

Special Town Council Workshop

May 13, 2024

1:30 P.M.

Town Council Chambers

Chair: Hailey Morton Levinson

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

The Town reserves the right to close Public Comment via Zoom at any time. In-person comment will continue to be taken and written comments can always be submitted to Town Council by emailing electedofficials@jacksonwy.gov.

To join, click link or copy it to your browser: <https://us02web.zoom.us/j/83445204669?pwd=eXl6dlBBVm14TDdBEWE1aThVTNjJrZz09>

Or join at zoom.com with Webinar ID: **834 4520 4669** and Password: **83001** or by phone: **+1 669 444 9171**

II. CALL TO ORDER AND ROLL CALL

III. CONSENT CALENDAR

- A. Disbursements

IV. WORKSHOP ITEMS

- A. Gregory Lane Design Concept Recommendation (Johnny Ziem, 60 mins)
- B. Municipal Code Update: Title 15, Buildings and Construction (Lea Colasuonno, 30 mins)
- C. Voluntary Preapplication Meeting for Hotel and Condominium Project at 250 and 260 N. Cache St. (P24-057) (Paul Anthony, 30 mins)
- D. Review of Potential Initiatives (PI) List (Susan Scarlata, 30 mins)

V. UPCOMING AGENDA UPDATE

- A. Council Priorities and Upcoming Agendas

VI. ADJOURN

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6634	107 WEST DESIGN, LLC	24-04	NORTH CACHE STREETSCAPE	04/18/2024	2,375.00	.00	
Total 6634:					2,375.00	.00	
51	ACE HARDWARE	861641	FILTER HOUSING	03/27/2024	34.99	.00	
51	ACE HARDWARE	861648	FILTER HOUSING	03/27/2024	14.99	.00	
51	ACE HARDWARE	864337	MEGA HOOKS SPRAY TURBO B	04/23/2024	336.11	.00	
51	ACE HARDWARE	864349	SCRAPER AND CAULK	04/23/2024	13.27	.00	
51	ACE HARDWARE	864394	PAINT PAILS	04/23/2024	15.48	.00	
51	ACE HARDWARE	864404	broom	04/23/2024	24.99	.00	
51	ACE HARDWARE	864417	KICKDOWN DOOR HOLD	04/23/2024	46.95	.00	
51	ACE HARDWARE	864561	COBALT DRILL	04/24/2024	8.99	.00	
51	ACE HARDWARE	864649	KICKSOWN DOOR HOLD AND A	04/25/2024	42.97	.00	
51	ACE HARDWARE	864650	CAM LOCK	04/25/2024	7.99	.00	
51	ACE HARDWARE	864680	CAM LOCK	04/25/2024	15.98	.00	
51	ACE HARDWARE	864790	KEY SCHLAGE	04/26/2024	26.94	.00	
51	ACE HARDWARE	864824	DOWEL	04/26/2024	11.99	.00	
51	ACE HARDWARE	864833	ZIRCON STUDSENSOR	04/26/2024	29.99	.00	
51	ACE HARDWARE	864839	SUPPLIES	04/26/2024	214.63	.00	
51	ACE HARDWARE	865004	SOCKET AND BOLT AND WASH	04/29/2024	7.73	.00	
51	ACE HARDWARE	865256	BATTERY	04/30/2024	23.98	.00	
51	ACE HARDWARE	865465	BATTERY	05/02/2024	41.98	.00	
51	ACE HARDWARE	865501	ANGLE GRINDER	05/02/2024	125.99	.00	
Total 51:					1,045.94	.00	
6861	ADVANCED NETWORK MANAG	BD0065580	VOICE GATEWAY	04/29/2024	1,100.85	.00	
Total 6861:					1,100.85	.00	
7417	ALTERNATIVE ENERGY SYSTE	22108-02	ENERGY AUDIT	05/02/2024	16,750.00	.00	
Total 7417:					16,750.00	.00	
5726	AMAZON	196G-H399-66	OPERATING SUPPLIES	04/30/2024	13.85	.00	
5726	AMAZON	1LNC-1NH9-1	PLUG EXTENDER	05/02/2024	185.97	.00	
5726	AMAZON	1WWL-CFLW-	CHARGING STATION	04/23/2024	179.96	.00	
Total 5726:					379.78	.00	
1783	AT&T	287272169264	MONTHLY ACCOUNT 287272169	04/12/2024	43.23	.00	
1783	AT&T	287279795460	MONTHLY ACCOUNT 287279795	04/11/2024	251.88	.00	
Total 1783:					295.11	.00	
6994	AUSTIN, CHRIS	032524	TRAVEL REIMB	03/25/2024	231.86	.00	
Total 6994:					231.86	.00	
4774	BIG R RANCH & HOME	1663045	hose mendors	04/23/2024	9.98	.00	
Total 4774:					9.98	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3500	BISON LUMBER	2404-840954	4 FLAT BARREL	04/23/2024	13.68	.00	
Total 3500:					13.68	.00	
1560	BLUE SPRUCE CLEANERS,INC	050124	DRY CLEANING	05/01/2024	298.78	.00	
Total 1560:					298.78	.00	
7394	BOLAND, ANITA	050224	JUNE RENT	05/02/2024	2,200.00	.00	
Total 7394:					2,200.00	.00	
7077	BURKHOLDER, SHAWN	050224	JUNE RENT	05/02/2024	1,942.50	.00	
Total 7077:					1,942.50	.00	
5	CARQUEST AUTO PARTS INC.	6090-647895	PAINTED ROTOR	04/11/2024	127.38	.00	
Total 5:					127.38	.00	
102	CASELLE INC.	132575	CONTRACT SUPPORT	05/01/2024	1,897.00	.00	
Total 102:					1,897.00	.00	
544	CENTURYLINK	334064254 042	Monthly bill for account 33406425	04/13/2024	48.57	.00	
544	CENTURYLINK	684784395	75912352 SERVICES	04/20/2024	149.52	.00	
Total 544:					198.09	.00	
5375	CHITWOOD, JESSICA	050124	TRAVEL REIMB	05/01/2024	188.50	.00	
Total 5375:					188.50	.00	
3272	COPYWORKS, LLC	52500	POSTERS	04/24/2024	16.95	.00	
Total 3272:					16.95	.00	
7413	DEWBERRY ENGINEERS, INC	22406194	GIS SUPPORT	05/06/2024	1,800.00	.00	
Total 7413:					1,800.00	.00	
3881	DEX IMAGING	AR11167912	CONTRACT	04/19/2024	662.77	.00	
Total 3881:					662.77	.00	
6883	DIVISION OF CHILD SUPPORT	050124	case#0005405448	05/01/2024	509.23	509.23	05/03/2024
Total 6883:					509.23	509.23	
3408	E.R. OFFICE EXPRESS	22280	PAPER	04/29/2024	134.94	.00	
Total 3408:					134.94	.00	
6844	EKOS, INC	215846	FUEL SITE MODULE	04/30/2024	80.00	.00	
6844	EKOS, INC	216369	SERVICE	04/27/2024	80.00	.00	
Total 6844:					160.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6552	ETNA TRADE PARK LLC	050224	JUNE RENT	05/02/2024	4,062.00	.00	
Total 6552:					4,062.00	.00	
7168	FALL RIVER RURAL ELECTIC	44440430 0414	FALL RIVER ELECTRIC	04/15/2024	83.99	.00	
Total 7168:					83.99	.00	
3195	FERGUSON ENTERPRISES, IN	2554905	REGISTER	04/25/2024	11.33	.00	
Total 3195:					11.33	.00	
4294	FIRE SERVICES OF IDAHO	12556893	SERVICE CALL REPAIR	04/18/2024	202.50	.00	
Total 4294:					202.50	.00	
4212	GILLIG LLC	41167416	FILTER AIR	04/23/2024	800.40	.00	
4212	GILLIG LLC	41167890	WHEEL HUB PILOT	04/24/2024	610.48	.00	
Total 4212:					1,410.88	.00	
6913	H & R ENTERPRISES, LLC	553	UNIFORMS	04/30/2024	1,347.35	.00	
Total 6913:					1,347.35	.00	
96	HIGH COUNTRY LINEN	0435703	MATS & TOWELS @ START	04/22/2024	197.42	.00	
96	HIGH COUNTRY LINEN	0435983	MATS	04/23/2024	229.75	.00	
96	HIGH COUNTRY LINEN	0436720	MATS	04/29/2024	52.55	.00	
Total 96:					479.72	.00	
7064	HUB INTERNATIONAL	3604798	1095 FILINGS	04/15/2024	2,049.00	.00	
Total 7064:					2,049.00	.00	
4736	IDAHO CHILD SUPPORT RECEI	050124	case #426985	05/01/2024	564.20	564.20	05/03/2024
Total 4736:					564.20	564.20	
6954	IVY OUTDOOR SERVICES LLC	0000079	APRIL BUS STOP TRASH REMO	05/01/2024	1,350.00	.00	
6954	IVY OUTDOOR SERVICES LLC	0000081	APRIL TRASH	05/01/2024	5,981.25	.00	
Total 6954:					7,331.25	.00	
7163	JACKSON GROUP LOCKBOX	667629IF	OIL FILTER	04/30/2024	321.96	.00	
Total 7163:					321.96	.00	
6474	JACKSON HOLE LAW, PC	2222	LEGAL SERVICES	04/30/2024	3,505.00	.00	
Total 6474:					3,505.00	.00	
131	JACKSON HOLE NEWS & GUID	364377	AD#426931	04/17/2024	104.50	.00	
131	JACKSON HOLE NEWS & GUID	364855	AD 427190	05/01/2024	288.00	.00	
131	JACKSON HOLE NEWS & GUID	364856	AD 427335	05/01/2024	320.00	.00	
131	JACKSON HOLE NEWS & GUID	364937	AD#427270	05/01/2024	385.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 131:					1,097.50	.00	
114	JACKSON LUMBER INC	0000983983-0	BRICH	04/30/2024	198.82	.00	
Total 114:					198.82	.00	
283	JEWISON, SAMUEL LEE	040224	SAFETY EYEWEAR	04/02/2024	113.00	.00	
Total 283:					113.00	.00	
7442	JOE JOHNSON EQUIPMENT	001646	BEARING AND CONVEYOR	04/24/2024	740.45	.00	
Total 7442:					740.45	.00	
5537	KEENAN, PETER	050224	JUNE RENT	05/02/2024	2,300.00	.00	
Total 5537:					2,300.00	.00	
7441	KEN GARFF FORD CHEYENNE	1021760	2024 FORD	04/22/2024	46,140.00	.00	
7441	KEN GARFF FORD CHEYENNE	1021761	2024 FORD	04/22/2024	46,140.00	.00	
7441	KEN GARFF FORD CHEYENNE	1021762	2024 FORD	04/22/2024	46,140.00	.00	
7441	KEN GARFF FORD CHEYENNE	1021763	2024 FORD	04/22/2024	46,140.00	.00	
Total 7441:					184,560.00	.00	
4102	LACAL EQUIPMENT, INC	0408573-IN	PRING PIN,HYDR MOTOR,LOCK	04/29/2024	3,195.19	.00	
Total 4102:					3,195.19	.00	
5691	LEPCO	57009	PRE SOAK	04/25/2024	228.00	.00	
Total 5691:					228.00	.00	
156	LOWER VALLEY ENERGY INC	050224	JUNE RENT	05/02/2024	1,500.00	.00	
156	LOWER VALLEY ENERGY INC	92050-002 04-	3150 S ADAMS CANYON DR, JA	04/30/2024	242.70	.00	
156	LOWER VALLEY ENERGY INC	92050-003 04-	SPRUCE DR PUMP HOUSE, JA	04/30/2024	256.68	.00	
156	LOWER VALLEY ENERGY INC	92050-005 04-	CACHE KUDAR LT, JACKSON,	04/30/2024	50.24	.00	
156	LOWER VALLEY ENERGY INC	92050-006 04-	N CACHE ST LIGHTING, JACKS	04/30/2024	29.42	.00	
156	LOWER VALLEY ENERGY INC	92050-008 04-	CEMETERY, JACKSON, WY 20	04/30/2024	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-010 04-	ELY SPRINGS RD WELL 6,7,8, J	04/30/2024	323.99	.00	
156	LOWER VALLEY ENERGY INC	92050-014 04-	135 E BROADWAY AVE HEAT TA	04/30/2024	17.66	.00	
156	LOWER VALLEY ENERGY INC	92050-016 04-	210 N CACHE ST HOME RANCH	04/30/2024	42.22	.00	
156	LOWER VALLEY ENERGY INC	92050-017 04-	WASTE WATER TRTMT INTERM	04/30/2024	16.00	.00	
156	LOWER VALLEY ENERGY INC	92050-019 04-	RANGEVIEW DR LIFT PUMP CO	04/30/2024	85.40	.00	
156	LOWER VALLEY ENERGY INC	92050-020 04-	S HWY 89 PATHWAY TUNNEL LT	04/30/2024	33.57	.00	
156	LOWER VALLEY ENERGY INC	92050-021 04-	150 E PEARL AVE, JACKSON, W	04/30/2024	1,419.94	.00	
156	LOWER VALLEY ENERGY INC	92050-023 04-	RANGEVIEW DR LOTS 18,19 LT	04/30/2024	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-024 04-	1605 BERGER LN SEWER LIFT	04/30/2024	24.45	.00	
156	LOWER VALLEY ENERGY INC	92050-025 04-	450 W SNOW KING AVE NEW S	04/30/2024	716.18	.00	
156	LOWER VALLEY ENERGY INC	92050-026 04-	450 W SNOW KING AVE SHOP, J	04/30/2024	264.44	.00	
156	LOWER VALLEY ENERGY INC	92050-027 04-	RANGEVIEW DR LOTS 20,21 LT	04/30/2024	18.18	.00	
156	LOWER VALLEY ENERGY INC	92050-028 04-	RANGEVIEW DR LOTS 26,27 LT	04/30/2024	18.12	.00	
156	LOWER VALLEY ENERGY INC	92050-030 04-	RANGEVIEW DR LOTS 95,96 LT	04/30/2024	17.99	.00	
156	LOWER VALLEY ENERGY INC	92050-031 04-	MOUNTAIN VIEW LN LOT 38,39	04/30/2024	18.12	.00	
156	LOWER VALLEY ENERGY INC	92050-032 04-	LILAC LN LOTS 88, 89 LTS, JAC	04/30/2024	17.99	.00	
156	LOWER VALLEY ENERGY INC	92050-034 04-	LILAC LN LOTS 80, 81 LTS, JAC	04/30/2024	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-035 04-	RANGEVIEW DR LOTS 41,42 LT	04/30/2024	20.32	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-036 04-	RANGEVIEW DR LOTS 12,13 LT	04/30/2024	16.56	.00	
156	LOWER VALLEY ENERGY INC	92050-039 04-	LILAC LN LOTS 86, 87 LTS, JAC	04/30/2024	17.92	.00	
156	LOWER VALLEY ENERGY INC	92050-040 04-	CORNER CREEK & LILAC LOTS	04/30/2024	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-041 04-	LILAC & DAISY LOTS 99, 101 LT	04/30/2024	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-043 04-	CORNER CREEK LOTS 68,69 LT,	04/30/2024	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-044 04-	610 SNOW KING DR ESTATES B	04/30/2024	199.50	.00	
156	LOWER VALLEY ENERGY INC	92050-045 04-	TOWN SQUARE LIGHTS, JACKS	04/30/2024	117.07	.00	
156	LOWER VALLEY ENERGY INC	92050-047 04-	WASTE WATER TRTMT UV BLD	04/30/2024	33.83	.00	
156	LOWER VALLEY ENERGY INC	92050-049 04-	WASTE WATER TRTMT PTB 545	04/30/2024	12,205.63	.00	
156	LOWER VALLEY ENERGY INC	92050-050 04-	2 MG TANK, JACKSON, WY 200	04/30/2024	20.20	.00	
156	LOWER VALLEY ENERGY INC	92050-051 04-	WELL #5 KARNs MEADOW DR,	04/30/2024	2,161.95	.00	
156	LOWER VALLEY ENERGY INC	92050-052 04-	675 E BROADWAY AVE WELL #1	04/30/2024	161.28	.00	
156	LOWER VALLEY ENERGY INC	92050-053 04-	WELLS #2 & #3, JACKSON, WY	04/30/2024	2,415.20	.00	
156	LOWER VALLEY ENERGY INC	92050-054 04-	CITY WELL ELK REF 1, JACKSO	04/30/2024	68.42	.00	
156	LOWER VALLEY ENERGY INC	92050-055 04-	CITY WELL ELK REF 2, JACKSO	04/30/2024	34.43	.00	
156	LOWER VALLEY ENERGY INC	92050-059 04-	440 W SNOW KING AVE POLICE	04/30/2024	154.15	.00	
156	LOWER VALLEY ENERGY INC	92050-060 04-	400 W SNOW KING AVE S GAR,	04/30/2024	996.63	.00	
156	LOWER VALLEY ENERGY INC	92050-061 04-	400 W SNOW KING AVE PUBLIC	04/30/2024	1,280.41	.00	
156	LOWER VALLEY ENERGY INC	92050-074 04-	CRABTREE LN THAW WELL #2,	04/30/2024	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-075 04-	HIGH SCHOOL RD THAW WELL	04/30/2024	27.74	.00	
156	LOWER VALLEY ENERGY INC	92050-078 04-	145 W HANSEN AVE FRONT, JA	04/30/2024	147.46	.00	
156	LOWER VALLEY ENERGY INC	92050-079 04-	145 W HANSEN AVE BACK, JAC	04/30/2024	104.22	.00	
156	LOWER VALLEY ENERGY INC	92050-081 04-	IRR CONTROL & LTS PEARL ST,	04/30/2024	22.96	.00	
156	LOWER VALLEY ENERGY INC	92050-082 04-	400 W SNOW KING AVE E STOR	04/30/2024	482.28	.00	
156	LOWER VALLEY ENERGY INC	92050-090 04-	955 MAPLE WAY, JACKSON, WY	04/30/2024	125.04	.00	
156	LOWER VALLEY ENERGY INC	92050-092 04-	3150 S ADAMS CANYON DR ANI	04/30/2024	255.26	.00	
156	LOWER VALLEY ENERGY INC	92050-102 04-	145 W HANSEN AVE FRONT, JA	04/30/2024	49.21	.00	
156	LOWER VALLEY ENERGY INC	92050-105-382	MULTIPLE STREET LIGHTS	04/30/2024	1,822.95	.00	
156	LOWER VALLEY ENERGY INC	92050-106 04-	940 SIMON LN, JACKSON, WY	04/30/2024	249.93	.00	
156	LOWER VALLEY ENERGY INC	92050-111 04-3	PEARL & WILLOW ST LTS, JACK	04/30/2024	19.15	.00	
156	LOWER VALLEY ENERGY INC	92050-114 04-3	210 N CACHE ST HOME RANCH	04/30/2024	329.07	.00	
156	LOWER VALLEY ENERGY INC	92050-126 04-	SPRING WATER LN LIFT STATIO	04/30/2024	32.37	.00	
156	LOWER VALLEY ENERGY INC	92050-127 04-	3337 S CODY CREEK DR LIFT S	04/30/2024	294.41	.00	
156	LOWER VALLEY ENERGY INC	92050-130 04-	3 CREEK RANCH AFFORDABLE	04/30/2024	22.96	.00	
156	LOWER VALLEY ENERGY INC	92050-131 04-	195 E DELONEY AVE RESTROO	04/30/2024	274.78	.00	
156	LOWER VALLEY ENERGY INC	92050-132 04-	160 S MILLWARD ST PARKING	04/30/2024	1,620.04	.00	
156	LOWER VALLEY ENERGY INC	92050-134 04-	160 S MILLWARD ST PARKING	04/30/2024	6.34	.00	
156	LOWER VALLEY ENERGY INC	92050-332 04-	185 N GLENWOOD ST LTS, JAC	04/30/2024	16.31	.00	
156	LOWER VALLEY ENERGY INC	92050-334 04-	JOSEPHINE LOOP LOT 15 LIFT	04/30/2024	93.29	.00	
156	LOWER VALLEY ENERGY INC	92050-336 04-	HIDDEN RANCH PATHWAY TUN	04/30/2024	21.80	.00	
156	LOWER VALLEY ENERGY INC	92050-341 04-	210 N CACHE ST HOME RANCH	04/30/2024	92.07	.00	
156	LOWER VALLEY ENERGY INC	92050-342 04-	25 S REDMOND ST LT PEDESTA	04/30/2024	31.50	.00	
156	LOWER VALLEY ENERGY INC	92050-345 04-	930 SIMON LN, JACKSON, WY	04/30/2024	142.32	.00	
156	LOWER VALLEY ENERGY INC	92050-353 04-	W DELONEY & BROADWAY LTS,	04/30/2024	73.83	.00	
156	LOWER VALLEY ENERGY INC	92050-355 04-	S CACHE SE OF CENTER ARTS	04/30/2024	67.30	.00	
156	LOWER VALLEY ENERGY INC	92050-356 04-	55 KARNs MEADOW DR START	04/30/2024	5,316.96	.00	
156	LOWER VALLEY ENERGY INC	92050-357 04-	55 KARNs MEADOW DR START	04/30/2024	1,703.37	.00	
156	LOWER VALLEY ENERGY INC	92050-358 04-	650 W BROADWAY PATHWAY LT	04/30/2024	65.49	.00	
156	LOWER VALLEY ENERGY INC	92050-359 04-	MILLER PARK PARKING LOT CH	04/30/2024	200.52	.00	
156	LOWER VALLEY ENERGY INC	92050-360 04-	1035 W BROADWAY AVE PATH	04/30/2024	29.42	.00	
156	LOWER VALLEY ENERGY INC	92050-361 04-	625 W BROADWAY AVE NEW P	04/30/2024	23.03	.00	
156	LOWER VALLEY ENERGY INC	92050-362 04-	STELLARIA LN/S HWY 89 LIGHT	04/30/2024	19.86	.00	
156	LOWER VALLEY ENERGY INC	92050-363 04-	455 VINE ST UTIL, JACKSON, W	04/30/2024	53.16	.00	
156	LOWER VALLEY ENERGY INC	92050-364 04-	65 VIRGINIAN LN #5, JACKSON,	04/30/2024	61.35	.00	
156	LOWER VALLEY ENERGY INC	92050-365 04-	65 VIRGINIAN LN #7, JACKSON,	04/30/2024	86.57	.00	
156	LOWER VALLEY ENERGY INC	92050-367 04-	455 VINE ST APT #3, JACKSON,	04/30/2024	39.16	.00	
156	LOWER VALLEY ENERGY INC	92050-368 04-	455 VINE ST APT #4, JACKSON,	04/30/2024	58.12	.00	
156	LOWER VALLEY ENERGY INC	92050-370 04-	2022 WILDFLOWER CT, JACKS	04/30/2024	126.06	.00	

