

Jackson Town Council Workshop

March 21, 2022

1:30 PM

Town Council Chambers

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I. ZOOM LINK FOR PUBLIC PARTICIPATION

- A. To join, click the link or copy to your browser: <https://us02web.zoom.us/j/81923569968?pwd=d3g0aCtUQVZmSmJ0b1hSMnk0a1NGZz09>
If the link does not work, join at zoom.com with Webinar ID: **819 2356 9968** Password: **83001**
or join by phone **+1 253 215 8782** with Webinar ID: **819 2356 9968** and Passcode: **83001**

II. CALL TO ORDER AND ROLL CALL

III. WORKSHOP ITEMS

- A. Introduction of Toma Klus
- B. Director Updates (Legal, Personnel, 20 mins)
- C. Vine Street Conceptual Design (Johnny Ziem, 60 mins)
- D. FY 23 Revenue Projection Discussion (Larry Pardee and Kelly Thompson, 30 mins)

IV. PROPOSED ITEMS FOR FUTURE WORKSHOPS

- 4/18 Director Updates (Police, Public Works, 20 mins)
- 4/18 Utility Rate Increases (Johnny Ziem, 30 mins)
- 4/18 Downtown Paid Parking RFP (Paul Anthony, 60 mins)
- 4/18 Title 2 Personnel & Administration (Lea Colasuonno, 20 mins)
- 5/16 Director Updates (Planning, Fire/EMS, 20 mins)

V. 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.

STAFF REPORT



Meeting Date:	March 21, 2022	Meeting Title:	Workshop
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	Vine Street Complete Street Conceptual Design	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to seek Council input and direction on a series of complete street conceptual designs related to the Vine Street Complete Street Project, from East Kelly Avenue to Snow King Avenue, specifically:

1. Should the final design include a sidewalk on one side of the corridor only?
2. Should the final design include a sidewalk on both sides of the corridor?
3. Should the final design incorporate streetlighting in the corridor?
4. Other



Requested Action.

The requested action for this item is to seek Council direction on the complete street conceptual designs for the Vine Street corridor, which may include sidewalks, street lighting, and furnishing zones.

Recommendations.

Staff recommends the conceptual design of Alternative Design #3 for the design of corridor sidewalks/furnishing zones including streetlighting.

Background.

Streets should be designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities. Street networks should also be designed for year-round use by all modes and users. Complete street designs also include accommodating both street and sidewalk snow removal requirements and providing space within the right-of-way (ROW) for snow storage. The primary driver for the Vine Street Project is to replace both water and sewer infrastructure, including replacement of portions of the road subgrade. This project aims to upgrade existing asset infrastructure and install new infrastructure components that improve the overall function and use of the corridor:

- Replacement of roughly 470 feet and installation of new 350 feet of sewer pipe
- Replacement of roughly 800 feet of water main pipe
- Improvements to the stormwater conveyance system
- Installation and redesign of new mobility and accessibility approaches
- Installation of new sidewalks and possible furnishings zones
- Replacement of old Lower Valley Energy streetlighting to new dark-sky compliant LED streetlighting
- Resurfacing and sub-grade improvements (new asphalt) for the entire corridor

Analysis.

Analysis for this project contemplates the overall intent of the Town of Jackson Community Streets Plan, the Jackson/Teton Integrated Transportation Plan, and the Comprehensive Plan. Further analysis is provided to give context for the installation of sidewalks/furnishing zones, streetscape (trees/grasses), and the replacement of LVE streetlights to the new Town standard.

Town of Jackson Community Streets Plan

By developing and adopting street design guidelines, the Town of Jackson will ensure every transportation project completed will make the network better and safer for all modes (multimodal users), including accessibility needs. This does not mean that every street corridor will be designed to the same standards. Each project will need to carefully consider the network needs of the various travel modes and the character of the adjacent neighborhoods to determine the most appropriate design elements and maintenance solutions. Vine Street is designated currently as a Bus/Truck route and is a shared street for all pedestrians and bikeway users.

Vine Street is composed of two types of Comprehensive Plan Character Districts: “Town Residential Core” and “Town Commercial Core”. Vine Street also has a defined Neighborhood Form of “Village” and “Resort/Civic”. This neighborhood form is important because it is representative of a certain character along a rural-to-urban continuum that further identifies the general pattern/intensity of development that is representative of a certain character. The neighborhood form for this corridor calls for a minimum 5 ft. detached sidewalk, 6 ft. minimum landscaped furnishing zone, 11 ft. travel lanes, and continued use of a shared street for all bikeway users. There is no on-street parking currently allowed within this corridor.

Jackson/Teton Comprehensive Plan and Integrated Transportation Plan (ITP)

The ITP is based on the multimodal transportation vision set forth in the updated 2012 Comprehensive Plan, with a goal to allow residents and visitors to:

“Travel by walk, bike, carpool, or transit will be more convenient than travel by single-occupancy vehicle.”.

A major emphasis of the ITP is to improve the “walkability” of Town and the rural villages and neighborhoods. The ITP places a high priority on upgrading and enhancing the provision of infrastructure needed to support active transportation. The plan further illuminates a direct relationship between walkability and bike-ability of places in terms of increased public health. Moreover, within the Teton Comprehensive Plan, Principle 7.1 “Meet future transportation demand with walk, bike, carpool, transit, and micromobility infrastructure” further articulates that 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.

Sidewalk and Furnishing Zones

As stated, the neighborhood form for this corridor calls for a minimum 5 ft. sidewalk and 6 ft. landscaped furnishing zone. For Council consideration, staff has presented the following conceptual Alternatives (see attachments) for possible design solutions for sidewalks and furnishing zones within the Vine Street corridor:

- Alternative #1A: This conceptual alternative considers a sidewalk on the west side only. The estimated cost for this alternative is \$444,000.
- Alternative #1B: This conceptual alternative considers a sidewalk on the east side only. The estimated cost for this alternative is \$444,000.
- Alternative #2: This conceptual alternative considers an attached sidewalk on both sides of the corridor. The estimated cost for this alternative is \$616,000.
- Alternative #3: This conceptual alternative considers a sidewalk on each side of the corridor, utilizing both attached and detached sidewalk designs. The estimated cost for this alternative is 551,000.

Staff Recommendation: staff recommends conceptual Alternative Design #3.

Streetlights

The Town employs streetlights within our community and within some of our complete street programs. In determining the scale of the number of streetlights, the character district and neighborhood form should be considered. Street lighting provides several important benefits, including safety for drivers, safety for pedestrians, aides in navigation, improves visibility, and illuminates specific components of a complete street (midblock, intersection, and crossings). Within the Vine Street corridor, staff is proposing replacing the existing Lower Valley Streetlights with three Town-approved dark sky compliant LED streetlights.

