

Regular Town Council Meeting

October 21, 2024

6:00 PM

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/85385796648?pwd=5J6gZEIzPJHXq3dDJDWvXI99peuft.1>

Or join at zoom.com with Webinar ID: **853 8579 6648** and Password: **83001** or by phone: **+1 253 205 0468**

II. OPENING

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Land Acknowledgement
- D. Announcements/Proclamations
 - 1. Introduction of Brooke Avery, Paralegal, Sean Sothern, Police Officer, and Matthew Chase, Police Officer

III. PUBLIC COMMENT

This section is reserved for public comment about items not included in this agenda. Public comment is limited to 3 minutes. As a general practice, Council does not discuss, debate, or act on issues raised under public comment. Council may or may not discuss an issue raised under Public Comment later in the meeting during Matters from Mayor and Council at their discretion. If you would like to communicate with Council during the meeting about an item on the agenda, please wait until public comment has been called for that item. Public comment may also be submitted to Council at any time by emailing electedofficials@jacksonwy.gov.

IV. CONSENT CALENDAR

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

- A. Meeting Minutes
 - 1. October 7, 2024 Regular Town Council Meeting
- B. Disbursements
- C. 2024 Rodeo End of Season Report and 2025 Rodeo Dates (Roxanne Robinson)
- D. Continuity of Miller Park Use and Operations: Entering Lease with 4-H (Lea Colasuonno)

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

- A. Planning and Building
 - 1. LDR Text Amendment to Introduce Exemptions to Affordable Housing Mitigation Requirement (P24-094) (Katelyn Page)

Please note that at any point during the meeting, the Mayor may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

VI. RESOLUTIONS

- A. Resolution 24-23: FY2025 Budget Amendment #1 (Kelly Thompson & Tyler Sinclair)

VII. ORDINANCES

- A. Ordinance O: An Ordinance Annexing Russ Garaman Park into Town of Jackson (Second Reading)
- B. Ordinances P-Z: Ordinances Amending Various Sections of the LDRs to Address the Building Size Moratorium (PM24-004) (First Reading, Paul Anthony)
 - 1. Ordinance P: An Ordinance Regarding Maximum Facade Width in the Downtown
 - 2. Ordinance Q: An Ordinance Regarding Maximum Building Size
 - 3. Ordinance R: An Ordinance Regarding the Term Individual Building
 - 4. Ordinance S: An Ordinance Regarding the Definition of Floor Area for Maximum Building Size
 - 5. Ordinance T: An Ordinance Regarding the Definition of Hotel and Deed-Restricted Houses for Maximum Building Size
 - 6. Ordinance U: An Ordinance Regarding the Definition of Street Facade Width
 - 7. Ordinance V: An Ordinance Regarding a Conditional Use Permit for Sites Over 30,000 SF in Certain Zones
 - 8. Ordinance W: An Ordinance Regarding the Maximum Unit/Room Size for Hotel Rooms
 - 9. Ordinance X: An Ordinance Regarding the Maximum Unit/Room Size for Short-Term Rental Units
 - 10. Ordinance Y: An Ordinance Regarding Exemptions from Workforce Housing Bonus
 - 11. Ordinance Z: An Ordinance Adding Appendix B, Town Design Guidelines, to the Land Development Regulations
- C. Ordinance A: An Ordinance Amending the Applicability and Amount of Affordable Workforce Housing Required (First Reading, Katelyn Page)
- D. Ordinance B: An Ordinance Amending Pathway Speed Limits (First Reading, Lea Colasuonno)

VIII. MATTERS FROM MAYOR AND COUNCIL

IX. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

X. ADJOURN

Please note that at any point during the meeting, the Mayor may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

Pledge of Allegiance

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands,
one Nation under God, indivisible, with liberty and justice for all.

Land Acknowledgement

We recognize that the land we are gathering on is the ancestral homeland of the Mountain Shoshone People who stewarded it for thousands of years and that many other tribes also lived upon and cared for this area including the Bannock, Blackfoot, Crow, Eastern Shoshone, Gros Ventre, Nez Perce, Northern Arapaho tribes, and others. With gratitude, we honor Indigenous Peoples, past and present. We also acknowledge the sovereignty of the Native nations closest to Jackson whose land was taken through broken treaties that resulted in the creation of the Wind River and Fort Hall Indian Reservations. We recognize this acknowledgement is simply a first step. The Town of Jackson is committed to continued and informed action to connect with indigenous people.

Brooke Avery

Brooke is joining the Town as the Paralegal. She recently returned to Idaho after living in Louisiana for over 20 years where she worked in both private practice and later in the US Attorney's Office for the Middle District. She is thrilled to be home in the mountains and loves living in Teton Valley.

Sean Sothern

I would like to introduce one of our new police officers, Sean Sothern. Sean grew up in Portland, Oregon developing a great love for the outdoors. After joining the Portland Police in 1993, Sean's passion for service flourished. He recently retired and accepted a position here in Jackson. We are excited for Sean and his wife Kari to join us. They are proud parents and grandparents to four children and two grandchildren.

Matthew Chase

Matthew Chase is joining the Jackson Police Department, coming to us all the way from New Jersey, where he has spent the last 16 years serving his community as a firefighter and working in the school systems as a security director.

Matthew is passionate about the outdoors, fitness, and public safety and is extremely excited to work with the Jackson community.

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

OCTOBER 7, 2024

JACKSON, WYOMING

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

TOWN COUNCIL: Mayor Hailey Morton Levinson, Arne Jorgensen, Jonathan Schechter, Jim Rooks, and Jessica Sell Chambers.

STAFF: Tyler Sinclair, Roxanne Robinson, Lea Colasuonno, Bruce Abel, Floren Poliseo, Johnny Ziem, Russ Ruschill, Paul Anthony, Tyler Valentine, Tanya Anderson, Susan Scarlata, and Riley Taylor.

The Pledge of Allegiance was led by Mayor Morton Levinson. The Land Acknowledgement was read by Mayor Morton Levinson. Mayor Morton Levinson proclaimed Domestic Violence Awareness Month, Fall Clean-Up Week, and Indigenous People's Day. Mayor Morton Levinson introduced Susan Purcell, Assistant Town Attorney, and Dan Stewart, Water Utility Manager.

Public Comment. Timothy Anderson, Julien Hass, Dimutru Cusnir, and Stephania Fram made public comment.

Consent Calendar. A motion was made by Jessica Sell Chambers and seconded by Arne Jorgensen to approve the consent calendar including items A-F as presented with the following motions:

- A. **Meeting Minutes.** To approve meeting minutes from the September 9, 2024 Regular Town Council Meeting, September 16, 2024 Special Town Council Meeting, September 16, 2024 Regular Town Council Workshop, and September 16, 2024 Regular Town Council Meeting.
- B. **Disbursements.** To approve the disbursements as presented. 842-NCPERS GROUP WYOMING \$80.00; A & I DISTRIBUTORS \$264.31; ACE EQUIPMENT & SUPPLY \$3,686.38; ACE HARDWARE \$2,941.97; ADVANCED CONCRETE SOLUTIONS \$156,992.40; AMAZON \$2,317.04; ANGLESEY, NICOLE \$92.00; AT&T \$1,521.52; AVAIL VALLEY CONTRUCTION-IDAHO, LLC \$331,911.71; BEST BEST & KRIEGER \$980.50; BIG R RANCH & HOME \$29.96; BISON LUMBER \$13,255.13; BLUE TO GOLD, LLC \$990.00; BUILD 22 \$10,175.00; CARPETS PLUS COLORTILE \$1,056.00; CAST \$800.00; CENTURYLINK \$2,355.27; CHARLIE'S PLUMBING OF JH \$412.00; CITY OF DRIGGS \$1,467.73; CIVICPLUS \$9,124.50; CONRAD & BISCHOFF INC. \$58,848.59; CONTROL SYSTEM TECHNOLOGY, INC. \$3,221.50; CONVERGEONE, INC \$6,300.00; CONWAY, LARS \$2,500.00; COPYWORKS, LLC \$139.80; CORE & MAIN LP \$15,886.50; CUMMINS SALES AND SERVICE \$1,440.00; DEAN'S PEST CONTROL LLC \$100.00; DELAY, JACK \$120.00; DELTA DENTAL PLAN OF WYOMING \$4,267.90; DENT KINGS PDR INC \$100.00; DETAIL DRIVEN LLC \$225.00; DEX IMAGING \$1,060.30; DIVISION OF CHILD SUPPORT ENFORCEMENT \$509.23; DIVISION OF VICTIM SERVICES \$150.00; E.R. OFFICE EXPRESS \$1,192.00; EKOS, INC \$80.00; ELAN ONE CARD \$15,626.51; ENERGY LABORATORIES INC. \$1,105.00; EVANS CONSTRUCTION INC \$450.00; FALL RIVER PROPANE \$396.17; FALL RIVER RURAL ELECTIC \$69.99; FENNERN, ROBERT \$155.00; FIRE SERVICES OF IDAHO \$17,850.02; FLEETPRIDE \$284.74; FLORES, JUANITA \$1,120.00; FLOYD'S TRUCK CENTER \$68.08; FREEDOM MAILING SERVICE INC. \$1,879.35; GABLE, RUSSELL \$80.00; GARCIA, ISRAEL \$160.00; GILLIG LLC \$1,015.48; GRAND TARGHEE RESORT \$619.00; GRANICUS, LLC \$22,791.00; GROSSENBACHER BROS, INC \$461.00; HD FOWLER COMPANY \$5,312.82; HIGH COUNTRY LINEN \$2,613.11; HIRST APPLGATE, LLP \$407.00; H-K CONTRACTORS INC. \$977.35; IDAHO CHILD SUPPORT RECEIPTING \$564.20; IDAHO STATE TAX COMMISSION \$5,950.00; IDAHO TRAFFIC SAFETY, INC. \$740.00; INTERSTATE BATTERY \$574.80; IVY OUTDOOR SERVICES LLC \$19,517.50; JACK'S TIRE & OIL \$552.95; JACKSON CURBSIDE INC. \$1,560.00; JACKSON DOWNTOWNER, LLC \$224,372.34; JACKSON GROUP LOCKBOX \$4,118.27; JACKSON HOLE HISTORICAL SOCIET \$693.85; JACKSON HOLE NEWS & GUIDE \$1,537.50; JACKSON LUMBER INC \$127.68; JACKSON PAINT AND GLASS, INC. \$2,240.00; JDG VENTURES, LLC \$350.00; JORGENSEN ASSOCIATES, PC \$75,021.11; KEN GARFF FORD CHEYENNE \$9,058.80; KILMER'S BG DISTRIBUTING \$6,812.00; KING, LISA \$2,500.00; LEADERSHIP JACKSON HOLE \$2,250.00; LENAMOND, LYNSEY \$44.28; LEPCO \$1,018.12; LEWIS RETAIL, INC \$2,459.70; LONG BUILDING TECHNOLOGIES INC. \$540.00; MARKMAN, JASON \$140.00; MCCLURE, ANN \$101.75; MEAD & HUNT \$443.75; MORTON-LEVINSON, HAILEY \$530.95; MOTOROLA SOLUTIONS, INC \$18,607.88; MOUNTAIN MODERN JH \$8,991.75; MSC INDUSTRIAL SUPPLY CO \$1,066.87; NAPA AUTO PARTS INC. \$1,301.32; NELSON ENGINEERING \$8,891.50; ONE CALL OF WYOMING \$647.25; PERFORM PRINTING LLC \$252.75; PETHEALTH SERVICES INC \$600.00; PITTS, JASON \$749.00; PLATT \$500.00; POINT S DRIGGS

\$1,902.72; PREMIER TRUCK- SALT LAKE CITY \$9,818.48; PVS DX, INC \$1,852.54; RAE, JOSHUA \$21,840.00; RIPLEYS VACUUM CENTER, INC \$1,306.60; ROCKY MOUNTAIN APPRAISALS \$250.00; RUSH INTERNATIONAL TRUCK CENTER \$925.70; SAFETY-KLEEN SYSTEMS, INC. \$304.70; SCHECHTER, JONATHAN \$1,217.79; SCHWARTZ, ANDY \$4,583.33; SHLIM MD, DAVID R \$2,300.00; SIGN IT NOW INC \$1,661.28; SMITH, MEGAN AMANDA \$6,950.00; SNOW KING MOUNTAIN RESORT LLC \$597.24; SOSA'S JANITORIAL SERVICE \$7,200.00; SOUTHERN, SEAN \$6,109.71; SPECTRUM \$99.99; STANDARD INSURANCE COMPANY \$11,558.19; STEP BACK LEADERSHIP CONSULTING LLC \$41,500.00; STEWART, DANIEL \$4,988.50; SUNRISE ENVIRONMENTAL \$2,427.29; SUSTAINABLE STRATEGIES DC, LLC \$7,500.00; TAYLOR, RILEY \$226.50; TETON COUNTY INTEGRATED SOLID WASTE/RECY \$448.00; TETON COUNTY PLANNING & BUILDING \$8,778.36; TETON COUNTY PUBLIC HEALTH \$220.00; TETON COUNTY SHERIFF'S-JAIL \$1,008.00; TETON COUNTY-FUND 19 \$323,389.00; TETON MOTORS INC \$17,149.54; TETON RENTAL CENTER \$104.99; THE AFTERMARKET PARTS COMPANY, LLC \$472.88; THE TIRE RACK, INC. \$1,522.44; TIMBERLINE CONCRETE \$337.50; TMSC LLC \$5,087.18; TODAY CASH \$170.28; TOP TIER TOOLS LLC \$203.50; TREFONAS LAW, P.C. \$332.44; UCM DIGITAL HEALTH, INC \$962.00; ULINE \$1,623.52; VERIZON WIRELESS \$11,622.54; VERIZON WIRELESS VSAT NORTH \$95.00; VISA \$15,133.07; VISION SERVICE PLAN - (WY) \$1,735.00; WAM \$225.00; WATTS STEAM STORE ROCKY MT. INC \$3,254.76; WEST COAST CODE CONSULTANTS \$2,150.00; WESTBANK SANITATION \$546.27; WESTERN STATE \$463.32; WESTWOOD CURTIS \$230,855.13; WHITE GLOVE CLEANING, INC. \$3,158.13; WRENCH IT PLUMBING & HEATING INC \$2,631.60; WRIGHT, JASON \$69.50; WY WORKERS' SAFETY & COMP \$22,320.36; WYOMING IMMIGRANT ADVOCACY \$3,750.00; WYOMING LAW ENFORCEMENT \$165.00; WYOMING PEACE OFFICERS ASSOCIATION \$620.00; WYOMING RETIREMENT SYSTEM \$182,859.31; WYOMING STATE BOARD OF PHARMAC \$80.00; YELLOW IRON EXCAVATION, LLC \$225.00.

- C. **Encroachment Agreement at 105 E. Broadway Ave. – Canopy (E24-0172).** To approve the Encroachment Agreement between the Town of Jackson and Foam Capital, LLC to allow encroachment of the canopy subject to the recommended conditions and approval and final approval by the Town Engineer and Town Attorney and authorize the Mayor to execute an Encroachment Agreement.
- D. **Encroachment Agreement at 105 E. Broadway Ave. – Footings (E24-0030).** To approve the Encroachment Agreement between the Town of Jackson and Foam Capital, LLC to allow encroachment of the footings subject to the recommended conditions and approval by the Town Engineer and Town Attorney and authorize the Mayor to execute an Encroachment Agreement.
- E. **First Amendment to Agreement Between the Town of Jackson, Wyoming and Grand Targhee Resort, LLC.** To approve the First Amendment to the Agreement between the Town of Jackson and Grand Targhee Resort, LLC for The Operation of Commuter Bus Service serving the communities of Victor and Driggs, Idaho and the Grand Targhee Resort, subject to minor changes by staff.
- F. **Bid 25-02: 2024 West Jackson Water Transmission Project.** To direct staff to:
 - 1. Award the contract to Westwood Curtis Construction, Inc., of Jackson, Wyoming, and
 - 2. Authorize the mayor to execute a contract for construction subject to review and final approval by the Town Attorney and Town Engineer.

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

Amendments to Town Land Development Regulations related to Temporary Emergency Building Moratorium (PM24-004). Paul Anthony and Tyler Sinclair made staff comment. Council held discussion with staff.

Jessica Sell Chambers left the meeting at 6:52 p.m.

Council recessed at 7:12 p.m. and reconvened at 7:23 p.m.

Jenny Fitzgerald, Michael Stern, Jeff Gottlieb, Matt Kim-Miller, Jean Barash, Tammy Christel, Fred Becker, James Lemkemeier, Rebecca McKay Singer, Amy Kushak, and Kay Modi made public comment. Council held discussion with staff. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to approve LDR Text Amendment PM24-004 based upon the findings presented in the staff report and as directed by Council at the meeting, the departmental reviews, and subject to the staff

report dated October 7, 2024, and direct staff to prepare an ordinance for first reading. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

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

Jonathan Schechter exited the Council Chambers at 8:52 p.m.

Ordinance N. An Ordinance Granting a Four-Month Extension of the Current CenturyLink Franchise.
AN ORDINANCE AMENDING ORDINANCE 1243 EXTENDING THE TERM OF THE FRANCHISE GRANTED TO QWEST CORPORATION D/B/A CENTURYLINK QC ON BEHALF OF ITSELF TO OPERATE AND MAINTAIN A TELECOMMUNICATIONS SYSTEM FOR THE PURPOSE OF SUPPLYING SERVICE TO THE TOWN OF JACKSON AND GRANTED ON DECEMBER 18, 2019.

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

There was no public comment. A motion was made by Arne Jorgensen and seconded by Jim Rooks to approve Ordinance N, an ordinance granting a four-month extension of the current CenturyLink Franchise, on third reading and designate it Ordinance 1392. The vote showed all in favor. The motion carried.

Ordinance O: An Ordinance Annexing Russ Garaman Park to the Town of Jackson.
AN ORDINANCE ANNEXING RUSS GARAMAN PARK TO THE TOWN OF JACKSON, TETON COUNTY, WYOMING; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFYING IT AS A PART OF THE PUBLIC / SEMI-PUBLIC ZONING DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

There was no public comment. A motion was made by Arne Jorgensen and seconded by Jim Rooks to approve Ordinance O on first reading. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Jonathan Schechter returned to the Council Chambers at 8:56 p.m.

Matters from Mayor and Council. Council discussed comments made about ground transportation fees. A motion was made by Jim Rooks and seconded by Jonathan Schechter to direct the Town Manager or their designee to draft a brief scoping staff report about taxi and transportation set fees to be added to an agenda within 45 days. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Council discussed use and enforcement of the Community Building at the Fairgrounds.

Design Review Committee Reappointments. There was no public comment. A motion was made by Jim Rooks and seconded by Jonathan Schechter to reappoint Brad Hoyt, Hans Flinch, Katherine Koriakin, and Bridget Farley to the Design Review Committee for terms which shall expire October 31, 2026. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Council discussed WYDOT paving operations on Hwy 89. A motion was made by Jonathan Schechter and seconded by Jim Rooks to ask staff to develop a recommendation for creating a task force examining the recent repaving of Highway 89, related traffic-affecting efforts, and how information about such projects is communicated to the public. The task force will be comprised of one town councilmember and one county commissioner (assuming interest), as well as town, county, and state employees involved in road construction, communications, and related efforts. The task force's goal will be to holistically examine the repaving project and related efforts and make recommendations to ensure that future efforts run as smoothly as possible. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Town Manager’s Report. Tyler Sinclair made staff comment. The Town Manager’s report contained updates on a letter from Teton County regarding the Fairgrounds lease, a letter of support for the Governor’s Arts Award, funding to support the purchase of a buffalo, temporary sign permits, and Solid Waste Infrastructure for Recycling Grant. The Town Manager also discussed Council’s upcoming meeting schedule. A motion was made by Jonathan Schechter and seconded by Jim Rooks to approve the Town Manager’s Report. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Adjourn. A motion was made by Jonathan Schechter and seconded by Arne Jorgensen to adjourn. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried. The meeting adjourned at 9:17 p.m.

TOWN OF JACKSON

ATTEST:

Hailey Morton Levinson, Mayor

Riley Taylor, Town Clerk

Minutes: rt. Publish JH News & Guide: October 16, 2024

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
7523	A43 ARCHITECTURE	2411	SERVER ROOM	10/02/2024	7,200.00	7,200.00	10/11/2024
Total 7523:					7,200.00	7,200.00	
51	ACE HARDWARE	878528	GARDEN SPRAYER	08/08/2024	69.96	69.96	10/11/2024
51	ACE HARDWARE	881815	SHELF CLIPS	09/06/2024	5.49	5.49	10/11/2024
51	ACE HARDWARE	883720	BATTERIES	09/24/2024	12.99	12.99	10/11/2024
51	ACE HARDWARE	884242	DECK SCREWS	09/30/2024	3.78	3.78	10/11/2024
51	ACE HARDWARE	884279	TUBING	09/30/2024	166.86	166.86	10/11/2024
51	ACE HARDWARE	884305	MARKERS	09/30/2024	24.47	24.47	10/11/2024
51	ACE HARDWARE	884380	COUPLERS	10/01/2024	109.41	109.41	10/11/2024
51	ACE HARDWARE	884389	GLOVES	10/01/2024	12.99	12.99	10/11/2024
51	ACE HARDWARE	884444	MENDRHOSE	10/01/2024	195.88	195.88	10/11/2024
51	ACE HARDWARE	884588	SPA CHEMICALS	10/02/2024	48.98	48.98	10/11/2024
51	ACE HARDWARE	884589	CREDIT	10/02/2024	24.99-	24.99-	10/11/2024
51	ACE HARDWARE	884595	HOSE CLAMP	10/02/2024	31.41	31.41	10/11/2024
51	ACE HARDWARE	884701	GRINDING WHEEL	10/03/2024	5.49	5.49	10/11/2024
51	ACE HARDWARE	884846	PAINT	10/04/2024	23.99	23.99	10/11/2024
51	ACE HARDWARE	885020	HUBLESS MASON	10/07/2024	19.95	19.95	10/11/2024
51	ACE HARDWARE	885106	ANCHOR WEDGE	10/07/2024	14.40	14.40	10/11/2024
51	ACE HARDWARE	885140	BOTLS	10/08/2024	21.97	21.97	10/11/2024
51	ACE HARDWARE	885221	PLIERS	10/08/2024	19.99	19.99	10/11/2024
51	ACE HARDWARE	885238	THREADED ROD	10/08/2024	14.97	14.97	10/11/2024
51	ACE HARDWARE	885253	FENDER WASH	10/08/2024	27.19	27.19	10/11/2024
Total 51:					805.18	805.18	
6861	ADVANCED NETWORK MANAG	BD0071965	ANALOG VOICE GATEWAY	09/26/2024	997.82	997.82	10/11/2024
Total 6861:					997.82	997.82	
2269	AFLAC	510714	ACCOUNT #y9599	09/25/2024	1,811.28	1,811.28	10/01/2024
Total 2269:					1,811.28	1,811.28	
5726	AMAZON	11KX-MTDY-C	TONER	09/30/2024	192.79	192.79	10/11/2024
5726	AMAZON	1713-MH79-9Q	WASHER FLUID TABLETS	09/20/2024	19.99	19.99	10/11/2024
5726	AMAZON	1CLW-96VP-3	PRIME MEMBERSHIP	09/26/2024	1,299.00	1,299.00	10/11/2024
5726	AMAZON	1LPP-M3TG-W	IPHONE GLASS	10/04/2024	24.63	24.63	10/11/2024
5726	AMAZON	1LVL-JXLD-VN	BINDER CLIPS	10/07/2024	63.87	63.87	10/11/2024
5726	AMAZON	1MYP-M4TL-4	WEBCAM	09/30/2024	199.99	199.99	10/11/2024
5726	AMAZON	1PYN--DP3V-4	BARGMAN	10/01/2024	69.90	69.90	10/11/2024
5726	AMAZON	1R3M-9YQV-1	MOVING BLANKETS	10/01/2024	64.35	64.35	10/11/2024
5726	AMAZON	1X9P-JN16-NK	TONER	10/03/2024	746.83	746.83	10/11/2024
Total 5726:					2,681.35	2,681.35	
6583	BESTDRIVE IDAHO FALLS	29006222	GMAX JST	09/13/2024	826.85	826.85	10/11/2024
Total 6583:					826.85	826.85	
7524	BILLER PRESS & MFG., INC	BP-9215	PARKING TICKET ENVELOPES	10/02/2024	886.50	886.50	10/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7524:					886.50	886.50	
3500	BISON LUMBER	2410-858017	BOLTS	10/08/2024	7.15	.00	
3500	BISON LUMBER	2410-858114	BOLTS	10/09/2024	7.15-	.00	
Total 3500:					.00	.00	
1560	BLUE SPRUCE CLEANERS,INC	100124PD	DRY CLEANING	10/01/2024	479.69	479.69	10/11/2024
1560	BLUE SPRUCE CLEANERS,INC	100924	DRY CLEANING SAM JEWISON	10/09/2024	308.56	308.56	10/11/2024
Total 1560:					788.25	788.25	
7394	BOLAND, ANITA	100724	NOVEMBER RENT	10/07/2024	2,200.00	2,200.00	10/11/2024
Total 7394:					2,200.00	2,200.00	
4634	BREAKFAST ROTARY OF JH	2605	QUARTERLY DUES MICHELLE	08/01/2024	175.00	175.00	10/11/2024
Total 4634:					175.00	175.00	
6727	BRIGGS, ERIC L	31669	TOOLS	10/03/2024	127.39	127.39	10/11/2024
Total 6727:					127.39	127.39	
7527	BROWNELL, HALEY	100124	REIMBURSE TRAVEL EXPENSE	10/01/2024	962.07	962.07	10/11/2024
Total 7527:					962.07	962.07	
6773	BUILD 22	100424	bond release 600 and 610 hall b2	10/04/2024	3,000.00	3,000.00	10/04/2024
Total 6773:					3,000.00	3,000.00	
7077	BURKHOLDER, SHAWN	100724	NOVEMBER RENT	10/07/2024	2,039.63	2,039.63	10/11/2024
Total 7077:					2,039.63	2,039.63	
102	CASELLE INC.	135912	CONTRACT SUPPORT	10/01/2024	1,973.00	1,973.00	10/11/2024
Total 102:					1,973.00	1,973.00	
447	CDW-GOVERNMENT	AA8B84A	MIMECAST	09/27/2024	1,051.11	1,051.11	10/11/2024
Total 447:					1,051.11	1,051.11	
544	CENTURYLINK	704737963	ACCOUNT NUMBER 75912352	09/20/2024	168.56	168.56	10/11/2024
Total 544:					168.56	168.56	
5967	CITY OF DRIGGS	BBSTART2025	BUS BARN RENT	09/30/2024	1,481.67	1,481.67	10/11/2024
Total 5967:					1,481.67	1,481.67	
514	CONRAD & BISCHOFF INC.	IN-284649-24	DEF BULK	10/04/2024	961.60	961.60	10/11/2024
514	CONRAD & BISCHOFF INC.	IN-288804-24	DEF BULK	10/07/2024	717.72	717.72	10/11/2024
Total 514:					1,679.32	1,679.32	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4887	CONTROL SYSTEM TECHNOLO	11355	WATER CONTROL SERVICE SN	10/08/2024	2,700.00	2,700.00	10/11/2024
4887	CONTROL SYSTEM TECHNOLO	11358	WWTP CONTROL SERVICE	10/08/2024	300.00	300.00	10/11/2024
4887	CONTROL SYSTEM TECHNOLO	11359	WATER CONTROL SERVICE	10/08/2024	1,050.00	1,050.00	10/11/2024
Total 4887:					4,050.00	4,050.00	
7500	CONWAY, LARS	100724	NOVEMBER RENT	10/07/2024	2,500.00	2,500.00	10/11/2024
Total 7500:					2,500.00	2,500.00	
1691	CORE & MAIN LP	V635418	MACH10	09/20/2024	9,303.40	9,303.40	10/11/2024
Total 1691:					9,303.40	9,303.40	
4918	DEAN'S PEST CONTROL LLC	94549	RODENT CONTROL	09/09/2024	110.00	110.00	10/11/2024
4918	DEAN'S PEST CONTROL LLC	94965	RODENT CONTROL	09/16/2024	60.00	60.00	10/11/2024
Total 4918:					170.00	170.00	
3881	DEX IMAGING	AR12061587	CONTRACT COPIER	10/01/2024	89.84	89.84	10/11/2024
Total 3881:					89.84	89.84	
6883	DIVISION OF CHILD SUPPORT	100224	DCSE CASE #0005405448	10/02/2024	509.23	509.23	10/02/2024
Total 6883:					509.23	509.23	
2175	DIVISION OF VICTIM SERVICES	100224	Crime Victim SurchAGE SEPTEM	10/02/2024	450.00	450.00	10/11/2024
Total 2175:					450.00	450.00	
3408	E.R. OFFICE EXPRESS	22365	STAMP	05/28/2024	25.39	25.39	10/11/2024
3408	E.R. OFFICE EXPRESS	22723	BATTERIES	09/27/2024	62.05	62.05	10/11/2024
3408	E.R. OFFICE EXPRESS	22754	STAMP	10/07/2024	36.99	36.99	10/11/2024
Total 3408:					124.43	124.43	
7521	ELEMENT PLUMBING, INC.	24107419	CAMERA LIME	10/08/2024	572.00	572.00	10/11/2024
Total 7521:					572.00	572.00	
1134	ENERGY LABORATORIES INC.	662013	INFLUENT AND EFFLUENT	09/30/2024	469.00	469.00	10/11/2024
1134	ENERGY LABORATORIES INC.	663287	INFLUENT AND EFFLUENT	10/04/2024	469.00	469.00	10/11/2024
1134	ENERGY LABORATORIES INC.	663289	BEFORE AND AFTER LIGHTS	10/04/2024	167.00	167.00	10/11/2024
Total 1134:					1,105.00	1,105.00	
7519	ERICKSON, CHRIS & LORI	100924	REFUND WATER BILLING	10/09/2024	245.22	245.22	10/11/2024
Total 7519:					245.22	245.22	
6552	ETNA TRADE PARK LLC	100724	NOVEMBER RENT	10/07/2024	4,062.00	4,062.00	10/11/2024
Total 6552:					4,062.00	4,062.00	
3885	EVIDENT	244338A	Evidence supplies	09/09/2024	997.00	997.00	10/11/2024
3885	EVIDENT	244338B	Evidence supplies	09/12/2024	56.30	56.30	10/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 3885:					1,053.30	1,053.30	
7462	EVOLUTION CONSTRUCTION, L	1070	CONCRETE WORK	07/26/2024	3,320.00	3,320.00	10/11/2024
7462	EVOLUTION CONSTRUCTION, L	1070	CONCRETE WORK	07/26/2024	19,946.00	19,946.00	10/11/2024
Total 7462:					23,266.00	23,266.00	
6779	FOSTER, KYLE	090924	REIMBURSE TRAVEL EXPENSE	09/09/2024	285.30	285.30	10/11/2024
Total 6779:					285.30	285.30	
7522	FOXTREE COUNTERTOPS	6994	COUTERTOP	10/02/2024	825.00	825.00	10/11/2024
Total 7522:					825.00	825.00	
668	FREEDOM MAILING SERVICE I	48831	UTILITY BILLING	10/04/2024	935.99	935.99	10/11/2024
668	FREEDOM MAILING SERVICE I	48831	UTILITY BILLING	10/04/2024	935.99	935.99	10/11/2024
668	FREEDOM MAILING SERVICE I	48831	INSERTS	10/04/2024	44.70	44.70	10/11/2024
Total 668:					1,916.68	1,916.68	
6452	FROG CREEK PARTNERS, LLC	1286	CAMP SERVICE GUTTER BINS	08/28/2024	1,546.00	1,546.00	10/11/2024
Total 6452:					1,546.00	1,546.00	
7497	GRIFFITH PARTNERSHIP LLC	100124	RENT 120 ASPEN	10/01/2024	1,750.00	1,750.00	10/10/2024
7497	GRIFFITH PARTNERSHIP LLC	100724	126 ASPEN NOVEMBER RENT	10/07/2024	1,600.00	1,600.00	10/11/2024
7497	GRIFFITH PARTNERSHIP LLC	100724	126 ASPEN LAST MONTH RENT	10/07/2024	1,600.00	1,600.00	10/11/2024
7497	GRIFFITH PARTNERSHIP LLC	100724	120 ASPEN RENT	10/07/2024	1,750.00	1,750.00	10/11/2024
7497	GRIFFITH PARTNERSHIP LLC	100724	126 ASPEN DEPOSIT	10/07/2024	1,600.00	1,600.00	10/11/2024
Total 7497:					8,300.00	8,300.00	
7518	GRIZZLY CARPENTRY & CONST	101024	REFUND BUSINESS LICENSE F	10/10/2024	121.00	121.00	10/11/2024
Total 7518:					121.00	121.00	
6913	H & R ENTERPRISES, LLC	557	UNIFORMS	09/18/2024	977.35	977.35	10/11/2024
Total 6913:					977.35	977.35	
7342	HARMONY DESIGN, INC	24419	E-BIKE SAFETY IMPROVEMENT	09/23/2024	462.50	462.50	10/11/2024
Total 7342:					462.50	462.50	
7169	HAWLEY, FLAVIANNA	092724	DOT PHYSICAL	09/27/2024	155.00	155.00	10/11/2024
Total 7169:					155.00	155.00	
4988	HD FOWLER COMPANY	I6824271	WATEROUS PACER	09/17/2024	4,154.09	4,154.09	10/11/2024
4988	HD FOWLER COMPANY	I6829813	SEWER SADDLE	09/22/2024	1,391.00	1,391.00	10/11/2024
4988	HD FOWLER COMPANY	I6834294	TAPPING SLEEVE AND FREIGH	09/25/2024	983.56	983.56	10/11/2024
4988	HD FOWLER COMPANY	I6843815	CARBIDE CUTTER	10/04/2024	1,379.63	1,379.63	10/11/2024
4988	HD FOWLER COMPANY	I6844129	FREIGHT	10/07/2024	25.00	25.00	10/11/2024
Total 4988:					7,933.28	7,933.28	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
96	HIGH COUNTRY LINEN	0464833	SHOP TOWELS	09/23/2024	86.31	86.31	10/11/2024
96	HIGH COUNTRY LINEN	0465229	MATS @ TOWN HALL	09/24/2024	237.25	237.25	10/11/2024
96	HIGH COUNTRY LINEN	0465348	MATS @ SHELTER	09/25/2024	77.62	77.62	10/11/2024
96	HIGH COUNTRY LINEN	0466248	MATS @ HOME RANCH	09/30/2024	23.45	23.45	10/11/2024
96	HIGH COUNTRY LINEN	0466657	MATS @ WWTP	10/02/2024	66.85	66.85	10/11/2024
Total 96:					491.48	491.48	
503	HUNT CONSTRUCTION INC	22522	ASPHALT PATCH	10/01/2024	9,825.00	9,825.00	10/11/2024
Total 503:					9,825.00	9,825.00	
4736	IDAHO CHILD SUPPORT RECEI	100224	case#426985	10/02/2024	564.20	564.20	10/02/2024
Total 4736:					564.20	564.20	
106	INTERSTATE BATTERY	950001331	BATTERIES	04/22/2024	883.75	883.75	10/11/2024
106	INTERSTATE BATTERY	950003222	BATTERIES	09/23/2024	.00	.00	
106	INTERSTATE BATTERY	950003408	BATTERIES	10/07/2024	268.90	268.90	10/11/2024
Total 106:					1,152.65	1,152.65	
6954	IVY OUTDOOR SERVICES LLC	0000105	BUS ROUTE TRASH SEPTEMBE	10/01/2024	2,080.00	2,080.00	10/11/2024
6954	IVY OUTDOOR SERVICES LLC	0000107	SEPTEMBER TRASH ROUTE	10/01/2024	16,742.00	16,742.00	10/11/2024
Total 6954:					18,822.00	18,822.00	
7163	JACKSON GROUP LOCKBOX	679583IF	PARTS	10/01/2024	658.05	658.05	10/11/2024
7163	JACKSON GROUP LOCKBOX	679583IFX1	CARTRIDGE	10/03/2024	3,178.78	3,178.78	10/11/2024
7163	JACKSON GROUP LOCKBOX	679583IFX2	KIT CARTRIDGE	10/08/2024	2,194.70	2,194.70	10/11/2024
7163	JACKSON GROUP LOCKBOX	680019IF	FILTER	10/08/2024	151.14	151.14	10/11/2024
Total 7163:					6,182.67	6,182.67	
858	JACKSON HOLE COMMUNITY H	100424	RELEASE BOND 620 E HANSEN	10/04/2024	5,000.00	5,000.00	10/04/2024
Total 858:					5,000.00	5,000.00	
6474	JACKSON HOLE LAW, PC	2353	LEGAL SERVICES SEPTEMBER	09/30/2024	3,505.00	3,505.00	10/11/2024
Total 6474:					3,505.00	3,505.00	
131	JACKSON HOLE NEWS & GUID	370603	AD#431924	10/02/2024	42.75	42.75	10/11/2024
131	JACKSON HOLE NEWS & GUID	370603	AD#431924	10/02/2024	42.75	42.75	10/11/2024
131	JACKSON HOLE NEWS & GUID	370633	AD#431926	10/02/2024	66.50	66.50	10/11/2024
131	JACKSON HOLE NEWS & GUID	370641	AD#432117	10/02/2024	38.00	38.00	10/11/2024
131	JACKSON HOLE NEWS & GUID	370665	AD#432105	10/02/2024	456.00	456.00	10/11/2024
131	JACKSON HOLE NEWS & GUID	370666	AD#432066	10/02/2024	456.00	456.00	10/11/2024
Total 131:					1,102.00	1,102.00	
114	JACKSON LUMBER INC	0001029351-0	MDF SLAB	09/27/2024	120.41	120.41	10/11/2024
Total 114:					120.41	120.41	
115	JACKSON PAINT AND GLASS, I	135319	WINDSHIELD	07/26/2024	1,120.00	1,120.00	10/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 115:					1,120.00	1,120.00	
239	JH20 WATER CONDITIONING &	4714	water for lab testing	09/17/2024	72.50	72.50	10/11/2024
Total 239:					72.50	72.50	
7118	JONES SIMKINS	61979	FY24 AUDIT	09/30/2024	42,260.00	42,260.00	10/11/2024
Total 7118:					42,260.00	42,260.00	
139	JORGENSEN ASSOCIATES, PC	54646	22182 MILLWARD	10/03/2024	3,863.72	3,863.72	10/11/2024
Total 139:					3,863.72	3,863.72	
5537	KEENAN, PETER	100724	NOVEMBER RENT VIRGINIAN 5	10/07/2024	2,300.00	2,300.00	10/11/2024
Total 5537:					2,300.00	2,300.00	
5606	LADD, BRIAN	092624	DOT PHYSICAL	09/26/2024	155.00	155.00	10/11/2024
Total 5606:					155.00	155.00	
6807	LANGUAGE TESTING INTERNA	L91190-IN	SPANISH TESTING	10/05/2024	177.00	177.00	10/11/2024
Total 6807:					177.00	177.00	
7375	LEADSONLINE LLC	414159	SERVICE PACKAGE	09/15/2024	3,886.00	3,886.00	10/11/2024
Total 7375:					3,886.00	3,886.00	
6999	LOCKHART CATTLE COMPANY	2022-1038	HAY	10/01/2024	17,980.00	17,980.00	10/11/2024
Total 6999:					17,980.00	17,980.00	
156	LOWER VALLEY ENERGY INC	100724	NOVEMBER RENT	10/07/2024	3,000.00	3,000.00	10/10/2024
156	LOWER VALLEY ENERGY INC	92050-002 09-	3150 S ADAMS CANYON DR, JA	09/30/2024	163.74	163.74	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-003 09-	SPRUCE DR PUMP HOUSE, JA	09/30/2024	375.61	375.61	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-008 09-	CEMETERY, JACKSON, WY 20	09/30/2024	44.10	44.10	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-010 09-	ELY SPRINGS RD WELL 6,7,8, J	09/30/2024	2,618.37	2,618.37	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-014 09-	135 E BROADWAY AVE HEAT TA	09/30/2024	17.79	17.79	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-017 09-	WASTE WATER TRTMT INTERM	09/30/2024	16.00	16.00	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-019 09-	RANGEVIEW DR LIFT PUMP CO	09/30/2024	60.13	60.13	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-021 09-	150 E PEARL AVE, JACKSON, W	09/30/2024	1,167.48	1,167.48	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-024 09-	1605 BERGER LN SEWER LIFT	09/30/2024	18.56	18.56	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-025 09-	450 W SNOW KING AVE NEW S	09/30/2024	474.72	474.72	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-026 09-	450 W SNOW KING AVE SHOP, J	09/30/2024	145.51	145.51	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-044 09-	610 SNOW KING DR ESTATES B	09/30/2024	259.28	259.28	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-047 09-	WASTE WATER TRTMT UV BLD	09/30/2024	16.00	16.00	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-049 09-	WASTE WATER TRTMT PTB 545	09/30/2024	11,550.17	11,550.17	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-050 09-	2 MG TANK, JACKSON, WY 200	09/30/2024	17.91	17.91	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-051 09-	WELL #5 KARNs MEADOW DR,	09/30/2024	2,888.49	2,888.49	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-052 09-	675 E BROADWAY AVE WELL #1	09/30/2024	2,398.85	2,398.85	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-053 09-	WELLS #2 & #3, JACKSON, WY	09/30/2024	2,671.20	2,671.20	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-054 09-	CITY WELL ELK REF 1, JACKSO	09/30/2024	13.73	13.73	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-055 09-	CITY WELL ELK REF 2, JACKSO	09/30/2024	13.73	13.73	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-059 09-	440 W SNOW KING AVE POLICE	09/30/2024	10.78	10.78	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-060 09-	400 W SNOW KING AVE S GAR,	09/30/2024	32.95	32.95	10/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-061 09-	400 W SNOW KING AVE PUBLIC	09/30/2024	68.42	68.42	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-074 09-	CRABTREE LN THAW WELL #2,	09/30/2024	16.24	16.24	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-075 09-	HIGH SCHOOL RD THAW WELL	09/30/2024	26.27	26.27	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-077 09-	685 E HANSEN AVE, JACKSON,	09/30/2024	27.52	27.52	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-078 09-	145 W HANSEN AVE FRONT, JA	09/30/2024	106.94	106.94	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-079 09-	145 W HANSEN AVE BACK, JAC	09/30/2024	54.53	54.53	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-082 09-	400 W SNOW KING AVE E STOR	09/30/2024	28.51	28.51	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-089 09-	685 E HANSEN AVE, JACKSON,	09/30/2024	6.34	6.34	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-090 09-	955 MAPLE WAY, JACKSON, WY	09/30/2024	47.22	47.22	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-092 09-	3150 S ADAMS CANYON DR ANI	09/30/2024	90.71	90.71	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-102 09-	145 W HANSEN AVE FRONT, JA	09/30/2024	37.38	37.38	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-105-382	MULTIPLE STREET LIGHTS	09/30/2024	2,641.49	2,641.49	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-106 09-	940 SIMON LN, JACKSON, WY	09/30/2024	75.41	75.41	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-114 09-3	210 N CACHE ST HOME RANCH	09/30/2024	246.34	246.34	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-126 09-	SPRING WATER LN LIFT STATIO	09/30/2024	31.16	31.16	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-127 09-	3337 S CODY CREEK DR LIFT S	09/30/2024	141.26	141.26	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-131 09-	195 E DELONEY AVE RESTROO	09/30/2024	142.92	142.92	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-132 09-	160 S MILLWARD ST PARKING	09/30/2024	1,622.68	1,622.68	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-134 09-	160 S MILLWARD ST PARKING	09/30/2024	6.34	6.34	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-334 09-	JOSEPHINE LOOP LOT 15 LIFT	09/30/2024	76.68	76.68	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-341 09-	210 N CACHE ST HOME RANCH	09/30/2024	28.51	28.51	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-345 09-	930 SIMON LN, JACKSON, WY	09/30/2024	87.55	87.55	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-356 09-	55 KARNS MEADOW DR START	09/30/2024	2,322.44	2,322.44	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-357 09-	55 KARNS MEADOW DR START	09/30/2024	3,108.95	3,108.95	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-359 09-	MILLER PARK PARKING LOT CH	09/30/2024	203.29	203.29	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-361 09-	625 W BROADWAY AVE NEW P	09/30/2024	21.28	21.28	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-363 09-	455 VINE ST UTIL, JACKSON, W	09/30/2024	49.59	49.59	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-364 09-	65 VIRGINIAN LN #5, JACKSON,	09/30/2024	37.87	37.87	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-365 09-	65 VIRGINIAN LN #7, JACKSON,	09/30/2024	57.32	57.32	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-367 09-	455 VINE ST APT #3, JACKSON,	09/30/2024	47.72	47.72	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-368 09-	455 VINE ST APT #4, JACKSON,	09/30/2024	46.36	46.36	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-370 09-	2022 WILDFLOWER CT, JACKS	09/30/2024	44.77	44.77	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-371 09-	2022 WILDFLOWER CT, JACKS	09/30/2024	35.76	35.76	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-374 09-	455 VINE ST APT #1, JACKSON,	09/30/2024	34.77	34.77	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-375 09-	155 E PEARL AVE, JACKSON, W	09/30/2024	22.84	22.84	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-376 09-	149 E PEARL AVE, JACKSON, W	09/30/2024	39.50	39.50	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-378 09-	145 E PEARL AVE #A EAST, JAC	09/30/2024	30.92	30.92	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-383 09-	SNOW KING DR WATER TANK C	09/30/2024	17.53	17.53	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-385 09-	85 N SPRING GULCH RD SPRIN	09/30/2024	132.86	132.86	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-388 09-	121 SHERWOOD CT BLDG 2 BU	09/30/2024	23.94	23.94	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-389 09-	1640 MARTIN LN LIFT STATION,	09/30/2024	21.02	21.02	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-390 09-	400 W SNOW KING AVE HOUSI	09/30/2024	163.02	163.02	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-391 09-	400 W SNOW KING AVE PARK M	09/30/2024	176.32	176.32	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-392 09-	400 W SNOW KING AVE ADMIN,	09/30/2024	360.10	360.10	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-393 09-	400 W SNOW KING AVE EMPLO	09/30/2024	279.95	279.95	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-395 09-	145 E PEARL AVE #C LOFT, JAC	09/30/2024	39.12	39.12	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-396 09-	145 E PEARL AVE HSE/CMN, JA	09/30/2024	61.43	61.43	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-397 09-	145 E PEARL AVE #B WEST, JA	09/30/2024	28.00	28.00	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-398 09-	155 E PEARL AVE, JACKSON, W	09/30/2024	47.87	47.87	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-399 09-	155 E PEARL AVE, JACKSON, W	09/30/2024	52.73	52.73	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-401 09-	455 VINE ST APT #2, JACKSON,	09/30/2024	91.16	91.16	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-405 09-	3585 S CANADIAN DR, JACKSO	09/30/2024	71.83	71.83	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-406 09-	3585 S CANADIAN DR, JACKSO	09/30/2024	8.17	8.17	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-407 09-	130 E KELLY AVE #23, JACKSO	09/30/2024	39.78	39.78	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-411 09-3	1540 MARTIN LN H-FRAME MET	09/30/2024	16.24	16.24	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-413 09-	76 E CIRCLE DR, THAYNE, WY	09/30/2024	22.04	22.04	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-416 09-	350 N MILLWARD ST #5, JACKS	09/30/2024	25.57	25.57	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-418 09-	355 W DELONEY AVE E-5, JACK	09/30/2024	50.75	50.75	10/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-419 09-	55 VIRGINIAN LN #4, JACKSON,	09/30/2024	51.54	51.54	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-420 09-	355 W DELONEY AVE A-5, JACK	09/30/2024	40.27	40.27	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-421 09-	268 SAWMILL RD, ALPINE, WY	09/30/2024	19.57	19.57	10/11/2024
156	LOWER VALLEY ENERGY INC	92050-423 09-	120 ASPEN DR, JACKSON, WY	09/30/2024	26.41	26.41	10/11/2024
Total 156:					41,556.12	41,556.12	
7520	MAGNET FORENSICS, LLC	SIN072289	GRAYKEY LICENSES	09/13/2024	11,820.00	11,820.00	10/11/2024
Total 7520:					11,820.00	11,820.00	
7112	MARKMAN, JASON	100724	NOVEMBER RENT	10/07/2024	2,800.00	2,800.00	10/11/2024
7112	MARKMAN, JASON	100724	INTERNET	10/07/2024	35.00	35.00	10/11/2024
Total 7112:					2,835.00	2,835.00	
7529	MOGUL HOSPITALITY PARTNE	6195	SURETY BOND	08/26/2024	19,260.00	19,260.00	10/11/2024
Total 7529:					19,260.00	19,260.00	
257	NAPA AUTO PARTS INC.	231496	ADJUSTABLE WRENCH	06/27/2024	197.02	197.02	10/11/2024
257	NAPA AUTO PARTS INC.	239168	tubing	07/25/2024	17.88	17.88	10/11/2024
257	NAPA AUTO PARTS INC.	242755	GLOVES	08/07/2024	28.99	28.99	10/11/2024
257	NAPA AUTO PARTS INC.	243957	FILTER	08/12/2024	140.91	140.91	10/11/2024
257	NAPA AUTO PARTS INC.	246132	D EARTH	08/19/2024	59.95	59.95	10/11/2024
257	NAPA AUTO PARTS INC.	255898	PROTECTANT	09/26/2024	77.94	77.94	10/11/2024
257	NAPA AUTO PARTS INC.	256573	CID V8	09/30/2024	23.30	23.30	10/11/2024
257	NAPA AUTO PARTS INC.	256864	FILTERS	10/01/2024	20.00	20.00	10/11/2024
257	NAPA AUTO PARTS INC.	257261	FILTER	10/02/2024	40.00	40.00	10/11/2024
257	NAPA AUTO PARTS INC.	257382	FILTER	10/02/2024	51.64	51.64	10/11/2024
257	NAPA AUTO PARTS INC.	257489	FILTER	10/03/2024	53.28	53.28	10/11/2024
257	NAPA AUTO PARTS INC.	257709	FILTER	10/04/2024	8.88	8.88	10/11/2024
257	NAPA AUTO PARTS INC.	258272	STEMCO	10/07/2024	21.45	21.45	10/11/2024
257	NAPA AUTO PARTS INC.	258415	OIL FILTER	10/07/2024	73.51	73.51	10/11/2024
257	NAPA AUTO PARTS INC.	258421	BREAKAWAY KIT	10/07/2024	70.89	70.89	10/11/2024
257	NAPA AUTO PARTS INC.	258804	PROTECTANT	10/09/2024	24.97	24.97	10/11/2024
Total 257:					910.61	910.61	
7525	OLMSTEAD, NICOLE	100724	REIMBURSE TRAVEL EXPENSE	10/07/2024	1,330.98	1,330.98	10/11/2024
Total 7525:					1,330.98	1,330.98	
1504	ONE CALL OF WYOMING	72866	SEPTEMBER TICKETS	10/07/2024	276.37	276.37	10/11/2024
1504	ONE CALL OF WYOMING	72866	SEPTEMBER TICKETS	10/07/2024	276.38	276.38	10/11/2024
Total 1504:					552.75	552.75	
3512	PARKSON CORPORATION	AR1/51041445	rOTATING BRUSH	09/30/2024	2,096.33	2,096.33	10/11/2024
Total 3512:					2,096.33	2,096.33	
7242	PITTS, SAMANTHA	101024	IT HARDWARE	10/10/2024	77.83	77.83	10/11/2024
Total 7242:					77.83	77.83	
7508	POINT S DRIGGS	6013373	TIRES	09/30/2024	5,856.16	5,856.16	10/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7508:					5,856.16	5,856.16	
6483	PREMIER TRUCK- SALT LAKE C	775630666	BELT	08/22/2024	124.24	124.24	10/11/2024
6483	PREMIER TRUCK- SALT LAKE C	775644384	VALVE PRESS	10/07/2024	294.96	294.96	10/11/2024
6483	PREMIER TRUCK- SALT LAKE C	M77500004683	KIT	07/18/2024	962.26	962.26	10/11/2024
Total 6483:					1,381.46	1,381.46	
4922	PREMIER VEHICLE INSTALLATI	45475	BREAKOUT BOX	09/28/2024	1,800.00	1,800.00	10/11/2024
Total 4922:					1,800.00	1,800.00	
7528	QUALITY AIR SOLUTIONS LLC	477	DRYER VENT CLEAN OUT	09/26/2024	485.00	485.00	10/11/2024
Total 7528:					485.00	485.00	
7066	R & A SAFETY LLC	44782	PRE EMPLOY	07/10/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	44786	PRE EMPLOY	07/09/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	44799	POST ACCIDNET	07/11/2024	115.50	115.50	10/11/2024
7066	R & A SAFETY LLC	44805	PRE EMPLOY	07/10/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	44806	PRE EMPLOY	07/11/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	44810	RANDOM	07/12/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	44835	RANDOM	07/15/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	44882	PRE EMPLOY	07/19/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	44885	RANDOM	07/19/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	44894	PRE EMPLOY	07/22/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	44899	PRE EMPLOY	07/19/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	44946	PRE-EMPLOY	07/29/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	44952	PRE EMPLOY	07/31/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	44992	PRE EMPLOY	08/01/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45028	PRE EMPLOY	08/12/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45044	PRE EMPLOY	08/15/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45054	PRE EMPLOY	08/19/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45073	PRE EMPLOY	08/22/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45087	RANDOM	08/23/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45088	PRE EMPLOY	08/26/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45097	PRE EMPLOY	08/22/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45101	PRE EMPLOY	08/27/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45104	PRE EMPLOY	08/26/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45119	PRE EMPLOY	08/22/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45120	RANDOM	08/29/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45132	PRE EMPLOY	08/30/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45191	PRE EMPLOY	09/10/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45202	PREM EMPLOY	09/11/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45224	RANDOM	09/14/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45250	PRE EMPLOY	09/18/2024	181.00	181.00	10/11/2024
7066	R & A SAFETY LLC	45254	PRE EMPLOY	09/18/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45266	PRE EMPLOY	09/17/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45302	PRE EMPLOY	09/24/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45315	PRE EMPLOY	09/24/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45321	DOT PRE-EMPLOY	09/27/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	45336	RANDOM	09/30/2024	90.50	90.50	10/11/2024
7066	R & A SAFETY LLC	95168	PRE EMPLOY	09/07/2024	90.50	90.50	10/11/2024
Total 7066:					3,464.00	3,464.00	
3761	RAE, JOSHUA	21 1024	CACHE STREET BOARDWALK	10/08/2024	49,280.00	49,280.00	10/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 3761:					49,280.00	49,280.00	
7460	RAMANATHAN, BRINDA	100724	NOVEMBER RENT	10/07/2024	2,500.00	2,500.00	10/11/2024
Total 7460:					2,500.00	2,500.00	
4723	RON'S TOWING LLC	24-36229	TOW FEE	09/21/2024	250.00	250.00	10/11/2024
4723	RON'S TOWING LLC	24-36389	TOW	10/04/2024	406.25	406.25	10/11/2024
4723	RON'S TOWING LLC	24-36390	TOW FEE	10/04/2024	325.00	325.00	10/11/2024
Total 4723:					981.25	981.25	
861	ROTARY CLUB OF JACKSON H	1442	MEMBERSHIP DUES TYLER SIN	10/01/2024	275.00	275.00	10/11/2024
861	ROTARY CLUB OF JACKSON H	1442-2	MEMBERSHIP DUES TYLER SIN	10/07/2024	100.00	100.00	10/11/2024
Total 861:					375.00	375.00	
4691	SCHOW'S TRUCK CENTER	C005058558:0	CAST KIT	07/25/2024	637.76	637.76	10/11/2024
Total 4691:					637.76	637.76	
4720	SILVERSTAR	54639 1024	MONTHLY SERVICES	10/01/2024	2,737.00	2,737.00	10/11/2024
4720	SILVERSTAR	654791 1024	MONTHLY SERVICES	10/01/2024	869.73	869.73	10/11/2024
4720	SILVERSTAR	6668	WIRING AND WIFI	08/28/2024	243.60	243.60	10/11/2024
Total 4720:					3,850.33	3,850.33	
4699	SNAKE RIVER ROASTING	83376	COFFEE	10/02/2024	345.00	345.00	10/11/2024
Total 4699:					345.00	345.00	
7479	SPACESAVER INTERNATIONAL,	127459C	CHANGE ORDER	10/02/2024	550.00	550.00	10/11/2024
Total 7479:					550.00	550.00	
1505	SPRING CREEK ANIMAL HOSPI	5334621698	ANIMAL CARE	01/29/2024	91.18	91.18	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334622105	ANIMAL CARE	02/08/2024	117.95	117.95	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334622216	ANIMAL CARE	02/12/2024	149.55	149.55	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334622995	ANIMAL CARE	02/28/2024	39.80	39.80	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334625587	ANIMAL CARE	04/30/2024	120.00	120.00	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334625845	ANIMAL CARE	05/06/2024	411.03	411.03	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334626177	ANIMAL CARE	05/13/2024	234.63	234.63	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334626178	ANIMAL CARE	05/13/2024	44.68	44.68	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334626179	ANIMAL CARE	05/13/2024	44.67	44.67	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334627881	ANIMAL CARE	06/18/2024	96.00	96.00	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334630852	ANIMAL CARE	08/14/2024	68.10	68.10	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334631005	ANIMAL CARE	08/17/2024	136.98	136.98	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334631195	ANIMAL CARE	08/22/2024	207.60	207.60	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334631667	ANIMAL CARE	09/03/2024	234.16	234.16	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334631668	ANIMAL CARE	09/03/2024	32.26	32.26	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334631669	ANIMAL CARE	09/03/2024	27.94	27.94	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334631750	ANIMAL CARE	09/04/2024	32.26	32.26	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334631973	ANIMAL CARE	09/09/2024	32.26	32.26	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334632587	ANIMAL CARE	09/23/2024	216.55	216.55	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334632588	ANIMAL CARE	09/23/2024	13.86	13.86	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334632589	ANIMAL CARE	09/23/2024	270.87	270.87	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334632590	ANIMAL CARE	09/23/2024	51.92	51.92	10/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1505	SPRING CREEK ANIMAL HOSPI	5334632644	ANIMAL CARE	09/25/2024	23.25	23.25	10/11/2024
1505	SPRING CREEK ANIMAL HOSPI	5334632645	ANIMAL CARE	09/25/2024	758.48	758.48	10/11/2024
Total 1505:					3,455.98	3,455.98	
7517	SPRINGWATER DEVELOPMENT	100324	HIDDEN HOLLOW LANDSCAPE	10/03/2024	31,250.00	31,250.00	10/04/2024
7517	SPRINGWATER DEVELOPMENT	100424	RELEASE BOND HIDDEN HOLL	10/04/2024	1,000.00	1,000.00	10/04/2024
Total 7517:					32,250.00	32,250.00	
6838	SPSC POA - South Park Services	100124	WATER AND LOT FEE	10/01/2024	303.82	303.82	10/11/2024
Total 6838:					303.82	303.82	
7227	STEPHENS, TALON	1010124	IT HARDWARE	10/10/2024	77.83	77.83	10/11/2024
Total 7227:					77.83	77.83	
7478	STEWART, DANIEL	101024	MOVING EXPENSES	10/10/2024	2,511.50	2,511.50	10/11/2024
Total 7478:					2,511.50	2,511.50	
7088	STONE, KIRK	100724	NOVEMBER RENT	10/07/2024	3,087.00	3,087.00	10/11/2024
Total 7088:					3,087.00	3,087.00	
5055	STOTZ EQUIPMENT	P09052	CUTTERBAR	07/20/2024	539.15	539.15	10/11/2024
Total 5055:					539.15	539.15	
6660	SUBLETTE COUNTY SHERIFF'S	1425	JACKSON AIRPORT SERVICES	09/19/2024	1,072.50	1,072.50	10/11/2024
Total 6660:					1,072.50	1,072.50	
4933	SYMBOLARTS, LLC	0504207	BADGES	09/16/2024	630.00	630.00	10/11/2024
Total 4933:					630.00	630.00	
1443	TETON COUNTY CLERK	100224H	HOUSING MONTHLY CONTRIBU	10/02/2024	49,074.83	49,074.83	10/11/2024
1443	TETON COUNTY CLERK	100424FE	FIRE EMS MONTHLY CONTRIB	10/04/2024	281,998.83	281,998.83	10/11/2024
1443	TETON COUNTY CLERK	100924PR	PARK AND REC MONTHLY CON	10/09/2024	243,267.50	243,267.50	10/11/2024
Total 1443:					574,341.16	574,341.16	
581	TETON COUNTY INTEGRATED	10056	CARDBOARD PICKUP	10/03/2024	552.00	552.00	10/11/2024
581	TETON COUNTY INTEGRATED	100724	1ST QUARTER BAG FEE	10/07/2024	28,461.55	28,461.55	10/11/2024
581	TETON COUNTY INTEGRATED	693122	DUMP FEE	09/19/2024	56.00	56.00	10/11/2024
581	TETON COUNTY INTEGRATED	694155	DUMP FEE	09/25/2024	47.00	47.00	10/11/2024
581	TETON COUNTY INTEGRATED	694167	DUMP FEE	09/25/2024	75.00	75.00	10/11/2024
Total 581:					29,191.55	29,191.55	
6902	TETON COUNTY PUBLIC WORK	2025-1	TASK WORK ORDER #2 STILSO	09/19/2024	30,360.31	30,360.31	10/11/2024
6902	TETON COUNTY PUBLIC WORK	2025-1	TASK WORK ORDER #1 GRANT	09/19/2024	5,645.16	5,645.16	10/11/2024
6902	TETON COUNTY PUBLIC WORK	2025-1	TASK WORK ORDER #3 PUBLIC	09/19/2024	122.53	122.53	10/11/2024
Total 6902:					36,128.00	36,128.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
55	TETON COUNTY SHERIFF'S-JAI	683	SEPTEMBER INMATES	10/01/2024	3,325.00	3,325.00	10/11/2024
Total 55:					3,325.00	3,325.00	
614	TETON COUNTY TREASURER	01-001262 202	3500 SOUTH PARK2024 PROPE	09/10/2024	8,257.78	8,257.78	10/11/2024
614	TETON COUNTY TREASURER	OJ-000287 202	410 SCOTT LANE2024 PROPER	09/10/2024	3,728.26	3,728.26	10/11/2024
614	TETON COUNTY TREASURER	OJ-000327 202	145 WEST HANSEN2024 PROPE	09/10/2024	1,386.00	1,386.00	10/11/2024
614	TETON COUNTY TREASURER	OJ-000327 202	145 WEST HANSEN2024 PROPE	09/10/2024	1,385.99	1,385.99	10/11/2024
614	TETON COUNTY TREASURER	OJ-000327 202	145 WEST HANSEN2024 PROPE	09/10/2024	1,386.00	1,386.00	10/11/2024
614	TETON COUNTY TREASURER	OJ-000327 202	145 WEST HANSEN2024 PROPE	09/10/2024	1,386.00	1,386.00	10/11/2024
614	TETON COUNTY TREASURER	OJ-000665 202	940 SIMON LANE2024 PROPER	09/10/2024	3,320.64	3,320.64	10/11/2024
614	TETON COUNTY TREASURER	OJ-000955 202	955 MAPLE WAY2024 PROPERT	09/10/2024	2,940.52	2,940.52	10/11/2024
614	TETON COUNTY TREASURER	OJ-001154 202	455 VINE STREET2024 PROPER	09/10/2024	1,533.53	1,533.53	10/11/2024
614	TETON COUNTY TREASURER	OJ-001154 202	455 VINE STREET2024 PROPER	09/10/2024	1,533.54	1,533.54	10/11/2024
614	TETON COUNTY TREASURER	OJ-001154 202	455 VINE STREET2024 PROPER	09/10/2024	1,533.54	1,533.54	10/11/2024
614	TETON COUNTY TREASURER	OJ-001154 202	455 VINE STREET2024 PROPER	09/10/2024	1,533.54	1,533.54	10/11/2024
614	TETON COUNTY TREASURER	OJ-001631 202	930 SIMON LANE2024 PROPER	09/10/2024	3,166.88	3,166.88	10/11/2024
614	TETON COUNTY TREASURER	OJ-005483 202	675 E HANSEN2024 PROPERTY	09/10/2024	7,181.15	7,181.15	10/11/2024
614	TETON COUNTY TREASURER	OJ-005484 202	685 EAST HANSEN2024 PROPE	09/10/2024	8,727.49	8,727.49	10/11/2024
614	TETON COUNTY TREASURER	OJ-006074 202	155 E PEARL2024 PROPERTY T	09/10/2024	25,981.47	25,981.47	10/11/2024
614	TETON COUNTY TREASURER	OJ-007164 202	65 VIRGINIAN LANE2024 PROP	09/10/2024	2,065.09	2,065.09	10/11/2024
614	TETON COUNTY TREASURER	OJ-007166 202	65 VIRGINIAN LANE2024 PROP	09/10/2024	2,063.66	2,063.66	10/11/2024
Total 614:					79,111.08	79,111.08	
1614	TETON COUNTY-FUND 10	100224D	SEPTEMBER DISPATCH	10/02/2024	56,359.84	56,359.84	10/11/2024
1614	TETON COUNTY-FUND 10	100224EM	SEPTEMBER EMERGENCY MA	10/02/2024	17,363.06	17,363.06	10/11/2024
1614	TETON COUNTY-FUND 10	100224P	SEPTEMBER PLANNING	10/02/2024	8,249.44	8,249.44	10/11/2024
1614	TETON COUNTY-FUND 10	100224P	SEPTEMBER PLANNING	10/02/2024	6,162.06	6,162.06	10/11/2024
1614	TETON COUNTY-FUND 10	100224PATH	SEPTEMBER PATHWAYS	10/02/2024	6,454.96	6,454.96	10/11/2024
1614	TETON COUNTY-FUND 10	100724AC	NOVEMBER RENT ADAMS CAN	10/07/2024	4,024.00	4,024.00	10/11/2024
1614	TETON COUNTY-FUND 10	100724AC	SECURITY DEPOSIT	10/07/2024	4,024.00	4,024.00	10/11/2024
Total 1614:					102,637.36	102,637.36	
166	TETON COUNTY-FUND 19	100124C	SEPTEMBER 2024 CAPITAL	10/01/2024	45,958.86	45,958.86	10/11/2024
Total 166:					45,958.86	45,958.86	
268	TETON MOTORS INC	5111197	MOULDING	09/17/2024	130.90	130.90	10/11/2024
268	TETON MOTORS INC	5111237	HANDLE	09/20/2024	10.11	10.11	10/11/2024
268	TETON MOTORS INC	5111355	STEERING GEAR	10/01/2024	1,952.50	1,952.50	10/11/2024
268	TETON MOTORS INC	5111396	PIPE CONNECTOR	10/07/2024	61.48	61.48	10/11/2024
268	TETON MOTORS INC	5111414	TANK	10/08/2024	70.19	70.19	10/11/2024
268	TETON MOTORS INC	5111415	SONNECTOR	10/08/2024	36.46	36.46	10/11/2024
268	TETON MOTORS INC	5111416	CREDIT	10/08/2024	400.00-	400.00-	10/11/2024
Total 268:					1,861.64	1,861.64	
5895	TETON MOUNTAIN RANCH	5937	DUMP FEE	09/18/2024	2,750.00	2,750.00	10/11/2024
Total 5895:					2,750.00	2,750.00	
3162	TETON TRASH REMOVAL, INC.	24 OCT 635	145 HANSEN TRASH	10/01/2024	114.00	114.00	10/11/2024
Total 3162:					114.00	114.00	
3237	THE AFTERMARKET PARTS CO	83513068	DRYER ARM	09/25/2024	7,308.12	7,308.12	10/11/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 3237:					7,308.12	7,308.12	
6591	T-MOBILE	967529416 102	MONTHLY SERVICE	10/01/2024	31.15	31.15	10/11/2024
Total 6591:					31.15	31.15	
7483	TODAY CASH	100224	garnishment gable 2831795	10/02/2024	113.54	113.54	10/02/2024
Total 7483:					113.54	113.54	
7311	TOP TIER TOOLS LLC	CEP39912040	CRIMED CUP, PRYBAR KIT	10/08/2024	65.50	65.50	10/11/2024
Total 7311:					65.50	65.50	
4649	ULINE	183014239	STORAGE CABINET	09/12/2024	728.54	728.54	10/11/2024
Total 4649:					728.54	728.54	
7361	US HOMES LLC	100724	NOVEMBER RENT	10/07/2024	1,638.00	1,638.00	10/11/2024
Total 7361:					1,638.00	1,638.00	
7526	UTAH PEACH OFFICER STAND	093024	REGISTRATION FOR ROJAS	09/30/2024	2,175.00	2,175.00	10/11/2024
Total 7526:					2,175.00	2,175.00	
517	WAM	18052	FALL WORKSHOP REGISTRATI	09/01/2024	105.00	105.00	10/11/2024
Total 517:					105.00	105.00	
4848	WAMCO LAB, INC.	15001	SMRQA STUDY	10/01/2024	180.00	180.00	10/11/2024
Total 4848:					180.00	180.00	
7530	WARREN, JOE	101024	TRAVEL REIMBURSEMENT	10/10/2024	2,460.98	2,460.98	10/11/2024
Total 7530:					2,460.98	2,460.98	
192	WEBER, MICHELLE	100724	TRAINING REIMBURSE	10/07/2024	1,266.00	1,266.00	10/11/2024
Total 192:					1,266.00	1,266.00	
6226	WEST COAST CODE CONSULT	UT24-579B-00	PLAN REVIEW SERVICES	05/07/2024	3,935.00	3,935.00	10/11/2024
6226	WEST COAST CODE CONSULT	UT24-579B-00	PLAN REVIEW FEES	06/04/2024	2,225.00	2,225.00	10/11/2024
Total 6226:					6,160.00	6,160.00	
472	WHITE GLOVE CLEANING, INC.	9843	CORE SERVICES BUILDING	09/30/2024	400.00	400.00	10/11/2024
472	WHITE GLOVE CLEANING, INC.	9845	SHELTER CLEANING	09/30/2024	2,902.00	2,902.00	10/11/2024
472	WHITE GLOVE CLEANING, INC.	9845	SHELTER TRASH PICKUP	09/30/2024	256.13	256.13	10/11/2024
472	WHITE GLOVE CLEANING, INC.	9868	SNOW KING HOUSING	09/30/2024	400.00	400.00	10/11/2024
472	WHITE GLOVE CLEANING, INC.	9870	PUBLIC WORKS CLEANING	09/30/2024	800.00	800.00	10/11/2024
472	WHITE GLOVE CLEANING, INC.	9871	PARKING GARAGE CLEANING	09/30/2024	250.00	250.00	10/11/2024
472	WHITE GLOVE CLEANING, INC.	9872	BUNK HOUSE	09/30/2024	125.00	125.00	10/11/2024
Total 472:					5,133.13	5,133.13	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6117	WILSON, JOHN	100724	NOVEMBER RENT	10/07/2024	2,200.00	2,200.00	10/11/2024
Total 6117:					2,200.00	2,200.00	
7231	WIND RIVER COMMUNITY ALLI	100824	SUPPORT	10/08/2024	5,000.00	5,000.00	10/11/2024
Total 7231:					5,000.00	5,000.00	
7471	WIXOM, JEFF	093024	DOT PHYSICAL	09/30/2024	92.00	92.00	10/11/2024
Total 7471:					92.00	92.00	
6704	WSP USA ENVIRONMENT & INF	40080460	PROFESSIONAL SERVICES	09/04/2024	18,729.08	18,729.08	10/11/2024
Total 6704:					18,729.08	18,729.08	
406	WYOMING LAW ENFORCEMEN	100224	OET FEE SEPTEMBER 2024	10/02/2024	200.00	200.00	10/11/2024
Total 406:					200.00	200.00	
7065	WYOMING LAW ENFORCEMEN	C-12388	ACADEMY CHARGES	10/01/2024	1,431.50	1,431.50	10/11/2024
7065	WYOMING LAW ENFORCEMEN	C-12388	ACADEMY CHARGES	10/01/2024	2,066.40	2,066.40	10/11/2024
Total 7065:					3,497.90	3,497.90	
1764	WYOMING.COM INC	2236960	DOMAIN HOSTING	10/07/2024	5.00	5.00	10/11/2024
Total 1764:					5.00	5.00	
2842	YELLOW IRON EXCAVATION, LL	241001407932	3585 S CANADIAN DRIVE	09/30/2024	100.67	100.67	10/11/2024
2842	YELLOW IRON EXCAVATION, LL	241001408069	455 VINE	09/30/2024	80.00	80.00	10/11/2024
2842	YELLOW IRON EXCAVATION, LL	241001408384	WWTP	09/30/2024	520.00	520.00	10/11/2024
2842	YELLOW IRON EXCAVATION, LL	241001408480	55 KARNS	09/30/2024	192.00	192.00	10/11/2024
Total 2842:					892.67	892.67	
Grand Totals:					1,348,730.76	1,348,730.76	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
--------	-------------	----------------	-------------	--------------	--------------------	-------------	-----------

