

Jackson Town Council Regular Meeting

January 18, 2022

6:00 PM

Town Council Chambers

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS. **PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

I. ZOOM LINK FOR PUBLIC PARTICIPATION

To join, click the link or copy to your browser: <https://us02web.zoom.us/j/83451978411?pwd=cUVWajkwVFROeStrYjIDenBFdVBmQT09>

If the link does not work, join at zoom.com with Webinar ID **834 5197 8411** Password: **83001**

or join by phone **1 346 248 7799** with Webinar ID **834 5197 8411** and Passcode **83001**

II. OPENING

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Announcements/Proclamations

III. PUBLIC COMMENT

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

IV. CONSENT CALENDAR

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

- A. Meeting Minutes
 - 1. January 10, 2021 special meeting
- B. Disbursements
- C. December Municipal Court Report
- D. P21-311: Temp Sign Permit JH Classical Open House
- E. P21-313: Temp Sign Permit Art Who Dunit
- F. Special Event: Natural Selection Tour

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

- A. Administration
 - 1. US Bicycle Route 76 Designation
 - 2. Special Event COVID-19 Policy (Carl Pelletier)
 - 3. Recommendations on Pathway and EBike Safety (Brian Schilling)

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

B. Planning

1. Item P21-268: Sketch Plan for 67,000 sf Mixed-Use Building at 50 S. Cache Street and 45 & 75 E. Pearl Avenue. **Continued from January 10.** (Tyler Valentine)

VI. MATTERS FROM MAYOR AND COUNCIL

- A. Board and Commission Reports

VII. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

VIII. ADJOURN

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

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

JANUARY 10, 2022

JACKSON, WYOMING

The Jackson Town Council met in a special session at 6:00 PM. This meeting was held virtually through the Zoom platform. Upon roll call, the following were found to be present:

TOWN COUNCIL: *In-person:* None. *Via Zoom:* Mayor Hailey Morton Levinson, Arne Jorgensen, Jonathan Schechter, Jessica Sell Chambers, and Jim Rooks.

STAFF: Larry Pardee, Lea Colasuonno, Tyler Sinclair, Paul Anthony, Michelle Weber, Floren Poliseo, Tyler Valentine, Lynsey Lenamond, Susan Scarlata, Russ Ruschill, Johnny Ziem, Kelly Thompson, Sam Jewison, Brian Lenz, and Riley Taylor.

Mayor Morton Levinson led those in attendance in the Pledge of Allegiance and introduced new employees Riley Taylor and Shane Smith.

Public Comment. None.

Consent Calendar. A motion was made by Jessica Sell Chambers and seconded by Jim Rooks to approve the consent calendar including items A-D as presented with the following motions. There was no public comment on the consent calendar.

- A. **Meeting Minutes.** To approve the meeting minutes as presented for the December 20, 2021 workshop, December 20, 2021 regular meeting, and December 21, 2021 special meeting.
- B. **Disbursements.** To approve the disbursements as presented. 107 WEST DESIGN, LLC \$1,812.50; ACE HARDWARE \$828.99; AIRGAS INTERMOUNTAIN INC. \$125.53; ALLEN, NOAH \$15.00; ALPHAGRAPHICS \$174.91; AMAZON \$1,858.95; APEX SAGE INC \$6,825.29; AT&T \$1,335.36; B-CYCLE LLC -\$177.52; BESTDRIVE IDAHO FALLS \$2,594.80; BRISTOL, JAMES \$80.00; BRUGMANN, DARREN \$5,835.00; CARPETS PLUS COLORTILE \$13,617.90; CARQUEST AUTO PARTS INC. \$915.28; CENTURYLINK \$172.66; CERTIFIED LABORATORIES \$809.90; CORE & MAIN LP \$10,782.76; CREWSEN WEST \$500.00; DEATH INVESTIGATION TRAINING ACADEMY \$4,400.00; DECKERS AUTO CARE \$8,444.38; DELCON INC \$573.66; DELTA DENTAL PLAN OF WYOMING \$5,045.88; DIVISION OF CHILD SUPPORT ENFORCEMENT \$1,018.46; DPC INDUSTRIES, INC. \$2,624.05; ENERGY CONSERVATION WORKS \$8,750.00; ENERGY LABORATORIES INC. \$437.00; ESRI, INC \$900.00; EVANS CONSTRUCTION INC \$11,027.60; FIRE SERVICES OF IDAHO \$2,968.42; FIRST TRANSIT \$40,423.61; FLENGERIS, DESPINA \$500.00; FOUR LAZY F RANCH INC. \$8,000.00; FREEDOM MAILING SERVICE INC. \$1,853.47; GILLIG LLC \$254.40; GREENWAY PAINTING LLC \$5,460.00; GYM OUTFITTERS INC \$402.50; HACH CHEMICAL CO. \$596.32; HD FOWLER COMPANY \$868.42; HEALTHIEST YOU \$2,548.80; HIGH COUNTRY LINEN \$787.69; IDAHO FALLS PETERBILT \$94.33; IMMIGRANT HOPE \$1,406.25; INTERWEST SUPPLY COMPANY \$4,705.89; JACKSON ANIMAL HOSPITAL \$194.60; JACKSON CURBSIDE INC. \$1,035.00; JACKSON HOLE LAW, PC \$3,001.50; JACKSON HOLE NEWS & GUIDE \$2,384.05; JACKSON HOLE RADIO \$168.00; JACKSON HOLE RENTAL VEHICLES \$74.00; JACKSON HOLE SECURITY, LLC \$597.97; JACKSON LUMBER INC \$56.19; JACKSON PAINT AND GLASS, INC. \$700.58; JH SKIS LLC \$44.00; JH20 WATER CONDITIONING & FILTRATION \$76.50; JORGENSEN ASSOCIATES, PC \$3,683.00; KENWORTH SALES COMPANY DEPT #1 \$611.56; LENAMOND, LYNSEY \$45.00; LEWIS RETAIL, INC \$839.98; LOCAL GOV'T LIABILITY POOL \$1,000.00; LONG BUILDING TECHNOLOGIES INC. \$2,902.00; LSC TRANSPORTATION CONSULTANTS, INC \$1,560.00; MEDORA CORPORATION \$318.97; MEXIA, DOMINGO \$800.00; MIKE'S OILFIELD SERVICES INC \$2,500.00; MOUNTAIN ELECTRICAL \$399.63; MOUNTAIN X, LLC \$735.87; MSC INDUSTRIAL SUPPLY CO \$246.61; NAPA AUTO PARTS INC. \$520.91; NELSON ENGINEERING \$1,720.00; ON SIGHT LAND SURVEYORS INC. \$1,200.00; OTAK, INC. \$4,080.00; PLUMBING ANYTIME, INC. \$490.00; POLISEO, FLOREN \$58.00; PREMIER TRUCK- SALT LAKE CITY \$159.00; PROBST, LOGAN \$1,131.30; PROTERRA \$3,004.92; QUADIENT FINANCE USA, INV \$1,000.00; RED'S AUTO GLASS, INC. \$250.00; RHINEHART OIL CO, LLC \$29,991.28; RJM PRECISION INSTRUMENTS, LLC \$2,270.64; RON'S TOWING \$750.00; SAFELITE FULFILLMENT INC \$919.21; SCHAEFFER MFG. CO \$3,249.40; SCHECHTER, JONATHAN \$200.00; SENECA COMPANIES, INC \$4,132.87; SILVER CREEK SUPPLY \$574.65; SILVERSTAR \$2,490.40; SMITH POWER PRODUCTS, INC. \$754.59; SNAKE RIVER MEP COMPLETE, INC \$12,670.40; SNAKE RIVER ROASTING \$311.80; SNAKE RIVER SUPPLY, LLC \$7,353.91; SPRING CREEK ANIMAL HOSPITAL \$359.90; SPSC POA - SOUTH PARK SERVICES CTR POA \$1,800.54; ST JOHN'S HOSPITAL \$155.00; STANDARD INSURANCE COMPANY \$5,227.99; STRIEGEL, SCOTT \$57.90; SWAGIT PRODUCTIONS, LLC \$1,775.00; TETON COUNTY SHERIFF'S OFFICE \$96.54; TETON COUNTY TREASURER \$2,193.40; TETON MOTORS INC \$588.85; THE AFTERMARKET PARTS COMPANY, LLC \$290.75; THE TIRE RACK, INC. \$1,176.24; THYSSSEN KRUPP ELEVATOR CORP. \$3,063.53; TITLE 22 CONSULTANTS \$522.32; ULINE \$6,708.28; UPPER CASE PRINTING INK \$521.60; USA BLUE BOOK \$234.62; VALLEY OFFICE SYSTEMS \$1,155.30; VISA \$24,315.17; VISION SERVICE PLAN - (WY) \$1,747.86; VISTA ENGINEERING LLC \$200.00; WEBER DRILLING \$120.08; WESTBANK SANITATION \$721.46; WESTERN STATE \$4,607.46; WHITE GLOVE CLEANING, INC. \$350.00; WY CHILD SUPPORT ENFORCEMENT \$293.52; WY DEPT OF ENVIROMENAL QUALITY \$800.00; WYOMING ASSOC OF RURAL WATER S \$507.00; WYOMING LAW ENFORCEMENT \$895.00; WYOMING SECRETARY OF STATE \$60.00; XEROX CORPORATION \$353.80; Y2 CONSULTANTS, LLC \$28,858.40; YELLOW IRON EXCAVATION, LLC \$1,942.50; ZELENKA, JOSHUA \$1,240.00
- C. **P21-319 Temporary Sign Permit Winter Market Fest.** To approve temporary banner application (P21-319) for JH Farmer's Market – Winter Market Fest, including the three conditions of approval recommended by the Planning Director in this staff report dated January 10, 2022.
- D. **Town Attorney Informed Consent.** To approve of and consent to the Town Attorney's simultaneous representation of the Town and START and the simultaneous representation of the

Town and ECW, and authorize the Mayor to execute both letters of informed consent attached to this staff report.

Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Good Neighbor Handbook. Floren Poliseo made staff comment. Council held discussion with staff. Carlin Girard and Phoebe Coburn spoke on behalf of the Teton Conservation District. A motion was made by Jim Rooks and seconded by Jonathan Schechter to approve the Memorandum of Agreement between the Town of Jackson, the Teton Conservation District, Jackson Hole Land Trust, and Teton County, Wyoming for the Good Neighbor Handbook and authorize the Mayor to execute the Agreement, dedicate staff time during the FY22 and FY23 as outlined in the Memorandum of Agreement (MOA) and during the budgeting consider allocating FY23 funding in the amount of \$10,000 from the Town of Jackson for the purposes outlined in the MOA, subject to minor changes by the Town Attorney. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Mid-year Compensation Discussion. Larry Pardee made staff comment. Council held discussion with staff. A motion was made by Jim Rooks and seconded by Arne Jorgensen to approve a mid-year 2.5% compensation adjustment for Town Employees and a compensation adjustment for Joint Department employees as approved by Teton County for the remainder of FY 2022. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Jonathan Schechter and seconded by Jim Rooks to grant to every Town of Jackson employee in 2021 a financial bonus of \$1000 net for all full-time employees who worked for the entire year and \$750 net for any employees who were part time or only worked part of 2021. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Equity Task Force Appointment Process. Susan Scarlata made staff comment. Council held discussion with staff. A motion was made by Jonathan Schechter and seconded by Mayor Morton Levinson to direct staff to schedule Equity Task Force member interviews on Monday, February 14 and an Executive Session after for Town Council to appoint Equity Task Force members on that same date. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Item P21-268: Sketch Plan for 67,000 sf Mixed-Use Building at 50 S. Cache Street and 45 & 75 E. Pearl Avenue. Tyler Valentine, Paul Anthony, and Brian Lenz made staff comment. Council held discussion with staff. Jim Walter and Austin DePree made comment on behalf of the applicant. A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to continue the item to the January 18, 2022 regular meeting. Mayor Morton Levinson called for the vote. The vote showed Mayor Morton Levinson, Jorgensen, Schechter, and Sell Chambers in favor with Rooks opposed. The motion carried.

Council recessed at 9:21 p.m. and reconvened at 9:25 p.m.

Consideration Process for Rodeo Drive Speed Limit. Michelle Weber made staff comment. Council held discussion with staff. A motion was made by Jim Rooks and seconded by Mayor Morton Levinson to direct staff to bring back the options for a Town wide speed limit study or adjustment. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

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

Ordinance B: AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF THE TOWN OF JACKSON ORDINANCE NOS. 131, 161, 176 (PART) 181, 251, 316, 377 (PART), 429 (PART) 596, 610, 636, 637, 641, 651, 653, 661, 663, 681, 683, 696, 749, 878, 882, 883, 897, 919, 1032, 1033, 1041 THROUGH 1048, 1055, 1080, 1081, 1103, 1114, 1138, 1193 AND 1194; SECTION 2 OF TOWN OF JACKSON ORDINANCE NOS. 214, 444, 880, 881, 896, AND 1052; SECTION 3 OF TOWN OF JACKSON ORDINANCE NOS. 131, 161, 880 AND 896; SECTION 4 OF TOWN OF JACKSON ORDINANCE NOS. 92, 131, 161, AND 880; SECTION 5 OF TOWN OF JACKSON ORDINANCE NOS. 110 AND 880; SECTION 6 OF TOWN OF JACKSON ORDINANCE NOS. 131, 161 AND 880; SECTION 7 OF TOWN OF JACKSON ORDINANCE NOS. 131, 161 (PART) AND 880; SECTIONS 8, 11, 12 AND 14 OF TOWN OF JACKSON ORDINANCE NOS. 131 AND 880; SECTION 9 OF TOWN OF JACKSON ORDINANCE NOS. 131, 880 AND 881; SECTION 10 OF TOWN OF JACKSON ORDINANCE NO. 880; SECTIONS 13, 18 THROUGH 21, 23 THROUGH 26, 30, 31, 34, 37,

38 AND 42 OF TOWN OF JACKSON ORDINANCE NO. 131; SECTION 15 OF TOWN OF JACKSON ORDINANCE NOS. 131 AND 289; SECTION 16 OF TOWN OF JACKSON ORDINANCE NOS. 92, 110 AND 131; AND SECTIONS 10.04.010 THROUGH 10.04.450, 10.08.050, 10.08.090, 10.08.160, 10.12.040, 10.12.160, 10.13.010, 10.13.020, 10.13.130, 10.13.150, 10.14.010 THROUGH 10.14.080, 10.16.010, 10.16.020, 10.16.030, 10.17.010, 10.17.020, AND 10.17.030 OF THE TOWN OF JACKSON MUNICIPAL CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

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

There was no public comment.

A motion was made by Arne Jorgensen and seconded by Jessica Sell Chambers to approve Ordinance B on third reading and designate it No. 1311. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Matters from Mayor and Council. None.

Town Manager’s Report. Larry Pardee made staff comment. A motion was made by Jonathan Schechter and seconded by Jim Rooks to accept the Town Manager’s Report into the record. The Town Manager’s Report contained an update on the Classification and Compensation Study and the Municipal Judge position. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Adjourn. A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to adjourn the meeting. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 9:42 p.m.

TOWN OF JACKSON

ATTEST:

Hailey Morton Levinson, Mayor

Lynsey Lenamond, Deputy Town Clerk
Minutes:ll
Publish JH News & Guide: January 19, 2022