2020 Snow King Master Plan

In addition, to the above policy guidance the future redesign of Vine Street was a significant topic and amendment approved as part of the 2020 Master Plan. Specifically, the Master Plan includes the following language related to the redesign of Vine Street:

In addition, Sub Area 1 has been redrawn to include all of the resort property on Vine St. Three new buildings are proposed on Vine Street that would serve as some combination of employee housing and market rate apartments that are intended to be used for workers in the Town regardless of deed restriction. The design of these buildings on Vine St. will include a 10-20 foot setback to allow for a sidewalk and Complete Street cross section connecting the facilities to the resort with a maximum building height of 39 feet. The setback along Vine Street will allow for adequate landscaping and screening adjacent to the proposed structures and to be able to

accommodate all features of a complete street along Vine Street including all modes of transportation including START buses, pedestrians, and bikes in a safe and inviting manner.

The result of the Master Plan is that the applicant must provide the use of 10-20 feet of their property to ensure all features of a complete street as listed can be accommodated.

Possible Alternatives.

Alternatives for this item are discussed above. Possible additional alternatives could be determined by Council.

Comprehensive Plan & Priority Alignment.

- See section above Jackson/Teton Comprehensive Plan and Integrated Transportation Plan (ITP) for Comprehensive Plan alignment.

Fiscal Impact.

Fiscal impact for this item will include the total cost of construction, which is slated to begin in FY24, and will include the cost for any sidewalk improvements, utility (water, sewer, storm) upgrades, and upgrades to the roadway sub-base and asphalt service. Funding for this FY24 project is slated to come from the 2017 SPET, Town Capital funds, Water Enterprise funds, and Sewer Enterprise funds. Staff has employed the services of Nelson Engineering for all of the design improvements, which has been appropriated in the FY22 Budget.

Staff Impact.

Staff impact for this item includes roughly 65 hours of meetings, conceptual design review, and presentation of the proposed improvements to the community. Future impacts will include roughly 40 hours to complete the design and take the project to bid. Once construction starts, staff estimates roughly 10 hours a week for construction administration and project management.

Attachments or Links.

- Alternative 1A
- Alternative 1B
- Alternative 2
- Alternative 3
- Public Outreach Meeting, March 10, 2022
- Public Comment

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

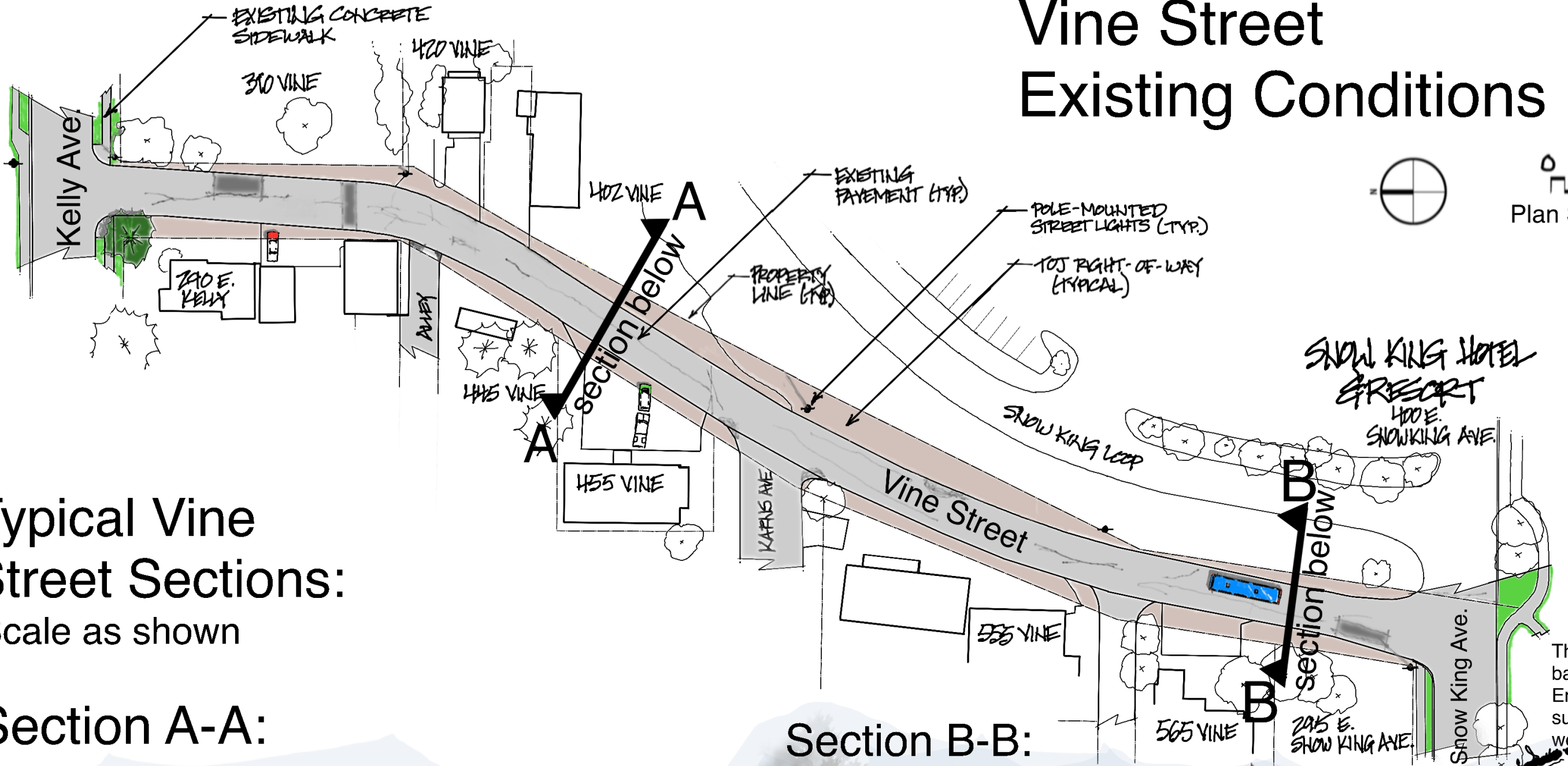
I move to approve the conceptual design of the Vine Street Complete Street Project, utilizing design Alternative #3, and direct staff to take the concept to final design.