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:	October 21, 2024	Meeting Title:	Town Council Regular Mtg
Submitting Department:	Administration	Presenter:	Roxanne Robinson
Agenda Item:	2024 Rodeo End of Season Report and 2025 Rodeo Dates	Public Comment:	Yes - Consent

Purpose & Policy Considerations.

The purpose of this item is for the Town Council to approve the 2025 rodeo dates and accept the 2024 Rodeo Report, pursuant to the Rodeo Concession Agreement.

Requested Action.

The requested action is to receive Council approval for the 2025 rodeo dates as presented by JH Rodeo and accept the 2024 Rodeo Report as presented.

Recommendations.

Staff recommends approval of the 2025 rodeo dates and acceptance of the 2024 Rodeo Report as presented.

Background.

Rodeo Dates

The Rodeo Concession Agreement states that the rodeo shall be produced Wednesdays through Saturdays during the Rodeo Season. The Rodeo Season is the Friday of Memorial Day Weekend through the day after Labor Day. The rodeo shall also be produced on July 4th and may be produced on eight additional dates upon mutual agreement between the Concessionaire (JH Rodeo) and the Administrative Authority (Teton County) and approval by the Town Council. The Rodeo Concession Agreement requires the next year's schedule to be submitted by September 25 and Council's action on the proposed schedule by October 31. The proposed 2025 rodeo dates are attached, which include 8 additional dates that JH Rodeo has chosen to request.

Teton County and the Fairgrounds Manager have approved of the proposed dates by the concessionaire.

Rodeo Report

The Rodeo Concession Agreement states the following regarding the annual report:

Not later than September 9 of each year of the term hereof, the Concessionaire and the Administrative Authority shall meet to discuss the previous season's rodeo operations, jointly prepare and jointly execute a report for submission to the Town Council, and if necessary, to recommend amendments to this Agreement for the benefit of: (a) the attending public; (b) the Town of Jackson; (c) the Administrative Authority and rodeo contestants. The executed report and any such recommendations of the Concessionaire and Administrative Authority shall be promptly delivered to the Town Council for its consideration not later than September 25 of each year. Priority of consideration shall be given by the Town to those recommendations which are jointly endorsed by the Concessionaire and the Administrative Authority, the intent of this provision being the harmonious operation of a rodeo concession for the benefit of the community and the parties hereto.

The end of season report is attached to the staff report and staff is happy to report that this rodeo season was reported as very successful and positive. The working relationship between JH Rodeo and Teton County Fairgrounds staff continues to be productive.

The main points of that report include:

- Restroom access clarification.
- Improved ADA access plans.

- General ADA mobility plans.
- New windows in crow's nest.
- Replacement of damaged gate.
- Ground material added to arena.
- Parking clarifications.

Analysis.

Key Policy Question #1 – Does Council approve of the 2025 rodeo dates as requested?

As noted, the Concessionaire has requested the attached dates and Teton County approves of the requested dates. The Town Council has the option to remove one Wednesday or Saturday night rodeo event. Because both the Concessionaire and Teton County approve of the dates, there would be no reason to remove a rodeo date.

Key Policy Question #2 – Does Council accept the 2024 rodeo report as presented?

As noted the Concession agreement requires the report be submitted to the Town Council for consideration each year. The 2024 Rodeo report is very positive. The main points of the report are provided in the background section of this staff report and in the attached report.

Possible Alternatives.

The Town Council has the option of approving the proposed schedule for rodeo events as presented, remove one Wednesday or Saturday night rodeo, and/or adjust the eight additional rodeo event dates requested.

Comprehensive Plan & Priority Alignment.

The production of a rodeo relates to Common Value 3, Quality of Life, in that rodeos in Jackson are a part of our history and culture. They also pay homage to our ranching heritage. Rodeos also allow locals who work at dude and working ranches to participate in a local activity, while providing entertainment to tourists, and therefore supporting our economy on multiple levels.

Fiscal Impact.

There is no fiscal impact associated with approval of the 2025 proposed rodeo dates. JH Rodeo has made their 3 required payments of \$12,500 with the remaining payment due on October 15, 2023 (10% of proceeds).

Pursuant to the Rodeo Grounds Management Agreement (RGMA) between the Town and the County, the Town passes through a minimum of \$10,000 and a maximum of \$80,000 (at no time exceeding the amount received from the Concessionaire) to Teton County for management of the grounds on our behalf. This pass through of funds usually occurs in the spring following the previous season.

Staff Impact.

Administration staff spent approximately 3 hours gathering information and preparing the staff report.

Attachments or Links.

2025 Proposed Rodeo Dates
2024 End of Season Report

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

I move to approve the 2025 rodeo schedule as presented and to accept the 2024 Rodeo End of Season Report as presented.

Proposed 2025 Rodeo Schedule

May

						24 Rodeo
25	26	27	28 Rodeo	29	30	31 Rodeo

June

1	2	3	4 Rodeo	5	6	7 Rodeo
8	9	10	11 Rodeo	12	13	14 Rodeo
15	16	17	18 Rodeo	19	20	21 Rodeo
22	23	24	25 Rodeo	26	27	28 Rodeo
29	30					

July

		1	2 Rodeo	3	4 Rodeo	5 Rodeo
6	7	8	9 Rodeo	10	11 Rodeo	12 Rodeo

13	14	15	16 Rodeo	17	18 Rodeo	19 Rodeo
20	21	22	23 Fair	24	25	26
27	28	29	30 Rodeo	31		

August

					1 Rodeo	2 Rodeo
3	4	5	6 Rodeo	7	8 Rodeo	9 Rodeo
10	11	12	13 Rodeo	14	15 Rodeo	16 Rodeo
17	18	19	20 Rodeo	21	22 Rodeo	23 Rodeo
24	25	26	27 Rodeo	28	29 Rodeo	30 Rodeo



Teton County Fair & Fairgrounds

The mission of the Teton County Fair Board is to produce an exceptional fair while promoting Jackson's western Heritage; uniting urban and rural communities in celebration.

Monday September 21st, 2024

Dear Honorable Mayor Morton-Levinson and Town Council Members,

The purpose of this letter is to summarize the 2024 JH Rodeo season and the working relationship between the Rodeo Concessionaire and your Administrative Authority/TC Fairgrounds staff. This past season was, for the 3rd year in a row, generally positive and successful. After 7 summers as the Fairgrounds Manager, we seem to be headed in the right direction, and I am confident that it will continue.

The following issues were brought to my attention the week after the 2024 Fair and a status summary is included below each item.

- Restroom Access for JH Rodeo spectators and on parade days.

Fairgrounds staff began renting out the Community Building to the public in January 2024. Once rodeo season started in May, there were events occurring inside the building on the same nights as JH Rodeos. The restrooms next to the Fair Office have historically been open to accommodate rodeo fans. However, that is no longer the case as the restrooms now serve the events happening within the building. There are 2 large, multi-stall, restrooms inside of the Rodeo Arena venue, restrooms inside the Heritage Arena that are open daily between 7:00AM and 11:00PM, as well as a port-o-potty at Mateosky ballfield that Parks & Rec provides each summer. If additional restrooms are needed for rodeo fans, the rodeo concessionaire should provide them for the duration of their season.

- Improved ADA access to northwest grandstands (i.e. asphalt walkway or relocate wheelchair bleacher seating).

While this grandstand currently has wheelchair seating and a ramp on it, it is located approximately 300' from the spectator ticket booths/main entrance gates, designated handicap parking, restroom facilities, and concessions, all located at the east end of the venue. In order to get from these amenities at the east entrances, wheelchairs must navigate through gravel and dirt to get to their seats and back again as needed, which has proven to be a challenge. Fairgrounds staff has proposed the idea of moving this wheelchair seating to the northeast grandstands and to replace the existing wheelchair seating at the northwest stands with bench seating. By making this change, folks with ADA needs will be closer to necessary amenities when attending a JH Rodeo. Over the winter, County staff will research and purchase either a new bleacher w/ wheelchair seating and an ADA ramp or figure out how to retrofit the existing northeast stands with them. My hope is that either option, whichever is easiest/better, and within budget will be completed by the start of the 2025 JH Rodeo season.

- General ADA mobility within the Rodeo Arena venue for the long term.

In the Spring of 2022, asphalt was laid in the southeast corner/south end of the Rodeo Arena venue to increase access and mobility for ADA spectators. Phase 2 of the asphalt project would entail tying into the existing asphalt and extending it along the east side of the venue, and tying into the concrete pads around the restrooms and concession stands. I will request funding in the FY26 Fairgrounds budget (February 2025) for more asphalt. If the funding is granted (July 2025), the project may be completed in fall 2025 after JH Rodeo season or the following spring prior to the start of the 2026 JH Rodeo season.

- Installation of new windows in the Crow's Nest.

In late-August of 2023, I was notified by the rodeo concessionaire that one of the windows in the Crow's Nest (south wall/arena facing) had fallen out and shattered. It is important to note, that the arena-facing windows are removed for every rodeo so JH Rodeo's timers can lean out and see their judges. Over time, the regular removal



Teton County Fair & Fairgrounds

The mission of the Teton County Fair Board is to produce an exceptional fair while promoting Jackson's western Heritage; uniting urban and rural communities in celebration.

of these windows during summer months, has caused the seals and frames to deteriorate, which is why the window fell out. Due to there being a few more rodeos left in the season, County staff moved a window in good condition from the north wall to the south wall and patched the missing window with a piece of plywood. County staff were unable to get the window replaced before this past season. A contractor has been hired to repair the window frames and seals and replace the arena-facing windows this fall. The sliding windows will be replaced with awning windows, which will hopefully prevent future removal all together.

- Replace the damaged gate by the roping boxes.

In the Spring of 2024, a gate by the roping boxes was hit by a piece of equipment and damaged. Fairgrounds staff did what they could to fix the gate and make it operational for the season. A new gate has been ordered and will be installed before the 2025 JH Rodeo season starts.

- Add ground material to the Rodeo Arena.

The Rodeo Arena slopes to the west and down toward the Heritage Arena. During spring runoff, the snow melt carries any loose ground material in that direction, despite staff's best efforts to hard-pack the arena each fall to minimize material loss. Replacement material needs to be brought in each spring to ensure the desired footing for horses and livestock, as well as safety of rodeo contestants and other users throughout summer months. In the spring of 2025, Fairgrounds staff and the rodeo concessionaire will meet to determine what kind and how much ground material needs to be brought in prior to the start of rodeo season.

- Fairgrounds Parking.

Please find a letter enclosed that I shared with the rodeo concessionaire in May 2024, outlining some changes to designated parking on-site with the addition of the Community Building to regular Fairgrounds operations.

There seems to be a misunderstanding between both parties when it comes to large, capital improvements and that funding should be requested and approved well in advance. Funding approval is of course dependent on the year and current state of the local economy, as well as funding of other community priorities. Many of these projects require a large sum of money, as well as substantial staff time and effort in order to be completed. Some of these improvements are so large that completing them during the rodeo season is impossible with a 3-day turnaround between rodeos. Laying asphalt, rebuilding bleachers etc. are examples of projects that must happen outside of rodeo season. Big projects are more likely to be completed in the fall because spring weather and conditions are so unpredictable. It is very important that I know about these larger projects in advance so that I have time to do research, collect cost estimates and put them in my budget request before the end of January each year.

Overall, the 2024 season was again, pleasant. The Rodeo Concessionaire is good about making Fairgrounds staff aware of small issues, which allows us to address them as soon as possible. As far as big-ticket items and issues go, as mentioned above, communication and coordination need improvement. The Rodeo Concessionaire did an exceptional job of vacating the premises before Fair and turning it over to us in good condition. We are in favor of the proposed 2025 JH Rodeo dates and look forward to another successful season!

Best Regards,

Rachel Grimes

Fair & Fairgrounds Manager

(307) 203-0660



Teton County Fair & Fairgrounds

The mission of the Teton County Fair Board is to produce an exceptional fair and administer the year-round use of the fairgrounds while promoting the western heritage, uniting urban and rural communities in celebration.

TC Fairgrounds/JH Rodeo Pre-Season Visit

Tuesday May 28th, 2024 @ 2:00PM

Present: Rachel Grimes, Judi Nickell, Shane Lucas, Brandon Wilson, & Winn Furber

Upcoming Maintenance/Improvement Projects for 2024 Season

(These requests were made by the Rodeo Concessionaire and will be considered by Teton County).

- Complete Phase 2 of the asphalt project inside the black fence to increase mobility for folks in wheelchairs and ADA accessibility. Budget dependent.
- The return alley in front of the covered grandstands needs new water spigots/valves.

Items to be Addressed by Teton County

(These items were jointly identified by the parties during walk-through and will be addressed by Teton County as soon as possible).

- Toilet seats in the NE restrooms all need to be tightened in both the Men's & Women's.
 - The stock pens need to be cleaned.
- The gate down by the roping boxes was hit by a piece of equipment and needs to be replaced.
- #7 bucking chute – the sign holder – is bent and needs to be fixed/welded at the bottom.
- Men's & Women's signage is needed on the restrooms under the covered grandstands.

Items to be Addressed by JH Rodeo

(These items were jointly identified by the parties during walk-through and will be addressed by the Rodeo Concessionaire as soon as possible).

- Pay for the concession stand hood cleaning.
- Paint the restroom and concession stand doors (red to match the buildings) under the covered grandstands.



Teton County Fair & Fairgrounds

The mission of the Teton County Fair Board is to produce an exceptional fair and administer the year-round use of the fairgrounds while promoting the western heritage, uniting urban and rural communities in celebration.

TC Fairgrounds/JH Rodeo Post-Fair Visit

Wednesday July 31st, 2024 @ 2:00PM

Present: Rachel Grimes & Phil Wilson

Upcoming Maintenance/Improvement Projects for 2024 Season

(These requests were made by the Rodeo Concessionaire and will be considered by Teton County).

- Improved ADA access to west stands.
- General ADA access inside the Rodeo Arena venue in the long term.
- Install new windows in the Crow's Nest.
- Replace the damaged gate by the roping boxes.
- Add ground material to the Rodeo Arena.
- Restroom Access for JH Rodeo spectators.

Items to be Addressed by Teton County

(These items were jointly identified by the parties during walk-through and will be addressed by Teton County as soon as possible).

Items to be Addressed by JH Rodeo

(These items were jointly identified by the parties during walk-through and will be addressed by the Rodeo Concessionaire as soon as possible).

- Big ticket issues of concern should be brought to Rachel's attention immediately so that she has an opportunity to address and/or resolve them.



Teton County Fair & Fairgrounds

The mission of the Teton County Fair Board is to produce an exceptional fair and administer the year-round use of the fairgrounds while promoting the western heritage, uniting urban and rural communities in celebration.

TC Fairgrounds/JH Rodeo Post-Season Visit

Wednesday September 18th, 2024 @ 2:30PM

Present: Rachel Grimes, Judi Nickell, Shane Lucas, Sarah Mann, Roxanne Robinson, Bode Wilson, & Phil Wilson

Upcoming Maintenance/Improvement Projects for 2024 Season

(These requests were made by the Rodeo Concessionaire and will be considered by Teton County).

- Open the restrooms next to the Fair Office on rodeo days and parade days or bring in port-o-pots.
- Replace the decking under the Crow's Nest and behind the bucking chutes.
- Replace the wooden decking at the ticket booths.
- Improve overall ADA access & mobility in the Rodeo Arena through additional asphalt and bleacher seating.

Items to be Addressed by Teton County

(These items were jointly identified by the parties during walk-through and will be addressed by Teton County as soon as possible).

- Add directions to the Heritage Arena bathrooms on the restroom signs next to the Fair Office.
- Find out who the 10 x 10 EZ up tent under the covered grandstands belongs to.
- Tighten or replace the toilet seats in the NE women's restroom and fix the leak in the 4th stall.
- Tighten the floor planks on the aluminum covered grandstands.
- Remove the steel bar sticking out at the warmup arena.
- Grade the east side of the Fairgrounds to make it drain better in the spring.
- Raise both main end gates (east and west) on the Rodeo Arena.
- Add pond sand to the Rodeo Arena in Spring 2025. Both parties will get together in April/May and determine how much sand is needed.
- Rehang the green man gate into the arena that is west of the rough stock chutes.

Items to be Addressed by JH Rodeo

(These items were jointly identified by the parties during walk-through and will be addressed by the Rodeo Concessionaire as soon as possible).

- Remove all the food from the concession stands as soon as possible.
- Remove the 2 dumpsters at the NE corner of the Rodeo Arena for the winter.
- Lock the port-o-pots behind the rough stock chutes once they are pumped/clean for the winter.
- Return the new 2 wireless headsets to the Fair Office for the winter.
- Pay for the concession stand grease trap cleaning – Macy's Services. Has been scheduled by TC Fairgrounds staff.
- Contact Bodee when Teton Waterworks comes to winterize the waterlines Rodeo Arena RE: ice machines.



Teton County Fair & Fairgrounds

The mission of the Teton County Fair Board is to produce an exceptional fair while promoting Jackson's western Heritage; uniting urban and rural communities in celebration.

Dear Wilson Family & WW Productions Team –

I hope this letter finds you well and gearing up for the 2024 summer rodeo season! I am writing to notify you of some changes to Fairgrounds' parking lots for the upcoming season and beyond. The Community/Exhibit Hall has been moved this year from its former location south of Snow King Ave. to the Fair Office Building.

With this wonderful new amenity to the public, there come certain changes. As the Fairgrounds Manager, I am accountable to the Commissioners for operating the building 12 months out of the year. The building rentals generate revenue that offsets taxpayer dollars used to remodel the building. With that being said, I am pleased to report that as of January 2024, the new Fairgrounds Community Building is open to the public and at this time the building has been rented almost every weekend through September. We even have reservations into 2025!

With this new building, there will need to be some logistical changes to the on-site parking. The main entrance to the Community Building is accessed from Karns Ave. This area will only be available to those who have reserved the Community Building. The area will be divided by jersey barriers. Fairgrounds staff will be rearranging horse stalls to run along the northern fence line/haul road and will remain available to JH Rodeo contestants for rent. Please see the attached map for reference.

As a reminder, the Rodeo Concessionaire Agreement states the following about parking:

3. PERIOD OF USE AND POSSESSION OF PREMISES

The Concessionaire shall have the nonexclusive right to use that portion of the Rodeo Grounds described in Exhibit "A" (T-60B map and narrative legal description) for the purposes of preparing for and producing a rodeo and related activities ("collectively Rodeo Events") throughout the term of and subject to the conditions of this Concession Agreement for each Rodeo Season during the term of the Concession Agreement. The Concessionaire shall also have the nonexclusive right to use the gravel area west of the Rodeo Grounds and east of Flat Creek Drive for parking during Rodeo Events.

Also, as a reminder, there is no parking on the Grassy Arena. The space is utilized throughout the summer months by various 4-H clubs, dog agility groups, JH Moose Rugby, Teton County Fair and is also rented out for various special events through the Fair Office. As the only green space remaining on the Fairgrounds, it is being preserved as such.

We look forward to another successful season hosting the JH Rodeo here at the Fairgrounds. Please feel free to contact me with any additional questions!

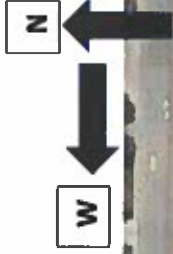
Lastly, I have enclosed an invitation to attend our Chamber Mixer to unveil the new Community Building and I hope you can attend and see the new building and mural!

Best Regards,

Rachel Grimes

Fair & Fairgrounds Manager

(307) 203-0660



Designated
Fairgrounds Community Building
Parking Only

- Horse Stalls
- Jersey Barriers
- Karns Ave Entrance to FCB

STAFF REPORT



Meeting Date:	October 21, 2024	Meeting Title:	Regular – Consent
Submitting Department:	Legal	Presenter:	Lea Colasuonno
Agenda Item:	Continuity of Miller Park Use and Operation: Entering Lease with 4-H	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Council to consider an updated lease between the Town and 4-H for the 4-H building located at Miller Park.

Requested Action.

Staff requests Council review and consider the lease attached to this staff report.

Recommendations.

Staff recommends Council approve the lease attached to this staff report.

Background.

The history of Miller Park begins in 1924 when Grace and Robert Miller entered a use and transfer agreement with the School District requiring the property to be used, generally speaking, for school buildings and school children, at the termination of which the property would transfer to the School District. In 1964 the property was quitclaimed to the School District. In 1998 the School District transferred Miller Park to the Town, at which time two leases were executed:

- 1) The Town and Teton County entered a 25-year ground lease, under which Teton County is responsible for taxes, utilities, insurance, and repairs.
- 2) Teton County and 4-H entered a 25-year ground lease for 4-H's use and occupancy of the 4-H Building (this is a sublease).

Despite considerable research through documents and the memories of long-term staff, the exact reasons for this particular arrangement – the Town leasing to Teton County and Teton County subleasing to 4-H – are not certain, though it may relate to the structure of the parks and recreation operations at the time. Nonetheless, the intent to maintain the land as a park and to ensure recreational and 4-H operations is continued on the property seems clear.

In March of 2024, staff presented the initial steps in updating the necessary legal documents to maintain these purposes. Specifically, the 25-year leases come to conclusion in October 2024, when either renewal or termination needed to occur, and Council in March directed staff to move forward with the necessary steps to maintain the status quo of the recreational and 4-H operations, which was to have:

- 1) The Town provide notice that its ground lease with Teton County will not be renewed. This happened, as required, before May.
- 2) A Termination of Ground Lease executed and recorded to memorialize termination of the 25-year lease on October 31, 2024. This occurred timely.
- 3) Town staff prepare and negotiate a lease with 4-H to enable 4-H's continued use and occupancy of the 4-H Building. This needs to be in place to take effect on November 1, 2024.

Analysis & Key Policy Questions.

The Legal Department staff have been in contact with the Teton County Attorney's Office (Keith Gingery) and Teton County 4-H (Mary Martin and their attorney) for months and the attached lease has been approved by Teton County 4-H.

Key Question: Does Council approve of the attached lease between the Town and Teton County 4-H?

The new lease is nearly unchanged from the last lease. It has been updated in terms of modernized format and language but the substance is mostly unchanged. While this is for a few reasons, a primary one is because Teton County 4-H constructed the Teton County 4-H Building and owns the building and this a ground lease. Highlights of the lease include:

- ✓ 25-year initial term
- ✓ Automatic 5-year renewal terms unless either party gives the other 180-day notice
- ✓ Lease is only for the land underneath the 4-H Building
- ✓ Payment is \$10.00 per year (same as previous lease)
- ✓ 4-H retains all title and ownership of the 4-H Building
- ✓ Repair, reconstruction, destruction, demolition, and removal cannot occur with Town's prior written consent, which cannot be unreasonably withheld
- ✓ 4-H pays all taxes, assessments, etc. on the 4-H Building
- ✓ 4-H maintains, repairs the 4-H Building
- ✓ 4-H is responsible for all utilities, including water, heat, gas, electricity, waste removal, sewer, and all other utilities or services supplied to the 4-H Building (except any shared utility, given the linkage to the Town bathroom facility, but research indicates no utilities are shared at this time)
- ✓ 4-H carries all necessary insurance on the 4-H Building
- ✓ If the 4-H Building is damaged/destroyed 4-H has the option to repair it or terminate the Lease, if repairing or rebuilding the 4-H Building is not economically feasible.
- ✓ Termination:
 - As noted above, 4-H may terminate the Lease at the 5-year renewal intervals, if the Building is damaged/destroyed beyond economically feasible repair/reconstruction.
 - The Town may terminate if there is a material default under the Lease that is not cured
 - The parties may mutually agree to terminate
 - There is automatic termination if the Teton County 4-H organization ceases to exist or dissolves

Possible Alternatives.

Council could elect to direct staff to:

- Not lease directly to 4-H.
- Direct staff to change the terms and conditions of the proposed lease agreement.

Comprehensive Plan & Priority Alignment.

Section 8. Quality Community Service Provision "Timely, efficiently and safely deliver quality services and facilities in a fiscally responsible and coordinated manner." Specifically, the "provision of . . . social, cultural and recreational services is central to residents' Quality of Life and a visitor's experience . . ."

Fiscal

There is no fiscal impact to these actions; the financial obligations of the parties is materially unchanged from the previous 25-year lease agreement.

Impact.

Attachments or Links.

- Ground Lease Between the Town and Teton County 4-H Council.

Suggested

I move to approve the Ground Lease Agreement between the Town of Jackson and the Teton County 4-H Council, subject to minor changes by staff.

Motion.

GROUND LEASE AGREEMENT

This Ground Lease Agreement ("**Lease**") is entered into and made to be effective as of November 1, 2024, ("**Effective Date**"), by and between the Town of Jackson, a municipal corporation of the State of Wyoming, ("**Lessor**" or "**Town**") and Teton County 4-H Council ("**Lessee**"). Lessor and Lessee are each a "**Party**" to the Lease and are collectively the "**Parties**."

RECITALS

WHEREAS, Lessor is a municipal corporation of the State of Wyoming that is vested with the authority in Wyo. Stat. Ann. § 15-1-103(a)(iv) to enter into lease agreements for any real estate owned by the Lessor;

WHEREAS, Lessee is a Wyoming not for profit corporation that invests in, supports, and promotes youth development in the local community;

WHEREAS, Lessor owns certain real property commonly known as Miller Park located at 255 West Deloney Avenue, Jackson, Wyoming, which is legally described as Lots 1 through 20, Blk 5, Jackson Original Townsite as recorded in the Office of the Teton County, Wyoming Clerk with PIDN 22-41-16-28-4-18-001 ("**Miller Park**");

WHEREAS, Lessee, constructed the Teton County 4-H Building ("**4-H Building**") on and in Miller Park, and holds all title, ownership, rights, and interests in the 4-H Building;

WHEREAS, Lessor entered into a long-term Ground Lease Agreement with Teton County, Wyoming ("**Ground Lease Agreement**") for an initial term of 25 years, which commenced on November 4, 1999, and terminates on October 31, 2024, for ground area in Miller Park, including the ground area on which the 4-H Building is situated;

WHEREAS, Teton County subsequently entered into a long-term sublease agreement ("**Sublease Agreement**") with Lessee to sublease the ground area on which the 4-H Building is situated for the same term as the Ground Lease Agreement between Lessor and Teton County;

WHEREAS, Lessor and Teton County agreed to terminate the Ground Lease Agreement at the completion of its initial 25 year term on October 31, 2024, which will consequently terminate Teton County's Sublease Agreement with Lessee;

WHEREAS, Lessee desires to continue to use and occupy the 4-H Building on and in Miller Park beyond the Sublease Agreement;

WHEREAS, Lessor determined it is a definable public benefit to provide Lessee with continued use and occupancy of the 4-H Building on and in Miller Park; and

WHEREAS, the Parties mutually desire to enter into this long-term Lease providing for the continued use and occupancy of the 4-H Building by Lessee on and in Miller Park.

NOW, THEREFORE, in consideration of the foregoing recitals, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the terms and conditions set forth herein.

AGREEMENT

1. **Lease.** Lessor hereby leases to Lessee the ground area on which the 4-H Building is situated in Miller Park (“**Leased Premises**”), as depicted in Exhibit A, which is attached hereto and incorporated herein.

2. **Use of Leased Premises.** Lessee is authorized to use the Leased Premises for the operation and occupancy of the 4-H Building, to strengthen, develop, coordinate and extend youth in 4-H through the University of Wyoming Extension Service’s Teton County 4-H Office, to unify and strengthen the 4-H Club programming Teton County and to promote 4-H ideals and principles. The parties recognize that Lessee must sublease space to University of Wyoming Extension Service’s Teton County 4-H office. and for any other lawful uses only with prior written consent of the Lessor. Lessee shall operate and occupy the Leased Premises in compliance with all applicable laws, ordinances, restrictions rules, and regulations and shall keep the Leased Premises in a neat, clean, and orderly condition. Lessee shall not use or permit the use of the Leased Premises contrary to any federal, state, or local laws or regulations, nor engage in any illegal activity on the Leased Premises. Lessor makes no representation or warranty as to the suitability of the Leased Premises for any purpose.

3. **Term.** The term of this Lease (“**Lease Term**”) shall commence on the Effective Date and terminate 25 years from that date on October 31, 2049, unless sooner terminated as provided for herein, provided that the Lease Term shall automatically be renewed for subsequent periods of 5 years (each an “**Extended Term(s)**”) unless either party provides written notice of termination not less than 180 days prior to the end of the Lease Term or a subsequent Extended Term.

4. **Lease Payments.** Lessee shall pay Lessor for the use and occupancy of the Leased Premises during the Lease Term and any Extended Term an annual payment of \$10.00, which shall be paid by November 1st of each year. All payments shall be made to the Lessor at P.O. Box 1687, Jackson, WY 83001, or by ACH or credit card payment.

5. **Title.** Lessee retains all title, ownership, rights, and interests in the 4-H Building (including fixtures therein).

