

Jackson Town Council Regular Meeting

June 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/82295783149?pwd=U3ZlV29wWmZMSkE5b0tia2R2N3lnZz09>

If the link does not work, join at zoom.com with Webinar ID **822 9578 3149** Password: **83001**

or join by phone **+1 669 900 9128** with Webinar ID **822 9578 3149** and Password: **83001**

II. OPENING

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Announcements
 - 1. Introduce Drew Barrie, Planning Department Intern

III. PUBLIC COMMENT

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

IV. CONSENT CALENDAR

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

- A. Meeting Minutes
 - 1. June 6, 2022 Special Town Council Meeting
 - 2. June 6, 2022 Town Council Meeting
- B. Disbursements
- C. May Municipal Court Report
- D. P22-105 Teton Mudpots Temporary Sign (Paul Anthony)
- E. P22-108 White Horse Social Temporary Sign (Paul Anthony)
- F. P22-121 Nature Conservancy Temporary Sign (Paul Anthony)
- G. P22-123 Becoming Jackson Whole Temporary Sign (Paul Anthony)
- H. P22-136 JH Half Marathon Temporary Sign (Paul Anthony)
- I. Special Event: 4th of July Street Breakfast (Carl Pelletier)
- J. Special Event: 4th of July Parade (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.

- K. Special Event: 4th of July Fireworks (Carl Pelletier)
- L. Special Event: Elkhorn 100 Endurance Run (Carl Pelletier)
- M. Special Event: Horizon Fine Art Visiting Artist Demonstrations (Carl Pelletier)
- N. Special Event: TCSAR Summer Party (Carl Pelletier)
- O. Core Services Vehicle Maintenance Professional Services Amendment (Johnny Ziem)
- P. 2010 SPET Solar Art Mural (Johnny Ziem)
- Q. Parklet Ambassador MOU (Johnny Ziem)
- R. Interim Town Manager Contract (Roxanne Robinson)

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

- A. Community Development
 - 1. Hitching Post Zoning Amendment - Continued (Paul Anthony)
 - 2. P22-015: Lighting Text Amendment - Continued (Tyler Valentine)
 - 3. Northern South Park Neighborhood Plan Recommendation (Tyler Sinclair)
- B. Administration
 - 1. New Restaurant Liquor License Whistling Grizzly (Lynsey Lenamond)
 - 2. New Manufacturer's Satellite Liquor License (Lynsey Lenamond)
 - 3. Fee Schedule Resolution Public Hearing (Kelly Thompson)

VI. RESOLUTIONS

- A. Resolution 22-13: FY 2022 Budget Amendment #4 (Kelly Thompson)
- B. Resolution 22-14: FY 23 Budget Adoption (Kelly Thompson)

VII. ORDINANCES

- A. Ordinance I: Sewer and Water Rate Amendment (third reading, to be designated No. 1319)

VIII. MATTERS FROM MAYOR AND COUNCIL

- A. Board and Commission Reports

IX. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

X. ADJOURN

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TOWN COUNCIL PROCEEDINGS - UNAPPROVED

JUNE 6, 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 joined at 6:26 p.m.

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

Mayor Morton Levinson led those in attendance in the Pledge of Allegiance. She recognized June 3, 2022 as National Gun Violence Awareness Day and the month as June as Pride Month, and introduced Emy Farrow-German and Laura Perez.

Public Comment. Bob Culver, Vill Voge, Sophie Lam, Julien Haas, Barbara Hoeft, and Anna Olson 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-F as presented with the following motions.

A. **Meeting Minutes.** To approve the meeting minutes as presented for the May 16th Workshop, May 16th Meeting, May 23rd Special Meeting, and May 24th Special Workshop.

B. **Disbursements.** 842-NCPERS GROUP WYOMING \$96.00; AAMODT, RILEY JAMES \$1,690.00; ACE EQUIPMENT & SUPPLY \$2,133.25; ACE HARDWARE \$159.31; ADVANCED INDUSTRIAL SUPPLY INC \$995.48; ADVANCED PUMP & EQUIPMENT, INC \$7,589.44; AFLAC \$2,501.18; ALLDATA \$1,500.00; ALLEGIANCE BENEFIT PLAN MANAGE, INC. \$57,461.64; AMAZON \$112.71; ANTLER MOTEL, INC. \$560.00; APPLE INC \$4,076.00; ARCHITECTURAL BUILDING SUPPLY \$9,489.18; ARISTORENAS, MARIA \$450.00; ARMSCOR CARTRIDGE INCORPORATED \$1,305.00; AT&T \$351.81; BADILLO, MARCELA \$450.00; BAKER, DAVID \$416.97; BARLOW, LEE ANN \$2,750.00; BEARING & INDUSTRIAL SALE \$130.13; BERGMAN, PIERRE \$450.00; BESTDRIVE IDAHO FALLS \$4,449.84; BIG R RANCH & HOME \$119.97; BLACK DIAMOND MOVING CO. \$3,600.00; BLUEBEAM, INC \$12,315.00; BRIGGS, ERIC L \$37.74; BRIGHTLY \$42,268.82; CARQUEST AUTO PARTS INC. \$568.45; CENTRALSQUARE \$11,745.54; CENTURYLINK \$2,197.52; CERTIFIED LABORATORIES \$436.90; CHILD SUPPORT SERVICES UTAH \$220.85; CHITWOOD, JESSICA \$137.66; CONRAD & BISCHOFF INC. \$82,770.32; CONTROL SYSTEM TECHNOLOGY, INC. \$5,902.50; CONVERGEONE, INC \$12,596.48; COULTER HOUSE \$1,000.00; CULTIVATE \$1,531.25; DAY, JEAN \$450.00; DELL \$5,731.20; DELTA DENTAL PLAN OF WYOMING \$9,911.40; DERO BIKE RACKS \$9,408.11; DICK ANDERSON CONSTRUCTION \$20,400.00; DIVISION OF CHILD SUPPORT ENFORCEMENT \$509.23; DOYLE, MATTHEW \$657.50; DR. DAVID SHLIM \$6,800.00; DYNAMIC CONTROLS, LLC \$3,070.26; E.R. OFFICE EXPRESS \$356.72; ENERGY CONSERVATION WORKS \$17,500.00; ENERGY LABORATORIES INC. \$1,172.00; FALL RIVER PROPANE \$2,603.69; FEHR PEERS \$602.50; FIGJAM ENTERPRISES, LLC \$7,200.00; FIRST TRANSIT \$40,456.84; FLEETPRIDE \$2,552.79; FORTRESS HOME IMPROVEMENTS LLC \$5,000.00; FREEDOM MAILING SERVICE INC. \$1,737.15; FRITTS, JASON \$450.00; GARMIN USA \$64.95; GILLIG LLC \$4,325.93; GLOBAL EQUIPMENT COMPANY \$1,251.00; GREENWOOD MAPPING INC. \$276.00; HACH CHEMICAL CO. \$414.49; HEALTHIEST YOU \$1,296.00; HERNANDEZ, BRANDON \$450.00; HIGH COUNTRY LINEN \$1,858.59; IDAHO FALLS PETERBILT \$933.38; IDAHO STATE TAX COMMISSION \$4,074.00; IDAHO STEAM CLEANING LLC \$275.00; INTERSTATE BATTERY \$699.75; IVY OUTDOOR SERVICES LLC \$2,650.00; JACKSON ANIMAL HOSPITAL \$19.00; JACKSON CURBSIDE INC. \$2,265.00; JACKSON DOWNTOWNER, LLC \$56,152.41; JACKSON HOLE COMMUNITY HOUSING \$4,639.45; JACKSON HOLE LAW, PC \$6,002.50; JACKSON HOLE NEWS & GUIDE \$4,439.40; JACKSON HOLE SECURITY, LLC \$110.00; JACKSON PAINT AND GLASS, INC. \$600.00; JAMF SOFTWARE, LLC \$106.50; JH20 WATER CONDITIONING & FILTRATION \$52.50; KENWORTH SALES COMPANY DEPT #1 \$361.82; KOIS BROTHERS EQUIPMENT COMPANY \$42,483.58; KRIKOR ARCHITECTURE \$1,225.00; KRUEGER, ERICA JADE \$450.00; LEIGH, CHRISTOPHER S. \$464.10; LENAMOND, LYNSEY \$996.70; LENOVO

(UNITED STATES) INC. \$5,674.02; LEPCO \$1,321.50; LOCAL GOV'T LIABILITY POOL \$3,000.00; LSC TRANSPORTATION CONSULTANTS, INC \$1,215.77; MASON, TOM \$86.50; METROQUIP INC \$496.61; MIKE'S OILFIELD SERVICES INC \$5,350.00; MOBILITY FOREFRONT LLC \$35,000.00; MSC INDUSTRIAL SUPPLY CO \$120.33; NAPA AUTO PARTS INC. \$4,204.77; NELSON ENGINEERING \$527.50; NEW WEST BUILDING COMPANY INC. \$4,000.00; NOLAD, STACY \$450.00; ONE CALL OF WYOMING \$84.25; OPTION ONE \$4,000.00; POWDERHORN HOUSING LLC \$500.00; PREMIER TRUCK- SALT LAKE CITY \$6,018.67; PREMIER VEHICLE INSTALLATION, INC \$21,120.69; PROTERRA \$3,073.86; QUADIENT LEASING USA, INC. \$139.73; QUICK BROWN FOX LLC \$420.00; RED'S AUTO GLASS, INC. \$402.45; REYNOLDS, ANDREA \$223.02; RHINEHART OIL CO, LLC \$34,201.32; RHOADES, STEPHEN \$92.00; ROBERTS, CAREY \$70.00; ROBINSON, ROXANNE DEVRIES \$47.65; RON'S TOWING \$550.25; RUSCHILL, RUSSELL \$6,329.25; RUSH TRUCK CENTER, IDAHO FALLS -\$170.24; SAFELITE FULFILLMENT INC \$781.21; SAFETY SUPPLY & SIGN CO., INC. \$32,689.80; SAFETY-KLEEN SYSTEMS, INC. \$310.65; SANCHEZ-MACHUCA, ROSA \$450.00; SCARLATA, SUSAN \$27.00; SHUMAN, SARA \$751.16; SILVER CREEK SUPPLY \$62.92; SILVERSTAR \$2,694.39; SMITH POWER PRODUCTS, INC. \$3,636.00; SNAKE RIVER ROASTING \$525.93; SPRING CREEK ANIMAL HOSPITAL \$166.99; STEPHENS, SHAWN \$5,113.72; STICKNEY, ARLEN \$60.00; TETON COUNTY ALTERNATIVE TO INCARCERATIO \$21,387.97; TETON COUNTY CLERK \$321,125.13; TETON COUNTY FAIR \$400.00; TETON COUNTY PLANNING & BUILDING \$12,343.88; TETON COUNTY PUBLIC WORKS \$19,542.59; TETON COUNTY SHERIFF-DISPATCH \$6,161.64; TETON COUNTY SHERIFF'S-JAIL \$648.00; TETON COUNTY SPECIAL FIRE FUND \$30,538.37; TETON COUNTY TREASURER \$6,071.25; TETON COUNTY-FUND 10 \$71,476.94; TETON MOTORS INC \$552.98; TETON SCIENCE SCHOOL \$12,225.76; TETON TRASH REMOVAL, INC. \$48.00; THE AFTERMARKET PARTS COMPANY, LLC \$136.40; THE CHILDREN'S LEARNING CENTER \$1,671.03; THE RADAR SHOP \$590.00; THE TIRE RACK, INC. \$3,091.80; T-MOBILE \$124.12; TRAPHAGEN, JEROMIE \$100.00; TRIHYDRO CORPORATION \$17,349.25; UHL, ANGIE \$310.50; VALLEY OFFICE SYSTEMS \$2,594.94; VFC CONTROLS \$2,567.50; VISA \$29,823.64; VISION SERVICE PLAN - (WY) \$1,724.01; WAM \$500.00; WESTBANK SANITATION \$90.96; WESTERN CHARTERS AND TOURS, LLC \$67,331.25; WESTERN STATE \$104.32; WHITE GLOVE CLEANING, INC. \$8,858.89; WRENCH IT PLUMBING & HEATING INC \$306.51; WY CHILD SUPPORT ENFORCEMENT \$146.76; WY WORKERS' SAFETY & COMP \$11,295.97; WYOMING FIRST AID & SAFETY \$447.96; WYOMING RETIREMENT SYSTEM \$127,055.80; WYOMING.COM INC \$10.00; WY-TEST \$505.00; YELLOW IRON EXCAVATION, LLC \$1,050.00; ZEGARRA, DIEGO \$292.10

- C. **Special Event: Old Bill's Fun Run.** To approve the special event application made by The Jackson Hole Community Foundation for the annual Old Bill's Fun Run event on Saturday, September 10, 2022 subject to the conditions and restrictions listed in the staff report.
- D. **Special Event: Teton County Fair.** To approve the special event application made by the Teton County Fair Board to host the Annual Teton County Fair, subject to the conditions and restrictions listed in the staff report.
- E. **Crane Encroachment Agreement – 175 Center.** To approve the Temporary Encroachment Agreement for Placement of Crane on Town Property between the Town and Kampai E Holdings, LLC as presented.
- F. **Special Restrictions for Workforce Ownership Housing in The Glenwood Condos at 185 N. Glenwood.** To approve the four Special Restrictions for Workforce Ownership Housing located at 185 N Glenwood Street as presented in the attachments to the staff report.

There was no public comment on the consent calendar. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Airport Board Budget. Michelle Aderson made comments on behalf of the Jackson Hole Airport Board. Council held discussion. A motion was made by Jim Rooks and seconded by Jonathan Schechter to approve the FY23 budget of the Jackson Hole Airport Board as presented.

Liquor License Transfer Application HOB Pink Garter. This item has been withdrawn.

Classification and Compensation Study. Jada Kent and Laura Linehan with Baker Tilly gave a presentation. Roxanne Robinson made staff comment. Council held discussion with staff. A

motion was made by Arne Jorgensen and seconded by Jessica Sell Chambers to approve the list of market communities/entities to be surveyed as presented and discussed. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Consideration of WAM Resolutions. Susan Scarlata made staff comment. Council held discussion with staff. A motion was made by Jim Rooks and seconded by Jessica Sell Chambers to direct the Town of Jackson's voting delegate, Vice Mayor Arne Jorgensen, to support and vote for the full slate of 15 Resolutions excluding the Resolution regarding outdoor food and beverage service. This motion was rescinded.

A motion was made by Jim Rooks and seconded by Jessica Sell Chambers to withdraw Jackson's proposed Resolution regarding outdoor food and beverage service and direct Jackson's WAM voting delegate to support the full slate of 15 other Resolutions. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Pari-Mutuel Wagering Impacts. Roxanne Robinson and Lea Colasuonno made staff comment. Council held discussion with staff. Kyle Ridgeway with 307 Horse Racing made public comment. No motion was made.

P22-053 Zoning Map Amendment for 460 E. Broadway Hitching Post. Paul Anthony made staff comment. Council held discussion with staff. Hal Hutchinson, Cynthia Hogan, Dave Robinson, Karen Zahnanderson, and Judd Grossman made comment on behalf of the applicant. A motion was made by Jessica Sell Chambers and seconded by Arne Jorgensen to continue this item to the next available meeting. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

P22-015 LDR Amendment for Lighting. Jim Rooks recused himself. Tyler Valentine made staff comment. Council held discussion with staff. Sam Holsinger, John Barentine, Barbara Hafte, Ralph Mossman, and Karen Zahnanderson made public comment. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to continue the motion to the next available meeting. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jim Rooks recused and the motion carried.

Ordinances. A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to read ordinances in short title. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Ordinance J: An Ordinance Amending Title 9 of the Jackson Municipal Code

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF THE TOWN OF JACKSON ORDINANCE NOS. 15, 89, 111, 115, 150, 162, 182 (PART), 294, 295, 590, 594, 610, 612, 635, 639, 725, 750, 797, 820, 822, 874 THROUGH 877, 950, 1014, 1064 THROUGH 1066, 1104 THROUGH 1106, 1177 AND 1200; SECTION 2 OF TOWN OF JACKSON ORDINANCE NOS. 111, 115, 150, 162, 335, 433, 878 AND 879; SECTION 3 OF TOWN OF JACKSON ORDINANCE NOS. 111, 115, 150, 162, AND 879; SECTION 4 OF TOWN OF JACKSON ORDINANCE NOS. 14, 111, 115, 150, AND 162; SECTION 5 OF TOWN OF JACKSON ORDINANCE NOS. 150 AND 162; SECTION 6 OF TOWN OF JACKSON ORDINANCE NO. 131; SECTION 7 OF TOWN OF JACKSON ORDINANCE NOS. 14, 150, AND 162; SECTION 8 OF TOWN OF JACKSON ORDINANCE NOS. 14 AND 162; SECTIONS 9 AND 10 OF TOWN OF JACKSON ORDINANCE NOS. 162 AND 289; SECTIONS 11 THROUGH 15, 18 THROUGH 20, 22, 24, AND 26 THROUGH 31 OF TOWN OF JACKSON ORDINANCE NO. 162; SECTIONS 13 AND 14 OF TOWN OF JACKSON ORDINANCE NO. 289; AND SECTIONS 9.04.010 THROUGH 9.68.040 OF THE TOWN OF JACKSON MUNICIPAL CODE.

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 Jonathan Schechter to approve ordinance J on third reading and designated it No. 1317. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Ordinance I: An Ordinance Amending Sewer and Water Rates

ORDINANCE I AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1271, 1071, 1040, 1039, 1019, 1018, 1009, 1008, 1000, 999, 992, 991, 936, 935, 867, 866, 834, 833, 805, 804, 745, 743, 664, 588, 576, 551, 539, 476, 381, AND 370; SECTION 2 OF TOWN OF JACKSON ORDINANCE NOS. 677, 270, 259 (PART); 122, AND 97A; SECTION 6 OF TOWN OF JACKSON ORDINANCE NO. 558; SECTION 7 OF TOWN OF JACKSON ORDINANCE NO. 677; SECTION 30 OF TOWN OF JACKSON ORDINANCE NO 97; AND SECTIONS 13.04.050, 13.04.300, 13.08.013, AND 13.08.020 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING WATER AND WASTEWATER RATES, FEES AND COSTS 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 Arne Jorgensen and seconded by Jim Rooks to approve ordinance I on second reading. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Ordinance L: An Ordinance Regarding Alcohol and Malt Beverage in Parklets

ORDINANCE L AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF ORDINANCE NOS. 90A, 172, 227, 375, 516, 544, 577, 987, 1063, 1072, 1185, 1245, AND 1286; SECTION 2 OF ORDINANCE NO. 227; SECTION 3 OF ORDINANCE NO. 90A; SECTION 6 OF ORDINANCE NO. 853; SECTIONS 8, 9, AND 13 OF ORDINANCE NO. 90; AND CHAPTERS 6.40.040 AND 6.40.050 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGARDING THE LOCATION OF ALCOHOL SERVICE AND CONSUMPTION 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 Arne Jorgensen and seconded by Jim Rooks to approve ordinance L on second reading. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Matters from Mayor and Council. A motion was made by Arne Jorgensen and seconded by Jim Rooks to direct the Town Manager or their designee to draft a brief, Scoping Staff Report on the proposed lease of Town owned property for the use of Transitional Housing to be added to an agenda within 45 days. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Town Manager's Report. Larry Pardee made staff comment. Council held discussion with staff. The report contained an update on. A motion was made by Jonathan Schechter and seconded by Jim Rooks to approve the Town Manager's report. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Adjourn. A motion was made by Jonathan Schechter and seconded by Jim Rooks to adjourn the meeting. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 10:00 p.m. Minutes: rt

TOWN OF JACKSON

ATTEST:

Hailey Morton Levinson, Mayor

Riley Taylor, Town Clerk

Publish JH News & Guide: June 15, 2022

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

JUNE 6, 2022

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Public Comment. Bob Culver, Vill Voge, Sophie Lam, Julien Haas, Barbara Hoeft, and Anna Olson 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-F as presented with the following motions.

A. **Meeting Minutes.** To approve the meeting minutes as presented for the May 16th Workshop, May 16th Meeting, May 23rd Special Meeting, and May 24th Special Workshop.

B. **Disbursements.** 842-NCPERS GROUP WYOMING \$96.00; AAMODT, RILEY JAMES \$1,690.00; ACE EQUIPMENT & SUPPLY \$2,133.25; ACE HARDWARE \$159.31; ADVANCED INDUSTRIAL SUPPLY INC \$995.48; ADVANCED PUMP & EQUIPMENT, INC \$7,589.44; AFLAC \$2,501.18; ALLDATA \$1,500.00; ALLEGIANCE BENEFIT PLAN MANAGE, INC. \$57,461.64; AMAZON \$112.71; ANTLER MOTEL, INC. \$560.00; APPLE INC \$4,076.00; ARCHITECTURAL BUILDING SUPPLY \$9,489.18; ARISTORENAS, MARIA \$450.00; ARMSCOR CARTRIDGE INCORPORATED \$1,305.00; AT&T \$351.81; BADILLO, MARCELA \$450.00; BAKER, DAVID \$416.97; BARLOW, LEE ANN \$2,750.00; BEARING & INDUSTRIAL SALE \$130.13; BERGMAN, PIERRE \$450.00; BESTDRIVE IDAHO FALLS \$4,449.84; BIG R RANCH & HOME \$119.97; BLACK DIAMOND MOVING CO. \$3,600.00; BLUEBEAM, INC \$12,315.00; BRIGGS, ERIC L \$37.74; BRIGHTLY \$42,268.82; CARQUEST AUTO PARTS INC. \$568.45; CENTRALSQUARE \$11,745.54; CENTURYLINK \$2,197.52; CERTIFIED LABORATORIES \$436.90; CHILD SUPPORT SERVICES UTAH \$220.85; CHITWOOD, JESSICA \$137.66; CONRAD & BISCHOFF INC. \$82,770.32; CONTROL SYSTEM TECHNOLOGY, INC. \$5,902.50; CONVERGEONE, INC \$12,596.48; COULTER HOUSE \$1,000.00; CULTIVATE \$1,531.25; DAY, JEAN \$450.00; DELL \$5,731.20; DELTA DENTAL PLAN OF WYOMING \$9,911.40; DERO BIKE RACKS \$9,408.11; DICK ANDERSON CONSTRUCTION \$20,400.00; DIVISION OF CHILD SUPPORT ENFORCEMENT \$509.23; DOYLE, MATTHEW \$657.50; DR. DAVID SHLIM \$6,800.00; DYNAMIC CONTROLS, LLC \$3,070.26; E.R. OFFICE EXPRESS \$356.72; ENERGY CONSERVATION WORKS \$17,500.00; ENERGY LABORATORIES INC. \$1,172.00; FALL RIVER PROPANE \$2,603.69; FEHR PEERS \$602.50; FIGJAM ENTERPRISES, LLC \$7,200.00; FIRST TRANSIT \$40,456.84; FLEETPRIDE \$2,552.79; FORTRESS HOME IMPROVEMENTS LLC \$5,000.00; FREEDOM MAILING SERVICE INC. \$1,737.15; FRITTS, JASON \$450.00; GARMIN USA \$64.95; GILLIG LLC \$4,325.93; GLOBAL EQUIPMENT COMPANY \$1,251.00; GREENWOOD MAPPING INC. \$276.00; HACH CHEMICAL CO. \$414.49; HEALTHIEST YOU \$1,296.00; HERNANDEZ, BRANDON \$450.00; HIGH COUNTRY LINEN \$1,858.59; IDAHO FALLS PETERBILT \$933.38; IDAHO STATE TAX COMMISSION \$4,074.00; IDAHO STEAM CLEANING LLC \$275.00; INTERSTATE BATTERY \$699.75; IVY OUTDOOR SERVICES LLC \$2,650.00; JACKSON ANIMAL HOSPITAL \$19.00; JACKSON CURBSIDE INC. \$2,265.00; JACKSON DOWNTOWNER, LLC \$56,152.41; JACKSON HOLE COMMUNITY HOUSING \$4,639.45; JACKSON HOLE LAW, PC \$6,002.50; JACKSON HOLE NEWS & GUIDE \$4,439.40; JACKSON HOLE SECURITY, LLC \$110.00; JACKSON PAINT AND GLASS, INC. \$600.00; JAMF SOFTWARE, LLC \$106.50; JH20 WATER CONDITIONING & FILTRATION \$52.50; KENWORTH SALES COMPANY DEPT #1 \$361.82; KOIS BROTHERS EQUIPMENT COMPANY \$42,483.58; KRIKOR ARCHITECTURE \$1,225.00; KRUEGER, ERICA JADE \$450.00; LEIGH, CHRISTOPHER S. \$464.10; LENAMOND, LYNSEY \$996.70; LENOVO

(UNITED STATES) INC. \$5,674.02; LEPCO \$1,321.50; LOCAL GOV'T LIABILITY POOL \$3,000.00; LSC TRANSPORTATION CONSULTANTS, INC \$1,215.77; MASON, TOM \$86.50; METROQUIP INC \$496.61; MIKE'S OILFIELD SERVICES INC \$5,350.00; MOBILITY FOREFRONT LLC \$35,000.00; MSC INDUSTRIAL SUPPLY CO \$120.33; NAPA AUTO PARTS INC. \$4,204.77; NELSON ENGINEERING \$527.50; NEW WEST BUILDING COMPANY INC. \$4,000.00; NOLAD, STACY \$450.00; ONE CALL OF WYOMING \$84.25; OPTION ONE \$4,000.00; POWDERHORN HOUSING LLC \$500.00; PREMIER TRUCK- SALT LAKE CITY \$6,018.67; PREMIER VEHICLE INSTALLATION, INC \$21,120.69; PROTERRA \$3,073.86; QUADIENT LEASING USA, INC. \$139.73; QUICK BROWN FOX LLC \$420.00; RED'S AUTO GLASS, INC. \$402.45; REYNOLDS, ANDREA \$223.02; RHINEHART OIL CO, LLC \$34,201.32; RHOADES, STEPHEN \$92.00; ROBERTS, CAREY \$70.00; ROBINSON, ROXANNE DEVRIES \$47.65; RON'S TOWING \$550.25; RUSCHILL, RUSSELL \$6,329.25; RUSH TRUCK CENTER, IDAHO FALLS -\$170.24; SAFELITE FULFILLMENT INC \$781.21; SAFETY SUPPLY & SIGN CO., INC. \$32,689.80; SAFETY-KLEEN SYSTEMS, INC. \$310.65; SANCHEZ-MACHUCA, ROSA \$450.00; SCARLATA, SUSAN \$27.00; SHUMAN, SARA \$751.16; SILVER CREEK SUPPLY \$62.92; SILVERSTAR \$2,694.39; SMITH POWER PRODUCTS, INC. \$3,636.00; SNAKE RIVER ROASTING \$525.93; SPRING CREEK ANIMAL HOSPITAL \$166.99; STEPHENS, SHAWN \$5,113.72; STICKNEY, ARLEN \$60.00; TETON COUNTY ALTERNATIVE TO INCARCERATIO \$21,387.97; TETON COUNTY CLERK \$321,125.13; TETON COUNTY FAIR \$400.00; TETON COUNTY PLANNING & BUILDING \$12,343.88; TETON COUNTY PUBLIC WORKS \$19,542.59; TETON COUNTY SHERIFF-DISPATCH \$6,161.64; TETON COUNTY SHERIFF'S-JAIL \$648.00; TETON COUNTY SPECIAL FIRE FUND \$30,538.37; TETON COUNTY TREASURER \$6,071.25; TETON COUNTY-FUND 10 \$71,476.94; TETON MOTORS INC \$552.98; TETON SCIENCE SCHOOL \$12,225.76; TETON TRASH REMOVAL, INC. \$48.00; THE AFTERMARKET PARTS COMPANY, LLC \$136.40; THE CHILDREN'S LEARNING CENTER \$1,671.03; THE RADAR SHOP \$590.00; THE TIRE RACK, INC. \$3,091.80; T-MOBILE \$124.12; TRAPHAGEN, JEROMIE \$100.00; TRIHYDRO CORPORATION \$17,349.25; UHL, ANGIE \$310.50; VALLEY OFFICE SYSTEMS \$2,594.94; VFC CONTROLS \$2,567.50; VISA \$29,823.64; VISION SERVICE PLAN - (WY) \$1,724.01; WAM \$500.00; WESTBANK SANITATION \$90.96; WESTERN CHARTERS AND TOURS, LLC \$67,331.25; WESTERN STATE \$104.32; WHITE GLOVE CLEANING, INC. \$8,858.89; WRENCH IT PLUMBING & HEATING INC \$306.51; WY CHILD SUPPORT ENFORCEMENT \$146.76; WY WORKERS' SAFETY & COMP \$11,295.97; WYOMING FIRST AID & SAFETY \$447.96; WYOMING RETIREMENT SYSTEM \$127,055.80; WYOMING.COM INC \$10.00; WY-TEST \$505.00; YELLOW IRON EXCAVATION, LLC \$1,050.00; ZEGARRA, DIEGO \$292.10

- C. **Special Event: Old Bill's Fun Run.** To approve the special event application made by The Jackson Hole Community Foundation for the annual Old Bill's Fun Run event on Saturday, September 10, 2022 subject to the conditions and restrictions listed in the staff report.
- D. **Special Event: Teton County Fair.** To approve the special event application made by the Teton County Fair Board to host the Annual Teton County Fair, subject to the conditions and restrictions listed in the staff report.
- E. **Crane Encroachment Agreement – 175 Center.** To approve the Temporary Encroachment Agreement for Placement of Crane on Town Property between the Town and Kampai E Holdings, LLC as presented.
- F. **Special Restrictions for Workforce Ownership Housing in The Glenwood Condos at 185 N. Glenwood.** To approve the four Special Restrictions for Workforce Ownership Housing located at 185 N Glenwood Street as presented in the attachments to the staff report.

There was no public comment on the consent calendar. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Airport Board Budget. Michelle Aderson made comments on behalf of the Jackson Hole Airport Board. Council held discussion. A motion was made by Jim Rooks and seconded by Jonathan Schechter to approve the FY23 budget of the Jackson Hole Airport Board as presented. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Liquor License Transfer Application HOB Pink Garter. This item has been withdrawn.

Classification and Compensation Study. Jada Kent and Laura Linehan with Baker Tilly gave a presentation. Roxanne Robinson made staff comment. Council held discussion with staff. A motion was made by Arne Jorgensen and seconded by Jessica Sell Chambers to approve the list of market communities/entities to be surveyed as presented and discussed. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Consideration of WAM Resolutions. Susan Scarlata made staff comment. Council held discussion with staff. A motion was made by Jim Rooks and seconded by Jessica Sell Chambers to direct the Town of Jackson's voting delegate, Vice Mayor Arne Jorgensen, to support and vote for the full slate of 15 Resolutions excluding the Resolution regarding outdoor food and beverage service. This motion was rescinded.

A motion was made by Jim Rooks and seconded by Jessica Sell Chambers to withdraw Jackson's proposed Resolution regarding outdoor food and beverage service and direct Jackson's WAM voting delegate to support the full slate of 15 other Resolutions. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Pari-Mutuel Wagering Impacts. Roxanne Robinson and Lea Colasuonno made staff comment. Council held discussion with staff. Kyle Ridgeway with 307 Horse Racing made public comment. No motion was made.

P22-053 Zoning Map Amendment for 460 E. Broadway Hitching Post. Paul Anthony made staff comment. Council held discussion with staff. Hal Hutchinson, Cynthia Hogan, Dave Robinson, Karen Zahnanderson, and Judd Grossman made comment on behalf of the applicant. A motion was made by Jessica Sell Chambers and seconded by Arne Jorgensen to continue this item to the next available meeting. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

P22-015 LDR Amendment for Lighting. Jim Rooks recused himself. Tyler Valentine made staff comment. Council held discussion with staff. Sam Holsinger, John Barentine, Barbara Hafte, Ralph Mossman, and Karen Zahnanderson made public comment. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to continue the motion to the next available meeting. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jim Rooks recused and the motion carried.

Ordinances. A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to read ordinances in short title. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Ordinance J: An Ordinance Amending Title 9 of the Jackson Municipal Code

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF THE TOWN OF JACKSON ORDINANCE NOS. 15, 89, 111, 115, 150, 162, 182 (PART), 294, 295, 590, 594, 610, 612, 635, 639, 725, 750, 797, 820, 822, 874 THROUGH 877, 950, 1014, 1064 THROUGH 1066, 1104 THROUGH 1106, 1177 AND 1200; SECTION 2 OF TOWN OF JACKSON ORDINANCE NOS. 111, 115, 150, 162, 335, 433, 878 AND 879; SECTION 3 OF TOWN OF JACKSON ORDINANCE NOS. 111, 115, 150, 162, AND 879; SECTION 4 OF TOWN OF JACKSON ORDINANCE NOS. 14, 111, 115, 150, AND 162; SECTION 5 OF TOWN OF JACKSON ORDINANCE NOS. 150 AND 162; SECTION 6 OF TOWN OF JACKSON ORDINANCE NO. 131; SECTION 7 OF TOWN OF JACKSON ORDINANCE NOS. 14, 150, AND 162; SECTION 8 OF TOWN OF JACKSON ORDINANCE NOS. 14 AND 162; SECTIONS 9 AND 10 OF TOWN OF JACKSON ORDINANCE NOS. 162 AND 289; SECTIONS 11 THROUGH 15, 18 THROUGH 20, 22, 24, AND 26 THROUGH 31 OF TOWN OF JACKSON ORDINANCE NO. 162; SECTIONS 13 AND 14 OF TOWN OF JACKSON ORDINANCE NO. 289; AND SECTIONS 9.04.010 THROUGH 9.68.040 OF THE TOWN OF JACKSON MUNICIPAL CODE.

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 Jonathan Schechter to approve ordinance J on third reading and designated it No. 1317. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Ordinance I: An Ordinance Amending Sewer and Water Rates

ORDINANCE I AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1271, 1071, 1040, 1039, 1019, 1018, 1009, 1008, 1000, 999, 992, 991, 936, 935, 867, 866, 834, 833, 805, 804, 745, 743, 664, 588, 576, 551, 539, 476, 381, AND 370; SECTION 2 OF TOWN OF JACKSON ORDINANCE NOS. 677, 270, 259 (PART); 122, AND 97A; SECTION 6 OF TOWN OF JACKSON ORDINANCE NO. 558; SECTION 7 OF TOWN OF JACKSON ORDINANCE NO. 677; SECTION 30 OF TOWN OF JACKSON ORDINANCE NO 97; AND SECTIONS 13.04.050, 13.04.300, 13.08.013, AND 13.08.020 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING WATER AND WASTEWATER RATES, FEES AND COSTS 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 Arne Jorgensen and seconded by Jim Rooks to approve ordinance I on second reading. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Ordinance L: An Ordinance Regarding Alcohol and Malt Beverage in Parklets

ORDINANCE L AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF ORDINANCE NOS. 90A, 172, 227, 375, 516, 544, 577, 987, 1063, 1072, 1185, 1245, AND 1286; SECTION 2 OF ORDINANCE NO. 227; SECTION 3 OF ORDINANCE NO. 90A; SECTION 6 OF ORDINANCE NO. 853; SECTIONS 8, 9, AND 13 OF ORDINANCE NO. 90; AND CHAPTERS 6.40.040 AND 6.40.050 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGARDING THE LOCATION OF ALCOHOL SERVICE AND CONSUMPTION 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 Arne Jorgensen and seconded by Jim Rooks to approve ordinance L on second reading. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Matters from Mayor and Council. A motion was made by Arne Jorgensen and seconded by Jim Rooks to direct the Town Manager or their designee to draft a brief, Scoping Staff Report on the proposed lease of Town owned property for the use of Transitional Housing to be added to an agenda within 45 days. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Town Manager's Report. Larry Pardee made staff comment. Council held discussion with staff. The report contained an update on CDBG funding for Flat Creek Apartments, Quarter 2 rental data, and parklets. A motion was made by Jonathan Schechter and seconded by Jim Rooks to approve the Town Manager's report. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Adjourn. A motion was made by Jonathan Schechter and seconded by Jim Rooks to adjourn the meeting. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 10:00 p.m. Minutes: rt

TOWN OF JACKSON

ATTEST:

Hailey Morton Levinson, Mayor

Riley Taylor, Town Clerk

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
51	ACE HARDWARE	780161	BRAID NYNL LINE 500' REEL	05/02/2022	16.99	.00	
51	ACE HARDWARE	780453	RULE TAPE, PENCIL CARPNTR	05/04/2022	22.96	.00	
51	ACE HARDWARE	781253	BRUSH WHEEL FINE 3" ACE	05/10/2022	5.49	.00	
51	ACE HARDWARE	782799	COUPLING BLK 3/4X1/2 RED, NI	05/21/2022	6.48	.00	
51	ACE HARDWARE	783295	LACQUER THINNER GL, STIHL	05/25/2022	46.51	.00	
51	ACE HARDWARE	783572	DECK BRUSH	05/26/2022	12.99	.00	
51	ACE HARDWARE	783617	TAPE TEFLON. PROTECTANT	05/27/2022	61.33	.00	
51	ACE HARDWARE	783640	TAPE BARCADE CAUTION	05/27/2022	29.98	.00	
51	ACE HARDWARE	783710	MARKING PAINT	05/27/2022	35.97	.00	
51	ACE HARDWARE	784299	WIRE ROPE CLIP	06/01/2022	32.94	.00	
51	ACE HARDWARE	784416	FILTER FAUCET PUR PLUS, FIL	06/02/2022	63.44	.00	
51	ACE HARDWARE	784554	WASH WINDSHIELD GAL ACE	06/03/2022	14.82	.00	
51	ACE HARDWARE	784676	C & K EXT P & P SAT NB	06/03/2022	47.99	.00	
51	ACE HARDWARE	784930	SHOCKWAVE ID BIT SET 55PC,	06/06/2022	397.98	.00	
51	ACE HARDWARE	784932	M18 BL IMP DRVR KIT 1/4"	06/06/2022	149.00	.00	
51	ACE HARDWARE	784933	BATTERIES	06/06/2022	35.98	.00	
51	ACE HARDWARE	785102	DWV FLEX COUPL 2X2, RUBBE	06/07/2022	39.95	.00	
51	ACE HARDWARE	785415	BATTERIES AND WD40	06/09/2022	43.96	.00	
51	ACE HARDWARE	785544	KNEE PADS AND HEADLIGHT	06/09/2022	79.54	.00	
51	ACE HARDWARE	785725	FUNNEL 18" LONG POLY	06/10/2022	4.49	.00	
51	ACE HARDWARE	785804	DEAD BLOW HAMMER 2LB	06/11/2022	54.99	.00	
51	ACE HARDWARE	785959	TAPE	06/13/2022	36.94	.00	
Total 51:					1,240.72	.00	
6686	Allegiance Benefit Plan Manage, I	030322	claims 02.28.22	03/03/2022	13,177.51	13,177.51	03/31/2022
6686	Allegiance Benefit Plan Manage, I	050922	claims 05.09.22	05/09/2022	25,084.82	25,084.82	05/09/2022
6686	Allegiance Benefit Plan Manage, I	06/01/22	premium	06/01/2022	53,394.18	53,394.18	06/09/2022
6686	Allegiance Benefit Plan Manage, I	060222	claims 05.31.22	06/02/2022	2,857.65	2,857.65	06/09/2022
Total 6686:					94,514.16	94,514.16	
5726	AMAZON	1GV1-RPNP-V	SEAFLO 3" IN-LINE MARINE	05/29/2022	25.98	.00	
5726	AMAZON	1KV9-N6HS-V6	AMAZON COMMERCIAL LED E	04/17/2022	30.84	.00	
5726	AMAZON	1R76-MCG6-3	LEATHEMAN. MOLLE	06/09/2022	13.00	.00	
5726	AMAZON	1WL1-MPFT-6	SMART SIGN- FIRE ALAMR	06/05/2022	24.00	.00	
Total 5726:					93.82	.00	
2763	AMERIWEST WATER SERVICES	22-115	ALL QWEST 200 IN 4-275 GAL T	05/11/2022	16,630.00	.00	
Total 2763:					16,630.00	.00	
4992	Anthony, Paul	060822	TRAVEL EXPENSES	06/08/2022	147.96	.00	
Total 4992:					147.96	.00	
383	ANTLER MOTEL, INC.	3619ML 1021	WINTER HOUSING RENT	10/09/2021	1,200.00	.00	
Total 383:					1,200.00	.00	
7027	ARISTORENAS, MARIA	060722	EQUITY TASK FORCE	06/07/2022	450.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7027:					450.00	.00	
1783	AT&T	287279795460	MONTHLY ACCOUNT 287279795	05/11/2022	251.88	.00	
Total 1783:					251.88	.00	
7028	BADILLO, MARCELA	060722	EQUITY TASK FORCE	06/07/2022	450.00	.00	
Total 7028:					450.00	.00	
7033	BERGMAN, PIERRE	060722	EQUITY TASK FORCE	06/07/2022	450.00	.00	
Total 7033:					450.00	.00	
3500	BISON LUMBER	2205-782066	44-7/8 BANDSAW BLADE 14T	05/19/2022	35.01	.00	
Total 3500:					35.01	.00	
4485	BLISS CARGO	15365	DELIVERY OF PACKAGE- FROM	05/16/2022	37.52	.00	
Total 4485:					37.52	.00	
1560	BLUE SPRUCE CLEANERS,INC	05-102419	LAUNDRY: SHIRT CLEANING- S	05/23/2022	17.50	.00	
1560	BLUE SPRUCE CLEANERS,INC	05-102646	LAUNDRY: SHIRT CLEANING- S	05/23/2022	17.50	.00	
1560	BLUE SPRUCE CLEANERS,INC	060122	DRY CLEANING PD	06/01/2022	116.70	.00	
Total 1560:					151.70	.00	
6727	BRIGGS, ERIC L	15115	8 PIECE 1/8", STYLUS PRO USB	06/09/2022	390.50	.00	
Total 6727:					390.50	.00	
5996	BRIGHTLY	INV-116363	MAP CONNECTOR CONFIGURA	05/31/2022	950.00	.00	
Total 5996:					950.00	.00	
3303	BRISTOL, JAMES	6593	ENVELOPES	06/13/2022	115.00	.00	
Total 3303:					115.00	.00	
5	CARQUEST AUTO PARTS INC.	6090-571057	GREASE COUPLER	05/31/2022	37.49	.00	
5	CARQUEST AUTO PARTS INC.	6090-571841	UPHL CLNR POWER OUT	06/06/2022	17.92	.00	
Total 5:					55.41	.00	
102	CASELLE INC.	117352	CONTRACT SUPPORT	06/01/2022	1,867.00	.00	
Total 102:					1,867.00	.00	
10	CASH	060822	petty cash	06/08/2022	63.00	.00	
10	CASH	060822	petty cash	06/08/2022	14.71	.00	
10	CASH	060822	petty cash	06/08/2022	109.30	.00	
10	CASH	060822	petty cash	06/08/2022	29.01-	.00	
Total 10:					158.00	.00	
5738	CASPER STAR TRIBUNE	80869-1	START BUS ADS	05/17/2022	451.15	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5738:					451.15	.00	
6257	CERTIFIED LABORATORIES	7765492	LUSTER GUARD AEROSOL, PR	04/21/2022	375.45	.00	
Total 6257:					375.45	.00	
7020	CHILD SUPPORT SERVICES UT	060222	CASE ID C000963282	06/02/2022	220.85	220.85	06/02/2022
Total 7020:					220.85	220.85	
5967	CITY OF DRIGGS	BBSTART2022	START APRIL	03/28/2022	2,046.18	.00	
5967	CITY OF DRIGGS	BBSTART2022	START JUNE	06/01/2022	1,705.74	.00	
5967	CITY OF DRIGGS	BBSTART2022	START BUS MARCH	03/03/2022	2,372.30	.00	
5967	CITY OF DRIGGS	BBSTARTMAY-	START MAY	05/02/2022	1,874.31	.00	
Total 5967:					7,998.53	.00	
514	CONRAD & BISCHOFF INC.	IN-847802-22	GASOHOL 85 ETHANOL 10%, D	05/28/2022	47,284.39	.00	
514	CONRAD & BISCHOFF INC.	IN-847802-22A	GASOHOL 85 ETHANOL 10%, D	06/01/2022	45,718.76	.00	
514	CONRAD & BISCHOFF INC.	IN-847802-22C	CREDIT: GASOHOL 85 ETHANO	06/01/2022	47,284.39-	.00	
Total 514:					45,718.76	.00	
4887	CONTROL SYSTEM TECHNOLO	10343	CONTROL SERVICE- COLLECTI	02/23/2022	300.00	.00	
Total 4887:					300.00	.00	
3272	COPYWORKS, LLC	40792	WATER MAP	06/03/2022	39.87	.00	
Total 3272:					39.87	.00	
1691	CORE & MAIN LP	Q686449	PROCODER	05/20/2022	2,015.26	.00	
1691	CORE & MAIN LP	Q736779	PROCODER	05/20/2022	6,016.54	.00	
1691	CORE & MAIN LP	Q824477	WATER PARTS	05/26/2022	4,478.06	.00	
Total 1691:					12,509.86	.00	
3001	CREATIVE ENERGIES, LLC	7516	PROJ: IPS SOLECTRIA INVERT	06/03/2022	1,350.78	.00	
Total 3001:					1,350.78	.00	
6829	DARKTRACE HOLDINGS LIMITE	130238	DARKTRACE ENTERPRISE SYS	06/09/2022	44,640.50	.00	
Total 6829:					44,640.50	.00	
7030	DAY, JEAN	060722	EQUITY TASK FORCE	06/07/2022	450.00	.00	
Total 7030:					450.00	.00	
4918	DEAN'S PEST CONTROL LLC	69725	SPRING AND FALL PEST MANA	05/21/2022	150.00	.00	
4918	DEAN'S PEST CONTROL LLC	70611	SMALL RODENT CONTROL @	05/13/2022	100.00	.00	
4918	DEAN'S PEST CONTROL LLC	70872	SMALL RODENT CONTROL @ P	05/23/2022	50.00	.00	
4918	DEAN'S PEST CONTROL LLC	70911	SMALL RODENT CONTROL @ S	05/02/2022	100.00	.00	
4918	DEAN'S PEST CONTROL LLC	71174	SPRING PEST MANAGMENT @	05/10/2022	225.00	.00	
4918	DEAN'S PEST CONTROL LLC	71313	SPRING PEST MNGM OUTSIDE	05/21/2022	175.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4918:					800.00	.00	
708	DELTA DENTAL PLAN OF WYOM	050122	APRIL claims	05/01/2022	5,074.80	5,074.80	06/09/2022
708	DELTA DENTAL PLAN OF WYOM	050122	May premium	05/01/2022	618.80	618.80	06/09/2022
708	DELTA DENTAL PLAN OF WYOM	060122	June premium	06/01/2022	634.40	634.40	06/09/2022
708	DELTA DENTAL PLAN OF WYOM	060122	May claims	06/01/2022	5,330.30	5,330.30	06/09/2022
Total 708:					11,658.30	11,658.30	
77	DIAMOND VOGEL PAINTS, INC.	726298602	MARKING PAINT	05/23/2022	3,362.00	.00	
77	DIAMOND VOGEL PAINTS, INC.	726298673	MARKING PAINT	05/26/2022	3,317.00	.00	
77	DIAMOND VOGEL PAINTS, INC.	726298824	RED ALK ZN RD, YLK ALKYD ZO	06/02/2022	12,370.95	.00	
Total 77:					19,049.95	.00	
6883	DIVISION OF CHILD SUPPORT	060222	DCSE CASE #0005405448	06/02/2022	509.23	509.23	06/02/2022
Total 6883:					509.23	509.23	
2175	DIVISION OF VICTIM SERVICES	060222	Crime Victim SurchAGE	06/02/2022	450.00	.00	
Total 2175:					450.00	.00	
6939	DYNAMIC CONTROLS, LLC	35185	PROJ-93252-TOJ SI-FERRIN AC	02/17/2022	4,820.70	.00	
Total 6939:					4,820.70	.00	
3408	E.R. OFFICE EXPRESS	0688CM	CREDIT FOR PACKING TAPE	05/31/2022	19.89-	.00	
Total 3408:					19.89-	.00	
6460	ELITE EDGE FIREARMS TRAINI	INV001	INSTRUCTOR COURSE	02/22/2022	200.00	.00	
Total 6460:					200.00	.00	
4556	ENTERSECT	422EP31284	EPO PREMIUM SEARCHES	04/30/2022	10.00	.00	
Total 4556:					10.00	.00	
6293	EVOLUTION CONCRETE CUTTI	8847	HOLE DRILLING FOR WILLOW	05/30/2022	1,665.00	.00	
6293	EVOLUTION CONCRETE CUTTI	8859	DRILLING ON WILLOW	05/18/2022	6,530.00	.00	
Total 6293:					8,195.00	.00	
2549	FIRST TRANSIT	11806903	CONTRACT SERVICES	06/07/2022	21,780.61	.00	
2549	FIRST TRANSIT	11806941	CONTRACT SERVICES	06/07/2022	15,211.19	.00	
Total 2549:					36,991.80	.00	
3876	FITZGERALD, TODD	1653	STUMP REMOVAL	04/29/2022	1,665.50	.00	
Total 3876:					1,665.50	.00	
4709	FLEETPRIDE	99160130	AD-19 12V PURGE VALVE W/HE	05/24/2022	404.49	.00	
4709	FLEETPRIDE	99335192	NEW MODEL 1 PUSH PULL VAL	06/01/2022	28.54	.00	
4709	FLEETPRIDE	99380017	CREDIT: AD9 PURGE VLV CORE	06/02/2022	380.00-	.00	
4709	FLEETPRIDE	99906686	REPLACEMENT CARTRIDGE	06/06/2022	387.16	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4709:					440.19	.00	
668	FREEDOM MAILING SERVICE I	43067	DRINKING WATER INSERT	06/07/2022	50.34	.00	
668	FREEDOM MAILING SERVICE I	43067	UTILITY BILLING	06/07/2022	873.01	.00	
668	FREEDOM MAILING SERVICE I	43067	UTILITY BILLING	06/07/2022	873.02	.00	
Total 668:					1,796.37	.00	
4194	FREEDOM SERVICES	698	PROJ: CACHE CREEK DR. BAR	05/23/2022	1,588.00	.00	
Total 4194:					1,588.00	.00	
7034	FRITTS, JASON	060722	EQUITY TASK FORCE	06/07/2022	450.00	.00	
Total 7034:					450.00	.00	
7043	GALVESTON COUNTY SHERIFF	06142022	RE: DR-2022-6 Domestic Violenc	06/14/2022	75.00	75.00	06/14/2022
Total 7043:					75.00	75.00	
6844	GE SOFTWARE	206033	FUEL SITE MODULE	01/31/2022	105.00	.00	
6844	GE SOFTWARE	206490	FUEL SITE MODULE	03/31/2022	105.00	.00	
6844	GE SOFTWARE	206704	FUEL SITE MODULE	04/30/2022	80.00	.00	
6844	GE SOFTWARE	206982	FUEL SITE MODULE	05/31/2022	80.00	.00	
Total 6844:					370.00	.00	
4212	GILLIG LLC	40894020	HOSE ASM, HOSE	02/25/2022	246.46	.00	
4212	GILLIG LLC	40894542	RH RR WHEEL STUD	02/28/2022	121.12	.00	
4212	GILLIG LLC	40923780	HYD RESERVOIR	05/25/2022	527.81	.00	
4212	GILLIG LLC	40925178	FUEL TANK WHISTLE, LEVEL C	05/31/2022	418.81	.00	
Total 4212:					1,314.20	.00	
1609	GRAINGER	9327308749	WINDSHIELD WASH 55 GAL	05/27/2022	891.07	.00	
Total 1609:					891.07	.00	
4705	GYM OUTFITTERS INC	WO-1742	REPAIR ROWER	05/29/2022	129.00	.00	
Total 4705:					129.00	.00	
6840	H2O PRO DIAGNOSTICS	97	WATER LEAK SUREY	06/14/2022	9,547.00	.00	
Total 6840:					9,547.00	.00	
93	HACH CHEMICAL CO.	13046576	NITROGEN, NITRATE	05/18/2022	33.99	.00	
93	HACH CHEMICAL CO.	13063378	AMMONIA, TNT+, HR	05/26/2022	704.07	.00	
Total 93:					738.06	.00	
4823	HARRISON HOSPITALITY	060622	COST SHARE FOR PUBLIC STO	06/06/2022	48,000.00	.00	
Total 4823:					48,000.00	.00	
6237	HEALTH TECHNOLOGY	INV34458	TRIPLE 30 GALLON DRUM	05/06/2022	1,160.70	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6237:					1,160.70	.00	
6893	HEALTHIEST YOU	202205645580	may premium	05/01/2022	1,317.60	1,317.60	06/09/2022
6893	HEALTHIEST YOU	202206696521	JUNE PREMIUM	06/01/2022	1,328.40	1,328.40	06/09/2022
Total 6893:					2,646.00	2,646.00	
7031	HERNANDEZ, BRANDON	060722	EQUITY TASK FORCE	06/07/2022	450.00	.00	
Total 7031:					450.00	.00	
96	HIGH COUNTRY LINEN	0315643	BUILDING MAINT: WWTP- MATS	05/18/2022	69.00	.00	
96	HIGH COUNTRY LINEN	0316817	MATS @ SHELTER	05/25/2022	64.88	.00	
96	HIGH COUNTRY LINEN	0316908	mats @ start	05/25/2022	231.41	.00	
96	HIGH COUNTRY LINEN	0317633	BUILDING MAINT: SI-FIERRAN-	05/30/2022	14.60	.00	
96	HIGH COUNTRY LINEN	0317636	BUILDING MAINT: HOME RANC	05/30/2022	50.79	.00	
96	HIGH COUNTRY LINEN	S0313003	towels	04/29/2022	54.62	.00	
96	HIGH COUNTRY LINEN	S0314047	BUILDING MAINT: TOJ RESTRO	05/06/2022	4.50	.00	
Total 96:					489.80	.00	
6455	HIRST APPLGATE, LLP	209283	3 CREEK	06/05/2022	1,170.00	.00	
Total 6455:					1,170.00	.00	
503	HUNT CONSTRUCTION INC	9892	HOME RANCH LOT- ASPHALT S	05/27/2022	2,149.99	.00	
503	HUNT CONSTRUCTION INC	9929	SEWER PLANT ROAD0 DUSTG	06/06/2022	6,820.00	.00	
Total 503:					8,969.99	.00	
7041	HYATT, REBECCA	060622	REFUND OVER PAYMENT ON W	06/06/2022	235.79	.00	
Total 7041:					235.79	.00	
4044	IDAHO FALLS PETERBILT	611571	SEAL OIL BATH	06/08/2022	242.16	.00	
4044	IDAHO FALLS PETERBILT	612148	FUEL FILTER SPIN, XXL GLOVE	06/08/2022	176.34	.00	
Total 4044:					418.50	.00	
106	INTERSTATE BATTERY	22253520	(1) MTP-48/H6	06/06/2022	139.95	.00	
106	INTERSTATE BATTERY	22253581	(1) MTP-65HD	06/13/2022	109.95	.00	
Total 106:					249.90	.00	
6954	IVY OUTDOOR SERVICES LLC	0000001	TOWN TRASH ROUTE- MAY 202	06/07/2022	15,693.75	.00	
6954	IVY OUTDOOR SERVICES LLC	0000004	BUS STOP TRASH ROUTE	06/01/2022	1,755.00	.00	
Total 6954:					17,448.75	.00	
1002	J.J. KELLER & ASSOC. INC.	9107033278	DVIR BOOK DUPLICATE	05/26/2022	1,106.53	.00	
Total 1002:					1,106.53	.00	
2	JACKSON CURBSIDE INC.	00029937	RECYCLING @ TOWN SQUARE-	05/10/2022	1,035.00	.00	
Total 2:					1,035.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
131	JACKSON HOLE NEWS & GUID	339633	AD#405764	05/25/2022	444.60	.00	
131	JACKSON HOLE NEWS & GUID	339634	AD#405765	05/25/2022	64.13	.00	
131	JACKSON HOLE NEWS & GUID	339940	AD#405451	05/31/2022	559.44	.00	
131	JACKSON HOLE NEWS & GUID	339941	AD#404500	05/31/2022	83.20	.00	
131	JACKSON HOLE NEWS & GUID	339942	AD#404946- NO GRESE DOWN	05/31/2022	1,497.60	.00	
131	JACKSON HOLE NEWS & GUID	339943	AD#405844	05/31/2022	1,019.04	.00	
131	JACKSON HOLE NEWS & GUID	340215	AD#406043	06/01/2022	81.23	.00	
131	JACKSON HOLE NEWS & GUID	340216	AD#406042	06/01/2022	42.75	.00	
131	JACKSON HOLE NEWS & GUID	340217	AD#406041	06/01/2022	47.03	.00	
131	JACKSON HOLE NEWS & GUID	340218	AD#406040	06/01/2022	85.50	.00	
131	JACKSON HOLE NEWS & GUID	3402190	AD#405766	06/01/2022	85.50	.00	
131	JACKSON HOLE NEWS & GUID	340220	AD#405955	06/01/2022	311.20	.00	
131	JACKSON HOLE NEWS & GUID	340277	AD#406044	06/01/2022	29.93	.00	
131	JACKSON HOLE NEWS & GUID	340343	AD#406373	06/08/2022	123.98	.00	
131	JACKSON HOLE NEWS & GUID	340389	AD#406374	06/08/2022	34.20	.00	
131	JACKSON HOLE NEWS & GUID	340409	AD#406243	06/08/2022	604.80	.00	
131	JACKSON HOLE NEWS & GUID	340410	AD#406303	06/08/2022	410.40	.00	
131	JACKSON HOLE NEWS & GUID	340411	AD#406250	06/08/2022	604.80	.00	
Total 131:					6,129.33	.00	
6545	JACKSON HOLE PUBLIC ART	053122	TOWN UNDERPASS	05/31/2022	3,000.00	.00	
Total 6545:					3,000.00	.00	
114	JACKSON LUMBER INC	0000771181-00	STAKES, NYLON AMERICAN FL	05/18/2022	78.85	.00	
114	JACKSON LUMBER INC	0000775493-0	STANLEY HD STAPLE GUN, 5/16	06/01/2022	35.67	.00	
Total 114:					114.52	.00	
239	JH20 WATER CONDITIONING &	I220526624	BOTTLE WATER, DELIVERY, BO	05/26/2022	63.00	.00	
Total 239:					63.00	.00	
6263	JIM'S TROPHY ROOM	A20198	ENGRAVED PLATES	06/08/2022	29.00	.00	
Total 6263:					29.00	.00	
7042	KGA-CHEY, LLC	1002574	2022 FORD EXPLORER	04/29/2022	32,263.00	.00	
7042	KGA-CHEY, LLC	1002575	2022 FORD EXPLORER	04/29/2022	31,763.00	.00	
7042	KGA-CHEY, LLC	1002576	2022 FORD EXPLORER	04/29/2022	32,263.00	.00	
7042	KGA-CHEY, LLC	1002577	2022 FORD EXPLORER	04/29/2022	32,263.00	.00	
7042	KGA-CHEY, LLC	1002578	2022 FORD F-150	04/29/2022	37,661.00	.00	
7042	KGA-CHEY, LLC	238466	GEAR, CORE DEPOSIT	05/25/2022	1,717.39	.00	
Total 7042:					167,930.39	.00	
7029	KRUEGER, ERICA JADE	060722	EQUITY TASK FORCE	06/07/2022	450.00	.00	
Total 7029:					450.00	.00	
6096	LANCASTER, JUSTIN	061022	uniform boots	06/10/2022	100.00	.00	
Total 6096:					100.00	.00	
156	LOWER VALLEY ENERGY INC	92050-002 05-	3150 S ADAMS CANYON DR, JA	05/31/2022	247.80	247.80	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-003 05-	SPRUCE DR PUMP HOUSE, JA	05/31/2022	274.78	274.78	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-008 05-	CEMETERY, JACKSON, WY 20	05/31/2022	16.24	16.24	06/10/2022

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-010 05-	ELY SPRINGS RD WELL 6,7,8, J	05/31/2022	1,668.45	1,668.45	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-014 05-	135 E BROADWAY AVE HEAT TA	05/31/2022	16.49	16.49	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-017 05-	WASTE WATER TRTMT INTERM	05/31/2022	16.00	16.00	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-019 05-	RANGEVIEW DR LIFT PUMP CO	05/31/2022	64.97	64.97	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-021 05-	150 E PEARL AVE, JACKSON, W	05/31/2022	1,199.54	1,199.54	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-024 05-	1605 BERGER LN SEWER LIFT	05/31/2022	21.48	21.48	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-025 05-	450 W SNOW KING AVE NEW S	05/31/2022	421.12	421.12	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-026 05-	450 W SNOW KING AVE SHOP, J	05/31/2022	199.80	199.80	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-044 05-	SNOW KING ESTATES BOOSTE	05/31/2022	283.69	283.69	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-047 05-	WASTE WATER TRTMT UV BLD	05/31/2022	16.00	16.00	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-049 05-	WASTE WATER TRTMT PTB 545	05/31/2022	10,579.89	10,579.89	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-050 05-	2 MG TANK, JACKSON, WY 200	05/31/2022	20.27	20.27	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-051 05-	WELL #5 KARNs MEADOW DR,	05/31/2022	1,734.43	1,734.43	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-052 05-	675 E BROADWAY AVE WELL #1	05/31/2022	2,490.30	2,490.30	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-053 05-	WELLS #2 & #3, JACKSON, WY	05/31/2022	433.90	433.90	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-054 05-	CITY WELL ELK REF 1, JACKSO	05/31/2022	26.64	26.64	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-055 05-	CITY WELL ELK REF 2, JACKSO	05/31/2022	36.76	36.76	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-056 05-	CITY WELL ELK REF 3, JACKSO	05/31/2022	44.05	44.05	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-059 05-	440 W SNOW KING AVE POLICE	05/31/2022	125.15	125.15	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-060 05-	400 W SNOW KING AVE S GAR,	05/31/2022	306.24	306.24	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-061 05-	400 W SNOW KING AVE PUBLIC	05/31/2022	648.94	648.94	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-074 05-	CRABTREE LN THAW WELL #2,	05/31/2022	16.24	16.24	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-078 05-	145 W HANSEN AVE FRONT, JA	05/31/2022	98.77	98.77	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-079 05-	145 W HANSEN AVE BACK, JAC	05/31/2022	107.13	107.13	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-082 05-	400 W SNOW KING AVE E STOR	05/31/2022	198.83	198.83	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-090 05-	955 MAPLE WAY, JACKSON, WY	05/31/2022	104.46	104.46	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-092 05-	3150 S ADAMS CANYON DR ANI	05/31/2022	314.25	314.25	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-102 05-	145 W HANSEN AVE FRONT, JA	05/31/2022	38.21	38.21	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-105-382	MULTIPLE STREET LIGHTS	05/31/2022	2,790.41	2,790.41	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-106 05-	940 SIMON LN, JACKSON, WY	05/31/2022	108.68	108.68	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-114 05-3	210 N CACHE ST HOME RANCH	05/31/2022	292.88	292.88	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-126 05-	SPRING WATER LN LIFT STATIO	05/31/2022	20.71	20.71	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-127 05-	3337 S CODY CREEK DR LIFT S	05/31/2022	238.06	238.06	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-131 05-	195 E DELONEY AVE RESTROO	05/31/2022	204.98	204.98	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-132 05-	160 S MILLWARD ST PARKING	05/31/2022	1,000.99	1,000.99	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-134 05-	160 S MILLWARD ST PARKING	05/31/2022	36.76	36.76	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-334 05-	JOSEPHINE LOOP LOT 15 LIFT	05/31/2022	113.84	113.84	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-341 05-	210 N CACHE ST HOME RANCH	05/31/2022	38.18	38.18	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-345 05-	930 SIMON LN, JACKSON, WY	05/31/2022	102.23	102.23	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-356 05-	55 KARNs MEADOW DR START	05/31/2022	829.85	829.85	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-357 05-	55 KARNs MEADOW DR START	05/31/2022	4,731.12	4,731.12	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-359 05-	MILLER PARK PARKING LOT CH	05/31/2022	83.02	83.02	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-361 05-	625 W BROADWAY AVE NEW P	05/31/2022	22.26	22.26	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-363 05-	455 VINE ST UTIL, JACKSON, W	05/31/2022	45.79	45.79	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-364 05-	65 VIRGINIAN LN #5, JACKSON,	05/31/2022	46.60	46.60	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-365 05-	65 VIRGINIAN LN #7, JACKSON,	05/31/2022	62.28	62.28	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-367 05-	455 VINE ST APT #3, JACKSON,	05/31/2022	34.08	34.08	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-368 05-	455 VINE ST APT #4, JACKSON,	05/31/2022	36.81	36.81	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-370 05-	2022 WILDFLOWER CT, JACKS	05/31/2022	84.58	84.58	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-371 05-	2022 WILDFLOWER CT, JACKS	05/31/2022	42.08	42.08	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-374 05-	455 VINE ST APT #1, JACKSON,	05/31/2022	56.83	56.83	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-375 05-	155 E PEARL AVE, JACKSON, W	05/31/2022	24.13	24.13	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-376 05-	149 E PEARL AVE, JACKSON, W	05/31/2022	142.92	142.92	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-378 05-	145 E PEARL AVE #A EAST, JAC	05/31/2022	31.57	31.57	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-381 05-	915 SIMON LN, JACKSON, WY	05/31/2022	143.20	143.20	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-383 05-	SNOW KING DR WATER TANK C	05/31/2022	17.92	17.92	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-385 05-	85 N SPRING GULCH RD SPRIN	05/31/2022	122.56	122.56	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-388 05-	121 SHERWOOD CT BLDG 2 BU	05/31/2022	23.12	23.12	06/10/2022

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-389 05-	1640 MARTIN LN LIFT STATION,	05/31/2022	24.38	24.38	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-390 05-	400 W SNOW KING AVE HOUSI	05/31/2022	142.64	142.64	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-391 05-	400 W SNOW KING AVE PARK M	05/31/2022	360.13	360.13	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-392 05-	400 W SNOW KING AVE ADMIN,	05/31/2022	282.54	282.54	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-393 05-	400 W SNOW KING AVE EMPLO	05/31/2022	419.56	419.56	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-395 05-	145 E PEARL AVE #C LOFT, JAC	05/31/2022	43.51	43.51	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-396 05-	145 E PEARL AVE HSE/CMN, JA	05/31/2022	106.99	106.99	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-397 05-	145 E PEARL AVE #B WEST, JA	05/31/2022	72.34	72.34	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-398 05-	155 E PEARL AVE, JACKSON, W	05/10/2022	68.17	68.17	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-399 05-	155 E PEARL AVE, JACKSON, W	05/10/2022	63.76	63.76	06/10/2022
156	LOWER VALLEY ENERGY INC	92050-401 05-	455 VINE ST APT #2, JACKSON,	05/31/2022	61.84	61.84	06/10/2022
Total 156:					34,945.12	34,945.12	
6526	LSC TRANSPORTATION CONSU	62018	204470 START	06/07/2022	630.00	.00	
Total 6526:					630.00	.00	
5344	MEXIA, DOMINGO	139	COURT TRANSLATION	05/10/2022	480.00	.00	
Total 5344:					480.00	.00	
6770	MOBILITY FOREFRONT LLC	060122	credit issued for double payment	06/01/2022	35,000.00-	.00	
Total 6770:					35,000.00-	.00	
257	NAPA AUTO PARTS INC.	063910	CREDIT: WARRANTY	05/09/2022	4.19-	.00	
257	NAPA AUTO PARTS INC.	067651	16: EXACTFIT REAR	05/25/2022	26.28	.00	
257	NAPA AUTO PARTS INC.	067738	CREDIT: 16" EXACR FIT	05/25/2022	13.14-	.00	
257	NAPA AUTO PARTS INC.	070218	NAPAGOLD AIR FILTERS, LAMP	06/07/2022	104.80	.00	
257	NAPA AUTO PARTS INC.	070320	NAPAGOLD AIR FILTER, NAPAG	06/08/2022	92.24	.00	
257	NAPA AUTO PARTS INC.	070323	RTU EXT LIFE GAL	06/08/2022	60.36	.00	
257	NAPA AUTO PARTS INC.	070378	D EARTH	06/08/2022	24.58	.00	
257	NAPA AUTO PARTS INC.	070757	NAPAGOLD AIR FILTER	06/09/2022	37.76	.00	
257	NAPA AUTO PARTS INC.	071368	IMPACT SOCKET	06/13/2022	17.99	.00	
257	NAPA AUTO PARTS INC.	071432	WHEEL NUT	06/13/2022	85.20	.00	
257	NAPA AUTO PARTS INC.	071623	NAPAGOLD AIR FILTER	06/14/2022	54.03	.00	
257	NAPA AUTO PARTS INC.	071667	NAPAGOLD FUEL FILTER	06/14/2022	13.60	.00	
Total 257:					499.51	.00	
187	NELSON ENGINEERING	58721	19-330-003 WELL EXPLORATIO	05/31/2022	13,029.04	.00	
187	NELSON ENGINEERING	58722	PROJ: 21-060-01 115 JACKSON	05/31/2022	2,556.50	.00	
187	NELSON ENGINEERING	58765	PROJ: 14-175-03 021-WEST BR	05/31/2022	405.64	.00	
Total 187:					15,991.18	.00	
583	NEWMAN SIGNS, INC	TRFINV040029	SPECIAL TRAFFIC SIGNAGE, F	06/09/2022	482.90	.00	
Total 583:					482.90	.00	
7035	NOLAD, STACY	060722	EQUITY TASK FORCE	06/07/2022	450.00	.00	
Total 7035:					450.00	.00	
1504	ONE CALL OF WYOMING	63563	TICKETS FOR MAY 2022- WATE	06/06/2022	193.12	.00	
1504	ONE CALL OF WYOMING	63563	TICKETS FOR MAY 2022- SEWE	06/06/2022	193.13	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 1504:					386.25	.00	
3222	OTIS ELEVATOR COMPANY	100400780545	SERVICE CONTRACT 06/01/22 T	05/16/2022	3,321.84	.00	
Total 3222:					3,321.84	.00	
3579	PINE NEEDLE EMBROIDERY	19199	EBROIDERY SAFETY JACKETS	05/06/2022	60.00	.00	
Total 3579:					60.00	.00	
6818	PORCUPINE NURSERY, INC	0014245	GROWER MIX (6)	06/10/2022	192.00	.00	
Total 6818:					192.00	.00	
262	PAZMA PAINT & AUTO BODY	30174	WESTERN STAR- FRAM WORK:	06/01/2022	728.00	.00	
Total 262:					728.00	.00	
6483	PREMIER TRUCK- SALT LAKE C	775397857	SENSOR PRESSURE, CRANK C	05/31/2022	717.64	.00	
6483	PREMIER TRUCK- SALT LAKE C	775399573	SENSOR, CORE DEPOSIT	06/08/2022	835.69	.00	
6483	PREMIER TRUCK- SALT LAKE C	775399622	PRESSURE SENSOR, FRT	06/06/2022	272.18	.00	
Total 6483:					1,825.51	.00	
6594	PROTERRA	1042172	HATCH, ACCESS, REAR, UPPE	05/26/2022	1,528.64	.00	
6594	PROTERRA	1042230	MASTER SELECTOR SWITCH	05/27/2022	209.80	.00	
6594	PROTERRA	1042341	AUX HEAT ELECTRODE IGNITI	05/31/2022	75.58	.00	
6594	PROTERRA	1042371	SPARK GENERATOR, IGNITION	06/01/2022	338.83	.00	
Total 6594:					2,152.85	.00	
6837	PRO-WEST & ASSOC., INC	006467	PROJ: BLOCK SUPPORT- PROF	06/01/2022	1,400.00	.00	
6837	PRO-WEST & ASSOC., INC	006467	PROJ: BLOCK SUPPORT- PROF	06/01/2022	1,400.00	.00	
Total 6837:					2,800.00	.00	
532	QUICK BROWN FOX LLC	3914	Summer Season Commuter pass	06/06/2022	275.00	.00	
Total 532:					275.00	.00	
2850	RT1 INC	060822	UPS	06/08/2022	74.94	.00	
Total 2850:					74.94	.00	
5812	RUI INC. DBA VILLAGE GARDN	1323692	SPRING CLEAN UP, LAWN MAIN	05/31/2022	271.00	.00	
5812	RUI INC. DBA VILLAGE GARDN	1323735	IRRIGATION MATERIALS, SPRIN	05/31/2022	130.00	.00	
5812	RUI INC. DBA VILLAGE GARDN	1323736	PRINKLER START UP @ 145 W	05/31/2022	105.00	.00	
Total 5812:					506.00	.00	
6889	SAFELITE FULFILLMENT INC	05008-001704	ELECTROC CHROMIC MIRROR-	05/26/2022	322.11	.00	
6889	SAFELITE FULFILLMENT INC	05008-001706	SOLAR 3RD VISOR, FRIT HUMI	05/26/2022	380.47	.00	
Total 6889:					702.58	.00	
7032	SANCHEZ-MACHUCA, ROSA	060722	EQUITY TASK FORCE	06/07/2022	450.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7032:					450.00	.00	
4691	SCHOW'S TRUCK CENTER	C005052164:	REMAN SHOE KIT	04/21/2022	545.70	.00	
Total 4691:					545.70	.00	
6365	SIGN IT NOW INC	6320	BANNERS	05/12/2022	267.15	.00	
Total 6365:					267.15	.00	
4548	SILVER CREEK SUPPLY	0006727423-0	PRESSURE GUAGE	05/25/2022	12.41	.00	
Total 4548:					12.41	.00	
4720	SILVERSTAR	654791 0622	654791 BILLING	06/01/2022	869.73	.00	
Total 4720:					869.73	.00	
7044	SIMPLE SOLUTIONS, LLC	1503	AXLE SHAFT WASHER, SPIROL	03/25/2022	282.30	.00	
Total 7044:					282.30	.00	
585	SINCLAIR, TYLER	060822	TRAVEL EXPENSES	06/08/2022	147.96	.00	
Total 585:					147.96	.00	
6972	SMITH, SHANE	05192022	PROJ: FLAT CREEK BRIDGE- 70	05/19/2022	3,333.55	.00	
Total 6972:					3,333.55	.00	
4699	SNAKE RIVER ROASTING	78216	COFFEE	05/31/2022	108.90	.00	
Total 4699:					108.90	.00	
3961	SPECTRUM	030285205272	MONTHLY SERVICES	05/27/2022	99.99	.00	
Total 3961:					99.99	.00	
1505	SPRING CREEK ANIMAL HOSPI	625025467	ANIMAL CARE	05/26/2022	60.32	.00	
1505	SPRING CREEK ANIMAL HOSPI	625025766	ANIMAL CARE	06/02/2022	144.36	.00	
Total 1505:					204.68	.00	
6838	SPSC POA - South Park Services	061322	WATER AND LOT FEE	06/13/2022	300.09	.00	
Total 6838:					300.09	.00	
241	ST JOHN'S HOSPITAL	50000615	case blood draws	06/01/2022	130.00	.00	
Total 241:					130.00	.00	
1054	SUNRISE ENVIRONMENTAL	130454	HUSKEY LUBE SEAL TUBES	05/24/2022	135.42	.00	
Total 1054:					135.42	.00	
4990	Swagit Productions, LLC	20674	VIDEO STREAMING	05/31/2022	1,775.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4990:					1,775.00	.00	
4514	TEAM LABORATORY CHEMICAL	INV0030044	FINE ROAD PATCH (100 BAGS)	04/28/2022	1,795.00	.00	
Total 4514:					1,795.00	.00	
581	TETON COUNTY INTEGRATED	7344	HAZARDOUS WASTE DISPOSA	05/19/2022	32.50	.00	
Total 581:					32.50	.00	
55	TETON COUNTY SHERIFF'S-JAI	619	MAY INMATES	06/08/2022	576.00	.00	
Total 55:					576.00	.00	
268	TETON MOTORS INC	5101510	N-LINK	02/24/2022	32.95	.00	
Total 268:					32.95	.00	
270	TETON RENTAL CENTER	109797	COMPRESSOR FITTINGS	05/21/2022	26.00	.00	
Total 270:					26.00	.00	
5135	THOMAS DRILLING, INC.	052722	PAY APP #1 WELL EXPLORATIO	05/27/2022	277,080.07	.00	
Total 5135:					277,080.07	.00	
3955	THOMSON WEST	846439205	LIBRARY PLAN CHANGES	06/01/2022	455.91	.00	
3955	THOMSON WEST	846439205	LIBRARY PLAN CHANGES	06/01/2022	455.91	.00	
Total 3955:					911.82	.00	
6363	TMSC LLC	2022-006-4	PROJ: CORP YARD- REPLACE	06/13/2022	1,267.00	.00	
6363	TMSC LLC	2022-006-4	PROJ: FACILITY MAINTENANCE	06/13/2022	15.00	.00	
6363	TMSC LLC	2022-006-4	PROJ: SKEC- INSTALL HEATER	06/13/2022	1,530.00	.00	
6363	TMSC LLC	2022-006-4	PROJ: START- REPLACE BALLE	06/13/2022	480.00	.00	
6363	TMSC LLC	2022-006-4	PROJ: SK HOUSING- INSTALL T	06/13/2022	240.00	.00	
6363	TMSC LLC	2022-006-4	PROJ: GENERAL- INSTALL LIGH	06/13/2022	8,062.80	.00	
Total 6363:					11,594.80	.00	
3727	TREFREN, TRACEY	052522	TRAVEL EXPENSES	05/25/2022	296.12	.00	
3727	TREFREN, TRACEY	060522	TRAVEL EXPENSES	06/05/2022	39.10	.00	
Total 3727:					335.22	.00	
4649	ULINE	147317393	ORANGE TRASH LINER	04/06/2022	146.24	.00	
Total 4649:					146.24	.00	
777	UPPER CASE PRINTING INK	18390	WATER QUALITY INFO	06/08/2022	169.56	.00	
Total 777:					169.56	.00	
293	US POSTAL SERVICE	061022	Br PERMIT #13000 annual fee	06/10/2022	265.00	265.00	06/10/2022
Total 293:					265.00	265.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1949	VERIZON WIRELESS	9905500437	MONTHLY SERVICES	05/01/2022	9,764.95	.00	
Total 1949:					9,764.95	.00	
5022	VISION SERVICE PLAN - (WY)	814873172	may premium	04/17/2022	2,028.17	2,028.17	06/09/2022
5022	VISION SERVICE PLAN - (WY)	81552363	JUNE PREMIUM	05/17/2022	1,707.22	1,707.22	06/09/2022
Total 5022:					3,735.39	3,735.39	
4848	WAMCO LAB, INC.	14569	EFFLUENT ACUTE TOXICITY TE	04/21/2022	350.00	.00	
Total 4848:					350.00	.00	
1640	WESTERN STATE	IN002014588	D6N TRACK TYPE TRACTOR, DI	05/11/2022	6,042.54	.00	
1640	WESTERN STATE	IN002014588	D6N TRACK TYPE TRACTOR, DI	05/11/2022	2,905.46	.00	
Total 1640:					8,948.00	.00	
472	WHITE GLOVE CLEANING, INC.	8067	JANITORIAL SERVICES CLEANI	04/30/2022	2,000.00	.00	
472	WHITE GLOVE CLEANING, INC.	8108	SHELTER CLEANINGS	05/31/2022	3,048.13	.00	
472	WHITE GLOVE CLEANING, INC.	8127	JANITORIAL SERVICES CLEANI	05/31/2022	1,416.50	.00	
472	WHITE GLOVE CLEANING, INC.	8128	JANITORIAL SERVICES CLEANI	05/31/2022	350.00	.00	
472	WHITE GLOVE CLEANING, INC.	8129	JANITORIAL SERVICES CLEANI	05/31/2022	1,380.33	.00	
472	WHITE GLOVE CLEANING, INC.	8130	JANITORIAL SERVICES CLEANI	05/31/2022	204.00	.00	
472	WHITE GLOVE CLEANING, INC.	8132	JANITORIAL SERVICES CLEANI	05/31/2022	100.00	.00	
472	WHITE GLOVE CLEANING, INC.	8134	JANITORIAL SERVICES CLEANI	05/31/2022	498.33	.00	
472	WHITE GLOVE CLEANING, INC.	8151	TOWELS AND SOAP	05/31/2022	190.00	.00	
472	WHITE GLOVE CLEANING, INC.	8168	JANITORIAL SUPPLIES @ DELO	05/31/2022	212.50	.00	
472	WHITE GLOVE CLEANING, INC.	8169	JANITORIAL SUPPLIES @ PUBL	05/31/2022	572.00	.00	
472	WHITE GLOVE CLEANING, INC.	8170	JANITORIAL SUPPLIES @ PARK	05/31/2022	85.00	.00	
472	WHITE GLOVE CLEANING, INC.	8171	JANITORIAL SUPPLIES @ MILL	05/31/2022	302.50	.00	
472	WHITE GLOVE CLEANING, INC.	8172	JANITORIAL SUPPLIES @ HOM	05/31/2022	762.50	.00	
Total 472:					11,121.79	.00	
6471	WILSON, ELISA	00102	PROJ: STREET LIGHT BASES- L	04/15/2022	2,400.00	.00	
Total 6471:					2,400.00	.00	
6704	WOOD ENVIRONMENT & INFRA	S44144578	STORMWATER MGMT PHASE 2	05/31/2022	898.00	.00	
Total 6704:					898.00	.00	
3619	WY CHILD SUPPORT ENFORCE	060222	case #209790	06/02/2022	146.76	146.76	06/02/2022
Total 3619:					146.76	146.76	
5788	WYOMING GARAGE DOOR, LLC	2497	PROJ: START BUS BARN DOOR	05/23/2022	1,418.00	.00	
5788	WYOMING GARAGE DOOR, LLC	2498	PROJ: START BUS BARN DOOR	06/06/2022	809.00	.00	
Total 5788:					2,227.00	.00	
406	WYOMING LAW ENFORCEMEN	060222	OFFICER EDUCATION TRAININ	06/02/2022	120.00	.00	
Total 406:					120.00	.00	
1764	WYOMING.COM INC	2082180	DOMAIN HOSTING	06/05/2022	10.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 1764:					10.00	.00	
6717	WY-TEST	39926	PRE-EMPLOY	05/18/2022	80.00	.00	
6717	WY-TEST	39940	FTA RANDOM	05/24/2022	105.00	.00	
6717	WY-TEST	39957	PRE-EMPLOY	05/25/2022	80.00	.00	
6717	WY-TEST	39966	FMCSA RANDOM	05/31/2022	80.00	.00	
6717	WY-TEST	39967	FTA RANDOM	05/31/2022	80.00	.00	
Total 6717:					425.00	.00	
2842	YELLOW IRON EXCAVATION, LL	66653	PROJ: 455 VINE STREET- TRAS	01/31/2022	70.00	.00	
2842	YELLOW IRON EXCAVATION, LL	71042	trash removal - ANIMAL SHELTE	05/31/2022	160.00	.00	
Total 2842:					230.00	.00	
3507	ZIEM, JOHNNY	051122	TRAVEL EXPENSES	05/11/2022	280.00	.00	
Total 3507:					280.00	.00	
6719	ZOOM VIDEO COMMUNICATION	INV151079976	ANNUAL SUBSCRIPTION	06/02/2022	46.56	.00	
Total 6719:					46.56	.00	
Grand Totals:					969,946.28	148,715.81	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

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 MAY, 2022**

During the month of May, the Court received \$25,942 in fines, costs, and fees.
271 new cases were docketed: 189 parking citations, 82 summons
30 cases were dismissed: 15 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 (Summons only)

<u>CITATION</u>	<u>OFFENSE</u>	<u>DISPOSITION</u>	<u>\$</u>
186003792AC	Use of cell phone while driving prohibited	BF	75
00371M	Driving/Control of vehicle while intox (MUST APPEAR)	DA - in accordance with WS 7-13-301	760
186003428AC	Compulsory Auto Insurance	D- Provided valid information	0
186003691AC	Use of cell phone while driving prohibited	BF	75
186003710AC	brake lamps required	BF	90
186003636AC	Use of cell phone while driving prohibited	BF	100
01692M	Battery	D- Per Town's Motion	0
01691M	Unlawful Contact or Touching	D- Per Town's Motion	0
186003602AC	MPH over limit Bond 46/30	BF	202
186003627AC	Use of cell phone while driving prohibited	BF	85
186003582AC	MPH over limit Bond 38/25	BF	181
00370M	Driving/Control of vehicle while intox	DA - In accordance with WS 7-13-301	0
186003765AC	Stop Sign Violation	BF	140
186003762AC	Stop Sign Violation	BF	140
186003662AC	MPH over limit Bond 45/30	BF	195
98863N	Speed Limits Generally 45/30	BF	195
186003637AC	Failure to Maintain Lane	BF	90
186003363AC	Limitations on Backing	BF	90
186003693AC	MPH over limit Bond 45/30	BF	195
98404N	Failure to yield ROW	BF	90
186003640AC	MPH over limit Bond 40/25	BF	195
186003333AC	Improper Display of Tabs registration	BF	90
186003510AC	Improper Display of Tabs registration	BF	90
186003638AC	Failure to Obey Traffic Control Device	BF	140
186003660AC	MPH over limit Bond 40/30	BF	140
186003706AC	Stop Sign Violation	BF	140
186003370AC	Stop Sign Violation	BF	140
186003522AC	MPH over limit Bond 42/25	BF	209
186003794AC	Operating Under Suspended or revoked license	BF	440
186003772AC	MPH over limit Bond 40/25	BF	195
186002845AC	Use of cell phone while driving prohibited	D- Per Town's Motion	0
186003050AC	MPH over limit Bond 44/30	BF	198
186003610AC	Compulsory Auto Insurance	D- Provided valid information	0
186003608AC	Operator's Permit Required	D- Per Town's Motion	0
186003609AC	Required position & method of turning at intersections	BF	100
186003332AC	MPH over limit Bond 49/30	BF	223
186002574AC	Public intoxication	BF	135
186002575AC	Urinating in Public	BF	120
00981M	Driving/Control of vehicle while intox	DA - in Accordance with WS 7-13-301	760
186003452AC	MPH over limit Bond 47/25	D -TS	0
186003626AC	MPH over limit Bond 30/20	BF	150
186003342AC	MPH over limit Bond 33/20	D- TS	0
186003601AC	MPH over limit Bond 46/30	BF	202

186003519AC	MPH over limit Bond 31/20	BF	167
186003709AC	Public intoxication	BF	135
186003763AC	Stop Sign Violation	BF	140
186003665AC	Careless Driving	BF	250
186003659AC	Speeding	BF	101
186003371AC	Failure to yield ROW approaching intersections	BF	90
186003344AC	Improper Display of Tabs registration	BF	90
186003766AC	Stop Sign Violation	BF	140
186003523AC	Expired temporary permit/improper registration	BF	140
186003234AC	Use of cell phone while driving prohibited	D -Per Town's Motion	0
00293M	Driving/Control of vehicle while intox	DA - in accordance with WS 7-13-301	760
186003607AC	Expired temporary permit/improper registration	BF	150
186003603AC	MPH over limit Bond 45/30	BF	195
186003235AC	Failure to Obey Traffic Control Device	BF	140
186001290AC	Speed Limits Generally 51/30	BF	267
186003817AC	Stop Sign Violation	BF	140
186003707AC	Stop Sign Violation	BF	140

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Council Special Meeting
Submitting Department:	Planning Department	Presenter:	Paul Anthony
Agenda Item:	P22-105 TEMPORARY SIGN PERMIT Teton Mudpots Summer Fundraising Sale	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 Art Association of Jackson Hole has requested to display one temporary banner under Section 5.6.1.C.4.c of the LDRs to advertise their Mudpot Summer Fundraising Sale (see attached design details).

- 255 W. Deloney, Miller Park during:
 - o July 11-15, 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:

- 255 W. Deloney, Miller Park during:
 - o July 11-15, 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 (P22-105) for Teton Mudpots Summer Fundraising Sale, including the three conditions of approval recommended by the Planning Director in this staff report dated June 21, 2022.

Organization: Art Association

Event: Teton Mudpots

Event Coordinator: Kaylee Pickett, kaylee@artassociation.org, 307-733-6379, x7

Proposed Dates: 7/11/2022 - 7/15/2022

Location: Miller Park Tennis Courts

Material: Canvas

Dimensions: 5'x10'

Rigging: zip ties



Changes: Sticker over 'Thurs & Fri' that says 'Weds & Thurs'



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: Teton Mudpots Summer Sale Physical Address of Event: 240 S Glenwood St
Description of Event: 2-day sidewalk sale & fundraiser: ceramics, prints, etc. for sale by local artists
Grand Opening ☐ Yes ☒ No

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: Kaylee Pickett Phone: 307-733-6379, x7
E-mail: P.O. Box 1248 ZIP: 83001
kaylee@artassociation.org Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Miller Park Tennis Courts</u>	Business/Description: _____
Physical Address: <u>255 W Deloney Ave</u>	Physical Address: _____
Dates of Display: <u>July 11-15</u>	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☒	Consent from Owner Obtained? Yes ☐ No ☐
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	Consent from Owner Obtained? Yes ☐ No ☐

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

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

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

Signature of Authorized Event Applicant

Kaylee Pickett

Applicant Name Printed

04/28/2022

Date

Events Coordinator

Title

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Council Special Meeting
Submitting Department:	Planning Department	Presenter:	Paul Anthony
Agenda Item:	P22-108 TEMPORARY SIGN PERMIT Horse Warriors White Horse Social	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.

Horse Warriors has requested to display one temporary banner under Section 5.6.1.C.4.c of the LDRs to advertise their White Horse Social (see attached design details).

- 105 Buffalo Way, Albertson's during:
 - o July 10-23, 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:
 - o July 10-23, 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.

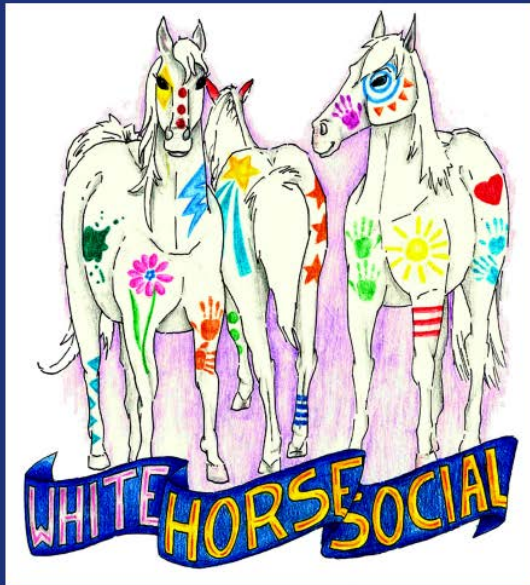
Attachments or Links.

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 (P22-108) for Horse Warriors White Horse Social, including the three conditions of approval recommended by the Planning Director in this staff report dated June 21, 2022.

8'w x 15'h Vinyl



HORSE WARRIORS™

Invites You to

The White Horse Social

Tuesday Night of Fair Week
6-8 PM at the Teton County Fairgrounds
~ Grassy Arena ~

*Family Fun for All Ages - Pony Painting - Ice Cream Social
Raffles - Silent Auction - Dinner - Kids' Activities - Live Music*

www.horsewarriors.com



TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department

150 East Pearl Ave.
P.O. Box 1687
Jackson, WY 83001

ph: (307) 733-0440
www.townofjackson.com

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

EVENT NAME:

Event Name: WHITE HORSE SOCIAL Physical Address of Event: TETON COUNTY
Description of Event: FUNDRAISER. HORSES TO PAINT, FAIR GROUND'S
Grand Opening ☐ Yes ☒ No GAMES, PIZZA. ALL FOR CHILDREN & FAMILIES.

EVENT SPONSOR/APPLICANT: Name: - HORSE WARRIORS

Mailing Address: P.O. BOX 602, JACKSON, 83001 Phone: 307 690 6713
E-mail: RIVERFRONT11@GMAIL.COM ZIP: 83001
Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>ALBERTSON'S</u>	Business/Description: _____
Physical Address: <u>109 BUFFALO WAY, JACKSON</u>	Physical Address: _____
Dates of Display: <u>JULY 10 - JULY 23</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 ☒ NA 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.

David Chavez
Signature of Authorized Event Applicant

DAVID CHAVEZ
Applicant Name Printed

APRIL 20, '22
Date

BOARD PRESIDENT
Title

Katelyn Page

From: David Chavez <riverfront11@gmail.com>
Sent: Monday, May 16, 2022 3:57 PM
To: Katelyn Page
Subject: Re: White Horse Social banner size



Katelyn,

The banner is 8' x 15' and is made of 13 oz vinyl banner material. Please let me know if you have any other questions.

Thank you,
David

On Mon, May 16, 2022 at 10:43 AM Katelyn Page <KPage@jacksonwy.gov> wrote:

Good morning David,

We are writing our initial staff report for the temporary signage associated with the upcoming White Horse Social. Can you let me know the size and material of the banner planned to hang at Albertsons?

Thanks,

Katelyn S. Page, LEED AP BD+C

Associate Planner

Town of Jackson

(307) 733-0440 x1302

Direct: (307) 734-3493

kpage@jacksonwy.gov

www.jacksonwy.gov



Sign Up for the Town's Newsletter!

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Council Special Meeting
Submitting Department:	Planning Department	Presenter:	Paul Anthony
Agenda Item:	P22-121 TEMPORARY SIGN PERMIT The Nature Conservancy – Hope in Action	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 Nature Conservancy of Wyoming has requested to display two temporary banners under Section 5.6.1.C.4.c of the LDRs to advertise their Hope in Action event (see attached design details).

- 105 Buffalo Way, Albertson's during:
 - o July 31 – August 6, 2022
- 255 W. Deloney, Miller Park during:
 - o July 31 – August 13, 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 sites shall be granted by the property owner.
2. The signs shall not be located on the sidewalks or in the public right of way.
3. The signs are approved for the following location:
 - 105 Buffalo Way, Albertson's during:
 - o July 31 – August 6, 2022
 - 255 W. Deloney, Miller Park during:
 - o July 31 – August 13, 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 (P22-121) for The Nature Conservancy – Hope in Action, including the three conditions of approval recommended by the Planning Director in this staff report dated June 21, 2022.

Albertson's: 120" x 144" Vinyl

Miller Park: 96" 72" Vinyl



**HOPE IN
ACTION**

WYOMING'S RESPONSE
TO CLIMATE CHANGE

A community conversation with
climate scientist & bestselling author
Dr. Katharine Hayhoe

August 22 @ 6-9 p.m.
Center for the Arts

nature.org/wyhope

Presented by

The Nature
Conservancy



Wyoming



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: Hope in Action Physical Address of Event: 240 S Glenwood St.
Description of Event: A community conversation with Dr. Katharine Hayhoe on climate
Grand Opening ☐ Yes ☒ No ☐

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: The Nature Conservancy, Wyoming Phone: 208-399-2232
E-mail: 258 Main St. Ste. 200 Lander WY ZIP: 82520
deb@flitner.net Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Albertson's</u>	Business/Description: <u>Town of Jackson Miller Park</u>
Physical Address: <u>105 Buffalo Way</u>	Physical Address: <u>255 W Deloney</u>
Dates of Display: <u>July 31-August 6</u>	Dates of Display: <u>July 31 - August 13</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.

Deb Barracato
Signature of Authorized Event Applicant
Deb Barracato
Applicant Name Printed

5/16/2022
Date
Event consultant
Title

Annette Langley

From: Deb Barracato <deb@flitner.net>
Sent: Monday, May 16, 2022 3:01 PM
To: Katelyn Page; Annette Langley
Cc: Nikki Melanson
Subject: temporary sign permit application for The Nature Conservancy
Attachments: ClimateEvent_banner mockup.png; Temporary Sign Permit Application_The Nature Conservancy Wyoming.pdf



Hi Katelyn and Annette,

I messaged you earlier this month about permits to hang event banners for The Nature Conservancy (I've copied Nikki Melanson, the event PM, on this message).

The banners have not gone to production yet, but we did a design mockup; it shows the elements that will be included and basic layout. Is that acceptable? We probably won't send them to print until the end of June.

They will be single-sided banners on 13-oz vinyl hemmed all around with grommets every 2-3 feet that allow us to install them using zipties. I've attached a PNG of the mockup (white background, green/blue/yellow graphics). The banner for Albertsons will 120" x 144" and the one for Miller Park fence will be 96" x 72".

I filled out the application (attached), and we're hoping to get on the schedule for the next town council meeting. Please let me know if this meets your requirements for submittal.

Thanks so much!
Deb

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FLITNER
STRATEGIES #

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Council Special Meeting
Submitting Department:	Planning Department	Presenter:	Paul Anthony
Agenda Item:	P22-123 TEMPORARY SIGN PERMIT Becoming Jackson Whole - TRYathlon	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.

Becoming Jackson Whole has requested to display two temporary banners under Section 5.6.1.C.4.c of the LDRs to advertise their TRYathlon event (see attached design details).

- 105 Buffalo Way, Albertson's during:
 - o July 24 – July 31, 2022
- 255 W. Deloney, Miller Park during:
 - o July 17 – July 30, 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 sites shall be granted by the property owner.
2. The signs shall not be located on the sidewalks or in the public right of way.
3. The signs are approved for the following location:
 - 105 Buffalo Way, Albertson's during:
 - o July 24 – July 31, 2022
 - 255 W. Deloney, Miller Park during:
 - o July 17 – July 30, 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 (P22-123) for Becoming Jackson Whole TRYathlon, including the three conditions of approval recommended by the Planning Director in this staff report dated June 21, 2022.

Albertson's: 120" x 144" Vinyl

Miller Park: 96" 72" Vinyl



BECOMING
JACKSON WHOLE

TRYATHLON

FITNESS FOR BODY & MIND



Jackson Hole Mountain Resort (Solitude Station) | Saturday, August 13, 2022

A FREE FAMILY-FRIENDLY EVENT

Register at becomingjacksonwhole.org



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: Becoming Jackson Whole TRYathlon Physical Address of Event: Jackson Hole Mountain Resort

Description of Event: A free event to build mental resilience with a 5K hike, yoga, and mindfulness practice

Grand Opening ☐ Yes ☒ No ☐

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: Becoming Jackson Whole Phone: 208.399.2232
E-mail: PO Box 4717 Jackson WY ZIP: 83001
programs@becomingjacksonwhole.org Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Albertson's</u>	Business/Description: <u>Town of Jackson Miller Park</u>
Physical Address: <u>105 Buffalo Way</u>	Physical Address: <u>255 W Deloney</u>
Dates of Display: <u>July 24 - July 31</u>	Dates of Display: <u>July 17 - July 30</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

Deb Barracato

Applicant Name Printed

5/16/2022

Date

Operations Director

Title

RE: Banner sizes?



Becoming Jackson Whole <programs@becomingjacksonwhole.org>
To: Katelyn Page

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Wed 5/18/2022 1:42 PM

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



They will be single-sided banners on 13-oz vinyl hemmed all around with grommets every 2-3 feet that allow us to install them using zip ties. The banner for Albertsons will 120" x 144" and the one for Miller Park fence will be 96" x 72".

Thanks!

From: Katelyn Page <KPage@jacksonwy.gov>
Sent: Wednesday, May 18, 2022 1:28 PM
To: Becoming Jackson Whole <programs@becomingjacksonwhole.org>
Subject: Banner sizes?

Hi Deb,
When you get a chance can you send the banner sizes for the Becoming Jackson Whole TRYathlon event? I need to include in a staff report due June 6.
Thanks,

Katelyn S. Page, *LEED AP BD+C*
Associate Planner
Town of Jackson
(307) 733-0440 x1302
Direct: (307) 734-3493
kpage@jacksonwy.gov
www.jacksonwy.gov

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Council Special Meeting
Submitting Department:	Planning Department	Presenter:	Paul Anthony
Agenda Item:	P22-136 TEMPORARY SIGN PERMIT JH Half Marathon	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 JH Half Marathon Event Committee has requested to display one temporary banner under Section 5.6.1.C.4.c of the LDRs to advertise their Half Marathon (see attached design details).

- 105 Buffalo Way, Albertson's during
 - o June 26 – July 3, 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
 - o June 26 – July 3, 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 (P22-136) for JH Half Marathon, including the three conditions of approval recommended by the Planning Director in this staff report dated June 21, 2022.

Albertson's: 4'h x 14'w Vinyl





TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department

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

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

EVENT NAME:

Event Name: Jackson Hole Half Marathon Physical Address of Event: Teton Village pathway
Description of Event: Running Race
Grand Opening ☐ Yes ☒ No ☐

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: PO Box 13292 Phone: 520-403-3355
E-mail: Jackson WY 83002 ZIP: 83002
preed@theriver.com 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</u>	Physical Address: _____
Dates of Display: <u>June 5 - 12 June 26-July 3</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.

Pamela J Reed
Signature of Authorized Event Applicant
Pamela Reed
Applicant Name Printed

5-20-2022
Date
Member
Title

From: [Carl Pelletier](#)
To: [Annette Langley](#)
Subject: FW: FW: JH 1/2
Date: Monday, May 23, 2022 8:47:09 AM
Attachments: [image002.png](#)
[image003.png](#)

Annette –

Pam said she'd be good with the June 26 – July 3 dates. (See below).

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!*](#)

From: preed@theriver.com <preed@theriver.com>
Sent: Saturday, May 21, 2022 7:08 AM
To: Carl Pelletier <cpelletier@jacksonwy.gov>
Subject: Re: FW: JH 1/2

—
yes

On Fri, 20 May 2022 20:30:52 +0000, Carl Pelletier <cpelletier@jacksonwy.gov> wrote:

Pam -

The temporary sign permit goes through Planning. We've past the deadline for the June 5-12 dates that you have, but we can still get you in front of Town Council for the June 26-July 3 dates.

Would that work for you?

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!](#)

From: Annette Langley <ALangley@jacksonwy.gov>
Sent: Friday, May 20, 2022 2:12 PM
To: Carl Pelletier <cpelletier@jacksonwy.gov>
Cc: Paul Anthony <panthony@jacksonwy.gov>
Subject: RE: JH 1/2

Hi Carl,

The next Town Council meeting is June 6th, which is after her first display date of June 5-12. Is there any other way to get this approved?

Otherwise, I can let her know we can't approve the June 5-12 display dates but for the June 26-July 3 display dates we can submit the Initial Report that was due in sharepoint on 5/18 for the June 20th Town Council.

Temp signs have to go through the Initial, Complete, Final report process like everything else that goes to Town Council, so we have don't have much control over the process.

Thank you,

Annette Langley
Planning Coordinator
Town of Jackson
PO Box 1687
Jackson, WY 83001
307-733-0440 x 1304
www.jacksonwy.gov



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From: Carl Pelletier <cpelletier@jacksonwy.gov>
Sent: Friday, May 20, 2022 1:12 PM
To: Annette Langley <ALangley@jacksonwy.gov>
Subject: FW: JH 1/2

Annette –

Pam Reed applied for and was approved for a special event (JH ½ Marathon) on July 2. She has asked for permission to hang a sign at Albertson's. I let her know that she'd need to go through the Temp. Sign Permit process since the event was already processed.

I sent her the application and she sent me back the attached document.

I'm just wondering if this would be the correct process to go through, would you be able to help her?

Thanks,
Carl

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



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From: Pam Reed <preed@theriver.com>
Sent: Friday, May 20, 2022 12:22 PM
To: Carl Pelletier <cpelletier@jacksonwy.gov>
Subject: Fwd: JH 1/2

- - -

Here it is

Sent from my iPhone

Begin forwarded message:

From: Jim Reed <jreedcpacfp@yahoo.com>
Date: May 20, 2022 at 11:58:06 AM MDT
To: Pam Reed <preed@theriver.com>
Subject: Re: JH 1/2
Reply-To: Jim Reed <jreedcpacfp@yahoo.com>

James C. Reed, CPA, CFP, PC
P.O. Box 13292
Jackson, WY 83002

4050 N Lake Creek Drive
Wilson, WY 83014

(307) 734-1370 office
(520) 241-4269 cell
jim@jimreedcpa.com
jreedcpacfp@yahoo.com

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the purpose of avoiding penalties that may be imposed by the IRS

On Friday, May 20, 2022, 11:41:43 AM MDT, Pam Reed <preed@theriver.com> wrote:

Sent from my iPhone

Begin forwarded message:

From: Carl Pelletier <cpelletier@jacksonwy.gov>
Date: May 20, 2022 at 10:32:34 AM MDT
To: Pam Reed <preed@theriver.com>
Subject: RE: JH 1/2

Pam,

Good to hear from you. Holy smokes! Sorry to hear about your accident. That stinks, but good to hear that you are recovering!!

Your event has already been processed and approved...so I can't really add it to the permit. Let's have you complete a temporary sign permit. I've attached a blank application to this email we should have plenty of time to get it on an agenda before your race. This will go through the Planning Department and they are pretty strict on deadlines, so, I'd suggest submitting this as soon as you can to get on an upcoming agenda.

Heal quickly!
Carl

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!

-----Original Message-----

From: Pam Reed <preed@theriver.com>
Sent: Thursday, May 19, 2022 11:57 PM
To: Carl Pelletier <cpelletier@jacksonwy.gov>
Subject: JH 1/2

Carl

Can we add hanging banners to our permit? How do we do that. We have hung our banner every year at Albertsons'.
I need to tell you my awful story. I was doing IM St George on May 7th. I was at mile 111 of the 112 mile bike and a women walked into me . I broke my femur. So painful. I am recovering. Wow so painful.
Please let me know what we have to do to add the banner hanging to the

permit Thanks Pam

Sent from my iPhone

From: [Amy Asbell](#)
To: [Annette Langley](#)
Cc: [Pam Reed](#)
Subject: JH Half Marathon
Date: Tuesday, May 24, 2022 4:41:33 PM
Attachments: [Banner.heic](#)



Hi Annette-

I work with Pam Reed and she asked me to send you the dimensions of our JH Half Marathon banner and a picture of it. See attached below. Let me know if you have any questions.

Banner is 4 ft x 14 ft

Best,

Amy Asbell

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Regular Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: 4 th of July Street Breakfast	Public Comment	Yes

Purpose & Policy Considerations.

The Mayor and Council consider all special event applications requesting use of Town property, the closure and restricted use of Town streets, services of Town employees, temporary parking restrictions, and Town equipment.

Requested Action.

Staff is requesting Town Council to consider the special event application submitted by the Jackson Hole Lions Club for the Annual 4th of July Street Breakfast event.

Recommendations.

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

Background.

The applicant, the Jackson Hole Lions Club, requests permission to host a 4th of July Street Breakfast on Deloney Avenue between Cache and Center on July 4, between 7:00 A.M. and 10:30 A.M. Set up will begin at 5:00 A.M. and clean-up will end by 2:00 P.M. The expected audience is 1,100. Two tents are used during the event: one to prepare food and the other for the breakfast. The applicant requests the use of barricades for the Deloney closure between Cache and Center from 5:00 A.M. to 2:00 P.M. The applicant is also requesting closure of parking spaces on the south side of Deloney (George Washington Memorial Park side of the street) from 4:00 P.M. on July 3 until 5:00 A.M. on July 4th for staging of equipment (tables, chairs, grills, tents, etc...).

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

The applicant requests the following in association with the event:

- Permission to close the parking spaces on the south side of Deloney from 4:00 P.M. on July 3 until 2:00 P.M. on July 4 for staging of equipment.
- Permission to post "No Parking" signs in the proposed closure area on Deloney Avenue as depicted in the map contained in this staff report. The applicant will be responsible for the production, posting, and removal of the signage.
- Permission to use Town of Jackson barricades and cones.
- Permission for amplified sound.
- Permission to display onsite banners and/or logos on the booths. The applicant will submit temporary sign permit applications for all off-site banners they wish to erect.
- An exposition license permit from Town staff.

Analysis.

The application has been submitted for review and comment to all Town departments. The operating plan for this event has been reviewed by the Teton County Health Department and Town staff to ensure that the event organizers are cognizant of the Center for Disease Control and Prevention's COVID guidelines for outdoor events.

Possible Alternatives.

- Approve the request with modifications
- Deny the request
- Other

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 of Jackson has traditionally served as the cultural, social and civic hub for Teton County and the region. Maintaining and improving public spaces will support Jackson as the community's central Complete Neighborhood, a gateway to the nation's parks and forests, and the regional center for tourism, the arts and employment. The enhancement of natural features such as Karns Meadows, Flat Creek and Cache Creek corridors will further contribute to Jackson's role as the central Complete Neighborhood.

Policy 4.4.a: Maintain and improve public spaces

Public spaces are the building blocks of a thriving community. Jackson's public spaces and civic facilities should be interesting and memorable, and should reinforce our sense of community. Town will continue to promote high quality design of public spaces, including creating attractive gateways, preserving views, and providing appealing public right-of-way amenities. The integration of fine arts professionals in the design of public spaces will be encouraged to create unique and visually engaging projects. New developments in Town should contribute to quality public spaces—including, but not limited to, pedestrian amenities, parks, outdoor squares, landscaped areas and public art.

Fiscal Impact.

Fiscal impact includes income from Exposition License totaling \$123 and a special event application fee of \$27.

Staff Impact.

- processing special event and exposition permits (approximately 1 hour),
- 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 1 hour),

In total approximately 5.5 hours of staff time split between town, county and joint departments.

Conditions and Restrictions.

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

1. The event will be subject to the review of the Teton County Health Department.
2. The event shall abide by any state or local health order in place.
3. The applicant shall clean up immediately after the event and shall be responsible for the collection and removal of all trash generated by the event.

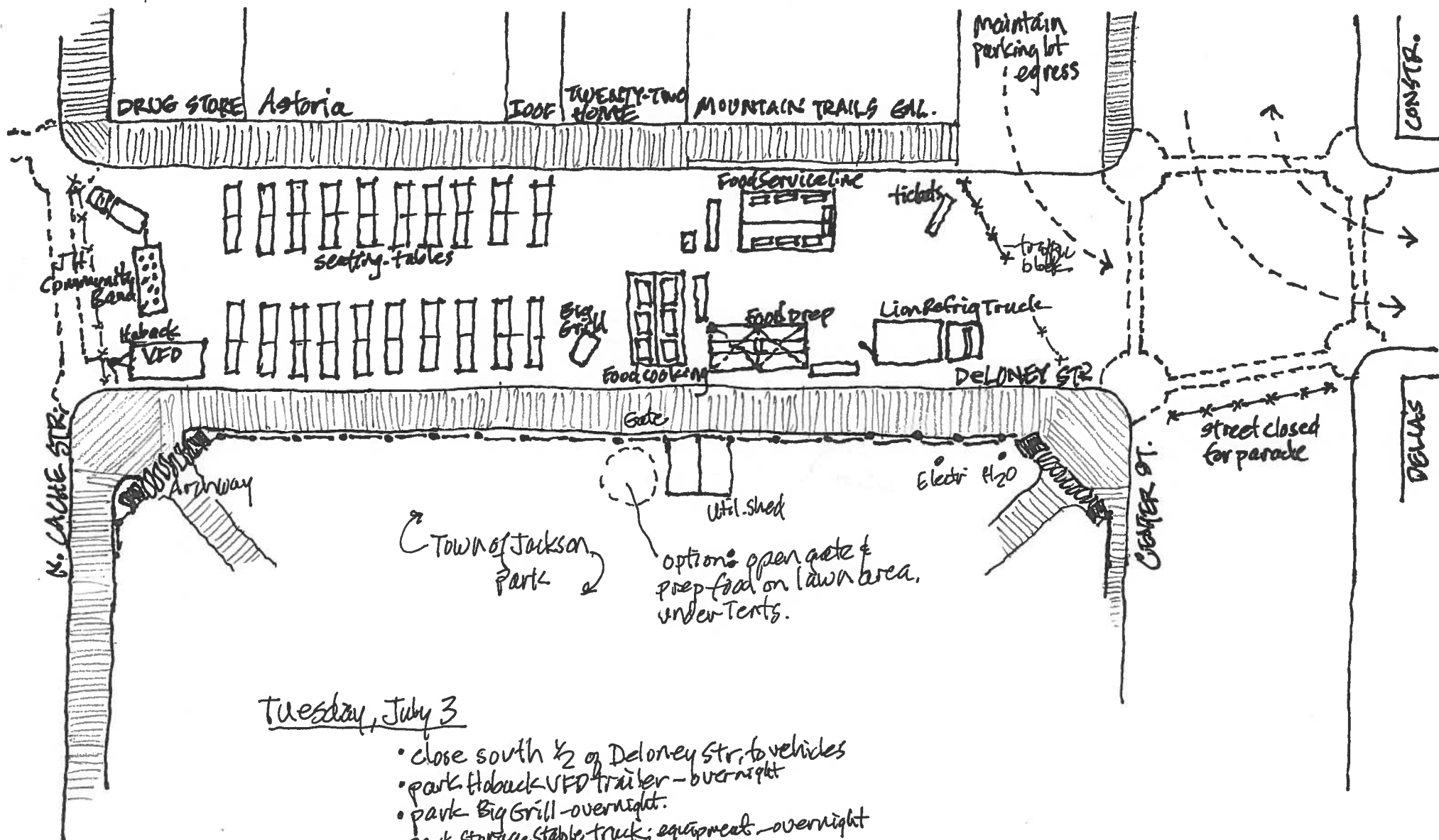
4. The applicant shall provide additional on-site trash receptacles.
5. The applicant shall not block the roadway longer than necessary and shall remove all barricades at the conclusion of the event without delay.
6. The applicant shall coordinate all food service with Teton County Public Health prior to serving food to the public.
7. 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 one week 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.
8. The applicant shall not block any sidewalk or obstruct pedestrian traffic.
9. The applicant shall maintain an emergency vehicle access lane during the event.
10. Banners are not permitted unless approved in advance by separate application to the Planning and Building Department.
11. All power or sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
12. The applicant shall provide advance notice to all parties who will be affected by the road closure.
13. Fire department access roads shall maintain and 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.
14. 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).
15. 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).
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. 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.
26. An adequate number of designated handicapped parking spaces shall be established in the vicinity of the event.

Attachments or Links.

Event Site Map
Special Event Application

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

I move to approve the special event application made by the Jackson Hole Lions Club for the Annual 4th of July Street Breakfast on July 4, 2022 subject to the conditions and restrictions listed in the staff report.



Tuesday, July 3

- close south $\frac{1}{2}$ of Delaney Str. to vehicles
- park Hoback VFD trailer - overnight
- park Big Grill - overnight.
- park storage stable truck; equipment - overnight

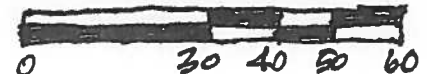
Wednesday, July 4

- close entire Delaney Str. to vehicles
- move in Lions refrigerated truck
- set up tents, awning, grills
- serve breakfast 7 to parade...
- clean up by 1:00

Jackson Hole Lions Club

JULY 4TH STREET BREAKFAST

1" = 30'



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: 4th of July Street Breakfast from 7 am to 10 am

Name of Organization: Jackson Hole Lions Club

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

Mailing Address: PO Box 1343

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Kelly Bass

Email Address: kgbass@hotmail.com

Work Phone: 307-690-3489 Cell Phone: 307-690-3489

EVENT INFORMATION

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

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

To serve breakfast before the 4th of July parade

Location of Event: Deloney b/t Center and Cache Alternative Location: _____

Date(s) of Event: July 4th, 2022 Event Operating Hours: 5 am to 2 pm

Event Set Up Begins Date: July 03, 2022 Time: 4 pm

Event Clean Up Ends Date: July 04, 2022 Time: 2 pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 1100 Total Event: 1100

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): _____

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

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

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

Name: Michael Schrotz Cell Phone: 307-690-8389

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

Deloney St b/t Cache and Center St, July 3, 4 pm to July 4, 2 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: 30 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:

6 _____ Large Street Barricades	4 _____ "Road Closed" Street Signs
4 _____ Small Sidewalk Barricades	_____ "Local Traffic Only" Street Signs
_____ 28 Inch Street Cones	_____ "Detour" Street Signs
_____ Candlestick Cones	_____ 32-Gallon Recycling Bins

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

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

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

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

TOWN SERVICES REQUESTS

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

POLICE DEPARTMENT

(307) 733-1430

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

Please describe in detail your request: _____

Help with Closing Deloney on July 3 at 4 pm (getting cars to leave spaces)

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: P&R helped up previously with water and electricity on

the Deloney and Center street of the town square and we request help again

**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: _____
Public Restroom facilities on deloney as well as at the public parking lot

Please have them open _____

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:

Entrance fee to our all you can eat breakfast

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? To be determined, Yellow Iron was used in past

How many trash receptacles will be supplied for your event? 2

When will the trash receptacles be delivered? July 3

When will the trash receptacles be picked up and removed from site? July 3 and July 4

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

We will have trash cans lining the street for garbage and recycling. Will put garbage in dumpster or take trash off site. We will try to locate dumpster on Deloney or Center street or the parking area near Moos and Orsettos

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? ⁵ _____

When will these recycling receptacles be delivered? ^{July 4} _____

When will recycling receptacles be picked up and removed from site? ^{July 4} _____

Describe your plan for collection and removal of recyclable materials during your special event:
We use plastic tubs / garbage bags and dispose of off site

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:

Last time we had the breakfast we held on Deloney street and will continue there even after the Wells Fargo /New hotel construction is complete. The site plan is attached. Only difference will be location of dumpsters and an addition of a entry table at Cache and Deloney. The main entrance is Deloney and Center. We also will request closing Deloney parking on the town square park side July 3 at 4 pm.

We will also request closing Deloney parking on the Town Square Park side on July 3 from 4 pm. We did this time and the police will very helpful but didn't realize it was July 3. It went very well and very helpful. We need that side closed as we have the Hoback Fire Dept unloading their trailer full of tables on that side of the street as they have other duties early on the 4th and so we can set them up first thing on the 4th. They will be picked up after the breakfast is complete. Also we hope to delivery the grills, tents and rental truck in those spaces as well. We hope to use 2 town/chamber of commerce tents we used last year for food prep.

As said earlier in this app, we need help to use electricity and water from Parks and Rec on the town square side as noted in the site plan.

The Community Band will also play for a short time during the breakfast and that will be on the Cache / Deloney side

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: kgb

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: kgb

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: kgb

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: kgb

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: kgb

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: Kelly Bass
Printed Name

DATE: 05/04/2022

TITLE: Treasurer

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Regular Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: Fourth of July Parade	Public Comment	Yes

Purpose & Policy Considerations.

The Mayor and Council consider all special event applications requesting street closures, the use of Town equipment, and the services of Town personnel on behalf of the Town of Jackson.

Requested Action.

Staff is requesting Town Council to consider the special event application submitted by the Jackson Hole Chamber of Commerce for their Fourth of July Parade special event.

Recommendations.

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

Background.

The Jackson Hole Chamber of Commerce requests permission to host a Fourth of July parade on July 4 from 8:30-12:30 A.M. The parade will start at 10:30 A.M. and is expected to conclude at approximately 11:30 A.M. The parade route is as follows: from the Rodeo Grounds, east on Snow King Avenue, north on Glenwood Street, east on Broadway, and south on Willow Street where the entrants will return on their own to the Rodeo Grounds. Set-up will begin about 8:30 A.M. An announcer will stand on the balcony of High Country Outfitters. The applicant expects approximately 5000 spectators.

In connection with the event, the applicant has requested:

1. The use and closure of streets along the parade route.
2. Police Department (including Citizen Mounted) assistance with traffic control, road closures and posting of signage.
3. Use of barricades (including delivery and pickup), and post event street sweeping by Public Works.
4. Use of bleachers from the Parks and Recreation Department.
5. Permission from Town Council for amplified sound associated with the event.

The application has been submitted to all Town departments. **There are no changes to this event from previous years.**

Analysis.

The application has been submitted for review and comment to all Town departments. The operating plan for this event has been reviewed by the Teton County Health Department and Town staff to ensure that the event organizers are cognizant of the Center for Disease Control and Prevention's COVID guidelines for outdoor events.

Possible Alternatives.

- Approve the request with modifications
- Deny the request
- Other

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 of Jackson has traditionally served as the cultural, social and civic hub for Teton County and the region. Maintaining and improving public spaces will support Jackson as the community’s central Complete Neighborhood, a gateway to the nation’s parks and forests, and the regional center for tourism, the arts and employment. The enhancement of natural features such as Karns Meadows, Flat Creek and Cache Creek corridors will further contribute to Jackson’s role as the central Complete Neighborhood.

Policy 4.4.a: Maintain and improve public spaces

Public spaces are the building blocks of a thriving community. Jackson’s public spaces and civic facilities should be interesting and memorable, and should reinforce our sense of community. Town will continue to promote high quality design of public spaces, including creating attractive gateways, preserving views, and providing appealing public right-of-way amenities. The integration of fine arts professionals in the design of public spaces will be encouraged to create unique and visually engaging projects. New developments in Town should contribute to quality public spaces—including, but not limited to, pedestrian amenities, parks, outdoor squares, landscaped areas and public art.

Fiscal Impact.

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

Staff Impact.

- processing special event permit (approximately 30 minutes),
- Public Works employees providing barricades to the parade route, closing streets, and sweeping the route (10 hours)
- departmental review of application (approximately 2 hours of total staff time),
- Police Department employees (including member of Citizen Mounted Unit) to close the parade route to traffic (30 hours).
- preparation of staff report (approximately 1 hour),
- Parks and Recreation employees providing bleachers for the event (2 hours)

In total approximately 45.5 hours of staff time split between town, county and joint departments.

Conditions and Restrictions.

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

1. The event will be subject to the review of the Teton County Health Department.
2. The event shall abide by any state or local health order in place.
3. The applicant shall clean up after the event and shall be responsible for the removal of all refuse generated by the event, including recycled material.
4. Banners are not permitted unless approved in advance under a separate Sign Permit Application to the Planning and Building Department.
5. Insurance: An insurance certificate that names the “Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers” and states that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney

6. The applicant shall coordinate all road closures and traffic control with the Police Department. The applicant shall provide to the Police Department in advance the number of Howdy Pardners volunteers that will be assisting with traffic control. Volunteers will be required at alleys along the parade route.
7. The applicant shall conduct the parade in a timely and professional manner.
8. Use of the Rodeo Grounds shall be coordinated with and subject to the approval of the Teton County Fair Board.
9. The applicant shall encourage spectators to utilize the downtown parking structure.

Attachments or Links.

Special Event Application

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

I move to approve the special event application made by the Jackson Hole Chamber of Commerce to host the annual Fourth of July Parade on July 4, 2022 subject to the conditions and restrictions listed in the staff report.



Special Event Permit

Special Provisions

PERMIT

Event Name 4th of July Parade Date 06-03-2022 Permit # 22-15
 Date of Event 7/4/2022 Type of Event: Parade
 Event Director or Organizer JH Chamber of Commerce Telephone 307-733-3316
 Address PO Box 550, Jackson, WY 83001 Email britney@jacksonchamber.co
 Location of Event: Jackson, WY upon the right-of-way of:
 highway US 89 between milepost Glenwood and milepost Cache
 highway _____ between milepost _____ and milepost _____
 highway _____ between milepost _____ and milepost _____
 highway _____ between milepost _____ and milepost _____
 on July 4, 2022 between 8:00 a.m. and 11:30 a.m.
 Date Time Time

THIS PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. If the event involves other road authorities, approvals must be obtained and coordinated with those road authorities.
2. Approval of a traffic control plan that follows the recommended permit conditions contained in Chapter XXIII, Department of Transportation rules and regulations. This traffic control plan shall include appropriate advance event notifications, warning signs, event marshals, event field size, event escorts, traffic detours or delays, uniform peace officer requirements, etc.
3. The Event Director is responsible for coordinating all activities with State and Local Law Enforcement and Emergency Response Agencies. Traffic control Measures appropriate for road closures and traffic detours must be in place prior to the event taking place.
4. Additional conditions and requirements:
 - All traffic control will be the responsibility of the permittee in coordination with local law enforcement (County Sheriff's Office and Local Police Department) as stated in items No. 1, 2 & 3 above.
 - No littering. Place trash in designated areas.
 - Booths/vendors associated with the event selling goods shall be located outside highway right-of-way.
 - All booths/tents within highway right-of-way shall be located not to obstruct driveway sight distance and pedestrian/bicycle paths.