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156	LOWER VALLEY ENERGY INC	92050-371 04-	2022 WILDFLOWER CT, JACKS	04/30/2024	44.93	.00	
156	LOWER VALLEY ENERGY INC	92050-374 04-	455 VINE ST APT #1, JACKSON,	04/30/2024	76.28	.00	
156	LOWER VALLEY ENERGY INC	92050-375 04-	155 E PEARL AVE, JACKSON, W	04/30/2024	23.16	.00	
156	LOWER VALLEY ENERGY INC	92050-376 04-	149 E PEARL AVE, JACKSON, W	04/30/2024	130.00	.00	
156	LOWER VALLEY ENERGY INC	92050-378 04-	145 E PEARL AVE #A EAST, JAC	04/30/2024	51.47	.00	
156	LOWER VALLEY ENERGY INC	92050-382 04-	BUDGE DR LT SYSTEM, JACKS	04/30/2024	19.86	.00	
156	LOWER VALLEY ENERGY INC	92050-383 04-	SNOW KING DR WATER TANK C	04/30/2024	19.29	.00	
156	LOWER VALLEY ENERGY INC	92050-385 04-	85 N SPRING GULCH RD SPRIN	04/30/2024	261.49	.00	
156	LOWER VALLEY ENERGY INC	92050-388 04-	121 SHERWOOD CT BLDG 2 BU	04/30/2024	50.67	.00	
156	LOWER VALLEY ENERGY INC	92050-389 04-	1640 MARTIN LN LIFT STATION,	04/30/2024	23.68	.00	
156	LOWER VALLEY ENERGY INC	92050-390 04-	400 W SNOW KING AVE HOUSI	04/30/2024	220.66	.00	
156	LOWER VALLEY ENERGY INC	92050-391 04-	400 W SNOW KING AVE PARK M	04/30/2024	658.16	.00	
156	LOWER VALLEY ENERGY INC	92050-392 04-	400 W SNOW KING AVE ADMIN,	04/30/2024	641.91	.00	
156	LOWER VALLEY ENERGY INC	92050-393 04-	400 W SNOW KING AVE EMPLO	04/30/2024	566.93	.00	
156	LOWER VALLEY ENERGY INC	92050-395 04-	145 E PEARL AVE #C LOFT, JAC	04/30/2024	46.82	.00	
156	LOWER VALLEY ENERGY INC	92050-396 04-	145 E PEARL AVE HSE/CMN, JA	04/30/2024	115.72	.00	
156	LOWER VALLEY ENERGY INC	92050-397 04-	145 E PEARL AVE #B WEST, JA	04/30/2024	55.79	.00	
156	LOWER VALLEY ENERGY INC	92050-398 04-	155 E PEARL AVE, JACKSON, W	04/30/2024	83.94	.00	
156	LOWER VALLEY ENERGY INC	92050-399 04-	155 E PEARL AVE, JACKSON, W	04/30/2024	108.11	.00	
156	LOWER VALLEY ENERGY INC	92050-401 04-	455 VINE ST APT #2, JACKSON,	04/30/2024	97.91	.00	
156	LOWER VALLEY ENERGY INC	92050-405 04-	3585 S CANADIAN DR, JACKSO	04/30/2024	127.41	.00	
156	LOWER VALLEY ENERGY INC	92050-406 04-	3585 S CANADIAN DR, JACKSO	04/30/2024	25.14	.00	
156	LOWER VALLEY ENERGY INC	92050-407 04-	130 E KELLY AVE #23, JACKSO	04/30/2024	39.38	.00	
156	LOWER VALLEY ENERGY INC	92050-409 04-	6905 W HWY 22 RENTAL, WILS	04/30/2024	128.17	.00	
156	LOWER VALLEY ENERGY INC	92050-411 04-3	1540 MARTIN LN H-FRAME MET	04/30/2024	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-413 04-	76 E CIRCLE DR, THAYNE, WY	04/30/2024	90.58	.00	
156	LOWER VALLEY ENERGY INC	92050-416 04-	350 N MILLWARD ST #5, JACKS	04/30/2024	32.23	.00	
156	LOWER VALLEY ENERGY INC	92050-417 04-	105 MERCILL AVE LCP ST LT, JA	04/30/2024	26.00	.00	
156	LOWER VALLEY ENERGY INC	92050-418 04-	355 W DELONEY AVE E-5, JACK	04/30/2024	35.82	.00	
156	LOWER VALLEY ENERGY INC	92050-419 04-	55 VIRGINIAN LN #4, JACKSON,	04/30/2024	63.08	.00	
Total 156:					43,218.96	.00	
7112	MARKMAN, JASON	050224	JUNE RENT	05/02/2024	1,995.00	.00	
Total 7112:					1,995.00	.00	
6766	MOHROR, SCOTT	042224	TRAVEL REIMB	04/22/2024	276.00	.00	
Total 6766:					276.00	.00	
5717	MORILLON-ARELLANO, SHELLI	050324	REIMBURSE NOTARY RENEWA	05/03/2024	60.00	.00	
Total 5717:					60.00	.00	
257	NAPA AUTO PARTS INC.	212604	NAPA FILTER	04/10/2024	29.79	.00	
257	NAPA AUTO PARTS INC.	212647	FUEL FILTER	04/10/2024	40.42	.00	
257	NAPA AUTO PARTS INC.	212883	BRAKES	04/11/2024	74.66	.00	
257	NAPA AUTO PARTS INC.	214449	CP SCREW	04/18/2024	23.10	.00	
257	NAPA AUTO PARTS INC.	214519	COUPLING BRAKES	04/18/2024	120.26	.00	
257	NAPA AUTO PARTS INC.	215337	MEGUIARS	04/22/2024	7.99	.00	
257	NAPA AUTO PARTS INC.	215565	HYDRAULICS	04/23/2024	9.23	.00	
257	NAPA AUTO PARTS INC.	215761	RADIATOR	04/24/2024	10.79	.00	
257	NAPA AUTO PARTS INC.	215807	THERMOSTAT	04/24/2024	51.88	.00	
257	NAPA AUTO PARTS INC.	216795	NAPAGOLD OIL FILTER	04/29/2024	4.44	.00	
257	NAPA AUTO PARTS INC.	217068	OIL FILTER	04/30/2024	14.44	.00	
257	NAPA AUTO PARTS INC.	217193	OIL FILTER	04/30/2024	23.36	.00	
257	NAPA AUTO PARTS INC.	217193	IAMP	04/30/2024	43.98	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 257:					454.34	.00	
187	NELSON ENGINEERING	64167	22-278 SEWER MASTER PLAN	04/30/2024	315.00	.00	
Total 187:					315.00	.00	
6894	PALINDROME STUDIO	000462	SUSTAINABILITY REPORT	05/01/2024	2,200.00	.00	
Total 6894:					2,200.00	.00	
7415	PENNY, BRAD	042924	WORK BOOTS REIMB	04/29/2024	100.00	.00	
7415	PENNY, BRAD	050324	TRAVEL REIM	05/03/2024	324.50	.00	
Total 7415:					424.50	.00	
2244	PETERSCHMIDT, TIM	050324	DOT Physical	05/03/2024	155.00	.00	
Total 2244:					155.00	.00	
6260	POLISEO, FLOREN	042524	TRAVEL REIMB	05/03/2024	53.00	.00	
Total 6260:					53.00	.00	
7414	PRITCHARD, JASON	042126	TRAVEL REIMB	04/21/2024	344.50	.00	
Total 7414:					344.50	.00	
6613	QUADIENT FINANCE USA, INV	9862 0424	POSTAGE	04/29/2024	1,021.44	.00	
Total 6613:					1,021.44	.00	
6649	QUADIENT LEASING USA, INC.	Q1098207	POSTAGE MACHINE LEASE	12/08/2023	541.68	.00	
6649	QUADIENT LEASING USA, INC.	Q1184848	POSTAGE MACHINE LEASE	03/06/2024	1,083.36	.00	
Total 6649:					1,625.04	.00	
532	QUICK BROWN FOX LLC	4054	Summer PASSES	04/25/2024	220.00	.00	
Total 532:					220.00	.00	
6208	RHOADES, STEPHEN	042324	DOT PHYSICAL	04/23/2024	92.00	.00	
Total 6208:					92.00	.00	
4723	RON'S TOWING LLC	23-30501	TOWING	04/15/2024	687.50	.00	
Total 4723:					687.50	.00	
6629	SCARLATA, SUSAN	050124	REIMBURSE	05/01/2024	15.49	.00	
Total 6629:					15.49	.00	
7435	SHORELINE CONSULTING	0000246	EQUITY TASK FORCE SUPPOR	04/29/2024	6,250.00	.00	
Total 7435:					6,250.00	.00	
4720	SILVERSTAR	54639 0524	MONTHLY SERVICES 54639	05/01/2024	2,696.16	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4720	SILVERSTAR	654791 0524	MONTHLY SERVICE 654791	05/01/2024	1,079.73	.00	
Total 4720:					3,775.89	.00	
6838	SPSC POA - South Park Services	050124	3500 SOUTH PARK	05/01/2024	303.82	.00	
Total 6838:					303.82	.00	
5260	STEPHENS, SHAWN	050324	TRAVEL EXPENSES	05/03/2024	1,443.13	.00	
Total 5260:					1,443.13	.00	
7088	STONE, KIRK	050224	JUNE RENT	05/02/2024	2,940.00	.00	
Total 7088:					2,940.00	.00	
6660	SUBLETTE COUNTY SHERIFF'S	1421	JACKSON AIRPORT	04/23/2024	7,280.00	.00	
Total 6660:					7,280.00	.00	
1443	TETON COUNTY CLERK	050124FE	FIRE EMS MONTHLY CONTRIB	05/01/2024	262,822.75	.00	
1443	TETON COUNTY CLERK	050124H	MONTHLY HOUSING CONTRIBU	05/01/2024	45,691.92	.00	
1443	TETON COUNTY CLERK	050124PR	PARK AND REC MONTHLY CON	05/01/2024	229,485.17	.00	
Total 1443:					537,999.84	.00	
2362	TETON COUNTY PUBLIC HEALT	24-2509	DRINKING WATER TESTS	04/30/2024	200.00	.00	
Total 2362:					200.00	.00	
6902	TETON COUNTY PUBLIC WORK	2027-8	BUILD GRANT	04/25/2024	174.56	.00	
6902	TETON COUNTY PUBLIC WORK	2027-8	BUILD GRANT	04/25/2024	911.71	.00	
6902	TETON COUNTY PUBLIC WORK	2027-8	BUILD GRANT	04/25/2024	4,223.80	.00	
6902	TETON COUNTY PUBLIC WORK	2027-8	BUILD GRANT	04/25/2024	7,787.02	.00	
6902	TETON COUNTY PUBLIC WORK	2027-8	BUILD GRANT	04/25/2024	654.26	.00	
Total 6902:					13,751.35	.00	
1614	TETON COUNTY-FUND 10	042924P	APRIL PATHWAYS	04/29/2024	10,755.00	.00	
1614	TETON COUNTY-FUND 10	042924PLAN	APRIL PLANNING	04/29/2024	9,898.87	.00	
1614	TETON COUNTY-FUND 10	042924PLAN	APRIL PLANNING	04/29/2024	8,326.48	.00	
1614	TETON COUNTY-FUND 10	043024A	ADMIN BLLING	04/30/2024	20,142.29	.00	
1614	TETON COUNTY-FUND 10	043024D	APRIL DISPATCH	04/30/2024	48,492.42	.00	
Total 1614:					97,615.06	.00	
166	TETON COUNTY-FUND 19	042924C	APRIL 2024 CAPITAL	04/29/2024	156.40	.00	
166	TETON COUNTY-FUND 19	042924C	APRIL 2024 CAPITAL	04/29/2024	275,458.76	.00	
166	TETON COUNTY-FUND 19	043024C	APRIL 2024 CAPITAL	04/30/2024	583,776.28	.00	
Total 166:					859,391.44	.00	
268	TETON MOTORS INC	5109794 1	BLET AND PUMP	04/22/2024	189.28	.00	
Total 268:					189.28	.00	
298	TETON YOUTH & FAMILY SERVI	8651	contract payments	04/30/2024	102,226.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 298:					102,226.00	.00	
6941	THE CONNOR E FIELD TRUST	050224	JUNE RENT	05/02/2024	2,575.00	.00	
Total 6941:					2,575.00	.00	
6591	T-MOBILE	967529416 042	MONTHLY SERVICE	04/30/2024	31.15	.00	
Total 6591:					31.15	.00	
4649	ULINE	176968523	FILE CABINET	04/16/2024	1,368.24	.00	
Total 4649:					1,368.24	.00	
7361	US HOMES LLC	050224	JUNE RENT	05/02/2024	1,560.00	.00	
Total 7361:					1,560.00	.00	
706	USA BLUE BOOK	INV00348746	CHLORINE	04/26/2024	1,820.00	.00	
Total 706:					1,820.00	.00	
1640	WESTERN STATE	CM00167527	CREDIT	04/23/2024	3,151.63-	.00	
1640	WESTERN STATE	CM00167528	Credit	04/23/2024	2,496.60-	.00	
1640	WESTERN STATE	IN002764464	HAND ACME EDGE CUTTING B	04/23/2024	2,973.24	.00	
1640	WESTERN STATE	IN002764482	BOLT,NUT,EDGE CUTTING	04/23/2024	2,355.28	.00	
Total 1640:					319.71-	.00	
472	WHITE GLOVE CLEANING, INC.	9494	PUBLIC WORKS	04/30/2024	1,500.00	.00	
472	WHITE GLOVE CLEANING, INC.	9506	APRIL SHELTERS & TRASH	04/30/2024	2,902.00	.00	
472	WHITE GLOVE CLEANING, INC.	9506	APRIL SHELTERS & TRASH	04/30/2024	256.13	.00	
472	WHITE GLOVE CLEANING, INC.	9519	JANITORIAL	04/30/2024	400.00	.00	
472	WHITE GLOVE CLEANING, INC.	9520	PARKING	04/30/2024	250.00	.00	
472	WHITE GLOVE CLEANING, INC.	9522	CLEANING BUNKHOUSE	04/30/2024	125.00	.00	
Total 472:					5,433.13	.00	
7081	WILMA D SORSBY TRUST	050224	JUNE RENT	05/02/2024	3,150.00	.00	
Total 7081:					3,150.00	.00	
6117	WILSON, JOHN	050724	JUNE RENT	05/02/2024	2,200.00	.00	
Total 6117:					2,200.00	.00	
7443	WYOMING CAMERA OUTFITTE	042624	CANON CAMERA	04/26/2024	3,500.00	.00	
7443	WYOMING CAMERA OUTFITTE	042624	CANON CAMERA	04/26/2024	919.97	.00	
Total 7443:					4,419.97	.00	
7065	WYOMING LAW ENFORCEMEN	C-12290	TRAINING CLASS COX	04/29/2024	675.00	.00	
7065	WYOMING LAW ENFORCEMEN	C-12319	BASIC TRAINING CLASS WILLIA	04/30/2024	724.25	.00	
7065	WYOMING LAW ENFORCEMEN	C-12319	BASIC TRAINING CLASS WILLIA	04/30/2024	1,033.20	.00	
Total 7065:					2,432.45	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2842	YELLOW IRON EXCAVATION, LL	240205006801	55 KARNS TRASH	01/31/2024	225.00	.00	
2842	YELLOW IRON EXCAVATION, LL	240430055167	455 VINE STREET	04/30/2024	80.00	.00	
Total 2842:					305.00	.00	
Grand Totals:					1,957,639.29	1,073.43	

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:	May 13, 2024	Meeting Title:	Regular
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	Gregory Lane Design Concept Recommendation	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to select a final design concept for the Gregory Lane corridor.

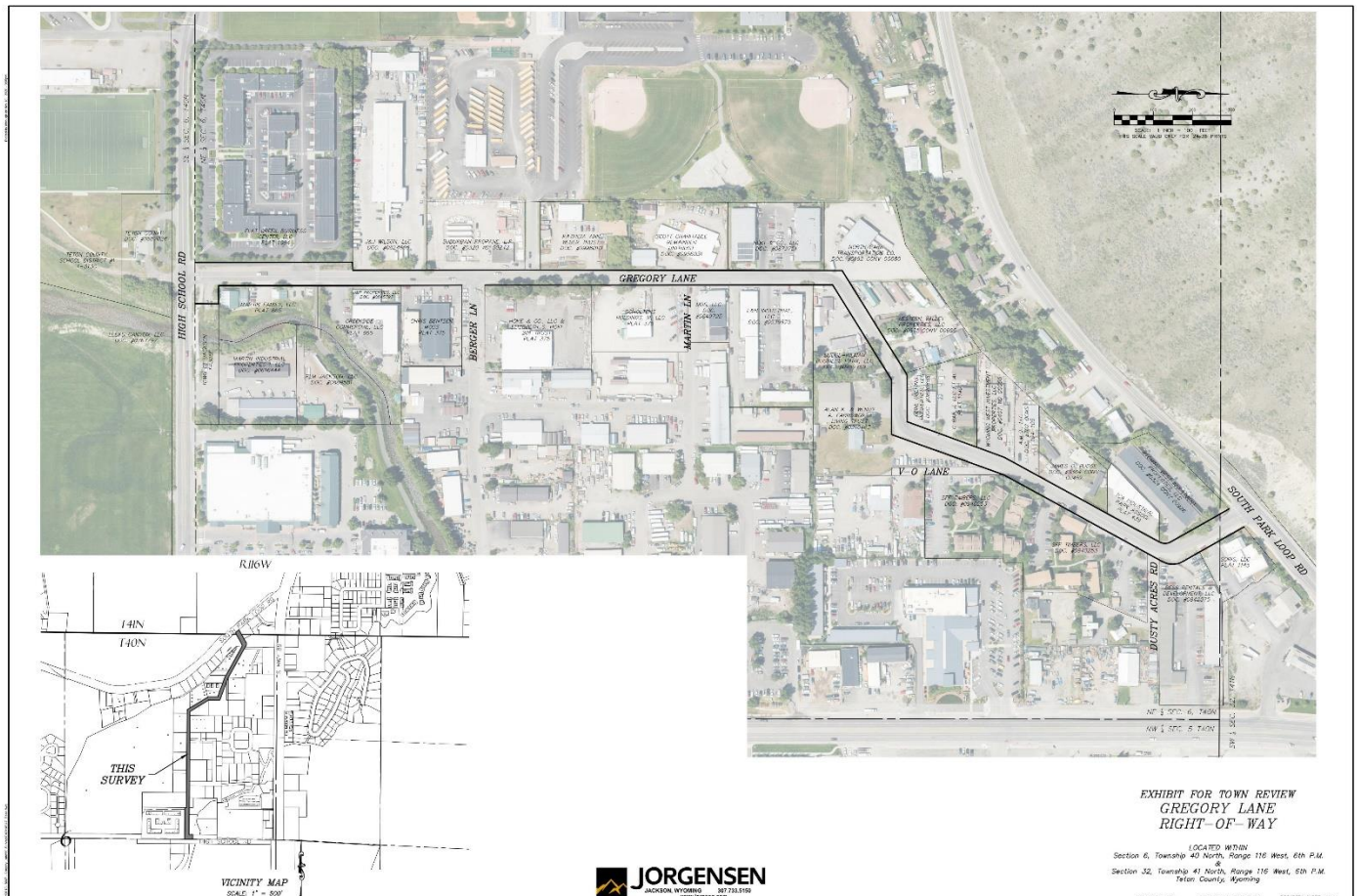
Requested Action.

Staff is requesting that Council review all proposed design concepts and approve one final design concept for the Gregory Lane corridor.

Recommendations.

Staff recommend Design Concept 3 for the final design of the Gregory Lane corridor, which includes 12-foot-wide travel lanes and a continuous sidewalk on the western side of the Gregory Lane corridor.

Background.



Gregory Lane is a thoroughfare in the Town of Jackson that connects South Park Loop Road with High School Road. Gregory Lane is home to residential and light-industrial commercial uses and is a corridor for the students walking to Colter Elementary, JH Middle School, and JH High School. As outlined in the Character Defining Features (5.2 Gregory Lane Area) section of the Comprehensive Plan:

“This TRANSITIONAL Subarea will support the community goal of maintaining and promoting light industry uses to support the local economy while continuing to accommodate a significant amount of residential use. Light industrial development and redevelopment will be promoted, and bulk, scale and use allowances will first and foremost accommodate light industry and heavy retail uses. The current development pattern will be intensified to accommodate larger structures in more creative land use patterns, including live-work development. In the future, complete street improvements are desired but will need to be balanced with the need to accommodate large vehicle traffic. Livability enhancements through improved site and building design will be a goal but secondary to promoting light industry uses. Providing improved pedestrian/bike amenities to connect the existing and future resident populations with the surrounding Complete Neighborhood amenities will be a focus of improved livability. A third priority will be future improvements to Flat Creek, including the establishment of an appropriate setback to support the health of this natural feature for wildlife and residents.”

Gregory Lane was annexed from the County in 1967 with insufficient right-of-way (ROW) widths and at that time, without any water, sewer, and stormwater infrastructure. For most of Gregory Lane, the limited ROW width within the corridor is 40 feet, with some areas measuring only 37 feet wide, which makes the overall design challenging. In 1982-83, the Town of Jackson added water and sewer infrastructure for the first time to the corridor, and at the same time constructed a new road surface. From a water/sewer perspective, the primary goal is to replace the water line due to its limited size and to replace the sewer line due to its limited size and material (clay). From a transportation perspective, the primary goal is to maintain the road’s principal function of serving the light-industrial use and to consider a new sidewalk asset for pedestrian use.

Preliminary design for the Gregory Lane corridor project may consist of some or all (as funding allows) of the following project components:

- 6,350 ft. of new stormwater pipe
- Stormwater treatment systems
- 6,400 ft. of new curb and gutter
- 3,600 ft. of new water main
- 3,700 ft. of new sewer main
- Dark Sky Streetlights
- 19,200 square feet of sidewalks
- New roadway surface including curbs
- One new thaw well (completed in the fall of 2023)

Through the Safe Routes to School program, multi-modal infrastructure (sidewalks) is recommended within the Gregory Lane corridor to make it safe for students to walk to school and further encourage multi-mobility for all users of the Gregory Lane corridor and surrounding areas.

The timeline for this project will be to complete the design of the Gregory Lane corridor in 2024 and bid the project during the winter of 2024/25, with a target construction start date of April 2025. Due to the size and complexity of this project, staff anticipates the project taking no less than two construction seasons to complete. The completion date for the Gregory Lane corridor is estimated to be at the end of 2026.

Historic Timeline

The Gregory Lane corridor was first identified as a future design project as early as 2000, when the Town of Jackson worked with Charlier Associates and Jorgensen Associates to conduct a design charrette whereby informal design solutions were generated to solve functional concerns. During that charrette, stormwater drainage/treatment, vehicular circulation, pedestrian circulation, and water/wastewater upgrades were of importance. From the efforts of the 2000 design charrette, a Gregory Lane Street and Storm Drain Improvements feasibility analysis and project implementation was produced. The following timeline of events reflects all work undertaken for the Gregory Lane corridor to date:

2000

Staff conducted a design charrette with Jorgensen Associates and Charlier Associates.

2014

The Town of Jackson put forth a SPET ballot initiative that was ultimately approved by voters for Gregory Lane (and other complete street projects):

\$2,250,000 for the purpose of planning, design, engineering and/or construction of complete street improvements on Gregory Lane, Snow King Avenue, Maple Way, Scott Lane, East Broadway Avenue, and Center Street. Also, this funding would be used for rights-of-way acquisitions along the Gregory Lane corridor and for pedestrian and sidewalk improvements along Gregory Lane, Snow King Avenue, Maple Way, Scott Lane, East Broadway Avenue, and Center Street.

2018

The 2000 charrette was reviewed, and additional contemporary (high-level) design concepts were created by Jorgensen Associates related to stormwater drainage/treatment, vehicular circulation, multi-mobility, and water/wastewater upgrades. With this preliminary design information updated to current standards, Jorgensen Associates cost estimated the project in its entirety including all components described above.

2019

With up-to-date preliminary designs and cost estimates, the Town of Jackson put forth a SPET ballot initiative, that was ultimately approved by voters, for Gregory Lane:

\$8,500,000 for acquiring land, obtaining easements, planning, engineering, designing, and constructing Gregory Lane complete street, water, sewer, and stormwater project. Improvements to the Gregory Lane area are needed for safety, sidewalks, vehicle access, and snow/stormwater drainage. Improvements include but are not limited to sidewalks and other safety features to assist students going to school; water, stormwater, and sewer infrastructure; rebuilding the existing roadway with curb and gutter; widening Gregory Lane; and driveway approaches.

2020

Soon after the 2019 SPET initiative was approved for Gregory Lane, staff worked with Jorgensen Associates to create a right-of-way map for the entirety of the Gregory Lane corridor. This survey is the first preliminary step prior to entering the design process.

2021-22

Staff worked with Cambridge Systematics on a traffic simulation analysis of the Gregory Lane corridor. This project provided traffic simulation analyses that examined potential improvement alternatives for the Gregory Lane corridor as it related to vehicular travel and movement.

2023

Town Council approved a Professional Services Agreement with Jorgensen Associates for an amount not to exceed \$494,635 for the complete street design of the Gregory Lane corridor.

2024

Town staff, working with Jorgensen Associates, completed conceptual designs of the roadway and sidewalk layout of the Gregory Lane corridor. Congruently, town staff collaborated with Three Elephant Public Relations to conduct multiple public outreach meetings and presentations to the community.

Analysis & Key Questions.

For today's workshop, staff will be presenting four Gregory Lane design concepts for Council consideration (Concepts 1, 2, 3, and 3B). Staff have been consistent in our overall messaging that the principal priority of all the design concepts is to maintain a roadway for light-industrial use. Each design concept addresses the light-industrial use of Gregory Lane by:

- Slightly widening the travel lanes to 12 feet in width, which is the identical width used on the Interstate Highway System
- Improving roadway drainage by redesigning the roadway slopes and installing a stormwater collection system
- Adding extra turn lanes at the High School Road and South Park Loop intersections
- Identifying potential roadway easements that will soften and widen the s-turns in the northern area of the corridor (depending on acquisition of easements)
- Using a 75 ft. semi-truck with trailer as the design vehicle for modeling all turning movements
- Improving access to individual lots while reducing/formalizing curb cuts where feasible by introducing both vertical and rolled curbs

Staff will continue exploring additional roadway widening solutions within the s-turns to provide the maximum turning movements for large vehicles. The current Teton County Fire Protection Resolution (2021 Edition) requires minimum road widths for all fire apparatus using public roadways. All design concepts presented today meet this requirement.

Once the light-industrial use was designed for within the limited right-of-way width of the corridor, the next priority was identifying the need to address the pedestrian component within Gregory Lane. All the design concepts contemplate a sidewalk, with each design concept examining how best to move pedestrians in relation to vehicular movement, housing density, snow removal, and overall safety. To provide the pedestrian component within the corridor, staff have identified multiple areas for potential sidewalk easements. Since most of the right-of-way width within the corridor is limited, sidewalk and roadway easements are needed to maximize both the pedestrian component and light-industrial use (roadway) within the Gregory Lane corridor. In total, nine properties have been identified for either roadway or sidewalk easements. If staff is unsuccessful in securing the identified easements, the new roadway will most likely be replaced within the exact footprint of the current roadway and the sidewalk (if approved) will most likely decrease in width in some areas.