6. **Alterations.** All requests for alterations, additions, construction, repairs, and the like shall comply with the Town of Jackson’s Land Development Regulations and ordinances. The 4-H Building, as it exists now or later repaired or reconstructed, shall not be destroyed, demolished, or removed by Lessee without Lessor’s prior written consent which consent shall not be unreasonably withheld. Lessee shall not make any alterations to, or additions to, nor undertake construction of, the outside of 4-H Building without Lessor’s prior written consent which consent shall not be unreasonably withheld.

7. **Taxes; Assessments; Liens.**

7.1 **Taxes and Assessments.** Lessee shall pay, subject to any applicable exemptions, prior to delinquency and before any fine, penalty, interest, or other charge that may be added for nonpayment, all taxes charged or imposed, ordinary and extraordinary, unforeseen as well as foreseen, of any kind and nature, in connection with the 4-H Building, and any personal furniture and fixtures associated therewith, as well as assessments for any public improvement which shall be made, assessed, levied, or imposed upon or become due and payable in connection with the 4-H Building. Lessee shall provide Lessor proof of said payments upon the request of the Lessor.

7.2 Liens. Lessee shall not allow the Leased Premises to become subject to any lien, charge, or encumbrance whatsoever, and Lessee hereby indemnifies Lessor against all such liens, charges, and encumbrances. It is expressly agreed that Lessee shall have no authority, express or implied, to create any lien, charge, or encumbrance upon the 4-H Building on the Leased Premises without the prior written approval of Lessor. In the event such a lien is filed, Lessee shall be entitled to contest such lien and to bond around it in a court of competent jurisdiction and such act shall be deemed to cure any violation of this section.

8. Utilities. Lessee shall be responsible for the cost of all utilities, including water, heat, gas, electricity, waste removal, sewer, and all other utilities or services supplied to the Leased Premises or used by Lessee. Lessee shall pay or cause the utilities to be paid promptly and prior to delinquency. Notwithstanding the foregoing, Lessee and Lessor shall split any shared utilities which benefit the Leased Premises and the Town of Jackson.

9. Maintenance and Repairs. Lessee shall at its sole cost and expense maintain the Leased Premises and the 4-H Building located thereon in good and clean condition and make any and all needed repairs thereto. Lessor shall have no maintenance or repair obligations with respect to the 4-H Building. Lessee shall not alter the landscape or ground immediately adjacent to the Leased Premises without the prior written consent of Lessor.

10. Insurance.

10.1 Required Insurance Coverage.

- a) **Property Insurance.** Lessee shall at its sole cost and expense keep the 4-H Building on the Leased Premises insured against loss or damage by a property insurance policy providing coverage of the perils of direct damage as insured under the Insurance Services Office (ISO) "Causes of Loss-Special Form" or equivalent with limits in sufficient amounts such that the proceeds of such insurance shall not be less than the replacement value of the 4-H Building.
- b) **Commercial General Liability (CGL) Insurance.** Lessee shall at its sole cost and expense keep in full force and effect a policy or policies of Commercial General Liability insurance against liability for bodily injury to or death of any person or property damage arising out of an occurrence on or about the Leased Premises. The limits of such insurance shall be not less than \$1,000,000 combined single limit for bodily injury and property damage.

10.2 Insurance Policies and Premiums. All policies required by this Lease shall name the Lessor as an additional insured and shall provide that any change or cancellation of said policy shall be made in writing and sent to the Lessee and the Lessor at their respective principal office at least 30 days before the effective date of change or cancellation. Certificates of such insurance shall be delivered to Lessor upon request.

11. Indemnification. Lessor shall not be liable for any injury or damage to any person on or about the Leased Premises, for any injury or damage to the 4-H Building, to any property of Lessee, or to any property of any other person, entity, or association on or about the Leased Premises and 4-Building. Lessee shall defend, hold harmless, and indemnify the Lessor, and its respective officers, agents, and employees (each an "Indemnified Party" and together, the "Indemnified Parties"), of and from all claims, loss, damage, injury, actions, causes of action, and liability of every kind, nature, and description directly or indirectly arising from and during its use and occupancy of the Leased Premises and 4-H Building, and any of its operations and activities thereon or connected thereto; provided, however, such obligation to indemnify and hold harmless shall not apply to any claim, loss, damage, liability or expense, of any nature whatsoever, related to or connected with any willful misconduct or gross negligence by an Indemnified Party.

12. Damage or Destruction. In the event the 4-H Building is partially or wholly damaged or destroyed, Lessee has the option to: (i) repair or rebuild the damaged or destroyed structure at Lessee's sole cost and expense; or (ii) to terminate this Lease if, in the Lessee's reasonable discretion, repairing or rebuilding the 4-H Building is not economically feasible. Lessee shall have 90 days after the date of damage or destruction to notify Lessor in writing of their elected option. Lessee shall provide, upon Lessor's request, relevant and appropriate documents related to repairing or rebuilding the 4-H Building and those necessary to evaluate the feasibility of repairing or rebuilding the 4-H Building.

12.1 Repair or Rebuild of 4-H Building. If Lessee elects to repair or rebuild the damaged or destroyed structure, this Lease shall continue in full force and effect and Lessee shall remain responsible for full and timely payments under the Lease during the period of repair or reconstruction. The Lessee shall obtain Lessor's prior written approval of the plans and specifications for repairing or rebuilding the 4-H Building, which approval shall not be unreasonably withheld, and diligently pursue to completion the repair or reconstruction and restoration the 4-H Building to the same use and at least an equivalent condition as before the damage or destruction.

12.2 Termination of Lease Due to Damage or Destruction. If repairing or rebuilding the 4-H Building is not economically feasible and Lessee elects to terminate this Lease, the Lessee, at its sole cost and expense, shall remove the damaged or destroyed 4-H Building from the Leased Premises, properly dispose of the 4-H Building, and restore the Leased Premises to a condition approved by Lessor.

13. Default. Lessee shall be in default if Lessee materially violates any covenant, term, or condition of this Lease. In the event of default, Lessor shall provide Lessee written notice, and Lessee shall have 30 days from the date of the written notice to cure default, or, if the default cannot be cured within 30 days, then to commence the cure within that 30 days and continuously diligently and timely pursue the cure to completion. If Lessee fails to cure or diligently pursue the cure, Lessor has the option to (i) terminate this Lease or (ii) enter upon the Leased Premises, without being liable for prosecution or any claim for damages to cure the default, and Lessee agrees to reimburse Lessor for costs incurred in effecting the cure. Lessor reserves all rights and remedies available to them under the law in the event of default. The pursuit of any of the foregoing remedies by Lessor shall not preclude the pursuit of any other remedies available to Lessor under this Lease or as provided by law, nor shall the pursuit of any remedy constitute a forfeiture or waiver of any payment due to Lessor hereunder or of any damages accruing to Lessor by reason of default.

14. Termination.

14.1 Permissive Termination. This Lease may be terminated (i) pursuant to Section 3 (Term); (ii) pursuant to Section 12 (Damage or Destruction); (iii) pursuant to Section 13 (Default); or (iv) at any time upon written mutual agreement of the Parties. If this Lease is terminated in accordance herewith either (i) the Lessee, at its sole cost and expense, shall remove the 4-H Building from the Leased Premises, properly dispose of or relocate the 4-H Building, and restore the Leased Premises to a condition matching the surrounding grade, or (ii) the parties may mutually agree to another reasonable option.

14.2 Obligatory Termination. If the Teton County 4-H organization ceases to exist or dissolves for any reason, this Lease shall simultaneously terminate. If this Lease is terminated in accordance herewith, Lessor shall have the option to either: (i) require Lessee (or its successor or assign), at its sole cost and expense, to remove the damaged or destroyed 4-H Building from the Leased Premises, dispose of or relocate the 4-H Building, and restore the Leased Premises to a condition matching the surrounding grade, or (ii) purchase the 4-H Building from Lessee.

15. Right of Entry. Lessee shall permit Lessor, its employees, and agents to enter at all reasonable times, upon one day's advance written notice, the Leased Premises to view the condition of the Leased Premises. In the case of emergency or unplanned work, no such notice shall be required; however, Lessor shall use reasonable efforts to notify Lessee of its intent to exercise its right under this Lease for such emergency or unplanned work.

16. Covenants of Title and Quiet Possession. The Lessor covenants that as of the date of execution of this Lease that the Leased Premises is free of all easements, covenants, conditions, and restrictions except as disclosed in writing to Lessee. The Lessor has the full right and authority to make this Lease. The Lessor covenants and warrants that the Lessee shall have and enjoy, during the Lease Term, peaceful and quiet possession of the Leased Premises so long as no event of default exists and is continuing under this Lease.

17. Accord and Satisfaction. No payment by Lessee or receipt by Lessor of a lesser amount than any payment herein stipulated, nor any endorsement or statement on any check or any letter accompanying any check or payment, shall be deemed an accord and satisfaction, and Lessor may accept such payment or check without prejudice to Lessor's right to recover or pursue any other remedy for the balance of such payment.

18. Notices. Any notice, demand, or request shall be deemed properly sent and received when sent by certified mail, postage prepaid, with return receipt requested to the addresses provided below, until or unless one Party provides written notice of a change of address.

LESSOR
Town of Jackson
C/O: Town Clerk
P.O. Box 1687
Jackson, WY 83001

LESSEE
Teton County 4-H
C/O: President
PO Box 1708
Jackson, WY 83001

19. Miscellaneous Provisions.

19.1 Severability. If any provision of this Lease is found invalid or unenforceable to any extent, the remainder of this Lease shall not be affected and shall remain valid and in full force and effect.

19.2 Entire Agreement and Modification. This Lease embodies and constitutes the entire agreement between the Parties with respect to the subject matters hereof. This Lease shall completely and fully supersede all prior or contemporaneous written or oral agreements, understandings, representations, and statements between the Parties. This Lease may only be modified or amended as agreed to by the Parties and must be reduced to writing and signed by the Parties.

19.3 Waiver. The waiver by Lessor of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition on any subsequent breach of the same or any other terms, covenants or conditions herein contained. The subsequent acceptance of payment hereunder by Lessor shall not be deemed to be a waiver of any preceding breach by Lessee of any terms, covenants, or conditions of this Lease, other than the failure of Lessee to pay the particular payment so accepted, regardless of Lessor's knowledge of such preceding breach at the time of acceptance of such payment. No covenant, term, or condition of this Lease shall be deemed to have been waived by Lessor unless such waiver be in writing by Lessor.

19.4 Assignment and Sublease. Lessee shall not assign or sublease this Lease or any interest therein without the prior written consent of Lessor, which consent shall not be unreasonably

withheld. However, Lessee and Lessor specifically acknowledge Lessee's right to sublease space to the University of Wyoming Extension program for Teton County 4H.

- 19.5 Construction.** Whenever used, the singular shall include the plural, the plural the singular, and the use of any gender shall include all genders when the context so requires. This Lease was negotiated by both Parties and thus it shall not be construed against or in favor of any Party by virtue of which Party drafted it or any portion thereof.
- 19.6 Binding Effect.** This Lease and all terms, covenant, and conditions thereof shall inure to the benefit of, and shall be binding upon, the Lessor, the Lessee, and their respective successors, permitted assigns, and legal representatives.
- 19.7 Governing Law.** This Lease shall be construed, performed, and enforced in accordance with, and governed by, the laws of the State of Wyoming, without giving effect to the principles of conflict laws thereof. The parties hereto irrevocably elect as the sole judicial forum of the adjudication of any matters arising under or in connection with this Lease, and consent to the jurisdiction of the courts of the County of Teton, State of Wyoming, of the United States District Court for the District of Wyoming. Nothing in this Lease shall be construed to in any way impair the general powers of the Lessor for supervision, regulation, and control of its property under such applicable laws, regulations, and management policies. The parties agree that in the event either party incurs attorney's fees and/or costs to enforce any provision of this Lease, the prevailing party in any such action shall be entitled to reasonable attorney's fees and costs from the other.
- 19.8 Authority.** The Parties executing this Lease warrant and represent that they are duly authorized to execute and deliver this Lease.
- 19.9 Recordation.** Concurrently with execution, Lessee, at its expense, shall record a Memorandum of Lease in the Office of the Teton County Clerk.
- 19.10 Governmental Immunity.** Notwithstanding anything contrary herein, Lessor does not waive its governmental immunity by entering this Lease and specifically and fully retains all immunity and defenses available to it as a governmental entity pursuant to Wyo. Stat. Ann. §1-39-101, *et seq.*, and all other state law.
- 19.11 Counterparts; Electronic Signatures.** This Lease may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which, when taken together, constitute one and the same document. The signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart. Counterparts may be delivered via facsimile, electronic mail (including pdf or any electronic signature complying with the federal ESIGN Act of 2000, e.g., www.docusign.com) or other transmission method, and any counterpart so delivered shall be deemed to have been duly and validly delivered and be valid and effective for all purposes. At the request of either party, each party agrees to execute an original of this Lease as well as any facsimile or other reproduction hereof.
- 19.12 Incorporation of Recitals.** All the recitals in this Lease are incorporated by this reference and are made a part hereof as though set forth at length herein.

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

Signatures follow on next page.

LESSOR:

TOWN OF JACKSON

By: _____

Hailey Morton Levinson, Mayor

ATTEST:

Riley Taylor, Town Clerk

LESSEE:

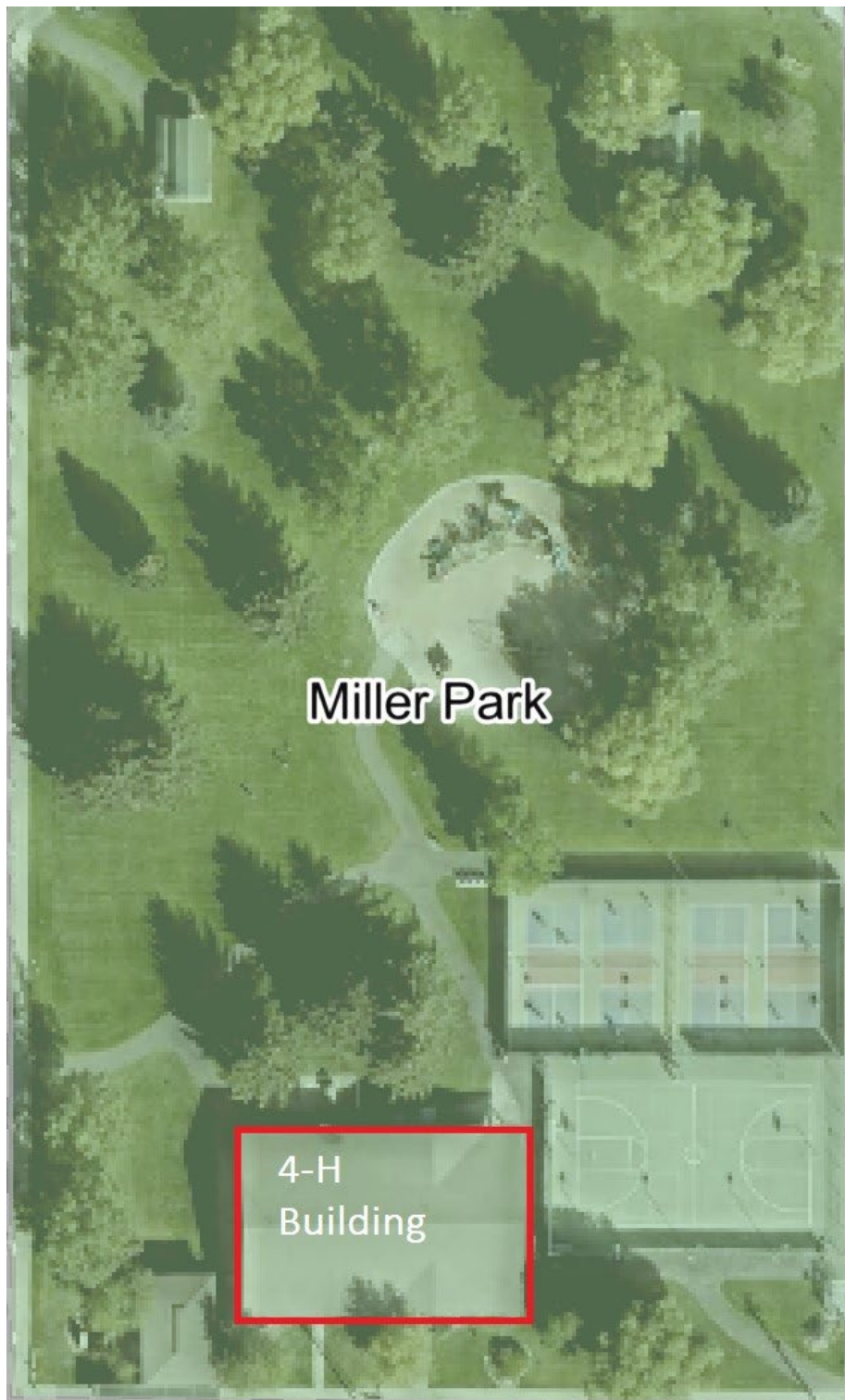
TETON COUNTY 4-H COUNCIL

By: _____

Thomas Smits, President

Exhibit A

The Leased Premises shall be limited as depicted below to the ground area on which the 4-H Building is situated in Miller Park.



STAFF REPORT



Meeting Date:	October 21, 2024	Meeting Title:	Regular Planning Commission
Submitting Department:	Planning Department	Presenter:	Katelyn Page
Agenda Item:	P24-094: LDR Text Amendment to Introduce Exemptions to Affordable Workforce Housing Mitigation Requirement	Public Comment:	Yes

Purpose & Policy Considerations.

All Text Amendments to the Town of Jackson Land Development Regulations (LDRs) require review and approval by the Town Council according to LDR Section 8.7.2.

Requested Action.

This is a staff initiated request. Staff proposes a Text Amendment to the LDRs to add two exemptions to the Town's affordable workforce housing mitigation requirements for changes of use between commercial uses and for small residential additions. The proposed amendment would modify the following LDR Sections:

- 6.3.2.A.1 – Affordable Workforce Housing Standards (Existence of Employee Generating Development)
- 6.3.2.C – Affordable Workforce Housing Standards (Exemptions)
- 6.3.3.A.4 – Amount of Affordable Workforce Housing Required (Change of Use)

Recommendation.

The Planning Director recommends **approval** of LDR Text Amendment P24-094 as presented in this staff report.

Key Policy Question.

Does Council support the proposed changes which would remove the burden of housing mitigation fees on businesses and residents for all commercial/nonresidential changes of use and for small residential additions but would also cause some reduction in money going into the affordable housing fund.

Background.

In July 2023, staff presented a set of policy-level questions to the JIM related to the proposed update of the Town's and County's housing mitigation LDRs. At that time, both the Board of County Commissioners and Town Council agreed with Planning staff's recommendation to provide a broad exemption for "changes of use" across all commercial uses and to create an exemption for small additions to existing homes in the Town (the County already exempts homes of 2,500sf or less). A change of use is when an existing commercial or nonresidential tenant space is vacated by a use and then is replaced with another allowed commercial or nonresidential use. For purposes of this amendment, the term nonresidential use, includes not only all traditional commercial uses (retail, restaurant, service, office, etc.), but also other nonresidential uses such as institutional and light industrial uses. Change of use applies to both for profit and not for profit uses. Thus, based on direction received at the 2023 JIM, staff (and the consultant) were directed to draft LDR text updates to include these two exemptions for future consideration. Staff from the planning and housing departments reviewed and edited the redline text with consultants until the edits were incorporated into a final draft. However, before the

consultant’s draft text could be shared with the public, the Town and County halted all further work on the housing mitigation update due mostly to uncertainty created by the state’s Regulatory Reduction Task Force and other state efforts that indicated that the state might pass new legislation that, among other things, would limit and override housing mitigation fees and requirements from local communities.

However, despite the halt in the housing mitigation LDR update, Town planning staff still believe that it is in the public interest to move forward with the previously discussed exemptions for change of use and small residential additions because significant negative financial impacts continue to hit local businesses, especially when combined with increasing rents and costs of construction that have risen dramatically in the last couple of years.

Planning Commission (PC)

The PC reviewed the proposed amendment at its August 7, 2024, and September 4, 2024, regular meetings. A summary of Staff and PC recommendations is shown in Table 1 below.

Table 1
Summary of Staff and PC Recommendations

LDR Section	Regarding	Staff Recommendation	Planning Commission Recommendation
6.3.2.C.7	Exemption for nonresidential changes of use	Exempt required housing mitigation for all nonresidential changes of use.	Do not exempt changes of use at this time.
6.3.2.C.8	Exemption for de-minimis residential additions	Exempt required housing mitigation for a one-time addition of up to 500sf habitable floor area to existing dwelling units that have 2,500sf or less of habitable floor area.	Exempt required housing mitigation on a one-time addition provided that the total size of the resulting structure does not exceed 2,500sf of habitable floor area.

While PC is generally supportive of an exemption for change of use, it felt that any amendments to the current mitigation policy for change of use should be reviewed comprehensively with, and not in isolation from, the broader housing program, specifically alongside “credits” for existing uses. The Housing Department provided a review letter with a similar view.

After considering some of the PC and housing department’s comments, staff added proposed text under Sec. 6.3.2.A.1 (Existence) to clarify and ensure properties are not granted a “credit” when a nonresidential change of use occurs but was exempt from providing affordable workforce housing mitigation under the currently proposed exemption. Staff feels such scenarios should not receive a “free credit” for an unmitigated use. That clarification on existence has not been reviewed by PC because it was added after the PC meeting by staff as mentioned above. A summary of all proposed redline amendments are included in Table 2 below.

Table 2
Summary of Proposed Redline Amendments

LDR Section	Regarding	Current Language	Proposed Change
6.3.2.A.1	Existence of Employee Generating Development	Defines existence in terms of affordable workforce housing requirement. Existing development creates housing mitigation credits.	Clarifies that a use established after December 18, 1995, that is exempt from housing mitigation for change of use shall not be considered to be in existence and so creates no credit.
6.3.2.A.1	Examples of Use Existence	Examples of highest affordable workforce housing requirement for given uses.	Adds scenario example for an exempt change of use.
6.3.2.C.7	Affordable Workforce Housing Standards Exemption – Change of Use	None.	Exempt required housing mitigation for changes of use between all nonresidential uses that occur two (2) or more years after the existing building received initial Certificate of Occupancy.
6.3.2.C.8	Affordable Workforce Housing Standards Exemption – Small Residential Exemptions	None.	Exempt required housing mitigation for a one-time addition of up to 500sf habitable floor area to existing dwelling units that have 2,500sf or less of habitable floor area. No exemption for additions to existing dwelling units that are greater than 2,500sf habitable floor area.
6.3.3.A.4	Affordable Workforce Housing Required for Change of Use (Requirement)	Fee requirement is delta between existing and new use.	Housing mitigation requirement is applied to change of use from residential to nonresidential use or any change of use occurring within 2 years of original C of O.
6.3.3.A.4	Affordable Workforce Housing Required for Change of Use (Requirement)	Examples for change of use retail to office.	Expands and updates nonresidential use categories in examples.

Analysis.

Staff recommend approval of all proposed changes. The proposed amendment introduces relief for property owners and tenants when seeking most changes of use and some small residential additions.

To estimate how much in mitigation fees might be forfeited if the staff-recommended exemptions are adopted, staff analyzed the past five years of total affordable workforce housing mitigation fees received by the Town and then compared that amount to only the fees paid for by change of use applications – nonresidential change of use – and small residential additions of 500sf or less to structures of 2,500sf or less. Table 3 below summarizes these amounts.

Table 3
Mitigation received by the Town for FY2020-2024

Fiscal Year	Total Mitigation Fees Received*	Mitigation Fees from Changes of Use or Small Residential Additions (As % of Total Mitigation Received)
FY2024	\$743,453	\$14,080 (1.9%)
FY2023	\$910,585	\$3,495 (0.4%)
FY2022	\$431,234	\$59,467 (13.8%)
FY2021	\$686,444	\$25,827 (3.8%)
FY2020	\$291,029	\$8,817 (3.0%)
5 Year Avg	\$612,549	\$22,974 (4.7%)

*Includes fees for all new construction, changes of use, and additions.

It is worth noting that mitigation fees for certain individual businesses have significantly exceeded the five year average shown above. For example, Moe's BBQ had to pay a mitigation fee of approximately \$165,000 in 2016, a credit that stayed with the property owner when Moe's closed only five years later. In addition, for FY25, which started in July 2024, the Town is currently reviewing a proposed change of use project for a wildlife tour operator that would have a change of use fee of approximately \$200,000 - \$250,000, one of the larger such fees that we have seen. In that instance, the wildlife tour operator business relocated to a property with existing mitigation credit for Heavy Retail/Service, a use which is mitigated at a much lower rate than Outfitter/Tour Operator.

Nonresidential Change of Use

For nonresidential changes of use, the primary justification for the proposed exemption is to reduce the financial impact on existing businesses relocating within Town, especially when a move is forced by a lease not being renewed or when rent is increased beyond their ability to pay. It is frequently the case that businesses, rather than property owners, pay for the mitigation fee for a change of use and thus many businesses cannot afford to move, or are reluctant to do so, as a result. Furthermore, a relocated business often must make significant and costly improvements to the new tenant space (that then become the landlord's property) and so an additional mitigation fee can be burdensome.

Most problematic, because the change of use fee amount is based on the amount of mitigation credit that already exists on the new property or tenant space, the mitigation fee is not based on the impact of the business itself but on where credits exist. Thus, for example, a business could pay no fee to relocate into one tenant space but have to pay a much higher fee to move across the street or even next door. Another possibility is that the

same business might have to pay the same mitigation fee multiple times (i.e., every time it moves) if there is not sufficient credit at each new location to cover the proposed use. This creates an uneven playing field where businesses that can find properties with credits have a competitive advantage over those who cannot find such properties.

Based on Table 3 above, approval of the proposed two exemptions would result in an estimated average annual loss of about \$23,000 or 4.7% of all housing mitigation fees collected by the Town each year. Planning staff find that this amount (even if it were doubled or tripled), while not insignificant, is a small portion of the Housing Department's housing budget and is a small price to pay in relation to the significant impact paying these fees has on individual businesses. And, as mentioned above, staff acknowledge that this average can change significantly over time, especially if there is one or two large change of use fee requirements in a year.

In summary, the majority of changes of use in the five-year time period analyzed (FY2020-FY2024) resulted in no required mitigation fee due to no net mitigation requirement (e.g., new use and old use had same mitigation requirement) or because of an existing mitigation credit at the property covered the mitigation requirement for the new use. In addition, the majority of changes of use involved existing floor area, not newly constructed floor area. For context, it is typical to have anywhere from one to three nonresidential (change of) use permits a year which require mitigation fees from approximately \$1,000 to \$10,000. Over the time period studied, the largest mitigation requirement was \$58,989 for Heavy Retail / Service to Office use. However, much larger fees are possible and have happened as mentioned above. Over the same time period, staff can point to projects that did not move forward, presumably impacted by mitigation levels.

Residential exemption for small additions

For small residential additions of 500sf or less to existing dwelling units of 2,500sf or less, the proposed amendment would reduce the mitigation requirement for property owners and tenants when constructing small additions to existing homes. An example of a small addition would be enclosing a porch to create habitable floor area to accommodate a laundry room or bedroom. For reference, under currently mitigation requirements, the LDRs require a \$3,569.04 fee (0.013 units) for a 500sf addition to an existing 1,000sf detached dwelling. This scenario would be exempt under the proposed amendment.

This proposed amendment would reduce the expense of building small additions, many times helping residents to remain in the community in existing housing stock as their housing needs evolve. The intent is to relieve some financial impact from additions to existing modest homes and offer housing solutions locally for owners and tenants of modest residential dwelling units while continuing to capture appropriate mitigation for additions to larger dwelling units.

The majority of residential construction permits in the five-year time period analyzed (FY2020-FY2024) involved new construction, renovations, or large additions. Staff estimates that small residential additions (approximately 500sf or less) account for around 5-10% of all *residential* construction permits per year and contribute only 0.5%-3% of the total mitigation fees received by the Town.

The proposed residential exemption directly supports Comprehensive Plan policies to preserve and enhance existing stable neighborhoods, promote infill development, provide workforce housing solutions locally, and house at least 65% of workforce locally. The proposed change of use exemption directly supports

Comprehensive Plan policies to enhance quality and development of Complete neighborhoods and provide predictability in land use decisions. Staff find the proposed amendments meet the findings of approval required by LDR Sec. 8.7.2 as described below.

Public Comment.

No public comment was received by staff at the time of this report. In an effort to make sure that potential local stakeholders and interest groups were aware of the proposed change of use amendment, staff emailed the redline changes to the following and asked for any comments: Housing Mitigation Policy Stakeholder Group members (from previous 2023 LDR update process); Jackson Hole Chamber of Commerce; Jackson Hole Working; Shelter JH; and the Jackson Hole Conservation Alliance. We received no formal responses but got a few informal responses of general support.

Staff Findings.

Pursuant to Section 8.7.2 of the Town of Jackson LDRs, the advisability of amending the text of these LDRs is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt, modify, or deny a proposed LDR Text Amendment the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:

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

Complies. The purposes of the LDRs per Division 1.3 are generally to implement the Comprehensive Plan and to promote the health, safety, and general welfare of the present and future inhabitants of the community. The proposed amendments directly support Comprehensive Plan Policies 3.3.b (Provide predictability in land use decisions), 4.1.c (Promote compatible infill and redevelopment that fits Jackson's neighborhoods), 4.3.a (Preserve and enhance stable subareas), 5.1.a (House at least 65% of the workforce locally), and 5.2.c (Provide workforce housing solutions locally). Staff finds the proposed amendment improves the ability of the LDRs to support the above policies.

2. Improves the consistency of the LDRs with other provisions of the LDRs;

Complies. There are no inconsistencies of the LDRs regarding housing mitigation requirements that the proposed amendment needs to improve. Rather, the introduction of the two exemptions create consistency with other exemptions to required housing mitigation (e.g., daycare or early childhood education use) currently available that are intended to support certain desirable uses, businesses, and residents within the Town.

3. Provides flexibility for landowners within standards that clearly define desired character;

Complies. The proposed amendment increases such flexibility for property owners and tenants by simplifying change of use and small residential addition mitigation requirements and providing predictability in land use decisions in currently defined character zones in the Town of Jackson.

4. *Is necessary to address changing conditions, public necessity, and/or state or federal legislation;*

Complies. The amendment responds to increased cost of construction for residential uses property owners and local workforce by creating an exemption for small additions. It also responds to the reality that tenants, rather than property owners, typically bear the cost of commercial changes of use within the Town of Jackson and that increasing commercial rents and construction costs have further impacted businesses, especially small businesses.

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

Complies. The proposed amendment does not conflict with any other Town Ordinances.

Fiscal Impact.

Staff estimates the proposed amendment will have a fiscal impact of approximately \$23,000-\$60,000 per year. This estimate captures average mitigation received from small residential additions and commercial changes of use which averaged approximately \$23,000 per year over the last five fiscal years. However, staff notes this amount will fluctuate as it is dependent on the amount and scope of building permits issued by the Town of Jackson in any given year. Additionally, this estimate does not include larger, infrequent occurrences of commercial changes of use requiring higher mitigation fees. Staff found there are approximately one or two of such changes of use every five to ten years and feels including such outliers in fiscal impact analysis for a typical year was inaccurate.

Staff Impact.

The amount of Staff time to review this Text Amendment, including research and report drafting, is approximately 50 hours.

Attachments or Links.

Redline Text Amendment
Blackline Text Amendment
Department Reviews

Suggested Motion.

I move to **approve** LDR Text Amendment P24-094 based upon the findings presented in the staff report, the departmental reviews, and subject to this staff report dated October 21, 2024.

6.3.2. Applicability.

A. **Employee Generating Development.** Employee generating development is a new building or use not currently in existence, as further defined below.

1. **Existence.** For the purpose of this standard existence shall mean a building or use existing on December 18, 1995, or the building or use legally established since that date with the highest affordable workforce housing requirement. *A use established after December 18, 1995, that is exempt under Section 6.3.2 from housing mitigation requirements shall not be considered to be in existence.* The burden of identifying the existing building or use shall be the responsibility of the landowner. The landowner shall provide the Planning Director photos, permits, licenses, records, or other documentation that establishes the existing building or use.

***EXAMPLE:** On December 18, 1995 the use of a property was a restaurant/bar. In 2000 the use of the property changed to retail. In 2010 the use of the property changed to office. The exiting use for the purpose of this standard is restaurant/bar because restaurant/bar use has the highest affordable workforce housing requirement of the legal uses since December 18, 1995.*

***EXAMPLE:** An office space built as permitted in 2004 is considered existing for the purpose of this standard, regardless of the employee mitigation provided in 2004.*

***EXAMPLE:** On December 18, 1995, the use of a property was retail. Subsequently, the use of the property changed to restaurant/bar but was exempt at the time from an affordable workforce housing requirement for the change of use. The highest affordable workforce housing requirement provided remains as retail use because no mitigation fee was required for the change of use to restaurant/bar.*

C. Exemptions

~~7.~~ **Reserved.**

7. **Nonresidential Changes of Use.** Changes of use between all nonresidential uses that occur two (2) or more years after the existing building received initial Certificate of Occupancy.

8. **Small Residential Additions.** A one-time addition of up to 500 sf of habitable floor area to existing dwelling units that have 2,500 sf or less of habitable floor area. Further additions are required to comply with the requirements of this Division.

~~8.~~ **9. Group Home.** A group home (6.1.4.G).

~~9.~~ **10. Daycare.** A day care or early childhood education use.

~~10.~~ **11. Accessory Use.** An accessory use (Section 6.1.11).

~~11.~~ **12. Temporary Use.** A temporary use (Section 6.1.12).

~~12.~~ **13. Workforce Housing Unit Incentive.** A residential unit approved pursuant to Division 7.8, whether deed restricted or not.

~~13.~~ **14. Public/Semi-Public Zone.** Employee generating development in the public/semi-public zone.

~~14.~~ **15.** Short-term rental unit in the following residential zones: NL-1, NL-2, NL-3, NL-4, NL-5, NM-1, NM-2, NH-1, MHP, OR, and R.

6.3.3. Amount of Affordable Workforce Housing Required.

A. Requirement

4. **Change of Use.** In the case of a change of use from a residential use to a nonresidential use, or between all nonresidential uses in buildings for which the initial Certificate of Occupancy was issued within the past 2 years, the amount of affordable workforce housing required shall be the difference between the requirement for the proposed use and the requirement for the existing use (6.3.2.A.1). *Where a change in use includes additional square feet, the additional square feet shall be mitigated at the mitigation rate for the proposed use.*

~~EXAMPLE: A proposal to use a 2,000 sf retail space as an office would be required to include 0.062 affordable workforce housing units ($0.000247 \times 2,000 - 0.000247 \times 2,000 = 0.062$).~~

EXAMPLE 1: A 2,000 sf amusement space was built in 2020. In 2021, only one year after the Certificate of Occupancy was issued, a proposal to use the 2,000 sf amusement space as a restaurant would be required to include 0.766 affordable workforce housing units ($0.000599 \times 2000 - 0.000216 \times 2000 = 0.766$)

EXAMPLE 2: A 2,000 sf amusement space was built in 2020. In 2023, three years after the Certificate of Occupancy was issued, a proposal to use the 2,000 sf amusement space as a restaurant and to add 1,000 sf of space is submitted. No mitigation is required for the change of use from amusement to restaurant because CO was issued over 2 years ago. For the 1,000 sf addition of space to use as a restaurant, 0.599 affordable workforce housing units ($0.000599 \times 1000 = 0.599$)

6.3.2. Applicability.

A. **Employee Generating Development.** Employee generating development is a new building or use not currently in existence, as further defined below.

1. **Existence.** For the purpose of this standard existence shall mean a building or use existing on December 18, 1995, or the building or use legally established since that date with the highest affordable workforce housing requirement. A use established after December 18, 1995, that is exempt under Section 6.3.2 from housing mitigation requirements shall not be considered to be in existence. The burden of identifying the existing building or use shall be the responsibility of the landowner. The landowner shall provide the Planning Director photos, permits, licenses, records, or other documentation that establishes the existing building or use.

***EXAMPLE:** On December 18, 1995 the use of a property was a restaurant/bar. In 2000 the use of the property changed to retail. In 2010 the use of the property changed to office. The existing use for the purpose of this standard is restaurant/bar because restaurant/bar use has the highest affordable workforce housing requirement of the legal uses since December 18, 1995.*

***EXAMPLE:** An office space built as permitted in 2004 is considered existing for the purpose of this standard, regardless of the employee mitigation provided in 2004.*

***EXAMPLE:** On December 18, 1995, the use of a property was retail. Subsequently, the use of the property changed to restaurant/bar but was exempt at the time from an affordable workforce housing requirement for the change of use. The highest affordable workforce housing requirement provided remains as retail use because no mitigation fee was required for the change of use to restaurant/bar.*

C. Exemptions

7. **Nonresidential Changes of Use.** Changes of use between all nonresidential uses that occur two (2) or more years after the existing building received initial Certificate of Occupancy.
8. **Small Residential Additions.** A one-time addition of up to 500 sf of habitable floor area to existing dwelling units that have 2,500 sf or less of habitable floor area. Further additions are required to comply with the requirements of this Division.
9. **Group Home.** A group home (6.1.4.G).
10. **Daycare.** A day care or early childhood education use.
11. **Accessory Use.** An accessory use (Section 6.1.11).
12. **Temporary Use.** A temporary use (Section 6.1.12).
13. **Workforce Housing Unit Incentive.** A residential unit approved pursuant to Division 7.8, whether deed restricted or not.
14. **Public/Semi-Public Zone.** Employee generating development in the public/semi-public zone.
15. Short-term rental unit in the following residential zones: NL-1, NL-2, NL-3, NL-4, NL-5, NM-1, NM-2, NH-1, MHP, OR, and R.

6.3.3. Amount of Affordable Workforce Housing Required.

A. Requirement

4. **Change of Use.** In the case of a change of use from a residential use to a nonresidential use, or between all nonresidential uses in buildings for which the initial Certificate of Occupancy was issued within the past 2 years, the amount of affordable workforce housing required shall be the difference between the requirement for the proposed use and the requirement for the existing use (6.3.2.A.1). Where a change in use includes additional square feet, the additional square feet shall be mitigated at the mitigation rate for the proposed use.

EXAMPLE 1: A 2,000 sf amusement space was built in 2020. In 2021, only one year after the Certificate of Occupancy was issued, a proposal to use the 2,000 sf amusement space as a restaurant would be required to include 0.766 affordable workforce housing units ($0.000599 \times 2000 - 0.000216 \times 2000 = 0.766$)

EXAMPLE 2: A 2,000 sf amusement space was built in 2020. In 2023, three years after the Certificate of Occupancy was issued, a proposal to use the 2,000 sf amusement space as a restaurant and to add 1,000 sf of space is submitted. No mitigation is required for the change of use from amusement to restaurant because CO was issued over 2 years ago. For the 1,000 sf addition of space to use as a restaurant, 0.599 affordable workforce housing units ($0.000599 \times 1000 = 0.599$)



PERMIT NOTES

Page 1 of 1

Report Run On: Friday, 30 August
2024 09:12

Permit # P24-094

Parcel # :

Site Address:

Project Name: Housing Mitigation - Change of Use and Small Residential Additions

Note Type	Note Code	Text	Created By	Begin Date	End Date
GENERAL		See staff report	KPAGE@JACKS ONWY.GOV	08/02/24	8/2/24



MEMORANDUM

To: Katelyn Page
Town of Jackson Planning and Building

From: Kristi Malone
Jackson/Teton County Housing Department

Re: Follow-up to Housing Department Review of LDR Text Amendment to Add Exemptions to Affordable Housing Mitigation Requirements (P24-094)

Date: October 14, 2024

In response to the Housing Department's previous comments on this proposal, Planning Staff provided a revised draft LDR text amendment prohibiting mitigation-exempt change of uses from establishing "existence" as a future mitigation "credit" attached to the property. This is helpful in ensuring that exempt changes of use that are not required to provide housing mitigation do not continue the legacy of exempting employee-generated housing needs if the property is redeveloped, and housing mitigation credits are assessed against the proposed future use.

The Housing Department appreciates this revision, understands that the proposed exemption is a targeted amendment in response to specific recent change of use applications, and acknowledges that the resulting reduced mitigation revenue for deed-restricted housing production is projected to be minimal.

However, the Housing Department still looks forward to a future comprehensive evaluation and restructuring of the complete housing mitigation program informed by the 2022 Nexus study to ensure that interconnectedness of standards is fully examined, pros and cons of policy changes are evenly weighed, and overall defensibility of the program are further secured. At a minimum, the "existence" structure establishing site-specific housing credits could be evaluated in the context of this change of use exemption since it may be interpreted as a deviation from the current employee generation-use-location alignment that ties housing mitigation to a physical location thereby preserving a "credit" in place.

Thank you for the opportunity to review. Please contact me with any questions.

STAFF REPORT



Meeting Date:	October 21, 2024	Meeting Title:	Regular Meeting
Submitting Department:	Administration & Finance	Presenter:	Kelly Thompson & Tyler Sinclair
Agenda Item:	Fiscal Year 2025 Budget - Amendment #1	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Town Council to consider approval of a resolution adopting amendments to the Town of Jackson's fiscal year 2025 budget.

Requested Action.

Staff requests that the Mayor & Council approve the attached resolution.

Recommendations.

Staff recommends that the Mayor & Council approve the attached resolution.

Background.

The annual adoption of the fiscal year budget, and subsequent amendments, are critical to the Town's ability to accomplish its purpose and mission. The budget is a vehicle for the Council to address strategic priorities and give staff resources to provide core services.

Analysis & Key Policy Questions.

The attached resolution proposes modifications to the Town's current FY2025 budget. The resolution represents the 2025 amended budget divided into budget divisions. There are increased expenditures of \$7,837,461, of this, \$948,389 are items not previously presented to Council shown in blue below. There are increased revenues of \$1,494,689 assigned to specific funds. Detailed budget amendments include:

- \$275,000 for Airport Shuttle service per Council approval at the Regular Joint Information Meeting - August 05, 2024.
 - Town funding includes \$2,944 from the General Fund reserve.
 - External funding includes \$85,000 fares, \$70,000 Travel and Tourism Board grants, \$30,000 Airport pass purchases, \$83,600 WYDOT/FTA federal funding, and \$3,456 Teton County.
- \$70,000 to close out the prior START battery lease contract.
 - This will be funded with grant funds and START reserves.
 - Staff anticipate bringing back a future item for joint consideration on a new battery lease.
- \$30,000 for START to complete radio system upgrades.
 - This will be funded with START Fund reserve.
- \$244,548 for Police Officer wage adjustments per Council approval at the Regular Town Council Workshop - September 16, 2024.
 - This will be funded with the General Fund reserve.
- \$490,447 for upgrades to the IT server room and replacement of the UPS server.
 - This will be funded with \$150,000 in IT Services Fund reserve and \$340,447 in Capital Projects Fund reserve including a \$65,000 in town hall improvements.
- \$150,000 for MT2030 per Council approval at the Regular Town Council Meeting - August 05, 2024.
 - This is funded with a Travel and Tourism Board grant.

- \$109,944 for employee housing primary leases.
 - There will be revenue offset from employee lease payments. Vacancies will be funded with Employee Housing Fund and START Fund reserves.
- \$40,275 for Teton County Historic Preservation Board that was approved but not paid in FY2023.
 - This will be funded from the General Fund reserve.
- \$39,548 for Public Works wage adjustments.
 - This will be funded with the General Fund, Fleet Management Fund and Utility Fund reserves.
- \$18,125 for final 2024 property tax assessments. This is largely due to commercial properties located at 155 East Pearl and South Park.
 - This will be funded with General Fund and Employee Housing Fund reserves.
- \$1,109,626 for West Jackson Water Transmission Project per Council approval at the Regular Town Council Meeting - October 07, 2024.
 - This will be funded with a \$1.5M State Loan and Investment Board ARPA grant and Water Fund reserves.

Revenue adjustments include:

- \$325,000 reduction in Parking Exaction Fund revenues. These were incorrectly budgeted twice as Encroachment Fees were moved to the Capital Projects Fund.
- \$17,568 reduction in property tax revenues to match final 2024 property tax assessment. The budget projected a 5% increase, while the final assessment is 3%.
- \$4,123 reduction in General Fund miscellaneous revenues due to eliminating Police Officer fuel reimbursements per Council at the Regular Town Council Workshop - September 16, 2024.

Capital Project Budget Rollover

Several capital projects and equipment purchases were in progress at the end of FY2024. Remaining funds totaling \$5,171,638 from FY2024 need to be carried into the FY2025 budget to complete these projects.

Projects requiring budget rollover include:

- \$626,864 Gregory Lane
- \$1,225,374 West Jackson Water Supply
- \$478,923 South Millward Waterline
- \$30,000 Wastewater Treatment Plant Blower Building Siding
- \$70,000 Wastewater Treatment Plant IPS Siding
- \$2,129,778 Core Maintenance Facility
- \$33,685 Bruun Bike Lane
- \$29,245 Cemetery Privacy Fence
- \$305,000 Sweeper
- \$60,915 IT Vehicle
- \$164,054 Parking Garage Upper Deck Concrete Sealing & Paving
- \$17,800 North King to Forest Service Pedestrian Improvements

Question #1: Does Council have any edits to the staff recommended amendments?

Possible Alternatives.

Council may amend as deemed necessary.

Comprehensive Plan & Priority Alignment.

Common Value #3 - Quality of Life, Section 8. Quality Community Service Provision

- Principle 8.1- Maintain current, coordinated service delivery
 - Policy 8.1.e: Budget for service delivery
- Principle 8.2 - Coordinate the provision of infrastructure and facilities needed for service delivery
 - Policy 8.1.S.1: Use budgeting to affirm desired service levels from government service providers that address all policies of Principle 8.1.

Fiscal Impact.

The proposed budget adjustments in the attached resolution include only the updates where current division estimates vary significantly from the FY25 budget. The proposed budget adjustments do not address small and relatively immaterial variances between expectations and budget.

Staff Impact.

Town Manager and Directors spend about 20 hours a month reviewing the budget.

Attachments or Links.

Resolution 24-23 adopting amendments to the Fiscal Year 2025 Budget.

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

I move to approve Resolution 24-23 adopting amendments to the fiscal year 2025 budget.

RESOLUTION 24-23

A RESOLUTION ADOPTING AMENDMENTS TO THE FISCAL YEAR 2025 BUDGET
OF THE TOWN OF JACKSON.