Vine Street Existing

Vine Street Existing Conditions Plan

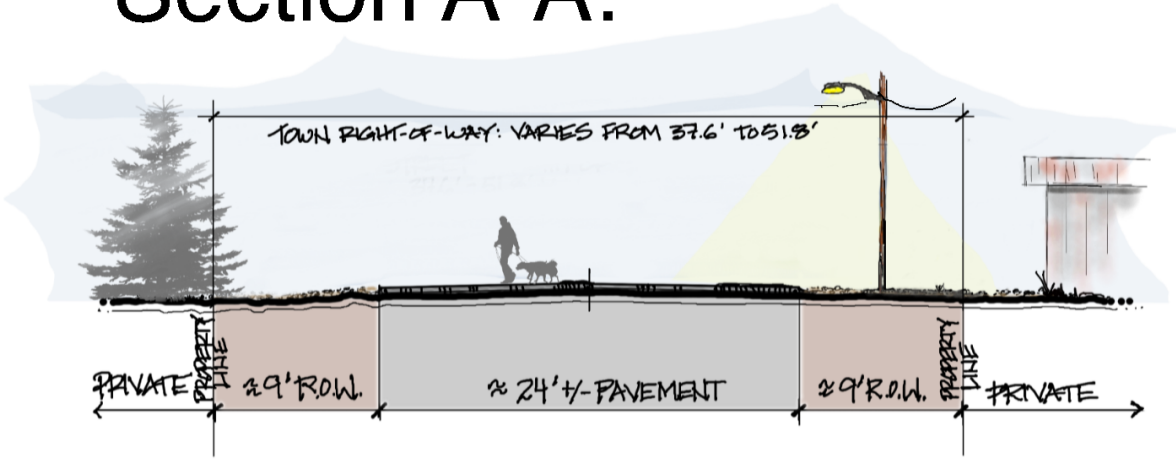


0 30' 60'
Plan Scale (feet)

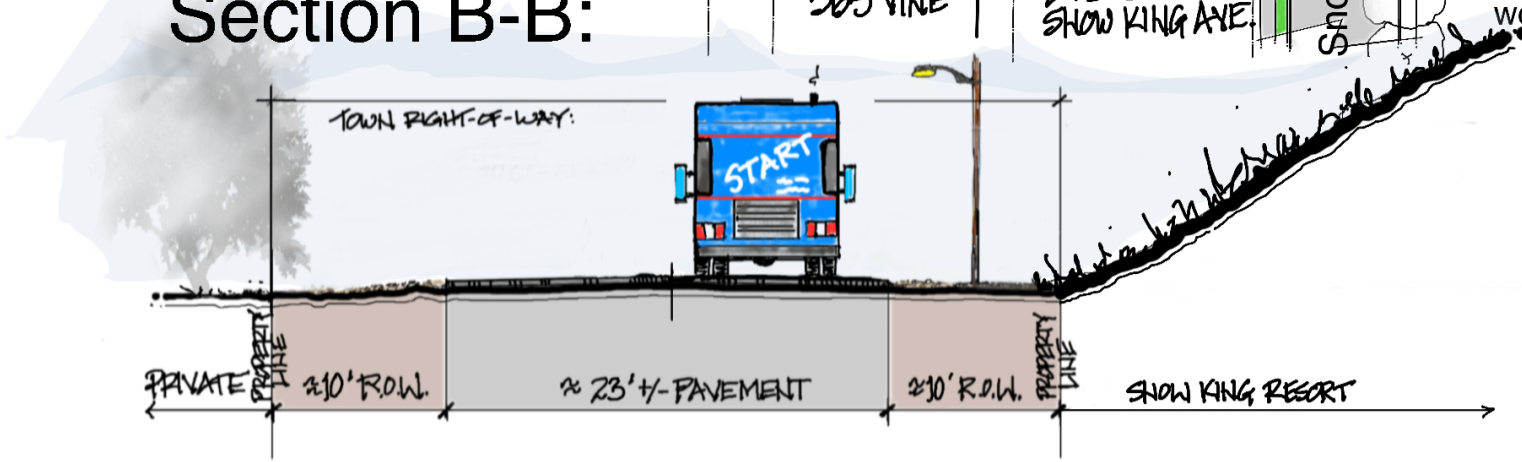


Typical Vine
Street Sections:
Scale as shown

Section A-A:



Section B-B:



This 'Existing Plan'
based on Nelson
Engineering
survey & mapping
work.