Community Outreach

To address the needs and specific uses of the Gregory Lane corridor, a strategic communications and outreach plan was established to hear from stakeholders, including the Teton County School District, commercial businesses and residents on Gregory Lane, Town staff (Police, Fire, Planning, Pathways, START, etc.), and community members who use the route for various reasons. Jorgensen Associates contracted with Three Elephants Public Relations to create and implement a robust outreach plan for this project. Three Elephant Public Relations conducted multiple outreach meetings specifically for this project, including additional one-on-one meetings with property/business owners. Furthermore, Three Elephants Public Relations sub-contracted with Voices JH to collect design input from immigrant families who live within and use the Gregory Lane corridor. Voices JH conducted a Spanish speaking focus group and a series of interviews with eastern European community members to ensure the overall design incorporates their needs and overall experiences. The final Gregory Lane Outreach Plan Report and Voices JH Inclusion Outreach Report are included in this report (included in *Attachments*).

Outreach and communications to date include:

- Gregory Lane Plan Meeting, December 21, 2023, Roadhouse Brewery
- Gregory Lane Mailings, January 10, 2024, 384 letters were sent to commercial and residential units within a 1,500 ft. buffer of Gregory Lane
- Transportation Expo, February 6 – 7, 2024, Middle School
- Voices JH Outreach Plan Meeting, February 16, 2024, Town Hall
- Gregory Lane Open House, March 5, 2024, Coulter Elementary School
- Teton County School Board Meeting, April 17, 2024, Teton County School Administration Building

The Gregory Lane Outreach Plan Report includes comments both from the community outreach meeting and the inclusion outreach meeting conducted by Voices JH. Attendees were able to review the same design concepts as presented in this staff report. Further, staff requested that attendees review each design concept and leave sticky notes in areas of the design components they liked or disliked. Included in the Gregory Lane Outreach Plan Report are the comments staff received for each design concept.

Design Concepts (included in *Attachments*)

Design Concept 1:

Design Concept 1 was the first attempt to layout the roadway and sidewalk assets within the corridor. This design envisions a sidewalk on the east and west sides of the corridor, with a crosswalk located roughly in the middle of the corridor.

Advantages:

- 12 feet wide travel lanes and 8 feet wide sidewalks
- Increased roadway turning movements through the s-turns
- More space for off-site residential parking in some areas
- The section of sidewalk that is located on the east side is more favorable for certain commercial properties that are located on the west side

Disadvantages:

- Requires larger sidewalk easements
- Crosswalk is located close to the s-turns creating a potential unsafe pedestrian crossing
- Sidewalk on the east side near The Timbers impacts their nose in parking
- Sidewalk is not continuous

Design Concept 2:

Design Concept 2 envisions roughly 70% of the sidewalk on the west side of the corridor and roughly 30% on the east side, with a crosswalk located near V-O Lane.

Advantages:

- 12 feet wide travel lanes and 8 feet wide sidewalks
- Increased roadway turning movements through the s-turns
- Crosswalk is near an existing school bus stop
- Sidewalk near The Timbers where housing density exists
- The section of sidewalk that is located on the east side is more favorable for certain commercial properties that are located on the west side

Disadvantages:

- Requires easements
- Sidewalk on the east side near The Timbers impacts their nose in parking
- Sidewalk is not continuous

Design Concept 3 (staff recommended):

Design Concept 3 envisions a continuous sidewalk on the west side of the corridor only, with two crosswalks provided near The Timbers.

Advantages:

- 12 feet wide travel lanes and 8 feet wide sidewalks
- Increased roadway turning movements through the s-turns
- Continuous sidewalk on the west side of the corridor
- Having the sidewalk on the west side of the corridor minimizes parking impacts at The Timbers

Disadvantages:

- Requires easements
- Sidewalk located on the west side of the corridor is less favorable for certain commercial properties that are located on the west side

Design Concept 3B:

Design Concept 3B envisions the same design as Design Concept 3, excluding any additional easements for the additional width of roadway and the sidewalk. Design Concept 3B proposes all roadway and sidewalk improvements will fit within the existing right-of-way of the corridor.

Advantages:

- 12 feet wide travel lanes and 8 feet wide sidewalks
- Does not require easements
- Continuous sidewalk on the west side of the corridor
- Having the sidewalk on the west side of the corridor minimizes parking impacts to The Timbers

Disadvantages:

- Decreased roadway turning movements through s-turns
- Sidewalk located on the west side of the corridor is less favorable for certain commercial properties that are located on the west side

Key Question: Which design concept would the Council like to approve to take to final design?

Unless Council directs staff to bring back additional design/analysis information for future discussion, staff anticipates Council seeing this project again when staff will request approvals for any roadway/sidewalk easements and when staff will request Council approval to award the contract for construction (winter 2024-25).

Possible Alternatives.

Possible alternatives for this item include:

- Approving another design concept other than the recommended staff design concept.
- Not approving any design concepts at this time and requesting additional information, analysis, or design concepts within the Gregory Lane corridor
- Other.

Comprehensive Plan & Priority Alignment.

- Ecosystem Stewardship: Common Value 1
 - Chapter 2 – Climate Sustainability
 - Principle 1.2 – Preserve and enhance surface water and groundwater quality
 - Principle 2.1 – Reduce the consumption of non-renewable energy
- Growth Management: Common Value 2
 - Chapter 3 – Responsible Growth Management
 - Principle 3.2 – Enhance suitable locations as Complete Neighborhoods
 - Chapter 4 – Town as Heart – the Central Complete Neighborhood
 - Principle 4.2 – Promote vibrant, walkable mixed use areas
- Quality of Life: Common Value 3
 - Chapter 7 – Multimodal Transportation
 - Principle 7.1 – Meet future transportation demand with walk, bike, carpool, transit, and micro-mobility infrastructure
 - Principle 8.1 – Maintain current, coordinated service delivery

Fiscal Impact.

The recommended FY25 funding allocated to the Gregory Lane project includes:

FY25 Recommended Budget	
2014 SPET	\$850,000
2019 SPET	\$8,000,000
Water Fund	\$1,990,000
Sewer Fund	\$2,662,000
Total Budget	\$13,502,000

The total cost for the Gregory Lane project will include construction, project management, contingency, potential easements, and contractor mobilization to the project site. All easement values have been appraised by Rocky Mountain Appraisals to determine actual costs based on the square footage of each easement in relation to current land market values. Staff will continue to work with each landowner to try and finalize each easement agreement.

Jorgensen Associates is currently moving forward with the utility designs for Gregory Lane, including sewer, stormwater, and water infrastructure. This design work is important as it may have an impact on the overall roadway elevations, stormwater drainage, and final curb design. Our timeline for design completion is slated for the fall of 2024, at which time all utility designs and surface (sidewalks, roadway, etc.) improvements will be consolidated into a final design for the project. The final construction cost of the Gregory Lane project will not be realized until the project is advertised for bid and staff receives total project costs from each bid (contractor) response.

Staff Impact.

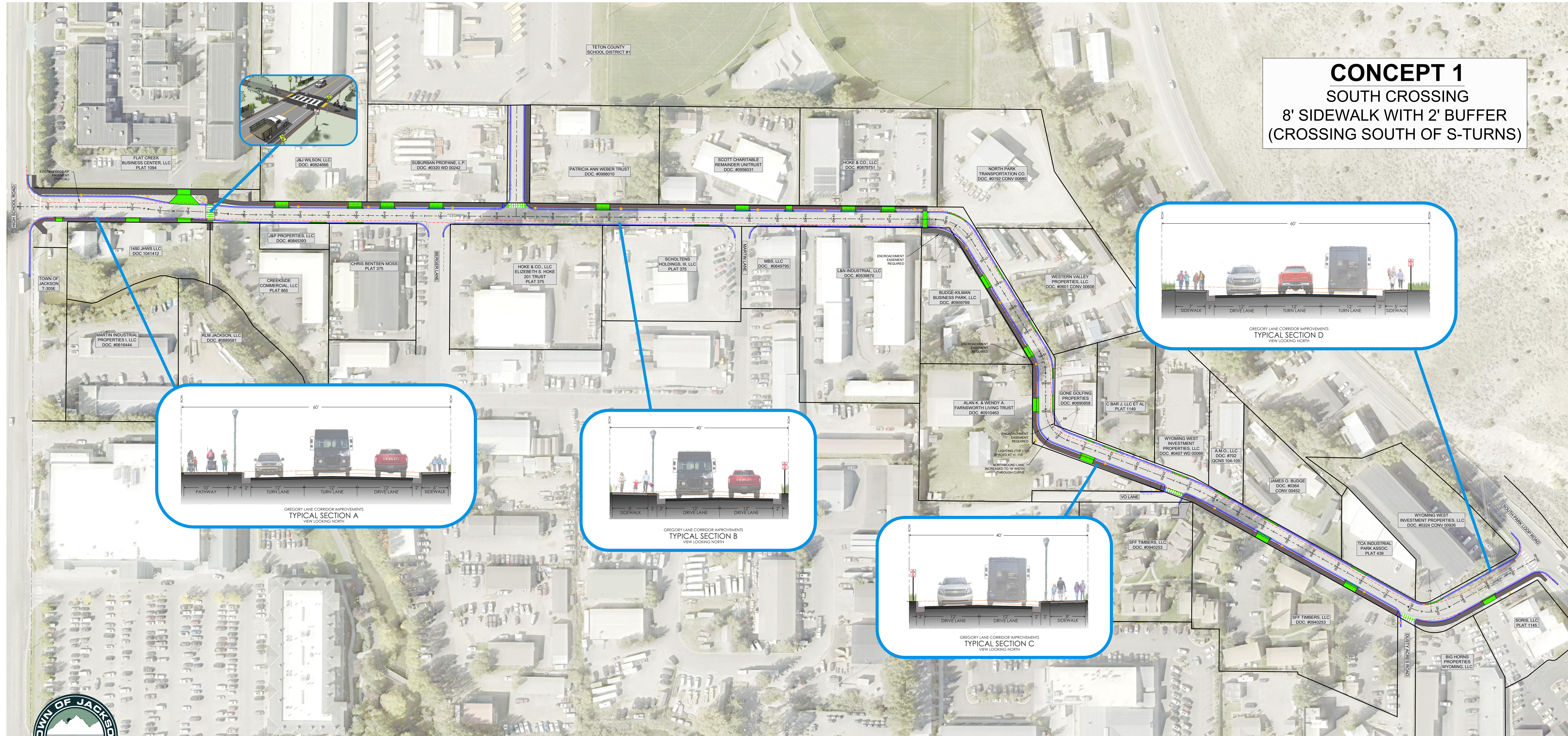
Staff impact for this project to date has included 30 hours of design meetings, 8 hours of one-on-one meetings with property owners, 2 hours of Administration staff report review, and 12 hours of community outreach.

Attachments or Links.

- Design Concepts 1 – 3B
- Three Elephant Public Relations Outreach Report
- Voices JH Inclusion Outreach Report
- Existing Pedestrian Routes Surrounding Greory Lane
- [Vehicle Tracking Video Link](#) – Video of semi-truck design vehicle turning movements for Design Concept 3

Suggested Motion.

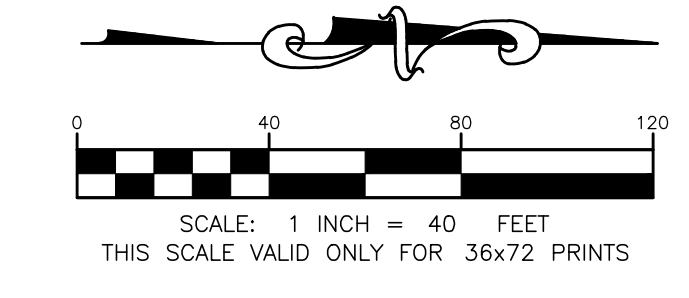
I move to approve Design Concept _____ for the Gregory Lane corridor and direct staff to take the concept to final design.



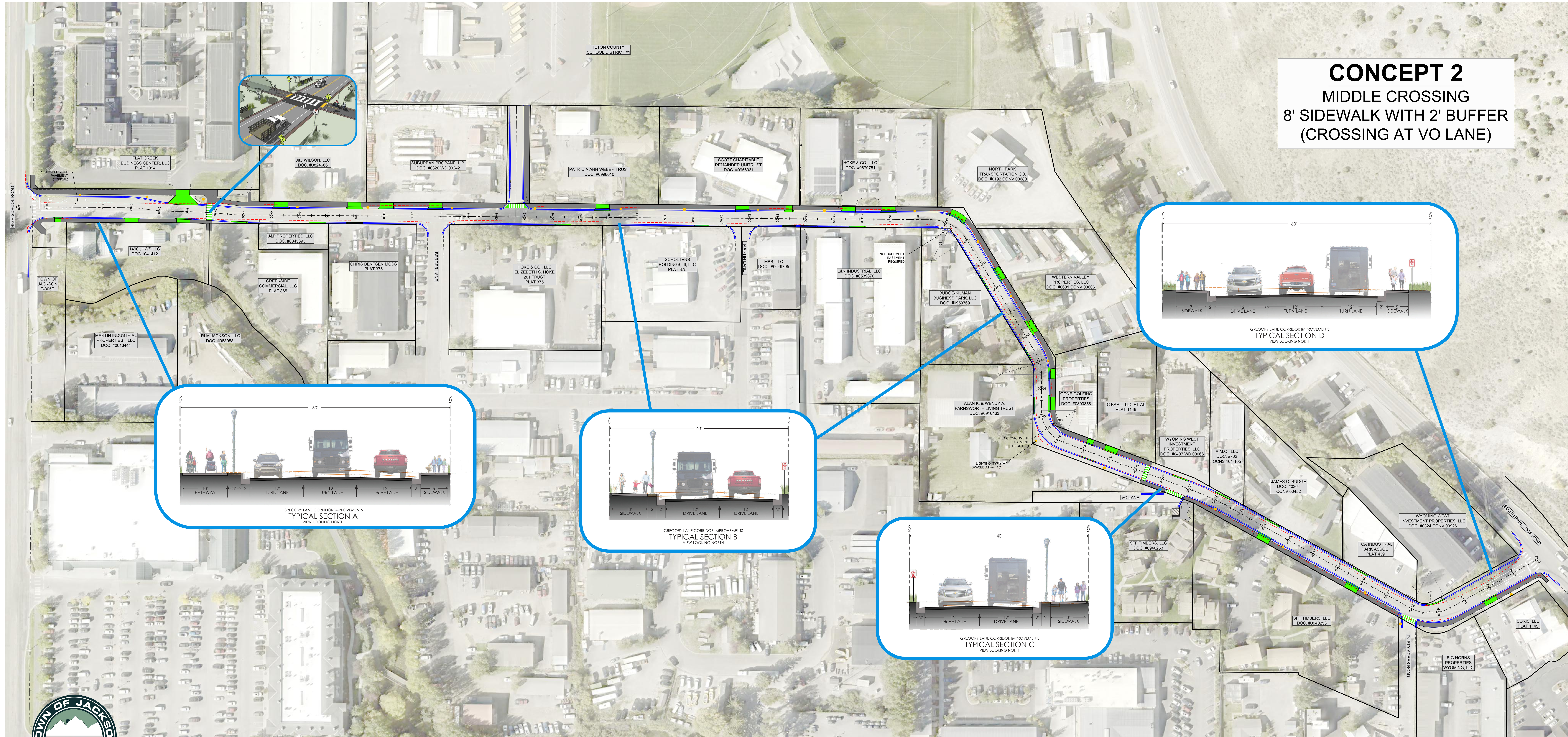
GREGORY LANE CONCEPT DESIGN
CORRIDOR IMPROVEMENTS



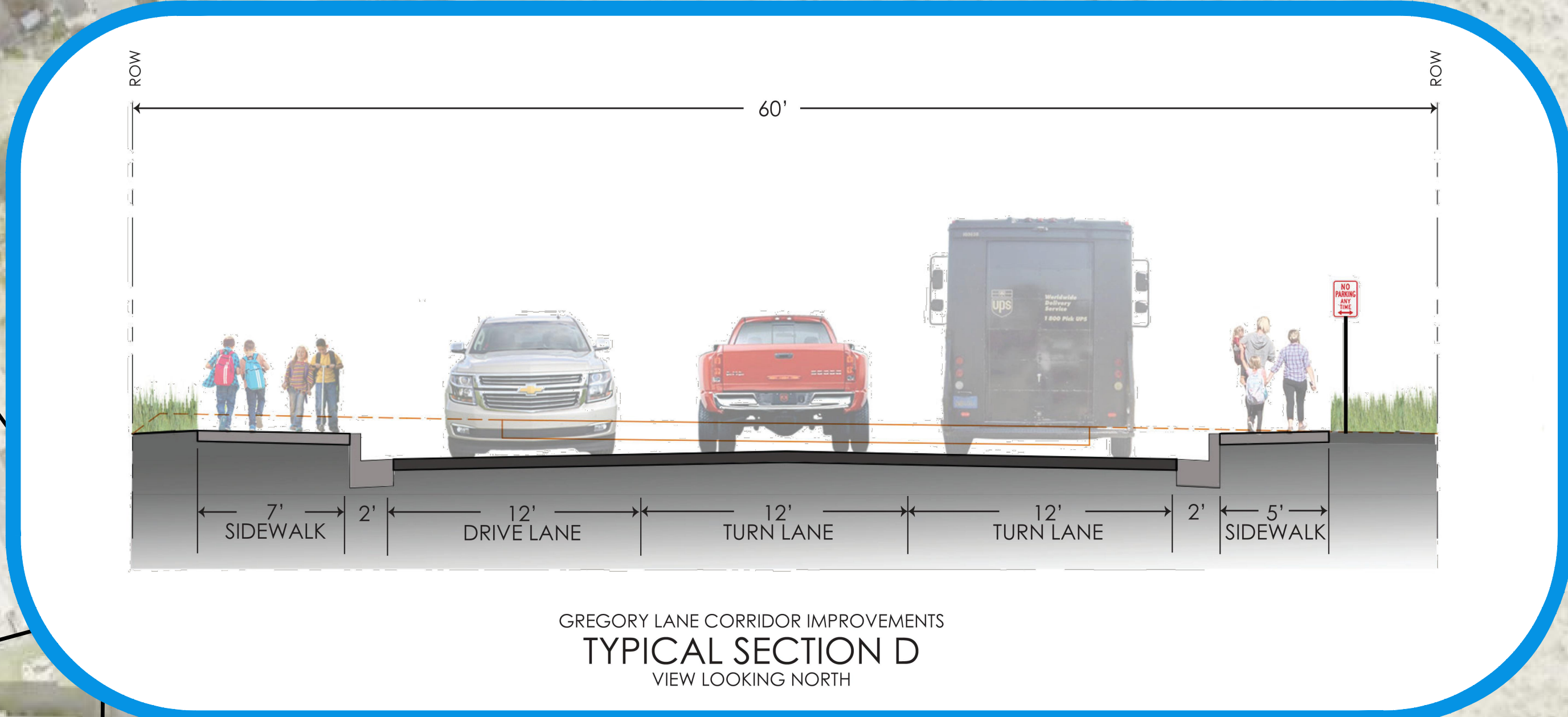
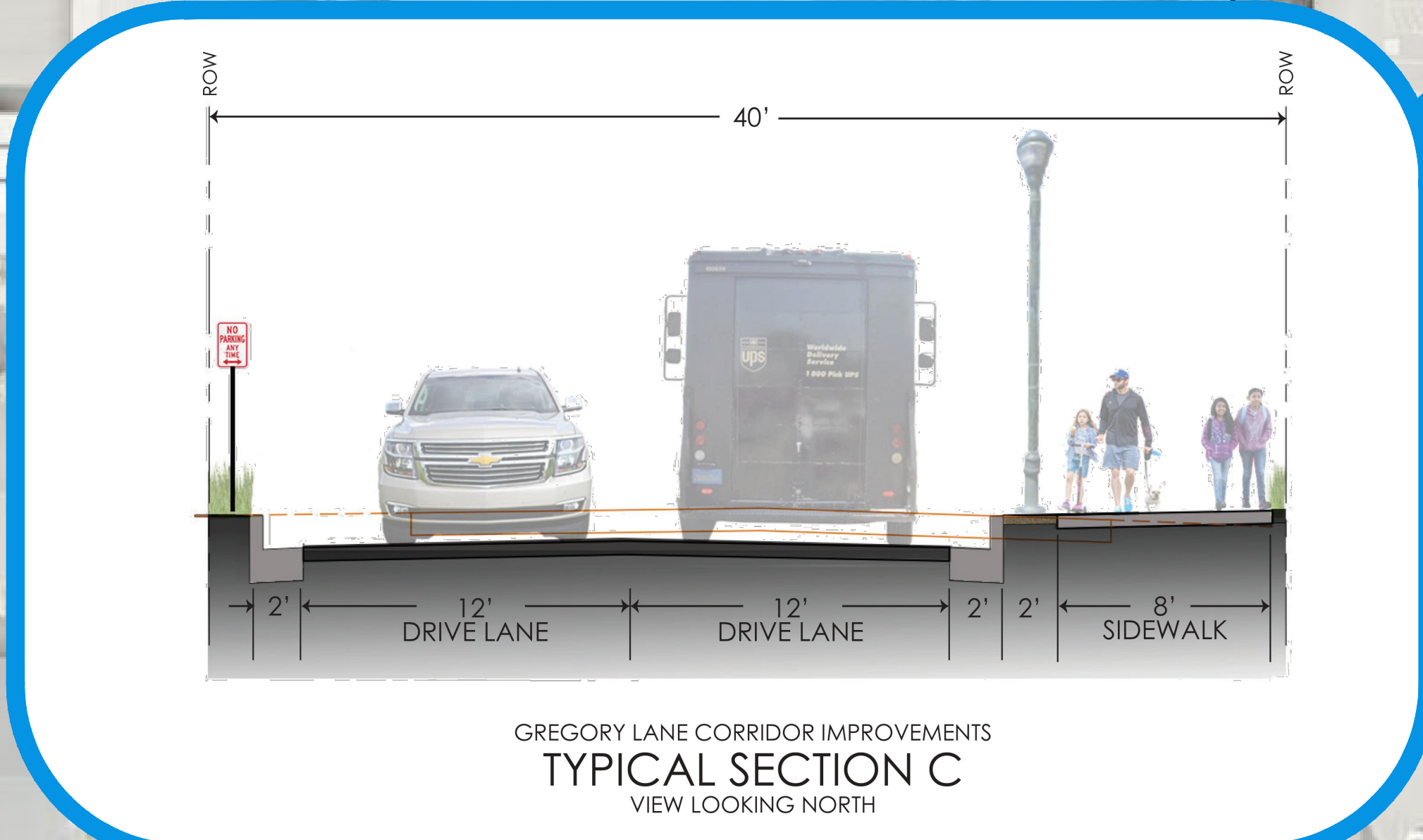
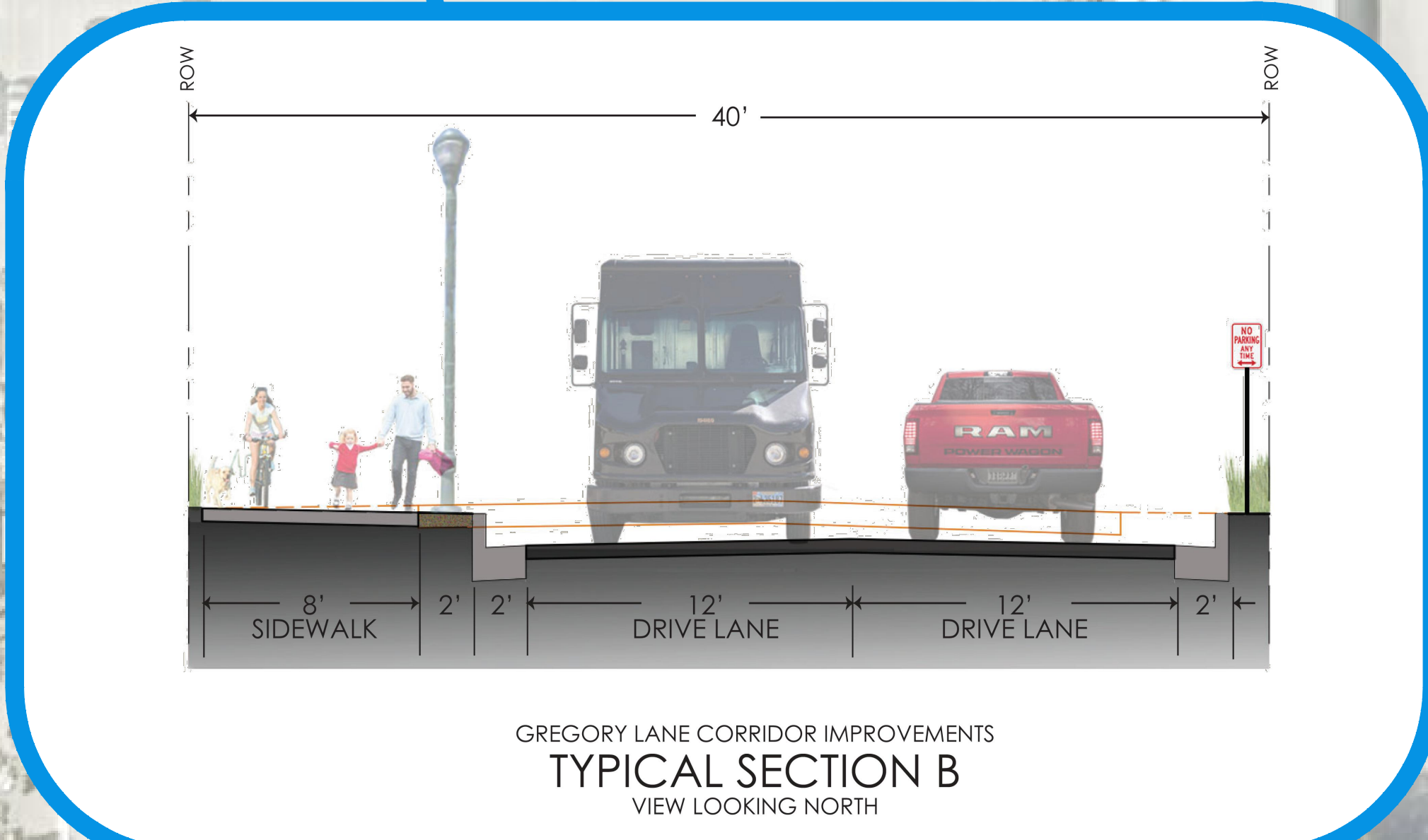
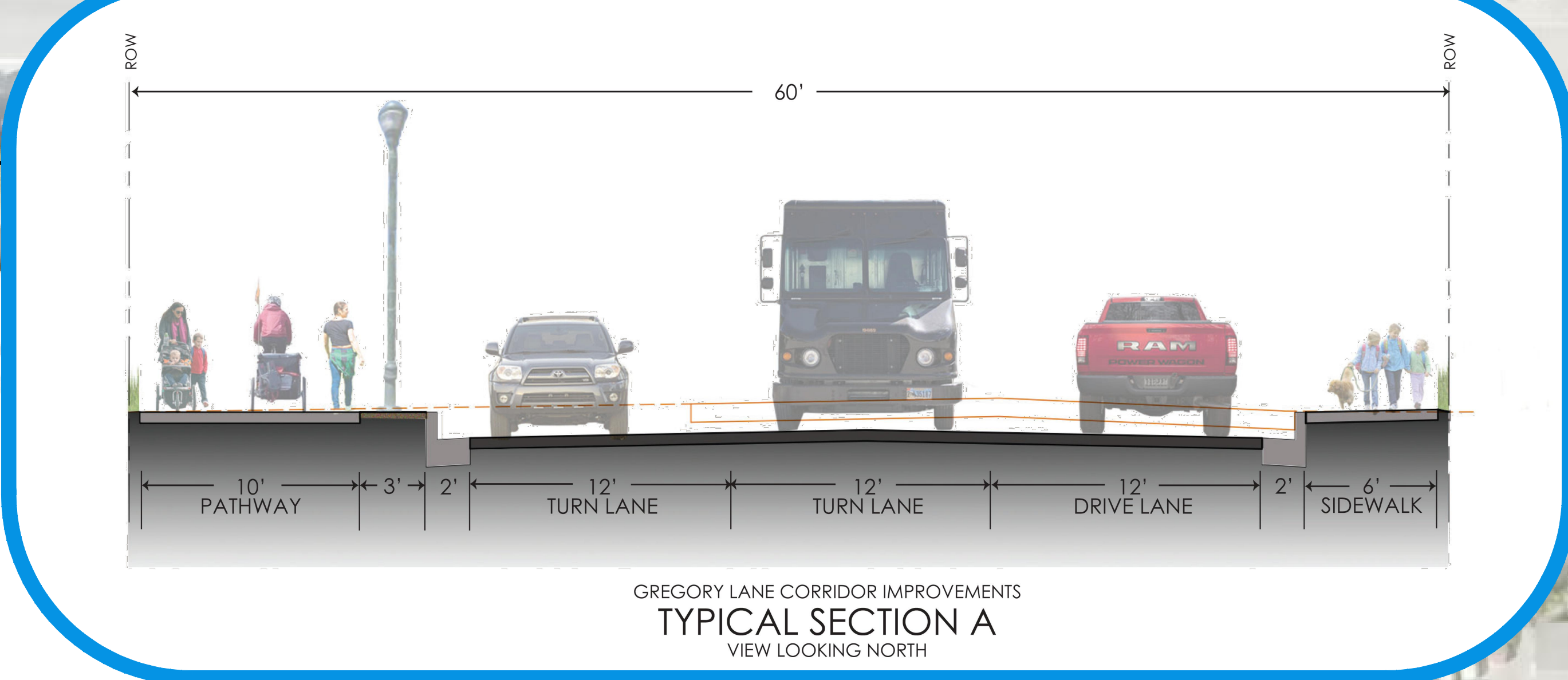
— PRELIMINARY —
SUBJECT TO CORRECTION
AND APPROVAL