WHEREAS, pursuant to Wyoming Statutes, the governing body of the Town of Jackson is empowered to control the finances of the Town including adopting and amending the annual budget; and

WHEREAS, the specific statutory requirements for budgeting procedures are stipulated in the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 16-4-124); and

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Jackson that the fiscal year 2025 budget is hereby amended as follows:

EXPENDITURES AND OTHER USES	Approved Budget	Increase (Decrease)	Amended Budget
Mayor & Town Council	439,193		439,193
Town Attorney	829,144		829,144
Municipal Judge	330,695		330,695
Administration	1,125,481	9,634	1,135,115
Internal Services	1,064,003		1,064,003
Finance	851,110		851,110
Communications and Strategic Initiatives	673,500	3,538	677,038
Information Technology	1,190,632		1,190,632
Planning	992,714		992,714
Town-Wide Services	390,232	(21,063)	369,169
Town Facilities	884,467	10,121	884,467
Police - Administration	874,785	28,652	903,437
Police - Investigations	985,336	32,564	1,017,900
Police - Patrol	3,829,461	172,564	4,002,025
Police - Community Service	737,992	13,980	751,972
Police - Special Operations	26,450		26,450
Victim Services	447,616		447,616
Animal Shelter/Control	436,844	836	437,680
Building Inspections	578,852		578,852
Public Works Administration	659,943		659,943
Streets	2,336,645	(32,308)	2,304,337
Engineering	826,787	3,843	830,630
Yard Operations	52,242		52,242
Cemetery	36,459		36,459
Social Services	1,567,651		1,567,651
Community Initiatives	530,700	190,275	720,975
County-Budgeted Joint Programs	7,383,129		7,383,129
Transfers Out	7,295,494	2,944	7,298,438
Total General Fund	37,377,557	415,580	37,793,137
Affordable Housing	1,638,898	-	1,638,898
Total Affordable Housing Fund	1,638,898	-	1,638,898
Parking Exactions Fund	5,500	-	5,500
Total Parking Exactions Fund	5,500	-	5,500
Parks Exactions	550,000	-	550,000
Total Park Exactions	550,000	-	550,000
Employee Housing Fund	919,908	81,954	867,175
Transfers out	134,687	-	134,687
Total Employee Housing Fund	1,054,595	81,954	1,136,549
Animal Care Fund	25,000	-	25,000
Transfers Out	100,000	836	100,836
Total Animal Care Fund	125,000	836	125,836
Lodging Tax Fund	-	-	-
Transfers Out	1,430,434	-	1,430,434
Total Lodging Tax Fund	1,430,434	-	1,430,434
START Administration	2,091,123	36,044	2,127,167
START Operations	7,870,451	345,000	8,215,451
START Capital	7,430,779	30,000	7,460,779
START Transfers	164,987	-	164,987
Total START Fund Expenditures	17,557,340	411,044	17,968,384
Capital Outlay	7,818,011	2,445,209	10,263,220
Transfers Out	130,000	-	130,000
Total Capital Projects Fund	7,948,011	2,445,209	10,393,220

EXPENDITURES AND OTHER USES	Approved Budget	Increase (Decrease)	Amended Budget
Capital Outlay	-	17,800	17,800
Total 2006 SPET	-	17,800	17,800
Capital Outlay	125,000	-	125,000
Total 2010 SPET	125,000	-	125,000
Capital Outlay	1,204,800	351,697	1,556,497
Total 2014 SPET	1,204,800	351,697	1,556,497
Capital Outlay	20,000	-	20,000
Total 2016 SPET	20,000	-	20,000
Capital Outlay	8,000,000	337,000	8,337,000
Total 2019 SPET	8,000,000	337,000	8,337,000
Expenditures and Other Uses	Approved Budget	Increase (Decrease)	Amended Budget
Water Maintenance & Operation	1,395,231	22,485	1,417,716
Water Wells	404,241	-	404,241
Water Billing & Accounting	337,684	-	337,684
Water Capital Outlay	3,721,800	2,924,477	6,646,277
Water Debt Service	66,970	-	66,970
Water Transfers Out	912,315	-	912,315
Sewage Plant Operations	887,638	6,592	894,230
Sewage Maint. & Operations	899,557	29,077	928,634
Sewage Billing & Accounting	213,247	-	213,247
Sewage Capital Outlay	4,394,800	264,613	4,659,413
Sewage Transfers Out	912,315	-	912,315
Total Enterprise Funds	14,145,798	3,247,244	17,393,042
Employee Insurance	3,621,603	-	3,621,603
Total Insurance Fund	3,621,603	-	3,621,603
Fleet Expenditures	2,673,672	13,182	2,686,854
Total Fleet Management Fund	2,673,672	13,182	2,686,854
Central Equipment Expenses	1,208,750	365,915	1,574,665
Total Central Equipment Fund	1,208,750	365,915	1,574,665
IT Services	1,604,255	-	1,604,255
Transfers Out	-	150,000	150,000
Total IT Service Fund	1,604,255	150,000	1,754,255
REVENUES AND OTHER SOURCES	Approved Budget	Increase (Decrease)	Amended Budget
Taxes	12,853,728	(17,568)	12,836,160
Licenses & Permits	1,534,843	-	1,534,843
Intergovernmental Revenue	15,835,834	150,000	15,985,834
Charges for Services	742,558	-	742,558
Fines & Forfeitures	310,000	-	310,000
Miscellaneous Revenue	1,218,377	(4,123)	1,214,254
Transfers In	2,342,849	836	2,343,685
Total General Fund	34,838,189	129,145	34,967,334
Licenses & Permits	450,000	-	450,000
Miscellaneous Revenue	96,100	-	96,100
Transfers In	1,638,898	-	1,638,898
Total Affordable Housing Fund	2,184,998	-	2,184,998
Licenses & Permits	342,000	(325,000)	17,000
Miscellaneous Revenue	74,300	-	74,300
Transfers In	-	-	-
Total Parking Exactions	416,300	(325,000)	91,300
Licenses & Permits	50,000	-	50,000
Miscellaneous Revenue	26,200	-	26,200
Total Park Exactions	76,200	-	76,200
Miscellaneous Revenue	860,112	-	860,112
Transfers In	-	-	-
Total Employee Housing Fund	860,112	-	860,112

REVENUES AND OTHER SOURCES	Approved Budget	Increase (Decrease)	Amended Budget
Miscellaneous Revenue	60,200	-	60,200
Total Animal Care Fund	60,200	-	60,200
Taxes	1,420,834	-	1,420,834
Intergovernmental Revenue	-	-	-
Miscellaneous Revenue	9,600	-	9,600
Total Lodging Tax Fund	1,430,434	-	1,430,434
Intergovernmental Revenue	12,943,693	3,456	12,947,149
Charges for Services	1,822,060	185,000	2,007,060
Miscellaneous Revenue	218,260	24,144	242,404
Transfers In	1,489,147	2,944	1,492,091
Total START Fund Revenues	16,473,160	215,544	16,688,704
Intergovernmental	516,154	-	516,154
Licenses & Permits	325,000	-	325,000
Miscellaneous Revenue	573,500	-	573,500
Transfers In	5,597,883	150,000	5,747,883
Total Capital Projects Fund	7,012,537	150,000	7,162,537
Miscellaneous Revenue	5,500	-	5,500
Total 2010 SPET	5,500	-	5,500
Miscellaneous	85,100	-	85,100
Total 2014 SPET	85,100	-	85,100
Miscellaneous	13,500	-	13,500
Total 2016 SPET	13,500	-	13,500
Miscellaneous	225,000	-	225,000
Total 2019 SPET	225,000	-	225,000
Taxes	500,000	-	500,000
Miscellaneous	11,300	-	11,300
Total 2022 SPET	511,300	-	511,300
Water Intergovernmental	175,000	1,325,000	1,500,000
Water Charges for Services	3,112,715	-	3,112,715
Water Miscellaneous	262,700	-	262,700
Water Transfers In	65,000	-	65,000
Sewage Charges for Services	3,507,500	-	3,507,500
Sewage Miscellaneous	205,280	-	205,280
Sewage Transfers In	65,000	-	65,000
Total Enterprise Funds	7,393,195	1,325,000	8,718,195
Charges for Services	2,950,988	-	2,950,988
Miscellaneous Revenue	75,100	-	75,100
Total Employee Insurance Fund	3,026,088	-	3,026,088
Charges for Services	2,757,716	-	2,757,716
Miscellaneous Revenue	(3,500)	-	(3,500)
Transfers In	-	-	-
Total Fleet Management Fund	2,754,216	-	2,754,216
Charges for Services	799,400	-	799,400
Miscellaneous Revenue	31,800	-	31,800
Total Central Equipment Fund	831,200	-	831,200
Charges for Services	1,498,171	-	1,498,171
Miscellaneous Revenue	1,400	-	1,400
Transfers In	-	-	-
Total IT Service Fund	1,499,571	-	1,499,571

CHANGE OF FUND BALANCE	Approved Budget	Increase (Decrease)	Amended Budget
General Fund	(2,539,368)	(286,435)	(2,825,803)
Affordable Housing	546,100	-	546,100
Parking Exactions Fund	410,800	(325,000)	85,800
Park Exactions Fund	(473,800)	-	(473,800)
Employee Housing Fund	(194,483)	(81,954)	(276,437)
Animal Care Fund	(64,800)	(836)	(65,636)
Lodging Tax Fund	-	-	-
Start Fund	(1,084,180)	(195,500)	(1,279,680)
Capital Projects	(935,474)	(2,295,209)	(3,230,683)
2006 SPET	-	(17,800)	(17,800)
2010 SPET	(119,500)	-	(119,500)
2014 SPET	(1,119,700)	(351,697)	(1,471,397)
2016 SPET	(6,500)	-	(6,500)
2019 SPET	(7,775,000)	(337,000)	(8,112,000)
2022 SPET	511,300	-	511,300
Enterprise Funds	(6,752,603)	(1,922,244)	(8,674,847)
Employee Insurance Fund	(595,515)	-	(595,515)
Fleet Management Fund	80,544	(13,182)	67,362
Central Equipment Fund	(377,550)	(365,915)	(743,465)
IT Services Fund	(104,684)	(150,000)	(254,684)

PASSED, APPROVED, & ADOPTED this 21st day of October , 2024

Town of Jackson

By: _____
Hailey Morton Levinson
Mayor

ATTEST:

By: _____
Riley Taylor
Town Clerk

STAFF REPORT



Meeting Date:	October 21, 2024	Meeting Title:	Regular
Submitting Department:	Legal	Presenter:	Lea Colasuonno
Agenda Item:	Second Reading Ordinance Annexing Garaman Park	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Council to consider the ordinance annexing Garaman Park into the Town on second reading.

Requested Action.

Staff requests Council review and considering moving to approve Ordinance O, an ordinance annexing Garaman Park into the Town, on second reading.

Recommendations.

Staff requests Council move to approve Ordinance O, an ordinance annexing Garaman Park into the Town, on second reading.

Background.

Garaman Park is solely owned by the Town and lies adjacent to the Town, yet it is *outside* the Town's corporate limits as illustrated by the yellow highlighted parcel in the map below. As a result, **first**, the Town Code does not apply in Garaman Park (though the public often believe it does), and **second**, law enforcement responsibility formally lies with the Sheriff, often confusing those calling for services.



The Chief of Police and the Teton County Sheriff's Office have both requested that Garaman Park be annexed into the Town, thus the presentation of this item to Council to consider initiating an annexation pursuant to Wyo. Stat. § 15-1-404.

On September 9, 2024 Council moved to initiate annexation proceedings to annex Russ Garaman Park into the Town pursuant to Wyo. Stat. §15-1-404, certified compliance of the area with Wyo. Stat. §15-1-402, and directed staff to proceed with annexation.

Analysis & Key Policy Questions.

Analysis and policy questions were resolved at the September 9, 2024 meeting.

Possible Alternatives.

Council could elect not to annex Garaman Park.

Comprehensive Plan & Priority Alignment.

This item ensures responsible growth management, Common Value 2, and maintains the quality of life of residents, Common Value 3.

Fiscal Impact.

There is no significant fiscal impact to this item since Garaman Park is already owned by the Town and managed and maintained by the joint Parks and Recreation Department. The Jackson Police Department does find it is appropriate that the Town Code applies in Garaman Park, but does not anticipate appreciable cost increases when that occurs.

Attachments or Links.

Ordinance O

Suggested Motion.

I move to approve ordinance O on second reading.

ORDINANCE O

AN ORDINANCE ANNEXING RUSS GARAMAN PARK TO THE TOWN OF JACKSON, TETON COUNTY, WYOMING; AMENDING THE ZONING DISTRICT MAP TO INCLUDE THE ANNEXED PROPERTY AND CLASSIFYING IT AS A PART OF THE PUBLIC / SEMI-PUBLIC ZONING DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION I.

The Town of Jackson hereby finds as follows:

- a. That area to be annexed is Russ Garaman Park, which is solely owned by the Town of Jackson;
- b. The Town Council of the Town of Jackson initiated proceedings to annex Russ Garaman Park to the corporate limits of the Town of Jackson and to make it a part thereof;
- c. That a legal description and an accurate map and survey of Russ Garaman Park were prepared by Patrick W. Gilroy, a Professional Land Surveyor, licensed in the State of Wyoming, and are attached hereto and incorporated herein as *Exhibit A* and *Exhibit B*;
- d. That the required procedures for an annexation have been met, and that, pursuant to W.S. § 15-1-407, the Town of Jackson is authorized to annex this area without notice or a public hearing as provided in W.S. § 15-1-405 and without preparing an annexation report or providing the estimates required by W.S. § 15-1-402(c) and (e) and § 15-1-404(a)(ii)(C) and (D) since Russ Garaman Park is solely owned by the Town of Jackson; and
- e. That the conditions required by W.S. § 15-1-402 for the annexation of Russ Garaman Park exist in that:
 - a. The annexation of the area is for the protection of health, safety, and welfare of the persons residing in the area and the Town of Jackson;
 - b. The annexation of the area constitutes a natural, geographical, economical, and social part of the Town of Jackson;
 - c. The area is a logical and feasible addition to the Town of Jackson and the extension of basic and other services customarily available to residents of the Town of Jackson will, within reason, be available to the area;
 - d. The area is contiguous with and adjacent to the Town of Jackson, and the area meets the requirements of W.S. § 15-1-407;
 - e. The Town of Jackson does not own or operate its own electrical utility, and, as such, the Town Council is prepared to issue franchises, or amend current franchises, as necessary to serve the area pursuant to W.S. §15-1-410; and
 - f. The Town of Jackson may annex the area pursuant to W.S. § 15-4-407 without notice or a public hearing as required by W.S. § 15-1-405 and without preparing an annexation report since the Town of Jackson is the sole owner of the area. Nonetheless, the Town of Jackson, not less than twenty (20) business days prior to the hearing to consider the initiation of the annexation at a Regular Town Council Meeting on September 9, 2024, sent by certified mail to all affected public utilities within the area and by first class mail to any persons owning property that is adjacent to or within three hundred (300) feet of the area notice of the time, date, and location of the hearing and a summary of the proposed annexation.

SECTION II.

That all the real property described in Exhibit A as Russ Garaman Park is hereby annexed to the Town of Jackson, Teton County, Wyoming, and shall become a part thereof.

SECTION III.

Upon this Ordinance taking effect, the corporate limits of the Town of Jackson and boundary lines thereof shall show and include the real property described in Exhibit A as Russ Garaman Park as being within the Town of Jackson.

SECTION VI.

The Official Zoning District Map of the Town of Jackson is hereby amended to include the property described in Exhibit A as Russ Garaman Park in the Public / Semi-Public zoning district. If subject to the scenic resources overlay and/or natural resources overlay designations on the current Teton County zoning map, said designation shall also apply after the property is annexed into the Town.

SECTION V.

The Clerk of the Town of Jackson is hereby authorized and directed to file a certified copy hereof with the County Clerk of Teton County, Wyoming.

SECTION VI.

This Ordinance shall be in full force and effect upon its publication.

PASSED 1ST READING THE _____ DAY OF _____, 2024.

PASSED 2ND READING THE _____ DAY OF _____, 2024.

PASSED, APPROVED, AND ADOPTED THE _____ DAY OF _____, 2024.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

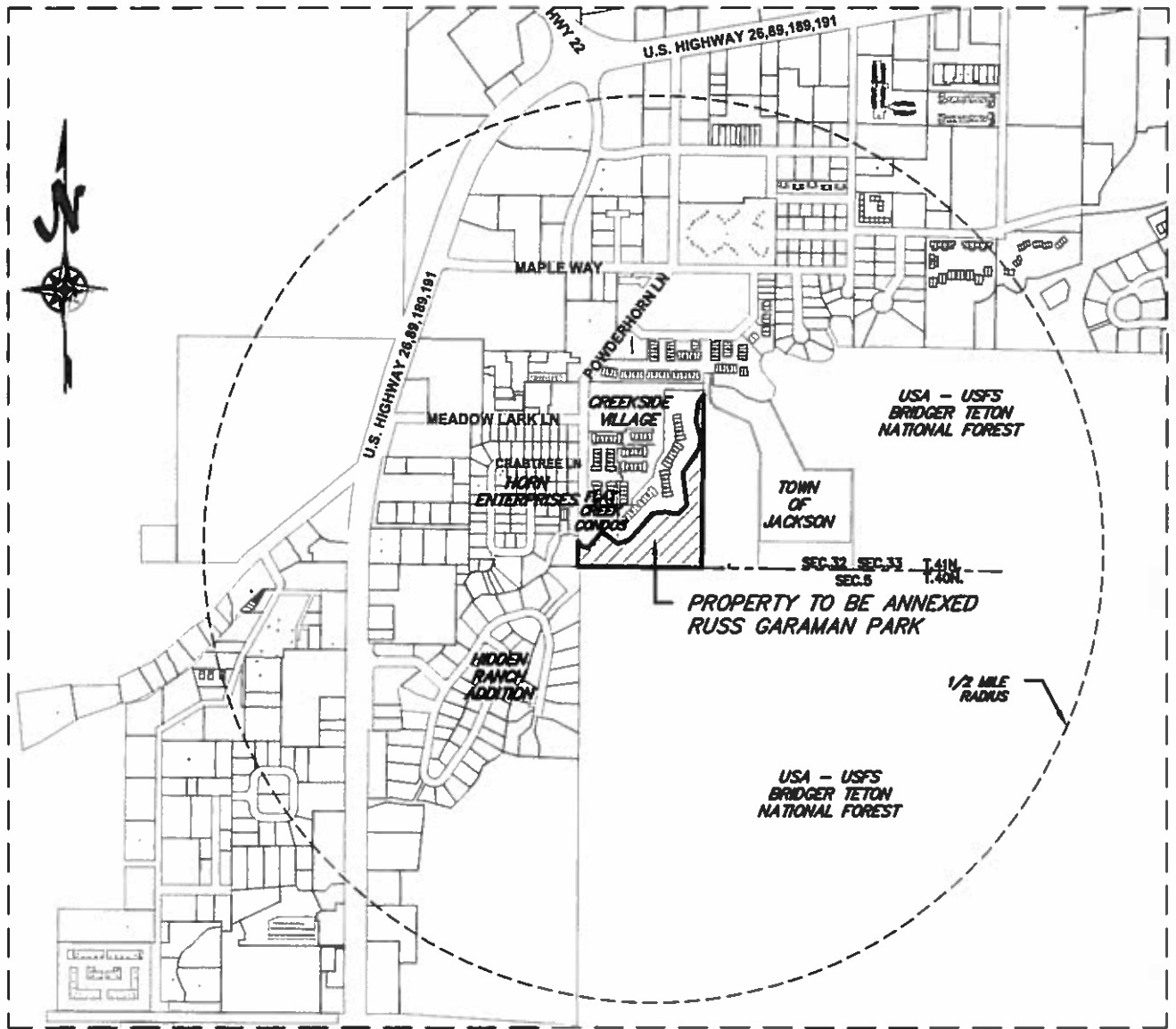
Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News & Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of _____, 2024. I further certify that the foregoing Ordinance was duly recorded on page ____ in Book ____ of Ordinances of the Town of Jackson, Wyoming.

Riley Taylor, Town Clerk



SCALE: 1" = 1000'



HARMONY
DESIGN & ENGINEERING

18 N MAIN STE 305 • DRIGGS ID 83422
208.354.1331 • www.harmonydesigninc.com

PROJ. NO.: 24074_TOJ-ANNEX; Date: August 20, 2024

EXHIBIT A
TOWN OF JACKSON
RUSS GARAMAN PARK ANNEXATION
LOCATED WITHIN
SECTION 32, T. 41 N., R. 116 W., 6th P.M.,
TETON COUNTY, WYOMING

NOTES

THIS MAP OF SURVEY WAS PREPARED AT THE REQUEST OF THE TOWN OF JACKSON TO ANNEX THAT EXISTING TRACT OF LAND AS DESCRIBED IN THAT DEED RECORDED IN BOOK 281 PAGE 0786-0787 IN THE OFFICE OF THE CLERK OF TETON COUNTY, WYOMING, BEING FURTHER KNOWN AS THE RUSS GARAMAN PARK.

THE BASIS OF BEARINGS FOR THIS SURVEY IS REFERENCED TO A DIRECT GPS MEASUREMENT FROM GEODETIC NORTH (USING WGS 84, NAD 83(2011), EPOCH2010.0000), RESULTING IN A BEARING OF S 89°21'11" E BETWEEN THE NORTH QUARTER CORNER OF SECTION 5 AND THE NORTHEAST CORNER OF SECTION 5 TOWNSHIP 43 NORTH, RANGE 118 WEST, 6TH P.M., TETON COUNTY, WYOMING, AS SHOWN HEREON.

RECORD INFORMATION SHOWN HEREON ARE REFERENCED TO THOSE MAPS OF SURVEYS FILED IN THE OFFICE OF THE CLERK OF TETON COUNTY, WYOMING AS INSTRUMENT NUMBER(S); (REC-A T-31F); (REC-C T-31C); (PLAT 791, B34); (REC-B DOC. 365399; BOOK 281 PAGE 0786-0787).

NO IMPROVEMENTS, FENCE-LINES, UNDERGROUND UTILITIES, SUBSURFACE IMPROVEMENTS, OR WETLANDS WERE MAPPED AS PART OF THIS SURVEY EXCEPT WHERE SPECIALLY INDICATED.

EASEMENTS OF SIGHT AND RECORD NOT SHOWN HEREON MAY EXIST.

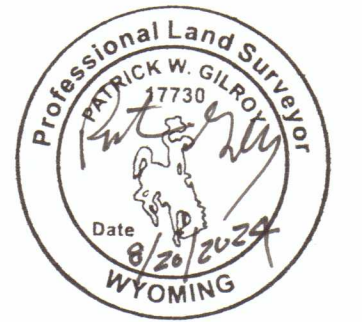
- LEGEND**
- INDICATES A PLSS MONUMENT FOUND THIS SURVEY AS NOTED, LAND CORNER RECORD ON FILE
 - INDICATES A T-SHAPED STAKE WITH METAL CAP INSCRIBED "RLS 164", FOUND THIS SURVEY
 - INDICATES A 5/8 INCH DIAMETER REBAR WITH AN ALUMINUM CAP INSCRIBED "LS 578"
 - CALCULATED POINT NOTHING FOUND OR SET

- TRACT BOUNDARY LINE TO BE ANNEXED
- TRACT BOUNDARY LINE OF SUBJECT PROPERTY TO BE ANNEXED, COINCIDENT WITH THE THREAD OF FLAT CREEK AS SURVEYED SPRING OF 2024
- ADJOINING PARCEL LINE
- SECTION LINE
- BANK OF FLAT CREEK
- EDGE OF PEDESTRIAN PATHWAY
- CENTERLINE OF TRAIL

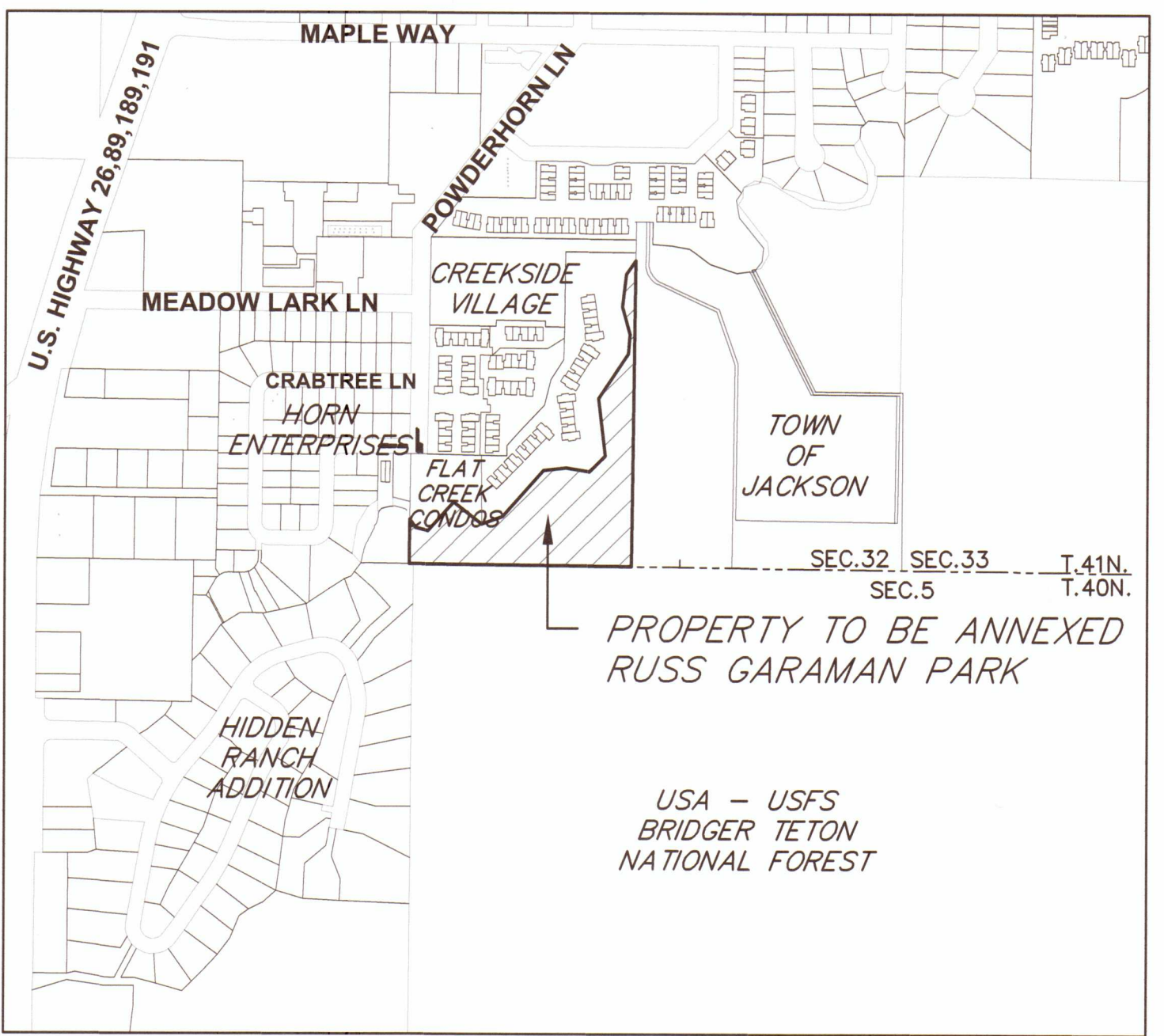
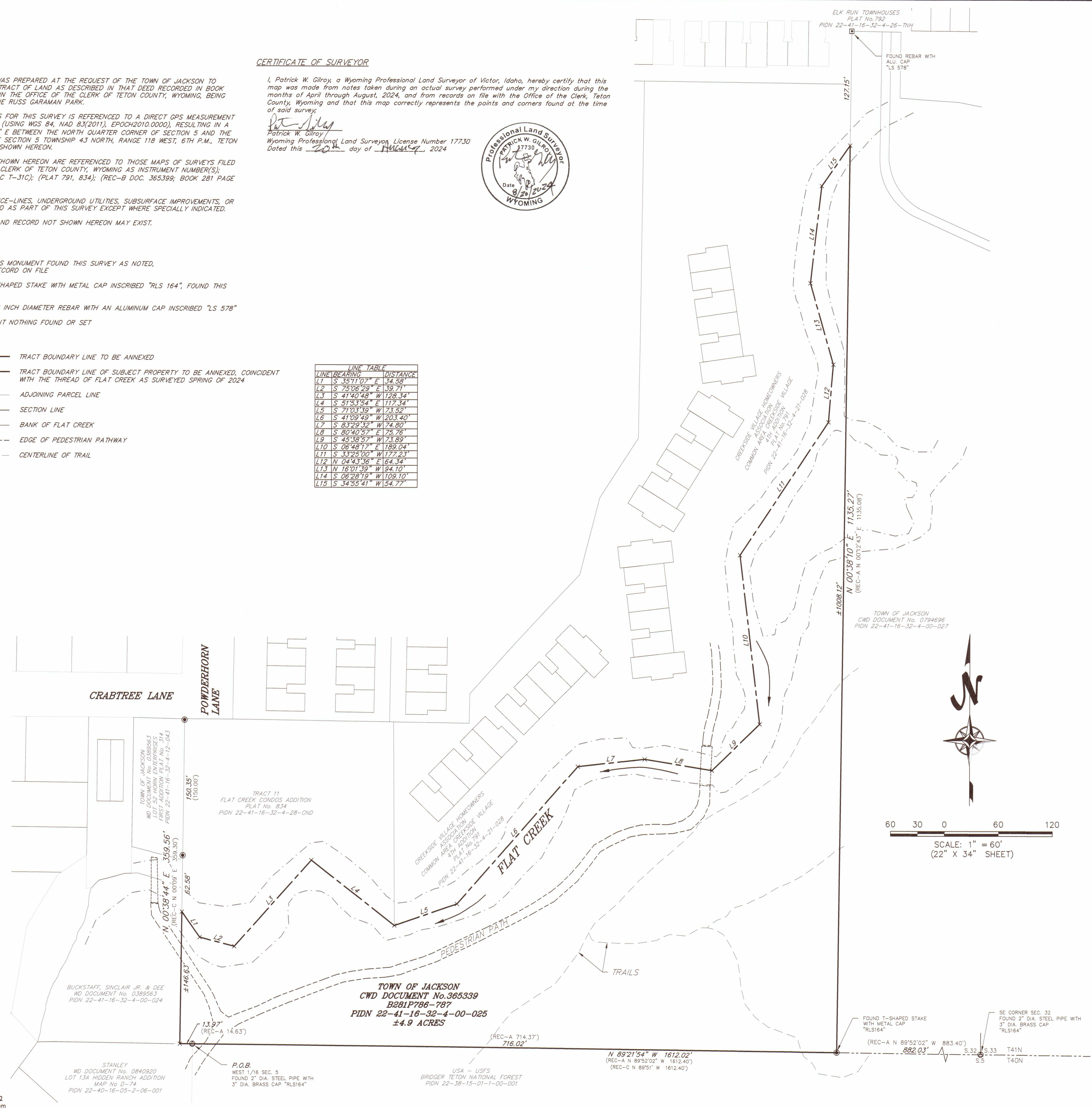
CERTIFICATE OF SURVEYOR

I, Patrick W. Gilroy, a Wyoming Professional Land Surveyor of Victor, Idaho, hereby certify that this map was made from notes taken during an actual survey performed under my direction during the months of April through August, 2024, and from records on file with the Office of the Clerk, Teton County, Wyoming and that this map correctly represents the points and corners found at the time of said survey.

Patrick W. Gilroy
Wyoming Professional Land Surveyor License Number 17730
Dated this 20th day of August, 2024



LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 35°11'07" E	34.58'
L2	S 75°06'29" E	39.71'
L3	S 41°40'48" W	128.34'
L4	S 51°53'54" E	117.34'
L5	S 71°03'39" E	73.52'
L6	S 41°09'49" W	203.40'
L7	S 83°29'32" E	74.80'
L8	S 80°40'57" E	75.76'
L9	S 45°38'57" E	73.89'
L10	S 06°48'17" E	189.04'
L11	S 33°25'00" E	177.23'
L12	N 04°43'36" E	64.34'
L13	N 16°01'39" W	94.10'
L14	S 06°28'19" E	109.10'
L15	S 34°55'41" W	54.77'



VICINITY MAP
NOT TO SCALE

RUSS GARAMAN PARK LEGAL DESCRIPTION TO BE ANNEXED

A tract of land as described in Corrective Warranty Deed filed in Book 281 of Photo on Page 0786-0787 in the Office of the Clerk of Teton County, Wyoming, being situated in the South One-Half of the Southeast One-Quarter (S1/2SE1/4) of Section 32, Township 41 North, Range 116 West, 6th Principal Meridian, Teton County, Wyoming, being more particularly described as follows:

BEGINNING at the West One-Sixteenth Corner of Section 5, Township 40 North, Range 116 West, 6th Principal Meridian, Teton County, Wyoming, where is a found monument as described in that Wyoming Corner Record on file in said Office as document number A840115-19840808;

THENCE N 89°21'54" E, 13.97 feet, along the Section line common to said Section 5 and Section 32, to the Southwest corner of that tract of record filed in Book 10 of Photo on Page 222 in said Office;

THENCE N 00°38'44" E, 146.63 feet, more or less, along the West line of said tract to a point of intersection with the thread of Flat Creek;

THENCE following said thread upstream through the following described courses,

THENCE S 35°11'07" E, 34.58 feet;

THENCE S 75°06'29" E, 39.71 feet;

THENCE N 41°40'48" E, 128.34 feet;

THENCE S 51°53'54" E, 117.34 feet;

THENCE N 71°03'39" E, 73.52 feet;

THENCE N 41°09'49" E, 203.40 feet;

THENCE N 83°29'32" E, 74.80 feet;

THENCE S 80°40'57" E, 75.76 feet;

THENCE N 45°38'57" E, 73.89 feet;

THENCE N 06°48'17" W, 189.04 feet;

THENCE N 33°25'00" E, 177.23 feet;

THENCE N 04°43'36" E, 64.34 feet;

THENCE N 16°01'39" W, 94.10 feet;

THENCE N 06°28'19" E, 109.10 feet;

THENCE N 34°55'41" E, 54.77 feet, more or less, to a point of intersection with the west line of that parcel of record filed in Book 783 of Photo on Page 741-748;

THENCE departing said thread of Flat Creek, S 00°38'10" W, 1008.12 feet, more or less, along said West line to the Southwest corner of said parcel, said corner being monumented by a T-Shaped Stake with metal cap inscribed "RLS164";

THENCE N 89°21'54" W, 716.02 feet, along the Section line common to said Section 5 and Section 32 to the POINT OF BEGINNING.

Said Tract Encompasses 4.90 acres, more or less, the area will vary as the thread of Flat Creek varies.

TOGETHER WITH and SUBJECT TO any easements, rights-of-ways, covenants, conditions, restrictions, agreements, reservations or encumbrances of sight and/or record.

STAFF REPORT



Meeting Date:	October 21, 2024	Meeting Title:	Regular Town Council Meeting
Submitting Department:	Planning Department	Presenter:	Paul Anthony
Agenda Item:	First Reading Ordinances P, Q, R, S, T, U, V, W, X, Y, and Z to amend various sections of the LDRs to address the building size moratorium (PM24-004)	Public Comment:	Yes

Purpose & Policy Considerations.

To approve at first reading Ordinances P, Q, R, S, T, U, V, W, X, Y, and Z to update the Town of Jackson's Land Development Regulations (LDRs) to address the size and scale of large buildings as part of an emergency moratorium.

Requested Action.

Request to approve at first reading Ordinance P, Q, R, S, T, U, V, W, X, Y, and Z which would modify the Town of Jackson's LDRs regarding the size and scale of large buildings. Ordinance P, Q, R, S, T, U, V, W, X, Y, and Z would modify the following sections of the LDRs:

- 2.2 – Complete Neighborhood Character Zones
- 5.8 – Design Guidelines
- 6.1.5 – Lodging Uses
- 7.8.4 – Workforce Housing Floor Area Bonus

Recommendation.

The Planning Director recommends Council approve at first reading proposed Ordinance P, Q, R, S, T, U, V, W, X, Y, and Z as presented in this staff report.

Background.

At the October 7, 2024, Regular Council meeting, staff presented to Council a proposed LDR text amendments regarding the moratorium to address the size and scale of big buildings. Council directed staff to draft ordinances for first reading at the next available opportunity based on their feedback and direction. The October 7, 2024, staff report referencing PM24-004 is attached hereto.

The only addition made by staff not directly discussed by the Council was to add a subsection on "Submittal Requirements" for the new Conditional Use Process for big buildings. The proposed text is provided below:

"Submittal Requirements: Applicant shall submit studies of sufficient detail, as identified by staff at the preapplication meeting, to address anticipated impacts on traffic generation, environmental resources (e.g., wildlife permeability), historic resources, water quality (e.g., stormwater runoff, groundwater quality), and other important Town resources. Mitigation measures shall be included as part of any required study."

The purpose of this added section is to clarify that the Town can require specific studies from applicants to address anticipated impacts from large developments on important Town resources.

Public Comment.

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

Staff Findings.

Pursuant to Section 8.7.2 of the Town of Jackson Land Development Regulations, the advisability of amending the text of these LDRs is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt, modify, or deny a proposed LDR Text Amendment the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:

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

Complies. The purposes of the LDRs per Division 1.3 are generally to implement the Comprehensive Plan and to promote the health, safety, and general welfare of the present and future inhabitants of the community. The proposed amendments support these purposes by seeking to address the negative impacts that overly large buildings have on our community character and quality of life presented in the Jackson/Teton County Comprehensive Plan.

2. Improves the consistency of the LDRs with other provisions of the LDRs;

Complies. The proposed amendments maintain consistency between various provisions of the LDRs related to building scale and character, such as the Design Guidelines.

3. Provides flexibility for landowners within standards that clearly define desired character;

Complies. The proposed amendments seek to balance predictability with flexibility for landowners. For example, the new maximum building sizes will require smaller buildings but the Town will work with landowners who may seek to construct multiple smaller buildings on their site to still try to achieve the landowner's primary goals.

4. Is necessary to address changing conditions, public necessity, and/or state or federal legislation;

Complies. The proposed amendments directly respond to increasing public frustration with the size, scale, and character of large, new buildings being constructed throughout Town. The proposed amendments are targeted to specifically mitigate and control the size of large buildings with the understanding that the local real estate market has become much more driven by larger format buildings often proposed by large, non-local entities.

5. Improves implementation of the Comprehensive Plan; and

Not Applicable. Not applicable per Wyoming State statute. This Text Amendment would remove this finding of approval.

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

Complies. The proposed amendments maintains consistency between the LDRs and other adopted Town Ordinances.

Fiscal Impact.

None identified at this time.

Staff Impact.

The amount of staff time to research and draft this proposed text amendment and Ordinance is approximately 70 hours.

Attachments or Links.

Ordinance P, Q, R, S, T, U, V, W, X, Y, and Z Redline
Staff Report PM24-004 dated October 7, 2024.

Suggested Motions.

I move to approve Ordinances P, Q, R, S, T, U, V, W, X, Y, and Z on first reading.

STAFF REPORT



Meeting Date:	October 7, 2024	Meeting Title:	Town Council Regular Meeting
Submitting Department:	Planning Department	Presenter:	Paul Anthony
Agenda Item:	Amendments to Town Land Development Regulations related to Temporary Emergency Building Moratorium (PM24-004)	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose is for the Town Council to review and approve proposed redlines changes to the Town of Jackson Land Development Regulations (LDRs) and Design Guidelines to address the size and character of buildings in response to the emergency building moratorium adopted by the Council on June 3, 2024.

Requested Action.

Staff are requesting that the Council approve the proposed redline changes to the LDRs and Design Guidelines provided in this staff report and direct staff to prepare an ordinance for first reading.

Recommendation.

The Planning Director recommends approval of the redline changes presented in this staff report.

Key Policy Questions.

1. Does the Council agree with the proposed redline changes presented in this staff report? If not, what alternative approaches or amendments to the proposal are desired?
2. Is the Council concerned that limiting the size of individual buildings will likely increase the cost of constructing larger development, especially hotels, potentially leading to “higher end” projects that might cater to an increasingly wealthy clientele at the expense of options for middle-class travelers and shoppers?

Background.

On June 3, 2024, the Town Council adopted Ordinance 1373 which was an emergency declaration to impose a 120-day moratorium to halt the acceptance of development applications for “large buildings.” The 120-day moratorium deadline was recently extended by the Council from October 1, 2024, to November 20, 2024. Since approval of the moratorium, there have been meetings with the Planning Commission, Design Review Committee, and Council to consider, discuss, and draft targeted changes to the LDRs and Design Guidelines to address the scale and character of big buildings consistent with Council direction.

Most recently, the Council met on August 19, 2024, to confirm and clarify its initial direction to staff. The Council’s direction is included as redline changes the LDRs and Design Guidelines attached to this staff report. The changes focus primarily on the following six topics:

1. Maximum building size
2. Maximum use size
3. Conditional Use Permit for large buildings
4. Maximum façade width

5. 2:1 Workforce Housing Bonus
6. Design Guidelines

Potential Next Steps for Action after Moratorium

Many other topics related to growth and development were discussed by the Council during the moratorium but these issues were determined to be longer-term items that need significant public outreach and/or staff time to address and so are documented below for potential future action. These items include:

- Full update of 2:1 Workforce Bonus;
- Full update of the Design Guidelines;
- Full Comprehensive Plan update;
- Address full secondary impacts of big buildings (traffic, jobs, environmental, etc.), including the consideration of impact fees for new development;
- Address unintended consequences of LDRs on our community goals;
- Add sustainability standards to LDRs (reduce GHGs/landscaping) and possibly building code;
- Reconsider some of our form-based standards.
- Engage extensive public process to conduct comprehensive urban design study reflecting current zoning outcomes and possible strategies to improve outcomes

Review Schedule.

As mentioned above Council recently extended the moratorium deadline from October 1, 2024, to November 20, 2024, to provide staff more time to draft staff reports and for the community and Council to work together to finalize and adopt changes to address big buildings.

Below is staff's current summary of the moratorium public meeting schedule to date, which is subject to change based on Council action.

June (2024)

- June 12: DRC workshop (completed)
- June 17: TC hearing on moratorium schedule (completed)
- June 25: PC workshop (completed)

July (2024)

- July 10: DRC workshop (completed)
- July 15: PC/TC joint workshop (completed)

August (2024)

- August 5: TC hearing (completed)
- August 14: DRC workshop (completed)
- August 28: PC hearing (completed)

September (2024)

- September 11: DRC meeting (completed)
- September 18: PC hearing (completed)

October (2024)

- **October 7: TC public hearing (review and move redline to 1st Reading)**
- **October 21: 1st Reading**

November (2024)

- **November 4: 2nd Reading**
- **November 18: 3rd Reading**

Analysis.

Staff has attached to this staff report a summary table that includes each proposed redline amendment to the LDRs and Design Guidelines. For each amendment, the table provides a brief background and explanation of that change. Staff has been vetting variations of these changes through ten previous public meetings with the Design Review Committee (DRC), Planning Commission, and Town Council. The summary table represents staff's effort to provide clear, effective, and reasonable amendments to achieve the Council's intended outcomes related to large buildings. These changes do not represent, nor were they intended to represent, a comprehensive effort to address all possible impacts of building size or all possible secondary impacts or issues related to larger developments in Town. As provided above, many of these broader issues have been highlighted for potential future action so they are not forgotten.

In the simplest terms, the proposed changes require larger buildings to be physically downsized into smaller buildings in a variety of ways. The changes mean that larger sites and larger projects may need to be separated into multiple smaller buildings or a complex of buildings. In addition, different size standards are often proposed for the downtown area compared to the highway corridor to reflect their different characters and contexts. It is worth noting too that the proposed maximum buildings sizes are also very similar to the maximums that were allowed (usually with a CUP) in the LDRs prior to 2016.

Impact on Hotels

The use that will be impacted most significantly by the decreased building size in the downtown area will be lodging uses, such as hotels and short-term rentals. Nearly all buildings over 50,000 sf built since 2016 in the downtown have been hotels and/or short-term rentals. However, on the highway corridor, the uses most impacted would be large residential projects (hotels are not allowed on the highway corridor). Large "big box" retail uses are not really impacted by the proposed 50,000 sf maximum building size on the highway corridor because retail uses are already limited to a maximum of 50,000 sf in size.

Staff does not anticipate significant unintended or adverse consequences from the proposed changes. Again, in many ways, the changes return us to our pre-2016 maximum building sizes so we are returning to familiar standards. However, it should be acknowledged that requiring smaller, fully separate buildings with separate parking garages, elevators, and mechanical systems, will likely increase construction costs for larger buildings compared to constructing a single large building. For example, a 90,000 sf hotel with a single underground garage is cheaper to build than two adjacent 45,000 sf buildings that each has its own parking garage. How much costs might increase by requiring smaller buildings will be heavily dependent on the use, location, and zoning of the project because some zones will be impacted more by the building limits than others (i.e., zones where the 2:1 Bonus is currently most usable will be impacted the most, such as the CR-3). On a long-term

basis, the proposed maximum building limits could result in or incentivize higher value hotel development (and possibly retail development) leading to an “upscaling” of our town. Whether the Town should seek to offer additional regulatory flexibility to help off-set this possible outcome is worth discussion and listed as a key policy question for this item.

Planning Commission

The Planning Commission discussed the redline changes on August 28 and September 18. The Commission’s discussion focused mostly on the following issues (see the attached summary table for the final recommendations of the Commission):

- Maximum building size: The Commission spent significant time discussing its recommendation for establishing a new maximum building size in the downtown area. They discussed a range from about 50,000 sf to 100,000 sf and settled on a maximum building size of 75,000 sf for all uses (residential hotel, commercial, etc.).
- What floor area counts? The Commission felt that space dedicated to above ground parking garage should not count against the maximum building size because this space is often critical to making a project work and it does not usually add much to the solid massing of a building compared to habitable floor area.
- Definition of individual building: The Commission thought that allowing underground parking to connect multiple individual buildings was a good idea because it would not be visible to the public, it would allow more efficient use of land, and it would significantly decrease the cost of constructing larger projects, especially hotels, all without compromising the character goals of decreasing the size of buildings as viewed from the street.
- Definition of hotel room: The Commission felt that the proposed 500 sf limit on a hotel room size needs to be modified to allow the possibility of some larger suites (e.g., 10% suites). Connecting doors between two 500 sf hotel rooms should be ok as well.
- Conditional Use Permit (CUP): Commission considered a number of possible triggers for a CUP other than the proposed development site size of four town lots (30,000 sf), such as three lots (22,500 sf of site size) or possibly using the Sketch Plan threshold as the trigger. Ultimately, the Commission decided that using the existing Sketch Plan thresholds were the best trigger because this threshold is scaled to match the zoning and the Sketch Plan requirement is a good indicator that a project is large enough to require a higher level of public scrutiny. In addition, the Commission felt that CUP should be required on the highway corridor in the CR-3 zone, the same as in the downtown zones.
- Design Guidelines: The Commission did not have specific changes to the proposed redline but wanted to communicate to the Council that the Design Guidelines are in urgent need of a comprehensive update after the moratorium changes are adopted.

Staff Findings.

Pursuant to Section 8.7.2 of the Town of Jackson Land Development Regulations, the advisability of amending the text of these LDRs is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to recommend adopting, modifying, or denying a proposed LDR Text Amendment the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:

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

Complies. The purposes of the LDRs per Division 1.3 are generally to implement the Comprehensive Plan and to promote the health, safety, and general welfare of the present and future inhabitants of the community. The proposed amendments support these purposes by seeking to address the negative impacts that overly large buildings have on our community character and quality of life presented in the Jackson/Teton County Comprehensive Plan.

2. *Improves the consistency of the LDRs with other provisions of the LDRs;*

Complies. The proposed amendments maintain consistency between various provisions of the LDRs related to building scale and character, such as the Design Guidelines.

3. *Provides flexibility for landowners within standards that clearly define desired character;*

Complies. The proposed amendments seek to balance predictability with flexibility for landowners. For example, the new maximum building sizes will require smaller buildings but the Town will work with landowners who may seek to construct multiple smaller buildings on their site to still try to achieve the landowner's primary goals.

4. *Is necessary to address changing conditions, public necessity, and/or state or federal legislation;*

Complies. The proposed amendments directly respond to increasing public frustration with the size, scale, and character of large, new buildings being constructed throughout Town. The proposed amendments are targeted to specifically mitigate and control the size of large buildings with the understanding that the local real estate market has become much more driven by larger format buildings often proposed by large, non-local entities.

5. *Improves implementation of the Comprehensive Plan; and*

Not Applicable. Not applicable per Wyoming State statute. This Text Amendment would remove this finding of approval.

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

Complies. The proposed amendments maintains consistency between the LDRs and other adopted Town Ordinances.

Public Comment.

Most public comment related to the moratorium review was sent directly to the Council so the Council already has had those comments. Staff is not attaching those comments to this staff report. Much of that public comment advocated for slowing down the moratorium process to allow a broader review of larger issues, such as environmental and transportation impacts of larger buildings. The only public comment received directly by

the Planning Department that the Council may not have already seen is attached and is from a variety of local non-profit organizations that have been involved in the moratorium process.

Fiscal Impact.

No fiscal impact is identified at this time.

Staff Impact.

The amount of staff time expended on the moratorium process to date to draft is approximately 70 hours.

Attachments or Links.

Moratorium LDR redline summary table (includes redline of Design Guidelines)

Public comment

Suggested Motion.

I move to **approve** LDR Text Amendment PM24-004 based upon the findings presented in the staff report, the departmental reviews, and subject to this staff report dated October 7, 2024, and direct staff to prepare an ordinance for first reading.

Moratorium LDR Redline (PM24-004)

Town Council Draft: October 7, 2024

Introduction

This table includes proposed changes to the Town's Land Development Regulations (LDRs) and Design Guidelines to address the scale and character of large buildings consistent with direction provided by the Council as part of the moratorium it approved on June 3, 2024.

Proposed Changes

The table below provides the LDR section in which a proposed change occurs, a description of the change or issue, and the proposed text to be amended. The Planning Director's recommendation is provided in **red type** while the Planning Commission's recommendation is provided in **blue type**. The redlines changes for the Design Guidelines are included as an attachment to this table due to the different format and length of the changes. Text that has been removed is denoted with a **red & strikethrough**; text that had been added is denoted with **red & underline**.

#	Section	Description of Change	Proposed Text																
Maximum Building Size / Maximum Use Size																			
1	2.2.11.B.2 2.2.12.B.2 2.2.14.B.2 2.2.15.B.2	Maximum Building Size - Downtown: This change adds a new maximum building size of 40,000 sf for all new buildings in the downtown zones of CR-1, CR-2, DC-1, and DC-2, with the exception that buildings dedicated mostly to a hotel use or mostly deed restricted housing have a 50,000 sf maximum use and buildings size. The two existing Town Square zones already have a 15,000 sf maximum building size so they are not included in the proposed amendment.	Staff Recommendation: <table><tr><th colspan="2">Scale of Development</th></tr><tr><td>Floor area ratio (FAR max) (E.4)</td><td>0.65</td></tr><tr><td>Additional FAR for lodging use</td><td>0.15</td></tr><tr><td>Deed restricted housing exemption</td><td>Sec. 7.8.3.</td></tr><tr><td>Workforce housing floor area bonus</td><td>Sec. 7.8.4.</td></tr><tr><td>Maximum individual building size (general) (E.4 & 6))</td><td>40,000 sf</td></tr><tr><td>Maximum individual building size (hotel and deed-restricted housing) (2.2.11.E.5)</td><td>50,000 sf</td></tr><tr><td colspan="2"></td></tr></table>	Scale of Development		Floor area ratio (FAR max) (E.4)	0.65	Additional FAR for lodging use	0.15	Deed restricted housing exemption	Sec. 7.8.3.	Workforce housing floor area bonus	Sec. 7.8.4.	Maximum individual building size (general) (E.4 & 6))	40,000 sf	Maximum individual building size (hotel and deed-restricted housing) (2.2.11.E.5)	50,000 sf		
			Scale of Development																
Floor area ratio (FAR max) (E.4)	0.65																		
Additional FAR for lodging use	0.15																		
Deed restricted housing exemption	Sec. 7.8.3.																		
Workforce housing floor area bonus	Sec. 7.8.4.																		
Maximum individual building size (general) (E.4 & 6))	40,000 sf																		
Maximum individual building size (hotel and deed-restricted housing) (2.2.11.E.5)	50,000 sf																		
			Same redline change added in CR-1, CR-2, DC-1, and DC-2 Zones. Planning Commission Recommendation: Maximum individual building size (all uses): 75,000 sf																

#	Section	Description of Change	Proposed Text										
2	2.2.13.B.2	Maximum Building Size – Highway Corridor (CR-3): This change adds a new maximum building size of 50,000 sf for all new buildings in the CR-3 Zone along the highway corridor. This is the same maximum size that existed in the pre-2016 LDRs. The LDRs already have a maximum use size of 50,000 sf for Retail/Service/Restaurant uses.	Staff Recommendation: <table><tr><th colspan="2">Scale of Development</th></tr><tr><td>Floor area ratio (FAR max) (E.4)</td><td>0.40</td></tr><tr><td>Deed restricted housing exemption</td><td>Sec. 7.8.3.</td></tr><tr><td>Workforce housing floor area bonus</td><td>Sec. 7.8.4.</td></tr><tr><td>Maximum individual building size (E.4 & 5)</td><td>50,000 sf</td></tr></table> Planning Commission Recommendation: Maximum individual building size (all uses): 75,000 sf	Scale of Development		Floor area ratio (FAR max) (E.4)	0.40	Deed restricted housing exemption	Sec. 7.8.3.	Workforce housing floor area bonus	Sec. 7.8.4.	Maximum individual building size (E.4 & 5)	50,000 sf
Scale of Development													
Floor area ratio (FAR max) (E.4)	0.40												
Deed restricted housing exemption	Sec. 7.8.3.												
Workforce housing floor area bonus	Sec. 7.8.4.												
Maximum individual building size (E.4 & 5)	50,000 sf												
3	2.2.11.E.4 2.2.12.E.4 2.2.13.E.8 2.2.14.E.4 2.2.15.E.4	Definition of “Individual Building”: This text clarifies that in order to be considered an “individual building” for the purpose of determining max. building size, the building cannot be physically connected in any way to any other building, except by a shared fire wall.	Staff Recommendation: 4. Definition of individual building: For the purposes of enforcing the maximum building size limits in this zone, an individual building is one that is physically separate from any other building and does not share parking garage, circulation (e.g., hallways, elevators), or any other internal physical connection. Individual buildings may be attached by a shared fire wall, such as in the case of zero-lot line development. Planning Commission Recommendation: Supports staff recommendation except Commission supports allowing underground garages to connect multiple buildings to improve efficiency of building larger buildings, especially hotels (but no above ground connections).										

