

Special Town Council Meeting

July 10, 2023

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/87348936777?pwd=d1F2R0pLOFI0ZnhlYVB4YTdBVHJlQT09>

If the link does not work, join at zoom.com with Webinar ID **873 4893 6777** Password: **83001**

or join by phone **+1 669 444 9171** with Webinar ID **873 4893 6777** and Password: **83001**

II. OPENING

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Land Acknowledgement
- D. Announcements/Proclamations
 - 1. Employee Introductions

III. PUBLIC COMMENT

This section is reserved for public comment about items not included in this agenda. Public comment is limited to 3 minutes. As a general practice, Council does not discuss, debate, or act on issues raised under public comment. Council may or may not discuss an issue raised under Public Comment later in the meeting during Matters from Mayor and Council at their discretion. If you would like to communicate with Council during the meeting about an item on the agenda, please wait until public comment has been called for that item. Public comment may also be submitted to Council at any time by emailing electedofficials@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 26, 2023 Special Town Council Workshop
 - 2. June 26, 2023 Special Town Council Meeting
- B. Disbursements
- C. P23-097 Temporary Sign Permit for Backcountry Hunters & Anglers (Paul Anthony)
- D. Appointment of Special Municipal Officers (Michelle Weber)

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

- A. Planning
 - 1. P23-034 Conditional Use Permit - 1490 Gregory Lane (Katelyn Page)
 - 2. P23-016 LDR Amendment to Parking and Loading Standards Relating to Bicycle

Please note that at any point during the meeting, the Chairman or Mayor 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.

Parking (Katelyn Page) - *This item will be continued to 7/17.*

3. P23-102 Partial Vacation without Replat - 125 N. Gros Ventre Street (Katelyn Page)

VI. ORDINANCES

- A. Ordinance M: A Charter Ordinance Exempting the Town from the Requirement for President and Acting President of Council and Creating a Mayor Pro Tempore and Acting Mayor Pro Tempore (Third Reading, to be designated Charter Ordinance 1-G)
- B. Ordinance N: An Ordinance Repealing Outdated Appointment of Vice Mayor (Third Reading, to be designated Ordinance 1345)
- C. Ordinance O: An Ordinance Amending Excused Absences and Vacancies Related to Mayor Pro Tempore Responsibilities (Third Reading, to be designated Ordinance 1346)
- D. Ordinance P: An Ordinance Regarding Construction Management Plans (Third Reading, to be designated Ordinance 1347)

VII. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

VIII. ADJOURN

Please note that at any point during the meeting, the Chairman or Mayor 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.

Alberto Locsin
Animal Shelter – Police Department CSO

Alberto hails from Seattle, WA, and is accompanied by his Belgium Malinois. A graduate from both Western Washington University and the University of Kansas and recent retiree from the U.S. Army. Alberto's hobbies include traveling, motorcycling and a general love for the outdoors.

Francisco Zumaya
Public Works – Meter Reader and Street Operator

Francisco is excited for the opportunity to be part of the town of Jackson Public Works department and is looking forward to meeting all of the town of Jackson team members. Francisco loves nature and enjoys hiking, camping, and taking long walks in the wilderness. He likes to exercise, be active, and is very enthusiastic about experiencing new things. He also loves good food and drinks and having a good time with friends and family.

TOWN COUNCIL PROCEEDINGS – UNAPPROVED

JUNE 26, 2023

JACKSON, WYOMING

The Jackson Town Council met in special workshop in the Town Hall Council Chambers located at 150 East Pearl in Jackson, at 1:32 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: Mayor Morton Levinson, Arne Jorgensen, Jonathan Schechter, and Jim Rooks. Jessica Sell Chambers arrived at 1:40pm.

STAFF: Tyler Sinclair, Roxanne Robinson, Paul Anthony, Michelle Weber, Tanya Anderson, Floren Poliseo, Susan Scarlata, Lynsey Lenamond, and Riley Taylor.

Town Manager Strategic Priorities and Expectations. Tyler Sinclair made staff comment. Council held discussion with staff. No motion was made.

Council Liaison Guidance and Reporting on Council Travel, Training, and Conferences. Roxanne Robinson made staff comment. Council held discussion with staff. A motion was made by Jessica Sell Chambers and seconded by Arne Jorgensen to direct staff to update the Council's Rules and Procedures to provide clarity on what is not part of the role of a Council liaison as decided today. Mayor Morton Levinson called for the vote. The vote showed 4-1 with Mayor Morton Levinson, Arne Jorgensen, Jessica Sell Chambers, and Jim Rooks in favor, and Jonathan Schechter opposed. The motion carried.

Bar and Grill Liquor License Updates. Lynsey Lenamond made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Jim Rooks and seconded by Jonathan Schechter to direct staff to notice, accept applications beginning September 11, 2023, and set a special Town Council meeting to hear presentations based on the presented timeline for the issuance of available Bar and Grill Liquor Licenses. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

A motion was made by Jim Rooks and seconded by Jonathan Schechter to direct staff to bring back a resolution adjusting the fees for Bar and Grill liquor licenses to set an initial issuance fee of \$6,000 and an annual renewal fee of \$3000. Mayor Morton Levinson called for the vote. The vote showed 1-4 with Jim Rooks in favor and Mayor Morton Levinson, Arne Jorgensen, Jonathan Schechter, and Jessica Sell Chambers opposed. The motion failed.

A motion was made by Jessica Sell Chambers and seconded by Jonathan Schechter to direct staff to bring back a resolution adjusting the fees for Bar and Grill liquor licenses to set an initial issuance fee of \$10,500 and an annual renewal fee of \$3000. Jim Rooks requested to divide the motion. Mayor Morton Levinson called for the vote to set an issuance fee of \$10,500. The vote showed 4-1 with Mayor Morton Levinson, Arne Jorgensen, Jonathan Schechter, and Jessica Sell Chambers in favor and Jim Rooks opposed. The motion carried. Mayor Morton Levinson called for the vote to set an annual renewal fee of \$3,000. The vote showed all in favor. The motion carried.

Council recessed at 2:49pm and reconvened at 2:55pm.

Northern South Park Update. Paul Anthony, Ryan Hostetter, Tyler Sinclair, and Charlotte Frei made staff comment. Council held discussion with staff. No motion was made.

State Legislature Agenda and Debrief. Susan Scarlata, Andy Schwartz, and Tyler Sinclair made staff comment. Council held discussion with staff. A motion was made by Jim Rooks and seconded by Jonathan Schechter to direct staff to develop a Legislative Policy Approach and Agenda and to draft a year-long contract with the Town's Legislative Advisor, and present both at future Council meetings. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Council Priorities and Upcoming Agendas. Roxanne Robinson and Tyler Sinclair made staff comment. Council held discussion with staff. No motion was made.

Adjourn. A motion was made by Jonathan Schechter and seconded by Jim Rooks to adjourn. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried. The meeting adjourned at 5:05 p.m. Minutes: rt

TOWN OF JACKSON

ATTEST:

Hailey Morton Levinson, Mayor

Riley Taylor, Town Clerk

Publish JH News & Guide: July 5, 2023

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

JUNE 26, 2023

JACKSON, WYOMING

The Jackson Town Council met in special 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: Mayor Morton Levinson, Arne Jorgensen, Jonathan Schechter, Jessica Sell Chambers and Jim Rooks. Jessica Sell Chambers left the meeting at 7:34pm.

STAFF: Tyler Sinclair, Roxanne Robinson, Lea Colasuonno, Paul Anthony, Tanya Anderson, Floren Poliseo, Johnny Ziem, Brian Lenz, Russ Ruschill, Steve Jellie, and Riley Taylor.

Mayor Morton Levinson introduced Denise Ramirez, Jonathan Staten, Krystyna Matunis, and Desmond Concannon.

Public Comment. There was no 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 from the June 5, 2023 Regular Town Council Meeting.

B. **Disbursements.** To approve disbursements as presented. 4IMPRINT \$2,148.17; 842-NCPERS GROUP WYOMING \$96.00; ACE EQUIPMENT & SUPPLY \$1,317.99; ACE HARDWARE \$4,445.50; AFLAC \$2,399.87; AIRGAS INTERMOUNTAIN INC. \$46.65; ALLDATA \$1,500.00; ALPHAGRAPHICS \$20.00; ALTERNATIVE BUILDING SOLUTIONS \$13,000.00; AMAZON \$4,709.27; AMERICAN LEAK DETECTION \$3,588.75; ANDERS GLASS AND TINT \$1,510.00; ARELLANO, OVIEL \$1,500.00; ARISTORENAS, MARIA \$450.00; AT&T \$251.88; AVANESSIAN, ARBI \$740.00; B.P SUNSHINE ROOFERS \$9,900.00; BADILLO, MARCELA \$450.00; BADURA, KYLE \$256.00; BECK, BRIAN G \$740.00; BERGMAN, PIERRE \$450.00; BEST BEST & KRIEGER \$1,786.00; BIG R RANCH & HOME \$149.27; BISON LUMBER \$483.53; BLUE SPRUCE CLEANERS, INC \$235.19; BLUEBEAM, INC \$4,875.00; BOREMAN, BRAD \$256.00; BRIGGS, ERIC L \$248.98; BRIGHTLY \$21,066.02; BRISTOL, JAMES \$122.00; CARQUEST AUTO PARTS INC. \$1,435.16; CASH \$192.00; CAST \$95.00; CENTER FOR THE ARTS \$7,500.00; CENTURYLINK \$2,611.07; CHAPA STRIPES OF IDAHO \$14,800.00; CHRISTENSEN, DUSTIN \$100.00; CITY OF DRIGGS \$2,336.80; CIVICPLUS \$8,690.00; COCA-COLA BOTTLING COMPANY HIGH COUNTRY \$74.60; COLASUONNO, LEA \$336.00; COMBS, RYAN \$1,807.30; COMMUNITY SAFETY NETWORK \$46,500.00; CONRAD & BISCHOFF INC. \$64,216.80; CONVERGEONE, INC \$955.03; CORE & MAIN LP \$44,840.66; CUSTOM ELECTRONIC CONSULTANTS INC \$11,501.28; DARKTRACE HOLDINGS LIMITED \$44,640.50; DAWSON INFRASTRUCTURE SOLUTIONS \$984.53; DAY, JEAN \$450.00; DEAN'S PEST CONTROL LLC \$890.00; DELTA DENTAL PLAN OF WYOMING \$7,008.60; DENISON CONSULTING, LLC \$9,200.00; DICK ANDERSON CONSTRUCTION \$1,381,379.20; DISCOUNT CELL, INC. \$864.00; DIVISION OF CHILD SUPPORT ENFORCEMENT \$1,018.46; DIVISION OF VICTIM SERVICES \$750.00; DPC INDUSTRIES, INC. \$4,106.32; E.R. OFFICE EXPRESS \$361.03; ENERGY CONSERVATION WORKS \$12,500.00; ENVIRONMENTAL RESOURCE ASSOC. \$967.09; EVANS CONSTRUCTION INC \$31,575.00; EVANS, SARA \$300.00; EVOLUTION CONCRETE CUTTING \$4,040.00; FALL RIVER RURAL ELECTIC \$48.72; FERGUSON ENTERPRISES, INC \$26.53; FERRIS, MARK \$12,631.25; FIRE SERVICES OF IDAHO \$420.00; FIRST TRANSIT \$34,222.29; FLAT CREEK WID \$4,904.56; FREEDOM MAILING SERVICE INC. \$1,857.42; FRITTS, JASON \$450.00; FRONTIER PRECISION, INC \$9,478.03; GABLE, MICHAEL \$80.00; GE SOFTWARE \$80.00; GILLIG LLC \$463,350.01; GOVOS, INC \$4,589.96; GRANICUS, LLC \$2,662.50; GREENWAY PAINTING LLC \$11,980.00; GREENWOOD MAPPING INC. \$1,242.00; HD FOWLER COMPANY \$1,391.41; HEALTHIEST YOU \$1,414.80; HERNANDEZ, BRANDON \$450.00; HIGH COUNTRY LINEN \$2,430.74; HUNT CONSTRUCTION INC \$28,775.00; IDAHO STATE TAX COMMISSION \$4,483.00; IMMIGRANT HOPE \$1,406.25; INTERSTATE BATTERY \$1,978.45; IVY OUTDOOR SERVICES LLC \$18,486.25; J.J. KELLER & ASSOC. INC. \$100.73; JACKSON DOWNTOWNER, LLC \$104,373.06; JACKSON GROUP LOCKBOX \$381.49; JACKSON GROUP PETERBILT \$87.73; JACKSON HOLE CHILDRENS MUSEUM \$5,000.00; JACKSON HOLE HISTORICAL SOCIETY \$19,687.50; JACKSON HOLE LAW, PC \$3,004.00; JACKSON HOLE NEWS & GUIDE \$4,880.00; JACKSON LUMBER INC \$1,008.63; JOHNSON, RAVEN \$740.00; JONATHAN DE PINHO QUEIROZ \$1,500.00; JORGENSEN ASSOCIATES, PC \$51,288.12; KENWORTH SALES COMPANY DEPT #1 \$526.82; KRIKOR ARCHITECTURE \$10,800.00; KRUEGER,

ERICA JADE \$450.00; LANGUAGE TESTING INTERNATIONAL, INC \$347.50; LEGACY PHILANTHROPY WORKS \$3,750.00; LENOVO (UNITED STATES) INC. \$96.49; LEONARD PETROLEUM EQUIPMENT \$179,383.47; LEPKO \$193.44; LEWIS, HUNTER E. \$740.00; LOWER VALLEY ENERGY INC \$36,808.91; MEAD & HUNT \$75,741.30; METADOME, LLC \$3,445.00; METROQUIP INC \$1,214.92; MOBILITY FOREFRONT LLC \$35,000.00; MOTOROLA SOLUTIONS, INC \$4,500.00; MSC INDUSTRIAL SUPPLY CO \$340.65; NAPA AUTO PARTS INC. \$3,001.04; NELSON ENGINEERING \$1,252.00; NEW WEST BUILDING COMPANY INC. \$30,300.00; NICHOLS, DAVID \$6,000.00; NOLAND, STACY \$450.00; ONE 22, INC. \$75,000.00; ONE CALL OF WYOMING \$641.25; OTIS ELEVATOR COMPANY \$3,406.56; PALAZZOLO, MICHAEL \$86.50; PITTS, SAMANTHA \$87.06; PLATT \$193.25; POLISEO, FLOREN \$166.98; POLONSKY, SYLVIE \$202.71; PREMIER TRUCK- SALT LAKE CITY \$47,133.41; PREMIER VEHICLE INSTALLATION, INC \$549.60; R & A SAFETY LLC \$1,788.50; RAMIREZ, SERGIO PEREZ \$740.00; RON'S TOWING LLC \$2,424.50; ROUTEMATCH SOFTWARE, INC. \$4,725.00; RUI INC. DBA VILLAGE GARDNER \$189.50; SAFETY-KLEEN SYSTEMS, INC. \$496.73; SANCHEZ-MACHUCA, ROSA \$450.00; SCHWARTZ, ANDY \$3,000.00; SEASONS HANDYWORKS AND PROPERTY SERVICES \$8,678.50; SERENITY DEVELOPMENT \$1,260.00; SHERWIN-WILLIAMS CO. \$209.40; SILVER CREEK SUPPLY \$106.18; SILVERSTAR \$3,565.14; SMITH, PHILLIP \$254.63; SNAKE RIVER ROASTING \$210.35; SOUTH FORK SUPPLY, LLC \$53,190.31; SPRING CREEK ANIMAL HOSPITAL \$1,317.12; SPSC POA - SOUTH PARK SERVICES CTR POA \$301.38; STANARD & ASSOCIATES, INC \$367.50; STANDARD INSURANCE COMPANY \$7,996.29; STANDARD PLUMBING SUPPLY CO. \$95.00; STEPHENS, SHAWN \$3,533.47; STOUT, RICHARD D. \$620.00; SUMURI LLC \$14,059.00; TEAM LABORATORY CHEMICAL CORP \$326.00; TETON COUNTY \$233,295.70; TETON COUNTY CLERK \$639,127.48; TETON COUNTY INTEGRATED SOLID WASTE/RECY \$121.00; TETON COUNTY PUBLIC HEALTH \$200.00; TETON COUNTY SCHOOL DISTRICT 1 \$72,500.00; TETON COUNTY SPECIAL FIRE FUND \$2,396.92; TETON COUNTY-FUND 10 \$64,696.06; TETON LITERACY CENTER \$13,400.00; TETON MOTORS INC \$773.59; TETON RENTAL CENTER \$9,070.65; TETON TRASH REMOVAL, INC. \$103.00; THE AFTERMARKET PARTS COMPANY, LLC \$158.74; THE TIRE RACK, INC. \$1,896.96; THOMSON WEST \$920.94; T-MOBILE \$30.91; TMSC LLC \$9,561.00; TRAFFIC SAFETY STORE \$4,493.66; TRALIAN OPERATING, LLC \$460.00; US BANK \$6,000.00; VALLEY OFFICE SYSTEMS \$430.83; VERIZON WIRELESS \$7,597.60; VFC GROUP \$2,123.60; VISA \$25,157.65; VISION SERVICE PLAN - (WY) \$1,808.61; WAMCO LAB, INC. \$650.00; WESTBANK SANITATION \$1,224.90; WESTERN STATE \$587.10; WESTWOOD CURTIS \$202,620.82; WHITE GLOVE CLEANING, INC. \$7,382.09; WRENCH IT PLUMBING & HEATING INC \$293.01; WSP USA ENVIRONMENT & INFRASTRUCTURE INC \$2,184.50; WYOMING FIRST AID & SAFETY \$71.43; WYOMING LAW ENFORCEMENT ACADEMY \$105.00; WYOMING RETIREMENT SYSTEM \$150,938.48; WYOMING.COM INC \$5.00; Y2 CONSULTANTS, LLC \$500.00; YELLOW IRON EXCAVATION, LLC \$240.00

- C. **May Municipal Court Report.** To accept the May Municipal Court Report into record.
- D. **Melody Ranch ISD Connection and Use Agreement.** To approve the Wastewater Treatment Facilities Connection and Use Agreement Between the Town of Jackson and Melody Ranch Improvement and Service District and authorize the mayor to execute the Agreement, subject to minor changes by staff.
- E. **P21-218 Water & Sewer Connection and Use Agreements – Snow King Summit.** To approve both the Wastewater Treatment Facilities Connection and Use Agreement and the Water Supply Agreement between the Town and Snow King Mountain Resort and authorize the Mayor to execute the Agreements subject to minor changes by staff.
- F. **E22-008 Water Easement at 255 N. Jean St.** To approve the Water Easement Agreement with Teton County School District #1 and authorize the Mayor to execute all necessary documents, subject to minor changes by staff.

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

Agreement for Law Enforcement Services with Jackson Hole Airport. Council held discussion. Russ Ruschill made staff comment. A motion was made by Jim Rooks and seconded by Jessica Sell Chambers to approve the Intergovernmental Agreement for Law Enforcement Services between the Town of Jackson and the Jackson Hole Airport, and authorize the Mayor to execute the Agreement, subject to minor changes by staff. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Sustainable Strategies Grant Consultants and Travel Authorization. Susan Scarlata staff comment. Council held discussion with staff. There was no public comment. A motion was made by Jim Rooks and seconded by Arne Jorgensen to approve the Services Agreement with Sustainable Strategies and authorize the Mayor to execute it subject to minor changes by staff. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Discussion continued. A motion was made by Arne Jorgensen and seconded by Jessica Sell Chambers to direct staff to plan a trip to Washington D.C. in the fall of 2023. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Land Acknowledgement Consideration. Susan Scarlata made staff comment. Miki Aristorenas, Marcela Badillo, and Jason Fritts commented on behalf of the Equity Task Force. Council held discussion with staff. Kate Jensen made public comment. A motion was made by Jim Rooks and seconded by Jessica Sell Chambers to direct staff to execute the Commitments for Continued Action set forth in the staff report dated June 26, 2023. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Discussion continued. A motion was made by Jim Rooks and seconded by Jessica Sell Chambers to adopt and start Council Meetings with the recommended Land Acknowledgement. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Council recessed at 7:27pm and reconvened at 7:34pm.

Resolution 23-11: Jackson Hole Airport Grant Approval. Riley Taylor made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Jim Rooks and seconded by Jonathan Schechter to adopt Resolution #23-11, and approval of the FAA Grant Agreement to Rehabilitate Taxiway A and Construct Deicing Pad Access Taxiway (Phase II – Construction), with the FAA obligation under the grant being a maximum of \$3,367,250. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

RESOLUTION 23-11

A RESOLUTION PROVIDING APPROVAL FOR A GRANT TO REHABILITATE TAXIWAY A AND
CONSTRUCT DEICING PAD ACCESS TAXIWAY (PHASE II – CONSTRUCTION)
AIP GRANT NO. 3-56-0014-074-2023

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

WHEREAS, the Board is authorized to receive grants from the Federal Aviation Administration (“FAA”) for planning and/or improvements to the Airport; and

WHEREAS, the Board has received a grant offer from FAA to “Rehabilitate Taxiway A and Construct Deicing Pad Access Taxiway (Phase II – Construction)” at the Airport in the maximum amount of \$3,367,250, and the Board desires to accept such grant; and

WHEREAS, the FAA requires a resolution of approval from the Town of Jackson, as co-sponsor, in order for the Airport to receive such a grant.

NOW, THEREFORE, be it resolved by the Town Council of the Town of Jackson, Wyoming that it hereby provides approval for the Board to accept FAA AIP Grant Number 3-56-0014-074-2023 in the maximum amount of \$3,367,250 for the purpose of “Rehabilitate Taxiway A and Construct Deicing Pad Access Taxiway (Phase II – Construction)”, as more fully described in the Project Application.
This Resolution shall become effective upon adoption.

PASSED, APPROVED, AND ADOPTED this 26th day of June 2023.

Resolution 23-12: Fee Schedule. Tyler Sinclair made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Jim Rooks and seconded by Arne Jorgensen to approve Resolution 23-12, setting forth and amending the Town of Jackson Fee Schedule. Mayor Morton Levinson called for the vote. The votes showed all in favor. The motion carried.

RESOLUTION 23-12

**A RESOLUTION SETTING FEES, COSTS, AND CHARGES (A FEE SCHEDULE)
EFFECTIVE JULY 3, 2023**

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 amends 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 June 26, 2023, 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 #23-12, replacing the previous Town of Jackson Fee Schedule, with the updated Fee Schedule attached hereto as Appendix A.

PASSED, APPROVED, AND ADOPTED this 26th day of June 2023.

**RESOLUTION 23-12, APPENDIX A
FEE SCHEDULE, EFFECTIVE 7/3/2023**

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	126.00
	11-49 employees	252.00
	50-99 employees	378.00
	100 employees, or more	630.00
5.16.020	Non-Sales Tax Collecting	
	less than 10 employees	164.00
	11-49 employees	365.00
	50-99 employees	492.00
	100 employees, or more	819.00
5.16.025	Independent Contractors and Agents	126.00
5.16.027	Commercial	128.00
5.16.027	Residential Rentals	128.00
5.06.130	Solicitation - Commercial	128.00
5.06.150	Solicitation - Highway or Street	128.00
5.60.040 C	Short Term Rental	114.00
5.20.010	Installation Permit	32.00
5.32.040	Pawnbroker	33.00
5.20.020	Exposition Licenses	
	5 or fewer vendors; for-profit expositions	131.00
	more than 5 vendors; for-profit expositions	263.00
	5 or fewer vendors; non-profit expositions	66.00
	more than 5 vendors; non-profit expositions	131.00
5.21.060	Transient Merchant	
	per day fee	253.00
	per day fee if a business license holder	47.00
	per day if a non-profit	-
5.12.080 A	Application Fee, Non-Refundable Portion	
	processing fee for denied license	47.00
5.12.080 B	Renewal Late Fee	
	\$25 per month on January 30th not to exceed \$100	32.00
5.12.130	Change of Location Fee	
	notice given on new application	47.00
Ground Transportation		\$ Current Fee
5.50.040 B	Transportation License	
	< 10 employees	126.00
	> 10 employee	252.00
5.50.050 B	Vehicle License Permit	
	>30 mpg	48.00
	< 30 mpg	72.00
5.50.060 B	Operator License Permit	
	new	120.00
	renewal	61.00
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	

Animal Control, Dog and Cat License		\$ Current Fee
7.12.020	Dog, annual fee	64.00
	Cat, annual fee	64.00
	Owner Surrender	37.00
	Rabies voucher	27.00
	Teton County License	27.00
	Altered	11.00
	Unaltered	27.00
Health and Safety, Alarms		\$ Current Fee
8.32.090	Police response to a false alarm	207.00
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	55.00
8.36.070 C	Second conviction	110.00
8.36.070 C	Third Conviction goes to Municipal Court	-
Encroachment Permit		\$ Current Fee
12.08.030	Encroachment Agreements	
	Deposit on Application: Non-Refundable, applied to final request	50.00
	Request for Encroachment	601.00
	Encroachment Agreement	601.00
	Crane in PROW (set in crane agreements, per license)	
	Crane Swing in PROW (set in crane agreements, per license)	
	Amendments to Agreements: Half the cost of the Agreement Fee	
	Compliance Fees: Two times the regular fee (Failure to obtain permit prior to commencing the work)	
12.08.060	Encroachment Activity:	
	Minimum Fee: Non-Refundable, applied to full Permit Fee	50.00
	Amendment to Permit: Non-refundable	25.00
	Utility Excavation in public street - per utility	500.00
	Utility Excavation in public alley - per utility	300.00
	Utility Excavation in public easement - per utility	300.00
	Driveway cuts/curb cuts installation/replacement - each	180.00
	Curb and gutter installation - each block	180.00
	Sidewalk installation - each block	180.00
	Construction-related, occupy street travel lane - per 50 ft of lane/day	75.00
	Construction-related, occupy bike travel lane/pathway/cycle track - per 50 ft of lane/day	20.00
	Construction-related, occupying sidewalk and buffer area - per 50 ft of lane/day	15.00
	Construction-related, occupy public alley - per day	180.00
	Construction-related, occupy time-restricted parking space - per space/day	89.00
	Construction-related, occupy non-time restricted parking space - per space/day	50.00
	House moving, per Town staff assistance	45.00
	Other, as deemed appropriate by Public Works Director	
	Compliance Fees: Two times the regular fee (Failure to obtain permit prior to commencing the work)	
	Excavation, Construction, and Occupancy fees are cumulative	
	Fees are per the table unless otherwise noted, conditioned, or regulated (e.g. restrictions for winter snow removal ordinance). Minimum permit fees may apply. Minimum pay quantity is as shown.	
	Fees, other than the Deposit on Permit, are non-refundable unless staff determines that it was notified prior to the permitted dates that the permit activity would not occur.	