PREPARED BY: AJM MAP PREPARED: 09/05/2024 PROJECT NUMBER: 1047.10



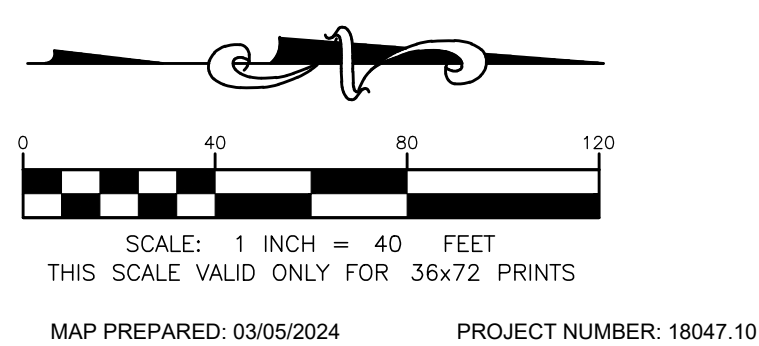
CONCEPT 2
MIDDLE CROSSING
8' SIDEWALK WITH 2' BUFFER
(CROSSING AT VO LANE)

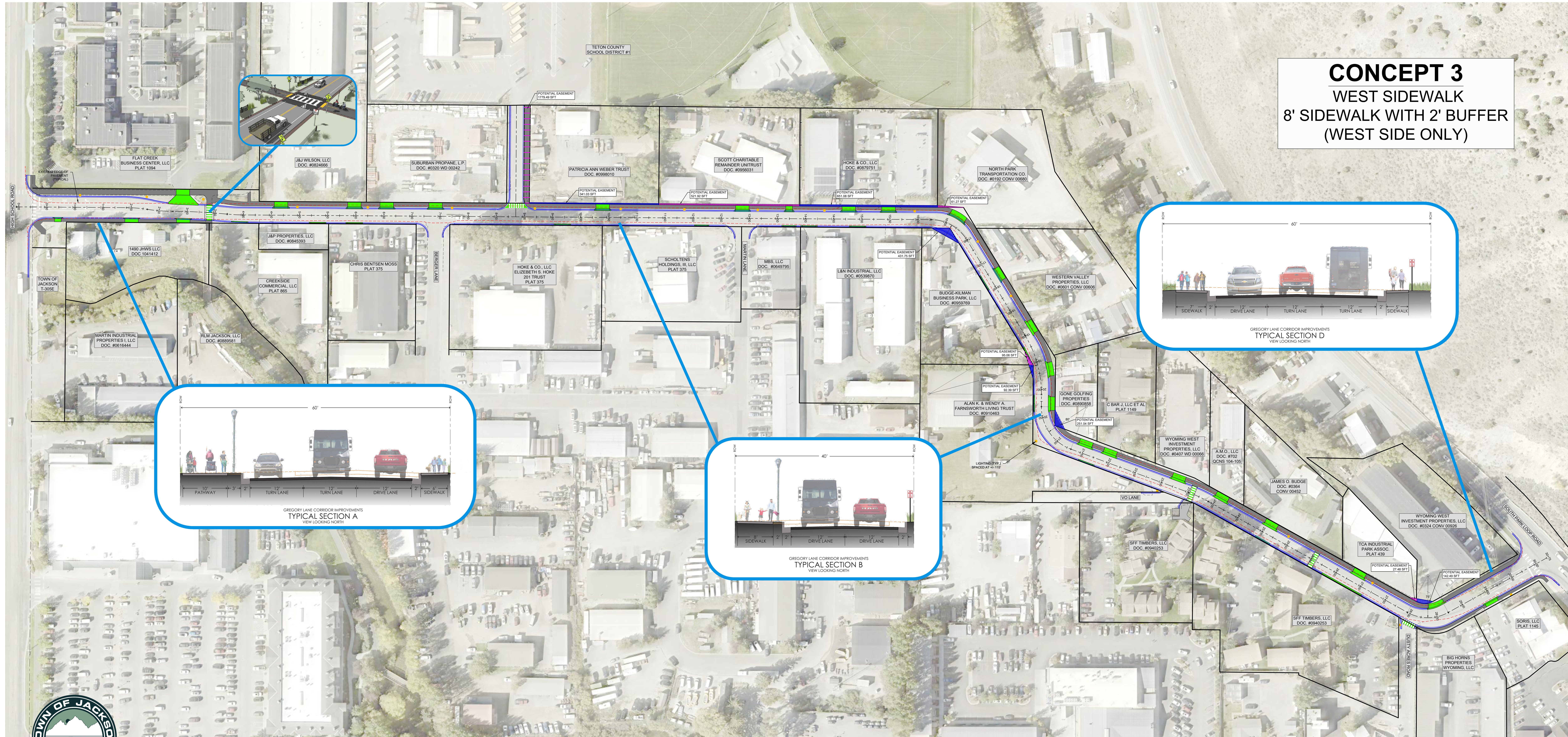


GREGORY LANE CONCEPT DESIGN
CORRIDOR IMPROVEMENTS

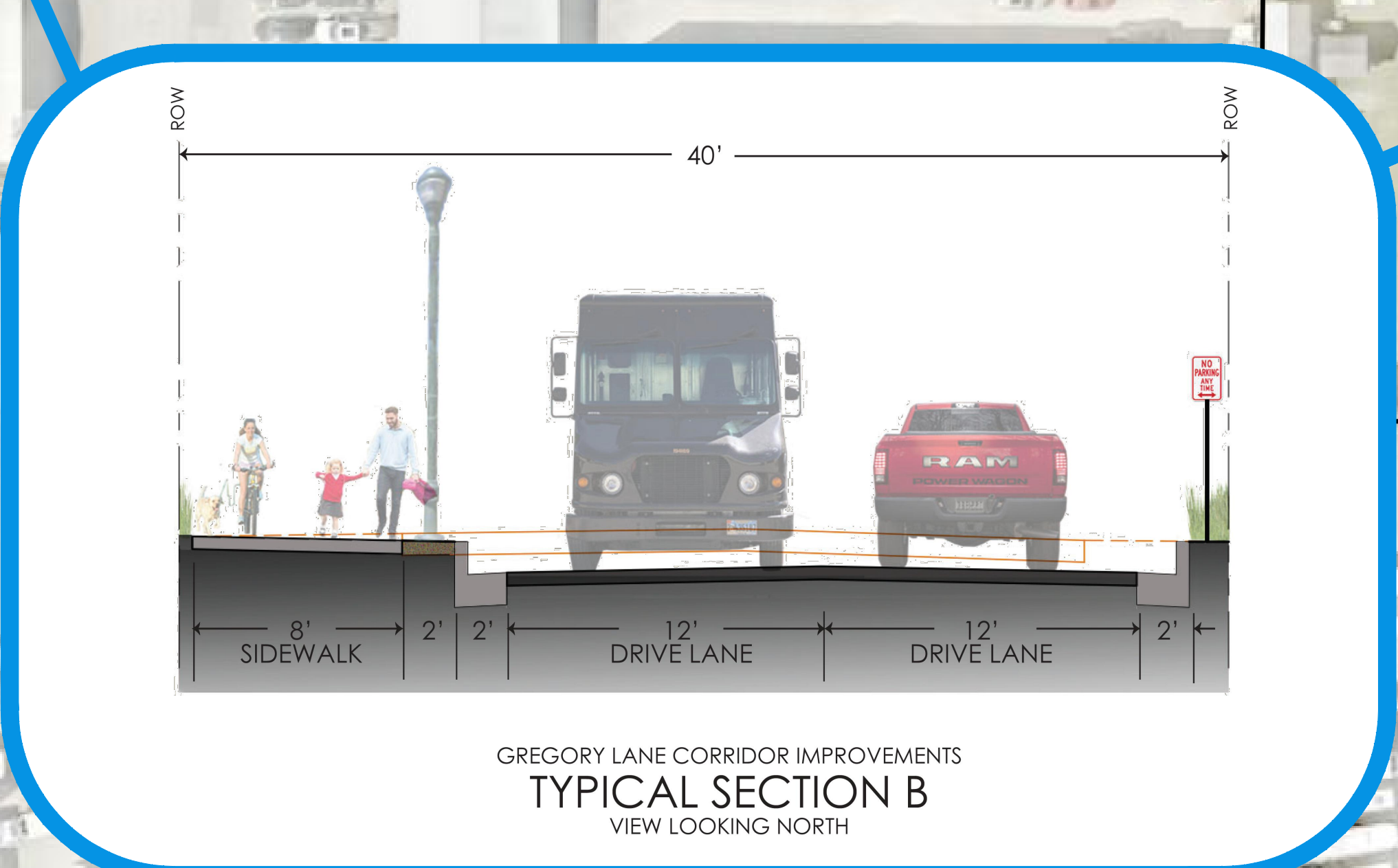
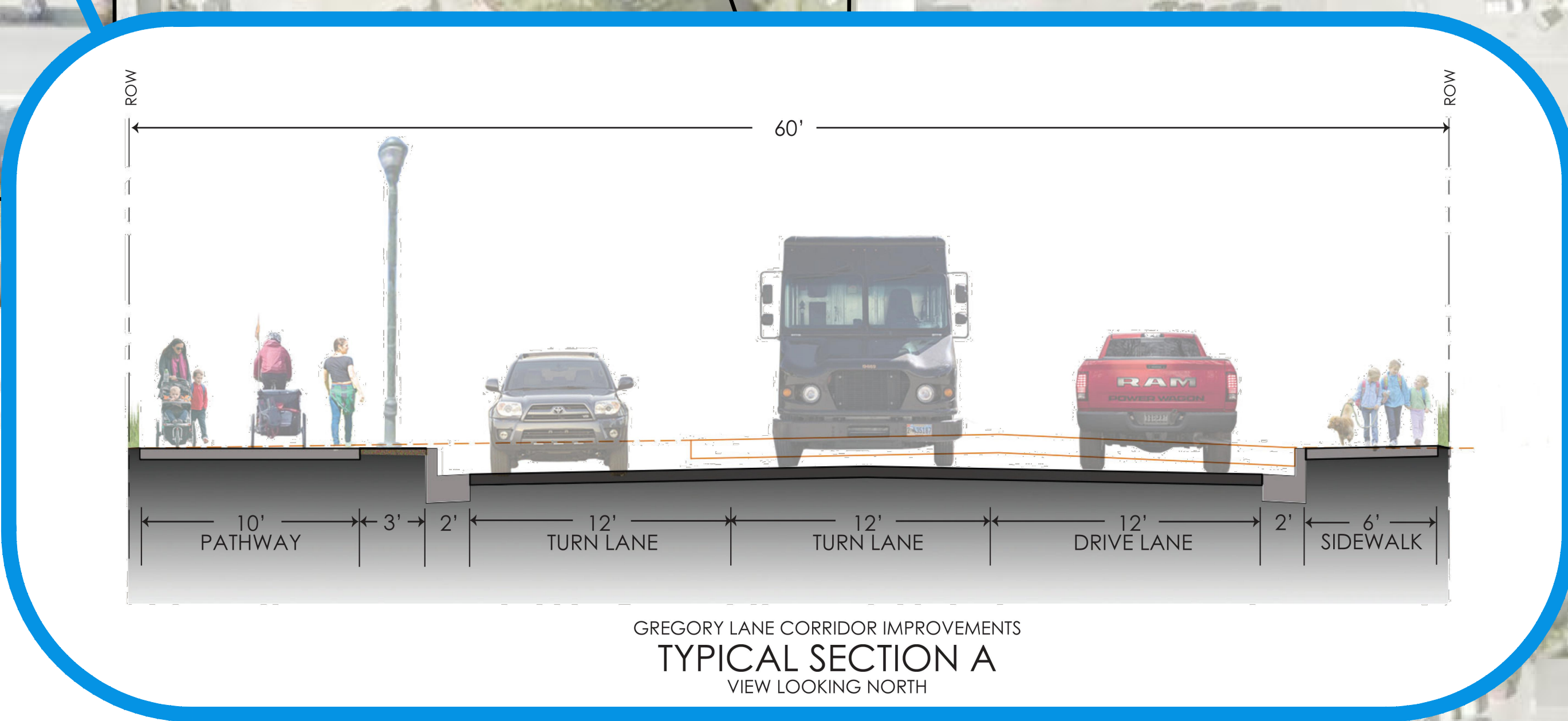
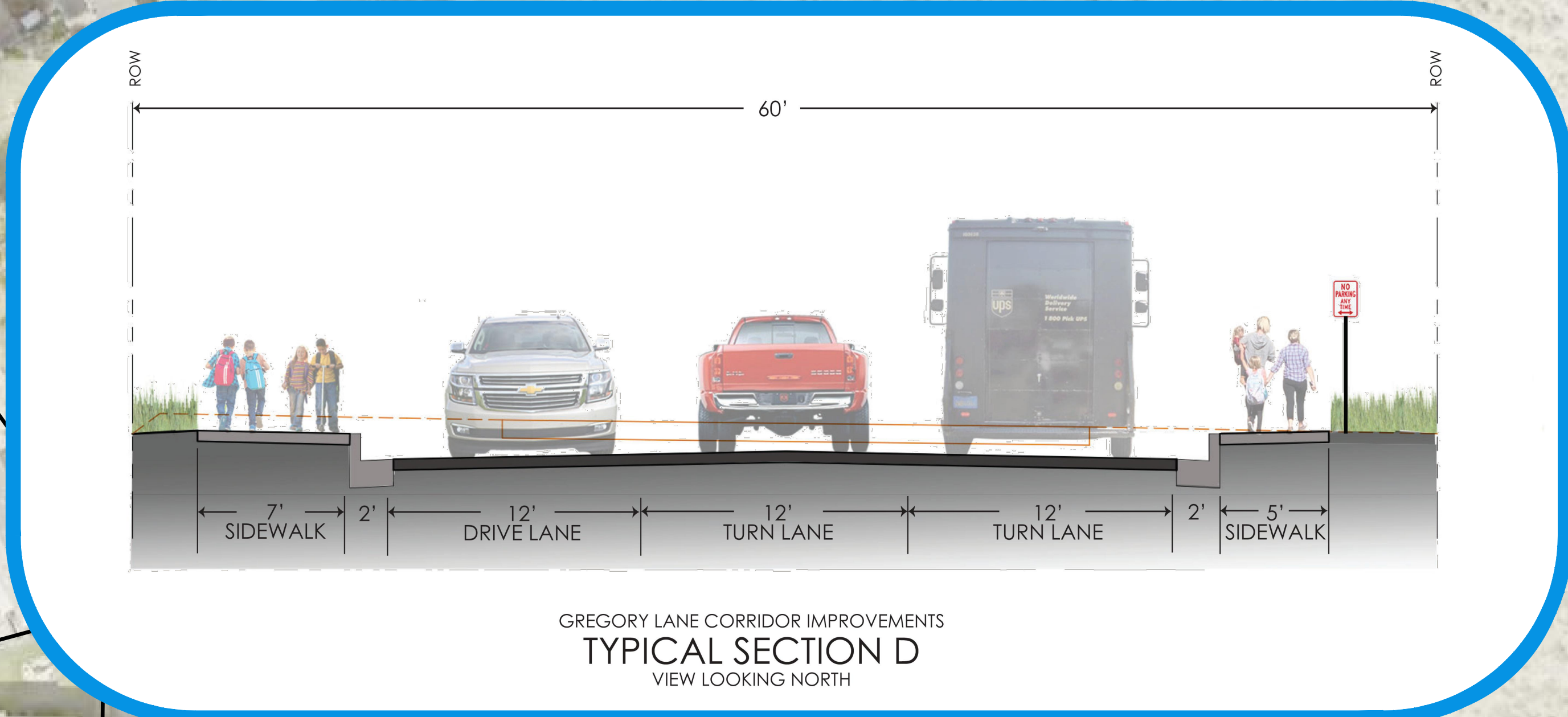


— PRELIMINARY —
SUBJECT TO CORRECTION
AND APPROVAL





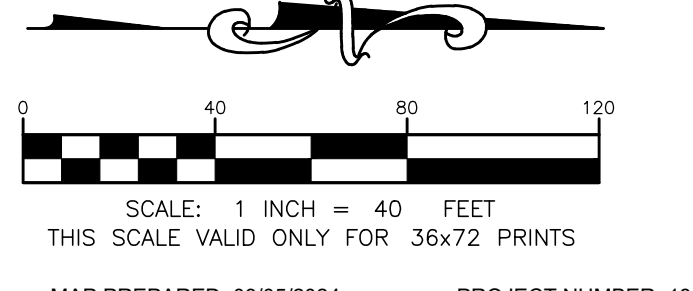
CONCEPT 3
WEST SIDEWALK
8' SIDEWALK WITH 2' BUFFER
(WEST SIDE ONLY)

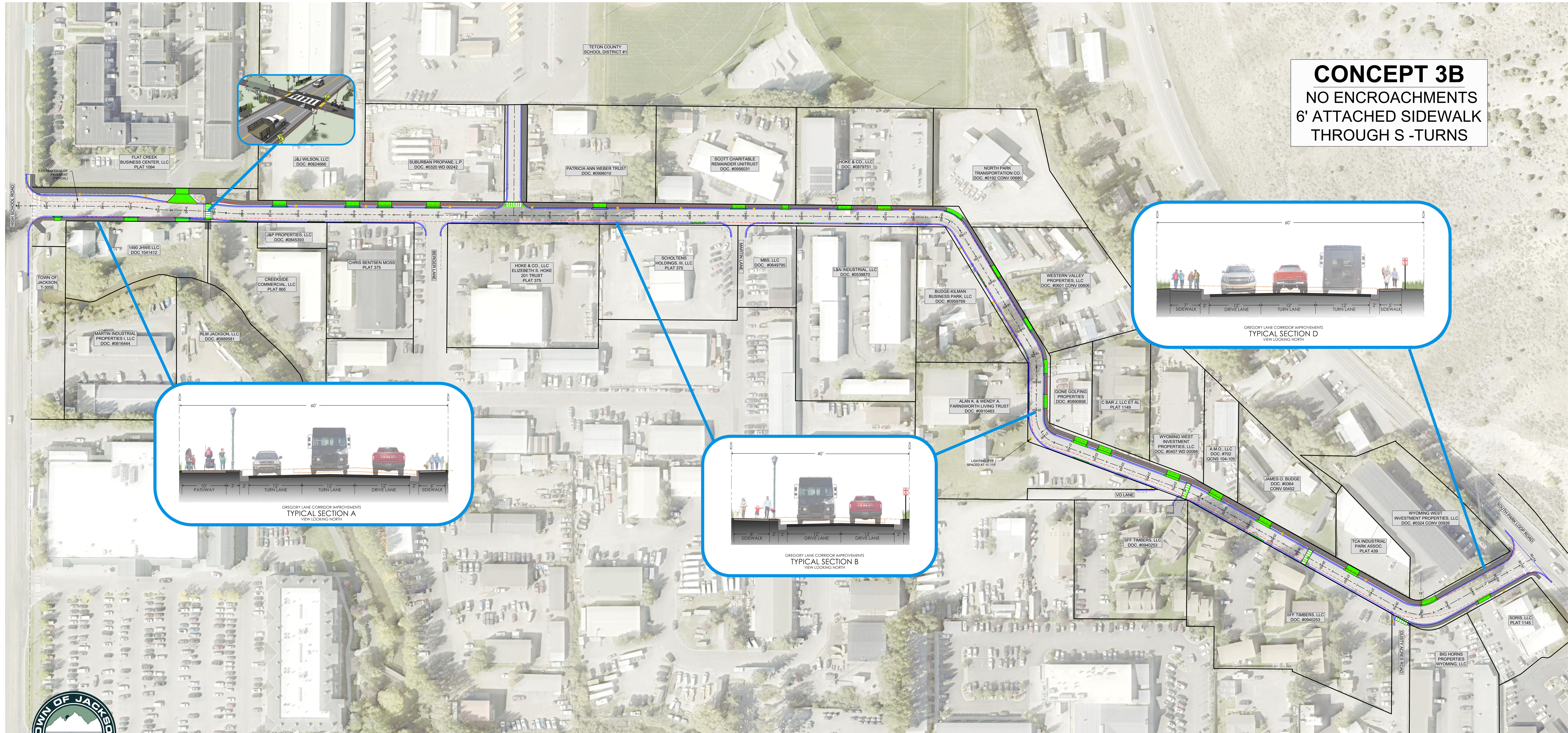


GREGORY LANE CONCEPT DESIGN
CORRIDOR IMPROVEMENTS



— PRELIMINARY —
SUBJECT TO CORRECTION
AND APPROVAL

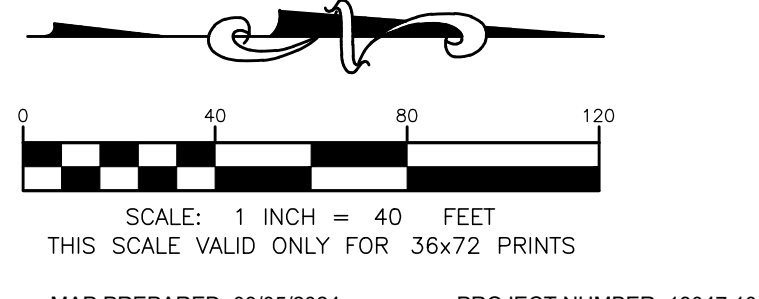




GREGORY LANE CONCEPT DESIGN
CORRIDOR IMPROVEMENTS



— PRELIMINARY —
SUBJECT TO CORRECTION
AND APPROVAL



PREPARED BY: AJM MAP PREPARED: 09/05/2024 PROJECT NUMBER: 104710

THREE ELEPHANT

PUBLIC RELATIONS

GREGORY LANE OUTREACH SUMMARY

SUMMARY

Gregory Lane is a thoroughfare in the Town of Jackson (TOJ) that connects South Park Loop Road with High School Road. This road is home to residential and commercial uses and is an essential corridor for students walking to Colter Elementary, JH Middle School, and JH High School.