#	Section	Description of Change	Proposed Text
4	2.2.11.E.5 2.2.12.E.5 2.2.14.E.5 2.2.15.E.5	Definition of Hotel and Deed-restricted housing for purposes of the 50,000 sf maximum building limit. This change defines hotels and deed restricted housing, including allowed secondary uses (e.g., amenity spaces for hotels and ground-level commercial for deed-restricted housing) to qualify for 50,000 sf building maximum. Any type of deed restriction acceptable to the Housing Dept (e.g., workforce and affordable) qualifies for the 50,000 sf size. The 10% allowance for non-lodging amenity space in hotels and 20% allowance for commercial space in deed-restricted projects are based on analysis of recent local projects. For example: - Hotel Jackson and Rusty Parrot have 10% and 9% non-lodging amenity space. Cloudveil Hotel has 7%. 105 Mercil housing project is 19% commercial space and 81% residential and above ground parking.	Staff Recommendation: 5. Definition of Hotel and deed-restricted housing uses for maximum building size. To qualify for the 50,000 sf maximum individual building size limits in this zone, the following definitions apply: I. Hotel: A hotel use includes all floor area dedicated to hotel rooms (no short-term rental units allowed), lobby, conference facilities, circulation, and related other uses intended for on-site guests. It may also include up to 10% of the total above ground habitable floor area and above-ground parking garage for non-lodging amenity uses, such as restaurant/bar, spa, gym, and similar uses, that may serve both guests and the public. II. Deed-restricted housing: All units in a deed-restricted housing use shall be permanently restricted with a deed restriction acceptable to the Jackson/Teton County Housing Department. It may also include up to 20% of the total above ground habitable floor area for ground-level nonresidential uses (e.g., retail, office, and similar uses) as allowed by the LDRs.
			Planning Commission Recommendation: This text is not necessary because the Commission recommends a 75,000 max. building size <u>for all uses</u>, thus there is no need to further define the hotel use and deed-restricted housing use to address big buildings.
5	2.2.11.E.6 2.2.12.E.6 2.2.13.E.9 2.2.14.E.6 2.2.15.E.6	What counts as floor area? This new text clarifies what floor area counts against the maximum building sizes of 40,000 sf and 50,000 sf. Floor area dedicated to <u>day care facilities</u> will not count against the maximum building size limits.	Staff Recommendation: 6. Floor area defined for maximum individual building size. All above-ground habitable floor area and above-ground parking garage shall count against the maximum individual building sizes in this zone. All floor area dedicated to a day care facility or that meets the LDR definition of a basement shall not count against the maximum individual building size limits in this zone.
			Planning Commission Recommendation: Supports staff recommendation except does not want above ground parking garage to count against maximum building size.

#	Section	Description of Change	Proposed Text
6	6.1.5.B.1	Establish a maximum unit/room size for hotel room. This change is intended to set a maximum hotel room size of 500 sf for all hotels in Jackson to prevent short-term rental condominium projects from trying to take advantage of the 50,000 sf hotel building maximum in the downtown area. The 500 sf maximum is a generous limit based on hotel rooms sizes for recent hotels. For example: • Cloudveil Hotel: 390sf-490sf • Hotel Jackson: 370sf (1,000 sf suites) • Rusty Parrot: 330sf-380sf • Springhill Suites: 355sf Staff finds that 500sf is small enough that it would not likely be used for an attempted short-term rental “bait and switch” (build hotel room initially and then add full kitchen later to make it a short-term rental).	Staff Recommendation: B. Conventional Lodging. 1. Definition. Conventional lodging is any lodging use other than those specifically defined elsewhere in this Section. A conventional lodging unit shall not exceed 500 sf in habitable floor area. a. Includes: i. Hotels ii. Motels iii. Convention centers with lodging facilities b. Does Not Include: i. Short-term rental unit ii. Campgrounds iii. Bed and breakfasts iv. Dude/guest ranches Planning Commission Recommendation: • Supports staff recommendation except that hotels should allow 10% of total floor area to be suites that include rooms larger than 500 sf. • Also, connecting doors should be allowed between hotel rooms.

#	Section	Description of Change	Proposed Text
7	6.1.5.C.2.i	Establish a maximum unit size for short-term rental use. This change is intended to set a maximum unit size of 1,500 sf for an individual short-term rental (STR) unit. The purpose is to reverse the current trend of condominium projects with very large STRs units (2,000sf – 4,000sf) that mostly remain empty throughout the year, often incentivize larger buildings, and are inconsistent with our “lights on” downtown goals. Smaller STRs will not only promote active uses but will potentially offer lodging accommodations at a more reasonable price than much larger units. This size limitation only applies for STRs in the Lodging Overlay, it does not apply to STRs in residential zones as allowed under our new three STRs/year program.	Staff Recommendation: C. Short-term Rental Unit. 1. Definition. Short-term rental means the rental of all or a portion of a residential unit such that occupancy is limited to fewer than 30 consecutive days. [....] g. All BUPs for short-term rental use in a residential zone expire on December 31 annually. h. A property found to be in violation of any requirement in Section 6.1.5.C shall not be issued a BUP for a short-term rental unit for a minimum of five years. i. An individual short-term rental unit located in the Lodging Overlay shall not exceed 1,500 sf in habitable floor area. Two or more short-term rental units may not be connected in a way that results in a combined floor area that exceeds 1,500 square feet. Planning Commission Recommendation: Supports staff recommendation

Conditional Use Permit

8	2.2.11.E.8 2.2.12.E.8 2.2.14.E.8 2.2.15.E.8	Conditional Use Permit (CUP) for development of large sites - Downtown: This change adds a CUP process for development of any site that is 30,000 sf or larger (about four regular town lots) in the downtown area (CR-1, CR-2, DC-1, and DC-2 zones). While it relies on the existing CUP process for procedures and findings, it adds a more specific purpose statement and justification for mitigation measures to off-set adverse impacts and to set clearer expectations for landowners, the public, and Town officials. This CUP process would <u>NOT</u> apply in the highway corridor area. If Council wants to add a CUP in this area then a larger site size of 30,000 should likely be used as the trigger. Staff would recommend a threshold size of at least 1 acre, and possibly two acres.	Staff Recommendation: 8. Conditional Use Permit (CUP) Required. A CUP is required for all projects located on a proposed development site of 30,000 sf or greater in size in this zone. I. Purpose. The purpose of the CUP is to provide public and site-specific analysis of the on-site and off-site impacts of the proposed use(s) on traffic, environmental resources, historic resources, water quality, and other important Town resources. II. Procedure. The project shall follow all of the procedures and finding required in Section 8.4.3. III. Conditions. Conditions may be required to off-set identified adverse impacts of the proposed use(s) on resources protected under this CUP process, which may include on-site or off-site improvements. Same redline change added in CR-1, CR-2, DC-1, and DC-2 zones. Planning Commission Recommendation: - Supports staff recommendation except that instead of the proposed 30,000 sf site size CUP threshold for downtown, the threshold should be the same as the existing Sketch Plan threshold established in each of the four affected downtown zones. This would mean that a CUP would be required for projects ranging in size from 13,800 sf to 39,000 sf in habitable floor area would require a CUP. - In addition, the Commission recommends that a CUP be required for along the highway corridor (CR-3 zone), which would trigger at project of 19,500 sf of size or bigger.
---	--	--	---

Maximum Façade Width

9	2.2.11.B.2 2.2.12.B.2 2.2.14.B.2 2.2.15.B.2	Maximum façade width along primary and secondary streets in Downtown: This standard creates a new limit on how wide a building can be along a street frontage in the downtown area CR-1, CR-2, DC-1, and DC-2 zones. 200’ is the equivalent of four regular town lots. This will prevent buildings from spanning the entire length of a block (town blocks are typically 300, 400, or 500 feet long). Corner Lots: An additional standard is added for corner lots because buildings on corner lots have a lot more visible frontage than buildings on interior block lots. The proposed 300’ limit is the total building frontage allowed on both streets of a corner lot.	Staff Recommendation: <table><tr><th>Street Façade</th><th colspan="2">Sec. 9.4.11.</th></tr><tr><td>Width of ground and 2nd story in primary street setback range</td><td></td><td>A</td></tr><tr><td>% of lot width (min)</td><td colspan="2">80%</td></tr><tr><td>Length from street corner (min)</td><td colspan="2">30'</td></tr><tr><td>Width of ground and 2nd story in secondary street setback range</td><td></td><td>B</td></tr><tr><td>% of lot width (min)</td><td colspan="2">40%</td></tr><tr><td>Length from street corner (min)</td><td colspan="2">30'</td></tr><tr><td>Maximum street façade width</td><td colspan="2">200'</td></tr><tr><td>Maximum combined street façade width (corner lot)</td><td colspan="2">300'</td></tr></table> Same redline change added in CR-1, CR-2, DC-1, and DC-2 zones. Planning Commission Recommendation: Supports staff recommendation	Street Façade	Sec. 9.4.11.		Width of ground and 2nd story in primary street setback range		A	% of lot width (min)	80%		Length from street corner (min)	30'		Width of ground and 2nd story in secondary street setback range		B	% of lot width (min)	40%		Length from street corner (min)	30'		Maximum street façade width	200'		Maximum combined street façade width (corner lot)	300'	
Street Façade	Sec. 9.4.11.																													
Width of ground and 2nd story in primary street setback range		A																												
% of lot width (min)	80%																													
Length from street corner (min)	30'																													
Width of ground and 2nd story in secondary street setback range		B																												
% of lot width (min)	40%																													
Length from street corner (min)	30'																													
Maximum street façade width	200'																													
Maximum combined street façade width (corner lot)	300'																													
10	2.2.13.B.2	Façade width along primary and secondary streets on highway corridor and South Park Loop Road (CR-3): This standard creates a new limit on how long a building can be along the highway corridor (West Broadway/Hwy 89/SPLR) in the CR-3 zone. However, the standard applies only when a building façade is located within a 100’ of the ROW of Hwy 89 ROW or SPLR. Building facades that are located farther back than 100’ would not have a limit on the façade width.	Staff Recommendation: <table><tr><th>Street Façade</th><th colspan="2">Sec. 9.4.11.</th></tr><tr><td>Width of ground and 2nd story in primary street setback range</td><td></td><td>A</td></tr><tr><td>% of lot width (min)</td><td colspan="2">50%</td></tr><tr><td>Length from street corner (min)</td><td colspan="2">n/a</td></tr><tr><td>Width of ground and 2nd story in secondary street setback range</td><td></td><td>B</td></tr><tr><td>% of lot width (min)</td><td colspan="2">50%</td></tr><tr><td>Length from street corner (min)</td><td colspan="2">n/a</td></tr><tr><td>Maximum street façade width (applies to buildings with any portion of facade within 100’ of ROW of Hwy 89 or South Park Loop Road.</td><td colspan="2">250'</td></tr><tr><td>Maximum combined street façade width (corner lot)</td><td colspan="2">400'</td></tr></table>	Street Façade	Sec. 9.4.11.		Width of ground and 2nd story in primary street setback range		A	% of lot width (min)	50%		Length from street corner (min)	n/a		Width of ground and 2nd story in secondary street setback range		B	% of lot width (min)	50%		Length from street corner (min)	n/a		Maximum street façade width (applies to buildings with any portion of facade within 100’ of ROW of Hwy 89 or South Park Loop Road.	250'		Maximum combined street façade width (corner lot)	400'	
Street Façade	Sec. 9.4.11.																													
Width of ground and 2nd story in primary street setback range		A																												
% of lot width (min)	50%																													
Length from street corner (min)	n/a																													
Width of ground and 2nd story in secondary street setback range		B																												
% of lot width (min)	50%																													
Length from street corner (min)	n/a																													
Maximum street façade width (applies to buildings with any portion of facade within 100’ of ROW of Hwy 89 or South Park Loop Road.	250'																													
Maximum combined street façade width (corner lot)	400'																													

		Corner Lots: An additional standard is added for corner lots because buildings on corner lots have a lot more visible frontage than interior block lots. The proposed 400' limit is the total building frontage allowed on both streets of a corner lot.	Planning Commission Recommendation: • Supports staff recommendation
11	2.2.11.E.7 2.2.12.E.7 2.2.13.E.10 2.2.14.E.7 2.2.15.E.7	Definition of street façade width: This change clarifies what Town means by “street façade width” and clarifies that this standard applies to an individual building, not multiple buildings. It also allows for the possibility that a building may expand beyond the façade limit for portions of the building that are set back 75’ or more from the street.	Staff Recommendation: 7. Street façade width defined. The street façade is the linear width of an individual building’s street façade. It is measured as a straight line and does not include architectural variations in the individual building façade, including larger features such as courtyards. It is measured to a building depth of 75 feet, except on a corner lot where no depth limit applies. Planning Commission Recommendation: • Supports staff recommendation
2:1 Workforce Housing Bonus			
12	7.8.4.C	Exemptions for 2:1 Workforce Housing Bonus: This change deletes the existing LDR exemption from development thresholds for floor area added through the 2:1 bonus. This change will result in some larger projects going through a public hearing process (PC/TC review) rather than going straight to building permit. Also, by <u>NOT</u> adding “maximum individual building size” to the list of exempt standards, the result will be that all 2:1 floor area would be subject to the maximum building size limits (e.g., 40,000 sf / 50,000 sf) as directed by Council.	Staff Recommendation: C. Exemptions. Floor area meeting the applicability standards of this section is exempt from calculation of the following standards but is still subject to all other applicable standards of these LDRs. 1. Maximum Floor Area Ratio (FAR) 2. —Thresholds for physical development permits 3. Affordable workforce housing required by Division 6.3. 4. Limit on 20 percent expansion of a nonconforming physical development. Planning Commission Recommendation: • Supports staff recommendation

13	7.8.4.D	Location of 2:1 floor area: This new provision clarifies and requires that all floor area – both market units and deed restricted units – added through the 2:1 bonus must be located on the same site. This will prevent, for example, deed restricted units from being located off-site while the market units are located on the primary site.	Staff Recommendation: D. Location. All restricted and unrestricted floor area shall be located on the same, primary site. Planning Commission Recommendation: • Supports staff recommendation
----	---------	---	---

Design Guidelines

14

Design Guidelines. A variety of changes are proposed to the Design Guidelines to address the scale and character of larger buildings that will work in tandem with the proposed LDR changes. While the LDRs will control the size of buildings, the Design Guidelines will focus on the appearance, quality, and feel of buildings. These changes were developed by the Design Review Committee (DRC) with staff assistance.

The proposed changes do not add any requirements but rather clarify and strengthen existing guidelines to give the DRC greater leverage to ensure that large buildings meet both the spirit and letter of the guidelines.

The goal is to provide landowners and designers more clarity on what the Town expects and considers good design so that higher-quality projects will be submitted and hopefully take less time to review.

Staff Recommendation:

Please see the attached redline version of the Design Guidelines for the specific proposed changes. However, for reference, below is a summary of the direction provided by the Council that guided the proposed redline changes.

- **Large individual buildings:** Add direction that the larger the building the larger the required architectural changes will need to be (e.g., roof changes, additive and subtractive elements, etc.). Higher design standards will apply to larger buildings to address mass and scale.
- **Multiple adjacent buildings:** Add text that adjacent buildings cannot look the same (cannot repeat same design) and then provide guidance on factors to make buildings different (materials, windows, roofs, general design, etc.).
- **Neighborhood Context:** Add text that clarifies that building design must better address neighborhood location/context.
- **Exterior Materials:** Clarify that exterior materials need to have integrity, be authentic, and not mimic other materials (e.g., vinyl that imitates wood).

Planning Commission Recommendation:

- Supports staff recommendation
- The Commission also wanted to recommend to the Council that the Design Guidelines are in urgent need of a comprehensive update soon after the moratorium changes are adopted.

TOWN OF JACKSON

Design Guidelines

August, 2004

Town Design Guidelines.

Table of Contents



1. Introduction

- Vision Statement
- Guidelines - Intent
- Scope
- Applicability

2. Design Guidelines

- Introduction
- Public Spaces
- Composition
- Massing
- Street Walls
- Materials

3. Submission Requirements

- Building Permit
- Sketch Plan
- Final Development Plan

4. Design Review Criteria

Town Design Guidelines.

Introduction



Town of Jackson
Design Guidelines

Vision Statement

*The guiding vision for the Town of Jackson is to create a vibrant urban village to improve the quality of life and physical environment for both residents and visitors alike. The emphasis is on encouraging development that is economically, socially and ecologically sustainable. This concept includes a variety of land uses in the Town where citizens live and work. Future development should consider the ~~regional~~ **unique** vernacular of **Jackson Hole** ~~the Intermountain West~~, including our authentic historic, cultural, and placemaking features, while inspiring innovative design and creativity that emphasizes a positive pedestrian experience. This will become a reality when the entire community - including government, the private sector, social service groups and special interest groups - agree to positively impact the Town through cooperation, collaboration and partnership.*

Guidelines - Intent

The design guidelines were created to realize the Town's vision statement.

The intent of the guidelines is to direct the physical development of the Town through building design and land planning.

These guidelines will act as a tool to coordinate various public and private development proposals and measure how they will further advance the Town's vision.

The focus of these guidelines will be on the relationships between private and public spaces, composition, massing, street walls and building materials.

Town Design Guidelines.

Introduction



**Town of Jackson
Design Guidelines**

Scope

The purpose of the following guidelines is not to attempt to solve the continuous debate over architectural style, but instead is an attempt to qualify fundamental design principles essential to creating a vibrant Town. The consensus of the public workshops and sentiment of the design group preparing these guidelines is that individual architectural style and approach should not be prescribed, but rather encouraged within the fundamental principles described in the following design guidelines.

The proposed design guidelines are presented as an aid to property owners, business leaders and designers who wish to make improvements to property in the Town. The design guidelines found here offer fundamental guidance that will help enhance the quality and strengthen the visual continuity in the Town. Their purpose is to stimulate creative design solutions for individual properties while promoting a sense of cohesiveness among the entire Town.

Town Design Guidelines.

Introduction

Applicability



All development applications utilizing Division 4500. Nonresidential Standards of the Town's Land Development Regulations shall be required to comply with the following guidelines.

A Design Review Committee has been established to evaluate development applications and to advise and provide technical assistance to the Planning Director, Planning and Zoning Commission/Board of Adjustment and Town Council regarding compliance with these design guidelines. Procedures and requirements for establishment and conduct of the Committee have been set forth in Section 5070. Design Review Committee of the Town's Land Development Regulations.

Town Design Guidelines.

A. Public Space



**Town of Jackson
Design Guidelines**

Introduction

Public Space is a critical component in the future growth and development of the Town of Jackson. As the Town becomes a more densely built environment, there is a greater need for a symbiotic relationship between buildings and open space.

Public space should be usable and diverse in size and function, ranging from covered boardwalks to pocket parks. Development of these spaces should strive to enhance the experience of existing natural resources and complete a network of clear circulation links throughout town.

Effective public space will create a more diverse and enjoyable pedestrian experience throughout the Town, ultimately benefiting both residents and visitors.

Guidelines

1. Use

Public space shall be usable. Public space should be considered as a vital component of every development. It is important to treat the un-built portion of a site as designed, functioning space. Consider all appropriate uses for public space as it relates to:

A. Human scale - develop public space that is desirable and comfortable to inhabit. Use trees, canopies or other building elements to break the perceived height of adjacent façades to create a more human scale.

B. Relationships - public space should engage the interior of a building and relate to the adjacent building's function and use.

C. Detail - details of lighting, signage, benches, paving, planting, canopies, etc. should relate to the overall function of the space.

Town Design Guidelines.

A. Public Space



**Town of Jackson
Design Guidelines**

Guidelines

2. Location

Locating public space appropriately on site ensures that the space is comfortable and therefore functional. When locating public space consider:

A. Seasonal adaptability - public space should be protected from full exposure to the sun, snow, wind and rain where possible. Orient public spaces to take advantage of daylight.

B. Transition - create habitable spaces that provide a transition between buildings and the adjacent streets and alleys.

C. Entry - Points of entry into a building should be clear and engaging to the pedestrian.

Guidelines

3. Connections

Throughout the Town, public space shall act as a connector for the pedestrian experience whenever possible.

A. Consider how the proposed development connects with both the street and other development on the same block.

B. Consider how the proposed development makes connections with the overall Town open space, and pathways systems, **significant topographical features**, and Cache and Flat Creeks.

Town Design Guidelines.

A. Public Space

Guidelines

Criteria



4. Scale & Variety

The proposed development should provide public space that is suitable to the scale and function of the development. The open space portion of the proposed development should be considered in the context of increasing the variety of sizes, types and locations of open space throughout the Town.

5. Screening

Screening - Whenever possible, use landscaping or architectural elements to buffer the pedestrian from automobiles, utilities, and parking lots.

Edges - Use trees, architectural walls, benches, etc. to create edges for public space. Clearly define the space without making it isolated or confined.

·The project has demonstrated that the proposed public space is usable and desirable to inhabit.

·The project's developed public space will be engaging and in scale with the pedestrian.

·The design of the proposed public space(s) has integrated the following:

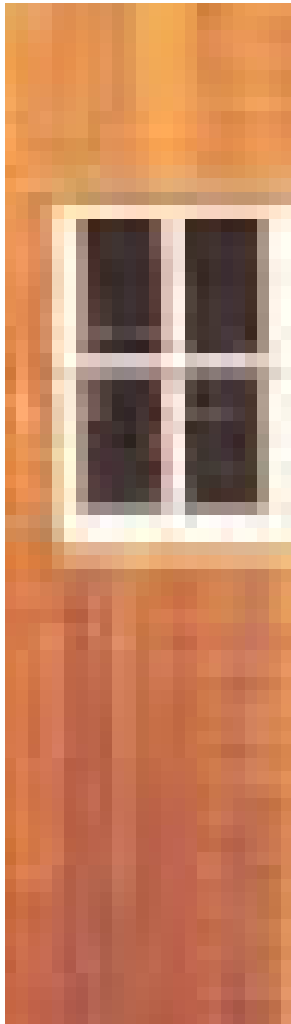
- Orientation/day-lighting.
- Screening the users from parking, utilities, and garbage facilities.

Town Design Guidelines.

B. Composition

Introduction

Guidelines



Town of Jackson
Design Guidelines

This guideline addresses the elemental design tools of composition, proportion, and rhythm. These are important tools for achieving a balance between unity and complexity in design.

Composition is defined as the organization of parts of a project to achieve a unified whole.

Proportion is the relation of one part to another or to the whole.

Rhythm is a vocabulary of regular and repetitive elements or the relative variation of such elements.

These tools may be used to overcome the limitations of architectural style to achieve buildings that are timeless visual assets to the downtown. Each tool can be applied to the materials, surfaces and massing of a building to provoke visual interest, indicate the building's use and create an appropriate human scale. Using these tools, the balance achieved in the design should connect the proposed development to its context.

1. Consider composition, proportion and rhythm of the materials, surfaces and massing of all building elevations to promote visual interest at the scale of both the automobile and the pedestrian.

2. Use composition, proportion and rhythm of the materials, surfaces and massing to create a sense of entry and a sense of place.

3. To the degree possible, utilize composition, proportion and rhythm to address adjacent buildings. When multiple adjacent buildings are proposed in a project, the composition, proportion, and rhythm of all buildings shall be diversified and not overly repetitive, but done so in a complementary manner.

Criteria

The project has successfully applied the design elements of composition, proportion and rhythm in the proposed materials, surfaces and massing.

Town Design Guidelines.

C. Massing

Introduction

A building's mass is defined by its component parts, including the size of its footprint and number of stories. Building mass is also determined by building form, roof shape, and orientation.

A building's form can be a simple rectangular box or a more complex combination of volumes.

Massing refers to the size of buildings and how they meet the street. Consequently, massing affects the experience of pedestrians. The way in which a particular building 'meets the street' can produce an exciting and vital experience for the person on the street: it is not overbearing, rather it is engaging and stimulating. To ensure this experience, building massing should address the relationship between the size of the proposed building and the scale of the pedestrian.

Appropriate massing will also create a gentle transition between adjacent zoning areas with no abrupt changes in height or mass of adjacent structures.

The Town of Jackson has a 'sawtooth' profile of building heights that is a product of the historic building pattern, especially along the Town Square. The gaps that exist in the historic sawtooth profile provide opportunities to insert new buildings which are compatible in both scale and material, yet are distinguishable from the historic vernacular. Reaching a balance between old and new is the goal of the Design Guidelines, requiring the retention of the sawtooth profile while encouraging compatible new buildings which respect Jackson's urban fabric.

Town Design Guidelines.

C. Massing

Guidelines

1. Mass & Height:

The architectural form of development should have a human-scale, pedestrian orientation; the height of buildings should not overwhelm people walking in the vicinity of the buildings, therefore;

A. Canopies should be utilized over sidewalks or property lines to give buildings a human scale. (This should work in concert with guideline 2, **Additive & Subtractive Massing.**)

Town Design Guidelines.

C. Massing

Guidelines

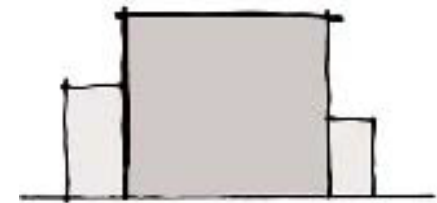
Guidelines

2. Additive and Subtractive Massing:

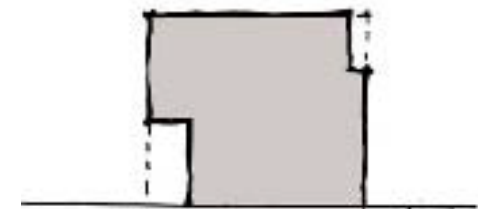
Both additive and subtractive massing approaches are encouraged to reduce the visual impact of large building masses. The additive massing approach increases the size of the building by linking smaller, compatible elements in a way that allows them to remain visible as separate pieces after they are put together. A simple building with additions is an example. The subtractive massing approach is to take a building as a large mass, and then reduce it by taking parts of it away, in a logical manner. This approach is especially useful when buildings are built on the property line. Larger buildings will likely be required to make larger-scale additions and subtractions than smaller buildings in order to achieve the intent of these guidelines.

A. Utilize both additive and subtractive massing, including sky plane techniques to reduce the visual impact of building masses. Balconies that partially step into the building and partially cantilever out away from the building face achieve this.

B. Architectural features on the second story and above may protrude into the public right-of-way a maximum of five (5) feet.



additive



subtractive

Town Design Guidelines.

C. Massing

Guidelines

3. Volume complexity

*Large building masses should be achieved by linking a series of smaller masses. The result should be a building which can be seen as a group of related structures, rather than one large element. In the case of a project which covers multiple adjacent lots **or proposes multiple buildings on the same development site**, density can be achieved in a positive way if the buildings themselves are designed with **significant variation in a certain amount of** volume complexity, to avoid a large, monolithic **and monotonous** structure **or monolithic design across multiple structures**.*

A. Avoid large monolithic **and monotonous** buildings. Translate the building program into **multiple, separate buildings (attached or detached) or** a building complex, whose exterior reflects the interior uses and functions. **For large buildings**~~At higher densities~~, a single building can be treated as a building complex **with multiple different but related façade treatments** if its important parts (e.g. entries, windows, roof lines, etc.) and uses are authentically reflected in the external design variations. ~~picked out and made identifiable while still part of one three-dimensional fabric.~~

B. Projects that contain multiple lots **or a large development site** shall pay close attention to breaking up the vertical facade into a pattern typical of single **or double** lot development, **unless the applicant can demonstrate that a unified façade design fits better with the context of the block or neighborhood and achieves superior design.**

Guidelines

4. Roofs

Jackson will be comprised of linked building elements of one, two, and three stories. The roof types will either be parapet, flat, sloping or barrel vault roofs. Flat and parapet roofs are particularly appropriate at the edges of the site because they avoid some of the serious engineering and safety problems associated with snow sliding onto the public right-of-way.

A. A project should ensure that roofs are designed so that no snow or rain is deposited onto adjacent public or private walking surfaces.

Criteria

The mass, height, volume complexity and arrangement of building components of the proposed development enhances the streetscape within the context of the Town, while creating a comfortable experience for the pedestrian and mitigating adverse effects on the adjoining properties.

Town Design Guidelines.

D. Street Wall

Introduction

Street walls result when buildings are constructed to or near the front and side property lines of a site. This pattern of development - typical of the properties surrounding the Town Square - creates a strong edge that defines the sidewalk and street. Avoiding breaks (e.g. parking lots and low-intensity development) will further enhance the character and strengthen the identity of the Town.

The goal of street walls in the ~~Town district~~ **downtown area** is to continue the connected network of comfortable and inviting pedestrian paths that form the transition between the street and adjacent buildings.

Guidelines

- 1. The project should generally be built to the property lines at the sides and along the street frontage.*
- 2. There should be no voids in the street wall except for the circumstances described in these guidelines, below.*
- 3. It is appropriate to open up the street wall for a portion of the frontage ~~as necessary~~ to create areas of **semi-public open space, landscape and pedestrian amenities**, identify entrances and make pedestrian connections.*
- 4. At the corner, it is appropriate to step back the street wall to create comfortable pedestrian areas.*
- 5. Vehicle entrances to underground or rear parking areas may be acceptable but should be minimized to avoid conflicts with pedestrians.*

Town Design Guidelines.

D. Street Wall

Criteria

The project clearly defines the public space adjacent to the sidewalk and/or street.

The scale of the street wall appropriately addresses the pedestrian.

The proposed development minimizes voids in the street wall, and where voids exist, they serve to create a better pedestrian realm.



Town Design Guidelines.

E. Materials

Introduction



**Town of Jackson
Design Guidelines**

The Jackson building tradition may be said to be one of opportunity. Historically, material choices have been made based on the availability of materials. This has created a rich tradition of using building materials that reflect the region in which we live. New construction should seek a fit within this regional context.

Exterior materials function as the outer layer of the building envelope and may also serve a structural function. Issues such as weather protection, durability, and maintenance affect the functional aspect of visible exterior materials. These, in turn, affect the long-term performance of the building and its impact on the environment.

The objective of the Design Guidelines for materials is to allow flexibility in the choice and applications of exterior materials. Project approval will be based on how the proposal integrates with the surrounding local context. Innovation, creative design and new technologies can improve and enhance the immediate surroundings, while expanding the varied and authentic palette of building materials used in the Town of Jackson.

A creative and rigorous approach to the selection and application of building materials will generate a more vibrant appearance to the Town and an inviting environment for pedestrians. This benefits Jackson's building tradition and will strengthen the strong sense of place found in our downtown core and throughout the Town.

To achieve this, the guidelines intend to address the following:

Material selection should take into account the historical vernacular of the Town and surrounding area as well as the unique natural context of the valley.

Material application should take into account multiple views of the building.

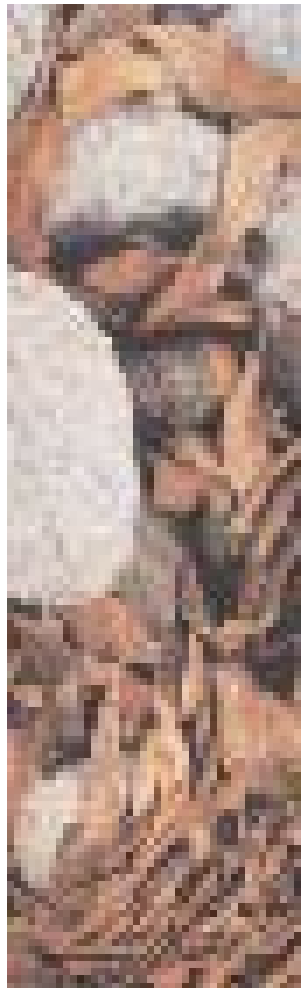
Transparency, visual interest, and scale should be considered at the pedestrian/street level.

Durability and maintenance should be a consideration in material selection.

Town Design Guidelines.

E. Materials

Guidelines



Town of Jackson
Design Guidelines

1. Application of Materials

These guidelines strongly encourage applicants to consider the inherent nature of materials and their appropriate application.

A. Application of materials is at least as important as the materials themselves. Lack of attention to how materials are used can lead to concerns, including, but not limited to, how a material or a surface begins and ends (termination), how a switch from one material to another occurs (transition), and viewing the building as a whole or from many angles (continuity).

Paying attention to which materials and their structural application are selected for vertical supporting elements (compressive), spanning over openings (tensile), or creating building planes such as walls (infilling) will lead to appropriate materials used in believable situations. **Projects with material application that do not closely adhere to the above guidelines may not be approved without revisions.**

Guidelines

2. Materials Selection

Applicants must consider the regional, local, and immediate context (including existing buildings) the natural environment, and the local culture when selecting exterior materials and components.

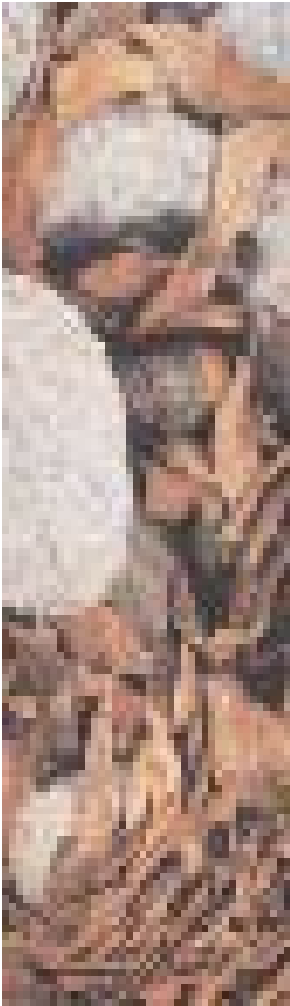
These guidelines strongly encourage designers to consider how the materials selected for a building will relate to the immediate surroundings.

To support the continued development of unique architecture, these guidelines do not specifically restrict the use of any materials **but they may restrict where certain materials may be used. For example, street-facing facades that are highly visible and accessible to the public shall not use materials that are of poor quality or an inauthentic facsimile of another material.** Review of proposed materials will consider the positive and negative impacts on the surrounding buildings, natural environment and culture. Proposed materials will be evaluated on this basis.

Town Design Guidelines.

E. Materials

Criteria



The proposed materials are appropriate based on the surrounding context, both built and natural. The proposed materials will be durable and maintainable over time.

The material application of the proposed project has successfully addressed the following:

- Multiple views of the structure.
- How structural materials are represented.
- How major building walls and planes are treated.

Town Design Guidelines.

Submission Requirements

Submission Requirements

Applications shall contain the information described below for the review of the project to determine compliance with the Town's Design Guidelines, unless a waiver of said requirements (or portions thereof) is granted by the Planning Director for good cause shown. The Planning Director shall ensure that only pertinent information is required from the applicant, commensurate with the magnitude of the project.

Building Permit - Design Review

All applications shall include the following information to be reviewed by the Design Review Committee prior to submission of a building permit:

- 1. Drawings of all building elevations accurately showing the colors of the proposed structure, including adjacent context, and initial material types. Minimum 1/4 scale.*
- 2. Material samples or reasonable, clear photographs or representations of all final material selections.*

3. A concept statement that clearly describes the intended use(s) and architectural theme of the overall project and a detailed description of how each design guideline has been addressed by the proposed project.

4. A figure/ground diagram at an appropriate scale that illustrates all structures within a 1 block radius of the proposed project.

5. A transverse street cross-section that extends a half block in each direction of the project. The submission must include the entire block the project is situated on. For sections, line drawings or mass void sections are appropriate; please include scale figures and vehicles on all drawings. Minimum 1/8 scale.

6. A longitudinal street elevation that extends half a block in each direction of the project. The submission must include the entire block the project is situated on. For elevations, line drawings are appropriate; please include scale figures and vehicles on all drawings. Minimum 1/8 scale.

7. A site plan clearly indicating the location, detail (lighting, benches, signage), and size of public space(s).

Town Design Guidelines.

Submission Requirements

8. A character sketch in elevation, axonometric, or perspective drawing, conveying the intended character of the major public space from a pedestrian perspective.

Sketch Plan - Design Review

All applications shall include the following for review by the Design Review committee as part of all Sketch Plan applications:

1. Drawings of all building elevations, including adjacent context, and initial material types. Minimum 1/4 scale.

2. A concept statement that clearly describes the intended use(s) and architectural theme of the overall project and a detailed description of how each design guideline has been addressed by the proposed project.

3. A figure/ground diagram at an appropriate scale that illustrates all structures within a 1-block radius of the proposed project.

4. A transverse street cross-section that extends a half block in each direction of the project. The submission must include the entire block the project is situated on. For sections, line drawings or mass void sections are appropriate; please include scale figures and vehicles on all drawings. Minimum 1/8 scale.

5. A longitudinal street elevation that extends half a block in each direction of the project. The submission must include the entire block the project is situated on. For elevations, line drawings are appropriate; please include scale figures and vehicles on all drawings. Minimum 1/8 scale.

6. A site plan clearly indicating the location, detail (lighting, benches, signage), and size of public space(s).

7. A character sketch in elevation, axonometric, or perspective drawing, conveying the intended character of the major public space from a pedestrian perspective.

Town Design Guidelines.

Submission Requirements

Final Development Plan - Design Review

All applications shall include the following for review by the Design Review committee as part of all Final Development Plan applications:

1. Drawings of all building elevations, including adjacent context, and initial material types.

Minimum 1/4 scale.

2. A concept statement that clearly describes the intended use(s) and architectural theme of the overall project and a detailed description of how each design guideline has been addressed by the proposed project.

3. A figure/ground diagram at an appropriate scale that illustrates all structures within a 1 block radius of the proposed project.

4. A transverse street cross-section that extends a half block in each direction of the project. The submission must include the entire block the project is situated on. For sections, line drawings or mass void sections are appropriate; please include scale figures and vehicles on all drawings. Minimum 1/8 scale.

5. A longitudinal street elevation that extends half a block in each direction of the project. The submission must include the entire block the project is situated on. For elevations, line drawings are appropriate; please include scale figures and vehicles on all drawings. Minimum 1/8 scale.

6. A site plan clearly indicating the location, detail (lighting, benches, signage), and size of public space(s)
7. A character sketch in elevation, axonometric, or perspective drawing, conveying the intended character of the major public space from a pedestrian perspective.

8. A three-dimensional massing study using either a massing model (a scale of 1" = 20' is appropriate) or drawings showing three-dimensional perspectives and/or sections and elevations. The study shall show the proposed development in the context of neighboring buildings and/or potential development allowed by the underlying zoning district. At a minimum, the study should show the immediately adjacent buildings preferably the entire block.

Town Design Guidelines.

Design Review Criteria

Design Review Criteria

Recommendations for Design Review or Final Development Plan shall be dependent upon criteria that the proposed project complies with the Town's Design Guidelines established as part of these Land Development Regulations. The Staff, Design Review Committee, Planning and Zoning Commission and Town Council may also attach any conditions deemed appropriate, to ensure compliance with the following criteria:

Public Space

The project has demonstrated that the proposed public space is usable and desirable to inhabit.

The project's developed public space will be engaging and in scale with the pedestrian.

The design of the proposed public space(s) has integrated the following:

- Orientation/day-lighting.
- Screening the users from parking, utilities, and garbage facilities.

Composition

The project has successfully applied the design elements of composition, proportion and rhythm in the proposed materials, surfaces and massing.

Massing

The mass, height, volume complexity and arrangement of building components of the proposed development enhances the streetscape within the context of the Town, while creating a comfortable experience for the pedestrian and mitigating adverse effects on the adjoining properties.

Street Walls

The project clearly defines the public space adjacent to the sidewalk and/or street.

The scale of the street wall appropriately addresses the pedestrian.

The proposed development minimizes voids in the street wall, and where voids exist they serve to create a better pedestrian realm.

Town Design Guidelines.

Design Review Criteria

Materials

The proposed materials are appropriate based on the surrounding context, both built and natural. The proposed materials will be durable and maintainable over time.

The material application of the proposed project has successfully addressed the following:

- Multiple views of the structure.
- How structural materials are represented
- How major building walls and planes are treated.