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EX1 Vine Street Existing

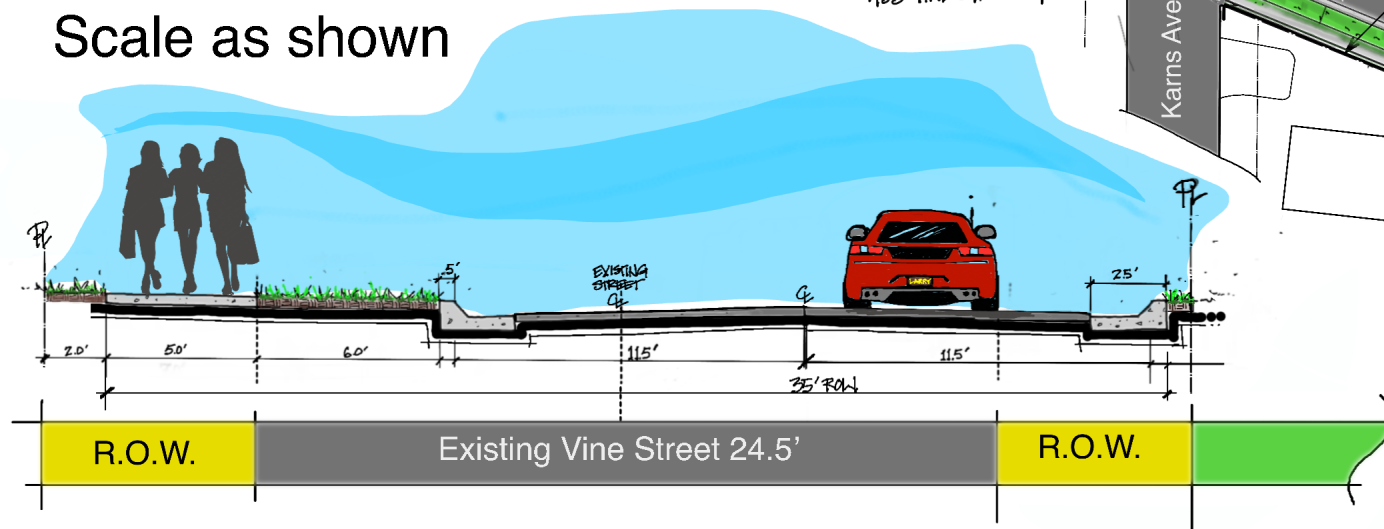
107° West Design, LLC
Feb 16, 2022



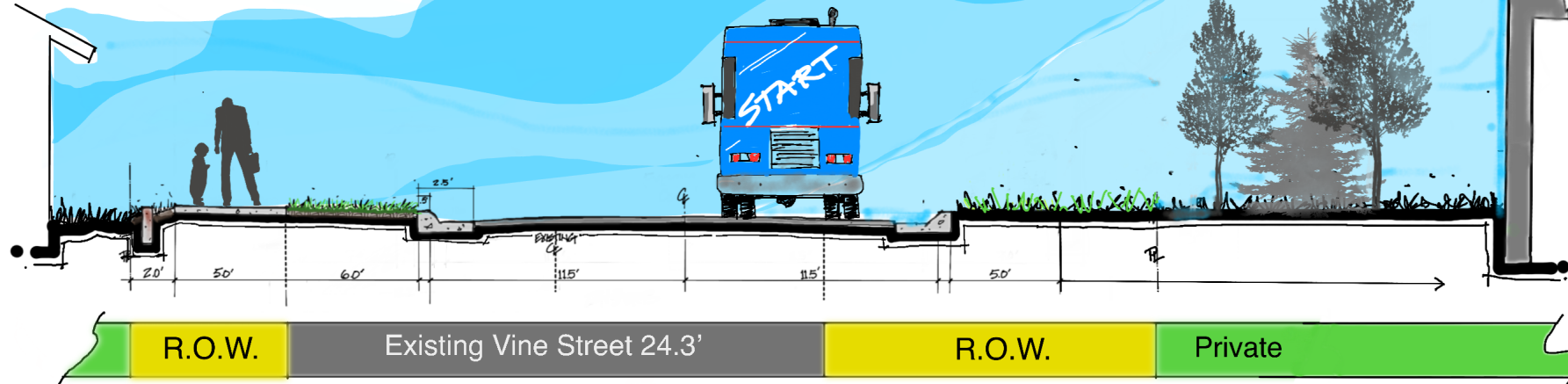
Vine Street Alternative 1A

Vine Street Plan Alternative 1.A

Vine Street Section A-A:
Scale as shown



Vine Street Section B-B:
Scale as shown



*FUTURE RESORT LAYOUT FROM
SNOW KING HOTEL MASTER PLAN
BY BERLIN ARCHITECTS

*FUTURE RESORT
BUILDING

*FUTURE RESORT
BUILDING

TRAINING WALL, TYP.

CONCRETE SIDEWALK, TYP.

*FUTURE RESORT
BUILDING

SNOW KING RESORT
400 E. SNOW KING AVE.

Snow King Ave.

295 E. SNOW KING AVE.

555 VINE ST.

565 VINE ST.

Karns Ave.

ALLEY

445 VINE ST.

455 VINE ST.

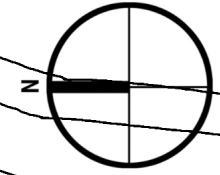
30 VINE STREET

220 E. KELLY

Kelly Ave.

STREET LIGHT, TYP.

CROSSWALK, TYP.

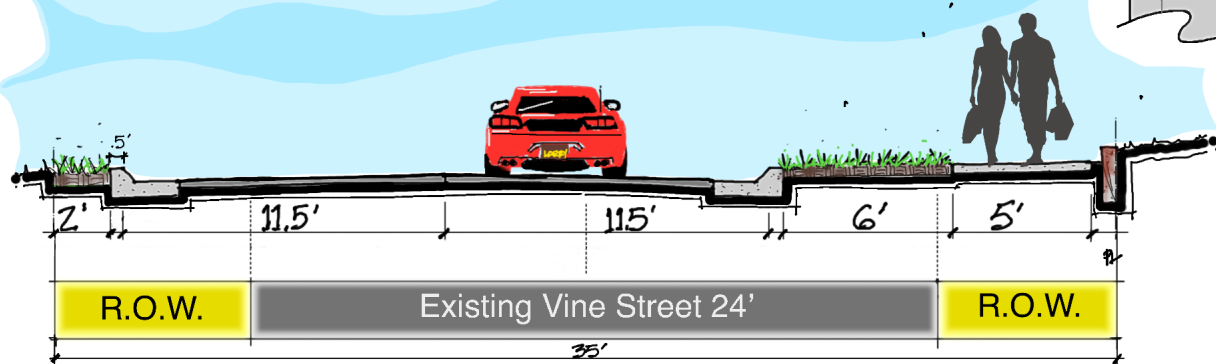


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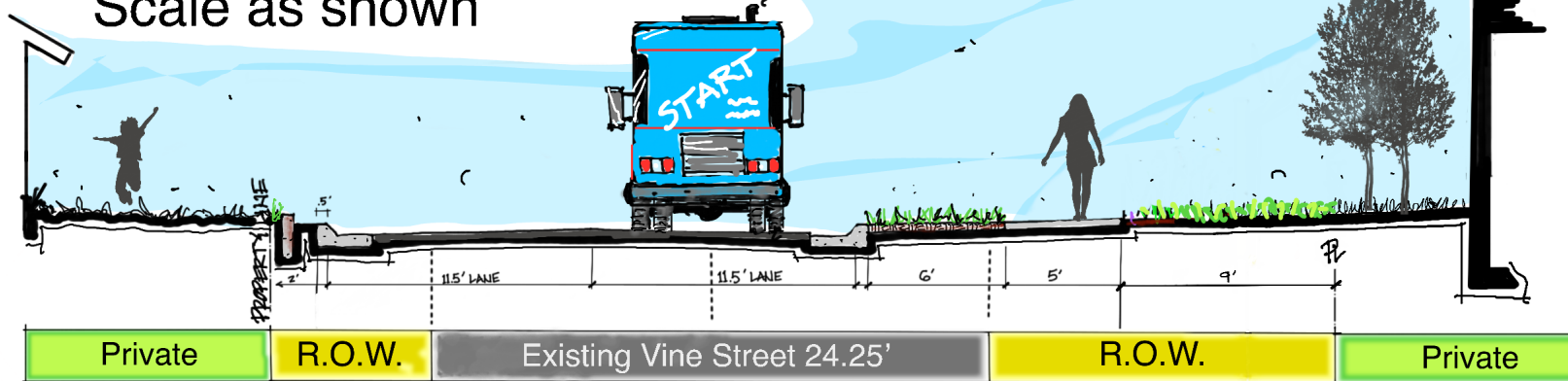
Vine Street Alternative 1B