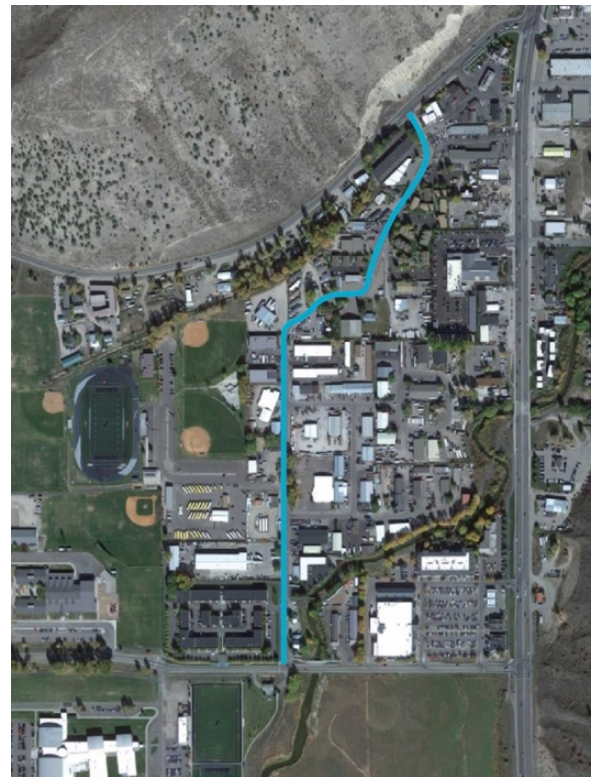
In a 2019 SPET election, voters approved \$8.5 million “for acquiring land, obtaining easements, planning, engineering, designing and constructing the Gregory Lane complete street, water, sewer, and stormwater project.”

This project aims to address some of the issues that residents and commercial users face, including:

- Safe routes to schools (and parks located in the area, including the Town Skate Park)
- Stormwater treatments
- Flooding
- Sidewalk(s)

The Town of Jackson, the Town Engineering Department and Town Public Works are working with Jorgensen Associates to create plans illustrating Gregory Lane's options to the residents, commercial owners and users, the general public, stakeholders and the Town Council.

To address the needs and uses of this area, a strategic communications plan is required to hear from stakeholders, including the Teton County School District, commercial operators, residents and community members who use this route for various reasons.



Gregory Lane via Google Maps

PUBLIC OUTREACH DATES

Gregory Lane Plan Meeting

Thursday, December 21, 2023

5:00 – 6:00 pm

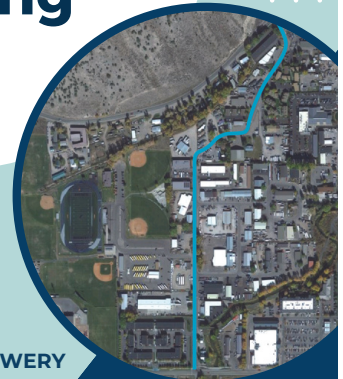
Roadhouse Brewery Taproom

Who attended: Business owners throughout Gregory Lane

Approximately 18-20 attendees

Gregory Lane Plan Meeting

THURSDAY
DECEMBER 21
5:00 - 6:00 PM
ROADHOUSE BREWERY
TAPROOM



This meeting will be a chance to hear experiences and concerns related to Gregory Lane. We will also discuss the design process and how to be involved in future meetings.

Questions? Email: jessica@threeelephantpr.com



Gregory Lane Mailing

Wednesday, January 10, 2024

Who we mailed: (384) Mailings to commercial and residential units within a 1500-foot buffer of Gregory Lane. Through this outreach, we collected (50) email addresses for communication purposes.



Gregory Lane Planning and Design
January 31, 2024

Dear Property Owners,

As property owners on and surrounding Gregory Lane, we are writing to inform you that the Town of Jackson and Jorgensen Associates are beginning the planning and design process for Gregory Lane.

Gregory Lane planning and design process will seek to address issues such as flooding, stormwater treatment, possible sidewalk(s), and overall improvements to the corridor.

Our first meeting with plans and renderings will take place toward the end of February. We are writing you in an effort to collect emails so you can stay up to date on all future meetings and opportunities for public comment.

Please use the below link or the QR Code (open your camera on your phone) **to provide your email address for future communications:**
<https://forms.gle/yv856EjnnzgwpFjQ6>



Below is an estimated **timeline** for your information; these dates are subject to change:

Gregory Lane Meeting x Voices JH

Friday, February 16, 2024

5:30 – 7:30 pm

Town Hall

Who attended: Residential and business owners along Gregory Lane

Approximately 15-18 attendees

(Full report from Voices JH attached)

Some public comment includes:

- Participants shared that by designing the street for vehicle travel, pedestrians and bicycles can be more safe. Participants also suggest the design to include signs for the curves, bus stop signs, guard rails on the downhill entrance, and speed limit signs.
- The safety of the pedestrians and bicyclists was raised by almost all participants. Participants suggested that the design include a larger road for bike and walking paths. They also suggested the addition of street lights and speed limit enforcement.
- Participants in the focus group and interviews felt that having safe routes to school was one of the most important matters and suggest the design to incorporate sidewalks, speed bumps, reduced speed limit to 15 mph, and have benches so people can wait for rideshare or other type of transportation.
- Other participants mentioned that they or their children use Gregory Lane for biking and walking. One focus group participant shared their children bike Gregory Lane to get to the Teton Literacy Center.
- It was highlighted that there is no public transportation to schools and since the road is very dangerous for kids, some families use the road to drive their children to school. Also, few participants mentioned that there is no START bus stop on Gregory Lane, and that would be helpful to have for the families that live there.

VOICES

JACKSON HOLE

Please join us for a focus group about Gregory Lane planning and design.

Friday, February 16
5:30 – 7:30 pm
Town Hall
150 East Pearl Avenue

Food, raffle prizes
and childcare provided.

Reserve with your organizer
as soon as possible.

VOICES

JACKSON HOLE

Tenga la amabilidad de acompañarnos en un grupo de discusión sobre la planificación y el diseño de Gregory Lane.

Viernes 16 de febrero
5:30 – 7:30 pm
Town Hall
150 East Pearl Avenue

Se proveerá de comida, rifa de premios y cuidado de niños.

Reserve con su organizador lo antes posible.



Gregory Lane Open House

Tuesday, March 5, 2024

5:30 – 7:30 pm

Colter Elementary

Who attended: Residential and business owners along Gregory Lane, the general public, nonprofit leaders, Town of Jackson staff and Town Council members

Approximately 38-40 attendees

Join us for a:

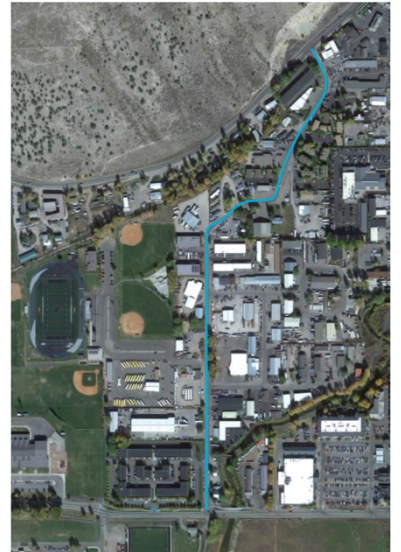
GREGORY LANE PLANNING & DESIGN OPEN HOUSE

Tuesday, March 5

5:30 - 7:00 pm

Colter Elementary

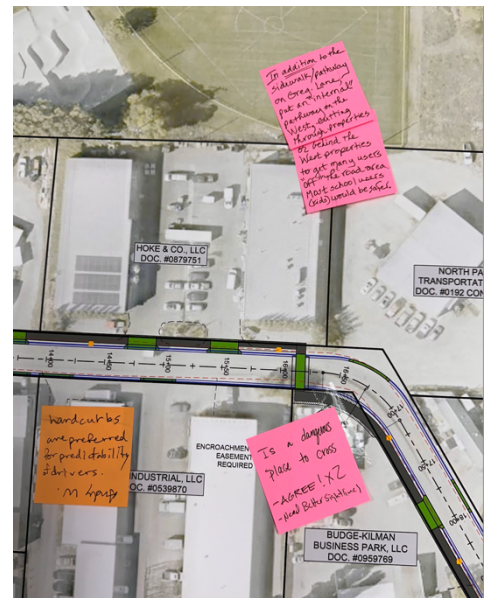
The open house will feature design concepts for Gregory Lane and an opportunity to provide input and feedback on design plans and sections.



Some public comments include:

Concept 1:

- Gregory Lane designs needs to be straighter on all schemes
- Sidewalks make sense on larger apartment side
- I like the sidewalks on this side of the road
- Hard curbs are a bad idea for businesses
- Hard curbs add safety for pedestrians
- Large truck drivers and fork lifts need ways to operate
- We need a sidewalk or pathway that connects to the skate park, schools and get kids off of Gregory Lane
- Roll curbs preferred to larger curbs
- Don't overdo lighting

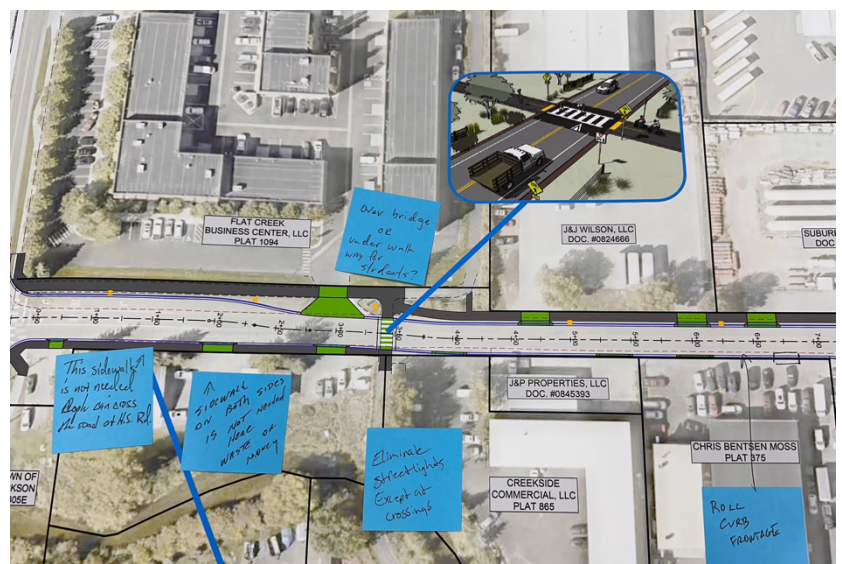


Concept 2:

- Sidewalk should be 6' wide
- Lights should hang over sidewalks so trucks do not knock them down
- Concern with sidewalk near North Park Transportation and access to property of pedestrians
- We need sidewalks, lighting and drainage
- Why are two tun lanes needed at intersection of Gregory Lane and High School Road?
- There is flooding on the Flat Creek Business Center side of Gregory Lane

Concept 3:

- Straightening out s-curves would improve safety
- Roll curb only and no sidewalks
- Reduce sidewalk width
- Keep drive lanes narrow to slow drivers
- Eliminate street lighting except at crosswalks
- Sidewalks on both sides near High School Road is not needed
- Don't like the crossing at Timbers
- S-curves are dangerous for pedestrians and drivers





Concept 3b:

- The road should be 15MPH around curves
- Please use hooded streetlights
- The road needs to be designed for tractor trailer deliveries
- Raised crossings are great and necessary to slow drivers and keep pedestrians safe

Teton County School District #1

TCSD #1 School Board Meeting

Wednesday, April 17, 2024

Assistant Public Works Director Johnny Ziem presented an overview of the project and concepts, upcoming Town Council dates and the estimated construction timeline to TCSD #1 School Board Members.

Property/Business Owner Outreach

December 2023 – April 2024

One-on-one meetings with property and business owners to discuss possible easements, overall designs, and other ideas.

Entities met with:

- Bison Lumber
- Budge-Kilmain
- Farnsworth, Alan and Wendy
- Gone Golfing, LLC
- North Park Transportation
- Hoke & Co LLC
- Wyoming West Investments
- TCA Industrial Park
- The Timbers Apartments



Public comments include:

- Parking for housing in curb needs to be taken into consideration as without this parking, keeping the housing units there will be a problem.



Concerns:
The 12' Curb is not enough width for at least three cars to park to access the two mobile home units. If parking cannot be accommodated, he will probably remove the two units of housing.

- Plowing concerns and parking circulation will be a problem with curb cuts
- Businesses that are on well water are very interested in hooking up to Town water service
- The best solution to sidewalks is to have pathways that connect to School District property where kids naturally gravitate towards

Inclusion Report: *Gregory Lane*



**PREPARED FOR THREE ELEPHANT PUBLIC
RELATIONS & TOWN OF JACKSON**

MARCH 2024

VOICES JH  BUILDING BELONGING

Table of Contents

01	—	Community Context
02	—	Methodology
03	—	Finding: Usage of Gregory Lane
04	—	Finding: Street Use Observation
05	—	Finding: Tight Turns and Safety
07	—	Finding: Flooding or Standing Water
08	—	Finding: Planning Priorities
09	—	Project Impact
10	—	Acknowledgements

Community Context

The mission of Voices Jackson Hole is to engage and empower immigrant communities in the Teton region. Our Inclusion program ensures that immigrant communities have a voice in community decision making through inclusive qualitative and quantitative research. Voices actively involves immigrant families in community processes and enables them to directly share their experience, needs and voice with local decisionmakers.

Gregory Lane Project

The Gregory Lane project is a design and outreach project of the Town of Jackson and Jorgensen Associates. Three Elephant Public Relations sub-contracted Voices to collect input from immigrant families on the design elements of Gregory Lane. Voices conducted a Spanish speaking focus group and a series of interviews with Eastern European community members to ensure that the plan incorporates their needs and experiences.



Methodology

Focus group Interviews

On Friday, February 16th, Voices conducted a two hour Spanish language focus group specifically designed for Latine families. The focus group included childcare, dinner, and four raffle prizes. We were delighted to have a total of 17 participants.

Interviews with 6 Eastern European immigrants were conducted before February 16th, 2024 and each interview had a duration of approximately one hour. In appreciation for their involvement, participants received a gift card.

Questions & Analysis

The focus group and interview questions centered around three primary inquiries. The first inquiry delved into how participants had used Gregory Lane for the past 2 years. The second focused on concerns about Gregory Lane based on personal experiences and observations. The third centered on the participants opinions of what would be most important regarding Gregory Lane's re-design and planning.

To analyze the data collected from these discussions, a thematic coding approach was applied.

Latine: Gender neutral term for Latino or Latina
Eastern European: Immigrants who are from the eastern region of Europe

Usage of Gregory Lane

All participants had the opportunity to share the various ways they use Gregory Lane. Below are their responses. Prominent uses are highlighted in bold in no particular order.

- **Drive to work**
- **Drive to school**
- **Drive home**
- Drive to the location they volunteer
- Drive to use a recreation facility or a business
- Walk through zone
- Bike through zone

Aside from using the road because participants reside on Gregory Lane, the road is also used to visit family members, go to work, get to a recreation facility, or use a business. For example, one person shared they visit family members who live at the Timbers, while another shared they drop off items at work there. Other usages were to go to the pet store, UPS, Canva, the Jackson Hole Middle School, and Teton Literacy Center.

Other participants mentioned that they or their children use Gregory Lane for biking and walking. One focus group participant shared their children bike Gregory Lane to get to the Teton Literacy Center.

Moreover, participants elaborated that the Gregory Lane is a faster way to get to their destinations. For example, one interviewee shared they use that street as a shortcut to get to their apartment faster or to bypass traffic on their way to work.

Lastly, it was highlighted that there is no public transportation to schools and since the road is very dangerous for kids, some families use the road to drive their children to school. Also, few participants mentioned that there is no START bus stop on Gregory Lane, and that would be helpful to have for the families that live there.

Street Use Observation

The focus group participants and interviewees were asked to share their concerns about Gregory Lane based on their use of the street. Below are what participants find challenging about Gregory Lane in order of importance.

1. Road design (tight turns, snow storage, safety)
2. Safety issues for pedestrians and bicyclists
3. Flooding or standing water during the thaw season
4. Stormwater management, water filtration and water quality issues

Participants in the focus group and interviews emphasized the need for the road to be improved, especially if funds are available. Participants expressed the need for more trees, flowers, and connecting points to the town at the end of the roads, especially for the buses. Participants mentioned the importance of Gregory Lane being a place where people can live safely, and also a place that provides access to services such as NPT, Canva, Wyoming Construction Company, and Mike's Body Shop & Welding. Participants stressed that the priority should be the safety of pedestrians, children and of vehicles.



Road Design: Tight Turns and Safety

Participants in the focus group and interviews believed that the road design is one of the most concerning topics. One area of concern mentioned was the downhill area at the entrance of Gregory Lane close to Maverick. Other areas of concern were the two curves.

Space was also discussed broadly. Families believe that the road is narrow, the turns are tight and it is hard to drive a big truck there - making it not safe for pedestrians, bicyclists and vehicles. Families also shared that because Gregory Lane is too tight, it is hard to maintain the road. For example, during winters it was observed that plowing vehicles had difficulties clearing the street.

Moreover, the safety of children was identified at the focus groups and interviews as being one of the primary groups affected by the current design. One interviewee confirmed observing that the street is highly populated by children and another added a concern that children are not paying attention to where they go due to phone usage.



FINDINGS



Moreover, it was expressed by participants that visibility is very poor and that makes it dangerous for pedestrians and bicyclists. Participants in the focus group shared that there are not street lights, making use of Gregory Lane especially challenging during winter when it gets dark early in the evening. Participants were particularly worried about children having to walk from school in the dark during the winter.

The speed limit was widely discussed by the participants in the focus groups and the interviews. Participants who are Gregory Lane pedestrians or bicyclists shared that they do not feel safe as people who drive by are always exceeding the speed limit. The participants who are drivers of Gregory Lane shared they drive with caution. For example, one interviewee shared they always drive slowly because it's narrow with sharp curves and they want to ensure the safety of pedestrians, cyclists, and other drivers. Also, one participant at the focus group asked why there is no police presence on this street.

Flooding or Standing Water

Flooding water, especially during winter season, was the third most concerning issue identified by the participants of the focus group. One of the comments was that the road gets too slippery, especially when it does not get cleared. Families also shared snow banks are a real issue in this area and that they observed that plowing has not been effective.

Participants in the focus group also added that during winter it is hard to walk and drive due to the snow banks and people parked on the street. One of the participants talked about how they have to park at the store.

Only one interviewee shared that flooding or standing water was a concern. The interviewee elaborated that they have yet to see the roads flood compared to other areas of the town, but they understand why that is a concern.

Few participants of the focus group and no one from the interviews had concerns about stormwater management, water filtration and water quality issues. Participants of the focus group detailed that the stormwater runoff that comes primarily from parking lots, driveways, and rooftops is not taken care of.

Participants accompanied their concerns and observations with possible suggestions. Below are strategies that the focus group created for helping with flooding and standing water.

- Build flood barriers to protect infrastructure and that include levees, dikes, and seawalls
- Individual flood proofing measures
- Property surveys: detailed surveys of flood affected residences can increase the accuracy of flood modeling so that homeowners can understand the impact on each property.

Planning Priorities

Participants were presented with planning priorities in the design of Gregory Lane, and were asked to choose solutions they consider a priority in the design of the street. Below are the proposed solutions in order of importance.

1. Creating a safer road design for vehicle travel
2. Creating a safer road design for pedestrians and bicycles
3. Providing safe routes to schools
4. Addressing flooding issues
5. Upgrading aging utilities
6. Designing a road to slow traffic
7. Managing stormwater treatment (water quality)

Creating a safer road design for vehicle travel

- Participants shared that by designing the street for vehicle travel, pedestrians and bicycles can be more safe. Participants also suggest the design to include signs for the curves, bus stop signs, guard rails on the downhill entrance, and speed limit signs.

Creating a safer road design for pedestrians and bicycles

- The safety of the pedestrians and bicyclists was raised by almost all participants. Participants suggested that the design include a larger road for bike and walking paths. They also suggested the addition of street lights and speed limit enforcement.

Providing safe routes to schools

- Participants in the focus group and interviews felt that having safe routes to school was one of the most important matters and suggest the design to incorporate sidewalks, speed bumps, reduced speed limit to 15 mph, and have benches so people can wait for rideshare or other type of transportation.

Project Impact

91% Response Rate

The The Gregory Lane Inclusion project was a success with all of the attendees of the focus group and interviews reporting that they enjoyed participating in the project. Additionally, all participants felt that their voices were heard, and they all believed the project was important for the greater community. Participants in the focus group mentioned that they would like for the Town of Jackson to share the final plan and timeline with them.

Format

- 100% emphasized they were satisfied or highly satisfied with the event day, hour, and location of the focus group or interview.
- 100% highlighted that they were satisfied or highly satisfied with the format of the focus groups or interview.

Importance

- 100% of the participants stated that they felt the project was important for the greater community.
- 100% stated they felt their voice was heard at the focus group or interview.
- 100% said they enjoyed the event or interview.

“MI EXPERIENCIA FUE MUY BUENA POR QUE PUDE EXPRESAR MIS PREOCUPACIONES SOBRE ESTE PROYECTO.”

“MY EXPERIENCE WAS VERY GOOD BECAUSE I WAS ABLE TO EXPRESS MY CONCERNS ABOUT THIS PROJECT.”

Acknowledgements

Thank you to Three Elephant Public Relations for engaging the immigrant and limited English speaking community in your outreach and work.

We thank the following Voices team members that made the interviews and focus group a success:

- Angela Splavnic
- Blanca Moya
- Emmanuel Estrada
- Johanna Moreno
- Maria Celia Perez Carrillo
- Sarahi Garcia Sosa
- Susan Tasayco
- Marcela Badillo
- Mihaela Grosu
- Edith Morales Rodriguez
- Simeona Jimenez
- Shila Morillon - Arellano
- Toma Klaus
- Stefania Sisinea
- Alin Y Badillo Carrillo

We extend our thank to the the following individuals for volunteering, providing catering, and supporting with child care services at the focus group.

- Maria Moreno
- Maribel Romero
- Inaldis Hernandez
- Shellie Morillon

We thank you for your continued support of Voices Jackson Hole!

Contact

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Jackson, WY, 83001

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ssisinea@voicesjh.org
307.200.7871



PROJECT TITLE:
GREGORY LANE
TOWN OF JACKSON

SHEET TITLE:
EXISTING PEDESTRIAN ROUTES

DESIGNED BY:	JK
REVIEWED BY:	
PLAN VERSION	DATE
1	04/19/2024

PROJECT NUMBER	18047
----------------	-------

SHEET
EXHIBIT

STAFF REPORT



Meeting Date:	May 13, 2024	Meeting Title:	Town Council Special Workshop
Submitting Department:	Legal	Presenter:	Lea Colasuonno
Agenda Item:	Jackson Municipal Code Update: Title 15, Buildings and Construction	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to discuss Title 15, Buildings and Construction, of the Jackson Municipal Code with Council and receive direction on key policy issues in order to subsequently provide a revised version of Title 15 for Council consideration.

Requested Action.