From: [Amy Kuszak](#)
To: [Hailey Morton Levinson](#); [Arne Jorgensen](#); [Jessica Chambers](#); [Jim Rooks](#); [Jonathan Schechter](#)
Cc: [Paul Anthony](#); [Clare Stumpf](#); geoff.gottlieb@ewmglobal.com; shannon@riverwindfoundation.org; danh@protectourwaterjh.org; [Margie Lynch](#); [Jenny Fitzgerald](#)
Subject: Town Moratorium Amendment Process
Date: Friday, August 23, 2024 11:59:40 AM



~~~~~ *Please forward to the Planning Commission* ~~~~~

Dear Mayor Morton Levinson, Town Councilors and Planning Commissioners,

Calling for the moratorium on large buildings was the right and responsible decision for our community, thank you. We learned from the Mogul Capital application that the community is concerned not only with the footprint of large developments but is even more concerned with the secondary community impacts from large developments, like impacts on traffic, the environment, employee housing needs and climate.

We are writing to you today to express our concern with the pace, and limited public notice and community participation in the amendment process. Calling for the moratorium was the first step and the right step.

The next step is to address all impacts of large developments, not just the easiest and fastest to address. Please slow the process down and allow time for community participation and full analysis of the community impacts that are bigger than just floor area and facade length.

We are appreciative of the open communication we have had with Director Anthony and the work that he has managed to get done in a very short period of time. He has informed us that the LDR redline will be available to the Planning Commission and the public on Friday or Monday for a Wednesday Planning Commission meeting. This expedited schedule effectively skirts the public participation process. The community that called for this moratorium would like a real opportunity to provide input in this critical process.

We ask you to postpone the Planning Commission meeting on this matter, and more importantly, to slow the entire moratorium process to address the bigger community concerns.

We hope that our concerns are considered as this process moves forward.

Best,

Amy Kuszak, Jackson Hole Conservation Alliance

Dan Heilig, Protect Our Waters Jackson Hole

Shannon Shuptrine, Riverwind Foundation

Margie Lynch, JH Climate Collective

Geoff Gottlieb, Responsible Growth Coalition

Clare Stumpf, Shelter JH

## ORDINANCE P

AN ORDINANCE PURSUANT TO 8.7.2 OF THE LAND DEVELOPMENT REGULATIONS, AMENDING SECTION 2.2.11.B.2, 2.2.12.B.2, 2.2.13.B.2, 2.2.14.B.2, 2.2.15.B.2 REGARDING MAXIMUM FAÇADE WIDTH IN THE DOWNTOWN.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF JACKSON, WYOMING:

### SECTION I.

Sections 2.2.11.B.2, 2.2.12.B.2, 2.2.14.B.2, 2.2.15.B.2 of the Land Development Regulations of the Town of Jackson are hereby amended to read as follows:

...

| Street Façade                                                   | Sec. 9.4.11. |          |
|-----------------------------------------------------------------|--------------|----------|
| Width of ground and 2nd story in primary street setback range   |              | <b>A</b> |
| % of lot width (min)                                            | 80%          |          |
| Length from street corner (min)                                 | 30'          |          |
| Width of ground and 2nd story in secondary street setback range |              | <b>B</b> |
| % of lot width (min)                                            | 40%          |          |
| Length from street corner (min)                                 | 30'          |          |
| Maximum street façade width                                     | 200'         |          |
| Maximum combined street façade width (corner lot)               | 300'         |          |

...

### SECTION II.

Section 2.2.13.B.2 of the Land Development Regulations of the Town of Jackson is hereby amended to read as follows:

...

| Street Facade                                                                                                                      |  | Sec. 9.4.11. |          |
|------------------------------------------------------------------------------------------------------------------------------------|--|--------------|----------|
| Width of ground and 2nd story in primary street setback range                                                                      |  |              | <b>A</b> |
| % of lot width (min)                                                                                                               |  | 50%          |          |
| Length from street corner (min)                                                                                                    |  | n/a          |          |
| Width of ground and 2nd story in secondary street setback range                                                                    |  |              | <b>B</b> |
| % of lot width (min)                                                                                                               |  | 50%          |          |
| Length from street corner (min)                                                                                                    |  | n/a          |          |
| Maximum street façade width (applies to buildings with any portion of facade within 100' of ROW of Hwy 89 or South Park Loop Road. |  | 250'         |          |
| Maximum combined street façade width (corner lot)                                                                                  |  | 400'         |          |

...

### SECTION III.

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

### SECTION IV.

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

### SECTION V.

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

PASSED 1ST READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED 2ND READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

TOWN OF JACKSON

BY: \_\_\_\_\_  
Hailey Morton Levinson, Mayor

ATTEST:

BY: \_\_\_\_\_  
Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING     )  
                                      ) ss.

COUNTY OF TETON        )

I hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

I further certify that the foregoing Ordinance was duly recorded on page \_\_\_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

\_\_\_\_\_  
Riley Taylor, Town Clerk

## ORDINANCE Q

AN ORDINANCE PURSUANT TO 8.7.2 OF THE LAND DEVELOPMENT REGULATIONS, AMENDING SECTIONS 2.2.11.B.2, 2.2.12.B.2, 2.2.13.B.2, 2.2.14.B.2, 2.2.15.B.2 REGARDING MAXIMUM BUILDING SIZE.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF JACKSON, WYOMING:

### SECTION I.

Sections 2.2.11.B.2, 2.2.12.B.2, 2.2.14.B.2, 2.2.15.B.2 of the Land Development Regulations of the Town of Jackson are hereby amended to read as follows:

...

| Scale of Development                                                       |             |
|----------------------------------------------------------------------------|-------------|
| Floor area ratio (FAR max)<br>(E.4)                                        | 0.65        |
| Additional FAR for lodging use                                             | 0.15        |
| Deed restricted housing exemption                                          | Sec. 7.8.3. |
| Workforce housing floor area bonus                                         | Sec. 7.8.4. |
| Maximum individual building size (general) (E.4 & E.5)                     | 40,000 sf   |
| Maximum individual building size (hotel and deed-restricted housing) (E.6) | 50,000 sf   |

...

### SECTION II.

Section 2.2.13.B.2 of the Land Development Regulations of the Town of Jackson is hereby amended to read as follows:

...

| Scale of Development                         |             |
|----------------------------------------------|-------------|
| Floor area ratio (FAR max)<br>(E.4)          | 0.40        |
| Deed restricted housing exemption            | Sec. 7.8.3. |
| Workforce housing floor area bonus           | Sec. 7.8.4. |
| Maximum individual building size (E.8 & E.9) | 50,000 sf   |

...

### SECTION III.

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

SECTION IV.

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

SECTION V.

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

PASSED 1ST READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

PASSED 2ND READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

TOWN OF JACKSON

BY: \_\_\_\_\_  
Hailey Morton Levinson, Mayor

ATTEST:

BY: \_\_\_\_\_  
Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING     )  
                                      ) ss.  
COUNTY OF TETON     )

I hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

I further certify that the foregoing Ordinance was duly recorded on page \_\_\_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

\_\_\_\_\_  
Riley Taylor, Town Clerk

## ORDINANCE R

AN ORDINANCE PURSUANT TO 8.7.2 OF THE LAND DEVELOPMENT REGULATIONS, ADDING SECTIONS 2.2.11.E.4, 2.2.12.E.4, 2.2.13.E.8, 2.2.14.E.4, 2.2.15.E.4 REGARDING THE DEFINITION OF THE TERM INDIVIDUAL BUILDING.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF JACKSON, WYOMING:

### SECTION I.

Sections 2.2.11.E.4, 2.2.12.E.4, 2.2.13.E.8, 2.2.14.E.4, 2.2.15.E.4 of the Land Development Regulations of the Town of Jackson are hereby added to read as follows:

...

**4. Definition of Individual Building:** For the purposes of enforcing the maximum building size limits in this zone, an individual building is one that is physically separate from any other building and does not share any internal physical connections (e.g., hallways, elevators), except that shared underground parking garages and mechanical systems are permitted. Individual buildings may be attached by a shared fire wall, such as in the case of zero-lot line development.

...

### SECTION II.

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

### SECTION III.

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

### SECTION IV.

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

PASSED 1ST READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED 2ND READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

TOWN OF JACKSON

BY: \_\_\_\_\_  
Hailey Morton Levinson, Mayor

ATTEST:

BY: \_\_\_\_\_  
Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING     )  
                                      ) ss.  
COUNTY OF TETON     )

I hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

I further certify that the foregoing Ordinance was duly recorded on page \_\_\_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

\_\_\_\_\_  
Riley Taylor, Town Clerk

## ORDINANCE S

AN ORDINANCE PURSUANT TO 8.7.2 OF THE LAND DEVELOPMENT REGULATIONS, ADDING SECTIONS 2.2.11.E.5, 2.2.12.E.5, 2.2.13.E.8, 2.2.14.E.5, 2.2.15.E.5 REGARDING THE DEFINITION OF FLOOR AREA FOR MAXIMUM BUILDING SIZE.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF JACKSON, WYOMING:

### SECTION I.

Sections 2.2.11.E.5, 2.2.12.E.5, 2.2.13.E.8, 2.2.14.E.5, 2.2.15.E.5 of the Land Development Regulations of the Town of Jackson are hereby added to read as follows:

...

**5. Floor area defined for maximum individual building size.** All above-ground habitable floor area shall count against the maximum individual building sizes in this zone. All floor area dedicated to a day care facility or that meets the LDR definition of a basement shall not count against the maximum individual building size limits in this zone.

...

### SECTION II.

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

### SECTION III.

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

### SECTION IV.

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

PASSED 1ST READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED 2ND READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

TOWN OF JACKSON

BY: \_\_\_\_\_  
Hailey Morton Levinson, Mayor

ATTEST:

BY: \_\_\_\_\_  
Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING     )  
                                      ) ss.  
COUNTY OF TETON     )

I hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

I further certify that the foregoing Ordinance was duly recorded on page \_\_\_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

\_\_\_\_\_  
Riley Taylor, Town Clerk

## ORDINANCE T

AN ORDINANCE PURSUANT TO 8.7.2 OF THE LAND DEVELOPMENT REGULATIONS, ADDING SECTIONS 2.2.11.E.6, 2.2.12.E.6, 2.2.14.E.6, 2.2.15.E.6 REGARDING THE DEFINITION OF HOTEL AND DEED-RESTRICTED HOUSING USES FOR MAXIMUM BUILDING SIZE.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF JACKSON, WYOMING:

### SECTION I.

Sections 2.2.11.E.6, 2.2.12.E.6, 2.2.14.E.6, 2.2.15.E.6 of the Land Development Regulations of the Town of Jackson are hereby added to read as follows:

...

**6. Definition of Hotel and Deed-restricted Housing Uses for Maximum Building Size.** To qualify for the 50,000 sf maximum individual building size limits in this zone, the following definitions apply:

- I. **Hotel:** A hotel use includes all floor area dedicated to hotel rooms (no short-term rental units allowed), lobby, conference facilities, circulation, and related uses intended primarily for on-site guests. It may also include up to 10% of the total above-ground habitable floor area for amenity uses, such as restaurant/bar, spa, gym, and similar uses, that serve both guests and the public.
- II. **Deed-restricted housing:** All units in a deed-restricted housing use shall be permanently restricted with a deed restriction acceptable to the Jackson/Teton County Housing Department, Jackson Hole Community Housing Trust, or Habitat for Humanity. It may also include up to 20% of the total above-ground habitable floor area for ground-level nonresidential uses (e.g., retail, office, and similar uses) as allowed by the LDRs.

...

### SECTION II.

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

### SECTION III.

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

### SECTION IV.

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

PASSED 1ST READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED 2ND READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

TOWN OF JACKSON

BY: \_\_\_\_\_  
Hailey Morton Levinson, Mayor

ATTEST:

BY: \_\_\_\_\_  
Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING     )  
                                      ) ss.  
COUNTY OF TETON     )

I hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

I further certify that the foregoing Ordinance was duly recorded on page \_\_\_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

\_\_\_\_\_  
Riley Taylor, Town Clerk

## ORDINANCE U

AN ORDINANCE PURSUANT TO 8.7.2 OF THE LAND DEVELOPMENT REGULATIONS, ADDING SECTIONS 2.2.11.E.7, 2.2.12.E.7, 2.2.13.E.10, 2.2.14.E.7, 2.2.15.E.7 REGARDING THE DEFINITION OF STREET FAÇADE WIDTH.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF JACKSON, WYOMING:

### SECTION I.

Sections 2.2.11.E.7, 2.2.12.E.7, 2.2.13.E.10, 2.2.14.E.7, 2.2.15.E.7 of the Land Development Regulations of the Town of Jackson are hereby added to read as follows:

...

7. **Street Façade Width Defined.** The street façade width is the linear width of an individual building's street-facing façade. It is measured as a straight line and does not include architectural variations in the individual building façade, including larger features such as courtyards. It is measured to a building depth of 75 feet, except on a corner lot where no additional depth limit applies.

...

### SECTION II.

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

### SECTION III.

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

### SECTION IV.

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

PASSED 1ST READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED 2ND READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

TOWN OF JACKSON

BY: \_\_\_\_\_  
Hailey Morton Levinson, Mayor

ATTEST:

BY: \_\_\_\_\_

Riley Taylor, Town Clerk

### ATTESTATION OF TOWN CLERK

[illegible]

I hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

I further certify that the foregoing Ordinance was duly recorded on page \_\_\_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

Riley Taylor, Town Clerk

## ORDINANCE V

AN ORDINANCE PURSUANT TO 8.7.2 OF THE LAND DEVELOPMENT REGULATIONS, ADDING SECTION 2.2.11.E.8, 2.2.12.E.8, 2.2.13.E.11, 2.2.14.E.8, 2.2.15.E.8 REGARDING REQUIRING A CONDITIONAL USE PERMIT FOR SITES OVER 30,000 SQUARE FEET IN CERTAIN ZONES.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF JACKSON, WYOMING:

### SECTION I.

Sections 2.2.11.E.8, 2.2.12.E.8, 2.2.13.E.11, 2.2.14.E.8, 2.2.15.E.8 of the Land Development Regulations of the Town of Jackson are hereby added to read as follows:

...

8. **Conditional Use Permit (CUP) Required.** A CUP is required for all projects that require a Sketch Plan in this zone.
  - I. **Purpose.** The purpose of the CUP is to provide public and site-specific analysis of the on-site and off-site impacts of the proposed use on traffic, environmental resources, historic resources, water quality, and other important Town resources.
  - II. **Submittal Requirements:** Applicant shall submit studies of sufficient detail, as identified by staff at the preapplication meeting, to address anticipated impacts on traffic generation, environmental resources (e.g., wildlife permeability), historic resources, water quality (e.g., stormwater runoff, groundwater quality), and other important Town resources. Mitigation measures shall be included as part of any required study.
  - III. **Procedure.** The project shall follow all of the procedures and finding required in Section 8.4.3.
  - IV. **Conditions.** Conditions may be required to off-set identified adverse impacts of the proposed use(s) on resources protected under this CUP process, which may include on-site or off-site improvements.

...

### SECTION II.

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

### SECTION III.

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

### SECTION IV.

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

PASSED 1ST READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.  
PASSED 2ND READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.  
PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

TOWN OF JACKSON

BY: \_\_\_\_\_  
Hailey Morton Levinson, Mayor

ATTEST:

BY: \_\_\_\_\_  
Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING     )  
                                      ) ss.  
COUNTY OF TETON     )

I hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

I further certify that the foregoing Ordinance was duly recorded on page \_\_\_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

\_\_\_\_\_  
Riley Taylor, Town Clerk

## ORDINANCE W

AN ORDINANCE PURSUANT TO 8.7.2 OF THE LAND DEVELOPMENT REGULATIONS, AMENDING SECTION 6.1.5.B.1 REGARDING THE MAXIMUM UNIT/ROOM SIZE FOR HOTEL ROOMS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF JACKSON, WYOMING:

### SECTION I.

Sections 6.1.5.B.1 of the Land Development Regulations of the Town of Jackson are hereby amended to read as follows:

...

#### B. Conventional Lodging.

1. **Definition.** Conventional lodging is any lodging use other than those specifically defined elsewhere in this Section. **A conventional lodging unit shall not exceed 500 sf in habitable floor area but up to 10% of total habitable floor area of project may be composed of rooms that exceed 500 sf.**

...

### SECTION II.

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

### SECTION III.

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

### SECTION IV.

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

PASSED 1ST READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED 2ND READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

TOWN OF JACKSON

BY: \_\_\_\_\_  
Hailey Morton Levinson, Mayor

ATTEST:

BY: \_\_\_\_\_  
Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING     )  
                                      ) ss.  
COUNTY OF TETON     )

I hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

I further certify that the foregoing Ordinance was duly recorded on page \_\_\_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

\_\_\_\_\_  
Riley Taylor, Town Clerk

## ORDINANCE X

AN ORDINANCE PURSUANT TO 8.7.2 OF THE LAND DEVELOPMENT REGULATIONS, AMENDING SECTION 6.1.5.C.2 REGARDING THE MAXIMUM UNIT/ROOM SIZE FOR SHORT-TERM RENTAL UNITS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF JACKSON, WYOMING:

### SECTION I.

Sections 6.1.5.C.2 of the Land Development Regulations of the Town of Jackson are hereby amended to read as follows:

...

#### C. **Short-term Rental Unit.**

1. **Definition.** Short-term rental means the rental of all or a portion of a residential unit such that occupancy is limited to fewer than 30 consecutive days.
2. **Standards.**

...

- g. All BUPs for short-term rental use in a residential zone expire on December 31 annually.
- h. A property found to be in violation of any requirement in Section 6.1.5.C shall not be issued a BUP for a short-term rental unit for a minimum of five years.
- i. **An individual short-term rental unit located in the Lodging Overlay shall not exceed 1,500 sf in habitable floor area. Two or more short-term rental units may not be connected in a way that results in a combined floor area that exceeds 1,500 square feet.**

...

### SECTION II.

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

### SECTION III.

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

### SECTION IV.

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

PASSED 1ST READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED 2ND READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

TOWN OF JACKSON

BY: \_\_\_\_\_  
Hailey Morton Levinson, Mayor

ATTEST:

BY: \_\_\_\_\_  
Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING     )  
                                          ) ss.  
COUNTY OF TETON     )

I hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

I further certify that the foregoing Ordinance was duly recorded on page \_\_\_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

\_\_\_\_\_  
Riley Taylor, Town Clerk

## ORDINANCE Y

AN ORDINANCE PURSUANT TO 8.7.2 OF THE LAND DEVELOPMENT REGULATIONS, AMENDING SECTION 7.8.4 REGARDING EXEMPTIONS FROM WORKFORCE HOUSING BONUS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF JACKSON, WYOMING:

### SECTION I.

Section 7.8.4 of the Land Development Regulations of the Town of Jackson is hereby amended to read as follows:

...

- C. **Exemptions.** Floor area meeting the applicability standards of this section is exempt from calculation of the following standards but is still subject to all other applicable standards of these LDRs.

1. Maximum Floor Area Ratio (FAR)

~~2. Thresholds for physical development permits~~

~~23.~~ Affordable workforce housing required by Division 6.3.

34. Limit on 20 percent expansion of a nonconforming physical development.

- D. **Location.** All restricted and unrestricted floor area shall be located on the same, primary development site.

...

### SECTION II.

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

### SECTION III.

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

### SECTION IV.

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

PASSED 1ST READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED 2ND READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

TOWN OF JACKSON

BY: \_\_\_\_\_

Hailey Morton Levinson, Mayor

ATTEST:

BY: \_\_\_\_\_  
Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING     )  
                                      ) ss.  
COUNTY OF TETON     )

I hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

I further certify that the foregoing Ordinance was duly recorded on page \_\_\_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

\_\_\_\_\_  
Riley Taylor, Town Clerk

## ORDINANCE Z

AN ORDINANCE PURSUANT TO 8.7.2 OF THE LAND DEVELOPMENT REGULATIONS AMENDING SECTION 5.8.2, DESIGN GUIDELINES, AND ADDING APPENDIX B, TOWN DESIGN GUIDELINES, TO THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING:

### SECTION I.

Section 5.8.2 of the Town of Jackson Land Development Regulations are hereby amended to read as follows:

#### 5.8.2. Design Guidelines.

The Town's Downtown Design Guidelines and Historic Preservation Design Guidelines are hereby established, ~~and~~ adopted, and incorporated into The Town of Jackson Land Development Regulations as Appendix B pursuant to Resolution No. 04-02, and Resolution No. 20-29 (Downtown Design Guidelines and Historic Preservation Design Guidelines) and are available in the office of the Planning Department or on the Town's website: [www.townofjackson.com](http://www.townofjackson.com).

(Ord. § 1, 2024; Ord. 1273 § 1, 2021; Ord. 1151 § 4, 2016)

### SECTION II.

The heading of Appendix B to the Town of Jackson Land Development Regulations is hereby added to read as follows:

#### APPENDIX B – Town Design Guidelines

### SECTION III.

Town of Jackson Design Guidelines of Appendix B are hereby added to read as set forth on the following pages:

# Town Design Guidelines.

## Table of Contents



### **1. Introduction**

- Vision Statement
- Guidelines - Intent
- Scope
- Applicability

### **2. Design Guidelines**

- Introduction
- Public Spaces
- Composition
- Massing
- Street Walls
- Materials

### **3. Submission Requirements**

- Building Permit
- Sketch Plan
- Final Development Plan

### **4. Design Review Criteria**

# Town Design Guidelines.

## Introduction



**Town of Jackson  
Design Guidelines**

## Vision Statement

*The guiding vision for the Town of Jackson is to create a vibrant urban village to improve the quality of life and physical environment for both residents and visitors alike. The emphasis is on encouraging development that is economically, socially and ecologically sustainable. This concept includes a variety of land uses in the Town where citizens live and work. Future development should consider the unique vernacular of Jackson Hole including our authentic historic, cultural, and placemaking features, while inspiring innovative design and creativity that emphasizes a positive pedestrian experience. This will become a reality when the entire community - including government, the private sector, social service groups and special interest groups - agree to positively impact the Town through cooperation, collaboration and partnership.*

## Guidelines - Intent

*The design guidelines were created to realize the Town's vision statement.*

*The intent of the guidelines is to direct the physical development of the Town through building design and land planning.*

*These guidelines will act as a tool to coordinate various public and private development proposals and measure how they will further advance the Town's vision.*

*The focus of these guidelines will be on the relationships between private and public spaces, composition, massing, street walls and building materials.*

# Town Design Guidelines.

## Introduction



**Town of Jackson  
Design Guidelines**

## Scope

*The purpose of the following guidelines is not to attempt to solve the continuous debate over architectural style, but instead is an attempt to qualify fundamental design principles essential to creating a vibrant Town. The consensus of the public workshops and sentiment of the design group preparing these guidelines is that individual architectural style and approach should not be prescribed, but rather encouraged within the fundamental principles described in the following design guidelines.*

*The proposed design guidelines are presented as an aid to property owners, business leaders and designers who wish to make improvements to property in the Town. The design guidelines found here offer fundamental guidance that will help enhance the quality and strengthen the visual continuity in the Town. Their purpose is to stimulate creative design solutions for individual properties while promoting a sense of cohesiveness among the entire Town.*

# Town Design Guidelines.

## Introduction



**Town of Jackson  
Design Guidelines**

## *Applicability*

*All development applications utilizing Division 4500. Nonresidential Standards of the Town's Land Development Regulations shall be required to comply with the following guidelines.*

*A Design Review Committee has been established to evaluate development applications and to advise and provide technical assistance to the Planning Director, Planning and Zoning Commission/Board of Adjustment and Town Council regarding compliance with these design guidelines. Procedures and requirements for establishment and conduct of the Committee have been set forth in Section 5070. Design Review Committee of the Town's Land Development Regulations.*

# Town Design Guidelines.

## A. Public Space



Town of Jackson  
Design Guidelines

### Introduction

Public Space is a critical component in the future growth and development of the Town of Jackson. As the Town becomes a more densely built environment, there is a greater need for a symbiotic relationship between buildings and open space.

Public space should be usable and diverse in size and function, ranging from covered boardwalks to pocket parks. Development of these spaces should strive to enhance the experience of existing natural resources and complete a network of clear circulation links throughout town.

Effective public space will create a more diverse and enjoyable pedestrian experience throughout the Town, ultimately benefiting both residents and visitors.

### Guidelines

#### 1. Use

***Public space shall be usable. Public space should be considered as a vital component of every development. It is important to treat the un-built portion of a site as designed, functioning space. Consider all appropriate uses for public space as it relates to:***

A. Human scale - develop public space that is desirable and comfortable to inhabit. Use trees, canopies or other building elements to break the perceived height of adjacent façades to create a more human scale.

B. Relationships - public space should engage the interior of a building and relate to the adjacent building's function and use.

C. Detail - details of lighting, signage, benches, paving, planting, canopies, etc. should relate to the overall function of the space.

# Town Design Guidelines.

## A. Public Space



**Town of Jackson  
Design Guidelines**

### Guidelines

#### **2. Location**

***Locating public space appropriately on site ensures that the space is comfortable and therefore functional. When locating public space consider:***

A. Seasonal adaptability - public space should be protected from full exposure to the sun, snow, wind and rain where possible. Orient public spaces to take advantage of daylight.

B. Transition - create habitable spaces that provide a transition between buildings and the adjacent streets and alleys.

C. Entry - Points of entry into a building should be clear and engaging to the pedestrian.

### Guidelines

#### **3. Connections**

***Throughout the Town, public space shall act as a connector for the pedestrian experience whenever possible.***

A. Consider how the proposed development connects with both the street and other development on the same block.

B. Consider how the proposed development makes connections with the overall Town open space, pathways systems, significant topographical features, and Cache and Flat Creeks.

# Town Design Guidelines.

## A. Public Space

### Guidelines

### Criteria



#### 4. Scale & Variety

*The proposed development should provide public space that is suitable to the scale and function of the development. The open space portion of the proposed development should be considered in the context of increasing the variety of sizes, types and locations of open space throughout the Town.*

#### 5. Screening

*Screening - Whenever possible, use landscaping or architectural elements to buffer the pedestrian from automobiles, utilities, and parking lots.*

*Edges - Use trees, architectural walls, benches, etc. to create edges for public space. Clearly define the space without making it isolated or confined.*

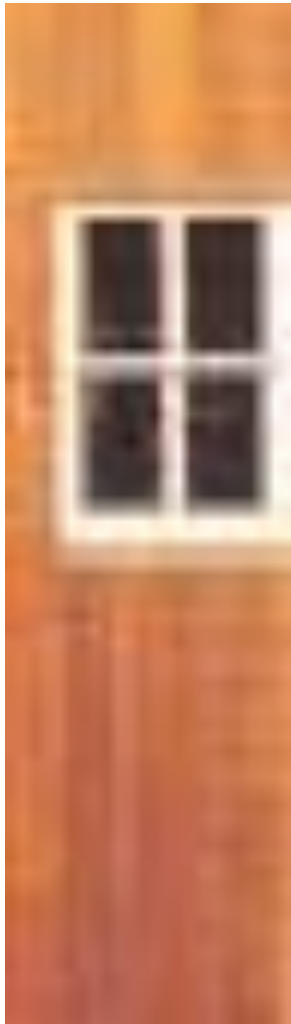
- The project has demonstrated that the proposed public space is usable and desirable to inhabit.
- The project's developed public space will be engaging and in scale with the pedestrian.
- The design of the proposed public space(s) has integrated the following:
  - Orientation/day-lighting.
  - Screening the users from parking, utilities, and garbage facilities.

# Town Design Guidelines.

## B. Composition

### Introduction

### Guidelines



**Town of Jackson  
Design Guidelines**

This guideline addresses the elemental design tools of composition, proportion, and rhythm. These are important tools for achieving a balance between unity and complexity in design.

Composition is defined as the organization of parts of a project to achieve a unified whole.

Proportion is the relation of one part to another or to the whole.

Rhythm is a vocabulary of regular and repetitive elements or the relative variation of such elements.

These tools may be used to overcome the limitations of architectural style to achieve buildings that are timeless visual assets to the downtown. Each tool can be applied to the materials, surfaces and massing of a building to provoke visual interest, indicate the building's use and create an appropriate human scale. Using these tools, the balance achieved in the design should connect the proposed development to its context.

***1. Consider composition, proportion and rhythm of the materials, surfaces and massing of all building elevations to promote visual interest at the scale of both the automobile and the pedestrian.***

***2. Use composition, proportion and rhythm of the materials, surfaces and massing to create a sense of entry and a sense of place.***

***3. To the degree possible, utilize composition, proportion and rhythm to address adjacent buildings. When multiple adjacent buildings are proposed in a project, the composition, proportion, and rhythm of all buildings shall be diversified and not overly repetitive, but done so in a complementary manner.***

### Criteria

The project has successfully applied the design elements of composition, proportion and rhythm in the proposed materials, surfaces and massing.

# Town Design Guidelines.

## C. Massing

### Introduction

A building's mass is defined by its component parts, including the size of its footprint and number of stories. Building mass is also determined by building form, roof shape, and orientation.

A building's form can be a simple rectangular box or a more complex combination of volumes.

Massing refers to the size of buildings and how they meet the street. Consequently, massing affects the experience of pedestrians. The way in which a particular building 'meets the street' can produce an exciting and vital experience for the person on the street: it is not overbearing, rather it is engaging and stimulating. To ensure this experience, building massing should address the relationship between the size of the proposed building and the scale of the pedestrian.

Appropriate massing will also create a gentle transition between adjacent zoning areas with no abrupt changes in height or mass of adjacent structures.

The Town of Jackson has a 'sawtooth' profile of building heights that is a product of the historic building pattern, especially along the Town Square. The gaps that exist in the historic sawtooth profile provide opportunities to insert new buildings which are compatible in both scale and material, yet are distinguishable from the historic vernacular. Reaching a balance between old and new is the goal of the Design Guidelines, requiring the retention of the sawtooth profile while encouraging compatible new buildings which respect Jackson's urban fabric.

# Town Design Guidelines.

## C. Massing

### Guidelines

#### *1. Mass & Height:*

*The architectural form of development should have a human-scale, pedestrian orientation; the height of buildings should not overwhelm people walking in the vicinity of the buildings, therefore;*

A. Canopies should be utilized over sidewalks or property lines to give buildings a human scale. (This should work in concert with guideline 2, ***Additive & Subtractive Massing.***)

# Town Design Guidelines.

## C. Massing

### Guidelines

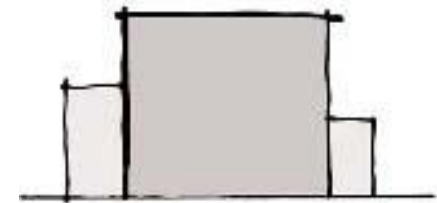
### Guidelines

#### ***2. Additive and Subtractive Massing:***

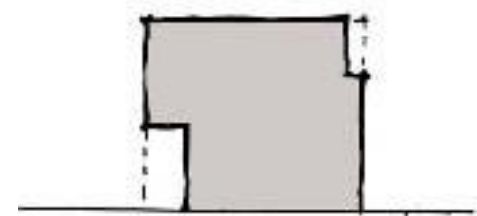
***Both additive and subtractive massing approaches are encouraged to reduce the visual impact of large building masses. The additive massing approach increases the size of the building by linking smaller, compatible elements in a way that allows them to remain visible as separate pieces after they are put together. A simple building with additions is an example. The subtractive massing approach is to take a building as a large mass, and then reduce it by taking parts of it away, in a logical manner. This approach is especially useful when buildings are built on the property line. Larger buildings will likely be required to make larger-scale additions and subtractions than smaller buildings in order to achieve the intent of these guidelines.***

A. Utilize both additive and subtractive massing, including sky plane techniques to reduce the visual impact of building masses. Balconies that partially step into the building and partially cantilever out away from the building face achieve this.

B. Architectural features on the second story and above may protrude into the public right-of-way a maximum of five (5) feet.



additive



subtractive

# Town Design Guidelines.

## C. Massing

### Guidelines

#### **3. Volume complexity**

***Large building masses should be achieved by linking a series of smaller masses. The result should be a building which can be seen as a group of related structures, rather than one large element. In the case of a project which covers multiple adjacent lots or proposes multiple buildings on the same development site, density can be achieved in a positive way if the buildings themselves are designed with significant variation in volume complexity to avoid a large, monolithic and monotonous structure or monolithic design across multiple structures.***

A. Avoid large monolithic and monotonous buildings. Translate the building program into multiple, separate buildings (attached or detached) or a building complex, whose exterior reflects the interior uses and functions. For large buildings, a single building can be treated as a building complex with multiple different but related façade treatments if its important parts (e.g. entries, windows, roof lines, etc.) and uses are authentically reflected in the external design variations.

B. Projects that contain multiple lots or a large development site shall pay close attention to breaking up the vertical facade into a pattern typical of single or double lot development, unless the applicant can demonstrate that a unified façade design fits better with the context of the block or neighborhood and achieves superior design.

### Guidelines

#### **4. Roofs**

***Jackson will be comprised of linked building elements of one, two, and three stories. The roof types will either be parapet, flat, sloping or barrel vault roofs. Flat and parapet roofs are particularly appropriate at the edges of the site because they avoid some of the serious engineering and safety problems associated with snow sliding onto the public right-of-way.***

A. A project should ensure that roofs are designed so that no snow or rain is deposited onto adjacent public or private walking surfaces.

### Criteria

The mass, height, volume complexity and arrangement of building components of the proposed development enhances the streetscape within the context of the Town, while creating a comfortable experience for the pedestrian and mitigating adverse effects on the adjoining properties.

# Town Design Guidelines.

## D. Street Wall

### Introduction

Street walls result when buildings are constructed to or near the front and side property lines of a site. This pattern of development - typical of the properties surrounding the Town Square - creates a strong edge that defines the sidewalk and street. Avoiding breaks (e.g. parking lots and low-intensity development) will further enhance the character and strengthen the identity of the Town.

The goal of street walls in the downtown area is to continue the connected network of comfortable and inviting pedestrian paths that form the transition between the street and adjacent buildings.

### Guidelines

- 1. The project should generally be built to the property lines at the sides and along the street frontage.*
- 2. There should be no voids in the street wall except for the circumstances described in these guidelines, below.*
- 3. It is appropriate to open up the street wall for a portion of the frontage to create areas of semi-public open space, landscape and pedestrian amenities, identify entrances and make pedestrian connections.*
- 4. At the corner, it is appropriate to step back the street wall to create comfortable pedestrian areas.*
- 5. Vehicle entrances to underground or rear parking areas may be acceptable but should be minimized to avoid conflicts with pedestrians.*

# Town Design Guidelines.

## D. Street Wall

### Criteria

The project clearly defines the public space adjacent to the sidewalk and/or street.

The scale of the street wall appropriately addresses the pedestrian.

The proposed development minimizes voids in the street wall, and where voids exist, they serve to create a better pedestrian realm.



# Town Design Guidelines.

## E. Materials

### Introduction

The Jackson building tradition may be said to be one of opportunity. Historically, material choices have been made based on the availability of materials. This has created a rich tradition of using building materials that reflect the region in which we live. New construction should seek a fit within this regional context.

Exterior materials function as the outer layer of the building envelope and may also serve a structural function. Issues such as weather protection, durability, and maintenance affect the functional aspect of visible exterior materials. These, in turn, affect the long-term performance of the building and its impact on the environment.

The objective of the Design Guidelines for materials is to allow flexibility in the choice and applications of exterior materials. Project approval will be based on how the proposal integrates with the surrounding local context. Innovation, creative design and new technologies can improve and enhance the immediate surroundings, while expanding the varied and authentic palette of building materials used in the Town of Jackson.

A creative and rigorous approach to the selection and application of building materials will generate a more vibrant appearance to the Town and an inviting environment for pedestrians. This benefits Jackson's building tradition and will strengthen the strong sense of place found in our downtown core and throughout the Town.

To achieve this, the guidelines intend to address the following:

Material selection should take into account the historical vernacular of the Town and surrounding area as well as the unique natural context of the valley.

Material application should take into account multiple views of the building.

Transparency, visual interest, and scale should be considered at the pedestrian/street level.

Durability and maintenance should be a consideration in material selection.



**Town of Jackson  
Design Guidelines**

# Town Design Guidelines.

## E. Materials

### Guidelines



Town of Jackson  
Design Guidelines

#### ***1. Application of Materials***

***These guidelines strongly encourage applicants to consider the inherent nature of materials and their appropriate application.***

A. Application of materials is at least as important as the materials themselves. Lack of attention to how materials are used can lead to concerns, including, but not limited to, how a material or a surface begins and ends (termination), how a switch from one material to another occurs (transition), and viewing the building as a whole or from many angles (continuity).

Paying attention to which materials and their structural application are selected for vertical supporting elements (compressive), spanning over openings (tensile), or creating building planes such as walls (infilling) will lead to appropriate materials used in believable situations. Projects with material application that do not closely adhere to the above guidelines may not be approved without revisions.

### Guidelines

#### ***2. Materials Selection***

***Applicants must consider the regional, local, and immediate context (including existing buildings) the natural environment, and the local culture when selecting exterior materials and components.***

These guidelines strongly encourage designers to consider how the materials selected for a building will relate to the immediate surroundings.

To support the continued development of unique architecture, these guidelines do not specifically restrict the use of any materials but they may restrict where certain materials may be used. For example, street-facing facades that are highly visible and accessible to the public shall not use materials that are of poor quality or an inauthentic facsimile of another material. Review of proposed materials will consider the positive and negative impacts on the surrounding buildings, natural environment and culture. Proposed materials will be evaluated on this basis.

# Town Design Guidelines.

## E. Materials

### Criteria



The proposed materials are appropriate based on the surrounding context, both built and natural. The proposed materials will be durable and maintainable over time.

The material application of the proposed project has successfully addressed the following:

- Multiple views of the structure.
- How structural materials are represented.
- How major building walls and planes are treated.

# Town Design Guidelines.

## Submission Requirements

### Submission Requirements

Applications shall contain the information described below for the review of the project to determine compliance with the Town's Design Guidelines, unless a waiver of said requirements (or portions thereof) is granted by the Planning Director for good cause shown. The Planning Director shall ensure that only pertinent information is required from the applicant, commensurate with the magnitude of the project.

#### Building Permit - Design Review

All applications shall include the following information to be reviewed by the Design Review Committee prior to submission of a building permit:

- 1. Drawings of all building elevations accurately showing the colors of the proposed structure, including adjacent context, and initial material types. Minimum 1/4 scale.*
- 2. Material samples or reasonable, clear photographs or representations of all final material selections.*

*3. A concept statement that clearly describes the intended use(s) and architectural theme of the overall project and a detailed description of how each design guideline has been addressed by the proposed project.*

*4. A figure/ground diagram at an appropriate scale that illustrates all structures within a 1 block radius of the proposed project.*

*5. A transverse street cross-section that extends a half block in each direction of the project. The submission must include the entire block the project is situated on. For sections, line drawings or mass void sections are appropriate; please include scale figures and vehicles on all drawings. Minimum 1/8 scale.*

*6. A longitudinal street elevation that extends half a block in each direction of the project. The submission must include the entire block the project is situated on. For elevations, line drawings are appropriate; please include scale figures and vehicles on all drawings. Minimum 1/8 scale.*

*7. A site plan clearly indicating the location, detail (lighting, benches, signage), and size of public space(s).*

# Town Design Guidelines.

## Submission Requirements

*8. A character sketch in elevation, axonometric, or perspective drawing, conveying the intended character of the major public space from a pedestrian perspective.*

### Sketch Plan - Design Review

All applications shall include the following for review by the Design Review committee as part of all Sketch Plan applications:

*1. Drawings of all building elevations, including adjacent context, and initial material types. Minimum 1/4 scale.*

*2. A concept statement that clearly describes the intended use(s) and architectural theme of the overall project and a detailed description of how each design guideline has been addressed by the proposed project.*

*3. A figure/ground diagram at an appropriate scale that illustrates all structures within a 1-block radius of the proposed project.*

*4. A transverse street cross-section that extends a half block in each direction of the project. The submission must include the entire block the project is situated on. For sections, line drawings or mass void sections are appropriate; please include scale figures and vehicles on all drawings. Minimum 1/8 scale.*

*5. A longitudinal street elevation that extends half a block in each direction of the project. The submission must include the entire block the project is situated on. For elevations, line drawings are appropriate; please include scale figures and vehicles on all drawings. Minimum 1/8 scale.*

*6. A site plan clearly indicating the location, detail (lighting, benches, signage), and size of public space(s).*

*7. A character sketch in elevation, axonometric, or perspective drawing, conveying the intended character of the major public space from a pedestrian perspective.*

# Town Design Guidelines.

## Submission Requirements

### Final Development Plan - Design Review

All applications shall include the following for review by the Design Review committee as part of all Final Development Plan applications:

*1. Drawings of all building elevations, including adjacent context, and initial material types.*

*Minimum 1/4 scale.*

*2. A concept statement that clearly describes the intended use(s) and architectural theme of the overall project and a detailed description of how each design guideline has been addressed by the proposed project.*

*3. A figure/ground diagram at an appropriate scale that illustrates all structures within a 1 block radius of the proposed project.*

*4. A transverse street cross-section that extends a half block in each direction of the project. The submission must include the entire block the project is situated on. For sections, line drawings or mass void sections are appropriate; please include scale figures and vehicles on all drawings. Minimum 1/8 scale.*

*5. A longitudinal street elevation that extends half a block in each direction of the project. The submission must include the entire block the project is situated on. For elevations, line drawings are appropriate; please include scale figures and vehicles on all drawings. Minimum 1/8 scale.*

*6. A site plan clearly indicating the location, detail (lighting, benches, signage), and size of public space(s)*  
*7. A character sketch in elevation, axonometric, or perspective drawing, conveying the intended character of the major public space from a pedestrian perspective.*

*8. A three-dimensional massing study using either a massing model (a scale of 1" = 20' is appropriate) or drawings showing three-dimensional perspectives and/or sections and elevations. The study shall show the proposed development in the context of neighboring buildings and/or potential development allowed by the underlying zoning district. At a minimum, the study should show the immediately adjacent buildings preferably the entire block.*

# Town Design Guidelines.

## Design Review Criteria

### Design Review Criteria

Recommendations for Design Review or Final Development Plan shall be dependent upon criteria that the proposed project complies with the Town's Design Guidelines established as part of these Land Development Regulations. The Staff, Design Review Committee, Planning and Zoning Commission and Town Council may also attach any conditions deemed appropriate, to ensure compliance with the following criteria:

#### Public Space

The project has demonstrated that the proposed public space is usable and desirable to inhabit.

The project's developed public space will be engaging and in scale with the pedestrian.

The design of the proposed public space(s) has integrated the following:

- Orientation/day-lighting.
- Screening the users from parking, utilities, and garbage facilities.

### Composition

The project has successfully applied the design elements of composition, proportion and rhythm in the proposed materials, surfaces and massing.

#### Massing

The mass, height, volume complexity and arrangement of building components of the proposed development enhances the streetscape within the context of the Town, while creating a comfortable experience for the pedestrian and mitigating adverse effects on the adjoining properties.

#### Street Walls

The project clearly defines the public space adjacent to the sidewalk and/or street.

The scale of the street wall appropriately addresses the pedestrian.

The proposed development minimizes voids in the street wall, and where voids exist they serve to create a better pedestrian realm.

# Town Design Guidelines.

## Design Review Criteria

### Materials

The proposed materials are appropriate based on the surrounding context, both built and natural. The proposed materials will be durable and maintainable over time.

The material application of the proposed project has successfully addressed the following:

- Multiple views of the structure.
- How structural materials are represented
- How major building walls and planes are treated.

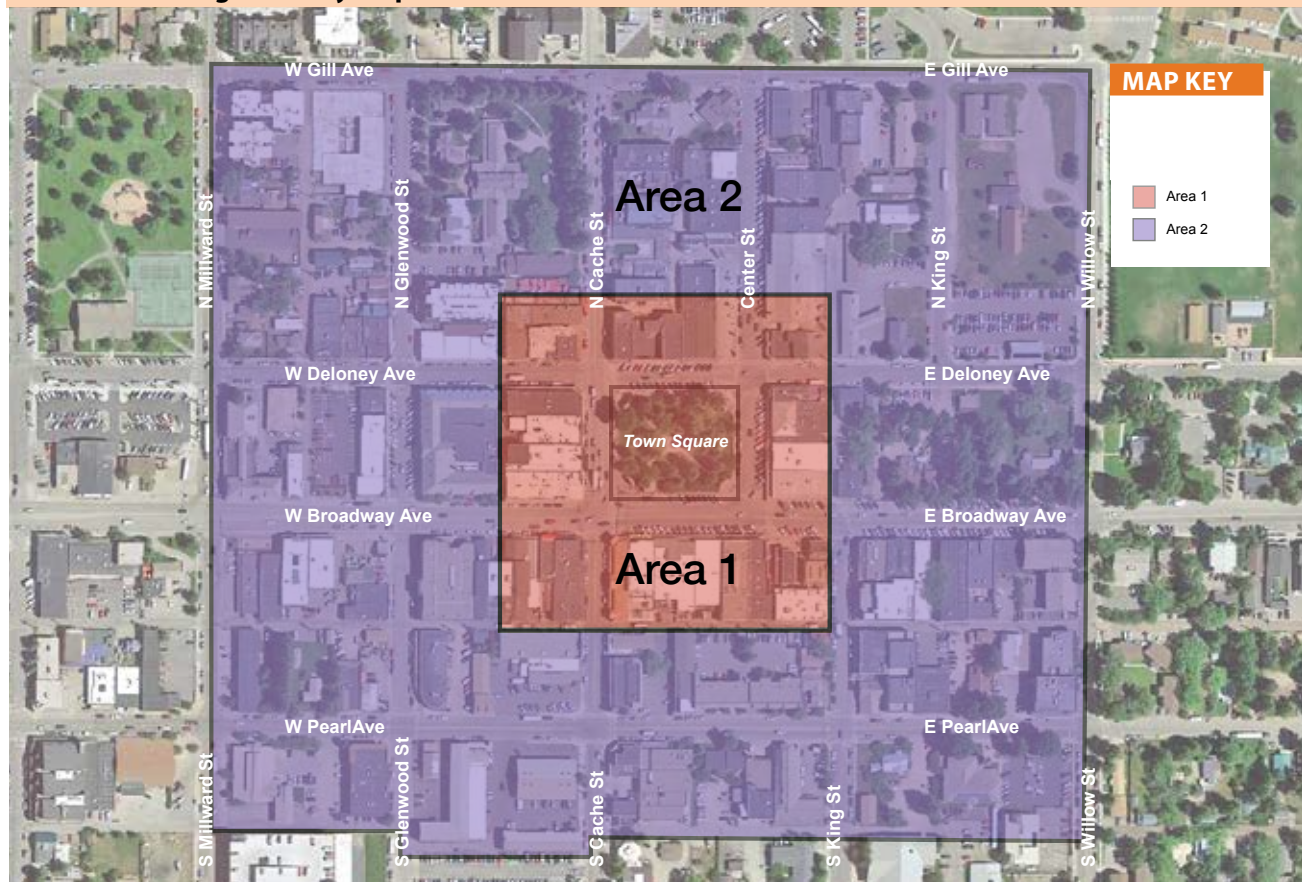
#### **SECTION IV.**

Jackson Downtown Design Overlay of Appendix B to the Town of Jackson Land Development Regulations are hereby added to read as set forth on the following pages:

# INTRODUCTION DESIGN OVERLAY

- This Design Overlay provides design guidelines for new buildings and additions in the Downtown Design Overlay Area 1 and Area 2

**Downtown Design Overlay Map**



# DOWNTOWN DESIGN OVERLAY AREA 1 & AREA 2 DESIGN GUIDELINES

## BACKGROUND POLICY RELATED TO AREA 1 AND AREA 2

For Area 1 and Area 2 the appendix focuses on interpreting what Western Character means, since maintaining a sense of Western Character is a policy in the community's Comprehensive Plan. Excerpts from the Jackson/Teton County Comprehensive Plan (06 April 2012) that identify "Western Character" are noted below:

### **Principle 4.1 - Maintain Town as the central Complete Neighborhood**

#### **Policy 4.1.a: Promote a complete Town of Jackson**

*...All subareas will each have some of the components of a Complete Neighborhood appropriate for that subarea and will collectively contribute to enhancing Town as the community's central Complete Neighborhood. However, not all components of a Complete Neighborhood will be provided in all subareas of Town, as each distinct subarea will have its own defined character and role...*

#### **Policy 4.1.c: Promote compatible infill and redevelopment that fits Jackson's neighborhoods**

*...The Town Character Districts provide specific guidance for infill and redevelopment projects, consistent with the desired character for each Subarea of Town...*

#### **Policy 4.2.e: Protect the image and function of Town Square**

*Town Square is Jackson's major tourism draw and can be described as the "heart of the heart". As such, it is the area that evokes the greatest amount of sentiment and concern regarding architecture, scale and character. This area will be subject to the highest level of design standards, particularly for block faces on the Town Square.*

#### **District 1: Town Square (TS1)**

#### **Existing and Future Desired Characteristics include:**

*"The Town Square District is the historic center of Jackson Hole and the central gathering space for residents and visitors alike. The district is home to iconic buildings and public spaces, including the Cowboy Bar, George Washington Memorial Park (the "Town Square"), and the sawtooth building profiles surrounding the Town Square. Preserving the existing western character and heritage found in the buildings and public spaces in this district will be key to maintaining the existing character. The district is the center of the visitor experience in Town and plays an*

*important role in defining our community's western heritage and overall community identity."*

*1.1: Inner Square (character defining features)*

*"This STABLE Subarea will focus on maintaining western character by retaining or replicating the existing built environment. Building heights directly fronting the Town Square should not exceed two stories. Buildings should be located near the street to create an attractive street front. A desired western architectural style and approach will be defined. The continuation of covered wooden boardwalks is vital to maintaining the desired western character."*

*1.2: Outer Square (character defining features)*

*This STABLE Subarea will focus on maintaining western character consistent with the existing character of the district. Building heights will be allowed up to three stories, in order to provide lodging, residential and other non-residential uses. Buildings should be located near the street to create an attractive street front. A desired western architectural style and approach will be defined. The continuation of covered wooden boardwalks is vital to maintaining the desired western character.*



*Traditional design precedents in these images include:*

- flat roof with decorative cornice
- wood framing with stamped metal panels
- more ground level transparency with divided window panes

*Top image*

- upper level double-hung window pattern with divided window panes with lintels
- storefront (although difficult to see the first floor is highly transparent)

*Bottom image*

- flat roof with -simple cornice
- wood lap siding
- simple wood trim
- upper level double-hung window pattern with divided window panes with lintels
- decorative use of antlers appears across the street on simple timber fence

## DEFINING WESTERN CHARACTER

This set of design guidelines further defines the term Western Character to add clarity to how it is interpreted for the design of new infill buildings, additions and other types of improvements within Area 1 and Area 2. The language below was derived from a public outreach process tasked with what Western Character meant to the community in regards to the built environment.

**Western Character** is a broad set of characteristics that are a part of the design traditions of the community and that appear in a variety of earlier building types and styles. It includes building forms, materials and details that may be combined in a variety of ways. As such, Western Character embodies an approach to design, not a specific style.

These guidelines address the key design variables embodied in Western Character. The intent is to convey a sense of authenticity and not require using historical styles. The purpose is to avoid confusing the genuine history of the community with imitations of historic styles.

## Historic Precedents of Western Character

Historic photographs document precedents for Western Character in downtown Jackson. They show a range of buildings that vary in form, materials and detail, yet all were part of the town's heritage and contributed to its character. Each early building had a sense of relatedness with others. It exhibited a sense of authenticity, with practical responses to functional needs, the availability of craftsmen and materials, and climatic influences. This resulted in these features:

- Building forms were simple and functional. Some had false fronts with stepped parapets that followed the gable roof line hidden behind. Others had exposed gabled or similar sloping roofs that were key parts of their basic building forms. Details and ornamentation were used sparingly.
- Designs responded to environmental conditions: Awnings and canopies sheltered walkways and sloping roofs directed snow away from entrances.
- Buildings conveyed a sense of community: They were oriented to the street and scaled for walking.