Vine Street Plan Alternative 1.B

Vine Street Section A-A:
Scale as shown



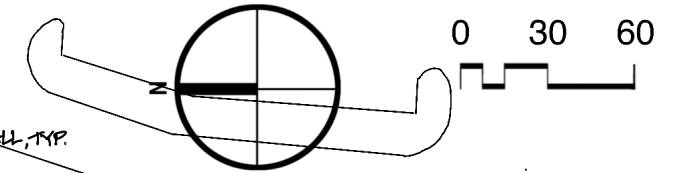
Vine Street Section B-B:
Scale as shown



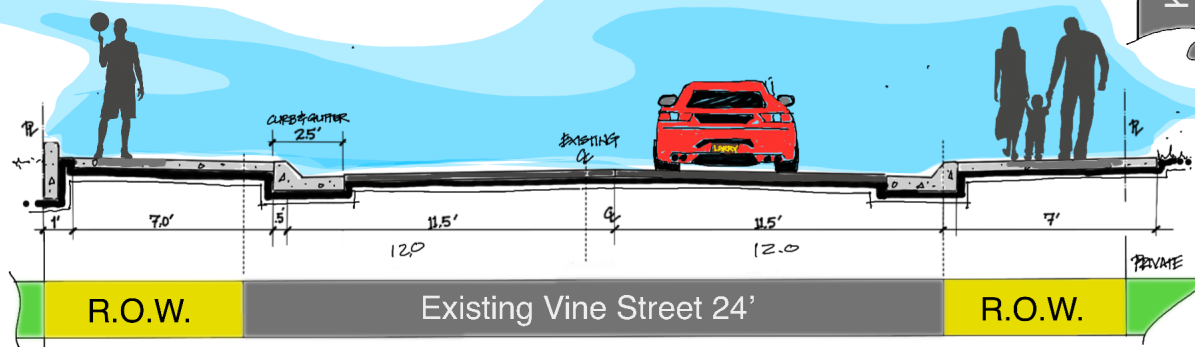
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Vine Street Alternative 2

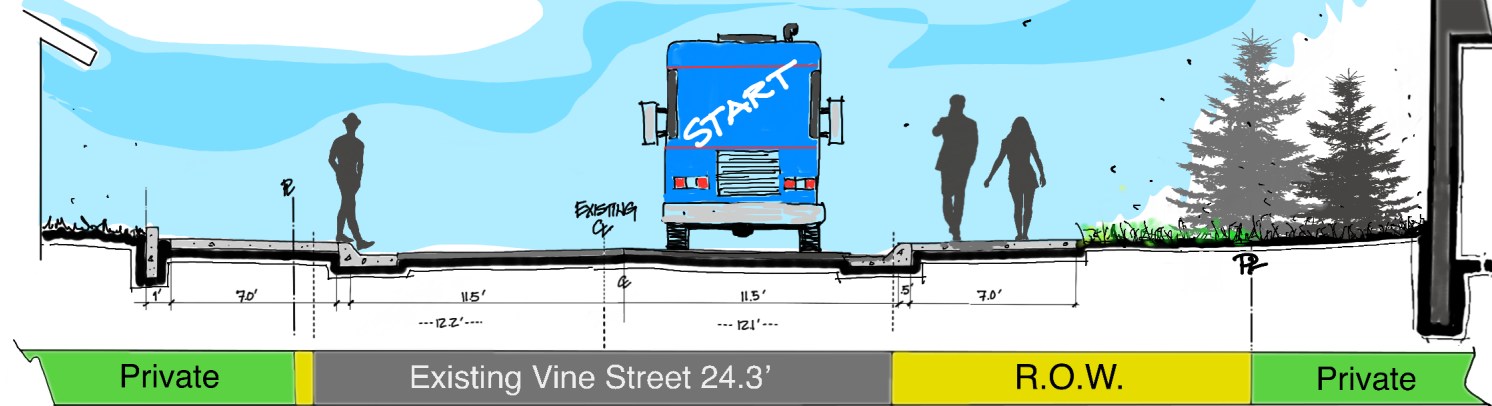
Vine Street Plan Alternative 2



Vine Street Section A-A:
Scale as shown



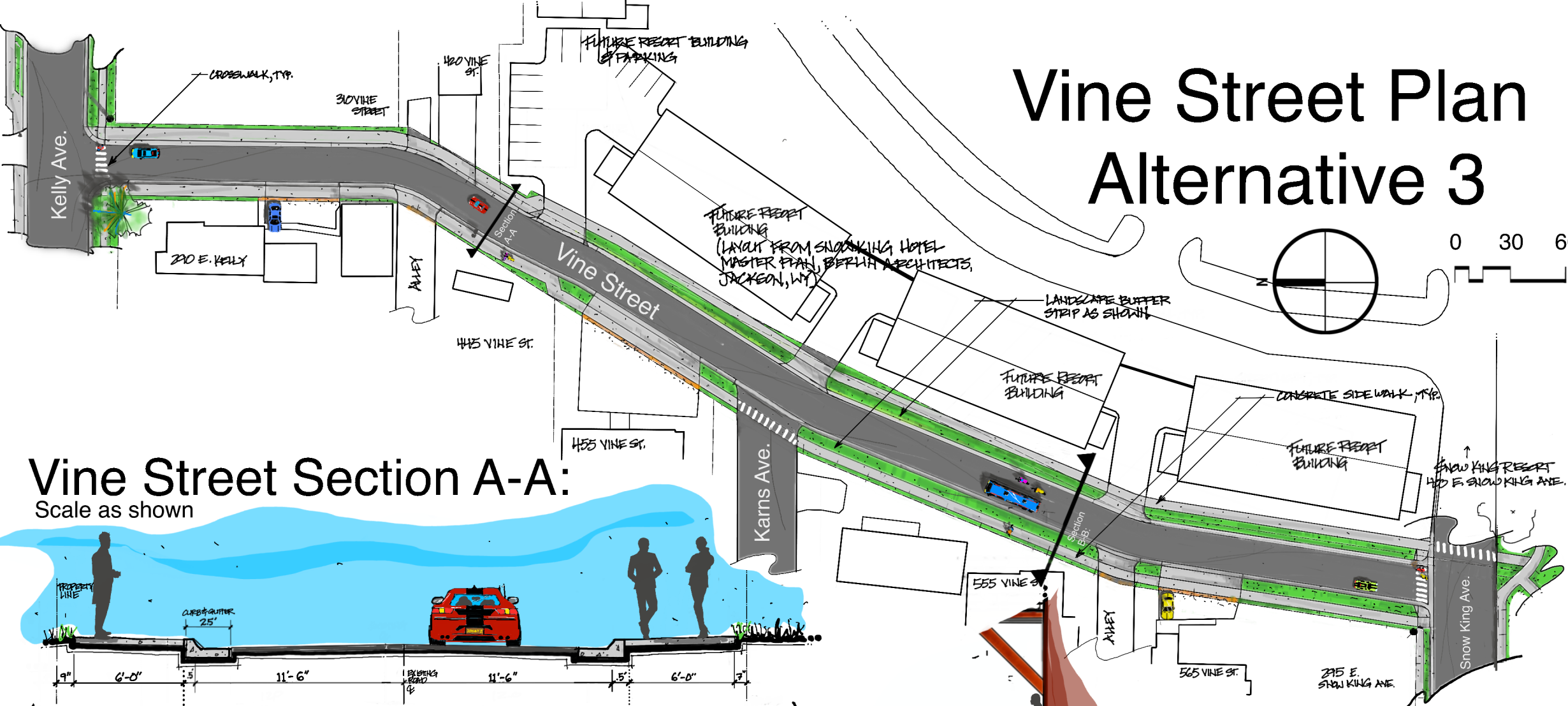
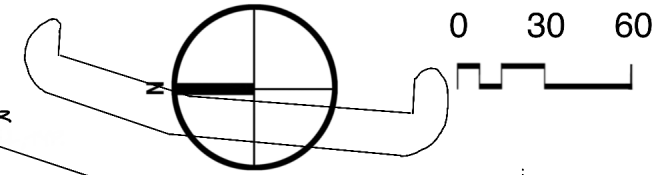
Vine Street Section B-B:
Scale as shown