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
6912	ABEL, BRUCE	122921	office supplies	12/29/2021	42.39	.00	
Total 6912:					42.39	.00	
51	ACE HARDWARE	768074	BATTERY WTCH/EL C2032 4PK	01/07/2022	26.48	.00	
51	ACE HARDWARE	768176	HX LAG	01/08/2022	1.20	.00	
51	ACE HARDWARE	768403	USS FLAT AND HX LAG	01/11/2022	1.98	.00	
Total 51:					29.66	.00	
6861	ADVANCED NETWORK MANAG	BD0032276	NYTRO 332 SAS	09/09/2021	2,250.00	.00	
Total 6861:					2,250.00	.00	
2269	AFLAC	769028	ACCOUNT #y9599	01/07/2022	2,501.18	2,501.18	01/10/2022
Total 2269:					2,501.18	2,501.18	
5726	AMAZON	139L-CTJG-MP	CABLE & LONG RANGE ACCES	01/08/2022	1,067.94	.00	
5726	AMAZON	13RG-4WL6-9	scanner	12/23/2021	999.00	.00	
5726	AMAZON	1CPN-XP33-F	wireless charger	12/21/2021	39.59	.00	
5726	AMAZON	1CXY-HLWJ-M	AMAZON BRAND HONEY	01/09/2022	16.66	.00	
5726	AMAZON	1MDF-1D9G-6	DISHES FOR IT	12/17/2021	44.99	.00	
5726	AMAZON	1R6R-NGFW-N	UBIQUITI LONG RANGE	01/10/2022	1,449.95	.00	
5726	AMAZON	1RDQ-6LY6-FX	SCANNER	01/06/2021	875.00	.00	
Total 5726:					4,493.13	.00	
660	AMERICAN PUMP COMPANY	35003	CHECK OUT PUMP REPAIR	11/04/2021	76.13	.00	
Total 660:					76.13	.00	
6575	APEX SAGE INC	010322	SI FERRIN	01/03/2022	2,864.34	.00	
6575	APEX SAGE INC	010322SK	SNOW KING DRYWALL	01/03/2022	360.00	.00	
Total 6575:					3,224.34	.00	
4389	APPLE INC	AHO7888912	MBP 14.2 SG	12/29/2021	7,219.00	.00	
Total 4389:					7,219.00	.00	
3487	ARCHITECTURAL BUILDING SU	71297153	HM 707S B 18 CR F	12/28/2021	1,278.17	.00	
Total 3487:					1,278.17	.00	
1783	AT&T	287279795460	MONTHLY SERVICES 28727979	12/19/2021	251.88	.00	
Total 1783:					251.88	.00	
4466	BANK OF JACKSON HOLE	120321	SAFE DEPOSIT BOX RENT 5177	12/03/2021	60.00	.00	
Total 4466:					60.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1560	BLUE SPRUCE CLEANERS,INC	010122	DRY CLEANING PD	01/01/2022	133.59	.00	
	Total 1560:				133.59	.00	
2850	BMV LLC	122321	FLEET SHIPPING	12/23/2021	46.89	.00	
	Total 2850:				46.89	.00	
6963	BRAVOCO, COLLIN	122821	REIMB DOT	12/28/2021	155.00	.00	
	Total 6963:				155.00	.00	
5430	BRUGMANN, DARREN	123121	travel expenses	12/31/2021	2,052.28	.00	
	Total 5430:				2,052.28	.00	
102	CASELLE INC.	114075	ESCROW JANUARY	12/29/2021	200.00	.00	
102	CASELLE INC.	114271	CONTRACT SUPPORT JANUAR	01/01/2022	1,744.00	.00	
	Total 102:				1,944.00	.00	
447	CDW-GOVERNMENT	P456917	MIMICAST RECURRING	12/07/2021	21,303.00	.00	
	Total 447:				21,303.00	.00	
544	CENTURYLINK	307-111-5050 1	307-111-5050 246m	12/07/2021	2,145.99	.00	
	Total 544:				2,145.99	.00	
5967	CITY OF DRIGGS	BBSTARTT202	START BUS BARNs	11/30/2021	1,970.88	.00	
	Total 5967:				1,970.88	.00	
4490	COBAN TECHNOLOGIES, INC	44576	CAR VIDEO SYSTEM	12/20/2021	16,803.00	.00	
	Total 4490:				16,803.00	.00	
4887	CONTROL SYSTEM TECHNOLO	10225	CONTROL SERVICE	11/29/2021	600.00	.00	
	Total 4887:				600.00	.00	
6475	CONVERGEONE, INC	3402507	maintenance	12/18/2021	7,794.12	.00	
	Total 6475:				7,794.12	.00	
3272	COPYWORKS, LLC	33706	COPIES	10/07/2021	139.80	.00	
	Total 3272:				139.80	.00	
58	CURRAN-SEELEY FOUNDATIO	010721	3RD QUARTER PAYMENT	01/07/2021	14,225.50	.00	
	Total 58:				14,225.50	.00	
6956	DANA KEIPERT	002	TABLE BASE PREP- TABLE TOP	01/07/2022	3,498.00	.00	
6956	DANA KEIPERT	003	REFINISH BLOCK BENCHES SA	01/07/2022	1,272.00	.00	
	Total 6956:				4,770.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4918	DEAN'S PEST CONTROL LLC	67289	WWTP	12/06/2021	100.00	.00	
4918	DEAN'S PEST CONTROL LLC	67544	PW BUILDING	12/17/2021	50.00	.00	
4918	DEAN'S PEST CONTROL LLC	67584	START BUS	12/07/2021	100.00	.00	
Total 4918:					250.00	.00	
6952	DEATH INVESTIGATION TRAINI	1442	TRAINING	01/05/2022	200.00	.00	
Total 6952:					200.00	.00	
148	DELL	10543982317	DELL COMPUTER AND MONITO	12/14/2021	24,685.00	.00	
Total 148:					24,685.00	.00	
708	DELTA DENTAL PLAN OF WYOM	011022	JANUARY PREMIUM	01/10/2022	592.80	592.80	01/10/2022
708	DELTA DENTAL PLAN OF WYOM	011022	DECEMBER CLAIMS	01/10/2022	4,485.50	4,485.50	01/10/2022
Total 708:					5,078.30	5,078.30	
4415	DEPATCO INC.	010321	SNOW KING ASPHALT	01/03/2021	175,457.61	.00	
Total 4415:					175,457.61	.00	
6958	DISH	8255 7070 826	JAN SERVICES	01/01/2022	118.81	.00	
Total 6958:					118.81	.00	
6961	DROWNE, PATRICK	010422	DENIAL OPERATOR PERMIT	01/04/2022	69.00	.00	
Total 6961:					69.00	.00	
5996	DUDE SOLUTIONS, INC	INV-103034	CONNECTOR CONFIGURATION	12/17/2021	1,140.00	.00	
Total 5996:					1,140.00	.00	
3408	E.R. OFFICE EXPRESS	18740	PAPER	12/02/2021	97.39	.00	
3408	E.R. OFFICE EXPRESS	18861	W2 AND 1099 FORMS	12/31/2021	787.80	.00	
3408	E.R. OFFICE EXPRESS	18873	YEAR END TABS	01/04/2022	4.70	.00	
Total 3408:					889.89	.00	
6157	EFORCE	1231438	ANNUAL LICENSE	01/10/2021	10,101.12	.00	
Total 6157:					10,101.12	.00	
1134	ENERGY LABORATORIES INC.	445308	INFLUENT, EFFLUENT, CELL 1,	12/28/2021	437.00	.00	
Total 1134:					437.00	.00	
81	EVANS CONSTRUCTION INC	19-122 0922	2020 SIDEWALK PROJECT	09/30/2021	26,568.01	.00	
81	EVANS CONSTRUCTION INC	19-122 0922	2020 SIDEWALK PROJECT	09/30/2021	49,029.95	.00	
Total 81:					75,597.96	.00	
3885	EVIDENT	186627A	Evidence supplies	12/28/2021	636.92	.00	
Total 3885:					636.92	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
668	FREEDOM MAILING SERVICE I	42053	UTILITY BILLING	01/05/2022	882.73	.00	
668	FREEDOM MAILING SERVICE I	42053	UTILITY BILLING	01/05/2022	882.73	.00	
Total 668:					1,765.46	.00	
6844	GE SOFTWARE	205760	FUEL SITE MODULE	12/31/2021	80.00	.00	
Total 6844:					80.00	.00	
6957	GERTA LLC	011222	HEIDELBERG RENT	01/12/2022	14,400.00	.00	
6957	GERTA LLC	011222	HEIDELBERG DEPOSIT	01/12/2022	3,300.00	.00	
Total 6957:					17,700.00	.00	
6893	HEALTHIEST YOU	202201706062	JANUARY PREMIUM	01/01/2022	1,263.60	1,263.60	01/10/2022
Total 6893:					1,263.60	1,263.60	
96	HIGH COUNTRY LINEN	0285667	UNIFORMS: STREET	11/04/2021	38.80	.00	
96	HIGH COUNTRY LINEN	0285667	UNIFORMS: ADMIN	11/04/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0285667	UNIFORMS: FLEET	11/04/2021	38.80	.00	
96	HIGH COUNTRY LINEN	0285667	UNIFORMS: SEWER	11/04/2021	19.40	.00	
96	HIGH COUNTRY LINEN	0285667	UNIFORMS: ADMIN	11/04/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0285667	UNIFORMS: WATER	11/04/2021	18.43	.00	
96	HIGH COUNTRY LINEN	0285667	BUILDING MAINT: PUBLIC WOR	11/04/2021	7.32	.00	
96	HIGH COUNTRY LINEN	0285667	UNIFORMS: FACILITY	11/04/2021	9.70	.00	
96	HIGH COUNTRY LINEN	0285667	BUILDING MAINT: PUBLIC WOR	11/04/2021	7.60	.00	
96	HIGH COUNTRY LINEN	0285667	UNIFORMS: WWTP	11/04/2021	24.25	.00	
96	HIGH COUNTRY LINEN	0287509	BUILDING MAINT: PUBLIC WOR	11/18/2021	149.58	.00	
96	HIGH COUNTRY LINEN	0287509	UNIFORMS: WWTP	11/18/2021	24.25	.00	
96	HIGH COUNTRY LINEN	0287509	UNIFORMS: SEWER	11/18/2021	19.40	.00	
96	HIGH COUNTRY LINEN	0287509	BUILDING MAINT: PUBLIC WOR	11/18/2021	52.32	.00	
96	HIGH COUNTRY LINEN	0287509	UNIFORMS: FACILITY	11/18/2021	9.70	.00	
96	HIGH COUNTRY LINEN	0287509	UNIFORMS: STREET	11/18/2021	38.80	.00	
96	HIGH COUNTRY LINEN	0287509	UNIFORMS: WATER	11/18/2021	18.43	.00	
96	HIGH COUNTRY LINEN	0287509	UNIFORMS: FLEET	11/18/2021	38.80	.00	
96	HIGH COUNTRY LINEN	0287509	UNIFORMS: ADMIN	11/18/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0287509	UNIFORMS: ADMIN	11/18/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0289438	UNIFORMS: STREET	12/02/2021	38.80	.00	
96	HIGH COUNTRY LINEN	0289438	UNIFORMS: ADMIN	12/02/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0289438	UNIFORMS: FLEET	12/02/2021	38.80	.00	
96	HIGH COUNTRY LINEN	0289438	UNIFORMS: SEWER	12/02/2021	19.40	.00	
96	HIGH COUNTRY LINEN	0289438	UNIFORMS: ADMIN	12/02/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0289438	UNIFORMS: WATER	12/02/2021	18.43	.00	
96	HIGH COUNTRY LINEN	0289438	BUILDING MAINT: PUBLIC WOR	12/02/2021	7.60	.00	
96	HIGH COUNTRY LINEN	0289438	UNIFORMS: FACILITY	12/02/2021	9.70	.00	
96	HIGH COUNTRY LINEN	0289438	BUILDING MAINT: PUBLIC WOR	12/02/2021	7.32	.00	
96	HIGH COUNTRY LINEN	0289438	UNIFORMS: WWTP	12/02/2021	24.25	.00	
96	HIGH COUNTRY LINEN	0290525	UNIFORMS: FLEET	12/09/2021	38.80	.00	
96	HIGH COUNTRY LINEN	0290525	UNIFORMS: ADMIN	12/09/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0290525	BUILDING MAINT: PUBLIC WOR	12/09/2021	8.00	.00	
96	HIGH COUNTRY LINEN	0290525	UNIFORMS: WWTP	12/09/2021	24.25	.00	
96	HIGH COUNTRY LINEN	0290525	UNIFORMS: WATER	12/09/2021	18.43	.00	
96	HIGH COUNTRY LINEN	0290525	UNIFORMS: SEWER	12/09/2021	19.40	.00	
96	HIGH COUNTRY LINEN	0290525	UNIFORMS: STREET	12/09/2021	38.80	.00	
96	HIGH COUNTRY LINEN	0290525	UNIFORMS: ADMIN	12/09/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0290525	BUILDING MAINT: PUBLIC WOR	12/09/2021	7.32	.00	
96	HIGH COUNTRY LINEN	0290525	UNIFORMS: FACILITY	12/09/2021	9.70	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
96	HIGH COUNTRY LINEN	0291661	UNIFORMS: ADMIN	12/16/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0291661	UNIFORMS: FLEET	12/16/2021	38.80	.00	
96	HIGH COUNTRY LINEN	0291661	UNIFORMS: SEWER	12/16/2021	19.40	.00	
96	HIGH COUNTRY LINEN	0291661	BUILDING MAINT: PUBLIC WOR	12/16/2021	52.32	.00	
96	HIGH COUNTRY LINEN	0291661	UNIFORMS: FACILITY	12/16/2021	9.70	.00	
96	HIGH COUNTRY LINEN	0291661	BUILDING MAINT: PUBLIC WOR	12/16/2021	154.45	.00	
96	HIGH COUNTRY LINEN	0291661	UNIFORMS: WWTP	12/16/2021	24.25	.00	
96	HIGH COUNTRY LINEN	0291661	UNIFORMS: ADMIN	12/16/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0291661	UNIFORMS: STREET	12/16/2021	38.80	.00	
96	HIGH COUNTRY LINEN	0291661	UNIFORMS: WATER	12/16/2021	18.43	.00	
96	HIGH COUNTRY LINEN	0292257	ODOR CONTROL	12/20/2021	7.50	.00	
96	HIGH COUNTRY LINEN	0292711	LAUNDRY BAG @ START	12/22/2021	101.55	.00	
96	HIGH COUNTRY LINEN	0292846	UNIFORMS: ADMIN	12/23/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0292846	UNIFORMS: ADMIN	12/23/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0292846	UNIFORMS: WATER	12/23/2021	18.43	.00	
96	HIGH COUNTRY LINEN	0292846	UNIFORMS: SEWER	12/23/2021	19.40	.00	
96	HIGH COUNTRY LINEN	0292846	BUILDING MAINT: PUBLIC WOR	12/23/2021	7.32	.00	
96	HIGH COUNTRY LINEN	0292846	UNIFORMS: FACILITY	12/23/2021	9.70	.00	
96	HIGH COUNTRY LINEN	0292846	UNIFORMS: STREET	12/23/2021	38.80	.00	
96	HIGH COUNTRY LINEN	0292846	UNIFORMS: FLEET	12/23/2021	38.80	.00	
96	HIGH COUNTRY LINEN	0292846	BUILDING MAINT: PUBLIC WOR	12/23/2021	8.20	.00	
96	HIGH COUNTRY LINEN	0292846	UNIFORMS: WWTP	12/23/2021	24.25	.00	
96	HIGH COUNTRY LINEN	0293403	MATS @ TOWN HALL	12/27/2021	266.26	.00	
96	HIGH COUNTRY LINEN	0294877	MATS @ SHELTER	01/05/2022	64.88	.00	
96	HIGH COUNTRY LINEN	S0293015	HAND SANITIZER	12/23/2021	13.98	.00	
Total 96:					1,878.00	.00	
6455	HIRST APPLGATE, LLP	207243	3 CREEK RANCH HOMEOWNER	01/10/2022	500.00	.00	
Total 6455:					500.00	.00	
6041	HOLE FOOD RESCUE	010522	3RD QUARTER PAYMENT	01/05/2022	5,000.00	.00	
Total 6041:					5,000.00	.00	
36	IDAHO STATE TAX COMMISSIO	011022	DECEMBER WITHHOLDINGS	01/10/2022	5,189.00	5,189.00	01/10/2022
Total 36:					5,189.00	5,189.00	
6121	IDENTISYS, INC	57469	MICROPROX TAG CARD	10/27/2021	433.57	.00	
Total 6121:					433.57	.00	
106	INTERSTATE BATTERY	22252102	(1) MTP-65HD	12/28/2021	133.95	.00	
106	INTERSTATE BATTERY	22252167	(1) MT-35, (1) SRM-24, CORE	01/03/2022	212.90	.00	
Total 106:					346.85	.00	
6954	IVY OUTDOOR SERVICES LLC	1051	TRASH COLLECTION- TOWN: D	01/02/2022	1,500.00	.00	
Total 6954:					1,500.00	.00	
5098	JACKSON ANIMAL HOSPITAL	50189	ANIMAL CARE	01/06/2022	150.56	.00	
Total 5098:					150.56	.00	
258	JACKSON HOLE COMMUNITY C	10096	3RD QUARTER PAYMENT	01/01/2022	28,412.50	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 258:					28,412.50	.00	
858	JACKSON HOLE COMMUNITY H	123121	CONTRACT PAYMENT	12/31/2021	12,500.00	.00	
Total 858:					12,500.00	.00	
131	JACKSON HOLE NEWS & GUID	330939	JOINT VOLUNTEER AD #397592	09/22/2021	81.81	.00	
131	JACKSON HOLE NEWS & GUID	333678	AD#399461- RFP: DOWNTIWN T	12/01/2021	230.85	.00	
131	JACKSON HOLE NEWS & GUID	334295	AD#400699	12/22/2021	260.78	.00	
131	JACKSON HOLE NEWS & GUID	334296	AD#400698	12/22/2021	269.33	.00	
131	JACKSON HOLE NEWS & GUID	334297	AD#400697	12/22/2021	560.03	.00	
131	JACKSON HOLE NEWS & GUID	334298	AD#400696	12/22/2021	226.58	.00	
131	JACKSON HOLE NEWS & GUID	334299	AD#400695	12/22/2021	43.05	.00	
131	JACKSON HOLE NEWS & GUID	334300	AD#400694	12/22/2021	136.80	.00	
131	JACKSON HOLE NEWS & GUID	334301	AD#400693	12/22/2021	128.25	.00	
131	JACKSON HOLE NEWS & GUID	334302	AD#400692	12/22/2021	359.10	.00	
131	JACKSON HOLE NEWS & GUID	334303	AD#400691	12/22/2021	307.80	.00	
131	JACKSON HOLE NEWS & GUID	334481	AD#400557	12/29/2021	222.40	.00	
131	JACKSON HOLE NEWS & GUID	334528	AD#400905	12/29/2021	42.75	.00	
131	JACKSON HOLE NEWS & GUID	334595	AD#400609	12/31/2021	1,181.28	.00	
131	JACKSON HOLE NEWS & GUID	334596	AD#399579 pipes freezinf	12/31/2021	400.32	.00	
131	JACKSON HOLE NEWS & GUID	334597	AD#400271	12/31/2021	590.64	.00	
131	JACKSON HOLE NEWS & GUID	334598	AD#400270 pipes freezing	12/31/2021	400.32	.00	
131	JACKSON HOLE NEWS & GUID	334755	AD#400273	12/31/2021	665.00	.00	
Total 131:					6,107.09	.00	
5084	JACKSON HOLE SECURITY, LL	11555	400 W SNOW KING	01/01/2022	500.00	.00	
Total 5084:					500.00	.00	
115	JACKSON PAINT AND GLASS, I	1124771	1/4" CLEAR MIRROR	12/30/2021	15.25	.00	
Total 115:					15.25	.00	
6959	JGG LANDSCAPING LLC	011222	REFUND BUSINESS LICENSE 8	01/12/2022	110.00	.00	
Total 6959:					110.00	.00	
139	JORGENSEN ASSOCIATES, PC	47541	18063 CACHE CREEK TUBE	10/13/2021	2,345.00	.00	
139	JORGENSEN ASSOCIATES, PC	47833	18063 CACHE CREEK TUBE	11/22/2021	2,047.50	.00	
Total 139:					4,392.50	.00	
5965	KIMLEY HORN	20139764	TOJ RFP	11/30/2021	1,695.00	.00	
Total 5965:					1,695.00	.00	
6908	LEON, NANCY	011021	FEBRUARY RENT	01/10/2021	1,500.00	.00	
Total 6908:					1,500.00	.00	
156	LOWER VALLEY ENERGY INC	92050-002 12-	3150 S ADAMS CANYON DR, JA	12/30/2021	301.29	.00	
156	LOWER VALLEY ENERGY INC	92050-003 12-	SPRUCE DR PUMP HOUSE, JA	12/30/2021	272.19	.00	
156	LOWER VALLEY ENERGY INC	92050-008 12-	CEMETERY, JACKSON, WY	12/30/2021	16.24	.00	
156	LOWER VALLEY ENERGY INC	92050-010 12-	ELY SPRINGS RD WELL 6,7,8, J	12/30/2021	1,337.45	.00	
156	LOWER VALLEY ENERGY INC	92050-014 12-	135 E BROADWAY AVE HEAT TA	12/30/2021	16.24	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-017 12-	WASTE WATER TRTMT INTERM	12/30/2021	16.00	.00	
156	LOWER VALLEY ENERGY INC	92050-019 12-	RANGEVIEW DR LIFT PUMP CO	12/30/2021	66.01	.00	
156	LOWER VALLEY ENERGY INC	92050-021 12-	150 E PEARL AVE, JACKSON, W	12/30/2021	1,669.39	.00	
156	LOWER VALLEY ENERGY INC	92050-024 12-	1605 BERGER LN SEWER LIFT	12/30/2021	29.17	.00	
156	LOWER VALLEY ENERGY INC	92050-025 12-	450 W SNOW KING AVE NEW S	12/30/2021	940.70	.00	
156	LOWER VALLEY ENERGY INC	92050-026 12-	450 W SNOW KING AVE SHOP, J	12/30/2021	316.15	.00	
156	LOWER VALLEY ENERGY INC	92050-044 12-	SNOW KING ESTATES BOOSTE	12/30/2021	272.32	.00	
156	LOWER VALLEY ENERGY INC	92050-047 12-	WASTE WATER TRTMT UV BLD	12/30/2021	16.00	.00	
156	LOWER VALLEY ENERGY INC	92050-049 12-	WASTE WATER TRTMT PTB 545	12/30/2021	7,996.53	.00	
156	LOWER VALLEY ENERGY INC	92050-050 12-	2 MG TANK, JACKSON, WY 200	12/30/2021	25.49	.00	
156	LOWER VALLEY ENERGY INC	92050-051 12-	WELL #5 KARNs MEADOW DR,	12/30/2021	2,342.11	.00	
156	LOWER VALLEY ENERGY INC	92050-052 12-	675 E BROADWAY AVE WELL #1	12/30/2021	19.49	.00	
156	LOWER VALLEY ENERGY INC	92050-053 12-	WELLS #2 & #3, JACKSON, WY	12/30/2021	2,700.40	.00	
156	LOWER VALLEY ENERGY INC	92050-054 12-	CITY WELL ELK REF 1, JACKSO	12/30/2021	29.92	.00	
156	LOWER VALLEY ENERGY INC	92050-055 12-	CITY WELL ELK REF 2, JACKSO	12/30/2021	73.54	.00	
156	LOWER VALLEY ENERGY INC	92050-056 12-	CITY WELL ELK REF 3, JACKSO	12/30/2021	24.03	.00	
156	LOWER VALLEY ENERGY INC	92050-059 12-	440 W SNOW KING AVE POLICE	12/30/2021	212.64	.00	
156	LOWER VALLEY ENERGY INC	92050-060 12-	400 W SNOW KING AVE S GAR,	12/30/2021	572.18	.00	
156	LOWER VALLEY ENERGY INC	92050-061 12-	400 W SNOW KING AVE PUBLIC	12/30/2021	829.16	.00	
156	LOWER VALLEY ENERGY INC	92050-074 12-	CRABTREE LN THAW WELL #2,	12/30/2021	55.48	.00	
156	LOWER VALLEY ENERGY INC	92050-075 12-	HIGH SCHOOL RD THAW WELL	12/30/2021	102.02	.00	
156	LOWER VALLEY ENERGY INC	92050-078 12-	145 W HANSEN AVE FRONT, JA	12/30/2021	121.57	.00	
156	LOWER VALLEY ENERGY INC	92050-079 12-	145 W HANSEN AVE BACK, JAC	12/30/2021	138.73	.00	
156	LOWER VALLEY ENERGY INC	92050-082 12-	400 W SNOW KING AVE E STOR	12/30/2021	299.87	.00	
156	LOWER VALLEY ENERGY INC	92050-090 12-	955 MAPLE WAY, JACKSON, WY	12/30/2021	169.83	.00	
156	LOWER VALLEY ENERGY INC	92050-092 12-	3150 S ADAMS CANYON DR ANI	12/30/2021	423.19	.00	
156	LOWER VALLEY ENERGY INC	92050-102 12-	145 W HANSEN AVE FRONT, JA	12/30/2021	66.46	.00	
156	LOWER VALLEY ENERGY INC	92050-105-382	MULTIPLE STREET LIGHTS	12/30/2021	2,941.70	.00	
156	LOWER VALLEY ENERGY INC	92050-106 12-	940 SIMON LN, JACKSON, WY	12/30/2021	218.34	.00	
156	LOWER VALLEY ENERGY INC	92050-114 12-3	210 N CACHE ST HOME RANCH	12/30/2021	378.20	.00	
156	LOWER VALLEY ENERGY INC	92050-126 12-	SPRING WATER LN LIFT STATIO	12/30/2021	20.97	.00	
156	LOWER VALLEY ENERGY INC	92050-127 12-	3337 S CODY CREEK DR LIFT S	12/30/2021	278.81	.00	
156	LOWER VALLEY ENERGY INC	92050-131 12-	195 E DELONEY AVE RESTROO	12/30/2021	329.07	.00	
156	LOWER VALLEY ENERGY INC	92050-132 12-	160 S MILLWARD ST PARKING	12/30/2021	1,102.70	.00	
156	LOWER VALLEY ENERGY INC	92050-134 12-	160 S MILLWARD ST PARKING	12/30/2021	107.72	.00	
156	LOWER VALLEY ENERGY INC	92050-334 12-	JOSEPHINE LOOP LOT 15 LIFT	12/30/2021	117.39	.00	
156	LOWER VALLEY ENERGY INC	92050-341 12-	210 N CACHE ST HOME RANCH	12/30/2021	26.38	.00	
156	LOWER VALLEY ENERGY INC	92050-345 12-	930 SIMON LN, JACKSON, WY	12/30/2021	148.45	.00	
156	LOWER VALLEY ENERGY INC	92050-356 12-	55 KARNs MEADOW DR START	12/30/2021	1,807.58	.00	
156	LOWER VALLEY ENERGY INC	92050-357 12-	55 KARNs MEADOW DR START	12/30/2021	7,358.95	.00	
156	LOWER VALLEY ENERGY INC	92050-359 12-	MILLER PARK PARKING LOT CH	12/30/2021	55.93	.00	
156	LOWER VALLEY ENERGY INC	92050-361 12-	625 W BROADWAY AVE NEW P	12/30/2021	22.64	.00	
156	LOWER VALLEY ENERGY INC	92050-363 12-	455 VINE ST UTIL, JACKSON, W	12/30/2021	51.86	.00	
156	LOWER VALLEY ENERGY INC	92050-364 12-	65 VIRGINIAN LN #5, JACKSON,	12/30/2021	67.61	.00	
156	LOWER VALLEY ENERGY INC	92050-365 12-	65 VIRGINIAN LN #7, JACKSON,	12/30/2021	77.95	.00	
156	LOWER VALLEY ENERGY INC	92050-367 12-	455 VINE ST APT #3, JACKSON,	12/30/2021	52.62	.00	
156	LOWER VALLEY ENERGY INC	92050-368 12-	455 VINE ST APT #4, JACKSON,	12/30/2021	84.21	.00	
156	LOWER VALLEY ENERGY INC	92050-370 12-	2022 WILDFLOWER CT, JACKS	12/30/2021	121.87	.00	
156	LOWER VALLEY ENERGY INC	92050-371 12-	2022 WILDFLOWER CT, JACKS	12/30/2021	29.57	.00	
156	LOWER VALLEY ENERGY INC	92050-374 12-	455 VINE ST APT #1, JACKSON,	12/30/2021	92.94	.00	
156	LOWER VALLEY ENERGY INC	92050-375 12-	155 E PEARL AVE, JACKSON, W	12/30/2021	24.33	.00	
156	LOWER VALLEY ENERGY INC	92050-376 12-	149 E PEARL AVE, JACKSON, W	12/30/2021	254.10	.00	
156	LOWER VALLEY ENERGY INC	92050-378 12-	145 E PEARL AVE #A EAST, JAC	12/30/2021	101.18	.00	
156	LOWER VALLEY ENERGY INC	92050-381 12-	915 SIMON LN, JACKSON, WY	12/30/2021	159.61	.00	
156	LOWER VALLEY ENERGY INC	92050-383 12-	SNOW KING DR WATER TANK C	12/30/2021	19.92	.00	
156	LOWER VALLEY ENERGY INC	92050-385 12-	85 N SPRING GULCH RD SPRIN	12/30/2021	218.27	.00	
156	LOWER VALLEY ENERGY INC	92050-388 12-	121 SHERWOOD CT BLDG 2 BU	12/30/2021	27.60	.00	
156	LOWER VALLEY ENERGY INC	92050-389 12-	1640 MARTIN LN LIFT STATION,	12/30/2021	29.88	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-390 12-	400 W SNOW KING AVE HOUSI	12/30/2021	210.28	.00	
156	LOWER VALLEY ENERGY INC	92050-391 12-	400 W SNOW KING AVE PARK M	12/30/2021	481.40	.00	
156	LOWER VALLEY ENERGY INC	92050-392 12-	400 W SNOW KING AVE ADMIN,	12/30/2021	295.47	.00	
156	LOWER VALLEY ENERGY INC	92050-393 12-	400 W SNOW KING AVE EMPLO	12/30/2021	830.65	.00	
156	LOWER VALLEY ENERGY INC	92050-395 12-	145 E PEARL AVE #C LOFT, JAC	12/30/2021	63.23	.00	
156	LOWER VALLEY ENERGY INC	92050-396 12-	145 E PEARL AVE HSE/CMN, JA	12/30/2021	54.70	.00	
156	LOWER VALLEY ENERGY INC	92050-397 12-	145 E PEARL AVE #B WEST, JA	12/30/2021	33.30	.00	
Total 156:					39,769.17	.00	
5387	MIKE'S WELDING INC	13141	START BUS DRAINS	12/02/2021	345.34	.00	
Total 5387:					345.34	.00	
6770	MOBILITY FOREFRONT LLC	MFFINV0090	MONTHLY RENT FEBRUARY	01/01/2022	35,000.00	.00	
Total 6770:					35,000.00	.00	
1235	MOTOROLA INC.	1187067972	POLICE RADIOS	12/23/2021	21,624.95	.00	
Total 1235:					21,624.95	.00	
257	NAPAAUTO PARTS INC.	039157	NAPA AIR FILTER, NAPAGOLD O	12/28/2021	16.19	.00	
257	NAPAAUTO PARTS INC.	039175	DRAIN PLUG	12/28/2021	3.22	.00	
257	NAPAAUTO PARTS INC.	039361	NAPAGOLD FUEL FILTER	12/29/2021	4.93	.00	
257	NAPAAUTO PARTS INC.	039436	NAPAGOLD AIR FILTER	12/29/2021	16.08	.00	
257	NAPAAUTO PARTS INC.	039456	NAPAGOLD AIR FILTER	12/29/2021	22.32	.00	
257	NAPAAUTO PARTS INC.	039567	NAPA OIL FILTER	12/30/2021	8.43	.00	
257	NAPAAUTO PARTS INC.	039665	THERMOSTAT AND WA	12/30/2021	38.71	.00	
257	NAPAAUTO PARTS INC.	039708	HALOGEN SEALED BEAMS	12/30/2021	89.92	.00	
257	NAPAAUTO PARTS INC.	040131	CHAIN ROLLER, CHAIN LINK	01/03/2022	46.48	.00	
257	NAPAAUTO PARTS INC.	040541	NAPA OIL FILTER	01/04/2022	23.76	.00	
257	NAPAAUTO PARTS INC.	040566	THREAD ROD	01/04/2022	9.99	.00	
257	NAPAAUTO PARTS INC.	041466	LAMP	01/07/2022	5.36	.00	
Total 257:					285.39	.00	
187	NELSON ENGINEERING	57639	ZONE 2 WELL EXPLORATION	01/06/2021	2,274.00	.00	
Total 187:					2,274.00	.00	
513	ON SIGHT LAND SURVEYORS I	4554	CONDO ISSUE	12/01/2021	225.00	.00	
Total 513:					225.00	.00	
226	O'RYAN CLEANERS	1000805-12-31	DRY CLEANING	12/31/2021	71.90	.00	
Total 226:					71.90	.00	
5026	PELLETIER, CARL	010321	NEW EMPLOYEE LUNCH	01/03/2021	81.51	.00	
Total 5026:					81.51	.00	
5707	PERFORM PRINTING INC	BCP1238	BUSINESS CARDS	12/29/2021	226.80	.00	
Total 5707:					226.80	.00	
6594	PROTERRA	1035291	SIDE MARKER LIGHT YELLOW	01/05/2022	584.60	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6594	PROTERRA	1035312	VENT FILTER HK MOTOR, SOLE	01/05/2022	504.87	.00	
	Total 6594:				1,089.47	.00	
6649	QUADIENT LEASING USA, INC.	N9190615	POSTAGE MACHINE LEASE	12/23/2021	468.69	.00	
	Total 6649:				468.69	.00	
6955	REFLECTION PRODUCTS	042016	SEALTITE RND WEATHER PRO	11/23/2021	276.31	.00	
	Total 6955:				276.31	.00	
6855	RHINEHART OIL CO, LLC	IN-564826-21	DEFENDAL, DRUM DEPOSIT, D	12/23/2021	231.53	.00	
6855	RHINEHART OIL CO, LLC	IN-568154-21	GAS 87 MID, DSL FUEL 2 DYED,	12/29/2021	27,631.87	.00	
	Total 6855:				27,863.40	.00	
5959	RJM PRECISION INSTRUMENT	2618	TX DIRECT CONNECTION LEAD	10/08/2021	218.36	.00	
	Total 5959:				218.36	.00	
6889	SAFELITE FULFILLMENT INC	05008-980	SOLAR 3RD VISOR FRIT	12/28/2021	381.90	.00	
	Total 6889:				381.90	.00	
6365	SIGN IT NOW INC	5913	PROJ: FACP FIRE ACCESS STIC	01/11/2022	336.98	.00	
	Total 6365:				336.98	.00	
4720	SILVERSTAR	654791 0122	MONTHLY SERVICES	01/01/2022	869.73	.00	
	Total 4720:				869.73	.00	
236	SMITH POWER PRODUCTS,INC	3161994	SENSOR ASSEMBLY	12/29/2021	376.81	.00	
236	SMITH POWER PRODUCTS,INC	3161997	OUTGOING FRT & HANDLING	12/29/2021	21.98	.00	
	Total 236:				398.79	.00	
4699	SNAKE RIVER ROASTING	75903	COFFEE	12/20/2021	54.45	.00	
	Total 4699:				54.45	.00	
3961	SPECTRUM	030285212272	MONTHLY SERVICES	12/27/2021	9.84	.00	
	Total 3961:				9.84	.00	
1505	SPRING CREEK ANIMAL HOSPI	625018639	ANIMAL CARE	01/02/2022	80.00	.00	
1505	SPRING CREEK ANIMAL HOSPI	625018640	ANIMAL CARE	01/02/2022	135.00	.00	
1505	SPRING CREEK ANIMAL HOSPI	625018641	ANIMAL CARE	01/02/2022	719.70	.00	
	Total 1505:				934.70	.00	
241	ST JOHN'S HOSPITAL	50000557	Blood draw	01/06/2022	65.00	.00	
	Total 241:				65.00	.00	
1443	TETON COUNTY CLERK	011022FE	MONTLY CONTRIBUTION FIRE	01/10/2022	154,389.72	.00	
1443	TETON COUNTY CLERK	011022H	Housing Department Monthly Ope	01/10/2022	30,620.33	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1443	TETON COUNTY CLERK	011022PR	MONTHLY CONTRIBUTION PAR	01/10/2022	136,115.08	.00	
Total 1443:					321,125.13	.00	
6554	TETON COUNTY HISTORIC	011221	3RD & 4TH QUARTER PAYMENT	01/12/2021	11,000.00	.00	
6554	TETON COUNTY HISTORIC	011222	2nd QUARTER	01/12/2022	5,500.00	.00	
Total 6554:					16,500.00	.00	
581	TETON COUNTY INTEGRATED	508589	DUMP FEES	05/12/2021	67.00	.00	
581	TETON COUNTY INTEGRATED	514083	DUMP FEES	06/10/2021	10.00	.00	
581	TETON COUNTY INTEGRATED	525111	DUMP FEES	08/10/2021	59.00	.00	
581	TETON COUNTY INTEGRATED	525128	DUMP FEES	08/10/2021	48.00	.00	
581	TETON COUNTY INTEGRATED	526362	DUMP FEES	08/17/2021	77.00	.00	
581	TETON COUNTY INTEGRATED	531540	DUMP FEES	09/17/2021	70.00	.00	
581	TETON COUNTY INTEGRATED	534816	DUMP FEES	10/05/2021	143.00	.00	
581	TETON COUNTY INTEGRATED	537844	DUMP FEES	10/21/2021	172.00	.00	
581	TETON COUNTY INTEGRATED	538802	DUMP FEES	10/26/2021	172.00	.00	
581	TETON COUNTY INTEGRATED	539127	DUMP FEES	10/27/2021	45.00	.00	
Total 581:					863.00	.00	
6813	TETON COUNTY PLANNING & B	176	NEIGHBORHOOD PLAN	01/06/2022	6,671.90	.00	
Total 6813:					6,671.90	.00	
6902	TETON COUNTY PUBLIC WORK	5	START BUILD GRANT	01/06/2022	24,349.39	.00	
Total 6902:					24,349.39	.00	
996	TETON COUNTY SPECIAL FIRE	122721FE	DECEMBER 21	12/27/2021	23,983.40	.00	
996	TETON COUNTY SPECIAL FIRE	122721FES	DECEMBER 21 CAPITAL	12/27/2021	86,359.50	.00	
Total 996:					110,342.90	.00	
1614	TETON COUNTY-FUND 10	122721 F10	DECEMBER 21 MALONE	12/27/2021	8,360.03	.00	
1614	TETON COUNTY-FUND 10	122721P	Pathways DECEMBER 21	12/27/2021	7,738.00	.00	
1614	TETON COUNTY-FUND 10	122821D	DECEMBER 21 DISPATCH	12/28/2021	31,859.86	.00	
Total 1614:					47,957.89	.00	
3027	TETON COUNTY-FUND 13	122721 13	DECEMBER 2021 CAPITAL	12/27/2021	214.46	.00	
Total 3027:					214.46	.00	
166	TETON COUNTY-FUND 19	122721PR	DECEMBER 2021	12/27/2021	53,869.50	.00	
Total 166:					53,869.50	.00	
4597	TETON LOCKSMITH INC	10347	SERVICE CALL VAULT	01/07/2022	250.00	.00	
Total 4597:					250.00	.00	
268	TETON MOTORS INC	5100749	RADIATOR	12/15/2021	382.47	.00	
Total 268:					382.47	.00	
3162	TETON TRASH REMOVAL, INC.	22 JAN 916	145 WEST HANSEN 2B	01/01/2022	48.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 3162:					48.00	.00	
298	TETON YOUTH & FAMILY SERVI	11021	2ND QUARTER PAYMENT	01/10/2021	64,062.50	.00	
Total 298:					64,062.50	.00	
154	THE CHILDREN'S LEARNING C	010421010421	3RD QUARTER CONTRACT	01/04/2021	29,252.75	.00	
Total 154:					29,252.75	.00	
6960	THE CONSTRUCTION CONCIER	011222	REFUND FOR BUSINESS LICEN	01/12/2022	154.00	.00	
Total 6960:					154.00	.00	
3955	THOMSON WEST	845611413	LIBRARY PLAN CHANGES	01/01/2021	455.91	.00	
3955	THOMSON WEST	845611413	LIBRARY PLAN CHANGES	01/01/2021	455.91	.00	
Total 3955:					911.82	.00	
6962	TRIHEDRO CORPORATION	0172259	PROFESSIONAL SERVICES	12/21/2021	25,643.76	.00	
Total 6962:					25,643.76	.00	
3881	VALLEY OFFICE SYSTEMS	AR1013940	SHARP ROLLING CART	11/30/2021	765.00	.00	
Total 3881:					765.00	.00	
1949	VERIZON WIRELESS	9894117292	MONTHLY SERVICES	12/01/2021	6,444.09	.00	
Total 1949:					6,444.09	.00	
5022	VISION SERVICE PLAN - (WY)	9578323986	JANUARY PREMIJM	12/17/2021	1,678.00	1,678.00	01/10/2022
Total 5022:					1,678.00	1,678.00	
244	WATTS STEAM STORE ROCKY	78127	KIT COMPLETE U-SEAL, CHECK	12/10/2021	1,161.04	.00	
Total 244:					1,161.04	.00	
563	WESTBANK SANITATION	3867868	940 Simon Lane	01/01/2022	9.34	.00	
Total 563:					9.34	.00	
1640	WESTERN STATE	IN001880361	ELBOW	12/28/2021	132.86	.00	
1640	WESTERN STATE	IN001880368	ELBOW	12/28/2021	67.08	.00	
1640	WESTERN STATE	IN001881705	CABLE AS	12/29/2021	251.75	.00	
1640	WESTERN STATE	IN001882054	ET SUBSCRIPTION	12/30/2021	3,000.00	.00	
Total 1640:					3,451.69	.00	
472	WHITE GLOVE CLEANING, INC.	7710	COVID FOGGING @ TOWN HAL	12/30/2021	100.00	.00	
472	WHITE GLOVE CLEANING, INC.	7710	COVID FOGGING @ PUBLIC W	12/30/2021	100.00	.00	
472	WHITE GLOVE CLEANING, INC.	7710	COVID FOGGING @ RESTROO	12/30/2021	100.00	.00	
472	WHITE GLOVE CLEANING, INC.	7710	COVID FOGGING @ START BUS	12/30/2021	100.00	.00	
472	WHITE GLOVE CLEANING, INC.	7737	JANITORIAL CLEANING @ TOW	12/31/2021	2,130.00	.00	
472	WHITE GLOVE CLEANING, INC.	7738	JANITORIAL CLEANING @ SNO	12/31/2021	350.00	.00	
472	WHITE GLOVE CLEANING, INC.	7740	JANITORIAL CLEANING @ PUB	12/31/2021	1,380.33	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
472	WHITE GLOVE CLEANING, INC.	7741	JANITORIAL CLEANING @ PAR	12/31/2021	204.00	.00	
472	WHITE GLOVE CLEANING, INC.	7744	JANITORIAL CLEANING @ BUN	12/31/2021	100.00	.00	
472	WHITE GLOVE CLEANING, INC.	7785	FOAM SOAP @ MILLER PARK	12/31/2021	45.00	.00	
472	WHITE GLOVE CLEANING, INC.	7786	TAMPAX, SANITARY PADS, 2PLY	12/31/2021	291.50	.00	
472	WHITE GLOVE CLEANING, INC.	7787	JANITORIAL SUPPLIES @ TOW	12/31/2021	380.00	.00	
472	WHITE GLOVE CLEANING, INC.	802B	MOVE OUT CLEAN	12/29/2021	181.88	.00	
Total 472:					5,462.71	.00	
4139	WY WORKERS' SAFETY & COM	123021	LATE FEE PENALITES FOR RAT	12/30/2021	54.79	54.79	01/10/2022
4139	WY WORKERS' SAFETY & COM	123121	JANUARY PREMIUM	12/31/2021	17,141.68	17,141.68	01/10/2022
Total 4139:					17,196.47	17,196.47	
329	WYOMING RETIREMENT SYST	218640	DECEMBER CONTRIBUTIONS	01/10/2022	49,633.96	49,633.96	01/10/2022
329	WYOMING RETIREMENT SYST	218641	DECEMBER CONTRIBUTIONS	01/10/2022	45,471.26	45,471.26	01/10/2022
329	WYOMING RETIREMENT SYST	218642	DECEMBER CONTRIBUTIONS	01/10/2022	85,746.57	85,746.57	01/10/2022
Total 329:					180,851.79	180,851.79	
6717	WY-TEST	38965	RANDOM	12/13/2021	80.00	.00	
6717	WY-TEST	39009	PRE EMPLOY	12/23/2021	80.00	.00	
Total 6717:					160.00	.00	
2842	YELLOW IRON EXCAVATION, LL	65431	trash removal - 915 Simon Lane	12/31/2021	35.00	.00	
2842	YELLOW IRON EXCAVATION, LL	65536	trash removal 455 VINE	12/31/2021	17.50	.00	
2842	YELLOW IRON EXCAVATION, LL	65536	trash removal 455 VINE	12/31/2021	17.50	.00	
2842	YELLOW IRON EXCAVATION, LL	65536	trash removal 455 VINE	12/31/2021	17.50	.00	
2842	YELLOW IRON EXCAVATION, LL	65536	trash removal 455 VINE	12/31/2021	17.50	.00	
2842	YELLOW IRON EXCAVATION, LL	65703	trash removal @ 155 E PEARL	12/31/2021	210.00	.00	
2842	YELLOW IRON EXCAVATION, LL	65705	SNOW KING TRASH	12/31/2021	720.00	.00	
Total 2842:					1,035.00	.00	
6964	ZYLAB NORTH AMERICAN LLC	08010051	WEBSERRVER 12 MONTHS	06/25/2021	5,475.16	.00	
Total 6964:					5,475.16	.00	
Grand Totals:					1,540,372.36	213,758.34	

