West Gill Ave.
P.O. Box 12290
Jackson, WY 83002
(307) 734-6131



SHEET 2 OF 2

SHARED PARKING COVENANTS

(Lots 1 & 2, Second Cache Creek Addition to Town of Jackson)

These Shared Parking Covenants (the "Covenants") are effective on the date of recordation in the land records of Teton County and are granted by William P. Schwartz & Cheryl Ranck Schwartz, husband and wife ("Schwartz") as the owner of the properties subject to these covenants.

Recitals:

- A. Schwartz is the current owner of property located at 10 E. Simpson Ave. in the Town of Jackson, Wyoming identified as Lot 1 of Block 7 of the Second Cache Creek Addition To The Town of Jackson, Wyoming according to that plat filed in the Office of the Teton County Clerk on October 14, 1913 as Plat No. 109, PIN #: 22-41-16-34-2-14-008 ("Lot 1").
- B. Schwartz is dividing Lot 1 into separate lots in order to construct residential units (the "Development Plan"). Under the Town of Jackson Regulations, the Development Plan will require nine (9) on-site parking spaces (the "Parking Requirement"). Schwartz is unable to supply all of the Parking Requirement on Lot 1.
- C. Schwartz is also the current owner of property located at 20 E. Simpson Ave. in the Town of Jackson, Wyoming identified as Lot 2 of Block 7 of the Second Cache Creek Addition To The Town of Jackson, Wyoming according to that plat filed in the Office of the Teton County Clerk on October 14, 1913 as Plat No. 109, PIN #: 22-41-16-34-2-14-007 ("Lot 2").
- D. Lot 2 is improved with a remodeled residence that is currently used as an office.
- E. Schwartz, as the owner of Lots 1 and 2, wishes to enter into these Covenants in order to satisfy the Parking Requirement for the Development Plan and to establish a mutually beneficial parking protocol for the owners and users of Lot 1 and Lot 2.

Agreement:

Wherefore, in consideration of the above and the mutual promises set forth below, Schwartz declares, covenants, and agrees as follows:

- 1. **DECLARATION.** Lot 1 and Lot 2, and each subdivision thereof (the "Property") shall be owned, sold, encumbered, conveyed, leased, used, occupied, and developed subject to the following covenants, conditions and restrictions (the "Covenants"). The Covenants shall run with the Property and each lot or subdivision thereof, and shall be binding upon all parties having or acquiring any legal or equitable interest in or title to the Property or any lot or subdivision thereof, and shall inure to the benefit of every owner of the Property or subdivision thereof.
- 2. **SHARED PARKING SPACES.** The owners, lessees, employees, and business invitees to the improvements on the Property shall have the right to the shared use of five (5) parking spaces located on Lot 2 (the "Shared Parking Spaces") as well as an easement for

accessing such Shared Parking Spaces. The Shared Parking Spaces shall initially be those numbered: 5, 6, 7, 8, & 9 as designated on Exhibit A attached hereto and made a part hereof in accordance with the terms of these Covenants. These Covenants shall not extend to the use of the parking spaces numbered 1, 2, 3, & 4 on Exhibit A. Nor shall these Covenants extend to the use of any other parking spaces on Lot 1 and/or Lot 2 not shown on Exhibit A, which shall be for the exclusive use and enjoyment of the owner of Lot 2. The owner of Lot 2 shall have the exclusive right to reorient or relocate any of the Shared Parking Spaces so long as five (5) parking spaces remain available on Lot 1 and/or Lot 2 for shared use as set forth herein.

3. USE PRIORITIES.

- a. Regular Working Hours. The owners, lessees, employees, and business invitees to the improvements on Lot 2 shall have use priority to the Shared Parking Spaces during regular working hours, defined as Monday through Friday from 8 a.m. to 6 p.m., excluding national holidays ("Regular Working Hours"). During Regular Working Hours the owners, lessees, employees, and business invitees to the improvements on Lot 1 shall not use the Shared Parking Spaces unless express permission is obtained from the designated representative of Lot 2.
- b. Non-Working Hours. Outside of Regular Working Hours, the owners, lessees, employees, and business invitees to the improvements on Lot 1 shall have use priority to the Shared Parking Spaces. Outside of Regular Working Hours, the owners, lessees, employees, and business invitees to the improvements on Lot 2 shall not use the Shared Parking Spaces, unless (i) express permission is obtained from the designated representative of Lot 1, or (ii) the use is necessary in connection with repairs or maintenance located on Lot 2, or (iii) the use is limited to thirty (30) minutes or less and is in connection with reasonably necessary after-hours business conducted on Lot 2.

4. **MAINTENANCE AND SNOW REMOVAL COSTS.** The owners of the Property shall share in the costs of snow removal and maintenance for the Shared Parking Spaces. Unless otherwise agreed, the owners of the Property shall share such costs equally. The owner of Lot 2 of the Property shall have primary authority to contract for snow removal and maintenance services for the Shared Parking Spaces. All owners of the Property and their Lessees and regular guests shall cooperate with the needs of snow removal personnel to move vehicles as needed to clear snow before Regular Business Hours. If the owner of Lot 2 fails to provide for snow removal and maintenance services in a timely manner, the owners of Lot 1 of the Property shall have the right to do so. If any lot owner fails to pay for such owner's share of snow removal and maintenance expenses within thirty (30) days after a bill for such expense are submitted, the other lot owners shall have a right to pay such amount, and shall be entitled to interest thereon at the rate of ten percent (10%) per annum until payment is received.
5. **RULES & REGULATIONS.** The owners of the Property shall have the right to establish reasonable Rules and Regulations intended to carry out the intent of these Covenants,

including methods of enforcement in the event of non-compliance. Such penalties for non-compliance may include, without limitation, the suspension of parking privileges in the Shared Parking Spaces and the towing of vehicles. The Rules and Regulations shall be complied with by all owners of the Property, their Lessees, and regular guests, and all owners of the Property shall have the responsibility of informing their lease hold tenants, regular guests, and business invitees of the Rules and Regulations and the potential penalties for non-compliance. Any leases of the Property or any portion thereof by any owner shall include a provision that the Lessee has received a copy of these Covenants and any associated Rules and Regulations and that failure to abide by them constitutes a material breach of the lease, and may also subject the Lessee to any remedies for non-compliance set forth in the Rules and Regulations. .

6. **INDEMNIFICATION.** Use of the Shared Parking Spaces may result, among other things, in the damage to vehicles, theft of personal belongings, or personal injuries arising from among other things ice, snow, or traffic in or near the Shared Parking Spaces. Use of the Shared Parking Spaces shall be undertaken at the sole risk of those using them. **The owners of the Property hereby indemnify and hold each other harmless from any claim, cause of action, damages, expenses, or attorneys' fees that arise from or out of the use of the Shared Parking Spaces. Any owner of the Property or subdivision thereof who leases any portion of the Property shall include a provision in the lease whereby the Lessee indemnifies and holds the owners of the Property harmless from any claim, cause of action, damages, expenses, or attorneys' fees arising from or out of the use of the Shared Parking Spaces.**
7. **DESIGNATED REPRESENTATIVES.** For purposes of these Covenants the designated representatives for Lot 1 and Lot 2 shall be as follows:

Designated Representative of Lot 1:

Leah C. Schwartz
P.O. Box 1883
Jackson, Wyoming 83001
Tel. 307.690-5130
leah@ranckschwartz.com

Designated Representative of Lot 2:

William P. Schwartz
P.O. Box 4145
Jackson, Wyoming 83001
Tel. 307.690-5520
bill@ranckschwartz.com

Schwartz, or the successors in ownership to Lot 1 and Lot 2, shall have the right to substitute the designated representatives for Lot 1 and Lot 2, respectively, by providing written notice to the owners of Lot 2 and Units 1-4.

- WHEREFORE, the parties evidence their agreement to the foregoing by their signatures below:

William P. Schwartz

Cheryl Ranck Schwartz

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

The foregoing instrument was duly acknowledged before me by William P. Schwartz and Cheryl Ranck Schwartz this _____ day of _____, 2022.

Witness my hand and official seal.

By: _____
Notary Public State of Wyoming

AFFIDAVIT OF ACKNOWLEDGMENT AND ACCEPTANCE

COME NOW, the undersigned, William P. Schwartz and Cheryl Ranck Schwartz, husband and wife, who, being duly sworn, on oath according to law, do hereby make the following statement of facts and affirm:

- 1. THAT the undersigned are the owners of Lot 1 Block 7 of the Second Cache Creek Addition to the Town of Jackson, a subdivision of record as Plat No. 109 in the Office of the Clerk of Teton County, Wyoming, and as described in that Corrective Special Warranty Deed recorded as Document No. 0990954, records of Teton County, Wyoming;
- 2. THAT said Lot 1 is being reconfigured as shown on that plat titled “Simpson Corner Townhomes Addition to the Town of Jackson” to be filed in the Office of the Clerk of Teton County, Wyoming;
- 3. THAT the undersigned owners have reviewed said plat;
- 4. THAT the configuration of boundaries and the dedications and easements shown thereon are with the free consent and in accordance with the desires of the undersigned;
- 5. THAT this affidavit is signed in the stead of, and with the same effect, as if the original map was itself manually signed.

William P. Schwartz, husband Cheryl Ranck Schwartz, wife

State of)
County of))ss

The foregoing instrument was sworn and subscribed before me by William P. Schwartz, husband, on this day of , 2022.

Witness my hand and official seal.

Notary Public My commission expires:

State of)
County of))ss

The foregoing instrument was sworn and subscribed before me by Cheryl Ranck Schwartz, wife, on this day of , 2022.

Witness my hand and official seal.

Notary Public My commission expires:

**AFFIDAVIT OF
ACKNOWLEDGMENT AND ACCEPTANCE OF
FINAL PLAT**

KNOW ALL MEAN BY THESE PRESENTS:

Mark Hendrickson, President, Rocky Mountain Bank, being first duly sworn, does hereby depose and say:

- 1. **THAT** Rocky Mountain Bank is the mortgagee under that mortgage of record appearing as Document No. 0999511 in the Office of the Clerk of Teton County, Wyoming, which affects title to real property of record, being Lot 1 of Block 7 of the Second Cache Creek Addition to the Town of Jackson, Teton County, Wyoming, of record in said Office as Plat No. 109;
- 2. **THAT** I have examined a copy of the Final Plat of the proposed subdivision titled “**Simpson Corner Townhomes Addition to the Town of Jackson**” dated February 2, 2022;
- 3. **THAT** I hereby consent to the subdivision as described in the Certificate of Surveyor and the Certificate of Owner found on said plat;
- 4. **THAT** I intend that my signature to and the recording of this Affidavit shall have the same force and effect as my signature to the Certificate of Mortgagee as contained on said Plat.

(Signature)

(Printed name)

Mark Hendrickson, President
Rocky Mountain Bank

State of Wyoming)
))ss
County of Teton)

The foregoing instrument was sworn and subscribed before me by Mark Hendrickson, acting as President, Rocky Mountain Bank on this _____ day of _____, 2022.

Witness my hand and official seal.

Notary Public

My commission expires:

DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR SIMPSON CORNER TOWNHOMES ADDITION TO THE TOWN OF JACKSON

This DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS (the “Declaration”) is made this ____ day of _____, 2022, by William P. Schwartz and Cheryl Ranck Schwartz, husband and wife (hereinafter referred to as to as the “Declarant”).

Article I CREATION OF THE TOWNHOMES ADDITION

1. Purpose and Intent. The Declarant, as the owner of the real property known as Lot 1 of Block 7 of the Second Cache Creek addition to the Town of Jackson, Teton County, Wyoming according to that Plat recorded October 14, 1913 as Plat No. 109 (the “Property”), intends by the contemporaneous recording of this Declaration and Plat for the Simpson Corner Townhomes Addition to the Town of Jackson (the “SCTA Plat”) to create a general plan of development, ownership, use and maintenance of the Simpson Corner Townhomes Addition to the Town of Jackson, Wyoming.
2. Binding Effect. The Property shall be owned, conveyed and used subject to all of the provisions of this Declaration and the SCTA Plat and any restatements, amendments, or supplements thereto, which shall run with the title to such Property. This Declaration shall be binding upon all persons having any right, title, or interest in any portion of the Property, their tenants, guests, invitees, heirs, successors, successors in-title, and assigns, and shall inure to the benefit of each Owner, tenant, mortgagee, or occupant thereof. Any violation of this Declaration by a tenant, occupant, guest, or invitee of an Owner shall be deemed a violation by the relevant Owner. This Declaration shall be enforceable in perpetuity by the Simpson Corner Townhomes Owners Association, any Owner, and, during any period in which the Declarant owns any portion of the Property and for a period of five (5) years thereafter, the Declarant and its legal representatives, successors, and assigns.

Article II DEFINITIONS

The terms used in the Declaration shall generally be given their natural, commonly accepted definitions unless otherwise specified. Capitalized terms shall be defined as set forth below.

1. Property. That certain real property described as Lot 1 of Block 7 of the Second Cache Creek Addition to the Town of Jackson according to that plat recorded on October 14, 1913, as Plat No. 109.

2. Simpson Corner Townhomes Owners Association or Property Owners Association or Association. The Simpson Corner Townhomes Owners Association, a Wyoming non-profit corporation, its successors or assigns.
3. Board of Directors or Board. The Board of Directors of the Simpson Corner Townhomes Owners Association. The Board shall have four (4) members who shall be elected in accordance with the applicable provisions of the Bylaws. The Board shall have the powers enumerated in the Governing Documents.
4. Bylaws. The Bylaws of the Association, as amended and modified from time to time.
5. Common Area(s). Common Area (singular) means all real property owned by the Association and shown on the SCTA Plat as Lot 5. Common Areas (plural) means all real property owned by the Association and shown on the SCTA Plat as Lot 5 and all real property owned by the Association and shown on the SCTA Plat, or any other plat recorded against any portion of the Property, as limited common area, or "LCE" further defined in Article II Section 7 hereinbelow.
6. Governing Documents. A collective term, meaning this Declaration, the SCTA Plat, Articles of Organization, and Bylaws of the Association, as they, or any of them, may be restated, amended or supplemented from time to time.
7. Limited Common Area. All real property (including the improvements thereto) owned by the Association and dedicated for the exclusive use of one specific Owner, Lot, or Unit as identified on the SCTA Plat. The SCTA Plat identifies the following Limited Common Areas: (i) four separate Limited Common Area parking spaces identified as LCE-P-1 through 4 that are each appurtenant to a separate Lot or Unit, (ii) four separate Limited Common Area lawn areas, and patios identified as LCE 1 through 4 that are each appurtenant to a separate Lot or Unit, (iii) two Limited Common Area storage units identified as LCE-ST-1 and LCE-ST-2 that are respectively appurtenant to Lot 1 and Lot 2. Each of the Limited Common Areas are labeled on the SCTA Plat with a number to show the Lot to which it is appurtenant. For example, "LCE-P-1" is appurtenant to Lot 1.
8. Lot. The four (4) Lots shown on the SCTA Plat as Lot 1, Lot 2, Lot 3 and Lot 4. (Lot 5 is referred to herein as Common Area.)
9. Member. A member of the Association.
10. Owner. The record owner, whether one or more persons or entities, of a fee simple title to any Lot or Unit which is a part of or situated upon the Property, but excluding those having such interest merely as security for the performance of an obligation.
11. SCTA Plat. That officially approved Plat of the Simpson Corner Townhomes Addition to the Town of Jackson to be filed with the Office of the Clerk of Teton County, Wyoming contemporaneously with this Declaration.

12. Shared Parking Covenant. That covenant between Declarant and the owner of the Lot adjacent to the Property (known as 20 E. Simpson or Lot 2) providing for shared parking recorded in the land records of Teton County on _____ in _____..
13. Unit. Any separately owned single-family residence located on the Property, including a townhome or a condominium. "Units" means more than one separately owned single-family residence on the Property. "Unit" or "Units" does not include any "associated residential unit" ("ARU") physically attached to another Unit as generally defined by the Teton County Land Development Regulations.

Article III PROPERTY RIGHTS

1. Owners' Easements of Enjoyment. Every Owner shall have a right and appurtenant easement of enjoyment in and to the Limited Common Area associated with his or her Lot, as depicted on the SCTA Plat, which shall be appurtenant to and shall pass with the title to every Lot, subject to:
- (a) The right of the Association to dedicate or transfer all or any part of the Limited Common Area to any public agency, authority, or utility for such purposes and subject to such conditions as may be agreed to by the Association with the consent of Declarant during any period in which the Declarant owns any portion of the Property;
 - (b) Non-exclusive easements across the Limited Common Area in favor of the Association, Owners, and, during any period in which the Declarant owns any portion of the Property and for a period of five (5) years thereafter, the Declarant, and respective agents, contractors, or utility service providers, to the extent reasonably necessary for the purpose of:
 - i. Installing utilities and other infrastructure, including without limitation, cable and other systems for sending and receiving data and/or other electronic signals; security and similar systems; and drainage or stormwater systems to serve the Property;
 - ii. Inspecting, maintaining, repairing and replacing such utilities and infrastructure to serve the Property;
 - iii. Access to read utility meters;
 - iv. Maintenance of the Limited Common Areas and the exteriors of the Lots in accordance with this Declaration; and
 - v. Access for pedestrian access and egress across Limited Common Area side lawns and parking spaces to make reasonable use of the parking spaces appurtenant to a Unit.

- (c) Easements for natural drainage of stormwater runoff from other portions of the Property; provided, no person shall alter the natural drainage on any portion of the Property to increase materially the drainage of stormwater onto adjacent portions of the Property without the consent of the Owner(s) affected thereby.
 - (d) The Bylaws, which shall not contain provisions in contradiction of the foregoing subparagraphs (a) through (c).
- 2. Delegation of Use. Any Owner may delegate his or her right of enjoyment to the applicable Lot or Unit and appurtenant Limited Common Areas to family members, guests, invitees or contract purchasers. Except as may be otherwise provided in this Declaration or as expressly permitted by the Board, an Owner of an ARU (associated rental unit) or restricted workforce housing unit shall not permit a tenant of such unit to use any Common Areas except as may be necessary for ingress or egress to such unit, and all leases of such unit shall expressly reference this restriction.
- 3. Taxes and Assessments. All taxes, assessments, and other charges of the State of Wyoming or of any political subdivision or of any special improvement district or of any other taxing or assessing authority shall be assessed against and collected on each Lot separately, not on the Property as a whole, and each Lot or Unit shall be carried on the tax records as a separate and distinct parcel. In furtherance of the foregoing, each Owner shall execute such instruments and take such actions as may reasonably be specified by the Association to obtain separate real property tax assessments of the interest of each Owner in each Lot or Unit and the appurtenant Limited Common Areas. Each Owner shall pay the taxes or assessments specifically assessed against his or her Lot or Unit, or interest therein, as well as his or her interest in the Common Areas, which shall be allocated on an equal basis per Lot or Unit. The lien for taxes assessed to any Lot or Unit shall be confined to that Lot or Unit. No forfeiture or sale of any Lot for delinquent taxes, assessments, or other governmental charges shall divest or in any way affect the title to any other Lot or Unit.

Article IV USE AND CONDUCT

- 1. Framework for Regulation. The Governing Documents establish, as part of the general plan of development and use for the Property, a framework of affirmative and negative covenants, easements, and restrictions which govern the Property. However, within this framework, the Association should have the ability, as needed, to respond to unforeseen problems and changes in circumstances, conditions, needs, desires, trends and technology that may affect the Property, Owners, and residents. Toward that end, this Article establishes procedures for adopting, modifying and expanding Rules and Regulations.
- 2. Rules & Regulations.
 - (a) The Board, in its discretion, may prepare and adopt Rules and Regulations that apply to the Property, Lot, and Unit Owners (and their family members, occupants, tenants,

guests and invitees). Subject to the terms of this Article and the Board's duty to exercise business judgment and reasonableness on behalf of the Association and its Members, the Board may modify, cancel, limit, create exceptions to, or expand the Rules and Regulations from time to time. The Board shall send notice by mail to all Owners concerning any such proposed action at least thirty (30) days prior to the Board meeting at which time such action is to be considered. Members shall have a reasonable opportunity to be heard at a Board meeting prior to such action being taken. Such action shall become effective after compliance with Section 4.2(c) below, unless disapproved at a meeting of the Members by more than fifty percent (50%) of the total votes entitled to vote on the matter, and subject to the foregoing provisions. Notwithstanding anything to the contrary herein, the Board shall not adopt any Rules and/or Regulations that adversely affect the Declarant, without Declarant's prior written consent.

(b) The Members, at an Association meeting duly called for such purpose, may adopt rules or regulations which modify, cancel, limit, create exceptions to, or expand the Rules and Regulations by a vote of more than fifty percent (50%) of the total votes entitled to vote on the matter pursuant to this Declaration and the Bylaws of the Association. Notwithstanding anything to the contrary herein, the Members shall not adopt any rules or regulations that adversely affect the Declarant, without Declarant's prior written consent.

(c) At least thirty (30) days prior to the effective date of any action taken under subsections (a) or (b) of this Section, the Board shall send a copy of the new rule or explanation of any changes to the Rules and Regulations to each Owner specifying the effective date. The Association shall provide, at no additional charge, a copy of the Rules and Regulations then in effect to any requesting Member or Mortgagee.

3. Owners' Acknowledgement and Notice to Purchasers. All Owners are hereby given notice that use of their Lot or Unit and the Limited Common Areas are limited by the Governing Documents and the Rules and Regulations as they may be adopted, amended, expanded, and otherwise modified hereunder. Each Owner, by acceptance of a deed for their Lot or Unit, acknowledges and agrees that the use, enjoyment, and marketability of his or her Lot or Unit can be affected by the Governing Documents and the Rules and Regulations and that the Governing Documents and the Rules and Regulations may be amended in accordance with their terms.
4. Limitation to Residential Use. Lots, Units, and Limited Common Areas shall be used for residential purposes only. No commercial use shall be made of any Lot or Unit and no building or structure shall be intended for or adapted to commercial use; provided, however, that these prohibitions shall not preclude "home occupations" as currently defined in Town of Jackson Land Development Regulation Section 6.1.1 1.D (or any successor, similar ordinance), or any professional, home occupations or cultural activities in the home, such as painting, sculpturing, writing, music, art and craft work, and similar cultural activities, even if such activities may bring remuneration to the person or persons participating therein; provided that any such professional or cultural use is permitted by all necessary governmental authorities, and does not create a nuisance to Owners or occupants of other Lots or Units. Professional or cultural uses that require any additional parking or

that involve customers or clients coming to the Property shall not be permitted unless approved in advance by the Board and shall be subject to whatever additional regulations established by the Board regarding such use to minimize the impact upon Owners.

5. Restriction on Rentals. Any lease or rental of a Unit to an occupant who is not an immediate family member of the Owner of the Unit shall not be for a period of less than thirty (30) consecutive days (for any Unit owned as tenants in common or by a limited liability company or any other form of corporate entity, "immediate family member" shall mean the immediate relatives of up to two (2) such tenants in common, current corporate owners or members of such an entity). In the interest of assuring consistent and high-quality maintenance and operation of the Units, any companies providing property management or permitted leasing services to the Units, and any programs by which such services or activities are to be provided or undertaken with respect to the Units, shall be subject to prior approval by the Board, provided, however, that such approval shall not result in retention of property management companies charging fees in excess of normal and customary rates for similarly situated properties in the local market. The enforcement of the rental use restrictions included herein may be made directly by the Association through its Board, and may include the immediate termination and suspension of any occupancy of a Unit by unauthorized occupants. The Association may alternatively require, at its sole discretion, that the Owner of the subject Unit being so leased shall, at its own expense and action, immediately terminate and suspend any such unauthorized occupancy. The Association may assess a penalty of \$1000.00 per violation of rental use restrictions. On the third violation, in addition to the foregoing penalties, the Association shall have the right, in its sole discretion, to terminate the right of a Unit Owner to further lease or rental of its Unit. In addition to the foregoing, the Association and the Declarant shall have the authority and standing to pursue all legal and equitable remedies available to enforce the provisions of this Section.
6. Restrictions Regarding Exteriors. No changes, modifications or improvements may be made to the exterior of any Unit without the approval of the Board. Absent Board approval, the following items are prohibited from being attached, stored or erected in any manner within the Common Area or Limited Common Areas without the prior approval of the Board: plastic flower/plant containers, umbrellas, sunshades, bicycles or any other recreational gear (including kayaks, ski equipment, playground equipment and similar items), trash containers, decorative flags, prayer flags, signs, lights, banners, placards, pictures, screens, outside clothing lines or other outside clothes drying or airing facilities, children's toys or equipment, or any similar items. Notwithstanding the foregoing, bicycles, recreational gear, equipment and toys may be stored within garages, designated common bike racks or common storage sheds, or within enclosed bins or closets. For each violation of this Section the Association may assess a penalty of \$200.00 per violation in addition to the other remedies set forth in the Governing Documents.
7. Domestic Animals. No pets shall be kept or maintained on the Property except as provided herein. Each Lot or Unit shall be entitled to maintain a reasonable number of household pets, including but not limited to one dog, one cat, fish, birds, rodents, and non-poisonous reptiles, so long as such pets are not kept for any commercial purpose, are not kept in unreasonable numbers, do not cause an unreasonable amount of noise or odor, and do not

otherwise become a nuisance to other Owners or occupants. All Owners or occupants with household pets shall keep the animals under control so they do not cause a nuisance to others and do not harass or endanger wildlife. All Owners or occupants with household pets shall clean up all waste or excrement from their pets within the Property and shall repair, at his or her own cost, any damage to the lawn, landscaping, decks, or any other part of the Property arising from the actions of their pets. The Board shall have the right and authority to determine in its sole discretion that pets are being kept for commercial purposes, or are otherwise a nuisance to other Owners or occupants, or that an Owner or occupant is otherwise in violation of this Section, and to take such action or actions as it deems reasonably necessary to remedy the violation. Without limiting the generality of the foregoing, the Association may require the owner or custodian of a dog that barks or howls excessively, or of a pet with other offensive habits, to confine such animal indoors. In the event that the Board shall determine that a pet has become a “nuisance pet,” a written notice of violation shall be delivered to the Owner or custodian of the nuisance pet, and if the nuisance pet is not removed from the Property within seventy-two (72) hours thereafter, the Board shall have the right to remove the nuisance pet, or cause the nuisance pet to be removed and kenneled, at the sole expense of the Owner of the Lot or Unit on which the nuisance pet is boarded and to enter upon an Owner’s Lot or Unit for such purpose, all without liability on the part of the Board. Any costs associated with responding to complaints of a nuisance pet may be levied against an Owner or occupant as a specific assessment, and the Board shall have the right to assess a penalty of up to \$50 per day against any Owner of a Lot or Unit where a nuisance pet is kept until the nuisance is abated in the discretion and sole determination of the Board.

8. Wildlife. The feeding of wildlife is prohibited. Notwithstanding the foregoing, Owners or occupants may maintain bird feeders within their respective Lots or Units and Limited Common Areas.
9. Trees and other Landscaping. The Association shall be responsible for the reasonable care and maintenance of the lawn, trees and other landscaping on the Common Area and Limited Common Areas, and the cost of such landscaping care shall be part of the common assessment. The planting of flowers or additional vegetation by an Owner on the Common Area shall (a) be approved by the Board prior to any such planting, (b) be generally consistent with the other vegetation on the Common Area, and (c) be installed and maintained at such Owner’s cost. The planting of flowers or additional vegetation by an Owner on that Owner’s an appurtenant Limited Common Area shall be generally consistent with other vegetation in the Common Area and shall be installed and maintained at such Owner’s cost.
10. Fireworks. No discharge of firecrackers and other fireworks shall be permitted on any portion of the Property; provided, however, the Board shall have no obligation to take action to prevent or stop such discharge.
11. Nuisance. No noxious or offensive activity shall be carried on upon the Property or any part thereof, nor shall anything be done or placed thereon which may be or become a

nuisance, or cause unreasonable embarrassment, disturbance, or annoyance to other Owners in the enjoyment of their Lots or Units.

12. Garbage. All garbage, trash, and recycling items shall be placed and kept in covered containers and be put out for routine collection and in accordance with the rules and regulations that may be promulgated from time to time by the Board. The maintenance of accumulated waste plant materials is allowed in a composting container in accordance with the rules and regulations that may be promulgated from time to time by the Board.
13. No Outdoor Storage. No equipment or personal property shall be stored on the Common Area except as may permitted by such written rules and regulations established by the Board and as specified under Article IV Section 6.
14. Fences. No Owner may erect a fence on any portion of the Common Area or Limited Common Areas without the prior approval of the Board. If approved by the Board, fencing must also comply with any applicable rules and regulations of the Association and the Land Development Regulations of the Town of Jackson.
15. No Subdivision or Partition. No Lot may be further subdivided. The Common Area may not be partitioned, and each member waives any right of partition as to the Common Area.
16. Leases. All leases affecting any portion of the Property shall require the Lessee to comply with all terms of this Declaration, the Shared Parking Covenant, and any written rules and regulations related thereto, and such other written rules and regulations that may be promulgated by the Board from time to time.
17. Use of Common Area. Use of the Common Area shall be limited to (i) the Declarant and their heirs and household guests, and (ii) Owners of a Lot and their invited household guests. Such use shall comply with such rules and regulations that may be promulgated by the Board from time to time. Social activities on or near the common area after 10 p.m. are prohibited without advance permission from the Board.

Article V

MAINTENANCE AND LANDSCAPING

1. General. No structure shall be placed, erected, or installed upon any Lot or Limited Common Area, including the expansion of decks, until the plans and specifications showing the nature, kind, shape, height, materials, color and location of the same have been submitted to and approved in writing as to harmony of external design, color, and location in relation to surrounding structures and topography by the Board. In the event the Board fails to approve or disapprove such design and location within thirty (30) days after said plan and specifications have been submitted to it, approval will not be required, and this Section shall be deemed to have been fully complied with. This provision shall be in addition to any building codes or land use development regulations of the Town of Jackson. Any Owner may remodel, paint, or redecorate the interior of structures on his or her Lot

or Unit without approval from the Board. However, modifications (including new or changed exterior painting or siding) to the exterior of improvements on a Lot, Unit, or the Limited Common Areas shall be subject to prior Board approval. No approval shall be required to rebuild a damaged structure substantially in accordance with originally approved plans and specifications or original construction.

2. Lot and Common Area Maintenance. The Association shall be responsible for maintenance and repair of exterior elements constructed on the Property including, but not limited to routine painting and staining; repair, replacement and care of shingles, gutters, downspouts, fences, gates and exterior building surfaces (with the exception of windows/glass surfaces), and the cost of such maintenance, repair and replacement shall be part of the common assessment. The Association shall be responsible for the maintenance and repair of the Common Area and Limited Common Areas, including providing routine irrigation, landscaping, and snow removal services, and the cost of such maintenance, repair and replacement shall be part of the common assessments. In the event the Board determines that the need for any specific maintenance, repair or replacement is caused through the willful or negligent act of an Owner, or the family, guests, tenants or invitees, or pets of an Owner, the cost of such maintenance or repair shall be assessed to the Lot or Unit of that Owner. Notwithstanding anything herein contained to the contrary, each Lot and Unit Owner shall have the responsibility to keep in a clean, safe, and sanitary condition, at such Owner's sole expense, their appurtenant Limited Common Area. Each Owner shall be responsible for the maintenance and repair of his or her Lot or Unit's foundation, windows/glass surfaces, structural bearing members, and all interior aspects of improvements located on the Owner's Lot or Unit. If an Owner fails to perform the required maintenance on his or her Lot or Unit or appurtenant Limited Common Areas as required under this Section (with the exception of interior aspects of improvements located on the Lot or Unit), the Board may, at its election, provide the maintenance to a Lot, Unit, or appurtenant Limited Common Areas and assess a specific assessment against the Owner of such Lot or Unit for repayment of all costs associated therewith, including reasonable administrative fees.
3. Common Utilities, Facilities and Services. In the event that one or more Lots and/o Units utilize a common utility service, common utility infrastructure or other types of facilities or services at the Property that are utilized in common, including but not limited to, sewer or water lines, electrical lines, or power boxes, such common utilities, facilities and services shall be maintained, repaired and replaced, as needed, by the Association, and all costs associated therewith shall be paid on a pro rata basis by the Owners of all Lots and Units utilizing such common utilities, facilities and services. In the event that the need for maintenance, repair or replacement of a common utility, facility or service is caused through the willful or negligent act of an Owner, or the family, guests, tenants, invitees, or pets of an Owner, the cost of such maintenance or repair shall be assessed to the Lot or Unit of said relevant Owner. Notwithstanding anything herein contained to the contrary, each Lot and Unit Owner shall have the responsibility to maintain, repair, replace and keep in a clean, safe and sanitary condition, at such Owner's expense, all portions of the

Owner's Lot or Unit and utilities and facilities specifically serving the Owner's Lot or Unit.

Article VI
THE ASSOCIATION AND ITS MEMBERS; BOARD

1. Function of Association. To the extent not otherwise delegated to the Owners in the Governing Documents, the Association, through its Board, shall be responsible for the administration, management, maintenance, operation, and control of the Property and shall also be responsible for enforcement of the Governing Documents, which may also be enforced by the Owners and during any period in which the Declarant owns any portion of the Property and for a period of five years thereafter, the Declarant. The Association, through its Board, shall also be responsible for performing all duties and obligations of the Association as set forth in the Governing Documents. The Association shall perform its functions in accordance with the Governing Documents and the laws of the State of Wyoming. In furtherance of its functions, the Association is authorized to enter into and terminate, in the Board's discretion, contracts or agreements with service providers, to provide services to the Property for the Owners of the Association and their occupants, guests, and invitees. By way of example, some services which may be contracted for include legal, accounting, snow removal, trash and recycling removal, landscape maintenance, and similar services. The Association may exercise any right or privilege given to it expressly by the Governing Documents, and every other right or privilege reasonably to be implied therefrom or reasonably necessary to effectuate any such right or privilege, including establishing rules and regulations that are consistent with the Governing Documents.
2. Membership. Every Owner of a Lot or Unit shall be a Member of the Association. Membership in the Association is appurtenant to the ownership of a Lot or Unit and may not be severed from the ownership of a Lot or Unit. Membership in the Association is mandatory, and no Owner of a Lot or Unit may withdraw from membership as a Member in the Association. There shall be only one membership per Lot and/or Unit. If a Lot or Unit is owned by more than one person, all co-Owners shall share the privileges of such membership, subject to the restrictions on voting set forth in the Governing Documents, and all such co-Owners shall be jointly and severally obligated to perform the responsibilities of Owners. The membership rights of an Owner which is not a natural person may be exercised by any officer, director, partner, member, manager, or trustee, or by the individual designated from time to time by the Owner in a written instrument provided to the Board.
3. Voting of Members and Board. The Association shall have one class of membership. Members shall have one equal vote for each Lot or Unit in which they hold the interest required for membership. The vote for each Lot or Unit owned by a Member shall be exercised by the Owner of the Lot or Unit. In any situation where there is more than one Owner of such Lot or Unit, the vote for such Lot or Unit shall be exercised as the co-Owners determine among themselves and advise the Board in writing prior to the vote

being taken. Absent such advice, the vote appurtenant to such Lot or Unit shall be suspended if more than one person seeks to exercise it. Voting rights as to each Lot shall vest upon the recordation of the plat establishing the Lots or Units. All votes, consents, or determinations to be made by the Board or by the Members of the Association shall be approved by a majority of those qualified to vote. Any action requiring a vote by the Board or the Members shall fail unless it is approved by a majority of those entitled to vote, unless a different approval requirement is set forth in this Declaration, the Bylaws, or the Wyoming Nonprofit Corporation Act or its successor.

4. Restricted Voting in the Event of a Default. In the event that an Owner is in breach or default of the provisions of this Declaration, then the Board shall have the authority in its discretion to suspend such Owner's and Board member's voting rights until the Board determines the Owner's default is cured. Such Owner or Board member shall, during the period of such uncured breach or default, not be counted for the purposes of determining a quorum or for the purposes of whether a necessary amount of votes have been obtained. Notwithstanding the foregoing, an Owner's right to vote concerning any amendment of the Governing Documents shall not be suspended based upon the Owner's default under this Declaration.

Article VII

COVENANT FOR MAINTENANCE ASSESSMENTS

1. Personal Obligation of Assessments. The Declarant, for each Lot owned, and each Owner of any Lot or Unit by acceptance of a deed therefore, is deemed to covenant and agree to pay the Association the following assessments:
 - (a) annual assessments;
 - (b) special assessments for amounts incurred or required to be expended by the Association for which annual assessments are insufficient;
 - (c) specific assessments to a specific Owner for any costs or damages caused by a specific Owner or such Owner's tenants, guests, invitees, or pets, or due to a breach or default of this Declaration by such persons; and
 - (d) all monetary fines assessed by the Board.
2. Creation of Lien. Until paid in full, the annual, special, and specific assessments and fines, together with interest, costs, and reasonable attorney's fees, shall constitute a present and continuing lien upon the Lots and Units against which such assessments are made without the need to file a notice of lien in any public record. Each such assessment, together with interest, costs and reasonable attorney's fees, shall also be the personal obligation of the Owner at the time when the assessment fell due.

3. Purpose of Assessments. The assessments levied by the Association shall be used exclusively to promote the health, safety, and welfare of the Owners and occupants of the Property for the improvement, maintenance, repair and replacement of the Common Area and Limited Common Areas, common utilities, common services, and the exterior elements of the improvements on the Property and may also be used to obtain and maintain casualty and liability insurance on Common Areas and Limited Common Areas or in relation to the Association's officers, directors, and employees.
4. Annual Assessment. The amount of the annual assessments shall be determined by the Board and shall be based upon advance estimates of cash requirements of the Association to provide for the payment of all costs and expenses arising out of or connected with the following: (a) the administration and management of the Property, (b) taxes and assessments on Common Area or Limited Common Areas from governmental or quasi-governmental entities or agencies, (c) premiums for all insurance which the Association is required or permitted to maintain hereunder, (d) legal, audit and accounting fees, (e) the routine maintenance, repair, and replacement of the Common Area, Limited Common Area, common utilities, fences and gates, and the exterior elements of improvements on the Lots, (f) amounts necessary to eliminate any deficit remaining from a previous period, (g) the creation of a reasonable reserve fund for periodic preventative maintenance, repair, and replacements and/or for future capital improvements or expenditures, and (h) any other operating, administrative and management costs, expenses and liabilities which may be incurred by the Association for the benefit of all the Owners or by reason of this Declaration. The Board shall fix the amount of the annual assessment against each Lot or Unit at least thirty (30) days in advance of each annual assessment period. Written notice of the annual assessment, as well as the estimated budget it was based on, shall be sent to every Owner. The due dates shall be established by the Board but in no event be due less than thirty (30) days after notice of the assessment is sent to the Owners. Failure of the Association to give written notice of the assessment shall not affect the liability of the Owner of any Lot or Unit for such assessment, but the date when payment shall be due in such case shall be deferred to a date thirty (30) days after such notice is sent to the Owners.
5. Uniform Rate of Assessment. Both annual and special assessments must be fixed at a uniform rate for all Lots, divided equally among all Lots and may be collected on a bi-annual or monthly basis.
6. Assessment Estoppel. The Association shall, upon demand, and for a reasonable charge, furnish a certificate signed by an officer of the Association, setting forth whether assessments on a specified Lot or Unit have been paid. Such certificates shall be binding on the Association.
7. Effect of Nonpayment of Assessments. Remedies of the Association. Upon default in the payment of any one or more installments of an annual, special, or specific assessment, the entire balance of said assessment may be accelerated at the option of the Board and be declared due and payable in full, immediately. Any assessment or fine not paid within

thirty (30) days after the due date (including the entire annual assessment if payment is accelerated as provided for herein) shall bear interest from the due date at the rate of ten percent (10%) per annum. In the event of a default in the payment of an assessment, the Association may bring an action at law against the Owner personally obligated to pay the same or foreclose the lien against the Lot or Unit. No Owner may waive or otherwise escape liability for the assessments provided for herein by non-use of the Common Area or Limited Common Area or abandonment of his or her Lot or Unit.

8. Subordination of the Lien to Mortgages. The lien of the assessment and fines provided for herein shall be subordinate to the lien of any first mortgage. Sale or transfer of any Lot or Unit shall not affect an assessment lien. However, the sale or transfer of any Lot or Unit pursuant to foreclosure of a first mortgage or any proceeding in lieu thereof shall extinguish the lien of such assessments as to payments which became due prior to such sale or transfer. No sale or transfer shall relieve such Lot or Unit from liability for any assessments thereafter becoming due.

Article VIII

AMENDMENT OF DECLARATION

1. By Declarant. In addition to specific amendment rights granted elsewhere in this Declaration, until one year after Declarant has conveyed all Lots and Units to third parties, Declarant may unilaterally (a) submit additional property to the terms of this Declaration, and/or (b) amend or repeal this Declaration for any purpose. Further, Declarant may unilaterally amend this Declaration if such amendment is necessary to (i) bring any provision into compliance with any applicable governmental statute, rule, regulation, or judicial determination; (ii) enable any reputable title insurance company to issue title insurance coverage on a Lot; (iii) enable any institutional or Federal National Mortgage Association or Federal Home Loan Mortgage Corporation, to make, purchase, insure or guarantee mortgage loans on a Lot; (iv) to satisfy the requirements of any local, state or federal governmental agency; or (v) for the orderly development of the Property. No amendment adopted by the Declarant pursuant to this section may materially reduce an Owner's rights to enjoy a Lot or Unit or impose a materially adverse monetary or performance obligation or adversely affect any of the rights of Mortgagees.
2. By Members. Except as otherwise specifically provided above and elsewhere in this Declaration, this Declaration may be amended only by (i) the unanimous vote or written consent, or any combination thereof, of the Owners of Lots, and (ii) the vote or written consent, or any combination thereof, of at least fifty percent (50%) of Owners of Units who do not own Lots. .
3. Validity and Effective Date. No amendment may remove, revoke, or modify any right or privilege of the Declarant without the written consent of the Declarant. If an Owner consents to any amendment to this Declaration or the Bylaws, it will be conclusively presumed that such Owner has the authority to consent, and no contrary provision in any

Mortgage or contract between the Owner and a third party will affect the validity of such amendment. Any amendment of this Declaration shall become effective upon recording in the public records either an amendment executed by the Declarant, as permitted by Section VIII.I, or the required number of Owners or a certificate executed by an officer of the Association stating that the required number of Owners approved the amendment and stating the contents of the amendment. In no event shall a change of conditions or circumstances operate to amend any provisions of this Declaration.

Article IX

MORTGAGEE, PROTECTIVE PROVISIONS; INSURANCE; CONDEMNATION

1. Mortgagee. The term "Mortgagee" shall mean the holder of a mortgage on any Lot or Unit and shall include a beneficiary under a deed of trust, as well as any insurer, re-insurer, or guarantor of the mortgage, such as but not limited to FHA, VA, FNMA, WCDA, or FHLMC.
2. Relief from Lien. A Mortgagee who comes into possession of a Lot or Unit pursuant to the remedies provided in the first mortgage, shall take the Lot or Unit free of any claims for unpaid assessments or charges against the Lot or Unit which occurred prior to the time such Mortgagee comes into possession of the Lot or Unit and the sale or transfer of a Lot or Unit pursuant to a foreclosure of a first mortgage shall extinguish a subordinate lien for Association assessments and charges which became payable prior to such sale or transfer.
3. Insurance Coverage. The following provisions shall apply regarding insurance requirements:
 - (a) Policy Coverage. The Board shall secure and maintain in effect a policy of fire and extended coverage insurance in an amount equal to the full replacement value (i.e. 100% of the current "replacement cost" exclusive of items normally excluded from coverage) of the Common Area and Limited Common Area improvements situated in the Property. The Board shall also secure and maintain in effect a policy of liability coverage for personal injury, damages, or death in an amount customary in Teton County, Wyoming.
 - (b) Owner-required Coverages. Each Owner shall have the sole responsibility to maintain casualty insurance in relation to the Owner's Lot or Unit, and the exterior, interior and contents of such Lot or Unit. Each Owner shall maintain casualty insurance for the full replacement value of such Owner's Lot or Unit and shall, if required by the Board, maintain commercially reasonable liability coverage. Upon approval of the Board, the Association may assume one or more Owner's responsibility to maintain casualty insurance for the full replacement value of one or more Lots or Units and to maintain commercially reasonable liability coverage and in such case(s) such Owner(s) will be relieved of the responsibility of maintaining insurance under this Section and the

Association shall include the costs of such insurance in the assessments made against Lots or Units insured by the Association.

- (c) Mortgagee's Ability to Place Coverage. All first Mortgagees may, jointly or singly, pay any overdue premiums on the aforesaid casualty insurance policies, or secure new insurance coverage on the lapse of a policy.
 - (d) Priority Rights and Insurance Proceeds or Condemnation Awards. All insurance policies shall provide that no Owner or any other party shall have priority over the rights of the first Mortgagees in the case of distribution of insurance proceeds or condemnation awards for loss to or the taking of the Common Area or Limited Common Area or the Association's improvements located thereon.
4. Condemnation. In the event that any portion of a Limited Common Area shall be subject to eminent domain or a conveyance in lieu of condemnation, the Owner whose Lot was affected or who holds the right to the appurtenant Limited Common Area shall have the right to all condemnation proceeds, subject to any payment requirements to a Mortgagee, and subject to any award for common utilities or facilities, which shall be granted to the Association for reconstruction or repair of such common utilities or facilities.

Article X RIGHT OF REFUSAL

Every contract for the sale of a Lot or Unit shall include and describe the following ongoing right of first refusal in the following fashion:

All capitalized terms herein shall have the meaning ascribed to them in the Declaration, as amended from time to time.

(a) William P. Schwartz, Cheryl Ranck Schwartz, Leah C. Schwartz, William R. Schwartz, and Margaret A.R. Schwartz (collectively the "Schwartz Family") shall each have a right of first refusal on the sale of any Lot(s) or Unit(s) on the terms and conditions set forth below. This Section shall not restrict the Owner's right to enter into a binding contract for the sale of a Lot or Unit, provided that the contract is made subject to right of first refusal.

(b) If any Owner receives an offer to purchase his/her/their Lot(s) or Unit(s) which is acceptable to the Owner, such Owner shall promptly submit the terms of the offer in writing to the Association and at least one member of the Schwarz Family. The Schwartz Family shall have a period of thirty (30) days from and after the receipt of such terms in which to exercise its right of first refusal as to the Lot(s) or Unit(s) on the same terms and conditions as the third-party offer (except that the date of settlement shall be as set forth below), by giving the Owner written notice of such exercise. If each member of the Schwartz Family fails or declines

to exercise the right of first refusal, upon request, each living member of the Schwartz Family shall execute a release of the right to repurchase the Lot(s) or Unit(s).

(c) The release shall only apply to the offer submitted to the Schwartz Family and shall not extinguish the Schwartz Family's right of first refusal as to any future conveyances of Lot(s) or Unit(s) by the current or any future Owner. If the Schwartz Family, or any of them, elects to purchase the Lot(s) or Unit(s), the transaction shall be consummated within sixty (60) days following delivery of written notice of exercise of the right of first refusal to the Owner.

(d) The Schwartz Family's rights under this Section shall terminate twenty-one (21) calendar years after the last survivor of the now living descendants of Brigham Young in existence as of the date of the Declaration. The parties hereto agree that the lives selected under this Section to govern the time of vesting are neither so numerous nor so situated that evidence of their deaths would be likely to be unreasonably difficult to obtain.

Article XI GENERAL PROVISIONS

1. Enforcement. The Association, or any Owner, or, during any period in which the Declarant owns any portion of the Property and for a period of five years thereafter, the Declarant, shall have the right to enforce, by any proceeding at law or in equity, all restrictions, conditions, covenants, reservations, liens and charges now or hereafter imposed by the provisions of the Governing Documents. Enforcement may include but shall not be limited to seeking relief by injunction or specific performance. In connection with any action for enforcement, the prevailing party shall be entitled to recover its costs and expenses (including reasonable attorney's fees) incurred in bringing such action.
2. Indemnification. The Declarant, the Board, and their officers, employees, and agents shall not be liable to any party for any action or inaction taken by them with respect to any provision of the Governing Documents, provided such individual acted in good faith. All such individuals shall be indemnified and held harmless by the Association from liability, damages, and expense, including reasonable attorney's fees, for any decision or action or inaction they may have taken while acting within the scope and course of their duties.
3. Declarant as Beneficiary. Notwithstanding anything to the contrary contained in this Declaration, the Declarant shall be deemed a third-party beneficiary of this Declaration and shall have the right and standing to enforce the terms of this Declaration as provided herein.
4. No Waiver. The failure of the Board or the Declarant or any Owner or their agents to

insist, in one or more instances, upon the strict performance of any of the covenant, condition, or restrictions of this Declaration, or to exercise any right or option herein contained, or to serve any notice or to institute any action, shall not be construed as a waiver or a relinquishment, for the future, of such term, covenant, condition or restriction, but such term, covenant, condition or restriction shall remain in full force and effect. The receipt and acceptance by the Board or its agent of the payment of any assessment from an Owner, with knowledge of the breach of any covenant hereof, shall not be deemed a waiver of such breach, and no waiver by the Board of any provision hereof shall be deemed to have been made unless expressed in writing and duly signed by or on behalf of the Board.

5. Owner's Obligations Continue. The Owner of a Lot or Unit shall have no obligation for expenses or other obligations accruing after he/she sells his/her entire interest in such Lot or Unit with the exception for interest that may accrue on an overdue assessment or fine which was the personal obligation of such Owner.
6. Number and Gender. Whenever used herein, unless the context shall otherwise provide, the singular number shall include the plural, the plural the singular, and the use of any gender shall include all genders.
7. Severability. If any of the provisions of this Declaration or any clause, paragraph, sentence, phrase, or word or the application thereof in any circumstances be invalidated, such invalidity shall not affect the validity of the remainder of the Declaration, and the application of any such provision, paragraph, sentence, clause, phrase, or word in any other circumstance shall not be affected thereby.
8. Construction by Declarant. Nothing in this Declaration, or any action taken by the Association, shall limit the right of Declarant to complete construction of improvements to the Property owned by Declarant or to alter the foregoing, or to construct such additional improvements as Declarant deems advisable prior to completion and sale of all Lots and units. Such right shall include, but shall not be limited to, erecting, constructing, and maintaining on the Property such structures and displays as may be reasonably necessary for the conduct of its business of completing the work and disposing of the same by sale, lease, or otherwise. This Declaration shall not limit, nor shall any action of the Association limit, the right of Declarant at any time prior to the sale of all Lots and Units by Declarant to establish on the Property additional easements, reservations, and rights of way to itself, to utility companies, or to others as may from time to time be necessary to the proper development and disposal of the Lots and Units.
9. Mechanics Liens. No labor performed or services or materials furnished with the consent of or at the request of an Owner or his/her agent or her/his contractor or subcontractor shall be the basis for the filing of a lien against the Lot or Unit of any other Owner, or against any part thereof, or against any other property of any other Owner or the Association, unless such other Owner or Association, as applicable has expressly consented to or requested the performance of such labor or furnishing of such materials or services. Such

express consent shall be deemed to have been given by the Owner of any Lot or Unit in the case of emergency repairs thereto. Labor performed or services of materials furnished for the Property or any portion thereof, if duly authorized by the Association, shall be deemed to be performed or furnished with the express consent of each Owner of that portion of the Property.

10. Notification. Any notification required by this Declaration shall be deemed to have been given via hand-delivery or U.S. Mail addressed to the following:

(a) William P. Schwartz and/or Chery Ranck Schwartz
P.O. Box 4145
Jackson, Wyoming 83001

(b) Leah C. Schwartz
P.O. Box 1883
Jackson, Wyoming 83001

(c) William Ranck Schwartz
P.O. Box 3890
Jackson Wyoming 83001

(d) Margaret Anne Ranck Schwartz
P.O. Box 3890
Jackson, Wyoming 83001

(e) Simpson Corner Townhome Association
P.O. Box 3890
Jackson, Wyoming 83001

WHEREFORE, Declarants have affixed their signatures below to this Declaration on this ____ day of _____ 2022.

William P. Schwartz

Cheryl Ranck Schwartz

ACKNOWLEDGEMENT

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

The foregoing DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR SIMPSON CORNER TOWNHOMES ADDITION TO THE TOWN OF JACKSON was acknowledged before me by William P. Schwartz and Cheryl Ranck Schwartz known to be the persons that executed the foregoing and acknowledged that they executed the foregoing this ____ day of _____, 2022.

Witness my hand and official seal.

Notary Public

My Commission Expires:



Wyoming Secretary of State
Herschler Bldg East, Ste.100 & 101
Cheyenne, WY 82002-0020
Ph. 307-777-7311

For Office Use Only

WY Secretary of State
FILED: Sep 15 2021 4:27PM
Original ID: 2021-001035954

Mutual Benefit Nonprofit Corporation

Articles of Incorporation

I. The name of the mutual benefit nonprofit corporation is:

Simpson Corner Townhomes Owners Association

II. The name and physical address of the registered agent of the mutual benefit nonprofit corporation is:

William Schwartz
20 E Simpson Ave
Jackson, WY 83001

III. The mailing address of the mutual benefit nonprofit corporation is:

PO Box 3890
Jackson
Jackson, Wyoming 83001

IV. The principal office address of the mutual benefit nonprofit corporation is:

20 East Simpson
PO Box 3890
Jackson, Wyoming USA 83001

V. This corporation will have members.

Provisions regarding the distribution of assets upon dissolution are:
Assets distributed equally to Members on dissolution

The type of business the nonprofit corporation will be conducting is:
Performing responsibilities set forth under covenants, conditions and restrictions recorded against property identified as Simpson Corner Townhomes Plat recorded in Teton County Wyoming.

VI. The name and address of each incorporator is as follows:

William Phillip Schwartz
PO Box 3890

Signature: *William Phillip Schwartz*

Date: 09/15/2021

Print Name: William Phillip Schwartz

Title: President

Email: williamschwartz@gmail.com

Daytime Phone #: (307) 690-3630

- ☒ I am the person whose signature appears on the filing; that I am authorized to file these documents on behalf of the business entity to which they pertain; and that the information I am submitting is true and correct to the best of my knowledge.
- ☒ I am filing in accordance with the provisions of the Wyoming Nonprofit Corporation Act, (W.S. 17-19-101 through 17-19-1807) and Registered Offices and Agents Act (W.S. 17-28-101 through 17-28-111).
- ☒ I understand that the information submitted electronically by me will be used to generate Articles of Incorporation that will be filed with the Wyoming Secretary of State.
- ☒ I intend and agree that the electronic submission of the information set forth herein constitutes my signature for this filing.
- ☒ I have conducted the appropriate name searches to ensure compliance with W.S. 17-16-401.
- ☒ I affirm, under penalty of perjury, that I have received actual, express permission from each of the following incorporators to add them to this business filing: William Phillip Schwartz
- ☒ I consent on behalf of the business entity to accept electronic service of process at the email address provided with Article IV, Principal Office Address, under the circumstances specified in W.S. 17-28-104(e).

Notice Regarding False Filings: Filing a false document could result in criminal penalty and prosecution pursuant to W.S. 6-5-308.

W.S. 6-5-308. Penalty for filing false document.

(a) A person commits a felony punishable by imprisonment for not more than two (2) years, a fine of not more than two thousand dollars (\$2,000.00), or both, if he files with the secretary of state and willfully or knowingly:

(i) Falsifies, conceals or covers up by any trick, scheme or device a material fact;

(ii) Makes any materially false, fictitious or fraudulent statement or representation; or

(iii) Makes or uses any false writing or document knowing the same to contain any materially false, fictitious or fraudulent statement or entry.

- ☒ I acknowledge having read W.S. 6-5-308.

Filer is: ☒ An Individual ☐ An Organization

Filer Information:

By submitting this form I agree and accept this electronic filing as legal submission of my Articles of Incorporation.

Signature: William Phillip Schwartz

Date: 09/15/2021

Print Name: William Phillip Schwartz

Title: President

Email: williamschwartz@gmail.com

Daytime Phone #: (307) 690-3630

Consent to Appointment by Registered Agent

William Schwartz, whose registered office is located at **20 E Simpson Ave, Jackson, WY 83001**, voluntarily consented to serve as the registered agent for **Simpson Corner Townhomes Owners Association** and has certified they are in compliance with the requirements of W.S. 17-28-101 through W.S. 17-28-111.

I have obtained a signed and dated statement by the registered agent in which they voluntarily consent to appointment for this entity.

Signature:	<u>William Phillip Schwartz</u>	Date: 09/15/2021
Print Name:	William Phillip Schwartz	
Title:	President	
Email:	williamschwartz@gmail.com	
Daytime Phone #:	(307) 690-3630	

STATE OF WYOMING
Office of the Secretary of State

I, EDWARD A. BUCHANAN, Secretary of State of the State of Wyoming, do hereby certify that the filing requirements for the issuance of this certificate have been fulfilled.

CERTIFICATE OF INCORPORATION

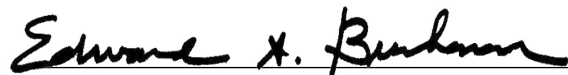
Simpson Corner Townhomes Owners Association

I have affixed hereto the Great Seal of the State of Wyoming and duly executed this official certificate at Cheyenne, Wyoming on this **15th** day of **September, 2021** at **4:27 PM**.

Remainder intentionally left blank.



Filed Date: 09/15/2021



Secretary of State

Filed Online By:
William Phillip Schwartz
on 09/15/2021

 Jackson Hole News & Guide
PROOF OF PUBLICATION

COUNTY OF TETON
THE STATE OF WYOMING

Kevin Olson

Being duly sworn, deposes and says that he is the Publisher of the JACKSON HOLE NEWS & GUIDE, weekly newspaper published in Jackson in said county and state, and that the annexed Notice was published in 2 consecutive issues of said newspaper and not in a supplement, the first publication thereof being on February 2, 2022

Kevin Olson

Subscribed in my presence and sworn to before me this

10th day of February, 2022.



Karen Bren
NOTARY PUBLIC

Fee for publication \$ 104.50 Charge to the following:

Account No: 18490 Name: On Sight Land Surveyors

Address: PO Box 12290 Jackson, WY 83002

NOTICE OF INTENT TO SUBDIVIDE

Notice is hereby given that in accordance with Chapter 18.5-306 Wyoming Statutes, 1977, as amended, that William P. Schwartz and Cheryl Ranck Schwartz as owners of Simpson Street, LLC intend to apply for a permit to subdivide property within the Town of Jackson. The proposed subdivision is a Condominium Subdivision of part of Lot 1 Block 7 of the Second Cache Creek Addition to the Town of Jackson located within the NW1/4 NW1/4 of Section 34, T41N, R116W 6th P.M. Teton County. This subdivision will create two (2) condominium units. The project is located in the Town of Jackson at 10 East Simpson Avenue.

Filing for said permit will occur at a regular meeting of the Jackson Town Council at the Jackson Town Hall. Please contact the Town of Jackson Planning Office at (307) 733-3932 for the scheduled meeting date and additional information.

Publish: 02/02, 02/09/22

Town of Jackson
Project Plan Review History
PLANNING

Project Number P21-246	Applied 9/16/2021	AL
Project Name Final Plat - Subdivision -10 E Simpson	Approved	
Type SUBDIVISION	Closed	
Subtype	Expired	
Status STAFF REVIEW	Status	
Applicant Schwartz, William	Owner	SCHWARTZ, WILLIAM P. & CHERYL

Site Address	City	State	Zip
10 E SIMPSON AVENUE	JACKSON	WY	83001

Subdivision	Parcel No	General Plan
CACHE CREEK 2ND	22411634214008	

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact Notes					
Building Kelly Sluder	APPROVED	9/16/2021	10/8/2021	9/17/2021	
Building Kelly Sluder	NO COMMENT	2/8/2022	3/1/2022	2/8/2022	
County Clerk Corina Dorman		2/8/2022	3/1/2022		
County Clerk Corina Dorman (10/28/2021 4:45 PM KP)	APPROVED	9/16/2021	10/8/2021	10/28/2021	We have reviewed the Plat for the Simpson Corner Townhomes Addition to the Town of Jackson and we didn't find any errors. The documents are recordable.
(Email received by Corrina Dorman 10/28/2021)					
Fire Kathy Clay	NO COMMENT	9/16/2021	10/8/2021	9/17/2021	
Fire Kathy Clay (2/13/2022 3:35 PM CLAY)	APPROVED W/CONDITI	2/8/2022	3/1/2022	2/13/2022	Fire department access must be provided. Fire sprinkling may be required dependant upon building use.
Joint Housing Dept Stacy Stoker		2/8/2022	3/1/2022		

Type of Review Contact Notes	Status	Dates			Remarks
		Sent	Due	Received	
Joint Housing Dept Stacy Stoker (10/29/2021 12:57 PM SAS)	APPROVED W/CONDITI	9/16/2021	10/8/2021	10/29/2021	See Notes
The two Workforce units will need to have Special Restrictions recorded at time of recording Final Plat. The Special Restrictions used shall be the approved Workforce Ownership or Workforce Rental Restrictions. Tenants or Owner Occupied households will need to qualify pursuant to the Special Restrictions and the Housing Department Rules and Regulations. The CCRs for the development shall not conflict with the Special Restrictions. The Housing Department will work with the owner to draft and record the Special Restrictions. The owner is responsible for payment of recording fees.					
Legal Lea Colasuonno (12/15/2021 10:19 AM LC)	NO COMMENT	9/16/2021	10/8/2021	10/25/2021	Lea Colasuonno
Lot 1 needs to be platted as a condominium.					
Legal Lea Colasuonno	NO COMMENT	2/8/2022	3/1/2022	3/1/2022	
Parks and Rec Steve Ashworth	NO COMMENT	9/16/2021	10/8/2021	9/17/2021	
Pathways Brian Schilling	NO COMMENT	9/16/2021	10/8/2021	10/13/2021	
Planning Paul Anthony		2/8/2022	3/1/2022		
Planning Kathryn Page	APPROVED W/CONDITI	9/16/2021	10/8/2021	10/29/2021	

Type of Review	Status	Dates				Remarks
		Sent	Due	Received		
Contact Notes Sheet 1, General - Sheet 1 should include Certificate of Mortgagee - Revise ownership description to be consistent across Plat and Parking Agreement. Owners William P. Schwartz and Cheryl Ranck Schwartz (plat) does not match Simpson Street LLC (Shared Parking Agreement). Simpson Street LLC does not appear to be owner of LOT 1, BLK. 7, CACHE 2 at time of this review. - Remove zoning notation (office residential (OR)) from plat.						
Sheet 1 Certificate of Owner Include reference to Parking agreement which will be recorded concurrently with Plat. Similar to the CC&Rs reference in Paragraph 3. Simpson Street LLC does not appear to be owner of LOT 1, BLK. 7, CACHE 2 at time of this review.						
Sheet 2 - It is recommend that Lot 1 be identified as a duplex lot because it is unclear that Lot 1 includes two units. This notation may be included in the Certificate of Owner (Sheet 1) or within the Lot 1 footprint map (Sheet 2). The proposed Lot 1 includes separate workforce units rather than a primary unit and an ARU. This differs from proposed lots 3 and 4. - GCE-Drive is noted in Cert. of Owner Paragraph 8 (sheet 1) but not clearly visible on plat map. Revise sheet 2 to show GCE-Drive. - Legend should reflect all hatching detail. - Hatching detail for LCE parking and access easement in rear of lot shows "LCE-P 1 /2" and "LCE P-1 & LCE P-2" yet ground/map view shows same area as serving LCE for all lots. Revise hatching detail notation to show LCE parking and access easement for Lots 1-4 - As shown currently -- residents of Lot 1 and Lot 2 may need to exit and circumnavigate property to access LCE-P-1 and LCE-P-2 (for instance, if Lots 3 and/or Lot 4 install fencing on their respecting LCE). While this may be inconvenient, it is acceptable by Planning Department. It is not required by the Planning Dept than Lot 1 and Lot 2 residents access their on-site parking by walking only onsite of the Property.						
Shared parking agreement - From Parking exhibit, it appears space 5 physically straddles 10 E. Simpson and 20 E. Simpson so that a portion of the space is on each lot. If this is the case, the exhibit must reference the dimensions of the space lying on each property. Additionally, the Shared parking agreement should address the "split" of the space i.e. a portion of space on each lot. - It is not recommended that parking spaces on 20 E. Simpson (LOT 2, BLK. 7, CACHE-2), apart from the portion of space number 5 that is physically on 10. E. Simpson, be shown on a plat revision and only the reference to the shared parking agreement included in the Certificate of Owners. This avoids the need for replating in the future if parking is configured on 20 E. Simpson. - See notes above for revising ownership across all documents so that ownership is consistent (Simpson street, LLC vs. Schwartz)						
Plat Review-Survey Other	APPROVED W/CONDITI	9/16/2021	10/8/2021	10/27/2021		see PDF comments
Plat Review-Survey Other		12/8/2021	12/14/2021	12/16/2021		see PDF comments
Plat Review-Survey Other	APPROVED W/CONDITI	2/8/2022	3/1/2022	3/1/2022		

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact Notes (3/1/2022 8:58 AM AL) PO Box 2870 // 180 South Willow St., Jackson, WY 83001 P 307 733 2999 // F 307 733 8333 February 28, 2022 Delivery via email Town of Jackson Planning & Building Department ATTN: Annette Langley, Planning Coordinator PO Box 1687 / 150 E Pearl Ave. Jackson, WY 83001 ALangley@jacksonwy.gov (307) 733-0440 x 1304 RE: P21-246-Resubmittal, Simpson Corner Townhomes Addition to the TOJ & Simpson Corner Condominiums Addition to the TOJ – Surveyor's Review Dear Annette, Initial reviews of the proposed subdivision of this property were provided on October 22 and December 15, 2021. The 'Townhome Plat' included for review in this resubmittal was also included and reviewed previously and I have no further comments. The new addition of a 'Condo Plat' addresses concerns about subdividing three-dimensional space from a previous review. My review comments for the 'Condo Plat' are minimal and are as follows: Sheet 1: • Since two owners will be signing the affidavit, "Certificate of Owner" could be changed to "Certificate of Owners" at the top of the second column. • A mix of "No." and "#" has been used to abbreviate "Number" in the Certificate of Owner. While not incorrect, consistency is preferred. Sheet 2: • The Project Benchmark text pointing to the NW corner of the project has placeholders in place of some digits. The full elevation and units should be added before recording. Sheet 3: • No comments. Sincerely, Mark Fellermann, PLS Survey Department Manager mark@y2consultants.com					
Plat Review-Title	APPROVED W/CONDITI	9/16/2021	10/8/2021	10/11/2021	
Other					

Type of Review	Status	Dates				Remarks
		Sent	Due	Received		
Contact Notes (10/11/2021 4:20 PM AL) TITLE 22 CONSULTANTS PLAT REVIEW Simpson Corner Townhomes Addition Proposed Plat: Simpson Corner Townhomes Addition to the Town of Jackson Platted From: Lot 1, Block 7 of the Second Cache Creek Addition to the Town of Jackson, Plat 109 Located: Town of Jackson Owner/Subdivider: William P. Schwartz and Cheryl Ranck Schwartz Summary: The proposed plat creates four townhome lots and one common area lot that is to be deeded to the Association. Additional Documents to be Recorded Provided with Plat: 1) Certificate of Mortgagee 2) Certificate of Owner 3) Declaration of Covenants 4) Shared Parking Covenants 5) Lot 5 deed to the Simpson Corner Townhomes Owners Association Title Report provided by Wyoming Title & Escrow Effective Date: 8.4.21 Note: Title 22 Consultants has not prepared a title report or conducted a "patent to present" search of subject land; we are basing our review on the title report provided by the title company identified above. New documents filed of record subsequent to the effective date: ? N/A PLAT REVIEW – Technical Review (Non Statutory) ACCESS: Legal access is provided via East Simpson Avenue, South Cache Street, and the public alley south of subject land EASEMENTS/ENCUMBRANCES: All easements cited on the title report ? Are ? Are Not shown on the proposed plat (located and/or included in the Certificate of Owner). STREETS/ALLEYS: ? Dedicated to the public ? Private, with rights of way granted to each lot owner ? N/A, no streets or alleys within plat boundary PLAT REVIEW – Technical Review (Statutory) LOT DIMENSIONS ? Are ? Are Not properly shown. Lots ? Are ? Are Not PROGRESSIVELY NUMBERED. The underlying land ? Is ? Is Not VACATED. CERTIFICATES Certificate of Owner(s) ? Included ? To be executed via separate Affidavit Certificate of Surveyor ? Included ? Not included Certificate of Acceptance from ? Town of Jackson ? Teton County ? Included ? Not Included Certificate of Mortgagee(s) ? Missing, see below ? To be provided via separate Affidavit ? N/A PLAT REVIEW – Conclusions Recommendations: Title 22 Consultants strongly recommends the following changes to the proposed plat and documents: 1) The title report cites a mortgage in favor of Rocky Mountain Bank, but we do not see a Certificate of Mortgagee included in the plat. Please add a Certificate of Mortgagee to address this. 2) The Shared Parking Covenants reflect Simpson Street, LLC as the owner of subject land. Please update this document to show Schwartz in title to Lot 1. Comments/General Observations: For your review and consideration, may not require changes: 1) While the title company shows William P. Schwartz and Cheryl Ranck Schwartz in title to this property, we recommend recording a Quitclaim Deed from Simpson Street, LLC in favor of Schwartz based on the recording order of deeds filed (Corrective Deed to Simpson Street, LLC at #0990954 recorded after the Quitclaim from Simpson Street, LLC to Schwartz at #0989755). 2) Please be sure to record the deed in favor of the Association as to Lot 5. Next Steps: 1. ENTITY DOCS – The owner should provide a copy of the X and all amendments for review, to make sure the plat properly identifies the entity, and that the Certificate of Owner is executed by the correct party. 2. EXECUTION/ACKNOWLEDGEMENT - Once the plat and all documents to be recorded have been executed and notarized, carefully review as to proper execution and acknowledgement prior to recordation. Please also verify that all Exhibits are attached and properly labeled. 3. IMPLEMENT THE SOLUTIONS identified above, and provide corrected plat and documents to Title 22 Consultants for final review. There is no additional charge for up to one hour of subsequent review. PLAT REVIEW – Disclaimer Title 22 Consultants is not providing legal services or a legal opinion, and is not licensed to practice law in the State of Wyoming or any other state. Further, Title 22 Consultants is not providing any type of insurance service, or title insurance, and is not authorized to transact insurance in the State of Wyoming or any other state, and is not a licensed abstractor or title agent as set forth in Wyoming Statutes. Please consult an attorney or duly licensed title company if you have legal questions, or questions about the insurability of the land to subdivided pursuant to the proposed plat. Plat Review submitted by: Nancy Hughes, Manager, Title 22 Consultants, LLC, a Wyoming limited liability company						
Project Reviews						
Report By:	Paul Anthony					

Type of Review Contact Notes	Status	Dates			Remarks
		Sent	Due	Received	
Plat Review-Title Other (12/8/2021 11:24 AM KP) Email from Nancy Hughes (12/06/21) Hi Katelyn: To summarize our conversation the other day (12/03/21): 1) A townhouse is not a form of ownership, it is merely an architectural style. 2) You either own fee title to land (a platted lot or a metes and bounds parcel), or you own an airspace condominium unit, along with an undivided tenancy in common interest in the common area. 3) The Simpson Corner plat shows 4 residential lots, with nothing to indicate that Lot 1 is comprised of 2 separate dwelling units. When you own a lot, that includes all improvements constructed on the lot, on all floors/levels. 4) This is OK from a title perspective if the intention is always that the Lot 1 owner will have title to both dwelling units. 5) However, you mentioned a deed restriction as to one of the Lot 1 dwelling units. Without a separate legal description, your only option is to record the deed restriction against all of Lot 1. 6) Otherwise, as the 2 dwelling units are "stacked" on top of each other, you would have to plat this property as a condominium consisting of airspace units. Please let me know if you have further questions.		12/6/2021	12/6/2021	12/6/2021	See attached email comments

Plat Review-Title <none> (3/7/2022 10:55 AM AL)	2/8/2022	3/1/2022	3/7/2022	See comments
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I have reviewed the re-submittal for P21-246, and , and I have no significant observations or concerns. I do want to draw your attention to the fact that Rocky Mountain Bank has been acquired by First Western Trust (as of 12.31.21), so the Mortgagee's Certificate may need to be revised to read something along the lines of, "First Western Trust, as successor by acquisition to Rocky Mountain Bank." Perhaps check with Mark Hendrickson on this.

HOWEVER - I did not realize the transmemo included a replat of Lot 1 as the Simpson Corner Condominiums Addition, so I will need to get that printed in large format to review as a separate plat review. Is the condo plat copy that was included with P21-246 the final version? Or will you be providing a separate transmemo for this request?

Nancy Hughes
Owner, Title 22 Consultants
P.O. Box 644 | Jackson, WY 83001
307.690.9059

Police Michelle Weber	NO COMMENT	9/16/2021	10/8/2021	9/17/2021	No Concerns
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Public Works Brian Lenz	APPROVED W/CONDITI	9/16/2021	10/8/2021	10/28/2021
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Type of Review	Status	Dates			Remarks
		Sent	Due	Received	

Contact

Notes

(10/28/2021 6:47 AM BTL)

FINAL PLAT – APPROVED w CONDTITIONS

P21-246

ADDRESS: 10 E Simpson

OWNER: William Schwartz

APPLICANT: William Schwartz

10/27/2021

Brian Lenz, 733-3079

DATE OF SUBMITTAL: 9/15/2021

DATE OF MATERIALS: 8/20/2021

REVISION NO.: 00

BOND FOR MONUMENTATION: \$2000. Enter this bond value in the Restrictions section of TRAKiT.

Bond will be released once monumentation for the subdivision has been set, or verified to be in place and not disturbed by written statement by a licensed surveyor.

The engineering division has reviewed your application for a FINAL PLAT submitted on and with application materials as dated above.

PRIOR TO FINAL PLAT APPROVAL THE FOLLOWING SHALL BE ADDRESSED:

GENERAL

1. Revise documents as necessary such that the correct owners are referred to e.g. plat and covenants are signed by Schwartz but shared parking is Simpson Street LLC.
2. Access for Units 1 and 2 on the property is through LCE-3/4 or the right of way or Lot 2 Block 7. Review and revise as necessary to provide the preferred access across the properties.
3. GCE-Drive is not readily apparent on the plat. Review and revise.
4. Recommendation: Given the location of the sewer along the east boundary of Lot 1 Block 7 a sewer utility easement at least the 10 feet width of the LVE easement should be granted for operation and maintenance of the sewer service as discussed in the grading pre-application. State statute requires easements of 20 feet in width when services extend over the adjoining land, where the service is located at the property boundary and technically not on adjoining land, an easement that practically addresses the ongoing maintenance and operation is recommended. Problems with utility access and family subdivisions under future owners are common.

CERTIFICATE OF OWNER

1. Include the Shared Parking Agreement on Lot 2 as recorded contemporaneously with this plat.
2. Review and revise such that access for emergency vehicles is across the LCE's and Lot 5.
3. Cite the Covenants specific to this subdivision in the certificate thus providing evidence that all parcels of land created by the subdivision will be subject to written and recorded covenants or other instruments creating an entity, binding on subsequent owners of the land within the subdivision..

PLAT SHEETS

1. SHEET 1 of 2: remove reference to the zoning
2. SHEET 2 of 2: Tie to Lot 2 from the east boundary appears to be a foot shy.
3. SHEET 2 of 2: Line 7 appears to be a foot shy.
4. SHEET 2 of 2: The SCTHA Lots appear to be larger than the foundations in the building permit plans, e.g. SCTA Lot setbacks to the east and west boundary are about 2.5 feet versus the approved 5 feet setback. This will result in ground that is not LCE or Common Lot
5. Also, if the SCTA lots are not identical to the foundations then they should be monumented. If the SCTA lots are identical to the foundations this should be noted on the plat.
5. Line table is not correct. Starting at Line 10 there is a shift in dimensions to lines. Some dimensions shown in table do not match those scaled off of the drawing. Review all lines and dimensions and revise as necessary. This review only highlights the errors found and is not exhaustive. All dimensions and tables should be reviewed for accuracy.
6. Show the shared parking on Lot 2 Block 7.
7. Monuments/ties to Block 6 of the Cache Creek 1 addition to the Town shall be shown so that the existing right of way is

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	

Contact

Notes

shown/maintained per statute.