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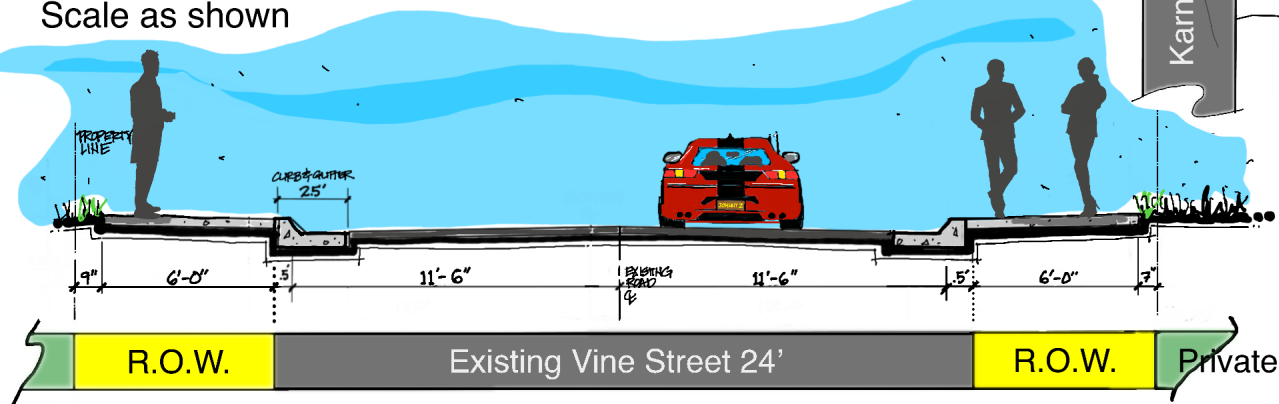
Vine Street Alternative 3

Vine Street Plan Alternative 3



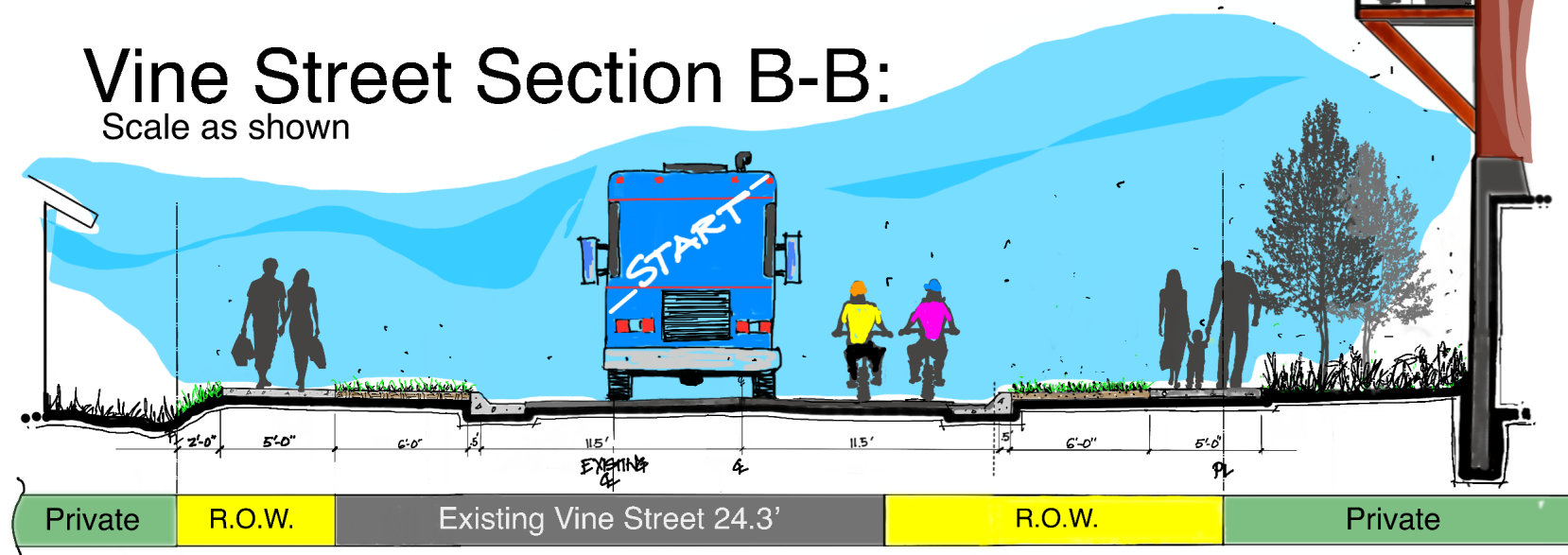
Vine Street Section A-A:

Scale as shown



Vine Street Section B-B:

Scale as shown



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VINE STREET | COMMUNITY ENGAGEMENT | 3.10.2022

COMMENTS AT THE ZOOM ENGAGEMENT SESSION | 26 ATTENDEES TOTAL

Chris Dickey: Great to introduce sidewalks. Vine desperately needs them. When do you plan to break ground? A large part of the parking on my property unloads directly onto Vine. Will we not be able to use that parking during construction? I would not be supportive of a one way because that would make it really hard to get to my house. There are no speed bumps or anything to slow traffic. I've almost been hit numerous times and have been scared for my kid and dog. Are there methods for slowing traffic you've considered?