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

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

**TOWN OF JACKSON
MUNICIPAL COURT
MONTHLY REPORT TO THE MAYOR AND TOWN COUNCIL
FOR THE MONTH OF DECEMBER, 2021**

During the month of December, the court received \$21,082 in fines, costs, and fees.
488 new cases were docketed: 417 parking citations, 71 summons
49 cases were dismissed: 34 parking violations

The abbreviations used below are: BF= Bond Forfeiture (includes \$10.00 court cost and fees), GP=Guilty Plea and Fine, NC= No Contest,
G=Found Guilty at Trial, NG=Found Not Guilty at Trial,
R=Restitution, CS=Community Service, DP=Deferred Prosecution, D=Dismissed, D-TS= Dismissed with Traffic School,
DA=Deferred Adjudication

CLOSED CASES

<u>NAME</u>	<u>CITATION</u>	<u>OFFENSE</u>	<u>DISPOSITION</u>	<u>\$</u>
Ackley, Nicole Ellyn	186003116AC	Speed Limits Generally 45/30	BF	195
Akinwale, Temitope J	186002681AC	Speeding 45/30	BF	135
Alamilla, Marco M	00989M	Public intoxication	BF	55
Albarran-vazquez, Leticia	98233N	Defacing/Destroying Property	BF	50
Allen, Noah Robert	186003031AC	Interference w/PD: Resisting officer	D-Per Town's Motion	0
Allen, Noah Robert	186003030AC	Public intoxication	BF	135
Andrews, Noah	186002883AC	Speed Limits Generally 48/30	BF	216
Babinski, John Patrick	186003214AC	Urinating in Public	BF	120
Baker, Pamela Rae	186002499AC	Overtaking on left at a safe distance	BF	90
Bell, Katie Lyn	186003006AC	Driver & Passenger Req. to wear seat belt	BF	25
Bradley, Taybree Jase	186003063AC	Failure to yield ROW approaching intersections	BF	100
Britton, Hannah Lorraine	186002888AC	Speed Limits Generally 41/30	D-TS	0
Brotherton, Quin Palmer	186003154AC	Speed Limits Generally 40/25	BF	195
Calafell Jr, Francisco	186002887AC	No display of current registration	D-Per Town's Motion	0
Carrillo Sanchez, Vanessa	186003095AC	Vehicle shall have at least 2 headlamps	BF	90
Cates, Richard A	186003124AC	Speed Limits Generally 47/30	BF	209
Cole, Kelsey Jean	JPD14674AB	Overtime Parking	BF	40
Collins, Madison	186002418AC	No Driver's license	BF	205
Collins, Madison	186002417AC	Speed Limits Generally 47/30	D-TS	0
Contreras Davila, Carlos I	186002682AC	Limitations on Backing	BF	90
Cook, Coby Shawn	186002920AC	Speed Limits Generally 46/30	D-TS	0
Crowe, Nicole Marie	186003148AC	No display of current registration	BF	140
Custer, Marty Shane	186002880AC	Public intoxication	BF	135
Easley, Joshua Luke	186002910AC	Speed Limits Generally 44/25	BF	223
Eddie, Lopez	186002868AC	Public intoxication	D-Per Town's Motion	0
Espejel, Nicolas	98836N	Animal control: Disturbing the peace	BF	100
Farrington, Margaret	186002500AC	Following too Close	BF	90
Flaherty, Victoria Marta	01462M	Speed Limits Generally 46/30	BF	212
Flengeris, Despina Effie	186002876AC	Criminal trespass	D-Per Town's Motion	0
Garcia-garcia, Salvador	186002963AC	Failure to maintain liability coverage	BF	280
Gee, Melissa Grace	186003212AC	No display of current registration	BF	140
Hamann, Jason Robert	186002932AC	Criminal trespass	BF	0
Hitchcock, Nicole Karina	186002790AC	Speed Limits Generally 41/25	BF	208
Hollman, Alexandra Perry	186003115AC	Speed Limits Generally 40/25	BF	195
Johnston, John Richard	186002928AC	Turning left at intersection	BF	90
Kussy, Melissa Marie	186002498AC	Shoplifting	BF	250
Lawler, Robert A	186002912AC	MPH over limit Bond 43/25	BF	216
Lederman, Ellen Carr	186002917AC	Limitations on Backing	BF	90
Leftwich, Kevin Braxton	186003008AC	Driver & Passenger Req. to wear seat belt	BF	25
Long, Shelly Maria	186002789AC	Speed Limits Generally 40/25	BF	195
Lupu, Andrei Alexandru	186002995AC	Stop Sign Violation	BF	150
Luskey, Randolph Kidder	186002420AC	MPH over limit Bond 41/25	BF	202
Malish, Anna M	186002855AC	Animal license required	BF	70
Malish, Anna M	186002853AC	Animals at Large	BF	100
Malish, Anna M	186002854AC	Animals: Rabies vaccination required	BF	500
Martinez, Pedro Hurtido	186003011AC	No Driver's license	BF	410
Meyer, Thaddeus Mark	98787N	Public intoxication	BF	135
Muskat, David Spencer	186003082AC	Stop Sign Violation	BF	140
Nelson, Andee	186003099AC	Speed Limits Generally 41/30	BF	167

Olveracortes, Prospero	186003021AC	Stop Sign Violation	BF	140
Patel, Aniket Mineshkumar	186002901AC	Speed Limits Generally 49/30	BF	223
Paustenbach, Dennis James	186002927AC	Failure to maintain liability coverage	D-Provided valid information	0
Perez Barba, Brayan Alexis	186002572AC	Speed too fast for conditions	BF	90
Reynos, Lyle James	186003119AC	No display of current registration	BF	140
San Fratello, David	186001343AC	Driving/Control of vehicle while intoxicated	DA - in accordance with WS 7-13-301	760
Schenk, Benjamin James	186002549AC	Failure to maintain liability coverage	D-Per Town's Motion	0
Schenk, Benjamin James	186002550AC	No display of current registration	D-Per Town's Motion	0
Shaffer, William Ralph	186002923AC	Speed Limits Generally 37/25	BF	184
Shelver, Chrysse M	01770M	No display of current registration	BF	150
Sotelo Gandara, Edmundo	186002938AC	Speed Limits Generally 44/30	BF	198
Szalay, Anna Christine	186002788AC	Speed Limits Generally 40/25	BF	195
Thompson, Ryan Richard	186003007AC	Driver & Passenger Req. to wear seat belt	BF	25
Tzompa Jimenez, Moises	186003133AC	No display of current registration	BF	75
Vargas, Manuel Noel	186002688AC	Stop Sign Violation	NC	0
Weiss, Hagen C	01022M	Urinating in Public	D-Per Town's Motion	0
Wilcox, Rebecca Leann	186003127AC	No display of current registration	BF	140
Xiques, Josie Le	186003052AC	Speed Limits Generally 45/30	BF	195
Zaccagnino, Leonard F	186002766AC	Interference with Police Department	D-Per Town's Motion	0
Zaccagnino, Leonard F	186002765AC	Public intoxication	D-Per Town's Motion	0

STAFF REPORT



Meeting Date:	January 18, 2021	Meeting Title:	Council Regular Meeting
Submitting Department:	Planning Department	Presenter:	Paul Anthony
Agenda Item:	P21-311 TEMPORARY SIGN PERMIT JH Classical Academy Open House 2/16	Public Comment:	Yes

Purpose & Policy Considerations.

To approve or deny a temporary sign not requiring a special event or exposition license under the Town's sign standards.

Requested Action.

The JH Classical Academy has requested to display one temporary banner under Section 5.6.1.C.4.c of the LDRs to advertise an open house (see attached for 96" x 144" vinyl).

- 105 Buffalo Way, Albertson's during:
 - February 6 – February 17, 2022

Section 5.6.1.C.4.c of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

Recommendations.

The Planning Director recommends approval based on finding that the request is consistent with the LDRs subject to the following conditions:

1. The use of site shall be granted by the property owner.
2. The sign shall not be located on the sidewalks or in the public right of way.
3. The sign is approved for the following location:
 - 105 Buffalo Way, Albertson's during:
 - February 6 – February 17, 2022

Background.

NA

Analysis.

NA

Alternatives (Optional).

NA

Fiscal Impact.

None

Staff Impact.

Preparation of this report took approximately 2 hours of staff time to process.

Attachments or Links.

Applicant Submittal

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

I move to **approve** temporary banner application (P21-311) for JH Classical Academy Open House 2/16, including the three conditions of approval recommended by the Planning Director in this staff report dated January 18, 2021.

Albertsons 96" x 144" vinyl



Academy in an Hour

Wednesday, Feb. 16
2:00-3:00 PM



**JACKSON HOLE
CLASSICAL ACADEMY**

2500 S Park Loop Rd jhclassical.org



TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department

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

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

EVENT NAME:

Event Name: Academy in an Hour Open House Physical Address of Event: 2500 S. Park Loop Road, Jackson, WY
Description of Event: 1-hr open house for families to tour our campus, visit classrooms, and meet teachers.
Grand Opening ☐ Yes ☒ No ☐

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: P.O. Box 7466 Phone: 307-201-5040
E-mail: Jackson, WY ZIP: 83002
bsemco@jhclassical.org Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Albertson's Grocery</u>	Business/Description: _____
Physical Address: <u>105 Buffalo Way, Jackson, WY</u>	Physical Address: _____
Dates of Display: <u>2/6/22 - 2/20/22</u>	Dates of Display: _____
Consent from Owner Obtained? Yes ☒ No ☐	Consent from Owner Obtained? Yes ☐ No ☐
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	Consent from Owner Obtained? Yes ☐ No ☐

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

Yes ☒ No ☐ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
96" x 144" vinyl banner in color
Yes ☒ No ☐ Installation specifications, and any structural details or specifications required for freestanding signs.
Hung from back of Albertson's using hooks.

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

Brittany Semco

Signature of Authorized Event Applicant

Brittany Semco

Applicant Name Printed

Nov. 30, 2021

Date

Marketing Coordinator

Title

Katelyn Page

From: Brittany Semco <bsemco@jhclassical.org>
Sent: Monday, January 3, 2022 11:44 AM
To: Katelyn Page
Subject: Re: Checking in on banner applications

EXTERNAL EMAIL from bsemco@jhclassical.org. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yes! We'll take it down the 17th, we just have to reserve it by the week with Albertson's. I should have written which day we'd be taking it down for you.

On Mon, Jan 3, 2022 at 12:55 PM Katelyn Page <KPage@jacksonwy.gov> wrote:

Brittany,

For the 2/16 event.... You requested 15 days for posting which is over the 14 day maximum.

Can I adjust the application so you remove the signage the day after the event on 2/17?

Let me know and I can include in my staff report.

Thanks,

Katelyn S. Page

Direct: (307) 734-3493

kpage@jacksonwy.gov

From: Brittany Semco <bsemco@jhclassical.org>
Sent: Monday, January 3, 2022 10:29 AM

STAFF REPORT



Meeting Date:	January 18, 2022	Meeting Title:	Council Regular Meeting
Submitting Department:	Planning Department	Presenter:	Paul Anthony
Agenda Item:	P21-313 TEMPORARY SIGN PERMIT JH Art Association Who Dunnit Art Show and Fundraiser	Public Comment:	Yes

Purpose & Policy Considerations.

To approve or deny a temporary sign not requiring a special event or exposition license under the Town's sign standards.

Requested Action.

The JH Art Association has requested to display one temporary banner under Section 5.6.1.C.4.c of the LDRs to advertise their Who Dunnit Art Show and Fundraiser (see attached for 6' x 2.5' vinyl).

- 105 Buffalo Way, Albertson's during:
 - February 23 – March 8, 2022

Section 5.6.1.C.4.c of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

Recommendations.

The Planning Director recommends approval based on finding that the request is consistent with the LDRs subject to the following conditions:

1. The use of site shall be granted by the property owner.
2. The sign shall not be located on the sidewalks or in the public right of way.
3. The sign is approved for the following location:

- 105 Buffalo Way, Albertson's during:
 - February 23 – March 8, 2022

Background.

NA

Analysis.

NA

Alternatives (Optional).

NA

Fiscal Impact.

None

Staff Impact.

Preparation of this report took approximately 2 hours of staff time to process.

Attachments or Links.

Applicant Submittal

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

I move to **approve** temporary banner application (P21-313) for JH Art Association Who Dunnit Art Show and Fundraiser, including the three conditions of approval recommended by the Planning Director in this staff report dated January 18, 2021.

Albertson's 6' x 2.5'



Dimensions: 6 feet tall x 2.5 feet wide

Material: canvas

Secured with: ratchet straps and/or zip ties



TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department

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

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

EVENT NAME:

Event Name: WhoDunnit? Physical Address of Event: 240 S Glenwood St
Description of Event: Anonymous art show & sale - fundraiser for the Art Association
Grand Opening ☐ Yes ☒ No

EVENT SPONSOR/APPLICANT: Name:

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

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: <u>Albertson's</u>	Business/Description: _____
Physical Address: <u>105 Buffalo Way</u>	Physical Address: _____
Dates of Display: <u>2/23/21 - 3/8/21</u>	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☒	Consent from Owner Obtained? Yes ☐ No ☐
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	Consent from Owner Obtained? Yes ☐ No ☐

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

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

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


Signature of Authorized Event Applicant
Kaylee Pickett
Applicant Name Printed

12/6/21
Date
Event Coordinator
Title

Katelyn Page

From: Kaylee Pickett <kaylee@artassociation.org>
Sent: Wednesday, December 29, 2021 9:58 AM
To: Katelyn Page
Cc: Annette Langley
Subject: Re: Who Dunnit Temp Sign

EXTERNAL EMAIL from kaylee@artassociation.org. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Katelyn,

Thank you for catching that! Apologies - we had to make a last minute change to the event date, which is reflected in the actual permit dates (2/23 - 3/8).

Should I resubmit the poster mock up document with those dates?

Best,

On Wed, Dec 29, 2021 at 9:46 AM Katelyn Page <KPage@jacksonwy.gov> wrote:

Hi Kaylee,

I might have missed an email over the holidays..... but can you clarify your requested dates for the Art Association Who Dunnit?

The poster mock up says 2/15/22-3/1/22

And your permit application says 2/23/21-3/8/21

Thanks,

Katelyn S. Page, LEED AP BD+C

Associate Planner

Town of Jackson

(307) 733-0440 x1302

Direct: (307) 734-3493

STAFF REPORT



Meeting Date:	January 18, 2021	Meeting Title:	Town Council Special Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: Natural Selection Tour	Public Comment:	Yes

Purpose & Policy Considerations.

The Mayor and Council approve all special event applications requesting the use of public property on behalf of the Town of Jackson.

Requested Action.

Staff is requesting Town Council to consider the special event application submitted by the Natural Selection Tour for the Natural Selection Tour taking place from January 23-30, 2022.

Recommendations.

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

Background.

The applicant, Natural Selection Tour, hosts an annual snowboarding event each winter. The on-mountain portions are held at Jackson Hole Mountain Resort. The tour also includes additional venues in the town of Jackson including events inside of the Center for the Arts.

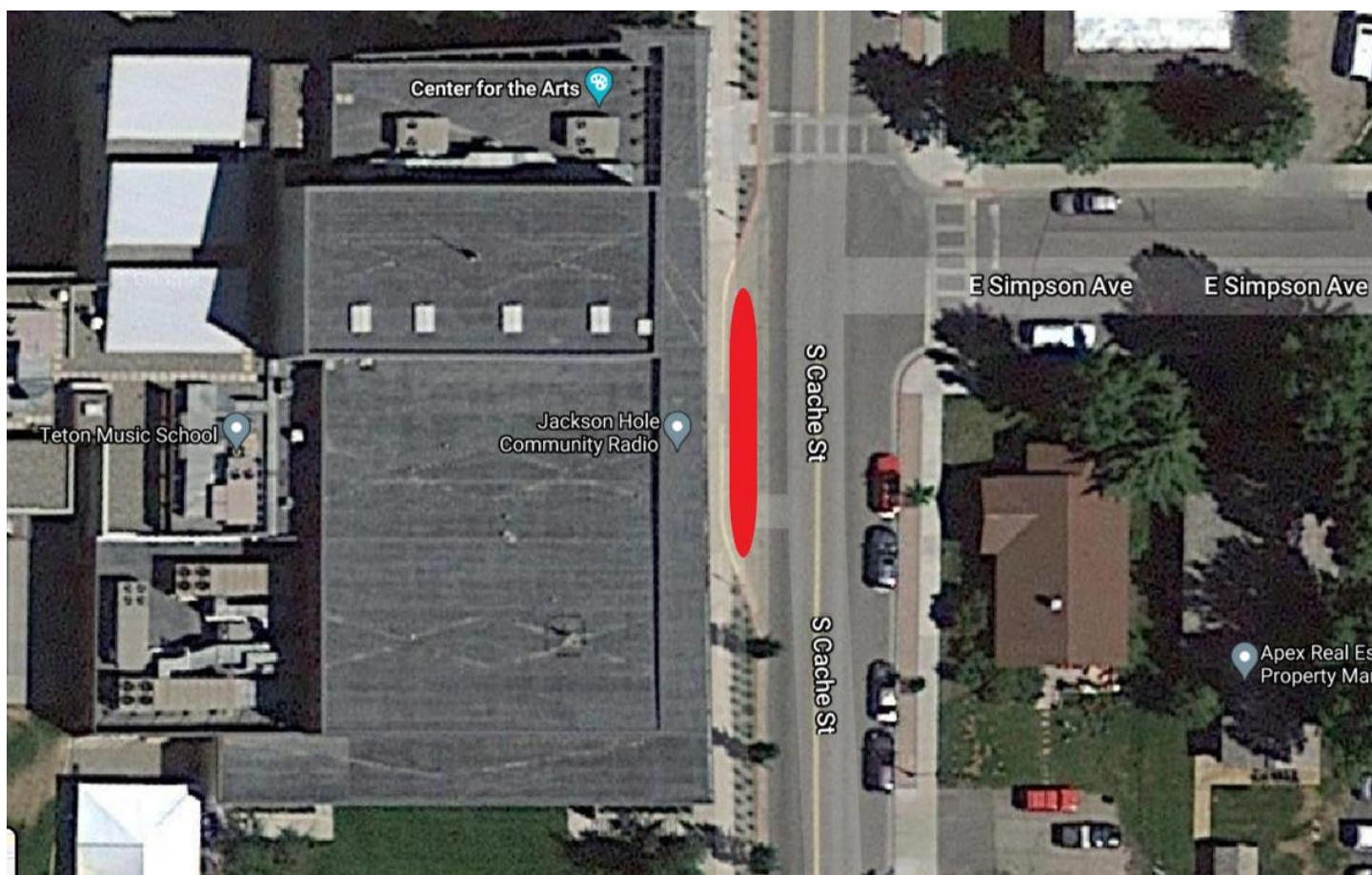
The applicant is requesting the use of the temporary parking area located directly in front of the Center for the Arts building between the dates of January 23 -30 between the hours of 5:30 P.M. and 10:00 P.M. The area is highlighted in red in the map below.

The request is to reserve the space for a converted Airstream RV which is owned by Backcountry.com. This Airstream has been converted into a mobile merchandise space. The natural selection is also seeking permission to obtain an Exposition License which would allow merchandise sales to take place inside of the converted Airstream. As per the Municipal Code, in order for public space to be utilized for the purpose of sales an Exposition License must be obtained and the organization making the request must either be a non-profit or the event must be sponsored by a non-profit. The Center for the Arts has agreed to sponsor this event.

The Airstream would be removed each evening following the event so as not to interfere with Town plowing efforts.

Requests:

1. Reserved parking in the temporary parking spaces located directly in front of the Center for the Arts building between the dates of January 23 and January 30 between the hours of 5:30 P.M. and 10:00 PM.
2. An Exposition License allowing Backcountry.com to sell merchandise from a converted Airstream RV while it is parked in the temporary parking spaces in front of the Center for the Arts between the dates of January 23 and January 30 between the hours of 5:30 P.M. and 10:00 P.M.



Analysis.

The application has been submitted for review and comment to all Town departments. No concerns were raised.

Possible Alternatives.

The applicant has not provided any possible alternatives.

Comprehensive Plan & Priority Alignment.

Special events align within the Comprehensive Plan & Community Priority Goals in addressing Town as Heart of the Region – The Central Complete Neighborhood: The Town of Jackson will continue to be the primary location for jobs, housing, shopping educational and cultural activities.

Principle 4.4 – Enhance civic spaces, social functions, and environmental amenities to make Town a more desirable Complete Neighborhood. The Town has traditionally served as the cultural, social and civic hub for Teton County and the region.

Policy 4.4.a: Maintain and improve public spaces, Policy 4.4.c: Continue traditions and community events.

Fiscal Impact.

\$150: a \$27 Special Event Application Fee and a \$123 Exposition License Fee.

Staff Impact.

Staff has taken approximately 2-4 hours processing and distributing the application as well as preparing and reviewing the staff report.

Conditions and Restrictions.

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

1. The applicant shall adhere to all federal, state or local health orders in place throughout the period of operation.
2. The applicant will work with the Teton County Health Department in efforts to implement practices that help mitigate the potential spread of COVID-19.
3. Insurance: An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and states that coverage is primary and non-contributory is required for every event **at least ten days prior to the event**. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney.
4. All power cords that cross walkways shall be taped and secured to avoid a tripping hazard.
5. All event banners shall be subject to the approval of the Planning and Building Department.
6. Applicant shall abide by all Fire Department restrictions and specifications.
7. The applicant and all participants shall conduct all activities in a responsible, professional and timely manner.
8. The mobile merchandise converted Airstream is only allowed to park in the described space between the hours of 5:30 P.M. and 10:00 P.M. between the dates of January 23 and January 30.
9. The mobile merchandise Airstream must be moved each evening directly following the event.
10. No alcohol is to be sold or served from the mobile merchandise Airstream.
11. Clean-up will be conducted by the applicant after each evening of use.

Attachments or Links.

Special Event Application

Image of Converted Airstream

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

I move to approve the special event application made by the Natural Selection Tour to host the Natural Selection Tour as requested in their application, subject to the conditions and restrictions listed in the staff report.



Special Event Application

Submit Completed Document To:

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

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



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

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

APPLICANT INFORMATION

Name of Event: Natural Selection Tour

Name of Organization: Natural Selection Tour

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

Mailing Address: PO Box 687

City: Wilson State: WY Zip Code: 83014

Name of Person Completing Application: Jeff Stein

Email Address: Jeff@naturalselectiontour.com

Work Phone: 307-690-5997 Cell Phone: 307-690-5997

EVENT INFORMATION

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

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

As the official retail partner of Natural Selection Tour, Backcountry.com would like to park their _____

Location of Event: Center For the Arts Alternative Location: _____

Date(s) of Event: 1/23-30th, 2022 Event Operating Hours: 5:30pm-10pm

Event Set Up Begins Date: January 23, 2022 Time: 5:30pm

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

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 500 Total Event: 2500

Special Considerations (check all that apply):

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

Event Co-Sponsor (s): Center For the Arts

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

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

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

Name: Brantley Sydnor Cell Phone: 307-690-8776

EVENT SITE PLAN

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

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

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

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

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

☒ Yes ☐ No

Area of Closure Request

Date(s)

Start Time

End Time

S. Cache St. curbside loading area at entry to Center for the Arts Box Office/Theater.

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

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

☐ Yes ☒ No

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

Will the event closure requests impact any START Bus routes?

☐ Yes ☒ No

If "Yes", which routes will be impacted? Has START Bus been contacted about this impact?

Route Description: _____ START Bus contacted?

☐ Yes ☒ No

RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures, parking space closures, or sidewalk closures or may cause disruption for the Town of Jackson residents, businesses, churches, etc. may be required to mail or hand deliver notification to the affected parties within a two block radius at least one week prior to the event's Town Council consideration meeting. Notices must reflect the date(s), day(s), time(s) and location(s) of the event, types of activities taking place at the event, the event coordinator's contact information and the date and time of the Town Council meeting.

Have you provided a sample of the notice and a proposed list of recipients?

☐ Yes ☒ No

Special Event Application

TOWN EQUIPMENT REQUESTS

Indicate the type and the quantity of items that you are requesting:

0 _____ Large Street Barricades	0 _____ "Road Closed" Street Signs
0 _____ Small Sidewalk Barricades	0 _____ "Local Traffic Only" Street Signs
0 _____ 28 Inch Street Cones	0 _____ "Detour" Street Signs
0 _____ Candlestick Cones	0 _____ 32-Gallon Recycling Bins

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

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

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

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

TOWN SERVICES REQUESTS

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

POLICE DEPARTMENT

(307) 733-1430

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

Please describe in detail your request: _____

The Chief of Police determines if police services will be needed at the special event for public safety concerns. The Chief of Police will also determine the number of police officers to staff the event. Fees may be associated with the need for additional police services at the event.

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request

PARKS AND RECREATION DEPARTMENT (307) 732-5753

☐ Irrigation Locates - Any event placing stakes in turf must obtain irrigation locates.

☐ Electricity Access

☐ Turf / Tree Care - Any additional mowing, raking, trimming or spraying needs.

☐ Additional Public Restroom Cleaning

Please describe in detail your request: _____

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

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

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

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: _____

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: _____

VOICE / MUSIC AMPLIFICATION REQUESTS

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

If "Yes", please indicate times: Start Time: _____ Finish Time: _____

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

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

SIGN or BANNER REQUESTS

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

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

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

INSURANCE REQUIREMENTS

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

A certificate of insurance is attached: ☒ Yes ☐ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

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

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

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

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

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

If "No", please explain: _____

Portable restrooms may not be located within 50 feet of any food vendor.

Restroom Company: _____

Restroom Drop off / Pick Up Date for Drop Off: _____ Time for Drop Off: _____

Date for Pick Up: _____ Time for Pick Up: _____

ALCOHOL

Will there be alcoholic beverages at the event? ☐ Yes ☒ No

Will you be offering any alcoholic beverages besides beer? ☐ Yes ☒ No

If "Yes", what will be offered in addition to beer? _____

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

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☒ Yes

☐ No

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

Please describe any sales activity at your event:

Natural Selection and Backcountry.com products, Limited Edition Yeti Tumblers, Posters and Official Natural Selection Tour merchandise.

Will any food or beverages be sold at your event?

☐ Yes

☒ No

If "Yes", you will need to contact the Teton County's Department of Environmental Health prior to the event (307) 732-8490.

TRASH REMOVAL PLAN

All events are required to have a plan for the collection removal of trash during and after the event. The trash receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the waste removal plan. ***For assistance with formulating a Trash Removal Plan please contact Integrated Solid Waste and Recycling at (307) 732-5771.***

Will you be using a waste company for your waste removal plan?

☐ Yes

☒ No

If "Yes", which company will you be using? _____

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

When will the trash receptacles be delivered? _____

When will the trash receptacles be picked up and removed from site? _____

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

There will be no trash generated from the sales out of the Airstream

Applicants are responsible for cleaning and restoring the site immediately following the event. Please pick up all trash associated with your event including, but not limited to paper, bottles, cans, signs, course markings, etc. The cost of any employee overtime incurred because of an applicant's failure to clean / restore the site following the event will be borne by the applicant and will be considered in future application requests. If you believe that no litter will be generated during your event please state this in your plan.

Special Event Application

SUSTAINABLE EVENT PLANNING

The Town of Jackson encourages all special events to strive to be sustainable in our community and for our environment. We have partnered with the **Teton County Integrated Solid Waste and Recycling (ISWR)** to offer opportunities to help your special event to be as "green" as possible. Opportunities available:

- ☐ Rental / Use of Recycling Bins for Special Events
- ☐ Use of JH20 Water Bottle Refilling Station for Special Events
- ☐ Consultation on Conducting Green Special Events

Please contact the Waste Diversion and Outreach Coordinator at ISWR at 307-732-5771.