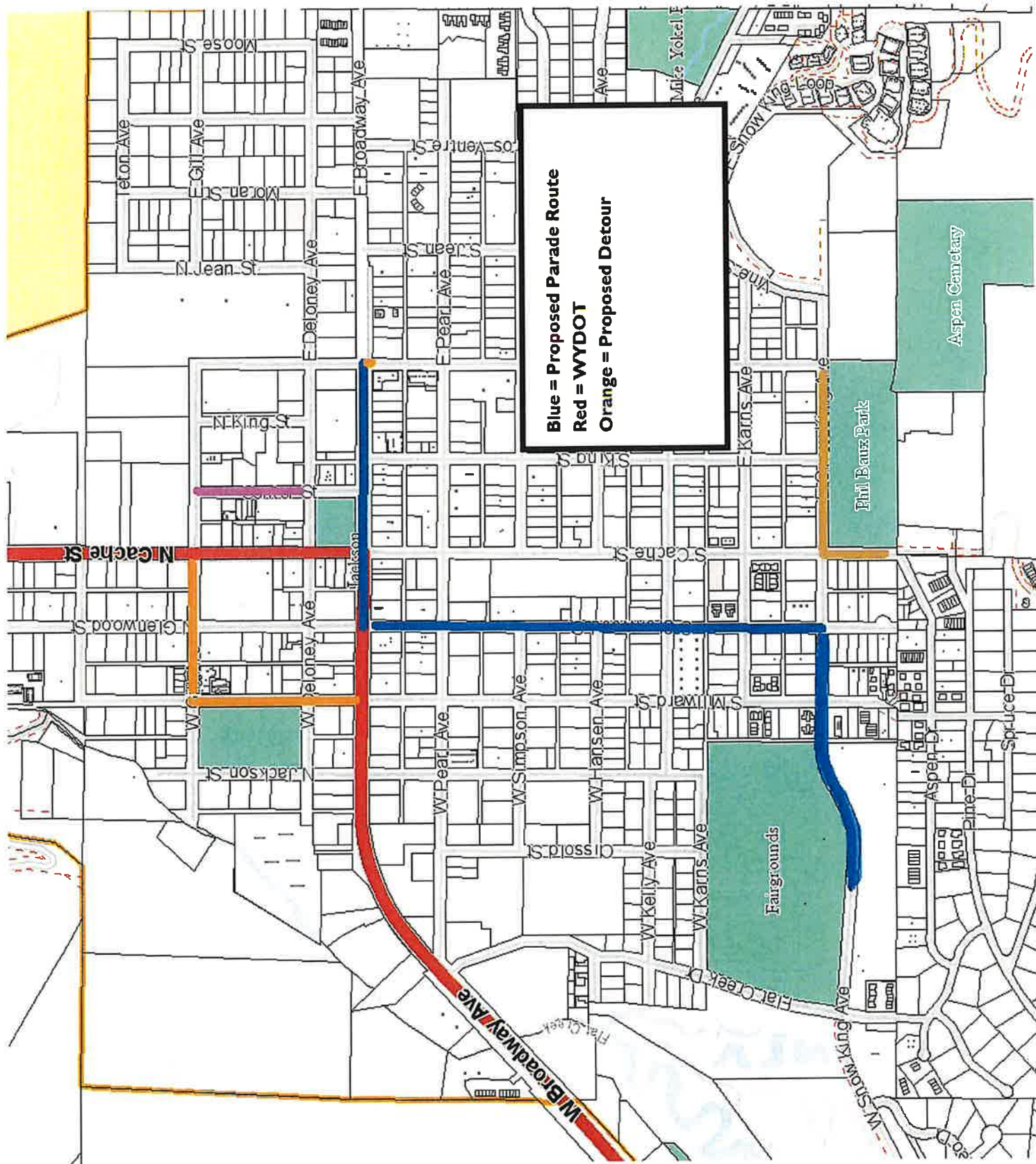
☒ Approved☐ Denied

D. D. K. (D.T.E.)
 District Engineer or Designee Signature

06-03-2022

Date

Distribution: Copy to Applicant, District Maintenance Engineer, Resident Engineer, Maintenance Foreman, Highway Patrol





WYOMING DEPARTMENT OF TRANSPORTATION
Special Event Application

APPLICATION

Event Name 4th of July Parade Event Date 04/19/22
July 4, 2022
Type of Event: Parade
Event Director or Organizer Jackson Hole Chamber of Commerce Telephone 307-733-3316
Address PO Box 550 Jackson, WY 83001 Email britney@jacksonchamber.com
Club Affiliation or Sponsor Chamber of Commerce Estimated Number of Participants 3000

Course Information: ☒ Total closure ☐ Partial closure ☐ Remain open to traffic (Check appropriate box(s) (Explain in Event Description))

I (we) Town of Jackson hereby make application for a special permit
upon the right-of-way of:

highway 89/191/26 between milepost Glenwood and milepost Cache
highway _____ between milepost _____ and milepost _____
highway _____ between milepost _____ and milepost _____
highway _____ between milepost _____ and milepost _____
on Monday, July 4, 2022 between 8:00 AM and 11:30 AM
Date Time Time

I (we) agree to strictly conform to the exhibits attached hereto, subject to all terms, conditions, agreements, stipulations and provisions contained in the application and permit, in Chapter XXIII rules and regulations of the Wyoming Department of Transportation, and any other applicable regulations, laws or ordinances.

EVENT DESCRIPTION (Attach event map): The parade is scheduled to begin at the Teton County Fair Ground
and will enter 89/W. Broadway at Glenwood and proceed toward Cache. The Town of Jackson is requ
esting that Highway 89/W. Broadway between Glenwood and Cache be closed from 8:00 AM
until 11:30 AM on 7/4/2022. Traffic to be routed to the existng truck route. Jackson Police and
Public Works will provide appropriate signage and traffic control. This will be the same route that
has been utilized in years past.

The event has not yet been approved by the Town Council.

Prior to the event, I (we) agree to review the course to determine potential problems that could endanger participants and equipment and to notify the participants of them. If I (we) determine the problems to be severe, I (we) agree to cancel the event.

Permittee must provide a certificate of insurance as evidence of an existing Comprehensive or Commercial General Liability Policy, including contractual liability coverage, with limits not less than \$500,000.00 combined single limit for all claims arising out of a single accident or occurrence.

THE PERMITTEE SHALL DEFEND, HOLD HARMLESS AND INDEMNIFY THE STATE OF WYOMING, DEPARTMENT OF TRANSPORTATION AND ITS OFFICERS, AGENTS, EMPLOYEES AND MEMBERS FROM ALL SUITS OR ACTION WHICH MAY RESULT FROM ANY ACTIVITY BY THE PERMITTEE, ITS OFFICERS, SUBCONTRACTORS, AGENTS OR EMPLOYEES.

Carl Pelletier

Name (Please Print)

Signature

04/19/2022

Date (Minimum of 60 days prior to event)

PO Box 1687

Address

Jackson, WY 83001

City, State and Zip

307-734-3488

Telephone

Approval must be obtained from the city, town or county government if the closure restricts the use of any road, street or highway of the affected jurisdiction.

Approved by city or town if applicable

Carl Pelletier / Town of Jackson

Name/Title (Please Print)

Signature/Title

04/19/20

Date

PO Box 1687

Address

Jackson, Wyoming 83001

City, State and Zip

307-734-3488

Telephone

Approved by county if applicable

Name/Title (Please Print)

Signature/Title

Date

Address

City, State and Zip

Telephone

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: 4th of July Parade

Name of Organization: Jackson Hole Chamber of Commerce

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

Mailing Address: PO Box 550

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Britney Magleby

Email Address: britney@jacksonholechamber.com

Work Phone: (307)733-3316 Cell Phone: (208)521-0019

EVENT INFORMATION

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

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

To celebrate the 4th of July

Location of Event: Fair grounds, Town Square Alternative Location: _____

Date(s) of Event: 07/04/2022 Event Operating Hours: 10am - 1pm

Event Set Up Begins Date: July 04, 2022 Time: 8am

Event Clean Up Ends Date: July 04, 2022 Time: 5pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 5000 Total Event: 5000

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): _____

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

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

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

Name: Anna Olson Cell Phone: (307)690-7669

EVENT SITE PLAN

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

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

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

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

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

☒ Yes ☐ No

Area of Closure Request

Date(s)

Start Time

End Time

Snow King Ave., Glenwood, Broadway, King 07/04/2022 10am 1pm

Broadway to close early morning

Snow King (line up area) to close at 8 am

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

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

☒ Yes ☐ No

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

Typical parade request - street closure posting, street closures, parade lead

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

Barricades dropped at intersections for police to close as parade passes. Street sweeper to end parade before street re-opening.

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: _____

Bleachers placed on Broadway (typical parade location) early morning Monday

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

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

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

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☒ Ambulance

☒ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: _____

Fire engine / ambulance in the parade if available and willing

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: _____

VOICE / MUSIC AMPLIFICATION REQUESTS

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

If "Yes", please indicate times: Start Time: 9am Finish Time: 1pm

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: Due to the nature of the spread-out crowd, additional public restrooms
haven't been needed for this event.

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:

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:

No changes

STANDARD CONDITIONS OF APPROVAL

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

GENERAL

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

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

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

Initials: BM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: BM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

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

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

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

PORTABLE RESTROOMS

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

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

INSURANCE

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

FOOD / VENDING

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

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

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

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

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

Initials: BM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: BM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

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

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

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

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

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

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

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

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

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

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

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

FAIR GROUNDS / RODEO GROUNDS

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

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

Initials: BM

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

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

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

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

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

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

APPLICANT: _____

Signature

APPLICANT: Britney Magleby

Printed Name

DATE: 06/13/2022

TITLE: Director of Events &

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Regular Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: Fourth of July Fire Works	Public Comment	Yes

Purpose & Policy Considerations.

The Mayor and Council approve or deny all Special Events applications requesting relief from a Town ordinance prohibiting fireworks, temporary road closures, and use of public property and services of Town personnel on behalf of the Town of Jackson.

Requested Action.

Staff is requesting Town Council to consider the special event application submitted by Snow King Mountain Resort to host the 2022 Fourth of July Fireworks Display.

Recommendations.

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

Background.

The applicant, Snow King Mountain Resort, requests permission to provide the Town of Jackson with a 4th of July fireworks show on July 4 at 10:00 p.m. The fireworks are launched on Town of Jackson property. The position of the launching has not changed from previous years. It is anticipated that people will gather in the Snow King ballfield to watch the display. Snow King Mountain Resort is also planning on having some entertainment on their private property prior to the fireworks display. The expected audience is between 5,000 and 7,000 people.

Section 8.20.020 of the Municipal Code of the Town of Jackson prohibits the use, discharge and detonation of fireworks in the Town of Jackson. However, Section 8.20.030 of the Code allows Town Council to grant a permit for supervised public displays of fireworks by organizations if handled by a competent operator and which are not hazardous to property or endanger any person.

The Chief of Police requests closure of the ball field parking area before, during and after the event. The Police Department is also working on a post fireworks display traffic control plan that will turn Snow King Avenue into a one way from Flat Creek to Scott Lane heading west to allow traffic to flow away from the Snow King ballfields.

Analysis.

The application has been submitted for review and comment to all Town departments. The operating plan for this event has been reviewed by the Teton County Health Department and Town staff to ensure that the event organizers are cognizant of the Center for Disease Control and Prevention's COVID guidelines for outdoor events.

Possible Alternatives.

- Approve the request with modifications
- Deny the request
- Other

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 of Jackson has traditionally served as the cultural, social and civic hub for Teton County and the region. Maintaining and improving public spaces will support Jackson as the community's central Complete Neighborhood, a gateway to the nation's parks and forests, and the regional center for tourism, the arts and employment. The enhancement of natural features such as Karns Meadows, Flat Creek and Cache Creek corridors will further contribute to Jackson's role as the central Complete Neighborhood.

Policy 4.4.a: Maintain and improve public spaces

Public spaces are the building blocks of a thriving community. Jackson's public spaces and civic facilities should be interesting and memorable, and should reinforce our sense of community. Town will continue to promote high quality design of public spaces, including creating attractive gateways, preserving views, and providing appealing public right-of-way amenities. The integration of fine arts professionals in the design of public spaces will be encouraged to create unique and visually engaging projects. New developments in Town should contribute to quality public spaces—including, but not limited to, pedestrian amenities, parks, outdoor squares, landscaped areas and public art.

Fiscal Impact.

No direct income.

Staff Impact.

- processing special event permit (approximately 30 minutes),
- departmental review of application (approximately 2 hours of total staff time),
- preparation of staff report (approximately 1 hour),
- Overtime cost to the Police Department for all 4th of July related events is estimated at \$7,500. This includes the 4th of July Street Breakfast, the 4th of July Parade and the 4th of July Fireworks Display.
- The cost to the Public Works department for all 4th of July events is estimated at \$1,700 including street sweeping and barricade assistance. This includes the 4th of July Street Breakfast, the 4th of July Parade and the 4th of July Fireworks Display.

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 after the event. All trash and containers shall be removed from the park by 9:00 a.m. on July 5.
2. Applicant is responsible for the clean up of the ball field, including removal of all rocks.
3. The applicant shall provide appropriate advance advertisement/announcement of the event to residents and visitors to secure their pets and to plan for traffic and parking congestion on area streets.
4. Applicant shall coordinate the required road closures with the Police Department and START.
5. Applicant shall provide portable toilets, which shall be placed on the parking lot or other pavement, and not on the ball field.
6. No vehicles shall be driven on the ball field.

7. The applicant shall provide portable trash containers around the park to accommodate the volume of trash.
8. Banners are not permitted unless approved in advance under a separate Sign Permit Application to the Planning and Building Department.
9. 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 one week 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.
10. The application shall be subject to the review and approval of the Fire Department and any additional conditions or restrictions placed by such Department.
11. 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.
12. The event shall be conducted in a timely, safe and professional manner.

Attachments or Links.

Special Event Application

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

I move to approve the special event application made by Snow King Mountain Resort for the 4th of July Fireworks Display on July 4, 2022 subject to the conditions and restrictions listed in the staff report.

Special Event Application

Submit Completed Document To:

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



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

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

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

APPLICANT INFORMATION

Name of Event: 4th of July Fireworks at Snow King Mountain

Name of Organization: Snow King Mountain Resort LLC

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

Mailing Address: PO box 1846

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Ryan Stanley

Email Address: ryan@snowkingmountain.com

Work Phone: 3077343351 Cell Phone: _____

EVENT INFORMATION

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

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

Community Celebration

Location of Event: Snow King Mountain Alternative Location: N/A

Date(s) of Event: July 4, 2022 Event Operating Hours: 8pm-10:30pm

Event Set Up Begins Date: July 04, 2022 Time: 10:00am

Event Clean Up Ends Date: July 05, 2022 Time: 2:00pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 4000 Total Event: 4000

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): Town of Jackson

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: Ryan Stanley Cell Phone: 3072037911

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

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: _____ 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: _____

As determined by Chief of Police based upon past 4th of July Fireworks Events at Snow King. _____

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: 7:00pm Finish Time: 9:30pm

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

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

SIGN or BANNER REQUESTS

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

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

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached: ☒ Yes ☐ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

Do you plan to provide portable restroom facilities? ☒ Yes ☐ No

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

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

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: July 4 Time for Drop Off: 10:00am

Date for Pick Up: July 5 Time for Pick Up: 10:00am

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? Resort Liquor license on Private Property

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:

Resort Liquor license will be used to sell alcohol on private property.

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? 5+

When will the trash receptacles be delivered? July 4th

When will the trash receptacles be picked up and removed from site? July 4th

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

Trash will be collected at the conclusion of the fireworks.

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:

No significant changes

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: RS

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: RS

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: RS

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: RS

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: RS

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: Ryan Stanley
Printed Name

DATE: 06/16/2022

TITLE: President

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Regular Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: Elkhorn 100 Endurance Run	Public Comment	Yes

Purpose & Policy Considerations.

The Mayor and Council consider all special event applications requesting services of Town property.

Requested Action.

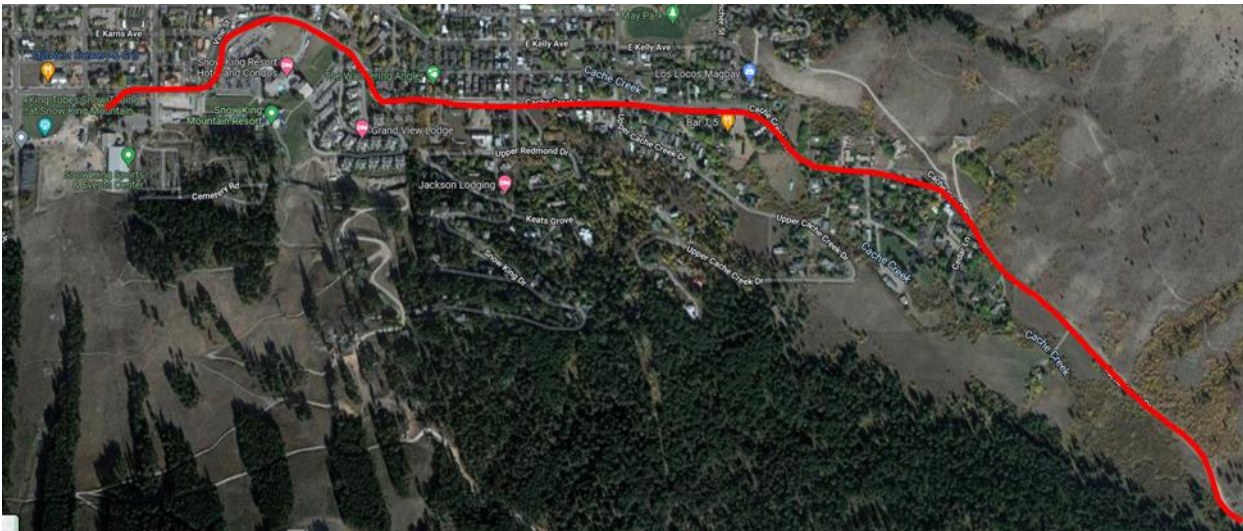
Staff is requesting Town Council to consider the special event application submitted by Limber Pine Outdoors for their Elk Horn 100 Endurance Run.

Recommendations.

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

Background.

The applicant, Limber Pine Outdoors, is requesting the use of Town roads on Saturday, July 30, 2022 between the hours of 6:00 A.M. and 10:00 P.M. for their participants to run on towards the finish line at Phil Baux Park. This event is a 100 mile endurance run starting in Afton, Wyoming and finishing in Jackson, Wyoming. The participants will be primarily be utilizing US Forest Service land; however they are requesting to use a portion of Cache Creek Drive and Snow King Avenue as indicated in the map below. No roads will be closed for this event. Runners will utilize the sidewalks when available, otherwise they will be utilizing the sides of the roads. Less than 75 participants are anticipated and since this will be the finish of the race the runners will be significantly spread out along the course.



The applicant requests the following in association with the event:

- Permission to use portions of Cache Creek Drive and Snow King Avenue on Saturday, July 30, 2022 per the map above.
- Permission to mark the course with pink flagging at intersections along the course.
- Permission to post small signs along the race course to alert the races of the course.

Analysis.

The application has been submitted for review and comment to all Town departments. The operating plan for this event has been reviewed by the Teton County Health Department and Town staff to ensure that the event organizers are cognizant of the Center for Disease Control and Prevention's COVID guidelines for outdoor events.

Possible Alternatives.

- Approve the request with modifications
- Deny the request
- Other

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 of Jackson has traditionally served as the cultural, social and civic hub for Teton County and the region. Maintaining and improving public spaces will support Jackson as the community's central Complete Neighborhood, a gateway to the nation's parks and forests, and the regional center for tourism, the arts and employment. The enhancement of natural features such as Karns Meadows, Flat Creek and Cache Creek corridors will further contribute to Jackson's role as the central Complete Neighborhood.

Policy 4.4.a: Maintain and improve public spaces

Public spaces are the building blocks of a thriving community. Jackson's public spaces and civic facilities should be interesting and memorable, and should reinforce our sense of community. Town will continue to promote high quality design of public spaces, including creating attractive gateways, preserving views, and providing appealing public right-of-way amenities. The integration of fine arts professionals in the design of public spaces will be encouraged to create unique and visually engaging projects. New developments in Town should contribute to quality public spaces—including, but not limited to, pedestrian amenities, parks, outdoor squares, landscaped areas and public art.

Fiscal Impact.

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

Staff Impact.

- processing special event permit (approximately 30 minutes),
- departmental review of application (approximately 2 hours of total staff time),
- preparation of staff report (approximately 1 hour),

In total approximately 3.5 hours of staff time split between town, county and joint departments.

Conditions and Restrictions.

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

1. The event will be subject to the review of the Teton County Health Department.
2. The event shall abide by any state or local health order in place.
3. The applicant shall clean up immediately after the event and shall be responsible for the collection and removal of all trash generated by the event.

4. The applicant shall remove any flagging or signage placed on the race course immediately following the event.
5. Insurance: An insurance certificate that names the “Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers” and states that coverage is primary and non-contributory is required at least one week prior to the event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney.
6. The applicant shall not block any sidewalk or obstruct pedestrian traffic.
7. The applicant shall maintain an emergency vehicle access lane during the event.
8. All power or sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
9. The applicant shall utilize sidewalks whenever possible and when sidewalks are not available on their route, the applicant will ensure that the runners stay to the far right-hand side of the road.

Attachments or Links.

Special Event Application

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

I move to approve the special event application made by Limber Pine Outdoors for their Elkhorn 100 Endurance Run on July 30, 2022 subject to the conditions and restrictions listed in the staff report.

Special Event Application

Submit Completed Document To:

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

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



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

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

APPLICANT INFORMATION

Name of Event: The Elkhorn 100 Endurance Run

Name of Organization: Limber Pine Outdoors LC

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

Mailing Address: PO Box 93

City: Mendon State: UT Zip Code: 84325

Name of Person Completing Application: Jason Wooden

Email Address: jasonlwooden@gmail.com

Work Phone: 4358812004 Cell Phone: 4358812004

EVENT INFORMATION

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

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

100 mile run starting in Afton and ending in Jackson Hole. Funds scholarships for high school

Location of Event: Phil Baux Park Alternative Location: _____

Date(s) of Event: July 30, 2022 Event Operating Hours: 6:00am-10:00pm

Event Set Up Begins Date: July 30, 2022 Time: 6:00am

Event Clean Up Ends Date: July 30, 2022 Time: 10:00pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 75 Total Event: 75

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): _____

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

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

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

Name: Christen White Cell Phone: (801) 664-9308

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

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: _____ 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:

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: JW

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: JW _____

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: JW

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: JW _____

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: JW _____

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: Jason Wooden
Printed Name

DATE: 04/14/2022

TITLE: Race Director

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Regular Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: All Women, All Wyoming	Public Comment	Yes

Purpose & Policy Considerations.

The Mayor and Council consider all special event applications requesting services of Town employees, temporary parking restrictions, and Town equipment.

Requested Action.

Staff is requesting Town Council to consider the special event application submitted by Horizon Fine Art Gallery for their "All Women, All Wyoming" outdoor artist demonstrations.

Recommendations.

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

Background.

The applicant, Horizon Fine Art Gallery, requests permission utilize 2 parking spaces in front of their business located at 30 South King Street on July 2nd and 3rd between the hours of 10:00 A.M. and 6:00 P.M. The applicant is requesting the use of the space to all allow for artists to work outside. Some of the work that the artists will be doing will require outdoor space due to the nature of the creation of the art. The public is invited to observe.

The past two years the applicant has received permission to host similar events through the Parklet Application. This year the Town has requested that the applicant seek permission through a Special Event application.

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

The applicant requests the following in association with the event:

- Permission to close 2 parking spaces in front of their business located at 30 South King Street from 10:00 A.M. until 6:00 P.M. on July 2 and 3, 2022.
- Permission to post "No Parking" signs in the proposed parking spaces. The applicant will be responsible for the production, posting, and removal of the signage.
- Permission to use Town of Jackson barricades and cones.

Analysis.

The application has been submitted for review and comment to all Town departments. The operating plan for this event has been reviewed by the Teton County Health Department and Town staff to ensure that the event organizers are cognizant of the Center for Disease Control and Prevention's COVID guidelines for outdoor events.

Possible Alternatives.

- Approve the request with modifications
- Deny the request
- Other

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 of Jackson has traditionally served as the cultural, social and civic hub for Teton County and the region. Maintaining and improving public spaces will support Jackson as the community's central Complete Neighborhood, a gateway to the nation's parks and forests, and the regional center for tourism, the arts and employment. The enhancement of natural features such as Karns Meadows, Flat Creek and Cache Creek corridors will further contribute to Jackson's role as the central Complete Neighborhood.

Policy 4.4.a: Maintain and improve public spaces

Public spaces are the building blocks of a thriving community. Jackson's public spaces and civic facilities should be interesting and memorable, and should reinforce our sense of community. Town will continue to promote high quality design of public spaces, including creating attractive gateways, preserving views, and providing appealing public right-of-way amenities. The integration of fine arts professionals in the design of public spaces will be encouraged to create unique and visually engaging projects. New developments in Town should contribute to quality public spaces—including, but not limited to, pedestrian amenities, parks, outdoor squares, landscaped areas and public art.

Fiscal Impact.

Fiscal impact includes income from a special event application fee of \$150.

Staff Impact.

- processing special event permit (approximately 30 minutes),
- securing town equipment from Public Works (approximately 30 minutes),
- departmental review of application (approximately 2 hours of total staff time),
- preparation of staff report (approximately 1 hour),

In total approximately 4 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. The event will be subject to the review of the Teton County Health Department.
2. The event shall abide by any state or local health order in place.
3. The applicant shall clean up immediately after the event and shall be responsible for the collection and removal of all trash generated by the event.
4. The applicant shall coordinate all food service with Teton County Public Health prior to serving food to the public.
5. Insurance: An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and states that coverage is primary and non-contributory is required at least one week prior to the event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney.
6. The applicant shall not block any sidewalk or obstruct pedestrian traffic.

7. The applicant shall maintain an emergency vehicle access lane during the event.
8. Banners are not permitted unless approved in advance by separate application to the Planning and Building Department.
9. All power or sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
10. Fire department access roads shall maintain and 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.
11. 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).
12. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
13. The applicant shall be responsible for the closure of the parking spaces and the procuring, posting and removal of any signage including but not limited no parking and handicapped parking signs associated with the event.
14. An adequate number of designated handicapped parking spaces shall be established in the vicinity of the event.

Attachments or Links.

Special Event Application

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

I move to approve the special event application made by Horizon Fine Art Gallery for their “All Women, All Wyoming” outdoor artist demonstrations on July 2 and 3, 2022 subject to the conditions and restrictions listed in the staff report.

Special Event Application

Submit Completed Document To:

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



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

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

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

APPLICANT INFORMATION

Name of Event: All Women, All Wyoming

Name of Organization: Horizon Fine Art Gallery

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

Mailing Address: 30 S. King St P.O. Box 4920

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Mary Rossington

Email Address: horizonfineart@wyoming.com

Work Phone: 307-739-1540 Cell Phone: _____

EVENT INFORMATION

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

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

We want to block off two spaces for two days to let our artists work outside

Location of Event: 30 S. King St Alternative Location: _____

Date(s) of Event: July 2 & 3 Event Operating Hours: 10-6

Event Set Up Begins Date: July 01, 2022 Time: 10am

Event Clean Up Ends Date: June 03, 2022 Time: 6pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: [?] _____ Total Event: [?] _____

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): _____

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

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: _____ 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:

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: MR

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: MR _____

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: MR

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: MR

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: MR

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: Mary Rossington
Printed Name

DATE: 06/10/2022

TITLE: Gallery Director

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Regular Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: Teton County Search and Rescue Summer Party	Public Comment	Yes

Purpose & Policy Considerations.

The Mayor and Council consider all special event applications requesting services of Town employees, temporary parking restrictions, and Town equipment.

Requested Action.

Staff is requesting Town Council to consider the special event application submitted by the Teton County Search and Rescue Foundation for a TCSAR Summer party event at Miller Park.

Recommendations.

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

Background.

The applicant, the Teton County Search and Rescue Foundation, requests permission utilize 3 parking spaces adjacent to Miller Park to park a food truck on August 25 between 4:00 P.M. and 8:30 P.M. The party will be for TCSAR volunteers and their family members.

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

The applicant requests the following in association with the event:

- Permission to close 3 parking spaces adjacent to Miller Park from 4:00 P.M. until 8:00 P.M. on August 25.
- Permission to post "No Parking" signs in the proposed parking spaces. The applicant will be responsible for the production, posting, and removal of the signage.
- Permission for a food truck to be parked in the reserved spaces to serve food to attendees.
- Permission to use Town of Jackson barricades and cones.
- An exposition license permit from Town staff if needed for the food truck.

Analysis.

The application has been submitted for review and comment to all Town departments. The operating plan for this event has been reviewed by the Teton County Health Department and Town staff to ensure that the event organizers are cognizant of the Center for Disease Control and Prevention's COVID guidelines for outdoor events.

Possible Alternatives.

- Approve the request with modifications
- Deny the request
- Other

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 of Jackson has traditionally served as the cultural, social and civic hub for Teton County and the region. Maintaining and improving public spaces will support Jackson as the community’s central Complete Neighborhood, a gateway to the nation’s parks and forests, and the regional center for tourism, the arts and employment. The enhancement of natural features such as Karns Meadows, Flat Creek and Cache Creek corridors will further contribute to Jackson’s role as the central Complete Neighborhood.

Policy 4.4.a: Maintain and improve public spaces

Public spaces are the building blocks of a thriving community. Jackson’s public spaces and civic facilities should be interesting and memorable, and should reinforce our sense of community. Town will continue to promote high quality design of public spaces, including creating attractive gateways, preserving views, and providing appealing public right-of-way amenities. The integration of fine arts professionals in the design of public spaces will be encouraged to create unique and visually engaging projects. New developments in Town should contribute to quality public spaces—including, but not limited to, pedestrian amenities, parks, outdoor squares, landscaped areas and public art.

Fiscal Impact.

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

Staff Impact.

- processing special event and exposition permits (approximately 1 hour),
- securing town equipment from Public Works (approximately 30 minutes),
- departmental review of application (approximately 2 hours of total staff time),
- preparation of staff report (approximately 1 hour),

In total approximately 4.5 hours of staff time split between town, county and joint departments.

Conditions and Restrictions.

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

1. The event will be subject to the review of the Teton County Health Department.
2. The event shall abide by any state or local health order in place.
3. The applicant shall clean up immediately after the event and shall be responsible for the collection and removal of all trash generated by the event.
4. The applicant shall coordinate all food service with Teton County Public Health prior to serving food to the public.
5. Insurance: An insurance certificate that names the “Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers” and states that coverage is primary and non-contributory is required at least one week prior to the event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney.
6. The applicant shall not block any sidewalk or obstruct pedestrian traffic.
7. The applicant shall maintain an emergency vehicle access lane during the event.

8. Banners are not permitted unless approved in advance by separate application to the Planning and Building Department.
9. All power or sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
10. 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).
11. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
12. The applicant shall be responsible for the closure of the parking spaces and the procuring, posting and removal of any signage including but not limited no parking and handicapped parking signs associated with the event.
13. An adequate number of designated handicapped parking spaces shall be established in the vicinity of the event.

Attachments or Links.

Special Event Application

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

I move to approve the special event application made by the Teton County Search and Rescue Foundation for a Summer Party for Volunteers and Family Members on August 25, 2022 subject to the conditions and restrictions listed in the staff report.

Special Event Application

Submit Completed Document To:

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



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

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

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

APPLICANT INFORMATION

Name of Event: TCSAR Summer Party

Name of Organization: Teton County Search and Rescue Foundation

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

Mailing Address: PO Box 1063

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Caryn Flanagan

Email Address: caryn@tetoncountysar.org

Work Phone: 307-699-2110 Cell Phone: 307-699-2110

EVENT INFORMATION

Type of Event: ☐ Run / Walk ☐ Concert ☐ Filming ☐ Assembly
☐ Parade ☐ Festival ☐ Biking ☐ Education
☒ Other: staff and family summer BBQ

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

to gather and celebrate our volunteers and their families

Location of Event: Miller Park, Jackson Street picnic Alternative Location: TCSAR hangar

Date(s) of Event: Thursday 8/25 Event Operating Hours: 5-7:30

Event Set Up Begins Date: August 25, 2022 Time: 4pm

Event Clean Up Ends Date: August 25, 2022 Time: 8pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 75 Total Event: 75

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): n/a

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: Stephanie Thomas Cell Phone: 307-413-0604

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

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: ³ 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

We will need a spot for a food truck to park parallel to the curb, so we might need help with signage in the days leading up to our event.

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? wine _____

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☐ Yes

☒ No

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

Please describe any sales activity at your event:

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:

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:
We will collect and haul away any recyclable materials

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:

The last time we held this party was summer of 2019 in Phil Baux park. Besides a new location, the biggest change is the use of a food truck this year.

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: CDF _____

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: CDF _____

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: CDF

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: CDF _____

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: CDF _____

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: Caryn D Flanagan
Printed Name

DATE: 05/12/2022

TITLE: Direct Services Coordinator

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Regular - Consent
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	Core Services Vehicle Maintenance Professional Services Amendment #1	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to approve Amendment #1 to the Phase 2 Owner-Engineer Agreement for the Core Services Vehicle Maintenance Facility Designing, Engineering, Bidding, and Permitting Professional Services contract with Jorgensen Engineering.

Requested Action.

To approve Amendment #1 to the Phase 2 Owner-Engineer Agreement for the Core Services Vehicle Maintenance Facility Designing, Engineering, Bidding, and Permitting Professional Services contract with Jorgensen Engineering.

Recommendations.

Staff recommends approval of Amendment #1 to the Phase 2 Owner-Engineer Agreement for the Core Services Vehicle Maintenance Facility Designing, Engineering, Bidding, and Permitting Professional Services contract with Jorgensen Engineering.

Background.

The Town approved the Phase 1 Professional Services contract with Jorgensen Engineering on March 2, 2020. In an attempt to realize future construction cost savings, staff worked with Jorgensen to modify mechanical and architectural features to both maximize efficiencies and provide for minor spatial reconfigurations of the proposed facility. By making these improvements in the overall design and function of the new Core Services Vehicle Maintenance Facility, staff adjusted the scope of work for the Phase 1 contract in order to stay within the budget at that time.

On April 12, 2021, Council approved a Phase 2 contract with Jorgensen Engineering to provide for completion of the project manual, completion of all bidding documents/contract agreements, and bid evaluation/accuracy. Deliverables not completed in Phase 1 were also moved into the Phase 2 professional services contract. The Phase 2 contract was intended to take the project through the bidding process to project start-up.

The Core Services Vehicle Maintenance Facility was put out to bid in January of 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 and our consultant (Jorgensen) 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.

Analysis.

Once it was determined no bids were solicited for the project, staff quickly regrouped with our consultant team to determine a new path forward for constructing the Core Services Vehicles Maintenance Facility. The project was then advertised for a Request for Proposals (RFP) for a Construction Management General

Contracting Services (CMGC) contract, which would allow staff to review proposals to both manage and construct the project with consideration given to scheduling, procurement, and possibly phasing of the project. This change in process was outlined and accepted by Council in the February 22, 2022, Town Manager's Report.

On March 21, 2022, Council approved Dick Anderson Construction for the CMGC contract, which was designed to deliver a Guaranteed Maximum Price (GMP) to construct the Core Services Vehicle Maintenance Facility. Jorgensen Engineering was retained to provide additional project management and professional services through the CMGC contract with Dick Anderson Construction.

Amendment #1 to the Phase 2 contract therefore represents additional costs realized by Jorgensen Engineering through management of the CMGC process. Additional services rendered included:

1. Phase 2 CMGC procurement, including additional contract document creation and permitting efforts to support transitioning from a design/bid/build procurement to a CMGC process (\$37,823)
2. Project Management for the CMGC process, services including kick-off meetings, Request for Information process, scheduling, weekly progress meetings, and cost estimate review (\$78,350)
3. CMGC support services to include GMP analysis, preparation of exhibits, insurance/bonding review, and notice to proceed (\$27,020)
4. Permit document changes after GMP acceptance to include contract/agreement changes, addenda document changes, final code review, and resubmittal for building permit (\$36,600)
5. Added scope change to provide for Gallagher door security system (\$13,302)
6. Cost deduction for services not rendered since Town did not receive any bids in January of 2022 (-\$17,586)

Possible Alternatives.

Comprehensive Plan & Priority Alignment.

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

Fiscal Impact.

Fiscal impact for this item includes Amendment #1 to the Phase 2 contract in the amount of \$175,509. The original approved cost for the Phase 2 contract with Jorgensen Engineering was in the amount of \$170,013. Amendment #1 will bring the total cost for the Phase 2 contract to \$345,522. This amount will be expensed out of the Core Services Vehicle Maintenance Facility 2019 SPET Budget that was voter approved for \$18,500,000.

Staff Impact.

Staff impact for this item, accrued mostly in Public Works, but includes at minimum 15 hours in the Legal Department, includes roughly 70 hours of time spent both working with our consultants and contractor for the CMGC process.

Attachments or Links.

- Exhibit J, Amendment #1 to Phase 2 Owner-Engineer Agreement for the Core Services Vehicle Maintenance Facility Designing, Engineering, Bidding, and Permitting Professional Services.

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

I move to approve Amendment #1 to the Phase 2 Owner-Engineer Agreement for the Core Services Vehicle Maintenance Facility Designing, Engineering, Bidding, and Permitting Professional Services in the amount of \$175,509.

This is **EXHIBIT J**, of the **Agreement between OWNER and ENGINEER for Core Services Vehicle Maintenance Facility Designing, Engineering, Bidding, and Contractor Contracting Professional Services** dated April 12, 2021.

**AMENDMENT #1 TO Phase 2 OWNER-ENGINEER AGREEMENT
FOR
THE CORE SERVICES VEHICLE MAINTENANCE FACILITY DESIGNING, ENGINEERING, BIDDING,
AND PERMITTING PROFESSIONAL SERVICES
Amendment No. 1**

The Effective Date of this Amendment is: June 1. 2022

Effective Date of Owner-Engineer Agreement: April 12, 2021,

Owner: Town of Jackson

Engineer: Jorgensen Associates, Inc.

Project: The Core Services Vehicle Maintenance Facility Planning, Designing, Engineering, Bidding, and Construction Contracting Professional Services

Nature of Amendment:

- X Modifications to Services of Engineer
- X Modifications to time(s) for rendering services
- X Modifications to Fee(s) for services

Description of Modifications:

Procurement

Delete Services to be performed by Engineer from DBB Services .

- Phase 2A These services were not used in the Design Bid Build procurement process as the owner did not receive any bids. (-\$17,586)
 - Bid evaluation
 - Recommendation of Award
 - Notice of Award
 - Prepare agreement
 - Sign Agreement

- Review Insurance
- Review Bonding
- Notice to Proceed

Add Services to Procurement Services performed by Engineer

- Phase 2A CMGC Procurement. Additional Contract Document and permitting efforts to support transitioning from the Design Bid Build procurement process to Construction Manager General Contractor process. (\$37,823)
 - PM
 - Debrief DBB contractors as to why they did not bid.
 - Debrief TOJ leadership on DBB results and why no bids were received.
 - Make recommendations on CMGC Delivery Method alternate
 - Research and prepare Draft A133 document
 - Recommend using CMGC as alternate procurement
 - Prepare and Advertise for RFP
 - Provide outreach and support to increase responses to RFP
 - Evaluate Proposals
 - Make recommendations on CMGC
 - Prepare A133, Exhibit A and B
- Phase 2B CMGC Pre-Construction Services. Services. (\$78,350)
 - PM
 - Attend Kick-off Meeting
 - Answer CMGC Request for Information
 - Attend CMGC Walk Through
 - Attend weekly progress meetings
 - Review CMGC deliverables
 - Review CMGC Cost estimates
 - Review CMGC VE proposals
 - Review CMGC Schedule
 - Prepare Addenda
- Phase 2C Add CMGC GMP Support Services. (\$27,020)
 - PM
 - Prepare GMP analysis
 - Make GMP Acceptance/Rejection Recommendation
 - Prepare Exhibit A
 - Prepare Exhibit B
 - Review Insurance
 - Review Bonding
 - Notice to Proceed
- Phase 2D Add Permit Document Changes after GMP Acceptance. (\$36,600)
 - PM
 - Changes to Documents to Include Addenda
 - WC3 Code Review
 - Re-Submit to TOJ Building Department
- Phase 2E Add services to Support Gallagher Door Changes (\$13,302)

Modifications to Fees for Additional Services

Fees shall be amended add total of \$175,409.00 as Itemized above.

Modifications to Time(s) for Rendering Services

Schedule shall be amended conclude the Referenced services by June 30, 2022.

Agreement Summary:

Phase 2 Procurement Design, Bid, Build Contract: \$170,013.00

Phase 2A Procurement CMGC Amendment: \$175,409.00

Adjusted Phase 2 Amount: \$345,422.00

Change in time for services: June 30, 2022.

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

By: _____
Print
name: _____

Title: _____

Date Signed: _____

By: _____
Print
name: _____

Title: _____

Date Signed: _____

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Regular, Consent
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	2010 SPET Funding approval for the Solar Mural Project	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to approve 2010 SPET funding for the construction of the Solar Mural Project that will be located on the Town of Jackson Budge water pump house.

Requested Action.

To approve 2010 SPET funding to assist in the construction of the Solar Mural Project that will be located on the Town of Jackson Budge water pump house.

Recommendations.

Staff recommends approval of 2010 SPET funds toward the installation of the Solar Mural Project that will be located on the Town of Jackson Budge water pump house.

Background.

At this meeting, the Town Council will be asked to consider 2010 SPET funding for the installation of a Solar Mural Project that will be located on the Town of Jackson Budge water pump house. SPET funds will be restricted to the cost of the solar photovoltaic (PV) equipment, their procurement, and installation. As outlined in the attached budget, Vista 360 has raised the balance of funding necessary for the art-related expenses of the project.

The Solar Mural project concept is a collaboration including the Town of Jackson, Vista 360, Energy Conservation Works (ECW), Jackson Hole Public Art (JHPA), JH Climate Collective (JHCAC) and the Land Art Generator Initiative (LAGI).



With the advent of solar panel customization, creativity in public space stands ready for a revolution. Solar Mural® artworks generate significant renewable energy, celebrate local culture, provide new opportunities for artists and spark inspiration for community resilience.

The LAGI Solar Mural project, is proposed to be installed on the roof of the Town of Jackson Pump House on Broadway.

Selected through a Request for Qualifications, Peggy Flavin is the artist who is designing the mural and leading the community outreach for the project. The mural image is printed onto a special lamination film that is embedded within the layers of standard solar module without significantly decreasing the amount of power produced. If located at the Broadway Pump House, the mural will provide electrical solar energy for the Town's water system in a highly visible and creative way, highlighting the Town's commitment to renewable energy and sustainability.

Partners:

Vista 360° is a 501c3 non-profit facilitator supporting mountain communities and protecting mountain places. Education about alternative energy and ecological awareness, delivered through creative fun, is part of a thriving, positive mountain culture.

Energy Conservation Works provides LEADERSHIP, ENGAGEMENT, and IMPLEMENTATION specific to energy conservation, energy efficiency, renewable energy, and emissions reductions.

Jackson Hole Public Art forges partnerships for the integration of art into any environment, to inspire lasting cultural, educational, and economic benefits.

Land Art Generator is an innovative and cross-cutting organization that brings together renewable energy and public art in a way that elevates both. This mural is a wonderful way to bring their global creative expertise to Jackson — [The LAGI team](#) offers a strategic process several ways:

- Identify ideal sites and mural orientation
- Identify appropriate solar technology
- Facilitate the design process
- Provide detailed fabrication drawings
- Coordinate fabrication and installation

Analysis.

The Land Art Generator Initiative and will be consulting with stakeholders at every step, including Energy Conservation Works. Both the Jackson Hole Public Art and JH Climate Action Collective have joined as co-sponsors to help promote the project. Additionally, Landowner Pete Karns has given his permission for this project. Vista 360° was successful in applying to Jackson Hole Public Art to incorporate the ArtSpot installation into the design.

The project meets the letter and intent of the SPET initiative: 2010 SPET - Energy Conservation Measures for Public Buildings was described on the ballot as:

*For the funding of energy audits, planning, design, construction of energy efficiency measures and **local distributed renewable energy generation in the Town of Jackson**, Teton County or component units of Teton County, and/or Special District's buildings, structures, and/or facilities. To the extent necessary and allowed by law, the pledge to or payment of debt service and/or lease payments thereon the project.*

It is important to keep in mind that because we are all members of LVE that when one person, business, or public entity saves energy, we all save money and hence keep rates low for all.

Possible Alternatives.

The Town Council has many options to consider including:

1. Approval of SPET funds as recommended by the ECW Joint Powers Board.
2. Continuance of action to gain further information.

3. Other
4. Take no action.

Comprehensive Plan & Priority Alignment.

- Ecosystem Stewardship: Common Value 1 (CV1) of Community Character:

Policy 2.1.c: Increase local use and generation of renewable energy

Using solar, wind, geothermal, and/or hydro energy that has less impact to the climate is the community's preference. The community will work with local utilities and other agencies, nonprofits, and businesses to identify local renewable energy generation opportunities so that it is not necessary to add non-renewable energy sources to the community's energy portfolio. Integration of renewable energy into the community's energy portfolio should be done consistently with the community's Vision.

Policy 2.1.d: Allow and encourage onsite renewable energy generation Production of energy from renewable sources on individual properties should be allowed and encouraged.

- Net Zero Carbon 2030 Resolution

Fiscal Impact.

Fiscal impact for this item includes \$34,775 in funds from the 2010 SPET.

Staff Impact.

Staff impacts include time to prepare any necessary contract documents, legal review & approval, and project management.

Attachments or Links.

- September 21, 2021, Staff Report
- Solar Mural Budget
- Solar Mural Concept Artwork
- Creative Energies Solar Proposal – TOJ Pumphouse

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

I move to approve the expenditure of \$34,775 from the 2010 Energy SPET Fund towards the construction of the Solar Mural electric solar system project to be located on the Budge Pump House.

STAFF REPORT



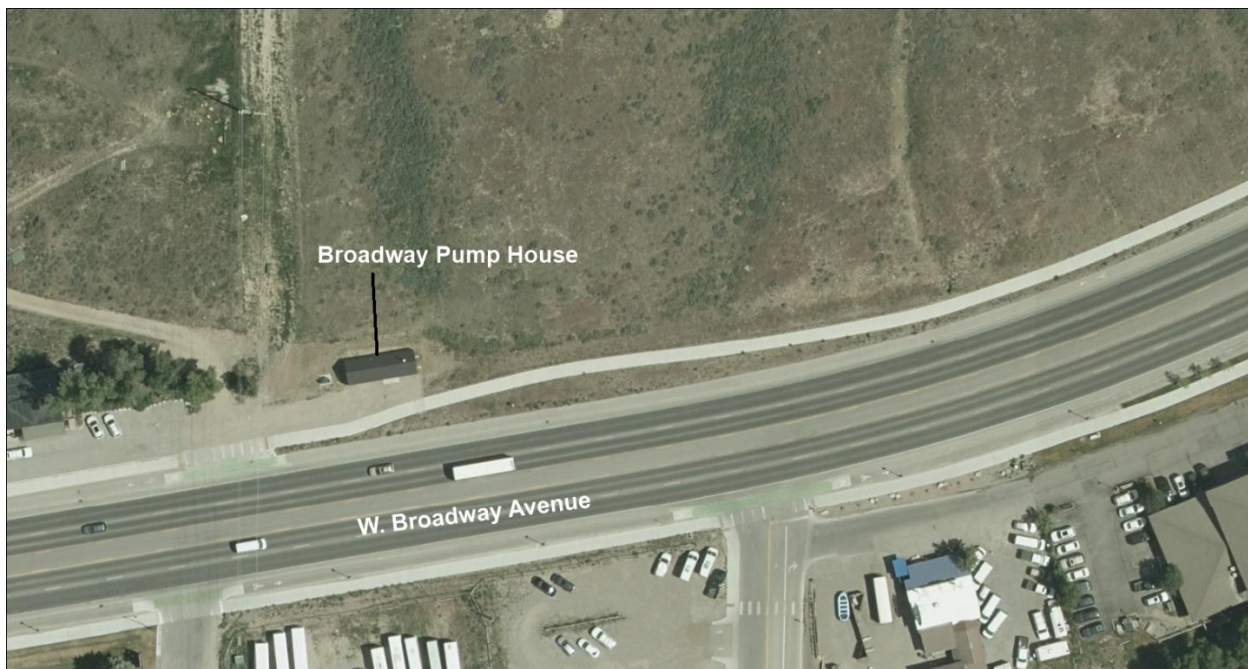
Meeting Date:	September 20, 2021	Meeting Title:	Regular
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	Land Art Solar Mural Project for Budge Pumphouse	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of item is to seek Council approval for a Land Art Solar Mural Project which will be constructed on the roof of the Budge Pumphouse on Broadway Avenue, located at 625 W Broadway Avenue.

Requested Action.

To approve the use of the Budge Pumphouse as a site for the Land Art Solar Mural Project.



Recommendations.

Staff recommends approval of Land Art Solar Mural Project that will be installed on the roof of the Budge Pumphouse on Broadway Avenue, located at 625 W Broadway Avenue.

Background.

Vista 360° is a nonprofit founded in 2003 and based in Jackson. Many of Vista's activities take place on an international level. In 2019, Vista 360° launched a new program, called Global/Local, focused on Teton County to bring art and sustainability projects here to support climate action. Vista 360° is seeking permission from the Jackson Town Council to install a Solar Mural system on the south-facing roof of the Town's Pump House on Broadway Avenue. The mural will be designed by a local artist selected through a transparent community design process. The Town will have the opportunity to review and approve the design concept. The target date for installation is May/June 2022.

The purpose of this Solar Mural project is to use the arts in an innovative way to contribute to the Town's Net Zero Carbon 2030 Resolution. The Solar Mural is a small-scale solar power system that incorporates public art to draw attention to the need to transition to renewable energy sources.

In conjunction with the Solar Mural, Vista 360° will be carrying out a 12-month renewable energy outreach campaign to recruit people to join the Green Power program of Lower Valley/ Energy Conservation Works, using the image on the Solar Mural as a symbol for this effort. The image on the Solar Mural will be used on postcards, hats, bags, t-shirts, flags, etc. to remind people about the Green Power program and encourage them to enroll. Seeing the Mural every day as they drive by will help reinforce this message, with the goal being to double current enrollment in the Green Power program.

Analysis.

The Land Art Generator Solar Mural® artwork will combine the work of a local artist with solar energy generation. With the advent of solar panel customization technology, it is now possible to create solar installations that also function as murals. The mural image is printed onto a special lamination film that is placed on the face glass of the standard solar module without significantly decreasing the amount of power produced. The film can be removed and replaced at any time without harm to the solar array. If located at the Broadway Pump House, the mural will provide electrical solar energy for the Town's water system in a highly visible and creative way, highlighting the Town's commitment to renewable energy and sustainability.

The Land Art Generator Initiative is the primary partner and will be consulting with stakeholders at every step, including Energy Conservation Works. Both the Jackson Hole Public Art and JH Climate Action Collective have joined as co-sponsors to help promote the project. Additionally, Landowner Pete Karns has given his permission for this project. Vista 360° will also be applying to Jackson Hole Public Art to incorporate the ArtSpot installation into the design.

Alternatives (Optional).

Comprehensive Plan & Priority Alignment.

- Comprehensive Plan Ecosystem Stewardship, Common Value 1
 - Chapter 2: Climate Sustainability
 - Principle 2.4, Increase energy efficiency in buildings
- Net Zero Carbon 2030 Resolution

Fiscal Impact.

There is no direct fiscal impact for the Town since Vista 360° will cover all costs of design and installation. There will be future fiscal impacts once the solar system is accepted and owned by the Town for repair & maintenance, including replacement at the end of its life cycle.

Staff Impact.

Staff impact for this item included a meeting with Vista 360°, which was roughly one hour, to review the request and discuss the project.

Attachments or Links.

- National Endowment for the Arts Letter of Support

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

I move to approve the Land Art Solar Mural electric solar system concept to be located on the Budge Pump House located at 625 W Broadway Avenue and direct staff to bring the final design concept back to Council for review.

Solar Mural Budget

ASSUMES 24 SOLAR PANELS	2010 SPET #6	Vista 360°	Total
A. Hard Costs			
Hardware*	\$ 11,750.00		\$ 11,750.00
Installation*	\$ 18,500.00		\$ 18,500.00
Art Film		\$ 14,400.00	\$ 14,400.00
Contingency*	\$ 3,025.00		
SubTotal Hard Costs	\$ 33,275.00	\$ 14,400.00	\$ 47,675.00
B. Soft Costs			
Artist Fee		\$ 7,500.00	\$ 7,500.00
Land Art Generator Fee		\$ 9,900.00	\$ 9,900.00
SubTotal Soft Costs	\$ -	\$ 17,400.00	\$ 17,400.00
C. Other Expenses			
Marketing			
Travel/Accomodations (LAGI)		\$ 2,200.00	\$ 2,200.00
Overhead/Shipping*	\$ 1,500.00	\$ 2,000.00	\$ 3,500.00
Launch Event		\$ 1,000.00	\$ 1,000.00
Technical Consultants		\$ 1,000.00	\$ 1,000.00
Structural -- inc above			
Electrical -- inc above			
Legal -- \$1,000			
Sub-Total Other Expenses	\$ 1,500.00	\$ 6,200.00	\$ 7,700.00
TOTAL	\$ 34,775.00	\$ 38,000.00	\$ 72,775.00

*** Includes SPET 2010 #6**

As of April 20, 2022, Vista 360° has raised \$39,350 for Solar Mural.





**CREATIVE
ENERGIES**

Prepared for
TOJ Pumphouse
Solar Mural
625 W Broadway Ave
Jackson, WY 83001

SOLAR EXPERIENCE SINCE 2000

Creative Energies is a community of adventurous solar craftspeople. We care deeply about our customers and pride ourselves in helping you make well-considered decisions about your energy choices.

Certified



Corporation

This company meets the
highest standards of social
and environmental impact

Presented by

Justin Hitchcock

justin.hitchcock@cesolar.com (385) 386-6002



Justin brings over 8 years of solar experience to the team and is a certified Project Management Professional (PMP). He is a graduate of the Next Economy MBA program and a strong proponent of doing business for the benefit of all life. Justin earned a B.S. in Civil Engineering and began his career as a Peace Corps Volunteer in the Dominican Republic. He spent most of his life in coastal California but is now based in Salt Lake City, where he enjoys rock climbing, mountain biking, and snowboarding.

YOUR CUSTOM SOLAR SYSTEM

June 9, 2022

SYSTEM CAPACITY

9.12 kW



(24) Solar Panels
QCells 380W Black G9+



(1) Inverter
*SolarEdge Inverter and
(24) power optimizers*



System Monitoring
*Solar generation and facility
energy usage*



Custom Electrical Work
Installation of KNOX Box

COST AND INCENTIVES

Total *(Before Incentives)*

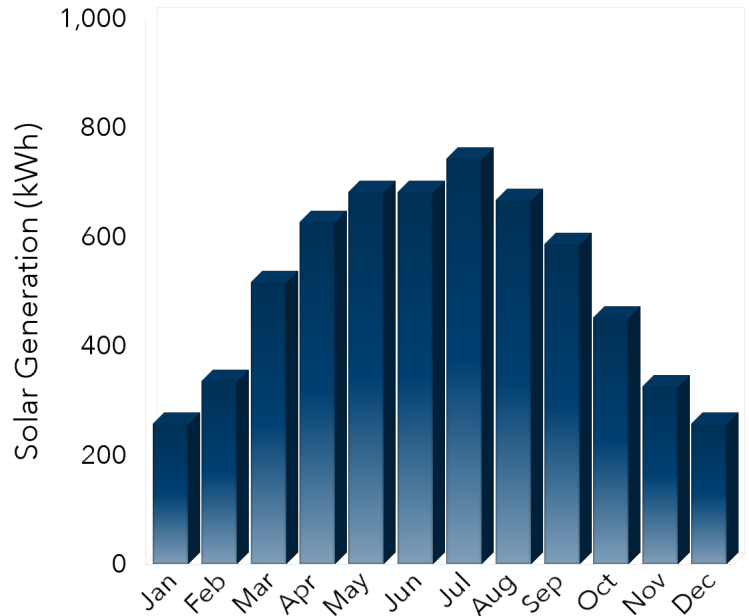
\$31,625

Total *(After Incentives)*

\$31,625

ENERGY GENERATION

6,270 kWh



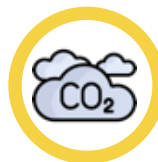
SAVING MONEY AND THE ENVIRONMENT



Trees
Planted
105



Coal
Saved
5,204 lbs



CO₂
Avoided
8,189 lbs



Miles Not
Driven
6,458

This proposal is valid for 14 days.

866.332.3410

CEsolar.com



WHO WE ARE



Solar For Good

We're not your average solar company. We are in business for the right reasons. We are B-Corp certified and operate out of net zero offices. B-Corps form a community of leaders and drive a global movement of people using business as a force for good.

We Support



Buying Power



Amicus Solar is a member-owned purchasing cooperative of 63 high-quality, independent, values-driven solar energy companies. Members share their extensive business and solar industry knowledge while pooling their purchasing dollars. This unique combination allows members to grow strong, thriving solar companies that can make a positive impact in the world.

Giving Back



For every residential solar array we install, we donate to the Honnold Foundation's solar energy grant program. These grants support organizations that are advancing solar energy access throughout under-resourced regions within the US and around the world. The Honnold Foundation's efforts align with Creative Energies' vision to lead our communities into a clean energy future.

866.332.3410

CEsolar.com



STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Regular - Consent
Submitting Department:	Administration	Presenter:	Larry Pardee
Agenda Item:	Downtown Parklet Ambassador Memorandum of Understanding Approval	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this policy is to approve a Memorandum of Understanding (MOU) between the Town of Jackson and the Jackson Hole Chamber of Commerce for the Downtown Parklet Ambassador.

Requested Action.

To approve an MOU) between the Town of Jackson and the Jackson Hole Chamber of Commerce for the Downtown Parklet Ambassador.

Recommendations.

Staff recommends approval of the MOU between the Town of Jackson and the Jackson Hole Chamber of Commerce for the Downtown Parklet Ambassador.

Background.

The Town of Jackson has allowed parklets for two summer seasons and will now enter its third summer season permitting the use of the public right-of-way for parklet usage by restaurants.

Analysis.

The Town approach the Jackson Hole Chamber of Commerce this spring to discuss the idea of adding staff capacity for managing and inspecting all Town Parklets, including the possibility of addition services for a Downtown Ambassador.

Possible Alternatives.

Possible alternatives include:

1. Not approving the MOU with the Jackson Hole Chamber of Commerce.
2. Approving the MOU with the Jackson Hole Chamber of Commerce with amendments.
3. Other.

Comprehensive Plan & Priority Alignment.

- Section 8: Quality Community Service Provision

Fiscal Impact.

Fiscal impact for this item includes a 50% cost share not to exceed \$8,142.30

Staff Impact.

Staff impact for this item includes roughly 8 hours of time spent by the Legal Department creating the MOU and minimal amount of time for Administration reviewing the MOU.

Attachments or Links.

- Memorandum of Understanding Between the Town of Jackson and the Jackson Hole Chamber of Commerce

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

- I move to approve the Memorandum of Understanding Between the Town of Jackson and the Jackson Hole Chamber of Commerce, subject to any minor revisions by Town staff.

MEMORANDUM OF UNDERSTANDING BETWEEN THE
TOWN OF JACKSON
AND
JACKSON HOLE CHAMBER OF COMMERCE

1. **Parties.** This Memorandum of Understanding (“MOU”) is made and entered into this ____ day of _____, 2022, (“**Effective Date**”) by and between the Town of Jackson, a municipal corporation duly organized in Wyoming, whose address is 150 E. Pearl Avenue, P.O. Box 1687, Jackson, Wyoming 83001 (“**Town**”), and Jackson Hole Chamber of Commerce, a 501(c)(6) organization, whose address is 260 Broadway Suite A, P.O. Box 550, Jackson, Wyoming 83001 (“**Chamber**”).
2. **Purpose of MOU.** The purpose of this MOU is to clarify roles and responsibilities relating to the Chamber’s employment of a person to serve as an ambassador (“**Downtown Ambassador**”) for the parklet program in the Town of Jackson and memorialize the Town’s financial support for this ambassador.
3. **Term of MOU.** This MOU shall commence upon the Effective Date and shall remain in full force and effect until November 1, 2022.
4. **Responsibilities of the Chamber.** For the Term of this MOU, the Chamber:
 - A. Hire, employ, and manage a Downtown Ambassador.
 - B. Ensure the Downtown Ambassador works at minimum on the following schedule:
 - i. Seven (7) days per week between the hours of 8 a.m. and 1 p.m. from June XX through November 1.
 - C. Ensure the Downtown Ambassador provides professional services to the public and business community, to include:
 - i. Wearing appropriate business casual attire that is neat, clean, and professional;
 - ii. Possessing general knowledge of and providing general information to the public about the Town of Jackson parklet program;
 - iii. Meeting with each parklet owner upon hiring to review site plan, discuss the requirements of the parklet approval issued by the Town of Jackson (including the application, approval, and standard conditions), discuss the layout of each parklet, and answer questions by the owner of each parklet (whether immediately or after consultation with the Town if the Ambassador does not know the answer).
 - iv. Upon hiring, measuring the parklet perimeter to comply with applicable parklet approval, painting perimeter outline on the pavement, and closing off the parking spaces with traffic safety cones.

- v. Upon hiring and, once the parklet has been fully constructed on a regular and frequent basis, inspecting parklet for compliance with the parklet approval issued by the Town of Jackson (including the application, approval, and Standard Conditions).
 - vi. After parklet activation is completed by the parklet owner, collecting all traffic safety cones and any traffic safety devices used during parklet activation and return to the Town of Jackson.
 - vii. Inspecting each full-service food service parklet for compliance with the Teton County Health Department parklet rules.
 - viii. Identifying and Recording all parklet violations, including but not limited to: documenting which parklet had a non-compliance issue and the nature of the non-compliance issue; appropriately documenting and reporting all non-compliance issues during each parklet season for each parklet to the Town; and notifying any parklet owner with written notice for any non-compliance violation that occurred.
 - ix. Providing recommendation to the Town to remove parklets that fails to comply with their parklet approval issued by the Town of Jackson (including the application, approval, and Standard Conditions) after 3 written warnings (per season) have been issued by Downtown Ambassador.
 - x. Inspecting and cleaning the Town of Jackson Flex Space located on the perimeter of the Town Square, including but not limited to: organizing tables & chairs, picking up trash, and watering flex-space plants once a day.
 - xi. Providing for twice daily litter removal and general cleanliness within the 3-hour parking zone of downtown, including boardwalks, sidewalks, roadway, rights-of-way, all parking lots, and the Parking Garage.
- D. Be responsible for 50% of the costs associated with the Downtown Ambassador, including, but not limited to, labor, uniforms, materials, and operations, which shall not exceed \$8,142.30.
 - E. Provide any and all materials, including but not limited to, tools, equipment, and personal protective equipment (PPE) for the Downtown Ambassador that are necessary to provide professional services.

5. **Responsibilities of the Town.** For the Term of this MOU, the Town:

- A. Be responsible for 50% of the costs associated with the Parklet Ambassador, including, but not limited to, labor, uniforms, materials, and operations, which shall not exceed \$8,142.30.
- B. Town agrees to provide use of traffic safety devices for the installation and activation of the parklets.

6. **Notices.**

- A. All notices arising out of, or from, the provisions of this MOU shall be in writing and given to the Parties at the address provided under this MOU, either by regular mail or delivery in person.

Town of Jackson
Attn: Town Clerk
P.O. Box 1687
Jackson, WY 83001

Jackson Hole Chamber of Commerce
Rick Howe, Vice President
P.O. Box 550
Jackson, Wyoming 83001

7. **General Provisions.**

- A. **Contact.** If an urgent problem arises, the Chamber will contact Johnny Ziem, Assistant Public Works Director, 307-733-3079.
- B. **Amendments.** Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by the Parties shall be incorporated by written instrument, executed and signed by both Parties of this MOU. No verbal amendments are permitted.
- C. **Assignment.** This MOU shall not be assigned or transferred without the express written consent of the Town.
- D. **Additional Documents and Acts.** Each party agrees to execute and deliver such additional documents and to perform such additional acts as may be necessary or appropriate to effectuate, carry out, and perform all of the terms, provisions, and conditions of this MOU.
- E. **Governing Law, Jurisdiction, Construction.** This MOU 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 MOU, 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 MOU was negotiated by both parties hereto. As such, it shall not be construed against or in favor of any party by virtue of which party drafted it or any portion thereof.
- F. **Entirety of Agreement.** This MOU represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations and agreements, whether written or oral. Where any portion of this MOU is in conflict with state statute, state statute shall govern.

- G. **Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either Party may re-negotiate the terms affected by the severance.
- H. **Governmental Immunity.** The Town does not waive its governmental immunity by entering into this MOU and fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.
- I. **Indemnification.** Each Party shall assume the risk of any liability arising from its own actions or omissions or the actions or omissions of its employees, volunteers, and agents at all times. Neither Party agrees to insure, defend, or indemnify the other, subject to negligence or willful misconduct.
- J. **Third Party Beneficiary Rights.** The Parties do not intend to create in any other individual or entity the status of a third-party beneficiary, and this MOU shall not be constructed so as to create such status. The rights, duties, and obligations contained in this MOU shall operate only between the Parties to this MOU, and shall insure solely to the benefit of the Parties to this MOU. The provisions of this MOU are intended only to assist the Parties in determining and performing their obligations under this MOU. The Parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.
- K. **Counterparts; Electronic Signatures.** This MOU 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 electronic mail (including pdf or any electronic signature complying with the federal ESIGN 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 MOU as well as any facsimile or other reproduction hereof.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the Effective Date.

TOWN OF JACKSON

A Wyoming Municipal Corporation

By: _____

Hailey Morton Levinson, Mayor

ATTEST: _____

Riley Taylor, Town Clerk

JACKSON HOLE CHAMBER OF COMMERCE

A 501(c)(6) Organization in Jackson Wyoming

By: _____

Rick Howe, Vice President

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Town Council Regular Mtg
Submitting Department:	Administration	Presenter:	Roxanne Robinson
Agenda Item:	Interim Town Manager Contract	Public Comment:	Consent – Yes

Purpose & Policy Considerations.

The Town Council approves all employment contracts for the Town Manager.

Requested Action.

The requested action is for Town Council to approve the Interim Town Manager contract with Tyler Sinclair and authorize the Mayor to execute the contract on behalf of the Town of Jackson.

Recommendations.

Staff recommends approval of the contract as presented.

Background.

Larry Pardee has accepted a position as Town Manager for Eagle Colorado and has requested permission to exit his contract prior to his 90 day notice requirement. The Town Council is amenable to this notice of less than 90 days and is choosing to name an Interim Town Manager during the Town's transition to a regular Town Manager contract. The Town Council is naming Tyler Sinclair as Interim Town Manager for the Town of Jackson. The terms of the contract were determined by the Mayor and Council and the contract was prepared by the Town Attorney. Tyler Sinclair is amenable to the terms in the contract. The contract is effective July 15, 2022, but the Mayor and Council may want to be flexible with that date to address both the Town's needs and Larry Pardee's timing during his transition.

The term of the contract is through June 30, 2023, it guarantees placement as Community Development Director should Tyler Sinclair not be selected as the Town's regular Town Manager, provides for 90 days severance, and contains a salary of \$175,000 annually. In order to provide continuity for Town operations for duties required of the Town Manager in the Municipal Code and Policy Manual, it is appropriate to name an Interim Town Manager.

Analysis.

Naming an Interim Town Manager from within the organization provides continuity and a smooth transition while the search for a Town Manager is conducted and a contract is executed. This will give the Council and the Town time to secure a Town Manager.

Possible Alternatives.

Comprehensive Plan & Priority Alignment.

Engaging a Town Manager for a community like Jackson, Wyoming with multiple complex and serious health, safety and welfare issues in addition to equity and access issues assists with the timely, efficient and safe delivery of quality services and facilities in a fiscally responsible and coordinated manner. This is in alignment with Section 8: Quality Community Service Provision.

Fiscal Impact.

The fiscal impact of approving the Interim Town Manager contract is minimal in that the Town will be short one FTE in the organization, saving that salary, while a current employee takes on this additional work.

Staff Impact.

The staff impact of approving an Interim Town Manager contract is positive in that it provides staff and the elected officials a level of comfort in the continuity of overall Town management. The impact could also be impactful in that it will affect the ability of the Community Development Director to meet the demands of the workload for that position in addition to the demands of the interim role.

Attachments or Links.

Interim Town Manager Contract.

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

I move to approve the Interim Town Manager contract with Tyler Sinclair and authorize the Mayor to execute the contract on behalf of the Town of Jackson subject to any minor adjustment to the date as authorized by Mayor Levinson.

INTERIM TOWN MANAGER CONTRACT

This Interim Town Manager Contract ("Agreement") made and entered into this 21st day of June, 2022, to become effective as of July 15, 2022, by and between the Town of Jackson, a municipal corporation of P.O. Box 1687, Jackson, Wyoming 83001 ("Employer"), and Tyler Sinclair, ("Employee"), both of whom understand and agree as follows:

WITNESSETH:

WHEREAS, Employer desires to employ the services of Tyler Sinclair, as Interim Town Manager of the Town of Jackson; and

WHEREAS, it is the desire of the Jackson Town Council to provide certain benefits, establish certain conditions of employment and to set working conditions of said Employee; and

WHEREAS, Employee desires to accept employment as Interim Town Manager,

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. DUTIES. Employer hereby agrees to employ Tyler Sinclair, as Interim Town Manager of the Employer to perform the functions and duties specified in Chapter 2.12 of the Municipal Code of the Town of Jackson, and to perform other legally permissible duties and functions as the Town Council shall from time to time approve, which shall include the following duties and responsibilities:

- A. Enforce and observe all laws of the State of Wyoming, and the ordinances of the Town of Jackson, Wyoming, as required to maintain the public health, safety, and welfare of the inhabitants of the Town of Jackson.
- B. Attend all meetings of the Town Council.
- C. Perform all duties required of this office as directed by the Town Council.
- D. Prepare and submit to the Town Council all reports required by it or that the Town Manager may consider appropriate.
- E. Keep the Town Council fully advised of the Town's financial condition and its future needs.
- F. Prepare and submit to the Town Council an annual budget.
- G. Serve as the Town's Emergency Management Coordinator.
- H. Recommend policies and practices to the Town Council and departments of the Town that are necessary for the efficient conduct of Town business.
- I. Keep the Town Council advised and informed of the needs and conditions of all departments under their direction and maintain a liaison with community organizations and other public agencies.
- J. Except as otherwise set forth herein, devote their entire work time to the services, employment, and requirements of the Town.

2. TERM.

- A. Employee agrees to remain in the full-time employ of Employer until June 30, 2023, and not accept other full-time employment.

- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Town Council to terminate the services of the Employee at any time, subject only to the provisions set forth in Section 4 of this Agreement.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from their position with Employer, subject only to the provisions set forth in Section 4 of this Agreement.
- D. Unless written notice of a desire to terminate this Agreement is given by the Employer at least 90 days prior to the termination date provided herein, this Agreement shall be extended on the same terms and conditions herein provided, for an additional period of 180 days.
- E. Employee may terminate this Agreement with 90 days' written notice.

3. **REVERSION TO FORMER POSITION UPON TERM EXPIRATION.** In the event this Agreement expires on its own terms or Employee is not selected as the Employer's permanent town manager, for whatever reason, Employee shall surrender their duties as Interim Town Manager and shall continue as Employer's Community Development Director, or comparable position, with the duties, compensation and other benefits associated with that position as of July 15, 2022, specifically to include those set forth in the Offer of Reclassification/Promotion letter dated June 24, 2019, subject to all Employer policies and adjustments to compensation and benefits, if any, applicable thereto.

4. **SUSPENSION.** Employer may suspend the Employee with full pay and benefits at any time during the term of this Agreement, but only if:

- A. A majority of the Town Council and the Employee agree; or
- B. After hearing before the Town Council, which may be public at the request of the Employee, during which hearing a majority of the Town Council votes to suspend Employee for just cause; provided that Employee shall have been given at least 10 days' notice prior to such hearing by the Town Council.

5. **TERMINATION, SEVERANCE PAY AND NON-RENEWAL**

- A. In the event Employee is terminated by the Town Council before expiration of the term without cause, and during such time that Employee is willing and able to perform their duties under this Agreement, Employer agrees to pay Employee their regular salary for 90 days and their health insurance coverage for 90 days, and Employee shall be entitled to continuation of health care coverage after such 90-day term as may be provided for in the Town of Jackson Personnel Policy Manual, provided:
 - 1. That at such time as Employee shall take other employment, these payments shall terminate; and
 - 2. In the event Employee is terminated for just cause, then Employer shall have no obligation to pay any severance sum designated in this Agreement.
 - 3. In the event Employee voluntarily resigns their position with Employer before expiration of the term of this Agreement, then Employee shall give Employer 90 days' notice in advance, after which notice the parties may mutually agree to a different resignation date.
- B. In the event Employer provides less than 90 days' notice of non-renewal, Employee shall work through the end of the term of the Agreement. Additionally, Employee will receive their salary and benefits such that the remaining term of the Agreement combined with additional time after Agreement expires shall equal 90 days.

6. **DISABILITY.** If Employee is permanently disabled or is otherwise unable to perform their duties because of sickness, accident, injury, mental incapacity, or health for a period of 90 consecutive days beyond any accrued sick or vacation leave, Employer shall have the option to terminate this Agreement, subject to the severance pay requirements of section 4. However, Employee shall be compensated for any Paid Time Off (PTO), compensatory time, and disability benefits as provided for in the Town of Jackson's Personnel Policy Manual.
7. **SALARY.** Employer agrees to pay Employee for services rendered at the rate of \$175,000 annually, this salary being referred to herein as the "Base Salary." Said Base Salary shall be payable in installments at the same time as other employees of the Employer are paid. Any change in Base Salary shall require a written amendment to this Agreement; however, the Base Salary may be raised periodically for cost of living increases as granted to all other Town employees without amending this Agreement.
8. **PERFORMANCE EVALUATION.** The Town Council may, in its discretion, review and evaluate the performance of the Employee at least during the term of this Agreement, said review and evaluation to be in accordance with specific criteria developed by the Council, and may be conducted by a third-party facilitator at the Council's discretion. The Mayor shall provide opportunity for the Employee to discuss the evaluation with them and the Council.
9. **HOURS OF WORK.** It is recognized that Employee must devote a great deal of time outside the normal office hours to the business of the Employer.
10. **DISABILITY, HEALTH, LIFE INSURANCE AND OTHER COMPENSATION.**
 - A. Employer agrees that during the term of this Agreement Employee shall receive the housing benefit set forth in the Offer of Reclassification/Promotion letter dated June 24, 2019.
 - B. Employer agrees to put into force and to make all required premium payments for Employee for insurance policies for life, disability, dental, vision and medical insurance covering Employee and their dependents, and to make provision for payment of annual physical examinations of Employee, equal to that which is provided for all other employees of Employer.
 - C. Employer agrees to provide hospitalization, surgical, and comprehensive medical insurance for Employee and their dependents and to pay all premiums thereon equal to that which is provided for all other employees of Employer.
11. **RETIREMENT.** Employee may participate in any Employer sponsored retirement program as provided for all other employees of Employer.
12. **VACATION.** Employee shall be entitled to the accrual and payment of PTO and other leave as set forth in the Town of Jackson Personnel Policy Manual.
13. **DUES AND SUBSCRIPTIONS.** Employer agrees to budget and pay for the subscriptions and professional dues of the Employee which are necessary for full participation in national, state, and local associations.
14. **PROFESSIONAL DEVELOPMENT.**
 - A. Employer hereby agrees to budget for and pay the travel and expenses of Employee for professional and official meetings and to continue the professional development of Employee and pursue the necessary organizational functions for the Employer. These shall include but are

not limited to state and local governmental groups and committees on which the Employee serves as a member and which are approved in advance by the Town Council.

- B. Employer also agrees to budget and pay for the travel and expenses of Employee for short courses, institutes and seminars that are necessary for their professional development and for the good of the Employer.

- 15. **GENERAL EXPENSES.** Employer recognizes that certain expenses of a non-personal and job-affiliated nature are incurred by Employee and agrees to reimburse or pay for such general expenses upon submittal of duly executed expense or cash vouchers, receipts, statements, or personal affidavits.
- 16. **INDEMNIFICATION.** Employer shall defend, save harmless and indemnify Employee against any unintentional tort, professional liability claim or demand or other legal action whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Town Manager with the exception of any such action brought by the Town. Employer will compromise or settle any such claim or suit and will be responsible for the payment of any settlement or judgment rendered. If Employer proposes to settle any claim which would call for the Employee to admit guilt or wrongdoing, then such settlement shall not be consummated without the written approval of Employee. In the event Employee refuses to consent to such settlement, then Employer's liability for payment shall be limited to the amount for which it offered to settle the matter.
- 17. **BONDING.** Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.
- 18. **OTHER TERMS AND CONDITIONS OF EMPLOYMENT.**
 - A. The Town Council, in consultation with the Town Manager, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the Municipal Code of the Town of Jackson, or any other law.
 - B. All other provisions of the Municipal Code of the Town of Jackson, and regulations and rules not otherwise modified by this Agreement shall apply to Employee the same as they do to all employees of the Employer.
- 19. **NO REDUCTION OF BENEFITS.** Employer shall not at any time during the term of this Agreement reduce the salary, compensation, or other financial benefits of the Employee, except to the degree of such a reduction across-the-board for all employees of the Employer.
- 20. **NOTICES.** Notices pursuant to this Agreement shall be given by personal delivery or through certified mail of the United States Postal Service, postage prepaid and addressed as follows:

EMPLOYER

Town of Jackson
P.O. Box 1687
Jackson, WY 83001

EMPLOYEE

Tyler Sinclair
P.O. Box 1364
Jackson, WY 83002

Notice shall be deemed given as of the date of personal service or written evidence of the execution of return receipt in the course of transmission through the United States Postal Service

21. GENERAL PROVISIONS.

- A. This text shall constitute the entire agreement between the parties and may not be modified or amended except in writing executed by both parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs and executors of the Employee.
- C. If any provision, or any portion thereof contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, and shall be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, The Town of Jackson has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested by its Town Clerk, and the Employee has signed and executed this Agreement, as of the day and year first above written.

EMPLOYEE,

Name: Tyler Sinclair

TOWN OF JACKSON,

A municipal corporation
of the State of Wyoming

By: Hailey Morton Levinson, Mayor

ATTEST: Riley Taylor, Town Clerk

STAFF REPORT



Meeting Date:	June 20, 2022	Meeting Title:	Town Council Regular Meeting
Submitting Department:	Planning Department	Presenter:	Paul Anthony
Agenda Item:	Item P22-053 – Zoning Map Amendment for 460 E. Broadway from NM-2 to P/SP	Public Comment:	Yes

Purpose & Policy Considerations.

This is the Town Council's opportunity to review a proposed Zoning Map Amendment per Section 8.7.3 in the Town of Jackson Land Development Regulation (LDRs).

Requested Action.

The applicant, Teton County Hospital District, (St. John's Hospital), is requesting approval of a Zoning Map Amendment for the property addressed as 460 East Broadway Avenue (T-74A), also known as the former Hitching Post Lodge property, to rezone the property from the Neighborhood Medium Density -2 District (NM-2) to the Public / Semi-Public District (P/SP).

Continued Item:

This project was heard by the Council on June 6, 2022, and continued to the next meeting on June 20, 2022. At that meeting, Council members asked clarifying questions about the nature of the requested conditional zoning and provided a variety of comments. More specifically, some questions/concerns were expressed about the following:

- The possibility of approving the rezone to enable high-density employee housing for the hospital but then having the property sold to a non-governmental entity/developer: i.e., should there be some sort of "reverter" requirement that would require the property to be rezoned if it was sold to non-governmental entity;
 - *Staff response: The P/SP zone already states clearly that the Town "shall reclassify" any P/SP property if it is sold to a private entity. In staff's opinion, this provides adequate assurance that a future private entity would not be able to take advantage of the P/SP zoning intended for the hospital. The only exception would be if hospital sold the property after constructing a large apartment building(s) of ARUs, in which case that building(s) would become nonconforming under the reverted residential zoning.*
 - *Proposed Condition of Approval: While staff does not see a need for a formal "reverter" condition, we are proposing the following condition to address the future possibility of the sale of the Hitching Post property:*

"Neither the entire parcel nor any individual units (whether an ARU, apartment, or otherwise), nor any interest of either of the foregoing, can be sold separately from the St. John's Health campus, which for purposes of this condition means the property currently addressed as 625 East Broadway Avenue".

- *Staff believes that this condition is not imposing an additional restriction on the applicant but is acknowledging the fact that the Hitching Post property and main*

hospital campus are one site for the purposes of the LDRs because the ARUs are an accessory use attached to and enabled by the primary use of the hospital itself. As such, the accessory use cannot be sold separately from the primary use.

- How the character of the single-family homes to the east of the property would be impacted by future development on the site, especially by the larger apartment building(s);
 - *Staff response: The conditional rezone as proposed would limit many of the dimensional standards to those currently required by the NM-2 zone (or very close to current standards), including structure setbacks, height (39'), number of stories (3), and LSR (21%). In addition, all future buildings would undergo review by the Design Review Committee and by the Council (see next bullet) where neighborhood impacts could be addressed, including the enforcement of the proposed condition of approval that the character of adjacent homes must be considered in future reviews.*
- Whether future development would require additional public hearings before the Council;
 - *Staff response: Future development of the Hitching Post for more than 10 units would require a Sketch Plan/Development Plan approval by the Town and so public hearings would be required. This is a correction of what staff told the Council in the previous meeting where we stated that no public process would be required for the future ARUs. However, if the applicant offers to deed restrict the ARUs, then these units would be exempt from the review thresholds and the Sketch Plan/Development Plan could be potentially avoided. Staff would still like to see at least a Development Plan process if the ARUs are deed restricted and this could become a condition of approval.*
- Whether the ARUS would be deed restricted or not and how they would be used by the hospital;
 - *Staff response: While the ARUs are not required to be deed-restricted, the LDRs still require that they be occupied by Teton County employees, family members, or guests. In this case, the only practical occupant of the hospital's ARUs would be local employees, which could be either hospital employees or any qualifying local employee. Even so, the applicant has the option to voluntarily deed restrict the ARUs, as mentioned above.*
- Whether the development of the Hitching Post would lead to a "company town" dynamic where the employer controls both the employment and housing of its workers.
 - *Staff response: While staff understands the concern, we find that employers taking the initiative to provide housing for its own workers is a very positive outcome that has been historically missing from our housing solutions.*

One final consideration is that if SPET funding is approved for the Hitching Post workforce housing units, then additional rules and limits would be imposed on the development per the SPET rules and regulations. Because any SPET rules are beyond the scope of this rezone application, staff has provided our

recommended conditions of approval to address potential issues as they might arise without the SPET restrictions.

Recommendations.

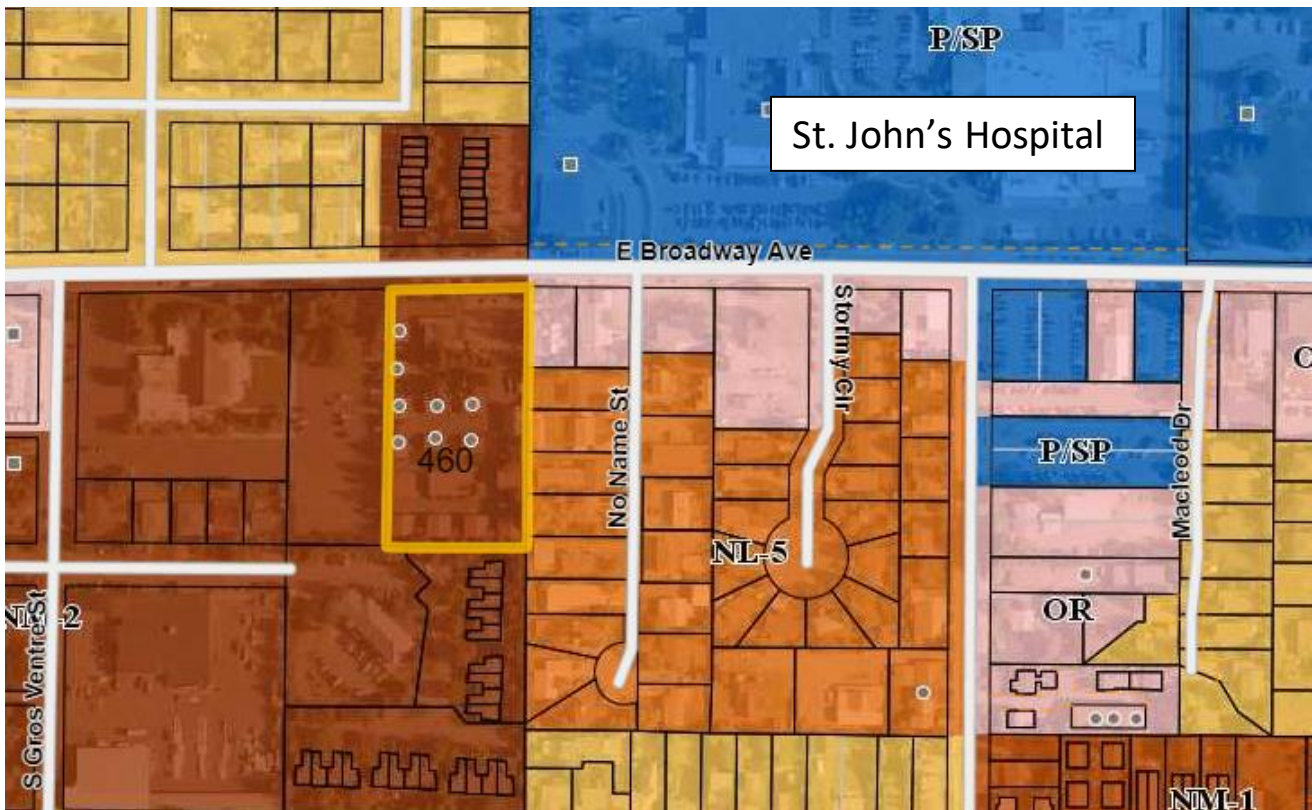
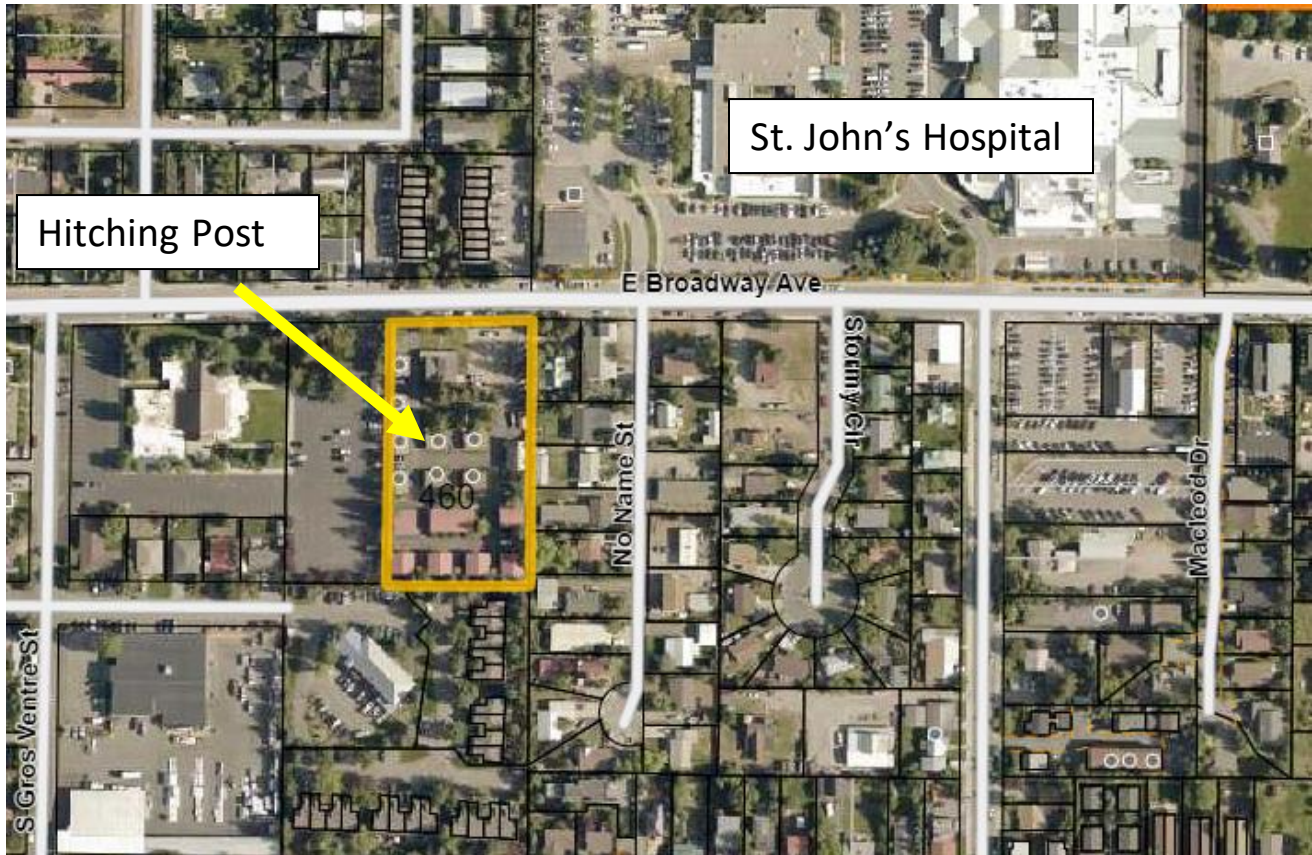
The Planning Director and Planning Commission recommend **approval** of Zoning Map Amendment (P22-053), subject to the following condition:

1. The 1.65-acre subject property located at 460 East Broadway shall be subject to the following dimensional standard requirements of the NM-2 District, as modified in this recommendation, and as the NM-2 Zone may be amended from time to time:
 - a. Structure setbacks;
 - b. Building height of up to 39' but with consideration for the dimensional standards of neighboring zones;
 - c. 3 story limit;
 - d. Site development setbacks;
 - e. Parking setbacks;
 - f. LSR of 21% but not 70% in first 1/3 of property;
 - g. Parking; and
 - h. Design review.
2. Neither the entire parcel nor any individual units (whether an ARU, apartment, or otherwise), nor any interest of either of the foregoing, can be sold separately from the St. John's Health campus, which for purposes of this condition means the property currently addressed as 625 East Broadway Avenue. [The Planning Commission did not review this condition]

NOTE: The remainder of this staff report is the same as provided for the previous Council meeting on June 6, 2022

Project Location.

The subject property is located at 460 E. Broadway Avenue. An aerial photo and zoning map are shown on the following page:



Background.

The subject parcel is approximately 1.65 acres in size. The parcel is approximately 190 feet wide and 370 feet deep. The parcel was rezoned NM-2 in 2018 but was zoned Auto Urban Residential (AR) before than starting in 1994. While it is not located in the Lodging Overlay, the property was historically used for commercial lodging purposes as the Hitching Post Lodge prior to adoption of the Lodging Overlay in 1994. Thus, the lodging use is considered nonconforming under the Town's LDRs. Furthermore, even though the commercial lodge has now ceased to operate, the current owner of the property has continued an adequate level of lodging/short-term rental use as part of the hospital operation to maintain its nonconforming status since they purchased the property in 2001.

The subject property is located across the street from and "kitty corner" to the hospital's main campus. It has been used as part of the St. John's Hospital campus since being purchased. The property currently contains 17 buildings with a total of 34 units. More specifically, the units are used as follows:

- 12 Patient/Patient family lodging rooms: Used for inpatient/outpatient care (rented to employees when not in use);
- 15 Employee housing units: All are 2-bedroom units with kitchenettes. Used for full-time hospital employees and some traveling nurses or health care workers
- 7 on-call rooms: Used by hospital staff who are "on call" for duty and need temporary accommodations to be close to work.

In summary, there are 15 units of employee housing and 19 units of short-term lodging. There are also a number of nonconforming structures on the site that are located in setbacks around the perimeter of the site.

Analysis.

The applicant's request is limited to amending the Official Zoning Map to change the subject property from NM-2 to P/SP zoning. It does not include any proposed physical development or uses. Thus, the Town's review is limited only to making the required findings for a map amendment in Section 8.7.3 (see below). According to the LDRs, the P/SP zone is intended "to provide locations for new and existing uses and facilities of a public or semi-public nature." In addition, it intended to be under the control of "federal, state, or local governments, or other governmental entities such as a school district or hospital district." As such, St. John's Hospital qualifies as an intended P/SP zone owner. However, the mere fact that one of the listed governmental entities owns a property in the Town does not automatically mean that that property should be zoned or rezoned to P/SP. For example, the hospital owned residential lots in the Daisy Bush subdivision for many years some but that did not mean those lots did or should have become zoned P/SP. Therefore, each P/SP rezoning request must be considered on its own merits and neighborhood context.

Summary of the P/SP Zone: The key thing to understand about the P/SP zone is that it has few LDR-prescribed development standards --- i.e., there are no predetermined limits on setbacks, height, LSR, FAR, or number of stories. The reason for this flexibility is to allow governmental entities latitude to build a wide variety of unique facilities, anything from a water treatment plant, to a recreational center, fire station, jail, or courthouse. However, to help address the potential impacts of a P/SP project on surrounding properties, all primary uses are allowed only with approval of Conditional Use Permit (CUP). This means that all proposed P/SP projects are vetted by the Town Council through the public hearing process. The practice of the Town has been to use the

CUP process to ensure that such projects are in scale with surrounding neighborhoods to the extent possible. Thus, while living next door to P/SP zoned property does introduce some level of unknowns, there is usually a public process through which neighbors can express their concerns to the Council and where the Council can impose conditions on the development to address those concerns. One exception to this rule is that Accessory Residential Units (ARUs) are allowed in the P/SP Zone with a Basic Use Permit (BUP) which does not require a public hearing for approval.

On the issue of residential development, the P/SP zone is not typically intended to build residential housing and that is why the only form of residential housing it allows is ARUs (i.e., no apartments, townhomes, condos, or single-family homes). Regardless, given the close proximity of the subject property to the main St. John's campus, staff finds that the residential units currently used on site or built in the future should be considered accessory to the main hospital campus and so they would be consistent with the P/SP zone use limitations.

Applicant's intent for the rezone / Conditional Zoning request: Even though the rezone request does not include a formally submitted redevelopment plan, the applicant has shared its goals and intended future uses for the site to help demonstrate the need for the requested rezone. The applicant states that the primary goal is to redevelop the property to increase the number of employee housing units and short-term rental units from a total of 34 units to 100 units. Per the LDRs, the number of short-term rental units must remain at 19 (with the potential to increase the gross floor area by 10%) due to the restrictions on nonconforming uses. The applicant contends that the close location and substantial size of the property make it ideal for higher density employee housing, including the possibility of using underground parking. The intent is to reduce the housing and transportation costs of some of its employees.

The applicant further states a desire to design a project that is sensitive to the context of the surrounding residential neighborhoods. The subject site has single-family homes located to the east (NL-5 Zone), multi-family residential to the south and north (NM-2), the Mormon Church and Teton County Health Department to the west and southwest, and then Office Residential (OR) zoned property to the east fronting Broadway. Toward this goal, the applicant offers to voluntarily commit itself to complying with some of the development standards of the NM-2 zone even if the property is approved for the P/SP zone (see green summary box below). In effect, this would create a hybrid zone through a mechanism sometimes called "conditional zoning." Conditional zoning is where an applicant voluntarily limits development or offers certain public benefits (e.g., a park or playground) as part of a rezone process. The Town has not considered a conditional zoning request before to staff's knowledge, but it is worth noting that Planned Unit Development (PUDs), which the town has allowed in the past, are similar to conditional zoning.

Applicant's Proposed Conditions for P/SP Rezone:

The applicant is asking to be rezoned to P/SP but will commit to still complying with the following NM-2 zone standards:

- Structure Setbacks: 20' – front; 10' – side, 20 – rear;
- Building Height: 39' (regardless of pitch instead based of the 35' – 39' standard that is based on the pitch of the roof as currently imposed in NM-2)
- Stories: 3 stories max.
- Site Development Setbacks: 20' primary street; 5' side; 5' rear;
- Parking setbacks: 20' primary street; 5' side; 5' rear.

All other zoning standards would be as required by the P/SP Zone.

The applicant also states that it will make every effort to occupy the residential units with members of the local workforce. The LDRs, regardless, already require that ARUs be limited to either 1) members of the local workforce or 2) non-paying members of the family or guests of the primary unit. Since there is no primary single-family unit associated with this development, the only compliant occupant of the ARUs would be members of the local workforce who meet requirements of the Teton County Jackson Housing Department. Further, given that the ARUs are associated with a nonresidential use (the hospital), workforce deed-restrictions may need to be recorded on all future ARUs developed on the site per the Housing Department requirements.

The NM-2 standards that the applicant would not follow include: the 8-plex maximum building size; LSR, landscaping, FAR, parking; curb cut width; design review, and potentially other standards. It should be noted too that the applicant is proposing a uniform 39' height limit for all buildings regardless of roof pitch (i.e., flat-roofed structures), while the NM-2 maximum height limit is 35' – 39' based on the pitch of the roof.

The main reason the applicant favors the P/SP zone over the NM-2 is because the NM-2 zone limits the number of residential units that can be attached in one building to eight units (i.e., there is no density limit in the NM-2, but no individual building can contain more than 8 units). The hospital states that the 8-plex requirement would significantly constrain their ability to maximize the building of workforce housing and other uses on the site and so the P/SP zone is needed (see application for further explanation).

NOTE: After the Planning Commission meeting, the applicant generally appears to agree with the condition of approval as recommended by staff and the Planning Commission. There might be a need for additional discussion, however, on how the parking standards of the NM-2 compare to those in the P/SP.

Planning Commission

The Planning Commission considered this item on May 4, 2022, and had the following comments:

- Commissioners asked about the reason for staff's original condition that the allowed height be limited the current NM-2 limit of 35'-39' height (depending on roof pitch) instead of the applicant's request

of just a simple 39' for all structures. Staff explained that we preferred the height range to better protect adjacent homes in other zones but staff now supports the Commission's revised condition that allows 39' but with additional language to address compatibility with neighboring homes through the design review process.

- Commissioners asked for clarification whether all new units would be rentals if rezone is approved. Staff responded in the affirmative and Dave Robinson, representing the hospital, said the intent is to maintain the same number of patient/family rooms, slightly increase the on-call rooms, and increase the employee rental apartments to around 75. They want underground parking to minimize plowing and disturbance to neighbors.
- A commissioner asked if the intent was for the applicant to come back and apply for an Administrative Adjustment to reduce the parking requirement and whether the parking requirement is based on unit size. Staff clarified parking is based on unit size and that it is an option for any applicant to apply for an Administrative Adjustment and make their case for a lower standard based on project-specific demand (as has been done in with many recent workforce housing projects).
- Commissioners asked how often applicants apply for a rezone that is conditional. Staff responded that typically there haven't been any conditional zonings where the applicant offers to voluntarily restrict the use of a proposed new zone.
- Commissioners discussed the how the NM-2 LSR works (.21 LSR but 70% must be within first 1/3 of property frontage). Given the setbacks, there was concern that the 70% requirement might not leave enough required greenspace to buffer neighboring properties toward the back of the applicant's property. Staff agreed with the Commissioners' concern and modified our recommendation to match the Commission recommendation that excluded the 70% requirement in the property frontage and retained only the 21% overall greenspace requirement.
- Generally, the Commissioners supported of the rezoning request and modified slightly some of staff's original conditions of approval. There were some lingering concerns about making sure that adequate future parking be provided, that conditional zoning could be a slippery slope, and that the 39' height and 3-story allowance could negatively impact adjacent smaller houses with only a 30' height limit and 2 stories. In the end, the Commission agreed that such concerns could be addressed adequately through the CUP and design review process for any larger proposed buildings.

Public Comment

No written comments submitted but did field a few inquiring phone calls. At the Planning Commission meeting, the following comment was made:

- Anna Olson, on behalf of JH Chamber of Commerce, expressed support for the map amendment as requested by the hospital. The community is facing a scarcity of developable land, local building codes put limits on density, and a small labor force and high operating expenses for builders are increasing the cost of development. She also requested that the best housing be built considering livability standards.
- Laura Martine, an employee of St. John's Health, came to Jackson 7 years ago as a travel nurse and supports the request. She lived at the Hitching Post for a couple of years and still lives in employee housing. The limited housing in Jackson makes it very difficult to staff their units and handle emergencies. Several employees drive 3 + hours. This project will help them house their employees.
- Cynthia Hogan, who is the Board Chair of St. John's Health, stated that the new Hitching Post will be a game changer for St. John's Health staff and the community in which they serve. About 90 positions

remain unfilled in part because there are no homes available in Jackson. This would also provide temporary housing for visiting specialists such as neurologists and pulmonologists that come from the University of Utah to treat us.

Staff conclusion:

In looking at this case, staff's goal is to ensure that any expansion of intensification of the main hospital campus into adjacent residential areas (especially south of Broadway) are compatible with the neighborhood. Compatibility does not mean that the development is identical in scale or intensity as surrounding uses but that it can be successfully integrated into the neighborhood without diminishing the long-term livability and vitality of the nearby residential uses. As noted above, this area on Broadway is an area of mixed uses, including single-family, multi-family, a church, and other governmental uses. Given this context, staff finds that the existing Hitching Post density works well with the neighborhood and that redevelopment under the current NM-2 would also be compatible. We also find that while the requested P/SP zone would have increased impacts on the surrounding neighborhood compared to the existing NM-2 zone, that the impacts would be largely mitigated if approved as conditioned by staff and the Planning Commission. The main difference would be that larger individual buildings could be built that would be larger than the NM-2's 8-plex maximum. In a practical sense this might also mean that additional density could fit on the site under the P/SP compared to the NM-2 even though neither zone has a specific density limit in the LDRs.

Another important factor to consider is the fact that the hospital already owns multiple properties south of Broadway near Redmond Street that are zoned P/SP. Those properties are used primarily for additional parking at the current time. These properties are generally located in a small strip of OR zoning on or near Broadway, so this area is already intended as a mixed office/residential area. The applicant's property for this request is located on the west end of this same strip of OR properties. As such, staff finds that extending P/SP zoning in this location is generally consistent with the existing and evolving development pattern on Broadway near the hospital. Staff would be more concerned with the P/SP rezone request if it did not involve a property that is already being used for hospital purposes (both residential and short-term rental) or was in a location that was not contiguous to the existing OR strip. Instead, the property is located across the street from the main hospital campus and is an extension of the OR strip. For this reason, staff does not consider this to be hospital "sprawl" which is something that we are concerned about as the hospital continues to expand beyond its main campus north of Broadway. A better understanding of the hospital's "master plan" as it relates to future expansions, especially into areas south of Broadway, would be appreciated because it would allow the Town the opportunity to help plan and address potential changes in the neighborhood.

As stated above, staff agrees with the modifications that the Planning Commission made to our original conditions such that both now agree on a single recommended condition of approval. On the issue of parking, staff reiterates that the NM-2's parking standards should continue to apply to ensure that adequate parking is provided and does not spill over into the surrounding neighborhood. Any concerns the applicant has about this requirement should be alleviated by the fact that Town's parking standards include an Administrative Adjustment option to provide relief from our parking standards when an applicant can justify a lower parking need based on credible evidence.

For clarity, staff and the Planning Commission have also added a condition that Design Review be required per the regular NM-2 thresholds for design review, which is that all nonresidential and residential development of more than 3 attached units require design review (the current P/SP requirement applies only to nonresidential development).

Findings:

Pursuant to Section 8.7.3.C the advisability of amending the Official Zoning Map is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt or deny a proposed zoning map amendment the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:

1. *Is consistent with the purposes and organization of the LDRs.*

Complies. As conditioned, staff finds that the proposed request to be consistent with the purpose and intent of the LDRs, specifically the P/SP zoning district. The purpose of the P/SP zone (*LDR Section 4.2.1*) is “to provide locations for new and existing uses and facilities of a public or semi-public nature.” In addition, it intended to be under the control of “federal, state, or local governments, or other governmental entities such as a school district or hospital district.” As such, the Teton County Hospital District qualifies as a legitimate P/SP landowner and developer.

2. *Improves implementation of the desired future character defined in the Illustration of Our Vision chapter of the Comprehensive Plan.*

N/A. Per a recent Wyoming Supreme Court case, this finding is not applicable until further notice.

3. *Is necessary to address changing conditions or a public necessity.*

Complies. As conditioned, the rezone is intended to facilitate the redevelopment of the Hitching Post property to address the growing need for workforce housing that many large employers, such as the hospital, are trying to address.

4. *Is consistent with other adopted Town Ordinances.*

Complies. As conditioned, Staff finds that the proposed request is consistent with all other Town Ordinances.

Fiscal Impact.

None.

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 not untypical of a subdivision plat of this size and was 20 hours.

Attachments or Links.

Department Reviews

Applicant Submittal

Suggested Motion.

I move to **approve** Zoning Map Amendment (P22-053) to rezone the 1.65 acre property addressed as 460 East Broadway Avenue from the Neighborhood Medium Density – 2 District (NM-2) to the Public / Semi-Public District (P/SP) District, based upon the findings as presented in the staff report, the departmental reviews, and subject to the two conditions of approval recommended in this staff report dated June 20, 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: Hitching Post Lodge Zoning Map Amendment
Physical Address: 460 E Broadway Avenue
Lot, Subdivision: Parcel B, Map T-74 A PIDN: 22-41-16-34-2-00-001

PROPERTY OWNER.

Name: Teton County Hospital District Phone: _____
Mailing Address: 480 E Broadway Avenue ZIP: 83001
E-mail: _____

APPLICANT/AGENT.

Name: HH Land Strategies, LLC, Hal Hutchinson Phone: 307-699-0265
Mailing Address: PO Box 1902, Wilson, WY ZIP: 83014
E-mail: hal@hhlandstrategies.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	Physical Development	Interpretations
_____ Basic Use	_____ Sketch Plan	_____ Formal Interpretation
_____ Conditional Use	_____ Development Plan	_____ Zoning Compliance Verification
_____ Special Use	_____ Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	_____ LDR Text Amendment
_____ Administrative Adjustment	_____ Subdivision Plat	☒ _____ Map Amendment
_____ Variance	_____ Boundary Adjustment (replat)	Miscellaneous
_____ Beneficial Use Determination	_____ Boundary Adjustment (no plat)	_____ Other: _____
_____ Appeal of an Admin. Decision	_____ Development Option Plan	_____ Environmental Analysis

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

Pre-application Conference #: P21-255 Environmental Analysis #: n/a
Original Permit #: n/a Date of Neighborhood Meeting: 1/27/2022

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?

- ☒ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.
- ☒ **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at <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.

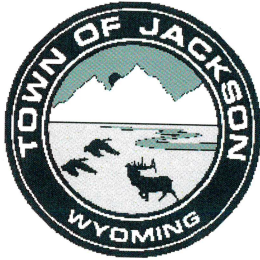
Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, 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

Name Printed

Date

Title



Town of Jackson
150 E Pearl Avenue
PO Box 1687, Jackson, WY 83001
P: (307)733-3932 F: (307)739-0919
www.jacksonwy.gov

Date: September 30, 2021

LETTER OF AUTHORIZATION NAMING APPLICANT AS OWNER'S AGENT

PRINT full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual
David Robertson, CEO, St Johns Health

Being duly sworn, deposes and says that Teton Cty. Hospital Dist. is the owner in fee of the premises located at:
Name of property owner as listed on deed
Address of Premises: 460 E Broadway Ave, Town of Jackson, WY 83001

Legal Description: Parcel B, Map T-74A

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Hal Hutchinson, HH Land Strategies, LLC

Mailing address of Applicant/agent: PO Box 1902, Wilson, WY 83014

Email address of Applicant/agent: hal@hhlandstrategies.com

Phone Number of Applicant/agent: 307-699-0265

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified is this(these) application(s) at the premises listed above:

- ☐ Development/Subdivision Plat Permit Application ☐ Building Permit Application
☐ Public Right of Way Permit ☐ Grading and Erosion Control Permit ☐ Business License Application
☐ Demolition Permit ☒ Other (describe) Zoning map amendment

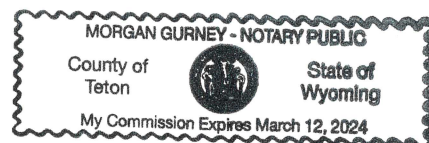
Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

Property Owner Signature

Chief Executive Officer, SJH

Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming)
) SS.
COUNTY OF Teton)



The foregoing instrument was acknowledged before me by Dave Robertson this 30 day of September, 2021. WITNESS my hand and official seal.

Morgan Gurney
Notary Public

My commission expires: 3/12/2024

HITCHING POST LODGE
EMPLOYEE HOUSING AND PATIENT/PATIENT FAMILY LODGING

460 East Broadway Avenue, Town of Jackson, WY

APPLICATION FOR
Zoning Map Amendment

Submitted: March 7, 2022

PIDN: 22-41-16-34-2-00-001

Owner:

St John's Health
Teton County Hospital District
David Robertson, Chief Executive Officer
625 E Broadway
PO Box 428
Jackson, WY 83001

Applicant:

Land Planning: Hal Hutchinson
HH Land Strategies LLC
PO Box 1902
Wilson, WY 8301
307-699-0265

Architecture: Peggy Gilday
GYDE Architects
80 W Broadway, Suite 200
PO Box 4735
Jackson, WY 83001
307-733-7303

1. Introduction:

St. John's Health, the owner of the Hitching Post Lodge property located at 460 E Broadway seeks approval of a Zoning Map Amendment that would permit a change of zoning for the subject property from the current Neighborhood Medium Density 2 (NM-2) zoning to Public/Semi Public (P/SP) zoning. Since acquiring the property in 2001, St. John's Health has continued the pre-existing use of the property for short-term lodging use, providing patient and patient families with lodging opportunities in close proximity to the hospital. The property has also been used to house St. John's Health employees.

The purpose of this zone change is to provide St. Johns Health with needed flexibility to design and construct employee housing that serves their employee recruitment and retention needs so they can continue to provide high quality health care to the community.

2. Description of Property, Project Goals

2.A. Property Description:

The Hitching Post Lodge property is currently zoned NM-2 and is not within any Town of Jackson Zoning Overlays. The subject property is generally flat and rectangular in shape, with approximately 196 feet of street frontage on East Broadway. It extends approximately 365 feet south from this Broadway Avenue frontage. The property is approximately 1.65 acres.

The subject property is bordered on the east by five individual lots. The northernmost lot bordering the property to the east is zoned Office Residential (OR). The four lots to the south of the OR Zoned lot are zoned Neighborhood Low Density 5 (NL-5). Land south of the property is zoned NM-2 and contains residential uses. A lot owned by Teton County that contains Teton County Health borders the property for approximately 30 feet along the western portion of the property's southern boundary. The property bordering the subject property to the west is zoned NM-2 and is owned by the Church of Jesus Christ of Latter Day Saints and is used as a parking lot for the Church. Please see attached **Exhibit A – Hitching Post Property Vicinity and Zoning Map**.

The Hitching Post Lodge is currently developed and contains seventeen (17) buildings. The uses on the subject property include residential uses and short-term rental uses that support the St John's Health operations. The seventeen (17) individual buildings contain a total of thirty-four (34) individual units. The breakdown of unit types among these thirty-four units is as follows:

"Patient/Patient Family Lodging Rooms":

There are twelve (12) Patient/Patient Family Lodging Rooms. Patient/Patient Family Lodging Rooms are standard lodging rooms with a microwave and mini fridge. Six of the Patient/Patient Family Lodging Rooms have two queen beds. The remaining six have a single queen bed. Patient/Patient Family Lodging Rooms are as short-term rentals for patients and/or patient family members who require overnight accommodations associated with scheduled inpatient and outpatient medical care, as well as emergency care visits.

Occupancy of Patient/Patient Family Lodging Rooms range from a single night stay to multiple night stays depending on the nature of medical care patients or their family members are receiving. At no time are Patient/Patient Family Lodging Rooms occupied for more than a 30-day period. In addition, St. John's Health employees are able to rent Patient/Patient Family Lodging Rooms for work reasons, which is typically sleeping between shifts. However, use of these Patient/Patient Family Lodging Rooms for patients and/or family members takes priority, and they are only available to St. John's Health employees if there is a patient/family member vacancy.

"Employee Housing Units":

There are fifteen (15) Employee Housing Units. All fifteen Employee Housing Units are two-bedroom suites and contain a kitchenette providing a refrigerator, microwave, and a cook top. Twelve (12) of the Employee Housing Units are occupied by full time, permanent employees of St. John's Health. The remaining three (3) Employee Housing Units are typically occupied by "traveling" employees. "Traveling" employees are nurses or health care technicians that are employed by St. John's on a 90-day contract basis. These 90-day contracts for traveling employees are typically extended for a second or third contract. All Employee Housing Units are leased for a period of greater than 30 days.

"On Call Rooms":

There are seven (7) On Call Rooms. On Call Rooms are used by hospital staff that are "on call" and are required to be available to serve hospital and patient needs on an as needed, immediate basis. On Call Rooms are provided to hospital employees that reside at a distance from the hospital that would not allow them to be available for on call duty in an immediate time frame. On Call Rooms are provided to hospital employees on a short term (less than 30 day) period. Of the seven On Call Rooms, four (4) are standard lodging rooms with a microwave and mini fridge. The remaining three (3) On Call Rooms are two-bedroom suites with a kitchenette.

Based on the above, the Hitching Post Lodge property contains fifteen (15) Employee Housing Units (residential use) that include thirty (30) individual bedrooms. There are nineteen (19) Patient/Patient Family Lodging Rooms and On Call rooms(short term use) that include a total of 22 bedrooms.

2.B. Project Goals:

The lack of workforce housing in Teton County is possibly the single biggest challenge facing our community. It is well documented that the cost of homeownership and residential rental rates in Teton County is well above what typical employees in Teton County can afford. While this is an issue for all types of employers and employees in Teton County, it is a particularly acute issue for St. John's Health. St. John's Health provides high quality and critical health care services to the entire community. The single biggest challenge of continuing to provide these critical health care services that St. John's Health faces is the recruitment and retention of

health care professionals due to the high housing costs in the community. While it is not the primary mission of St. John's Health to provide housing for their employees, the local housing crisis necessitates that St. John's Health seek housing solutions for their employees in order to achieve their purpose *"To provide our unique community and visitors with exceptional and ever-advancing individualized care."*

Recognizing the housing challenge facing the community generally, and St. John's Health specifically, St. John's acquired the Hitching Post Property in 2001. Since acquisition, the property has provided both employee housing and short-term rentals that help them serve the community's health care needs. However, as housing costs have risen, employee recruitment and retention challenges have become more acute. As such, the existing thirty-four units on the Hitching Post have become inadequate to serve the growing employee housing and patient care needs of St. John's Health.

The Hitching Post Lodge is uniquely located in immediate proximity of the hospital. It is also a relatively large (1.65 acres) property. These property characteristics make the Hitching Post property ideal for redevelopment for employee housing. The property is large enough to provide a meaningful amount of housing units efficiently and effectively. The scale of the property also makes the provision of underground parking a possibility. The Hitching Post Lodge's proximity to the hospital allows for quick medical responses at all times. This proximity also reduces St. John's Health employee and transportation needs.

St. John's recognizes that it is part of the community, and that the Hitching Post property is located in an existing neighborhood. Based on St. John's stated vision to *"...be a trusted partner with the community, enabling people to live their best possible lives"* it is important to St. John's Health leadership that redevelopment of the Hitching Post for employee housing acknowledges and is compatible with community and neighborhood goals.

Based on the need to recruit and retain employees, the costs of providing housing, the unique characteristics of the Hitching Post property, and the vision of being a trusted community partner, it is necessary to optimize the effectiveness and efficiency for redeveloping the property that the flexible Public/Semi Public zoning provides.

Considering these factors, St. John's goals for changing the zoning from NM-2 to P/SP are as follows:

- Provide housing in close proximity to the hospital to ensure quick medical response on a 24/7/365 basis
- Optimize the use of limited resources to address critical needs.
- Reduce St. John's Health's employee transportation and parking needs.
- Promote a connection to the community by housing staff in Teton County
- Design a project that is friendly to the neighborhood and community interests by respecting, to the greatest extent practical, the existing dimensional limitations of NM-2 zoning while benefiting from the flexibility that P/SP zoning provides.

3. Zoning Map Amendment Application

3.A. Zoning Map Amendment Application:

This application is for an amendment to the Town of Jackson Official Zoning Map to change the zoning for the Hitching Post Lodge property, located at 460 East Broadway, described as Parcel B, Map T-74 A, from Neighborhood Medium Density 2 (NM-2) to Public/Semi Public (P/SP). Prior to submitting a Zoning Map Amendment application, a pre-application Conference must be held with Town of Jackson Planning Staff. HH Land Strategies, as agent for St. John's Health, submitted a pre-application conference request on September 30, 2021. The pre-application conference was held on October 27, 2021. The Pre-application Conference request was assigned PAP# P21-255 by the Town of Jackson. Both the Pre-application Conference request and the pre-application conference summary are on file with the Town of Jackson Planning Department.

The following information is a direct response to the information required for this Zoning Map Amendment application as outlined in the P21-255 pre-application conference summary.

3.B. Zoning Map Amendment – Eligibility

The intent of the Town of Jackson Public/Semi Public zone district, LDR Section 4.2.1 is quoted below:

“The purpose of the Public/Semi Public - Town (P/SP-TOJ) zone is to provide locations for new and existing uses and facilities of a public or semi-public nature. In particular, the P/SP-TOJ zone is intended to allow flexibility for public and semi-public uses and facilities that often have unique functional needs, such as for height, floor area, setbacks, and impervious surface, that cannot be accommodated in other zoning districts. Land in the P/SP-ToJ zone and/or facilities operated therein may be under the control of federal, state, or local governments, or other governmental entities such as a school district or hospital district. It is not the intent of these LDRs that property in the P/SP-ToJ zone retain that designation after the property is divested by the public entity. At the time P/SP-ToJ designated land is transferred, or is proposed to be transferred, into private ownership, the property shall be reclassified to an appropriate zoning district to allow private use pursuant to the Jackson/Teton County Comprehensive Plan.”

Based on the purpose of P/SP zoning, any property zoned P/SP may be under the control of a government agency or “other governmental entity, such as a school district or hospital district”.

The Hitching Post Lodge property is owned by the Teton County Hospital District. The Teton County Hospital District is a government entity. Based on the above, the subject property is eligible to apply for P/SP Zoning.

3.C. Zoning Comparison and St. John's Health Commitments:

Pre-application Conference Summary P21-255 provides an application checklist, listing what information is required within this application. This P21-255 summary also includes a summary of Town of Jackson Planning Staff comments addressing what additional information is required for this application to rezone the subject property. A "Response to Submittal Checklist" is provided below in Section 3.D. of this application.

This section of this application (Section 3.C.) provides a response to the Planning Staff comments provided within P21-255.

A principal theme of the Planning Staff comments in the P21-255 summary is a requirement to justify why the current NM-2 zoning is not sufficient to meet the housing needs of St. John's Health and to provide an explanation of why P/SP zoning is the appropriate zoning designation for the property. Comments from planning staff also include requesting comparison of development potential between NM-2 zoning and P/SP zoning, and a discussion of factors such as site design, building height/stories, density, setbacks and general compatibility with surrounding neighborhood in the context of this comparison.

3.C.1. NM-2 Zoning:

The general intent of NM-2 Zoning 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."

To achieve this intent, NM-2 zoning includes physical development standards restricting the location and scale of development on property zoned NM-2. These physical development standards are found in the LDRs and are numerous and extensive. The primary physical development standards are listed below:

Primary Building Setbacks:	Primary Street:	20'
	Secondary Street:	10'
	Side Interior:	10'
	Rear:	20'
Site Development Setbacks:	Primary Street:	20'
	Secondary Street:	10'
	Side Interior:	5'
	Rear:	5'
Landscape Surface Ratio:	Apartment Use:	.21

Parking Setbacks:	Primary Street:	20'
	Side Interior:	1'
	Rear:	5'
Access:	Curb Cut Width (Max)	20' or 40% of frontage, whichever is less
Primary Building Height:	Roof Pitch $\leq 3/12$:	3 stories, not to exceed 35'
	Roof Pitch 4/12, 5/12	3 stories, not to exceed 37'
	Roof Pitch $> 6/12$	3 stories, not to exceed 39'
Scale of Development:	FAR:	.40
	Deed rest. Hsg. Exemption	yes
	Workforce Hsg. Bonus	yes
	Individual bld. Max	10,000 s.f.
Required Parking:	Apartment Use:	1/ unit if greater than 2 bedrooms and 500 s.f. Otherwise, 1.5/ unit

Additional Zone Specific Stndrs. No more than 8 residential units/building

Based on the above physical development standards, any development on the Hitching Post property under current zoning would be required to maintain a 20' setback from Broadway, and a 10' setback from both the Side Interior (East and West) property lines, and a 20' setback from the rear (South) property line. Similarly, any Site Development would be required to be setback 20' from Broadway and 5' from the side (East and West) and rear (South) property lines.

Under NM-2 zoning, an apartment use would be required to provide a landscape surface ratio of a minimum of .21, or 15,093 s.f. of landscape area. It is important to note that this overall minimum landscape area can be reduced through the provision of site amenities such as benches and bicycle parking and therefore this minimum square footage amount could be reduced under NM-2 zoning.

Parking areas under NM-2 zoning would be required to be setback from Broadway by 20', from the side (East and West) property lines by 1' and from the rear (South) property line by 5'.

Any curb cut accessing the site from Broadway would be limited to 20' in width.

The height of any building could not exceed three stories and may be between 35' and 39' depending on roof pitch.

The maximum Floor Area Ratio for any development that does not include deed restricted housing or workforce housing could not exceed 28,750 s.f. However, NM-2 zoning provides for exemptions to the floor area ratio limitation for any deed restricted housing.

Considering that the purpose of this Zoning Map Amendment application is to provide flexibility to provide deed restricted housing, any floor area used for this purpose under NM-2 zoning would be exempt. Therefore, there would be no limitation on floor area for a project containing deed restricted housing under NM-2 zoning. The amount of floor area would therefore be limited by setbacks, height, and site planning and architectural concerns associated with the limitation of a maximum of 10,000 s.f. per individual building and no more than 8 residential units per building.

The limitation of no more than 8 units per building does not limit the overall density of units permitted on the property but requires that no individual building may contain more than 8 units. This limitation necessitates multiple buildings on the property. For example, based on the current density of 34 units on the property, development at the current density would require a minimum of 5 individual buildings.

Under NM-2 zoning, an apartment use would require between 1 and 1.5 parking spaces per unit, depending on the size and type of units.

It is important to note that, as currently developed, the Hitching Post property contains numerous nonconformities that do not meet the above physical development standards. These include encroachment into the Primary Building Setbacks, Site Development Setbacks and Parking Setbacks from the Side Interior (East and West) and Rear (South) property lines. Please refer to attached **Exhibit B – Existing Conditions** for an illustration of these existing encroachments.

3.C.2. P/SP Zoning

P/SP zoning contains none of the above listed physical development limitations. For example, there are no setback requirements and no restrictions on height or floor area. Therefore, there is no formal zoning controls governing the mass and scale of a development.

While there is a parking requirement of 1.25 spaces per Accessory Residential Unit under P/SP zoning, there are also shared parking standards that would permit a reduction in the number of required parking spaces. The proximity of St. John's Health to the Hitching Post property and the overall supply of parking on St. John's Health property make shared parking a viable and functional possibility.

The flexibility that this lack of physical development restrictions under P/SP zoning allows does not, however, exempt a public entity property owner from acknowledging community goals and neighborhood goals in planning and designing a project. Rather, this lack of physical development limitations is intended to provide the public entity flexibility to

develop a project that serves a public purpose in a manner that provides for this public purpose in an efficient and effective manner while seeking compatibility with community and neighborhood goals.

3.C.3. St. John's Health Commitments

Based on St. John's Health's stated Vision to *"...be a trusted partner with the community, enabling people to live their best possible lives"* this application seeks to change the zoning for the property to P/SP while making the following commitments.

Physical Development:

Any application for a development plan or building permit will maintain the physical development limitations under NM-2 zoning for the following standards:

1. **Primary Building Setbacks** (20' Primary Street, 10' Side Interior, 20' Rear)
2. **Site Development Setbacks** (20' Primary Street, 5' Side Interior, 5' Rear)
3. **Primary Building Height** (No more than 3 stories and a maximum height of 39'. This commitment is to limit building height to a maximum of 39' regardless of roof pitch)
4. **Parking Setbacks** (20' Primary Street, 1' side Interior, 5' Rear)

For an illustration of these commitments, please see **Exhibit C – NM-2 and P/SP Commitments Zoning Diagrams**.

By making these commitments, the overall scale and location of development will maintain what is required under NM-2 zoning, including setbacks from neighboring properties, maximum height requirements, and overall floor area when considering FAR Exemptions for deed restricted housing.