Miscellaneous		\$ Current Fee
Public Records		
	Copy	
	electronic document, <i>per document</i>	11.00
	black and white paper	0.27 /page
	color paper	0.53 /page
	Plotted Map	
	size 11x17, each	15.00
	size 24x36, each	38.00
	size 36x54, each	53.00
	Photograph	15.00
	Police Report	15.00
	LDRs and Comprehensive Plan	62.00
	Research / Compilation Services	16.00
	External electronic media (disk, usb drive, etc.)	15.00
	Postage / shipping	actual cost
	Other special circumstances	actual cost
	Vehicle Inspection	10.00
	Public Intoxication Administrative Fee (Set by Ordinance)	10.00
	DUI Administrative Fee (Set by Ordinance)	
	Convicted	800.00
	Deferred	750.00
	Boot list Administrative Fee (Set by Ordinance)	50.00
	Municipal Court Record Search	10.00
Jackson Hole Airport		\$ Current Fee
2.36.120	Passenger Boarding Fee	
	Per passenger enplaning commercial aircraft, not to exceed	6.00
Liquor License		\$ Current Fee
6.20.006 C	Annual Liquor License	
	Bar and Grill	3,028.00
	Limited Retail (Club)	500.00
	Microbrewery	500.00
	Resort	3,000.00
	Restaurant	3,000.00
	Retail	1,500.00
	Satellite Manufacturer	100.00
	Satellite Winery	100.00
	Winery	500.00
6.20.006 D	Temporary, 24-Hour Permits	
	Catering	50.00
	Malt Beverage	50.00
	Manufacturer's Off-Premises	100.00
Animal Shelter Impounding, Board, Adoption		\$ Current Fee
7.02.040 B	Capture of Animals, Impoundment	
	First	33.00
	Same animal, second within one year	46.00
	Same animal, third within one year	65.00
	Same animal fourth and more within one year	130.00
	Impoundment, Boarding	
	First 24-hours included in impoundment fee	-
	per animal for each 24-hours	19.00
7.02.050	Adoption	
Res 09-04	Dog, impounded for 7+ days	117.00
Res 09-04	Cat, impounded for 7+ days	101.00

Full lane closure is inclusive of adjacent parking, does not include sidewalk and buffer area fee.
Fee Waivers are in accordance with the Planning Permit Fee Waiver policy or other established agreements.

Special Event Permit		\$ Current Fee
12.28.050 F	Applicants:	
	Non-Profit	29.00
	For-Profit, including commercial film/photo	1,000.00
	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 public funding.		
2. A project that provides extraordinary charitable, civic, educational, or similar benefits to the community.		
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 I DR 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		767.00
Conditional Use, Development Plan, Map Amendment		384.00
Development Option Plan		384.00
Grading & Erosion Control		192.00
Optional/Elective Conference with:		
Staff		192.00
Planning Commission or Town Council		original fee
Design Review Committee		255.00
Physical Development		
Sketch Plan, Development Plan		3,198.00
Sign Permit		
Per Sign		96.00
Master Signage Plan		384.00
Basic Use Permit		640.00
Conditional Use Permit		
Use Permit only		3,198.00
Concurrent with application requiring public hearing		640.00
Special Use Permit		3,198.00
Development Option or Subdivision		
Development Option Plan		640.00
Subdivision Plat, plus technical review fee		1,279.00
Exempt Land Division		no charge
Boundary Adjustment		
Plat Required, plus technical review fee		1,279.00
Without Plat, plus technical review fee		576.00

Interpretations	
Formal Interpretation	640.00
Zoning Compliance Verification	640.00
Amendments	
LDR Text	1,919.00
Zoning Map	1,919.00
Planned Unit Development	1,919.00
Relief	
Administrative Adjustment	640.00
Variance	640.00
Appeal of Administrative Decision	640.00
Beneficial Use Determination	1,279.00
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, fee for permit review required by net change in density/intensity	calculation
To condition requiring Council approval	640.00
Miscellaneous	
Administrative decision elevated to public hearing	640.00
Planner of Day, miscellaneous services, research, per hour	100.00

Building Permit (IBC)		\$ Current Fee
15.04.020 7	Deposit on Building Permit	
	Non-refundable, applied to full BP fee	532.00
15.04.090	New Buildings and Additions	
	Single Family Residence	1.60/sf
	Commercial, Office, Multi-family and similar	1.06/sf
	Warehouse, storage and similar	1.06/sf
15.04.090	Remodels and Alterations	
<u>Total Valuation</u> <u>Fee Calculation</u>		
\$1 to 17,000		272.00
\$17,001 to 40,000	\$272 for the first \$17,000 plus \$11 for each additional \$1000 or fraction thereof, to and including \$40,000	
\$40,001 to 100,000	\$518 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	\$1,093 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	\$4,072 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	\$6,732 for the first \$100,000 plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000	
\$5million +	\$19,501 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	106.00/hr
	Re-inspection under Section 305(g)	80.00/hr
	No fee specifically indicated	80.00/hr
	Review of revisions made to Approved Plan	106.00/hr

Mechanical Permit (IMC)		\$ Current Fee
15.12.030	Mechanical / Fuel Gas Permit	
	For the issuance of each permit	53.00
	For issuing each supplemental permit	21.00
	Install or relocate gravity/forced air furnace to 100,000 btu/h	27.00
	Install or relocate gravity/forced air furnace over 100,000 btu/h	32.00
	Install or relocate each floor furnace, including vent	23.00
	Install or relocate suspended, recessed or floor mounted heater	23.00
	Install, relocate or replace appliance vent	16.00
	Repair or alter any heating, cooling, absorption or evaporative system	21.00
	Install or relocate boiler or compressor to 3 hp	23.00
	Install or relocate absorption system to 100,000 btu/h	23.00
	Install or relocate boiler or compressor 3-15 hp	43.00
	Install or relocate absorption system 100,000-500,000 btu/h	43.00
	Install or relocate boiler or compressor 15-30 hp	59.00
	Install or relocate absorption system 500,000-1,000,000 btu/h	59.00
	Install or relocate boiler or compressor 30-50 hp	90.00
	Install or relocate absorption system 1,000,000-1,750,000 btu/h	90.00
	Install or relocate boiler or compressor over 50 hp	160.00
	Install or relocate absorption system over 1,750,000 btu/h	160.00
	Each air-handling unit up to 10,000 cfm and attached ducts	21.00
	Each air-handling unit over 10,000 cfm	32.00
	Each evaporative cooler other than portable type	21.00
	Each ventilation fan attached to a single duct	16.00
	Each ventilation system not part of heating or air conditioning system	21.00
	Installation of hood system serving any mechanical exhaust, including ducts	21.00
	Install or relocate domestic type incinerator	32.00
	Install or relocate commercial or industrial incinerator	122.00
	Install, relocate or alter any unclassified equipment	21.00
	Install Hydronic Heating- up to 1000 sq. ft	23.00
	Install Hydronic Heating- 1001 sq. ft. - 2500 sq. ft	37.00
	Install Hydronic Heating- 2501 sq. ft. - 5000 sq. ft	53.00
	Install Hydronic Heating- 5001 sq. ft. and over	80.00
	Gas-piping Systems to 5 outlets	16.00
	For each additional Gas-piping System outlet, per outlet	5.00
15.12.030	Inspections	
	Inspections outside normal business hours	106.00/hr min
	Re-inspection fee	80.00/hr min
	For which no fee is specifically indicated	80.00/hr min
	Additional plan review required by changes, additions, or revisions to approved plans (minimum charge 1 hour)	106.00/hr min
Electrical Code		\$ Current Fee
15.20.0103	Valuation of Electrical Work	
	1.00 to 500	38.00
	500.01 to 600	44.00
	600.01 to 700	49.00
	700.01 to 800	53.00
	800.01 to 900	59.00
	900.01 to 1,000	64.00
	1,000.01 to 1,100	68.00
	1,100.01 to 1,200	73.00
	1,200.01 to 1,300	79.00
	1,300.01 to 1,400	84.00
	1,400.01 to 1,500	88.00
	1,500.01 to 1,600	94.00
	1,600.01 to 1,700	99.00
	1,700.01 to 1,800	103.00
	1,800.01 to 1,900	109.00
	1,900.01 to 2,000	114.00
	2,000.01 to 3,000	129.00

3,000.01 to 4,000	149.00
4,000.01 to 5,000	168.00
5,000.01 to 6,000	188.00
6,000.01 to 7,000	209.00
7,000.01 to 8,000	229.00
8,000.01 to 9,000	249.00
9,000.01 to 10,000	269.00
10,000.01 to 11,000	288.00
11,000.01 to 12,000	309.00
12,000.01 to 13,000	329.00
13,000.01 to 14,000	349.00
14,000.00 to 15,000	369.00
15,000.01 to 16,000	389.00
16,000.01 to 17,000	429.00
17,000.01 to 18,000	449.00
18,000.01 to 19,000	469.00
19,000.01 to 20,000	489.00
20,000.01 to 21,000	510.00
21,000.01 to 22,000	529.00
22,000.01 to 23,000	549.00
23,000.01 to 24,000	569.00
24,000.01 to 25,000	591.00
25,000.01 to 50,000 = \$591.00 for the first \$25,000.00, plus \$11.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00	
50,000.01 to 100,000 = \$966.00 for the first \$50,000.00, plus \$10.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00	
100,000.01 and Up = \$1,467.00 for the \$100,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof	
Connect all temporary services	35.00

Plumbing Permits		\$ Current Fee
15.24.030	Plumbing and Fuel Gas Permits	
	For issuing each permit	53.00
	For each plumbing fixture on one trap or set of fixtures on one trap (including water, drainage piping and backflow protection)	16.00
	For each building sewer and trailer park sewer	27.00
	Rainwater systems – per drain (inside building)	16.00
	For each water heater and/or vent	16.00
	For each gas-piping system of one to five outlets	16.00
	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	16.00
	For each installation, alteration or repair of water piping and/or water treating equipment, each fixture	16.00
	For each repair or alteration of drainage or vent piping, each fixture	16.00
	For each lawn sprinkler system on any one meter including backflow protection devices	16.00
	For atmospheric-type vacuum breakers not included in Item #10:	-
	1 to 5 each	16.00
	over 5 each	5.00
	For each backflow protective device, other than atmospheric-type vacuum breakers:	-
	2 inch diameter and smaller	16.00
	over 2 inches in diameter	27.00
	Install Hydronic Heating- up to 1000 sq. ft	23.00
	Install Hydronic Heating- 1001 sq. ft. - 2500 sq. ft	37.00
	Install Hydronic Heating- 2501 sq. ft. - 5000 sq. ft	53.00
	Install Hydronic Heating- 5001 sq. ft. and over	80.00
	For each Fire Sprinkler System	16.00
	Inspections	
	Inspections outside normal business hours	106.00/hr min
	Re-inspection fee	80.00/hr min

Inspections for which no fee is specifically indicated	80.00/hr min
Additional plan review required by changes, additions, or revisions to approved plans (minimum charge 1 hour)	106.00/hr min

Flood Damage Prevention	\$ Current Fee
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15.30.110	Floodplain Development Permit	
	Deposit on Permit: Non-Refundable, applied to full Permit Fee	50.00
	Scale of project is determined by the Floodplain Administrator and examples of projects are included in the application:	
	Small Scale	300.00
	Large Scale	750.00
	Floodplain Map Revision (CLOMR and LOMR) Application	1,200.00
	Permit Revisions: half the cost of the original permit	
	Variance Application	750.00
	No Fee Specifically Indicated	150.00/hour
	Compliance Fees: Two times the regular fee (Failure to obtain permit prior to commencing the work - not including Emergency Waiver)	
	Third Party Technical Review	actual cost

Contractor Licensing	\$ Current Fee
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15.36.040 i	Classification:	
	General Contractor (Class A)	426.00
	Building Contractor (Class B)	426.00
	Building Contractor Restricted (Class Br)	426.00
	Residential Contractor (Class C)	426.00
	Electrical Contractor	426.00
	Low Voltage Electrical Contractor	426.00
	Plumbing Contractor	426.00
	HVAC Contractor	426.00
	Woodstove/Gas Stove Installer	426.00
	Gas Service Contractor	426.00
	Lawn Sprinkler Installer	426.00
	Water Conditioning Installer	426.00
	Refrigerator Contractor	426.00
	Fire Sprinkler Contractor	426.00
15.36.050 G	Certificates of Qualification	
	Initial Certificate	160.00
	Renewal of Certificate	80.00

Demolition Standards		\$ Current Fee
15.38.010	Demolition Permit	
	Deposit on Permit: Non-Refundable, applied to full Permit Fee	50.00
	Demolition Permit	250.00
	Permit Revisions: half the cost of the original permit	
	No Fee Specifically Indicated	150.00/hour
	Compliance Fees: Two times the regular fee (Failure to obtain permit prior to commencing the work - not including Emergency Waiver)	
	Third Party Technical Review	actual cost
Grading, Erosion Control, and StormwaterManagement		\$ Current Fee
LDR: 5.7	Grading Permit	
	Deposit on Grading Permit: Non-Refundable, applied to full Grading Permit Fee	50.00
	Individual Residential (Primary + 1 accessory):	
	Statement	200.00
	Plan Level	600.00
	Multi-Unit Residential (3+ Units)	
	Statement	200.00/unit
	Plan Level	350.00/unit
	Multi-Lot Residential/Subdivision: Plan Level Only	350.00/lot
	Commercial Development: \$0.10/square foot of total development area; minimum fee \$200	
	Permit Revisions: half the cost of the original permit	
	Fee Specifically Indicated: \$100/hour/reviewer	
	Compliance Fees: Two times the regular fee (Failure to obtain permit prior to commencing the work - not including Emergency Waiver)	
	Third Party Technical Review	actual cost
Cemetery		\$ Current Fee
Res 05-28	Fees:	
	Internment - Open/Close Full	493.00
	Internment - Open/Close Cremation	70.00
	Weekend / Holiday Charge	140.00
	Deed Filing Fee	28.00
	Winter Charge (Dec 1 - April 30)	140.00
	Plot Purchase - Full	422.00
	Plot Purchase - Cremation/Infant	140.00
	Disinterment - Open/Close Full	634.00
	Disinterment - Open/Close Cremation	140.00

Resolution 23-13: FY23 Budget Amendment #4. Tyler Sinclair and Steve Jellie made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to approve Resolution 23-13 adopting amendments to the fiscal year 2023 budget. Mayor Morton Levinson called for the vote. The votes showed all in favor. The motion carried.

RESOLUTION 23-13
A RESOLUTION ADOPTING AMENDMENTS TO THE FISCAL YEAR 2023 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 2023 budget is hereby amended as follows:

EXPENDITURES AND OTHER USES	Approved Budget	Increase (Decrease)	Amended Budget
Capital Outlay	252,537	-	252,537
Total 2006 SPET	252,537	-	252,537
Capital Outlay	69,775	-	69,775
Total 2010 SPET	69,775	-	69,775
Capital Outlay	97,892	-	97,892
Total 2014 SPET	97,892	-	97,892
Capital Outlay	20,000	-	20,000
Total 2016 SPET	20,000	-	20,000
Capital Outlay	385,634	-	385,634
Total 2017 SPET	385,634	-	385,634
Capital Outlay	18,926,608	-	18,926,608
Total 2019 SPET	18,926,608	-	18,926,608
Water Maintenance & Operation	1,258,799	-	1,258,799
Water Wells	325,789	-	325,789
Water Billing & Accounting	280,644	-	280,644
Water Capital Outlay & Improvements	2,233,018	-	2,233,018
Water Debt Service	66,970	-	66,970
Water Transfers Out	881,750	-	881,750
Sewage Plant Operations	1,036,049	-	1,036,049
Sewage Maint. & Operations	531,042	-	531,042
Sewage Billing & Accounting	276,883	-	276,883
Sewage Capital Outlay & Improvements	2,963,519	-	2,963,519
Sewage Transfers Out	881,750	-	881,750
Total Enterprise Funds	10,736,213	-	10,736,213
Employee Insurance	3,164,815	-	3,164,815
Total Insurance Fund	3,164,815	-	3,164,815
Fleet Expenditures	2,333,759	-	2,333,759
Total Fleet Management Fund	2,333,759	-	2,333,759
Central Equipment Expenses	1,017,821	-	1,017,821
Total Central Equipment Fund	1,017,821	-	1,017,821
IT Services	1,537,990	-	1,537,990
Total IT Service Fund	1,537,990	-	1,537,990
REVENUES AND OTHER SOURCES	Approved Budget	Increase (Decrease)	Amended Budget
Taxes	12,636,839	-	12,636,839
Licenses & Permits	1,318,843	-	1,318,843
Intergovernmental Revenue	15,624,123	-	15,624,123
Charges for Services	746,000	-	746,000
Fines & Forfeitures	375,000	-	375,000
Miscellaneous Revenue	590,923	-	590,923
Transfers In	2,225,734	-	2,225,734
Total General Fund	33,517,462	-	33,517,462
Licenses & Permits	150,000	-	150,000
Miscellaneous Revenue	68,300	-	68,300
Transfers In	1,435,227	-	1,435,227
Total Affordable Housing Fund	1,653,527	-	1,653,527
Licenses & Permits	101,000	-	101,000
Miscellaneous Revenue	27,000	-	27,000
Transfers In	-	-	-
Total Parking Exactions	128,000	-	128,000
Licenses & Permits	50,000	-	50,000
Miscellaneous Revenue	6,100	-	6,100
Total Park Exactions	56,100	-	56,100
Miscellaneous Revenue	586,646	-	586,646
Transfers In	-	-	-
Total Employee Housing Fund	586,646	-	586,646

EXPENDITURES AND OTHER USES	Approved Budget	Increase (Decrease)	Amended Budget
Mayor & Town Council	418,833	-	418,833
Town Attorney	659,484	-	659,484
Municipal Judge	310,900	-	310,900
Administration	557,424	-	557,424
Town Clerk & Personnel	948,859	-	948,859
Finance	741,218	-	741,218
Community Development	943,049	-	943,049
Information Technology	972,959	-	972,959
Planning	920,009	-	920,009
Town-Wide Services	734,054	-	734,054
Town Facilities	856,294	-	856,294
Police - Administration	731,716	-	731,716
Police - Investigations	732,221	-	732,221
Police - Patrol	3,946,924	-	3,946,924
Police - Community Service	774,838	-	774,838
Police - Special Operations	25,300	-	25,300
Victim Services	388,365	-	388,365
Animal Shelter/Control	439,765	-	439,765
Building Inspections	501,992	-	501,992
Public Works Administration	412,057	-	412,057
Streets	2,112,423	-	2,112,423
Engineering	728,210	-	728,210
Yard Operations	76,293	-	76,293
Cemetery	27,960	-	27,960
Social Services	1,321,307	-	1,321,307
Community Initiatives	453,450	-	453,450
County-Budgeted Joint Programs	3,776,230	171,925	3,948,155
Transfers Out	17,323,640	-	17,323,640
Total General Fund	41,835,774	171,925	42,007,699
Affordable Housing	4,187,523	-	4,187,523
Total Affordable Housing Fund	4,187,523	-	4,187,523
Parking Exactions Fund	804,000	-	804,000
Total Parking Exactions Fund	804,000	-	804,000
Parks Exactions	239,000	-	239,000
Total Park Exactions	239,000	-	239,000
Employee Housing Fund	651,932	-	561,866
Transfers out	90,066	-	90,066
Total Employee Housing Fund	741,998	-	741,998
Animal Care Fund	26,108	-	26,108
Transfers Out	58,713	-	58,713
Total Animal Care Fund	84,821	-	84,821
Lodging Tax Fund	778,965	-	778,965
Transfers Out	2,147,258	-	2,147,258
Total Lodging Tax Fund	2,926,223	-	2,926,223
START Administration	2,182,663	-	2,182,663
START Operations	7,402,505	-	7,402,505
START Capital	12,805,765	-	12,805,765
START Transfers	128,601	-	128,601
Total START Fund Expenditures	22,519,534	-	22,519,534
Capital Outlay	25,020,745	-	25,020,745
Transfers Out	545,519	-	545,519
Total Capital Projects Fund	25,566,264	-	25,566,264

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	1,467,711	-	1,467,711
Intergovernmental Revenue	228,965	-	228,965
Miscellaneous Revenue	23,000	-	23,000
Total Lodging Tax Fund	1,719,676	-	1,719,676
Intergovernmental Revenue	16,771,751	-	16,771,751
Charges for Services	2,291,383	-	2,291,383
Miscellaneous Revenue	49,964	-	49,964
Transfers In	3,235,717	-	3,235,717
Total START Fund Revenues	22,348,815	-	22,348,815
Intergovernmental	7,283,443	-	7,283,443
Miscellaneous Revenue	170,572	-	170,572
Transfers In	16,106,207	-	16,106,207
Total Capital Projects Fund	23,560,222	-	23,560,222
Miscellaneous Revenue	-	-	-
Total 2006 SPET	-	-	-
Miscellaneous Revenue	2,800	-	2,800
Total 2010 SPET	2,800	-	2,800
Miscellaneous	57,500	-	57,500
Total 2014 SPET	57,500	-	57,500
Miscellaneous	5,300	-	5,300
Total 2016 SPET	5,300	-	5,300
Miscellaneous	-	-	-
Total 2017 SPET	-	-	-
Taxes	5,409,642	-	5,409,642
Intergovernmental	100,000	-	100,000
Miscellaneous	87,500	-	87,500
Total 2019 SPET	5,597,142	-	5,597,142
Water Intergovernmental	-	-	-
Water Charges for Services	3,147,839	-	3,147,839
Water Miscellaneous	130,800	-	130,800
Water Transfers In	3,551	-	3,551
Sewage Intergovernmental	-	-	-
Sewage Charges for Services	2,961,886	-	2,961,886
Sewage Miscellaneous	81,520	-	81,520
Sewage Transfers In	3,551	-	3,551
Total Enterprise Funds	6,329,147	-	6,329,147
Charges for Services	2,947,481	-	2,947,481
Miscellaneous Revenue	36,500	-	36,500
Total Employee Insurance Fund	2,983,981	-	2,983,981
Charges for Services	2,142,541	-	2,142,541
Miscellaneous Revenue	2,700	-	2,700
Transfers In	32,164	-	32,164
Total Fleet Management Fund	2,177,405	-	2,177,405
Charges for Services	639,700	-	639,700
Miscellaneous Revenue	15,647	-	15,647
Total Central Equipment Fund	655,347	-	655,347
Charges for Services	1,531,505	-	1,531,505
Miscellaneous Revenue	9,700	-	9,700
Total IT Service Fund	1,541,205	-	1,541,205

CHANGE OF FUND BALANCE	Approved Budget	Increase (Decrease)	Amended Budget
General Fund	(8,318,312)	(171,925)	(8,490,237)
Affordable Housing	(2,533,996)	-	(2,533,996)
Parking Exactions Fund	(676,000)	-	(676,000)
Park Exactions Fund	(182,900)	-	(182,900)
Employee Housing Fund	(155,352)	-	(155,352)
Animal Care Fund	(24,621)	-	(24,621)
Lodging Tax Fund	(1,206,547)	-	(1,206,547)
Start Fund	(170,719)	-	(170,719)
Capital Projects	(2,006,042)	-	(2,006,042)
2006 SPET	(252,537)	-	(252,537)
2010 SPET	(66,975)	-	(66,975)
2014 SPET	(40,392)	-	(40,392)
2016 SPET	(14,700)	-	(14,700)
2017 SPET	(385,634)	-	(385,634)
2019 SPET	(13,329,466)	-	(13,329,466)
Enterprise Funds	(4,407,066)	-	(4,407,066)
Employee Insurance Fund	(180,834)	-	(180,834)
Fleet Management Fund	(156,354)	-	(156,354)
Central Equipment Fund	(362,474)	-	(362,474)

PASSED, APPROVED, & ADOPTED this 26th day of June, 2023

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

Ordinance M: A Charter Ordinance Exempting the Town from the Requirement for President and Acting President of Council and Creating a Mayor Pro Tempore and Acting Mayor Pro Tempore.

AN ORDINANCE ADDING SECTIONS 2.02.022 AND SECTION 2.02.024 TO THE TOWN OF JACKSON MUNICIPAL CODE, A CHARTER ORDINANCE RELATING TO EXEMPTING THE TOWN FROM WYOMING STATUTE SECTION 15-3-203 REGARDING PRESIDENT AND ACTING PRESIDENT OF COUNCIL; AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Arne Jorgensen and seconded by Jim Rooks to approve Charter Ordinance M on second reading. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Ordinance N: An Ordinance Repealing Outdated Appointment of Vice Mayor.

AN ORDINANCE REPEALING SECTION 1 OF ORDINANCE NO. 1300 AND JACKSON MUNICIPAL CODE SECTION 2.04.070 REGARDING VICE MAYOR; 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 N on second reading. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Ordinance O: An Ordinance Amending Excused Absences and Vacancies Related to Mayor Pro Tempore Responsibilities.

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 1300; AND SECTION 2.04.060 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING EXCUSED ABSENCES AND VACANCY PROCEDURES FOR TOWN COUNCIL AND PROVIDING FOR AN EFFECTIVE DATE.

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

A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to approve Ordinance O on second reading. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Ordinance P: An Ordinance Regarding Construction Management Plans.

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 571, 943, 947, AND 1228; SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 579; AND SECTIONS 12.08.040, 12.08.045, AND 12.08.380 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING CONSTRUCTION MANAGEMENT PLANS 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 Jonathan Schechter to approve Ordinance P on second reading. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Town Manager’s Report. Tyler Sinclair made staff comment. The Town Manager’s report contained updates on Snow King Resort Master Association Annual Report, Buildings Upgrade Prize, Wyoming Energy Authority State Energy Program 2023 Grant Opportunities, and TextMyGov. 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. The motion carried.

Adjourn. A motion was made by Jonathan Schechter and seconded by Jim Rooks to adjourn. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried. The meeting adjourned at 7:52 p.m.