RECYCLING PLAN

All events are required to have a plan for the collection and removal of recyclable materials during and after the event. The recycling receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the recycling collection and removal plan. ***For assistance with formulating a Recycling Plan please contact Teton County Integrated Solid Waste and Recycling (ISWR) at (307) 732-5771.***

Will you be using a company for your recycling plan?

☐ Yes

☒ No

If "Yes" which company will you be using? _____

How many recycling receptacles will they (or you) supply for your event? _____

When will these recycling receptacles be delivered? _____

When will recycling receptacles be picked up and removed from site? _____

Describe your plan for collection and removal of recyclable materials during your special event:
No food or drink products will be sold.

Applicants are responsible for cleaning and restoring the site immediately following the event. If you believe that no recyclable materials will be generated during your event please state this in your plan. For a list of recyclables and how they need to be sorted, or for information about where the recycling bins are located call ISWR (307) 732-5771.

Special Event Application

SIGNIFICANT EVENT CHANGES

Has this event been approved in the Town of Jackson in previous years?

☐ Yes

☒ No

If "YES" please indicate any significant changes to the event request since its last approval:

STANDARD CONDITIONS OF APPROVAL

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

GENERAL

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

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

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

Initials: JS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

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

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

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

STREETS

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

SIDEWALKS

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

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

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

POWER / ELECTRICAL

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

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

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

ADDITIONAL PERMIT & LICENSE FEES

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

Initials: JS _____

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

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

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

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

PORTABLE RESTROOMS

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

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

INSURANCE

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

FOOD / VENDING

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

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

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

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

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

Initials: JS _____

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

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

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

No alcohol shall be served in bottles or glass containers.

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

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

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

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

TOWN PARKS

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

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

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

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

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

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

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

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

Initials: JS _____

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

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

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

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

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

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

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

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

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

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

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

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

FAIR GROUNDS / RODEO GROUNDS

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

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

Initials: JS _____

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

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

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

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

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

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

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

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

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

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

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

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

APPLICANT: _____

Signature

APPLICANT: Jeff Stein

Printed Name

DATE: 01/10/2022

TITLE: Director of Art and Entertainment

STAFF REPORT



Meeting Date:	January 18, 2022	Meeting Title:	Regular
Submitting Department:	Pathways	Presenter:	Brian Schilling
Agenda Item:	Consideration of a Resolution (or Letter of Support) for the Designation of US Bicycle Route 76	Public Comment:	Yes

Purpose & Policy Considerations.

To consider the approval of a letter of support to the Wyoming Department of Transportation in support of the designation of US Bicycle Route 76 through Teton County and the Town of Jackson.

Requested Action.

Approve the letter of support to WYDOT for the US Bicycle Route 76 designation through the Town utilizing a combination of Town of Jackson streets and the Town of Jackson pathway system.

Recommendations.

Staff recommends approval of the route designation. A recommendation on the development and implementation of a signage plan would require further evaluation by staff (note: installation of signage is recommended but not required, so the Town can authorize designation of the route without having to commit to doing signage).

Background.

The U.S. Bicycle Route System (USBRS) is a developing national network of bicycle routes led by the American Association of State Highway and Transportation Officials (AASHTO) and the Adventure Cycling Association (ACA). Designation of a U.S. Bicycle Route means that the State Department of Transportation (DOT) and all jurisdictions along the route have given their support to mapping and signing the route. To date, 17,873 miles of U.S. Bicycle Routes have been established in 31 states.

The ACA is currently working with the Wyoming Department of Transportation (WYDOT) and other states on the designation of US Bicycle Route 76, which runs from Oregon to Virginia and will pass through Wyoming, including through Teton County and the Town of Jackson. All states east of Colorado have already designated the route and ACA is working with WY, CO, ID, and OR to get it designated in those states.

Pathways staff has worked with ACA to define the proposed route through Teton County and the Town of Jackson (see the detailed description and the link to the map below). Some of the route is proposed to be located on facilities that are managed and operated by the Town of Jackson and/or Teton County. As such, concurrence by the Town of Jackson and Teton County is required in order for WYDOT to approve the route and officially designate it.

Additional information on the US Bicycle Route System is available at:

<https://www.adventurecycling.org/routes-and-maps/us-bicycle-route-system/designation/>

Proposed Route:

Pathways staff provided input to ACA on the sections in Teton County and the Town of Jackson in order to select a route that balances safety, directness, access to services, and maximizing use of the existing and future pathways system. Long-distance touring cyclists are generally experienced riders who are comfortable

riding on road shoulders and mixing with motor vehicle traffic. Use of shared-use paths is encouraged if they can be included in the route without a major detour from the most direct option.

Map of Wyoming portion: <https://ridewithgps.com/routes/36770317>

Description of route on Teton County/Town of Jackson facilities (from the north):

Mile 0.0: North 89 Pathway at Gros Ventre River. Follows the pathway from Grand Teton National Park to the Town of Jackson (Flat Creek @ North Park).

Mile 5.8: Merge onto N. Cache St.

Mile 6.8: Right turn onto Snow King Ave.

Mile 7.9: Left turn onto Scott Lane

Mile 7.9: Right Turn onto Maple Way

Mile 8.0: Left Turn onto Elk Run Lane

Mile 8.1: Left Turn onto Garaman Pathway. Follow Garaman Pathway along Flat Creek to Gregory Lane.

Mile 9.2: Cross Gregory Lane to School Pathway. Continue on School Pathway to Middle School Road/South Park Loop.

Mile 10.1: Cross South Park Loop to Indian Trails Pathway. Continue on Indian Trails Pathway to WY22.

Mile 11.3: Turn Left onto Path 22. Continue on Path 22 to Stilson Ranch.

Mile 14.2: Turn Left onto Centennial Pathway at Stilson Ranch. Continue on Centennial Pathway to HHR Ranch Rd.

Mile 15.4: Turn Left onto HHR Ranch Rd.

Mile 15.5: Turn Right onto WY22 (WYDOT jurisdiction).

Mile 16.0: Cross WY22 in downtown Wilson to access Millennium Pathway. Follow Millennium Pathway up Teton Pass to Trail Creek Rd.

Mile 17.1: Merge Left onto Trail Creek Rd.

Mile 18.0: Continue up Old Pass Rd. (US Forest Service jurisdiction)

Mile 21.5: Continue straight on Teton County Pathway at end of Old Pass Rd. (top of Teton Pass)

Mile 21.7: Teton Pass parking area – end of Teton County/Town of Jackson jurisdiction.

Analysis.

Designation of this route would not have a significant impact on the Town of Jackson. There would likely be a very minor increase in the number of cyclists coming through Jackson as a result of this route designation and there would be minor economic benefits to the community. Teton County Road and Levee and the Town of Jackson Public Works Department have been informed of the proposed route.

Alternatives (Optional).

The Council could opt to revise the proposed route through Town or could opt to not approve the route designation.

Comprehensive Plan & Priority Alignment.

Principle 2.3— Reduce greenhouse gas emissions through transportation.

Policy 2.3.a: Meet future transportation demand through the use of alternative modes

Policy 2.3.b: Create a safe, efficient, interconnected multimodal transportation network

Principle 6.1—Measure prosperity in natural and economic capital.

Policy 6.1.b: Promote eco-tourism

Policy 6.1.c: Establish an identity as a “green” Community

Policy 6.2.e: Promote Federal and State partnerships

Principle 7.2— Reduce greenhouse gases from vehicles to below 2012 levels

Policy 7.2.b: Discourage use of single-occupancy vehicles

Fiscal Impact.

Any fiscal and staff impact would be primarily related to route signage. Installation of signage identifying the route is recommended but not required. The Town of Jackson would be responsible for developing a signage plan (identifying locations) and installing signage. Depending on the amount of signage needed, this would have minor to moderate fiscal and staff impacts. It is estimated that primary sign panels and supplemental plaques will cost up to \$100 per location. Signs placed on existing posts will require minimal hardware and labor, but new post installations will require additional materials (posts) and labor (digging).

Staff Impact.

Pathways staff has spent approximately 3 hours on route development and correspondence with ACA. There would be staff impacts for Pathways staff and Parks and Rec staff related to development and installation of signage.

Attachments or Links.

- Draft Letter of Support

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

I move to approve the attached Letter of Support to the Wyoming Department of Transportation in support of designating US Bicycle Route 76 through the Town of Jackson.

U.S. Bicycle Route System
Letter of Support

To: David M. Herdt
Local Programs Coordinator
Wyoming Department of Transportation
5300 Bishop Blvd.
Cheyenne, WY 82009-3340
307-777-4862
david.herd@wyo.gov

Dear David,

The Town of Jackson would like to offer its support for the designation of proposed U.S. Bicycle Route 76 (USBR 76) through Jackson and Teton County. We recognize that bicycle tourism is a growing industry in North America, contributing over \$50 billion a year to the economies of communities that provide facilities for such tourists. As a city, we stand to benefit from this opportunity both economically and from the health and environmental-related benefits of encouraging bicycle travel in our region.

The American Association of State Highway and Transportation Officials (AASHTO) has designated a bicycle route corridor through Wyoming to be developed as USBR 76. Teton County and Jackson lie within that corridor and we have investigated the proposed route and found it to be suitable for bicycle tourists.

I am contacting you to indicate our support for designating USBR 76 through Teton County and Jackson.

The proposed route for USBR 76 will provide a benefit to our city and county and we endorse having the route mapped and signed, thereby promoting bicycle tourism in our area. Therefore, the Town of Jackson hereby expresses its support for the designation USBR 76, and requests that the appropriate officials nominate the route for AASHTO designation as soon as this can be achieved.

Sincerely,

Hailey Morton-Levinson
Mayor, Town of Jackson

STAFF REPORT



Meeting Date:	January 18, 2021	Meeting Title:	Town Council Special Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	COVID-19 Special Event Policy	Public Comment:	Yes

Purpose & Policy Considerations.

To consider changes to the Town's Special Event Policy with COVID-19 Considerations ("Special Event Policy").

Requested Action.

Staff is requesting Town Council to revisit the special event policy.

Recommendations.

The initial special event policy was approved in February of 2021. This policy was reassessed on August of 2021 with no changes. The COVID-19 landscape has changed over the course of this time. Staff is recommending that Town Council reevaluate the current COVID-19 policy for special event within the Town of Jackson. In light of the availability of inoculations, the absence of any state or local health currently orders in place, the fact that all Town special events occur in outdoor venues and the understanding that every event is unique with different risk levels, staff recommends removing the special event policy with COVID considerations and direct staff to approach each special event on a case-by-case basis while working with the event organizers and the Teton County Health Department to ensure that appropriate steps are being taken to reduce the spread of COVID-19.

Background.

The initial COVID-19 policy for special events was adopted in February of 2021 in an effort to give event organizers additional information and potentially allow for consistency in expectations. This special event policy was reassessed in August of 2021 without changes to the initial policy. Staff is bringing this item back in front of Town Council as the county-wide mask order has been lifted and there is no longer any state or local health orders in place.

Analysis.

All of the special events which the Town Council considers take place in outdoor venues. According to the CDC's Pandemic Guidelines for Travel and Events: "Indoor events, especially places with poor ventilation, pose more risk than outdoor events." The CDC also recommends that "Event planners should work with state and local health officials to implement this guidance, adjusting to meet the unique needs and circumstances of the local community."

One of the reasons that the Town Council initially adopted a Special Event Policy with COVID-19 Considerations was to provide event planners with some sense of expectations and consistency. Since this time, all state and local health orders have been lifted. Other gatherings outside of Town public spaces continue to happen both indoors and outdoors. Over the course of the pandemic Town staff has worked with event planners and the Teton County Health Department in order to help reduce the spread of COVID-19 at special events within the Town of Jackson. Every event is different and unique. All events have different levels of possible exposure. It is challenging to have a 'one size fits all' policy. Town staff will continue to work with the Teton County Health Department and event planners to take measures to reduce the potential spread of COVID-19.

Possible Alternatives.

There are four possible alternatives to consider:

1. Withdraw the current Special Event Policy and continue to have Town staff to work directly with the Teton County Health Department and event organizers to take measures to reduce the potential spread of COVID-19.

2. Take no action and the current Special Event Policy With COVID-19 Considerations will remain in place.
3. Readjust the current Special Event Policy to a less restrictive format as set forth in this August 2, 2021, staff report.
4. Readjust the current Special Event Policy to a more restrictive format as set forth in this August 2, 2021, staff report.

Comprehensive Plan & Priority Alignment.

Special events align within the Comprehensive Plan & Community Priority Goals in addressing Town as Heart of the Region – The Central Complete Neighborhood: The Town of Jackson will continue to be the primary location for jobs, housing, shopping educational and cultural activities.

Principle 4.4 – Enhance civic spaces, social functions, and environmental amenities to make Town a more desirable Complete Neighborhood. The Town has traditionally served as the cultural, social and civic hub for Teton County and the region.

Policy 4.4.a: Maintain and improve public spaces, Policy 4.4.c: Continue traditions and community events.

Fiscal Impact.

None.

Staff Impact.

Staff has taken approximately 2-4 hours preparing and reviewing the staff report and considering this item.

Attachments or Links.

Current Special Event Policy with COVID-19 Considerations.

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

Alternative #1:

I move to withdraw the current Special Event Policy and continue to have Town staff to work directly with the Teton County Health Department and event organizers to take measures to reduce the potential spread of COVID-19.

Alternative #2:

No action (the current Special Event Policy With COVID-19 Considerations will remain in place).

Alternative #3:

I move to readjust the current Special Event Policy to a less restrictive format.

Alternative #4:

I move to readjust the current Special Event Policy to a more restrictive format.

Town of Jackson
Special Event Policy with COVID-19 Considerations
Approved: February 23, 2021

This special event policy takes into consideration Teton County's COVID-19 Risk Levels (High, Substantial, Moderate, and Low). This policy does not apply to events exempt from Special Event permitting in accordance with Jackson Municipal Code § 12.28.040.D.

The Town of Jackson special event policy with COVID-19 consideration states the following:

1. Small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during **Red (High)** Risk Level as determined by the Teton County Health Department. These event plans must undergo review by the Teton County Health Department.
2. Medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during **Orange (Substantial)** Risk Level as determined by the Teton County Health Department. These event plans must undergo review by the Teton County Health Department.
3. Large-sized, medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during **Yellow (Moderate)** Risk Level as determined by the Teton County Health Department. These event plans must undergo review by the Teton County Health Department.
4. Large-sized, medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during **Green (Low)** Risk Level without Teton County Health Department review.
5. Definitions of event sizes and types:
 - a. Virtual, drive-by and drive-in events involve events held on-line and/or in a manner with little or no contact between people from different households. Lowest risk.
 - b. Small-sized events are gatherings of less than 100 people. More risk.
 - c. Medium-sized events are gatherings of 100 – 500. Higher risk.
 - d. Large-sized events are gatherings of more than 500 people where it is difficult for individuals to remain spaced at least 6 feet apart. Highest Risk.

	COVID RISK LEVEL			
	Green	Yellow	Orange	Red
Large-Sized Events Allowed (>500 people)	Yes	Yes	No	No
Medium- Sized Events Allowed (100 -500 people)	Yes	Yes	Yes	No
Small- Sized Events Allowed (<100 people)	Yes	Yes	Yes	Yes
Virtual And Drive-By/Drive-In Allowed	Yes	Yes	Yes	Yes
The policy does not apply to events exempt from Special Event permitting in accordance with Jackson Municipal Code § 12.28.040.D.				

STAFF REPORT



Meeting Date:	January 18, 2022	Meeting Title:	Regular Meeting
Submitting Department:	Pathways	Presenter:	Brian Schilling
Agenda Item:	Recommendations on E-bike and Pathway Safety	Public Comment:	Yes

Purpose & Policy Considerations.

Presentation of recommendations from the Pathways Task Force and Town staff on pathway education, regulations and infrastructure measures to address public safety and e-bikes on pathways.

Requested Action.

Council will consider the recommendations from the Pathways Task Force and will approve a provisional list of recommended actions. Council will direct staff to bring back an implementation plan for consideration at a future Council meeting that identifies detailed fiscal and staff impacts based on the provisional list.

Recommendations.

Staff recommends that the Town Council provide direction to Staff on the suggested actions from the Task Force and direct staff to develop an implementation plan to bring back to Council. The implementation plan would provide a detailed analysis of projected staff and fiscal impacts of the provisional list of recommended actions.

Background.

At the September 20, 2021, regular Town Council meeting during Matters from Council, a motion was made by Councilwoman Sell Chambers and seconded by Mayor Morton-Levinson to direct staff to present the following at a meeting by January 31, 2022:

“Recommendations for implementing speed limits on pathways within the Town of Jackson city limits; and Recommendations for putting up new signage regarding speed and safety on pathways within the Town of Jackson city limits; and Recommendations for additional measures to address public safety and e-bikes and bikes on pathways.”

Since then, the Pathways Task Force has discussed the above request at several meetings and has developed the following list of recommendations for this (January 18, 2022) Town Council meeting. The Task Force discussed a wide range of options across a variety of categories and conducted background research on strategies for addressing pathway safety that are currently being used both locally and in other locations. The recommendations below reflect a small subset of all the options considered.

Summarized Recommendations

- **Education-based recommendations**
 - The Town would support efforts by Friends of Pathways and Teton County School District to provide expanded e-bike and bicycle safety education programs at Jackson Hole Middle School and possibly other schools. Town support could be in the form of allocating staff resources from the Pathway program and Jackson Police Department to prepare and implement education programs, or by providing funding assistance for implementation by a third-party.
 - The Town would work with local bicycle shops to implement a short (e.g. 3-5 minute) education program on pathway safety that is mandatory for anyone renting or purchasing a bike.

- Police Department involvement would likely not be needed for the bike rental shop outreach but would be beneficial to the school-based programs.
- **Regulatory recommendations**
 - Establish a 15-mph speed limit on Town of Jackson pathways with careful consideration given to enforcement location, timing, funding, and equity. This speed limit would only apply to pathways shown on the attached map. Speed limits on town streets are determined by a separate ordinance and are applicable to all vehicles, including motor vehicles and bicycles.
 - Establish a requirement that e-bike riders must be at least 16 years old in order to transport passengers.
 - Both regulatory recommendations carry significant impacts to law enforcement, court, and legal staff.
- **Infrastructure recommendations**
 - Implement traffic calming measures to reduce speeds in specific problem areas.
 - One known area is the pathway that runs through the ball field areas between JH Middle School and Colter Elementary School.
 - Traffic calming suggestions include:
 - Pavement textures or types to indicate slow zones
 - Chicane gates that require users to slow down upon entering slow zones
 - Signage
 - The Task Force noted concerns about excessive signage and “sign pollution” on Town pathways but acknowledged that signage would be needed to inform users of speed limits and potentially other pathway usage rules.

Analysis.

Over the last several years there has been a growing concern and discussion around pathways safety in general and around e-bike safety in particular. Pathways staff has heard many different ideas and opinions voiced from a number of sources about what the best solutions are. The suggestions vary widely in practicality, cost, and effectiveness, but there does seem to be widespread consensus that some type of action is warranted.

For the Task Force discussion, staff encouraged the board to focus on the relative effectiveness of measures and to not restrict or eliminate ideas because of concerns about implementation or impacts to existing Town resources. Staff feels that the Task Force effectively balanced practicality and effectiveness in their recommendations, and that the board did a thorough job of reviewing background information and examples from other municipalities that are wrestling with the same issues. The Task Force discussion also highlighted potential concerns of enforcement equity and ensuring equal access to our pathway system, and they requested that this concern be kept in the discussion and implementation moving forward. Pathways staff concurs with the recommendations from the Task Force.

There are law enforcement considerations that would need to be addressed and legal work that would need to be accomplished for the regulatory measures. These can be explored in more detail based on Council direction.

Alternatives (Optional).

Council could propose changes to the list.

Comprehensive Plan & Priority Alignment.

This topic addresses multimodal transportation issues and public safety, both of which are highlighted in the Comprehensive Plan.

Fiscal Impact.

Fiscal impact could be moderate to high, depending largely on the amount of staff time and enforcement resources allocated to the effort. The education-based efforts could range from relatively low cost (for a simple cost share to help fund education and outreach performed by a separate organization such as Friends of Pathways) to high cost if Town

Pathways staff and law enforcement staff are expected to take on much of the work to develop and implement an education program(s). The regulatory measures would be relatively low cost to develop but would require funding for public information along with significant costs for enforcement if desired. The infrastructure recommendations would have a moderate cost—replacing pavement would be the high end (several to tens of thousands of dollars per location), chicanes would be moderate (a couple thousand per location), and signs would be low to moderate at several hundred dollars per location but would require numerous installations system-wide.

The much larger potential for significant costs is likely related to the need for additional Police Department staff if increased enforcement for the regulatory recommendations or assistance from the Police Department for school-based educational programs was included in the implementation.

Staff would develop specific cost estimates as part of an implementation plan. The Lodging Tax is a possible funding source for many of the recommendations.

Staff Impact.

For any of the recommendations there would be impacts, potentially major, to Pathways staff. The education elements could create significant impacts to Pathways staff and enforcement staff if these items are expected to be implemented by staff. An option to reduce impact to Pathways staff would be to contract with Friends of Pathways or other organizations/individuals to implement the education items. Education programs are not included in the Pathways staff work plan for this year and adding it to next year's plan would require shifting other responsibilities elsewhere.

Law enforcement staff would be heavily impacted by implementation of the regulatory recommendations and the school-based educational programs. Both measures would require additional Police Department staff. There could be significant and ongoing impacts based on added responsibilities for enforcing speed limits, age restrictions, or other e-bike regulations. The number of additional staff needed would be determined by the level of additional enforcement and outreach efforts which would be identified in the implementation plan based on Council direction. Police Department staff, to include front desk, administration, patrol and Community Services Officers would likely be directly impacted with clarifying questions from the public. A significant collaborative public outreach program ahead of any implementation will be necessary.

Regulatory measures would also impact court, legal, and public information staff to varying degrees. Legal work is required if Council directs staff to implement the regulatory measures recommended herein, assistance from public information staff would be needed for both educational and regulatory actions, and the Municipal Court will process citations that are ultimately issued.

Parks and Recreation staff and/or Town Public Works staff would be impacted by the signage and other infrastructure elements.

Attachments or Links.

1. Town of Jackson Pathways Map
2. Examples of Chicane Gates and Textured/Colored Pathway Treatments

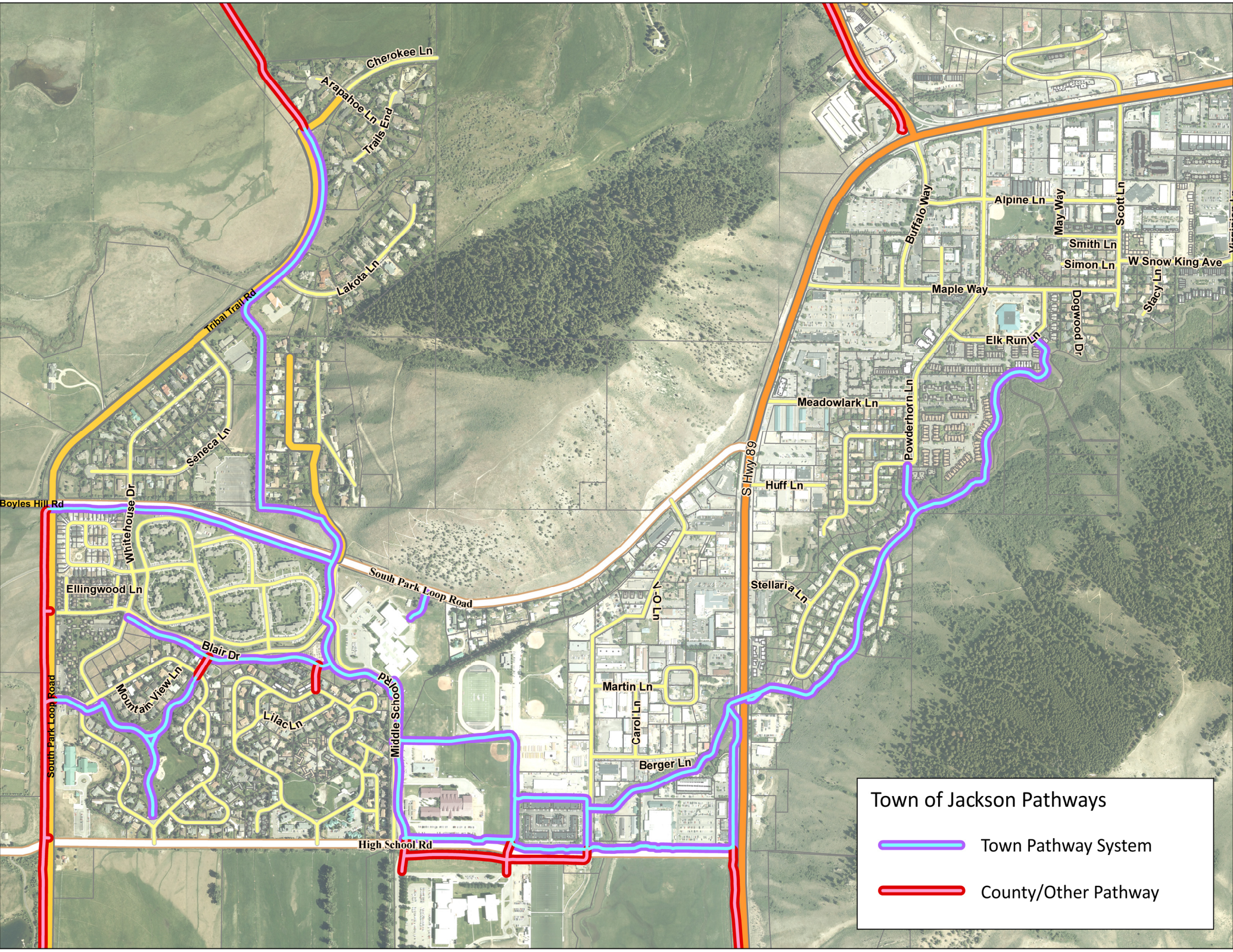
Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*

I move to direct staff to prepare an implementation plan for Council consideration that identifies the fiscal and staff impacts of the following recommendations, as discussed at this meeting:

1. Educational;
2. Regulatory; and
3. Infrastructure.

Examples of Chicane Gates and Textured/Colored Pathway Treatments





Town of Jackson Pathways

- Town Pathway System
- County/Other Pathway

STAFF REPORT



Meeting Date:	January 18, 2021	Meeting Title:	Council Regular Meeting
Submitting Department:	Planning Department	Presenter:	Tyler Valentine
Agenda Item:	P21-268 Sketch Plan for a new 67,000 sf mixed-use building at the properties addressed at 50 S. Cache Street and 45 & 75 E. Pearl Avenue	Public Comment:	Yes

****This staff report is mostly unchanged from the staff report for January 10, 2022, Council meeting. However, please see pages #1-2, and pages #10-12 for new/updated information which is highlighted in gray.***

Purpose & Policy Considerations.

A Sketch Plan is required in the Downtown Core – 2 (DC-2) zoning district by the Town of Jackson Land Development Regulations (LDRs) for projects with a floor area that exceeds 39,000 square feet. The proposed development is approximately 67,000 sf above grade.

Requested Action.

The applicant is requesting approval of a Sketch Plan for a new 67,000 sf mixed-use building on 1.2 acres (7 lots) at the properties addressed at 50 S. Cache Street and 45 & 75 E. Pearl Avenue.

Recommendations.

The Planning Director recommends **approval** of a Sketch Plan for a new 67,000 sf mixed-use building at the properties addressed at 50 S. Cache Street and 45 & 75 E. Pearl Avenue, subject to the departmental reviews attached hereto and following conditions:

1. As part of the Development Plan submittal, the applicant shall identify the location of the trash enclosure, 3 ADA parking spaces, and bike parking consistent with the LDRs.
2. Prior to Development Plan submittal, the applicant shall work with Jackson Teton County Fire/EMS to ensure the minimum amount of red curb is provided for Station #1 street parking.
3. As part of the Development Plan submittal, the applicant shall provide details on the final location and operation of the garage door along Pearl Avenue.
4. As part of the Development Plan submittal, the applicant shall provide a landscape plan prepared by a Wyoming Landscape Architect for the street trees and private landscaped courtyard.
5. The applicant shall work with the Engineering Department prior to Development Plan submittal to determine the appropriate amount of alley improvements, if any, potentially including patching areas of disturbance or paving the portions of the alley adjacent to the development.
6. As part of the Development Plan submittal, the applicant shall allocate parking credits to the commercial spaces.

Additional Conditions Proposed by Councilmember Jorgensen.

At the Council's January 10, 2022, meeting Councilmember Jorgensen proposed the following conditions of approval (shaded in grey). Staff has made some minor editorial changes for clarity and legal enforceability. Staff has provided these conditions not because we do/do not support them but simply for the Council's convenience and reference for possible discussion:

6. (Revised Condition 6): As part of the Development Plan submittal, the applicant shall allocate parking credits to the commercial spaces and provide a plan for parking allocation and shared parking between the commercial and residential uses.
7. As part of the Development Plan submittal, the applicant shall make additional design efforts to provide design revisions to address the perceived scale of the building. These measures shall be meaningful and not limited to a change in material or other applied adjustments. The project could continue to be one structure but presented such as to read as two projects or phases. Areas of attention should include 1) change of plane of the walls at the first two stories and 2) adjustments at the street level building envelope and pedestrian zone to provide for more variation of experience.
8. As part of the Development Plan submittal, the applicant shall provide a full draft Construction Management Plan. In addition to the typical topics, the plan shall address 1) assurance of continual operation of the Pearl Street Fire Station, 2) provision of managed off-site contractor parking and shuttles as required to provide meaningful access to the job site, and 3) Limited Right-of-Way occupancy during high seasons.

Project Location.