Unit Occupancy:

In addition to the commitments stated above regarding specific physical development standards, St John's Health also commits to making every effort to ensure housing units within a project on the property are occupied by the local workforce.

St John's Health's housing challenges are characterized by employee *recruitment* as well as *retention*. In the short term, many of the units provided will address much of the hospital's employee retention goals by providing housing for existing hospital employees that may otherwise leave the community due to lack of suitable housing. In addition, a completed housing project on the property will allow St John's Health to recruit needed employees more effectively by offering prospective employees housing within the project.

Because employee recruitment can be a complex and time-consuming process, it is anticipated that, once a project is completed on the property, it may take a period of time

to achieve full occupancy by hospital employees. Rather than leave units unoccupied while employee recruitment efforts take place, St. John's Health will seek to ensure constructed units are occupied by the community workforce in the event that they are not fully occupied by St. John's Health employees upon completion of construction.

3.C.4. P/SP Zoning Flexibility

Based on St. John's Health's stated purpose *"To provide our unique community and visitors with exceptional and ever-advancing individualized care"*, and to meet their employee recruitment and retention needs required to achieve this purpose, this application seeks the flexibility that P/SP zoning provides in the following areas.

1. Allow for an individual building to exceed the 10,000 s.f. limitation under NM-2 zoning and contain greater than 8 units per building.
2. Allow for a curb cut off on Broadway accessing the site of greater than 20' as necessary.
3. Allow for flexibility in achieving the minimum Landscape Surface Ratio while striving to meet the purpose and intent of landscape area requirements.
4. Allow for flexibility in the overall Floor Area Ratio to accommodate high quality residential units.
5. Provide for as many parking spaces as the site will allow, with the goal of providing a minimum of 1 space per unit while reducing the overall transportation and parking demands generated by the overall St. John's Health campus.

This increased flexibility not only provides St' John's Health with the ability to design a project that meets their employee and retention needs, it also will serve to provide higher quality housing units at a lower cost. The ability to design a larger multifamily structure than would otherwise be permitted under NM-2 zoning, which limits the maximum number of units per building to 8, significantly reduces the redundancy in constructing circulation, such as staircases and elevators, and the cost of constructing multiple buildings with increased use of materials, such as foundations, exterior walls and siding. This reduction in construction redundancy is a significantly important consideration as St. John's seeks to provide housing for their employees in an expensive and challenging construction market.

3.D. Response to Submittal Checklist

1. Planning Permit Application

Please see completed application form for a Zoning Map Amendment included in the application packet.

2. Notarized Letter of Authorization

Please see notarized letter of authorization included in the overall application packet.

3. Application fees

Pursuant to the 1998 cooperative agreement St John's Health is exempt from required application fees.

4. Mailed Notice Fee

The Town of Jackson will bill the applicant as necessary based on LDR Section 8.2.14.C.2.

5. Findings for Approval

Please see the below discussion regarding Findings for Approval in **Section 4. Zoning Map Amendment Findings for Approval** of this application.

6. Site Plan

There are many factors in planning an employee housing project on the Hitching Post Property. Some general analysis of the property, and how it can accommodate the housing needs of St. John's has been completed. This analysis has resulted in our ability to make the commitments described in Section 3.C.3 of this application. However, this analysis has not extended to the development of a site plan. Rather, it is limited to spatial analysis to determine how a project can respect the physical development limitations of NM-2 zoning. For a representation of this spatial analysis, please refer to **Exhibit C – NM-2 and P/SP Commitments Zoning Diagram** to this application.

7. Neighborhood Meeting

A neighborhood meeting was held on January 27, 2022. The meeting was held virtually, via zoom, due to St John's Health policies regarding in person meeting during the Covid 19 pandemic. The meeting was scheduled to occur from 5:00 PM to 7:00 PM. In attendance at the meeting were the following participants:

Agents for St John's Health included:

- Hal Hutchinson of HH Land Strategies, LLC
- Peggy Gilday and John Stennis of GYDE Architects

Representatives for St John's Health included:

- Dave Robertson, Head of Administration
- Cynthia Hogan, Board Chair
- Thom Kinney, Head of Human Resources
- Karen Connelly, Communications Director
- Sean Ryan, Facilities Director

- Sandra Murphy, Head of Lodging for SJH
- Ashley Eppler, Registered Nurse

Agents and representatives for St Johns Health prepared a presentation that was scheduled to occur twice over the course of the two-hour neighborhood meeting. No members of the public attended the neighborhood meeting. However, Hal Hutchinson, as agent for St John's Health received an inquiry regarding the proposed Zoning Map Amendment from a neighboring property owner across Broadway Avenue from the Hitching Post. This comment asked for information and included no specific concerns over the proposed ZMA.

A copy of the mailed public notice, and planned presentation for the neighborhood meeting is attached to this application as **Exhibit D – Neighborhood Meeting Documentation**

8. Division 1.9, Nonconformities

The existing Hitching Post Property contains legal nonconformities with respect to both use and physical development.

The nonconforming uses include the historical use of the property for short term rental/lodging use. While the property historically contained a conventional lodging use, this use has been maintained insofar as St. John's Health has retained a short-term rental use for a portion of the pre-existing lodging uses. This short-term rental use is documented above under Section 2.A. Property Description for this application. To summarize, the pre-existing, legally non-conforming short term rental use of the property includes nineteen (19) short term (short term use) units that include a total of 22 bedrooms.

The existing development on the property encroaches into NM-2 setbacks, including Primary Building Setbacks, Site Development Setbacks, and Parking Setbacks. As a part of this application to zone the property P/SP, St. John's has committed to respect these NM-2 setback requirements thereby improving the separation between development on the Hitching Post property and bordering properties from what currently exists. For an exhibit showing existing setback nonconformities in comparison to NM-2 zoning and St. Johns commitments to respect NM-2 setbacks, please refer to **Exhibit B – Existing Conditions**

4. Zoning Map Amendment - Findings for Approval:

Town of Jackson Land Development Regulations require that any application for a Zoning Map Amendment consider the following findings prior to approval of a Zoning Map Amendment. LDR Section 8.7.3.C – Zoning Map Amendment Findings state:

“The advisability of amending the Official Zoning Map is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt or deny a proposed zoning map amendment the Town Council shall

consider factors including, but not limited to, the extent to which the proposed amendment.”

1. Is consistent with the purposes and organization of the LDRs;

The purpose of the LDRs is to implement the Jackson/Teton County Comprehensive Plan and promote the health, safety, and general welfare of the present and future inhabitants of the community. The Hitching Post Lodge property is located in Comprehensive Plan Subarea 3.2– Core Residential. The description of this vision for this subarea states:

“This residential, TRANSITIONAL Subarea is currently made up of a variety of single family and multifamily residential types, with some existing larger residential developments and non-conforming commercial uses. Redevelopment, revitalization and reinvestment are highly desired in this subarea. Due to its central location in the core of Town near employment and Complete Neighborhood amenities, the future character of this subarea will include some increased density and larger buildings than in East Jackson.”

As the purpose of this zoning map amendment application is to redevelop the subject property to achieve increased density and allow for larger buildings, the application is consistent with the purpose of the Comprehensive Plan and therefore the LDRs.

2. Improves implementation of the desired future character defined in the Illustration of Our Vision chapter of the Comprehensive Plan;

The desired future character of the Core Residential areas of the Comprehensive plan is to provide for higher density multifamily structures. This vision states:

“multifamily residential uses will be encouraged in order to replace existing commercial uses and to blend the borders of the Town Commercial Core (District 2) with the Town Residential Core (District 3). Multifamily structures will be predominantly found on larger residential lots and along mixed use corridors. The size and scale of multifamily structures will be predominantly two stories with three stories considered in specific cases with proper design. The density and intensity found in areas containing multifamily structures may be greater than what is generally allowable in other areas.”

Because the purpose of this rezone application is to achieve this desired character and to replace an existing commercial use, the application improves implementation of the desired future character as defined in the Comprehensive Plan.

3. Is necessary to address changing conditions or a public necessity; and

The lack of housing to serve the local workforce is recognized as one of the primary challenges for the community and this has consistently been considered one of the primary changing conditions in the community that is necessary to address. Providing workforce housing for local workforce, particularly for employees that provide for the health care needs of the community is considered a primary public necessity. This is supported in the Comprehensive Plan. Section 5 – Local Workforce Housing of the Comprehensive Plan states, in part:

“Retaining a resident workforce supports all of the community’s Common Values. It protects the ecosystem from the impacts of long commutes by responsibly locating housing and jobs in our Complete Neighborhoods, and a resident workforce is more likely to invest socially, civically, and economically in the community in which they live.”

In addition, Comprehensive Plan Policy 5.1.c states:

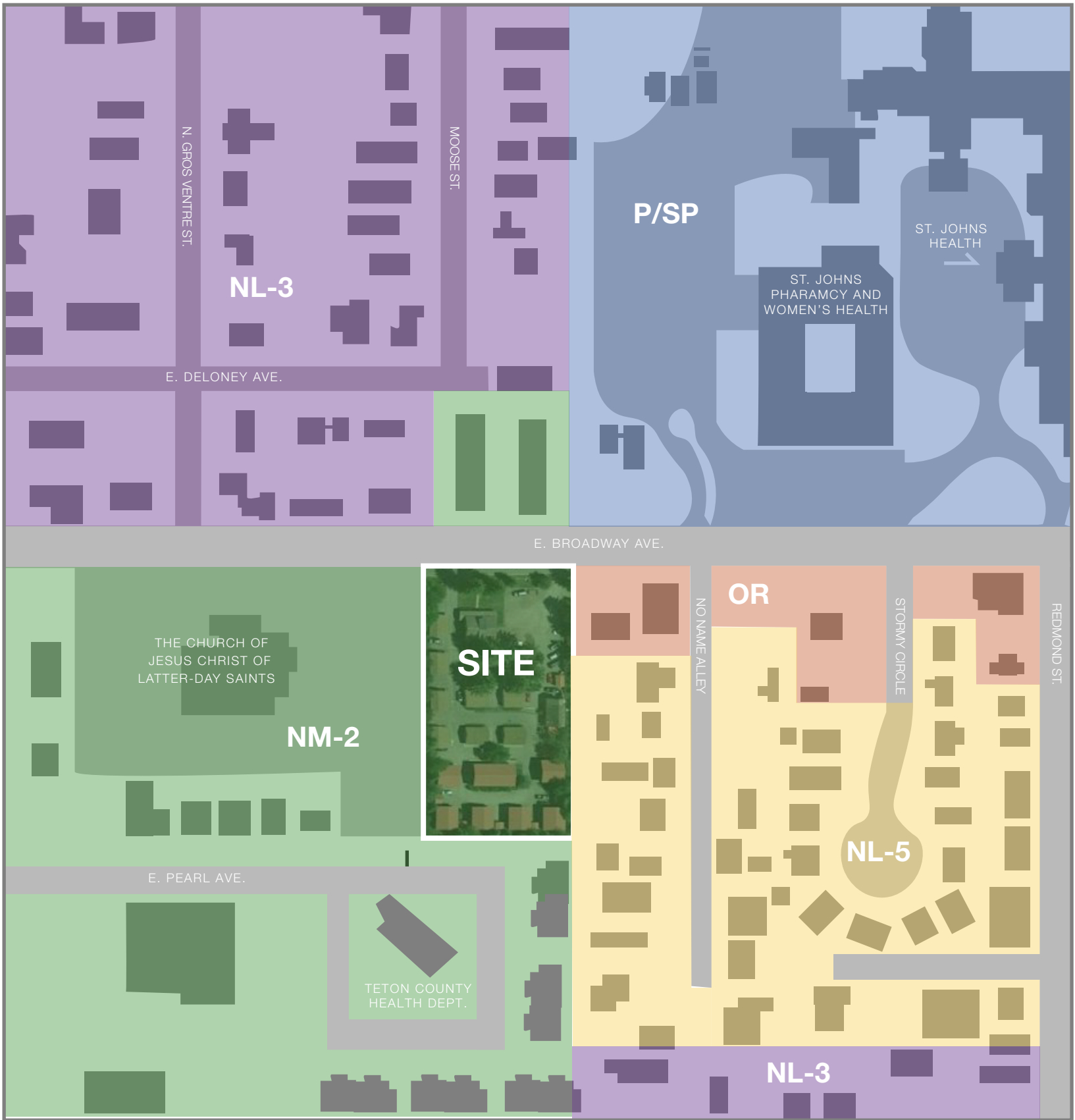
Prioritize housing for critical service providers. While the community values all members of the workforce, critical service providers will receive priority when the public is subsidizing housing. Ideally, housing for critical service providers would be located on-site or within the employee’s response area. Especially for volunteer service providers, living a significant distance from one’s response area increases response time and reduces the efficiency of service delivery.

The goal of changing the zoning map amendment for the Hitching Post Lodge is to address the ongoing changing condition that local workforce housing is being reduced and to achieve the policy to house critical service providers with stable housing close to their place of employment.

4. Is consistent with the other adopted Town Ordinances.

The applicant is not aware of any adopted County resolutions that would be inconsistent with the application to amend the zoning map from NM-2 to P/SP for the subject property.

Exhibit A
Hitching Post Property Vicinity and Zoning Map



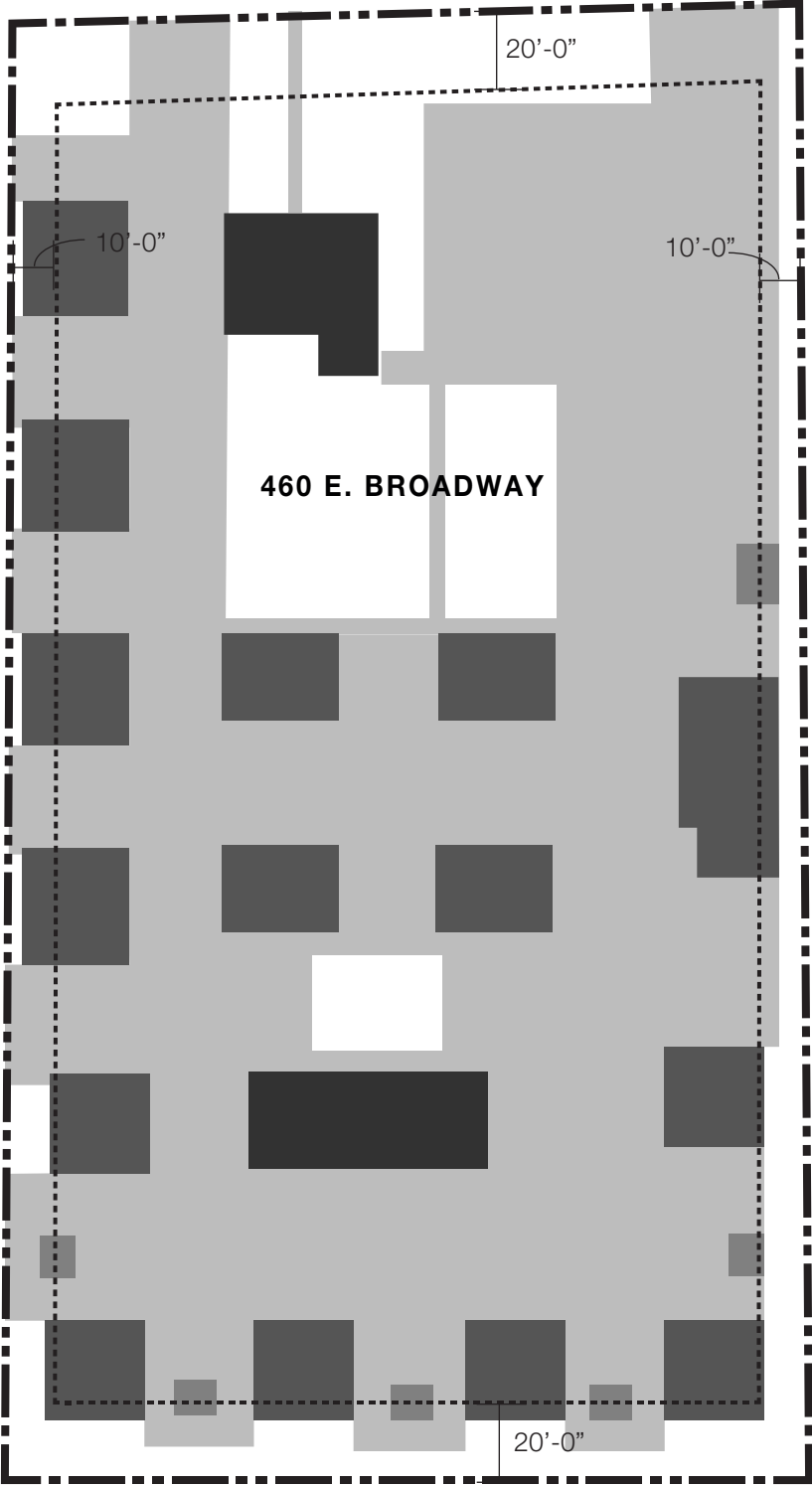
Address: 460 East Broadway
PIDN: 22-41-16-34-2-00-001

Existing Zoning:
Neighborhood Medium Density -2, NM-2

Proposed Zoning:
Public/Semi Public, P/SP



Exhibit B
Existing Conditions

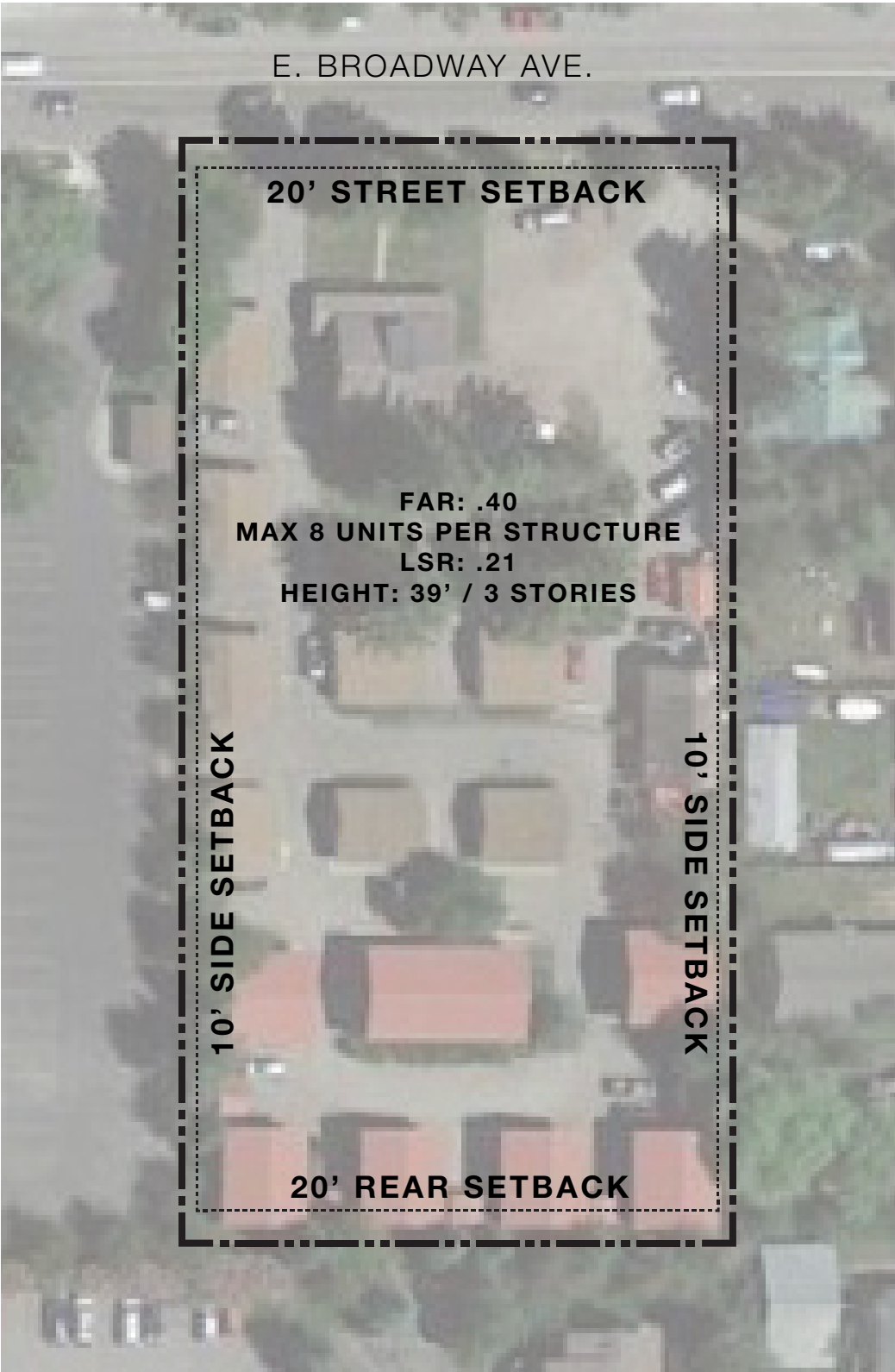


KEY	
	property line
	NM-2 setback line
	hardscape
	shed
	cabin
	existing/public building



Exhibit C
NM-2 and P/SP Commitments Zoning Diagrams

NM-2 (existing)



P/SP (with SJH commitments)

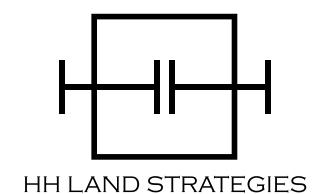
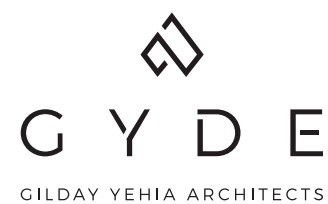


Exhibit D
Neighborhood Meeting Documentation

PRESENTATION
TIMES:
5:10 PM
6:00 PM

HITCHING POST ZONE CHANGE PROPOSAL NEIGHBORHOOD MEETING

JANUARY 27, 2022
5PM - 7PM



AGENDA

1. Introduction - 5:00pm
2. Presentation - 5:10pm
3. Comments and Response
4. Wrap Up and Next Steps
5. Presentation - 6:00pm
6. Comments and Response
7. Wrap Up and Next Steps

Presentation Facilitator: Hal Hutchinson
Email: hal@hhlandstrategies.com
Phone: 307-699-0265

SJH Representatives:
Dave Robertson, Administration
Cynthia Hogan, Trustee
Thom Kinney, Human Resources
Karen Connelly, Communications
Sean Ryan, Facilities
Sandra Murphy, Lodging
Ashley Eppler, RN

GYDE Architects:
Peggy Gilday, Principal
John Stennis, Project Manager

PRESENTATION
TIMES:
5:10 PM
6:00 PM

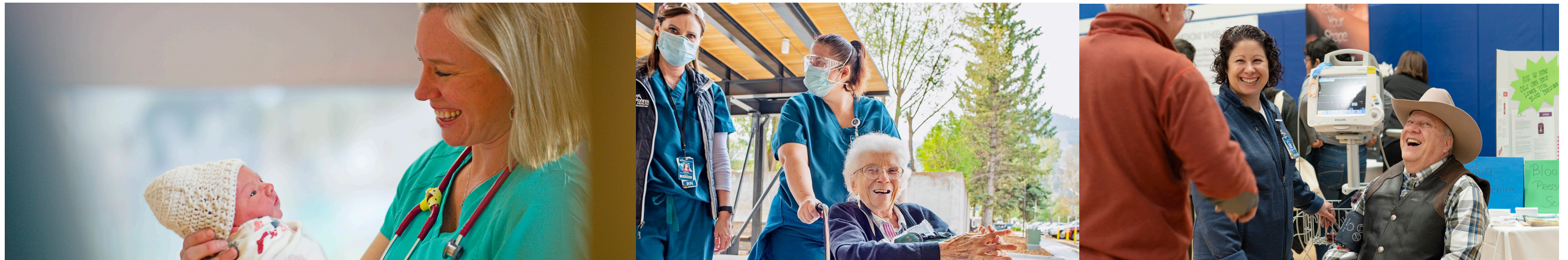
MEETING GROUND RULES AND GUIDELINES

1. Please mute your speaker during the presentation until you are called upon during the comment and response period. Please raise your hand to be recognized during the comment and response period.
2. Please use the chat tool to enter all project related comments during the presentation.
3. Comments submitted to the chat tool will be addressed at the end of the presentation by the facilitator.
4. If you do not wish to submit comments during the presentation, you may email your project specific comments to Hal at hal@hhlandstrategies.com. We request that your comments be submitted before February 10, 2022.

PROJECT GOALS

PRESENTATION
TIMES:
5:10 PM
6:00 PM

1. Provide housing in close proximity to the hospital to ensure quick medical response on a 24/7/365 basis.
2. Optimize the use of limited resources to address a critical need.
3. Reduce SJH workforce transportation and parking needs.
4. Promote connection to the community by housing staff in Teton County.
5. Design a project that is friendly to neighborhood and community interests (e.g., setbacks, parking efficiency, site plan, ADA compliance, noise).



VICINITY MAP AND ZONING

PRESENTATION
TIMES:
5:10 PM
6:00 PM



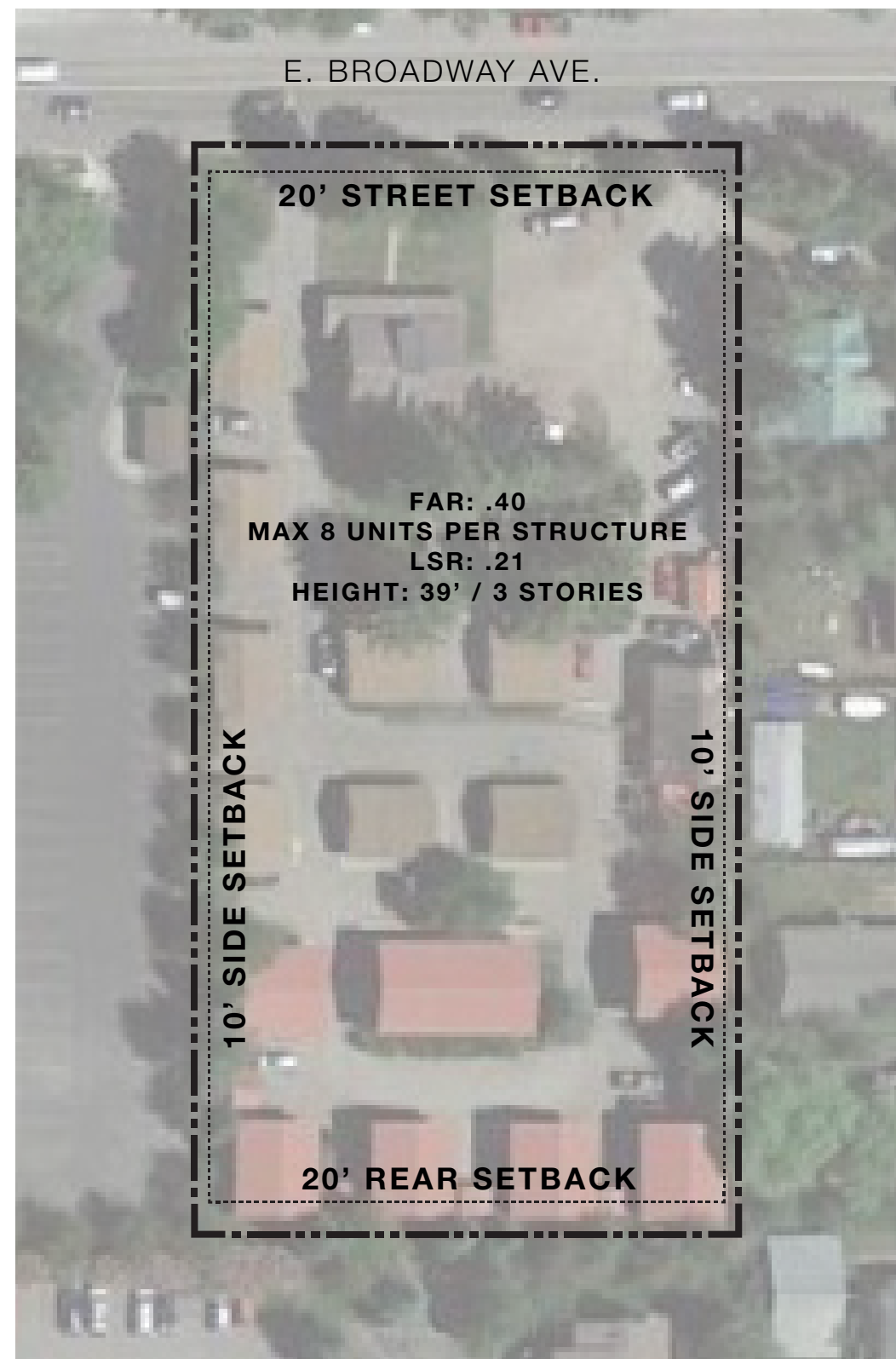
Address: 460 East Broadway
PIDN: 22-41-16-34-2-00-001

Existing Zoning:
Neighborhood Medium Density -2, NM-2

Proposed Zoning:
Public/Semi Public, P/SP

ZONING DIAGRAMS

NM-2 (existing)



P/SP (with SJH commitments)



PRESENTATION
TIMES:
5:10 PM
6:00 PM



ZONING COMPARISONS

✓ SJH COMMITS TO HONOR NM-2 ZONING

PRESENTATION
TIMES:
5:10 PM
6:00 PM

STANDARDS	NM-2 (existing zoning)	P/SP (with SJH commitments)
BUILDING SETBACKS	PRIMARY STREET - 20' SIDE - 10'	✓
SITE DEVELOPMENT SETBACKS	PRIMARY STREET - 20' SIDE/INTERIOR REAR - 5'	✓
LANDSCAPING	LANDSCAPING RATIO = .21	✓
PARKING SETBACKS	PRIMARY STREET - 20' SIDE - 1' REAR - 5'	✓
BUILDING HEIGHT	39', 3 STORIES	✓
SCALE OF DEVELOPMENT	FLOOR AREA RATIO = .40	GREATER FLEXIBILITY ALLOWED IN P/SP
NUMBER OF UNITS PER BUILDING	MAXIMUM OF 8 UNITS PER STRUCTURE	
ALLOWED USES	APARTMENT	✓
PARKING REQUIRED	1/UNIT IF < 2 BEDROOMS AND 500 SF. OTHERWISE, 1.5/DU	GOAL OF 1 UNDERGROUND PARKING SPACE PER UNIT MINIMUM, AND SHARED PARKING AGREEMENT POSSIBLE

KEY DEFINITIONS

PLEASE SEE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS FOR FULL LIST OF DEFINITIONS AND ZONING REVIEW

PRESENTATION
TIMES:
5:10 PM
6:00 PM

BUILDING SETBACKS

The term ‘setback’ usually refers to the distance a house or structure must be from the property line.

FLOOR AREA RATIO (FAR)

The Floor Area Ratio (FAR) is a calculation that determines the total sq ft than can be developed on a property in proportion to the lot size. This excludes the basement level.

LANDSCAPING

The purpose of landscaping standards is to assist in maintaining the character of the zones by requiring a minimum amount of planting, buffering and screening around and within physical development. The total amount of open space, planting, and other amenities is calculated by using the Landscaping Surface Ratio (LSR).

SITE DEVELOPMENT SETBACK

The distance all site development, excluding driveways, sidewalks, or parking, must be from the property line.

COMMENTS?

If you do not wish to submit comments during the presentation, you may email your project specific comments to Hal at hal@hhlandstrategies.com. We request that your comments be submitted before February 10, 2022.

Neighborhood Meeting
January 27, 2022 from 5:00 PM to 7:00 PM

Dear Property Owner or Resident:

This letter is being sent to you to let you know about a proposal for a zone change for the **Hitching Post Lodge Property**, and to invite you to a neighborhood information meeting where you can learn about the proposed zone change and ask questions of the applicant.

The Teton County Hospital District and St. Johns Health, as owner of the Hitching Post Lodge Property, plans to apply for a Zoning Map Amendment for the property, located at 460 E Broadway Avenue. The property is currently zoned Neighborhood Medium Density 2 (NM-2) and is 1.65 acres in size. The property presently contains the Hitching Post Lodge that currently contains housing and short-term rental uses.

The proposed project would change the zoning designation of the property from NM-2 to Public/Semi Public (P/SP). The purpose of this zone change is to provide St. Johns Health with needed flexibility to design and construct employee housing that serves their employee recruitment and retention needs so they can continue to provide high quality health care to the community.

We welcome and encourage your participation, as your input is an important part of the application review process. Please join us for a neighborhood meeting to discuss the proposal on January 27, 2022, from 5:00 PM to 7:00 PM. Due to St. Johns Health policies and concerns over transmission of the Covid 19 virus, the meeting will be hosted using Zoom. You can log onto the Zoom meeting at the following address: <https://zoom.us/j/93594504840?pwd=NTZKTlQ1SWNvNHNJQVRVVHFnanN5dz09>

The meeting is an opportunity for you to provide input on the project and to have your questions answered directly by the applicant. Planning Department Staff may attend to provide advice about the applicable provisions of the Land Development Regulations, but staff will not facilitate or become involved in discussions about the advantages or disadvantages of the proposal.

If you are unable to attend the meeting, but would like to provide input or ask questions, please contact Hal Hutchinson at 307-699-0265 or hal@hhlandstrategies.com. We look forward to seeing you at the meeting.

Sincerely,



Hal Hutchinson, Land Planning Consultant

MEETING TIME AND LOCATION

January 27, 2022
5:00 PM – 7:00 PM
Viz Zoom at:
935 9450 4840
Password:
SJH428!@

PROPOSAL NAME AND LOCATION

Hitching Post Lodge
Property Zoning Map
Amendment
460 E Broadway Avenue

ZONING INFORMATION

1.65 Acres
Neighborhood Medium
Density 2

PROPOSAL DESCRIPTION

Zoning Map Amendment to
change zoning from NM2 to
P/SP.

HELPFUL RESOURCES

See Attached "Helpful
Resources List"

Vicinity Map

Location: 460 E Broadway Avenue
Legal
Description: Map T-74A
PIDN: 22-41-16-34-2-00-001
Zoning: NM-2
Overlay: None



Helpful Resources List:

Jackson/Teton County Comprehensive Plan

<https://jacksontetonplan.com/270/Comprehensive-Plan>

Town of Jackson Land Development Regulations

<http://www.jacksontetonplan.com/DocumentCenter/View/1636/Town-of-Jackson-Land-Development-Regulations-effective-February-1-2021?bidId=>

Town of Jackson Administrative Manual

<http://jacksontetonplan.com/DocumentCenter/View/430/Jackson-Teton-County-Administrative-Manual-PDF?bidId=>

Town of Jackson
Project Plan Review History
PLANNING

Project Number	P22-053	Applied	3/9/2022	AL
Project Name	ZMA - 460 E Broadway - Hitching Post	Approved		
Type	ZONING MAP AMENDMENT	Closed		
Subtype		Expired		
Status	STAFF REVIEW	Status		

Applicant	HH Land Strategies	Owner	TETON COUNTY HOSPITAL DISTRICT
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Site Address	City	State	Zip
460 E BROADWAY AVENUE	JACKSON	WY	83001

Subdivision	Parcel No	General Plan
	22411634200001	

Type of Review	Status	Dates			Remarks
Contact		Sent	Due	Received	
Notes					
Building Kelly Sluder	APPROVED	3/9/2022	3/30/2022	3/14/2022	

Fire Kathy Clay	NO COMMENT	3/9/2022	3/30/2022	3/14/2022	

Joint Housing Dept Kristi Malone	APPROVED W/CONDITI	3/9/2022	3/30/2022	4/4/2022	See Notes

Type of Review	Status	Dates		Remarks
		Sent	Due	
Contact				
Notes				
The applicant is requesting a Zoning Map Amendment to rezone the approximately 1.65 acres at 460 E Broadway Avenue from Neighborhood Medium Density 2 to Public/Semi-Public. The subject site is currently developed with housing for both patients and employees of St. John's Health. This request for a rezone is to facilitate redevelopment of the site to enhance housing options for St. John's Health, particularly to house employees. Jackson/Teton County Affordable Housing Department (Housing Dept.) provides the following review and comments on this application. This department commends St. John's Health for their leadership in investing in strategies for proactive and collective solutions to provide community workforce housing. Housing Staff offer assistance and collaboration to St. John's Health as this project progresses. HOUSING MITIGATION PLAN: Since this rezone request serves to facilitate future development, a Housing Mitigation Plan was not provided at this time but is required for sufficiency in future development applications. If the rezone to P/SP is approved, employee generating development in the Public/Semi-public zone is exempt from the standards of LDR Division 6.3 Affordable Workforce Housing Standards (LDR Sec. 6.3.2.C.13). The only allowed residential uses in the P/SP zone are Dormitories, Group Homes, or Accessory Residential Units (ARUs). Application materials indicate that Accessory Residential Units are the main objective for this project. Since LDR Section 6.1.1.B limits ARUs accessory to non-residential uses to occupants "employed within Teton County, in accordance with the Jackson/Teton County Housing Rules and Regulations," current policy is to record Workforce Rental deed restrictions (current template attached) on the units. Housing staff would like to meet with the applicant team to evaluate the compatibility of the Workforce Rental restriction terms with St. John's needs as a large-scale employer. LIVABILITY STANDARDS: The Housing Department Rules and Regulations outline design and amenity standards to ensure production of quality housing. Restricted units are required to meet these criteria. Housing Staff recommend that the applicant review these standards before design of the ARUs and building/site design begins. If any units are required to be restricted via the terms of the Housing Department Rules and Regulations, the following process will apply to physical development: The following shall occur prior to submittal for Building Permit: 1. The Livability Standards Questionnaire shall be completed and submitted to the Housing Department for review along with floor plans that include dimensions and a functional furniture placement diagram. 2. A letter from the Housing Department will be issued to the applicant stating whether the unit(s) are approved or whether there are required changes. 3. A Livability Standards Approval Letter is required to be submitted to the Planning Department along with submittal for Building Permit. The following shall occur prior to issuance of Certificate of Occupancy: 1. The applicant or applicant's agent(s) shall attend a Compliance Conference with the Housing Department. 2. The Housing Department shall inspect the unit. 3. A restriction drafted by the Housing Department using the applicable approved Restriction Template will be recorded on the units/property. The applicant will be responsible for payment of recording fees. Thank you for the opportunity to review this application. Please contact me with any questions.				
Legal		3/9/2022	3/30/2022	
Lea Colasuonno				
Parks and Rec		3/9/2022	3/30/2022	
Steve Ashworth				

Type of Review Contact Notes	Status	Dates			Remarks
		Sent	Due	Received	
Pathways Brian Schilling (3/17/2022 3:34 PM AL)	APPROVED W/CONDITI	3/9/2022	3/30/2022	3/17/2022	See comments.
The only comment I have on P22-053 is for the north end of the property. When you look at the aerial photos, you can see the property to the east has a sidewalk that ends at the Hitching Post property line (See attached Google Earth). It would be an improvement as far as accessibility to have that sidewalk go across the hitching post property, and end at the crosswalk at No Name Rd. I'm wondering if relief from the 20' setback would allow enough space for something like that.					
Thanks, Rachel					
Rachel Rudd/Park Planner Teton County/Jackson Parks & Recreation 155 E Gill Ave PO Box 811 Jackson, WY 83001					
Planning Paul Anthony		3/9/2022	3/30/2022		
Police Michelle Weber	NO COMMENT	3/9/2022	3/30/2022	3/9/2022	No concerns
Public Works Scott Mohror	APPROVED	3/9/2022	3/30/2022	3/15/2022	Comments for future Developmen

Type of Review	Status	Dates			
		Sent	Due	Received	Remarks
Contact					
Notes					
(3/15/2022 3:58 PM SM)					
Zone Map Amendment – Approved with Comments					
P22-053 Zone NM-2 to Zone P/SP					
ADDRESS: 460 E Broadway Avenue					
OWNER: Teton County Hospital District					
APPLICANT: HH Land Strategies, LLC (Hal Hutchinson)					
03/15/2022					
Scott Mohror, (307) 733-3079					
DATE OF SUBMITTAL: 03/09/2022					
DATE OF MATERIALS: 03/07/2022					
REVISION NO.: 00					
The engineering division has reviewed your application for a ZONING MAP AMENDMENT submitted on and with application materials as dated above.					
*Please be advised that the following comments are being provided for use in preparation of future Development Plan submittals and are required for sufficiency.					
ENGINEER REVIEW COMMENTS:					
1. A demolition permit is required for each existing structure to be removed from the site. Water and sewer services to be abandoned for the project shall be abandoned at the main during the demolition phase of the project.					
2. A construction-staging narrative shall be submitted for review and approval with the Development Plan application.					
3. Plans provided shall show all work to be completed within the Town's right-of-way.					
4. Show all encroachments into the Town's right-of-way or easements. Encroachment agreements are required for encroachments of buildings, retaining walls, foundations, canopies, balconies, roofs, shoring, etc.					
5. A Plan Level Grading Permit will be required in accordance with Section 5.7.1 of the Town LDR's.					
6. Provide information on how the application will comply with this section, including the Geotechnical Report.					
7. For reference, a Wyoming DEQ Small Construction General Permit (SCGP) covers stormwater discharges from construction activities that disturb at least one acre but less than five acres.					
8. Proposed grading shall be in accordance with Section 5.7.2 Grading Standards of the Town's LDR's.					
9. Provide a grading plan that shows compliance with this section. Plan shall include existing and proposed site contours with elevation labels, spot elevations, high and low points, grade breaks.					
10. Provide easements for any grading proposed on adjacent properties.					
11. Proposed site development shall be in accordance with Section 5.7.3 of the Town's LDR's.					
12. Provide an erosion control plan that shows compliance with this section.					
13. Provide stormwater calculations and proposed storage plan in accordance with Section 5.7.4 of the Town's LDR's.					
14. Provide plans and specifications for roads, streets, alleys, sidewalks, and pathways including streetlight, signage, and markings.					
15. Provide a sanitary sewer wastewater plan.					
16. Provide a water supply plan.					
17. Provide a storm drainage plan, basins, calculations, treatment method. Stormwater discharged to a public storm sewer or right of way requires treatment. Wyoming DEQ 5D2 permits are required for subsurface discharges.					
18. Provide an irrigation plan or statement.					
19. Provide a plan for all other utilities, such as telephone, cable TV, electric, fiber, gas.					
20. Provide a plan for permanent reference monuments, property corners, etc.					
21. Permits are required prior to construction of development improvements.					
22. All improvement shall be designed by a professional engineer licensed to do such work in the State of Wyoming.					
23. The Town Council may require installation and construction of utilities, pavement and other land improvements in excess of subdivision design needs, to assure adequate service to future development areas.					
24. Provide a plan showing the point of access in accordance with Section 7.6.2 of the Town's LDR's for nonresidential uses.					
25. Provide a potable water supply analysis indicating the required domestic and fire flow demands in accordance with Section 7.7.2 of the Town's LDR's.					
26. Identify impacts to or upgrade requirements for the existing distribution system utilizing adequate water system modeling software.					

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact					
Notes					
27. Show compliance with state regulations, construction standards, connections for lots of record, provisions for system expansion, and fire protection.					
28. Provide information on planned metering and backflow prevention locations.					
29. State whether the water system will be privately or publicly owned.					
30. Water services over 2-inch in diameter require engineering design.					
31. Provide a sanitary sewer analysis in accordance with Section 7.7.3 of the Town's LDR's.					
32. Identify downstream impacts utilizing adequate sanitary sewer modeling software on existing sewers, lift stations, and treatment facilities.					
33. Show compliance with state regulations, construction standards, maximum allowable infiltration, connections for lots of record, provisions for system expansion.					
34. State whether the sewer system will be privately or publicly owned.					
35. Provide a plan for all other utilities, such as telephone, cable TV, electric, fiber, gas in accordance with Section 7.7.5 of the Town's LDR's.					
36. All utilities shall be installed underground. Provide right-of-way or easements as required.					
37. Show that private utilities can be located on private properties, e.g., transformers.					
START		3/9/2022	3/30/2022		
Darren Brugmann					

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Regular Town Council
Submitting Department:	Community Development	Presenter:	Tyler Valentine
Agenda Item:	SUBJECT: ITEM P22-015: Request for a Land Development Regulation (LDR) Text Amendment to the exterior lighting standards for private development lighting, signage lighting, and public right-of-way lighting.	Public Comment:	Yes

***This item was continued from the June 6, 2022, Council meeting due to time constraints. No changes to the staff report have been made since no new information has been requested from Council.**

Purpose & Policy Considerations.

All Text Amendments to the Town of Jackson Land Development Regulations (LDRs) require review and recommendation by the Planning Commission according to LDR Section 8.7.1. The Town Council makes the final decision on all LDR Text Amendments.

Requested Action.

The applicant, Wyoming Stargazing, is proposing an LDR Text Amendment to the Town of Jackson's exterior lighting standards relating to private development lighting, signage lighting, and publicly owned lighting (i.e., public right-of-way (ROW) lighting and lighting on publicly owned buildings). Below are the LDR Sections that require text amendments:

1. Division 1.9 Nonconformities
2. Division 2.2 Complete Neighborhood Character Zones
3. Division 2.3 Complete Neighborhood Legacy Zones
4. Division 3.3 Rural Area Legacy Zones
5. Division 4.2 Civic Zones
6. Section 5.3.1 Exterior Lighting Standards
7. Section 5.6.1 Town Sign Standards
8. Division 9.5 Defined Terms

Recommendation.

The Community Development Director recommends **approval** of LDR Text Amendment P22-015 as modified by staff and shown in this staff report.

Background.

The applicant (Samuel Singer), on behalf of Wyoming Stargazing, first brought the issue of light pollution to the attention of Town Council and the Board of County Commissioners at the July 2015 Joint Information Meeting (JIM). Wyoming Stargazing proposed the amendment to reduce light pollution in the Jackson/Teton County community and to improve the nighttime natural environment. Wyoming Stargazing is a nonprofit, educational organization that facilitates public and private stargazing programs throughout the community. The organization is running a 'Save Our Night Skies' campaign to reduce light pollution in the community.

After receiving positive feedback at the July 2015 JIM meeting, the applicant pursued an LDR Text Amendment, which was submitted in January 2016. On August 1, 2016, the Town and County both approved an LDR Text Amendment (P16-051) to their jurisdiction's exterior lighting standards.

It is important to note that the text amendment did not apply to signage lighting or publicly owned lighting (i.e., lighting in the public ROW or lighting on publicly owned buildings). At that time staff and the applicant agreed to divide the amendment into two parts – Part 1 being an amendment that addresses exterior lighting on private property, and Part 2 being a separate amendment that would address signage lighting and publicly owned lighting at a later date. The intention behind separating the amendment into two parts was to allow time for staff to more carefully consider, at a later date, the safety implications associated with exterior lighting standards in the public ROW.

The main changes that occurred with the Part 1 amendment (P16-051) can be summarized below:

- Changed the measurement of light from footcandle to lumens because lumens are easier to measure.
- Set maximum illumination standards per site based on the site development.
- Set maximum light color standards (measured in Kelvin) which reduce nighttime glare.
- Introduced adaptive controls to save energy and extinguish lights when not needed.
- Set new standards for lighting associated with outdoor recreation, special events, and complex uses (i.e., ball fields, stadiums, etc.).

Proposed Text Amendment

The applicant, Wyoming Stargazing, is proposing an LDR text amendment (Part 2) geared at further modernizing and enhancing the Town's current exterior lighting regulations for not only signage lighting and publicly owned lighting as originally intended but for lighting on private property as well. In total, there are over roughly 50 proposed changes to the LDRs which are summarized below under the **Staff Analysis** section. The primary goal of this amendment is to adopt the best standards that protect dark skies, improve nighttime visibility, and minimize wasteful lighting. This is accomplished by further modernizing the current standards and addressing areas of lighting that remain less regulated (i.e., signage lighting and publicly owned lighting). The secondary goal of his amendment is to potentially make the Town of Jackson eligible for accreditation as an International Dark Sky Community (IDSC) by the International Dark-Sky Association (IDA). There are currently 35 cities worldwide that are certified as an IDSC, 24 of which are located within the United States. The IDSC certification does not qualify the Town for any known funding or grants by state or federal governments but would serve as a testament to Jackson's efforts to protect dark nights. According to the applicant, stargazing is a small but growing niche in the travel industry and certain stargazing and astronomy enthusiasts are making conscious choices to travel to communities that are IDSC certified to enjoy the benefits of dark skies. The applicant has submitted this same text amendment with Teton County which is being reviewed separately. Finally, the applicant is requesting a fee waiver for the \$1,803.00 Text Amendment fee.

Staff Analysis

Below is a summary analysis of the proposed changes that shows current regulations (if any), proposed changes, the applicant's justification, and staff's recommendation. The summary below is mostly intended to simplify the proposed changes and not all changes are written in their final form. In addition, several proposed changes have been modified from their original language which is a result of the applicant and staff coming to an agreement on acceptable language. The Planning Commission too has agreed to these changes as well (see Planning Commission discussion below).

Key Issues:

While there is much agreement on the proposed amendments, there are still a few key remaining issues on which the applicant and staff do not agree and on which staff seeks the Council's direction:

1. **Does the Council want to seek IDSC certification for the Town of Jackson?** Certain proposed changes (17 in total) are required for IDA eligibility and those are identified as ***Requirement for IDA eligibility** under the "**Applicant's Justification**" column. Staff's recommendation does not qualify the Town for the certification but that is because staff's priority was on creating an enforceable program that fits our needs and less on meeting the certification requirements.

2. **Does the Council support the 10-year amortization of existing nonconforming lights?** Staff does not recommend the proposed amortization requirement but see below table for more detail (Item #9).
3. **Does the Council support the requirements for “warranting” for publicly owned lighting?** Staff does not recommend the proposed warranty requirement but see below table for more detail (Item #20).

Regardless of which direction the Town Council chooses to go on these key issues, the proposed lighting changes will set higher standards for the protection of dark skies which lines up with the goals of the following Comprehensive Plan language:

Policy 1.3.d states – “The prominence of nature over the built environment should extend beyond daytime viewsheds. The lighting of individual developments cumulatively impacts the ability to see dark and starry night skies. Although lighting is required for public safety, especially along pedestrian corridors, non-essential lighting will be limited and all lighting will be designed to meet dark skies best practices. Existing development will also be encouraged to implement best practices.”

Proposed Changes to Exempt Lighting (Sec 5.3.1.A.1)

#	Current	Proposed	Applicant’s Justification
1	Section 5.3.1.A.1.a - Lighting in the public ROW is currently exempt.	Lighting in the public ROW, and lighting on publicly owned buildings, are no longer exempt. A new section is created for requirements specific to publicly owned lighting.	Sets up a process for when public lighting is necessary and ensures that publicly owned lighting meets dark sky standards. *Requirement for IDA eligibility.
Staff/Planning Commission Recommendation: Both <u>support</u> the idea of no longer exempting publicly owned lighting. However, it is confusing to the reader to list public lighting as exempt but then reference a separate section that implies public lighting is not in fact exempt. Staff recommends simply removing “lighting in the public ROW, and lighting on publicly owned buildings” from the applicability section.			
2	Section 5.3.1.A.1.c - Flagpole lighting is currently exempt provided the lighting is shielded and directed downward from the top of the flagpole.	Keep current language but add a maximum lumen provision that states “ <i>Flagpole lighting that is shielded and directed downward from the top of the flagpole, and that does not exceed 75 lumens per linear foot of pole height above grade or does not exceed 100 lumens per sf of flag surface when unfolded, whichever is less. Unshielded lights are permitted provided each luminaire is less than 600 lumens and complies with the maximum lumens per site for unshielded lights.</i> ”	Prevents the over-lighting of flagpoles.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			

#	Current	Proposed	Applicant's Justification
3	Section 5.3.1.A.1.e - Lighting for emergency response is currently exempt.	Add exemption language that <i>"temporary lighting may be used by qualified personnel or the general public during emergency conditions to save life, limb or property from imminent peril."</i>	Clarifies that the emergency lighting is related to qualified personnel such as Fire/EMS, Police, Search and Rescue, etc., and not the general public
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
4	Section 5.3.1.A.1.h - Lighting for repairs of roads, utilities, and similar infrastructure is currently exempt.	Add language that states <i>"Lighting employed during repairs of roads, utilities, and similar infrastructure, including unshielded lighting, provided that the greatest reasonable effort is made to avoid glare on drivers on any roadway or highway."</i>	Seeks to avoid a public safety issue involving excessive glare on vehicular drivers.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
5	No exemptions exist for lighting employed by higher levels of government than the Town.	Section 5.3.1.A.1.i - Adds an exemption for <i>"any form of lighting mandated or otherwise governed by a legal jurisdiction beyond the authority of the Town"</i>	Creates an exemption for lighting required by higher levels of government.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
6	No exemption exists for temporary lighting.	Section 5.3.1.A.1.k - Adds an exemption for temporary lighting approved through a new temporary lighting permit process.	Establishes a temporary lighting permit process for situations or events not covered by these LDRs.
Staff/Planning Commission Recommendation: Both <u>do not support</u> creating a temporary lighting permit process due to impacts on staff resources and due to lack of necessity. Nearly all temporary lighting is associated with a special event on public property or a construction site (private or public), both of which are already covered in Section 5.3.1.D – Complex Uses. Staff is supportive, however, of working with the appropriate departments to make changes/updates to the Special Event Permit and Construction Management Plans to ensure temporary lighting complies with the LDRs and does not become a public nuisance.			
7	No exemption exists for lighting required by the Building Code.	Section 5.3.1.A.1.l - Adds an exemption for lighting required by the Building Code.	The Building Code often supersedes the LDRs and an exemption should be provided for any required lighting.
Staff/Planning Commission Recommendation: Both <u>support</u> this change. An exemption should exist for lighting required by the Building Code.			
8	No exemption exists for lighting deemed necessary by the Planning Director.	Section 5.3.1.A.1.m - Adds a catch-all exemption allowing the Planning Director to approve lighting that preserves public safety or prohibit lighting that may constitute a public hazard.	Gives authority to the Planning Director to approve or deny certain lighting related to public safety or nuisances.
Staff/Planning Commission Recommendation: Both <u>support</u> this change. This can be used in scenarios where existing nonconforming lighting is clearly a public nuisance or hazard and would expand the Town's current triggers for compliance with certain nonconforming lights.			

Proposed Amortization (Sec 5.3.1.A.2)

#	Current	Proposed	Applicant's Justification
9	Nonconforming light fixtures and bulbs can remain so long as the fixtures or bulbs are not willfully removed and replaced. If removed and replaced, they must comply with the current regulations.	Section 5.3.1.A.2 - Approve an amortization on nonconforming lighting that requires all private and publicly owned lighting to comply with these regulations within 10 years of adoption, unless exempted.	Besides this being an effective method for compliance, the main reason for this change is due to the IDA eligibility requirement. *Requirement for IDA eligibility.
Staff/Planning Commission Recommendation: Both Planning and Engineering do not support adopting an amortization on legal nonconforming lighting due to the significant need for increased code compliance staff time to implement this change. Although potentially effective, amortization is a stringent approach to obtaining compliance on existing nonconforming lights as it sets a community-wide deadline for compliance, in this case, 10 years. Unless the Council desires IDA certification, staff finds that there are other effective methods to obtain compliant lighting outside of amortization even though those methods do not gain compliance as quickly as amortization. Instead of amortization, staff proposes that all nonconforming lighting be triggered into compliance when the landowner applies for a development permit or building permit from the Town. For example, a house that has multiple nonconforming flood lights in their driveway must fix the lights as a condition of approval for any new building permit to add, for instance, a bedroom or make any other structural change that requires a building permit. The same would apply if that same property applied for a Development Plan, Basic Use Permit, Conditional Use Permit, Variance, etc., or a sign permit if the nonconforming lighting related to a sign, This approach would be a significant departure from the Town's current procedures because the Town only requires lighting compliance when the landowner either replaces the nonconforming light bulb or light fixture or expands the structure containing the nonconforming light source by 20% or more of the existing floor area or use. The first factor is essentially unenforceable because staff is rarely made aware of when a landowner replaces a light bulb or fixture given that no permit is required, thus compliance is usually gained through expansions of existing buildings. The Town's current "reactive" approach to nonconforming lighting isn't overly forceful or heavy-handed. This approach is also mindful of staff capacity in that it does not require a large amount of staff time compared to the "active" enforcement approach of amortization which would be much more time-consuming given the large number of existing nonconforming lights in the Town and the large amount of staff time needed to obtain compliance. Staff recommends keeping our current approach but is supportive, as mentioned above, of expanding the current compliance triggers by creating a new nonconforming lighting section in Division 1.9. The new section would be Section 1.9.6 – Nonconforming Lighting. The applicant has already provided suggestions on additional triggers, and those are listed below starting on Page #15 of this report. Amongst those triggers, staff is supportive of adopting the following: • Compliance for nonconforming lighting is required upon approval for a Development Plan, Conditional Use Permit, Variance, Sign Permit, or a building permit on the same property as the nonconforming lighting. • Compliance for nonconforming lighting is required after a structure is removed, demolished, or destroyed, whether intentionally or by casualty loss, such as fire, earthquake, or another unforeseen occurrence. • Compliance for nonconforming lighting is required if a building or site is unoccupied or nonoperational for at least 365 days. • Compliance for nonconforming lighting is required after the replacement of any non-conforming lighting fixture or equipment, not including the bulb.			

If the Town Council desires to be eligible as an IDSC, staff recommends adopting the applicant's proposed amortization requirement. For the private sector, this means enforcement of all nonconforming lighting on private property within 10 years of adoption. Staff does not have an estimate on the number of properties with nonconforming lighting, but the number is likely large being that there are well over 4,500 addresses in town limits. If approved, the enforcement would require substantial staff time (Planning and Code Enforcement) and would also require funding for the public outreach and education. Staff cannot estimate the amount of staff time or funding needed to accomplish the enforcement.

Applying amortization to existing lighting in the public ROW and to Town-owned property would require Public Works to conduct an inventory of all town-owned lighting, run a cost analysis for the replacement of nonconforming lights, and ensure that such costs are budgeted. At this time staff cannot estimate the amount of staff time or funding needed to accomplish this effort.

Proposed Changes to Lighting Standards (Sec 5.3.1.B.)

#	Current	Proposed	Applicant's Justification
10	Section 5.3.1.B.1 - "Lumens" are referenced as the measurement for shielded light fixtures.	Change "lumens" to "initial lumens". This would also require adding a new definition later in Division 9.5 – Defined Terms.	Initial lumens refer to the brightness of the bulb when it is new and is essentially the same as the lumens referenced on lighting cut sheets. *Requirement for IDA eligibility.
Staff/Planning Commission Recommendation: Both <u>support</u> this change. Although most lighting cut sheets label the light output in lumens, it has been interpreted by the applicant that lumens and initial lumens are generally the same.			
11	Section 5.3.1.B.1 - Current language requires that any structural part of the luminaire providing full shielding needs to be attached.	Keep current language but remove a redundant sentence pertaining to light emission above the horizontal plane of the fixture.	Removes redundant language that is already addressed in the definition of "fully shielded."
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
12	Section 5.3.1.B.1 - Current language allows unshielded lights provided that an architectural feature, such as a roof eave, serves as the shielding element.	Keep current language but remove a reference to a diagram (Bob Crelin diagram) reflecting examples of unshielded and fully shielded lights. Applicant plans to relocate the Bob Crelin diagram, along with the definition of "fully shielded" to Division 9.5 – Defined Terms.	Moves definitions to Division 9.5 for consistency purposes.
Staff/Planning Commission Recommendation: Both <u>support</u> this change. The Bob Crelin diagram and definition of fully shielded should live in Division 9.5 - Definitions.			
13	Section 5.3.1.B.2 - Currently, maximum lumens are "per site"	Remove "per site" and replace it with "per site development". A definition of net acre will be added in Division 9.5 – Defined Terms.	Ensures that only the developed portions of a property are used to determine the maximum lumens. Net acre is essentially the same as site development, which is defined in Division 9.4.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			

#	Current	Proposed	Applicant's Justification
14	Section 5.3.1.B.2 - Current max lumens per site (shielded): 100,000 (DC, CR-1, CR-2, CR-3, OR, TS, UC, BP-ToJ, MHP-ToJ, P/SP, P-ToJ, NL-5, NM-2, NH-1) 60,000 (R-ToJ, NL-1, NL-2, NL-3, NL-4, NM-1) Current max lumens per site (unshielded): 5,500 (DC, CR-1, CR-2, CR-3, OR, TS, UC, BP-ToJ, MHP-ToJ, P/SP, P-ToJ, NL-5, NM-2, NH-1) 4,000 (R-ToJ, NL-1, NL-2, NL-3, NL-4, NM-1)	Proposed max lumens per net acre (shielded): 50,000 (DC-1, DC-2, CR-1, CR-2, CR-3, OR, TS-1, TS-2, BP-ToJ, MHP-ToJ, P/SP, P-ToJ, NL-5, NM-2, NH-1) 20,000 (R-ToJ, NL-1, NL-2, NL-3, NL-4, NM-1) Proposed max lumens per net acre (unshielded): 2,000 (DC-1, DC-2, CR-1, CR-2, CR-3, OR, TS-1, TS-2, BP-ToJ, MHP-ToJ, P/SP, P-ToJ, NL-5, NM-2, NH-1) 1,000 (R-ToJ, NL-1, NL-2, NL-3, NL-4, NM-1)	Lowers the allowances per acre to numbers that are more consistent with lighting expectations for a town the size of Jackson and the kinds of land uses that the LDRs envision. IDA prescribes no specific values for these numbers, but if their values are high it may raise questions from IDA during the IDSC application review process.
Staff/Planning Commission Recommendation: <u>Shielded fixtures</u> Both support reducing the 100k and 60k maximums provided that the method for measurement is changed from “per site” to “per acre of site development” (and not per “net acre” as proposed by the applicant). Currently, most development lighting plans do not come near the 100k or 60k maximums. However, larger sites such as Albertsons, Smiths, Target, etc., that have expansive parking lots are most impacted by the current 100k-maximum as it does not provide a sufficient amount of lumens to safely, but reasonably, light the entire site. By changing the methodology to “acre of site development”, larger sites will be treated more fairly in that lighting will be based on actual site development versus an arbitrary 100k maximum per site. Staff finds that the proposed 50k maximum per acre of site development will provide a sufficient amount of lumens for commercial and high-density residential zones. As it relates to the proposed 20k reduction which applies to the low-mid density residential zones, staff is comfortable with this change because most of the sites in these zones are +/-7,500 sf with a maximum allowed lumens ranging from 5,000-7,000 lumens, which is well within the proposed 20k maximum. <u>Unshielded Fixtures</u> Regarding the proposed changes on “unshielded” fixtures, staff supports the proposed reduction in lumens to 2,000 and 1,000 since this change only affects lights that are less than 600 lumens and are not required to be fully shielded. Staff is comfortable further limiting the number of lumens for unshielded lights because these lights can still be a significant source of complaints from neighbors. Note: If either of the above changes is approved, it will require amending the zone-specific exterior lighting standards for all Town zones because each zone lists the old standards. Effectively it would require changes to the following sections: 1. Division 2.2 Complete Neighborhood Character Zones 2. Division 2.3 Complete Neighborhood Legacy Zones 3. Division 3.3 Rural Area Legacy Zones 4. Division 4.2 Civic Zones			

#	Current	Proposed	Applicant's Justification
15	Section 5.3.1.B.4 - Currently, light trespass is not allowed to fall onto adjacent properties.	Remove existing language but state that "no luminaire shall create conditions of light trespass". A new definition of light trespass will be added to Division 9.5 – Defined Terms. The light trespass visual should also be moved to Division 9.5.	Seeks to keep definitions in Division 9.5. The new definition of light trespass is more elaborate.
Staff/Planning Commission Recommendation: Both <u>support</u> this change provided that language is added requiring the applicant to demonstrate that light trespass is not occurring at the time of the Building Permit submittal. This can be done through photometric maps or statements from a qualified professional. In addition, the Engineering Department has requested that lighting in the public ROW be exempt from this requirement. Town Engineering is committed to installing dark sky compliant lighting that is fully shielded and is willing to make every effort to comply with the light trespass standard. However, Engineering cannot guarantee that all lighting in the ROW will not create some conditions of light trespass. Lighting in the ROW is intended to provide safety to all users of the ROW and so this could provide a justifiable reason to deviate or be exempt from the trespass standard. In this case, the Public Works Department is asking for the same type of exemption that is provided for lighting required by the building or fire codes. Staff recommends the following language: <i>"No luminaire installed within Town limits shall create conditions of light trespass, except those installed in the public ROW. The applicant shall demonstrate that all proposed lighting does not create conditions of light trespass at the time of building permit submittal. Lighting in the public ROW shall be installed to avoid light trespass to the greatest extent possible."</i>			
16	Section 5.3.1.B.6.a.i & ii - Under lighting controls, lighting that is required by the building code, and lighting for public safety are exempt.	Remove both exemptions since these two exemptions have been moved to the general lighting exemption section (shown above under Exempt Lighting).	Building code lighting and public safety lighting have been moved to a different exemption section, thus they are not needed here.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
17	Section 5.3.1.B.6.a.iv - Under lighting controls, lighting for tunnels, parking garages and garage entrances are exempt.	Remove this exemption.	Removes redundant language since this type of lighting is addressed in the Applicability section, specifically Section 5.3.1.A.1 Exempt Lighting.
Staff/Planning Commission Recommendation: Both <u>support</u> this change. The Building Code has requirements for lighting in tunnels, parking garages, and garage entryways, thus this exemption is already covered in the exemption Section 5.3.1.A.1.			
18	Section 5.3.1.B.7.a.i - Under the lighting reduction, motion-activated lighting is exempt.	Keep motion-activated lighting provided the lights shut off after 5 minutes of inactivity.	Sets a limit for how long lights remain on after being triggered. Ensures that after a triggering event, lights are not left on excessively long.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
19	Section 5.3.1.B.7.a.ii & iii - Under lighting reduction, lighting that is required by the building code, and lighting for public safety are exempt.	Remove both exemptions since these two exemptions have been moved to the general lighting exemption section (shown above under Exempt Lighting).	Building code lighting and public safety lighting have been moved to a different exemption section, thus they are not needed here.
Staff Recommendation: Both <u>support</u> this change.			

Proposed Section on Publicly Owned Lighting (Sec 5.3.1.B.8)

#	Current	Proposed	Applicant's Justification
20	N/A	Section 5.3.1.B.8.a - Warranting. New installations of outdoor lighting will only be installed on public properties and rights-of-way upon a determination by the Town Manager that a public safety hazard exists in the area to be lit, and that the hazard can only be effectively mitigated through the use of outdoor lighting and not through some other passive means, such as reflectorized roadway paint or markers.	Establishes a process for when publicly owned lighting is needed. *Requirement for IDA eligibility.
Staff/Planning Commission Recommendation: Staff do not support the proposed warranting section. For starters, the Town has no regulatory requirements for when/where exterior lighting is required other than by our Building or Fire codes relating to safety and egress. That type of lighting is typically associated with a building or physical development and not in the public ROW. In situations where the Town installs lighting in the public ROW, the process can vary. In some cases, lighting is approved through a Capital Improvement Project (CIP) which involves the neighborhood owners and Town Council. No single person is making the decision, rather the Town is working with the neighborhood and Town Council to install appropriate lighting in conjunction with a new sidewalk or pathway project. In other cases, public ROW lighting is reviewed and approved by Engineering not as part of a CIP but in conjunction with a new downtown development that is required to install new pedestrian sidewalks than can include lighting. But again, there is no regulatory requirement stating which developments require lighting and which ones do not. Regardless of how public ROW lighting is approved, the Town is already determining a need for lighting based mostly on the issue of safety so, in one sense, we already have an informal "warranting" for public ROW lighting. This issue raises the possibility that the Town might want to have a larger conversation about where lighting in the public ROW (and other public property) is necessary or desired, so that there is clear guidance to the Public Works Department, the general public, and private landowners or developers on when and where public lighting is to be expected and who has the responsibility to install and/or maintain it.			
21	N/A	Section 5.3.1.B.8.b - Curfew. All lighting not adaptively controlled must be fully extinguished by 11 P.M., or within one hour of the end of occupancy of the structure or area to be lit, whichever is later.	*Requirement for IDA eligibility if the adaptive controlling (below) is not approved.
Staff/Planning Commission Recommendation: Both do not support this change. Since publicly owned lighting will no longer be exempt, our current LDRs (Section 5.3.1.B.7) already have a curfew that requires all nonresidential lights to be fully extinguished after 12 AM or be reduced by 30% after 12 AM. Below is the current lighting reduction curfew: <i>Lighting Reduction. After 12:00 AM nonresidential sites shall extinguish or reduce their total exterior lighting by at least 30%.</i> <i>a. Exceptions:</i> <i>i. Motion-activated lighting</i> <i>ii. Lighting required by Building Code</i> <i>iii. Lighting necessary for public safety</i> <i>iv. Lighting governed by a conditional use permit in which times of operation are specifically identified</i> <i>v. When the exterior lighting consists of only one luminaire</i>			
22	N/A	Section 5.3.1.B.8.c - Adaptive controlling. All new installations of outdoor lighting on public properties and rights of way must be regulated with adaptive controls such that the lighting of areas is restricted to times, places and amounts required for safe occupancy.	*Requirement for IDA eligibility if the curfew (above) is not adopted.
Staff/Planning Commission Recommendation: Both support this change. Including adaptive controls on all new publicly-owned lighting is in the Town's best interest as it relates to dark skies and energy efficiency. Based on the comments from Town Engineering, adaptive controls are already being used (i.e., Rancher Street project) and can be accommodated in future			

	installations. In the event the above 2 standards are not approved, staff recommends that this change be moved to Section 5.3.1.B.6 – Controls which already addresses controls on all nonresidential lighting.
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Proposed Section on Outdoor Sports Lighting (OSL) (Sec 5.3.1.B.9)

#	Current	Proposed	Applicant's Justification
23	N/A	Section 5.3.1.B.9.a - Purpose. Field lighting shall be provided exclusively for illumination of the surface of play and adjacent viewing stands, and not for any other application, such as lighting a parking lot.	Limits lighting to only the field of play and adjacent viewing stands. *Requirement for IDA eligibility.
Staff/Planning Commission Recommendation: Both <u>support</u> this change. Although parking lots would not be covered by the OSL section, parking lots associated with an outdoor sports field would be permitted to be lit through the normal lighting standards for that zone.			
24	N/a	Section 5.3.1.B.9.b - Class of play. The design and installation of lighting for outdoor sports and similar activities shall follow the illuminance and uniformity guidelines of the IES according to the appropriate class of play.	*Requirement for IDA eligibility.
Staff/Planning Commission Recommendation: Both <u>support</u> this change provided that the language is modified. Wyoming State Statute allows the Town to reference in our LDRs certain codes such as national fire or building codes. However, referencing other standards such as the Illuminating Engineering Society (IES) would need to be done through a separate resolution stating what the standard is and defining IES. Staff is supportive of creating a separate resolution and will work with the Town Attorney on the final language for this change.			
25	N/a	Section 5.3.1.B.9.c - Shielding. OSL shall be exempt from the general shielding requirement of this section, although site plans must demonstrate that shielding is implemented to the greatest practical extent.	*Requirement for IDA eligibility.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
26	N/A	Section 5.3.1.B.9.d - Illuminance levels. Illuminance levels provided by OSL systems shall be adjustable according to task, allowing for IES-recommended values during active play as well as for lower output during other times, such as when field maintenance is being actively performed.	*Requirement for IDA eligibility.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
27	N/A	Section 5.3.1.B.9.e - Curfew. All OSL must be extinguished by 11 P.M. or within one hour of the end of active play, whichever is later. The OSL system shall be fitted with mechanical or electronic timers to prevent lights being left on accidentally overnight by enabling them to be automatically extinguished.	*Requirement for IDA eligibility.
Staff/Planning Commission Recommendation: Both <u>support</u> this change. Parks and Recreation already has an 11 PM curfew for all outdoor sports fields.			

#	Current	Proposed	Applicant's Justification
28	N/A.	Section 5.3.1.B.9.f - Off-site impacts. Impacts of OSL to any other properties shall be limited to the greatest practical extent possible. The maintained vertical illuminance at the property line shall not exceed 1 foot-candle at any time.	*Requirement for IDA eligibility.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			

Proposed Changes to Prohibited Lighting (Sec 5.3.1.C)

#	Current	Proposed	Applicant's Justification
29	Section 5.3.1.C.3 – Strings of lights are prohibited except for holidays displayed between November 1 and April 15. No single luminaire shall exceed 20,000 lumens.	Remove the sentence that prohibits a single luminaire from exceeding 20,000 initial lumens and make it its own separate item under prohibited types of lighting.	This is intended to be a separate prohibited type of lighting and should not be tied only to strings of lights.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
Staff notes that over the past several years an increasing number of properties have installed decorative strings of lights that remain up year-round. This is one area of lighting violations that does not receive much enforcement unless staff receives a complaint. Staff is seeking direction from Council as to whether they would like staff to step up enforcement and take a more active approach to these types of violations. Although staff is not supportive of the proposed amortization of all lighting, staff is open to increasing enforcement on certain violations such as strings of lights if these are deemed especially harmful. Alternatively, if the Council finds that such lighting adds character to the downtown commercial area, then such lighting can be allowed under certain limits. Otherwise, this type of violation falls mostly under the category of illegal lighting since most properties have not legally had strings of lights on their property continually since the adoption of the 1994 LDRs.			

Proposed Changes to Complex Uses (Sec 5.3.1.D)

#	Current	Proposed	Applicant's Justification
30	Section 5.3.1.D – Complex Uses	Remove references to outdoor sports lighting (i.e., stadiums, ball diamonds, playing fields, outdoor rinks, tennis courts) since those have been moved to their own new section: Section 5.3.1.B.9 Outdoor Sports Lighting.	Removes references that are addressed under a new outdoor sports lighting section.
Staff/Planning Commission Recommendation: Both <u>support</u> this change. However, since all of the “outdoor sports” uses are proposed to be removed and relocated to a new section, the title of the section should change from “Complex Uses” to “Civic and Special Uses” to better describe the section.			
31	Section 5.3.1.D.4 – Currently complex use lighting must be extinguished by 10 PM or at the conclusion of the event. Lighting cannot remain on overnight.	Add a sentence that lighting must be equipped with timers to ensure lights are not accidentally left on overnight.	Ensure lights are not left on accidentally overnight.
Staff/Planning Commission Recommendation: Both <u>support</u> this change. Although this will be very difficult to enforce on construction sites where most lighting is manually controlled.			

Proposed Changes to Town Sign Standards (Sec 5.6.1)

#	Current	Proposed	Applicant's Justification
32	N/A	Section 5.6.1.E.a.iv (Exterior Lit Signs) - "Light sources shall be extinguished completely after 11 PM or at the end of normal business hours, whichever is later, and remain off until one (1) hour before sunrise"	Limits lighting of signs overnight. *Requirement for IDA eligibility.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
33	Section 5.6.1.E.b.iv (Internally Lit Signs) – Florescent and neon lighting is no permitted for internally lit signs.	Correct spelling of "Florescent" to "Fluorescent".	Corrects spelling.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
34	N/A	Section 5.6.1.E.b.vii (Internally Lit Signs) – "Illuminance levels during permitted operating hours shall not exceed 100 nits. For electronic displays, this figure is to be measured under conditions of a full white display"	*Requirement for IDA eligibility.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
35	N/A	Section 5.6.1.E.b.viii (Internally Lit Signs) – "Light sources shall be extinguished completely after 11 PM or at the end of normal business hours, whichever is later, and shall remain off until one (1) hour before sunrise"	Limits lighting of signs late into the night. *Requirement for IDA eligibility.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
36	Section 5.6.1.E.c.ii (Backlit Signs) – Florescent and neon lighting	Correct spelling of "Florescent" to "Fluorescent".	Corrects spelling.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
37	N/A	Section 5.6.1.E.c.vii (Backlit Signs) – "Light sources shall be extinguished completely after 11 PM or at the end of normal business hours, whichever is later, and shall remain off until one (1) hour before sunrise"	Limits lighting of signs late into the night. *Requirement for IDA eligibility.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			

Proposed Changes to Defined Terms (Division 9.5)

#	Current	Proposed	Applicant's Justification
38	N/A	Adaptive controls. Adaptive controls mean mechanical or electronic devices, when used in the context of outdoor lighting systems, intended to actively regulate the switching, duration, and/or intensity of light emitted by such systems. Examples of adaptive controls include timers, dimmers, and motion-sensing switches.	Adaptive controls are required by IDA. This adds a clear definition of what adaptive controls are. *Requirement for IDA eligibility.
Staff/Planning Commission Recommendation: Both <u>support</u> this change. Having a definition of adaptive controls is necessary since the verbiage is used throughout the proposed amendment.			
39	N/A	Backlit sign. A backlit sign is any sign or display whose message or design is indicated by the use of opaque materials situated in front of a luminous background as viewed by an observer. Sometimes referred to as a "reverse pan channel" sign.	Provides a definition of backlit signs which currently does not exist.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
40	N/A	Foot-candle. A foot-candle is a non-SI unit of illuminance or light intensity. The foot-candle is defined as the intensity of one lumen of light falling with uniform distribution on a surface with an area of one square foot.	The term footcandle is referenced in other locations and should have its own definition.
Staff/Planning Commission Recommendation: Both <u>support</u> this change. Footcandle needs to be defined since photometric maps usually measure light shed in footcandles.			
41	N/A	Fully Shielded. Fully shielded means an outdoor luminaire constructed so that in its installed position all of the light emitted by the luminaire is projected below the horizontal plane passing through the lowest light-emitting part of the luminaire. Examples of Unshielded (Prohibited) and Fully Shielded (Allowed) lights and luminaires limiting light to the horizontal plane are shown below.	Replaces the existing definition that is proposed to be removed from Section 5.3.1.B.1.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
42	N/A	Illuminating Engineering Society (IES). Illuminating Engineering Society or IES means an industry-supported, nonprofit learned society headquartered at 120 Wall Street, New York City, New York, recognized as an authoritative body on the science and application of lighting that publishes and promotes recommended practices for a variety of specific lighting applications.	Defines IES which is referenced in the proposed text for Section 5.3.1.B.9.b.
Staff/Planning Commission Recommendation: Both <u>support</u> this change provided it is located within a separately adopted resolution. Please see #25 & #27 above.			
43	N/A.	Initial lumens. The number of lumens of light emitted by a luminaire when the lamp is new, not accounting for any depreciation due to the age of the lamp or environmental conditions that may be detrimental to its performance.	Initial lumens are the metric of measurement required by IDA. This adds a clear definition of initial lumens. *Requirement for IDA eligibility.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			

#	Current	Proposed	Applicant's Justification
44	N/A	Internally illuminated. Internally illuminated refers to any sign or display, whether on- or off-premise, consisting of (1) translucent surfaces whose message is designed to be made visible by means of lamps or other light sources concealed with such surfaces; or (2) a sign whose content is made visible by means of luminous elements under active electronic control and therefore subject to alteration in order to vary the color, content and/or brightness of the message displayed.	Provides a definition of internally lit signs which currently does not exist.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
45	N/A	Nit. Nit is a measure of luminance – the light intensity of the light leaving a sign surface in a given direction. 1 nit is a candela per square meter (cd/m2)	Provides a definition of nit which is used to measure light for internally lit signs.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			
46	N/A	Light Trespass. Light trespass shall mean a condition in which an illuminated luminaire on one property creates a vertical illuminance at the property line that exceeds 1 foot-candle.	Defines light trespass.
Staff/Planning Commission Recommendation: Both <u>support</u> this change.			

Other Proposed Changes

#	Current	Suggested Change	Applicant's Justification
47	N/A	The applicant suggests adding "findings of fact" language that elaborates on the purposes of these lighting rules and regulations.	Provides More specific findings of fact and statements of purpose in the preamble to 5.3.1 and can help guide future interpretations of the statutory language.
Staff/Planning Commission Recommendation: Both <u>do not support</u> this change. Staff finds that the current purpose statement at the beginning of the lighting section is sufficient in describing the intent of the lighting standards.			
48	N/A	The applicant suggests establishing lighting zones.	The use of Lighting Zones in municipal land use ordinances is becoming increasingly common as many users of such codes inherently understand the notion of zone-based allowances and prohibitions. Lighting Zones could be easily mapped to existing Town land-use zones, with final determinations left to the Planning Director or designee.
Staff/Planning Commission Recommendation: Both <u>do not support</u> this change. Essentially, lighting is already somewhat broken up into zones as Section 5.3.1.B.2 limits the maximum lumens based on zoning.			
49	N/A	The applicant suggests establishing a temporary lighting approval process.	Language is suggested here that, if enacted, would establish a clear process by which the Town would permit installations of lighting for temporary uses that (1) avoids a tendency for "temporary" installations to become permanent over time; and (2) ensures reasonable compliance with the LDRs to the greatest practical extent possible.

	Staff/Planning Commission Recommendation: Both <u>do not support</u> this change. Nearly all temporary lighting is already being addressed either through special events or the Civic and Special Uses section and there is no need to create another process. Staff finds that all other lighting should meet the standards for permanent lighting.		
50	N/A	Division 1.9 Nonconformities - The applicant suggests 8 new ways to increase compliance on legal nonconforming lighting.	In addition to the language required by IDA that amortizes non-conforming lighting installations within ten years of the enactment date of the statute, it is now considered best practice to include other situations and circumstances that automatically trigger compliance while otherwise extending indefinite grandfather protection. These include items like changes of use, destruction of property, new construction or renovation of existing facilities, and more.
	a. An application for a Town Planning Department design review, conditional use, subdivision permit, or building permit; Staff Recommendation/Planning Commission: Both <u>support</u> this trigger, but not for a subdivision permit. Applications that involve the Design Review Committee, a Conditional Use Permit, or a building permit signify that physical changes/improvements will be made to the interior and/or exterior of the building. This would be an ideal time to gain compliance with nonconforming lighting. With that being said, staff can see this as being too burdensome in situations such as if a business owner wanted to remove or add an interior wall, which would require a building permit. For the building permit trigger, staff recommends that it only applies to building permits related to a change of use. b. A change of use of the property; Staff Recommendation/Planning Commission: Both <u>support</u> this change only if the building permit is triggered by a change in use or an expansion. Without triggering a building permit, this trigger could over-burden small business owners who are already struggling to conduct business in Jackson as rental rates and inflation continue to increase. Requiring a tenant to fix the lighting on a building they likely do not own if a building permit is required to make necessary code improvements. c. Any renovation to the property equal to or exceeding twenty (20) percent of its assessed value; Staff Recommendation/Planning Commission: Both <u>do not support</u> introducing a trigger based on assessed value. It would require an appraisal with every renovation or expansion. d. More than fifty (50) percent of the total appraised value of a structure, as determined from the records of the county's appraisal district, is destroyed; Staff Recommendation/Planning Commission: Both <u>do not support</u> introducing a trigger based on assessed value. It would require an appraisal any time a destructive disaster occurs. Staff does support a trigger upon a total disaster that requires the entire building or site to be rebuilt. e. A determination by the Planning Director that the legal nonconforming luminaire constitutes a public hazard or nuisance; Staff Recommendation/Planning Commission: Both <u>support</u> this change. In situations where no other trigger applies to a light(s) that is clearly a public nuisance, there should be a provision that allows the Planning Director to enforce the nonconforming light(s). f. A certificate of occupancy is issued for a property previously determined by the Planning Director to be abandoned for at least six (6) months; Staff Recommendation/Planning Commission: Both <u>support</u> this change provided that the language be modified to require compliant lighting in the event that a building or site is abandoned for more than 365 days. g. The replacement of any legal non-conforming luminaire with new lighting equipment, not inclusive of lamps or similar consumable parts; or Staff Recommendation/Planning Commission: Both <u>support</u> this change.		

h. Ten (10) years after the effective date of this section.

Staff Recommendation/Planning Commission: Both do not support this change as previously mentioned above under the **Proposed Amortization** section.

In addition to the above text changes, the applicant is requesting a fee waiver for the \$1,803.00 Text Amendment fee. Per Resolution 21-08 (Fee Schedule), the Town Council may reduce, defer, or waive application fees upon request if the proposed project advances significant community goals, which include projects that provide an extraordinary charitable, civic, educational, or similar benefit. Staff is supportive of the fee waiver being that the proposed text amendment furthers the community-wide goal of protecting dark skies.

Planning Commission

The Planning Commission reviewed this item on June 1, 2022, and unanimously recommended approval to Town Council as conditioned by staff. The Commissioners asked about amortization and warranting of publicly owned lighting mostly to better understand their implications and impacts on the Town. Ultimately the Commissioners felt that the Town Council should weigh in on these two policy decisions. All members were supportive of the amendment's efforts to protect dark skies, reduce waste and save energy. In addition, the Commissioners discussed light trespass in the ROW and how engineering should be granted flexibility but should also strive to avoid light trespass to the greatest extent possible. Finally, the Commissioners discussed strings of lights and signage lighting and how those types of lighting appear to be the largest violators of the lighting regulations.

Staff Factors

Pursuant to Section 8.7.1.C of the Town of Jackson Land Development Regulations, the advisability of amending the text of these LDRs is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt or deny a proposed LDR text amendment the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:

1. Is consistent with the purposes and organization of the LDRs;

Complies. The purposes of the LDRs per Division 1.3 and are generally to implement the Comprehensive Plan and to promote the health, safety, and general welfare of the present and future inhabitants of the community. This amendment is consistent with those purposes in that it considers the impacts of light pollution on the health of residents and wildlife in the community.

2. Improves the consistency of the LDRs with other provisions of the LDRs;

Complies. The amendment proposes more specific, more comprehensive standards for exterior lighting. This improves the consistency of the exterior lighting standards with Div. 5.3. Scenic Standards, which states that "dark skies are vital to the community's natural character." The current standards, which were amended last in 2016, did not address public-owned lighting and signage lighting and do not achieve the same level of protection of this vital resource that the proposed amendment will do.

3. Provides flexibility for landowners within standards that clearly define desired character;

Complies. The amendment more clearly defines the regulations for outdoor lighting and thus helps landowners understand where flexibility exists in terms of selecting outdoor lighting for their property. It also empowers landowners to understand their compliance with the regulation.

4. *Is necessary to address changing conditions, public necessity, and/or state or federal legislation;*

Complies. As development in the Town of Jackson continues to increase, efforts to protect our dark skies are warranted. Staff finds that the proposed Text Amendment fills the gaps in our current lighting standards by addressing signage and public lighting

5. *Improves implementation of the Comprehensive Plan; and*

Not Applicable per Wyoming State statute.

6. *Is consistent with other adopted Town Ordinances.*

Complies. The proposed amendment does not conflict with any other Town Ordinances.

FISCAL IMPACT

None.

STAFF IMPACT

Staff has spent approximately 80-100 hours to complete research on this topic and prepare this staff report.

ATTACHMENTS OR LINKS

Application packet

Departmental reviews

SUGGESTED MOTION

I move to **approve** the proposed text amendment P22-015, based upon factors 1-6 in Section 8.7.1.C of the Land Development Regulations as presented and conditioned by staff in the June 21, 2022, staff report.



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: Exterior Lighting Standard and Sign Standard Proposed Text Amendments
Physical Address: Teton County and Town of Jackson
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

APPLICANT/AGENT.

Name: Wyoming Stargazing / Samuel Singer Phone: 307-413-4779
Mailing Address: PO Box 9584 Jackson, WY ZIP: 83002
E-mail: Samuel@wyomingstargazing.org

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 #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

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

Have you attached the following?

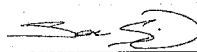
_____ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

_____ **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at <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
Samuel Singer

Name Printed

01/25/2022

Date
Executive Director

Title

Application for a
Land Development Regulation
Amendment

Submittal date: January 25, 2022

Applicant:

Wyoming Stargazing
PO Box 9584
Jackson, WY 83002
307-413-4779
samuel@wyomingstargazing.org

Prepared by:

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Introduction

This application proposes to amend the following components of the Teton County/Town of Jackson Land Development Regulations Article 5 ('Physical Development Standards Applicable in All Zones'):

- Div. 5.3. ('Scenic Standards'), §5.3.1. ('Exterior Lighting Standards')
- Div. 5.6. ('Sign Standards'), §5.6.1. ('Town Sign Standards')

We propose a series of changes to the County/Town Exterior Lighting Standards and the Town Sign Standard in order to make Jackson eligible for accreditation as an International Dark Sky Community (IDSC) by the International Dark-Sky Association (IDA). The IDA policy standard for IDSC eligibility reflects established and internationally recognized standards for dark-sky protections. The proposed amendments would bring the Town and County into alignment with these standards, consistent with the goals of Policy 1.3.d ("Maintain dark night skies") in the Jackson/Teton County Comprehensive Plan's 'Environmental Stewardship' section.

In accordance with requirements set forth in the Land Development Regulations (LDRs) this application will outline here how the proposed amendment to the exterior lighting standard:

- Is consistent with the purposes and organization of the LDRs;
- Improves the consistency of the LDRs with other provisions of the LDRs;
- Provides flexibility for landowners within standards that clearly define desired character;
- Is necessary to address changing conditions;
- Improves implementation of the Comprehensive Plan; and
- Is consistent with other adopted Town and County Ordinances.

Overview: Maintaining Dark Skies

Preserving Jackson's natural character is central to the 'Vision and Common Values' of the Comprehensive Plan, which emphasizes that "to achieve our desired community character, the community must protect and enhance the ecosystem in which we live." Maintaining the region's dark night skies is enumerated as a specific goal of the Plan. It specifically calls for looking "beyond daytime viewsheds" in guiding sensible development in the future:

Lighting of individual developments cumulatively impacts the ability to see dark and starry night skies. Although lighting is required for public safety, especially along pedestrian corridors, non-essential lighting will be limited and all lighting will be designed to meet dark skies best practices. Existing development will also be encouraged to implement best practices.

In order to fully modernize the Jackson/Teton County codes and enable the Town to be accredited as an IDSC, we propose specific changes to two sections of the LDRs.

The purpose of the Exterior Lighting Standard (§5.3.1.) is “to allow necessary and reasonable lighting of public and private property for the safety, security, and convenience of occupants and the general public, while eliminating or reducing the nuisance and hazards of light pollution, including, but not limited to: glare, light trespass, sky glow, energy waste, and negative impacts on the nocturnal environment.” It is housed in the County/Town LDRs’ ‘Scenic Standards’ Division (5.3), which finds that “dark skies are vital to the community’s natural character.”

Among other purposes, the Jackson Town Sign Standards (§5.6) is intended to “to protect and enhance the community character and visual environment; to preserve the right of the citizens to enjoy our Town’s scenic beauty; to improve pedestrian and traffic safety; [and] to minimize the possible adverse effect of signs on nearby public and private property.” It aims to achieve these goals while ensuring that Jackson businesses and residents are afforded “equal and fair opportunity to advertise and promote its products and services without discrimination” and enabling “the the fair and consistent enforcement” of sign regulations.

Due to the advent of electronic message centers (EMCs), also known as ‘digital signs’, illuminated signs are quickly becoming a significant contributor to light pollution in many communities. Unlike conventional, externally illuminated signs, their light cannot be shielded. This advance in technology brings with it new challenges involving the balance between resident and business interests and preserving community character. We aim to incorporate new EMC regulatory best practices into the LDRs in order to reset that balance in a way that benefits all of Jackson.

In addition to the overarching goal of enabling Jackson’s designation as an IDSC, the following principles of all three Common Values within the Comprehensive Plan support and are supported by the LDR revisions we propose:

- Maintain healthy populations of all native species (Principle 1.1)
- Protect and steward open space (Principle 1.4)
- Reduce consumption of non-renewable energy (Principle 2.1)
- Promote vibrant, walkable mixed use areas (Principle 4.2)
- Enhance civic spaces, social functions, and environmental amenities to make Town a more desirable Complete Neighborhood (Principle 4.4)
- Measure prosperity in natural and economic capital (Principle 6.1)
- Promote a stable and diverse economy (Principle 6.2)

Proposed Exterior Lighting Standard Amendments Overview

The Exterior Lighting Standard (§5.3.1.) was last updated in 2017, which resulted in substantive improvements to its provisions. Proponents at the time identified a number of shortcomings of the existing Standard that were addressed and resolved in the amendment process. The Town Sign Standard (§5.6.1.) was also last updated in 2017, relatively early in the deployment history of EMCs. As the outdoor advertising industry increasingly looks to a future in which this type of changeable copy sign dominates the market, it behooves the Town to adapt its sign code accordingly in order to provide regulatory certainty to residents and businesses.

We now recommend a series of additional changes to update and further modernize the LDRs that will bring them into alignment with the policy standards of the International Dark-Sky Association, the recognized global authority on outdoor lighting policy for protecting the nighttime environment. These are:

1. Add the following definitions to Div. 9.5: “adaptive controls”, “backlit sign”, “foot-candle”, “fully shielded”, “Illuminating Engineering Society”, “initial lumens”, “internally illuminated”, and “light trespass.
2. Clarify that the lumens restriction in §5.3.1(B)(1) refers to initial lumens.
3. Decide whether to keep the illumination standards (lm/SF) in §5.3.1(B)(2) or the overall site limits. The existing language does not indicate whether these are either/or propositions or instead if both must be observed simultaneously. If the latter, the language inadvertently caps the size of a fully developed parcel that may be lighted.
4. If the site limits are kept in §5.3.1(B)(2), consider capping unshielded site lumens on a per-net-acre basis rather than the existing per-parcel basis. Doing so would further require defining “net acre” in Div. 9.5.
5. Decide similarly whether to keep the illumination standards (lm/SF) in §5.3.1(D)(5) for “complex uses” or the overall site limits.
6. If the site limits are kept in §5.3.1(D)(5), consider capping total light emissions on a per-net-acre basis rather than the existing per-parcel basis.
7. Reconsider maximum lumens limits given typical lot sizes in Jackson; i.e., limits may either be too high or too low now, given that allowances do not scale with lot size but rather only with land-use zones.
8. Eliminate outdoor sports lighting (OSL) as a defined “Complex Use” under §5.3.1(D) and instead treat it as a separate lighting application in its own subsection, subject to restrictions consistent with IDA requirements.
9. Add reasonable lumens limits to flagpole lighting that scales according to pole height and/or flag size. Suggestions are 75 lumens per linear foot of pole height, or 100 lumens per square foot of flag surface area when fully unfolded.

10. Add additional language to the exemptions in §5.3.1(A)(1), including: lighting used during road and infrastructure repairs; lighting required by legal jurisdictions higher than the Town; lighting required by the Building Code; and temporary lighting used during undeclared emergencies constituting an “imminent peril”.
11. Add a section detailing a process for permitting temporary installations of outdoor lighting.
12. Add a subsection to §5.3.1(A) requiring the amortization of non-conforming lighting installations within ten years of the enactment of the updated ordinance.
13. Replace the existing language on light trespass in §5.3.1(B)(4) with a definition of the term in Div. 9.5 and new language that refers to the defined term. Also, move the cartoon diagram in that section to the definitions.
14. Add 11 p.m. curfews for all illuminated signs in the subsections of §5.6.1(E).
15. Add surface area limits to all types of illuminated signs in the subsections of §5.6.1(E).
16. Add a luminance limit for internally illuminated signs in §5.6.1(E)(b).
17. Add general exemptions for lighting required by Building Code and lighting identified by the Planning Director as required to preserve public safety and eliminate their references elsewhere in the code.
18. Add a policy governing the use of publicly owned lighting (i.e., lighting in public rights-of-way) establishing installation warranting, curfews, and the use of adaptive lighting controls.

Consistency with LDRs

Our proposed amendments retain the core content and structure of both the Exterior Lighting Standard and the Town Sign Standards so as to adhere to the original purposes and organization of the LDRs. These purposes include:

§1.3.1.: *“Preserve and protect the area’s ecosystem in order to ensure a healthy environment, community, and economy for current and future generations.”* Given the rapidly maturing scientific understanding of the problem of light pollution and the ecological consequences of artificial light at night, sufficient evidence exists to support the proposition that a healthy and resilient environment requires accessible nighttime darkness. In particular, given the rural nature of the predominantly public lands surrounding and adjacent to Jackson Hole, its nighttime light impact is outsized compared to more urban communities of its size.

§1.3.2.(A)(2): *“Consume less nonrenewable energy as a community in the future than we do today.”* While modern lighting technologies are highly energy efficient, a lower total cost of ownership may promote unnecessary use of light at night. This may undermine or even erase the environmental benefits of modern, energy-efficient lighting. Better outdoor lighting practices that make use of the full range of capabilities of these new

technologies naturally lead to lower light consumption and further energy savings without any obvious negative consequences.

§1.3.2.(A)(3): *“Residents and visitors will safely, efficiently, and economically move within our community and throughout the region using alternative modes of transportation.”*

One goal of this proposal is to enhance nighttime visibility in Jackson so as to improve public safety. The pursuit of dark skies in Jackson does not entail accepting compromised safety and security; ‘dark skies’ doesn’t mean ‘dark ground’. Nighttime hazards will be more visible, reducing the risk associated with transit under such conditions.

§1.3.4.(A): *“Ensure standards are consistently applied to similar applications and circumstances.”* Another goal of this proposal is to more precisely delineate the Exterior Lighting and Town Sign Standards; add detail to elicit more voluntary compliance with the LDRs; tighten technical definitions to better articulate the intended effects of the LDRs; and provide better outdoor lighting guidance to homeowners, business owners, and public officials.

Clear Definitions and Flexibility

Our proposal strengthens and clarifies technical terms related to outdoor lighting so as to ensure more consistency and predictability of LDR enforcement. The nature of the new definitions is aimed at helping developers, property owners, plan reviewers and code enforcement officials better understand the technical requirements of §§5.3.1. and 5.6.1., making it easier for them to comply with the requirements of those sections. Furthermore, new or updated provisions for lighting applications such as outdoor athletic fields and flagpoles better accommodate the needs and desires of property owners.

Necessity of Addressing Changing Conditions

As Jackson continues to grow in coming decades, the need to balance development pressures with the purpose and vision of the LDRs in creating consistent community character, preserving a healthy environment, and cultivating a sustainable regional economy drives an equally significant need to reduce light pollution and maintain the area’s dark night skies. Innovation in lighting design and technology enables addressing this need while ensuring public safety and respecting property rights. The ongoing conversion of existing outdoor lighting stock in Jackson to highly energy-efficient light-emitting diode (LED) technology helps reduce electricity consumption and reduce Jackson’s carbon footprint, but the tendency toward overconsumption of progressively cheaper resources threatens to wipe out these gains.¹ It may further create new social and environmental problems through the poor application of light at night relative to the needs of property owners and the community as a whole. Our proposal addresses these

¹ Kyba, C. C. M., *et al.* (2017). Artificially lit surface of Earth at night increasing in radiance and extent. In *Science Advances* (Vol. 3, Issue 11, p. e1701528). <https://doi.org/10.1126/sciadv.1701528>

concerns and seeks a sensible solution, the goal of which is to improve nighttime visibility in Jackson by targeting and reducing wasted light at night.

Improved Implementation of the Comprehensive Plan

The Comprehensive Plan is clear and direct in its intent to maintain dark night skies as part of preserving ecological aspects of Jackson's community character. Its Policy 1.3.d. directly calls for this:

The prominence of nature over the built environment should extend beyond daytime viewsheds. The lighting of individual developments cumulatively impacts the ability to see dark and starry night skies. Although illumination is required for public safety, especially along pedestrian corridors, non-essential lighting should be limited, and all lighting will be designed to meet dark skies best practices. Existing development will also be encouraged to implement best practices.

Previous efforts to modernize the Exterior Lighting Standards, consistent with this Policy, were aimed at improving compliance with the LDRs at the plan review stage, in particular, ensuring that the worst of outdoor lighting designs were never approved. There is evidence that the strategy worked; although the population of Jackson grew by about 10% in the decade 2010-2020, the emission of light from within city limits measured from space during the same time is almost unchanged.

The amendments in the current proposal further support and strengthen community commitment to realizing the aspirations Policy 1.3.d in particular. By reducing light waste and further lowering light consumption, the proposal also supports the broader Principles of the Comprehensive Plan, including:

- *"Maintain healthy populations of all native species"* (Principle 1.1): Reducing light waste prevents light at night from impinging on nocturnal wildlife habitat and promotes a healthy urban ecology.
- *"Maintain the scenic resources of the community"* (Principle 1.3): Dark night skies are among the signature natural resources of the Jackson Hole and Grand Teton National Park region.
- *"Reduce the consumption of non-renewable energy"* (Principle 2.1): Better and more precise application of outdoor light at night will naturally reduce the amount of light needed to get the job done, resulting in decreased electricity consumption.
- *"Increase energy efficiency in buildings"* (Principle 2.4): Similarly, more efficient use of outdoor light at night will reduce energy costs for building owners.
- *"Manage growth predictably and locally"* (Principle 3.3): The proposed amendments further articulate the responsibilities and privileges of property owners under the LDRs.

They clarify community expectations to ensure that the Town can continue to grow and develop without necessarily inflicting environmental harm as a consequence of doing so.

- *“Enhance civic spaces, social functions, and environmental amenities to make Town a more desirable Complete Neighborhood”* (Principle 4.4): Quality outdoor lighting improves nighttime visibility, enhancing public safety and promoting real security in Jackson. Coupled with the splendor of the region’s dark night skies, the result is outdoor spaces in which visitors and residents alike feel safe and secure at night, promoting community wellbeing.
- *“Measure prosperity in natural and economic capital”* (Principle 6.1): Jackson’s natural capital contributes to clean jobs and sustainable tourism that are both good for the community’s bottom line.
- *“Promote a stable and diverse economy”* (Principle 6.2): Increasingly, concern for and attention to dark skies mean rural economic development. One recent estimate put the economic impact from night-sky tourism on the Colorado Plateau alone at \$6 billion and 10,000 jobs in the decade of the 2020s.² As tourism is expected to ramp up quickly with the end of the COVID-19 pandemic in sight, the Town and County stand to benefit substantially from a robust ‘astrotourism’ sector.

Consistency with Town Ordinances

There are no known inconsistencies with the current proposal and either the LDRs or any other existing Town or County Ordinances.

Summary

Pursuit of the Comprehensive Plan’s Vision, Common Values, and specific policies relating to maintaining dark night skies in the region began with the 2017 update and continues with the further modernization of the Town/County code through the amendments in the current proposal. We suggest that obtaining International Dark Sky Community accreditation for Jackson is the most complete implementation of the Comprehensive Plan in this realm, and encourage the Town and County to make the suggested changes to the LDRs that enables Jackson’s recognition by the International Dark-Sky Association through this prestigious award.

In summary, approving this amendment:

- **Furtheres the objectives of the LDRs and Comprehensive Plan;**
- **Maintains the consistency among provisions of the LDRs;**
- **Provides flexibility for landowners within standards that clearly define desired character;**

² Mitchell, D. and Gallaway, T. (2019), "Dark sky tourism: economic impacts on the Colorado Plateau Economy, USA", *Tourism Review*, Vol. 74 No. 4, pp. 930-942. <https://doi.org/10.1108/TR-10-2018-0146>

- **Is necessary to address changing conditions brought on by the rapid adoption of LED lighting technology and the emerging market for Electronic Message Centers;**
- **Improves implementation of the Comprehensive Plan by adhering more closely to lighting design best practices;**
- **Is consistent with other adopted Town and County Ordinances; and**
- **Meets core outdoor lighting policy requirements for International Dark Sky Community accreditation.**



Town of Jackson Exterior Lighting Standard and Sign Standard Redline Versions with Explanatory Notes

This document adds further context to the accompanying “Town of Jackson Outdoor Lighting Policy Redline Version”, which proposes a series of amendments to the Town’s existing Land Development Regulations (LDRs). These are drawn from several sources, including the joint Illuminating Engineering Society (IES) and International Dark-Sky Association (IDA) [Model Lighting Ordinance](#), the 2018 IDA [International Dark Sky Community Program Guidelines](#) (IDSC), and exemplary U.S. outdoor lighting ordinances such as those of Tucson and Flagstaff, Arizona. The aim of the redline is to suggest a modernization of the Town of Jackson to align its outdoor lighting provisions with recognized best practices that reduce energy consumption and light pollution, improve nighttime visibility, enhance public safety, and contribute qualitatively to quality of life. It will also help “future-proof” the code as lighting technology evolves so as to minimize the need for future amendments.

We identify the following opportunities to improve the Town of Jackson LDRs as the centerpiece of a comprehensive Town policy strategy for improving the quality of outdoor lighting in the Jackson and making the town eligible for International Dark Sky Community designation:

1. Add the following definitions to Div. 9.5: “adaptive controls”, “backlit sign”, “foot-candle”, “fully shielded”, “Illuminating Engineering Society”, “initial lumens”, “internally illuminated”, and “light trespass.
2. Clarify that the lumens restriction in §5.3.1(B)(1) refers to initial lumens.
3. Decide whether to keep the illumination standards (lm/SF) in §5.3.1(B)(2) or the overall site limits. The existing language does not indicate whether these are either/or propositions or instead if both must be observed simultaneously. If the latter, the language inadvertently caps the size of a fully developed parcel that may be lighted.
4. If the site limits are kept in §5.3.1(B)(2), consider capping unshielded site lumens on a per-net-acre basis rather than the existing per-parcel basis. Doing so would further require defining “net acre” in Div. 9.5.
5. Decide similarly whether to keep the illumination standards (lm/SF) in §5.3.1(D)(5) for “complex uses” or the overall site limits. The existing language implies that both must be

observed simultaneously, which inadvertently caps the size of a fully developed parcel that may be lighted at 2.10 acres. A solution may require specifying maximum values for all types of common complex uses; i.e., a one-size-fits-all approach as it exists now may not work well.

6. If the site limits are kept in §5.3.1(D)(5), consider capping total light emissions on a per-net-acre basis rather than the existing per-parcel basis.
7. Reconsider maximum lumens limits given typical lot sizes in Jackson; i.e., limits may either be too high or too low now, given that allowances do not scale with lot size but rather only with land-use zones.
8. Eliminate outdoor sports lighting (OSL) as a defined “Complex Use” under §5.3.1(D) and instead treat it as a separate lighting application in its own subsection, subject to restrictions consistent with IDA requirements.
9. Add reasonable lumens limits to flagpole lighting that scales according to pole height and/or flag size. Suggestions are 75 lumens per linear foot of pole height, or 100 lumens per square foot of flag surface area when fully unfolded.
10. Add some additional language to the exemptions in §5.3.1(A)(1), including: lighting used during road and infrastructure repairs; lighting required by legal jurisdictions higher than the Town; lighting required by the Building Code; and temporary lighting used during undeclared emergencies constituting an “imminent peril”.
11. Add a section detailing a process for permitting temporary installations of outdoor lighting.
12. Add a subsection to §5.3.1(A) requiring the amortization of non-conforming lighting installations within ten years of the enactment of the updated ordinance.
13. Replace the existing language on light trespass in §5.3.1(B)(4) with a definition of the term in Div. 9.5 and new language that refers to the defined term. Also, move the cartoon diagram in that section to the definitions.
14. Add 11 p.m. curfews for all illuminated signs in the subsections of §5.6.1(E).
15. Add surface area limits to all types of illuminated signs in the subsections of §5.6.1(E).
16. Add a luminance limit for internally illuminated signs in §5.6.1(E)(b).
17. Add general exemptions for lighting required by Building Code and lighting identified by the Planning Director as required to preserve public safety and eliminate their references elsewhere in the code.
18. Add a policy governing the use of publicly owned lighting (i.e., lighting in public rights-of-way) establishing installation warranting, curfews, and the use of adaptive lighting controls.

In the remainder of this document, the existing text of the relevant LDRs and our proposed changes are shown in `black Courier New font`. Proposed changes required for IDA certification are noted in `plain red Courier New font`. Additional proposals relating to lighting best practice are in `italic red Courier New font`. Notes explaining the suggested changes are shown in `blue Arial font`.

5.3.1. Exterior Lighting Standards

The purpose of this Section is to allow necessary and reasonable lighting of public and private property for the safety, security, and convenience of occupants and the general public, while eliminating or reducing the nuisance and hazards of light pollution, including, but not limited to: glare, light trespass, sky glow, energy waste, and negative impacts on the nocturnal environment.

A. Applicability

All exterior lighting, unless exempted below, shall comply with the regulations set forth in this Section. This includes, but is not limited to: lighting attached to structures, poles, the earth, or any other location.

1. Exempt Lighting

a. Lighting in the public right of way. *See Section B, Subsection 8 for requirements specific to publicly owned lighting.*

This is suggested to make clear that public lighting is not simply exempt from all regulation, and points to an articulation of policies regarding this kind of lighting required for IDA eligibility.

b. Open flame gas lamps.

c. Flagpole lighting that is shielded and directed downward from the top of the flagpole, *and that does not exceed 75 lumens per linear foot of pole height above grade. [Alternately: "does not exceed 100 lumens per square foot of flag surface when fully unfolded."]*

In order to prevent over-lighting of flags, two possible prescriptions for lighting limits are suggested that yield approximately the same illumination level as seen from the ground.

d. Underwater lighting in swimming pools and other water features

e. Lighting that is only used by emergency response ~~personnel~~ *only for as long as emergency conditions so identified by qualified personnel continue to exist.*

Slightly clarifies the existing language and connects the situations under which emergency response is appropriate to the discretion of “qualified personnel” rather than the public. See the related suggestion in item (j) below that gives some leeway for private responses to emergency/disaster situations.

f. Lighting solely for signs (lighting for signs is regulated by Div. 5.6)

g. Lighting used solely for agricultural purposes.

h. Lighting employed during repairs of roads, utilities and similar infrastructure, including unshielded lighting, provided that such lighting is deployed, positioned and aimed such that the resulting glare is not directed toward any roadway or highway.

This suggestion intends to explicitly permit temporary lighting associated with construction while also insisting that it avoid creating a public safety issue involving excessive glare.

i. Any form of lighting whose use is mandated or otherwise governed by any legal jurisdiction higher than that of the Town.

An explicit recognition that some state/federal policies will supersede those in the LDRs. Generally these will be federal agency requirements, such as those of OSHA (workplaces) and the FAA (airports).

j. Temporary lighting required to save life, limb or property from imminent peril, provided that use persists only during the hours of the peril.

This provision enables non-public entities to use outdoor lighting in emergency/disaster situations while limiting that use to legitimate, related purposes.

k. Temporary lighting allowed under the permitting process described in Section X.

A clear process for obtaining permits for temporary lighting installations should be articulated somewhere in the LDRs, whether here or elsewhere. This item is simply a placeholder for a description of that process. Suggestions for such a policy include:

- Temporary lighting installations will be approved only by the Planning Director or designee
- Limits on the duration of permits; we suggest 30 calendar days, subject to no more than two 30-day renewals
- “Temporary” installations persisting after 90 days should be declared permanent and subject to all of the LDRs
- A statement of required permit application contents
- A statement describing how applications will be reviewed and approved/denied, as well as an appeals process for denials.

Sample language constituting a robust permitting process are suggested below (“Permitting of temporary lighting installations”).

1. Lighting required by the Building Code

An explicit recognition that the Building Code may involve requirements that supersede the LDRs.

m. Lighting determined necessary by the Planning Director to preserve public safety

This is a catch-all provision that retains discretion of the Town to prohibit outdoor lighting installations that may constitute a hazard to public safety, or to require appropriate modifications to lighting plans.

2. Amortization of non-conforming installations. All outdoor lighting luminaires that were lawfully installed prior to the effective date of this chapter, but that do not comply with the requirements of this chapter, are declared to be legal non-conforming luminaires. All legal non-conforming luminaires may continue to be used and maintained after the adoption of this Chapter, but shall be brought into compliance within ten (10) years after the effective date of this section.

Addresses the IDA requirement that the outdoor lighting policy “*affects an amortization period, applicable to ALL publicly AND privately owned lighting, to end not more than ten (10) years from the effective date of the outdoor lighting policy, after which all non-conforming lighting*

extant at the time of enactment must be brought into compliance with the policy.” (IDSC p. 6, item H)

B. Standards

1. Fully Shielded Light Fixtures. Any light source whose initial output exceeds 600 **initial** lumens shall be fully shielded.

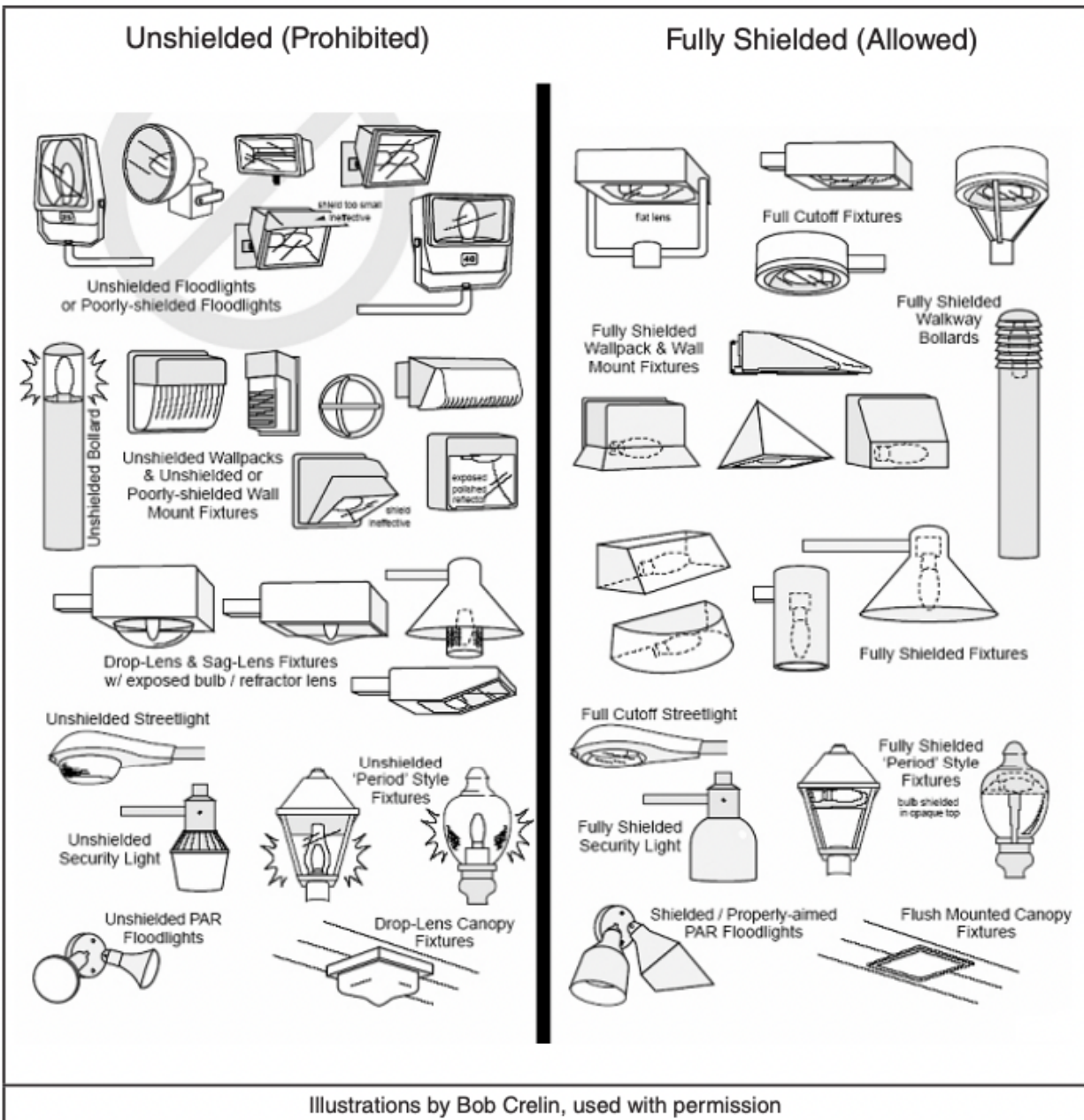
”Initial” must be added here in order to be consistent with the definition used in the IDA requirements (p. 4, item 1A)

Any structural part of the luminaire providing full shielding shall be attached. ~~Fixtures shall be mounted such that no light is emitted above the horizontal plane of the fixture.~~

This sentence is redundant given a freestanding definition of “fully shielded” suggested for addition to Div. 9.5.

Light fixtures that project light above the horizontal plane of the fixture may be used where the architecture of the building restricts light **emitted** above the horizontal plane. ~~Examples of Unshielded (Prohibited) and Fully Shielded (Allowed) lights and luminaires limiting light to the horizontal plane are shown below.~~

Clarifies the language (“emitted”). The struck-out sentence refers to the Bob Crelin diagram, which is moved here to Div. 9.5 along with the definition of “fully shielded”. The Crelin diagram (below) would be struck at this point in the text.



2. Total Exterior Light Output. Total exterior light output for light fixtures on a site shall not exceed the limits shown in the table below.

How much light is permitted?	All Fixtures	Unshielded Fixtures (for lights emitting fewer than
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		600 lumens)
Maximum lumens per sq ft of site development		
DC, CR-1, CR-2, CR-3, OR, TS, UC, BP-ToJ, MHP-ToJ, P/SP, P-ToJ, NL-5, NM-2, NH-1	3	Not applicable
R-ToJ, NL-1, NL-2, NL-3, NL-4, NM-1	1.5	Not applicable
Maximum lumens per site <i>net acre</i>		
DC, CR-1, CR-2, CR-3, OR, TS, UC, BP-ToJ, MHP-ToJ, P/SP, P-ToJ, NL-5, NM-2, NH-1	100,000 <i>50,000</i>	5,500 <i>2,000</i>
R-ToJ, NL-1, NL-2, NL-3, NL-4, NM-1	60,000 <i>20,000</i>	4,000 <i>1,000</i>

There are two types of change in the second part of the table suggested here. One is to assess site limits per net acre rather than per parcel such that only developed portions of parcels receive credit toward the site limits. A suggested definition of “net acre” is added here to Div. 9.5.

The other change is to lower the allowances per acre to numbers that are more consistent with lighting expectations for a town the size of Jackson and the kinds of land uses that the LDRs envision. IDA prescribes no specific values for these numbers, but if their values are high it may raise questions from IDA during the IDSC application review process.

a. These lumen limits are upper limits and not a design goal; the design goal should be the lowest levels of lighting possible.

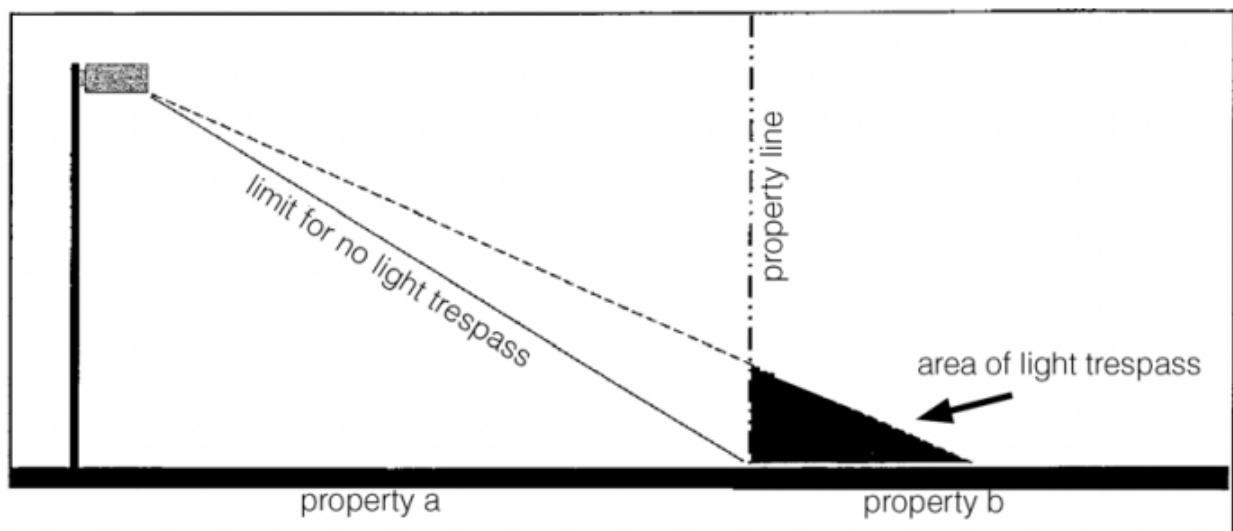
b. Individuals with visual impairments and organizations that primarily serve individuals with visual impairments (e.g. retirement communities, hospices, and hospitals) may use up to 4 times the illumination allowed by this section.

3. Light Color. Correlated color temperature of any exterior light source shall not exceed 3000 Kelvin.

EXAMPLE: Many light bulb manufacturers include correlated color temperature on packaging. Where packaging does not indicate light color in Kelvins, it is often indicated in descriptive terms. Lights with a “cool” quality typically exceed 3000 Kelvin in color temperature. Light bulbs that create a more “warm” tone are typically under 3000 K.

4. Light Trespass. ~~All lighting fixtures shall limit horizontal light levels such that no light falls onto the adjacent property as shown in the diagram below.~~ *No luminaire installed within Town limits shall create conditions of light trespass.*

The suggested replacement language here refers to the definition of “light trespass” added in Div. 9.5. The figure below would be struck and instead appear together with that definition.



5. Maximum Pole Height of Light Fixture.

Zone	Maximum Pole Height of Light Fixtures
DC, CR-1, CR-2, CR-3, OR, TS, UC, BP-ToJ, MHP-ToJ, P/SP, P-ToJ, NL-5, NM-2, NH-1	18 feet

R-ToJ, NL-1, NL-2, NL-3, NL-4, NM-1	15 feet
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6. Controls. All nonresidential lighting fixtures shall employ automatic lighting controls that extinguish exterior lighting when sufficient daylight is available. Such controls include, but are not limited to: timers, wireless remote monitoring with turn on/off capabilities, photosensitive light controls, photoelectric switches, astronomic time switches or equivalent functions from a programmable lighting controller, building automation system or lighting energy management system, all with battery or similar backup power or device.

a. Exceptions:

~~i. Lighting required by Building Code~~

~~ii. Lighting necessary for public safety~~

iii. Lighting under canopies

~~iv. Lighting for tunnels, parking garages, garage entrances, and similar conditions.~~

7. Lighting Reduction. After 12:00 AM nonresidential sites shall extinguish or reduce their total exterior lighting by at least 30%.

a. Exceptions:

i. Motion activated lighting, *provided that the equipment is set and maintained such that light is extinguished within five (5) minutes of a triggering event.*

~~ii. Lighting required by Building Code~~

~~iii. Lighting necessary for public safety~~

Struck-out sentences in these subsections have been relocated to Applicability, and are hence redundant here. The language added to 7.i intends to enforce a reasonable limit to the amount of time that lighting controlled by motion sensors can remain activated after being triggered.

iv. Lighting governed by a conditional use permit in which times of operation are specifically identified

v. When the exterior lighting consists of only one luminaire

8. Publicly Owned Lighting.

This new subsection directly relates to IDA requirements that are core to IDSC eligibility.

- a. Warranting. New installations of outdoor lighting will only be installed on public properties and rights-of-way upon determination by the Town Manager that a public safety hazard exists in the area to be lit, and that the hazard can only be effectively mitigated through the use of outdoor lighting and not through some other passive means, such as reflectorized roadway paint or markers.

IDA requirement: *“A provision that clearly indicates where, when, and under what circumstances new publicly owned outdoor lighting, including street lighting, is warranted and will be permitted.”* (p. 5, item E.i)

- b. Curfew. All lighting not adaptively controlled must be fully extinguished by 11 P.M., or within one hour of the end of occupancy of the structure or area to be lit, whichever is later.
- c. Adaptive controlling. All new installations of outdoor lighting on public properties and rights of way must be regulated with adaptive controls such that the lighting of areas is restricted to times, places and amounts required for safe occupancy.

IDA requirement: *“A provision that requires that adaptive controls and/or curfews be employed in all future installations of public outdoor lighting.”* (p. 5, item E.ii) Because this is an and/or statement in the IDA guidelines, either item (b) or (c) above, alone, would suffice. We recommend enacting both provisions.

9. Outdoor sports lighting (OSL). The following provisions shall apply exclusively to facilities built to host outdoor athletic events.

This new subsection directly relates to IDA requirements that are core to IDSC eligibility.

- a. Purpose. Field lighting shall be provided exclusively for illumination of the surface of play and adjacent viewing stands, and not for any other application, such as lighting a parking lot.

IDA requirement: “*Field lighting is provided exclusively for illumination of the surface of play and viewing stands, and not for any other applications.*” (p. 6, item G.ii)

- b. Class of play. The design and installation of lighting for outdoor sports and similar activities shall follow the illuminance and uniformity guidelines of the IES according to the appropriate class of play.

IDA requirement: “*Illuminating Engineering Society (IES) lighting guidelines (RP-6) are followed according to the appropriate class of play.*” (p. 6, item G.i) A definition for “Illuminating Engineering Society” is suggested here in Div. 9.5.

- c. Shielding. OSL shall be exempt from the general shielding requirement of this section, although site plans must demonstrate that shielding is implemented to the greatest practical extent.