- Natural materials were used: These were muted, with matte finishes, often even rustic. Many were locally sourced.
- Buildings connected to the street: Storefronts and porches signaled links to the public realm.
- Buildings had a sense of human scale: Building forms and design features were of sizes that relate to human scale. The repetition of storefronts, canopies and other openings along the street is an example.



Many commercial buildings have traditional storefronts at the street level with large areas of display windows that are a part of Western Character. A traditional storefront has these features:

- A large area of glass as display windows, often composed of a set of smaller panes in frames
- A short stem wall (a bulkhead or kickplate) at the base, which supports the display windows
- An entrance which is clearly defined, often with double doors that are recessed.

Other buildings have a more residential character at the ground level, with smaller windows and a greater proportion of solid wall. They often have:

- A gabled porch as an entry
- Overhanging eaves, often with exposed rafters.



Historic photographs document precedents for Western Character in the heart of Jackson. They show a range of buildings that vary in form, materials and detail, yet all were part of the town's heritage and contributed its character.

### Traditional design precedents in these images include:

#### Top left image

- lodging building with sloped roofs, and roof dormers
- clearly defined entries
- stone and brick base with, upper-story material change (stucco with exposed timber)
- upper and lower level double-hung window pattern with shadow lines at windows
- articulation techniques (wall offsets)

#### Top right image

- cross-gable roof with dormers
- chinked log construction
- overhanging eaves
- exposed rafters
- more ground level transparency with wood trimmed double-hung windows, divided window panes, and shadow lines at windows
- porch entry feature
- vertical timber bell tower with hip roof
- articulation techniques (wall offsets)

#### Left image

- commercial building with sloped roofs
- wood lap siding with simple trim
- wood trimmed double-hung windows, divided window panes, with shadow lines
- ground level storefront with divided windows
- clearly defined entries
- articulation techniques (covered boardwalk)
- shadow lines at windows



*Top left image*

- commercial building with parapet and sloped roofs (false front)
- wood trimmed double-hung windows, with arched trim, and shadow lines
- clearly defined entry
- shadow lines at windows

*Top right image*

- row of commercial building with stepped parapets and sloped roofs (false front)
- storefront (although somewhat difficult to see, but many of the first floors are highly transparent) with some clearly defined recessed entries
- horizontal alignment of kickplates and transoms
- shadow lines at windows



## APPLYING THE DESIGN GUIDELINES TO AREA 1 AND AREA 2

### Area 1

Around the Town Square, the interpretation of Western Character should be more rigorous than in Area 2. In Area 1, buildings should maintain a predominately two-story experience on the site, and a more limited palette is appropriate for primary materials. Some height exception may be appropriate as a historic incentive for some historic buildings (see [Historic Preservation Ordinance](#)). Covered walkways sheltering boardwalks should be a key part of the pedestrian experience, and maintaining views to key landmarks and the mountains are particularly important.

### Area 2

Buildings in Area 2 should still convey a sense of Western Character, but may do so a bit more broadly. Taller buildings are appropriate when they are designed to maintain a predominantly two-story experience at the street edge. More variety in primary building materials is also appropriate here, but still should be within the range of those seen traditionally. Addressing the street edge and providing shelter at building entrances is important, but covered walkways are not required.

## EXAMPLE DESIGN GUIDELINES FORMAT

The design guidelines in this document use a standard format. This format includes a series of six items, which are noted and described in the diagram below.

### **A Design Topic Heading**

This is shown in bold, is numbered, and is always at the top of the page.

### **B Intent Statement**

The intent statement follows the design topic heading. It explains the goal of the design guidelines that follow. If an application does not specifically meet one of the design guidelines, it can be reviewed using the intent statement. Most of the intent statement for a topic applies to both areas, but in some cases some specific language may apply to Area 1, or Area 2. If this occurs, it will be noted within the intent statement for easy reference.

### **C Design Guidelines**

Design guidelines describe an intent or desired outcome. They are numbered for easy reference. Most design guidelines apply to both areas, but in

some cases may apply only to Area 1, or Area 2. If this occurs, it will be identified by a subhead above the design guideline for easy reference. In some cases, a design guideline may be repeated to make it clear to the user when additional information under the guideline applies to a specific area.

### **D Additional Information**

This information is found in a bullet list that follows a design guideline, where applicable. This provides appropriate and inappropriate strategies for meeting the intent of the design guideline.

### **E Further Detail**

Further sub-bullets are provided for some design guidelines and provide even more detail.

### **F Images and Illustrations**

Visuals are included to clarify the intent of the guideline. Captions provide more detail about how the image is to be interpreted.



*A storefront allows views to activities inside the building on a street-facing façade. Providing a shadow line around the display windows is an important detail.*

### **Appropriate and Inappropriate Solutions**

In many cases, images and diagrams in the design guidelines are marked to indicate whether they represent appropriate or inappropriate solutions.



A check indicates appropriate solutions.



An "X" mark indicates solutions that are inappropriate,

## **A STREET AND GROUND LEVEL INTEREST & SHELTER**

### **B Design Intent:**

Area 1 and Area 2 are the town's central visitor experience. Therefore, the building design at the street and ground level where there is pedestrian traffic should provide visual interest, and some protection from seasonal change (sun in the summer and snow/ice in the winter.)

### **C Area 1 & Area 2 Design Guidelines:**

**1.78 Provide visual interest to pedestrians by incorporating alternative wall treatments at the ground level where there may not be as many windows or storefronts.**

**D a. Alternative wall treatments include:**

- » Window display cases
- » Wall art
- » Architectural detailing
- » Landscape planters (Area 2 only)
- » Outdoor dining space
- » Canopies (Area 2 only)



*Although unoccupied when this image was taken, a plaza, outdoor seating area or patio that connects a building to a public space, parking area or open space is appropriate.*



*Pedestrian connectivity is provided by a midblock pass through. The walkway is activated with display windows, lighting and architectural features.*



*Pedestrian access is appropriately directed through an outdoor dining area in this mixed use development.*

## PEDESTRIAN ACCESS AND CONNECTIVITY

### Design Intent:

Area 1 and Area 2 provide the most important experiences for the pedestrian. Therefore, safe, year-round, pedestrian access and connectivity should be provided. It should consider all types/levels of pedestrians, including elderly and ADA accessibility. Pedestrian connectivity refers to the movement of people from the public realm to and through a site. It also encompasses pedestrian connections to adjacent sites. Pedestrian access and connectivity within a site should enhance walkability and provide clear connections to the public realm.

### Area 1 and Area 2: Design Guideline:

#### 1.1 Provide a physical pedestrian connection between a site and the public realm. Appropriate options include:

- A door that opens directly to a public space.
- A walkway that connects a building to a public space through a setback area.
- A plaza, outdoor seating area or patio that connects a building to a public space.
- When a property is adjacent to a public open space, connect the site to the open space.

#### 1.2 Establish an internal walkway system that connects building entries, parking areas and open spaces.

- Consider special paving, distinct lighting, and landscape elements to accentuate a site's circulation system.
- Consider directing an internal walkway through a plaza, courtyard or other outdoor feature.
- Size an internal walkway of an adequate width to allow safe pedestrian access.
- Integrate a site's internal walkway system with the public pedestrian circulation system.

#### 1.3 Where feasible, and when there is a clear public benefit, consider providing public pedestrian access through a block. Methods include:

- A path connecting two streets through a block.
- A pedestrian walkway integrated with an open space or a retail amenity.
- An alley that is shared by pedestrians and automobiles.
- A path to break up an unusually large block.



## STREET AND GROUND LEVEL INTEREST & SHELTER

### Design Intent:

Area 1 and Area 2 are the town's central visitor experience. Therefore, the building design at the street and ground level where there is pedestrian traffic should provide visual interest, and some protection from seasonal change (sun in the summer and snow/ice in the winter.)

### Area 1 & Area 2 Design Guidelines:

1.4 Provide visual interest to pedestrians by incorporating alternative wall treatments at the ground level where there may not be as many windows or storefronts.

- a. Alternative wall treatments include:
  - » Window display cases
  - » Wall art
  - » Architectural detailing
  - » Landscape planters (Area 2 only)
  - » Outdoor dining space
  - » Canopies (Area 2 only)

### Area 1 Design Guidelines:

1.5 Develop the street level to provide visual interest to pedestrians and shelter.

- a. Clearly define a pedestrian entrance.
  - » Recessed entries are often incorporated.
- b. Provide a storefront or display window(s) that allow views to activities into the building.
  - » These windows are often composed of a set of smaller panes in frames.
  - » A short stem wall (a bulkhead or kickplate) at the base of the storefront, provides support to the windows.
- c. A large expanse of blank wall is inappropriate.

*A storefront allows views to activities inside the building on a street-facing façade. Providing a shadow line around the display windows is an important detail.*



*Smaller display window(s) that allow views to activities into the building on a secondary street-facing façade is appropriate in Area 2 for some building types, such as office, or residential.*



*The intent of a display window is to allow views into the building; however, there may be some cases where another treatment is appropriate to accommodate an interior use and still provide interest at the street level with some transparency. This would be an appropriate approach on a secondary street in Area 2.*



Area 2 Architectural detail



Area 2 Canopy



Area 1 & 2 Outdoor dining space



Area 1 & 2 Covered walkway



Area 2 Wall art



Area 1 & 2 Wall art



Area 2 Landscape planters

*The images above show a variety of appropriate treatments to add street level interest for the pedestrian.*

### **Area 2 Design Guidelines:**

#### **1.6 Develop the street level to provide visual interest to pedestrians and shelter.**

- a. For a shopfront building façade, provide:
  - » A covered boardwalk or canopy for a portion of the façade.
  - » A storefront or display window(s) that allow views to activities into the building.
  - » A clearly defined primary entrance(s).
- b. For street-facing residential or lodge buildings provide:
  - » A covered boardwalk, canopy, porches, or similar type shelter for a portion of the façade.
  - » A clearly defined primary entrance(s).
  - » Windows

## ARCHITECTURAL CHARACTER

### Design Intent:

New construction should appear as a product of its own time while relating to traditional Western Character. In order to assure that historic resources are appreciated as authentic, it is important that new buildings and additions be distinguishable from them, while also being compatible.

### Area 1 & Area 2 Design Guidelines:

- 1.7 Design a new building to reflect its time, while conveying a sense of Western Character.
- 1.8 Contemporary interpretations of traditional designs and details are encouraged.
  - a. A new design for window moldings and door surrounds, for example can provide visual interest while conveying the fact that a building is new.
  - b. Contemporary details for new storefronts also can be used to create interest while expressing a new, contemporary Western Character.
- 1.9 The exact imitation of older historic styles is discouraged.
  - a. This blurs the distinction between old and new buildings and makes it more difficult to visually interpret the history of downtown.

### Area 1 Design Guideline:

- 1.10 The exact imitation of older historic styles is discouraged.
  - a. In Area 1, where the sense of Western Character should be especially strong, an interpretation of a historic style that is authentic to the area may be considered if it is subtly distinguishable as being new.



New buildings should be distinguishable from traditional buildings, while also being compatible. This new building is located near a residential setting and incorporates some traditional residential design characteristics of the area, including sloped roofs, wood lap siding, and similar window and door proportions; however, it is still distinguishable as new. This would be an appropriate design especially along some of the outside edges of Area 2 near residential settings.



In Area 2, contemporary interpretations of traditional designs and details are encouraged, such as this canopy and storefront system.



In Area 1, where the sense of Western Character should be especially strong, an interpretation of a historic style that is authentic to the area may be considered if it is subtly distinguishable as being new.



In Area 1 and Area 2, contemporary interpretations of traditional designs and details are encouraged, such as this cornice design.



*In Area 2, while building height maximums are set by the LDRs, a building should be perceived as being predominantly two stories, especially at the street edge. Some portions of a building may be taller.*



*In Area 2, floor-to-floor heights should appear similar to those of traditional buildings within the overlay area.*

## BUILDING HEIGHT/STORIES

### Design Intent:

Buildings should convey heights that appear similar in scale to those seen traditionally. In Area 1: one & two-story are appropriate; in Area 2: a building should be perceived as being predominantly two stories, especially at the street edge. Some limited portions of a building in these areas may also be taller as allowed by the LDR.

### Area 1: Design Guideline:

#### 1.11 Reflect the height of traditional buildings as perceived at the street edge.

- a. Maintain a one and two-story façade height at the street level. See design standards for exceptions.
- b. Floor-to-floor heights should appear similar to those of traditional buildings along the block.

### Area 2: Design Guideline:

#### 1.12 Reflect the height of existing buildings as perceived at the street edge.

- a. Maintain a mostly two-story façade height at the street level. See design standards for exceptions.
- b. Floor-to-floor heights should appear similar to those of traditional buildings within the overlay area.

## BUILDING AND ROOF FORM

### Design Intent:

Buildings should have simple forms, in keeping with the traditions of Western Character.

The list below identifies some traditional building and roof forms that reflect Western Character:

- Simple rectilinear boxes, especially those of commercial and retail-oriented uses. Other roofs are flat, or have a gabled roof that is concealed with a false front.
- Institutional buildings, including churches, often have distinctive, more varied forms.
- Lodging facilities often have sloping roofs, of gable or hipped forms.

### Area 1 & Area 2 Design Guidelines:

#### 1.13 Use a simple building form for a new building or addition.

- a. Basic rectilinear form is preferred with any variation in the form to be subordinate to the overall form. Appropriate ways to vary the form include:
  - » Varying height to reflect different building modules
  - » Increasing the setback for a portion of the front wall
  - » Stepping back an upper floor to maintain a lower scale at the street edge
- b. For a larger building, divide it into smaller modules that reflect the scale of traditional building and lot widths in the area.
- c. Attention to the design of transitions between modules in larger buildings is important; however too much variation, which results in an overly busy design, is inappropriate.
- d. Complement the existing building form when providing an addition.

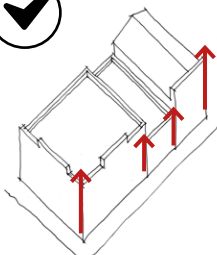


*These curvilinear building accents are not subordinate to the rectilinear form and are inappropriate.*

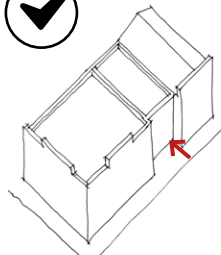


*Use a simple building form for a new building or addition. This building would be an appropriate design in Area 2.*

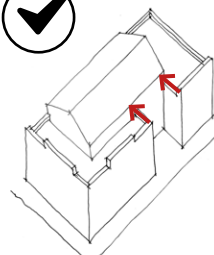
### Appropriate building and roof form combinations



Variation in height



Wall plane setback



Upper level setback and wall plan setback

*[Insert a side bar referencing the form standards in the LDR]*

*[Insert a side bar referencing slope standards in the LDR]*

## Area 1 Design Guidelines:

### 1.14 A roof form should be similar to those used traditionally.

- a. A flat roof is preferred, with a stepped parapet or similar treatment.
- b. A hip roof similar in size and scale to the traditional building on the town square is appropriate.



*A flat roof is preferred, with a stepped parapet or similar treatment in Area 1.*



*A roof form should be similar to those used traditionally in Area 1.*



*Inappropriate complex roof form.*

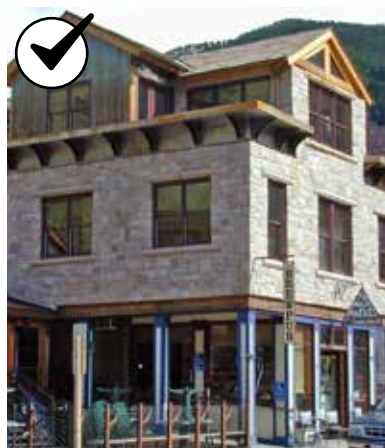
## Area 2 Design Guidelines:

### 1.15 A roof form should be similar to those used traditionally.

- a. A flat roof is appropriate, with some variation in the cornice line on larger buildings.
- b. Sloped roofs are appropriate, and should be within a similar slope/pitch as traditional buildings. It should include a generous eave overhang to facilitate snow shedding and provide shadows that enhance interest and convey a sense of scale.
- c. A combination of a flat and sloped roof is appropriate; however this should not be overly complex in form.



*Sloped roofs are appropriate, and should be within a similar slope/pitch as traditional buildings in Area 2.*



*In Area 2, a combination of a flat and sloped roof is appropriate; however, this should not be overly complex in form.*



*A flat roof is appropriate, with some variation in the cornice line on larger buildings in Area 2.*

## FAÇADE DESIGN

### Design Intent:

The design of a building façade greatly impacts how it is perceived and its relationship to the street and site. The arrangement, rhythm and proportion of elements like windows and doors are all important factors. The overall composition of a wall is also important. Facades should have an orderly rhythm of elements that break down the building into discernible components. A larger building wall should be designed with smaller components to establish a human scale and add visual interest.

### Area 1 & Area 2 Design Guidelines:

#### 1.16 Design a building to incorporate a “base, middle, cap” to divide a façade into separate components.

- a. Express a traditional base, middle and cap composition with well-defined ground or lower floors and a distinctive but not overly ornate “cap” element framing middle building floors.

#### 1.17 Arrange elements on a façade to create a generally consistent rhythm and sense of continuity.

- a. Use consistent window and door sizes on a façade.

#### 1.18 Design a building to provide a vertical scale that is similar to nearby traditional buildings.

- a. Use similar floor-to-floor heights.

#### 1.19 Design a building façade to be compatible with its setting.

- a. Generally align façade features, such as canopies, windows and roof cornices on parapets, with those on adjacent traditional buildings. This should not be a ridged alignment, but should provide some variation as is does now.

### Area 1 Design Guidelines:

#### 1.20 In Area 1, use a transparency-to-wall ratio similar to that found on traditional buildings in the area.

- a. Provide more transparency at the ground floor, with “punched” window openings provided in the upper floor walls.
- b. Using large areas of glass is inappropriate on an upper floor.

### Area 2 Design Guidelines:

#### 1.21 In Area 2, use a transparency-to-wall ratio similar to that found on traditional buildings in the area; however, using an accent feature with more transparency is appropriate.

- a. Glazing should be detailed to convey a sense of human scale.



Arrange elements on a façade to create a generally consistent rhythm and sense of continuity.



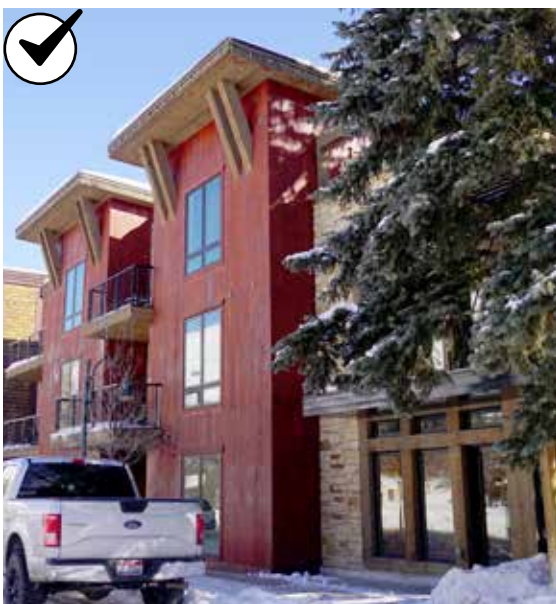
Express a traditional base, middle and cap composition with well-defined ground or lower floors and a distinctive “cap” element framing middle building floors in Area 2.



Provide more transparency at the ground floor, with “punched” window openings provided in the upper floor walls in Area 2.



*Use vertical or horizontal variations in materials or color, including transparency-to-wall patterns in Area 1 and Area 2.*



*Use vertical and horizontal articulation techniques to convey a sense of human scale in a building façade in Area 2.*

## BUILDING ARTICULATION

### Design Intent:

A new building should reflect the scale of traditional buildings. Scale includes not just the overall height and width of a building, but also the sizes and proportions of building features, as they relate to each other and to people. Building features are defined by simple vertical and horizontal articulation techniques that establish a sense of human scale, add visual interest, and prevent monotonous walls.

### Area 1 & Area 2 Design Guidelines:

#### 1.22 Use vertical and horizontal articulation techniques to convey a sense of human scale in a building façade.

- a. Articulation methods include:
  - » Using accent lines, fenestration patterns, or similar architectural techniques to create vertical and horizontal expression lines.
  - » Vertical or horizontal variations in materials or color, including transparency-to-wall patterns.
  - » Modest wall plane offsets, such as notches or projections (such as columns, moldings or pilasters)
- b. Providing articulation techniques in buildings is important; however too much variation, which results in an overly busy design, is inappropriate.



*Appropriate articulation techniques that could be employed for a larger building in Area 2 include:*

- building step down (3 to 2-story)
- change in color to define modules
- horizontal banding
- horizontal canopies
- horizontal window patterns
- upper story setback
- wall offsets



*Providing articulation techniques in buildings is important; however too much variation, which results in an overly busy design, is inappropriate. There is too much variation in the use of articulation techniques in this building. This includes variations in the application of materials, color, architectural details and features in an attempt to reflect a traditional building size in a larger form.*



*Providing articulation techniques in buildings is important; however too much variation, which results in an overly busy design, is inappropriate. There is too much variation in the use of articulation techniques in this building. This includes variations in the application of materials, color, architectural details and features in an attempt to reflect a traditional building size in a larger form.*



*Providing an accent feature with more transparency is appropriate in Area 2.*



*Area 2 materials should have a muted color and finish, and reflect high quality design and detailing.*



*Building materials should be proven to be durable in the Jackson climate, such as wood when it is properly maintained.*

## BUILDING MATERIALS

### Design Intent:

Primary building materials should be authentic, durable, and reflect Western Character. Materials should have a muted color and finish, and reflect high quality design and detailing. In Area 1, the palette of materials should be more limited in order to promote a sense of visual continuity around the Town Square. In Area 2, more diversity in the materials is appropriate, albeit within the range of those used traditionally.

### Area 1 & Area 2 Design Guidelines

#### 1.23 Avoid using materials that are out of scale with those seen traditionally, and have a color, profile, and finish that is out of character.

- a. Highly polished stone and shiny metals are inappropriate as a building material.
- b. Huge timber logs, large cut stones, and concrete slabs are inappropriate materials.
- c. Materials should have a muted color and a matte finish. However, some accent colors are appropriate as long as they have a matte finish and aren't neon or similar.

#### 1.24 Use high quality, durable materials.

- a. The material should be proven to be durable in the Jackson climate, such as wood when it is properly maintained.
- b. The material should maintain an intended finish over time or acquire a patina, when it is understood to be a desired outcome.
- c. Materials at the ground level should withstand on-going contact with the public, sustaining impacts without compromising the appearance.
- d. Metals and similar type panels should be installed without dents and/or blemishes in the product.

#### 1.25 New roof materials for sloped surfaces contribute to a sense of visual continuity in keeping with Western Character.

- a. Appropriate roof materials include:
  - » Standing seam metal roofs (low and narrow seam profile)
  - » Composition shingles
  - » Photo voltaic systems in dark matte, and non-reflective finishes.
- b. Inappropriate roof materials include:
  - » Red clay roof tiles, or synthetic simulations
  - » Vinyl shake or similar shingles

### Area 1 Design Guidelines:

#### 1.26 Building materials should contribute to a sense of visual continuity in keeping with Western Character.

- a. The following materials are appropriate (also see the materials chart on the following two pages for images.):
  - » Painted or stained wood siding (horizontal lap or vertical board and batten)
  - » Logs
  - » Stone, as natural rock or cut with a rough, matte finish
  - » Authentic Stucco (scored and textured to provide a sense of scale)
  - » Metal (only as an accent material for a storefront or windows) with a matte finish



*Primary building materials should be authentic, durable, and reflect Western Character.*

### Area 2 Design Guidelines:

#### 1.27 Building materials should contribute to a sense of visual continuity in keeping with Western Character.

- a. In Area 2, the use of the following materials is appropriate (also see the materials chart on the following page for images.):
  - » Wood siding (usually horizontal lap, although sometimes vertical board and batten. These are stained or painted)
  - » Stone, as natural rock or cut with rough/matte finish
  - » Brick
  - » Authentic Stucco (scored and textured to provide a sense of scale)
  - » Logs
  - » Architectural cast concrete (as an accent material that is scored to provide a sense of scale)
  - » Metal with a matte finish (typically no more than 25% of the building front)
  - » Cement-board panels and lap-siding that is scaled similar to traditional materials
- b. If using alternative materials they should also have a similar profile, texture and finish as natural materials. Some synthetic siding has an exaggerated, rusticated finish that is an inaccurate representation of authentic clapboard and should not be used. Other inappropriate materials include:
  - » Vinyl siding
  - » Aluminum siding
  - » Unfinished concrete masonry unit (CMU) as a primary material



*Cement-board panels and lap-siding that is scaled similar to traditional materials are appropriate in Area 2.*



*Building materials should contribute to a sense of visual continuity in keeping with Western Character. These buildings use an appropriate combination of materials for Area 2.*

## Appropriate Primary Building Materials Chart Examples

All of the building materials provided below are appropriate for use in Area 2. If it is also appropriate for Area 1 it is noted.



*Formed concrete (wood-like)*



*Cast concrete (artistic)*



*Formed concrete (artistic)*



*Formed concrete (colored blocks)*



*Natural stone (Area 1)*



*Natural stone (Area 1)*



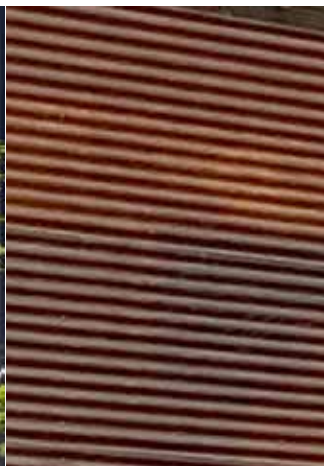
*Slate tiles*



*River rock (Area 1)*



*Metal panel (crimped battens)*



*Corrugated metal (rusticated)*



*Metal lap*



*Metal panel (rusticated)*

## Appropriate Primary Building Materials Chart Examples

All of the building materials provided below are appropriate for use in Area 2. If it is also appropriate for Area 1 it is noted.



*Timber (Area 1)*



*Wood slat*



*Vertical boards (stained) (Area 1)*



*Vertical boards (weathered) (Area 1)*



*Chinked logs (Area 1)*



*Stained wood lap (Area 1) =*



*Natural wood lap (Area 1)*



*Burl wood (Area 1)*



*Cement board (lap)*



*Cement board (grooved)*



*Cement board (board & batten)*



*Cement board (timber-like)*



## ARCHITECTURAL DETAIL

### Design Intent:

Buildings should include architectural detailing that is simple in character, provides a sense of scale, provides visual interest, and is authentic in its application of materials. Architectural details that reflect these Western Character attributes include:

- Frames and moldings around windows and doors
- Simple cornices at parapets
- Awnings or sloped canopies to shelter the sidewalk and shade display windows
- Canopy posts
- Entry porticoes
- Authentic application of materials
- Support systems

### Area 1 & Area 2 Design Guidelines

**1.28 Simple, authentic and unembellished architectural detailing is appropriate.**

- Elaborate architectural treatments, such as decorative moldings at cornices, windows and door surrounds, are inappropriate.
- Exposed timber structural elements are appropriate as detailing.
- Simple or stepped parapet walls are appropriate.
- Tacked-on detailing is inappropriate.
- Materials should typically transition at inside corners, belt courses, cornice lines, foundation lines, window and door moldings, and similar.



*In Area 1 & 2 simple, authentic, and unembellished architectural detailing is appropriate as shown in the three images above.*



*Simple or stepped parapet walls are appropriate; however, the mixed cornice treatment is inappropriate since it is too busy.*



*In Area 2 this building would be appropriate with the exception of the following details since they don't reflect authentic architectural details. These occur on the upper floor and include tacked-on window sills and sloped roof components.*

## Appropriate Architectural Detailing: Simple, Authentic and Unembellished

All of the architectural details provided below are appropriate for use in Area 2. If it is also appropriate for Area 1 it is noted.



*Anchor system*



*Framing connections*



*Framing connections*



*Material change*



*Material change*



*Material change*



*Metal frame system*



*Metal frame system*



*Material change*



*Material change*



*Material change (Area 1)*



*Material change (Area 1)*

**SECTION V.**

Historic Preservation Design Guidelines of Appendix B to the Town of Jackson Land Development Regulations are hereby added to read as set forth on the following pages:

# HISTORIC PRESERVATION DESIGN GUIDELINES



These design guidelines are for the treatment of historic resources in the Town of Jackson. They address alterations and improvements to the exteriors of historic properties with the objective of preserving their historic significance. They also provide information related to new construction that may occur on a property that includes a historic resource.

# PLANNING A PROJECT FOR A HISTORIC PROPERTY

## USING THE PRESERVATION GUIDELINES

The guidelines shall be applied in these ways:

- **Voluntary use:** Any property owner who owns a property that they consider to have historic significance may use these guidelines voluntarily to help plan projects that will preserve the building.
- **Use with incentives:** The town offers incentives for preservation, for which property owners may apply if they have designated their property. The town will use these guidelines to determine that the conditions have been met for providing the incentive. A Certificate of Appropriateness (CofA) is required prior to issuing a permit for any improvements to the property.
- **Use with officially designated historic resources:** Some properties may be formally recognized as a Designated Historic Resource by town council. A Certificate of Appropriateness (CofA) is required prior to issuing a permit for any improvements to the property.



## REHABILITATION PRINCIPLES AND PRESERVATION BEST PRACTICES

When considering a rehabilitation project of a historic building for reuse, the following objectives will be met.

**Respect the character of the building** - Do not change the style of the building or make the structure look older than its actual age. Confusing the character by mixing elements of different styles can weaken the appearance and integrity of the structure.

**Protect and maintain character-defining features** - Character-defining features should be treated with sensitivity. The best practice is to maintain these features from the outset.

**Repair character-defining features when possible** - Use best practices when repairing character-defining features to minimize damage to the original materials.

**Design an addition to respect the existing structure, and maintain its historic integrity** - When constructing an addition, do not try to emulate an existing style to make the addition look older than its actual age, unless this is a *reconstruction* (see following page) of a resource. A contemporary design for an addition to an existing structure is appropriate as long as it does not destroy character-defining features, and the design is compatible with the building. Additions should relate to the original building in general massing and scale, but should appear as new.



*The historic building on the left was somewhat modified inappropriately. The inappropriate modifications include: the wood shingle infill within the storefront transom; the aluminum framing; and the brick kickplate. The recent rehabilitation is an appropriate "rehabilitation" of the Jackson Drug Co. building. In this case, the altered storefront was replaced with a new storefront that represented a more traditional storefront configuration, and the contemporary canopy is a compatible replacement. The next step would be to replace the casement windows with a more traditional double-hung wood window configuration, especially in those locations that face the street.*

## ACCEPTED TREATMENTS FOR HISTORIC RESOURCES

The following treatments for historic properties may be considered when planning a preservation project. Much of the language addresses buildings; these treatments also apply to sites, objects and structures.

**Preservation** - "Preservation" is the act of applying measures to sustain the existing form, integrity and material of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

**Restoration** - "Restoration" is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project. This may apply to an entire building, or to restoring a particular missing feature.

**Reconstruction** - "Reconstruction" is the act or process of depicting, by means of new construction, the form, features and detailing of a non-surviving site, landscape, building, structure or object for the purpose of replicating its appearance at a specific time and in its historic location. This has limited application, in terms of an entire building, but may apply to a missing feature on a building.

**Rehabilitation** - "Rehabilitation" is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural or architectural values. Rehabilitation may include a change in use of the building or the construction of an addition. This term is the broadest of the permitted treatments and applies to most work on historic properties.

**Combining Treatments** - For many projects a "rehabilitation" approach will be the overall strategy, because this term reflects the broadest, most flexible of the approaches. Within that, however, there may be a combination of treatments used as they relate to specific building components. For example, a cornice in good condition may be preserved, a storefront base that has been altered may be restored, and a missing kickplate may be reconstructed.

## PREFERRED SEQUENCE OF ACTIONS

Preserving key, character-defining features is a fundamental precept of preservation. Therefore, selecting the appropriate treatment for a character-defining feature and cultural resource is important. The method that requires the least intervention is always preferred. By following this tenet, the highest degree of integrity will be maintained. The following treatment options appear in order of preference. When planning work, follow this sequence:

### **Step 1. Preserve:**

If a feature is intact and in good condition, maintain it as such.

### **Step 2. Repair:**

If the feature is deteriorated or damaged, repair it to its historic condition.

### **Step 3. Replace:**

If it is not feasible to repair the feature, then replace it in kind, (e.g., materials, detail, finish). Replace only that portion which is beyond repair.

### **Step 4. Reconstruct:**

If the feature is missing entirely, reconstruct it from appropriate evidence. If a portion of a feature is missing, it can also be reconstructed.

### **Step 5. Compatible Alterations:**

If a new feature (one that did not exist historically) or an addition is necessary, design it in such a way as to minimize the impact on historic features. It is also important to distinguish a new feature on a historic building from the historic features, in subtle ways.

## EXAMPLE DESIGN GUIDELINES FORMAT

The design guidelines in this document use a standard format. This format includes a series of five items, which are noted and described in the diagram below.

### **A Design Topic Heading**

This is shown in bold, is numbered, and is always at the top of the page.

### **B Intent Statement**

The intent statement follows the design topic heading. It explains the goal of the design guidelines that follow. If an application does not specifically meet one of the design guidelines, it can be reviewed using the intent statement.

### **C Design Guidelines**

Design guidelines describe an intent or desired outcome. They are numbered for easy reference.

### **D Additional Information**

This information is found in a bullet list that follows a design guideline, where applicable. This provides appropriate and inappropriate strategies for meeting the intent of the design guideline.

### **E Images and Illustrations**

Visuals are included to clarify the intent of the guideline. Captions provide more detail about how the image is to be interpreted.



### **A MATERIALS**

#### **B Design Intent:**

Preserve traditional materials that contribute to the overall character of the building.

#### **Design Guidelines:**

#### **C 1.79 Preserve original building materials and their composition.**

- D** → a. Building materials are often combined to define building divisions such as the base (foundation), middle (walls), and cap (roof and/or cornice). This composition should be preserved.

#### **E**

*Preserve original building materials.*

### **Appropriate and Inappropriate Solutions**

In many cases, images and diagrams in the design guidelines are marked to indicate whether they represent appropriate or inappropriate solutions.

✓ A check indicates appropriate solutions.

✗ An "X" mark indicates solutions that are inappropriate.

# HISTORIC PRESERVATION DESIGN GUIDELINES



## CHARACTER-DEFINING FEATURES

### Design Intent:

Preserving the integrity of a historic property and/or cultural resource is a fundamental objective. To do so, character-defining features should be preserved to the extent feasible.

### Design Guidelines:

- 1.29 Preserve character-defining features of buildings, and cultural resources.
  - a. This includes details that define the building's architectural style as well as its materials, doors and windows.
  - b. Cultural resources can include park features, bridges and cemeteries, for example.
- 1.30 Retain a character-defining feature that is in good condition.
  - a. Repair, rather than replace a deteriorated feature, when feasible.
- 1.31 Avoid removing a damaged character-defining feature that can be repaired.
- 1.32 Patch, piece-in, splice, consolidate or otherwise upgrade existing materials, using best building practices.
- 1.33 When disassembly of a character-defining feature is necessary for its repair, use methods that minimize damage to it. Document its location so it may be repositioned accurately.

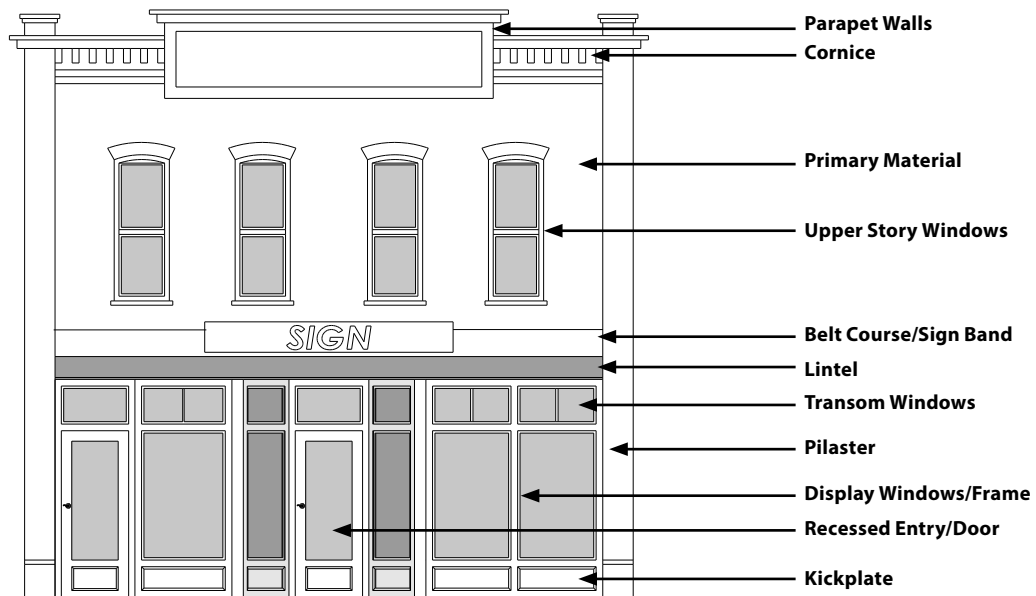


*Preserving the integrity of historic and cultural resources is a fundamental objective.*



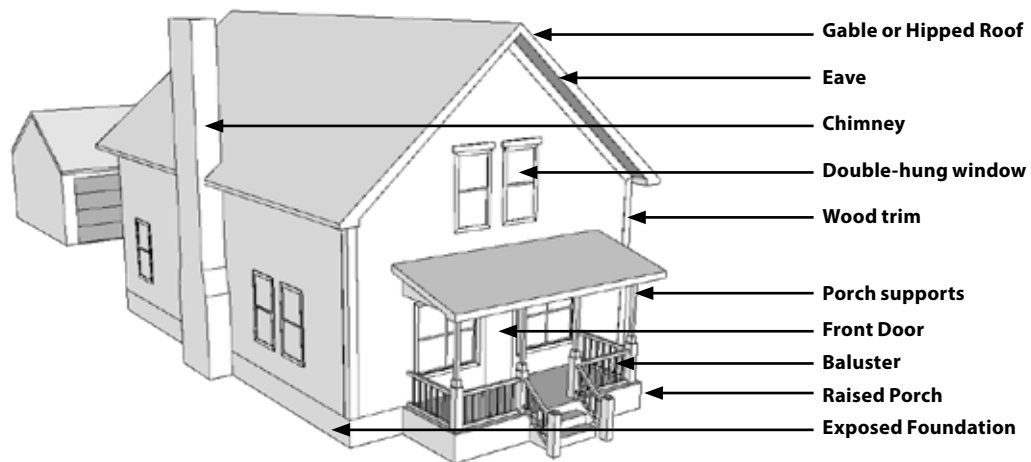
*Retain a character-defining feature that is in good condition, such as this entry feature and covered boardwalk.*

## Character-defining features of a commercial storefront

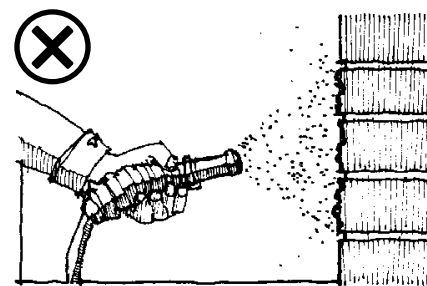
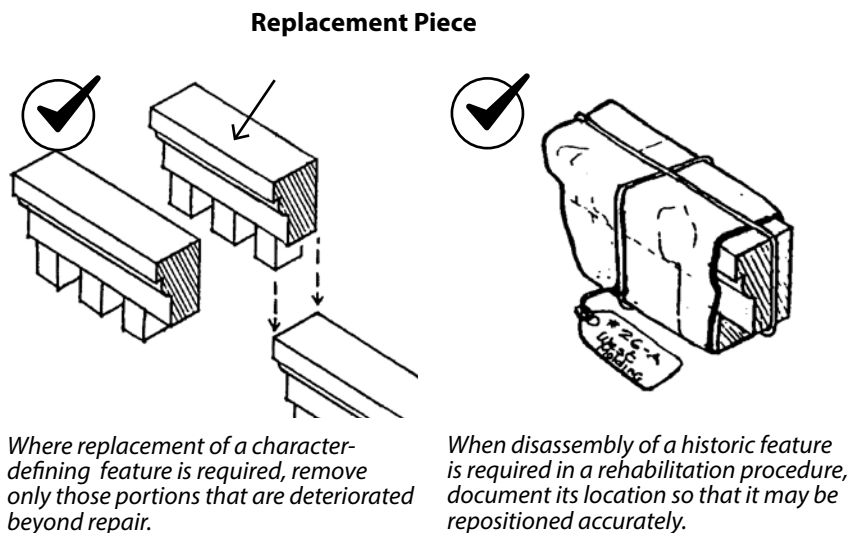


*These are typical character-defining features for a historic storefront building. There are a variety of historic commercial building types in Jackson. Reference the Town of Jackson's historic survey when considering a rehabilitation project. The survey will often provide information on a building's history and identify character-defining features.*

## Character-defining features of a residential building



*These are typical character-defining features for a historic residential building type in Jackson. Reference the Town of Jackson's historic surveys when considering a rehabilitation project. The survey will often provide information on a building's history and identify character-defining features.*



*Do not use harsh cleaning methods on any masonry or wood surfaces.*



*Use procedures for cleaning, refinishing and repairing character-defining features that will maintain the original finish. These include paint removal where appropriate. Typically a test patch is completed first to evaluate the original material.*

**1.34 Use procedures for cleaning, refinishing and repairing character-defining features that will maintain the original finish.**

**1.35 Employ best practice treatments that will protect materials and details.**

- a. These include rust removal, caulking, limited paint removal and application of paint or stain where appropriate.

**1.36 Avoid adding a new feature that is not part of the original building fabric.**

- a. For example, decorative millwork should not be added to a building if it was not an original feature.

#### **For More Information:**

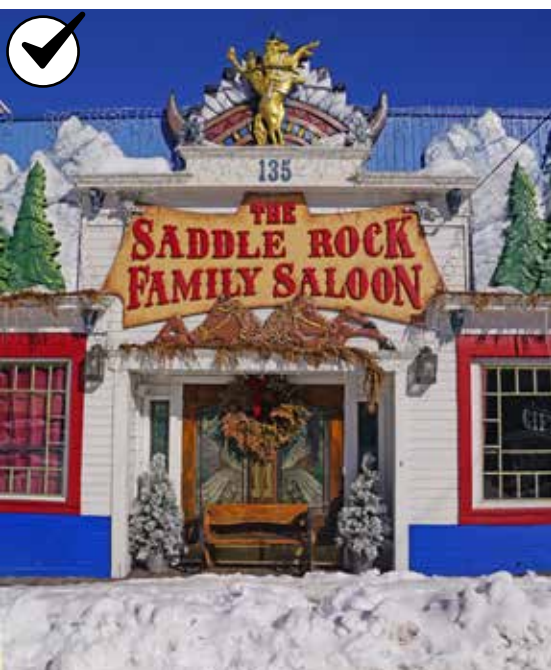
The following National Park Service preservation briefs at [www.nps.gov](https://www.nps.gov) provide additional information on the treatment of character-defining features.:

*Preservation Brief 11: Rehabilitating Historic Storefronts*

<https://www.nps.gov/tps/how-to-preserve/briefs/11-storefronts.htm>

*Preservation Brief 45: Preserving Historic Wood Porches*

<https://www.nps.gov/tps/how-to-preserve/briefs/45-wooden-porches.htm>



*Maintain parapet walls and cornices on a flat roofed structure.*



*Preserve the original eave depth of a sloping roof.*

## BUILDING AND ROOF FORM

### Design Intent:

Maintain the original building and roof form of a historic building. If replacement is needed, utilize a roof material that is in keeping with the original.

### Design Guidelines:

- 1.37 Maintain the original building form and that of its roof.
- 1.38 Avoid altering the basic building form or the angle of an original roof.
- 1.39 Preserve the original eave depth of a sloping roof and the original parapet height on a flat roof.
- 1.40 Maintain parapet walls and cornices on a flat roofed structure.
- 1.41 Provide functional coping that is compatible with the existing building façade.
- 1.42 For a sloped roof, use a new roof material that conveys a scale, texture and finish which is similar to the original.
- 1.43 For a sloped roof, using shingles that contain embedded photovoltaic systems is also appropriate.



*Maintain the original building and roof form of a historic building.*

## MATERIALS

### Design Intent:

Preserve traditional materials that contribute to the overall character of the building.

### Design Guidelines:

#### 1.44 Preserve original building materials and their composition.

- Building materials are often combined to define building divisions such as the base (foundation), middle (walls), and cap (roof and/or cornice). This composition should be preserved.

#### 1.45 Avoid removing original materials that are in good condition.

#### 1.46 Remove only those materials which are deteriorated, and must be replaced.

#### 1.47 Repair a deteriorated primary building material by patching, piecing-in, consolidating or otherwise reinforcing it.

#### 1.48 When replacing materials on a primary surface, match the original in composition, scale and finish.

- If the original material is wood clapboard, for example, then the replacement material should be wood as well. It should match the original in size, the amount of exposed lap and in finish.
- An alternative material may be considered if the size, character and finish conveys the appearance of the original.



Preserve original building materials.



|               |                  |              |            |            |            |
|---------------|------------------|--------------|------------|------------|------------|
| <b>Cap</b>    | Wood shingle     | Wood lap     | Wood lap   | Wood lap   | Wood lap   |
| <b>Middle</b> | Wood lap/ or log | Wood shingle | Wood lap   | Brick      | Stone      |
| <b>Base</b>   | Foundation       | Foundation   | Foundation | Foundation | Foundation |

Building materials on residential buildings are often combined to define building divisions such as the base (foundation), middle (walls), and cap (roof and or cornice). The original composition of materials should be preserved.



*Consider removing later covering materials that have not achieved historic significance.*

**1.49 Replace only the amount required. For example, if a few boards are damaged beyond repair, then only they should be replaced, not the entire wall.**

**1.50 Do not strip existing painted wood surfaces to bare wood to achieve a “rustic look.”**

**1.51 Do not use harsh cleaning methods, which can inhibit the function and appearance of the existing material.**

- a. For example, sandblasting is inappropriate because it can damage the protective coating and change the appearance of the material.

**1.52 Covering original material with new materials is inappropriate.**

- a. Vinyl siding, aluminum siding and new stucco are inappropriate on historic buildings. Other imitation materials that are designed to look like wood or masonry siding, fabricated from other materials, are also inappropriate.
- b. If a property already has a non-contributing building material covering the original, it is not appropriate to add another layer of new material, which would further obscure the original.

**1.53 Consider removing later covering materials that have not achieved historic significance.**

- a. Once the non-contributing siding is removed, repair the original, underlying material.
- b. If a building has a stucco finish, removing the covering may be difficult, and may not be desirable. Test it first to assure that the original material underneath will not be damaged.

#### **For More Information:**

The following National Park Service preservation briefs at [www.nps.gov](http://www.nps.gov) provide additional information on the treatment of historic materials:

Preservation Brief 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings

<http://www.nps.gov/tps/how-to-preserve/briefs/1-cleaning-water-repellent.htm>

Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings

<http://www.nps.gov/tps/how-to-preserve/briefs/2-repoint-mortar-joints.htm>

Preservation Brief 16: The Use of Substitute Materials on Historic Building Exteriors

<http://www.nps.gov/tps/how-to-preserve/briefs/16-substitute-materials.htm>

Preservation Brief 26: The Preservation and Repair of Historic Log Buildings

<https://www.nps.gov/tps/how-to-preserve/briefs/26-log-buildings.htm>

Preservation Brief 47: Maintaining the Exterior of Small and Medium Size Historic Buildings

<https://www.nps.gov/tps/how-to-preserve/briefs/47-maintaining-exteriors.htm>

## Using Alternative Materials on a Historic Building

The design guidelines sometimes refer to the use of alternative materials when replacing character-defining features and architectural details, such as windows, siding and molding. An alternative material is one which is different from that used originally for a specific application. Alternative materials will be reviewed on a case-by-case basis. Such materials may include:

- Aluminum siding, and some other types of metal materials such as corrugated metal roof materials.
- Cementitious fiber siding
- Non-wood replacement of wood columns (cast resin)
- Other non-original materials

Some common alternative materials for specific architectural features include wood, plaster, concrete and stucco for porch columns, wood for railings, asphalt shingles for roofs and wood or fiber cement for trim. These examples are not an exhaustive list; other alternative materials may be used for these architectural features and other architectural features may also be replaced with alternative materials.

Alternative materials may also include materials used to replace historic architectural details such as a resin-cast cornice used in place of a stamped metal cornice. In other cases, an alternative material may be traditional when used for other applications, but new for the particular detail being considered. Using wood to replace an original stamped-metal cornice is an example.

Alternative materials may be considered by the city on a case-by-case basis as replacement materials, or for use on a new addition, or a new building in a historic district. The city will consider factors including:

### Potential Impact on Historic Significance

Removing original material diminishes the integrity of a historic property by reducing the percentage of building fabric that remains from the period of historic significance. Retaining the original material is always preferred. If this is not feasible, alternative materials may be considered. When used, an alternative material should convey the character, including detail and finish, of the original to the greatest extent feasible.

### Appearance

An alternative material should also have a similar profile, texture and finish as the original material. Some synthetic siding has an exaggerated, rusticated finish that is an inaccurate representation of original clapboard. Vinyl products are also inappropriate alternative materials on historic properties.



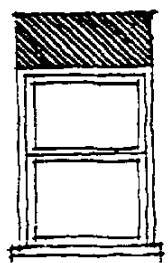
*An alternative material should convey the character, including detail and finish, of the original to the greatest extent feasible (aluminum clad windows and cement board).*



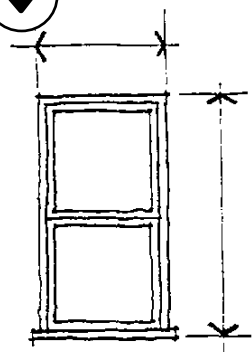
*An alternative material should also have a similar profile, texture and finish as the original material. The cement board siding provides an appropriate profile, but the surface should have a matte finish.*



*Preserve the ratio of window openings to solid wall on a primary façade.*



*Reducing an original opening to accommodate a smaller window or increasing it to receive a larger window is inappropriate.*



## WINDOWS

### Design Intent:

Maintain the historic alignment, spacing and dimensions of window openings. Preserve traditional windows that have distinct stylistic features, if feasible. When a new window is needed, design it to be in character with the building.

### Design Guidelines:

#### 1.54 Preserve the position, number and arrangement of existing windows in a primary building wall.

- On a primary façade, enclosing an existing window opening is inappropriate, as is adding a new window opening.
- If a new window is needed, consider locating it on a side or rear wall.

#### 1.55 Preserve the ratio of window openings to solid wall on a primary façade.

- Significantly increasing the amount of glass on a character-defining façade will negatively affect the integrity of the structure.
- Alteration may be appropriate on side and rear walls that are less visible from the public way.

#### 1.56 Preserve the size and proportion of an existing window opening on a primary wall.

- Reducing an original opening to accommodate a smaller window or increasing it to receive a larger window is inappropriate.
- Altering a window that is not visible from the street may be appropriate.

#### 1.57 Use durable window materials.

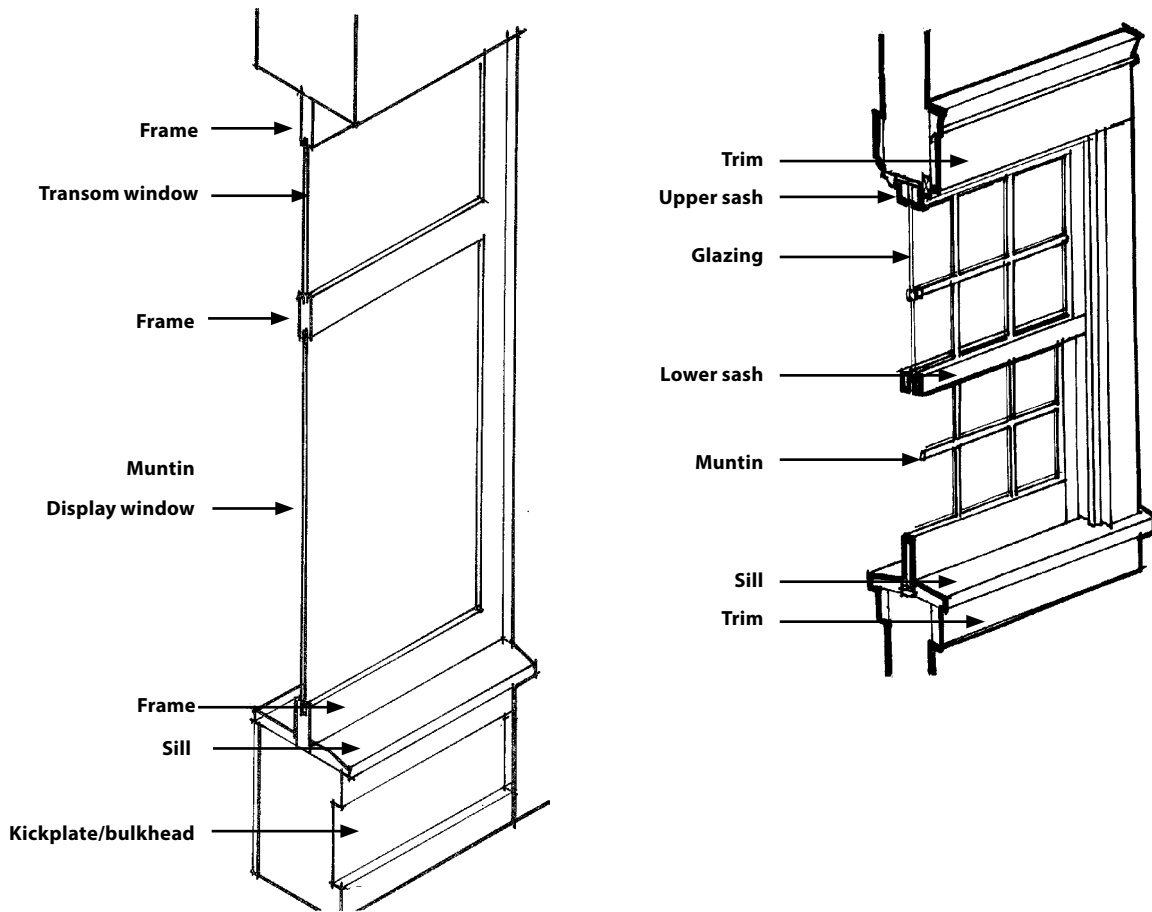
- Use a metal or wood frame, when possible. It should have a dimension and profile similar to those used historically.
- Avoid using a window material that does not have a proven durability.
- Avoid using a thin window frame on a primary façade.

#### 1.58 In a replacement window on a primary wall, use a material that appears similar to the original, when feasible.

- Using the same material as the original is preferred, especially on street-facing façades. A substitute material should match the original profile.

## Typical Window Types

Common original window types that may be found on historic properties are illustrated below.



### For More Information:

The following National Park Service preservation briefs and National Trust for Historic Preservation article provide additional information on the treatment of historic materials:

*Preservation Brief 9: The Repair of Historic Wooden Windows*

<http://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>

National Park Service Preservation Tech Notes (scroll down page for information on windows)

<http://www.nps.gov/tps/how-to-preserve/tech-notes.htm>

National Trust for Historic Preservation Article on Window Retrofits

<http://www.preservationnation.org/who-we-are/press-center/press-releases/2012/new-windows-study.html#.UdshFXFsikl>

## Benefits of Wood Window Retrofits

Sensitive stewardship of the existing building stock significantly reduces environmental impacts. Re-using a building and its original wood windows preserves the energy and resources invested in its construction, reduces demand on landfill space and eliminates the need for producing new construction materials. Manufacturing of many new building materials uses substantial levels of energy. This can be reduced significantly if historic structures and their wood windows are retained rather than demolished.

Many historic building materials, such as a building's wood windows have long life cycles, which contribute to their sustainability. They were built for longevity in a manner that also allows for repairs. Some replacement features for a historic building, such as synthetic window materials, advertise they are: low in maintenance, inexpensive, and durable etc. In fact, they have a significantly shorter life span than historic wood windows, are difficult to repair, and are incompatible with historic building materials, and therefore not as great as advertised.

An older window is often identified as being a major source of heat loss, when other parts of a building are typically the major sources. For example, as much as 50% of the energy lost from a house is from air infiltration through the attic, uninsulated walls, and around the windows and door cavities, not through the glass in a window itself. Repairing, weather-stripping and insulating an original window is typically more efficient and much less expensive than new windows, as well as sound preservation practice. Retrofits also extend the life of existing windows, avoid production of new materials, reduce waste and preserve a home's character. Retrofits have proven to be cost effective over the long-term in national studies.

Substantial amounts of information are available that document the energy saving benefits of retaining and repairing a historic window, rather than replacing it.

## For More Information:

The following National Trust for Historic Preservation article at [www.preservationnation.org](http://www.preservationnation.org) provides additional information on the treatment of historic materials: **Saving Windows, Saving Money** (<https://forum.savingplaces.org/connect/community-home/librarydocuments/viewdocument?DocumentKey=59eab0e4-f0f4-45c5-97c8-147a8def82ae&CommunityKey=00000000-0000-0000-0000-000000000000&tab=librarydocuments>)

## DOORS

### Design Intent:

Maintain the fundamental alignment, spacing and dimensions of door openings on a primary façade. When a new door is needed, design it to be in character with the building.

### Design Guidelines:

- 1.59 Preserve the size, position and proportion of key door openings on the primary façade.
  - a. Altering a door opening on a side or rear elevation may be appropriate.
- 1.60 Avoid changing the position of key door openings on the primary façade.
- 1.61 Preserve traditional doors with distinct stylistic features, if feasible.
- 1.62 When replacing a key door, use one that is compatible with the building style.



*Preserve traditional doors with distinct stylistic features, if feasible. This door is likely a reconstruction of the historic door and is an appropriate historic preservation approach.*



*Preserve the size, position and proportion of key door openings on the primary façade.*



*Maintain the fundamental alignment, spacing and dimensions of door openings on a primary façade.*

## ADDITIONS

### **Design Intent:**

It is important to maintain the general appearance of a historic building, especially from key vantage points in the public way. An addition should be planned to minimize damage to the historic building by preserving character-defining features, building form, etc. Locating a new addition to the rear or the side of the historic building is the best approach, in order to reduce any negative impacts to the building. It also should be compatible with the fundamental characteristics of the historic building while appearing as a new alteration.

### **Impact Considerations for Additions:**

- Consider impacts of the addition to the visual and physical qualities of the property and to one's ability to perceive its historic character.

### **Some impact-related factors to consider include:**

- Is the addition visible? Locating the addition such that the historic building remains prominent is important.
- Does the addition remain visually subordinate to the historic building? Keeping it lower in scale, or separated from the historic building is important.
- Is one's ability to interpret the historic character retained? (Especially in terms of perceiving the original mass, scale and prominence of the property)
- Are alterations to key character-defining features avoided or at least minimized? Attaching the addition should not require destruction of key features on the historic building.
- Is the structural integrity of the property retained, or even improved?

### **For More Information:**

Preservation Brief 14 New Exterior Additions to Historic Buildings:  
Preservation Concerns

<https://www.nps.gov/tps/how-to-preserve/briefs/14-exterior-additions.htm>