8. Recommendation: Rebar for northeast corner of Lot 2 was found and flagged and could be checked for inclusion on the plat.

9. Recommendation: The local survey community may appreciate a larger block corner monument on the northwest corner. A block corner monument is requested but not required. At the least the corner must be monumented similar to the other corners as shown on the plat.

COVENANTS

1. Common Utilities: revise to include stormwater with water and sewer utilities as a specific call out.

SHARED PARKING AGREEMENT

2. Provide warranty deed for Simpson Street LLC as the owner of Lot 1. Does not appear to be the owner at time of review.

3. Provide Exhibit A to the Shared Parking Agreement.

4. Provide for access across Lot 2 Block 7 to Lot 1 Block 7 for shared parking users.

Public Works APPROVED 2/8/2022 3/1/2022 3/8/2022

Brian Lenz

(3/8/2022 5:17 PM BTL)

P21-246

ADDRESS: 10 E Simpson

OWNER: William Schwartz

APPLICANT: William Schwartz

3/8/2022

Jeff Silliman and Brian Lenz, 733-3079

DATE OF SUBMITTAL: 2/8/2022

DATE OF MATERIALS: 8/20/2021

REVISION NO.: 00

BOND FOR MONUMENTATION: \$2000.

Bond will be released once monumentation for the subdivision has been set, or verified to be in place and not disturbed by written statement by a licensed surveyor.

The engineering division has reviewed your application for a FINAL PLAT submitted on and with application materials as dated above.

The following minor items were noted in our review and may be addressed to provide more accurate finished products but are not required to be reviewed any further by Town Engineering.

SHARED PARKING AGREEMENT

1. Page 1: last line "well" is misspelled.

2. Page 2: first line "shared" is misspelled.

3. Advise removing the aerial image prior to recording because the county does not do color and the scan of the black and white will be difficult to read.

CONDOMINIUM PLAT

1. Sheet 3: Section A-A: Roof measurement of Unit 1-B Scales at 36.9' and is labeled 42.82'. Review and revise dimensions as necessary.

November 1, 2021

To: Planning and Building Dept, Town of Jackson

From: James Wolf

Re: Comments on Item P21-246 Subdivison Plat (Nov 15 Town Council Agenda)

I am the owner of 25 E. Hansen. My alley-sited garage/apartment is diagonal from the 10 E. Simpson compound.

I do not object to the proposed Subdivision Plat.

I am, however, worried that overflow parking could become a winter concern, particularly when each compound unit is separately owned and the management of the collective parking behavior is unspecified. The high ratio of compound bedrooms to parking spaces may aggravate this situation.

The alley parking space here is quite limited in the winter. My 2-bedroom rental apartment comes with one indoor space and two outdoor alley-side spaces, and my renters, with their gear and visitors, normally use all three spaces completely. And the winter snow storage from the plow berm requires the equivalent of another full parking space. I actively manage this situation through lease restrictions and monitoring to keep my renter group from parking on adjacent properties, with such trespassing often leading to very early morning calls demanding the removal of the violating cars so those lots can be plowed.

Therefore, in this deed restructure, I would like a feasibility review of how the individual parking spaces will be assigned and definition on where the overall responsibility for occupant parking behavior will lie.

A handwritten signature in black ink, appearing to read "James Wolf", is written over a horizontal line.

Katelyn Page

From: Jim Wolf <marketwolf@wyoming.com>
Sent: Wednesday, November 24, 2021 3:28 PM
To: Katelyn Page
Subject: Jim Wolf's follow-up on P21-246

EXTERNAL EMAIL from marketwolf@wyoming.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Katelyn,

Thank you for your detailed and considered reply on my public comment on P21-246.

Parking space availability is a high concern to in-town residents, particularly with respect to those living in accessory units along the alleys. My experience with my alley unit renters convinces me that the LDRs for these units are far from the realities of the number of occupants per bedroom and the number of vehicles per occupant. But they are what they are.

Therefore I counsel the Planning staff to take a very careful look at those properties that, while complying with the LDRs, press the parking compliance to the limit....the goal being to minimize likely future conflicts.

For example: as you state "the responsibility for occupant and guest parking ultimately lies with the owner of the respective units on 10 E.Simpson". The winter reality is that the Hoffmans, owner of the abutting next door, will get a call from their snow plow man at 5:00am saying that there is a car blocking the plowing. The Hoffmans then call me at that hour. Now how do I know who to call? I or other involved neighbors would need on file 1)a registry of which cars go to which of the four separate occupant/owners and the two renters, 2) the telephone numbers of those six, and 3) the default telephone of the condo association authority,

I'm not challenging their LDR compliance. I just want to have in place the mechanisms to deal expediently with potential future trespasses.

Thanks again for your excellent response. That is the first I have received from the Planning Dept in 30+ years.

Jim Wolf

STAFF REPORT



Meeting Date:	March 21, 2022	Meeting Title:	Regular
Submitting Department:	Pathways	Presenter:	Brian Schilling
Agenda Item:	Willow St. Safe Routes Concept	Public Comment	Yes

Purpose & Policy Considerations.

The purpose of this item is to consider short-term designs for bicycle network improvements on Snow King Avenue and Willow Street between Cache Street and Jackson Elementary School. This project will make minor improvements to address local goals of multi-modal transportation and public safety.

Requested Action.

The requested action item is to provide direction to staff on the proposed extension of buffered bike lanes on Snow King Ave. and Willow St., and to direct staff to implement the short-term improvements in spring 2022.

Recommendations.

Staff recommends that Council approve Alternative A or Alternative C and direct staff to implement the project in May 2022.

Background.

At the July 19 and August 16, 2021 Town Council meetings, staff presented background information on bicycle network planning and discussed a proposal to create a safe, multimodal connection between Snow King Avenue and North Cache by extending the seasonal bollard-buffered bike lanes on Snow King Avenue to Willow Street, and on Willow Street north to Gill Avenue as shown in *Figure 1*. The project addresses the Town's long-standing goal of improving the bicycle and pedestrian facilities in the corridor to meet the needs of users of all ages and abilities, provide access to the numerous public destinations along the corridor, and advance the Comprehensive Plan goal of creating a multimodal transportation system that prioritizes the movement of pedestrians and bicyclists. Existing facilities in this corridor range from painted bike lanes to signed bike routes to no facilities at all and are of mixed quality and not adequate for users of all abilities or ages. User counts on the existing bollard bike lanes to the west average 966 trips per day during the summer months and are up 34% from pre-bollard counts. There are several projects either in planning or under construction that will fill some of the gaps in this corridor with high quality bicycle and pedestrian facilities, but the segment from the Snow King Avenue/Cache St. intersection up to Jackson Elementary at the intersection of Willow and Gill remains unaddressed.

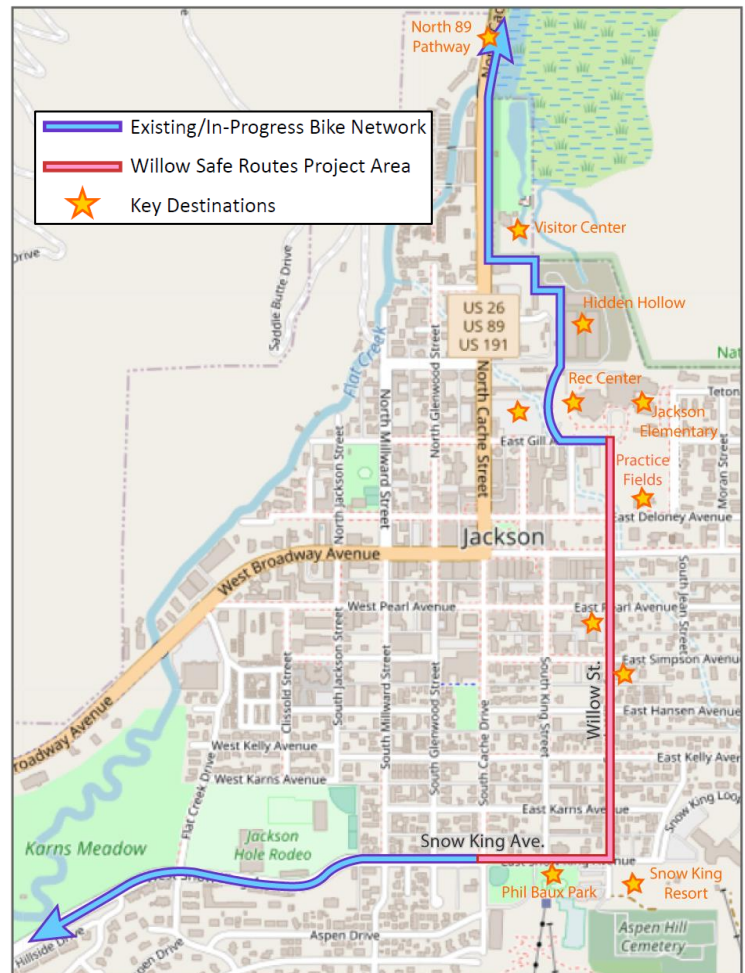


Figure 1 - Willow Safe Routes Project Area

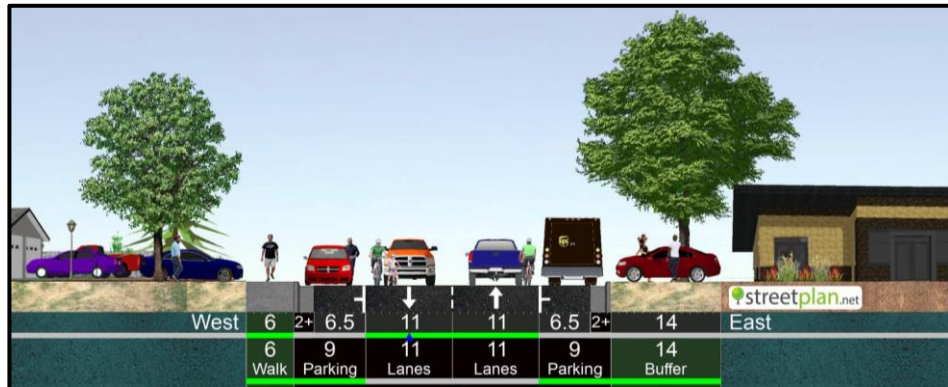
At the August 16th meeting, the Town Council unanimously approved a motion to direct staff to “initiate planning of bicycle network improvements on Snow King Avenue and Willow St. between Cache Street and Jackson Elementary School...evaluating a range of concepts for Council consideration.” The project development process proposed by staff included the following steps: (1) draft concept development; (2) public outreach on the draft concepts; (3) design revisions and follow-up; and (4) Council review of the final plan.

Draft Concept Development

Staff initiated planning by developing numerous layouts and alignments of short-term and long-term options that are shown in the attached Open House presentation. The concepts analyzed:

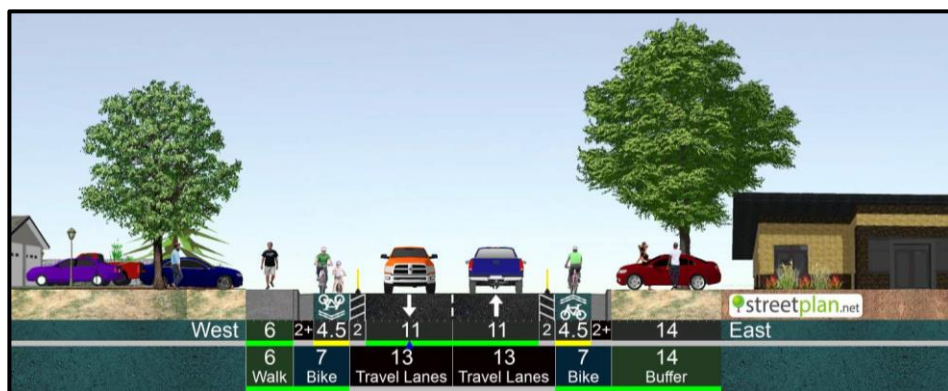
- Long-term (moving curbs, paving, and other hardscape improvements) and short-term (bollards and striping) options
- Unidirectional vs. bidirectional bike lanes
- Traffic flow changes--converting some sections to one-way in order to preserve on-street parking
- On-street parking layouts
- Alternate route options using King St. and Hansen Ave. (and others)

The short-term option that best achieves the core principles of effective bike networks (cohesion or connectivity, directness, safety, comfort, and attractiveness) is unidirectional, bollard-buffered bike lanes on each side of Snow King and Willow along the route highlighted in pink/red in *Figure 1*. This is the most straightforward and intuitive approach, and is a logical extension of the existing bike lanes on Snow King. This option, referenced as Alternative A, replaces the on-street parking with bike lanes shown in the typical cross section below:



Existing Typical Section

- Willow between Snow King and Kelly Ave.
- 11' travel lanes
- 8.5' on-street parking lane
- People on bikes share travel lane with motor vehicles



Alternative A Typical Section

- Willow between Snow King and Kelly Ave.
- 11' travel lanes
- 4.5' bollard buffered bike lane (w/2' gutter pan)
- On-street parking swapped for bike lanes

This layout was successfully tested during the iWalk/iBike to School event in September using traffic cones and temporary parking restrictions. Video link to iWalk/iBike event: <https://vimeo.com/640099309>.

Multiple other layouts and alignments were evaluated and are discussed below in the Analysis section.

Community Outreach

Following concept development, the project moved into the community outreach phase. Town Pathways staff worked with Friends of Pathways (FOP) and the Town of Jackson Community Engagement Specialist to develop the attached Community Engagement Plan that identifies stakeholders, timeline, and steps for outreach. Two community engagement opportunities were offered, one in-person and one via Zoom. Each included a formal presentation to share design concepts, illustrative cross sections, and discussion of the various options considered during concept development. Attendees were asked for input on how they currently use the corridor, which elements were important to them, and any concerns that they have.

To inform the public about the Open House events on December 16th, 2021, Town staff and FOP created a one-page project description and invitation that FOP staff hand delivered to all addresses in the project corridor and the Town distributed electronically. FOP also set up a project information web page: <https://friendsofpathways.org/our-initiatives/willow-street-safe-routes/>. Additionally, Town staff placed advertisements in the local paper and notices on social media and news outlets.

There were 27 attendees from the public and seven Town staff at the December 16th lunchtime in-person meeting. Six people from the public attended the Zoom meeting that evening. Staff presented Alternative A (the unidirectional bollard-buffered bike lanes on each side of the street) as the recommended option. The primary concerns expressed at the Open House and in online comments received in fall 2021 centered on parking, traffic flow on Willow (concerns about changing the street to one-way traffic), and the lack of safe facilities for biking and walking on Willow and Snow King east of Cache. For Willow, people generally seemed to express more concern about changing the traffic flow to one-way than about on-street parking, whereas for Snow King there was more concern about the on-street parking (this is perhaps because none of the proposals suggested changing Snow King to one-way traffic). All meeting materials are attached to this staff report, including the presentation, a link to the Zoom recording, and a summary of the comments received.

Following the Open House, staff conducted individual in-person and phone meetings to follow up with several business owners and Snow King Resort to discuss proposed design revisions and respond to specific concerns about on-street parking.

It should also be noted that there has been significant public outreach and comment received on this project prior to the latest round of community engagement conducted in fall/winter 2021. The project was previously identified in the 2007 Pathways Master Plan and the 2012 Town of Jackson Bicycle Network Plan. There was substantial comment in favor of the project (and in support of the existing bollards on Snow King) received during the Teton Mobility Project outreach conducted in 2020. In post-project surveys and interviews asking users about the Snow King bollard bike lanes, the most common feedback was users requesting to extend the lanes to Phil Baux Park and up Willow to JES.

Design Revisions and Follow-Up

Based on feedback received during the community engagement process, staff revisited the concept design and developed additional alternatives for consideration. These include Alternative B – a bidirectional bike lane on the south side of Snow King with on-street parking on the north side, and Alternative C – a unidirectional bike lane on only the south side of Snow King Avenue with on-street parking on the north side (simply eliminating

the north side bike lane in Alternative A). Illustrative graphics and additional discussion on each of these are included in the attached Alternatives Analysis. Staff visited with Snow King Resort, business owners on Snow King Avenue, and Town staff to review these alternatives.

Council Review

The process is currently at the Council Review step. In the event of project approval, staff will immediately proceed with project implementation to install the bike lanes in spring 2022 (likely in May). Next steps would include final layout, calculation of material quantities and pricing, and contractor coordination.

Analysis.

See the attached Alternatives Analysis for additional discussion and a side-by-side evaluation of alternatives.

In the staff report for the August 19th Council meeting when the project was initially discussed (this was even prior to any in-depth planning or alignment analysis), staff predicted that “the main concern with any proposed improvement will be potential impact to on-street parking on Willow St. and Snow King Ave.” This prediction proved to be very accurate. During the community outreach process the most vocal concern was about losing on-street parking, particularly on Snow King, and fears that the bike lanes would negatively impact businesses on Snow King.

At the December 16th Open House, staff presented information from studies on the economic impacts of bike lanes on adjacent businesses, all of which found that bike lane improvements had either positive or non-significant impacts on sales and employment for adjacent businesses. A 2020 Portland State study that reviewed 14 corridors in six cities found that bike lane improvements largely boosted business and employment in the retail and food service sectors

(<https://www.sciencedaily.com/releases/2020/04/200422151318.htm>). A 2020 review by Volker and Handy that compiled results from 23 studies in North America quantifying the economic impact to local businesses following the installation of bicycle or pedestrian facilities states:

“The issue of economic impacts on local businesses has received enough attention from researchers in recent years that a stand-alone review of the evidence is now warranted and could be especially helpful in informing local debates. In this paper we examine the literature on the economic impacts to local businesses of new or improved bicycle and pedestrian facilities. Taken together, the 23 studies we reviewed indicate that creating or improving active travel facilities generally has positive or non-significant economic impacts on retail and food service businesses abutting or within a short distance of the facilities...The results are similar regardless of whether vehicular parking or travel lanes are removed or reduced to make room for the active travel facilities. Overall, the available evidence suggests that fears of disastrous consequences for local businesses are unfounded.”

A compilation of studies and articles evaluating the impacts of bike lanes on adjacent businesses is attached.

There was also concern expressed about converting Willow to one-way travel (one alternative looked at converting portions of Willow to one-way in order to preserve parking on at least one side of the corridor). Generally, it seemed that people were more concerned about converting Willow to one-way travel than reallocating on-street parking to bicycle space, but there were definitely multiple comments on both concerns.

Staff worked with the traffic consulting firm Mobycon to evaluate a range of options that include the considerations below. (Mobycon’s report is attached).

- Long-term vs. short-term implementation
 - Long-term
 - Involves moving curbs, new asphalt, and more extensive (and effectively permanent) reconstruction to create year-round, fully protected facilities.
 - Provides an opportunity on Snow King to create significantly improved pedestrian and bicycle facilities while actually increasing on-street parking supply by expanding south onto the Town-owned lots at the base of Snow King. This opportunity does not exist on Willow which is mostly bounded on both sides by private property.
 - Is significantly more expensive and permanent than short-term options, but also safer, more functional, and generally better aesthetically than bollards.
 - Short-term – *staff recommendation*
 - Involves bollards, striping, and signage to create seasonal, buffered (not truly protected) facilities.
 - Reallocates space working within the existing curbs—so is significantly cheaper than moving curbs but does not provide the same opportunities to improve bike/ped facilities or to increase on-street parking supply.
 - The immediate project is considering only the short-term options. All further discussion is based on short-term implementation.
- Unidirectional vs. Bidirectional Bike Lanes
 - Unidirectional lanes – *staff recommendation*
 - Usually safer and more intuitive but may require slightly more overall space.
 - Safer because directional flow is consistent with driver expectations.
 - Bidirectional lanes
 - Can be used in segments where there are minimal side streets or driveways but are significantly less safe when the corridor has frequent intersections/driveways.
 - Can occupy a slightly smaller footprint where space is limited.
 - This option was considered as an alternative on Snow King (where there are limited crossings on the south side) but was eliminated from consideration on Willow because of safety concerns and lack of connectivity since there is not space to do a two-way facility on Willow north of Broadway in the short term.
- Traffic flow changes and on-street parking layouts
 - This item explores the question of which of the vehicular uses is the higher priority: Is it a higher priority to maintain two-way traffic flow or maximize on-street car storage?
 - One-way traffic on Willow from Pearl to Snow King
 - Mobycon and staff evaluated this in order to minimize loss of on-street parking. On-street parking would be retained on one side of the street from Pearl to Snow King.
 - The August 16th staff report notes that “converting Willow to a one-way street would have implications for vehicular traffic patterns that would need to be analyzed.”
 - Maintain two-way traffic on full length of Willow – *staff recommendation*
 - Does not change or disrupt current traffic flow but means that parking would be removed on both sides.
- Alternative Route Options
 - Staff evaluated combinations of King, Cache, Hansen, and Karns as alternate routes for providing bicycle access to the desired destinations including Phil Baux Park, Snow King Resort,

Jackson Elementary, and points north of Gill Ave. The alternate routes were evaluated based on the criteria for effective bicycle networks discussed in the Alternatives Analysis.

- **King St. full length (up to and north of Broadway):** Lacks safety, connectivity, directness, comfort, attractiveness. This option fails on all measures because it does not connect to JES or Snow King Resort, has very unsafe crossings at Pearl and Broadway, and routes people into a dumpster-filled alley at Broadway. Eliminated from consideration.
- **King St. to Hansen (and then over to Willow):** Lacks directness and some connectivity. This option does not provide direct access to Snow King Resort but could be used as a relatively “low-stress” connector. Would require additional outreach to residents on King and Hansen as well as further consideration about whether bollards are needed on King and/or Hansen. Not considered a desirable alignment as the designated route, but is a possible alternative.
- **Cache St. to Hansen or Karns (and then over to Willow):** Lacks directness and connectivity. This option does not connect to Phil Baux Park or Snow King Resort. It would eliminate the bike network on Snow King east of Cache which does not do anything for bicycle mobility or safety but does preserve the on-street parking. Higher stress on Cache than on King St., but would also require additional outreach and design analysis. Not considered a desirable alignment as the designated route but is a possible alternative.
- **Snow King to Willow, Willow to JES:** Meets all the parameters of effective bicycle networks and is the most straightforward and intuitive option. *Staff recommendation.*

Alternative A shown above was the initial recommendation based on the preliminary planning and evaluation. In response to concerns raised during the community outreach phase, staff developed two additional layouts for Snow King Avenue between Cache and Willow (Alternatives B and C). Staff also explored alternative layouts on Willow, but these all have fatal design flaws that should eliminate them from consideration.

A detailed discussion of staff’s analysis is included in the attached Alternatives Analysis. Staff recommends Alternative A as the preferred and safest option that best accomplishes the project’s goals, with Alternative C as the second-choice option should on-street parking on Snow King take priority over the goal of improving non-motorized mobility.

Possible Alternatives.

See attached Alternatives Analysis for more detail. Alternative A is the short-term option that best achieves the core principles of effective bike networks (cohesion, directness, safety, comfort, and attractiveness). It is the most straightforward, intuitive approach and is a logical extension of the existing bike lanes on Snow King.

If Alternative A is rejected in favor of an alternative to prioritize on-street parking on Snow King Ave. over improving non-motorized mobility, Alternative C would be the most effective and easiest-to-implement compromise solution.

Alternative	Cohesion	Directness	Safety	Comfort	Attractiveness	Retains Parking
Snow King Long Term	●	●	●	●	●	●
Existing Conditions	○	○	○	◐	◐	●
Alternative A	●	●	●	●	◐	○
Alternative B	●	◐	◐	○	◐	◐
Alternative C	○	●	◐	◐	◐	◐

Comprehensive Plan & Priority Alignment.

Chapter 7. Multimodal Transportation

Travel by walk, bike, carpool, or transit will be more convenient than travel by single-occupancy vehicle.

The proposed project to create a safe, connected bicycle network in the Town of Jackson is directly in line with the foundational principle of the Comprehensive Plan's transportation policy (Section 7), which reads:

Travel by walk, bike, carpool, or transit will be more convenient than travel by single-occupancy vehicle.

Principle 7.1 states that the community will "Meet future transportation demand with walk, bike, carpool, transit, and micro-mobility infrastructure." This will be accomplished by creating a transportation network that is an "interconnection of walking, biking, carpool, and transit infrastructure that makes the single-occupancy vehicle the least convenient mode of travel" and includes a network of complete streets that "prioritize the movement of pedestrians [and] bicyclists."

Principle 7.2 states the goal to "Reduce greenhouse gases from vehicles to below 2012 levels," and that "cleaner vehicles, fewer trips, and trips that move more people will be prioritized over strategies focused on reducing congestion." This will be accomplished by discouraging the use of single-occupancy vehicles (Policy 7.2.b) and exploring and piloting innovative transportation solutions (Policy 7.2.c).

The plan also goes on to state:

The community's transportation vision is to create a multimodal transportation system by enhancing the current automobile-oriented system to include a network of complete streets, transit, and pathways system accessible by residents and visitors of all ages and abilities. By pursuing this vision the community will ensure all users of the public right-of-way, including: pedestrians, bicyclists, automobile drivers, trucks and transit riders can do so safely and efficiently.

The Comprehensive Plan even speaks directly on the concept of Safe Routes to School as part of a TDM strategy, stating as a goal to "Encourage or require students in all grades to use active modes of transportation rather than driving or being driven to school."

The Comprehensive Plan provides very clear direction that the community will prioritize safe, connected networks that promote the use of alternative (active) transportation modes over a system that only encourages single-occupancy vehicle usage. It emphasizes numerous times the concepts of connectivity, safety, and accessibility for users of all ages and abilities, which are all critical components for bicycle networks and are directly related to this discussion item.

This item directly addresses several core principles in the Comprehensive Plan and other Town planning documents such as the Pathways Master Plan and the Town of Jackson Bicycle Network Plan. It also addresses comments received in recent public input from the Teton Mobility Project regarding the need to provide improved safety and options for people on bikes trying to get to Phil Baux Park, Snow King, Jackson Elementary (JES), and to the North 89 Pathway. The overarching issue that this discussion will address is

providing safe and connected bicycle and pedestrian facilities for all ages and abilities, with an additional focus on creating Safe Routes to Schools and other public destinations.

Fiscal Impact.

Estimated costs for project implementation:

- Bollard purchase – Quantity 300 @ \$99.90 each = \$29,970
- Hole Drilling – Quantity 300 @ \$25 each + \$500 mobilization = \$8000
- Striping: Intersections – Estimated \$18,000
- Striping: Lane Lines – Estimated \$15,000
- Signage – Parking and bike lane signs + posts and installation estimated at \$12,405
- Layout and Installation supplies – Epoxy: quantity 75 @ \$90.66 ea = \$6799.50 + Estimated \$500-\$1000 (spray paint, gas, miscellaneous supplies)
- Total: \$100,000 (rounded up from estimated \$97,675)

Staff Impact.

- Final design – Pathways staff will spend approximately 12 hours on final design and coordination with other Town staff including Streets (general layout and signage) and START (bus turnout layouts). Streets Division and START would need to spend approximately 2-5 hours each.
- Field Layout – Pathways staff will spend approximately 20 hours on bollard location marking and striping layout. This will be assisted by staff from Friends of Pathways and possibly include Streets Division and START Bus staff as well.
- Installation – Pathways staff will spend approximately 30 hours coordinating contractors (drilling and striping) and for on-site installation (gluing and setting bollards). This will be assisted by Friends of Pathways staff and one Parks and Rec staff (8-12 hours field time).
- Signage – Contracted out or Street Division staff would be asked to manage installation of parking and regulatory signage along the length of the route. This is estimated at 2 employees for 8 hours each.
- Totals: Pathways staff—approx. 62 hours. Streets Division – approx. 20 hours (if sign install done in-house). START – 5 hours max. Parks and Rec – approx. 12 hours. Friends of Pathways staff will provide approximately 40 hours of assistance.
- Ongoing maintenance – Approx. 8 hours each spring and fall for 1 Pathways staff and 1 Parks and Rec staff each to install/remove bollards seasonally. Friends of Pathways will provide approximately 20 hours of seasonal assistance. Additional time for replacement of damaged bollards and general management is estimated at 10-20 hours per year for Pathways staff.

Attachments or Links.

1. Community Engagement materials (CE Plan, Open House invite, sign-in sheet, comments)
2. December 16th Open House presentation
3. Economic Impact Studies Compilation and User Counts Summary
4. Compiled Public Comments
5. Mobycon Report
6. Alternatives Analysis

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

I move to approve Alternative [A, B, or C] for the Willow Street Safe Routes project and direct staff to implement the project in spring 2022.

Community Engagement Plan - Willow Street Safe Routes

Project Description:

The project purpose is to design bicycle network improvements (protected bike lanes) on Snow King Avenue from Cache St. to Willow St., and on Willow St. from Snow King Ave. to Gill Ave. (Jackson Elementary School). The project will aim to install temporary protected bike lanes by May 2022 and may also explore design options for long-term, permanent bike lanes.

Council motion from August 16, 2021:

“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.”

Community Engagement Plan

1. Engagement Level: Inform / Consult / Involve / Collaborate? Include how community input will be utilized, and how those who give input will be informed about perspectives that informed decisions.

Willow Street Bike Lanes: Consult

Staff has already prepared a few design concepts and has been directed to do public outreach and develop a final design to bring back to Council. Input will be taken from home owners, businesses, and government agencies along the route, and also from the general public and interested agencies and groups that are part of the larger community.

There will be two group-based opportunities for public engagement prior to developing a final design and following up with Town Council, and additional opportunities on an individual basis. Given current COVID considerations, one of the group meetings will definitely be a Zoom-based open house or workshop, and the second would potentially be an in-person forum at Town Hall. At these forums a formal presentation will present design concepts, a video of the pop-up bike lanes from the iBike to School event, photo examples, and a timeline for the project. The public will be asked for their input on how they currently use the corridor, what they see as needs for the corridor, how they would like to use the corridor in the future, and any concerns or ideas they have. The public input will be taken into consideration in the design development of the temporary bike lanes, and in the design of permanent bike lanes if that is included as part of the project process.

Project leaders will invite people to reach out individually if they have additional questions or comments, and will follow up with selected individuals to address their specific concerns. Additionally, Town staff will commit to following up with stakeholders post-project to assess how well the project achieved its goals, share how input was incorporated into decision making, and what decisions were made.

2. Timeline: Include key steps and timing of project and Community Engagement

- Dec. 2021 – Concept design and public forums at Town Hall and via Zoom

- Dec. 2021 – Feedback to those who gave input, final design development
- Jan. 2022 – Town council meeting, public comment again taken
- Jan./Feb. 2022 – Final design approval from town council
- Jan./Feb. 2022 – Feedback to those who gave input, final design development
- Feb. 2022 – Pre-installation steps (finalize layout, purchase materials, prepare construction docs as needed)
- May 2022 – Design implementation, installation of bike lanes

3. Key Stakeholders: Include known entities we would like to engage

- Jackson Elementary School and Teton County School District
- Willow Street property owners and residents
- Willow St. businesses
- Snow King Resort and Hotel
- StillWest brewing
- Friends of Pathways
- Parks and Recreation
- Town of Jackson / Teton County
- Jackson PD / Fire EMS
- START BUS
- JH Youth Hockey
- Jackson Hole Ski Club
- Voices JH
- Camina Conmigo
- Housing Trust (King St. Condos)
- Children's Museum

4. Potential outreach efforts

- Tools to inform: design posters, video showing bike lanes on Willow (created), photos, website post, social posts, press release, door hangers/public notices.
- Tools for consultation and involvement: in-person Public meeting/Open House, Zoom meeting, individual meetings. Have already presented two public workshops to Council and implemented a Pop-Up Bike Lane for iWalk/iBike to School in Fall 2021.
- Tools for Collaboration: N/A

5. Budget:

- No funds have been allocated for community engagement at this time. Staff expects that most of the public outreach can be conducted by Town staff with FOP assistance, and that outreach materials can be prepared in-house.
- But, staff should consider whether it would be worthwhile to hire a PR consultant to assist with outreach and meetings.
- Additionally, there will likely need to be a small budget for basic supplies.

PO Box 2062
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307.733.4534
info@friendsofpathways.org



WILLOW STREET SAFE ROUTES
Community Engagement Meetings
Thursday, December 16, 2021
12 p.m. – 1 p.m.
at 320 South King Street
6 p.m. – 7 p.m.
on Zoom

Join Friends of Pathways and Town of Jackson on Thursday, December 16, 2021 to learn about the Willow Street Safe Routes Project – a plan to enhance Teton County's bicycle network by creating a complete safe bike route through the Town of Jackson.

Interested community members can view a presentation and give feedback in person at 320 South King Street from 12 p.m. to 1 p.m., or on Zoom from 6 p.m. to 7 p.m.

What is the Willow Street Safe Routes Project?

- The Willow Street Safe Routes Project is a continuation of the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue.

Why Willow Street?

- Willow Street is a designated bike route through Town. This project improves the route by adding physical barriers (bollards) along the bike lanes, which would be present during the busiest months for biking (mid-April to mid-October).

When will the Willow Street Safe Routes Project happen?

- The project intends to install temporary protected bike lanes by May 2022 and looks to explore design options for long-term, permanent bike lanes in the future.

For more information, and a link to the Zoom meeting, head to [FriendsOfPathways.org](https://www.FriendsOfPathways.org).





Willow Street Safe Routes Open House – December 16, 2021

Sign-in Sheet

Name	Email Address	Do you wish to be included in future project information/meetings?
Lindore Wallace	lindorewallace@yahoo.com	Yes
Jim WALLACE	JTWALLACE@gmail.com	YES
Katherine Dawson	Katherine@friendschpathways.org	YES
Katie McNamara	katie@wheelwranglers.com	Yes
Bill McNamara	bill@wheelwranglers.com	yes
Cameron Page	frameronpage@gmail.com	yes
Don Alan HAMMONS	donalcr@stillwestbrewery.com	
Chaney Hanth	chaney@stillwestbrewery.com	yes
Matthew Doyle	mdoyle@jacksonwy.gov	
BRIAN LENZ	btlenz@jacksonwy.gov	YES
Chris Owen	chrisowen@gnat.com	
PAUL ANTHONY	panthony@jacksonwy.com	YES
DANIEL SMITH	daniel@jhalliance.org	yes
David Vandenberg	david.L.Vandenberg@bma	yes
Matt Kim-Miller	mwmkimiller@hollandhart.com	Yes
Floren Poliseo	fpoliseo@jacksonwy.gov	Y
BOB DIERZ	BOB DIERZ	YES
Amy Puccia	amy.puccia@gmail.com	Yes
NEAL NETHERCOTT		

JACK KOBTLER

KOBTLER JACK@GMAIL.COM X

Sam Petri

Sampetri@gmail.com

yes

Willow Street Safe Routes Project – Public Open House – December 2021

Public Stakeholder questions

Name: BRUCE DIETZ Phone: 733-3710
Email: bruce@sonobrosnan.net Date: 12/23/21
380 S. WILLOW ST.

1. General observations from living/working/travelling in the project area.

2. What are your needs for this corridor? (e.g. How do you access your property, workplace or other destinations along the corridor? How do you travel along or across the corridor?)

I PRIMARILY TRAVEL BY CAR.

3. What in the project area currently works well?

TWO WAY TRAVEL ON WILLOW ST
AND SNOW KING AVE

4. What doesn't work well and could be improved?

5. Which would you place as a higher priority, maintaining two-way vehicular traffic or maximizing on-street car storage?

DEFINATILY BOTH.

6. Are there any areas of concern you have that we should be aware of?

PARKING IS ALREADY AT A PREMIUM
BOTH ON WILLOW ST AND KELLY ST.

7. Are there any other questions should we ask? Other comments?

I STRONGLY OPPOSE ELIMINATING
PARKING ON BOTH SIDES OF WILLOW ST.

Willow Street Safe Routes Project – Public Open House – December 2021

Public Stakeholder questions

Name: Jeff Rice

Phone: 301 690 7900

Email: rice@pingreeadings.com

Date: 12/16/21

1. General observations from living/working/travelling in the project area.

~~There~~ big need for more "SAFE" bike travel in "TOWN"

2. What are your needs for this corridor? (e.g. How do you access your property, workplace or other destinations along the corridor? How do you travel along or across the corridor?)

Travel through TOWN - WEST TO EAST and downtown to
Snow King area

3. What in the project area currently works well?

N/A, there is not a good travel corridor for this area

4. What doesn't work well and could be improved?

See #3

5. Which would you place as a higher priority, maintaining two-way vehicular traffic or maximizing on-street car storage?

6. Are there any areas of concern you have that we should be aware of?

push hard on the "longterm" solution including off-street
paths -- sooner than later

7. Are there any other questions should we ask? Other comments?

Willow Street Safe Routes Project – Public Open House – December 2021

Public Stakeholder questions

Name: Amy Puccia

Phone: 203 645 8175

Email: amy.puccia@gmail.com

Date: 12/16/21

1. General observations from living/working/travelling in the project area.

Ride small children to school, ride to

work + live on snowking → safe connection thru town to north side is needed.

2. What are your needs for this corridor? (e.g. How do you access your property, workplace or other destinations along the corridor? How do you travel along or across the corridor?)

bike + walk snowking + feel significantly less safe after the ballards end @ Cache.

3. What in the project area currently works well?

4. What doesn't work well and could be improved?

Cache to vine or riding up cache to the square

5. Which would you place as a higher priority, maintaining two-way vehicular traffic or maximizing on-street car storage?

Prioritizing 2 way traffic

6. Are there any areas of concern you have that we should be aware of?

7. Are there any other questions should we ask? Other comments?

Willow Street Safe Routes Project – Public Open House – December 2021

Public Stakeholder questions

Name: Linnore Wallace

Phone: 307-733-2768

Email: linnorewallace@yahoo.com

Date: 12-16-21

1. General observations from living/working/travelling in the project area.

main traffic corridor ~~is~~ - heavily traveled by START buses, Tour buses, construction trucks, cars. High traffic area that is dangerous for cyclist. Lesser travel streets should be used instead.

2. What are your needs for this corridor? (e.g. How do you access your property, workplace or other destinations along the corridor? How do you travel along or across the corridor?)

3. What in the project area currently works well?

4. What doesn't work well and could be improved?

5. Which would you place as a higher priority, maintaining two-way vehicular traffic or maximizing on-street car storage?

6. Are there any areas of concern you have that we should be aware of?

See comments in #1

Willow street was designated as a Primary traffic route as a bypass when Brownway and Snow King Connector was developed,

7. Are there any other questions should we ask? Other comments?

Removing parking on Willow saying parking would be move to the East/West streets (Karns, Kelly, Hansen, etc) ~~that~~ is not feasible because if you look at those streets now they are already filled with parking on both sides. They are already filled to capacity.

I support the proposal to route sk to King to Simpson or Hansen back to Willow, instead of all on Willow.

I support a safe bike route but do not rush into it. Need more time.

WILLOW STREET SAFE ROUTES COMMUNITY ENGAGEMENT

In-Person Engagement Session 12/16/21 12:00 – 1:00pm

27 Attendees with 7 staff (Town/County/FOP)

Questions

- What is the difference between the total space here and the width of bike paths?
- How many parking spaces will be lost on Snow King?

Comments

- The loss of parking spaces is pertinent for businesses, the Snow King ballpark, and other entities there.
- If I come from the North end of Town, I have to go on the truck route to get to Vine?
- I live on Kelly and Willow. Everyplace is multi-family and the on-street parking is needed.
- Cache to Vine with the design alternative to have parking
- In the short-term businesses won't survive, so what's the timing for the long-term? A business may not survive the short-term and then longer-term other businesses will come in and reap the benefits.
- The East/West streets are already parked to capacity, so what will we be doing with these cars? I don't see how you'll transfer the parking on Snow King to these side streets. You could build a parking lot at the end, but these places have
- With all the expansion at Snow King, we're creating a disaster in terms of parking in these neighborhoods. When would a parking lot be built?
- I live a block away from the Brew Pub. I frequent StillWest as well and don't often have customers parking in front of my home. I also see a lot of StillWest's parking lot being used for stuff other than customers.
- I have a coffee shop on Snow King and taking the parking away would be an immediate nail in the coffin for my business.

Still West Brewery: During the September Bike-to-School Day our sales dropped 46%. Are we now non-compliant with the city's planning need for four parking spots? We'd be 100% on board with the long-term concept with parking as a buffer for bike lanes. For the short-term, can you do the one-way. Ya'll are taking a gamble on these neighborhoods. We're sitting in the planning department who said you can count on parking on Snow King. We would not have gambled \$7M in our investment. Has Snow King turned over how many spaces they intend on parking? The parking lot the planners are talking about isn't there yet.

-Why not do this project on King Street? King Street is broader and has much less traffic. Could it work instead of Willow? Willow is now a traffic center.

-I work on Willow and live 4-houses in on Hansen. The idea of taking away all of this parking is horrible to me. I don't think it's appropriate to push commercial parking onto these residential streets. Pushing it into residential neighborhoods seems flawed. I want my children to be safe, but I don't want people to be camping in my front yard.

-How do we not know, how many parking spots will be lost?

Wheel Wrangler Owners: We see a lot of people wanting to access Town and the area by bike. We want to support this project. Adding a new route would be great. Bike paths add traffic and commercial flow to areas.

-Thank you for your work on this Brian. Almost 1,000 users a day on the Snow King route is a lot for a small town like ours. I use that corridor to get to work and move my daughter to her daycare. I offer my support for a safe bike route for everyone but especially for children. I support a safe route through town.

-Matt Kim Miller/Holland & Hart: Have you looked at businesses not losing credits for parking. What is the impact on zoning? Parking counts for office? They aren't built-out now.

-I want to voice my support for this project. My children are biking and it's so important with the growing number of cyclists and bikers of all ages and abilities.

-There's no business owner here that's against safe passage through the city, but these short-term solutions will have major impacts on small businesses that have invested their own money and time.

-If we're going to do it, we should do it right from the start and money should not be the issue. Bollards are not the most ideal way for this.

-We have a ski area that has no parking. I live at the bottom of Snow King. The Hill Climb and the Rodeo push into my neighborhood. Pushing parking into neighborhoods makes no sense.

-It is a public space. It is a better use of public space to move people or to store private vehicles?

-This is a tough one, for sure. The numbers speak to this. 1,000 users a day, that's a lot of opportunity for safety. Safety piece is huge. We have to start somewhere and I like the long-term solution but we have to start somewhere.

Evening Meeting via Zoom 12/15 6 Attendees

Attendees: Colleen Valenstein, Carl Pelletier, Abigail, Jean Day, Margaret, Libby Hall

Colleen Valenstein: 307-690-4958 colleenvalenstein@gmail.com

Comments

Bob Radford(?) 245 S. Willow: I'm curious and concerned about what you do with parking. There was something said about permanence of the stupid PVC things that take up way too much room. How are you going to plow? The fact that kids are riding 35 miles per hour. Once they get burned, maybe we'll figure this out. They need to have drivers licenses and learn how to ride a bike. If you don't know how to ride a bike, don't ride a bike. They are three deep on those bikes. We don't need to accommodate 35-feet of land for kids that don't know how to ride bikes. Where are we going to park? I think we've given enough. If you want to give something, go up Simpson, down Gros Ventre and go that way. One-way Willow does not work for me. You're not going to be able to snow plow? Go down a less-busy road. Where are the police going to go? The Sheriff? There are just certain issues and most of them are go down a less busy road that doesn't have the County building in it. Kick it up one block, go up Gros Ventre, then you're on the back side of the ball fields. There's King Sushi, Belle Cose, all these businesses in a half mile stretch. I just feel like there could be a better route and you guys didn't really lead to the permanent nature of this. How could you ever do that permanently unless you want to replace these things every week for the rest of your life, because we have plow trucks go down that road all time. That's where you park to get your drivers licenses.

Colleen Valenstein: I'm a frequent pathway user with my kids on a bike. I choose to ride my bike whenever I can, during the summer months. To get my kids in and out of daycare, I take this route.

Bob Radford: Hansen doesn't have any parking. If you can't ride a bike, don't. Get a car.

(Other person on Radford call): There's no parking. Parking is taken up by people having to live in their car (which I support). Parking that you're taking away from these local businesses. I'm local, I'm born and raised here. If you're concerned about your safety, don't ride there with your kids. Take a different route. Go up Gros Ventre or King.

Bob Radford: There is no extra parking on those side streets around Willow. Where are those 40 cars supposed to park? If you can't bike, don't bike.

"Brian, I know where you're at and I'm going to come and get you."

Libby Hall: I bring a personal story of having been hit on a bicycle when I was nine years old by a car. I live on the Westbank and travel this route on Snow King regularly. The moment I get to the ballfield, I have anxiety. Providing this route for a safe route to school is a no-brainer.

Abigail Petri: It's unfortunate that conversations connected to safe routes is inextricably linked to parking. It's important to remind the Council and public that for residences, you're required to provide parking for that residence. How will you deal with parking spaces that have been allotted for commercial use or deal with anything "paid in lieu" for parking?

Jean Day: The proposed pathways, are they just for bicycles? Will pedestrian sidewalks also exist on

both sides of the roads? Or are these to be multi-use pathways, with pedestrians, bicycles, strollers, leashed dogs, etc., all sharing? And will there be designated slow zones (like what is trying to be done at Russ Garaman Park)?

Colleen Valenstein: Could there be a way to incorporate this onto King when Clear Creek takes down the Ranch Inn and demolishes that whole area?

Willow Street Safe Routes – Concept Open House



Willow Street Temporary Bike Lanes - iBike to School Day – Sept. 15, 2021

Open House Purpose

- Share information on project background and process
- Present concept options
- Hear input from public on corridor use and priorities



Project Overview – Purpose and Need



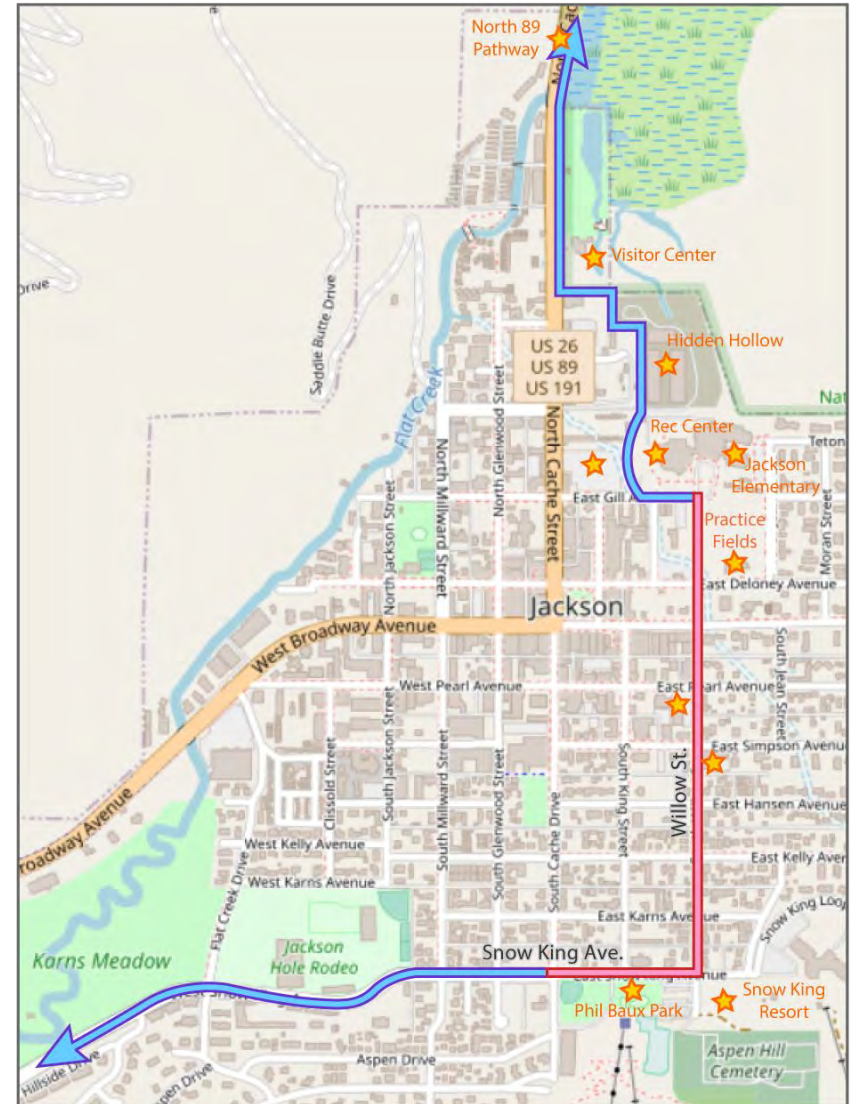
- Create a *safe, high-quality connection* from Snow King Ave. to the North 89 pathway, with links to Snow King Resort, Phil Baux Park, Jackson Elementary School, the Rec Center, Visitor Center, housing, public parking, and downtown.
- Connects to other in-progress projects to complete the link from Cache St. up to the North 89 pathway.

 Existing/In-Progress Bike Network

 Willow Safe Routes Project Area



Key Destinations



Project Overview – Purpose and Need

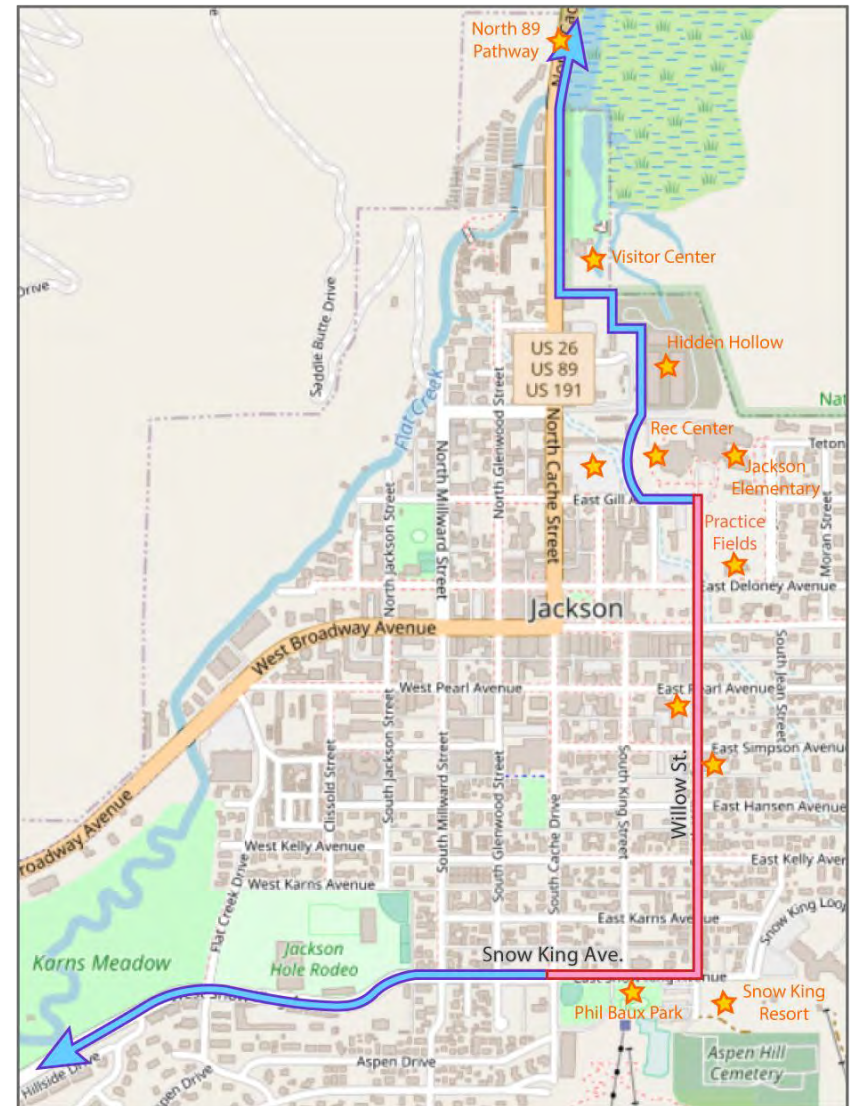


- Direction from Town Council to:
“initiate planning of bicycle network improvements on Snow King Avenue and Willow St. between Cache (St.) and Jackson Elementary School.”
- Short-Term and Long-Term options

 Existing/In-Progress Bike Network

 Willow Safe Routes Project Area

 Key Destinations



Project Overview – Purpose and Need

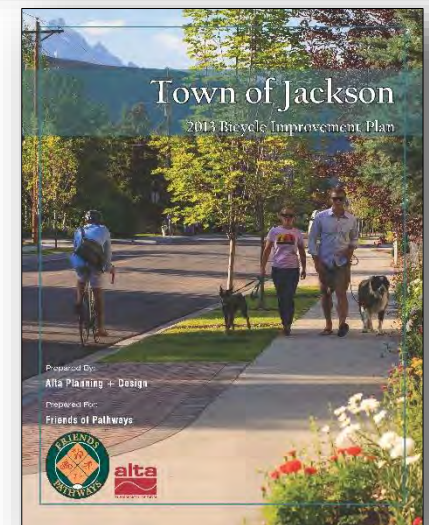
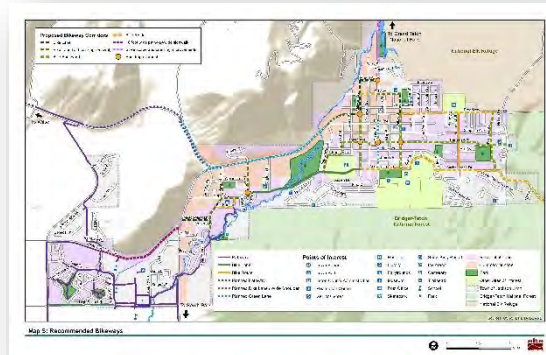
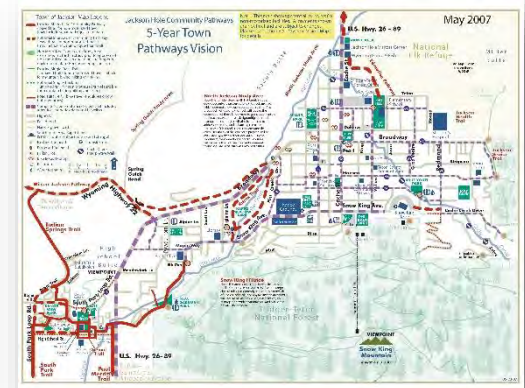
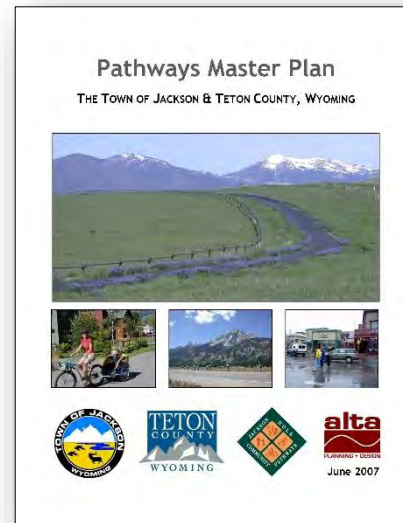


- Current facilities are not safe or accessible for users of all ages and abilities
- User counts on Snow King bike route: 966 trips per day (Summer 2021)
- Jackson/Teton County Comprehensive Plan
 - Multimodal transportation goals, Complete Streets goals
 - *“...enhancing the current automobile-oriented system to include a network of complete streets, transit, and pathways system accessible by residents and visitors of all ages and abilities.”*
 - *“Increasingly, the transportation network will be an interconnection of walking, biking, carpool, and transit infrastructure that makes the single-occupancy vehicle the least convenient mode of travel.”*
 - *“Improvements should safely accommodate all users, while prioritizing the movement of pedestrians, bicyclists, carpoolers, and transit riders.”*

Project Background – Prior Planning Efforts



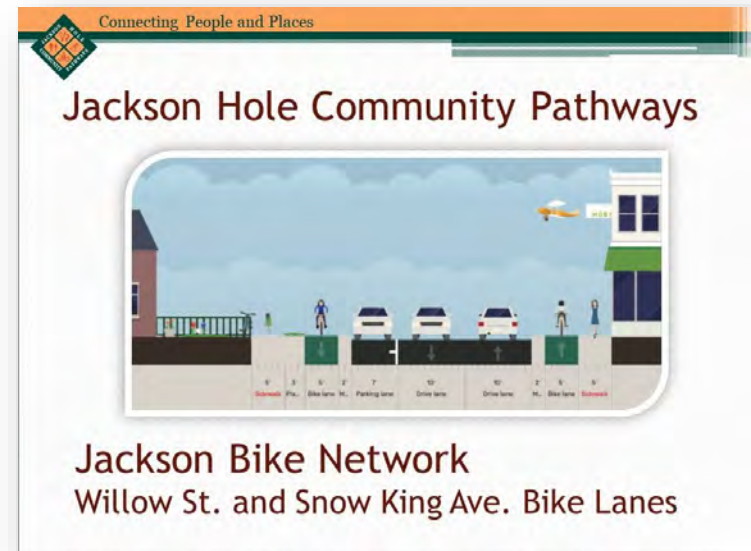
- 1992 Pathways Concept Plan
- 2007 Jackson/Teton County Pathways Master Plan
- 2012 Town of Jackson Bicycle Network Plan
- 2020/21 Teton Mobility Project
- 2021 Town Council Workshops (July and August)
- 2021 iBike/iWalk to School – September 15th





Town Council Workshops on “Downtown Bike Lane Connectivity”

- July 19th and August 16th
- Presentation on bicycle network principles (cohesion, directness, safety, comfort), sustainable safety, and Cache-to-North-89 connection
- Showed examples and discussed next steps
- Council directed staff to: *“initiate planning of bicycle network improvements on Snow King Avenue and Willow St. between Cache (St.) and Jackson Elementary School.”*



Project Background – Project Process



Concept Design and Public Outreach

- ✓ Developed draft concept designs
- Public Open House, outreach and input
- ❖ To be followed by Council review – likely in January or February 2022



PO Box 2062
Jackson, WY 83001

307.733.4534
info@friendsofpathways.org





WILLOW STREET SAFE ROUTES
Community Engagement Meetings
Thursday, December 16, 2021
12 p.m. – 1 p.m.
at 320 South King Street
6 p.m. – 7 p.m.
on Zoom

Join Friends of Pathways and Town of Jackson on Thursday, December 16, 2021 to learn about the Willow Street Safe Routes Project – a plan to enhance Teton County's bicycle network by creating a complete safe bike route through the Town of Jackson.

Interested community members can view a presentation and give feedback in person at 320 South King Street from 12 p.m. to 1 p.m., or on Zoom from 6 p.m. to 7 p.m.

What is the Willow Street Safe Routes Project?

- The Willow Street Safe Routes Project is a continuation of the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue.

Why Willow Street?

- Willow Street is a designated bike route through Town. This project improves the route by adding physical barriers (bollards) along the bike lanes, which would be present during the busiest months for biking (mid-April to mid-October).

When will the Willow Street Safe Routes Project happen?

- The project intends to install temporary protected bike lanes by May 2022 and looks to explore design options for long-term, permanent bike lanes in the future.

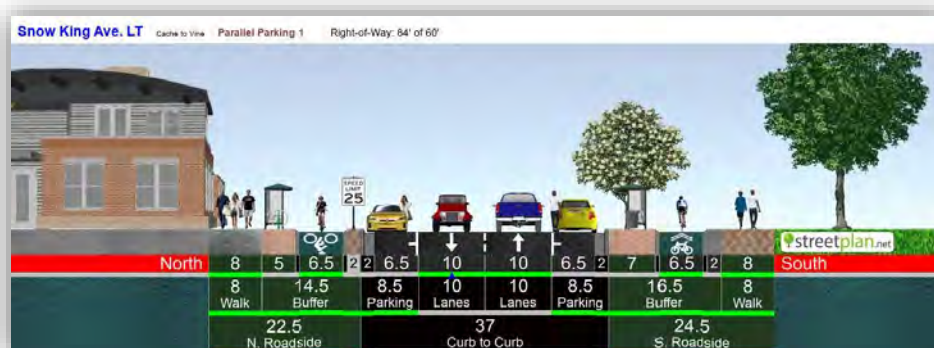
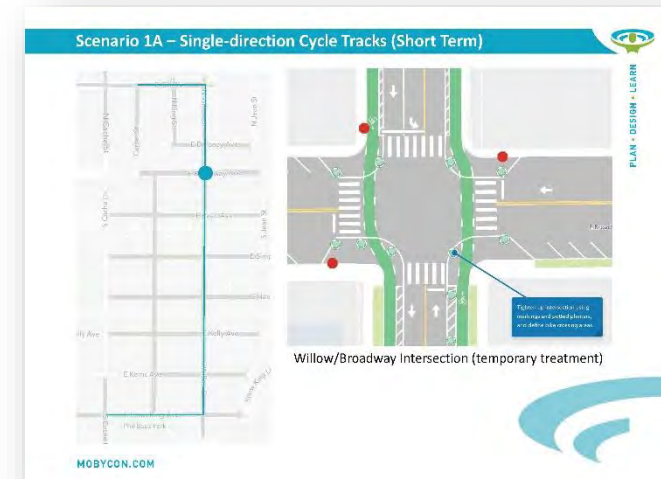
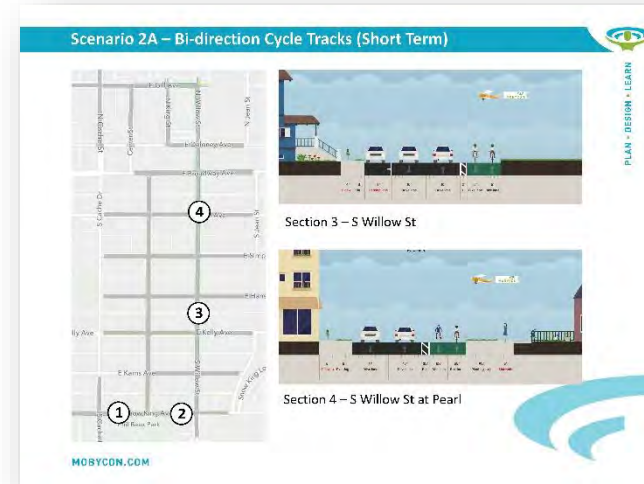
For more information, and a link to the Zoom meeting, head to [FriendsOfPathways.org](https://www.friendsofpathways.org).



Design Options



- Looked at numerous design options with variables of:
 - Short-term vs. long-term improvements
 - One-way vs. two-way bike lanes
 - Traffic flow changes (convert some sections to one-way)
 - On-street parking layouts (one-side)

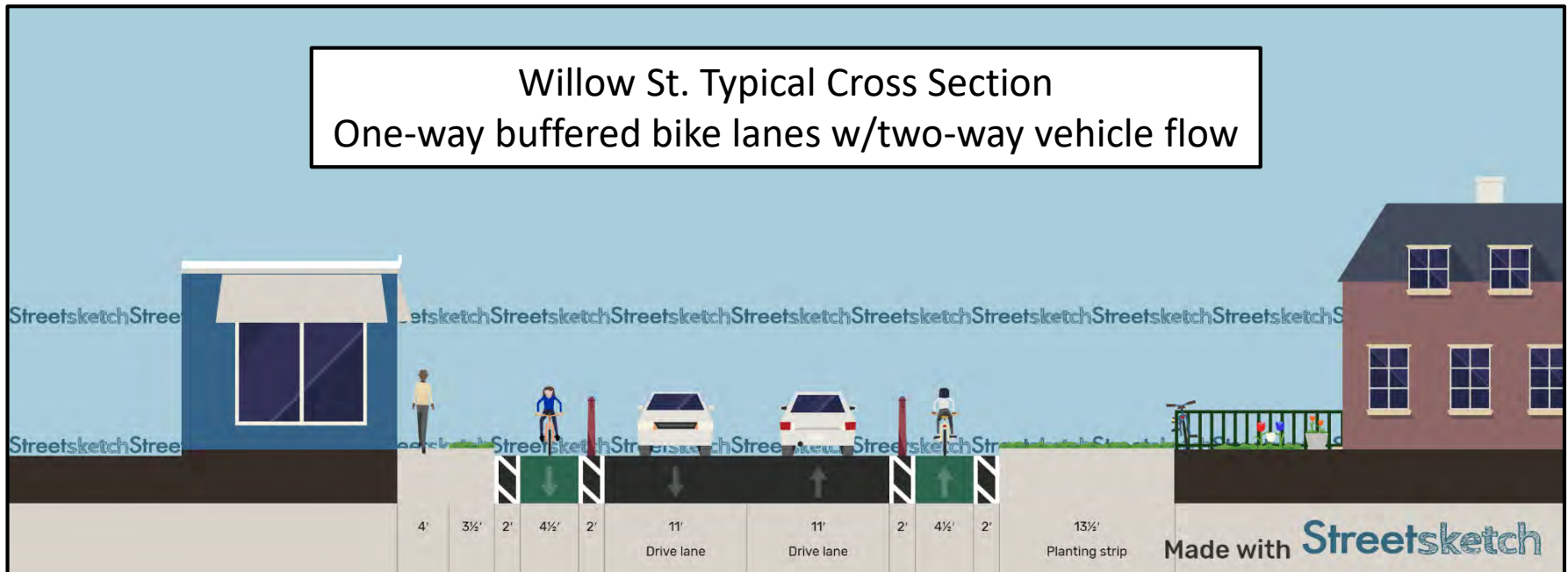


Design Options – Recommended Alternative

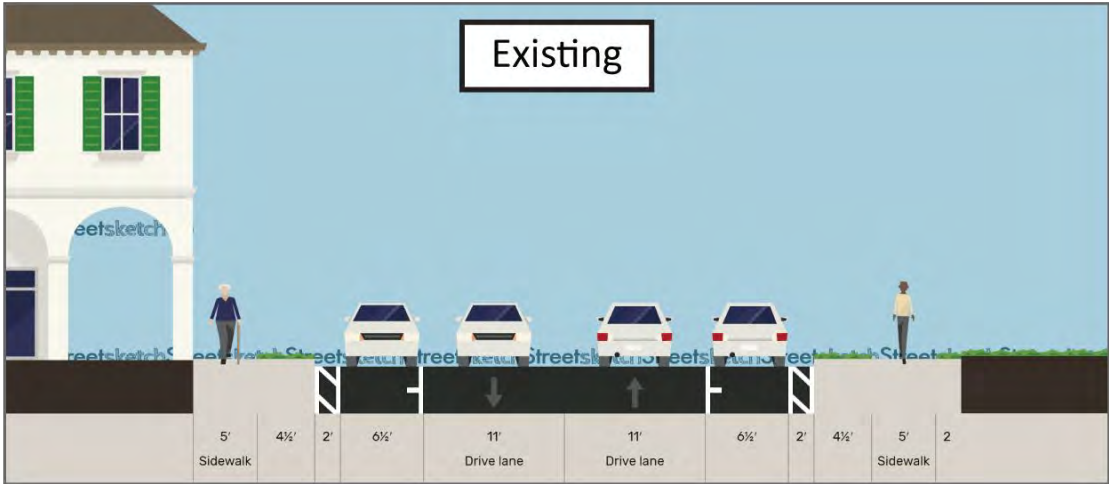


- Recommended alternative (short-term)
 - One-way buffered bike lanes with two-way vehicular traffic flow
 - Same layout as on Snow King from Millward to Cache
 - Does not mean that other options have been ruled out entirely

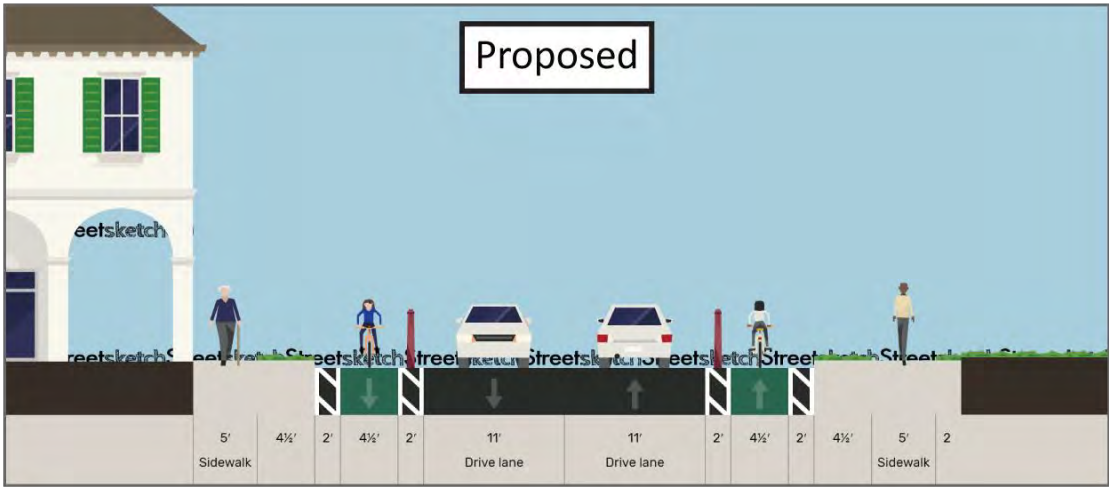
Willow St. Typical Cross Section
One-way buffered bike lanes w/two-way vehicle flow



Snow King Ave. between Cache and King : 2-way traffic

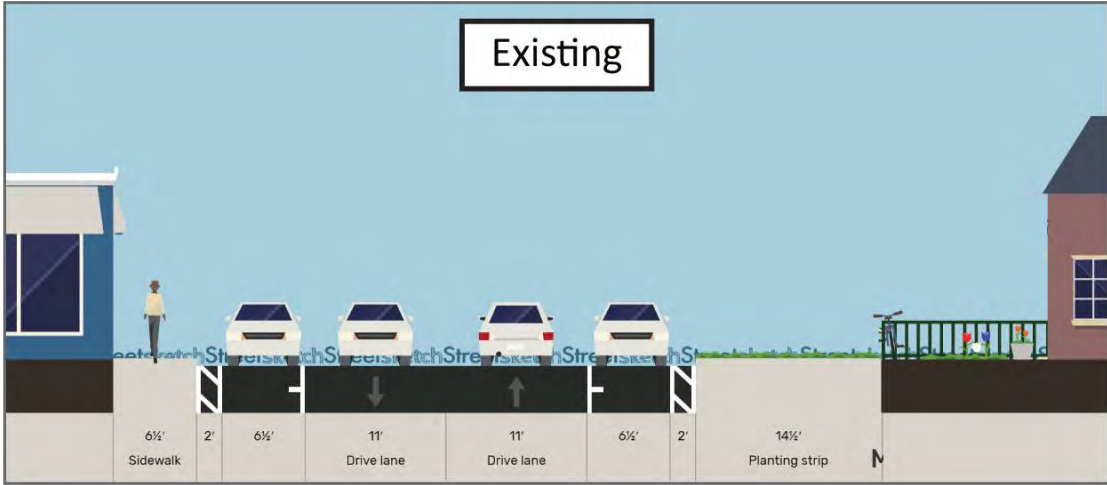


Single direction cycle tracks, maintain 2-way traffic

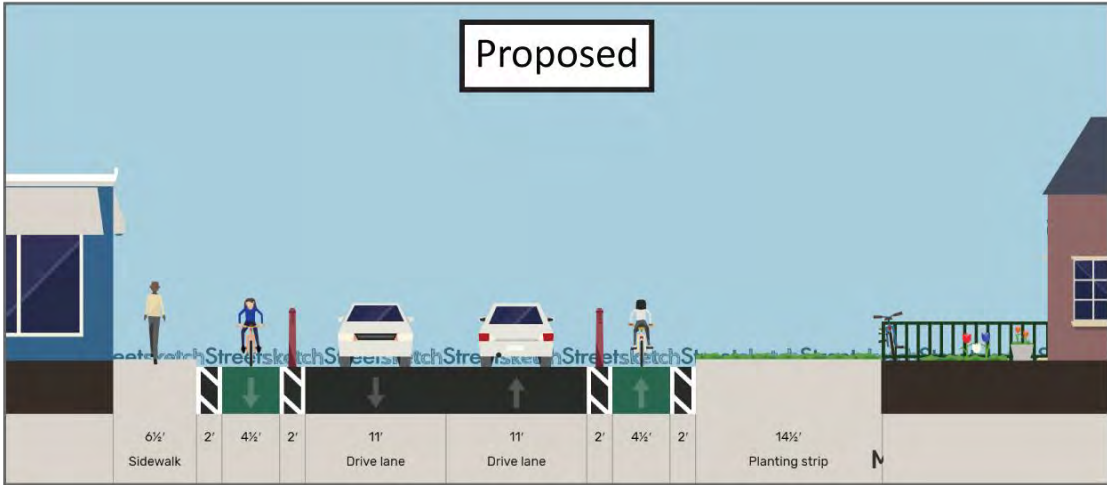


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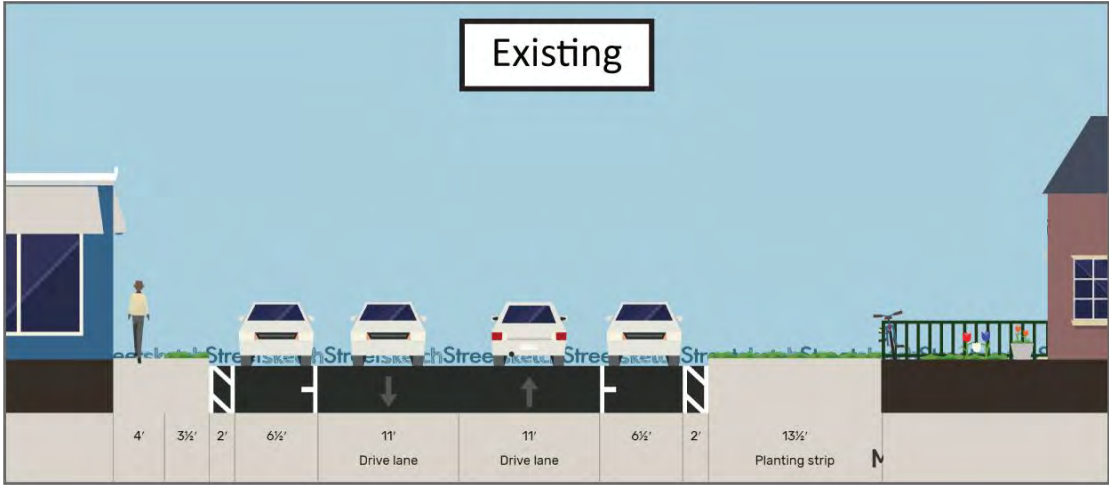
Willow St. between Snow King and Kelly : 2-way traffic



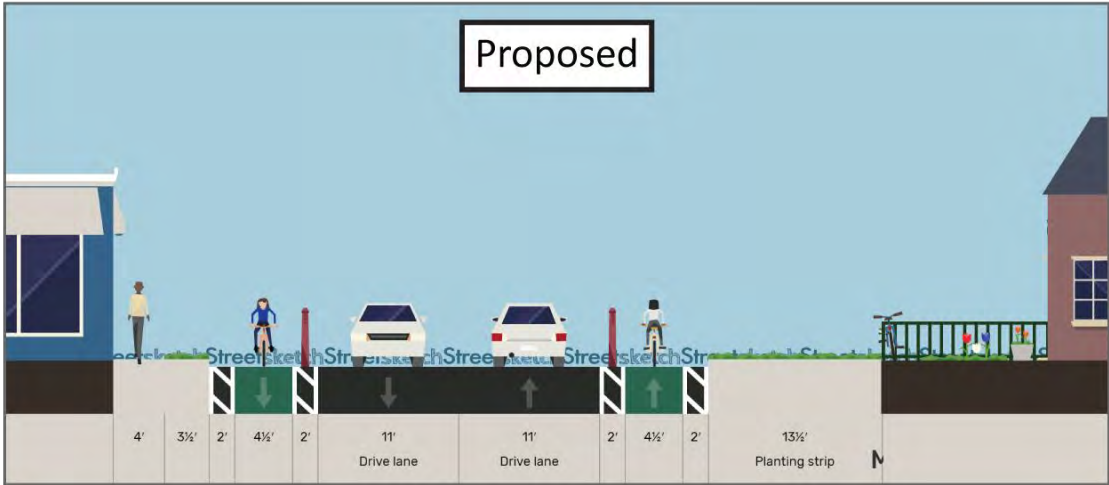
Single direction cycle tracks, maintain 2-way traffic