While not a strict IDA requirement, this language intends to make clear that partially shielded or unshielded lighting may be used when fully shielded designs are impractical, provided that every effort is made to reasonably shield luminaires.

- d. Illuminance levels. Illuminance levels provided by OSL systems shall be adjustable according to task, allowing for IES-recommended values during active play as well as for lower output during other times, such as when field maintenance is being actively performed.

IDA requirement: “*Illuminance levels must be adjustable based on the task (e.g., active play vs. field maintenance).*” (p. 6, item G.iii)

- e. Curfew. All OSL must be extinguished by 11 P.M. or within one hour of the end of active play, whichever is later. The OSL system shall be fitted with mechanical or electronic timers to prevent lights being left on accidentally overnight by enabling them to be automatically extinguished.

IDA requirement: “A strict curfew requirement (e.g., lights must be extinguished by 10pm/2200h or one hour after the end of play, whichever is later) is observed” (p. 6, item G.v) and “Timers must be installed to prevent lights being left on accidentally overnight by automatically extinguishing them.” (p. 6, item G.vi)

- f. Off-site impacts. Impacts of OSL to any other properties shall be limited to the greatest practical extent possible. The maintained vertical illuminance at the property line shall not exceed 1 foot-candle at any time.

IDA requirement: “Off-site impacts of the lighting will be limited to the greatest practical extent possible.” (p. 6, item G.iv)

C. Prohibited Lighting

The following lighting systems are prohibited from being installed or used.

1. Flickering or Flashing Lights. No flickering or flashing lights shall be permitted.
2. Searchlights. No searchlights, laser lights, aerial lasers, or holograms are permitted.
3. Strings of Lights. Strings or strands of lights used to highlight a sign, perimeter of a sign, or any portion of a building are not permitted, except for holiday-type decorative lighting displayed between November 1 and April 15. ~~Lighting in which any single luminaire exceeds 20,000 initial lumens.~~
4. *Lighting in which any single luminaire exceeds 20,000 initial lumens.*

The struck-out statement appears to have been intended as a separate item. It is restored to that position here.

D. Complex Uses

1. Complex uses such as ~~stadiums, ball diamonds, playing fields, outdoor rinks,~~ ski areas, ~~rodeo grounds,~~ special events, ~~tennis courts,~~ construction sites, parking structures, urban parks, theme and amusement parks, ornamental and architectural lighting of bridges, public monuments, statuary and public buildings, correctional facilities, and industrial sites all have unique requirements for nighttime visibility and often have limited hours of operation. They shall be exempted from the above standards of this Section, if the below standards are met or if their lighting has been approved via issuance of a Conditional Use Permit or Special Event Permit.

Struck-out language above refers to various types of outdoor sports lighting, which is covered under the language above suggested in §5.3.1(B)(9).

2. Maximum height. Exterior luminaires shall not exceed a maximum post height of 60 feet.

3. Fully Shielded. Each luminaire shall be fully shielded in either its orientation or by landscaping to prohibit glare and light trespass to adjacent residential property and must be installed and maintained with minimum aiming angles of 25 degrees downward from the horizontal.

4. Lights Extinguished. Lights shall be extinguished by 10:00 PM or at the conclusion of the event, whichever is later. Lighting is not allowed to remain on overnight. *Such lighting shall be fitted with mechanical or electronic timers to prevent lights being left on accidentally overnight by enabling them to be automatically extinguished.*

Suggested language here mirrors that in the new OSL section above such that complex uses involving lighting related to the occupation of the area being illuminated are fitted with equipment to ensure that lighting is shut off after events.

5. Maximum lumens. Overall site illumination for a complex use shall not exceed 6 lumens per square foot of site development, nor shall it exceed a total of 550,000 lumens.

5.6.1. Town Sign Standards

E. Sign Materials and Design

The following section describes the types of lighting and the criteria for lighting signs within the Town.

a. Exterior Lighting. Exterior lighting may be permitted, provided that the following criteria is satisfied:

i. Lights shall be designed, located, shielded and directed in such a manner that the light source is fixed and is not directly visible from, and does not cast glare or direct light upon any adjacent public right-of way, surrounding property, residential property or motorist's vision.

ii. At the Planning Director's discretion, any proposed external lighting application may be required to submit professional Engineering and/or Architect plans and photometric maps depicting the types of lighting to be used.

iii. All signs containing electrical wiring shall be subject to the provisions of the Electrical Code in place at that time and the electrical components shall bear the label of an approved testing agency. Said wiring components shall be submitted to the Electrical Inspector for review and approval.

iv. Light sources shall be extinguished completely after 11 P.M. or at the end of normal business hours, whichever is later, and remain off until one (1) hour before sunrise.

IDA requirement: "*Sign illumination shall be extinguished completely one (1) hour after sunset, and remain off until one (1) hour before sunrise.*" (p. 5, item F.ii). Note that IDA has interpreted this rule to take into account ordinary operating hours of businesses and allow signs to remain illuminated for wayfinding purposes up to one hour after the close of business, exempting establishments that are open to the public 24 hours a day. The proposed language here fits the current IDA interpretation.

v. The illuminated surface area of an individual sign shall not exceed 200 square feet.

IDA requirement: "*The luminous/illuminated surface area of an individual sign shall not exceed*

200 square feet (18.6 square meters)." (p. 6, item F.iii)

b. Internally Lighted. Internal lighting may be permitted, provided that the following criteria are satisfied:

i. The total surface area of the sign that emits lighting shall not exceed 15% of the overall surface of the sign. A two-sided freestanding sign shall be permitted 30% of total surface area of both sides of the sign.

ii. Plastics, polymers, acrylics, and like materials may be used for letters, with the exception of white plastics, provided that the plastic exceeds no more than 15% of the total surface area of the sign or 30% of a 2 sided sign.

iii. The proposed light source shall not be visible from the exterior of the sign, which shall include the back, edges, and sides.

iv. ~~Florescent~~ Fluorescent and/or neon lighting is not permitted as a source of internal lighting.

Corrects a spelling mistake.

v. Any proposed internally lighted sign application shall submit professional Engineering and/or Architect plans and photometric maps depicting the types of lighting to be used. The percentage of lighting, not to exceed 15%, shall be depicted on the plans.

vi. All signs containing electrical wiring shall be subject to the provisions of the Electrical Code in place at that time and the electrical components shall bear the label of an approved testing agency. Said wiring components shall be submitted to the Electrical Inspector for review and approval.

vii. Luminance levels during permitted operating hours shall not exceed 100 nits. For electronic displays, this figure is to be measured under conditions of a full white display.

IDA requirement: For internally illuminated signs, including electronic displays, “*luminance levels for operation between sunset and sunrise shall not exceed 100 nits (100 candelas per square meter) as measured under conditions of a full white display.*” (p. 5, item F.i)

viii. Light sources shall be extinguished completely after 11 P.M. or at the end of normal business hours, whichever is later, and remain off until one (1) hour before sunrise.

IDA requirement: “*Sign illumination shall be extinguished completely one (1) hour after sunset, and remain off until one (1) hour before sunrise.*” (p. 5, item F.ii). Note that IDA has interpreted this rule to take into account ordinary operating hours of businesses and allow signs to remain illuminated for wayfinding purposes up to one hour after the close of business, exempting establishments that are open to the public 24 hours a day. The proposed language here fits the current IDA interpretation.

ix. The luminous surface area of an individual sign shall not exceed 200 square feet.

IDA requirement: “*The luminous/illuminated surface area of an individual sign shall not exceed 200 square feet (18.6 square meters).*” (p. 6, item F.iii)

c. Backlit Signs. Backlit signs may be permitted, provided that the following criteria are satisfied:

i. Signs shall be lighted from a source mounted on the wall behind the proposed sign and shall not be visible through the sign. Lighting shall be visible only along the edges of the sign and light shall not extend more than 3 inches beyond the sign edges.

ii. ~~Florescent~~ **Fluorescent** and/or neon lighting is not permitted as a source for backlighting.

Corrects a spelling mistake.

iii. Plastics, polymers, acrylics, and like materials may be used for letters, with the exception of white plastics, provided that the plastic exceeds no more than 15% of the total surface area of the sign or 30% of a 2 sided sign.

iv. Any proposed backlit sign application shall submit professional Engineering and/or Architect plans and photometric maps depicting the types of lighting to be used.

v. All signs containing electrical wiring shall be subject to the provisions of the Electrical Code in place at that time and the electrical components shall bear the label of an approved testing agency. Said wiring components shall be submitted to the Electrical Inspector for review and approval.

vii. Light sources shall be extinguished completely after 11 P.M. or at the end of normal business hours, whichever is later, and remain off until one (1) hour before sunrise.

IDA requirement: *"Sign illumination shall be extinguished completely one (1) hour after sunset, and remain off until one (1) hour before sunrise."* (p. 5, item F.ii). Note that IDA has interpreted this rule to take into account ordinary operating hours of businesses and allow signs to remain illuminated for wayfinding purposes up to one hour after the close of business, exempting establishments that are open to the public 24 hours a day. The proposed language here fits the current IDA interpretation.

viii. The luminous surface area of an individual sign shall not exceed 200 square feet.

IDA requirement: *"The luminous/illuminated surface area of an individual sign shall not exceed 200 square feet (18.6 square meters)."* (p. 6, item F.iii)

Div. 9.5. ("Defined Terms")

Adaptive controls. Adaptive controls means mechanical or electronic devices, when used in the context of outdoor lighting systems, intended to actively regulate the switching, duration, and/or intensity of light emitted by such systems. Examples of adaptive controls include timers, dimmers and motion-sensing switches.

This definition is consistent with IDA's understanding of the language.

Backlit sign. A backlit sign is any sign or display, whether on- or off-premise, whose message or design is indicated by the use of

opaque materials situated in front of a luminous background as viewed by an observer. Sometimes referred to as a “reverse pan channel” sign.

Suggested to clearly differentiate between these signs and front-illuminated signs.

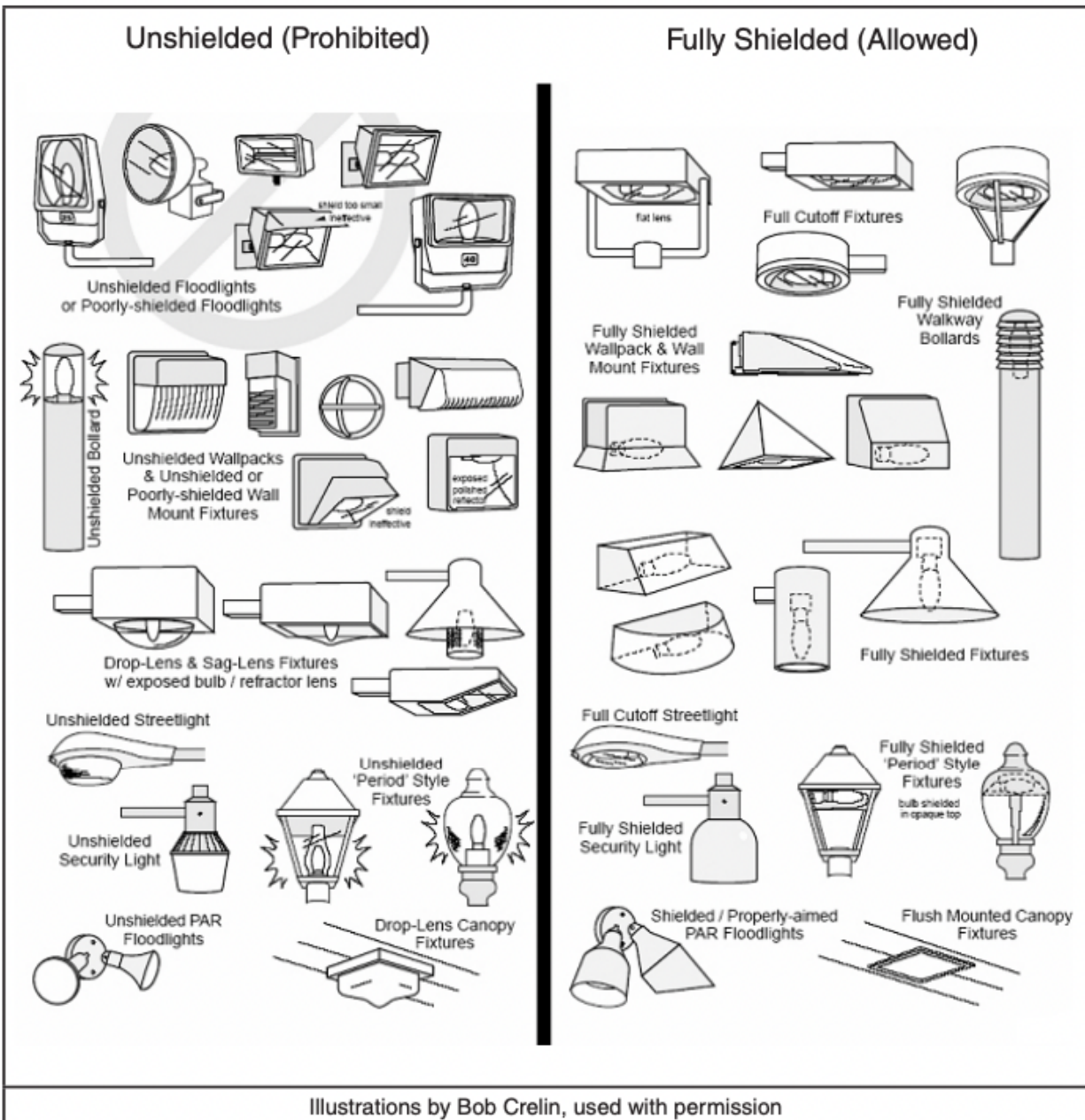
Correlated color temperature. Correlated color temperature indicates the ‘warmth’ or the ‘coolness’ of a light’s appearance (see image below). Color temperature is generally indicated on light bulb packaging. Specifically, correlated color temperature is defined as the absolute temperature of a blackbody radiator whose chromaticity most nearly resembles that of the light source.

Foot-candle. A foot-candle is a non-SI unit of illuminance or light intensity. The foot-candle is defined as the intensity of one lumen of light falling with uniform distribution on a surface with an area of one square foot.

This term appears in the existing definition of “Maximum Permitted Illumination” and in some text suggested in this redline, but it otherwise is not defined.

Fully Shielded. Fully shielded means an outdoor luminaire constructed so that in its installed position all of the light emitted by the luminaire is projected below the horizontal plane passing through the lowest light-emitting part of the luminaire. Examples of Unshielded (Prohibited) and Fully Shielded (Allowed) lights and luminaires limiting light to the horizontal plane are shown below.

Replaces the existing language in §5.3.1(B)(1) with a more precise definition, and moves the Crelin shielding diagram here, below.



Illuminating Engineering Society (IES). Illuminating Engineering Society or IES means an industry-supported, nonprofit learned society headquartered at 120 Wall Street, New York City, New York, recognized as an authoritative body on the science and application of lighting that publishes and promotes recommended practices for a variety of specific lighting applications.

Defines “Illuminating Engineering Society”, which is referenced in suggested new text in §5.3.1(B)(9)(b).

Initial lumens. The number of lumens of light emitted by a luminaire when the lamp is new, not accounting for any depreciation due to the age of the lamp or environmental conditions that may be detrimental to its performance.

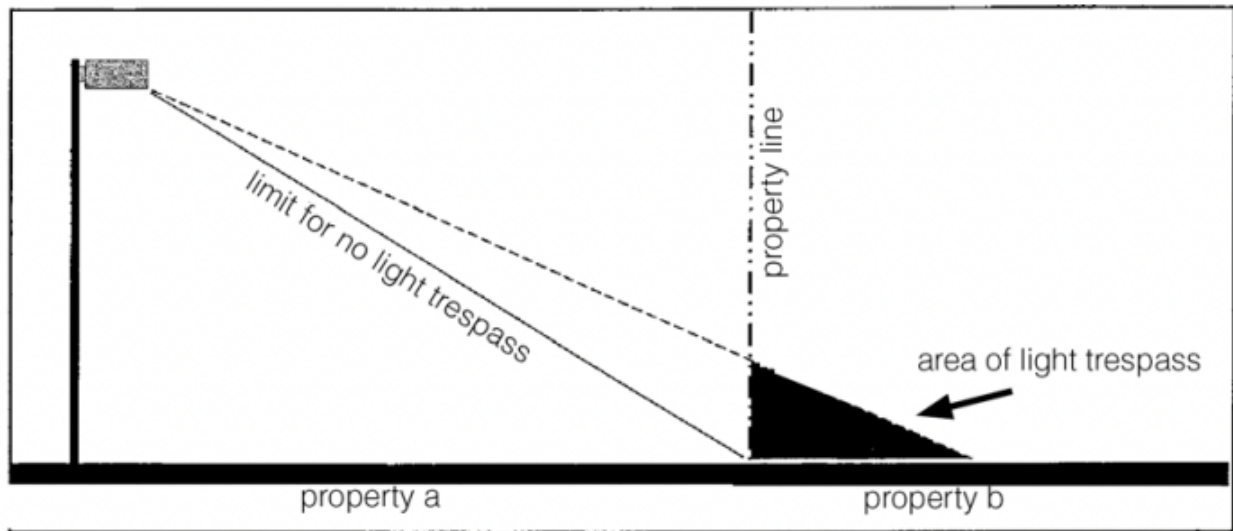
Added to match a change to the text in §5.3.1(B)(1), consistent with IDA requirements, and to refer to the number of lumens a lamp emits as referenced to conditions in which the lamp is new and not accounting for field losses due to aging equipment.

Internally illuminated. Internally illuminated refers to any sign or display, whether on- or off-premise, consisting of (1) translucent surfaces whose message is designed to be made visible by means of lamps or other light sources concealed with such surfaces; or (2) a sign whose content is made visible by means of luminous elements under active electronic control and therefore subject to alteration in order to vary the color, content and/or brightness of the message displayed.

Suggested to clarify the term and to account for the two main types of such signs: “cabinet”-type signs and electronic displays.

Light Trespass. Light trespass means a condition in which artificial light emitted from a luminaire on one property, not inclusive of light incidentally scattered or reflected from adjacent surfaces, is directed in such a manner that it is visible from any other property as indicated in the diagram below. For the purposes of this chapter, light trespass is declared to be a form of public nuisance.

Replaces and clarifies language in §5.3.1(B)(4). The accompanying diagram from that section is moved below.



Lumen. Lumen is a measure of light emission. Lumen measurements are commonly indicated on light bulb packaging. Specifically, a lumen is the amount of light emitted per second in a unit solid angle of one steradian from a uniform source of one candela.

Luminaire. Luminaire means a complete lighting unit consisting of a light source and all necessary mechanical, electrical, and decorative parts.

Luminance. Luminance is the amount of light that passes through, is emitted, or reflected, from a particular area, and that falls within a given solid angle. Luminance is a measure of light emitted by or from a surface. The SI unit of luminance is candela per square meter (cd/m^2), also known as a "nit."

Defined here in order to properly explain added language in §5.6.1(E) that prescribes limits for the surface brightness of certain illuminated signs, and defines the unit of measurement (the "nit") used there.

Maximum Permitted Illumination. Maximum permitted illumination means the maximum illumination measured in footcandles at the street, side, and rear setbacks at ground level.

Net acre. A net acre is an acre of any land parcel that is developed, consisting of structures and/or hardscape. The net acreage of a parcel is the gross acreage of that parcel less any acres that are considered undeveloped.

Supports the suggested change in §5.3.1(B)(2) that ensures that undeveloped portions of land parcels do not receive credit toward site lighting limits and therefore prevents inappropriate over-lighting of parcels at night.

Suggested additional provisions

Elaborate on purposes of the ordinance

More specific findings of fact and statements of purpose in the preamble to §5.3.1 can help guide future interpretations of the statutory language. Suggestions include:

Findings of fact. The Jackson Town Council hereby finds and determines that:

- 1. The welfare and enjoyment of the Town is associated with its character, including its nighttime ambience;*
- 2. Preserving and protecting the night sky enhances the use and enjoyment of property through the use of appropriate lighting practices;*
- 3. The Town values the practice of energy conservation, and because of the Town's devotion to energy conservation, emphasis on responsible lighting practices is desired to decrease the human impact on the environment; and*
- 4. Lighting systems should be designed, constructed, and installed to:*
 - a. preserve the Town's existing character;*
 - b. minimize impacts on adjacent property owners;*
 - c. control glare and light trespass;*
 - d. conserve energy;*
 - e. maintain safety and security of people and wildlife; and*
 - f. maintain the view of the stars in the night sky.*

Purpose. The purposes of this Section are to:

- 1. Minimize light pollution and glare resulting from the use of outdoor lighting;*

2. *Protect residents from unwanted light that would enter homes and businesses at night;*
3. *Provide adequate light for the safe performance of outdoor tasks at night;*
4. *Enable planning for lighting at the design stage with appropriate design guidelines before lighting becomes a statutory nuisance;*
5. *Promote efficient and cost-effective lighting and to conserve energy;*
6. *Encourage preservation, to the greatest practical extent, of natural nighttime darkness;*
7. *Create environmentally sensitive nighttime conditions that include the ability to view the stars against a dark sky;*
8. *Prevent inappropriate, poorly designed or installed outdoor lighting; and*
9. *Encourage quality outdoor lighting design.*

Establishment of Lighting Zones (LZs)

(N.B.: if the Town elects to use Lighting Zones, other changes to existing provisions would be required to enable progressive lighting allowances by LZ.)

The use of Lighting Zones in municipal land use ordinances is becoming increasingly common as many users of such codes inherently understand the notion of zone-based allowances and prohibitions. Lighting Zones could be easily mapped to existing Town land-use zones, with final determinations left to the Planning Director or designee.

Establishment of Lighting Zones.

A. The Lighting Zones (LZs) shall be as follows:

1. *LZ0: No ambient lighting. Areas where the natural environment will be seriously and adversely affected by lighting. Impacts include disturbing the biological cycles of flora and fauna and/or detracting from human enjoyment and appreciation of the natural environment. Human activity is subordinate in importance to nature. The vision of human residents and users is adapted to the darkness, and they expect to see little or no lighting.*
2. *LZ1: Low ambient lighting. Areas where lighting might adversely affect flora and fauna or disturb the character of the area. The vision of human residents and users is adapted to low light levels. Lighting may be used for safety and*

convenience but it is not necessarily uniform or continuous. After curfew, most lighting should be extinguished or reduced as activity levels decline.

- 3. LZ2: Moderate ambient lighting. Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline.*

B. A parcel located in more than one of the described zones shall be subject to the requirements of the most restrictive zone.

Permitting of temporary lighting installations

Language is suggested here that, if enacted, would establish a clear process by which the Town would permit installations of lighting for temporary uses that (1) avoids a tendency for “temporary” installations to become permanent over time; and (2) ensures reasonable compliance with the LDRs to the greatest practical extent possible.

A. Lighting allowed by temporary exemption. Temporary lighting that does not conform to the provisions of this Section may be approved at the discretion of the Planning Director subject to submission of an acceptable Outdoor Lighting Permit.

B. Permit term and renewal. Permits issued shall be valid for no more than thirty (30) calendar days and subject to no more than one renewal, at the discretion of the Planning Director, for an additional thirty (30) calendar days.

C. Conversion to permanent status. Any lighting allowed through by permit that remains installed after sixty (60) calendar days from the issue date of the permit is declared permanent, and is immediately subject to all of the provisions of this Chapter.

D. Permit contents. A request for temporary exemption to any provision of this Chapter shall contain minimally the following listed information:

- 1. Specific exemptions requested;*
- 2. Previous temporary exemptions, if any;*

3. Duration of time requested exemption;
4. Type and use of exterior light involved;
5. Type and initial lumens of proposed lamps;
6. A plan with proposed luminaire locations; and
7. Manufacturer data sheets for proposed luminaires.

E. In addition to the above data, the Planning Director may request any additional information which would enable a reasonable evaluation of the request for temporary exemption.

Additional conditions triggering the replacement of existing non-conforming outdoor lighting

In addition to the language required by IDA that amortizes non-conforming lighting installations within ten years of the enactment date of the statute, it is now considered best practice to include other situations and circumstances that automatically trigger compliance while otherwise extending indefinite grandfather protection. These include items like changes of use, destruction of property, new construction or renovation of existing facilities, and more.

All legal non-conforming luminaires may continue to be used and maintained after the adoption of this Chapter, but shall be brought into compliance with its requirements upon the first to occur of any of the following:

- a. An application for a Town Planning Department design review, conditional use, subdivision permit, or building permit;*
- b. A change of use of the property;*
- c. Any renovation to the property equal to or exceeding twenty (20) percent of its assessed value;*
- d. More than fifty (50) percent of the total appraised value of a structure, as determined from the records of the county's appraisal district, is destroyed;*
- e. A determination by the Planning Director that the legal non-conforming luminaire constitutes a public hazard or nuisance;*

- f. A certificate of occupancy is issued for a property previously determined by the Planning Director to be abandoned for at least six (6) months;*
- g. The replacement of any legal non-conforming luminaire with new lighting equipment, not inclusive of lamps or similar consumable parts; or*
- h. Ten (10) years after the effective date of this section.*

It's my understanding that fee waivers are granted for proposed land development regulation text amendments are in the general public interest. Such is the case with our proposed amendments to the current exterior lighting standard and sign standard. The proposed amendments will result in benefits to our entire community in the following ways:

1. They will make our community a safer place for wildlife, pedestrians, and for commuters. By reducing and eliminating glare from lights along roadways, it will be easier for commuters to see pedestrians and wildlife crossing roadways. That reduced glare will also make it easier for wildlife to safely cross roadways.
2. The proposed amendments will make our ecological community healthier by reducing skyward facing lights at night. Artificial light at night has been shown to have detrimental effects on the populations of migratory bird species, several species of bats, large and small terrestrial mammals, as well as for insects and even plants. Less light pollution means a healthier ecosystem.
3. The proposed amendments will provide better protection to one piece of our community character, namely dark night skies, which are highlighted in the comprehensive plan and the scenic standards of the town and County LDRs. In the past, across the country, dark night skies have been one of the most commonly overlooked natural resources, but those days are over. Today, they are more commonly seen as the National Parks above our heads.
4. The proposed amendments will create a stronger appeal to visit Jackson, particularly in the shoulder seasons, by creating the opportunity for Teton County to be recognized as a Dark Sky Community.
5. The proposed amendments will over time save our community money and will reduce energy consumption. Properly shielded lights with adaptive controls consume fewer watts to illuminate the ground beneath them at the required times.

Town of Jackson
Project Plan Review History
PLANNING

Project Number P22-015 **Applied** 1/25/2022 **AL**
Project Name LDR Text Amend - Exterior Lighting & Sign **Approved**
Type LAND USE PERMITS **Closed**
Subtype TEXT AMENDMENT **Expired**
Status STAFF REVIEW **Status**

Applicant Wyoming Stargazing - Samuel Singer

Owner

Site Address

City

State

Zip

Engineering /Capital/Streets/P22-015

Subdivision

Parcel No

General Plan

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Legal Lea Colasuonno	<none>	1/25/2022	2/16/2022	2/25/2022	

Parks and Rec APPROVED W/CONDITI 5/16/2022 5/16/2022
 Steve Ashworth
 (5/16/2022 9:49 AM TV)

We are generally comfortable with the language that they are suggesting. Our policy is that lights are to be off by 11:00 already. We would need to have the ability for exemption per special event permit. For example the cancer walk that takes place once a year is a 24 hour event and governed by special event permit. As per the standards for lighting, All new sports lights are dark sky compliant LED lights and meet the standard they suggest. We would need to grandfather existing facilities, and apply the new standards to new or replacement systems. Lastly, the comment regarding class of play may be difficult. Our facilities are multi-purpose, therefore they are designed for High school and Recreational Competitive play. We often have other uses that may need less illumination on the field but must design for the highest use for safety.

Additionally, amortization would require retrofitting the existing lighting systems at the 6 fields currently managed by Parks n Recreation. the cost per field to retrofit lighting systems to comply with these regulations is approximately 250-300k.

Thanks, Steve Ashworth

Planning APPROVED W/CONDITI 1/25/2022 2/16/2022 6/2/2022
 Tyler Valentine
 (6/2/2022 3:28 PM TV)
 Please refere to staff report.

Police APPROVED W/CONDITI 2/2/2022 2/16/2022 4/14/2022 No concerns
 Michelle Weber

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact Notes (4/14/2022 1:59 PM TV) I support Adaptive Controlling but do not support the curfew language. Do I think the LED's need to be on all night over at public works? No. Do I think the LED's need to be on all night at Town Hall? No Do I think the LED's need to be on the Elk Antler Arches all night? No, I support the way they are now. They turn off at 2am Consistent with when the bars close. Do I think the LED's need to be on the Parking Structure? Yes ... this is a high traffic area 24/7. And particularly at night, we would want it lit for safety reasons when employees are walking to their cars late at night. Do I think the street-lights that line Broadway need to be on at night? Absolutely. I have data, however since the installation of those lights I would wager that our vehicle vs. deer collision have dropped significantly. It also makes it safer to walk the dark stretch of Broadway between the Centennial Building and the Virginian. Some of our worst car vs. pedestrian accidents have occurred on Broadway/S. Hwy 89 where the lighting is very low. The two that come to mind occurred at approximately 5am when people were headed to work. It was pitch black and the drivers did not see the pedestrian/bicyclist. Here is a study that says street lights reduce crime: https://urbanlabs.uchicago.edu/attachments/e95d751f7d91d0bcfeb209ddf6adcb4296868c12/store/cca92342e666b1ffb1c15be63b484e9b9687b57249dce44ad55ea92b1ec0/lights_04242016.pdf I like the adaptive controls idea, but I don't like the curfew since it is a bright line rule. My thoughts, thanks! Public Works Scott Mohror					
		5/10/2022			
..... Public Works Scott Mohror	APPROVED W/CONDITI	1/25/2022	2/16/2022	2/21/2022	See Comments

Type of Review	Status	Dates			
		Sent	Due	Received	Remarks
Contact					
Notes					
Tyler –					
Public Works has provided our comments regarding the exterior lighting standard text amendment. For clarification, we do not recommend amortizing our light inventory at this time. As we install new lights and/or replace old lights we do so with dark sky compliant fixtures.					
Please let us know if you need any further information.					
Thank you,					
Brian Lenz, PE					
Town Engineer					
(2/21/2022 10:21 AM SM)					
PLANNING PERMIT APPLICATION – ENGINEER REVIEW COMMENTS					
P21-015 Land Development Regulation Amendment					
ADDRESS: TETON COUNTY / TOWN OF JACKSON					
AGENT: SAMUEL SINGER					
APPLICANT: WYOMING STARGAZING					
2/7/2022					
Scott Mohror, (307) 733-3079					
DATE OF SUBMITTAL: 01/25/2022					
DATE OF MATERIALS: 01/25/2022					
REVISION NO.: 00					
The engineering division has reviewed your application for a LDR AMENDMENT submitted on and with application materials as dated above.					
PURPOSE:					
Propose LDR amendments to exterior lighting standards and Town sign standards in order to make the Town of Jackson eligible for accreditation as an International Dark Sky Community (IDSC) by the International Dark Sky Association (IDA).					
ENGINEER REVIEW COMMENTS:					
1. Add the following definitions to Div. 9.5: “adaptive controls”, backlit sign”, “foot-candle”, “fully shielded”...					
ENGINEER RESPONSE:					
Fully shielded is defined in their proposed definitions. In layman’s terms, fully shielded prohibits light going up. Has nothing to do with adding side shields.					
2. Clarify that lumens restriction in 5.3.1(B)(1) refers to initial lumens.					
ENGINEER RESPONSE:					
Fully shielded is required if “initial output exceeds 600 lumens”. Looking at the technical and specification sheets on the IDA certified King luminaire, Initial lumens are not listed on either sheet. How do you approve during the submittal approval process? Granted our street lights well exceed the 600 lumens limit which requires being fully shielded.					
10. Add additional language to the exemptions in 5.3.1(A)(1)...					
ENGINEER RESPONSE:					
5.3.1(A)(1)h. Lighting employed during repairs of roads, utilities, and similar infrastructure, including unshielded lighting...such that the resulting glare is not directed toward any roadway or highway. With utilities under our streets/highways, this language would be difficult to abide to.					
12. Add a subsection to 5.3.1(A) requiring the amortization of non-conforming lighting installations withinten years...					
ENGINEER RESPONSE:					
Do we know how many non-conforming lights are in service? ToJ will need to budget for the number. Lighting on the highway would be WYDOT’s responsibility to bring into conformance?					
13. Replace the existing language on light trespass in 5.3.1(B)(4)...					
ENGINEER RESPONSE:					
Been discussing with our streetlighting supplier if there is a way to show the light distribution area on the ground. It is a very difficult process, and he was not able to develop a model with his software. Approval of a light during the submittal process would have to be contingent on light trespass after installation.					

Type of Review	Status	Dates			
		Sent	Due	Received	Remarks
Contact					
Notes					
18.					Add a policy governing the use of publicly owned lighting (i.e. lighting in public rights-of-way) establishing installation warranting, curfews, and the use of adaptive lighting controls.
ENGINEER RESPONSE:					
					Warranting. Should the language state “by the Planning Director” rather than “by the Town Manager”?
					Curfew. Will this affect the fair when in town or would this be exempt somewhere? That is just one example that I can think of. The library parking lot follows this. Lights turn back on at 5:30 AM.
					Adaptive lighting controls. For our Rancher project we are implementing Bluetooth technology to control the lights. We will be able to manage all those lights as a group and not individually.
					We also looked at manual controls that each light would have. You could preset prior to installation but if changes need to be made, that will require accessing the control in the fixture to adjust.
					Another type of control out there is creating a network for all the lights and control of the lights can be accomplished at your desktop.
					Should the Town implement amortization of their non-conforming lights, this technology may make sense in the long run. One thing about technology, it is expensive and always changing.
5.3.1.B.(2)(b)					provides for individuals with visual impairments and organizations may use up to 4 times the illumination allowed by this section.
ENGINEER RESPONSE:					
					Does this mean if there is a residential neighborhood with a visually impaired resident they can petition for more lighting? If so, what criteria would ToJ have to agree or disagree with a petition of being visually impaired?
5.3.1.C.(2)					Searchlights. No searchlights, laser lights, aerial lasers...
ENGINEER RESPONSE:					
					Prohibit these or make them exceptions for special occasions? EMS may need to utilize searchlights occasionally. The Dog Sled race used a large digital sign (electronic message center) at the beginning of the race.
5.6.1.E(a)(ii)					would require professional engineering and/or architectural plans and photometric maps...
ENGINEER RESPONSE:					
					What parameters do we set/use for submittal review on what the photometric maps are indicating?
5.6.1.E(b)(vii)					luminance levels during permitted operating hours shall not exceed 100 nits.
ENGINEER RESPONSE:					
					I have not investigated illuminated sign submittals. Would this requirement be listed on a technical or specification cut sheet?
Div. 9.5 (Defined Terms)					
ENGINEER RESPONSE:					
					Adaptive controls. Motion-sensing switches are listed as a means to control. These can be quite problematic. Not sure IDA would allow omitting them from the definition or not.
					Maximum Permitted Illumination. Measured in footcandles at the street. During the submittal review Planning would be limited to technical and specification cut sheets to approve. Verification would need to be contingent on field measurements at the street.
Permitting of temporary lighting installations					
D. (7.)					Manufacturer data sheets for proposed luminaires.
ENGINEER RESPONSE:					
					We have several data sheets for street luminaires that do not provide all the compliance information required for approval.

Tyler Valentine

From: noreply@civicplus.com
Sent: Monday, June 6, 2022 7:00 AM
To: Town Council
Subject: Online Form Submittal: David Moxam Email the Town Council



Email the Town Council

Email Content: Hello All ..

I have been visiting Jackson with my family every year for almost 20 years and have been a resident of Teton County (West Bank) and local small business owner for the past 7 years. The main attraction for my family has always been the tremendous access to nature that we enjoy.

For the past 4-5 years I have been assisting Wyoming Stargazing and their educational outreach to our local schools and the many visitors to Jackson who are also looking to 'feel a part of' and 'gain a better understanding of' nature and our role in the universe. Through the tremendous efforts of many, we are now likely to have a "world class observatory" on Snow King to assist in this education.

The observatory will be a major asset to the community, however, it requires a "Dark Sky Community" environment to operate optimally. Dark Sky is a formal certification and I strongly recommend that the Teton County adopt two key features of the Dark Sky initiative, which over 60 communities in the U.S. have already adopted.

First, a 10-year amortization for ALL non-conforming exterior private and public lights to allow a sufficient period for all lights to comply with the new updated exterior lighting standard and bring all lights into compliance. The second is that the Town of Jackson will only install new exterior public lighting when it is needed for public safety and that the Town will create a criteria to determine when lighting is the best tool to be used to protect public safety.

Thank you for your support in ensuring Jackson remains a leader in nurturing nature and our educational outreach teaching science to the next generations.

Tyler Valentine

From: noreply@civicplus.com
Sent: Monday, June 6, 2022 8:38 AM
To: Town Council
Subject: Online Form Submittal: Diane Hazen Email the Town Council

Email the Town Council

Email Content:

RE Dark Skies

I am a county resident living in South Park. I support Jackson's efforts to qualify for Dark Sky Community Status. The phasing out of non-conforming lights in the next 10 years can't come too soon for me since I'm in my 80's. Lights from Jackson affect any night viewing from my home to the north. I personally have complied with night lighting requirements with my own home. I appreciate that the town is taking this effort seriously!

Your Name: Diane Hazen

Your Company Name: *Field not completed.*

Your Phone Number: 13077331530

Your Email Address: hazendiane@gmail.com

Your City: Jackson

Your State: WY

Your Zip Code: 83001

Email not displaying correctly? [View it in your browser.](#)

Tyler Valentine

From: noreply@civicplus.com
Sent: Monday, June 6, 2022 4:17 AM
To: Town Council
Subject: Online Form Submittal: Elizabeth Moseley Email the Town Council



Email the Town Council

Email Content:

1. I support a 10-year ammortization for ALL non-conforming exterior private and public lights so that by the end of that time frame ALL lights that do not comply with the new updated exterior lighting standard will be brought into compliance.
2. I support a warranting statement that the Town of Jackson will only install new exterior public lighting when it is needed for public safety and that the Town will create a criteria to determine when lighting is the best tool to be used to protect public safety.

Your Name: Elizabeth Moseley

Your Company Name: *Field not completed.*

Your Phone Number: 2409257327

Your Email Address: lizmoseley@gmail.com

Your City: Driggs

Your State: ID

Your Zip Code: 83422

Email not displaying correctly? [View it in your browser.](#)

Tyler Valentine

From: noreply@civicplus.com
Sent: Sunday, June 5, 2022 9:51 PM
To: Town Council
Subject: Online Form Submittal: JR Dalby Email the Town Council



Email the Town Council

Email Content:

I have lived in Teton County for 12 year. I really enjoy the dark skies. We are going have an observatory on SnowKing Mt. This is a major asset to the community, however, it requires a dark sky environment to function. I lead star gazing programs for Wyoming Stargazing and our customers are amazed at our skies, but they need to stay dark and if we can get them darker..

I strongly recommend that the Teton County adopt two key features of the dark sky initiative. First, a 10-year amortization for ALL non-conforming exterior private and public lights so that by the end of that time frame ALL lights that do not comply with the new updated exterior lighting standard will be brought into compliance. The second is that the Town of Jackson will only install new exterior public lighting when it is needed for public safety and that the Town will create a criteria to determine when lighting is the best tool to be used to protect public safety.

David "JR" Dalby - Board member and star gazing leader for Wyoming Stargazing.

Your Name: JR Dalby

Your Company Name: Wyoming Star Gazing

Your Phone Number: 612-749-3520

Your Email Address: davidjrdalby@gmail.com

Your City: Jackson

Your State: WY

Your Zip Code: 83002

Email not displaying correctly? [View it in your browser.](#)

Tyler Valentine

From: noreply@civicplus.com
Sent: Monday, June 6, 2022 7:23 AM
To: Town Council
Subject: Online Form Submittal: Kari Cieszkiewicz Email the Town Council



Email the Town Council

Email Content: Please consider implementing regulations and policies that ensure the protection of dark skies in Teton County. Dark skies are wilderness areas. We should do everything in our power to ensure that the night sky remains as unhindered as possible. Dark skies preserve migratory bird routes, an important and imperiled migration. As a leading county in conservation, darkening our skies is a critical and obvious next step.

1. I support a 10-year amortization for ALL non-conforming exterior private and public lights so that by the end of that time frame ALL lights that do not comply with the new updated exterior lighting standard will be brought into compliance.

2. I support a warranting statement that the Town of Jackson will only install new exterior public lighting when it is needed for public safety and that the Town will create a criteria to determine when lighting is the best tool to be used to protect public safety.

Your Name: Kari Cieszkiewicz

Your Company Name: *Field not completed.*

Your Phone Number: *Field not completed.*

Your Email Address: klcieszkiewicz@gmail.com

Your City: Jackson

Your State: WY

Your Zip Code: 83001

Email not displaying correctly? [View it in your browser.](#)

Tyler Valentine

From: noreply@civicplus.com
Sent: Monday, June 6, 2022 9:01 AM
To: Town Council
Subject: Online Form Submittal: Kimberly Nubel Email the Town Council

Email the Town Council

Email Content:

To whom it may concern,
The stars are magical here. Let's try and preserve the dark so that we can see our stars better!
1. I support a 10-year amortization for ALL non-conforming exterior private and public lights so that by the end of that time frame ALL lights that do not comply with the new updated exterior lighting standard will be brought into compliance.

2. I support a warranting statement that the Town of Jackson will only install new exterior public lighting when it is needed for public safety and that the Town will create a criteria to determine when lighting is the best tool to be used to protect public safety.
Thank you,
Kim

Your Name: Kimberly Nubel
Your Company Name: *Field not completed.*
Your Phone Number: 4043680977
Your Email Address: knubel@abrakadoodle.com
Your City: Victor
Your State: Idaho
Your Zip Code: 83455

Email not displaying correctly? [View it in your browser.](#)

Tyler Valentine

From: noreply@civicplus.com
Sent: Sunday, June 5, 2022 9:14 PM
To: Town Council
Subject: Online Form Submittal: Michael Adler Email the Town Council



Email the Town Council

Email Content:

I am a 20+ homeowner in Teton County. One of the features of the valley that drew me here was the dark skies. We now are likely to have a world class observatory on SnowKing Mt. This is a major asset to the community, however, it requires a dark sky environment to function. I strongly recommend that the Teton County adopt two key features of the dark sky initiative. First, a 10-year ammortization for ALL non-conforming exterior private and public lights so that by the end of that time frame ALL lights that do not comply with the new updated exterior lighting standard will be brought into compliance. The second is that the Town of Jackson will only install new exterior public lighting when it is needed for public safety and that the Town will create a criteria to determine when lighting is the best tool to be used to protect public safety.

Michael Adler, PhD MIT 1971,
VP Wyoming Stargazing, BOD Geologists of Jackson Hole,
BOD Friends of the Teton County Library

Your Name: Michael Adler

Your Company Name: Earth and Sky Imaging

Your Phone Number: 3077321260

Your Email Address: michaeladler@earthlink.net

Your City: Wilson

Your State: WY

Your Zip Code: 83014-1733

Email not displaying correctly? [View it in your browser.](#)

Tyler Valentine

From: noreply@civicplus.com
Sent: Monday, June 6, 2022 7:54 AM
To: Town Council
Subject: Online Form Submittal: Nancy Shea Email the Town Council



Email the Town Council

Email Content:

Town Council:

I live in downtown Jackson. I believe we have excessive lighting for a rural town, who claims as one of its primary values to protect the environment and live compatibly with wildlife, close to nature.

I support a 10-year amortization for ALL non-conforming exterior private and public lights so that by the end of that time frame ALL lights that do not comply with the new updated exterior lighting standard will be brought into compliance.

I support a warranting statement that the Town of Jackson will only install new exterior public lighting when it is needed for public safety and that the Town will create a criteria to determine when lighting is the best tool to be used to protect public safety.

Your Name:

Nancy Shea

Your Company Name:

Field not completed.

Your Phone Number:

307-690-1730

Your Email Address:

nhshea@gmail.com

Your City:

Jackson

Your State:

Wyoming

Your Zip Code:

83001

Email not displaying correctly? [View it in your browser.](#)

Tyler Valentine

From: noreply@civicplus.com
Sent: Monday, June 6, 2022 7:08 AM
To: Town Council
Subject: Online Form Submittal: Philip Tucker Email the Town Council

Email the Town Council

Email Content: What the heck, another ugly bike path with more stupid posts that look bad after they have been run over a few times. I ride a bike and I don't need this kind of bike path. Been here for 50 years and our town is looking like Disneyland. Please don't let this happen.

No new ugly bike paths.

Your Name: Philip Tucker

Your Company Name: Jackson paint and glass

Your Phone Number: 3076905783

Your Email Address: Phil@jacksonpaintandglass.com

Your City: Jackson

Your State: Wyo

Your Zip Code: 83001

Email not displaying correctly? [View it in your browser.](#)

Tyler Valentine

From: noreply@civicplus.com
Sent: Monday, June 6, 2022 7:52 AM
To: Town Council
Subject: Online Form Submittal: Robert Wemple Email the Town Council



Email the Town Council

Email Content: I support the Night Skies proposal, with newer technology we can have a safe city and still be able to appreciate the night sky.

Your Name: Robert Wemple

Your Company Name: *Field not completed.*

Your Phone Number: 3076990017

Your Email Address: ilvrivers@gmail.com

Your City: *Field not completed.*

Your State: *Field not completed.*

Your Zip Code: *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Town Council Regular
Submitting Department:	Joint Long-Range Planning	Presenter:	Ryan Hostetter & Tyler Sinclair
Agenda Item:	Northern South Park Neighborhood Plan	Public Comment:	Yes

Purpose & Policy Considerations.

As reflected in the contract and scope of work for the Northern South Park Neighborhood Plan: The Town Council will meet to review the Northern South Park Neighborhood Plan to provide the County direction on connection to Town infrastructure including but not limited to Municipal sewer, water, storm sewer, transportation network, and other infrastructure. In reviewing this recommendation, the Town will consider all aspects of the Plan and provide the County a detailed explanation for the basis of its decision on connection to Town infrastructure.

Requested Action.

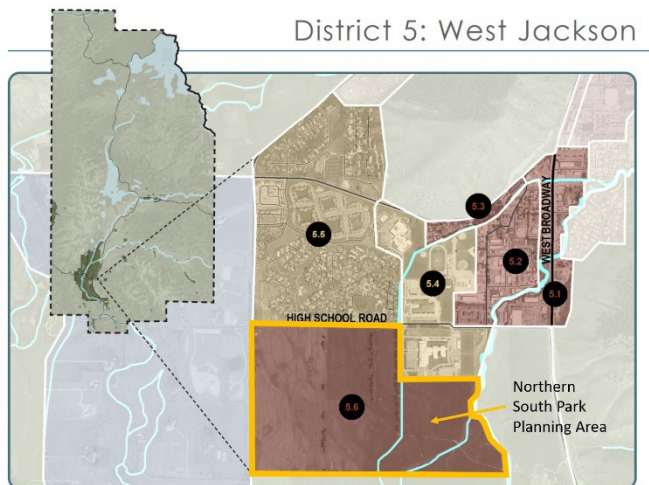
Staff is requesting a recommendation from the Town Council on the Northern South Park Neighborhood Plan.

Recommendations.

The Community Development Director recommends **approval** of the Northern South Park Neighborhood Plan dated April of 2022 including connection to municipal sewer, water, transportation infrastructure.

Project Location.

The project is located within the Joint Teton County and Town of Jackson Comprehensive Plan subarea 5.6, adjacent to the Town of Jackson, south of High School Road as noted in the map below:



Background/Project Description.

The proposed Northern South Park Neighborhood Plan was presented during a Joint Information Meeting on June 6, 2022. The presentation focused on plan highlights (not already presented during the April workshop which can be seen [here](#)), the release of the plan, the process, and next steps. The purpose of that meeting was to open the discussion with the elected officials and gather feedback on issues which would be brought back during individual meetings with each board separately. Several questions were raised about the data behind the plan including items specific to the overall density, job impacts, transportation, exactions, and others. Many of the questions raised during the meeting, were answered during the meeting, and some required research before being brought back to the next meeting. The following list includes more detail about the items raised including a staff response (some responses were provided during the meeting as well):

- Who is responsible for infrastructure costs (offsite and onsite)?

Staff Response: The project has been modeled with the assumption that the developer pays for all of their infrastructure upgrades including a portion of offsite infrastructure upgrades relative to the project's fair share of impacts. Assumptions for infrastructure costs were based on example projects submitted from Town of Jackson Engineering Department for current projects. The model was updated to increase the costs, as local costs for infrastructure are higher than the example projects provided originally for the model. Using these updated cost estimates, the infrastructure costs associated with Alternative B – the model most similar to the development scenario described in the plan – could result in \$63,971,800 on-site infrastructure costs and \$8,866,000 off-site infrastructure costs. Note that these estimates capture a snapshot in time and may change depending on a variety of external factors. More information about cost related to infrastructure can be found on page 58 in the plan.

- How are exactions calculated for this project?

Staff Response: There are two exactions that this development will be responsible to cover. In addition to infrastructure such as sidewalks, parkways, pathways (assumed to be designed to Town standards in the plan) there are fees and/or land dedications for parks and schools. Both park and school exactions are calculated based on the number of new market rate lots for sale (or non-voluntary deed restricted units) which includes ownership townhome/condos or parcels created (not apartments). Based on assumptions in the model from the Phase 1 project drafted last January (which includes similar number of total units/types) approximately 16 acres of parks were required. Staff has met with the Parks Department regarding this exaction; and the plan includes a smaller assumption for land dedicated to parks along with an in-lieu payment to supplement the additional requirement up to the approximately 16 acres. In addition, it was noted that parks exactions could be credited for areas used for pathways. If for example each of the proposed market rate units in the preferred plan were ownership lots, 478 lots, the parks exaction fee would be \$6,922,759.20 if there were no land dedication included. Staff understands that this project would include parks therefore this fee would be reduced.

School exactions are calculated per the requirements outlined in Section 7.5.3 of the County LDRs at the rate of .01 times the number of new ownership market rate lots (or non voluntary affordable lots/units for sale). If we assume that there will be 478 new market rate platted lots in this development, the in lieu fee for the school exaction would be \$3,461,379.64 (or dedication of 4.78 acres of land). Based on comments received throughout the process from the School District, they are not in agreement with the adopted ratio of 0.25 children per household used to generate the calculations, and School District staff have noted that a ratio of approximately 0.5-0.75 students per rooftop is more in line with this type of development. However, if an alternative exaction were to be used, staff recommends analyzing this through a nexus analysis to determine if an amendment to section 7.5.3 of the LDRs is warranted for all development not just this application. In this case, Staff recommend utilizing the existing adopted and approved rates outlined in the LDRs. The model last January estimated a school exaction of \$3,830,690.02 for 529 lots as an example. For additional information, on how the School District is funded the School District budget can be found [here](#) (see page 46 for a list of funding sources).

- How many schoolchildren will be added from this development?

Staff Response: According to approved assumptions within the general formula outlined in section 7.5.3 of the LDRs, this project could create approximately 329 students at the rate of 0.25 per dwelling unit for the total number of units in the development. This project, however, is proposed to be constructed over the course of 10s of years. While the existing Suburban zoned area which has received approvals could be built the soonest (83 new lots), the remainder of the project will need the creation of zoning, zoning map amendments to be applied for by the landowner, and development plans to be approved. It has been communicated to staff that this would take some time, and likely include phases. If the exaction general formula requirements need updating to

mitigate this demand, this would be done through a separate process (new project) with a nexus analysis and amendment to the LDRs to update section 7.5.3. (last updated in November of 2019 AMD2019-0003 by Jeff Daugherty, TCSD applicant).

- How many new jobs will be created as a result of this project?

Staff Response: The staff team examined job creation based on recently updated figures obtained from the most recent Housing Needs Assessment and Nexus Study analysis. In short, it depends on the type of unit and there are assumptions that an affordable multi family unit would create fewer jobs than a suburban market rate unit which would create the need for more services and therefore more jobs. It is estimated that this development would create approximately 205 to 532 jobs (depending on the size and type of market rate housing constructed), which equates to 94 to 242 new employee households, based on the construction of 478 new market rate units (this includes the 118 existing market rate entitlements to be conservative). If however, new market rate units would include a mix of types then that could be as low as 205 jobs or 94 new employee households. In this case, however, to be conservative one can assume that the creation of 532 jobs or 242 new employee households could come out of the new 478 market rate units. Of the new 242 employee households assumed to be created as a result of the proposed plan, the Nexus study assumes that 74.4% of those households, which equates to 180 households, will likely earn less than 150% AMI and will require deed-restricted housing. These newly created employee households earning less than 150% AMI will therefore create a need for 180 new deed-restricted units. This project would then have a net increase of 660 units to cover existing workforce within the preferred plan scenario. Specifics related to the unit breakdowns including number of existing entitlements per landowner can be found on page 14 of the plan.

- Will there be traffic impacts with this project? With and/or without Tribal Trails or East West Connector?

Staff Response: The plan was modeled both with and without Tribal Trails in place. The conclusions of the preliminary traffic analysis did not demonstrate a need to construct the East West Connector (both with and without Tribal Trails) to accommodate traffic generated by this project. However, the East West connector is included in the Integrated Transportation Plan (ITP) and as stated in the ITP will be needed when buildout occurs within the Northern South Park subarea. Because of this, the plan asks that easements for an East West connector be included with the buildout of this subarea. Additionally, the traffic model demonstrated that existing facilities provide adequate capacity to handle traffic generated by this project. The model demonstrated that Tribal Trails would help to maintain some additional capacity on High School Road and minimize the amount of delay and congestion during peak times on that roadway. While High School Road has capacity, delays and congestion, especially during school pickup and drop-off times, could be considerable without some mitigations. Other improvements were assumed, including increased pathways, road improvements, and bus service through the site. For more information pages 26-30 explain the traffic impacts and mitigation for the preferred plan scenario.

- Would the project include smaller single family homes and lots?

Staff Response: The character areas on which the zoning would be based includes a mix of housing types including small lot single family. This is based on comments received from the public requesting that not all the affordable housing units are located in apartments, and that some of them also locate within townhomes or small single family homes. The walkable neighborhood character areas outlined on pages 37-40 all allow for small lot compact single family homes in each of the character areas. The future zoning is where the allowable uses and unit types will be defined further.

- Would we have a mix of units if only one landowner opts in?

Staff Response: The intent is that the units will be required to be mixed, while focusing on more density to the north per comments received during the process. It is understood that the Suburban zoning would be a

homogeneous large lot building type, but all other new market rate units would be subject to the plan and the overlay which will include future zoning to define how the blocks within the development are to be built out (including building types). For more information, the Zoning Vision section of the plan beginning on page 45 outline the unit mix anticipated for each character area.

- Will there be deed restrictions, and if so, can we ensure that we are using the approved deed restrictions which have been time tested through the Housing Department?

Staff Response: The plan assumes that all deed restricted units include restrictions approved by the Jackson/Teton County Housing Department, the Jackson/Teton County Housing Authority, Jackson Hole Community Housing Trust, or Habitat for Humanity of the Greater Teton Area. This is listed within the definitions of the plan on page 50.

- Will there be area for a house of worship?

Staff Response: This item could also be an allowable use within the proposed zone, however no specific funding or land has been proposed to be set aside for this use.

- Could there be an area for Fire/EMS Station or funding for one?

Staff Response: This item could also be an allowable use within the proposed zone, however no specific funding or land has been proposed to be set aside for this use.

- Is it assumed that the property will be annexed to the Town?

Staff Response: This has not been assumed, and all of the modeling for the scenarios has been based on County LDRs (such as exactions). The plan does require that all infrastructure including but not limited to sewer, water, storm sewer, transportation network, and other infrastructure be constructed to Town of Jackson standards including complete streets design requirements (which have been used to create the street sections outlined in the plan).

- What if this plan is not used (i.e. not opted into)? Will this project include entitlements that could be unused?

Staff Response: Because this has been crafted as an opt-into process, no entitlements or units from the buildout pool would be utilized until such time a landowner applies and receives approval for a rezone on their property to carry out the project. The rezone would be subject to the requirements of the overlay and the zone created for the planning area which will include the requirements created throughout the plan. If the landowner chooses to leave their properties as-is with existing zoning, then no units from the buildout pool would be held up as a result of this neighborhood plan.

- Would there be connection to the school? How about the CWC property?

Staff Response: There was a question related to whether there would be safe connection to the schools if only one of the properties is developed. The Lockhart properties are surrounding the High School and unless developed per the plan would remain as rural (approximately 8-9 acres of Suburban zoned property). If the Gill property were developed per the plan without the Lockhart property, the Gill properties would be required to include their own infrastructure, including pathways to High School Road. Included in the transportation section is an assumption that improvements to High School Road will be included which would provide safe access up to, and past, the schools in the area.

The Central Wyoming College rezoning application has not met the mandated timeframes outlined in the conditions and therefore the approval has expired (see ZMA2019-0003 & MSC2020-0036). The project was

proposed to be located on a small 2-3 acre site immediately south of the High School and included a rezone to Public/Semi-Public. Staff received a new pre application conference request on May 27, 2022 (PAP2022-0071) which includes a preliminary proposal to relocate the proposed CWC campus adjacent to the High School on the Lockhart property just west of the High School. This project, however, requires a new zoning map amendment and has not been considered as part of this planning process.

- How are the units being distributed between the two landowners within the planning area?

Staff Response: The two landowners existing entitlements are 118 total entitlements available under current zoning, 86 of those exist on the Gill property, and 32 exist on the Lockhart property (based on current zoning). The breakdown of entitlements can be found on page 13 of the plan. The proposed plan allocates new increases in density/entitlements evenly between the landowners, 600 new entitlements each.

- What is the average density across the site? A comment was made regarding increasing the density to an average of 8 units/acre versus the current proposal of approximately 6 units/acre.

Staff Response: The draft plan was based on many factors including the current unit cap which is a result of the buildout pool created through the Comprehensive Plan. The current proposal was based on balancing the request to use the entire 225 acre property along with a desire for Alternative "B" or middle scenario of approximately 1300 units which was conveyed during public workshops held in August of 2021. Average density was not a key factor with the development of this plan, but most importantly was the inclusion of the maximum number of deed restricted housing units, complete streets, pathways, wildlife considerations, and a project which could financially perform as good as (or better) than current zoning. The performance of Alternative C with 2,381 units (1,031 of which were Affordable) performed well for a private developer, however, was not favored by the community due to the high cost to the public to construct the affordable units in that scenario (over \$500 million) and to upgrade nearby infrastructure and roadways to handle the larger number of future residents. In addition, many comments were received which stated that this higher scenario was too many units for this site, and that it exceeded the buildout growth cap. A project which includes approximately 8 unit/acre average density (about 1800 units) was not modeled and if the decision makers were to allow for 1800 units versus 1318 units as proposed, that would leave about 406 units remaining in the buildout pool. If additional density is supported by decision makers, staff recommends additional modeling to understand the impacts. For example, Staff would need to investigate whether the traffic assumptions would change, and if any additional mitigation measures would be needed as a result of an increase of units.

- If we change the number of units or increase the number of units would the process re-start?

Staff Response: Not necessarily, but it may depend on the amount and type of change requested. For example, if the decision makers were to add another 400 units to the project, would those units include deed restrictions, or would they be market rate units? Would the community want to understand the traffic impacts with the addition of these units? Would the Town have capacity for these units or would any additional infrastructure upgrades be necessary? We may already have some of this information because of the scenario modeling conducted last summer, however they would be broad assumptions, and there may be community members who would want to know more detailed information related to any project changes.

- What is the density per acre of Cottonwood Park?

Staff Response: Cottonwood Park average density is 5 units/acre. The Rangeview area is 2.3 units/acre (not including the church) and the Cottonwood Flats and Ellingwood projects are approximately 10 units/acre.

- What does the limited commercial mean in the plan? Will this create additional jobs?

Staff Response: There was some thought that due to the increase of residences in this neighborhood, that some very limited commercial amenity would be beneficial to anchor a center space and enhance a focal point of the development along with a public park (for example). It was never anticipated that there be a commercial area which would provide services for others outside this development or the Cottonwood neighborhood. An example of a commercial use, and one in which we have received support to include, is a childcare facility. The list of allowable uses for a very limited commercial use would be developed through the zoning process. In addition, when the "Phase I" draft of a project alternative using a smaller portion of the site was released to the project Steering Committee, specific modeling had been conducted for the commercial which assumed 18 jobs however this was based on 14,392 square feet of commercial space which could be further limited within the new zoning.

- Comments were submitted by the Lockhart family which are attached to the staff report and should be considered.

Town Infrastructure

A recommendation of approval from the Town Council of the proposed Neighborhood Plan, does not constitute approval of connection to Town infrastructure. Specific requests for connection to Town infrastructure will be required to follow standard formal applications with the necessary level of detail and analysis that is not provided nor expected at this time. Should the Town recommend approval of the Neighborhood Plan it would signal to the County and landowners that the Town is generally accepting of the Plan as proposed including conceptual infrastructure analysis and design, but further application and analysis will be required. To assist in Council's consideration of this request staff have provided below the approved town policy upon which the Town will consider future connections to its sewer system:

- A. Existing Versus New Development
- B. Expanded Service Area and Capacity Timeline
- C. Zoning Consistent with Comprehensive Plan
- D. Deed Restricted And/or Workforce Housing
- E. Potential For Reduced Environmental Impact
- F. Geographical Location
- G. Magnitude Of Request (i.e., 2 vs 1000 Units/Connections At A Time)
- H. Costs To Upgrade and Impacted User Classes

Town staff are generally comfortable with the plan as proposed acknowledging that additional water capacity and infrastructure along with potential upgrades to sewer infrastructure may be needed to accommodate the proposed number of units. Specifically, the proposed additional units were included in the recent Sewer Capacity Study completed by the Town.

Public Comment

Public comment has been received throughout the planning process and has been attached to the Joint Information Meeting (JIM) Staff report for the June 6, 2022 special meeting. New public comment since the June 6th JIM is attached to this report.

Fiscal Impact.

No fiscal impact identified at this time.

Staff Impact.

The neighborhood planning process has taken over 1800 hours of Staff time and a \$411,660 consultant contract split between the Town and the County (Teton County covered \$250,000 and a contract amendment of \$11,660 and the Town budgeted \$150,000).

Attachments or Links.

New Public Comment

Joint Information Meeting Staff Report from June 6, 2022

Joint Planning Commission Staff Report from May 18, 2022

Suggested Motion.

I move to recommend approval of the Northern South Park Neighborhood Plan dated April of 2022 to the Teton County Board of County Commissioners.

WYOMING OFFICE OF STATE LANDS AND INVESTMENTS

122 West 25th Street
Cheyenne, WY 82002
Phone: 307-777-7331
Fax: 307-777-2980
slfmail@wyo.gov



MARK GORDON
Governor

JENIFER E. SCOGGIN
Director

May 5, 2022

Ryan Hostetter
Teton County Planning
P.O. Box 1727
Jackson, WY
83001

RE: Northern South Park Neighborhood Plan

Mr. Hostetter,

The Office of State Lands and Investments is in receipt of your letter regarding Subarea 5.6 Northern South Park Neighborhood Plan.

Based on the information provided, the site's location is near or adjacent to state-owned land. **We note any access across or work performed on state lands will require prior authorization from the state.** Apart from this, we have no further comment as the activities are not proposed for lands owned by the state.

As always, do not hesitate to contact me with further questions.

Sincerely,

Tyler Seno
Commercial Leasing Manager
307-777-5762
Tyler.Seno@wyo.gov



Dr. Gillian Chapman
Superintendent of Schools
Teton County School District #1
1235 Gregory Lane, Box 568
Jackson, WY 83001
307-733-2704
gchapman@tcsd.org

Northern South Park Planning Committee
Teton County Planning Department
P.O. Box 1727
Jackson, WY 83001

October 4, 2021

Dear Committee Members,

Teton County School District #1 respectfully submits the following comments regarding the development alternatives being considered for the Northern South Park area. As one of the largest employers in the valley we fully support efforts to provide affordable housing for our local workforce as we recognize the challenges our employees currently face and the impacts the lack of housing has on our ability to recruit and retain employees.

Being anxious to learn more about the alternatives being considered, as well as understanding the impacts each alternative would have on an increase in our student population and transportation during the peak time periods, two members of our staff and several of the Board of Trustees attended the August 19th public open house.

Our comments are based on the presentations provided at the open house as well as conversations with Kristi Malone who has been very helpful in explaining the process and alternatives being considered. We have carefully considered the impacts development and additional school age residents will have on our District and the impacts the new development would have on our schools as immediate neighbors to the development area.

In order for the District to provide comment on traffic impacts, a break down of the AM traffic volumes and PM traffic volumes would be needed, meaning what impacts to traffic are anticipated on High School Road and Middle School Road between 7:45-8:15 am and 8:45-9:00am and 2:45-3:15pm and 3:45-4:15pm. Additionally, what impacts are anticipated on each of the new connector roads on the east and west sides of Jackson Hole High School during those peak drop off and pick up times. That said, it can only be expected that any additional housing in this area, especially that outlined in Alternatives B and C would generate additional traffic in an already congested area. The District strongly encourages and supports traffic mitigation efforts noting that state regulations would preclude us from providing school

transportation to any schools within the state walk zones which are 1 mile for elementary students, and 2 miles for secondary students unless it is deemed unsafe for students to walk or bike to school, for example there are no sidewalks along an especially narrow road.

Based on current development in areas with similar density to the proposed alternatives we find the current student enrollment projections may not accurately reflect the anticipated impacts to our schools. Using the exaction calculation for the rural county would suggest an additional 0.25 students per rooftop. Such calculations indicate that the No Change Alternative would result in an additional 24.5 students, Alternative A would result in 167 students, Alternative B would result in 324.5 students and Alternative C would result in 595.5 additional students.

An analysis of the Cottonwood Park neighborhood and the new Grove development demonstrates closer to 0.5-0.75 students per rooftop which we believe is more reflective of the number of students that a high density employee housing development would generate. Based on those calculations Alternative B would generate between 649 - 973 new students and Alternative C would generate between 1,190 - 1,785 new students. Whether adopting the low end calculation or the higher rate for either of these alternatives, the District would need to construct a new elementary school and build additions to Jackson Hole Middle School and Jackson Hole High School to accommodate the anticipated increased student enrollment.

Given the exaction calculations outlined in the Land Development Regulations, there would be insufficient funding or acreage to support the district in providing the necessary school facilities to meet the increase in student enrollment. This is very concerning given the current and anticipated lack of state funding for school construction which would lead to overcrowded and inadequate schools to provide the high quality education our community expects and our students deserve.

Teton County School District #1 supports Teton County's planning efforts and is excited about the opportunity to bring more affordable housing options to the community, including our employees. We are very willing to attend additional meetings, speak with the consultant group or the committee at any time to further discuss how the alternatives being considered impact student enrollment and traffic mitigation in an effort to positively contribute to this critical community issue.

Kind regards,

Gillian Chapman
Superintendent of Schools
Teton County School District #1



JOINT PLANNING COMMISSION MEETING TOWN OF JACKSON & TETON COUNTY AGENDA DOCUMENTATION

PREPARATION DATE: May 13, 2022
MEETING DATE: May 18, 2022

SUBMITTING DEPARTMENT: Long-Range Planning
DEPT DIRECTORS: Chris Neubecker, Tyler Sinclair
PRESENTER: Ryan Hostetter, Joint Principal Long Range Planner

SUBJECT: Review of the Northern South Park Neighborhood Plan (MSC2020-0022)

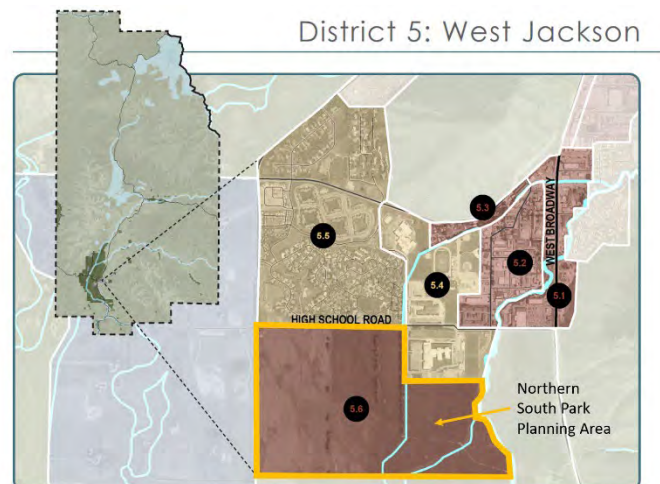
PURPOSE/REQUESTED ACTION

1. Review the draft Northern South Park Neighborhood Plan.
2. Make a recommendation to the Board of County Commissioners and Town Council on the contents of the draft plan. Commissioners can recommend that the plan presented by Staff be approved or that recommend changes be made prior to approval.

BACKGROUND

The Northern South Park Neighborhood Planning process stemmed from the larger 2012 and 2020 Joint Teton County and Town of Jackson Comprehensive Plan updates. The 2019 Growth Management Program and 2020 Comprehensive Plan Update identified Subarea 5.6 Northern South Park as a location for future residential development, which may be guided by a neighborhood planning effort.

While the priority of the community is for infill and redevelopment of existing Complete Neighborhood areas, the updated Comprehensive Plan recognizes the unique opportunity that Northern South Park offers for addressing the



community's workforce and affordable housing challenges.

The neighborhood planning process began with policy discussions during workshops with the Town Council as well as the Board of County Commissioners regarding the management of the planning effort in August of 2020. Shortly thereafter, the release of a Request for Proposals and selection of a planning and design consultant, Opticos Design Inc., was completed in November of 2020. The goal was to complete the plan in approximately 8 months, however due to the complex nature of the project, expansive community involvement, and coordination with a community-based Steering Committee, it took approximately a year and a half to develop a draft plan which responds to comments from members of the public and incorporates information from the landowners within the planning area.

The process to date has included multiple public meetings, stakeholder interviews, online surveys, Steering Committee meetings, public hearing check-ins, and formal workshops. All of the information gathered has influenced the draft plan, and will inform the next steps toward implementation.

The draft preferred plan was released on April 13, 2022, for public review and comment. Subsequently, virtual meetings were held to introduce the plan to the public and to answer questions. Staff recommends that the Planning Commissioners watch a video recording (can be found [here](#) or at jacksontetonplan.com) of the introductory presentation in conjunction with their review of the draft preferred plan.

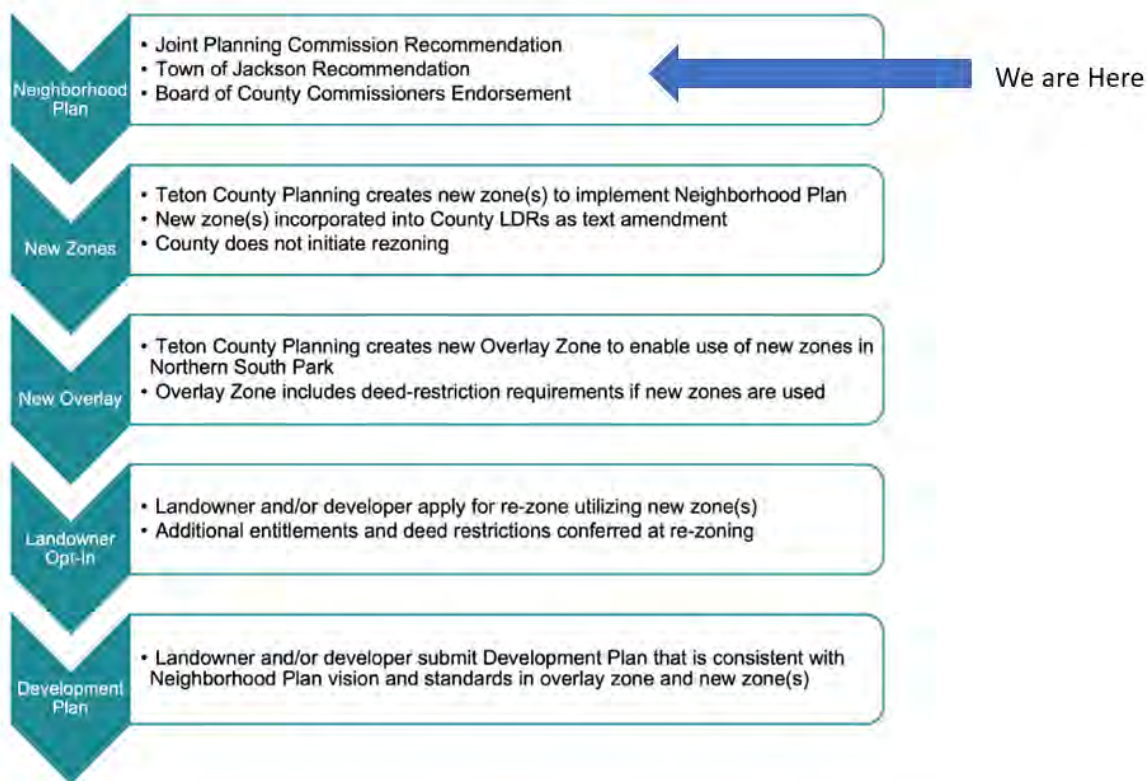
PROCESS HIGHLIGHTS

- **July 21, 2020:** Project approved by the Board of County Commissioners and Town Council in the Fiscal Year 2021 Work Plan
- **September 21, 2020:** Request for Proposals released by Staff initiated consultant search
- **November 17, 2020:** Contract approved with Opticos Design as selected consultant team, with \$400,000 budget and December 2020-July 2021 projected timeline.
- **December 2, 2020:** Project team kick-off meeting
- **December 8, 2020:** Board of County Commissioners appointed Northern South Park Steering Committee from community applicants
- **December 18, 2020:** Steering Committee meeting
- **January 15, 2021:** Steering Committee meeting
- **February 11-March 4, 2021:** Project stakeholder outreach interviews (29 total)
- **February 26, 2021:** Steering Committee meeting
- **February 22-March 7, 2021:** Online community visioning survey open (SurveyMonkey website)
- **March 10, 2021:** Online public workshop (via Zoom)
- **March 10-28, 2021:** Post-workshop online engagement tools open (Konveio website)
- **April 15 & 16, 2021:** Steering Committee Workshops on Creation of Plan Alternatives and Scenario Modeling Considerations
- **April 19, 2021:** [Existing Conditions Report](#) published
- **April 12th, May 17th & May 24, 2021** Joint Information Meeting updates and County Voucher Meetings regarding potential scope changes & Steering Committee involvement
- **April 19-August 19, 2021:** Consultant preparation of Plan Alternatives & Modeling Results
- **June 7, 2021:** [Consideration of Project Scope/Timeline Changes](#)
- **August 19, 2021:** Presentation + Open House on Plan Alternatives (English)
- **August 19-September 7, 2021:** Online Workspace (presentation materials, survey, comment field) open to public (English)

- **August 20, 2021:** Steering Committee meeting on review of Plan Alternatives
- **August 26, 2021:** Focus Group Discussions + Survey (Spanish)
- **August 30, 2021:** [Financial Feasibility Data available](#)
- **September 13, 2021** Joint Information Meeting update regarding modeling results and financial information
- **October 7 , 2021** Steering Committee meeting
- **October 26, 2021** Steering Committee meeting
- **December 10, 2021** Transportation Advisory Committee meeting
- **January 13, 2022** Steering Committee meeting review of first draft Phase I Plan
- **February 7, 2022** Board of County Commissioners Update regarding Gill family & Trust for Public Land partnership
- **February 28, 2022** Board of County Commissioners meeting regarding scope and contract change for additional landowner meetings and plan amendment
- **March 15th & March 16th 2022** meetings with landowners
- **April 13, 2022** Release of draft preferred plan for public review & opening online comment form
- **April 21, 2022** Public ZOOM workshops at noon and 6pm
- **May 18, 2022** Joint Planning Commission Hearing
- **June 6, 2022** Joint Information Meeting
- **June 21, 2022^s** Town Council Meeting to determine recommendation
- **July 5, 2022** Board of County Commissioners meeting to determine endorsement of plan

NEXT STEPS

The process moving forward will include endorsement of the neighborhood plan through public hearings, and creation of the zoning tools which the landowners could opt-into in order to develop in a manner consistent with the goals of the plan. The new zoning option will reflect the goals of the endorsed plan, and will also include methods to ensure that the unit breakdown (i.e. number of deed restricted vs. market units) is realized on the ground. The recently adopted Long Range Planning Work Plan included an estimate of 500 hours for Long Range Planning staff and an estimated budget of \$50,000.00 for consultant assistance in completing this work from July of 2022 until June of 2023.



STAFF ANALYSIS

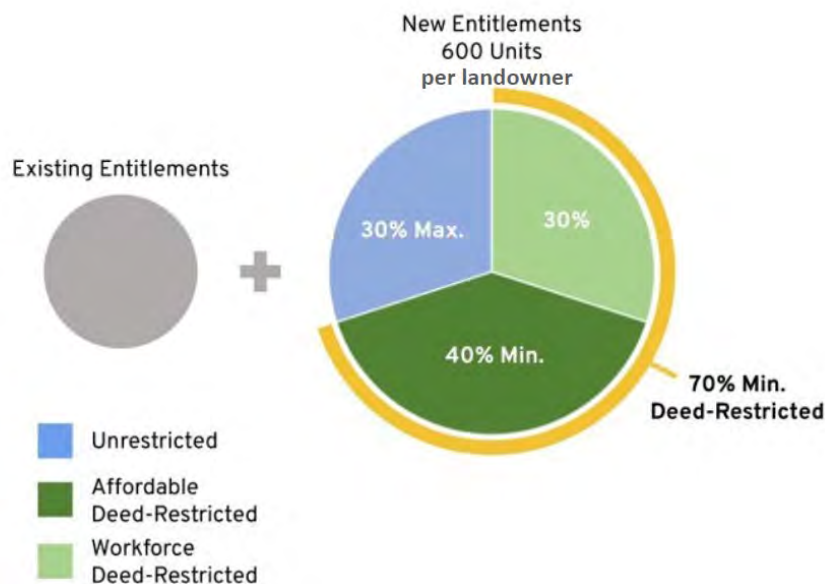
Overall, the draft neighborhood plan is responsive to a community preference for a medium/high affordable and workforce housing development as shown in the preferences for the scenarios released last August 2021 during the workshops. The community also preferred the following items: well connected, integrated into the existing West Jackson neighborhood and street networks, is responsive to increased traffic and activity within this portion of the Town and County, creates a mixture of building types, and generally fits within the neighborhood character of the Cottonwood neighborhood to the north. During the planning process, staff asked the Steering Committee and community to identify building type preferences, including submitting local examples for consideration prior to drafting the plan. Many of the examples submitted included smaller pedestrian scaled multi family structures such as the townhomes on Hall Ave. in the Town of Jackson or the Mountainside Village in Victor ID. Large, complex style structures were not as favorable, and breaking up the density visually into smaller multiple buildings in a clustered design was preferred. The draft plan responds to this feedback by proposing a variety of building types, ranging from large and small-lot single family homes to duplexes and townhouses and some larger multiplexes.

The overall neighborhood plan responds to a community vision for more density in the north, closer to High School Road and “feathering” the density across the site to the south, in a manner that allows for less dense, single family development in the southern portion of the site. The plan acknowledges the existing Suburban zoning entitlements in the plan area and suggests that the large lot suburban style development be located to the southern portion of the planning area. The plan anticipates a mix of unit types by allowing flexibility for a developer, yet explaining minimums and maximums for each building type to ensure a variety of housing types and prices are included in the neighborhood (i.e. not all single family and apartment complexes). These

different housing types are explained in the plan through the use of “character areas” which show a visual example with an explanation of each type of unit, and what they would generally look like in size and scale. The preferred plan asks that the project include at least 20-50% of the units in the high walkable character area, 30-45% within the medium character area, and finally a maximum of low density units at 30%.

Modeling was undertaken to demonstrate how a neighborhood could be built profitably for a developer in a manner competitive with existing zoning. This led to a higher density than the proposed neighborhood plan, and required a higher amount of Workforce units, and required a large public subsidy. The plan was revised based on infrastructure costs, and feedback from the Steering Committee and landowners. Financial modeling of the changes was not included based on feedback from the BCC and landowners. The development breakdown in the current preferred scenario includes 480 “Affordable” units (households that work in Teton County and earn no more than 120% median family income locally), 360 “Workforce” units (households that earn no more than 250% of County’s median family income), and 478 unrestricted units (of which 118 of these are existing entitlements included in the 478).

A key goal supported by the community for future development is the provision of affordable and workforce housing. The plan requires that a minimum of 70% of new entitlements shall be deed-restricted (Workforce or Affordable), with a minimum of 40% of new entitlements specifically deed-restricted “Affordable”. The plan also recognizes and retains existing unrestricted entitlements granted by the current zoning. Following is a breakdown of the unit distribution taken from the plan:



The overall unit count of 1,318 is a maximum identified in this “medium” density approach that the community favored (i.e. alternative B from the August workshop) and includes the existing entitlements (118 existing entitlements). While the new entitlements are distributed evenly between the two landowners of the properties within the site, it does acknowledge that the existing entitlements are not the same between each property owner. The existing entitlements will be honored as they legally exist today, and the plan calls for an even distribution of new entitlements between the property owners. While the goal includes a minimum of 70% of new units being deed restricted, there is flexibility to allow for more “affordable” units and fewer “workforce” units within that 70% distribution. Future developers would be

able to add more affordable units, but this plan identifies the 70%, and further 40% “affordable”, as set minimums.

ATTACHMENTS

- Northern South Park Neighborhood Plan
- Summary of community feedback

STAKEHOLDER ANALYSIS

The entire Town of Jackson/Teton County community is a stakeholder and staff invite feedback from any community member or organization. This effort has been guided by community engagement that has been received throughout the planning process as outlined in the process highlights listed in this staff report.

PUBLIC COMMENT

Public comment has been received throughout the planning process and incorporated into the draft plan.

LEGAL REVIEW

County: Gingery
Town: Colasuonno

RECOMMENDATION

Staff is requesting feedback and any recommended amendments to forward on to the Town Council and County Commissioners for consideration. Comments from the Town Planning Commission and the County Planning Commission can be provided separately through separate town and county motions (i.e. they are not required to agree).

The County Planning Director and the Town Community Development Director recommend **approval** of the Draft Northern South Park Neighborhood Plan dated April of 2022.

SUGGESTED MOTIONS

Town Planning Commission: I move to recommend **approval** to the Town Council of the Northern South Park Neighborhood Plan.

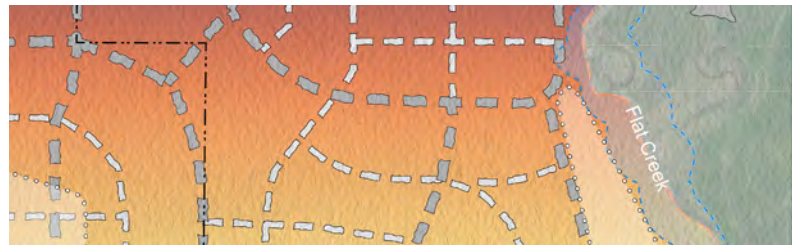
County Planning Commission: I move to recommend **approval** to the Board of County Commissioners of the Northern South Park Neighborhood Plan.

Northern South Park Neighborhood Plan

Sub-Area 5.6
Teton County, WY

Public Review Draft
April 2022

Prepared for:



Prepared by:



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 Engineering

Charlier Associates
 Transportation Strategy

Introduction

Vision Statement:

Northern South Park will become a mixed-income, multi-modal, Complete Neighborhood that delivers a high quality of life for residents, minimizes impacts to surrounding communities and ecosystems, and provides a significant quantity of deed-restricted housing for people working in Teton County.

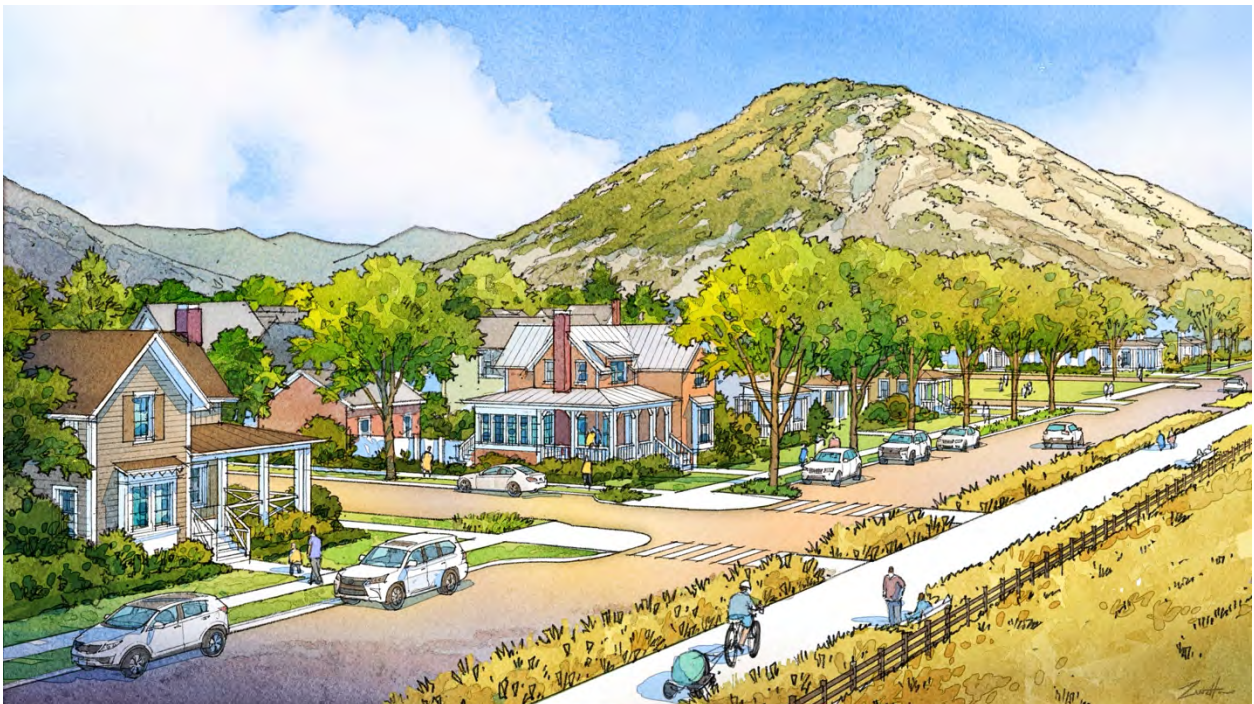


Figure 1 Illustrates how a mix of housing types, multi-modal streets, and integrated open spaces help to support a Complete Neighborhood in Northern South Park

Executive Summary

This plan details the preferred development vision for Northern South Park (Sub-Area 5.6), and seeks to strike a balance between aspirational vision and feasible implementation. Numerous community engagements have directed and informed the plan, which has been created to capture the community's vision for development in Northern South Park. These are balanced with challenging development conditions and landowner goals to craft a plan that reflects the community's ambitions within a development framework that is attractive relative to existing development entitlements and feasible for private development.

The economic and social disruptions caused by the Covid-19 pandemic have drastically reshaped the local and national real estate and development landscapes over the course of this plan's creation. As such, the plan approach has been continually refined to better respond to community priorities and evolving economic and development conditions. Provision of deed-restricted Affordable and Workforce housing was high on the community's list of priorities at the beginning of this plan and has only risen as the need for housing in Jackson and Teton County has become more acute over the course of this plan's development. Similarly, development costs and timing have become more challenging due to a variety of external factors beyond the control of landowners, developers, or local agencies. To accommodate ongoing uncertainty in the development landscape and future changes in community needs and market conditions, this plan intentionally seeks to balance a detailed vision with flexibility for implementation.

Flexibility in implementation and high-quality neighborhood design with deed-restricted housing are not mutually exclusive. While this plan does not provide a detailed site plan, it does provide detailed development criteria in the form of "checklists" at the end of each section in the PLAN VISION. These criteria will inform new Land Development Regulations (LDRs) and clearly articulate plan objectives without restricting the ways in which these objectives can be achieved.

For example, while potential new streets in Northern South Park are not mapped as part of this plan, criteria regarding specific external connections, block length, and other design considerations are detailed in this plan to help inform any street network proposed as part of a development application in Northern South Park.

The purpose of this neighborhood plan is to define a vision for development at Northern South Park, to provide details to inform new Land Development Regulations (LDRs) and zoning that will guide development, and to evaluate future development proposals relative to the plan vision. This plan document is visionary and conceptual. It is not regulatory but instead *informs* decision makers and future regulations. New development regulations that will be created from this plan will be opt-in, meaning that landowners can choose to develop using the new regulations or the existing regulations that currently apply in Northern South Park. This plan does not obligate landowners to develop — they may choose to continue existing uses. To provide an incentive for landowners to develop according to this plan vision, the plan proposes a development scenario and entitlement framework that is more financially attractive than what is allowed by current zoning.

Comprehensive Plan + Growth Management Policy

Jackson/Teton County Comprehensive Plan (2020)

The Jackson/Teton County Comprehensive Plan designates the Northern South Park project area (Subarea 5.6) as a "transitional subarea," meaning that it is a place where the community is accepting of redevelopment and anticipates that the existing character will change.

Surrounding subareas to the east, west and south are designated as "conservation" and "preservation" with a focus on wildlife habitat, open space, and scenic views.

The Comprehensive Plan references a "Village" neighborhood form for Northern South Park with residential and civic uses. This means that the area should be developed with a variety of housing types, like apartments, townhomes, and single-family homes, complete streets that have sidewalks and paths for people walking and riding bikes, and permanently deed-restricted Affordable and Workforce housing.

Responsible Growth Management

Amount of Growth. The Comprehensive Plan limits the amount of growth in our community so that we can maintain community character, avoid sprawling development, and protect our natural resources.

Location of Growth. The community's goal as stated in the Comprehensive Plan is to direct future growth into a series of connected, Complete Neighborhoods in order to preserve critical wildlife habitat, scenery and natural resources in Rural Areas. This supports both ecosystem stewardship and quality of life goals. Since our growth management responsibility encompasses both the Town and County, it is critical to consider where future housing units would be best located within the entire community. Northern South Park has been identified as an appropriate location for future growth because of its proximity to jobs, services, and existing infrastructure.

How does this relate to Northern South Park?

Since the community-wide amount of growth is limited, we must ensure that the number of housing units and their location in Northern South Park are as good as (or better) than any other Complete Neighborhood in the Town or County and that the type of growth supports housing for our workforce as much as possible. This neighborhood plan proposes a development option for Northern South Park that supports Comprehensive Plan values, goals and policies better than the base zoning that is currently in place.

Project Location

This neighborhood plan applies to 225 acres bounded by High School Road and Jackson Hole High School to the north, South Park Loop Road to the west and Flat Creek to the east. The southern plan boundary aligns roughly with the end of Red House Road.

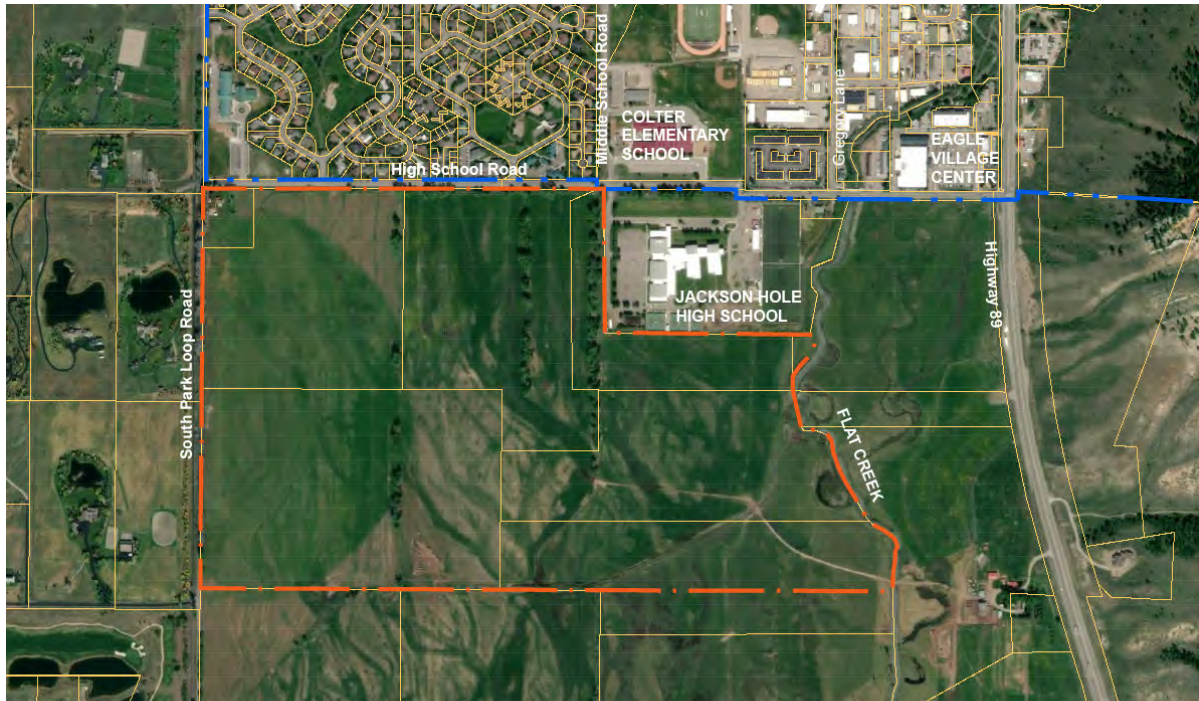


Figure 2 Project boundary outlined in orange. Image not to scale.

For additional information about existing conditions, please see Existing Conditions in the Appendix.

Planning Process

To create a preferred development plan for Northern South Park, multiple rounds of community engagement and plan development were undertaken to refine the plan vision. Figure 3 illustrates the planning process and shows when community engagement and Steering Committee (which included the landowners) participation took place.

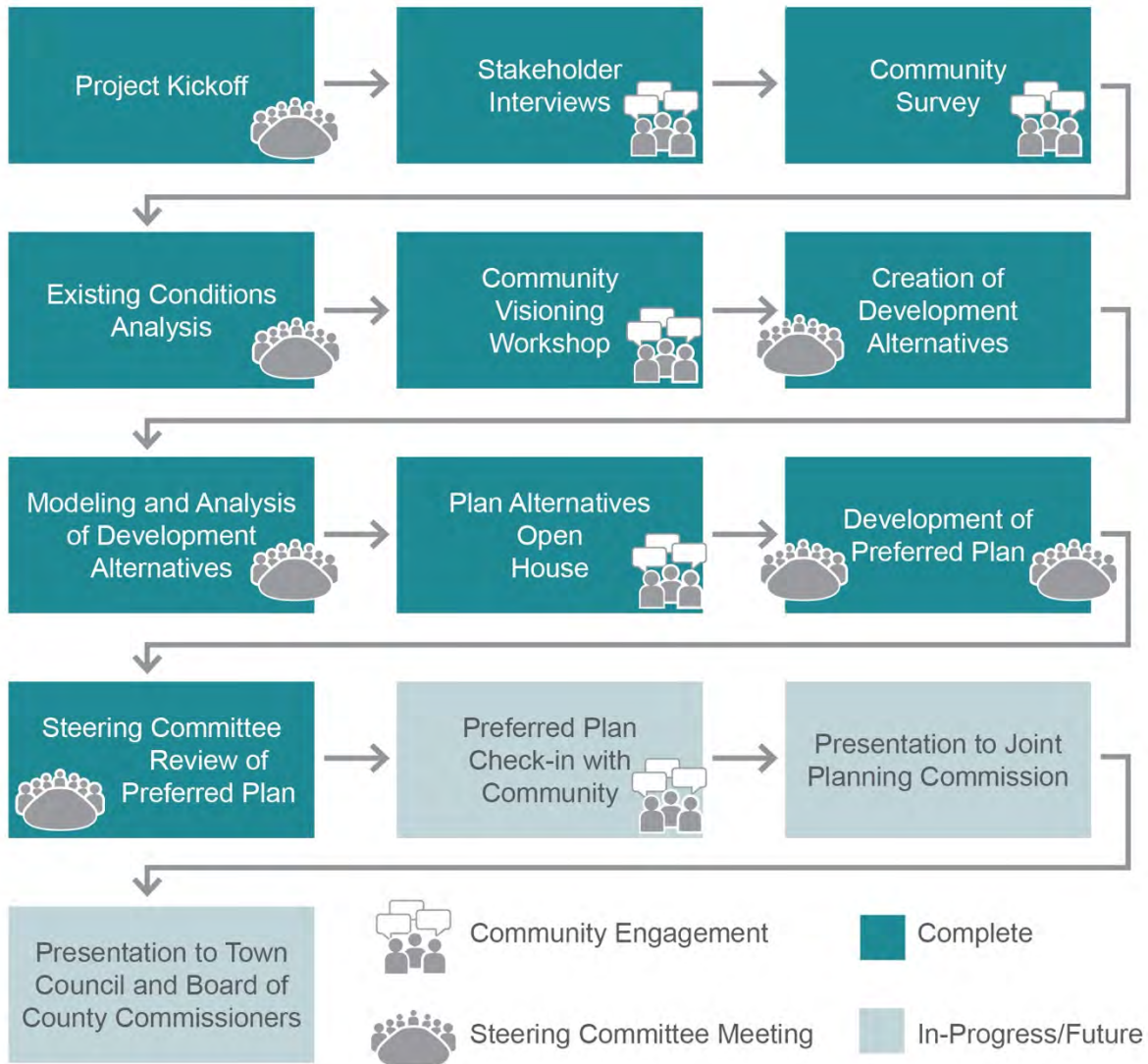


Figure 3 Planning Process diagram illustrates the steps taken to develop a Preferred Plan for Northern South Park.

To arrive at a preferred plan for Northern South Park, four plan alternatives were developed and reviewed by the community, stakeholders, and the Steering Committee. The purpose of these plan alternatives was to examine different development scenarios to identify a plan vision that responded to community needs through a feasible development approach. The plan alternatives, which included an “Existing Zoning Alternative” based on existing entitlements, varied by total number of units, density, mix of building types, and percent of deed restricted Affordable and Workforce units.

Figure 4 shows housing and affordability statistics for each of the four plan alternatives studied. Additional details on each of the four alternatives are available in the Plan Alternatives section of the [Appendix](#).

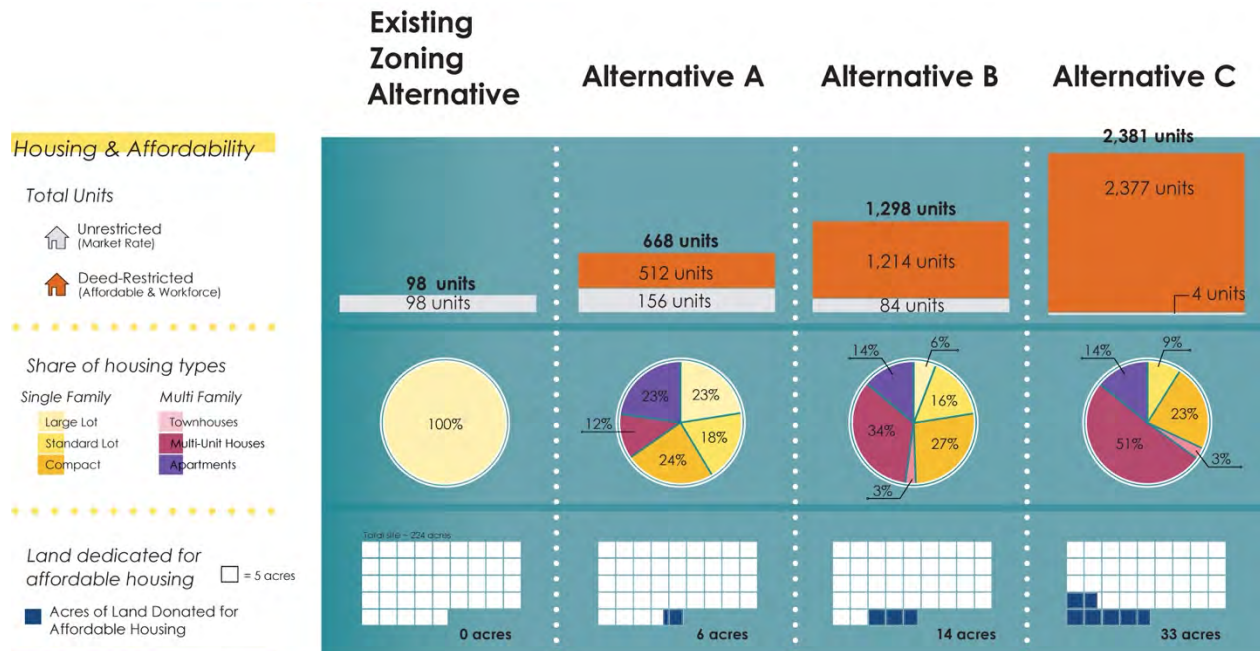


Figure 4 Housing and Affordability statistics for each of the four plan alternatives studied for Northern South Park.

Community Engagement

The planning process for Northern South Park included multiple opportunities for community engagement and design iteration to ensure development of a neighborhood plan that is feasible, forward-looking, and responsive to community needs and desires.

Community engagement and feedback was an integral part of developing a neighborhood plan for Northern South Park that is representative of community goals. Despite challenges posed by the Covid-19 pandemic which limited opportunities for in-person engagement, online tools were used to solicit feedback and share information. A variety of engagement approaches, including online presentations and surveys, in-person open houses, and outreach events for specific communities provided the opportunity for Teton County community members to participate in the manner that was most convenient for them. Table 1 details the variety of engagement events and tools that were used as part of the plan development process.

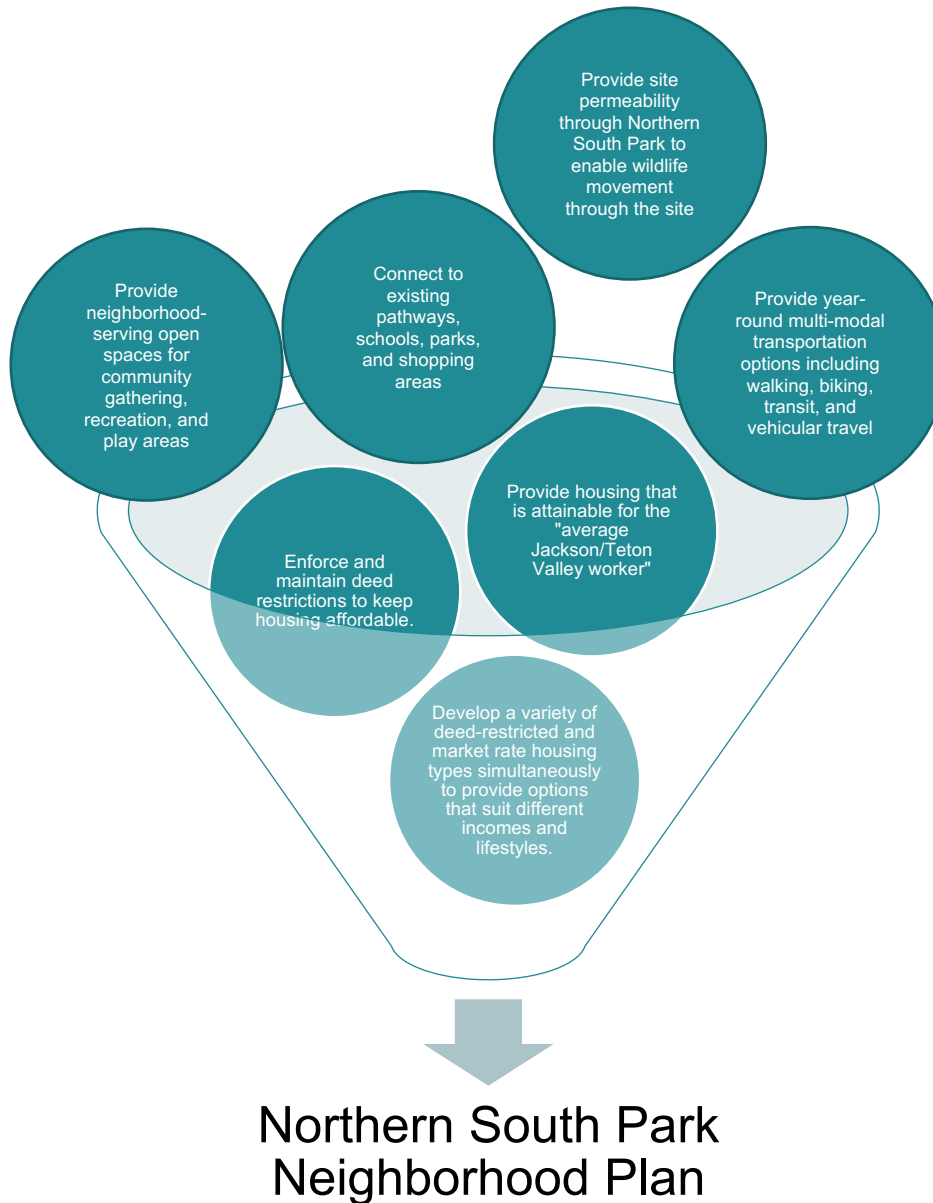
Table 1: Community Engagements

Engagement	Description
Stakeholder Interviews	• 29 interviews with stakeholders and subject matter experts • Interviews conducted February 2021
Community Survey	• Solicited feedback on big ideas • 398 responses • Conducted February-March 2021
Virtual Community Visioning Workshop	• Virtual presentation March 10, 2021 • Konveio interactive website ◦ Online community visioning survey focused on future use and design options ◦ Online visual preference survey focused on building form and physical character of the future neighborhood

Plan Alternatives Open House	• In-person event August 19, 2021 at Jackson Hole High School • Drop-in video presentation and topic stations staffed by project team • Konveio interactive website - o Community priorities survey - o Commenting on poster exhibits
Spanish Language Workshop	• In-person event August 26, 2021 • Plan Alternatives presented in-person by bilingual interpreters followed by small group discussions led by bilingual facilitators. • 41 attendees (head count)
Steering Committee	• Eight meetings from December 2020-January 2022 • Seven-member committee including landowners • Meetings live-streamed for public attendance
Project Website	• Updated with news, highlights, and project status • Project documents and presentations available for public access

Community Feedback

The community provided a variety of ideas for how development at Northern South Park could address community needs and satisfy Comprehensive Plan goals. Summarized below are topics that came up across all engagements and which were mentioned most frequently by community members.



Plan Vision

New development in Northern South Park should be integrated into existing West Jackson neighborhoods through connections to area roadways and pathways via a network of [multi-modal](#) streets that provide residents with transportation options. Within the neighborhood, parks and pathways should provide outdoor space for recreation and community gathering. New and improved infrastructure should protect natural resources such as surface water and aquifer quality, while open space buffers around Flat Creek will protect water quality and riparian wildlife habitat.

Figure 5 illustrates how development intensity can be organized across the site and how a new roadway network can integrate with existing West Jackson neighborhoods.

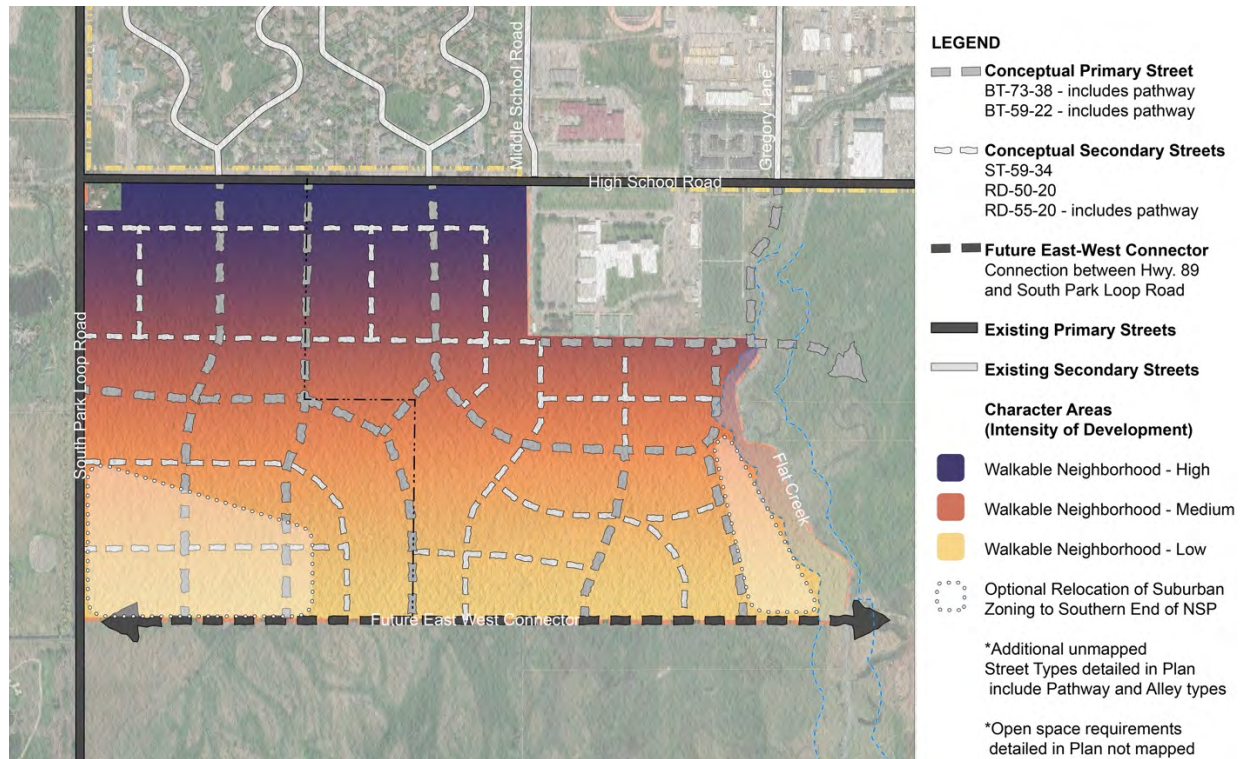


Figure 5 illustrates a conceptual development framework for the Northern South Park site. This image is for illustrative / conceptual purposes only. It is not regulatory and is not a development proposal.

Housing Program Vision

Housing Objectives

Teton County faces several long-term challenges, most notably with housing affordability. Over the years, housing construction has been unable to keep pace with housing need and the housing units that are getting built are unaffordable for most families and local workers. To help address this challenge, up to 1,200 new entitlements for housing units are envisioned, of which at least 70% will be permanently [deed restricted](#). The Plan envisions that at least 40% of new unit entitlements in Northern South Park will be [Affordable](#) and up to 30% will be [Workforce](#).

The objective for development at Northern South Park is to supply a sizeable portion of permanently deed-restricted housing necessary to house families and local workers.

For context, in 2013, 1 in 3 homes were affordable to the median-income family in Teton County, but by 2020 median-income families could only afford 1 in 10 homes. In fact, more than half of the total home sales in 2020 were only affordable to families making over 200% of Teton County's [Median Family Income \(MFI\)](#). During the presentation for the 2022 Regional Housing Needs Assessment, HUD figures showed that in order to afford the 2021 median sales price, the household income must be at least \$469,000.00.

To retain community character and ensure resiliency, the Town of Jackson and Teton County have made it a priority to maintain at least 65% of Teton County's workforce living locally, establishing Land Development Regulations incentivizing development to allocate 'restricted' and Affordable housing.

Housing Entitlements

Existing Entitlements by Landowner

- Gill property: 86 units
 - o 84 units on 26 acres of land zoned Suburban (S)
 - o 2 units on 75 acres of land zoned Rural 1 (R-1)
- Lockhart property: 32 units
 - o 29 units on 8 acres of land zoned Suburban (S)
 - o 3 units on 115 acres of land zoned Rural 1 (R-1)

Proposed Maximum New Entitlements per Landowner: 600 units

- 420 deed-restricted units, (minimum 70% of new entitlements)
 - o 240 Affordable deed-restricted, (minimum 40% of new entitlements)
 - o 180 Workforce deed-restricted (30% of new entitlements)
- 180 unrestricted units, (maximum 30% of new entitlements)

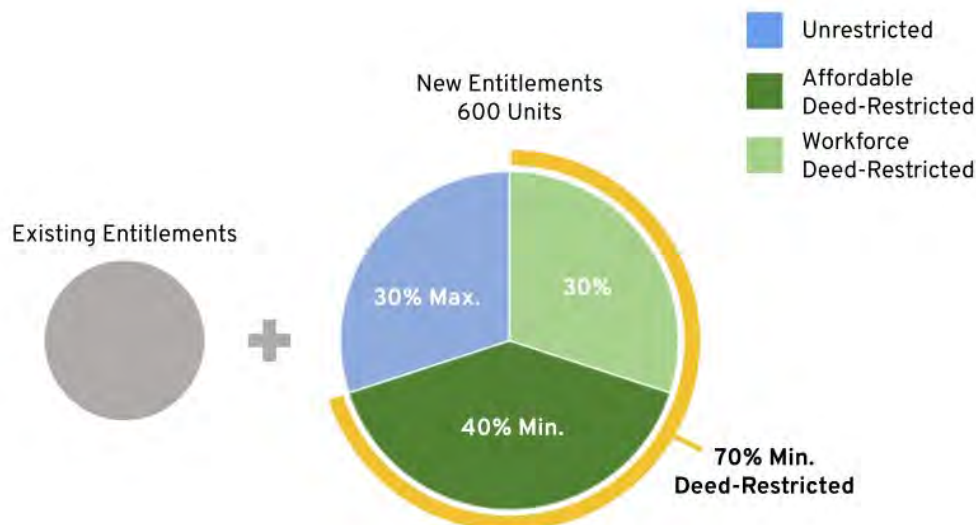


Figure 6 Illustrates the proposed housing program for each of the two landowners in Northern South Park.

Deed Restricted Housing Program for New Unit Entitlements

To promote access to a variety of housing options in Northern South Park and to house families and workers, three levels of housing affordability are envisioned for new housing unit entitlements. The quantity and type are outlined as follows:

- **478 Unrestricted units (maximum):** these units can be set at market price, with no restrictions on ownership or occupancy.
- **360 Workforce deed-restricted units:** restricted to households that work in Teton County and earn no more than 250% of Teton County's Median Family Income (MFI). Although these units are restricted to workforce income levels, they are modeled to have a built-in profit. As a result, Workforce units are assumed to be delivered by private developers within the development model.
- **480 Affordable deed-restricted units (minimum):** restricted to households that work in Teton County and earn no more than 120% MFI.

In 2021, median income for a 3-person household was \$104,040. *(This number is updated annually in April, and will be updated for the final version of this plan.)*

Regulations in the *Jackson/Teton County Housing Department Rules and Regulations* documents should apply to all deed-restricted Affordable and Workforce housing at Northern South Park.

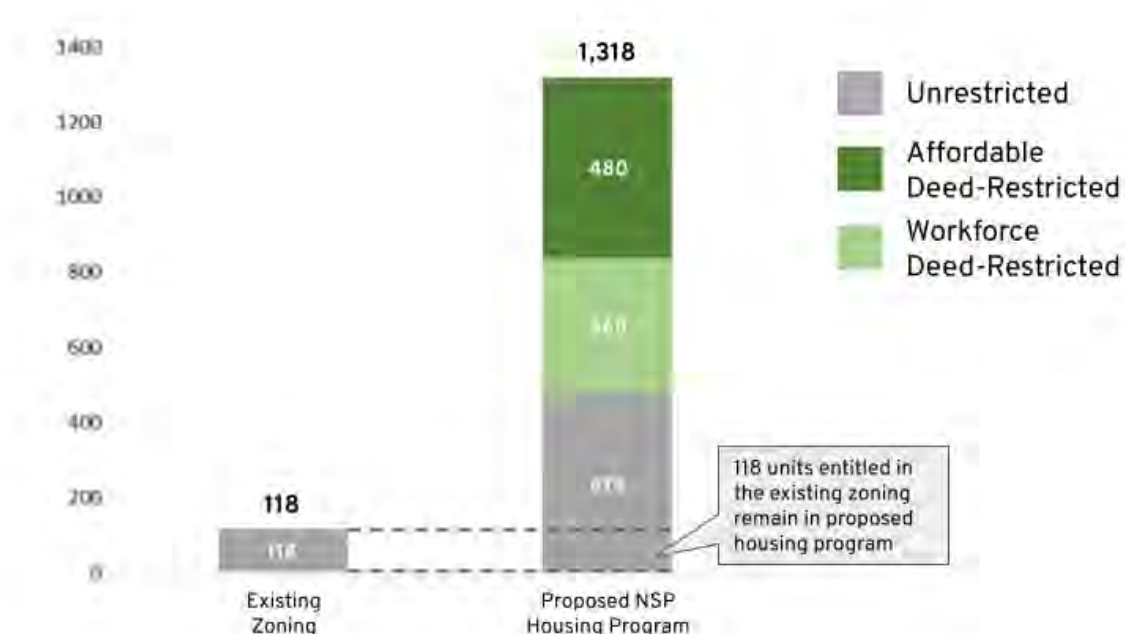


Figure 7 Illustrates the proposed housing program compared to existing zoning.

Mixed-Income Neighborhood

Housing options in Northern South Park are meant to provide a variety of housing types suitable for different lifestyles and incomes. Affordable, Workforce and unrestricted units should be located throughout the site, with different unit types mixed within the same block. To promote a cohesive neighborhood community, units should not be segregated according to tenure (rent vs own), type (triplex vs townhouse), unit size, or price, but should be integrated to the extent feasible. Examples of this approach include mixing duplexes and single-family homes within a block, including both Workforce and unrestricted townhouse units along the edge of a park, and including a mix of studios and one-, two-, and three-bedroom units in an Affordable apartment building.



Figure 8 This block along E. Hall Ave. in the Town of Jackson includes a mix of housing types located within walking distance to Mike Yokel Park and could be a model for development in Northern South Park.

Housing Checklist

1. Housing Tenure Types	
☒	1.A For all new housing unit entitlements, provide at least 40% deed-restricted Affordable housing per phase of development
☒	1.B For all new housing unit entitlements, provide 30% deed-restricted Workforce housing per phase of development
☒	1.C For all new housing unit entitlements, do not exceed 30% market rate housing per phase of development
2. Housing Variety	
☒	2.A Develop new-entitlement market rate units concurrently with new-entitlement deed-restricted units
☒	2.B Each phase of development should include a variety of housing types and unit sizes to suit a variety of incomes and lifestyles
☒	2.C New-entitlement market-rate and deed-restricted housing should be distributed and integrated across the site to avoid segregating tenure types in clusters
☒	2.D Different building types and unit sizes should be distributed and integrated across the site to avoid segregating different unit and housing types in clusters

Open Space Vision



Figure 9 The Northern South Park neighborhood will be directly connected to the existing community pathway network, such as the South Park Loop Trail.

Pathway Network Vision

The Town of Jackson and Teton County have created an extensive pathway network, the Jackson Hole Community Pathways System. Northern South Park is adjacent to this network, including along South Park Loop Road and High School Road. The pathways in Northern South Park should link into this network and extend this amenity for use by Northern South Park residents and the larger community to provide for

recreational use as well as to supplement the transportation network by providing non-motorized routes to destinations such as schools, employment, shopping, and entertainment. The connectivity vision for Northern South Park provides direct connections to the pathway system via Paul Merritt Pathway, Russ Garaman Pathway, and South Park Loop trail. Trails located adjacent to streets should, in general, be located on the north and east sides of the street to take advantage of maximum solar gain to provide a pleasant environment for trail users and encourage snowmelt.

Places for Recreation and Gathering

To provide a high quality of life for residents, parks in Northern South Park should provide spaces to recreate and gather within walking distance of all residents. Parks should accommodate active uses such as playgrounds and ball courts. When possible, parks should be located to maximize views and preserve existing landscape elements such as irrigation ditches and tree stands.

Access to park space in Northern South Park is especially important since the smaller unit and lot sizes needed to promote housing affordability may mean that some units lack yards. When private yard space is not included with a unit, parks can provide common outdoor space for residents. As such, all residential units in Northern South Park should be located within ¼ mile of a park to encourage residents to access parks by foot and bike. A central park between 3-5 acres is envisioned to provide for a broad range of activities and should be supplemented by smaller “pocket parks” located throughout



Figure 10 Active uses such as the playground at Mike Yokel Park in the Town of Jackson will be prioritized at parks in Northern South Park.

the neighborhood to provide easy park access to all neighborhood residents.

Open space areas should be maintained as permanent open space. Management and maintenance of open space should be identified during the development review and subdivision process to ensure upkeep and safety.

Open Space Checklist

1. Minimum Provision of Open Space	
☒	1.A Dedicate 0.02 acres per new residential lot for open space or pay a fee-in-lieu per new residential lot, consistent with LDRs.
☒	1.B Open spaces should be designed and located to promote wildlife permeability across the site.
☒	1.C All residential units should have access within ¼ mile to a playground at least ¼ acres or larger via sidewalks and/or pathways
2. Open Space Access + Design	
☒	2.A The facades on building sites attached to or across a street or pathway from an open space should be designed to “front” on to the open space.
☒	2.B Open spaces should be bordered by streets or pathways on at least two sides to provide good public access and improve safety by minimizing areas hidden from public view.
☒	2.C All programmed open spaces should be publicly accessible via sidewalks and/or pathways.
☒	2.D A variety of open space types should provide facilities for community gathering and recreation.

Mobility, Connectivity + Infrastructure Vision

Connectivity Objectives

1. Direct connections to High School Road
2. Direct connections to South Park Loop Road
3. Internal pathways connect to and complement the community pathway network
4. All streets should be Complete Streets' accommodating all modes of transportation and users
5. No dead-end streets or cul-de-sacs longer than 150'
6. Every home reachable from two directions to improve emergency response
7. Discourage cut-through traffic
8. Access to S. Highway 89 with an East-West Connector
9. Complete Streets

To provide connectivity to adjacent areas and minimize traffic impacts by dispersing traffic, the plan envisions multiple intersections along adjacent streets. On High School Road, connection points should be provided at Rangeview Drive and Corner Creek Lane, in addition to consideration of a new intersection between those streets. Along South Park Loop Road, multiple intersections should be provided to avoid funneling all traffic to a single point which otherwise concentrates traffic, minimizes route options, and results in longer wait times at intersections.

Traffic calming strategies such as narrow travel lanes, curb extensions at intersections and crosswalks (pinch points), on-street parking, and street trees and parkways provide visual and physical cues that help to reduce traffic speeds. The alignment of streets includes frequent intersections so that vehicles must slow down or come to a complete stop in order to travel through Northern South Park, encouraging a slower driving speed within the neighborhood.

People who walk and those using mobility assistance devices are generally willing to travel between $\frac{1}{4}$ and $\frac{1}{2}$ of a mile to reach a destination. To keep distances within this range, the street network supports frequent intersections and provides a variety of different routes to make walking, riding bikes and other forms of active travel convenient. Consistent with the Jackson Community Streets Plan, pedestrian facilities at Northern South Park should be usable by people of all ages and various visual and mobility capabilities to meet Americans with Disabilities Act standards and facilitate access for a wide spectrum of people.

Connections through larger development blocks are provided by non-vehicular trails and pathways that minimize cut-through vehicle traffic while maximizing connectivity across the site.

Transit

To support community climate goals, reduce traffic on High School Road, and reduce the cost burden associated with private vehicle ownership and use, public transportation in Northern South Park should be provided by fixed-route START bus service along High School Road. Street designs for development in Northern South Park include streets that are accessible to START vehicles. These streets should be utilized as part of a street network that allows for future bus service to extend into Northern South Park to encourage transit use among future residents and reduce traffic impacts.



Figure 11 Fixed-route START bus service will complement other multi-modal transportation options in Northern South Park.

The highly-connected internal street network and good connectivity to regional roadways will allow and support potential future micro-transit and demand response transit services, should START decide to offer those services in Northern South Park. The street, pedestrian and pathway networks also will support ridesharing by residents as well as direct, efficient access by ride-hailing services (e.g., Lyft and Uber).

Street Design

To support a high-quality public realm and to provide multi-modal transportation options for future residents, street designs were developed to satisfy Connectivity Objectives for the project and to meet street design standards for the Town of Jackson Community Streets Plan. Designs were created in consultation with Teton County and Town of Jackson Engineering and Public Works departments.

Pedestrian facilities are included on both sides of streets to encourage non-vehicular travel and to accommodate the greater density of population envisioned for Northern South Park. Similarly, alleys are included in the plan to accommodate service access for waste collection and to provide access to on-site parking. Alley-loaded parking maximizes capacity for on-street parking by minimizing the frequency of curb cuts and allows for the occasional use of non-vehicular pathways in place of a full street along the front of some blocks.



Figure 12 An example of low impact stormwater infrastructure showing bioswales between the street edge and sidewalk.