Cole Nethercott: The drainage is a major problem. Will that be considered? I absolutely support the one-way on Vine Street. One-way streets are generally narrower and narrower streets make people drive slower and reduce traffic by 50%.

Deidre Ashley: I live right down from the Dickey's in the Alley. I use the alley between Kelly and Karns multiple times a day. There is a blind corner and there was a mirror put up, which is super useful. Was the physical access onto that alley considered?

Linore Wallace: Any consideration of making Vine a one-way street? There's also discussion of making Willow Street one-way. You should consider this for Vine too, I guess? I don't know that would all work, but I know it was brought up for pathways.

Thomas Smits: Of the options, I was most inclined to alternative 3. I think safety is most important and there should be sidewalks on both sides. I'm not a fan of the detached sidewalk. The dirt strip in-between on a lot of Town sidewalks are dirt and full of weeds. I also think Vine should be one-way. You'd accomplish two things, encroachment onto people's property and better safety. I've always envisioned a one-way from Snow King onto Kelly. Right now, I don't feel the city has adequately signed the alleyway. There's no enforcement in the alley. Sign and enforce it. I can't stress enough the safety issue pulling out of that alleyway.

Jay Tomich: Concerns about speed on Vine Street too. Bumps put in for the winter to slow traffic? I'm undecided on one or two sidewalks but if there were one or two, would both be plowed by the Town?

bikenskis@aol.com: Stop with all the Green Space it's a waste of money improve our road so they actually are functional



EMAIL ADDRESSES

Jim Wallace: jtwallacewy@gmail.com

Linore Walalce: linorewallace@yahoo.com

Chris Dickey: chrisjdickey@gmail.com

Deidre Ashley: dashley@bresnan.net

Gregory Ogle: greg@kdgcap.com

Jay Tomich: jay_tomich@yahoo.com

Jason Hawkins: jhawkins@silverstar.net

Arron Curtis: arron.curtis@eagle-crest.com

Allie Gillen: alliegillen@gmail.com

Cole Nethercott: ncnethercott@yahoo.com

Link to recording of meeting:

https://us02web.zoom.us/rec/share/Nr_hxNIAILLUCBE9oytSFHrSu2nu8WtYH0n93eG-IFPE4LYKRW0AcuavJOxeYFY3.GKR590Q1awulRuwo Passcode: #xhfD9h=

From: [Susan Scarlata](#)
To: [Johnny Ziem](#); [Scott Mohror](#)
Subject: FW: Vine St. Engagement | TOMORROW!
Date: Thursday, March 10, 2022 8:18:50 AM
Attachments: [image001.png](#)

Morning Scott & Johnny-

I got the comment below when I resent the info for this evening's engagement session so am just passing it along as an FYI.

I'll be on 10 or 15 minutes early this evening and will plan to introduce everyone to Community Engagement overall, outline how the session will go and that we'll use the raise hand function, and then pass it to Johnny.

Let me know if there is anything else I am forgetting.

All Best,

Susan

Susan Scarlata, PhD [she/her/hers](#)
Community Engagement Specialist
Town of Jackson
307-733-0440 x1110
sscarlata@jacksonwy.gov
www.jacksonwy.gov



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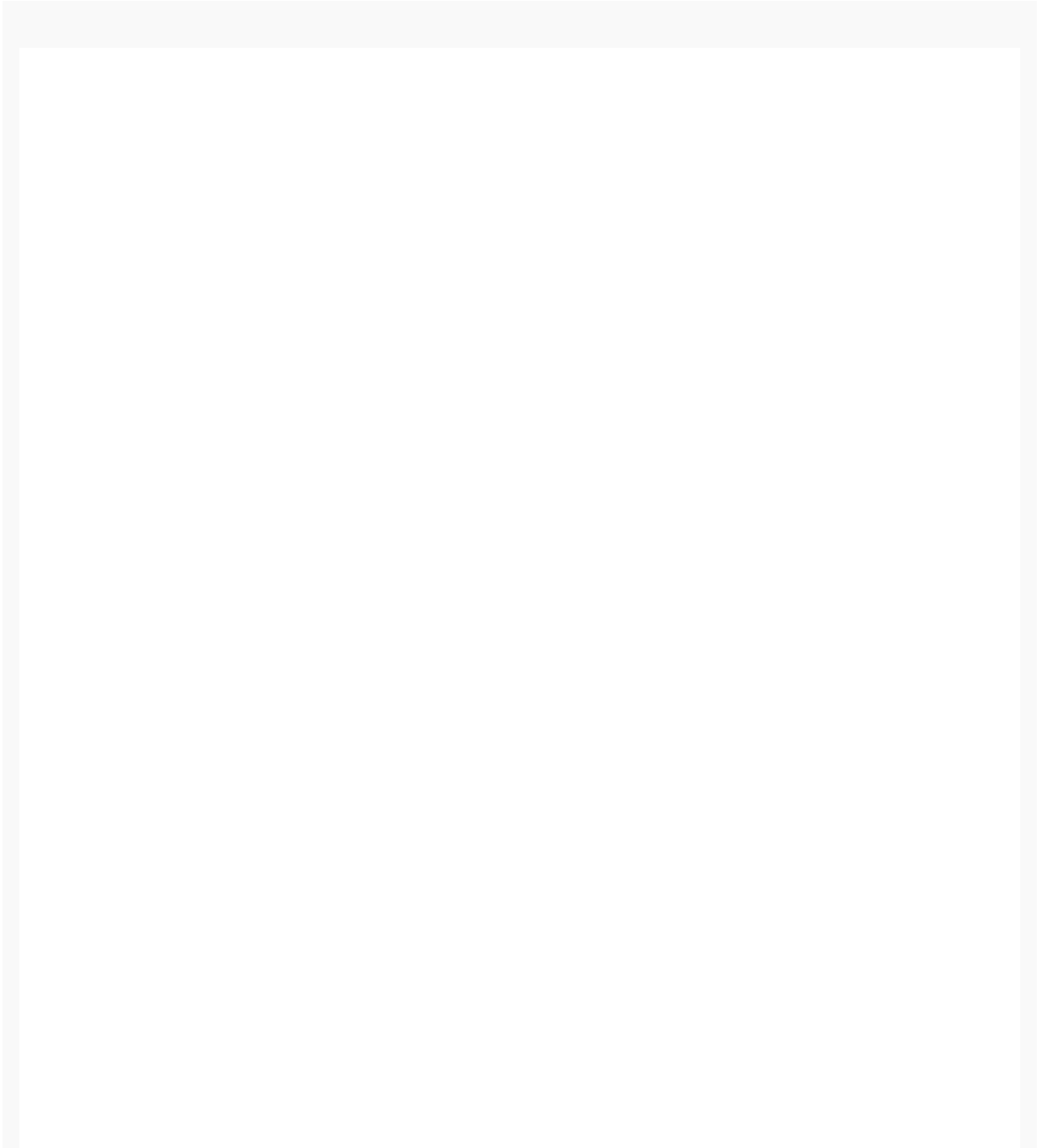
From: bikesnskis@aol.com <bikesnskis@aol.com>
Sent: Wednesday, March 9, 2022 4:39 PM
To: Susan Scarlata <SScarlata@jacksonwy.gov>
Subject: Re: Vine St. Engagement | TOMORROW!