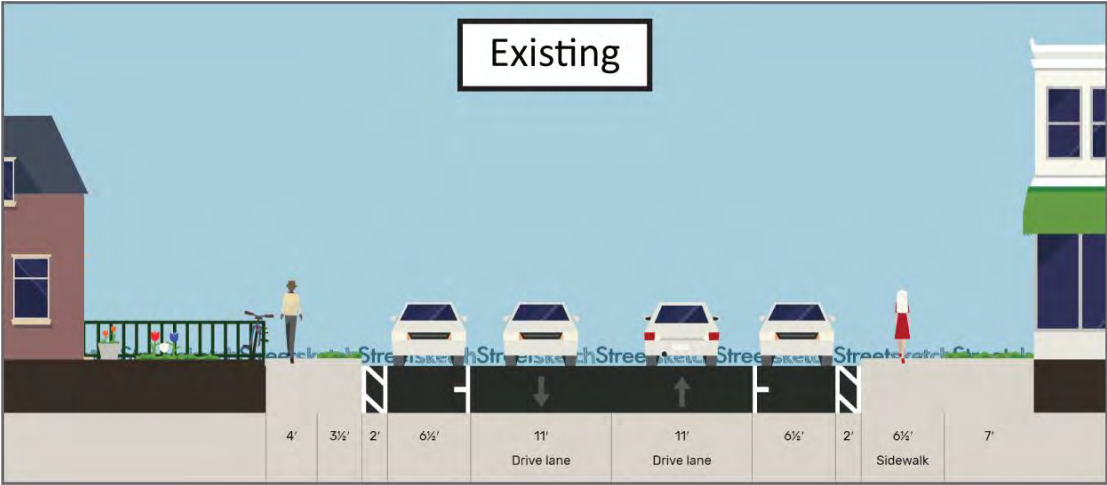
Willow St. between Kelly and Hansen : 2-way traffic



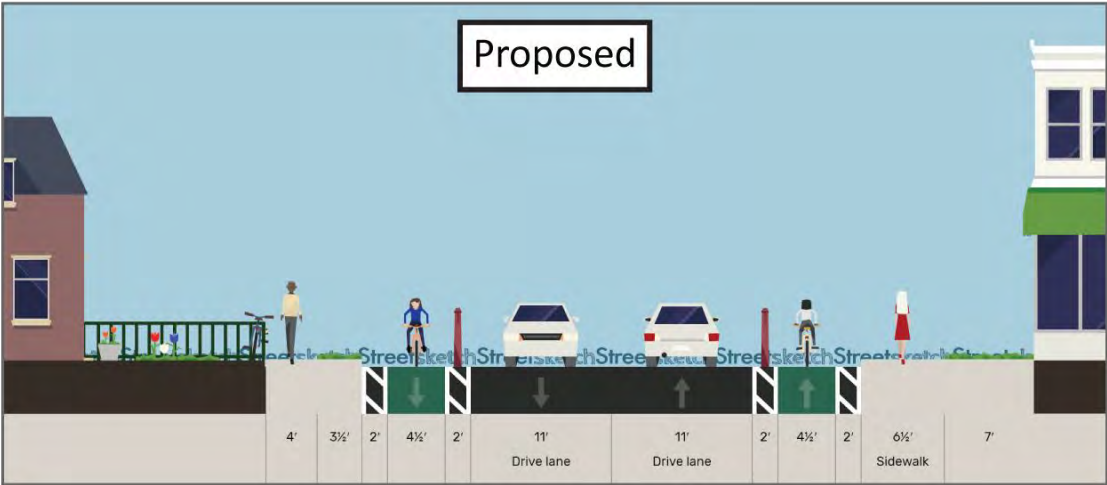
Single direction cycle tracks, maintain 2-way traffic



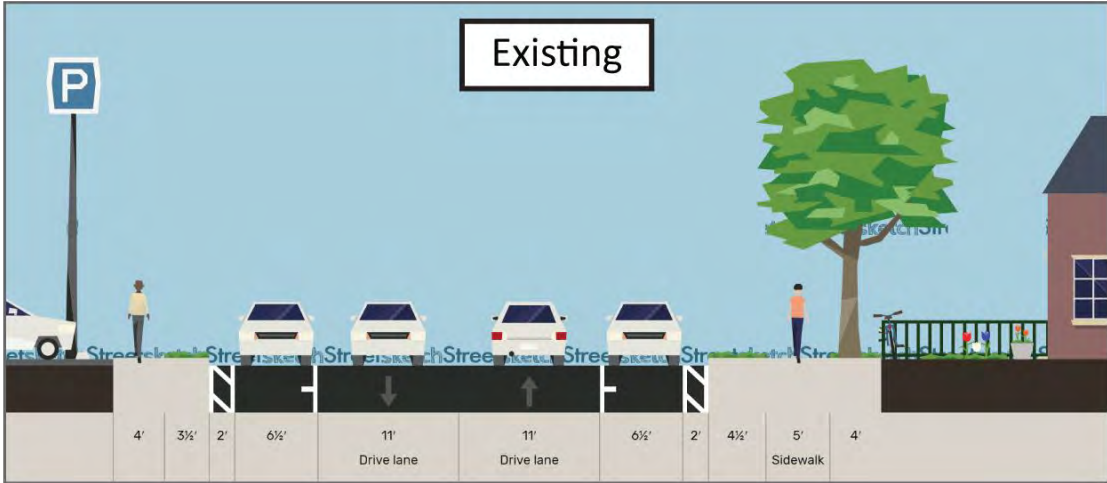
Willow St. between Hansen and Simpson : 2-way traffic



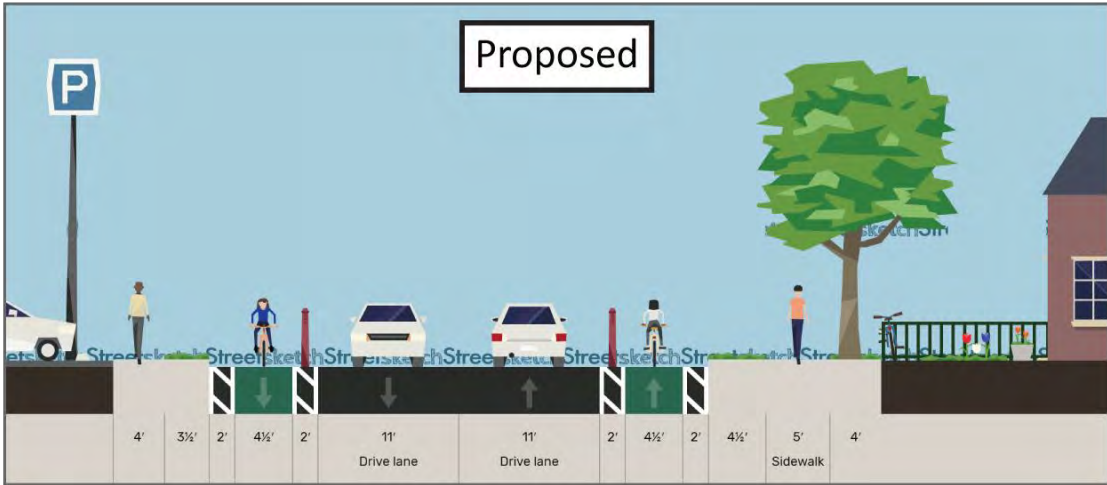
Single direction cycle tracks, maintain 2-way traffic



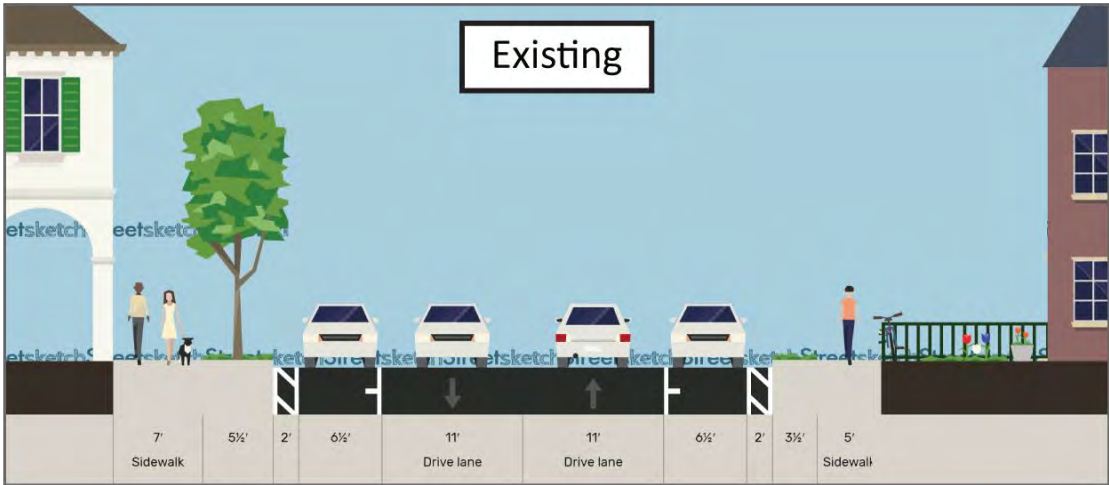
Willow St. between Simpson and Pearl : 2-way traffic



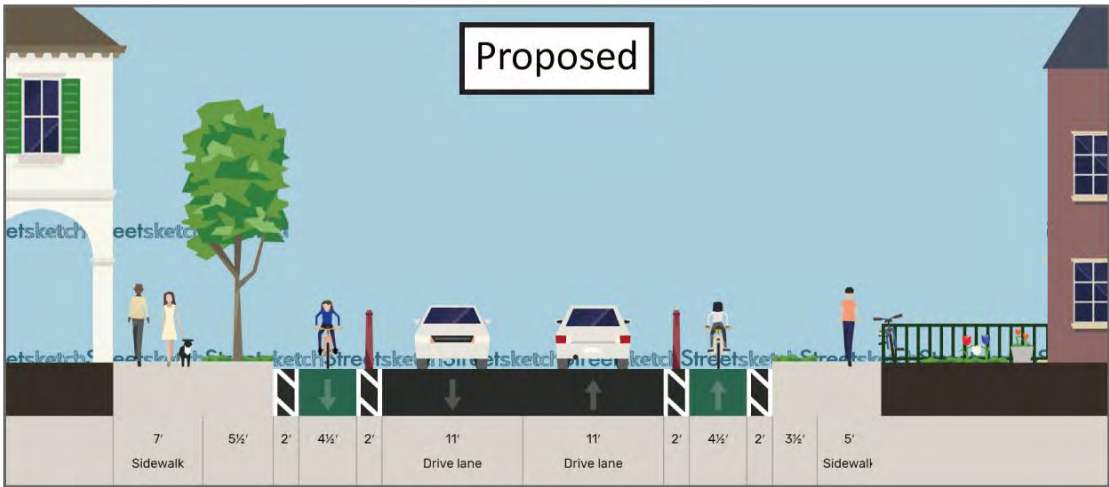
Single direction cycle tracks, maintain 2-way traffic



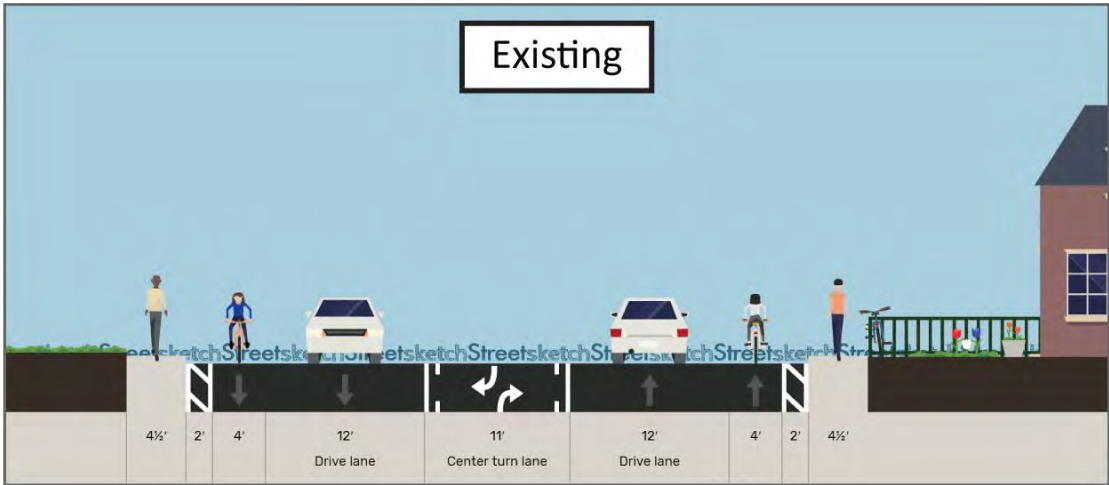
Willow St. between Pearl and Broadway : 2-way traffic



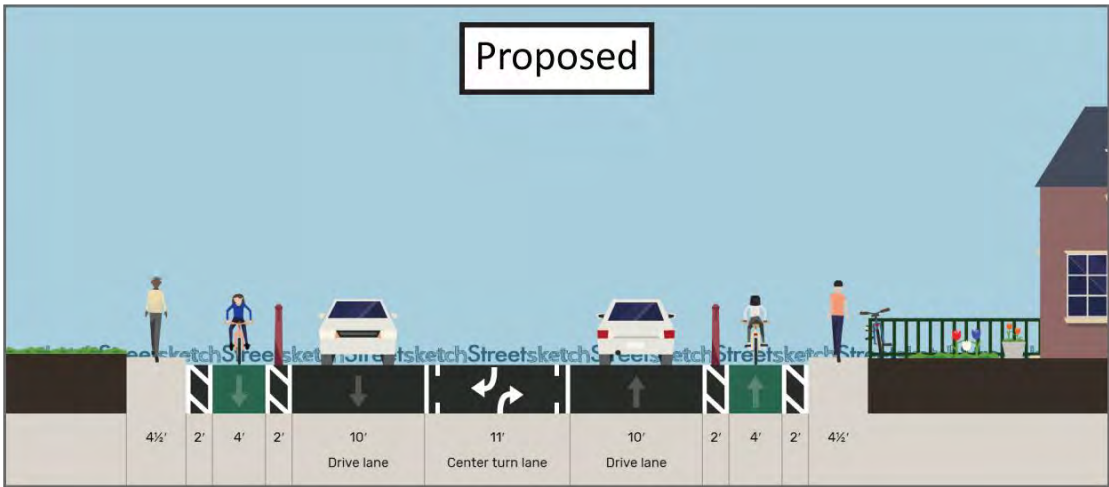
Single direction cycle tracks, maintain 2-way traffic



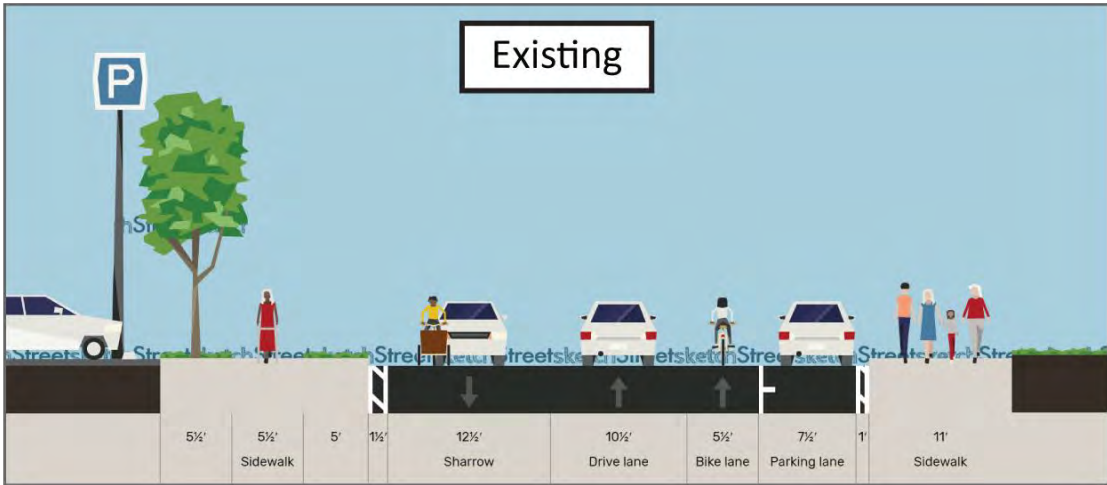
Willow St. between Broadway and Deloney : 2-way traffic



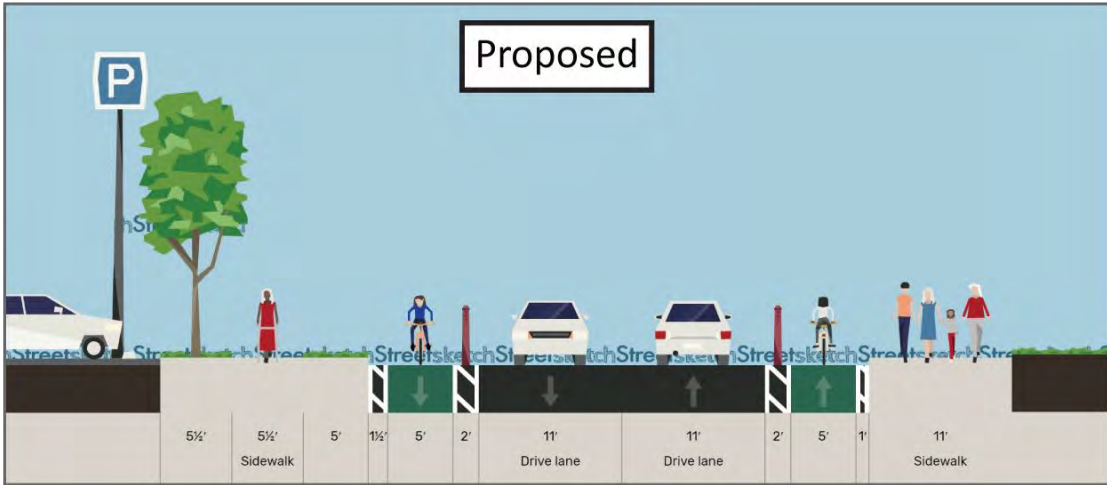
Single direction cycle tracks, maintain 2-way traffic



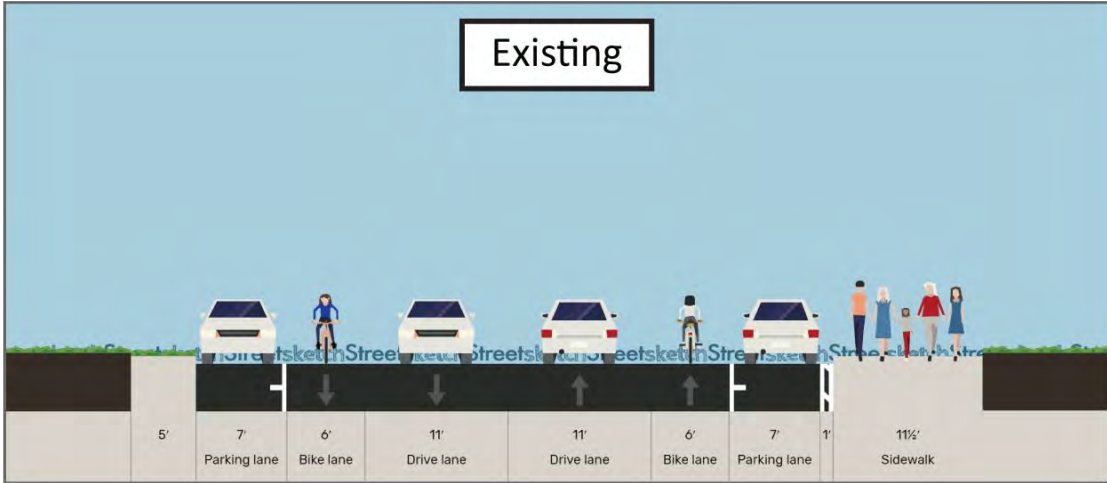
Willow St. between Deloney and Gill (south half) : 2-way traffic



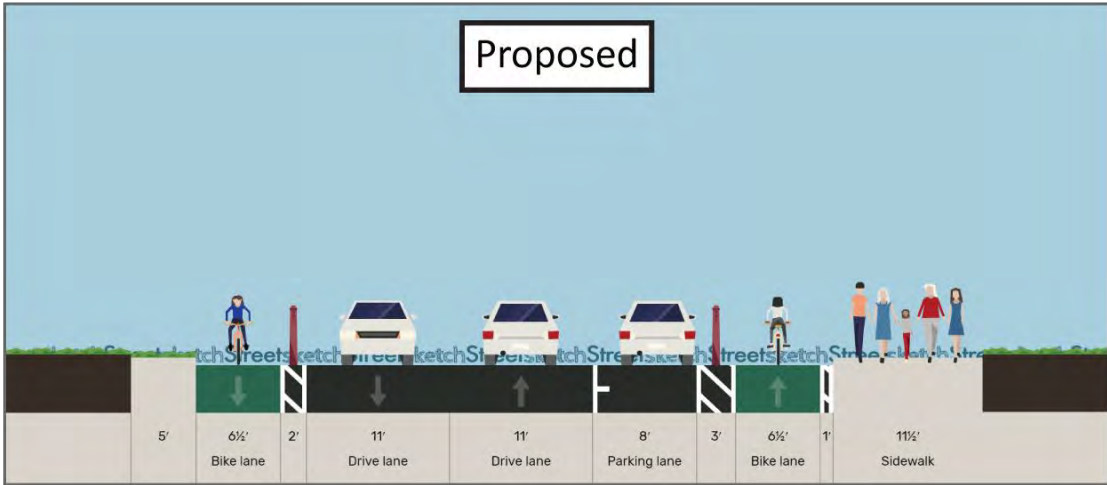
Single direction cycle tracks, maintain 2-way traffic

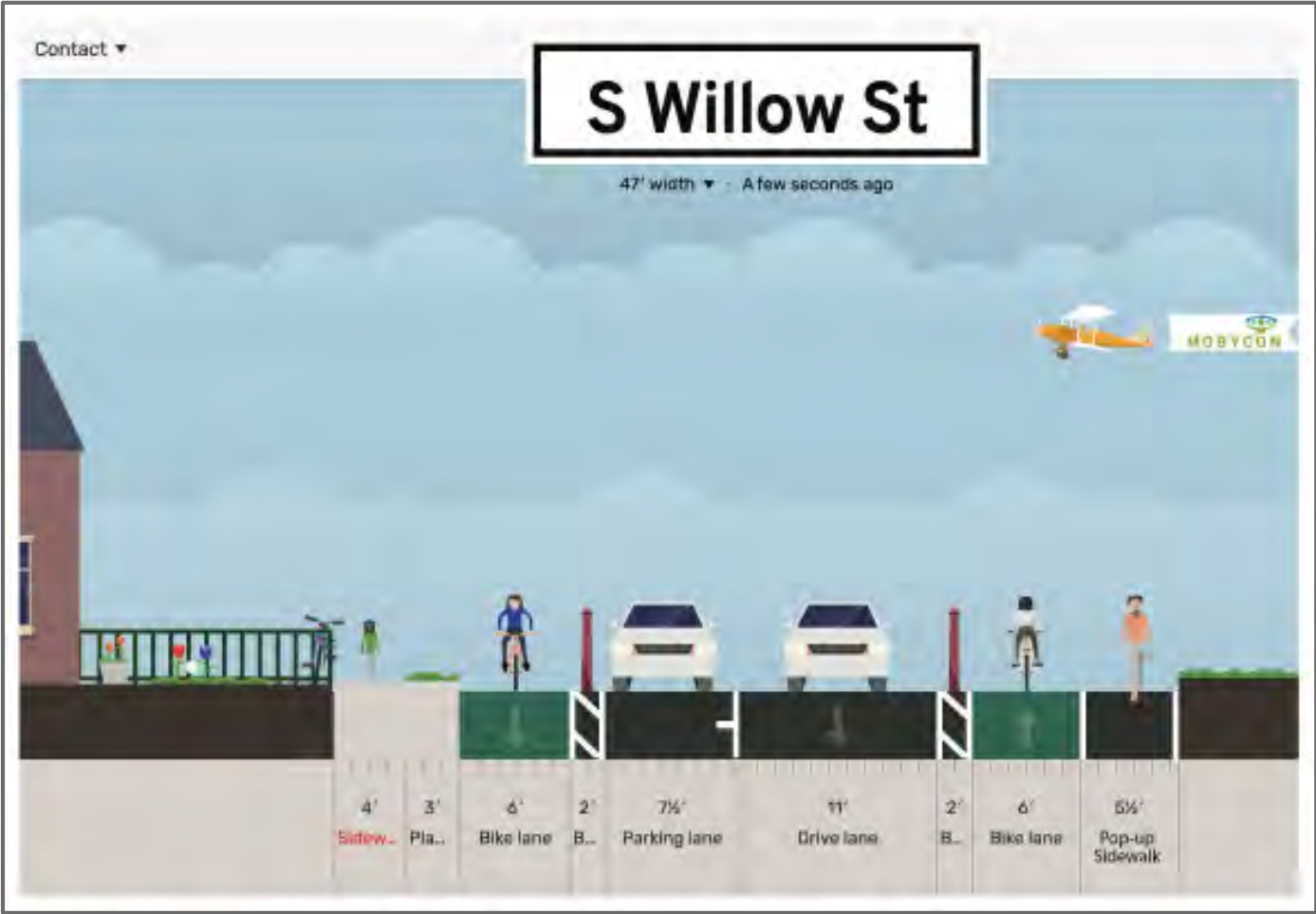


Willow St. between Deloney and Gill (north half) : 2-way traffic



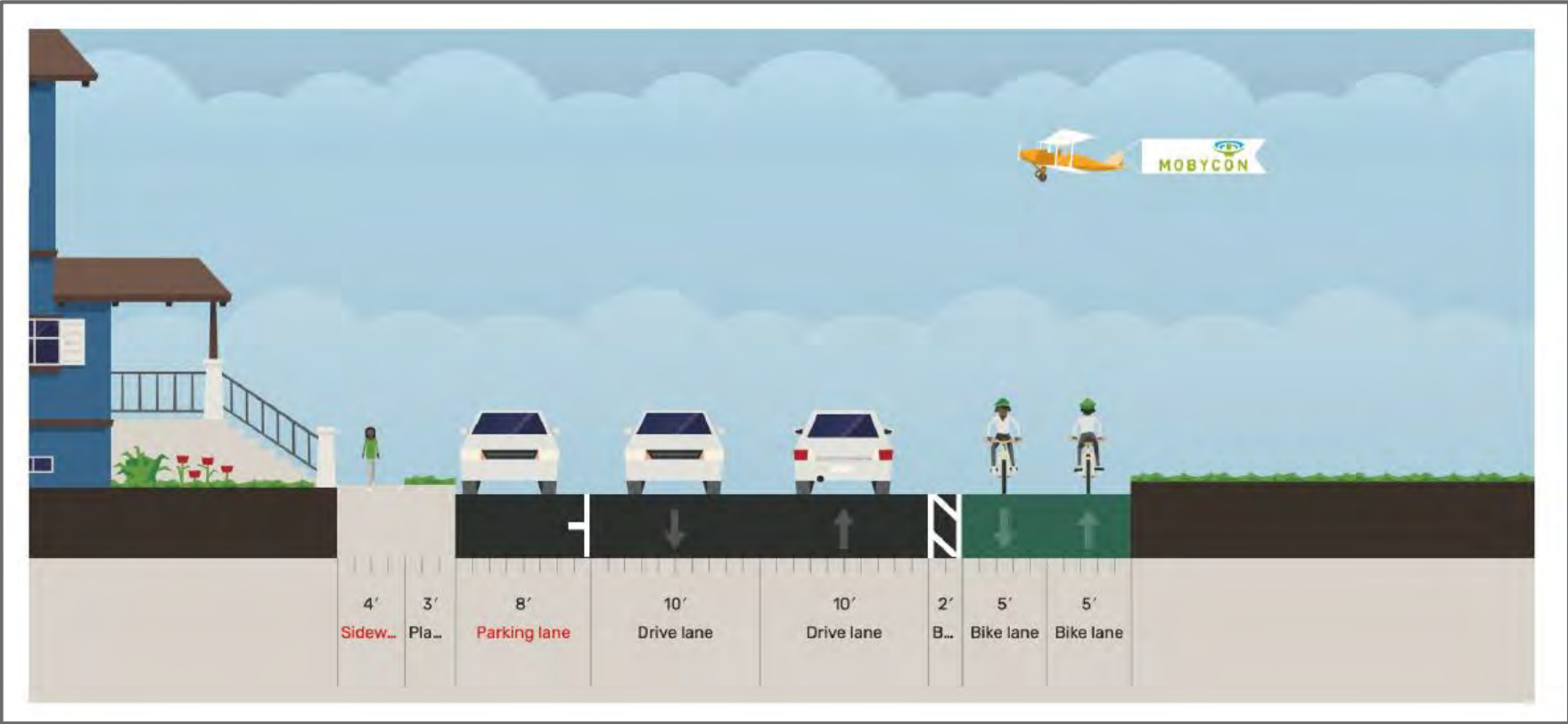
Single direction cycle tracks, 2-way traffic, parking one side



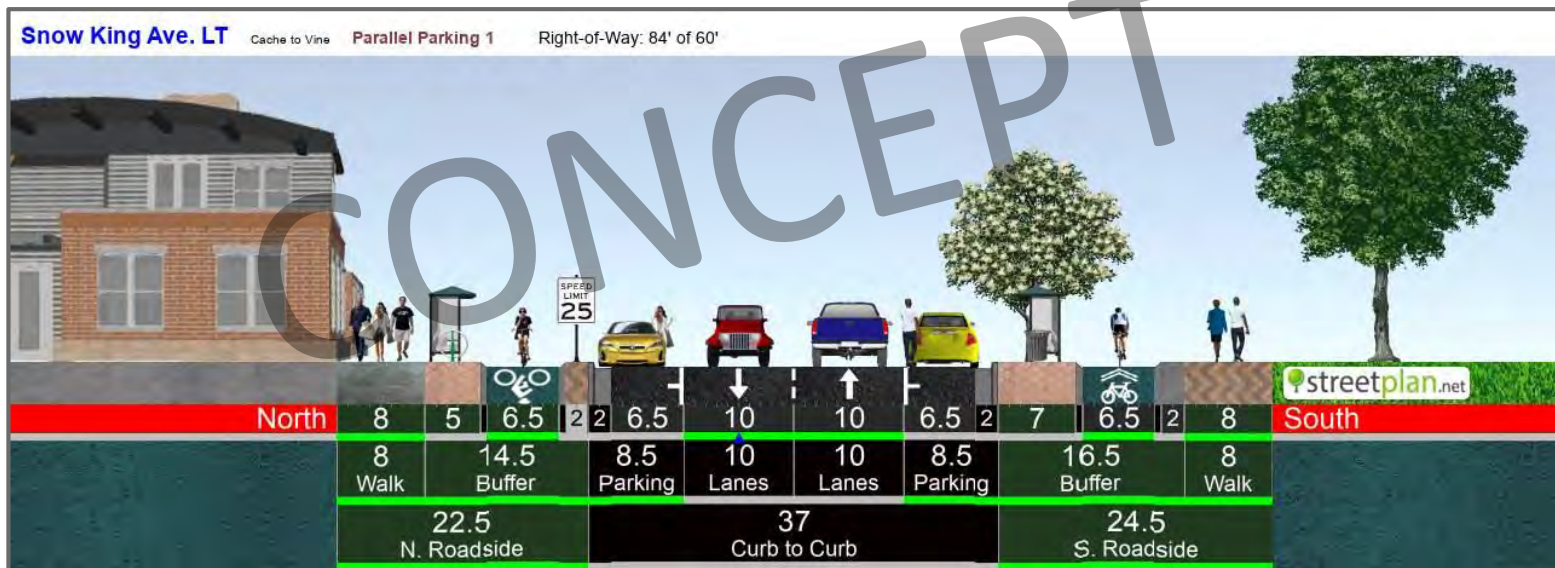
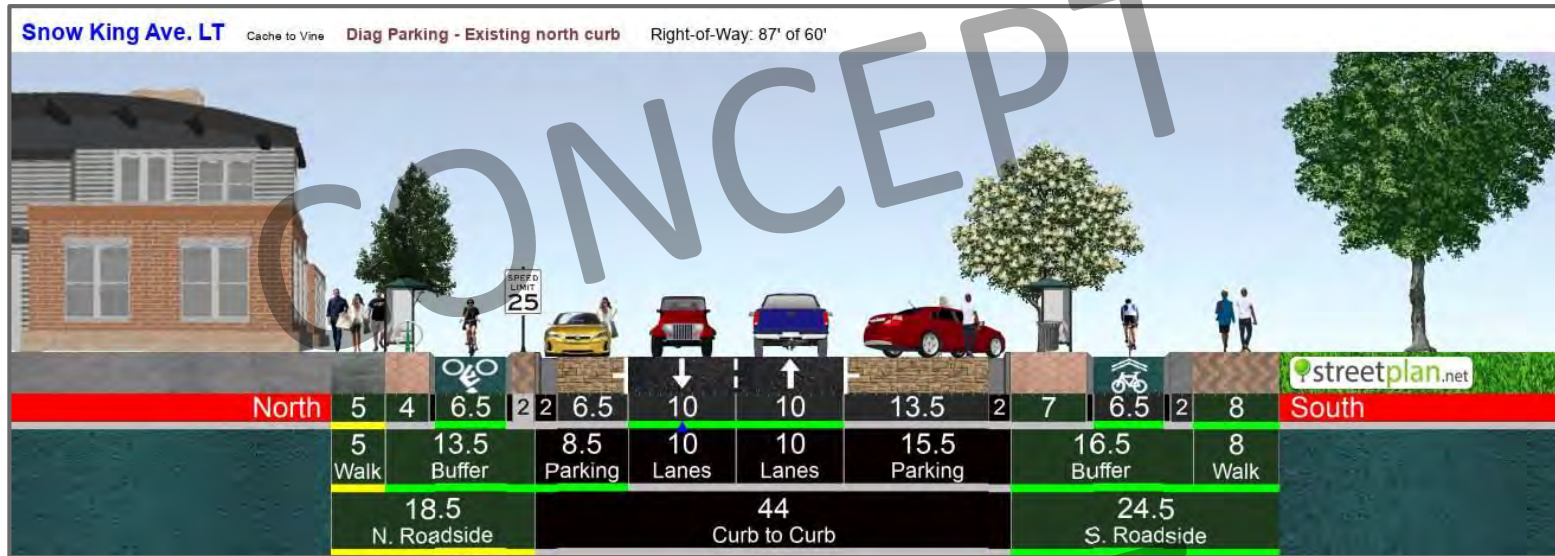




South Willow St.



Design Alternatives : Long-Term Snow King Ave. - CONCEPT





Next Steps

- Public Outreach - Ongoing
- ❖ Revisions – Dec. 2021/Jan. 2022
- ❖ Town Council Review and Approval
 - Public meeting(s) in Jan. or Feb. 2022
- ☐ Implementation - Spring 2022



- Q & A
- Input – Comment sheets, in-person
 - General observations on the project area
 - Your needs for this corridor and priorities for use
 - What currently works well, what could be improved
 - Areas of concern
 - Other questions and comments

bschilling@jacksonwy.gov

307.732.8573

Thank you!



- Portland St. Study – 2020
 - 14 corridors in 6 cities
 - Found improvements had either positive or non-significant impacts on sales and employment.
 - **Bike lane improvements largely boosted business and employment in the retail and food service sectors.**
 - <https://www.sciencedaily.com/releases/2020/04/200422151318.htm>
- Volker/Handy Review
 - Review of 23 studies in US and Canada quantifying economic impact to local businesses following the installation of bicycle or pedestrian facilities
 - Found that active travel facilities generally have positive or non-significant economic impacts on retail and food service businesses abutting or within a short distance of the facilities, though bicycle facilities might have negative economic effects on auto-centric businesses (like gas stations, auto repair shops, auto parts stores, and large home-goods stores).
 - <https://www.tandfonline.com/doi/full/10.1080/01441647.2021.1912849>



A few references to articles and studies looking at economic impacts of bike lanes and parking removal

[12 Studies that Make a Case for Converting Parking to Bike Lanes | Planetizen News](#)

[Bike lanes provide positive economic impact -- ScienceDaily](#)

[Benefits of Bike Lanes | Study Shows Bike Lanes Can Benefit Local Businesses](#)

[Are Bike Lanes Good for Small Business? - IBI Group](#)

[Every Study Ever Conducted on the Impact Converting Street Parking Into Bike Lanes Has on Businesses - Bloomberg](#)

[Bike Lanes and Local Business: The Economic Impact - Cambridge Bicycle Safety](#)
[Love them or hate them, research offers financial case for big city bike lanes | CBC News](#)

[How Bike Lanes Benefit Businesses](#)
[dot-economic-benefits-of-sustainable-streets.pdf](#)

[Economic impacts on local businesses of investments in bicycle and pedestrian infrastructure: a review](#)

[Protected Bike Lanes Statistics | PeopleForBikes](#)

Compilation of Economic Impact Studies of Bicycle Lanes and Parking Removal on Adjacent Businesses (US and Canada)

- *12 Studies that Make a Case for Converting Parking to Bike Lanes* | Planetizen News - <https://www.planetizen.com/node/74822>
- *Bike lanes provide positive economic impact* – ScienceDaily - <https://www.sciencedaily.com/releases/2020/04/200422151318.htm>
- *Benefits of Bike Lanes | Study Shows Bike Lanes Can Benefit Local Businesses* - <https://www.bicycling.com/news/a32306169/bike-lanes-benefit-local-businesses-study/>
- *Are Bike Lanes Good for Small Business?* - IBI Group - <https://www.ibigroup.com/ibi-insights/bike-lanes-good-small-business/>
- *Every Study Ever Conducted on the Impact Converting Street Parking Into Bike Lanes Has on Businesses* – Bloomberg - <https://www.bloomberg.com/news/articles/2015-03-13/every-study-ever-conducted-on-the-impact-converting-street-parking-into-bike-lanes-has-on-businesses>
- *Bike Lanes and Local Business: The Economic Impact* - Cambridge Bicycle Safety - <https://www.cambridgebikesafety.org/2021/09/22/bike-lanes-and-local-business-the-economic-impact/>
- *Love them or hate them, research offers financial case for big city bike lanes* | CBC News - <https://www.cbc.ca/news/business/biking-lanes-business-health-1.5165954>
- *How Bike Lanes Benefit Businesses* - <https://www.strongtowns.org/journal/2018/5/31/how-bike-lanes-benefit-businesses>
- *NYC DOT-economic-benefits-of-sustainable-streets.pdf* - <http://www.nyc.gov/html/dot/downloads/pdf/dot-economic-benefits-of-sustainable-streets.pdf>
- *Economic impacts on local businesses of investments in bicycle and pedestrian infrastructure: a review* – T and F Online (Transport Reviews) - <https://www.tandfonline.com/doi/full/10.1080/01441647.2021.1912849>
- *Protected Bike Lanes Statistics* | PeopleForBikes - <https://www.peopleforbikes.org/statistics/economic-benefits>
- *Portland St. Study – 2020* (Science Daily)
 - 14 corridors in 6 cities
 - Found improvements had either positive or non-significant impacts on sales and employment.
 - Bike lane improvements largely boosted business and employment in the retail and food service sectors.
 - <https://www.sciencedaily.com/releases/2020/04/200422151318.htm>
- *Volker, Handy review – 2020* (T and F Online – Transport Reviews)
 - Review of 23 studies in US and Canada quantifying economic impact to local businesses following the installation of bicycle or pedestrian facilities.
 - Found that active travel facilities generally have positive or non-significant economic impacts on retail and food service businesses abutting or within a short distance of the facilities.
 - The studies all show either a statistically significant positive correlation (eleven bicycle facilities and two pedestrian facilities) or no statistically significant effect one way or the

other (seven bicycle facilities), as shown in Tables 3 and 4 and discussed by facility type below. None of the studies shows a negative correlation.

- “The issue of economic impacts on local businesses has received enough attention from researchers in recent years that a stand-alone review of the evidence is now warranted and could be especially helpful in informing local debates. In this paper we examine the literature on the economic impacts to local businesses of new or improved bicycle and pedestrian facilities. Taken together, the 23 studies we reviewed indicate that creating or improving active travel facilities generally has positive or non-significant economic impacts on retail and food service businesses abutting or within a short distance of the facilities, though bicycle facilities might have negative economic effects on auto-centric businesses (like gas stations, auto repair shops, auto parts stores, and large home-goods stores). The results are similar regardless of whether vehicular parking or travel lanes are removed or reduced to make room for the active travel facilities. Overall, the available evidence suggests that fears of disastrous consequences for local businesses are unfounded.”
- <https://www.tandfonline.com/doi/full/10.1080/01441647.2021.1912849>

BICYCLE TRIP COUNTS

Bicycle trip counts on Snow King just west of Rodeo Dr.
Peak of 1425 on June 30
regularly over 1000/day
966 trips per day average during peak summer months (Jun-Aug)
Up 18% from pre-bollards during peak summer months
Up 34% from pre-bollards for entire year

VEHICLE TRAFFIC COUNTS (From Summer 2021)

	Snow King	Simpson	Pearl	Bruun	N King Parking
Willow	2109	3409	3206	5486	2848
	Cache	Millward	Rodeo Grounds	Karns Meadow	Scott Ln
Snow King	5016	5740	6576	8385	10209

Brian Schilling

From: noreply@civicplus.com
Sent: Wednesday, August 11, 2021 6:23 PM
To: Town Council
Subject: Online Form Submittal: Clay Preheim Email the Town Council

Email the Town Council

Email Content: I am in support of extending the protected bike lanes from Snow King Ave to Jackson Elementary and the Rec Center. Please direct your staff to find the best solution to make this a reality so our family can feel confident biking to school and around town.

Your Name: Clay Preheim

Your Company Name: *Field not completed.*

Your Phone Number: *Field not completed.*

Your Email Address: clay.preheim@gmail.com

Your City: Jackson

Your State: *Field not completed.*

Your Zip Code: *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Brian Schilling

From: Ali Shafranek <alishafranek@gmail.com>
Sent: Friday, August 13, 2021 6:33 AM
To: Town Council
Subject: Safe bike routes through town

Dear Community Leaders,

I am writing in favor of completing a safe bike route through town, continuing east on Snow King Ave. and north on Willow Street.

Right now, as you may have noticed, the bollards on Snow King Ave. end at Cache Street, leaving cyclists to fend for themselves as they navigate our congested town. A complete safe bike route through town would continue east on Snow King Ave., then north on Willow Street. This path would give kids in town a safe and protected route to Jackson Elementary School, and allow all other cyclists to safely pass through town, get to the Rec Center, get to and from new affordable housing, and get north to GTNP.

My family and I live in east Jackson and are avid cyclists through town. During the school year we bike our sons (7 & 4) almost daily to JES and then across to Snow King Ave. to a preschool near Snow King & my husband commutes to work via Snow King Ave., so we are very familiar with the area. Sometimes the kids ride their own bikes and sometimes we haul them there, but it's always a little congested and scary to navigate this route during the morning rush of traffic. A complete safe bike route would alleviate the stress of bike commuting and encourage us to allow our kids to begin biking on their own when they are ready, as opposed to driving them in a car. I see so many kids/teenagers trying to navigate these same corridor daily, some without the knowledge of proper street etiquette, and I believe a complete pathway system would help these bikers tremendously, and continue to encourage many others to bike with safer access.

Thank you for your time and consideration, Ali Wheeler

Ali Shafranek Wheeler
PO Box 988
Jackson, WY 83001
307.690.6458
alishafranek@gmail.com

Brian Schilling

From: Whiteley Wheeler <wbwheeler@me.com>
Sent: Saturday, August 14, 2021 1:35 PM
To: Town Council
Subject: Bike lanes

Councilors:

I am writing to support FOP's effort to investigate extending the bike lanes up Willow from Snow King Ave. This would go a long way towards completing a complete safe bike route through town.

Thanks,
Whiteley Wheeler

Sent from my iPad

Brian Schilling

From: Amberley G. Baker <Amberley@wyliebaker.com>
Sent: Sunday, August 15, 2021 9:59 PM
To: Town Council
Subject: Support for Protected Bike Routes - Workshop Monday August 16

Mayor and Town Council –

I am writing in support of the workshop on Monday August 16 regarding protected bike routes through Town. Please direct Brian Schilling to do the necessary public outreach and assessment for protected bike routes. I live and work in Town, and my daughter will attend Jackson Elementary School as a 3rd grader this fall. She wants to ride her bike to and from home, school and my office but without protected bike routes, it is simply too dangerous. Commuting through Town is in fact dangerous for riders of all ages and abilities, especially given the increased traffic and visitors. As Brian Schilling states in his staff report, protected routes is about providing safe and connected bicycle and pedestrian facilities for all ages and abilities.

Thank you for your consideration, and thank you to your staff and particularly Brian Schilling for his important work on this topic.

Sincerely,
Amberley Baker

WYLIE BAKER LLP | office 307-733-6688 | direct 307-733-9900 | cell 713-854-4117 | fax 307-733-3758 |
amberley@wyliebaker.com | www.wyliebaker.com
Fed Ex/Physical: 60 East Simpson, Jackson, WY 83001 | USPS Mailing: P.O. Box 4211, Jackson, WY 83001

Brian Schilling

From: noreply@civicplus.com
Sent: Sunday, August 15, 2021 1:01 PM
To: Town Council
Subject: Online Form Submittal: Katie Wilson Email the Town Council

Email the Town Council

Email Content: Hello! Safer routes for non-vehicle transportation through our Town is something I care about. It is one of the main reasons I accepted the invitation to sit on the Board for Friends of Pathways. As the Chair of the Panning Commission, I hope to see efforts towards "complete streets" to continue.

Tomorrow, we have an opportunity to add one more safer route for pedestrians, bikes, strollers, roller skates, etcetera! Please support this opportunity.

Thank you,
Katie Wilson
Resident of East Jackson

Your Name:	Katie Wilson
Your Company Name:	<i>Field not completed.</i>
Your Phone Number:	3076908950
Your Email Address:	k.wilson2582@gmail.com
Your City:	Jackson
Your State:	Wyoming
Your Zip Code:	83001

Email not displaying correctly? [View it in your browser.](#)

Brian Schilling

From: noreply@civicplus.com
Sent: Sunday, August 15, 2021 8:25 PM
To: Town Council
Subject: Online Form Submittal: Chris Owen Email the Town Council

Email the Town Council

Email Content:

Dear Town Council, my name is Chris Owen and I wanted to write in support of future downtown bike lane connectivity. From a professional standpoint I support it because it will provide a safe way for all users, especially children going to school, to cross town. A quick look at the Ecocounter on the Snow King bike lane shows a daily average of 970 users per day so far this summer. (June 1 to August 14 2021) That is a 29.5% increase over last summer (749 daily average June 1 to August 31 2020). Each year through work I help lead the bike to school rodeo which follows Willow St. for several blocks. It is always such a relief to get the children to the section of Willow with bike lanes as you near the school. In my personal life I volunteer to set all the climbing routes on the boulders at Phil Baux park and take several trips each week down the Snow King bike lane and I would love to see the lane extended there as well. I hope you will direct staff to move forward with some of the options that Mobycon has identified for the corridor. I also support all of the pedestrian improvements around the town square which will provide safer crossing options for locals and visitors alike. Thank you for taking the time to look at these improvements. - Chris

Your Name: Chris Owen

Your Company Name: *Field not completed.*

Your Phone Number: 3077334534

Your Email Address: chris@friendsofpathways.org

Your City: JACKSON

Your State: Wyoming

Your Zip Code: 83001

Email not displaying correctly? [View it in your browser.](#)

Brian Schilling

From: noreply@civicplus.com
Sent: Monday, August 16, 2021 9:38 AM
To: Town Council
Subject: Online Form Submittal: Molly Breslin Email the Town Council

Email the Town Council

Email Content: Today during the Special Town Council Workshop there will be discussion on bike lane connectivity. As a pediatric medical services provider I urge you all to have a robust conversation regarding improving and enhancing the bike connectivity and safety in our community and ultimately make a decision to approve more protected bike lanes (like Snow King Avenue) throughout town and especially in our school areas. Here are links to two articles - one a consensus article from the British Medical Journal - on the benefits of promoting bike safety and biking to school. Thank you for your time and consideration.

<https://bjsm.bmj.com/content/50/19/1177>

<https://www.washingtonpost.com/news/innovations/wp/2016/02/23/this-danish-city-is-so-bike-friendly-even-kindergartners-ride-to-school/>

Your Name: Molly Breslin

Your Company Name: *Field not completed.*

Your Phone Number: 307-413-8278

Your Email Address: breslin.molly@gmail.com

Your City: Jackson

Your State: WY

Your Zip Code: 83001

Email not displaying correctly? [View it in your browser.](#)

Brian Schilling

From: noreply@civicplus.com
Sent: Wednesday, August 18, 2021 8:03 AM
To: Town Council
Subject: Online Form Submittal: Julie O'Halloran Email the Town Council

Email the Town Council

Email Content: On behalf of Friends of Pathways, I want to thank the Town of Jackson Council members for supporting Brian Schilling's proposed plan to obtain meaningful ideas to create more pedestrian safety in the Town through dedicated routes through active neighborhoods. It would be an amazing gift to this Community to support a design that merges the interests of everyone in a way that reduces traffic and increases safety. Much appreciated. Julie O'Halloran

Your Name: Julie O'Halloran

Your Company Name: *Field not completed.*

Your Phone Number: 414-305-3737

Your Email Address: jao@glsllp.com

Your City: Jackson

Your State: Wyoming

Your Zip Code: 83001

Email not displaying correctly? [View it in your browser.](#)

Brian Schilling

From: noreply@civicplus.com
Sent: Wednesday, August 18, 2021 12:29 PM
To: Brian Schilling
Subject: Online Form Submittal: Email Brian Schilling

Email Brian Schilling

Email Content: Brian: The following letter was submitted to the Jackson Town Council but was also meant to be sent to you; I just didn't know how to send it in one email. Please feel free to contact me with any questions or discussion. ~Linore

Dear Mayor Morton/Levinson, Councilmen Jorgensen, Schechter, Rooks and Chambers:

I listened in on the July 19, 2021 workshop regarding Downtown Bike Lane Connectivity and the S Willow Street Corridor and have a thought to share. As a resident on S Willow Street I see daily the dangers of bicycles, cars and trucks as they pass by and believe there is a safer way for these modes of transportation to coexist. As you look at the options of making safe travel from E Snow King Ave down to the JES and the Rec Center, I think you should also give a look at routing the bike lane down S King Street between E Snow King and E Simpson Ave (or E Pearl Ave) as a viable option. The section of S Willow Street between E Simpson Street (or E Pearl Street) and E Broadway could be redesign to parking on one side with a two way bike lane. Or, the bike route could then continue down E Simpson Street (or E Pearl Street) to S Jean Street and then cut over to JES and the Rec Center. S Willow Street has become a major thoroughfare and S King Street is less traveled by cars, buses, and heavy trucks. And I believe it would be less costly to do that routing rather than redesign all of S Willow Street. I hope you will give this some consideration and I look forward to future meetings regarding this.

Best regards,
Linore Wallace
450 S Willow Street
Jackson, WY 83001
307-733-2768

Your Name: Linore Wallace

Your Company Name: *Field not completed.*

Your Phone Number:	307-733-2768
Your Email Address:	linorewallacewy@gmail.com
Your City:	Jackson
Your State:	WY
Your Zip Code:	83001

Email not displaying correctly? [View it in your browser.](#)

Brian Schilling

From: Charley Bemis <charlesawbemis@gmail.com>
Sent: Friday, December 10, 2021 11:10 AM
To: Town Council
Subject: Opposition to Willow Street Safe Routes Project

EXTERNAL EMAIL from charlesawbemis@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To whom it may concern,

I want to voice my opposition to the proposal titled "Willow Street Safe Routes Project" and specifically any changes to vehicular traffic patterns as a result of the proposal.

I have lived on a street that is immediately adjacent to Willow St. for the last 4 years. During the summer months I commute and travel via bicycle across town more than I use my personal vehicle.

I am most strongly opposed to the idea that Willow Street will become a one direction street to accommodate the proposed bike lanes. Willow Street is an integral thoroughfare for residents who wish to avoid traffic on the town square. In the 18-Aug-21 edition of the JHNG, Pathways Coordinator Brian Schilling said the "current corridor does not create those conditions where it's as **safe**, accessible or as comfortable as driving." Does Schilling have any evidenced based data to support this claim? Do more people crash on bikes than in cars on Willow Street? How is biking on Willow Street with its current configuration unsafe and uncomfortable?

The article includes an anecdotal story from one person, Jessica Jaubert, who says she was nearly hit by a car twice at the intersection of Snow King and Willow. I have biked through that exact location literally hundreds of times per year and have never once nearly been hit by a car. Is Jessica Jaubert a safe biker? Is one person feeling unsafe enough to justify rerouting a highly trafficked street thereby greatly inconveniencing the hundreds of people who depend on Willow Street to travel south every day?

In his staff report, Schilling writes "Scenarios that add protected bike facilities and maintain two-way vehicle traffic on Willow would result in the removal of parking from at least one side of the street. If the highest priority is to maximize parking, converting Willow to a one-way street could retain most, if not all, on-street parking. However, converting Willow to a one-way street would have implications for vehicular traffic patterns that would need to be analyzed." Not only would converting Willow to a one-way be extremely detrimental to the amount of summer traffic we already endure, it would have major implications on the property values of the adjacent homes and businesses along the Willow Street corridor. The effects of this proposal on neighboring property values needs to be studied in depth before any proposal is approved.

There is conspicuously no mention on the [project](#) website that additional bike lanes would mean a major restructuring of our established traffic routes and loss of public parking with major implications on the property values of the established homes and businesses along the route.

In summary I cannot support the proposal to reroute vehicular traffic along Willow Street to accomodate an extremely unnecessary bike lane on what is already an established and safe bike route. There has been no data presented to support the proposal's claims that travel via bike on Willow Street is unsafe. There has been no study on the effect of making Willow a one-way street would have on vehicular traffic during the summer months. And there has been no study on the detrimental effects of unnecessarily rerouting traffic on Willow Street (including a substantial loss of public parking) would have on the adjacent properties. It is my opinion that the costs greatly outweigh the benefit of the proposal and I urge the council to reconsider what the best options are going forward.

I ask that you please consider this email during your meeting for public comment on the project Dec 16.

Regards,

Charley Bemis

Brian Schilling

From: Joan Anzelmo <anzelmojoan@gmail.com>
Sent: Friday, December 10, 2021 12:21 PM
To: Town Council
Subject: Concerns ref expansion of protected bike lane on Willow

EXTERNAL EMAIL from anzelmojoan@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Councilors,

I recently read info in Buckrail about a Friends of Pathways "community engagement project" proposing to expand the protected bike lane on Snow King to Willow and then the length of Willow to Gill. The published info to date has been misleading as it somewhat suggests it is a Town project. When one clicks on the links in the Buckrail story about the community meetings being held, you are directed to the Friends of Pathways website.

I strongly oppose seeing a protected bike lane with bollards added on Willow Street to Gill Ave. I do support pavement markings for bikes as we have on other Town streets, along with the current slow speed limits.

It is difficult enough to navigate through busy and narrow Jackson streets to conduct business and to find parking.

I am a physically disabled person and I need to use my car to get from my home into Town and to drive to various destinations in Town for business and errands.

I hope you will not authorize adding a protected bike lane with bollards on Willow to Gill. Snow King Avenue is an appropriate street to utilize the separated bike lane. Willow through to Gill is not.

Thank you for your consideration.

Joan Anzelmo

From: Nicholas Michael <nickrmichael28@gmail.com>
Sent: Friday, December 10, 2021 3:25 PM
To: Susan Scarlata <SScarlata@jacksonwy.gov>
Subject: Re: Give Input on Bike Routes | Next Thursday

EXTERNAL EMAIL from nickrmichael28@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

as an avid biker. i think the bollards are stupid and should be removed.
They do nothing but hinder both bikers and drivers.
there should be a different solution.
I am all for the bike lanes and keeping traffic to the speed limit on said roadways, but not the
bollards.(or flower pots/dividers)
Widen the roadways that have the bollards. There is plenty of room on snowking ave to make it wider.
thank you

Brian Schilling

From: Shanna Workman RDH <shannaworkman.rdh@gmail.com>
Sent: Monday, December 13, 2021 6:16 PM
To: Town Council
Subject: Bike path

EXTERNAL EMAIL from shannaworkman.rdh@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I'm all for a safe bike path on Willow. As long as it continues and connects to snow king and extends in front of snow king. Your forced out into traffic in front of snow king and still water restaurant.

I think the turn left to approach path on maple way is dangerous and poor design, cars hate to wait for a cyclist to turn left.

Parking is extremely tight in Jackson, especially when we ask over 3 million visitors to come and spend money. If you take all parking off Willow where does that leave tourist to sleep in their sprinter vans?

Thanks for your time.

Sent from my iPhone

Brian Schilling

From: Leonard Carlman <len@lencarlman.com>
Sent: Monday, December 13, 2021 10:18 AM
To: Town Council
Subject: Willow Street Safe Routes Project

EXTERNAL EMAIL from len@lencarlman.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I have worked from a downtown Jackson office almost continuously since 1983. The safety improvements to our Town's pedestrian and bike travel systems over the years have been terrific. For some people, some of the improvements, (like the compete street project on Redmond and the seasonal bollards on Snow King Ave.), have taken some getting used to. But lo and behold, people adapted, the streets now work better, people are safer, and kids (& adults too) on bikes can move about more safely. The Willow Street Safe Routes Project will follow this pattern; there will be some grumpiness from a few people at first, but the merits of the project will prove themselves soon enough and, on balance, we will all be better off. I hope you advance this project with all due speed.

Thank you,

Len Carlman



Carlman Legal Services, LLC

Leonard R. Carlman
Attorney & Counselor at Law

len@lencarlman.com
lencarlman.com

320 E Broadway, Suite 2A
PO Box 1172
Jackson, WY 83001

T 307.733.1191 **C** 307.413.3336 **F** 307.733.4718

The email, website, and physical addresses as well as the phone numbers in this signature block are all hot links. Smartphone users can select any one of them and advance from there. **If you have received this email and any attachments in error please destroy them. Thank you.**

Brian Schilling

From: Jim Turley <jhturley34@gmail.com>
Sent: Monday, December 13, 2021 3:40 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from jhturley34@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

Please support the Willow Street Safe Routes Project, vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and allow cyclists of all ages and abilities to safely ride to Jackson Elementary School and the Rec Center.

Thank you,

Jim Turley
1655 W Big Trail Dr
Jackson, WY 83001

Brian Schilling

From: Kathleen Belk Doffermyre <kathleen.belk@gmail.com>
Sent: Monday, December 13, 2021 3:47 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from kathleen.belk@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Let's do what we can to reduce car traffic and reduce the amount of time our kids are sitting in cars.

Thank you,

Kathleen

--

Kathleen Belk Doffermyre
2048 Hidden Ranch Loop
PO Box 218
Jackson, WY 83001

Brian Schilling

From: Paul P <blossomfarms@gmail.com>
Sent: Monday, December 13, 2021 4:02 PM
To: Town Council
Subject: Yes to Willow Bike Lane

EXTERNAL EMAIL from blossomfarms@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

We could use all the bike friendly infrastructure we can build!

Paul Podell

83001

Brian Schilling

From: Jack Delay <jack@jackdelay.com>
Sent: Monday, December 13, 2021 4:06 PM
To: Town Council
Cc: info@friendsofpathways.org
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from jack@jackdelay.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project.

THIS STATEMENT IS NOT CANNED-

While supporting this concept and route I also believe that the "protected" (bollarded) section should be narrower where a "full" bike lane width would hamper traffic. I believe this situation is significant on SK Ave between Milward and Cache and am certain of it's significance from Cahe to Willow. I will further note that the existing protected route along Snow King provides more width than necessary to bicycles while narrowing the petrol lanes to where it is impractical and challenging for commercial vehicles to stay within the confines of what feels like a barely legal lane. As a life-long cyclist and currently die-hard bicycle commuter I believe we need to "share the road" with large vehicles. This is important to foster mutual consideration and not incubate driver hostility towards the cycling community. Plus playing nice and sharing is a fundamentally right thing to do. Please keep this in mind for expanded routes and be willing to consider it retroactively on existing routes as the system evolves.

Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,

Sent via the Samsung Galaxy A12, an AT&T smartphone

Brian Schilling

From: Carol Poole <cbpoolern@gmail.com>
Sent: Monday, December 13, 2021 4:11 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from cbpoolern@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,
Carol Poole

Sent from my iPhone

Brian Schilling

From: Dimmie Zeigler <dimmie@wyom.net>
Sent: Monday, December 13, 2021 5:29 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from dimmie@wyom.net. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,
Dimmie Zeigler

Brian Schilling

From: Julie Huot <jjlnhuot@aol.com>
Sent: Monday, December 13, 2021 5:51 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from jjlnhuot@aol.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,

Sent from my iPhone

Brian Schilling

From: Katie Wilson <k.wilson2582@gmail.com>
Sent: Monday, December 13, 2021 6:31 PM
To: Town Council
Subject: Willow Street: Let's Support Safe Routes Project

EXTERNAL EMAIL from k.wilson2582@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hailey, Arne, Jonathan, Jessica, Jim,

I am a resident of East Jackson and a regular commuter on Willow Street (*by car, bike, foot... sometimes even skis*). I will confess that I have been scared by drivers multiple times while riding my bike on this street... some folks struggle to share the road despite the painted "sharrows" and signage.

We need safer routes to get through Town outside of a vehicle. I know that the Town is working away on this - kudos to the sidewalk improvement projects!

We need to do a better job of helping non-vehicle traffic move through commercial areas. People will only ride their bikes if it feels safe. Parents will only allow their children to ride their bikes if it actually is safe (*not just a feeling!*).

Yes: reducing parking along Willow Street will inconvenience a number of businesses... but it will only be a minor inconvenience.

As density increases in our community, it is vital that we plan ahead to create arteries for cyclists and pedestrians to safely move too.

The "Willow Street Safe Routes Project" helps create a path for the cyclists. Let's do this!

Thank you for your service to our community!
Best,
Katie Wilson

Resident of East Jackson
Town Planning Commission Chair
Friends of Pathways Board Member

Brian Schilling

From: Mattie Sheafor <mattie.sheafor@gmail.com>
Sent: Monday, December 13, 2021 7:00 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from mattie.sheafor@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I absolutely support the Willow Street Safe Routes Project.

Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue.

This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,

Mattie Sheafor

Third Grade Teacher, mom, and cyclist

Sent from my iPhone

Brian Schilling

From: Ali Shafranek <alishafranek@gmail.com>
Sent: Monday, December 13, 2021 8:21 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from alishafranek@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,

Ali Wheeler

Brian Schilling

From: joan crittenden <jmcinwy@gmail.com>
Sent: Monday, December 13, 2021 9:26 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from jmcinwy@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,
Joan Crittenden
3355 Ten Sleep Dr #10
Jackson, Wy 83001

Sent from my iPhone

Brian Schilling

From: Nancy Leon <nmleon@gmail.com>
Sent: Monday, December 13, 2021 9:35 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from nmleon@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

It will also create a safe through - town connector north to GTNP and the Grand Loop bike path.

Thank you,

Nancy Leon
Wilson

Brian Schilling

From: Linda Damiano <elleddee1011@gmail.com>
Sent: Monday, December 13, 2021 10:08 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from elleddee1011@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,

Linda Damiano

Sent from my iPhone

Brian Schilling

From: Nancy H. Ayers <nhayers@gmail.com>
Sent: Tuesday, December 14, 2021 4:21 AM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from nhayers@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,

Sent from my iPad

Brian Schilling

From: Mindy Sturgis <sturgismindy@gmail.com>
Sent: Tuesday, December 14, 2021 4:56 AM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from sturgismindy@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,

Mindy Sturgis
Sent from my iPad

Brian Schilling

From: Kevin Kaiser <kevinkaiser@kaiser.net>
Sent: Tuesday, December 14, 2021 8:01 AM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from kevinkaiser@kaiser.net. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,

Kevin Kaiser
Kaiser Institute

Brian Schilling

From: jgwalker <jgwalker@wyoming.com>
Sent: Tuesday, December 14, 2021 8:02 AM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from jgwalker@wyoming.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you, John Walker

Sent from my iPad

Brian Schilling

From: Anne <anne1read@gmail.com>
Sent: Tuesday, December 14, 2021 8:17 AM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from anne1read@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,

Anne FletcherRead

*Ph. (307) 690-0155
831 Upper Cache Creek dr., Jackson, Wy.*

Sent from my iPad

Brian Schilling

From: Jocelyn Wasson <jjlwasson@hotmail.com>
Sent: Tuesday, December 14, 2021 8:41 AM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from jjlwasson@hotmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,
Jocelyn and John Wasson

Brian Schilling

From: Shannon White Burns <swhitesf@gmail.com>
Sent: Tuesday, December 14, 2021 9:03 AM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from swhitesf@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,

Shannon Burns

Shannon White, Allied ASID
www.shannonwhitedesign.com
PO Box 3154
Jackson WY
307.690.1594

Brian Schilling

From: Patty Lummis <patty@lummismail.com>
Sent: Tuesday, December 14, 2021 9:15 AM
To: Town Council
Subject: Willow Street

EXTERNAL EMAIL from patty@lummismail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

Please don't let Willow Street become one way. It's the best way for cars from hospital area to turn to avoid the congestion of the Town Square. If Willow Street becomes one way many more vehicles will travel the other, smaller residential streets of East Jackson or the cars will add to the traffic at the town square.

Thank you,
Patty Lummis
175 Moran Street

Sent from my iPhone

Brian Schilling

From: Susan Hedden <susanlhedden@hotmail.com>
Sent: Tuesday, December 14, 2021 9:21 AM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from susanlhedden@hotmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,
Susan Hedden

Sent from my iPad

Brian Schilling

From: Diana Osuna <diosuna1@yahoo.com>
Sent: Tuesday, December 14, 2021 11:57 AM
To: Town Council
Subject: Bike lanes

EXTERNAL EMAIL from diosuna1@yahoo.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This letter is in support of protected bike lanes, however, I also support the free flow of vehicle traffic thru town which can sometimes be a nightmare. It's time to make all the streets accessible to all traffic by converting some of the heavily used streets into ONE WAY thoroughfares. Most larger towns have alleviated traffic flow issues and created safe bike paths by converting streets to one way. This simple solution would make life easier and more accessible for all of us

Sincerely
Diana Osuna

Sent from my iPhone

Brian Schilling

From: Kelly Chadwick <kellylchadwick@gmail.com>
Sent: Tuesday, December 14, 2021 4:43 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from kellylchadwick@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,
Kelly

Brian Schilling

From: Jerry Bilek <jerrybilek3@gmail.com>
Sent: Tuesday, December 14, 2021 11:12 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from jerrybilek3@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

My daily ride to work is Willow to Snow King to the library.

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,
Jerry Bilek

Brian Schilling

From: David Stubbs <david@davidstubbs.com>
Sent: Wednesday, December 15, 2021 12:39 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from david@davidstubbs.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Willow Street is a designated bike route through town, and the Willow Street Safe Routes Project will enhance this bike facility by making it safer for everyone with protected bike lanes.

Willow Street connects the southern end of town (Phil Baux Park and Snow King Mountain) with the northern end of town (Jackson Elementary School, Rec Center). It connects these areas without passing directly through the highly trafficked town square, making it the safest option for a bike route through town.

Thank you,

David Stubbs

David Stubbs Photography + Motion
www.davidstubbs.com
307.690.0286
Insta: davidstubbs1

Brian Schilling

From: Don Watkins <don.watkins@gmail.com>
Sent: Wednesday, December 15, 2021 1:25 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from don.watkins@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Willow Street is a designated bike route through town, and the Willow Street Safe Routes Project will enhance this bike facility by making it safer for everyone with protected bike lanes.

Willow Street connects the southern end of town (Phil Baux Park and Snow King Mountain) with the northern end of town (Jackson Elementary School, Rec Center). It connects these areas without passing directly through the highly trafficked town square, making it the safest option for a bike route through town.

Thank you,
Don

Don Watkins
814-525-2413

Brian Schilling

From: Dustin Handley <dustinhandley@hotmail.com>
Sent: Wednesday, December 15, 2021 2:56 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from dustinhandley@hotmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Willow Street is a designated bike route through town, and the Willow Street Safe Routes Project will enhance this bike facility by making it safer for everyone with protected bike lanes.

Willow Street connects the southern end of town (Phil Baux Park and Snow King Mountain) with the northern end of town (Jackson Elementary School, Rec Center). It connects these areas without passing directly through the highly trafficked town square, making it the safest option for a bike route through town.

Thank you,

Dustin Handley

Brian Schilling

From: Tony Goymerac <buckfush@gmail.com>
Sent: Wednesday, December 15, 2021 3:51 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from buckfush@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

this is a copy&paste from Friends of Pathways, but I read it and agree with every word - I couldn't express it more clearly myself.

I fully support this, please vote in a way to make all of it happen!

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,
Tony Goymerac

Brian Schilling

From: Margaret Thompson <margthompson22@gmail.com>
Sent: Wednesday, December 15, 2021 4:11 PM
To: Town Council
Subject: I support the Willow Street Safe Routes project

EXTERNAL EMAIL from margthompson22@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Town Council,

I would like to voice my support for the Willow Street Safe Routes project and create bike lanes on Willow Street, and finish connecting the pathway lanes on Snow King Ave from Cache to willow. I frequently bike from my home in cottonwood along the bikepath through garaman, then along Snow King Ave and through town all the time during the spring/summer/fall. I LOVE riding along the bikepath and the protected lanes on Snow King, only to be left without a designated path at Cache and have to zigzag my way through downtown streets and try not to get hit by a car. I absolutely loved the day last September when the temporary bike lanes were erected on Willow Street. It was a breeze to cross town and get to JES safely and stress-free.

Thank you for the opportunity to comment and support this project.
Margaret Thompson

--

Margaret Thompson
307-413-3965

Brian Schilling

From: Buffalo Roam Tours <info@buffaloroamtours.com>
Sent: Wednesday, December 15, 2021 4:39 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from info@buffaloroamtours.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I am in full support of this improvement and would like to see more dedicated bike lanes and routes that are in high density areas. **But this is a no brainer.**

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,
Matt Fagan

Brian Schilling

From: Juliann Whelan <juliannwhelan@gmail.com>
Sent: Wednesday, December 15, 2021 5:11 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from juliannwhelan@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,
Missy Whelan
874 West Snow king Ave.

Brian Schilling

From: Hillary Berry <hzberry@me.com>
Sent: Wednesday, December 15, 2021 8:23 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from hzberry@me.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Thank you,

Hillary Berry

Brian Schilling

From: noreply@civicplus.com
Sent: Thursday, December 16, 2021 11:42 AM
To: Town Council
Subject: Online Form Submittal: Kaycee Wiita Email the Town Council

Email the Town Council

Email Content: I DO NOT SUPPORT THE WILLOW STREET SAFE ROUTE PROJECT.

am a resident of East Jackson and I do not support building the Willow Street Safe Route Project.

- Eliminating over 100 parking spaces for a bike path that isn't usable the bulk of the year is a detriment to local business' along Snow King Avenue and will push commercial parking into the adjacent family neighborhoods making them unsafe due to increased traffic and will eliminate residential parking that is already stressed.

- The bike lane will narrow the street making it icy and more susceptible to car crashes during the long winter,

- The bike path will cost tax payers more money to haul snow away since there won't be any place to put plowed snow. (I'm tired of having my property tax raised to fund frivolous projects that the town council approves regardless of opposition from residents.)

I realize you want to have permit & paid parking to eliminate free for all parking and to pad the Town's wallet for these idiotic projects - but please stop You're ruining our town.

Quit putting the burden of the valley on town residents. I also don't support raising town property taxes to pay for housing - that is a valley wide problem and the residents of the town should not have to support this burden alone. Let's let the West Bank residents vote for the town elected officials!

NO BIKE PATH ON THE WILLOW STREET SAFETY CORRIDOR.

NO RAISED PROPERTY TAXES IN THE TOWN OF

JACKSON TO SUPPORT HOUSING AND OTHER
UNNECESSARY PROJECTS.

Your Name:	Kaycee Wiita
Your Company Name:	<i>Field not completed.</i>
Your Phone Number:	307-690-1289
Your Email Address:	kayceewiita@gmail.com
Your City:	Jackson
Your State:	Wyoming
Your Zip Code:	83001

Email not displaying correctly? [View it in your browser.](#)

Brian Schilling

From: Carl Pelletier
Sent: Thursday, December 16, 2021 12:44 PM
To: Town Council
Cc: Larry Pardee; Johnny Ziem; Brian Schilling; Lynsey Lenamond
Subject: Public Comment on Willow Street Safe Streets Project

Dear Mayor and Town Council Members,

The following comment was submitted via the Town's "General Inquiry" form.

Thank you,
Carl

General Inquiry, Comment, or Concern

First Name	Katy
Last Name	Wiita
Phone Number	5032010156
Email Address	Katywiita@gmail.com
General Inquiry, Comment, or Concern	WILLOW STREETS SAFE ROUTES PROJECT CONCERNS. Hello I am a resident of east Jackson and do NOT support nor approve of this idea. This was not thought out and is idiotic. You are going to get rid of VITAL parking on Snow King especially when the resort is expanding and other businesses are being added. Additionally the children that this route are supposed to use to go to school will only be able to utilize it for 3-4 months a year, and only one of those months is when they are actually in school. You will narrow the roads too much for winter snow and you will destroy businesses near Snow King. You all Keep creating problems instead of fixing them. Do NOT build this.

Email not displaying correctly? [View it in your browser.](#)

Carl Pelletier
Special Event Coordinator
Public Information Officer
Town of Jackson
Office: (307) 734-3488
Cell: (307) 699-2015

cpelletier@jacksonwy.gov

www.jacksonwy.gov



[Sign Up for the Town's Newsletter!](#)

Brian Schilling

From: noreply@civicplus.com
Sent: Thursday, December 16, 2021 3:37 PM
To: Town Council
Subject: Online Form Submittal: Linore Wallace Email the Town Council

Email the Town Council

Email Content: Dear Mayor, Vice Mayor and Councilmen:

I attended the Willow Street Safe Routes Community Engagement Meeting today and want to thank Brian Shilling for this informative meeting. Although he made recommendation for only one planned route he did address other options that I hope that you will be open to looking at as well. Unfortunately I came away from that meeting feeling that no amount of public comment was going to have an affect. This is based on comments from two members of the Town Council that were present. They seemed dead set that they would only support this one option.

I bring this up because it makes this whole public process look like a farce. How many times can we be duped into community input meetings that are designed to make people feel like they have a voice when in actuality they don't. I hope that the other three members of the Council will be more open to discussion and options.

Also, "What is the rush?" I know that this will be on the agenda in January or February 2022 but not sure that a plan has to be implemented in 2022. A lot of work has been done to research this but maybe not all stones have been turned over and all repercussions considered. Please take time to look at all the impacts that the proposed routing will have on businesses and residents along this corridor before making a decision.

Thank you for your time and service to our community.
Linore Wallace

Your Name: Linore Wallace

Your Company Name: *Field not completed.*

Your Phone Number: *Field not completed.*

Your Email Address: linorewallace@yahoo.com

Your City: Jackson

Your State: WY

Your Zip Code: 83

Email not displaying correctly? [View it in your browser.](#)

Brian Schilling

From: eric balog <ericbalog@gmail.com>
Sent: Thursday, December 16, 2021 10:52 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from ericbalog@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Willow Street is a designated bike route through town, and the Willow Street Safe Routes Project will enhance this bike facility by making it safer for everyone with protected bike lanes.

Willow Street connects the southern end of town (Phil Baux Park and Snow King Mountain) with the northern end of town (Jackson Elementary School, Rec Center). It connects these areas without passing directly through the highly trafficked town square, making it the safest option for a bike route through town.