To manage rainwater and snowmelt, street designs in this plan feature low-impact stormwater infrastructure to filter contaminants and allow water to infiltrate into the soil. Low-impact stormwater infrastructure included as part of every street can help to limit waterborne pollutants and contamination of the watershed. Wide bioswales between streets and sidewalks provide space for snow storage during winter, and

during summer these areas provide spaces for rain gardens and street trees that serve as amenities for the neighborhood.

The following street cross section designs identify thoroughfare types that are consistent with the intended physical character and connectivity of Northern South Park.

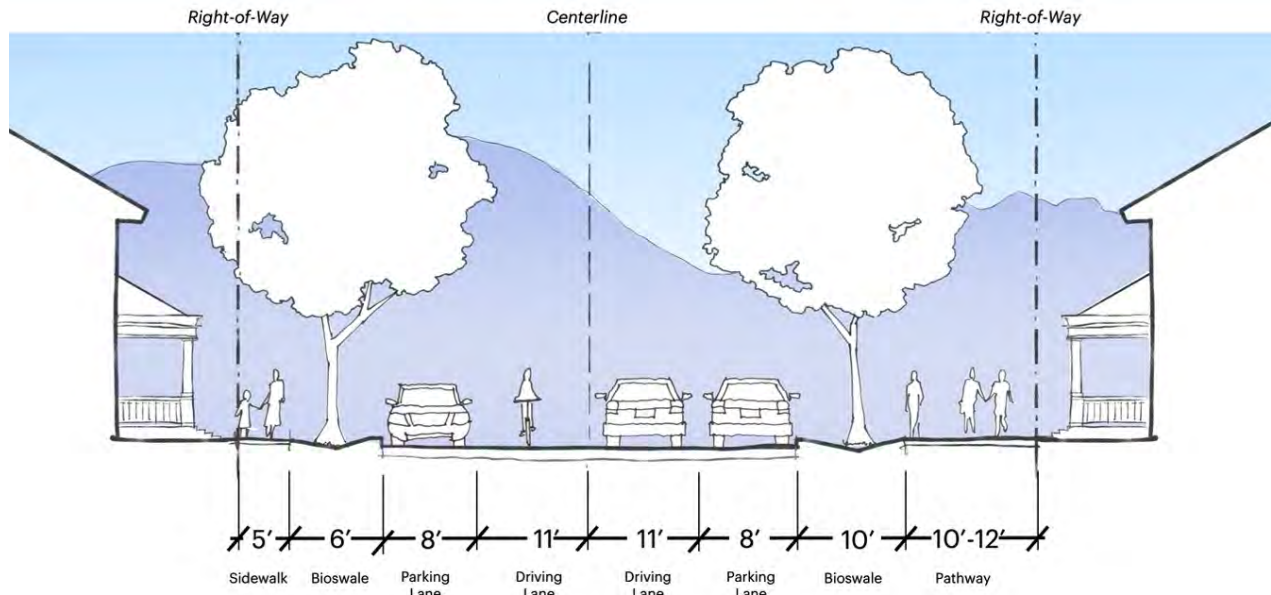
Additional street, sidewalk, and pathway types could be developed, subject to County review and approval, using the Town of Jackson Community Streets Plan or future similar plans as a guide (See Chapter 3: Toolkit of Design Solutions) to satisfy appropriate Neighborhood Context Considerations in that document as well as the following:

1. Supports the intended physical character of adjacent existing or proposed development.
2. Provides facilities for multiple modes of transportation (mix of transit, pedestrians, bicycles, automobiles).
3. Provides sidewalks at least five feet wide.
4. Provides on-street parking for a majority of each block face in Walkable Neighborhood and Compact Walkable Neighborhood areas. Single-loaded streets exempt.

The following street cross section graphics demonstrate street design options that fulfill multi-modal connectivity objectives for Northern South Park and could be incorporated as part of development proposals consistent with this plan.

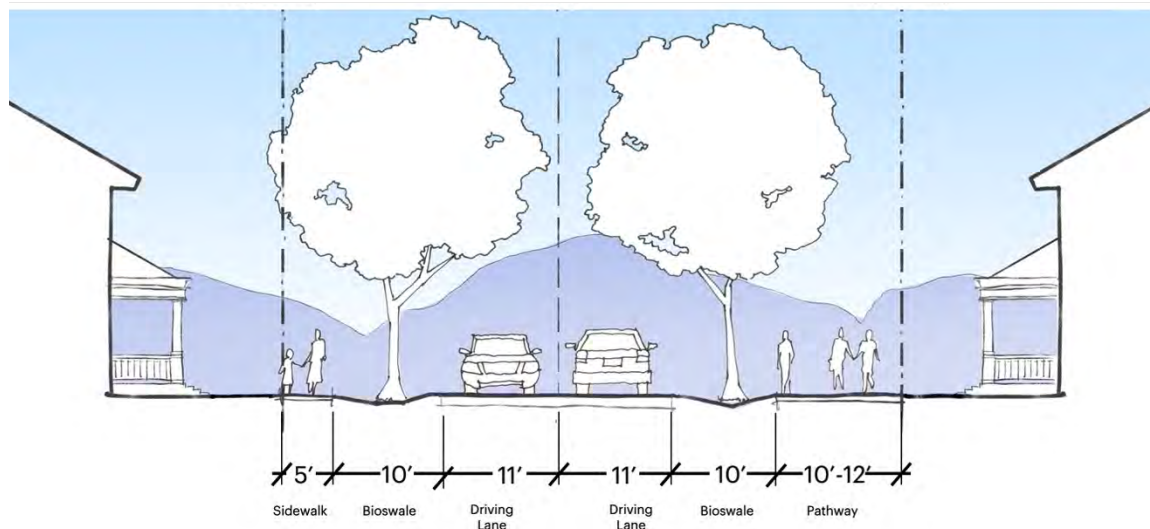
BT-71-38 – Bus/Truck Street with parking

This street section is designed with lane widths that will accommodate busses and trucks and should be utilized to provide routes through the site that can accommodate START bus service. On-street parking makes this section appropriate in higher-intensity neighborhood areas where there is a greater need for on-street parking.



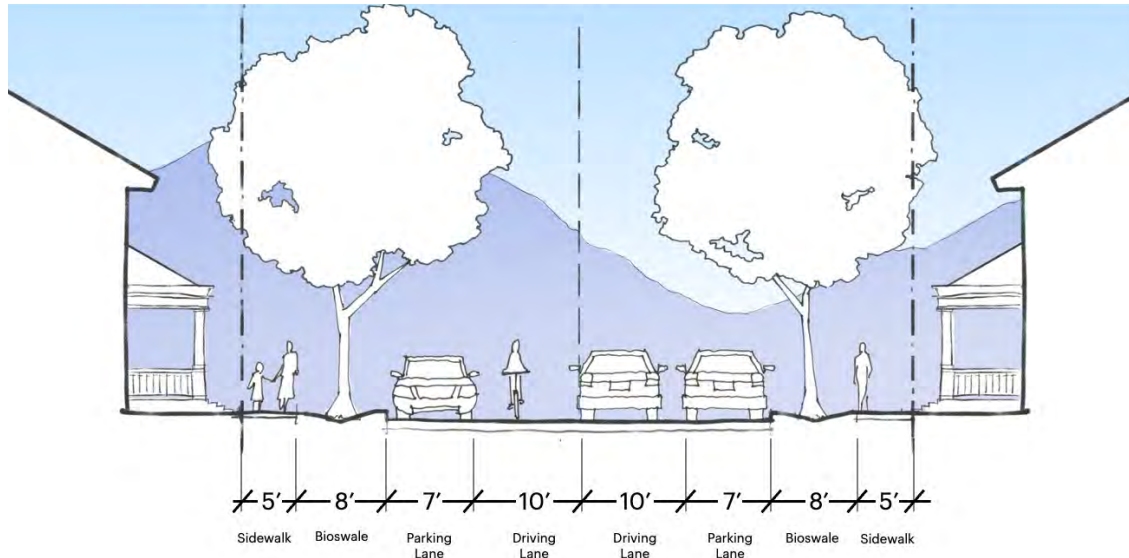
BT-59-22 – Bus/Truck Street without parking

This street section is designed with lane widths that will accommodate bus and truck vehicles and should be utilized to provide routes through the site that can accommodate START bus service. No on-street parking is provided in this section.



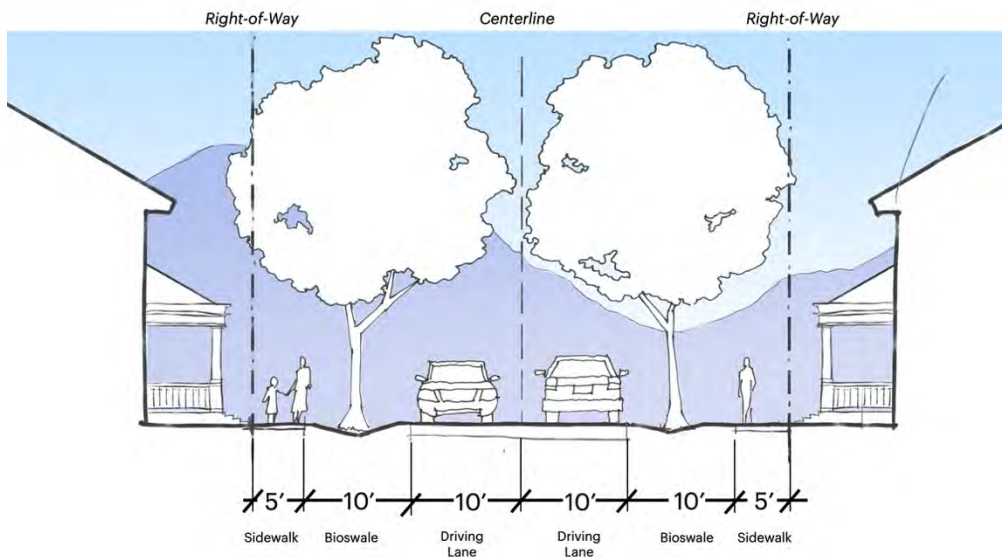
ST-60-34 – Walkable Neighborhood Street

This street section is designed to encourage slow-speed travel. On-street parking makes this section appropriate in higher-intensity neighborhood areas where there is a greater need for on-street parking.



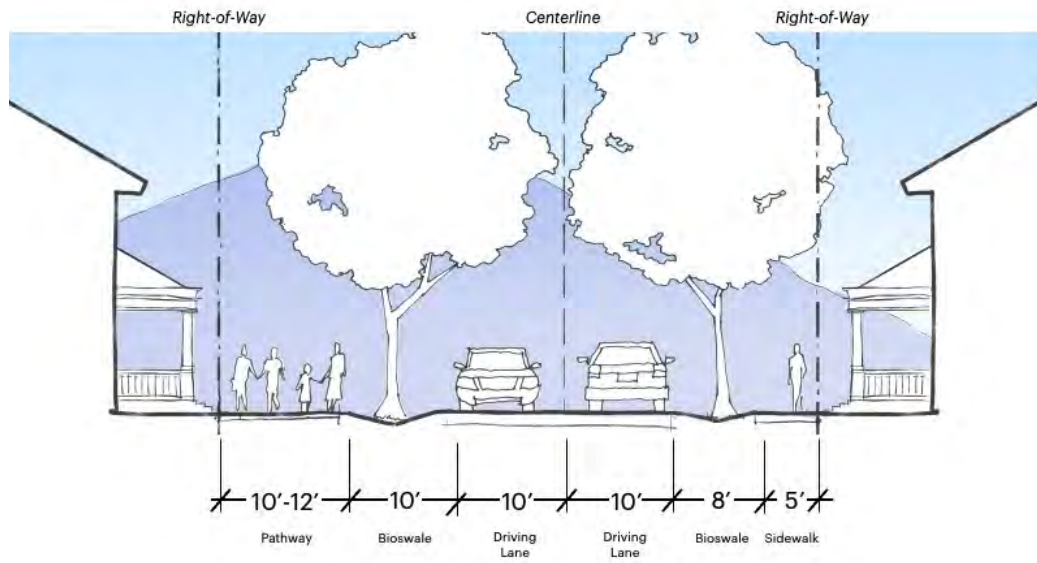
RD-50-20 – Walkable Neighborhood Road

This street section is designed to encourage slow-speed travel. Since no on-street parking is provided in this section, it is most appropriate in lower-intensity neighborhood areas.



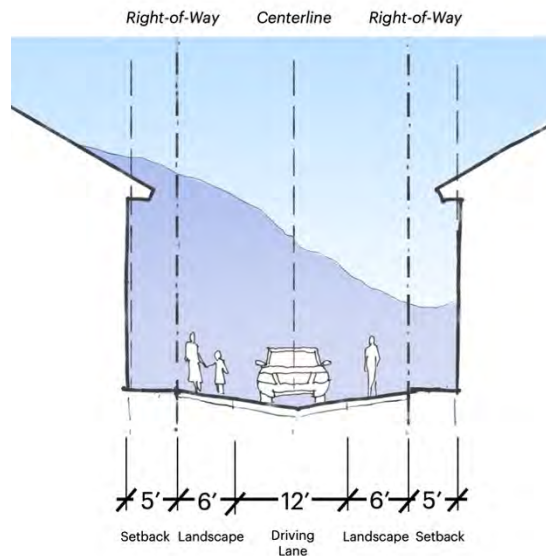
RD-55-20 – Walkable Neighborhood Road with Pathway

This street section is designed to encourage slow-speed travel. Since no on-street parking is provided in this section, it is most appropriate in lower-intensity neighborhood areas. This street section includes a pathway.



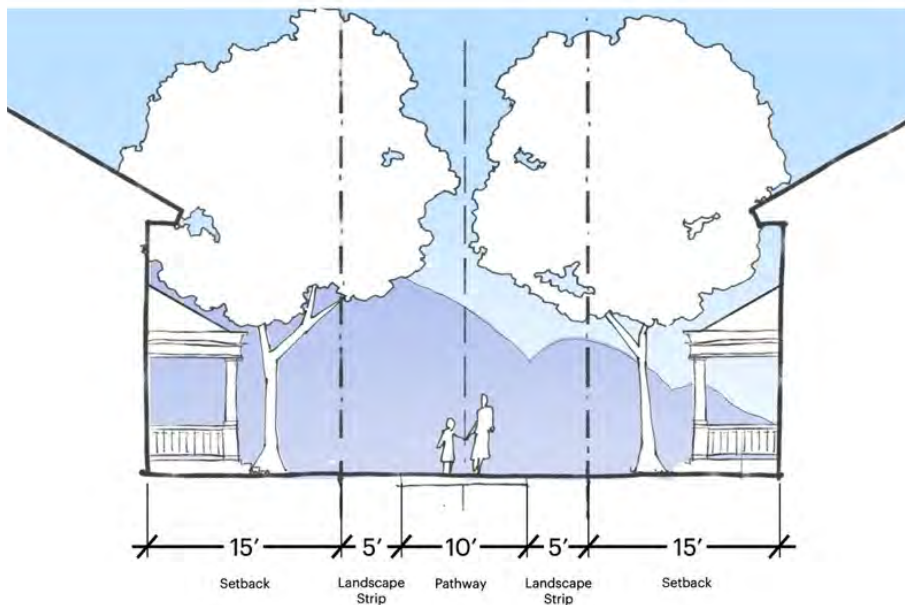
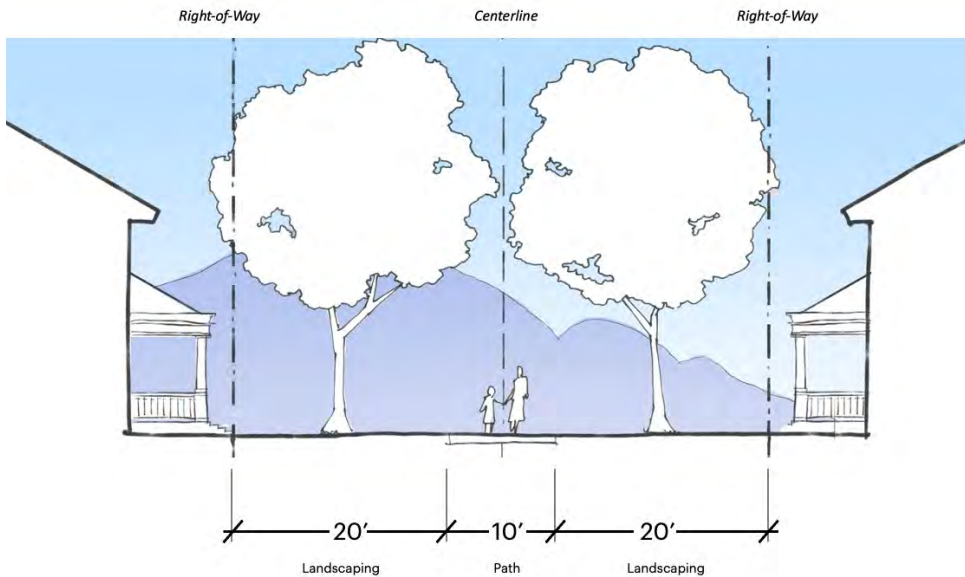
AL-24-12 – Alley

This alleyway is meant to provide parking and service access at the rear of lots.



PW-50-0 + PW-20-0 Mid-Block Pathway Options

These pathways are pedestrian and bicycle connections and not for use by vehicular traffic. They run between buildings, perpendicular to the street, as a mid-block connection. Buildings adjacent to the pathway are oriented so that the fronts of buildings face the pathway. This provides additional connectivity for people walking and riding bikes while minimizing cut-through vehicular traffic. Both a wide and narrow right-of-way design are provided for flexibility.



Traffic Impacts

To support analysis of the proposed Northern South Park (NSP) neighborhood, Cambridge Systematics (CS) applied the Teton County Travel Model. The modeling effort first considered several preliminary development alternatives, followed by evaluation of a preferred scenario.

Modeling was performed for a summer weekday, the timeframe in which Jackson and Teton County experience the heaviest traffic congestion. Because Northern South Park is near several schools, a school season analysis was also performed for High School Road. An analysis of traffic count data shows that High School Road is the only place in Teton County that regularly experiences higher average daily traffic volumes in the school season than in the summer.

Model System

This travel model was developed for Teton County, the Town of Jackson, and WYDOT for use in transportation planning efforts. It is a four-step trip-based travel model with a base year of 2017 and several forecast years including 2035. The model accounts for county residents, commuters (people who work in Teton County and commute from neighboring communities), and visitors to the region. It includes a mode choice step that considers driving, transit, and non-motorized modes.

The travel model was calibrated to a 2017 base year using traffic count data, transit boarding data, American Community Survey (ACS) data, and mobile device data (location-based services, or LBS data).

Preferred Scenario Assumptions

Socioeconomic data assumptions for the preferred plan are shown in Table 2. Model runs considered some internal streets and a potential East-West Connector between South Park Loop Road and S. Highway 89.

Growth outside of the Northern South Park neighborhood is represented by the 2035 travel model as adopted by Teton County. Similarly, the roadway and transit system assumptions are consistent with those in the 2035 travel model. The Tribal Trail connector to Hwy 22 is included in the roadway network.

Table 2 NSP Neighborhood Socioeconomic Data Assumptions

Variable	Value
Households	1,231
Population	3,200
Employment	19

Model Results

The Northern South Park planning effort includes transit and non-motorized modes of travel. The travel model has been run with baseline assumptions, meaning that calibrated model results were not adjusted to account for a high level of transit service or new pathways, in order to demonstrate maximum impact from vehicular traffic. Resulting mode shares are summarized in Table 3. These show the Northern South Park neighborhood having slightly higher transit and non-motorized capture than the region as a whole. Transit and non-motorized shares for the Northern South Park

neighborhood are higher than for rural neighborhoods and lower than denser areas such as downtown Jackson.

Table 3 Mode Share Results

Mode	Region	NSP
Auto	88%	85%
Transit	0.8%	1.9%
Non-Motorized	11%	13%

The travel model was run for both a build and no-build scenario, with a comparison of traffic volumes shown in Figure 13 and Figure 14. These figures show 24-hour no-build volumes, change resulting from the build scenario, and the resulting 24-hour volume. Figure 15 shows an estimate of school season weekday volumes on High School Road, with estimates based on analysis of summer and winter traffic count data. The build scenario shows traffic growth along High School Road, South Park Loop Road, and generally within the Town of Jackson.

The additional households in the Northern South Park neighborhood increase the number of resident workers in the county, partially offsetting forecast growth in commuters. Each new commute trip made by a resident of the Northern South Park neighborhood offsets one commute trip from outside the county. As compared to the 2035 no-build scenario, this results in a decrease in forecast year volumes on Hwy-22 west of Hwy 390, and a slight decrease in traffic on Hwy 89 south of High School Road.

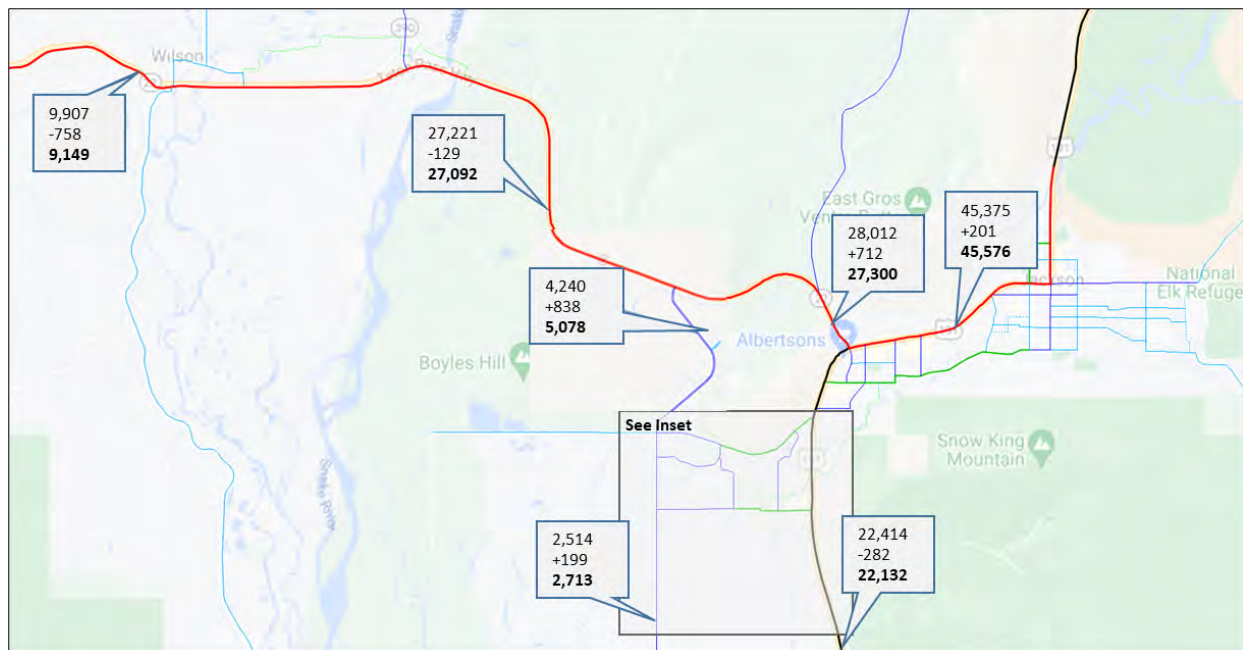


Figure 13 Build to No-Build Traffic Comparison (above)

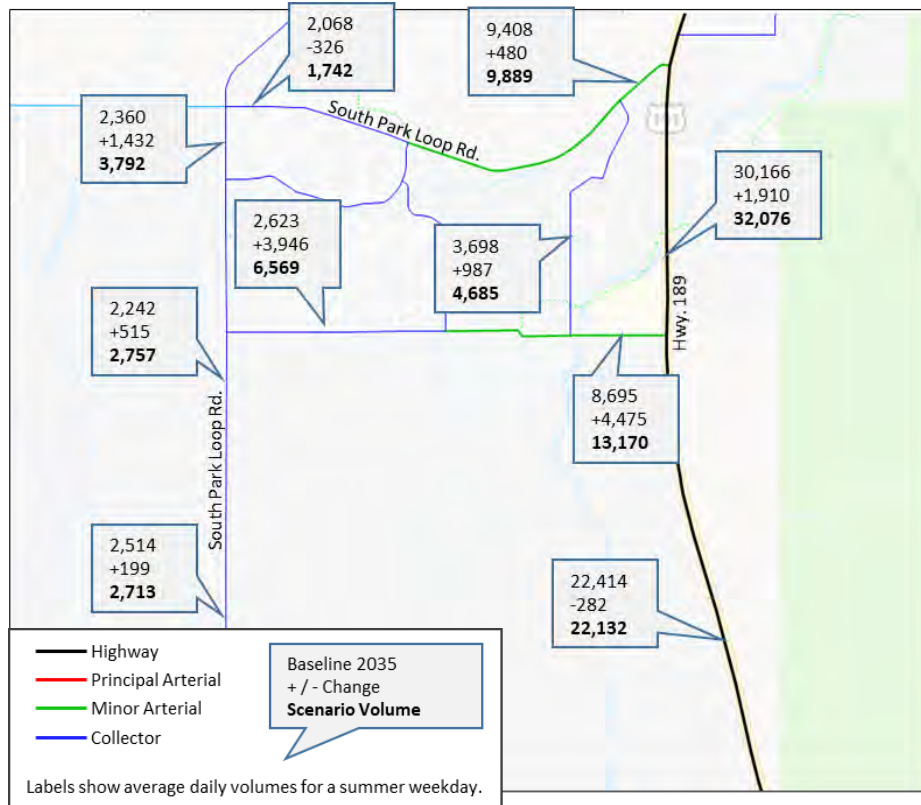


Figure 14 Build to No-Build Traffic Comparison (Detail)

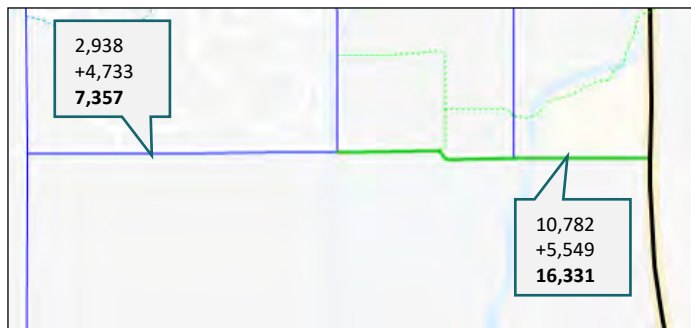


Figure 15 Build to No-Build Traffic Comparison (School Season)

Overall, the traffic model shows that existing facilities will adequately meet future transportation demand generated by development at Northern South Park and that future off-site improvements listed in Table 4 will help to mitigate traffic impacts to provide acceptable levels of service on area roadways.

Traffic Mitigation

The connectivity vision for Northern South Park includes a variety of multi-modal transportation options to provide future residents with mobility choices. Encouraging people to use non-vehicular transportation options such as bus, bike, and walking can help to decrease additional car trips. To achieve this, the connectivity vision calls for a well-connected network of streets and pathways to make it safe, easy, and convenient to move around on foot and by bike, as well as a network of streets that are designed to accommodate START bus routes within the new Northern South Park Neighborhood.

Based on travel demand model outputs, some improvements to existing adjacent and future roadways should be considered as part of this project. See the Implementation section for more details on specific projects and recommended funding strategies.

Off-Site Infrastructure

To accommodate an increase in the number of residents in Northern South Park, off-site infrastructure, including upgrades to existing roadways and wet utilities (water and sewer), as well as new wet utilities to connect to existing sewer mains will be needed.

Development at Northern South Park could contribute some funding for upgrades to adjacent roadway facilities, consistent with the extent to which new development would utilize these facilities. These upgrades intersect with various pre-existing street improvement plans and would be led by the Town or County, as indicated in Table 4. Development thresholds — the point at which additional development would necessitate upgrades to area roadways — and funding sources should be identified by the lead agency for each project.

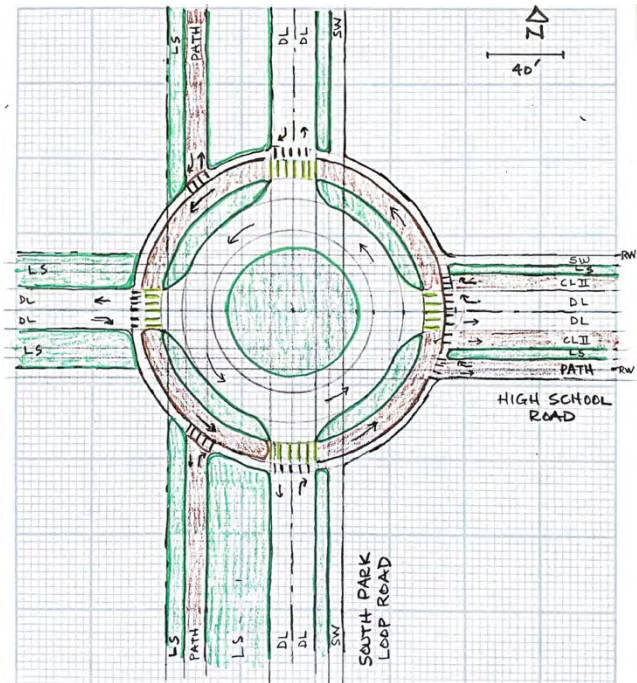


Figure 16 Conceptual roundabout plan for the intersection of High School Rd. and South Park Loop Rd.

Table 4: Off-Site Infrastructure Projects

Project	Lead Agency
Upgrades to High School Rd.	Town
Roundabout at intersection of High School Rd. and South Park Loop Rd.	Town
East-west connector between South Park Loop Rd. and Hwy. 89	County
Pathway on east side of South Park Loop Rd.	County

In addition to the above off-site projects, new and upgraded sewer lines along High School Road will be necessary to serve development on the west side of Northern South Park. The Town of Jackson will need to undertake additional analysis to determine current capacity of sewer lines serving Northern South Park, depending on where the sewer connection will occur.

Mobility, Connectivity + Infrastructure Checklist

1. Minimum Transit Connectivity	
☒	1.A Serviceable by transit directly via High School Road and South Park Loop Road
☒	1.B Transit routing through site identified as part of street network layout using Bus/Truck street sections
2. Minimum Active Travel Connectivity	
☒	2.A At least one walk/bike route (including sidewalks) connecting every residential unit to:
☒	Jackson Hole High School campus
☒	Russ Garaman Pathway
☒	South Park Loop trail
☒	Paul Merritt Pathway
☒	Jackson Hole High School campus
☒	Eagle Village Shopping Center
☒	At least one dedicated east-west internal pathway
☒	At least one dedicated north-south internal pathway
☒	2.D Sidewalks on both sides of all streets
☒	2.E Internal block faces not to exceed 450 feet. (Block faces defined by streets or publicly-accessible pathways and measured between edge of publicly-accessible right-of-way or easement for streets and/or pathways.)
☒	2.F External block faces – those facing High School Road, South Park Loop Road and/or Jackson Hole High School) not to exceed 600 feet. (Block faces defined by streets or publicly-accessible pathways and measured between edge of publicly-accessible right-of-way or easement for streets and/or pathways.)

3. Minimum Street Connectivity	
☒	3.A At least three (3) direct connections to High School Road west of Jackson Hole High School
☒	3.B At least three (3) direct connections to South Park Loop Road
☒	Russ Garaman Pathway
☒	South Park Loop trail
☒	Paul Merritt Pathway
☒	3.C Easement for East-West Connector roadway between South Park Loop Road and S. Highway 89
☒	3.D Street cross section design consistent with designs provided in this plan and/or with Town of Jackson Community Streets Plan or similar plan

Neighborhood Design Vision

Density Transition from North to South

To protect the rural character of the southern approach into the Town of Jackson along the highway and to make efficient use of existing infrastructure, transit and services, higher-intensity development should be located along the northern edge of the site closest to High School Road and Jackson Hole High School. The least-intense development should occur along the southern edge of the site, and a transition in intensity from north to south should provide a step-down in intensity across the site, as illustrated in Figure 17.



Figure 17 Illustrates how the intensity of development and scale of building types should transition from highest (north) to lowest (south).

Neighborhood Centers

To support a [walkable](#) neighborhood, residential development in Northern South Park should be anchored by Neighborhood Centers that serve as community focal points and provide space for a mix of potential uses, including residential, community facilities such as childcare, programmed open spaces for community gathering, limited local commercial and other neighborhood-serving uses that reduce vehicle miles traveled by locating destinations within walking distance to residences. The most intense residential uses should be located around Neighborhood Centers, which should provide access to the community pathway network be located near to existing START transit services along High School Road or new bus routes that travel through Northern South Park.



Figure 18 Illustrative vision for a mixed-use Neighborhood Center with a central green space for community gatherings.

Building Types

To provide a variety of housing types to suit multiple lifestyles and price points, development at Northern South Park should utilize building types detailed in Figure 19.

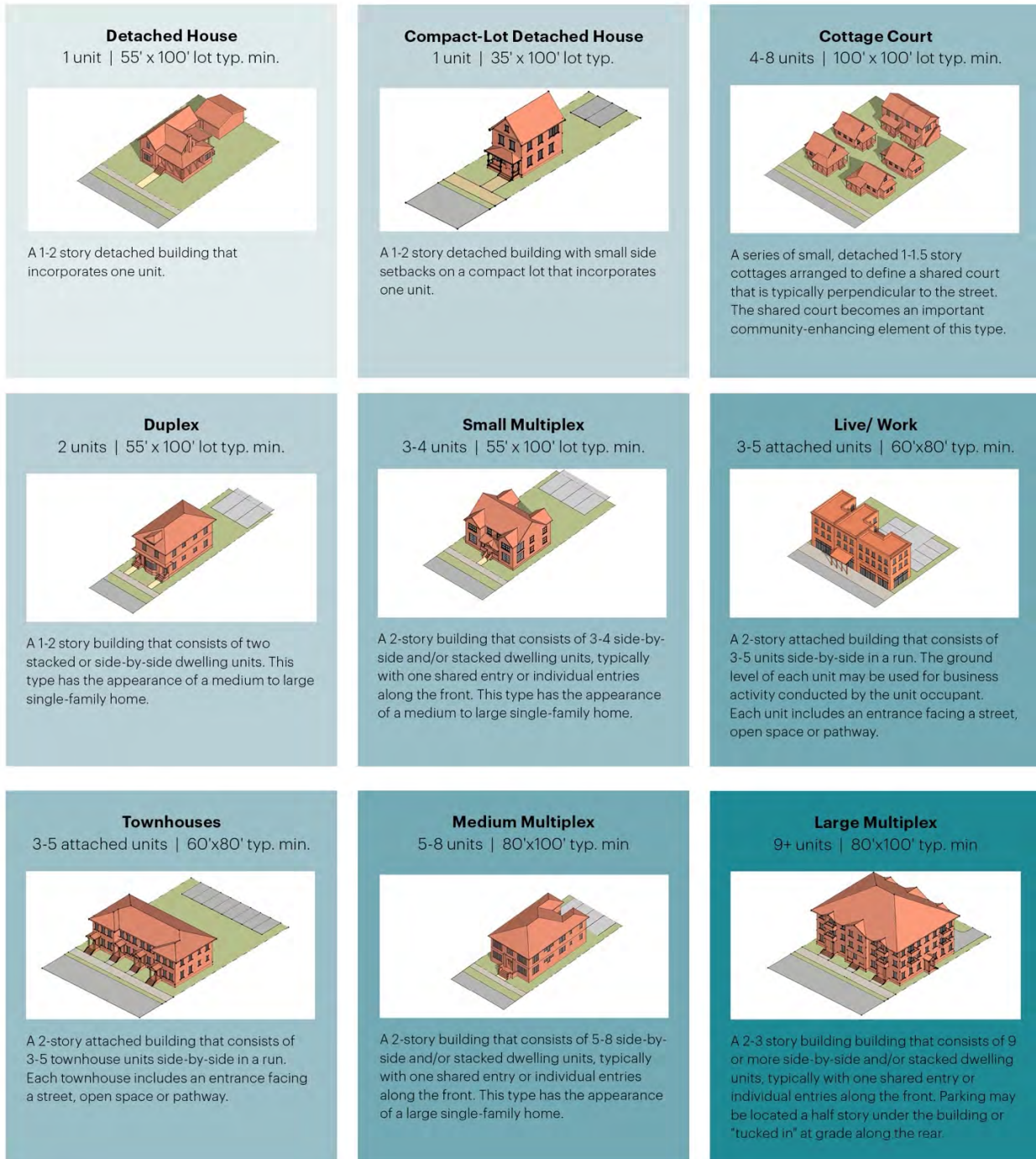


Figure 19 details the range of building types envisioned for Northern South Park. Buildings are organized from least intense (upper left) to most intense (lower right).

Frontage Types

To provide a high-quality, pedestrian-oriented public realm, all buildings adjacent to a right-of-way and/or open space, should include a frontage type(s) as detailed in Figure 20 for each building entrance facing the right-of-way and/or open space.

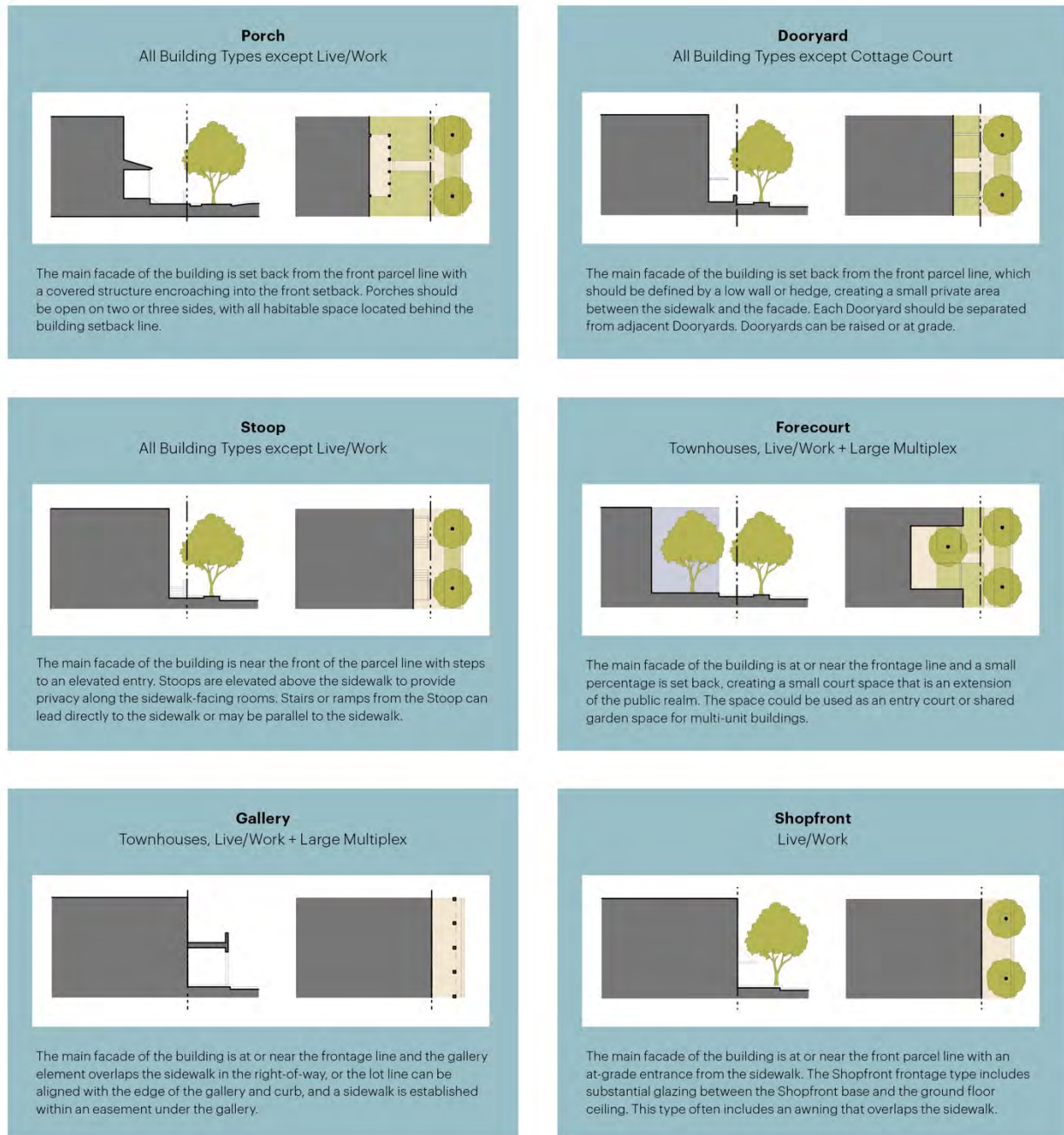


Figure 20 provides details about frontage types that will promote a high-quality, pedestrian-oriented public realm at Northern South Park.

Character Areas

Character Areas are used to create distinct neighborhood environments within Northern South Park. Each character area has a different mix of building types and different overall intensity of development. Similar to zones in Land Development Regulations, different character areas achieve different densities and include different sizes of buildings. The different built outcomes enabled by these character areas affect not only environmental and financial performance, but also how many people can live in Northern South Park, in what kinds of units, and at what level of affordability. Buildings in all character areas should be designed at a human scale and should incorporate elements that promote a high-quality public realm such as street-facing entries and frontage types that provide privacy while encouraging interaction with neighbors.

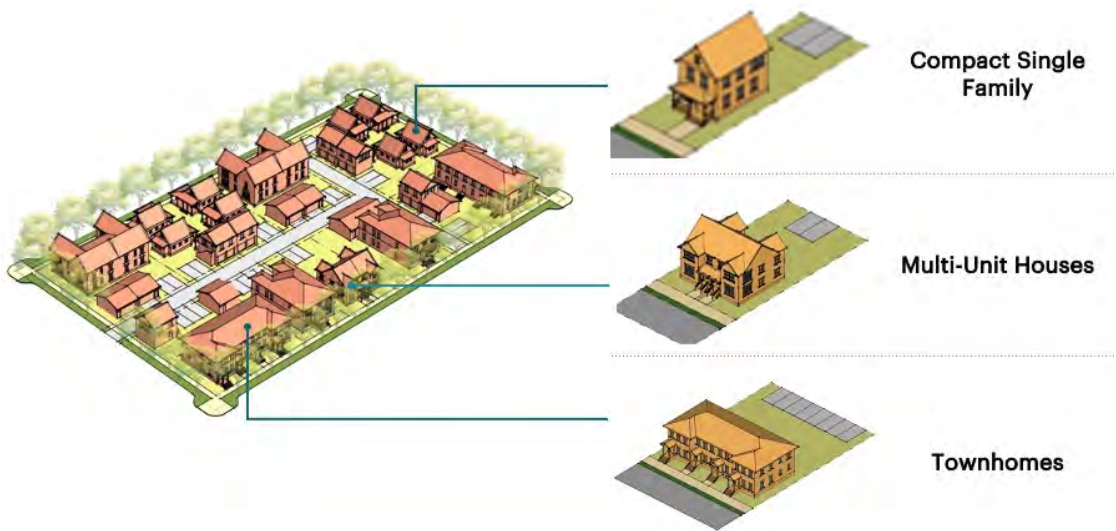


Figure 21 shows how character areas are made up of a variety of building types.

Table 5 illustrates the building types that are included in each Character Area. Note how larger building types are limited to more intense Character Areas.

Walkable Neighborhood:	Low	Medium	High
Large-Lot Single-Family			
Compact-Lot Single-Family			
Duplex			
Cottage Court			
Small Multiplex			
Townhouses			
Medium Multiplex			
Live/Work			
Large Multiplex			

Table 5 shows how character areas are differentiated by the intensity of building type found in each area.

Walkable Neighborhood – Low

This character area includes a mix of single-unit houses, compact-lot single-unit houses, and multi-unit types such as duplexes and cottage courts. The purpose of this character area is to provide lower-intensity development that nonetheless accommodates a variety of unit types in a walkable environment. This character area can be used to provide a lower-intensity transition at the edge of Northern South Park where development abuts rural and/or agricultural zones.



Figure 22 Illustrative diagram showing a how building types could be mixed within the Walkable Neighborhood – Low character area.

Building Types in Walkable Neighborhood – Medium Character Area	Number of Units
Single-Unit Building Types	
Compact-Lot Single-Family Detached House	1
Single-Family Detached House	1
Multiple-Unit Building Types	
Duplex	2
Small Multiplex	3-4
Cottage Court	4-6 cottages

Walkable Neighborhood – Medium

This character area provides a wide range of single-unit and multi-unit building types that enable a transition in building scale between the Walkable Neighborhood Low and Compact Walkable Neighborhood character areas. This character area is intended to provide a variety of unit types in a walkable environment where buildings generally do not exceed the footprint of a large single-unit house.

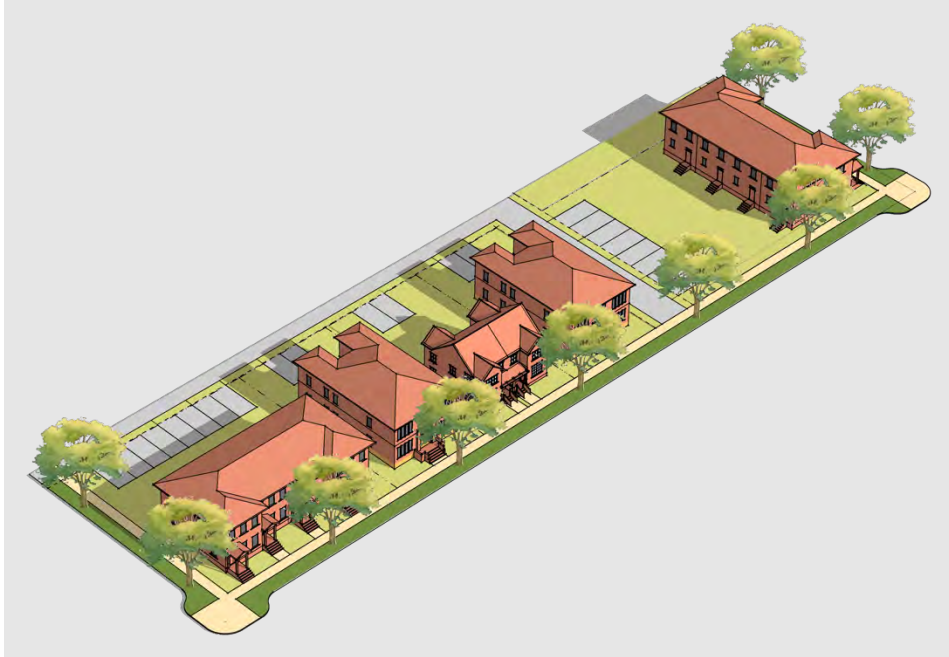


Figure 23 Illustrative diagram showing a how building types could be mixed within the Walkable Neighborhood – Medium character area.

Building Types in Walkable Neighborhood – Medium Character Area		Number of Units
Single-Unit Building Types		
Compact-Lot Single-Family Detached House		1
Multiple-Unit Building Types		
Duplex		2
Small Multiplex		3-4
Townhouses		Up to 3 attached townhouses
Medium Multiplex		5-8
Cottage Court		4-8 cottages

Walkable Neighborhood – High

This character area allows for the most intense residential building types in Northern South Park. Additionally, a mix of uses are allowed – but not required – to enable small-scale neighborhood-serving uses such as a daycare to locate in Northern South Park to encourage walkability and provide convenience for residents.



Figure 24 Illustrative diagram showing a how building types could be mixed within the Walkable Neighborhood – High character area.

Building Types in Walkable Neighborhood – High Character Area		Number of Units
Single-Unit Building Types		
Compact-Lot Single-Family Detached House		1
Multiple-Unit Building Types		
Duplex		2
Small Multiplex		3-4
Townhouses		Up to 5 attached townhouse units
Live/Work		Up to 5 attached live/work units
Medium Multiplex		5-8
Large Multiplex		9+

Wildlife Considerations

To allow for wildlife permeability towards the southern edge of the site, the most intense development in Northern South Park should be concentrated along the northern portion of the site nearby existing development. Buffers of 150' around Flat Creek, per existing Land Development Regulations, will protect this riparian environment, where human access should be limited.

Areas just to the south of this project planning area (Subarea 5.6) are expected to remain rural in order to protect the urban rural boundary with the Town of Jackson development edge. Preservation of that land with a rural character will allow for a wildlife corridor to continue. Ensuring the Northern South Park development area preserves the north-south wildlife corridor along Flat Creek and through the natural passive buffer areas is important for wildlife permeability.



Figure 25 Illustrates how open spaces can provide permeability through the site for wildlife.

Parking

This plan emphasizes multi-modal transportation and envisions a community where people get around by a combination of foot, bike, bus, and car. While car ownership may be essential for reaching some jobs, it can impact cost of living and drive-up cost of housing. With this in mind, this plan envisions a combination of on-site and off-site (on-street) parking to accommodate the parking needs of future residents and visitors.

Examples of structured parking – both above-ground and underground

garages – exist in Teton County and could be utilized at Northern South Park. Typically, surface parking in parking lots, “tuck-under” garages and freestanding garages is less expensive to construct than structured parking. The building types proposed by this plan can be parked using these less expensive parking strategies and do not rely on structured parking. Since surface parking is less space-efficient than structured parking that is located underground or on the ground floor underneath buildings, this plan demonstrates that both surface parking and more efficient structured parking can fit within the proposed site planning approach.

Neighborhood Design Checklist

1. Design	
☒	1.A A mix of building types consistent with those described in Figure 19 included in each block within Walkable Neighborhood High and Medium character areas.
☒	1.B Attached and/or multi-unit building types included within Walkable Neighborhood High and Medium character areas.
☒	1.C Each building includes at least one entrance that is oriented to a public right-of-way, easement, or open space.
☒	1.D A frontage type consistent with those described in Figure 20 is applied to any building entrance facing a public right-of-way, easement, or open space
☒	1.E Parking and service areas located behind buildings and screened from the street in Walkable Neighborhood High and Medium character areas.
2. Development Intensity	
☒	2.A Intensity transitions from highest along High School Road to lowest along the southern site boundary.
☒	2.B High-intensity buildings are located closest to parks, transit and other amenities.

Implementation

Opt-In Entitlement Process

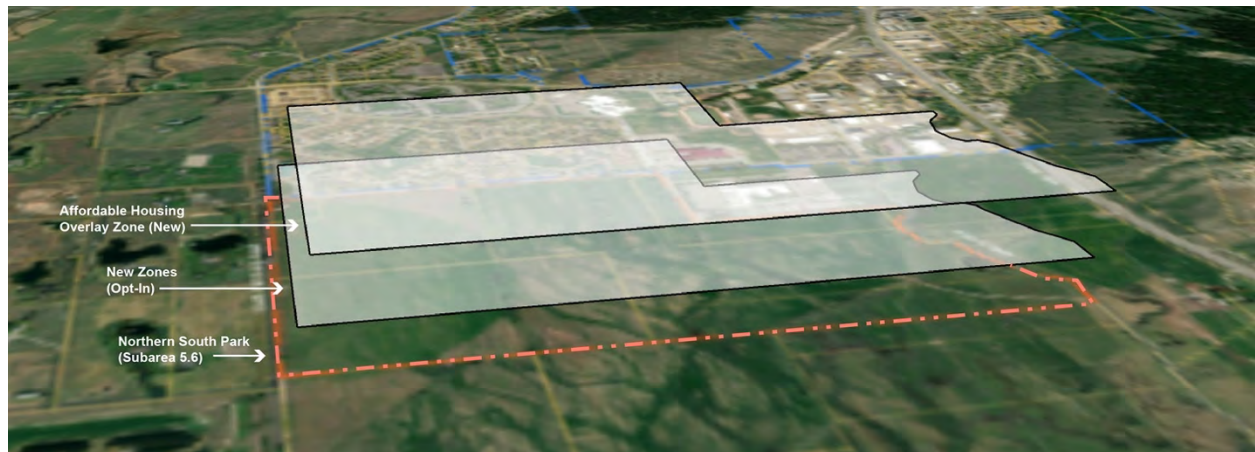


Figure 26 shows the relationship between the Northern South Park (Subarea 5.6) project area, the proposed Affordable Housing Overlay Zone, and new opt-in zones that will be created to make implementation of this plan possible.

To implement the Affordable Housing objectives in this plan and to enable the use of new zones and entitlements for Northern South Park, Teton County will need to formally adopt updated language into the Teton County Land Development Regulations (LDRs) as new zones and a new Affordable Housing Overlay Zone. Following adoption into the LDRs and application of the Affordable Housing Overlay Zone, Northern South Park landowners could choose to initiate a formal zoning change and apply these new zones. Figure 26 demonstrates the relationship between proposed regulatory tools for Northern South Park, and Figure 27 demonstrates the regulatory process involved in implementing this Plan.

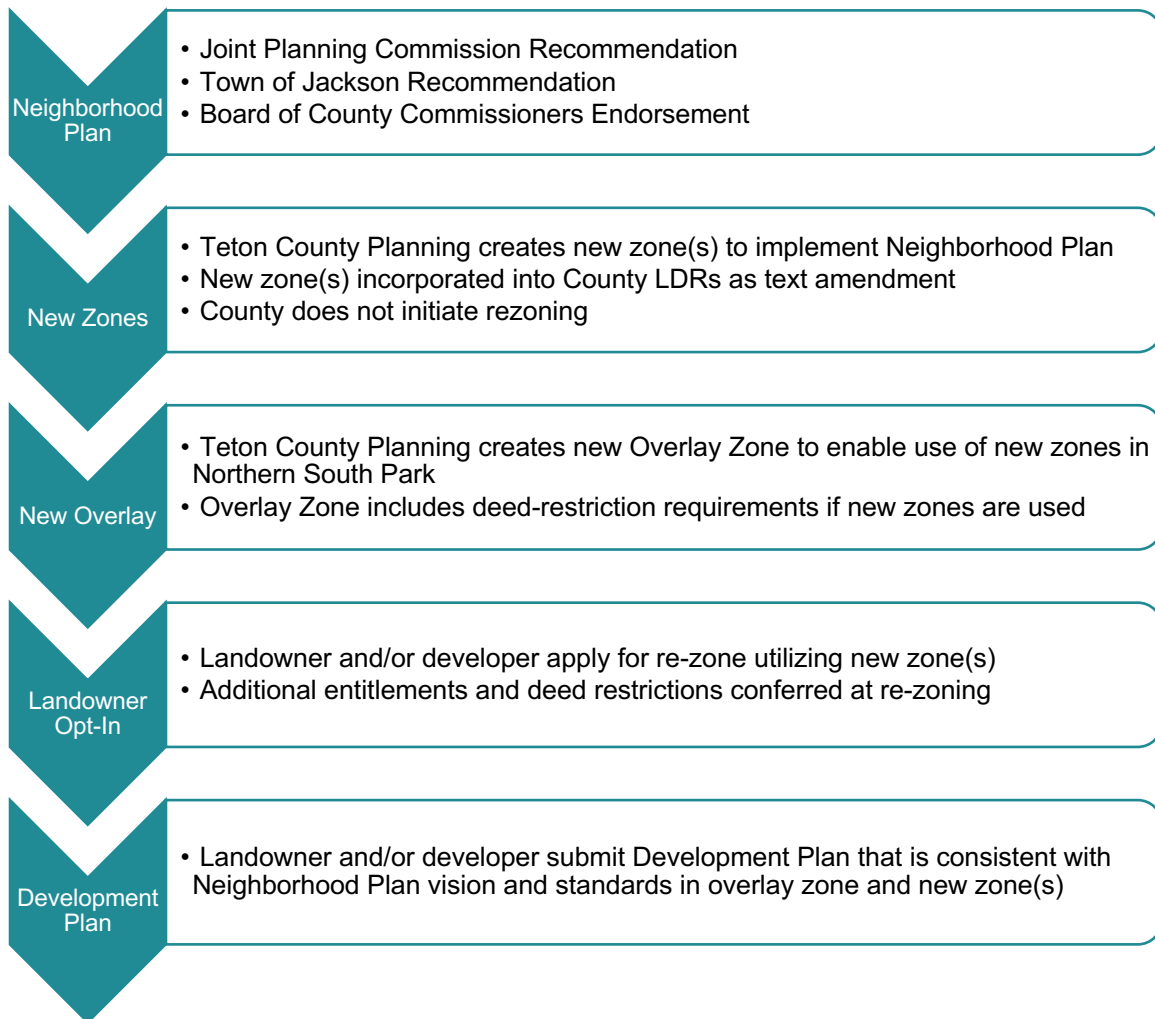


Figure 27 demonstrates the regulatory process that would implement this Plan vision and enable development at Northern South Park utilizing new zones and housing unit entitlements.

Zoning Vision

The Character Areas described in this plan are influenced by existing zones in the Town of Jackson. Table 6 shows which Town of Jackson zones informed specific Character Areas developed for this plan. The Character Areas and corresponding zones are meant to generate walkable environments that range in function and intensity from lower-intensity residential neighborhood areas with a mix of lower intensity single-unit and multi-unit building types, to moderate and higher-intensity neighborhoods with a mix of higher-intensity multi-unit building types. These zones could provide the basis for new zones that can be adopted into County LDRs to enable new entitlements at Northern South Park and implement the vision of this Plan.

Plan Character Area	Similar Town of Jackson Zones
Walkable Neighborhood Low	NM-1
Walkable Neighborhood Medium	NM-1, NM-2
Walkable Neighborhood High	NH-1, DC

Table 6 Character Area Relationship to TOJ Zones

This plan does not propose to remove any existing entitlements. The plan does propose an opportunity for new entitlements (see Housing Entitlements) and transfer of existing entitlements within Northern South Park to new zones. New entitlements would be delivered using new zones and existing entitlements in the Suburban and Rural zones could be maintained as-is or could be transferred into new zones.

Mix of Character Areas

To promote of a mix of housing types in Northern South Park, Table 7 recommends minimum and maximum allocations of each Character Area across Northern South Park, as determined by percentage of new entitlement housing units.

Character Area	Minimum Allocation	Maximum Allocation
New Entitlement — Walkable Neighborhoods		
High	20%	50%
Medium	30%	45%
Low	n/a	30%
Existing Entitlements		
Suburban	<i>Not to exceed existing entitlement</i>	
Rural	<i>Not to exceed existing entitlement</i>	

Table 7 shows how new housing unit entitlements should be distributed across different Character Areas.

Action Items

Development at the scale envisioned by this neighborhood plan is a complex endeavor that will require coordination between Teton County, the Town of Jackson and other development and regulatory entities. The table in this section outlines steps that should be taken to implement this neighborhood plan. For the purposes of this plan, Timeframe increments are defined as:

- Short = 1-6 months
- Medium = 6-12 months
- Long = 12+ months

	Project	Timeframe	Responsible Entity
1	Land Development Regulations		
1.A	Draft and adopt into County LDRs zoning standards to implement this plan	Short	County
1.B	Determine and adopt into County LDRs an overlay district to implement deed restriction requirements and enable use of new zones	Short	County
1.C	Determine permitting and procedures for opt-in zoning	Short	County
2	Affordable and Workforce Housing		
2.A	Assess long-term staffing and funding needs at the Town of Jackson/Teton County Affordable Housing Department to support potential increase in tenant assistance programs and Affordable housing inventory.	Medium/ Long	Town/County
3	Offsite Infrastructure		
3.A	Determine rate/amount of payments or impact fees for offsite infrastructure improvements	Short	Town/County
3.B	Identify additional funding sources for offsite improvements.	Short	Town/County

3.C	Determine additional capacity volume for sewer main under High School Rd.	Short	Town
3.D	Implement High School Road Improvement Plan	Medium	Town
4	East-West Connector		
4.A	Establish right-of-way or easements for East-West Connector	Short-Long	County
4.B	Identify preferred alignment for East-West Connector	Long	County
4.C	Coordinate with Wyoming Department of Transportation (WYDOT) to identify location and design of East-West Connector with Highway 189	Long	County + WYDOT
4.D	Identify funding for East-West Connector	Long	County
5	Ownership and Maintenance		
5.A	Determine maintenance standards for green stormwater infrastructure	Short	County
5.B	Determine ownership and maintenance of future open spaces (may vary depending on size and program of open spaces)	Short-Long	Applicant + County
5.C	Determine ownership and maintenance of future streets/rights-of-ways, including green infrastructure (may vary depending on street, alley or pathway)	Medium	County

5.E	Evaluate options for management of on-street parking	Medium	County
6	Other		
6.A	Evaluate alternative formula for calculating School Children per Dwelling Unit per 7.5.3. School Exactions	Medium	County + Teton County School District
6.B	Work with Teton County Emergency Management to assist in demonstration of future budget needs to service future population.	Medium/ Ongoing	County + Teton County Emergency Management
6.C	Work with Teton County Public Works Department and the Transportation Advisory Committee to develop a traffic management plan for High School Road to manage peak traffic conditions during school pickup and drop-off times.	Medium/ Ongoing	County + Teton County Public Works
6.D	Coordinate with START to explore potential for rerouting existing transit routes through Northern South Park as development delivers new bus-compatible roadways.	Long	County

Key Definitions

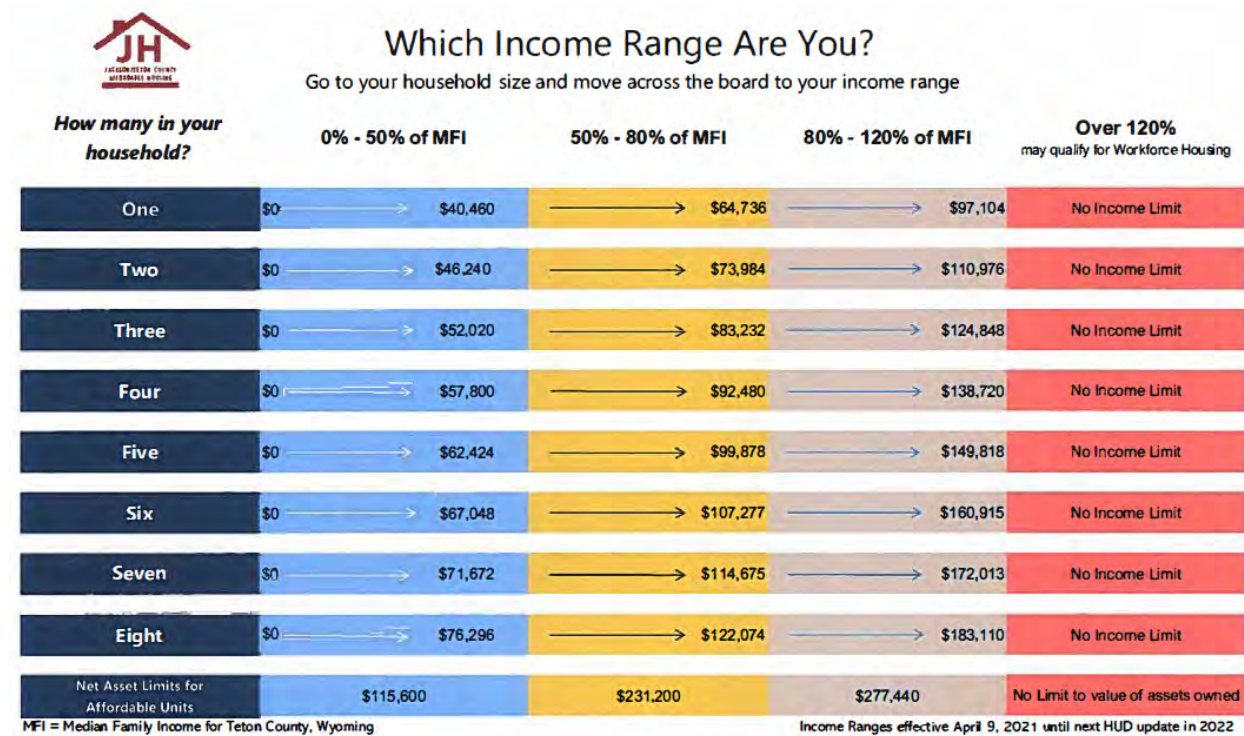
The following definitions for terms used throughout the plan are provided for reference:

Affordable Housing (Deed-Restricted)

Permanently deed restricted housing that serves households earning between 0 - 120% of the Median Family Income. We define "Affordable" to mean that a household spends no more than 30% of its income on housing.

MFI (Median Family Income)

Median Family Income (MFI) is determined annually by the U.S. Department of Housing and Urban Development (HUD) for each County and varies by household size. MFI is used to determine eligibility for participation in Affordable and Workforce Housing programs in Teton County.



ARU (Accessory Residential Unit)

An accessory residential unit (ARU) is a dwelling unit that is secondary to a principal use of the property. These units are also known as guesthouses, backyard cottages, granny flats, mother-in-law suites, etc. and are allowed in all zones in the Town of Jackson and most zones in Teton County. The LDRs require that persons residing in an ARU are either employed full time for a local business, related to the landowner, or a non-paying intermittent guest of the landowner. These units are typically less than 800 square feet in size. (Definition per Housing Supply Plan)

Cottage Court

A group of small (1 to 1.5 story), detached structures arranged around a shared court visible from the street. The shared court is an important community-enhancing element and unit entrances should be from the shared court, which replaces the function of a rear yard.

Deed-restricted

For the purposes of this plan document, deed-restriction refers to legal restrictions on tenant and owner eligibility standards to provide long-term housing that is permanently deed-restricted with a Jackson/Teton County Housing Department, Jackson/Teton County Housing Authority, Jackson Hole Community Housing Trust, or Habitat for Humanity of the Greater Teton Area Special Restriction, Deed Restriction, and/or Ground Lease.

Multi-modal

Multi-modal is a way of describing transportation facilities such as roads that support a variety of transportation types such as walking, biking, bus and private vehicles. Multi-modal facilities are meant to provide transportation options and can help to reduce traffic congestion, promote healthy lifestyles, improve accessibility for non-drivers, advance social equity, and minimize pollution and greenhouse gas emissions by facilitating non-motorized transportation.

Multiplex

Multiplex is an all-encompassing term to define a small- to medium-sized detached structure. Multiplexes can consist of multiple dwelling units arranged either side-by-side or one above the other, with shared or individual entries from the street. Some of the smaller types of multiplexes, such as duplexes or fourplexes, have the appearance of a small-to-medium sized single-unit houses and may include a rear yard. Multiplex units usually range from 500 to 1,200 square feet in size.

Townhouses

An individual unit of residence, sometimes described as attached single family homes, that share walls and common areas with adjacent units. They generally have a small building footprint and range from 2 to 3 stories high. Each unit has an individual outside entrance and can include attached garages and backyards.

Walkable

Describes places where a person can (easily and safely) walk or bike to fulfill most daily needs. These environments allow for use of automobiles but do not require one for most trips.

Workforce Housing (Deed-Restricted)

Workforce housing is intended to serve households earning more than **120% of the Median Family Income**, but which still cannot afford a market rate home. Workforce Housing is permanently deed restricted and requires the owners or tenants to meet the requirements of the Workforce Housing Program. These units do not have a rent cap or cap on initial sales price.

Unrestricted Housing

Housing that is not subject to deed-restrictions. Also known as “market rate.”

Appendix

Vision Plan Data

Fiscal Impact – Property Tax Revenue

Note that the following Fiscal Impact and Transportation Impact summaries are based on a previously modeled Phase 1 alternative plan that only considers a development program on 80 acres of Northern South Park.

Fiscal Impact – Property Tax Revenue

Phase 1 is expected to generate \$139,930 per acre annually in property tax revenue, compared to \$16,900 per acre under the existing zoning alternative. Note that costs of services were not estimated to balance the generated revenue.

Transportation Impact

Daily vehicle miles traveled (VMT) per person is a metric often used to evaluate the transportation impact of a given development. It measures the average daily total of vehicle miles traveled divided by the total population in an area. Note that a reduction in VMT per person offers a wide range of environmental and community benefits such as reducing air pollution and greenhouse gas emissions, alleviating traffic congestion, improving quality of life through reduced commute times and reducing wildlife and vehicle collisions.

For the larger Jackson Hole area, people on average drive 32 miles to various destinations on a daily basis. Northern South Park is considered a location-efficient area since it is centrally located to the County's larger region and local economy and therefore offers a unique opportunity to build housing close to jobs and other essential destinations. As a result, any type of development in Northern South Park would help reduce the area's average daily VMT per person by reducing the number of commuters driving into the Jackson area each day.

As shown in the chart below, despite its low-density development, the existing zoning alternative shows a 1% reduction in daily VMT compared to the existing Jackson area average. Higher densities expected for Phase 1 results in an 8% reduction in daily VMT, making a significant impact on overall travel behavior in the area. An 8% reduction in VMT is equivalent to taking 650 cars off the road in the larger Jackson area.

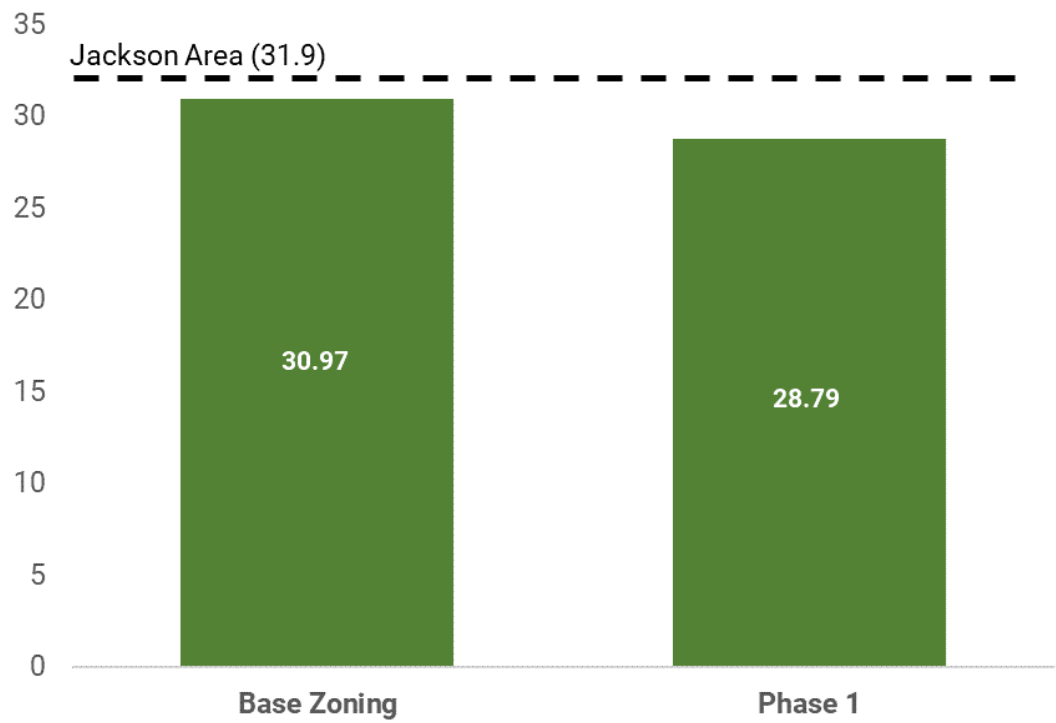


Figure 28 Daily Residential VMT per Person at Northern South Park build-out in the Jackson Area

Table 8: Building Type Price Assumptions

Affordability Level	Building Type	Avg. Sales Price / Unit	Avg. Monthly Rent / Unit
Unrestricted / Market Rate	R-1 Single Family (35 ac)	\$15,063,750	-
	S-TC Single Family	\$3,514,900	-
	Single Unit Estate	\$3,012,750	-
	Single Unit House	\$1,465,200 – \$2,324,400	-
	Duplex Side-by-Side (Duplex)	\$1,046,600 – \$1,162,200	-
	Cottage Court	\$983,800	-
	Small Lot Single Unit House	\$1,162,200	-
	Fourplex (Multiplex Small)	-	\$3,000 - \$3,600
	Sixplex (Multiplex Medium)		\$3,200
	Townhouse	\$1,394,700 - \$2,008,500	
	Forecourt (Multiplex Large)	-	\$7,500
	Medium Apartment Bldg (Mupltiplex Medium)	-	\$3,200
	Live/Work	\$2,259,600	-
	Main Street Bldg (Live/Work)	-	\$3,400
Workforce DR	Cottage Court	\$669,750	-
	Duplex Stacked (Duplex)	\$837,190	-
*Affordable DR	Fourplex (Multiplex Small)	*\$334,211	*\$1,850
	Sixplex (Multiplex Medium)		
	Medium Apartment Bldg (Multiplex Large)		
	Main Street Bldg		

*Affordable deed-restricted units serve households that earn no more than 120% Median Family Income (MFI). Sales and rental prices for affordable deed-restricted vary depending on the household size and income. Table 7 shows maximum sales and rental price caps for a 2-bedroom unit in each of the building types where a household is earning 100% MFI, effective April 2021. Note that income ranges are defined by the U.S. Department of Housing and Urban Development (HUD) and are updated on a yearly basis. For more details about household eligibility and sales and rental price estimations: <https://www.tetoncountywy.gov/675/Affordable-Homes>

Absorption Rate Assumptions

Absorption Rate: ~80 units / year

Based on Wyoming's 2018 housing needs forecasts and local permit data from Teton County's Indicator Report, we assumed a maximum absorption rate of about 80 units per year for our scenarios.

According to Teton County's 2021 Indicator Report, the historical trend average of new residential units per year between 2008 and 2020 is 140 units per year. According to Wyoming's 2018 Housing needs forecasts, Teton County needs to fulfill a housing need of 307 units per year. If Teton County's delivery trend persists, a housing need of 167 units per year will not be met. The assumption is that Northern South Park will absorb a portion of the County's unmet housing need. While there is enough demand for Northern South Park to feasibly absorb 167 units, construction labor shortages severely limit the rate of housing delivery and therefore it did not seem reasonable to push Northern South Park's absorption rate beyond 80 units per year.

Impact Fee Assumptions

Building Permit Fees	
First 2,500 sqft	0.006 * construction cost per sqft * sqft up to 2,500
Next 2,500 sqft	0.006 * construction cost per sqft * sqft up to 2,500 and 5,000
Additional sqft	0.006 * construction cost per sqft * sqft over 5,000

Plan Review Fee: 65% of building permit fees

Energy Mitigation Program Fees	
Applies to residential structures no more than 3 stories	
Between 2,500 sf and 5,000 sf	\$4 / sqft
Above 5,000 sf	\$8 / sqft

Applies to large multifamily residential buildings	
Between 10,000 sf and 20,000 sf	\$4 / sqft
Above 20,000 sf	\$10,000 + \$8 / sqft over 10,000 sf

Exactions:

Schools: Dedicate 0.01 acres per new residential lot or pay \$7,241.38 fee-in-lieu per new residential lot

Parks: Dedicate 0.02 acres per new residential lot or pay \$14,482.76 fee-in-lieu per new residential lot

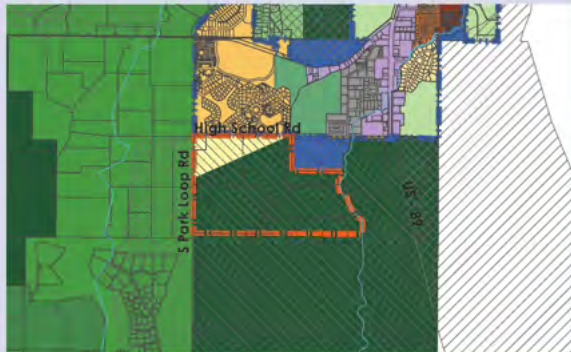
Infrastructure Cost Estimates

COST PER LINEAR FOOT		Updated estimates 1/23/2022
ROW	Name	Cost/linear foot
AL-24-12		\$362
AVE-104-56	South of High School (Alt to AV-71-38)	\$2,181
BT-59-22		\$1,396
BT-63-30	South Edge	\$1,434
BT-73-38		\$1,716
	Middle School Road off site (on HS property)	
Middle School rd	(Retrofit: Add 12' pth, add 6' sidewalk, add street trees)	\$328
PW-45-0	Ditch Path (PB means Ped-Bike)	\$296
RD-50-20		\$1,387
RD-50-20 E	No sidewalk on one side	\$1,504
RD-55-20	Greenway Crossing	\$1,322
RD-57-20	Middle School Rd. (On Site) (extension South of HS)	\$1,382
RD-60-20	Gregory Lane (within Existing 60' Easement East of HS)	\$1,497
RD-71-34	Middle School Rd. (On Site) (extension South of HS) with PL	\$1,608
ST-60-34		\$1,512
ST-103-27	Cottonwood Local	\$1,721
ST-110-34	"Cottonwood Local" / Attached Green with Building	\$1,852
ST-110-34	(with slip lane)	\$2,185

Figure 29 Estimated Costs per Linear Foot for Proposed Infrastructure. Includes cost for utilities within proposed ROW.

Existing Conditions

Zoning and Land Use



Legend

Public/Semi-Public	PUD (Town)	Town of Jackson
PUD	P/SP (Town)	Project Area
Rural-1	BP (Town)	
Rural-2	CR-3 (Town)	
Rural-3	R (Town)	
Suburban-County	NL-2 (Town)	
NRO	NL-5 (Town)	
SRO	NM-2 (Town)	

The project area currently falls within two zoning districts. **Thirty-five acres at the northwest corner of the project area are zoned Suburban-County (S-TC)**. This zone applies to a triangular area that notably includes all of the project area's frontage onto High School Road. Maximum density for homes in this zone is one detached single-family unit per 12,000 square feet. This totals up to 127 homes of up to 4,200 square feet in size.

The remaining **190 acres are zoned Rural-1 (R-1)**. Maximum density for homes in this zone is one detached single-family unit per 35 acres. This totals up to five homes of up to 10,000 square feet in size.

The project area is also subject to a Scenic Resources Overlay (SRO). The SRO includes development standards to protect scenic foreground views from surrounding public roads (US-89 and South Park Loop Road).

Development Options



Legend

Conservation Subarea	Transitional Subarea
Preservation Subarea	Town of Jackson
Stable Subarea	Project Area

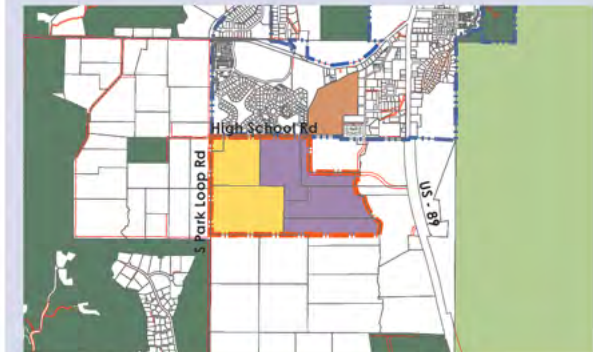
Current County Land Development Regulations provide **three Development Options** for potential use in the project area:

A Complete Neighborhood Planned Residential Development requires a minimum of 95 acres of rural land to be permanently conserved in exchange for a density bonus (an additional 24 homes) to be used in a Stable or Transitional subarea. The density bonus is scaled to the size of the conserved area. For example, if all of the rural area in Central South Park (approx. 1,000 acres) was permanently conserved, 228 bonus houses could be built in Northern South Park in addition to the 132 houses currently allowed by zoning.

A Rural Planned Residential Development could be used to conserve 133 acres of the 190 zoned R-1 in the project area to receive bonus density of an extra 11 homes in addition to the five currently allowed by R1 zoning.

A Floor Area Option could also be used to conserve the majority of the project area zoned R1 in exchange for bonus guesthouses accessory to the five main houses.

Ownership and Easements



Legend

Easements	State of Wyoming
Lockhart Family Property	Lot and Parcel Lines
Gill Family Property	JHLT Protected Properties
USFS Bridger-Teton National Forest	Town of Jackson
	Project Area

Access/right-of-way and utility easements are present around the perimeter of the project area.

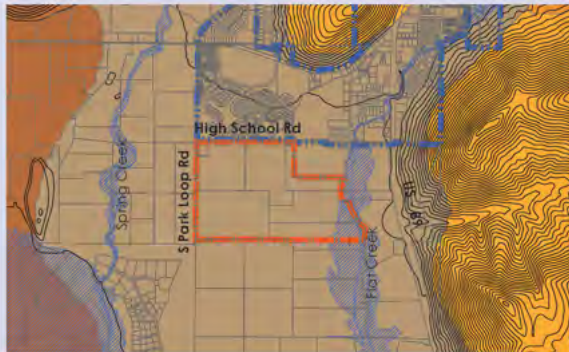
Conservation easements managed by Jackson Hole Land Trust and federally owned lands are near the project area.

Ownership of land in the project area is primarily retained by two representative families, as indicated in the map above.

In 2019, approximately 2 acres south of the high school and recreation fields under Lockhart family ownership were approved for a rezone to Public/Semi-Public for future construction of Central Wyoming College. Conditions for the rezone to become effective have not yet been satisfied.

In 2021, a Sketch Plan for 26 acres of Suburban-zoned land under Gill family ownership was approved for future development of up to 84 homes consistent with current zoning allowances.

Topography, Soil, and Natural Hazards



Legend

- | | |
|-------------------------------|---------------------------|
| Bedrock and glaciated bedrock | Topography 40' increments |
| Terrace deposits | 100-year floodplain |
| Alluvium | Town of Jackson |
| | Project Area |

County Land Development Regulations address **steep slopes, unstable soils, faults, floodplains and wildland fire risks** as potential natural hazards that can threaten health and safety.

The project area is **relatively flat**, with less than 40 feet of grade variation across the site. Flat sites can be more efficient from a construction standpoint than sites where significant grading is necessary.

The **soil** is comprised of terrace deposits mixed with scattered alluvium, residuum, eolian, slope wash, and outwash deposit, which generally is considered stable.

Fault lines are present in the vicinity but not directly mapped on the project area.

FEMA **Flood Hazard Zones** surround Flat Creek. A Floodplain Development Review is required prior to any development in these areas.

The project area is not within the mapped **Wildland Urban Interface** (WUI = higher wildfire risk).

Wetlands and Waterbodies



Legend

- | | |
|--------------------------------|-----------------|
| Wetlands (NW1) with 30' buffer | Town of Jackson |
| Major creeks and streams | Project Area |
| Flat Creek 150' Buffer | |

Flat Creek passes along the eastern boundary of the project area. The Flat Creek Restoration Project is currently underway to **mitigate the impacts of flood irrigation practices on wetlands associated with Flat Creek**. Additional surface water features within the project area include wetlands and irrigation ditches.

County Land Development Regulations specify **setback requirements for any future development adjacent to** protected wetlands and waterways. Setbacks are also applied to Bald Eagle nests, Cutthroat Trout spawning areas and Trumpeter Swan winter habitat and nests.

Flat Creek is identified as a protected stream, Cutthroat Trout spawning area and serves as winter habitat for Trumpeter Swans so a **150-foot development setback** will be applied, unless demonstrated otherwise in an Environmental Analysis.

There is **no sufficient existing data** to make a determination on protection required for on-site **wetlands**. Field investigations are required to analyze potential existing degradation or irrigation inducement.

Vegetation and Wildlife



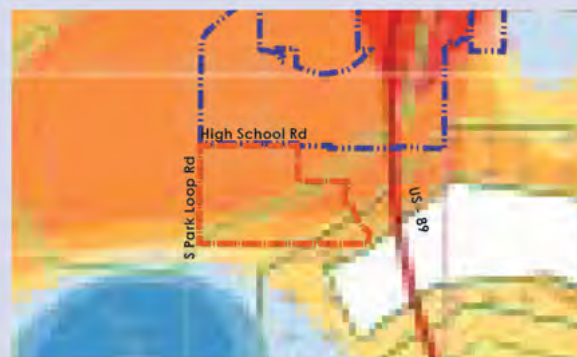
Legend

- | | |
|-----------------------|-------------------|
| Agricultural | Shrubland |
| Barren | Sparse Vegetation |
| Deciduous Forest | Streams |
| Herbaceous Vegetation | Town of Jackson |
| Impoundments | Project Area |
| Mixed Woodland | |

Although the project area is not within the [Natural Resources Overlay](#) (NRO = a County designation to protect critical winter habitat and migration routes for elk, mule deer and moose), a project of this size should consider the landscape-level wildlife impacts in the context of community-wide ecosystem goals. Critical winter ranges and migration corridor systems surround the project area, but wildlife use of the project area is comparatively limited, most likely due to current agricultural use of the site.

Vegetation on the project area is primarily **agricultural pasture** with clusters of **cottonwoods and riparian shrubs** around ditches and Flat Creek. Per the LDRs, agricultural meadow ranks low in ecosystem importance and vegetation outside the NRO is not required to be protected. Vegetation supporting wetlands is protected.

Drinking Water & Aquifer

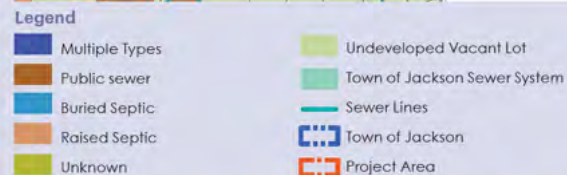
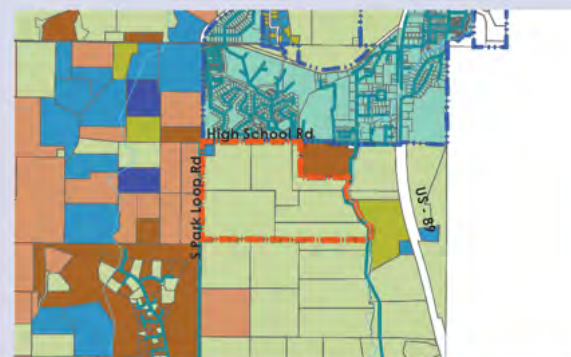


Nearly all **drinking water** for Teton County is sourced from groundwater. A [2021 drinking water quality study](#) indicates that groundwater in the project area may have higher than average water hardness and sulfate levels, but likely does not negatively impact human health.

Maintaining or improving drinking water quality requires protection of **underground aquifers** and an understanding of water recharge and connectivity system-wide rather than at single point sources.

Provision of drinking water in Teton County is either from individual or shared wells (permitted by the WY State Engineer's Office) or from connection to the Town of Jackson's water supply.

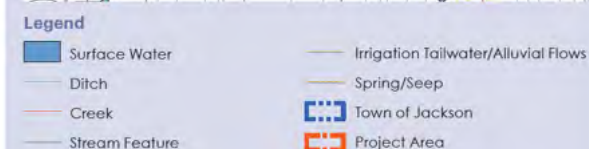
Wastewater & Sewer System



In 2018, wastewater treatment systems in Teton County were catalogued by type for individual parcels. Nearby parcels utilize a variety of approaches to wastewater treatment. Some, including Jackson Hole High School, use the Town of Jackson's **public sewer system that transports and treats wastewater off-site**. Parcels across South Park Loop Road from the project area use **traditional buried or raised septic systems** (dependent on groundwater depth) that treat waste on-site.

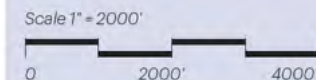
Sewer lines connecting to the Town's public system surround the project area to the north, east and west but do not extend into the project area. A Town sewer capacity and connection rate study is currently underway for release within the next two months. This study is necessary to determine if future connection of the project site to the public sewer system is viable or if other wastewater treatment options should be explored.

Surface Water Inventory

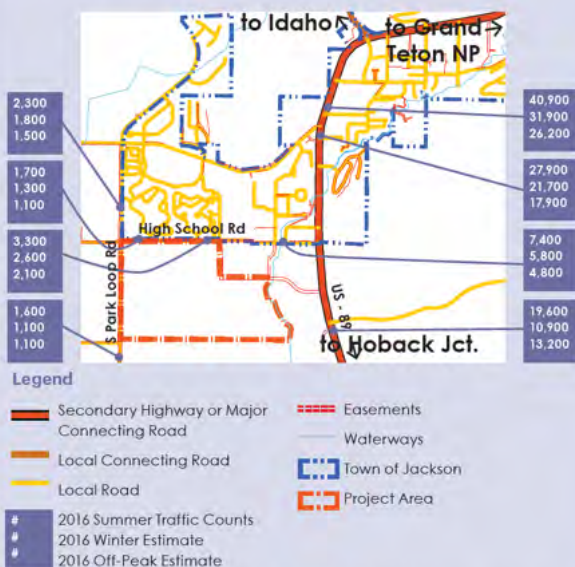


Irrigation ditches for agricultural use are present on the site and associated surface water rights are managed by the State of WY Engineer's Office. Irrigation ditches typically receive a 15' maintenance setback, but can be rerouted in compliance with State standards.

Typically, increased development on a site will increase runoff during rain events and snow melt. Negative impacts to existing surface water features must be avoided. [Teton County Land Development Regulations](#) provide guidance for stormwater management. Both built and green infrastructure options are available to protect the water quality of Flat Creek and maintain the surface water rights of downstream users.



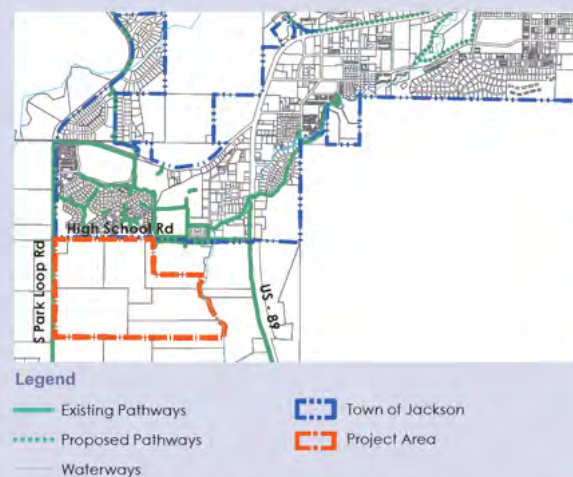
Road Network and Daily Traffic Counts



The project area is located along High School Road and South Park Loop Road, one-half mile from US-89. High School Road is a well-utilized local road that experiences some vehicular congestion. High School Road connects the project area to US-89, which is the principal connection between Northern South Park and rest of the region. US-89 is the route to the center of Jackson, further north to Grand Teton National Park, south to Hoback Junction, and west on WY-22 towards Idaho.

The [2015 Integrated Transportation Plan](#) identified the need for a local east-west connection through the project area for all modes of transportation including motor vehicles, START buses, bicycles and pedestrians. An existing access easement from US-89, across Flat Creek and into the project area provides potential for this future connection. Local network changes resulting from any future connection at Tribal Trails will be included in this neighborhood plan.

Bicycle/Pedestrian Pathways



The project area is adjacent to a pathway on the west side of South Park Loop Road. In addition, it has easy access to the pathway along the west side of US-89, following Flat Creek north from High School Road to join this pathway. The network also runs through the neighborhoods north of High School Road and travels north toward WY-22, but lacks connectivity along High School Road from South Park Loop Road to US-89. The pathway network currently follows Flat Creek north into Town from Jackson Hole High School northeast of the project site to the Post Office on Elk Run Lane, where it joins the sidewalk network of the town.

Current and future pathways and pathway-related policies are captured in the [2007 Pathways Master Plan](#).

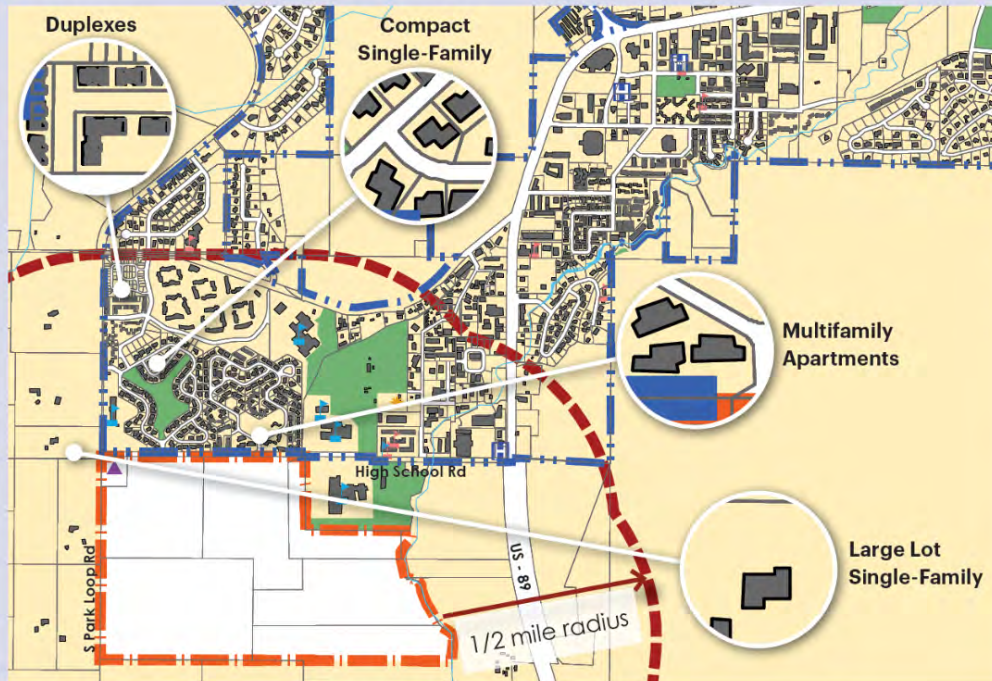
Transit - START Routes



Transit is provided by START Bus between Northern South Park and the surrounding area.

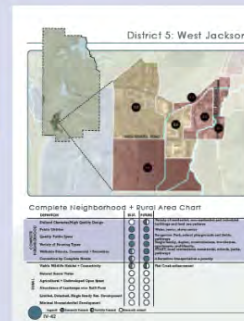
START routes change seasonally, but consistently run along High School Road at the northern boundary of the project site. The Town Shuttle line runs between Northern South Park and the center of Jackson. The [START Bus 2020-2025 Final Report](#) details the recommended START routing plan.

Urban Context, Public Amenities, and Nearby Housing Types



complete neighborhoods provide:

- defined character and high-quality design;
- public utilities (water, sewer, and storm sewer);
- quality public spaces;
- a variety of housing types;
- schools, childcare, commercial, recreation, and other amenities within walking distance (1/4 to 1/2 mile) of residences; and
- connection by complete streets that are safe for all modes of travel.



Above: Graphics from the Comprehensive Plan describe the attributes of a complete neighborhood and demonstrate the presence of many of these attributes in West Jackson, the district where Northern South Park is located.

The project area is located at the southern edge of the Town of Jackson. The land to the west and south of the project area is rural, with sparse buildings, large ranches, and conservation areas.

Across High School Road from the project area, development includes a variety of housing types. **Duplexes, multifamily apartments, and single-family homes are clustered in adjacent developments.**

Development north of High School Road uses a looping, non-gridded street network that is supplemented by pedestrian pathways.

Despite being located at an edge of town, the project area is part of the District 5: West Jackson "**complete neighborhood**" as described in the Comprehensive Plan. Six schools, two daycares, park/recreation space, and Smith's Food and Drug are all within a 10-minute walk of the project area boundary.

Legend

- Schools
- Hospitals/Clinics
- Historic Buildings
- Daycares
- County Facilities
- Building Footprints
- Parks/Public Recreation
- Town of Jackson
- Project Area
- 1/2 mile radius (10-minute walk)

Plan Alternatives

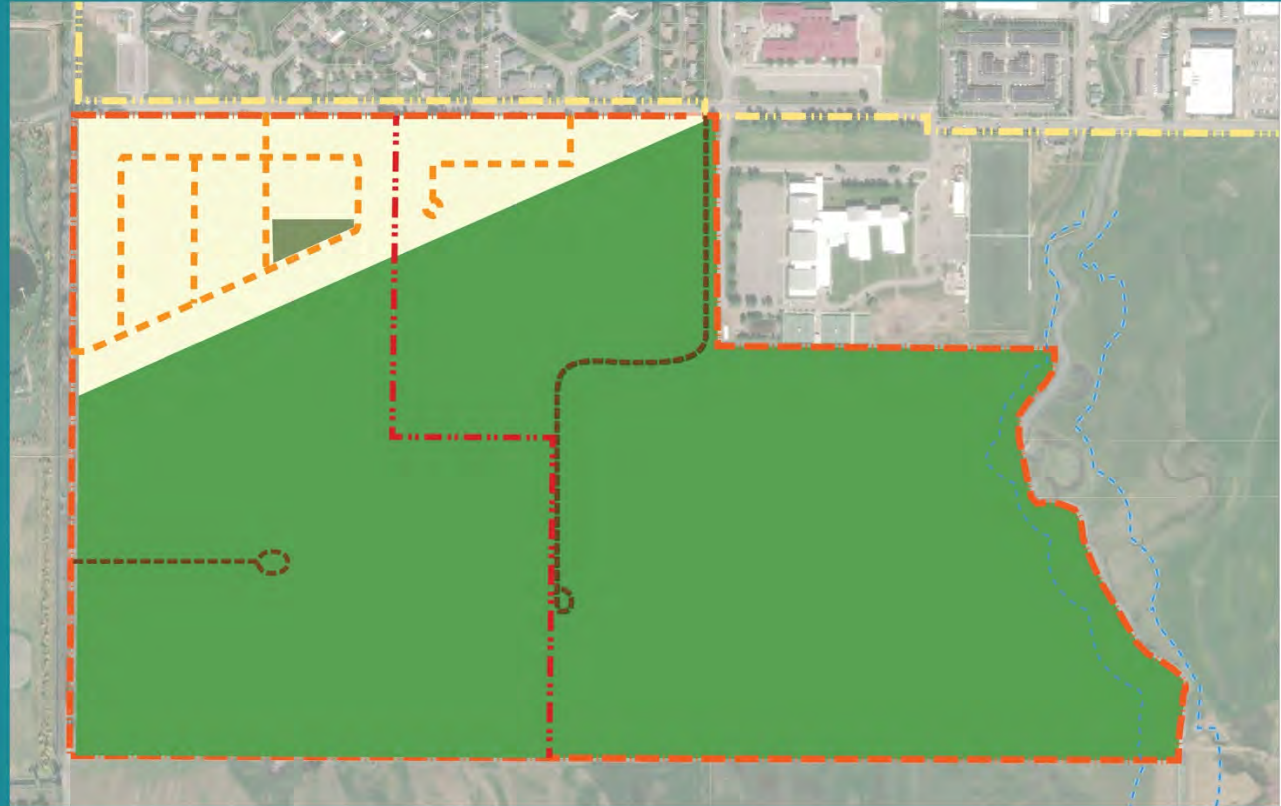
The following pages include details about the plan alternatives developed to identify a plan vision that responded to community needs through a feasible development approach

Existing Zoning Alternative

Conceptual Zoning Map

This alternative shows the current zoning. The northwest portion of the site is zoned Suburban-County. The remainder of the site is zoned Rural-1, which allows a maximum of one housing unit for every 35 acres. The majority of the project area in this alternative would be single-family homes on very large (35 acres or greater) lots.

Character areas	% of Site
Suburban-County (S-TC)	14%
Rural-1 (R-1)	85%
Active Open Space	1%



Alternative Report Card

The outcomes for the Existing Zoning Alternative represents the extent of development that is currently permitted. The 98 total units are entirely made up of large lot single family homes, none of which are deed-restricted.

Total Units: 98

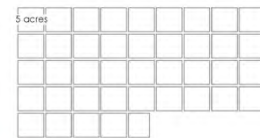


98
Unrestricted Units
(Market Rate)



0
Deed-Restricted Units
(Workforce & Affordable)

Affordable Housing Land Dedication



0 acres
of site donated for
affordable housing

Public Cost to Build Affordable Housing



\$0
Cost to Public
(0 Affordable units)

Share of Housing Types



100%

Single Family

Large Lot

Standard Lot

Compact

Multi-Family

Condominiums

Multi-Unit Houses

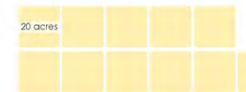
Apartments

Vehicle Miles Traveled



31 Vehicle Miles Travelled
On Average per Household

Access to Public Open Space



3 acres
of public open space

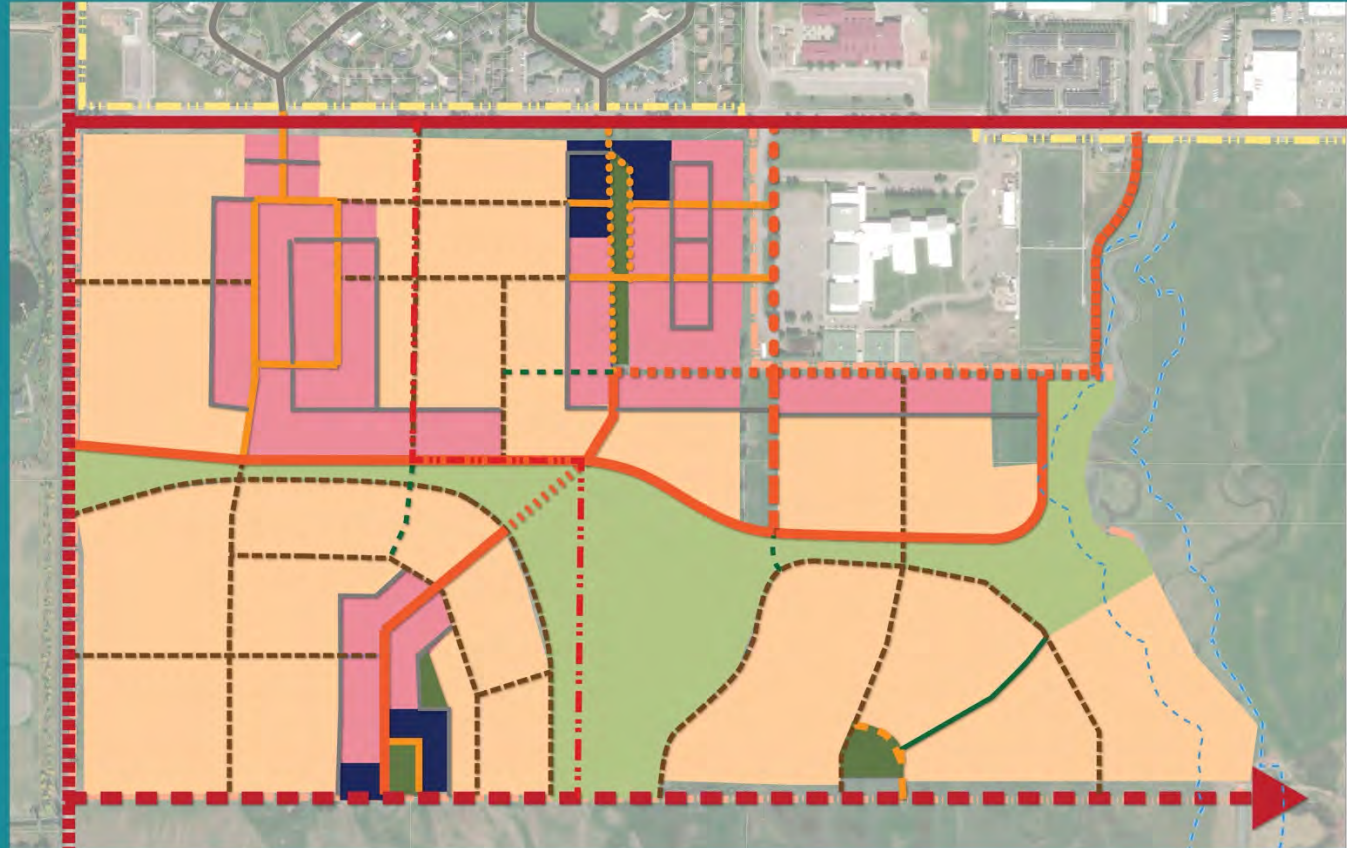
(out of 209 total acres of pervious surface)

Alternative A

Conceptual Zoning Map

This alternative shows the majority of the project site designated as Large Lot Single Family, which is the least intense of the potential new character areas. A small amount of Compact Walkable Neighborhood Center areas support apartment units and community-serving uses on the north and south edges of the site. A limited amount of Walkable Neighborhood Low character areas create pockets of multi-unit housing types, such as duplexes and cottage clusters, that are compatible with Affordable and Workforce units.

Character Areas	% of Site
Compact Walkable Neighborhood Center	2%
Walkable Neighborhood Low	19%
Large Lot Single Family	61%
Active Open Space	2%
Passive Open Space	16%



Alternative Report Card

Alternative A has a total of 668 units and includes approximately 6 acres of land donated to the County that will be dedicated for deed-restricted Affordable housing. Despite the fact that the majority housing type is single family, over 75% of total units are deed-restricted. This is largely due to the high share of apartment units that are compatible with Affordable units and multi-unit houses and compact small single family homes that are compatible with Workforce units.

Total Units: 668



156
Unrestricted Units
(Market Rate)



512
Deed-Restricted Units
(Workforce & Affordable)

Affordable Housing Land Dedication



6 acres
of site donated for
affordable housing

Public Cost to Build Affordable Housing



\$114.5 Million
Cost to Public
(229 Affordable units)

Share of Housing Types



Vehicle Miles Traveled



Access to Public Open Space



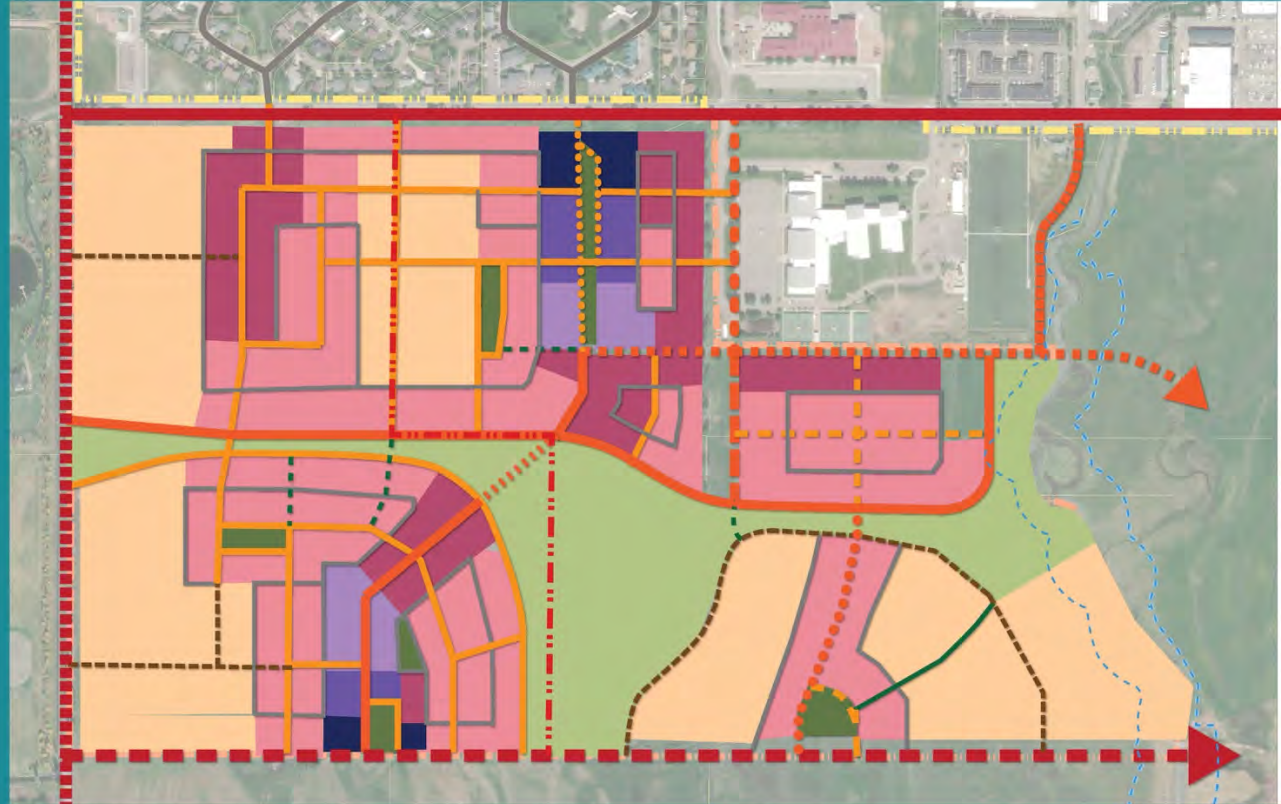
38 acres
of public open space
(out of 180 total acres of pervious surface)

Alternative B

Conceptual Zoning Map

This alternative employs three Compact Walkable Neighborhood character types to transition from the higher-intensity Neighborhood Center areas to the less intense Walkable Neighborhood areas. All character areas outside of the Large Lot Single Family areas would support multi-unit housing types, such as duplexes, fourplexes, cottage clusters and apartments, that are compatible with Affordable and Workforce units.

Character Areas	% of Site
Compact Walkable Neighborhood Center	1%
Compact Walkable Neighborhood Medium	2%
Compact Walkable Neighborhood Low	2%
Walkable Neighborhood Medium	11%
Walkable Neighborhood Low	31%
Large Lot Single Family	34%
Active Open Space	3%
Passive Open Space	16%



Alternative Report Card

Alternative B is made up of over 90% deed-restricted units, a portion of which will be built on approximately 14 acres of land donated to the County that will be dedicated for deed-restricted Affordable housing. The share of housing types is split almost 50/50 between single family and multifamily units.

Total Units: 1,298

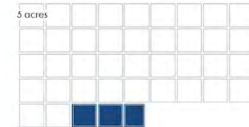


84
Unrestricted Units
(Market Rate)



1,214
Deed-Restricted Units
(Workforce & Affordable)

Affordable Housing Land Dedication



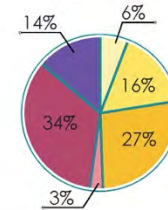
14 acres
of site donated for
affordable housing

Public Cost to Build Affordable Housing



\$205 Million
Cost to Public
(410 Affordable units)

Share of Housing Types



Single Family

Large Lot
Standard Lot
Compact

Multi Family

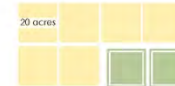
Townhouses
Multi-Unit Houses
Apartments

Vehicle Miles Traveled



28.9 Vehicle Miles Travelled
On Average per Household

Access to Public Open Space



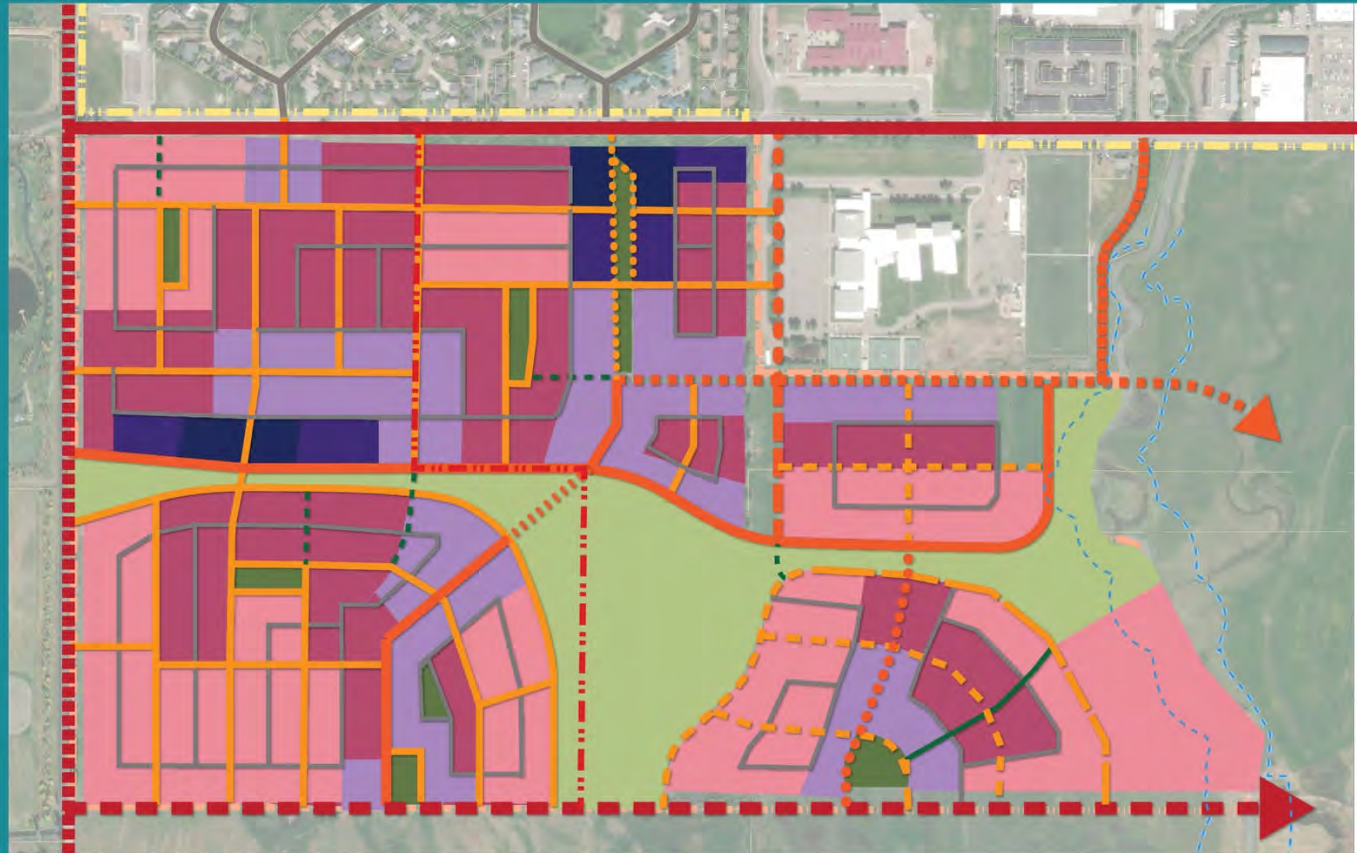
40 acres
of public open space
(out of 162 total acres of pervious surface)

Alternative C

Conceptual Zoning Map

This alternative shows the entire project site designated with Compact Walkable and Walkable Neighborhood character areas, which would all support multi-unit housing types, such as duplexes, fourplexes, cottage clusters and apartments, that are compatible with Affordable and Workforce units.

Character Areas	% of Site
Compact Walkable Neighborhood Center	2%
Compact Walkable Neighborhood High	3%
Compact Walkable Neighborhood Low	18%
Walkable Neighborhood Medium	26%
Walkable Neighborhood Low	32%
Active Open Space	3%
Passive Open Space	16%



Alternative Report Card

Alternative C is made up almost entirely of deed-restricted units, a large portion of which will be built on approximately 33 acres of land donated to the County that will be dedicated for deed-restricted Affordable housing. The level of affordability supported in this alternative is largely due to 68% of all units being multifamily compact. With more compact units comes a higher unit count – Alternative C has almost twice the total amount of units in Alternative B.

Total Units: 2,381

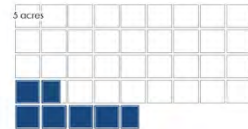


4
Unrestricted Units
(Market Rate)



2,377
Deed-Restricted Units
(Workforce & Affordable)

Affordable Housing Land Dedication



33 acres
of site donated for
affordable housing

Public Cost to Build Affordable Housing



\$515.7 Million

Cost to Public
(1,031 Affordable units)

Share of Housing Types

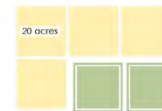


Vehicle Miles Traveled



27.4 Vehicle Miles Travelled
On Average per Household

Access to Public Open Space



41 acres
of public open space

(out of 132 total acres of pervious surface)

Summary of Public Comments

The following are summaries of community comments received throughout the Neighborhood Plan process. Following each summary is a description of how the Plan responds to the community's comments.

Northern South Park's proximity to Town, schools, shopping and services makes it a good location for housing that can support Teton County's goal of housing 60% of the local workforce within the County.

The plan envisions that at least 70% of new entitlements will be deed restricted to help house more local workers within the County. The plan calls for development that is consistent with Town of Jackson densities to deliver a meaningful number of housing units within building forms that are majority "house-scale" to maintain the small town, rural character of Teton County.

New entitlements at Northern South Park should prioritize permanently deed restricted Workforce and Affordable housing while producing a significant number of overall housing units to help address the need for housing that is accessible to a variety of local workers.

The plan proposes up to 1,200 new entitlements, split between each existing landowner at Northern South Park. Of these new entitlements, at least 40% would be deed restricted Affordable, 30% would be deed restricted Workforce, and no more than 30% would be unrestricted market-rate. In addition to existing entitlements, new entitlements could allow up to 1,318 units according to this plan.

Development at Northern South Park should provide a variety of housing/unit types that are accessible to a variety of incomes, and which are integrated throughout the site to create a mixed-income neighborhood.

The plan includes guidance for future LDRs that would be applied at Northern South Park and that would require a variety of housing types across the site. A new Affordable Housing Overlay would require that new entitlements comply with the designated percentages for deed restricted Affordable and Workforce housing detailed in the plan.

Development at Northern South Park should balance the need for more housing with a desire to minimize impacts to traffic, public services and the environment to maintain a high quality of life for existing and new residents and wildlife.

The Plan Alternatives prepared as part of Phase 3 included Alternatives that envisioned more and less development as compared to what is proposed in the Neighborhood Plan. The trade-offs demonstrated by the lower- and higher-development Alternatives were balanced to arrive at the development program envisioned in the Neighborhood Plan.

Northern South Park is the last opportunity for greenfield development that can make a meaningful impact on the community's housing need, so it is important that the plan is feasible and results in housing construction on the site in the near term.

Consultation with the landowners and the Trust for Public Land have informed the Neighborhood Plan to balance community priorities with development feasibility and flexibility.

30% of new entitlements are proposed as unrestricted market rate units to incentivize development of the 70% of units that are required to include Affordable or Workforce deed-restrictions.

While provision of open space should not come at the expense of housing production, neighborhood-serving open space that provides space for community gatherings, outdoor recreation for a variety of ages, and outdoor space for residents without yards should be accommodated in the plan.

The plan envisions a variety of open space types throughout the site to ensure future residents have easy access to outdoor space. Higher-intensity development is envisioned in close proximity to open spaces within the site.

Impacts on wildlife, area water quality, and the Flat Creek riparian environment should be minimized.

The plan envisions a 150' buffer around Flat Creek to minimize human access to wildlife habitat along the creek. Low-impact, green stormwater management strategies are envisioned throughout the site to minimize runoff and filter rainwater that infiltrates to the aquifer.

Results from the Design Alternatives Workshop and Online Survey indicated a preference for Alternatives B and C. When asked to rank individual alternatives these alternatives tied. When asked to rank alternatives based on individual features, these alternatives consistently scored higher than the Existing Entitlements Alternative and Alternative A.

The Neighborhood Plan envisions a total number of entitled units slightly greater than Alternative B and proposes a flexible site plan that allows for the type of concentrated density modeled in Alternative C.

Specific development features requested by the community include childcare facilities, housing appropriate for seniors such as single-story cottage courts and assisted living, and a house of worship.

The Neighborhood Plan envisions one or more Neighborhood Centers where neighborhood-serving uses could help to anchor an open space and higher-intensity residential development. This vision is meant to provide guidance for future Land Development Regulations that would be prepared for Northern South Park as part of implementing the Neighborhood Plan.

The need for vehicular trips to/from Northern South Park should be minimized to reduce traffic impacts on surrounding roadways and to minimize environmental impacts of automobile use.

The Neighborhood Plan envisions a highly connected multi-modal network of streets and paths that integrates with surrounding streets and pathways to provide transportation options to residents. Street designs would make walking, rolling, and biking safe and convenient and would provide easy access to existing START bus stops on High School Road. Street designs in the Neighborhood Plan include options for streets that can accommodate START buses to enable bus routes within Northern South Park in the future.



TOWN COUNCIL



BOARD OF COMMISSIONERS

JOINT INFORMATION MEETING

AGENDA DOCUMENTATION

PREPARATION DATE: June 1, 2022

SUBMITTING DEPT: Long-Range Planning

MEETING DATE: June 6, 2022

DEPT. DIRECTORS: Chris Neubecker & Tyler Sinclair

SUBJECT: Northern South Park Neighborhood Planning Process (MSC2020-0022)

PRESENTERS: Ryan Hostetter

PURPOSE/REQUESTED ACTION

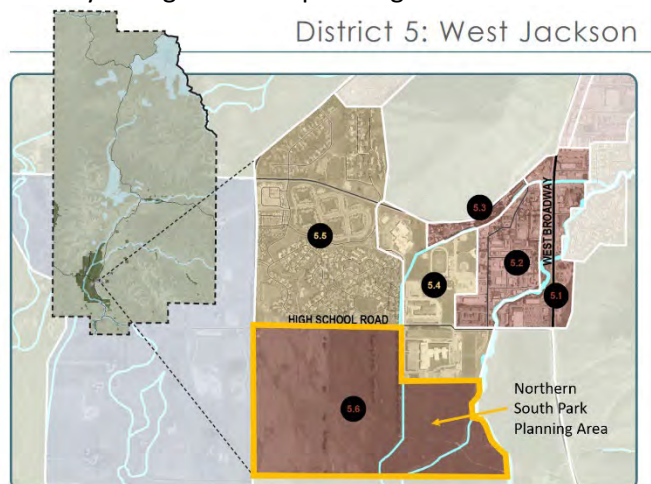
The County Commissioners and Town Council will meet jointly for a plan presentation by the consultant, review of public comment, a question and answer session, and initial discussion.

BACKGROUND

The Northern South Park Neighborhood Planning process stemmed from the 2020 Joint Teton County and Town of Jackson Comprehensive Plan update. The 2020 Comprehensive Plan Update identified Subarea 5.6 Northern South Park as a location for future residential development, which may be guided by a neighborhood planning effort.

While the priority of the community is for infill and redevelopment of existing Complete Neighborhood areas, the updated Comprehensive Plan recognizes the unique opportunity that Northern South Park offers for addressing the community's workforce and affordable housing challenges.

The neighborhood planning process began with policy discussions during workshops with the Town Council as well as the Board of County Commissioners regarding the management of the planning effort in August of 2020. Shortly thereafter, the release of a Request for Proposals and selection of a planning and design consultant, Opticos Design Inc., was completed in November of 2020. The goal was to complete the plan in approximately 8 months, however due to the complex nature of the project, expansive community involvement, and coordination with



a community-based Steering Committee, it took approximately a year and a half to develop a draft plan which responds to comments from members of the public and incorporates information from the landowners within the planning area.

The process to date has included multiple public meetings, stakeholder interviews, online surveys, Steering Committee meetings, public hearing check-ins, and formal workshops. All of the information gathered has influenced the draft plan, and will inform the next steps toward implementation.

The draft preferred plan was released on April 13, 2022, for public review and comment. Subsequently, virtual meetings were held to introduce the plan to the public and to answer questions. Staff recommends that the County Commissioners & Town Councilors watch a video recording (can be found [here](#) or at jacksontetonplan.com) of the introductory presentation in conjunction with their review of the draft preferred plan. For a list of key dates and process highlights please refer to Attachment 2.

PROCESS & NEXT STEPS

The process moving forward will include endorsement of the neighborhood plan through public hearings, and creation of the zoning tools which the landowners could opt-into in order to develop in a manner consistent with the goals of the plan. The new zoning option will reflect the goals of the endorsed plan, and will also include methods to ensure that the unit breakdown (i.e. number of deed restricted vs. market units) is realized on the ground. The recently adopted Long Range Planning Work Plan included an estimate of 500 hours for Long Range Planning staff and an estimated budget of \$50,000.00 for consultant assistance in completing this work from July of 2022 until June of 2023.



STAFF ANALYSIS

Overall, the draft neighborhood plan is responsive to a community preference for a medium/high affordable and workforce housing development as shown in the preferences for the scenarios released last August 2021 during the workshops. The community also preferred the following items:

- Well connected roads and pathways;
- Neighborhood integrated into the existing West Jackson neighborhood and street networks;
- Responsive to increased traffic and activity within this portion of the Town and County;

- Creates a mixture of building types; and
- Generally fits within the neighborhood character of the Cottonwood neighborhood to the north.

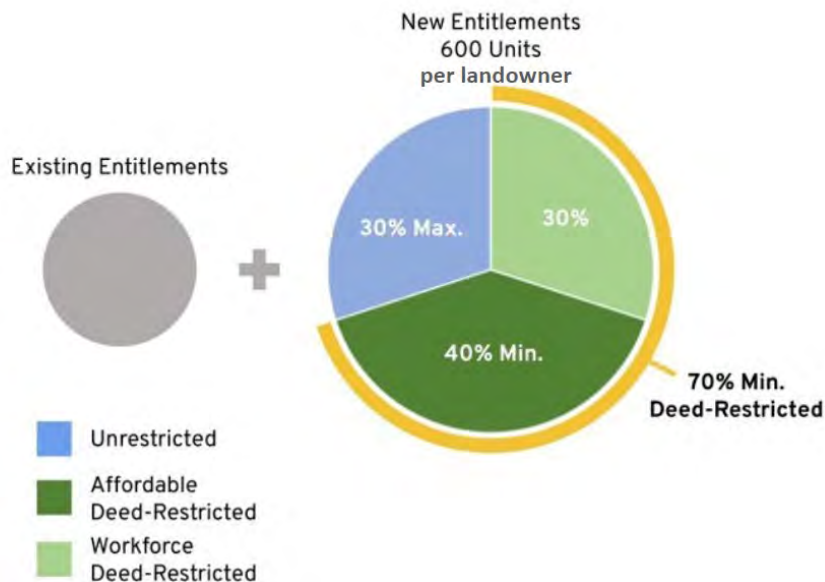
During the planning process, staff asked the Steering Committee and community to identify building type preferences, including submitting local examples for consideration prior to drafting the plan. Many of the examples submitted included smaller pedestrian scaled multifamily structures such as the townhomes on Hall Ave. in the Town of Jackson or the Mountainside Village in Victor ID. Large, complex style structures were not as favorable, and breaking up the density visually into smaller multiple buildings in a clustered design was preferred. The draft plan responds to this feedback by proposing a variety of building types, ranging from large and small-lot single family homes to duplexes and townhouses and some larger multiplexes.