The properties are located at 50 S. Cache Street (N 1/2 LOT 14-16, BLK. 1, CACHE-1), 45 E. Pearl Avenue (LOT 12-13, S 1/2 LOTS 14-16 BLK. 1, CACHE-1) and 75 E. Pearl Avenue (LOT 10-11, BLK. 1, CACHE-1). An aerial photo and zoning map is shown below on the following page:



Background/Project Description.

Background:

The applicant's 1.2-acre property (7 lots) covers nearly an entire southern block starting at the corner of Pearl and Cache and extending east to the historic Coe House cabin property (Old Sweetwater). It is zoned Downtown

Commercial-2 (DC-2) and located in the Lodging Overlay (LO). The site has several existing structures which include:

- Ranch Inn Hotel (57 lodging units) built from 1974 to 1995 (28,508 sf above grade + 11,558 sf basement) which includes commercial spaces such as Thai Me Up restaurant and Grace Spa
- Retail building adjacent to alley along Cache built in 1935 (2,613 sf above grade + 500 sf basement) (Under the Willow art gallery)
- Retail building at the corner of Pearl and Cache built in 1989 (7,584 sf above grade + 3,792 sf basement) (Ranch shops)
- **TOTAL EXISTING FLOOR AREA:** 38,705 sf above grade + 15,850 sf basement = 54,555 sf

Project Description:

The applicant is requesting approval of a Sketch Plan for a 67,000 sf, 3-story, mixed-use building with at-grade covered parking (62 spaces). The project includes a 6,800 sf basement consisting of a gym and storage units for the condos. All existing buildings on the site will be demolished. The proposed ground level includes six commercial spaces (+/-10,000 sf total) intended for retail but can be used for other allowed commercial uses (e.g., office, service, restaurant, etc.). Levels two and three include a total of 17 short-term rental condos (seven 2-bedrooms and ten 3-bedrooms). All 17 condos will be allowed to be used for both short-term rental and long-term rental and can be owner-occupied (referred to as “condos” in this report). Two private amenity spaces are proposed: a private courtyard above the parking garage (+/-16,200 sf) and a private deck above the second floor (+/-3,560 sf) above the garage entrance on Pearl Avenue. Although this property abuts an alley to the north, all vehicular access will be from Pearl Avenue.

Analysis.

Sketch Plan Review:

The Sketch Plan is a written and graphic representation of a development concept. The purpose of the Sketch Plan is to represent a proposed development at a preliminary, conceptual level of detail in order to determine general compliance with the Jackson-Teton County Comprehensive Plan and these LDRs. It is through the Sketch Plan process that the Town has the opportunity to identify development-related issues that must be addressed in greater detail during the final Development Plan process. This project requires Sketch Plan because the project’s 67,000 sf of qualifying floor area exceeds the 39,000-sf threshold for a Sketch Plan in the DC-2 Zone.

Conformance with the Comprehensive Plan:

This site is located Character District 2: Town Commercial Core and Subarea 2.3: Downtown. This is a *Transitional* area intended for redevelopment with a mixture of 2 to 3-story commercial and residential buildings, a high level of pedestrian and transit connection, high-quality public spaces, and a high concentration of tourist-related accommodations and services. Parking should be hidden or underground and buildings should create an attractive street wall to encourage pedestrian activity. Other than street trees, landscaping and green areas are minimal and largely provided voluntarily. Staff finds that the project is consistent with these goals.

Conformance with Applicable LDRs:

Staff finds that the applicant complies with the dimensional standards in the DC-2 zone as shown in the table below and discussed further in this section.

	DC-2	Proposed	Complies?
FAR	1.3 base max (71,219 sf) (2:1 Workforce Housing Bonus Allowed)	1.29 base (67,000) Basement: 6,800 sf (2:1 Workforce Housing bonus not used)	Yes
LSR	n/a	+/-16,200 sf landscaped/hardscaped courtyard above garage.	Yes
Plant Units	n/a	n/a (8 street trees provided on Pearl)	Yes
Minimum Lot Size	n/a for condo/townhome	n/a for condo/townhome	Yes
Height	42' (< 5:12 roof pitch) 46' (≥ 5:12 roof pitch)	42' (stepped) (< 5:12 roof pitch)	Yes
Parking	<u>DC-2 Standard:</u> Retail: 2.25 per 1,000 sf Condos: 1.5 per DU <u>Parking Credits:</u> Historical Parking Credits = 21.38* Street Parking Credits = 12 TOTAL CREDITS = 33.38 spaces (credits can only be used to mitigate the commercial/retail. Cannot be used for lodging/residential condos)	<u>Requirement:</u> 9,665 sf (retail) @ 2.25 = 21.7 - 33.38 (credits) = 11.68 (surplus) 17 (condos) @ 1.5 = 25.5 TOTAL REQUIRED = 25.5 spaces for condos rounded up to 26 spaces. TOTAL PROPOSED = 62 spaces	Yes
Primary Street Setback (Cache)	0' – 5'	0' – 5'	Yes
Secondary Street Setback (Pearl)	0' – 5'	0' – 5'	Yes

Side Interior Setback (east)	0' or 5'	0'	Yes
Rear Setback (north)	0' or 5'	0'	Yes
Street Façade Width (min)	80% of primary and secondary street	100% for primary and 100% for secondary	Yes
3rd Story Step-back	20' with 40% encroachment allowed	20' and 40% encroachment	Yes
Pedestrian Frontage	13'6" for Trees in Grate 13' for Covered Boardwalk	13'6" (Pearl) Trees in Grate 13' (Cache) Covered Boardwalk	Yes

*Historical parking credits were established in a 2005 downtown parking analysis that was based on the amount of parking provided on a site in 1988. These historical parking credits run with the land and can be used to mitigate all commercial uses but cannot be used to mitigate lodging, short-term rental, or any long-term residential uses.

Site Design:

The proposed site plan is consistent with the goals of the DC-2 zone by creating a strong street wall and holding the corner, providing multiple residential unit entrances, including active and engaging commercial uses on the ground level, breaking up the commercial into smaller spaces, providing private open spaces for the condo tenants, covering the parking garage, and hiding it from public view. The new and expanded sidewalks on both S. Cache and E. Pearl streets will significantly improve pedestrian safety and function along the frontage of this project compared to the existing sidewalks. The new sidewalk on S. Cache will be a covered boardwalk due to its close proximity to the Town Square and the new sidewalk on E. Pearl will be concrete with pavers and street trees (Trees in Grates) which will improve the street experience for residents and visitors alike. At this time no major improvements are proposed for the one-way alley since all vehicular access will be taken from Pearl Avenue. However, the applicant will be making some utility-related improvements in the alley which will require appropriate patching. Because projects of this size typically use adjacent allies for access and so require improvements to the alley, staff has added a condition of approval based on the Engineering Department's comments that the applicant work with the Engineering Department prior to Development Plan submittal to determine the appropriate amount of alley improvements, if any, that may be required, such as patching areas of disturbance or paving the portions of the alley adjacent to the development. Please see the site plan on the following page.



Building Design & Size:

As shown above in the LDR compliance table, the building and site comply with all relevant dimensional standards for the DC-2 zone. The building is mostly 3-stories with a flat roof design and is a maximum of 42' in height at each stepped section. The building has one 2-story section along Pearl Avenue which helps break up the mass along the longest portion of the building. The ground-level commercial is broken up into six spaces ranging in size from 488 sf to 2,943 sf and each space has its own street entry. The eastern-most space along Pearl is currently a flex space that may be used for a condo unit. The applicant will decide the final use of this space at the Development Plan submittal.

The ground level also includes 4 private entry doors (1 on Cache and 3 on Pearl) that lead to the condos on the 2nd and 3rd levels. The condos can also be accessed directly from the covered parking garage. Units range in size from 2,014 sf to 3,885 sf. Ten of the units are 3-bedrooms and 7 are 2-bedrooms. The LDRs require a 20-foot 3rd-story step-back and the proposed design has provided this, including a larger step-back in places. In addition, other additive and subtractive architectural elements are provided on the first two levels to vary the façade and rooflines to create interest and shadow lines. Furthermore, the portions of the 3rd level that are not required to be stepped-back have been willfully stepped-back 3' from the 2nd level façade to further help reduce the perceived mass. The primary exterior material palette for the building includes stone veneer, clay tiles, stained wood siding and soffits, dark metal accents, and burnished blocks for the structured parking along the alley.

With regard to the building size, the building is larger than typical downtown developments as it spans nearly 500 linear feet along both Cache and Pearl frontages (7 town lots). The 350' long façade on Pearl Avenue would be the longest building façade in downtown Jackson, nearly twice the length of The Cloudveil hotel on Center Street. However, in terms of total floor area, the proposed development would be only about 20,000 sf larger than the existing development on the site. It should be noted that the DC-2 zone does not regulate maximum building size, cap the number of adjacent lots that can be developed, or cap the number of lodging/short-term units per development. In contrast, the DC-2 zone does limit the individual use size for retail, service, and restaurant to more than 12,500 sf per tenant space, which this proposal complies with. The previous zoning

(Urban Commercial) also did not have a maximum building size but did cap lodging uses to no more than 90,000 sf per development. Thus even if the previous lodging cap was still in place this proposal would still comply. The only zones that have a maximum building size cap are the Town Square-1 (TS-1) and Town Square-2 (TS-2) which limit buildings to 15,000 square feet. Ultimately, the Town's Design Guidelines and Downtown Design Overlay Design Guidelines play a major role in addressing the bulk, scale, and mass of developments. The section immediately below provides an in-depth summary of the design review process.



PEARL AVENUE ELEVATION



CACHE STREET ELEVATION

Design Review Committee (DRC):

The Town adopted the Downtown Design Overlay (DDO) in February of 2021. The DDO includes additional design guidelines to ensure that all structures within its boundary (generally the Town Square area) incorporate and address “western character” in their final design. These additional design guidelines were added as an appendix to the existing Design Guidelines. The DDO is split into Area 1 and Area 2, with Area 1 requiring the higher level of “western character” design and Area 2 with a lesser level. The applicant’s property is located in Area 2.

The applicant’s Sketch Plan design was first reviewed on September 8, 2021, by the DRC and was continued for several reasons related to the Town Design Guidelines and newly adopted DDO Design Guidelines for western character (see below in this section for more detail). After considering the extensive feedback from the DRC’s first review, the applicant significantly revised the design and went back to the DRC on October 13, 2021. The revised design was well received and the DRC unanimously recommended approval to Town Council with 2 conditions:

1. The approved design is the design depicted in the 3D renderings. The applicant shall revise the floor plans to match the renderings to ensure consistency with all plans.
2. Final material samples of all materials shall be provided to the planning department prior to the issuance of a building permit.

Given the high level of public interest in this project and that the design is being publicly reviewed by the Council for Sketch Plan, staff thought that the additional context provided below on the DRC review might be helpful in

understanding the evolution of the proposed building design. In particular, while the final design now addresses the concerns of the DRC and staff, it is important to see the types of issues that were raised and addressed through the DRC process. Toward that goal, staff has provided below a more detailed summary of the initial concerns expressed by staff and the DRC and how the applicant responded to those concerns with the currently proposed design.

Comments from staff at the first DRC review - Because the proposed development spans over 7 lots (500' of combined frontage along Cache and Pearl) and is designed as a single building that is much larger than typical downtown development, staff finds that compliance with the Town's design guidelines, especially the DDO, is critically important. Specifically, staff identified the following design guidelines that we strongly encouraged the DRC to address and the applicant to further clarify.

Town Design Guidelines

- **Composition:** The Design Guidelines call for the use of composition, proportion, and rhythm of the materials, surfaces, and massing to create a sense of entry and a sense of place
- **Connections:** The Design Guidelines call for consideration on how the proposed development connects with the street and other development on the same block.
- **Massing: Volume Complexity:**
 - The Design Guidelines call for avoiding large monolithic buildings
 - The Design Guidelines state that projects that contain multiple lots shall pay close attention to breaking up the vertical façade into a pattern typical of single lot development
- **Street Wall:** The Design Guidelines state that at the corner, it is appropriate to step back the street wall to create comfortable pedestrian areas

Downtown Design Overlay Guidelines

- 1.6: In Area 2, develop the street level to provide visual interest to pedestrians and shelter - provide a clearly defined primary entrance(s).
- 1.16: 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.
- 1.21: In Area 2, use a transparency-to-wall ratio [i.e., windows] similar to that found on traditional buildings in the area; however, using an accent feature with more transparency is appropriate.
- 1.22: Use vertical and horizontal articulation techniques to convey a sense of human scale in a building façade

Comments from the DRC at first review – Below is a summary of the comments raised by the DRC which were all addressed satisfactorily by the applicant:

At the first DRC review (September 8, 2021), the DRC provided numerous significant concerns over the design. The overarching conclusion by the DRC was that the building failed to meet several Town Design Guidelines and lacked a sense of western character according to the DDO Area 2. Among the numerous comments from the DRC, the notable comments critiqued the lack of variation in the building, specifically how the lower floor lacked differentiation from the upper floors, how the design had a "factory-like" or "industrial-like" feel that was inappropriate for this part of Town, that the windows were too large and modern in character, the misuse of historical buildings as models, and failing to address the massing of a large monotonous building through additive and subtractive techniques.

Revisions made by applicant/second review by DRC – After making several major revisions to their original design and meeting with staff on multiple occasions, the applicant presented the redesigned building at the October 13, 2021, DRC meeting. The revised design was well received by the DRC and it provided a unanimous recommendation of approval, indicating that the current design adequately addressed their concerns and met the Town Design Guidelines and those for Area 2 in the DDO.

While staff still has questions about whether buildings this large are consistent with the type of western character we want for the redevelopment of downtown, we do note that this building appears to meet all applicable LDRs, including those addressing (or not) maximum building size. Staff finds that applying the western character design guidelines in the DDO to a building of this size is a significant challenge, especially because the DDO guidelines are new, still largely untested, and that defining western character continues to be a challenge with a certain level of unavoidable subjectivity. This challenge applies not only to the DRC but to staff, the Planning Commission, and the Council. Staff also notes that the Council, as the final decision-maker on the Sketch Plan, may ask questions and weigh in on the architectural design of the proposed project and how it related to the Design Guidelines, including asking the DRC to revisit certain aspects of the design for further review and potential changes.

The DRC acknowledged that this project is only at Sketch Plan and will be reviewed again as part of the Development Plan. Nevertheless, they were complimentary of the evolution of the project and the applicant's willingness to make changes to address the concerns of the DRC.

Design Guideline Comments from the January 10, 2022, Town Council Meeting

To help with the Council's discussion around the Town's Design Guidelines and Downtown Design Overlay – Area 2 (DDO-2), i.e., "Western Character Design Guidelines," staff has provided a few excerpts from both sets of guidelines that generally speak to massing and building articulation on large buildings.

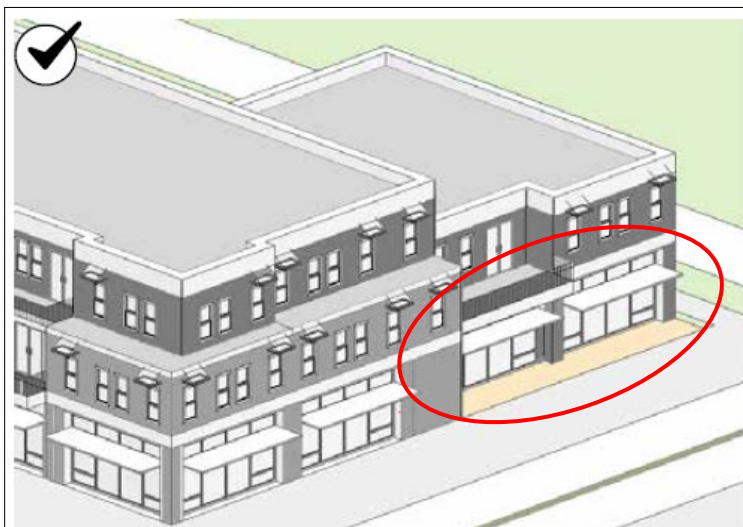
- The first excerpt below is taken from the Town's general Design Guidelines and provides written suggestions for successfully breaking up the massing of large buildings.
- Further below are a few examples from the DDO Western Character Design Guidelines depicting appropriate and inappropriate applications of building articulation techniques on large buildings.

It is also important to note that while the Sketch Plan findings in the LDRs do not include a finding specific to the Design Guidelines, Sketch Plan Finding #4 incorporates compliance with the Design Guidelines by reference. However, the findings for a Development Plan do, in fact, have a finding that specifically requires compliance with the Design Guidelines (Finding #4) in order for any Development Plan to be approved. Thus, because the Council (not the DRC or staff) has the ultimate authority to enforce the Design Guidelines on Development Plans, it is fully within the Council's purview to discuss, question, and apply the Design Guidelines as they deem fit to this project. This authority includes the ability to add conditions of approval (or deny an application) if the Council agrees that one or more design guideline is not being met.

Below is taken from the Town's Design Guidelines, specifically from the Massing section:

C. Massing	Guidelines
Town of Jackson Design Guidelines	3. Volume complexity <i>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, density can be achieved in a positive way if the buildings themselves are designed with a certain amount of volume complexity, to avoid a large, monolithic structure.</i>
	A. Avoid large monolithic buildings. Translate the building program into a building complex, whose exterior reflects the interior uses and functions. At higher densities, a single building can be treated as a building complex, if its important parts (e.g. entries) are picked out and made identifiable while still part of one three-dimensional fabric.
	B. Projects that contain multiple lots shall pay close attention to breaking up the vertical facade into a pattern typical of single lot development.

Below are three images that show appropriate (V) and inappropriate (X) examples of building articulation taken from the DDO Western Character Design Guidelines:



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.

Vehicular Access/Circulation/Parking:

Vehicular access to the project will be provided via a 24'-wide, two-way driveway off Pearl Avenue that leads to the covered parking garage that serves the entire project. Although the site is adjacent to an alley, the applicant is not proposing to use it due to strong recommendations from Public Works regarding the alley's substandard width, its use as a one-way alley, existing utilities, heavy commercial delivery use, and cluttered trash enclosures. Once inside the parking garage, the circulation is one-way counterclockwise with 62 parking spaces. Any additional overflow or guest parking will be provided by on-street parking as is typical in the downtown

area. However, due to Fire Station #1 being located across the street on Pearl Avenue, the amount of on-street parking will be limited due to the red curbs designated for Fire/EMS. Staff has added a condition of approval requiring that prior to Development Plan submittal the applicant work with Jackson Teton County Fire/EMS to ensure the minimum amount of red curb is provided as part of the redevelopment.

As stated above, 62 spaces are provided to meet the 26-space requirement for the condominiums. Each of the 17 condo units will be designated 2 spaces (34 spaces) and the remaining spaces will be shared amongst the commercial spaces. As mentioned above in the LDR Compliance table, the property has 33.38 parking credits which were used to reduce the on-site parking requirement for the ground-level commercial. At the time of the Development Plan submittal, the applicant will need to clarify how the 33.38 parking credits will be allocated amongst the commercial spaces. This is needed so that when uses change, the record is clear on credit allocation in the event a new use has a higher parking demand. Comparing the parking intensity from the existing uses to the proposed project, the proposed development is less intense. The existing development generates a total parking requirement of approximately 90 parking spaces compared to the new development which generates a total requirement for 48 spaces. Thus, the proposed development requires 42 fewer spaces than the existing development.

Affordable/Employee/Workforce Housing:

Sec. 6.3.2.A.1 in the LDRs gives an affordable housing “credit” for any uses on the site that existed on the site on December 19, 1995, or that were established after this date to the present. Thus, in the applicant’s case, because all of the existing uses were both established before 1995 and still existed in 1995, all of the uses qualify for the housing mitigation credit. In practical terms, this means that these uses qualify for a credit even though they have never provided housing mitigation because they were established before the Town adopted housing mitigation requirements. In terms of calculating the amount of the credit, the credit is given to whichever use generates the highest mitigation requirement since 1995. This credit(s) can be used to offset the housing requirement of new development or redevelopment on the same site. Based on this methodology, the proposed development requires less housing mitigation than the existing mitigation credit so no additional deed-restricted housing is required or proposed. In fact, a housing credit of 3.86 units would remain on the site even after the proposed project is completed.

The below table provides a summary of the affordable housing mitigation plan.

Mitigation Requirement (Base 1.3 FAR)
<u>Proposed:</u> 67,000 (above grade) + 6,800 sf (basement) = 73,800 sf (total gross) • (7) 2-bedroom short-term rental condos = 1.428 mitigation units required • (10) 3-bedroom short-term rental condos = 3.06 mitigation units required • Retail (9,665 sf) = 3.86 mitigation units required Total Requirement: 6.57 mitigation units <u>Credit for existing/historical uses:</u> 38,705 sf above grade + 15,850 sf basement = 54,555 sf (total gross) • 57 lodging units = 5.82 mitigation units required

- Retail (13,022 sf) = 2.81 mitigation units required
- Restaurant/bar (3,000 sf) = 1.796 mitigation units required
- Apartments = no mitigation credit
- Assembly = no mitigation credit

Total Credits: 10.43 mitigation units

Complies: 3.86 units of mitigation credit remaining

Development Exactions:

The proposed project includes 17 condominium units. Each unit, therefore, will generate demand for schools and parks that must be mitigated according to Division 7.5: Development Exactions Standards. The final school and park exactions will be calculated as part of the Development Plan approval and will be due at the time of subdivision plat approval.

Construction Staging:

According to Title 12 of the Municipal Code, the proposed project is located within adowntown area that requires Town Council approval of a construction staging plan. Construction staging information is not a requirement of Sketch Plan submittal. For a project of this size, construction staging plans are typically submitted towards the end of Development Plan review or sometime closely after Development Plan approval. In order to ensure the construction staging plan is successfully planned and executed, the Engineering Department is requiring that a construction staging plan and narrative be provided with the Development Plan per the department reviews.

Planning Commission

The Planning Commission reviewed this item on December 1, 2021, and unanimously recommended approval to the Town Council as conditioned by staff. After acknowledging that the project met all applicable LDRs and that the design appeared to meet the design guidelines per the DRC recommendation, some Commissioners expressed general concerns over the appropriateness of buildings this large being located in the downtown area, of how to best apply the DDO guidelines for western character on large buildings, and of giving mitigation credit for development that has not provided actual mitigation (i.e., the method of applying housing credits to existing development). There was a general consensus that all three topics need to be further studied and discussed by the Town with the intention of making meaningful changes that are in line with the desired future character of Jackson and the objective of reaching our housing goals.

Public Comment

None.

Comprehensive Plan & Priority Alignment.

Sketch Plan. All Sketch Plan proposals may be approved only if all of the following findings are made:

1. *The proposed project is consistent with the desired future character described for the site in the Jackson/Teton County Comprehensive Plan.*

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

2. *The proposed project achieves the standards and objective of the Natural Resource Overlay (NRO) and Scenic Resources Overlay (SRO), if applicable.*

Not applicable. The property is not located within the Natural Resource Overlay (NRO) or Scenic Resources Overlay (SRO).

3. *The proposed project does not have a have a significant impact on public facilities and services, including transportation, portable water and wastewater facilities, parks, schools, police, fire, and EMS facilities.*

Complies. As conditioned, and per the departmental reviews provided in this staff report, staff finds that the proposed project will not have significant impacts on public facilities and infrastructure.

4. *The proposed project complies with all relevant standards of these LDRs and other Town Ordinances as can be determined by the level of detail of a sketch plan.*

Complies. As conditioned, staff finds that the application meets all standards of the LDRs and other Town Ordinances.

5. *The proposed project is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.*

Not applicable.

Fiscal Impact.

No fiscal impact identified at this time.

Staff Impact.

The amount of staff time to review, meet with the applicant, research, and write this report including future work to send final letters is roughly 50 hours.

Attachments or Links.

Department Reviews

Applicant Submittal

Suggested Motion.

I move to **approve** a Sketch Plan (P21-268) for a new 67,000 sf mixed-use building for the properties located at 50 S. Cache Street and 45 & 75 E. Pearl Avenue based upon the findings presented in the staff report, the departmental reviews, and subject to the conditions of approval recommended in this staff report dated January 18, 2022.

PLANNING

Project Number	P21-268	Applied	10/18/2021	AL
Project Name	Sketch Plan - 50 S Cache, 45 & 75 E Pearl		Approved	
Type	SKETCH PLAN	Closed		
Subtype		Expired		
Status	STAFF REVIEW	Status		

Applicant	Owner	CCC'S RANCH INN, LLC
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Site Address	City	State	Zip
50 S CACHE STREET	JACKSON	WY	83001

Subdivision	Parcel No	General Plan
CACHE CREEK	22411634205006	

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact					
Notes					
Building	APPROVED W/CONDITI	10/18/2021	11/9/2021	10/19/2021	
Kelly Sluder					
(10/19/2021 2:33 PM KS)					
Structure must meet the current adopted Building Codes					
Fire	APPROVED W/CONDITI	10/18/2021	11/9/2021	10/25/2021	
Kathy Clay					
(10/25/2021 11:29 AM CLAY)					
Structure will be held to the most current edition of the International Fire Code. Mixed use occupancy will require full life safety protection as described in the code and appropriate standards. NFPA 13 will be required due to mixed use. Construction documents will require detail drawings of concealed spaces and how they will meet NFPA 13 from concealed space compliance.					
Joint Housing Dept		10/18/2021	11/9/2021		
Stacy Stoker					
Legal	NO COMMENT	10/18/2021	11/9/2021	10/25/2021	
Lea Colasuonno					
Parks and Rec		10/18/2021	11/9/2021	10/29/2021	See comments
Steve Ashworth					

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks
Notes (10/29/2021 11:04 AM AL) Comments from P&R on P21-268.					
- Recommend no detached sidewalk. No other detached sidewalks with planter strips on Pearl on this block. With exception of a couple of spots there are no detached sidewalks on Pearl from Willow to Broadway. Incredibly difficult to "pull curbs" in the winter for snow removal. Recommend "furnishing strip" rather than landscape strip with no trees, or flipping sidewalk to attached and allow trees on property as current on Pearl Ave. - Trees will effectively pinch in pedestrian access and snow removal efforts along Pearl. Maintain 8' pedestrian access, as proposed on Cache, based on volume of foot traffic in the downtown core. Leaves 5' 8" zone for plantings/furnishings immediately adjacent to the building. - Clarification on type of sidewalks...Boardwalk on Cache, replace boardwalk with cement on Pearl? - Corner curb cut to remain intact or re-alignment necessary?					
Andy Erskine, CPSI Parks Manager, Teton County/Jackson Parks & Recreation Department 300 W Snow King Avenue PO Box 811 Jackson, WY 83001 Office: 307-732-5793					
Pathways	APPROVED W/CONDITI	10/18/2021	11/9/2021	11/10/2021	
Brian Schilling					

Type of Review	Status	Dates			
		Sent	Due	Received	Remarks
Contact Notes (11/10/2021 3:48 PM AL) P21-268 – 50 S. Cache and 45 E. Pearl – Sketch Plan Comments from Teton County/TOJ Pathways Department Status: approved w/conditions - Streetscapes - The frontage along Willow St. shall meet TOJ LDRs for sidewalk width and planter strip. - The sidewalk along Cache will need to extend across the alley to meet up with the sidewalk on the north side of the alley. The sidewalk shall be constructed as a continuous sidewalk at a consistent elevation above the street and at the same level as the connecting sidewalks to the north and south (i.e. the sidewalk shall not dip down at the alley crossing). - The driveway crossing on Pearl shall be constructed as a continuous sidewalk, with no change in elevation from the sidewalks on either approaching leg. The driveway shall ramp up to the level of the sidewalk a minimum of 2’ either side of the clear sidewalk width. (Staff can provide additional guidance and design details for this if needed). - The Cache/Pearl intersection corner should have a curb extension/bulbout to provide improved safety for pedestrians and increase space for parking. The existing parking spaces immediately adjacent to the crosswalk appear to be closer to the crosswalk than is legally allowed. A bulbout will actually increase the amount of legal parking space on both Cache and Pearl. - There are sightline concerns at the driveway entrance on Pearl. The corner of the building on either side of the driveway creates a hazardous situation where a driver crossing the sidewalk while exiting the property cannot see a pedestrian on the sidewalk. The corner of the building needs to be cut back or angled to provide adequate sight distance at the driveway. The same situation also applies to the alley on Cache and will need to be changed here as well. - Bicycle Parking - Given the location and type of use of the proposed development, staff expects that there will be a high demand for bicycle parking. - Staff supports crediting the bike parking toward the development’s overall parking requirement. - The bike parking should ideally be a mix of short-term (for visitors, frequent/regular use) and long-term (for employees, residents, infrequent use/storage). ? Short-term parking (for visitors or guests parking for a few hours or less): the recommended style for short-term bike parking is one or more “single inverted-U” racks. “Wave,” “ribbon,” and “toaster” style racks shall not be used. The best location for a rack area is immediately adjacent to the entrance it serves. The rack area should be as close as or closer to the front entrance than the nearest car parking space, visible from the front entrance, hardscaped, and should not obstruct pedestrian flow. Three to four u-racks in the streetscape buffer on Cache St. and six to eight racks on Pearl Ave. may be sufficient for short-term parking. ? Long-term parking (for employees/residents parking for more than a few hours—i.e. all-day or overnight): the recommendations for long-term parking include providing a secure, conveniently-accessed, well-lit, covered area with racks or lockers that will protect bikes from rain, snow and other elements and deter bike theft. The area does not have to be immediately adjacent to the access door for the residence, but should be located in a secure or monitored location or in a locked enclosure. Clustered inverted-U bike racks, wall racks, or external bike lockers are appropriate. - The bike parking should be constructed on a concrete pad. Grass surfaces will quickly deteriorate into mud from foot traffic during wet seasons and will be difficult to keep clear of snow. Also, a concrete surface will provide a more secure mounting surface for the racks and will discourage theft. - Staff supports including the bike parking towards the landscape surfacing requirement so that bike parking does not detract from the applicant’s landscape requirements. Conversion of one or more car parking spots to bike parking would also be supported. - Rack details and locations should be shown on site plans. - Jackson Hole Community Pathways will be happy to provide additional background information and guidance on site selection, layout, rack specification, and rack installation.					
Planning Tyler Valentine (11/24/2021 9:11 AM TV) Please see staff report.	APPROVED W/CONDITIONS	10/18/2021	11/9/2021	11/24/2021	
Police Michelle Weber		10/18/2021	11/9/2021		
Public Works Scott Mohror	APPROVED W/CONDITIONS	10/18/2021	11/9/2021	11/9/2021	See Notes

Type of Review	Status	Dates			
		Sent	Due	Received	Remarks
Contact Notes (11/9/2021 4:35 PM SM) SKETCH PLAN Comments – Approved with Conditions					
P21-268 Sketch Plan ADDRESS: 50 S Cache Street OWNER: CCC's Ranch Inn, LLC APPLICANT: Northworks Architects					
11/9/2021 Scott Mohror, (307) 733-3079					
DATE OF SUBMITTAL: 10/18/2021 DATE OF MATERIALS: Report 10/18/2021; Utility Plan 11/3/2021 REVISION NO.: 00					

The engineering division has reviewed your application for a SKETCH PLAN submitted on and with application materials as dated above.