### Design Variables for an Addition

Design variables include basic scale and proportion considerations that relate to the compatibility of the addition with the primary building and surrounding historic context. Design variables to consider include:

#### The height of the addition.

Keeping floor heights in the range of those on the historic building, or even lower, may help keep an addition visually subordinate to the historic building.

#### The degree of setback.

Does the original primary façade (front) remain visually prominent? An addition should be set back from the façade and other key walls that contribute to the character of the property. The setback should be a sufficient distance such that the historic building remains prominent.

#### Simplicity of design.

Is the design of the addition subordinate in character? The design should be relatively simple in architectural character and detailing, such that it does not call undue attention to itself. The historic building should remain the prominent feature.

### Design Guidelines:

#### 1.63 Locate an addition to be subordinate to the original structure.

- An addition should relate to the building in mass, scale, character and form.
- An addition to the front of a building is inappropriate.
- Greater flexibility on less visible façades may be appropriate.

#### 1.64 Reflect the height of traditional commercial buildings as perceived at the street edge.

- A significant stepback for a third floor addition is required, to maintain a sense of two stories at the street level.
- The third story should maintain view corridors.



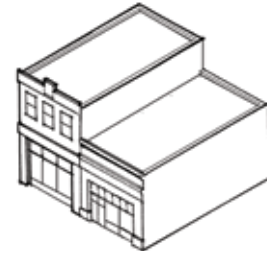
**Street view**

*Set a rooftop addition back significantly from the building front on a commercial building.*



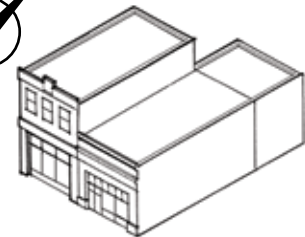
**Bird's eye view**

### Locating an Addition to a Historic Commercial Building



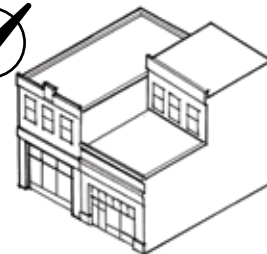
#### Historic Structure

*The one and two-story commercial buildings illustrated above are historic.*



#### Rear Addition

*The rear addition illustrated at right is appropriate.*



#### Rooftop Addition

*The rooftop addition illustrated at right is appropriate because it is set back from the front façade.*



*This series of images portrays an appropriate rehabilitation of a 1) historic log cabin, 2) addition to it, and 3) a new accessory dwelling unit on the lot.*

**① Log cabin - appropriate historic building elements include:**

- Preservation of building form and materials (except large picture window)
- New door
- Paint and stain

**② Addition - appropriate building elements include:**

- Ability to interpret old from new construction
- Mass and scale
- Materials
- Side wall inset to adjacent property

**③ New accessory dwelling - appropriate building elements include:**

- Ability to interpret old from new construction using contemporary construction techniques
- Mass and scale
- Window and door openings that reflect historic proportions.



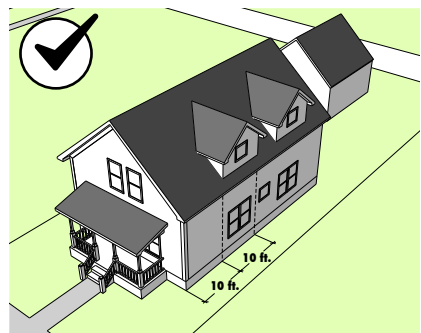
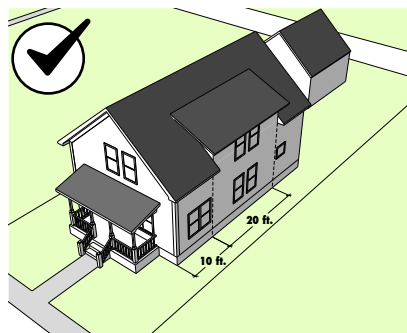
**1.65** Locate an addition to retain open space patterns on the site.

**1.66** Design an addition to a historic building to respect the character-defining features of the building.

**1.67** Design an addition to be recognized as current construction.

**1.68** Design a dormer addition(s) to minimize impacts on the building.

**1.69** Separate the mass of a larger addition from the historic building and link the two with a smaller connector.



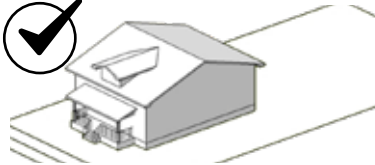
*Do not visually overwhelm the historic roof with new dormers. Locate new dormers on side or rear-facing roof slopes, if possible, and below the ridge line.*

## Locating an Addition to a One-story Historic Residential Building

*An addition to a historic residential structure should be subordinate to, and clearly differentiated from, the original historic building as illustrated below.*

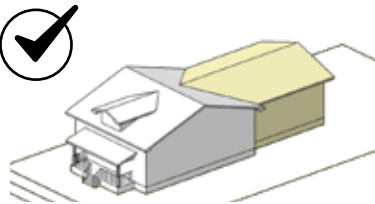
### Original Structure

*The one-and-a-half story bungalow illustrated at right is historic.*



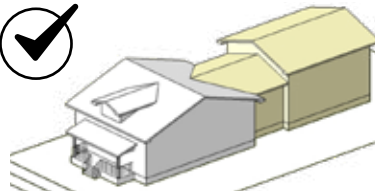
### One-Story Addition

*The addition illustrated at right is appropriate because it is clearly differentiated from the original structure with a change in roof plane and is nearly invisible from the street.*



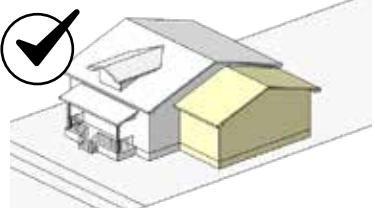
### One-and-a-Half Story Addition

*The addition illustrated at right is appropriate because it is set back and clearly differentiated from the original structure with a connector.*



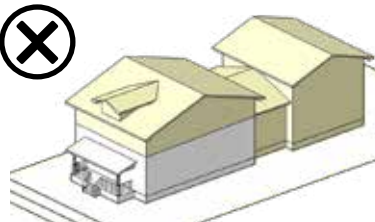
### One-Story Addition to the Side

*The addition illustrated at right is appropriate because it is set back and is clearly subordinate to the original structure.*



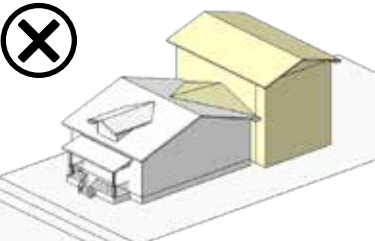
### Inappropriate Two-Story Addition

*The addition illustrated at right is inappropriate because it substantially alters the primary façade of the historic structure.*



### Inappropriate Two-Story Addition

*The addition illustrated at right is inappropriate because it does not have a connector.*





## NEW BUILDINGS ON HISTORIC SITES

### Design Intent:

In some cases, a separate new building may be constructed on a site that presently has a historic building. This may occur in areas where zoning permits and where incentives for preservation encourage adding more structures to the site. When this occurs, it is important that the new building(s) be compatible with the historic character of the existing building and site. Considerations for compatibility include the location of the new building, its mass and scale, form and materials, and how it transitions to the historic building.



There may be some cases where some existing residential buildings will be on a site where more density is targeted. The goal is to preserve the historic building in place. If this isn't feasible, then relocate it on site. Finally, it may be moved to a receiving site.

### Design Guidelines:

#### 1.70 Locate a new building to be compatible with the historic building.

- Locate a new building to the side or rear of a primary historic building, such that the historic building remains visible from the street.
- Separate the new building from the historic structure a sufficient distance such that the character of the original remains highly visible. The larger the new building is, the greater the separation should be.
- A secondary historic building is often located along the alley and could be the only contributing building on the property. In this case, a new building may be located in front of it and oriented to the street.



*Locate a new building to the side or rear of the historic structure (shown in peach), such that the historic structure remains visible as the original, primary structure.*

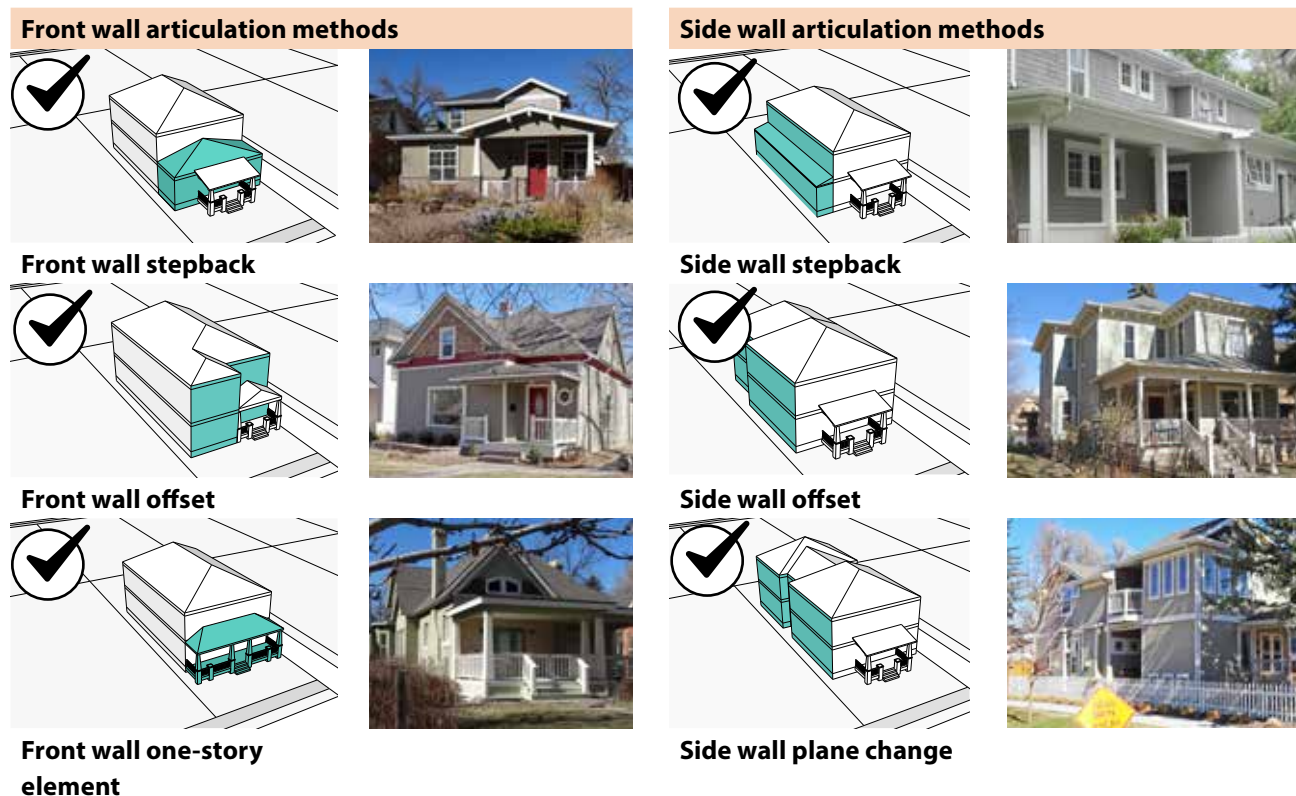
#### 1.71 Design a new building to be compatible in mass and scale with the historic structure.

- Keep the size less than the historic structure when feasible.
- For a larger structure, divide it into modules that are in scale with the historic building.

#### 1.72 Use a building form that is compatible with the historic structure.

- A simple rectilinear form is preferred.
- Avoid exotic forms that would detract from the historic resource.

*The following models illustrate some ways a building mass can be articulated to reduce the perceived mass and to relate to the scale of an adjacent historic residential building on the site.*



### 1.73 Use building materials that are compatible with the historic structure.

- Natural materials, including wood siding and stone are appropriate.
- Alternative materials that have a proven durability also may be considered. See page 39.
- These should have a matte, muted finish.

### 1.74 Mitigate negative scale-related visual impacts to a historic building.

- Effective treatments include:
  - » Scale transitions (front wall or side wall step backs, or overall height reductions)
  - » Increased setbacks (front, rear or side)



*Generally, creating an accessibility solution that is independent from the historic building and does not alter its historic characteristics is an appropriate approach to installing a ramp.*

## ACCESSIBILITY

### Design Intent:

Owners of historic properties should comply to the fullest extent possible with the Americans with Disabilities Act and other accessibility laws, while also preserving the integrity of the character-defining features of their buildings and sites. Special provisions for historic buildings exist in the law that allow some alternatives in meeting the ADA standards.

### Design Guideline:

**1.75** Generally, creating an accessibility solution that is independent from the historic building and does not alter its historic characteristics is encouraged.

- a. Identify the historic building's character-defining spaces, features and finishes so that accessibility code-required work will not result in their damage or loss.
- b. Alterations to historic properties that are designed to improve access for persons with disabilities should create minimal negative effect on the historic character or materials.
- c. Provide barrier-free access that promotes independence for the disabled to the highest degree practicable, while preserving significant historic features.
- d. Minimize impacts to a historic building; a design that is reversible is preferred.

### For More Information:

Preservation Brief 32 Making Historic Properties Accessible

<https://www.nps.gov/tps/how-to-preserve/briefs/32-accessibility.htm>

## REPOSITIONING A HISTORIC STRUCTURE WITHIN ITS PARCEL

### Design Intent:

Preserving a historic building in its original location and on its historic foundation is preferred, because this helps to retain the integrity of the resource. However, in some cases, it may be appropriate to reposition a historic building on its site. (This does not involve removing it entirely from the parcel.) In either case, it is important in an arrangement that the historic building is in keeping with its historic site condition.

Some reasons that justify moving the building within the site include:

- The building is historic, but research shows that it has been relocated and therefore possesses no integrity of location.
- The historic building in question intrudes on public right-of-way.
- Shifting the historic building forward (if it is the main structure on the site) in order to accommodate compatible new construction to the rear of the property.

### Design Guideline:

**1.76 A historic structure may be repositioned on its site if doing so will help assure its preservation.**

- a. If an historic structure must be repositioned, do so in a way that maintains the general character as seen from the street.
  - » The front façade should continue to face the street.
  - » The building should be oriented in a similar direction.
  - » The front setback should remain with a range seen traditionally in the neighborhood.
- b. Assure the building is stabilized from further deterioration.
  - » The historic building and its features are protected. A clear sequence of steps must be described for how the building's materials or elements will be protected, including any appendages or elements that will be removed, labeled and stored for re-assembly at the receiving site.
- c. The town must have a strong assurance that the rehabilitation project will be followed through to completion and meets best historic preservation practices.
  - » Proof of secure project financing may be required.
  - » New replacement materials should be kept to a minimum in the rehabilitation process.
  - » The proposed design for the building and its site will be reviewed using the design guidelines for rehabilitation found in this document.
- d. Assure the historic building will have a viable use in the development of the site that will assure its continued maintenance after the approved rehabilitation work is completed.

## RELOCATION OF A HISTORIC BUILDING TO ANOTHER SITE

### Design Intent:

In some cases, a historic building may be considered for relocation to a different parcel. The new parcel would be an appropriate setting for the building. In most cases, the building should be moved intact. In some situations, however, moving the entire building intact may not be feasible, and it may become necessary to move portions of the structure separately, and then re-assemble it on the new site. This process is not the same as demolition. The process of disassembly and reconstruction is designed to relocate the building and reinstate it in a condition as close to the original as is feasible. It requires special care to assure that disassembled materials are properly managed during transit and reassembly.

Some reasons that justify moving the building off the site include:

- The building is historic, but research shows that it has been relocated and therefore possesses no integrity of location.
- The building in question intrudes on public right-of-way.
- The building in question impacts the feasibility of the new project.

### Design guideline:

**1.77 A historic structure may be relocated off site if doing so will help assure its preservation and it meets the following criteria:**

- a. The original building and site condition should be accurately recorded before removing the structure from its existing site.
- b. The historic building and its features are protected. A clear sequence of steps must be described for how the building's materials or elements will be protected, including any appendages or elements that will be removed, labeled and stored for re-assembly at the receiving site.
- c. The relocation site provides an appropriate context for the building. The new site should convey a character similar to that of the historic site, in terms of scale of neighboring buildings, materials, site relationships and age. The building should be located on the site in an orientation similar to the original setting.
- d. There is a commitment to complete the relocation and subsequent rehabilitation of the building.
- e. The town must have a strong assurance that the rehabilitation project will be followed through to completion and meets best historic preservation practices.
  - » Proof of secure project financing may be required.
  - » New replacement materials will be kept to a minimum in the rehabilitation process.
  - » The proposed design for the building and its site will be reviewed using the design guidelines for rehabilitation found in this document.
- f. Assure the historic building will have a viable use in the development of the site that will assure its continued maintenance after the approved rehabilitation work is completed.

**SECTION VI.**

Glossary of Terms of Appendix B to the Town of Jackson Land Development Regulations are hereby added to read as set forth on the following pages:

## GLOSSARY OF TERMS

**Alignment.** The arrangement of objects along a straight line.

**Alteration.** Any act or process, except repair and light construction that changes one or more of the architectural features of a structure or site, including, but not limited to, the erection, construction, reconstruction, relocation of, or addition to a structure.

**Appropriate.** Suitable for a particular condition, occasion, or place, compatible, fitting.

**Awning.** An architectural projection, which provides weather protection, identity, or decoration, and is supported by the building to which it is attached. It is composed of a lightweight rigid or retractable skeleton structure over which another cover is attached that may be of fabric or other materials. Awnings are typically sloped.

**Bracket.** A supporting member for a projecting element or shelf, sometimes in the shape of an inverted L and sometimes as a solid piece or a triangular truss.

**Building.** A resource created principally to shelter any form of human activity, such as a house.

**Canopy.** A projecting, rigid structure with a roof generally suspended with tie rods, or cantilevered with some sort of support system.

**Certificate of Appropriateness.** Certificate issued by the Community Development Director authorizing any proposed repair, restoration, alteration, construction, relocation, or demolition of a historic property pursuant to this ordinance.

**Character-defining feature.** Architectural elements and stylistic details that contribute to the distinctive nature of a building or structure.

**Compatible.** Consistent or harmonious with location, design, setting, materials, workmanship, feeling, or association or an individual building, structure, object or site, or of surrounding properties

**Cornice.** A decorative band at the top of the building.

**Covered boardwalk.** A projecting, rigid structure with a roof that is supported by columns.

**Deconstruction.** The process of dismantling a building such that the individual material components and architectural details remain intact. This may be employed when a building is relocated or when the materials are to be reused in other building projects. Deconstruction may be a more environmentally responsible alternative to conventional demolition; however, it is an inappropriate treatment for a building of historic significance.

**Design.** The combination of elements that create the form, plan, space, structure and style of a property

**Deteriorate.** To diminish or impair in quality, character, function or value; also to fall into decay or ruin.

**Design guideline.** A criterion with which the Design Review Commission and/or Community Development Director will require compliance when it is found applicable to the specific proposal. A guideline is subject to some interpretation when determining compliance.

**Display window.** The main portion of glass on a building front or within a storefront, where goods and services are displayed.

**Door frame.** The part of a door opening to which a door is hinged. A door frame consists of two vertical members called jambs and a horizontal top member called a lintel.

**Double-hung window.** A window with two sashes (the framework in which window panes are set), each movable by a means of cords and weights.

**Façade.** Front or principal face of a building; any side of a building that faces a street or other significant public open space.

**Fascia.** A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or “eaves,” sides of a pitched roof. The rain gutter is often mounted on it.

**Form.** The overall shape of a structure (i.e., most structures are rectangular in form).

**Frame.** A window component. See window parts.

**Head.** The top horizontal member over a door or window opening.

**Historic property.** A district, site, building, structure or object significant in American history, architecture, engineering, archaeology or culture at the national, State or local level.

**Designated Historic Resource.** A property, structure, feature, object or district that is determined to be of historic significance and is designated to the Town’s Historic Register pursuant to this ordinance.

**Integrity:** *The ability of a property to convey its historic significance through its physical features.*

**Intact historic property.** These properties are those that are well preserved, or that have been restored to their historic character. Some retain original cornices, windows and storefronts. Others have had some of these features reconstructed to match or appear similar to original features. They have the highest degree of integrity. In some cases, minor alterations may still exist that slightly detract from the historic character and could be addressed in future rehabilitation work.

**Kickplate.** Found beneath the display windows on a storefront.

**Lintel.** A horizontal structural member that supports a load over an opening; usually made of wood, stone or steel; may be exposed or obscured by wall covering.

**Maintenance.** The work of keeping something in proper condition, upkeep. Activities required or undertaken to conserve as nearly, and as long as possible the original condition of an asset or resource while compensating for normal wear and tear. The needed replacement of materials is done in-kind.

**Mass/Massing.** The physical size and bulk of a structure. A building's massing is derived from the articulation of its façade through the use of dormers, towers, bays, porches, steps and other projections. These projections significantly contribute to the character of the building and, in town, the character of a street.

**Masonry.** Construction materials, typically bound together by mortar, such as stone, brick, concrete block or tile.

**Material.** As related to the determination of "integrity" of a property, material refers to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

**Module.** The appearance of a single façade plane, despite being part of a larger building. One large building can incorporate several building modules.

**Molding.** A decorative band or strip of material with a constant profile or section. It is generally used in cornices and as trim around window and door openings.

**Muntin.** A bar member supporting and separating panes of glass in a window or door.

**Orientation.** Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of a building; whereas, it should face the street.

**Original.** Belonging or pertaining to the origin or beginning of something, or to a thing at its beginning.

**Parapet.** A low protective wall or railing or wall-like barrier along the edge of a raised structure such as a roof, bridge, terrace or balcony. Where extending above a roof, it may simply be the portion of an exterior wall that continues above the line of the roof surface, or may be a continuation of a vertical feature beneath the roof such as a fire wall or party wall.

**Pilasters.** A rectangular column or shallow pier attached to a wall; quite frequently decoratively treated so as to repeat a classical column with a base, shaft and capital.

**Preservation.** The act or process of applying measures necessary to sustain the existing form, integrity and materials of a historic building, site, structure or object. Work may include preliminary measures to protect and stabilize the property, but generally focuses on the ongoing preservation, maintenance and repair of historic materials and character-defining features rather than extensive replacement and new work.

Source: *Secretary of the Interior National Park Service.*

**Property.** A building, structure, site or object.

**Reconstruction.** The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure or object for the purpose of replicating its appearance at a specific period of time and in its historic location. Source: *Secretary of the Interior National Park Service.*

**Rehabilitated historic property.** These are properties that have had improvement work in which some key features have been preserved, and also may have some alterations that are distinguishable as new, but are compatible with the historic character. In many of these cases, upper portions of the storefronts retain historic features, including cornices, decorative moldings and upper story windows. Many have new storefronts that do not replicate historic details but are generally compatible as “contemporary interpretations” of traditional storefronts. A few alterations may still exist that slightly detract from the historic character and could be addressed in future rehabilitation work.

**Rehabilitation.** The process of returning a property to a state that makes a contemporary use possible while still preserving those portions or features of the property which are significant to its historical, architectural and cultural values. Source: *Secretary of the Interior National Park Service.*

Rehabilitation may include a change in use of the building or additions. This term is the broadest of the appropriate treatments and is often used in the standards with the understanding that it may also involve other appropriate treatments.

**Remodeling.** The process of changing the historic design of a building. The appearance is altered by removing original details and by adding new features that are out of character with the original design. Remodeling of a historic structure is inappropriate.

**Restoration.** The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular time period. It may require the removal of features from outside the restoration period. Source: *Secretary of the Interior National Park Service*.

**Rhythm.** The spacing and repetition of building façade elements, such as windows, doors, belt courses and the like, give an elevation its rhythm. The space between freestanding buildings in towns, as well as the height of roofs, cornices, towers and other roof projections establishes the rhythm of a street.

**Scale.** (a.) The perceived size of a building relative to the size of its elements and to the size of elements in neighboring buildings. The overall shape and massing of buildings is significant to defining character. In order to retain the character of a community, maintaining a balance between landscaping and building scale in relation to space available is essential. A building built to the legal limits established for height, building scale and setbacks may result in a building which is not compatible with the character of its neighborhood. (b.) An indication of the relationship between the distances or measurements on a map or drawing and the corresponding actual distances or measurements.

**Setting.** The physical environment of a historic property

**Should.** "Should" indicates that compliance is expected, except in conditions in which the Design Review Committee and/or city staff finds that the standard is not applicable, or that an alternative means of meeting the intent of the standard is acceptable.

**Side light.** A usually long fixed sash located beside a door or window; often found in pairs.

**Significant.** Having architectural characteristics and historical associations that make the building, structure, feature or area worthy of preservation.

**Sill.** The lowest horizontal member in a frame or opening for a window or door. Also, the lowest horizontal member in a framed wall or partition.

**Simulated divided light window.** A large piece of insulated glass with interior and exterior grilles attached by tape.

**Stile.** A vertical piece in a panel or frame, as of a door or window.

***Substantially altered historic property.*** These are properties that retain some original features but are missing a substantial amount of other features. They also have later alterations that detract from the historic character. More recent storefronts that are out of proportion from the original, or that have materials that are out of character are examples. Cornices may be missing and upper story windows may be altered as well. These later alterations detract from the historic character and could be addressed in future rehabilitation work. Reconstruction of missing features, or addition of new, compatible interpretations should be high priorities for these properties.

***Transom window.*** A small window or series of panes above a door, storefront, or above a casement or double hung window.

***True divided light window.*** A window made up of several pieces of glass puttied into frames.

***Upper-story windows:*** Windows located above the street level, often with a vertical orientation.

***Visual continuity.*** A sense of unity or belonging together that elements of the built environment exhibit because of similarities among them.

***Workmanship.*** The physical evidence of the crafts of a particular culture or people during any given period in history or prehistory

**SECTION VII.**

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

**SECTION VIII.**

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

**SECTION IX.**

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

PASSED 1ST READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED 2ND READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

TOWN OF JACKSON

BY: \_\_\_\_\_

Hailey Morton Levinson, Mayor

ATTEST:

BY: \_\_\_\_\_

Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING    )  
                                          ) ss.  
COUNTY OF TETON    )

I hereby certify that the foregoing Ordinance No. \_\_\_\_ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

I further certify that the foregoing Ordinance was duly recorded on page \_\_\_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

# STAFF REPORT



|                               |                                                                                                                      |                        |                              |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------|
| <b>Meeting Date:</b>          | October 21, 2024                                                                                                     | <b>Meeting Title:</b>  | Regular Town Council Meeting |
| <b>Submitting Department:</b> | Planning Department                                                                                                  | <b>Presenter:</b>      | Katelyn Page                 |
| <b>Agenda Item:</b>           | First Reading Ordinance A to Introduce Exemptions to Affordable Workforce Housing Mitigation Requirement in the LDRs | <b>Public Comment:</b> | Yes                          |

## Purpose & Policy Considerations.

To approve at First Reading Ordinance A to update the Town of Jackson's Land Development Regulations (LDRs) regarding exemptions to affordable workforce housing mitigation requirements.

## Requested Action.

Request to approve at First Reading Ordinance A which would modify the Town of Jackson's LDRs regarding findings of approval. Ordinance A would modify the following sections of the LDRs:

- 6.3.2.A.1 – Affordable Workforce Housing Standards (Existence of Employee Generating Development)
- 6.3.2.C – Affordable Workforce Housing Standards (Exemptions)
- 6.3.3.A.4 – Amount of Affordable Workforce Housing Required (Change of Use)

## Recommendation.

The Planning Director recommends Council approve at First Reading proposed Ordinance A as presented in this staff report.

## Background.

Staff will present LDR Text Amendment P24-094 for review at the October 21, 2024, Regular Council meeting to proceed the placement of Ordinance A on the meeting agenda. Should Council approve P24-094, staff has prepared Ordinance A for first reading during the same Regular Council meeting.

## Public Comment.

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

## Staff Findings.

Pursuant to Section 8.7.2 of the Town of Jackson LDRs, the advisability of amending the text of these LDRs is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt, modify, or deny a proposed LDR Text Amendment the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:

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

**Complies.** The purposes of the LDRs per Division 1.3 are generally to implement the Comprehensive Plan and to promote the health, safety, and general welfare of the present and future inhabitants of the community. The proposed amendments directly support Comprehensive Plan Policies 3.3.b (Provide

predictability in land use decisions), 4.1.c (Promote compatible infill and redevelopment that fits Jackson's neighborhoods), 4.3.a (Preserve and enhance stable subareas), 5.1.a (House at least 65% of the workforce locally), and 5.2.c (Provide workforce housing solutions locally). Staff finds the proposed amendment improves the ability of the LDRs to support the above policies.

**2. *Improves the consistency of the LDRs with other provisions of the LDRs;***

**Complies.** There are no inconsistencies of the LDRs regarding housing mitigation requirements that the proposed amendment needs to improve. Rather, the introduction of the two exemptions create consistency with other exemptions to required housing mitigation (e.g., daycare or early childhood education use) currently available that are intended to support certain desirable uses, businesses, and residents within the Town.

**3. *Provides flexibility for landowners within standards that clearly define desired character;***

**Complies.** The proposed amendment increases such flexibility for property owners and tenants by simplifying change of use and small residential addition mitigation requirements and providing predictability in land use decisions in currently defined character zones in the Town of Jackson.

**4. *Is necessary to address changing conditions, public necessity, and/or state or federal legislation;***

**Complies.** The amendment responds to increased cost of construction for residential uses property owners and local workforce by creating an exemption for small additions. It also responds to the reality that tenants, rather than property owners, typically bear the cost of commercial changes of use within the Town of Jackson and that increasing commercial rents and construction costs have further impacted businesses, especially small businesses.

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

**Complies.** The proposed amendment does not conflict with any other Town Ordinances.

**Fiscal Impact.**

Staff estimates the proposed amendment will have a fiscal impact of approximately \$23,000-\$60,000 per year. However, staff notes this amount will fluctuate as it is dependent on the amount and scope of building permits issued by the Town of Jackson in any given year.

**Staff Impact.**

The amount of staff time to research and draft this ordinance is approximately 5 hours.

**Attachments or Links.**

Ordinance A Redline

Ordinance A Blackline

**Suggested Motions.**

I move to approve Ordinance A on first reading.

## ORDINANCE A

AN ORDINANCE PURSUANT TO 8.7.2 OF THE LAND DEVELOPMENT REGULATIONS, AMENDING SECTIONS 6.3.2, APPLICABILITY, AND 6.3.3, AMOUNT OF AFFORDABLE WORKFORCE HOUSING REQUIRED, OF DIVISION 6.3, AFFORDABLE WORKFORCE HOUSING STANDARDS.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING:

### SECTION I.

Sections 6.3.2, Applicability, and 6.3.3, Amount Of Affordable Workforce Housing Required, of Division 6.3, Affordable Workforce Housing Standards, of the Land Development Regulations of the Town Jackson, Wyoming, are hereby amended to read as follows:

#### 6.3.2. Applicability.

A. **Employee Generating Development.** Employee generating development is a new building or use not currently in existence, as further defined below.

1. **Existence.** For the purpose of this standard existence shall mean a building or use existing on December 18, 1995, or the building or use legally established since that date with the highest affordable workforce housing requirement. *A use established after December 18, 1995, that is exempt under Section 6.3.2 from housing mitigation requirements shall not be considered to be in existence.* The burden of identifying the existing building or use shall be the responsibility of the landowner. The landowner shall provide the Planning Director photos, permits, licenses, records, or other documentation that establishes the existing building or use.

***EXAMPLE:** On December 18, 1995 the use of a property was a restaurant/bar. In 2000 the use of the property changed to retail. In 2010 the use of the property changed to office. The existing use for the purpose of this standard is restaurant/bar because restaurant/bar use has the highest affordable workforce housing requirement of the legal uses since December 18, 1995.*

***EXAMPLE:** An office space built as permitted in 2004 is considered existing for the purpose of this standard, regardless of the employee mitigation provided in 2004.*

***EXAMPLE:** On December 18, 1995, the use of a property was retail. Subsequently, the use of the property changed to restaurant/bar but was exempt at the time from an affordable workforce housing requirement for the change of use. The highest affordable workforce housing requirement provided remains as retail use because no mitigation fee was required for the change of use to restaurant/bar.*

...

B. ...

C. Exemptions. ...

...

7. ~~Reserved.~~ **Nonresidential Changes of Use.** Changes of use between all nonresidential uses that occur two (2) or more years after the existing building received initial Certificate of Occupancy.
8. **Small Residential Additions.** A one-time addition of up to 500 sf of habitable floor area to existing dwelling units that have 2,500 sf or less of habitable floor area. Further additions are required to comply with the requirements of this Division.

~~8.~~ 9. . . .

~~9.~~ 10. . . .

~~10.~~ 11. . . .

~~11.~~ 12. . . .

~~12.~~ 13. . . .

~~13.~~ 14. . . .

~~14.~~ 15. . . .

(Ord. \_\_\_\_ § \_\_\_, 2024; Ord. 1275 § I, 2021; Ord. 1313 § I, 2022; Ord. 1348 § XIV, 2023)

#### 6.3.3. Amount of Affordable Workforce Housing Required.

A. . . .

4. **Change of Use.** In the case of a change of use from a residential use to a nonresidential use, or between all nonresidential uses in buildings for which the initial Certificate of Occupancy was issued within the past 2 years, the amount of affordable workforce housing required shall be the difference between the requirement for the proposed use and the requirement for the existing use (6.3.2.A.1). Where a change in use includes additional square feet, the additional square feet shall be mitigated at the mitigation rate for the proposed use.

*EXAMPLE: A proposal to use a 2,000-sf retail space as an office would be required to include 0.062 affordable workforce housing units ( $0.000247 \times 2,000 - 0.000247 \times 2,000 = 0.062$ ).*

*EXAMPLE 1: A 2,000 sf amusement space was built in 2020. In 2021, only one year after the Certificate of Occupancy was issued, a proposal to use the 2,000 sf amusement space as a restaurant would be required to include 0.766 affordable workforce housing units ( $0.000599 \times 2000 - 0.000216 \times 2000 = 0.766$ )*

*EXAMPLE 2: A 2,000 sf amusement space was built in 2020. In 2023, three years after the Certificate of Occupancy was issued, a proposal to use the 2,000 sf amusement space as a restaurant and to add 1,000 sf of space is submitted. No mitigation is required for the change of use from amusement to restaurant because CO was issued over 2 years ago. For the 1,000 sf addition of space to use as a restaurant, 0.599 affordable workforce housing units ( $0.000599 \times 1000 = 0.599$ )*

. . .

(Ord. \_\_\_\_ § \_\_\_, 2024; Ord. 1270 § 1, 2020; Ord. 1313 § 1, 2022; Ord. No. 1364, § 1, 2024)

### SECTION III.

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

#### **SECTION VI.**

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

#### **SECTION V.**

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

PASSED 1ST READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED 2ND READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

TOWN OF JACKSON

BY: \_\_\_\_\_

Hailey Morton Levinson, Mayor

ATTEST:

BY: \_\_\_\_\_

Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING                    )  
                                                  ) ss.  
COUNTY OF TETON                    )

I hereby certify that the foregoing Ordinance No. was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

I further certify that the foregoing Ordinance was duly recorded on page \_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

\_\_\_\_\_  
Riley Taylor, Town Clerk

## ORDINANCE A

AN ORDINANCE PURSUANT TO 8.7.2 OF THE LAND DEVELOPMENT REGULATIONS, AMENDING SECTIONS 6.3.2, APPLICABILITY, AND 6.3.3, AMOUNT OF AFFORDABLE WORKFORCE HOUSING REQUIRED, OF DIVISION 6.3, AFFORDABLE WORKFORCE HOUSING STANDARDS.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING:

### SECTION I.

Sections 6.3.2, Applicability, and 6.3.3, Amount Of Affordable Workforce Housing Required, of Division 6.3, Affordable Workforce Housing Standards, of the Land Development Regulations of the Town Jackson, Wyoming, are hereby amended to read as follows:

#### 6.3.2. Applicability.

A. **Employee Generating Development.** Employee generating development is a new building or use not currently in existence, as further defined below.

1. **Existence.** For the purpose of this standard existence shall mean a building or use existing on December 18, 1995, or the building or use legally established since that date with the highest affordable workforce housing requirement. A use established after December 18, 1995, that is exempt under Section 6.3.2 from housing mitigation requirements shall not be considered to be in existence. The burden of identifying the existing building or use shall be the responsibility of the landowner. The landowner shall provide the Planning Director photos, permits, licenses, records, or other documentation that establishes the existing building or use.

***EXAMPLE:** On December 18, 1995 the use of a property was a restaurant/bar. In 2000 the use of the property changed to retail. In 2010 the use of the property changed to office. The existing use for the purpose of this standard is restaurant/bar because restaurant/bar use has the highest affordable workforce housing requirement of the legal uses since December 18, 1995.*

***EXAMPLE:** An office space built as permitted in 2004 is considered existing for the purpose of this standard, regardless of the employee mitigation provided in 2004.*

***EXAMPLE:** On December 18, 1995, the use of a property was retail. Subsequently, the use of the property changed to restaurant/bar but was exempt at the time from an affordable workforce housing requirement for the change of use. The highest affordable workforce housing requirement provided remains as retail use because no mitigation fee was required for the change of use to restaurant/bar.*

...

B. ...

C. Exemptions. ...

...

7. ~~Reserved.~~ **Nonresidential Changes of Use.** Changes of use between all nonresidential uses that occur two (2) or more years after the existing building received initial Certificate of Occupancy.
8. **Small Residential Additions.** A one-time addition of up to 500 sf of habitable floor area to existing dwelling units that have 2,500 sf or less of habitable floor area. Further additions are required to comply with the requirements of this Division.

~~8.~~ 9. . . .

~~9.~~ 10. . . .

~~10.~~ 11. . . .

~~11.~~ 12. . . .

~~12.~~ 13. . . .

~~13.~~ 14. . . .

~~14.~~ 15. . . .

(Ord. \_\_\_\_ § \_\_\_, 2024; Ord. 1275 § I, 2021; Ord. 1313 § I, 2022; Ord. 1348 § XIV, 2023)

#### 6.3.3. Amount of Affordable Workforce Housing Required.

A. . . .

4. **Change of Use.** In the case of a change of use from a residential use to a nonresidential use, or between all nonresidential uses in buildings for which the initial Certificate of Occupancy was issued within the past 2 years, the amount of affordable workforce housing required shall be the difference between the requirement for the proposed use and the requirement for the existing use (6.3.2.A.1). Where a change in use includes additional square feet, the additional square feet shall be mitigated at the mitigation rate for the proposed use.

***EXAMPLE 1:** A 2,000 sf amusement space was built in 2020. In 2021, only one year after the Certificate of Occupancy was issued, a proposal to use the 2,000 sf amusement space as a restaurant would be required to include 0.766 affordable workforce housing units ( $0.000599 \times 2000 - 0.000216 \times 2000 = 0.766$ )*

***EXAMPLE 2:** A 2,000 sf amusement space was built in 2020. In 2023, three years after the Certificate of Occupancy was issued, a proposal to use the 2,000 sf amusement space as a restaurant and to add 1,000 sf of space is submitted. No mitigation is required for the change of use from amusement to restaurant because CO was issued over 2 years ago. For the 1,000 sf addition of space to use as a restaurant, 0.599 affordable workforce housing units ( $0.000599 \times 1000 = 0.599$ )*

. . .

(Ord. \_\_\_\_ § \_\_\_, 2024; Ord. 1270 § 1, 2020; Ord. 1313 § 1, 2022; Ord. No. 1364, § 1, 2024)

### SECTION III.

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

### SECTION VI.

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

### SECTION V.

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

PASSED 1ST READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED 2ND READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

TOWN OF JACKSON

BY: \_\_\_\_\_

Hailey Morton Levinson, Mayor

ATTEST:

BY: \_\_\_\_\_

Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING                    )  
                                                  ) ss.  
COUNTY OF TETON                    )

I hereby certify that the foregoing Ordinance No. was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

I further certify that the foregoing Ordinance was duly recorded on page \_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

---

Riley Taylor, Town Clerk

# STAFF REPORT



|                               |                                                                               |                        |                |
|-------------------------------|-------------------------------------------------------------------------------|------------------------|----------------|
| <b>Meeting Date:</b>          | October 21, 2024                                                              | <b>Meeting Title:</b>  | Regular        |
| <b>Submitting Department:</b> | Legal                                                                         | <b>Presenter:</b>      | Lea Colasuonno |
| <b>Agenda Item:</b>           | Update to Title 12, Streets and Other Public Places, for Pathway Speed Limits | <b>Public Comment:</b> | Yes            |

## Purpose & Policy Considerations.

The purpose of this item is for Council to consider an update to Title 12, Streets and Other Public Places, for pathway speed limits.

## Requested Action.

Staff requests Council consider an update to Title 12, Streets and Other Public Places, for pathway speed limits.

## Recommendations.

Staff recommends Council update Title 12, Streets and Other Public Places, for pathway speed limits as set forth in the attached ordinance draft.

## Background.

Currently, Section 12.32.030 consists of two sections, A and B and staff brought it to the Legal Department's attention of an interpretation issue and the Legal Department drafted the attached Ordinance B to provide clarity. In sum, this item is a request to address a Code "clean up" that will support staff – specifically the Police and Municipal Judge's Office – to ensure they are confident in processing pathway citations.

## Analysis & Key Policy Questions.

Key Policy Question: Is Council amenable to amending 12.32.030 by adding subsection C?

- Current Code: The current Code consists of Section A setting out that pathway users must operate devices on the pathway to conditions (i.e., snow, ice, busyness of the pathway, animals on the pathway) even when that safe speed is below the posted speed limit and Section B states that the speed limit is as posted by the Town.
- Desired Update: While both Sections A and B have been used to issue citations for violating the posted speed limit, staff requested a Section C be added to state, with crystal clarity, that "no person shall operate a device on a pathway at a greater speed than the posted limit."
- Recommendation: Staff recommends Council update JMC 12.32.030, as requested to support staff.

## Possible Alternatives.

Council could elect not to amend JMC 12.32.030.

## 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.

The Town of Jackson contracts with the company MuniCode to host the Jackson Municipal Code and process changes enacted by Council. The supplement service to codify new ordinances costs \$3,000 annually and does not fluctuate with the number of ordinances enacted by Council, thus the fiscal impact of this ordinance (and all) codification is minimal.

The Town is, pursuant to statute, required to publish ordinances in a newspaper of general circulation in the community (which is the News & Guide weekly). The cost of publication varies, depending on ordinance length, and is a minimum of \$200 for short ordinances.

**Attachments or Links.**

Ordinance B

**Suggested Motion.**

I move to approve Ordinance B on first reading.

## ORDINANCE B

AN ORDINANCE AMENDING SECTION 12.32.030, REGARDING PATHWAY SPEED LIMITS, OF CHAPTER 12.32, PATHWAYS, OF TITLE 12, STREETS AND OTHER PUBLIC PLACES, OF THE CODE OF THE TOWN OF JACKSON, WYOMING.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING:

### SECTION I.

Section 12.32.030(C), Speed Limits, of Chapter 12.32, Pathways, of Title 12, Streets and Other Public Places, of the Code of the Town of Jackson, Wyoming, is hereby created as set out in this ordinance.

#### **12.32.030- Speed limits.**

A. No person shall operate a device on a pathway at a greater speed than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing.

B. Except when a special hazard exists that requires lower speed for compliance with subsection A above, the speed limit on the pathway shall be established by the Town and indicated and posted on appropriate signs.

C. Except when a special hazard exists that requires lower speed for compliance with subsection A above, no person shall operate a device on a pathway at a greater speed than the posted limit.

(Ord. \_\_\_\_\_, § 1, 2024; Ord. 1349, § 1, 2023; Ord. 1192, § 1, 2018).

### SECTION III.

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

### SECTION VI.

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

**SECTION V.**

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

PASSED 1ST READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED 2ND READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024.

TOWN OF JACKSON

BY: \_\_\_\_\_

Hailey Morton Levinson, Mayor

ATTEST:

BY: \_\_\_\_\_

Riley Taylor, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING )

) ss.

COUNTY OF TETON )

I hereby certify that the foregoing Ordinance No. was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

I further certify that the foregoing Ordinance was duly recorded on page \_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

---

Riley Taylor, Town Clerk

## MEMORANDUM

TO: Mayor and Town Council

FR: Tyler Sinclair, Town Manager

DT: October 21, 2024

RE: Town Manager's Report

### GFOA Award

The Town's annual comprehensive financial report for the fiscal year ended June 30, 2023 has been awarded the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting. This Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by the Town of Jackson and its management team. Our comprehensive financial report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate our financial story and motivate potential users and user groups to read our report. The Town of Jackson has received this award for more than 30 years in a row, and it is a testament to the hard work and dedication exhibited by Kelly Thompson, Melanie Adams, and the entire Finance team.

### Temporary Sign Permits

The Temporary Sign Permits for Council consideration at this meeting are:

- ✓ Jackson Hole Ski Club requests to hang one temporary banner at 105 Buffalo Way (Albertson's) from December 2-6, 2024, to advertise their JHSC Annual Ski Ball and from October 21-25, 2024, to advertise their JHSC Annual Ski Swap (P24-152).
- ✓ Laff Staff requests to hang one temporary banner at 105 Buffalo Way (Albertson's) from February 2-9, 2025, March 9-16, 2025, and April 13-20, 2025, to advertise various shows of their Improv Season (P24-153).

Staff recommends approval of these requests and with the approval of the Town Manager's report, staff will issue the Temporary Sign Permits as requested.

### Sustainable Strategies Grant Consultants Update

The below spreadsheet is an update of grants that the Town and/or its partners have applied for with the help of Sustainable Strategies grant consultants. The 'Status' column shows if each grant has been awarded, denied, or is still pending. The most significant grant awarded to date is \$5.5 million for Charging and Fueling infrastructure through the US Department of Transportation. That grant was submitted as a partnership with the Town, County, Yellowstone-

Teton Clean Cities, Teton County, Teton County Library, Teton Village Association, Jackson Hole Airport, Grand Teton Lodge Company, Xanterra, Yellowstone Park, and Lower Valley Energy.

| Grant                                                                                 | Date Applied | Status                   | Amount              |
|---------------------------------------------------------------------------------------|--------------|--------------------------|---------------------|
| <a href="#">Wyoming Water and Sewer ARPA Grant</a>                                    | 8/12/2022    | Applied For/Approved     | \$1,500,000         |
| <a href="#">Wyoming Water and Sewer ARPA Grant</a>                                    | 8/12/2022    | Applied For/Denied       | \$680,000           |
| <a href="#">Wyoming Outdoor Recreation Grant Program</a>                              | 8/30/2022    | Applied For/Denied       | \$750,000           |
| <a href="#">USDA Composting and Food Waste Reduction Pilot Program (CFWR)</a>         | 8/31/2022    | Applied For/Awarded      | \$300,000           |
| <a href="#">USDOT Safe Streets for All (SS4A)</a>                                     | 9/14/2022    | Applied For/Awarded      | \$480,000           |
| <a href="#">USEPA's Solid Waste Infrastructure for Recycling (SWIFR)</a>              | 2/15/2023    | Applied For/Denied       | \$2,500,000         |
| <a href="#">Western Water Advocates Adapting to Climate Change in Wyoming Program</a> | 3/31/2023    | Applied For/Approved     | \$30,000            |
| <a href="#">DOJ Law Enforcement Mental Health and Wellness Act (LEMHWA)</a>           | 4/14/2023    | Applied For/Denied       | \$200,000           |
| <a href="#">WY First Responder &amp; Law Enforcement Mental Health Support</a>        | 4/24/2023    | Applied For/Awarded      | \$126,200           |
| <a href="#">USDA Farmers Market Promotion Program</a>                                 | 5/2/2023     | Applied for/Awarded      | \$96,269            |
| <a href="#">USDOT Charging and Fueling</a>                                            | 5/30/2023    | Applied for/Awarded      | \$5,506,368         |
| <a href="#">FTA Bus and Bus Facilities</a>                                            | 5/30/2023    | Applied For/Awarded      | \$191,900           |
| <a href="#">WY State Energy Program Local Government Retrofits</a>                    | 6/30/2023    | Applied For/Awarded      | \$15,000            |
| <a href="#">NEA Grants for Arts Projects</a>                                          | 7/6/2023     | Applied For/Awarded      | \$75,000            |
| <a href="#">DOE Buildings Upgrade Prize</a>                                           | 7/18/2023    | Applied For/Denied       | \$400,000           |
| <a href="#">Wyoming Local Government Project ARPA Grants</a>                          | 8/1/2023     | Applied For/Awarded      | \$1,250,000         |
| <a href="#">USDOT Protect</a>                                                         | 8/4/2023     | Applied For/Denied       | \$750,000           |
| <a href="#">Small Rural Tribal Body Worn Camera Program</a>                           | 9/30/2023    | Applied/Awarded/Returned | \$23,507            |
| <a href="#">WY DEQ Clean Water Act Section 319</a> (reviewing)                        | 10/4/2023    | Applied For/Awarded      | \$300,000           |
| <a href="#">WY DEQ Nonpoint Source Clean Water Act section 205J</a> (reviewing)       | 10/4/2023    | Applied For/Awarded      | \$39,150            |
| <a href="#">USBR WaterSMART Cooperative Watershed Management Phase</a>                | 11/8/2023    | Applied For/Awarded      | \$299,189           |
| <a href="#">EPA Environmental Education Local Grants</a>                              | 12/5/2023    | Applied For/Denied       | \$100,000           |
| <a href="#">FTA Bus and Bus Facilities</a>                                            | 3/22/2024    | Applied For/Pending      | \$1,609,000         |
| FY25 CDS EPA STAG                                                                     | 3/22/2024    | Applied For/Pending      | \$1,260,000         |
| FY25 CDS THUD HIP                                                                     | 4/15/2024    | Applied For/Pending      | \$4,652,000         |
| <a href="#">DOE EECBG Formula Grant</a>                                               | 4/30/2024    | Applied For/Awarded      | \$150,860           |
| <a href="#">DOE Communities Taking Charge Accelerator</a>                             | 5/20/2024    | Applied For/Denied       | \$413,000           |
| <a href="#">WYDOT Congestion Mitigation Air Quality (CMAQ)</a>                        | 8/15/2024    | Applied For/Pending      | \$114,400           |
| <a href="#">SHPO Certified Local Governments Grants</a>                               | 11/15/2024   | Working                  |                     |
| <a href="#">HUD PRO Housing</a>                                                       | 10/15/2024   | Working                  | \$7,000,000         |
| EPA SWIFR                                                                             |              |                          |                     |
| DOT PROTECT                                                                           |              |                          |                     |
| DOT Scenic Byways                                                                     |              |                          |                     |
| <b>Total Awarded to Date:</b>                                                         |              |                          | <b>\$10,383,443</b> |

### Shifting Vendor for Text Notifications

The Town has discontinued its relationship with the vendor it had for text notifications and will be actively working to find a different software provider. As time continued with the vendor we had contracted, the capabilities and support were not adequate for meeting the Town's needs. Fortunately, the External Affairs team and Town learned a lot from this first collaboration and will now be more aware of what we are looking for in a new provider.

### Parklet Report

This year, a total of 8 businesses activated Parklets. New applications were internally reviewed, and each business was issued an approval letter to operate parklets through October 30, 2024. As seen below, some of the businesses with parklets still had valid permits having paid for 2 or 3 years. The Town, once again, learned more about this program as it continued this year and will update the related application to prevent walls and other unexpected items from being erected. The goal with this program continues to be supporting open-air dining. As stated in the

related ordinance, businesses have been alerted that all parklets must be taken down by or before October 30.

| APPROVED PARKLETS & FEES DUE |                               |                          |            |                    |
|------------------------------|-------------------------------|--------------------------|------------|--------------------|
| #                            | Business/ Establishment Name: | Permit Length Requested: | Fees Paid: | Permit Expiration: |
| 1.                           | Jackson Drug                  | 3 Years                  | \$10,500   | 10.30.2025         |
| 3.                           | Gather                        | 3 Years                  | \$10,500   | 10.30.2025         |
| 2.                           | Jackson Hole Playhouse        | 1 Year                   | \$3,500    | 10.30.2024         |
| 4.                           | Roadhouse Pub & Eatery        | 1 Year                   | \$3,500    | 10.30.2024         |
| 5.                           | Trio                          | 1 Year                   | \$3,500    | 10.30.2024         |
| 6.                           | Down on Glen (D.O.G.)         | 1 Year                   | \$3,500    | 10.30.2024         |
| 7..                          | Pearl Street Bagels           | 2 Years                  | \$7,000    | 10.30.2024         |
| 8..                          | Teton Tiger                   | 1 Year                   | \$3,500    | 10.30.2024         |

\*After the 2024 season, two business will still have valid permits for next summer: Jackson Drug & Gather.