The overall neighborhood plan responds to a community vision for more density in the north, closer to High School Road and “feathering” the density across the site to the south, in a manner that allows for less dense, single-family development in the southern portion of the site. The plan acknowledges the existing Suburban zoning entitlements in the plan area and suggests that the large lot suburban style development be located to the southern portion of the planning area. The plan anticipates a mix of unit types by allowing flexibility for a developer, yet explaining minimums and maximums for each building type to ensure a variety of housing types and prices are included in the neighborhood (i.e. not all single family and apartment complexes). These different housing types are explained in the plan through the use of “character areas” which show a visual example with an explanation of each type of unit, including size and scale. The preferred plan asks that the project include at least 20-50% of the units in the high walkable character area, 30-45% within the medium character area, and finally a maximum of low-density units at 30%.

Modeling was undertaken for the original scenarios to demonstrate how a neighborhood could be built profitably for a developer in a manner competitive with existing zoning. This led to a higher density than the proposed neighborhood plan, and required a higher amount of Workforce units, and required a large public subsidy. The plan was revised based on infrastructure costs, and feedback from the Steering Committee and landowners. Financial modeling of the changes was not included in the proposed preferred scenario based on feedback from the BCC and landowners. The development breakdown in the current preferred scenario includes:

- 480 “Affordable” units (households that work in Teton County and earn no more than 120% median family income locally);
- 360 “Workforce” units (households that earn no more than 250% of County’s median family income);
- 478 unrestricted units (of which 118 of these are existing entitlements included in the 478).

A key goal supported by the community for future development is the provision of affordable and workforce housing. The plan requires that a minimum of 70% of new entitlements shall be deed-restricted (Workforce or Affordable), with a minimum of 40% of new entitlements specifically deed-restricted “Affordable”. The plan also recognizes and retains existing unrestricted entitlements granted by the current zoning. Following is a breakdown of the unit distribution taken from the plan:



The overall unit count of 1,318 is a maximum identified in this “medium” density approach that the community favored (i.e. alternative B from the August workshop) and includes the 118 units of existing entitlements. While the new entitlements are distributed evenly between the two landowners of the properties within the site, it does acknowledge that the existing entitlements are not the same between each property owner. The existing entitlements will be honored as they legally exist today, and the plan calls for an even distribution of new entitlements between the property owners. While the goal includes a minimum of 70% of new units being deed restricted, there is flexibility to allow for more “affordable” units and fewer “workforce” units within that 70% distribution. Future developers would be able to add more affordable units, but this plan identifies the 70% of deed-restricted units, including 40% “affordable”, as minimums.

For more information (same link as above) and additional details contained in the plan please watch the workshop video under “Preferred Plan Presentations” which can be found [here](#).

JOINT PLANNING COMMISSION REVIEW

The Joint Planning Commissions reviewed the plan and provided recommendations during their meeting of May 18, 2022. A link to the meeting video can be found here: <http://jacksonwy.swagit.com/play/05192022-709>

Overall, both the Town and County Planning Commissions unanimously recommended approval of the draft plan while the County Planning Commission included an additional recommendation in the motion as follows:

1. That the Affordable Housing units specifically include a *mix of housing types*, and
2. That the plan allows for energy efficient manufactured housing as an option.

Following is a summary of the questions and comments from the Commissioners:

- Questions were asked regarding water quality and surface runoff. Opticos Design consultant Drew Finke provided information related to the goals outlined in the plan for low impact development (LID) design techniques in an effort to channel and filter runoff in bioswales which are also included in many of the proposed road sections as well.
- A question related to the allowance of a 4-story building was brought up as an option for more efficient provision of affordable units. Staff recommended that this be included as an item specifically related to an allowance in the new proposed zoning regulations, if recommended by the commissions. Staff noted that this

scale of building does not facilitate a pedestrian design or scale which is similar to Cottonwood. Additionally, this building type could limit the mix of unit types for the affordable units which included a request for more townhomes, cottages and single family units for local workforce.

- Questions were raised related to the number of jobs created as a result of this development including the market rate units. Cascadia Partners, a subconsultant of the team, explained that when this topic was modeled during the three scenarios released last summer that the housing units provided by the project far outweighed the jobs created as a result of the development.
- A comment was raised regarding the allowance of live/work units. This could be included within the zoning allowances, but that staff would need to investigate lessons learned with live work units in the Town, and that there is a possibility to also include small and very limited local commercial (such as childcare).
- Question was whether or not all the Affordable units would be in apartments. The design team included a mix of unit types for both the Affordable and Workforce units in the plan. A specific recommendation was made to ensure that the Affordable units be included in a mix of building types.
- A question as to whether or not ARUs were included in this scenario – the design team noted that ARUs were not included in the plan, but that a mixture of unit types are included. In addition, ARUs were not included in the maximum unit count of 1,318 units proposed within the plan.
- A question related to whether or not the deed restricted units were taxed differently than the market rate units. The staff team did not have an answer to this but noted to bring back information on this topic. In short, the deed-restricted units are expected to be taxed less than market units because the taxes are based on the value of the units (for ownership units), which are expected to be lower than unrestricted units.
- Comments related to wildlife permeability were expressed including specifically that any roads which cross the entire area include provisions for wildlife permeability. The plan calls for a north south area where wildlife permeability would exist along flat creek within the buffer areas of the creek. A concern was raised regarding roadways that are proposed to be installed which would bisect this north south creek corridor. Staff noted that roadway designs would need to consider wildlife crossing through the creek and could be included within the design. In addition, the plan notes that surrounding areas to remain rural per the Comprehensive Plan are areas where permeability will be protected adjacent to the Northern South Park transitional area.
- Traffic numbers were discussed, including the concern regarding additional traffic as a result of the project. Based on review of the project including local conditions, traffic engineers with Cambridge Systematics Inc. noted that this project did not include traffic volumes which would require the construction of the East West Connector, but that specific roadway improvements be included as a result of the project which are outlined in the plan (upgrades to High School Road, intersection upgrades and additional pathways/connections to name a few). This project has been reviewed with the Transportation Advisory Committee and has included comments and suggestions for roadway improvements as a result of the project. Additionally, the project requires that easements be obtained for an East West Connector, which will need a final location to be determined through the development process and based on requirements of WYDOT (plan connectivity objective no. 8).
- Questions related to the public subsidy needed for the deed restricted units were raised. The staff team referred to the modeling for scenario “B” during the workshop last August where an approximately \$208 million subsidy was needed for that project. This number was based on assumptions for cost of construction received last summer for example affordable housing projects completed by the Housing Department.
- A comment was raised regarding inclusion of childcare center at this location. Staff recommends that specific uses be analyzed and incorporated into the proposed zoning for the site, and that childcare would fit the overall vision requirements of a local serving commercial and community type of use.
- Concerns were raised with regards to the entity that would administer the new deed restricted units, and who would be in charge of this additional workload.
- Public comment was received by Nikki Gill during the meeting which expressed support for the draft

PLANNING COMMISSIONS & STAFF RECOMMENDATIONS

The Joint Planning Commissions (during separate motions and votes) unanimously voted to recommend approval of the draft Neighborhood Plan. The County Planning Commission included additional language recommending “a mix of housing types used to provide Affordable Housing requirements in the Plan, and consideration of factory built components as part of the development of affordable housing types.”

Staff is requesting feedback and any recommended amendments to bring back to the Town Council and County Commissioners for consideration. The Town Council will separately review and provide a recommendation to the County Commissioners during their June 21, 2022, meeting. The County Commissioners will review during their July 6, 2022, hearing.

The County Planning Director and the Town Community Development Director recommend **approval** of the Draft Northern South Park Neighborhood Plan dated April of 2022.

ATTACHMENTS

1. Draft Neighborhood Plan
2. Project Process Key Dates
3. Summary of Public Input received since the release of the Draft Preferred Plan on April 13, 2022
4. Comments submitted by the landowners

PUBLIC COMMENT

Public comment on the plan alternatives has been compiled and has been incorporated into this draft preferred Neighborhood Plan. Additional public comment received as of the release of the draft plan is attached to this staff report.

FISCAL IMPACT

The original budget allocations of \$250,000 from the County and \$150,000 from the Town have been utilized for the completion of this project, with a few remaining invoices (within the allotted overall cost) remaining for work related to these public hearings. In addition, a contract amendment of \$11,660.00 by the County has been approved and utilized for additional on site meetings and project revisions related to information from the landowners.

STAFF IMPACT

This Neighborhood Plan has been the result of a consultant contract with Opticos Design Inc. which was approved in 2020 with a budget of \$400,000 (of which \$150,000 has been allocated by the Town of Jackson). This project has included over 1,800 hours of staff time for this Neighborhood Plan (refer to Attachment 2 showing key process dates for more information).

In the approved Fiscal Year 2023 Work Plan, the Northern South Park implementation portion is included as a separate project with separate staff hours and budget. Any additional use of anticipated budget or consultants will be completed through a new contract to be reviewed and approved by the County Commissioners as needed.

LEGAL REVIEW

County: Gingery

Town: Colasuonno

SUGGESTED MOTIONS

Town Council: No action is requested, so no motion is necessary. Town Council will hear and make a recommendation to the County at their June 21, 2022.

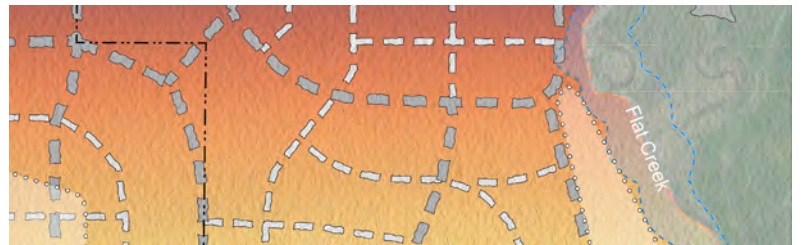
Board of County Commissioners: No action is requested, so no motion is necessary. County Commissioners will hear and make a decision at their July 5, 2022 hearing.

Northern South Park Neighborhood Plan

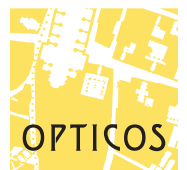
Sub-Area 5.6
Teton County, WY

Public Review Draft
April 2022

Prepared for:



Prepared by:



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Cambridge Systematics
 Traffic Modeling

Crabtree Group
 Low-Impact Infrastructure + Civil
 Engineering

Charlier Associates
 Transportation Strategy

Introduction

Vision Statement:

Northern South Park will become a mixed-income, multi-modal, Complete Neighborhood that delivers a high quality of life for residents, minimizes impacts to surrounding communities and ecosystems, and provides a significant quantity of deed-restricted housing for people working in Teton County.

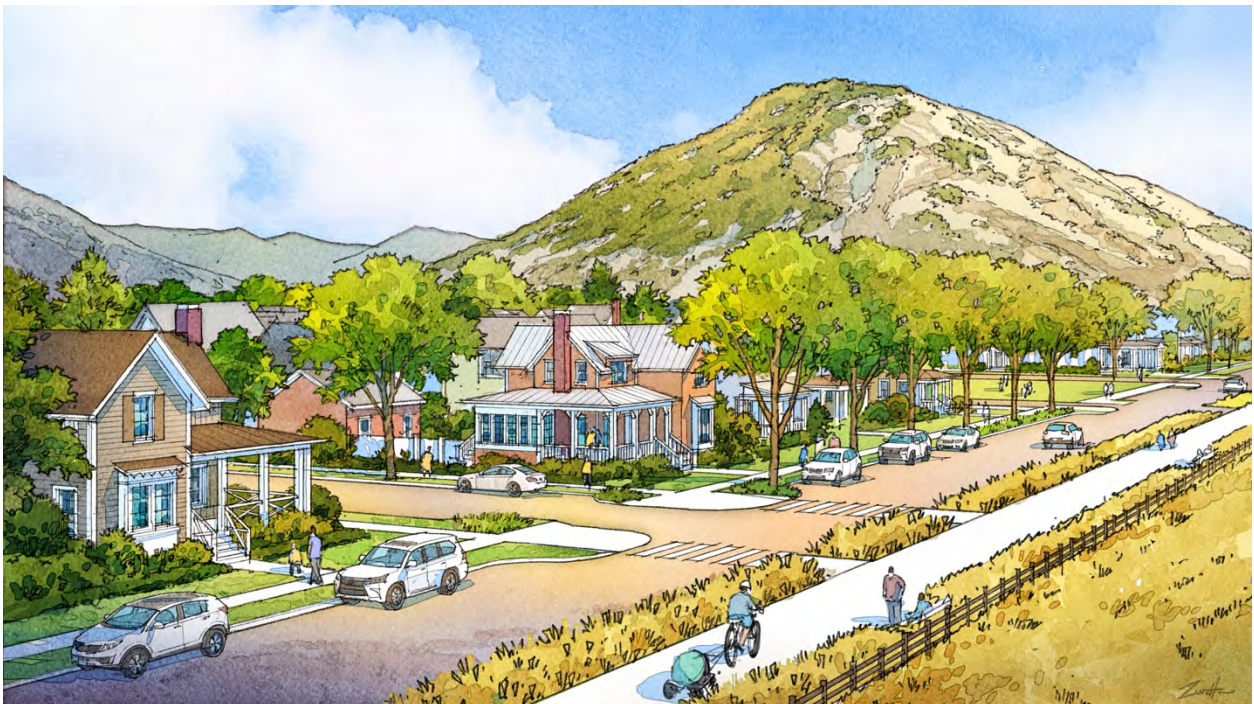


Figure 1 Illustrates how a mix of housing types, multi-modal streets, and integrated open spaces help to support a Complete Neighborhood in Northern South Park

Executive Summary

This plan details the preferred development vision for Northern South Park (Sub-Area 5.6), and seeks to strike a balance between aspirational vision and feasible implementation. Numerous community engagements have directed and informed the plan, which has been created to capture the community's vision for development in Northern South Park. These are balanced with challenging development conditions and landowner goals to craft a plan that reflects the community's ambitions within a development framework that is attractive relative to existing development entitlements and feasible for private development.

The economic and social disruptions caused by the Covid-19 pandemic have drastically reshaped the local and national real estate and development landscapes over the course of this plan's creation. As such, the plan approach has been continually refined to better respond to community priorities and evolving economic and development conditions. Provision of deed-restricted Affordable and Workforce housing was high on the community's list of priorities at the beginning of this plan and has only risen as the need for housing in Jackson and Teton County has become more acute over the course of this plan's development. Similarly, development costs and timing have become more challenging due to a variety of external factors beyond the control of landowners, developers, or local agencies. To accommodate ongoing uncertainty in the development landscape and future changes in community needs and market conditions, this plan intentionally seeks to balance a detailed vision with flexibility for implementation.

Flexibility in implementation and high-quality neighborhood design with deed-restricted housing are not mutually exclusive. While this plan does not provide a detailed site plan, it does provide detailed development criteria in the form of "checklists" at the end of each section in the PLAN VISION. These criteria will inform new Land Development Regulations (LDRs) and clearly articulate plan objectives without restricting the ways in which these objectives can be achieved.

For example, while potential new streets in Northern South Park are not mapped as part of this plan, criteria regarding specific external connections, block length, and other design considerations are detailed in this plan to help inform any street network proposed as part of a development application in Northern South Park.

The purpose of this neighborhood plan is to define a vision for development at Northern South Park, to provide details to inform new Land Development Regulations (LDRs) and zoning that will guide development, and to evaluate future development proposals relative to the plan vision. This plan document is visionary and conceptual. It is not regulatory but instead *informs* decision makers and future regulations. New development regulations that will be created from this plan will be opt-in, meaning that landowners can choose to develop using the new regulations or the existing regulations that currently apply in Northern South Park. This plan does not obligate landowners to develop — they may choose to continue existing uses. To provide an incentive for landowners to develop according to this plan vision, the plan proposes a development scenario and entitlement framework that is more financially attractive than what is allowed by current zoning.

Comprehensive Plan + Growth Management Policy

Jackson/Teton County Comprehensive Plan (2020)

The Jackson/Teton County Comprehensive Plan designates the Northern South Park project area (Subarea 5.6) as a "transitional subarea," meaning that it is a place where the community is accepting of redevelopment and anticipates that the existing character will change.

Surrounding subareas to the east, west and south are designated as "conservation" and "preservation" with a focus on wildlife habitat, open space, and scenic views.

The Comprehensive Plan references a "Village" neighborhood form for Northern South Park with residential and civic uses. This means that the area should be developed with a variety of housing types, like apartments, townhomes, and single-family homes, complete streets that have sidewalks and paths for people walking and riding bikes, and permanently deed-restricted Affordable and Workforce housing.

Responsible Growth Management

Amount of Growth. The Comprehensive Plan limits the amount of growth in our community so that we can maintain community character, avoid sprawling development, and protect our natural resources.

Location of Growth. The community's goal as stated in the Comprehensive Plan is to direct future growth into a series of connected, Complete Neighborhoods in order to preserve critical wildlife habitat, scenery and natural resources in Rural Areas. This supports both ecosystem stewardship and quality of life goals. Since our growth management responsibility encompasses both the Town and County, it is critical to consider where future housing units would be best located within the entire community. Northern South Park has been identified as an appropriate location for future growth because of its proximity to jobs, services, and existing infrastructure.

How does this relate to Northern South Park?

Since the community-wide amount of growth is limited, we must ensure that the number of housing units and their location in Northern South Park are as good as (or better) than any other Complete Neighborhood in the Town or County and that the type of growth supports housing for our workforce as much as possible. This neighborhood plan proposes a development option for Northern South Park that supports Comprehensive Plan values, goals and policies better than the base zoning that is currently in place.

Project Location

This neighborhood plan applies to 225 acres bounded by High School Road and Jackson Hole High School to the north, South Park Loop Road to the west and Flat Creek to the east. The southern plan boundary aligns roughly with the end of Red House Road.

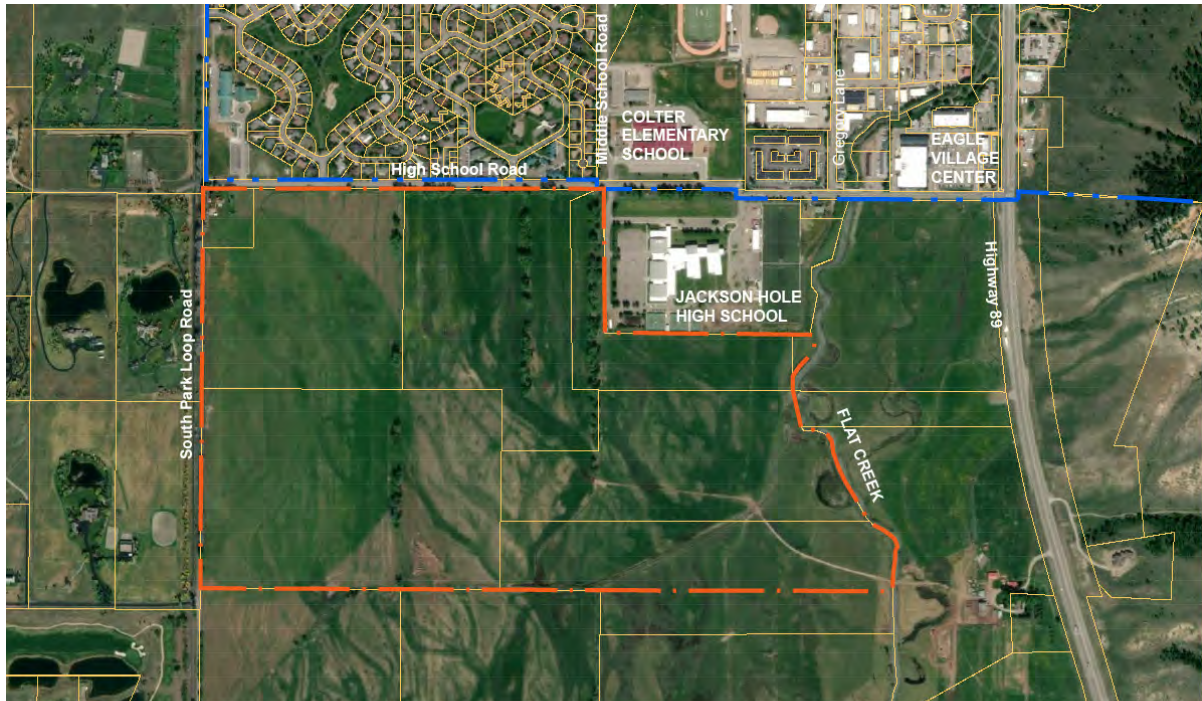


Figure 2 Project boundary outlined in orange. Image not to scale.

For additional information about existing conditions, please see Existing Conditions in the Appendix.

Planning Process

To create a preferred development plan for Northern South Park, multiple rounds of community engagement and plan development were undertaken to refine the plan vision. Figure 3 illustrates the planning process and shows when community engagement and Steering Committee (which included the landowners) participation took place.

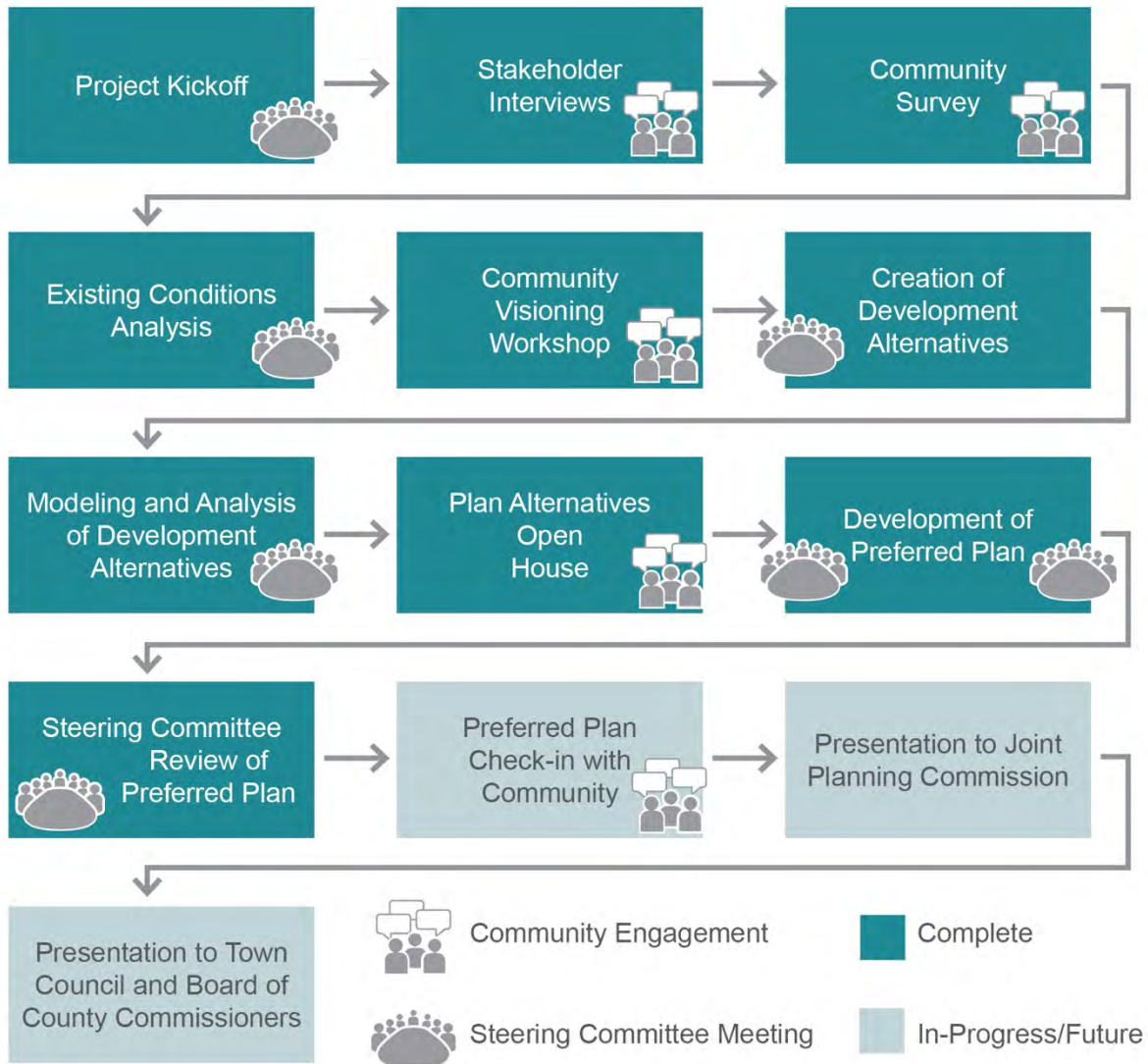


Figure 3 Planning Process diagram illustrates the steps taken to develop a Preferred Plan for Northern South Park.

To arrive at a preferred plan for Northern South Park, four plan alternatives were developed and reviewed by the community, stakeholders, and the Steering Committee. The purpose of these plan alternatives was to examine different development scenarios to identify a plan vision that responded to community needs through a feasible development approach. The plan alternatives, which included an “Existing Zoning Alternative” based on existing entitlements, varied by total number of units, density, mix of building types, and percent of deed restricted Affordable and Workforce units.

Figure 4 shows housing and affordability statistics for each of the four plan alternatives studied. Additional details on each of the four alternatives are available in the Plan Alternatives section of the [Appendix](#).

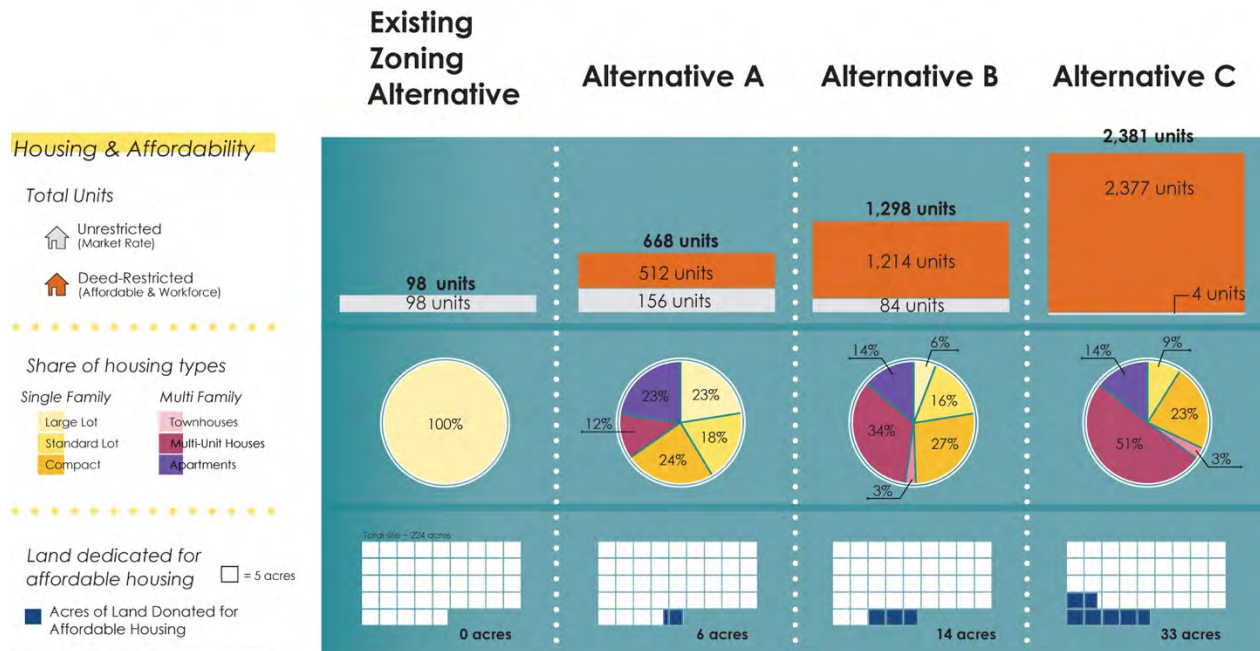


Figure 4 Housing and Affordability statistics for each of the four plan alternatives studied for Northern South Park.

Community Engagement

The planning process for Northern South Park included multiple opportunities for community engagement and design iteration to ensure development of a neighborhood plan that is feasible, forward-looking, and responsive to community needs and desires.

Community engagement and feedback was an integral part of developing a neighborhood plan for Northern South Park that is representative of community goals. Despite challenges posed by the Covid-19 pandemic which limited opportunities for in-person engagement, online tools were used to solicit feedback and share information. A variety of engagement approaches, including online presentations and surveys, in-person open houses, and outreach events for specific communities provided the opportunity for Teton County community members to participate in the manner that was most convenient for them. Table 1 details the variety of engagement events and tools that were used as part of the plan development process.

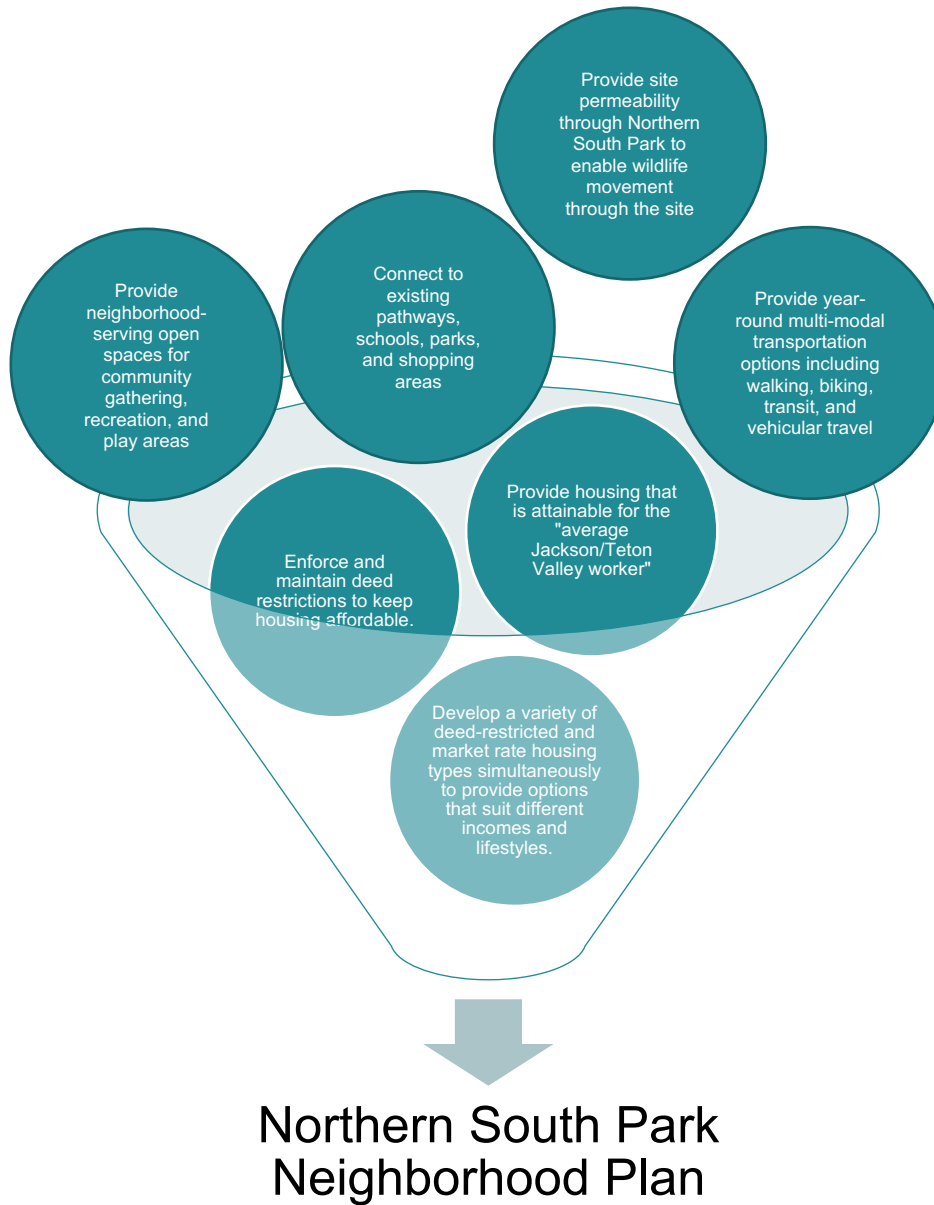
Table 1: Community Engagements

Engagement	Description
Stakeholder Interviews	• 29 interviews with stakeholders and subject matter experts • Interviews conducted February 2021
Community Survey	• Solicited feedback on big ideas • 398 responses • Conducted February-March 2021
Virtual Community Visioning Workshop	• Virtual presentation March 10, 2021 • Konveio interactive website ◦ Online community visioning survey focused on future use and design options ◦ Online visual preference survey focused on building form and physical character of the future neighborhood

Plan Alternatives Open House	• In-person event August 19, 2021 at Jackson Hole High School • Drop-in video presentation and topic stations staffed by project team • Konveio interactive website ◦ Community priorities survey ◦ Commenting on poster exhibits
Spanish Language Workshop	• In-person event August 26, 2021 • Plan Alternatives presented in-person by bilingual interpreters followed by small group discussions led by bilingual facilitators. • 41 attendees (head count)
Steering Committee	• Eight meetings from December 2020-January 2022 • Seven-member committee including landowners • Meetings live-streamed for public attendance
Project Website	• Updated with news, highlights, and project status • Project documents and presentations available for public access

Community Feedback

The community provided a variety of ideas for how development at Northern South Park could address community needs and satisfy Comprehensive Plan goals. Summarized below are topics that came up across all engagements and which were mentioned most frequently by community members.



Plan Vision

New development in Northern South Park should be integrated into existing West Jackson neighborhoods through connections to area roadways and pathways via a network of [multi-modal](#) streets that provide residents with transportation options. Within the neighborhood, parks and pathways should provide outdoor space for recreation and community gathering. New and improved infrastructure should protect natural resources such as surface water and aquifer quality, while open space buffers around Flat Creek will protect water quality and riparian wildlife habitat.

Figure 5 illustrates how development intensity can be organized across the site and how a new roadway network can integrate with existing West Jackson neighborhoods.

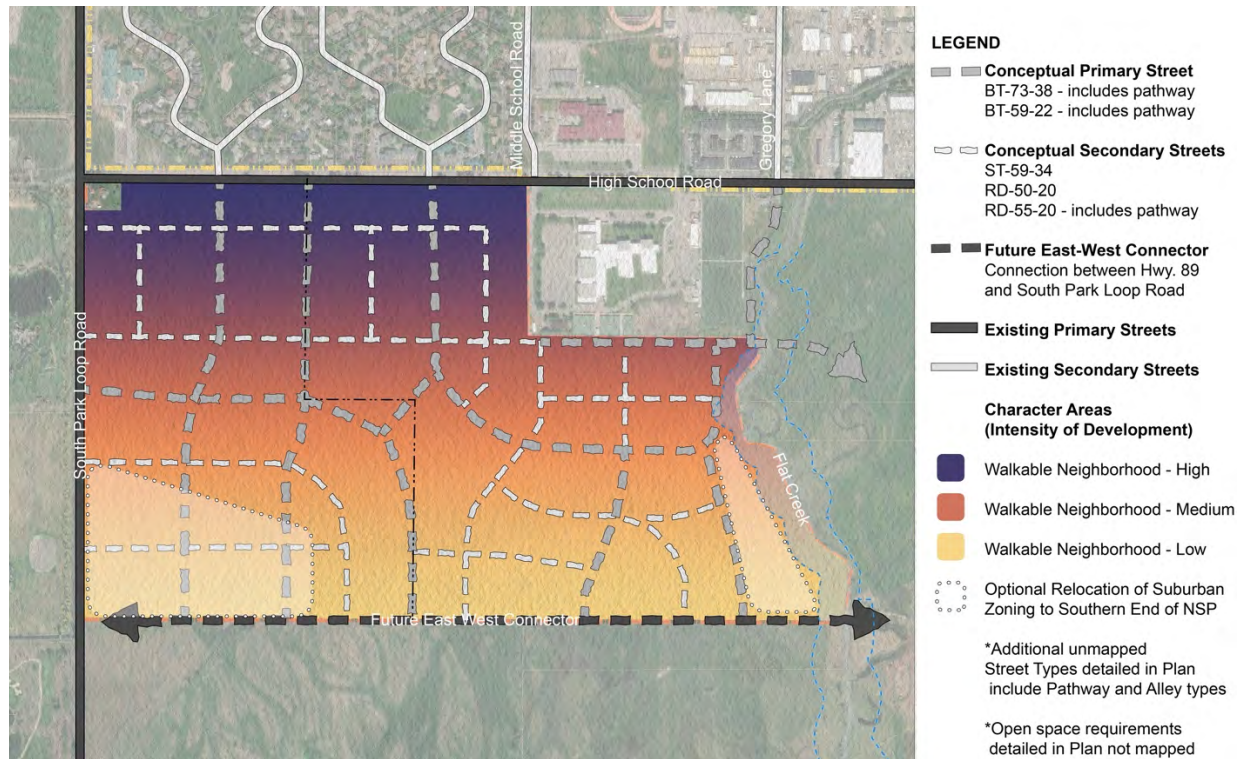


Figure 5 illustrates a conceptual development framework for the Northern South Park site. This image is for illustrative / conceptual purposes only. It is not regulatory and is not a development proposal.

Housing Program Vision

Housing Objectives

Teton County faces several long-term challenges, most notably with housing affordability. Over the years, housing construction has been unable to keep pace with housing need and the housing units that are getting built are unaffordable for most families and local workers. To help address this challenge, up to 1,200 new entitlements for housing units are envisioned, of which at least 70% will be permanently [deed restricted](#). The Plan envisions that at least 40% of new unit entitlements in Northern South Park will be [Affordable](#) and up to 30% will be [Workforce](#).

The objective for development at Northern South Park is to supply a sizeable portion of permanently deed-restricted housing necessary to house families and local workers.

For context, in 2013, 1 in 3 homes were affordable to the median-income family in Teton County, but by 2020 median-income families could only afford 1 in 10 homes. In fact, more than half of the total home sales in 2020 were only affordable to families making over 200% of Teton County's [Median Family Income \(MFI\)](#). During the presentation for the 2022 Regional Housing Needs Assessment, HUD figures showed that in order to afford the 2021 median sales price, the household income must be at least \$469,000.00.

To retain community character and ensure resiliency, the Town of Jackson and Teton County have made it a priority to maintain at least 65% of Teton County's workforce living locally, establishing Land Development Regulations incentivizing development to allocate 'restricted' and Affordable housing.

Housing Entitlements

Existing Entitlements by Landowner

- Gill property: 86 units
 - o 84 units on 26 acres of land zoned Suburban (S)
 - o 2 units on 75 acres of land zoned Rural 1 (R-1)
- Lockhart property: 32 units
 - o 29 units on 8 acres of land zoned Suburban (S)
 - o 3 units on 115 acres of land zoned Rural 1 (R-1)

Proposed Maximum New Entitlements per Landowner: 600 units

- 420 deed-restricted units, (minimum 70% of new entitlements)
 - o 240 Affordable deed-restricted, (minimum 40% of new entitlements)
 - o 180 Workforce deed-restricted (30% of new entitlements)
- 180 unrestricted units, (maximum 30% of new entitlements)

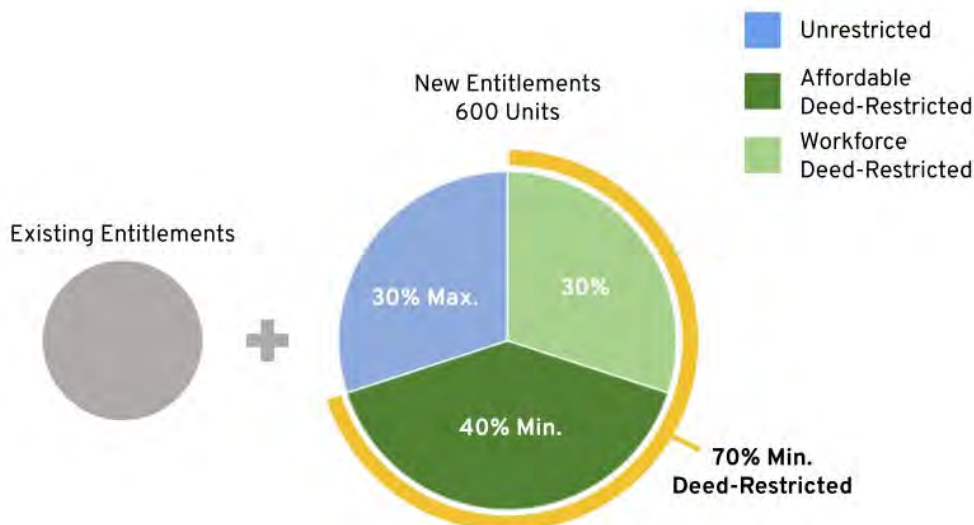


Figure 6 Illustrates the proposed housing program for each of the two landowners in Northern South Park.

Deed Restricted Housing Program for New Unit Entitlements

To promote access to a variety of housing options in Northern South Park and to house families and workers, three levels of housing affordability are envisioned for new housing unit entitlements. The quantity and type are outlined as follows:

- **478 Unrestricted units (maximum):** these units can be set at market price, with no restrictions on ownership or occupancy.
- **360 Workforce deed-restricted units:** restricted to households that work in Teton County and earn no more than 250% of Teton County's Median Family Income (MFI). Although these units are restricted to workforce income levels, they are modeled to have a built-in profit. As a result, Workforce units are assumed to be delivered by private developers within the development model.
- **480 Affordable deed-restricted units (minimum):** restricted to households that work in Teton County and earn no more than 120% MFI.

In 2021, median income for a 3-person household was \$104,040. *(This number is updated annually in April, and will be updated for the final version of this plan.)*

Regulations in the *Jackson/Teton County Housing Department Rules and Regulations* documents should apply to all deed-restricted Affordable and Workforce housing at Northern South Park.

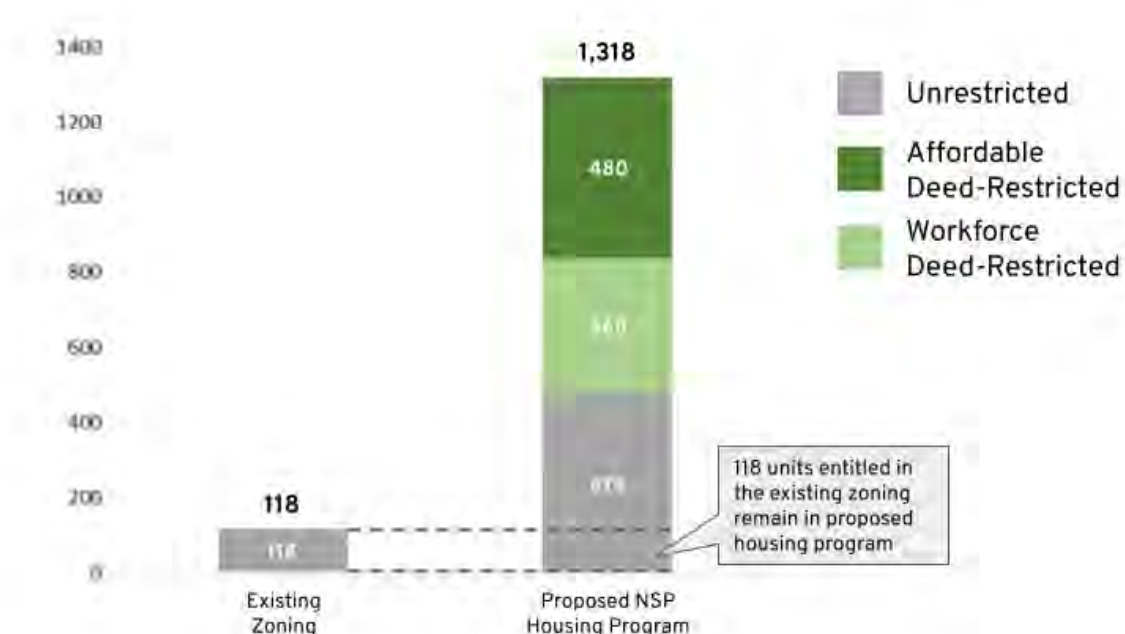


Figure 7 Illustrates the proposed housing program compared to existing zoning.

Mixed-Income Neighborhood

Housing options in Northern South Park are meant to provide a variety of housing types suitable for different lifestyles and incomes. Affordable, Workforce and unrestricted units should be located throughout the site, with different unit types mixed within the same block. To promote a cohesive neighborhood community, units should not be segregated according to tenure (rent vs own), type (triplex vs townhouse), unit size, or price, but should be integrated to the extent feasible. Examples of this approach include mixing duplexes and single-family homes within a block, including both Workforce and unrestricted townhouse units along the edge of a park, and including a mix of studios and one-, two-, and three-bedroom units in an Affordable apartment building.



Figure 8 This block along E. Hall Ave. in the Town of Jackson includes a mix of housing types located within walking distance to Mike Yokel Park and could be a model for development in Northern South Park.

Housing Checklist

1. Housing Tenure Types	
☒	1.A For all new housing unit entitlements, provide at least 40% deed-restricted Affordable housing per phase of development
☒	1.B For all new housing unit entitlements, provide 30% deed-restricted Workforce housing per phase of development
☒	1.C For all new housing unit entitlements, do not exceed 30% market rate housing per phase of development
2. Housing Variety	
☒	2.A Develop new-entitlement market rate units concurrently with new-entitlement deed-restricted units
☒	2.B Each phase of development should include a variety of housing types and unit sizes to suit a variety of incomes and lifestyles
☒	2.C New-entitlement market-rate and deed-restricted housing should be distributed and integrated across the site to avoid segregating tenure types in clusters
☒	2.D Different building types and unit sizes should be distributed and integrated across the site to avoid segregating different unit and housing types in clusters

Open Space Vision



Figure 9 The Northern South Park neighborhood will be directly connected to the existing community pathway network, such as the South Park Loop Trail.

Pathway Network Vision

The Town of Jackson and Teton County have created an extensive pathway network, the Jackson Hole Community Pathways System. Northern South Park is adjacent to this network, including along South Park Loop Road and High School Road. The pathways in Northern South Park should link into this network and extend this amenity for use by Northern South Park residents and the larger community to provide for

recreational use as well as to supplement the transportation network by providing non-motorized routes to destinations such as schools, employment, shopping, and entertainment. The connectivity vision for Northern South Park provides direct connections to the pathway system via Paul Merritt Pathway, Russ Garaman Pathway, and South Park Loop trail. Trails located adjacent to streets should, in general, be located on the north and east sides of the street to take advantage of maximum solar gain to provide a pleasant environment for trail users and encourage snowmelt.

Places for Recreation and Gathering

To provide a high quality of life for residents, parks in Northern South Park should provide spaces to recreate and gather within walking distance of all residents. Parks should accommodate active uses such as playgrounds and ball courts. When possible, parks should be located to maximize views and preserve existing landscape elements such as irrigation ditches and tree stands.

Access to park space in Northern South Park is especially important since the smaller unit and lot sizes needed to promote housing affordability may mean that some units lack yards. When private yard space is not included with a unit, parks can provide common outdoor space for residents. As such, all residential units in Northern South Park should be located within ¼ mile of a park to encourage residents to access parks by foot and bike. A central park between 3-5 acres is envisioned to provide for a broad range of activities and should be supplemented by smaller “pocket parks” located throughout



Figure 10 Active uses such as the playground at Mike Yokel Park in the Town of Jackson will be prioritized at parks in Northern South Park.

the neighborhood to provide easy park access to all neighborhood residents.

Open space areas should be maintained as permanent open space. Management and maintenance of open space should be identified during the development review and subdivision process to ensure upkeep and safety.

Open Space Checklist

1. Minimum Provision of Open Space	
☒	1.A Dedicate 0.02 acres per new residential lot for open space or pay a fee-in-lieu per new residential lot, consistent with LDRs.
☒	1.B Open spaces should be designed and located to promote wildlife permeability across the site.
☒	1.C All residential units should have access within ¼ mile to a playground at least ¼ acres or larger via sidewalks and/or pathways
2. Open Space Access + Design	
☒	2.A The facades on building sites attached to or across a street or pathway from an open space should be designed to “front” on to the open space.
☒	2.B Open spaces should be bordered by streets or pathways on at least two sides to provide good public access and improve safety by minimizing areas hidden from public view.
☒	2.C All programmed open spaces should be publicly accessible via sidewalks and/or pathways.
☒	2.D A variety of open space types should provide facilities for community gathering and recreation.

Mobility, Connectivity + Infrastructure Vision

Connectivity Objectives

1. Direct connections to High School Road
2. Direct connections to South Park Loop Road
3. Internal pathways connect to and complement the community pathway network
4. All streets should be Complete Streets' accommodating all modes of transportation and users
5. No dead-end streets or cul-de-sacs longer than 150'
6. Every home reachable from two directions to improve emergency response
7. Discourage cut-through traffic
8. Access to S. Highway 89 with an East-West Connector
9. Complete Streets

To provide connectivity to adjacent areas and minimize traffic impacts by dispersing traffic, the plan envisions multiple intersections along adjacent streets. On High School Road, connection points should be provided at Rangeview Drive and Corner Creek Lane, in addition to consideration of a new intersection between those streets. Along South Park Loop Road, multiple intersections should be provided to avoid funneling all traffic to a single point which otherwise concentrates traffic, minimizes route options, and results in longer wait times at intersections.

Traffic calming strategies such as narrow travel lanes, curb extensions at intersections and crosswalks (pinch points), on-street parking, and street trees and parkways provide visual and physical cues that help to reduce traffic speeds. The alignment of streets includes frequent intersections so that vehicles must slow down or come to a complete stop in order to travel through Northern South Park, encouraging a slower driving speed within the neighborhood.

People who walk and those using mobility assistance devices are generally willing to travel between $\frac{1}{4}$ and $\frac{1}{2}$ of a mile to reach a destination. To keep distances within this range, the street network supports frequent intersections and provides a variety of different routes to make walking, riding bikes and other forms of active travel convenient. Consistent with the Jackson Community Streets Plan, pedestrian facilities at Northern South Park should be usable by people of all ages and various visual and mobility capabilities to meet Americans with Disabilities Act standards and facilitate access for a wide spectrum of people.

Connections through larger development blocks are provided by non-vehicular trails and pathways that minimize cut-through vehicle traffic while maximizing connectivity across the site.

Transit

To support community climate goals, reduce traffic on High School Road, and reduce the cost burden associated with private vehicle ownership and use, public transportation in Northern South Park should be provided by fixed-route START bus service along High School Road. Street designs for development in Northern South Park include streets that are accessible to START vehicles. These streets should be utilized as part of a street network that allows for future bus service to extend into Northern South Park to encourage transit use among future residents and reduce traffic impacts.



Figure 11 Fixed-route START bus service will complement other multi-modal transportation options in Northern South Park.

The highly-connected internal street network and good connectivity to regional roadways will allow and support potential future micro-transit and demand response transit services, should START decide to offer those services in Northern South Park. The street, pedestrian and pathway networks also will support ridesharing by residents as well as direct, efficient access by ride-hailing services (e.g., Lyft and Uber).

Street Design

To support a high-quality public realm and to provide multi-modal transportation options for future residents, street designs were developed to satisfy Connectivity Objectives for the project and to meet street design standards for the Town of Jackson Community Streets Plan. Designs were created in consultation with Teton County and Town of Jackson Engineering and Public Works departments.

Pedestrian facilities are included on both sides of streets to encourage non-vehicular travel and to accommodate the greater density of population envisioned for Northern South Park. Similarly, alleys are included in the plan to accommodate service access for waste collection and to provide access to on-site parking. Alley-loaded parking maximizes capacity for on-street parking by minimizing the frequency of curb cuts and allows for the occasional use of non-vehicular pathways in place of a full street along the front of some blocks.



Figure 12 An example of low impact stormwater infrastructure showing bioswales between the street edge and sidewalk.

To manage rainwater and snowmelt, street designs in this plan feature low-impact stormwater infrastructure to filter contaminants and allow water to infiltrate into the soil. Low-impact stormwater infrastructure included as part of every street can help to limit waterborne pollutants and contamination of the watershed. Wide bioswales between streets and sidewalks provide space for snow storage during winter, and

during summer these areas provide spaces for rain gardens and street trees that serve as amenities for the neighborhood.

The following street cross section designs identify thoroughfare types that are consistent with the intended physical character and connectivity of Northern South Park.

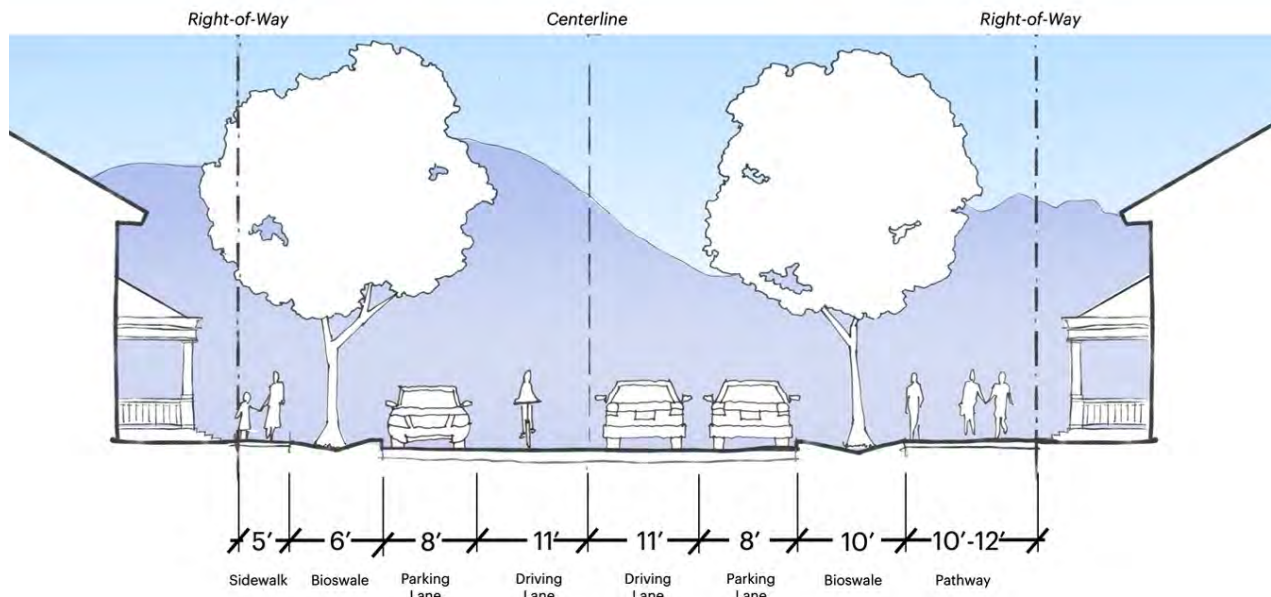
Additional street, sidewalk, and pathway types could be developed, subject to County review and approval, using the Town of Jackson Community Streets Plan or future similar plans as a guide (See Chapter 3: Toolkit of Design Solutions) to satisfy appropriate Neighborhood Context Considerations in that document as well as the following:

1. Supports the intended physical character of adjacent existing or proposed development.
2. Provides facilities for multiple modes of transportation (mix of transit, pedestrians, bicycles, automobiles).
3. Provides sidewalks at least five feet wide.
4. Provides on-street parking for a majority of each block face in Walkable Neighborhood and Compact Walkable Neighborhood areas. Single-loaded streets exempt.

The following street cross section graphics demonstrate street design options that fulfill multi-modal connectivity objectives for Northern South Park and could be incorporated as part of development proposals consistent with this plan.

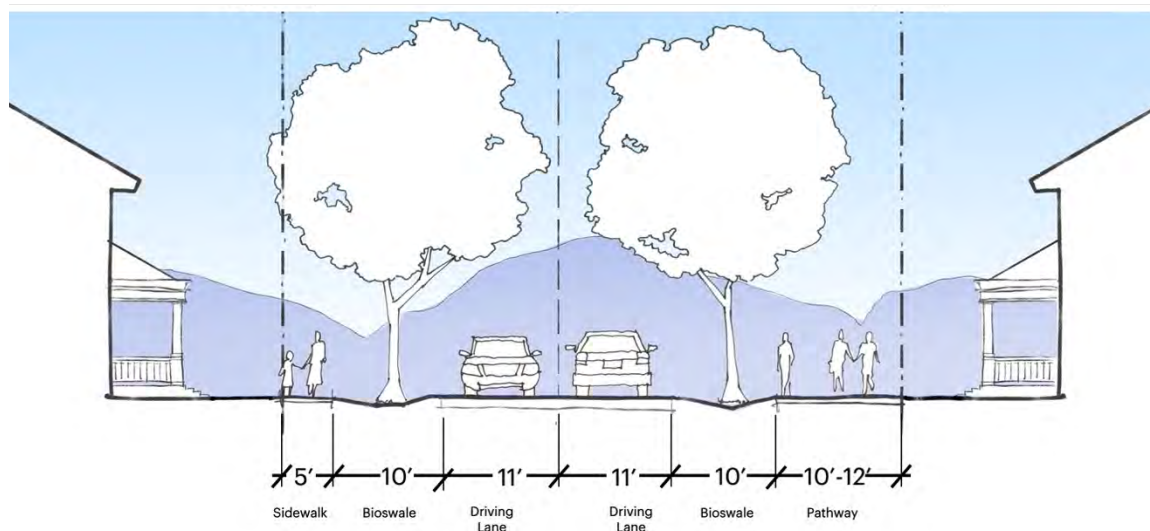
BT-71-38 – Bus/Truck Street with parking

This street section is designed with lane widths that will accommodate busses and trucks and should be utilized to provide routes through the site that can accommodate START bus service. On-street parking makes this section appropriate in higher-intensity neighborhood areas where there is a greater need for on-street parking.



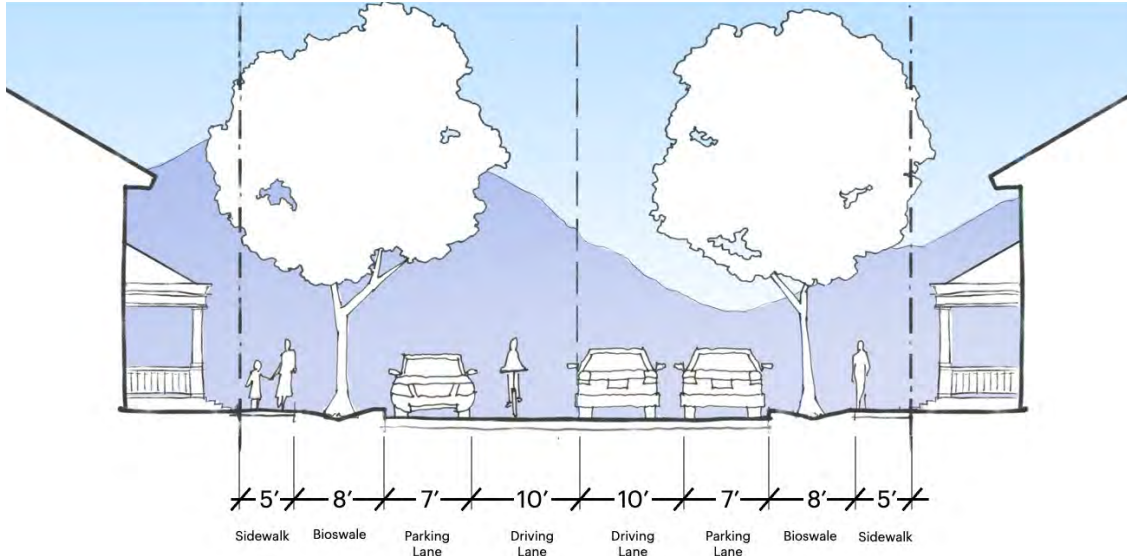
BT-59-22 – Bus/Truck Street without parking

This street section is designed with lane widths that will accommodate bus and truck vehicles and should be utilized to provide routes through the site that can accommodate START bus service. No on-street parking is provided in this section.



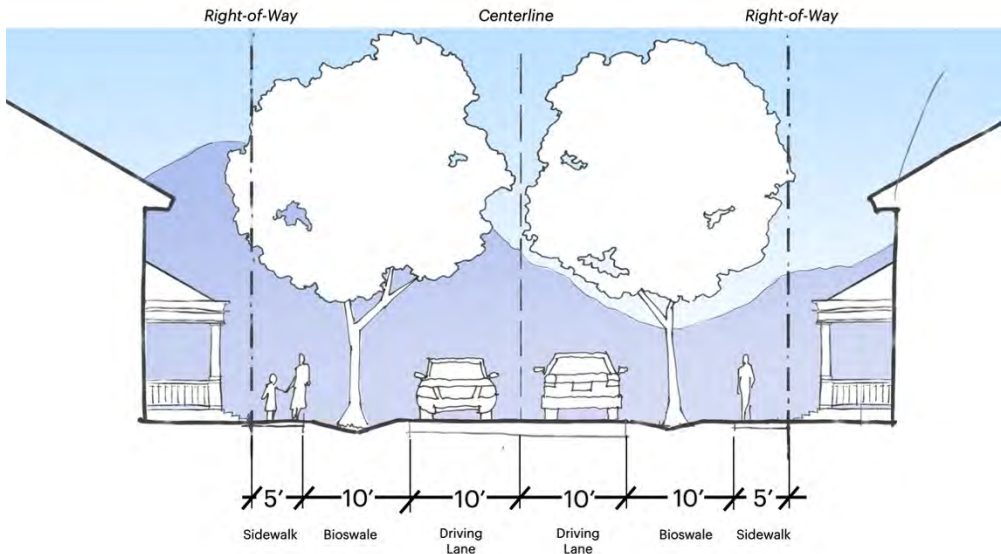
ST-60-34 – Walkable Neighborhood Street

This street section is designed to encourage slow-speed travel. On-street parking makes this section appropriate in higher-intensity neighborhood areas where there is a greater need for on-street parking.



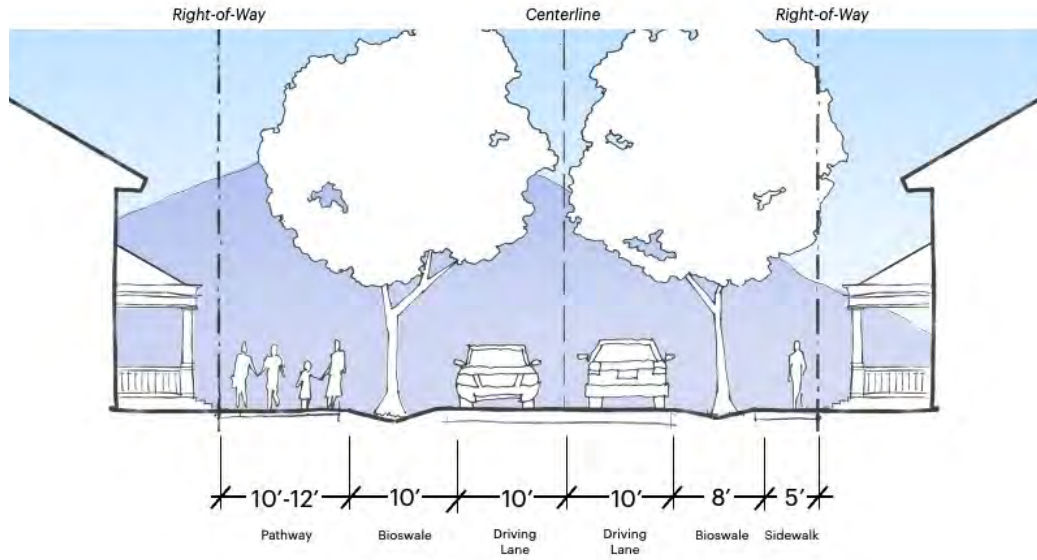
RD-50-20 – Walkable Neighborhood Road

This street section is designed to encourage slow-speed travel. Since no on-street parking is provided in this section, it is most appropriate in lower-intensity neighborhood areas.



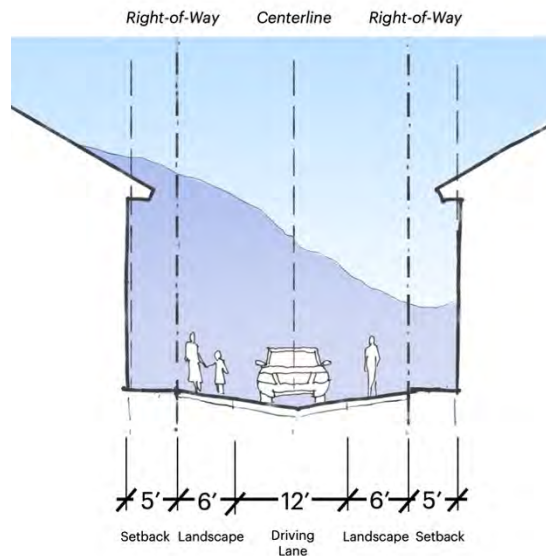
RD-55-20 – Walkable Neighborhood Road with Pathway

This street section is designed to encourage slow-speed travel. Since no on-street parking is provided in this section, it is most appropriate in lower-intensity neighborhood areas. This street section includes a pathway.



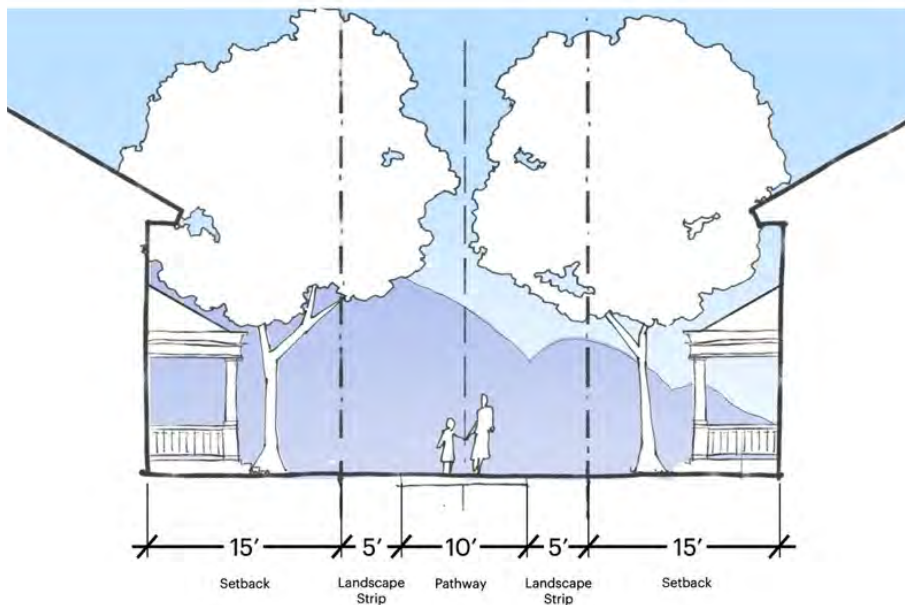
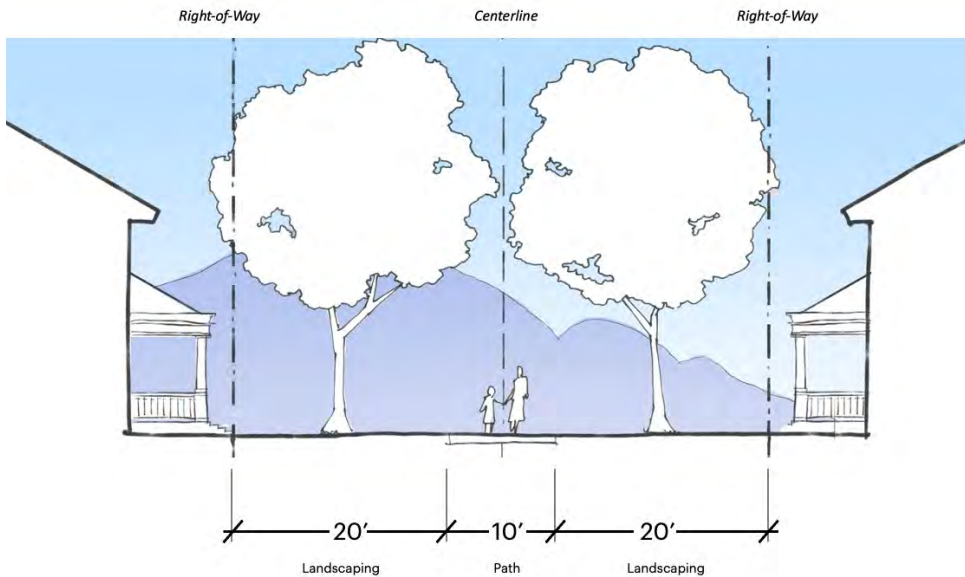
AL-24-12 – Alley

This alleyway is meant to provide parking and service access at the rear of lots.



PW-50-0 + PW-20-0 Mid-Block Pathway Options

These pathways are pedestrian and bicycle connections and not for use by vehicular traffic. They run between buildings, perpendicular to the street, as a mid-block connection. Buildings adjacent to the pathway are oriented so that the fronts of buildings face the pathway. This provides additional connectivity for people walking and riding bikes while minimizing cut-through vehicular traffic. Both a wide and narrow right-of-way design are provided for flexibility.



Traffic Impacts

To support analysis of the proposed Northern South Park (NSP) neighborhood, Cambridge Systematics (CS) applied the Teton County Travel Model. The modeling effort first considered several preliminary development alternatives, followed by evaluation of a preferred scenario.

Modeling was performed for a summer weekday, the timeframe in which Jackson and Teton County experience the heaviest traffic congestion. Because Northern South Park is near several schools, a school season analysis was also performed for High School Road. An analysis of traffic count data shows that High School Road is the only place in Teton County that regularly experiences higher average daily traffic volumes in the school season than in the summer.

Model System

This travel model was developed for Teton County, the Town of Jackson, and WYDOT for use in transportation planning efforts. It is a four-step trip-based travel model with a base year of 2017 and several forecast years including 2035. The model accounts for county residents, commuters (people who work in Teton County and commute from neighboring communities), and visitors to the region. It includes a mode choice step that considers driving, transit, and non-motorized modes.

The travel model was calibrated to a 2017 base year using traffic count data, transit boarding data, American Community Survey (ACS) data, and mobile device data (location-based services, or LBS data).

Preferred Scenario Assumptions

Socioeconomic data assumptions for the preferred plan are shown in Table 2. Model runs considered some internal streets and a potential East-West Connector between South Park Loop Road and S. Highway 89.

Growth outside of the Northern South Park neighborhood is represented by the 2035 travel model as adopted by Teton County. Similarly, the roadway and transit system assumptions are consistent with those in the 2035 travel model. The Tribal Trail connector to Hwy 22 is included in the roadway network.

Table 2 NSP Neighborhood Socioeconomic Data Assumptions

Variable	Value
Households	1,231
Population	3,200
Employment	19

Model Results

The Northern South Park planning effort includes transit and non-motorized modes of travel. The travel model has been run with baseline assumptions, meaning that calibrated model results were not adjusted to account for a high level of transit service or new pathways, in order to demonstrate maximum impact from vehicular traffic. Resulting mode shares are summarized in Table 3. These show the Northern South Park neighborhood having slightly higher transit and non-motorized capture than the region as a whole. Transit and non-motorized shares for the Northern South Park

neighborhood are higher than for rural neighborhoods and lower than denser areas such as downtown Jackson.

Table 3 Mode Share Results

Mode	Region	NSP
Auto	88%	85%
Transit	0.8%	1.9%
Non-Motorized	11%	13%

The travel model was run for both a build and no-build scenario, with a comparison of traffic volumes shown in Figure 13 and Figure 14. These figures show 24-hour no-build volumes, change resulting from the build scenario, and the resulting 24-hour volume. Figure 15 shows an estimate of school season weekday volumes on High School Road, with estimates based on analysis of summer and winter traffic count data. The build scenario shows traffic growth along High School Road, South Park Loop Road, and generally within the Town of Jackson.

The additional households in the Northern South Park neighborhood increase the number of resident workers in the county, partially offsetting forecast growth in commuters. Each new commute trip made by a resident of the Northern South Park neighborhood offsets one commute trip from outside the county. As compared to the 2035 no-build scenario, this results in a decrease in forecast year volumes on Hwy-22 west of Hwy 390, and a slight decrease in traffic on Hwy 89 south of High School Road.

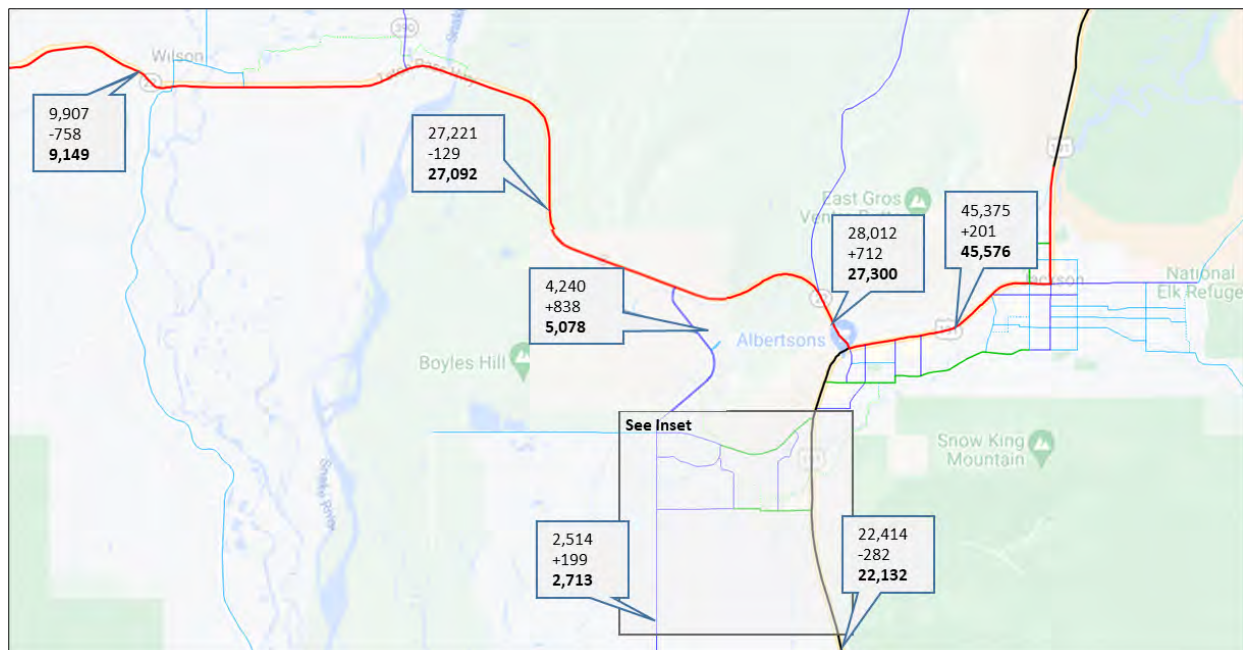


Figure 13 Build to No-Build Traffic Comparison (above)

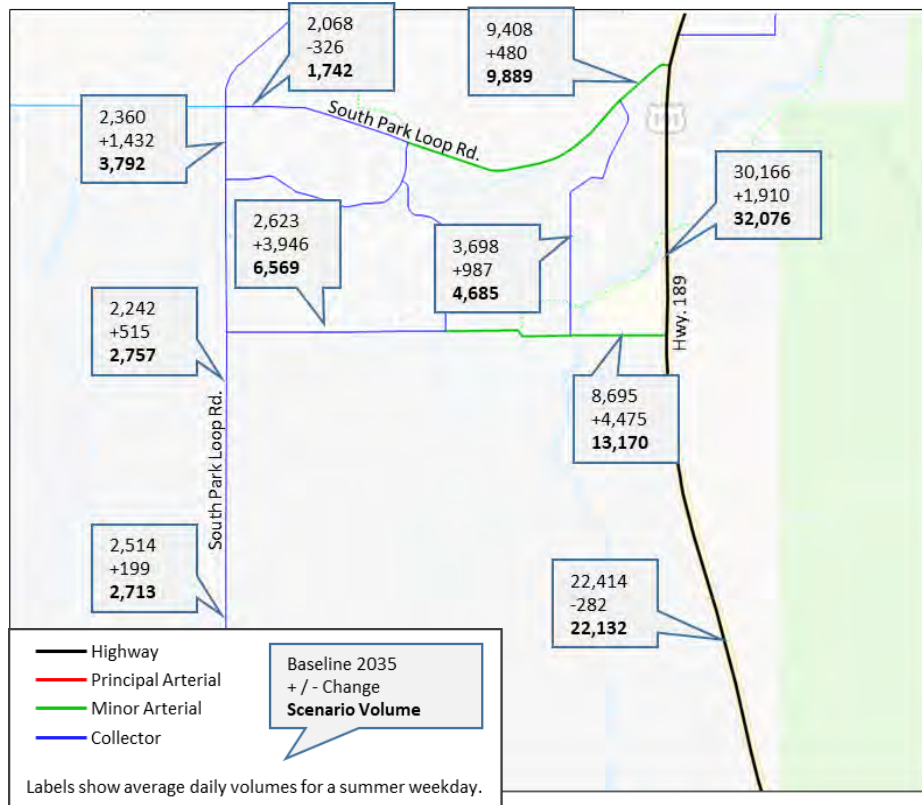


Figure 14 Build to No-Build Traffic Comparison (Detail)

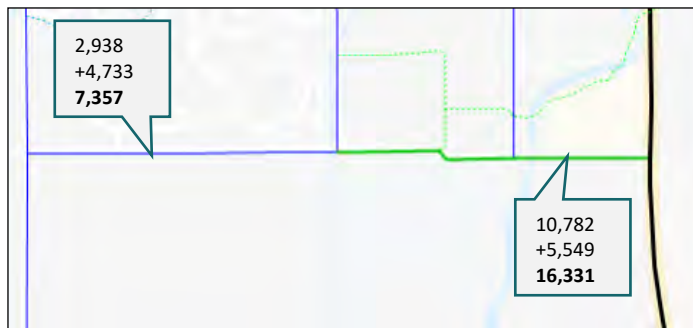


Figure 15 Build to No-Build Traffic Comparison (School Season)

Overall, the traffic model shows that existing facilities will adequately meet future transportation demand generated by development at Northern South Park and that future off-site improvements listed in Table 4 will help to mitigate traffic impacts to provide acceptable levels of service on area roadways.

Traffic Mitigation

The connectivity vision for Northern South Park includes a variety of multi-modal transportation options to provide future residents with mobility choices. Encouraging people to use non-vehicular transportation options such as bus, bike, and walking can help to decrease additional car trips. To achieve this, the connectivity vision calls for a well-connected network of streets and pathways to make it safe, easy, and convenient to move around on foot and by bike, as well as a network of streets that are designed to accommodate START bus routes within the new Northern South Park Neighborhood.

Based on travel demand model outputs, some improvements to existing adjacent and future roadways should be considered as part of this project. See the Implementation section for more details on specific projects and recommended funding strategies.

Off-Site Infrastructure

To accommodate an increase in the number of residents in Northern South Park, off-site infrastructure, including upgrades to existing roadways and wet utilities (water and sewer), as well as new wet utilities to connect to existing sewer mains will be needed.

Development at Northern South Park could contribute some funding for upgrades to adjacent roadway facilities, consistent with the extent to which new development would utilize these facilities. These upgrades intersect with various pre-existing street improvement plans and would be led by the Town or County, as indicated in Table 4. Development thresholds — the point at which additional development would necessitate upgrades to area roadways — and funding sources should be identified by the lead agency for each project.

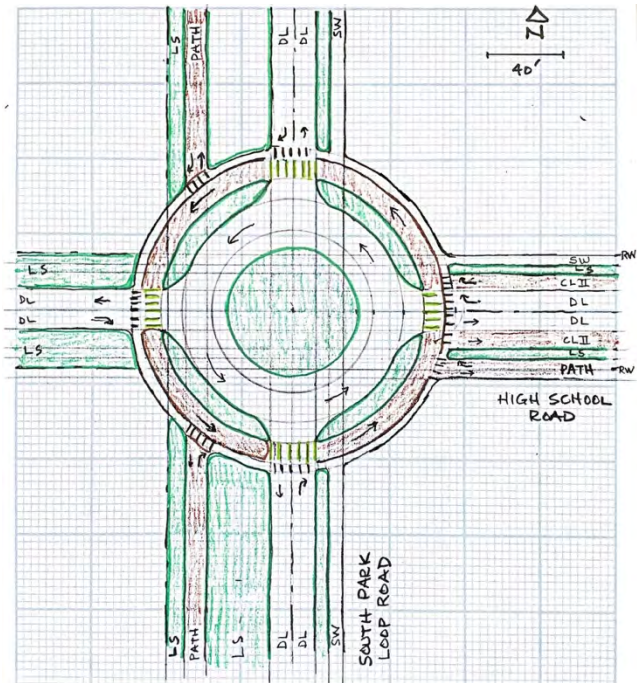


Figure 16 Conceptual roundabout plan for the intersection of High School Rd. and South Park Loop Rd.

Table 4: Off-Site Infrastructure Projects

Project	Lead Agency
Upgrades to High School Rd.	Town
Roundabout at intersection of High School Rd. and South Park Loop Rd.	Town
East-west connector between South Park Loop Rd. and Hwy. 89	County
Pathway on east side of South Park Loop Rd.	County

In addition to the above off-site projects, new and upgraded sewer lines along High School Road will be necessary to serve development on the west side of Northern South Park. The Town of Jackson will need to undertake additional analysis to determine current capacity of sewer lines serving Northern South Park, depending on where the sewer connection will occur.

Mobility, Connectivity + Infrastructure Checklist

1. Minimum Transit Connectivity	
☒	1.A Serviceable by transit directly via High School Road and South Park Loop Road
☒	1.B Transit routing through site identified as part of street network layout using Bus/Truck street sections
2. Minimum Active Travel Connectivity	
☒	2.A At least one walk/bike route (including sidewalks) connecting every residential unit to:
☒	Jackson Hole High School campus
☒	Russ Garaman Pathway
☒	South Park Loop trail
☒	Paul Merritt Pathway
☒	Jackson Hole High School campus
☒	Eagle Village Shopping Center
☒	At least one dedicated east-west internal pathway
☒	At least one dedicated north-south internal pathway
☒	2.D Sidewalks on both sides of all streets
☒	2.E Internal block faces not to exceed 450 feet. (Block faces defined by streets or publicly-accessible pathways and measured between edge of publicly-accessible right-of-way or easement for streets and/or pathways.)
☒	2.F External block faces – those facing High School Road, South Park Loop Road and/or Jackson Hole High School) not to exceed 600 feet. (Block faces defined by streets or publicly-accessible pathways and measured between edge of publicly-accessible right-of-way or easement for streets and/or pathways.)

3. Minimum Street Connectivity	
☒	3.A At least three (3) direct connections to High School Road west of Jackson Hole High School
☒	3.B At least three (3) direct connections to South Park Loop Road
☒	Russ Garaman Pathway
☒	South Park Loop trail
☒	Paul Merritt Pathway
☒	3.C Easement for East-West Connector roadway between South Park Loop Road and S. Highway 89
☒	3.D Street cross section design consistent with designs provided in this plan and/or with Town of Jackson Community Streets Plan or similar plan

Neighborhood Design Vision

Density Transition from North to South

To protect the rural character of the southern approach into the Town of Jackson along the highway and to make efficient use of existing infrastructure, transit and services, higher-intensity development should be located along the northern edge of the site closest to High School Road and Jackson Hole High School. The least-intense development should occur along the southern edge of the site, and a transition in intensity from north to south should provide a step-down in intensity across the site, as illustrated in Figure 17.



Figure 17 Illustrates how the intensity of development and scale of building types should transition from highest (north) to lowest (south).

Neighborhood Centers

To support a [walkable](#) neighborhood, residential development in Northern South Park should be anchored by Neighborhood Centers that serve as community focal points and provide space for a mix of potential uses, including residential, community facilities such as childcare, programmed open spaces for community gathering, limited local commercial and other neighborhood-serving uses that reduce vehicle miles traveled by locating destinations within walking distance to residences. The most intense residential uses should be located around Neighborhood Centers, which should provide access to the community pathway network be located near to existing START transit services along High School Road or new bus routes that travel through Northern South Park.



Figure 18 Illustrative vision for a mixed-use Neighborhood Center with a central green space for community gatherings.

Building Types

To provide a variety of housing types to suit multiple lifestyles and price points, development at Northern South Park should utilize building types detailed in Figure 19.

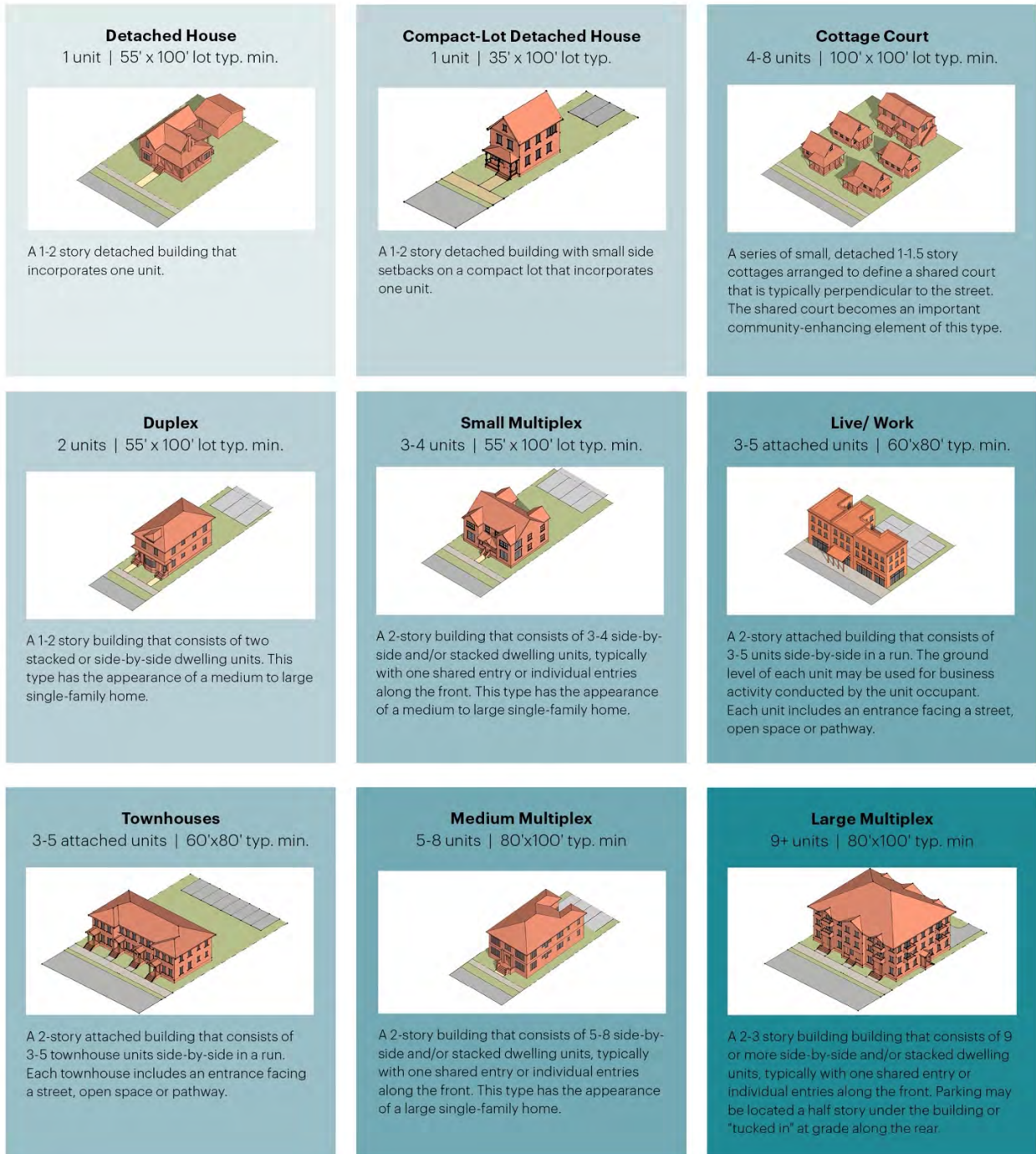


Figure 19 details the range of building types envisioned for Northern South Park. Buildings are organized from least intense (upper left) to most intense (lower right).

Frontage Types

To provide a high-quality, pedestrian-oriented public realm, all buildings adjacent to a right-of-way and/or open space, should include a frontage type(s) as detailed in Figure 20 for each building entrance facing the right-of-way and/or open space.

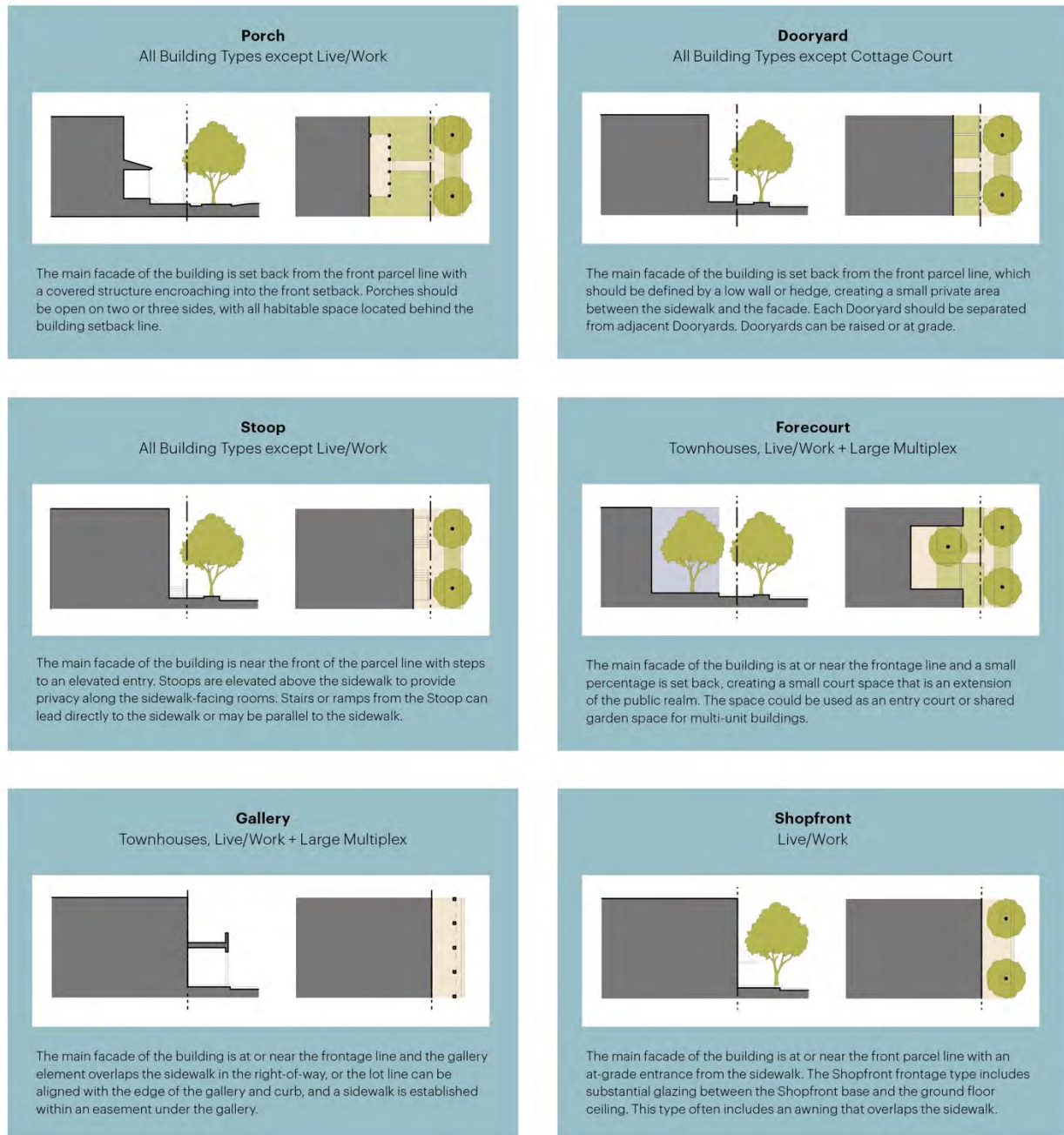


Figure 20 provides details about frontage types that will promote a high-quality, pedestrian-oriented public realm at Northern South Park.

Character Areas

Character Areas are used to create distinct neighborhood environments within Northern South Park. Each character area has a different mix of building types and different overall intensity of development. Similar to zones in Land Development Regulations, different character areas achieve different densities and include different sizes of buildings. The different built outcomes enabled by these character areas affect not only environmental and financial performance, but also how many people can live in Northern South Park, in what kinds of units, and at what level of affordability. Buildings in all character areas should be designed at a human scale and should incorporate elements that promote a high-quality public realm such as street-facing entries and frontage types that provide privacy while encouraging interaction with neighbors.

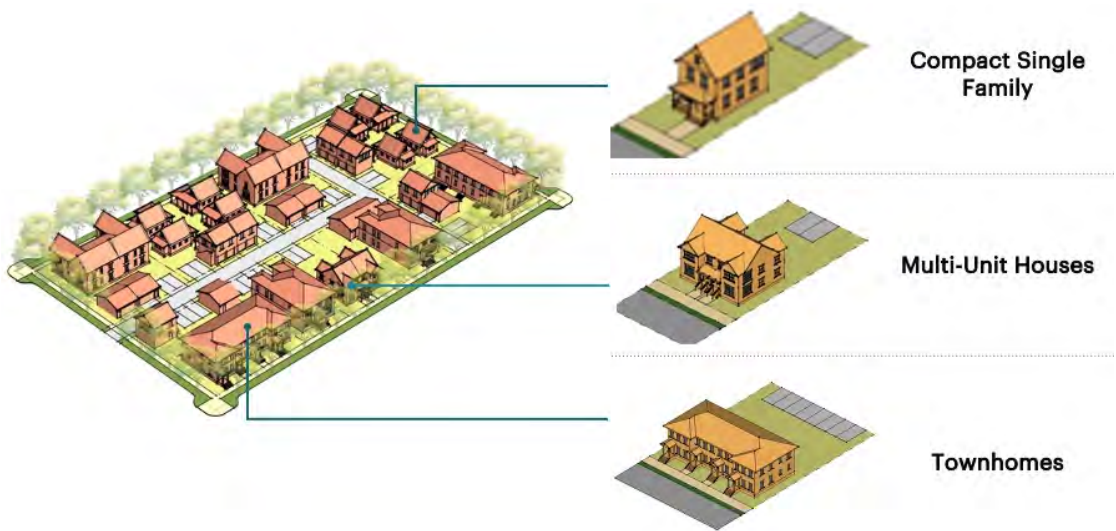


Figure 21 shows how character areas are made up of a variety of building types.

Table 5 illustrates the building types that are included in each Character Area. Note how larger building types are limited to more intense Character Areas.

Walkable Neighborhood:	Low	Medium	High
Large-Lot Single-Family			
Compact-Lot Single-Family			
Duplex			
Cottage Court			
Small Multiplex			
Townhouses			
Medium Multiplex			
Live/Work			
Large Multiplex			

Table 5 shows how character areas are differentiated by the intensity of building type found in each area.

Walkable Neighborhood – Low

This character area includes a mix of single-unit houses, compact-lot single-unit houses, and multi-unit types such as duplexes and cottage courts. The purpose of this character area is to provide lower-intensity development that nonetheless accommodates a variety of unit types in a walkable environment. This character area can be used to provide a lower-intensity transition at the edge of Northern South Park where development abuts rural and/or agricultural zones.



Figure 22 Illustrative diagram showing a how building types could be mixed within the Walkable Neighborhood – Low character area.

Building Types in Walkable Neighborhood – Medium Character Area	Number of Units
Single-Unit Building Types	
Compact-Lot Single-Family Detached House	1
Single-Family Detached House	1
Multiple-Unit Building Types	
Duplex	2
Small Multiplex	3-4
Cottage Court	4-6 cottages

Walkable Neighborhood – Medium

This character area provides a wide range of single-unit and multi-unit building types that enable a transition in building scale between the Walkable Neighborhood Low and Compact Walkable Neighborhood character areas. This character area is intended to provide a variety of unit types in a walkable environment where buildings generally do not exceed the footprint of a large single-unit house.

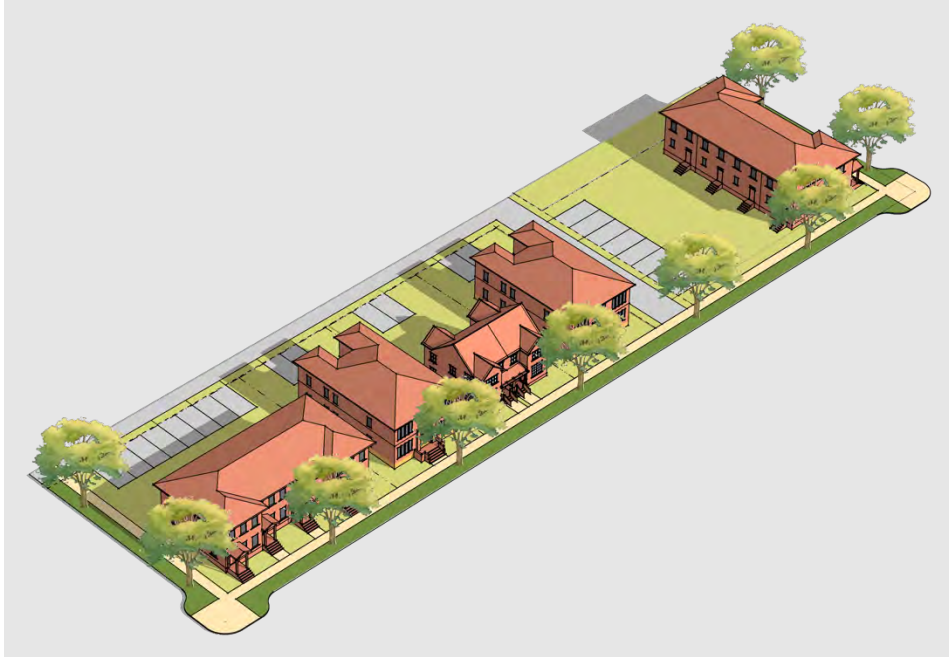


Figure 23 Illustrative diagram showing a how building types could be mixed within the Walkable Neighborhood – Medium character area.

Building Types in Walkable Neighborhood – Medium Character Area		Number of Units
Single-Unit Building Types		
Compact-Lot Single-Family Detached House		1
Multiple-Unit Building Types		
Duplex		2
Small Multiplex		3-4
Townhouses		Up to 3 attached townhouses
Medium Multiplex		5-8
Cottage Court		4-8 cottages

Walkable Neighborhood – High

This character area allows for the most intense residential building types in Northern South Park. Additionally, a mix of uses are allowed – but not required – to enable small-scale neighborhood-serving uses such as a daycare to locate in Northern South Park to encourage walkability and provide convenience for residents.



Figure 24 Illustrative diagram showing a how building types could be mixed within the Walkable Neighborhood – High character area.

Building Types in Walkable Neighborhood – High Character Area		Number of Units
Single-Unit Building Types		
Compact-Lot Single-Family Detached House		1
Multiple-Unit Building Types		
Duplex		2
Small Multiplex		3-4
Townhouses		Up to 5 attached townhouse units
Live/Work		Up to 5 attached live/work units
Medium Multiplex		5-8
Large Multiplex		9+

Wildlife Considerations

To allow for wildlife permeability towards the southern edge of the site, the most intense development in Northern South Park should be concentrated along the northern portion of the site nearby existing development. Buffers of 150' around Flat Creek, per existing Land Development Regulations, will protect this riparian environment, where human access should be limited.

Areas just to the south of this project planning area (Subarea 5.6) are expected to remain rural in order to protect the urban rural boundary with the Town of Jackson development edge. Preservation of that land with a rural character will allow for a wildlife corridor to continue. Ensuring the Northern South Park development area preserves the north-south wildlife corridor along Flat Creek and through the natural passive buffer areas is important for wildlife permeability.



Figure 25 Illustrates how open spaces can provide permeability through the site for wildlife.

Parking

This plan emphasizes multi-modal transportation and envisions a community where people get around by a combination of foot, bike, bus, and car. While car ownership may be essential for reaching some jobs, it can impact cost of living and drive-up cost of housing. With this in mind, this plan envisions a combination of on-site and off-site (on-street) parking to accommodate the parking needs of future residents and visitors.

Examples of structured parking – both above-ground and underground

garages – exist in Teton County and could be utilized at Northern South Park. Typically, surface parking in parking lots, “tuck-under” garages and freestanding garages is less expensive to construct than structured parking. The building types proposed by this plan can be parked using these less expensive parking strategies and do not rely on structured parking. Since surface parking is less space-efficient than structured parking that is located underground or on the ground floor underneath buildings, this plan demonstrates that both surface parking and more efficient structured parking can fit within the proposed site planning approach.

Neighborhood Design Checklist

1. Design	
☒	1.A A mix of building types consistent with those described in Figure 19 included in each block within Walkable Neighborhood High and Medium character areas.
☒	1.B Attached and/or multi-unit building types included within Walkable Neighborhood High and Medium character areas.
☒	1.C Each building includes at least one entrance that is oriented to a public right-of-way, easement, or open space.
☒	1.D A frontage type consistent with those described in Figure 20 is applied to any building entrance facing a public right-of-way, easement, or open space
☒	1.E Parking and service areas located behind buildings and screened from the street in Walkable Neighborhood High and Medium character areas.
2. Development Intensity	
☒	2.A Intensity transitions from highest along High School Road to lowest along the southern site boundary.
☒	2.B High-intensity buildings are located closest to parks, transit and other amenities.

Implementation

Opt-In Entitlement Process

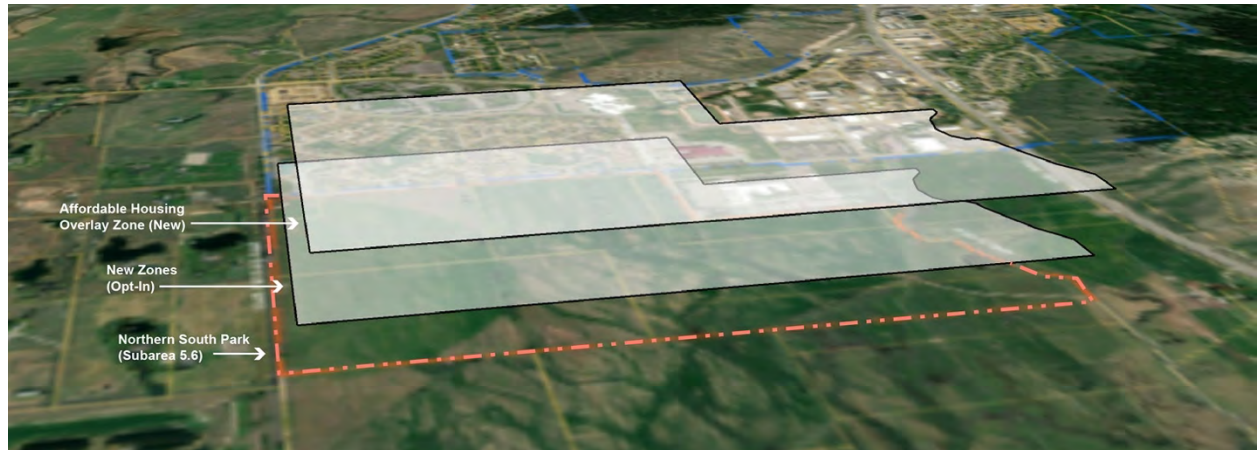


Figure 26 shows the relationship between the Northern South Park (Subarea 5.6) project area, the proposed Affordable Housing Overlay Zone, and new opt-in zones that will be created to make implementation of this plan possible.

To implement the Affordable Housing objectives in this plan and to enable the use of new zones and entitlements for Northern South Park, Teton County will need to formally adopt updated language into the Teton County Land Development Regulations (LDRs) as new zones and a new Affordable Housing Overlay Zone. Following adoption into the LDRs and application of the Affordable Housing Overlay Zone, Northern South Park landowners could choose to initiate a formal zoning change and apply these new zones. Figure 26 demonstrates the relationship between proposed regulatory tools for Northern South Park, and Figure 27 demonstrates the regulatory process involved in implementing this Plan.

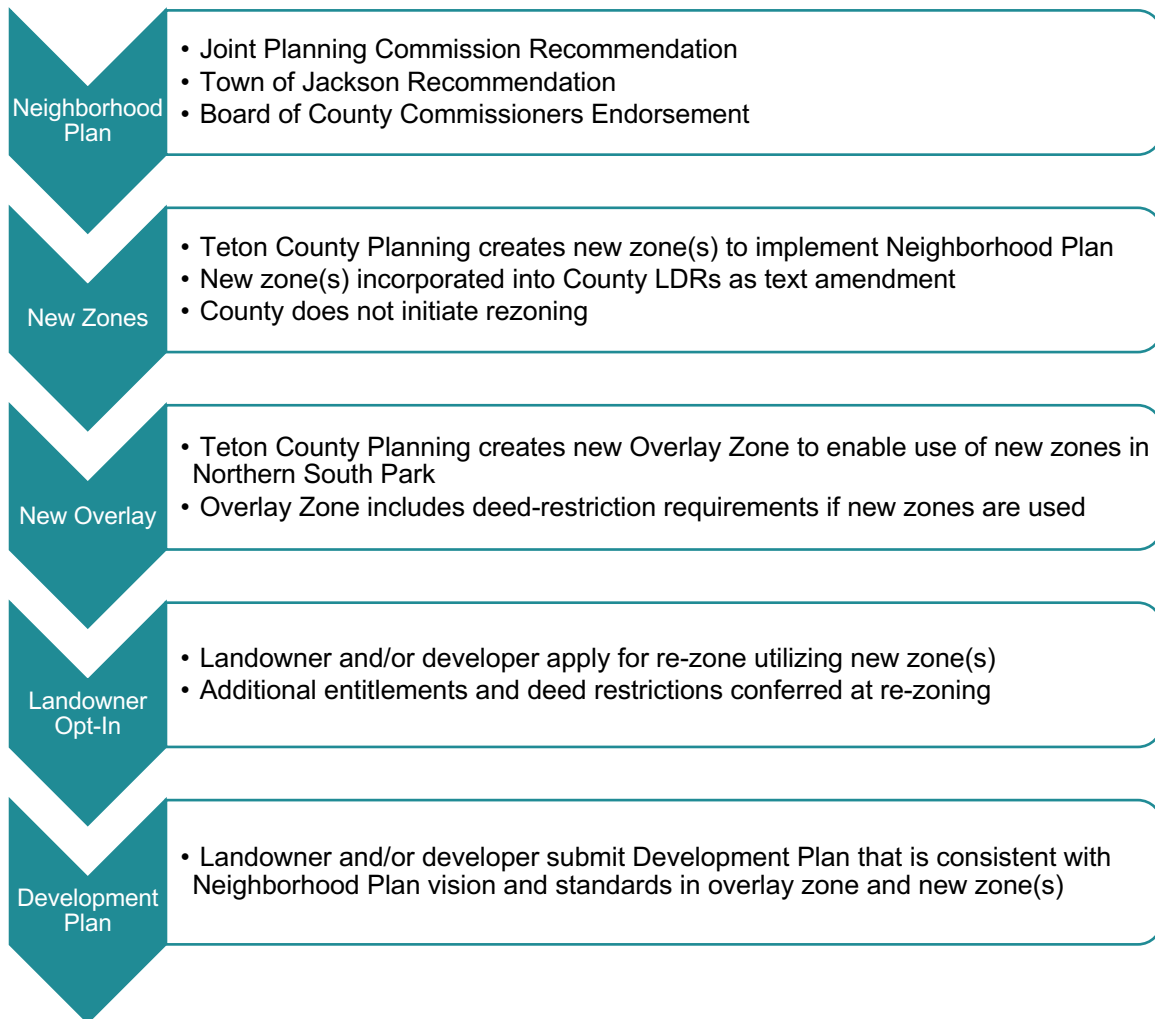


Figure 27 demonstrates the regulatory process that would implement this Plan vision and enable development at Northern South Park utilizing new zones and housing unit entitlements.

Zoning Vision

The Character Areas described in this plan are influenced by existing zones in the Town of Jackson. Table 6 shows which Town of Jackson zones informed specific Character Areas developed for this plan. The Character Areas and corresponding zones are meant to generate walkable environments that range in function and intensity from lower-intensity residential neighborhood areas with a mix of lower intensity single-unit and multi-unit building types, to moderate and higher-intensity neighborhoods with a mix of higher-intensity multi-unit building types. These zones could provide the basis for new zones that can be adopted into County LDRs to enable new entitlements at Northern South Park and implement the vision of this Plan.

Plan Character Area	Similar Town of Jackson Zones
Walkable Neighborhood Low	NM-1
Walkable Neighborhood Medium	NM-1, NM-2
Walkable Neighborhood High	NH-1, DC

Table 6 Character Area Relationship to TOJ Zones

This plan does not propose to remove any existing entitlements. The plan does propose an opportunity for new entitlements (see Housing Entitlements) and transfer of existing entitlements within Northern South Park to new zones. New entitlements would be delivered using new zones and existing entitlements in the Suburban and Rural zones could be maintained as-is or could be transferred into new zones.

Mix of Character Areas

To promote of a mix of housing types in Northern South Park, Table 7 recommends minimum and maximum allocations of each Character Area across Northern South Park, as determined by percentage of new entitlement housing units.

Character Area	Minimum Allocation	Maximum Allocation
New Entitlement — Walkable Neighborhoods		
High	20%	50%
Medium	30%	45%
Low	n/a	30%
Existing Entitlements		
Suburban	<i>Not to exceed existing entitlement</i>	
Rural	<i>Not to exceed existing entitlement</i>	

Table 7 shows how new housing unit entitlements should be distributed across different Character Areas.

Action Items

Development at the scale envisioned by this neighborhood plan is a complex endeavor that will require coordination between Teton County, the Town of Jackson and other development and regulatory entities. The table in this section outlines steps that should be taken to implement this neighborhood plan. For the purposes of this plan, Timeframe increments are defined as:

- Short = 1-6 months
- Medium = 6-12 months
- Long = 12+ months

	Project	Timeframe	Responsible Entity
1	Land Development Regulations		
1.A	Draft and adopt into County LDRs zoning standards to implement this plan	Short	County
1.B	Determine and adopt into County LDRs an overlay district to implement deed restriction requirements and enable use of new zones	Short	County
1.C	Determine permitting and procedures for opt-in zoning	Short	County
2	Affordable and Workforce Housing		
2.A	Assess long-term staffing and funding needs at the Town of Jackson/Teton County Affordable Housing Department to support potential increase in tenant assistance programs and Affordable housing inventory.	Medium/ Long	Town/County
3	Offsite Infrastructure		
3.A	Determine rate/amount of payments or impact fees for offsite infrastructure improvements	Short	Town/County
3.B	Identify additional funding sources for offsite improvements.	Short	Town/County

3.C	Determine additional capacity volume for sewer main under High School Rd.	Short	Town
3.D	Implement High School Road Improvement Plan	Medium	Town
4	East-West Connector		
4.A	Establish right-of-way or easements for East-West Connector	Short-Long	County
4.B	Identify preferred alignment for East-West Connector	Long	County
4.C	Coordinate with Wyoming Department of Transportation (WYDOT) to identify location and design of East-West Connector with Highway 189	Long	County + WYDOT
4.D	Identify funding for East-West Connector	Long	County
5	Ownership and Maintenance		
5.A	Determine maintenance standards for green stormwater infrastructure	Short	County
5.B	Determine ownership and maintenance of future open spaces (may vary depending on size and program of open spaces)	Short-Long	Applicant + County
5.C	Determine ownership and maintenance of future streets/rights-of-ways, including green infrastructure (may vary depending on street, alley or pathway)	Medium	County

5.E	Evaluate options for management of on-street parking	Medium	County
6	Other		
6.A	Evaluate alternative formula for calculating School Children per Dwelling Unit per 7.5.3. School Exactions	Medium	County + Teton County School District
6.B	Work with Teton County Emergency Management to assist in demonstration of future budget needs to service future population.	Medium/ Ongoing	County + Teton County Emergency Management
6.C	Work with Teton County Public Works Department and the Transportation Advisory Committee to develop a traffic management plan for High School Road to manage peak traffic conditions during school pickup and drop-off times.	Medium/ Ongoing	County + Teton County Public Works
6.D	Coordinate with START to explore potential for rerouting existing transit routes through Northern South Park as development delivers new bus-compatible roadways.	Long	County

Key Definitions

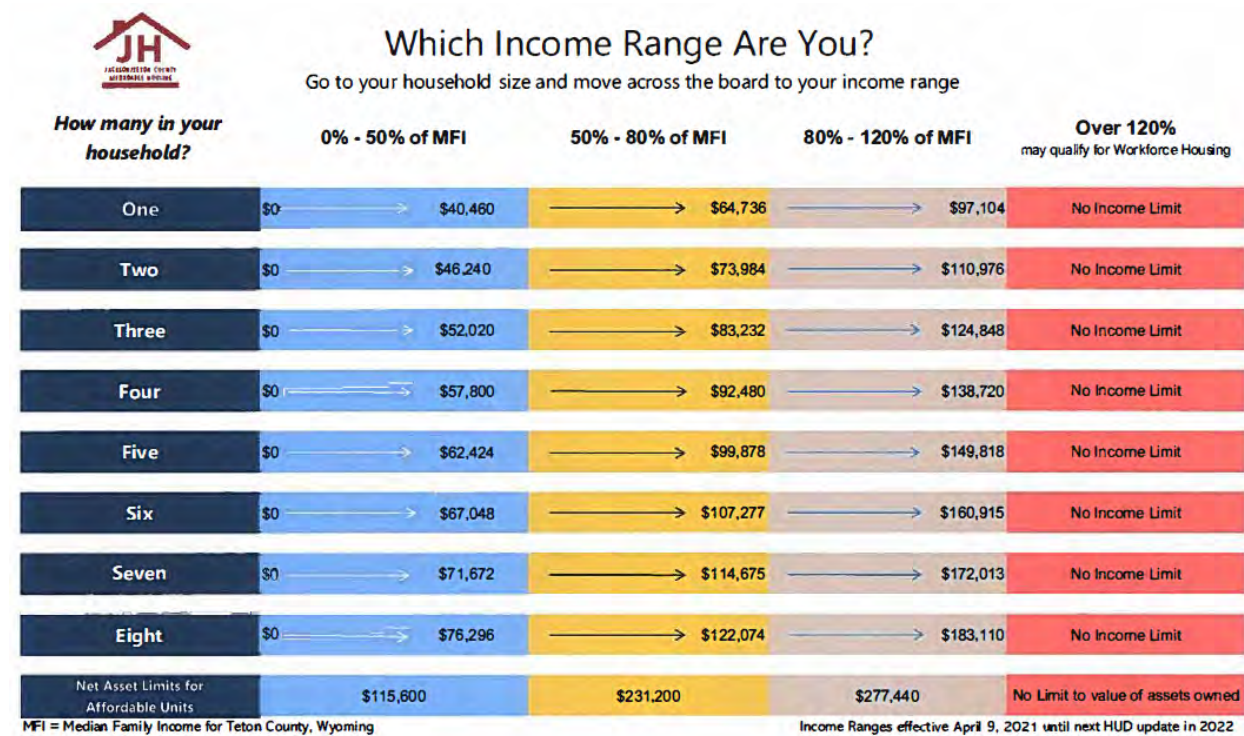
The following definitions for terms used throughout the plan are provided for reference:

Affordable Housing (Deed-Restricted)

Permanently deed restricted housing that serves households earning between 0 - 120% of the Median Family Income. We define "Affordable" to mean that a household spends no more than 30% of its income on housing.

MFI (Median Family Income)

Median Family Income (MFI) is determined annually by the U.S. Department of Housing and Urban Development (HUD) for each County and varies by household size. MFI is used to determine eligibility for participation in Affordable and Workforce Housing programs in Teton County.



ARU (Accessory Residential Unit)

An accessory residential unit (ARU) is a dwelling unit that is secondary to a principal use of the property. These units are also known as guesthouses, backyard cottages, granny flats, mother-in-law suites, etc. and are allowed in all zones in the Town of Jackson and most zones in Teton County. The LDRs require that persons residing in an ARU are either employed full time for a local business, related to the landowner, or a non-paying intermittent guest of the landowner. These units are typically less than 800 square feet in size. (Definition per Housing Supply Plan)

Cottage Court

A group of small (1 to 1.5 story), detached structures arranged around a shared court visible from the street. The shared court is an important community-enhancing element and unit entrances should be from the shared court, which replaces the function of a rear yard.

Deed-restricted

For the purposes of this plan document, deed-restriction refers to legal restrictions on tenant and owner eligibility standards to provide long-term housing that is permanently deed-restricted with a Jackson/Teton County Housing Department, Jackson/Teton County Housing Authority, Jackson Hole Community Housing Trust, or Habitat for Humanity of the Greater Teton Area Special Restriction, Deed Restriction, and/or Ground Lease.

Multi-modal

Multi-modal is a way of describing transportation facilities such as roads that support a variety of transportation types such as walking, biking, bus and private vehicles. Multi-modal facilities are meant to provide transportation options and can help to reduce traffic congestion, promote healthy lifestyles, improve accessibility for non-drivers, advance social equity, and minimize pollution and greenhouse gas emissions by facilitating non-motorized transportation.

Multiplex

Multiplex is an all-encompassing term to define a small- to medium-sized detached structure. Multiplexes can consist of multiple dwelling units arranged either side-by-side or one above the other, with shared or individual entries from the street. Some of the smaller types of multiplexes, such as duplexes or fourplexes, have the appearance of a small-to-medium sized single-unit houses and may include a rear yard. Multiplex units usually range from 500 to 1,200 square feet in size.

Townhouses

An individual unit of residence, sometimes described as attached single family homes, that share walls and common areas with adjacent units. They generally have a small building footprint and range from 2 to 3 stories high. Each unit has an individual outside entrance and can include attached garages and backyards.

Walkable

Describes places where a person can (easily and safely) walk or bike to fulfill most daily needs. These environments allow for use of automobiles but do not require one for most trips.

Workforce Housing (Deed-Restricted)

Workforce housing is intended to serve households earning more than **120% of the Median Family Income**, but which still cannot afford a market rate home. Workforce Housing is permanently deed restricted and requires the owners or tenants to meet the requirements of the Workforce Housing Program. These units do not have a rent cap or cap on initial sales price.

Unrestricted Housing

Housing that is not subject to deed-restrictions. Also known as “market rate.”

Appendix

Vision Plan Data

Fiscal Impact – Property Tax Revenue

Note that the following Fiscal Impact and Transportation Impact summaries are based on a previously modeled Phase 1 alternative plan that only considers a development program on 80 acres of Northern South Park.

Fiscal Impact – Property Tax Revenue

Phase 1 is expected to generate \$139,930 per acre annually in property tax revenue, compared to \$16,900 per acre under the existing zoning alternative. Note that costs of services were not estimated to balance the generated revenue.

Transportation Impact

Daily vehicle miles traveled (VMT) per person is a metric often used to evaluate the transportation impact of a given development. It measures the average daily total of vehicle miles traveled divided by the total population in an area. Note that a reduction in VMT per person offers a wide range of environmental and community benefits such as reducing air pollution and greenhouse gas emissions, alleviating traffic congestion, improving quality of life through reduced commute times and reducing wildlife and vehicle collisions.

For the larger Jackson Hole area, people on average drive 32 miles to various destinations on a daily basis. Northern South Park is considered a location-efficient area since it is centrally located to the County's larger region and local economy and therefore offers a unique opportunity to build housing close to jobs and other essential destinations. As a result, any type of development in Northern South Park would help reduce the area's average daily VMT per person by reducing the number of commuters driving into the Jackson area each day.

As shown in the chart below, despite its low-density development, the existing zoning alternative shows a 1% reduction in daily VMT compared to the existing Jackson area average. Higher densities expected for Phase 1 results in an 8% reduction in daily VMT, making a significant impact on overall travel behavior in the area. An 8% reduction in VMT is equivalent to taking 650 cars off the road in the larger Jackson area.

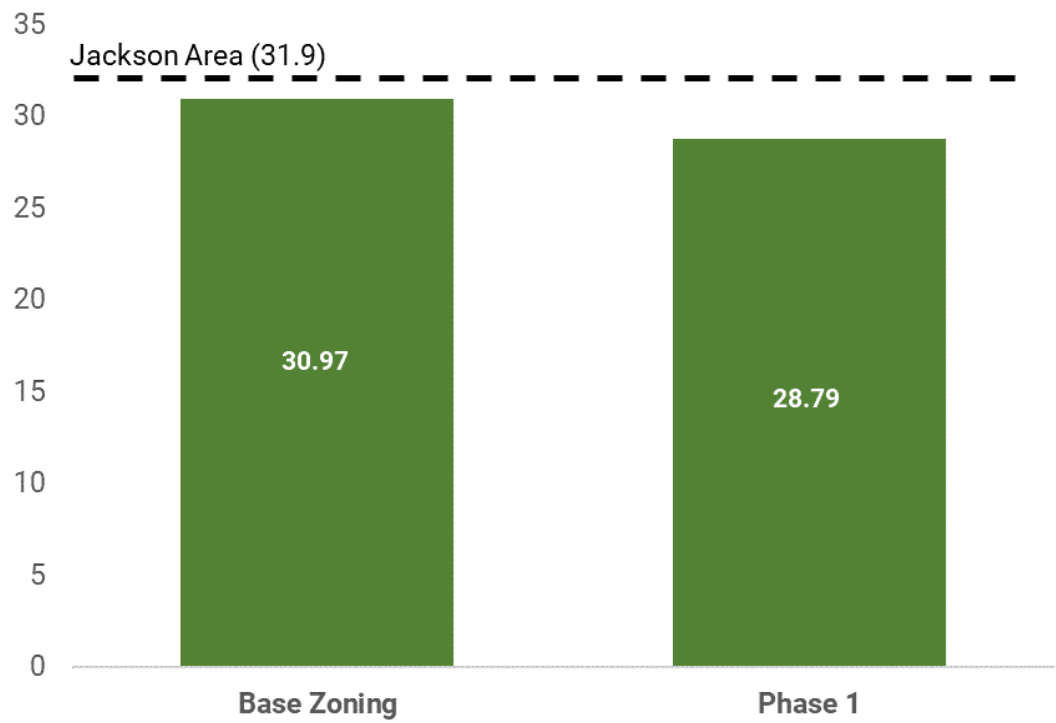


Figure 28 Daily Residential VMT per Person at Northern South Park build-out in the Jackson Area

Table 8: Building Type Price Assumptions

Affordability Level	Building Type	Avg. Sales Price / Unit	Avg. Monthly Rent / Unit
Unrestricted / Market Rate	R-1 Single Family (35 ac)	\$15,063,750	-
	S-TC Single Family	\$3,514,900	-
	Single Unit Estate	\$3,012,750	-
	Single Unit House	\$1,465,200 – \$2,324,400	-
	Duplex Side-by-Side (Duplex)	\$1,046,600 – \$1,162,200	-
	Cottage Court	\$983,800	-
	Small Lot Single Unit House	\$1,162,200	-
	Fourplex (Multiplex Small)	-	\$3,000 - \$3,600
	Sixplex (Multiplex Medium)		\$3,200
	Townhouse	\$1,394,700 - \$2,008,500	
	Forecourt (Multiplex Large)	-	\$7,500
	Medium Apartment Bldg (Mupltiplex Medium)	-	\$3,200
	Live/Work	\$2,259,600	-
	Main Street Bldg (Live/Work)	-	\$3,400
Workforce DR	Cottage Court	\$669,750	-
	Duplex Stacked (Duplex)	\$837,190	-
*Affordable DR	Fourplex (Multiplex Small)	*\$334,211	*\$1,850
	Sixplex (Multiplex Medium)		
	Medium Apartment Bldg (Multiplex Large)		
	Main Street Bldg		

*Affordable deed-restricted units serve households that earn no more than 120% Median Family Income (MFI). Sales and rental prices for affordable deed-restricted vary depending on the household size and income. Table 7 shows maximum sales and rental price caps for a 2-bedroom unit in each of the building types where a household is earning 100% MFI, effective April 2021. Note that income ranges are defined by the U.S. Department of Housing and Urban Development (HUD) and are updated on a yearly basis. For more details about household eligibility and sales and rental price estimations: <https://www.tetoncountywy.gov/675/Affordable-Homes>

Absorption Rate Assumptions

Absorption Rate: ~80 units / year

Based on Wyoming's 2018 housing needs forecasts and local permit data from Teton County's Indicator Report, we assumed a maximum absorption rate of about 80 units per year for our scenarios.