TOWN OF JACKSON

ATTEST:

Hailey Morton Levinson, Mayor

Riley Taylor, Town Clerk

Publish JH News & Guide: July 5, 2023

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
6350	4IMPRINT	25271047	TILLURIDE QUILTED VESTS	06/15/2023	308.55	.00	
Total 6350:					308.55	.00	
51	ACE HARDWARE	825466	Hinge weld	05/18/2023	13.98	.00	
51	ACE HARDWARE	828345	POWERSHOT	06/08/2023	29.99	.00	
51	ACE HARDWARE	829448	ZIPLOC STOARGE BAGS AND LI	06/16/2023	46.48	.00	
51	ACE HARDWARE	829742	DIE HARD	06/19/2023	209.99	.00	
51	ACE HARDWARE	829821	ROTARY TOOL,BLAKE KNIDE S	06/19/2023	228.86	.00	
51	ACE HARDWARE	829938	TRASH CAN	06/20/2023	799.68	.00	
51	ACE HARDWARE	830058	GLOVES	06/21/2023	53.98	.00	
51	ACE HARDWARE	830144	wrnch,gooseneck,roundup	06/21/2023	190.94	.00	
51	ACE HARDWARE	830221	BATTERY	06/22/2023	36.98	.00	
51	ACE HARDWARE	830271	GORILLA SILICONE	06/22/2023	14.47	.00	
Total 51:					1,625.35	.00	
4730	ADVANCED PUMP & EQUIPMEN	INVAPE13074	HOMA SUBMERSIBLE SOLIDS	06/27/2023	8,517.11	.00	
Total 4730:					8,517.11	.00	
7264	ALFARO, ALICIA	062323	REIMBURSE CITIZENS MOUNT	06/23/2023	63.59	.00	
Total 7264:					63.59	.00	
5726	AMAZON	1VNG-C1MY-6	CREDIT MEMO	06/02/2021	339.99	339.99	06/27/2023
5726	AMAZON	8248412-2288	wrong vendor	06/01/2023	13.98	.00	
5726	AMAZON	8248412-2288	wrong vendor	06/01/2023	13.98-	.00	
5726	AMAZON	W9Y-PXM9-11	LUND 36 INCH FLUSH MOUNTI	06/20/2023	598.19	.00	
Total 5726:					938.18	339.99	
7221	ANDERS GLASS AND TINT	1050	WINDSHEILD	06/17/2023	380.00	.00	
Total 7221:					380.00	.00	
1783	AT&T	287259163099	WIRELESS	06/08/2023	1,094.83	.00	
Total 1783:					1,094.83	.00	
7261	BAILEY, DAMIEN	062323	REIMBURSE FOR TRAVEL FOR	06/23/2023	1,137.01	.00	
Total 7261:					1,137.01	.00	
279	BEARING & INDUSTRIAL SALE	157140-1	TRB METRIC SET	03/17/2023	585.86	.00	
Total 279:					585.86	.00	
4774	BIG R RANCH & HOME	1621968	UNIFORMS	06/23/2023	71.98	.00	
Total 4774:					71.98	.00	
6727	BRIGGS, ERIC L	22552	RATCHER ROPE AND STYLUS	06/22/2023	387.92	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6727	BRIGGS, ERIC L	MLOC000098	ADJ WRENCH	02/09/2023	56.87	.00	
Total 6727:					444.79	.00	
7269	COLORADO DOORWAYS INC	978632	GARAGE DOOR HINGES	05/19/2023	629.96	.00	
7269	COLORADO DOORWAYS INC	979928	CREDIT	06/14/2023	37.80-	.00	
Total 7269:					592.16	.00	
514	CONRAD & BISCHOFF INC.	IN-537671-23	FUEL	06/22/2023	33,905.08	.00	
Total 514:					33,905.08	.00	
7268	DIMIGLIO, FRANCESCO	062323	BOND RELEASE B22-0930 45 S	06/23/2023	3,000.00	.00	
Total 7268:					3,000.00	.00	
6883	DIVISION OF CHILD SUPPORT	06282023	DCSE CASE #0005405448	06/28/2023	509.23	509.23	06/28/2023
Total 6883:					509.23	509.23	
3408	E.R. OFFICE EXPRESS	21145	PAPER	06/16/2023	72.95	.00	
Total 3408:					72.95	.00	
502	ELECTRICAL WHSLE SUPPLY C	S5555674.01	WIRE	06/21/2023	95.50	.00	
Total 502:					95.50	.00	
5223	ENERGY CONSERVATION WOR	012623	23 SOCIAL SERVICES CONTRA	06/28/2023	8,750.00	.00	
Total 5223:					8,750.00	.00	
1134	ENERGY LABORATORIES INC.	557922	INFLUENT AND EFFLUENT	06/14/2023	203.00	.00	
1134	ENERGY LABORATORIES INC.	559487	INFLUENT AND EFFLUENT	06/21/2023	479.00	.00	
Total 1134:					682.00	.00	
81	EVANS CONSTRUCTION INC	232057	CONCRETE	05/24/2023	8,587.25	.00	
81	EVANS CONSTRUCTION INC	232548	CONCRETE	06/08/2023	2,105.00	.00	
81	EVANS CONSTRUCTION INC	232988	ROAD BASE	06/20/2023	186.96	.00	
81	EVANS CONSTRUCTION INC	233032	DUMP FEES	06/21/2023	75.00	.00	
81	EVANS CONSTRUCTION INC	233054	CORE FACILITY BUILDING	06/26/2023	3,742.00	.00	
Total 81:					14,696.21	.00	
3195	FERGUSON ENTERPRISES, IN	1656144	4x4 PVC DWV ADPT	06/23/2023	16.59	.00	
Total 3195:					16.59	.00	
4982	FRONTIER PRECISION, INC	276387	FIELDPOINT	06/08/2023	1,642.50	.00	
Total 4982:					1,642.50	.00	
93	HACH CHEMICAL CO.	13561182	EZ GGA BOD NO PNPETTER	04/27/2023	133.90	.00	
Total 93:					133.90	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
96	HIGH COUNTRY LINEN	0382279	TOWEL AND MATS	06/14/2023	64.65	.00	
96	HIGH COUNTRY LINEN	0382571	DY CLEANING,MATS,TOWELS	06/15/2023	22.23	.00	
96	HIGH COUNTRY LINEN	0382571	DY CLEANING,MATS,TOWELS	06/15/2023	6.85	.00	
96	HIGH COUNTRY LINEN	0382571	MATS, Laundry and cleaning supp	06/15/2023	37.30	.00	
96	HIGH COUNTRY LINEN	0382571	DY CLEANING,MATS,TOWELS	06/15/2023	14.67	.00	
96	HIGH COUNTRY LINEN	0382571	OVER BILLED BRYAN ONITKO	06/15/2023	.68-	.00	
96	HIGH COUNTRY LINEN	0382571	DY CLEANING,MATS,TOWELS	06/15/2023	31.35	.00	
96	HIGH COUNTRY LINEN	0382571	DY CLEANING,MATS,TOWELS	06/15/2023	3.33	.00	
96	HIGH COUNTRY LINEN	0382571	OVER BILLED KYLE BADURA	06/15/2023	1.10-	.00	
96	HIGH COUNTRY LINEN	0382571	DY CLEANING,MATS,TOWELS	06/15/2023	26.87	.00	
96	HIGH COUNTRY LINEN	0382571	MATS, Laundry and cleaning supp	06/15/2023	13.30	.00	
96	HIGH COUNTRY LINEN	0382571	DY CLEANING,MATS,TOWELS	06/15/2023	3.32	.00	
96	HIGH COUNTRY LINEN	0382571	OVER BILLED BRYAN ONITKO	06/15/2023	5.70-	.00	
96	HIGH COUNTRY LINEN	0382571	DY CLEANING,MATS,TOWELS	06/15/2023	30.79	.00	
96	HIGH COUNTRY LINEN	0383788	Laundry bags and towels	06/21/2023	230.13	.00	
96	HIGH COUNTRY LINEN	038673	MATS @ SHELTER	06/21/2023	82.65	.00	
Total 96:					559.96	.00	
503	HUNT CONSTRUCTION INC	10676	CRACK REPAIR	06/26/2023	3,947.45	.00	
Total 503:					3,947.45	.00	
106	INTERSTATE BATTERY	22257612	(1) MTP-48/H6	06/20/2023	307.50	.00	
106	INTERSTATE BATTERY	22257686	BATTERIES	06/27/2023	291.90	.00	
Total 106:					599.40	.00	
2	JACKSON CURBSIDE INC.	00031035	DOWNTOWN RECYCLING	06/10/2023	1,480.00	.00	
Total 2:					1,480.00	.00	
7163	JACKSON GROUP LOCKBOX	638388IFX1	brake pad	06/12/2023	381.49	381.49	06/21/2023
7163	JACKSON GROUP LOCKBOX	642059IF	ORANGE NITRILE	06/06/2023	56.05	56.05	06/21/2023
7163	JACKSON GROUP LOCKBOX	642116IF	FILTER COLLANT	06/06/2023	31.68	31.68	06/21/2023
7163	JACKSON GROUP LOCKBOX	642908IF	T224PCHR	06/19/2023	580.56	.00	
Total 7163:					1,049.78	469.22	
4044	JACKSON GROUP PETERBILT	643267IF	FILTERS	06/20/2023	321.96	.00	
Total 4044:					321.96	.00	
6474	JACKSON HOLE LAW, PC	1961	JUNE	06/28/2023	3,510.00	.00	
Total 6474:					3,510.00	.00	
131	JACKSON HOLE NEWS & GUID	354082	AD#418425	06/14/2023	308.20	.00	
131	JACKSON HOLE NEWS & GUID	354083	AD#418092	06/14/2023	243.00	.00	
131	JACKSON HOLE NEWS & GUID	354132	AD#418262	06/14/2023	153.00	.00	
131	JACKSON HOLE NEWS & GUID	354203	AD#LEGAL	06/20/2023	265.50	.00	
131	JACKSON HOLE NEWS & GUID	354205	AD#418425	06/21/2023	308.20	.00	
131	JACKSON HOLE NEWS & GUID	354257	AD#418573	06/21/2023	54.00	.00	
Total 131:					1,331.90	.00	
7267	JACKSON HOLE TROUT UNLIMI	052223	SUPPORT FOR THE FILM FESTI	01/01/2021	1,000.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7267:					1,000.00	.00	
6291	Jackson Hole WILD	060723	BEAR WISE	06/07/2023	4,000.00	.00	
Total 6291:					4,000.00	.00	
7125	JACKSON WHOLE FAMILY HEAL	051223	WALKER 8224.32	05/12/2023	380.00	.00	
Total 7125:					380.00	.00	
7265	JEZIERSKI, LEE	062723	BAIL REFUND CASE 23-02-0415	06/27/2023	690.00	.00	
Total 7265:					690.00	.00	
239	JH20 WATER CONDITIONING &	1230512546	water @ WWTP	05/12/2023	99.50	.00	
Total 239:					99.50	.00	
139	JORGENSEN ASSOCIATES, PC	51461	START OFFICE REMODEL	06/23/2023	575.00	.00	
139	JORGENSEN ASSOCIATES, PC	51461	CORE FACILITY PROJECT	06/23/2023	78,126.37	.00	
Total 139:					78,701.37	.00	
2485	KENWORTH SALES COMPANY	004P19828	CARTRIDGE FILTRATION	06/15/2023	1,205.68	.00	
Total 2485:					1,205.68	.00	
3332	KILMER'S BG DISTRIBUTING	18159	DFC SUMMER	06/19/2023	1,256.00	.00	
Total 3332:					1,256.00	.00	
677	MACY'S SERVICES	37661	PUMP TRUCK	05/31/2023	2,838.00	.00	
677	MACY'S SERVICES	37714	SEWER JET	05/31/2023	417.50	.00	
Total 677:					3,255.50	.00	
4623	MSC INDUSTRIAL SUPPLY CO	6232446001	WHEEL WIEGHT	06/08/2023	231.94	.00	
4623	MSC INDUSTRIAL SUPPLY CO	6232447001	LCK WASHER,CABLE TIES,SCR	06/08/2023	256.83	.00	
Total 4623:					488.77	.00	
257	NAPAAUTO PARTS INC.	145304	classical section	06/12/2023	22.94	.00	
257	NAPAAUTO PARTS INC.	145308	belts	06/12/2023	.86-	.00	
257	NAPAAUTO PARTS INC.	146352	LOAD LIFTER	06/16/2023	1,111.99	.00	
257	NAPAAUTO PARTS INC.	147350	2016 CHEY TAHOE	06/20/2023	165.92	.00	
257	NAPAAUTO PARTS INC.	147454	2016 CHEVY TAHOE	06/21/2023	137.47	.00	
257	NAPAAUTO PARTS INC.	147455	FUEL FILETERS	06/21/2023	7.72	.00	
257	NAPAAUTO PARTS INC.	147474	FILTERS	06/21/2023	59.58	.00	
257	NAPAAUTO PARTS INC.	147752	PROTECTOR,BED MAT SIDE S	06/22/2023	1,700.07	.00	
257	NAPAAUTO PARTS INC.	147886	bRAKE CON	06/22/2023	204.96	.00	
257	NAPAAUTO PARTS INC.	148566	bRAKE ROTOR	06/26/2023	121.00	.00	
257	NAPAAUTO PARTS INC.	148745	AIR FILER	06/26/2023	26.66	.00	
Total 257:					3,557.45	.00	
187	NELSON ENGINEERING	61634	22-278 SEWER MASTERPLAN	05/31/2023	787.50	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 187:					787.50	.00	
7070	PEAK WATER SERVICES, LLC	INVPWS1493	BI ANNUAL CONTRACT SERVIC	06/21/2023	9,000.00	.00	
Total 7070:					9,000.00	.00	
6483	PREMIER TRUCK- SALT LAKE C	775509271	WINDSHIELDS	06/20/2023	345.62	.00	
Total 6483:					345.62	.00	
4371	PROFORCE LAW ENFORCEME	521467	smart crt 25 ft training	06/14/2023	15,978.96	.00	
Total 4371:					15,978.96	.00	
532	QUICK BROWN FOX LLC	4005	TV CARDS	06/25/2023	330.00	.00	
Total 532:					330.00	.00	
7260	RACZ, DONALD	062323	TRAVEL REIMBURSEMENT FOR	06/23/2023	350.00	.00	
Total 7260:					350.00	.00	
6069	RAFTELIS	28716	TIERED WATER RATER REVIEW	06/14/2023	6,596.25	.00	
6069	RAFTELIS	28716	TIERED WATER RATER REVIEW	06/14/2023	6,596.25	.00	
Total 6069:					13,192.50	.00	
7263	RAUSCH, AUSTIN	062323	TRAVEL REIMBURSE FOR OFFI	06/23/2023	39.38	.00	
Total 7263:					39.38	.00	
4869	RIDGELINE EXCAVATION INC	1643	D6 RENTAL	06/27/2023	4,500.00	.00	
4869	RIDGELINE EXCAVATION INC	1647	SCREEN RENTAL	06/27/2023	2,100.00	.00	
Total 4869:					6,600.00	.00	
13	SAFETY SUPPLY & SIGN CO., I	072359	SIGNAGE	06/09/2023	5,959.46	.00	
Total 13:					5,959.46	.00	
7240	SERENITY DEVELOPMENT	062323	RELEASE BOND B20-0759 367	06/28/2023	2,000.00	.00	
Total 7240:					2,000.00	.00	
4359	SHERWIN-WILLIAMS CO.	0382-9	PAINT	05/11/2023	413.09	.00	
4359	SHERWIN-WILLIAMS CO.	4423-8	PAINT	05/23/2023	140.54	.00	
Total 4359:					553.63	.00	
6374	SLUDER, KELLY	062723	TRAVEL EXPENSES	06/27/2023	536.40	.00	
6374	SLUDER, KELLY	062723	TRAVEL EXPENSES	06/27/2023	1,440.68	.00	
Total 6374:					1,977.08	.00	
5633	SNAKE RIVER SUPPLY, LLC	061523	MATERIALS	06/15/2023	71,208.51	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5633:					71,208.51	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334611069	SHOTS	06/20/2023	52.92	52.92	06/21/2023
1505	SPRING CREEK ANIMAL HOSPI	5334611325	EXAM	06/26/2023	20.00	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334611327	FLUOXETINE	06/26/2023	20.08	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334611328	FLUOXETINE	06/26/2023	27.68	.00	
Total 1505:					120.68	52.92	
241	ST JOHN'S HOSPITAL	50000767	CHEM AND LAB	06/01/2023	390.00	.00	
Total 241:					390.00	.00	
3989	STINKY PRINTS, INC	71027	Scan to pdf	06/09/2023	16.74	.00	
Total 3989:					16.74	.00	
7155	STOUT, RICHARD D.	062223	services	06/22/2023	62.50	.00	
Total 7155:					62.50	.00	
55	TETON COUNTY SHERIFF'S-JAI	647	MAY INMATES	06/01/2023	792.00	.00	
Total 55:					792.00	.00	
5977	TETON EXCAVATION LLC	0000269	DISPOSE OF STREET SWEEPIN	05/26/2023	925.00	.00	
Total 5977:					925.00	.00	
268	TETON MOTORS INC	062323	2021 SUBARU OUTBACK	06/23/2023	32,300.00	.00	
268	TETON MOTORS INC	5106703	TANK	06/26/2023	67.46	.00	
Total 268:					32,367.46	.00	
5895	TETON MOUNTAIN RANCH	2339	SWEEPING	06/01/2023	1,500.00	.00	
5895	TETON MOUNTAIN RANCH	2374	SWEEPING	06/27/2023	800.00	.00	
Total 5895:					2,300.00	.00	
7262	WILLIAMS, BAILEY	062323	TRAVEL REIMBURSE FOR OFFI	06/23/2023	867.78	.00	
Total 7262:					867.78	.00	
Grand Totals:					352,862.89	1,371.36	

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

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

STAFF REPORT



Meeting Date:	July 10, 2023	Meeting Title:	Council Regular Meeting
Submitting Department:	Planning Department	Presenter:	Paul Anthony
Agenda Item:	P22-097 TEMPORARY SIGN PERMIT Backcountry Hunters & Anglers	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.

Backcountry Hunters & Anglers has requested to display one temporary banner under Section 5.6.1.C.4.c of the LDRs to advertise the Beer, Deer, and Gear Outdoor Gear Consignment Sale (see attached for 2' x 6' vinyl).

- 50 E Broadway Ave., JD High Country Outfitters during:
 - July 22, 2023

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:

- 50 E Broadway Ave., JD High Country Outfitters during:
 - July 22, 2023

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 (P23-097) for the Beer, Deer, and Gear Outdoor Gear Consignment Sale, including the three conditions of approval recommended by the Planning Director in this staff report dated July 10, 2023.

Location: 50 E Broadway Ave. (JH High Country Outfitters)

Banner Design: 2' x 6'

Material: Mesh 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: _____ Physical Address of Event: _____

Description of Event: _____

Grand Opening ____ Yes ____ No ____

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: _____ Phone: _____

E-mail: _____ ZIP: _____

Non-Profit: ____ For Profit: ____

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

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 ____

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

Date

Applicant Name Printed

Title

STAFF REPORT



Meeting Date:	July 10, 2023	Meeting Title:	Special Town Council Meeting - Consent
Submitting Department:	Police	Presenter:	Chief Michelle Weber
Agenda Item:	Appointment of Special Municipal Officers	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to appoint individuals as Special Municipal Officers with specific authority to issue citations for certain violations of the Jackson Municipal Code.

Requested Action.

Staff requests Council appoint the following individuals as Special Municipal Officers:

Alberto Locsin

Walker Jackson

Riley Horton

Recommendations.

Staff recommends Council appoint Alberto Locsin, Walker Jackson and Riley Horton as Special Municipal Officers.

Background.

Wyoming State Statute §15-1-103(l) provides that “[t]he governing bodies of all cities and towns may: . . . Appoint special municipal officers, who are not certified as peace officers, to issue citations to individuals” for a limited set of purpose.

Consistent with the authority established in the state statute, Jackson Municipal Code §2.32.051 provides that “the Community Service Unit of the Police Department and Code Enforcement Officer(s) appointed as Special Municipal Officers by the Town of Jackson, have specific authority to issue citations for violations of the Jackson Municipal Code as set forth by W.S. § 7-2-103(e) and W.S. § 15-1-103(a)(xlx).”

Accordingly, the Town of Jackson may specifically appoint municipal officers with specific authority to issue citations for Jackson Municipal Code violations. Community Service Officers of the Jackson Police Department were hired and assigned to specifically enforce the Municipal Code, which includes health and safety, animals, parking violations, and nuisances.

Analysis.

Alberto Locsin was hired on July 5, 2023 as a full-time Community Service Officer at the Jackson/Teton County Animal Shelter.

Walker Jackson was hired on May 16, 2023, as a Police Officer. Mr. Walker is not scheduled to attend the Wyoming Law Enforcement Academy until August 21, 2023. Mr. Jackson will be utilized to assist with parks and pathway enforcement until his departure for the police academy.

Riley Horton was hired on May 30, 2023 as a Jackson Police Department summer intern. In his capacity as Special Municipal Officer, Mr. Horton will assist the police department with enforcement of dogs off leash in parks and pathways enforcement as it relates to the speed of E-bikes.

It should be noted that these are not the only duties Mr. Jackson and Mr. Horton will have, but the intention is to utilize them when available to continue our ongoing efforts of encouraging bikers to abide by the traffic laws in order to prevent injuries and collisions.

Possible Alternatives.

N/A

Comprehensive Plan & Priority Alignment.

This item aligns with the Comprehensive Plan Policy 8.1.a – the delivery of quality levels of service to the community.

Fiscal Impact.

N/A

Staff Impact.

Preparation of this report took approximately 30 minutes.

Attachments or Links.

N/A

Suggested Motion.

I move to appoint Alberto Locsin, Walker Jackson and Riley Horton as Special Municipal Officers of the Town of Jackson.

STAFF REPORT



Meeting Date:	July 10, 2023	Meeting Title:	Special Town Council Meeting
Submitting Department:	Planning Department	Presenter:	Katelyn Page
Agenda Item:	P23-034 Request for a Conditional Use Permit to add Outfitter/Tour Operator use at the property 1490 Gregory Lane	Public Comment:	Yes

Purpose & Policy Considerations.

A conditional use permit (CUP) is required in the Business Park (BP) zoning district by the Town of Jackson Land Development Regulations (LDRs) to operate an Outfitter/Tour Operator use. A conditional use permit requires review and approval by Town Council.

Requested Action.

The applicant, Matthew Scott of Jackson Hole Wildlife Safaris, LLC ('JHWS'), requests approval of a conditional use permit to add Outfitter/Tour Operator use at the property located at 1490 Gregory Lane.

Recommendations.

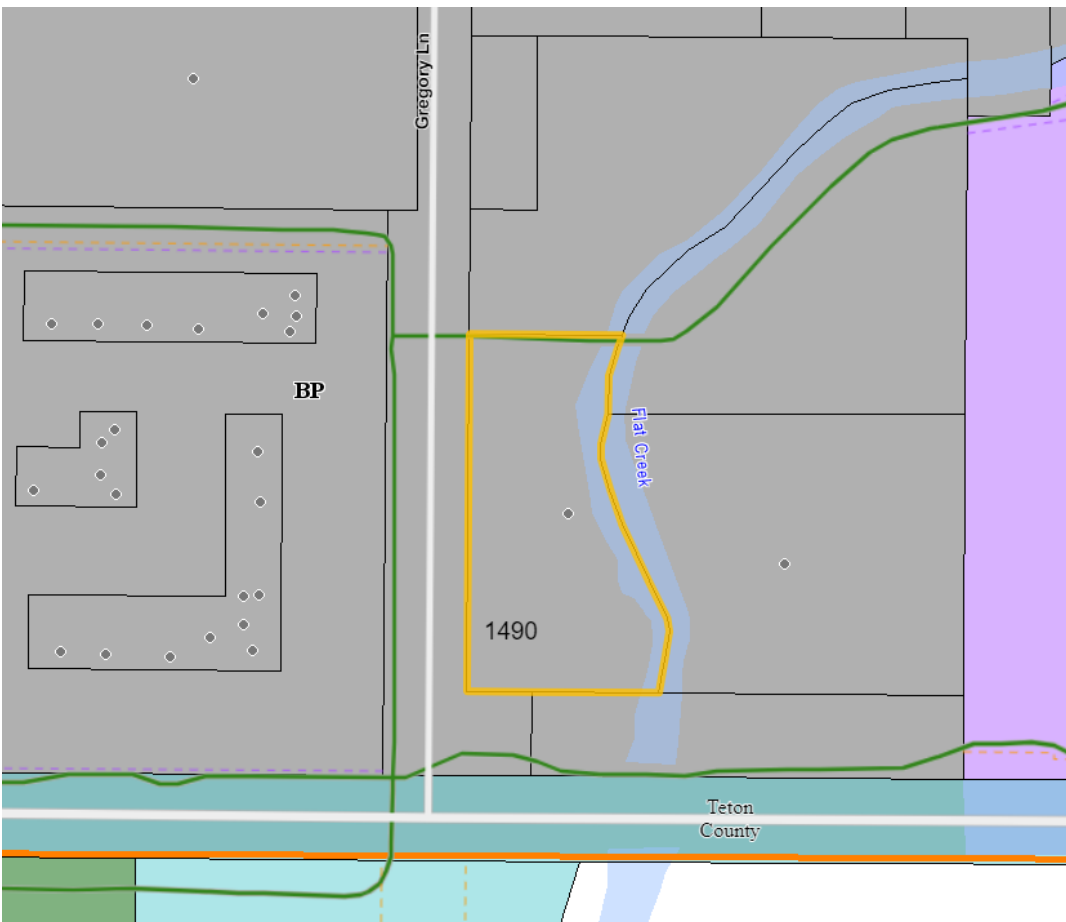
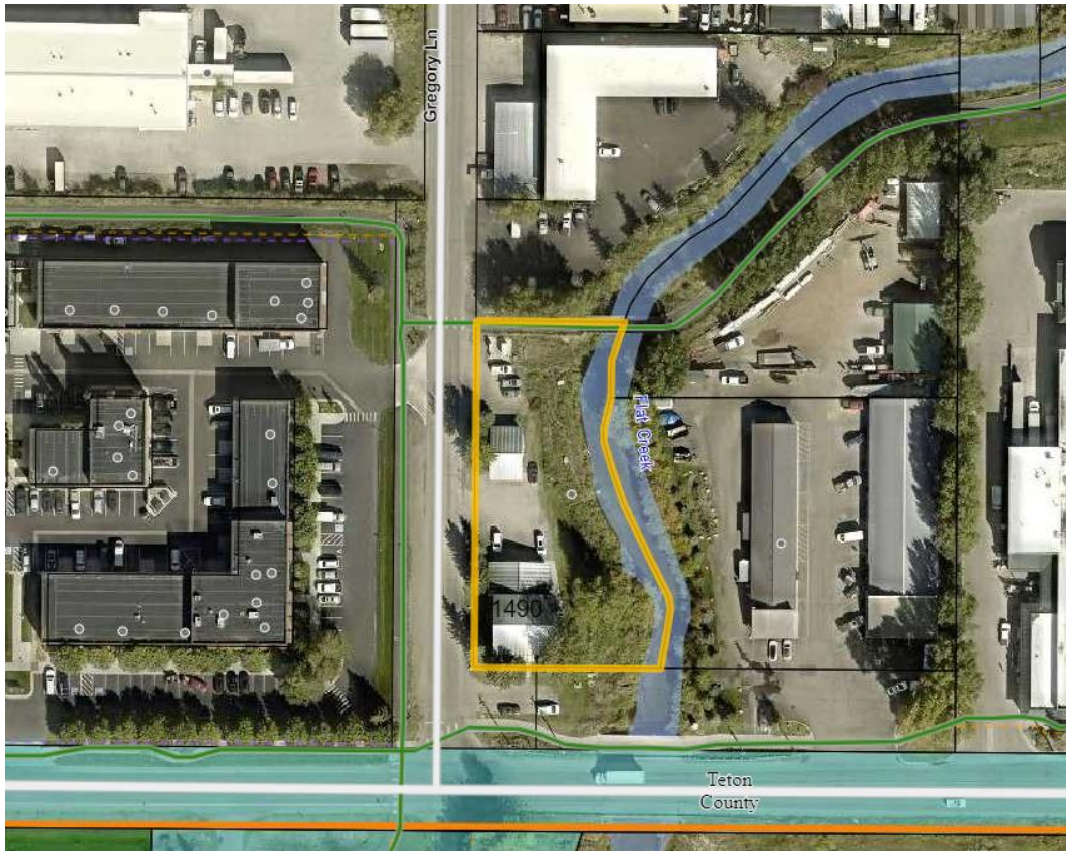
The Planning Director recommends **approval** of a conditional use permit to add Outfitter/Tour Operator use at the property addressed 1490 Gregory Lane, subject to this staff report, the departmental reviews attached hereto, and the following six (6) conditions:

1. The applicant is required to pave the parking facility, providing a minimum eleven (11) outdoor vehicle parking spaces, to a standard that meets or exceeds the paving standards of the Town.
2. Exchange of employee and company vehicles is not permitted within the public right of way.
3. Tenants locating in remaining suites shall comply with the use standards of LDR Section 2.3.10.C for the Business Park (BP) zone.
4. The applicant is not permitted to occupy floor area on the Property other than that specifically designated in this application as Outfitter/Tour Operator use.
5. The applicant is required to post no parking signage on the northwest corner of the parcel adjacent to, and west of, the utility boxes.
6. The applicant is required to provide a habitat restoration and improvement plan to Staff within 45 days of conditional use permit approval by Town Council.