*The following comments are being provided for use in preparation of future applications and are required for sufficiency .

PROJECT SPECIFIC COMMENTS

1. A pedestrian corridor plan shall be provided for review. This shall include all dimensions and elevations in relation to existing curb and future development together with ADA compliance.
2. Provide a plan that generally complies with the Community Streets plan and Bicycle improvements plan. Include property lines, dimensions, radii, elevations, slopes, grade changes, etc.
3. For all pedestrian areas provide a plan that includes dimensions, radii, elevations, slopes (running and cross slopes, not oblique slopes), ramp slopes, grade breaks, stair dimensions, handrails, guards, etc. showing compliance with ADA, IBC, and Town standards.
4. Show that all walking surfaces behind the back of curb are ADA compliant and in the same plane, i.e., no breaks in grade in the cross slope and following the curb profile. All adjustments for changes in grade along the street shall be accommodated within the property and beyond the pedestrian way.
5. For awnings or canopies that are proposed within the right-of-way, dimensional and drainage information shall be included on the plans.
6. Encroachment agreements are required for encroachments of buildings, retaining walls, foundations, awnings, canopies, balconies, roofs, shoring, etc.
7. Provide a complete and detailed landscaping plan that identifies the street trees and irrigation proposed within the right-of-way.
8. Provide information on how the application will comply with plan level grading. If applicable, include a Geotechnical Report to support shoring design.
9. Provide a grading plan that includes existing and proposed site contours with elevation labels, spot elevations, high and low points, grade breaks. If applicable, provide easements for grading proposed on adjacent properties.
10. Provide an erosion control plan using Best Management Practices (BMP's) that complies with Section 5.7.3 of the LDR's.
11. Parking Layout – Sand/Oil separator required. Provide sizing calculations for the sand/oil separator that includes parking area drainage inlets entering the separator.
12. A preliminary stormwater management plan for the site shall be provided on the plans consistent with the LDR's. Calculations shall be provided for sizing storm pipe. Provide size and material type on the plans.
13. A parking and access plan per the LDR's shall be required. The dimensions of the parking spaces and drive lanes, including turning movements (both ingress and egress), shall be clearly shown on the plans for review.
14. Provide a parking plan in compliance with this Section 6.2.5. Include surface materials and drainage plans, access and circulation, and snow storage. Explain how and where commercial deliveries will be made.
15. Provide a plan for permanent reference monuments, property corners, etc.
16. Permits are required prior to construction of development improvements.
17. The Town Council may require installation and construction of utilities, pavement, and other land improvements in excess of subdivision design needs, to assure adequate service to future development areas.
18. Include the water services to be abandoned on the demolition plan. Coordinate with Town of Jackson on locations of existing water services, Town records vary from the survey provided.
19. A detailed potable water system plan shall be provided on the plans consistent with the LDR's. The plan shall show the calculations for domestic and fire water demands. This plan shall include all backflow device and meter locations.

Type of Review	Status	Dates			
		Sent	Due	Received	Remarks
Contact					
Notes					
20. Water services over 2-inch in diameter require engineering design. Water mains larger than 8-inch and or longer than 250 feet require a Wyoming DEQ permit.					
21. All improvement shall be designed by a professional engineer licensed to do such work in the State of Wyoming.					
22. Include the sanitary sewer services to be abandoned on the demolition plan. Coordinate with Town of Jackson on locations of existing sanitary sewer services, Town records vary from the survey provided.					
23. Any retail/commercial business that could potentially introduce fats, oils, and greases (FOG's) to the Town's wastewater collection system will be required to pretreat utilizing a grease trap/interceptor prior to discharging to the Town's system.					
24. Provide a detailed sanitary sewer system on the plans consistent with the LDR's. Existing manholes in suitable condition shall be used for connection to the main, replacement of unsuitable manholes may be required.					
25. Provide analysis that shows the net impacts of the development considering that the existing uses will be replaced by the proposed development. In addition, this information shall include a review of downstream impacts, if any, created from the additional flows being delivered.					
26. Provide a preliminary irrigation system design (if applicable) with backflow protection system on the plans.					
27. Provide a plan for all other utilities, such as telephone, cable TV, electric, fiber, gas. All utilities shall be installed underground. Provide right-of-way or easements as required. Show that private utilities can be located on private properties, e.g., transformers.					
28. Code required clear space for utilities adjacent to the public right-of-way shall be contained wholly within the property, e.g., power services in the alley.					
29. Provide information or agreements regarding the shared parking on the northeast corner and/or along the alley.					
30. Provide a Striping and Signage Plan for the improvements within the right-of-way. Coordinate with Fire EMS on extent of the red curb required for Fire Station #1.					
31. A construction-staging narrative and plan shall be submitted for review and approval with the Development Plan application. A Checklist for Construction Management planning can be found on the Town's website.					
32. Address impact and steady-state vibrations in the Construction Management plan narrative that complies with 6.4.4 Vibrations of the LDR's.					
33. A demolition permit is required for each existing structure to be removed from the site. Water and sanitary sewer services to be abandoned for the project shall be abandoned at the main during the demolition phase of the project.					
34. The applicant is required to notify the State of Wyoming Asbestos Program for demolition of commercial properties and demolition or complete remodel of residential projects for commercial purposes. WYDEQ Memorandum regarding "Asbestos Inspection and Notification Requirements" is attached to the Demolition Permit Application.					
35. Please be advised that infrastructure improvements necessary to meet the capacity demands and requirements for the proposed development shall be the responsibility of the developer. The Town of Jackson is not responsible for upsizing or extending of potable water, sanitary sewer, or storm drainage to meet development needs so long as the existing utility systems are within a reasonable distance of the subject property.					
START		10/18/2021	11/9/2021		
Darren Brugmann					

CONDOS AT CACHE + PEARL

SKETCH PLAN SUBMITTAL

OCTOBER 18, 2021



NORTHWORKS



TABLE OF CONTENTS

- LETTER OF JUSTIFICATION
- APPLICATION
- PROJECT NARRATIVE
- DRAWINGS
- HOUSING MITIGATION PLAN
- PARKING CALCULATIONS
- LDR COMPLIANCE
- FINDINGS FOR APPROVAL
- RESPONSES TO THE TOWN OF JACKSON
PLANNING DEPARTMENT PRE-APPLICATION
CONFERENCE (30 JUNE 2021)

LETTER OF JUSTIFICATION

Crystal Creek Capital Real Estate Advisors, LLC

P.O. Box 844 | 25 S. Willow Street, Ste 200 | Jackson, Wyoming 83001 | Telephone 307-733-4733

Paul Anthony
Planning Director
Town of Jackson
P.O. Box 1687
Jackson, WY 83001

Re: Sketch Plan: 50 S. Cache Street; 45 E. Pearl Avenue; 75 E Pearl Avenue

Dear Mr. Anthony,

Please accept this Sketch Plan application for the redevelopment of the properties located at 50 S. Cache Street; 45 E. Pearl Avenue and 75 E Pearl Avenue. Included in this application are the following items:

1. application;
2. project narrative;
3. drawings;
4. housing mitigation plan;
5. parking calculations;
6. LDR compliance
7. findings for approval; and
8. responses to the Town of Jackson pre-application conference.

The proposed project implements the goals noted in the Jackson/Teton County Comprehensive Plan. It fully conforms with the Town of Jackson land development regulations and the design was unanimously approved by the Design Review Committee on October 13, 2021.

The project is a mixed-use building totaling approximately 67,000 square feet that includes commercial space at the street level and two additional levels of residential units. Upon completion, the project will add vibrancy to the southern edge of the downtown core while significantly improving the pedestrian walkways.

No variances or administrative adjustments are proposed in this submittal.

Please notify me with any questions you may have. We look forward to working with you on this project.

Sincerely,



James D Walter,
Founder & President

APPLICATION



PLANNING PERMIT APPLICATION
Planning & Building Department

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

For Office Use Only

Fees Paid _____ Date & Time Received _____
Application #s _____

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

PROJECT.

Name/Description: Cache / Pearl Redevelopment
Physical Address: 50 S. Cache; 45 E. Pearl; 75 E. Pearl
Lot, Subdivision: 10-16 Block 1 Cache 1 PIDN: _____

PROPERTY OWNER.

Name: CCC's Ranch Inn, LLC Phone: 307-733-4733
Mailing Address: P.O. Box 844 Jackson, WY ZIP: 83001
E-mail: jim@crystalcreekcapital.com ; jeanne@crystalcreekcapital.com ; nick@crystalcreekcapital.com

APPLICANT/AGENT.

Name: Northworks Architects and Planners Phone: 307-201-5324
Mailing Address: P.O. Box 4027 ZIP: 83001
E-mail: adeepree@nwks.com

DESIGNATED PRIMARY CONTACT.

☒ Property Owner ☐ Applicant/Agent

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

Use Permit

☐ Basic Use
☐ Conditional Use
☐ Special Use

Relief from the LDRs

☐ Administrative Adjustment
☐ Variance
☐ Beneficial Use Determination
☐ Appeal of an Admin. Decision

Physical Development

☒ Sketch Plan
☐ Development Plan
☐ Design Review

Subdivision/Development Option

☐ Subdivision Plat
☐ Boundary Adjustment (replat)
☐ Boundary Adjustment (no plat)
☐ Development Option Plan

Interpretations

☐ Formal Interpretation
☐ Zoning Compliance Verification

Amendments to the LDRs

☐ LDR Text Amendment
☐ Map Amendment

Miscellaneous

☐ Other: _____
☐ Environmental Analysis

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

Pre-application Conference #: P21-062 Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: 8/10/21

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

Have you attached the following?

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

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

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

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

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



Signature of Property Owner or Authorized Applicant/Agent

Nicholas Fouts

Name Printed

7/12/2021

Date

Partner

Title

PROJECT NARRATIVE

PROJECT NARRATIVE

The proposed project will re-develop a 1.29 acre seven lot parcel within the DC-2 zoning district located in the Town of Jackson. The site is bordered on the west by Cache Street, on the south by Pearl Avenue, on the east by a previously developed 0.17 acre DC-2 zoned site, and on the north by an alley which connects Cache Street and King Street.

Since the proposed development exceeds 39,000 square feet, a development permit is required. The proposed development received unanimous approval from the Design Review Committee on 10/13/2021. The Sketch Plan Review will be followed by a Development Plan Review, Grading Permit Pre-Application, and ultimately a Building Permit Application.

Currently, there are three major structures that exist on the site. These include the Ranch Inn, the Ranch Square Building and the Under the Willow Building. All above grade structures will be demolished. The new development will utilize approximately 67,000 square feet of the total 71,219 square feet allowable within the 1.29 acre site. Some of the existing basements will remain in order to minimize earth work and shoring.

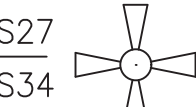
The 67,000 square foot redevelopment will include commercial space at the street level, and 17 two and three bedroom condominium units on the second and third levels, including a two-story duplex unit occupying Levels 1 and 2 of the easternmost portion of the building. 62 parking spaces will be located in a covered garage located at grade level directly behind (north of) the redevelopment. To access the garage, one will drive through a curb cut located on Pearl Avenue. To note, we will be eliminating one large existing curb cut on Pearl Avenue and relocating the smaller existing curb cut that is currently located within the fire lane approximately 10 feet west to serve as the access point for the proposed parking garage. Nonetheless, our proposed curb cut will be closely coordinated with Teton County Fire/EMS to ensure that the access and use of the fire station across Pearl Avenue is not impeded whatsoever.

This submittal contains more detailed information than is customary or required for a Sketch Plan but we wish to share all of our current planning. Nonetheless, this submittal is a Sketch Plan despite the extensive amount of information, and much more refined planning is needed before we settle on a final Development Plan. As the building plans evolve through structural engineering, HVAC design, and the design of other building elements, the interior arrangement of spaces may alter unit layouts and the number of residential units. Any changes, however will continue to comply with parking, workforce housing and any other LDR standard. The current duplex unit on the easternmost location of the building may be changed to a level one retail use and a more typical single-story condominium.

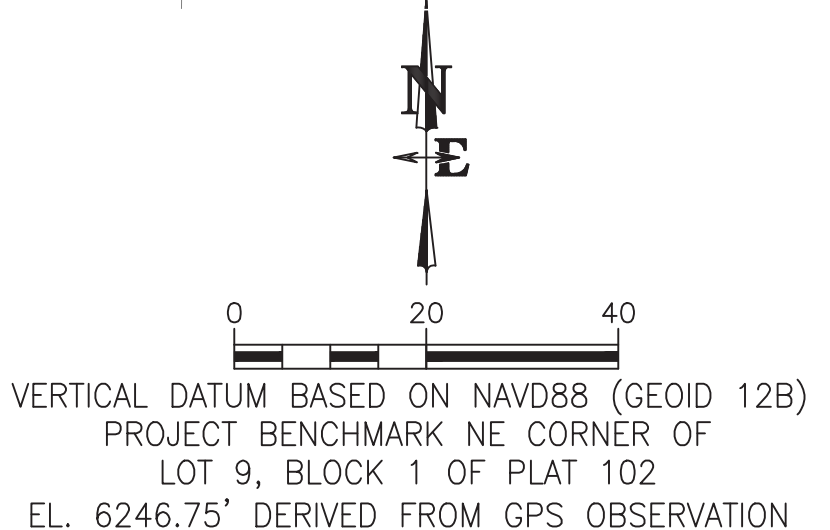
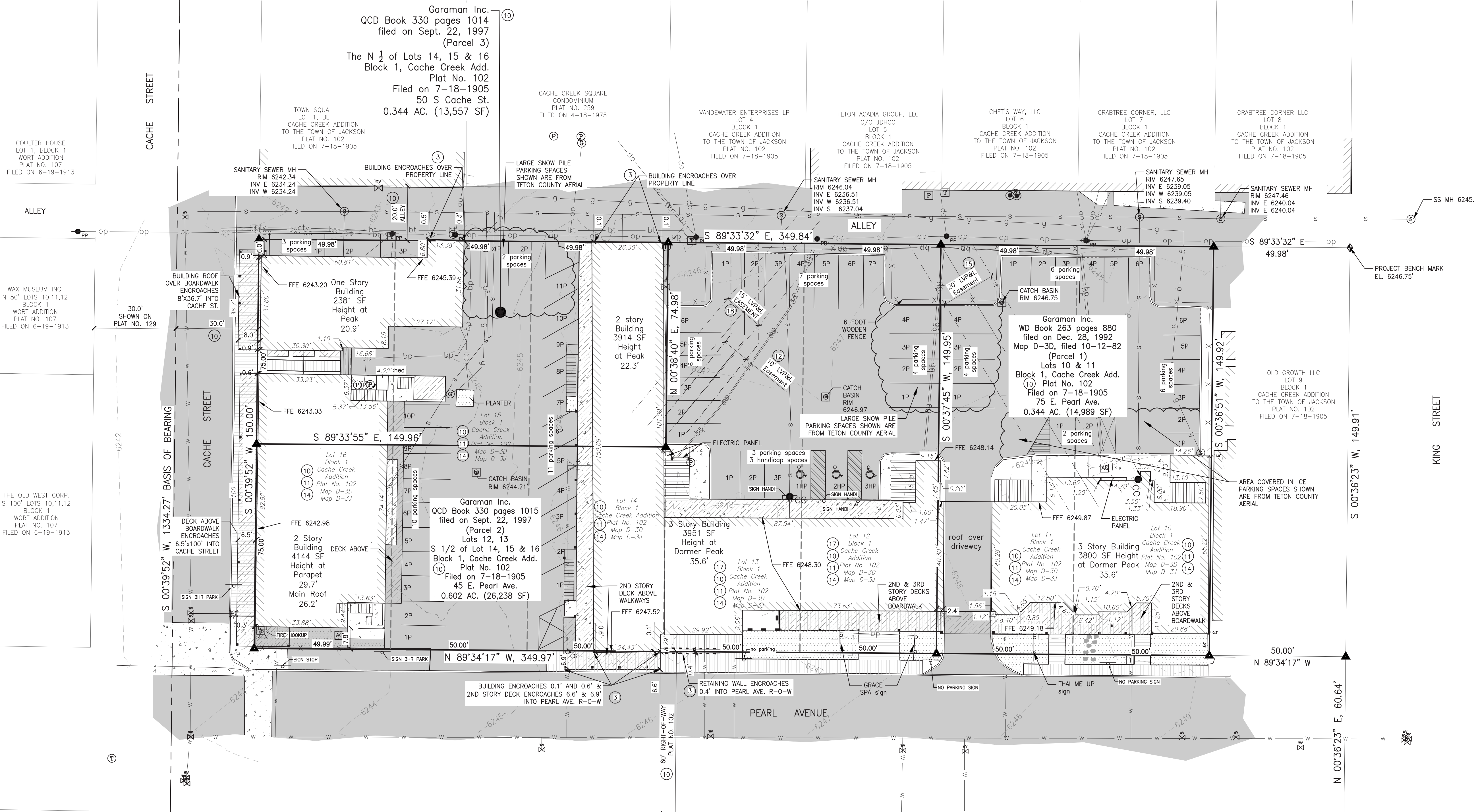
DRAWINGS

S:\proj\2021\076-01 09 S. Cache St., 45 E. Pearl St., and 75 E. Pearl St. - Nels Faults - Survey\14 Drawing\01-76-01 Existing A.T. (Sheet 2) - Mar 31 2021 09:27:43 pm PLOTTED BY: vortchmer DWG FORMAT: 210

S28|S27
S33|S34



1/16th CORNER
S33|S34



DRAFT

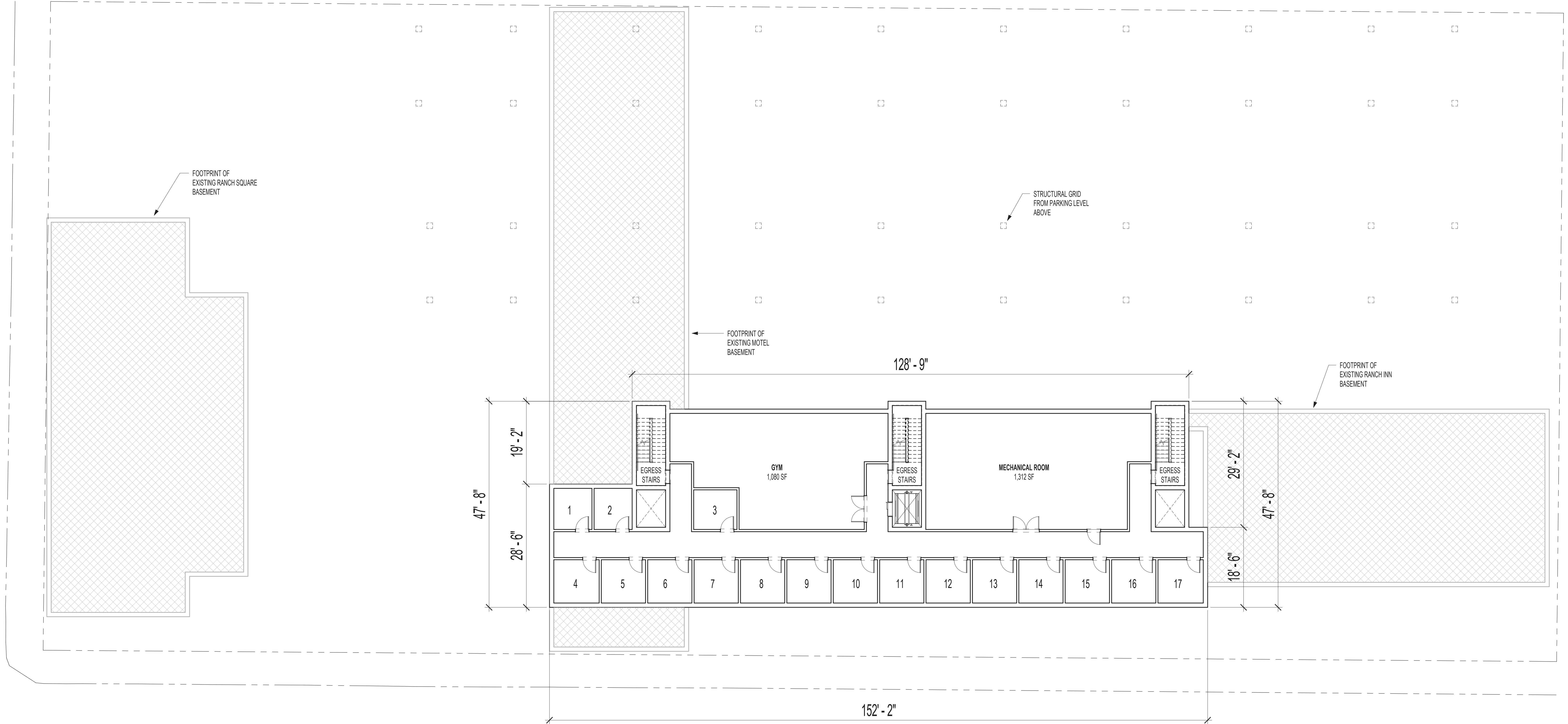
A.L.T.A./N.S.P.S. LAND TITLE SURVEY
Tracts of land located within
NW1/4 NW1/4, Section 34
Township 41 North
Range 116 West, 6th P.M.
Town of Jackson
Teton County, Wyoming

DRAWING NO		JOB TITLE	DRAWING TITLE	REV.						
2 OF 2		A.L.T.A./N.S.P.S. LAND TITLE SURVEY	SITE PLAN	DATE	3/31/2021					
		CRYSTAL CREEK CAPITAL REAL		SURVEYED	WV DK DS					
		ESTATES ADVISORS		ENGINEERED						
JOB NO				DRAWN	DS/SK					
21-076-01				CHECKED	LR					
				APPROVED	LR					
			NELSON ENGINEERING							
			P.O. BOX 1599, JACKSON WYOMING (307) 733-2087							



LEGEND	
(A)	EXISTING ASPHALT PAVING
(B)	PARALLEL PARKING
(C)	BOARDWALK
(D)	ARCHITECTURAL CANOPY
(E)	BENCHES
(F)	TRASH
(G)	BIKE RACK
(H)	PEDESTRIAN RAMP
(I)	PAVERS WITH TREES IN GRATES
(J)	PEDESTRIAN SIDEWALK
(K)	DRIVEWAY
(L)	COVERED PARKING

SITE PLAN

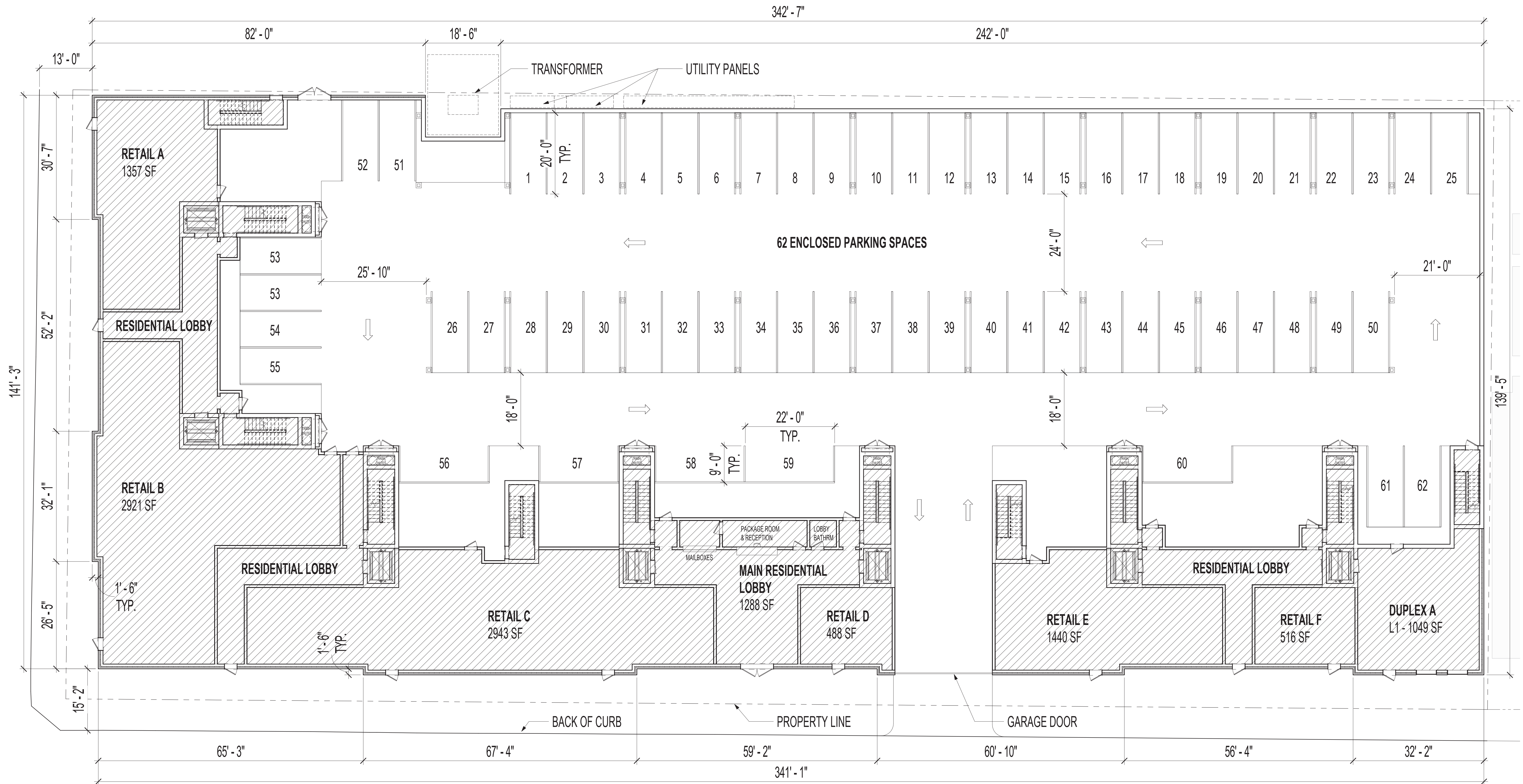


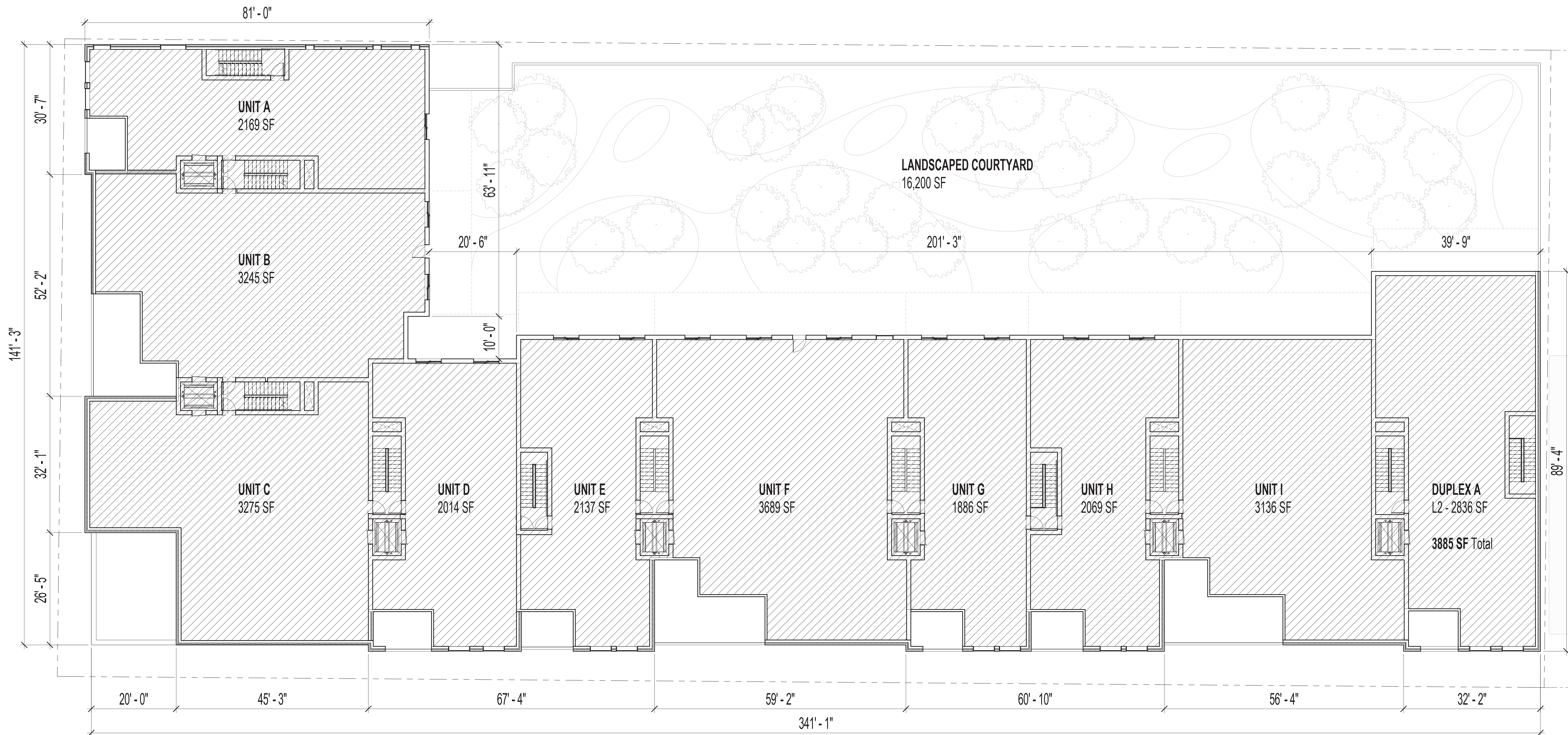
1 BASEMENT PLAN
3/32" = 1'-0"