Thank you,

Eric Balog

Brian Schilling

From: noreply@civicplus.com
Sent: Friday, December 17, 2021 10:34 AM
To: Brian Schilling
Subject: Online Form Submittal: Email Brian Schilling

Email Brian Schilling

Email Content: Thank you Brian for your presentation yesterday on the proposed Willow Street Safe Routes. I appreciated your willingness to research all options and your courteous answer to questions. I was struck by how extending the bollards down Snow King would have such an impact on businesses along that route; specifically between Cache and Willow. I believe that in the Snow King Master plan they will be putting in more parking but until that time I can see where those businesses will be impacted by removing street parking. I am wondering if that could be resolved in your short term plan by routing the bike path at the 4 way stop of Snow King & Cache to go up Cache to the next 4 way stop, Cache & Kelly, then down Kelly to the next 4 way stop at Kelly & Willow, then up? I know your ideal is to have a straight line of pathway but this could be an ideal route in the short term until parking is developed at Snow King.

Also, can you tell me where the JES boundary lines are that extend to the west? Does it go all the way to Scott Lane?

Again, thank you for your time and willingness to looking at the best short term and long term options. ~Linore Wallace

Your Name:	Linore Wallace
Your Company Name:	<i>Field not completed.</i>
Your Phone Number:	307-733-2768
Your Email Address:	linorewallace@yahoo.com
Your City:	Jackson
Your State:	WY
Your Zip Code:	83001

Email not displaying correctly? [View it in your browser.](#)

Brian Schilling

From: Lauren Dickey <laurenadickey@gmail.com>
Sent: Monday, December 20, 2021 12:40 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from laurenadickey@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. We live one block away from Willow Street on the corner of Kelly and Vine Street. We use this route regularly to get to both Snow King and to the Jackson Elementary School. And, we've seen many families use both Willow Street and Vine street to go from East Jackson to Snow King.

Please vote to add seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will create a clear path through the town of Jackson. About ten years ago, this was identified as the most desired improvement for cycling in the county. It has been incredible to see the amount of growth in cycling on Snow King Avenue due to the safer routes. These changes will again increase cycling usage meeting the goals of the Comprehensive Plan.

Additionally, I encourage you to think into the future about what a more "permanent" solution could look like on these routes. How could the aesthetics and the functionality of these routes continue to improve. As we've seen more use on the protected bike lanes a more permanent solution that is easier to maintain is justified. Please consider how to plan and budget this into future maintenance on Snow King and Willow.

I also hope you will consider how to discourage bike use on Vine Street as you work into the upcoming changes. I currently see overlapping use of pedestrians, cyclists, and large vehicles. Think about the stretch of Kelly Street from Vine to Willow and how to make sure that route will be the most attractive to people cycling from east Jackson and headed to Snow King park especially.

Thank you for all your thoughtful consideration of people on foot and bike,
Lauren Dickey

Brian Schilling

From: Daniel Smith <daniel@jhalliance.org>
Sent: Monday, December 20, 2021 2:22 PM
To: Town Council
Subject: Willow Street Safe Routes Project

EXTERNAL EMAIL from daniel@jhalliance.org. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Town of Jackson Electeds,

I am writing today in support of the Willow Street Safe Route Project. I attended the in-person meeting on 12/16 and was very impressed with the work that Friends of Pathways and ToJ staff presented. Utilizing the ToJ right-of-way to promote a safe and easy experience for cyclists of all ages and abilities is an excellent idea and I applaud you for your efforts. Supporting non-automobile modes of travel is a critical piece of achieving our community goals of minimizing traffic and the associated greenhouse gas emissions.

As a parent of two young kids living in East Jackson, this will be an incredible benefit to our community and will be heavily used. We can't wait to safely make it all the way to Phil Baux Park and our daycare on our bikes next summer! Thank you again for all of your hard work, and have a good day.

Daniel Smith, PE

Transportation Program Director
Jackson Hole Conservation Alliance

"Protecting the wildlife, wild places, and community character of Jackson Hole."

Cell: (307) 690-6156 | <https://jhalliance.org/>

Brian Schilling

From: noreply@civicplus.com
Sent: Tuesday, December 21, 2021 8:04 AM
To: Town Council
Subject: Online Form Submittal: Doreen Ward Email the Town Council

Email the Town Council

Email Content: I support the expansion of the bike path along Willow. It seems like the path has been well thought out. Please approve.

Your Name: Doreen Ward

Your Company Name: *Field not completed.*

Your Phone Number: 3077335936

Your Email Address: doreenward@gmail.com

Your City: Jackson

Your State: WY

Your Zip Code: 83002

Email not displaying correctly? [View it in your browser.](#)

Brian Schilling

From: Nathan W. Adams <nathan.w.adams@gmail.com>
Sent: Monday, December 27, 2021 4:32 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project

EXTERNAL EMAIL from nathan.w.adams@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Town Council,

We write to express my support of the Willow Street Safe Routes Project. We encourage you to please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Willow Street is a designated bike route through town, and the Willow Street Safe Routes Project will enhance this bike facility by making it safer for everyone with protected bike lanes.

Willow Street connects the southern end of town (Phil Baux Park and Snow King Mountain) with the northern end of town (Jackson Elementary School, Rec Center). It connects these areas without passing directly through the highly trafficked town square, making it the safest option for a bike route through town.

Thanks for your support of keeping Jackson a safe place to ride and use alternative modes of transportation.

Thank you,
Nathan and Claire Adams

--

Nathan W. Adams
+1.307.413.6176
nathan.w.adams@gmail.com

Brian Schilling

From: steve markason <smarkason@gmail.com>
Sent: Monday, December 27, 2021 7:11 PM
To: Town Council
Subject: In Support of Willow Street Safe Routes Project

EXTERNAL EMAIL from smarkason@gmail.com. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Board of County Commissioners,

I am writing to support the Willow Street Safe Routes Project. For over seven years I commuted daily by bicycle from Cottonwood to the Forest Service office on North Cache. My departing route always took me the "back way" from the Rec Center to Willow Street, leading back to Snow King Drive. This was the alternative to busy Millard traffic during summer evenings.

We are so fortunate to have the excellent network of bike paths throughout the valley. This project will link critical areas of Town to the north and will be a great addition to the path system.

Please vote in support of the proposed project.

Thank you for your time and consideration.

Sincerely,

Steve Markason
Wildfire Mitigation Specialist
Teton Wildfire Mitigation Team LLC
PO Box 13714
Jackson, WY 83002
307-690-5185

Brian Schilling

From: Buffalo Roam Tours <info@buffaloroamtours.com>
Sent: Wednesday, March 16, 2022 1:54 PM
To: Town Council
Subject: Willow Street bike path



We need this bike safe route thru town! Connect a safe way to ride or walk.

This is a no brainer. It's on the way to an elementary school.

Make it happen.

--

Matt Fagan
Margaret Thompson
www.buffaloroamtours.com
info@buffaloroamtours.com
307-413-0954

Brian Schilling

From: James Turley <jim@jturleyphoto.com>
Sent: Wednesday, March 16, 2022 2:08 PM
To: Town Council
Subject: Willow Street Safe Routes



Dear Mayor and Town Council,

As a long-time cyclist, I now hesitate on streets without a pathway or designated lane in Jackson. I'm 78 and not as quick to respond to drivers behind who might sideswipe me. For years i've ridden with a rear-view mirror, to protect myself from behind. This harder to do with my advanced years.

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street and extend them to Willow Street, and on Willow Street extend them from Snow King Avenue to Gill Avenue.

Jim Turley
Jim Turley Photography
jim@jturleyphoto.com
www.jturleyphoto.com
303-809-5375
Jackson Hole, Wyoming



Brian Schilling

From: Haynes Oakley <rosa11882@gmail.com>
Sent: Wednesday, March 16, 2022 2:37 PM
To: Town Council
Subject: I Support Willow Street Safe Routes Project



Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street to Willow Street, and on Willow Street from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School and the Rec Center.

Willow Street is a designated bike route through town, and the Willow Street Safe Routes Project will enhance this bike facility by making it safer for everyone with protected bike lanes. **As our town gets busier with summer tourism, this project needs to happen to keep bikers safe on these crowded streets!**

Willow Street connects the southern end of town (Phil Baux Park and Snow King Mountain) with the northern end of town (Jackson Elementary School, Rec Center). It connects these areas without passing directly through the highly trafficked town square, making it the safest option for a bike route through town.

Thank you,

Haynes and Sean Oakley

Brian Schilling

From: jessicajaubert <jessicajaubert@gmail.com>
Sent: Wednesday, March 16, 2022 2:47 PM
To: Town Council
Subject: Willow Street Bike Route Project



Dear Mayor Morton Levinson, Vice-Mayor Jorgensen and Town Councilors,

Thank you for all the work and support you give to alternative transportation in our Town and community. Safe, protected bike lanes and pathways are key to getting folks and kids out of their cars and able to move around town safely.

As you know, last August I spoke about this very issue and how after two very close calls, one with my son Beckett, I stopped picking him up from camp on my bike at Snow King. Especially during our busy summer months when many driving around town are visitors, it is essential to have bike routes that are designated and offer some protection to continue to encourage biking.

Please consider supporting protected bike lanes on Snow King Ave to Willow Street and through to Gill Avenue.

Thank you for your time and consideration.

Best regards,
Jessica Jaubert

Brian Schilling

From: joan crittenden <jmcinwy@gmail.com>
Sent: Wednesday, March 16, 2022 7:51 PM
To: Town Council
Subject: Willow Street safe bike lanes

I live in Rafter J so have many safe route choices for rides around our valley. For visitors staying in town there are several safe routes but most of them HAVE to include driving to a place with contiguous pathways.

To coin the phrase “come on man”, we live in the wealthiest county in Wyoming, if not the US, vote for a pathway that benefits everyone in Teton County, not just those of us living in homes with more open space around them.

Thank you, Sincerely,

Joan Crittenden

Sent from my iPhone

Brian Schilling

From: Vincent Roux <vincentaroux@gmail.com>
Sent: Wednesday, March 16, 2022 8:35 PM
To: Town Council
Cc: Lauren Roux; sam@friendsofpathways.org
Subject: Willow Street Safe Routes Project support



Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street and extend them to Willow Street, and on Willow Street extend them from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School, the Rec Center, and points north.

Willow Street is a designated bike route through town, and the Willow Street Safe Routes Project will enhance this bike facility by making it safer for everyone with protected bike lanes. We live in town, use bike paths every day in warmer months to travel to and from work and school, and value protected bike paths.

Willow Street connects the southern end of town (Phil Baux Park and Snow King Mountain) with the northern end of town (Jackson Elementary School, Rec Center). It connects these areas without passing directly through the highly trafficked town square, making it the safest option for a bike route through town.

Thank you,
Vincent and Lauren Roux

Brian Schilling

From: Doreen Ward <doreenward@gmail.com>
Sent: Thursday, March 17, 2022 8:10 AM
To: Town Council
Subject: Bike path thru town

With our increasing population and congested traffic and now high gas prices we need a better way to travel thru town.
I support the Willow path!

Doreen Ward

Brian Schilling

From: Ali Shafranek <alishafranek@gmail.com>
Sent: Thursday, March 17, 2022 10:13 AM
To: Town Council
Subject: Willow Street Safe Routes



Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project.

Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street and extend them to Willow Street, and on Willow Street extend them from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School, the Rec Center, and points north.

With these new bollards in place, I will be able to safely bike with my children from Jackson Elementary to south of town and know that there is a barrier between moving vehicles and ourselves. Weaving in and out of parked cars and moving vehicles in both directions is not ideal.

I have been utilizing the Snow King Avenue bollard system since it has been in place and have been witness to its effectiveness in creating a safe bike line by creating a barrier between moving vehicles and cyclists. There is absolutely no safe route to continue on to the north of town. This is the missing link for the ever growing community of cycling commuters, who keep more vehicles off roads and more smiles on faces.

Willow Street connects the southern end of town (Phil Baux Park and Snow King Mountain) with the northern end of town (Jackson Elementary School, Rec Center). It connects these areas without passing directly through the highly trafficked town square, making it the safest option for a bike route through town.

Thank you for your time and consideration,
Ali Wheeler

--

Ali Shafranek Wheeler
PO Box 988
Jackson, WY 83001
307.690.6458
alishafranek@gmail.com

Brian Schilling

From: Elizabeth Chapdelaine <elizabetheaton34@gmail.com>
Sent: Thursday, March 17, 2022 10:19 AM
To: Town Council
Subject: Willow Street Safe Routes - bike lanes through town



Dear Mayor and Town Council,

I support the Willow Street Safe Routes Project. Please vote to continue the seasonal protected bike lanes on Snow King Avenue from where they end at Cache Street and extend them to Willow Street, and on Willow Street extend them from Snow King Avenue to Gill Avenue. This will make a complete protected bike route through town and deliver cyclists of all ages and abilities safely to Jackson Elementary School, the Rec Center, and points north.

Willow Street is a designated bike route through town, and the Willow Street Safe Routes Project will enhance this bike facility by making it safer for everyone with protected bike lanes.

Willow Street connects the southern end of town (Phil Baux Park and Snow King Mountain) with the northern end of town (Jackson Elementary School, Rec Center). It connects these areas without passing directly through the highly trafficked town square, making it the safest option for a bike route through town.

Thank you,

Liz Chapdelaine

From: noreply@civicplus.com
Sent: Thursday, March 17, 2022 11:10 AM
To: Town Council
Subject: Online Form Submittal: Linore Wallace Email the Town Council

Email the Town Council

Email Content: Dear Mayor Morton Levinson, Council Members Jorgensen, Schechter, Rooks and Chambers:

I'm writing this letter in regards to the upcoming discussion of the Willow Street Safe Routes project. My understanding is that there are long term and short term plans for this project. At this time, I believe it is too early to jump into the long term plan of eliminating all parking on Snow King Ave (between Cache St. and Willow St.) and on Willow Street (from Snow King Ave to Gill Ave) and ask that you take time to consider all options.

To eliminate all parking along the section of Snow King Ave from Cache Street to So. Willow Street will create hardship for the businesses along that route. It will also limit access to Phil Baux Park for visitors that use that park and for events that take place in the ballfield at the base of Snow King Mountain. If I recall correctly, in accordance with the Snow King Master Plan, parking was to be constructed by Snow King in exchange for use of Town property that the gondola sits on. The main reason Snow King wanted to install a gondola was to attract more people to Snow King Mountain in both winter and summer. Without the additional parking they agreed to, their increased attraction and use will make access to Phil Baux Park and the ballfield more difficult for public use. Historically parking has been shifted to all the side streets around the base of Snow King and is heavily utilized both winter and summer. By eliminating parking on Snow King Ave. and South Willow Street will not only have an impact on the public use of Town property but will also impact the financial gains Snow King expects to make from attracting visitors to use their amenities.

To remove all parking on So. Willow Street from Snow King Ave to Gill Ave is unreasonable and will create hardships for the residents along that route. At the December 16, 2021 Community Engagement Meeting, it was suggested that all parking along that route be pushed to the side streets. However, those side streets are already filled with cars, trailers

and other recreational vehicles. Every available street parking spot has been discovered and occupied during the summer months even without the parking that is needed for special events taking place at Snow King.

Until parking for the Snow King area is resolved, I ask that you consider other safe routing of the bike path. Currently the intersection at Snow King Ave and Willow Street is a 2-way stop with a lot of congestion and is not very safe. The intersection of Snow King Ave and Cache Street is already an established 4-way intersection. From my observation, So. Cache Street has a lot less traffic traveling north and south since Willow Street became the designated town by-pass. A study should be done to compare the traffic flow on So. Cache versus So. Willow between Snow King Ave and Pearl. I also believe that Cache Street is wider than Willow Street and could more easily accommodate a bike path. At the 4-way intersection of Snow King and Cache, the bike route could travel north on Cache to either Hansen Ave or Simpson Ave, both of which are 3-way intersections with marked crosswalks, back down to Willow Street and head north. At that point you could eliminate parking on Willow St. all the way to Gill Street if deemed necessary.

I greatly support safe biking routes and can envision an “ideal” world where traffic would be lessened by more people riding bikes, and not driving vehicles, and eliminating all street parking would not be a big deal. However, we are not there yet and more time is needed to resolve the parking issue before eliminating it. Please take the time to look at all aspects of this issue and not rush into anything. I look forward to hearing your thoughts on this and welcome your contact.

Linore Wallace

450 So. Willow Street

Jackson, WY 83001

307-733-2768 307-690-8912

linorewallace@yahoo.com

Your Name:	Linore Wallace
Your Company Name:	Field not completed.
Your Phone Number:	307-690-8912

Your Email Address: linorewallace@yahoo.com

Your City: Jackson

Your State: WY

Your Zip Code: 83001

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DESIGN REVIEW

Willow Street Corridor Town of Jackson



DELFT • 'S-HERTOGENBOSCH • ZWOLLE • OTTAWA • DURHAM



- The intent of the following design recommendation is to provide both short and long-term ideas for discussion to create an intuitive and safe connection from Snow King to the North 89 Pathway.
- There are currently a one-way and two-way solution provided for both the long and short-term.
- We would like to discuss options for buffered vs protected lanes in the short-term. A buffered option has been provided for now.
- The intersection of King and Gill is provided at the end of the slide deck.





Upon further analysis, the scenarios with single-direction bike paths along Willow have been prioritized for further development. The bi-directional scenarios presented safety concerns—in part, due to the frequency of intersections. For each of the revised scenarios (below) we have developed conceptual plan view drawings and cross sections. The full plan of each scenario is available for viewing in the Remix file.

Scenario 1A – One-way facilities (short-term strategy)

- One-way traffic on Willow from Pearl to E Snow King Ave
- No modification to existing curb lines—use of temporary design treatments

Scenario 1B - One-way facilities (long-term strategy)

- One-way traffic on Willow from Pearl to E Snow King Ave
- Streets and intersections are designed to best practice

Scenario 1C - One-way facilities alternative (long-term strategy)

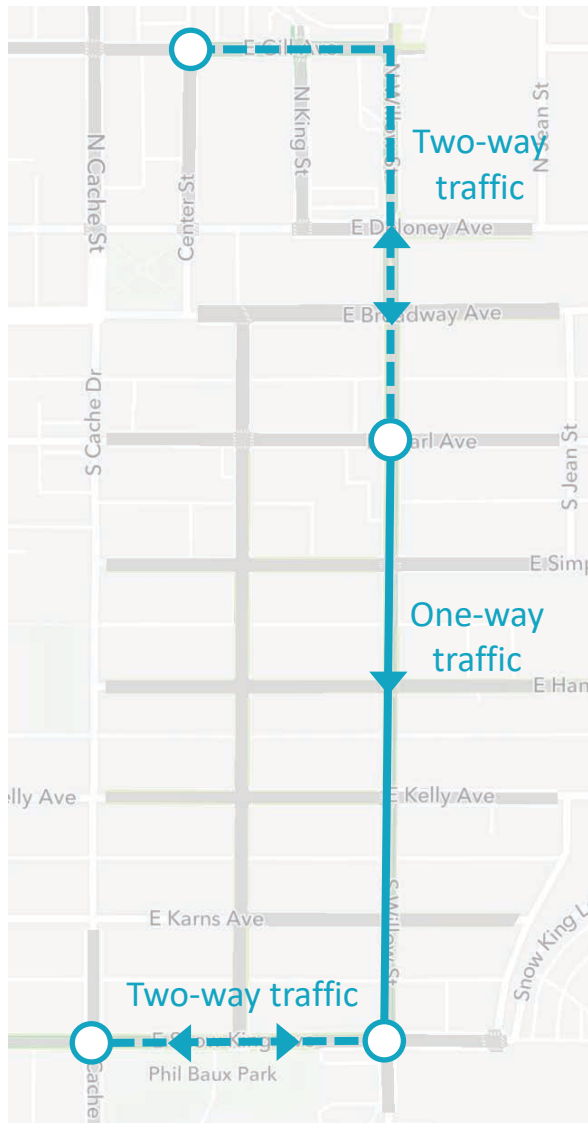
- Two-way traffic on Willow (except from E Kelley to E Snow King)
- Streets and intersections are designed to best practice





SCENARIO 1A: ONE-WAY FACILITIES SHORT-TERM

Scenario 1A – Single-direction Cycle Tracks (Short Term)

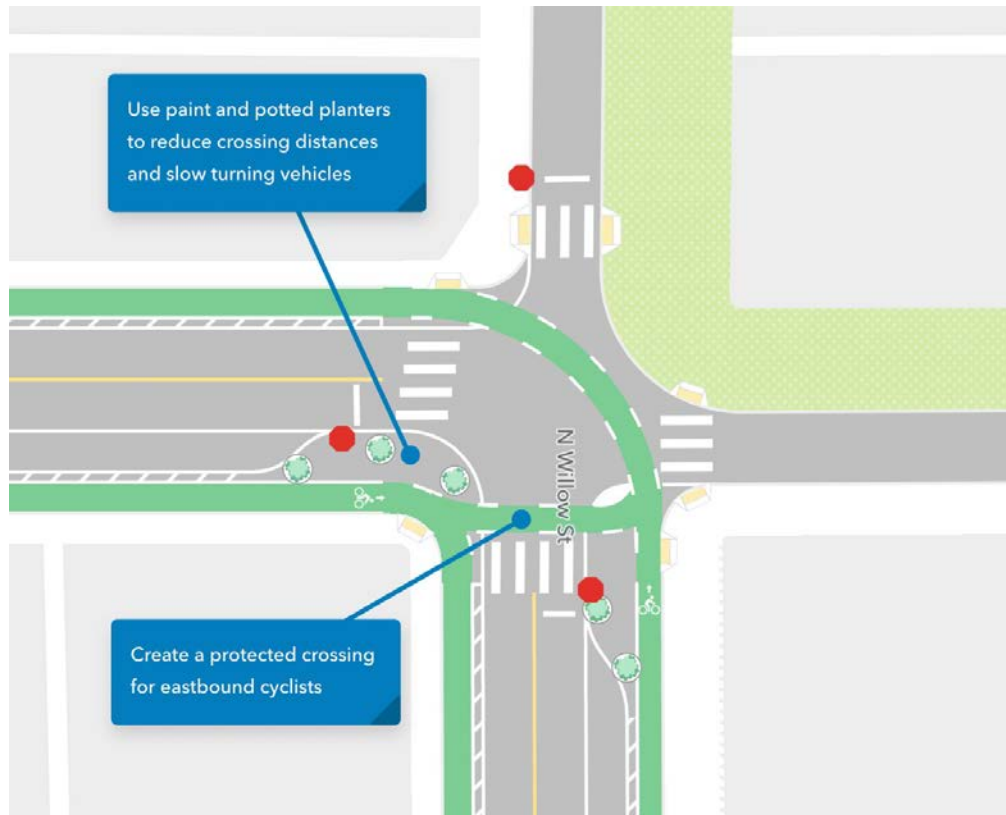
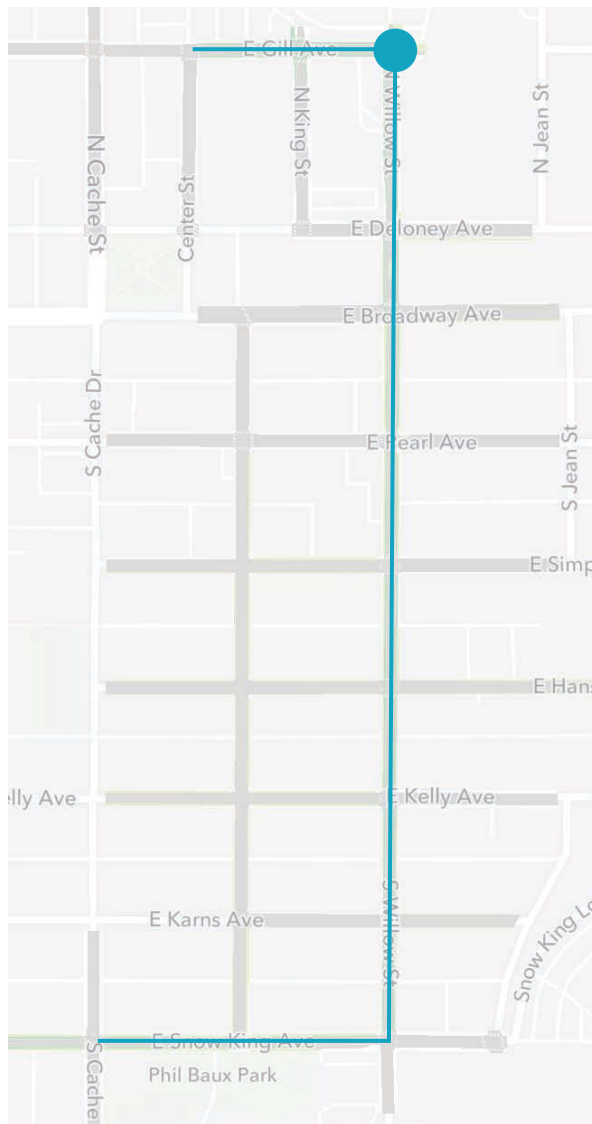


Key Points

- Willow was changed to one-way traffic from Pearl to E Snow King
- Minimal loss of on-street parking
- Shortened intersections by defining "sidewalk extensions" on-street with paint and potted planters
- Potential mixing challenge with bus stop at E. Snow King Ave
- Potential to reclaim space for pedestrians on the east side of Willow (a temporary on-street sidewalk could be defined by a change in pavement color or definition with pots or cones)



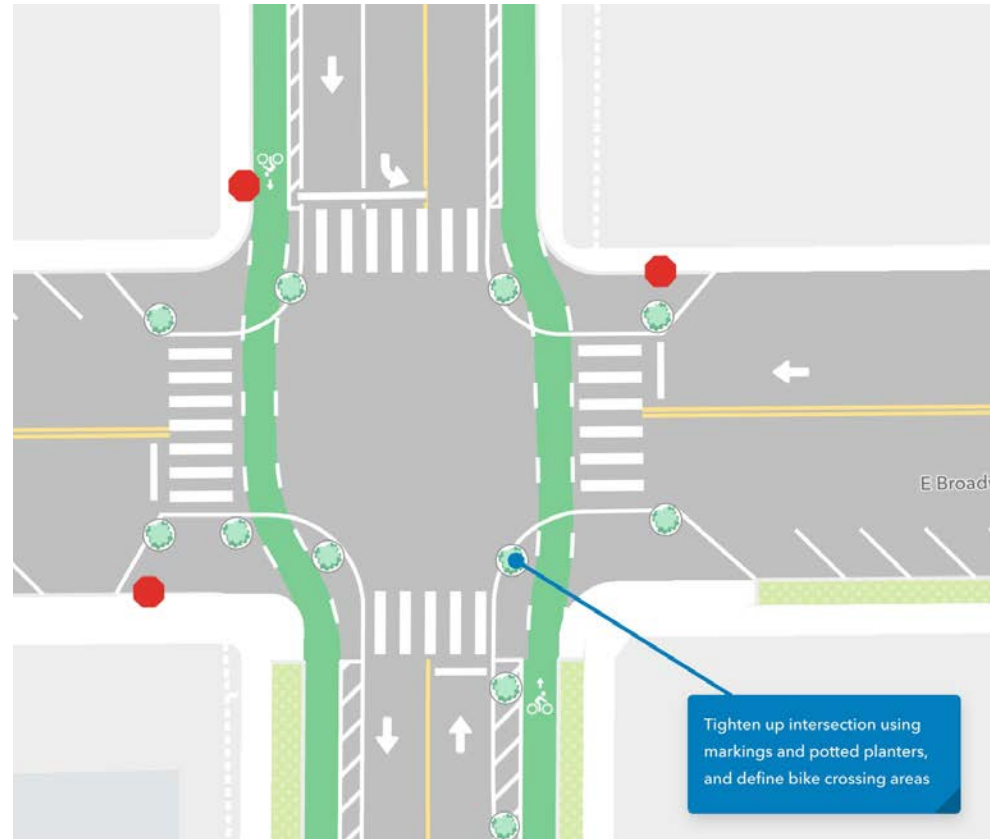
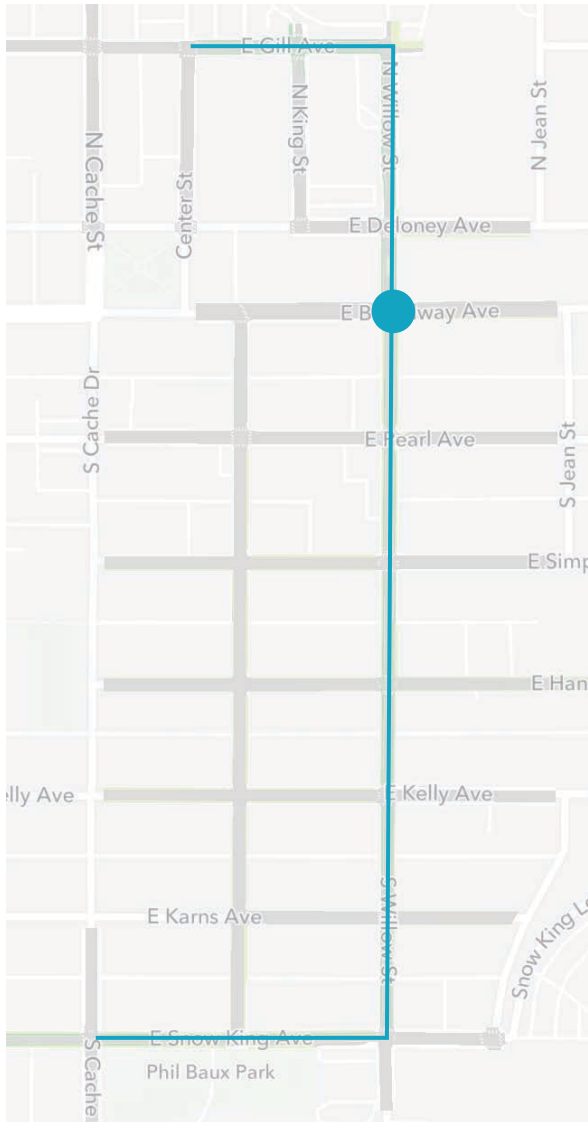
Scenario 1A – Single-direction Cycle Tracks (Short Term)



Willow/Gill Intersection (temporary treatment)



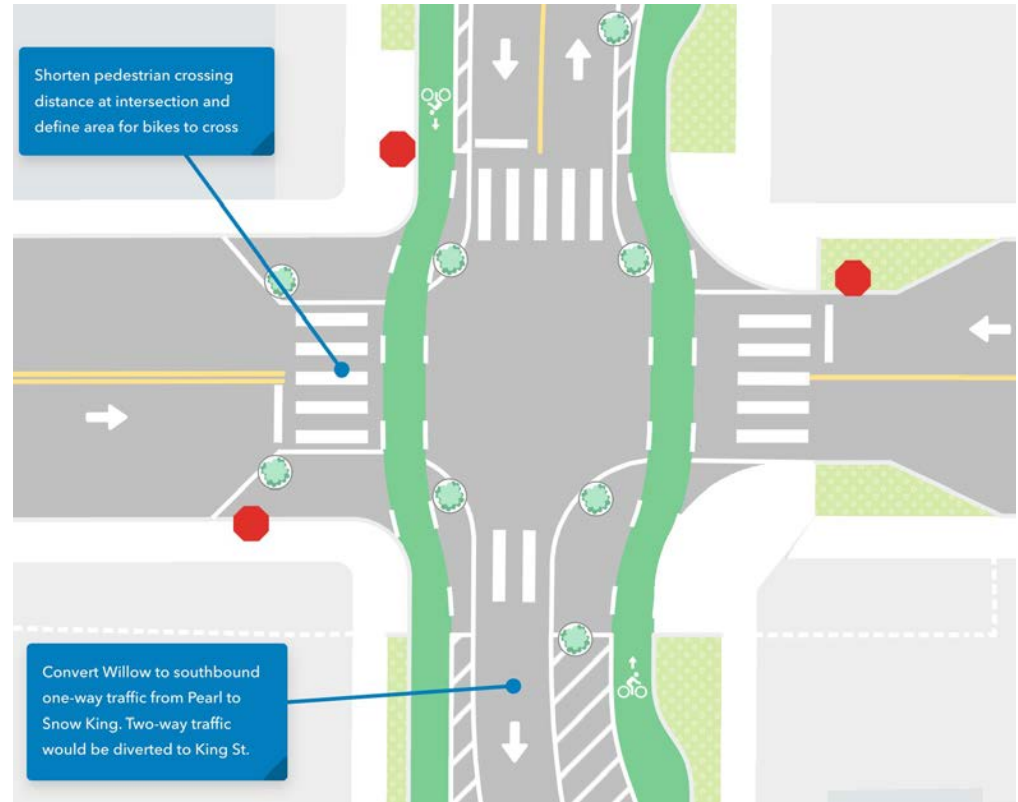
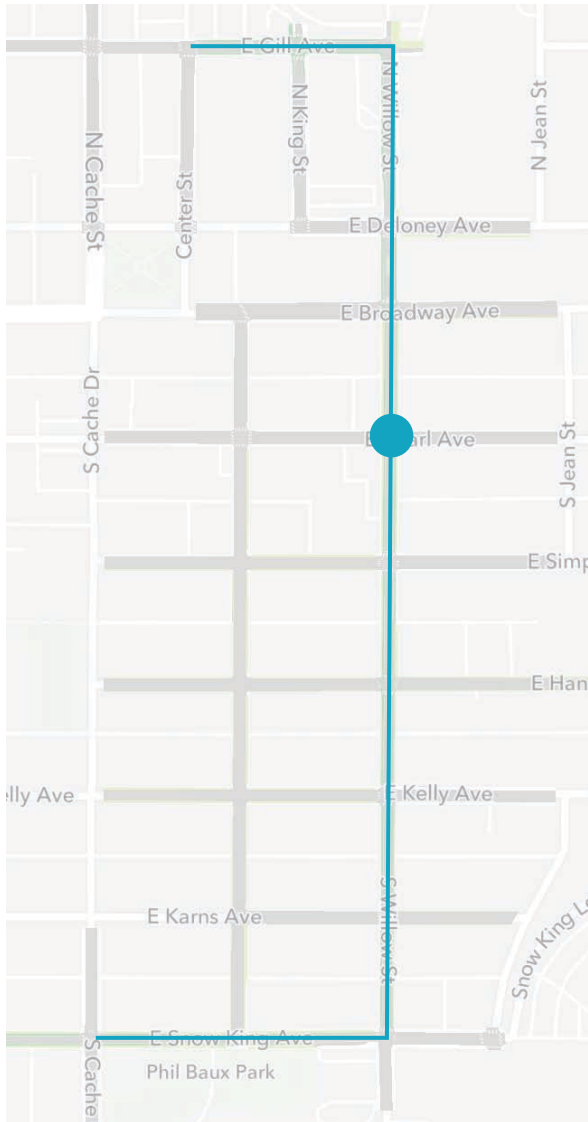
Scenario 1A – Single-direction Cycle Tracks (Short Term)



Willow/Broadway Intersection (temporary treatment)



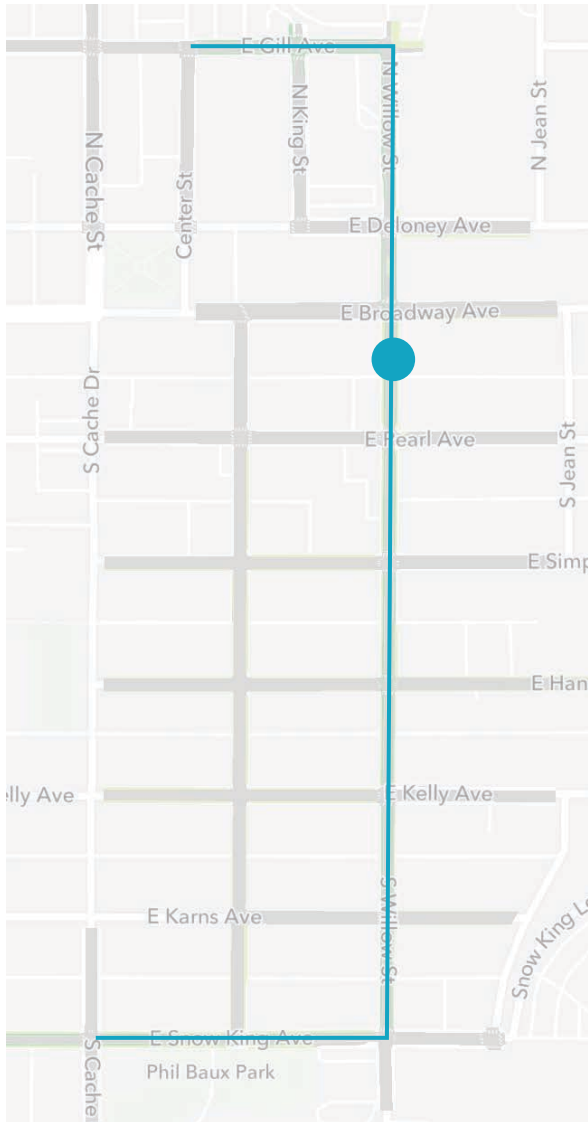
Scenario 1A – Single-direction Cycle Tracks (Short Term)



Willow/Pearl Intersection (temporary treatment)



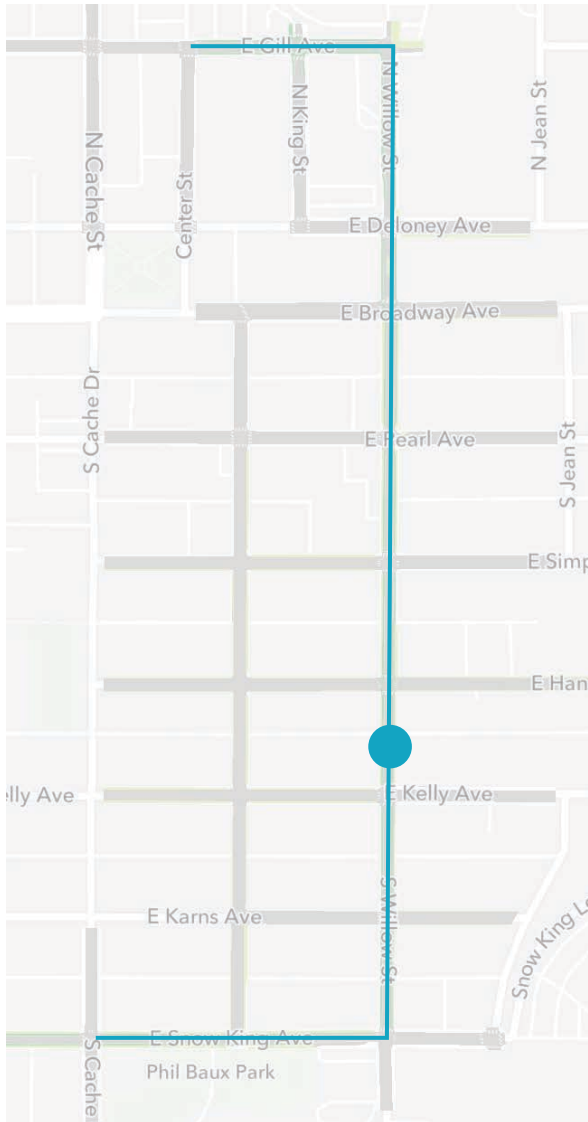
Scenario 1A – Single-direction Cycle Tracks (Short Term)



Willow cross-section between Broadway & Pearl
(temporary treatment)



Scenario 1A – Single-direction Cycle Tracks (Short Term)



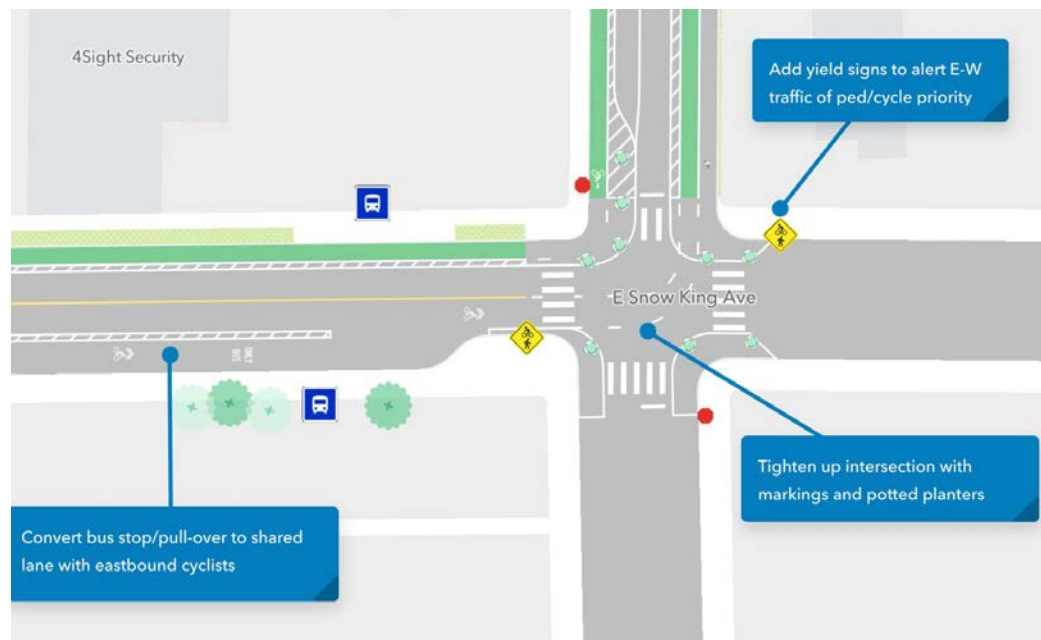
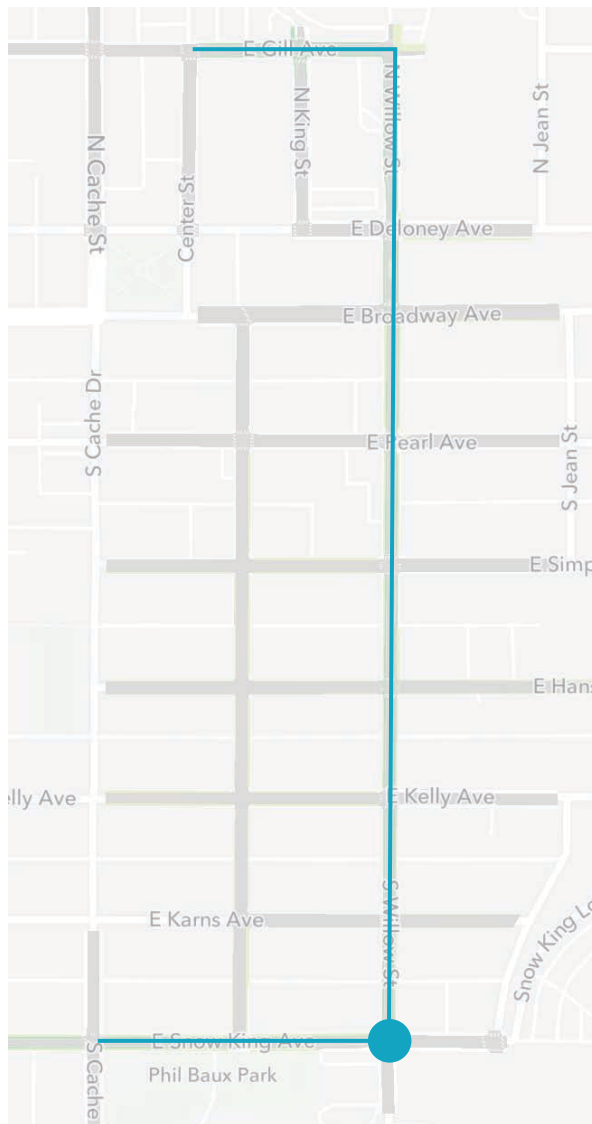
Willow cross-section between Kelley & Hansen
(temporary treatment)



Scenario 1A – Single-direction Cycle Tracks (Short Term)



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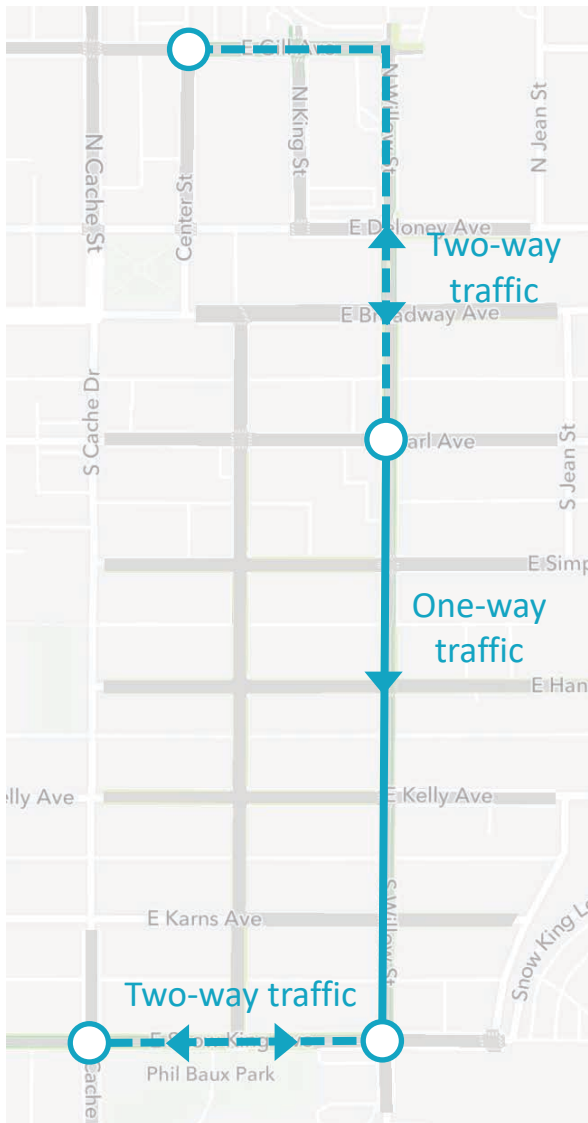
Willow/Snow King Intersection (temporary treatment)





SCENARIO 1B: ONE-WAY FACILITIES LONG-TERM

Scenario 1B – Single-direction Cycle Tracks (Long Term)

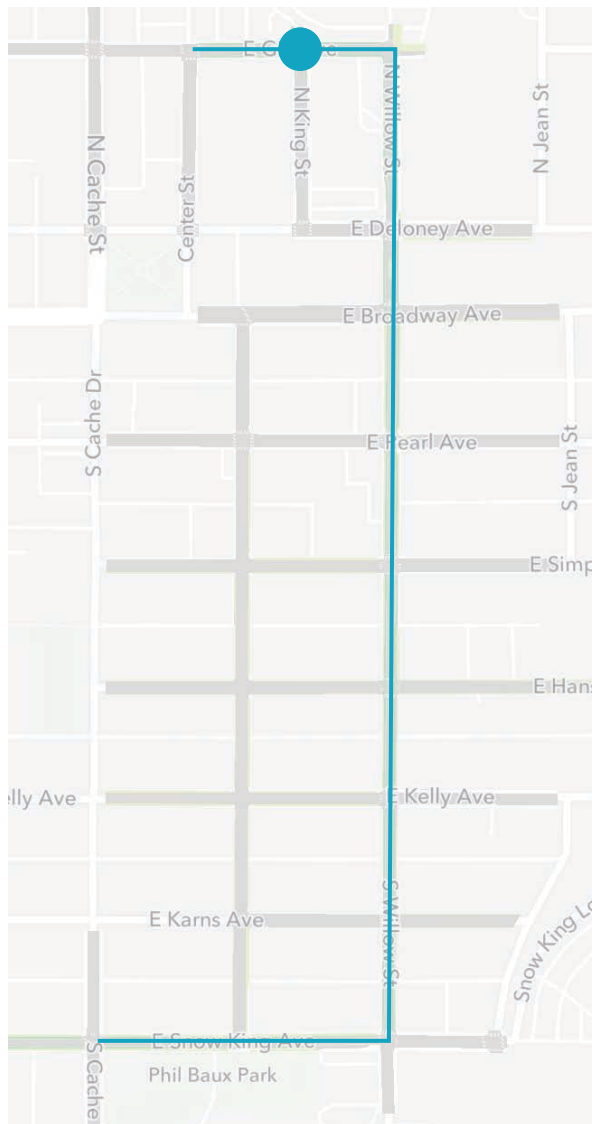


Key Points

- Willow was changed to one-way traffic from Pearl to E Snow King
- Minimal loss of on-street parking
- Shortened intersections to create safe crossings for cyclists and pedestrians
- Included protected intersection design treatments and continuous cycle tracks
- Converted temporary on-street sidewalk to a traditional sidewalk at curb level
- Modified street geometry for traffic calming
- Reclaimed space where planted buffers could enhance the cycling and pedestrian experience



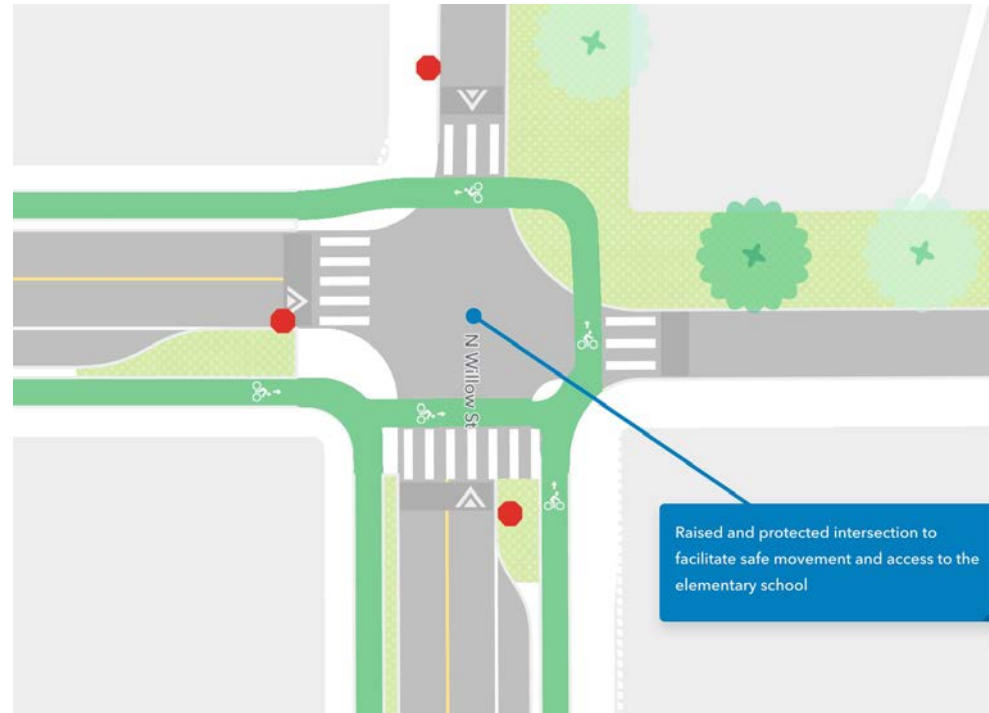
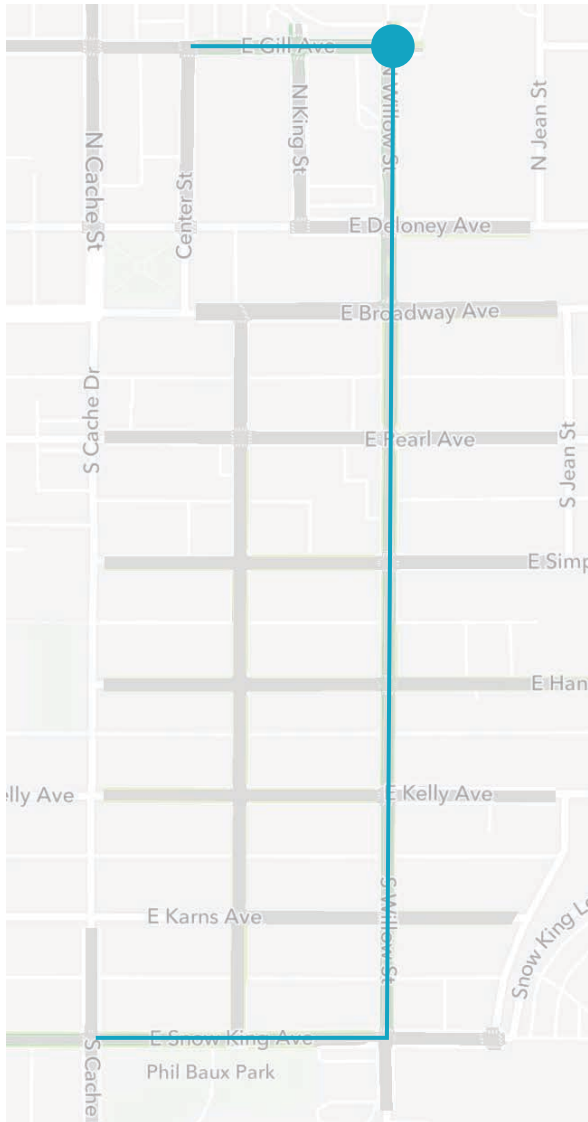
Scenario 1B – Single-direction Cycle Tracks (Long Term)



N King/Gill Intersection



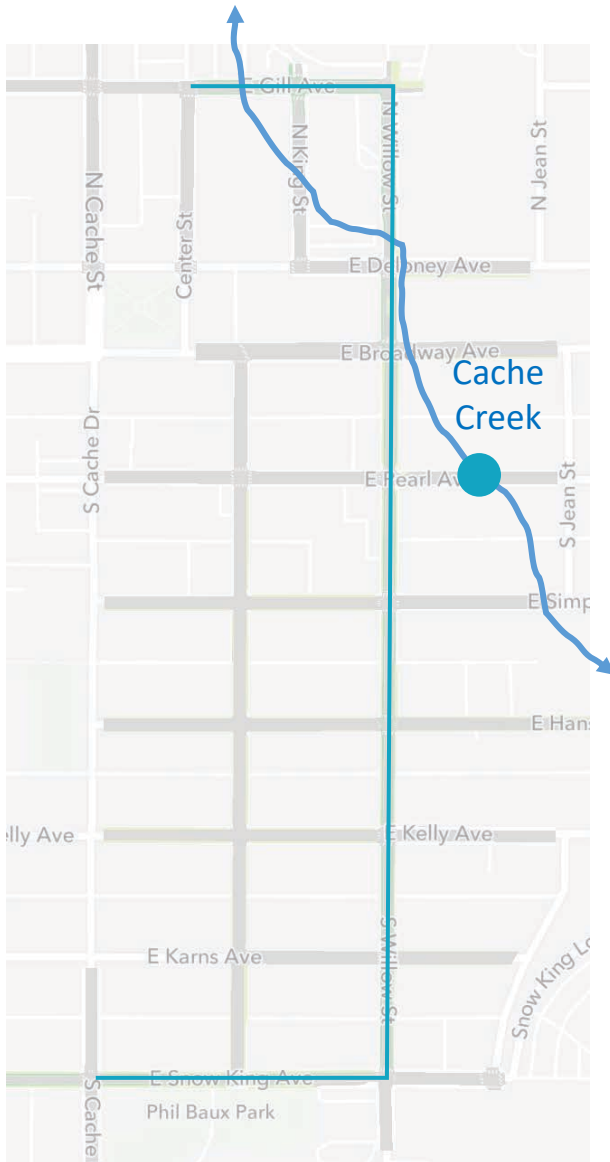
Scenario 1B – Single-direction Cycle Tracks (Long Term)



Gill/Willow Intersection (single-direction bike lanes)



Scenario 1B – Single-direction Cycle Tracks (Long Term)



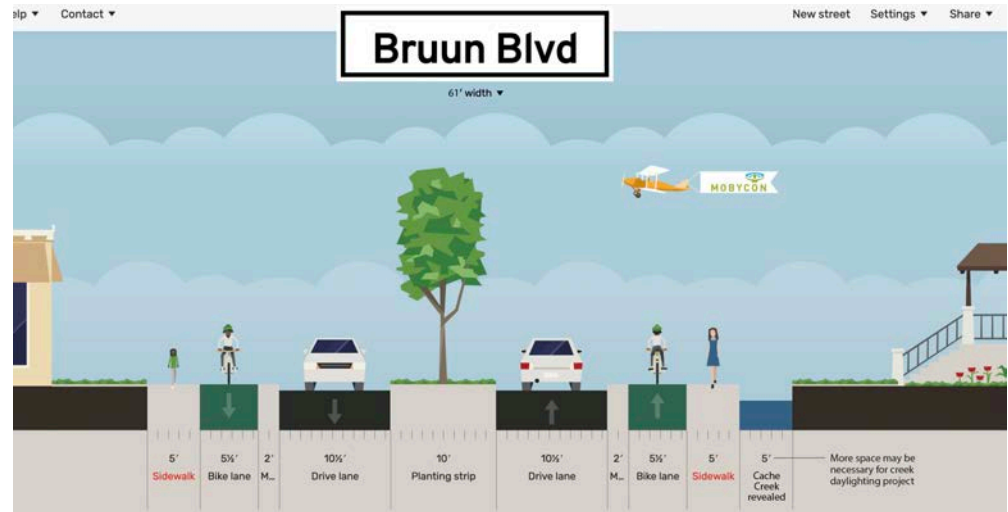
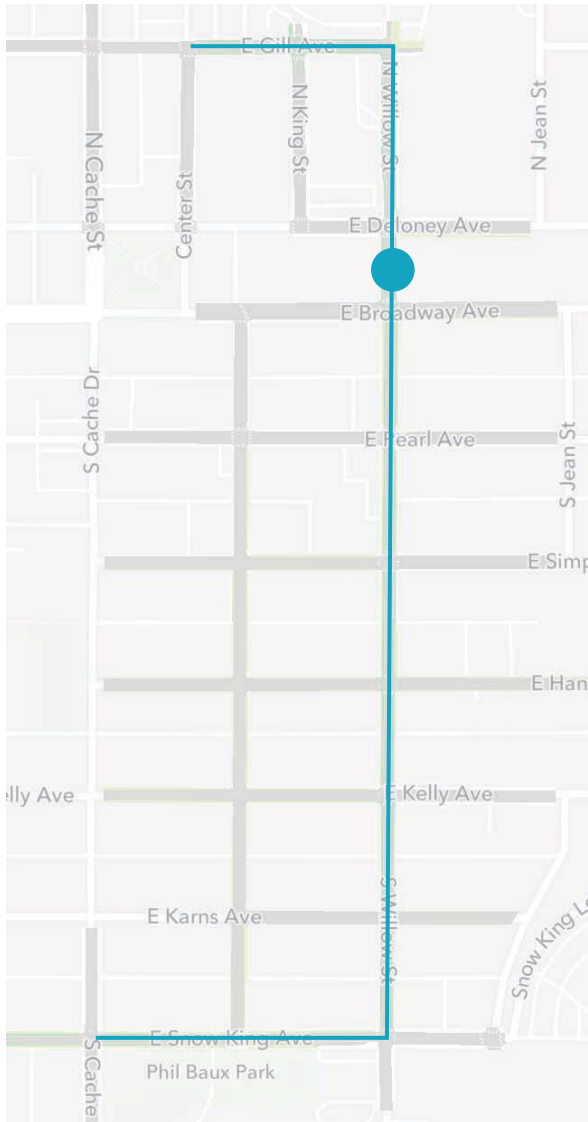
Cache Creek at Pearl Ave looking north (existing condition)



Cache Creek at Pearl Ave looking south (existing condition)



Scenario 1B – Single-direction Cycle Tracks (Long Term)

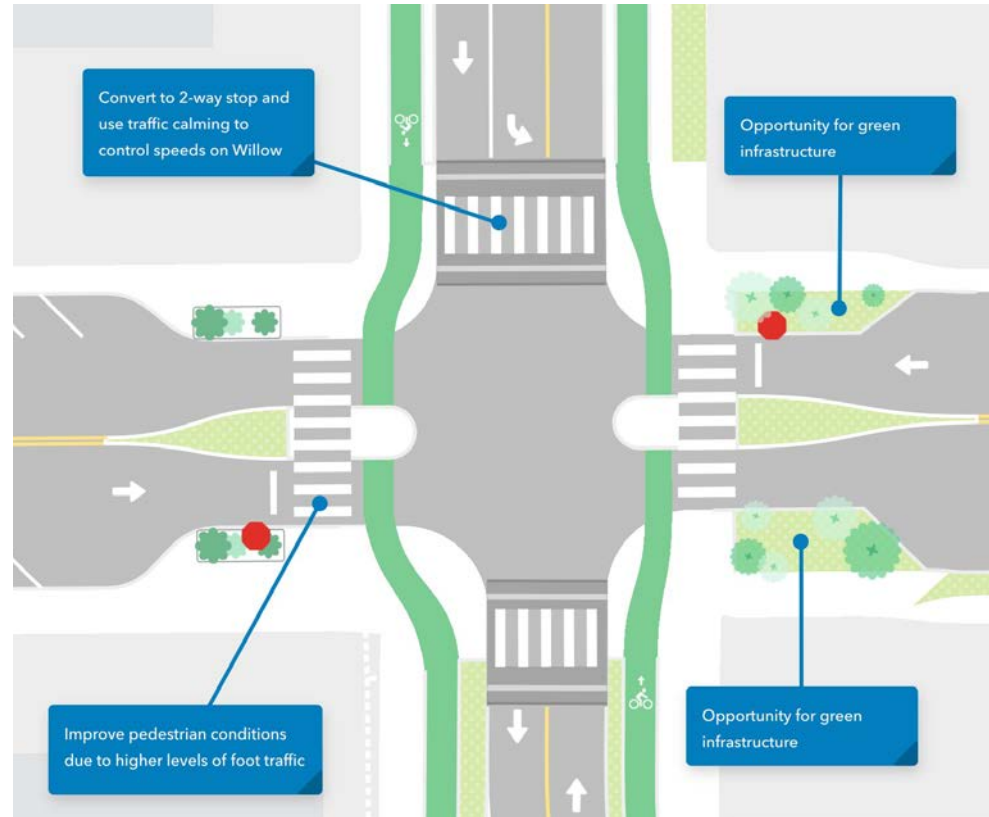
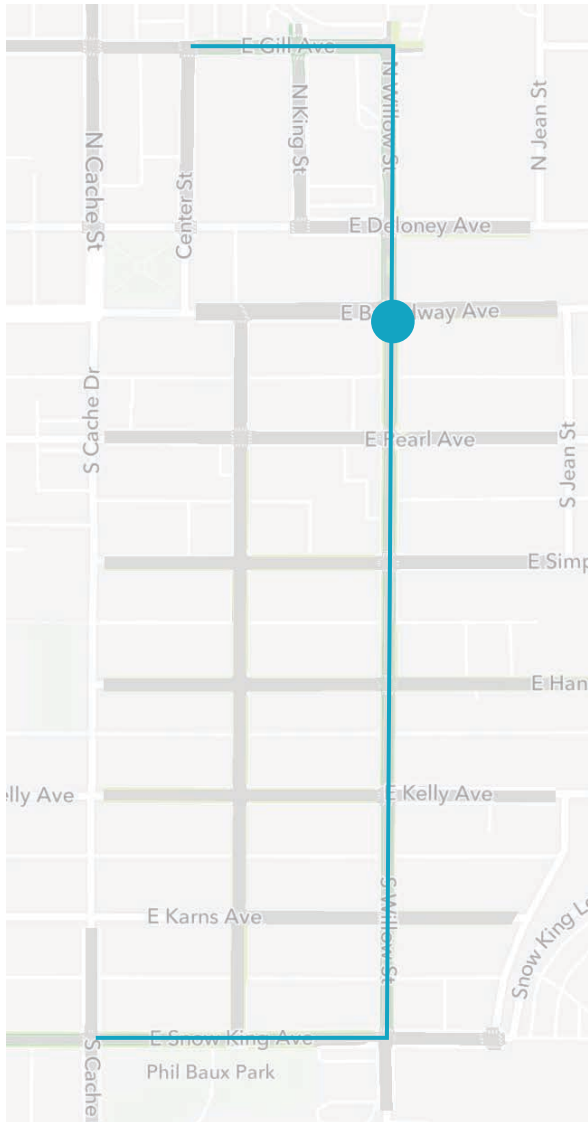


Bruun Blvd cross-section between Broadway & Deloney

*Cache Creek daylighting strategy could be applicable to any of the street design scenarios



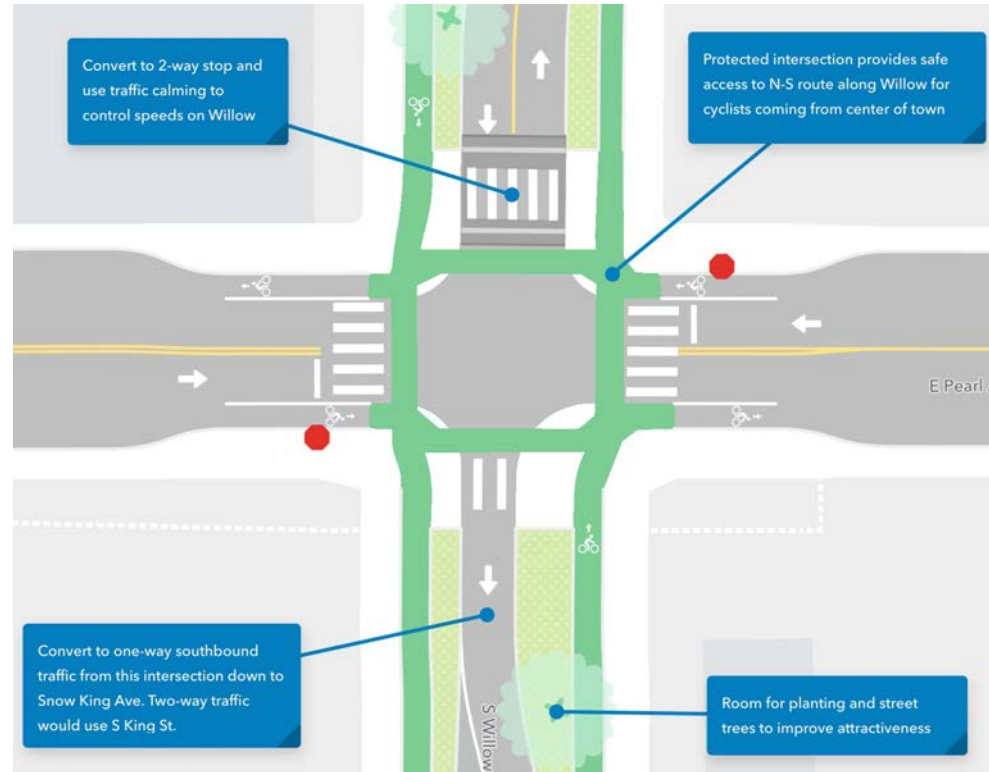
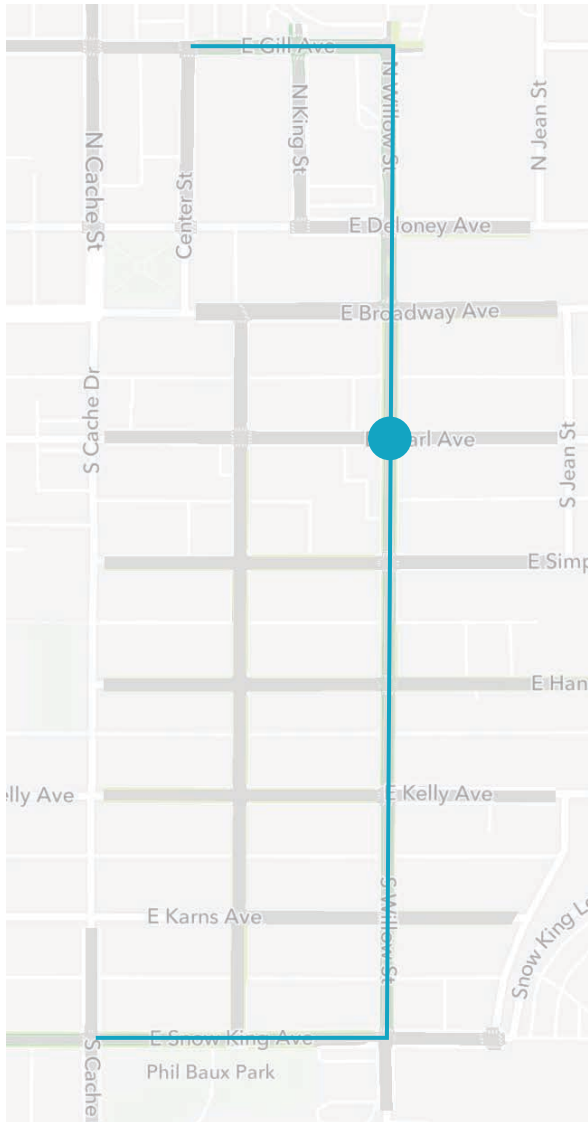
Scenario 1B – Single-direction Cycle Tracks (Long Term)



Willow/Broadway Intersection



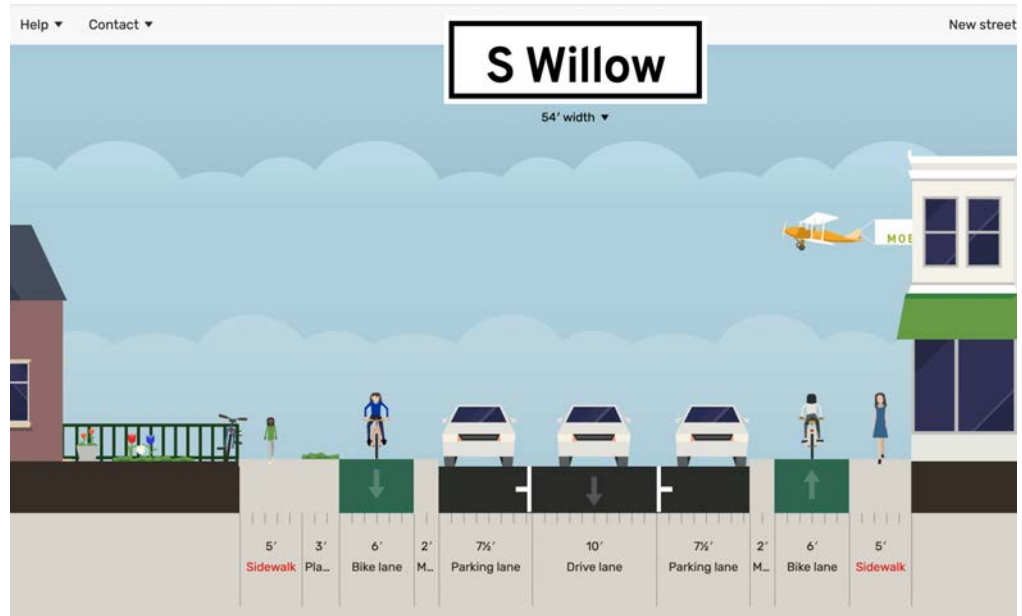
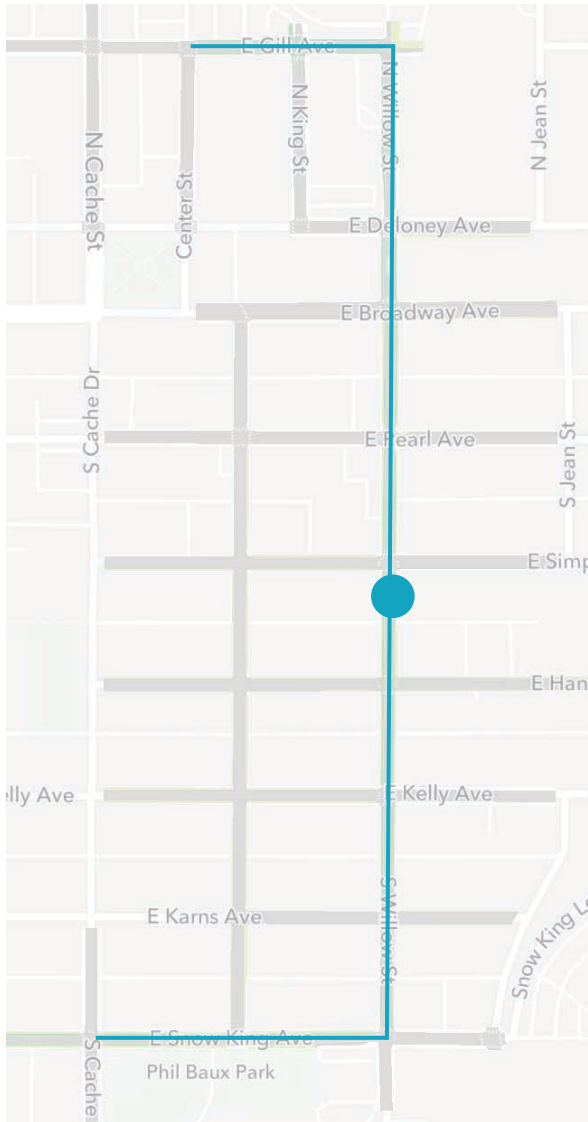
Scenario 1B – Single-direction Cycle Tracks (Long Term)



Willow/Pearl Intersection



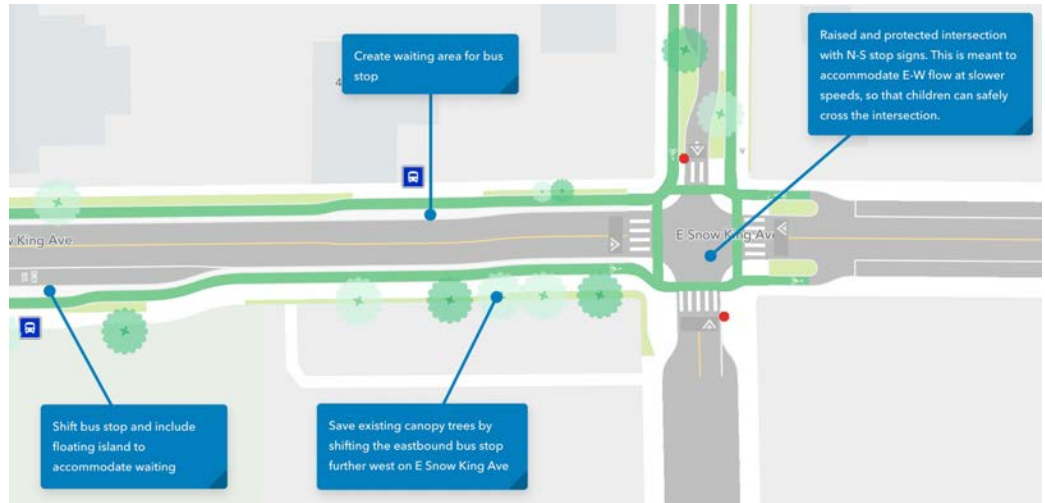
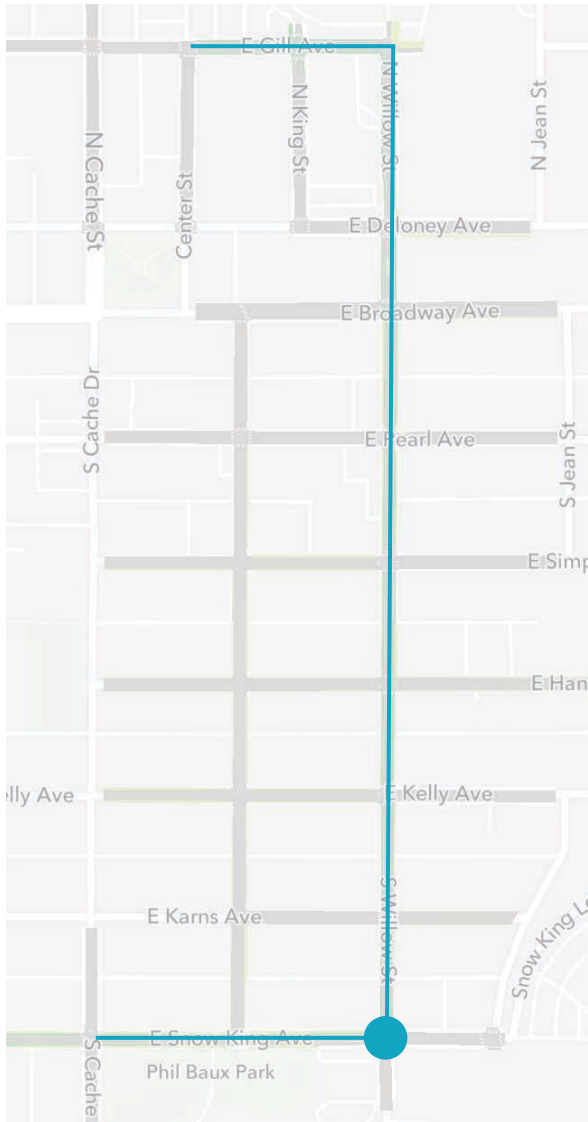
Scenario 1B – Single-direction Cycle Tracks (Long Term)