Background.

Project Location

The property located at 1490 Gregory Lane ("Property") is legally described as LOT 4, MARTIN ADDITION to the Town of Jackson). An aerial photo and zoning map of the Property are shown on the following page:



Existing Conditions

The Property, owned by 1490 JHWS LLC, is 0.65 acres in size and located in the Business Park (BP) zone. Surrounding properties are also in the Business Park (BP) zone. The Property fronts Gregory Lane to the west and Flat Creek to the east. Along the northern property line is a 10' access easement to accommodate a bicycle and pedestrian path. To the south of the Property are publicly owned and Town owned parcels that provide access to a thaw well.

Previously in 1995, the Property received approval for Final Development Plan 95-29A for two structures of light industrial space and approval for two variances. Variance 95-29B allows an 18' setback from the top of the bank of Flat Creek where a 50' setback is required. Variance 95-29C allows a 10' front setback where a 20' setback is required. The variances were approved because application of both the creek setback and front setback would significantly reduce the building envelope on the Property.

The Property includes a primary structure totaling 3,768sf and a detached garage totaling 836sf. There are 5 suites and an attached garage within the primary structure. The Property includes an existing gravel drive and parking surface which are nonconforming to LDR Section 6.2.5.A (Surface and Drainage). Staff calculation of floor area is included as an attachment to this staff report as it differs slightly from the applicant's calculations. The staff calculations for floor area are used for below analysis.

Proposed Conditional Use

The applicant is seeking a conditional use permit (CUP) for 1,176sf of Outfitter/Tour Operator use at the Property. That floor area is comprised of a 297sf suite, 43sf of a shared entryway, and an 836sf detached garage. The applicant has also applied for a grading permit, currently under review by the Town as a separate grading project B23-0098, to expand and pave the existing parking facility surface to support the parking and operation needs of the proposed Outfitter/Tour Operator use and remaining Light Industry use.

JHWS plans to occupy Suite 1B and the detached garage. At this time, the property owner does not currently have plans for tenants to occupy the remaining 4 suites but may seek tenants at a future date.

Analysis & Key Policy Questions.

The purpose of a conditional use permit is to individually and publicly review the configuration, density, and intensity of a use that is generally compatible with the character of a zone, but requires additional, site-specific conditions to limit and mitigate effects that may be adverse to the desired character of the zone.

Key Policy Question

The key policy question for consideration is whether, as conditioned, the proposed use and expanded parking facility adequately mitigates impact to the surrounding environment – namely, impacts to Flat Creek such as stormwater runoff.

Analysis

After reviewing the applicant's submittal, Staff finds that, as conditioned, the proposed use is compatible with the intended character of the Business Park (BP) zone. Please refer to the LDR Compliance Table on the following page:

LDR Compliance Table		
Standard	Proposed	Comment
Allowed Use	Outfitter/Tour Operator	Complies.
Required Parking	15 proposed parking spaces 14 Required: 10 – JHWS Independent Calculation 4 – Light Industry use (1/1000sf x 3,428sf gross)	Complies as conditioned.
Affordable Workforce Housing Mitigation	0.422 unit credit less 0.370 unit generated = No required mitigation	Complies.

Vehicular Access and Parking

The existing parking facility consists of a gravel surface with undefined parking stalls accommodating approximately 4-5 outdoor parking spaces. An attached garage and a detached garage further accommodate 1 vehicle and 2 vehicles respectively making a total of approximately 7-8 existing off-street parking spaces at the site. Currently, no parking spaces are designated for ADA accessibility.

The existing parking is nonconforming to LDR Section 6.2.5.A (Surface and Drainage) which requires off-street parking and loading areas to be paved to a degree that meets or exceeds the Town's engineering standards. In addition, LDR Section 1.9.2.B.5 (Required Compliance for Non-Building Nonconformities) requires that a nonconforming physical development that is not a building, such as parking surface and design, be brought into compliance with the LDRs upon cumulative expansion of greater than 20% of the use on a site. Because the applicant is proposing to expand the nonconforming parking area by more than 20%, the applicant triggers the LDR requirement to pave the entire parking area. Thus, a condition of approval has been added requiring the applicant to pave the parking facility, to a standard that meets or exceeds the paving standards of the Town.

In total, 14 parking spaces are required to fulfill existing Light Industry and proposed Outfitter/Tour Operator uses at the Property. The proposed Outfitter/Tour Operator use requires an independent calculation to determine the minimum parking requirement. An independent calculation considers unique operational needs of a use. The applicant states that it needs 10 parking spaces to fulfill the needs of JHWS's Outfitter/Tour Operator use. Prior to daily tours, employees will exchange personal vehicles for company tour vehicles at the Property. Because patrons are picked up and dropped off at their hotel or other off-site location, additional on-site parking for tour guests is neither proposed nor required. To ensure the exchange of employee and outfitter vehicles does not negatively impact the public right of way, staff recommends a condition of approval that exchange of employee and company vehicles is not permitted within the public right of way. This condition of approval was added following Planning Commission review.

Please see attached application for narrative explanation of daily operations and vehicle needs for JHWS's Outfitter/Tour Operator use. The remaining 3,428sf of existing Light Industry use (3,094sf habitable floor area plus 334sf nonhabitable floor area in attached garage) requires 4 vehicle parking spaces bringing the total parking requirement to 14 parking spaces.

To meet this requirement, the applicant's proposed site plan includes expanding and paving the existing parking facility to formalize vehicle parking stall locations. A total of 15 vehicle parking spaces are proposed including 3 garage spaces and 12 outdoor parking spaces. Of the 12 outdoor parking spaces, 4 proposed at the southeast of the parking facility are tandem parking spaces (one vehicle directly blocking another) to be used only by the Outfitter/Tour Operator use and are not approved for use by other tenants. Garage spaces used to fulfill minimum parking requirement must be available for vehicle parking at all times to remain in compliance with the conditional use permit. While tandem parking spaces are generally not permitted for nonresidential uses, they have been considered for specific uses in the past such as other Outfitter/Tour Operator uses or Lodging uses with valets. This is because such uses have full control of the parking operations and the general public does not run the risk of not being able to retrieve a vehicle due to a tandem parking set up. Staff feels allowing the 4 tandem parking spaces for JHWS use is appropriate.

Staff recommends a condition of approval that the applicant is required to post 'no parking' signage on the northwest corner of the parcel adjacent to, and west of, the utility equipment so that vehicles do not park in the right of way or along the utility boxes. Based on department reviews from the Jackson Hole Community Pathways Director, vehicles parked in this area block the sight line of, and create a hazard between, pathway users crossing Gregory Lane and vehicles driving north on Gregory Lane.

Visual, Nuisance, and Environmental Impacts

Staff finds that the proposed Outfitter/Tour Operator use adequately minimizes adverse visual and nuisance impacts of the proposed use to adjacent properties. JHWS employee exchange of personal and company vehicles will be contained entirely on the Property, tours and patron pick-up and drop-off are conducted off-site, and existing plant units along Gregory Lane offer a landscape buffer at the Gregory Lane frontage.

The Property is not within the Natural Resource Overlay (NRO) or the Scenic Resource Overlay (SRO). Due to the Property's proximity to Flat Creek, however, Staff contacted Wyoming Game and Fish as well as the Teton Conservation District to establish if a cutthroat trout spawning habitat is located within 150' of the Property and thus whether additional mitigation for stormwater and drainage impacts to the creek would be necessary. Both entities confirmed that, while occurrences of cutthroat trout spawning have been informally observed near the Property in past years, such occurrences have not been formally documented or studied. As such, no additional mitigation requirements of LDR Section 5.2 (Environmental Standards Applicable in Specific Areas) are nonapplicable.

Staff also notes that the applicant proposes to significantly increase the amount of pavement inside the 50' creek buffer by taking full advantage of the 18' variance the creek. This will result in the loss of approximately 2,530sf of current landscape area buffering the creek. To offset this significant adverse impact to the creek buffer and in order to make CUP Finding 4 regarding minimizing adverse environmental impact, Staff has added a condition of approval that the applicant provide a habitat restoration/improvement plan within the remaining 18' buffer to rehabilitate the area. Staff recommends that this plan be done in cooperation with the Teton Conservation District and be submitted to the Town within 45 days of approval of the CUP. The creek

restoration plan should also be done in coordination with the grading permit. Staff has contacted the Conservation District and they have committed to work with the applicant on the buffer restoration plan.

Existing Impermissible Uses

Review of JHWS's application for the proposed Outfitter/Tour Operator use at 1490 Gregory Lane revealed three tenants at the Property were operating as Offices uses which are not allowed in the Business Park (BP) zone and the businesses were not in compliance with the business license requirements of the Jackson Municipal Code.

Accordingly, the Town notified the property owner via letter that each business tenant was not in compliance with the business license requirements in the Jackson Municipal Code and reiterated that Office use constitutes an impermissible use in the Business Park (BP) zone. Staff also clarified that for conditional use permits to be approved, the proposed use must meet the findings established in LDR Section 8.4.3.C – specifically compliance with the use standards of the zone in which the proposed use will be located. Additionally, the Town notified each of the businesses described above of their noncompliance with the Town's business license requirements and afforded 180 days – a deadline of October 8, 2023 – to come into compliance with the license requirements established in the Jackson Municipal Code.

Affordable/Employee/Workforce Housing

LDR Section 6.3.2.A.1 grants an affordable housing "credit" for any uses on a site established from December 19, 1995, to the present. The Property carries an existing credit of 0.422 units for 3,433sf habitable floor area of Light Industry use. The proposed Outfitter/Tour Operator use generates a 0.370 unit requirement based on 339sf of habitable floor area dedicated to the proposed use. Outfitter/Tour Operator use requires an independent calculation for housing mitigation and Staff utilizes an independent calculation rate of 1.09 units per 1,000sf based on previous analysis of BUP and CUP applications for Outfitter/Tour Operator use in the Town.

The applicant has chosen to apply existing credits on the Property towards mitigation of JHWS's Outfitter/Tour Operator use leaving a 0.052 unit credit associated with the Property. While this is an acceptable strategy of property owners to mitigate required affordable housing units, Staff notes any use permit required for a future tenant to occupy one of the remaining 4 suites will require provision of affordable workforce housing mitigation as a condition of approval once the 0.052 remaining units are utilized. To ensure compliance with this and other use standards of the Business Park (BP) zone, staff has added a condition of approval that tenants locating in remaining suites shall comply with use standards of LDR Section 2.3.10.C Business Park (BP) zone. This includes applying for necessary use permit prior to operating a business at the property. Additionally, staff added a condition of approval that JHWS is not permitted to occupy floor area on the Property other than that specifically designated in this application as Outfitter/Tour Operator use. This means JHWS may not utilize vacant suites for business operation, storage, or any other reason. These two conditions of approval were added by staff following Planning Commission review to ensure compliance with use standards of the zone.

Non-compliance with use standards of the Land Development Regulations at the Property will be enforced by the Town.

Planning Commission

The Planning Commission reviewed item P23-034 at its June 7, 2023, Regular Meeting and recommended approval to Town Council by a 5-0 vote. Commissioners were in general support of the request and Staff's recommended conditions of approval. Staff answered Planning Commission questions regarding Nonconforming Physical Developments (LDR Section 1.9.2) and Off-Street Parking and Loading Design Standards

for Surface and Drainage (LDR Section 6.2.5.A) that together require paving of nonconforming gravel surfaces – such as that at 1490 Gregory Lane – to a standard that meets or exceeds the paving standards of the Town. The proposed site plan attached with this staff report, includes the introduction of tandem parking spaces and minor changes to parking space locations, has been updated since Planning Commission review.

Public Comment.

No public comment has been received by Staff at the time of this report.

Findings.

Pursuant to Section 8.4.3.C (Conditional Use Permit Standards) of the Land Development Regulations, the following findings shall be made for the approval of a conditional use permit.

1. *Compatibility with Future Character. The proposed Conditional Use shall be compatible with the desired future character of the area.*

Not applicable. This finding is not applicable according to the Wyoming Supreme Court.

2. *Use Standards. The proposed Conditional Use shall comply with the use-specific standards of Division 6.1.*

Complies. Staff finds that the proposal is compliant with the standards of Division 6.1 – Allowed Uses. The proposed Outfitter/Tour Operator use is an allowed use within the Business Park – (BP) zone with the approval of a conditional use permit. Previous tenants not meeting the allowed use standards of the Business Park zone are required to either vacate or come into compliance with the use standards of the zone. The applicant has stated all tenants with nonpermissible uses will vacate the Property.

3. *Visual Impacts. The design, development, and operation of the proposed Conditional Use shall minimize the visual impact of the proposed use on adjacent lands.*

Complies. Staff finds that the addition of the proposed Outfitter/Tour Operator Use at the existing property will not create negative visual impacts of the proposed use on adjacent lands. There is adequate existing landscape screening along the Gregory Lane frontage and storage of equipment is planned within the structures. Overall, Staff finds that the proposed use is consistent with the intended character of the Business Park zone and is not anticipated to have significant visual impacts on adjacent neighbors.

4. *Minimizes adverse environmental impact. The development and operation of the proposed Conditional Use shall minimize adverse environmental impacts.*

Complies. Staff finds that, as conditioned, the proposed use will not have an adverse environmental impact. While the site is not located within the NRO or SRO, the proposal will add a significant amount of paved parking up to 18' of the creek bank and so additional mitigation is recommended. By working with the Teton Conservation District to add appropriate creek buffer vegetation, the applicant can significantly offset the loss of pervious landscape area and associated impacts to the water quality to Flat Creek.

5. *Minimizes adverse impacts from nuisances. The development and operation of the proposed Conditional Use shall minimize adverse impacts from nuisances.*

Complies. Staff finds that operations of the proposed Outfitter/Tour Operator use adequately minimizes adverse nuisance impacts of the proposed use to adjacent properties.

6. *Impact on Public Facilities. The proposed Conditional Use shall not have a significant adverse impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMT facilities.*

Complies. Staff finds that, as conditioned, the proposed change in use will not have significant adverse impacts on public facilities and services. The proposed grading work required to accommodate the parking facility will meet or exceed paving standards of the Town and address stormwater runoff to Gregory Lane and Flat Creek. Based on application narrative and conditions of approval, vehicle exchange and operations apart from tours and routine vehicle maintenance such as carwashes, will be contained on the Property. There are no anticipated negative transportation impacts, or any impacts on schools, police, fire and EMT facilities. No additional public impacts have been identified.

7. *Other Relevant Standards/LDRs. The development and operation of the proposed Conditional Use shall comply with all standards imposed on it by all other applicable provisions of the LDRs and all other Town Ordinances.*

Complies. Staff finds that, as conditioned, the proposed use complies with the provisions of the LDRs and with all other Town Ordinances.

8. *Previous Approvals. The proposed Conditional Use shall be in substantial conformance with all standards or conditions of any prior applicable permits or approvals.*

Complies. Staff finds the proposed use is in substantial conformance with all standards or conditions of any prior applicable permits or approvals, including Final Development Plan 95-29A and Variances 95-29B and 95-29C.

Possible Alternatives.

Council has the option to approve the item as presented, suggest alternative conditions of approval, or deny the item if unable to meet the above findings.

Fiscal Impact.

No fiscal impact is identified at this time.

Staff Impact.

The amount of Staff time to review this conditional use permit, including research, report drafting, and response to questions of existing nonconforming uses is approximately 55 hours.

Attachments or Links.

Department Reviews

Floor Area Table (Staff)

Affordable Workforce Housing Mitigation Calculator

Revised Site Plan

Applicant Submittal

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

I move to **approve** Conditional Use Permit P23-034 for Outfitter/Tour Operator use at the property addressed 1490 Gregory Lane based upon the findings and conditions presented in the staff report, the departmental reviews, and subject to this staff report dated July 10, 2023.



PERMIT NOTES

Permit # P23-034 Parcel # : 22-40-16-06-1-09-004

Site Address: 1490 GREGORY LANE

Project Name: CUP - 1490 Gregory Lane

Note Type	Note Code	Text	Created By	Begin Date	End Date
CONDITIONS		Updated site/parking plan received by staff on 6.20.23 following Planning Commission review. Conditions of approval: 1. The applicant is required to pave the parking facility, providing a minimum eleven (11) outdoor vehicle parking spaces, to a standard that meets or exceeds the paving standards of the Town. 2. Exchange of employee and company vehicles is not permitted within the public right of way. 3. Tenants locating in remaining suites shall comply with the use standards of LDR Section 2.3.10.C for the Business Park (BP) zone. 4. The applicant is not permitted to occupy floor area on the Property other than that specifically designated in this application as Outfitter/Tour Operator use. 5. The applicant is required to post no parking signage on the northwest corner of the parcel adjacent to, and west of, the utility boxes. 6. The applicant is required to provide a habitat restoration and improvement plan to Staff within 45 days of conditional use permit approval by Town Council. Notes/Dept. Reviews See staff calculations for floor area breakdowns as attachment to staff report. Application included calculation errors on spreadsheet and floor plans. Defer to staff calculations for parking and housing mitigation requirements. Previous site plans show four tandem parking spaces within the detached garage measuring 22 x 38. The size of this structure is only large enough to accommodate 2 parking spaces (min 9x20). Staff notes any site/parking plan references to detached garage accommodating 4 vehicles is incorrect. Any approved tandem spaces may only be used by the Outfitter / Tour Operator use and are not approved for use by other tenants. Garage spaces used to fulfill minimum parking requirement must remain clear of storage etc to be able to accommodate vehicle parking at all times. Revised site plan for GEC submittal must include dimensions of attached garage to ensure that exterior parking spaces do not block this garage entry. Please reference final staff report dated 07.10.23 for further detail.	KPAGE@JACKS ONWY.GOV	06/27/23	6/30/23



PERMIT NOTES

Note Type	Note Code	Text	Created By	Begin Date	End Date
CONDITIONS		Dept. Review as of 6/1/23 Conditions of approval: Prior to Town Council - 1. Prior to Town Council review, the applicant is required to submit revised site plan which removes vehicle spaces blocking the attached garage. Following Approval - 2. The applicant is required to pave the parking facility, providing at minimum nine (9) outdoor vehicle parking spaces, to a standard that meets or exceeds the paving standards of the Town. 3. The applicant is required to post no parking signage on the northwest corner of the parcel adjacent to the utility boxes. 4. The applicant is required to provide a habitat restoration and improvement plan to Staff within 45 days of Conditional Use Permit approval by Town Council. See staff calculations for floor area breakdowns as attachment to staff report. Application included calculation errors on spreadsheet and floor plans. Defer to staff calculations for parking and housing mitigation requirements. Updated Dept. Review - 1. Revised GEC submittal shall show compliance with required bicycle and electric vehicle supply equipment for expanded parking area. See LDR sections 6.2.3.D.1 (Required Bicycle Parking) and Section 6.2.2.F (Electric Vehicle Supply Equipment). Applicant shall show a minimum of 2 bicycle parking spaces (based on 14 required vehicle spaces for outfitter/tour operator use and light industry use). Calculations for EVSE will be based on number of expanded vehicle spaces provided with GEC permit. Staff estimates an addition of 5 outdoor spaces yielding a required 1.5 EVSE capable spaces (rounded to 2) and 0.25 EVSE installed space (rounded to 1). Alternatively, that this could be fulfilled by providing 3 EVSE installed spaces. 2. The four parking spaces within the detached garage are tandem spaces to be used by the Outfitter / Tour Operator use and are not approved for use by other tenants. 3. Housing mitigation - see updated housing mitigation calculation based on staff floor area calculation. Property has existing credit of 0.422 units (3433.38sf habitable floor area). Tour operator use yields 0.370 units (339.45 sf habitable = 266.85 suite + 29.96sf restroom + 42.63sf shared entry). Applicant plans to utilize all property credits towards P23-034 leaving remaining of 0.052 units for future tenants at property owner discretion. 4. Parking required - 10 independent calc. spaces for JHWS + 4 spaces (rounded from 3.43) for remaining Light industry use	KPAGE@JACKS ONWY.GOV	06/01/23	6/1/23



PERMIT NOTES

Note Type	Note Code	Text	Created By	Begin Date	End Date
CONDITIONS		No Parking signs should be installed on the northwest corner of the parcel adjacent to the utility boxes so that vehicles do not park in the right of way or along the utility boxes. Vehicles parked here block the sight line and create a hazard between pathway users crossing Gregory Lane and vehicle driving north on Gregory.	BSCHILLING@JACKSONWY.GOV	05/30/23	5/30/23
DEFICIENCY		General - Property's existing Light Industry use approved via Development Plan 95-29. Based on application and staff research, no existing tenants are considered permitted office uses or nonconforming office uses. Staff communicated with application that original tentative date for Planning Commission of 5/17 has been shifted to 6/7/23. Prior to Planning Commission, revise or address the below and resubmit to planning@jacksonwy.gov by no later than Friday, May 12, 2023. LDR Compliance and Finding 2 for a conditional use permit. - Existing office uses do not meet compliance with LDR requirements of Section 2.3.10.C.1 (Allowed Use) in the Business Park Zone. In order to meet CUP Findings required of Section 8.4.3, revise application to demonstrate compliance with use standards of the Business Park zone (Sec 2.3.10.C.1). This may include narrative of steps applicant plans to take regarding any existing nonpermitted uses. - Revise application to correctly state the Business Park zone instead of industry zone or light industry zone. The current description may cause confusion with reviewers as the property is located in the Business Park Zone. Seasonal Operations Revise application to include description of any variation between summer, winter, and off-season operations (time/frequency/ amount of employees etc). Parking and Site Design - Please provide separate site plans for existing and proposed site work. It is difficult to determine existing and proposed conditions. - Clarify narrative of independent parking calculation needed for JHWS. Page 7 of narrative lists 10 required vehicles and 12 required vehicles. Staff is confused this seemingly conflicting calculation. - Depending on revised description of proposed uses (Staff understands this proposal will be changed by applicant to Light Industry and Outfitter /Tour Operator), Revise application to demonstrate compliance with LDR requirements of Section 2.3.10.C.2 (Use Requirements-Parking) in the Business Park Zone. Revise narrative as needed. - Site plan and narrative will need to demonstrate ample parking for proposed uses determined by applicant. Based on conversation with applicant, Staff understands this proposal will be changed by applicant to	KPAGE@JACKSONWY.GOV	04/20/23	4/20/23



PERMIT NOTES

Light Industry and Outfitter /Tour Operator uses. Applicant proposes independent calculation for Outfitter /Tour Operator use of 12 vehicles proposed by JHWS and remaining Light industry use. Light industry use requires parking of $1/1,000 \text{ sf} + 1/\text{company vehicle}$. Please demonstrate that required parking total is workable on the property via parking/site plan. Revise narrative as needed.

5. Currently proposed site and parking plan does not meet all LDR requirements. Revise site design to show compliance with Parking and Loading Standards (some duplicate comments from GEC permit review) :

i. (Planning will defer to Engineering) Revise site plans to show parking spaces NOT overlapping with Gravel walkway with NDS Flo-Well subsurface drainage basin connected to strip drains. Parking spaces must retain the full 20 depth or 18 with wheel stops without encroaching site design aspects. Please note that use of wheel stops may be used provided that an overhang shall not reduce the width of an adjacent walkway to less than 4 feet in width (Sec. 6.2.5.D.1.b.ii)

ii. Revise site plans as needed to ensure rock wall does not encroach parking spaces. For example, the currently shown tandem parking spaces in the southeast corner of parking lot are shown to overlap the rock wall.

iii. It is unclear if the proposed northwestern most parking space is too close to the existing transformer and utilities. Revise submittal to include approval from utility entity that the distance shown between parking space and utilities is sufficient.

iv. Revise site plan to include dimension of parking aisles. Parking module (spaces plus aisle) do not appear to meet LDR Section - 6.2.5.D.5. Please verify compliance and dimension for northern parking area drive aisle as southern parking area drive aisle with LDR Section - 6.2.5.D.5. For example, required module width for two rows of 90degree parking is 64'. It does not appear site can accommodate this requirement.

v. Revise site plan to show removal of conflict between southern curb cut and proposed parking due south of the existing northern garage. Drive entrance may not conflict with parking spaces. (these spaces must also be removed due to tandem spaces not being allowed at this time)

vi. Revise plans to show compliance with Sec. 6.2.5.B.3. This will include the inclusion of engineering turning movements for, at minimum, the northern parking lot. It does not appear vehicles could navigate all parking spaces without the need for backing out onto Gregory Lane which is not permitted. For example, due to proximity to the boulder wall, the southeastern most space in the northern parking lot does not appear feasible without the need to back out on to Gregory Ln. Similarly, the southwestern most parking space in southern lot would require turning movements as shown, however, no



PERMIT NOTES

turning movements are required for that space if the tandem parking space directly blocking it to the north and the parking spaces blocking the southern garage are removed.