BASEMENT LEVEL

TOTAL SF - 6,572 SF

- (17) 100 SF STORAGE UNIT FOR EACH RESIDENTIAL UNIT
- (1) ELEVATOR HAS BASEMENT LEVEL ACCESS
- (3) EGRESS STAIRS HAVE BASEMENT LEVEL ACCESS





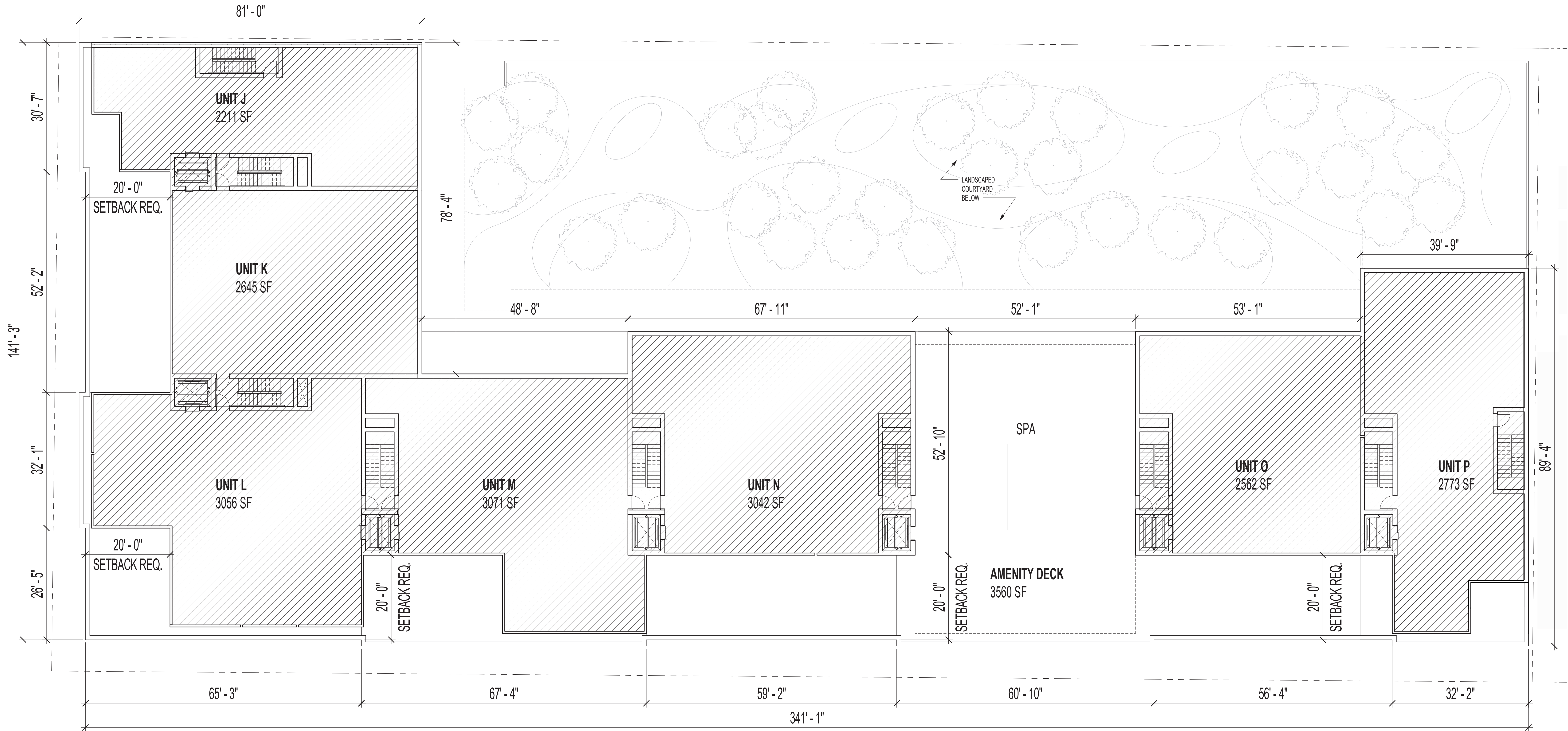
1 2ND FLOOR PLAN
3/32" = 1'-0"

BUILDING TOTALS

GROSS SF - 66,862
SELLABLE SF - 56,519
EFFICIENCY - 84.5%

LEVEL 2

GROSS SF - 28,795
SELLABLE SF - 26,445



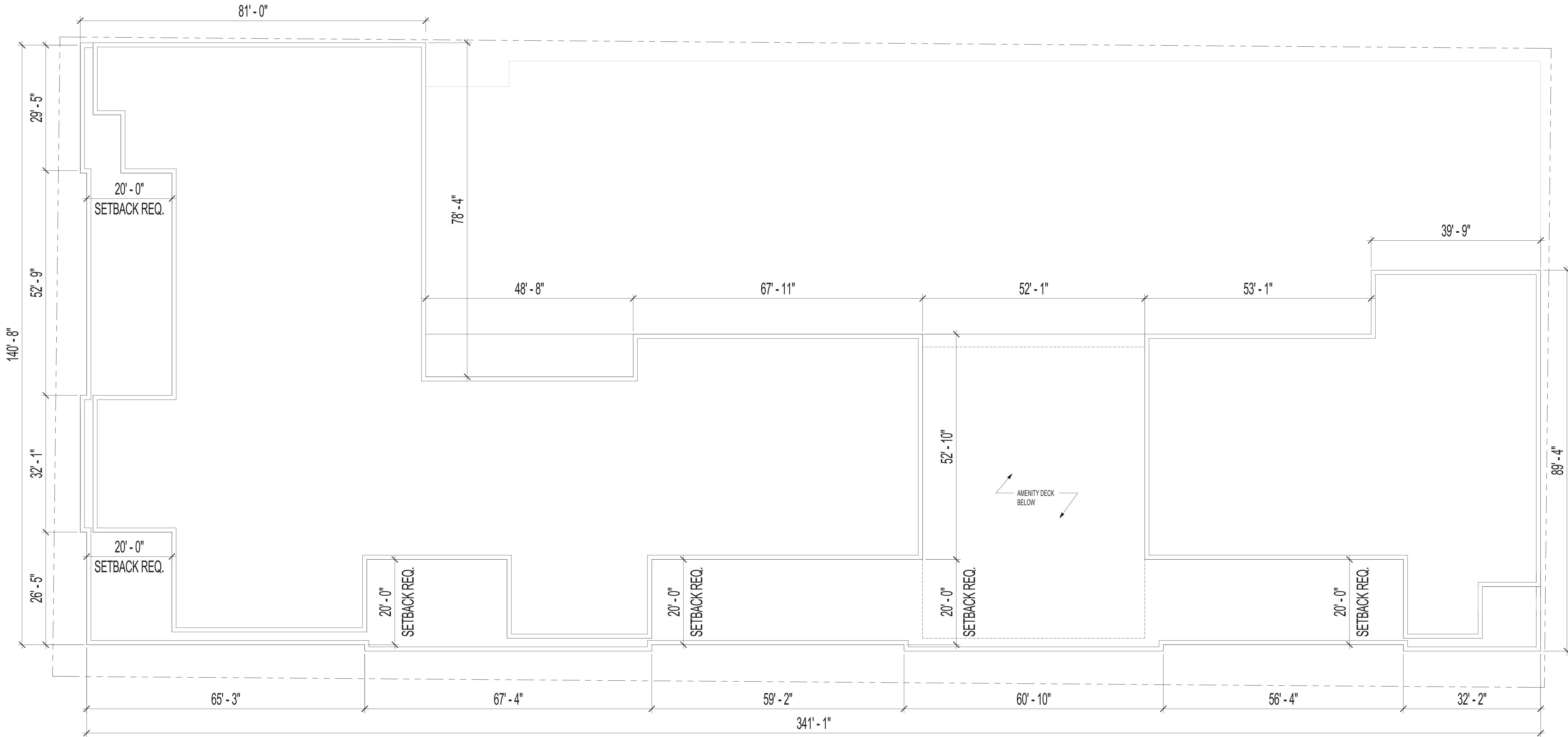
BUILDING TOTALS

GROSS SF - 66,862
SELLABLE SF - 56,519
EFFICIENCY - 84.5%

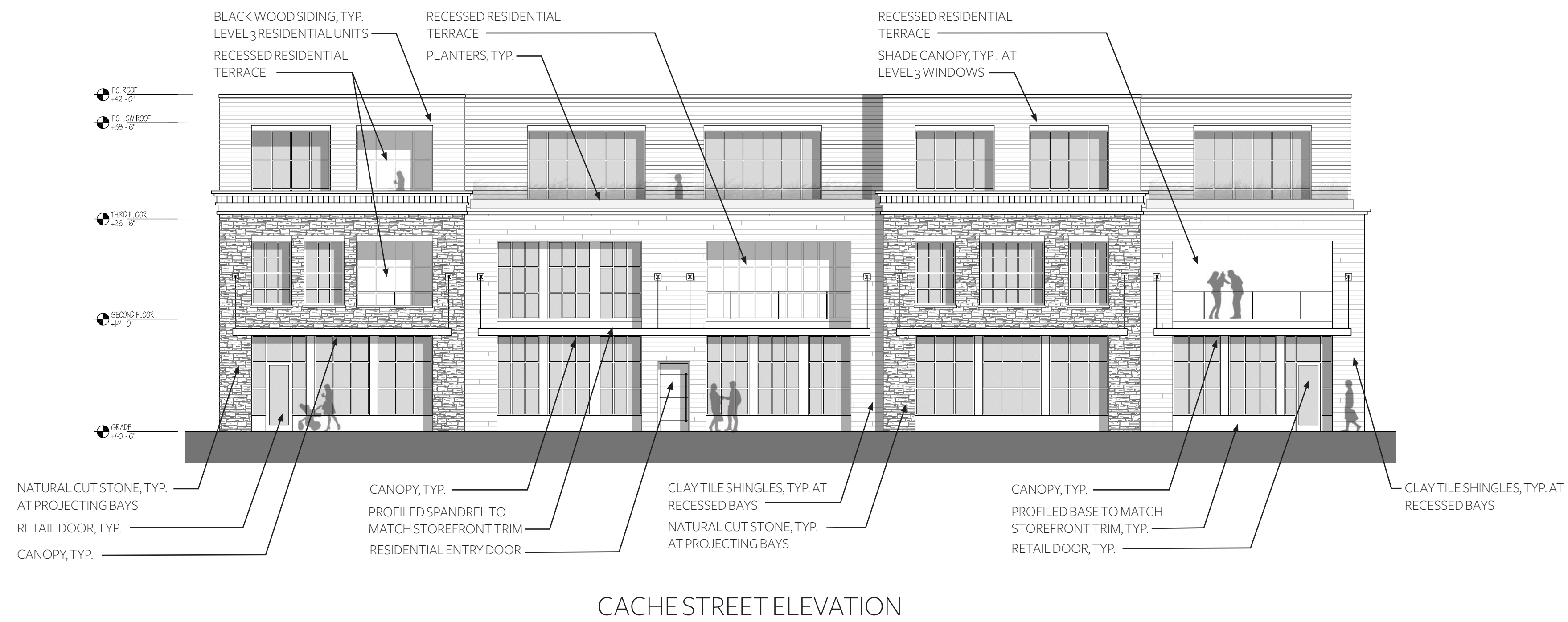
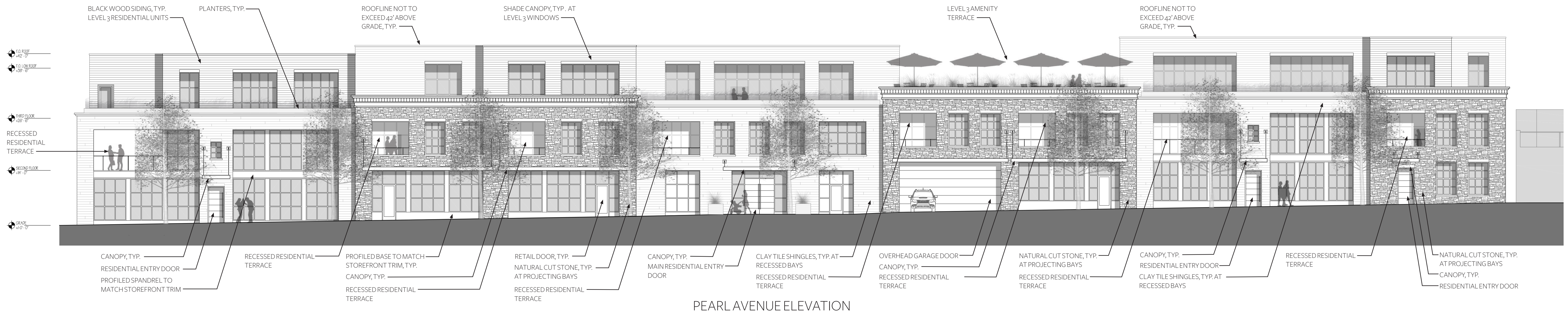
LEVEL 3

GROSS SF - 21,473
SELLABLE SF - 19,360

1 3RD FLOOR PLAN
3/32" = 1'-0"



① ROOF PLAN
3/32" = 1'-0"

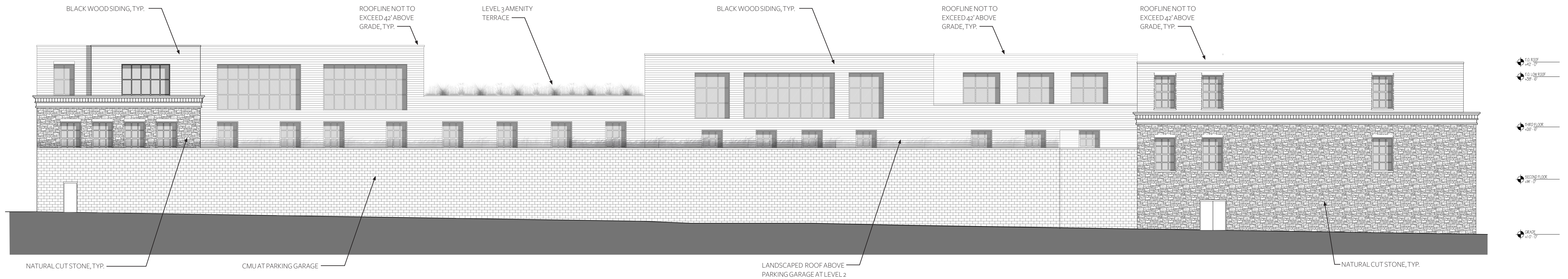


BUILDING ELEVATIONS
SCALE: 3/32" = 1'-0"

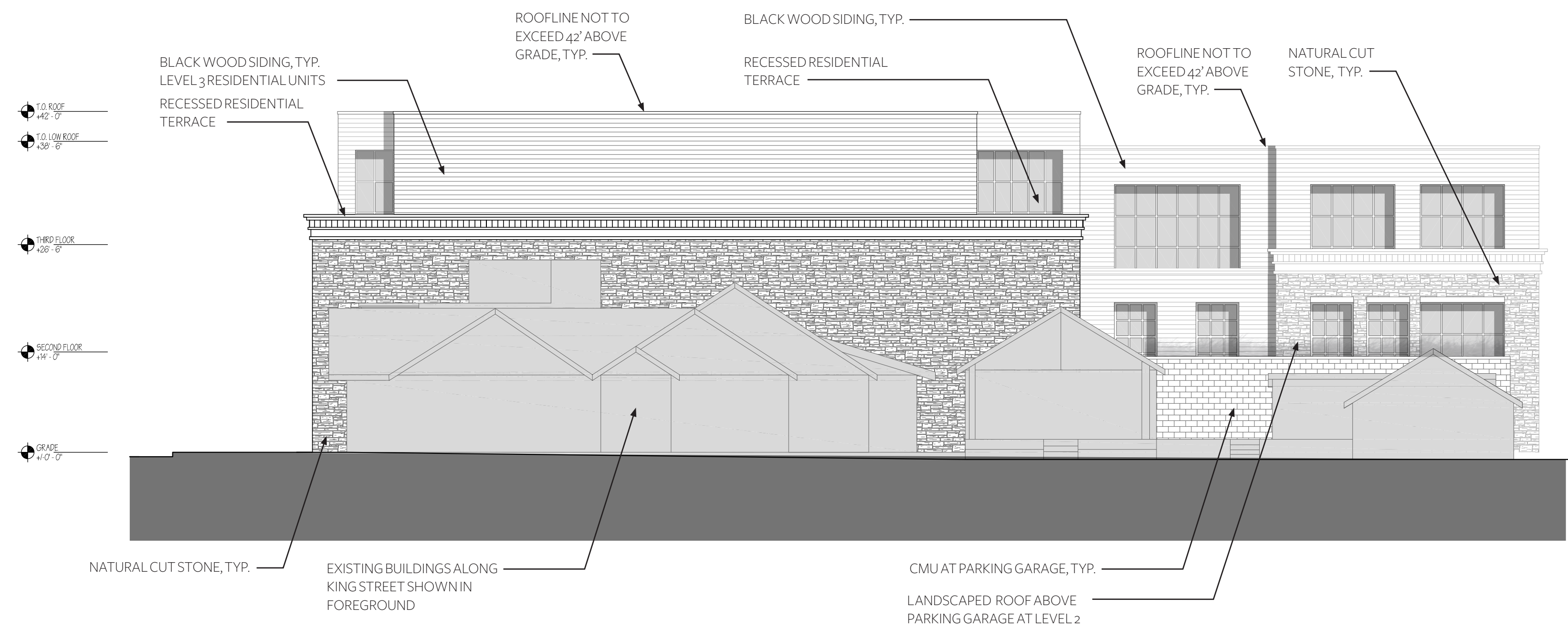
NORTHWORKS



CONDOS AT CACHE & PEARL
JACKSON, WYOMING



NORTH (ALLEY) ELEVATION



EAST (KING STREET) ELEVATION



PEARL AVENUE ELEVATION



CACHE STREET ELEVATION

RENDERED ELEVATIONS
NOT TO SCALE

NORTHWORKS



CONDOS AT CACHE & PEARL
JACKSON, WYOMING



EXTERIOR RENDERING



EXTERIOR RENDERING



NOT FOR CONSTRUCTION

DRAWING NO	JOB TITLE	DRAWING TITLE	DATE	3 NOV 2021	REV.
C1	CACHE & PEARL PROJECT	WEST UTILITY SITE PLAN	SURVEYED	NE	
	SCHEMATIC DESIGN		ENGINEERED	BO	
	JACKSON, WYOMING		DRAWN	BO	
			CHECKED	MB	
			APPROVED	MB	

HOUSING MITIGATION PLAN



Jackson/Teton County Affordable Housing Checklist - Housing Mitigation Plan (LDR Division 6.3.6)

Every development application must include a Housing Mitigation Plan for sufficiency. Every Housing Mitigation Plan is required to contain the following information:

Applicability (LDR 6.3.6.A.3.a)

1. Does your development qualify for an exemption from a housing mitigation requirement? Yes ☐ No ☒
If yes, explain and refer to the proper LDR _____

2. Are there credits associated with your development? Yes ☒ No ☐ If yes, explain where the existing credits came from, provide the calculation, and refer to the proper LDR. _____
There are currently 10.428 housing credits associated with existing development on site.
Proposed use for the re-development requires 6.579 credits. There are 3+ credits remaining after the redevelopment. No units shall be required. See attached AFH Calculator Worksheet.

Calculation of Requirement (LDR 6.3.6.A.3.b)

3. Does your development require or are you otherwise requesting approval of an Independent Calculation (LDR section 6.3.3.B)? Yes ☐ No ☒
If yes, provide the calculation according to 6.3.3.B.2 along with impact analysis, verifiable local information, industry specific rather than business specific data, etc. The Planning Department is available to help with this calculation prior to submittal of your application. Attach as a separate sheet.

☐ I have attached a separate sheet with the calculation and supporting data for my Independent Calculation

Housing Mitigation Requirements Calculator. If no to 1 and 3 above, calculate your development's requirement, using the Housing Mitigation Requirements Calculator. The calculator can be found at this link: www.jacksonwy.gov/200/Planning Attach a copy of the first page of the calculator showing the calculations and requirements with your Housing Mitigation Plan. The Planning Department is available to help with this calculation prior to submittal of your application.

- ☒ I have attached a copy of the first page of the Housing Mitigation Requirements Calculator which includes my requirement and unit types.

Type of Affordable Housing Provided – Standard Restrictions. (LDR 6.3.4)

4. How many ownership or rental units are you proposing in which income ranges with how many bedrooms?
Please complete the matrix below:

Bedrooms	0 – 50%	50% - 80%	80% - 120%	Workforce	Ownership or Rental
1-bedroom					
2-bedroom					
3-bedroom					

Special Restriction. The Special Restriction is a contract between The Board of County Commissioners or the Town Council and the owner of real property developed or designated to satisfy the development requirements. The Special Restrictions will be recorded on the property. Appropriate restriction templates can be obtained from the Jackson/Teton County Affordable Housing Department or at this link:
www.tetonwyo.org/1856/Deed-Restriction-Templates .

☐ I have attached a draft of the Standard Restrictions for each unit.

Livability Standards (LDR 6.3.4.D and E) (Rules and Regs Section 2-3). Restricted housing must comply with the Livability Standards in the Jackson/Teton County Housing Department Rules and Regulations. The Livability Standards include amount of cabinetry/counter space, storage, closets, room sizes, appliances, laundry facilities, bathrooms, etc. The Rules and Regulations can be found at this link:
www.tetonwyo.org/1332/Housing-Rules-and-Regulations .

☐ I have reviewed the Livability Standards and understand the requirements. I have/will contact the Housing Department for approval of my units early in the design process to get their approval prior to submitting for building permit.

Method for Providing Required Housing (LDR 6.3.5):

One or a combination of the below methods may be proposed to satisfy your housing requirement. They are listed in the order of preference/priority. Highest priority must be used unless it is demonstrated that a higher priority is impracticable (LDR 6.3.5.C)

1. Construction of new units either on-site or off-site (LDR 6.3.5.D.1).
2. Conveyance of land for affordable/workforce housing (LDR 6.3.5.D.2).
3. Utilization of a banked affordable or workforce housing unit (LDR 6.3.5.D.3).
4. Restriction of an existing residential units as an affordable/workforce housing unit (LDR 6.3.5.D.4).
5. Payment of an in-lieu fee (LDR 6.3.5.D.5).

☐ I have attached a detailed explanation of my proposed method of providing Required Housing.

Phasing Plan (LDR 6.3.5.A.3). Restricted Housing Units shall be ready for occupancy no later than the free market portion of the development is occupied. If the free market portion is to be developed in phases, then the Restricted Housing Units shall be developed prior to or in proportion to the free market portion.

☐ I have attached a detailed description of my phasing plan as it pertains to Affordable/Workforce units.

Housing Mitigation Plan

updated 1/8/21

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

Calculating the Requirement (Sec. 6.3.2 & 6.3.3)

Step 1: Location

Town of Jackson

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

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

Step 2: Existing Development

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

Existing Use (Sec. 6.3.2.A)	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Conventional Lodging	0.102*bedrooms	1	0	49	5.005
Conventional Lodging	0.102*bedrooms	1	0	8	0.817
Retail	0.000216*sf		3113	1	0.672
Retail	0.000216*sf		7584	1	1.636
Retail	0.000216*sf		2325	1	0.502
Restaurant/Bar	0.000599*sf		3000	1	1.796
Assembly	Independent Calculation		3000	1	
Apartment (Unrestricted)	$0.000017*sf + (Exp(-14.17 + 1.59*Ln(sf)))/2.176$	2	820	1	0.000
Apartment (Unrestricted)	$0.000017*sf + (Exp(-14.17 + 1.59*Ln(sf)))/2.176$	1	518	1	0.000
Apartment (Unrestricted)	$0.000017*sf + (Exp(-14.17 + 1.59*Ln(sf)))/2.176$	2	752	1	0.000
Existing Workforce Housing Credit					10.428

Ranch Inn
Ranch Square Building
Under the Willow Building Per TC GIS, including basement
Ranch Square Building Per TC GIS, including basement
Grace Spa including basement
Thai Me Up including basement
Conference Center per ZCV
Deed Restricted Unit per ZCV. Per Planning Dept unit shall not carry any credit
Apartment Per ZCV
Apartment Per ZCV

Step 3: Proposed Development

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

Proposed Use	Housing Requirement (Sec. 6.3.3.A)	Use Size: bedrooms	Use Size: habitable sf	Use Quantity	Housing Required
Retail	0.000216*sf		1357	1	0.293
Retail	0.000216*sf		2921	1	0.630
Retail	0.000216*sf		2943	1	0.635
Retail	0.000216*sf		488	1	0.105
Retail	0.000216*sf		1440	1	0.311
Retail	0.000216*sf		516	1	0.111
Assembly			1288	1	
Short-Term Rental Unit	0.102*bedrooms	2	2169	1	0.204
Short-Term Rental Unit	0.102*bedrooms	3	3245	1	0.306
Short-Term Rental Unit	0.102*bedrooms	3	3275	1	0.306
Short-Term Rental Unit	0.102*bedrooms	2	2014	1	0.204
Short-Term Rental Unit	0.102*bedrooms	2	2137	1	0.204
Short-Term Rental Unit	0.102*bedrooms	3	3689	1	0.306
Short-Term Rental Unit	0.102*bedrooms	2	1886	1	0.204
Short-Term Rental Unit	0.102*bedrooms	2	2069	1	0.204
Short-Term Rental Unit	0.102*bedrooms	3	3126	1	0.306
Short-Term Rental Unit	0.102*bedrooms	2	2211	1	0.204
Short-Term Rental Unit	0.102*bedrooms	3	2645	1	0.306
Short-Term Rental Unit	0.102*bedrooms	3	3056	1	0.306
Short-Term Rental Unit	0.102*bedrooms	3	3071	1	0.306
Short-Term Rental Unit	0.102*bedrooms	3	3042	1	0.306
Short-Term Rental Unit	0.102*bedrooms	3	2562	1	0.306
Short-Term Rental Unit	0.102*bedrooms	2	2773	1	0.204
Short-Term Rental Unit	0.102*bedrooms	3	3885	1	0.306
Circulation or Nonhabitable Space	exempt		6572	1	0.000
Affordable Workforce Housing Required:					6.579
Fee-in-Lieu Amount:					\$ 1,981.68

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

PARKING CALCULATIONS

PARKING CALCULATIONS

Commercial Use	Square Footage	Parking Required	Number of Spaces	Notes
Retail A	1357	2.25 spaces per 1,000 sf	3.05325	
Retail B	2921	2.25 spaces per 1,000 sf	6.57225	
Retail C	2943	2.25 spaces per 1,000 sf	6.62175	
Retail D	488	2.25 spaces per 1,000 sf	1.098	
Retail E	1440	2.25 spaces per 1,000 sf	3.24	
Retail F	516	2.25 spaces per 1,000 sf	1.161	
TOTAL	9665		21.74625	

Residential Use	Square Footage	Parking Required	Number of Spaces	Notes
Unit A	2169	1.5 Per DU	1.5	*Short term rental not eligible to share parking with other uses
Unit B	3245	1.5 Per DU	1.5	
Unit C	3275	1.5 Per DU	1.5	
Unit D	2014	1.5 Per DU	1.5	
Unit E	2137	1.5 Per DU	1.5	
Unit F	3689	1.5 Per DU	1.5	
Unit G	1886	1.5 Per DU	1.5	
Unit H	2069	1.5 Per DU	1.5	
Unit I	3126	1.5 Per DU	1.5	
Unit J	2211	1.5 Per DU	1.5	
Unit K	2645	1.5 Per DU	1.5	
Unit L	3056	1.5 Per DU	1.5	
Unit M	3071	1.5 Per DU	1.5	
Unit N	3042	1.5 Per DU	1.5	
Unit O	2562	1.5 Per DU	1.5	
Unit P	2773	1.5 Per DU	1.5	
Duplex A	3885	1.5 Per DU	1.5	
TOTAL	46855		25.5	

Parking Type	Quantity	Notes
Total Parking Spaces Required (From Above By Use)	47.24625	26 spaces associated with short term rental cannot be offset with parking credits
On-Street Availability	14	22' linear feet per space
Parking Credit	TBD	
Required On-Site Parking	33.24625	34 Spaces Required

LDR COMPLIANCE

LDR COMPLIANCE

PROJECT INFORMATION

N 1/2 LOT 14-16, BLK. 1, CACHE-1
 50 S Cache Street
 Jackson, WY 83001
 PIDN: 22-41-16-34-2-05-006
 Lot Size: 0.344 Acres (13,557 sf)

LOT 12-13, S 1/2 LOTS 14-16 BLK. 1, CACHE-1
 45 East Pearl Avenue
 Jackson, WY 83001
 PIDN: 22-41-16-34-2-05-007
 Lot Size: 0.602 Acres (26,238 sf)