Willow cross-section between Simpson & Hansen
(one-way traffic)



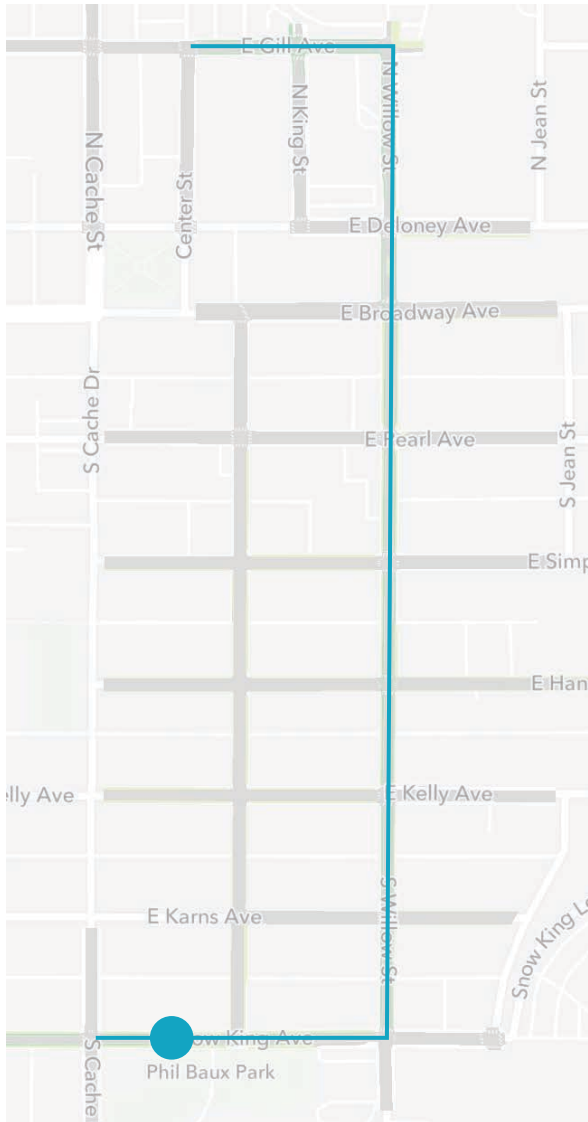
Scenario 1B – Single-direction Cycle Tracks (Long Term)



Willow/Snow King Intersection



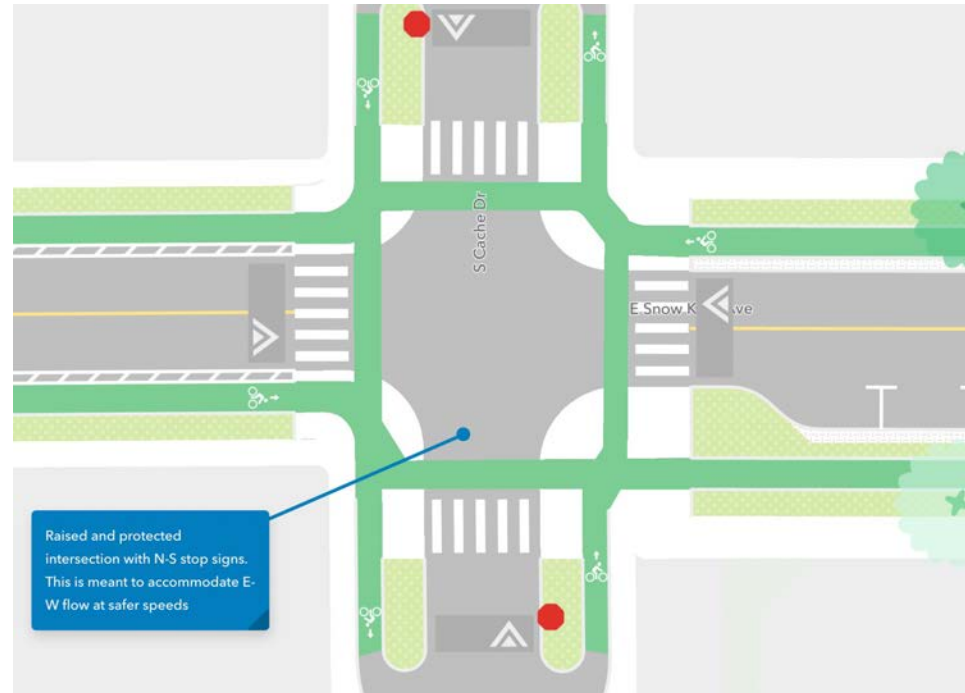
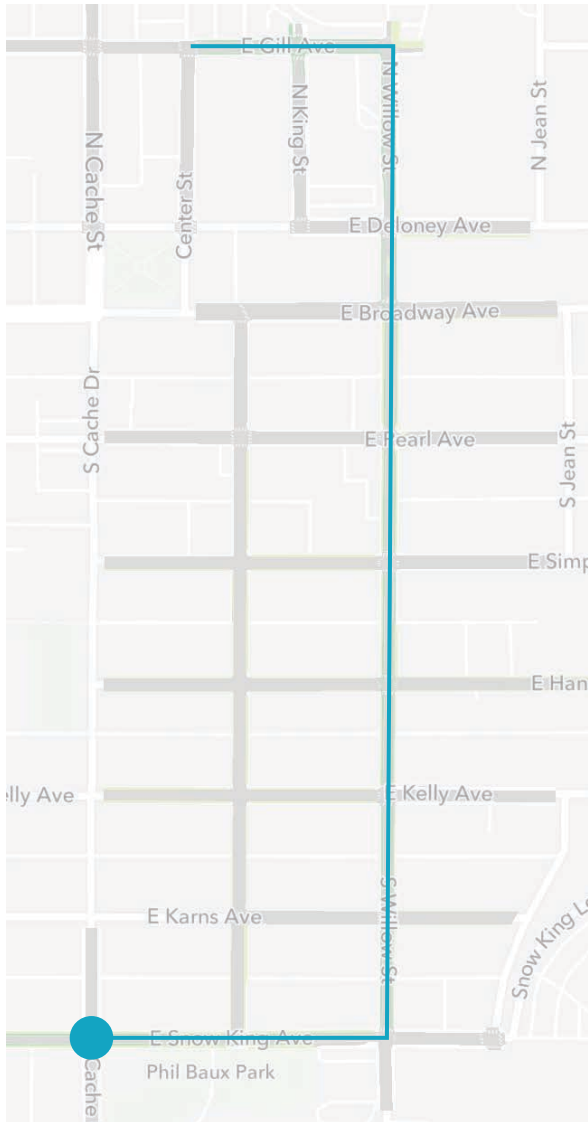
Scenario 1B – Single-direction Cycle Tracks (Long Term)



Snow King cross-section between Cache & King
(parallel parking)



Scenario 1B – Single-direction Cycle Tracks (Long Term)



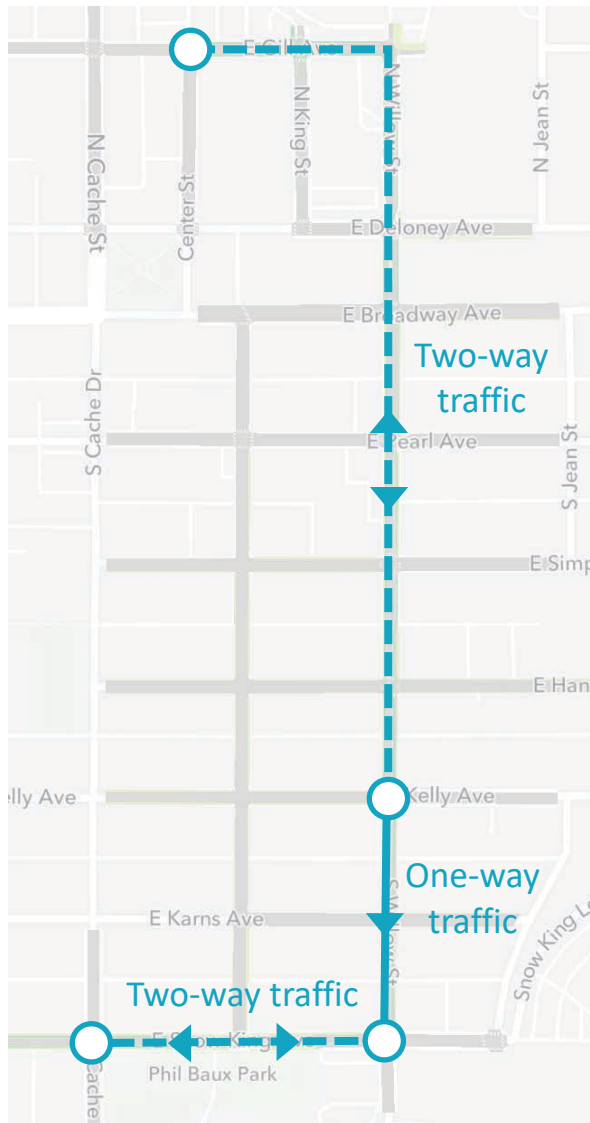
Snow King/Cache intersection





SCENARIO 1C: ONE-WAY FACILITIES LONG-TERM

Scenario 1C – Single-direction Cycle Tracks (Long Term)



Key Points

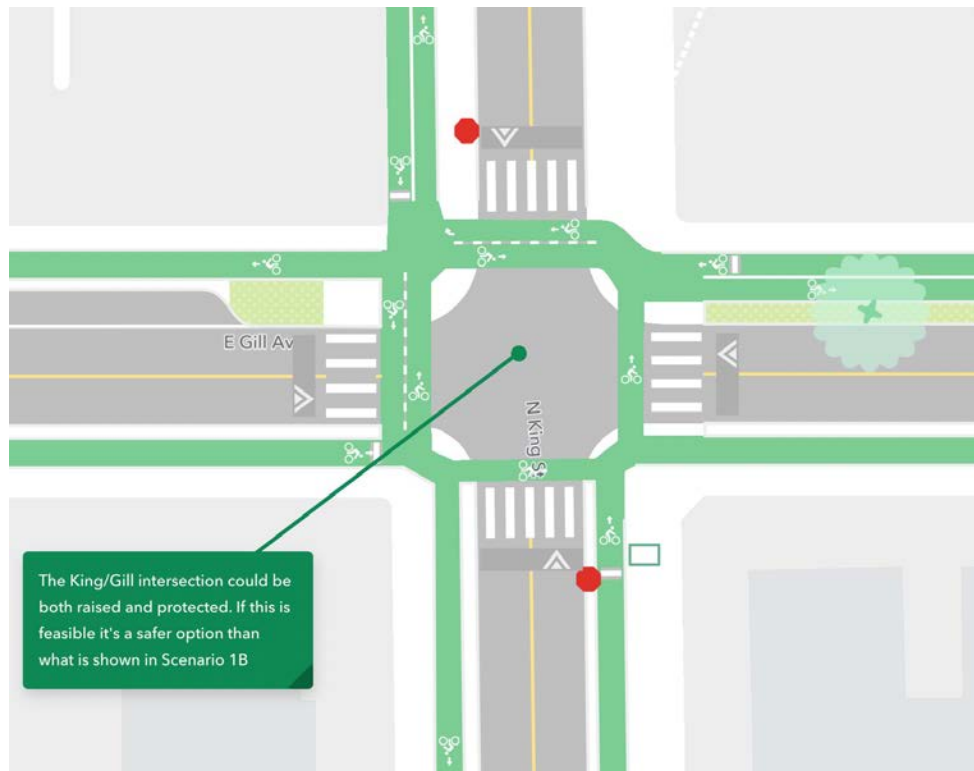
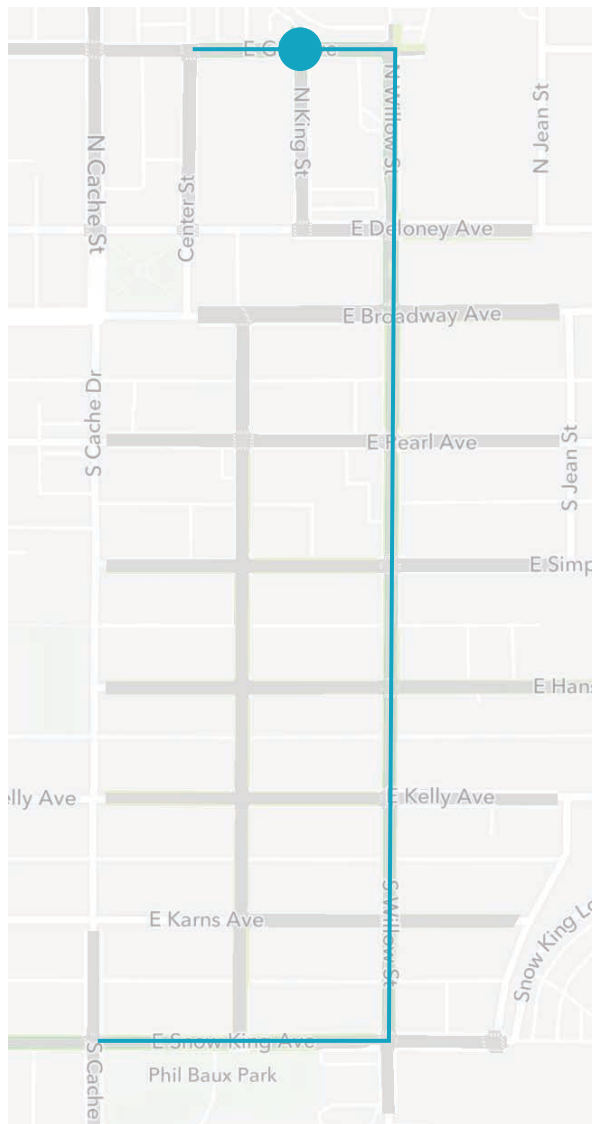
- Willow primarily maintained as two-way traffic (except from Kelley to E Snow King)
- Bi-directional cycle track along Gill to connect with elementary school
- Loss of on-street parking along Willow
- Shortened intersections to create safe crossings for cyclists and pedestrians
- Included protected intersection design treatments and continuous cycle tracks
- Converted temporary on-street sidewalk to a traditional sidewalk at curb level
- Modified street geometry for traffic calming



Scenario 1C – Single-direction Cycle Tracks (Long Term)



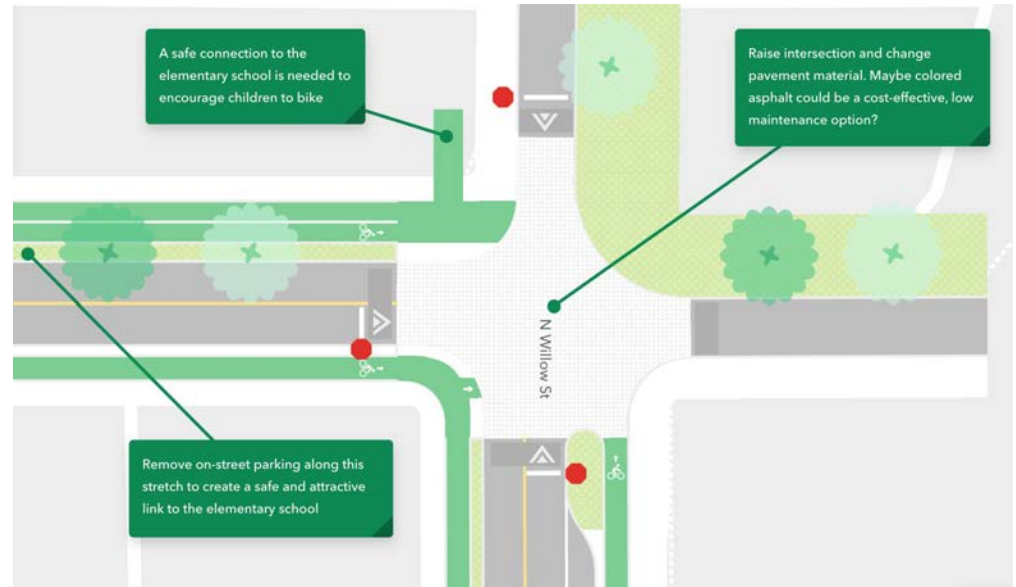
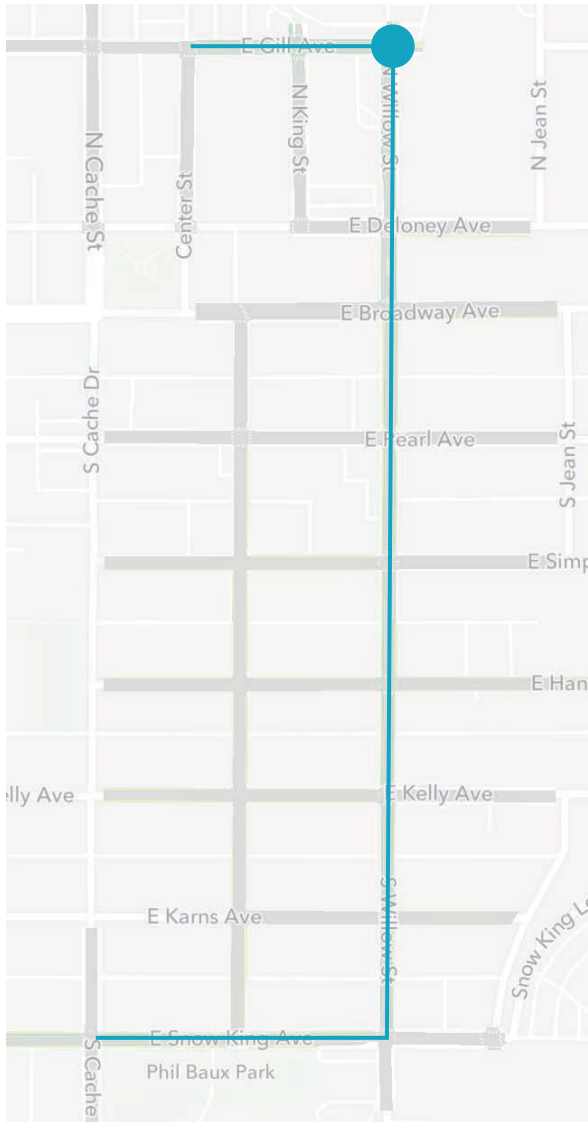
PLAN • DESIGN • LEARN



N King/Gill Intersection



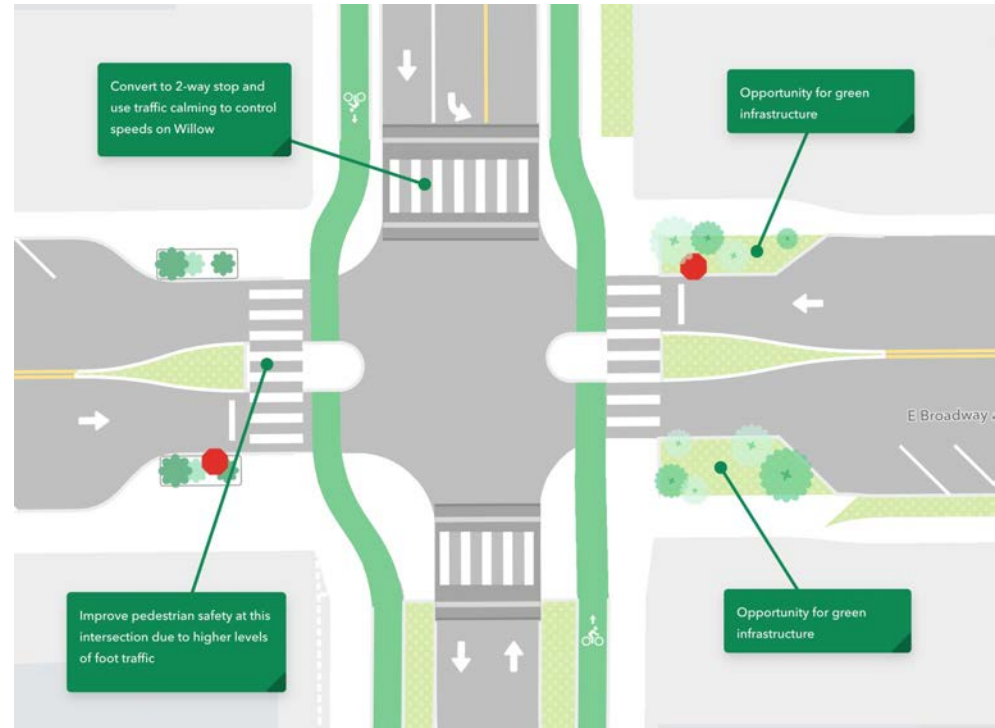
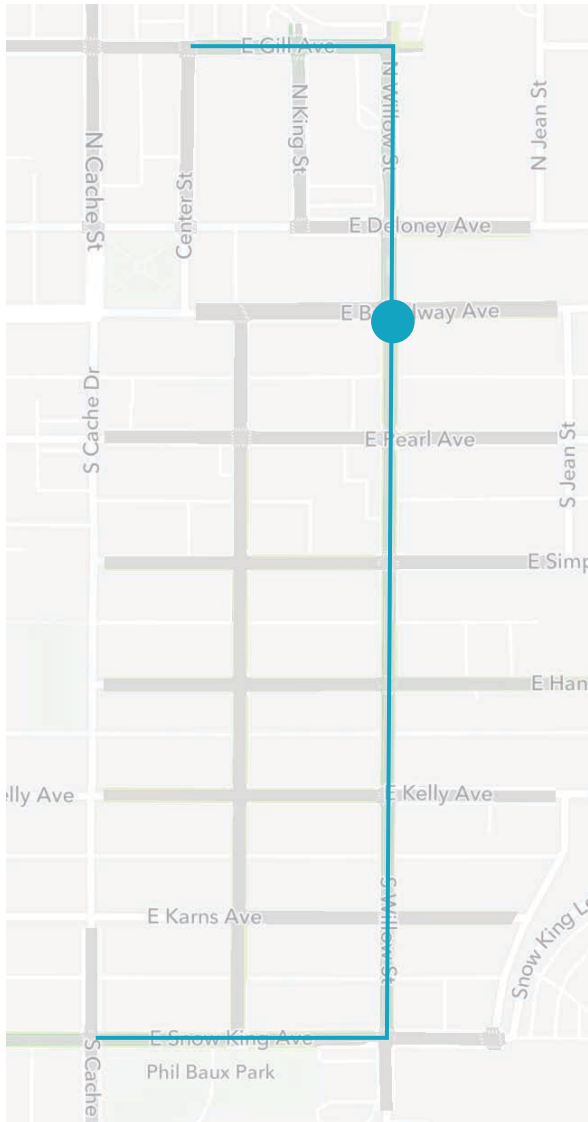
Scenario 1C – Single-direction Cycle Tracks (Long Term)



Gill/Willow Intersection (bi-direction treatment)



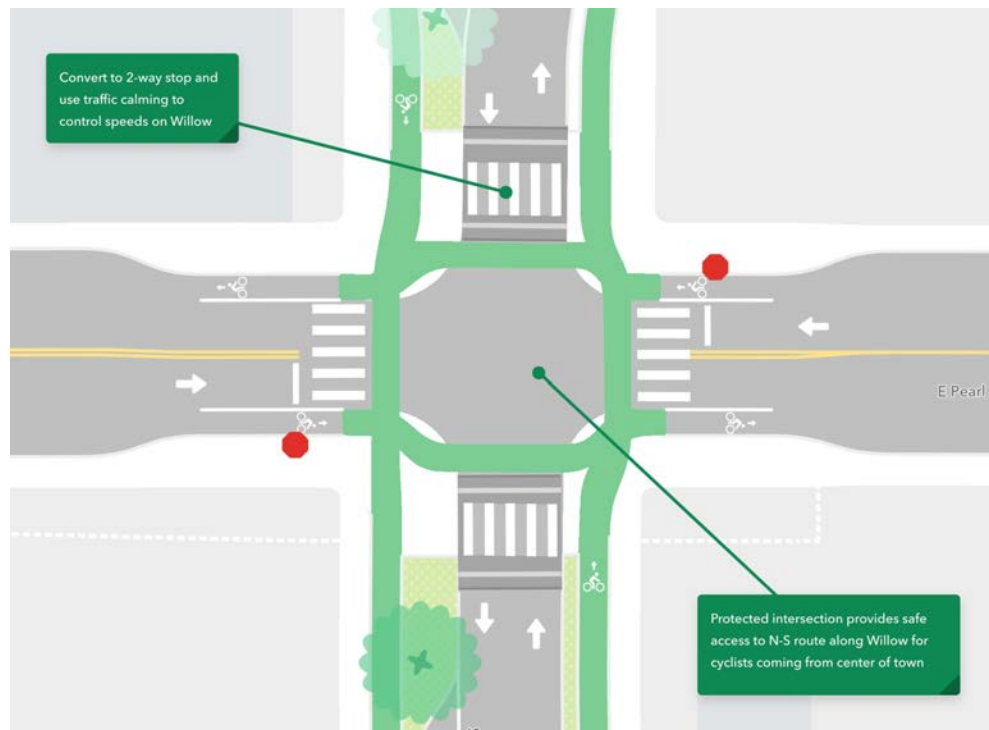
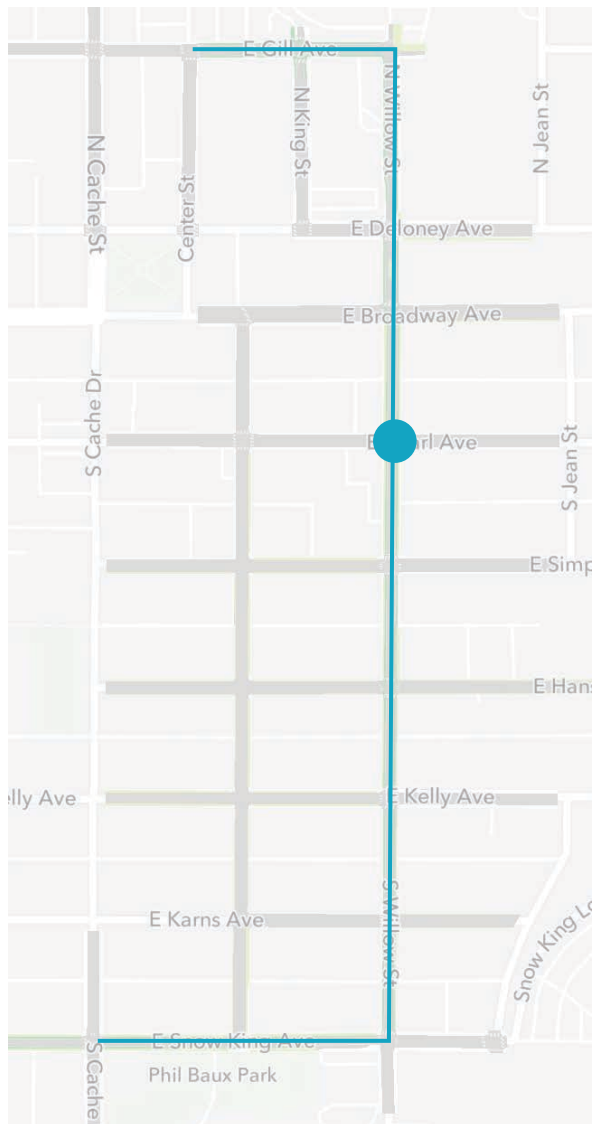
Scenario 1C – Single-direction Cycle Tracks (Long Term)



Willow/Broadway Intersection



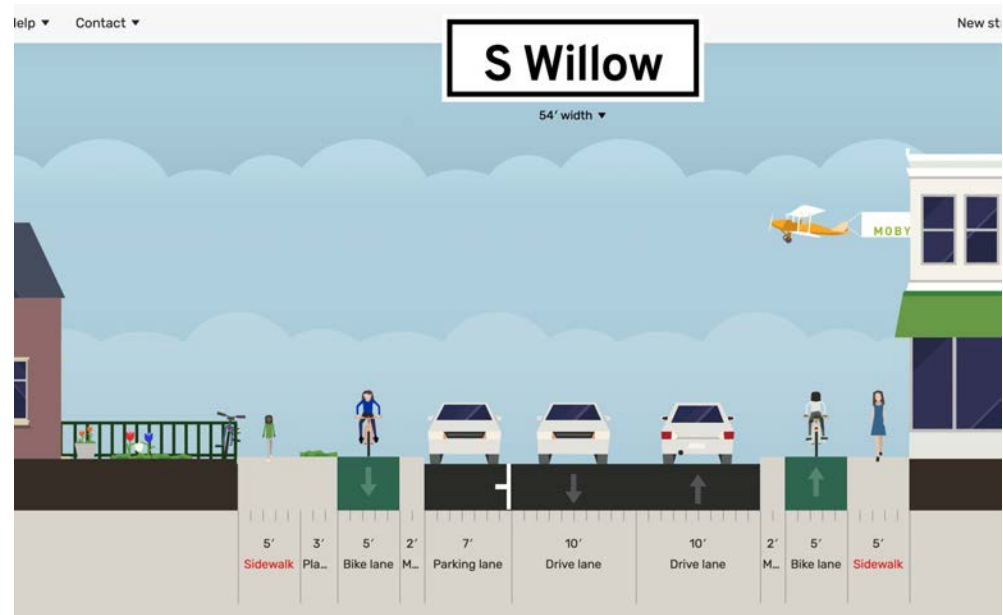
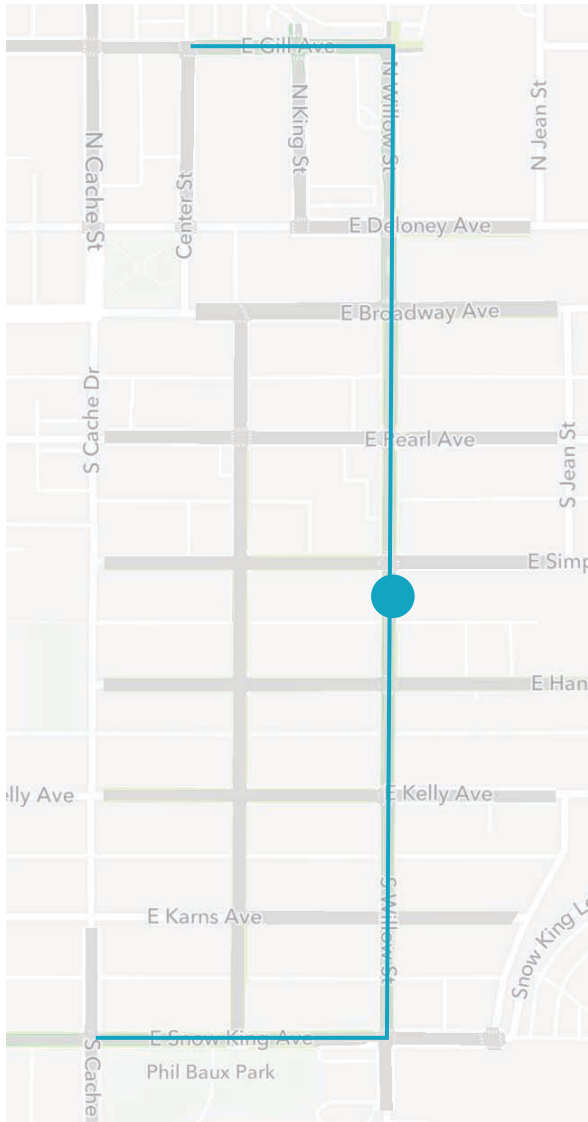
Scenario 1C – Single-direction Cycle Tracks (Long Term)



Willow/Pearl Intersection



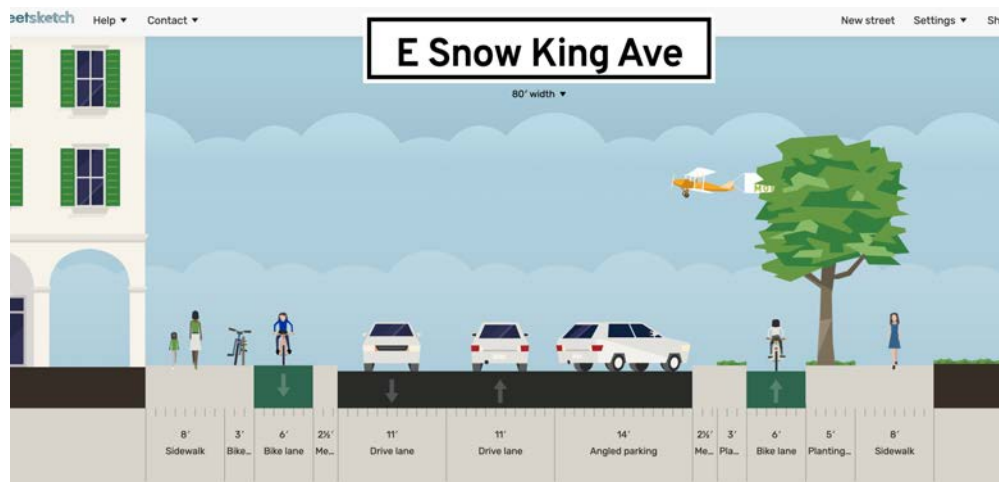
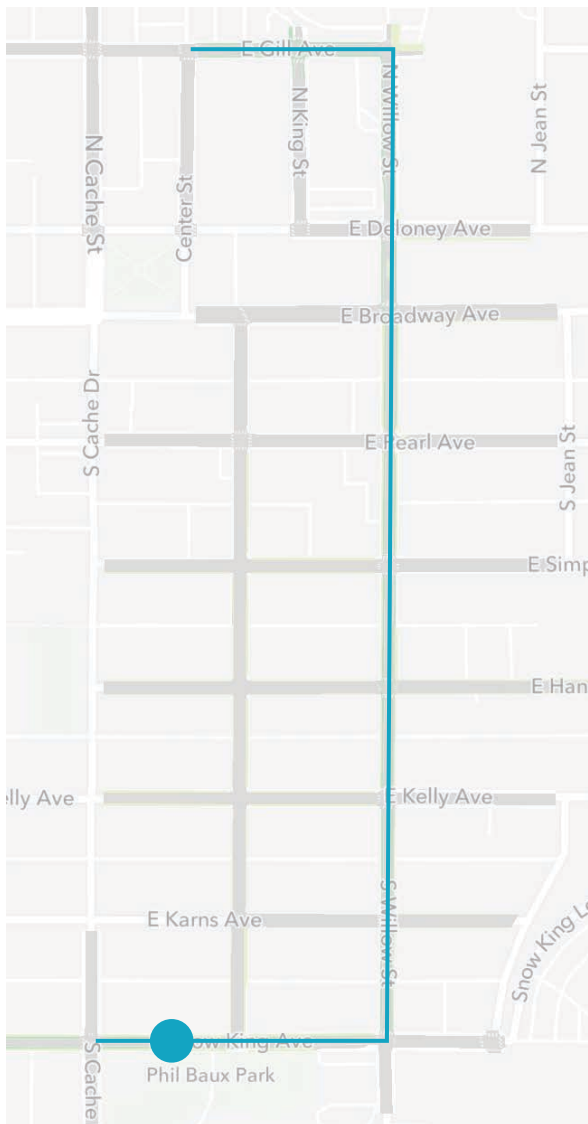
Scenario 1C – Single-direction Cycle Tracks (Long Term)



Willow cross-section between Simpson & Hansen
(two-way traffic)



Scenario 1C – Single-direction Cycle Tracks (Long Term)



Snow King cross-section between Cache & King
(angled parking)





APPENDIX



BI-DIRECTIONAL FACILITIES SHORT-TERM

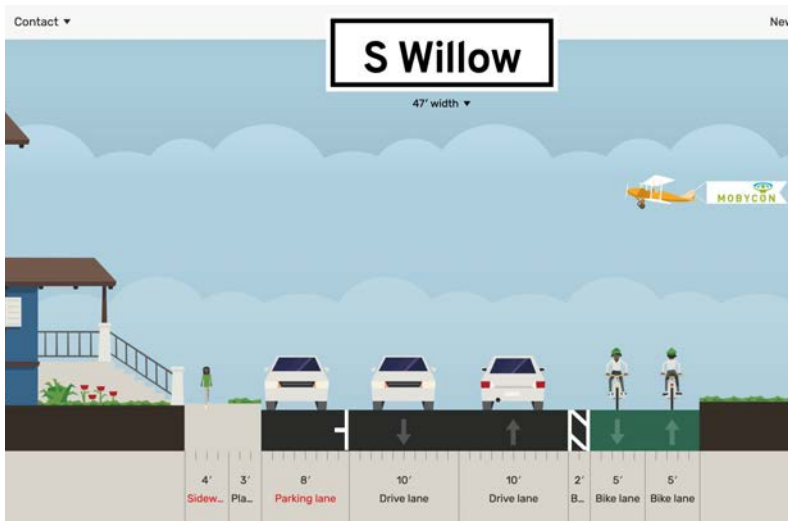
Scenario 2A – Bi-direction Cycle Tracks (Short Term)



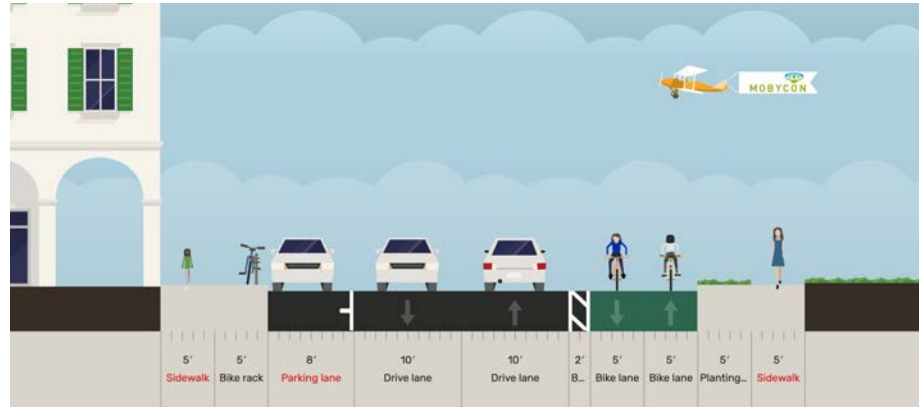
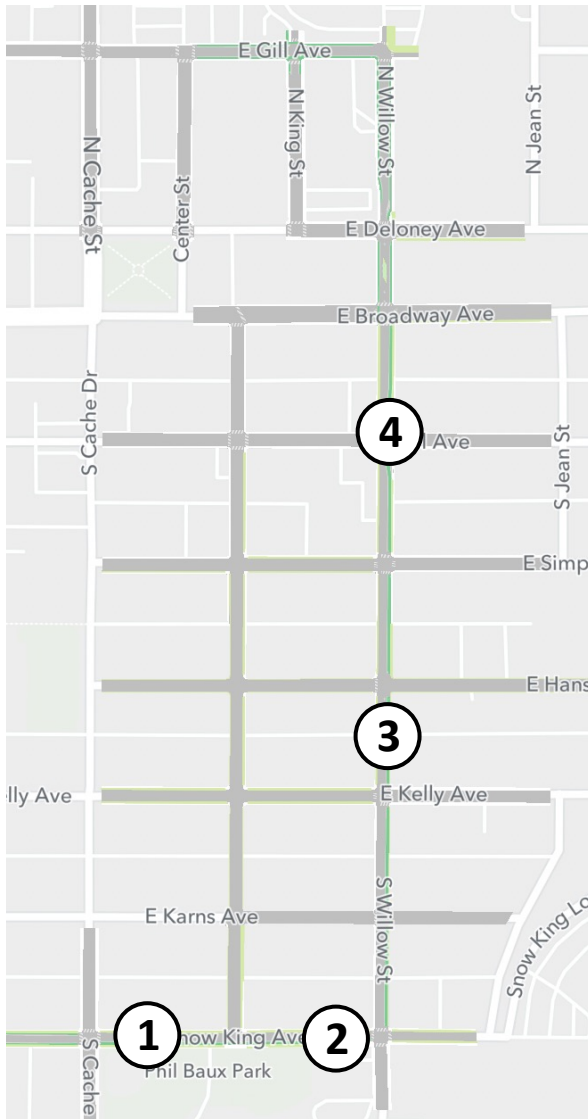
This design scenario tested out a bi-directional cycle track along the south side of E. Snow King Ave and most of Willow St, which could be implemented on a short-term basis

Key Points

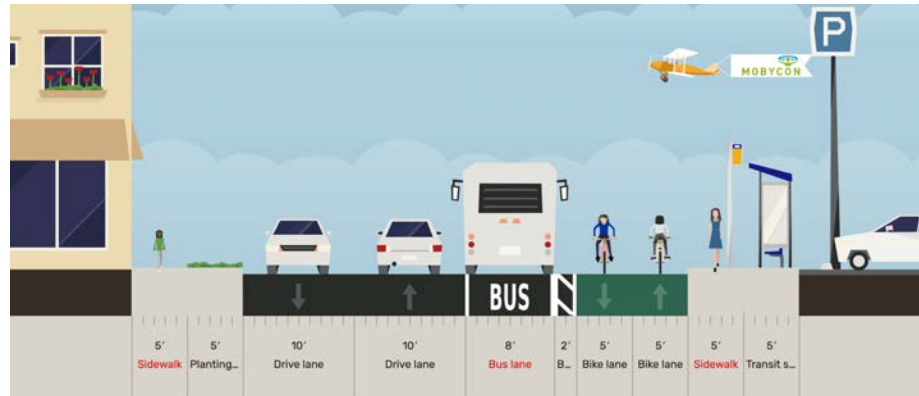
- Willow maintained two-way traffic
- On-street parking is generally limited to one side of Willow & E. Snow King Ave
- Shortened intersections by defining "sidewalk extensions" on-street with paint
- At E. Snow King Ave riders must cross the cycle track to board bus



Scenario 2A – Bi-direction Cycle Tracks (Short Term)

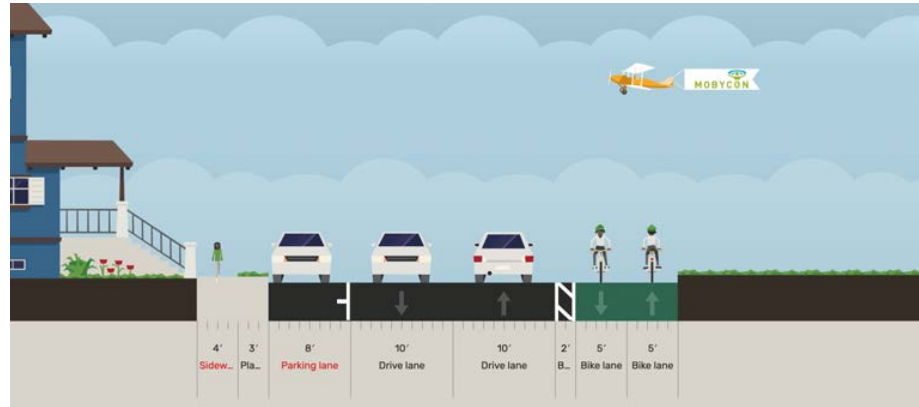
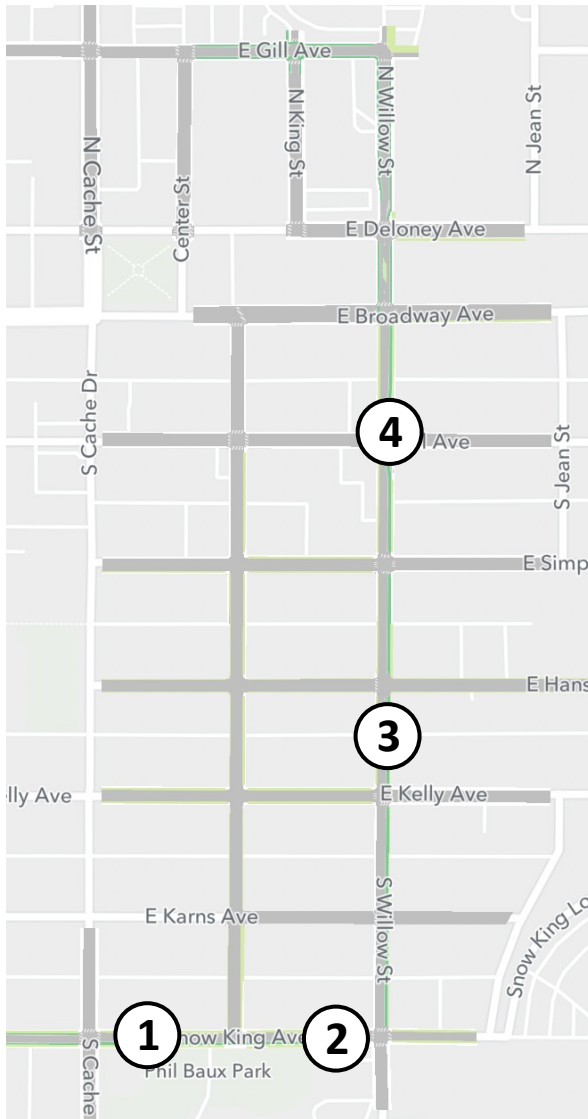


Section 1 – StillWest/Phil Baux Park

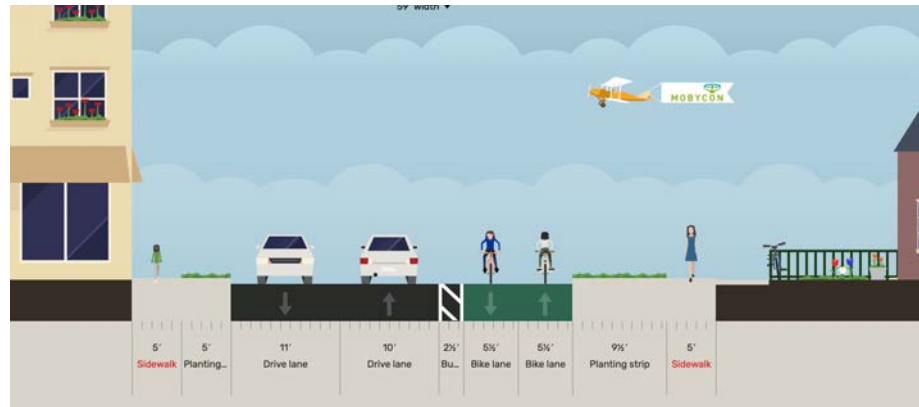


Section 2 – Snow King Bus Stop

Scenario 2A – Bi-direction Cycle Tracks (Short Term)



Section 3 – S Willow St



Section 4 – S Willow St at Pearl

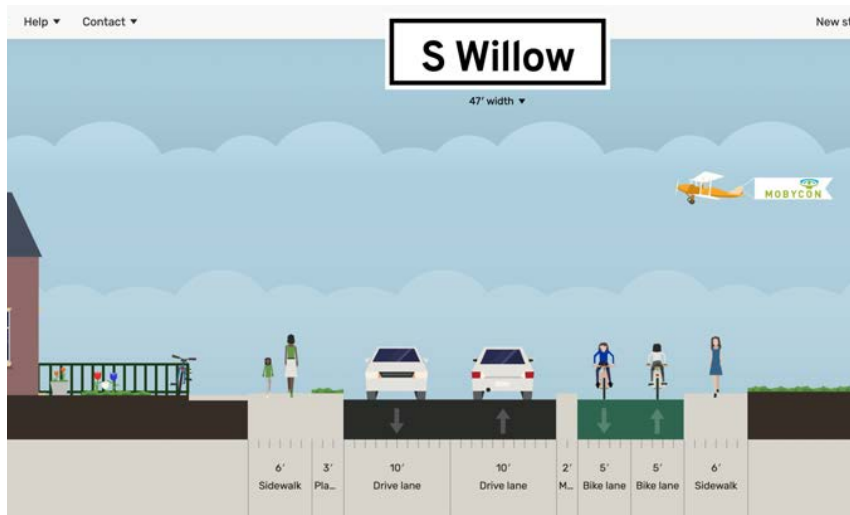


BI-DIRECTIONAL FACILITIES LONG-TERM

Scenario 2A – Bi-direction Cycle Tracks (Long Term)



This design scenario tested out a bi-direction cycle track along the south side of E. Snow King Ave and most of Willow St, which could be implemented on a long-term basis

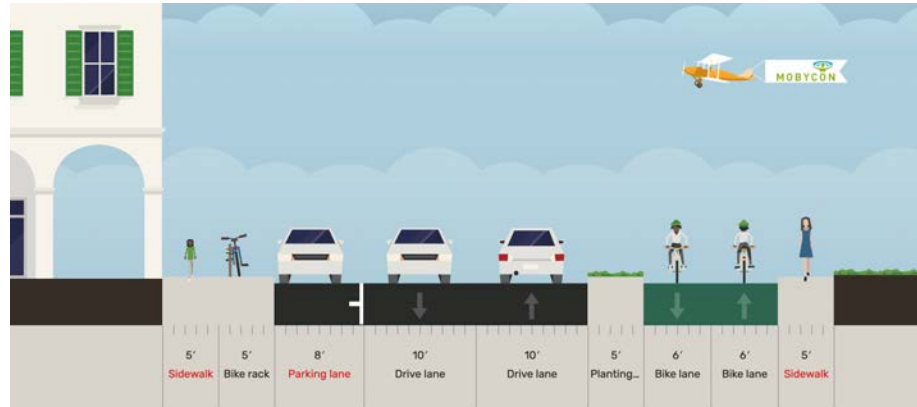
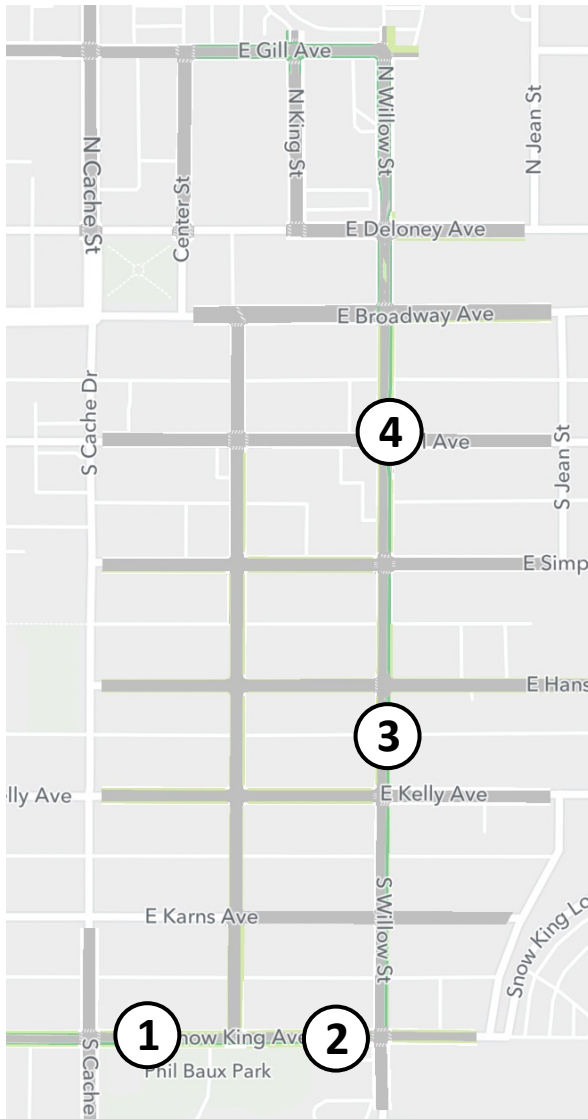


Key Points

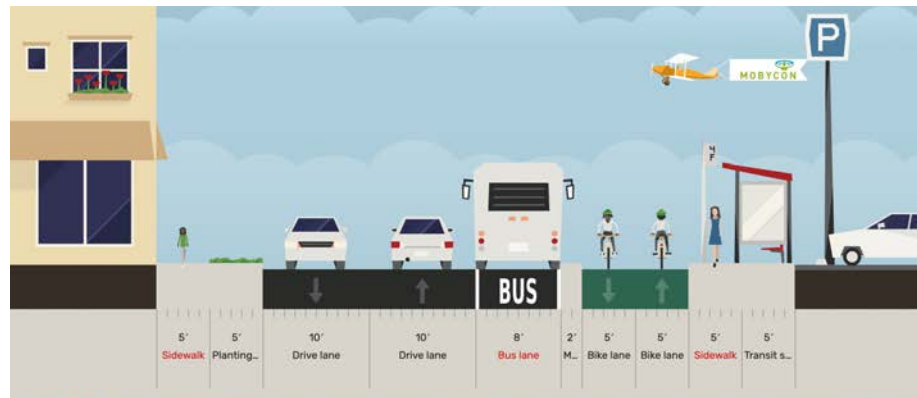
- Willow maintained two-way traffic
- Minimal amount of on-street parking was retained
- At E. Snow King Ave riders must cross the cycle track to board bus
- Shortened intersections to create safe crossings for cyclists and pedestrians
- Included protected intersection design treatments and continuous cycle tracks
- Added a sidewalk to the east side of Willow St
- Reclaimed space where planted buffers could enhance the cycling and pedestrian experience



Scenario 2B – Bi-direction Cycle Tracks (Long Term)

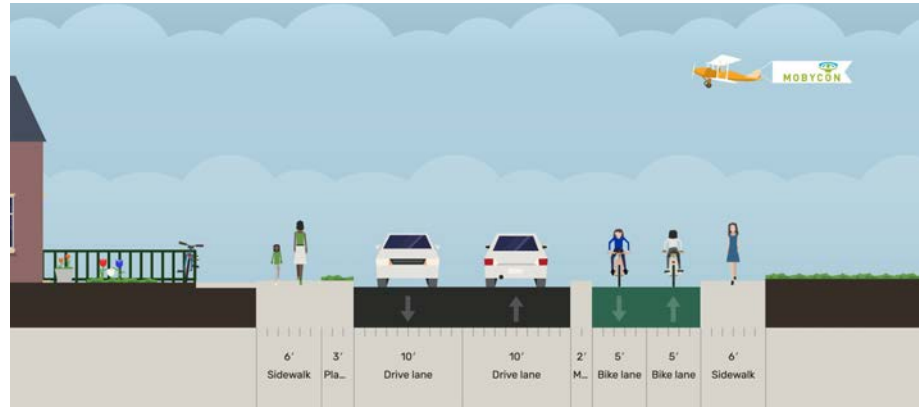
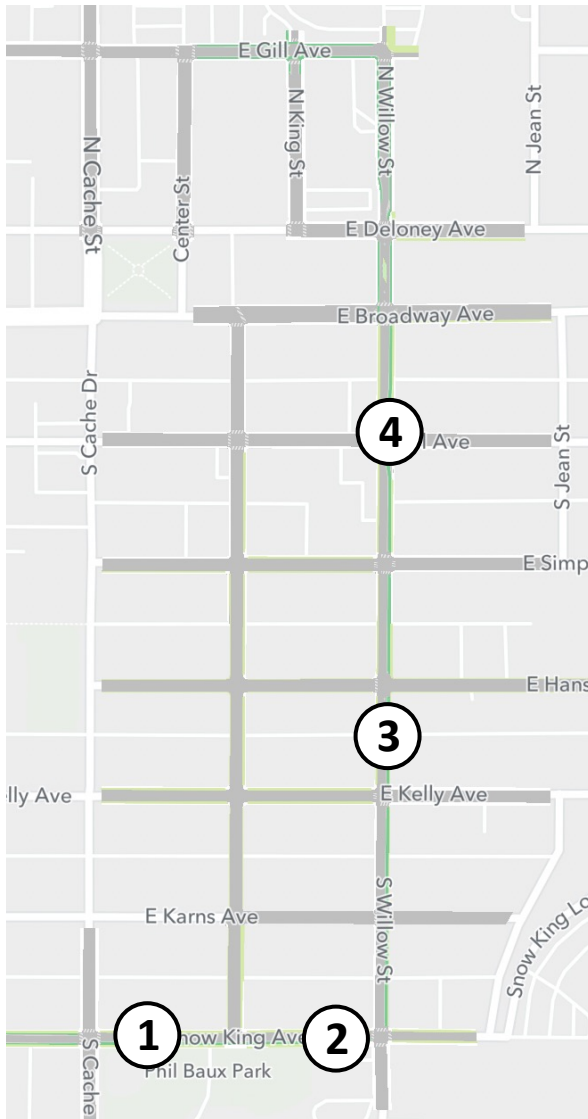


Section 1 – StillWest/Phil Baux Park

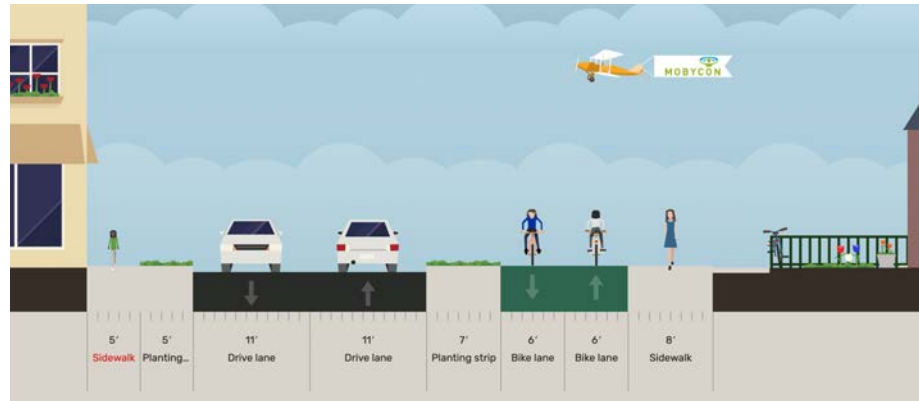


Section 2 – Snow King Bus Stop

Scenario 2B – Bi-direction Cycle Tracks (Long Term)



Section 3 – S Willow St



Section 4 – S Willow St at Pearl

Willow St. Safe Routes - Alternatives Analysis

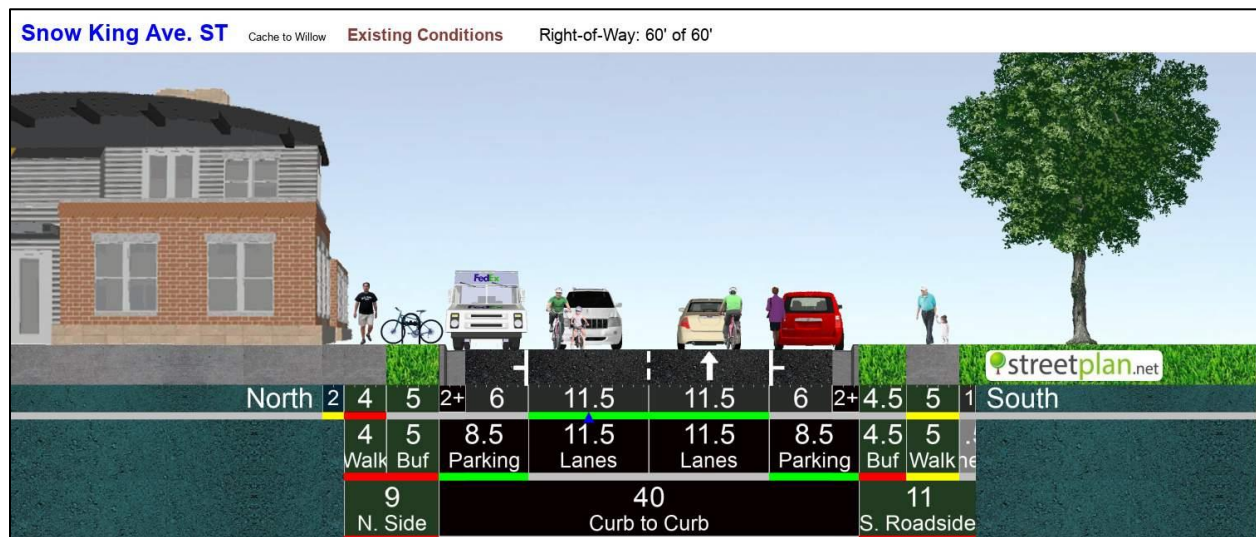
Three alternative cross sections for the Willow Street Safe Routes project were developed and evaluated based on their effectiveness in meeting the parameters of effective bicycle networks as follows:

- **Cohesion (or Connectivity)** – Ensure that there are no gaps in the system and that access is provided to the desired destinations for users of all ages and abilities.
- **Directness** – Offer the most direct route available and minimize detours, turning movements, and delays.
- **Safety** – Reduce exposure to crash risk and possible conflict points. Separate users by speed and mass. Also reduce exposure to health risks (pollution, noise, stress).
- **Comfort** – Include elements that make cycling comfortable and thereby a more inviting option. Things such as intuitive layouts and alignments, smooth pavement conditions, eliminating unnecessary stops or exertion, minimizing stressful situations, and providing route finding assistance.
- **Attractiveness** – Not considered the most important factor, but attractive routes that include greenspace or are on quiet streets can be more desirable than routes with excessive traffic and congestion.

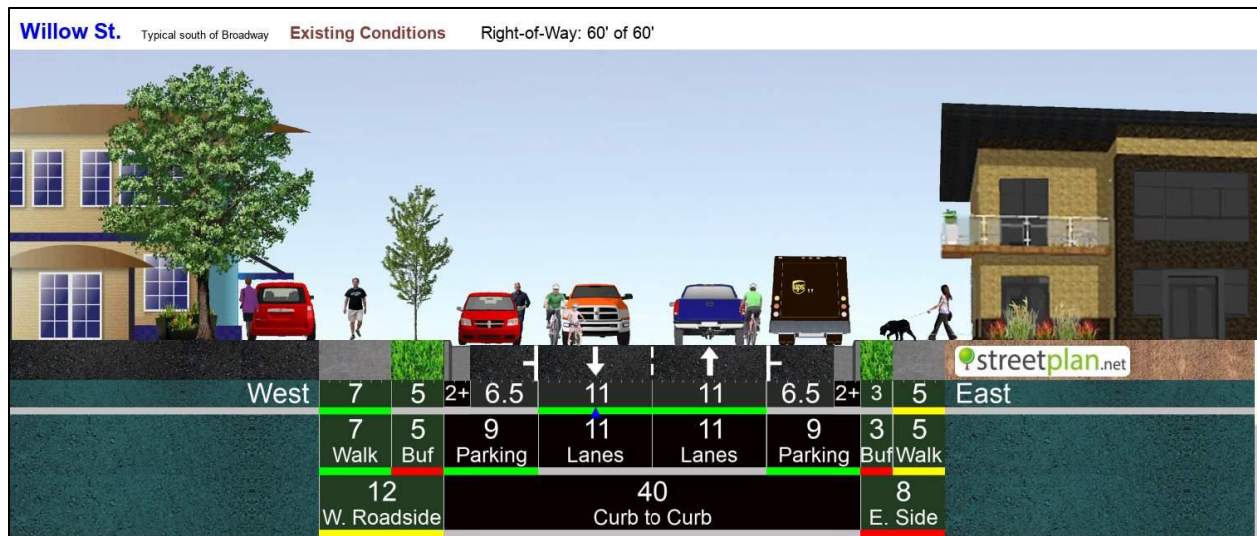
● = Fully Meets Criteria ◐ = Partially Meets Criteria ○ = Does not Meet Criteria

Concept ideas for long-term options on Snow King are also included in the evaluation.

Existing Conditions



Existing Conditions - Typical Cross Section on Snow King east of Cache, looking east

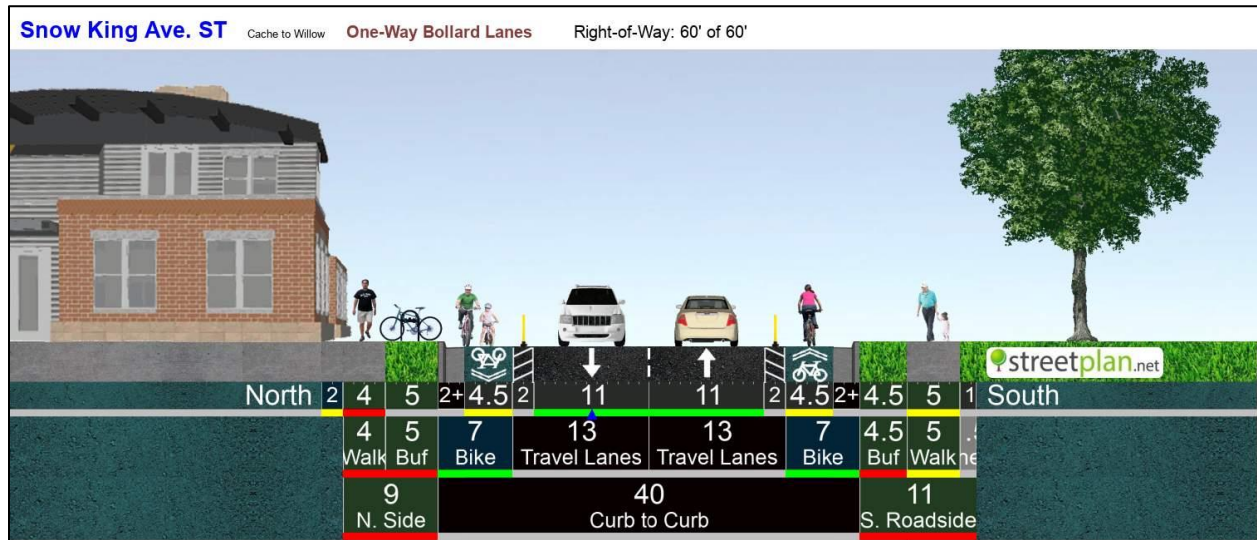


Existing Conditions - Typical Cross Section on Willow looking north

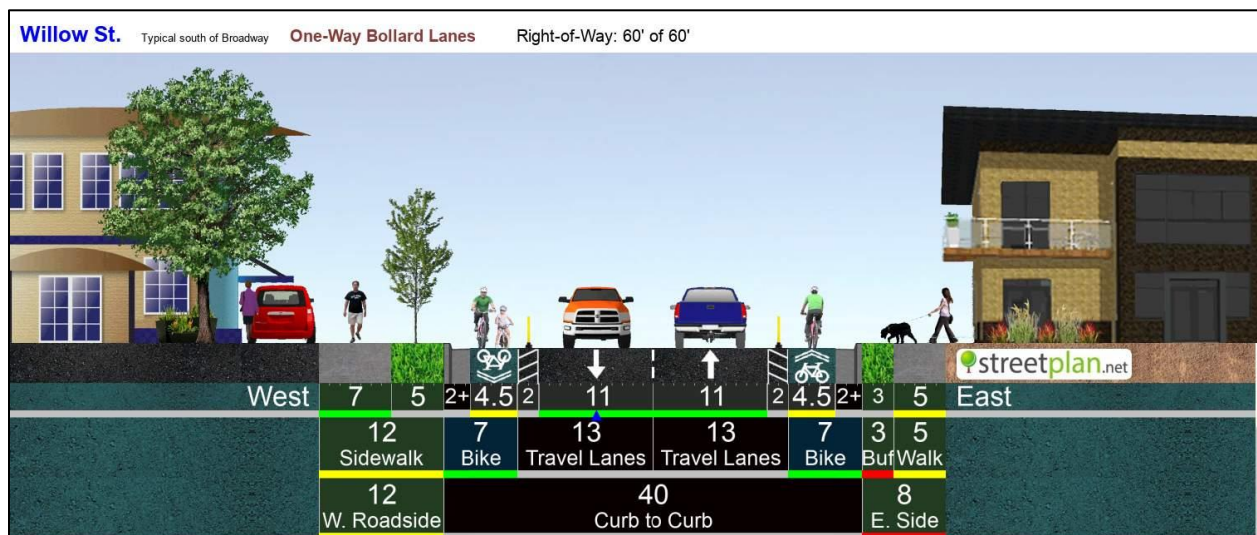
- Shared use lanes on both Snow King and Willow through the entire project area between Cache and JES.
- Components
 - Vehicular travel lanes are 11-11.5' wide; parking lanes are 8-8.5' wide.
- Bike Network Criteria
 - Fully meets: None. The existing streets do not function adequately as an effective bike network that is suitable for users of all ages and abilities.
 - Partially meets: Comfort and Attractiveness. Sections of Willow, particularly the south end, are currently relatively comfortable for experienced riders as Willow is a pleasant and fairly low volume street.
 - Does not meet: Cohesion, Directness, and Safety. There is a significant gap in the network between Cache and JES. Primary destinations are not directly accessible for all users. Cyclists are forced to share travel lanes with motor vehicles and are directly exposed to turning vehicles in high conflict areas at intersections. Not suitable for users of all ages and abilities.

Cohesion	Directness	Safety	Comfort	Attractiveness
○	○	○	●	●

Alt A



Alt A - Typical Cross Section on Snow King east of Cache, looking east



Alt A - Typical Cross Section on Willow, looking north

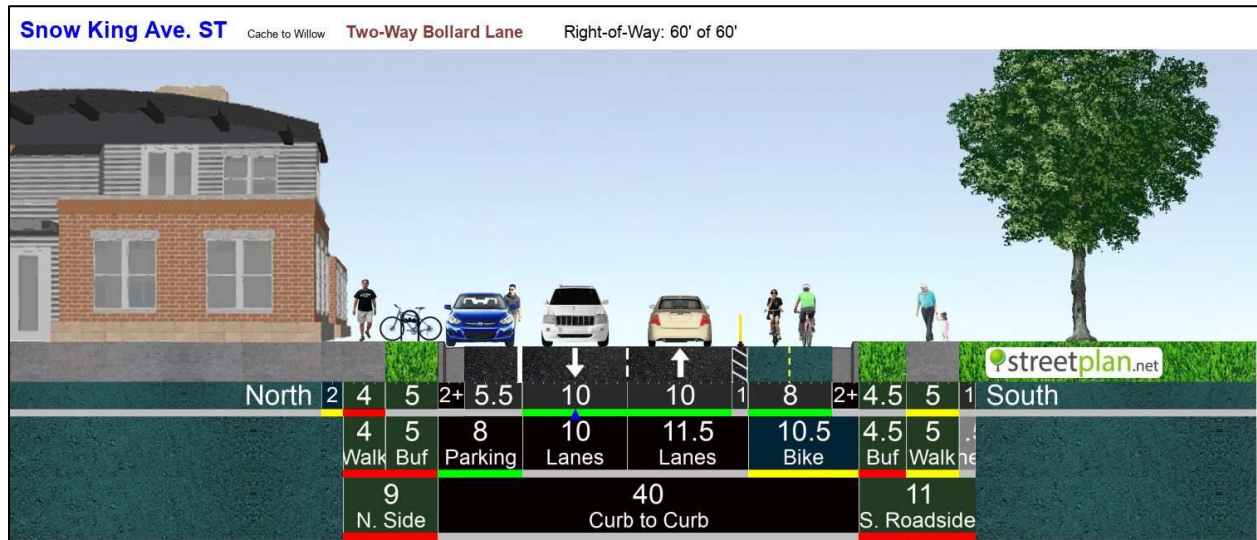
- Unidirectional bollard-buffered bike lanes on both sides of Snow King and Willow.
- Components
 - Vehicular travel lanes are 11' wide + 2' buffer to bike lanes, bicycle lanes are 4.5' wide with 2' gutter pan.
 - Replaces on-street parking on Snow King and Willow with buffered bike lanes.
- Alt A is intuitive for users and it is likely that a high percentage of cyclists in the corridor would use the bike lanes rather than riding in the travel lane (i.e. the bike lanes would see a high rate of compliance).

- **Bike Network Criteria**

- Fully meets: Cohesion, Directness, Safety, and Comfort. Provides direct access to Phil Baux Park and Snow King Resort. Separates cyclists from motor vehicles. Does not require detours. Minimizes stops and turns.
- Partially meets: Attractiveness. Willow is a pleasant and fairly low volume street, but the relative attractiveness of bollards vs. parked cars is debatable.

Cohesion	Directness	Safety	Comfort	Attractiveness
●	●	●	●	◐

Alt B



Alt B - Typical Cross Section on Snow King east of Cache, looking east

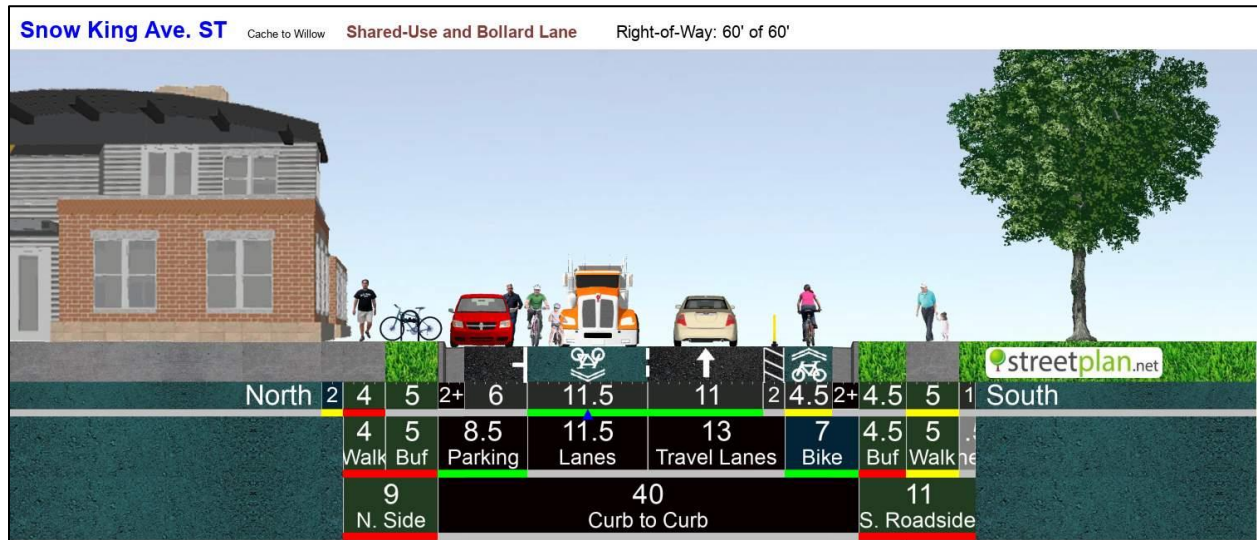
- Bidirectional bollard-separated bike lanes on the south side of Snow King; unidirectional lanes on both sides of Willow. NOTE- Alts B and C were evaluated for use on Willow but are not recommended due to fatal design flaws. The Alt A layout is recommended for Willow in all three scenarios.
- Retains parking on the north side of Snow King. Removes parking on the south side and on Willow.
- All lanes are at the minimum width or narrower than typically requested. Vehicular travel lanes are 10' wide—while this meets AASHTO design guidelines, 10' lanes adjacent to bollards have received complaints from some drivers when used on Snow King west of Millward, although it should be noted that there are other locations in town where 10' lanes NOT adjacent to bollards have not generated the same complaints. Bicycle lanes are substandard width (combined 8', minimum recommended by NACTO is 10') and have a reduced-width buffer from the travel lane (3' is recommended). The parking lane is 7' wide without much buffer space from the travel lane. These narrow widths will likely result in every user feeling somewhat constrained and could generate complaints from drivers.
- Alt B on Snow King is not as intuitive for users and there are likely to be cyclists who choose not to use the bike lane or are unaware how to use it (i.e. lower compliance in bike lane usage). This is likely to generate frustration and angst in vehicle drivers.
- It would be the most challenging of the alternatives to install and operate. It requires relocating the centerline for the entire two blocks between Cache and Willow and likely would require additional signage and repainting each spring and fall.
- This option was considered as an alternative on Snow King (where there are limited crossings on the south side) but was eliminated from consideration on Willow because

of safety concerns and lack of connectivity (there is not space to do a two-way facility on Willow north of Broadway in the short term).

- **Bike Network Criteria**
 - Fully or mostly meets: Cohesion. Provides direct access to Phil Baux Park and Snow King Resort. Separates cyclists from motor vehicles. Does not require detours. Minimizes stops and turns.
 - Partially meets: Directness, Safety, and Attractiveness. On Snow King there are limited crossings on the south side of the street, so a bidirectional facility could feasibly work here. However, on Willow there are numerous crossings and driveways on each block that create significant safety concerns which should rule out the use of bidirectional facility on Willow. Does require an extra street crossing at Cache for westbound users, so is not as optimal as Alt A.
 - Does not meet: Comfort. Narrow lane widths, lack of compliance, and more challenging route finding increases stress (and decreases comfort) for all users.