Housing Mitigation

1. The proposed Outfitter/Tour Operator Use is recognized as an employee generating development under LDR Section 6.3.2.A. For Outfitter/Tour Operator Use, staff utilizes an independent calculation rate determination prepared by OPS Strategies 1.09 units per 1,000sf. Staffs estimate 339.45sf proposed for Outfitter/Tour Operator Use (including half of the entryway floor area) amounts to 0.370units.
2. Existing use for property was approved as Light Industry via Development Plan meaning the property has a credit of 0.428 units.
3. Depending on revised description of proposed uses (Staff understands this will be changed by applicant to Light Industry and Outfitter /Tour Operator), Revise application to demonstrate compliance with LDR requirements of Section 2.3.10.C.2 (Use Requirements- Affordable workforce Housing) in the Business Park Zone. This should include how the applicant plans to utilize existing credits available on site (for example, if tenants are not present and credits are applied to Outfitter/Tour Operator Use) Payment of any required housing mitigation is a condition of approval of the CUP.
4. Staff suggests revising application to include housing calculator using the 1.09 units per 1,000sf for Outfitter/Tour Operator and remaining input as appropriate for Light Industry use based on Staff understanding this proposal will be changed by applicant to Light Industry and Outfitter /Tour Operator.

GENERAL	CONDITIONAL USE PERMIT NO COMMENT	SMOHROR@JA 04/19/23 CKSONWY.GOV
	P23-034 CUP ADDRESS: 1490 Gregory Lane OWNER: 1490 JHWS, LLC APPLICANT: Matthew Scott	
	4/19/2023 Scott Mohror, (307) 733-3079	
	DATE OF SUBMITTAL: 03/23/2023 DATE OF MATERIALS: 02/07/2023 REVISION NO.: 00	
	The Engineering Division has reviewed your application for a CONDITIONAL USE PERMIT submitted on and with application materials as dated above.	
	NO COMMENT	
	NOTES FOR APPROVAL	
	1. Submitted Exhibit B, Parking Plan and Exhibit D, Grading Site Plan are from the GEC submittal (B23-0098) REV_01, which has been denied. Refer to the denial notes dated March 22, 2023.	
	2. Additional Water or Sewer Capacity fees may be assessed with the building permit.	



PERMIT NOTES

Note Type	Note Code	Text	Created By	Begin Date	End Date
GENERAL		Comments from P&R on P23-034: Suggest switching locations of the ADA landing area with the ADA van accessible parking space. The present configuration puts the drivers side on the landing, and most van lifts Ive seen are on the passenger side. This would also allow wheelchair access to the sidewalk. Please provide clear contour elevation labels and differentiate what is existing/proposed on the grading plan. Please include an existing conditions exhibit. Thanks, Rachel	ALANGLEY@JA CKSONWY.GOV	04/07/23	

ToJ Staff Corrections to "Exhibit C"

JHWS Floor Area

	Unit 1	Unit 2	Unit 3	Unit 4	Attached Garage	Total Primary Structure
Reception		97.97	87.6	87.6	334.36	
Office A	279.45	106.4	147.76	130.01		
Office B	266.85	212.56	136.21	128.8		
Office C		143.08	59.62	55.28		
Office D		93.74	88.38	86.89		
Lav A	49.66	39.05	47.09	43.66		
Lav B	29.96	89.58				
Hall		355.95	250.96	234		
Interior Entry A	42.635					
Interior Entry B	42.635					
Total Primary Structure	711.19	1138.33	817.62	766.24	334.36	3767.74
Unit 1	711.19					
Unit 2	1138.33					
Unit 3	817.62					
Unit 4	766.24					
Attached Garage	334.36					
Detached Garage	836					
			JHWS	Remaining		
Total habitable	3433.38		339.45	3093.94		
Total nonhabitable	1170.36		836	334.36		
Gross	4603.74		1175.45	3428.30		

Development of a new house, hotel, or commercial space generates the need for employees. The construction workforce builds the space, the commercial workforce or residential service workforce works in the space, and first responders are needed to protect the space. Only about 27% of the employees generated by development can afford housing in the community, but the community's "community first" character goal is that 65% of employees live locally. To bridge this affordability gap, each development is required to include affordable workforce housing proportional to the employees it generates. These housing mitigation requirements are established in Division 6.3 of the Land Development Regulations. This worksheet is intended to assist in meeting the requirements for a project. However, an error in the worksheet does not amend the actual standard; if you find an error please notify the Planning Department. Fill in the highlighted cells, all the other cells will autopopulate.

Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

Step 1: Location

Town of Jackson

The applicable regulations vary by jurisdiction please identify the location of your project using the above dropdown options.

The required housing is based on the existing and proposed use of the site. Step 2 is to enter the existing use and Step 3 is to enter the proposed use. Section 6.3.2 of the LDRs establishes the applicability of the affordable workforce housing standards and Section 6.3.3 establishes the specifics on calculation of the requirement. Enter each use in its own row, add rows if needed. If a building has multiple units with the same use, describe each unit in its own row. (For example: if a duplex is composed of a 2,300 sf attached unit and a 1,700 sf attached unit, put each unit in its own row do not put in 4,000 sf of attached single-family.) If a unit type (e.g. apartment floor plan, or commercial tennant space) is replicated exactly multiple times, you may use the "Use Quantity" column to avoid adding multiple rows.

Step 2: Existing Development

Housing is only required for new development. Please describe the existing use of the site so that it can be credited from the housing requirement. The definition of existing use is Section 6.3.2.A.1 of the LDRs. Generally, the existing use to enter is the use with the highest housing requirement that either existed in 1995, or has been permitted since 1995. Please attach proof of existence.

Existing Use (Sec. 6.3.2.A)	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Light Industry	0.000123*sf		3433.38	1	0.422

Existing Workforce Housing Credit0.422

Step 3: Proposed Development

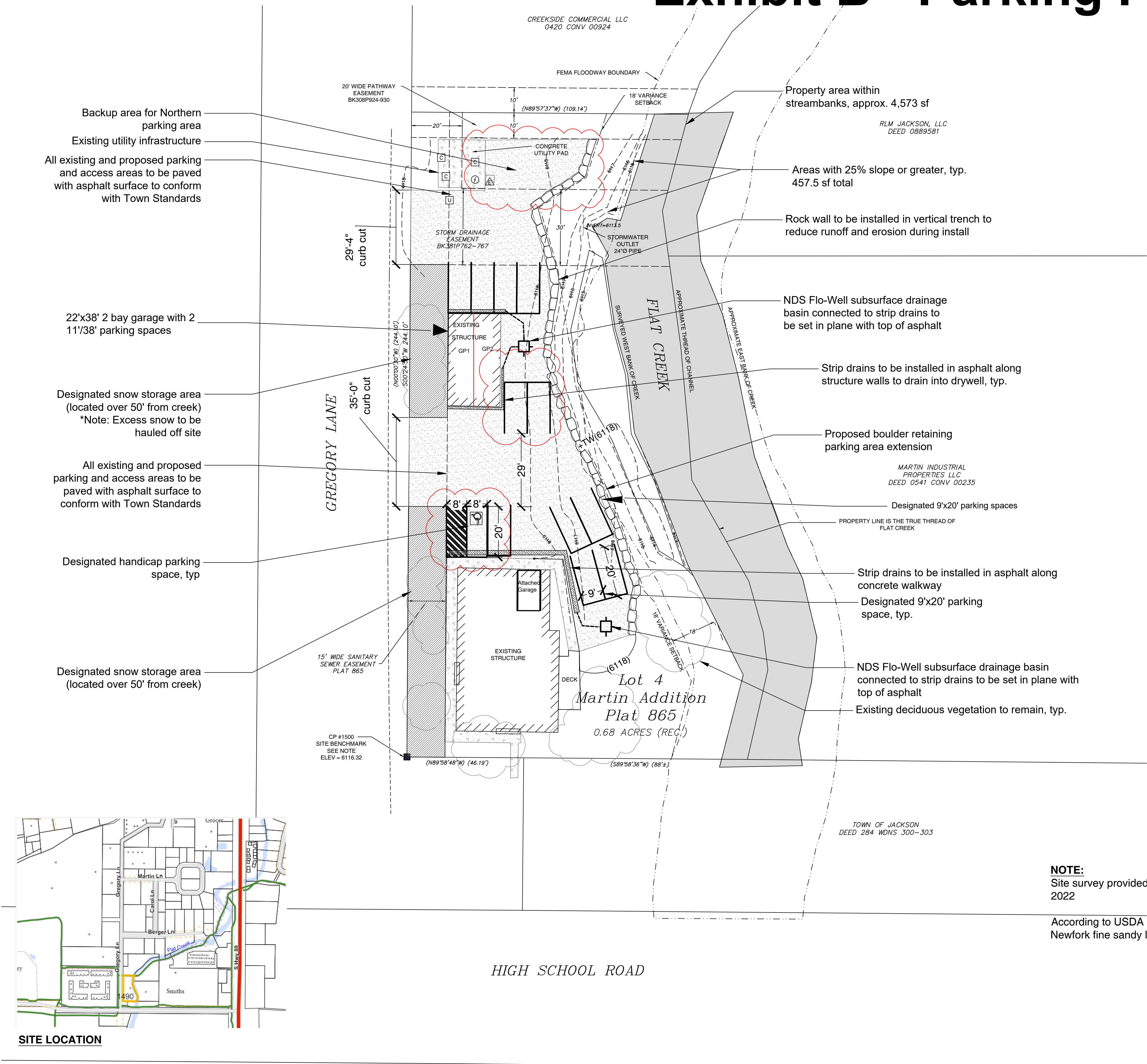
Please describe the proposed use of the site to determine if affordable workforce housing is required as part of the development. Describe the end result of the proposed development. (For example: in the case of an addition do not enter the square footage of the addition, enter the size of the unit upon completion of the addition.)

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Outfitter/Tour Operator	0.00109	0	339.45	1	0.370

Affordable Workforce Housing Required:0.000 unitsFee-in-Lieu Amount:\$-

If the amount of required affordable workforce housing is less than one unit, you may pay the above fee in-lieu of providing the required housing. If you elect to pay the fee, your Housing Mitigation Plan is complete. If the requirement is greater than one unit, or you would like to provide a unit to meet the requirement, please proceed to the [Unit Type Sheet](#).

Exhibit B - Parking Plan



No.	Revisions	Date
1	Additional Parking Spaces	2/23/2023

CUP Site Plan

CUP Permit
Submittal

1490 JHWS, LLC
1490 Gregory Lane
Jackson, WY



Landscape Design

P.O. Box 9090
Jackson, Wyoming
perennialwest@gmail.com

Drawing Date: 1/27/2023
Drawn By: TBL



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: Jackson Hole Wildlife Safaris
Physical Address: 1490 Gregory Lane
Lot, Subdivision: Lot 4, Martin Addition PIDN: 22-40-16-06-1-09-004

PROPERTY OWNER.

Name: 1490 JHWS LLC Phone: 307-200-7029
Mailing Address: Po Box 12118 ZIP: 83002
E-mail: mwscott34@gmail.com

APPLICANT/AGENT.

Name: Matthew Scott Phone: 307-200-7029
Mailing Address: PO Box 11396 ZIP: 83002
E-mail: matt@jacksonholewildlifesafaris.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 #: P22-281 Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

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

Have you attached the following?

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

NA **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

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

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

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

Matthew Scott

Signature of Property Owner or Authorized Applicant/Agent

Matthew Scott

Name Printed

5/12/23

Date

Owner

Title

CUP APPLICATION NARRATIVE FOR 1490 JHWS, LLC AT 1490 GREGORY LANE

Introduction.

In July 2022, 1490 JHWS, LLC ("1490 JHWS") purchased the property at 1490 Gregory Lane (Lot 4, Martin Addition, PIDN: 22-40-16-06-1-09-004), which is .65 acres (28,314 sq. ft) ("the Property"). 1490 JHWS submits this CUP Application to allow Jackson Hole Wildlife Safaris, LLC ("JHWS") to use the Property as an operational base to serve clients for its wildlife tour business in Grand Teton ("GTNP") and Yellowstone National Parks ("YNP"), and the National Elk Refuge. This use is an established and allowed commercial use in this zone, BP-ToJ 2.3.10, and Tour Operator/Outfitter is an explicit allowable use in this zone (see, LDR §§ 6.1.7E; 2.3.10.C.1, 2.3.10.C.2).

JHWS has been in business since 2007. JHWS is a significant contributor to many local nonprofits and organizations. Matt Scott, its Owner, is a volunteer fire fighter for the West Bank area. JHWS is the first, and only, local tour operator to be awarded a Business Emerald Sustainability Tier ("BEST") certification for environmentally-sustainable practices, which are critical in the Jackson Hole valley, GTNP, YNP, national refuge and national forest areas in which JHWS operates. The Riverwind Foundation stated, "the standards in the BEST program are comparable to the world's most rigorous and comprehensive environmental, community and economic sustainability criteria." JHWS strives to maintain these standards in its business operations.

JHWS combines a love of adventure with a passion for wildlife and wild spaces to create premium, once-in-a-lifetime experiences exploring the natural world. JHWS is certain that active stewardship is the only way to ensure the same experience for future

generations. JHWS strongly believes the only way to preserve the same experiences for the future is through active stewardship of all the resources on which JHWS depends, including a healthy community, environment and staff. The quality and consistency of JHWS tours are what sets it apart from other tour operations. JHWS guides are highly-trained, very knowledgeable, and are committed to create an exceptional trip for each client. JHWS strives to be personable and attentive to the clients' experiences.

Description of Current Use and Proposed Use.

The Property is a .65-acre (28,314 sq. ft.) lot with a commercial building on it containing 3481.38 sq. ft of Habitable Space (see, LDR § 9.5), an attached garage (334.36 sq. ft.) and a stand-alone double garage (836 sq. ft., for a total of 1170.36 sq. ft. of Uninhabitable Space, see, LDR § 9.5) (together, "the Structures," which, totaled, comprise 4,651.74 sq. ft. of both Habitable and Uninhabitable Space). See, *Floor Plan* attached hereto as *Exhibit A*; *Parking Plan* attached hereto as *Exhibit B*; *Square Footage Spreadsheet* attached hereto as *Exhibit C*; *Existing Site Plan* attached hereto as *Exhibit D*; and *Grading Site Plan* attached hereto as *Exhibit E*.

The Structures were inspected at closing in July 2022, and were found to be in good condition with no deficiencies, and with no improvements required. The Property has five (5) dedicated office spaces that were leased to three (3) tenants, who were already leasing the office spaces from the prior owner (the Martin family) when 1490 JHWS purchased the Property. To 1490 JHWS's knowledge, all of the tenants were pre-existing nonconforming uses when 1490 JHWS purchased the Property. When 1490 JHWS purchased the Property, it was not aware that "office" space was not permissible

in the “Business Park” zone. 1490 JHWS was hopeful that it would not have to evict the current tenants who are using portions of the Property for office space, as they have been operating on the Property since before 1490 JHWS purchased it. See, Ex. D.

However, on April 11, 2023, the Town of Jackson Planning and Building Department (the “Town”) sent written letters to all tenants notifying them that, because their businesses violated the LDRs, and, thus, were illegal uses of the Property, they needed to vacate the Property by October 8, 2023. The Town also informed JHWS, in no uncertain terms, that it would not be issued a CUP while the tenants used the Property in violation of the LDRs.

Given JHWS’s immediate need to move into the Property to continue its business operations as tourist season descends on Jackson and the surrounding areas, JHWS was regrettably left with no option but to terminate the leases and give notices to vacate all of the tenants. JHWS explained in its prior CUP applications that it did not want to have to evict any of the tenants, but the Town clearly stated to JHWS, both in writing and in oral meetings, that a CUP could not, and would not, be granted to JHWS until the tenants were out of the Property. To that end, on April 18, 2023, JHWS sent written letters to all tenants advising them of the same, and informed the tenants that they needed to vacate the Property by June 1, 2023 (the Town was copied on that letter). There is no plan to rent the units to other tenants after the units are vacated. As of

today, all tenants have either moved out, or plan to move out, by June 1, 2023. See, Ex.

D. This brings the Property into compliance with LDR §§ 2.3.10.C.1-2.¹

JHWS intends to lease Unit 1B, Office 1B, which is 296.81 sq. ft. (see, Exs. A, B, C & E), on the southwest corner of the Property, as storage space and as explained further below. JHWS currently employs three (3) office staff who work remotely, and eight (8) guides. JHWS will use the Property to park JHWS business vehicles, JHWS guide vehicles, perform vehicle staging, and clean vehicle interiors (exterior cleaning will be done at local car washes). JHWS customers will never come to the Property; they will be picked up from their place of lodging or their home. JHWS will use Unit 1B to store tour and cleaning supplies, and for bathroom use for guides.

Seasonal Operations.

JHWS operates year-round. It is busiest in the summer months (June through the end of September). During the summer, JHWS will staff up to twenty (20) guides to lead its tours. It will send up to ten (10) vehicles out on tour per day, but, on average, it will only run six to seven (6-7) vehicles a day. In the winter, business slows dramatically, and thus JHWS only staffs eight (8) guides and runs about one-and-a-half (1.5) trips a day. Any vehicle not in use that day will be parked in the Property's parking lot. See, Ex. B. JHWS's office staffing does not change with the seasons, and remains at three (3) employees for the full year.

¹ 1490 JHWS's prior CUP applications discuss the specific details and uses of the tenants, but since those tenants have vacated, or are vacating, the Property, 1490 JHWS has removed references to those tenants in this CUP application.

Trip departures, and thus vehicle staging times, change with the time the sun rises. In the summer, JHWS's trip times start between 6:30 and 7:00 a.m. for the morning trips, and between 3:30 and 4:00 p.m. for the afternoon trips. In the winter, trip times start between 7:00 and 7:30 a.m. for morning trips, and between 1:00 and 1:30 p.m. for afternoon trips. Guides will arrive about one (1) hour before their departure times to stage their vehicles and drive to their pickup site. Staging a vehicle involves stocking the vehicle with snacks, lunch, water, coffee, napkins, and other miscellaneous trip provisions. It is a very quiet process that does not create noise pollution. Given the different types of trips and departure times, JHWS's guides do not arrive or leave the parking lot at the same time, which spreads out the activity on the lot. Guides will return to the lot between 11:00 a.m. and 12:00 p.m., 3:00 and 5:00 p.m., and 8:00 and 9:00 p.m., depending on the trip. Given the varied trip times, car wash lines, and drop off locations, JHWS guides usually do not use the lot at the same time. See, *Exs. B & E*.

JHWS's use of the Property will not have, or invite, a heavier flow of invitees or licensees onto the Property than what has typically occurred on this Property. JHWS's proposed use complies with the standards in LDR § 6.1.7.E outfitter/tour operator. 1490 JHWS believes that its proposed use minimizes adverse visual impacts, as no building or trees are being affected, and 1490 JHWS is enhancing the visual impact of the parking lot. The proposed change in use will not have any adverse environmental impact of which 1490 JHWS is aware. 1490 JHWS does not believe that JHWS's proposed use will have any nuisance impact, and it will have minimal effect on public facilities, as set forth above. 1490 JHWS believes that JHWS's applied use complies with LDRs and

town ordinances. JHWS's proposed use shall be in conformance with all standards and conditions of any prior applicable permits and approvals. See, Exs. A - C & E.

1490 JHWS does not intend to develop or improve the Structures from their current state, or to have more employees working in the Structures, but simply plans to pave more of the parking lot (as discussed further below and in 1490 JHWS's application to expand and improve the parking area with asphalt). See, Exs. A - E.

Parking Compliance.

According to LDR § 6.2.2 (explained in more detail below), the Property will need to have twelve (12) total parking spaces. JHWS will use the Property as a tour/outfitter, with a total gross floor area of 1132 sq. ft. (Unit 1B plus the detached garage). Business Park use requires parking of $1/1000 \text{ sf} + 1/\text{company vehicle}$, so JHWS will need 1.61 parking spaces ($1132/1000 \times 1 = 1.61$), plus 10 spaces for its 10 vehicles, and thus will need twelve (12) parking spaces, after rounding 1.61 up to 2 ($2+10$). The diagram attached shows that the lot has 16 total parking spaces, which is more than needed for JHWS to operate on the lot. The North parking area has a 28-ft parking aisle at its narrowest point. The South parking area has a 40-ft parking area at its narrowest point. See, Exs. A - C & E.

As set forth above, JHWS has ten (10) vehicles that operate in the Town of Jackson, which will be parked at the Property overnight. JHWS employees will use the Property for parking and stocking JHWS touring vehicles, Monday through Sunday. The stand-alone 22'x38' double garage (836 sq. ft.), will be used to park four (4) JHWS vehicles. The eight (8) additional parking spaces will be outdoors. Employees of JHWS

will swap their personal vehicle for a touring vehicle or use the additional parking spaces on the lot to park their personal vehicle, so additional guide parking is not needed. JHWS guides are trained every season on how to swap their vehicles safely. This brings the Property into compliance with LDR §§ 2.3.10.C.2. See, Exs. B & E.

1490 JHWS has submitted an application to expand and improve the parking area with asphalt. JHWS's site plan is currently being revised to address the Town's requested changes, and will be submitted in the next couple of weeks when all of changes have been addressed. This will support JHWS's parking needs. All of the typical outdoor parking spaces are 9'x20', which is standard. The ADA space is 8'x20' with an 8' aisle. Before the asphalt is added, 1490 JHWS intends to create EV-capable parking spaces to support EV charging stations to be used when EVs are available and can support JHWS's distance needs. See, Exs. B & E.

Findings for Approval pursuant to LDR § 8.4.3.

The proposed use of the Property meets the standards set forth in LDR § 8.4.3 (and LDR §§ 2.3.10.C.1-2) as follows:

- a. The proposed use by JHWS is compatible with the desired future character of the area, because while the zoning for the Property is "Business Park," many of the surrounding businesses on Gregory Lane have significantly larger, louder, and denser operations than JHWS. JHWS will not be operating heavy machinery or receiving large, semi-truck deliveries in their operations, like many of the businesses on Gregory Lane do. There will not be noisy operations like those associated with surrounding businesses on Gregory

Lane, like construction, processing, packaging & distributing of food or beverages, welding & machine, industrial laundries, and/or cleaning or janitorial services. None of the potentially toxic, polluting, congesting, and loud impacts related to the afore-mentioned other “Business Park” businesses will be created by JHWS at the Property. 1490 JHWS and JHWS intend to run the business on the Property in such a manner that protects the health, safety, and welfare of current and future residents of the community, and ensures conformance and coordination of physical development, use, development options, and subdivision with the public improvement and other plans of the community.

- b. As set forth herein and in the attached *Exhibits*, the proposed use is generally compatible with the character of the “Business Park” zoning, because the configuration, density, and intensity of the proposed use will not be adverse to the desired character of Gregory Lane. JHWS’s proposed use of the Property, as set above, is a less impactful use of the Property than the businesses that are categorized as “Business Park” in the LDRs, so its use complies with the use-specific standards of LDR §§ 8.4.3 and 2.3.10.C.1-2. See, *Exs. A - C & E*.
- c. The Property has adequate landscaping, fencing and/or screening to minimize adverse visual impacts to the community. See, *Exs. B & E*.

- d. The adverse environmental impacts to the community will be minimal because of the aforementioned lack of added density, traffic, and congestion to the neighborhood by JHWS's proposed use.
- e. Similarly, there will be no nuisances created by JHWS's proposed use, especially in comparison to the surrounding businesses that are actually categorized as "Business Park."
- f. There will be no adverse impacts to public facilities, because JHWS employees will be able to use bathroom and parking facilities already in existence on the Property. None of JHWS's clients will ever be on the Property, and JHWS's guides will also be able to use bathroom and parking facilities already in existence on the Property.
- g. There are no other standards, LDRs, or Town ordinances with which JHWS will not comply.
- h. In summary, JHWS is in substantial compliance with all other relevant standards set forth in the LDRs and Town ordinances.

Variances.

The Property has two variances. The first variance is 95-29C, which allows a building front setback of 10' rather than 20' from Gregory Lane. The second variance is 95-29B, which allows an 18' setback from the top of the bank of Flat Creek, where a 50' setback is required. See, *Exs. B & E*. These variances existed prior to 1490 JHWS's purchase of the Property, and 1490 JHWS's plans for the Property will not change those variances. *Id.*

Housing Mitigation.

JHWS's use will comply with LDR §§ 6.3.2.A and 2.3.10.C.2. JHWS intends to occupy unit 1B which is 296.81 sq ft. Adding in half of the entry space (.5 x 279.45 sq. ft.) equals a total of 436.535 sq. ft. of tour operator/outfitter use, and using the Outfitter/Tour Operator calculator for 1.09 units per 1,000 sq. ft., this amounts to .476 units. See, Exs. A & C. The Property was approved as Business Park via the development plan, and has a credit of .428 units (using 3481.38 sq ft of habitable space). 1490 JHWS would like to use the entire building to offset its housing mitigation fee. Offsetting the housing credit from the housing requirement (.476 - .428) leaves a housing requirement of .048 units, which amounts to a housing mitigation fee of Thirteen Thousand Fifty-Seven and 84/100 Dollars (\$13,057.84). This amount will be paid in full upon approval.

Miscellaneous.

1490 JHWS is aware of, and shall abide by, the general requirements for the CUP, as well as the Operational Standards set forth in LDR § 6.4, regarding trash and recycling, snow removal, snow storage, exterior lighting, signage, scenic standards, noise, vibration, electrical disturbance, fire and explosive hazards, heat and humidity, radioactivity, and any and all other requirement not listed here, but set forth in the LDRs. See, Exs. B & E.



Unit 2 - 1138.33 total sq. ft.