According to Teton County's 2021 Indicator Report, the historical trend average of new residential units per year between 2008 and 2020 is 140 units per year. According to Wyoming's 2018 Housing needs forecasts, Teton County needs to fulfill a housing need of 307 units per year. If Teton County's delivery trend persists, a housing need of 167 units per year will not be met. The assumption is that Northern South Park will absorb a portion of the County's unmet housing need. While there is enough demand for Northern South Park to feasibly absorb 167 units, construction labor shortages severely limit the rate of housing delivery and therefore it did not seem reasonable to push Northern South Park's absorption rate beyond 80 units per year.

Impact Fee Assumptions

Building Permit Fees	
First 2,500 sqft	0.006 * construction cost per sqft * sqft up to 2,500
Next 2,500 sqft	0.006 * construction cost per sqft * sqft up to 2,500 and 5,000
Additional sqft	0.006 * construction cost per sqft * sqft over 5,000

Plan Review Fee: 65% of building permit fees

Energy Mitigation Program Fees	
Applies to residential structures no more than 3 stories	
Between 2,500 sf and 5,000 sf	\$4 / sqft
Above 5,000 sf	\$8 / sqft

Applies to large multifamily residential buildings	
Between 10,000 sf and 20,000 sf	\$4 / sqft
Above 20,000 sf	\$10,000 + \$8 / sqft over 10,000 sf

Exactions:

Schools: Dedicate 0.01 acres per new residential lot or pay \$7,241.38 fee-in-lieu per new residential lot

Parks: Dedicate 0.02 acres per new residential lot or pay \$14,482.76 fee-in-lieu per new residential lot

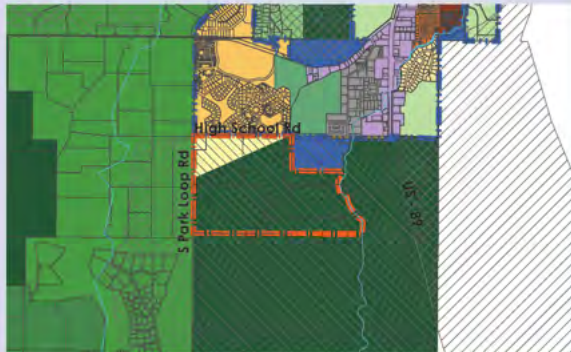
Infrastructure Cost Estimates

COST PER LINEAR FOOT		Updated estimates 1/23/2022
ROW	Name	Cost/linear foot
AL-24-12		\$362
AVE-104-56	South of High School (Alt to AV-71-38)	\$2,181
BT-59-22		\$1,396
BT-63-30	South Edge	\$1,434
BT-73-38		\$1,716
	Middle School Road off site (on HS property)	
Middle School rd	(Retrofit: Add 12' pth, add 6' sidewalk, add street trees)	\$328
PW-45-0	Ditch Path (PB means Ped-Bike)	\$296
RD-50-20		\$1,387
RD-50-20 E	No sidewalk on one side	\$1,504
RD-55-20	Greenway Crossing	\$1,322
RD-57-20	Middle School Rd. (On Site) (extension South of HS)	\$1,382
RD-60-20	Gregory Lane (within Existing 60' Easement East of HS)	\$1,497
RD-71-34	Middle School Rd. (On Site) (extension South of HS) with PL	\$1,608
ST-60-34		\$1,512
ST-103-27	Cottonwood Local	\$1,721
ST-110-34	"Cottonwood Local" / Attached Green with Building	\$1,852
ST-110-34	(with slip lane)	\$2,185

Figure 29 Estimated Costs per Linear Foot for Proposed Infrastructure. Includes cost for utilities within proposed ROW.

Existing Conditions

Zoning and Land Use



Public/Semi-Public	PUD (Town)	Town of Jackson
PUD	P/SP (Town)	Project Area
Rural-1	BP (Town)	
Rural-2	CR-3 (Town)	
Rural-3	R (Town)	
Suburban-County	NL-2 (Town)	
NRO	NL-5 (Town)	
SRO	NM-2 (Town)	

The project area currently falls within two zoning districts. **Thirty-five acres at the northwest corner of the project area are zoned Suburban-County (S-TC)**. This zone applies to a triangular area that notably includes all of the project area's frontage onto High School Road. Maximum density for homes in this zone is one detached single-family unit per 12,000 square feet. This totals up to 127 homes of up to 4,200 square feet in size.

The remaining **190 acres are zoned Rural-1 (R-1)**. Maximum density for homes in this zone is one detached single-family unit per 35 acres. This totals up to five homes of up to 10,000 square feet in size.

The project area is also subject to a Scenic Resources Overlay (SRO). The SRO includes development standards to protect scenic foreground views from surrounding public roads (US-89 and South Park Loop Road).

Development Options



Conservation Subarea	Transitional Subarea
Preservation Subarea	Town of Jackson
Stable Subarea	Project Area

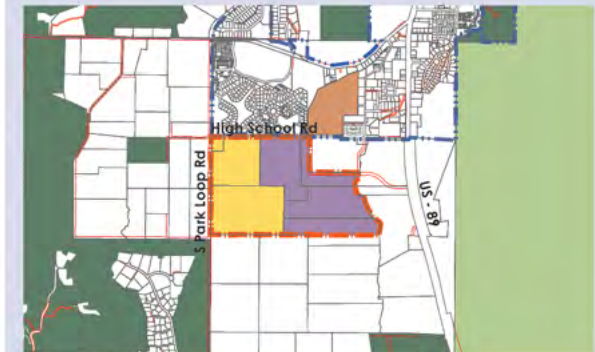
Current County Land Development Regulations provide **three Development Options** for potential use in the project area:

A Complete Neighborhood Planned Residential Development requires a minimum of 95 acres of rural land to be permanently conserved in exchange for a density bonus (an additional 24 homes) to be used in a Stable or Transitional subarea. The density bonus is scaled to the size of the conserved area. For example, if all of the rural area in Central South Park (approx. 1,000 acres) was permanently conserved, 228 bonus houses could be built in Northern South Park in addition to the 132 houses currently allowed by zoning.

A Rural Planned Residential Development could be used to conserve 133 acres of the 190 zoned R-1 in the project area to receive bonus density of an extra 11 homes in addition to the five currently allowed by R1 zoning.

A Floor Area Option could also be used to conserve the majority of the project area zoned R1 in exchange for bonus guesthouses accessory to the five main houses.

Ownership and Easements



Easements	State of Wyoming
Lockhart Family Property	Lot and Parcel Lines
Gill Family Property	JHLT Protected Properties
USFS Bridger-Teton National Forest	Town of Jackson
	Project Area

Access/right-of-way and utility easements are present around the perimeter of the project area.

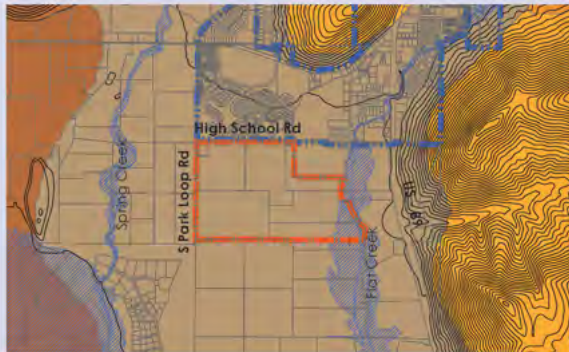
Conservation easements managed by Jackson Hole Land Trust and federally owned lands are near the project area.

Ownership of land in the project area is primarily retained by two representative families, as indicated in the map above.

In 2019, approximately 2 acres south of the high school and recreation fields under Lockhart family ownership were approved for a rezone to Public/Semi-Public for future construction of Central Wyoming College. Conditions for the rezone to become effective have not yet been satisfied.

In 2021, a Sketch Plan for 26 acres of Suburban-zoned land under Gill family ownership was approved for future development of up to 84 homes consistent with current zoning allowances.

Topography, Soil, and Natural Hazards



Legend

- | | |
|-------------------------------|---------------------------|
| Bedrock and glaciated bedrock | Topography 40' increments |
| Terrace deposits | 100-year floodplain |
| Alluvium | Town of Jackson |
| | Project Area |

County Land Development Regulations address **steep slopes, unstable soils, faults, floodplains and wildland fire risks** as potential natural hazards that can threaten health and safety.

The project area is **relatively flat**, with less than 40 feet of grade variation across the site. Flat sites can be more efficient from a construction standpoint than sites where significant grading is necessary.

The **soil** is comprised of terrace deposits mixed with scattered alluvium, residuum, eolian, slope wash, and outwash deposit, which generally is considered stable.

Fault lines are present in the vicinity but not directly mapped on the project area.

FEMA **Flood Hazard Zones** surround Flat Creek. A Floodplain Development Review is required prior to any development in these areas.

The project area is not within the mapped **Wildland Urban Interface** (WUI = higher wildfire risk).

Wetlands and Waterbodies



Legend

- | | |
|--------------------------------|-----------------|
| Wetlands (NWI) with 30' buffer | Town of Jackson |
| Major creeks and streams | Project Area |
| Flat Creek 150' Buffer | |

Flat Creek passes along the eastern boundary of the project area. The Flat Creek Restoration Project is currently underway to **mitigate the impacts of flood irrigation practices on wetlands associated with Flat Creek**. Additional surface water features within the project area include wetlands and irrigation ditches.

County Land Development Regulations specify **setback requirements for any future development adjacent to** protected wetlands and waterways. Setbacks are also applied to Bald Eagle nests, Cutthroat Trout spawning areas and Trumpeter Swan winter habitat and nests.

Flat Creek is identified as a protected stream, Cutthroat Trout spawning area and serves as winter habitat for Trumpeter Swans so a **150-foot development setback** will be applied, unless demonstrated otherwise in an Environmental Analysis.

There is **no sufficient existing data** to make a determination on protection required for on-site **wetlands**. Field investigations are required to analyze potential existing degradation or irrigation inducement.

Vegetation and Wildlife



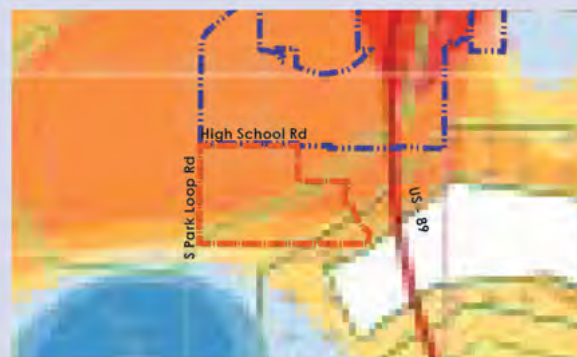
Legend

- | | |
|-----------------------|-------------------|
| Agricultural | Shrubland |
| Barren | Sparse Vegetation |
| Deciduous Forest | Streams |
| Herbaceous Vegetation | Town of Jackson |
| Impoundments | Project Area |
| Mixed Woodland | |

Although the project area is not within the [Natural Resources Overlay](#) (NRO = a County designation to protect critical winter habitat and migration routes for elk, mule deer and moose), a project of this size should consider the landscape-level wildlife impacts in the context of community-wide ecosystem goals. Critical winter ranges and migration corridor systems surround the project area, but wildlife use of the project area is comparatively limited, most likely due to current agricultural use of the site.

Vegetation on the project area is primarily **agricultural pasture** with clusters of **cottonwoods and riparian shrubs** around ditches and Flat Creek. Per the LDRs, agricultural meadow ranks low in ecosystem importance and vegetation outside the NRO is not required to be protected. Vegetation supporting wetlands is protected.

Drinking Water & Aquifer

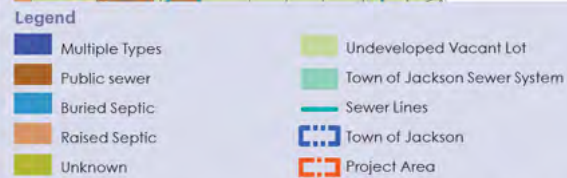
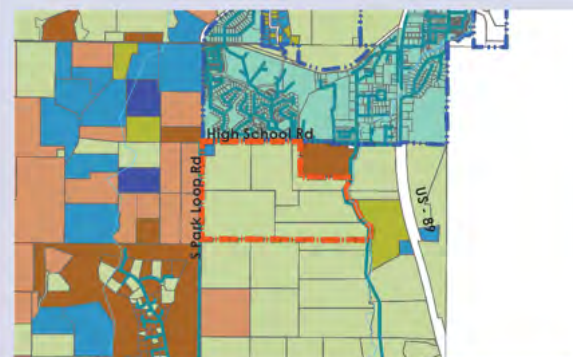


Nearly all **drinking water** for Teton County is sourced from groundwater. A [2021 drinking water quality study](#) indicates that groundwater in the project area may have higher than average water hardness and sulfate levels, but likely does not negatively impact human health.

Maintaining or improving drinking water quality requires protection of **underground aquifers** and an understanding of water recharge and connectivity system-wide rather than at single point sources.

Provision of drinking water in Teton County is either from individual or shared wells (permitted by the WY State Engineer's Office) or from connection to the Town of Jackson's water supply.

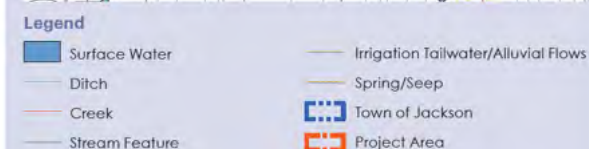
Wastewater & Sewer System



In 2018, wastewater treatment systems in Teton County were catalogued by type for individual parcels. Nearby parcels utilize a variety of approaches to wastewater treatment. Some, including Jackson Hole High School, use the Town of Jackson's **public sewer system that transports and treats wastewater off-site**. Parcels across South Park Loop Road from the project area use **traditional buried or raised septic systems** (dependent on groundwater depth) that treat waste on-site.

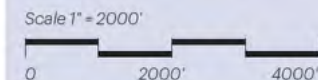
Sewer lines connecting to the Town's public system surround the project area to the north, east and west but do not extend into the project area. A Town sewer capacity and connection rate study is currently underway for release within the next two months. This study is necessary to determine if future connection of the project site to the public sewer system is viable or if other wastewater treatment options should be explored.

Surface Water Inventory

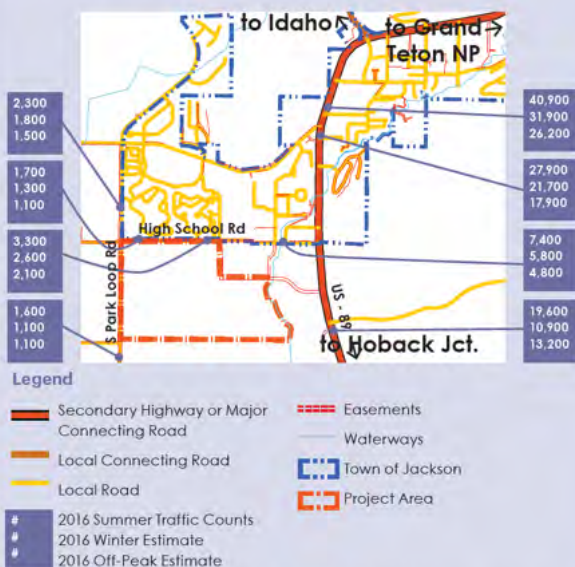


Irrigation ditches for agricultural use are present on the site and associated surface water rights are managed by the State of WY Engineer's Office. Irrigation ditches typically receive a 15' maintenance setback, but can be rerouted in compliance with State standards.

Typically, increased development on a site will increase runoff during rain events and snow melt. Negative impacts to existing surface water features must be avoided. [Teton County Land Development Regulations](#) provide guidance for stormwater management. Both built and green infrastructure options are available to protect the water quality of Flat Creek and maintain the surface water rights of downstream users.



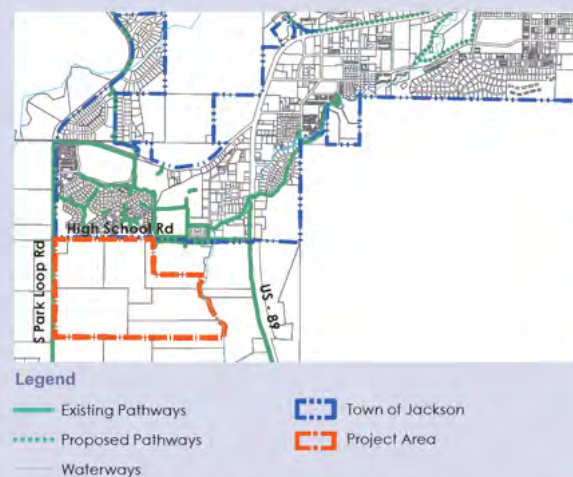
Road Network and Daily Traffic Counts



The project area is located along High School Road and South Park Loop Road, one-half mile from US-89. High School Road is a well-utilized local road that experiences some vehicular congestion. High School Road connects the project area to US-89, which is the principal connection between Northern South Park and rest of the region. US-89 is the route to the center of Jackson, further north to Grand Teton National Park, south to Hoback Junction, and west on WY-22 towards Idaho.

The [2015 Integrated Transportation Plan](#) identified the need for a local east-west connection through the project area for all modes of transportation including motor vehicles, START buses, bicycles and pedestrians. An existing access easement from US-89, across Flat Creek and into the project area provides potential for this future connection. Local network changes resulting from any future connection at Tribal Trails will be included in this neighborhood plan.

Bicycle/Pedestrian Pathways



The project area is adjacent to a pathway on the west side of South Park Loop Road. In addition, it has easy access to the pathway along the west side of US-89, following Flat Creek north from High School Road to join this pathway. The network also runs through the neighborhoods north of High School Road and travels north toward WY-22, but lacks connectivity along High School Road from South Park Loop Road to US-89. The pathway network currently follows Flat Creek north into Town from Jackson Hole High School northeast of the project site to the Post Office on Elk Run Lane, where it joins the sidewalk network of the town.

Current and future pathways and pathway-related policies are captured in the [2007 Pathways Master Plan](#).

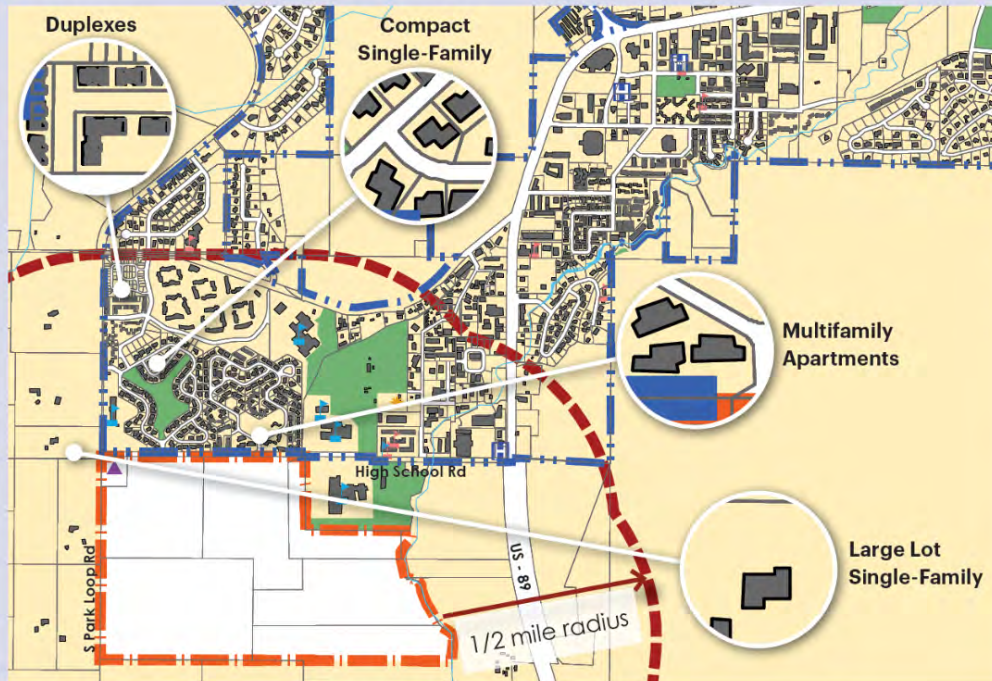
Transit - START Routes



Transit is provided by START Bus between Northern South Park and the surrounding area.

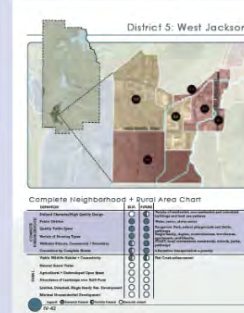
START routes change seasonally, but consistently run along High School Road at the northern boundary of the project site. The Town Shuttle line runs between Northern South Park and the center of Jackson. The [START Bus 2020-2025 Final Report](#) details the recommended START routing plan.

Urban Context, Public Amenities, and Nearby Housing Types



complete neighborhoods provide:

- defined character and high-quality design;
- public utilities (water, sewer, and storm sewer);
- quality public spaces;
- a variety of housing types;
- schools, childcare, commercial, recreation, and other amenities within walking distance (1/4 to 1/2 mile) of residences; and
- connection by complete streets that are safe for all modes of travel.



Above: Graphics from the Comprehensive Plan describe the attributes of a complete neighborhood and demonstrate the presence of many of these attributes in West Jackson, the district where Northern South Park is located.

The project area is located at the southern edge of the Town of Jackson. The land to the west and south of the project area is rural, with sparse buildings, large ranches, and conservation areas.

Across High School Road from the project area, development includes a variety of housing types. **Duplexes, multifamily apartments, and single-family homes are clustered in adjacent developments.**

Development north of High School Road uses a looping, non-gridded street network that is supplemented by pedestrian pathways.

Despite being located at an edge of town, the project area is part of the District 5: West Jackson "**complete neighborhood**" as described in the Comprehensive Plan. Six schools, two daycares, park/recreation space, and Smith's Food and Drug are all within a 10-minute walk of the project area boundary.

Legend

- Schools
- Hospitals/Clinics
- Historic Buildings
- Daycares
- County Facilities
- Building Footprints
- Parks/Public Recreation
- Town of Jackson
- Project Area
- 1/2 mile radius (10-minute walk)

Plan Alternatives

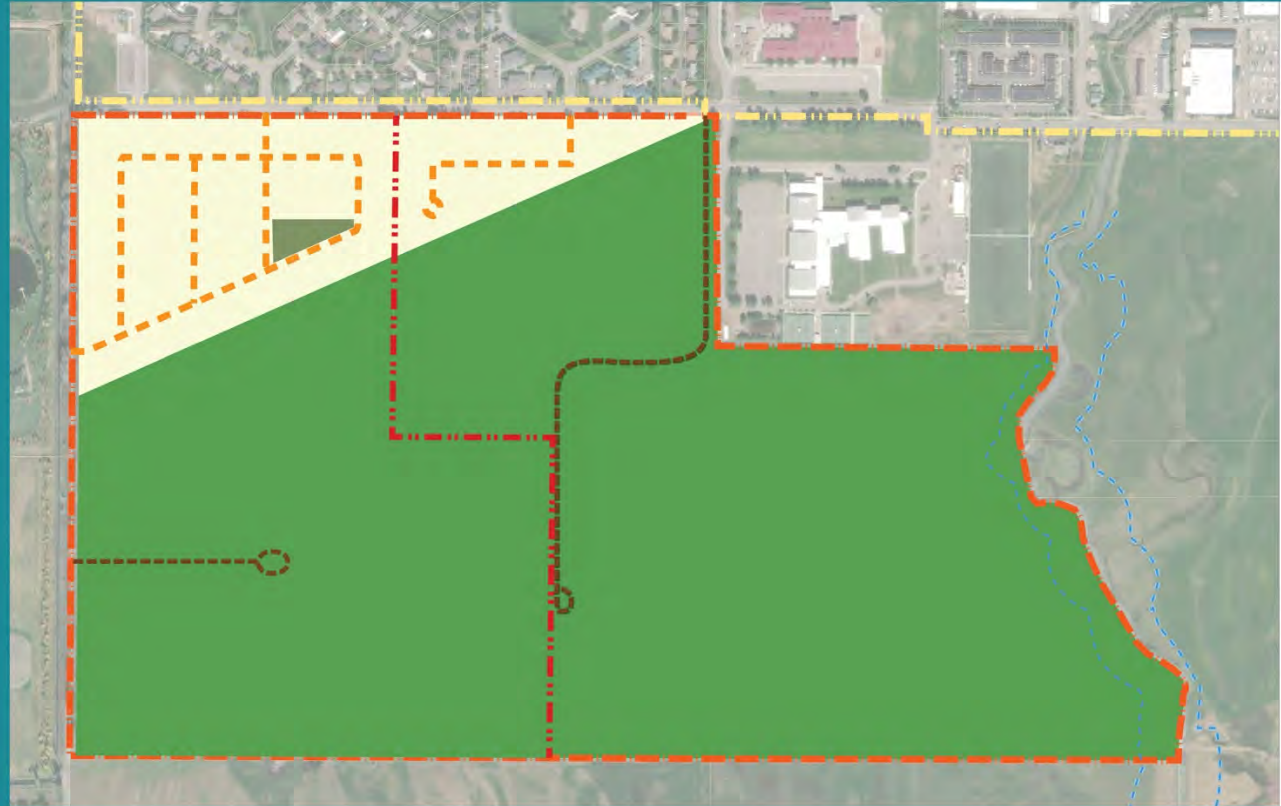
The following pages include details about the plan alternatives developed to identify a plan vision that responded to community needs through a feasible development approach

Existing Zoning Alternative

Conceptual Zoning Map

This alternative shows the current zoning. The northwest portion of the site is zoned Suburban-County. The remainder of the site is zoned Rural-1, which allows a maximum of one housing unit for every 35 acres. The majority of the project area in this alternative would be single-family homes on very large (35 acres or greater) lots.

Character areas	% of Site
Suburban-County (S-TC)	14%
Rural-1 (R-1)	85%
Active Open Space	1%



Alternative Report Card

The outcomes for the Existing Zoning Alternative represents the extent of development that is currently permitted. The 98 total units are entirely made up of large lot single family homes, none of which are deed-restricted.

Total Units: 98

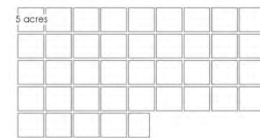


98
Unrestricted Units
(Market Rate)



0
Deed-Restricted Units
(Workforce & Affordable)

Affordable Housing Land Dedication



0 acres
of site donated for
affordable housing

Public Cost to Build Affordable Housing



\$0
Cost to Public
(0 Affordable units)

Share of Housing Types



100%

Single Family

Large Lot

Standard Lot

Compact

Multi-Family

Condominiums

Multi-Unit Houses

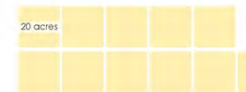
Apartments

Vehicle Miles Traveled



31 Vehicle Miles Travelled
On Average per Household

Access to Public Open Space



3 acres
of public open space

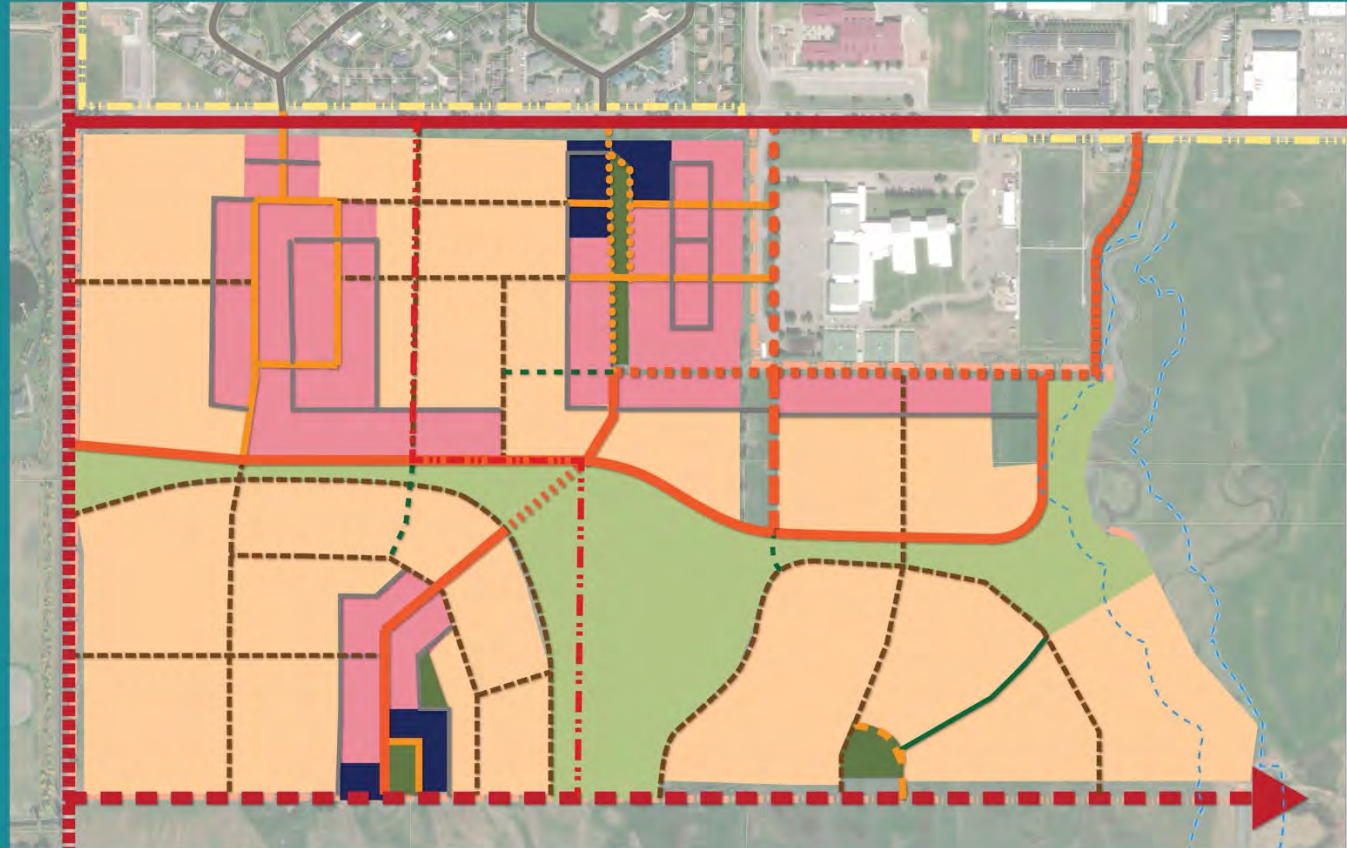
(out of 209 total acres of pervious surface)

Alternative A

Conceptual Zoning Map

This alternative shows the majority of the project site designated as Large Lot Single Family, which is the least intense of the potential new character areas. A small amount of Compact Walkable Neighborhood Center areas support apartment units and community-serving uses on the north and south edges of the site. A limited amount of Walkable Neighborhood Low character areas create pockets of multi-unit housing types, such as duplexes and cottage clusters, that are compatible with Affordable and Workforce units.

Character Areas	% of Site
Compact Walkable Neighborhood Center	2%
Walkable Neighborhood Low	19%
Large Lot Single Family	61%
Active Open Space	2%
Passive Open Space	16%



Alternative Report Card

Alternative A has a total of 668 units and includes approximately 6 acres of land donated to the County that will be dedicated for deed-restricted Affordable housing. Despite the fact that the majority housing type is single family, over 75% of total units are deed-restricted. This is largely due to the high share of apartment units that are compatible with Affordable units and multi-unit houses and compact small single family homes that are compatible with Workforce units.

Total Units: 668



156
Unrestricted Units
(Market Rate)



512
Deed-Restricted Units
(Workforce & Affordable)

Affordable Housing Land Dedication



6 acres
of site donated for
affordable housing

Public Cost to Build Affordable Housing



\$114.5 Million
Cost to Public
(229 Affordable units)

Share of Housing Types



Vehicle Miles Traveled



Access to Public Open Space



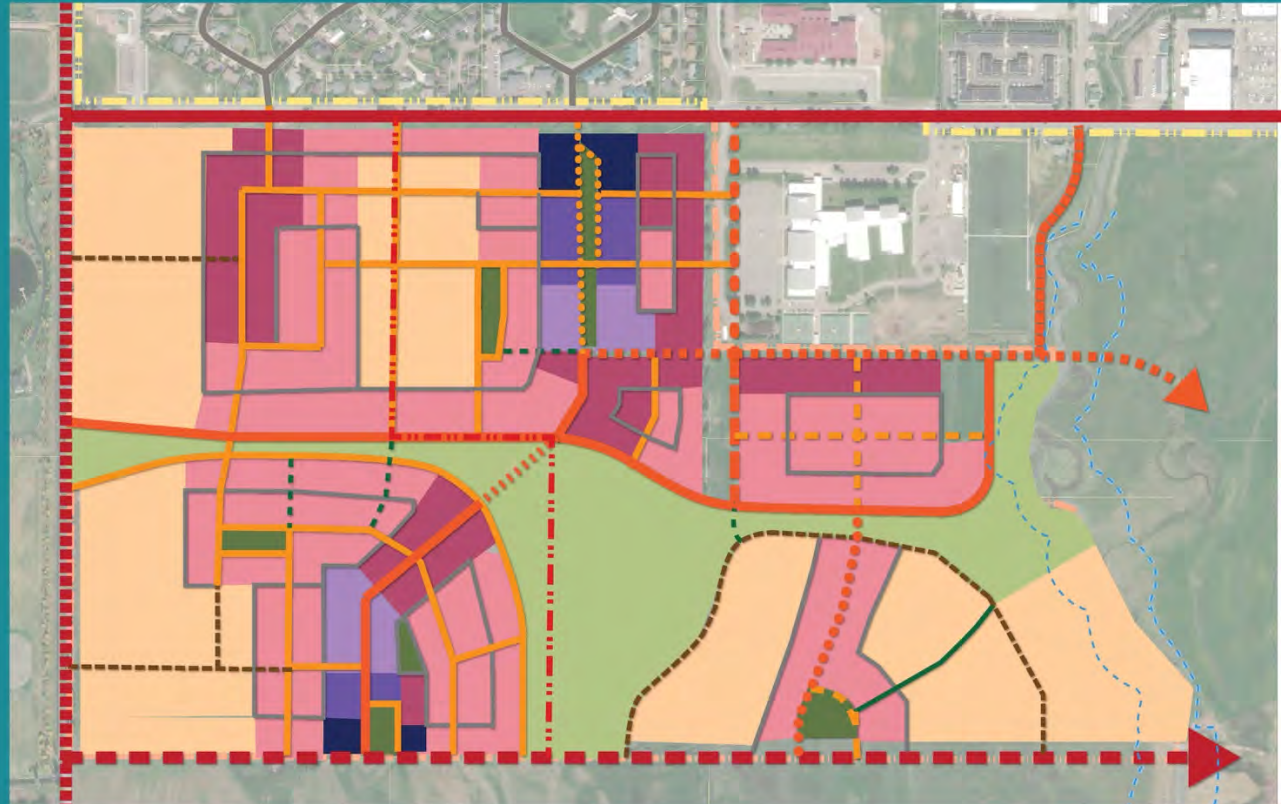
38 acres
of public open space
(out of 180 total acres of pervious surface)

Alternative B

Conceptual Zoning Map

This alternative employs three Compact Walkable Neighborhood character types to transition from the higher-intensity Neighborhood Center areas to the less intense Walkable Neighborhood areas. All character areas outside of the Large Lot Single Family areas would support multi-unit housing types, such as duplexes, fourplexes, cottage clusters and apartments, that are compatible with Affordable and Workforce units.

Character Areas	% of Site
Compact Walkable Neighborhood Center	1%
Compact Walkable Neighborhood Medium	2%
Compact Walkable Neighborhood Low	2%
Walkable Neighborhood Medium	11%
Walkable Neighborhood Low	31%
Large Lot Single Family	34%
Active Open Space	3%
Passive Open Space	16%



Alternative Report Card

Alternative B is made up of over 90% deed-restricted units, a portion of which will be built on approximately 14 acres of land donated to the County that will be dedicated for deed-restricted Affordable housing. The share of housing types is split almost 50/50 between single family and multifamily units.

Total Units: 1,298

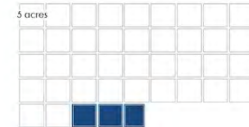


84
Unrestricted Units
(Market Rate)



1,214
Deed-Restricted Units
(Workforce & Affordable)

Affordable Housing Land Dedication



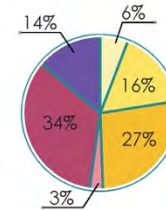
14 acres
of site donated for
affordable housing

Public Cost to Build Affordable Housing



\$205 Million
Cost to Public
(410 Affordable units)

Share of Housing Types



Single Family

Large Lot
Standard Lot
Compact

Multi Family

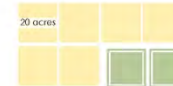
Townhouses
Multi-Unit Houses
Apartments

Vehicle Miles Traveled



28.9 Vehicle Miles Travelled
On Average per Household

Access to Public Open Space



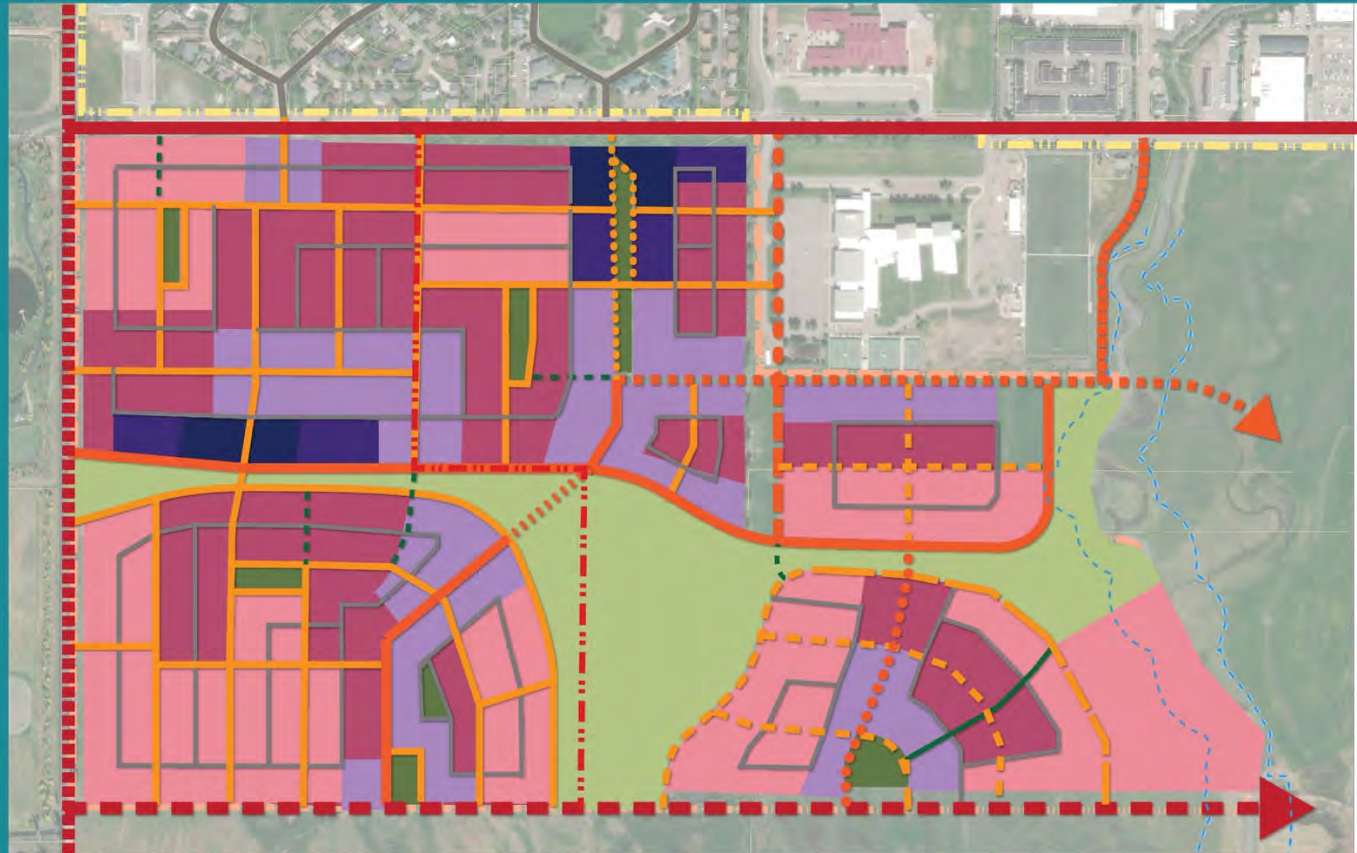
40 acres
of public open space
(out of 162 total acres of pervious surface)

Alternative C

Conceptual Zoning Map

This alternative shows the entire project site designated with Compact Walkable and Walkable Neighborhood character areas, which would all support multi-unit housing types, such as duplexes, fourplexes, cottage clusters and apartments, that are compatible with Affordable and Workforce units.

Character Areas	% of Site
Compact Walkable Neighborhood Center	2%
Compact Walkable Neighborhood High	3%
Compact Walkable Neighborhood Low	18%
Walkable Neighborhood Medium	26%
Walkable Neighborhood Low	32%
Active Open Space	3%
Passive Open Space	16%



Alternative Report Card

Alternative C is made up almost entirely of deed-restricted units, a large portion of which will be built on approximately 33 acres of land donated to the County that will be dedicated for deed-restricted Affordable housing. The level of affordability supported in this alternative is largely due to 68% of all units being multifamily compact. With more compact units comes a higher unit count – Alternative C has almost twice the total amount of units in Alternative B.

Total Units: 2,381

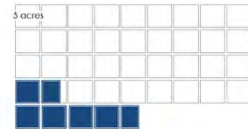


4
Unrestricted Units
(Market Rate)



2,377
Deed-Restricted Units
(Workforce & Affordable)

Affordable Housing Land Dedication



33 acres
of site donated for
affordable housing

Public Cost to Build Affordable Housing



\$515.7 Million

Cost to Public
(1,031 Affordable units)

Share of Housing Types

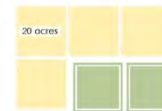


Vehicle Miles Traveled



27.4 Vehicle Miles Travelled
On Average per Household

Access to Public Open Space



41 acres
of public open space

(out of 132 total acres of pervious surface)

Attachment 2 – Project Process Key Dates

PROCESS HIGHLIGHTS

- **July 21, 2020:** Project approved by the Board of County Commissioners and Town Council in the Fiscal Year 2021 Work Plan
- **September 21, 2020:** Request for Proposals released by Staff initiated consultant search
- **November 17, 2020:** Contract approved with Opticos Design as selected consultant team, with \$400,000 budget and December 2020-July 2021 projected timeline.
- **December 2, 2020:** Project team kick-off meeting
- **December 8, 2020:** Board of County Commissioners appointed Northern South Park Steering Committee from community applicants
- **December 18, 2020:** Steering Committee meeting
- **January 15, 2021:** Steering Committee meeting
- **February 11-March 4, 2021:** Project stakeholder outreach interviews (29 total)
- **February 26, 2021:** Steering Committee meeting
- **February 22-March 7, 2021:** Online community visioning survey open (SurveyMonkey website)
- **March 10, 2021:** Online public workshop (via Zoom)
- **March 10-28, 2021:** Post-workshop online engagement tools open (Konveio website)
- **April 15 & 16, 2021:** Steering Committee Workshops on Creation of Plan Alternatives and Scenario Modeling Considerations
- **April 19, 2021:** [Existing Conditions Report](#) published
- **April 12th, May 17th & May 24, 2021** Joint Information Meeting updates and County Voucher Meetings regarding potential scope changes & Steering Committee involvement
- **April 19-August 19, 2021:** Consultant preparation of Plan Alternatives & Modeling Results
- **June 7, 2021:** [Consideration of Project Scope/Timeline Changes](#)
- **August 19, 2021:** Presentation + Open House on Plan Alternatives (English)
- **August 19-September 7, 2021:** Online Workspace (presentation materials, survey, comment field) open to public (English)
- **August 20, 2021:** Steering Committee meeting on review of Plan Alternatives
- **August 26, 2021:** Focus Group Discussions + Survey (Spanish)
- **August 30, 2021:** [Financial Feasibility Data available](#)
- **September 13, 2021** Joint Information Meeting update regarding modeling results and financial information
- **October 7, 2021** Steering Committee meeting
- **October 26, 2021** Steering Committee meeting
- **December 10, 2021** Transportation Advisory Committee meeting

- **January 13, 2022** Steering Committee meeting review of first draft Phase I Plan
- **February 7, 2022** Board of County Commissioners Update regarding Gill family & Trust for Public Land partnership
- **February 28, 2022** Board of County Commissioners meeting regarding scope and contract change for additional landowner meetings and plan amendment
- **March 15th & March 16th 2022** meetings with landowners
- **April 13, 2022** Release of draft preferred plan for public review & opening online comment form
- **April 21, 2022** Public ZOOM workshops at noon and 6pm
- **May 18, 2022** Joint Planning Commission Hearing
- **June 6, 2022** Joint Information Meeting
- **June 21, 2022^s** Town Council Meeting to determine recommendation
- **July 5, 2022** Board of County Commissioners meeting to determine endorsement of plan

Full List of Public Comments & Responses Received as of April Release of Draft Plan

Comments	Comment or Question	Topic	Response
Online Form Comments			
is zoning limited to residential only? If rezoning is allowed, with mixed-use with the idea of a central commercial that would have many potential pros as far as limiting vehicle and other mode trips to stay internal to the neighborhood and minimizing pressure on the surrounding roadway network. keep open minded and not limit the plan to only residential.	Question	Zoning Vision	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
Location seems to be too far from the central core of Jackson where the majority of jobs are located that will force people into vehicles vs other modes. Yes schools and shopping is in 'close' proximity, however that is not enough to sustain the neighborhood.	Comment	Other	START transit and connections to existing pathways that provide linkages to Town will provide options that would allow future residents to access jobs in Town without a car. The plan intends to provide future residents choices about how they get around, but does not envision eliminating car trips.
Page 5 - project boundaries seem to be short sided not to include properties adjacent to US 89 and not looking at the bigger picture south connecting with Rafter J neighborhood street network.	Comment	Other	
Plan Vision - Pag 11 - repeated comment - consider N-S future street network connections planning with neighbors further south i.e. Rafter J.	Comment	Other	To minimize conflicts between vehicles and wildlife this plan does not anticipate additional north-south connections south of the project site. Traffic models do not demonstrate a need for additional north-south connectivity to accomodate development at Northern South Park.
As a local workforce member, my family and I really like the option b. We would take advantage of any housing we could afford, but this is one of the few that actually offers a single family home as an option. We don't expect/want a big house, but we would eventually like somewhere to call our own. Whether that was smaller houses on compact lots to fit more houses.	Comment	Housing Vision,Planning Process,Neighborhood Design Vision	The plan envisions a variety of housing types to provide housing options for future residents, including detached single-family and small-lot detached single-family types.
Page 19 - Objective 4 & 9 Complete Streets is repeated. -Objective 7 - suggest consider circuitous street network to discourage cut-through traffic. - Objective 8- US 89 access spacing at 1/2 mile, need for access managment plan to layout future street network connection per WYDOT's Access Manual, and consider N-S connections to south neighbors.(Rafter J)	Comment	"Mobility, Connectivity + Infrastructure Vision"	Comment acknowledged.
Traffic Impacts Page 26 - Tribal Trail connector is not a done deal and not guaranteed. It is a separate project out of this plans control.	Comment	Other	Comment acknowledged.
Traffic Impacts Page 27 - is it accurate to say in the document that one resident of NSP offsets one commute trip from outside the county, as partially offsetting, please explain. it appears this assumption to be more of a 1:1 equal tradeoff, if so very conservative. It is a lot to assume that someone from outside the county will pick up and move to NSP. a partial offset would be something more realistic to the effect of 1 NSP resident = a fraction of a outside commuter trip. would it also be realistic that most residents already residing in Jackson (rentals) would be the first to take advantage of this plan.	Question	Other	It would be more accurate to say one worker residing in NSP offsets one commuter from outside the county. Not all residents of NSP are assumed to be workers. Because the plan does not significantly increase the number of jobs in the county, the 1:1 worker offset is necessary to maintain consistency between the build and no-build scenarios. If existing residents take advantage of housing opportunities in NSP, this opens up that existing space for new residents.
Traffic Impacts Pag 27 - are the mode trip percentages assumed or based on actual data collected from similar neighborhood areas in close proximity.	Question	Other	There is limited data available on mode shares, so the mode share assumptions are based on Regional mode shares. Neighborhood characteristics such as household sizes and incomes are also taken into consideration.
What is included in the High School Rd upgrades. does it include the intersection with US 89.? How about other major intersections within 1 mile of the project? Do you have any cost estimates that is broken down by responsibility?	Question	Implementation Action Items	Improvements for High School Road are detailed in the plan prepared by the Town of Jackson and includes a new roundabout at the intersection of High School Road and South Park Loop Road.
4.C - Typical - change Highway 189 to US 89. everywhere else in document it is referred to as 89.	Comment	Implementation Action Items	Comment acknowledged.
3.D - what are the improvement limits of High School Road.?	Question	Implementation Action Items	Improvements for High School Road have been contemplated between the highway and South Park Loop Road. The Traffic Advisory Committee noted widening and other improvements (including underground utilities) to accomodate current traffic impacts from the school and adding walk/roll improvements as well.
4.B - please note highway spacing minimum 1/2 mile.	Comment	Implementation Action Items	Further coordination with WYDOT and more detailed planning will be undertaken prior to identifying a preferred alignment for the East -West Connector.
\$.C - please consider that new access to highway will need to obtain permit from WYDOT and applicant to perform traffic impact study and applicant will be resp9nsible for all mitigation costs.	Comment	Implementation Action Items	Further coordination with WYDOT and more detailed planning will be undertaken prior to identifying a preferred alignment for the East -West Connector.

All the plans have unbelievable high density that has never been seen in Teton County. This will have a huge impact on traffic, wildlife. I would like to see a plan with half of the units as the smallest plan.	Comment	Open Space Vision,Neighborhood Design Vision,Character Areas	Proposed housing entitlements have been developed according to community preference as indicated by feedback provided via a variety of engagement events and opportunities.
Not sure this went through. If it did pardon the redundancy. Just asking about housing for seniors in the plan. One story w some yard space is ideal. Would the cottages or the single unit house be appropriate for a retired couple? We have a house currently but would love to downsize a bit and move to one story but cannot afford millions of dollars. Thank you for performing this difficult and time consuming task.	Question	Neighborhood Design Vision	The Cottage Court type is envisioned as a one or on-and-a-half story building that could be suitable for residents who desire and/or require single-story living.
Including Live/Work spaces is fantastic, and I hope included as much as possible. If we are to create this area as its own true community center, amenities will be necessary throughout the Northern section of higher density. Large multiplexes give me some pause, I feel like those are a bit of an outlier from the other options presented, I worry they are too large (3 stories and all). I hope these are offered additional consideration and used sparingly, and only if truly necessary to reach out goals. Finally, for what it's worth, Alternative B would receive my vote as the preferred scenario.	Comment	Neighborhood Design Vision	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
Hello, I would like to chime in and say that I would love to see free-market homes for those in the community who's incomes do not qualify for the affordable housing program, yet are priced out of stand-alone homes for families.	Comment	Housing Vision	The plan envisions a variety of housing and unit types, including some smaller "fee-simple" types such as townhouses and small-lot detached homes, in addition to multi-unit buildings such as duplexes, fourplexes and apartments. While market-rate/unrestricted units do not have restrictions on sales prices, the ability to offer smaller units and/or units on smaller lots than what is typically built in Teton County may provide the opportunity for lower-priced market-rate units as compared to what is typically available on the market in Teton County.
I was born in Jackson in 1975 and lived here for 20 years. Moved away for college and to raise a family. This last September I was grateful to move back home...but it came at a great cost. I've been renting for \$9300 a month. My goal is to buy a home within the next year but pricing and scarcity of homes is a steep mountain to climb. That said, if between 1318-2381 new units are added to the market as part of the S. Park Plan, perhaps it would be best to wait. I don't want to buy a home at historically high prices and have a change in the market when/if the S. Park Project is approved and 1000+ units hit the market. Can you offer some direction on when this project would get started if approved?	Question	Planning Process,Housing Vision	Following endorsement by the Teton County Board of Commissioners this summer, Teton County will develop new land development regulations for Northern South Park informed by this plan. If/when landowners elect to "opt-in" to the new zoning the reasoning process will be initiated as per existing County procedures. Due to external factors such as financing, material supply chains, and local construction capacity the full buildout of Northern South Park is likely to involve multiple phases over several decades, depending on the ultimate number of units entitleded.
Does workforce housing have resale caps?	Question	Other	Consistent with Teton County Housing Department's Workforce housing policy, initial buyers are chosen by the developer directly - the Housing Department is not involved. Initial sales price of a Workforce ownership home is negotiated directly between the buyer and seller - the Housing Department is not involved If the initial buyer decides to sell, all subsequent buyers will be selected through the Housing Department's Weighted Drawing process. This requires that one person in the household must work full-time in Teton County, WY, for a minimum of one year. Appreciation is limited after the initial sale (CPI capped at 3%). The Housing Department must qualify the household, and requalify the household annually.

I think that the total proposed housing units should more clearly display the existence of the existing entitlements. I also believe that existing entitlements should be included in the percentages of unrestricted/affordable/workforce housing percentages so that people can see the true dynamics of the new neighborhood (which is actually only around 63% affordable and workforce housing). Where does the almost \$200 million public funding come from needed to pay for affordable/workforce housing? What assurances does the public have that the affordable and workforce housing will actually get built? I envision free-market housing being built long before affordable housing. 63% affordable/workforce does not seem to be a high enough percentage to justify the project, the impacts on wildlife, and the impacts that 37% free market will have on the community.	Comment	Other	Standards included in the proposed Affordable Housing Overlay that would be applied to the Northern South Park site would require proportional delivery of market-rate and deed-restricted housing utilizing new entitlements. The mix of deed-restricted and unrestricted units is meant to provide incentive for landowners/developers to opt-in to the new zoning which would require land dedication for deed-restricted units. Funding for deed-restricted units could be provided by a variety of philanthropic or governmental entities. Due to the changing financing environment, this plan does not prescribe specific funding sources but seeks to provide flexibility standards that will be compatible with a variety of funding opportunitie.s
Good day planners. I'll keep this short as I can. Thanks for allowing the public to comment. I have just a couple. First, as we do this I'd like to see how the open space (if there is much planned) and wildlife corridors have been considered here. Our large ungulates are part of what make this valley so unique and sadly more and more that seems to be tossed aside in planning. Perhaps more striking - in this proposal but also valley wide as we race towards more development - we are acting as if water is an infinite resource here....and it most simply is not. Not in the west, and not in Jackson Hole. You may have noticed or perhaps not.....but Melody Ranch is undertaking it's third (and I believe so far unsuccessful) attempt at drilling for a new well to secure needed water. Cottonwood park has a similar drill going. Jackson Lake won't refill this year - or perhaps any time soon. We are somehow fairing better than most of the parched west, at least for now, but this is not a sustainable path. All this is to say, I understand and respect that we need more housing for our workers here but this development is not going to solve the problem (one can debate that it will never truly be solved) so as you move forward I ask you NOT to maximize the build out in NSP to the Nth degree. Long term, water is going to be a big issue in the valley and this large scale project is only going to make that problem worse. 1300 homes would be an ecological disaster from a resource standpoint so please steer towards half of that. Thank you for your time.	Comment	Open Space Vision,Other	This plan envisions compact development at Northern South Park that will reduce water demand relative to other area developments by reducing the need for irrigation since many units may have small yards or no yards at all, instead utilizing community park space for outdoor recreation. The area south of this site is intended to retain its current use to provide for wildlife movement. The plan envisions site permeability to allow for some wildlife movement through Northern South Park.
The Trust For Public Land is supportive of the NSP preferred alternative plan. The County and their consultant has done a wonderful job of collecting the public's input and creating a neighborhood framework with enough specificity to be clear about the future goals and feel of the neighborhood and open space yet also has enough flexibility for the landowners, key partners and future developers to move the vision forward to reality. This is the last chance our community has to preserve its workforce and ensure we are a thriving community with adequate access of to open space. We hope that the community and Commissioners support the completion of the neighborhood plan as laid out in this preferred alternative.	Comment	Housing Vision,Open Space Vision,Community Engagement,Neighborhood Design Vision	Comment acknowledged.
As a business owner & parent in Teton County, the need for affordable rentals and deed restricted houses are crucial to this valley continuing to survive & thrive. Staffing has never been worse, as people in their twenties and thirties have no hope of ever making a life here & owning a home. I hear stories daily of hard working, local people being forced out of the valley due to losing their housing & increasing rents. How are we ever expected to attract new teachers, coaches, employees to Jackson when the rent per bedroom is over \$1500/month? I fear for the future of our valley that is such a treasure. With out a working middle class & great families, we are nothing. Please move forward with the first project I have seen that will make a real dent in this crisis we find ourselves in. Respectfully, Daryl Peightal	Comment	Housing Vision,Planning Process,Community Engagement	Comment acknowledged.

county staff, community partners, and consultants have put into this project. Providing housing for Jackson community members is crucial for the stability and prosperity of our community. It is exciting to see that the plan covers the entire 225 acres and integrates different ownership structures, price points, and housing types into a mixed-income neighborhood. However, unlike previous proposals, this plan does not discuss the number of subsidies needed for the construction of affordable and deed-restricted units. There must be an assurance that the affordable and workforce units are built at the same time as the market-rate units. We would also like to see a timeline for when each housing type will be built. Also, more concrete traffic mitigation strategies need to be incorporated into this plan, as the addition of the NSP neighborhood would significantly increase traffic on South Park Loop, High School Road, and other nearby roadways. We appreciate the tiered density that is suggested in the Neighborhood Plan to provide for increased wildlife permeability towards the southern edge of the development. As stated in the Plan, for this to be effective it is critical that the rural parcel south of the Subarea remain as rural zoning in order to provide the highest wildlife value for the South Park area. Without conservation easements, those rural parcels could be developed in the future. We would like to see the inclusion of a wildlife corridor and protected open space at the southern end of the 5.6 Subarea. This is a crucial wildlife movement area for elk, deer, and other wildlife, which will become increasingly important with more development and human use. This area along Highway 89 is already a “hot spot” for wildlife-vehicle collisions in Teton County. Incorporating a corridor at the southern end of the property would allow safer movement for wildlife from Josie’s Ridge and Leeks Canyon to critical habitats along the Snake River. We urge county staff and consultants to incorporate our comments into the final Neighborhood Plan for Northern South Park. Together we can make a substantial impact on the housing crisis and in Jackson by creating a complete neighborhood for everyone, including wildlife.	Comment	Neighborhood Design Vision	Standards included in the proposed Affordable Housing Overlay that would be applied to the Northern South Park site would require proportional delivery of market-rate and deed-restricted housing utilizing new entitlements during each phase of development. According to traffic modeling prepared as part of this planning process, primary traffic impacts will be on High School Road. Improvements to High School Road are included as an implementation step in the plan. Additional coordination with area schools could help to mitigate traffic impacts during school dropoff and pickup times when traffic volume is heaviest. We understand the need to preserve and if possible enhance wildlife permeability wherever possible, this site however is listed as "transitional" in the Comprehensive Plan, thus this property is not slated for conservation. Properties to the south of subarea however have been zoned Rural in the Countywide rural rezone, and are not anticipated to be rezoned by the County in an effort to preserve the Rural character of those areas as well as allow for wildlife permeability. With regards to cost of public subsidy - there is new information related to a non-profit organization, Trust for Public Land, stepping in on a portion of the site to assist with the affordable housing implementation which has a much different framework from a private developer and at this time no further modeling has been conducted due to this change in the project. Public subsidies and infrastructure costs will be determined at the time more detailed plans are presented for the affordable housing units at which time the public process could determine how/if/when any subsidies are necessary for the project.
We are in total support of the Northern South Park neighborhood project. Practically every month, we say goodbye to incredible and talented people who are leaving this valley because of lack of housing opportunities. The lists are long for the local housing programs, the rents are egregious, and new construction takes years to complete. Our community members need help today. An approval of this project means that employers in all sectors of this valley have a fighting to chance to retain and recruit talented and dedicated people – people with different economic and demographic backgrounds who contribute to the sense of community that many other resort towns do not have. We implore you to say yes to the hardworking people in Jackson through an approval of the Northern South Park neighborhood project.	Comment	Community Engagement	Comment acknowledged.
The project at hand should include an allotted piece of property for the construction of a church. Such a house of worship within walking distance of neighborhoods has been proven to elevate neighborhood satisfaction and can act as a valuable resource for counseling and conflict resolution, help with addiction, depression and hard life circumstances. These are much needed services in our community. Only 3 acres would be necessary for this development which would elevate the long-term value and enjoyment of the neighborhood and community and should be considered within this new development.	Comment	Other	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
I think this is a really comprehensive and thoughtful draft Neighborhood Plan for Northern South Park. I support this plan because it balances deed-restricted housing needs for Jackson as well as fair market housing for the landowner. I appreciate the creativity and utility within the neighborhood design. I hope that this Neighborhood Plan will accommodate the proposed 45 acres of donated land by the landowner. Thank you.	Comment	Zoning Vision,Housing Vision,Neighborhood Design Vision	The project team has met with the Trust for Public Land and believe that the Neighborhood Plan will accommodate the TPL project.

If NSP is our last best opportunity to realize a meaningful housing gain for locals, please ensure that Opticos/the BCC are using the recently completed housing studies (i.e. the Housing Nexus Study) to inform their recommendations/decisions regarding the breakdown of Workforce/Affordable homes. We know how many homes we need and what kind—we need to use that information and not simply guess what kinds of units we need and when.			
Thank you for adding meaningful language regarding integration of different kinds of free market/deed-restricted units.			
Finally, we need to make sure that this development disproportionately favors local workers. It would not be enough to simply offset the amount of workers created by free market homes (not only the ones in the NSP planning section, but also the legacy suburban-zoned homes). We need to make PROGRESS addressing this severe housing emergency. There is detailed information in the aforementioned housing studies about how many jobs are created from constructing different kinds of housing units.			
If we simply "break even," we will have the exact same severity of the issue we have now, just with over a thousand new people, and the community will need to absorb all of those impacts (traffic, emissions, more schools, etc.) without having made progress housing locals who already needed homes. I am by no means a no-growther. I want to make sure that the community will win if we decide to move forward with massive development. It will be worth it if locals have access to those homes, ideally exclusively.			Analysis performed as part of the Alternatives modeling phase of the project demonstrated that Alternative B (the alternative that is most similar to the plan vision) resulted in a net gain of housing vs. jobs. The mix of deed-restricted and unrestricted units is meant to provide incentive for landowners/developers to opt-in to the new zoning which would require land dedication for deed-restricted units.
The 70/30 split may sound appealing, but I worry it will not provide enough homes to make progress, especially considering it will take decades to actually get homes on the ground if this plan does move forward. Please use the information at hand to make sure the proportion of free market to deed-restricted (including suburban) will be a significant net gain of homes for locals. Thanks for your hard work.	Comment	Housing Vision	
I would like to see a small portion of the land ~(3-4) acres dedicated to a church. The plan currently does not address the dire need for more soul care in our community.	Comment	Neighborhood Design Vision	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
You have put together some fantastic plan alternatives. Please consider planning for the use of land in the "Character Areas" that supports the spiritual, mental, and overall health of those living in these neighborhoods. Rather than adding retail or live/work spaces, please ensure that a portion of the Character Areas would be used for a church that supports children, families, and individuals who live in Teton County through regular worship services, free community counseling and services, and children's programs. With suicide rates soaring and families under increasing pressures, this would be a great way to invest in the health and overall wellbeing of the community. Thank you.	Comment	Character Areas	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
Would love to see some land included for a church to be added to this new subdivision. Churches offer many benefits to communities they exist in and frequently provide the surrounding area with useable resources besides the tradition Sunday offerings (ie counseling, daycares, summer kids programming...). These kinds of inclusions are always seen within vibrant and thriving communities	Comment	Community Engagement,Zoning Vision,Neighborhood Design Vision	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
Thank you for looking for feedback as you create a new development in northern South Park. I believe a large point of emphasis in this plan should be including a house of worship as part of the plan, and believe the development as well as the South Park community will greatly benefit from a churches presence there. While there is a great need for housing in our community, there is also a great need for church buildings given the lack of funds for many non profit churches and the lack of available ground. Please consider Cornerstone Church as a church to fill this role in northern South Park.	Comment	Vision Statement	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
John			

Thank you for taking the time to read my comment. I am in agreement that Jackson could benefit from a new housing development to help meet the growing needs of the community. However, I noticed that this new community development does not include any space for a church. I would highly recommend that be added to the planning. It would not require much space to allocate a few acres to allow a church to purchase and developed the land to help provide not only regular church services, but also a space for other community events. Also, with the growing number of people living and working in Jackson, there is an increase in the need for faith-based community counseling. Churches can provide an invaluable resource to help those in the community struggling with addictions, anxiety, depression, marriage and family struggles, and other mental health issues. Thank you again for reading this comment.	Comment	Neighborhood Design Vision,Community Engagement	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
On behalf of St. John's Health and St. John's Health Foundation, we want to express our support for the Preferred Alternative Northern South Park Neighborhood Plan.Thank you for the thoughtful and robust process that successfully engaged many community voices to develop this particular vision and plan. Now, we want to encourage expeditious approval of the Neighborhood Plan. We believe it will provide significant relief for recruitment and retention pressures currently facing St. John's Health, where we are experiencing record numbers of open positions. Without more housing for healthcare workers, our ability to continue to provide award-winning quality care could falter. St. John's Health and the St. John's Health Foundation are working together to develop more housing for our critical healthcare employees, but our efforts alone will not be enough. We heartily endorse the Neighborhood Plan, in part, because of the variety of housing it will provide. In particular, the workforce housing units would be of tremendous value for our staff whose needs are often not able to be met with other existing housing opportunities.	Comment	Housing Vision	Comment acknowledged.
To whom it may concern, thank you for your thoughtful planning of the Northern South Park Neighborhood Plan draft. I would respectfully request that the committee consider allocating a portion of the neighborhood for a local church. I strongly believe this would bring many benefits to the neighborhood and community. Some of these benefits would include providing a place for residents to receive soul care, counseling and addiction care, needed help and services, and a sense of community to the neighborhood. With the increasing costs of real estate, this community is challenged to have the adequate space for places of worship and spiritual care that it needs, especially as our population and spiritual needs only continue to increase. I believe strongly that this plan provides opportunity to significantly give back to this community in more ways than one, and I hope you would consider this request. Thank you for your consideration and hard work to continue to improve this wonderful community.	Comment	Neighborhood Design Vision,Community Engagement,Planning Process	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
To whom is may concern, While I am excited for a solution to the very real need of housing, I would like to stress the importance of investing in the spiritual care of our community. For such a large development and as our small town grows it is imperative that we meet the spiritual needs of our community, especially in light of the trials of recent years and the downturn in mental health. I can think of no better way to establish a new neighborhood than establishing a community resource where marriages, families and young people can find hope in these difficult times. A parcel of land of only a few acres, set aside for a church would reap immense benefits for many years to come.			
Thank you for your consideration, Todd	Comment	Zoning Vision,Neighborhood Design Vision,Character Areas,Open Space Vision	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
We would love to see space for a church that is serving the community day in and day out and allowing the community to serve the hurting and needy souls in the area	Comment	Community Engagement	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.

While much thought and planning has clearly gone into this plan, a crucial key to the success of a community has been overlooked...soul care. This plan does not include any support for one or more house(s) of worship. Wise planning would include a section of land that is set-aside for a facility that provides walkable access in the community to an organization that is capable of addressing the spiritual needs of this community, serve as a place for deep, organic fellowship to develop, and provide counseling services to address interpersonal conflicts, addiction challenges, depression and other human needs that will surely develop and/or be brought into this community. Additionally, houses of worship provide important local services such as hosting youth events, weddings and other celebrations. An efficient investment in the community of a relatively meager area, 3-4 acres (perhaps half of that if shared parking and shared recreation areas are adjacent), would reap great dividends in terms of spiritual growth, community cohesion, resident satisfaction and reduced traffic out of the community. Please incorporate land for a minimum of one house of worship into the Northern South Park Neighborhood plan.	Comment	Open Space Vision,Neighborhood Design Vision,Character Areas,Zoning Vision,Other	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
Hey there, Thank you guys so much for allowing others to comment and give our thoughts on the new housing development plan. Seeing as though housing for locals is incredibly difficult, it has also been extremely difficult for our church - Cornerstone Church, which is comprised of locals who love and serve this community - to have a place to gather to meet throughout the week. Affordable rent for a space big enough is hard to come by so we have been moving around over the years to different venues and without our own building for over a decade. We would like to ask that you please consider including a small space of land for the development of a building for our community to gather for worship on Sundays, and for small groups, free counseling, meetups and events throughout the week. Most people know our church by the ways we serve this town, namely through our snow shoveling ministry in the winter, and our free wood handout service in the fall to those who are disabled or without access to gather their own wood. This may be the only opportunity we have that is even remotely close to ever having a space of our own in Jackson so I thank you so much for reading what I have to say. I sincerely hope my request, and the requests of others from our church, will be carefully considered.		Open Space Vision,Neighborhood Design Vision,Character Areas,Zoning Vision,Other,Community Engagement,"Mobility, Connectivity + Infrastructure Vision"	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
Thank you again, Drew Lawrence	Comment		Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
The building of Northern South Park should include a church facility to serve the spiritual and mental needs of the residents. A church with a strong counseling program would be an instrumental part of a new neighborhood plan.	Comment	Zoning Vision,Character Areas	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
Would be so great to see land set aside in this plan for a house of worship! Soul care is so key to a thriving community, and setting aside land for a church building could be a great way to foster that happening.	Comment	Neighborhood Design Vision	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
I have reviewed the Northern South Park plans online and enthusiastically support Alternative C. This tract of land is exactly where more high density workforce housing should be built. Given the current use as a grazing area for cattle with fencing migratory animals have been conditioned over the years to travel around this tract. There are so many open space and protected parcels in and around Jackson, not to mention the millions of Forest Service acres and National Park surrounding us, we need to rezone where we can to build affordable housing as well as multi story market rate housing where the water and sewer infrastructure can handle it. As for the deed restricted and workforce housing units, I would like to see an annual income assessment of those tenants. They should have to submit their tax returns every year to the county and if they go above the maximum income level for 4 years they should have to move into non-deed restricted housing. If such a provision is not enacted families who do well will live in that housing indefinitely to the detriment of those who need it most. Sincerely, Emily Paasche 850 Whitehouse Drive Jackson WY 83025	Comment	Zoning Vision,Neighborhood Design Vision	The proposed new housing entitlements have been developed based on community input, and incorporate elements of Alternatives B and C that were presented at the Alternatives Modeling workshop earlier in the plan process. Deed restriction requirements would follow established standards and procedures as enforced by the Jackson/Teton County Housing Department.

Teton county homeowners and local workforce (St Johns), we wanted to provide some comments on the plan. Please consider including a church in the neighborhood plan. Churches offer counseling, crisis help, community service, and other things that our community desperately needs. We have lots of depression and suicide, and having a church would help meet many of the needs that we see on a regular basis.	Comment	Neighborhood Design Vision,Community Engagement,Housing Vision,"Mobility, Connectivity + Infrastructure Vision",Zoning Vision,Character Areas	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
Hello to all involved in this decision, I am just writing to highly suggest this plan includes a reserved plot for a house of worship, a faith-driven structure/space for a church, or something similar. This space could potentially be shared with a mutually agreed organization to benefit all involved. This would address a very much-needed space for our community's needs and care for so many families struggling in our area. I am not suggesting that this is commercial zoning. My church has helped me so much with my marriage, personal anxiety, and depression. My husband is a recovering addict and currently attending college to be an addictions counselor. He could never have been where he is nor able to take the classes he needs without the help of our church. I have encouraged those as new mothers, and people struggling with bulimia, addictions, and much other life challenges to reach out through church and I have seen significant improvements in their lives. I am not new to this area; I have lived in Jackson for 25+ years and Rafter J since 2007. I would love for all of us to be able to walk/bike to church as the weather permitted. I work closely with the sustainability programs at St, John's Health, encouraging sustainability in all aspects of my life. Less space would be needed if community parking or recreational boundaries surrounded it, apparently, 2% of the development would be needed but even less if the prior mentioned was attainable. I would not have been suggesting this 3 years ago as I was not a Christian. I thought Mother Nature, my works to help others, yoga, meditation, therapy, my love of the mountains, and how the stars aligned were my religion. Please consider this option to help so many individuals and families in our area. I ask you to look beyond your own personal beliefs to help those that are in need as I have. Much appreciated, Laura Inukai Private Chef St john's Health employee Optimistic for the future of Jackson	Comment	Open Space Vision,Zoning Vision,Community Engagement,Neighborhood Design Vision,Character Areas,Other	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
The new development of a neighborhood near High School Road and South park loop road is why I am writing to you all. With a development of this size, I am requesting that a small portion be used as a need for a house of worship or a church. 3 to 4 acres would be less than 2% of the development that is planned to go there and it is a need in this community and town of Jackson. This is a smart and beneficial request which can help care for souls and promote a healthy family in this new neighborhood. As I have been here in this town only 2 years I see a huge need for places that deal with issues that can tear families apart. A small portion of land set aside for a church would be a place for counseling in these needed times for those struggling with life-controlling issues. As this development will be near a school I believe it is vital to have healthy safe surrounding structures. Please consider setting aside just a few acres of this project for a church. Thank you	Comment	Zoning Vision,"Mobility, Connectivity + Infrastructure Vision",Planning Process,Community Engagement	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
My family would like to see provisions made for land to be used for houses of worship. This is an important need in our community and we feel that it would strengthen our community. Thanks for your consideration.	Comment	Other	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
I'm writing to request that the Northern South Park Neighborhood plan includes 3-4 acres of land designated for a church. Vital to every community is an easily accessible place for worship and the care of the souls in that community to help people through conflicts, depression, changes in life and counseling through life's issues. This allotment of land would take up less than 2% of the subdivision (even less if bordered by community parking/recreation areas), and would be a responsible contribution to this new community, as well as a long term investment into the mental and spiritual satisfaction of this new community. Please consider including 3-4 acres for a house of worship!	Comment	Open Space Vision,Zoning Vision,Character Areas	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.

With the potential opportunity to have access to land, it would be wonderful to set aside a few acres for a church building in this neighborhood, similarly to Rafter J having a church in that community area. Non-profits and churches have the same issue as most members of this community trying to find a permanent home in the valley. We are members of Cornerstone Church and the church has spent the last 10-12 years bouncing around the valley renting spaces, and would be so wonderful to build a more permanent space. Thank you so much for considering designated a few acres for something like this as you develop the neighborhood.	Comment	Open Space Vision,Neighborhood Design Vision,Character Areas,Zoning Vision,Other	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
I would love to see zoning for a church in the final plan. Thanks	Comment	Zoning Vision	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
I will keep this brief as I am sure you are getting mountains of communication on NSP development. My concerns are many, but the two that I have not heard addressed are:			
1. Tribal Trails Connector. Please, for the love of god, do not add cars to our already ridiculously crowded roads without developing the Tribal Trails Connector. Please, you know what I am talking about and if we are going to add this neighborhood we must have that connector in place.			
2. Schools. I haven't heard any discussion about how this is going to affect our schools. The impacts of this neighborhood reach beyond our roads and groundwater. The hospital and schools are going to be asked to accommodate even more people. Where will all of these children go to school? What is Colter's capacity? The Middle School is already bursting at the seams! The district is losing teacher left and right.			
I don't see this development as any kind of solution. People will move out of rentals and into these new affordable houses (a good thing!), but then those empty rentals will fill to capacity with all of the people waiting on the sidelines. Many new jobs will have been generated (teachers, doctors, nurses, daycare providers, housecleaners etc. etc.) and we will face the same issue but have a more crowded valley.			The project team has met with the School District and the Plan reaffirms that standard exactions for schools will be included as part of all development at Northern South Park. Additional modeling utilizing the nexus study prepared by Jackson/Teton County Housing has confirmed that the development proposed by this Plan will result in a new addition of housing relative to jobs.
I guess we can think of solutions to that problem while we are stuck in traffic.	Comment	Other	
Public Workshop Comments			
I would like the Latin Community without a Legal Status, that pay taxes and have no criminal records to be included in the plan to buy a house.	Comment		The plan currently assumes that Department of Housing rules and regulations will apply to Affordable and Workforce units. Modification of existing rules would be an implementation step.
Please include a day care facility in this plan and regulate the amount of cars that each appartment can have.	Comment		Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use such as childcare would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
Include child care	Comment		Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use such as childcare would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
Please inform the people about their rights no matter what the legal Status they have.	Comment		Comment acknowledged.
Thank you so much for listening to us.	Comment		Comment acknowledged.
What are you expecting from the people that can be a good candidate to buy or rent any of theses units?.	Question		The plan currently assumes that Department of Housing rules and regulations will apply to Affordable and Workforce units.
Students with a Legal Status should be able to buy a house.	Comment		Comment acknowledged.
Please give priority to local workers			
	Comment		The plan currently assumes that Department of Housing rules and regulations will apply to Affordable and Workforce units to determine eligibility.
I would like a little bit more consideration about the requirements so I can be able to buy a house for example the time living in Jackson, also if the household doesn't qualify due to the Legal Status, 18 year old children should be able to qualify and buy a property.	Comment		The plan currently assumes that Department of Housing rules and regulations will apply to Affordable and Workforce units. Modification of existing rules would be an implementation step.
Parks should be open to the public.	Comment		Land development regulations require extractions for public park space.
More park spaces	Comment		Comment acknowledged.

Bus stop should be included.	Comment	The plan includes street type designs that accommodate START transit vehicles.
Units should be designed for at least 7 people	Comment	The plan envisions a variety of housing types located across the site that could accommodate a variety of unit types.
Please include more 3 bedroom houses for bigger families.	Comment	The plan envisions a variety of housing types located across the site that could accommodate a variety of unit types.
People with kids should be living in the lower units because of the noise.	Comment	Comment acknowledged.
Apartments should have washer and dryer	Comment	Comment acknowledged.
2 Parking spaces per family	Comment	Following endorsement by the Teton County Board of Commissioners this summer, Teton County will develop new land development regulations for Northern South Park informed by this plan. Parking requirements will be established when those land development regulations are drafted.
Covered parking spaces	Comment	Comment acknowledged.
Include a gym	Comment	Housing is the primary use anticipated for Northern South Park. The plan envisions Neighborhood Centers where limited, neighborhood-serving mixed-use such as childcare would be appropriate. New zones that would be drafted as an Implementation step will be informed by the plan vision.
More park space for pets including regulations for pet owners	Comment	Comment acknowledged.
Buildings not facing eachother for privacy	Comment	The plan envisions buildings fronting onto streets, pathways and/or open spaces.
When will construction start, when can future residents apply for homes, how much will they cost?	Question	Following endorsement by the Teton County Board of Commissioners this summer, Teton County will develop new land development regulations for Northern South Park informed by this plan. If/when landowners elect to "opt-in" to the new zoning the reasoning process will be initiated as per existing County procedures. Due to external factors such as financing, material supply chains, and local construction capacity the full buildout of Northern South Park is likely to involve multiple phases over several decades, depending on the ultimate number of units entitleded.
More employers to be enrolled in a program to help their employees	Comment	Comment acknowledged.
Include people with other properties so they can buy these units too.	Comment	The plan currently assumes that Department of Housing rules and regulations will apply to Affordable and Workforce units. Modification of existing rules would be an implementation step.
Make it possible for people without documents to be included because they pay taxes.	Comment	The plan currently assumes that Department of Housing rules and regulations will apply to Affordable and Workforce units. Modification of existing rules would be an implementation step.
Build the apartments in less time.	Comment	Comment acknowledged.

From: [Heather Thompson](#)
To: [Ryan Hostetter](#)
Subject: FW: Northern South Park
Date: Tuesday, May 31, 2022 10:43:02 AM
Attachments: [image001.png](#)

From: Anne <anne@housingtrustjh.org>
Sent: Tuesday, May 31, 2022 10:21 AM
To: County Planning Commission <planningcom@tetoncountywy.gov>; Board Of County Commissioners <commissioners@tetoncountywy.gov>
Subject: Northern South Park

Dear Commissioners,

As your discussions regarding the future for Northern South Park approach, we want to encourage you to approve the Neighborhood plan. It is a product of substantial stakeholder participation, it incorporates community-wide feedback, and it reflects significant compromise relative to the first draft presented for consideration.

We cannot afford to continue the conversation. This is the appropriate location for growth, the proposal affords meaningful community benefit, and it will help us move the needle on a problem that stands to cripple our community and our economy if we fail to take advantage of these kinds of opportunities to house our essential workforce.

Thank you for your investment in this process to date and we hope that you will take the final step necessary to move the neighborhood plan forward.

Anne Cresswell
Executive Director
Jackson Hole Community Housing Trust
housingtrustjh.org
307.739.0665



Celebrating 30 years of developing affordable housing in Teton County

From: [Heather Thompson](#)
To: [Ryan Hostetter](#)
Subject: FW: Insanity is...
Date: Monday, May 23, 2022 8:00:42 AM

From: Kathy Tompkins <wozkins@hotmail.com>
Sent: Thursday, May 12, 2022 5:25 PM
To: council@jacksonwy.gov; Kristi Malone <kmalone@tetoncountywy.gov>; Board Of County Commissioners <commissioners@tetoncountywy.gov>; Tribal Trail Connector <TribalTrailConnector@gmail.com>; Mark Barron <mbarron@tetoncountywy.gov>; Mark Newcomb <mnewcomb@tetoncountywy.gov>; Natalia Macker <NMacker@tetoncountywy.gov>; Greg Epstein <gepstein@tetoncountywy.gov>; Luther Propst <lpropst@tetoncountywy.gov>
Cc: schoolboard@tcsd.org
Subject: Insanity is...

Dear Elected and staff,

Development for up to a thousand homes in Northern South Park that landowners both state in their proposal applications, 'High School Road is adequate' for their wants; a new CWC campus behind the high school; and the redesign of Gregory Lane for more residential on top of more industrial units all have one thing in common... They are being pushed through, independent from a holistic traffic impact study on High School Road, that, at present, is non-existent or icily glossed over at the thousand-foot level.

Now throw in the Tribal Trail Connector with its major traffic and socio, economic impacts on top of the heap. High School Road cannot be the dumping ground for all these private and public wants.

Put neighborhood and school zone needs first.
Start by denying the Tribal Trail Connector that has gone from a price tag of \$6,000,000 to over \$15,000,000 in just a few short years.

Just like the TTC, the East West Connector will just be an easement. The two related ranch families have been feuding and not talking to each other for years. This will make the road impossible to plan. It will be many years before it will be built. To avoid creating the same problems of the TTC, the East West Connector must be built before development proceeds to direct any new induced traffic away from High School Road with all its students and established neighborhoods. The free-market developers must help pay for it up front. They shouldn't be constantly let off the hook, taking profits and disappearing, leaving the infrastructure bills and forever maintenance costs to taxpayers. This flawed system must change now.

Established, working class neighborhoods are constantly paying for new development, negative impacts, receiving no benefit, while developers make their money and then go onto their next project. Our taxes have gone up over 30% this year. Over \$500,000,000 of public money will be needed for Northern South Park affordable homes. The East West Connector price will explode the longer we wait, just like the TTC.

The TTC must not be built, unless the East West Connector is built to save High School Road from the same fate Highway 22 and the Y is suffering from. Only, it will be exponentially worse and more dangerous on High School Road.

This could all be avoided if we escape vehicle centric policies, build out town first and make free market developers responsible for the public costs they create and pass off to already besieged taxpayers.

"Insanity is doing the same thing over and over again and expecting different results."

Sincerely,
Kathy Tompkins
3095 Rangeview Drive
307 734 6211

From: [Anne](#)
To: [Ryan Hostetter](#)
Subject: Northern South Park
Date: Tuesday, May 31, 2022 3:08:55 PM
Attachments: [image001.png](#)

[**NOTICE:** This message originated outside of the Teton County's mail system -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Dear Commissioners,

As your discussions regarding the future for Northern South Park approach, we want to encourage you to approve the Neighborhood plan. It is a product of substantial stakeholder participation, it incorporates community-wide feedback, and it reflects significant compromise relative to the first draft presented for consideration.

We cannot afford to continue the conversation. This is the appropriate location for growth, the proposal affords meaningful community benefit, and it will help us move the needle on a problem that stands to cripple our community and our economy if we fail to take advantage of these kinds of opportunities to house our essential workforce.

Thank you for your investment in this process to date and we hope that you will take the final step necessary to move the neighborhood plan forward.

Anne Cresswell
Executive Director
Jackson Hole Community Housing Trust
housingtrustjh.org
307.739.0665



Celebrating 30 years of developing affordable housing in Teton County

Anne Cresswell
Executive Director
Jackson Hole Community Housing Trust
housingtrustjh.org
307.739.0665



Celebrating 30 years of developing affordable housing in Teton County

The Lockharts
PO Box 2812
Jackson, WY 83001

3/10/2022

Teton County
Po Box 1727
Jackson, WY 83001

Dear Teton County Commissioners,

We are writing this letter to clarify our stance on development in South Park. Our family is invested in Jackson Hole. We care about the community. This is our home. We want to see our ranch developed less than anyone does, but the economic realities of the community and our family require us to engage in this process.

We are willing to do our part to help Jackson continue to be an amazing place. We are willing to help provide wildlife habitat and open space, we are willing to help provide western community character, we are willing to help provide housing, and we are willing to be active members of our community. We would like to be treated as a partner in fulfilling these responsibilities. We do not feel that our voice has been heard. We don't feel like a partner in the current South Park planning process.

In our opinion, housing in South Park is relatively simple. If you want housing in South Park, you should zone for it. If you do not want housing in South Park, then just say that. Many of the maps floating around regarding our property in South Park are prescriptive and do not work for us.

Please use the attached map for the Northern South Park Neighborhood Plan as it pertains to our property. We look forward to working with you to zone the property so we can do our part in tackling this important issue.

Sincerely,

The Lockharts

High Density Zoning

Approximately 1/3 of total land area

Density Range: 12 units - 16 units/acre

Suburban Zoning:

- Overall Land Area includes 8.3 acres of Suburban Zoning. Suburban zoning permits 30 residential units by right.

Central Wyoming College

Overall Land Area: 125 Acres

- Density Ranges are variables for flexibility in allocating density among zoning categories.
- Areas with overlapping zone categories allow density range flexibility
- Overall density to be less than 8 units per acre of overall land area

Medium Density Zoning

Approximately 1/3 of total land area

Density Range: 5.5 units - 6.7 units/acre

Low Density Zoning

Approximately 1/3 of total land area

Density Range: 3.0 units to 4.3 units/acre

Lockhart Northern South Park Concept Zoning

Nikki Gill's statement about the Neighborhood Plan to the May 18, 2022 Joint Planning Commission

Good evening planning commission, thank you for hearing this tonight and thank you staff for all of your hard work. The process of the neighborhood plan indeed has been a long road, but now we have a high-quality finished product.

Some have asked if this is something my family can opt into – and the answer is YES, it is. We know the community is very anxious for hope and has been looking forward to a YES.

I ask all of you to affirm this neighborhood plan expeditiously so that the County can move forward with the next step, which is writing the regulations. The regulations will take time, so let's not delay the neighborhood plan any longer.

My family supports meaningful deed restricted housing in Northern South Park.

And let me just emphasize that our intention is to go to the heart of the affordability quandary with a donation of 45 acres — the deed restricted homes will be located on free land along with ballfields and parks.

The sooner you say Yes to this neighborhood plan, the sooner that housing becomes a reality for our community.

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Regular Meeting
Submitting Department:	Town Clerk's Office	Presenter:	Lynsey Lenamond
Agenda Item:	New Restaurant Liquor License Application for 930 Broadway Concession LLC dba The Whistling Grizzly at Wyoming Inn of Jackson Hole	Public Comment:	Yes

Purpose & Policy Considerations.

Consideration of an application for a new restaurant liquor license. The Town Council is the local licensing authority for the issuance, renewal, and transfer of all liquor licenses within the Town of Jackson.

It is a statutory requirement for the Mayor to OPEN A PUBLIC HEARING on the issuance of liquor licenses. In accordance with our notice, and per Wyoming Statute, protests will be heard against the issuance during this hearing. Additionally, staff presentation, public comment, and Council discussion will take place during this hearing. The procedure is as follows:

1. Mayor Morton Levinson opens the public hearing.
2. Mayor Morton Levinson asks for the staff presentation on the application.
3. Mayor Morton Levinson calls for any and all public comment.
4. Council discusses the application.
5. Mayor Morton Levinson calls for a motion on the application and the vote on the motion.
6. Mayor Morton Levinson closes the public hearing.

Requested Action.

To consider statutory findings for approving and issuing a new restaurant liquor license.

Recommendations.

Staff recommends approval of the application.

Background.

On May 20, 2022 the Clerk's office received an application from 930 Broadway Concession LLC dba The Whistling Grizzly at Wyoming Inn of Jackson Hole for a new Restaurant liquor license at 930 West Broadway. The application was distributed according to Town procedure to relevant Town and Joint departments for review and comment. The Wyoming Liquor Division has certified the application as complete.

Wyoming Inn Holdings LLC currently holds a restaurant liquor license at this location. If and/or when the Wyoming Inn property sells, the restaurant will be run by a concessionaire and not by the hotel ownership, therefore requiring a restaurant liquor license in the name of the restaurant ownership.

Analysis.

The Town Council should consider the following from Wyoming Statute (W.S.) 12-4-104(b) regarding the issuance of a liquor license:

(b) A license or permit shall not be issued, renewed or transferred if the licensing authority finds from evidence presented at the hearing:

- (i) The welfare of the people residing in the vicinity of the proposed license or permit premises shall be adversely and seriously affected;*
- (ii) The purpose of this title shall not be carried out by the issuance, renewal or transfer of the license or permit;*
- (iii) The number, type and location of existing licenses or permits meet the needs of the vicinity under consideration;*
- (iv) The desires of the residents of the county, city or town will not be met or satisfied by the issuance, renewal or transfer of the license or permit; or*
- (v) Any other reasonable restrictions or standards which may be imposed by the licensing authority shall not be carried out by the issuance, renewal or transfer of the license or permit.*

Possible Alternatives.

The public hearing must be conducted or at least opened at this Council meeting. Alternatives to that include:

1. Continue the public hearing to gain further public comment or information on issues related to the findings.
2. Approve the Application.
3. Deny the application.
4. Postpone action to the next regular meeting.

Comprehensive Plan & Priority Alignment.

This application relates to the Comprehensive Plan Policy 8.1.a, the delivery of quality levels of service to the community. It also relates to the health, safety and welfare of the community as discussed in section 8.

Fiscal Impact.

The annual fee for a Restaurant liquor license is \$1514. Upon approval, the prorated fee for this license will be deposited to the Town's general fund. In addition, the license will generate an undetermined amount of sales tax revenue.

Staff Impact.

The impact on the Clerk's office will total approximately 5 hours, including time spent with the applicant reviewing the license and application requirements, processing the application and reviewing with the Wyoming Liquor Division, and preparing the license. The Town Attorney, Administration, Planning and Building, and Fire Department spent time reviewing the application as well. Should this application be approved, the Police Department would include the applicant in their compliance checks.

Attachments or Links.

Liquor License Completed Application

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

Having considered Wyoming Statute 12-4-104(b) statutory factors for this application, I move to approve the application for a Restaurant liquor license for 930 Broadway Concession LLC, subject to the following conditions, and further direct the Town Clerk's office to issue the license upon confirmation that the conditions of approval have been met within the timeframe set forth in Wyoming Statute 12-4-103(a)(iv):

1. The Clerk's office shall not issue the license until closing documents between Wyoming Inn Holdings

LLC and ACP 930 WY Inn Holdings LLC and a fully executed Concession Agreement are provided.

2. The Clerk's office shall not issue the license until all required Town licenses and permits have been obtained, including a current Food Permit.
3. Any additional minor corrections deemed necessary by staff and the Wyoming Liquor Division.

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY

Customer #:

Trf from:

Reviewer:

Initials

Date

Agent:

/ /

Chief:

/ /

To be completed by City/County Clerk

License

Fees

Annual Fee: \$

Prorated Fee: \$ 800 . 55

Transfer Fee: \$

Publishing Fee: \$ 100 . 00

Publishing Fee Direct Billed to Applicant: ☐License Term: 6 / 22 / 22
Month Day Year

Local License #:

Date filed with clerk:

5

/

20

/

22

Advertising Dates: (2 Weeks)

6/8/22

&

6/15/22

Hearing Date:

6

/

21

/

22

Through 3 / 31 / 23
Month Day Year**LICENSING AUTHORITY:** Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: 930 Broadway Concession, LLC

Trade/Business Name (dba): dba The Whistling Grizzly at Wyoming Inn of Jackson Hole

Building to be licensed/Building Address: 930 West Broadway

Number & Street

Jackson

City

WY

State

83001

Zip

Teton

County

Local Mailing Address:

2000 High Wickham Place Suite 300

Local address is Business Address

Number & Street or P.O. Box

Louisville

City

KY

State

40245

Zip

Local Business Telephone Number: (307) 734 - 0035

Fax Number: ()

Business E-Mail Address: permits@schultehospitality.com

FILING FOR☒ NEW LICENSE☐ TRANSFER OF LOCATION☐ TRANSFER OWNERSHIP

FORMERLY HELD BY:

FILING IN (CHOOSE ONLY ONE)☒ CITY OF: Jackson☐ COUNTY OF:☐ ASSIGNMENT LETTER ATTACHED**FILING AS (CHOOSE ONLY ONE)**☐ INDIVIDUAL☐ PARTNERSHIP☐ LP/LLP☒ LLC☐ CORPORATION☐ LTD PARTNERSHIP☐ ORGANIZATION☐ OTHER**TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)****RETAIL LIQUOR LICENSE**☐ ON-PREMISE ONLY (BAR)☐ OFF-PREMISE ONLY (PACKAGE STORE)☐ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)☒ RESTAURANT LIQUOR LICENSE
☐ RESORT LIQUOR LICENSE
☐ BAR AND GRILL**LIMITED RETAIL (CLUB)**☐ VETERANS CLUB
☐ FRATERNAL CLUB
☐ GOLF CLUB
☐ SOCIAL CLUB☐ MICROBREWERY☐ WINERY☐ DISTILLERY SATELLITE☐ WINERY SATELLITE☐ COUNTY RETAIL/SPECIAL MALT BEVERAGE PERMIT**SPECIAL DESIGNATIONS**☐ CONVENTION FACILITY☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM☐ GOLF CLUB☐ GUEST RANCH☐ RESORTTo Assist the Liquor Division with scheduling inspections: **OPERATIONAL STATUS**☒ FULL TIME (e.g. Jan through Dec)

(specify months of operation)

from January to December

☐ SEASONAL/PART-TIME

DAYS OF WEEK (e.g. Mon through Sat)

from Monday to Sunday

☐ NON-OPERATIONAL/PARKED

HOURS OF OPERATION (e.g. 10a - 2a)

from 5pm to 9pm (dinner)

ALL APPLICANTS MUST COMPLETE QUESTIONS 1-4**1. BUILDING OWNERSHIP:** Does the applicant? W.S. 12-4-103(a)(iii)

- (a) **OWN** the licensed building? ☐ YES (own)
 (b) **LEASE** the licensed building? (Lease must be through the term of the liquor license) ☒ YES (lease)

If Yes, please submit a copy of the lease and indicate:

- (i) When the lease expires, located on page 2 paragraph 4 of lease.
 (ii) Where the **Sales** provision for alcoholic or malt beverages is located, on page 2 paragraph 4 of lease.
 (MUST contain a provision for **SALE OF ALCOHOLIC or MALT BEVERAGES.**)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601(b) ☐ YES ☒ NO
3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403
- (a) Hold any interest in the license applied for? ☐ YES ☒ NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? ☐ YES ☒ NO
- (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☒ NO
- (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:
-
4. Does the **applicant** have any interest or intent to acquire an interest in any other liquor license issued by **this** licensing authority? W.S. 12-4-103(b) ☐ YES ☒ NO
- If "YES", explain: _____
-

5. BAR AND GRILL LICENSE OR RESTAURANT LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413(a) *in the process of applying* ☐ YES ☒ NO

6. RESORT LICENSE:

Does the resort complex:

- (a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☐ YES ☐ NO
- (b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☐ YES ☐ NO
- (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☐ YES ☐ NO
- (d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☐ NO
- (e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)
1. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO
-

7. MICROBREWERY LICENSE:

- Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO
- (a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT
☐ BAR AND GRILL ☐ WINERY
- (b) Do you self distribute your products? W.S. 12-2-201(a) ☐ YES ☐ NO
 (Requires wholesale malt beverage license with the Liquor Division)
-

8. WINERY LICENSE:

- Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO
- (a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT
☐ BAR AND GRILL ☐ MICROBREWERY

9. LIMITED RETAIL (CLUB) LICENSE:**FRATERNAL CLUBS** W.S. 12-1-101(a)(iii)(B)

- (a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO
- (b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

10. LIMITED RETAIL (CLUB) LICENSE:**VETERANS CLUBS** W.S. 12-1-101(a)(iii)(A):

- (a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

11. LIMITED RETAIL (CLUB) LICENSE:**GOLF CLUBS** W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

- (a) Do you have more than fifty (50) bona fide members? ☐ YES ☐ NO
- (b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? ☐ YES ☐ NO
- (c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? ☐ YES ☐ NO
1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO
2. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

12. LIMITED RETAIL (CLUB) LICENSE:**SOCIAL CLUBS** W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

- (a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO
- (c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? ☐ YES ☐ NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as Recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO
- (g) Have you filed a true copy of your bylaws with this application? ☐ YES ☐ NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) ☐ YES ☐ NO

13. If applicant is filing as an Individual, Partnership or Club: W.S. 12-4-102(a)(ii) & (iii)

Each Individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

14. If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership: W.S. 12-4-102(a)(iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, and every officer, and every director must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Susan Schulte				<1 year	100%	YES ☐ NO ☒	YES ☐ NO ☒
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application)

REQUIRED ATTACHMENTS:

- ☒ A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102(a)(vi).
- ☒ Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a)(iii)/W.S. 12-4-403(b)/W.S. 12-4-301(e).
- ☐ If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601(b).

OATH OR VERIFICATION

(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)

Under penalty of perjury, and the possible revocation or cancellation of the license,

I swear the above stated facts, are true and accurate.

STATE OF Kentucky)

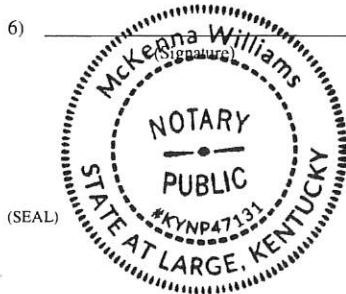
COUNTY OF Oldham)

SS.

Signed and sworn to before me on this 19th day of May, 2027 that the facts alleged in the foregoing instrument are true by the following:

1) <u>Susan Schulte</u> (Signature)	Susan Schulte (Printed Name)	Sole Member/Manager Title
2) _____ (Signature)	_____ (Printed Name)	_____ Title
3) _____ (Signature)	_____ (Printed Name)	_____ Title
4) _____ (Signature)	_____ (Printed Name)	_____ Title
5) _____ (Signature)	_____ (Printed Name)	_____ Title
6) _____ (Signature)	_____ (Printed Name)	_____ Title

Witness my hand and official seal:



McKenna Williams
Signature of Notary Public

My commission expires: 3/16/26

TOWN OF JACKSON
Office of Town Clerk
P.O. Box 1687 / 150 East Pearl Avenue
Jackson, Wyoming 83001
(307) 733-3932 ext 1113

Liquor License Application
Provide for each person who
signed the application

AFFIDAVIT of AUTHORIZATION

The undersigned applicant hereby states he/she is authorized to sign the attached Liquor License and/or Permit Application form as issued by the Wyoming Liquor Division for use by the Town of Jackson, and authorizes the Town of Jackson and its agents and employees to seek information as set forth in Municipal Code Section 6.20 and conduct investigations into the truth of the foregoing statements as set forth in the application. The applicant hereby agrees to comply fully with the rules and regulations of the Town of Jackson governing the license/permit requested.

AFFIDAVIT of UNDERSTANDING

The undersigned applicant hereby states that he/she understands that the submittal, review, approval, issuance, and/or received payment of the attached Liquor License and/or Permit Application form as issued by the Wyoming Liquor Division for use by the Town of Jackson does not imply that any other reviews, authorizations, permits, and approvals have been made by any Town/County departments or elected bodies. Additional reviews, authorizations, permits, and approvals may be required at any time from additional Town/County departments and/or elected bodies, which may include the time period after approval but before issuance of the attached Liquor License and/or Permit Application form. It is the duty of the applicant to seek any additional required reviews, authorizations, permits, and approvals from any Town/County department or elected bodies.

Applicant please note: Corporations and Limited Liability Companies must submit a listing of all officers and all directors, including dates of birth and Social Security Numbers. Please attach the list to this document.

PRINT

Full Legal Name: Susan MaryEllen Schulte
First Name Full Middle Name Last Name

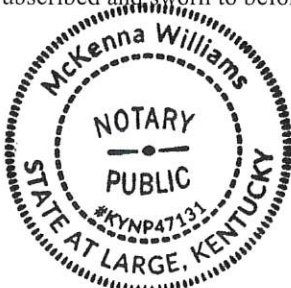
[Redacted] [Redacted] [Redacted] Male or Female
Date of Birth Social Security Number Driver License: State / Number Circle one

5-19-2022 Susan Schulte
Date Signed Applicant Signature

State of Kentucky)
County of Oldham)ss

Subscribed and sworn to before me this 19th day of May, 2022

(SEAL)



McKenna Williams
Notary Public or officer authorized to administer oaths



Plan of Operation

Liquor License Application
Type:

Applicant: 930 Broadway Concession, LLC

DBA: Wyoming Inn of Jackson Hole

Describe how the premises will be operated, what is the nature of the business?

A full service restaurant inside of a hotel and open to the public.

What type of alcoholic beverages will be available to customers?

Liquor, wine and beer.

Describe the process that a customer will follow to order alcohol or malt beverages, and how an employee will prepare and deliver an alcoholic beverage to the customer.

Customer will order from a waiter, who will then obtain the alcoholic beverage from a co-worker.

There is no bar at the restaurant. The waiter will then retrieve the drink and serve to the customer.

What is the official building capacity? 42 for the restaurant

Do you plan to serve alcohol outside on a deck or patio? No. No outside space.

If so, include a sketch or site plan showing the outside area.

If so, describe the outside area, including egress:

What is your plan to keep customers from leaving with open alcohol containers?

There are no to-go drinks. Drinks should be finished at the restaurant prior to exiting
the premises.

Provide the names of up to three (3) people who should receive communication from the Town and Police Department related to liquor operations:

	<u>Name</u>	<u>Position/Title</u>	<u>Email</u>
1)	Brad Blakey	General Manager	brad@thewyominginn.com
2)			
3)			

Prepared by: Alex Heaton Date: May 18, 2022

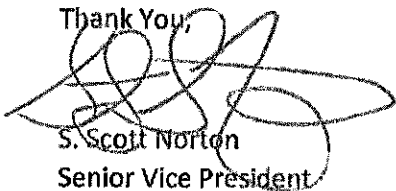
**Stock
Yards**
Bank & Trust
SINCE 1904

5/17/2022

To Whom It May Concern:

This letter is to certify that our institution has an active account for 930 Broadway Concession LLC, and that the account is in good standing. Please feel free to call me with any questions.

Thank You,

A handwritten signature in black ink, appearing to be "S. Scott Norton", written over the printed name.

S. Scott Norton

Senior Vice President

Director of Treasury Services

502-625-9373

Scott.Norton@syb.com

CONCESSION AGREEMENT

(The Whistling Grizzly at Wyoming Inn of Jackson Hole)

THIS CONCESSION AGREEMENT (this "**Agreement**") is made and entered into as of _____, 2022 (the "**Commencement Date**"), by and between ACP 930 WY Inn Holdings LLC, a Delaware limited liability company ("**Owner**"), and 930 Broadway Concession, LLC, a Kentucky limited liability company ("**Operator**").

RECITALS

A. Owner is the owner of the hotel and related improvements located at 930 W Broadway, Jackson, WY 83001, currently known as the Wyoming Inn of Jackson Hole (the "**Hotel**"), and all food and beverage facilities associated with the Hotel (the "**F&B Facilities**") and licensed by the Town of Jackson (the "**Agency**").

B. Owner desires to engage Operator to manage and operate the F&B Facilities in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, for and in consideration of the mutual promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Owner and Operator agree as follows:

AGREEMENT

1. Engagement of Operator. Owner hereby engages Operator to manage and operate the F&B Facilities and the business to be conducted therein in accordance with the terms set forth herein and the standards set forth by Owner, and Operator hereby accepts such engagement.

2. Operation of the Facilities. The F&B Facilities shall be used for the purpose of serving food and beverages to guests of the F&B Facilities and the general public and activities incident thereto (the "**F&B Services**"), and for no other purposes without the consent of Owner, which consent shall not be unreasonably withheld, conditioned or delayed. Operator shall obtain, maintain and comply with all applicable licenses required to manage the F&B Facilities, including, without limitation, all alcoholic beverage licenses (the "**Liquor Licenses**") required by the Agency. Operator will be responsible for training and examination of employees required in connection with the F&B Services.

3. Conduct of the Business. Provided that sufficient funds are available to Operator from the net profits received by Operator from the sale and service of alcoholic beverages and operation of the F&B Services at the F&B Facilities or as otherwise made available to Operator, Operator shall (i) enter into contracts, from time to time, for the purchase and delivery of all supplies relating to the F&B Facilities (including, without limitation, all alcoholic beverages), (ii) conduct the F&B Facilities in a manner consistent with the terms of this Agreement and the standards required by Owner, and (iii) be responsible for the direction and supervision of all persons engaged in providing alcoholic beverage services at the F&B Facilities. Operator shall provide the F&B Services in a manner

that meets the requirements issued by the Agency for the purchase, service and sale of alcoholic beverages at the F&B Facilities.

4. Lease To Use Facilities. Owner hereby grants to Operator the right to enter and use such portions of the F&B Facilities as necessary for the performance of the F&B Services, upon and subject to the terms and conditions of this Agreement. In connection with the Liquor Licenses, Operator may use the F&B Facilities in compliance with W.S. Section 12-4-103(ii) for any or all of the following: (i) the sale of alcoholic and malt beverages for on-premises consumption, (ii) the sale of alcoholic and malt beverages for off-premises consumption, (iii) the storage of alcoholic and malt beverages for any of the foregoing purposes, and (iv) all uses reasonably ancillary to the foregoing.

5. Term. The term of this Agreement (the "**Term**") shall commence on the Commencement Date, and shall terminate on the date of the expiration of the Liquor Licenses (subject to any renewal thereof); provided, however, that Owner may terminate this Agreement at any time for any reason or no reason whatsoever upon thirty (30) days' advance written notice to Operator (unless Operator is cited by the Agency with a violation of Wyoming or otherwise applicable law that if decided adversely would result in the suspension, revocation, or restricted use of the Liquor Licenses, in which event Owner may terminate this Agreement immediately without further notice). Notwithstanding the foregoing, this Agreement shall in all events immediately terminate in its entirety (i) upon the sale of the Hotel, and/or (ii) upon the termination of any hotel management agreement between Owner (or its affiliate) and Operator (or its affiliate).

6. Compliance. Operator shall comply throughout the Term with all applicable laws, ordinances and regulations promulgated by the Agency and pertaining to the operation and conduct of the F&B Facilities.

7. Compensation to Operator. Operator shall retain, as its management fee, all of the net profits from the sale and service of alcoholic beverages and operation of the F&B Services at the F&B Facilities during the Term (collectively, the "**F&B Facilities Fee**").

8. Revenues and Expenses. All gross receipts from the operation of the F&B Facilities shall be deposited into the Hotel's operating account or such other account as may be designated by Owner from time to time. Provided that sufficient funds are available to Operator from such gross receipts or are otherwise made available to Operator, Operator shall be responsible for paying all alcohol beverage sales taxes levied in connection with the F&B Services or any other fees required or promulgated by the Agency. On a monthly basis, Operator shall pay to Owner a facilities fee (the "**Facilities Fee**") equal to the F&B Facilities Fee for the prior month, payable in arrears on the fifteenth (15th) day following the end of each month. Notwithstanding the foregoing, Owner shall pay itself the Facilities Fee by directly withdrawing the Facilities Fee out of the Hotel's operating account. Notwithstanding anything herein to the contrary, in no event shall Operator be required to pay any Facilities Fee in any given month in excess of the gross receipts retained by Operator for such month.

9. Insurance. Throughout the Term, provided that sufficient funds are available to Operator from the net profits received by Operator from the sale and service of alcoholic beverages and operation of the F&B Services at the F&B Facilities or as otherwise made

available to Operator, Operator shall procure and maintain in good standing all insurance policies relating to the F&B Facilities required by the Agency or reasonably requested by Owner.

10. Title to Assets. The parties hereto acknowledge that Operator shall own all alcoholic beverage inventory (y) at the F&B Facilities and/or (z) relating to F&B Services provided under this Agreement. At the end of the Term, and subject to all applicable laws, Operator shall, at the written request of Owner, transfer title to such alcoholic beverage inventory to Owner or its designee, and Operator shall be reimbursed for its cost basis in such inventory, less any outstanding fees or charges due and owing from Operator to vendors or other related third parties at the end of the Term. Owner and Operator agree that Owner owns the F&B Facilities and all furniture, fixtures and equipment relating thereto. The provisions of this Section 10 shall survive the expiration and/or earlier termination of this Agreement.

11. Cooperation in the Event of Termination. Upon expiration of the Term or earlier termination of this Agreement, Operator shall, at the written request of Owner, execute within ten (10) business days after receipt by Operator all commercially reasonable forms required by the Agency to effectuate the transfer of the Liquor Licenses to Owner or its designee, if permissible, including, but not limited to, escrow instructions. Without limitation of the foregoing, at the written request of Owner, Operator shall reasonably cooperate in transferring the Liquor Licenses to Owner or its designee, if permissible, at Owner's sole cost and expense, except for de minimis costs incurred by Operator. Termination of this Agreement shall terminate all further rights and obligations of the parties hereunder, except with respect to provisions that expressly survive such termination, and further except that such termination shall not prejudice the rights of either party against the other for any breach of this Agreement or any obligations accrued prior to such termination. The provisions of this Section 11 shall survive the expiration and/or earlier termination of this Agreement.

12. Surrender of F&B Facilities. Upon expiration of the Term or earlier termination of this Agreement, Operator shall quit and surrender the F&B Facilities in good, neat, clean and sanitary condition, reasonable wear and tear and damage that will be replaced by proceeds from insurance excepted.

13. Subordination. The lien of this Agreement (if any) is hereby subordinated to the lien of all present and future mortgages, deeds of trust and other encumbrances encumbering the Hotel and/or the F&B Facilities. Operator agrees to execute any commercially reasonable instrument which may be deemed necessary or desirable by Owner or Owner's lender to further effect the subordination of the lien of this Agreement to the lien of any mortgage, deed of trust or encumbrance; provided, however, no such instrument shall be required to effectuate such subordination; provided further, however, in no event shall any such instrument materially increase Operator's obligations and/or materially diminish Operator's rights hereunder.

14. Miscellaneous.

A. Further Instruments. Each party will, whenever and as often as it shall

be requested so to do by the other, cause to be executed, acknowledged or delivered any and all such further instruments and documents as may be reasonably necessary or proper, in the reasonable opinion of the requesting party, in order to carry out the intent and purpose of this Agreement; provided, however, in no event shall any such further instruments or documents materially increase Operator's obligations and/or materially diminish Operator's rights hereunder.

B. Entire Agreement; Amendments; Captions. This Agreement contains the entire agreement between the parties respecting the matters herein set forth and supersedes all prior agreements between the parties hereto respecting such matters. This Agreement may only be amended by written agreement of amendment executed by both parties hereto. Any provision of this Agreement that is deemed unenforceable shall be ineffective to the extent of such unenforceability without invalidating or rendering the remainder of this Agreement invalid. Unless the context otherwise requires, when used in this Agreement, the singular shall include the plural, the plural shall include the singular and all pronouns shall be deemed to refer to the masculine, feminine or neuter, as the identity of the person or persons may require. When used in this Agreement, the terms "including" and "include" shall have the commonly accepted meanings associated with such words and any list of items that may follow such words shall not be deemed to represent a complete list of the contents of the referent of the subject. Section titles or captions in this Agreement are included for purposes of convenience only and shall not be considered a part of this Agreement in construing or interpreting any of its provisions. All references in this Agreement to Sections shall refer to Sections of this Agreement unless the context clearly otherwise requires. Owner and Operator have, with legal counsel of their choosing, participated jointly in the negotiation and drafting of this Agreement. If any ambiguity or question of intent or interpretation arises, no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

C. No Waiver. No waiver by a party of any breach of this Agreement or of any warranty or representation hereunder by the other party shall be deemed to be a waiver of any other breach by such other party (whether preceding or succeeding and whether or not of the same or similar nature), and no acceptance of payment or performance by a party after any breach by the other party shall be deemed to be a waiver of any breach of this Agreement or of any representation or warranty hereunder by such other party, whether or not the first party knows of such breach at the time it accepts such payment or performance. No failure or delay by a party to exercise any right it may have by reason of the default of the other party shall operate as a waiver of default or modification of this Agreement or shall prevent the exercise of any right by the first party while the other party continues to be so in default.

D. Governing Law. This Agreement shall be constructed and enforced in accordance with the laws of the state in which the Hotel is located (without taking into account conflicts of law).

E. Successors and Assigns. Operator may not assign or transfer its rights or obligations under this Agreement or transfer the Liquor Licenses without the prior written consent of Owner, which may be conditioned or withheld in Owner's sole consent.

No consent given by Owner to any transfer or assignment of Operator's rights or obligations hereunder shall be construed as a consent to any other transfer or assignment of Operator's rights or obligations hereunder. No transfer or assignment in violation of the provisions hereof shall be valid or enforceable. Subject to the foregoing, this Agreement and the terms and provisions hereof shall inure to the benefit of and be binding upon the successors and assigns of the parties.

F. Counterparts: Electronic Delivery. This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same document. Signed counterparts delivered by fax or email shall be deemed originals for all purposes.

G. Indemnification by Operator. Operator shall defend, indemnify and hold harmless Owner and its affiliates, and their respective agents, officers, employees, partners, members, directors and shareholders, from and against any and all losses, costs, liabilities, expenses and claims (whether administrative or judicial), including, without limitation, reasonable attorneys' fees and expenses (all of the foregoing but expressly excluding, however, any such loss, cost, liability, expense or claim covered by the insurance required to be maintained and actually maintained by Operator in accordance with this Agreement being referred to as "**Losses**"), arising from Operator's, its Corporate Personnel's (as defined below) or Key Employee's (as defined below) fraud, gross negligence or willful misconduct; provided, however, in no event shall the acts or omissions of any individuals employed at the Hotel by Operator or its affiliates (the "**Hotel Personnel**"), other than any personnel from the corporate offices of Operator or its affiliates (the "**Corporate Personnel**") (whether or not such individual is located on-site or off-site or is responsible for any other hotel in addition to the Hotel) or the Key Employees, be imputed to Operator, unless any such Losses results from any Corporate Personnel's or the Key Employees gross negligence or willful misconduct in the training, directing and/or supervision of the Hotel Personnel. This Section 14.G shall survive the termination or expiration of this Agreement for one year. As used herein, "**Key Employees**" shall mean any of the following positions at the Hotel: any general manager, the director of sales and marketing, the director of finance and the director of food and beverage (including (x) any interim or temporary appointments, and (y) any person who has the responsibilities of such position regardless of title).

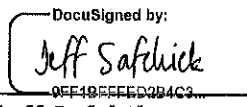
H. Indemnification by Owner. Except as to specific acts or omissions for which Operator has agreed to indemnify Owner in Section 14.G above, Owner shall defend, indemnify and hold harmless Operator and its affiliates, and their respective agents, officers, employees, partners, members, directors and shareholders, from and against all Losses arising from, related to or in any way connected to (i) the injury to any person or property occurring on or at the Hotel or (ii) the use or occupancy of the Hotel or the conduct or operation of the Operator's operations. This Section 14.H shall survive the termination or expiration of this Agreement.

[The remainder of the page is intentionally left blank.]

IN WITNESS WHEREOF, Owner and Operator have duly executed this
Concession Agreement the day and year first above written.

OWNER:

ACP 930 WY Inn Holdings LLC,
a Delaware limited liability company

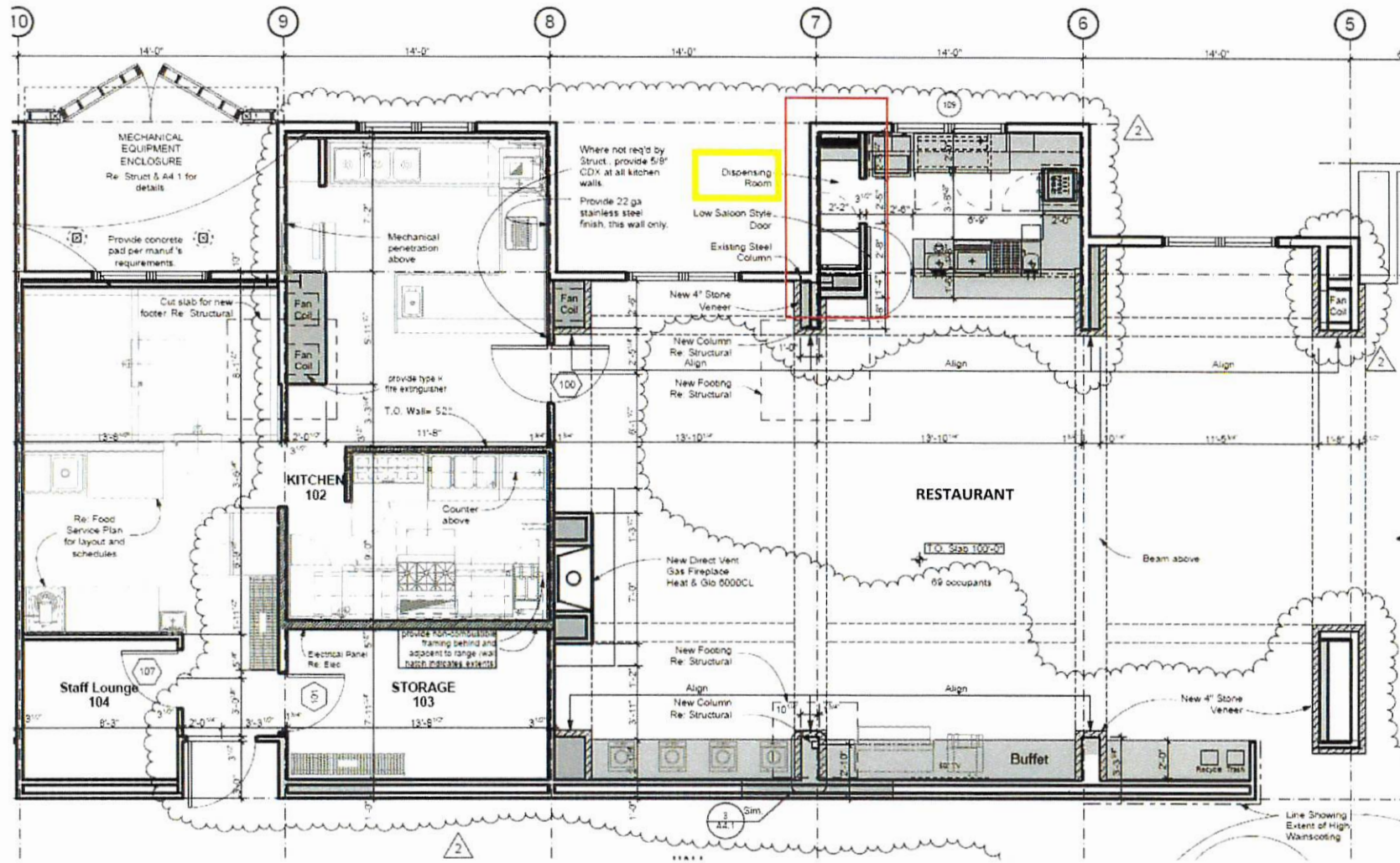
By: 
Name: Jeff Safchik
Title: Authorized Signatory

OPERATOR:

930 Broadway Concession, LLC,
a Kentucky limited liability company

By: Susan Schulte
Name: Susan M. Schulte
Its: Manager

18893775_v5



EXISTING FOOD LICENSE; NEW LICENSE APPLIED FOR.

Issued by:

**WYOMING DEPARTMENT OF AGRICULTURE
CONSUMER HEALTH SERVICES
2219 CAREY AVE
CHEYENNE, WY 82002**

EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICES

Retail Food

ACCOUNT # 8515

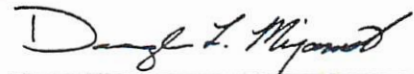
Whereas this party has made application for the licenses listed below in the State of Wyoming according to the law and agrees to comply with all laws, rules and regulations thereto, including the payment of all required fees, there is hereby issued to the applicant this license. This license is not transferable and, unless revoked, shall expire on the date indicated below.

Issued to:

EXPIRATION DATE: 5/2/2023

WYOMING INN OF JACKSON HOLE
930 W BROADWAY
JACKSON, WY 83001

WYOMIGN INN HOLDINGS, LLC
KELLY KRAUSE
PO BOX 8820
JACKSON, WY 83002



Director of Dept. of Ag

**THIS LICENSE MUST BE CURRENT
AND POSTED CONSPICUOUSLY
AT THE PHYSICAL LOCATION**

appetizers

soup <i>ask your server for our daily soup</i>	9
boussarie farms market salad <i>seasonal baby vegetables, baby sweet lettuce, ricotta salata, pepitas, champagne vinaigrette</i>	13
baby iceberg wedge <i>heirloom tomatoes, pickled onions, pancetta lardons, french breakfast radish, roquefort dressing</i>	12
big eye tuna tartare <i>avocado, lemon preserves, garlic parsley croutons</i>	17
wild rocket arugula salad <i>anjou pears, prosciutto, pine nuts, parmigiano, balsamic vinaigrette</i>	14
house-smoked idaho steelhead trout dip <i>grilled flatbread, extra virgin olive oil, parsley</i>	15
wyoming cowboy pops <i>braised beef short rib, wyoming slaw, chive oil, au-jus</i>	17
wild mushroom toast <i>wild mushrooms, grilled country bread, crème fraîche, fine herbs</i>	15

entrées

local wyoming prime beef* <i>ask about our steak special</i>	MKT
grilled snake river farms hanger steak frites* <i>pomme frites, chimichurri</i>	33
rocky mountain elk tenderloin* <i>confit fingerling potatoes, grilled asparagus, red eye au jus, huckleberry gastrique</i>	47
kurobuta pork rack* <i>sweet potato, ancho chili purée, crispy brussel sprouts, pomegranate, pineapple mostarda</i>	31
lemon herb seared idaho trout <i>rice pilaf, tomato caper coulis, dukkah</i>	27
crispy skin stripe bass <i>piquillo peppers, baby spinach, picante chorizo, manila clam broth</i>	36
macfarlane ranch airline pheasant breast <i>saffron pearl pasta, spanish chorizo, black kale, black truffle jus</i>	31
wild game bolognese <i>house-made pappardelle, mascarpone, parmigiano reggiano</i>	28
wyoming beef or bison burger* <i>8 ounces fresh ground beef or bison, heirloom tomatoes, iceberg, red onions, smoked mesquite aioli, aged white cheddar, brioche bun, fries</i> <i>add applewood smoked bacon 3, add avocado 2</i>	18/22

dessert

haderlie farms carrot cake <i>served warm with cream cheese frosting, toasted walnuts</i>	10
formage blanc panna cotta <i>huckleberry confiture, biscotti</i>	10
flourless chocolate torte <i>crème chantilly, chocolate sauce, summer berries</i>	10
ice cream/sorbet <i>daily selection</i>	7

*NOTICE: CONSUMING UNDERCOOKED MEAT AND EGGS COULD BE POTENTIALLY HAZARDOUS TO YOUR HEALTH.
20% GRATUITY MAY BE ADDED TO PARTIES OF 6 OR MORE.