— —



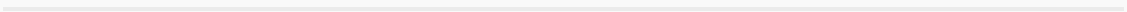
Stop with all the Green Space it's a waste of money improve our road so they actually are functional

On Wednesday, March 9, 2022, 01:44:39 PM MST, Town of Jackson <sscarlata@jacksonwy.gov> wrote:





[CLICK FOR ZOOM LINK](#)



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STAFF REPORT



Meeting Date:	March 21, 2022	Meeting Title:	Workshop
Submitting Department:	Administration	Presenter:	Larry Pardee
Agenda Item:	FY2023 Draft Sales Tax Projections	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to discuss and seek Council input on setting Fiscal Year 2023 sales and use tax budget projections.

Requested Action.

The requested action is for Council to provide direction on setting FY2023 sales and use tax budget projections.

Recommendations.

Staff recommends the council set FY2023 sales and use tax projections at 5% growth rate over estimated FY2022 actual sales and use tax collections.

Background.

The Town of Jackson has started staff level work drafting the Fiscal Year 2023 (FY23) budget.

Analysis.

In preparation for the FY23 budget the first step is to set the annual revenue growth rate for the upcoming fiscal year. The projected growth rate allows the Town Manager and staff to draft a balanced budget to meet the proposed budget expenditures. The Town utilizes all resources available to set these revenue projections and will continue to look for current and forward-looking revenue and expenditure trends and indicator information to help guide and inform our FY2023 budget preparations. Town staff use available methods, trends, and public sources to make this estimate but note that much of the data that drives tourism and sales tax is proprietary or is not available. The Town checks in with the below agencies to assist in setting our revenue projections:

- Wyoming Department of Revenue
- Wyoming Economic Analysis Division
- Jackson Hole Airport
- Jackson Hole Chamber of Commerce
- Grand Teton and Yellowstone National Park visitation

Staff discussion with these sources indicated several significant events may negatively impact summer 2022 guest visitations including: recent inflation, major energy cost increases, spring airport shut down, and expiring Federal government subsidies.

A key data point considered by staff in making a FY23 revenue projection was inflation. Inflation measured by the Wyoming Economic Analysis Division (EAD) for Northwest WY (Big Horn, Hot Springs, Park, Teton, and Washakie counties) was 7.6% through June 2021. This percentage increase coupled with local increases in full time population and the number of annual visitors are key drivers of our reoccurring revenues. EAD does not produce an inflation rate specific to Teton County. The EAD data does show that Teton County cost of living increases far exceed surrounding counties for housing, food, transportation etc. Therefore, staff's position is that Teton County's local inflation is higher than 7.6%.

Another key data point considered by staff in making a revenue projection for FY23 is the FY22 revenue trend. The FY22 revenue trend shows an increase of 22% over the adopted FY22 revenue projection. This significant increase will allow the Town to end FY22 with \$22,015,934 in sales and use tax collections when only \$18,003,358 was anticipated.

Based upon review of this information Staff is recommending a 5% growth rate increase above FY22 actual revenue which will generate approximately \$23,000,000, and \$1,100,000 in additional recurring revenue for FY23 over FY22. This estimated revenue is expected to fund 79% of General Fund.

In addition, staff is recommending continuing our adaptable budgeting process for FY23. Similar to the last two fiscal years, we propose that the Town review revenue projections mid fiscal year (January 2023) and if we are leading budget projections in a notable way, we work with Council to promote or enhance additional Council priorities that were not included in the adopted budget. If projections are lagging after the first six months of collections, in January 2023 staff will recommend expenditure adjustments and potential reductions. Staff recommends we wait until the six-month mark to amend the budget based on actual sales and use tax activity.

	FY2021 Actual	FY2022 Estimated	4% Projection	5% Projection	6% Projection
1% Local Sales Tax (5th Cent)	\$ 7,639,569	\$ 9,885,154	\$ 10,280,560	\$ 10,379,412	\$ 10,478,263
1% State Sales Tax	\$ 9,344,731	\$ 12,130,780	\$ 12,616,011	\$ 12,737,319	\$ 12,858,627
Total	\$ 16,984,300	\$ 22,015,934	\$ 22,896,571	\$ 23,116,731	\$ 23,336,890
<i>Percent Change</i>	<i>4.5%</i>	<i>29.6%</i>	<i>4.0%</i>	<i>5.0%</i>	<i>6.0%</i>
<i>Dollar Change</i>	<i>\$ 729,313</i>	<i>\$ 5,031,634</i>	<i>\$ 880,637</i>	<i>\$ 1,100,797</i>	<i>\$ 1,320,956</i>

Note: Each 1% adjustment increases or decreases revenue by \$220,160.

Possible Alternatives.

To consider lower or higher Town projected sales and use tax growth rate.

Comprehensive Plan & Priority Alignment.

In order to take actions that align with and move our goals forward as outlined in the Comprehensive Plan, a sound budget is necessary, and that includes setting projected sales and use tax revenue. 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."*

Fiscal Impact.

There is no fiscal impact associated with projecting revenues. However, those projections will be used to fund the FY23 budget overall.

Staff Impact.

The staff impact of preparing this information for the March 21st, 2022 meeting is approximately 8 hours.

Attachments or Links.

None

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

I move to approve 5% sales and use tax growth rate for FY23.

or

I move to approve __% sales and use tax growth rate for FY23.