Exhibit A - Floor Plan

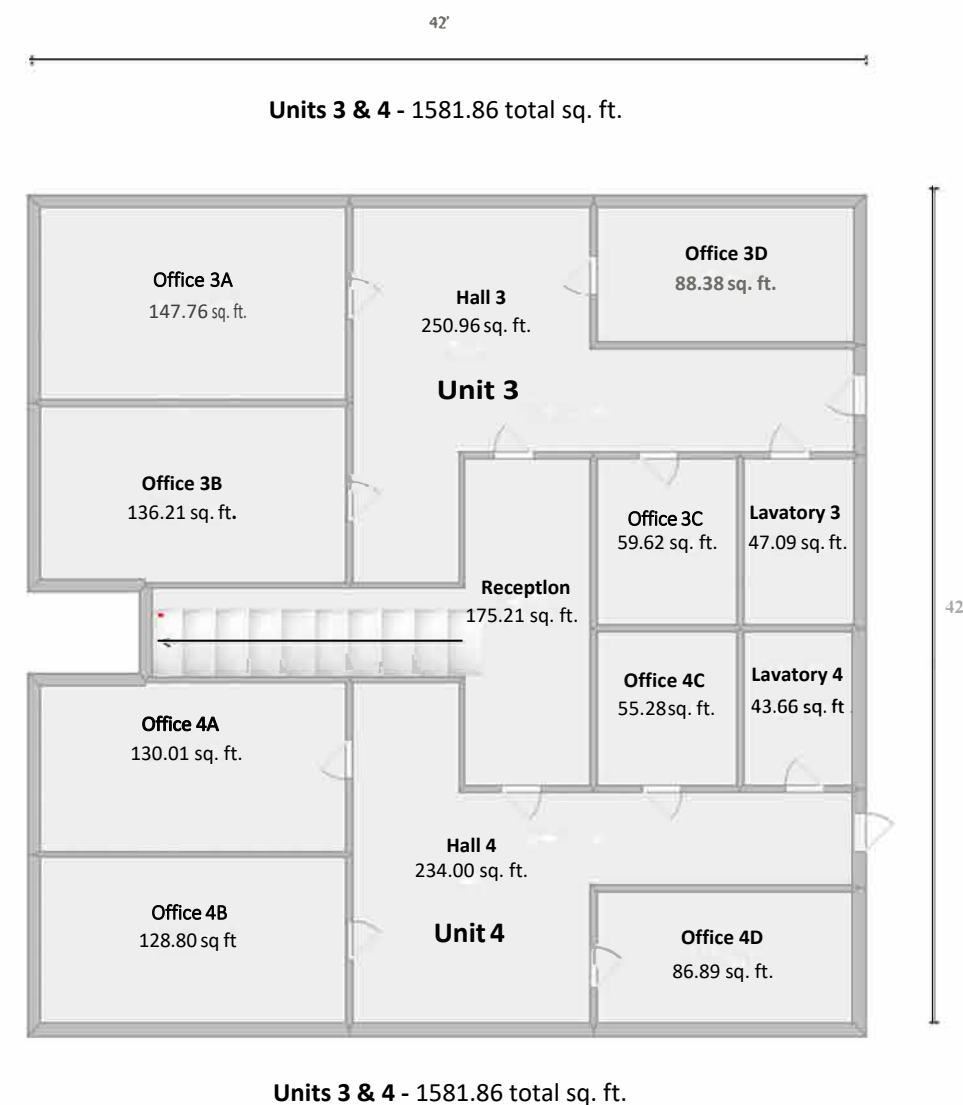
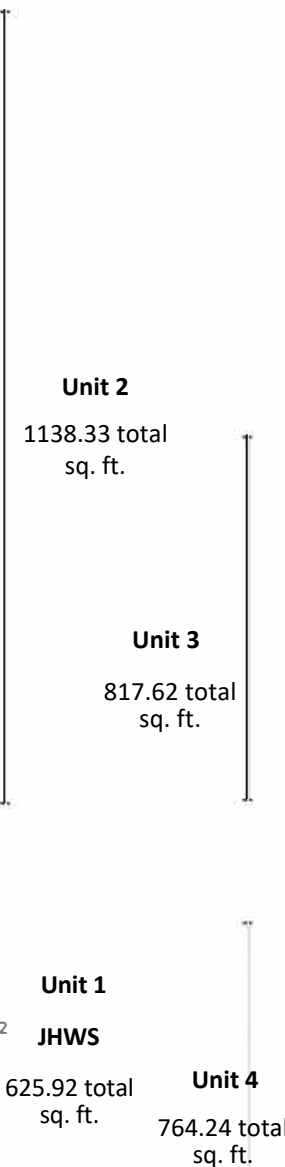
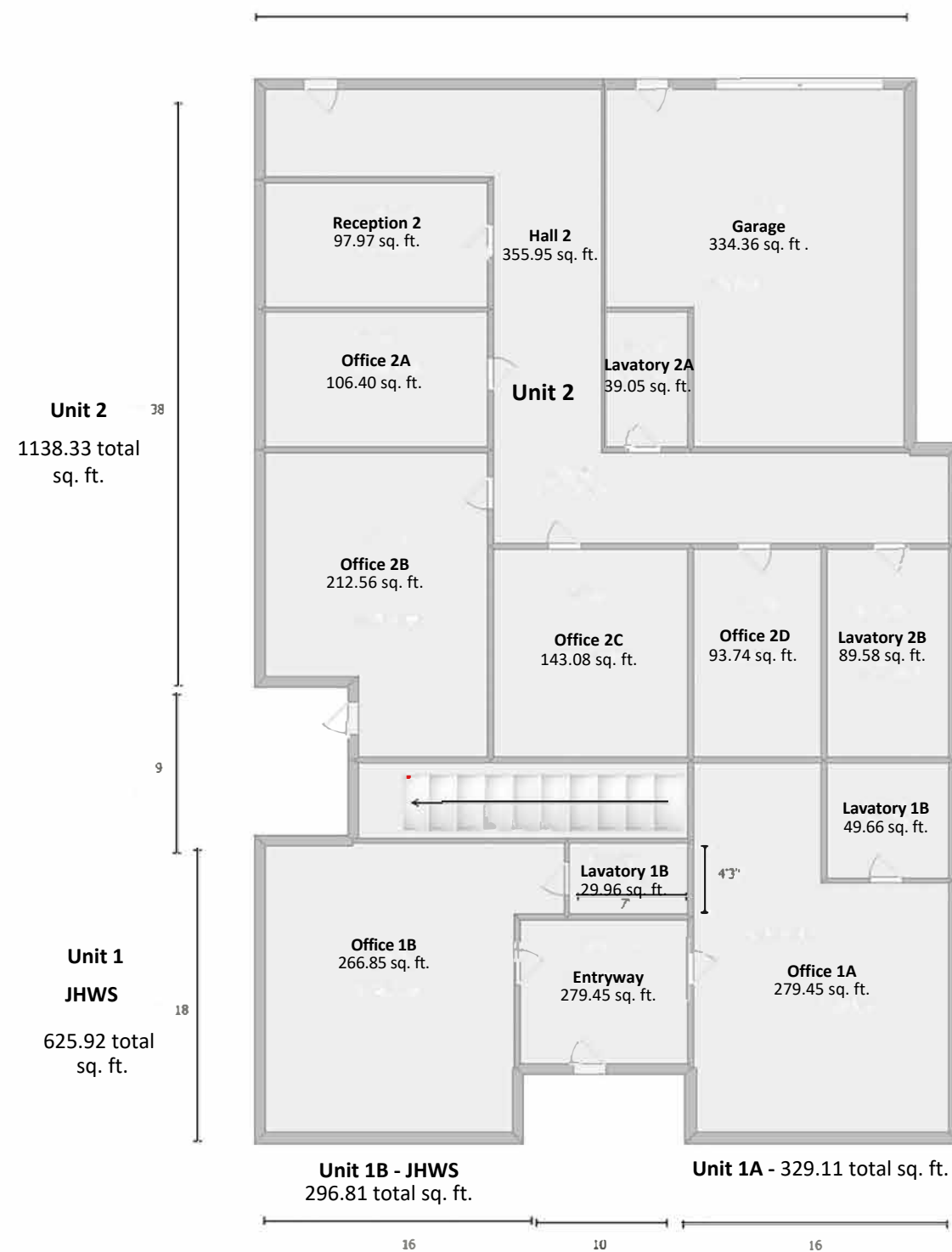


Exhibit B - Parking Plan

[illegible]

CUP Site Plan

CUP Permit
Submittal

1490 JHWS, LLC
1490 Gregory Lane
Jackson, WY



Landscape Design

P.O. Box 9090
Jackson, Wyoming
perennialwest@gmail.com

Drawing Date: 1/27/2023
Drawn By: TBL

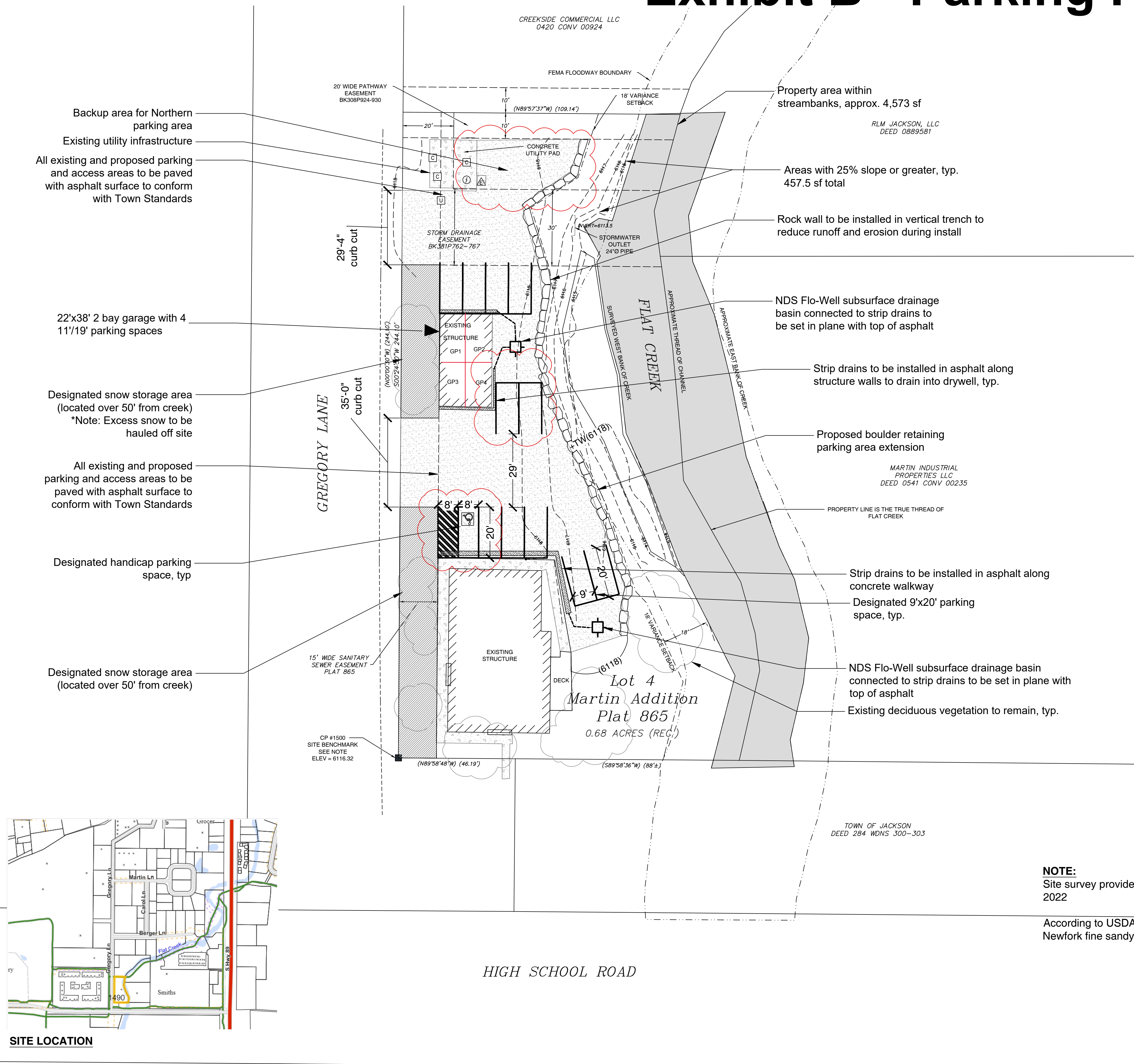


Exhibit C - Square Footage Spreadsheet

	Unit 1	Unit 2	Unit 3	Unit 4	Entryway	Garage
Reception		97.97	87.6	87.6	85.27	334.36
Office A	279.45	106.4	147.76	130.01		
Office B	266.85	212.56	136.21	128.8		
Office C		143.08	59.62	55.28		
Office D		93.74	88.38	86.89		
Lavatory A	49.66	39.05	47.09	43.66		
Lavatory B	29.96	89.58				
Hall		355.95	250.96	232		
TOTAL	625.92	1138.33	817.62	764.24	85.27	334.36

	Only Office	Office w/ entry	All w/ garage
Unit 1	625.92	625.92	764.24
Unit 2	1138.33	1138.33	817.62
Unit 3	817.62	817.62	625.92
Unit 4	764.24	764.24	1138.33
Entryway		85.27	85.27
Garage			334.6
TOTAL	3344.11	3481.38	3765.98

	Gross Floor Area
Unused Space & Attached Garage	3481.38
JHWS & Detached Garage	1132
TOTAL	4613.38

Exhibit D - Existing Site Plan

No.	Revisions	Date
1	Additional Parking Spaces	2/23/2023
2	Add existing site sheet; Additional revisions	5/9/2023

Existing Site Plan

Permit
Submittal

1490 JHWS, LLC
1490 Gregory Lane
Jackson, WY

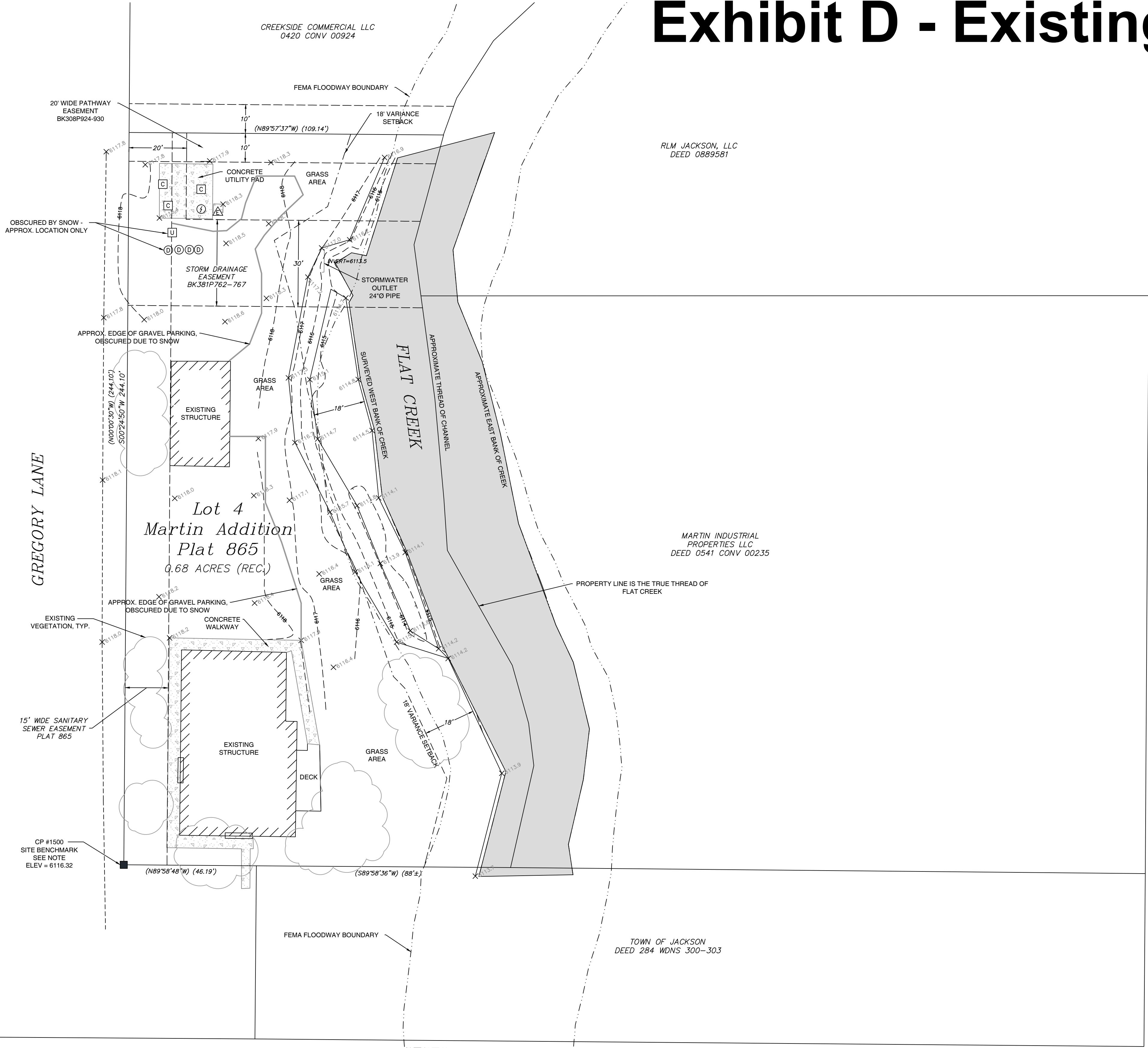


Landscape Design

P.O. Box 9090
Jackson, Wyoming
perennialwest@gmail.com

Drawing Date: 1/27/2023
Drawn By: TBL

1 of 2



LEGEND

■	2 inch diameter iron pipe with 3 inch diameter brass cap inscribed "PE & LS 2612" found this survey
—	boundary, subject property
—	boundary, adjoining property
- - -	boundary, 18ft variance setback
N25°25'25"E 100.00'	measured bearing & distance or curve geometry
(N25°25'25"E) (100.00')	record bearing & distance or curve geometry
- - -	edge of pavement
///	building line
- - -	edge of water
- - -	edge of concrete
—	top of bank
- - -	index contour, 5' interval
- - -	intermediate contour, 1' interval
6201.5	spot elevation
■	communications pedestal
●	electric meter
▲	electric transformer
●	sewer manhole
■	communications vault
●	storm water manhole
- - -	FEMA - floodway boundary

NOTES

This survey was conducted in November 2022 and prepared under the direction of Matthew Gotham, Wyoming PLS 13002, and does not include an engineering review.

Locations of utilities depicted hereon are limited to visible structures; underground locations were not marked during this survey and must be verified prior to any construction activity.

Elevations were derived using GPS observation methods and reference NAVD88. Site benchmark elevation is 6116.32' at south west property corner, see note.

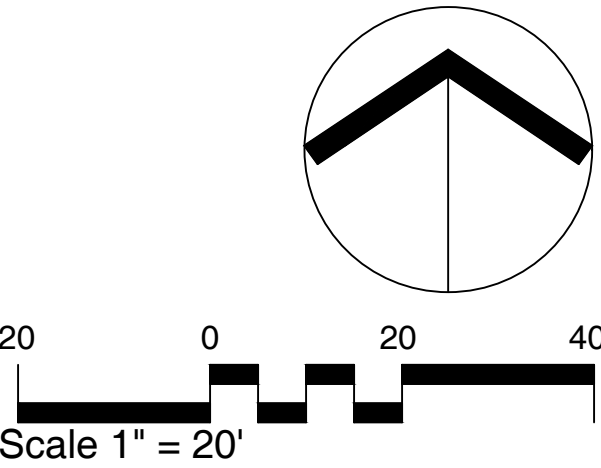
Record dimensions shown are from said Plat 865. Easements shown are from Plat 865 and Teton County GIS records. Other easements or encumbrances may exist on the subject property.

Bearings are based on Wyoming State Plane Coordinate System, NAD83, West Zone..

Approximately 6-12 inches of snow cover present at the time of survey. Utilities lid covers were generally obscured by snow - the storm water manholes and communications vault to the south of the concrete utility pad shown hereon are approximate only.

The floodway boundary shown is per Federal Emergency Management Agency (FEMA) Flood Insurance Map (FIRM) 56039C2908E for Teton County, Wyoming with effective date of September 16, 2015 and is classified as a Floodway Area in Zone AE. The floodway is defined as the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment so that the 1% annual chance flood can be carried without substantial increases in flood heights.

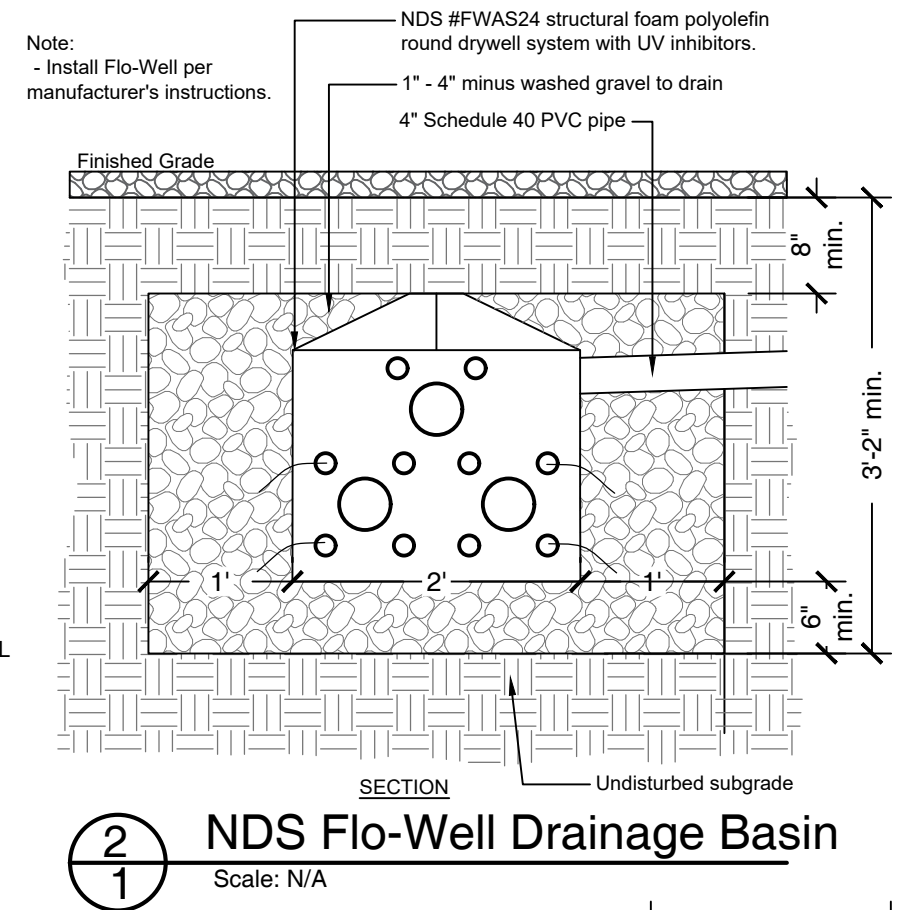
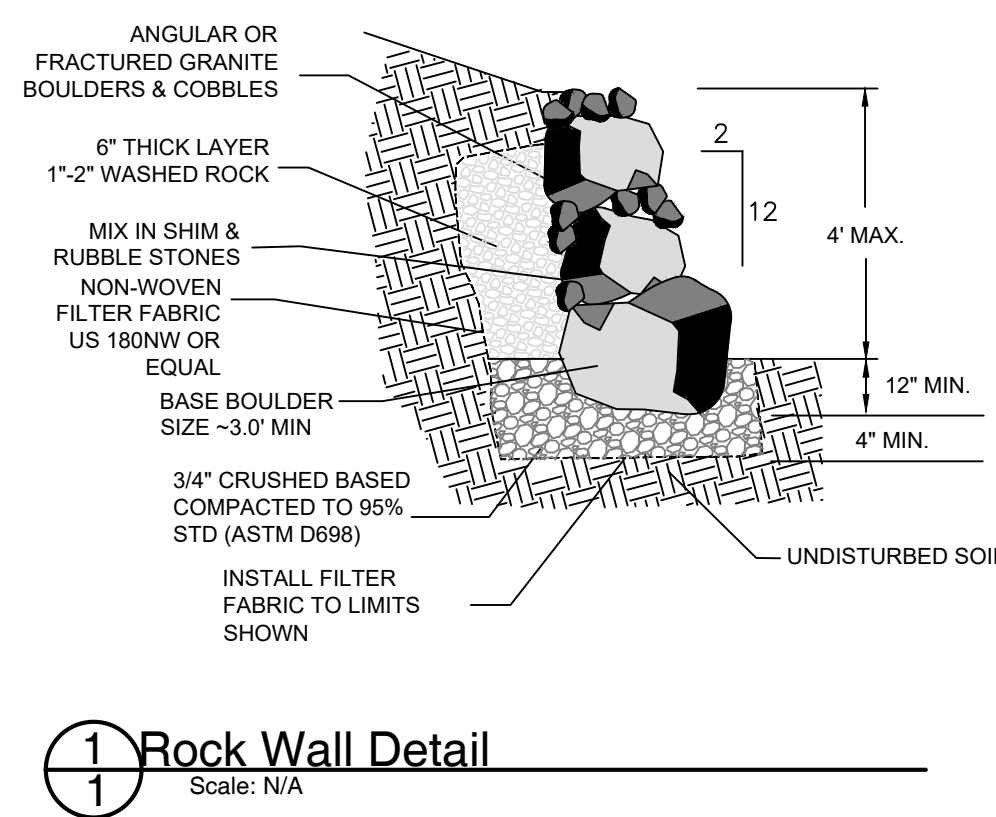
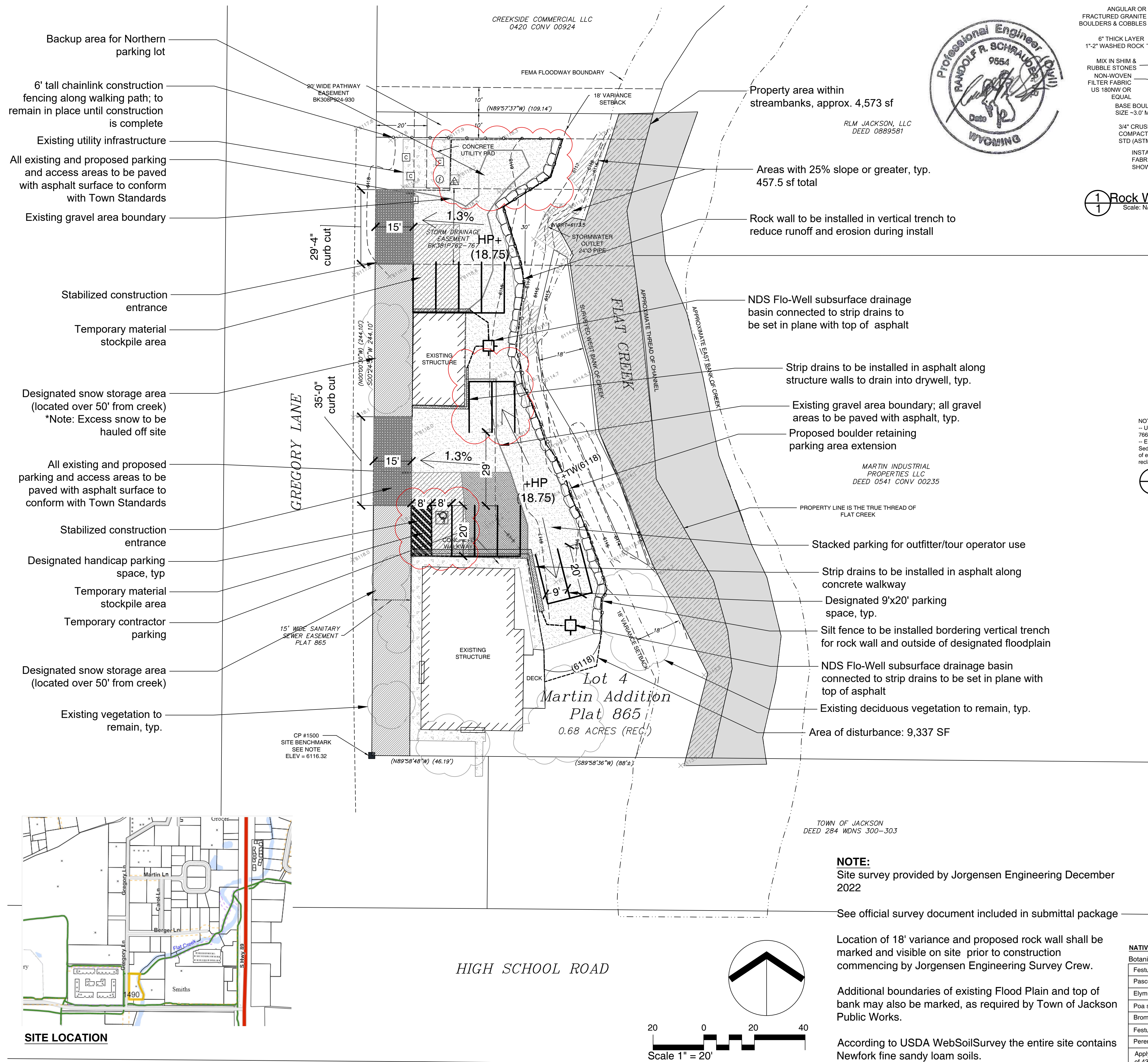
TOPOGRAPHIC SURVEY
Lot 4
Martin Addition to the Town
of Jackson
LOCATED WITHIN
Section 6
T.40N., R.116W., 6th P.M.
Teton County, Wyoming



NOTE:
Site survey provided by Jorgensen Engineering
December 2022

According to USDA WebSoilSurvey the entire
site contains Newfork fine sandy loam soils.