Cohesion	Directness	Safety	Comfort	Attractiveness
●	◐	◐	○	◐

Alt C



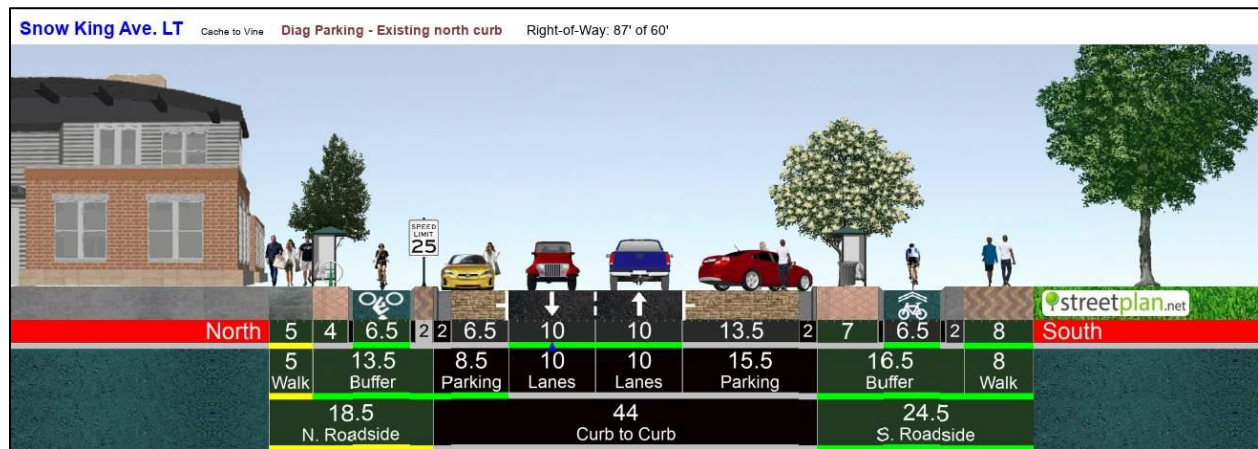
Alt C - Typical Cross Section on Snow King east of Cache, looking east

- Unidirectional bollard-separated bike lane on **only** the south side of Snow King; unidirectional lanes on both sides of Willow (Alt A). See NOTE for Alt B regarding Willow St.
- Retains parking on the north side of Snow King. Removes parking on the south side and on Willow.
- Components
 - South side - vehicular travel lanes are 11' wide + 2' buffer to bike lanes, bicycle lanes are 4.5' wide with 2' gutter pan. (Same as Alt A).
 - North side - Shared-use lane (vehicles and cyclists mixing in the same space) on west bound Snow King.
- Overall this option works great for east bound riders but does not improve conditions for west bound riders.
- It is expected that west bound riders will continue to share the travel lane with motor vehicles. Generally this is acceptable for experienced, confident riders but does not work for inexperienced or less confident riders. Because of this, it is likely that some westbound riders will ride on the sidewalk between Willow and Cache, especially if they are heading west from Phil Baux Park or the resort base area.
- For riders who are not comfortable sharing the lane with motor vehicles on Snow King, one option to avoid the two-block shared-use section is that riders heading south on Willow could divert to King or Cache via Hansen, Kelly, or Karns if they are more comfortable using those streets. This is not ideal, but it could provide a less busy, lower stress option in the absence of bike lanes on the north side of Snow King.
- Bike Network Criteria – split between westbound and eastbound traffic.
 - Fully meets: Directness. Provides direct access to Phil Baux Park and Snow King Resort.

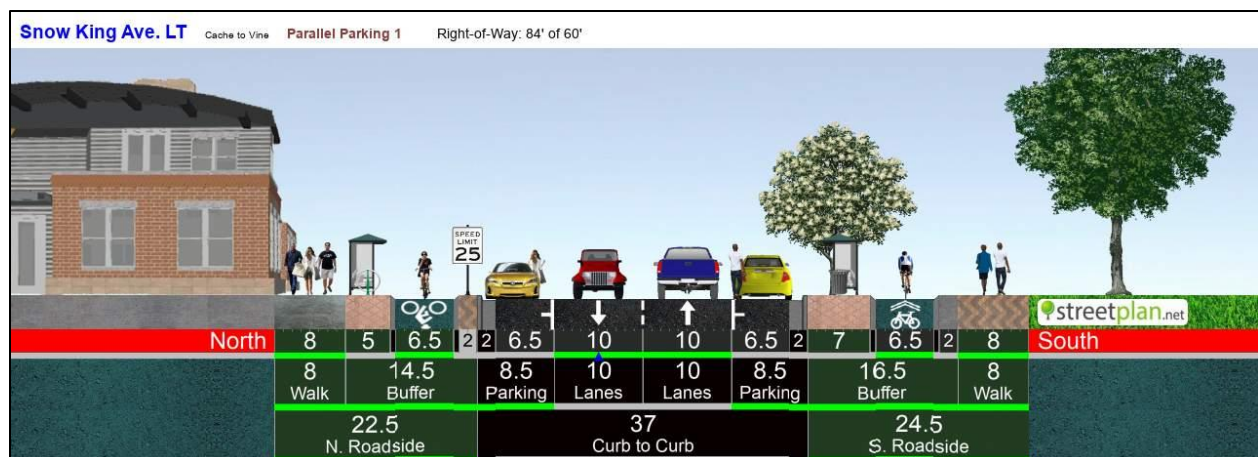
- Partially meets: Safety, Comfort, and Attractiveness. Fully meets these for eastbound cyclists, but fails to meet for westbound cyclists. Separates cyclists from motor vehicles (eastbound). May require detours for west/southbound riders. Minimizes stops and turns for eastbound riders but may add turns for west/southbound riders.
- Does not meet: Cohesion. There is a problematic gap in the network for westbound traffic on Snow King between Willow and Cache.

Cohesion	Directness	Safety	Comfort	Attractiveness
○	●	◐	◐	◐

Snow King Ave. Long Term Options – DRAFT CONCEPTS ONLY



*Long Term Concept Snow King Ave. east of Cache, looking east
Existing north curb line w/diagonal parking*



*Long Term Concept Snow King Ave. east of Cache, looking east
Shifted north curb line w/parallel parking*

Draft concepts for Snow King Ave. between Cache and Willow that create truly protected bike lanes, wider pedestrian areas, and expanded on-street parking. These would require encroachment into the Town-owned properties to the south at the base of Snow King.

- These concepts were broadly well-received when shared at the Open House
- Staff communicated that any further development or discussion of these will require significant input and planning by the Town and numerous other stakeholders.
- Bike Network Criteria
 - Fully meets all the parameters of effective bicycle networks
 - A criteria was added for “Retains Parking” which is not a consideration for effective bike networks but is pertinent to the conversation.

Summary

Alternative	Cohesion	Directness	Safety	Comfort	Attractiveness	Retains Parking
Snow King Long Term	●	●	●	●	●	●
Existing Conditions	○	○	○	◐	◐	●
Alt A	●	●	●	●	◐	○
Alt B	●	◐	◐	○	◐	◐
Alt C	○	●	◐	◐	◐	◐

Alt A is the short-term option that best achieves the core principles of effective bike networks (cohesion, directness, safety, comfort, and attractiveness). It is the most straightforward, intuitive approach and is a logical extension of the existing bike lanes on Snow King.

If Alt A is rejected in favor of an alternative to prioritize on-street parking on Snow King over improving non-motorized mobility, Alt C would be the most effective and easiest to implement compromise solution.

ORDINANCE C

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1074 (PART), 1164, 1166, 1170, 1196 THROUGH 1199, 1210 THROUGH 1222, 1227, 1270, AND 1278; SECTION 2 OF TOWN OF JACKSON ORDINANCE NOS. 1166, 1170, AND 1197; SECTION 3 OF TOWN OF JACKSON ORDINANCE NO. 1166; AND SECTIONS 1.9.2.B, 1.9.3.B THROUGH D, 2.2.2.A, 2.2.2.C & D, 2.2.3.A, 2.2.4.A, 2.2.4.C & D, 2.2.5.A, 2.2.5.C & D, 2.2.6.A, 2.2.6.C THROUGH E, 2.2.7.A THROUGH E, 2.2.8.A THROUGH E, 2.2.9.A THROUGH E, 2.2.10.C & D, 2.2.11.C & D, 2.2.12.C & D, 2.2.13.C & D, 2.2.14.A, 2.2.14.C & D, 2.2.15.A, 2.2.15.C & D, 2.2.16.D, 2.2.17.D, 2.3.10.C & D, 2.3.13.D, 3.3.1.B THROUGH D, 4.2.2.D, 5.4.1.C, 5.5.2.A, 5.5.3.B, 5.9.6.C, 6.1.1.F, 6.1.4.A THROUGH G, 6.1.11.B & C, 6.6.11.F & G, 6.2.1.A, 6.2.5.A & B, 6.3.2.A THROUGH C, 6.3.3.A, 6.3.4.A, 6.3.4.C, 6.4.2.A, 7.5.3.C & D, 7.6.2.A, 7.8.4.B, 8.2.2.B, 9.4.6.A & E, 9.5.A, 9.5.D, 9.5.F, 9.5.H, 9.5.K, AND 9.5.T OF THE LAND DEVELOPMENT REGULATIONS OF THE TOWN OF JACKSON REGARDING THE DEFINITION OF FAMILY AND HOUSEHOLDS.

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

SECTION I.

Section 1 of Town of Jackson Ordinance Nos. 1074 (part), 1164, 1166, 1170, 1196 THROUGH 1199, 1210 through 1222, 1227, and 1270; Section 2 of Town of Jackson Ordinance No. 1074 (part), 1166, 1170, and 1197; Section 3 of Town of Jackson Ordinance No. 1166; and Sections 1.9.2.B, 1.9.3.B through D, 2.2.2.A, 2.2.2.C & D, 2.2.3.A, , 2.2.4.A, 2.2.4.C & D, 2.2.5.A, 2.2.5.C & D, 2.2.6.A, 2.2.6.C through E, 2.2.7.A through E, 2.2.8.A through E, 2.2.9.A through E, 2.2.10.C & D, 2.2.11.C & D, 2.2.12.C & D, 2.2.13.C & D, 2.2.14.A, 2.2.14.C & D, 2.2.15.A, 2.2.15.C & D, 2.2.16.D, 2.2.17.D, 2.3.10.C & D, 2.3.13.D, 3.3.1.B through D, 4.2.2.D, 5.4.1.C, 5.5.2.A, 5.5.3.B, 5.9.6.C, 6.1.1.F, 6.1.4.A through G, 6.1.11.B & C, 6.6.11.F & G, 6.2.1.A, 6.2.5.A & B, 6.3.2.A through C, 6.3.3.A, 6.3.4.A, 6.3.4.C, 6.4.2.A, 7.5.3.C & D, 7.6.2.A, 7.8.4.B, 8.2.2.B, 9.4.6.A & E, and 9.5.A, 9.5.D, 9.5.F, 9.5.H, 9.5.K, and 9.5.T of the Land Development Regulations of the Town of Jackson are hereby amended and reenacted to read as set forth on the following pages:

Prior pages i through 1-14 omitted

B. Maintenance, Alteration, Expansion, and Replacement

Maintenance, alteration, replacement, or expansion of a nonconforming physical development shall only be permitted if all 6 of the following standards are met.

1. **No Increase in Nonconformity.** Maintenance, alteration, replacement, or expansion shall not increase the nonconformity and shall otherwise comply with all applicable standards of these LDRs, except that maintenance, alteration, or expansion of a nonconforming ~~Detached Single-Family Unit~~ detached dwelling or property listed on the Jackson Historic Register shall not be subject to this limitation (e.g., an addition to a house or structure on the Jackson Historic Register that is nonconforming as to height may be the same height as the existing nonconforming house or historic structure).

EXAMPLE: An addition must meet all setbacks, floor area limits, and other standards even if a portion of the structure being added to does not meet a setback, except that a ~~Detached Single-Family Unit~~ detached dwelling may be expanded to the same nonconforming setback.

2. **Maintenance and Alteration.** A nonconforming physical development may be maintained or altered.
3. **Expansion.** A nonconforming physical development shall be brought into compliance with all applicable standards of these LDRs upon cumulative expansion of greater than 20% of its floor area or site area. Cumulative expansion is the sum of all expansions from the date the physical development became nonconforming, including all expansions under prior LDRs if the physical development became nonconforming under prior LDRs and remains nonconforming. The following exceptions shall apply to this limit on expansion.
 - a. ~~Detached Single-Family Unit Detached Dwelling.~~ This standard shall not limit the expansion of a ~~Detached Single-Family Unit~~ Detached Dwelling.
 - b. **Jackson Historic Register.** This standard shall not limit expansion of a property listed on the Jackson Historic Register.
 - c. **Workforce Housing Incentive.** Floor area added using the Deed Restricted Housing Exemption (Sec. 7.8.3.) or Workforce Housing Floor Area Bonus (Sec. 7.8.4.) shall not be included in the calculation of expansion.
 - d. **Nonconforming Bulk and Form Standards.** This standards shall not limit expansion of a building that is nonconforming with one or more of the following standards.
 - i. Minimum stories in a street setback
 - ii. Building setback
 - iii. Pedestrian frontage
 - iv. Building frontage

1-16 through 1-17 omitted

C. Use, Development Options, and Subdivision

1. A nonconforming physical development shall be used in compliance with these LDRs. Nonconforming use of a nonconforming physical development shall be subject to Sec. 1.9.3.
2. A nonconforming building shall not be subdivided into condominiums or townhomes, unless the subdivision brings the physical development into compliance with these LDRs.
3. A boundary adjustment pursuant to Sec. 8.5.6 of a site that includes nonconforming physical development shall not increase the nonconformity of the physical development.
4. A subdivision or development option on a site with nonconforming physical development shall require all physical development on the site, except existing buildings, comply with these LDRs.

1.9.3. Nonconforming Uses (7/18/18, Ord. 1199)

A. Applicability

A nonconforming use is declared generally incompatible with the character of the zone or overlay in which it is located. This Section shall apply to:

1. A lawfully established use that is not allowed in the zone or overlay;
2. A lawfully established conditional or special use that does not have an approved Conditional Use Permit or Special Use Permit; and
3. A lawfully established use that does not comply with the use standards applicable to the zone or overlay. Use standards applicable to all zones are found in Article 6. Use standards applicable to specific zones are found in Subsection C of the zone-specific sections found in Article 2, ~~-Article 4~~.

B. Expansion

1. A nonconforming use may only be expanded a cumulative total of 20% in the floor area and site area occupied and/or the daily and annual duration of operation, except that a nonconforming ~~Detached Single-Family~~ Detached Dwelling shall not be subject to this limitation.
2. An expansion of a nonconforming use shall not create or increase nonconformity with use-based standards such as parking and affordable workforce housing.
3. An expansion of a nonconforming use shall comply with all physical development, development option, and subdivision standards of these LDRs.
4. An expansion of a use that is nonconforming because it does not have an approved CUP or SUP requires approval of a CUP or SUP upon 20% cumulative total expansion in the floor area and site area occupied and/or the daily and annual duration of operation.

C. Change in Use

A nonconforming use, except a ~~Detached Single-Family Unit~~ ~~Detached Dwelling~~, may be changed to another nonconforming use provided all 3 of the following standards are met.

1. The new use is a materially less intense nonconforming use. The determination of the level of intensity shall include, but is not limited to, consideration of traffic generated (amounts and type), impacts on access, parking demand, proposed level of activity, operational characteristics, and other potentially adverse impacts on neighboring lands.
2. The new use shall not create or increase nonconformities with use-based standards such as parking and affordable workforce housing.
3. The new use shall obtain a Conditional Use Permit pursuant to Sec. 8.4.3.

D. Discontinuance

1. If a nonconforming use is operationally discontinued for a period of more than one year, whether or not the equipment or furniture is removed, the use shall not be reestablished or resumed, and any subsequent use of the site shall conform to these LDRs, except that a nonconforming ~~Detached Single-Family~~ ~~Detached Dwelling~~ that is torn down or has structural support willfully removed or replaced shall not be rebuilt.
2. When government action other than those described in 1.9.1.1 a natural disaster, or any other action not considered a willful act of the owner or occupant can be documented as the reason for discontinuance, the nonconforming use may be discontinued for longer than one year provided an application to reconstruct or reestablish the use is submitted to the Planning Director within one year from cessation of the use, and reconstruction or reestablishment is completed within the time period established in the permit approved for the reconstruction or reestablishment.
3. Once a nonconforming principal use is discontinued, all associated accessory uses shall discontinue within 31 days or a sufficient application to permit each accessory use in association with another principal use shall be submitted within 31 days.
4. Time spent maintaining, altering, replacing, or expanding a structure or site devoted to the nonconforming use is not considered a discontinuance of the use, provided:
 - a. All appropriate permits or approvals are obtained;
 - b. The maintenance, alteration, replacement, or expansion is completed within 18 months after commencement; and
 - c. The use is reestablished within 31 days after completion of the maintenance, alteration, replacement, or expansion.

2.2.2. NL-1: Neighborhood Low Density-1

(3/6/19, Ord. 1210)

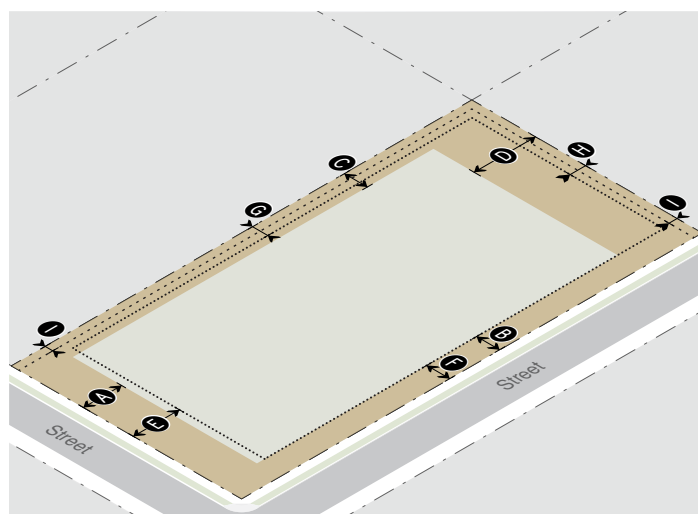
A. Intent

1. General Intent: The intent of the Neighborhood Low Density-1 (NL-1) zone is to provide for places with enough open space and sufficient lot size to provide a predominance of landscape and yards over buildings. Buildings and development should be oriented to respect steep slopes, preserve open space, and provide for wildlife movement through the property. This zone is intended for Stable neighborhoods where increased residential density is not intended.
2. Buildings: Buildings can be up to 2 stories in height. Multiple buildings on a site is common. Incentives are provided to encourage variety in roof pitch and design.
3. Parking: Parking is provided primarily on-site in garages or with surface spaces. Parking is typically accessed from a primary street, often including longer driveways.
4. Land Use: ~~Single-family~~ Detached homes, accessory structures, and ARUs are the primary land uses.
5. Comprehensive Plan: Based primarily on Subarea 6.2 in the Comprehensive Plan.

B. Physical Development

Standards applicable to physical development are provided in this Section. Where a cross-reference is listed, see the referenced division or section for additional standards. Standards in [Article 5](#) apply unless stated otherwise.

1. Lot Standards



Primary Building Setbacks

(Sec. 9.4.8.)

Primary street (min)	25'	A
Secondary street (min)	15'	B
Side interior (min)	15'	C
Rear (min)	40'	D

Accessory Structure Setbacks

(Sec. 9.4.8.)

Primary street (min)	30'	E
Secondary street (min)	15'	F
Side interior/rear (min)	10'	G
Rear (min)	10'	H

Site Development Setbacks

All site development, excluding driveways, sidewalks, or parking.

Primary/secondary street (min)	Same as primary building	
Side interior/rear (min)	5'	I

Landscaping

(Div. 5.5.)

Landscape surface ratio (min)	.60
Plant units (min)	
Residential	1 per lot
Nonresidential	1 per 1,000 sf of landscape area
Parking lot (all uses)	1 per 12 parking spaces

10. Required Physical Development Permits						
Physical Development	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Building Permit (Sec. 8.3.4.)	DRC Review (Sec. 8.2.6.)	Sign Permit (Sec. 8.3.6.)	Grading Permit (Sec. 8.3.5.)
Dwelling Unit						
< 5 units			X			(Sec. 5.7.1.)
5 - 10 units		X	X			(Sec. 5.7.1.)
> 10 units	X	X	X			(Sec. 5.7.1.)
Nonresidential Floor Area						
≤ 5,000 sf			X	X		(Sec. 5.7.1.)
5,001 - 15,000 sf		X	X	X		(Sec. 5.7.1.)
> 15,000 sf	X	X	X	X		(Sec. 5.7.1.)
Sign					X	(Sec. 5.7.1.)

C. Allowed Uses and Use Standards

Standards applicable to uses in the NL-1 zone are provided or referenced below. Allowed uses are listed in Subsection 1. Uses that are not listed are prohibited, unless a similar use determination is made pursuant to 6.1.2.D. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the NL-1 zone. This Subsection is intended to indicate all of the use standards applicable in the NL-1 zone, however, all standards in Article 6. are applicable in the NL-1 zone, unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Density (max)	Individual Use (max)	Parking (min) (Div. 6.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Open Space					
Agriculture (6.1.3.B.)	B	n/a	n/a	n/a	exempt
Residential					
Detached Single-Family Unit Detached Dwelling (6.1.4.B.)	Y	1 unit per lot	8,000 sf habitable excluding basement	2/DU	$0.000017(sf) + (Exp(-15.49 + 1.59 \cdot \ln(sf)))/2.176$
Group Home (6.1.4.G.) (E.1)	C	15 rooms per acre	n/a	0.5/bed	exempt
Institutional					
Assembly (6.1.8.B.)	C	n/a	n/a	independent calculation	independent calculation
Transportation/Infrastructure					
Utility Facility (6.1.10.C.)	C	n/a	n/a	1/employee + 1/stored vehicle	0.000123 * sf
Wireless Communications Facilities (6.1.10.D.)					
Minor	B	n/a	n/a	1/employee + 1 per stored vehicle	0.000123 * sf

Y=Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.2.), C=Conditional Use Permit (Sec. 8.4.3.)

1. Allowed Uses				2. Use Requirements	
Use	Permit	Density (max)	Individual Use (max)	Parking (min) (Div. 6.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Accessory Uses					
Accessory Residential Unit (6.1.11.B.) (E.2.)	B	1 unit per lot	(E.2.)	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	exempt
Home Occupation (6.1.11.D.)	B	n/a	n/a	n/a	exempt
Home Business (6.1.11.E.)	C	n/a	n/a	1/employee	exempt
Family Home Daycare (6.1.11.F.)	B	n/a	n/a	1/employee + 1 off-street pick-up/drop-off	exempt
Home Daycare Center (6.1.11.G.)	C	n/a	n/a	1/employee + 2 off-street pick-up/drop-off	exempt
Temporary Uses					
Temporary Shelter (6.1.12.D.)	B	1 unit per lot	n/a	2/DU	exempt
Temp. Gravel Extraction and Processing (6.1.12.F.)	B	n/a	n/a	1/employee	exempt

Y=Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.2.), C=Conditional Use Permit (Sec. 8.4.3.)

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure required	> 4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision in the NL-1 zone are provided or referenced below. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the NL-1 zone. This Subsection is intended to indicate all of the development option and subdivision standards applicable in the NL-1 zone, however, all standards in Article 7. are applicable in the NL-1 zone, unless stated otherwise.

1. Allowed Subdivision and Development Options		
Option	Lot Size (min)	Standards
Allowed Subdivision Options		
Land Division	43,560 sf	(Sec. 7.2.3.)

2. Residential Subdivision Requirements**Schools and Parks Exaction**

Schools exaction	.020 acres per 1- or 2-family unit dwelling .015 acres per multi-family unit dwelling
Parks exaction	9 acres per 1,000 resident

3. Infrastructure**Transportation Facilities** (Div. 7.6.)

Access	required
Right-of-way for Minor Local Road (min)	60'
Paved travel way for Minor Local Road (min)	20'

Required Utilities (Div. 7.7.)

Water	public
Sewer	public

4. Required Subdivision and Development Option Permits

Option	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Development Option Plan (Sec. 8.5.3.)	Subdivision Plat (Sec. 8.5.4.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X

E. Additional Zone-specific Standards

The following standards apply in addition to all other standards applicable in the NL-1 zone.

1. Group Home Use Standards

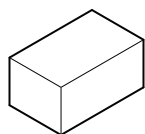
Group Home uses shall be located at least 300 feet from an existing dwelling unit, unless the group home use was proposed as part of a development that included both the group home use and the dwelling units.

2. Accessory Residential Units (ARUs)

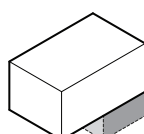
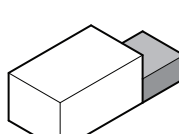
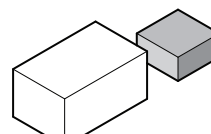
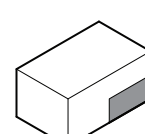
- Home Occupations and Home Businesses in ARUs are prohibited.
- A detached ARU on a lot less than 18,000 sf shall have a maximum habitable floor area of 500 sf. All other ARUs shall have a maximum habitable floor area of 800 sf

F. Configuration Options

Configuration options in the NL-1 zone include, but are not limited to, the following:



One Unit

One Unit
+ One basement ARUOne Unit
+ One attached ARUOne Unit
+ One detached ARUOne Unit
+ One internal/basement ARU

2.2.3. NL-2: Neighborhood Low Density-2

(3/6/19, Ord. 1211)

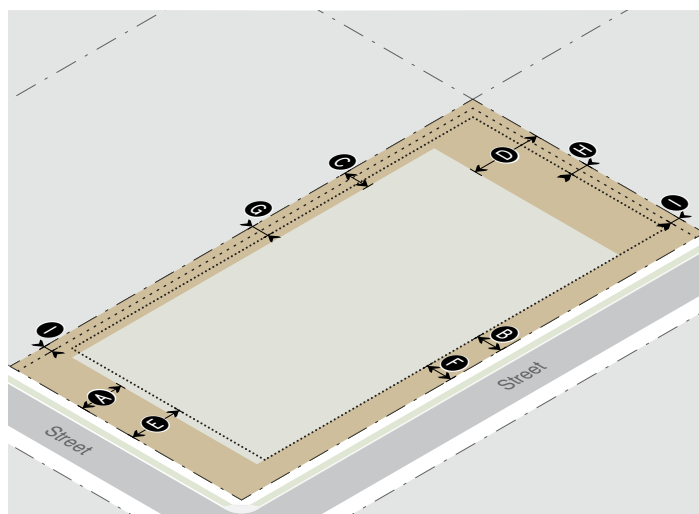
A. Intent

1. General Intent: The intent of the Neighborhood Low Density-2 (NL-2) zone is to provide for places with enough open space and sufficient lot size to provide a predominance of landscape and yards over buildings. Buildings and development should be oriented to respect steep slopes, preserve open space, and provide for wildlife movement through the property. This zone is intended for Stable neighborhoods where increased residential density is not intended.
2. Buildings: Buildings can be up to 2 stories in height. Multiple buildings on a site is common. Incentives are provided to encourage variety in roof pitch and design.
3. Parking: Parking is provided primarily on-site in garages or with surface spaces. Parking is typically accessed from a primary street, often including longer driveways.
4. Land Use: **Single-family** Detached homes, accessory structures, and ARUs are the primary land uses.
5. Comprehensive Plan: Based primarily on Subarea 6.2 in the Comprehensive Plan.

B. Physical Development

Standards applicable to physical development are provided in this Section. Where a cross-reference is listed, see the referenced division or section for additional standards. Standards in Article 5 apply unless stated otherwise.

1. Lot Standards



Primary Building Setbacks

(Sec. 9.4.8.)

Primary street (min)	25'	A
Secondary street (min)	15'	B
Side interior (min)	15'	C
Rear (min)	25'	D

Accessory Structure Setbacks

(Sec. 9.4.8.)

Primary street (min)	30'	E
Secondary street (min)	15'	F
Side interior/rear (min)	10'	G
Rear (min)	10'	H

Site Development Setbacks

All site development, excluding driveways, sidewalks, or parking.

Primary/secondary street (min)	Same as primary building	
Side interior/rear (min)	5'	I

Landscaping

(Div. 5.5.)

Landscape surface ratio (min)	.60
Plant units (min)	
Residential	1 per lot
Nonresidential	1 per 1,000 sf of landscape area
Parking lot (all uses)	1 per 12 parking spaces

10. Required Physical Development Permits						
Physical Development	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Building Permit (Sec. 8.3.4.)	DRC Review (Sec. 8.2.6.)	Sign Permit (Sec. 8.3.6.)	Grading Permit (Sec. 8.3.5.)
Dwelling Unit						
< 5 units			X			(Sec. 5.7.1.)
5 - 10 units		X	X			(Sec. 5.7.1.)
> 10 units	X	X	X			(Sec. 5.7.1.)
Nonresidential Floor Area						
≤ 5,000 sf			X	X		(Sec. 5.7.1.)
5,001 - 15,000 sf		X	X	X		(Sec. 5.7.1.)
> 15,000 sf	X	X	X	X		(Sec. 5.7.1.)
Sign					X	(Sec. 5.7.1.)

C. Allowed Uses and Use Standards

Standards applicable to uses in the NL-2 zone are provided or referenced below. Allowed uses are listed in Subsection 1. Uses that are not listed are prohibited, unless a similar use determination is made pursuant to 6.1.2.D. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the NL-2 zone. This Subsection is intended to indicate all of the use standards applicable in the NL-2 zone, however, all standards in Article 6. are applicable in the NL-2 zone, unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Density (max)	Individual Use (max)	Parking (min) (Div. 6.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Open Space					
Agriculture (<u>6.1.3.B.</u>)	B	n/a	n/a	n/a	exempt
Residential					
Detached Single-Family Unit <u>Detached Dwelling</u> (<u>6.1.4.B.</u>)	Y	1 unit per lot	8,000 sf habitable excluding basement	2/DU	$0.000017(sf) + (Exp(-15.49 + 1.59 \cdot \ln(sf))) / 2.176$
Group Home (<u>6.1.4.G.</u>) (<u>E.1</u>)	C	15 rooms per acre	n/a	0.5/bed	exempt
Institutional					
Assembly (<u>6.1.8.B.</u>)	C	n/a	n/a	independent calculation	independent calculation
Transportation/Infrastructure					
Utility Facility (<u>6.1.10.C.</u>)	C	n/a	n/a	1/employee + 1/stored vehicle	0.000123 * sf

Y=Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.2.), C=Conditional Use Permit (Sec. 8.4.3.)

1. Allowed Uses				2. Use Requirements	
Use	Permit	Density (max)	Individual Use (max)	Parking (min) (Div. 6.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Wireless Communications Facilities (6.1.10.D.)				1/employee + 1 per stored vehicle	0.000123 * sf
Minor	B	n/a	n/a		
Accessory Uses					
Accessory Residential Unit (6.1.11.B.) (E.2)	B	1 unit per lot	(E.2)	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	exempt
Home Occupation (6.1.11.D.)	B	n/a	n/a	n/a	exempt
Home Business (6.1.11.E.)	C	n/a	n/a	1/employee	exempt
Family Home Daycare (6.1.11.F.)	B	n/a	n/a	1/employee + 1 off-street pick-up/drop-off	exempt
Home Daycare Center (6.1.11.G.)	C	n/a	n/a	1/employee + 2 off-street pick-up/drop-off	exempt
Temporary Uses					
Temporary Shelter (6.1.12.D.)	B	1 unit per lot	n/a	2/DU	exempt
Temp. Gravel Extraction and Processing (6.1.12.F.)	B	n/a	n/a	1/employee	exempt

Y=Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.2.), C=Conditional Use Permit (Sec. 8.4.3.)

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure required	> 4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision in the NL-2 zone are provided or referenced below. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the NL-2 zone. This Subsection is intended to indicate all of the development option and subdivision standards applicable in the NL-2 zone, however, all standards in Article 7. are applicable in the NL-2 zone, unless stated otherwise.

1. Allowed Subdivision and Development Options		
Option	Lot Size (min)	Standards
Allowed Subdivision Options		
Land Division	21,780 sf	(Sec. 7.2.3.)

2. Residential Subdivision Requirements**Schools and Parks Exaction**

Schools exaction	.020 acres per 1- or 2-family unit dwelling .015 acres per multi-family unit dwelling
Parks exaction	9 acres per 1,000 resident

3. Infrastructure**Transportation Facilities** (Div. 7.6.)

Access	required
Right-of-way for Minor Local Road (min)	60'
Paved travel way for Minor Local Road (min)	20'

Required Utilities (Div. 7.7.)

Water	public
Sewer	public

4. Required Subdivision and Development Option Permits

Option	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Development Option Plan (Sec. 8.5.3.)	Subdivision Plat (Sec. 8.5.4.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X

E. Additional Zone-specific Standards

The following standards apply in addition to all other standards applicable in the NL-2 zone.

1. Group Home Use Standards

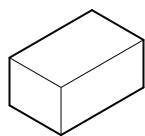
Group Home uses shall be located at least 300 feet from an existing dwelling unit, unless the group home use was proposed as part of a development that included both the group home use and the dwelling units.

2. Accessory Residential Units (ARUs)

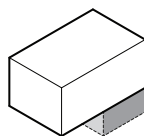
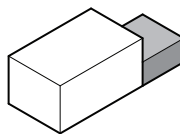
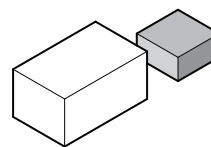
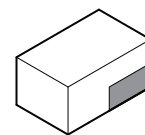
- Home Occupations and Home Businesses in ARUs are prohibited.
- A detached ARU on a lot less than 18,000 sf shall have a maximum habitable floor area of 500 sf. All other ARUs shall have a maximum habitable floor area of 800 sf.

F. Configuration Options

Configuration options in the NL-2 zone include, but are not limited to, the following:



One Unit

One Unit
+ One basement ARUOne Unit
+ One attached ARUOne Unit
+ One detached ARUOne Unit
+ One internal/basement ARU

2.2.4. NL-3: Neighborhood Low Density-3

(3/6/19, Ord. 1212)

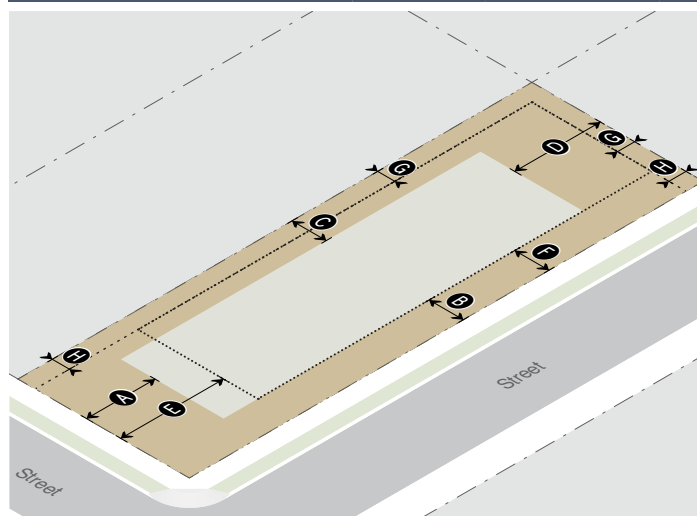
A. Intent

1. General Intent: The intent of the Neighborhood Low Density-3 (NL-3) zone is to recognize existing residential neighborhoods and subdivisions and allow development of **Single-Family Detached** homes with up to one Accessory Residential Unit (ARU) in a way that is consistent with the existing neighborhood character. This zone is intended for Stable neighborhoods where increased residential density is not intended.
2. Buildings: Buildings can be up to 2 stories in height. Multiple buildings on a site is common. Incentives are provided to encourage variety in roof pitch and design.
3. Parking: Parking is provided primarily on-site in garages or with surface spaces. Parking is typically accessed from a primary street.
4. Land Use: **Single-family Detached** homes, accessory structures, and ARUs are the primary land uses.
5. Comprehensive Plan: Based primarily on Subareas 3.1, 5.5, and 6.1 in the Comprehensive Plan.

B. Physical Development

Standards applicable to physical development are provided in this Section. Where a cross-reference is listed, see the referenced division or section for additional standards. Standards in Article 5 apply unless stated otherwise.

1. Lot Standards



Primary Building Setbacks

(Sec. 9.4.8.)

Primary street (min)	20'	A
Secondary street (min)	10'	B
Side interior (min)	10'	C
Rear (min)	25'	D

Accessory Structure Setbacks

(Sec. 9.4.8.)

Primary street (min)	30'	E
Secondary street (min)	10'	F
Side interior/rear (min)		G
>14 feet in height	10'	
≤14 feet in height	5'	
Second floor deck	10'	

Site Development Setbacks

All site development, excluding driveways, sidewalks, or parking.

Primary/secondary street (min)	Same as primary building	
Side interior/rear (min)	5'	H

Landscaping

(Div. 5.5.)

Landscape surface ratio (min)	.45
Plant units (min)	1 per lot

C. Allowed Uses and Use Standards

Standards applicable to uses in the NL-3 zone are provided or referenced below. Allowed uses are listed in Subsection 1. Uses that are not listed are prohibited, unless a similar use determination is made pursuant to 6.1.2.D. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the NL-3 zone. This Subsection is intended to indicate all of the use standards applicable in the NL-3 zone, however, all standards in Article 6. are applicable in the NL-3 zone, unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Density (max)	Individual Use (max)	Parking (min) (Div. 6.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Open Space					
Agriculture (<u>6.1.3.B.</u>)	B	n/a	n/a	n/a	exempt
Residential					
Detached Single-Family Unit <u>Detached Dwelling</u> (<u>6.1.4.B.</u>)	Y	1 unit per lot	8,000 sf habitable excluding basement	2/DU	$0.000017(sf) + (Exp(-15.49 + 1.59*Ln(sf)))/2.176$
Transportation/Infrastructure					
Utility Facility (<u>6.1.10C.C.</u>)	C	n/a	n/a	1/employee + 1/stored vehicle	0.000123 * sf
Wireless Communications Facilities (<u>6.1.10.D.</u>)					
Minor	B	n/a	n/a	1/employee + 1 per stored vehicle	0.000123 * sf
Accessory Uses					
Accessory Residential Unit (<u>6.1.11.B.</u>) (<u>E.1</u>)	B	1 unit per lot	(<u>E.1</u>)	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	exempt
Home Occupation (<u>6.1.11.D.</u>)	B	n/a	n/a	n/a	exempt
Home Business (<u>6.1.11.E.</u>)	C	n/a	n/a	1/employee	exempt
Family Home Daycare (<u>6.1.11.F.</u>)	B	n/a	n/a	1/employee + 1 off-street pick-up/drop-off	exempt
Temporary Uses					
Temporary Shelter (<u>6.1.12.D.</u>)	B	1 unit per lot	n/a	2/DU	exempt
Temp. Gravel Extraction and Processing (<u>6.1.12.F.</u>)	B	n/a	n/a	1/employee	exempt

Y=Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.2.), C=Conditional Use Permit (Sec. 8.4.3.)

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure not required	
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision in the NL-3 zone are provided or referenced below. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the NL-3 zone. This Subsection is intended to indicate all of the development option and subdivision standards applicable in the NL-3 zone, however, all standards in Article 7. are applicable in the NL-3 zone, unless stated otherwise.

1. Allowed Subdivision and Development Options		
Option	Lot Size (min)	Standards
Allowed Subdivision Options		
Land Division	7,500 sf	(Sec. 7.2.3.)
2. Residential Subdivision Requirements		
Schools and Parks Exaction		
Schools exaction	.020 acres per 1- or 2-family unit .015 acres per multi-family unit	dwelling dwelling
Parks exaction	9 acres per 1,000 resident	
3. Infrastructure		
Transportation Facilities		(Div. 7.6.)
Access		required
Right-of-way for Minor Local Road (min)		60'
Paved travel way for Minor Local Road (min)		20'
Required Utilities		(Div. 7.7.)
Water		public
Sewer		public

2.2.5. NL-4: Neighborhood Low Density-4

(3/6/19, Ord. 1213)

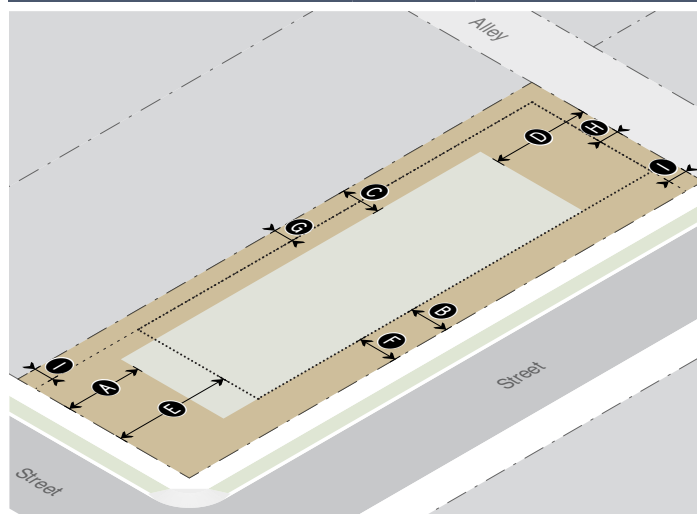
A. Intent

1. General Intent: The intent of the Neighborhood Low Density-4 (NL-4) zone is to recognize existing residential neighborhoods and subdivisions and allow development of **Single-Family Detached** homes with up to two Accessory Residential Units (ARUs) in a way that is consistent with the existing neighborhood character. This zone is intended for properties with alley access and for Stable neighborhoods where increased residential density is not intended.
2. Buildings: Buildings can be up to 2 stories in height. Multiple buildings on a site is common. Incentives are provided to encourage variety in roof pitch and design.
3. Parking: Parking is provided primarily on-site in garages or with surface spaces. Parking for new development will typically be accessed from an alley while existing development is often accessed from a primary street.
4. Land Use: **Single-family Detached** homes, accessory structures, and ARUs are the primary land uses.
5. Comprehensive Plan: Based primarily on Subarea 3.1 in the Comprehensive Plan.

B. Physical Development

Standards applicable to physical development are provided in this Section. Where a cross-reference is listed, see the referenced division or section for additional standards. Standards in Article 5 apply unless stated otherwise.

1. Lot Standards



Primary Building Setbacks

(Sec. 9.4.8.)

Primary street (min)	20'	A
Secondary street (min)	10'	B
Side interior (min)	10'	C
Rear (min)	25'	D

Accessory Structure Setbacks

(Sec. 9.4.8.)

Primary street (min)	30'	E
Secondary street (min)	10'	F
Side interior/rear (min)		G H
> 14 feet in height	10'	
≤ 14 feet in height	5'	
Second floor deck	10'	

Site Development Setbacks

All site development, excluding driveways, sidewalks, or parking.

Primary/secondary street (min)	Same as primary building	
Side interior/rear (min)	5'	I

Landscaping

(Div. 5.5.)

Landscape surface ratio (min)	.45
Plant units (min)	1 per lot

C. Allowed Uses and Use Standards

Standards applicable to uses in the NL-4 zone are provided or referenced below. Allowed uses are listed in Subsection 1. Uses that are not listed are prohibited, unless a similar use determination is made pursuant to 6.1.2.D. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the NL-4 zone. This Subsection is intended to indicate all of the use standards applicable in the NL-4 zone, however, all standards in Article 6. are applicable in the NL-4 zone, unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Density (max)	Individual Use (max)	Parking (min) (Div. 6.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Open Space					
Agriculture (<u>6.1.3.B.</u>)	B	n/a	n/a	n/a	exempt
Residential					
Detached Single-Family Unit Detached Dwelling (<u>6.1.4.B.</u>)	Y	1 unit per lot	8,000 sf habitable excluding basement	2/DU	$0.000017(sf) + (Exp(-15.49 + 1.59 \cdot \ln(sf))) / 2.176$
Transportation/Infrastructure					
Utility Facility (<u>6.1.10.C.</u>)	C	n/a	n/a	1/employee + 1/stored vehicle	0.000123 * sf
Wireless Communications Facilities (<u>6.1.10.D.</u>)					
Minor	B	n/a	n/a	1/employee + 1 per stored vehicle	0.000123 * sf
Accessory Uses					
Accessory Residential Unit (<u>6.1.11.B.</u>) (<u>E.1</u>)	B	2 units per lot	n/a	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	exempt
Home Occupation (<u>6.1.11.D.</u>)	B	n/a	n/a	n/a	exempt
Home Business (<u>6.1.11.E.</u>)	C	n/a	n/a	1/employee	exempt
Family Home Daycare (<u>6.1.11.F.</u>)	B	n/a	n/a	1/employee + 1 off-street pick-up/drop-off	exempt
Temporary Uses					
Temporary Shelter (<u>6.1.12.D.</u>)	B	1 unit per lot	n/a	2/DU	exempt
Temp. Gravel Extraction and Processing (<u>6.1.12.F.</u>)	B	n/a	n/a	1/employee	exempt

Y=Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.2.), C=Conditional Use Permit (Sec. 8.4.3.)

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure not required	
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision in the NL-4 zone are provided or referenced below. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the NL-4 zone. This Subsection is intended to indicate all of the development option and subdivision standards applicable in the NL-4 zone, however, all standards in Article 7. are applicable in the NL-4 zone, unless stated otherwise.

1. Allowed Subdivision and Development Options		
Option	Lot Size (min)	Standards
Allowed Subdivision Options		
Land Division	7,500 sf	(Sec. 7.2.3.)
2. Residential Subdivision Requirements		
Schools and Parks Exaction		
Schools exaction	.020 acres per 1- or 2-family unit dwelling .015 acres per multi-family unit dwelling	
Parks exaction	9 acres per 1,000 resident	
3. Infrastructure		
Transportation Facilities		
Access		
Right-of-way for Minor Local Road (min)		
Paved travel way for Minor Local Road (min)		
Required Utilities		
Water		
Sewer		

2.2.6. NL-5: Neighborhood Low Density-5

(3/6/19, Ord. 1214)

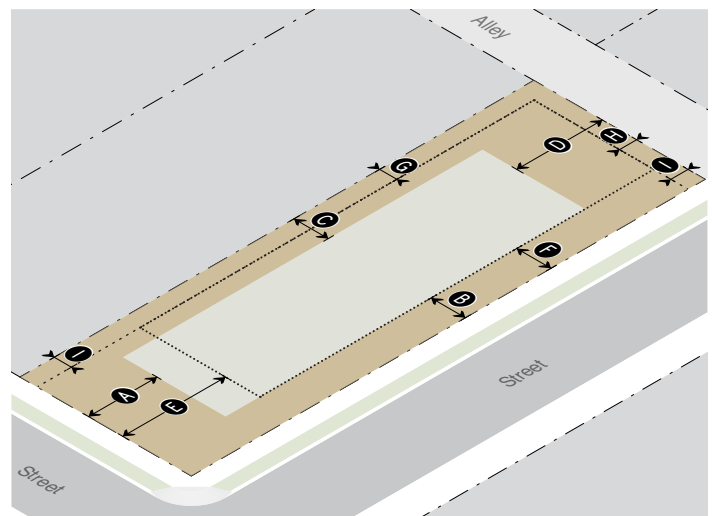
A. Intent

1. General Intent: The intent of the Neighborhood Low Density-5 (NL-5) zone is to enhance the character and cohesiveness of residential neighborhoods while allowing for a flexible range of residential types, including ~~single-family~~ detached units, duplex units, and triplex units. A maximum of three detached or attached units per lot is permitted. This flexibility is intended to create opportunities for workforce housing because all apartment units are required to be rented to members of the local workforce. This zone is intended for Stable neighborhoods where increased residential density is not intended.
2. Buildings: Buildings can be up to 2 stories in height. Multiple detached buildings or multiple attached units on a site is common. Incentives are provided to encourage variety in roof pitch and design.
3. Parking: Parking is provided primarily on-site in garages or with surface spaces. Parking is typically accessed from an alley where present or a primary street where no alley exists.
4. Land Use: ~~Single-family~~ Detached homes, duplex, and triplex units, with additional apartments as allowed to not exceed three units per lot maximum density.
5. Comprehensive Plan: Based primarily on Subarea 3.1 in the Comprehensive Plan.

B. Physical Development

Standards applicable to physical development are provided in this Section. Where a cross-reference is listed, see the referenced division or section for additional standards. Standards in Article 5 apply unless stated otherwise.

1. Lot Standards



Primary Building Setbacks

(Sec. 9.4.8.)

Primary street (min)	20'	A
Secondary street (min)	10'	B
Side interior (min)	10'	B
Rear (min)	10'	D

Accessory Structure Setbacks

(Sec. 9.4.8.)

Primary street (min)	30'	E
Secondary street (min)	10'	F
Side interior (min)	5'	G
Rear (min)	5'	H

Site Development Setbacks

All site development, excluding driveways, sidewalks, or parking.

Primary/secondary street (min)	Same as primary building	
Side interior/rear (min)	5'	I

Landscaping

(Div. 5.5.)

Landscape surface ratio (min)	
1 unit	.45
2 units	.35
3 units	.30
All other allowed uses	.45
Plant units (min)	
Residential	1 per lot
Nonresidential	1 per 1,000 sf of landscape area
Parking Lot (all uses)	1 per 12 parking spaces

10. Required Physical Development Permits						
Physical Development	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Building Permit (Sec. 8.3.4.)	DRC Review (Sec. 8.2.6.)	Sign Permit (Sec. 8.3.6.)	Grading Permit (Sec. 8.3.5.)
Dwelling Unit						
< 5 units			X			(Sec. 5.7.1.)
5 - 10 units		X	X			(Sec. 5.7.1.)
> 10 units	X	X	X			(Sec. 5.7.1.)
Nonresidential Floor Area						
≤ 5,000 sf			X	X		(Sec. 5.7.1.)
5,001 - 15,000 sf		X	X	X		(Sec. 5.7.1.)
> 15,000 sf	X	X	X	X		(Sec. 5.7.1.)
Sign					X	(Sec. 5.7.1.)

C. Allowed Uses and Use Standards

Standards applicable to uses in the NL-5 zone are provided or referenced below. Allowed uses are listed in Subsection 1. Uses that are not listed are prohibited, unless a similar use determination is made pursuant to 6.1.2.D. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the NL-5 zone. This Subsection is intended to indicate all of the use standards applicable in the NL-5 zone, however, all standards in Article 6. are applicable in the NL-5 zone, unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Density (max)	Individual Use (max)	Parking (min) (Div. 6.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Open Space				exempt	exempt
Agriculture (6.1.3.B.)	B	n/a	n/a	n/a	exempt
Residential					
Detached Single-Family Unit Detached Dwelling (6.1.4.B.) (E.1)	Y	(E.1)	8,000 sf habitable-excluding basement	2/DU	$0.000017(\text{sf}) + (\text{Exp}(-15.49 + 1.59 \cdot \text{Ln}(\text{sf}))) / 2.176$
Attached Dwelling	B	(E.1)		1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	exempt
Apartment (6.1.4.D.) (E.2)	B	(E.1)		1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	exempt
Dormitory (6.1.4.F.)	C	n/a	n/a	1/bed	exempt
Group Home (6.1.4.G.)	C	n/a	n/a	0.5/bed	exempt
Institutional					
Assembly (6.1.8.B.)	C	n/a	n/a	independent calculation	independent calculation
Transportation/Infrastructure					
Utility Facility (6.1.10.C.)	C	n/a	n/a	1/employee + 1/stored vehicle	$0.000123 * \text{sf}$

Y=Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.2.), C=Conditional Use Permit (Sec. 8.4.3.),

1. Allowed Uses				2. Use Requirements	
Use	Permit	Density (max)	Individual Use (max)	Parking (min) (Div. 6.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Wireless Communications Facilities (6.1.10.D.)				1/employee + 1 per stored vehicle	0.000123 * sf
Minor	B	n/a	n/a		
Accessory Uses					
Accessory Residential Unit (6.1.11.B.) (E.1) (E.2)	B	2 units per lot	(E.1)	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	exempt
Home Occupation (6.1.11.D.)	B	n/a	n/a	n/a	exempt
Home Business (6.1.11.E.)	C	n/a	n/a	1/employee	exempt
Family Home Daycare (6.1.11.F.)	B	n/a	n/a	1/employee + 1 off-street pick-up/drop-off	exempt
Home Daycare Center (6.1.11.G.)	C	n/a	n/a	1/employee + 2 off-street pick-up/drop-off	exempt
Temporary Uses					
Temporary Shelter (6.1.11.D.)	B	1 unit per lot	n/a	2/DU	exempt
Temp. Gravel Extraction and Processing (6.1.12.F.)	B	n/a	n/a	1/employee	exempt

Y=Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.2.), C=Conditional Use Permit (Sec. 8.4.3.),

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure required	> 4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision in the NL-5 zone are provided or referenced below. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the NL-5 zone. This Subsection is intended to indicate all of the development option and subdivision standards applicable in the NL-5 zone, however, all standards in Article 7. are applicable in the NL-5 zone, unless stated otherwise.

1. Allowed Subdivision and Development Options		
Option	Lot Size (min)	Standards
Allowed Subdivision Options		

Land Division	7,500 sf	(Sec. 7.2.3.)
<u>Condominium/Townhouse</u>	<u>n/a</u>	<u>(Sec. 7.2.4.)</u>
2. Residential Subdivision Requirements		
Schools and Parks Exaction		(Div. 7.5.)
Schools exaction	.020 acres per 1- or 2-family unit dwelling .015 acres per multi-family unit dwelling	
Parks exaction	9 acres per 1,000 resident	
3. Infrastructure		
Transportation Facilities		(Div. 7.6.)
Access		required
Right-of-way for Minor Local Road (min)		60'
Paved travel way for Minor Local Road (min)		20'
Required Utilities		(Div. 7.7.)
Water		public
Sewer		public

4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Development Option Plan (Sec. 8.5.3.)	Subdivision Plat (Sec. 8.5.4.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X

E. Additional Zone-specific Standards

The following standards apply in addition to all other standards applicable in the NL-5 zone.

1. Single-Family Detached Detached Dwelling, Attached Dwelling, Apartment, or ARU. No more than 3 units of any combination are permitted on the lot.
2. **Apartment and ARU Occupancy**. Occupancy of an apartment or ARU shall be restricted to persons employed within Teton County, in accordance with the Jackson/Teton County Housing Rules and Regulations or the occupants shall be members of the same family household unit occupying the principal dwelling unit, such as parents or adult children, or intermittent, nonpaying guests.
3. Condominium or Townhouse. Condominium or townhouse subdivision is only allowed if all units on the property are permanently deed restricted to the satisfaction of the Jackson/Teton County Housing Department. The restriction must permanently restrict use and occupancy of each dwelling unit to households that work locally and occupy the unit as their primary residence. If three units are built on the site or lot, an additional 600 square foot above-ground floor area shall be granted.

2.2.7. NM-1: Neighborhood Medium Density-1 (3/6/19, Ord. 1215)

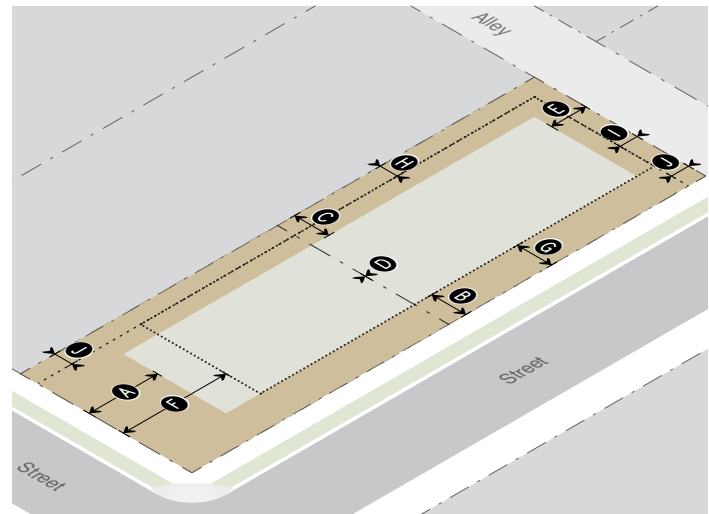
A. Intent

1. General Intent: The intent of the Neighborhood Medium Density 1 (NM-1) zone is to recognize existing residential neighborhood character while allowing flexibility in design and ownership for ~~single-family~~ detached homes, duplex homes, and Accessory Residential Units (ARUs) on smaller lots when feasible. This zone is intended for Stable neighborhoods where increased residential density is not intended.
2. Buildings: Buildings can be up to 2 stories in height. Multiple buildings on a site is common. Incentives are provided to encourage variety in roof pitch and design.
3. Parking: Parking is provided primarily on-site in garages or with surface spaces. Parking is typically accessed from a primary street or alley when present.
4. Land Use: ~~Single-family~~ Detached and attached homes, accessory structures, and ARUs are the primary land uses. Lots are typically either 7,500 or 3,750 square feet but may also be any size within this range.
5. Comprehensive Plan: Based primarily on Subarea 3.2 in the Comprehensive Plan.

B. Physical Development

Standards applicable to physical development are provided in this Section. Where a cross-reference is listed, see the referenced division or section for additional standards. Standards in Article 5 apply unless stated otherwise.

1. Lot Standards



Primary Building Setbacks (Sec. 9.4.8.)

Primary street (min)	20'	A
Secondary street (min)	10'	B
Side interior (min)	10'	C
Duplex interior (min)	0'	D
Rear (min)	10'	E
Rear alley (min)	10'	F

Accessory Structure Setbacks (Sec. 9.4.8.)

Primary street (min)	30'	G
Secondary street (min)	10'	H
Side interior/rear* (min)		I
>14 feet in height	10'	
≤14 feet in height	5'	
Second floor deck	10'	
Rear alley (min)	10'	J

Site Development Setbacks

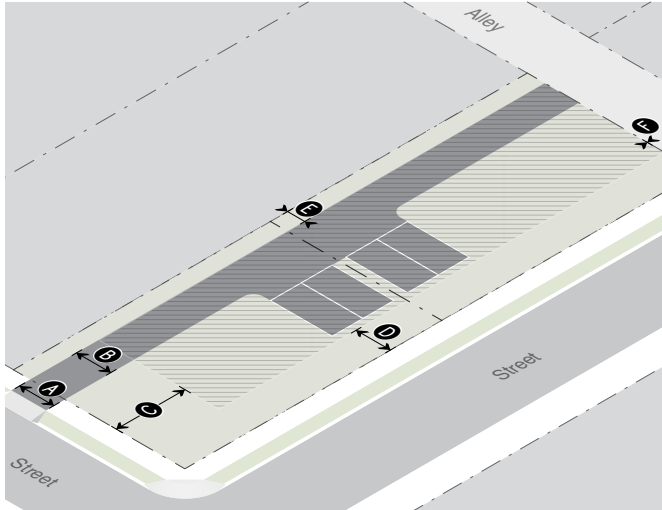
All site development, excluding driveways, sidewalks, or parking.

Primary/secondary street (min)	Same as primary building	
Side interior/rear (min)	5'	J

Landscaping (Div. 5.5.)

Landscaping	<7,500 sf	≥7,500 sf
Single-family detached Detached dwelling	.50	.45
Single-family attached Attached dwelling	.50	n/a
Apartment	n/a	.40
LSR decrease for each ARU	.10	.10
All other uses	.50	.45
Plant units (min)	1 per lot	

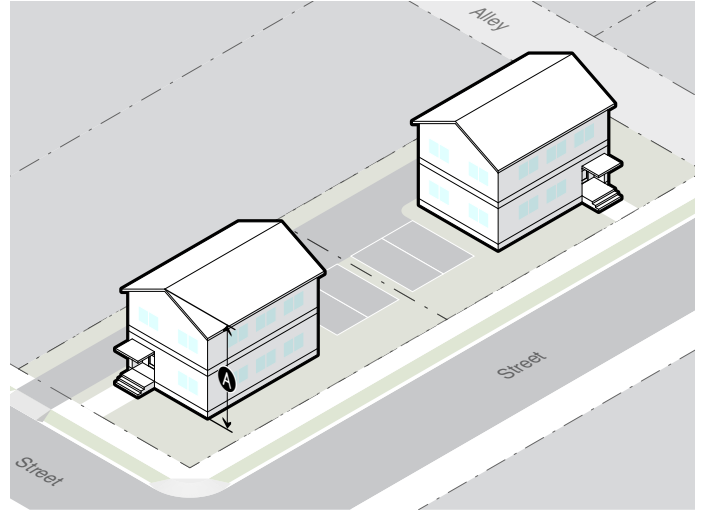
2. Vehicle Access Standards



	SFD/SFA Lot width ≤25'	SFD/SFA Lot width >25'	All Other Uses
Access			
Primary street	Allowed	Allowed	Allowed
Secondary street	Allowed	Allowed	Allowed
Alley	Required	Allowed	Allowed
Curb-cut width (max)	Not allowed	20' per 100' of lot frontage or 40% of lot frontage, whichever is less	20' per 100' of lot frontage or 40% of lot frontage, whichever is less (A)
Driveway width in primary/secondary street setback (max)	Not allowed	20'	20' (B)
Parking Setbacks			
Primary street (min)	20'*	20'*	20'* (C)
Secondary street (min)	10'	10'*	10'* (D)
Side interior (min)	5'	5'	5' (E)
Rear (min)	5'	5'	5' (F)
Rear alley (min)	2'	2'	2' (F)

* Excludes 20' max driveway allowed in primary/secondary street setback

3. Bulk & Mass Standards



Design Guidelines (Div. 5.8.)

The Design Guidelines apply to all residential and nonresidential development of three attached units or greater, except where exempted by Planning Director for additions of 20% or less that are consistent with existing architecture.

Primary Building Height (Sec. 9.4.9.)

Height (max): roof pitch ≤ 3/12	2 stories, not to exceed 26'	(A)
Height (max): roof pitch 4/12, 5/12	2 stories, not to exceed 28'	(A)
Height (max): roof pitch ≥ 6/12	2 stories, not to exceed 30'	(A)

Accessory Structure Height (Sec. 9.4.9.)

Accessory residential unit (max)	2 stories, not to exceed 26'
All other accessory structures (max)	14'

Scale of Development (Sec. 9.4.13.)

Floor area ratio (FAR max)	<7,500 sf	≥7,500 sf
Single-family detached Detached dwelling	.40	.40
Single-family attached Attached dwelling	.40	n/a
Townhouse detached	n/a	.40
Apartment	n/a	.40
FAR increase for each ARU	.10	.05
All other uses	n/a	.40

C. Allowed Uses and Use Standards

Standards applicable to uses in the NM-1 zone are provided or referenced below. Allowed uses are listed in Subsection 1. Uses that are not listed are prohibited, unless a similar use determination is made pursuant to 6.1.2.D. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the NM-1 zone. This Subsection is intended to indicate all of the use standards applicable in the NM-1 zone, however, all standards in Article 6. are applicable in the NM-1 zone, unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Density (max)	Individual Use (max)	Parking (min) (Div. 6.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Open Space					
Agriculture (<u>6.1.3.B.</u>)	B	n/a	n/a	n/a	exempt
Residential					
Detached Single-Family Unit Detached Dwelling (<u>6.1.4.B.</u>)	Y	(E.1)	8,000 sf habitable-excluding basement	2/DU	$0.000017(sf) + (Exp(-15.49 + 1.59*Ln(sf)))/2.176$
Attached Single-Family Unit Attached Dwelling (<u>6.1.4.C.</u>)	B	1 unit per lot		1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	$0.000017(sf) + (Exp(-14.17 + 1.59*Ln(sf)))/2.176$
Apartment (<u>6.1.4.D.</u>) (E.1)	B	(E.1)			$0.000017(sf) + (Exp(-14.17 + 1.59*Ln(sf)))/2.176$
Dormitory (<u>6.1.4.F.</u>)	C	n/a	n/a	1/bed	exempt
Group Home (<u>6.1.4.G.</u>)	C	n/a	n/a	0.5/bed	exempt
Transportation/Infrastructure					
Utility Facility (<u>6.1.10.C.</u>)	C	n/a	n/a	1/employee + 1/stored vehicle	0.000123 * sf
Wireless Communications Facilities (<u>6.1.10.D.</u>)					
Minor	B	n/a	n/a	1/employee + 1 per stored vehicle	0.000123 * sf
Accessory Uses					
Accessory Residential Unit (<u>6.1.11.B.</u>) (E.2)	B	(E.1)	(E.2)	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	exempt
Home Occupation (<u>6.1.11.D.</u>)	B	n/a	n/a	n/a	exempt
Home Business (<u>6.1.11.E.</u>)	C	n/a	n/a	1/employee	exempt
Family Home Daycare (<u>6.1.11.F.</u>)	B	n/a	n/a	1/employee + 1 off-street pick-up/drop-off	exempt
Temporary Uses					
Temporary Shelter (<u>6.1.11.D.</u>)	B	1 unit per lot	n/a	2/DU	exempt
Temp. Gravel Extraction and Processing (<u>6.1.12.F.</u>)	B	n/a	n/a	1/employee	exempt

Y=Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.2.), C=Conditional Use Permit (Sec. 8.4.3.)

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure required	> 4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision in the NM-1 zone are provided or referenced below.

Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the NM-1 zone. This Subsection is intended to indicate all of the development option and subdivision standards applicable in the NM-1 zone, however, all standards in Article 7. are applicable in the NM-1 zone, unless stated otherwise.

1. Development Options and Subdivision				
Option		Lot Size (min)		Standards
Allowed Subdivision Options				
Land Division		3,750 sf		(Sec. 7.2.3.)
Condominium/Townhouse		n/a		(Sec. 7.2.4.)
2. Residential Subdivision Requirements				
Schools and Parks Exaction				(Div. 7.5.)
Schools exaction		.020 acres per 1- or 2-family unit dwelling .015 acres per multi-family unit dwelling		
Parks exaction		9 acres per 1,000 resident		
3. Infrastructure				
Transportation Facilities				(Div. 7.6.)
Access				required
Right-of-way for Minor Local Road (min)				60'
Paved travel way for Minor Local Road (min)				20'
Required Utilities				(Div. 7.7.)
Water				public
Sewer				public
4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Development Option Plan (Sec. 8.5.3.)	Subdivision Plat (Sec. 8.5.4.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X

E. Additional Zone-specific Standards

The following standards apply in addition to all other standards applicable in the NM-1 zone.

1. Maximum Allowed Density

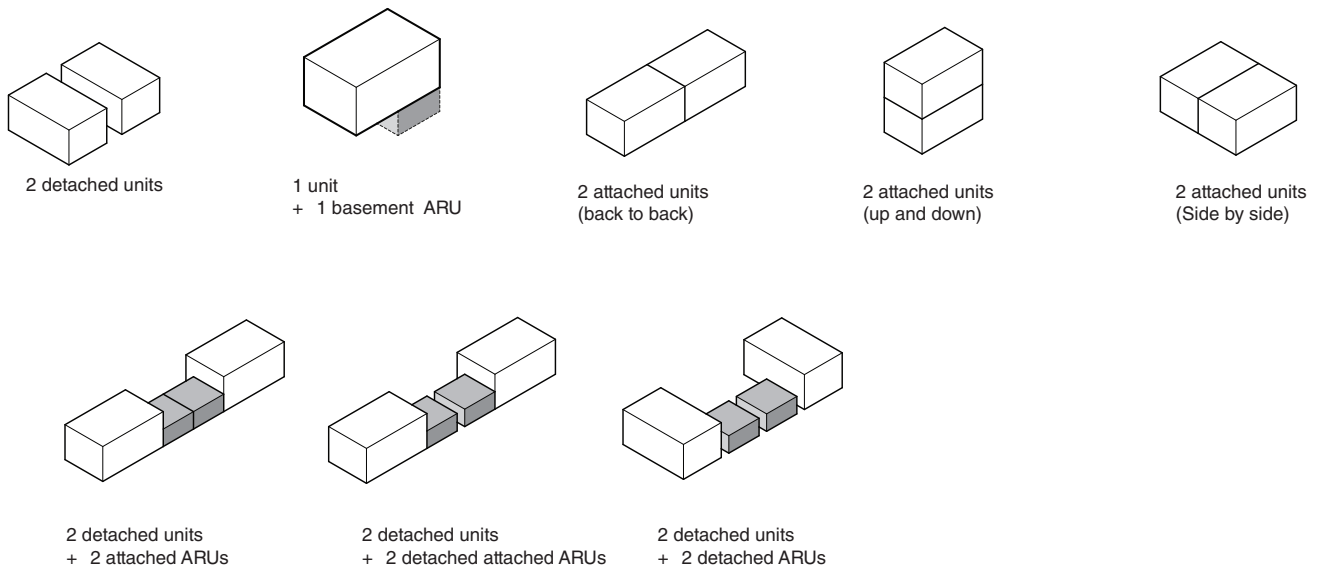
- a. The maximum allowed density on an individual lot of 7,500 sf or greater in size is four units (two primary units and two ARUs), except that a building with two **Single-Family** attached **dwelling** units (i.e. duplex) is only allowed to have ARUs if the lot is served by either two street frontages or by a street and an alley. The two primary units may either be detached (i.e., two Detached **Dwellings Single-Family homes**) or attached (i.e., Apartments attached in the form of a duplex).
- b. The maximum allowed density on an individual lot smaller than 7,500 sf in size is two units (one Detached **Dwelling Single-Family home** and one ARU).

2. Accessory Residential Units (ARUs)

- a. Home Occupations and Home Businesses in ARUs are prohibited.
- b. Detached ARUs shall only be permitted on lots that meet minimum lot size.
- c. A detached ARU on a lot less than 11,250 sf shall have a maximum habitable floor area of 500 sf. All other ARUs shall have a maximum habitable floor area of 800 sf.

F. Configuration Options

Configuration options in the NM-1 zone include, but are not limited to, the following:



2.2.8. NM-2: Neighborhood Medium Density-2 (3/6/19, Ord. 1216)

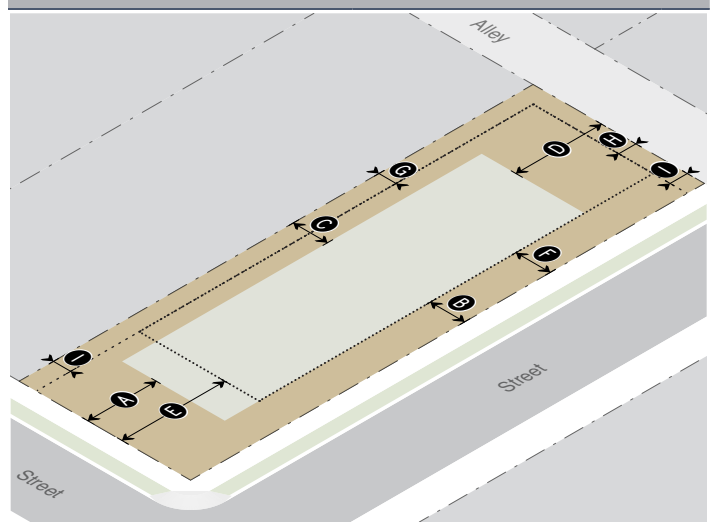
A. Intent

1. General Intent: The intent of the Neighborhood Medium Density-2 (NM-2) zone is to provide for medium to higher density residential development and to promote workforce housing types using a broad range of detached and attached residential types in a pedestrian-oriented environment. The size of individual buildings will be limited in order to respect and enhance the character and cohesiveness of existing residential neighborhoods. This zone is intended for Transitional neighborhoods where increased residential density and workforce housing are intended.
2. Buildings: Buildings can be up to 3 stories in height. Multiple detached buildings or multiple attached units on a site is common. No more than 8 units will be permitted within an individual building. Incentives are provided to encourage variety in roof pitch and design.
3. Parking: Parking is provided primarily on-site in garages or with surface spaces. Parking is typically accessed from a primary street or alley if present.
4. Land Use: The full spectrum from a **single-family** detached home to an 8-unit apartment/condo building is allowed.
5. Comprehensive Plan: Based primarily on Subarea 3.2 in the Comprehensive Plan

B. Physical Development

Standards applicable to physical development are provided in this Section. Where a cross-reference is listed, see the referenced division or section for additional standards. Standards in Article 5 apply unless stated otherwise.

1. Lot Standards



Primary Building Setbacks (Sec. 9.4.8.)

Primary street (min)	20'	A
Secondary street (min)	10'	B
Side interior (min)	10'	C
Rear (min)	20'	D

Accessory Structure Setbacks (Sec. 9.4.8.)

Primary street (min)	30'	E
Secondary street (min)	10'	F
Side interior (min)	5'	G
Rear (min)	5'	
Rear alley (min)	10'	H

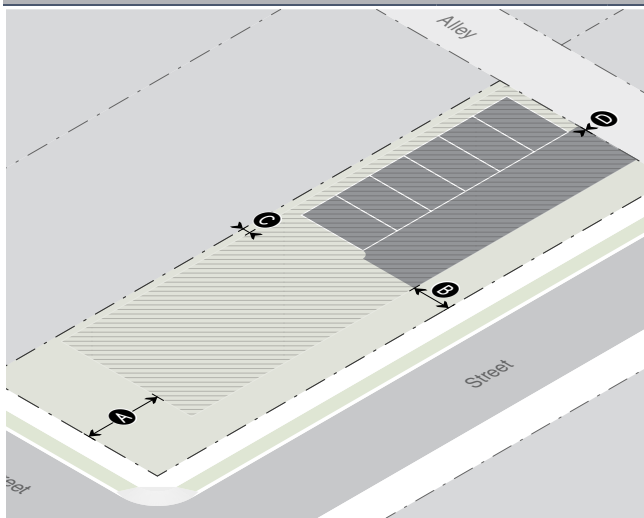
Site Development Setbacks

All site development, excluding driveways, sidewalks, or parking.

Primary/secondary street (min)	Same as primary building	
Side interior/rear (min)	5'	I

Landscaping (Div. 5.5.)

Landscape surface ratio (min)	(9.4.6.D.)	
Single-Family Detached Dwelling	.45	
Apartments/ Single-Family Attached Dwellings	.21 & 70% in front 1/3 of lot	
All other allowed uses	.35	
Plant units (min)		
Single-Family Detached Dwelling and Duplex	1 per unit	
All other uses	1/1,000 sf of landscape area	
Parking Lot (all uses)	1 per 12 parking spaces	

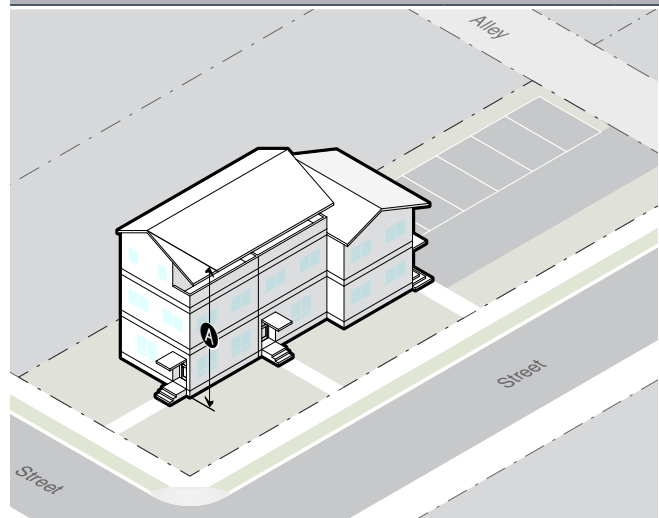
2. Vehicle Access Standards**Access**

Primary street	Allowed
Secondary street	Allowed
Alley	Allowed
Curb-cut width (max)	20' per 100' of lot frontage or 40% of lot frontage, whichever is less
Driveway width in primary/secondary street setback (max)	20'

Parking Setbacks

Primary street* (min)	20'	A
Secondary street* (min)	20'	B
Side interior (min)	1'	C
Rear (min)	5'	
Rear alley (min)	0'	D

* Excludes 20' max driveway allowed in primary/secondary street setback

3. Bulk & Mass Standards**Primary Building Height**

(Sec. 9.4.9.)

Height (max): roof pitch $\leq 3/12$	3 stories, not to exceed 35'	A
Height (max): roof pitch $4/12, 5/12$	3 stories, not to exceed 37'	A
Height (max): roof pitch $\geq 6/12$	3 stories, not to exceed 39'	A

Accessory Structure Height

(Sec. 9.4.9.)

All accessory structures (max)	14'
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Scale of Development

(Sec. 9.4.13.)