LOT 10-11, BLK. 1, CACHE-1
 75 East Pearl Avenue
 Jackson, WY 83001
 PIDN: 22-41-16-34-2-05-008
 Lot Size: 0.344 Acres (14,989 sf)

2.2.15. DC-2: Downtown Core -2

Town of Jackson Applicable LDRs

1. Lot Standards				
Building Setbacks (Sec 9.4.8.)				
General	Source	Notes	Proposed	Complies
Primary street setback range (min.-max)	ToJ LDR Section 2.2.15.B.1	0' – 5'	0' – 5'	Yes
Secondary street setback range (min.-max)	ToJ LDR Section 2.2.15.B.1	0' – 5'	0' – 5'	Yes
Side interior (min.)	ToJ LDR Section 2.2.15.B.1	0' or 5'	0'	Yes
Rear (min.)	ToJ LDR Section 2.2.15.B.1	0' or 5'	0'	Yes
Abutting protected zone	ToJ LDR Section 2.2.15.B.1	10'		n/a
Landscaping (Div. 5.5.)				
Landscape surface ratio (min.)	ToJ LDR Section 2.2.15.B.1	n/a		Yes
Plan units (min.)	ToJ LDR Section 2.2.15.B.1	n/a		Yes
Fencing				
Height in any street or side yard (max)	ToJ LDR Section 2.2.15.B.1	4'		n/a

Height in rear yard (max)	ToJ LDR Section 2.2.15.B.1	6'		n/a
Setback from pedestrian frontage	ToJ LDR Section 2.2.15.B.1	1'		n/a
Setback from side or rear lot line (min.)	ToJ LDR Section 2.2.15.B.1	0'	0'	Yes
Parking Setbacks (Sec. 9.4.8.)				
Primary street, above ground (min.)	ToJ LDR Section 2.2.15.B.1	30'		n/a
Secondary street, surface parking (min.)	ToJ LDR Section 2.2.15.B.1	30'		n/a
Secondary street, tuck under, enclosed, or structured parking screened by building (min.)	ToJ LDR Section 2.2.15.B.1	0'	40'	Yes
Access				
Curb cut width (mx)	ToJ LDR Section 2.2.15.B.1	24'	24'	Yes
2. Bulk Standards				
Street Façade (Sec. 9.4.11.)				
Width of ground and 2 nd story in primary street setback range	ToJ LDR Section 2.2.15.B.2			
% of lot width (min.)	ToJ LDR Section 2.2.15.B.2	80%		Yes
Length from street corner (min.)	ToJ LDR Section 2.2.15.B.2	30'		Yes
Width of ground and 2 nd story in secondary street setback range	ToJ LDR Section 2.2.15.B.2			
% of lot width (min.)	ToJ LDR Section 2.2.15.B.2	80%		Yes
Length from street corner (min.)	ToJ LDR Section 2.2.15.B.2	30'		Yes
Building Height (Sec. 9.4.9.)				
Height (max) if roof pitch $\geq 5/12$	ToJ LDR Section 2.2.15.B.2	46'		n/a

Height (max) if roof pitch <5/12	ToJ LDR Section 2.2.15.B.2	42'	42'	Yes
Stories (max)	ToJ LDR Section 2.2.15.B.2	3	3	Yes
Height (min.) in any street setback range	ToJ LDR Section 2.2.15.B.2	16'	16'	Yes
Building Stepback (Sec. 9.4.12.)				
Stepback for any 3 rd story street façade or street façade over 30' (min.)	ToJ LDR Section 2.2.15.B.2	20'	20'	Yes
Encroachment in stepback (max % of overall façade width)	ToJ LDR Section 2.2.15.B.2	40%	40%	Yes
A building with only residential use that has at least 4 units is exempt from stepback requirement	ToJ LDR Section 2.2.15.B.2			n/a
Scale of Development				
Floor area ratio (FAR) (max) (E.3.)	ToJ LDR Section 2.2.15.B.2	1.3	GSA (1.29 Acres) 54,784 * 1.3 = 71,219.2 sf	Yes
Deed restricted housing exemption (Sec. 7.8.3.)	ToJ LDR Section 2.2.15.B.2			n/a
Workforce housing floor area bonus (Sec. 7.8.4.)	ToJ LDR Section 2.2.15.B.2			n/a
3. Form Standards				
Pedestrian Frontage				
Covered walkway	ToJ LDR Section 2.2.15.B.3	See Sec 2.2.1.C.1	Cache Street	Yes
Trees in grates	ToJ LDR Section 2.2.15.B.3	See sec. 2.2.1.C.2	Pearl Ave.	Yes
Building Frontage Options				
Shopfront	ToJ LDR Section 2.2.15.B.3	See sec. 2.2.1.D.2	Shopfront	Yes
Residential	ToJ LDR Section 2.2.15.B.3	See sec. 2.2.1.D.4.		n/a
Lodging	ToJ LDR Section 2.2.15.B.3	See sec. 2.2.1.D.5.		n/a

Parking Type Options				
On-street parking	ToJ LDR Section 2.2.15.B.3	See sec. 2.2.1.E.1	Yes	Yes
Surface parking	ToJ LDR Section 2.2.15.B.3	See sec. 2.2.1.E.2.		n/a
Tuck-under parking	ToJ LDR Section 2.2.15.B.3	See sec. 2.2.1.E.4		n/a
Enclosed parking	ToJ LDR Section 2.2.15.B.3	See sec. 2.2.1.E.3.		n/a
Structured parking	ToJ LDR Section 2.2.15.B.3	See sec. 2.2.1.E.5.	Yes	Yes
Underground parking	ToJ LDR Section 2.2.15.B.3	See sec. 2.2.1.E.6.		n/a
4. Environmental Standards				
Natural Resource Setback (min) (Sec 5.1.1.)				
Cache Creek south of Cache Creek Dr.	ToJ LDR Section 2.2.15.B.4	20'		n/a
Flat Creek north of Hansen	ToJ LDR Section 2.2.15.B.4	25'		n/a
Flat Creek south of Hansen	ToJ LDR Section 2.2.15.B.4	50'		n/a
Wetland	ToJ LDR Section 2.2.15.B.4	30'		n/a
Irrigation Ditch Setback (min) (Sec. 7.7.4.D.)				
Irrigation Ditch	ToJ LDR Section 2.2.15.B.4	15'		n/a
Natural Resource Overlay (NRO)(Sec. 5.2.1.)				
5. Scenic Standards				
Exterior Lighting (Sec 5.3.1.)				
Light trespass is prohibited	ToJ LDR Section 2.2.15.B.5			Yes
All lights over 600 lumen shall be fully shielded.	ToJ LDR Section 2.2.15.B.5			Yes
Max lumens per sf of site development	ToJ LDR Section 2.2.15.B.5	3	TBD	Yes
Lumens per site (max)	ToJ LDR Section 2.2.15.B.5			Yes
All fixtures		100,000		Yes

Unshielded fixtures		5,500		Yes
Light color	ToJ LDR Section 2.2.15.B.5	<3000 Kelvin		Yes
Scenic Resource Overlay (SRO)(Sec. 5.3.2.)				
6. Natural Hazards to Avoid				
Steep Slopes (Sec 5.4.1.)				
Development prohibited	ToJ LDR Section 2.2.15.B.6	Slopes>25%		n/a
Hillside CUP required	ToJ LDR Section 2.2.15.B.6	Parcel with average cross-slope > 10%		n/a
Areas of Unstable Soils (sec. 5.4.2.)				
Fault Area (sec. 5.4.3.)				
Floodplains (sec 5.4.4.)				
Wildland Urban Interface (sec. 5.4.5.)				
7. Signs (nonresidential) (Div. 5.6.)				
Number of signs (max)	ToJ LDR Section 2.2.15.B.7	3 per business year	TBD	TBD
Background color	ToJ LDR Section 2.2.15.B.7	No white or yellow	TBD	Yes
Sign Area				
Total sign area (max)	ToJ LDR Section 2.2.15.B.7	3 sf per linear ft of street façade width up to 150 sf	TBD	Yes
Penalty	ToJ LDR Section 2.2.15.B.7	10% per projecting and freestanding sign		
Sign Type Standards				
Canopy Sign	ToJ LDR Section 2.2.15.B.7			TBD
Clearance (min)	ToJ LDR Section 2.2.15.B.7	7'6" from average grade		
Setback (min)	ToJ LDR Section 2.2.15.B.7	18" from back of curb		
Freestanding sign	ToJ LDR Section 2.2.15.B.7			TBD
Height (max)	ToJ LDR Section 2.2.15.B.7	6'		

Setback (min)	ToJ LDR Section 2.2.15.B.7	5'		
Projecting sign	ToJ LDR Section 2.2.15.B.7			TBD
Height (max)	ToJ LDR Section 2.2.15.B.7	24' above grade		
Clearance (min)	ToJ LDR Section 2.2.15.B.7	7'6" from average grade		
Setback (min)	ToJ LDR Section 2.2.15.B.7	18" from back of curb		
Window Sign	ToJ LDR Section 2.2.15.B.7			
Window surface coverage (max)	ToJ LDR Section 2.2.15.B.7	25% up to 16 sf		
Temporary signs	ToJ LDR Section 2.2.15.B.7	(sec 5.6.1.)		
8. Grading, Erosion Control, Stormwater				
Grading (sec 5.7.2.)				
Erosion Control (sec 5.7.3.)				
Erosion shall be controlled at all times	ToJ LDR Section 2.2.15.B.8			Yes
Stormwater Management (sec.5.7.4.)				
No increase in peak flow rate or velocity across property lines	ToJ LDR Section 2.2.15.B.8			Yes

9. Physical Development Permits Required							
Physical Development	Sketch Plan (Sec. 8.3.1.)	Development Plan (Sec. 8.3.2.)	Building Permit (Sec. 8.3.3.)	DRC Review (Sec. 8.2.6.)	Sign Permit (Sec. 8.3.5.)	Grading Permit (Sec. 8.3.4.)	Floodplain Permit
>39,000 sf	X	X	X	X		Sec.5.7.2.	n/a
Sign					X		

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min.) (Div. 6.2.) (E.1.)	Affordable Workforce Housing Units (min) (Div.6.3.)

Lodging					
Short-term rental Unit (6.1.5.c.)	B(LO)	n/a	n/a	1/DU if <2 bedrooms and <5090 sf; otherwise 1.5/DU	0.204*bedrooms
Commercial Uses					
Office (6.1.6.B.)	B	n/a	n/a	1.65/1,000 sf	0.000493*sf
Retail (6.1.6.C.)	B(LO)	12,500 sf excluding basement storage	n/a	2.25/1,000 sf	0.000431*sf
Service (6.1.6.D.)	B(LO)		n/a	1.5/1,000 sf	0.000431*sf
Restaurant/Bar (6.1.6.E.)	B(LO)		n/a	1/110 sf dining area + 1/60 sf bar area	0.001197*sf

FINDINGS FOR APPROVAL

FINDINGS FOR APPROVAL

1. "Consistent with the desired future character described for the site in the Jackson/Teton County Comprehensive Plan"

The proposed project is consistent with the desired future character for District 2: Town Commercial Core as it supports commercial use, employment opportunities, and lodging capacity. The site is located more specifically in subarea 2.3 Downtown, a subarea that is very important to downtown as demonstrated by the large number of detailed goal statements for this area in the Comprehensive Plan, including providing a vibrant pedestrian-oriented mixed use district with a variety of non-residential and residential uses. This proposal achieves these goals in exemplary manner in the following ways:

- A mixed-use development will be created with a variety of commercial uses on the ground level and residential units on the two upper floors.
- The upper floor residential units will be available for short-term rental, adding another potential use.
- The public realm along Pearl Avenue will be greatly enhanced with an active new building wall, a wider sidewalk and an attractive overhead canopy.
- A consistent size and building form will be created across seven existing town lots in an area that currently contains inconsistent building forms and sizes.
- This consistent building form will be accomplished with exemplary urban design principles that create a warm pedestrian scale along the sidewalk, contains numerous additive and subtractive building elements, includes a desirable range of building materials, and sets back the third building level.
- This urban design received unanimous approval from the Design Review Committee.

2. Is not subject to the finding of "Achieve the standards and objective of the Natural Resource Overlay (NRO) and Scenic Resources Overlay (SRO), if applicable."

The proposed development is not within either of the aforementioned zoning overlays.

3. "Does not have significant impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire and EMS facilities."

All Town departments reviewed this proposed development during the pre-application phase, and they will continue reviewing the plans as they become more detailed. Their comments on infrastructure and facilities will be incorporated throughout the planning process. Because this proposal redevelops seven currently developed lots, the existing public services, utilities and infrastructure are expected to support this proposal without needed expansions.

4. "Complies with all relevant standards of these LDRs and other Town Ordinances as can be determined by the level of detail of a Sketch Plan."

The proposed project complies with or exceeds LDR standards and Town Ordinances. No variances or administrative adjustments are being proposed at this time.

5. "Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals."

The proposed project is in conformance and will remain in conformance with all TOJ departments having jurisdiction over the project. The submittal documents include responses to comments from the Pre-Application review.

RESPONSES TO THE
TOWN OF JACKSON
PLANNING DEPARTMENT
PRE-APPLICATION
CONFERENCE
(30 JUNE 2021)

RESPONSES TO THE TOWN OF JACKSON PLANNING DEPARTMENT PRE-APPLICATION CONFERENCE (30 JUNE 2021)

1. Massing: The general subtractive/additive massing looks very good. On the Cache frontage, staff recommends stepping the building down from 3 stories to 2 stories so that it transitions well with the property to the north (10 E Broadway) which is in the TS-1 zone allowing a max of 2 stories. If project extends all the way to Sweetwater block, staff strongly recommends that the building step down to 2 stories if possible here too.

Since the comment was made, the applicant has refined the building design, setbacks, and overall massing. The design contained within this sketch plan submittal was unanimously approved by the Design Review Committee ("DRC") on October 13, 2021. The proposed building design includes a setback at the third level across 100% of the Cache Street and Pearl Avenue frontages. The setbacks range from 3 feet to 20 feet which exceed the land development regulations requirements.

2. Single project massing: In addition to the subtractive/additive massing, the project will need to address its massing using horizontal and/or vertical techniques (see Sec. 1.16/1.22) to meet the Design Guidelines (both regular and DDO – see below). This is because the project is being proposed as a very large, unified project (approx. 350' of frontage on Pearl if carried to the Sweetwater property), which means that perhaps the key issue for this project will be finding creative ways to break up the massing into much smaller modules (see Sec. 1.13.a, b & c). For example, a monolithic building designed like the Marriott on Simpson Avenue will not be acceptable in this location in the DDO.

Since the comment was made, the applicant has refined the building design and overall massing. The design contained within this sketch plan submittal was unanimously approved by the Design Review Committee ("DRC") on October 13, 2021. Smaller modules and variability in the materiality of the exterior are included as part of the design strategy to address the design guidelines. The proposed building design includes projected and recessed modules of different materials which breaks the scale of the building into smaller sections. These modules have also been organized to provide a hierarchy and order between the retail and residential entrances.

3. Downtown Design Overlay ("DDO"): There are a number of elements of the DDO and Area 2 that will need to be incorporated into the design.

Since the comment was made, the applicant has refined the building design and has incorporated the Downtown Design Overlay/Area 2 standards. The submittal was unanimously approved by the DRC on October 13, 2021.

4. First story windows/transparency: The amount of glazing should be similar to traditional Jackson buildings (see Sec. 1.21). Concept drawings show street level floor to ceiling windows which is too much, might try a kick plate or some other techniques to reduce glazing. The second story windows also show more transparency than traditional structures.

Since the comment was made, the applicant has significantly reduced glazing at both street level and upper stories using a variety of techniques that more closely align with traditional structures. The proposed building design was unanimously approved by the DRC on October 13, 2021, and features kick plates below the street level storefront glazing, and a variety of punched window types on the second floor.

RESPONSES TO THE TOWN OF JACKSON PLANNING DEPARTMENT PRE-APPLICATION CONFERENCE (30 JUNE 2021)

5. Materials: The variable brick is very good per Sec. 1.23/1/24/1.27, however, using only one type of brick for a building this size may not meet all the DDO guidelines, especially the goals of breaking the building into modules. Perhaps consider the use of different colors/textures of bricks in clean logical manner.

Since the comment was made, the applicant has refined the building design to incorporate additional materials to the exterior facades that align with the DDO guidelines. The submittal was unanimously approved by the DRC on October 13, 2021. The proposed building design has eliminated brick as a building material and now features a material palette of stone and clay tile shingles at Levels 1-2, black cedar siding at Level 3, stained cedar plank exterior ceilings and canopies, black aluminum windows, and black metal and wood detailing at the canopy structures and cornices, respectively. These material changes are a direct response to the comments received and further support the project's compliance with the Design Guidelines.

6. Pedestrian frontage: The direction from staff is that the Cache Frontage should be covered boardwalk (with continuous canopy with no gaps) and the Pearl frontage should be Trees in Grates (concrete sidewalk with pavers and trees). This appears to be what is generally shown in concept drawings. Depending on the location of the curb in relation to the property lines, the required 13.5 pedestrian frontage may not fit entirely within the public ROW. Pedestrian frontages sometimes overlap onto private property, but the Town tries to limit unreasonable encroachments when necessary. In such cases, an Administrative Adjustment may be used but in no case will the pedestrian frontage be reduced below 11' in width and preferably not below 12". On some streets, the existing curb can be moved away from the property line to provide additional pedestrian width.

Final site plan, pedestrian frontages, and required public right of way improvements will be developed prior to submitting for the Development Plan. No unnecessary encroachment agreements are anticipated.

7. Should consider cutting building corner on first floor for entrance and additional pedestrian space. However, if curb extensions are included then cutting the corner may not be necessary.

Since the comment was made, the applicant has adjusted the plan so that corner "module" is recessed from the adjacent modules to help break down the scale of the facades and provide additional pedestrian space at the corner. This design was unanimously approved by the DRC on October 13, 2021.

8. Uses: Is the intent to have on 8,000 sf retail space on the Cache frontage? If so, would be nice to break this into at least two smaller spaces. More variety at ground level better activates the street. If project ends including the entire Pearl frontage, the goal would be to include a number of individual commercial spaces along the street and to avoid first level condos. Outdoor dining and public amenity space should be considered in overall program if possible.

Since the comment was made, the applicant has revised the ground level plans to provide a clear hierarchy between the residential lobby entrances and the retail entrances. This design was unanimously approved by the DRC on October 13, 2021. The intention of the proposed plan is to have multiple, individual, smaller commercial spaces.

RESPONSES TO THE TOWN OF JACKSON PLANNING DEPARTMENT PRE-APPLICATION CONFERENCE (30 JUNE 2021)

9. Sec. 1.7; 1.8; 1.9;1.12;1.13 (1.13.b & c smaller modules);

Since the comment was made, the applicant has significantly revised the building design to better address and comply with previous review comments and the Design Guidelines. This design was unanimously approved by the DRC on October 13, 2021.

10. The construction management plan will go before the Town Council. Considerations on staging should be considered as soon as possible to get ahead of potential issues.

The applicant will submit a construction management plan to the Town Council along with the Development Plan application.

11. Provide turning movements for the underground parking.

Underground parking is not being considered at this time.

12. Pathways will be recommending a bulb-out or curb extension at Cache and Pearl.

If required by Pathways, bulb-out or curb extensions will be implemented.

13. If the plan is to only develop the western 3 lots: The western 3 lots total 2,500 sf and allow a 1.3 FAR of 29,250 sf. The plans show an above-ground floor area of 51,144 sf which far exceeds the allowed FAR. Staff is assuming the use of the 2:1 bonus, but the housing calculator says otherwise and describes all unit's short-term rental. FAR can be transferred from the other 4 eastern lots, but the total FAR for all 7 lots is 68,250 sf. Essentially this would be a 17,106 sf transfer from the eastern 4 lots. Please explain how this will work with the existing Ranch Inn Hotel.

The proposed development will demolish all above ground structures. According to the Alta Survey provided by Nelson Engineering, the Gross Surface Area of the seven lots is 1.29 Acres (54,784 square feet). Using a 1.3 FAR ratio, the resulting available square footage permissible to build (assuming existing structures will be demolished) is 71,219.2 square feet.

14. Please describe the phasing plan, if any.

Phasing is not being proposed at this time.

15. The Fire Department may add, keep, or reduce the amount of re-curb along Pearl Ave as a result of the new Fire Station. This may impact the amount of on-street parking credits for this development. At this time the Fire Department has not yet indicated a change to the red curb but may do so as part of the Sketch Plan and/or Development Plan.

The applicant will be in close contact with Jackson Hole Fire/EMS and will coordinate the design of the proposed development with the needs of the fire station. The viability of on street parking will be finalized prior to submitting the Development Plan.

RESPONSES TO THE TOWN OF JACKSON PLANNING DEPARTMENT
PRE-APPLICATION CONFERENCE
(30 JUNE 2021)

16. Staff needs a detailed breakdown of how housing credits and parking credits will be applied to all ownership spaces, specifically the ground-level commercial. In the future if uses change, how will parking be designated since there appears to be a surplus of parking.

Housing and parking credits will be finalized prior to the submittal of the Development plan dependent upon the final use allocation of the ground-level commercial spaces.

17. Updates needed on the parking sheet and housing calculator:

- **16 units are shown in the parking chart, yet the floor plans indicate 18 units. Please update the parking chart to reflect the correct amount of parking per unit.**

17 units are currently being proposed. The parking chart is updated to reflect this quantity.

- **the housing calculator shows 3 units as conventional lodging, please confirm these are the efficiency units shown on the floor plans? Also, there are 2 other efficiency units shown on the floor plans, are these also conventional lodging?**

The housing calculator has been updated to reflect current and proposed uses.

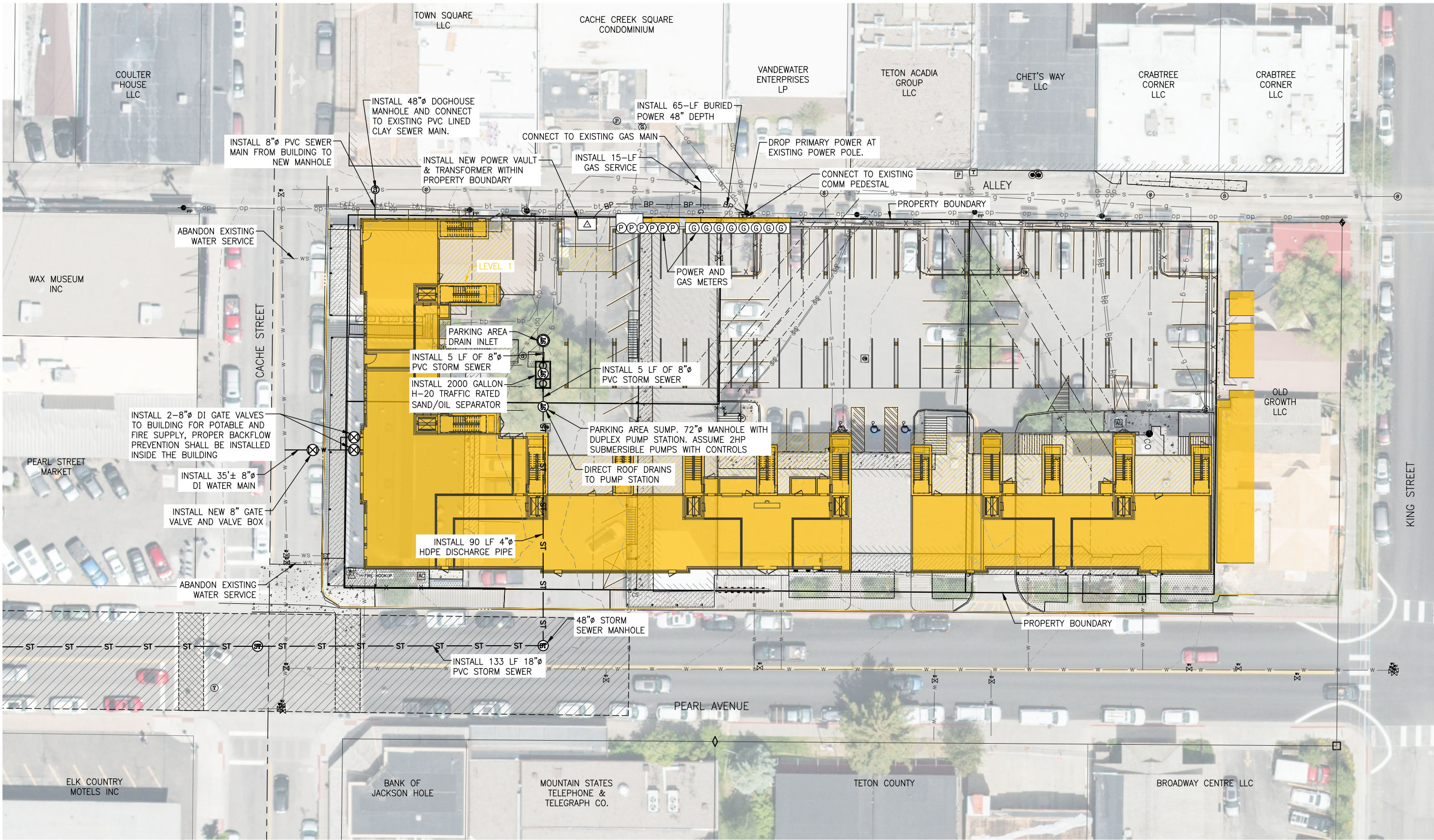
SCALE: 1" = 40' (11X17)



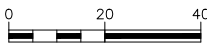
NOT FOR CONSTRUCTION

DRAWING NO	JOB TITLE	DRAWING TITLE	DATE	3 NOV 2021	REV.
C1	CACHE & PEARL PROJECT	WEST UTILITY SITE PLAN	SURVEYED	NE	
	SCHEMATIC DESIGN		ENGINEERED	BO	
	JACKSON, WYOMING		DRAWN	BO	
			CHECKED	MB	
			APPROVED	MB	

S:\projects\2021\03\0302\030200\030200.dwg - Nov 03 2021 03:02 pm - PLOTTED BY: alson - DWG FIRM: 230



EAST UTILITY SITE PLAN
SCALE: 1" = 40' (11X17)



NOT FOR CONSTRUCTION

DRAWING NO C2		JOB TITLE CACHE & PEARL PROJECT SCHEMATIC DESIGN JACKSON, WYOMING	DRAWING TITLE EAST UTILITY SITE PLAN	NELSON ENGINEERING P. O. BOX 1599, JACKSON WYOMING (307) 733-2087						DATE	SURVEYED	NE	REV.
JOB NO 21-076-03									ENGINEERED	BO			
									DRAWN	BO			
									CHECKED	MB			
									APPROVED	MB			

**NELSON
ENGINEERING**
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

MEMORANDUM

TO: Mayor and Town Council

FR: Larry Pardee, Town Manager

DT: January 18, 2022

RE: Town Manager's Report

Employee Housing Update

At the beginning of the winter season (end of November), all studio units at West Snow King were filled with seasonal Transit Operators and a Supervisor along with 2 master leased units at the Snow King Motel. The Town was trying to hire and continues to try and hire up to 10 additional Transit Operators to cover shifts and reduce the need for contracted service. As in previous years, a handful of Transit Operators, for whatever reason (not a good fit, family or health issue, performance issue, wage), end up leaving Jackson and either not starting or not completing the winter season. We continue to receive applications and we now have a few studio units available for new hires because of those drivers that left. We have 10 motel units on standby at Motel 6 for the remainder of this winter should we be able to hire additional Transit Operators. We also have one unit at the Antler Motel that is master leased that we use to house applicants completing background processes in Town, Lynsey Lenamond when she returns to Town for training the new Town Clerk, and as a backup bunkhouse unit when needed. We would also use this unit to house a winter Transit Operator should the need arise.

We have worked through the details of available housing units at Fire Station 1 with Teton County and we will be able to utilize space at this facility for a two year period of time beginning approximately in April 2022. These units are currently reserved for new hires in the recruitment process (Ecosystem Stewardship Administrator, Police Social Worker, Police Technology Position, Transit Supervisor, Full Time Transit Operator, Public Works wastewater and street positions).

We have two Town employees waiting to close on units at the King Street Condos. One of these employees currently rents a 1-bedroom apartment from the Town and once they have closed on their King Street Condo, we will place two full-time employees of the Town (married and both working for START) into that 1-bedroom unit.

The apartment on the second floor of the Si Ferrin building is nearing completion and we have a Police Officer lined up to move into that unit. We have another Police Officer waiting to move into a 2-bedroom Town-owned unit when he completes the Police Academy (currently occupied by a Town-funded social service agency employee completing a 1-year lease). These two Police Officers are currently residing temporarily at the Town's bunkhouse until one attends the Police Academy at the end of January and the other until the second-floor

apartment is completed and ready for occupancy. We have a newly hired Public Works employee waiting to move into a 2-bedroom unit on Vine Street, which will become available when the current employee residing in the unit moves into a Housing Trust ownership unit.

The Town has master leased 3 additional units where we are subsidizing rent so that employees are paying the HUD rental rates. One lease terminates at the end of winter and is at the Aspens and has been used to house our Interim Transit Director. Another lease ends on December 31, 2022 and is located in Wilson and is being reserved for a new hire (Ecosystem Stewardship Administrator, Police Social Worker, Police Technology Position, Transit Supervisor, Full Time Transit Operator, Public Works wastewater and street positions). And a third unit is in Wilson and is a 3-year lease and is currently housing our new Town Clerk.

We plan to review the 4 units that will be offered to Town employees for purchase at the Kelly Place Condos to determine any recommendations to Council on subsidizing the purchase price for those units and how best to utilize funding for employee housing.

Without the Council's continued support for employee housing we would not be able to recruit any new employees from outside of the area and we thank you for your continued support of employee housing initiatives.