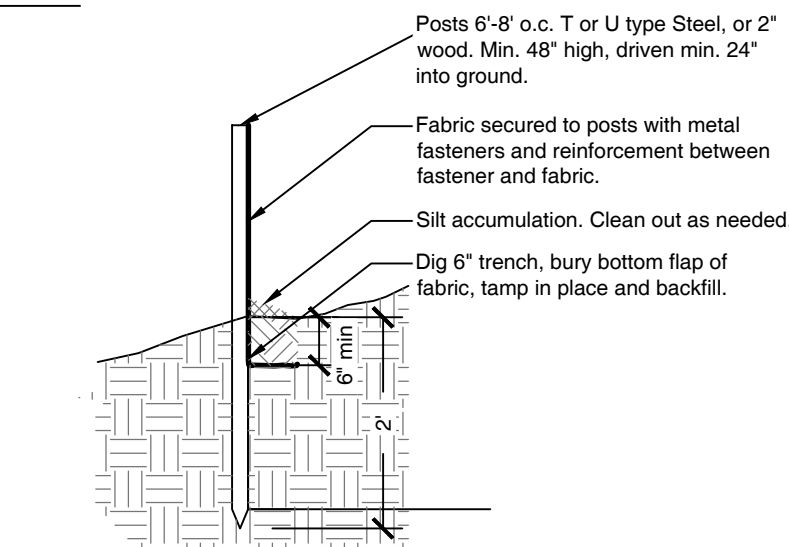
Exhibit E - Grading Site Plan



No.	Revisions	Date
0	Additional Parking Spaces	2/23/2023
1	GEC Feedback Revisions	3/9/2023
2	Add existing site sheet; Additional revisions	5/9/2023

GEC Site Plan

GEC Permit
Submittal



NOTES:

- Use silt "Nillex Silt Fence" as manufactured by Nillex Corporation (303) 766-2000, or equivalent.
- Erosion control fabric shall be checked on a weekly basis for sediment build up. Sediment will be removed from the structure if it compromises the effectiveness of erosion control. The fabric shall be left in place until site has been fully reclaimed or until construction improvements are required for that area.



Invasive Weed Mitigation Plan

Pre-Construction Management Strategies:

1. Known infestations will be treated at least two weeks prior to construction using methods listed below.

Active Construction Management Strategies:

1. Construction equipment will be periodically be monitored for cleanliness prior to entering the site.
2. Soil stockpiles will be routinely checked and treated for invasive species.
3. Disturbance outside of the construction zone and in areas where invasive species are present will be minimized.
4. All areas outside of the construction zone will be kept on active management using the methods listed below. This area will be monitored and treated at least twice each growing season.

Post-Construction Management Strategies:

1. Native grass seed application would occur as soon as possible after construction is complete to prevent the establishment of invasive species in the disturbed areas.
2. Native grass seed stock will be used in accordance with W.S. 11-9-101 – 109 (Wyoming Nursery Stock Law), accompanied by a valid health certificate, and acquired through a dealer licensed by the Wyoming Department of Agriculture. Seeds will be used in accordance with W.S. 11-12-101 – 125 (Wyoming Seed Law), certified weed free, and acquired through a dealer licensed by the Wyoming Department of Agriculture.
3. Certified weed free straw, gravel, and soil will be utilized as much as possible.

TCWP will be contacted to create a post-construction inventory.

Plans for Revegetation:
Reclamation areas and all plantings to be maintained as needed until vegetation is established.
1. All disturbed area will be planted and reclaimed with Native Grass species as shown.

Source of Seed:
Sources of all seed and landscaping materials should be verified by applicant and /or her/his agent as not containing noxious weeds or exotic species disfavored by the Teton County Weed and Pest Department.

Seeding Schedule:
Seeding will take place in the Spring of 2023 for any disturbed area on the bank side of the boulder retaining

NATIVE GRASS RECLAMATION SEED MIX		
Botanical Name	Common Name	LBS / Acre
<i>Festuca saximontana</i>	Rocky Mt. Fescue	5.00
<i>Pascopyrum smithii</i>	Western Wheatgrass	12.0
<i>Elymus lanceolatus</i> ssp. <i>lanceolatus</i>	Thickspike Wheatgrass	10.0
<i>Poa secunda</i>	Sandberg Bluegrass	1.00
<i>Bromus marginatus</i>	Mountain Brome	10.5
<i>Festuca idahoensis</i>	Idaho Fescue	2.00
Perennial Ryegrass Tetraploid, Oro Verde	Perennial Ryegrass	3.00
Apply at a rate of 43.5 LBS per acre	TOTAL	43.5

NOTES:

1. Place construction geotextile for soil stabilization under the crushed rock from the edge of the existing roadway to the radius returns, or as directed by Public Works
2. Entrance shall be removed and reconstructed as required to prevent excess tracking of materials onto right-of-way, or when directed by the town Public Works Department



GENERAL NOTES

1. Contractor is responsible for all hardscape elements shown including, but not limited to, boulder retaining, gravel pavement, all compacted subgrade, etc.
2. Contractor shall be responsible for coordinating timing of his work with that of other sub-contractors.
3. Contractor shall be responsible for all measures to identify and protect workers and visitors from site hazards. Protection from dangers may include barricades, flagging, signing, etc. Trenches shall remain open as short a duration as possible; all trenches and rough grades in the immediate vicinity of the house shall be staked or flagged at all times.
4. Contractor shall verify locations and depths of all existing underground utilities and underground improvements and shall immediately restore and repair damage they caused to said improvements at their own expense.
5. Contractor shall designate an on-site location for storage of materials. Storage area shall be organized to be neat and orderly, and not constitute a safety hazard or eyesore.
6. All trash and debris resulting from work shown shall be removed from the site as work progresses. The Contractor shall remove and dispose of all trash and debris at his expense. All waste and unused materials shall be properly disposed of and not allowed to be carried by runoff into a receiving channel, basin, or storm sewer system. No on-site burial of construction wastes of unused materials will be allowed.
7. All activities on the site shall be conducted in logical sequence to minimize the area of bare soil exposed at any one time.
8. Any variations from the drawings shall be brought to the attention of the landscape architect. Any proposed changes shall have prior approval from the landscape architect.

Project schedule

Anticipated Project Start: March 2023
Anticipated Project End: May 2023
Final Revegetation Seeding to occur May-June 2023

Surface Totals

Total Existing Impervious Surface: Approx. 5,591.95 sf of gravel
Approx. 4,547.64 sf of roof, concrete
sidewalks, and decks

Total Additional Proposed Driveway Surface: 5,259.5 sf
Total Proposed and Existing Impervious Surface: Approx. 12,689.09 sf
= **42.8% of total lot**

Total LSR for final site plan: Total site area: .68 ac (29,620.8 sf total)
Area within streambanks: 4,573 sf
50% of slopes 25% or greater: 228.75 sf
Total Site Area for LSR: 24,819.05 sf
Total Landscaped Area on Site: 12,149.96 sf
Final LSR: 489

Total Area of Disturbance: Approx. **9,937 sf**

Plant Units
Existing 16'+ Spruce trees on site: 8
Existing 12'+ Cottonwood trees on site: 6
Existing large shrubs on site: 6+
Total plant units: 2 total units (per option C)

Curb Cut
Total proposed curb cuts: 64'-4"
Total linearge frontage @ Gregory Lane: 244.1'
Total curb cut to frontage: 26.3%

APPLICABLE VARIANCES: 95-29 B (18' setback from top of bank of Flat Creek) & 95-29 C (Building front setback of 10')

1490 JHWS, LLC
1490 Gregory Lane
Jackson, WY



Landscape Design

P.O. Box 9090
Jackson, Wyoming
perennialwest@gmail.com

Drawing Date: 1/27/2023
Drawn By: TBL

STAFF REPORT



Meeting Date:	July 10, 2023	Meeting Title:	Special Town Council Meeting
Submitting Department:	Planning Department	Presenter:	Katelyn Page
Agenda Item:	P23-016: Request for a Land Development Regulation (LDR) Text Amendment to the Parking and Loading Standards Relating to Bicycle Parking	Public Comment:	Yes

Purpose & Policy Considerations.

All Text Amendments to the Town of Jackson Land Development Regulations (LDRs) require review and approval by Town Council.

Requested Action.

The applicant, Jackson Hole Community Pathways (“Pathways”), is proposing an LDR Text Amendment to the Town of Jackson’s Parking and Loading Standards relating to bicycle parking requirements. The proposed text amendment would modify LDR Section 6.2.2.D – Required Bicycle Parking.

Staff requests this item be continued to the July 17, 2023, Regular Town Council Meeting.

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

I move to continue item P23-016 to the regularly scheduled Town Council meeting on July 17, 2023.

STAFF REPORT



Meeting Date:	July 10, 2023	Meeting Title:	Special Town Council Meeting
Submitting Department:	Planning Department	Presenter:	Katelyn Page
Agenda Item:	P23-102 Partial Vacation without Replat 125 N. Gros Ventre Street	Public Comment:	Yes

Purpose & Policy Considerations.

Partial Vacations without Replat, according to the Town of Jackson Land Development Regulations (LDR) Section 8.2.13.C.5, require acknowledgement by the Town Council.

Requested Action.

The applicant requests Town Council acknowledgement of a Partial Vacation without Replat at the property addressed 125 N. Gros Ventre Street legally known as LOTS 12 & 13, BLK. 6, L.G. GILL Subdivision.

Specifically, the applicant requests acknowledgement to vacate the lot line shared between Lot 12 and Lot 13.

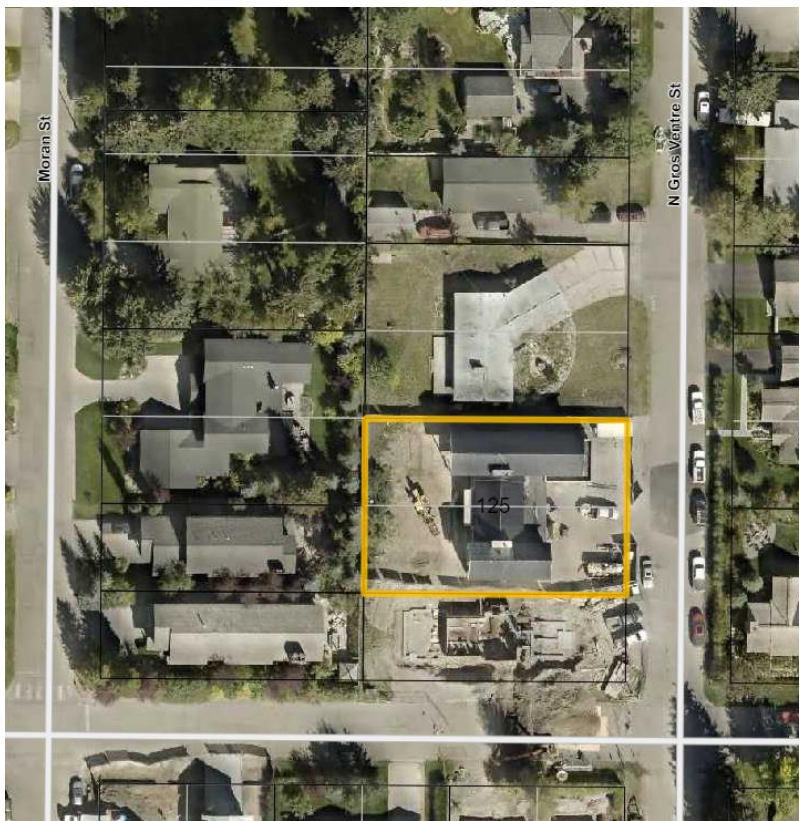
Recommendation.

The Planning Director recommends that Town Council **acknowledge** the Partial Vacation without Replat at the property addressed 125 N. Gros Ventre Street legally known as LOTS 12 & 13, BLK. 6, L.G. GILL Subdivision.

Background.

The property addressed 125 N. Gros Ventre Street is part of the L.G. Gill Subdivision (Plat 00139), within the Neighborhood Low Density-3 (NL-3) zone, and owned by Baltzell-Richards Trust. The applicant, Design Associates Architects, requests acknowledgement for a Partial Vacation without Replat to vacate the shared lot line between LOT 12 and LOT 13.

An aerial image of the properties is shown on the following page:



Analysis & Key Policy Questions.

The L.G. Gill Subdivision is a recorded plat that may be amended through the vacation process as authorized by state statutes. The Partial Vacation without Replat process requires applications to meet the below standards of LDR Section 8.2.13.C.5 including a statement that the proposed partial vacation does not “abridge or destroy any rights and privileges of other proprietors in the plat.”

Staff confirms that the applicant’s request for a Partial Vacation without Replat meets the required standards as outlined below. The required instrument for the Partial Vacation without Replat is attached hereto.

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

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

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

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

Complies. The applicant’s instrument provides direction to the County Clerk to make the necessary changes to the plat to affect the described vacation.

- c) **Building Envelope Vacation** - a map may need to be provided for a building envelope vacation;*

Not Applicable. Staff finds that a map exhibit with building envelope is not needed to communicate the requested vacation and the provided instrument will sufficiently advise the County Clerk to make the necessary edits to the plat.

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

Complies. Staff finds the applicant has provided an appropriate instrument to be recorded with the County Clerk that includes the language as outlined above. Minor updates, including correcting the name listed for current Mayor, have been included in Department Reviews.

Alternatives (Optional).

N/A

Fiscal Impact.

None.

Staff Impact.

Staff impact for this project including review, drafting staff report, and recording documents is estimated at 10 hours.

Attachments or Links.

Department Reviews

Applicant Submittal

Acknowledgement Instrument

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

I move to **acknowledge** a Partial Vacation without Replat for Lot 12 and Lot 13 of the L.G. Gill Subdivision, subject to the Town LDRs, the departmental reviews, minor changes by staff, and this staff report dated July 10, 2023.



PERMIT NOTES

Page 1 of 1

Report Run On: Monday, 26 June
2023 16:47

Permit # P23-102

Parcel # : 22-41-16-27-3-09-017

Site Address: 125 N GROS VENTRE STREET

Project Name: Partial Vacation w/o Replat - 125 N Gros Ventre St.

Note Type	Note Code	Text	Created By	Begin Date	End Date
CONDITIONS		Prior to acknowledgment signature and recordation, applicant shall revise the partial vacation acknowledgment instrument as follows: 1. State name of current Mayor ("Hailey Morton Levinson, Mayor") instead of Peter Muldoon in all places the name appears on the document. 2. State "Town Council" rather than "City Council" 3. State "Office of the Teton County, Wyoming Clerk" rather than "Teton Clerk, Wyoming" 4. State accurate recordation date for Plat no. 139 as June 16, 1950 rather than June 07, 1950. 5. Change instrument title to "Partial Vacation of Plat and Lot Combination". 6. Add the PIDN (22-41-16-27-3-09-017) to the partial vacation instrument in first paragraph property description.	KPAGE@JACKS ONWY.GOV	06/26/23	6/26/23
CONDITIONS		PARTIAL VACATION WITHOUT REPLAT - APPROVED P23-102 ADDRESS: 125 N Gros Ventre Street OWNER: Baltzell Richards Trust APPLICANT: Design Associates Architects 6/23/2023 Matthew Doyle, 733-3079 DATE OF SUBMITTAL: 6/2/2023 DATE OF MATERIALS: 7/2/2023 REVISION NO.: 00 The engineering division has reviewed your Partial Vacation without Replat submitted on and with application materials as dated above. No Comment No Fees	MDOYLE@JACK SONWY.GOV	06/23/23	6/23/23
GENERAL		No issues found per Corri Dorman email.	ALANGLEY@JA CKSONWY.GOV	06/05/23	



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: _____
Physical Address: _____
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

APPLICANT/AGENT.

Name: _____ Phone: _____
Mailing Address: _____ ZIP: _____
E-mail: _____

DESIGNATED PRIMARY CONTACT.

_____ Property Owner _____ Applicant/Agent

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

Use Permit

_____ 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?

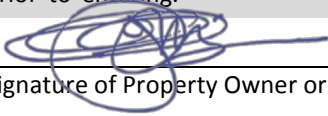
_____ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

_____ **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

Date

Name Printed

Title



June 2nd, 2023

Town of Jackson

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

Attn: Planner

Re: L.G. Gill Subdivision Final Plat No Map

Dear Planner:

Attached are submittal materials for the partial vacation of a plat on which we are submitting on behalf of Richards-Baltzell Trust to formally vacate the Lot Line between Lot 12 and Lot 13, Block 6 of the L.G. Subdivision, Plat No. 139

They below listed are the included in the submittal:

- 1.Planning Permit Application for Final Plat
2. Payment of \$601 (via phone)
3. Letter of Authorization
- 4.Final Plat Narrative and Findings
- 5.Title Report
6. Partial Vacation of Plat Instrument

If you have and question regarding this submittal, do not hesitate to contact me at diana@dajh.com or by phone at 307 699 8224

With regards,

d|a



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:

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: Joshua J. Baltzell and Suzanne R. Richards Title: Trustees

Being duly sworn, deposes and says that Baltzell-Richards Trust is the owner in fee of the premises located at: _____
Name of legal property owner as listed on deed

Address of Premises: **125 N Gros Ventre St, Jackson WY**

Legal Description: Lot 12 & 13, BLK. 6, L.G. Gill Subdivision

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Design Associates Architects

Mailing address of Applicant/agent: PO BOX 4615, Jackson WY 83001

Email address of Applicant/agent: chris@dajh.com; diana@dajh.com

Phone Number of Applicant/agent: 307 733 3600

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 ☐ Home Occupation ☐ Other (describe):

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

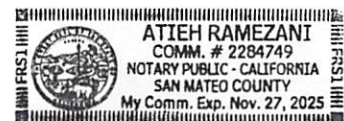
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF California)
) SS.
COUNTY OF San Mateo)

The foregoing instrument was acknowledged before me by Joshua J.
day of Jun, 2023. WITNESS my hand and official seal.

Notary Public

My commission expires:



Partial vacation without Replat

Lot 12 & 13, Block 6 of L.G. Subdivision, Plat No. 139
June 2nd, 2023

Project Narrative:

Joshua J Batzell and Suzanne R Richards of Baltzell-Richards Trust, owners of Lot 12 & 13, Block 6, L.G. Subdivision, Plat No. 139, wish to vacate the lot line between the two lots.

The newly built residential house encroaches fully over the existing lot line therefore it is best practice and owners' wish to vacate this existing lot line between Lot 12 and Lot 13, Block 6, L.G. Subdivision, Plat No. 139

Findings of Approval per Section 8.5.3 - Final Plat

1. Is in substantial conformance with and approved development plan or development option plan or is a condominium or townhouse subdivision of existing physical development-

This finding can be made. This application is for a partial vacation of a Plat. It is the matter of procedure that the application be processed for the Final Plat with no plat map.

2. Complies with the standards on this Section - This finding can be made. This application, final plat and accompanying materials complies with the Section 8.5.3

3. Complies with the subdivision standards of Division 7.2 - This finding can be made. This application seeks to vacate the existing lot line between the two lots. No physical subdivision of land or subdivision improvements are proposed and the application is not a condominium or townhouse subdivision.

4. The application complies with all other relevant standards of these LDRs and other COunty Resolutions - This finding can be made. The Final Plat application is submitted in accordance with Standards in Section 8.2.13.C.5.d - Subdivision plat Amendment/Partial Vacation without Replat/Lot Combination: This is a lot Combination Request. All standards have been adequately addressed or met with this application.

OWNERSHIP AND ENCUMBRANCE REPORT

Issued To:

Individual Parties (WTE)

Report No.: W-29156
Effective Date: May 12, 2023
Current Date: June 2, 2023
Cost: \$0.00

Project Reference: Boundary line vacation

Property Address: 125 North Gros Ventre Street, Jackson, WY 83001

County: Teton

1. According to the last deed appearing of public record, title to the fee simple estate or interest in the land described or referred to in this Report at the effective date hereof appears to be vested in:

Joshua J. Baltzell and Suzanne R. Richards, Trustees of the Baltzell-Richards Trust dated June 2, 2018 and any amendments thereto

2. The land referred to in this Report is described as follows:

See Exhibit "A" Attached Hereto and Made a Part Hereof

NAME SEARCH:

Issued By:

WYOMING TITLE & ESCROW, INC.
Christina Feuz, President
Phone: 307.732.2983

This Ownership and Encumbrance Report is not a Commitment for Title Insurance nor is it an Abstract of Title. This Ownership and Encumbrance Report is for informational purposes only, does not necessarily contain all defects, liens or encumbrances of record, and may not be relied upon as a representation of the record regarding the subject property, and no liability is assumed hereby. If it is desired that liability be assumed prior to the issuance of a policy of title insurance, a Binder or Commitment should be requested.

EXHIBIT "A"
LEGAL DESCRIPTION

Lots 12 and 13 of Block 6 of the L.G. Gill Subdivision to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on June 16, 1950 as Plat No. 139.

PIDN: 22-41-16-27-3-09-012

ENCUMBRANCES WHICH AFFECT THE SUBJECT PROPERTY APPEAR TO BE (BUT ARE NOT NECESSARILY LIMITED TO) THE FOLLOWING:

1. General taxes for the year 2023 and subsequent years, not yet due or payable.

Taxes, special and general, assessment districts and service areas, for the year 2022. Tax ID No. OJ-007080.

1st Installment: \$9,294.64 PAID

2nd Installment: \$9,294.64 PAID

2. Record of Survey T-22, The L.G. Gill Subdivision, Official Records.

[T-22](#)

3. All matters as delineated on the Official Plat of The L.G. Gill Subdivision, on file and of record with the Teton County Clerk, Official Records of Teton County, State of Wyoming, Plat No. 139.

[Plat No. 139](#)

Certificate regarding plat, recorded October 9, 1950, as (book) 6 of Mixed Records (page) 527 Official Records.

[B6P527](#)

4. Terms, provisions, covenants, conditions, restrictions and easements, provided in the Covenants, Conditions and Restrictions, but omitting covenants or restrictions, if any, based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, or source of income, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law, in document recorded December 20, 1950, as (book) 6 of Mixed Records (page) 552, Official Records.

[B6P552](#)

5. An easement upon the terms, conditions and provisions contained therein for the purpose shown below and rights incidental thereto as granted to The Mountain States Telephone & Telegraph Company and Jackson Hole Light & Power Company in a document recorded April 19, 1951, as (book) 6 of Mixed Records (page) 577, Official Records:

Purpose: Right-of-Way Easement

[B6P577](#)

Effect of Vacation of Utility Easement, recorded July 27, 2012, as (book) 815 (page) 51 Official Records.

[B815P51](#)

6. Covenants, conditions and restrictions, but omitting covenants or restrictions, if any, based upon race, color, religion, sex, sexual orientation, familial status, marital status, disability, handicap, national origin, ancestry, or source of income, as set forth in applicable state or federal laws, except to the extent that said covenant or restriction is permitted by applicable law, as contained in the deed from L.G. Gill and Helen M. Gill, husband and wife and C. LeRoy Jensen and Lela V. Jensen, husband and wife, recorded May 9, 1951, as (book) 10 of Deeds (page) 89, recorded July 20, 1953 as (book) 10 of Deeds, (page) 293, and recorded April 26, 1955 as (book) 10 of Deeds (page) 494, Official Records.

[10D89](#); [10D293](#); [10D494](#)

Wyoming Title & Escrow
Ownership and Encumbrance Report
Report No.: W-29156

7. An easement over said land for electric distribution circuits and incidental purposes, as granted to Lower Valley Power and Light, Inc., recorded September 26, 1977, as (book) 62 (page) 287, Official Records.
[B62P287](#)
8. An easement over said land for electric distribution circuits and incidental purposes, as granted to Lower Valley Power and Light, Inc., recorded November 1, 2022, as (instrument) 1049113, Official Records.
[1049113](#)

***** End of Encumbrances *****

Teton County Wyoming MapServer



Teton County provides this map for illustrative purposes only and assumes no liability for actions taken by users based on information shown.

* Lots 1, 2, 3 Bk 8
vacated by plat 1003

* E 1/2 Lot 12, 13, 14 Bk 11
vacated by plat #1519

Lot 4, 5, 6, 7, 8
vacated by
plat #1531

* Lot 9, 10 Bk 11
vacated by
plat #1531

THE L.G. GILL SUBDIVISION A PART OF THE SE 1/4 OF THE SW 1/4, SECTION 27 T41N, R116W, 6TH PRINCIPAL MERIDIAN TETON CO, WYOMING

Scale 1" = 100'

DEDICATION
STATE OF WYOMING } ss
COUNTY OF TETON }

The above subdivision in the SE 1/4 of SW 1/4 of Section 27, described as follows: Beginning at the SW Corner of Sec. 27, T41N, R116W, 6th Principal Meridian Teton County, Wyoming; Thence, North 1326.12 feet; thence, N 88° 55' 00" W, 1290.00 feet; thence, South 1128.93 feet; thence, East 36.15 feet; thence, South 200.00 feet; thence, N 88° 52' 00" E, 1800.00 feet; thence, North 153.02 feet; thence, East 803.65 feet; thence, North 200.00 feet; thence, East 150.00 feet; thence, South 200.00 feet; thence, East 600.00 feet to the Place of Beginning, is with the free consent and in accordance with the desires of the undersigned owners and proprietors, and the streets as hereon shown, are hereby dedicated to the public use in fee simple.