Staff request Council review the key policy changes presented and provide direction on each.

Recommendations.

Recommendations are provided for each item below.

Background.

The Town periodically updates the Municipal Code to ensure its applicability and content match the community's and municipality's needs and are relevant to current times. The Town Legal Department is currently reviewing one title at a time with the relevant departments and staff.

Title 15 contains chapters on buildings and construction, specifically:

- *Chapter 15.04 - International Building Code*
- *Chapter 15.05 - International Energy Conservation Code*
- *Chapter 15.06 - International Existing Building Code*
- *Chapter 15.08 - International Fire Code*
- *Chapter 15.12 - International Mechanical Code*
- *Chapter 15.14 - Solid Fuel Burning Devices*
- *Chapter 15.16 - Unsafe Buildings and Other Structures (Repealed).*
- *Chapter 15.17 - International Residential Code*
- *Chapter 15.20 - Electrical Code*
- *Chapter 15.24 - International Plumbing Code*
- *Chapter 15.26 - Energy Efficiency Code (Repealed).*
- *Chapter 15.27 - International Fuel Gas Code*
- Chapter 15.28 - Signs (Repealed).
- Chapter 15.30 - Flood Damage Prevention
- Chapter 15.32 - Municipal Capital Construction Projects
- Chapter 15.34 - Art Enrichment Allocation
- Chapter 15.36 - Contractor Licensing
- Chapter 15.38 - Demolition Standards
- Chapter 15.50 - Enforcement

The majority of the chapters of this title (those in italics) comprise the adopted building, plumbing, mechanical, and like construction codes of the Town. These are updated by national organizations every three years, then adopted by the State of Wyoming and, finally and subsequently, at the Building Official's request, the Town updates its Municipal Code chapters appropriately. The national organizations last updated these codes in 2021, which the Town ultimately put in place via a 2022 Municipal Code update. In line with the above procedure, the national organizations updated these codes in 2024, but they have yet to be adopted by the State or the Town. The Council can expect to see these chapters in early 2025.

The remaining chapters (those not in italics) are the focus of this staff report. They are:

- Chapter 15.30 - Flood Damage Prevention
- Chapter 15.32 - Municipal Capital Construction
- Chapter 15.34 - Art Enrichment Allocation
- Chapter 15.36 - Contractor Licensing
- Chapter 15.38 - Demolition Standards
- Chapter 15.50 - Enforcement

Analysis & Key Policy Questions.

Key Policy Issues: Chapter 15.30, Flood Damage Prevention

The United States, via FEMA, has a National Flood Insurance Program (NFIP). The NFIP has two main policy goals: **1)** to provide access to primary flood insurance, thereby allowing for the transfer of some of the financial risk from property owners to the federal government, and **2)** to mitigate and reduce the nation's comprehensive flood risk through the development and implementation of floodplain management standards. This program enables property owners to purchase flood insurance, but only if the community adopts and implements local floodplain management regulations. Section 1315 of the National Flood Insurance Act, as amended, prohibits flood insurance coverage authorized under the NFIP unless an appropriate public body adopts adequate floodplain management measures with effective administration and enforcement processes.

- **Current Policy:** Chapter 15.30 comprises the Town's floodplain management regulations, thus enabling residents to purchase flood insurance via the federal program.
- **Policy Decision Considerations:** If the Town elects to no longer comply with the minimum NFIP requirements, the Town will be suspended from the NFIP for failing to maintain adequate floodplain management regulations. As of that date, the purchase of new flood insurance policies or the renewal of existing flood insurance policies under the NFIP will no longer be available to property owners.
- **Staff Recommendation:** Staff recommend retaining Chapter 15.30, thus keeping flood insurance available to property owners, with a few, minor, technical updates.

Key Policy Issues: Chapter 15.32, Municipal Capital Projects

The general framework of this Chapter is that the Town will undertake the processes set forth in state statutes applicable to the state and its agencies, not just the statutes applicable to municipalities, when it undertakes certain municipal capital construction projects. The former statutes are more taxing on staff, more expensive to comply with, and not required by state law.

- **Current Policy:** Currently, this Chapter indicates the Town should comply with standards above and beyond the minimum for cities, that are more extensive and expensive.
- **Policy Decision Considerations:** Current staff do not rely on this Chapter; rather, staff adhere to the state laws applicable to Wyoming cities.
- **Staff Recommendation:** Staff recommend repealing this Chapter entirely and adhering to the laws applicable to cities, which need not be set out in the Town Code because they are set forth in the state statutes.

Key Policy Issues: Chapter 15.34, Art Enrichment Allocation

Art enrichment ordinances, or "percent-for-art programs," require that a certain percentage of the cost of large-scale development projects be allocated to fund and install public art that is ultimately exhibited at the development site or, in some circumstances, another location more readily and regularly accessible to the general public. The general purpose of such ordinances is to provide funding for public art that, in turn, activates the public environment; connects people deeply and meaningfully with their cultural, social, and physical space; and enhances how our community looks and feels.

- **Current Policy:** This Chapter obligates the Town, under certain circumstances, to contribute 1.5% of the gross construction cost of a project to public art.
- **Policy Decision Considerations:** This Chapter was put in place in 2022, and staff has not identified any suggested policy changes.
- **Staff Recommendation:** No changes to this Chapter are recommended by staff.

Key Policy Issues: Chapter 15.36 Contractor Licensing

The purpose of licensing contractors is to ensure minimum safety, education, and qualification standards are applied in the construction of buildings within the Town in order to protect the public, property, and construction workers. Obtaining a Contractor License has two distinct steps. **First**, a person must show that they have the skills, competency, and experience to undertake the specific kinds of work they seek to perform and, having done so, receive one or more

certificates of qualification. For example, the qualifications for a person seeking to do HVAC work are different from those for a person constructing one- and two-family residences and different from a person performing non-structural (i.e., remodel) work in homes. The Town does not require each of these people to have the same exact skills, education, experience, etc.; rather, certificates are tailored to the standards needed to ensure health, safety, and welfare in construction and for the trades each of these people hold themselves out to the public as being able to perform. **Second**, once one or more certificates are obtained, the person can then apply for and be issued a Contractor License in the specified fields of work they are certified in (i.e., classes of licenses). Finally, but notably, there are levels within each certificate – i.e., a “master” certificate indicates the person is the supervisor on a project for the particular work of that certificate (HVAC, plumbing, stove/gas work, etc.); a “journeymen” must work only under the authority of a certified master; and an “apprentice” must work under the direct supervision of a journeymen or master, and the latter two cannot supervise more than four apprentices.

Council may recall that some issues with Contractor Licensing were presented in 2021. Specifically, removing the Building Official as an *ex officio* member of the Board of Examiners; adding “specialty licenses” to the types of licenses issued for contractors that have, recently, become common in the Town, but do not have their own license class (solar panel installations, cell tower contractors, etc.); updating the license denial, suspension, and revocation provisions; and updating the homeowner exemption. While the first three items generated minimal Council discussion, the final item garnered more intense discussion. Council did not come to a final decision on changes, if any, to the homeowner exemption policy issues and this item is the policy question before Council today with respect to Chapter 15.36.

➤ **Current Policy:** Title 15 currently provides that:

A homeowner who constructs, alters, or repairs their own residence that they occupy, including accessory buildings, may do so without a contractor's License. A homeowner building their own residence shall not build more than one residence in any two-year period without obtaining, at a minimum, a Class C residential Contractor License.

➤ **Policy Considerations:** As written and interpreted by the Building Official this exemption allows homeowners to 1) act as their own general contractor 2) in order to construct, alter, or repair 3) their own home, 4) once every two years, and 5) excludes constructing, altering, or repairing accessory residential units (which are distinct from non-habitable accessory buildings). Policy issues include:

- A) An overarching policy issue is to identify the purpose of the exemption. Traditionally, it is viewed as being in place to allow individuals to build the structure in which they (and their immediate, nuclear family) will live. Thus, the persons taking the risk of living in a home for which no licensed general contractor partook falls on that individual/nuclear family. This, of course, creates significant savings in the construction of a home, effectively and importantly, making home ownership possible for some in the community for whom it would not otherwise be possible. On the other hand, allowing the exemption to apply often and repeatedly (every two years) such that a person is building a home every few years and selling it (see Item C) means that the exemption is being used, ultimately, to build homes for other people, thus shifting the risk, and second, if the exemption is broadened to allow individuals to build accessory residential units on their lot that they will not live in, again, shifts risk to tenants rather than the homeowner that built the unit. There are no “right” answers to this policy discussion, and reasonable minds can disagree, but determining this overarching goal first will ensure staff’s changes (if any) to the ordinance, effectuate Council’s intended policy.
- B) Oftentimes homeowners using this provision are not sufficiently versed in the standards required to meet codes and, therefore, inspections. A few results ensue: First, the Building Inspector is relied on for code and advice/support in inappropriate ways and degrees, and second, repeat inspection visits to the same project are required, and third and relatedly, correcting/redoing work ultimately costs the homeowner money.

- C) Closely related to Item A, is that the exemption is sometimes used by individuals to effectively operate as a developer of multiple homes, building a house every two or three years. To be clear, these individuals are following the current rule; the policy question is whether continuing to allow the exemption to be used to build residences that will not be the person's own home should be curbed.

➤ **Council Options:** Options to address these issues include:

- A) Require those seeking to be exempt to take a basic, rudimentary test to ensure foundational comprehension of home construction (*this addresses policy issue A only*).
- B) Extend the allowance to use the exemption to a longer period (once every 5 years or 10 years, etc.).
- C) Allow the exemption to be used only once or once for the primary home and once for accessory structures (the latter if Council is inclined to allow the exemption to be used to build structures a person *other than* the homeowner will live in).
- D) Require the homeowner to complete an affidavit of ownership and residency upon application for the homeowner exemption.
(*all three of the latter address policy issue B*)

➤ **Staff Recommendation:** Staff do not have a recommendation for this item, but does note the primary elements of this policy are:

Type of work:	<u>Currently:</u> construction, repair, or alteration. <u>Options:</u> 1) Retain status quo or 2) modify work types, (e.g., not alteration, but repair)
Who:	<u>Currently:</u> The "homeowner" <u>Options:</u> 1) retain undefined term, or 2) add clarifying language about who is a homeowner.
What:	<u>Currently:</u> "their own residence <i>that they occupy</i> , including accessory buildings" but excluding accessory residential units <u>Options:</u> 1) allow exemption for primary residence, and accessory residential units, and accessory buildings (allow owners to build any and every structure permitted by the zoning pursuant to the International Residential Code); 2) allow exemption for primary residence, and accessory buildings, and <i>not</i> accessory residential units (status quo); or 3) allow exemption for primary residence, and <i>not</i> accessory residential units, and <i>not</i> accessory buildings
Where:	<u>Currently:</u> Not stated, use key words "homeowner" and "own residence" as an interpretation. <u>Options:</u> 1) retain interpretation, 2) clarify by adding the exemption is for the repair or alteration of the homeowner's primary legal residence or, if a vacant lot, for construction of their primary legal residence (or whatever policy choice is made for the "what" category above).
How often:	<u>Currently:</u> Once every two years. <u>Options:</u> 1) retain current 2 years or 2) allow more often or less often.

Key Policy Issues: Chapter 15.38 Demolition Standards

The demolition chapter has two primary purposes. One purpose of a demolition permit is to ensure safety, in terms of dealing with acts, tools, and processes involved in demolishing structures, including at times explosives, saws, or heavy equipment, etc. Additionally, knowing the details of how structures will be demolished, the materials that will be used, ensuring water and sewer are appropriately capped off prior to demolition, the length of time that will take for a project to finish, and right-of-way interruptions ensure appropriate information is transmitted to the community. A second purpose relates to historic preservation, specifically Chapter 15.38 states that "Council recognizes that many areas, improvements, buildings or structures have features with historic character or special historic or aesthetic interest or value representing architectural products of distinct periods in the history of Jackson. The Town Council also recognizes that the protection, enhancement and perpetuation of areas, improvements, buildings and structures with features having historic character or special historical or aesthetic interest or value is a public necessity and is required in the interest of the people of the Town."

- **Current Policy:** Currently as structured, and because the purpose of the Chapter relates to historic preservation, every demolition permit application is referred to the Teton County Historic Preservation Board. The ordinance dictates that the Board determines either that the building at issue is "historically or architecturally significant" or

that it is not. If the building is “historically or architecturally significant” the Board can “recommend a 90-day stay in the issuance of a demolition permit for public comment and in order for the applicant, the TCHPB and other interested parties to explore alternatives to demolition.”

➤ **Policy Decision Considerations and Staff Recommendation:** There are six policy issues with this current structure, all of which require balancing the value of historic preservation and the expense and time the process of preservation adds to development projects (e.g., private property rights):

1. **Adding a Threshold for Review:** As noted, every demolition permit is currently sent to the Board, without caveat. Thus, the initial policy issue for consideration is whether it is appropriate to limit the Board review to structures that meet a threshold criterion, effectively creating an exemption. Some options for Council consideration include the Board only reviewing demolition permits for structures that are **a)** designated on the Jackson Historic Register; **or b)** 50 years old or older (whether or not they are formally listed on the Register).
 - **Staff Recommendation:** Staff recommend option b) that structures less than 50 years old not be reviewed by the TCHPB, and thus, not be subject to a potential demolition stay.
2. **Timing of Board Review.** The Board currently has 30 calendar days from the date of initial submission of the demolition application to the Board to make its recommendation to the Town Council. The Board, however, only meets once per month, making this timing difficult to achieve for the volunteer, County Board. On the other hand, extending this timeline impacts those seeking redevelopment in terms of their project timeline and cost. Notably, this timing was previously 21 days, however, it was extended to 30 days in 2021 based on this issue. Some options for Council consideration include **a)** leaving the deadline at 30 days or **b)** extending the deadline (the Board recommends 45 days).
 - **Staff Recommendation:** Staff recommend option b and specifically providing 45 days for Board review. In making this recommendation staff notes it recommends a *corresponding reduction* in the number of days the Board can recommend for the stay in total, thus balancing the private property interests involved in demolition.
3. **Sufficiency of Information for Historic Review.** The application for a demolition permit does not require applicants to provide historical facts or details about the structure they seek to demolish. As a result, the Board does not have adequate information to make a recommendation without the volunteer, County Board members undertaking research themselves, thus expanding the role of the Board from a reviewer to a fact-gatherer/preservationist researcher. Some options for Council consideration include **a)** leaving the structure as it is; **b)** requiring applicants to submit basic, historical reports for the Board with demolition applications for structures that are 50 years old or older; **or c)** providing the Board the option to require applicants, on a case-by-case basis, the authority to request historical reports/research and continue the timeline for their determination to allow for applicants to create and submit the report, and time for the Board to review it and make a recommendation.
 - **Staff Recommendation:** Staff recommend option b) requiring applicants to provide some limited information with demolition permits for structures 50 years old or older, specifically: an introductory narrative of the history of the structure and any significant personal history associated with it; and “as built” floor plans, if available, and photographs (of significant features, context, and existing conditions).
4. **Board Role in Demolition Alternative.** The ordinance currently states that, if the Board recommends a 90-day stay, it is “for public comment *and in order for* the applicant, *the TCHPB* and other interested parties *to explore alternatives to demolition.*” However, the volunteer, County Board is not equipped, with time, staffing, or expertise to “explore alternatives to demolition.” Rather, their expertise is in the cultural, social, historical, and like values involved in historic structures and preservation. Notably, this “role” of finding an alternative to demolition has been taken up by a private organization, Shacks on Racks, which has a mission of repurposing homes set for demolition (whether historic or not) and reusing homes, rather than demolishing them if possible. Some options for Council consideration include **a)** leaving the ordinance as is, such that the Board role is to engage in identification of alternatives to demolition; **b)**

amend the ordinance to relieve the Board of this role, leaving the purposes of the stay as public comment and for the applicant to explore alternatives to demolition; **or c)** amend the ordinance to delete the purpose of the stay entirely.

- **Staff Recommendation:** Staff recommend option b), which would relieve the Board of a role in identifying alternatives to demolition, recognizing the applicant is the appropriate party to identify demolition alternatives given their ownership of the structure, their knowledge of details about the structure, and their ultimate responsibility for the property overall.
5. **Inflexibility of Stay Recommendation.** The ordinance currently states that the Board's only options are to not recommend a stay or recommend a 90-day stay. This places the Board in an "all or nothing" position for each application, when at times, given the nature, type, historic aspects, etc., of a particular structure it may favor some lesser amount of time for a stay, i.e., not zero days but also not ninety days. Some options for Council consideration include **a)** leaving the mandatory 90-days in place; **b)** amend the ordinance to allow the Board to recommend a stay for any amount of time up to a maximum of 90 days (or 75 days per recommendation above); **or c)** amend the ordinance to some other mandatory or permissive number of days.
- **Staff Recommendation:** Staff recommend option b), amending the ordinance to enable the Board to make a recommendation "up to" a maximum number of days. As noted previously, in recognition of the utility of adding days to the timeline *before* the Board considers each stay (due to their meeting calendar), staff recommend a *corresponding reduction* in the maximum number of days for the stay. (If Council accepts staff's recommendations above, it will result in a maximum stay of 75 days).
6. **When the Stay Begins.** Currently the ordinance is silent as to when a stay begins – i.e., is it when the Board recommends the stay or when Council votes to issue the stay? It has been interpreted as when the Board recommends the stay for a two primary reasons: 1) since the applicant cannot demolish the structure during the period between when the Board recommends a stay and that recommendation goes to Council, the applicant is effectively stayed; and 2) if the stay began when Council heard the item (assuming it concurs) demolition stays would be substantially longer than 90 days, likely closer to 120-150 days, resulting in significantly longer stays than the ordinance language contemplates. Some options for Council consideration include **a)** clarifying that the stay begins on the Board recommendation date, or **b)** clarifying that the stay begins when Council, if ever, votes to issue the stay.
- **Staff Recommendation:** Staff recommend option a), clarifying the ordinance language to state that the stay begins the day the Board makes its recommendation.

Technical updates applicable to all chapter of Title 15 that include:

1. Making the language gender neutral.
2. Where appropriate ensuring the language around appointment includes "*or their designee.*"
3. Updating the names, titles, permit application types.
4. Updating organization and structure of the Contractor Licensing Chapter.
5. Ensure the Title is compliant with current law.
 - a. A significant example of this is that during this year's legislative session Wyo. Stat. § 16-6-1101 was enacted, which takes effect July 1, and requires the Town under certain circumstances to grant reciprocity to *Wyoming* contractors issued a contractor's license by another Wyoming county, city, town, or other government entity. The state law is silent as to *non-Wyoming* contractors. Title 15 has a well-established, effective, and efficient reciprocity program in place. As a result of this state law change, staff will 1) update the reciprocity provisions with respect to *Wyoming* contractors to comply with this new state law, and 2) given the statutory silence on *non-Wyoming* contractors, amend the Code such that the existing reciprocity processes remain in place for *non-Wyoming* contractors.

Possible Alternatives.

Council could direct staff:

- Not to update Title 15 of the Municipal Code.
- To update the Title in different ways from the recommendations set forth above.

Comprehensive Plan & Priority Alignment.

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

Fiscal Impact.

Revenue: There are no, or at most negligible, revenue impacts from updating Title 15.

Expense: The Town hired a consultant to review the entire Code for consistency with state law at a cost of \$5,000. When the entire titles are updated, there is a cost to advertise the full title in accordance with state statutes.

Staff Impact.

The staff impact of updating the Municipal Code is significant.

Over the last few months, the Legal Department has spent, approximately, 80 hours working on this update and coordinated with the Building and Planning Departments as well, requiring approximately 5 hours of their time.

Attachments or Links.

None.

Suggested Motion.

I move to direct staff to:

- 1) Revise Jackson Municipal Code Title 15 consistent with the policy recommendations presented in this staff report;
- 2) Revise the Title for technical matters identified by staff; and
- 3) Bring back a full revised draft of the Title for Council consideration at a future meeting.

An alternative motion is:

I move to direct staff to:

- 1) Revise Jackson Municipal Code Title 15 as follows:
 - a. _____,
 - b. _____,
 - c. _____;
- 2) Revise the Title for technical matters identified by staff; and
- 3) Bring back a full revised draft of the Title for Council consideration at a future meeting.

STAFF REPORT



Meeting Date:	May 13, 2024	Meeting Title:	Town Council Special Workshop
Submitting Department:	Planning	Presenter:	Paul Anthony
Agenda Item:	P24-057 Voluntary Preapplication Meeting for hotel and condominium project at 250 and 260 N. Cache Street	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this voluntary preapplication meeting is for Council to consider and provide feedback to the applicant on a proposed redevelopment of the Kudar Motel site that will include a new larger hotel, condominiums, and workforce housing located at 250 and 260 N. Cache Street.

Requested Action.

No official action is requested. The applicant is asking that the Council review the project and provide any feedback on, among other things, how the development plan relates to the Town's two adjacent properties of the Home Ranch parking lot and Recreation Center. This feedback will provide initial guidance to the applicant as they prepare to submit their Sketch Plan for the project.

Recommendations.

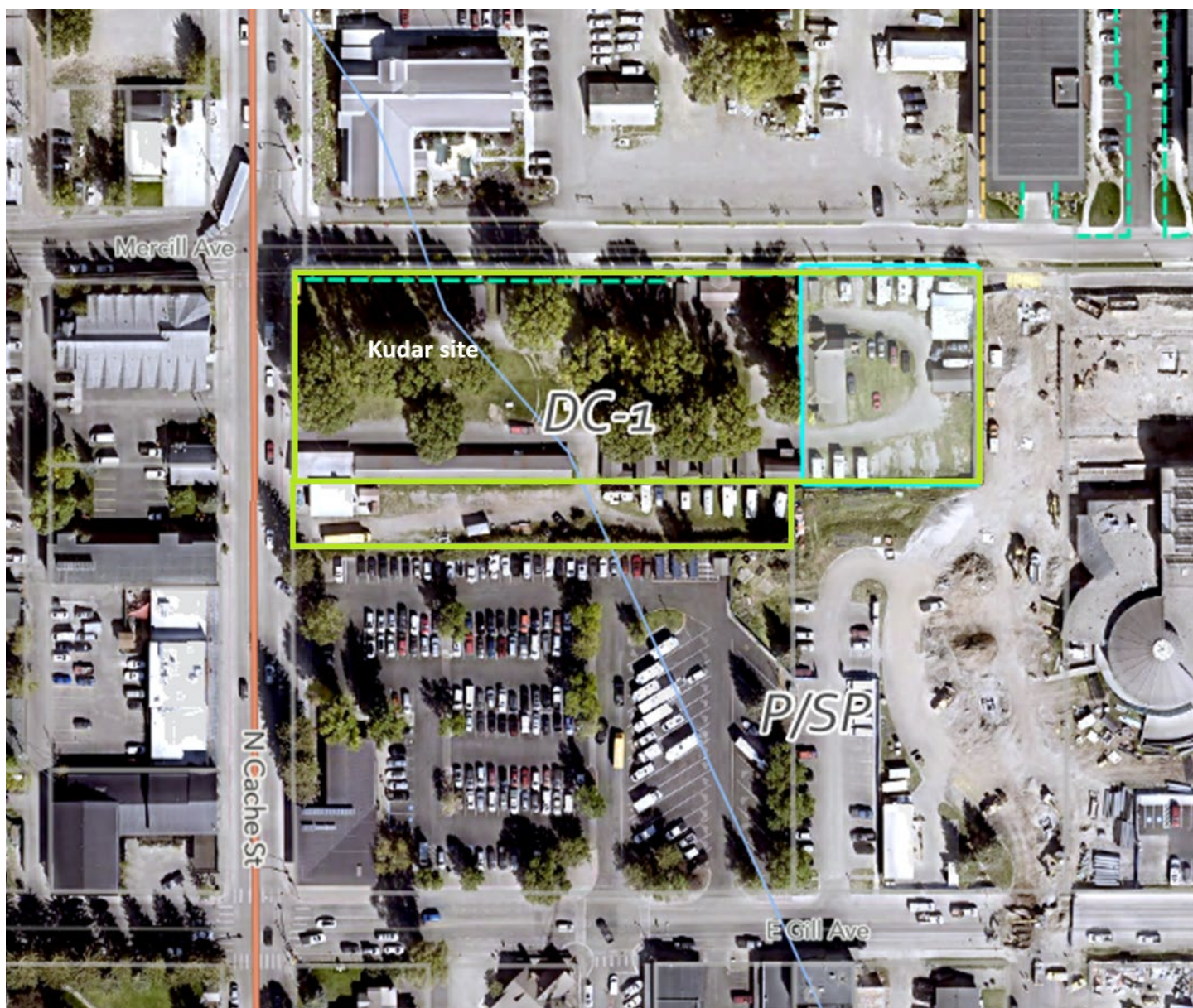
Staff does not provide recommendations on pre-application submittals because they are intended as informal and nonbinding exchanges of information between the applicant and the Town.