-Executive Chef Marc Boussarie-

**WHISTLING
GRIZZLY**
 WYOMING INN JACKSON HOLE

-Wines by the Glass-GLS/BTL

Ruffino Prosecco IT	8-32
Jean Luc Colombo Rose	11-38
Fat Bastard Chard FR	9-34
Oyster Bay SauvBlanc	10-36
J Vineyards Pinot Gris	11-38
Kung Fu Girl Riesling WA	8-30
Alamos Malbec AR	8-32
14 Hands Bordeaux WA	9-36
Firesteed Pinot Noir OR	10-39
Table 337 Cab Sav CA	10-37

-Wines by the Bottle- White

Craggy Range Sav Blanc NZ	44
Louis Jadot Pouilly Fuisse FR	56
Sonoma-Cutrer Chard CA	49
Rombauer Chardonnay CA	79
Cakebread Chardonnay CA	83
Schramsberg Sparkling CA	65
Veuve-Clicquot	109
Yellow Label Champagne FR	

-Wines by the Bottle- Red

A to Z Pinot Noir ORE	45
Louis Jadot Pinot Noir FR	43
J Vineyards Pinot Noir CA	87
Cakebread Pinot Noir CA	99
Concha Toro Cabernet CH	35
Justin Cabernet CA	58
Sterling Cabernet CA	63
Silverado Cabernet CA	92
Jordan Cabernet CA	94
Stags Leap Cabernet CA	121
Cakebread Cabernet CA	141
Caymus Cabernet CA	144
Ridge 3Valley Zinfandel CA	60

*NOTICE: CONSUMING UNDERCOOKED MEAT AND EGGS COULD BE POTENTIALLY HAZARDOUS TO YOUR HEALTH.
20% GRATUITY MAY BE ADDED TO PARTIES OF 6 OR MORE.

-Executive Chef Marc Boussarie-

Receipt No: 12.007714 May 20, 2022

The Whistling Grizzly

Previous Balance:	.00
LICENSES & PERMITS	
Liquor Licenses	100.00
101-0000-42110-000	
Liquor Licenses	

Total:	100.00
	=====
Cash	100.00
Total Applied:	100.00

Change Tendered:	.00
	=====

Duplicate Copy
05/20/2022 3:11 PM

Town of Jackson
150 E Pearl
Jackson WY 83001 307 733-3932

MEMORANDUM

May 20, 2022

To: Riley Taylor
Clerk of the Town of Jackson

Re: Restaurant Liquor License Application submitted by
930 Broadway Concession, LLC

Dear Mrs. Taylor:

Attached to this Memorandum is an application for a new restaurant liquor license in relation to "The Whistling Grizzly" restaurant at the Wyoming Inn. The Wyoming Inn and this restaurant are located at 930 West Broadway. The applicant for the new restaurant license is 930 Broadway Concession, LLC

The Town of Jackson has an existing, issued restaurant license in relation to The Whistling Grizzly, which is issued to Wyoming Inn Holdings, LLC. The Wyoming Inn property is currently owned by Wyoming Inn Holdings, LLC. Wyoming Inn Holdings, LLC is under contract to sell the Wyoming Inn to ACP 930 WY Inn Holdings, LLC (the "Buyer").

Buyer is hiring 930 Broadway Concession, LLC to operate the restaurant and its food and liquor service. Thus, the lease agreement (entitled a Concession Agreement) that is enclosed with this application is between the Buyer and 930 Broadway Concession, LLC. That arrangement will only be effective as of the closing of the transaction by which Buyer is buying the Wyoming Inn. And effective as of the time of closing, the current owner of the hotel/restaurant (Wyoming Inn Holdings, LLC) will no longer be operating the restaurant/liquor operations.

Thus, we respectfully ask that the Town of Jackson issue this restaurant license contingent on the closing of the sale between Wyoming Inn Holdings, LLC and the Buyer. Then, when the Buyer confirms that the closing has occurred, the Clerk can issue the new liquor license.

We look forward to appearing before the Town Council and answering any questions the Council has. We think The Whistling Grizzly has been a great dining option for this area, and look forward to helping it prosper.

930 Broadway Concession, LLC

STATE OF WYOMING * SECRETARY OF STATE
EDWARD A. BUCHANAN
BUSINESS DIVISION

Herschler Bldg East, Ste.100 & 101, Cheyenne, WY 82002-0020

Phone 307-777-7311

Website: <https://sos.wyo.gov> · Email: business@wyo.gov

Filing Information



Please note that this form **CANNOT** be submitted in place of your Annual Report.

Name	930 Broadway Concession, LLC		
Filing ID	2022-001119307		
Type	Limited Liability Company	Status	Active

General Information

Old Name		Sub Status	Current
Fictitious Name		Standing - Tax	Good
		Standing - RA	Good
Sub Type		Standing - Other	Good
Formed in	Kentucky	Filing Date	05/26/2022 12:28 PM
Term of Duration	Perpetual	Delayed Effective Date	
		Inactive Date	

Principal Address

Mailing Address

Corporation Service Company
1821 Logan Ave
Cheyenne, WY 82001

Parties

Type	Name / Organization / Address
------	-------------------------------

Notes

Date	Recorded By	Note
------	-------------	------

Annual Report History

Num	Status	Date	Year	Tax
-----	--------	------	------	-----

Amendment History

ID	Description	Date
----	-------------	------

Filing Information



Please note that this form CANNOT be submitted in place of your Annual Report.

Name **930 Broadway Concession, LLC**

Filing ID **2022-001119307**

Type Limited Liability Company

Status

Active

See Filing ID Initial Filing

05/26/2022

APPLICATION FOR FOOD LICENSE

Check Payable to: TC Health Dept.

FOOD LICENSE: \$200.00 Initial Fee; \$100.00 Annual Renewal Fee.

(Licenses shall expire one year after date of issuance)

Cheyenne Office Use Only

LICENSE ACCOUNT NUMBER

ACTIVATION DATE

CHECK NO/CASH

LICENSE APPLICATION INFORMATION (to be completed by applicant)

Type of Application:

☐ New ☐ Change of Location ☒ Change of Owner

If change of owner or location, previous establishment name/location:

Wyomign INN Holdings, LLC

Trade/Business Name (dba): The Whistling Grizzly at Wyoming Inn of Jackson Hole

Applicant Name: 930 Broadway Concession, LLC

Physical Address: 930 W. Broadway

Will a Liquor License Be Applied For?

City: JACKSON

State: WY

Zip: 83001

☒ Yes

☐ No

Mailing Address: 2000 High Wickham Place Ste. 300

City: Louisville

State: KY

Zip: 40245

Business Phone Number: 307-734-0035

Person in Charge on Site Phone: 307-734-0035

Email: permits@schultehospitality.com

Fax: _____

- Owner Information -

Name of Owner: 930 Broadway Concession, LLC

Form of Organization:

Name of Company (if applicable): _____

☐ Individual ☐ Co-Op ☐ Corporation

Parent Company (if applicable): _____

☐ Partnership ☒ LLC ☐ Non-Profit

Address: 2000 High Wickham Place Ste. 300

☐ Other Entity _____

City: Louisville

State: KY

Zip: 40245

Owner Phone Number: 502-489-3737

INDICATE WHERE TO MAIL RENEWAL FORMS 2 (1=ESTABLISHMENT; 2=OWNER)

Type of Establishment (please check applicable box)

☒ Food Service ☐ Grocery ☐ Convenience ☐ Meat Plant ☐ Distributor ☐ Warehouse ☐ Dietary Supplement Processor ☐ Institution

☐ Guest Ranch ☐ Dairy ☐ Bulk Water ☐ Bar ☐ Mobile ☐ Mobile/Commissary Dependent ☐ Retail Processor

☐ Retail Pre-Packaged ☐ Retail Pre-Packaged License Only ☐ School ☐ Hotel ☐ Bed and Breakfast ☐ Seasonal Facility

☐ Manufactured Food Processor; Type of Food: _____

I ATTEST TO THE ACCURACY AND INFORMATION PROVIDED IN THIS APPLICATION. I AGREE TO COMPLY WITH ALL APPLICABLE WYOMING LAWS AND REGULATIONS AND I UNDERSTAND THAT EACH SECTION OF THE LAWS AND REGULATIONS IS SEPARATELY AND COLLECTIVELY ENFORCEABLE. I AGREE TO ALLOW THE REGULATORY AUTHORITY ACCESS TO MY ESTABLISHMENT. LATE RENEWAL PAYMENTS WILL RESULT IN DEACTIVATION.

Susan Schulte

5/26/2022

SIGNATURE OF APPLICANT

DATE

APPROVING OFFICIAL

COUNTY

Make Checks Payable to:
WYOMING DEPARTMENT OF AGRICULTURE
CONSUMER HEALTH SERVICES SECTION
2219 CAREY AVE.
CHEYENNE, WY 82002
(307) 777-7211

State Relay Service at 7-1-1 or 1 800 877-9965

Instructions: A plan review must be submitted before this application can be considered, unless this is a change of ownership. Submit this application to your inspector of the WY Department of Agriculture or local County Health Dept. Complete all sections. If a section is not applicable enter "N/A". If additional space is needed for any item, attach additional sheet.

This application shall serve as receipt of payment.

EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICES

STAFF REPORT



Meeting Date:	June 21, 2022	Meeting Title:	Regular Meeting
Submitting Department:	Town Clerk's Office	Presenter:	Lynsey Lenamond
Agenda Item:	New Manufacturer's Satellite Liquor License Application for Wyoming Whiskey Inc.	Public Comment:	Yes

Purpose & Policy Considerations.

Consideration of an application for a new Manufacturer's Satellite Liquor License. The Town Council is the local licensing authority for the issuance, renewal, and transfer of all liquor licenses within the Town of Jackson.

It is a statutory requirement for the Mayor to OPEN A PUBLIC HEARING on the issuance of liquor licenses. In accordance with our notice, and per Wyoming Statute, protests will be heard against the issuance during this hearing. Additionally, staff presentation, public comment, and Council discussion will take place during this hearing. The procedure is as follows:

1. Mayor Morton Levinson opens the public hearing.
2. Mayor Morton Levinson asks for the staff presentation on the application.
3. Mayor Morton Levinson calls for any and all public comment.
4. Council discusses the application.
5. Mayor Morton Levinson calls for a motion on the application and the vote on the motion.
6. Mayor Morton Levinson closes the public hearing.

Requested Action.

To consider statutory findings for approving and issuing a new manufacturer's satellite liquor license.

Recommendations.

Staff recommends approval of the application.

Background.

On May 25, 2022 the Clerk's office received an application from Wyoming Whiskey Inc. DbA Wyoming Whiskey Tasting Room for a Manufacturer's Satellite liquor license at 45 West Broadway. The application was distributed according to Town procedure to relevant Town and Joint departments for review and comment. The Wyoming Liquor Division has certified the application as complete.

Wyoming Whiskey Inc. Currently has a satellite location onsite at their distillery in Kirby, Wyoming. Wyoming Statute (W.S.) 12-2-203(g)(i) allows for two satellite locations in Wyoming. With this type of license, the applicant, if approved, can sell alcohol for on-premise and/or off-premise consumption.

Analysis.

The Town Council should consider the following from Wyoming Statute (W.S.) 12-4-104(b) regarding the issuance of a liquor license:

(b) A license or permit shall not be issued, renewed or transferred if the licensing authority finds from evidence presented at the hearing:

(i) The welfare of the people residing in the vicinity of the proposed license or permit premises shall be adversely and seriously affected;

- (ii) The purpose of this title shall not be carried out by the issuance, renewal or transfer of the license or permit;*
- (iii) The number, type and location of existing licenses or permits meet the needs of the vicinity under consideration;*
- (iv) The desires of the residents of the county, city or town will not be met or satisfied by the issuance, renewal or transfer of the license or permit; or*
- (v) Any other reasonable restrictions or standards which may be imposed by the licensing authority shall not be carried out by the issuance, renewal or transfer of the license or permit.*

Possible Alternatives.

The public hearing must be conducted or at least opened at this Council meeting. Alternatives to that include:

1. Continue the public hearing to gain further public comment or information on issues related to the findings.
2. Approve the Application.
3. Deny the application.
4. Postpone action to the next regular meeting.

Comprehensive Plan & Priority Alignment.

This application relates to the Comprehensive Plan Policy 8.1.a, the delivery of quality levels of service to the community. It also relates to the health, safety and welfare of the community as discussed in section 8.

Fiscal Impact.

The annual fee for a Manufacturer's Satellite Liquor License is \$100. Upon approval, the prorated fee for this license will be deposited to the Town's general fund. In addition, the license will generate an undetermined amount of sales tax revenue.

Staff Impact.

The impact on the Clerk's office will total approximately 2 hours, including time spent with the applicant reviewing the license and application requirements, processing the application and reviewing with the Wyoming Liquor Division, and preparing the license. The Town Attorney, Administration, Planning and Building, and Fire Department spent time reviewing the application as well. Should this application be approved, the Police Department would include the applicant in their compliance checks.

Attachments or Links.

Liquor License Completed Application

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

Having considered Wyoming Statute 12-4-104(b) statutory factors for this application, I move to approve the application for a Manufacturer's Satellite liquor license for Wyoming Whiskey Inc., subject to the following conditions, and further direct the Town Clerk's office to issue the license upon confirmation that the conditions of approval have been met within the timeframe set forth in Wyoming Statute 12-4-103(a)(iv):

1. The Clerk's office shall not issue the license until all required Town licenses and permits have been obtained.

2. Any additional minor corrections deemed necessary by staff and the Wyoming Liquor Division.

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Trf from:		
Reviewer:	Initials	Date
Agent:		/ /
Chief:		/ /

To be completed by City/County Clerk

License Fees
Annual Fee: \$ 52 88
Prorated Fee: \$
Transfer Fee: \$
Publishing Fee: \$ 100 00

Local License #: _____
Date filed with clerk: 5 / 25 / 22
Advertising Dates: (2 Weeks) 6/8/22 & 6/15/22
Hearing Date: 6 / 21 / 22

Publishing Fee Direct Billed to Applicant: ☐

License Term: 6 / 22 / 22 Through 3 / 31 / 2023
Month Day Year Month Day Year

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.

Applicant: Wyoming Whiskey, Inc.
Trade/Business Name (dba): Wyoming Whiskey Tasting Room
Building to be licensed/Building Address: 45 West Broadway (front portion)
Number & Street City State Zip County
Jackson WY 83001 Teton
Local Mailing Address: P.O. Box 2805
Number & Street or P.O. Box City State Zip
Jackson WY 83001
Local Business Telephone Number: (307-733-0166) Fax Number: (307) 207-3433
Business E-Mail Address: brad@wyomingwhiskey.com

FILING FOR ☒ NEW LICENSE ☐ TRANSFER OF LOCATION ☐ TRANSFER OWNERSHIP FORMERLY HELD BY: _____	FILING IN (CHOOSE ONLY ONE) ☒ CITY OF: Jackson ☐ COUNTY OF: _____ ☐ ASSIGNMENT LETTER ATTACHED	FILING AS (CHOOSE ONLY ONE) ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ LP/LLP ☐ LLC ☒ CORPORATION ☐ LTD PARTNERSHIP ☐ ORGANIZATION ☐ OTHER _____									
TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE) <table><tr><td>RETAIL LIQUOR LICENSE ☐ ON-PREMISE ONLY (BAR) ☐ OFF-PREMISE ONLY (PACKAGE STORE) ☐ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)</td><td>☐ RESTAURANT LIQUOR LICENSE ☐ RESORT LIQUOR LICENSE ☐ BAR AND GRILL LIMITED RETAIL (CLUB) ☐ VETERANS CLUB ☐ FRATERNAL CLUB ☐ GOLF CLUB ☐ SOCIAL CLUB</td><td>☐ MICROBREWERY ☐ WINERY ☒ DISTILLERY SATELLITE ☐ WINERY SATELLITE ☐ COUNTY RETAIL/SPECIAL MALT BEVERAGE PERMIT</td></tr></table>			RETAIL LIQUOR LICENSE ☐ ON-PREMISE ONLY (BAR) ☐ OFF-PREMISE ONLY (PACKAGE STORE) ☐ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)	☐ RESTAURANT LIQUOR LICENSE ☐ RESORT LIQUOR LICENSE ☐ BAR AND GRILL LIMITED RETAIL (CLUB) ☐ VETERANS CLUB ☐ FRATERNAL CLUB ☐ GOLF CLUB ☐ SOCIAL CLUB	☐ MICROBREWERY ☐ WINERY ☒ DISTILLERY SATELLITE ☐ WINERY SATELLITE ☐ COUNTY RETAIL/SPECIAL MALT BEVERAGE PERMIT						
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SPECIAL DESIGNATIONS <table><tr><td>☐ CONVENTION FACILITY ☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM</td><td>☐ GOLF CLUB ☐ GUEST RANCH</td><td>☐ RESORT</td></tr></table>			☐ CONVENTION FACILITY ☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM	☐ GOLF CLUB ☐ GUEST RANCH	☐ RESORT						
☐ CONVENTION FACILITY ☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM	☐ GOLF CLUB ☐ GUEST RANCH	☐ RESORT									
To Assist the Liquor Division with scheduling inspections: OPERATIONAL STATUS <table><tr><td>☒ FULL TIME (e.g. Jan through Dec)</td><td>(specify months of operation)</td><td>from _____ to _____</td></tr><tr><td>☐ SEASONAL/PART-TIME</td><td>DAYS OF WEEK (e.g. Mon through Sat)</td><td>from Monday to Saturday</td></tr><tr><td>☐ NON-OPERATIONAL/PARKED</td><td>HOURS OF OPERATION (e.g. 10a - 2a)</td><td>from 11 to 7</td></tr></table>			☒ FULL TIME (e.g. Jan through Dec)	(specify months of operation)	from _____ to _____	☐ SEASONAL/PART-TIME	DAYS OF WEEK (e.g. Mon through Sat)	from Monday to Saturday	☐ NON-OPERATIONAL/PARKED	HOURS OF OPERATION (e.g. 10a - 2a)	from 11 to 7
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☐ NON-OPERATIONAL/PARKED	HOURS OF OPERATION (e.g. 10a - 2a)	from 11 to 7									

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 4

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103(a)(iii)

- (a) OWN the licensed building? ☐ YES (own)
- (b) LEASE the licensed building? (Lease must be through the term of the liquor license) ☒ YES (lease)

If Yes, please submit a copy of the lease and indicate:

- (i) When the lease expires, located on page 1 paragraph 1 of lease.
- (ii) Where the Sales provision for alcoholic or malt beverages is located, on page 2 paragraph 5 of lease.
(MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601(b)

☐ YES ☒ NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

- (a) Hold any interest in the license applied for? ☒ YES ☐ NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? ☒ YES ☐ NO
- (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☒ YES ☐ NO
- (d) If you answered YES to any of the above, explain fully and submit any documents in connection there within:
This application is for a manufacturers satellite facility by the manufacturer, Wyoming Whiskey, Inc.

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by this licensing authority? W.S. 12-4-103(b)

☐ YES ☒ NO

If "YES", explain: _____

5. BAR AND GRILL LICENSE OR RESTAURANT LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413(a)

☐ YES ☐ NO

6. RESORT LICENSE:

Does the resort complex:

- (a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☐ YES ☐ NO
- (b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☐ YES ☐ NO
- (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☐ YES ☐ NO
- (d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars (\$10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☐ NO
- (e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)
1. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

7. MICROBREWERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii)

☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT

☐ BAR AND GRILL

☐ WINERY

(b) Do you self distribute your products? W.S. 12-2-201(a)

☐ YES ☐ NO

(Requires wholesale malt beverage license with the Liquor Division)

8. WINERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii)

☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT

☐ BAR AND GRILL

☐ MICROBREWERY

9. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

- (a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO
- (b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

10. LIMITED RETAIL (CLUB) LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

- (a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

11. LIMITED RETAIL (CLUB) LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

- (a) Do you have more than fifty (50) bona fide members? ☐ YES ☐ NO
- (b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? ☐ YES ☐ NO
- (c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? ☐ YES ☐ NO
1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO
2. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

12. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

- (a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO
- (b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO
- (c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? ☐ YES ☐ NO
- (d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO
- (e) Has the club received twenty-five dollars (\$25.00) from each bona fide member as Recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO
- (f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO
- (g) Have you filed a true copy of your bylaws with this application? ☐ YES ☐ NO
- (h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) ☐ YES ☐ NO

13. If applicant is filing as an Individual, Partnership or Club: W.S. 12-4-102(a)(ii) & (iii)

Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip <i>DO NOT LIST PO BOXES</i>	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

(2/21)
14. If the applicant is a **Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership:** W.S. 12-4-102(a)(iv) & (v)

Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and every officer, and every director** must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	No. of Years in Corp or LLC	% of Corpora te Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
Bradford S. Mead						NO ☒	YES ☐ NO ☒
Katherine L. Mead		Jackson, WY 83001		16	19.328	YES ☐ NO ☒	YES ☐ NO ☒
Edrington USA, Inc.	N/A					NO ☒	YES ☐ NO ☒
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application)

REQUIRED ATTACHMENTS:

- ☒ A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102(a)(vi).
- ☒ Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a)(iii)/W.S. 12-4-403(b)/W.S. 12-4-301(e).
- ☐ If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601(b).

OATH OR VERIFICATION

(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)

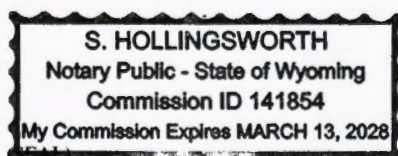
*Under penalty of perjury, and the possible revocation or cancellation of the license,
I swear the above stated facts, are true and accurate.*

STATE OF WYOMING)
COUNTY OF Teton) SS.

Signed and sworn to before me on this 20th day of May, 2022 that the facts alleged in the foregoing instrument are true by the following:

1) <u>Bradford S. Mead</u> (Signature)	Bradford S. Mead (Printed Name)	CEO Title
2) <u>Katherine L. Mead</u> (Signature)	Katherine L. Mead (Printed Name)	V.P. Title
3) _____ (Signature)	_____ (Printed Name)	_____ Title
4) _____ (Signature)	_____ (Printed Name)	_____ Title
5) _____ (Signature)	_____ (Printed Name)	_____ Title
6) _____ (Signature)	_____ (Printed Name)	_____ Title

Witness my hand and official seal:



S. Hollingsworth
Signature of Notary Public

My commission expires: 3/13/2028

TOWN OF JACKSON
Office of Town Clerk
P.O. Box 1687 / 150 East Pearl Avenue
Jackson, Wyoming 83001
(307) 733-3932 ext 1113

Liquor License Application
Provide for each person who
signed the application

AFFIDAVIT of AUTHORIZATION

The undersigned applicant hereby states he/she is authorized to sign the attached Liquor License and/or Permit Application form as issued by the Wyoming Liquor Division for use by the Town of Jackson, and authorizes the Town of Jackson and its agents and employees to seek information as set forth in Municipal Code Section 6.20 and conduct investigations into the truth of the foregoing statements as set forth in the application. The applicant hereby agrees to comply fully with the rules and regulations of the Town of Jackson governing the license/permit requested.

AFFIDAVIT of UNDERSTANDING

The undersigned applicant hereby states that he/she understands that the submittal, review, approval, issuance, and/or received payment of the attached Liquor License and/or Permit Application form as issued by the Wyoming Liquor Division for use by the Town of Jackson does not imply that any other reviews, authorizations, permits, and approvals have been made by any Town/County departments or elected bodies. Additional reviews, authorizations, permits, and approvals may be required at any time from additional Town/County departments and/or elected bodies, which may include the time period after approval but before issuance of the attached Liquor License and/or Permit Application form. It is the duty of the applicant to seek any additional required reviews, authorizations, permits, and approvals from any Town/County department or elected bodies.

Applicant please note: Corporations and Limited Liability Companies must submit a listing of all officers and all directors, including dates of birth and Social Security Numbers. Please attach the list to this document.

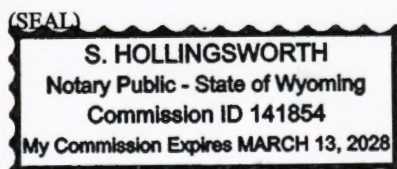
PRINT

Full Legal Name: <u>Bradford</u>	<u>Scott</u>	<u>Mead</u>
First Name	Full Middle Name	Last Name
<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
Date of Birth	Social Security Number	Driver License: State / Number
<u>5/20/2022</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
Date Signed	Applicant Signature	
	<u>[Signature]</u>	

Male ☒ or Female ☐ Circle one

State of Wyoming)
County of Teton)ss

Subscribed and sworn to before me this 20th day of May, 2022.



[Signature]
Notary Public or officer authorized to administer oaths

TOWN OF JACKSON
Office of Town Clerk
P.O. Box 1687 / 150 East Pearl Avenue
Jackson, Wyoming 83001
(307) 733-3932 ext 1113

Liquor License Application
Provide for each person who
signed the application

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Applicant please note: Corporations and Limited Liability Companies must submit a listing of all officers and all directors, including dates of birth and Social Security Numbers. Please attach the list to this document.

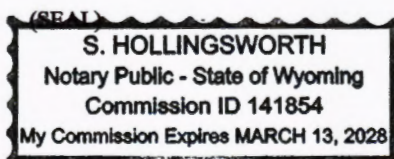
PRINT

Full Legal Name: Katherine Lamere Mead
First Name Full Middle Name Last Name

[REDACTED] [REDACTED] [REDACTED] Male or Female Female
Date of Birth Social Security Number Driver License: State / Number Circle one
05/20/2022 [Signature]
Date Signed Applicant Signature

State of Wyoming)
County of TETON)ss

Subscribed and sworn to before me this 20th day of May, 20 22.



[Signature]
Notary Public or officer authorized to administer oaths



Plan of Operation

Liquor License Application
Type:

Applicant: Wyoming Whiskey, Inc.

DBA: _____

Describe how the premises will be operated, what is the nature of the business?

The business is a manufacturer's satellite facility pursuant to Wyo. Stat. § 12-2-203(f).

~~The satellite facility is intended to educate interested members of the public on the history of the Wyoming Whiskey Distillery, the process of making whiskey and bourbon and to introduce the public to Wyoming Whiskey through tastings of our products as provided by Wyo. Stat. The Wyoming Whiskey Experience will use audio-visual aids as well as a curated experience with our expert tasting staff. The Wyoming Whiskey Experience will be available by reservation with a maximum of 4 members of the public being involved in the tasting experience at one time because of the small size of the venue. Each tasting session will be approximately 20 minutes long. In addition, members of the public who wish to purchase Wyoming Whiskey may do so at a portion of the venue different from the tasting area.~~

What type of alcoholic beverages will be available to customers?

By law, the only type of alcohol available at this venue are products manufactured by Wyoming Whiskey which include bourbons and whiskeys of various vintages, proof and blends.

Describe the process that a customer will follow to order alcohol or malt beverages, and how an employee will prepare and deliver an alcoholic beverage to the customer.

~~Alcohol available in this venue will only be provided in tasting cups and poured in 1.5 oz. (or less) quantities under the control of the tasting staff and to those participating in the Wyoming Whiskey Experience. Bottles of Wyoming Whiskey products will also be available for sale from Wyoming Whiskey staff for off-premise consumption from this location. Wyoming Whiskey staff will participate in regular TIPS training. No persons under 21 will be allowed.~~

What is the official building capacity? Less than 49 per Teton County Fire and EMS.

Do you plan to serve alcohol outside on a deck or patio? No.

If so, include a sketch or site plan showing the outside area.

If so, describe the outside area, including egress: _____

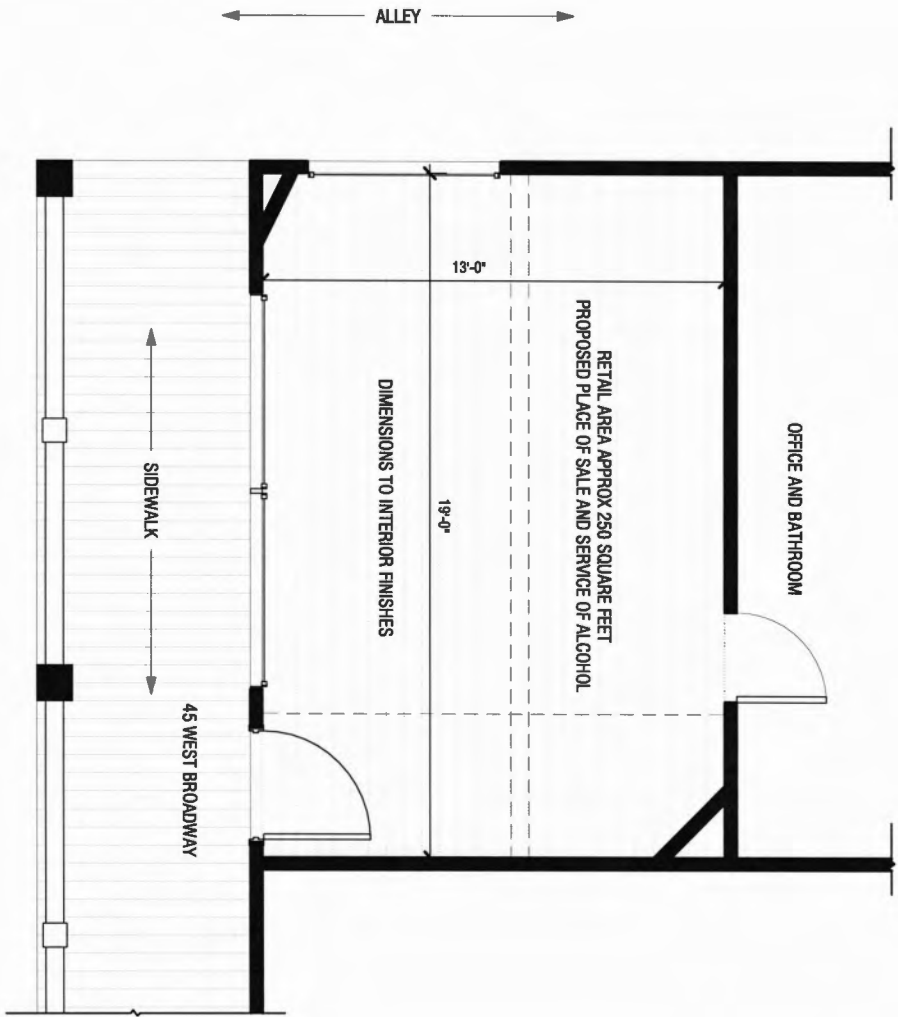
What is your plan to keep customers from leaving with open alcohol containers?

Tasting cups will be collected during the tasting session and any alcohol remaining in them will be disposed of by the tasting staff. Bottles for off-premise use will not be opened at this site which shall be enforced by Wyoming Whiskey staff.

Provide the names of up to three (3) people who should receive communication from the Town and Police Department related to liquor operations:

	<u>Name</u>	<u>Position/Title</u>	<u>Email</u>
1)	Bradford S. Mead	CEO	brad@wyomingwhiskey.com
2)	Katherine Mead	V.P.	kate@wyomingwhiskey.com
3)	Audrey Cohen-Davis	Attorney	audrey@cohendavislaw.com

Prepared by: Katherine Mead Date: May 20, 2022



1
LEVEL 1 FLOOR PLAN
1/4" = 1'-0"



A1

DYNIA

1085 W Hwy 22
Jackson, WY 83001
307.733.3766

Wyoming Whiskey
45 W. BROADWAY JACKSON WY

FLOOR PLAN -
RETAIL AREA

DATE:
2022.05.20



May 23, 2022

Town of Jackson
Office of Town Clerk
PO Box 1687
Jackson, WY 83001

RE: Wyoming Whiskey

To whom it may concern:

Please be advised that Wyoming Whiskey has maintained all their deposit operating accounts with Bank of Jackson Hole since December 2015.

All accounts are in good standing and have been handled satisfactorily since their opening. The accounts maintain an average balance in the low six-figure range.

If additional information is needed, please contact me at (307) 732-3012 or e-mail me at anichols@bojh.com.

Sincerely,

Alex Nichols, VP
NMLS #1761417
PO Box 7000
990 W. Broadway
Jackson, WY 83002
(307) 732-3012 (work)
(901) 493-8294 (cell)
anichols@bojh.com

SUB-LEASE AGREEMENT

This *Sub-Lease Agreement* ("*Sub-Lease*") is made and entered into the 15th day of May, 2022, by and between Jackson Hole Whitewater, Inc., a Wyoming corporation ("*Landlord*") and Wyoming Whiskey, Inc., a Wyoming Corporation ("*Sub-Tenant*").

WHEREAS Landlord entered into a *Commercial Lease Agreement* ("*Master Lease*") with Morgan Properties, Ltd. ("*Owner*"), to lease 45 W Broadway, Jackson, Teton County, Wyoming; and

WHEREAS Landlord desires to sublease the front portion of the 45 W Broadway property to Sub-Tenant, described as the approximately 500 square foot front and middle office, and access to both entry points of the building ("*Sub-Leased Premises*").

NOW THEREFORE, in consideration of the recitals and of the agreements hereinafter contained, the parties agree as follows:

1. **TERM.** The initial term of this *Sub-Lease* shall be one (1) year commencing on May 15, 2022 and ending April 30, 2023, both dates inclusive, unless sooner terminated as hereinafter provided.
2. **MASTER LEASE.** Landlord leases the 45 W Broadway property from the Owner Wendy Morgan. Sub-Tenant agrees to comply with all applicable terms and conditions of the *Master Lease*, which is attached hereto and specifically incorporated herein.
3. **RENT.** Sub-Tenant shall pay Landlord a monthly rental fee of [REDACTED], which shall be due and payable on the 1st day of each month. All payments shall be made payable to Jackson Hole Whitewater, Inc., P. O. Box 125, Jackson, WY 83001 or hand delivered to the Jackson Hole Whitewater Office. Sub-Tenant shall add "45 W Broadway" in the memo area of all rent checks. Payments received after the 10th of the month when due shall incur interest at a rate of 25% interest per annum.
4. **FIRST AND LAST MONTH'S RENT.** Prior to occupancy, Sub-Tenant shall pay first and last month's rent (totaling [REDACTED]) for the initial term. Landlord has agreed to not take a damage or security deposit, but Sub-Tenant will be responsible for any and all damage before exiting the building. Sub-Tenant shall be liable for any damages or expenses, over and above what is considered reasonable wear and tear, owed in excess of rent, and shall promptly repair, replace, or reimburse Landlord for any damages caused by Sub-Tenant during the *Sub-Lease* term. Both parties will agree upon what is normal wear and tear and what is considered damage done by the Sub-Tenant.

5. **ACCESS AND USE.** Sub-Tenant may, at any time during the term of this *Sub-Lease* or any renewal thereof, use the Sub-Leased Premises for the parking of motor vehicles and as a commercial retail space featuring Sub-Tenant's products, including the sampling and sales of alcohol. All such use shall be in accordance with applicable Town of Jackson and/or Teton County regulations, or state or federal statute, ordinances or policies, as well as any reasonable Rules & Regulations enacted by Landlord. Any other use of the Sub-Leased Premises shall require Landlord's written consent.
6. **SURRENDER.** Upon the termination of this *Sub-Lease*, the Sub-Tenant shall quit and surrender the Sub-Leased Premises in as good condition as it is at the date of the commencement of this *Sub-Lease*, reasonable wear and tear excepted. The Sub-Leased Premises will be cleaned of any debris, trash, improvements, vehicles, vehicle parts, vehicle fluids, and the like. Sub-Tenant shall be liable for any cleanup, removal, or remediation of environmental contamination, or removal of hazardous materials caused by Sub-Tenant.
7. **ALTERATIONS AND IMPROVEMENTS.**
 - a. No alteration, addition, or improvement to the Sub-Leased Premises shall be made by the Sub-Tenant without the prior written or verbal consent of the Landlord, which will not be unreasonably withheld. Any alteration, addition, or improvement made by the Sub-Tenant (other than moveable trade fixtures) after such consent shall have been given, and any fixtures installed as part thereof, shall at the Landlord's option become the property of the Landlord upon the termination of this *Sub-Lease*; provided, however, that so long as at the time of initially granting consent (or upon review or inspection of any alterations, additions or improvements that did not require consent), the Landlord provided written notice that the Landlord will require removal of such alteration, addition or improvement, the Landlord shall have the right to require the Sub-Tenant to remove such fixtures at the Sub-Tenant's cost upon such termination of this *Sub-Lease*.
 - b. All alterations of or additions to the Sub-Leased Premises, except movable trade fixtures and equipment, shall take place under the supervision of the Landlord. Sub-Tenant shall keep the Sub-Leased Premises and the improvements thereon free and clear of all liens arising out of or claimed by reason of any work performed, materials furnished, or obligations incurred by or at the request of Sub-Tenant, and indemnify and save the Landlord and the 45 W Broadway property, the Sub-Leased Premises, and the building harmless of all such liens or claims of lien by parties claiming by or through Sub-Tenant and all attorney's fees and other costs and expenses incurred by reason thereof.

- c. Landlord shall have the right at reasonable times following reasonable notice to alter, repair, or improve the Sub-Leased Premises. In the exercise of its rights under this paragraph, the Landlord shall not unreasonably interfere with the conduct of Sub-Tenant's business. The Sub-Tenant waives any claim for loss of business from the actions of Landlord that are permitted pursuant to this paragraph, so long as they are in compliance with the foregoing provisions.
8. **ACCEPTANCE OF PREMISES.** Sub-Tenant acknowledges that no representations, except as are contained herein, have been made to the Sub-Tenant respecting any condition of the Sub-Leased Premises, and the Sub-Tenant accepts the Sub-Leased Premises "as is."
9. **REPAIR AND MAINTENANCE.** During the term of this *Sub-Lease* and any renewal or extension thereof, Sub-Tenant shall at its sole expense, be responsible for maintenance to the Sub-Leased Premises required by Sub-Tenant's use, and shall keep the Sub-Leased Premises in at least as good condition as it is at the time of the commencement of this Lease, reasonable wear and tear and damage by casualty excepted. Sub-Tenant shall keep the Sub-Leased Premises in a clean and orderly condition.
10. **UTILITIES.** Sub-Tenant shall not pay any charges for any utilities needed by Sub-Tenant, this is included in the monthly [REDACTED]
11. **RIGHT OF ENTRY.** With reasonable notice to the Sub-Tenant, Landlord or its agents shall have the right to enter the Sub-Leased Premises at all reasonable times in order to examine the Sub-Leased Premises, to show it to prospective sub-tenants, or to make such repairs, alterations, improvements, or additions as the Landlord may deem necessary or desirable and at any time for the enforcement of this *Sub-Lease* or the underlying Commercial Lease Agreement and for the protection of any of the Landlord's property.
12. **INSURANCE.** Sub-Tenant shall, at its sole cost and expense, maintain and keep in force for the benefit of the Landlord, general accident, public liability and property damage insurance policies protecting Landlord against any and all liability occasioned by accident, property damage or disaster, such insurance to afford minimum protection of not less than a combined single limit of at least One Million Dollars (\$1,000,000.00) per occurrence with respect to personal injury and/or death to one or more persons and for property damage. Sub-Tenant shall deposit with the Landlord certificates of all such insurance policies obtained at or prior to the commencement of the term of this *Sub-Lease*, and copies of all insurance policies obtained at any time thereafter during the term of this *Sub-Lease*. All such policies, including said policies referred to immediately above, shall provide that the same may not lapse or be canceled without at least ten (10) days' prior written notice to the Landlord.

13. **VEHICLE AND EQUIPMENT RESPONSIBILITY.** Landlord shall not be responsible for damage or loss to vehicles, equipment, possessions, or items on the Sub-Leased Premises. Additionally, Landlord shall not be responsible for damage to any parked vehicles, trailers, or equipment, whether or not such damage is caused by other vehicle(s) or person(s) in the parking lot and surrounding area.
14. **INDEMNIFICATION.** To the extent not covered by insurance, Sub-Tenant shall indemnify the Landlord and its representatives, affiliates, subsidiaries, companies, partners, agents, heirs, predecessors, successors, officers, directors, members, managers, principals, employees, assigns, invitees or licensees, and save it harmless from and against any and all claims, actions, damages, liability and expenses (including attorney's fees related thereto) in connection with the loss of life, personal injury, or damage to property occurring in, on or about, or arising out of or from the Sub-Leased Premises or use of the Sub-Leased Premises by the Sub-Tenant or its agents, licensees, invitees, guests, customers, etc. or occasioned wholly or in part by any act or omission of the Sub-Tenant, its agents, licensees, invitees, contractors, customers, employees, or subtenants, so long as the same were not proximately caused by the negligence or willful conduct of the Landlord or its agents, employees, or servants.
15. **SUB-LEASE/NON-ASSIGNMENT.** Sub-Tenant shall not sublet the Sub-Leased Premises nor assign this *Sub-Lease*.
16. **DEFAULT.** If the Sub-Tenant should fail to pay any part of the rent herein provided or any other sum required by this *Sub-Lease* to be paid to the Landlord at the times or in the manner provided under this *Sub-Lease* or otherwise, or otherwise fail to comply with the terms and conditions of this *Sub-Lease*, or if a petition in bankruptcy or for an arrangement be filed by or against Sub-Tenant, or if it be adjudicated bankrupt or insolvent or if a receiver is appointed, or if default shall be made in any of the other covenants or conditions on its part agreed to be performed, besides other rights or remedies it may have, if such failure to pay rent or such other sum or such default shall continue for ten (10) days after written notice thereof from Landlord to Sub-Tenant, or in the event that it shall be necessary for Landlord to give Sub-Tenant three (3) notices of default within any lease year, then it shall be deemed a "default" for the purposes of this *Sub-Lease* and then Landlord may either terminate this *Sub-Lease* or re-enter the Sub-Leased Premises by summary proceedings or otherwise, remove all persons and property from the Sub-Leased Premises without liability to any person for damages sustained by reason of such removal, and re-let the Sub-Leased Premises at such rental and upon such other terms and conditions as the Landlord in its sole discretion may deem advisable. In such event, Sub-Tenant shall remain liable for the monthly rent reserved in this lease, plus the reasonable costs of obtaining possession of and re-letting the Sub-Leased Premises and of any repairs and alterations necessary to prepare them for re-letting, less the rents received from such

re-letting, if any. Any and all monthly deficiencies so payable by Sub-Tenant shall be paid monthly on the date herein provided for the payment of rent. No such reentry or taking possession of the Sub-Leased Premises by Landlord shall be construed as an election on its part to terminate this *Sub-Lease* unless a written notice of such intention be given to Sub-Tenant or unless termination thereof be decreed by a court of competent jurisdiction. Notwithstanding any such re-letting without termination, the Landlord may at anytime thereafter elect to terminate this *Sub-Lease* for such previous breach. Should the Landlord at any time terminate this *Sub-Lease* for any breach, in addition to any other remedies it may have, it may recover from the Sub-Tenant all damages it may incur by reason of such breach, including the cost of recovering the Sub-Leased Premises, and including the worth at the time of such termination of the excess, if any, of the amount of rent and charges equivalent to rent reserved in this *Sub-Lease* for the remainder of the stated term over the then reasonable rental value of the Sub-Leased Premises for the remainder of the stated term, all of which amounts shall be immediately due and payable from Sub-Tenant. All remedies herein conferred upon the Landlord shall be cumulative and no one exclusive of any other remedy conferred herein or by law. If the Sub-Tenant is in default, the Landlord may prevent removal of property from the Sub-Leased Premises by any lawful means it deems necessary to protect its interest.

17. **FORCE MAJEURE.** Neither Party will be liable for any failure or delay in performing an obligation under this *Sub-Lease* that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. For the avoidance of doubt, Force Majeure shall not include: (a) financial distress nor the inability of either party to make a profit or avoid a financial loss; (b) changes in market prices or conditions; or (c) a party's financial inability to perform its obligations hereunder.
18. **ATTORNEY'S FEES AND INTEREST.** If any person not a party to this *Sub-Lease* shall institute an action against Sub-Tenant in which the Landlord, involuntarily and without cause, shall be made a party defendant, the Sub-Tenant shall indemnify and save the Landlord harmless from all liabilities by reason thereof, including reasonable attorney's fees and all costs incurred by the Landlord in such action. If an action shall be brought to recover any rental under this *Sub-Lease*, or on account of any breach of or to enforce or interpret any of the terms, covenants or conditions of this *Sub-Lease*, or for the recovery or possession of the Sub-Leased Premises, the prevailing party shall be entitled to recover from the other party, as part of the prevailing party's cost, reasonable attorney's fees, the amount of which shall be fixed by the court and shall be made a part of any judgment rendered, as well as 10% interest per annum on any amounts due, which lies in the sole

discretion of the mediator(s), arbitrator(s), judge, jury, or other person(s) or entity presiding over any such dispute.

19. SUBORDINATION. This *Sub-Lease* may subject to a Mortgage by Owner (Wendy Morgan) that affects the Sub-Leased Premises. For any future mortgage, Sub-Tenant hereby agrees that the Sub-Tenant shall subordinate this *Sub-Lease* to any future mortgage and all renewals, modifications, amendments, consolidations, replacements, and extensions of any the present mortgage or any future mortgage.

20. SEVERABILITY. Whenever possible, each provision of this *Sub-Lease* shall be interpreted in such manner as to be valid under applicable law; however, if any provision of this *Sub-Lease* shall be invalid or prohibited under said applicable law, such provision shall be ineffective to the extent of such invalidity or prohibition without invalidating the remainder of such provision or the remaining provisions of this *Sub-Lease*.

21. NOTICE. Any notice, payment, report, request or other communication (each a "Notice") required or permitted to be given by one party to the other party under this *Sub-Lease* shall be in writing and shall be delivered by: (a) personal delivery; (b) express, registered or certified first-class mail, return receipt requested, postage prepaid; (c) internationally recognized courier service; or (d) email or facsimile transmission (but only so long as the original is simultaneously delivered by one of the methods described in clauses (a)-(c)), addressed to the other Party at its address as indicated below, or to such other address as the addressee shall have furnished to the other Party by like notice:

LANDLORD: Jackson Hole Whitewater c/o Jeff Tibbitts P.O. Box 125 Jackson, WY 83001 info@jhww.com	SUB TENANT: Wyoming Whiskey P.O. Box 2805 Jackson, WY 83001 brad@wyomingwhiskey.com
With a copy to: DeFazio Law Office c/o Sarah Tollison 172 Center Street, Suite 203 P.O. Box 4877 Jackson, WY 83001 sarah@defaziolaw.com	With a copy to: Mead& Mead P.O. Box 1809 1200 Spring Gulch Road Jackson, WY 83001 susan@meadlaw.net

or at such other place as may be designated by either party from time to time in writing in the same manner as provided herein. Additionally, the parties shall notify one another by email.

22. **WAIVER.** In addition to the foregoing, Sub-Tenant specifically agrees that, notwithstanding the fact that Landlord (or Landlord's contractor, employees or agents) may gratuitously make, or cause to be made, necessary repairs, maintenance, or snow and ice removal, whether on an intermittent basis, such actions shall not constitute a waiver or release of Sub-Tenant's duties hereunder to perform the same promptly as the same may be necessary, nor do such actions constitute an acceptance by Landlord of the duty to do the same. No waiver of any breach or default by any Party hereto shall be considered to be a waiver of any other breach or default. A modification of any provision contained herein, or any other amendment to this *Sub-Lease*, shall be effective only if the modification or amendment is in writing and is signed by both Parties.
23. **LAW AND JURISDICTION.** This *Sub-Lease* and the rights and obligations of the parties hereunder shall be construed in accordance with and governed by the laws of the State of Wyoming, without giving effect to the conflict of law principles thereof. The parties also agree that the proper forum for any litigation arising under the terms of this *Sub-Lease* shall be the state courts of the State of Wyoming, Ninth Judicial District. Notwithstanding, any forceable entry and detainer action shall be brought in the Circuit Court of Teton County, Wyoming. The parties waive the right to a jury trial in any action involving this *Sub-Lease*.
24. **TIME OF ESSENCE.** Time is of the essence in this *Sub-Lease*.
25. **ACKNOWLEDGEMENT; VALID AND ENFORCEABLE CONTRACT.** The Parties warrant that they have entered into this *Sub-Lease* knowingly, voluntarily, and represented by counsel of their own choosing with full knowledge and understanding of this *Sub-Lease's* terms, conditions and binding legal effect (or that they have been given the opportunity to hire and/or consult their own counsel and have chosen not to do so). The Parties agree that this *Sub-Lease* is a valid and enforceable contract. The Parties shall not challenge or contest the validity or enforceability of this *Sub-Lease* or any of its provisions.
26. **AUTHORITY TO ACT IN REPRESENTATIVE CAPACITY.** The Parties and/or their signatories represent and warrant that they are authorized to and have actual authority to enter into this *Sub-Lease*.
27. **ENTIRE AGREEMENT.** This *Sub-Lease* (which incorporates the terms of the *Master Lease*) constitutes the entire agreement between the Parties and supersedes and replaces all prior agreements, negotiations or understandings, written or oral with respect to the subject matter hereof. Any prior negotiations, correspondence, or understandings relative to the subject matter hereof shall be deemed to be merged into this *Sub-Lease* and shall be of no further force or effect. This *Sub-Lease* shall be binding upon and inure to the benefit of the executors, administrators, representatives, affiliates, subsidiaries, companies, partners, agents, heirs, predecessors, successors, officers, directors, members, managers, principals,

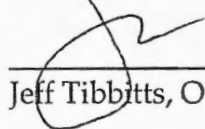
employees and assigns of each of the Parties.

28. **COUNTERPARTS.** This *Sub-Lease* and any exhibits hereto may be executed in separate counterparts, each of which will be deemed an enforceable original of this *Sub-Lease*, but all of which counterparts collectively shall constitute one document. Signatures may be exchanged by fax, or scan and/or email, which shall be accepted, effective and binding as originals.

IN WITNESS WHEREOF, the parties hereto have signed and sealed this *Sub-Lease* as of the day and year first above written.

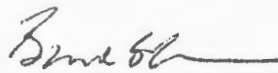
LANDLORD:

Jackson Hole Whitewater, Inc.,
a Wyoming corporation:

 5/11/2022
Jeff Tibbitts, Owner Date

SUB-TENANT:

Wyoming Whiskey, Inc.

 5/10/2022
Bradford Mead, CEO Date

STATE OF WYOMING * SECRETARY OF STATE
EDWARD A. BUCHANAN
BUSINESS DIVISION

Herschler Bldg East, Ste.100 & 101, Cheyenne, WY 82002-0020

Phone 307-777-7311

Website: <https://sos.wyo.gov> · Email: business@wyo.gov

Filing Information



Please note that this form **CANNOT** be submitted in place of your Annual Report.

Name **Wyoming Whiskey, Inc.**

Filing ID **2006-000522598**

Type	Profit Corporation	Status	Active
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General Information

Old Name		Sub Status	Current
Fictitious Name		Standing - Tax	Good
		Standing - RA	Good
		Standing - Other	Good
Sub Type		Filing Date	09/28/2006 12:00 AM
Formed in	Wyoming	Delayed Effective Date	
Term of Duration	Perpetual	Inactive Date	

Share Information

Common Shares	UNLIMITED	Preferred Shares		Additional Stock	N
Par Value	0.0000	Par Value	0.0000		

Principal Address

[REDACTED]
Kirby, WY 82430

Mailing Address

PO Box 2805
Jackson, WY 83001

Registered Agent Address

C T Corporation System
[REDACTED]
Cheyenne, WY 82001

Parties

Type	Name / Organization / Address
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Notes

Date	Recorded By	Note
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Filing Information



Please note that this form CANNOT be submitted in place of your Annual Report.

Name	Wyoming Whiskey, Inc.		
Filing ID	2006-000522598		
Type	Profit Corporation	Status	Active

Most Recent Annual Report Information

Type	Original	AR Year	2021
License Tax	\$3,403.92	AR Exempt	N
AR Date	8/24/2021 3:03 PM	AR ID	06597713
Web Filed	N		

Officers / Directors

Type	Name / Organization / Address
------	-------------------------------

Director

Principal Address

82430

Mailing Address

PO Box 2805
Jackson, WY 83001

Annual Report History

Num	Status	Date	Year	Tax
00795812	Original	07/25/2007	2007	\$50.00
00906814	Original	07/28/2008	2008	\$200.87
Principal Address 1 Changed From: P.O. Box 4877 To: PO Box 2805				
01056376	Original	10/07/2009	2009	\$789.16
01213953	Original	09/21/2010	2010	\$789.15
01388684	Original	08/24/2011	2011	\$1,665.95
01584801	Original	08/29/2012	2012	\$802.14
01889093	Original	09/09/2013	2013	\$1,263.42
02079604	Original	08/29/2014	2014	\$2,976.35
02296721	Original	09/01/2015	2015	\$2,977.03
Principal Address 1 Changed From: PO Box 2805 To: 1200 Spring Gulch Rd				
02569610	Original	08/29/2016	2016	\$2,566.84
02955675	Original	09/07/2017	2017	\$2,894.97
03732219	Original	08/21/2018	2018	\$3,344.84
05125956	Original	10/16/2019	2019	\$3,476.44

Filing Information



Please note that this form **CANNOT** be submitted in place of your Annual Report.

Name **Wyoming Whiskey, Inc.**

Filing ID **2006-000522598**

Type	Profit Corporation	Status	Active
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Principal Address 1 Changed From: 172 Center St To: 100 South Nelson

Principal City Changed From: Jackson To: Kirby

Principal Postal Code Changed From: 83001 To: 82430

05831374	Original	08/13/2020	2020	\$3,443.53
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06597713	Original	08/24/2021	2021	\$3,403.92
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Amendment History

ID	Description	Date
2019-002621126	Change of Agent	09/06/2019
	Registered Agent # Changed From: 0096328 To: 0162225	
	Registered Agent Organization Name Changed From: No Value To: C T Corporation System	
	Registered Agent First Name Changed From: David To: No Value	
	Registered Agent Middle Name Changed From: F To: No Value	
	Registered Agent Last Name Changed From: DeFazio To: No Value	
	Registered Agent Physical Address 1 Changed From: 172 Center St To: 1908 Thomes Ave	
	Registered Agent Physical Address 2 Changed From: PO Box 4877 To: No Value	
	Registered Agent Physical City Changed From: Jackson To: Cheyenne	
	Registered Agent Physical County Changed From: Teton To: Laramie	
	Registered Agent Physical Postal Code Changed From: 83001 To: 82001	
2019-002615124	Delinquency Notice - Tax	09/02/2019
2018-002368879	Restated Articles	09/07/2018
2018-002368842	RA Address Change	09/07/2018
	Principal Address 1 Changed From: 1200 Spring Gulch Rd To: 172 Center St	
2017-002124934	Delinquency Notice - Tax	09/02/2017
2013-001533077	Delinquency Notice - Tax	09/02/2013
2010-000888339	Delinquency Notice - Tax	09/02/2010
2009-000793530	RA Address Change	10/27/2009
	Registered Agent Physical Address 1 Changed From: 350 E Broadway To: 172 Center St Ste 203	
	Registered Agent Physical Address 2 Changed From: No Value To: PO Box 4877	
2009-000783044	Delinquency Notice - Tax	09/02/2009
See Filing ID	Initial Filing	09/28/2006

STAFF REPORT



Meeting Date:	Tuesday June 21, 2022	Meeting Title:	Regular Meeting
Submitting Department:	Finance	Presenter:	Kelly Thompson
Agenda Item:	Fee Schedule Hearing	Public Comment:	Yes

Purpose & Policy Considerations.

The Town Council sets fees for the organization either through ordinances or through the proposed annual resolution. The Council must conduct a public hearing at a separate meeting prior to adopting a fee schedule.

Requested Action.

The requested action is for Council to conduct a public hearing on the proposed fee schedule.

Recommendations.

Staff recommends the Town Council consider and discuss the proposed fees, make any changes, and conduct the public hearing for the fee schedule.

Background.

The Town adopted a fee schedule by resolution on March 17, 2021. Per Municipal Code 1.01.120: "Fee schedules are allowed to be changed by resolution subject to public hearing.....such resolution shall be subject to a public hearing at a regular or special meeting of the Town Council prior to the date at which the resolution is considered for passage by the Town Council."

Analysis.

Council and Staff discussed fee schedule adjustments at the May 9, 2022 budget workshop. Council chose to maintain fees at their current levels for FY2023, with no increases. One new fee, Sewer and Water Connection Permit for County Connections, was discussed and approved. This fee is part of Title 13 and will be codified via ordinance at a later date.

Staff subsequently identified two items that need to be addressed on the fee schedule. One is a new item per WY statute and the other is clerical clean-up. The proposed fee schedule makes the following edits:

- Adds a Satellite Manufacturer's Permit fee for \$100 per W.S. 12-2-203(g)(i). This allows the permittee the ability to sell their product at 2 satellite locations separate from their manufacturing site. Estimated revenues are \$1,000 from satellite manufacturer permit fees.
- Resolution #21-10 "A RESOLUTION ESTABLISHING A GROUND TRANSPORTATION FARE MAP" was approved by Council on April 19, 2021. This fee schedule updates taxi fare language.

Staff will present the fee schedule resolution for adoption on the July 5, 2022 Council meeting subject to any direction provided at this meeting for further edits.

Alternatives (Optional).

Consider adjusting all fees or a portion of fees for the CPI since March 17, 2021.

Direct staff to propose new fees to be added to the fee schedule resolution for consideration at the July 5, 2022 Town Council meeting.

Comprehensive Plan & Priority Alignment.

- Section 8. Quality Community Service Provision: Timely, efficiently and safely deliver quality services and facilities in a fiscally responsible and coordinated manner.

In order to continue to provide and maintain quality community services, fee schedules need attention on an annual basis in order to offset the cost of providing some of those services. There are certainly services provided by the Town that do not have offsetting fees.

Fiscal Impact.

The fiscal impact of the Council adopting the fees as proposed is approximately \$1,000 and includes the potential income from satellite manufacturing permits. There will also be an increase the cost to advertise the minutes from the July 5, 2022 meeting where the resolution is included in its entirety in the minutes. Should the fee schedule resolution be adopted on July 5, 2022, the new satellite manufacturing permit fee will take effect on July 6, 2022.

Staff Impact.

The staff impact of updated fees is negligible this year as there are no increases in fees from the 2021 rates other than the addition of the satellite manufacturing permit fee. There will also be minimal staff impact related to printing, signature, and inclusion in the permanent record books of the Town of Jackson and online.

Attachments or Links.

Draft Resolution #22-15

Appendix A: Draft Fee Schedule

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

I direct staff to bring back the fee schedule resolution as proposed for adoption at the July 5, 2022 Town Council meeting.

RESOLUTION 22-15

**A RESOLUTION SETTING FEES, COSTS, AND CHARGES (A FEE SCHEDULE)
EFFECTIVE JULY 6, 2022**

WHEREAS, the Town Council acknowledges there are fees and costs identified in the Town of Jackson Municipal Code; and

WHEREAS, the Town Council acknowledges that in order to continue to maintain quality community services, fee amounts need to be reviewed on an ongoing basis and adjusted from time to time to offset the cost of providing those services; and

WHEREAS, the Town Council plans to expand community engagement during the annual budget process to include fee updates; and

WHEREAS, on March 15, 2021, the Town Council approved Ordinance 1280 which amended and reenacted sections of the Jackson Municipal Code allowing fees that may be set by resolution, to be set by resolution, and removes those fees from the Jackson Municipal Code; and

WHEREAS, The Town Council, by adoption of this resolution establishes the **Town of Jackson Fee Schedule**, attached hereto as **Appendix A**; and

WHEREAS, this Fee Schedule is not applicable to governmental entities doing business with the Town of Jackson, nor is it applicable for interdepartmental transactions; and

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, having duly met on July 5, 2022, at a Regular Town Council Meeting, which was properly noticed and open to the public, and having fully considered the matter at hand, that the fee schedule is hereby amended as follows:

The Jackson Town Council adopts this Resolution #22-15, establishing a Town of Jackson Fee Schedule, attached hereto as Appendix A.

PASSED, APPROVED, AND ADOPTED this 5th day of July 2022.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Riley Taylor, Town Clerk

RESOLUTION 22-15, APPENDIX A
FEE SCHEDULE, EFFECTIVE 7/6/2022

This Schedule excludes Water, Sewer, and Capacity Fees found in Title 13

Business License		\$ Current Fee
5.16.010	Sales Tax Collecting	
	less than 10 employees	118.00
	11-49 employees	237.00
	50-99 employees	355.00
	100 employees, or more	592.00
5.16.020	Non-Sales Tax Collecting	
	less than 10 employees	154.00
	11-49 employees	343.00
	50-99 employees	462.00
	100 employees, or more	770.00
5.16.025	Independent Contractors and Agents	118.00
5.16.027	Commercial	120.00
5.16.027	Residential Rentals	120.00
5.06.130	Solicitation - Commercial	120.00
5.06.150	Solicitation - Highway or Street	120.00
5.60.040 C	Short Term Rental	107.00
5.20.010	Installation Permit	30.00
5.32.040	Pawnbroker	31.00
5.20.020	Exposition Licenses	
	< 5 vendors; for-profit expositions	123.00
	> 5 vendors; for-profit expositions	247.00
	< 5 vendors; non-profit expositions	62.00
	> 5 vendors; non-profit expositions	123.00
5.21.060	Transient Merchant	
	per day fee	238.00
	per day fee if a business license holder	44.00
	per day if a non-profit	-
5.12.080 A	Application Fee, Non-Refundable Portion	
	processing fee for denied license	44.00
5.12.080 B	Renewal Late Fee	
	\$25 per month on January 30th not to exceed \$100	30.00
5.12.130	Change of Location Fee	
	notice given on new application	44.00
Ground Transportation		\$ Current Fee
5.50.040 B	Transportation License	
	< 10 employees	118.00
	> 10 employee	237.00
5.50.050 B	Vehicle License Permit	
	>30 mpg	45.00
	< 30 mpg	68.00
5.50.060 B	Operator License Permit	
	new	113.00
	renewal	57.00

5.50.085	Taxi Fares	
	see Resolution #21-10 "A RESOLUTION ESTABLISHING A GROUND TRANSPORTATION FARE MAP"	
	https://www.jacksonwy.gov/575/Taxi-Fee-Information	
5.50.040 G	Taxi Fares: In-Town	
	maximum fare; 1-4 passengers	13.00
	per passenger above 4	3.00
	Taxi Fares: Teton Village	
	maximum fare; 1-4 passengers	39.00
	per passenger above 4	6.00

Effective 4-19-2021, a Ground Transportation Fare Map system replaced these taxi fares.

Gaming License		\$ Current Fee
5.48.050	Bingo and pull-tab	310.00
5.48.210	Change of location	12.00

Miscellaneous		\$ Current Fee
Public Records		
	Copy	
	electronic document, <i>per document</i>	10.00
	black and white paper	0.25 /page
	color paper	0.50 /page
	Plotted Map	
	size 11x17, each	14.00
	size 24x36, each	36.00
	size 36x54, each	50.00
	Photograph	14.00
	Police Report	14.00
	LDRs and Comprehensive Plan	58.00
	Research / Compilation Services	15.50
	External electronic media (disk, usb drive, etc)	14.00
	Postage / shipping	actual cost
	Other special circumstances	actual cost
	Vehicle Inspection	10.00

Jackson Hole Airport		\$ Current Fee
2.36.120	Passenger Boarding Fee	
	Per passenger enplaning commerical aircraft, not to exceed	6.00

Liquor License		\$ Current Fee
6.20.006 C	Annual Liquor License	
	Bar and Grill	1,514.00
	Limited Retail (Club)	505.00
	Microbrewery	500.00
	Resort	3,000.00
	Restaurant	1,514.00
	Retail	1,500.00
	Satellite Manufacturer	100.00
	Satellite Winery	100.00
	Winery	500.00
6.20.006 D	Temporary, 24-Hour Permits	
	Catering	20.00
	Malt Beverage	50.00
	Manufacturer's Off-Premises	50.00

Animal Shelter Impounding, Board, Adoption		\$ Current Fee
7.02.040 B	Capture of Animals, Impoundment	
	First	31.00
	Same animal, second within one year	43.00
	Same animal, third within one year	61.00
	Same animal fourth and more within one year	122.00
	Impoundment, Boarding	
	First 24-hours included in impoundment fee	-
	per animal for each 24-hours	18.00
7.02.050	Adoption	
Res 09-04	Dog, impounded for 7+ days	110.00
Res 09-04	Cat, impounded for 7+ days	95.00

Animal Control, Dog and Cat License		\$ Current Fee
7.12.020	Dog, annual fee	60.00
	Cat, annual fee	60.00
	Owner Surrender	35.00
	Rabies voucher	25.00
	Teton County License	25.00
	Altered	10.00
	Unaltered	25.00

Health and Safety, Alarms		\$ Current Fee
8.32.090	Police response to a false alarm	195.00

Waste Reduction Fee (Plastic Bag)		\$ Current Fee
8.36.020 J	Consumer Waste Reduction Fee, paper or plastic bag	0.20
8.36.050 A	Store retains	0.10
8.36.050 B	Remit to Town of Jackson	0.10
8.36.070 D	Late remittance to Town of Jackson	10.00
8.36.070	Audit and Violations	
8.36.070 C	First conviction	52.00
8.36.070 C	Second conviction	103.00
8.36.070 C	Third Conviction goes to Municipal Court	-

Encroachment Permit		\$ Current Fee
12.08.060	Encroachment Activity:	
	Utility Excavation in public street	337.00
	Utility Excavation in public alley	169.00
	Utility Excavation in public easement	169.00
	Driveway cuts/curb cuts installation/replacement	169.00
	Curb and gutter installation	169.00
	Sidewalk installation	169.00
	Construction-related, occupy street travel lane	337.00
	Construction-related, occupy public alley	169.00
	Construction-related, occupy time-restricted parking space - per space	84.00
	House moving, per Town staff assistance	42.00
	Other, as deemed appropriate by Public Works Director	

Special Event Permit		\$ Current Fee
12.28.050 F	Applicants:	
	Non-Profit	27.00
	For-Profit, including commerical film/photo	165.00
	Expressive Activity	-

Planning Permit		\$ Current Fee
Fee Waiver		
The Town Council may reduce, defer, or waive application fees upon request if the proposed project advances significant community goals, which include but are not limited to, the following:		
1. A project that is sponsored by a governmental entity, or a project that received		
2. A project that provides extraordinary charitable, civic, educational, or similar		
Such requests shall be submitted, for action by the Town Council, to the Planning Director within 30 days of receipt and prior to the submittal of an application. All requests shall be made prior to initiating a project as set forth in LDR Division 5100.		
Fees are non-refundable once processing has commenced unless staff has determined that the permit is unnecessary.		
General Pre-Application Conference (per Pre-App meeting)		
Sketch Plan, Special Use, Planned Unit Development		721.00
Conditional Use, Development Plan, Map Amendment		361.00
Development Option Plan		361.00
Grading & Erosion Control		180.00
Optional/Elective Conference with:		
Staff		180.00
Planning Commission or Town Council		original fee
Design Review Committee		240.00
Physical Development		
Sketch Plan, Development Plan		3,005.00
Sign Permit		
Per Sign		90.00
Master Signage Plan		361.00
Basic Use Permit		601.00
Conditional Use Permit		
Use Permit only		3,005.00
Concurrent with application requiring public hearing		601.00
Special Use Permit		3,005.00
Development Option or Subdivision		
Development Option Plan		601.00
Subdivision Plat, <i>plus technical review fee</i>		1,202.00
Exempt Land Division		no charge
Boundary Adjustment		
Plat Required, <i>plus technical review fee</i>		1,202.00
Without Plat, <i>plus technical review fee</i>		541.00
Interpretations		
Formal Interpretation		601.00
Zoning Compliance Verification		601.00
Amendments		
LDR Text		1,803.00
Zoning Map		1,803.00
Planned Unit Development		1,803.00
Relief		
Administrative Adjustment		601.00
Variance		601.00
Appeal of Administrative Decision		601.00
Beneficial Use Determination		1,202.00

Enforcement	
After-the-Fact Permit	initial fee x 2
Amendments of Permits or Approvals	
Re-Submittal while in review process	half initial fee
To approved plans and permits, <i>fee for permit review required by net change in density/intensity</i>	calculation
To condition requiring Council approval	601.00
Miscellaneous	
Administrative decision elevated to public hearing	601.00
Planner of Day, miscellaneous services, research, <i>per hour</i>	60.00

Building Permit (IBC)		\$ Current Fee
15.04.020 7	Deposit on Building Permit	
	Non-refundable, applied to full BP fee	500.00
15.04.090	New Buildings and Additions	
	Single Family Residence	1.50/sf
	Commercial, Office, Multi-family and similar	1.00/sf
	Warehouse, storage and similar	1.00/sf
15.04.090	Remodels and Alterations	
	<u>Total Valuation</u>	<u>Fee Calculation</u>
	\$1 to 17,000	\$256.00
	\$17,001 to 40,000	\$256 for the first \$17,000 plus \$11 for each additional \$1000 or fraction thereof, to and including \$40,000
	\$40,001 to 100,000	\$487 for the first \$40,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000
	\$100,001 to 500,000	\$1,027 for the first \$100,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$500,000
	\$500,001 to \$1million	\$3,827 for the first \$50,000 plus \$5 for each additional \$1,000 or fraction thereof, to and including \$100,000
	\$1,000,001 to \$5million	\$6,327 for the first \$100,000 plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000
	\$5million +	\$18,327 for the first \$500,000 plus \$1 for each additional \$1,000 or fraction thereof
15.04.090	Other Inspections	
	Plan review assessed @ 65% of building permit fee outside normal business hours	100.00/hr
	Re-inspection under Section 305(g)	75.00/hr
	No fee specifically indicated	75.00/hr
	Review of revisions made to Approved Plan	100.00/hr

Mechanical Permit (IMC)		\$ Proposed Fee
15.12.030	Mechanical / Fuel Gas Permit	
	For the issuance of each permit	50.00
	For issuing each supplemental permit	20.00
	Install or relocate gravity/forced air furnace to 100,000 btu/h	25.00
	Install or relocate gravity/forced air furnace over 100,000 btu/h	30.00
	Install or relocate each floor furnace, including vent	22.00
	Install or relocate suspended, recessed or floor mounted heater	22.00
	Install, relocate or replace appliance vent	15.00
	Repair or alter any heating, cooling, absorption or evaporative system	20.00
	Install or relocate boiler or compressor to 3 hp	22.00
	Install or relocate absorption system to 100,000 btu/h	22.00
	Install or relocate boiler or compressor 3-15 hp	40.00
	Install or relocate absorption system 100,000-500,000 btu/h	40.00
	Install or relocate boiler or compressor 15-30 hp	55.00
	Install or relocate absorption system 500,000-1,000,000 btu/h	55.00
	Install or relocate boiler or compressor 30-50 hp	85.00
	Install or relocate absorption system 1,000,000-1,750,000 btu/h	85.00

Install or relocate boiler or compressor over 50 hp	150.00
Install or relocate absorption system over 1,750,000 btu/h	150.00
Each air-handling unit up to 10,000 cfm and attached ducts	20.00
Each air-handling unit over 10,000 cfm	30.00
Each evaporative cooler other than portable type	20.00
Each ventilation fan attached to a single duct	15.00
Each ventilation system not part of heating or air conditioning system	20.00
Installation of hood system serving any mechanical exhaust, including ducts	20.00
Install or relocate domestic type incinerator	30.00
Install or relocate commercial or industrial incinerator	115.00
Install, relocate or alter any unclassified equipment	20.00
Install Hydronic Heating- up to 1000 sq. ft	22.00
Install Hydronic Heating- 1001 sq. ft. - 2500 sq. ft	35.00
Install Hydronic Heating- 2501 sq. ft. - 5000 sq. ft	50.00
Install Hydronic Heating- 5001 sq. ft. and over	75.00
Gas-piping Systems to 5 outlets	15.00
For each additional Gas-piping System outlet, per outlet	5.00

15.12.030

Inspections

Inspections outside normal business hours	100/hr min
Re-inspection fee	75/hr min
For which no fee is specifically indicated	75/hr min
Additional plan review required by changes, additions, or revisions to approved plans (minimum charge 1 hour)	100/hr min

Electrical Code

\$ Current Fee

15.20.010 3

Valuation of Electrical Work

1.00 to 500	36.00
500.01 to 600	41.00
600.01 to 700	46.00
700.01 to 800	50.00
800.01 to 900	55.00
900.01 to 1,000	60.00
1,000.01 to 1,100	64.00
1,100.01 to 1,200	69.00
1,200.01 to 1,300	74.00
1,300.01 to 1,400	79.00
1,400.01 to 1,500	83.00
1,500.01 to 1,600	88.00
1,600.01 to 1,700	93.00
1,700.01 to 1,800	97.00
1,800.01 to 1,900	102.00
1,900.01 to 2,000	107.00
2,000.01 to 3,000	121.00
3,000.01 to 4,000	140.00
4,000.01 to 5,000	158.00
5,000.01 to 6,000	177.00
6,000.01 to 7,000	196.00
7,000.01 to 8,000	215.00
8,000.01 to 9,000	234.00
9,000.01 to 10,000	253.00
10,000.01 to 11,000	271.00
11,000.01 to 12,000	290.00
12,000.01 to 13,000	309.00
13,000.01 to 14,000	328.00
14,000.00 to 15,000	347.00
15,000.01 to 16,000	366.00
16,000.01 to 17,000	403.00
17,000.01 to 18,000	422.00
18,000.01 to 19,000	441.00
19,000.01 to 20,000	460.00
20,000.01 to 21,000	479.00
21,000.01 to 22,000	497.00

22,000.01 to 23,000	516.00
23,000.01 to 24,000	535.00
24,000.01 to 25,000	555.00
25,000.01 to 50,000 = \$416.96 for the first \$25,000.00, plus \$10.62 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	555.00 plus \$11.00
50,000.01 to 100,000 = \$682.33 for the first \$50,000.00, plus \$7.10 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00	908.00 plus \$10.00
100,000.01 and Up = \$1,037.08 for the \$100,000.00 plus \$5.89 for each additional \$1,000.00 or fraction thereof	1,379.00 plus \$8.00
Connect all temporary services	33.00

Plumbing Permits	\$ Current Fee
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15.24.030	Plumbing and Fuel Gas Permits	
	For issuing each permit	50.00
	For each plumbing fixture on one trap or set of fixtures on one trap (including water, drainage piping and backflow protection)	15.00
	For each building sewer and trailer park sewer	25.00
	Rainwater systems – per drain (inside building)	15.00
	For each water heater and/or vent	15.00
	For each gas-piping system of one to five outlets	15.00
	For each additional gas-piping system outlet, per outlet	5.00
	For each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen type grease interceptors functioning as fixture traps	15.00
	For each installation, alteration or repair of water piping and/or water treating equipment, each fixture	15.00
	For each repair or alteration of drainage or vent piping, each fixture	15.00
	For each lawn sprinkler system on any one meter including backflow protection devices	15.00
	For atmospheric-type vacuum breakers not included in Item #10:	
	1 to 5 each	15.00
	over 5 each	5.00
	For each backflow protective device, other than atmospheric-type vacuum breakers:	
	2 inch diameter and smaller	15.00
	over 2 inches in diameter	25.00
	Install Hydronic Heating- up to 1000 sq. ft	22.00
	Install Hydronic Heating- 1001 sq. ft. - 2500 sq. ft	35.00
	Install Hydronic Heating- 2501 sq. ft. - 5000 sq. ft	50.00
	Install Hydronic Heating- 5001 sq. ft. and over	75.00
	For each Fire Sprinkler System	15.00
	Inspections	
	Inspections outside normal business hours	100/hr min
	Re-inspection fee	75/hr min
	Inspections for which no fee is specifically indicated	75/hr min
	Additional plan review required by changes, additions, or revisions to approved plans (minimum charge 1 hour)	100/hr min

Contractor Licensing	\$ Current Fee
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15.36.040 i	Classification:	
	General Contractor (Class A)	400.00
	Building Contractor (Class B)	400.00
	Building Contractor Restricted (Class Br)	400.00
	Residential Contractor (Class C)	400.00
	Electrical Contractor	400.00
	Low Voltage Electrical Contractor	400.00
	Plumbing Contractor	400.00

	HVAC Contractor	400.00
	Woodstove/Gas Stove Installer	400.00
	Gas Service Contractor	400.00
	Lawn Sprinkler Installer	400.00
	Water Conditioning Installer	400.00
	Refrigerator Contractor	400.00
	Fire Sprinkler Contractor	400.00
15.36.050 G	Certificates of Qualification	
	Initial Certificate	150.00
	Renewal of Certificate	75.00

Cemetery		\$ Current Fee
Res 05-28	Fees:	
	Internment - Open/Close Full	463.00
	Internment - Open/Close Cremation	66.00
	Weekend / Holiday Charge	132.00
	Deed Filing Fee	26.00
	Winter Charge (Dec 1 - April 30)	132.00
	Plot Purchase - Full	397.00
	Plot Purchase - Cremation/Infant	132.00
	Disinterment - Open/Close Full	596.00
	Disinterment - Open/Close Cremation	132.00

STAFF REPORT



Meeting Date:	Tuesday June 21, 2022	Meeting Title:	Regular Meeting
Submitting Department:	Finance	Presenter:	Kelly Thompson, Finance Director
Agenda Item:	Fiscal Year 2022 Budget - Amendment #4	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Town Council to approve a resolution adopting amendments to the Town of Jackson's fiscal year 2022 budget.

Requested Action.

Staff requests that the Mayor & Council approve the attached resolution.

Recommendations.

Staff recommends that the Mayor & Council approve the attached resolution.

Background.

The annual adoption of the fiscal year budget, and subsequent amendments, are critical to the Town's ability to accomplish its purpose and mission. The budget is a vehicle for the Council to address Common Values and give staff resources to provide core services.

Analysis.

The attached resolution proposes modifications to the Town's current FY 2022 budget. The resolution represents the 2022 amended budget divided into budget divisions (Mayor & Council, Municipal Judge, Town Attorney, etc.). Significant items include budget amendment of \$385,000 for fuel cost increases, \$39,500 in vehicle and equipment repairs, \$218,000 for Salt Lake Express transit contract, \$90,903 for Transit Director and Operations Manager transition, \$165,930 for START overtime during Winter and Late-Night Service due to driver shortage, \$15,000 in motels for short-term winter housing, and \$40,000 for emergency repairs to Snow King Sports & Event Center dry fire system.

Possible Alternatives.

None

Comprehensive Plan & Priority Alignment.

Common Value #3 - Quality of Life, Section 8. Quality Community Service Provision

- Principle 8.1- Maintain current, coordinated service delivery
 - Policy 8.1.e: Budget for service delivery
- Principle 8.2- Coordinate the provision of infrastructure and facilities needed for service delivery
 - Policy 8.1.S.1: Use budgeting to affirm desired service levels from government service providers that address all policies of Principle 8.1.

Fiscal Impact.

The proposed budget adjustments in the attached resolution include only the updates where current division estimates vary significantly from current budget. The proposed budget adjustments do not address small and relatively immaterial variances between expectations and budget.

Staff Impact.

Town Manager and Directors spend about 20 hours a month reviewing budget. About 10 hours is spent drafting quarterly budget amendments, Adoption of the resolution will require printing, signatures, and permanent record storage and archiving and will be approximately 1 hour of work by the Town Clerk.

Attachments or Links.

Resolution 22-13 adopting amendments to the Fiscal Year 2022 Budget.

Exhibit A – Schedule of Increases/Decreases.

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

I move to approve Resolution 22-13 adopting amendments to the fiscal year 2022 budget.

RESOLUTION 22-13

A RESOLUTION ADOPTING AMENDMENTS TO THE FISCAL YEAR 2022 BUDGET OF THE TOWN OF JACKSON.

WHEREAS, pursuant to Wyoming Statutes, the governing body of the Town of Jackson is empowered to control the finances of the Town including adopting and amending the annual budget; and

WHEREAS, the specific statutory requirements for budgeting procedures are stipulated in the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 16-4-124); and

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Jackson that the fiscal year 2022 budget is hereby amended as follows:

EXPENDITURES AND OTHER USES	Approved Budget	Increase (Decrease)	Amended Budget
Mayor & Town Council	395,091	-	395,091
Town Attorney	556,389	-	556,389
Municipal Judge	283,814	5,000	288,814
Administration	404,974	-	404,974
Town Clerk & Personnel	793,968	22,764	816,732
Finance	654,402	1,500	655,902
Community Development	664,365	7,586	671,951
Information Technology	863,612	100	863,712
Planning	927,933	4,552	932,485
Town-Wide Services	378,549	(5,888)	372,661
Town Facilities	739,306	51,000	739,306
Police - Administration	663,549	500	664,049
Police - Investigations	665,132	-	665,132
Police - Patrol	3,603,677	6,500	3,610,177
Police - Community Service	590,970	1,500	592,470
Police - Special Operations	25,176	-	25,176
Victim Services	348,470	-	348,470
Animal Shelter/Control	293,073	35,300	328,373
Building Inspections	449,750	2,100	451,850
Public Works Administration	350,536	2,276	352,812
Streets	1,852,771	26,600	1,879,371
Engineering	632,502	1,500	634,002
Yard Operations	49,709	-	49,709
Cemetery	26,646	-	26,646
Social Services	1,114,659	-	1,114,659
Community Initiatives	293,300	14,000	307,300
County-Budgeted Joint Programs	3,994,338	7,350	4,001,688
Transfers Out	8,425,686	-	8,425,686
Total General Fund	30,042,347	184,240	30,226,587
Affordable Housing	1,655,444	-	1,655,444
Total Affordable Housing Fund	1,655,444	-	1,655,444
Parking Exactions Fund	26,600	3,220	29,820
Total Parking Exactions Fund	26,600	3,220	29,820
Parks Exactions	30,000	-	30,000
Total Park Exactions	30,000	-	30,000
Employee Housing Fund	580,583	23,000	603,583
Total Employee Housing Fund	580,583	23,000	603,583
Animal Care Fund	20,000	35,000	55,000
Transfers Out	35,000	-	35,000
Total Animal Care Fund	55,000	35,000	90,000
Lodging Tax Fund	356,056	-	356,056
Transfers Out	1,139,738	7,650	1,147,388
Total Lodging Tax Fund	1,495,794	7,650	1,503,444
START Administration	1,667,369	71,362	1,738,731
START Operations	5,513,813	(119,490)	5,394,323
START Capital	6,068,567	-	6,068,567
START Transfers	107,188	-	107,188
Total START Fund Expenditures	13,356,937	(48,128)	13,308,809
Capital Outlay	7,232,437	-	7,232,437
Transfers Out	40,000	-	40,000
Total Capital Projects Fund	7,272,437	-	7,272,437

EXPENDITURES AND OTHER USES	Approved Budget	Increase (Decrease)	Amended Budget
Capital Outlay	70,585	-	70,585
Total 2006 SPET	70,585	-	70,585
Capital Outlay	-	-	-
Total 2010 SPET	-	-	-
Capital Outlay	221,416	-	221,416
Total 2014 SPET	221,416	-	221,416
Capital Outlay	20,000	-	20,000
Total 2016 SPET	20,000	-	20,000
Capital Outlay	704,194	-	704,194
Total 2017 SPET	704,194	-	704,194
Capital Outlay	6,266,634	-	6,266,634
Total 2019 SPET	6,266,634	-	6,266,634
Water Maintenance & Operation	952,347	-	952,347
Water Wells	254,374	8,300	262,674
Water Billing & Accounting	253,524	2,375	255,899
Water Capital Outlay & Improvements	1,454,393	-	1,454,393
Water Debt Service	66,970	-	66,970
Water Transfers Out	647,829	-	647,829
Sewage Plant Operations	1,093,084	500	1,093,584
Sewage Maint. & Operations	410,364	12,800	423,164
Sewage Billing & Accounting	254,045	2,625	256,670
Sewage Capital Outlay & Improvements	1,789,342	-	1,789,342
Sewage Transfers Out	647,829	-	647,829
Total Enterprise Funds	7,824,101	26,600	7,850,701
Employee Insurance	2,850,726	-	2,850,726
Total Insurance Fund	2,850,726	-	2,850,726
Fleet Expenditures	2,111,828	265,750	2,377,578
Total Fleet Management Fund	2,111,828	265,750	2,377,578
Central Equipment Expenses	549,500	-	549,500
Total Central Equipment Fund	549,500	-	549,500
IT Services	1,555,286	-	1,555,286
Total IT Service Fund	1,555,286	-	1,555,286
REVENUES AND OTHER SOURCES	Approved Budget	Increase (Decrease)	Amended Budget
Taxes	9,321,898	-	9,321,898
Licenses & Permits	1,279,143	-	1,279,143
Intergovernmental Revenue	12,440,525	-	12,440,525
Charges for Services	660,549	-	660,549
Fines & Forfeitures	350,000	-	350,000
Miscellaneous Revenue	370,463	-	370,463
Transfers In	1,515,945	35,000	1,550,945
Total General Fund	25,938,523	35,000	25,973,523
Licenses & Permits	250,000	-	250,000
Miscellaneous Revenue	12,400	-	12,400
Transfers In	1,530,444	-	1,530,444
Total Affordable Housing Fund	1,792,844	-	1,792,844
Licenses & Permits	101,000	-	101,000
Miscellaneous Revenue	14,500	-	14,500
Transfers In	250,000	-	250,000
Total Parking Exactions	365,500	-	365,500
Licenses & Permits	40,000	-	40,000
Miscellaneous Revenue	1,300	-	1,300
Total Park Exactions	41,300	-	41,300
Miscellaneous Revenue	543,060	15,000	558,060
Transfers In	500,000	-	500,000
Total Employee Housing Fund	1,043,060	15,000	1,058,060

REVENUES AND OTHER SOURCES	Approved Budget	Increase (Decrease)	Amended Budget
Miscellaneous Revenue	60,200	-	60,200
Total Animal Care Fund	60,200	-	60,200
Taxes	918,085	-	918,085
Miscellaneous Revenue	3,600	-	3,600
Total Lodging Tax Fund	921,685		921,685
Intergovernmental Revenue	9,487,670	9,350	9,497,020
Charges for Services	1,134,293	-	1,134,293
Miscellaneous Revenue	13,000	-	13,000
Transfers In	1,759,738	7,650	1,767,388
Total START Fund Revenues	12,394,701	17,000	12,411,701
Intergovernmental	667,434	-	667,434
Miscellaneous Revenue	161,341	-	161,341
Transfers In	5,450,242	-	5,450,242
Total Capital Projects Fund	6,279,017	-	6,279,017
Miscellaneous Revenue	2,200	-	2,200
Total 2006 SPET	2,200		2,200
Miscellaneous Revenue	1,400	-	1,400
Total 2010 SPET	1,400		1,400
Miscellaneous	15,100	-	15,100
Total 2014 SPET	15,100		15,100
Miscellaneous	3,300	-	3,300
Total 2016 SPET	3,300	-	3,300
Miscellaneous	4,100	-	4,100
Total 2017 SPET	4,100	-	4,100
Taxes	6,147,490	-	6,147,490
Miscellaneous	48,128	-	48,128
Total 2019 SPET	6,195,618	-	6,195,618
Water Intergovernmental	-	-	-
Water Charges for Services	2,839,893	-	2,839,893
Water Miscellaneous	79,720	-	79,720
Water Transfers In	20,000	-	20,000
Sewage Intergovernmental	50,000	-	50,000
Sewage Charges for Services	2,774,425	-	2,774,425
Sewage Miscellaneous	54,200	-	54,200
Sewage Transfers In	20,000	-	20,000
Total Enterprise Funds	5,838,238	-	5,838,238
Charges for Services	2,718,099	-	2,718,099
Miscellaneous Revenue	10,600	-	10,600
Total Employee Insurance Fund	2,728,699	-	2,728,699
Charges for Services	1,911,318	-	1,911,318
Miscellaneous Revenue	600	-	600
Transfers In	75,000	-	75,000
Total Fleet Management Fund	1,986,918	-	1,986,918
Charges for Services	582,300	-	582,300
Miscellaneous Revenue	3,900	-	3,900
Total Central Equipment Fund	586,200	-	586,200
Charges for Services	1,317,446	-	1,317,446
Miscellaneous Revenue	1,000	-	1,000
Total IT Service Fund	1,318,446	-	1,318,446

CHANGE OF FUND BALANCE	Approved Budget	Increase (Decrease)	Amended Budget
General Fund	(4,103,824)	(149,240)	(4,253,064)
Affordable Housing	137,400	-	137,400
Parking Exactions Fund	338,900	(3,220)	335,680
Park Exactions Fund	11,300	-	11,300
Employee Housing Fund	462,477	(8,000)	454,477
Animal Care Fund	5,200	(35,000)	(29,800)
Lodging Tax Fund	(574,109)	(7,650)	(581,759)
Start Fund	(962,236)	65,128	(897,108)
Capital Projects	(993,420)	-	(993,420)
2006 SPET	(68,385)	-	(68,385)
2010 SPET	1,400	-	1,400
2014 SPET	(206,316)	-	(206,316)
2016 SPET	(16,700)	-	(16,700)
2017 SPET	(700,094)	-	(700,094)
2019 SPET	(71,016)	-	(71,016)
Enterprise Funds	(1,985,863)	(26,600)	(2,012,463)
Employee Insurance Fund	(122,027)	-	(122,027)
Fleet Management Fund	(124,910)	(265,750)	(390,660)
Central Equipment Fund	36,700	-	36,700
IT Services Fund	(236,840)	-	(236,840)

PASSED, APPROVED, & ADOPTED this 21st day of June , 2022

Town of Jackson

By: _____
Hailey Morton Levinson
Mayor

ATTEST:

By: _____
Riley Taylor
Town Clerk

Exhibit A -Schedule of Increases\Decreases**General Fund Expenditures and Other Uses****Municipal Judge**

Professional Services	3,000	Translation Services
Public Defender	2,000	Exceeded budget

Town Clerk & Personnel

Salaries & Benefits	12,764	Deputy Town Clerk
Employee Recruitment	10,000	Exceeded budget

Finance

Credit Card Fees	1,500	Exceeded budget
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Community Development

Salaries & Benefits	7,586	Reclass Internship Expense to Departments
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Information Technology

Petroleum Products	100	Town-wide petroleum increase
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Planning

Salaries & Benefits	4,552	Reclass Internship Expense to Departments
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Town Facilities

Utilities - 155 Pearl St	2,500	Exceeded budget
Professional Services-155 Pear	4,000	Exceeded budget
Professional Services-Home Ran	2,000	Exceeded budget
Trash Collection-Home Ranch Re	2,500	Exceeded budget
Sports & Events Center	40,000	Snow King Dry Fire System

Police - Administration

Petroleum Products	500	Town-wide petroleum increase
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Police - Patrol

Petroleum Products	6,500	Town-wide petroleum increase
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Police - Community Service Officer

Petroleum Products	1,500	Town-wide petroleum increase
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Fire/EMS (County)

Sp Fire Operations - Fund 11	7,350	Special Fire Fund 11 exceeded budget
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Animal Shelter/Control

Salaries & Benefits	14,000	Exceeded budget
Medical & Legal Services	11,000	Changed accounting for this function from Animal Care Fund
Operating Supplies	6,000	Changed accounting for this function from Animal Care Fund
Repair & Maint - Buildings	2,000	Changed accounting for this function from Animal Care Fund
Small Tools & Equipment <\$10K	1,000	Changed accounting for this function from Animal Care Fund
Employee Recruitment	1,000	Exceeded budget
Petroleum Products	300	Town-wide petroleum increase

Building Inspections

Credit Card Fees	1,600	Exceeded budget
Petroleum Products	500	Town-wide petroleum increase

Public Works Administration

Salaries & Benefits	2,276	Reclass Internship Expense to Departments
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Streets

Training, Travel, & Meetings	100	Exceeded budget
Petroleum Products	4,500	Town-wide petroleum increase
Repair & Maint - Shop Parts	22,000	Emergency equipment repairs

Engineering

Training, Travel, & Meetings	200	Exceeded budget
Petroleum Products	1,300	Town-wide petroleum increase

Community Initiatives

Trash Collection	12,000	Approved at 5/16/2022 Council meeting
Recycling Services	2,000	Exceeded budget

Town-Wide Services

Internships	(12,138)	Reclass Internship Expense to Departments
Retreat/In-Service	6,250	Exceeded Budget

Total General Fund

184,240

Special Revenue Fund Expenditures and Other Uses**Employee Housing Fund**

R&M - 455 #2 Vine Street	8,000	Carpet and Paint repairs
R&M - Motel Rentals	15,000	Exceeded budget, offsetting revenue

Parking Exactions Fund

Credit Card Fees	3,220	Exceeded budget
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Animal Care Fund

Transfer to General Fund	35,000	Transfer for Animal Shelter amendments
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START Administration

Credit Card Fees	2,250	Exceeded budget
Professional Services	128,525	Transit Director & Operations Manager Transition, net with salaries
Salaries & Benefits	(90,903)	Transit Director & Operations Manager Transition, net with salaries
Training, Travel, & Meetings	4,250	Exceeded budget
Employee Recruitment	10,000	Exceeded budget
Employee Housing Rent	4,241	Exceeded budget
Repair & Maint - Buildings	13,000	Exceeded budget

START Operations

Overtime	165,930	Overtime during Winter and Late Night Service, Driver shortage
TV Shuttle - Salt Lake Express	218,000	Salt Lake Express contract, net with part-time salaries
Salaries & Benefits	(382,920)	Offset for Salt Lake Express and Overtime
Holiday Pay - PTO Buyback	15,000	Exceeded budget
Microtransit - East Jackson	(271,000)	Correct budget amendment #3 to JIM approved amount
Trash Collection	18,500	Exceeded budget
Salaries & Benefits	17,000	Teton Village late night service approved at 5/17/2022 Council meeting
Petroleum Products	100,000	Town-wide petroleum increase

Lodging Tax Fund

Transfer to Start Bus System	7,650	Town match for Teton Village late night service
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Total Special Revenue Funds**20,742****Water Fund Expenditures and Other Uses****Wells**

Petroleum Products	800	Town-wide petroleum increase
Repair & Maint - Shop Parts	2,000	Emergency equipment repairs
Repair & Maint - Shop Labor	5,500	Emergency equipment repairs

Billing & Accounting

Credit Card Fees	1,000	Exceeded budget
Banking Fees	725	Exceeded budget
Petroleum Products	650	Town-wide petroleum increase

Total Water Fund**10,675****Sewage Fund Expenditures and Other Uses****Plant Operations**

Training, Travel, & Meetings	500	Exceeded budget
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Maintenance & Operations

Petroleum Products	2,500	Town-wide petroleum increase
Repair & Maint - Shop Parts	10,000	Emergency equipment repairs
Training, Travel, & Meetings	300	Exceeded budget

Billing & Accounting

Credit Card Fees	1,250	Exceeded budget
Banking Fees	725	Exceeded budget
Petroleum Products	650	Town-wide petroleum increase

Total Sewage Fund**15,925****Internal Service Fund Expenditures and Other Uses****Fleet Management Fund**

Petroleum for Resale	265,000	Town-wide petroleum increase
Petroleum Products	750	Town-wide petroleum increase

Total Internal Service Fund**265,750****Total Expenditures and Other Uses****497,332**

General Fund Revenues and Other Sources

Transfer In - SRF Animal Care	35,000	Transfer for Animal Shelter amendments
Total General Fund	35,000	
Special Revenue Fund		
Employee Housing Fund		
Rent - Motel Rentals	15,000	Offsetting revenue
START Fund		
Transfer In - Town Lodging Tax	7,650	Town match for Teton Village late night service
Teton County Grant - Operation	9,350	County match for Teton Village late night service
Total Special Revenue Fund	32,000	
Total Revenues and Other Sources	67,000	

STAFF REPORT



Meeting Date:	Tuesday June 21, 2022	Meeting Title:	Regular Meeting
Submitting Department:	Finance	Presenter:	Larry Pardee, Kelly Thompson
Agenda Item:	Adoption of Fiscal Year 2023 Budget	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Town Council to hold a public hearing to and adopt the Town of Jackson's fiscal year 2023 budget.

Requested Action.

Staff requests that the Mayor & Council hold a public hearing and approve the attached resolution.

Recommendations.

Staff recommends that the Mayor & Council approve the attached resolution.

Background.

The Mayor and Council are required by statute and sound fiscal management practice to formally adopt an annual budget. A budget hearing must be held not earlier than the second Tuesday in June and not later than the third Tuesday in June. After holding a public hearing, Council must adopt a budget. The budget then becomes the fiscal road map for management through which policies are implemented for the fiscal year beginning on July 1. By formally adopting the budget, the Mayor and Council are provided with a tool for measuring management's financial stewardship.

Analysis.

The message guiding this year's budget is:

"Investing in public services and supporting Jackson's quality of life and community character while providing for a stable future".

The last year was filled with a succession of peaks and valleys as we continued to navigate the pandemic and resulting challenges with supply chains issues, labor shortages, and unprecedented spikes in building materials. We collected record amounts of sales tax, but simultaneously dealt with staffing shortages and rising inflation.

The goals of the recommended budget are to:

1. Fund core municipal and community program services,
2. Direct much needed surplus funds to capital projects affected by historically high construction costs,
3. Complete a thorough assessment of the Town's compensation structures to recruit and retain quality employees, and
4. To continue to support community priorities that help maintain our cohesive, vibrant community.

The proposed FY23 budget is focused on revenues and expenditures in five Community Priority areas including Core Services, the Environment, Health & Human Services, Multimodal Transportation, and Affordable and Employee Housing. This Community Priority Framework presents a direct, transparent guide for Council and the community to understand the budget and quickly identify where the Town invests its resources.

Council should review the proposed Town of Jackson FY23 Budget Book and familiarize yourself with as many specific sections of the budget you are interested in delving into and discussing. Through Council's review process, we want to ensure that the budget reflects Council's priorities and values on behalf of the community for fiscal year 2023.

Further details behind the budget message and details about goals and direction can be found in the Town Manager's letter at the start of the Budget book.

Possible Alternatives.

None

Comprehensive Plan & Priority Alignment.

Common Value #3 - Quality of Life, Section 8. Quality Community Service Provision

- Principle 8.1- Maintain current, coordinated service delivery
 - Policy 8.1.e: Budget for service delivery
- Principle 8.2 - Coordinate the provision of infrastructure and facilities needed for service delivery
 - Policy 8.1.S.1: Use budgeting to affirm desired service levels from government service providers that address all policies of Principle 8.1.

Fiscal Impact.

The adopted budget serves as guide for expenditures in the following fiscal year. The fiscal impact is summarized in the resolution accompanying this staff report.

Staff Impact.

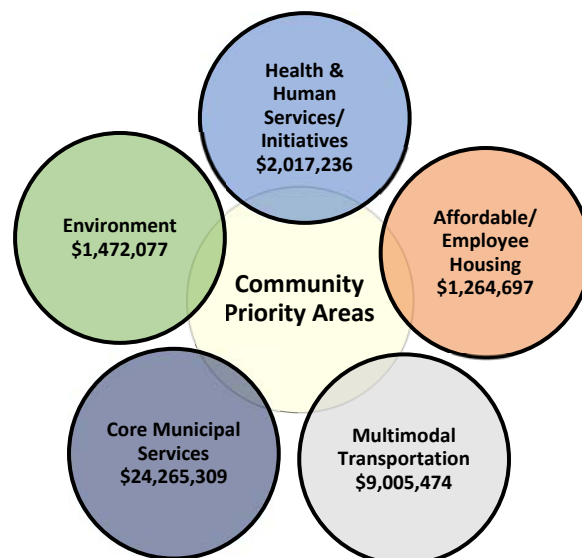
Town Manager, Directors, and staff spend about 800 primary staff and 1500 organization wide hours during the annual budget process.

Attachments or Links.

Resolution 22-14 adopting the Fiscal Year 2023 Budget.

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

I move to approve Resolution 22-14 adopting the Town of Jackson's fiscal year 2023 budget.



RESOLUTION 22-14

A RESOLUTION ADOPTING THE FISCAL YEAR 2023 BUDGET FOR THE TOWN OF JACKSON, WYOMING.

WHEREAS, the Town of Jackson is subject to the provisions of the Uniform Municipal Fiscal Procedures Act as specified by Wyoming Statutes (W.S. 16-4-101 through 16-4-124); and

WHEREAS, pursuant to the Uniform Municipal Fiscal Procedures Act, the governing body for the Town of Jackson is required, by resolution or ordinance, to make the necessary appropriations and adopt a budget, subject to future amendment, for fiscal year 2023.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Jackson, Wyoming, in regular session duly assembled, that the budget for fiscal year ending June 30, 2023 shall be as follows:

TOWN OF JACKSON, WYOMING
ADOPTED BUDGET FOR FISCAL YEAR 2023
ALL FUNDS - FINANCIAL SOURCES AND USES

DESCRIPTION	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	ENTERPRISE FUNDS	INTERNAL SERVICE	TOTAL FUNDS
Beginning Fund Balance	\$19,371,338	\$11,265,791	\$19,076,284	\$12,782,734	\$ 3,612,064	\$ 66,108,211
Revenues:						
Taxes	12,557,825	1,467,711	5,409,642	-	-	19,435,178
Licenses & Permits	1,318,843	301,000	-	-	-	1,619,843
Intergovernmental	15,570,873	16,565,460	1,314,238	-	-	33,450,571
Charges for Services	726,000	2,291,383	-	6,109,725	7,261,227	16,388,335
Fines & Forfeitures	375,000	-	-	-	-	375,000
Miscellaneous Revenue	569,923	788,246	318,672	212,320	64,547	1,953,708
Total Revenues	31,118,464	21,413,800	7,042,552	6,322,045	7,325,774	73,222,635
Transfers In	2,161,275	4,491,764	15,360,207	750,000	-	22,763,246
Total Sources	33,279,739	25,905,564	22,402,759	7,072,045	7,325,774	95,985,881
Expenditures:						
General Government	6,660,950	581,732	6,106,151	-	4,325,450	17,674,283
Public Safety	9,787,874	25,000	2,073,742	-	460,400	12,347,016
Public Works	3,181,264	-	14,657,537	6,254,431	2,633,560	26,726,792
Community Health & Human Services	1,321,307	-	-	-	-	1,321,307
Community Initiatives	423,450	1,435,776	-	-	-	1,859,226
Transit	-	21,893,831	-	-	-	21,893,831
Culture & Recreation	1,027,032	760,000	6,872,379	-	-	8,659,411
Debt Service	-	-	-	66,970	-	66,970
General Unallocated	1,963,422	-	-	-	-	1,963,422
Total Expenditures	24,365,299	24,696,339	29,709,809	6,321,401	7,419,410	92,512,258
Transfers Out	17,091,983	2,475,997	1,288,417	1,721,994	184,855	22,763,246
Total Uses	41,457,282	27,172,336	30,998,226	8,043,395	7,604,265	115,275,504
Ending Fund Balance	\$ 11,193,795	\$ 9,999,020	\$ 10,480,817	\$ 11,811,384	\$ 3,333,572	\$ 46,818,588
Change in Fund Balance	(8,177,543)	(1,266,771)	(8,595,467)	(971,350)	(278,491)	(19,289,623)

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Town Council of the Town of Jackson, the preceding results in the following budgeted appropriations by fund and division for the fiscal year ending June 30, 2023:

General Fund

General Government	
Mayor & Town Council	\$ 413,833
Town Attorney	568,171
Municipal Judge	288,660
Administration	432,374
Town Clerk & Personnel	872,665
Finance	681,740
Community Development	846,267
Information Technology	900,204
Planning	879,323
Town Facilities	777,713
Public Safety	
Police	5,775,215
Fire/EMS (County)	1,884,930
Emergency Management (County)	84,767
Communications Center (County)	805,802
Victim Services	347,714
Animal Shelter/Control	412,956
Building Inspections	476,490
Public Works	
Public Works Administration	367,238
Streets	2,061,017
Town Engineer	676,716
Yard Operations	76,293
Health and Welfare	
Social Services	1,321,307
Community Development	
Community Promotion	423,450
Culture and Recreation	
Parks & Recreation (County)	952,569
Pathways	48,162
Memorial Park (Cemetery)	26,301
Unallocated	
Town-Wide Services & Insurance	1,963,422
Transfers Out	17,091,983
Total	<u><u>\$ 41,457,282</u></u>

Special Revenue Funds

Affordable Housing	
Community Development	\$ 1,431,776
Parking Exactions	
Community Development	4,000
Park Exactions	
Culture & Recreation	210,000
Employee Housing	
General Government	581,732
Transfers Out	83,356
Animal Care	
Public Safety	25,000
Transfers Out	55,000
Lodging Tax	
Culture and Recreation	550,000
Transfers Out	2,221,571
START Bus System	
Administration	1,965,512
Operations	7,122,554
Capital Outlay	12,805,765
Transfers Out	116,070
Total	<u><u>\$ 27,172,336</u></u>

Capital Projects Funds

Capital Projects (5th cent)	
Public Works	
Annual Street Maintenance	\$ 900,000
Boardwalks	90,000
Paint Projects	95,000
Flat Creek and Karns Street Reconstruction (split with sewer funds)	465,000
PW Yard - South Fence Replacement	35,000
Pathways	
TOJ Bicycle Network Improvements	50,000
Pathways Annual Cap. Repairs	27,319
Garaman Flood Mitigation	25,000
Bike Racks	7,000
Pathway Benches	5,000
Town Mobility Overlay	50,000
High School Road Southside PW	15,000
Scott Lane-Maple Way Bike/Ped	35,000
Culture and Recreation	
Parks & Recreation (County)	6,658,060
Public Safety	
Fire/EMS (County)	1,023,220
Patrol Rifles	29,990
Police Department Tasers	17,000
PD Handheld Radios 800 MHz	250,000
Patrol Radios for Vehicles - 800 MHz	250,000
Dispatch (County)	503,532
General Government	
Public Arts Program Projects	45,000
GLS Basement Building	150,000
GLS Stain and Paint Building	37,160
Public Finance Database	150,000
Town Hall Elevator Control Upgrade	15,000
Town Hall Front Entry ADA Auto-open Doors	17,000
Vertical Harvest Repair Roof Internal Gutters	22,771
155 Pearl Painting and Siding Repairs	44,220
Core Services Facility	5,500,000
Door Security Systems	50,000
Climate Action Projects	75,000
Transfers Out	1,288,417
2006 SPET	
North King to Forest Service (Rec Center Roadway)	252,537
2010 SPET	
DC Fast Charging	35,000
2016 SPET	
West Broadway Landslide	20,000
2019 SPET	
Core Maintenance Facility	12,500,000
Thaw Well Design & Install	265,000
Total	<u><u>\$ 30,998,226</u></u>

Enterprise Funds

Water Utility	
Public Works	
Maintenance and operations	\$ 1,203,919
Water wells	313,988
Billing, accounting, & insurance	273,727
Capital outlay	1,087,000
Debt service	66,970
Transfers Out	860,997
Sewage Utility	
Public Works	
Sewage plant operations	1,048,156
Maintenance and operations	452,974
Billing, accounting, & insurance	269,667
Capital outlay	1,605,000
Transfers Out	860,997
Total	<u><u>\$ 8,043,395</u></u>

Internal Service Funds

Employee Insurance	\$ 3,164,815
Fleet Management	2,268,560
Central Equipment	867,400
IT Services	1,303,490
Total	<u><u>\$ 7,604,265</u></u>

PASSED, APPROVED, & ADOPTED this 21st day of June , 2022
Town of Jackson

By: _____
Hailey Morton Levinson
Mayor

ATTEST:

By: _____
Riley Taylor
Town Clerk

ORDINANCE 1319

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1271, 1071, 1040, 1039, 1019, 1018, 1009, 1008, 1000, 999, 992, 991, 936, 935, 867, 866, 834, 833, 805, 804, 745 743, 664, 588, 576, 551, 539, 476, 381, AND 370; SECTION 2 OF TOWN OF JACKSON ORDINANCE NOS. 677, 270, 259 (PART); 122, AND 97A; SECTION 6 OF TOWN OF JACKSON ORDINANCE NO. 558; SECTION 7 OF TOWN OF JACKSON ORDINANCE NO. 677; SECTION 30 OF TOWN OF JACKSON ORDINANCE NO 97; AND SECTIONS 13.04.050, 13.04.300, 13.08.013, AND 13.08.020 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING WATER AND WASTEWATER RATES, FEES AND COSTS 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.

An Ordinance Amending and Reenacting Section 1 of Town of Jackson Ordinance Nos. 1271, 1071, 1040, 1039, 1019, 1018, 1009, 1008, 1000, 999, 992, 991, 936, 935, 867, 866, 834, 833, 805, 804, 745 743, 664, 588, 576, 551, 539, 476, 381, and 370; Section 2 of Town of Jackson Ordinance Nos. 677, 270, 259 (part); 122, and 97A; Section 6 of Town of Jackson Ordinance No. 558; Section 7 of Town of Jackson Ordinance No. 677; Section 30 of Town of Jackson Ordinance No. 97; and Sections 13.04.050, 13.04.300, 13.08.013, and 13.08.020 of the Town of Jackson Municipal Code are hereby amended and reenacted to read as follows:

13.04.050 Supply--How obtained--Capacity fees.

- B. **Non-residential.** All nonresidential water users, whether within the Town of Jackson's corporate boundaries, outside the Town's corporate boundaries or those with a specific rate set forth 13.04.300, shall pay water capacity fees for each meter, which must include a domestic meter and may include an irrigation meter, according to the following fee schedule:

Non-Residential Water Capacity Fees

<u>Size of the Water Meter</u>	<u>Capacity Fee * per meter installed</u>
3/4 inch	\$ 3,053
1 inch	5,098
1 1/2 inch	10,166
2 inch	16,271
3 inch	32,572
4 inch	50,889
6 inch	101,748
8 inch	162,803

- C. **Residential.** All residential and multi-family water users, whether within the Town of Jackson's corporate boundaries, outside the Town's corporate boundaries or those with a specific rate set forth 13.04.300, shall pay the total of the below water capacity fee components according to the following fee schedule:

Residential and Multi-Family Water Capacity Fees

Type *	<u>Capacity Fee</u>
Component 1:	
1 Bedroom / Studio	\$ 692
2 Bedroom	1,037
3 Bedroom	1,383
+	
Component 2:	
Each Additional Bedroom or Unfinished Room per 400 sq. ft.	345
+	
Component 3:	
Irrigation per 1,000 Square Feet of Landscaped Surface Area	399

(Ord. ____ § 1, 2022; Ord. 1271 § 1, 2020; Ord. 1071 § 1, 2014; Ord. 992 § 1, 2011; Ord. 935 § 1, 2009; Ord. 866 § 1, 2008)

13.04.300 Water rates.

- A. Water rates for water users within the Town of Jackson's corporate boundaries and those outside the Town's corporate boundaries that do not have a specific rate set forth in this section 13.04.300 shall include two charges per meter according to the following fee schedule:

Base Charges

Monthly fixed charge based on meter size	
3/4 inch	\$ 11.66
1 inch	17.37
1 1/2 inch	30.25
2 inch	46.23
3 inch	91.57
4 inch	140.61
6 inch	275.24
8 inch	439.19

*A base charge will be charged for each meter size comprising a compound meter.

**All meters, including meters for irrigation, shall be charged a base fee according to meter size

***Base charges include 2,000 gallon minimum usage

User Charges

Type of Meter	Tiers (gallons)	\$/1,000 gallons
Residential	0 - 2,000	\$ 0.00
	2,001 - 6,000	1.31
	6,001 - 25,000	2.63
	Over 25,000	3.94
Multi-Family	0 - 2,000	\$ 0.00
	Over 2,000	2.25
Non-Residential	0 - 2,000	\$ 0.00
	Over 2,000	2.25
Irrigation Only	0 - 2,000	\$ 0.00
	Over 2,000	2.63

*Mixed use buildings will be charged at the non-residential rate in the table above

(Ord. ____ § 1, 2022; Ord. 1271 § 1, 2020; Ord. 1039 §1, 2013; Ord. 1018 § 1, 2013; Ord. 1008 § 1, 2012; Ord. 999 § 1, 2012; Ord. 992 § 1, 2011; Ord. 935 § 1, 2009; Ord. 866 § 1, 2008.)

- C. Water rates for water users within the 3 Creek Ranch Subdivision in Teton County, Wyoming shall include two charges per meter according to the following fee schedules:

3 Creek Base Charges

Monthly fixed charge based on meter size	Base Rate	Replacement Charge	Total
3/4 inch	\$ 14.37	\$ 19.51	\$ 33.88
1 inch	21.37	19.51	40.88
1 1/2 inch	37.29	19.51	56.80
2 inch	56.99	19.51	76.50
3 inch	112.89	19.51	132.40
4 inch	173.33	19.51	192.84
6 inch	339.30	19.51	358.81
8 inch	541.41	19.51	560.92

* Are assessed per service line connection.

** All meters, including meters for irrigation, shall be charged a base fee according to meter size.

*** A base charge will be charged for each meter size comprising a compound meter.

**** Base charges include 2,000 gallon minimum usage.

(Ord. ____ § 1, 2022; Ord. 1271 § 1, 2020; Res. 8-19, 2018; Res. 17-03, 2017; Res. 14-02, 2014; Res. 13-22, 2013; Res. 11-12, 2011; Res. 10-24, 2010; Res. 09-29, 2009)

3 Creek User Charges

Type of Meter	Tiers (gallons)	\$/1,000 gallons
Residential	0 - 2,000	\$ 0.00
	2,001 - 6,000	2.14
	6,001 - 25,000	4.28
	Over 25,000	6.42
Non-Residential	0 - 2,000	\$ 0.00
	Over 2,000	2.14
Metered Irrigation	0 - 2,000	\$ 0.00
	2,001 - 25,000	4.28
	Over 25,000	6.42

*Mixed use buildings will be charged at the non-residential rate in the table above.(Ord. ____ § 1, 2022; Ord. 1271 § 1, 2020; Res. 8-19, 2018; Res. 17-03, 2017; Res. 14-02, 2014; Res. 13-22, 2013; Res. 11-12, 2011; Res. 10-24, 2010)

(Ord. ____ § 1, 2022 ; Ord. 1271 § 1, 2020; Ord. 992 § 1, 2011; Ord. 935 § 1, 2009; Ord. 866 § 1, 2008; Ord. 833 §1, 2006; Ord. 804 §1, 2005; Ord. 743 § 2, 2003; Ord. 664 § 18, 2000; Ord. 588 § 1, 1996; Ord. 551 § 1, 1996; Ord. 539 § 1, 1996; Ord. 479 § 1, 1994; Ord. 381 § 1, 1988; Ord. 370 § 1, 1987; Ord. 270 § 2, 1980; Ord. 97A § 2, 1972; Ord. 97 § 30, 1966)

13.08.013 Wastewater rates.

- A. Wastewater rates for customers within the Town of Jackson's corporate boundaries and those outside the Town's corporate boundaries that do not have a specific rate set forth in this 13.08.013 shall include two charges to the applicable meter according to the following fee schedules:

Base Charges

Monthly fixed charge based on meter size	
3/4 inch	\$ 11.90
1 inch	15.05
1 1/2 inch	24.32
2 inch	32.59
3 inch	54.94
4 inch	83.45
6 inch	150.73
8 inch	231.72

* Based on largest water meter size for compound water meters or sewer meter size.

**Base charges include 2000 gallon minimum

Customer Class	mg/L	Flow	BOD	TSS	Total
1	0 - 250	\$ 1.56	\$ 0.43	\$ 0.35	\$ 2.34
2	251 - 550	1.56	0.72	0.72	3.00
3	551 - 850	1.56	1.27	1.31	4.14
4	851 - 1,150	1.56	1.82	1.90	5.28
5	1,151 - 1,450	1.56	2.35	2.50	6.41
6	1,451 - 1,750	1.56	2.91	3.07	7.54
7 ¹	> 1,750				

¹User Charges for Customer Class 7 are determined based on actual loading and strength data from sampling

(Ord. ____ § 1, 2022; Ord. 1271 § 1, 2020; Ord. 1040 § 1, 2013; Ord. 1019 § 1, 2013; Ord. 1009 § 1, 2012; Ord. 1000 § 1, 2011; Ord. 991 § 1, 2011; Ord. 936 § 1, 2009; Ord. 867 § 1, 2008)

- C. More than one class may apply to a customer at the same time. For example, a customer with a BOD value of 350 and a TSS value of 900 would pay a rate based on a classification of 2 for BOD (\$0.72) and a classification of 4 for TSS (\$1.90). These amounts combined with the flow rate (\$1.56) would equal a rate of \$4.18 per 1,000 gallons.

(Ord. ____ § 1, 2022; Ord. 1271 § 1, 2020; Ord. 1040 § 1, 2013; Ord. 1019 § 1, 2013; Ord. 1009 § 1, 2012; Ord. 991 § 1, 2011; Ord. 936 § 1, 2009; Ord. 867 § 1, 2008)

- G. Wastewater rates for the 3 Creek Ranch Subdivision in Teton County, Wyoming shall include two charges to the applicable meter according to the following fee schedules:

(Ord. ____ § 1, 2022; Ord. 1271 § 1, 2020; Res. 18-19, 2018; Res. 17-03, 2017; Res. 14-02, 2014; Res. 13-22, 2013; Res. 11-12, 2011; Res. 10-24, 2010; Res. 09-29, 2009)

3 Creek Base Charges

Monthly fixed charge based on meter size	Base Rate	Replacement Charge	Total
3/4 inch	\$ 18.28	\$ 18.12	\$ 36.40
1 inch	23.12	18.12	41.24
1 1/2 inch	37.37	18.12	55.49
2 inch	50.08	18.12	68.20
3 inch	84.43	18.12	102.55
4 inch	128.25	18.12	146.37
6 inch	231.64	18.12	249.76
8 inch	356.10	18.12	374.22

*Base charges include 2,000 gallon minimum usage.

3 Creek User Charges

Customer Class	mg/L	Flow	BOD	TSS	Total
1	0 - 250	\$ 1.56	\$ 0.43	\$ 0.35	\$ 2.34
2	251 - 550	1.56	0.72	0.72	3.00
3	551 - 850	1.56	1.27	1.31	4.14
4	851 - 1,150	1.56	1.82	1.90	5.28
5	1,151 - 1,450	1.56	2.35	2.50	6.41
6	1,451 - 1,750	1.56	2.91	3.07	7.41
7 ¹	>1,750				

¹User charges for Customer Class 7 are determined based on actual loading and strength data from sampling

(Ord. ____ § 1, 2022; Ord. 1271 § 1, 2020; Res. 18-19, 2018; Res. 17-03, 2017; Res. 14-02, 2014; Res. 13-22, 2013; Res. 11-12, 2011; Res. 10-24, 2010)

(Ord. ____ § 1, 2022; Ord. 1271 § 1, 2020; Ord. 1009 § 1, 2012; Ord. 1000 § 1, 2011; Ord. 991 § 1, 2011; Ord. 936 § 1, 2009; Ord. 834 § 1, 2006; Ord. 805 § 1, 2005; Ord. 745 § 2, 2003; Ord. 677 § 2, 2000; Ord. 558 § 6, 1996; Ord. 259 § 2 (part), 1979)

13.08.020 Wastewater Capacity Fees.

Any customer desiring to obtain service from the town's wastewater treatment facilities shall make application in writing to the town planning department and file an acknowledgment that the customer shall be governed by the laws and regulations as may be provided by the mayor and town council pertaining to wastewater facilities. If the application is granted, the Public Works Department shall be authorized to extend the sewer mains to include the property. All expenses related to any extension from the sewer main to a private lot or within a private lot shall be borne by the property owner(s) or their designated representative. All connections to the sewer main shall be done by or under the supervision of the Public Works Department. The customer shall pay the total of the applicable wastewater capacity fees according to the following fee schedule:

Description	GDP	Assessment Unit	Capacity Fee
Apartment, Studio or 1 Bedroom ¹	140	Per Dwelling	\$ 2,485
Residential Unit (2 Bedroom) ¹	210	Per Dwelling	3,727
Residential Unit (3 Bedroom) ¹	280	Per Dwelling	4,970
Residential Unit Each Additional Bedroom ¹	70	Per Dwelling	1,243
Unfinished Habitable Space ¹	70	Per 400 sq. ft.	1,243
Bars, Taverns, Cocktail Lounge (no food) ² (15 sq. ft. /Seat)	20	Per Seat	355
Restaurants (full service) ² (15 sq. ft./Seat Net)	64	Per Seat	1,136
Restaurants (paper service only - no dishes)	50	Per 100 sq. ft. Gross	888
Restaurants (single service) (15 sq. ft./Seat Net)	30	Per Seat	532
Caterers	80	Per 100 sq. ft. Gross	1,420
Motels and Hotels/Bed and Breakfast	140	Per Room	2,485

Assembly (w/o food)	3	Per 5 sq. ft. Net	54
Assembly (w/ food)	5	Per 15 sq. ft. Net	89
RV Park (w/ sewer connection)	100	Per Site	1,775
Campground/RV Park (w/comfort station)	75	Per Site	1,331
Mobile Home Park	210	Per Site	3,727
Laundry (self service)	450	Per Machine	7,988
Laundry (commercial 100#/day capacity)	1,000	100#/Machine	17,750
Breweries (per annual barrel production)	20	Per Gallon Annual Beer Capacity	355
Fitness (gyms, dance studios, yoga, karate)	50	Per 100 sq. ft. Net	888
Medical Offices and Dentists	250	Per Seat	4,438
Veterinary Offices (not including boarding)	250	Per Treatment Room	4,438
Animal Boarding	20	Kennel, Pen, Cage, or Stall	355
Offices	15	Per 100 sq. ft. Gross	267
Retail Stores	5	Per 1,000 sq. ft. Gross	89
Unfinished Commercial Space	5	Per 1,000 sq. ft. Gross	89
Public Access Restroom	325	Per fixture	5,769 5 ,278
Service Stations (220 GPD/two nozzle fuel pump)	220	Per Gas Pump	3,905
Car Wash	1,000	Per Bay	17,750
Public Spas, Pools, Hot Tubs	10	Per 50 sq. ft. Gross	177
Schools (w/ cafeteria, gym, and showers) ³	20	Per Student	355
Schools (w/ cafeteria, no gym, and no showers) ³	15	Per Student	267
Schools (w/o cafeteria, no gym, and no showers) ³	10	Per Student	177
Day Care and Pre School	20	Per Student	355
Others Not Listed Wastewater Service	1	Building Permit	17.75

¹Definitions are set forth in the Town of Jackson Land Development Regulations, as amended.

²Indoor and Outdoor seat areas. Kitchen, employees, and bathroom included.

³Includes teachers and staff.

(Ord. ____ § 1, 2022; Ord. 1271 § 1, 2020; Ord. 991 §1,2011; Ord. 936, §1, 2009; Ord. 867 § 1, 2008; Ord. 745 § 2, 2003; Ord. 677 §7, 2000; Ord. 576 § 1, 1997, Ord. 122 § 2, 1969)

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 16 DAY OF MAY, 2022.

PASSED 2ND READING THE 6 DAY OF JUNE , 2022.

PASSED AND APPROVED THE 21 DAY OF JUNE , 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

MEMORANDUM

TO: Mayor and Town Council

FR: Larry Pardee, Town Manager

DT: June 21, 2022

RE: Town Manager's Report

Employee Rental Housing Update

The Town continues to work hard to fill vacant positions in the organization and a large part of filling those vacancies is often housing to accompany those positions. Current positions under recruitment include:

Part Time Administrative Assistant in the IT Department
Police Systems Administrator in the Police and IT Departments
Police Social Worker
Street Operator – 2 current vacancies
Transit Supervisor – 3 current vacancies
Operations Manager
Transit Director
Full Time Transit Operator
Commuter Operators – required to reside in Star Valley or Teton Valley
Summer Seasonal Transit Operators
Facilities Manager

The Town Council may have seen an ad in the paper from the Town offering to master lease 3 bedroom homes in the community for 3 years or longer. This effort is resulting from the need for long term housing for the Transit Director position in the community. With the project moving forward at Smith/Simon Lane, the Town loses one 3 bedroom home for employee rentals that impacts the ability to offer a 3 bedroom rental home to an incoming Transit Director. The Town has received a positive response from our ad in the paper and staff will be reviewing several homes in the community in the coming weeks as well as some smaller rentals where folks have contacted the Town.

The Town is also currently reserving 3 of the 1bedroom/1bath units at West Snow King and 1 studio unit for any of the additional 10 year round, full time, vacant positions included in the above list for which we are currently recruiting.

2022 WAM Convention in Laramie

Several members of staff attended the 2022 WAM Convention in Laramie, WY this past week. One highlight of the event was that Bob Lenz was awarded an honorary membership to WAM

for his many years of service to the Jackson community and the time he spent serving all municipalities through his work on various committees and during legislative sessions. Bob received several standing ovations when he received this award and many congratulatory handshakes from attendees. Bob is well loved across the State of Wyoming and represents Jackson extremely well.

The 2023 WAM Summer Convention will be held in Cody June 7-9, 2023 and the 2024 WAM Summer Convention will be held in Pinedale.