L. G. Gill
C. LeRoy Jensen

ACKNOWLEDGMENT
STATE OF WYOMING } ss
COUNTY OF TETON }

I hereby certify that the foregoing dedication was signed in my presence and sworn to before me by L.G. Gill and C. LeRoy Jensen this 17th day of June 1900.

My commission expires June 6, 1903.

CERTIFICATE OF APPROVAL BY

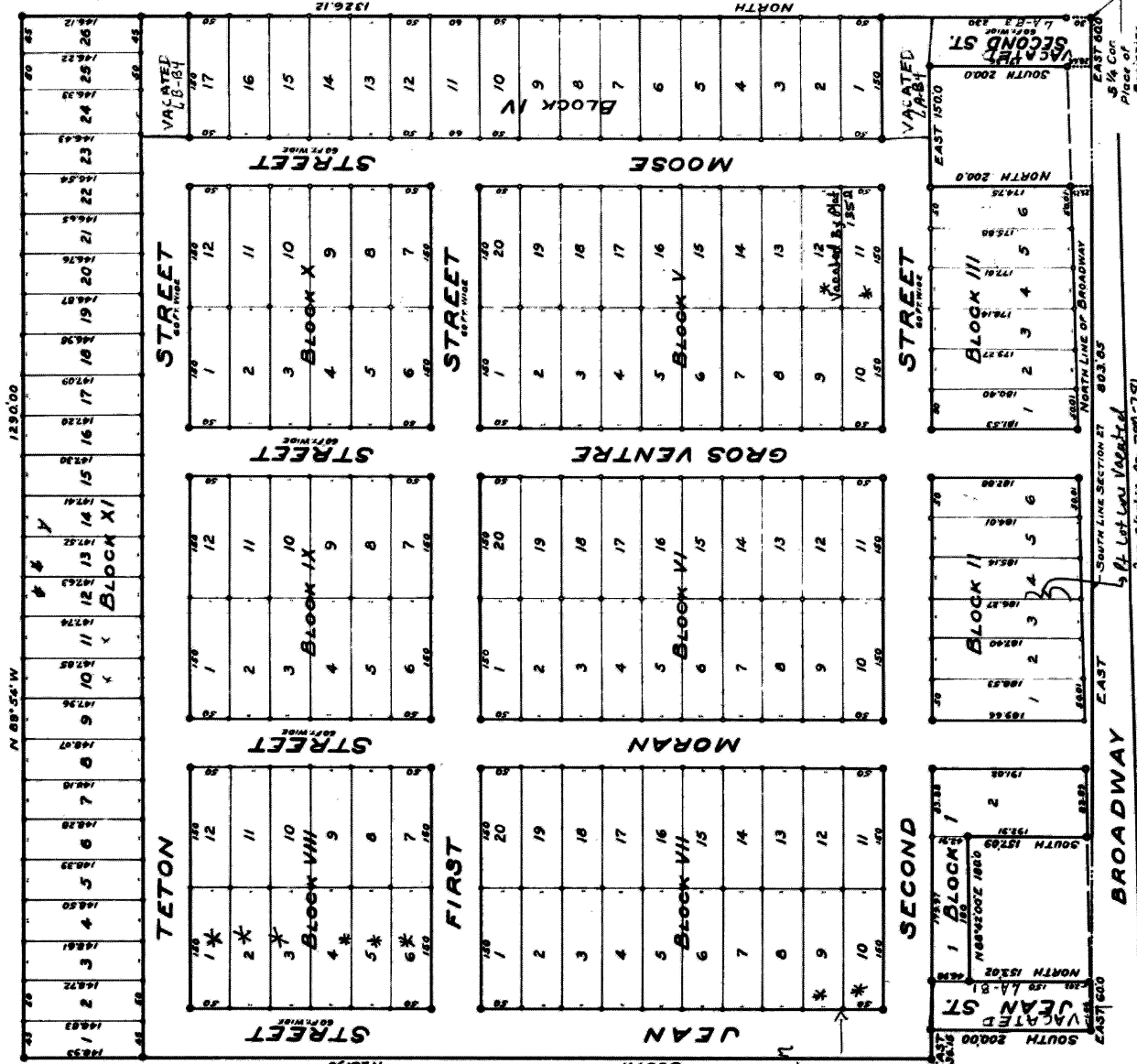
BOARD OF COUNTY COMMISSIONERS
Approved by the Board of County Commissioners of Teton County, Wyoming, this 14th day of June 1900.

CERTIFICATE OF APPROVAL BY

TOWN COUNCIL
Approved by the Town Council of the Town of Jackson, Teton County, Wyoming, this 16th day of June 1900.

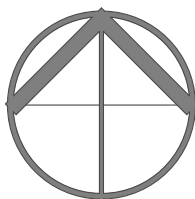
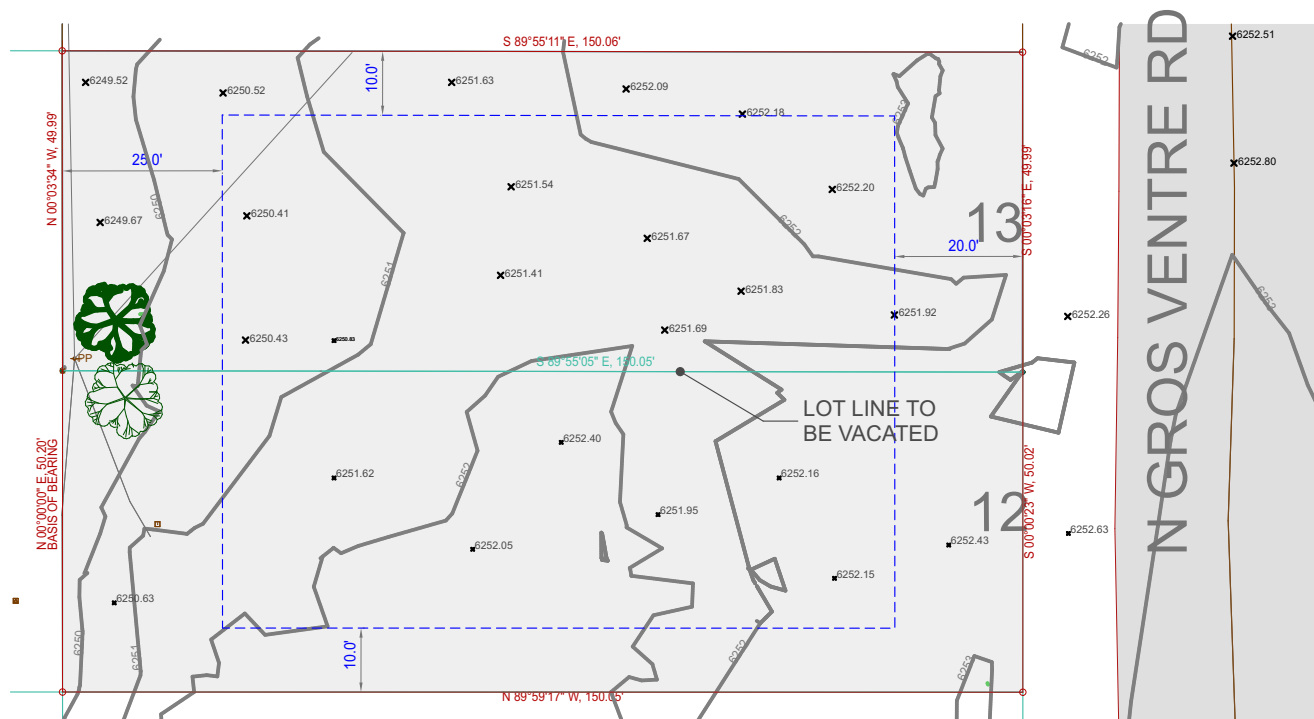
STATE OF WYOMING } ss # 38853.

County of Teton }
Filed for record in my office this 16th day of June 1900 at 1 o'clock, and recorded as Plat #1531 Page 1588 at 1 o'clock, and recorded as Plat #1531 Page 1588 at 1 o'clock.



I hereby certify that the plat hereon delineated is a correct one and that permanent metal monuments consisting of iron bars not less than one half inch in diameter and 30 inches in length have been placed at points marked thus (•)

Wm. M. Blackman
Reg. of Deeds



LOTS 12 & 13, BLK. 6, L.G.
GILL SUBDIVISION; PLAT 139
SE 1/4 SW 1/4, SECTION 127
T41N, R116W,
TOWN OF JACKSON,
TETON COUNTY, WYOMING

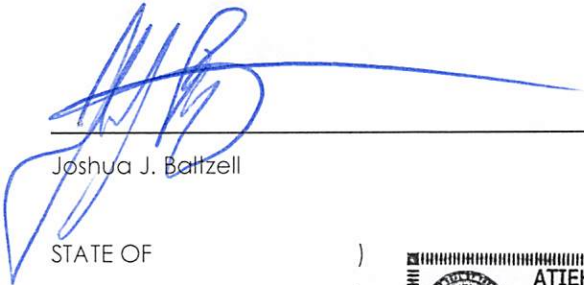
PARTIAL VACATION OF PLAT

WHEREAS, on _____, 2023, the Town of Jackson City Council met to consider a request to vacate the Lot Line between Lot 12 and 13, BLK 6, L.G. Gill Subdivision, Plat No. 139 as recorded in the Office of the Teton Clerk, Wyoming on June 7, 1950.

WHEREAS, having determined that the proposed vacation/lot combination does not abridge or destroy any of the rights and privileges of the other proprietors in the said plat, the proposed vacation was approved by the Town Council.

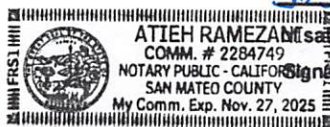
BY SIGNATURE BELOW, the affected property owners acknowledge and accept that the combined lots cannot be re-subdivided without first receiving subdivision approval from the Town of Jackson, the combination of lots shall be treated as one for all purposes under LDRs in effect at that time. In addition, the affected property owners acknowledge and accept that the combined lots shall be treated as one lot for all purposes under said regulations.

PROPERTY OWNER:


Joshua J. Baltzell

STATE OF)

COUNTY OF)



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of San Mateo

Subscribed and sworn to (or affirmed) before me on this 2nd day

of Jun 2023, by

Joshua J. Baltzell, proved to me on the basis

of personal satisfactory evidence to be the person(s) who appeared before me.

Signature _____ (Seal)

The foregoing instrument was subscribed and sworn before me on this _____ day of _____, 2023.
by Joshua J. Baltzell who personally appeared before me and being personally known by me
acknowledged that the foregoing statements are true and correct to the best of his knowledge.

Witness my hand and official seal.

Notary Public

My commission expires:

AR

PROPERTY OWNER:

Suzanne R. Richards
Suzanne R. Richards

STATE OF)
) ss.
COUNTY OF)

The foregoing instrument was subscribed and sworn before me on this ____ day of _____, 2023.
by Suzanne R. Richards who personally appeared before me and being personally known by me
acknowledged that the foregoing statements are true and correct to the best of her knowledge.

Witness my hand and official seal.

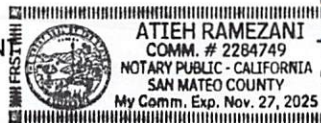
Notary Public

My commission expires:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of San Mateo
Subscribed and sworn to (or affirmed) before me on this 2nd day
of Jun, 2023, by Suzanne R. Richards, proved to me on the basis
of satisfactory evidence to be the person(s) who appeared before me.
Signature _____ (Seal)

TOWN ACKNOWLEDGEMENT



Peter Muldoon, Mayor
Town of Jackson

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by Peter Muldoon as Mayor of the Town Council,
on this ____ day of _____, 2023.

WITNESS, my hand and official seal.

Notary Public

My Commission Expires:

ORDINANCE M

AN ORDINANCE ADDING SECTIONS 2.02.022 AND SECTION 2.02.024 TO THE TOWN OF JACKSON MUNICIPAL CODE, A CHARTER ORDINANCE RELATING TO EXEMPTING THE TOWN FROM WYOMING STATUTE SECTION 15-3-203 REGARDING PRESIDENT AND ACTING PRESIDENT OF COUNCIL; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

There is hereby added to Title 2 of the Municipal Code of the Town of Jackson, Section 2.02.022 to read as follows:

2.02.022 Exemption from Wyoming Statute §15-3-203.

The Town of Jackson, by adoption of this Charter Ordinance, does hereby exempt itself from the provisions of Wyo. Stat. § 15-3-203 relating to the election by the Town Council of a president and acting president.

(Ord. _____ § 1, 2023.)

SECTION II.

There is hereby added to Title 2 of the Municipal Code of the Town of Jackson, Section 2.02.024 to read as follows:

2.02.024 Appointment of Mayor Pro Tempore and Acting Mayor Pro Tempore.

- A. At the first regular meeting in January following a general election, and as deemed appropriate otherwise by the Mayor, the Mayor shall appoint a Councilmember, other than the Mayor, to serve as Mayor Pro Tempore.
- B. At the first regular meeting in January following a general election, and as deemed appropriate otherwise by the Mayor, the Mayor shall also appoint a Councilmember, other than the Mayor and Mayor Pro Tempore, to serve temporarily as acting Mayor Pro Tempore in the Mayor Pro Tempore's absence.
- C. The Mayor Pro Tempore and acting Mayor Pro Tempore, when occupying the office of the Mayor, may exercise all of the powers of that office and have the same privileges as other members of the governing body. All acts of the Mayor Pro Tempore and acting Mayor Pro Tempore, while so acting, are as binding upon the Council and upon the Town as if done by the Mayor.

(Ord. _____ § 2, 2023.)

SECTION III

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION IV.

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 V.

This Charter Ordinance shall be passed by a two-thirds vote of all members of the governing body and shall be published once each week for two consecutive weeks in a newspaper for general circulation of the city. This Ordinance shall not take effect until the sixtieth day after its final passage. If prior to the sixtieth day, a petition signed by a number of qualified electors of Jackson, equaling at least ten percent (10%) of the number of votes cast at the last general municipal election, shall be filed in the office of the Town Clerk, demanding that this ordinance be submitted to referendum, then this ordinance shall not take effect unless approved by a majority of the electors voting thereon. Such referendum election shall be called within thirty (30) days and held within ninety (90) days after the petition is filed.

PASSED 1ST READING THE 5th DAY OF JUNE, 2023.

PASSED 2ND READING THE 26th DAY OF JUNE, 2023.

PASSED AND APPROVED THE _____ DAY OF _____, 2023.

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 _____, 2023.

I further certify that the foregoing Ordinance was duly recorded on Page ____ of Book ____ of Ordinances of the Town of Jackson, Wyoming.

Riley Taylor, Town Clerk

ORDINANCE N

AN ORDINANCE REPEALING SECTION 1 OF ORDINANCE NO. 1300 AND JACKSON MUNICIPAL CODE SECTION 2.04.070 REGARDING VICE MAYOR; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

Section 1 of Ordinance No. 1300 and Jackson Municipal Code Section 2.04.070 are hereby repealed.

SECTION II.

All ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION III.

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of the Ordinance.

SECTION IV.

This Ordinance shall become effective after its passage, approval, and publication.

PASSED 1ST READING THE 5th DAY OF JUNE, 2023.

PASSED 2ND READING THE 26th DAY OF JUNE, 2023.

PASSED AND APPROVED THE _____ DAY OF _____, 2023.

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 _____, 2023.

I further certify that the foregoing Ordinance was duly recorded on Page ____ of Book ____ of Ordinances of the Town of Jackson, Wyoming.

Riley Taylor, Town Clerk

ORDINANCE O

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 1300; AND SECTION 2.04.060 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING EXCUSED ABSENCES AND VACANCY PROCEDURES FOR TOWN COUNCIL AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

Section 1 of Town of Jackson Ordinance No. 1300; and Section 2.04.060 of the Town of Jackson Municipal Code are hereby amended and reenacted to read as follows:

2.04.060 Excused absences; vacancies; procedure for filling.

- C. *Filling a vacancy in the office of Mayor.* If the office of Mayor is declared vacant, the procedure for appointment to fill such vacancy shall include at a minimum:
1. The Mayor Pro Tempore, or in their absence, the acting Mayor Pro Tempore, shall at a regular or special meeting of the Town Council, call for nominations from the Council to determine who among them shall fill the office of Mayor until the next general election. Each Councilmember is limited to one nomination.
 2. The Mayor Pro Tempore, or in their absence, the acting Mayor Pro Tempore, shall then call for a motion to vote on the member of the governing body who will fill the office of Mayor. The governing body shall select the Mayor by successive votes, if necessary, until one of the nominees receives a simple majority of the votes.
 3. The member selected to fill the Mayoral vacancy will be required to resign their Council office when sworn in as Mayor.

(Ord. _____ § 1, 2023; Ord. 1300 § 1, 2021).

SECTION II.

All ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION III.

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the Ordinance.

SECTION IV.

This Ordinance shall become effective after its passage, approval, and publication.

PASSED 1ST READING THE 5th DAY OF JUNE, 2023.

PASSED 2ND READING THE 26th DAY OF JUNE, 2023.

PASSED AND APPROVED THE _____ DAY OF _____, 2023.

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 _____ , 2023.

I further certify that the foregoing Ordinance was duly recorded on Page ____ of Book ____ of Ordinances of the Town of Jackson, Wyoming.

Riley Taylor, Town Clerk

ORDINANCE P

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 571, 943, 947, AND 1228; SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 579; AND SECTIONS 12.08.040, 12.08.045, AND 12.08.380 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING CONSTRUCTION MANAGEMENT PLANS AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

Section 1 of the Town of Jackson Ordinance Nos. 571, 943, 947, and 1228; Section 2 of the Town of Jackson Ordinance No. 579; and Sections 12.08.040, 12.08.045, and 12.08.380 of the Town of Jackson Municipal Code are hereby amended and reenacted as follows:

12.08.040 - Encroachment Permit—Required.

- A. An Encroachment Permit is required:
 - 1. To construct public infrastructure improvements such as, but not limited to, sidewalk, boardwalk, curbs, gutters, telecommunication facilities, utilities and/or street paving within any street;
 - 2. To dig up, break, excavate, tunnel, undermine, or in any manner break up any street;
 - 3. To make or cause to be made any excavation in or under the surface of any street for any purpose;
 - 4. To place, deposit, or leave upon any street any earth or other excavated material, construction supplies, equipment, dumpsters or materials obstructing or tending to interfere with the free use of the street;
 - 5. To move an existing house, building, or structure on or over any street;
 - 6. To occupy any street, sidewalk or any parking space for the purposes of construction, excavation, tunneling, tree removal/care, snow removal from structures, or storage of materials or for activities which would facilitate such.
- B. No Encroachment Permit to occupy any street travel lane, sidewalk, or parking space for the purposes for which an Encroachment Permit is required shall be issued for the time period between and including June 15 and September 25 of each calendar year for properties which are entirely within the area described as follows: beginning at the intersection of North Jackson Street and West Gill Avenue southward along Jackson Street to Hansen Avenue then eastward along Hansen to Willow Street then northward along Willow to East Gill Avenue then westward along Gill to North Cache Street then northward along Cache to Mercill Avenue then westward along Mercill to North Millward Steet then south along Millward to West Gill Avenue then westward along Gill to the point of beginning, except for reasons which the Public Works Director deems are: 1) unavoidable on the part of the Applicant; 2) for the purposes of routine maintenance, or 3) acceptable pursuant to an approved construction plan and/or staging plan as set forth in Section 12.08.045 below.

(Ord. _____ § 1, 2023; Ord. 1228 § 1, 2019; Ord. 947 § 1, 2009; Ord. 571 § 1, 1996).

12.08.045 -Construction management plan.

- A. Purpose. The purpose of this section is to require submission and approval of construction management plans for certain construction projects in order to coordinate, communicate, and manage the temporary effects of construction activity on surrounding residents, businesses, and traffic in the community.
- B. Applicability. This section applies to all construction sites and development projects in the Town of Jackson that require a permit (Building, Grading, Encroachment, PROW, or Other) to construct and any one or more of the following:
 - 1. Utilization of the public way for construction and/or staging.
 - 2. Utilization of private off-site locations for construction and/or staging.
 - 3. Utilization of a crane.
- C. Construction management plan required. A construction management plan is required and must be approved by the Public Works Director, or their designee, prior to permit issuance for all construction sites and development projects to which this section applies.
- D. Construction management plan compliance. The approved construction management plan must be complied with at all times beginning with permit issuance and concluding with the expiration date in the construction management plan.
- E. Required Contents of construction management plan. The required contents of construction management plans shall be established by the Public Works Director, or their designee, consistent

with the purpose set forth in Section 12.08.045.A and shall be set forth in the form provided by the Town.

- F. Maintenance of construction management plan.
1. Following approval, the construction management plan shall be kept on the project site and be produced upon request by Town officials for the duration of the project construction.
 2. No revisions or changes to an approved construction management plan may be implemented prior to approval of said revisions or changes by the Public Works Director, or their designee.
 3. When necessary to best effectuate the purpose of this Chapter, the Public Works Director, or their designee, is authorized to modify the construction management plan.
- G. Eminent domain. Nothing herein shall be deemed or construed to impair or affect, in any way or to any extent, any right the Town may have to acquire the property of the ROW-user through the exercise of the power of eminent domain, and nothing herein contained shall be construed to contract away or to modify or abridge, either for a term or in perpetuity, any power of eminent domain the Town may have with respect to any facility, system or property, or to alter in any way the interest the Town may have in any ROW, easements, or other property over which a construction site and development project may be placed.

(Ord. _____ § 1, 2023; Ord. 947 § 1, 2009; Ord. 579 § 2, 1997).

12.08.380 - Inspections—Enforcement.

- A. The Town Public Works Department and Town Building Department shall make such inspections as are reasonably necessary in the enforcement of this Chapter and shall have the authority to promulgate and cause to be enforced such rules and regulations as may be reasonably necessary to enforce and carry out the intent of this Chapter.
- B. No release of the surety bond required under Section 12.08.080 shall take place without the prior approval of the Public Works Director, or their designee.

(Ord. _____ § 1, 2023; Ord. 943 § 1, 2009; Ord. 571 § 1, 1996).

SECTION II.

All ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION III.

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the Ordinance.

SECTION IV.

This Ordinance shall become effective after its passage, approval, and publication.

PASSED 1ST READING THE 5th DAY OF JUNE, 2023.

PASSED 2ND READING THE 26th DAY OF JUNE, 2023.

PASSED AND APPROVED THE _____ DAY OF _____, 2023.

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 _____ , 2023.

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: Tyler Sinclair, Town Manager

DT: June 26, 2023

RE: Town Manager's Report

START Winter Staff Housing Update

The Town has secured 10 rooms at the Antler Motel for November 1 through April 15 to use for START winter Transit Operators. However, because we are looking to discontinue contracted work through Salt Lake Express and instead provide that service with our own fleet and drivers, we are looking to secure approximately 10 additional units to house approximately 21 total additional variable hour Transit Operators for this winter season. Town staff continues to contact lodging locations and we are also currently running an ad asking to primary lease apartments from November 1 through April 15 to meet this need.

Longevity and Special Value Awards at All Employee Meeting and Culture Survey

Staff met on June 27, 2023 to thank employees for their longevity with the Town of Jackson organization and also to provide recognition for employees that exemplify the Town of Jackson Values and the positive culture we continue to reinforce and promote in the organization. Employees were recognized for 5, 10, 20, and 25 years of service.

2023 Employee Longevity Awards			
Recipient	Title	Department	Longevity Award
Floren Poliseo	Public Works Director	Public Works	5 Years of Service
CJ Proctor	Police Officer	Police	5 Years of Service
Elijah Mattson	Corporal	Police	5 Years of Service
Justin Lancaster	Sergeant	Police	5 Years of Service
Kelly Sluder	Building Official	Planning & Building	5 Years of Service
Marc Loebe	ADA Operator	Transit	5 Years of Service
Lea Colasuonno	Town Attorney	Attorney	10 Years of Service
Paul Anthony	Planning Director	Planning & Building	10 Years of Service
Carl Pelletier	Employee Recruitment & Development Specialist	Personnel/Town Clerk	10 Years of Service
Tyler Sinclair	Town Manager	Administration	20 Years of Service
Russ Ruschill	Lieutenant	Police	20 Years of Service
Kelly Bowlin	Development Coordinator	Planning & Building	25 Years of Service
Michelle Weber	Chief of Police	Police	25 Years of Service

The following employees received engraved river rocks in recognition of their exemplification of the Town of Jackson Values.

2023 Annual Value Awards			
Recipient	Title	Department	Value Award
Melanie Adams	Finance Manager	Finance	Customer Focus & Service
Jason Pitts	Transit Operations Manager	Transit	Respect
Scott Mohror	Senior Engineer	Public Works	Professionalism
Flavianna Hawley	Street/Facilities Operator	Public Works	Positive Workplace
John Singh	Equipment Operator/Utility Locator	Public Works	Openness
Jacob Normand	Police Officer II	Police	Innovation
Jerad Weston	Community Service Corporal	Police	It Is My Job. It Is Our Job.
Roy Mann	Evidence Technician	Police	It Is My Job. It Is Our Job.

The Town of Jackson also recognized two employees in the organization for a new type of award, the Cornerstone and the Rising Star. Lynsey Lenamond was recognized for the first Cornerstone award. This recognition is for someone in the organization that exemplifies the values, has shown proven teamwork across departments, and is an example of solid rock that helps maintain the positive culture and foundation in the organization. Carly Anderson was recognized for the first Rising Star award. This recognition is for someone relatively new to the organization that has jumped right in to assist others, exhibits an aptitude for the skills needed to do their job, and does their work with a positive attitude.

The meeting also included information about our Town Manager, an overview of Town Council priorities, and some information about our upcoming Equity Audit as well as a 2023 Denison Culture Survey. The Denison survey will gather information from employees to help us better understand our culture. The objectives of the survey and implementation work to follow are to:

- Engage (and re-engage) all employees in moving the organization (and departments and teams) successfully into the future.
- Receive candid input and perspectives from 100% of employees.
- Help all employees continue to recognize that their engagement, involvement and leadership is essential to creating a strong and effective TOJ culture.

We will look to the results of this survey to help provide clarity and alignment regarding our internal practices AND the relevance/impact of our strategies and goals to the public. Staff will share the results of both surveys with staff and Council when they are completed.