Key Questions

- Does the Council have any general comments or concerns about the general layout and character of the conceptual site plan?
- Does the Council have any more specific questions or concerns about the proposed one-way vehicle connection to the Town's Home Ranch parking lot (i.e., allows cars from the hotel site to enter the public parking lot but not the other way around) or how the proposed site plan relates to Home Ranch parking lot in general?
- Does the Council have any questions or concerns about how the proposed site plan relates to the new King Street extension and Recreation Center site?
- Any other questions or concerns?

Project Location.

The project site is highlighted below and includes three parcels: PT SW1/4SW1/4. Sec. 27. TWP. 41. RNG. 116; and LOTS 7-8, BLK.2, Smith Lot 7, BLK .3, SMITH located just north of the Town's Home Ranch Parking Lot.



Background.

Kudar Enterprises, Inc., owns approximately 2.71 acres (three adjacent properties) that currently contain the Kudar Motel cabins. The site is zoned Downtown Core – 1 (DC-1) and fronts N. Cache Street on the west and Mercill Avenue on the north. It will also partially front the new N. King Street extension on the east side once that is completed this spring/summer as part of the Recreation Center expansion.

The applicant seeks to redevelop the entire site with a new 89-room hotel with restaurant/bar and spa, 25 short-term rental condominiums, and 14 affordable units. Staff estimates the overall habitable floor area of all uses to be approximately 130,000 square feet. In addition, a 51,000 sf underground parking garage is proposed with 126 parking spaces for the hotel and condo units, while the parking for the deed restricted units would be surface spaces. The plan also proposes to retain approximately five of the existing lodging cabins and relocate them on the east property frontage along the new N. King Street extension. All, or nearly all, of the existing mature cottonwood trees would be removed. In general, the highest density development is located close to N.

Cache and then the density decreases as the project moves to the east. Open space areas are located throughout the development. The project is not proposing to use the Town's 2:1 Workforce Bonus at this time.

All cars would access the site from a two-way access from Mercill Avenue, but the site plan also shows a one-way connection to the Town's Home Ranch parking lot which would allow cars from the Kudar site to exit into the Home Ranch parking lot but not vice versa. This would result in the loss of approximately two public parking spaces in the Home Ranch parking lot.

Please see the applicant's submittal for more detail on the proposed conceptual plan.

Analysis and Key Policy Questions.

The applicant is presenting this conceptual design to gather the Council's feedback and to address any high-level questions the Council might have as the applicant further refines this site plan in order to make a formal application to the Town.

Because this is a voluntary preapplication on a preliminary design, staff has not done a complete LDR compliance review nor is there enough information to conduct one. However, based on the materials submitted, staff can say that the proposed uses, site layout, and parking plan seem generally realistic. But until staff and the Council have the benefit of a formally submitted, detailed plan, and time to conduct a full zoning compliance review and consult other affected departments, the Town cannot commit to any future approval. Future review may determine that certain aspects of the plan are infeasible or inconsistent with the LDRs and therefore not permitted. The applicant proceeds at its own risk, without any future argument for reliance from this workshop.

One somewhat unique feature of the concept plan is that it provides one-way car access from the site into the Town's Home Ranch parking lot but does not allow public access into the site. While this new connection would increase connectivity between large parcels of land, which is generally a good thing, it could also interfere with the parking circulation in the parking lot and would result in the direct loss of a few public parking spaces. The applicant is looking for any feedback from the Council on this proposed design.

Possible Alternatives.

The applicant is presenting a conceptual design so staff does not have any significant alternative designs to share or recommend. However, one site design alternative Council may want to consider is whether it would prefer to not have the one-way access from the applicant's site connecting to the Home Ranch parking lot.

Comprehensive Plan and Priority Alignment.

This large, mixed use, TRANSITIONAL Subarea currently consists of a variety of retail, restaurant, office and other commercial activities, along with longterm residences and lodging in a variety of building sizes and forms. Downtown is the center of civic, cultural, economic and social activity for our community as well as the center of the visitor experience, as a significant amount of lodging is located here. The 2012 character and built form is varied and inconsistent.

The goal of this subarea is to create a vibrant mixed-use area by accommodating a variety of uses and amenities. The subarea will be the starting point for the development of a refined Lodging Overlay boundary and future discussion of the type and size of lodging desired. A key challenge will be to provide a balance between lodging and long-term residential housing. Future structures will be predominantly mixed use, while multifamily

structures will be allowed if it properly addresses the street. Commercial uses that create an active and engaging pedestrian experience will be predominantly located on the first and second floors of buildings. Examples of these uses include restaurants, bars, a variety of retail shops and commercial amusement. Furthermore, as portions of the subarea will be located within a future Downtown Retail Shopping District, uses such as office, residential and lodging will be predominantly located on upper floors.

A goal of this subarea will be to create a consistent building size and form. In the future, a variety of two to three story buildings are desired. A fourth floor could be considered when a project is providing additional benefits such as, workforce housing. Buildings should be located to create an attractive street wall and take advantage of good urban design principles including massing, articulation and the provision of public space. The pedestrian realm will be of great importance in this mixed-use subarea, and emphasis should be placed on adding improvements focusing on the pedestrian experience. Parking should continue to be provided predominately in public lots and on street to create a vibrant, walkable area that is oriented to the pedestrian. On-site parking should be predominantly underground or screened from view. Future redevelopment should enhance the Flat Creek corridor for recreational and ecological purposes. Buildings should front onto the creek to provide opportunities for interaction and enjoyment of this community resource.

The proposed mixed-use development includes a hotel, restaurant/bar, spa, condominiums, and affordable housing, are the types of uses that are consistent with the vision for this part downtown. The project location is convenient to all of downtown's services and attractions so it is an ideal site for visitor-related redevelopment. It is also consistent with many of our transportation goals to reduce single-occupancy vehicles because many trips to and from the site could be done by walking, biking, or transit.

Fiscal Impact.

It is too early in the process to accurately estimate any potential fiscal impacts related to the proposed plan.

Staff Impact.

The amount of staff time to review, meet with the applicant, research, and write this report including future work to send final letters is roughly 10 hours.

Attachments or Links.

Applicant Submittal

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

No formal motion is required for the requested voluntary preapplication meeting. Rather the intent is for the applicant to move forward with a future Sketch Plan submittal based on any comments and suggestions provided by the Council.



PRE-APPLICATION CONFERENCE REQUEST (PAP)

Planning & Building Department

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

For Office Use Only

Fees Paid _____

Time & Date Received _____

Application # _____

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

APPLICABILITY. This application should be used when applying for a **Pre-application Conference**. The purpose of the pre-application conference is to identify the standards and procedures of these LDRs that would apply to a potential application prior to preparation of the final proposal and to identify the submittal requirements for the application.

For additional information go to www.townofjackson.com/204/Pre-Application

PROJECT.

Name/Description: Kudar Hotel Redevelopment

Physical Address: 250, 260 & 262 N Cache Street

Lot, Subdivision: PT SW1/4SW1/4, SEC. 27, TWP. 41 RING. 116, LOTS 7-8, BLK. 2, SMITH LOT 7, BLK. 3, SMITH

PIDN: 22-41-16-27-3-00-001, 22-41-16-27-3-03-001

PROPERTY OWNER.

Name: Kudar Enterprises, Inc

Phone: 307-413-0850

Mailing Address: PO Box 1785, Jackson, WY

ZIP: 83001

E-mail: michael.kudar@gmail.com

APPLICANT/AGENT.

Name, Agency: Hal Hutchinson, HH Land Strategies, LLC

Phone: 307-699-0265

Mailing Address: PO Box 1902, Wilson, WY

ZIP: 83014

E-mail: hal@hhlandstrategies.com

DESIGNATED PRIMARY CONTACT.

☒ Property Owner

☒ Applicant/Agent

ENVIRONMENTAL PROFESSIONAL. For EA pre-application conferences, a qualified environmental consultant is required to attend the pre-application conference. Please see Subsection 8.2.2.C, Professional Preparation, of the Land Development Regulations, for more information on this requirement. Please provide contact information for the Environmental Consultant if different from Agent.

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

TYPES OF PRE-APPLICATION NEEDED. Check all that apply; see Section 8.1.2 of the LDRs for a description of review process types.

_____ Physical Development Permit
_____ Use Permit
_____ Development Option or Subdivision Permit
_____ Interpretations of the LDRs
_____ Amendments to the LDRs
_____ Relief from the LDRs
_____ Environmental Analysis

This pre-application conference is:

_____ Required
☒ Optional
_____ For an Environmental Analysis
_____ For grading

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Provide **one electronic copy** (via email to planning@jacksonwy.gov) of the submittal packet.

Have you attached the following?

☒ **Application Fee.** Go to www.townofjackson.com/204/Pre-Application.com 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>.

☒ **Narrative Project Description.** Please attach a short narrative description of the project that addresses:

☒ Existing property conditions (buildings, uses, natural resources, etc)
☒ Character and magnitude of proposed physical development or use
_____ Intended development options or subdivision proposal (if applicable)
_____ Proposed amendments to the LDRs (if applicable)

☒ **Conceptual Site Plan.** For pre-application conferences for physical development, use or development option permits, a conceptual site plan is required. For pre-application conferences for interpretations of the LDRs, amendments to the LDRs, or relief from the LDRs, a site plan may or may not be necessary. Contact the Planning Department for assistance. If required, please attach a conceptual site plan that depicts:

☒ Property boundaries
☒ Existing and proposed physical development and the location of any uses not requiring physical development
☒ Proposed parcel or lot lines (if applicable)
_____ Locations of any natural resources, access, utilities, etc that may be discussed during the pre-application conference

_____ **Grading Information (REQUIRED ONLY FOR GRADING PRE-APPS).** Please include a site survey with topography at 2-foot contour intervals and indicate any areas with slopes greater than 25% (or 30% if in the NC Zoning District), as well as proposed finished grade. If any areas of steep slopes are man-made, please identify these areas on the site plan.

☒ **Other Pertinent Information.** Attach any additional information that may help Staff in preparing for the pre-app or identifying possible key issues.

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 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 Owner or Authorized Applicant/Agent

Date

Name Printed

Title



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

Date:

Date: 4/10/2024

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: Michael Kudar Title: President

Being duly sworn, deposes and says that Kudar Enterprises, Inc is the owner in fee of the premises located at: _____
Name of legal property owner as listed on deed

Address of Premises: 250, 260 & 262 N Cache Street

Legal Description: PT SW1/4SW1/4, SEC. 27, TWP. 41 RNG. 116, LOTS 7-8, BLK. 2, SMITH LOT 7, BLK. 3, SMITH

Please attach additional sheet for additional addresses and legal descriptions

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

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

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

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

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

☒ Development/Subdivision Plat Permit Application ☐ Building Permit Application☐ Public Right of Way Permit ☐ Grading and Erosion Control Permit ☐ Business License Application

☐ Demolition Permit ☐ Home Occupation ☐ Other (describe) Town Council workshop pre-application

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 Wyoming)
) SS.
COUNTY OF Teton)



The foregoing instrument was acknowledged before me by Michael J. Kudar this 10th day of April, 2024. WITNESS my hand and official seal.

Cheri J. Nauser
Notary Public

My commission expires: Sept. 10, 2024

HH LAND STRATEGIES, LLC

PO Box 1902, Wilson, WY 83014

307-699-0265 – HAL@HHLANDSTRATEGIES.COM

April 10, 2024

To: Paul Anthony, Town of Jackson Planning Department

From: Michael Kudar, Kudar Enterprises, Inc., Hal Hutchinson, HH Land Strategies, LLC

RE: Kudar Hotel Redevelopment, Town Council Workshop Request

Kudar Enterprises, Inc. owner of the Kudar Property (Subject Property) located at 250, 260, and 262 North Cache Street requests an optional workshop with the Town of Jackson Town Council to review and discuss plans for the Kudar Property.

The Kudar Property consists of three contiguous but separate parcels of land, including a parcel of 1.67 acres located at 260 N Chace Street, a .57-acre parcel located at 262 N Cache Street and a .47-acre parcel located at 250 N Cache Street. The overall acreage of the Kudar Property is 2.71 acres. The property is zoned Downtown Commercial 1 (DC-1) and is within the Lodging Overlay. The property has historically, and continues to be used as traditional lodging.

The Subject Property fronts North Cache Street to the west, Mercill Avenue to the north, the Town of Jackson owned Home Ranch Parking Lot to the south, and Town of Jackson owned Parks and Recreation Center to the east. The Town of Jackson owned property to the south and east are zoned Public/Semi Public.

Kudar Enterprises, Inc are planning a redevelopment of their overall property. and have developed conceptual plans for the redevelopment. The purpose of this pre-application conference submittal is to request a Town Council workshop to review and discuss these conceptual plans. While this Town Council workshop is optional, the owners would like to solicit feedback from Town Council on the overall redevelopment plans for the property and feedback on how the redevelopment plans interact with and complement Town of Jackson uses on their properties to the south and east of the Subject Property.

The conceptual redevelopment plans include development of a traditional hotel building fronting Cache Street and extending east approximately 250'. The traditional hotel building will contain 89 hotel rooms on the first and second levels and 7 condominium units on the third level. These condominium units will be available for short term rental. The hotel building will also include typical hotel amenities, including a restaurant/bar and spa/wellness center. The hotel building will include a central green space courtyard and a green space buffer between the hotel building and the Home Ranch Parking lot. Underground parking for approximately 110-120 parking spaces will be located underground beneath the hotel building and will serve as parking for the hotel and condominium uses that are proposed to be located east of the hotel building.

A vehicular right of way directly east of the proposed hotel building is also included in the plans. This right of way will extend north from Mercill Avenue through to the Home Ranch Parking lot to the south. The concept calls for this to be a one way right of way running north to south, providing pick up and drop off for the hotel use.

East of the proposed right of way the plans call for development of approximately 18 condominium units in two separate buildings that will be available for short term rental. Substantial green space will be located in an interior courtyard and to the west and south of the proposed condominium buildings. Parking for the condominium units will be located within the underground parking beneath the hotel building.

To the east of the condominium buildings is an area of land measuring approximately 180' x 150'; approximately 27,000 s.f., or .62 acres. The concept plans show the location of 14 units that will be the affordable housing units required for mitigating the hotel and condominium development. Access to the

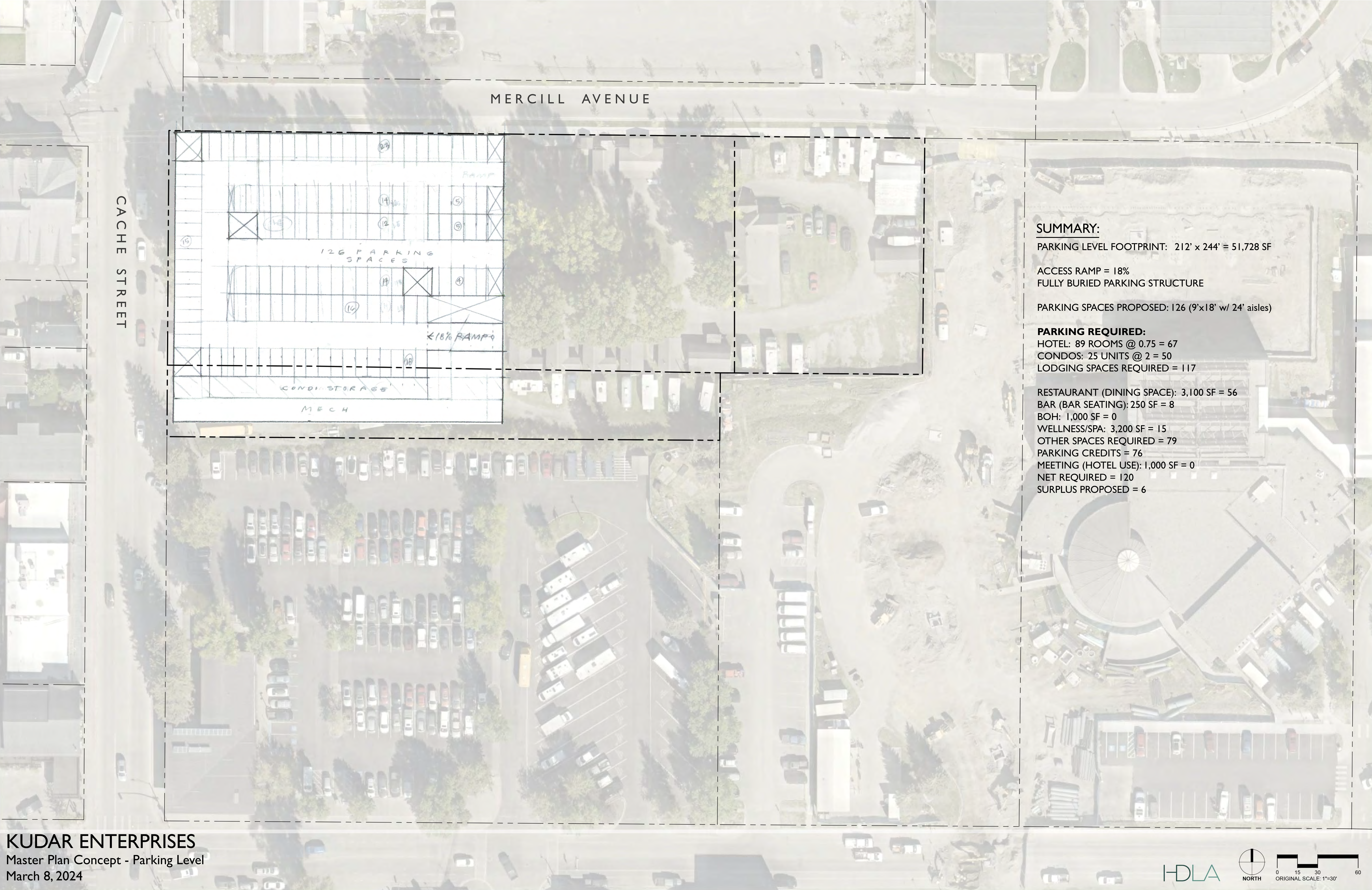
affordable housing units will be taken via a dead-end travel way from Mercill. The area where the affordable housing units are located is more than sufficient to accommodate 14 housing units, and could easily accommodate additional housing units if necessary/desirable.

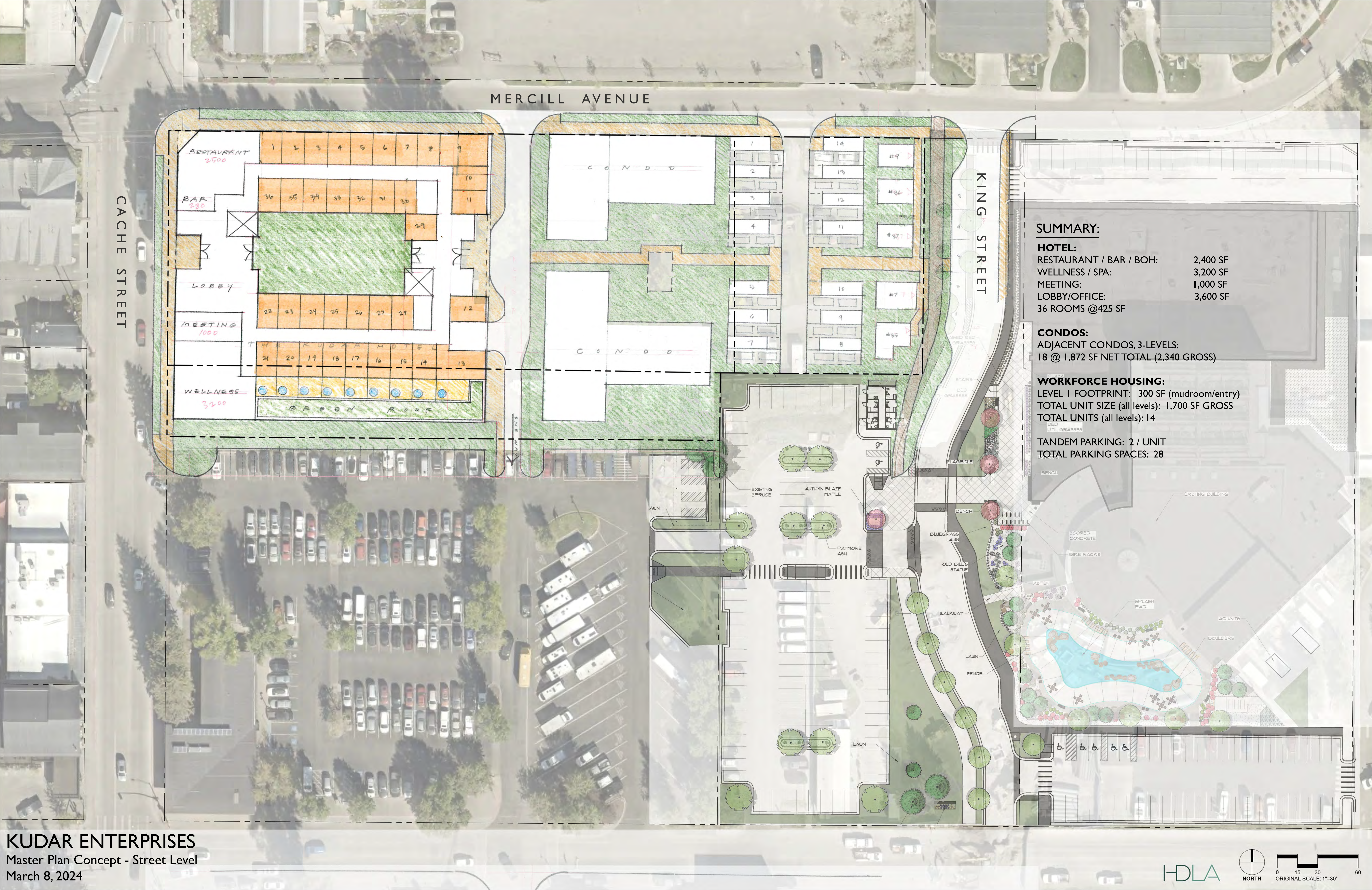
The Kudar Motel property currently contains a numerous historic log cabins. In an effort to preserve a portion of these cabins, and provide green space rather than a monolithic building fronting the Parks and Recreation Center, the concept calls for relocating 5 of these historic cabins along the eastern boundary of the property, fronting the planned extension of King Street. These cabins could contain affordable or free market housing.

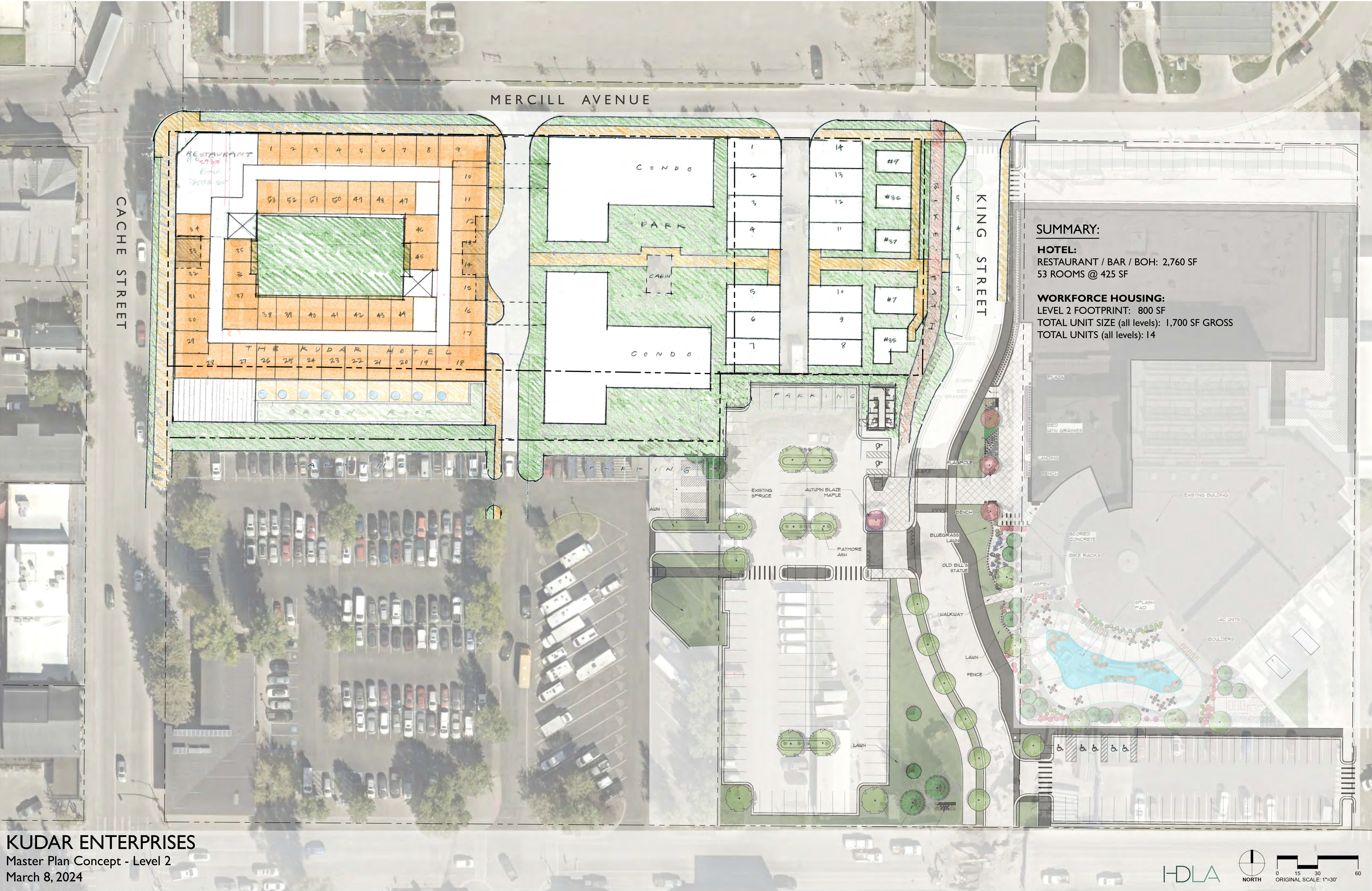
Overall, the redevelopment concept is to locate the greatest amount of development along the western portion of the property fronting Cache Street – a major thoroughfare into Town - and generally reducing the mass and scale of the development as it extends east. The concept includes connections south from Mercill, creating some level of travel way redundancy in the area. It also proposes significant green space throughout the development and proposes an overall FAR well below the 1.3 FAR permitted in the DC-1 zone district.