Floor area ratio (FAR max)

Single-Family Detached Detached Dwelling	.30
All other allowed uses	.40
Deed restricted housing exemption	(Sec. 7.8.3.)
Workforce housing floor area bonus	(Sec. 7.8.4.)
Individual building (max gross floor area)	10,000 sf

10. Required Physical Development Permits						
Physical Development	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Building Permit (Sec. 8.3.4.)	DRC Review (Sec. 8.2.6.)	Sign Permit (Sec. 8.3.6.)	Grading Permit (Sec. 8.3.5.)
Dwelling Unit						
<5 units			X			(Sec. 5.7.1.)
5-15 units		X	X			(Sec. 5.7.1.)
>15 units	X	X	X			(Sec. 5.7.1.)
Sign					X	(Sec. 5.7.1.)

C. Use Standards

Standards applicable to uses in the NM-2 zone are provided or referenced below. Allowed uses are listed in Subsection 1. Uses that are not listed are prohibited, unless a similar use determination is made pursuant to 6.1.2.D. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the NM-2 zone. This Subsection is intended to indicate all of the use standards applicable in the NM-2 zone, however, all standards in Article 6. are applicable in the NM-2 zone, unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Density (max)	Individual Use (max)	Parking (min) (Div. 6.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Residential					
Detached Single-Family Unit Detached Dwelling (6.1.4.B.)	Y	n/a	8,000 sf habitable-excluding basement	2/DU	$0.000017(sf) + (Exp(-15.49 + 1.59*Ln(sf)))/2.176$
Attached Single-Family-unit Attached Dwelling (6.1.4.C.) (E.1)	B	(E.1)		1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	$0.000017(sf) + (Exp(-14.17 + 1.59*Ln(sf)))/2.176$
Apartment (6.1.4.D.) (E.1)	B	(E.1)			
Dormitory (6.1.4.F.)	E	n/a	n/a	1/bed	exempt
Group Home (6.1.4.G.)	C	n/a	n/a	0.5/bed	exempt
Institutional					
Assembly (6.1.8.B.)	C	n/a	n/a	independent calculation	independent calculation
Transportation/Infrastructure					
Utility Facility (6.1.10.C.)	C	n/a	n/a	1/employee + 1/stored vehicle	$0.000123 * sf$

Y=Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.2.), C=Conditional Use Permit (Sec. 8.4.3.)

1. Allowed Uses				2. Use Requirements	
Use	Permit	Density (max)	Individual Use (max)	Parking (min) (Div. 6.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Wireless Communications Facilities (6.1.10.D.)				1/employee + 1 per stored vehicle	0.000123 * sf
Minor	B	n/a	n/a		
Accessory Uses					
Home Occupation (6.1.11.D.)	B	n/a	n/a	n/a	exempt
Home Business (6.1.11.E.)	C	n/a	n/a	1/employee	exempt
Family Home Daycare (6.1.11.F.)	B	n/a	n/a	1/employee + 1 off-street pick-up/drop-off	exempt
Home Daycare Center (6.1.11.G.)	C	n/a	n/a	1/employee + 2 off-street pick-up/drop-off	exempt
Temporary Uses					
Temporary Shelter (6.1.11.D.)	B	1 unit per lot	n/a	2/DU	exempt
Temp. Gravel Extraction and Processing (6.1.12.F.)	B	n/a	n/a	1/employee	exempt

Y=Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.2.), C=Conditional Use Permit (Sec. 8.4.3.)

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure required	> 4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options

Standards applicable to development options and subdivision in the NM-2 zone are provided or referenced below.

Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the NM-2 zone. This subsection is intended to indicate all of the development option and subdivision standards applicable in the NM-2 zone, however, all standards in Article 7. are applicable in the NM-2 zone, unless stated otherwise.

1. Allowed Subdivision and Development Options		
Option	Lot Size (min)	Standards
Allowed Subdivision Options		

Land Division	7,500 sf	(Sec. 7.2.3.)
Condominium/Townhouse	n/a	(Sec. 7.2.4.)
2. Residential Subdivision Requirements		
Schools and Parks Exaction		
Schools exaction	.020 acres per 1- or 2-family unit dwelling .015 acres per multi-family unit dwelling	(Div. 7.5.)
Parks exaction	9 acres per 1,000 resident	
3. Infrastructure		
Transportation Facilities		
Access		required
Right-of-way for Minor Local Road (min)		60'
Paved travel way for Minor Local Road (min)		20'
Required Utilities		
Water		public
Sewer		public

4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Development Option Plan (Sec. 8.5.3.)	Subdivision Plat (Sec. 8.5.4.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X
Condominium/Townhouse				X

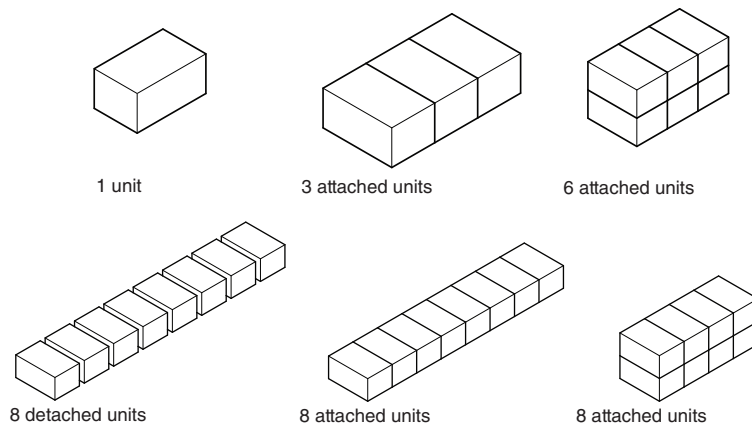
E. Additional Zone-specific Standards

The following standards apply in addition to all other standards applicable in the NM-2 zone.

1. Attached **Single-Family Unit Dwelling**/Apartment. No more than 8 units are allowed per building.

F. Configuration Options

Configuration options in the NM-2 zone include, but are not limited to, the following:



2.2.9. NH-1: Neighborhood High Density 1 (3/6/19, Ord. 1217)

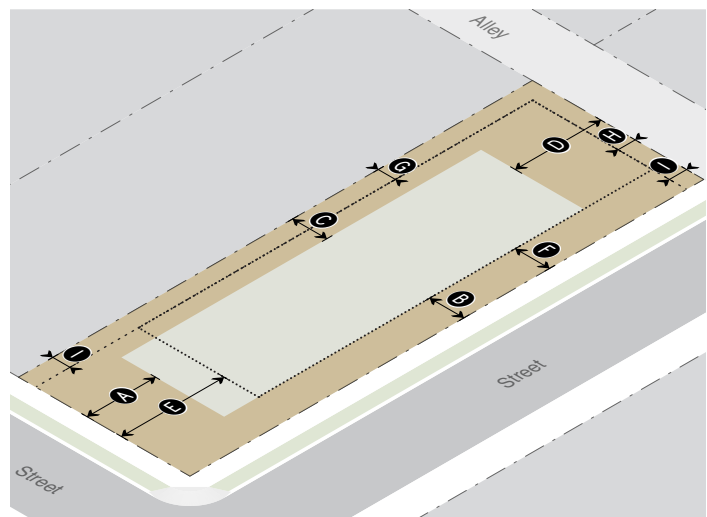
A. Intent

1. General Intent: The intent of the Neighborhood High Density 1 (NH-1) zone is to provide for high density residential development and to promote workforce housing types using a broad range of attached residential types in a pedestrian-oriented environment. The size of individual buildings will be limited by the application of required dimensional standards, such as FAR, setbacks, and parking, and not by a prescribed standard. Care will be given to ensure that new development respects and enhances the character and cohesiveness of existing residential neighborhoods. This zone is intended for Transitional neighborhoods where increased residential density and workforce housing are intended.
2. Buildings: Buildings can be up to 3 stories in height. Single or multiple detached buildings, each building with multiple units, on a site is common. Incentives are provided to encourage variety in roof pitch and design.
3. Parking: Parking is provided primarily on-site in surface or underground garages or with surface parking. Parking is typically accessed from a primary street or alley if present.
4. Land Use: The full spectrum from a **Single-family detached** home to whatever size building can fit the site based on the minimum required density (17.4 units/acre) and the dimensional limitations, such as FAR, setbacks, and parking. Apartments take the place of ARUs because they provide greater flexibility.
5. Comprehensive Plan: Based primarily on Subarea 3.2 in the Comprehensive Plan.

B. Physical Development

Standards applicable to physical development are provided in this Section. Where a cross-reference is listed, see the referenced division or section for additional standards. Standards in Article 5 apply unless stated otherwise.

1. Lot Standards



Primary Building Setbacks

(Sec. 9.4.8.)

Primary street (min)	20'	A
Secondary street (min)	10'	B
Side interior (min)	10'	C
Rear (min)	20'	D

Accessory Structure Setbacks

(Sec. 9.4.8.)

Primary street (min)	30'	E
Secondary street (min)	10'	F
Side interior/rear (min)	5'	G
Rear alley (min)	10'	H

Site Development Setbacks

All site development, excluding driveways, sidewalks, or parking.

Primary/secondary street (min)	Same as primary building
Side interior/rear (min)	5' I

Landscaping

(Div. 5.5.)

Landscape surface ratio (min)	(9.4.6.D.)
Apartments/ Single-Family Attached Dwellings	.21 & 70% in front 1/3 of lot
All other allowed uses	.30
Plant units (min)	
Single-Family Detached Dwelling and Duplex	1 per unit
All other uses	1/1,000 sf of landscape area
Parking Lot (all uses)	1 per 12 parking spaces

10. Required Physical Development Permits						
Physical Development	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Building Permit (Sec. 8.3.4.)	DRC Review (Sec. 8.2.6.)	Sign Permit (Sec. 8.3.6.)	Grading Permit (Sec. 8.3.5.)
Dwelling Unit						
<5 units			X			(Sec. 5.7.1.)
5-15 units		X	X			(Sec. 5.7.1.)
>15 units	X	X	X			(Sec. 5.7.1.)
Sign					X	(Sec. 5.7.1.)

C. Use Standards

Standards applicable to uses in the NH-1 zone are provided or referenced below. Allowed uses are listed in Subsection 1. Uses that are not listed are prohibited, unless a similar use determination is made pursuant to 6.1.2.D. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the NH-1 zone. This subsection is intended to indicate all of the use standards applicable in the NH-1 zone, however, all standards in Article 6. are applicable in the NH-1 zone, unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Density	Individual Use (max)	Parking (min) (Div. 6.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Residential					
Detached Single-Family unit Detached Dwelling	B	(E.1)	8,000 sf habitable-excluding basement	1/DU 0-1 bedrooms 500 sf max; otherwise 1.5/DU	$0.000017(sf) + (Exp(-15.49 + 1.59 \cdot \ln(sf)))/2.176$
Attached Single-Family unit Attached Dwelling (6.1.4.C.) (E.1)	B	(E.1)			$0.000017(sf) + (Exp(-14.17 + 1.59 \cdot \ln(sf)))/2.176$
Apartment (6.1.4.D.)	B	(E.1)			
Dormitory (6.1.4.F.)	C	n/a	n/a	1/bed	exempt
Group Home (6.1.4.G.)	C	n/a	n/a	0.5/bed	exempt
Institutional					
Assembly (6.1.8.B.)	C	n/a	n/a	independent calculation	independent calculation
Transportation/Infrastructure					
Utility Facility (6.1.10.C.)	C	n/a	n/a	1/employee + 1/stored vehicle	$0.000123 * sf$
Wireless Communications Facilities (6.1.10.D.)				1/employee + 1 per stored vehicle	$0.000123 * sf$
Minor	B	n/a	n/a		

Y=Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.2.), C=Conditional Use Permit (Sec. 8.4.3.)

1. Allowed Uses				2. Use Requirements	
Use	Permit	Density	Individual Use (max)	Parking (min) (Div. 6.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Accessory Uses					
Home Occupation (6.1.11.D.)	B	n/a	n/a	n/a	exempt
Home Business (6.1.11.E.)	C	n/a	n/a	1/employee	exempt
Family Home Daycare (6.1.11.F.)	B	n/a	n/a	1/employee + 1 off-street pick-up/drop-off	exempt
Home Daycare Center (6.1.11.G.)	C	n/a	n/a	1/employee + 2 off-street pick-up/drop-off	exempt
Temporary Uses					
Temporary Shelter (6.1.11.D.)	B	1 unit per lot (max)	n/a	2/DU	exempt
Temp. Gravel Extraction and Processing (6.1.12.F.)	B	n/a	n/a	1/employee	exempt

Y=Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.2.), C=Conditional Use Permit (Sec. 8.4.3.)

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure required	> 4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options

Standards applicable to development options and subdivision in the NH-1 zone are provided or referenced below. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the NH-1 zone. This Subsection is intended to indicate all of the development option and subdivision standards applicable in the NH-1 zone, however, all standards in Article 7. are applicable in the NH-1 zone, unless stated otherwise.

1. Allowed Subdivision and Development Options		
Option	Lot Size (min)	Standards
Allowed Subdivision Options		
Land Division	7,500 sf	(Sec. 7.2.3.)
Condominium/Townhouse	n/a	(Sec. 7.2.4.)

2. Residential Subdivision Requirements	
Schools and Parks Exaction (Div. 7.5.)	
Schools exaction	.020 acres per 1- or 2-family unit dwelling .015 acres per multi-family unit dwelling
Parks exaction	9 acres per 1,000 resident
3. Infrastructure	
Transportation Facilities (Div. 7.6.)	
Access	required
Right-of-way for Minor Local Road (min)	60'
Paved travel way for Minor Local Road (min)	20'
Required Utilities (Div. 7.7.)	
Water	public
Sewer	public

4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Development Option Plan (Sec. 8.5.3.)	Subdivision Plat (Sec. 8.5.4.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X
Condominium/Townhouse				X

E. Additional Zone-specific Standards

The following standards apply in addition to all other standards applicable in the NH-1 zone.

1. **Minimum Density.** The minimum density for lots in the NH-1 is 17.425 units per acre. NOTE: this requirement is rounded down to the next whole number (e.g., 1.8 units = 1 unit). The following density ranges are provided for general guidance :
 - a. Lots approximately 5,000 sf or less: One Detached Dwelling Single-Family Unit;
 - b. Lots approximately 5,001 - 7,499 sf: Two units (either detached or attached);
 - c. Lots 7,500 or larger: Three or more units (either detached or attached).

9. Physical Development Permits Required							
Physical Development	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Building Permit (Sec. 8.3.4.)	DRC Review (Sec. 8.2.6.)	Sign Permit (Sec. 8.3.6.)	Grading Permit (Sec. 8.3.5.)	Floodplain Permit
Floor Area							
< 6,900 sf			X	X		<u>Sec. 5.7.1.</u>	<u>Sec. 5.4.4.</u>
6,900 - 13,800 sf		X	X	X		<u>Sec. 5.7.1.</u>	<u>Sec. 5.4.4.</u>
> 13,800 sf	X	X	X	X		<u>Sec. 5.7.1.</u>	<u>Sec. 5.4.4.</u>
> 13,800 sf for only residential use	X	X	X	X		<u>Sec. 5.7.1.</u>	<u>Sec. 5.4.4.</u>
Sign					X	<u>Sec. 5.7.1.</u>	<u>Sec. 5.4.4.</u>

C. Allowed Uses and Use Standards

Standards applicable to use are provided below. Where a cross-reference is listed see the referenced division or section for additional standards. Allowed uses are listed in subsection 1. Uses that are not listed are prohibited unless a similar use determination is made pursuant to 6.1.2.C. All standards in Article 6. are applicable unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Residential Uses					
Attached Single-Family Unit <u>Attached Dwelling (6.1.4.C.)</u>	B	8,000 sf habitable excluding basement	n/a	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	$0.000017 * sf + (Exp(-14.17 + 1.59 * Ln(sf))) / 2.176$
Apartment (6.1.4.D.)	B				
Dormitory (6.1.4.F.)	C	n/a	n/a	0.25/bed	exempt
Group Home (6.1.4.G.)	C	n/a	n/a	0.5/bed	exempt
Commercial Uses					
Office (6.1.6.B.)	B	n/a	n/a	2.47/1,000 sf	$0.000247 * sf$
Retail (6.1.6.C.) (E.3)	B	2,000 sf excluding basement storage	(E.3)	exempt	$0.000216 * sf$
Service (6.1.6.D.) (E.3)	B		(E.3)	exempt	$0.000216 * sf$
Institutional Uses					
Assembly (6.1.8.B.)	C	n/a	n/a	independent calculation	independent calculation
Day Care/Education (6.1.8.C.)	B	n/a	n/a	independent calculation	independent calculation
Transportation/Infrastructure					
Utility Facility (6.1.10.C.)	C	n/a	n/a	0.75/employee + 0.75/stored vehicle	$0.000123 * sf$

Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.2.) C = Conditional Use Permit (Sec. 8.4.3.)

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Wireless Communications Facilities (6.1.10.D.)				0.75/employee + 0.75/stored vehicle	0.000123 * sf
Minor	B	n/a	n/a		
Accessory Uses					
Accessory Residential Unit (6.1.11.B.)	B	n/a	n/a	1/DU	exempt
Home Occupation (6.1.11.D.)	B	n/a	n/a	n/a	exempt
Family Home Daycare (6.1.11.F.)	B	n/a	n/a	0.75/employee + 0.75 off-street pick-up/drop-off	exempt

Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.2.) C = Conditional Use Permit (Sec. 8.4.3.)

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Outdoor Storage	Prohibited
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure required	> 4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision are provided below. Where a cross-reference is provided see the referenced division or section for additional standards. All standards in [Article 7](#), are applicable unless stated otherwise.

1. Allowed Subdivision and Development Options		
Option	Lot Size (min)	Standards
Allowed Subdivision Options		
Land Division	7,500 sf	Sec. 7.2.3.
Townhouse Condominium Subdivision	n/a	Sec. 7.2.4.
2. Residential Subdivision Requirements		
Schools and Parks Exaction		
Schools exaction	.020 acres per 1- or 2-family unit dwelling .015 acres per multi-family unit dwelling	
Parks exaction	9 acres per 1,000 resident	

C. Allowed Uses and Use Standards

Standards applicable to use are provided below. Where a cross-reference is listed see the referenced division or section for additional standards. Allowed uses are listed in subsection 1. Uses that are not listed are prohibited unless a similar use determination is made pursuant to 6.1.2.C. All standards in Article 6 are applicable unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Residential Uses					
Attached Single-Family Unit Attached Dwelling (6.1.4.C.)	B	8,000 sf habitable excluding basement	n/a	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	$0.000017 * \text{sf} + (\text{Exp}(-14.17 + 1.59 * \text{Ln}(\text{sf}))) / 2.176$
Apartment (6.1.4.D.)	B				
Dormitory (6.1.4.F.)	C	n/a	n/a	0.25/bed	exempt
Group Home (6.1.4.G.)	C	n/a	n/a	0.5/bed	exempt
Lodging					
Conventional Lodging (6.1.5.B.)	B (LO)	n/a	n/a	0.75/room	0.204*bedrooms
Short-term Rental Unit (6.1.5.C.)	B (LO)	n/a	n/a	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	0.204*bedrooms
Commercial Uses					
Office (6.1.6.B.)	B	n/a	n/a	2.47/1,000 sf	0.000247 * sf
Retail (6.1.6.C.)	B	6,000 sf	n/a	3.37/1,000 sf	0.000216 * sf
Service (6.1.6.D.)	B	excluding basement	n/a	2.25/1,000 sf	0.000216 * sf
Restaurant/Bar (6.1.6.E.)	B	storage	n/a	1/73 sf dining area + 1/40 sf bar area	0.000599 * sf
Amusement/Recreation					
Amusement (6.1.5.B.)	B	n/a	n/a	1/40 sf seating area or independent calculation	0.000216 * sf
Developed Recreation (6.1.7.D.)	B	n/a	n/a	3.37/1,000 sf	independent calculation
Outfitter/Tour Operator (6.1.7.E.)	B	n/a	n/a	independent calculation	independent calculation
Institutional Uses					
Assembly (6.1.8.B.)	C	n/a	n/a	independent calculation	independent calculation
Day Care/Education (6.1.8.C.)	B	n/a	n/a	independent calculation	independent calculation
Transportation/Infrastructure					

Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.2.) C = Conditional Use Permit (Sec. 8.4.3.) (LO) = Lodging Overlay Only

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Parking (6.1.10.B.)	C	n/a	n/a	n/a	0.000123 * sf
Utility Facility (6.1.10.C.)	C	n/a	n/a	0.75/employee + 0.75/stored vehicle	0.000123 * sf
Wireless Communications Facilities (6.1.10.D.)				0.75/employee + 0.75/stored vehicle	0.000123 * sf
Minor	B	n/a	n/a		
Accessory Uses					
Accessory Residential Unit (6.1.11.B.)	B	n/a	n/a	1/DU	exempt
Home Occupation (6.1.11.D.)	B	n/a	n/a	n/a	exempt
Family Home Daycare (6.1.11.F.)	B	n/a	n/a	0.75/employee + 0.75 off-street pick-up/drop-off	exempt
Temporary Uses					
Christmas Tree Sales (6.1.12.B.)	Y	n/a	n/a	0.75/1,000 sf outdoor display area + 0.75/employee	exempt
Farm Stand (6.1.12.E.)	B	n/a	n/a	3.75/1,000 sf display area	exempt

Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.2.) C = Conditional Use Permit (Sec. 8.4.3.) (LO) = Lodging Overlay Only

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Outdoor Storage	Prohibited
Freestanding storage units (trailers, sheds, "Bully Barns", tarpaulin structures, etc.) not made a permanent part of a structure	Prohibited
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure required	> 4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision are provided below. Where a cross-reference is provided see the referenced division or section for additional standards. All standards in [Article 7](#) are applicable unless stated otherwise.

1. Allowed Subdivision and Development Options				
Option		Lot Size (min)	Standards	
Allowed Subdivision Options				
Land Division		7,500 sf	Sec. 7.2.3.	
Townhouse Condominium Subdivision		n/a	Sec. 7.2.4.	
2. Residential Subdivision Requirements				
Schools and Parks Exaction				
Schools exaction		.020 acres per 1- or 2-family unit	dwelling	
		.015 acres per multi-family unit	dwelling	
Parks exaction		9 acres per 1,000 resident		
3. Infrastructure				
Transportation Facilities			(Div. 7.6.)	
Access			required	
Right-of-way for Minor Local Road (min)			60'	
Paved travel way for Minor Local Road (min)			20'	
Required Utilities			(Div. 7.7.)	
Water			public	
Sewer			public	
4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Development Option Plan (Sec. 8.5.3.)	Subdivision Plat (Sec. 8.5.4.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X
Condominium/Townhouse				
				X

C. Allowed Uses and Use Standards

Standards applicable to use are provided below. Where a cross-reference is listed see the referenced division or section for additional standards. Allowed uses are listed in subsection 1. Uses that are not listed are prohibited unless a similar use determination is made pursuant to 6.1.2.C. All standards in Article 6, are applicable unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Residential Uses					
Attached Single-Family Unit Attached Dwelling (6.1.4.C.)	B	8,000 sf habitable excluding basement	n/a	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	0.000017*sf + (Exp(-14.17 + 1.59*Ln(sf)))/2.176
Apartment (6.1.4.D.)	B				
Dormitory (6.1.4.F.)	C	n/a	n/a	0.25/bed	exempt
Group Home (6.1.4.G.)	C	n/a	n/a	0.5/bed	exempt
Lodging					
Conventional Lodging (6.1.5.B.)	B (LO)	n/a	n/a	0.75/room	0.102 * rooms
Short-term Rental Unit (6.1.5.C.)	B (LO)	n/a	n/a	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	0.102 * rooms
Commercial Uses					
Office (6.1.6.B.)	B	n/a	n/a	2.47/1,000 sf	0.000247 * sf
Retail (6.1.6.C.)	B	6,000 sf excluding basement storage	n/a	3.37/1,000 sf	0.000216 * sf
Service (6.1.6.D.)	B		n/a	2.25/1,000 sf	0.000216 * sf
Restaurant/Bar (6.1.6.E.)	B		n/a	1/73 sf dining area + 1/40 sf bar area	0.000599 * sf
Amusement/Recreation					
Amusement (6.1.5.B.)	B	n/a	n/a	1/40 sf seating area or independent calculation	0.000216 * sf
Developed Recreation (6.1.7.D.)	B	n/a	n/a	3.37/1,000 sf	independent calculation
Outfitter/Tour Operator (6.1.7.E.)	B	n/a	n/a	independent calculation	independent calculation
Institutional Uses					
Assembly (6.1.8.B.)	C	n/a	n/a	independent calculation	independent calculation
Day Care/Education (6.1.8.C.)	B	n/a	n/a	independent calculation	independent calculation
Transportation/Infrastructure					
Parking (6.1.10.B.)	C	n/a	n/a	n/a	0.000123 * sf

Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.2.) C = Conditional Use Permit (Sec. 8.4.3.) (LO) = Lodging Overlay Only

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Utility Facility (6.1.10.C.)	C	n/a	n/a	0.75/employee + 0.75/stored vehicle	0.000123 * sf
Wireless Communications Facilities (6.1.10.D.)					
Minor	B	n/a	n/a	0.75/employee + 0.75/stored vehicle	0.000123 * sf
Accessory Uses					
Accessory Residential Unit (6.1.11.B.)	B	n/a	n/a	1/DU	exempt
Home Occupation (6.1.11.D.)	B	n/a	n/a	n/a	exempt
Family Home Daycare (6.1.11.F.)	B	n/a	n/a	0.75/employee + 0.75 off-street pick-up/drop-off	exempt
Temporary Uses					
Christmas Tree Sales (6.1.12.B.)	Y	n/a	n/a	0.75/1,000 sf outdoor display area + 0.75/employee	exempt
Farm Stand (6.1.12.E.)	B	n/a	n/a	3.75/1,000 sf display area	exempt

Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.2.) C = Conditional Use Permit (Sec. 8.4.3.) (LO) = Lodging Overlay Only

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Outdoor Storage	Prohibited
Freestanding storage units (trailers, sheds, "Bully Barns", tarpaulin structures, etc.) not made a permanent part of a structure	Prohibited
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure required	> 4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision are provided below. Where a cross-reference is provided see the referenced division or section for additional standards. All standards in [Article 7](#), are applicable unless stated otherwise.

1. Allowed Subdivision and Development Options				
Option	Lot Size (min)	Standards		
Allowed Subdivision Options				
Land Division	7,500 sf	Sec. 7.2.3.		
Townhouse Condominium Subdivision	n/a	Sec. 7.2.4.		
2. Residential Subdivision Requirements				
Schools and Parks Exaction				
Schools exaction	.020 acres per 1- or 2-family unit dwelling .015 acres per multi-family unit dwelling			
Parks exaction	9 acres per 1,000 resident			
3. Infrastructure				
Transportation Facilities		(Div. 7.6.)		
Access	required			
Right-of-way for Minor Local Road (min)	60'			
Paved travel way for Minor Local Road (min)	20'			
Required Utilities		(Div. 7.7.)		
Water	public			
Sewer	public			
4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Development Option Plan (Sec. 8.5.3.)	Subdivision Plat (Sec. 8.5.4.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X
Condominium/Townhouse				
				X

10. Physical Development Permits Required							
Physical Development	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Building Permit (Sec. 8.3.4.)	DRC Review (Sec. 8.2.6.)	Sign Permit (Sec. 8.3.6.)	Grading Permit (Sec. 8.3.5.)	Floodplain Permit
Floor Area							
< 9,750 sf			X	X		<u>Sec. 5.7.1.</u>	<u>Sec. 5.4.4.</u>
9,750 sf – 19,500 sf		X	X	X		<u>Sec. 5.7.1.</u>	<u>Sec. 5.4.4.</u>
> 19,500 sf	X	X	X	X		<u>Sec. 5.7.1.</u>	<u>Sec. 5.4.4.</u>
> 30,000 sf for only residential use	optional	X	X	X		<u>Sec. 5.7.1.</u>	<u>Sec. 5.4.4.</u>
Sign					X	<u>Sec. 5.7.1.</u>	<u>Sec. 5.4.4.</u>

C. Allowed Uses and Use Standards

Standards applicable to use are provided below. Where a cross-reference is listed see the referenced division or section for additional standards. Allowed uses are listed in subsection 1. Uses that are not listed are prohibited unless a similar use determination is made pursuant to 6.1.2.C. All standards in Article 6. are applicable unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Residential Uses					
Attached Single-Family Unit Attached Dwelling (6.1.4.C.)	B	8,000 sf habitable excluding basement	n/a	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	$0.000017(sf) + (Exp(-14.17 + 1.59*Ln(sf)))/2.176$
Apartment (6.1.4.D.)	B				
Dormitory (6.1.4.F.)	B	n/a	n/a	0.25/bed	exempt
Group Home (6.1.4.G.)	C	n/a	n/a	0.5/bed	exempt
Commercial Uses					
Office (6.1.6.B.)	B	n/a	n/a	2.47/1,000 sf	0.000247 * sf
Retail (6.1.6.C.)	B	50,000 sf excluding basement	n/a	3.37/1,000 sf	0.000216 * sf
Service (6.1.6.D.)	B			2.25/1,000 sf	0.000216 * sf
Restaurant/Bar (6.1.6.E.)	B	storage	n/a	1/73 sf dining area + 1/40 sf bar area	0.000599 * sf
Mini-Storage Warehouse (6.1.6.G.)	B	n/a	n/a	1/10 storage units + 1/employee	0.000007 * sf
Heavy Retail/Service (6.1.6.F.) (E.3)	C	n/a	n/a	1.5/1,000 sf + 2.25 per repair bay + 0.75/wash bay	0.000123 * sf

Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.2.) C = Conditional Use Permit (Sec. 8.4.3.)

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Nursery (6.1.6.H.)	C	n/a	n/a	independent calculation	independent calculation
Amusement/Recreation					
Amusement (6.1.7.B.)	B	n/a	n/a	1/40 sf seating area or independent calculation	0.000216 * sf
Developed Recreation (6.1.7.D.)	B	n/a	n/a	3.37/1,000 sf	independent calculation
Outfitter/Tour Operator (6.1.7.E.)	B	n/a	n/a	independent calculation	independent calculation
Institutional Uses					
Assembly (6.1.8.B.)	C	n/a	n/a	independent calculation	independent calculation
Day Care/Education (6.1.8.C.)	B	n/a	n/a	independent calculation	independent calculation
Industrial Uses					
Light Industry (6.1.9.B.) (E.3)	C	n/a	n/a	0.75/1,000sf + 0.75/company vehicle	0.000123 * sf
Transportation/Infrastructure					
Parking (6.1.10.B.)	C	n/a	n/a	n/a	0.000123 * sf
Utility Facility (6.1.10.C.)	C	n/a	n/a	0.75/employee + 0.75/stored vehicle	0.000123 * sf
Wireless Communications Facilities (6.1.10.D.)				0.75/employee + 0.75/stored vehicle	0.000123 * sf
Minor	B	n/a	n/a		
Accessory Uses					
Accessory Residential Unit (6.1.11.B.)	B	n/a	n/a	1/DU	exempt
Home Occupation (6.1.11.D.)	B	n/a	n/a	n/a	exempt
Family Home Daycare (6.1.11.F.)	B	n/a	n/a	0.75/employee + 0.75 off-street pick-up/drop-off	exempt
Drive-in Facility (6.1.11.H.)	B	n/a	n/a	3 que spaces per service lane	exempt
Temporary Uses					
Christmas Tree Sales (6.1.12.B.)	Y	n/a	n/a	0.75/1,000 sf outdoor display area + 0.75/employee	exempt
Farm Stand (6.1.12.E.)	B	n/a	n/a	3.75/1,000 sf display area	exempt

Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.2.) C = Conditional Use Permit (Sec. 8.4.3.)

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Outdoor Storage	Prohibited
Freestanding storage units (trailers, sheds, "Bully Barns", tarpaulin structures, etc.) not made a permanent part of a structure	Prohibited
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure required	> 4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision are provided below. Where a cross-reference is provided see the referenced division or section for additional standards. All standards in Article 7. are applicable unless stated otherwise.

1. Allowed Subdivision and Development Options		
Option	Lot Size (min)	Standards
Allowed Subdivision Options		
Land Division	7,500 sf	(Sec. 7.2.3.)
Townhouse Condominium Subdivision	n/a	(Sec. 7.2.4.)
2. Residential Subdivision Requirements		
Schools and Parks Exaction		
Schools exaction	.020 acres per 1- or 2-family unit .015 acres per multi-family unit	dwelling dwelling
Parks exaction	9 acres per 1,000 resident	
3. Infrastructure		
Transportation Facilities		(Div. 7.6.)
Access		required
Right-of-way for Minor Local Road (min)		60'
Paved travel way for Minor Local Road (min)		20'
Required Utilities		(Div. 7.7.)
Water		public
Sewer		public

2.2.14. DC-1: Downtown Core-1 (2/1/21, Ord. 1278)

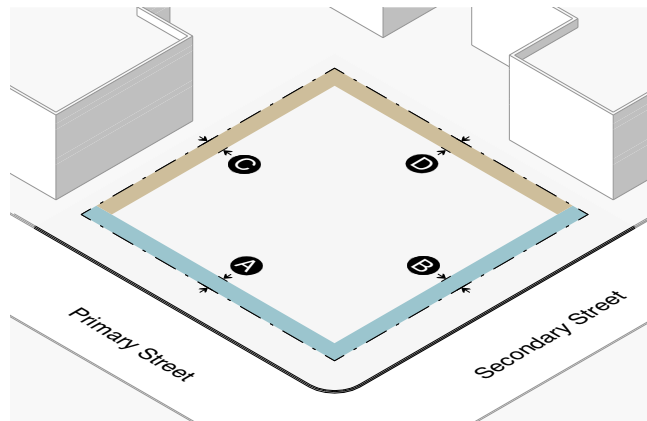
A. Intent

1. General Intent. The intent of the Downtown Core-1 (DC-1) zone is to provide for a vibrant mixed-use area with a variety of uses and amenities, consisting of wide sidewalks and retail shopfronts pulled up to the street.
2. Buildings. Buildings can be up to 3 stories in height. Massing, articulation, openings, and step backs are used to reduce bulk and mass. Buildings are located close to the sidewalk, creating an attractive street edge. Large storefront windows invite and encourage pedestrian activity.
3. Parking. Parking is primarily provided off-site on public lots and on-street. Parking provided on-site is underground or screened from view by buildings.
4. Land Use. Active and engaging uses are encouraged on ground floors but not required, with offices, apartments, **single-family** attached **dwellings**, and lodging primarily located on upper stories.
5. Comprehensive Plan. Based primarily on sub area 2.3 of the Comprehensive Plan.

B. Physical Development

Standards applicable to physical development are provided in this Section. Where a cross-reference is listed, see the referenced division or section for additional standards. Standards in [Article 5](#), apply unless stated otherwise.

1. Lot Standards



Building Setbacks

(Sec. 9.4.8.)

Primary street setback range (min-max)	0' - 5'	A
Secondary street setback range (min-max)	0' - 5'	B
Side interior (min)	0' or 5'	C
Rear (min)	0' or 5'	D
Abutting protected zone (min)	10'	

Landscaping

(Div. 5.5.)

Landscape surface ratio (min)	n/a
Plant units (min)	n/a

Fencing

Height in any street or side yard (max)	4'
Height in rear yard (max)	6'
Setback from pedestrian frontage (min)	1'
Setback from side or rear lot line (min)	0'

Parking Setbacks

(Sec. 9.4.8.)

Primary street, above ground (min)	30'
Secondary street, surface parking (min)	30'
Secondary street, tuck-under, enclosed, or structured parking screened by bldg. (min)	0'

Access

Curb cut width (max)	24'
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C. Allowed Uses and Use Standards

Standards applicable to use are provided below. Where a cross-reference is listed see the referenced division or section for additional standards. Allowed uses are listed in subsection 1. Uses that are not listed are prohibited unless a similar use determination is made pursuant to 6.1.2.C. All standards in Article 6, are applicable unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Residential Uses					
Attached Single-Family Unit Attached Dwelling (6.1.4.C.)	B	8,000 sf habitable excluding basement	n/a	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	$0.000017 * sf + (Exp(-14.17 + 1.59 * \ln(sf))) / 2.176$
Apartment (6.1.4.D.)	B				
Dormitory (6.1.4.F.)	C	n/a	n/a	0.251/bed	exempt
Group Home (6.1.4.G.)	C	n/a	n/a	0.5/bed	exempt
Lodging					
Conventional Lodging (6.1.5.B.)	B (LO)	n/a	n/a	0.75/room	0.102 * rooms
Short-term Rental Unit (6.1.5.C.)	B (LO)	n/a	n/a	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	0.102 * rooms
Commercial Uses					
Office (6.1.6.B.)	B	n/a	n/a	1.65/1,000 sf	0.000247 * sf
Retail (6.1.6.C.)	B	12,500 sf	n/a	2.25/1,000 sf	0.000216 * sf
Service (6.1.6.D.)	B	excluding basement	n/a	1.5/1,000 sf	0.000216 * sf
Restaurant/Bar (6.1.6.E.)	B	storage	n/a	1/110 sf dining area + 1/60 sf bar area	0.000599 * sf
Amusement/Recreation					
Amusement (6.1.7.B.)	B	n/a	n/a	1/60 sf seating area or independent calculation	0.000216 * sf
Developed Recreation (6.1.7.D.)	B	n/a	n/a	3.37/1,000 sf	independent calculation
Outfitter/Tour Operator (6.1.7.E.)	C	n/a	n/a	independent calculation	independent calculation
Institutional Uses					
Assembly (6.1.8.B.)	C	n/a	n/a	independent calculation	independent calculation
Day Care/Education (6.1.8.C.)	B	n/a	n/a	independent calculation	independent calculation

Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.2.) C = Conditional Use Permit (Sec. 8.4.3.) (LO) = Lodging Overlay Only

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Transportation/Infrastructure					
Parking (6.1.10.B.)	C	n/a	n/a	n/a	0.000123 * sf
Utility Facility (6.1.10.C.)	C	n/a	n/a	0.5/employee + 0.5/stored vehicle	0.000123 * sf
Wireless Communications Facilities (6.1.10.D.)					
Minor	B	n/a	n/a	0.5/employee + 0.5/stored vehicle	0.000123 * sf
Accessory Uses					
Accessory Residential Unit (6.1.11.B.)	B	n/a	n/a	1/DU	exempt
Home Occupation (6.1.11.D.)	B	n/a	n/a	n/a	exempt
Family Home Daycare (6.1.11.F.)	B	n/a	n/a	0.5/employee + 0.5 off-street pick-up/drop-off	exempt
Temporary Uses					
Christmas Tree Sales (6.1.12.B.)	Y	n/a	n/a	0.5/1,000 sf outdoor display area + 0.5/employee	exempt
Farm Stand (6.1.12.E.)	B	n/a	n/a	2.5/1,000 sf display area	exempt
Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.2.) C = Conditional Use Permit (Sec. 8.4.3.) (LO) = Lodging Overlay Only					

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Outdoor Storage	Prohibited
Freestanding storage units (trailers, sheds, "Bully Barns", tarpaulin structures, etc.) not made a permanent part of a structure	Prohibited
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure	Required
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision are provided below. Where a cross-reference is provided see the referenced division or section for additional standards. All standards in [Article 7](#) are applicable unless stated otherwise.

1. Allowed Subdivision and Development Options				
Option	Lot Size (min)	Standards		
Allowed Subdivision Options				
Land Division	5,000 sf	Sec. 7.2.3.		
Townhouse Condominium Subdivision	n/a	Sec. 7.2.4.		
2. Residential Subdivision Requirements				
Schools and Parks Exaction				
Schools exaction	.020 acres per 1- or 2-family unit .015 acres per multi-family unit	dwelling dwelling		
Parks exaction	9 acres per 1,000 resident			
3. Infrastructure				
Transportation Facilities		(Div. 7.6.)		
Access	required			
Right-of-way for Minor Local Road (min)	60'			
Paved travel way for Minor Local Road (min)	20'			
Required Utilities		(Div. 7.7.)		
Water	public			
Sewer	public			
4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Development Option Plan (Sec. 8.5.3.)	Subdivision Plat (Sec. 8.5.4.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X
Condominium/Townhouse				
				X

2.2.15. DC-2: Downtown Core-2 (2/1/21, Ord. 1278)

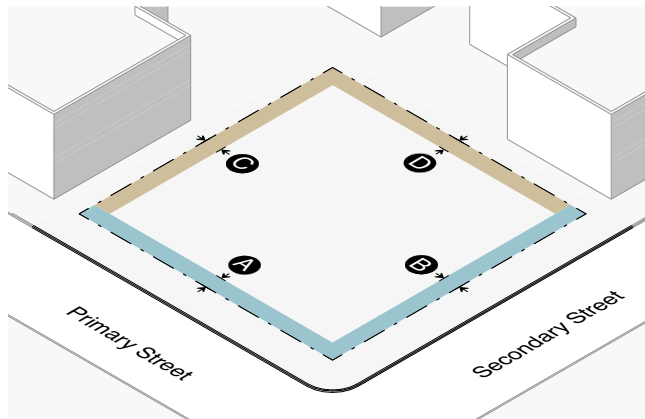
A. Intent

1. General Intent. The intent of the Downtown Core-2 (DC-2) zone is to provide for a vibrant mixed-use area with a variety of uses and amenities, consisting of wide sidewalks and buildings close to the sidewalk.
2. Buildings. Buildings can be up to 3 stories in height. Massing, articulation, openings, and step backs are used to reduce bulk and mass. Buildings are located close to the sidewalk, creating an attractive street edge. Large storefront windows, display windows, and entry features invite and encourage pedestrian activity.
3. Parking. Parking is primarily provided off-site on public lots and on-street. Parking provided on-site is underground or screened from view by buildings.
4. Land Use. Active and engaging uses are encouraged on ground floors but not required, with offices, apartments, ~~single-family~~ attached dwellings, and lodging primarily located on upper stories.
5. Comprehensive Plan. Based primarily on sub area 2.3 of the Comprehensive Plan.

B. Physical Development

Standards applicable to physical development are provided in this Section. Where a cross-reference is listed, see the referenced division or section for additional standards. Standards in Article 5 apply unless stated otherwise.

1. Lot Standards



Building Setbacks

(Sec. 9.4.8.)

Primary street setback range (min-max)	0' - 5'	A
Secondary street setback range (min-max)	0' - 5'	B
Side interior (min)	0' or 5'	C
Rear (min)	0' or 5'	D
Abutting protected zone (min)	10'	

Landscaping

(Div. 5.5.)

Landscape surface ratio (min)	n/a
Plant units (min)	n/a

Fencing

Height in any street or side yard (max)	4'
Height in rear yard (max)	6'
Setback from pedestrian frontage (min)	1'
Setback from side or rear lot line (min)	0'

Parking Setbacks

(Sec. 9.4.8.)

Primary street, above ground (min)	30'
Secondary street, surface parking (min)	30'
Secondary street, tuck-under, enclosed, or structured parking screened by bldg. (min)	0'

Access

Curb cut width (max)	24'
----------------------	-----

C. Allowed Uses and Use Standards

Standards applicable to use are provided below. Where a cross-reference is listed see the referenced division or section for additional standards. Allowed uses are listed in subsection 1. Uses that are not listed are prohibited unless a similar use determination is made pursuant to 6.1.2.C. All standards in Article 6, are applicable unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Residential Uses					
Attached Single-Family Unit Attached Dwelling (6.1.4.C.)	B	8,000 sf habitable excluding basement	n/a	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	0.000017*sf + (Exp(-14.17 + 1.59*Ln(sf)))/2.176
Apartment (6.1.4.D.)	B				
Dormitory (6.1.4.F.)	C	n/a	n/a	0.251/bed	exempt
Group Home (6.1.4.G.)	C	n/a	n/a	0.5/bed	exempt
Lodging					
Conventional Lodging (6.1.5.B.)	B (LO)	n/a	n/a	0.75/room	0.102 * rooms
Short-term Rental Unit (6.1.5.C.)	B (LO)	n/a	n/a	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	0.102 * rooms
Commercial Uses					
Office (6.1.6.B.)	B	n/a	n/a	1.65/1,000 sf	0.000247 * sf
Retail (6.1.6.C.)	B	12,500 sf excluding basement storage	n/a	2.25/1,000 sf	0.000216 * sf
Service (6.1.6.D.)	B		n/a	1.5/1,000 sf	0.000216 * sf
Restaurant/Bar (6.1.6.E.)	B		n/a	1/110 sf dining area + 1/60 sf bar area	0.000599 * sf
Amusement/Recreation					
Amusement (6.1.7.B.)	B	n/a	n/a	1/60 sf seating area or independent calculation	0.000216 * sf
Developed Recreation (6.1.7.D.)	B	n/a	n/a	3.37/1,000 sf	independent calculation
Outfitter/Tour Operator (6.1.7.E.)	C	n/a	n/a	independent calculation	independent calculation
Institutional Uses					
Assembly (6.1.8.B.)	C	n/a	n/a	independent calculation	independent calculation
Day Care/Education (6.1.8.C.)	B	n/a	n/a	independent calculation	independent calculation
Transportation/Infrastructure					
Parking (6.1.10.B.)	C	n/a	n/a	n/a	0.000123 * sf

Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.2.) C = Conditional Use Permit (Sec. 8.4.3.) (LO) = Lodging Overlay Only

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Utility Facility (6.1.10.C.)	C	n/a	n/a	0.5/employee + 0.5/stored vehicle	0.000123 * sf
Wireless Communications Facilities (6.1.10.D.)					
Minor	B	n/a	n/a	0.5/employee + 0.5/stored vehicle	0.000123 * sf
Accessory Uses					
Accessory Residential Unit (6.1.11.B.)	B	n/a	n/a	1/DU	exempt
Home Occupation (6.1.11.D.)	B	n/a	n/a	n/a	exempt
Family Home Daycare (6.1.11.F.)	B	n/a	n/a	0.5/employee + 0.5 off-street pick-up/drop-off	exempt
Temporary Uses					
Christmas Tree Sales (6.1.12.B.)	Y	n/a	n/a	0.5/1,000 sf outdoor display area + 0.5/employee	exempt
Farm Stand (6.1.12.E.)	B	n/a	n/a	2.5/1,000 sf display area	exempt

Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.2.) C = Conditional Use Permit (Sec. 8.4.3.)
(LO) = Lodging Overlay Only

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Outdoor Storage	Prohibited
Freestanding storage units (trailers, sheds, "Bully Barns", tarpaulin structures, etc.) not made a permanent part of a structure	Prohibited
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure	Required
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision are provided below. Where a cross-reference is provided see the referenced division or section for additional standards. All standards in [Article 7](#), are applicable unless stated otherwise.

1. Allowed Subdivision and Development Options				
Option		Lot Size (min)		Standards
Allowed Subdivision Options				
Land Division		5,000 sf		Sec. 7.2.3.
Townhouse Condominium Subdivision		n/a		Sec. 7.2.4.
2. Residential Subdivision Requirements				
Schools and Parks Exaction				
Schools exaction		.020 acres per 1- or 2-family unit dwelling .015 acres per multi-family unit dwelling		
Parks exaction		9 acres per 1,000 resident		
3. Infrastructure				
Transportation Facilities				(Div. 7.6.)
Access				required
Right-of-way for Minor Local Road (min)				60'
Paved travel way for Minor Local Road (min)				20'
Required Utilities				(Div. 7.7.)
Water				public
Sewer				public
4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Development Option Plan (Sec. 8.5.3.)	Subdivision Plat (Sec. 8.5.4.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X
Condominium/Townhouse				
X				

D. Development Options and Subdivision

Standards applicable to development options and subdivision are provided below. Where a cross-reference is provided see the referenced division or section for additional standards. All standards in [Article 7](#) are applicable unless stated otherwise.

1. Allowed Subdivision and Development Options				
Option	Lot Size (min)	Standards		
Allowed Subdivision Options				
Land Division	5,000 sf	Sec. 7.2.3.		
Townhouse Condominium Subdivision	n/a	Sec. 7.2.4.		
2. Residential Subdivision Requirements				
Schools and Parks Exaction				
Schools exaction	.020 acres per 1- or 2-family unit dwelling .015 acres per multi-family unit dwelling			
Parks exaction	9 acres per 1,000 resident			
3. Infrastructure				
Transportation Facilities		(Div. 7.6.)		
Access		required		
Right-of-way for Minor Local Road (min)		60'		
Paved travel way for Minor Local Road (min)		20'		
Required Utilities		(Div. 7.7.)		
Water		public		
Sewer		public		
4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Development Option Plan (Sec. 8.5.3.)	Subdivision Plat (Sec. 8.5.4.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X
Condominium/Townhouse				
				X

3. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.)
Outdoor Storage	Prohibited
Freestanding storage units (trailers, sheds, "Bully Barns", tarpaulin structures, etc.) not made a permanent part of a structure	Prohibited
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure	> 4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision are provided below. Where a cross-reference is provided see the referenced division or section for additional standards. All standards in [Article 7](#) are applicable unless stated otherwise.

1. Allowed Subdivision and Development Options		
Option	Lot Size (min)	Standards
Allowed Subdivision Options		
Land Division	5,000 sf	Sec. 7.2.3.
Townhouse Condominium Subdivision	n/a	Sec. 7.2.4.
2. Residential Subdivision Requirements		
Schools and Parks Exaction		
Schools exaction	.020 acres per 1- or 2-family unit .015 acres per multi-family unit	dwelling dwelling
Parks exaction	9 acres per 1,000 resident	
3. Infrastructure		
Transportation Facilities		(Div. 7.6.)
Access		required
Right-of-way for Minor Local Road (min)		60'
Paved travel way for Minor Local Road (min)		20'
Required Utilities		(Div. 7.7.)
Water		public
Sewer		public

1. Allowed Uses				2. Use Requirements	
Use	Permit	BSA (min)	Density (max)	Parking (min) (Div. 6.2.) (E.1)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Transportation/Infrastructure					
Utility Facility (6.1.10.C.)	C	0 sf	n/a	1/employee + 1/stored vehicle	0.000123 * sf
Wireless Communications Facilities (6.1.10.D.)					
Minor	B	0 sf	n/a	1/employee + 1 per stored vehicle	0.000123 * sf
Major	C	0 sf	n/a		
Heliport (6.1.10.E.)	C	0 sf	n/a	7/daily aircraft movement	0.000123 * sf
Accessory Uses					
Accessory Residential Unit (6.1.11.B.)	C	0 sf	n/a	1.25/DU	exempt
Home Occupation (6.1.11.D.)	B	0 sf	n/a	n/a	exempt
Family Home Daycare (6.1.11.F.)	B	0 sf	n/a	1/employee + 1 off-street pick-up/drop-off	exempt
Home Daycare Center (6.1.11.G.)	C	0 sf	n/a	1/employee + 2 off-street pick-up/drop-off	exempt
Temporary Uses					
Christmas Tree Sales (6.1.12.B.)	Y	0 sf	n/a	1/1,000 sf outdoor display area + 1/employee	exempt
Real Estate Sales Office (6.1.12.C.)	B	0 sf	n/a	3.3/1,000 sf	exempt
Temp. Gravel Extraction and Processing (6.1.12.F.)	B	0 sf	n/a	1/employee	exempt

Y=Use allowed, no use permit required, B=Basic Use Permit (Sec. 8.4.2.), C=Conditional Use Permit (Sec. 8.4.3.)

3. Maximum Scale of Use	
Individual Use (floor area) (max)	
Accessory residential unit	800 sf habitable
4. Operational Standards	
Outdoor Storage	(Sec. 6.4.1.) (E.3.b)
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure required	> 4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision in the BP-ToJ zone are provided or referenced below. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the BP-ToJ zone. This Subsection is intended to indicate all of the development option and subdivision standards applicable in the BP-ToJ zone, however, all standards in [Article 7](#), are applicable in the BP-ToJ zone, unless stated otherwise.

1. Allowed Subdivision and Development Options				
Option		Lot Size (min)		Standards
Allowed Subdivision Options				
Land Division		10,000 sf		(Sec. 7.2.3.)
Condominium/Townhouse		n/a		(Sec. 7.2.4.)
2. Residential Subdivision Requirements				
Schools and Parks Exaction				
Schools exaction		.020 acres per 1- or 2-family unit dwelling .015 acres per multi-family unit dwelling		
Parks exaction		9 acres per 1,000 resident		
3. Infrastructure				
Transportation Facilities				(Div. 7.6.)
Access (E.3.a)				required
Right-of-way for Minor Local Road (min)				60'
Paved travel way for Minor Local Road (min)				20'
Required Utilities				(Div. 7.7.)
Water				public
Sewer				public
4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Development Option Plan (Sec. 8.5.3.)	Subdivision Plat (Sec. 8.5.4.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X
Condominium/Townhouse				X

E. Additional Zone-specific Standards

The following standards apply in addition to all other standards applicable in the BP-ToJ zone.

- 1. Parking for Industrial Uses.** Off-street parking facilities shall be located within 500 feet of the structure the parking is to serve. Off-site parking must be permanent. Leaseholds are not acceptable.

3. Maximum Scale of Use

not applicable

4. Operational Standards

Outside Storage (Sec. 6.4.1.)

Refuse and Recycling (Sec. 6.4.2.)

Trash and recycling enclosure required >4 DUs and all nonresidential

Noise (Sec. 6.4.3.)

Max sound level at property line 55 DBA

Vibration (Sec. 6.4.4.)

Electrical Disturbances (Sec. 6.4.5.)

Fire and Explosive Hazards (Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision in the MHP-ToJ zone are provided or referenced below. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the MHP-ToJ zone. This Subsection is intended to indicate all of the development option and subdivision standards applicable in the MHP-ToJ zone, however, all standards in [Article 7](#), are applicable in the MHP-ToJ zone, unless stated otherwise.

1. Allowed Subdivision and Development Options

Option	BSA (min)	Lot Size (min)	Density (max)	FAR (max)	Height (max)	Option Standards
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Allowed Subdivision Options	subdivision prohibited					
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Allowed Development Options						
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Mobile Home Park	n/a	see Sec. 7.1.3 , for standards			18'	(Sec. 7.1.3)
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2. Residential Subdivision Requirements

Schools and Parks Exactions (Div. 7.5.)

School Exaction	.020 acres per 1- or 2-family unit dwelling
	.015 acres per multi-family unit dwelling

Park Exaction	9 acres per 1,000 resident
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3. Infrastructure

Transportation Facilities (Div. 7.6.)

Access	required
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Right-of-way for a Minor Local Road (min)	60'
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Paved travel way for a Minor Local Road (min)	20'
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Required Utilities (Div. 7.7.)

Water	public
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Sewer	public
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Div. 3.3. Rural Area Legacy Zones

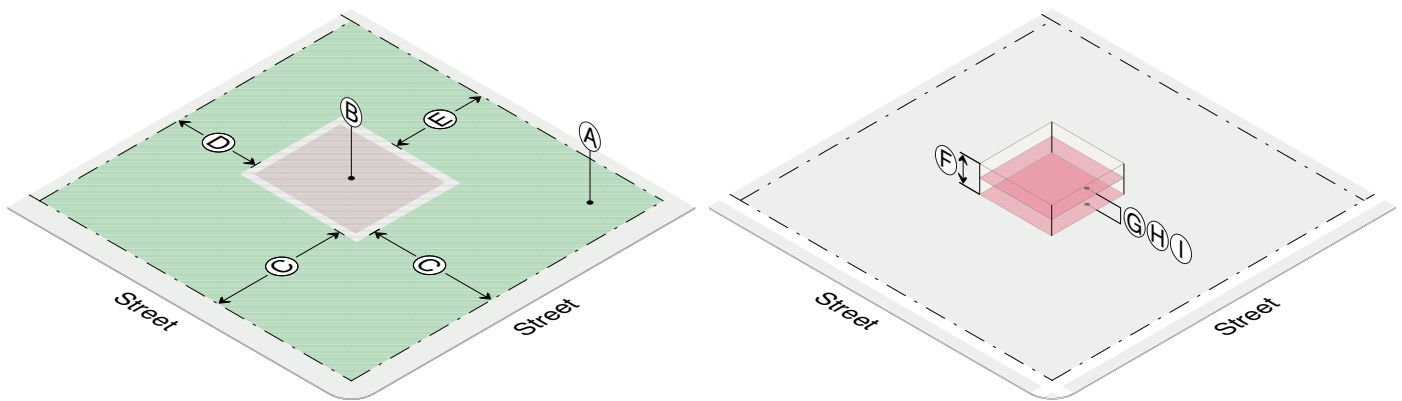
3.3.1. Rural Residential-Town (R-ToJ) (7/18/18, Ord. 1198)

A. Intent

The purpose of the Rural Residential-Town (R-ToJ) Zone classification is to preserve the existing character in rural areas of the Town, typified by expansive open areas, natural features and resources, and agricultural lands.

B. Physical Development

Standards applicable to physical development in the R-ToJ zone are provided or referenced below. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the R-ToJ zone. This Subsection is intended to indicate all of the physical development standards applicable in the R-ToJ zone, however, all standards in [Article 5](#), are applicable in the R-ToJ zone, unless stated otherwise.



1. Structure Location and Mass

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
	LSR (min)	Lot Coverage (max)	Street Setback (min)	Side Setback (min)	Rear Setback (min)	Height (max)	Stories (max)	Stories (LO) (max)	FAR (max)
Detached Single-family unit Detached Dwelling	n/a	E.1, E.2	50'	30'	40'	30'	2	3	n/a
Other principal uses	n/a	n/a	50'	30'	40'	35'	2	3	n/a
Accessory uses	See standards for primary use with which associated (E.5)								

Exceptions

Residential Projections. Covered and uncovered decks, porches and balconies may encroach into a front yard by not more than 6 feet. Cornices, canopies, eaves, decks, porches, bay windows, chimneys and similar architectural features may encroach into a side or rear yard by not more than 4 feet. Fire escapes may extend into a side or rear yard by not more than 4 feet. Patios which are at grade may extend to any portion of a side or rear yard.

Detached Accessory Structure Separation. 10'

C. Allowed Uses and Use Standards

Standards applicable to uses in the R-ToJ zone are provided or referenced below. Allowed uses are listed in Subsection

1. Uses that are not listed are prohibited, unless a similar use determination is made pursuant to 6.1.2.D. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the R-ToJ zone. This Subsection is intended to indicate all of the use standards applicable in the R-ToJ zone, however, all standards in Article 6. are applicable in the R-ToJ zone, unless stated otherwise.

1. Allowed Uses				2. Use Requirements	
Use	Permit	BSA (min)	Density (max)	Parking (min) (Div. 6.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Open Space					
Agriculture (6.1.3.B.)	B	0 ac	n/a	n/a	exempt
Outdoor Recreation (6.1.3.C.)	C	0 ac	n/a	independent calculation	independent calculation
Residential					
Detached Single-Family Unit Detached Dwelling (6.1.4.B.)	Y	0 ac	1 unit per lot	2/DU	0.000017*sف + (Exp(-15.49 + 1.59*Ln(sف)))/2.176
Dormitory (6.1.4.F.)	C	0 ac	7 rooms per acre	1/bed	exempt
Group Home (6.1.4.G.) (E.3)	C	0 ac	7 rooms per acre	0.5/bed	exempt
Commercial					
Nursery (6.1.6.H.)	C	0 ac.	n/a	2 per 1,000 sf + 1 per 4,000 sf outdoor display area + 1 per employee	0.000431*sف
Institutional					
Assembly (6.1.8.B.)	C	0 ac	n/a	independent calculation	independent calculation
Transportation/Infrastructure					
Utility Facility (6.1.10.C.)	C	0 ac	n/a	1/employee + 1/stored vehicle	0.000123 * sf
Wireless Communications Facilities (6.1.10.D.)				1/employee + 1 per stored vehicle	
Minor	B	0 sf	n/a		0.000123 * sf
Accessory Uses					
Accessory Residential Unit (6.1.11.B) (E.5)	B	0 sf	1 unit per lot	1/bedroom	exempt
Home Occupation (6.1.11.D.)	B	0 ac	n/a	n/a	exempt
Home Business (6.1.11.E.)	C	0 ac	n/a	1/employee	exempt

Y=Use allowed, no use permit required B=Basic Use Permit (Sec. 8.4.2.) C=Conditional Use Permit (Sec. 8.4.3.)

1. Allowed Uses				2. Use Requirements	
Use	Permit	BSA (min)	Density (max)	Parking (min) (Div. 6.2.)	Affordable Workforce Housing Units (min) (Div. 6.3.)
Family Home Daycare (6.1.11.F.)	B	--	n/a	1/employee + 1 off-street pick-up/drop-off	exempt
Temporary Uses					
Christmas Tree Sales (6.1.12.B.)	Y	0 ac	n/a	1 per 1,000 sf outdoor display area + 1 per employee	exempt
Farm Stand (6.1.12.E.)	B	0 ac	n/a	5 per 1,000 sf display area	exempt
Real Estate Sales Office (6.1.12.C.)	B	0 ac	n/a	3.3/1,000 sf	exempt
Temporary Shelter (6.1.12.D.)	B	0 ac	1 unit per lot	2/DU	exempt
Temp. Gravel Extraction and Processing (6.1.12.F.)	B	0 ac	n/a	1/employee	exempt

Y=Use allowed, no use permit required B=Basic Use Permit (Sec. 8.4.2.) C=Conditional Use Permit (Sec. 8.4.3.)

3. Maximum Scale of Use

Individual Use (floor area) (max)

~~Single family unit (detached)~~ Detached Dwelling

Habitable floor area excluding basement	8,000 sf
Gross floor area excluding basement	10,000 sf
Accessory Residential Unit	
Detached ARU on Lot < 18,000 sf	500 sf habitable
All other ARUs	800 sf habitable

4. Operational Standards

Outdoor Storage	(Sec. 6.4.1.)
Refuse and Recycling	(Sec. 6.4.2.)
Trash & recycling enclosure required	> 4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Sound level at property line (max)	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options and Subdivision

Standards applicable to development options and subdivision in the R-ToJ zone are provided or referenced below. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the R-ToJ zone. This Subsection is intended to indicate all of the development option and subdivision standards applicable in the R-ToJ zone, however, all standards in Article 7, are applicable in the R-ToJ zone, unless stated otherwise.

1. Allowed Subdivision and Development Options				
Option	Lot Size (min)	Standards		
Allowed Subdivision Options				
Land Division	12,000 sf	(Sec. 7.2.3.)		
2. Residential Subdivision Requirements				
Schools and Parks Exaction				
Schools exaction	.020 acres per 1- or 2-family unit dwelling .015 acres per multi-family unit dwelling			
Parks exaction	9 acres per 1,000 resident			
3. Infrastructure				
Transportation Facilities		(Div. 7.6.)		
Access		required		
Right-of-way for Minor Local Road (min)		60'		
Paved travel way for Minor Local Road (min)		20'		
Required Utilities		(Div. 7.7.)		
Water		public		
Sewer		public		
4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Development Option Plan (Sec. 8.5.3.)	Subdivision Plat (Sec. 8.5.4.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X
Condominium/Townhouse				
				X

E. Additional Zone-specific Standards

The following standards apply in addition to all other standards applicable in the R-ToJ zone.

- For lots in developments with required open space, the lot coverage shall be calculated for the entire project area and allocated to each lot at the time a Development Plan is approved.
- Impervious Surface Coverage for Residential Lots

4. Nuisance Standards		
Outside Storage		(Sec. 6.4.1.)
Refuse and Recycling		(Sec. 6.4.2.)
Trash and recycling enclosure required		>4 DUs and all nonresidential
Noise		(Sec. 6.4.3.)
Max sound level at property line		65 DBA
Vibration		(Sec. 6.4.4.)
Electrical Disturbances		(Sec. 6.4.5.)
Fire and Explosive Hazards		(Sec. 6.4.6.)

D. Development Options

Standards applicable to development options and subdivision in the P/SP-ToJ zone are provided or referenced below. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the P/SP-ToJ zone. This Subsection is intended to indicate all of the development option and subdivision standards applicable in the P/SP-ToJ zone, however, all standards in Article 7, are applicable in the P/SP-ToJ zone, unless stated otherwise.

1. Allowed Subdivision and Development Options		
Option	Lot Size (min)	Standards
Allowed Subdivision Options		
Land Division	n/a	(Sec. 7.2.3.)
Condominium/Townhouse	n/a	(Sec. 7.2.4.)
2. Residential Subdivision Requirements		
Schools and Parks Exactions		
Schools exaction	.020 acres per 1- or 2-family unit dwelling .015 acres per multi-family unit dwelling	
Parks exaction	9 acres per 1,000 resident	
3. Infrastructure		
Transportation Facilities		(Div. 7.6.)
Access		required
Required Utilities		(Div. 7.7.)
Water		public
Sewer		public

3. Maximum Scale of Use	
not applicable	
4. Nuisance Standards	
Outside Storage	(Sec. 6.4.1.)
Refuse and Recycling	(Sec. 6.4.2.)
Trash and recycling enclosure required	>4 DUs and all nonresidential
Noise	(Sec. 6.4.3.)
Max sound level at property line	65 DBA
Vibration	(Sec. 6.4.4.)
Electrical Disturbances	(Sec. 6.4.5.)
Fire and Explosive Hazards	(Sec. 6.4.6.)

D. Development Options

Standards applicable to development options and subdivision in the P-ToJ zone are provided or referenced below. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the P-ToJ zone. This Subsection is intended to indicate all of the development option and subdivision standards applicable in the P-ToJ zone, however, all standards in [Article 7.](#) are applicable in the P-ToJ zone, unless stated otherwise.

1. Allowed Subdivision and Development Options						
Option	BSA (min)	Lot Size (min)	Density (max)	FAR (max)	Height (max)	Option Standards
Allowed Subdivision Options						
Land Division	n/a	n/a	n/a	determined by physical development		(Sec. 7.2.3.)
Condominium/Townhouse	n/a	n/a	n/a	determined by physical development		(Sec. 7.2.4.)
2. Residential Subdivision Requirements						
Schools and Parks Exactions						
Schools exaction				0.02 acres per 1- or 2-family unit dwelling		
				0.015 acres per multi-family unit dwelling		
Parks exaction				9 acres per 1,000 resident		
3. Infrastructure						
Transportation Facilities						
Access						required
Required Utilities						
Water						public
Sewer						public

Div. 5.4. Natural Hazard Protection Standards

The purpose of this Division is to limit development in naturally hazardous areas. Development in hazardous areas threatens the health, safety and welfare of human inhabitants, steep slopes, poor soils, avalanche chutes, floodplains, dense forest and areas along fault lines offer unique opportunities for interaction with the environment, but when natural events do occur in these areas the results can be disastrous.

5.4.1. Steep Slopes (7/18/18, Ord. 1197)

A. Slopes in Excess of 25%

No physical development shall be permitted on natural slopes in excess of 25%.

B. Exceptions

1. **Manmade Slopes.** Physical development on manmade slopes is permitted, provided that the proposed finish grade complies with all other applicable standards of these LDRs.
2. **Small Slopes.** Physical development of isolated slopes that cover less than 1,000 square feet and have less than 10 feet of elevation change is permitted.
3. **Essential Access.** Physical development of steep slopes is permitted to provide essential access for vehicles and/or utilities when no other alternative access exists.

C. Standards in Hillside Areas

The purpose of this Section is to provide requirements, standards, criteria, and review procedures which are supplementary to those found elsewhere in these LDRs, and which apply only to hillside areas of the Town of Jackson.

1. **Definition.** For purposes of this Section, hillside areas within the Town of Jackson shall be defined as any lot of record which has an average cross-slope (in any direction) of 10% or greater. This definition shall include any lot of record upon which proposed physical development, use, development option, or subdivision may affect any portion of said lot of record having a slope of 10% or greater, even though the average cross-slope of the subject property may be less than 10%.
2. **Applicability and Exceptions.** The requirements and procedures of this Subsection shall apply when any hillside area is proposed for subdivision, lot split, or development or terrain disturbance of any kind, including a building permit. The only exception shall be in the case of a detached ~~dwelling single-family unit~~ on a lot which has been legally platted prior November 9, 1994.
3. **Conditional Use Permit Required.** Prior to any terrain disturbance, removal of vegetation, or any physical development, use, development option, or subdivision, a Conditional Use Permit shall be required.

Div. 5.5. Landscaping Standards

5.5.1. Purpose (1/1/15, Ord. 1074)

A. General Purpose

The purpose of these landscaping standards is to assist in maintaining the character of the zones by providing minimum planting, buffering, and screening around and within physical development. Landscape surface area and/or plant units are required for both residential and nonresidential use based upon the zone in which the use is located.

5.5.2. Landscape Plan (1/1/15, Ord. 1074)

A. General

A landscape plan shall be submitted for review, along with the appropriate application for a physical development permit for all physical development except that detached ~~dwelling~~ ~~single-family units~~ shall be exempted from the provisions of this Section, but shall be landscaped in accordance with the remaining standards of this Division.

B. Standards

The landscape plan shall comply with the following standards.

1. **Landscape Architect Required.** A landscape plan shall be prepared by a landscape architect registered in the State of Wyoming.
2. **Approval and Bond Required.** Prior to issuance of any physical development permit that requires a landscape plan, a performance bond for completion of the approved landscape plan shall be submitted to the Planning Director pursuant to Sec. 8.2.11.

C. Requirements of Landscape Plan

The landscape plan shall include the following elements.

1. **Mapping of Existing Vegetation.** A map identifying all deciduous trees of 3 inches in caliper or greater, and all coniferous trees of 3 inches in caliper or greater, within an area proposed for clearing and within 25 feet of any area to be cleared. In addition, all trees or shrubs proposed to be retained and counted towards complying with the landscaping standards of this Division shall be mapped. This mapping requirement may be combined with the mapping completed pursuant to Sec. 8.2.2.
2. **Calculation to Determine Required Landscaping.** A summary of all calculations used to determine the total amount of landscaping required.
3. **Plant Schedule.** A plant schedule, identifying symbols, quantity, size, and type of all proposed landscaping and existing vegetation that is proposed for credit.

4. **Planting Plan.** The planting plan shall indicate the location of all proposed landscaping and existing landscaping that is proposed for credit.
5. **Irrigation Statement.** An irrigation statement describing how plant material will be irrigated for a minimum 2 year period or until plant establishment.
6. **Erosion Control.** A description of how erosion is to be controlled on-site, both permanently and during construction.
7. **Cost Estimates.** Cost estimates to implement the landscape plan.

5.5.3. Required Plant Units (7/18/18, Ord. 1197)

A. General

1. **Sum of All Requirements.** The plant units required shall be the sum of all of the plant units prescribed by the standards of this Section.

EXAMPLE: A nonresidential development with a parking lot shall provide the plant units required for the nonresidential development and the plant units required for the parking lot.

2. **Measurement.** One plant unit shall be the minimum amount provided by any development; fractional plant units of one-half or more shall be treated as a requirement of one plant unit.
3. **Credit for Existing Vegetation.** Retention of existing vegetation is encouraged. Any retained existing plant material which satisfies, or with 5 years of growth would satisfy, the required plant units shall be counted towards satisfying the required plant units.

B. Requirements

Except as specified below, plant units shall be provided at a rate of one plant unit per 1,000 square feet of required landscaped surface area.

1. **Nonresidential in the R-ToJ.** Nonresidential development in the R-ToJ zone shall be provided at a rate of one plant unit per 1,000 square feet of gross floor area.
2. **Residential in Legacy Zones.** All new residential development in a Legacy Zone (Div. 2.3. & Div. 3.3.) shall provide one plant unit per dwelling unit.
3. **Location of Plant Units in Single Dwelling Single-Family Subdivisions.** For residential development within single dwelling single-family subdivisions, the landscaping required per dwelling unit shall be located on each lot of record.

- c. A residential unit(s) that is a Registered Historic Resource structure, or that is contained within such a structure, shall not count as a dwelling unit for the purpose of maximum density limitations.

4. Minimum Lot Size

The minimum lot size limit on a property with a structure listed on the Jackson Historic Register may be eliminated for the purpose of separating the historic property on an individual lot. However, all resulting lots shall meet all applicable requirements of the LDRs with the exception that the Registered Historic Resource may be as close as 5 feet from any newly created rear setback. In addition, the Registered Historic Resource shall be protected in perpetuity on the lot (repositioning allowed) by the recordation of an historic preservation easement.

5. Workforce Housing Mitigation

- a. Uses within a Registered Historic Resource are exempt from the affordable workforce housing mitigation requirements in Div. 6.3. (see 6.3.2.C.3 for full text).
- b. Any addition to a Registered Historic Resource that receives approval of a Certificate of Appropriateness shall be exempt from the affordable workforce housing mitigation requirements in Div. 6.3. (see 6.3.2.C.3 for full text).
- c. For any property with a Registered Historic Resource, the landowner may transfer or sell any unused housing mitigation credits to another property in the TS-1, TS-2, DC-1, DC-2, CR-1, CR-2, CR-3, BP, NM-2, or NH-1 zone. To calculate the amount of the credit, the Town will assume the following:
 - 1) for a residential zone, the credit assumes 100% Detached **Single-family Dwelling** development; 2) for a mixed-use zone, the credit assumes 100% Retail development.

EXAMPLE: For a 7,500 sf property with a 1.3 FAR and existing 1,500 sf historic structure, the housing mitigation credit would be calculated as follows: 9,750 sf (total FAR) sf of credit available to be transferred (i.e., floor area of existing historic structure is not counted). This 9,750 sf then needs to be converted to a mitigation requirement assuming 100% Retail development. Using the Town's workforce housing calculator, this yields a total credit of approximately 2.1 mitigation units.

6. Transfer of Development Rights (TDR) for Historic Preservation

Properties with a Registered Historic Resource may transfer or sell unused floor area (Transferred Floor Area) to another eligible property according to the standards in this subsection.