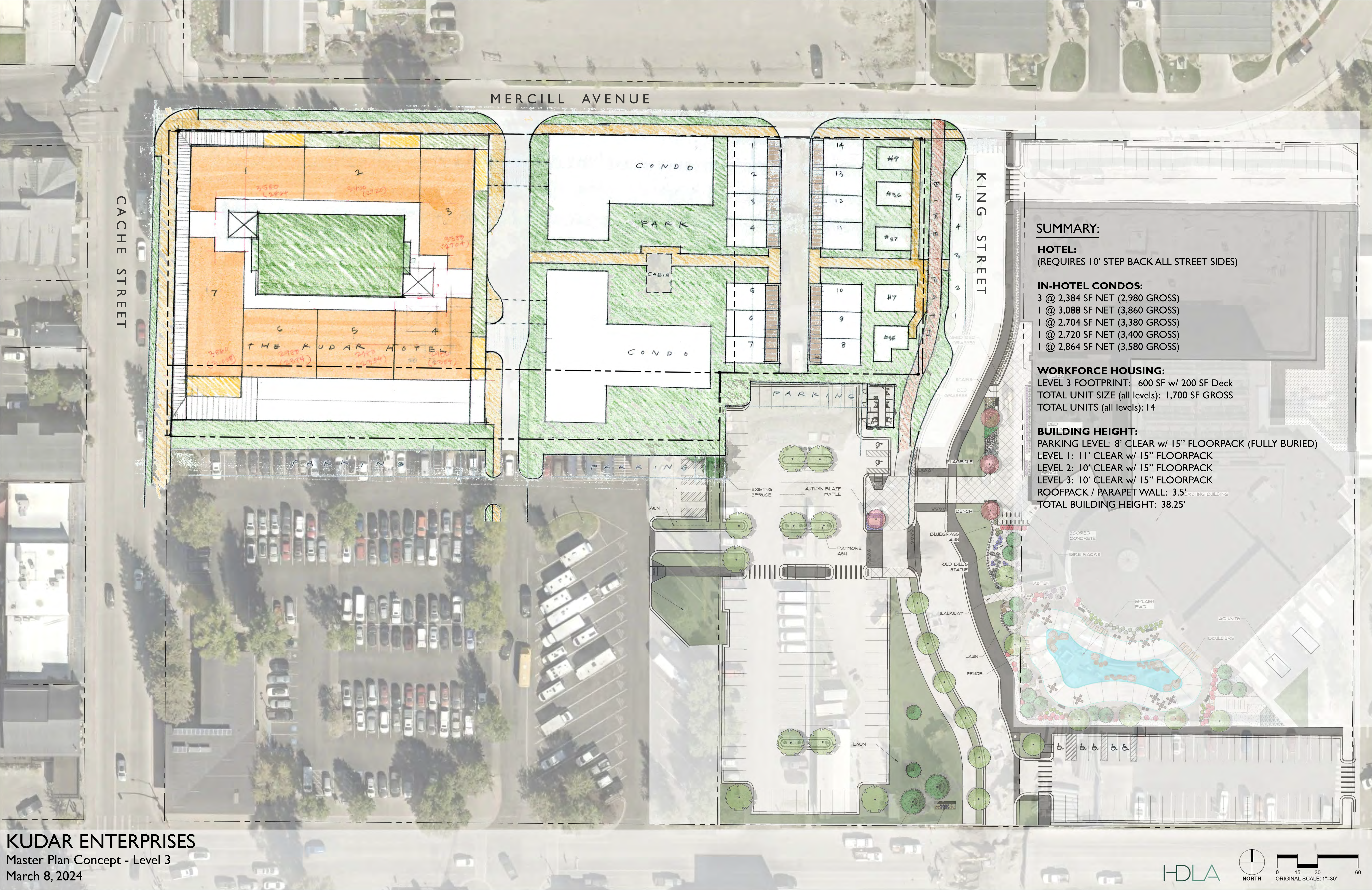
The concept plans include a parking level plan, a street level plan, a second level plan and a third level plan. In addition, the owners have considered how the development could interact with, and complement, the Town owned Home Ranch parking lot. This is shown on the plan titled “Street Level with Conceptual Town Transit” and shows how the travel way through the Kudar property can effectively function in harmony with a conceptual option for benefiting town transit functionality within the Home Ranch Parking lot.

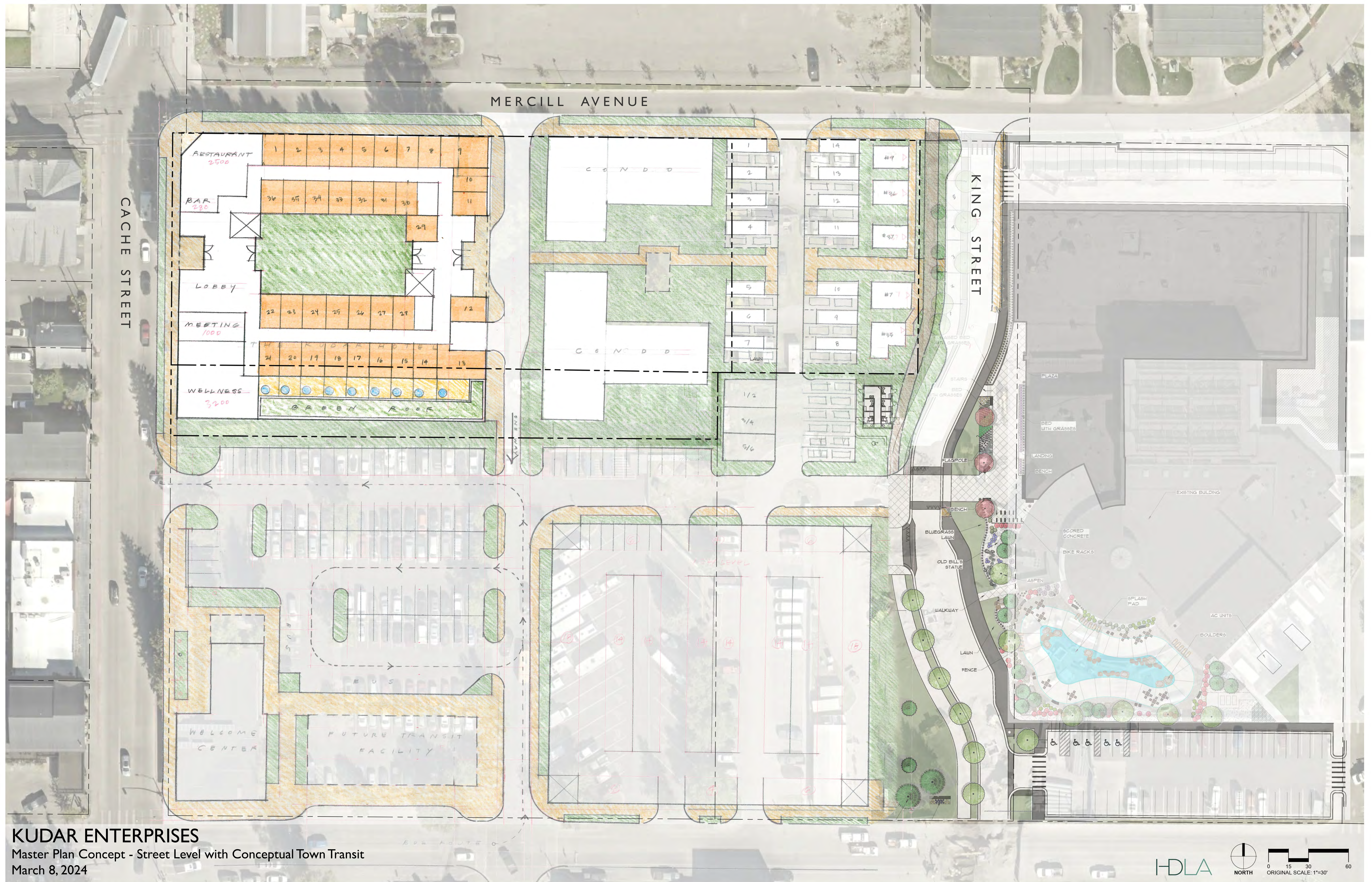
We look forward to meeting with Town Council to discuss these plans. Please do not hesitate to contact the owner or agent if you have any questions or would like to discuss these plans prior to the Town Council workshop.











STAFF REPORT



Meeting Date:	May 13, 2024	Meeting Title:	Town Council Workshop
Submitting Department:	Town Manager's Office/ Comms & Strat. Init. Dept.	Presenter:	Susan Scarlata
Agenda Item:	Review of Potential Initiatives (PI) List	Public Comment:	Yes

Purpose & Policy Considerations.

Town Council recently requested a review of its Potential Initiatives (PI), which was started in 2022 as a 'parking lot' for items that Town Council wants to flag but that are not current priorities for work by Town staff.

Requested Action.

Staff requests Council read this staff report, consider culling some items from the PI List, which are being addressed, and discuss potential options for assessing the PI list.

Recommendations.

Staff recommend removing items analyzed below and maintaining the PI list without prioritizing items on it.

Background.

The current PI list started to be maintained at Town Council's retreat in January of 2023. Items have been added to the PI List both as Councilmembers have requested and after hearing scoping reports with items that did not rise to priority level for the body. At Council's 2024 retreat, working with senior staff, items brought forward ended up in four possible categories as follows.

- Council's Calendar and Work Plan
- Staff Threshold
- Ongoing
- PI List

Items with support from a majority of Councilmembers populated Council's calendar and Work Plan. Items brought forward by staff that do not necessarily need a considerable amount of Council consideration or action this year such as the AV Update to Council Chambers and the Policy Manual Update, were categorized as "Staff Threshold." Items Council had already voted forward such as a potential Long-Term Lease for the Fair and Rodeo grounds and renewal of the Equity Task Force, were categorized as "Ongoing." Items that did not end up in any of the other three categories were placed on the Potential Initiatives (PI) List, which is a "parking lot" that documents potential items for consideration at future retreats and/or if time becomes available.

Analysis & Key Questions.

A screenshot of the PI List is included below and there are some items on it that are being addressed in this year's work plan, so they can likely be removed. This includes:

- ✓ The 'Long-Term Budget Situation and Implications,' will be addressed in discussions of 'Budget Strategy,' which is a big part of Council's current calendar and Work Plan.
- ✓ Between the Town's 'Budget Strategy' discussions and 'Joint Funding' dialogue with the County, 'Adding a Mill of Property Tax' and a 'Lodging Tax Increase' are also being addressed.

- ✓ Over the last year, the Town invested considerable time in its relationship with the county through the 'Joint Funding Task Force' and will do so again as work begins to update the Joint Powers Agreement for Fire/EMS, meaning the 'Invest More Time in Relationship w/ County' item may be addressed.
- ✓ Additionally, the Town Manager is working on a structural reorganization, which will ideally address the 'Prioritizing Organizational Transformation,' item and lessen the need for an outside evaluator to assess 'Organizational Structure and Transformation.'
- ✓ Finally, creation of the Town Manager's office and future plan to further prioritize strategy will also mean there is not a need for the 'Senior Staff Being Strategic & Proactive' item to remain on Council's PI list.

Removing these 7 items would leave 9 from 2023 and 18 from 2024.

POTENTIAL INITIATIVE (PI) LIST		
ITEMS	REQUESTOR	DATE OF REQUEST
2024		
Require All New/Significant Remodels to Commercial Buildings to Include Affordable Retail Space at Deeply Discounted Rates v. Market	JS	15-Apr
Require All New/Significant Remodels to Commercial Buildings to Include Affordable Art Space at Deeply Discounted Rate v. Market	JS	15-Apr
Goal to house 100% of Town Staff in 5-10 Years	JS	15-Apr
Dog Off-Leash/Dog In Park Ordinance Review	HML	26-Feb-24
Workforce Housing Mitigation	Council	Jan '24 Retreat
Alternate-Side Winter Parking	Council	Jan '24 Retreat
Re-Evaluation of 2:1 Workforce Bonus	Council	Jan '24 Retreat
Snow King Event Center Improvements	Council	Jan '24 Retreat
LDR General Update 2024	Council	Jan '24 Retreat
Comprehensive Update to Town Planning Fees	Council	Jan '24 Retreat
Hillside LDR Update	Council	Jan '24 Retreat
Fire/EMS Vol/Staffing Model & Dynamics	Council	Jan '24 Retreat
Fire/EMS Continued Growth/Demand	Council	Jan '24 Retreat
Willow & Gill Safe Streets	Council	Jan '24 Retreat
5-year CIP & Equity Framework	Council	Jan '24 Retreat
Title 5: Revenue or Compliance	Council	Jan '24 Retreat
Future Staffing for Town Departments	Council	Jan '24 Retreat
Town Employee Housing Strategy	Council	Jan '24 Retreat

2023		
Comprehensive Parking Review	JR	13-Nov-23
Long-Term Budget Situation & Implications	JSC	13-Nov-23
Indoor Vaping Ordinance	Council vote after Scoping	17-Jul-23
Franchise Request from Toro Blanco Group	AJ	1-May-23
Invest More Time in Relationship w/ County	JR	Feb. '23 Retreat
Information Technology 5-Year Work Plan	JSC	Feb. '23 Retreat
Geographic Information System (GIS)	JSC	Feb. '23 Retreat
Revisit Comp Plan Definitions of 'Healthy Community'	JR	Feb. '23 Retreat
Revisit Comp Plan Definitions of 'Healthy Economy'	JS	Feb. '23 Retreat
Alternative Forms of Government, Expanding # of Council Seats	JSC	Feb. '23 Retreat
Outside Evaluator to Assess Org. Structure & Transformation	JS	Feb. '23 Retreat
Adding Mill of Property Tax	AJ	Feb. '23 Retreat
Town Manager Prioritizing Organizational transformation	JS	Feb. '23 Retreat
Senior Staff Building in Time to be Strategic & Proactive	JS	Feb. '23 Retreat
Lodging Tax Increase	AJ	Feb. '23 Retreat
County Water Sewer Connections & Staffing	AJ	Feb. '23 Retreat

Key Question #1: Is Council comfortable removing the items mentioned above related to the budget, revenue, internal structure and strategic work, and the Town's relationship with the County?

Key Question #2: Do any Councilmembers wish to remove any items they asked to be listed?

Key Question #3: Is there anything else listed that Councilmembers would like to vote on removing?

Prioritization

Staff does not recommend prioritizing the PI list because even if time becomes available on Council's Calendar, there are still many other factors that must be considered before staff can work on additional items. Staff capacity and department plans are laid out each year based on job duties, planning documents, and Council's Priorities. Adding items mid-course is rarely possible, especially for high-impact and/or heavy lift items that will take significant time and effort. Staff could support Council in prioritizing 3 to 5 items on the PI List through an email process utilizing the Delphi Method. If Council chooses to prioritize the PI List through discussion or a method other than the Delphi, it will need to occur at an additional meeting.

Key Question #4: Is Council interested in prioritizing the PI List?

Possible Alternatives.

Council could choose not to make any changes to the PI List.

Comprehensive Plan & Priority Alignment.

The Comp Plan's vision is to 'Preserve and protect the area's ecosystem in order to ensure a healthy environment, community, and economy for future and current generations. Just like braided strands within a rope create its core, appreciation of the ecosystem in all aspects of our life is only as strong as our commitment to all three Common Values: Ecosystem Stewardship; Growth Management; and Quality of Life. Town Staff does its best to keep these common

values in mind in supporting Town Council with its calendar and priorities to help ensure the Town is operating in ways that align with our community's macro-level vision to help achieve it.

Fiscal Impact.

There is no fiscal impact for this item at this time.

Staff Impact.

Staff in the Town Manager's office work to maintain, update, and share the Potential Initiatives list. Staff spent a total of 8 hours writing, analyzing, and updating this staff report.

Attachments or Links.

NA

Suggested Motion.

I move to remove items listed in this staff report and any additional items discussed.

COUNCIL WORK PLAN CALENDAR 2024		
JANUARY	FEBRUARY	MARCH
TOWN MTGS.	TOWN MTGS.	TOWN MTGS.
Equity Task Force Presentation	Title 7, Animals	Equity Task Force Updated Resolution
Pre-Construction Bid for Stilson-	Censure Ordinances-	Fairgrounds & Rodeo Lease Extension
Snow King & Willow Stop Sign	LDR General Update 2023	PI List Review (continued to May)
	Kelly Place Deed Restriction	
JIM	JIM	JIM
Cancelled	Joint Department Funding Task Force Discussion	Housing Department Work Plan & Housing Supply Plan
		Regional Transportation Work Plan
APRIL	MAY	JUNE
TOWN MTGS.	TOWN MTGS.	TOWN MTGS.
Legislative Debrief & Resolutions for WAM	Gregory Lane Design	Budget & Revenue Strategy
Furthering Accessibility @ Town Bldgs. & Sites (scoping)	Title 15 Updates Building & Construction	County Water Quality Plan Update
Fire JPA	PI List Review (continued from March)	Community Solar
		Town Mobility Overlay
		Accessible Housing Policy Upgrades
		Final Sustainability Plan, GHG Inventory
		Rights of Nature Resolution
		Equity Task Force Appointments (Special Mtg.)
SPECIAL MTG. (April 22)	JIM	JIM
Long Range Planning Work Plan & Indicator Report	90 Virginian Lane Developer Selection	Modernizing Mobility for West Jackson Plan
Joint Alternative Funding Options	SS4A Vision, Goals, & Leadership Commitment	90 Virginian Lane Developer Selection (if cont.)
	Mobility Hub Study & Next Steps	Regional Transportation CIP
	Community Wildfire Protection Plan (WUI)	

COUNCIL WORK PLAN CALENDAR 2024 (CONTINUED)		
JULY	AUGUST	SEPTEMBER
TOWN MTGS.	TOWN MTGS.	TOWN MTGS.
Budget & Revenue Strategy	Budget & Revenue Strategy	Budget & Revenue Strategy
Stormwater Management Plan	Update to Wastewater/Sewer Policies	Pay As You Throw Pricing/Alcohol Container Reso
Total Comp/Benefit Review/PD Staff Retention		Title 7, Animals (second mtg.)
Karns Meadow EA & CUP Preview		
JIM	JIM	JIM
90 Virginian Lane Ground Lease & Dev. Agreement	Housing Dept. Rules & Regs Issues Identification	Housing Dept. Rules & Regs Clean-Up
Cow Pasture 1 & 2 Softball Field Replacement	Stilson GMP Budget Approval	
Fire JPA		
OCTOBER	NOVEMBER	DECEMBER
TOWN MTGS.	TOWN MTGS.	TOWN MTGS.
Budget & Revenue Strategy	Budget & Revenue Strategy	Budget & Revenue Strategy
Gregory Lane - Design & Construction	Legislative Approach Prep	Fire/EMS Level of Service & Expectation Setting
	Mobility Overlay	
JIM	JIM	JIM
SS4A Safety Action Plan Update	Housing Dept. Rules & Regs Adoption	Rec Center 6-Month Operations & Revenue Review
	Transportation CIP & Grant Opportunities	Options for Dedicated Transportation Funding
	Regional Transportation Needs Assessment	

SHIFTS & CHANGES	
Furthering Accessibility @ Town Bldgs. & Sites (scoping)	Moved from March to April
Rights to Nature Resolution	Moved from March to June
Regional Transportation CIP	Moved from April to June
Community Wildfire Protection Plan	Added to May JIM at Request of Interim Fire Chief
Joint Alternative Funding Options	Moved to April JIM
Fire JPA	Removed from March
Stormwater Management Plan	Moved from May to July
Karns Meadow EA & CUP Preview	Moved from April to July
PI List	Continued to May
Total Comp/Benefit Review/PD Staff Retention	Moved from May to July
Budget & Revenue Strategy	Moved to begin in June once FY25 Budget is done
Equity Task Force Appointments (Special Mtg.)	Moved to June from May
Fire JPA	Removed from June

May 14, 2024 Regular Budget Meeting
TOPIC
Discussion Items
FY25 Budget Discussion
Adjourn

DRAFT

JIM Agenda Item Requests			
<i>Submittal / Request Section</i>			
May 14, 2023 Special JIM 1:30PM - 4:30PM			
#	Submitter Name	Agenda Item	Time Needed
	Tyler/Jodie	FY25 Joint Department and Joint Board Budgets	60 mins

JIM Agenda Item Requests			
<i>Submittal / Request Section</i>			
June 3, 2024 JIM			
#	Submitter Name	Agenda Item	Time Needed
1	Charlotte Frei	Modernizing Mobility for West Jackson	30 min
2	Tyler Sinclair	Town and County Joint Revenue Options	60 mins
3	April Norton	90 Virginian Lane Developer Selection (if cont.)	30 min
4	Tyler/Jodie	Fire JPA	15 mins
5	Charlotte Frei	Joint Transportation CIP	30 mins
6	Tyler/Jodie	FY25 Joint Department and Joint Board Budgets	60 mins
Upcoming JIM Items			
	Brian Schilling	Jul 1 - Update the Pathways MOU	30 min
	April Norton	Jul 1 - 90 Virginian Lane Ground Lease	120 mins
	Steve Ashworth	Jul 1 - Cow Pasture 1&2 Softball Field Replacement	30 mins
	Tyler/Jodie	Jul 1 - Fire JPA	60 mins
	April Norton	Aug 5 - Housing Dept. Rules & Regs Clean Up Issue I.D.	60 mins
	Tyler/Jodie	Aug 5 - Stilson GMP Budget Approval	30 mins
	April Norton	Aug 5 - 90 Virginian Lane GL & DA	120 mins
	April Norton	Sep 9- Housing Dept. Rules & Regs Clean Up	120 mins
	Brian Schilling	Oct 7 - SS4A Safety Action Plan Update	30 mins
	April Norton	Nov 4 - Housing Dept. Rules & Regs Adoption	consent
	Charlotte Frei	Nov 4 - Transportation CIP & Grant Opportunities	45 mins
	Charlotte Frei	Nov 4 - Regional Transportation Needs Assessment	30 mins
	Charlotte Frei	Dec 2 - Options for Dedicated Transportation Funding	30 mins
	Steve Ashworth	Dec 2 - Rec Center 6-Month Operations & Revenue Review	30 mins
	Charlotte Frei	Dec 2 - Regional Transportation Needs Assessment Status Update	45 min

June 3, 2024 Regular Town Council Meeting

INITIAL SR DUE: 5/3 COMPLETED SR DUE: 5/17 FINAL SR DUE: 5/24

TOPIC

Announcements & Proclamations

National Gun Violence Awareness Day

Consent Calendar

Minutes & Disbursements

May 7, 2024 Regular Town Council Budget Meeting

May 13, 2024 Special Town Council Budget Meeting

May 13, 2024 Special Town Council Workshop

May 14, 2024 Regular Town Council Budget Meeting

Other

Centurylink Franchise Request

Declaration of Parking and Improvements Easement for 645 S. Cache St.

MOU with Mental Health & Recovery Services of JH and Title 25/BH Crisis Partners of TC

Canopy Encroachment Agreement with CCC's Ranch Inn, LLC at 45 E Pearl

Shoring Encroachment Agreement with CCC's Ranch Inn, LLC at 45 E Pearl

Well 10 Drilling Construction Award

Conceptual Design Agreement for Public Art on the Stilson Transit Center

Discussion & Action Items

Planning & Building

Request for a Conditional Use Permit at 185 S. Willow St. (P24-065)

Fee Waiver Request for the Presbyterian Church of Jackson Hole (P23-206, P23-204, P24-007, P24-024)

Resolutions

Resolution X: A Resolution to Uphold the Rights of Nature

Ordinances

Ordinance R: Westbank Sanitation Franchise Renewal

Matters from Mayor and Council

Board of Examiners (BOE) Reappointments

Matters from the Town Manager

Town Manager's Report

Adjourn

June 4, 2024 Special Budget Meeting
TOPIC
Discussion Items
FY25 Budget Discussion
Adjourn

DRAFT