Use Schedule: Town Character Zones															
USE CATEGORY	Complete Neighborhood Zones													Rural Area Zones	Def/ Stds
Specific Use	NL-1	NL-2	NL-3	NL-4	NL-5	NM-1	NM-2	NH-1	DC	CR-1	CR-2	CR-3	OR	n/a	
Open Space															<u>6.1.3</u>
Agriculture	B	B	B	B	B	B	--		--	--	--	--	--	--	<u>6.1.3.B</u>
Outdoor Recreation	--	--	--	--	--	--	--	--	--	--	--	--	--	--	<u>6.1.3.C</u>
Residential															<u>6.1.4</u>
Detached Single-Family Unit Detached Dwelling	Y	Y	Y	Y	Y ^z	Y	Y	Y	--	--	--	--	--	--	<u>6.1.4.B</u>
Attached Single-Family Unit Attached Dwelling	--	--	--	--	--B^z	B	B ^z	B	B	B	B	B	B	--	<u>6.1.4.C</u>
Apartment	--	--	--	--	B ^z	B	B ^z	B	B	B	B	B	B	--	<u>6.1.4.D</u>
Mobile Home	--	--	--	--	--	--	--	--	--	--	--	--	--	--	<u>6.1.4.E</u>
Dormitory	--	--	--	--	E	E	B	E	E	E	E	B	E	--	<u>6.1.4.F</u>
Group Home	C ^z	C ^z	--	--	C	C	B	C	C	C	C	C	C	--	<u>6.1.4.G</u>
Lodging															<u>6.1.5</u>
Conventional Lodging	--	--	--	--	--	--	--	--	B(LO)	B(LO)	B(LO)	--	--	--	<u>6.1.5.B</u>
Short-Term Rental Unit	--	--	--	--	--	--	--	--	B(LO)	B(LO)	B(LO)	--	--	--	<u>6.1.5.C</u>
Commercial															<u>6.1.6</u>
Office	--	--	--	--	--	--	--	--	B	B	B	B	B	--	<u>6.1.6.B</u>
Retail	--	--	--	--	--	--	--	--	B	B	B	B	B ^z	--	<u>6.1.6.C</u>
Service	--	--	--	--	--	--	--	--	B	B	B	B	B ^z	--	<u>6.1.6.D</u>
Restaurant/Bar	--	--	--	--	--	--	--	--	B	B	B	B	--	--	<u>6.1.6.E</u>
Heavy Retail/Service	--	--	--	--	--	--	--	--	--	--	--	C	--	--	<u>6.1.6.F</u>
Mini-Storage Warehouse	--	--	--	--	--	--	--	--	--	--	--	B	--	--	<u>6.1.6.G</u>
Nursery	--	--	--	--	--	--	--	--	--	--	--	C	--	--	<u>6.1.6.H</u>
Amusement/Recreation															<u>6.1.7</u>
Amusement	--	--	--	--	--	--	--	--	B	B	B	B	--	--	<u>6.1.7.B</u>
Developed Recreation	--	--	--	--	--	--	--	--	B	B	B	B	--	--	<u>6.1.7.D</u>
Outfitter/Tour Operator	--	--	--	--	--	--	--	--	C	B	B	B	--	--	<u>6.1.7.E</u>
Adult Entertainment Business	--	--	--	--	--	--	--	--	--	--	--		--	--	<u>6.1.7.F</u>
Institutional															<u>6.1.8</u>
Assembly	C	C	--	--	C	--	C	C	C	C	C	C	C	--	<u>6.1.8.B</u>
Daycare/Education	--	--	--	--	--	--	--	--	B	B	B	B	B	--	<u>6.1.8.C</u>

Y = Use allowed, no use permit required (LO) = Only allowed in Lodging Overlay -- = Use not allowed

B = Basic Use Permit required C = Conditional Use Permit required S = Special Use Permit required

^z = Use subject to zone specific standards

Use Schedule: Town Character Zones															
USE CATEGORY	Complete Neighborhood Zones													Rural Area Zones	Def/ Stds
Specific Use	NL-1	NL-2	NL-3	NL-4	NL-5	NM-1	NM-2	NH-1	DC	CR-1	CR-2	CR-3	OR	n/a	
Industrial															<u>6.1.9</u>
Light Industry	--	--	--	--	--	--	--	--	--	--	--	B ^z	--	--	<u>6.1.9.B</u>
Heavy Industry	--	--	--	--	--	--	--	--	--	--	--	--	--	--	<u>6.1.9.C</u>
Disposal	--	--	--	--	--	--	--	--	--	--	--	--	--	--	<u>6.1.9.D</u>
Transportation/Infrastructure															<u>6.1.10</u>
Parking	--	--	--	--	--	--	--	--	C	C	C	C	--	--	<u>6.1.10.B</u>
Utility Facility	C	C	C	C	C	C	C	C	C	C	C	C	C	--	<u>6.1.10.C</u>
Wireless Communication Facilities															
Minor	B	B	B	B	B	B	B	B	B	B	B	B	B	--	<u>6.1.10.D</u>
Major	--	--	--	--	--	--	--	--	--	--	--	--	--	--	
Heliport	--	--	--	--	--	--	--	--	--	--	--	C	--	--	<u>6.1.10.E</u>
Accessory Uses															<u>6.1.11</u>
Accessory Residential Unit	B ^z	B ^z	B ^z	B ^z	--	B ^z	--	--	B	B	B	B	B	--	<u>6.1.11.B</u>
Bed and Breakfast	--	--	--	--	--	--	--	--	--	--	--	--	--	--	<u>6.1.11.C</u>
Home Occupation	B	B	B	B	B	B	B	B	B	B	B	B	B	--	<u>6.1.11.D</u>
Home Business	C	C	C	C	C	C	C	C	--	--	--	--	--	--	<u>6.1.11.E</u>
Family Home Daycare	B	B	B	B	B	B	B	B	B	B	B	B	B	--	<u>6.1.11.F</u>
Home Daycare Center	C	C	--	--	C	--	C	C	--	--	--	--	--	--	<u>6.1.11.G</u>
Drive-In Facility	--	--	--	--	--	--	--	--	--	--	--	B	--	--	<u>6.1.11.H</u>
Temporary Uses															<u>6.1.12</u>
Christmas Tree Sales	--	--	--	--	--	--	--	--	Y	Y	Y	Y	--	--	<u>6.1.12.B</u>
Real Estate Sales Office	--	--	--	--	--	--	--	--	--	--	--	--	--	--	<u>6.1.12.C</u>
Temporary Shelter	B	B	B	B	B	B	B	B	--	--	--	--	--	--	<u>6.1.12.D</u>
Farm Stand	--	--	--	--	--	--	--	--	B	B	B	B	--	--	<u>6.1.12.E</u>
Temp. Gravel Extraction and Processing	B	B	B	B	B	B	B	B	--	--	--	--	--	--	<u>6.1.12.F</u>

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Use Schedule: Town Legacy Zones								
USE CATEGORY	Complete Neighborhood Zones				Rural Area Zones	Civic Zones		Def/ Stds
Specific Use	TS	UC	BP-ToJ	MHP-ToJ	R-ToJ	P/SP-ToJ	P-ToJ	
Open Space								<u>6.1.3</u>
Agriculture	--	--	--	--	B	Y	Y	<u>6.1.3.B</u>
Outdoor Recreation	--	--	C	--	C	C	C	<u>6.1.3.C</u>
Residential								<u>6.1.4</u>
Detached Single-Family Unit Detached Dwelling	--	Y	--	--	Y	--	--	<u>6.1.4.B</u>
Attached Single-Family Unit Attached Dwelling	--	B ^z	--	--	--	--	--	<u>6.1.4.C</u>
Apartment	--	B ^z	--	--	--	--	--	<u>6.1.4.D</u>
Mobile Home	--	--	--	B ^z	--	--	--	<u>6.1.4.E</u>
Dormitory	--	⊖	--	--	⊖	⊖	--	<u>6.1.4.F</u>
Group Home	--	C	--	--	C ^z	C	--	<u>6.1.4.G</u>
Lodging								<u>6.1.5</u>
Conventional Lodging	C(LO)	B(LO)	--	--	--	--	--	<u>6.1.5.B</u>
Short-Term Rental Unit	C(LO)	B(LO)	--	--	--	--	--	<u>6.1.5.C</u>
Commercial								<u>6.1.6</u>
Office	B	B	--	--	--	C	--	<u>6.1.6.B</u>
Retail	B	B	--	--	--	--	--	<u>6.1.6.C</u>
Service	B	B	--	--	--	C	--	<u>6.1.6.D</u>
Restaurant/Bar	B	B	--	--	--	--	--	<u>6.1.6.E</u>
Heavy Retail/Service	--	--	B	--	--	C	--	<u>6.1.6.F</u>
Mini-Storage Warehouse	--	--	B	--	--	C	--	<u>6.1.6.G</u>
Nursery	--	--	C	--	C	--	--	<u>6.1.6.H</u>
Amusement/Recreation								<u>6.1.7</u>
Amusement	C	C	--	--	--	--	--	<u>6.1.7.B</u>
Developed Recreation	--	B	C	--	--	C	--	<u>6.1.7.D</u>
Outfitter/Tour Operator	--	C	C	--	--	--	--	<u>6.1.7.E</u>
Adult Entertainment Business	--	--	C	--	--	--	--	<u>6.1.7.F</u>
Institutional								<u>6.1.8</u>
Assembly	--	C	C	--	C	C	--	<u>6.1.8.B</u>
Daycare/Education	--	B	C	--	--	C	--	<u>6.1.8.C</u>

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Use Schedule: Town Legacy Zones								
USE CATEGORY	Complete Neighborhood Zones				Rural Area Zones	Civic Zones		Def/ Stds
Specific Use	TS	UC	BP-ToJ	MHP-ToJ	R-ToJ	P/SP-ToJ	P-ToJ	
Industrial								<u>6.1.9</u>
Light Industry	--	--	B	--	--	C	--	<u>6.1.9.B</u>
Heavy Industry	--	--	C	--	--	C	--	<u>6.1.9.C</u>
Disposal	--	--	C	--	--	C	--	<u>6.1.9.D</u>
Transportation/Infrastructure								<u>6.1.10</u>
Parking	--	--	--	--	--	C	--	<u>6.1.10.B</u>
Utility Facility	--	C	C	C	C	C	C	<u>6.1.10.C</u>
Wireless Communication Facilities								
Minor	B	B	B	B	B	B	B	<u>6.1.10.D</u>
Major	--	--	C	--	--	C	C	
Heliport	--	--	C	--	--	C	--	<u>6.1.10.E</u>
Accessory Uses								<u>6.1.11</u>
Accessory Residential Unit	B	B	C	--	B	B	--	<u>6.1.11.B</u>
Bed and Breakfast	--	B(LO)	--	--	--	--	--	<u>6.1.11.C</u>
Home Occupation	B	B	B	B	B	B	--	<u>6.1.11.D</u>
Home Business	--	B	--	--	C	--	--	<u>6.1.11.E</u>
Family Home Daycare	--	B	B	--	B	--	--	<u>6.1.11.F</u>
Home Daycare Center	--	B	C	--	--	B	--	<u>6.1.11.G</u>
Drive-In Facility	--	B	--	--	--	--	--	<u>6.1.11.H</u>
Temporary Uses								<u>6.1.12</u>
Christmas Tree Sales	--	Y	Y	--	Y	Y	Y	<u>6.1.12.B</u>
Real Estate Sales Office	--	--	B	--	B	--	--	<u>6.1.12.C</u>
Temporary Shelter	--	B	--	B	B	--	--	<u>6.1.12.D</u>
Farm Stand	--	B	--	--	B	B	--	<u>6.1.12.E</u>
Temp. Gravel Extraction and Processing	--	B	B	B	B	B	B	<u>6.1.12.F</u>

Key: Y = Use allowed, no use permit required -- = Use not allowed ^z = Use subject to zone specific standards

(LO) = Only allowed in Lodging Overlay (OF) = Only allowed in Office Overlay

B = Basic Use Permit required C = Conditional Use Permit required S = Special Use Permit required

b. Does Not Include:

- i. Golf course

2. Standards

- a. **Operations Plan.** An outdoor recreation use shall be subject to an operations plan approved as part of its use permit. The purpose of the operations plan is to outline management practices and techniques to mitigate the impact of the use on natural resources and neighboring properties. The operations plan shall address the following, if applicable.

- i. Strategies or mitigation measures to minimize glare from night lighting; and
- ii. Hours of operation.

6.1.4. Residential Uses (7/18/18, Ord. 1198)

A. All Residential Uses

- 1. **Definition.** A residential use is a living facility, certified under the International Residential or Building Code or by HUD, that includes permanent provision for living, sleeping, eating, cooking, and sanitation.

2. Standards

- a. No residential unit or portion of a residential unit may be rented such that occupancy is limited to less than 31 days. Short-term rental of less than 31 days shall be considered a lodging use subject to the standards of Sec. 6.1.4. A time-share condominium is considered a residential use as long as the ownership intervals are 31 days or longer. Any ownership intervals of less duration shall be considered a lodging use.
- b. A residential unit shall have a maximum of one kitchen.
- c. Occupancy of a camping unit is not a residential use. A camping unit may only be occupied as permitted by 6.1.12.D.
- d. Occupancy Requirements for International Residential Code (IRC) Structures
 - i. Structures 3,000 square feet or less: 1 person per 200 square feet or 4 persons per bathroom, whichever is greater.
 - ii. Structures 3,001 square feet or more: 1 person per 200 square feet or 4 persons per bathroom, whichever is less.
 - iii. Bathroom shall be defined as: a space containing at least one toilet, one sink, and one bathtub or shower.

e. Occupancy Requirements for International Building Code (IBC) Structures

i. Shall be pursuant to the IBC.

B. Detached ~~Single-Family Unit Dwelling~~

1. **Definition.** A detached ~~dwelling single-family unit~~ is a single residential unit occupied by not more than one ~~family household unit~~ having no roof, wall, or floor in common with any other residential unit or nonresidential unit, except as modified below.

a. **Includes:**

- i. ~~Single-family units~~ Detached dwellings attached to accessory residential units
- ii. Detached townhouse units

C. Attached ~~Single-Family Unit Dwelling~~

1. **Definition.** An attached ~~dwelling single-family unit~~ is a residential unit occupied by not more than one ~~family household unit~~, which is connected to at least one other dwelling unit or nonresidential unit by one or more common walls.

a. **Includes:**

- i. Attached townhouse unit
- ii. Condominium

b. **Does Not Include:**

- i. Apartments
- ii. ~~Single-family units~~ Attached dwellings attached to accessory residential units

D. Apartment

1. **Definition.** An apartment is a ~~single-family unit dwelling~~ that cannot be owned as a separate, single unit.
2. **Does Not Include:**
- a. Townhouse
- b. Condominium
- c. Accessory residential unit

E. Mobile Home

1. **Definition.** A mobile home is a movable or portable dwelling unit, built on a chassis or frame, for use with or without a permanent foundation, fabricated in an off-site location, which conforms to the applicable US Housing and Urban

Development (HUD) construction and safety standards as amended, and is intended for occupancy as a ~~single-family detached~~ dwelling when connected to utility systems.

a. Includes:

- i. Manufactured home

b. Does Not Include:

- i. Camping Unit
- ii. Homes built to meet the requirements of the International Residential or Building Code

2. Standards

- a. The mobile home shall be of a color and placed or landscaped in such a way as to be visually unobtrusive.
- b. The mobile home's roof shall use nonmetallic, nonreflective materials and shall have a minimum pitch of 3 in 12.
- c. The mobile home shall be skirted.

F. ~~Dormitory~~

- 1. ~~Definition. A dormitory is a residential unit occupied by a group of unrelated people not residing as a single family.~~

a. Includes:

- i. ~~boarding houses or rooming houses~~
- ii. ~~residential facilities for students and staff of schools~~
- iii. ~~residential facilities associated with other types of instruction, education, training, and religious activity~~

2. Standards

- a. ~~Maximum density. For purposes of the density calculation, a room shall mean a sleeping room designed for an occupancy of no more than 2 people.~~

G. Group Home

- 1. Definition. A group home is a residential unit ~~occupied by more than 3 unrelated individuals~~, which typically offers shelter, medical and mental health services, and other care-related services to residents.

a. Includes:

- i. nursing homes and various assisted living centers

- i. employee apartment
 - ii. caretaker's quarters
 - iii. mother-in-law suite
 - iv. guesthouse
 - b. **Does Not Include:**
 - i. Mobile Home
2. **Primary Uses:**
- a. All open space uses
 - b. Detached Dwelling Single-Family Unit
 - c. All lodging uses
 - d. All commercial uses
 - e. All amusement and recreation uses
 - f. All institutional uses
 - g. All industrial uses
3. **Standards**
- a. **Zone Specific Standards Also Apply.** In addition to the standards of this subsection, applicable standards for an ARU may also be found in Subsection C and/or E for the Section of the Zone in which the ARU is located.
 - b. **Occupancy.** The occupancy of an ARU shall be restricted to persons that meet one of the following standards:
 - i. The occupants shall be employed within Teton County, in accordance with the Jackson/Teton County Housing Rules and Regulations; or
 - ii. The occupants shall be members of the same family household unit occupying the principal dwelling unit, such as parents or adult children; or
 - iii. The occupants shall be intermittent, nonpaying guests of the family household unit occupying the primary Detached Dwelling Single-Family Unit
 - c. **Use as Required Housing.** An accessory residential unit may be utilized to satisfy the requirements set forth in Div. 6.3, so long as it complies with the standards of Div. 6.3.

C. Bed and Breakfast

1. **Definition.** A bed and breakfast is a residential unit in which bedrooms are rented as lodging units.
2. **Primary Uses:**
 - a. Detached ~~Dwelling, single-family unit~~
3. **Standards**
 - a. A bed and breakfast shall have no more than 4 lodging units (bedrooms).
 - b. A bed and breakfast shall average no more than 8 persons per night during any 30 day period.
 - c. No more than 2 ~~family-style communal~~ meals may be provided per 24 hour period. The meals shall be for the guests of the bed and breakfast only.
 - d. The owner or manager shall reside in the dwelling unit.

D. Home Occupation

1. **Definition.** A home occupation is an accessory nonresidential use conducted entirely within a residential unit or on-site structure accessory to the residential unit. The intent of a home occupation is to give small, local businesses a place to start. Home occupations are intended to be at a residential scale; once they grow beyond a certain size they can no longer be characterized as home occupations.
 - a. **Includes:**
 - i. professional services (e.g. accountant, physician, real estate agent)
 - ii. studios (e.g. art, handcraft, music)
 - iii. tailor
 - iv. repair of furniture and small appliances
 - v. tutoring or classes
 - vi. counseling (primarily for individual persons)
2. **Primary Uses:**
 - a. All residential uses
 - b. Accessory residential unit
3. **Standards**

- c. A home business shall not have more than 3 total employees.
- d. No more than 2 persons residing off-site may be employed on the site of a home business.
- e. No more than 25% of the maximum habitable floor area of the primary dwelling unit shall be occupied by the home business; however, part or all the nonhabitable floor area in permitted accessory structures may be used for the business.
- f. All vehicles and materials must be stored within buildings.
- g. All parking shall be provided on-site, and shall be located to the rear of the structure or in another location that is visually unobtrusive.
- h. There shall be no window display or other public display of material or merchandise connected with the home business.
- i. No more than one wall sign, not to exceed two 2 square feet in area, shall be permitted.

F. **Family** Home Daycare

1. **Definition.** A **family** home daycare is the provision of care, for hire, for part of a day, in a **family household** setting. The intent of a **family** home daycare is to give small, local businesses a place to start. **Family Home** daycares are intended to be at a residential scale; once they grow beyond a certain size they can no longer be characterized as **family** home daycares.
2. **Primary Uses**
 - a. All residential uses
 - b. Accessory residential unit
3. **Standards**
 - a. A **family** home daycare shall provide care for no more than 10 persons.
 - b. A **family** home daycare shall be operated by a person residing within the dwelling.
 - c. A **family** home daycare shall comply with the relevant provisions of the Wyoming Statutes and with local health, safety, and fire codes.

G. Home Daycare Center

1. **Definition.** A home daycare center is the provision of care, for hire, for part of a day, in a **family household** setting. The intent of a home daycare center is to give small, local businesses a place to start. Home daycare centers are intended to be at a residential scale; once they grow beyond a certain size they can no longer be characterized as home daycare centers.
2. **Primary Uses**

Div. 6.2. Parking and Loading Standards

6.2.1. Purpose (3/22/15, Ord. 1170)

This Division establishes parking and loading standards for various uses. The standards are intended to lessen congestion on streets and to ensure an adequate supply of parking and loading spaces within a reasonable distance of development.

6.2.2. Required Parking and Loading (7/18/18, Ord. 1198)

A. Required Parking

The table below establishes the minimum required parking spaces that shall be provided for each use in these LDRs, unless otherwise specified in Subsection C.2 of a specific zone. Where a minimum requirement is not listed in the table it shall be determined by the Planning Director upon finding the proposed use has need for parking. Calculations that reference floor area shall be based on the gross floor area. Calculations that reference employees shall be based on the maximum number of employees normally on duty at any one time.

Required Parking		
Use	Parking Spaces	Queuing Spaces
Open Space Uses		
Agriculture	n/a	
Outdoor recreation	independent calculation	
Residential Uses		
Detached single-family unit Detached dwelling	2 per DU	
Attached single-family unit Attached dwelling	2 per DU + 0.5 per DU if ≥ 3 units served by lot	
Apartment	2 per DU + 0.5 per DU if ≥ 3 units served by lot	
Mobile home	2 per DU	
Dormitory	1 per bed	
Group home	0.5 per bed	
Lodging Uses		
Conventional lodging	0.75 per LU + 1 per 150 sf assembly area	
Short-term rental	2 per LU	
Campground	1 per campsite + 1 per 7.5 campsites	
Commercial Uses		
Office	3.3 per 1,000 sf	
Retail	4.5 per 1,000 sf	
Service	3 per 1,000 sf	
Restaurant/Bar	1 per 55 sf dining area + 1 per 30 sf bar area	
Heavy retail/Service	2 per 1,000 sf + 3 per repair bay + 1 per wash bay	2 per wash bay
Mini-storage warehouse	1 per 10 storage units + 1 per employee	
Nursery	2 per 1,000 sf + 1 per 4,000 sf outdoor display area + 1 per employee	

Required Parking		
Use	Parking Spaces	Queuing Spaces
Amusement/Recreation Uses		
Amusement	1 per 30 sf seating area or independent calculation	
Developed recreation	4.5 per 1,000 sf	
Outfitter/Tour operator	independent calculation	
Adult Entertainment Business	1 per 30 sf seating area or independent calculation	
Institutional Uses		
Assembly	independent calculation	
Daycare/Education	independent calculation	
Industrial Uses		
Light industry	1 per 1,000 sf + 1 per company vehicle	
Heavy industry	2 per 1,000 sf + 1 per company vehicle	
Disposal	1 per employee	
Infrastructure Uses		
Parking	n/a	
Utility facility	1 per employee + 1 per stored vehicle	
Wireless communication facility	1 per employee + 1 per stored vehicle	
Heliport	7 per daily aircraft movement	
Accessory Uses		
Accessory residential unit	1.25 per DU	
Bed and breakfast	0.75 per LU	
Home occupation	n/a	
Home business	1 per employee	
Family home daycare	1 per employee	1 off-street for pick-up
Home daycare center	1 per employee	2 off-street for pick-up
Drive-in facility	n/a	3 per service lane
Temporary Uses		
Christmas tree sales	1 per 1,000 sf outdoor display area + 1 per employee	
Real estate sales office	3.3 per 1,000 sf	
Temporary shelter	2 per DU	
Farm stand	5 per 1,000 sf display area	
Temporary gravel extraction	1 per employee	

1. **Administrative Adjustment.** The Planning Director may establish a lesser parking requirement pursuant to the procedure of Sec. 8.8.2 based on information from reliable sources that demonstrates a lesser standard is workable due to anticipated parking demand and alternative transportation services available.

C. Display of Vehicles for Sale

Vehicles shall not be displayed for sale in nonresidential parking areas except licensed bona-fide automobile dealerships, and excepting casual display by vehicle owners who are employees or patrons present on the premises at the times of such display.

D. Repair Work Prohibited

No repair work that renders the vehicle inoperable for more than 24 hours shall be permitted on off-street parking or loading facilities.

E. Snow Storage Prohibited

The storage of plowed snow for more than 48 hours is prohibited in required off-street parking and loading areas.

6.2.5. Off-Street Parking and Loading Design Standards (1/1/15, Ord. 1074)

All off-street parking and loading facilities shall meet the following design standards:

A. Surface and Drainage

1. **Paving Required.** Outdoor, off-street parking and loading areas, aisles and access drives shall be paved, except parking areas, aisles and access drives for detached ~~dwelling~~ ~~single-family units~~ which may be gravel.
2. **Paving Standards.** Paved parking and loading areas, aisles and access drives shall be paved with concrete, grasscrete, paving blocks, asphalt, or another all weather surface.
3. **Landscape Islands.** Parking lots shall include landscaped islands to avoid large expanses of asphalt and shall be screened from off-site, or their view substantially filtered by vegetation.
4. **Compaction and Drainage.** Parking and loading areas, aisles, and access drives shall be compacted and paved or surfaced in conformity with applicable specifications to provide a durable surface, shall be graded and drained so as to dispose of surface water runoff without damage to private or public land, roads, or alleys, and shall conform with any additional standards for drainage prescribed by these LDRs, or other applicable regulations and standards.

B. Access and Circulation Standards

1. **Unobstructed Access.** Each required parking space shall have unobstructed access from a road or alley, or from an aisle or drive connecting with a road or alley except for approved tandem parking.

2. **Tandem Parking.** Tandem parking (one vehicle parking directly behind another) is not permitted, and shall not be credited toward meeting any parking requirement of this Division except for residential uses not exceeding 4 units on one lot, provided that the tandem parking spaces are assigned to the same residential unit.
3. **Backing onto Roads and Public Streets Prohibited.** Except for parking facilities serving ~~lots for detached dwellings detached single-family residential lots~~ and parking facilities accommodating 4 vehicles or less, all off-street parking spaces shall open directly onto a parking aisle and be designed so that it will not be necessary for vehicles to back out into any road or public street.
4. **Traffic Interference Prohibited.** All off-street parking and loading facilities shall be designed with access to a street or alley in one or more locations which cause the least interference with traffic movements.
5. **Nonresidential Use Access Drive Width.** Access drives to nonresidential uses shall have a minimum width of 15 feet for drives posted as one-way, or 24 feet for two-lane and 36 feet for three-lane drives.
6. **Access Drive Intersections.** Intersections of parking lot aisles shall be at least 40 feet from a curb cut.

C. Snow Storage Standards

All parking and loading areas shall comply with the following snow storage standards.

1. **General.** Adequate on-site snow storage areas shall be developed to accommodate snow removed from off-street parking and loading areas or the removal of snow from elsewhere on the site.
2. **On-Site Snow Storage Standards for Parking and Loading Area.** If an off-site snow repository is not used, adequate on-site snow storage shall be provided using the following standards:
 - a. A minimum site area representing 2.5% of the total required off-street parking and loading area, inclusive of aisles and access drives, shall be provided as the snow storage area.
 - b. Adequate drainage of the snow storage area shall be provided to accommodate snowmelt, and no snowmelt shall drain onto contiguous lands.
 - c. Required yards and open space may be used to accommodate the required snow storage area, including landscaped areas properly designated for snow storage. However, stored snow shall not restrict access and circulation, nor create a visual obstruction for motorists and pedestrians.

EXAMPLE: On December 18, 1995 the use of a property was a restaurant/bar. In 2000 the use of the property changed to retail. In 2010 the use of the property changed to office. The existing use for the purpose of this standard is restaurant/bar because restaurant/bar use has the highest affordable workforce housing requirement of the legal uses since December 18, 1995.

EXAMPLE: An office space built as permitted in 2004 is considered existing for the purpose of this standard, regardless of the employee mitigation provided in 2004.

- a. This definition of existence shall not apply to an attached ~~dwelling single-family unit~~ or apartment for which housing mitigation has not been provided. (It shall apply to other residential uses.)

EXAMPLE: An existing apartment building built prior to 1995 is being razed to build a new apartment building. Because the apartment building being razed did not provide any affordable housing mitigation when it was built, the new apartment building would be subject to this Division as though the apartment building being razed did not exist.

2. **Other types of development.** This division only applies to new building and use. A non-building physical development, development option, or subdivision is not employee generating development and not subject to this Division, except that 4.3.1.F.6 requires a Planned Resort Master Plan to include an estimation of the affordable workforce housing that will be required for the entire resort and a housing mitigation plan for the entire resort.

EXAMPLE: This Division does not apply to an application for a single-family ~~dwelling~~ subdivision. This Division will be applied to each lot in the subdivision at the time a building permit is submitted.

B. Approved Unbuilt Development

1. **Approval prior to December 18, 1995.** Employee generating development approved prior to December 18, 1995 which has not yet been developed shall also be subject to this Division upon submittal of any required application to complete the development.

EXAMPLE: There is no "credit" for an existing vacant lot. A subdivision completed in 1992 approved construction of a detached ~~dwelling single-family unit~~ on each of the lots in the subdivision. Upon application for a building permit to build a unit on one of the lots in the subdivision, this Division shall apply.

EXAMPLE: A Planned Unit Development approved in 2004 allows commercial and residential development on a site, but does not include a specific housing mitigation plan outlining the required number of affordable and employee housing units. Upon application for a development plan, building permit, or use permit under that PUD this Division shall apply.

2. **Substantial amendment to prior approval.** In addition, this Division shall apply to all employee generating development not completed under an existing approval when that existing approval is substantially amended, regardless of whether the amendment applies to the entire uncompleted portion of the approval, and regardless of the approved Housing Mitigation Plan (or Housing Mitigation Agreement). A substantial amendment is any amendment that would increase the amount of affordable workforce housing required.

EXAMPLE: A Sketch Plan was approved for a 3 building development and included a Housing Mitigation Plan. Only 1 building has been built, and only the required housing associated with the built building has been provided. An amendment to the Sketch Plan is proposed to increase the size of 1 of the unbuilt buildings. The amount of affordable workforce housing required to approve the amendment would be equal to the current requirement for both unbuilt buildings.

C. Exemptions

The following are exempt from the standards of this Division.

1. **Housing Department Unit.** A residential unit subject to a deed restriction administered by the Housing Department.
2. **Other Workforce Housing.** A residential unit subject to a deed restriction administered by the Jackson Hole Community Housing Trust or Habitat for Humanity of the Greater Teton Area; or an apartment in the NL-5 zone.
3. **Historic Building.** Use of a building included on the Jackson Historic Register. Furthermore, any addition to a Registered Historic Resource that obtains approval of a Certificate of Appropriateness is exempt from affordable workforce mitigation requirements..

EXAMPLE: A 2,000 square foot historic cabin used currently as an office but being converted into a restaurant would be exempt from this Division. Furthermore, a 3,000 sf addition that gets a Certificate of Appropriateness is also exempt from the mitigation requirements. .

4. **Agriculture.** An agriculture use (6.1.3.B.).
5. **Replacement after Damage by Natural Disaster.** Replacement of an attached ~~dwelling single-family unit~~ (6.1.4.C.) or apartment (6.1.4.D.) that is demolished or destroyed by a natural disaster or through any manner not willfully accomplished by the owner, regardless of the extent of the demolition or destruction. The replacement shall be complete, or an application to complete shall be sufficient, within 18 months of the date of destruction.
6. **Mobile Home.** A mobile home (6.1.4.E.) or mobile home park (Sec. 7.1.4.).
7. ~~Dormitory. A dormitory (6.1.4.F.).~~
8. **Group Home.** A group home (6.1.4.G.).

6.3.3. Amount of Affordable Workforce Housing Required (12/23/20, Ord. 1270)

9. **Daycare.** A day care or early childhood education use.
10. **Accessory Use.** An accessory use (Sec. 6.1.11.).
11. **Temporary Use.** A temporary use (Sec. 6.1.12.).
12. **Workforce Housing Unit Incentive.** A residential unit approved pursuant to Div. 7.8., whether deed restricted or not.
13. **Public/Semi-Public Zone.** Employee generating development in the public/semi-public zone.

6.3.3. Amount of Affordable Workforce Housing Required

(12/23/20, Ord. 1270)

A. Requirement

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

Required Affordable Workforce Housing	
Use	Affordable Workforce Housing Units Required
Detached Single-Family Unit Detached <u>Dwelling</u> (6.1.4.B.), (Non-Local Occupancy, <u>A.8</u>)	$0.000017 * sf + (\text{Exp}(-15.49 + 1.59 * \text{Ln}(sf))) / 2.176$
Detached Single-Family Unit Detached <u>Dwelling</u> (6.1.4.B.), (Local Occupancy, <u>A.8</u>)	$0.000017 * sf + (\text{Exp}(-16.14 + 1.59 * \text{Ln}(sf))) / 2.176$
Attached Single-Family Unit Attached <u>Dwelling</u> (6.1.4.C.), Apartment (6.1.4.D.), (Non-Local Occupancy, <u>A.8</u>)	$0.000017 * sf + (\text{Exp}(-14.17 + 1.59 * \text{Ln}(sf))) / 2.176$
Attached Single-Family Unit Attached <u>Dwelling</u> (6.1.4.C.), Apartment (6.1.4.D.), (Local Occupancy, <u>A.8</u>)	$0.000017 * sf + (\text{Exp}(-14.82 + 1.59 * \text{Ln}(sf))) / 2.176$
Conventional Lodging (6.1.5.B.), Short-Term Rental Unit (6.1.5.C.)	$0.102 * \text{room}$
Office (6.1.6.B.)	$0.000247 * sf$
Retail (6.1.6.C.), Service (6.1.6.D.), Nursery (6.1.6.H.), Amusement (6.1.7.B.), Adult Entertainment Business (6.1.7.E.)	$0.000216 * sf$
Restaurant/Bar (6.1.6.E.)	$0.000599 * sf$
Mini-Storage Warehouse (6.1.6.G.)	$0.000007 * sf$
Heavy Retail/Service (6.1.6.F.), Industrial Uses (Sec. 6.1.9.), Transportation/ Infrastructure Uses (Sec. 6.1.10.)	$0.000123 * sf$
Outdoor Recreation (6.1.3.C.), Developed Recreation (6.1.7.D.), Outfitter/Tour Operator (6.1.7.E.), Institutional Uses (Sec. 6.1.8.)	independent calculation

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

EXAMPLE: A 5,000 sf office building proposing to add 1,500 sf would be required to provide 0.37 affordable workforce housing units ($0.000247 * 6,500 - 0.000247 * 5,000 = 0.37$). A 3,000 sf detached ~~dwelling single-family home~~ proposing to add 500 sf would be required to provide 0.017 affordable workforce housing units ($((0.000017 * 3,500 + \text{Exp}(-15.49 + 1.59 * \text{Ln}(3,500)))/2.176) - (0.000017 * 3,000 + \text{Exp}(-15.49 + 1.59 * \text{Ln}(3,000)))/2.176 = 0.017$).

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

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

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

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

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

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

B. Independent Calculation

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

1. **Applicability**

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

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

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

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

A. Unit types allowed.

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

B. Affordability.

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

- b. **Housing Mitigation Agreement.** The property of the affordable workforce housing unit and the property of the employee generating development shall also be subject to a Housing Mitigation Agreement which shall be recorded against the property of the employee generating development in a form acceptable to the Town Attorney.

B. Preferred Methods.

Each employee generating development subject to the requirements of this Division shall provide the required affordable workforce housing by one or a combination of the methods identified below, in order of priority. Alternate methods shall not be proposed.

1. Construction of required affordable workforce housing on the site of the employee generating development, or off-site. Below are LDRs intended to facilitate construction of required affordable workforce housing.
 - a. **FAR exemption for affordable or workforce housing units.** Applies in the DC, CR-1, CR-2, CR-3, OR, NH-1, and NM-2 zones, see Sec. 7.8.3.
 - b. **25% FAR Bonus for affordable or workforce housing units.** Applies in the TS, UC, and BP zones, see the applicable zone.
 - c. **FAR Increases for more units.** Applies in the NL-5 and NM-1 zones, see the applicable zone.
 - d. **Shared parking between nonresidential use and affordable workforce housing.** Applies in all zones, see 6.2.2.B.1
2. Conveyance of land for affordable workforce housing.
3. Utilization of a banked affordable or workforce housing unit.
4. Restriction of an existing residential unit as an affordable workforce housing.
5. Payment of an in-lieu fee.

C. Priority Method Impracticable

A required affordable or workforce housing unit shall be provided through the highest priority method practicable. A lower priority method may be used upon making the following findings for each higher priority method.

1. **Less than one unit.** An in-lieu fee may be paid for an affordable workforce housing requirement of less than one unit.
 - a. **Exception for change to short-term rental.** In buildings approved under the affordable workforce housing standards in place since July 18, 2018, change of use of a unit from attached dwelling single-family or apartment to short-term rental shall be mitigated by construction of the required housing regardless of the amount of the requirement.
2. **On-site provision impractical.** On-site provision of the required affordable workforce housing:

Div. 6.4. Operational Standards

6.4.1. Outside Storage (3/22/17, Ord. 1170)

A. Use of Front Yards

The use of the front yard (street yard) of a residential use for the storage of boats, snowmobiles, trailers, RVs, and similar motor vehicles and equipment is prohibited.

B. Storage of Structures

The storing of structures of any kind is not permitted in any residential zone.

C. Vehicle and Equipment Storage - Vacant Property

The storage of any vehicle on vacant property in a residential zone for more than 3 consecutive days is prohibited. This includes boats, rafts, trailers, snowmobiles, campers, RVs and similar vehicles, and equipment. This also includes heavy equipment, construction equipment, and construction materials. Nothing herein shall be construed to prohibit the storage of vehicles and equipment for temporary construction, provided the storage area is fenced, well marked, and posted. For purposes of this provision, lots which are normally kept and maintained as yard area for an adjacent residence shall not be considered vacant property, provided the vehicles, equipment, and materials stored thereon are owned, supervised, and controlled by an occupant of the adjacent residence.

D. Outdoor Display

The organized outdoor display of goods for sale in association with a nonresidential use is allowed, except an Adult Entertainment Business (see [6.1.7.F](#)), provided it is contained on private property.

6.4.2. Refuse and Recycling (1/1/15, Ord. 1074)

A. Town Trash and Recycling Enclosures

Trash and recycling enclosures shall be provided for all nonresidential uses and [multi-family residential](#) developments of 4 or more units. Enclosures shall be of similar material and color to the building. Enclosures shall be entirely enclosed with the side facing the street or alley to be a gate whenever feasible. Enclosures shall provide adequate space for recycling as determined by the Planning Director. Enclosures shall be consolidated wherever possible.

6.4.3. Noise (7/18/18, Ord. 1197)

All uses shall conform with the following standards.

A. Maximum Noise

Noises shall not exceed the maximum sound levels prescribed in the table below, beyond the site boundary lines, except that when a nonresidential activity in contiguous to a residential zone, the residential zone standard shall govern.

7.5.3. School Exactions (1/4/17, Ord. 1164)

A. Applicability

1. All residential subdivisions and re-subdivisions, including new condominiums and townhouse projects to be developed or school constructed, and the conversion of existing dwelling units to a condominium or townhouse subdivision, which is the subject of an approved, recorded plat, shall be required to dedicate lands for school and park development unless specifically exempted by other provisions of this Division.
2. Any subdivision, re-subdivision, or condominium or townhouse subdivision or development on land subject to a recorded plat for which exactions have been fully and properly paid pursuant to this Section shall not be subject to exactions, except for the incremental increase in the number of dwelling units, if any, over and above those permitted by the previous plat for which exactions were paid.

B. Intent

The Teton County School District requires land for necessary school functions, which may include, but are not limited to, school buildings, support facilities, open space, and recreation areas and housing for employees and their families. The purpose of this Section is to ensure that as development occurs within the School District and school enrollment grows, the current level of service provided to students can be maintained. This is accomplished by the adoption of standards for new subdivisions to provide land, or cash-in-lieu thereof to the Town, for use by the School District. The standards are based on the number of students the development generates and the School District's current level of service standard for land area provided per student.

C. Exemptions

The following developments are exempt from the requirements of this Division:

1. Boundary adjustments pursuant to Sec. 8.5.6.
2. Re-subdivisions of existing legally platted lots provided all of the following standards are met:
 - a. The replatted lots are restricted to detached dwelling ~~residential-use~~ only.
 - b. The replat consists only of reconfiguring or eliminating interior lot lines, with no additional land or building area added to the subdivision.
 - c. The replat results in no additional dwelling units or lots, and therefore, has no greater impact on park and school facilities than would the original plat.

D. Teton County School District Dedications and Payments

1. **General Formula.** Within the Teton County School District, required land dedications or fees-in-lieu of land dedications for school purposes shall be based on the following formula:

Land area required per student x students generated per dwelling unit = land dedication standard

2. **Land Area Required Per Student.** In applying the general formula above, the following requirements for land area per student shall be used.

Teton County School District Land Requirements Per Student		
	Reasonable Capacity	Recommended Acreage
Elementary School	650	15.5
Middle School	600	26.0
High School	800	38.0
Totals	1,950	79.5
Total Acres/Student		0.04077
Total SF/Student		1,776

3. **Student Generation Rates.** In applying the general formula above, the following requirements for land area per student shall be used.

Teton County School District Student Generation Rates	
<u>Single and Two-Family</u> <u>1- or 2-unit dwelling</u>	0.49 Student/Dwelling Unit
<u>Multi-Family</u> <u>Multi-unit dwelling</u>	0.38 Student/Dwelling Unit

4. **Land Dedication Requirements.** Applying the factors listed above results in the Teton County School District school land dedication requirements shown below.

Teton County School District Land Dedication Requirements	
<u>Single and Two-Family</u> <u>1- or 2-unit dwelling</u>	870 sf per unit or 0.020 acre
<u>Multi-Family</u> <u>Multi-unit dwelling</u>	675 sf per unit or 0.015 acre

5. **Cash-in-Lieu of Land Dedication.** At the discretion of the Town Council, a developer of residential housing may make a cash payment in lieu of dedicating land, or may make a cash payment in combination with a land dedication. The formula to determine the cash-in-lieu payment is as follows:

Market value of land per acre x land dedication standard from Subsection 4 above x # of dwelling units = cash-in-lieu payment required.

E. Option for Independent Calculation Of Dedication Standards

An applicant seeking approval for a residential development application may submit an independent calculation. If approved, the independent calculation will be utilized to calculate the required dedication.

4. **Periodic Review.** In order to ensure that these land dedication standards are fair and represent the current level of service provided by the applicable School District, the formula and dedication schedule shall be reviewed by the Town, together with the School District, and amended as necessary.

Div. 7.6. Transportation Facility Standards

7.6.1. Purpose (1/1/15, Ord. 1074)

The purpose of this Division is to control access to public roadways in a manner that maintains the safety, capacity, and function of the roadway and to provide standards for transportation facilities, including streets, alleys, access easements, and pathways.

7.6.2. Access to Roads, Streets and Highways (1/1/15, Ord. 1074)

Direct vehicular access to collector and arterial roads shall be limited to ensure that the congestion created by turning movements is reduced to a minimum. All development shall meet the following standards:

A. Residential Uses

Lots of record for individual detached ~~single-family units~~ dwelling units shall take direct access to or from local residential streets and may take direct access to a collector or arterial road only if no other access options exist, and only if the developer is unable to provide a street for access to a public or private local residential street, due to site limitations such as but not limited to topography and sight distances.

B. Other Residential Development

Other residential development of higher density shall take direct access to collector or arterial streets to avoid infiltration of lower density neighborhoods where available.

C. Nonresidential Uses

All nonresidential uses shall take primary access from a parking circulation aisle or drives designed to provide internal circulation within the development or for several lots of record.

1. **Direct Primary Access to Local Street.** Direct primary access to a local residential street is prohibited for nonresidential uses.
2. **Direct Primary Access to Arterial or Collector Road.** Nonresidential uses shall be permitted direct primary access to arterial or collector roads (except as provided in 7.6.2.D.

D. Access Limited to Collector and Arterial Road

At least 300 feet shall separate access points on collector and arterial roads with posted speeds 35 miles per hour (mph) or more.

2. **Restricted Housing.** The restricted floor area provided pursuant to this Section shall be subject to an affordable or workforce deed restriction, acceptable to the Jackson/Teton County Housing Department, which is recorded with the County Clerk.
3. **Required Restrictions Do Not Apply.** Floor area that is required to be restricted in order to comply with Div. 6.3., or another standard of these LDRs shall not be included in the calculation of the maximum amount of unrestricted floor area allowed by this Section.
4. **Allowed Use.** Floor area approved pursuant to this Section shall only be used for one of the following uses:
 - a. Attached ~~Single Family~~ Dwelling (6.1.4.C.); or
 - b. Apartment (6.1.4.D.); or
 - c. ~~Dormitory (6.1.4.F.); or~~
 - d. Group Home (6.1.4.G.)

C. Exemptions

Floor area meeting the applicability standards of this Section is exempt from calculation of the following standards, but is still subject to all other applicable standards of these LDRs.

1. Maximum Floor Area Ratio (FAR)
2. Thresholds for physical development permits
3. Affordable workforce housing required by Div. 6.3.
4. Limit on 20% expansion of a nonconforming physical development.

D. Timing

A pre-application conference shall be held prior to the submittal of an application.

A potential applicant shall initiate a request for a pre-application conference pursuant to Sec. 8.2.4. The pre-application conference shall be scheduled for a date acceptable to the requester that is within 60 days of receipt of the request.

E. Conference Focus

At the pre-application conference, the applicant and representatives of the Town shall discuss the potential proposal to identify the standards and procedures that would apply to the proposal. Applicable LDR provisions not identified at the pre-application conference or amended following the pre-application conference are still applicable to the proposal. The level of detail of the Town's review will match the level of detail contained in the materials submitted with the request for the pre-application conference. The pre-application conference is intended as a means of facilitating the application review process; discussions at the meeting and the written summary of the meeting are not binding on the Town.

F. Conference Summary

The pre-application conference requester shall be provided a written summary of the pre-application conference within 14 days of its completion.

G. Expiration

A pre-application conference only satisfies a pre-application conference requirement if the application for which it is required is submitted within 12 months of the pre-application conference.

8.2.2. Environmental Analysis (EA) (7/18/18, Ord. 1197)

A. Purpose

The purpose of an Environmental Analysis (EA) is to coordinate the application of all natural resource protection standards through identification of the natural resources on a site. An EA review does not result in application approval, it results in recommended natural resource protections for an application.

B. Applicability

Unless exempted below, physical development, use, development options, and subdivision subject to Div. 5.1., Div. 5.2., or Sec. 7.1.2. shall complete an EA in accordance with the requirements of this Section.

1. Exemptions

- a. **Previous Approval.** Physical development, use, development options, and subdivision that has received approval in accordance with the LDRs.
- b. **Detached ~~Single-Family~~ Dwelling.** Physical development of a detached ~~single-family~~ dwelling if:
 - i. The proposed location is not within the NRO;
 - ii. It is the only dwelling unit on the lot of record, or the density on the site is less than or equal to one dwelling unit per 35 acres of base site area; and

C. Adjusted Site Area

Adjusted site area is used to calculate maximum site development and lot coverage.

Adjusted site area is gross site area minus the following:

1. All land within existing vehicular access easements;
2. All land between levees or banks of rivers and streams; and
3. All land within lakes or ponds, when the sum of the surface area of the ponds and/or lakes exceeds one acre.

D. Minimum Site Area

Minimum site area is the minimum gross site area or minimum base site area, as specified, required to permit a use or development option. On sites in more than one zone, the entire site may be used to meet minimum site area requirements in either zone. On sites with multiple uses or development options, the entire site may be used to meet minimum site area requirements for each use or development option.

9.4.5. Floor Area (1/1/15, Ord. 1074)

Floor area is the area of all floors interior to an enclosed building that have at least 5 feet of clearance between floor and ceiling. Floor area shall be measured to the exterior face of the structural members of the wall. Roofed architectural recesses and open covered porches are not considered interior to the building. A building with at least 50% of its perimeter open to the outside shall not be considered enclosed.

9.4.6. Density/Intensity (3/6/19, Ord. 1227)

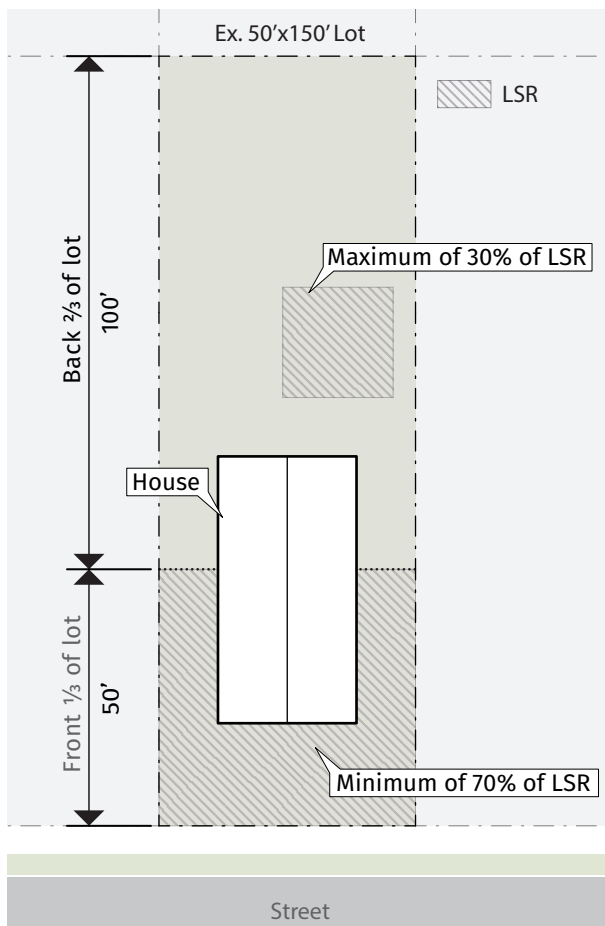
The following standards shall apply to the calculation of maximum density, maximum floor area, and minimum landscape surface area.

A. General

1. **Split Zoning.** On sites in multiple zones, calculations shall be based on the base site area, or gross site area in Character Zones (Div. 2.2. & Div. 3.2.), in each zone.
2. **Mixed Use.** On sites with multiple uses, the base site area, or gross site area in Character Zones (Div. 2.2. & Div. 3.2.), shall be prorated to determine the allowed density/intensity each use.

EXAMPLE: On a base site area of 30,000 square feet with an FAR of 0.3 for a detached dwelling single-family-unit, a 3,000 square foot detached dwelling single-family-unit would occupy 10,000 square feet of the base site area ($3,000/.3 = 10,000$), leaving 20,000 square feet of base site area left to calculate the remaining maximum floor area for other uses on the property.

2. The LSR for Apartments in the NM-2 and NH-1 zones shall be calculated consistent with the graphic below.



E. Lot Coverage

Lot coverage is calculated by dividing the building footprint by the adjusted site area, or gross site area in Character Zones ([Div. 2.2.](#) & [Div. 3.2.](#)).

EXAMPLE: A detached dwelling single-family-unit with a building footprint of 1,500 square feet on an adjusted site area of 7,500 sf would have a lot coverage of .2 ($1,500/7,500 = .2$). Unless otherwise defined in these LDRs, the maximum building footprint is calculated by multiplying the maximum lot coverage by the adjusted site area (see [Div. 9.5](#) for definition of Footprint, Building). Sites with residential and nonresidential use shall be exempt from any lot coverage requirement.

F. Minimum Lot Size

Minimum lot size means the required minimum gross site area of a newly created lot of record, including remnant parcels.

Arterial Road. See, "Road, Arterial."

Assembly. See 6.1.8.B.

Association. (For the purposes of Div. 5.9.). The direct link between an important historic event or person and a historic property.

Attached Dwelling. Single-Family Unit See 6.1.4.C.

Awning. Awning means a roof-like cover that projects from and is supported by the wall of a building for the purpose of shielding a doorway or window from the elements.

B (2/1/21, Ord. 1278)

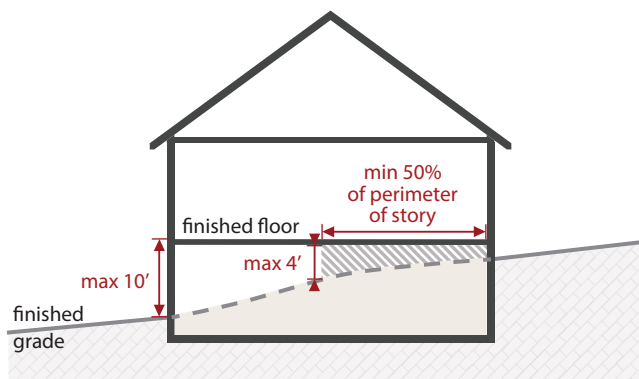
Background Area. The entire area of a sign on which lettering and/or graphics can be placed.

Bank (Stream/River/Ditch). Bank means the natural or man-made slope immediately bordering the channel of a river, stream, or creek containing and/or confining the normal water flow. See also "Top of Bank"

Banked unit. A residential unit, on which a deed restriction approved by the Housing Department has been voluntarily placed, which may be utilized within 20-years of placement of the restriction as required housing for employee generating development.

Bar. See 6.1.6.E.

Basement. A basement is any story for which the finish floor of the story above is less than 4 feet above finished grade for at least 50% of the perimeter of the story and at no point greater than 10 feet above finished grade.



Base Site Area. See 9.4.4.B.

Base Station. A structure or equipment at a fixed location that enables or is designed to enable FCC-licensed or authorized wireless communications between user equipment and a communications network in connection with the provision of personal wireless services as defined in 47 U.S.C. Section 332(c)(7). The term does not encompass a Tower as defined in this subpart or any equipment associated with a Tower.

Daycare, ~~Family~~ Home. See 6.1.11.F.

Daycare, Home Center. See 6.1.11.G.

Dedication. Dedication means the transfer of property interests by the owner to another person. The transfer may be of fee simple interest or of a less than fee simple interest, including an easement. Dedication is not complete unless the party to which the interest is dedicated accepts the dedication.

Density. See 9.6.4.B.

Design. (For the purposes of Div. 5.9.) The combination of elements that create the form, plan, space, structure, and style of a property.

Design Guideline. (For the purposes of Div. 5.9.) A criterion with which the Design Review Committee and/or Planning Director will require compliance when it is found applicable to the specific proposal. A guideline is subject to some interpretation when determining compliance.

Detached ~~Dwelling. Single-Family Unit~~ See 6.1.4.B.

Detention Basin. A detention basin is a covered or uncovered reservoir designed to hold an excessive accumulation of stormwater or snowmelt so as to reduce peak flow in a stormwater or snowmelt drainage system.

Developed Recreation. See 6.1.7.D.

Developer. Developer means a recognized legal or beneficial owner of a lot of record proposed for inclusion in a development or use, including a lessee, optionee, or contract purchaser.

Development Option. A development option is any division of a lot of record into 2 or more lots of record; adjustment of the boundaries of lots of record; entitlement of uses or densities not allowed through approval of only a physical development permit and/or use permit; and any other approval that changes the allowed physical development or use of a site.

Development. Development means any physical development, development option, or subdivision. Development does not mean use if the use does not require any physical development or development option.

Disposal. See 6.1.9.D.

Ditch, Irrigation. See, "Irrigation Ditch."

~~Dormitory.~~ See 6.1.4.F.

Downhill Ski Area. See 6.1.3.C.

Drainage. Drainage means the removal of surface water or groundwater from land by drains, grading, or other means. Drainage, sometimes referred to in terms of stormwater management, also includes the control of runoff to minimize erosion and sedimentation during and after development, and includes the means necessary for water supply preservation or prevention or alleviation of flooding.

Drainageway. A drainageway is a watercourse identified by the presence of an intermittent flow, or a swale whose drainage area is a minimum of 5 acres.

Drive-In Facility. See 6.1.11.H.

Driveway. Driveway means a private access way serving 2 or fewer ~~single-family~~ residential units or deeded lots.

Dwelling Unit. A dwelling unit is a unit used residentially and is also known as a residential unit. See Sec. 6.1.4 for a definition of residential use.

E (2/1/21, Ord. 1278)

Earth Sheltered Design. Earth sheltered design means a building whose mass is built fully or partly below the land surface, or which sits above natural grade but has been covered with earth so that at least 50% of the perimeter of the building is concealed from view.

Easement. Easement means a less than fee interest in land, which provides a person other than the owner of the land certain rights over that land, or any designated part of that land, for the purposes specified.

Education. See 6.1.8.C.

Eligibility Criteria. (For the purposes of Div. 5.9.) The criteria by which a property is determined to be historic.

Employee Generating Development. Employee generating development is a new building or use not currently in existence, as further defined by 6.3.2.A. It is a term describing development that requires provision of affordable workforce housing pursuant to Div. 6.3, unless exempt in that Division.

Employee Housing. 1) A unit subject to an Employee Housing restriction as defined in the Housing Department Rules and Regulations, such units were required by Div. 6.3 as it existed prior to July 18, 2018. 2) A unit occupied by an employee of a business on the site

Erosion. Erosion means the detachment and movement of soil, sediment, or rock fragments by water, wind, ice, and/or gravity.

Essential Service. Essential service means facilities owned or maintained by utility companies or public agencies, located in public ways or in easements provided for that purpose, or on a customer's premises not requiring a private right-of-way, that is reasonably necessary for the furnishing of adequate water, sewer, gas, electric, communication, or similar services to adjacent customers. Essential services do not include any cross-country line on towers in a private right-of-way.

Excavation. Excavation means any act by which organic matter, earth, sand, gravel, rock, or any other similar material is cut into, dug, quarried, uncovered, removed, displaced, relocated or bulldozed, as well as the resulting conditions.

Existing Use or Development. Existing use or development means any use or development of a site, which is located on the site at a given point in time, whether or not the use or development conforms with the provisions of these LDRs.

F (2/1/21, Ord. 1278)

Facade. A facade is a building's elevation, as viewed in a single plane parallel to a referenced lot line.

Facade Width. Facade width is the linear width of the building elevation, measured in a single plane parallel to the referenced lot line.

Fair Market Value. The price that land will bring in a competitive and open market under all conditions of fair sale, the buyer and seller each prudently knowledgeable, and assuming the price is not affected by undue stimulus.

~~**Family.** Family means one or more individuals related by blood, marriage, adoption, or guardianship, or not more than 3 individuals not so related, occupying a dwelling unit and living as a single housekeeping unit.~~

Fall Zone. The area in which a Wireless Facility may be expected to fall in the event of a structural failure, as measured by engineering standards.

~~**Family Home Daycare.** See 6.1.11.F.~~

~~**Farm Stand.** See 6.1.12.E.~~

Fascia. Fascia means a band located at the top edge of a building, but below the actual roofline and above the building wall. Fascia material is typically of a different type than either the actual roof or the building wall.

Fault Line. Fault line means all geologic faults indicated on the Geological Quadrangle Maps covering Teton County, published by the U.S. Geological Survey.

Feeling. (For the purposes of [Div. 5.9.](#)) A property's expression of the aesthetic or historic sense of a particular period of time.

Fence. Fence means a barrier of posts, wire, rails, boards, or other material which is a barrier and used as a boundary or means of protection or confinement. A fence shall not be a freestanding wall; and shall not include barbed wire, security wire, sharpened top spikes, electrified wires, or other similar elements or materials.

Fill Slope. Fill slope means the surface of the outward margins or sides of a fill.

Fill. Fill means rock, soil, sand, gravel, or other earth material deposited by man, whether submerged or not, which is commonly used for leveling, back-filling, or otherwise preparing a site for development or construction.

Finished Grade. See, "Grade, Finished."

Flag. Flag means a device generally made of flexible materials, such as cloth, paper, or plastic, displayed individually on poles or as groups on poles, strings, or wires.

Groundwater. Groundwater means any water, including hot water and geothermal steam, under the surface of the land.

Group Home. See [6.1.4.G.](#)

H (2/1/21, Ord. 1278)

Habitable Floor Area. Habitable floor area is the floor area that can be used for living purposes, usually having access to heat, plumbing, and electricity. Habitable floor area includes studios, exercise rooms, offices, and similar spaces. It also includes foyers, hallways, restrooms, storage, and other common areas within a building. Habitable floor area does not include barns, garages, or unfinished attic space.

Heavy Industry. See [6.1.9.C.](#)

Heavy Retail/Service. See [6.1.6.F.](#)

Height, Building. See [Sec. 9.4.9.](#)

Height, Story. [Sec. 9.4.13.](#)

Heliport. See [6.1.10.E.](#)

Historic Property. A property listed on the Jackson Historic Register.

Historic Significance. The meaning or value ascribed to a building, structure, object or site based on criteria for evaluation as identified in [Sec. 5.9.4.](#)

Home Business. See [6.1.11.E.](#)

Home Daycare Center. See [6.1.11.G.](#)

Home Occupation. See [6.1.11.D.](#)

Household Unit. Individuals occupying a dwelling unit that have established ties and familiarity with each other; share a lease agreement, have consent of the owner to reside on the property, or own the property; jointly use common areas and interact with each other; and share the household expenses such as rent or ownership costs, utilities, and other household and maintenance costs activities.

I (2/1/21, Ord. 1278)

Impervious surface. Impervious surfaces mean a surface which does not absorb water.

EXAMPLE: Examples of impervious surfaces include, but not are not limited to: buildings (including roofed areas but excluding eaves that over-hang a pervious surface), structures, parking areas, loading areas, driveways, roads, sidewalks, and any areas of concrete, asphalt, or significantly compacted material which prevents water absorption.

Industrial Use. See Sec. 6.1.9.

Industry, Heavy. See 6.1.9.C.

Industry, Light. See 6.1.9.B.

Incidental Use. 6.1.2.B.2.

Infrastructure. Infrastructure means public facilities necessary to serve development, including, but not limited to roads, potable water supply facilities, sewage disposal facilities, drainage facilities, electric facilities, natural gas facilities, telephone facilities and cable television facilities.

Institutional Use. See Sec. 6.1.8.

Integrity. (For the purposes of Div. 5.9.). The ability of a property to convey its historic significance through its physical features.

Irrigation Ditch. An irrigation ditch is a man-made ditch constructed for the purpose of land irrigation. Irrigation ditches shall not include naturally formed drainageways.

J (2/1/21, Ord. 1278)

Jackson Historic Register (JHR). The list of buildings – Registered Historic Resources – found to have significance in the Town of Jackson as maintained by the Planning Department.

K (1/1/15, Ord. 1074)

Kitchen. A kitchen is a room or portion of a room devoted to the preparation or cooking of food for a person or a family household living independently of any other family household, which contains a sink and a stove or oven powered by either natural gas, propane or 220-V electric hook-up. A wet bar, consisting of no more than a refrigerator, sink, and microwave, or similar facility that is a homeowner convenience and is not intended to function as the cooking facility for a separate dwelling unit shall not be considered a kitchen facility.

L (2/1/21, Ord. 1278)

Land Disturbing Activity. A land disturbing activity is any manmade change to the land surface, including removing vegetative cover, excavating, filling, and grading. The tending of gardens and agricultural activities are not land disturbing activity.

Land. Land means all land or water surfaces, whether public or private, including lots of record, or other ownership categories and all rights – surface, subsurface, or air – that may be attached or detached from the land.

Swale. Swale means a linear depression in the land's surface in which sheet runoff would collect and form a temporary watercourse. A swale with a drainage area of 5 acres or more is considered a drainageway.

T (1/4/17, Ord. 1166)

Temporary Gravel Extraction and Processing. See [6.1.12.F](#).

Temporary Shelter. See [6.1.12.D](#).

Temporary Use. See [6.1.2.B.5](#).

Thread Channel. A line running through the low point of a river or stream with running water.

Time-Share Ownership. Time-share ownership means ownership of a unit in which purchase is for interval ownership with ownership conveyed by deed/license.

Top of Bank. The elevation of the top of bank shall be determined by the observed high water mark, or one foot above the maximum discharge elevation of an outlet control structure that controls the water elevation of a body of water.

Tour Operator. See [6.1.7.E](#).

Tower. Any structure built for the sole or primary purpose of supporting any FCC-licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site.

Townhouse. Townhouse means ~~a single-family unit~~ an attached dwelling, including the ground beneath the unit, with a single unit going from ground to roof.

Transparency. See [Sec. 9.4.14](#).

U (7/18/18, Ord. 1198)

Unlicensed Wireless Services. Unlicensed wireless service means the offering of telecommunications services using duly authorized devices which do not require individual licenses, but does not mean the provision of direct-to-home satellite services.

Unstable Soil. Unstable soil means soil subject to slippage, creep, landslide, avalanche, bedrock slump, talus, rockfall, colluvium, and lacustrine deposits, either at the surface or overlain by other deposits, or subject to other movements as indicated by the Land Stability Maps of Teton County, site specific geotechnical reconnaissance studies, or any other technically competent source.

Use, Accessory. See [6.1.2.B.3](#).

Use, Conditional. See [6.1.1.C](#).

Use, Incidental. See [6.1.2.B.2](#).

Use, Primary. See [6.1.2.B.4](#).

Use, Principal. See [6.1.2.B.2](#).

(Ord. _____, § 1, 2022)

SECTION II.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION III.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

SECTION IV.

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

PASSED 1ST READING THE ____ DAY OF ____, 2022.
PASSED 2ND READING THE ____ DAY OF ____, 2022.
PASSED AND APPROVED THE ____ DAY OF ____, 2022.

TOWN OF JACKSON

BY: _____
Hailey Morton Levinson, Mayor

ATTEST:
BY: _____

Riley Taylor, Town Clerk

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 and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of ____, 2022. I further certify that the foregoing Ordinance was duly recorded on page ____ of Book ____ of Ordinances of the Town of Jackson, Wyoming.

Riley Taylor, Town Clerk

ORDINANCE G

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1198; SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART); AND SECTION 3.3.1 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS TO AMEND THE MINIMUM LOT SIZE OF THE RURAL (R) DISTRICT.

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

SECTION I.

Section 1 of Town of Jackson Ordinance No. 1198; Section 2 of Town of Jackson Ordinance No. 1074 (part); and Section 3.3.1 of the Town of Jackson Land Development Regulations are hereby amended and reenacted to read as follows:

(See next page)

D. Development Options and Subdivision

Standards applicable to development options and subdivision in the R-ToJ zone are provided or referenced below. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the R-ToJ zone. This Subsection is intended to indicate all of the development option and subdivision standards applicable in the R-ToJ zone, however, all standards in Article 7, are applicable in the R-ToJ zone, unless stated otherwise.

1. Allowed Subdivision and Development Options				
Option	Lot Size (min)		Standards	
Allowed Subdivision Options				
Land Division	12,000-sf <u>35 acres</u>		(Sec. 7.2.3.)	
2. Residential Subdivision Requirements				
Schools and Parks Exaction				
Schools exaction	.020 acres per 1- or 2-unit dwelling .015 acres per multiunit dwelling			
Parks exaction	9 acres per 1,000 resident			
3. Infrastructure				
Transportation Facilities			(Div. 7.6.)	
Access	required			
Right-of-way for Minor Local Road (min)	60'			
Paved travel way for Minor Local Road (min)	20'			
Required Utilities			(Div. 7.7.)	
Water	public			
Sewer	public			
4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Development Option Plan (Sec. 8.5.3.)	Subdivision Plat (Sec. 8.5.4.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X
Condominium/Townhouse				
				X

E. Additional Zone-specific Standards

The following standards apply in addition to all other standards applicable in the R-ToJ zone.

- For lots in developments with required open space, the lot coverage shall be calculated for the entire project area and allocated to each lot at the time a Development Plan is approved.
- Impervious Surface Coverage for Residential Lots

D. Development Options and Subdivision

Standards applicable to development options and subdivision in the R-ToJ zone are provided or referenced below. Where a cross reference is provided, please see the referenced division or section for additional standards applicable in the R-ToJ zone. This Subsection is intended to indicate all of the development option and subdivision standards applicable in the R-ToJ zone, however, all standards in Article 7, are applicable in the R-ToJ zone, unless stated otherwise.

1. Allowed Subdivision and Development Options				
Option	Lot Size (min)	Standards		
Allowed Subdivision Options				
Land Division	35 acres	(Sec. 7.2.3.)		
2. Residential Subdivision Requirements				
Schools and Parks Exaction				
Schools exaction	.020 acres per 1- or 2-unit dwelling .015 acres per multiunit dwelling			
Parks exaction	9 acres per 1,000 resident			
3. Infrastructure				
Transportation Facilities		(Div. 7.6.)		
Access	required			
Right-of-way for Minor Local Road (min)	60'			
Paved travel way for Minor Local Road (min)	20'			
Required Utilities		(Div. 7.7.)		
Water	public			
Sewer	public			
4. Required Subdivision and Development Option Permits				
Option	Sketch Plan (Sec. 8.3.2.)	Development Plan (Sec. 8.3.3.)	Development Option Plan (Sec. 8.5.3.)	Subdivision Plat (Sec. 8.5.4.)
Land Division				
≤ 10 Lots		X		X
> 10 Lots	X	X		X
Condominium/Townhouse				
				X

E. Additional Zone-specific Standards

The following standards apply in addition to all other standards applicable in the R-ToJ zone.

- For lots in developments with required open space, the lot coverage shall be calculated for the entire project area and allocated to each lot at the time a Development Plan is approved.
- Impervious Surface Coverage for Residential Lots

SECTION II.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION III.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

SECTION VI.

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

PASSED 1ST READING THE _____ DAY OF _____, 2022.

PASSED 2ND READING THE _____ DAY OF _____, 2022.

PASSED AND APPROVED THE _____ DAY OF _____, 2022.

TOWN OF JACKSON

BY: _____
Hailey Morton Levinson, Mayor

ATTEST:

BY: _____
Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of _____, 2022.

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

Riley Taylor, Town Clerk

STAFF REPORT



Meeting Date:	March 21, 2022	Meeting Title:	Regular Planning Commission
Submitting Department:	Community Development	Presenter:	Tyler Sinclair
Agenda Item:	SUBJECT: ITEM P21-336: Request for a Land Development Regulation (LDR) Text Amendment to limit the height of Attached Dwellings in the NM-2 District and NH-1 District to 26'-30' and 2 stories	Public Comment:	Yes

Purpose & Policy Considerations.

All Text Amendments to the Town of Jackson Land Development Regulations (LDRs) require review and approval by the Town Council according to LDR Section 8.7.1.

Requested Action.

On March 7, 2022, the Town Council continued this item to its March 21, 2022, meeting. The Community Planning Director requests that this item be **continued** to the Council's April 11, 2022, meeting to allow staff additional time to draft a staff report that is responsive to the Council's direction.

Recommendation.

The Community Development Director recommends that LDR Text Amendment (P21-336) be continued to the Council's regular meeting on April 11, 2022.

Suggested Motion

I move to **continue** Item P21-336 for a text amendment to the Town Council's regular meeting on April 11, 2022.

STAFF REPORT



Meeting Date:	March 21, 2022	Meeting Title:	Town Council Regular Meeting
Submitting Department:	Administration	Presenter:	Roxanne Robinson
Agenda Item:	Ordinance F – An Ordinance Updating Council Salaries	Public Comment:	Yes

Purpose & Policy Considerations.

The Town Council directed staff to bring back the draft ordinance updating Council salaries for first reading at the March 7 Town Council meeting. First reading of the ordinance was continued to the March 21, 2022 Town Council meeting.

Requested Action.

The requested action is to approve Ordinance F on first reading as presented.

Recommendations.

While staff makes no recommendation on any changes to Council salaries, the ordinance is presented for Council action.

Background.

Current Mayor and Council salaries are \$39,300 for the Mayor and \$32,750 for Council. Updated Council salaries took effect on January 1, 2021 and Council based that increase on inflation related to all items in the U.S. city average, all urban consumers, not seasonally adjusted annual average figures, and then rounded that dollar figure. Using those same parameters since salaries were last updated, the Finance Director calculated it would result in a 5.99% increase which would be \$41,654 for the Mayor and \$34,712 for Council. Staff rounded those figures up and the result would be \$41,700 and \$34,800.

Council requested information regarding the salary increases provided to employees since January 1, 2021 and staff has received an increase of 5.50% plus a \$1000 bonus since January 1, 2021.

Council also requested information on comparable Mayor and Council salaries when the Classification and Compensation Study results are provided and staff will be gathering that information. Staff will gather information from multiple types of communities including Wyoming First Class Cities with a Town Administrator form of government (our form of government), Wyoming First Class Cities with a Town Manager form of government, and other out of state Rocky Mountain resort communities. Staff will contact the Colorado Association of Ski Towns organization to assist in gathering the out of state information.

There are 2 seats on the Council up for election in 2022. Should the Mayor and Council adopt updated salaries, those two new elected officials or re-elected officials will receive a higher wage for two years than the Mayor and 2 Councilmembers whose current term of office will not expire until December 31, 2024.

Analysis.

Possible Alternatives.

The Mayor and Council can choose to leave salaries at their current level or choose a different method of calculation for an increase or simply choose a different salary amount.

Comprehensive Plan & Priority Alignment.

The Town Council serves as a partner in setting the joint Comprehensive Plan, policy direction, providing course corrections, adopting action plans and work plans related to implementation of the Comprehensive Plan.

Fiscal Impact.

The fiscal impact would be the difference between the current salaries and the proposed salaries along with associated FICA costs, etc. The ultimate fiscal impact in salaries would be an additional annual increase of \$4100 for 2023 and 2024. Should the salaries remain in effect and unchanged, the fiscal impact in 2025 would be an annual increase of \$10,600 over current salaries. There is no fiscal impact to approving an ordinance on first reading but the fiscal impact of approving an ordinance on 3rd reading is approximately \$400-\$1000 depending on the length of the ordinance.

Staff Impact.

Staff impact to date on this issue has been approximately 4 hours. Staff impact to update Council salaries would take approximately 1 hour. Staff impact to update the Municipal Code, print and obtain signatures for permanent record books, and send the ordinance to the newspaper for publishing would take approximately 2 hours.

Attachments or Links.

Ordinance F presented for first reading.

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

I move to approve Ordinance F on first reading as presented.

ORDINANCE F

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1252, 787, 717, 326, AND 226 AND SECTIONS 1-3 OF TOWN OF JACKSON ORDINANCE NO. 1 AND SECTION 2.08.010 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGARDING COMPENSATION FOR MAYOR AND COUNCIL; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

Section 1 of Town of Jackson Ordinance Nos. 1252, 787, 717, 326, and 226 and Sections 1-3 of Town of Jackson Ordinance No. 1 and Section 2.08.010 Compensation for Mayor and Council of the Municipal Code of the Town of Jackson is hereby amended and reenacted to read as follows:

2.08.010 Mayor and Council.

- A. Commencing on July 1, 2022, with officers sworn into office on or after January 1, 2023, the compensation of the Mayor of the Town shall be forty-one thousand seven hundred dollars (\$41,700) per year, payable in twelve equal monthly installments. The salary for each member of Council shall be thirty-four thousand eight hundred dollars (\$34,800.00).
- B. The compensation schedule set forth in subsection A of this section shall be effective on July 1, 2022 and apply to the Mayor and members of Council sworn into office on or after January 1, 2023. In all other instances, the ordinance codified in this section shall not be applied to increase the salary of any officer during the term for which they are elected.
- C. Compensation of the Mayor and members of Council shall be reviewed no later than February 28 of each general election year.

(Ord. XX § 1, 2022); Ord. 1252 § 1, 2020; Ord. 787 § 1, 2004; Ord. 717 § 1, 2002; Ord. 326 § 1, 1984; Ord. 226 § 1, 1977; Ord. 1 §§ 1—3, 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 as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

SECTION IV.

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

PASSED 1ST READING THE _____ DAY OF _____ 2022.
PASSED 2ND READING THE _____ DAY OF _____ 2022.
PASSED AND APPROVED THE _____ DAY OF _____ 2022.

TOWN OF JACKSON

ATTEST:

Hailey Morton Levinson, Mayor

Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance XX was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of _____ 2022. I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Riley Taylor, Town Clerk

MEMORANDUM

TO: Mayor and Town Council

FR: Larry Pardee, Town Manager

DT: March 21, 2022

RE: Town Manager's Report

Bar and Grill Liquor License

At the November 1, 2021 regular meeting, Council approved a process for accepting applications and holding special meetings and public hearings for one available Retail and one available Bar and Grill liquor license. At the November 15, 2021 regular meeting, Council approved the Town Manager's report which included a timeline for that process. On March 4, 2022, Hole Bowl LLC relinquished their Bar and Grill liquor license back to the Town. With the approval of the Town Manager's Report, staff will include this license with the other available licenses, whose application process begins May 11, 2022.

Pre Application Conference Request from the Good Samaritan Mission

Please see the attached letter from Bill Voge of the Good Samaritan Mission. They will be submitting a SPET application to build transitional housing facility for families experiencing homelessness and they are proposing to building this housing on Town property. With the approval of the Town Manager's report, the Good Samaritan Mission will proceed with the pre-application phase of our planning process for a project on Town property. Approval to proceed with the pre-application phase does not substitute for approval from the Town Council for the project itself, nor does it mean they have approval from the Town Council and County Commission to be on the SPET ballot, those are separate approvals to be considered at another time.

March 11, 2022

Dear Mayor Morton Levinson and Councilors:

Thank you for your service to our community and for your support and care for our neighbors and community members. The Good Samaritan Mission desires to build a new transitional housing facility for families experiencing homelessness. We hope to partner with the Town of Jackson, as well as other service providers. We are interested in a ground lease on Town property, and we also plan to seek SPET funds to partially fund our project. **Today we are writing to ask your approval before we submit a pre-application conference request to start the planning process with the Town planning staff.**

We recently met with Town Manager Pardee and Community Development Director Sinclair. We are grateful for their insight and advice as we enter this process. They advised us to ask your approval before we begin the official planning process, since we are hoping to construct our transitional housing facilities above parking lots owned by the Town.

We will share much more detail in both our pre-application conference request and in our SPET application. Today, we just want to share a few highlights:

- We have been searching for a suitable location for the family shelter for almost three years. We have looked at many locations in the downtown area and on the outskirts of Town. Some sites we determined were not suitable for transitional housing, and on other sites the owners were not interested in selling or we were outbid in the sales process. After reviewing a list of Town-owned parcels provided to us by your Housing Director, we selected 230 and 270 W Deloney as the best site for the families we will serve
- We have prepared schematic designs that we look forward to sharing with Town staff and the Council during the planning and SPET processes
- We are open to other locations, if the planning process and our future work with Town staff determines that this is not the best site from a Town perspective
- We are building a collaborative portfolio of funding, including applying for federal CARES and ARPA funds being allocated by the Wyoming Community Development Authority. There may be \$5-8M available of HOME-ARP funds and block grant funding that will go back to the federal government if not allocated by WCDA. For our transitional housing project to apply for WCDA funds, we need to identify a location for our project.

After talking with Town staff, we believe our next step is to secure your approval for us to begin the pre-application phase with your staff. We hope you can grant this initial “green light” at your March 21st meeting. Thank you for considering this request.

Sincerely,



Bill Voge
Board Chair, Good Samaritan Mission